Reference Guide

How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Basic Operations

Chapter 3 Optional Equipment

Chapter 4 Customizing Settings

Chapter 5 Checking Job and Device Status

Chapter 6 System Manager Settings

Chapter 7 Routine Maintenance

Chapter 8 Troubleshooting

Chapter 9 Appendix

Includes Sample Reports and the Relationship between Original Orientation and Preprinted Paper Output Chart.

USRM1-1418-00

Contents

Preface

Thank you for purchasing the Canon imagePRESS C7000VP. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

Operations and Terms Used in This Manual

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

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

✎ NOTE
The Copy and Scan functions are available only if the optional Color Image Reader-H1 is attached.

Scanning

Scanning an original to be copied, or scanning an original to be stored as data in an inbox.

Printing

Outputting a copy, outputting data stored in an inbox, or outputting data sent from a personal computer to the machine.

Copying

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

1
CHAPTER
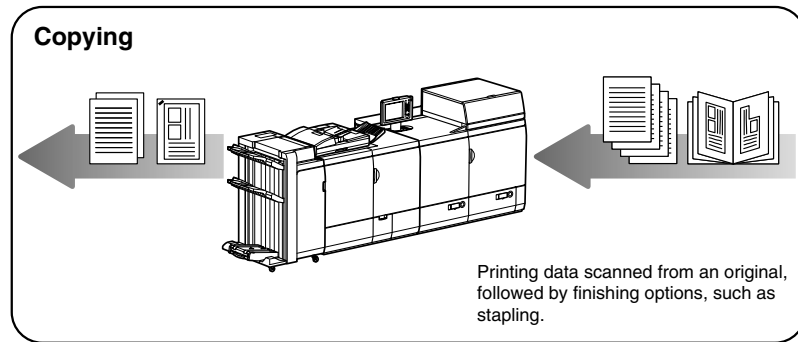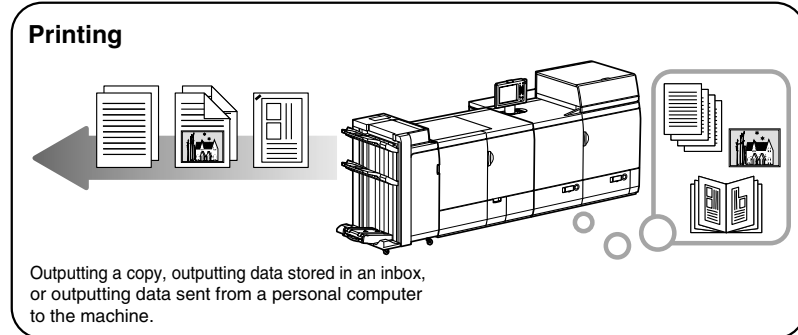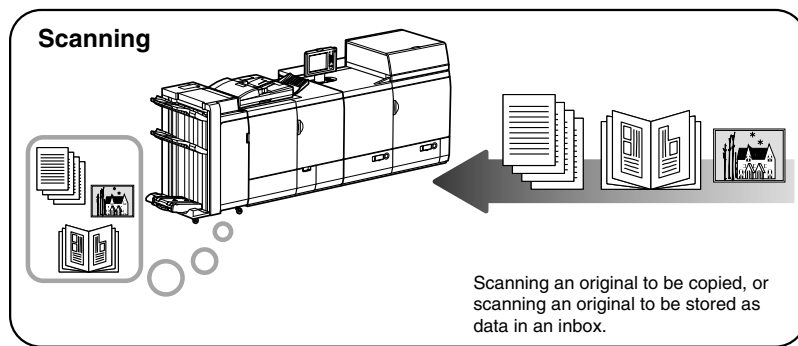
Before You Start Using This Machine

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

imagePRESS
C7000VP

Parts and Their Functions

This section provides you with the names and functions of all the parts on the outside and inside of the main unit, control panel, and the touch panel display. For more information on optional equipment, parts and their functions, see Chapter 3, "Optional Equipment."

🖐 IMPORTANT

For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

External View
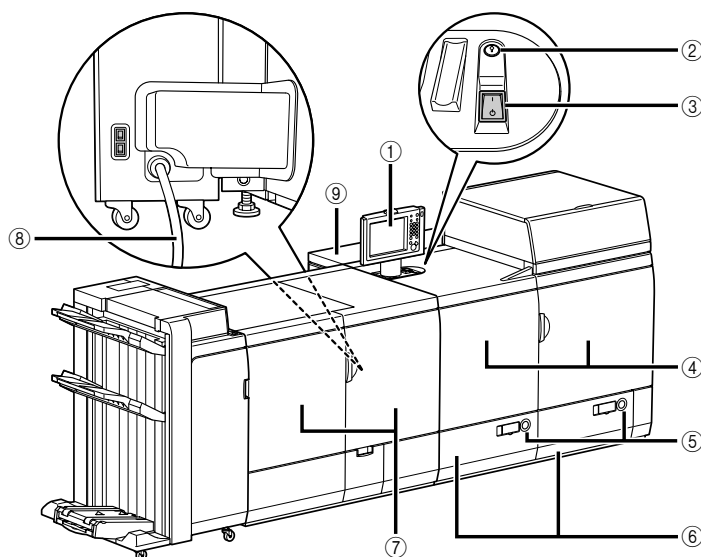
① **Control Panel**

Includes the keys, touch panel display, and indicators required for operating the machine. (See "Control Panel Parts and Functions," on p. A1-4.)

② **Security Key (Optional)**

For managing the use of the machine and preventing unauthorized copies.

③ **Main Power Switch**

Press to the "I" side to turn the power ON. (See "Main Power and Control Panel Power," on p. A1-6.)

④ **Main Station's Front Right Cover/Front Left Cover**

Open these covers to clear a paper jam inside the main station. (See "Screens Indicating the Locations of Paper Jams," on p. A8-4.)

⑤ **Open Button**

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

The paper supply indicator enables you to check the amount of paper remaining in the paper deck.

⑥ **Right/Left Paper Deck**

Holds up to 1,000 sheets of paper (80 g/m^2).

⑦ **Sub Station's Front Right Cover/Front Left Cover**

Open these covers to clear a paper jam inside the sub station. (See "Screens Indicating the Locations of Paper Jams," on p. A8-4.)

⑧ **Power Cord**

Supplies power from an AC outlet to the main unit and optional Feeder (DADF-R1).

⑨ **Power Unit Station**

Provides power to the main station and sub station.

Includes the main controller, expansion board for system options, hard disk, network interface, etc.

Internal View

■ Main Station
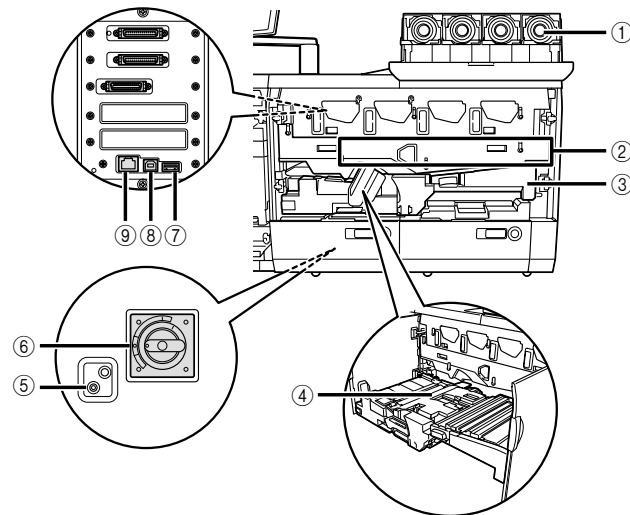
① **Toner Unit**

Open this unit to replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. A7-43.)

② **Intermediate Transfer Belt**

Transfers the toner to the paper.

③ **Feeding Unit**

Delivers paper that is fed from the paper deck to the sub station via the toner transfer position. Also, the Feeding Unit delivers paper from the main station when the 2nd side of 2-Sided page mode is set. Pull out this unit to clear a paper jam inside the unit. (See "Feeding Unit," on p. A8-22.)

④ **Skew Correction Roller**

Compensates for paper skewing or dispersion of side edges.

⑤ **Test Button**

Located on the back side of the power unit station. Press this button to periodically test the circuit breaker.

⑥ **Breaker**

Located on the back side of the power unit station. Detects excess current or leakage current. (See "6 Periodic Inspection of the Breaker," in *Safety Instructions*.)

⑦ **USB (Device) Port**

Located on the side of the power unit station. This port enables you to connect a USB interface cable. Use this port to connect the machine to USB devices compatible with USB2.0 High-Speed 480 Mbps.

⑧ **USB (Host) Port**

Located on the side of the power unit station. This port enables you to connect a USB interface cable. Use this port to connect the machine to USB host devices.

⑨ **LAN Port**

Located on the side of the power unit station. This port supports 100/10 Base-T. Use this port to connect the machine to the network.

■Sub Station
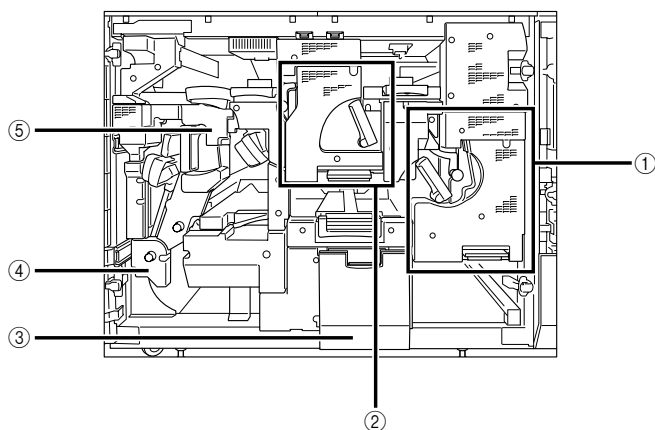
① **Primary Fixing Assembly**

Fixes toner that has transferred to paper. Pull out the primary fixing unit to clear a paper jam inside the assembly. (See "Primary Fixing Assembly," on p. A8-26.)

② **Secondary Fixing Assembly**

Some paper types need to pass through the secondary fixing assembly after they pass through the primary fixing assembly to fix the toner securely. Pull out the secondary fixing unit to clear a paper jam inside the assembly. (See "Secondary Fixing Assembly," on p. A8-30.)

③ **Waste Toner Container Tray**

Pull out this tray to replace the waste toner container. (See "Replacing the Waste Toner Container," on p. A7-47.)

④ **Reverse Unit**

Reverses paper and returns it to the main station when performing two-sided printing. This unit also reverses paper to output the printed side face up or down according to the Face Up/Face Down mode settings.
Pull out the delivery/reverse unit to clear a paper jam inside the unit. (See "Delivery/Reverse Unit," on p. A8-33.)

⑤ **Decurler Unit**

Corrects paper curling caused by heat. Pull out this unit to clear a paper jam inside the unit. (See "Delivery/Reverse Unit," on p. A8-33.)

Control Panel Parts and Functions
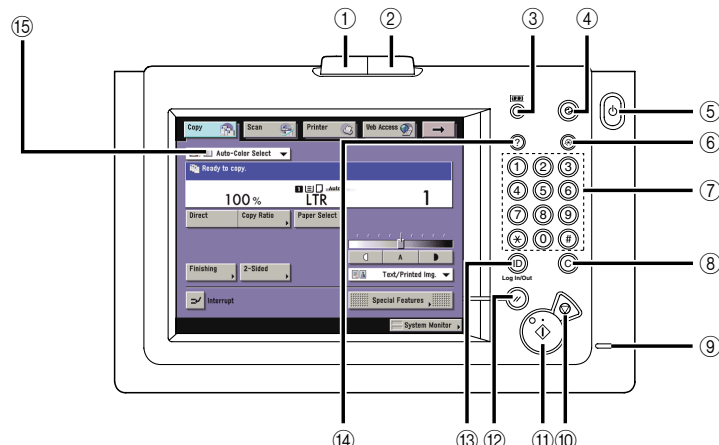
① **Processing/Data Indicator**

Flashes or blinks green when the machine is performing operations. When the Processing/Data indicator maintains a steady green light, a job is waiting or a document has been received in memory.

② **Error Indicator**

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

③ **Counter Check key**

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

④ **Energy Saver key**

Press to set or cancel the Energy Saver mode.

⑤ **Control Panel Power Switch (Sub Power Supply)**

Press to turn the control panel ON or OFF. When the control panel power switch is held for more than three seconds, it initiates the Shutdown mode. (See "Shutting Down the Machine," on p. A1-10.) When turned OFF, the machine is in the Sleep mode.

⑥ **Additional Functions key**

Press to specify additional functions.

⑦ **Numeric keys**

Press to enter numerical values.

⑧ **Clear key**

Press to clear entered values or characters.

⑨ **Main Power Indicator**

Lights when the main power is turned ON.

⑩ **Stop key**

Press to stop a job in progress, such as a scan or copy job.

⑪ **Start key**

Press to start an operation.

⑫ **Reset key**

Press to restore the standard settings of the machine.

⑬ **ID (Log In/Out) key**

Press when setting or enabling Department ID Management.

⑭ **Help key**

Press to display the Help screen on the touch panel display.

⑮ **Touch Panel Display**

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

Main Power and Control Panel Power

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

How to Turn ON the Main Power

This section explains how to turn ON the main power.

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

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

2 **If the optional security key is inserted into the machine, make sure that it is in the ON position (turn it to the right).**

Security Key
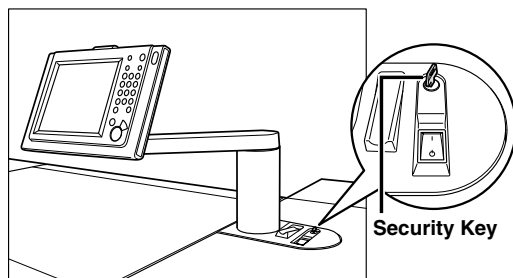
3 **Turn ON the optional equipment (i.e., POD Deck-A1, Finisher-AB1, Saddle Finisher-AB2, High Capacity Stacker-C1) attached to the machine. Press the main power switch to the "I" side. The main power switch is located to the right of the control panel's stand.**
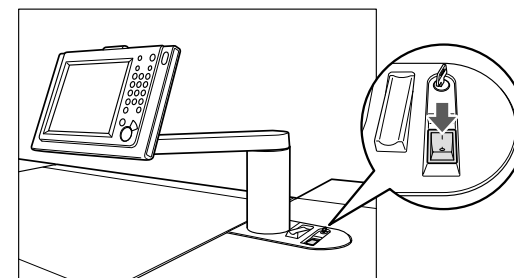
The main power indicator on the control panel lights when the main power switch is turned to the "I" side.

🤚 IMPORTANT
   • If the main power indicator on the control panel does not light even though the main power switch is turned to the "I" side, be sure to check the breaker to see if it is OFF. (See "When the Power Does Not Turn ON," on p. A8-92.)
   • If you want to restart the machine, it is necessary to first turn OFF the optional equipment and then the machine. Wait at least 10 seconds, and then turn the optional equipment and the machine back ON.

NOTE

If any optional equipment is not turned ON or properly connected to the machine when you turn ON the main power, a screen similar to the one shown below appears on the touch panel display. Check the power switches and connections to the machine of the optional equipment indicated on the touch panel display, and then press [Recognize Unit]. If you want the machine to start up without recognizing the optional equipment, press [Continue Startup]. If you want to change the configuration of your optional equipment, contact your local authorized Canon dealer.
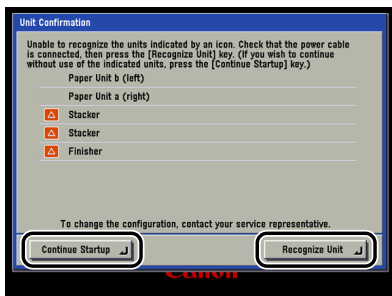
4 The following screens are displayed while the system software is loading.

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

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

If a message is displayed on the touch panel display, proceed to step 5.

❏ The screen below is displayed when the machine is ready to scan.
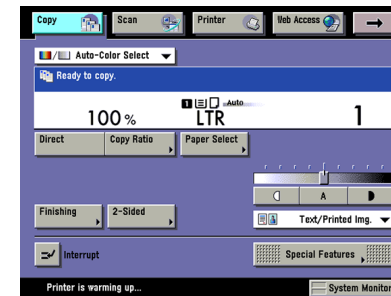
The machine is ready to scan in approximately one minute after the screen above appears.

📝 NOTE

- Once the message <Reservation copies can be made.> appears on the touch panel display, you can specify settings, and copying or printing begins automatically as soon as the machine finishes warming up. (See Chapter 2, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

- In the case above, the standard settings are selected.

- The standard copy settings are:
  - Copy Ratio: Direct (100%)
  - Paper Selection: Auto Paper Selection
  - Copy Exposure: Manual Exposure Adjustment
  - Copy Quantity: 1
  - Color Mode: Auto-Color Select
  - Copy Function: 1▶1-Sided copy

- The standard settings for each function of the machine (Copy, Mail Box, and Send) are already set at the factory, but you can change them to suit your needs. (See Chapter 9, "Customizing Settings," in the *Copying and Mail Box Guide*, and Chapter 8, "Customizing Communications Settings," in the *Sending Guide*.)

- You can select which functions to display on the Basic Features screen when turning ON the main power, according to the Additional Functions settings. (See "Initial Function at Power ON," on p. A4-18.)

- If you press [→] on the Basic Features screen right after the machine is activated, the screen will be blank. Wait for a moment, and then press [→] again.

- If a Macintosh computer, which has been shut down, is connected to the machine via a USB cable and you turn ON the machine, the Macintosh computer may also turn ON. In this case, disconnect the Macintosh computer from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh computer.)

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

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

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

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

❏ The MEAP Application screen is displayed.

Press [→] to switch to the Basic Features screen.

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

❏ The Start Up screen is displayed until the machine is ready to scan.
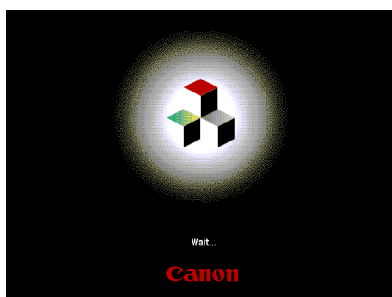
❏ After the Start Up screen disappears, the MEAP Start Up screen is displayed regardless of the Initial Function settings.

⟋ IMPORTANT
• If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON. For instructions on restarting (turning the main power switch to the "⏻" side and then to the "I" side) the machine, see "Main Power and Control Panel Power," on p. A1-6.
• Do not turn the main power OFF, if the optional Color Universal Send Kit is activated. Sending or receiving I-fax documents cannot be done when the main power is turned OFF.
• If SSO or SDL is set as the login service, the machine will take longer to become ready to scan.

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

⟋ NOTE
• If you are using the optional Card Reader-C1 for Department ID Management, see "Card Reader-C1," on p. A3-33.
• If you are using Department ID Management, see "Entering the Department ID and Password," on p. A2-21.
• For instructions on logging in using a login service, see "Using a Login Service," on p. A2-23.

Control Panel Power Switch

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.
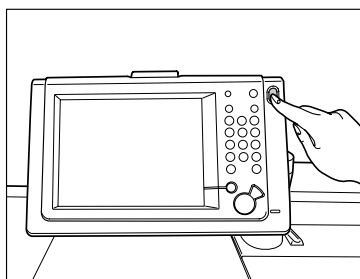
📝 NOTE
- The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax documents can also be received while the machine is in the Sleep mode.
- It takes a maximum of 11 minutes and 30 seconds for the machine to recover after the Sleep mode is deactivated.
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel display to be displayed after pressing the control panel power switch.
- Press and hold down the control panel power switch for more than three seconds to initiate the Shutdown mode. (See "Shutting Down the Machine," on p. A1-10.)

Shutting Down the Machine

If there are any jobs currently being processed, or a MEAP application is running when the Shutdown mode is activated, the machine asks you to confirm and cancel any existing jobs, and then access to the hard disk is restricted. This procedure protects the hard disk from access errors the next time the machine is turned ON. When the machine shuts down, it also performs an internal cooling down process, which enables the machine to be shut down safely. Follow the instructions below to safely shutdown the machine.

🖐 IMPORTANT
- If you turn the main power of the machine OFF without following the procedure below, copies that are output the next time the machine is turned ON may not be printed correctly. In this case, printing will return to normal after a certain number of copies are output.
- Do not initiate the Shutdown mode while fonts are being downloaded.

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

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

The job confirmation screen is displayed.

CHAPTER 1   CHAPTER 2   CHAPTER 3   CHAPTER 4   CHAPTER 5   CHAPTER 6   CHAPTER 7   CHAPTER 8   CHAPTER 9

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

2 **Confirm the jobs currently being processed or waiting to be processed → press [Start].**
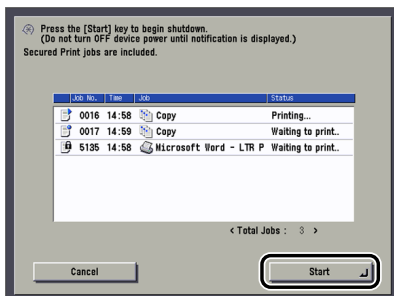
Jobs continue to be processed until [Start] is pressed.

To cancel the Shutdown mode, press [Cancel].

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

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

3 **Confirm the message displayed → press [Yes].**
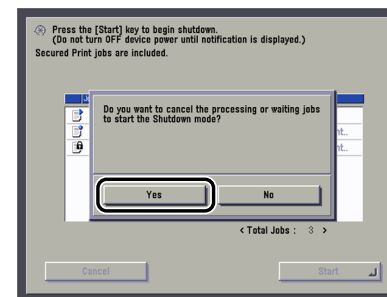
If There Are Jobs Currently Being Processed or Waiting to Be Processed
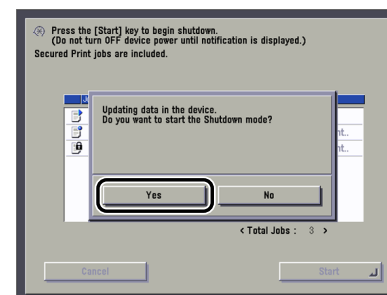
If Device Information Is Being Delivered

To return to the job confirmations screen press [No].

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

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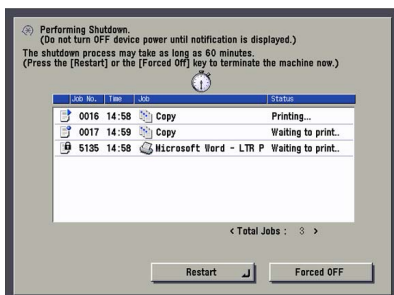
If you need to immediately operate the machine after starting the shutdown process, press [Restart] → [Yes].

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

⚠ **CAUTION**
- **You can also force the shutdown of the machine (omitting the normal job cancellation process) by pressing [Forced Off]. However, since pressing [Forced Off] stops the shutdown operation before it is complete, which may result in damaging parts of the machine, or destroying data which is being processed, it is not recommended. Note that Canon will not be liable for any damages resulting from the loss of data on the hard disk drive. For more information, contact your local authorized Canon dealer.**
- **Never turn OFF the power switch of the optional equipment until the screen of the step 4 appears.**

✐ NOTE
- It may take up to one hour for the machine to completely shut down because of the internal cooling down process and the status of the network.
- It may take more than one hour for the machine to completely shut down, depending on the application you are using.
- It may take several minutes for [Forced Off] to be displayed.
- A confirmation message appears when you press [Forced Off] in any of the following cases. Follow the instructions in the message.
  - When the machine is shutting down
  - When device information is being delivered or updated

4 **When the following screen appears, turn OFF the optional equipment (i.e., POD Deck-A1, Finisher-AB1, Saddle Finisher-AB2, High Capacity Stacker-C1) to the "○" side.**
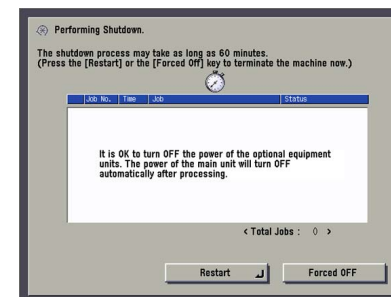
When the shutdown process completes, the main power switch of the machine switches to the "⏻" side automatically.
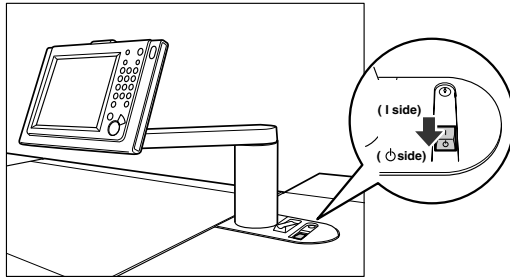
🖐 IMPORTANT
　　The machine may continue to operate during or after the shutdown process.
　　Do not unplug the power cord until the device sounds stop.

System Settings

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

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

■ **Connecting the Machine to the Network**

See the *Network Quick Start Guide*.

■ **Setting Up the Network**

See the *Network Guide*.

■ **Installing the Printer Driver**

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

■ **Using the Send Function**

See the *Sending Guide*.

■ **Date and Time Settings**

See "Current Date and Time," on p. A6-19.

■ **System Manager Settings**

See "Specifying the System Manager Settings," on p. A6-3.

2 Basic Operations

CHAPTER

This chapter describes the main features and basic operations of the machine. The Copy and Scan functions are available only if the optional Color Image Reader-H1 is attached.

What This Machine Can Do

All the elements you will ever need in a color digital multitasking machine.
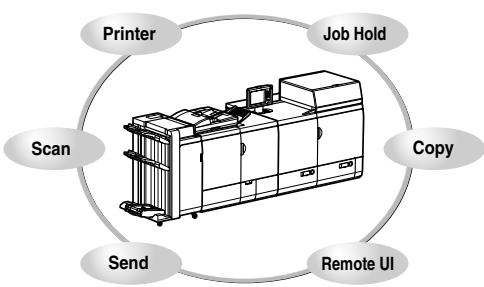
The imagePRESS C7000VP incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the imagePRESS C7000VP represents the ultimate in digital multitasking machines.

An asterisk (*) indicates functions which require optional equipment. For more information on optional equipment, and the available combinations of optional equipment, see "Available Combination of Options," on p. A3-7.

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

If the optional Color UFR II/PCL/PS Printer Kit is installed, this machine can be used as a high-speed network printer. This kit incorporates UFR II (Ultra Fast Rendering II) Technology, which utilizes a newly invented printing algorithm to minimize file processing and achieve maximum performance. It also supports PCL at maximized speeds and enables the PostScript 3 emulation printing function.
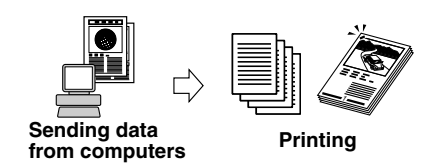
Alternatively, installing the optional imagePRESS Server (PS (PostScript) controller) enables you to use the machine, not only as a PostScript printer when loaded with Adobe PostScript 3 software, but also as an emulation printer of PCL5c.

The imagePRESS Server is attached to the back of the machine. It can efficiently output various data types, such as large and complex files (which combine graphics, photos, and text), Adobe PostScript 3 files, detailed graphics, etc.

Sending data from computers   Printing

Job Hold Function*   See the *Copying and Mail Box Guide*

The Job Hold function enables you to temporarily store print job data in a queue in the Hold Inbox (Hold Queue) specifically for the Job Hold function. You can adjust the print order by operator, or change the paper type for held jobs and finishing settings.

Sending data from computers   Hold Queue   Store/Edit   Print
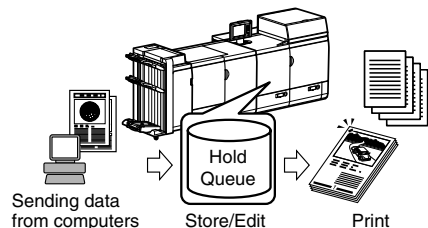
Copying*   See the *Copying and Mail Box Guide*

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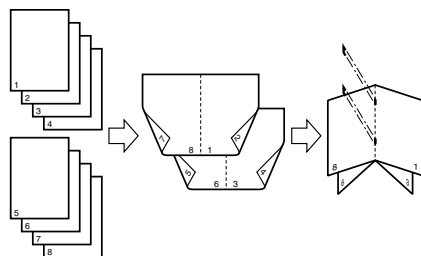
Mail Box Function   See the *Copying and Mail Box Guide*

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

Scanning various originals   Printing merged documents   Sending data from computers
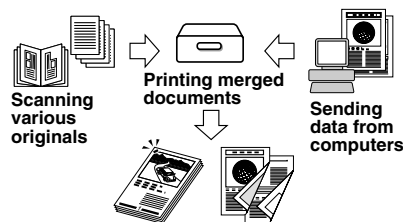
Sending Function*   See the *Sending Guide*

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

Original

E-mail   File   I-Fax
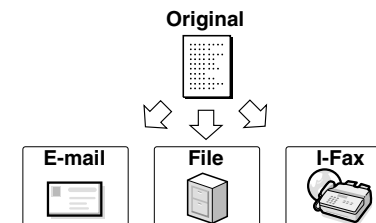
Using the Remote User Interface   See the *Remote UI Guide*

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

Web Browser
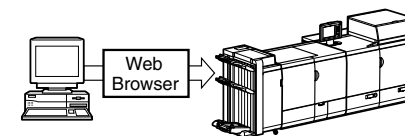
Network Scanning* See the *Color Network ScanGear User's Guide*

The Network Scan function enables you to use the imagePRESS C7000VP as a scanner. You can scan a document using the machine, and read the data in an application you are using on your computer.
To use this function, the machine is required to be connected to a network, and the Color Network ScanGear software* installed on your computer. You can scan images of up to 11" x 17" in size at a resolution of 600 x 600 dpi.
* The Color Network ScanGear software is supplied on the accompanying CD-ROM. For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.
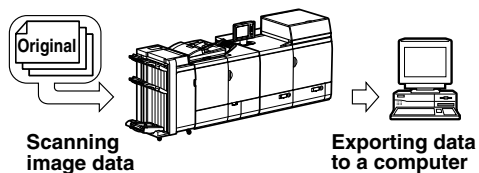
Original

Scanning
image data

Exporting data
to a computer

CHAPTER 1 CHAPTER 2 CHAPTER 3 CHAPTER 4 CHAPTER 5 CHAPTER 6 CHAPTER 7 CHAPTER 8 CHAPTER 9

Overview of the imagePRESS C7000VP

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

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

■ **Liquid crystal displays may exhibit the following traits, however, these are not defects.**

- Tiny spots or irregularities may be visible on the display, depending on what is being displayed.
- The condition of the display may be affected by its surrounding environment (i.e., temperature).
- Liquid crystal displays are manufactured using extremely high-precision technology, however, some flashing, or constantly lit dots may appear on the display.

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

Touch Panel Display

Keys for using the machine's main functions are located on the top of the touch panel display. To use any of the desired function's features, you must first press the key for the desired function. The area on the bottom of the touch panel display is used for messages that indicate the status of the machine.

Switching the Functions Indicated on the Touch Panel Display

After the power is turned ON, the following screen appears on the touch panel display. You can press [Print Job], [Hold], [Mail Box], [Send], [Copy], [Scan], [System Monitor], etc. to change functions. (See "Initial Function at Power ON," on p. A4-18.)
To display other functions, such as an installed MEAP (Multifunctional Embedded Application Platform) application, press [→].

🖐 IMPORTANT
- [Print Job] appears only if the optional Color UFR II/PCL/PS Printer Kit is installed.
- [Copy] appears only if the optional Color Image Reader-H1 is installed.
- [Send] appears only if the optional Color Universal Send Kit is activated.

NOTE

- For more information on the various keys displayed on the touch panel display, see "Various Touch Panel Display Screens," on p. A2-7.

- You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Print Job, Hold, Mail Box, Send, Copy, MEAP, or System Monitor screen.

■ **Keys Displayed on the Touch Panel Display**

The Print Job screen is shown as an example below.
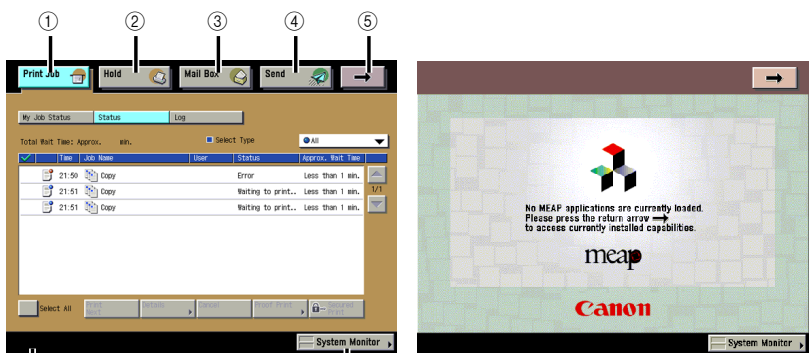
Page 1 of the Basic Features Screen (Group A)

MEAP Application Screen
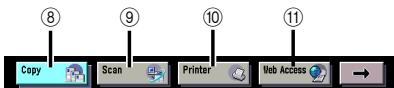
Page 2 of the Basic Features Screen (Group B)

① **Print Job**

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

② **Hold**

Press this key to access the machine's Hold function. (See Chapter 1, "Job Hold Function," in the *Copying and Mail Box Guide*.)

③ **Mail Box**

Press this key to access the machine's mailbox functions. (See Chapter 3, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

④ **Send**

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

⑤ **→**

Press this key to gain access to hidden function keys. The function keys are displayed on two screens. You can also customize the order of the function keys in Function Display Settings in Common Settings (from the Additional Functions screen). (See "Initial Function at Power ON," on p. A4-18.)

⑥ **System Monitor**

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

⑦ **Job/Print Status Display Area**

The progress of jobs and print operations, and the status of devices and consumables are displayed here. Also, depending on the login service you are using, the current ID or user name can be displayed here. (See "Displaying the Current ID/User Name," on p. A6-32.)

⑧ **Copy**

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

⑨ **Scan**

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

⑩ **Printer**

Press this key to access the machine's printing functions.

⑪ **Web Access**

Press this key to view Web pages.

Various Touch Panel Display Screens

The top of the touch panel display may differ, depending on the optional equipment attached to the machine.

📝 NOTE
The order of the function keys may be different from that of you actually see.

Attached Optional Equipment	Displayed Function Keys
None	Print Job / Mail Box
Color UFR II/PCL/PS Printer Kit	Print Job / Hold / Mail Box / Scan
Color Universal Send Kit (activated)	Print Job / Mail Box / Send
Color Image Reader-H1	Print Job / Mail Box / Copy
imagePRESS Server	Print Job / Mail Box / Printer
Web Access Software	Print Job / Hold / Mail Box / Web Access
Color UFR II/PCL/PS Printer Kit, Color Universal Send Kit (activated), Color Image Reader-H1, imagePRESS Server, and Web Access Software	Print Job / Hold / Mail Box / Send / → ; Copy / Scan / Web Access / →

Adding New Functions

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

MEAP enables you to do the following:

■ Install/Uninstall Customized Applications

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

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

■ User Management and Restriction Using a Login Service

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

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

IMPORTANT
To use the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system), a Windows server in which Active Directory is installed, and Security Agent are necessary. Security Agent is supplied on the accompanying CD-ROM. For instructions on installing Security Agent, see the Readme.pdf file on the CD-ROM.

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

Specifying Settings

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

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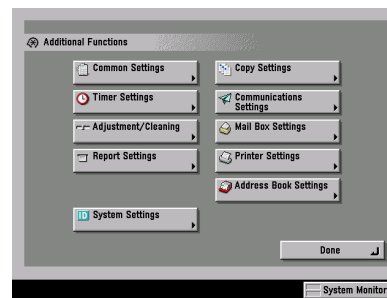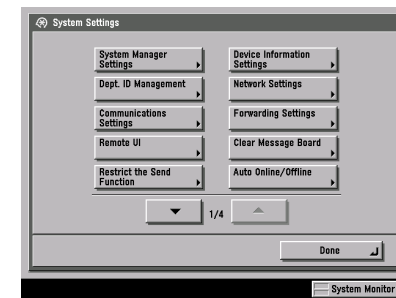
The Additional Functions Screen　　**The System Settings Screen**

NOTE
- Settings made from the Additional Functions screen are not changed even if you press ⊘ (Reset).
- For instructions on customizing settings, see Chapter 4, "Customizing Settings."
- For instructions on specifying System Settings, see Chapter 6, "System Manager Settings."
- For instructions on specifying Printer Settings, see the *PS/PCL/UFR II Printer Guide*.
- For instructions on specifying Network Settings, see the *Network Guide*.
- [Communications Settings] and [Address Book Settings] are displayed on the Additional Functions screen only if the optional Color Universal Send Kit is activated.
- [Communications Settings], [Forwarding Settings], [Restrict the Send Function], and [Register LDAP Server] are displayed on the System Settings screen only if the optional Color Universal Send Kit is activated.
- [Auto Online/Offline] appears only if the optional Color UFR II/PCL/PS Printer Kit or imagePRESS Server is attached to the machine.

Functions That Conserve Power

You can conserve power efficiently by using the following modes.

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

■ Energy Saver Mode
The Energy Saver mode conserves energy by lowering the temperature of the fixing unit when the machine is not used for a prolonged period of time. You can set the machine to enter the Energy Saver mode by pressing ⊚ (Energy Saver) on the control panel. To reactivate the machine, press ⊚ (Energy Saver) again. You can also press the control panel power switch to reactivate the machine.

NOTE
- The Energy Saver mode's energy conservation level can be set to '-10%', '-25%', '-50%', or 'None'. (See "Energy Saver Mode," on p. A4-26.)
- When the Energy Saver mode is set to '-50%', the energy conservation level is same as when the Low-Power mode.

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

NOTE
- The machine may not enter the Sleep mode completely depending on certain conditions. (For more information, see "Energy Consumption in the Sleep Mode," on p. A4-27.)
- The Auto Sleep mode enables you to conserve more energy than the Low-Power mode.
- Turn the control panel power switch OFF when not using the machine for a prolonged period of time, for example, at night.
- If a Macintosh computer, which has been shut down, is connected to the machine via a USB cable and the machine returns from the Sleep mode, the Macintosh computer may turn ON. In this case, disconnect the Macintosh computer from the machine. (You may also be able to solve this problem by using a USB hub between the machine and the Macintosh computer.)
- The time it takes for the machine to automatically enter the Sleep mode can be set from 10 minutes to 4 hours. The default setting is '1' hour. (See "Auto Sleep Time," on p. A4-46.)
- If Energy Consumption in Sleep Mode is set to 'Low', it may take more than 10 seconds for the touch panel to be displayed after pressing the control panel power switch.

■ Low-Power Mode

The Low-Power mode conserves energy by turning OFF the control panel, and reducing the power consumption of the fixing unit when the machine is idle for a certain period of time (after the last print job or key operation is performed). ◎ (Energy Saver) maintains a steady green light while the machine is in the Low-Power mode. To reactivate the machine, press ◎ (Energy Saver).

NOTE
- The Low-Power mode conserves more energy than the Energy Saver mode when the Energy Saver mode is set to '-10%', '-25%', or 'None'.
- The time it takes for the machine to automatically enter the Low-Power mode can be set from 10 minutes to 4 hours. The default setting is '15' minutes. (See "Low-Power Mode Time," on p. A4-48.)

■ Quiet Mode

If the machine is not used (no keys are pressed) for a certain period of time (after the last print job or key operation is performed), the device sounds from the machine stop, and the machine enters the Quiet mode.

NOTE
The time for the machine to enter the Quiet Mode can be set from 0 to 9 minutes in one minute increments. (See "Time Until Unit Quiets Down," on p. A4-47.)

■ Daily Timer

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

NOTE
The Daily Timer settings can be set from Sunday to Saturday and 00:00 to 23:59. (See "Daily Timer Settings," on p. A4-48.)

Checking, Changing, and Canceling Print Jobs

The System Monitor screen enables you to check the status of the machine, cancel print jobs, or specify the printing priority.
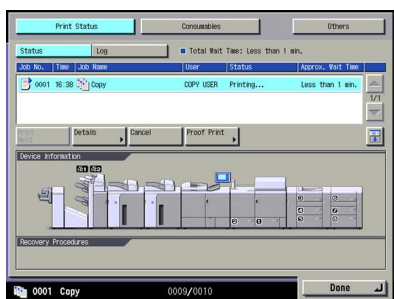
The System Monitor Screen (Print Status)
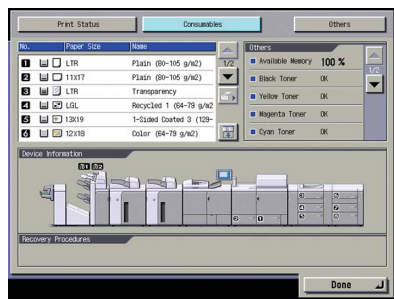
The System Monitor Screen (Consumables)

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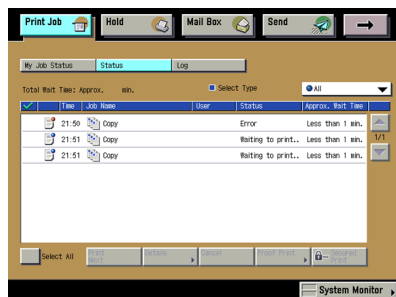
The Print Job Screen

📝 NOTE
- For instructions on checking the status of each job, see Chapter 5, "Checking Job and Device Status," in this manual, and Chapter 7, "Checking/Changing the Send/Receive Status," in the *Sending Guide*.
- The meanings of the icons that appear in the Job/Print Status Display Area (on the bottom left of the screen) are described below:

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

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

Displaying a Help Screen

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

■ Main Menu

This is the first screen displayed when you press ⊙ (Help).
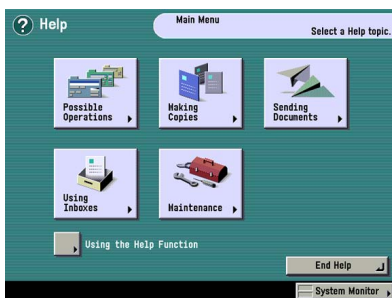
Press [Using the Help Function] to display an explanation of how to use the Help.

✐ NOTE
- Press ⊙ (Help) after selecting a Copy, Mail Box, or Send mode to bring up a guidance screen with an explanation of that mode.
- [Sending Documents] appears only if the optional Color Universal Send Kit is activated.
- [Making Copies] appears only if the optional Color Image Reader-H1 is attached to the machine.

■ List Screen

Displays a list of the functions associated with the function you selected on the main menu.
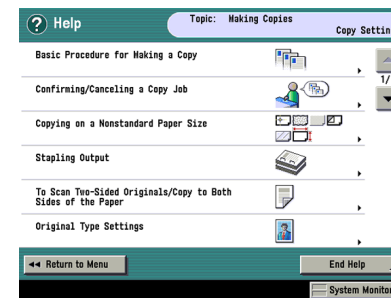
■ Explanation Screen

Displays a detailed explanation of the function selected on the list screen.
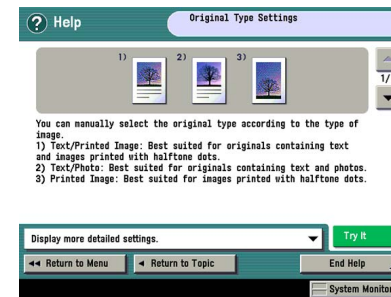
Press [Try It] to go to the screen for setting the selected function.

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

✐ NOTE
The [Try It] and [Display more detailed settings.] keys are only displayed on the Explanation screen for some Copy functions.

Follow the example procedure below to use the Help function to make copies in the Photo mode.

1 Press [Making Copies] → [Original Type Settings].
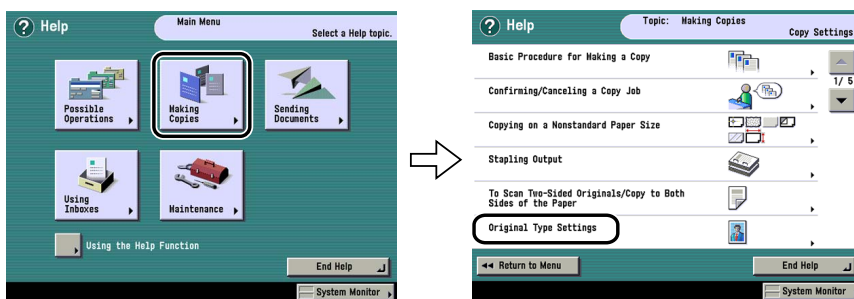
2 Read the detailed explanation of the function.

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

Reading Messages from the System Manager

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

📎 NOTE
- The message board can be used only if the machine is connected to a network.
- For instructions on erasing the message board, see "Clearing the Message Board," on p. A6-17.

Types of Message Boards

The following three types of message boards are available:

■ **A Message Board without [Done]**
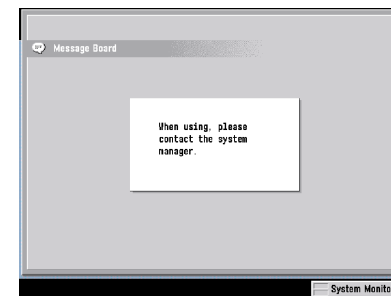
■ A Message Board with [Done]

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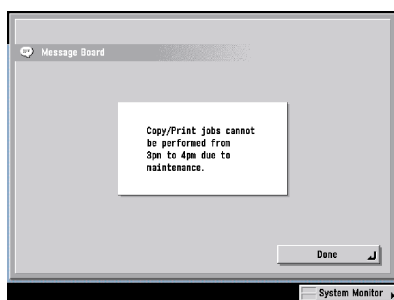
NOTE

The Auto Clear mode does not activate if Auto Clear Time is set to '0'. (See "Auto Clear Time," on p. A4-47.)

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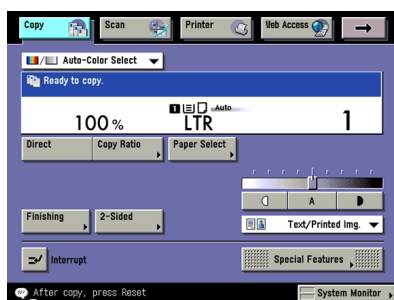
└ **Job/Print Status Display Area**

Other Useful Functions

Other useful functions are:

■ Auto Drawer Switching

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

NOTE

You can set whether a paper source is subject to automatic paper drawer switching for each function. The default setting is 'Off' for the optional stack bypass, and 'On' for the other paper sources. (See "Auto Paper Selection/Auto Drawer Switching," on p. A4-23.)

■ Auto Clear

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

NOTE

• You can set the Auto Clear Time from 0 to 9 minutes in one minute increments. The default setting is '2' minutes. (See "Auto Clear Time," on p. A4-47.)

• The Auto Clear mode does not activated if Auto Clear Time is set to '0'.

■ Number of Copies/Job Duration Status Display

If you set Number of Copies/Job Duration Status Display to 'On' in Common Settings (from the Additional Functions screen), the number of copies specified and the approximate time before the current job completes is displayed in the Job/Print Status Display Area.

NOTE

The approximate time is not displayed when the jpb duration time is less than one minute. (See "Number of Copies/Job Duration Status Display," on p. A4-40.)

■ **Paper Supply Indicator**

The paper supply indicator shows the remaining amount of paper in each paper source on the Paper Select screen, and on the screen that appears when paper in a paper source has run out during printing. (See Chapter 4, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

The Paper Select Screen
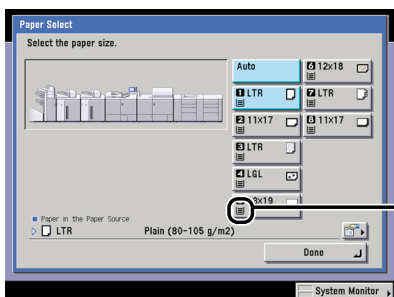
Paper Supply Indicator
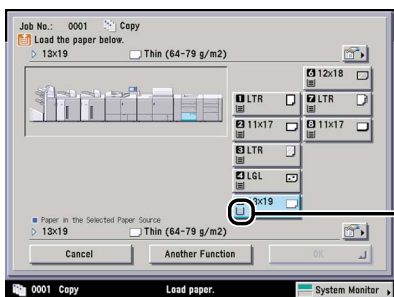
Display When Paper Has Run Out

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

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

■ **Auto Orientation**

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

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

Even if Auto Orientation is set to 'On', the image is not rotated if the Different Size Originals, Cover/Sheet Insertion, Staple (Double), Transparency Interleaving, Framing, XY Zoom, Shift, or Image Repeat mode is set, or a nonstandard paper size is specified. (See Chapter 9, "Customizing Settings," in the *Copying and Mail Box Guide*.)

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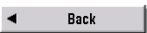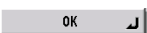
This section describes the keys that are frequently used on the touch panel display. Information on how to adjust the brightness of the touch panel display is also provided.

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

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

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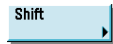
The following keys on the touch panel display are used frequently:

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

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

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

Done — Press to close the current screen.

OK — Press to confirm the current settings of a mode.

Touch Panel Key Display

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

■ Mode Setting Keys

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

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

Mode Is Turned Off	Mode Is Turned On
⌐	✓ (Checked)
▢	▢ (Highlighted)

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

Keys That Display Additional Settings	Keys That Turn Modes On/Off
Shift ▶	**Job Build**

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

Settings Are Stored	No Settings Are Stored
M1 ◢	M1 ◹

■ Keys That Display a Drop-Down List

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

Before Selection	Drop-Down List	After Selection
▮/▯ Auto-Color Select ▼	▮/▯ Auto-Color Select ▼ ▮/▯ Auto-Color Select ▮ Full Color ▯ Black ▮▮▮ Single Color ▶ ▮+▮ Two Colors ▶	▯ Black ▼

■ Numeric Keys

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

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

Adjusting the Angle

Adjust the angle of the touch panel display/control panel if the touch panel display cannot be seen clearly.

1 **Hold the control panel with both hands, and slowly adjust the angle, as shown below.**
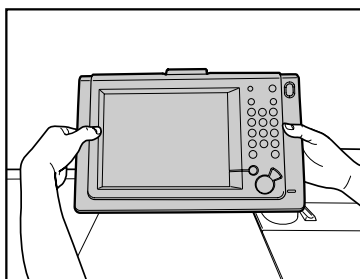
You can adjust the angle, as indicated below. If you exceed the adjustment range in any direction, you could break the arm that supports the control panel.

Approximately
50° Up and Down

Approximately
50° Sideways
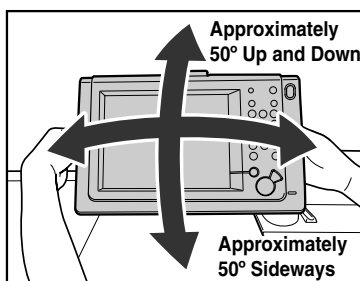
Entering Characters from the Touch Panel Display

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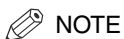
✎ NOTE

When entering characters on the SDL or SSO authentication screen or in MEAP application functions, the character entry screens may appear differently.

Entering Characters

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

Register Name (Max. 10 characters)
You can also use the numeric keys.

◄ ► Backspace Alphanum. ▼
Alphanum.
Symbol
1 2 3 4 5 6 7 8 9
q w e r t y u i o
a s d f g h j k l ; '
z x c v b n m , . / \
Shift Space @
Cancel OK ↵

System Monitor ►
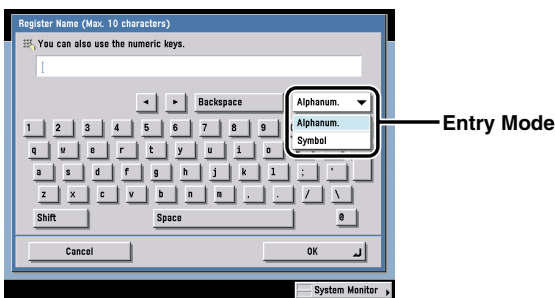
——— **Entry Mode**

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

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

To enter uppercase letters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [◄] or [►].

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

✎ NOTE

• If you make a mistake when entering characters, press [◄] or [►] to position the cursor → press [Backspace] to delete the characters → enter the correct characters.

• To delete all of the characters you have entered, press ⓒ (Clear).

• The available entry modes, and the maximum number of characters that you can enter vary, depending on the type of entries you are making.

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

Values in Inches

If you want to enter values in inches in all modes which require a numeric entry, set Inch Entry to 'On' in Common Settings (from the Additional Functions screen). (See "Inch Entry," on p. A4-22.) This enables you to enter values in inches when you press [Inch] on a screen requiring a numeric entry or measurement.

Depending on the screen, you can enter fractions or decimals.

✐ NOTE

The value entered in inches is converted to millimeters by the machine each time it is entered. Thus, there may be a slight difference between the value calculated and the actual value entered.

Entering Fractions

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

1 **Press [1] → [_] → [1] → [/] → [2] using the numeric keys on the touch panel display.**
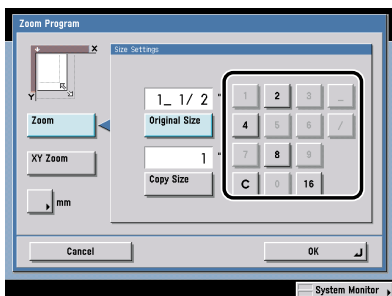
✐ NOTE
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- To enter values in millimeters, press [mm].
- You can enter only 2, 4, 8, or 16 as the denominator.

Entering Decimals

The following example shows you how to enter 19.20" for X when entering an irregular size.

1 **Press [1] → [9] → [2] → [0] using the numeric keys on the touch panel display.**
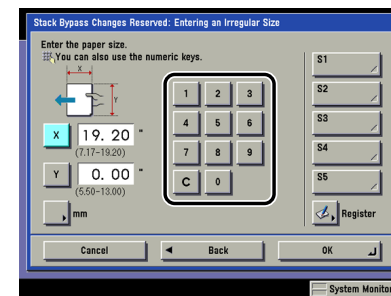
✐ NOTE
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- To enter values in millimeters, press [mm].

Entering the Department ID and Password

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

✎ NOTE

- For instructions on setting the Department ID and password, see "Department ID Management," on p. A6-5.
- If you are using a control card for Department ID management, the message <You must insert a control card.> appears on the touch panel display. Insert the control card into the card slot. (See "Card Reader-C1," on p. A3-33.)
- The use of some functions may be restricted, and a screen asking you to enter your Department ID and password or insert your control card may appear while you are using the machine. Follow the instructions on the touch panel display to continue using the selected function.
- If you are using a MEAP application to manage user authentication, and SDL or SSO is set as the login service, the following procedure is not necessary. (See "Using a Login Service," on p. A2-23.)

1 **Enter your Department ID and password using ⓪ - ⑨ (numeric keys).**

❑ Press [Dept. ID] → enter your Department ID.

❑ Press [Password] → enter the password.
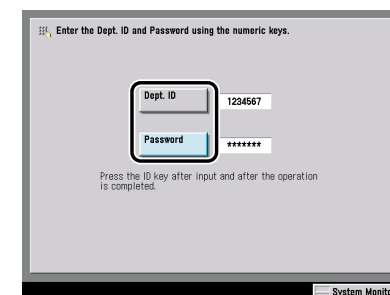
If no password has been set, proceed to step 2.

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

✎ NOTE

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

2 **Press ⓘⅅ (Log In/Out).**
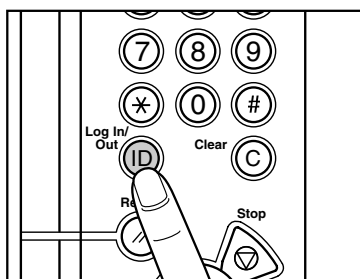
The Basic Features screen of the selected function appears on the touch panel display.
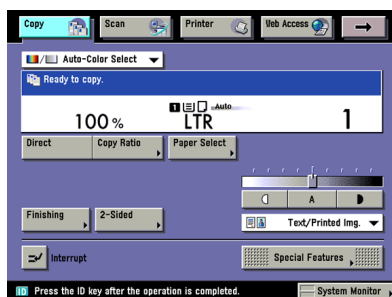
NOTE

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

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

If you are using a control card, remove the control card, and take it with you. (See "Card Reader-C1," on p. A3-33.)
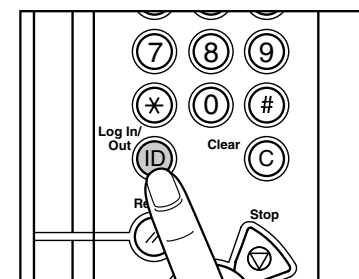
NOTE

• To perform operations again, you have to re-enter your Department ID and password.

• If you do not press ⓘⅅ (Log In/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the Department ID you previously entered.

• Even if you forget to press ⓘⅅ (Log In/Out) after you are finished operating the machine, the screen for entering the Department ID and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. A4-47.)

• After pressing ⓘⅅ (Log In/Out), all settings are canceled, and the machine returns to the Standard mode.

Using a Login Service

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

📝 NOTE

- SDL and SSO are used as examples to explain the procedure. However, if you are using a different login service, the login procedure may vary.

- For instructions on selecting and setting a login service, see the *MEAP SMS Administrator Guide*.

- For instructions on registering user data for SDL and the Local Device Authentication user authentication system of SSO, see the *MEAP SMS Administrator Guide*.

- For more information on the user name used for the Domain Authentication user authentication system of SSO (including when performing Domain Authentication with the 'Domain Authentication + Local Device Authentication' system), contact your system administrator.

1 Press [User Name].

If SDL is set as the login service, a screen similar to the screen below is displayed.
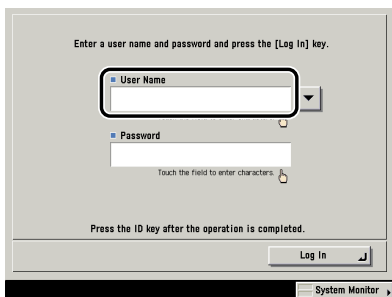
If SSO is set as the login service, the login destination is also displayed.
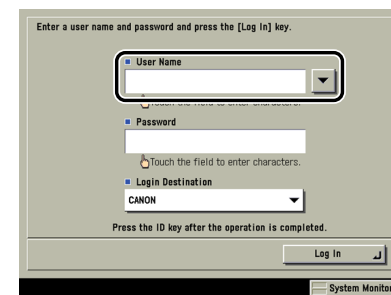
⚠ IMPORTANT

- To use the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system), a Windows server in which Active Directory is installed, and Security Agent are necessary. Security Agent is supplied on the accompanying CD-ROM. For instructions on installing Security Agent, see the Readme.pdf file on the CD-ROM.

- If there is more than a 30 minute time difference between the current time set in the computer's registry using Windows Active Directory and the time set on the machine, an error will occur if you log on using the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system). To be able to log on using SSO, the current time on both the computer and the machine must match. For instructions on setting the current date and time on the machine, see "Current Date and Time," on p. A6-19.

✎ NOTE

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

2 Enter the user name → press [OK].
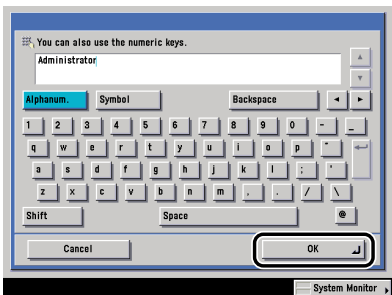
3 Press [Password].
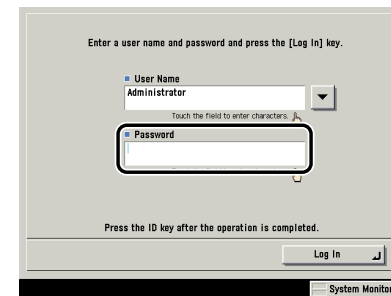
The SDL Login Screen

4 Enter the password → press [OK].
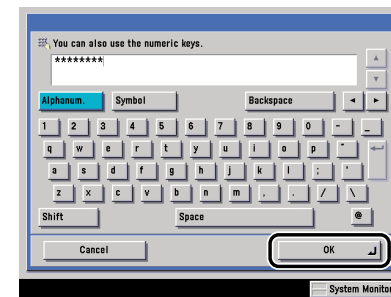
✎ NOTE

- If you are using the Domain Authentication system of SSO (including the 'Domain Authentication + Local Device Authentication' system), users who belong to up to four trusted domains (including the domain to which the machine belongs), can select his/her desired login destination.
- If the Local Device Authentication system of SSO is being used, users are authenticated by a database that is registered/managed inside the machine. Therefore, this machine is the login destination.

5 Press [Log In].

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

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

The Basic Features screen of the selected function (or the MEAP application screen) appears on the touch panel display.
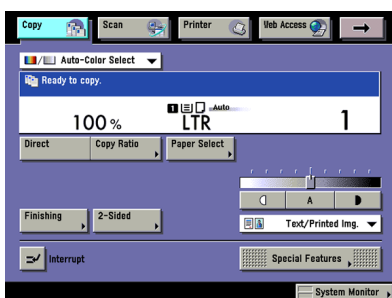
6 When your operations are complete, press ⓘⒹ (Log In/Out) on the control panel.
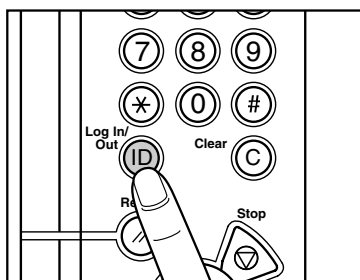
The screen for entering the user name and password appears.

✎ NOTE
- To perform operations again, you have to re-enter your user name and password.
- If you do not press ⓘⒹ (Log In/Out) after you are finished operating the machine, any subsequent copies made are added to the total of the user who previously logged on to the machine.
- Even if you forget to press ⓘⒹ (Log In/Out) after you are finished operating the machine, the screen for entering the user name and password automatically appears after the set Auto Clear Time elapses. (See "Auto Clear Time," on p. A4-47.)
- After pressing ⓘⒹ (Log In/Out), all settings are canceled, and the machine returns to the Standard mode.

Multifunctional Operations

The imagePRESS C7000VP offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following table provides you with the details of multifunctional operations.

■ How to read the table

The tables below indicate the availability of the operations listed in the horizontal rows when the operations listed in the vertical columns are already being performed.

Example: You cannot scan originals for a copy job and send job at the same time.

✓: Available

−: Unavailable

△: Available, but with conditions

		Receive		Send	Scan		Print			Copy: Scan and Print
		via Net-work	Print Data	via Net-work	Copy/ Mail Box	Send	Copy	RX Docu-ment	Print Data	
Receive	via Net-work	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Print Data	✓	✓*3	✓	✓	✓*3	✓	✓*3	✓*3	✓
Send	via Net-work	✓	✓	✓	✓	✓	✓	✓	✓	✓
Scan	Copy/ Mail Box	✓	✓	✓	−	−	✓	✓*1	✓*1	−
	Send	✓	✓*3	✓	−	−	✓	✓*1 *3	✓*1 *3	−

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

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

*2 The output order of competing jobs varies, depending on whether an optional finisher is attached.
- When an optional finisher is attached: one set is output alternately for each job
- When an optional finisher is not attached: one page is output alternately for each job

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

*4 When a PDF (Compact), PDF (OCR), or PDF (Trace) file or I-fax is being sent, memory conflicts may arise if a received print job or image data processing job is executed. The performance of all operations affected by this memory conflict may decrease, depending on the amount of available memory.

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

Default Paper Stock

The default paper types registered in the machine are shown in the table below. Icons indicating the type of paper loaded in each paper source can be displayed on the paper selection screen if you store that information in the machine beforehand. (See "Identifying the Type of Paper in a Paper Source," on p. A4-24.)

IMPORTANT
   For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

✓: Available   −: Unavailable

Paper Type (Paper Weight)	Paper Source			
	Paper Decks of the Main Unit (64 to 300 g/m²)	Stack Bypass-A1 (64 to 256 g/m²)	POD Deck-A1/ Secondary POD Deck-A1 (64 to 300 g/m²)	Paper Deck-AC1 (64 to 300 g/m²)
Thin (64 to 79 g/m²)	✓	✓	✓	✓
Recycled 1 (64 to 79 g/m²)*1	✓	✓	✓	✓
Recycled 2 (80 to 105 g/m²)*1	✓	✓	✓	✓
Recycled 3 (210 to 256 g/m²)*1	✓	✓	✓	✓
Color (64 to 79 g/m²)	✓	✓	✓	✓
Plain (80 to 105 g/m²)	✓	✓	✓	✓
Heavy 1 (106 to 128 g/m²)	✓	✓	✓	✓
Heavy 2 (129 to 150 g/m²)	✓	✓	✓	✓

Paper Type (Paper Weight)	Paper Source			
	Paper Decks of the Main Unit (64 to 300 g/m²)	Stack Bypass-A1 (64 to 256 g/m²)	POD Deck-A1/ Secondary POD Deck-A1 (64 to 300 g/m²)	Paper Deck-AC1 (64 to 300 g/m²)
Heavy 3 (151 to 180 g/m²)	✓	✓	✓	✓
Heavy 4 (181 to 209 g/m²)	✓	✓	✓	✓
Heavy 5 (210 to 256 g/m²)	✓	✓	✓	✓
Heavy 6 (257 to 300 g/m²)	✓	−	✓	✓
1-Sided Coated 1 (80 to 105 g/m²)*2	✓	✓	✓	✓
1-Sided Coated 2 (106 to 128 g/m²)*2	✓	✓	✓	✓
1-Sided Coated 3 (129 to 150 g/m²)*2	✓	✓	✓	✓
1-Sided Coated 4 (151 to 180 g/m²)*2	✓	✓	✓	✓
1-Sided Coated 5 (181 to 209 g/m²)*2	✓	✓	✓	✓
1-Sided Coated 6 (210 to 256 g/m²)*2	✓	✓	✓	✓
1-Sided Coated 7 (257 to 300 g/m²)*2	✓	−	✓	✓
2-Sided Coated 1 (80 to 105 g/m²)*2	✓	✓	✓	✓
2-Sided Coated 2 (106 to 128 g/m²)*2	✓	✓	✓	✓

Paper Type (Paper Weight)	Paper Source			
	Paper Decks of the Main Unit (64 to 300 g/m²)	Stack Bypass-A1 (64 to 256 g/m²)	POD Deck-A1/ Secondary POD Deck-A1 (64 to 300 g/m²)	Paper Deck-AC1 (64 to 300 g/m²)
2-Sided Coated 3 (129 to 150 g/m²)*²	✓	✓	✓	✓
2-Sided Coated 4 (151 to 180 g/m²)*²	✓	✓	✓	✓
2-Sided Coated 5 (181 to 209 g/m²)*²	✓	✓	✓	✓
2-Sided Coated 6 (210 to 256 g/m²)*²	✓	✓	✓	✓
2-Sided Coated 7 (257 to 300 g/m²)*²	✓	–	✓	✓
Texture Paper 1 (80 to 105 g/m²)*²	✓	✓	✓	✓
Texture Paper 2 (106 to 128 g/m²)*²	✓	✓	✓	✓
Texture Paper 3 (129 to 150 g/m²)*²	✓	✓	✓	✓
Texture Paper 4 (151 to 180 g/m²)*²	✓	✓	✓	✓
Texture Paper 5 (181 to 209 g/m²)*²	✓	✓	✓	✓
Texture Paper 6 (210 to 256 g/m²)*²	✓	✓	✓	✓
Texture Paper 7 (257 to 300 g/m²)*²	✓	–	✓	✓
Vellum 1 (80 to 105 g/m²)	✓	✓	✓	✓
Vellum 2 (106 to 128 g/m²)	✓	✓	✓	✓
Transparency*³	✓	✓	✓	✓

Paper Type (Paper Weight)	Paper Source			
	Paper Decks of the Main Unit (64 to 300 g/m²)	Stack Bypass-A1 (64 to 256 g/m²)	POD Deck-A1/ Secondary POD Deck-A1 (64 to 300 g/m²)	Paper Deck-AC1 (64 to 300 g/m²)
Labels (151 to 180 g/m²)	✓	✓	✓	✓
Bond Paper (80 to 105 g/m²)	✓	✓	✓	✓
Tab Paper 1 (151 to 180 g/m²)	✓	✓	✓	–
Tab Paper 2 (181 to 209 g/m²)	✓	✓	✓	–
Pre-punched 1 (64 to 79 g/m²)	✓	✓	✓	✓
Pre-punched 2 (80 to 105 g/m²)	✓	✓	✓	✓

*1: You can use 100% recycled paper.

*2: If you use the stack bypass, feed one sheet at time.

*3: Use only LTR transparencies made especially for this machine.

✓: Available　　－: Unavailable

Paper Size	Width x Length	Paper Source			
		Paper Decks of the Main Unit	Stack Bypass-A1	POD Deck-A1/ Secondary POD Deck-A1	Paper Deck-AC1
13" x 19"	13" x 19"	✓	✓	✓	✓
12.60" x 17.72"	12.60" x 17.72"	✓	✓	✓	✓
12" x 18"	12" x 18"	✓	✓	✓	✓
11" x 17"	11" x 17"	✓	✓	✓	✓
LGL	8 1/2" x 14"	✓	✓	✓	✓
LTR	8 1/2" x 11"	✓	✓	✓	✓
LTRR	11" x 8 1/2"	✓	✓	✓	✓
STMTR	5 1/2" x 8 1/2"	－	✓	－	－
EXEC	7 1/4" x 10 1/2"	✓	✓	✓	－
Irregular Size 1	12" x 7 1/8" to 13" x 19 13/64" (304.9 mm x 182 mm to 330.2 mm x 487.7 mm)	✓	✓	✓	－
Irregular Size 2	7 1/8" x 7 1/8" to 12" x 19 13/64" (182 mm x 182 mm to 304.8 mm x 487.7 mm)	✓	✓	✓	－
Irregular Size 3	5 31/64" x 7 1/8" to 7 11/64" x 19 13/64" (139.7 mm x 182 mm to 181.9 mm x 487.7 mm)	－	✓	－	－

✎ NOTE
- For instructions on loading paper, see the following sections:
  - Paper Decks of the main unit: "Loading Paper," on p. A7-2.
  - Stack Bypass: "Making Prints Using the Stack Bypass," on p. A3-20.
  - Pod Decks: "POD Deck-A1/Secondary POD Deck-A1 (Optional)," on p. A7-12.
  - Paper Deck-AC1: "Paper Deck-AC1 (Optional)," on p. A7-20.
- The stack bypass, POD Decks, and Paper Deck-AC1 are optional.

3 Optional Equipment

CHAPTER

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

imagePRESS
C7000VP

System Configuration

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

For more information on the following optional equipment, consult the instruction manuals that come with these options.

- High Capacity Stacker-C1
- Booklet Trimmer-C1

IMPORTANT
For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

Optional Equipment
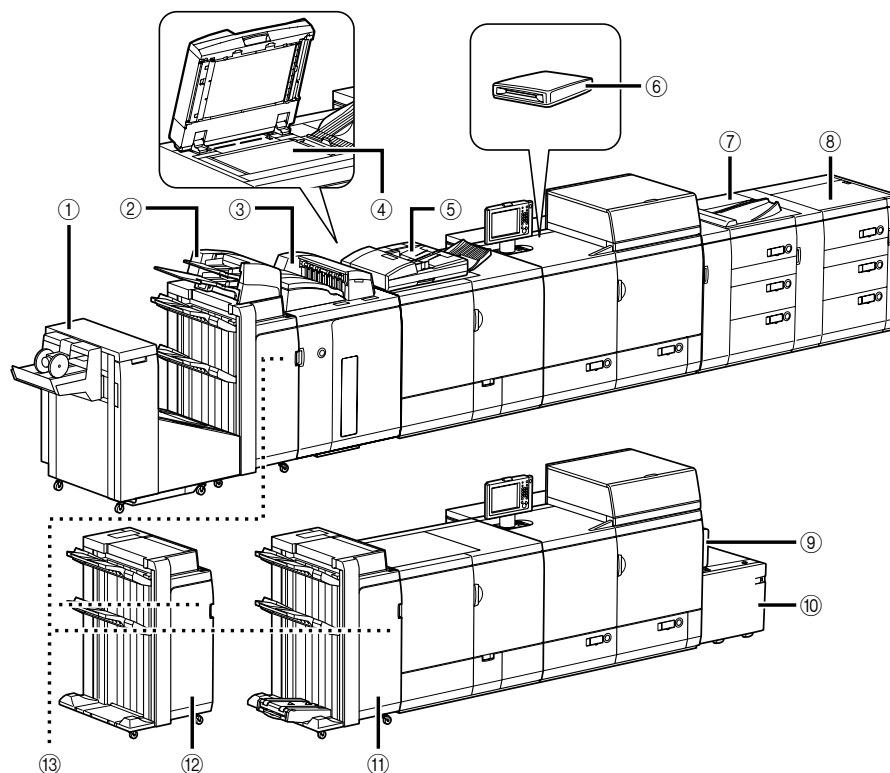
① **Booklet Trimmer-C1**

The Booklet Trimmer-C1 trims the edge of saddle stitched copies for neat output.

② **Document Insertion Unit-C1**

Attaches to the top of the optional Finisher-AB1 or Saddle Finisher-AB2 and feeds cover sheets when the Cover/Sheet Insertion, Cover/Job Separator, or Booklet (Saddle Stitch Booklet) mode has been set.

③ **High Capacity Stacker-C1**

The High Capacity Stacker-C1 sorts and stacks output when printing a large volume of documents.

You can attach the handle (included with the stacker) to the internal stacker tray to use it as a trolley.

④ **Color Image Reader-H1**

Place originals here when scanning books, thick originals, thin originals, transparencies, etc.

⑤ **Feeder (DADF-R1)**

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

⑥ **Card Reader-C1**

The Card Reader-C1 enables Department ID Management to be performed by using the control card.

⑦ **POD Deck-A1**

The POD Deck-A1 provides three additional source of paper for printing jobs.

Up to 1,000 sheets of paper (80 g/m^2) each can be loaded into the upper and middle decks, and up to 2,000 sheets of paper (80 g/m^2) can be loaded into the lower deck.

The buffer pass on the left side of the POD Deck delivers paper to the main unit, and outputs it to the escape tray if a paper jam occurs.

⑧ **Secondary POD Deck-A1**

The Secondary POD Deck-A1 provides three more additional source of paper in addition to the POD Deck-A1.

Up to 1,000 sheets of paper (80 g/m^2) each can be loaded into the upper and middle decks, and up to 2,000 sheets of paper (80 g/m^2) can be loaded into the lower deck.

⑨ **Stack Bypass-A1**

Use the stack bypass to feed paper manually and for loading irregular paper stock, such as transparencies and labels. (See "Making Prints Using the Stack Bypass," on p. A3-20.)

⑩ **Paper Deck-AC1**

The Paper Deck-AC1 provides an additional source of paper for printing jobs.

The Paper Deck-AC1 holds up to 3,500 sheets of paper (80 g/m^2).

⑪ **Saddle Finisher-AB2**

The Saddle Finisher-AB2 is equipped with the following features: Collate, Group, Offset, and Staple (Corner, Double, and Saddle Stitch).

⑫ **Finisher-AB1**

The Finisher-AB1 is equipped with the following features: Collate, Group, Offset, and Staple (Corner and Double).

⑬ **Punch Unit-V1**

The Punch Unit-V1 is equipped with the Hole Punch mode. It can be attached only if the optional Finisher-AB1 or Saddle Finisher-AB2 is attached.

Sample System Configurations

Different optional equipment can be attached to the machine to form various system configurations. The illustration below is only example of one possible system configuration. For more information on the complete range of optional equipment configurations, contact your local authorized Canon dealer.

① **Space Saving Configuration**

The optional Finisher-AB1, Feeder (DADF-R1), and Paper Deck-AC1 are attached.

② **Recommended Configuration**

The optional Saddle Finisher-AB2, High Capacity Stacker-C1, and POD Deck-A1 are attached.

③ **Mass Production Configuration**

The optional Booklet Trimmer-C1, Saddle Finisher-AB2, Document Insertion Unit-C1, High Capacity Stacker-C1 x 2, POD Deck-A1, and Secondary POD Deck-A1 are attached.

✎ NOTE

The Booklet Trimmer-C1 can be attached to the optional Saddle Finsher-AB2.

System Options

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

■ Color UFR II/PCL/PS Printer Kit

The Color UFR II/PCL/PS Printer Kit is well-suited for users who are using Microsoft Office applications. It supports PCL5c and PostScript 3 emulation printing solutions, and incorporates Canon's original UFR (Ultra Fast Rendering) Technology. UFR features color printing capabilities at maximized speeds in the Windows environment.

✍ NOTE

To use the Job Hold function, the Color UFR II/PCL/PS Printer Kit must be available for use.

■ imagePRESS Server

imagePRESS Server is a piggyback printer controller which attaches to the back of the machine. imagePRESS Server supports Adobe Genuine PostScript 3 and PCL5c, and is suited for office environments in which larger print volumes are frequently processed, or for users who use Adobe PostScript or other PostScript applications.

✍ NOTE

imagePRESS Server cannot be used with the optional Color UFR II/PCL/PS Printer Kit.

■ Color Universal Send Kit

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

✍ NOTE

The Send function is available only if the Color Universal Send Kit is activated by registering a license key.

■ Universal Send PDF Security Feature Set

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

✍ NOTE

• The machine is equipped with the features of the Universal Send PDF Security Feature Set as standard, therefore you do not need to activate this option.
• To use the features of the Universal Send PDF Advanced Feature Set, it must be activated by registering a license key.

■ Universal Send PDF Advanced Feature Set

The Universal Send PDF Advanced Feature Set improves the performance of PDF files created on the machine. It enables the Compact PDF, Trace & Smooth, and Searchable PDF modes.

✍ NOTE

The machine is equipped with the features of the Universal Send PDF Advanced Feature Set as standard, therefore you do not need to activate this option.

■ Digital User Signature PDF Kit

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

✍ NOTE

A license key issued by a certificate authority must be registered to activate the Digital User Signature PDF Kit.

■ **Secure Watermark**

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

■ **HDD Data Encryption Kit**

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

■ **HDD Data Erase Kit**

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

✐ NOTE

To use the Data Erase function, the HDD Data Erase Kit must be activated.

■ **Web Access Software**

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

✐ NOTE

To print web pages and PDF files using the Web Access Software, the optional Color UFR II/PCL/PS Printer Kit must be activated by registering a license key.

■ **Encrypted Secure Print Software**

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

✐ NOTE

For the imagePRESS C7000VP, the features of the Encrypted Secure Print Software are available only if the optional printer function is available for use.

■ **Access Management System Kit (Soon to Be Released)**

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

Available Combination of Options

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

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
Sending Function	Color Universal Send Kit	-	To use the Sending function, the Color Universal Send Kit must be available for use.
Sending Function - Compact PDF	Universal Send PDF Advanced Feature Set	-	To use the Compact PDF function, the Color Universal Send Kit and the Universal Send PDF Advanced Feature Set must be available for use.
Sending Function - Trace and Smooth PDF	Universal Send PDF Advanced Feature Set	-	To use the Trace and Smooth PDF function, the Color Universal Send Kit and the Universal Send PDF Advanced Feature Set must be available for use.
Sending Function - Searchable PDF	Universal Send PDF Advanced Feature Set	Color Universal Send Kit	To use the Searchable PDF function, the Color Universal Send Kit and the Universal Send PDF Advanced Feature Set must be available for use.
Sending Function - Encrypted PDF	Universal Send PDF Security Feature Set	Color Universal Send Kit	To use the Encrypted PDF function, the Color Universal Send Kit and the Universal Send PDF Security Feature Set must be available for use.

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
Sending Function - PDF with Device Signature	Universal Send PDF Security Feature Set	Color Universal Send Kit	To use the PDF with Device Signature function, the Color Universal Send Kit and the Universal PDF Security Feature Set must be available for use.
Sending Function - PDF with User Signature	Digital User Signature PDF Kit	Color Universal Send Kit	To use the PDF with User Signature function, the Color Universal Send Kit and the Digital User Signature PDF Kit must be available for use.
Secure Watermark	Secure Watermark (activated)	-	To use the features of the Secure Watermark, it must be activated.
UFR II/PCL/PS Print Function	Color UFR II/PCL/PS Printer Kit (activated)	-	To use the UFR II/PCL/PS print function, the Color UFR II/PCL/PS Printer Kit must be available for use.
Job Hold Function	Color UFR II/PCL/PS Printer Kit	-	-
PS Print Function	imagePRESS Server	-	The imagePRESS Server and Color UFR II/PCL/PS Printer Kit cannot be used together.
Collate Group Offset Staple	Finisher-AB1 or Saddle Finisher-AB2	-	-
Hole Punch	Punch Unit-V1	Finisher-AB1 or Saddle Finisher-AB2	-
Department ID Management[1]	Card Reader-C1	-	-
Large Scale Paper Supply	POD Deck-A1 or Paper Deck-AC1	-	The POD Deck-A1 and Paper Deck-AC1 cannot be attached at the same time.
	Secondary POD Deck-A1	POD Deck-A1	

Machine Function	Optional Equipment Needed	Simultaneous Installation	
		Required	Limitations
Security Management (Data Encryption)	HDD DataEncryption Kit	-	-
Security Management (Data Erase)	HDD Data Erase Kit	-	To use the Data Erase function, the HDD Data Erase Kit-A1 must be activated.
Web Pages — Viewing	Web Access Software	-	-
Web Pages — Printing Web Pages	Web Access Software	Color UFR II/PCL/PS Printer Kit (activated)	-
Web Pages — Printing PDF Files	Web Access Software		
Encrypted Secured Printing	Encrypted Secure Print Software	Color UFR II/PCL/PS Printer Kit (activated) or imagePRESS Server	-

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

Utilities

Using the following utilities, you can specify various settings for Canon devices connected to a network on your computer.

■ NetSpot Device Installer

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

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

■ imageWARE Enterprise Management Console

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

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

■ **imageWARE Document Manager Personal**

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

■ **imageWARE Document Manager Gateway**

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

■ **imageWARE Prepress Manager**

imageWARE Prepress Manager is an integrated workflow solution that enables you to manage the complete print job workflow. Prepress Manager supports the JDF[*1], and its wide range of imposition features facilitates the creation, editing, and printing of various types of documents. Prepress Manager can convert scanned data into PDF, JPEG, TIFF, or BMP files for output. With the standard-equipped Image Editor, you can also edit the scanned data.

■ **PM Hot Folder Manager**

PM Hot Folder Manager is a standard application that comes with the Prepress Manager. PM Hot Folder Manager enables you to remote-scan documents from a computer and store the scanned data in a hot folder[*2] on the computer. This application is best suited for routinizing print-on-demand jobs.

■ **imageWARE Print Job Manager**

Print Job Manager is an application that enables you to manage print job outputs. Print Job Manager sends the print job submitted from Prepress Manager or JM Hot Folder Manager to the imagePRESS C7000VP. It also monitors and controls each print job output.

■ **JM Hot Folder Manager**

JM Hot Folder Manager is a standard application that comes with the Print Job Manager. JM Hot Folder Manager constantly monitors folders registered as hot folders[*2] on the computer. When you drag a print job file with a supported format to a hot folder on the computer, the file will be assigned with preset print settings and then transmitted to Print Job Manager.

*1 JDF (Job Definition Format)

Proposed by the International Cooperation for the Integration of Processes in Prepress, Press and Postpress Organization (CIP4), JDF is a comprehensive XML-based file format and industry standard for end-to-end job ticket specifications combined with a message description standard and message interchange protocol.

*2 Hot Folder:

A hot folder is a directory on the computer to which print settings can be preset. When you drag a print job file to a hot folder, the print data will be transmitted to the device, and the print job will be performed with the preset print settings. The use of hot folders streamlines complex printing tasks and standardizes print-on-demand operations.

✐ NOTE

The following products are not supplied on the imagePRESS C7000VP. Please contact your local authorized Canon dealer.

- imageWARE Document Manager Personal
- imageWARE Document Manager Gateway
- imageWARE Prepress Manager
- PM Hot Folder Manager
- imageWARE Print Job Manager
- JM Hot Folder Manager

Color Image Reader-H1

If the Color Image Reader-H1 is attached, originals can be scanned to the machine.

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

Parts and Their Functions
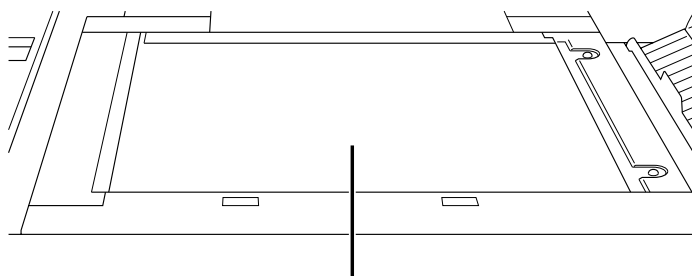
Platen Glass

✋ IMPORTANT
- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder or platen cover.
- If the platen glass, original feeding belt, or platen cover is dirty, print quality may deteriorate. In this case, clean the feeding belt and platen glass. (See "Platen Glass/Original Feeding Belt/Underside of the Platen Cover," on p. A7-50.)

Document Sizes

The size of the original is automatically detected, and the document is scanned.

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

Orientation

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

Place the original face down.

Vertical Placement   **Horizontal Placement**

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

Placing Originals on the Platen Glass

You should use the platen glass when copying bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. You should also place originals onto the platen glass when you want to copy an 11" x 17" original with an image that extends all the way to the edges without the periphery of the original being cut off. (See Chapter 2, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide* or Chapter 4, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*, or Chapter 3, "Basic Scanning Features," in the *Sending Guide*.)

✐ NOTE
- The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, LTRR, STMT, STMTR, and EXEC.
- If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen. (See Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide* or Chapter 4, "Special Scanning Features," in the *Sending Guide*.)

1 **Lift the feeder/platen cover.**
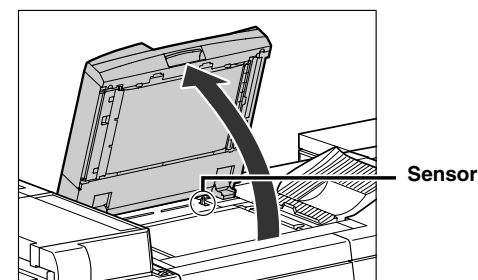
Sensor

IMPORTANT

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

2 Place your originals face down.
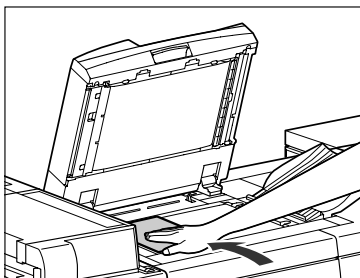
The surface of the original that you want to copy must be placed face down. Align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).
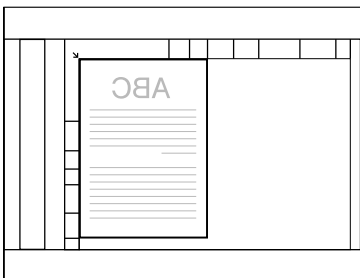
Place books and other bound originals on the platen glass in the same way.

NOTE

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

3 Gently close the feeder/platen cover.
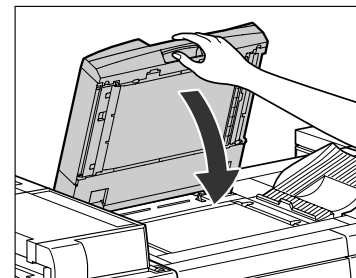
CAUTION

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

IMPORTANT

- When using the platen glass to make copies of a bound original, such as a thick book, in the Auto-Color Select mode, press the book flat against the platen glass, leaving no space. Otherwise, a black-and-white original may be detected as a color original.
- If you are placing the original on the platen glass, the size of the original is detected after the feeder/platen cover is closed. Be sure to close the feeder/platen cover before copying.

✎ NOTE

- Remove the original from the platen glass when scanning is complete.
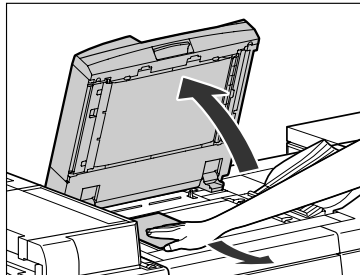
- The size of STMT originals cannot be detected. After pressing ⊚ (Start), follow the instructions on the screen to specify the original size. You can also manually select the paper size.
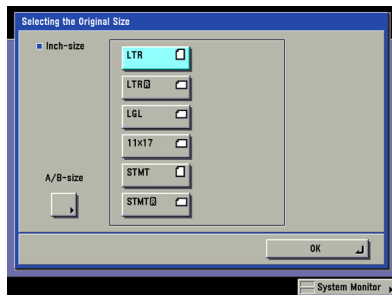
Feeder (DADF-R1)

Originals placed in the feeder are automatically fed to the platen glass for copying. Two-sided originals can also be turned over to make two-sided or one-sided copies.

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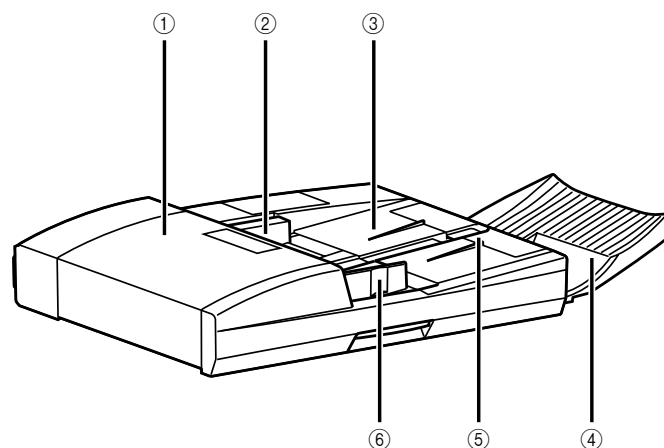
⚠ **CAUTION**
Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught. Also, be careful not to drop objects, such as paper clips into the gaps, as doing so may cause damage to the machine or cause it to break down.

🖐 IMPORTANT
- When using the platen glass to copy or scan thick originals, such as books or magazines, do not press down hard on the feeder.
- If the original output area is blocked, originals may get damaged, and printing may not be performed correctly. Therefore, do not place any objects in the original output area.
- If the platen glass or original feeding belt is dirty, print quality may deteriorate. In this case, clean the feeding belt and platen glass. (See "Platen Glass/Original Feeding Belt/Underside of the Platen Cover," on p. A7-50.)

① **Feeder Cover**

Open this cover when clearing a paper jam. (See "Feeder (DADF-R1) (Optional)," on p. A8-37.)

② **Original Set Indicator**

Lights when originals are placed in the original supply tray.

③ **Original Supply Tray**

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

④ **Original Output Tray**

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

⑤ **SADF Tray**

Single Automatic Document Feeder Tray. Place one original at a time into the SADF tray when scanning heavy or lightweight originals. Place originals into this tray with the surface that you want to scan face down.

⑥ **Slide Guides**

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

Document Sizes

The size of the original is automatically detected, and the document is scanned.

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

Orientation

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

Vertical Placement   **Horizontal Placement**
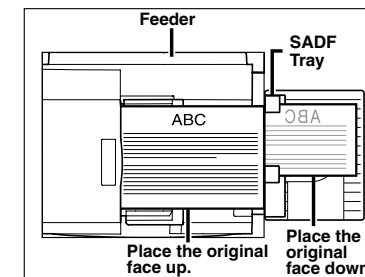
✎ NOTE

- If the top edge of the original is not aligned with the back edge of the platen glass (by the arrow in the top left corner), your original may not be scanned correctly, depending on the copy mode that you have set.

- Originals of the LTR sizes can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than vertically placed originals. Place originals horizontally when scanning with a Preset Zoom, such as when enlarging an LTR original onto 11" x 17" paper.

- Horizontally placed LTR and STMT originals are referred to as LTRR and STMTR.

- 11" x 17" and LGL originals must be placed horizontally. STMT must be placed vertically.

Placing Originals in the Feeder

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

- Weight:
  - One-sided scanning: 50 to 216 g/m^2
  - Two-sided scanning: 50 to 216 g/m^2 (11" x 17", LGL, LTRR: 50 to 200 g/m^2)
- Size: 11" x 17", LGL, LTR, LTRR, STMT, EXEC (STMT originals cannot be placed horizontally. (STMTR))
- Tray Capacity: up to 100 sheets (80 g/m^2)

⚠ IMPORTANT
- Thin originals may become creased, if used in a high temperature or high humidity environment.
- Do not place the following types of originals into the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
 - Clipped or stapled originals
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, and make feeding impossible. Limit repeated feeding to a maximum of 30 times (this number varies, depending on the type and quality of the original).
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See "Routine Cleaning," on p. A7-49.)
- Always smooth out any folds in your originals before placing them into the feeder.

- For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

✎ NOTE
If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen. (See Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide* or Chapter 4, "Special Scanning Features," in the *Sending Guide*.)

1 **Adjust the slide guides to fit the size of your originals.**
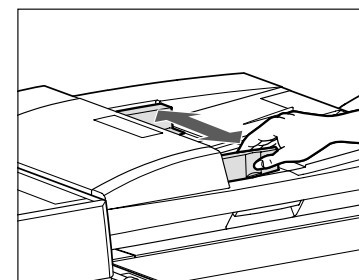
2 **Neatly place your originals with the side to be copied face up into the original supply tray.**

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

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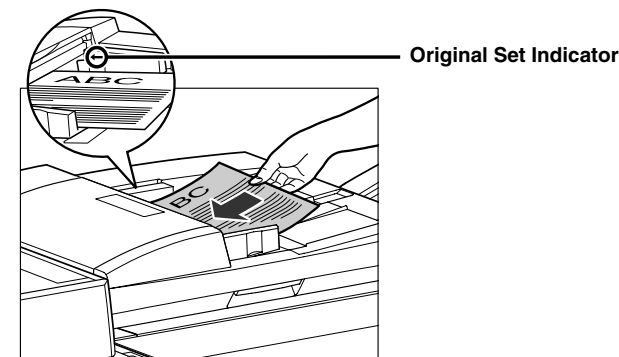
If any dirt on the original scanning area is detected when the originals are placed in the feeder, the following screen appears. Even though streaks may appear on the copies, you can continue to scan your documents by pressing [Done].

It is recommended, however, that you open the feeder, clean the scanning area, and then close the feeder. The following screen will not appear once the scanning area is clean.
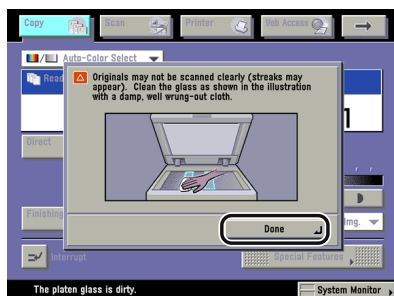
For instructions on cleaning the original scanning area, see "Routine Cleaning," on p. A7-49.

If you still find streaks on the output after the original scanning area has been cleaned, specify the Remove Background mode to erase the streaks. (See Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*, and Chapter 4, "Special Scanning Features," in the *Sending Guide*.)

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

Original Output Tray
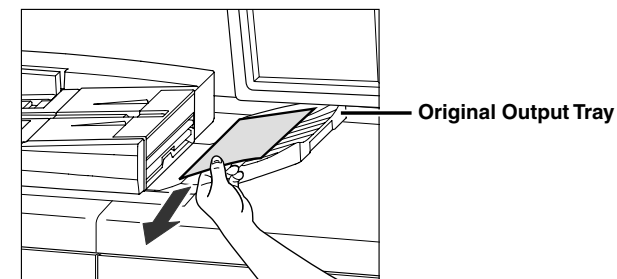
NOTE
• When you are enlarging an LTR or EXEC original onto 11" x 17" or LGL paper, place the original horizontally.
• The scanned originals are output to the original output area in the order they are fed into the feeder.
• You can place different size originals together into the feeder if you set the Different Size Originals mode. (See Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*, and Chapter 3, "Basic Scanning Features," in the *Sending Guide*.)

Placing Originals in the SADF Tray

To make copies of heavy or lightweight originals, use the SADF tray, placing your originals one by one.

You can place the following originals into the SADF tray:

- Weight:
  - 38 to 216 g/m^2
- Size:
  - 11" x 17", LGL, LTR, LTRR, and STMT
    (STMT originals cannot be placed horizontally. (STMTR))

⏹ IMPORTANT

For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

✎ NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode on the Special Features screen. (See Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide* or Chapter 4, "Special Scanning Features," in the *Sending Guide*.)

1 Open the SADF tray.
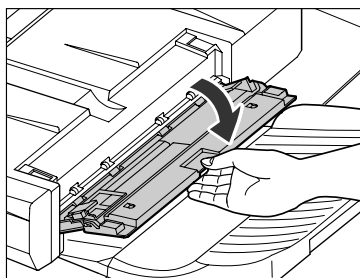
2 Adjust the slide guides to fit the size of your original.
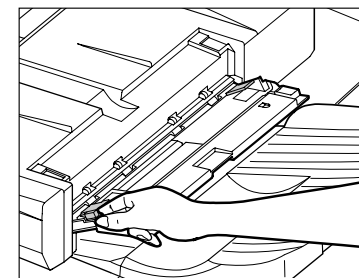
3 Place your original one sheet at a time, face down into the SADF tray, sliding it forward gently as far as it will go.
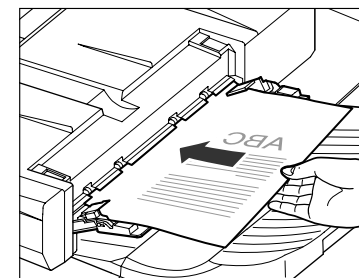
⏹ IMPORTANT

- Make sure to place only one original at a time. If more than one original is placed at a time, a paper jam may occur.
- If your original is curled, flatten it out as much as possible before placing it into the SADF tray.

✎ NOTE

- Once scans are made from the originals, the originals are returned to the original output tray.
- When you need to make another scan, set the scan mode and place the original in the SADF tray.

4 Close the SADF tray.
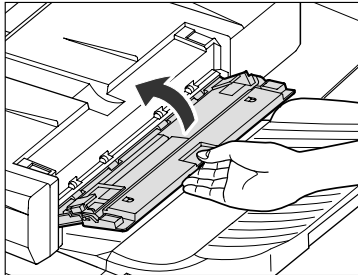
⚠ **CAUTION**
Close the SADF tray gently to avoid catching your hand, as this may result in personal injury.

Stack Bypass-A1

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

Parts and Their Functions
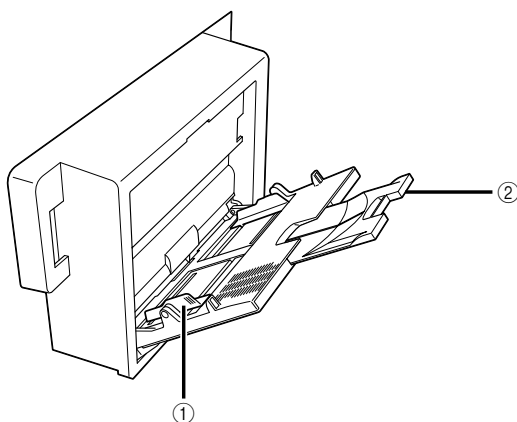
① **Slide Guides**

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

② **Auxiliary Tray**

Pull out the auxiliary tray if the paper size is large.

Making Prints Using the Stack Bypass

IMPORTANT
- Note the following points when using the stack bypass:
  - Paper Quantity: one to approximately 100 sheets (80 g/m^2, stack approximately 3/8" (10 mm) high)
  - Paper Size: 5 31/64" x 7 1/8" to 13" x 19 13/64" (139.7 mm x 182 mm to 330.2 mm x 487.7 mm)
  - Paper Weight: 64 to 256 g/m^2
  - Paper which has been rolled or curled must be straightened out prior to use, to allow the paper to feed smoothly through the stack bypass (allowable curl amount: less than 3/8" (10 mm) for normal paper, less than 1/5" (5 mm) for heavy paper). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.
- Do not load different size/type paper at the same time.
- Feed coated paper one sheet at a time. Loading several sheets together may cause paper jams.
- Depending on the type of heavy paper you want to load, if you load multiple sheets of heavy paper into the stack bypass, a paper jam may occur. In this case, load only one sheet of heavy paper at a time.
- If you are making two-sided prints, select the 2-Sided mode. The printed paper may crease depending on the moisture absorption condition of the paper, and if you copy the two pages as two one-sided documents.
- To print on the back side of preprinted paper, load the paper into the stack bypass, and press [2nd Side of 2-Sided Page] on the paper selection screen that appears.
- For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

• When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

• If you select [Irreg. Size] for copying, you cannot use the Poster, Offset Collate, Offset Group, Staple, 1▸2-Sided, 2▸2-Sided, Book▸2-Sided, 2-Page Separation, Cover/Sheet Insertion, Image Combination, Booklet, Job Block Combination, or Store In User Inbox mode. (See Chapter 2, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

• If you select [Irreg. Size] for printing documents stored in an inbox, you cannot use the Offset Collate, Offset Group, Staple, 2-Sided, Cover/Sheet Insertion, Cover/Job Separator, or Booklet mode. (See Chapter 3, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*.)

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

■ **Standard Size**
You can select standard inch paper, or A or B series paper.

■ **Irreg. Size**
You can load nonstandard paper sizes (5 31/64" x 7 1/8" to 13" x 19 13/64" (139.7 mm x 182 mm to 330.2 mm x 487.7 mm)). If you are using STMT paper, load the paper horizontally.

1 **Open the stack bypass.**
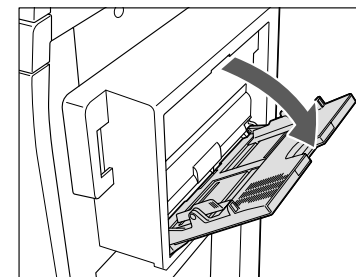
✎ NOTE
If the paper size you are going to load into the stack bypass is different from the paper size stored in Stack Bypass Standard Settings, set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. A4-34.)

● **If the paper you want to specify is already loaded in the stack bypass:**
❑ Press [Paper Select] → [Stack Bypass] → select the paper size and type loaded in the stack bypass → proceed to step 6.

● **If the paper loaded in the stack bypass is not the paper that you want to specify:**
❑ Check to see if any job is reserved. (See "Checking Job Status," on p. A5-3.)

If there is a current or reserved job, you can reserve a change of paper for the stack bypass. (See Chapter 2, "Introduction to the Copy Functions," in the *Copying and Mail Box Guide*.)

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

2 **Adjust the slide guides to match the size of the paper.**
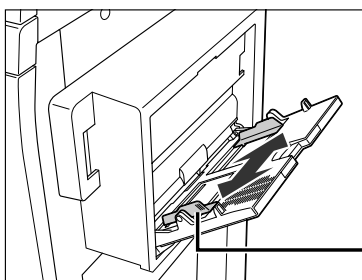
Slide Guide

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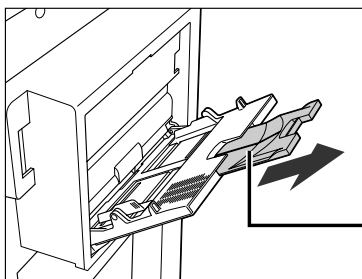
Auxiliary Tray

3 **Load the paper into the stack bypass.**
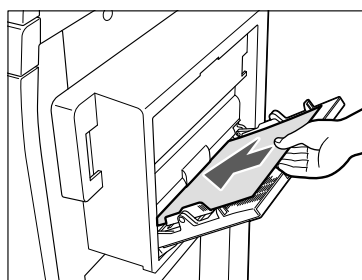
Make sure that the height of the paper stack does not exceed the loading limit mark (⬇).

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

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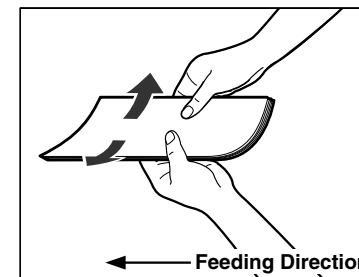
To print on the back side of preprinted paper, load the preprinted paper face up into the stack bypass, as shown in the illustration below.

Feeding Direction
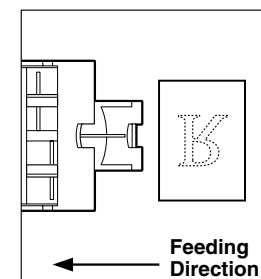
When copying on the back side of a preprinted sheet

IMPORTANT
When loading paper into the stack bypass, align the paper stack neatly between the slide guides. If the paper is not loaded correctly, a paper jam may occur.

✎ NOTE
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When the paper is loaded into the stack bypass, the side facing up is the one printed on.
- If problems, such as poor print quality or paper jams occur, try turning the paper stack over and reload it.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. A9-9.

● **If you are loading tab paper into the stack bypass:**

❑ Load the tab paper into the stack bypass, as shown below.

◄── Feeding Direction
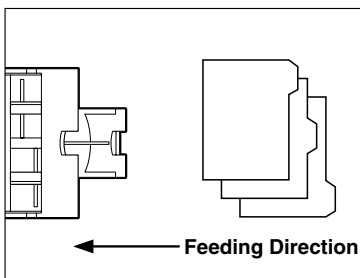
✋ IMPORTANT
- Make sure that the side to be printed on is placed face up.
- Make sure that the first sheet of tab paper to be printed on is placed on top.

4 **Select the desired paper size.**

● **If you want to select a standard paper size:**

❑ Select the desired paper size → press [Next].
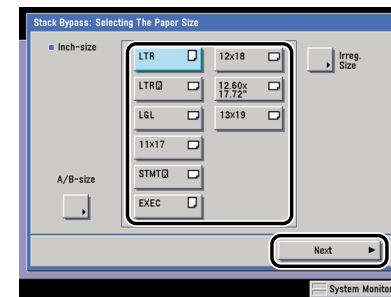
✎ NOTE
To select an A or B series paper size, press [A/B-size].

● **If you want to select an irregular paper size:**

❑ Press [Irreg. Size].
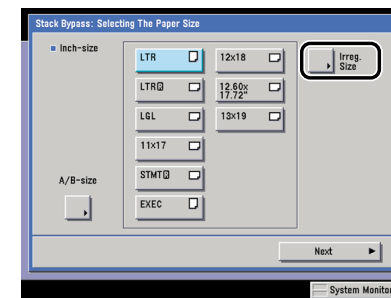
❑ Enter the size of the paper using the numeric keys on the touch panel display.

❑ Press [X] → enter a value.

❑ Press [Y] → enter a value.

❑ Press [OK].
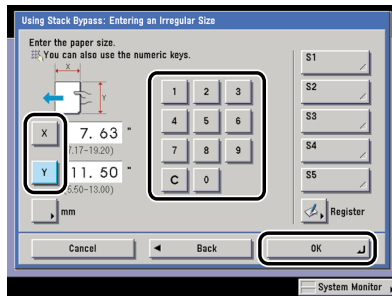
You can also select a size key ([S1] to [S5]) containing a stored paper size setting, instead of entering values.
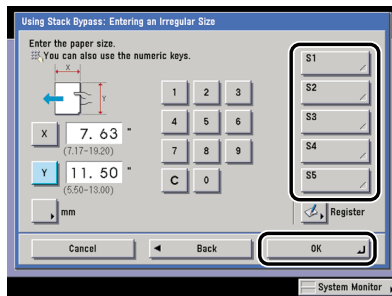
The display returns to the paper size selection screen.

✎ NOTE

- To enter values in millimeters, press [mm].
- For instructions on entering values in inches, see "Values in Inches," on p. A2-20.
- If you make a mistake when entering values, press [C] on the touch panel display ➜ enter the correct values.
- To select a registered paper size stored in a size key ([S1] to [S5]), you must store the irregular paper size in the size key beforehand. For instructions on storing irregular paper sizes, see "Irregular Paper Size Settings for the Stack Bypass," on p. A4-36.

❑ Press [Next].

❑ Press [OK] ➜ proceed to step 6.

If the following screen is displayed, press [OK] ➜ adjust the width of the slide guides ➜ specify the desired paper size.
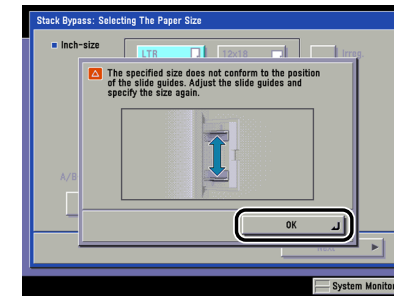
If the following screen is displayed, adjust the width of the slide guides to match the paper size stored in Stack Bypass Standard Settings, or set Stack Bypass Standard Settings to 'Off' in Common Settings (from the Additional Functions screen). (See "Standard Paper for the Stack Bypass," on p. A4-34.)

🖐 IMPORTANT
Set the paper size to the same size as the paper loaded in the stack bypass.

5 **Select the desired paper type → press [OK].**
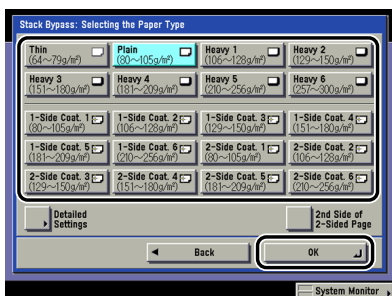
If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].
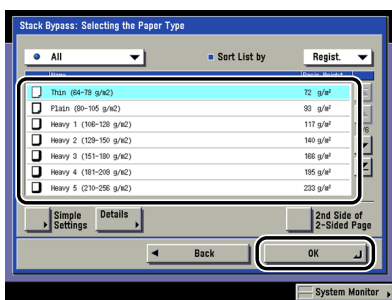
If you are printing on the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

✎ NOTE
- [Transparency] can be selected only if [LTR] or [LTRR] is selected as the paper size.
- For more information on paper types, see "Default Paper Stock," on p. A2-27.
- You can register paper types that are not displayed on the detailed settings list in [Selecting the Paper Type]. For more information on storing the paper type, see "Storing/Editing Irregular Paper Types," on p. A6-73.

6 **Press [Done].**
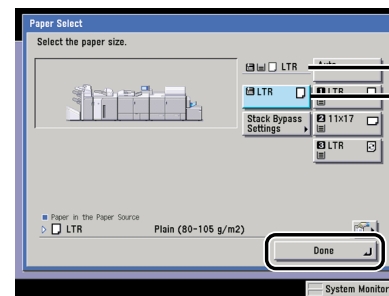
Paper Size/Type
Currently Loaded

Paper Size/Type Selected

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

Detailed information for the selected paper is displayed when you press 🖹.

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

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

8 **Press ◎ (Start).**

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

Scanning starts.

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

POD Deck-A1/Secondary POD Deck-A1

If you attach the paper decks to the machine, you have three additional source of paper for print jobs.

Up to 1,000 sheets of paper (80 g/m^2) each can be loaded into the upper and middle decks, and up to 2,000 sheets of paper (80 g/m^2) can be loaded into the lower deck.

⚠ IMPORTANT
- If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper decks even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper decks.
- For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

📝 NOTE
The following paper sizes can be loaded into the POD Deck:
- 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, and irregular size (7 1/8" x 7 1/8" to 13" x 19 13/64" (182 mm x 182 mm to 330.2 mm x 487.7 mm))

Parts and Their Functions
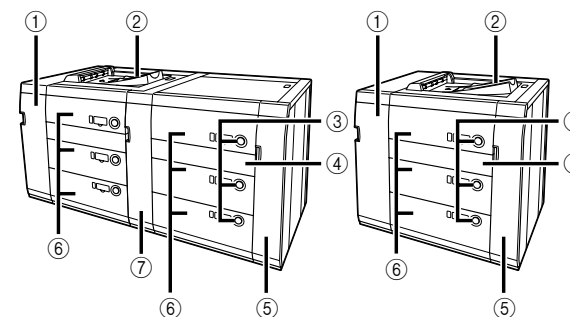
① **Front Cover (Buffer Pass)**

Open this cover to remove jammed paper.

② **Escape Tray**

Outputs any subsequent paper when a paper jam occurs. Minimizes the paper jam removal procedures.

③ **Open Button**

Press to open the paper deck when you need to load paper or check for a paper jam.
The paper supply indicator enables you to check the amount of paper remaining in the paper deck.

④ **Horizontal Pass Cover**

Open this cover to remove jammed paper.

⑤ **Front Right Cover**

Open this cover to remove jammed paper.

⑥ **Paper Deck**

Up to 1,000 sheets of paper (80 g/m^2) each can be loaded into the upper and middle decks, and up to 2,000 sheets of paper (80 g/m^2) can be loaded into the lower deck.

⑦ **Tandem Pass Cover**

Open this cover to remove jammed paper.

🔳 Paper Deck-AC1

If you attach the paper deck to the machine, you have one additional source of paper for print jobs.

Up to 3,500 sheets of paper (80 g/m^2) can be loaded into the paper deck.

✋ IMPORTANT
- If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper decks even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button on the paper decks.
- For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

✎ NOTE

The following paper sizes can be loaded into the Paper Deck:

- 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, and LTRR

Parts and Their Functions
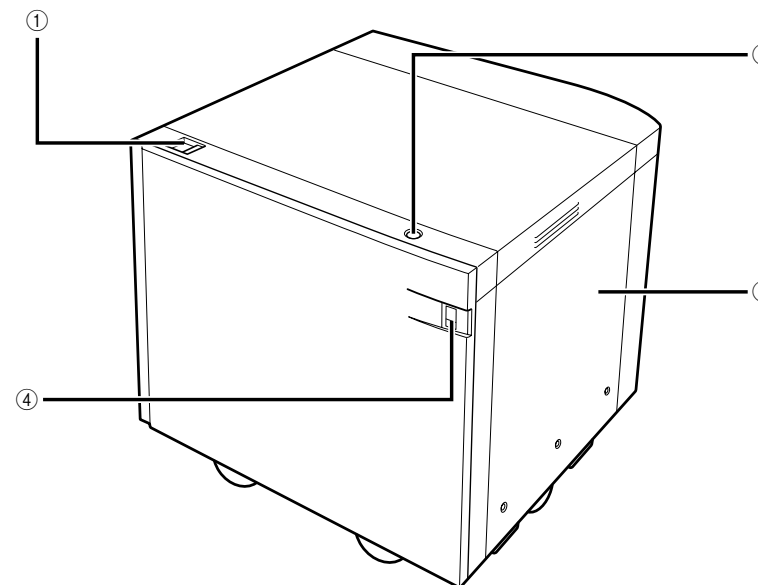
① **Release Button**

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

② **Open Button**

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

③ **Paper Deck**

Up to 3,500 sheets of paper (80 g/m^2) can be loaded.

④ **Paper Supply Indicator**

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

Finisher-AB1/Saddle Finisher-AB2/Punch Unit-V1/Document Insertion Unit-C1

The Finisher-AB1 and Saddle Finisher-AB2 are equipped with the following finishing modes: Collate, Group, Offset, and Staple.
The Saddle Finisher-AB2 is also equipped with the Saddle Stitch mode.
The Punch Unit-V1 is equipped with the Hole Punch mode.

Parts and Their Functions

External View
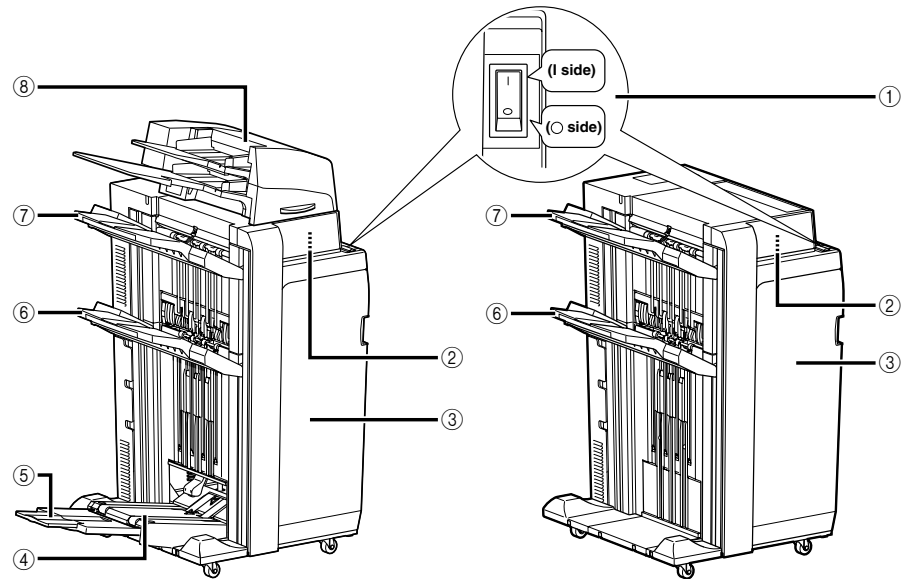
Saddle Finisher-AB2 and Document Insertion Unit-C1

Finisher-AB1

① **Main Power Switch of the Finisher-AB1/Saddle Finisher-AB2**

Press to the "I" side to turn ON the finisher. (See "How to Turn ON the Main Power," on p. A1-6.)

② **Top Cover of the Finisher-AB1/Saddle Finisher-AB2**

Open this cover to remove jammed paper. (See "Inside the Top Cover of the Finisher-AB1/Saddle Finisher-AB2 (Optional)," on p. A8-57.)

③ **Front Cover of the Finisher-AB1/Saddle Finisher-AB2**

Open this cover to replace the staple cartridge, remove jammed paper, or clear a staple jam in the stapler unit and saddle stitcher unit. (For instructions on replacing the staple cartridge in the stapler unit, see "Replacing the Staple Cartridge in the Stapler Unit," on p. A7-35. For instructions on replacing the staple cartridge in the saddle stitcher unit, see "Replacing the Staple Cartridge in the Saddle Stitcher Unit," on p. A7-37. For instructions on clearing a paper jam, see "Inside the Top Cover of the Finisher-AB1/Saddle Finisher-AB2 (Optional)," on p. A8-57, and "Saddle Stitcher Unit (Optional)," on p. A8-74. For instructions on clearing a staple jam in the stapler unit, see "Finisher-AB1/Saddle Finisher-AB2 (Optional)," on p. A8-72. For instructions on clearing a staple jam in the saddle stitcher unit, see "Saddle Stitcher Unit (Optional)," on p. A8-67.

④ **Booklet Tray (Saddle Finisher-AB2 Only)**

Prints that are saddle stitched are output to this tray.

⑤ **Auxiliary Booklet Tray (Saddle Finisher-AB2 Only)**

Pull out the auxiliary tray if you are making a large size booklet.

⑥ **Output Tray B**

Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Output Tray Designation," on p. A4-28.)

⑦ **Output Tray A**

Prints are output to this tray. You can set the Tray Designation mode to designate this tray for outputting prints when using certain functions. (See "Output Tray Designation," on p. A4-28.)

⑧ **Document Insertion Unit-C1**

Attaches to the top of the optional Finisher-AB1 or Saddle Finisher-AB2, and feeds cover sheets when the Cover/Sheet Insertion, Cover/Job Separation, or Booklet (Saddle Stitch Booklet) mode has been set.

Internal View
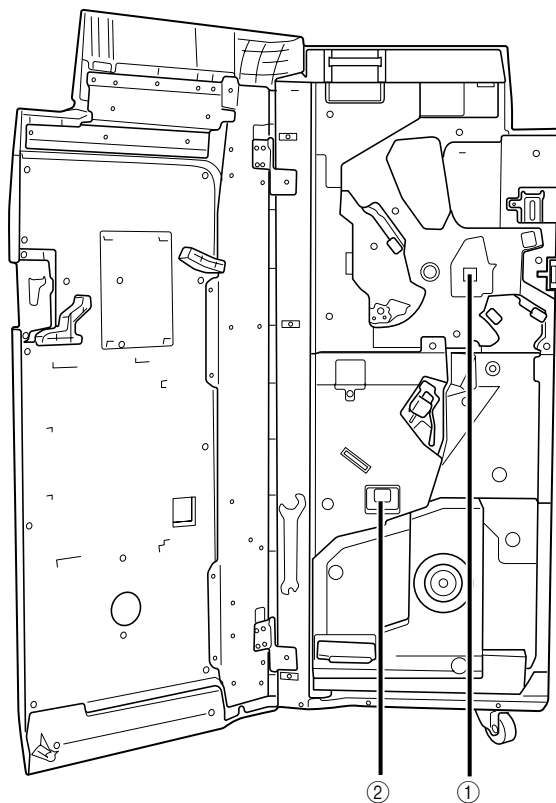
① **Punch Waste Tray**

Pull out the punch waste tray to remove punch waste. (See "Removing Punch Waste," on p. A7-40.)

② **Staple Waste Tray**

Pull out the staple waste tray to discard the staple waste.

Finishing Modes

The Finisher-AB1 and Saddle Finisher-AB2 are equipped with the following finishing modes.

⚠ CAUTION
• Do not place anything other than output paper in the trays of the finisher, as doing so may damage the trays.
• Do not place anything under the trays of the finisher, as doing so may damage the trays.
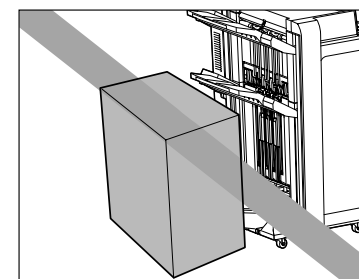
📥 IMPORTANT
For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

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

■ **Collate Mode**

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

■ **Group Mode**

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

■ **Offset Mode**

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

✎ NOTE

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

■ **Staple Mode**

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

• If an original is placed on the platen glass:
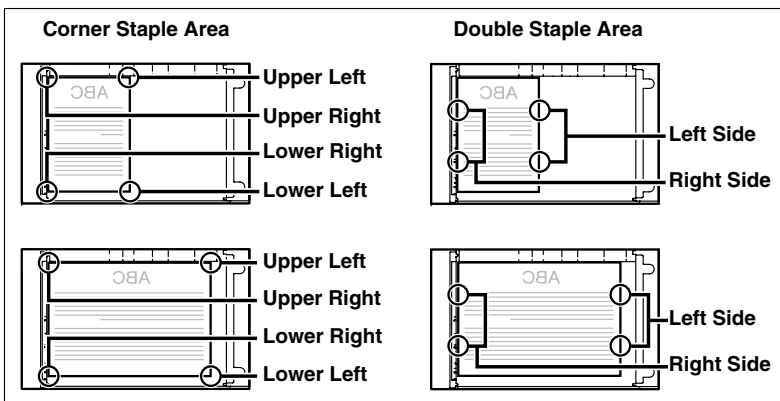
• If originals are placed in the feeder:
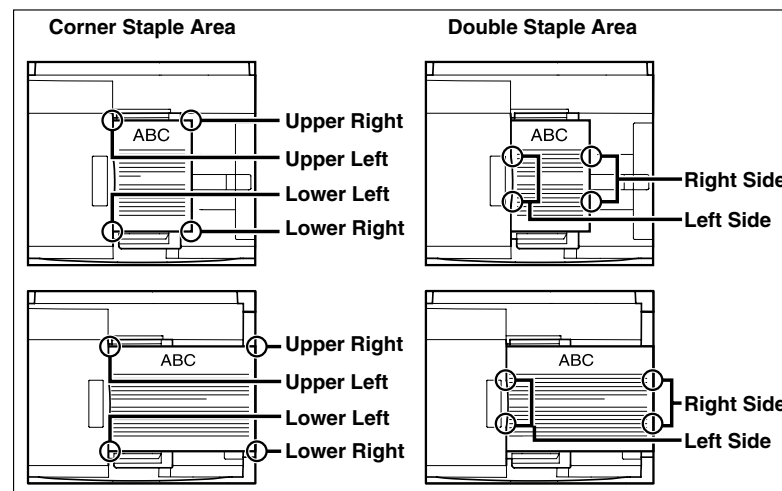
⚠ CAUTION
Do not place your hands in the part of the tray where stapling is performed (near the rollers) when a finisher is attached, as this may result in personal injury.
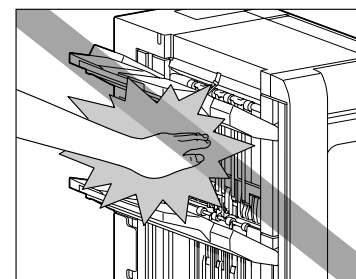
⏸ IMPORTANT
- If the Staple mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, or after 100 sets of prints have been output, printing and stapling stop temporarily. Remove all of the stapled prints from the output tray, and printing and stapling resume.
- You can corner and double staple 11" x 17", LGL, LTR, LTRR, and EXEC paper.
- You cannot staple transparencies or labels.
- Do not pull copies or prints out of the output area while they are being stapled. Remove the copies or prints after they are output to one of the output trays.

📝 NOTE
- If you want to use the Staple mode with more than 50 sheets (80 g/m^2) of 11" x 17", LGL, or LTRR paper, or 100 sheets (80 g/m^2) of LTR or EXEC paper, the copies/prints are only offset but not stapled. In addition, when selecting coated paper, you may not be able to use the Staple mode even if the number of sheets, including sheet insertions or job separators, is below the set limit of a finisher.
- If the machine stops while stapling and the message <Load staples.> appears, almost all of the staples have been used, and the staple cartridge must be replaced. To proceed, replace the staple cartridge. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. A7-35.)

■ **Saddle Stitch Mode**

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

Originals　　　　Copy

The pages are folded and stapled in the center to form a booklet.
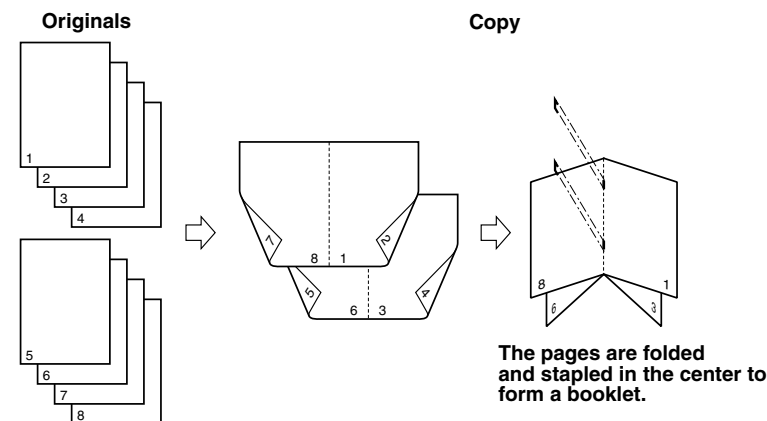
⏸ IMPORTANT
- The Saddle Stitch mode is available only if the Saddle Finisher-AB2 is attached.
- The maximum number of sheets that can be saddle stitched differs depending on the paper weight and type. For example, when using 80 g/m^2 paper, 20 sheets of paper (80 pages) can be saddle stitched at once.
- The paper sizes that can be saddle stitched are: 12.60" x 17.72", 12" x 18", 11" x 17", LGL, or LTRR.
- The accuracy of folds created in the Saddle Stitch mode may vary, depending on the paper type and the number of sheets.

■ Hole Punch Mode

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

IMPORTANT

- The Hole Punch mode is available only if the Punch Unit-V1 is attached.
- Only the following paper sizes can be hole punched: 11" x 17", LGL, LTR, LTRR, or EXEC.
- Holes cannot be punched in transparencies, labels, or pre-punched paper.
- The machine automatically selects how many holes to punch depending on the selected paper size.

  - Two holes:　LGL, LTRR

  - Three holes: 11" x 17", LTR, EXEC

- Paper that is fed from the optional Document Insertion Unit-C1 cannot be hole punched.

NOTE

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

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

| Three Holes | Two Holes |
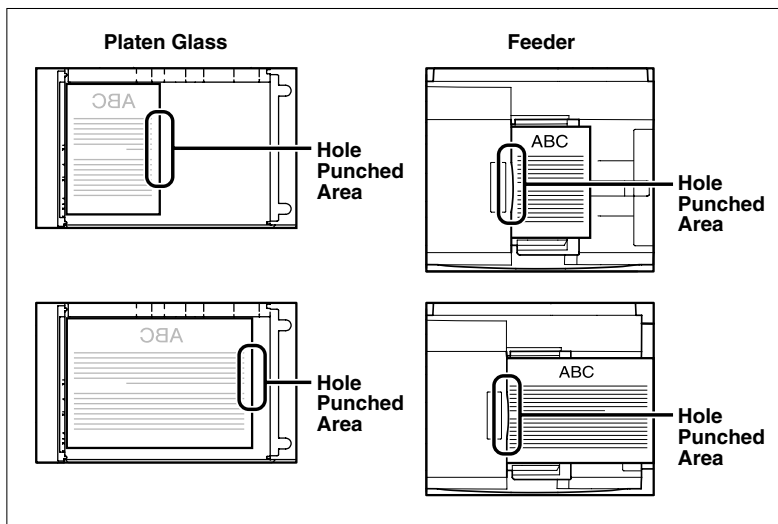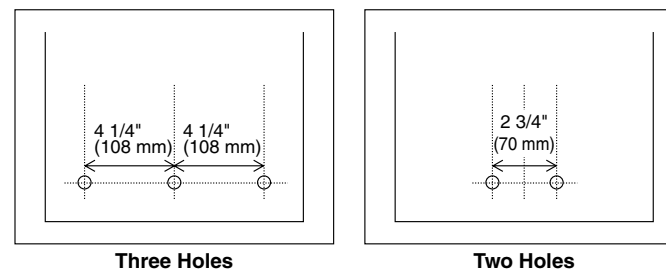
Card Reader-C1

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

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

NOTE
- If the Basic Features screen does not appear on the touch panel display when the control card is inserted, make sure that:
  - The control card is inserted in the correct direction.
  - The control card is inserted as far as it can go.
  - An unusable control card is not inserted. (For example, cards which are damaged or cards prohibited from use.)
- Insert a usable control card correctly.
- For instructions on turning the power ON, see "Main Power and Control Panel Power," on p. A1-6.
- If the Card Reader-C1 is attached, the type of card shown below can be used. An optical type card can manage up to 200 departments.

Optical Type Card
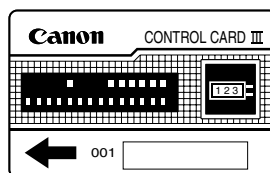
Procedure before Using the Machine

1 Insert the control card into the card slot, making sure that it is facing in the correct direction.
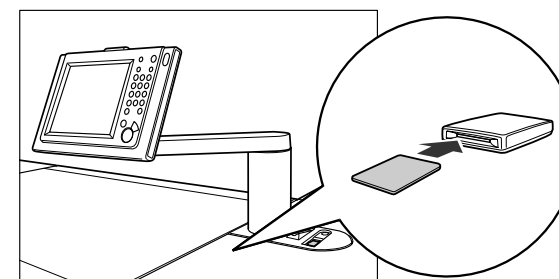
The Basic Features screen of the selected function appears on the touch panel display.
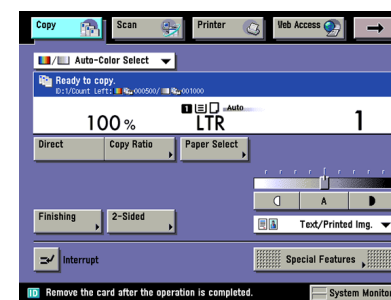
Procedure after Using the Machine

1 **After you finish using the machine, remove the control card.**
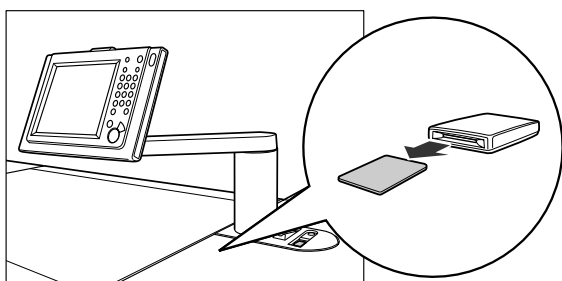
The touch panel display returns to the screen for inserting the control card.

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

Department ID Management

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

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

Flow of Additional Functions Operations

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

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

1 **Press ◎ (Additional Functions) → [System Settings].**
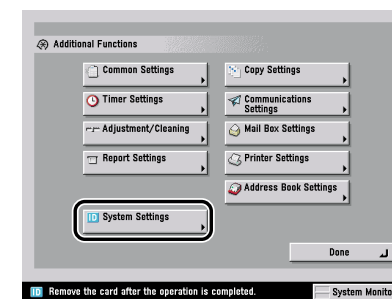
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using ◎ - ◎ (numeric keys) → press ◎ (Log In/Out).

The System Settings screen is displayed.

2 **Press [Dept. ID Management].**
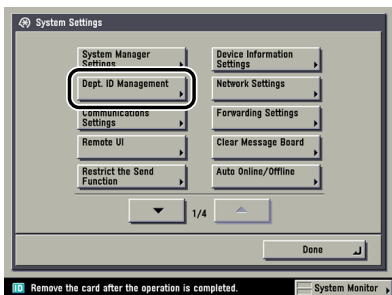
✎ NOTE

If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

3 **Select the desired mode.**
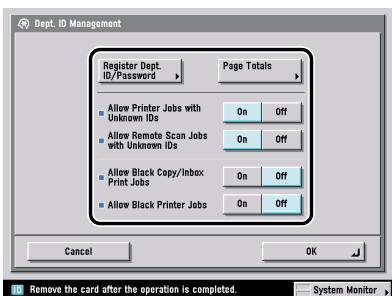
4 **Specify the desired mode → press [OK].**
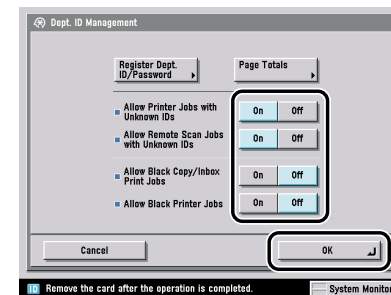
5 **Press [Done] repeatedly until the Basic Features screen appears.**

Changing the Password and Page Limit

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

2 **Press [Register Dept. ID/Password].**

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

✎ NOTE

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

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

❑ Press [Password].

❑ Press [Password] → enter the desired password.

❑ Press [Confirm] → enter the same number to confirm the password → press [OK].

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

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

✎ NOTE

● If you make a mistake when entering the password, press ⓒ (Clear) to clear the password.

● You cannot change the Department ID.

● If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', the password is not displayed as asterisks (*******). (See "Setting the Display Method When Entering a Password," on p. A6-48.)

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

6 **Set the page limit restriction.**

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

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

✎ NOTE

● <Total Print Limit> is the sum of <Total Color Print Limit> and <Total Black Print Limit>.

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

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

❑ Press [☐] (Page Limit) next to [On]/[Off] of the desired function(s) → enter the page limit restriction using ⓪ - ⑨ (numeric keys).

IMPORTANT
- If any one of the color or black-and-white page limits is reached when [Auto-Color Select] is selected as the color mode, you cannot perform any operations.
- The machine stops printing if any one of the color or black-and-white page limits is reached while printing a document that contains both color and black-and-white areas.
- The machine stops copying if any one of the total print limits or copy limits is reached while copying a document that contains both color and black-and-white areas.
- The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

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

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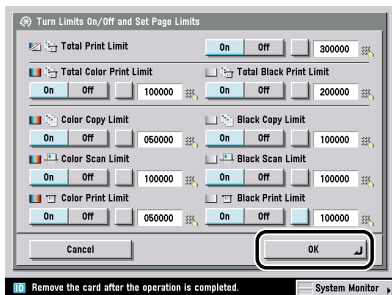
7 **If you would like to limit users to certain functions of the machine, press [Limit Functions].**

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

Details of each item are shown below.

[On]: Department ID Management is set for all of the machine's functions.

[Off]: Department ID Management is set only for copying and printing operations from computers.

<Send> appears only if the optional Color Universal Send Kit is activated.

9 **Press [Done] → [OK].**

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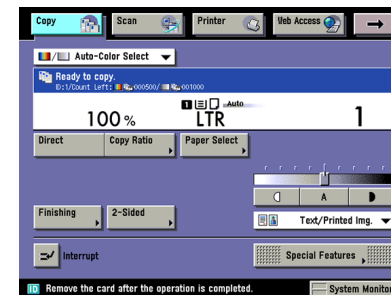
Copy Basic Features Screen

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

: Total number of sheets remaining that can be copied or printed

: Remaining number of sheets that can be copied or printed in color

: Remaining number of sheets that can be copied or printed in black

: Remaining number of sheets that can be copied in color

: Remaining number of sheets that can be copied in black
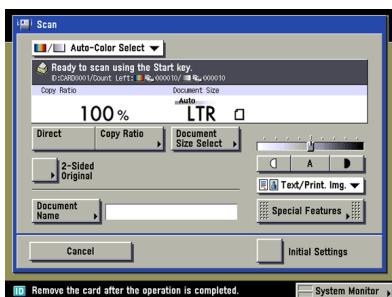
Scan Screen

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

: Remaining number of sheets that can be scanned in color

: Remaining number of sheets that can be scanned in black
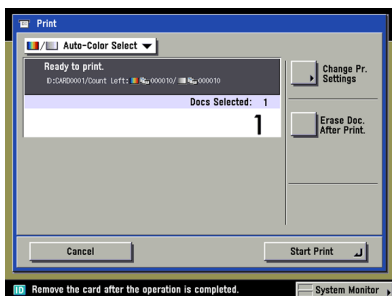
The icons that are displayed on the screen are explained below:

: Total number of sheets remaining that can be copied or printed

: Remaining number of sheets that can be copied or printed in color

: Remaining number of sheets that can be copied or printed in black

: Remaining number of sheets that can be printed in color

: Remaining number of sheets that can be printed in black
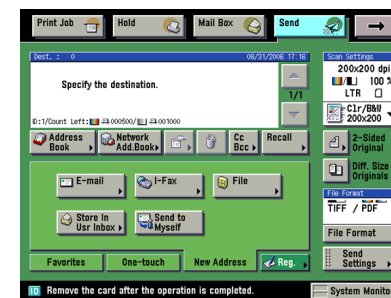
Send Screen

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

: Remaining number of sheets that can be scanned in color

: Remaining number of sheets that can be scanned in black

✐ NOTE
- Only the page limits for functions that are set to 'On' are displayed.
- The page limits for the two functions with the least remaining pages are displayed on the Copy Basic Features screen and Print Settings screen. However, only the lowest remaining total out of the copy and print limits is displayed.
- The Send screen appears only if the optional Color Universal Send Kit is activated.

Checking the Page Counts on a Control Card

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

***

1 Press [System Monitor].

2 Press [Consumables] → [Others] → [Page Count Check].
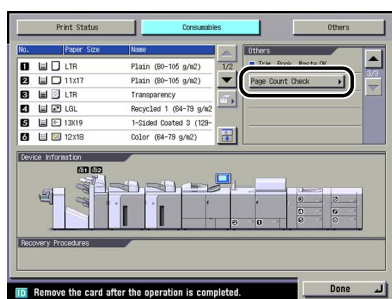
3 Check the page counts → press [Done] → [Done].

✎ NOTE

You can check the page count information by pressing ⊚ (Counter Check) on the control panel.

Checking and Printing Counter Information

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

***

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

2 Press [Page Totals].
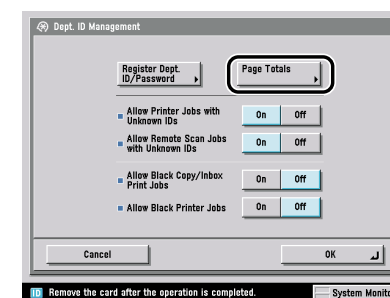
3 Check or print the page total count.

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

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

● **If you only want to check the counter information:**

❑ Press [▼] or [▲] to display the desired Department ID → press [◄] or [►] to display and view the desired page totals.

✎ NOTE

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

● **If you want to print the displayed list:**

❑ Press [Print List].

❑ Select the type of page count list that you want to print → press [Start Print].

✎ NOTE

• To cancel printing, press [Cancel].
• To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
• The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color paper) is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. A4-23.)

4 **Press [Done] → [OK].**

Clearing Page Totals

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

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

2 **Press [Page Totals].**

If necessary, see the screen shot in step 2 of "Checking and Printing Counter Information," on p. A3-39.

3 **Press [Clear All Totals].**

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

4 **Press [Yes].**

5 **Press [Done] → [OK].**

Accepting Print and Scan Jobs with Unknown IDs

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

✎ NOTE

<Allow Printer Jobs with Unknown IDs> and <Allow Remote Scan Jobs with Unknown IDs> are displayed only if the Printer and Network Scan functions are equipped with the machine.

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

2 Select [On] or [Off] → press [OK].
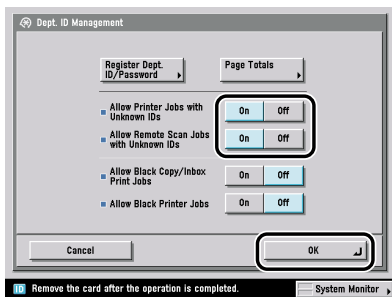
Allow Printer Jobs with Unknown IDs

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

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

Allow Remote Scan Jobs with Unknown IDs

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

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

Accepting B&W Copy and Print Jobs without a Control Card

The Allow Black Copy/Inbox Print Jobs and Allow Black Printer Jobs modes are useful because they enable you to restrict the machine to accept only black-and-white jobs, and reject color jobs without inserting a control card.

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

2 Select [On] or [Off] → press [OK].
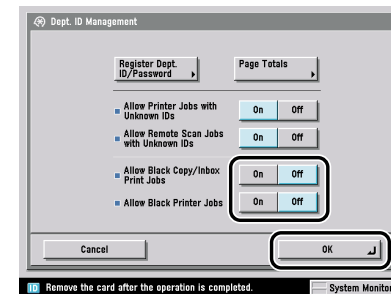
Allow Black Copy/Inbox Print Jobs

[On]: [Allow Black Copy/Black Inbox Print] appears on the Insert a Control Card screen.

[Off]: [Allow Black Copy/Black Inbox Print] does not appear on the Insert a Control Card screen.

Allow Black Printer Jobs

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

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

[Allow Black Copy/Black Inbox Print] appears on the Insert a Control Card screen, if <Allow Black Copy/Inbox Print Jobs> is set to 'On'.
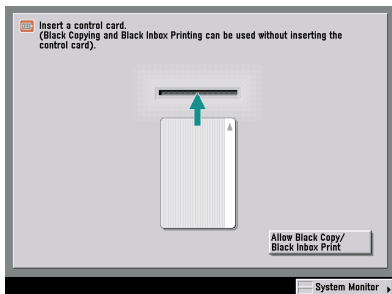
To copy or print in black-and-white, press [Allow Black Copy/Black Inbox Print].

📝 NOTE
- If you set <Allow Printer Jobs with Unknown IDs> to 'On', all print jobs are accepted. Therefore, the Allow Black Printer Jobs setting is ignored.
- To copy or print in the Auto-Color Select or Single Color mode, store an original in an inbox, send a document, or use other functions except for black-and-white copying and printing, you must insert a control card.

4 CHAPTER
Customizing Settings

This chapter explains how to change the machine's Common Settings, Timer Settings, and Adjustment/Cleaning settings, and customize them to suit your needs.

CHAPTER 1 | CHAPTER 2 | CHAPTER 3 | CHAPTER 4 | CHAPTER 5 | CHAPTER 6 | CHAPTER 7 | CHAPTER 8 | CHAPTER 9

What Are Additional Functions?

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

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

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

1 **Press 🔘 (Additional Functions).**

The Additional Functions screen is displayed.

2 **Select an Additional Functions setting.**
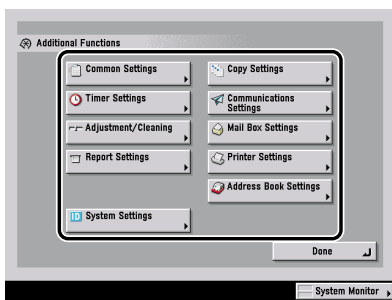
If you select System Settings and a System Manager ID and System Password have been set, enter the System Manager ID and System Password using 🔘 - 🔘 (numeric keys) ➞ press 🔘 (Log In/Out).

3 **Press a mode key to specify its settings.**
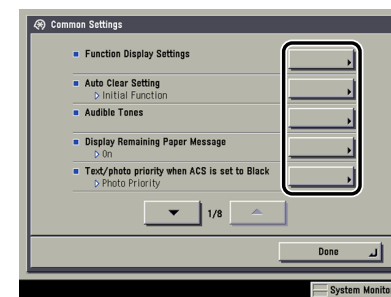
For an overview of all the settings you can change from the Additional Functions screen, see "Additional Functions Settings Table," on p. A4-5.

✎ NOTE

The Common Settings, Adjustment/Cleaning, System Settings, and Copy Settings screens consist of a list of individual settings. Press [▼] or [▲] to scroll to the desired setting.
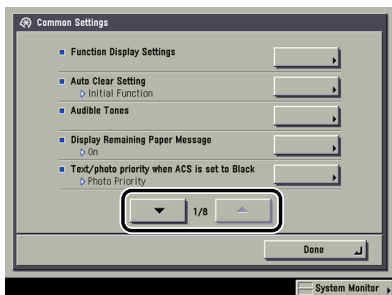
4 **Specify the desired mode → press [OK].**
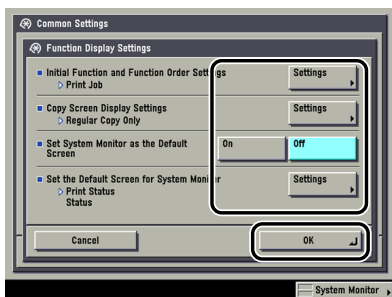
The selected mode is set.

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

Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions screen. For more information, consult the following guides.

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

The Additional Functions Screen

The System Settings Screen

✐ NOTE
Only system managers who took the Canon Customer Maintenance program can use the Operator Maintenance mode. This mode enables you to change the parts, adjust or clean the machine, check the maintenance operation log, and view the error log. [Operator Maintenance Mode] is only displayed when the setting is made available by your local authorized Canon dealer. Even if [Operator Maintenance Mode] is displayed, do not allow anyone to change its settings except for the system manager. For more information on changing the Operator Maintenance mode settings, contact your local authorized Canon dealer.
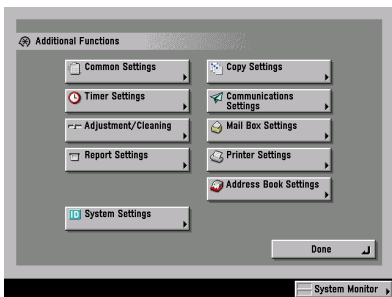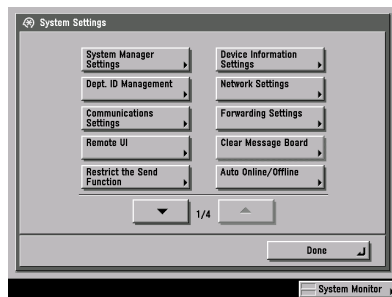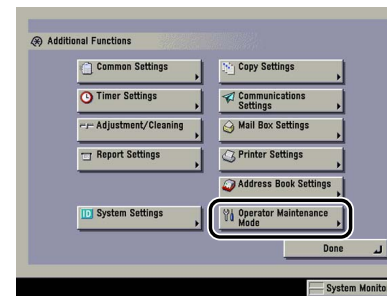
■ Common Settings

Item	Settings	Delivered	Applicable Page
Function Display Settings		No	p. A4-18
Initial Function and Function Order Settings	Settings: Copy[*1], Express Copy, Send, Mail Box, Print Job, Scan, MEAP, Hold		
Copy Screen Display Settings	Settings: Regular Copy Only[*1], Regular and Express Copy (Regular Copy Screen Priority: On[*1], Off), Express Copy Only		
Set System Monitor as the Default Screen	On, Off[*1]		
Set the Default Screen for System Monitor	Print Status[*1], Consumables, Others (Copy, Send, Receive)		
Auto Clear Setting	Initial Function[*1], Selected Function	Yes	p. A4-20
Audible Tones	Entry Tone: On[*1], Off Invalid Entry Tone: On, Off[*1] Restock Supplies Tone: On, Off[*1] Error Tone: On[*1], Off Job Done Tone: On[*1], Off Forgot Original Tone: On, Off[*1]	Yes	p. A4-20
Display Remaining Paper Message	On[*1], Off	No	p. A4-21
Text/photo priority when ACS is set to Black	Text Priority, Photo Priority[*1]	Yes	p. A4-21
Display the Black Mode Shortcut Key	On, Off[*1]	No	p. A4-22
Inch Entry	On[*1], Off	Yes	p. A4-22

Item	Settings	Delivered	Applicable Page

Drawer Eligibility For APS/ADS	Optimal Productivity: Checked[*], Unchecked
	  Copy, Printer, Mail Box, Receive, Other: (Stack Bypass: On, Off[*1], All Other Paper Sources: On[*1], Off)
	  Copy: Consider Paper Type: On[*1], Off
		No	p. A4-23

Register Paper	Paper Source Selection	No	p. A4-24
Paper Select Screen Priority	Simple[*1], Detailed	No	p. A4-26
Energy Saver Mode	-10%[*1], -25%, -50%, None	Yes	p. A4-26
Energy Consumption in Sleep Mode	Low[*1], High	Yes	p. A4-27
LTRR/STMT Original Selection	Distinguishing Manually, Use LTRR Format[*1], Use STMT Format	Yes	p. A4-28

Tray Designation	If the Optional Finisher-AB1 or Saddle Finisher-AB2 Is Attached:
	  Tray A: Copy[*1], Mail Box[*1], Printer[*1], Receive[*1], Other[*1]
	  Tray B: Copy[*1], Mail Box[*1], Printer[*1], Receive[*1], Other[*1]
	If the Optional Finisher-AB1 or Saddle Finisher-AB2, and High Capacity Stacker-C1 Are Attached:
	  Tray A: Copy[*1], Mail Box[*1], Printer[*1], Receive[*1], Other[*1]
	  Tray B: Copy[*1], Mail Box[*1], Printer[*1], Receive[*1], Other[*1]
	  Tray C: Receive[*1], Other[*1]
		Yes[*3]	p. A4-28

■ Common Settings Table Continued

Item	Settings	Delivered	Applicable Page
Stacker Output Tray Settings[*2]	Stacker b Output Tray, Stacker a Output Tray	Yes	p. A4-30
High Volume Stack Mode[*2]	On, Off[*1]	Yes	p. A4-30
Printing Priority	Copy: 1[*1], 2, 3 Printer: 1, 2[*1], 3 Mail Box, Receive, Other: 1, 2, 3[*1]	Yes	p. A4-31
Register Form for Composition	Register, Erase, Check Print, Details	No	p. A4-31
Image Priority for Form Composition	Auto[*1], Original Priority, Form Priority	Yes	p. A4-33
Register Characters for Page No./ Watermark	Register, Edit, Erase	Yes	p. A4-33
Stack Bypass Standard Settings	On, Off[*1]	No	p. A4-34
Registering Irregular Size	Register/Edit, Erase, Register Name	Yes	p. A4-36
Standard Local Print Settings		No	p. A4-37
Paper Select	All Paper Sources, Auto[*1]		
Copies	1[*1] to 9,999 sets		
Finishing	If the Optional Finisher-AB1 or Saddle Finisher-AB2 Is Attached: Do Not Collate, Collate, Offset Collate[*1], Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right) (Double: Left, Right)	No	p. A4-37

Item	Settings	Delivered	Applicable Page
Finishing	If the Optional Punch Unit-V1 Is Attached to the Optional Finisher-AB1 or Saddle Finisher-AB2: Do Not Collate, Collate, Offset Collate[*1], Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right), (Double: Left, Right), Hole Punch If the Optional High Capacity Stacker-C1 Is Attached: Do Not Collate, Collate, Offset Collate[*1], Group, Offset Group If the Optional High Capacity Stacker-C1 and Finisher-AB1 or Saddle Finisher-AB2 Are Attached: Do Not Collate, Collate, Offset Collate[*1], Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right) (Double: Left, Right) If the Optional High Capacity Stacker-C1 and Punch Unit-V1 Are Attached to the Optional Finisher-AB1 or Saddle Finisher-AB2: Do Not Collate, Collate, Offset Collate[*1], Group, Offset Group, Staple (Corner: Top Left, Bottom Left, Top Right, Bottom Right) (Double: Left, Right), Hole Punch	No	p. A4-37

■Common Settings Table Continued

Item	Settings	Delivered	Applicable Page
Finishing	Offset: 1[*1] to 9,999 copies Face Up/Face Down: Auto[*1], Face Down (Normal), Face Up (Reverse) Stacker Output Destination[*3] (if the optional High Capacity Stacker-C1 is attached) Auto Output Destination[*3] (if two optional High Capacity Stacker-C1 units are attached)	No	p. A4-37
2-Sided Print	On (Book Type, Calendar Type), Off[*1]		
Erase Document After Printing	On, Off[*1]		
Merge Documents	On, Off[*1]		
Language Switch	On, Off[*1]	No	p. A4-38
Reversed Display (Color)	On, Off[*1]	No	p. A4-38
Offset Jobs[*2]	On[*1], Off	Yes	p. A4-39
Job Separator between Jobs	On, Off[*1]	Yes	p. A4-39
Job Separator between Copies	On, Off[*1]	No	p. A4-40
Number of Copies/ Job Duration Status Display	On[*1], Off	No	p. A4-40
Different Paper Sizes for the Output Tray[*2]	On[*1], Off	Yes	p. A4-41

Item	Settings	Delivered	Applicable Page
Cleaning Display for the Original Scanning Area	On[*1], Off	No	p. A4-41
Data Compression Ratio for Remote Scans[*2]	High Ratio, Normal[*1], Low Ratio	Yes	p. A4-42
Gamma Value for Remote Scans[*2]	Gamma 1.0, Gamma 1.4, Gamma 1.8[*1], Gamma 2.2	Yes	p. A4-42
Limited Functions Mode[*2]	On, Off[*1]	Yes	p. A4-43
Finisher Tray A/B	On, Off[*1]		
Finisher Saddle Stitcher Unit	On, Off[*1]		
Finisher Inserter	On, Off[*1]		
Puncher Unit	On, Off[*1]		
Stacker a (right)	On, Off[*1]		
Stacker b (left)	On, Off[*1]		
Erase Remaining Toner Error Message	Erase	No	p. A4-44
Shutdown Mode	Press [Start]	No	p. A1-10
Suspend Job if Multiple Sheet Feed is Detected	On, Off[*1]	Yes	p. A4-44
Default Screen for Hold	Single List Display, Double List Display[*1]	No	p. A4-45
Initialize Common Settings	Initialize	No	p. A4-45

*1 Indicates the default setting.

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

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

■ **Timer Settings**

Item	Settings	Delivered	Applicable Page
Time Fine Adjustment	00:00 to 23:59, in one minute increments	No	p. A4-46
Auto Sleep Time	10, 15, 20, 30, 40, 50 min., 1 hour[*1], 90 min., 2, 3, 4 hours	Yes	p. A4-46
Auto Clear Time	0 (Off) to 9 minutes, in one minute increments; 2 min.[*1]	Yes	p. A4-47
Time Until Unit Quiets Down	0 (Off) to 9 minutes, in one minute increments; 1 min.[*1]	Yes	p. A4-47
Daily Timer Settings	Sunday to Saturday, 00:00 to 23:59, in one minute increments	Yes	p. A4-48
Low-power Mode Time	10, 15[*1], 20, 30, 40, 50 min., 1 hour, 90 min., 2, 3, 4 hours	Yes	p. A4-48

*1 Indicates the default setting.

■ **Adjustment/Cleaning**

Item	Settings	Delivered	Applicable Page
Zoom Fine Adjustment	X, Y: -1.0% to +1.0%, in 0.1% increments; 0.0%[*1]	No	p. A4-49
Saddle Stitcher Staple Repositioning[*2]	Press [Start].	No	p. A4-49
Saddle Stitch Position Adjustment[*2]	All paper sizes: -2.0 mm to +2.0 mm, in 0.25 mm increments; 0.00 mm[*1]	Yes	p. A4-50
Double Staple Space Adjustment[*2]	4 3/4" to 5 7/8" (120 mm to 150 mm), 4 3/4" (120 mm)[*1]	Yes	p. A4-50
Trim Width Adjustment[*2]	2.0 mm to 20.0 mm, in 0.1 mm increments; 2.0 mm[*1]	Yes	p. A4-51
Auto Gradation Adjustment	Full Adjust, Quick Adjust	No	p. A4-51

Item	Settings	Delivered	Applicable Page
Exposure Recalibration	Copy/Inbox, Send (B & W), Send (Color): Light, Dark: 1 to 9 levels; 5[*1]	No	p. A4-53
Shading Correction	Densitometer Correction, Visual Correction, Print Server Correction	No	p. A4-54
Character/ Background Contrast Adjustment	Black, Cyan, Magenta Relative Contrast Value: -7 to +7; 1[*1] (Black)/0[*1] (Cyan)/ -1[*1] (Magenta), Sample Print, Sample Print Settings Standard Value Settings: 0 to 64; 8[*1] (Black)/12[*1] (Cyan, Magenta), Sample Print, Print Settings Latent String Density; 0 to 36, 5[*1] (Black)/7[*1] (Cyan, Magenta)	No	p. A4-56
Feeder Cleaning	Press [Start].	No	p. A4-58
Wire Cleaning	Press [Start].	No	p. A4-58
Roller Cleaning	Press [Start].	No	p. A4-59
Curl Correction for Each Paper Source	Settings 　Face Up Output: -15 to +15, 0[*1] 　Face Down Output: -15 to +15, 0[*1]	No	p. A4-59

*1 Indicates the default setting.

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

■Report Settings*2

Item	Settings	Delivered	Applicable Page
Settings: Send[*2]			See the *Sending Guide.*
TX Report	For Error Only[*1], On, Off Report with TX Image: On[*1], Off Report with Color TX Image: On, Off[*1]	Yes	
Activity Report		Yes	
Auto Print	On[*1], Off		
Daily Activity Report Time	On, Off[*1] Timer Setting: 00:00[*1] to 23:59		
Send/Receive Separate	On, Off[*1]		
Print List: Send[*2]			
Address Book List	Address Book 1 to 10, One-touch Buttons, Print List	No	
User Data List	Print List	No	

*1 Indicates the default setting.

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

■System Settings

Item	Settings	Delivered	Applicable Page
System Manager Settings			p. A6-3
System Manager ID	Seven digit number maximum	Yes	
System Password	Seven digit number maximum		
System Manager	32 characters maximum		
E-mail Address	64 characters maximum		
Contact Information	32 characters maximum		
Comment	32 characters maximum		
Dept. ID Management			p. A6-5
Dept. ID Management	On, Off[*1]	Yes	
Register Dept. ID/Password	Register, Edit, Erase, Limit Functions	Yes	
Page Totals	Clear, Print List, Clear All Totals	No	
Allow Printer Jobs with Unknown IDs[*4]	On[*1], Off	Yes	
Allow Remote Scan Jobs with Unknown IDs	On[*1], Off	Yes	
Allow Black Copy/Inbox Print Jobs	On, Off[*1]	Yes	
Allow Black Printer Jobs[*4]	On, Off[*1]	Yes	

CHAPTER 1 CHAPTER 2 CHAPTER 3 CHAPTER 4 CHAPTER 5 CHAPTER 6 CHAPTER 7 CHAPTER 8 CHAPTER 9

■ System Settings Table Continued

Item	Settings	Delivered	Applicable Page
Communications Settings			See the *Sending Guide.*
E-mail/I-Fax Settings[*2]		Yes	
Maximum Data Size for Sending	0 (Off), 1 to 99 MB; 3 MB[*1]		
Full Mode TX Timeout	1 to 99 hours; 24 hours[*1]		
Divided Data RX Timeout	0 to 99 hours; 24 hours[*1]		
Default Subject	40 characters maximum; Attached Image[*1]		
Print MDN/DSN on Receipt	On, Off[*1]		
Always send notice for RX errors	On[*1], Off		
Use Send Via Server	On, Off[*1]		
Allow MDN Not Via Server	On[*1], Off		
Memory RX Inbox Settings[*2]			
Memory RX Inbox Password	Seven digit number	No	
Use I-Fax Memory Lock	On, Off[*1]	Yes	
Memory Lock Start Time	Everyday, Select Days, Off[*1]	Yes	

Item	Settings	Delivered	Applicable Page
Memory Lock End Time	Everyday, Select Days, Off[*1]	Yes	See the *Sending Guide.*
Remote UI	On[*1], Off Use SSL: On, Off[*1]	Yes	p. A6-15
Restrict the Send Function[*2]			See the *Sending Guide.*
Address Book Password	Seven digit number	Yes	
Access Number Management	On, Off[*1]	Yes	
Restrict New Addresses	E-mail: On, Off[*1] I-Fax: On, Off[*1] File: On, Off[*1]	Yes	
E-mail/I-Fax Domain Sending Restriction	Restrict Sending to Domains; On, Off[*1] Register, Edit	Yes	
	Erase	No	
Allow PDF Send with Expired Certificates	On, Off[*1]	Yes	
Always Add Device Signature to Send PDF	On, Off[*1]	Yes	
Device Information Settings		No	p. A6-16
Device Name	32 characters maximum		
Location	32 characters maximum		
Forwarding Settings[*2]	E-mail Priority, Edit, Erase, Print List	No	See the *Sending Guide.*
	Validate/Invalidate, Register, Forward w/o Conditions	Yes	

■System Settings Table Continued

Item	Settings	Delivered	Applicable Page
Clear Message Board	Clear	No	p. A6-17
Auto Online/Offline[*2]		Yes	p. A6-18
Auto Online	On, Off[*1]		
Auto Offline	On, Off[*1]		
Date & Time Settings	Date and Time Setting (12 digit number) Time Zone: GMT -12:00 to GMT +12:00; GMT -05:00[*1] Daylight Saving Time: On[*1], Off	No	p. A6-19
Limit Functions with the Security Key OFF[*2]	Partial Functions[*1], All Functions	Yes	p. A6-21
License Registration	24 characters maximum	No	p. A6-22
System Monitor Screen Restriction			
Display Status Before Authentication	On[*1], Off	No	p. A6-24
Allow Secured Print from Print Status Screen	On, Off[*1]	No	p. A6-24
Job Log Display	On[*1], Off Obtain Job Log From Management Software: Allow, Do Not Allow[*1]	No	p. A6-25

Item	Settings	Delivered	Applicable Page
Register LDAP Server[*2]	Register, Edit, Erase, Register/Edit LDAP Search, Print List	No	See the *Sending Guide.*
MEAP Settings			
Use HTTP	On[*1], Off Use SSL: On, Off[*1]	Yes	p. A6-26
Print System Information	Print	No	p. A6-27
Copy Set Numbering Option Settings	Copy Set Num. Op: On (ID/User Name: On, Off; Date: On, Off; Characters: On, Off), Off[*1]	Yes	p. A6-29
Display Remaining Toner Error Message	On, Off[*1]	No	p. A6-31
Display ID/User Name	On[*1], Off	No	p. A6-32
USB Settings			
Use USB Device	On[*1], Off	Yes	p. A6-33
Use USB Host	On[*1], Off	Yes	p. A6-33

■System Settings Table Continued

Item	Settings	Delivered	Applicable Page
Device Information Delivery Settings			p. A6-34
Transmitting Settings			
Register Destinations	Auto Search/Register, Register, Details, Erase, Print List		p. A6-36
Auto Delivery Settings	Everyday, Select Days, Off[*1] Add. Functions Settings Value: On (Network Settings: Include, Exclude[*1]), Off[*1] Dept. ID: On, Off[*1] Address Book: On, Off[*1] Printer Settings: On, Off[*1] Paper Information: On, Off[*1]		p. A6-39
Manual Delivery	Add. Functions Settings Value: On (Network Settings: Include, Exclude[*1]), Off[*1]		p. A6-41
	Dept. ID: On, Off[*1]		
	Address Book: On, Off[*1]		
	Printer Settings: On, Off[*1]		
	Paper Information: On, Off[*1]		
Receiving Settings			
Restrictions for Receiving Device Info.	On[*1], Off		p. A6-42
Restore Data	Add. Functns Set. Value, Dept. ID, Address Book, Printer Settings, Paper Information		p. A6-43

Item	Settings	Delivered	Applicable Page
Receive Restriction for Each Function	Add. Functions Settings Value: On[*1], Off		p. A6-43
	Dept. ID: On[*1], Off		
	Address Book: On[*1], Off		
	Printer Settings: On[*1], Off		
	Paper Information: On[*1], Off		
Paper Information Settings	All, Standard Only[*1]		p. A6-44
Communication Log	Details, Print List, Report Settings		p. A6-45
	Auto Print: On[*1], Off		
	Daily Activity Report Time: On (00:00 to 23:59), Off[*1]		
	Separate Report Type: On, Off[*1]		
Initialize All Data/Settings	Initialize	No	p. A6-47
Use Asterisks to Enter Access No./Passwords	On[*1], Off	Yes	p. A6-48
Forced Secure Watermark Mode[*2]	Copy:　　Do Not Set[*1], Set Mail Box: Do Not Set[*1], Set Printer:　Do Not Set[*1], Set	Yes	p. A6-49
Encrypted Print Settings[*2]			
Only Allow Encrypted Print Jobs	On, Off[*1]	Yes	p. A6-52

■ System Settings Table Continued

Item	Settings	Delivered	Applicable Page
Device Management Settings			p. A6-53
Auto Gradation Adjustment	Full Adjust, Quick Adjust, Auto Gradation Adjust Method	No	
Shading Correction	Densitometer Correction, Visual Correction, Print Server Correction	No	
Dither Pattern Settings	Gradation (For Printer), Resolution (For Printer), Reproduce Scan Image: Newspaper, Gradation, High Gradation, Color Tones, High Resolution, Reproduce Scan Image	No	
Color Balance	Yellow, Magenta, Cyan, Black: -8 to +8 (in 1 increments); 0[*1], Density Fine Adjustment	No	
Exposure Recalibration when Scanning	Left Edge: 0 to 5; 0[*1] Right Edge: 0 to 5; 0[*1]	No	
Density Adjustment Mode	A Mode[*1], B Mode	No	
Refresh the Fixing Roller	Press [Start].	No	
Fixing Roller Auto Refresh Level	Level: -5 to +5; 0[*1]	No	
Color Cast Correction	Yellow, Magenta, Cyan, Black: -2 to +2; 0[*1]	No	
Tail End Color Fading/Graininess Correction	On, Off[*1]	Yes	

Item	Settings	Delivered	Applicable Page
White Gap Correction	1 to 4; 3[*1]	Yes	p. A6-53
Fixing Temperature Mode Switch	Productivity Priority, Image Priority[*1] Frequently Used Min. Basis Weight: 64[*1] to 300 g/m^2 Frequently Used Max. Basis Weight: 64 to 300[*1] g/m^2	No	
Low Temperature Environment Mode	On, Off[*1]	No	
Uneven Gloss Correction	-3 to 0[*1]	No	
Paper Type Management Settings	Details/Edit Name, Category, Basis Weight, Type, Finish, Creep (Displacement) Correct. Color, Curl Correction Level, Gloss Adjustment, Paper Separation Fan Level, Paper Fiber Direction Selection, Image Location Adjustment, Secondary Transfer Voltage, ITB Paper Detachment Adjust., ITB Image Clear Adjustment, Saddle Stitch Position Adjust, Hole Punch Position Adjust, Tail End White Patch Correct.	Yes	p. A6-73
	Duplicate, Erase, Paper Database Allow Changes from Paper Details Info: On, Off[*1]	No	
Time until Hold Job Auto Erase	0 (Off), 1, 2, 3, 6, 12 hours, 1, 2, 3[*1], 7, 30 days	Yes	p. A6-90

*1 Indicates the default setting.

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

*4 Indicates items that appear only when the appropriate optional equipment is attached to the imagePRESS C7000VP. For the imagePRESS C7000VP, these items are displayed as default.

■Copy Settings[2]

Item	Settings	Delivered	Applicable Page
Paper Select Key Size for Express Copy Screen	Large[1]: Four paper sources maximum (Stack Bypass, Stack Bypass Settings, 1: Paper Deck 1, 2: Paper Deck 2, 3: Paper Deck 3, 4: Paper Deck 4, 5: Paper Deck 5, 6: Paper Deck 6, 7: Paper Deck 7, 8: Paper Deck 8), Small	No	See the *Copying and Mail Box Guide*.
Standard Key 1, 2 Settings for Regular Screen	Various modes; No Settings[1]	No	
Standard Key Settings for Express Copy Screen	Displayed Standard Keys: Up to 5 Set Keys[1], Up to 10 Set Keys, Settings: Various modes; No Settings[1]	No	
Auto Collate	On[1], Off	Yes	
Image Orientation Priority	On, Off[1]	Yes	
Auto Orientation	On[1], Off	Yes	
Standard Settings	Store, Initialize	No	
Initialize Copy Settings	Initialize	No	

*1 Indicates the default setting.

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

■Communications Settings[2]

Item	Settings	Delivered	Applicable Page
Common Settings: TX Settings			See the *Sending Guide*.
Unit Name	24 characters maximum	No	
Erase Failed TX	On[1], Off	Yes	
Data Compression Ratio	High Ratio, Normal[1], Low Ratio	Yes	
Handle Documents with Forwarding Errors	Always Print, Store/Print, Off[1]	Yes	
Retry Times	0 to 5 times; 3 times[1]	Yes	
Edit Standard Send Settings	Scanning Mode: Clr/B&W 200x200 dpi File Format: TIFF/PDF Auto Select	No	
Register Favorites Button	Register/Edit, Erase (M1 to M18) Display Comment: On, Off[1]	Yes	
Display Confirmation for Favorites Button	On[1], Off	No	
Image Level for PDF (Compct)	Image Level in Text/Photo Mode or Photo Mode: Data Size Priority, Normal[1], Image Priority Image Level in Text Mode: Data Size Priority, Normal[1], Image Priority	Yes	
PDF(OCR) Settings	Smart Scan: On[1], Off Num. of Char. for Doc. Name Setting: 1 to 24 characters; 24 characters[1]	Yes	

■ Communications Settings[*2] Table Continued

Item	Settings	Delivered	Applicable Page
Check Device Signature Certificate	Certificate Details: Certificate Verification	No	See the *Sending Guide.*
Check User Signature Certificate	Certificate Details: Certificate Verification	No	
Default Screen for Send	Favorites Buttons (Enlarged Display: On, Off[*1]), One-touch Buttons, New Address[*1]	No	

TX Terminal ID	On[*1], Off
	
	   Printing Position:
	   Inside, Outside[*1]
		Yes	

Use Chunked Encoding with WebDav Sending[*2]	On[*1], Off	Yes	
Gamma Value for YCbCr Send Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8[*1], Gamma 2.2	Yes	
Initialize TX Settings	Initialize	No	
Common Settings: RX Settings			
2-Sided Print	On, Off[*1]	Yes	
Select Drawer	Switch A: On[*1], Off Switch B: On[*1], Off Switch C: On[*1], Off Switch D: On[*1], Off	Yes	

Receive Reduction	On[*1], Off
	
	   RX Reduction: Auto[*1], Fixed
	   Reduction
	   Reduce %: 75 to 97% (in 1%
	   increments); 90%[*1]
	   Reduce Direction: Vertical &
	   Horizontal, Vertical Only[*1]
		Yes	

Item	Settings	Delivered	Applicable Page
Received Page Footer	On, Off[*1]	Yes	See the *Sending Guide.*
2 On 1 Log	On, Off[*1]	Yes	
Gamma Value for YCbCr Received Jobs	Gamma 1.0, Gamma 1.4, Gamma 1.8[*1], Gamma 2.2	Yes	

[*1] Indicates the default setting.
[*2] Indicates items that appear only when the appropriate optional equipment is attached.

■ Mail Box Settings

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

[*1] Indicates the default setting.
[*6] Information is not delivered if a password is set for the inbox.

■ Address Book Settings*2

Item	Settings	Delivered	Applicable Page
Register Address	Register New Address, Edit, Erase	Yes	See the *Sending Guide.*
Register Address Book Name	Register Name	Yes	
One-touch Buttons	Register/Edit (from 001 to 200), Erase	Yes	

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

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

✎ NOTE
Information that is delivered when the Device Information Delivery Settings mode is set, is marked with "Yes" in the "Delivered" column. For more information on the Device Information Delivery Settings mode, see "Specifying Device Information Delivery Settings," on p. A6-34.

Specifying Common Settings

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

Initial Function at Power ON

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

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

2 Specify each setting → press [OK].
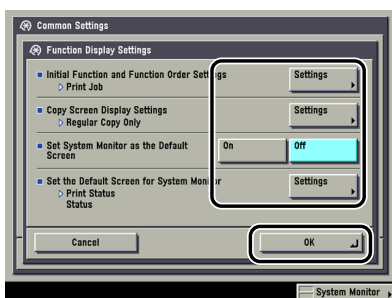
● **If you want to change the initial function screen or change the order of the function keys:**

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

❑ Select a function → press [Set as Initial Function].

[Send] appears only if the optional Color Universal Send Kit is activated.

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

❑ Press [Up] or [Down] to move the function's key to the desired position or group → press [Next].
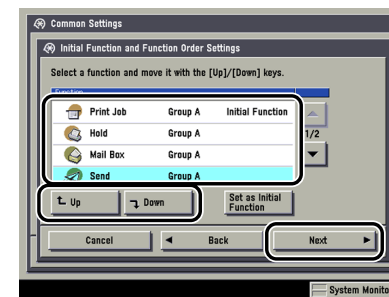
The function keys are divided into the following groups:

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

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

❑ Select a function group.

❑ Press [Up] or [Down] to move the function group to the desired position ➞ press [OK].
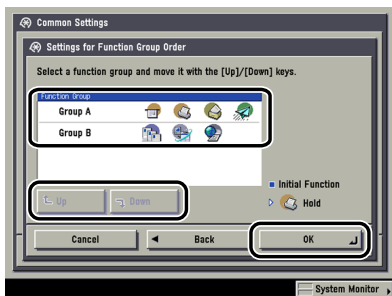
● **If you want to set the display for the Copy Basic Features screen:**

❑ Press [Settings] for <Copy Screen Display Settings>.

❑ Press [Regular Copy Only], [Regular and Express Copy], or [Express Copy Only] ➞ press [OK].
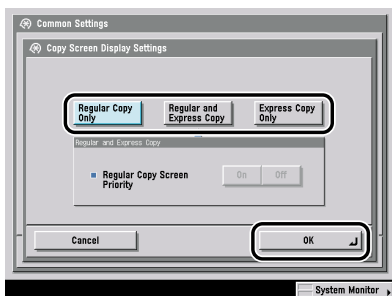
If you select [Regular and Express Copy], select [On] or [Off] for <Regular Copy Screen Priority>.

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

[Off]: When the main power switch is turned to the "I" side, the Express Copy Basic Features screen is displayed.

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

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

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

❑ Press [Settings] for <Set the Default Screen for System Monitor>.

❑ Select [Print Status], [Consumables], or [Others] under <Default Status Type> ➞ select [Status] or [Log] under <Status/Log>.

If you select [Others], select [Copy], [Send], or [Receive] under <Others> ➞ select [Status] or [Log] under <Status/Log>.
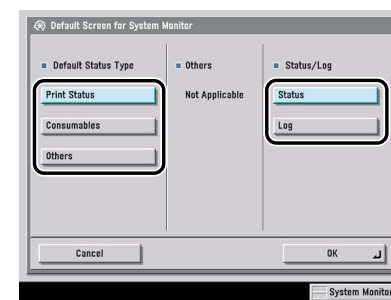
❑ Press [OK].

Default Display after Auto Clear

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

✏ NOTE

The time necessary for the Auto Clear mode to initiate can be set. (See "Auto Clear Time," on p. A4-47.)

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

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

Details of each item are shown below.

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

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

Tone Settings

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

- Entry Tone: When pressing keys on the control panel or keys on the touch panel display
- Invalid Entry Tone: When an invalid key on the control panel or touch panel display is pressed, or when the maximum number of characters allowed is exceeded
- Restock Supplies Tone: When the toner cartridge needs to be replaced
- Error Tone: When a malfunction occurs (e.g., paper jam or operational error)
- Job Done Tone: After a job completes (e.g., outputting or stapling is complete)
- Forgot Original Tone: When placing originals in the feeder while an original remains on the platen glass, or vice versa

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

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

Display the Remaining Paper Message

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

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

2 **Select [On] or [Off] → press [OK].**

Text/Photo Priority in a Black-and-White Original

You can set whether priority is given to text or photographic images when the Automatic Color Selection mode detects that the original is in black-and-white.

Give priority to text when printing or making copies of originals with fine or faint characters. When printing or making copies of originals with photos that you prefer to reproduce with a sharper contrast, select [Photo Priority].

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Text/photo priority when ACS is set to Black].**

2 **Select [Text Priority] or [Photo Priority] → press [OK].**

Details of each item are shown below.

[Text Priority]: The job is processed by giving priority to the text elements on the original.

[Photo Priority]: The job is processed by giving priority to the photographic elements on the original.

✐ NOTE

If you select [Text Priority] and the Automatic Color Selection mode detects that the original is in black-and-white, the original is processed as if [Text] is selected as the original type setting, even if you select an original type mode other than [Text].

Display the Black Mode Shortcut Key

You can set to display a shortcut key to the Black mode next to the color selection drop-down list, which is displayed on the Copy Basic Features screen, Scan screen of the Mail Box function, and the Print screen.

1 Press ◎ (Additional Functions) → [Common Settings] → [Display the Black Mode Shortcut Key].

2 Select [On] or [Off] → press [OK].

Inch Entry

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

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

1 Press ◎ (Additional Functions) → [Common Settings] → [Inch Entry].

2 Select [On] or [Off] → press [OK].

Auto Paper Selection/Auto Drawer Switching

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

📝 NOTE

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

- APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper source) based on the original's size and copy ratio settings.
- ADS (Auto Drawer Switching): If a paper source is running out of paper during a continuous print job, the machine automatically selects another paper source with the same paper size/type, and begins feeding paper from that paper source.

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

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

[Printer] appears only if the optional Color UFR II/PCL/PS Printer Kit or imagePRESS Server is installed.

[Receive] appears only if the optional Color Universal Send Kit is activated.

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

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

Details of each item are shown below.

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

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

The numbers on the screen represent the following paper sources:
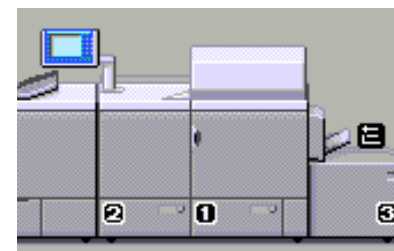
The optional Stack Bypass-A1 and Paper Deck-AC1 are attached.
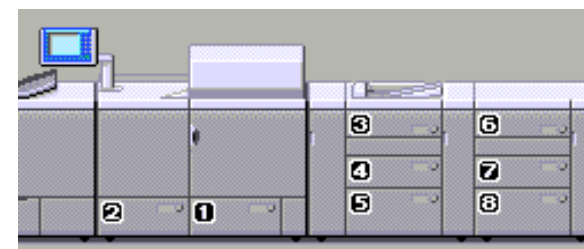
The optional POD Deck-A1 and Secondary POD Deck-A1 are attached.

✎ NOTE

- Regardless of the stack bypass setting, you cannot select 'Off' for all of the paper sources at the same time. At least one of the paper sources, besides the stack bypass must be set to 'On'.
- If you press [Optimal Productivity], paper feeding will not stop even if you change the paper source before paper in that paper source completely runs out.
- The settings under [Copy] include an option called [Consider Paper Type], which determines whether the machine considers the paper type loaded in a paper source.
  - If [Consider Paper Type] is set to 'On', paper is not fed from another paper source when the original paper source runs out of paper, unless another paper source is loaded with the same paper size and type. For more information on stored paper types, see "Identifying the Type of Paper in a Paper Source," on p. A4-24.
  - If [Consider Paper Type] is set to 'Off', paper is fed from another paper source when paper in the current paper source runs out, as long as the same paper size/type is loaded in that paper source.
- If you selected [Printer] in step 2, the Stack Bypass icon (▤) will not be displayed on the paper selection screen.

Identifying the Type of Paper in a Paper Source

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

⚠ IMPORTANT

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

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

2 Select the paper source in which you want to register the paper type → press [Settings].

The numbers on the screen represent the following paper sources:

The optional Stack Bypass-A1 and Paper Deck-AC1 are attached.
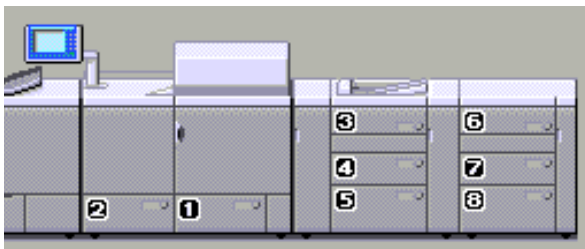
The optional POD Deck-A1 and Secondary POD Deck-A1 are attached.

Detailed information for the selected paper type is displayed when you press [icon].

3 **Select the desired paper size → press [Next].**

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

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

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

IMPORTANT
If you select [Transparency] as the paper type loaded in the paper source, a paper jam may occur if you load any other type of paper. Make sure to load transparencies into the paper source.

NOTE
- For more information on paper types, see "Default Paper Stock," on p. A2-27.
- You can register paper types that are not displayed on the detailed settings list by pressing [Selecting the Paper Type]. For more information on storing paper types that are not displayed on the detailed setting list, see "Storing/Editing Irregular Paper Types," on p. A6-73.
- The registered paper type information is displayed through the use of icons on the paper selection screen, as shown below.
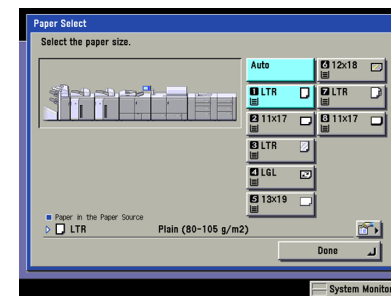
Paper Select Screen Priority

You can set whether priority is given to the Simple Setting screen or the Detailed Setting screen when selecting a paper type from the paper size selection screen.

1 Press ⊚ (Additional Functions) → [Common Settings] → [Paper Select Screen Priority].

2 Select [Simple] or [Detailed] → press [OK].

Energy Saver Mode

If you press ⊚ (Energy Saver) on the control panel, the machine goes into the Energy Saver mode. While in the Energy Saver mode, the temperature of the fixing unit is lowered, which enables you to conserve electricity.

You can set the energy saving level to -10%, -25%, -50%, or None.

Energy Saving Level	Approximate Recovery Time (seconds)
-10%	70
-25%	150
-50%	360
None	0

✎ NOTE
After deactivating the Energy Saver mode, the machine's recovery time may vary, depending on the energy saving level setting and the surrounding environment (i.e., temperature, humidity, etc.).

1 Press ⊚ (Additional Functions) → [Common Settings] → [Energy Saver Mode].

2 Select the desired energy saving level → press [OK].

If you want to be able to copy or print immediately, select [None] (0%).

Energy Consumption in the Sleep Mode

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

🖉 NOTE

- The machine may not enter the Sleep mode completely, depending on the status and type of installed MEAP applications (e.g., there still may be applications running in the background consuming power).
- If there are less than 120 minutes remaining before a Delayed Send job is to be sent, the machine will not enter the Sleep mode completely.
- If you are using a management application (such as NetSpot Console) to view or manage the settings and status of the machine via the network, the machine may not enter the Sleep mode completely.
- If you are using the machine as a Windows printer, the machine may not enter the Sleep mode completely if SNMP Status is enabled for your operating system (unless your computer is turned OFF). For more information on disabling SNMP Status, contact your network administrator.
- In some cases, the energy consumption level in the Sleep mode is set to 'High' even when the energy consumption level is set to 'Low' when:
  - A job is being processed (including a forwarding job, report job, receive job, and sending a forwarding done notice).
  - The optional imagePRESS Server is installed.
  - Any of the following settings are set from the Additional Functions screen:

Report Settings		
Settings	Send	The Daily Activity Report Time setting for the Activity Report is set to 'On'.[*1]
System Settings		
Communications Settings	Memory RX Inbox Settings	Time limit for receiving I-fax documents in memory is set.[*1]

System Settings		
Network Settings	TCP/IP Settings	DHCP is set to 'On'.
	NetWare Settings	NetWare is set to 'On'.
	AppleTalk Settings	AppleTalk is set to 'On'.
	SMB Settings	SMB is set to 'On'.
	E-Mail/I-Fax	The POP Interval setting is set to more than '1' minute.

*1 If there is more than 120 minutes remaining before the specified time, the machine consumes the same amount of energy as when the energy consumption level is set to 'Low'.

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

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

Details of each item are shown below.

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

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

🖉 NOTE

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

Distinguishing LTRR and STMT Originals

You can designate the way the machine handles LTRR and STMT originals that are placed on the platen glass.

1 Press ⊚ (Additional Functions) → [Common Settings] → [LTRR/STMT Original Selection].

2 Select [Distinguish Manually], [Use LTRR Format], or [Use STMT Format] → press [OK].

If you select [Distinguish Manually], a screen enabling you to select the original size appears when scanning.
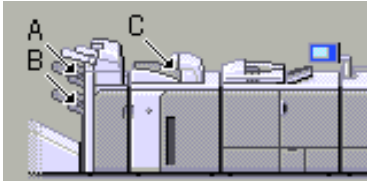
If you select [Use LTRR Format], the machine detects the original as LTRR.

If you select [Use STMT Format], the machine detects the original as STMT.

Output Tray Designation

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

The output trays are indicated by Tray A, B, and C.

Options Attached	Tray A/B/C
Finisher-AB1 or Saddle Finisher-AB2	
Finisher-AB1 or Saddle Finisher-AB2, and High Capacity Stacker-C1	
Finisher-AB1/Saddle Finisher-AB2 and High Capacity Stacker x 2	

⏏ IMPORTANT
- The Tray Designation mode is available only if the optional Finisher-AB1 or Saddle Finisher-AB2 is attached to the machine.
- If High Volume Stack Mode in Common Settings (from the Additional Functions screen) is set to 'On', the Tray Designation mode is deactivated.

✎ NOTE
The same output tray can be designated for multiple functions.

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

2 Select the functions for which to designate output Trays A,
B, and C → press [OK].
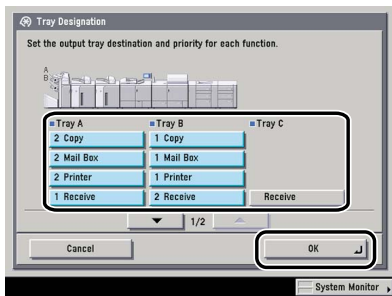
The optional Saddle Finisher-AB2 is attached.

To set the tray priority, press the function key until the desired priority
number appears to the left of the function.

[Printer] appears only if the optional Color UFR II/PCL/PS Printer Kit
or imagePRESS Server is installed.

[Receive] appears only if the optional Color Universal Send Kit is
activated.

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

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

🖐 IMPORTANT

If a certain tray reaches its stacking limit, the machine automatically uses
another tray that is designated for the same function. However, it is
recommended that you only designate one tray for I-fax documents to
prevent them from getting lost.

✎ NOTE

• Changes are only effective after you restart the machine (the main power
switch is turned to the "⏻" side, and then to the "I" side). For instructions on
restarting (turning the main power switch to the "⏻" side and then to the "I"
side) the machine, see "Main Power and Control Panel Power," on A1-6.

• If your machine has multiple output trays, paper is output in the following
order. You can also change this order.

- If the optional Finisher-AB1 or Saddle Finisher-AB2 is attached: Tray A →
Tray B.

- If the optional Finisher-AB1 or Saddle Finisher-AB2, and High Capacity
Stacker-C1 are attached: Tray A → Tray B → Tray C.

Output Stacker Designation

If your machine has multiple output stackers, you can designate one of their trays for outputting jobs.

IMPORTANT
This mode is available only if two optional High Capacity Stacker-C1 units are attached.

1 Press ◉ (Additional Functions) → [Common Settings] → [Stacker Output Tray Settings].

2 Select [Stacker b Output Tray] or [Stacker a Output Tray] → press [OK].

High Volume Stack Mode

If your machine has multiple output trays and is equipped with an optional finisher, you can fix the tray designation settings.

IMPORTANT
• This mode is available only if an optional finisher is attached.
• If the optional Booklet Trimmer-C1 is attached, the High Volume Stack Mode is not available.
• The High Volume Stack Mode cannot be set while you are copying or printing.
• If the Limited Functions Mode for an optional finisher is set to 'On', the High Volume Stack Mode is not available.
• If High Volume Stack Mode is set to 'On', the tray order to which prints are output is fixed as follows: Tray B → Tray A → Tray C (if available).

1 Press ◉ (Additional Functions) → [Common Settings] → [High Volume Stack Mode].

2 Select [On] or [Off] → press [OK].

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

Setting the Printing Priority

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

✎ NOTE

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

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

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

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

<Printer> appears only if the optional Color UFR II/PCL/PS Printer Kit or imagePRESS Server is installed.

<Receive> appears only if the optional Color Universal Send Kit is activated.

<Other> is used for setting the priority for printing reports.

PDL prints from MEAP applications are included in <Printer>. However, local print jobs from MEAP applications are included in <Mail Box>.

✎ NOTE

If the same printing priority has been specified for multiple functions, printing starts with the first processed print job.

Image Form

You can store image forms and superimpose them on the output using the Form Composition mode in the Copy and Mail Box functions. For instructions on using the Form Composition and Image Composition modes, see Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

🖑 IMPORTANT

- Up to 100 image forms can be stored. However, this number varies depending on the capacity of the hard disk.
- Be sure to place the original that contains the image form on the platen glass. It is not possible to scan an image form from the feeder.

✎ NOTE

Image forms can also be retrieved from a personal computer and stored in the machine.

Storing an Image Form

1 **Press ◉ (Additional Functions) → [Common Settings] → [Register Form for Composition].**

2 **Press [Register].**

3 **Select the size of the original that contains the image form → press [Next].**

✎ NOTE

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

4 **Set the desired scan settings.**

If you want to change the zoom ratio, press [Copy Ratio]. (See Chapter 4, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to change the scan exposure, press [◁] or [▶]. (See Chapter 4, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to select the image quality for scanning, select the original type from the original type drop-down list. (See Chapter 4, "Basic Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to invert images, adjust the contrast of images, or set the automatic copy/scan exposure, press [Special Features], and then set each function. (See Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

If you want to assign a name to the image form, press [Form Name] → enter a name → press [OK].

⌀ NOTE
- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.
- If you press [OK] without entering any characters, the machine automatically assigns the image form a name using the year, month, day, and time the image form was stored. For example, if an image form is stored at 1:35 PM, 41 seconds, on January 15, 2007, its name will be <20070115133541>.

5 **Place the original that contains the image form on the platen glass → press ⦿ (Start).**

Checking Image Form Details

1 **Press ⊛ (Additional Functions) → [Common Settings] → [Register Form for Composition].**

2 **Select the desired image form → press [Details].**

⌀ NOTE
To check the image of the stored form, press [Check Print] → select the paper size → press [Start Print]. (See Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

3 **Check the detailed information → press [Done].**

If you want to change the name of the image form, press [Change Form Name].

⌀ NOTE
For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.

Erasing an Image Form

1 **Press ⊛ (Additional Functions) → [Common Settings] → [Register Form for Composition].**

2 **Select the image form that you want to erase → press [Erase].**

⌀ NOTE
To check the image of the stored form, press [Check Print] → select the paper size → press [Start Print]. (See Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.)

3 **Press [Yes].**

Setting the Image Priority

This mode enables you to set the machine to automatically select whether the print quality of your original has priority or the print quality of the stored image form has priority. You can also select these settings manually.

1 Press ⊚ (Additional Functions) → [Common Settings] → [Image Priority for Form Composition].

2 Select [Auto], [Original Priority], or [Form Priority] → press [OK].

Details of each item are shown below.

[Auto]:   The machine automatically selects the print quality of the original and image form.

[Original Priority]: Priority is given to the print quality of the original image.

[Form Priority]:   Priority is given to the print quality of the image form.

User-Defined Text for Page Numbers and Watermarks

You can register specific text to be placed on your documents using the Pg/Copy Set Numbering or Watermark Print/Date mode. For instructions on using the Pg/Copy Set Numbering and Watermark Print/Date modes, see Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

✎ NOTE
The maximum number of user-defined text strings for watermarks and page numbers that can be registered is 30, each of which can be up to 32 characters long.

Registering User-Defined Text

1 Press ⊚ (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].

2 Press [Register] → enter the desired characters → press [OK].

✎ NOTE
For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.

3 Press [Done].

Editing User-Defined Text

1 Press ⊚ (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].

2 Select the text to edit → press [Edit].

3 **Enter the new text → press [OK].**

✎ NOTE
For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.

4 **Press [Done].**

Erasing User-Defined Text

1 **Press ⓪ (Additional Functions) → [Common Settings] → [Register Characters for Page No./Watermark].**

2 **Select the text to erase → press [Erase].**

3 **Press [Yes].**

4 **Press [Done].**

Standard Paper for the Stack Bypass

You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

🖢 IMPORTANT
When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.

✎ NOTE
If you are using the stack bypass as a paper source for the Copy, Mail Box, and I-fax (Receive) functions, you must select the stack bypass when specifying the Drawer Eligibility for APS/ADS setting. (See "Auto Paper Selection/Auto Drawer Switching," on p. A4-23.)

1 **Press ⓪ (Additional Functions) → [Common Settings] → [Stack Bypass Standard Settings].**

2 **Press [On] → [Store].**

If you press [Off], proceed to step 5.

3 **Select the desired paper size.**

● **If you want to select a standard paper size:**

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

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

● **If you want to select an irregular paper size:**

❏ Press [Irreg. Size].

❏ Enter the size of the paper using the numeric keys on the touch panel display.

❏ Press [X] → enter a value.

❏ Press [Y] → enter a value.

❏ Press [OK].

You can also select a size key ([S1] to [S5]) containing a stored paper size setting, instead of entering values.

✎ NOTE
- To enter values in millimeters, press [mm].
- For instructions on entering values in inches, see "Values in Inches," on p. A2-20.
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.
- To select a registered paper size stored in a size key ([S1] to [S5]), you must store the irregular paper size in the size key beforehand. For instructions on storing irregular paper sizes, see "Irregular Paper Size Settings for the Stack Bypass," on p. A4-36.

❏ Press [Next].

4 **Select the desired paper type → press [OK].**

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

✎ NOTE
- [Transparency] can be selected only if [LTR] is selected as the paper size.
- For more information on paper types, see "Default Paper Stock," on p. A2-27.
- You can register paper types that are not displayed on the detailed settings list by pressing [Selecting the Paper Type]. For more information on storing paper types that are not displayed on the detailed settings list, see "Storing/Editing Irregular Paper Types," on p. A6-73.
- If you select [Transparency], [Tracing Paper], or [Labels], make sure that you do not specify any Finishing modes (Collate, Group, or Staple).

5 **Press [OK].**

Irregular Paper Size Settings for the Stack Bypass

You can store an irregular paper size in a Size key ([S1] to [S5]), that can be selected when you press [Irreg. Size] on a paper selection screen. There are five Size keys, and they can be assigned names for increased convenience. This mode is useful for storing and editing frequently used irregular paper sizes.

✎ NOTE

The irregular paper size settings stored in memory are not erased, even if you turn OFF the machine's power.

Registering and Editing Irregular Paper Sizes

1 **Press ◉ (Additional Functions) → [Common Settings] → [Registering Irregular Size].**

2 **Select a Size key ([S1] to [S5]) to register or edit an irregular paper size → press [Register/Edit].**

✎ NOTE

- Size keys that already have settings stored in them are displayed with a colored triangle (◣) in the lower right corner of the key.
- If you select a size key that already has settings stored in it, the settings are displayed.

3 **Enter the irregular paper size using the numeric keys on the touch panel display.**

❑ Press [X] → enter a value.

❑ Press [Y] → enter a value.

❑ Press [OK].

✎ NOTE

- To enter values in millimeters, press [mm].
- For instructions on entering values in inches, see "Values in Inches," on p. A2-20.
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.

4 **Press [OK].**

Naming a Size Key

1 **Press ◉ (Additional Functions) → [Common Settings] → [Registering Irregular Size].**

2 **Select a Size key ([S1] to [S5]) to name → press [Register Name].**

✎ NOTE

- Size keys that already have settings stored in them are displayed with a colored triangle (◣) in the lower right corner of the key.
- If you select a Size key that already has settings stored in it, the settings are displayed.
- You can also name keys with no settings stored in them.

3 **Enter a name → press [OK].**

✎ NOTE

- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.
- If you press [OK] without entering any characters, the key name reverts to its current name (default S1 to S5).

Erasing Irregular Paper Sizes

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Registering Irregular Size].**

2 **Select the size key containing the irregular paper size settings that you want to erase → press [Erase].**

🖐 IMPORTANT
   Make sure to check the settings first before erasing them.

✎ NOTE
   •Size keys that already have settings stored in them are displayed with a colored triangle (◢) in the lower right corner of the key.
   •If you select a Size key that already has settings stored in it, the settings are displayed.

3 **Press [Yes].**

✎ NOTE
   Size key names are not erased. For instructions on changing a key name, see "Naming a Size Key," on p. A4-36.

Standard Local Print Settings

You can set the standard print settings for the machine. The Standard Local Print Settings are used in the following cases:

• If you print documents stored in inboxes without changing the print settings
• If you merge and print multiple documents stored in an inbox
• If you reset the settings before printing a document that has been sent from a computer and stored in an inbox

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Standard Local Print Settings].**

2 **Select the desired standard local print settings for each mode → press [Done].**

Details of each item are shown below.

[Paper Select]: Select the paper source.

[Copies]: Set the number of copies from 1 to 9,999 sets.

[Finishing]: Set the type of collating and other Finishing modes.

[2-Sided Print]: Set whether to perform two-sided printing.

[Erase Document After Printing]: Set whether to erase a document from memory after it prints.

[Merge Documents]: Set whether to merge documents, if you select multiple documents that are stored in an inbox for printing.

Changing the Language Shown on the Touch Panel Display

You can select the language displayed on the touch panel display.

✎ NOTE
- If Language Switch is set to 'On', some characters are restricted and cannot be entered. To be able to enter all characters, set Language Switch to 'Off'.
- Even if Language Switch is set to 'On', there are some languages that cannot be displayed.

1 Press ⊚ (Additional Functions) → [Common Settings] → [Language Switch].

2 Press [On] → select the desired language → press [OK].

If you do not want to change the display language, press [Off].

If you press [Display Shortcut Key], [🔲] will be displayed next to [System Monitor] on the Basic Features screen. [🔲] is a shortcut key to the Language Switch screen.

⚠ IMPORTANT
- Some messages may not be displayed properly in the language that you just selected. In this case, restart the machine (turn the machine OFF, and then back ON). For instructions on restarting (turning the main power switch to the "⏻" side and then to the "I" side) the machine, see "Main Power and Control Panel Power," on p. A1-6.
- If SSO is set as the login service, and there is a difference between the language set on the machine and the one set in Active Directory, the sender's full name will not be displayed in e-mail messages sent to the recipient.

Reversing the Contrast of the Touch Panel Display

You can reverse the contrast on the touch panel display for better viewing. The Reversed Display mode reverses the light and dark areas on the touch panel display. If you find it hard to read what is being shown on the touch panel display, try using this mode.

1 Press ⊚ (Additional Functions) → [Common Settings] → [Reversed Display (Color)].

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]:　The colors of the touch panel display screen are reversed (i.e., the areas that are normally light become dark, and the dark areas become light).

[Off]:　The touch panel display screen returns to its default colors.

Alternating the Print Output (Offset Jobs)

The Offset Jobs mode automatically sorts the print output by job when multiple print jobs are specified. It also ensures that output pages are always sorted even if you forget to specify a finishing mode.

✎ NOTE
  [Offset Jobs] is displayed only if an optional finisher is attached.

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Offset Jobs].**

2 **Select [On] or [Off] → press [OK].**

Inserting a Job Separation Sheet between Print Jobs

This mode enables you to insert blank pages before the first page of each print job from a selected paper deck. This is useful when you want to separate one print job from another when printing multiple jobs.

🖐 IMPORTANT
  If you are using the Booklet or Saddle Stitch mode, job separation sheets cannot be inserted between jobs.

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Job Separator between Jobs].**

2 **Select [On] or [Off].**

● **If you select [On]:**

❑ Press [Paper Select] → select the paper source containing the desired paper size for the job separation sheet → press [OK].

✎ NOTE
  Make sure to select a paper source that is not loaded with tab paper. Tab paper cannot be used as job separation sheets.

❑ Press [OK].

● **If you select [Off]:**

❑ Press [OK].

Inserting a Job Separation Sheet between Copy Sets

If you are using the Collate, Offset Collate, or Staple mode, you can insert blank pages from a selected paper deck to separate a specified number of copies.

⊕ IMPORTANT
   If you are using the Do not Collate, Group, Offset Group, Booklet, or Saddle Stitch mode, job separation sheets cannot be inserted between copy sets.

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Job Separator between Copies].**

2 **Select [On] or [Off].**

● **If you select [On]:**

❑ Press [Paper Select] → select the paper source containing the desired paper size for the job separation sheet → press [OK].

✎ NOTE
   Make sure to select a paper source that is not loaded with tab paper. Tab paper cannot be used as job separation sheets.

❑ Enter the number of pages after which a job separation sheet will be inserted using ⊚ - ⑨ (numeric keys).

❑ Press [OK].

● **If you select [Off]:**

❑ Press [OK].

Number of Copies/Job Duration Status Display

If the Number of Copies/Job Duration Status Display mode is set to 'On', the number of copies specified and the approximate time before the current job completes is displayed in the Job/Print Status Display Area.

✎ NOTE
   • The accuracy of the approximate times displayed in the Job/Print Status Display Area may vary, depending on the status of the machine.
   • The approximate time is not displayed when the wait time is less than one minute.

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Number of Copies/Job Duration Status Display].**

2 **Select [On] or [Off] → press [OK].**

Setting an Output Tray to Hold Different Paper Sizes

This mode enables you to select whether to output different paper sizes to the same output tray.

🖐 IMPORTANT
This mode is available only if the optional Finisher-AB1, Saddle Finisher-AB2, or High Capacity Stacker-C1 is attached to the machine.

1 **Press ◎ (Additional Functions) → [Common Settings] → [Different Paper Sizes for the Output Tray].**

2 **Select [On] or [Off] → press [OK].**

Select [Off] if you want to prevent different paper sizes from being output to the same output tray.

If Different Paper Sizes for the Output Tray is set to 'Off', and the message <Remove the paper from the output tray.> is displayed, printing stops. Remove all of the paper from the output tray, and printing resumes.

✎ NOTE
Even if Different Paper Sizes for the Output Tray is set to 'Off', different paper sizes may be output to the same output tray if there is only a small amount of paper in the tray.

Clean the Original Scanning Area Prompt

You can use the Cleaning Display for the Original Scanning Area mode to prompt you to clean the scanning area when the machine detects streaks or stains. If the feeder is not clean, the machine will scan and print dust and grime on the output.
The Clean the Original Scanning Area Prompt appears when originals are placed in the feeder. For instructions on cleaning the feeder's scanning area, see "Platen Glass/Original Feeding Belt/Underside of the Platen Cover," on p. A7-50.

1 **Press ◎ (Additional Functions) → [Common Settings] → [Cleaning Display for the Original Scanning Area].**

2 **Select [On] or [Off] → press [OK].**

Data Compression Ratio for Remote Scans

You can set the compression ratio for network scanning. A high compression ratio reduces the amount of memory used for scanning the document, but results in a lower image quality. On the contrary, a low compression ratio increases the amount of memory used for scanning the document, but results in a higher image quality.

✎ NOTE
- [Data Compression Ratio for Remote Scans] appears only if the optional Color UFR II/PCL/PS Printer Kit or imagePRESS Server is installed.
- For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Data Compression Ratio for Remote Scans].**

2 **Select [High Ratio], [Normal], or [Low Ratio] → press [OK].**

Details of each item are shown below.

[High Ratio]: A small amount of memory is used for scanning the document, but the images have a lower image quality.

[Normal]: The amount of memory used for the document and the quality of the images are moderate. The compression ratio is between the High Ratio and Low Ratio settings.

[Low Ratio]: A large amount of memory is used for the document, but the images have a higher image quality.

Setting the Gamma Value for Remote Scans

You can set the gamma value that is used for scanning color documents into your computer using the Network Scan function. Select a gamma value that is most suited to your computer settings so that you can print the document from your computer with an optimal density.

Gamma values are expressed as input-output characteristics. Output is darkened when the gamma value is increased, and it is lightened when the gamma value is decreased. If the density of images received at the destination is excessively light or dark, the gamma value can be changed before resending the images.

✎ NOTE
- [Gamma Value for Remote Scans] appears only if the optional Color UFR II/PCL/PS Printer Kit or imagePRESS Server is installed.
- For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

1 **Press ⊚ (Additional Functions) → [Common Settings] → [Gamma Value for Remote Scans].**

2 **Select the gamma value ([Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2]) → press [OK].**

Details of each item are shown below.

[Gamma 1.0]: Although light output results can be obtained, the overall color impression is pale.

[Gamma 1.4]: Output results that are slightly lighter than the default gamma value can be obtained.

[Gamma 1.8]: The default setting. Dark output results can be obtained, while the detail of the darkest portion is not solid*.

[Gamma 2.2]: Dark output results can be obtained overall, although the detail of the darkest portion may be solid*.

* The word "solid" indicates that if you adjust the exposure to a darker setting when making copies of an image, the fine details of the image may appear as blended in with the background. As a result, the fine details may not show in a distinct fashion.

Limiting Functions

If a problem frequently occurs when using the Finishing modes, such as Offset Collate and Staple, you can temporarily limit the use of these finishing modes by setting Limited Functions Mode to 'On'.

In addition, when the Service Call Message screen appears indicating a finishing mode malfunction, you can clear the Service Call Message screen by setting the Limited Functions Mode to 'ON'. However, after the Limited Functions Mode is deactivated, the Service Call Message screen may appear again, unless the cause of the malfunction is cleared. (See "Setting the Limited Functions Mode from the Service Call Message Screen," on p. A8-90.)

⬛ IMPORTANT
[Limited Functions Mode] is displayed only if an optional finisher is attached.

✎ NOTE
Displayed functions may vary, depending on the combination of options that are attached to the machine.

1 Press ◎ (Additional Functions) → [Common Settings] → [Limited Functions Mode].

2 Select the finishing mode you want to limit.

3 Select [On] or [Off] → press [OK].

✎ NOTE
The Limited Functions Mode is enabled only after you restart the machine (the main power switch is turned to the "⏻" side, and then to the "I" side). For instructions on restarting (turning the main power switch to the "⏻" side and then to the "I" side) the machine, see "Main Power and Control Panel Power," on p. A1-6.

Erasing the Remaining Toner Error Message

You can erase the Remaining Toner Error Message screen, which is displayed when the remaining toner is low, if Display Remaining Toner Error Message in System Settings (from the Additional Functions screen) is set to 'On'.

📝 NOTE

[Erase Remaining Toner Error Message] is displayed only if Display Remaining Toner Error Message in System Settings (from the Additional Functions screen) is set to 'On'. (See "Displaying the Remaining Toner Error Message," on p. A6-31.)

1 Press ◎ (Additional Functions) → [Common Settings] → [Erase Remaining Toner Error Message].

2 Press [Yes].

The Remaining Toner Error Message screen will be displayed again when a different color toner becomes low.

Suspending a Job If Multiple Sheet Feeding Is Detected

When multiple sheets of paper are fed at the same time from a paper source, paper jams may occur. This mode enables you to suspend a print job when multiple sheet feeding is detected.

1 Press ◎ (Additional Functions) → [Common Settings] → [Suspend Job if Multiple Sheet Feed is Detected].

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: If multiple sheet feeding is detected, the printing stops, and a message is displayed. Check the paper and output result, and then resume printing according to the message.

[Off]: If multiple sheet feeding is detected, the machine outputs the extra paper to the escape tray, and then resumes the print job automatically.

Initial Hold Screen Display

This mode enables you to set the type of Hold screen that is displayed after turning ON the machine, and after the Auto Clear mode is deactivated.

1 Press ◉ (Additional Functions) → [Common Settings] → [Default Screen for Hold].

2 Select [Single List Display] or [Double List Display] → press [OK].

Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their defaults (initial settings).

✎ NOTE
- If you set Language Switch to 'On', and then return the Common Settings to their default settings, Language Switch is turned 'Off', but the language shown on the touch panel display remains unchanged. (See "Changing the Language Shown on the Touch Panel Display," on p. A4-38.)
- If you set Limited Functions Mode to 'On', and then return the Common Settings to their default settings, the setting for the Limited Functions Mode remains unchanged.
- Image forms registered for Register Form for Composition are not erased.

1 Press ◉ (Additional Functions) → [Common Settings] → [Initialize Common Settings].

2 Press [Yes].

🎛 Timer Settings

You can make various timer related settings for the machine, such as adjusting the current time, and specifying the time it takes for the machine to enter into the Sleep mode or Low-Power mode.

Current Time Adjustment

You can make adjustments to the current time. For instructions on setting the current date and time, see "Current Date and Time," on p. A6-19.

1 **Press 🔘 (Additional Functions) → [Timer Settings] → [Time Fine Adjustment].**

2 **Press [-] or [+] to adjust the current time → press [OK].**

The current time is displayed in 24-hour notation, and can be adjusted in one minute increments.

Press and hold down [-] or [+] to quickly scroll to the correct time.

🖉 NOTE

Even if you change the time from 00:00 to 23:59, or 23:59 to 00:00, the date will not be changed.

Auto Sleep Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the control panel power switch automatically switches OFF to save power. The machine has entered the Sleep mode.

🖉 NOTE

For more information on the Sleep mode, see "Energy Consumption in the Sleep Mode," on p. A4-27.

1 **Press 🔘 (Additional Functions) → [Timer Settings] → [Auto Sleep Time].**

2 **Press [▼] or [▲] to enter the desired Auto Sleep Time → press [OK].**

Auto Clear Time

If the machine is idle for a certain period of time (after the last print job or key operation is performed), the display returns to the Basic Features screen (standard settings) of the selected function. This period of time is called the "Auto Clear Time."

📝 NOTE

　If '0' is selected, the Auto Clear Time mode is not set.

1 **Press ⊚ (Additional Functions) → [Timer Settings] → [Auto Clear Time].**

2 **Press [-] or [+] to enter the desired Auto Clear Time → press [OK].**

You can also enter values using ⓪ - ⑨ (numeric keys).

Time Until Unit Quiets Down

If the machine is not in use (no keys are pressed, and no print jobs are being processed) for a certain period of time, the machine enters the Quiet mode. While in the Quiet mode, sounds emanating from the machine are reduced. You can specify the amount of time that must elapse before the machine enters the Quiet mode in one minute increments.

📝 NOTE

　If '0' is selected, the Quiet mode is not set.

1 **Press ⊚ (Additional Functions) → [Timer Settings] → [Time Until Unit Quiets Down].**

2 **Press [-] or [+] to specify the desired time period → press [OK].**

You can also enter values using ⓪ - ⑨ (numeric keys).

Daily Timer Settings

You can set the time that the machine automatically enters the Sleep mode each day of the week.

✎ NOTE
If the Auto Sleep Time and Daily Timer modes are both set, the Auto Sleep Time setting has priority.

1 Press ⊚ (Additional Functions) → [Timer Settings] → [Daily Timer Settings].

2 Select the day of the week → enter the time using ⓪ - ⑨ (numeric keys) → press [OK].

Enter the time in 24-hour notation as four digits (including zeros) without a space.

Examples: 7:05 a.m.   →   0705

            11:18 p.m. →   2318

If you make a mistake when entering the time, select the day of the week again → enter another four digit number.

You can also press ⊚ (Clear) to clear the incorrect values.

Low-Power Mode Time

The Low-Power mode conserves energy by turning OFF the fixing unit when the machine is idle for a certain period of time (after the last print job or key operation is performed). This period of time is called the "Low-Power Mode Time."

When the machine is in the Low-Power mode, the touch panel display is turned OFF, and ⊚ (Energy Saver) maintains a steady green light.

1 Press ⊚ (Additional Functions) → [Timer Settings] → [Low-power Mode Time].

2 Press [▼] or [▲] to enter the desired Low-power Mode Time → press [OK].

Adjusting the Machine

This section describes how you can make fine adjustments to the settings of the machine, such as making a fine adjustment to the printed image and the page number or watermark position.
It is recommended that you perform an automatic gradation adjustment and clean the machine regularly.

Zoom Fine Adjustment

When you print a copy or a document from an inbox, a slight difference in size may occur between the size of the original image, and the size of the copied/printed image. In this case, you can perform a fine adjustment to compensate for this difference.

1 Press ◉ (Additional Functions) → [Adjustment/Cleaning] → [Zoom Fine Adjustment].

2 Press [-] or [+] to adjust the percentage (%) → press [OK].

If you are making an adjustment to either the X (horizontal) or Y (vertical) direction, press [-] or [+] to enter a value for that direction only.

Saddle Stitch Staple Repositioning

You can reposition the stapler of the saddle stitcher unit after clearing a staple jam, or after replacing the staple cartridge. Saddle stitch staple repositioning works by feeding several sheets of paper into the saddle stitcher unit and stapling them together.

⚠ **CAUTION**
If transparencies are loaded in a paper source, make sure to pull out that paper source slightly so that transparencies are not fed for the saddle stitch staple repositioning procedure. Damage to the machine may occur if transparencies are fed during this procedure.

🔘 IMPORTANT
- Only use 11" x 17", LGL, or LTRR paper for the saddle stitch staple repositioning procedure.
- Make sure to remove all output booklets from the optional Booklet Tray before performing the saddle stitch staple repositioning procedure.

🖉 NOTE
- Saddle stitch staple repositioning can be performed only if the optional Saddle Finisher-AB2 is attached.
- Paper that is required for the saddle stitch staple repositioning procedure is automatically fed to the saddle stitcher unit by the machine.

1 Press ◉ (Additional Functions) → [Adjustment/Cleaning] → [Saddle Stitcher Staple Repositioning].

2 Press [Start].

Saddle Stitch Position Adjustment

If you are using the Saddle Stitch mode of the optional Saddle Finisher-AB2, and you notice that the folds of the paper are not exactly in the middle of the booklet, you can make adjustments to the saddle stitch position.

🖉 NOTE

The saddle stitch position can only be adjusted if the optional Saddle Finisher-AB2 is attached.

1 Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Saddle Stitch Position Adjustment].

2 Select the paper size for which you want to adjust the saddle stitch position.

🖉 NOTE

Some of the paper sizes displayed may not be available in certain countries.

3 Press [▼] or [▲] to adjust the saddle stitch position → press [OK].

Double Staple Space Adjustment

If the optional Finisher-AB1 or Saddle Finisher-AB2 is attached to the machine and you want to double staple your copies, you can adjust the space between the two staples.

You can adjust the double staple space from 4 3/4" to 5 7/8" (120 mm to 150 mm).

🖉 NOTE

If the width of the paper is less than 10 1/8" (257 mm), the Double Staple Space Adjustment mode is automatically set to '4 3/4' (120 mm)'.

1 Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Double Staple Space Adjustment].

2 Press [-] or [+] to adjust the double staple space → press [OK].

🖉 NOTE

• To enter values in millimeters, press [mm].
• When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys), and ⓒ (Clear) to clear your entries.
• For instructions on entering values in inches, see "Values in Inches," on p. A2-20.

Adjusting the Trimming Width

When you make a booklet, made up of several pages, and saddle stitch it, sometimes you will need to trim the booklet's edges to make them even.

IMPORTANT

The Trim Width Adjustment mode is available only if the optional Booklet Trimmer-C1 is attached to the optional Saddle Finisher-AB2.

1 Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Trim Width Adjustment].

2 Enter the trimming width using the keys on the touch panel display → press [OK].

NOTE

- To enter values in millimeters, press [mm].
- For instructions on entering values in inches, see "Values in Inches," on p. A2-20.
- If you make a mistake when entering values, press [C] on the touch panel display → enter the correct values.

Automatic Gradation Adjustment

You can recalibrate the machine when you notice irregularities in the color of the copies or prints, such as when copies or prints turn out to be different from the original in gradation, density, or color.

The following two types of gradation adjustments can be made:

■ Quick Adjustment

This is a quick and simple adjustment that is made to the gradation, density, and color settings of the machine. Recalibrations are made internally without outputting any test prints.

■ Full Adjustment

This is a precise recalibration that is made to the gradation, density, and color settings of the machine. The procedure involves making test prints and placing them on the platen glass for scanning. Once this is complete, the machine automatically corrects the irregularities.

IMPORTANT

It is recommended that you select [Full Adjust] as the Auto Gradation Adjustment mode. Select [Quick Adjust] for a quick, but less complete adjustment between regular full adjustment recalibrations.

Quick Adjustment

1 Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Auto Gradation Adjustment].

2 Press [Quick Adjust].

3 Press [Start].

Full Adjustment

⬛ IMPORTANT
- The following two types of full gradation adjustments can be made:
  - Scanner + Printer
  - Printer Only

  Auto gradation adjustment in Adjustment/Cleaning (from the Additional Functions screen) is performed according to the setting that has been set in Device Management Settings (from the Additional Functions screen). (See "Auto Gradation Adjustment," on p. A6-53.)
- [Scanner + Printer] appears only if you use the optional Color Image Reader-H1 is attached to the machine.
- This machine adjusts the toner and printing speed depending on the paper type selected. To make effective adjustments, select the correct paper type.
- Make sure that you place the test prints properly. Accurate recalibrations of the gradation, density, and color settings of the machine cannot be made if the test prints are not scanned correctly.
- It is recommended that you use Hammermill Color Copy Paper (28 lb bond) (International Paper Company) for the test prints. Calibrations are made based on the output test prints. If the paper used for a test print is not one that is specified for test printing, tone adjustments may not be performed correctly.
- When performing full adjustment, three sheets of test print ([Scanner + Printer] is selected) and five sheets of test print ([Printer Only] is selected) are output. Make sure that 11" x 17" or A3 paper is loaded into the machine before starting this procedure.

✎ NOTE
Test prints are not counted as part of the copy or print total page counts.

1 Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Auto Gradation Adjustment].

2 Press [Full Adjust].

3 Select the paper type for the test print → press [OK].

✎ NOTE
If [Printer Only] was selected in step 3, placing the output test print onto the scanner is not required. If you press [Start], test prints and recalibrations are made automatically.

4 Press [Test Print 1].

If the appropriate paper for the test print is not loaded in a paper source, a message asking you to load the appropriate paper appears. Load the appropriate paper in a paper source.

5 Place the output test print 1 on the platen glass.

Place the test print face down on the platen glass with the black and magenta side along the bottom left front edge of the platen glass.

⬛ IMPORTANT
If the optional Feeder (DADF-R1) is attached, place the test print face down, and stack approximately 20 sheets of blank paper on top of it for a more precise gradation adjustment.

6 Press [Start Scan].

7 Remove the test print 1 from the platen glass → press [Test Print 2].

8 Place the output test print 2 on the platen glass.

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass.

⬛ IMPORTANT
If the optional Feeder (DADF-R1) is attached, place the test print face down, and stack approximately 20 sheets of blank paper on top of it for a more precise gradation adjustment.

9 Press [Start Scan].

10 Remove the test print 2 from the platen glass → press [Test Print 3].

11 Place the output test print 3 on the platen glass.

Place the test print face down on the platen glass, with the black bands along the top left back edge of the platen glass.

IMPORTANT
If the optional Feeder (DADF-R1) is attached, place the test print face down, and stack approximately 20 sheets of blank paper on top of it for a more precise gradation adjustment.

12 Press [Start Scan].

13 Remove the test print 3 from the platen glass.

Exposure Recalibration

You can recalibrate the exposure adjustment scale if differences between the image on the original and the print occur.

1 Press ◉ (Additional Functions) → [Adjustment/Cleaning] → [Exposure Recalibration].

2 Press [Light] or [Dark] for each function to adjust the exposure → press [OK].

<Send (B & W)> and <Send (Color)> appear only if the optional Color Universal Send Kit is activated.

Shading Correction

This mode enables you to correct the slightly uneven densities that occur in the halftone density area of a printed image.

The following three types of shading corrections can be made:

■ Densitometer Correction

This mode enables you to gauge the test print using a densitometer. After gauging the color patterns on the test print, enter the displayed values for density adjustment.

■ Visual Correction

This mode enables you to perform a density adjustment by viewing the result of the test print and correct density unevenness manually. Select this mode to correct the density if the densitometer correction is unsatisfactory. Note that sufficient experience in detecting slightly uneven densities is required to manually adjust the density.

■ Print Server Correction

This mode enables you to adjust the density using the data received from the print server.

🖉 NOTE

[Print Server Correction] is displayed only if the optional imagePRESS Server is installed.

Densitometer Correction

1 Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Shading Correction].

2 Press [Densitometer Correction].

3 Press [Test Print].

🖑 IMPORTANT

Only 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", A3, LTR, or A4 plain paper can be used for test prints. Make sure that a sufficient supply of these paper sizes is loaded in a paper source before starting this procedure.

4 Gauge the mark on the output test print using the densitometer.

5 Press [Fine Adjust] of the color you want to adjust.

6 Select the number → enter the gauged density value from the test print → press [OK].

🖉 NOTE

When the cyan patterns are on top, the color patterns on the test print are laid out in numeric order (1 to 7).

7 Press [Store and Finish].

🖉 NOTE

If [Test Print] is pressed before pressing [Store and Finish], a test print with color patterns after adjustment is output.

Visual Correction

1 Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Shading Correction].

2 Press [Visual Correction].

3 Press [Test Print].

4 Press [Test Print].

Test print is output.

⏚ **IMPORTANT**

Only 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", A3, LTR, or A4 plain paper can be used for test prints. Make sure that a sufficient supply of these paper sizes is loaded in a paper source before starting this procedure.

5 **View the output test print → press [Fine Adjust] of the color you want to adjust.**

6 **Select the number to adjust → press [+] for a heavy density or [-] for a light density → [OK].**

✎ **NOTE**

When the cyan patterns are on top, the color patterns on the test print are laid out in numeric order (-6 to 6). The patterns under -6 and 6 may not be shown, depending on the paper width. In this case, the numbers are from -5 to 5.

7 **Press [Store and Finish].**

The display returns to the screen of step 2. Repeat steps 2 to 7 until the shading is improved.

✎ **NOTE**

If [Test Print] is pressed before pressing [Store and Finish], a test print with color patterns after adjustment is output.

Print Server Correction

✎ **NOTE**

Operations on the print server side are required. For more information on the procedure, see the instruction manual of imagePRESS Server.

1 **Press ◉ (Additional Functions) → [Adjustment/Cleaning] → [Shading Correction].**

2 **Press [Print Server Correction].**

3 **Press [Test Print].**

Test print is output.

⏚ **IMPORTANT**

Only 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", A3, LTR, or A4 plain paper can be used for test prints. Make sure that a sufficient supply of these paper sizes is loaded in a paper source before starting this procedure.

4 **The printer server generates the adjustment values. Please wait until the transmission is complete.**

5 **Press [Store and Finish].**

The display returns to the screen of step 2.

Character/Background Contrast Adjustment

This mode enables you to adjust the relative contrast (brightness) of the hidden text and the background when using the Secure Watermark mode. For more information on the Secure Watermark mode, see Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

IMPORTANT
Load 11" x 17", A3, LTR, or A4 regular size or heavy paper when making sample prints.

NOTE
[Character/Background Contrast Adjustment] is displayed only if the optional Secure Watermark function is activated.

1 **Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Character/Background Contrast Adjustment].**

2 **Select the color → press [Sample Print] → [Yes].**
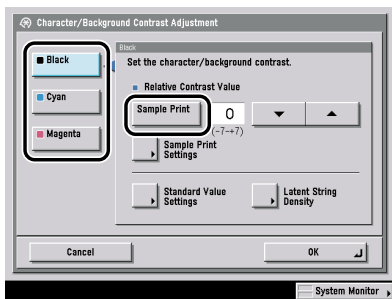
The setting range for the Relative Contrast Value will differ, depending on the Standard Value Settings you have set.

Standard Value Settings	Relative Contrast Value
0	0 to +7
4	-4 to +7
8 to 54	-7 to +7
60	-7 to +4
64	-7 to 0

NOTE
- If adjusting the contrast of the background and characters (latent image), specify the relative contrast value.
- The area within the frame on the sample print is the output sample for the currently set relative contrast value.

● **If you want to specify print settings for the sample print:**

❏ Press [Sample Print Settings] → specify the desired settings → press [OK].
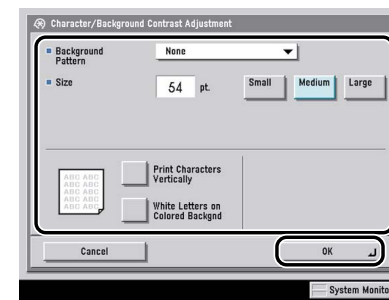
You can set the background pattern, text size, color, and orientation.

3 **Refer to the sample print and set the contrast value indicated for an image where the hidden text is difficult to see using [▼] or [▲].**

● **If there is no image where the text is difficult to see:**

❑ Press [Standard Value Settings] → [Sample Print] → [Yes].
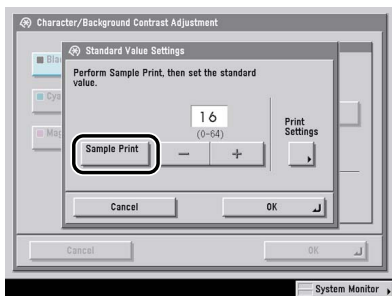
❑ Refer to the standard value sample print → press [-] or [+] to set the standard value indicated for the image that has the most even contrast on the inner and outer squares.

❑ Press [OK] → return to step 2.

✎ NOTE
When changing the adjustment area on the sample print for the relative contrast, specify settings for [Standard Value Settings].

● **If you want to adjust the density of the text:**

❑ Press [Latent String Density] → [-] or [+] to adjust the density.
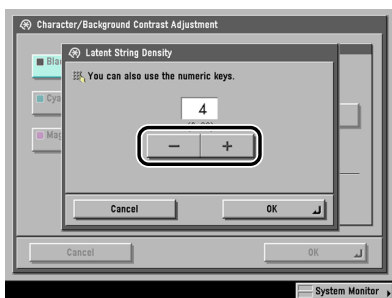
❑ Press [OK] → return to step 2.

✎ NOTE
When adjusting the density of the characters (latent image), specify settings for [Latent String Density].

4 **Press [OK].**

The more even the contrast between the hidden text and the background, the harder it will be to see the hidden text on the original, but the less the hidden text will appear when it is copied. It is recommended that you make a copy of the original after adjusting the contrast to confirm that the secure watermark becomes visible, as desired.

✎ NOTE
The contents of the settings changed in [Character/Background Contrast Adjustment] are retained until the next time the settings are changed.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.

✋ IMPORTANT

For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

📝 NOTE

- [Feeder Cleaning] appears only if the optional Feeder (DADF-R1) is attached.
- It takes approximately 15 seconds to clean the feeder.

1 Press ◉ (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].

2 Place 10 sheets of blank paper into the feeder → press [Start].

Make sure that you fan the sheets of paper well.

Use LTR paper (60 to 80 g/m^2).

When cleaning is complete, try scanning again.

📝 NOTE

To cancel feeder cleaning while it is in progress, press [Cancel].

Wire Cleaning

If streaks appear on printed output, or random parts of the printed image are missing, clean the corona assembly wires inside the main unit.

📝 NOTE

- It takes approximately 35 seconds to clean the wires.
- Wire cleaning cannot be performed during printing.

1 Press ◉ (Additional Functions) → [Adjustment/Cleaning] → [Wire Cleaning].

2 Press [Start].

When cleaning is complete, try printing again.

Roller Cleaning

If dirt or streaks appear on the printed output, clean the roller inside the main unit.

✎ NOTE
It takes approximately one minute to clean the roller.

1 Press ◉ (Additional Functions) → [Adjustment/Cleaning] → [Roller Cleaning].

2 Press [Start].

When cleaning is complete, try printing again.

Curl Correction for Each Paper Source

This mode enables you to adjust the curl correction level of each paper source.

Curl correction level is constantly adjusted to suit the characteristics of a paper. However, if the paper curl is not corrected properly, you can manually adjust the curl correction level to accommodate the environment and the characteristics of the paper, such as moisture in the paper.

You can change the level of curl correction to suit the characteristics of the paper.

Paper curl is negated by adjusting the paper in the opposite direction to which it is curled. Make test copies or prints on the paper that you have adjusted and check the level of curl correction.

⚠ CAUTION

Note that this mode may affect paper feeding. Since increasing the pressure to a great extent may cause paper jams, adjusting the values in small increments is recommended.

✋ IMPORTANT
• [Curl Correction Level] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Curl Correction Level] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.
• If you adjust the level of curl correction in Paper Management Settings in System Settings (from the Additional Functions screen), make sure to reset the value in Adjustment/Cleaning (from the Additional Functions screen) to [0].
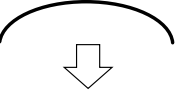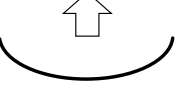
NOTE

Depending on the environment where the paper is stored, the condition of the paper, such as moisture in the paper, may differ. If the condition of the paper is different than usual, you can adjust the curl correction level of each paper source individually for a better result.

1 **Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Curl Correction for Each Paper Source].**

2 **Select the paper source to change the curl correction level → press [Settings].**

3 **Press [-] or [+] under <Face Up Output> or <Face Down Ouptut> to correct the curl correction level.**

4 **Press [OK].**

NOTE

- To determine the direction of the paper curl, place the paper in the direction where the paper is output to the output tray.
- Gently bend the paper in the direction opposite to the curl.

Curl Direction of Printed Paper	Adjustment Direction
When the paper curls upward	Curl downward
When the paper curls downward	Curl upward

5
CHAPTER

Checking Job and Device Status

This chapter explains how to check the counter, and how to use the System Monitor screen to change or check the status of print and copy jobs.
The Copy and Scan functions are available only if the optional Color Image Reader-H1 is attached.

Checking the Counter and Controller Version

You can check the machine's copy and print page counts.

You can also check print and scan page counts that are performed by users who log on to MEAP applications using a login service.

You can also check the version of the controller.

1 **Press ⊚ (Counter Check) on the control panel.**
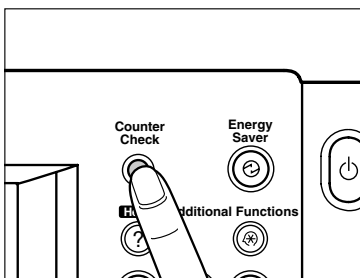
The various counts are shown on the touch panel display.

2 **Check the Send counter, MEAP counter, or controller version.**

● **To check the Send counter:**

❑ Press [Send Cntr Check].

[Send Cntr Check] appears only if the optional Color Universal Send Kit is activated.

❑ Press [Done].

● **To check the MEAP counter:**

❑ Press [MEAP Counter].

❑ Press the Application Name drop-down list → select the desired application.

To check the version information of an application, the MEAP Contents version information, etc., press [Version Information].

❑ Press [Done].

● **To check the controller version:**

❑ Press [Device Configuration].

❑ Press [Done].

3 **Press [Done].**

Checking Job Status

If you press [System Monitor], the Print Status, Consumables, or Others screen appears, enabling you to check and change the status of Copy, Send, Print, and Receive jobs. Also, the paper source and output tray of the current copy or print job are displayed as the device information.

From the Print Status screen, it is possible to change the order of jobs in the print queue, cancel a job, check the details of a job, or print a password protected job (Secured Print).

By displaying the status for each job type, it is possible to check the current job or a job waiting to be processed on the Others screen. By displaying the Log, you can view all of the completed jobs, or confirm that a job has been processed.

From the Consumables screen, it is possible to quickly acquire information about the machine, check the amount of paper remaining in the main unit, POD deck, and paper deck, check the available system memory, and the status of consumables. You can also view a list of error messages.

📝 NOTE
- If Department ID Management or a login service (such as SSO or SDL) is set and Display Status Before Authentication in System Monitor Screen Restriction in System Settings (from the Additional Functions screen) is set to 'Off', operations other than displaying the Device Status screen cannot be performed from the System Monitor screen before logging in to the machine. (See "Restricting Access to the System Monitor Screen," on p. A6-24.)
- If the optional iR Security Kit is activated and Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed:
  - On the Print Status screen:
    [Log]

  - On the Others screen:
    [Details] and [Print List] on the Receive screen (Activity Report (RX))
    [Log] on the Copy and Send screens
  - On the Print Job screen:
    [Log]
- For more information on the operations that can be performed on printer jobs using the Print function, see the *PS/PCL/UFR II Printer Guide*.
- Many of the check/change operations can also be performed from the Remote User Interface. (See Chapter 2, "Checking and Managing Functions," in the *Remote UI Guide*.)
- The status bars on the keys located on the top of the Others screen, blink red or green to indicate the status of jobs. The status bars blink green when there are current jobs that are being processed, and maintain a steady green light when there are jobs in the print queue. Blinking red status bars indicate errors. For instructions on resolving errors, see Chapter 8, "Troubleshooting."
- The Send function is available only if the optional Color Universal Send Kit is activated.
- The Print function is available only if the optional Color UFR II/PCL/PS Printer Kit is installed.

Checking Job Status from the System Monitor Screen

1 Press [System Monitor].
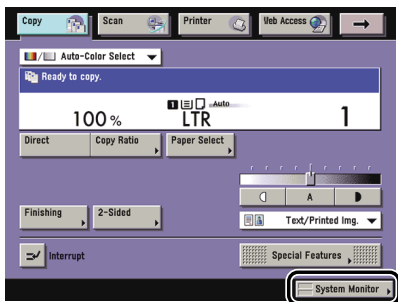
2 Press [Print Status], [Consumables], or [Others] to display the current status of the machine.

● **If [Print Status] is selected:**

❑ Press [Status] to check the jobs currently being processed or waiting to be processed.
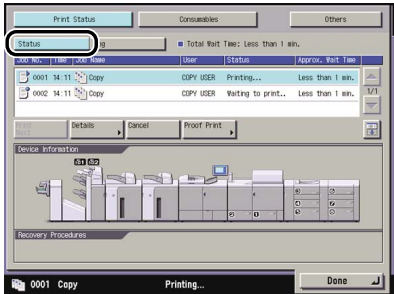
The approximate wait time for each job and the total wait time for all jobs to be processed are displayed.

Press [ ] to display a wider view of the jobs that are being processed or waiting to be processed.

To return to the Print Status screen, press [ ].
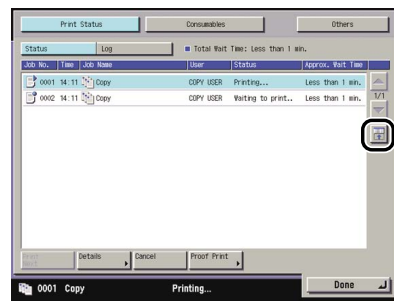
<Recovery Procedures> displays the procedures to resolve errors, such as paper jams.
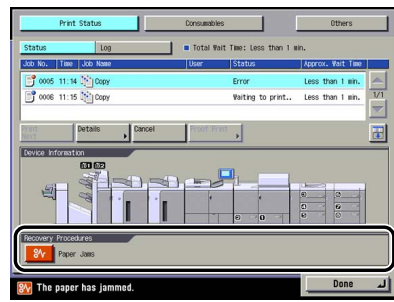
 IMPORTANT
The Proof Print mode is available only if you set to make multiple copies of your original in the Collate, Offset Collate, or Staple mode. The Proof Print mode is not available if the Group or Offset Group mode is set.

✏ NOTE

   If there is a secured document waiting for a password to be entered, the
   approximate wait time for this job to be processed is displayed as " --- min.".

❑ Press [Log] to check the jobs that have already been processed.
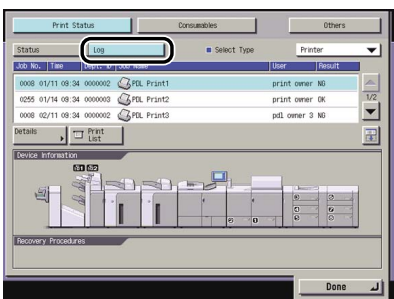
The log is organized according to the type of job. Press the Select
Type drop-down list → select the type of job whose log you want to
check.

Press [🗖] to display a wider view of the job log.

✏ NOTE

   If there are more jobs than are displayed, press [▼], [▲], or [🗖] to scroll
   through the list.

● **If [Consumables] is selected:**

❑ Check the current machine status.

The remaining amount of paper, the paper type, and paper size loaded in the paper decks, and optional POD Deck are displayed.

The remaining amount of available system memory is displayed in percentage, and the status of consumables are displayed.

The status of the device is displayed here.

This area displays recovery procedures for problems such as clearing a paper jam or replacing the toner and staple cartridges.

✏ NOTE

   • All displays are approximations of the actual amount of consumables
     remaining.
   • Paper jams tend to occur when <Humid> is displayed for <P. Deck
     Humidity> under <Others>. To prevent paper jams from occurring, switch
     the paper deck environment switch in all paper decks to the right.

● **If [Others] is selected:**

❑ Select a job type ([Copy], [Send], or [Receive]).
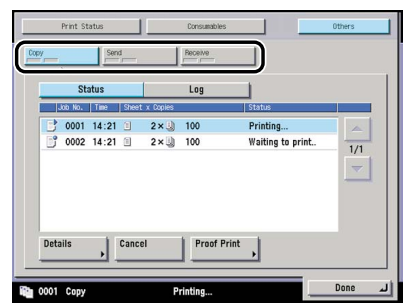
❑ Press [Status] to check the jobs currently being processed or waiting to be processed.
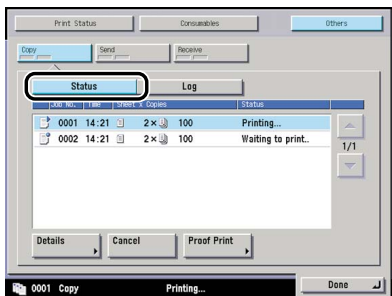
The example above shows the screen that is displayed when [Copy] is selected.

If [Receive] is selected, press [Forwarding Status].

✎ NOTE

For instructions on checking the status of Send or Receive jobs, see Chapter 7, "Checking/Changing the Send/Receive Status," in the *Sending Guide*.

❑ Press [Log] to check the jobs that have already been processed.
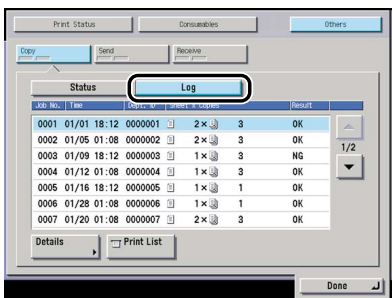
If [Receive] is selected as the job type in the previous step, the receiving job logs are already displayed.

✎ NOTE
• The status of Receive jobs can only be confirmed by the log.
• The table below describes the icons that are displayed on the status and log screens.

Icon (Job Status)	Description
	Executing
	Waiting
	Error
	Canceling
	Paused
	Secured Print
	Sent

Icon (Job Type)	Description
	Copy Job
	Send Job
	Mail Box Job
	Print Job
	Report Print Job

• The most recent 100 copy or print jobs, and a total of the most recent 100 send and receive jobs are displayed in the log.

3 Press [Done].

Checking Job Status from the Print Job Screen
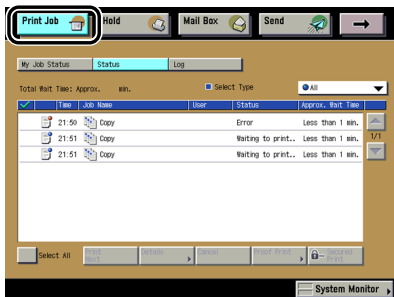
1 **Press [Print Job].**

2 **Check the status of the print jobs.**

❏ Press [Status] to check the jobs currently being processed or waiting to be processed.
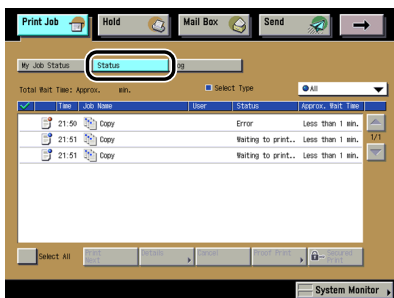
NOTE
> If you are using a login service, [My Job Status] is displayed. Press this key to display only the jobs for the user who is currently logged on to the machine.

❏ Press [Log] to check the jobs that have already been processed.
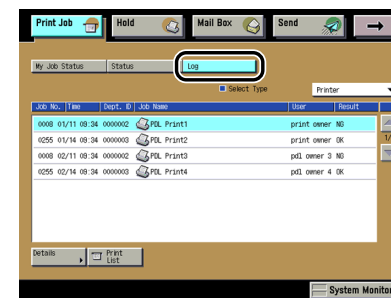
❏ Press the Select Type drop-down list → select the type of job whose log you want to check.

NOTE
> For more information on the displayed icons, see "Checking Job Status from the System Monitor Screen," on p. A5-4.

Job Details

You can check the details of copy and print jobs, such as the date and time the machine received and processed the jobs, and the number of pages.

✎ NOTE

- If the optional iR Security Kit is activated and Job Log Display in System Settings (from the Additional Functions screen) is set to 'Off', the following items are not displayed on the System Monitor screen:
  - On the Print Status screen:
    [Log]
  - On the Others screen:
    [Details] and [Print List] on the Receive screen (Activity Report (RX))
    [Log] on the Copy and Send screens
  - On the Print Job screen:
    [Log]
- For more information on the operations that can be performed on printer jobs using the Print function, see the *PS/PCL/UFR II Printer Guide*.

Checking Copy/Print Job Details

This section explains how to check the copy and print job details from the System Monitor screen and Print Job screen.

Checking Copy/Print Job Details from the System Monitor Screen

1 **Press [System Monitor] → [Print Status].**
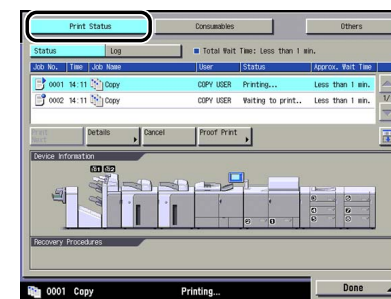
You can also check copy job details by pressing [Others] → [Copy] → proceed to step 2.

✋ IMPORTANT
To check the details of jobs specified through a MEAP application, select [Print Status] for both MEAP copy and print jobs.

2 **Press [Status] or [Log] → select the job whose details you want to check → press [Details].**
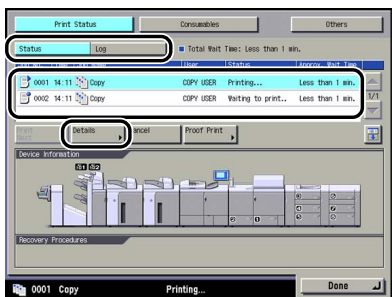
3 **Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.**

Checking Copy/Print Job Details from the Print Job Screen

1 **Press [Print Job].**

If necessary, see the screen shot in step 1 of "Checking Job Status from the Print Job Screen," on p. A5-7.

2 **Press [Status] or [Log] → select the job whose details you want to check → press [Details].**

3 **Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.**

Printing the Copy/Print Log

This section explains how to print the copy/print job logs from the System Monitor screen and Print Job screen.

Printing the Copy/Print Log from the System Monitor Screen

1 **Press [System Monitor] → [Print Status].**

If necessary, see the screen shot in step 1 of "Checking Copy/Print Job Details," on p. A5-8.

You can also print the copy job details by pressing [Others] → [Copy] → proceed to step 2.

2 **Press [Log] → [Print List].**

The log is organized according to the type of job. Press the Select Type drop-down list → select the type of job whose log you want to print → press [Print List].

NOTE

The log can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color) paper is loaded in one of the paper sources that are set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. A4-23.)

3 **Press [Yes].**

If you selected [Copy], the Copy Log List is printed. If you selected [Print Status], the Print Log List is printed.

4 **Press [Done].**

NOTE

For samples of the Copy and Print Logs, see "Sample Reports," on p. A9-2.

Printing the Copy/Print Log from the Print Job Screen

1 **Press [Print Job] → [Log].**

2 **Press the Select Type drop-down list → select the type of job whose log you want to print → press [Print List].**
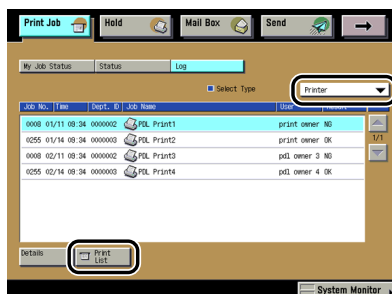
3 **Press [Yes].**

Priority Printing

You can change the printing priority of a job, so that it is printed right after the current job is complete.

Selecting the Job for Priority Printing from the System Monitor Screen

1 **Press [System Monitor] → [Print Status].**

If necessary, see the screen shot in step 1 of "Checking Copy/Print Job Details," on p. A5-8.

2 **Press [Status] → select the job for priority printing → press [Print Next].**
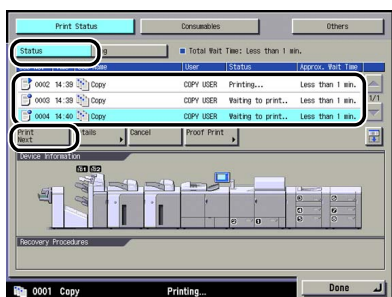
3 **Press [Done].**

Selecting the Job for Priority Printing from the Print Job Screen

1 **Press [Print Job] → [Status].**

If necessary, see the screen shots in steps 1 and 2 of "Checking Job Status from the Print Job Screen," on p. A5-7.

2 **Select the job for priority printing → press [Print Next].**

6
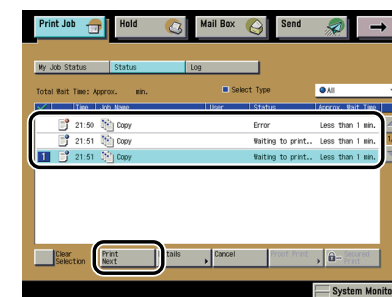
System Manager Settings

This chapter describes the settings that can be made by the person in charge of the machine's operation, such as the System Manager.

CHAPTER 1 | CHAPTER 2 | CHAPTER 3 | CHAPTER 4 | CHAPTER 5 | CHAPTER 6 | CHAPTER 7 | CHAPTER 8 | CHAPTER 9

Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.

IMPORTANT

- Attaching the optional Card Reader-C1 erases the System Manager ID and System Password that have been stored.
- Depending on the login service being used, if Department ID Management is set to 'Off' and a System Manager ID or password is not specified, all users of the machine may be considered as the Administrator, even without authentication.
- If you are performing user authentication using the SDL or SSO login service, the System Settings mode is restricted in the following way:
  - General users cannot change the System Settings, regardless of the System Manager Settings.
  - Only an Administrator can change the System Settings by entering the correct System Manager ID and System Password, or by registering them as part of their user data in advance. For more information, see the *MEAP SMS Administrator Guide*.

NOTE

- If the optional Card Reader-C1 is attached, the numbers 1 to 1,000 cannot be used for the System Manager ID. Numbers 1 to 1,000 are reserved for control cards by default.
- For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  - Example: If <321> is entered, <0000321> is stored.

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

2 **Specify the desired settings → press [OK].**

[System Manager ID]:

Press [System Manager ID] → enter a number (up to seven digits) using ⓪ - ⑨ (numeric keys).

You must set a System Manager ID to manage the operations of the machine.

[System Password]:

Press [System Password] → [Password] → enter a number (up to seven digits) using the ⓪ - ⑨ (numeric keys) → press [Confirm] → enter same number to confirm the password → press [OK].

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

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

[System Manager]:

Press [System Manager] → enter the System Manager's name → press [OK].

[E-mail Address]:

Press [E-mail Address] → enter the System Manager's e-mail address → press [OK].

[Contact Information]:

Press [Contact Information] → enter the contact information for the System Manager → press [OK].

[Comment]:

Press [Comment] → enter any comment for the System Manager → press [OK].

📝 NOTE
- If you make a mistake when entering a number or character, press ⓒ (Clear) to clear your entry.
- If Asterisks for Entering Access No./Passwords in Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', the password is not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password," on p. A6-48.)

Department ID Management

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Department IDs and passwords for up to 1,000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

With Department ID Management, the following settings can be specified:

- Turn Department ID Management 'On' or 'Off'.
- Register the Department ID and password.
- Set page limits for color/black-and-white scans, color/black-and-white prints, and color/black-and-white copies.
- Set whether to use Department ID Management for the Mail Box, Send, and Network Scan functions. If the Copy function is specified, it is automatically restricted when Department ID Management is set.
- Set up copy, scan, and print restrictions.

IMPORTANT
- If SDL or SSO is set as the login service, Department ID Management is performed on the Department ID that shares the same user name and password as the one registered for MEAP user authentication.
- If you are using SSO and set Department ID Management to 'On', you may not be able to log on. In this case, change the login service to Default Authentication, and then set Department ID Management to 'Off'. For instructions on setting a login service, see Chapter 4, "MEAP System Management," in the *MEAP SMS Administrator Guide*.
- If the optional Card Reader-C1 is attached, and SDL or Default Authentication is set as the login service, Department ID Management is automatically activated. (See "Card Reader-C1," on p. A3-33.)

- Optional imageWARE Accounting Manager software is necessary to use the Domain Authentication system of SSO (including when performing domain authentication with the 'Domain Authentication + Local Device Authentication' system) and Department ID Management simultaneously. If imageWARE Accounting Manager is not installed and SSO is set as the login service, make sure that Department ID Management is set to 'Off'. Otherwise, you will not be able to log on.
- The user information registered for SDL or the Local Device Authentication system of SSO, and the registered Department ID and password set for Department ID Management must match. If the registered Department ID and password have been changed because information was updated or changed by the Device Information Delivery Settings mode, make sure that you change/update the user information registered for SDL or the Local Device Authentication system of SSO accordingly. For instructions on registering SDL or SSO user information, see the *MEAP SMS Administrator Guide*.
- If SDL or SSO is set as the login service, the Limit Functions mode will not be available.

NOTE
The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
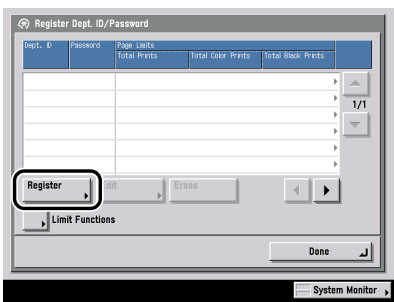- Example: If <321> is entered, <0000321> is stored.

Registering the Department ID, Password, and Page Limit

1 **Press ⊚ (Additional Functions) → [System Settings] → [Dept. ID Management].**
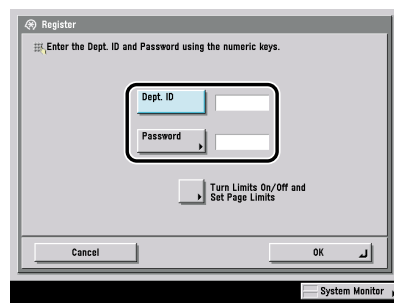
2 **Press [On] → [Register Dept. ID/Password].**
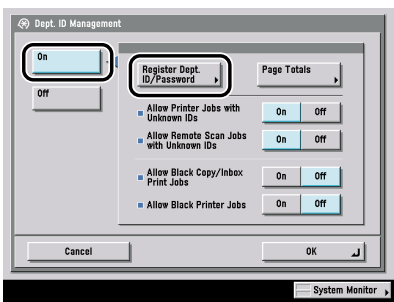
If you do not want to store a Department ID, password, or page limit restriction, press [Off] → proceed to step 10.

3 **Press [Register].**

4 **Enter the Department ID and password using ⓪ - ⑨ (numeric keys).**

❑ Press [Dept. ID] → enter the Department ID.

❑ Press [Password].

❑ Press [Password] → enter the desired password.

❑ Press [Confirm] → enter the same number to confirm the password → press [OK].

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

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

✎ NOTE
● If you make a mistake when entering a number, press ⓒ (Clear) to clear the entire number → enter the correct number.
● If you do not want to set a password, you can use the machine by entering only the Department ID.
● If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', the password is not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password," on p. A6-48.)

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

6 **Set the page limits.**

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

If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

📝 NOTE
- •<Total Print Limit> is the sum of <Total Color Print Limit> and <Total Black Print Limit>.
- •<Total Color Print Limit> is the sum of <Color Copy Limit> and <Color Print Limit>.
- •<Total Black Print Limit> is the sum of <Black Copy Limit> and <Black Print Limit>.
- •<Color Scan Limit> and <Black Scan Limit> are not included in the Total Print Limit.

❑ Press [□] (Page Limit) next to [On]/[Off] of the desired function(s) ➞ enter the page limit restriction using ⓪ - ⑨ (numeric keys).

🖐 IMPORTANT
- •If any one of the color or black-and-white page limits is reached when [Auto-Color Select] is selected as the color mode, you cannot perform any operations.
- •The machine stops printing if any one of the color or black-and-white page limits is reached while printing a document that contains both color and black-and-white areas.
- •The machine stops copying if any one of the total color or black-and-white print or copy limits is reached while copying a document that contains both color and black-and-white areas.
- •The machine stops scanning if a scan limit is reached while the machine is scanning originals that are being fed from the optional feeder. (Those originals that were scanned before the limit is reached are not added to the scan count.)

📝 NOTE
- •If you make a mistake when entering a number, press ⓒ (Clear) to clear the number ➞ enter the correct number.
- •You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- •The page limit refers to the number of printed surfaces. Therefore, a two sided print is counted as two pages.

❑ Press [OK] ➞ [OK].

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

8 **Select [On] or [Off] next to the functions (other than the Copy function) you want to limit using Department ID Management ➞ press [OK].**

Details of each item are shown below.

[On]: Department ID Management is set for the selected function(s).

[Off]: Department ID Management is set only for copying and printing operations from computers.

<Send> appears only if the optional Color Universal Send Kit is activated.

<Other> is for functions other than the Copy, Mail Box, and Send functions, such as the Print and Network Scan functions.

9 Press [Done].

10 Press [OK].

✎ NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Changing the Password and Page Limit

You can change the password and page limit settings that you have registered.

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

2 Press [On] → [Register Dept. ID/Password].

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

✎ NOTE

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

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

❏ Press [Password].

❏ Press [Password] → enter the desired password.

❑ Press [Confirm] ➜ enter the same number to confirm the password ➜ press [OK].

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

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

✎ NOTE
- •If you make a mistake when entering the password, press ⓒ (Clear) to clear the password ➜ enter the correct password.
- •You cannot change the Department ID.
- •If Use Asterisks to Enter Access No./Passwords in System Settings (from the Additional Functions screen) is set to 'Off', the password is not displayed as asterisks (********). (See "Setting the Display Method When Entering a Password," on p. A6-48.)

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

6 **Change the page limit restriction, if necessary.**

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

❑ Press [☐] (Page Limit) next to [On]/[Off] of the desired function(s) ➜ enter the page limit restriction using ⓪ - ⑨ (numeric keys).

❑ Press [OK] ➜ [OK].

If you do not want to set a page limit restriction for a function, press [Off] under the desired function's name.

✎ NOTE
- •If you make a mistake when entering a number, press ⓒ (Clear) to clear the number ➜ enter the correct number.
- •You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
- •The page limit refers to the number of printed surfaces. Therefore, a two sided print is counted as two pages.

7 **Press [Done] ➜ [OK].**

✎ NOTE
If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.

✎ NOTE
If Department ID Management is activated through the optional Card Reader-C1, you cannot delete the Department ID.

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

2 **Press [On] → [Register Dept. ID/Password].**

3 **Press [▼] or [▲] to display the Department ID that you want to erase → select the Department ID → press [Erase].**
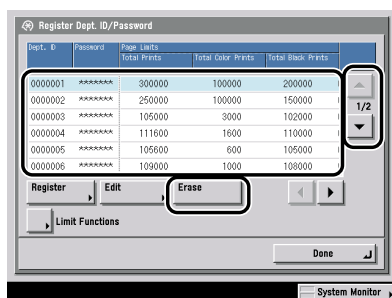
✎ NOTE
Press and hold down [▼] or [▲] to quickly and continuously scroll through the available Department ID pages. Continuous scrolling is useful when a large number of Department IDs are registered.

4 **Press [Yes].**

5 **Press [Done] → [OK].**

✎ NOTE
If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Checking and Printing Counter Information

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

✎ NOTE
• If SDL is set as the login service, you can check the number of print totals for the Department IDs that correspond to registered users.
• For instructions on registering SDL user information, see the *MEAP SMS Administrator Guide*.

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

2 **Press [On] → [Page Totals].**
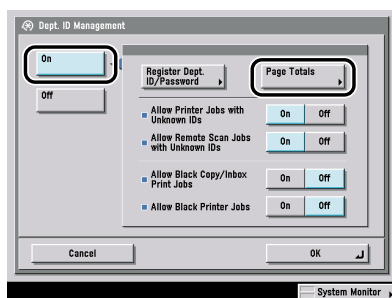
3 **Check or print the page total count.**

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

The page totals that belong to scan jobs without a Department ID (left blank) are the number of pages that have been scanned from

computers that do not correspond with a registered Department ID. These scanned pages from computers are referred to as network scans with unknown IDs.

● **If you only want to check the counter information:**

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

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

● **If you want to print the displayed list:**

❑ Press [Print List].

❑ Select the type of page count list that you want to print → press [Start Print].

✎ NOTE
• To cancel printing, press [Cancel].
• To close the screen that is displayed while the machine is printing the Page Count List, press [Done].
• The counter information can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color) paper is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. A4-23.)

4 **Press [Done] → [OK].**

✎ NOTE
If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Clearing Page Totals

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

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

2 **Press [On] → [Page Totals].**

If necessary, see the screen shot in step 2 of "Checking and Printing Counter Information," on p. A6-11.

3 **Press [Clear All Totals].**

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

4 **Press [Yes].**

5 **Press [Done] → [OK].**

✎ NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Accepting Print and Scan Jobs with Unknown IDs

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

✎ NOTE
- <Allow Printer Jobs with Unknown IDs> and <Allow Remote Scan Jobs with Unknown IDs> are displayed only if the optional Color UFR II/PCL/PS Printer Kit is installed.
- For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

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

2 **Press [On].**

3 **Select [On] or [Off] → press [OK].**
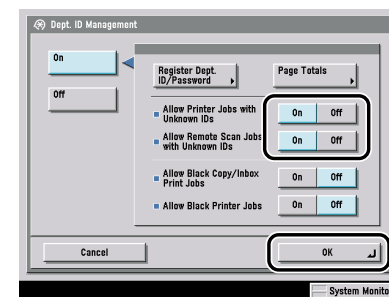
Allow Printer Jobs with Unknown IDs

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

[Off]: The machine does not accept print jobs from computers that do not
correspond with a registered Department ID, and you must enter a
Department ID and password to operate the machine.

Allow Remote Scan Jobs with Unknown IDs

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

[Off]: The machine does not accept network scan jobs from computers that
do not correspond with a registered Department ID, and you must
enter a Department ID and password to operate the machine.

📝 NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID
Management.

Accepting B&W Copy and Print Jobs without Entering a Department ID

The Allow Black Copy/Inbox Print Jobs and Allow Black Printer Jobs
modes enable you to restrict the machine to accept only
black-and-white print jobs, and reject color print jobs without entering
a Department ID and password.

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

2   **Press [On].**

3   **Select [On] or [Off] → press [OK].**
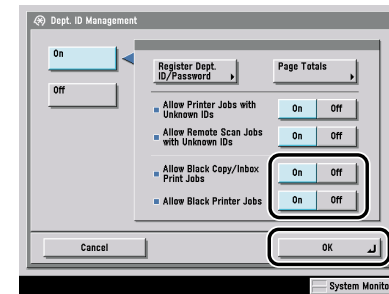
Allow Black Copy/Inbox Print Jobs

[On]: [Allow Black Copy/Black Inbox Print] appears on the Enter the Department ID and Password screen, and enables the machine to accept black-and-white copy and print jobs without entering a Department ID and password.

[Off]: [Allow Black Copy/Black Inbox Print] does not appear on the Enter the Department ID and Password screen, and you must enter a Department ID and password to operate the machine.

Allow Black Printer Jobs

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

[Off]: The machine does not accept black-and-white print jobs from computers that do not correspond with a registered Department ID, and you must enter a Department ID and password to operate the machine.

If you set [Allow Black Copy/Inbox Print Jobs] to 'On', [Black Copy/ Black Inbox Print] key appears on the screen for entering the Department ID and password.
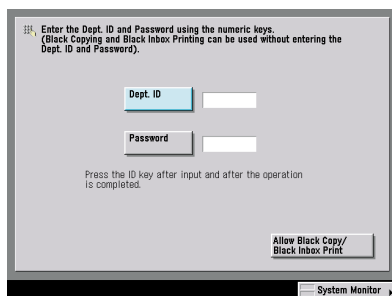
To copy or print in black-and-white, press [Allow Black Copy/Black Inbox Print].

NOTE
- If you set <Allow Printer Jobs with Unknown IDs> to 'On', all print jobs are accepted. Therefore, the Allow Black Printer Jobs setting is ignored.
- To copy or print in the Auto-Color Select or Single Color mode, store an original in an inbox, send a document, or use any other function except black-and-white copying and printing, you must enter a Department ID and password.
- If you selected [On] in step 2, pressing [OK] activates Department ID Management.

Remote UI

You can set whether to enable the Remote UI (User Interface) to operate the machine and change settings.

✎ NOTE
For more information on the Remote UI, see the *Remote UI Guide*.

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

2 Select [On] or [Off].

Details of each item are shown below.

[On]: Settings can be specified, and the machine can be operated through the Remote UI.

[Off]: Settings cannot be specified, and the machine cannot be operated through the Remote UI.

● **If you select [On]:**

❑ Select [On] or [Off] for <Use SSL> → press [OK].

Use SSL (Secure Sockets Layer)

[On]: SSL is used to communicate.

[Off]: SSL is not used to communicate.

● **If you select [Off]:**

❑ Press [OK].

✎ NOTE
- Before setting <Use SSL> to 'On', it is necessary to set a default key in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- The Remote UI is enabled only after you restart the machine (the main power switch is turned to the "⏻" side, and then to the "I" side). For instructions on restarting (turning the main power switch to the "⏻" side and then to the "I" side) the machine, see "Main Power and Control Panel Power," on p. A1-6.
- Any changes made to <Use SSL> are also applied to <Use SSL> in <Use HTTP> in MEAP Settings in System Settings (from the Additional Functions screen).

Device Information Settings

Device Information Settings enables you to set a name for the machine, and enter information regarding its location.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Device Information Settings].**

2 **Enter the name and location of the machine.**

❑ Press [Device Name] → enter the name of the machine → press [OK].

❑ Press [Location] → enter the place where the machine is located → press [OK].

❑ Press [OK].

📝 NOTE
  For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.

Clearing the Message Board

The Message Board is a function used by the System Manager to display messages for users on the touch panel display. Message board settings are made from the Remote UI, but can be cleared from the main unit.

✎ NOTE
For instructions on creating messages using the Remote UI, see Chapter 3, "Customizing Settings," in the *Remote UI Guide*.

1 Press ⊚ (Additional Functions) → [System Settings] → [Clear Message Board].

2 Press [Yes].

Auto Online/Offline

To use the optional Network Scan function, the machine must be connected to a network, and must be separately switched online to the network. This section explains how to switch the machine online and offline to use the Network Scan function.

✎ NOTE
- [Auto Online/Offline] appears only if the optional Color UFR II/PCL/PS Printer Kit or imagePRESS Server is installed.
- For more information on the Network Scan function, see the *Color Network ScanGear User's Guide*.

Auto Online

If Auto Online is set to 'On', the machine automatically goes online when you press [Scan] on the Basic Features screen.

1 Press ⓐ (Additional Functions) → [System Settings] → [Auto Online/Offline] → [Auto Online].

2 Select [On] or [Off] → press [OK].

Auto Offline

If the machine is connected to a network that is online, scanning is not possible with the Copy or Mail Box function. By setting Auto Offline to 'On', the machine automatically goes offline when the Auto Clear mode initiates.

1 Press ⓐ (Additional Functions) → [System Settings] → [Auto Online/Offline] → [Auto Offline].

2 Select [On] or [Off] → press [OK].

✎ NOTE
If Auto Offline is set to 'On', the machine automatically goes offline when the Auto Clear mode initiates. If the Auto Clear mode is not set (the Auto Clear Time is set to '0'), the machine automatically goes offline after approximately two minutes. (See "Auto Clear Time," on p. A4-47.)

Current Date and Time

Setting the current date and time is very important. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).

- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours (± up to 12 hours) from GMT (±0 hours). A time zone is a region throughout which this time difference is the same.

- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

✎ NOTE
You can also specify to automatically synchronize the date and time with a server on the network from the Additional Functions screen. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)

1 Press ⊚ (Additional Functions) → [System Settings] → [Date & Time Settings].

2 Enter the current date (month, day, year) and time using ⓪ - ⑨ (numeric keys).
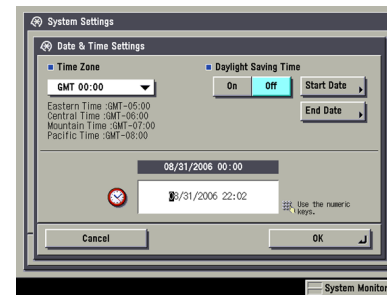
Enter the month and the day using four digits (including zeros).

Enter all four digits of the year, and the time in 24-hour notation, as four digits (including zeros) without a space.

Examples: May 6   →   0506

            7:05 a.m.   →   0705

            11:18 p.m.   →   2318

✎ NOTE
If you make a mistake when entering values, press ⓒ (Clear) → enter the values again, starting with the month.

● **If you are setting the Time Zone:**

❑ Press the Time Zone drop-down list → select the time zone in which the machine is located.

✐ NOTE

United States/Canada Time Zones:
- Eastern: GMT-5:00
- Central: GMT-6:00
- Mountain: GMT-7:00
- Pacific: GMT-8:00

● **If you are setting Daylight Saving Time:**

❑ Press [On] → [Start Date].

❑ Select the month and day from the Month and Day drop-down lists, respectively.

❑ Press [-] or [+] to enter the time of day you want Daylight Saving Time to take effect → press [OK].

❑ Press [End Date] → select the month, day, and time at which Daylight Saving Time ends → press [OK].

✐ NOTE

If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.

3 Press [OK].

Limiting Functions When the Optional Security Key Is Turned OFF

You can restrict the use of the machine when the optional security key is turned to the OFF position.

✎ NOTE

The Limit Functions with the Security Key Off mode can be set only if the optional Key Switch Unit is installed.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Limit Functions with the Security Key OFF].**

2 **Select [Partial Functions] or [All Functions] → press [OK].**

Details of each item are shown below.

[Partial Functions]: The Copy, Mail Box, Send, Remote UI, report printing (user specified), and Network Scan functions are prohibited from use. Only printing from a computer and the printing of received documents are permitted.

[All Functions]: All of the machine's functions are prohibited from use.

License Registration

You must register a license key to enable optional modes and functions, such as Send function, PDF(OCR) mode, Encrypted PDF mode, and the functions for the optional iR Security kit.

Each optional mode and function requires their own license key to be registered. There is no limit to the number of license keys that can be registered in the machine.

IMPORTANT
Some optional modes and functions require optional equipment to be installed in addition to obtaining and registering a license key. For more information, see "System Options," on p. A3-5, and "Available Combination of Options," on p. A3-7.

NOTE
- A license key can be obtained via a Web browser to access the license management system. Access the system by entering the following URL: http://www.canon.com/lms/license/. For more information on obtaining the license key, see the License Access Number Certificate and the License Registration Booklet included with the various optional kits.
- The license key must be registered on the actual machine. You cannot register the license key through the Remote UI.

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

2 Enter the license key using ⓪ - ⑨ (numeric keys) → press [Start].
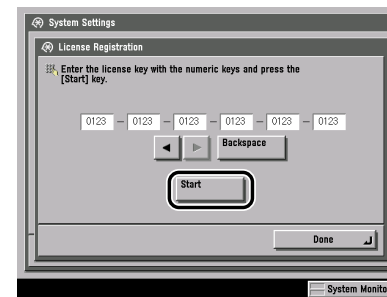
Details of each item are shown below.

[◀][▶]:   Press to move the cursor to the desired position.

[Backspace]:   Press to delete the last number entered.

If the following screen is displayed, press [OK] → enter the correct license key.
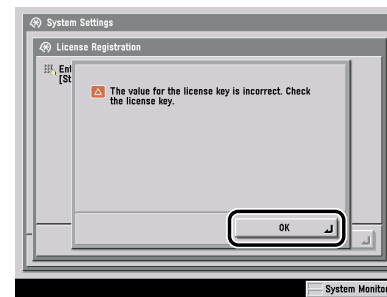
If the screen below is displayed, the required optional equipment needed for license registration has not been installed. Press [OK] → install the required optional equipment, or make sure that the required optional equipment is installed properly → try registering the license key again. For more information on the available combination of options that can be installed, see "Available Combination of Options," on p. A3-7.
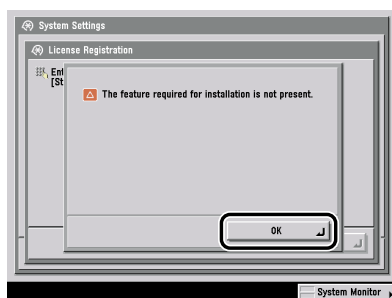
3 **Press [OK].**

🖐 IMPORTANT
The Send function, PDF(OCR) mode, Encrypted PDF mode, and the functions for the optional iR Security Kit are only activated after you restart the machine (the main power switch is turned OFF, and then back ON). For instructions on restarting the machine, see "Main Power and Control Panel Power," on p. A1-6.

Setting System Monitor Screen Restrictions

You can set restrictions relating to the System Monitor screen.

Restricting Access to the System Monitor Screen

If you are using a login service, you can restrict access to the System Monitor screen.

1 **Press ⊚ (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Display Status Before Authentication].**

2 **Select [On] or [Off] → press [OK].**

If the Display Status Before Authentication mode is set to 'Off':

✓: Displayed   –: Not Displayed

Department ID Management or Log In Service, such as SSO and SDL	The System Monitor Screen	
	Print, Copy, Send, and Receive Status Screens	Device Status Screen
Before Logging In	–	✓
After Logging In	✓	✓

🚫 IMPORTANT
Even if you set the Display Status Before Authentication mode to 'Off', access to the System Monitor screen is only restricted if a login service is set.

Setting to Allow Secured Printing from the System Monitor Screen

You can set whether to allow secured printing from the System Monitor screen.

1 **Press ⊚ (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Allow Secured Print from Print Status Screen].**

2 **Select [On] or [Off] → press [OK].**

Setting to Display Job Logs from the System Monitor Screen

You can set whether to display job logs from the System Monitor screen.

1 **Press ⊚ (Additional Functions) → [System Settings] → [System Monitor Screen Restriction] → [Job Log Display].**

2 **Select [On] or [Off].**

Details of each item are shown below.

[On]: Job logs are displayed.

[Off]: Job logs are not displayed.

If [Off] is selected, the following items are not displayed/cannot be selected.

- On the Print Status screen:
  [Log]
- On the Others screen:
  [Details] and [Print List] on the Receive screen
  [Log] on the Copy and Send screens
- On the Print Job screen:
  [Log]

● **If you select [On]:**

❑ Press [OK].

● **If you select [Off]:**

❑ Select [Allow] or [Do Not Allow] for <Obtain Job Log From Management Software> → press [OK].

Obtain Job Log From Management Software

[Allow]: Permits collection of job logs using management software.

[Do Not Allow]: Does not permit collection of job logs using management software.

MEAP Settings

You can print information about installed MEAP applications. You can also specify HTTP (Hyper Text Transfer Protocol) settings for MEAP if required by the MEAP applications you are using.

Use HTTP Server

Set Use HTTP to 'On' to access this machine from a Web browser, and utilize the installed MEAP applications.

🖐 IMPORTANT
Set Use HTTP to 'On' to be able to:
- Access [User Management/Settings] from the SDL page in SMS (Service Management Service)
- Manage user information for the Local Device Authentication system of SSO
- Change the SSO user authentication system to Domain Authentication, Domain Authentication + Local Device Authentication, or Local Device Authentication
- Use the Remote UI

✎ NOTE
• Set Use HTTP to 'On' if HTTP is required for MEAP functions and MEAP applications. To use HTTP for functions other than MEAP (e.g., the Remote UI), set Use HTTP in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen) to 'On'. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide.*)
• If you set Use HTTP in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen) to 'On', the port number for MEAP functions and MEAP applications is automatically set to '8000'.

1 **Press ⊛ (Additional Functions) → [System Settings] → [MEAP Settings] → [Use HTTP].**

2 **Select [On] or [Off].**

Details of each item are shown below.

[On]: An HTTP server is used.

[Off]: An HTTP server is not used.

● **If you select [On]:**

❑ Select [On] or [Off] for <Use SSL> → press [OK].

Use SSL (Secure Sockets Layer)

[On]: SSL is used to communicate.

[Off]: SSL is not used to communicate.

● **If you select [Off]:**

❑ Press [OK].

NOTE

- Before setting <Use SSL> to 'On', it is necessary to set a default key in Network Settings in System Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- The Use HTTP mode is enabled only after you restart the machine (the main power switch is turned to the "⏻" side, and then to the "I" side). For instructions on restarting (turning the main power switch to the "⏻" side and then to the "I" side) the machine, see "Main Power and Control Panel Power," on p. A1-6.
- Any changes made to <Use SSL> are also applied to <Use SSL> in Remote UI in System Settings (from the Additional Functions screen).

Printing Installed Application Information

You can print the MEAP application information, as well as certain system application information.

NOTE

The information is printed as a report.

1 Press ⓘ (Additional Functions) → [System Settings] → [MEAP Settings] → [Print System Information].

2 Press [Yes].

```
***************************
*** System Information ***
***************************


MEAP Specifications : 5,6,7,9,10,11,13
MEAP Contents : 01.01


Application Name : PortalService
Application ID/System Application Name : 0906ebfc-d39e-4149-9cc5-3caa528fcd03
Application Version : 2.0.0
Status : Active
Installed on : Tue Apr 10 15:53:24 GMT+09:00 2007
Vendor : Canon Inc.
License Status : Unnecessary
Maximum Memory Usage : 220
Registered Service : com.canon.meap.service.portalservice.PortalService
```

Items printed for each application are as follows:

- MEAP Specifications: Prints the supported MEAP System Information.
- MEAP Contents: Prints the MEAP Contents version.
- Application Name: Prints the name of the application.
- Application ID/System Application Name: Prints the system application's file name or the Application ID of a standard application.
- Application Version: Prints the application's version number.

- Status: Prints the status of the application.

  - Installed: The application has been installed successfully.

  - Active: The application is running.

  - Stopped: The application is idle.

- Installed on: Prints the date and time the application was installed.
- Vendor: Prints the name of the application vendor.
- License Status: Prints the license status.

  - Installed: An effective license has been installed.

  - Invalid: The license is invalid.

  - Overlimit: The installed license has exceeded its user limit.

  - Unnecessary: You do not need a license to run the application.

- License Expires After: Prints the expiration date of the license. If License Status shows "Unnecessary" as its value, the expiration date is not printed.
- License Upper Limit: Prints the upper license limit for each counter. If License Status shows "Unnecessary" as its value, the upper license limit is not printed.
- Counter Value: Prints the current value for each counter. If License Status shows "Unnecessary" as its value, the current counter value is not printed.
- Maximum Memory Usage: Prints the maximum amount of memory that can be used by each application. The Maximum Memory Usage number is printed in kilobytes (KB).
- Registered Service: Prints the service registered on the MEAP framework from the application. The Registered Service is printed only if there is data that corresponds to it.

📝 NOTE
- The printed items are subject to change, as we are constantly improving our products.
- In the sample printout, an application called "PortalService" is installed on the machine. This application can be installed using the MEAP Administration Software CD-ROM.

Copy Set Numbering Options

You can customize the Copy Set Numbering mode settings for both the Copying and Mail Box functions. For instructions on using the Copy Set Numbering mode, see Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Copy Set Numbering Option Settings].**

2 **Select [On] or [Off] for <Copy Set Num. Op>.**

Details of each item are shown below.

[On]: [Full Surface] and [Numbers in 5 Locations] are grayed out, and cannot be selected on the Orientation and Position Settings screen when you set the Copy Set Numbering mode. The font sizes of the copy set numbers are as follows: [Small]: 10.5 point, [Medium]: 12 point, [Large]: 14 point.

[Off]: [Full Surface] and [Numbers in 5 Locations] can be selected on the Orientation and Position Settings screen when you set the Copy Set Numbering mode. The font sizes of the copy set numbers are as follows: [Small]: 12 point, [Medium]: 24 point, [Large]: 36 point.

● **If you select [On]:**

❑ Select [On] or [Off] for <ID/User Name>, <Date>, and <Characters> → press [Next].
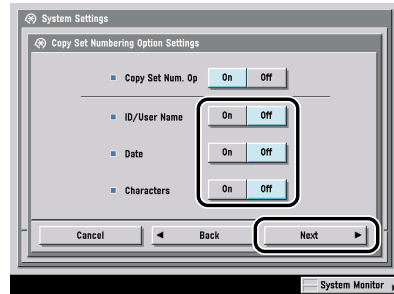
ID/User Name

[On]: The Department ID is printed. If you are using a login service other than Department ID Management, the user name is printed instead.

[Off]: Only the user name is printed.

Date

[On]: The date is printed.

[Off]: The date is not printed.

Characters

[On]: User-defined text is printed.

[Off]: User-defined text is not printed.

❏ If you select [On] for <Date>, select the date format → press [Next].

❏ If you select [On] for <Characters>, press [Enter] → enter the text to print → press [OK] → [Next].

If you have registered characters in Register Characters for Page No./Watermark in Common Settings (from the Additional Functions screen), select the characters from the list.

❏ Select the way you would like to align the selected or entered characters on the page → press [OK].

● **If you select [Off]:**

❏ Press [OK].

Displaying the Remaining Toner Error Message

You can set the machine to display a message indicating that the remaining toner is low. This message is useful because it gives a user plenty of time to check their toner stock, and ensure the availability of replacement toner.

📝 NOTE

For instructions on erasing the Display Remaining Toner Error Message screen, see "Erasing the Remaining Toner Error Message," on p. A4-44.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Display Remaining Toner Error Message].**

2 **Select [On] or [Off] → press [OK].**

Details of each item are shown below.

[On]: Displays a warning message indicating that the remaining toner is low. This message is displayed when the remaining amount of toner is less than 10%. You can clear the message screen by pressing [Done]; however, the message will be displayed every time the machine returns from the Sleep mode, Energy Saver mode, and Low-Power mode, until the toner cartridge is replaced.

[Off]: The warning message indicating that the remaining toner is low is not displayed.

Displaying the Current ID/User Name

If you are using a login service, or if Department ID Management has been enabled, you can display the Department ID or user name which is currently being used to log on to the machine in the Job/Print Status Display Area.

The item displayed for each login service is shown below:

Login Service		Item Displayed
Default Authentication		Department ID
SDL (Simple Device Login)		User Name
SSO (Single Sign-On)	If you logged on to the domain to which the machine belongs:	User Name
	If you logged on to a domain to which the machine does not belong:	User Name@domain
	If you logged on using the Local Device Authentication system:	User Name@local host

1 **Press ⊚ (Additional Functions) → [System Settings] → [Display ID/User Name].**

2 **Select [On] or [Off] → press [OK].**

IMPORTANT
If you set Display ID/User Name to 'On', and you are not using a login service, the Department ID or user name is not displayed.

USB Settings

This mode enables you to specify the USB settings of the machine.

✎ NOTE
Changes are only effective after you restart the machine (the main power switch is turned to the "⏻" side, and then to the "I" side). For instructions on restarting (turning the main power switch to the "⏻" side and then to the "I" side) the machine, see "Main Power and Control Panel Power," on p. A1-6.

Using a USB Device

Set Use USB Device to 'On' to connect a computer to the machine via the USB port.

1 Press ⓐ (Additional Functions) → [System Settings] → [USB Settings] → [Use USB Device].

2 Select [On] or [Off] → press [OK].

Using a USB Host

Set Use USB Host to 'On' to connect a host device to the machine via the USB port.

1 Press ⓐ (Additional Functions) → [System Settings] → [USB Settings] → [Use USB Host].

2 Select [On] or [Off] → press [OK].

Specifying Device Information Delivery Settings

Registering device information in your machine enables you to set the machine to deliver the same device information to other imagePRESS C7000VP machines that are connected to the same network. This enables you to easily manage multiple imagePRESS C7000VP machines at the same time.

Your machine is capable of both sending and receiving device information, which can be delivered manually and automatically.

Host

The host machine delivers device information to client machines on the same network.

Client

Client

Client
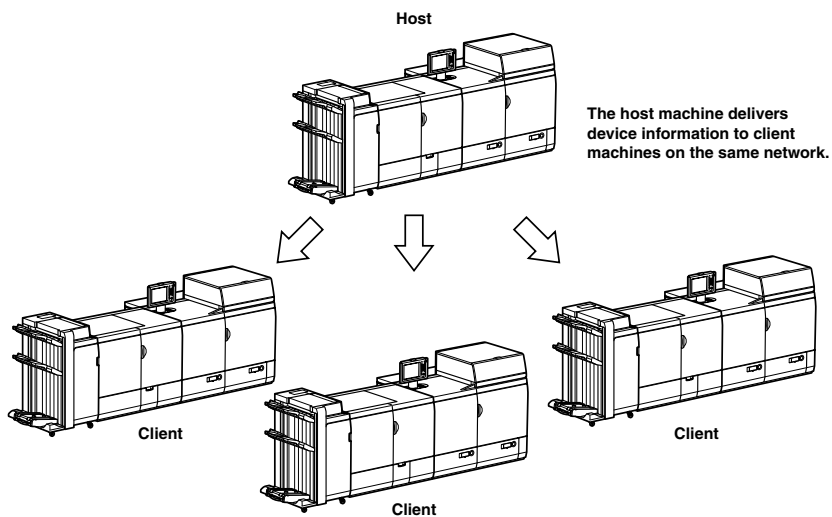
The following device information can be delivered:

Delivered Information	Contents	Notes
Address Book	The Address Book, forwarding settings, and favorites buttons	• All of the currently stored destinations are deleted, and then the destinations that are delivered are registered. • The contents of the Address Book can only be delivered if the optional Color Universal Send Kit is activated.
Department ID	System Manager and Department ID Management settings	• Only Department IDs existing in the client machines are deleted. • If an identical Department ID exists in the client machine, its password and set counter limits are overwritten. Counter values, however, are not overwritten. • If a Department ID exists in the host machine, but not in the client machine, the Department ID, password, and set counter limits from the host machine are added to the client machine. Counter values are also added and reset. • If the optional Card Reader-C1 is attached to the host machine and is not attached to the client machine, or vice versa, only System Manager Settings are delivered.
Printer Settings	Printer Settings	• Some Printer Settings settings are not delivered. For more information, see the *PS/PCL/UFR II Printer Guide*.

Delivered Information	Contents	Notes
Paper Information	Import/export settings of the Paper Type Management Settings	• Irregular paper types registered in the machine are delivered. When exporting, irregular paper type information is duplicated and delivered. When importing, registered irregular paper types are overwritten by imported paper type information.
Additional Functions Settings Value	Settings made from the Additional Functions screen (excluding the above settings)	• Some Additional Functions settings are not delivered. For more information, see "Additional Functions Settings Table," on p. A4-5. • Information for inboxes set with a password is not delivered. Information for inboxes set with a password in the client machine is not overwritten. • If you do not deliver Additional Functions settings and the Address Book at the same time, the settings in URL Send Settings in Mail Box Settings (from the Additional Functions screen) may be erased.

⚠ CAUTION
Preparing for delivery and updating the information after it is received may take several minutes. Do not turn the main power OFF until these operations are complete. Doing so may result in loss of data or damage to the data.

🖐 IMPORTANT
• Device information can be shared between machines of the same model, and which have the Device Information Delivery Settings mode. However, some information may not be delivered correctly, depending on the optional equipment that is attached to the machines.
• If [Restrictions for Receiving Device Info.] under <Receiving Settings> is set to 'Off' in System Settings (from the Additional Functions screen), device information can be delivered from different machine models; however, some information may not be delivered correctly. (See "Restricting the Reception of Device Information," on p. A6-42.)
• Device information cannot be delivered if the System Manager ID and System Password registered in the client machine differs from the System Manager ID and System Password registered in the host machine.
• Printer Settings can only be delivered if the optional Color UFR II/PCL/PS Printer Kit has been activated on both the client and host machine.

✎ NOTE
Unique machine information, such as the IP address, is not delivered.

Registering/Deleting/Printing Delivery Destinations

You can register, confirm, and delete delivery destinations.

✎ NOTE

The maximum number of destinations you can register is 100.

Registering Delivery Destinations

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.

2 Register a destination.

● **To manually register a destination:**

❑ Press [Register].
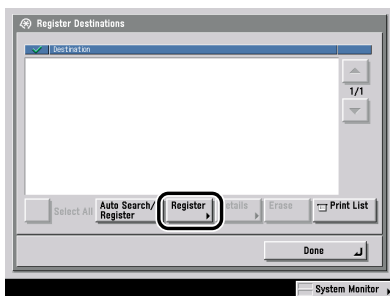
❑ Enter the IP address of the destination or FQDN (Fully Qualified Domain Name) (e.g., starfish.organization.company.com) → press [OK].

✎ NOTE
• For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.
• If any of the following is true for the destination machine, the message <Could not obtain device information details. Do you want to register it as a destination?> is displayed. If you press [Yes], <Deliverable Settings> on the Details screen will be blank.
- The main power is turned OFF
- The destination machine is not connected to the network
- A default key in Network Settings in System Settings (from the Additional Functions screen) is not set
- Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

● **To automatically search for destinations:**

❑ Press [Auto Search/Register].

❑ Press [-] or [+] to set the search depth (how many routers to search) → press [Auto Search Start].

✎ NOTE
• Since searching uses SLP (Service Location Protocol), machines behind a router will not be detected if the router is set to restrict passing with the SLP protocol.
• If any of the following is true for the destination machine, you cannot search for destinations:
- The main power is turned OFF
- The destination machine is not connected to the network
- A default key in Network Settings in System Settings (from the Additional Functions screen) is not set
- Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

❑ Select the destination → press [OK].
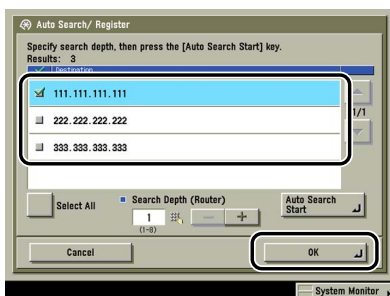
To select all of the destinations, press [Select All]. However, if a destination is already selected, this key changes to [Clear Selection].

✎ NOTE
- You can cancel a selection by selecting the destination again.
- To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

3 **Press [Done].**

Confirming Delivery Destination Settings

1 Press ⊛ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.

2 Select the destination whose settings you want to confirm → press [Details].
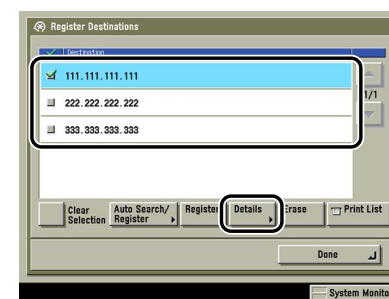
To select all of the destinations, press [Select All]. However, if a destination is already selected, this key changes to [Clear Selection].

✎ NOTE
- You can cancel a selection by selecting the destination again.
- To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

3 Confirm the settings → press [OK].

If you have changed the destination machine's settings in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings, press [Get Information] to update the destination machine's information.

📝 NOTE

If any of the following is true for the destination machine whose settings you want to confirm, <Deliverable Settings> on the Details screen will be blank.

- The main power is turned OFF

- The destination machine is not connected to the network

- Every function in Receive Restriction for Each Function under <Receiving Settings> in Device Information Delivery Settings is set to 'On'

4 **Press [Done].**

Deleting a Delivery Destination

1 **Press ◎ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2 **Select the destination that you want to erase → press [Erase].**
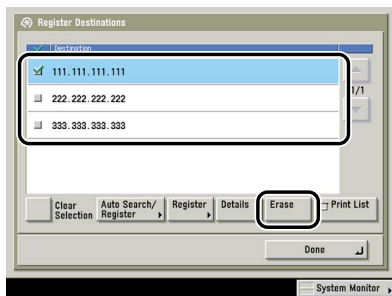
To select all of the destinations, press [Select All]. However, if a destination is already selected, this key changes to [Clear Selection].

📝 NOTE

• You can cancel a selection by selecting the destination again.

• To cancel all destinations, press [Clear Selection]. ([Clear Selection] changes to [Select All].)

3 **Press [Yes].**

4 **Press [Done].**

Printing the Delivery Destinations List

📝 NOTE

For details on the device information delivery destination list, see "Device Information Delivery Destination List," on p. A9-4.

1 **Press ◎ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Register Destinations] under <Transmitting Settings>.**

2 **Press [Print List].**
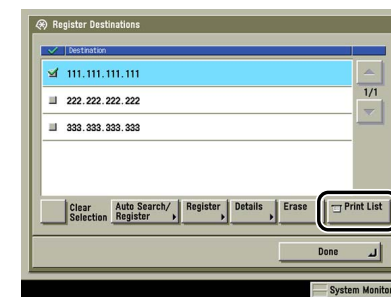
✎ NOTE

The Device Information Delivery Destination list can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color) paper is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. A4-23.)

3 Press [Yes].

4 Press [Done].

Setting Automatic Delivery

You can set to automatically deliver device information at a specified time. You can also select which information to deliver.

✋ IMPORTANT

• When delivering device information, the following machines will not update their information:

- Machines which are processing a send job

- Machines importing or exporting data via the Remote UI

- Machines which are executing functions from the Additional Functions screen

- Machines which are having their address books accessed, or are sending a print job will not update their address books.

- Machines which are performing a print job will not update their Printer Settings.

• Machines which could not receive device information because of a power failure or network trouble, will not receive updated information until the first automatic update after the machine recovers.

✎ NOTE

Device information is not delivered if the machine goes into the Shutdown mode, even if an automatic delivery time is set.

1 Press ⌾ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Auto Delivery Settings] under <Transmitting Settings>.

2 Select [Everyday], [Select Days], or [Off].

● **If you select [Everyday]:**

❑ Select a number ([1] to [5]) → enter the start time using ⊚ - ⑨ (numeric keys) → press [Next].
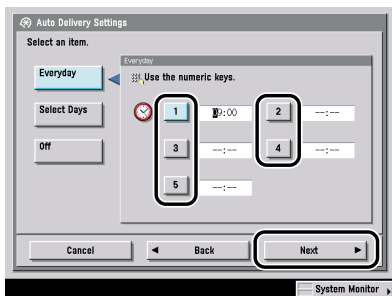
You can store up to five different start times.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m. → 0705
11:18 p.m. → 2318

✎ NOTE
If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.

● **If you select [Select Days]:**

❑ Select a day of the week ([Sun] to [Sat]) → select a number ([1] to [5]).

❑ Enter the start time using ⊚ - ⑨ (numeric keys) → press [Next].
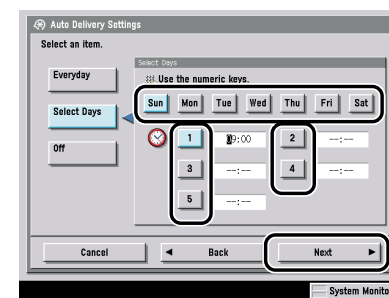
You can store up to five different start times for each day of the week.

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m. → 0705
11:18 p.m. → 2318

✎ NOTE
If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.

● **If you select [Off]:**

❑ Press [OK].

If you select [Off], device information will not be delivered automatically at a specified time.

❑ Proceed to step 5.

3 **Select which device information you want to deliver → press [Next].**
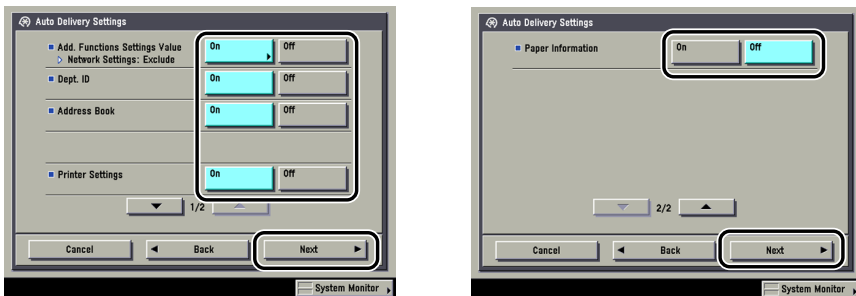
Details of each item are shown below.

[On]: The machine will deliver the selected device information.

[Off]: The machine will not deliver the selected device information.

● **If you select [On] for <Add. Function Settings Value>:**

❑ Select [Include] or [Exclude] under <Network Settings> → press [Done].

Network Settings

[Include]: The machine will deliver the network settings.

[Exclude]: The machine will not deliver the network settings.

🖉 NOTE
If the optional imagePRESS Server is attached, <Network Settings> is always set to 'Exclude'.

To select all of the destinations, press [Select All]. However, if a destination is already selected, this key changes to [Clear Selection].

4 **Select the destinations → press [OK].**

5 **Press [Done].**

Setting Manual Delivery

You can set to manually deliver device information.

⚠ IMPORTANT
When delivering device information, the following machines will not update their information:
- Machines which are processing a send job
- Machines importing or exporting data via the Remote UI
- Machines which are executing functions from the Additional Functions screen
- Machines which are having their address books accessed
- Machines which are having their address books accessed, or are sending a print job will not update their address books.
- Machines which are performing a print job will not update their Printer Settings.

1 **Press ⓐ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Manual Delivery] under <Transmitting Settings>.**

2 **Select which device information you want to deliver → press [Next].**
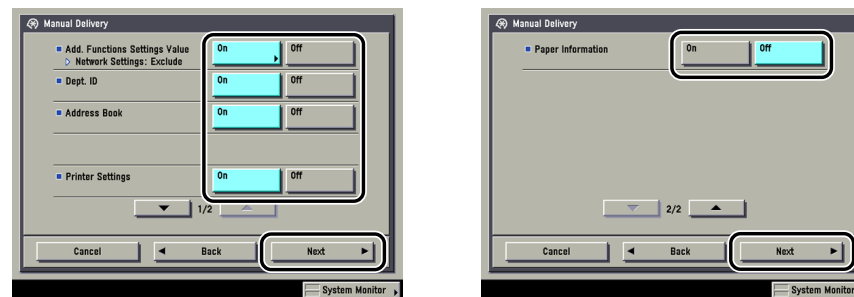
Details of each item are shown below.

[On]: The machine delivers the selected device information.

[Off]: The machine does not deliver the selected device information.

● **If you select [On] for <Add. Function Settings Value>:**

❑ Select [Include] or [Exclude] under <Network Settings> →
press [Done].
Network Settings

[Include]: The machine will deliver the network settings.

[Exclude]: The machine will not deliver the network settings.

📝 NOTE

If the optional imagePRESS Server is attached, <Network Settings> is
always set to 'Exclude'.

3 Select the destinations → press [Manual delivery Start].

If you do not want to deliver the device information, press [Cancel].

To select all of the destinations, press [Select All]. However, if a
destination is already selected, this key changes to [Clear Selection].

📝 NOTE

Even if you press [Cancel] on the delivery in progress screen, delivery will
not be canceled for machines to which information has already been
delivered. Delivery to the next selected machine will be canceled.

**4 When delivery is complete, confirm the delivery results
displayed in the <Status> column on the Manual Delivery
screen → press [OK].**

5 Press [Done].

Restricting the Reception of Device Information

You can set whether to receive delivered device information from other
model machines, besides the imagePRESS C7000VP, which have the
Device Information Delivery Settings mode.

**1 Press ⊚ (Additional Functions) → [System Settings] →
[Device Information Delivery Settings] → [Restrictions for
Receiving Device Info.] under <Receiving Settings>.**

2 Select [On] or [Off] → press [OK].

Details of each item are shown below.

[On]: Device information can only be delivered from other imagePRESS
C7000VP machines with the Device Information Delivery Settings
mode.

[Off]: Device information can be delivered from different machine models.

3 Press [Done].

Restoring Device Information

You can restore device information to what it was before it was updated. This is useful when you have accidentally updated the device information.

🖉 NOTE
You can return device information only to what it was at the time of the very last update.

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Restore Data] under <Receiving Settings>.

2 Select the information to restore → press [Start].
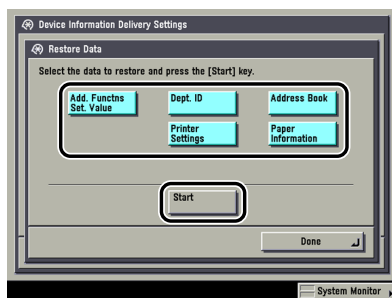
⊜ IMPORTANT
If you do not restore the Additional Functions settings and the Address Book at the same time, the URL Send Settings in Mail Box Settings (from the Additional Functions screen) may be erased.

3 Press [Yes].

4 Press [Done].

Restricting the Type of Information That Is Updated

You can restrict the type of device information that is received and updated.

⊜ IMPORTANT
While receiving and updating device information, the screen indicating that the settings are being updated is displayed. Operations on this machine cannot be performed until the update completes.
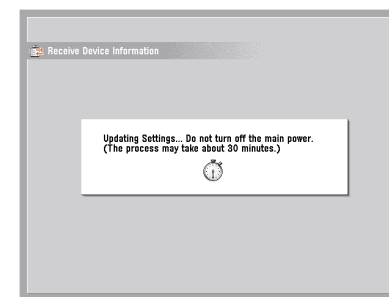
1 Press ⊚ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Receive Restriction for Each Function] under <Receiving Settings>.

2 **Select [On] or [Off] next to the functions you want to restrict → press [Done].**
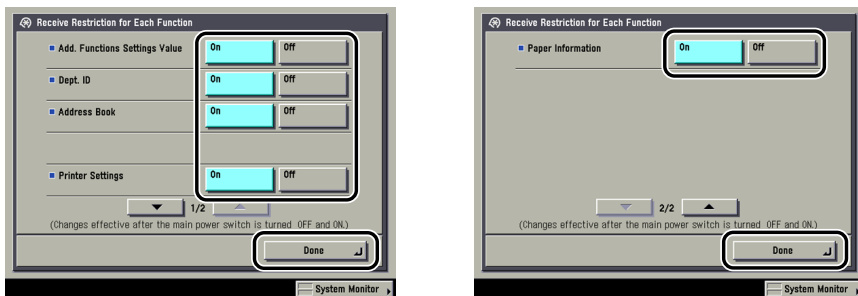
Details of each item are shown below.

[On]: The machine is restricted, and does not update the selected device information.

[Off]: The machine is not restricted, and updates the device information.

✎ NOTE
- Before setting <Add. Functions Settings Value>, <Dept. ID>, <Address Book>, or <Print Settings> to 'Off', it is necessary to set a default key in Network Settings (from the Additional Functions screen). (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- Changes are only effective after you restart the machine (the main power switch is turned to the "⏻" side, and then to the "I" side). For instructions on restarting (turning the main power switch to the "⏻" side and then to the "I" side) the machine, see "Main Power and Control Panel Power," on p. A1-6.

3 **Press [Done].**

Registering Delivered Paper Information

You can set to register all received paper information, or only basic paper information.

Basic paper information includes the paper name, basis weight, finish, type, color, and creep (displacement) correction adjustment.

🖐 IMPORTANT
If the received paper information includes a value outside the setting range, the paper type may not be registered.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Paper Information Settings] under <Receiving Settings>.**

2 **Select [All] or [Standard Only] for the data to import → press [OK].**

Details of each item are shown below.

[All]: Registers all of the received paper information.

[Standard Only]: Registers only basic paper information of each paper type.

3 **Press [Done].**

Checking/Printing the Communication Log

You can check and print the following information in the Communication log: The start time, destination address, delivery result, end time, data content, and end code.

Checking the Communication Log

1 **Press ⊚ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Communication Log].**

2 **Check the communication logs → press [Done].**

✎ NOTE
To view the detailed information of a Communication log, select the log → press [Details].

3 **Press [Done].**

Printing the Communication Log

✎ NOTE
For details on the Device Information Communication Log, see "Device Information Communication Log Report," on p. A9-5.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Device Information Delivery Settings] → [Communication Log].**

2 **Print the log.**

● **If you want to print the log manually:**

❏ Press [Print List] → [Yes].

● **If you want to print the log automatically at a specified time:**

❏ Press [Report Settings].

❏ Press [On] for <Auto Print>.

Auto Print

[On]: The Device Information Communication Log is automatically printed when the number of send and receive transactions reaches 100.

[Off]: The Device Information Communication Log is not printed automatically.

❏ Press [On] for <Daily Activity Report Time>.

Daily Activity Report Time

[On]: The Device Information Communication Log will be printed at the specified time everyday.

[Off]: The Device Information Communication Log will not be printed at the specified time.

❏ Enter the time to print the report using ⊚ - ⊚ (numeric keys).

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples: 7:05 a.m.   →   0705
           11:18 p.m.   →   2318

⬦ NOTE
- If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number.
- If the number of send and receive transactions exceeds 100 before the specified Auto Print time is reached, a Device Information Communication Log of the most recent 100 transactions is printed.

❑ Press [Separate Report Type] if you want to print the delivery and receive communication logs separately → press [OK].

⬦ NOTE
The Device Information Communication Log can be printed only if 11" x 17", LGL, LTR, or LTRR (plain, recycled, or color) paper is loaded in a paper source that is set to 'On' when you press [Other] to select a paper source in Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen). (See "Auto Paper Selection/Auto Drawer Switching," on p. A4-23.)

3 Press [Done].

Initializing All Data/Settings

This mode enables you to erase the following data that is stored in the machine. It is not normally necessary to use this mode, but it is useful to erase personal or confidential information when returning or disposing of the machine.

- Data stored in inboxes
- Address data stored in the Address Book
- Scan settings registered for the Send function
- Mode Memory settings registered for the Copy or Mail Box function
- MEAP applications and license files
- Data saved from MEAP applications
- The password for the MEAP SMS (Service Management Service) login service (If you changed the password, it returns to the default password.)
- User authentication information registered in SDL (Simple Device Login)
- User authentication information registered in the Local Device Authentication system of SSO (Single Sign-On)
- Unsent documents (reserved documents and documents set with the Delayed Send mode)
- Job history
- Additional Functions settings
- Image forms registered for the Form Composition mode
- Registered forwarding settings
- Key Pair and Server Certificate settings registered in Certificate Settings in TCP/IP Settings in Network Settings in System Settings (from the Additional Functions screen)

⚠ CAUTION
- Before initiating the Initialize All Data/Settings mode, make sure that the data you are erasing is completely unnecessary. Note that Canon will not be liable for any damages resulting from the loss of data.

- If the optional Card Reader-C1 is attached to the machine and does not operate properly after initializing the data, contact your local authorized Canon dealer.

IMPORTANT
- To prevent other users from accidentally erasing all of the data on the hard disk, it is recommended to register a System Manager ID and System Password so that only the System Manager can perform this procedure.
- Confirm that there are no current jobs being processed before using the Initialize All Data/Settings mode.
- Make sure to back up necessary data before you erase the data. For more information on the data that can be backed up, see "4 Installation Location and Handling," in *Safety Instructions*.
- You cannot access the machine while the hard disk is being initialized.
- The Initialize All Data/Settings mode does not delete any data the machine has stored on a server or computer.

1 Press ⊕ (Additional Functions) → [System Settings] → [Initialize All Data/Settings].

2 Press [Yes].

It may take more than one hour to initialize the hard disk.

IMPORTANT
If there are any current jobs being processed, they will be canceled, and then erased.

3 After the hard disk is initialized, press the main power switch to the "⏻" side.

Setting the Display Method When Entering a Password

You can set whether to display asterisks when entering confidential information, such as a password.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Use Asterisks to Enter Access No./Passwords].**

2 **Select [On] or [Off].**

Details of each item are shown below.

[On]: Confidential information will be displayed as asterisks.

[Off]: Confidential information will be displayed directly on the screen.

3 **Press [Done].**

Forced Secure Watermark Mode

The Forced Secure Watermark mode enables you to set the machine to always print the specified hidden watermark on prints and copies. For more information on the Secure Watermark mode, see Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide*.

📝 NOTE
The Forced Secure Watermark Mode can be set only if the optional Secure Watermark is activated.

1 Press ⊚ (Additional Functions) → [System Settings] → [Forced Secure Watermark Mode].

2 Press [Set] for the desired function.

3 Select the type of secure watermark to embed (Watermark, Date, Copy Set Numbering, Serial Number, or ID/User Name).

👆 IMPORTANT
You can only select one type of secure watermark. If you select one type of watermark, the previously set type is canceled.

● **If you select [Watermark]:**

❑ Select a preset watermark → press [Next].
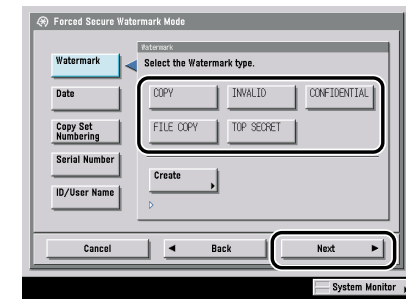
● **If you select [Watermark] → [Create]:**

❑ Press [Enter] → enter the desired text → press [OK] → [OK] → [Next].

If you have registered characters in Register Characters for Page No./Watermark in Common Settings (from the Additional Functions screen), you can select the characters from the list.

If you want to register your newly created watermark, press [Register] → [Register] → enter the text to be registered → press [OK] → [Done] → [OK].

📝 NOTE
For instructions on entering characters, see "Entering Characters from the Touch Panel Display," on p. A2-19.

● **If you select [Date]:**

❑ Select the date format ➜ press [Next].

● **If you select [Copy Set Numbering]:**

❑ Enter the starting number using ◎ - ⑨ (numeric keys) ➜ press [Next].

● **If you select [Serial Number]:**
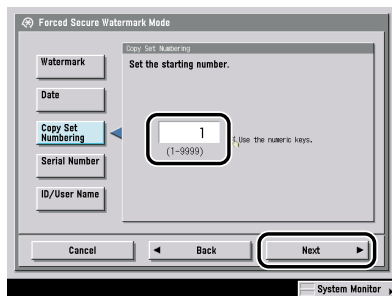
❑ Press [Next].

NOTE

The serial number that is displayed in the Job/Print Status Display Area when you press ◎ (Counter Check) on the control panel is printed.

● **If you select [ID/User Name]:**

❑ Press [Next].

NOTE

• The Department ID or User Name of the user printing the document is printed.
• The watermark "COPY" is printed if a login service is not set.

4 **Select the background pattern → select the size, orientation, and color of the text → press [OK].**
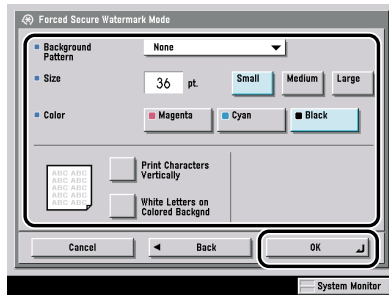
To print a pattern on the background of the copy, select the background pattern from the Background Pattern drop-down list.

You can select [Small] (36 pt.), [Medium] (54 pt.), or [Large] (72 pt.) for the size of the text.

To print the characters vertically across the page, press [Print Characters Vertically].

To use white letters on a colored background, press [White Letters on Colored Backgnd].

5 **Press [OK].**

Specifying Encrypted Secure Print Settings

You can specify encrypted secure print settings.

✐ NOTE

The Encrypted Print Settings mode can be set only if the optional Encrypted Secure Print Software is activated.

Setting to Only Receive Encrypted Secure Print Jobs

You can set the machine to only receive encrypted secure print jobs from computers.

1 **Press ◉ (Additional Functions) → [System Settings] → [Encrypted Print Settings] → [Only Allow Encrypted Print Jobs].**

2 **Select [On] or [Off] → press [OK].**

[On]: The machine only receives encrypted print jobs.

[Off]: The machine receives all print jobs.

Device Management Settings

This section describes the functions for adjusting the gradation, toner density, color, image quality, etc.

🖐 IMPORTANT
[Color Balance], [Exposure Recalibration when Scanning], [Density Adjustment Mode], [Refresh the Fixing Roller], [Fixing Roller Auto Refresh Level], [Color Cast Correction], [Tail End Color Fading/Graininess Correction], [White Gap Correction], [Fixing Temperature Mode Switch], [Low Temperature Environment Mode], and [Uneven Gloss Correction] are displayed only when these settings are made available by your local authorized Canon dealer. Even if they are displayed, do not allow anyone to change these settings except for the system manager. For more information on changing these the settings, contact your local authorized Canon dealer.
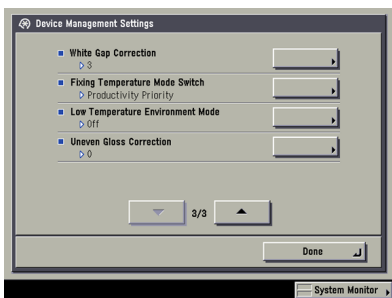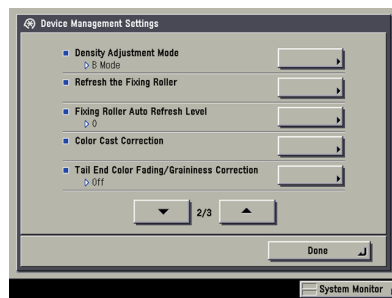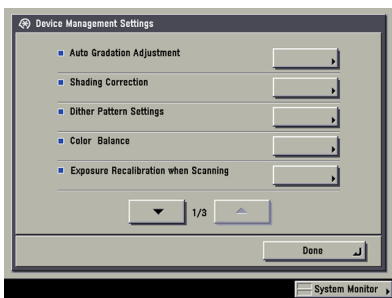
Auto Gradation Adjustment

You can recalibrate the machine when you notice irregularities in the color of the copies or prints, such as when copies or prints turn out to be different from the original in gradation, density, or color.

There are two types of gradation adjustment methods:

■ **Quick Adjustment**

This is a quick and simple adjustment that is made to the gradation, density, and color settings of the machine. Recalibrations are made internally without outputting any test prints.

■ **Full Adjustment**

This is a precise recalibration that is made to the gradation, density, and color settings of the machine. The procedure involves making test prints and placing them on the platen glass for scanning. Once this is complete, the machine automatically corrects the irregularities.

🖐 IMPORTANT
It is recommended that you select [Full Adjust] as the Auto Gradation Adjustment mode. Select [Quick Adjust] for a quick, but less complete adjustment between regular full adjustment recalibrations.

Quick Adjustment

1 **Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Auto Gradation Adjustment].**

2 **Press [Quick Adjust].**

3 **Press [Start].**

Full Adjustment

The following two types of full gradation adjustments can be made:

■ **Scanner + Printer**

This gradation adjustment is performed by outputting a test print and scanning it repeatedly (three times). Although user operation is required for scanning the test print, this adjustment takes a relatively short time to complete, and only three sheets of paper are consumed.

■ **Printer Only**

This gradation adjustment automatically scans a test print 10 times. User operation is not required; however, it takes a longer time to complete, and five sheets of paper are consumed.

This section describes the procedure when [Scanner + Printer] is selected.

📌 IMPORTANT
- [Scanner + Printer] appears only if you use the optional Color Image Reader-H1 is attached to the machine.
- This machine adjusts the toner and print speed according to the paper type. To make effective adjustments, select the correct paper type.
- Make sure that you place the test prints properly. Accurate recalibrations of the gradation, density, and color settings of the machine cannot be made if the test prints are not scanned correctly.
- It is recommended that you use Hammermill Color Copy Paper (28 lb bond) (International Paper Company) for the test prints. Calibrations are made based on the output test prints. If the paper used for a test print is not one that is specified for test printing, tone adjustments may not be performed correctly.
- When performing a full adjustment, three test prints ([Scanner + Printer] is selected) and five test prints ([Printer Only] is selected) are output. Make sure that 11" x 17" or A3 paper is loaded into the machine before starting this procedure.

✎ NOTE
Test prints are not counted as part of the copy or print total page counts.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Auto Gradation Adjustment].**

2 **Press [Auto Gradation Adjust Method].**
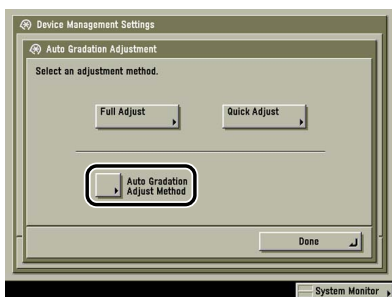
IMPORTANT

[Auto Gradation Adjust Method] appears only if the optional Color Image Reader-H1 is attached to the machine. If the Color Image Reader-H1 is not attached to the machine, proceed to step 4.

3 **Select [Scanner + Printer] or [Printer Only] → press [OK].**
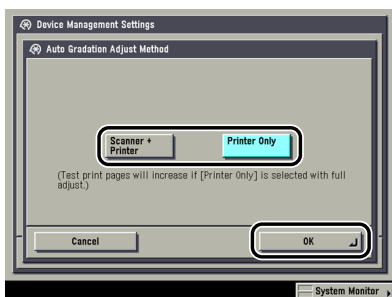
4 **Press [Full Adjust] → select the paper for the test print → press [OK].**
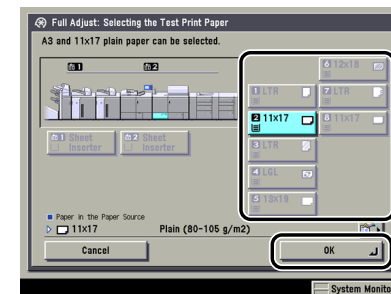
Detailed information for the selected paper is displayed when you press 🗒 above [OK].

NOTE

If [Printer Only] was selected in step 3, placing the output test print onto the scanner is not required. If you press [Start], test prints and recalibrations are made automatically.

5 **Press [Test Print 1].**

If the appropriate paper for the test print is not loaded in a paper source, a message asking you to load the appropriate paper appears. Load the appropriate paper in a paper source.
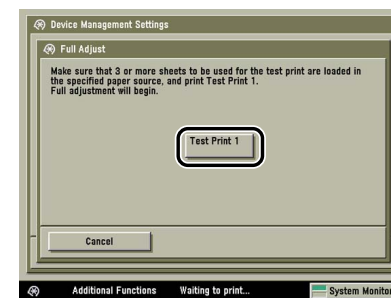
6 Place test print 1 on the platen glass.

Place the test print face down on the platen glass with the black and magenta side along the bottom left front edge of the platen glass.

IMPORTANT
If the optional Feeder (DADF-R1) is attached, place the test print face down, and stack approximately 20 sheets of blank paper on top of it for a more precise gradation adjustment.

7 Press [Start Scan].
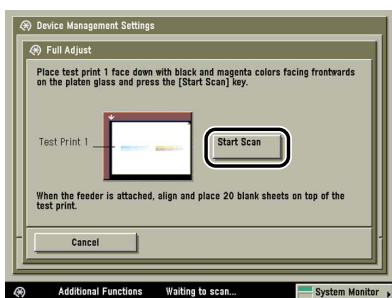
8 Remove test print 1 from the platen glass → press [Test Print 2].

9 Place test print 2 on the platen glass.

Place the test print face down on the platen glass with the black bands along the top left back edge of the platen glass.

IMPORTANT
If the optional Feeder (DADF-R1) is attached, place the test print face down, and stack approximately 20 sheets of blank paper on top of it for a more precise gradation adjustment.

10 Press [Start Scan].
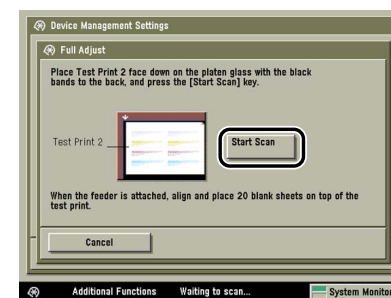
11 Remove test print 2 from the platen glass → press [Test Print 3].

12 Place test print 3 on the platen glass.

Place the test print face down on the platen glass with the black bands along the top left back edge of the platen glass.

IMPORTANT

If the optional Feeder (DADF-R1) is attached, place the test print face down, and stack approximately 20 sheets of blank paper on top of it for a more precise gradation adjustment.

13 Press [Start Scan].
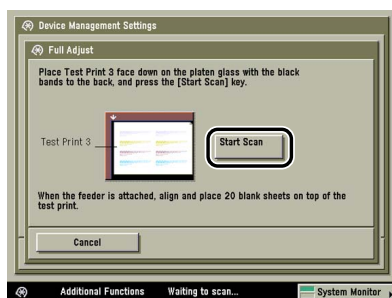
14 Remove test print 3 from the platen glass.

Shading Correction

This mode enables you to correct the slightly uneven densities that occur in the halftone density area of a printed image.

The following three types of shading corrections can be made:

■ Densitometer Correction

This mode enables you to gauge the test print using a densitometer. After gauging the color patterns on the test print, enter the displayed values for density adjustment.

■ Visual Correction

This mode enables you to perform a density adjustment by viewing the result of the test print and correct density unevenness manually. Select this mode to correct the density if the densitometer correction is unsatisfactory. Note that sufficient experience in detecting slightly uneven densities is required to manually adjust the density.

■ Print Server Correction

This mode enables you to adjust the density using the data received from the print server.

NOTE

[Print Server Correction] is displayed only if the optional imagePRESS Server is installed.

Densitometer Correction

1 Press (Additional Functions) → [System Settings] → [Device Management Settings] → [Shading Correction].

2 **Press [Densitometer Correction].**

3 **Press [Test Print].**

IMPORTANT

Only 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", A3, LTR, or A4 plain paper can be used for test prints. Make sure that a sufficient supply of these paper sizes is loaded in a paper source before starting this procedure.

4 **Gauge the mark on the test print using the densitometer.**

5 **Press [Fine Adjust] under the color you want to adjust.**
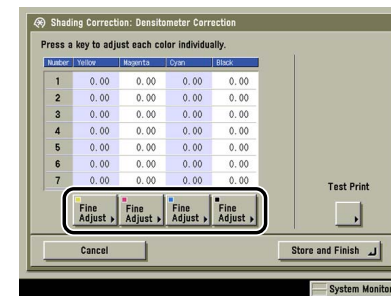
6 **Select the number → press [+] or [-] to enter the gauged density value from the test print → press [OK].**
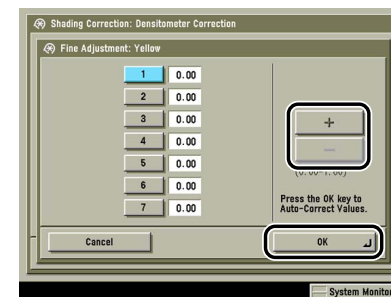
NOTE

The color patterns on the test print are laid out in numeric order (1 to 7) when the cyan patterns are on top.

7 **Press [Store and Finish].**

NOTE

If [Test Print] is pressed before pressing [Store and Finish], a test print with color patterns after adjustment is output.

Visual Correction

1 Press ◎ (Additional Functions) → [System Settings] → [Device Management Settings] → [Shading Correction].

2 Press [Visual Correction].
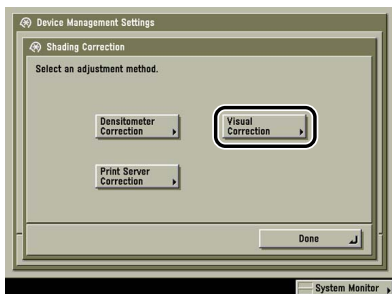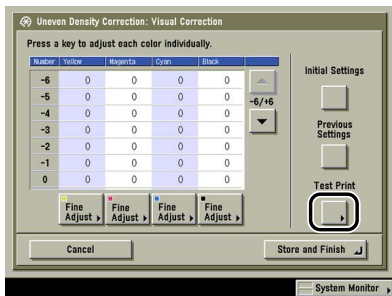
3 Press [Test Print].

4 Press [Test Print].
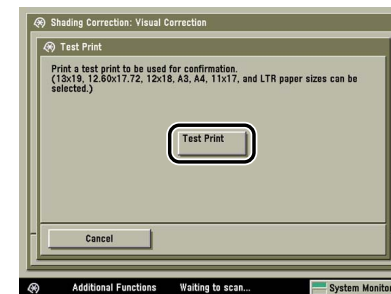
The test print is output.

> **IMPORTANT**
> Only 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", A3, LTR, or A4 plain paper can be used for test prints. Make sure that a sufficient supply of these paper sizes is loaded in a paper source before starting this procedure.

5 View the test print → press [Fine Adjust] under the color you want to adjust.
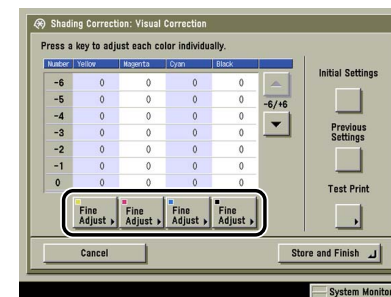
6 **Select the number to adjust → press [+] to make the density heavier, or press [-] to make the density lighter → press [OK].**
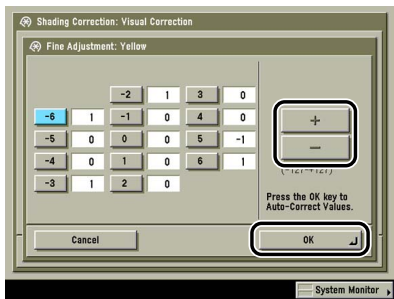
✎ NOTE

The color patterns on the test print are laid out in numeric order (-6 to 6) when the cyan patterns are on top of the test print. The patterns under -6 and 6 may not be shown, depending on the paper width. In this case, the numbers will be from -5 to 5.

7 **Press [Store and Finish].**
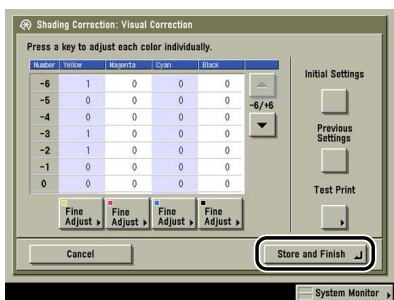
The Shading Correction screen appears. Repeat steps 2 to 7 until the shading is improved.

✎ NOTE

If [Test Print] is pressed before pressing [Store and Finish], a test print with color patterns after adjustment is output.

Print Server Correction

✎ NOTE

Operations on the print server side are required. For more information, see the instruction manual for the imagePRESS Server.

1 **Press ⊛ (Additional Functions) → [System Settings] → [Device Management Settings] → [Shading Correction].**

2 **Press [Print Server Correction].**

3 **Press [Test Print].**
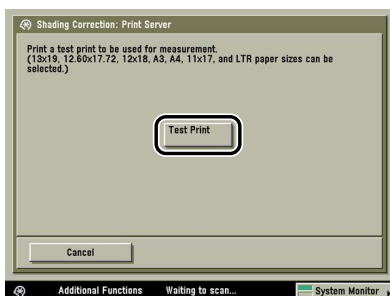
The test print is output.

✋ IMPORTANT
Only 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", A3, LTR, or A4 plain paper can be used for test prints. Make sure that a sufficient supply of these paper sizes is loaded in a paper source before starting this procedure.

4 **The printer server forwards the adjustment values. Please wait until the transmission is complete.**

5 **Press [Store and Finish].**

📝 NOTE
To return or restore the adjustment values, press [Shading Correction] → [Visual Correction] → [Initial Settings] or [Previous Settings] → [Store and Finish].

Dither Pattern Settings

This mode enables you to select the dither pattern. Dithering is a technique used to create the illusion of color depth in images by a diffusion of colored dots. Dither pattern is the data used for arranging colored dots. By changing the dither pattern, you can change the color expression of a printed image.

A dither pattern can be selected for each of the following:

■ **Gradation (For Printer)**

Select the dither pattern for the gradation of halftones when printing.

■ **Resolution (For Printer)**

Select the dither pattern for the resolution of halftones when printing.

■ **Reproduce Scan Image**

Select the dither pattern for copying and printing scanned documents that are stored in an inbox.

1 **Press ⓐ (Additional Functions) → [System Settings] → [Device Management Settings] → [Dither Pattern Settings].**

2 **Select the dither pattern from the Gradations (For Printer), Resolution (For Printer), and Reproduce Scan Image drop down lists.**
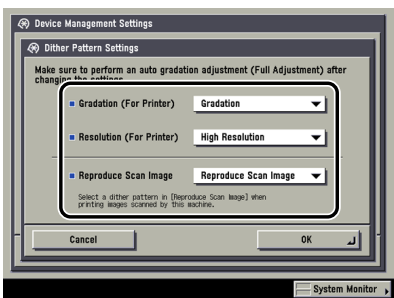
Details of each item are shown below.

[Newspaper]:   This pattern is best suited for reproducing newspaper gradation expressions.

[Gradation]:   This is the default dither pattern for the gradation of halftones when printing. This pattern is best suited for reproducing images in which the gradation expression should be emphasized, such as in photographic images.

[High Gradation]:   This pattern is used to achieve a more stabilized expression than [Gradation].

[Color Tones]:   This pattern is best suited for reproducing diffused color dots while emphasizing the gradation.

[High Resolution]:   This is the default dither pattern for the resolution of halftones when printing. This pattern is best suited for reproducing images that contain text and fine lines.

[Reproduce Scan Image]:   This is the default dither pattern for copying and printing scanned documents stored in an inbox.

3 **Press [OK].**

4 **Perform an automatic gradation adjustment (full adjustment) after setting the dither pattern. (See "Full Adjustment," on p. A6-54.)**

IMPORTANT
Make sure to perform an auto gradation adjustment after setting the dither pattern as the color balance may become unstable.

Color Balance

You can adjust the color balance and make fine adjustments to the default density of yellow, magenta, cyan, and black.
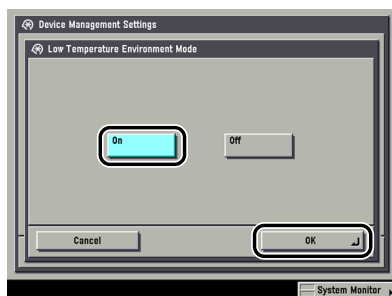
✋ IMPORTANT

[Color Balance] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Color Balance] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 Press ◎ (Additional Functions) → [System Settings] → [Device Management Settings] → [Color Balance].

2 Press [-] or [+] to adjust the strength of each color.
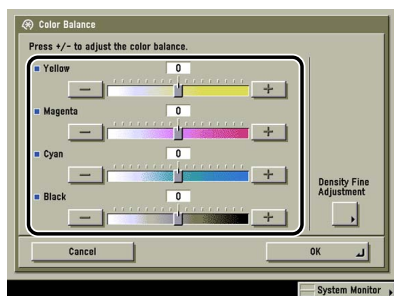
3 Press [Density Fine Adjustment].

4 Select the color to adjust → press [-] or [+] to adjust the density level for the density area.
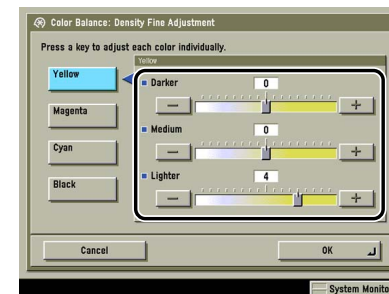
5 Press [OK].

Exposure Recalibration When Scanning

This mode enables you to adjust the density level on the left and right edges of the paper. When scanning originals with the attached optional Feeder (DADF-R1), density unevenness may occur due to paper curl. This may be improved by adjusting the density level on the left and right edges of the paper.

IMPORTANT
[Exposure Recalibration when Scanning] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Exposure Recalibration when Scanning] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Exposure Recalibration when Scanning].

2 Press [-] or [+] under <Left Edge> or <Right Edge> to set the exposure recalibration.
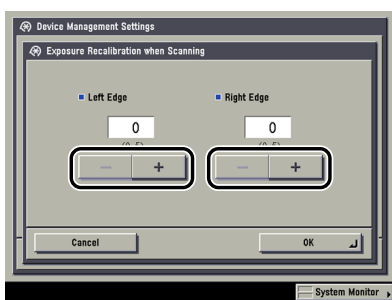
Details of each item are shown below.

0:     This is the default value. Exposure recalibration is not made when scanning originals.

1 to 5: Exposure recalibrations are made when scanning originals. Increase the value to increase the exposure recalibration level.

NOTE
You can set the value for <Left Edge> and <Right Edge> separately. For example, if you want to perform a full-scale recalibration for the left edge, but only a slight calibration for the right edge, set '5' for <Left Edge> and '1' for <Right Edge>.

3 Press [OK].

Density Adjustment Mode

This mode enables you to change the method that controls the amount of toner used.

■ A Mode

This is the default setting. The amount of toner is restricted in this mode, and settings made for color adjustments, such as Color Balance, may not be reflected to prevent the toner on the paper from scattering and image blurring on high-density areas.

■ B Mode

This mode removes all toner restrictions. Settings made for color adjustments, such as the Color Balance mode, are directly reflected.

IMPORTANT

[Density Adjustment Mode] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Density Adjustment Mode] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Density Adjustment Mode].

2 Press [B Mode] → press [OK].
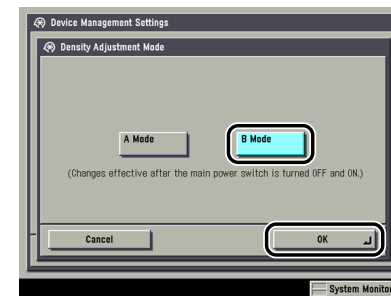
CAUTION

Make sure to contact your local authorized Canon dealer before changing the Density Adjustment mode. Depending on the environmental conditions and the paper type, an excessive amount of toner may cause paper to curl around the fixing unit. This may cause damage to the fixing unit, and require the fixing unit to be repaired.

Refreshing the Fixing Roller

When paper with a longer width is used after copying or printing 100 or more sheets of paper with a shorter width (for example, when you use 11" x 17" paper after LTRR paper), slight glossy streaks may appear on both edges in the feeding direction. Also, if you are using heavy or coated paper, patches of uneven gloss may appear in the high-density areas. In this case, the streaks and patches of uneven gloss may be reduced by refreshing the fixing roller and cleaning its surface.

📌 IMPORTANT
[Refresh the Fixing Roller] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Refresh the Fixing Roller] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 **Press ◉ (Additional Functions) → [System Settings] → [Device Management Settings] → [Refresh the Fixing Roller].**

2 **Press [Start].**
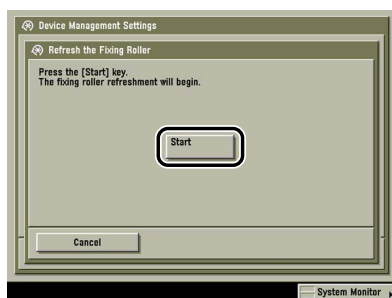
Fixing Roller Auto Refresh Level

The fixing roller is refreshed automatically after several sheets of paper are printed. You can adjust the frequency and the time used for each refreshing.

📌 IMPORTANT
[Fixing Roller Auto Refresh Level] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Fixing Roller Auto Refresh Level] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 **Press ◉ (Additional Functions) → [System Settings] → [Device Management Settings] → [Fixing Roller Auto Refresh Level].**

2 **Press [-] or [+] to adjust the level of refreshment for the fixing roller.**
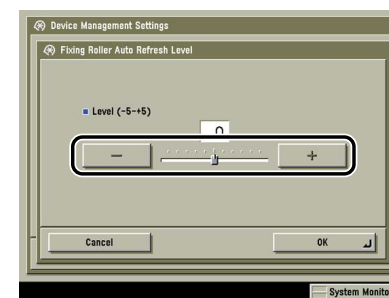
3 **Press [OK].**

Color Cast Correction

You can remove the color cast of any color that appears on a white background during printing or copying.

IMPORTANT
[Color Cast Correction] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Color Cast Correction] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Color Cast Correction].

2 Select the color of which a color cast occurs → press [-] to adjust.
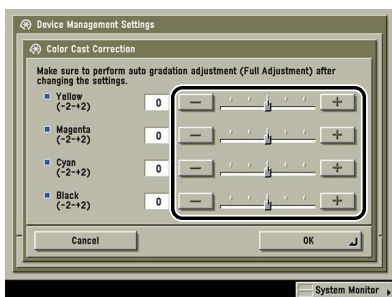
IMPORTANT
If the color cast is not removed even if you enter '-2' as the setting value, contact your local authorized Canon dealer.

3 Press [OK].

4 Perform an auto gradation adjustment (full adjustment) after removing the color cast. (See "Full Adjustment," on p. A6-54.)

IMPORTANT
Make sure to perform an auto gradation adjustment after removing the color cast as the color balance may become unstable.

Tail End Color Fading/Graininess Correction

This mode improves the output quality of halftone images when color fading occurs at the tail end of the output paper. You can also use this mode to eliminate the tiny white grainy dots that appear on the output paper when copying or printing halftone images.

🖐 IMPORTANT
[Tail End Color Fading/Graininess Correction] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Tail End Color Fading/Graininess Correction] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

✐ NOTE
Color fading at the tail end of the paper may also be corrected by setting the Color Cast Correction to a positive value ([+]). (See "Color Cast Correction," on p. A6-67.) For more information, contact your local authorized Canon dealer.

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Tail End Color Fading/ Graininess Correction].

2 Press [On] → [OK].
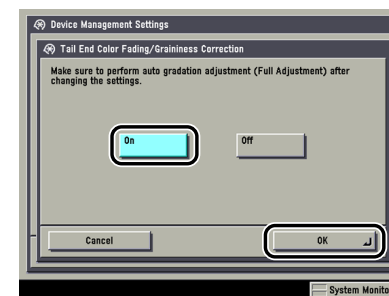
3 Perform an automatic gradation adjustment (full adjustment) after correcting the image graininess and tail end color fading. (See "Full Adjustment," on p. A6-54.)

🖐 IMPORTANT
Make sure to perform an auto gradation adjustment after correcting the image graininess and tail end color fading as the color balance may become unstable.

4:　　Do not select normally. If you select this setting value, contact your local authorized Canon dealer.

White Gap Correction

When an area of intense colors is copied or printed immediately after an area with halftones, a white gap may occur between the images. You can use the White Gap Correction mode to eliminate the white gap between the two areas.

3 **Perform an automatic gradation adjustment (full adjustment) after setting the White Gap Correction mode. (See "Full Adjustment," on p. A6-54.)**

IMPORTANT
Make sure to perform an auto gradation adjustment making the white gap correction as the color balance may become unstable.

IMPORTANT
[White Gap Correction] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [White Gap Correction] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [White Gap Correction].**

2 **Press [-] or [+] to change the setting value → press [OK].**
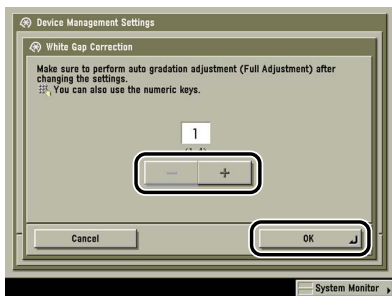
Details of each setting value are shown below.

1 and 2: Select to eliminate the white gap.

3:　　This is the default setting. Select when you want to leave the original image as it is.

Fixing Temperature Mode Switch

Depending on the paper, adjusting the temperature of the fixing unit may be required. This process takes a long time and may result in a slight decrease of the machine's productivity. You can prevent this problem by setting the Fixing Temperature Mode Switch to [Productivity Priority].

🖐 IMPORTANT
[Fixing Temperature Mode Switch] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Fixing Temperature Mode Switch] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Fixing Temperature Mode Switch].

2 Select [Productivity Priority] or [Image Priority].
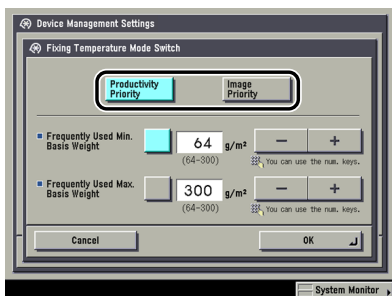
Details of each item are shown below.

[Productivity Priority]:   This mode gives priority to the productivity of the machine. However, the image quality of output prints may slightly decrease.

[Image Priority]:   This is the default setting that gives priority to the image quality. When this mode is set, the productivity of the machine may slightly decrease.

📝 NOTE
If you select [Productivity Priority] for the Fixing Temperature Mode Switch, the setting of [Gloss Adjustment] in Paper Type Management Settings in System Settings (from the Additional Functions screen) is deactivated. (See "Editing Irregular Paper Types," on p. A6-75.)

3 Enter values for <Frequently Used Min. Basis Weight> and <Frequently Used Max. Basis Weight>.

4 Press [OK].

📝 NOTE
- If you switch the Fixing Temperature Mode Switch to [Productivity Priority], paper jams may occur, and the quality of the image may be adversely affected, depending on the paper. In this case, switch the Fixing Temperature Mode Switch back to [Image Priority].
- Changing the Fixing Temperature Mode Switch may have an effect on the paper curl. If necessary, adjust the Curl Correction Level in Paper Type Management Settings in System Settings (from the Additional Functions screen). (See "Editing Irregular Paper Types," on p. A6-75.)

Low Temperature Environment Mode

If the Low Temperature Mode is set to 'On', the print speed of the machine slows down within a specific period of time. When printing on heavy paper under a condition where the temperature is low, toners may not be properly applied on areas of high density images on the first 10 or so sheets of paper. You can solve this problem by slowing down the print speed within a specific period of time.

⬙ IMPORTANT
[Low Temperature Environment Mode] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Low Temperature Environment Mode] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Low Temperature Environment Mode].

2 Press [On] → [OK].

Uneven Gloss Correction

When the temperature of the fixing unit rises excessively, uneven gloss may occur. The Uneven Gloss Correction mode enables you to reduce the uneven gloss by adjusting the temperature rise level of the fixing unit.

⬙ IMPORTANT
[Uneven Gloss Correction] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Uneven Gloss Correction] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

1 Press ⊚ (Additional Functions) → [System Settings] → [Device Management Settings] → [Uneven Gloss Correction].

2 Press [-] or [+] to set the level of temperature management → [OK].
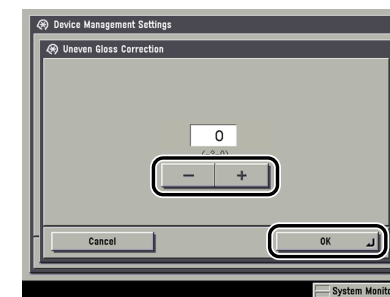
Decrease the value to increase the control over excessive temperature rise.

✎ NOTE

- Changing the Uneven Gloss Correction may have an effect on the paper curl. If necessary, adjust the Curl Correction Level in Paper Type Management Settings in System Settings (from the Additional Functions screen). (See "Editing Irregular Paper Types," on p. A6-75.)
- Decreasing the value requires the machine to take a long time to control the temperature. This may result in a slight decrease of the machine's productivity.

Storing/Editing Irregular Paper Types

You can register an additional 200 irregular paper types besides the default paper types registered in the machine. The following methods are available for registering paper types.

IMPORTANT
- Register from [Duplicate] (See "Storing Irregular Paper Types (Duplicate)," on p. A6-73.)
- Register from [Paper Database] (See "Storing Irregular Paper Types (Paper Database)," on p. A6-74.)

Storing Irregular Paper Types (Duplicate)

You can duplicate a similar paper type setting that has already been registered, and then change its settings and assign it a new name.

1 Press ⊚ (Additional Functions) → [System Settings] → [Paper Type Management Settings].

2 Select, from the list, a paper type that closely matches the characteristics of the paper type you want to register → press [Duplicate].
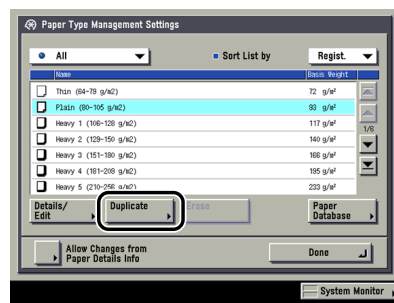
3 Enter a name → press [OK].

NOTE

When you register the new paper type, make sure to change its name. You cannot change the settings of the default paper types registered in the machine.

Storing Irregular Paper Types (Paper Database)

You can register an irregular paper type by duplicating the paper type from the Paper Database screen.

This section describes how to select the paper type by referring to the *Media Guide*.

IMPORTANT

If the paper whose name is same as the selected paper is already registered as the irregular paper, a message appears and you cannot register the paper.

NOTE

For more information on the *Media Guide*, contact your local authorized Canon dealer.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Paper Type Management Settings].**

2 **Press [Paper Database].**

3 **Press [Specify By Paper No.].**
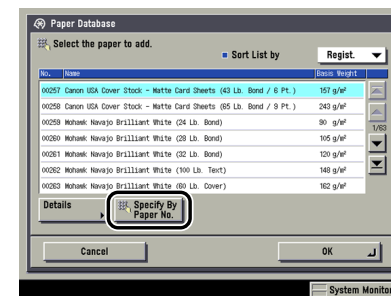
NOTE

- You can sort the paper type list by registration date ([Regist.]), name ([Name]), or basis weight ([Weight]).
- Detailed information for the selected paper is displayed when you press [Details].
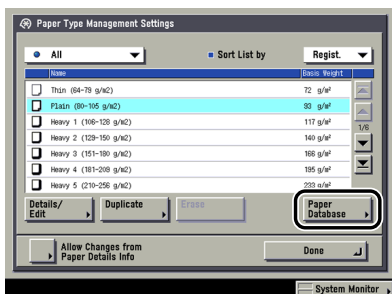
4 **Use ⓪ - ⑨ (numeric keys) to enter a name → press [OK].**
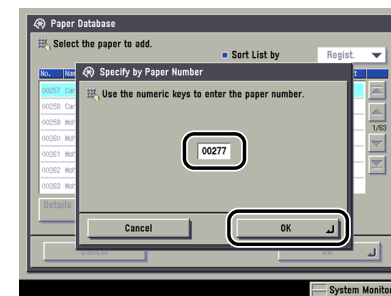
5 **Press [OK].**
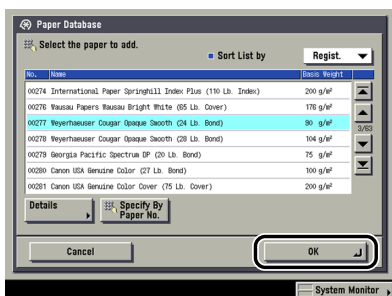
The registered paper is displayed on the Paper Type Management Settings screen. (See on p. A6-75.)

Editing Irregular Paper Types

📳 IMPORTANT
Only user-registered paper types can be edited.

1 **Press ⊛ (Additional Functions) → [System Settings] → [Paper Type Management Settings].**

2 **Select the paper type that you want to edit from the list → press [Details/Edit].**
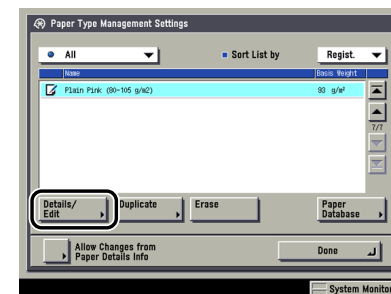
✐ NOTE
• The meanings of the icons that appear on the left side of each paper type are described below:
  📝 : Paper that is registered from [Duplicate] or [Paper Database] with default settings.
  📝 : Paper that is registered from [Duplicate] or [Paper Database] with changed settings.
• You can select a paper type to display from the paper type selection drop-down list.
  - [All]:   Displays all paper types.
  - [Standard]: Displays only standard paper types.
  - [Custom]:   Displays only custom paper types.
• You can sort the paper type list by registration date ([Regist.]), name ([Name]), or basis weight ([Weight]).

3 **Press [Change] next to the item that you want to edit.**

IMPORTANT

[Curl Correction Level], [Gloss Adjustment], [Paper Separation Fan Level], [Paper Fiber Direction Selection], [Image Location Adjustment], [Secondary Transfer Voltage], [ITB Paper Detachment Adjust.], [ITB Image Clear Adjustment], [Saddle Stitch Position Adjust], [Hole Punch Position Adjust], and [Tail End White Patch Correct.] are only displayed if the settings are made available by your local authorized Canon dealer. Even if these settings are displayed, do not allow anyone to change these settings except for the system manager. For more information on changing these settings, contact your local authorized Canon dealer.

NOTE

When you register irregular paper, make sure to change its name. You cannot change the settings of default paper types registered in the machine.

● **If you want to change the paper type's name:**

❑ Enter a name ➞ press [OK].
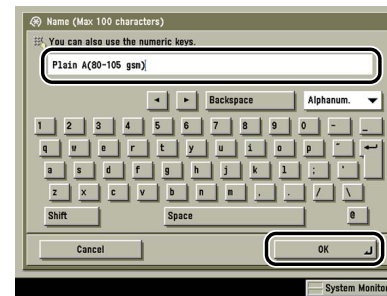
● **If you want to change the basis weight:**

❑ Press [-] or [+] to set the paper weight ➞ press [OK].

● **If you want to change the paper type:**

❏ Select from [Normal], [Tab Paper], or [Pre-punched] ➞ press [OK].
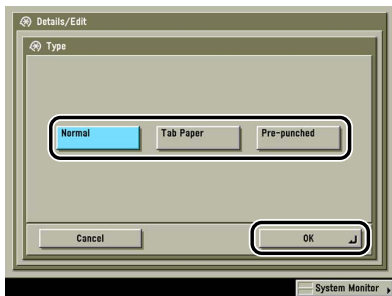
● **If you want to change the paper's finishing type:**

❏ Select the paper's finishing type ➞ press [OK].

You can select the finishing mode from [Uncoated], [Recycled], [1-Sided Coated], [2-Sided Coated], [Embossed], [Vellum], [Film/Transparency], [Label], or [Cotton].

● **If you want to adjust the creep (displacement) correction:**

❏ Press [▼] or [▲] to adjust the correction width ➞ press [OK].
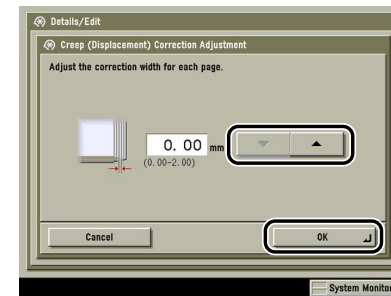
You can set or change the correction width for each page and paper type when the Booklet mode is set. The value you set here becomes the default correction width when the selected paper type is used for saddle stitching with automatic creep (displacement) correction.

● **If you want to change the color:**

❏ Select the paper color ➞ press [OK].

You can select the paper color from [White], [Blue], [Cream], [Golden Yellow], [Gray], [Green], [Ivory], [Orange], [Pink], [Red], [Yellow], [Clear], or [Other].

● **If you want to adjust the level of curl correction:**

❑ Press [-] or [+] under <Face Up Output> or <Face Down Output> to correct the level of paper curl ➞ press [OK].

You can change the level of curl correction to suit the characteristics of the paper.

Paper curl is negated by adjusting the paper in the opposite direction to which it is curled. Make test copies or prints on the paper that you have adjusted and check the level of curl correction.

⚠ **CAUTION**
Note that this mode may affect paper feeding. Since increasing the pressure to a great extent may cause paper jams, adjusting the values in small increments is recommended.

🚫 IMPORTANT
[Curl Correction Level] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Curl Correction Level] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

✎ NOTE
• To determine the direction of the paper curl, place the paper in the direction where the paper is output to the output tray.
• Gently bend the paper in the direction opposite to the curl.

Curl Direction of Printed Paper	Adjustment Direction
When the paper curls upward	Curl downward
When the paper curls downward	Curl upward

● **If you want to adjust the gloss:**

❑ Press [-] or [+] to adjust the gloss ➞ press [OK].
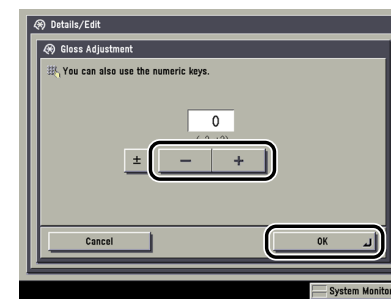
The Gross Adjustment mode enables you to adjust the gloss on prints that are output by adjusting the temperature of the fixing assembly. Press [+] to increase the gloss, and press [-] to decrease the gloss. Depending on the paper type, if you change the setting value, the temperature of the fixing assembly may be changed. In addition, the paper may pass through only the primary fixing assembly or both the primary and secondary fixing assemblies.

⚠ **CAUTION**
- **Depending on the paper, when glossy paper passes through both fixing assemblies, a paper jam may occur. When the paper passes through only one fixing assembly, the quality of the image could be adversely affected.**
- **The Gloss Adjustment mode may not function correctly if you change its value abruptly. Make sure to change the value in small increments.**

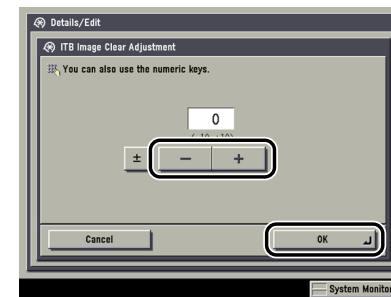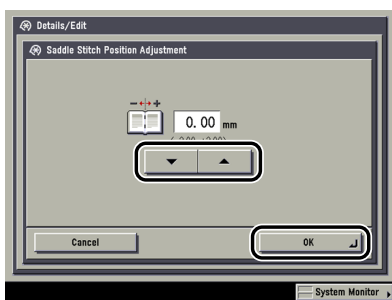🔴 IMPORTANT
[Gloss Adjustment] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Gloss Adjustment] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

✎ NOTE
Adjusting this mode may affect the paper curl status. Readjust the Curl Correction Level seting, if necessary.

● **If you want to adjust the paper separation fan level:**

❑ Press [-] or [+] to set the fan level ➜ press [OK].
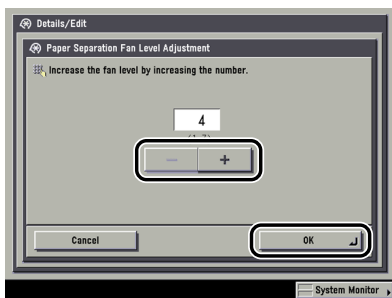
These settings are applied to the paper that is loaded in the paper deck of the main unit, the optional POD Deck, or Paper Deck.

Details of each item are shown below.

1 to 3: Select when high-density areas are not printed evenly, or when the amount of curl is at an unusually high level due to a lack of moisture, paper characteristics, and variable humid conditions.

4: Default setting

5 to 7: Select when paper jams occur frequently, or when the temperature and humidity are high.

🔴 IMPORTANT
[Paper Separation Fan Level] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Paper Separation Fan Level] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

● **If you want to change the fiber direction of the paper:**

❑ Press [On] ➜ select [Vertical] or [Horizontal] ➜ press [OK].
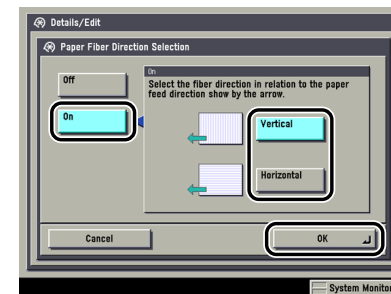
This feature enables you to specify the fiber direction of the paper. If the output paper is curled, or if paper jams occur frequently after the paper passes through the fixing units under conditions where the temperature and humidity are high, press [On], and set the fiber direction to improve the condition.

Press [Vertical] to use paper with a fiber direction that is perpendicular to the feeding direction.

Press [Horizontal] to use paper with a fiber direction that is parallel to the feeding direction.

IMPORTANT
[Paper Fiber Direction Selection] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Paper Fiber Direction Selection] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

● **If you want to adjust the position of the image:**

❑ Press [Test Print] ➜ select the paper source ➜ press [Start Print].
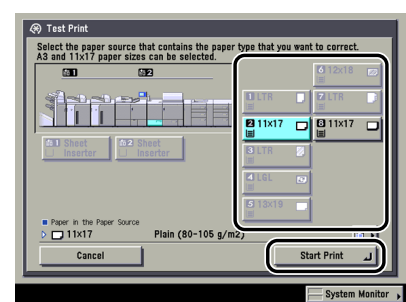
The test print is output. Check the position of the image.

IMPORTANT
Only 11" x 17" or A3 paper can be used for the test prints. Make sure that a sufficient supply of paper is loaded into the machine before starting this procedure.

❑ Press [Lead Edge Alignment Adjustment] ➜ [-] or [+] to set the value on the test print ➜ [OK].
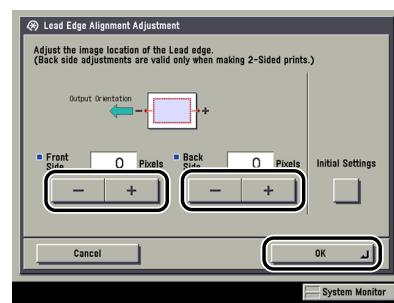
In the following example, [+3] is entered.

⟵ **Direction of Paper Being Transported**
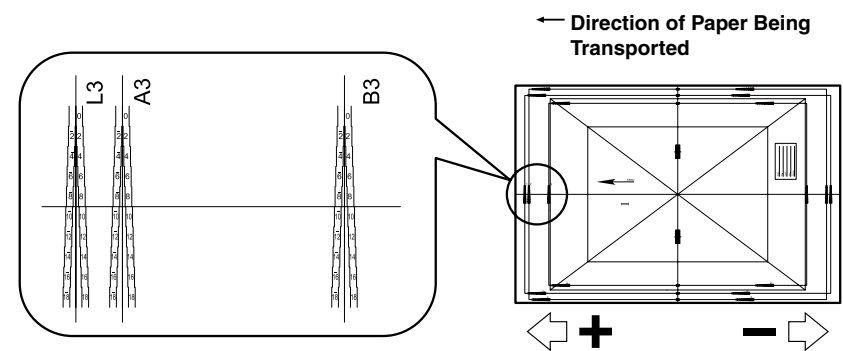
Details of each item are shown below.

[-]: The image shifts forward the number of entered pixels, in the feeding direction of the paper.

[+]: The image shifts backward the number of entered pixels, opposite to the feeding direction of the paper.

IMPORTANT

- The value displayed on the [Image Location Adjustment] screen is cleared every time the screen is opened, but the setting remains.
- [Lead Edge Alignment Adjustment] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Lead Edge Alignment Adjustment] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

❑ Press [Left Edge Alignment Adjustment] from the Image Location Adjustment screen → [-] or [+] to set the value on the test print → [OK].
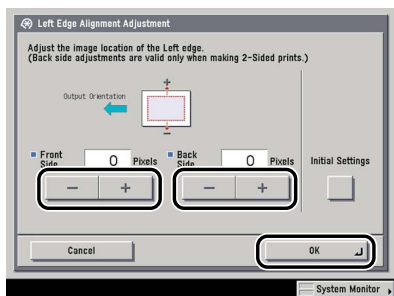
In the following example, [+1] is entered.

← **Direction of Paper Being Transported**
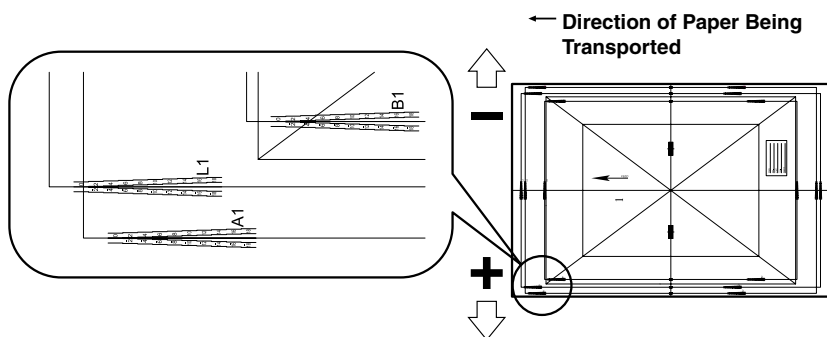
Details of each item are shown below.

[-]: The image shifts left toward the number of entered pixels, perpendicular to the feeding direction of the paper.

[+]: The image shifts right toward the number of entered pixels, perpendicular to the feeding direction of the paper.

IMPORTANT

- The value displayed on the [Image Location Adjustment] screen is cleared every time the screen is opened, but the setting remains.
- [Left Edge Alignment Adjustment] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Left Edge Alignment Adjustment] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

❑ Press [Zoom Fine Adjustment] → check the output image and set the enlargement/reduction ratio → press [OK].
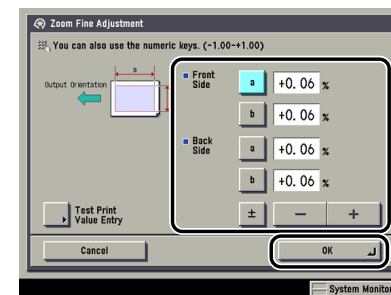
Depending on the paper type, the heat generated by the fixing assembly may cause the paper to expand or shrink slightly. In this case, images may also be enlarged or reduced accordingly. This feature enables you to set the copy ratio of the image for each piece of paper, or enlarge the reduced image to match the copy ratio of the image on the 2nd side of the paper.

Details of each item are shown below.

[a]: Enlarges or reduces the image in the direction that is parallel to the feeding direction.

[b]: Enlarges or reduces the image in the direction that is perpendicular to the feeding direction.

🔔 IMPORTANT
- If you change the copy ratio greatly when the image is enlarged or reduced in the direction parallel to the output direction (vertical scan direction), the copy/print speed may become slow.
- [Zoom Fine Adjustment] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Zoom Fine Adjustment] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

❑ Press [Test Print Value Entry] → check the output image and set the enlargement/reduction ratio → press [OK].
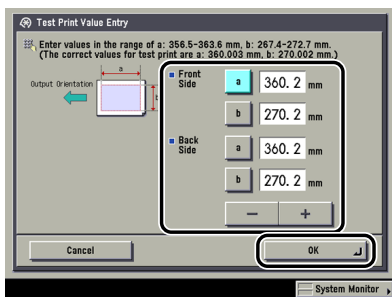
Depending on the paper type, the heat generated by the fixing assembly may cause the paper to expand or shrink slightly. In this case, images may also be enlarged or reduced accordingly. This feature enables you to adjust the copy ratio of the image according to the characteristics of the paper type to be able to output it in the correct size.
The default print area of the test print is 360.0 mm x 270.0 mm.

Manually measure the length (a) on the front side of the test print. For example, if the measured length is 360.4 mm, enter 360.4. The difference in length (0.4 mm in this case), is automatically reduced, so that the image is printed in the correct size.

Details of each item are shown below.

[a]: Enter the measured length of the side that is parallel to the feeding direction.

[b]: Enter the measured length of the side that is perpendicular to the feeding direction.

🔔 IMPORTANT
- If you change the copy ratio greatly when the image is enlarged or reduced in the direction parallel to the output direction (vertical scan direction), the copy/print speed may become slow.
- [Test Print Value Entry] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Test Print Value Entry] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

❑ Press [Back Side Lead Edge Alignment Auto Correction] → [On] or [Off] → [OK].
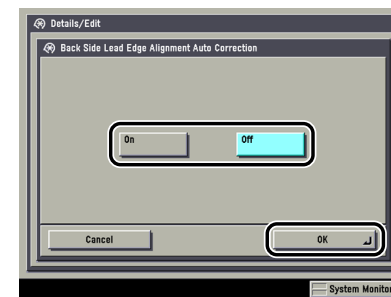
In this feature, the paper length is measured. Based on the measured paper length, the position of the image on the second side is adjusted to match the position of the image on the first side. However, since marginal errors may occur when measuring the paper length, setting this feature to 'Off' may result in a more accurate registration of some paper types.

Details of each item are shown below.

[On]: The paper length is accurately measured for two-sided printing. The measured value is then calculated to adjust the position of the image on the second side.

[Off]: The paper length is not measured for two-sided printing. The value set for the Lead Edge Alignment Adjustment mode is used directly to adjust the image position.

🖐 IMPORTANT
[Back Side Lead Edge Alignment Correction] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Back Side Lead Edge Alignment Correction] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

✎ NOTE
• If you switch between [On] and [Off], check the image position set for the back side of the Lead Edge Alignment Adjustment mode again.
• Setting Back Side Lead Edge Alignment Correction to 'Off' results in a more accurate registration for the following paper types:
  - Paper with the same the width and length
  - Paper with different widths and lengths

❑ Press [Skew Correction Level Adjustment] ➜ press [-] or [+] to set the roller level and adjustment speed ➜ press [OK].
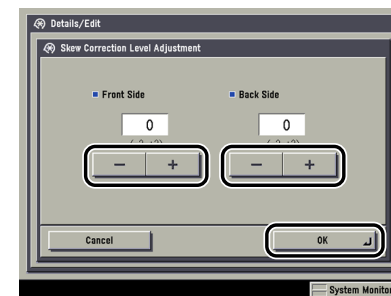
If the printed image is slanted on the output paper, use this mode to adjust the registered position of the fed paper.

The skew correction roller is located in the feeding unit of the main station. It adjusts the registered position of fed paper by pushing the paper diagonally against the wall inside the feeding unit. If the paper is fed as skewed, the output images are consequently slanted.

To increase the pressure and speed of the skew correction roller to push the paper, as shown below, press [+].
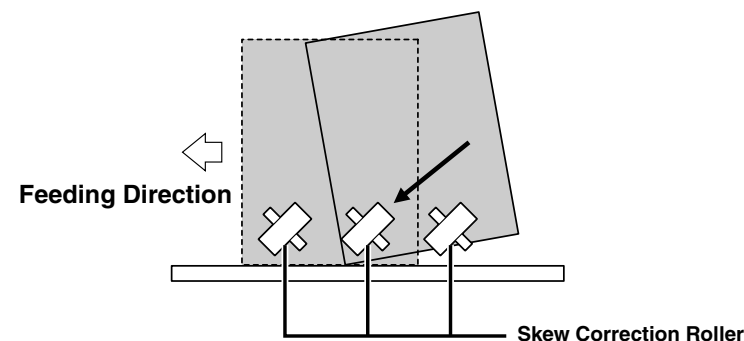
Feeding Direction

Skew Correction Roller

⚠ **CAUTION**

Note that this mode may affect paper feeding. Since increasing the pressure to a great extent may cause paper jams, adjusting the values in small increments is recommended.

ⓘ IMPORTANT

[Skew Correction Level Adjustment] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Skew Correction Level Adjustment] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

● **If you want to adjust the Secondary Transfer Voltage:**

❑ Press [-] or [+] under <Front Side> or <Back Side> to adjust the voltage ➝ press [OK].
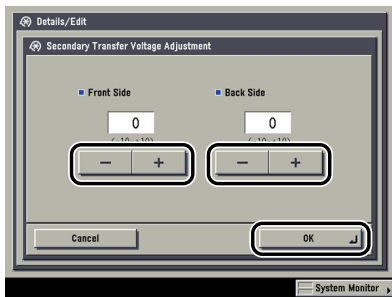
Secondary Transfer Voltage is the voltage that transfers toner to the paper. You can adjust this voltage when image blurring occurs.

Refer to the following table to adjust the secondary transfer voltage.

	Adjustment in [-] Direction Is Recommended for the Following Cases (Decrease the Voltage Absolute Value)	Adjustment in [+] Direction Is Recommended for the Following Cases (Increase the Voltage Absolute Value)
Paper Weight	Light (thin paper)	Heavy (thick paper)
Poor Images	Although the density in high-density areas is normal, tiny white spots may appear in the low-density areas.	Density level in both high-and low-density areas is low.
	White spots appear in high-density areas.	Uneven glossy areas may occur in the high-density images.
	Paper surface is rough, and white spots may appear on the concave side.	Outlines in high-density images may blur.

ⓘ IMPORTANT

[Secondary Transfer Voltage] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Secondary Transfer Voltage] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

✎ NOTE

Adjusting the Secondary Transfer Voltage may affect the settings in [ITB Image Clear Adjustment], [ITB Paper Detachment Adjust.], and [Tail End White Patch Correct.]. Readjust these settings, if necessary.

● **If you want to adjust the paper detachment of the ITB:**

❏ Press [-] or [+] to adjust the paper detachment ➜ press [OK].
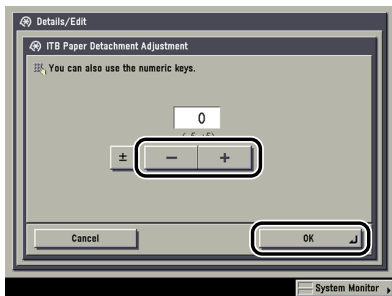
This mode enables you to adjust the adhesive force exerted by the ITB (Intermediate Transfer Belt) on the paper. If you use thin paper under a condition where the temperature and humidity are low, the adhesive force in the transfer belt may not be sufficiently low for the paper to detach from it smoothly. This may result in image blurring in the high-density areas on the output print. In this case, image blurring may be reduced by increasing the value in small increments. If the result is unsatisfactory, decrease the value in small increments.

	Adjustment in [-] Direction Is Recommended	Adjustment in [+] Direction Is Recommended
Poor Images	If the result is unsatisfactory even after increasing the value	If toner smears appear on the edges of high-density areas
Output	If the result is unsatisfactory even after increasing the value	If a paper jam occurs immediately after the paper passes through the transfer unit

IMPORTANT
[ITB Paper Detachment Adjust.] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [ITB Paper Detachment Adjust.] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

NOTE
If the condition is not improved even after you have adjusted the value in both [-] and [+] directions, adjust the Secondary Transfer Voltage value. The condition may be improved by adjusting the Secondary Transfer Voltage value in the [-] direction.

● **If you want to adjust the image clear level of the ITB:**

❏ Press [-] or [+] to adjust the image clear level ➜ press [OK].

This mode enables you to adjust the automatic cleaning of the ITB (Intermediate Transfer Belt). When auto cleaning is not sufficient to remove the toner residue on the transfer belt, toner residue may transfer to the paper, and this could adversely affect the quality of the image. This may be improved by increasing the ITB Image Clear Adjustment value in small increments. If the result is unsatisfactory, decrease the value in small increments.

IMPORTANT
[ITB Image Clear Adjustment] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [ITB Image Clear Adjustment] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

✎ NOTE

    If the condition is not improved even after you have adjusted the value in both [-] and [+] directions, adjust the Secondary Transfer Voltage value. The condition may be improved by adjusting the value of Secondary Transfer Voltage value in the [-] direction. However, note that changing the value of Secondary Transfer Voltage value abruptly may greatly affect the output result. Make sure to check the output result while adjusting the value.

● **If you adjust the saddle stitch position:**

❑ Press [▼] or [▲] to adjust the saddle stitch position → [OK].

    If you are using the Saddle Stitch mode of the optional Saddle Finisher-AB2, and you notice that the folds of the paper are not exactly in the middle of the booklet, you can make fine adjustments to the saddle stitch position to compensate for this error.

    If you increase the setting value, the saddle stitch position shifts right toward the printing surface.

    If you decrease the setting value, the saddle stitch position shifts left toward the printing surface.

🖐 IMPORTANT

    [Saddle Stitch Position Adjust] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Saddle Stitch Position Adjust] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

✎ NOTE

    This mode is available only if the optional Saddle Finisher-AB2 is attached.

● **If you adjust the position of punch holes:**

❑ Press [▼] or [▲] to adjust the position of punch holes → [OK].
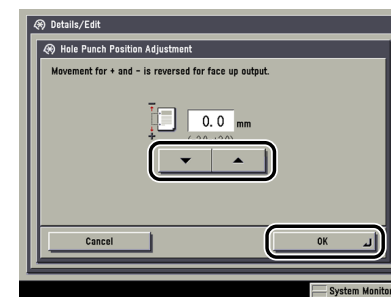
    Depending on the paper type, the positions of the punch holes may be slightly different on each piece of paper. In this case, you can make fine adjustments to the positions of the punch holes to compensate this error. For example, if the positions of the punch holes on multiple paper types in the Sheet Insertion mode are not exactly the same, you can use this mode to make fine adjustments.

    If you increase the value, the positions of the punch holes shift down toward the bottom.

    If you decrease the value, the positions of the punch holes shift up toward to the top.

🖐 IMPORTANT

    [Hole Punch Position Adjust] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Hole Punch Position Adjust] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

● If you change Tail End White Patch Correction:

❑ Press [Front Side] or [Back Side] ➜ [-] or [+] under <Correction Level> or <Correction Amount> to adjust the correction level and correction width ➜ press [OK].
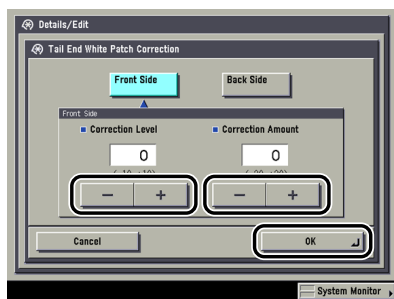
When paper with curls or paper that tends to curl is used for 2-Sided copying, toner may not be applied on the tail end of the paper and the area where toner is not applied may remain white. This can be reduced by using the Tail End White Patch Correction mode.

[Correction Level]:	Press [-] to adjust the value if high density images on the tail end of the paper are faint. Press [+] to adjust the value if white patches appear on the tail end of the paper.

[Correction Amount]:	Depending on the paper type and paper curl, the size of the area on the tail end of the paper where white patches appear may differ. You can use this feature to adjust the starting position to correct the area.

The default position of the Tail End White Patch Correction mode starts at 20 mm from the edge of the paper. You can shift the starting position by pressing [-] or [+]. To expand the area (21 mm or more), press [-]. To narrow down the area (19 mm or less), press [+].
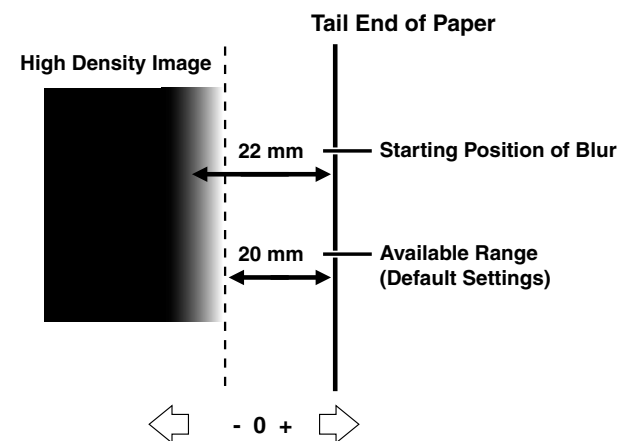
For example, if the image begins to blur at around 22 mm from the edge of the paper, you can improve the condition by expanding the correction area to 23 mm. In this case, enter [-3].

IMPORTANT
[Tail End White Patch Correct.] is displayed only if the settings are made available by your local authorized Canon dealer. Even if [Tail End White Patch Correct.] is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

NOTE
If adjusting the value in both [-] and [+] directions does not eliminate the white patches, you can try to decrease the Secondary Transfer Voltage. However, note that decreasing the Secondary Transfer Voltage may affect the images. It is recommended that you check the output result while adjusting the Secondary Transfer Voltage.

Erasing Irregular Paper Types

⚠️ **CAUTION**
　Only user-registered paper type can be erased.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Paper Type Management Settings].**

2 **Select the paper type that you want to erase → [Erase].**
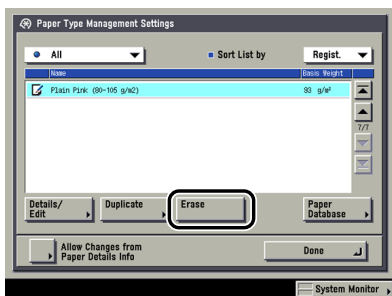
3 **Press [Yes].**

Editing Irregular Paper Types When Selecting a Paper

This feature enables you to edit irregular paper types not only in the Paper Type Management Settings screen, but also in the Details screen displayed from the Paper Select screen, etc.

When copying or printing, you can adjust the curl correction level for a selected paper. This is useful for checking and adjusting the output result.
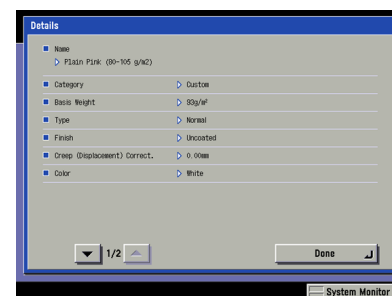
Details Screen
(When Allow Changes from
Paper Details Info is set to 'Off')
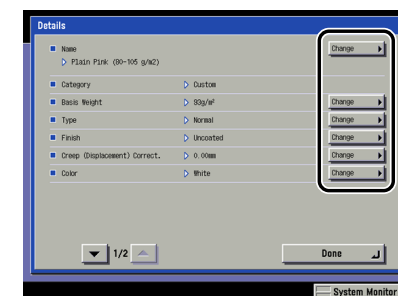
Details Screen
(When Allow Changes from
Paper Details Info is set to 'On')

📟 IMPORTANT
• Only user-registered paper types can be edited.
• Only the System Manager can edit the paper type in the System Management mode. (See "System Management of the imagePRESS C7000VP," on p. A9-11.)

1 **Press ⊚ (Additional Functions) → [System Settings] → [Paper Type Management Settings].**

2 **Press [Allow Changes from Paper Details Info].**
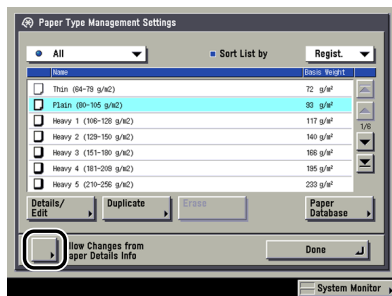
3 **Press [On] → [OK].**
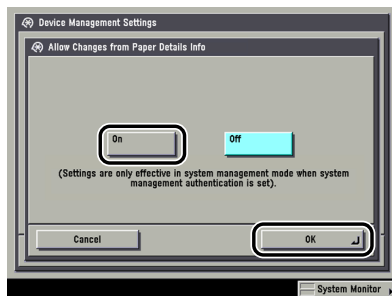
[Change] is displayed for each item of an irregular paper type on the
Details screen.

Time Until Hold Job Auto Erase

This feature enables you to set the time until jobs held by the Job Hold function are erased automatically.

✋ IMPORTANT

If you change the date or time of this machine, the time set until auto erase of hold jobs will be affected.

✎ NOTE

- To use the Job Hold function, the optional Color UFR II/PCL/PS Printer Kit must be available for use.
- If the time set for auto erase is reached since the last performed operation, such as submitting the job or editing the job ticket, the job is automatically erased.

1 **Press ⊚ (Additional Functions) → [System Settings] → [Time until Hold Job Auto Erase].**

2 **Press [▼] or [▲] to set the time until auto erase of hold jobs.**
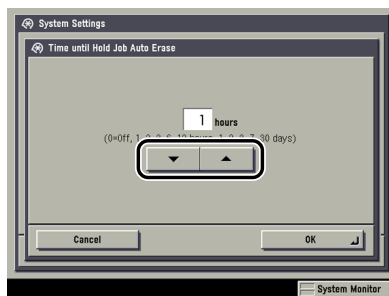
3 **Press [OK].**

7 Routine Maintenance

CHAPTER

This chapter describes how to load paper, perform routine cleaning operations, and replace consumables, such as toner and staple cartridges.

Paper Decks

This section describes how to load paper into the paper decks.

✎ NOTE
- The following paper sizes can be loaded into the right and left paper decks.
  - 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, and irregular size (7 1/8" x 7 1/8" to 13" x 19 13/64" (182 mm x 182 mm to 330.2 mm x 487.7 mm))
- For more information on available paper stock that can be loaded into the right and left paper decks, see "Default Paper Stock," on p. A2-27.
- When paper jams tend to occur in a high humidity environment, <Humid> is displayed for <P. Deck Humidity> under <Others> on the Consumables screen of [System Monitor]. In this case, switch the paper deck environment switch to the right.
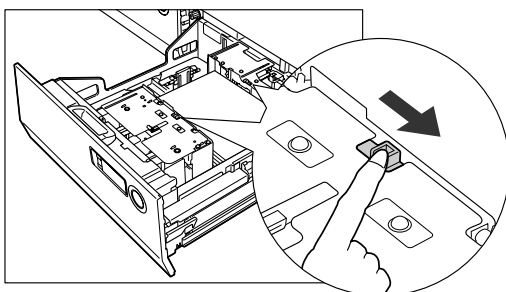
Loading Paper

If the selected paper runs out, or the selected paper deck runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper decks.

⚠ CAUTION
When loading paper, take care not to cut your hands on the edges of the paper.

🖐 IMPORTANT
- A screen prompting you to load paper also appears if the selected paper deck is not fully inserted into the machine. Make sure that the paper deck is properly in place.
- Never place paper or any other items in the empty part of the paper deck next to the paper stack. Doing so may cause paper jams.
- A paper blower is attached inside the paper deck. Do not insert paper clips or other foreign objects into the blower.

- You can load nonstandard paper if both of the paper sides are between 7 1/8" (182 mm) and 19 13/64" (487.7 mm) in length, and between 7 1/8" (182 mm) and 13" (330.2 mm) in width. You cannot load nonstandard paper if either one of the sides is shorter than 7 1/8" (182 mm) and longer than 19 13/64" (487.7 mm) in length, or longer than 13" (330.2 mm) in width.
- Do not load the following types of paper into the paper decks. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper
  - Heavy paper (Heavier than 300 g/m^2)
  - Thin paper (Thinner than 64 g/m^2)
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

📝 NOTE
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].
- To cancel printing, press [Cancel].
- To use another available function, press [Another Function] → select [Copy], [Send], [Mail Box], [Scan], [Printer], [Web Access], [Print Job], or [Hold] → press [Done].

- If you want to change the paper loaded in a paper deck from plain to coated paper, wait for the warm air fan to read just its temperature before you change the paper.

1 **Press and release the button on the paper deck in which you want to load paper.**

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

2 **Grip the handle, and pull out the paper deck until it stops.**

The inside lifter automatically descends to the paper loading position.

3 **Open a package of paper, and remove the paper stack.**

⚠️ **CAUTION**
When loading paper, take care not to cut your hands on the edges of the paper.

✋ IMPORTANT
Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

✎ NOTE
• For high-quality printouts, use paper recommended by Canon.
• Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

4 **Make sure that the inside lifter has lowered before loading paper, and then lift up the paper holder plate.**
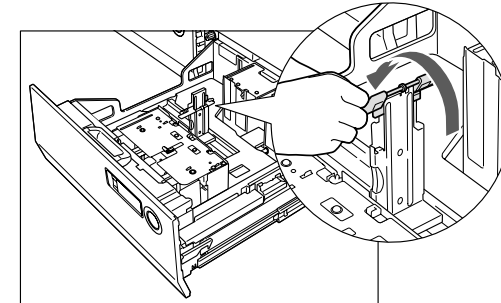
5 **Load the paper stack into the paper deck.**

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper deck.

When loading paper into the paper deck for the first time, set the size change plate to match the paper size being loaded. (See "Adjusting a Paper Deck to Hold a Different Paper Size," on p. A7-6.)

When loading paper into the paper deck, make sure that the paper size setting is the same size of the paper that is being loaded.

⚠ IMPORTANT
- Do not load paper into the paper deck that has previously been printed on, as this may result in a malfunction or damage to the machine. Always use the stack bypass to feed paper when you want to print on the back side of a sheet of paper that already has something printed on its front side (2nd Side of 2-Sided Print).
- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▦) at the back of the paper deck.

✎ NOTE
- Each paper deck holds approximately 1,000 sheets of paper (80 g/m^2).
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper deck, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, you cannot turn texture or one-sided coated paper over. Change this paper instead.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. A9-9.

6 Lower the paper holder plate.

7 Gently push the paper deck back into the machine until it clicks into place in the closed position.

The inside lifter automatically rises, and prepares the paper deck for feeding.

⚠ CAUTION
When returning the paper deck to its original position, be careful not to get your fingers caught, as this may result in personal injury.

⚠ IMPORTANT
You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper deck is not completely pushed into the machine. Always check that the paper decks are in place, and that the paper does not exceed the loading limit.

✎ NOTE
If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

Adjusting a Paper Deck to Hold a Different Paper Size

This section explains how to change the paper size loaded in the optional Paper Deck-AC1. It is necessary to register the paper size for the paper deck in Register Paper in Common Settings (from the Additional Functions screen) before loading the paper. (See "Identifying the Type of Paper in a Paper Source," on p. A4-24.)

1 Register the desired paper size for the paper deck in Register Paper in Common Settings (from the Additional Functions screen).

For instructions on registering the paper size for the paper deck, see "Identifying the Type of Paper in a Paper Source," on p. A4-24.

2 Press and release the button on the paper deck that you want to adjust, and pull out the paper deck until it stops. When the inside lifter automatically descends to the paper loading position, lift the paper holder plate, and remove all of the remaining paper.
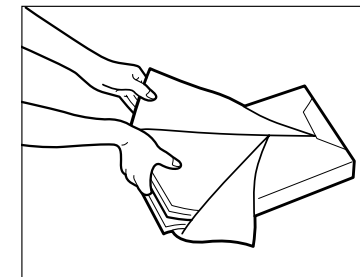

⊜ IMPORTANT
If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button.

3 Unlock the lever of the size change plate.

4 Load the desired paper to approximately 3/8" (10 mm) in height. Slide the outer size change plate and inner size change plate to align them with the desired paper size.

⊜ IMPORTANT
Adjust the outer and inner guides correctly to avoid causing a paper jam, dirty prints, or make the inside of the machine dirty.

5 **Lock the lever of the size change plate and fix it.**

6 **Squeeze the lever on the outer size change plate below. Without releasing the lever, slide the rear guide to align it with the desired paper size.**

7 **Load all remaining paper whose size you want to change into the paper deck.**

⚠ **CAUTION**
When loading paper, take care not to cut your hands on the edges of the paper.

🔔 IMPORTANT
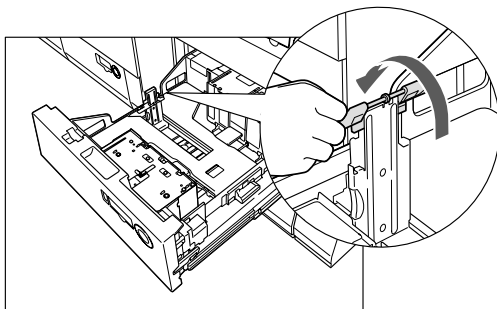- Do not load paper into the paper deck that has previously been printed on, as this may result in a malfunction or damage to the machine. Always use the stack bypass to feed paper when you want to print on the back side of a sheet of paper that already has something printed on its front side (2nd Side of 2-Sided Print).
- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▨) at the back of the paper deck.
- Never place paper or any other items in the empty part of the paper deck next to the paper stack. Doing so may cause paper jams.

✎ NOTE
- Each paper deck holds approximately 1,000 sheets of paper (80 g/m^2).
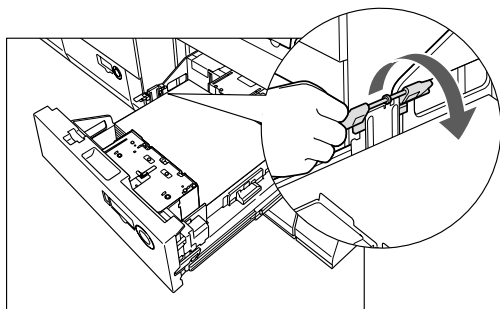- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When the paper is loaded into the paper deck, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, you cannot turn texture or one-sided coated paper over. Change this paper instead.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. A9-9.
- When loading paper, make sure that the height of the paper stack does not exceed 13/16" (20 mm). If the height of the paper stack exceeds 13/16" (20 mm), the edges of the paper stack may become curled or creased, and poor print quality may result.

8 **Lower the paper holder plate.**

9 **Change the paper deck's size plate to match the new paper size.**

10 **Gently push the paper deck back into the machine until it clicks into place in the closed position.**

The inside lifter automatically rises, and prepares the paper deck for feeding.

⚠ **CAUTION**
When returning the paper deck to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT
When you change the paper size, make sure to store the paper type in Register Paper in Common Settings (from the Additional Functions screen).

Loading Tab Paper

Tab paper can be loaded in the paper deck of the main unit, and in the optional POD Deck-A1 and Secondary POD Deck-A1. Follow the procedure below to load the tab paper.

IMPORTANT
• Tab paper is available in LTR size only. Tab paper cannot be loaded horizontally.
• You can load tab paper into the paper deck of the main unit and in the optional POD Decks following the same procedure. However, this manual explains the procedure using the paper deck of the main unit.

NOTE
• When tab paper is loaded in the paper deck, the side facing down is the one printed on.

Load Face Down.
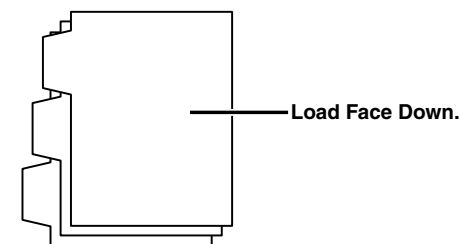
• You can load tab paper into the stack bypass. (See "Stack Bypass-A1," on p. A3-20.)

1 **Press and release the button on the paper deck in which you want to load tab paper, and pull out the paper deck until it stops. When the inside lifter automatically descends to the paper loading position, lift the paper holder plate, and remove all of the remaining paper.**
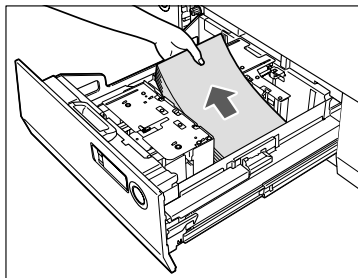
⊖ IMPORTANT
If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button.
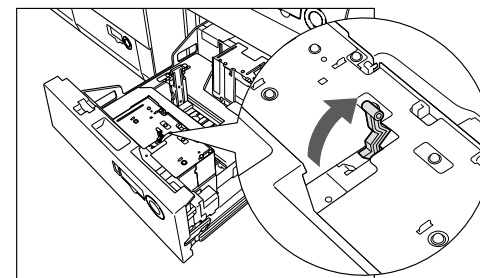
2 **Unlock the lever of the size change plate.**
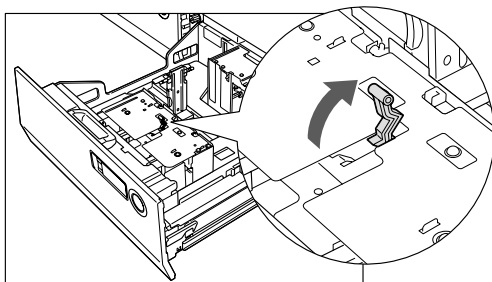
3 **Squeeze the lever on the rear guide as shown below, and slide the rear guide to the left as far as it will go.**
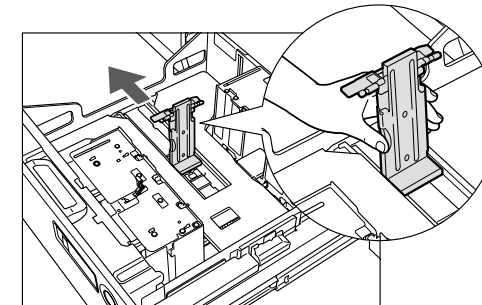
4 **Load the tab paper to approximately 3/8" (10 mm) in height, with the tabs facing left, as shown in the illustration below. Slide the outer size change plate and inner size change plate to align them with the desired paper size.**
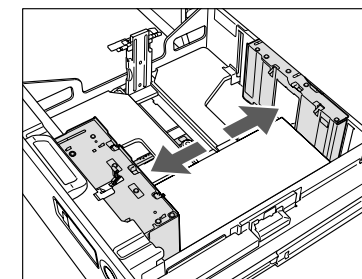
⊖ IMPORTANT
Adjust the outer and inner guides correctly to avoid causing paper jam, dirty prints, or make the inside of the machine dirty.

5 **Load the tab paper into the paper deck.**

Load all remaining tab paper face down with the tabs facing left, as shown in the illustration below.

Even out the edges of the paper stack.

Load the paper stack against the right wall of the paper deck.
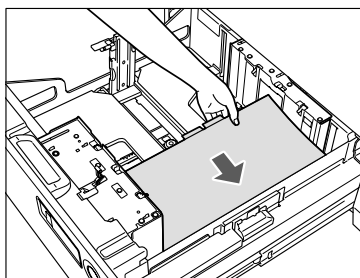
IMPORTANT
• Paper which has been rolled or curled must be straightened out prior to use.
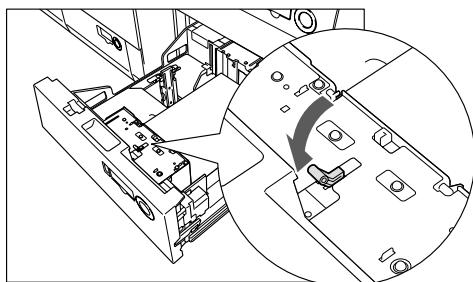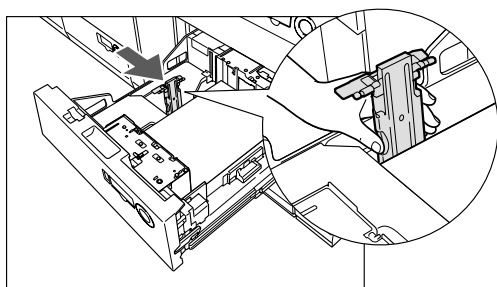• Make sure that the height of the paper stack does not exceed the loading limit mark (▨) at the back of the paper deck.

6 **Lock the lever of the size change plate and fix it.**

7 **Squeeze the lever on the rear guide, and without releasing the lever, slide the rear guide to align it with the tab paper.**
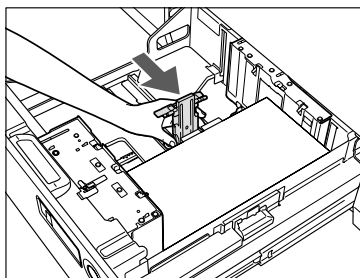
8 **Lower the paper holder plate.**
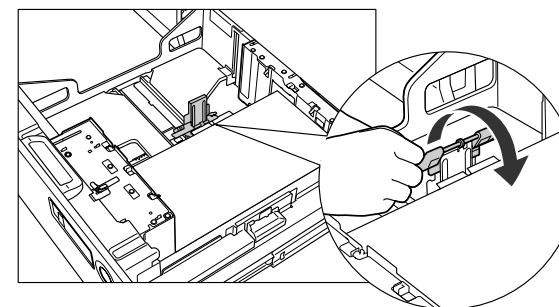
9 **Gently push the paper deck back into the machine until it clicks into place in the closed position.**

The inside lifter automatically rises, and prepares the paper deck for feeding.

⚠ CAUTION
When returning the paper deck to its original position, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT
Never place paper or any other items in the open part of the paper deck next to the paper stack. Doing so may cause a paper jam.

NOTE
• When you load tab paper, make sure to store the tab paper setting in Register Paper in Common Settings (from the Additional Functions screen).
• For more information on copying/printing on tab paper, see Chapter 5, "Special Copying and Mail Box Features," in the *Copying and Mail Box Guide.*

Loading Transparencies

You can load transparencies into the paper deck of the main unit, the optional POD Deck-A1, Secondary POD Deck-A1, Paper Deck-AC1, and Stack Bypass-A1. Unlike normal paper, transparencies have a specific printable surface to ensure the optimal reproduction of images.

You can only load transparencies into the paper deck in a vertical (portrait) orientation.

Vertical placement:

- Position the side to be printed on face up (in the optional Paper Deck-AC1 and Stack Bypass-A1).
- Position the side to be printed on face down for the other paper sources.

IMPORTANT
- Only LTR or LTRR transparencies can be used.
- When loading transparencies, be careful not to touch the printable surface. Hold transparencies by their edges.
- Slightly fan the stack of transparencies before loading it in a paper source. Loading transparencies without fanning them may cause a paper jam.
- Do not load transparencies into a paper source while a print job is in progress. This may cause paper jams.
- Only use transparencies that are specially recommended for use in this machine. Other transparencies may damage the machine.
- To prevent paper jams or the folding of transparencies, it is recommended that you remove them from the output tray as soon as possible.
- To feed transparencies from a paper deck, you first have to designate the paper deck as the feeding location for transparencies. (See "Identifying the Type of Paper in a Paper Source," on p. A4-24.)

- Replace unused transparencies into the box in which they came. Leaving them in the paper deck for an extended period of time may cause the transparencies to adhere to one another and result in paper jams. Avoid storing transparencies in a location subject to high-temperatures or humidity.
- If transparencies do become adhered to one another and a paper jam occurs, remove the transparencies, fan them slightly, make sure that fewer than 100 sheets of transparencies are loaded, or use new transparencies.
- When printing on transparencies, image density may be high, depending on the image type. In this case, adjust the output image density.

NOTE
- You can load a maximum of 250 sheets of transparencies.
- It is recommended that transparencies, which are printed on in the Full Color mode, be used with transparent type overhead projectors. Transparencies may appear dark when used with reflective type overhead projectors.

POD Deck-A1/Secondary POD Deck-A1 (Optional)

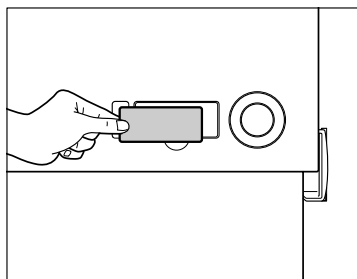If you attach the optional POD Deck and Secondary POD Deck to the machine, you have up to six additional sources of paper for printing jobs. Up to 1,000 sheets of paper (80 g/m^2) each can be loaded into the upper and middle decks, and up to 2,000 sheets of paper (80 g/m^2) can be loaded into the lower deck.
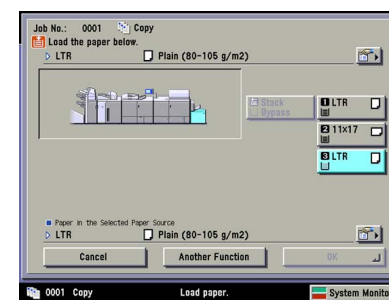
📍 IMPORTANT
- If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck even if you press the open button. In this case, press the control panel power switch to reactivate the machine, and then press the open button.
- For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

📝 NOTE
- The following paper sizes can be loaded in the POD Deck and Secondary POD Deck:
  - 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, or irregular size (7 1/8" x 7 1/8" to 13" x 19 13/64" (182 mm x 182 mm to 330.2 mm x 487.7 mm))

- When paper jams tend to occur in a high humidity environment, <Humid> is displayed for <P. Deck Humidity> under <Others> on the Consumables screen of [System Monitor]. In this case, switch the paper deck environment switch to the right.
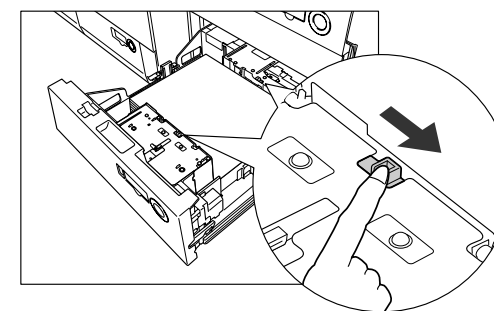
Loading Paper

If you select a POD Deck when it has no paper, or if a POD Deck runs out of paper during a print job, a screen prompting you to load paper appears on the touch panel display.
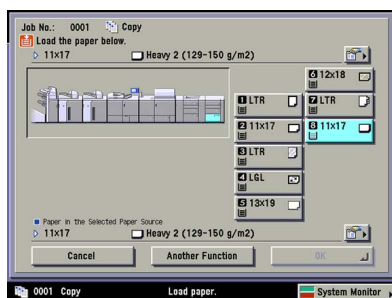
Follow the procedure below to load paper into a POD Deck.

⚠ CAUTION

**When loading paper, take care not to cut your hands on the edges of the paper.**

✋ IMPORTANT

• A screen prompting you to load paper also appears if the selected paper deck is not fully inserted into the machine. Make sure that the paper deck is properly in place.

• Never place paper or any other items in the empty part of the paper deck next to the paper stack. Doing so may cause paper jams.

• A paper blower is attached inside the POD Decks. Do not insert paper clips or other foreign objects into the blower.

• You can load nonstandard paper if both sides of the paper are between 7 1/8" (182 mm) and 19 13/64" (487.7 mm) in length, and between 7 1/8" (182 mm) and 13" (330.2 mm) in width. You cannot load nonstandard paper if either one of the sides is shorter than 7 1/8" (182 mm) and longer than 19 13/64" (487.7 mm) in length, or longer than 13" (330.2 mm) in width.

• Do not load the following types of paper into the POD Decks. Doing so may cause a paper jam.

- Severely curled or wrinkled paper

- Thin straw paper

- Heavy paper (Heavier than 300 g/m^2)

- Thin paper (Thinner than 64 g/m^2)

- Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)

• Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.

• The POD Decks can only accommodate paper from 64 to 300 g/m^2 in weight.

✎ NOTE

• If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].

• If you want to change the paper loaded in a POD Deck from plain to coated paper, wait for the warm air fan to readjust its temperature before you change the paper.

**1** **Press and release the button on the paper deck in which you want to load paper.**

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

2 **Grip the handle, and pull out the paper deck until it stops.**

The inside lifter automatically descends to the paper loading position.

3 **Open a package of paper, and remove the paper stack.**

⚠ CAUTION
When loading paper, take care not to cut your hands on the edges of the paper.

🖐 IMPORTANT
Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

✎ NOTE
• For high-quality printouts, use paper recommended by Canon.
• Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.
• For instructions on loading transparencies into a POD Deck, see "Loading Transparencies," on p. A7-11.
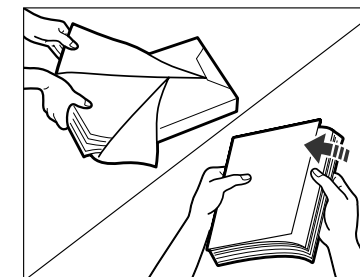
4 **Make sure that the inside lifter has lowered before loading paper, and then lift up the paper holder plate of the rear guide.**

5 **Load the paper stack into the paper deck.**

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper deck.

When loading paper into the paper deck for the first time, set the size change plate to match the paper size being loaded. (See "Changing the Paper Size for the POD Decks," on p. A7-17.)

When loading paper into the paper deck, make sure that the paper size setting is the same size of the paper that is being loaded.


IMPORTANT
- Do not load paper into a POD Deck that has previously been printed on, as this may result in a malfunction or damage to the machine. Always use the stack bypass to feed paper when you want to print on the back side of a sheet of paper that already has something printed on its front side (2nd Side of 2-Sided Print).
- Paper which has been rolled or curled must be straightened out before loading it into the paper deck.
- Make sure that the height of the paper stack does not exceed the loading limit mark ( ) on the inside of the paper deck.

NOTE
- Up to 1,000 sheets of paper (80 g/m^2) can be loaded into the upper and middle deck, and up to 2,000 sheets of paper (80 g/m^2) can be loaded into the lower deck.
- Only load 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, and irregular size (7 1/8" x 7 1/8" to 13" x 19 13/64" (182 mm x 182 mm to 330.2 mm x 487.7 mm)) paper into the POD Deck.
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded into a POD Deck, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, you cannot turn texture or one-sided coated paper over. Change this paper instead.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. A9-9.

6 **Lower the paper holder plate.**

7 **Gently push the paper deck back into the machine until it clicks into place in the closed position.**

The inside lifter automatically rises, and prepares the paper deck for feeding.

⚠ **CAUTION**
When returning the paper deck to its original position, be careful not to get your fingers caught, as this may result in personal injury.

🖐 IMPORTANT
You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper deck is not completely pushed into the machine. Always check that the paper decks are in place, and that the paper does not exceed the loading limit.

✎ NOTE
If paper runs out during copying or printing, load a new paper stack, and follow the instructions on the touch panel display. The machine automatically restarts, and produces the remaining copies or prints.

Changing the Paper Size for the POD Decks

This section explains how to change the paper size for the optional POD decks. It is necessary to register the paper size for the POD Decks in Register Paper in Common Settings (from the Additional Functions screen) before loading the paper. (See "Identifying the Type of Paper in a Paper Source," on p. A4-24.)

1 **Register the desired paper size for the POD deck in Register Paper in Common Settings (from the Additional Functions screen).**

For instructions on registering the paper size for the POD Decks, see "Identifying the Type of Paper in a Paper Source," on p. A4-24.

2 **Press and release the button on the paper deck that you want to adjust, and pull out the paper deck until it stops. When the inside lifter automatically descends to the paper loading position, lift the paper holder plate and remove all of the remaining paper.**

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

3 **Unlock the lever of the size change plate.**

4 **Load the desired paper to approximately 3/8" (10 mm) in height. Slide the outer size change plate and inner size change plate to align them with the desired paper size.**

IMPORTANT
Adjust the outer and inner guides correctly to avoid causing a paper jam, dirty prints, or make the inside of the machine dirty.

5 **Lock the lever of the size change plate and fix it.**

6 **Squeeze the lever on outer size change plate below. Slide the rear guide to align it with the desired paper size.**

7 **Load all remaining paper whose size you want to change into the paper deck.**

⚠ **CAUTION**
   When loading paper, take care not to cut your hands on the edges of the paper.

🔲 IMPORTANT
- Do not load paper into a POD Deck that has previously been printed on, as this may result in a malfunction or damage to the machine. Always use the stack bypass to feed paper when you want to print on the back side of a sheet of paper that already has something printed on its front side (2nd Side of 2-Sided Print).
- Paper which has been rolled or curled must be straightened out before loading it into the paper deck.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▨) on the inside of the paper deck.
- Never place paper or any other items in the empty part of the paper deck next to the paper stack. Doing so may cause paper jams.

✏ NOTE
- Up to 1,000 sheets of paper (80 g/m^2) can be loaded into the upper and middle deck, and up to 2,000 sheets of paper (80 g/m^2) can be loaded into the lower deck.
- Only load 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, and irregular size (7 1/8" x 7 1/8" to 13" x 19 13/64" (182 mm x 182 mm to 330.2 mm x 487.7 mm)) paper into the POD Deck.
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded into a POD Deck, the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, you cannot turn texture or one-sided coated paper over. Change this paper instead.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. A9-9.
- When loading paper, make sure that the height of the paper stack does not exceed 13/16" (20 mm). If the height of the paper stack exceeds 13/16" (20 mm), the edges of the paper stack may become curled or creased, and poor print quality may result.

8 **Lower the paper holder plate.**

9 **Change the paper deck's size plate to match the new paper size.**

10 **Gently push the paper deck back into the machine until it clicks into place in the closed position.**

The inside lifter automatically rises, and prepares the paper deck for feeding.

⚠ **CAUTION**
When returning the paper deck to its original position, be careful not to get your fingers caught, as this may result in personal injury.

🤚 IMPORTANT
When you change the paper size, make sure to store the paper type in Register Paper in Common Settings (from the Additional Functions screen).

Paper Deck-AC1 (Optional)

If you attach the optional Paper Deck-AC1 to the machine, you have one additional source of paper for printing jobs. The Paper Deck-AC1 holds up to 3,500 sheets of paper (80 g/m^2).

IMPORTANT
- If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button.
- For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

NOTE
The following paper sizes can be loaded in the paper deck:
- 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, or LTRR

Loading Paper

If you select the paper deck when it has no paper, or if the paper deck runs out of paper during a print job, a screen prompting you to load paper appears on the touch panel display.

Follow the procedure below to load paper into the paper deck.

CAUTION
When loading paper, take care not to cut your hands on the edges of the paper.

⊕ IMPORTANT
- Never place paper or any other items in the empty part of the paper deck next to the paper stack. Doing so may cause paper jams.
- A paper blower is attached inside the paper deck. Do not insert paper clips or other foreign objects into the blower.
- Paper jams may occur if you load paper into the Paper Deck-AC1 in a low humidity environment. If paper jams occur, follow the instructions on the touch panel display to remove the jammed paper. In addition, make sure that the loaded paper is not curled (see "Paper Deck-AC1 (Optional)," on p. A8-55). Paper curls must be straightened out prior to loading.
- A screen prompting you to load paper also appears if the paper deck is not fully inserted to the machine. Make sure that paper deck is properly in place.
- Do not load the following types of paper into the paper deck. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper: thinner than 64 g/m^2 (approximately)
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
  - Tab paper
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- The paper deck can only accommodate paper from 64 to 300 g/m^2 in weight.

✎ NOTE
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper source, the remaining prints are made after you press [OK].
- If you want to change the paper loaded in the paper deck from plain to coated paper, wait for the warm air fan to readjust its temperature before you change the paper.

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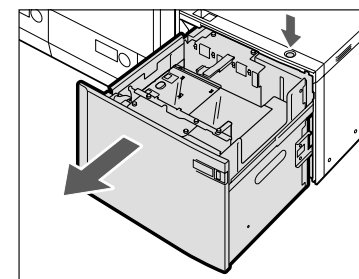
⊕ IMPORTANT
If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, and then press the open button.

The inside lifter automatically descends to the paper loading position.

2 **Open a package of paper, and remove the paper stack.**
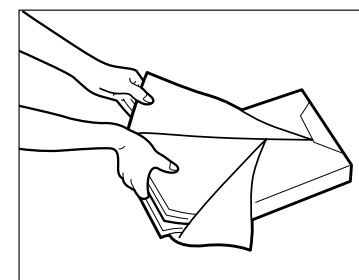
⚠ CAUTION
When loading paper, take care not to cut your hands on the edges of the paper.

⚠ IMPORTANT
　Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

✎ NOTE
- For instructions on loading transparencies into a paper deck, see "Loading Transparencies," on p. A7-11.
- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.
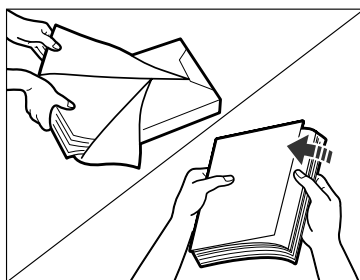
3 **Lift the feeding support roller.**
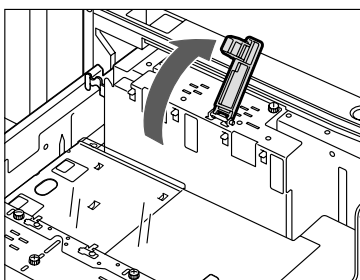
⚠ IMPORTANT
- When loading paper, be sure to first lift the feeding support roller. If you load paper without raising the feeding support roller, it may become detached, and paper may not be fed properly.
- Use of the paper deck with the feeding support roller detached, may cause paper jams.

4 **Load the paper stack into the paper deck.**

Make sure that the inside lifter has lowered before loading paper, even out the edges of the paper stack, and stack the paper neatly against the inner paper guide.
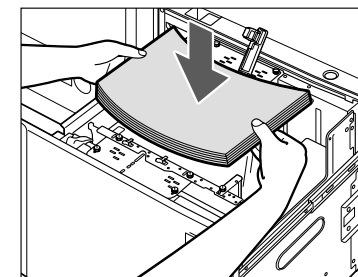
⚠ IMPORTANT
- Do not load paper into the paper deck that has previously been printed on, as this may result in a malfunction or damage to the machine. Always use the stack bypass to feed paper when you want to print on the back side of a sheet of paper that already has something printed on its front side (2nd Side of 2-Sided Print).
- Make sure that the size change plate is properly aligned with the marks for the desired paper size. If the size change plate is not properly aligned, the paper deck may become damaged. For more information on aligning the size change plate, see "Changing the Paper Size for the Paper Deck-AC1," on p. A7-24.
- Paper which has been rolled or curled must be straightened out before loading it into the paper deck.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▨) on the inside of the paper deck.

✍ NOTE

- Load the paper stack in stages, adding approximately 600 sheets of paper (80 g/m^2) at a time. If the paper deck can accommodate more paper, the lifter will descend.

- Only load 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, or LTR paper into the paper deck. Only LTR paper can be loaded horizontally into the paper deck.

- Hot air that is blown by the fan may warm the inner size change plate of the paper deck.

- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.

- When paper is loaded in the paper deck, the side facing up is the one printed on.

- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, you cannot turn texture or one-sided coated paper over. Change this paper instead.

- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. A9-9.

5 **Lower the feeding support roller.**
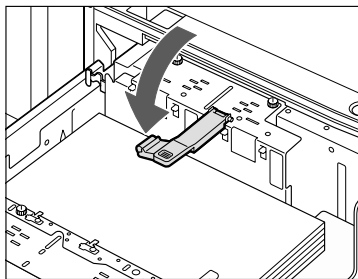
6 **Close the paper deck.**
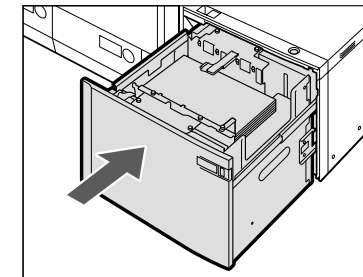
The inside lifter automatically rises, and prepares the paper deck for feeding.

⚠ CAUTION
When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

Changing the Paper Size for the Paper Deck-AC1

This section explains how to change the paper size for the optional Paper Deck-AC1. It is necessary to register the paper size for the paper deck in Register Paper in Common Settings (from the Additional Functions screen) before loading the paper. (See "Identifying the Type of Paper in a Paper Source," on p. A4-24.)

⊘ IMPORTANT
Never place paper or any other items in the empty part of the paper deck next to the paper stack. Doing so may cause paper jams.

1 **Register the desired paper size for the paper deck in Register Paper in Common Settings (from the Additional Functions screen).**

For instructions on registering the paper size for the paper deck, see "Identifying the Type of Paper in a Paper Source," on p. A4-24.

2 **Press the open button to open the paper deck.**
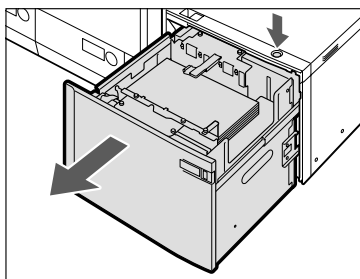
The inside lifter automatically descends to the paper loading position.

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

3 **Remove all of the loaded paper, the paper size sheet, and deck base plate.**
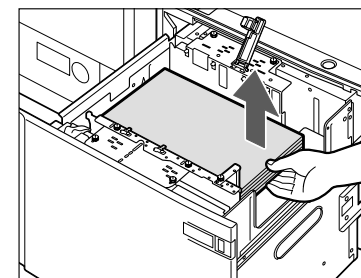
4 **Remove the blue screw on the rear edge retainer using a coin or something similar.**

5 Remove the rear edge retainer.

6 Remove the two blue screws on the outer size change plate using a coin or something similar.

IMPORTANT

Do not loosen or remove any screw other than the two blue screws on the outer size change plate.

7 Remove the outer size change plate.

8 Align the outer size change plate with the marks for the desired paper size that you want to load.

IMPORTANT

- Make sure to align the outer size change plate properly with the marks for the desired paper size. There are two locations with marks for the paper size on the top of the paper deck. Align the outer size change plate with the desired marks.

- Make sure that the size change plate is properly aligned with the marks for the desired paper size. If the size change plate is not properly aligned, the paper deck may become damaged.

9 **Fix the outer size change plate with the two blue screws using a coin or something similar, while slightly holding its center front portion and pressing it towards you.**

Fix the screws by turning them in the clockwise direction.

Fasten the left blue screw before fastening the right blue screw.
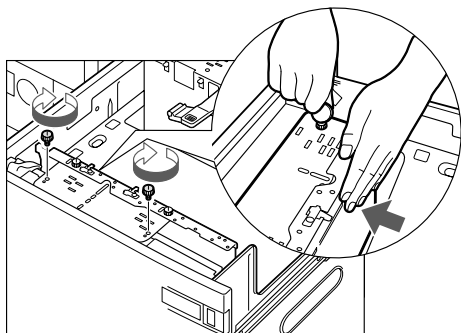
IMPORTANT

If you fasten the blue screws without pressing the outer size change plate towards you, the plate may be fixed at an angle. If you use the paper deck with a tilted outer size change plate, paper may be fed as slanted, poor print quality may result, and paper jams may occur. Therefore, make sure to fasten the blue screw while pressing the outer size change plate towards you.

10 **Align the rear edge retainer with the marks for the desired paper size.**
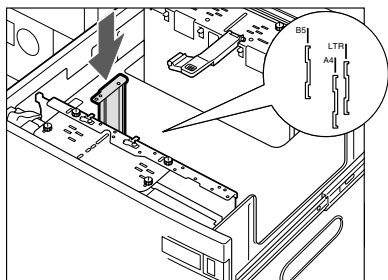
IMPORTANT

If the rear edge retainer is not aligned properly, paper may become jammed, the quality of the image may be degraded, or the inside of the main unit may become dirty. Make sure to load paper with the rear edge retainer properly aligned with the paper size marks on the top and base of the paper deck.

11 **Fix the rear edge retainer with the blue screw using a coin or something similar.**

Fix the screws by turning them in the clockwise direction.
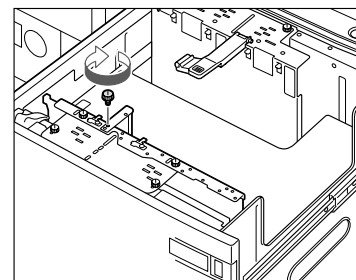
IMPORTANT

There are two screw holes for fastening the rear edge retainer. Make sure that it is fastened properly (aligned with the marks for the desired paper size) to prevent it from being installed at an angle.

12 **Remove the two blue screws on the inner size change plate using a coin or something similar.**
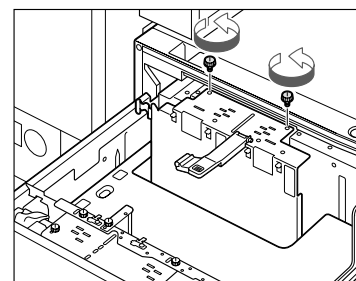
13 **Remove the inner size change plate.**
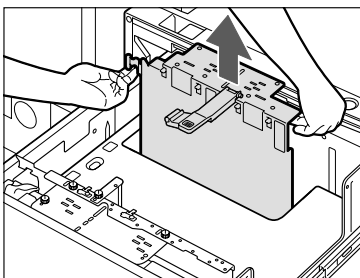
📝 NOTE

Hot air that is blown by the fan may warm the inner size change plate.

14 **Align the inner size change plate with the marks for the desired paper size.**
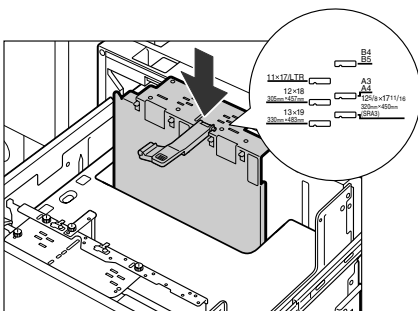
IMPORTANT

• Make sure to align the inner size change plate properly with the marks for the desired paper size. There are two locations with marks for the paper size on the top of the paper deck. Align the inner size change plate with the desired marks.

• Make sure that the size change plate is properly aligned with the marks for the desired paper size. If the size change plate is not properly aligned, the paper deck may become damaged.

15 **Fix the inner size change plate with the two blue screws using a coin or something similar, while slightly holding its center front portion, and pressing it away from you.**

Fasten the right blue screw before fastening the left blue screw.
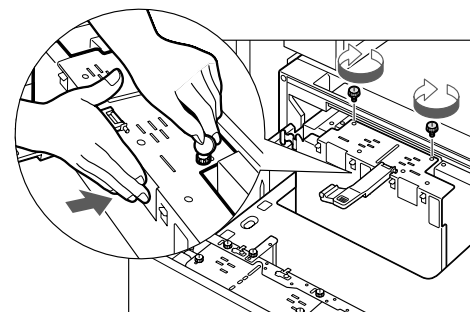
IMPORTANT

If you fasten the blue screws without pressing the inner size change plate away from you, the plate may be fixed at an angle. If you use the paper deck with a tilted inner size change plate, paper may be fed as slanted, poor print quality may result, and paper jams may occur. Therefore, make sure to fasten the blue screw while pressing the inner size change plate away from you.

16 **Insert the correct deck base plate that matches the new paper size into the paper deck.**
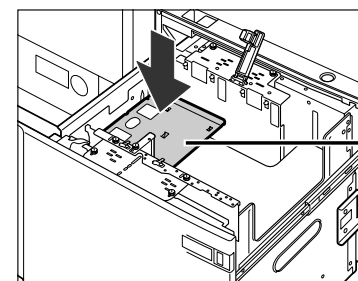
Deck Base Plate

When loading LTRR paper, it is not required to insert the deck base plate.

If you are not using the deck base plate, move the paper deck away from the main unit, and hang it on the hook that is on the inner left side of the paper deck.
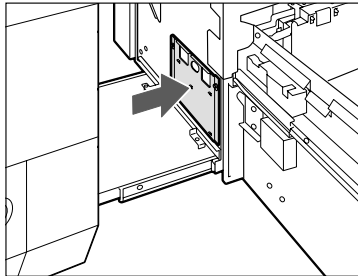
⊘ IMPORTANT
- Always use the deck base plate when loading paper into the paper deck. If you load paper without setting the deck base plate, the loaded paper may hang over the lifter, and paper jam may occur.
- Never place the deck base plate in the empty part of the paper deck. Doing so may lead to a malfunction of the machine.

17 Place the paper size sheet that matches the new paper size into the paper deck.
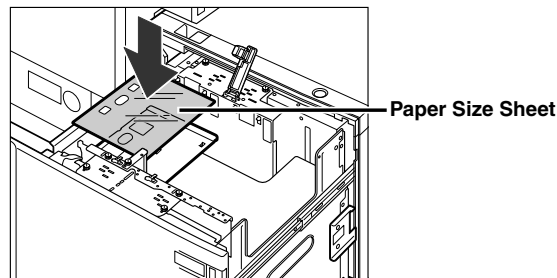
Paper Size Sheet

⊘ IMPORTANT
Never place the paper size sheet in the empty part of the paper deck. Doing so may lead to a malfunction of the machine.

18 Load the paper stack into the paper deck, and then lower the feeding support roller.
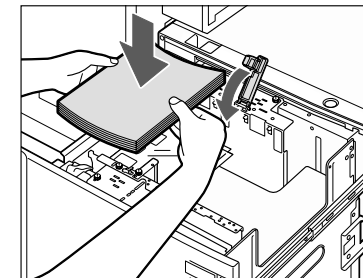
⚠ CAUTION
When loading paper, take care not to cut your hands on the edges of the paper.

⊘ IMPORTANT
- To load paper larger than LGL, first close the paper deck to raise the inside lifter, open the paper deck, and then load the paper. If you try to load paper larger then LGL when the inside lifter is at its lowest position, the paper may not be loaded properly, and paper jams may occur.
- Never place paper or any other items in the empty part of the paper deck. Doing so may lead to a malfunction of the machine.

✎ NOTE
When loading paper, make sure that the height of the paper stack does not exceed 13/16" (20 mm). If the height of the paper stack exceeds 13/16" (20 mm), the edges of the paper stack may become curled or creased, and poor print quality may result.

19 **Place a magnet label indicating the new paper size on the paper deck.**
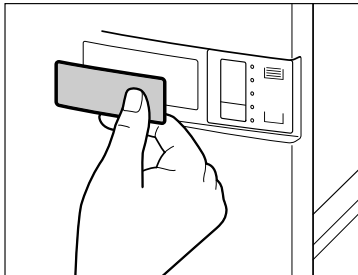
20 **Close the paper deck.**
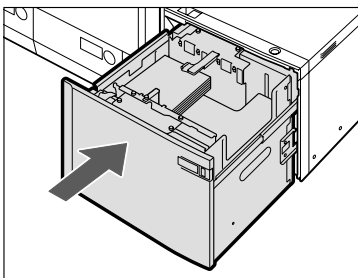
The inside lifter automatically rises, and prepares the paper deck for feeding.

⚠ **CAUTION**
When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

Document Insertion Unit-C1 (Optional)

The optional Document Insertion Unit-C1 can be attached to the optional Finisher-AB1 or Saddle Finisher-AB2.

When the Cover/Sheet Insertion, Cover/Job Separator, or Booklet (Saddle Stitch Booklet) mode has been set, the document insertion unit feeds the sheets to make a cover. The document insertion unit is necessary to feed paper which cannot be fed from the main unit or paper decks (paper which has been color copied, etc.), for use as a cover.

IMPORTANT

- Paper which has been rolled or curled must be straightened out before placing it into the document insertion unit.
- Do not place the following types of paper into the document insertion unit. Doing so may cause a paper jam.
  - Insertion sheets with holes or tears
  - Severely curled or wrinkled paper
  - Tab paper
  - Clipped or stapled insertion sheets
  - Transparencies or other highly transparent insertion sheets
  - Tracing paper
  - Labels
- If you create a saddle stitched booklet using coated paper for the cover, the image printed on the page after the cover may stick to the back of the cover, depending on the type of coated paper you are using.
- If you create a saddle stitched booklet using coated paper for the cover, cracks may appear around the fold of the cover, depending on the type of coated paper you are using.
- If you use the Staple (Corner or Double) mode to staple multiple copy sets using coated paper for the cover, the staples may dirty the surface of the cover of copy sets that have already been output, depending on the type of coated paper you are using.

- Some types of paper cannot be used with the optional Document Insertion Unit-C1. For more information, contact your local authorized Canon dealer.

■ Document Insertion Unit Staple Settings and Output Results Table

How to Place the Cover Sheet/Original			Staple Settings	Output Result
Document Insertion Unit	Feeder	Platen Glass		
*1			Corner: Upper Left Double: Left	LTR
*2			Corner: Lower Left Double: Left	
			Corner: Upper Right Double: Right	11" × 17" 11" × 17" LGL
*1			Corner: Lower Left Double: Left	
			Corner: Upper Right Double: Right	LTR
*2			Corner: Upper Left Double: Left	11" × 17" 11" × 17" LGL
*1			Corner: Upper Right Double: Right	LTR
*2			Corner: Upper Left	
			Corner: Lower Right	11" × 17", LGL

How to Place the Cover Sheet/Original			Staple Settings	Output Result
Document Insertion Unit	Feeder	Platen Glass		
*1			Corner: Upper Left	
			Corner: Lower Right	LTR
*2			Corner: Upper Right Double: Right	11" × 17" 11" × 17" LGL
*1			Saddle Stitch	

*1 Paper can be loaded in both the upper and lower trays. Load the paper facing in the same direction for both the upper and lower trays.

*2 Paper can only be loaded in the lower tray.

Loading Paper

This section describes the procedure for feeding sheets using the optional Document Insertion Unit-C1.

🖐 IMPORTANT

For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

1 **Adjust the slide guides to fit the paper size.**
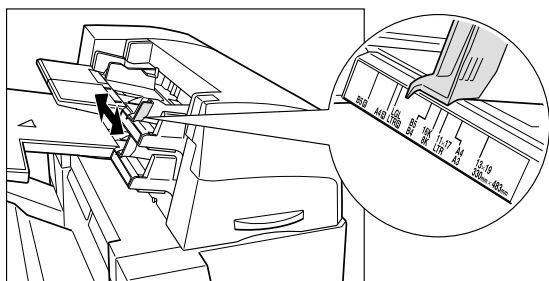
Upper Tray
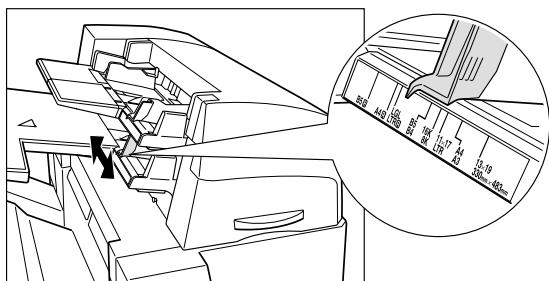
Lower Tray

2 **Open a package of paper, and remove the paper stack.**
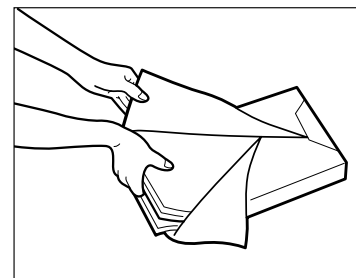
⚠ CAUTION
When loading paper, take care not to cut your hands on the edges of the paper.

🖐 IMPORTANT
Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

✎ NOTE
• For high-quality printouts, use paper recommended by Canon.
• Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.
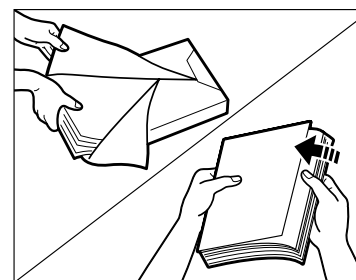
3 **Load the paper stack into the document insertion unit.**

● **If you want to load paper into the upper tray:**

❑ Load the paper face up.
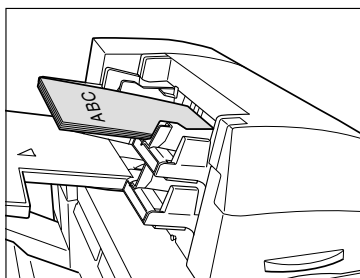
⊘ IMPORTANT
Make sure that the height of the paper stack does not exceed the loading limit mark (▦) at the back of the paper supply tray.

✎ NOTE
• Only load paper for use as a cover.
• You cannot make copies or print on paper that is loaded in the document insertion unit.
• You can load LTR, LTRR, EXEC, or irregular size (7 1/8" x 7 1/8" to 11" x 13" (182 mm x 182 mm to 297 mm x 330.2 mm)) paper into the upper tray of the document insertion unit.
• A maximum of 200 sheets of paper (80 g/m^2) can be loaded in the upper tray of the document insertion unit.

● **If you want to load paper into the lower tray:**

❑ Load the paper face up. However, load the paper face down if you are using the Saddle Stitch mode.
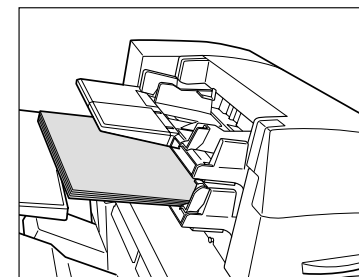
✎ NOTE
• Only load paper for use as a cover.
• You cannot make copies or print on paper that is loaded in the document insertion unit.
• You can load 13" x 19", 12.60" x 17.72", 12" x 18", 11" x 17", LGL, LTR, LTRR, EXEC, or irregular size (7 1/8" x 7 1/8" to 13" x 19 13/64" (182 mm x 182 mm to 330.2 mm x 487.7 mm)) paper into the lower tray of the document insertion unit.
• A maximum of 200 sheets of paper (80 g/m^2) can be loaded in the lower tray of the document insertion unit.
• When loading paper into the lower tray, lift up the upper tray to make it easier to access the lower tray.
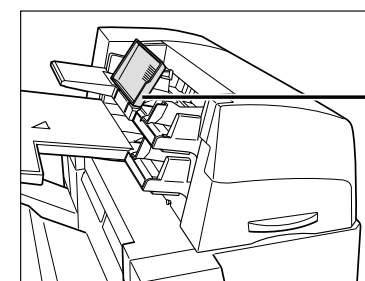
Upper Tray

4 **Select the desired paper size → press [Next].**
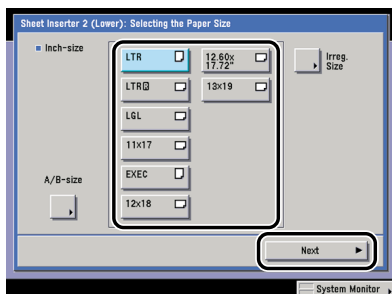
⬛ IMPORTANT

Select the same paper size that is loaded in the document insertion unit.

✎ NOTE

- The available paper sizes for the optional Document Insertion Unit-C1 vary, depending on whether you are using the upper or lower tray.

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

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

⬛ IMPORTANT

When printing on special types of paper, such as heavy paper, be sure to correctly set the paper type. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing assembly may become dirty and require a service repair, or the paper could jam.

Finisher-AB1/Saddle Finisher-AB2/Punch Unit-V1 (Optional)

This section describes the procedure for replacing the staple cartridge in the optional Finisher-AB1 or Saddle Finisher-AB2, and removing the punch waste from the optional Punch Unit-V1.

Replacing the Staple Cartridge in the Stapler Unit

When the optional Finisher-AB1 or Saddle Finisher-AB2 is almost out of staples and the staple cartridge in the stapler unit must be replaced, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

Use only staple cartridges intended for use in this machine.
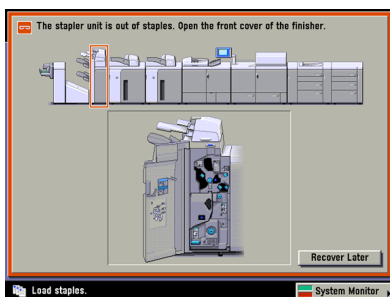
IMPORTANT
Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally and are not involved in the paper or staple jam removal procedure.

NOTE
We recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 Open the front cover of the finisher.
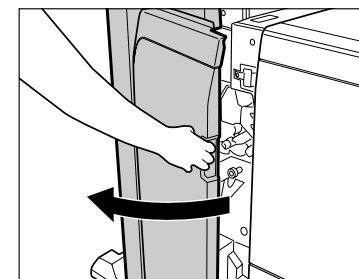
2 Pull out the staple case from the stapler unit, holding it by its green tab.
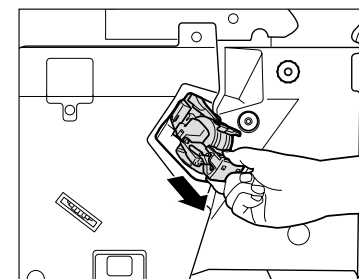
3 **Pull out the staple cartridge.**
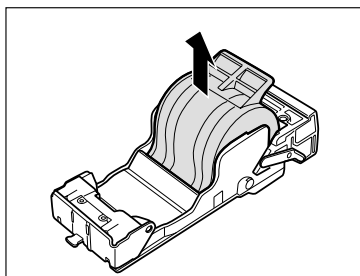
4 **Insert the new staple cartridge.**
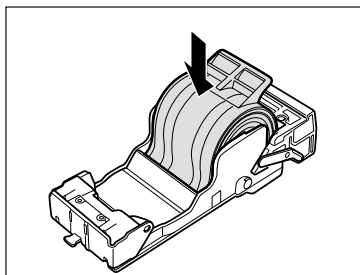
⊕ IMPORTANT
    Use only staple cartridges intended for use in this machine.

✎ NOTE
    Only one staple cartridge can be inserted at a time.

5 **Gently push the staple case into the stapler unit, until it is securely in place.**
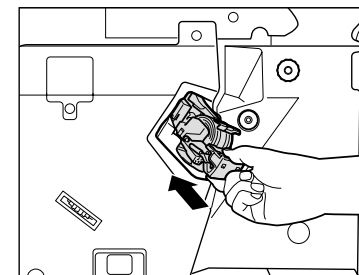
6 **Below the stapler unit is the staple waste tray. Pull out the staple waste tray.**
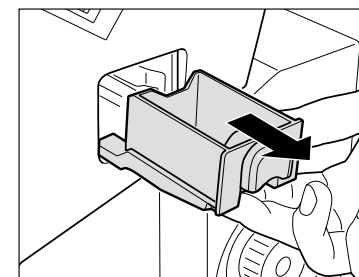
7 **Discard the staple waste.**
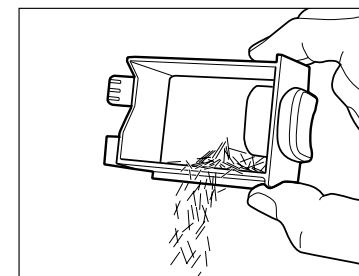
CAUTION

When discarding the staple waste, be careful not to touch the staple waste. Doing so may result in personal injury.

8 **Return the staple waste tray to its original position.**

9 **Close the front cover of the finisher.**

CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Staple Cartridge in the Saddle Stitcher Unit

When the saddle stitcher unit of the optional Saddle Finisher-AB2 is almost out of staples and the staple cartridge must be replaced, a screen similar to t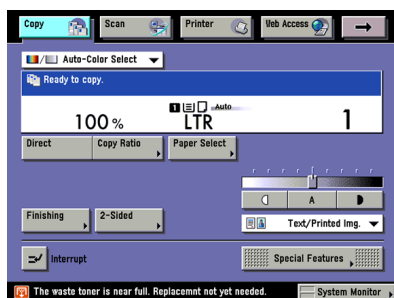he one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.

Use only staple cartridges intended for use in this machine.

IMPORTANT

- Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally and are not involved in the paper or staple jam removal procedure.
- This procedure is necessary only if the optional Saddle Finisher-AB2 is attached.
- If necessary, remove all of the output paper in the Booklet Tray before replacing the staple cartridge in the saddle stitcher unit.

✎ NOTE

Since both the front and inner staple cartridges need to be replaced when staples run out in the saddle stitcher unit, we recommend that you order staple cartridges from your local authorized Canon dealer before your stock runs out.

1 Open the front cover of the finisher.
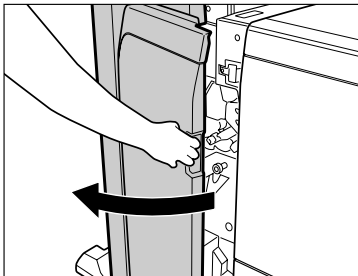
2 Grip the saddle stitcher unit (C4) by its handle, and pull it out of the finisher until it stops.
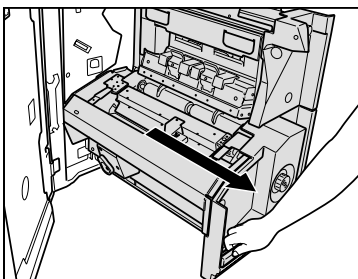
3 Pull out one staple case, holding it by its tab.
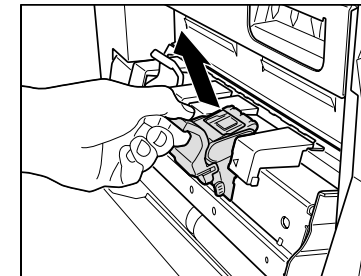
4 Open the staple case cover.

Hold the staple case cover by its left and right sides, and then lift it and slide it off.
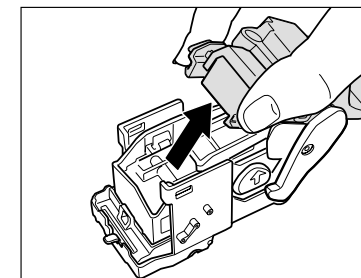
5 **Lift and pull out the empty staple cartridge.**

Squeeze the part of the staple cartridge indicated by the arrow in step 4 to release the empty staple cartridge.

The arrow is on both sides of the staple cartridge.
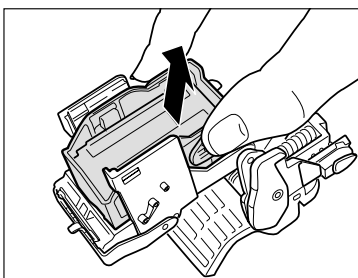
6 **Insert the new staple cartridge.**
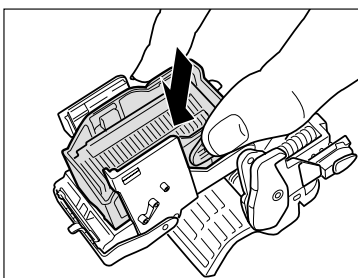
✐ NOTE
　Only one staple cartridge can be inserted at a time.

7 **Return the staple case to its original position in the saddle stitcher unit, making sure to align the arrow on the staple case with the arrow on the saddle stitcher unit, as shown below.**
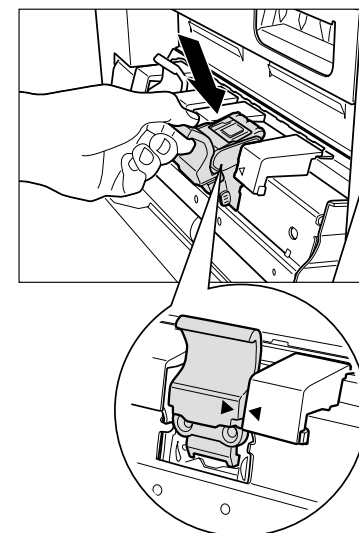
🖑 IMPORTANT
　Follow the steps 3 to 7 to replace the other staple cartridge in the saddle stitcher unit.

8 **Gently push the saddle stitcher unit (C4) back into the machine.**
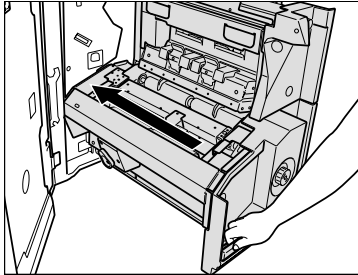
9 **Close the front cover of the finisher.**
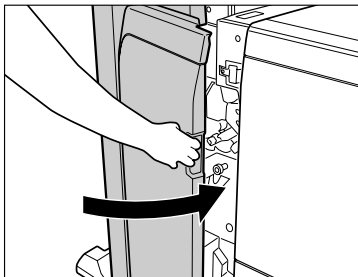
⚠ **CAUTION**
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

Removing Punch Waste

When the punch waste tray of the optional Punch Unit-V1 becomes full, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove the punch waste.
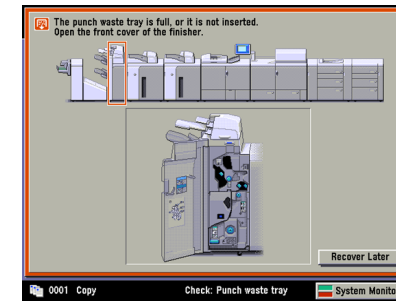
⊞ IMPORTANT
Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally and are not involved in the paper or staple jam removal procedure.

✎ NOTE
This procedure is necessary only if the optional Punch Unit-V1 is attached to the optional Finisher-AB1 or Saddle Finisher-AB2.

1 **Open the front cover of the finisher.**
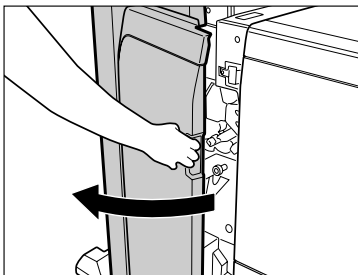
2 **Pull out the punch waste tray.**
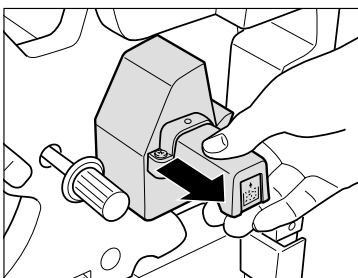
3 **Discard the punch waste into a receptacle.**
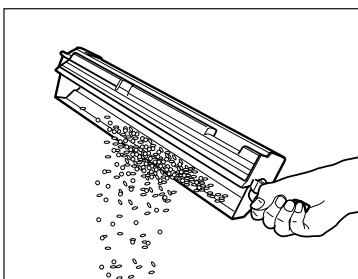
📝 NOTE
    Make sure that the punch waste tray is completely emptied.

4 **Return the punch waste tray to its original position.**
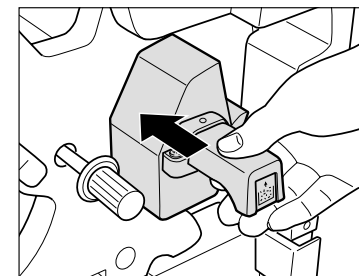
📝 NOTE
    If the punch waste tray is not securely in place, you cannot make copies or prints in the Hole Punch mode.

5 **Close the front cover of the finisher.**
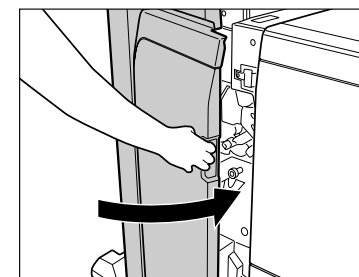
⚠ CAUTION
    When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

Limiting Functions

If a problem frequently occurs when using the Finishing modes, such as Offset Collate and Staple, you can temporarily limit the use of these finishing modes by setting Limited Functions Mode to 'On'.

In addition, when the Service Call Message screen appears indicating a finishing mode malfunction, you can clear the Service Call Message screen by setting Limited Functions Mode to 'On'. However, after the Limited Functions Mode is deactivated, the Service Call Message screen may appear again, unless the cause of the malfunction is cleared. (See "Service Call Message," on p. A8-89.)

⊘ IMPORTANT
  [Limited Functions Mode] is displayed only if an optional finisher is attached.

⊘ NOTE
  Displayed functions may vary, depending on the combination of options that are attached to the machine.

1 Press ⊚ (Additional Functions) → [Common Settings] → [Limited Functions Mode].

2 Select the finishing mode you want to limit.
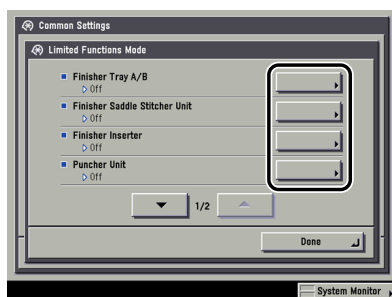
3 Select [On] or [Off] → press [OK].

⊘ NOTE
  • The Limited Functions Mode is enabled only after you restart the machine (the main power switch is turned to the "⏻" side, and then to the "I" side). For instructions on restarting the machine, see "Main Power and Control Panel Power," on p. A1-6.
  • After setting Limited Functions Mode to 'On', the corresponding Finishing mode will be grayed out on the Finishing: Selecting the Type screen, and cannot be used.

Replacing the Toner Cartridge/Waste Toner Container

This section describes the procedure for replacing the toner cartridge and waste toner container.

Precautions for Handling Toner Cartridges

A toner cartridge consists of intricate mechanical components. Handling the toner cartridge without due care may lead to damage to the toner cartridge or deterioration in print quality. Be mindful of the following points when removing or installing the toner cartridge.

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

⚠ CAUTION
- Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.
- Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

🖐 IMPORTANT
Do not turn or rotate the toner cartridge. Doing so may cause the toner cartridge to leak.

Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display, as shown below. You can continue printing, but at this time you should purchase a new toner cartridge of the indicated color to have it available when needed.
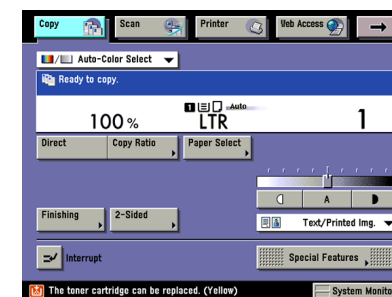
When toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown below, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.
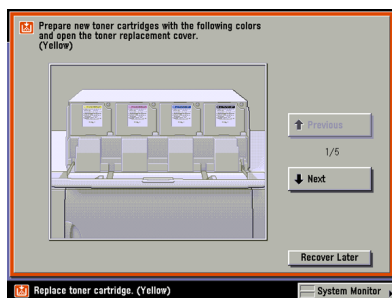
If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if you do not replace the toner cartridge immediately.

IMPORTANT
- Use only toner cartridges intended for use in this machine. For more information on the types of toner cartridges to use, see "Consumables," on p. A7-53.
- Do not replace the toner cartridges until the message prompting you to do so appears.
- The color of the toner to be replaced is shown on the touch panel display. If you need to replace two or more toner cartridges, replace the toner cartridges in this order: black, cyan, magenta, and yellow.
- If you continue copying or printing in black-and-white after cyan, magenta, or yellow toner runs out, do not remove the depleted toner cartridges from the machine until copying or printing is complete.
- You can display warning message informing the user that the remaining toner is low. For instructions on displaying the remaining toner error message, see "Displaying the Remaining Toner Error Message," on p. A6-31. For instructions on erasing the remaining toner error message, see "Erasing the Remaining Toner Error Message," on p. A4-44.

NOTE
- The toner cartridge can be replaced even if the machine is in operation.
- Complete instructions on how to replace the toner cartridge can be accessed by pressing [Previous] or [Next] on the touch panel display.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.
- If black toner is left, you can continue copying and printing in black-and-white. However, if a job is interrupted because cyan, magenta, or yellow toner runs out, copying and printing in black-and-white is only possible for functions other than the function being used for the interrupted job.
- After replacing a toner cartridge, if printed colors are different from the colors printed before you replaced the toner cartridge, perform an Automatic Gradation Adjustment in Adjustment/Cleaning (from the Additional Functions screen). (See "Automatic Gradation Adjustment," on p. A4-51.)

1 **Open the outer toner replacement cover.**
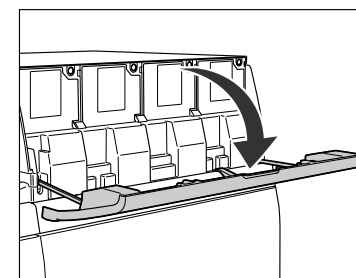
IMPORTANT
The location of each toner supply port is shown below.

Yellow
Magenta
Cyan
Black
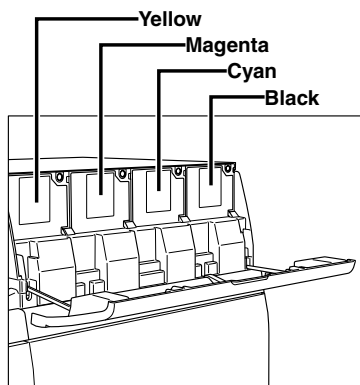
2 **Press the open button on the toner supply port of the toner cartridge you want to replace, and then open the inner toner replacement cover.**
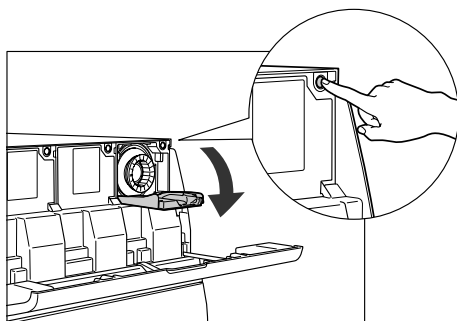
3 **Remove the toner cartridge, supporting it with both hands.**

Pull the toner cartridge out halfway, and then remove it completely while supporting it and keeping it straight with your other hand from underneath.
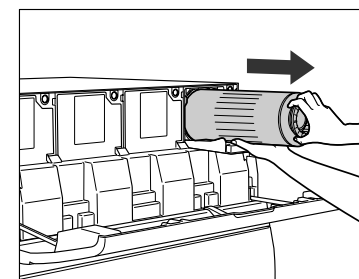
CAUTION
Do not touch the tip of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner cartridge to leak.
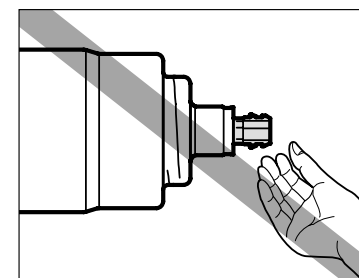
4 **Twist the orange protective cap of the new toner cartridge in the direction of the arrow (counterclockwise) to remove it.**
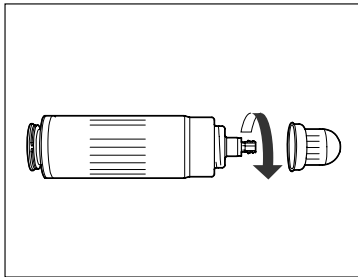
5 **Push the new toner cartridge into the machine as far as it will go.**

Support the new toner cartridge with one hand from underneath, while pushing it into the machine with your other hand.
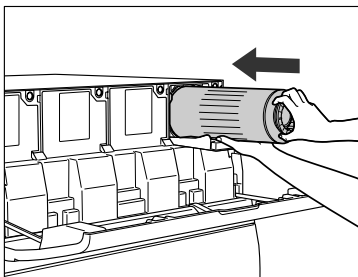
ⓘ IMPORTANT
When replacing a toner cartridge, make sure that you replace the depleted toner cartridge with a new toner cartridge of the same color. If the color is different, the toner cartridge will not fit into the toner supply port.

6 **Close the inner toner replacement cover.**
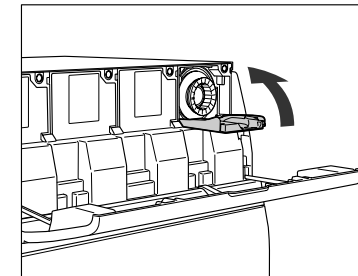
⚠ CAUTION
When closing the inner toner replacement cover, be careful not to get your fingers caught, as this may result personal injury.

7 **Close the outer toner replacement cover.**
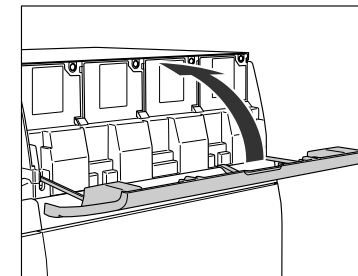
⚠ CAUTION
When closing the outer toner replacement cover, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Waste Toner Container

When the waste toner container is going to be full, the following message appears on the touch panel display, as shown below. You can continue to printing, but at this time you should purchase a new toner container, to have it available when needed.

When the waste toner container is full, the procedure for replacing the container appears on the touch panel display, as shown below. In this case, follow the procedure below to replace the waste toner container.
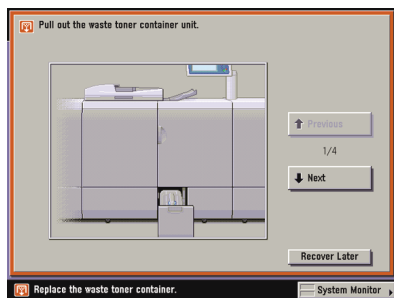
You can print for a while even if you do not replace the waste toner cartridge immediately. (The number of sheets may differ depending on the contents to print.)

If you continue to print, an error occurs and you cannot continue printing.

⚠ WARNING
• Do not burn or throw used waste toner containers into open flames. Also, do not store waste toner containers in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.
• Your local authorized Canon dealer will dispose of the used waste toner container. Use the provided cover to cover up the opening of the used waste toner container.

⚠ CAUTION
Used toner cannot be reused. Do not mix new and used toner together.

✋ IMPORTANT
• Use only waste toner containers intended for use in this machine.
• Do not replace the waste toner container until the message prompting you to do so appears.

✎ NOTE
• Complete instructions on how to replace the waste toner container can be accessed by pressing [Previous] or [Next] on the touch panel display.
• If the waste toner container must be replaced during a print job, the remaining prints are made after the new waste toner container is installed.
• The waste toner container can be replaced even if the machine is in operation.

1 Pull out the waste toner container tray.
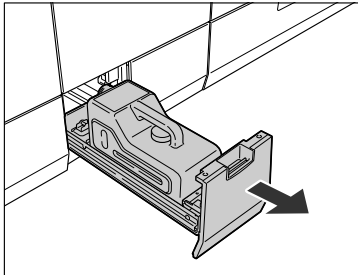
2 Use the provided cap to cover the opening of the used waste toner container.
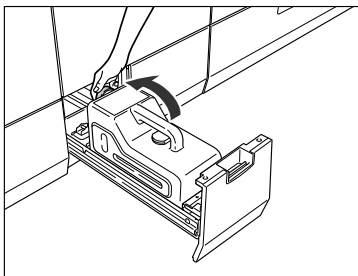
3 Remove the waste toner container.
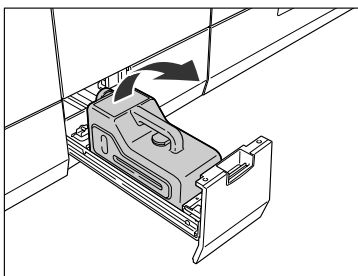
⚠ CAUTION
When removing the waste toner container, be careful not to tilt it, as the toner may spill and get onto your hands or clothing. If toner gets onto your hands or clothing, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.

4 Insert the new waste toner container.
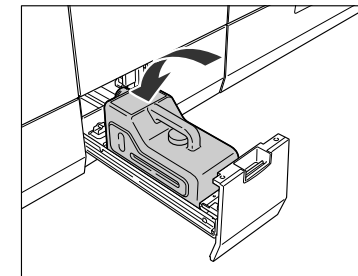
5 Gently push the waste toner container tray into the machine until it clicks into place in the closed position.
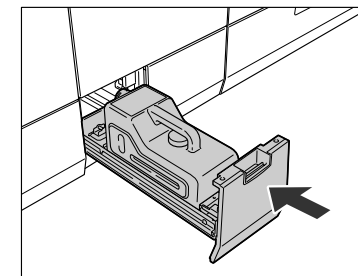
⚠ CAUTION
When returning the waste toner container tray to its original position, be careful not to get your fingers caught, as this may result in personal injury.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine. For high-quality printouts, we recommend cleaning these parts once or twice a month.

- Touch Panel Display
- Platen glass (optional)
- Original feeding belt/underside of the platen cover (optional)
- Feeder (optional)

⚠ **WARNING**
- **When cleaning the machine, first turn the main power switch to the "⏻" side, and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.**
- **Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.**

Touch Panel Display

Follow the procedure below to clean the touch panel display.

1 **Wipe the touch panel display with a cloth dampened with water or a mild cleaning agent, and then wipe the area clean with a soft, dry cloth.**
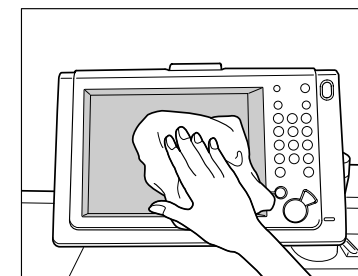
⚠ **CAUTION**
Do not dampen the cloth too much, as this may damage the original or break the machine.

✎ **NOTE**
Since the touch panel display becomes dirty from normal use, we recommend that you clean it once a week or every 10 days.

Platen Glass/Original Feeding Belt/Underside of the Platen Cover

Clean the platen glass/original feeding belt/underside of the platen cover by following the procedure below.

IMPORTANT

If the platen glass/original feeding belt/underside of the platen cover is dirty, the original may not be scanned clearly, or the size of the original may be detected incorrectly.

NOTE

Cleaning the original feeding belt is necessary only if the platen cover is attached.

1 **Clean the platen glass/original feeding belt/underside of the platen cover with a cloth dampened with water or a mild cleaning agent, and then wipe them with a soft, dry cloth.**

Slide the original feeding belt manually, and clean the section that is hidden.
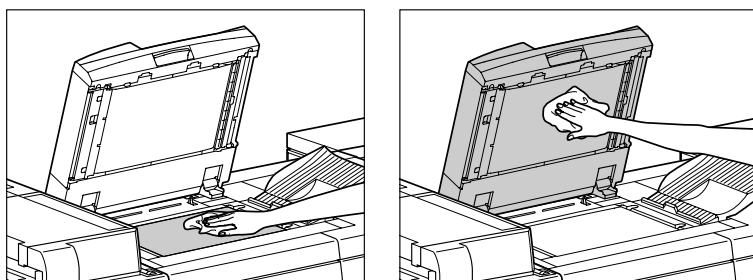
⚠ CAUTION

Do not dampen the cloth too much, as this may damage the original or break the machine.

NOTE

If black streaks appear on the printed output when using the feeder, carefully clean the area indicated by the label that is attached to the platen glass.

Automatic Feeder Cleaning

If your originals have black streaks or appear dirty after scanning them through the feeder, clean the rollers of the feeder.

✋ IMPORTANT
For more information on paper weights, see "Paper Weight Equivalency," on p. A9-15.

✎ NOTE
• It takes approximately 15 seconds to clean the feeder.
• [Feeder Cleaning] appears only if the optional Feeder (DADF-R1) is attached.

1 **Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Feeder Cleaning].**

2 **Place 10 sheets of blank paper into the feeder → press [Start].**

Make sure that you fan the sheets of paper well.

Use LTR paper (60 to 80 g/m^2).

When cleaning is complete, try scanning again.

✎ NOTE
To cancel feeder cleaning while it is in progress, press [Cancel].

Wire Cleaning

If streaks appear on printed output, or random parts of the printed image are missing, clean the corona assembly wires inside the main unit.

✎ NOTE
• It takes approximately 35 seconds to clean the wires.
• Wire cleaning cannot be performed during printing.

1 **Press ⊚ (Additional Functions) → [Adjustment/Cleaning] → [Wire Cleaning].**

2 **Press [Start].**

When cleaning is complete, try printing again.

Roller Cleaning

If dirt or streaks appear on the printed output, clean the roller inside the main unit.

✐ NOTE
It takes approximately one minute to clean the roller.

1 **Press ◉ (Additional Functions) → [Adjustment/Cleaning] → [Roller Cleaning].**

2 **Press [Start].**

When cleaning is complete, try printing again.

Consumables

The following consumables are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

■Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), recycled paper, color paper, transparencies (recommended for this machine), tracing paper, labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.
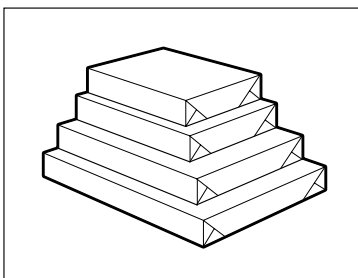
⚠ **CAUTION**
Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.

🖐 IMPORTANT
To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

✎ NOTE
● For high-quality printouts, use paper recommended by Canon.
● Some commercially available paper types are not suited for this machine. Contact your local authorized Canon dealer when you need to purchase paper.

■Toner

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the used toner cartridge with a new one of the same color displayed.

Toner comes in four colors: cyan, magenta, yellow, and black.

Check the toner color that you need to replace before ordering toner from your local authorized Canon dealer. Also, when replacing the toner cartridge, make sure that you replace toner of the correct color.

Only use toner cartridges intended for use in this machine.

Product Name	Corresponding Canon Genuine Toner Cartridge
imagePRESS C7000VP	Canon IPQ-2 Yellow Toner Canon IPQ-2 Magenta Toner Canon IPQ-2 Cyan Toner Canon IPQ-2 Black Toner
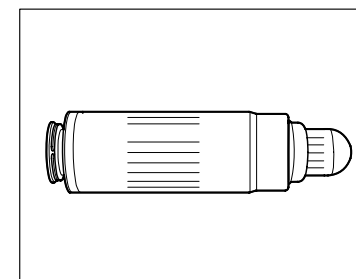
⚠ **WARNING**
- **Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.**
- **Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.**

⚠ **CAUTION**
Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

🖐 IMPORTANT
Store toner cartridges in a cool location, away from direct sunlight. (The recommended storage conditions are: temperatures below 86°F, and humidity below 80%.)

■ **Genuine Supplies**

Canon has developed and manufactured Toner, Parts, and Supplies specifically for use in this machine. For optimal print quality and for optimal machine performance and productivity, we recommend that you use Genuine Canon Toner, Parts, and Supplies. Contact your Canon Authorized Dealer or Service Provider for Genuine Canon Supplies.

8 Troubleshooting

This chapter explains what to do in response to a paper jam in the main unit, or optional units, and an error message display.

Reducing the Frequency of Paper Jams

If paper jams occur frequently, even though there is no apparent problem with the machine, either one of the following two reasons may be the cause. Follow the instructions described below to reduce the frequency of paper jams.

■ **There are torn pieces of paper left inside the machine.**

Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. If paper tears while you are trying to remove jammed paper from the machine, make sure that you remove all of the torn pieces.

■ **The paper size loaded in a paper source is not registered.**

Make sure that the paper size that is loaded is registered in Register Paper in Common Settings (from the Additional Functions screen). If the paper size loaded does not match the paper size that is registered, paper jams may occur more frequently.

🔲 Screens Indicating the Locations of Paper Jams

If a paper jam occurs, the following screens appear on the touch panel display.

The screen indicating the location of the paper jam and instructions on how to clear the paper jam appear on the touch panel display. This screen repeatedly appears on the touch panel display until the jam is entirely cleared. The screen shots below may vary, depending on the optional equipment that is attached to the machine.

If you press [Recover Later], you can continue operations, such as setting modes and scanning originals, even if the jammed paper is not removed immediately.

■ **Example of a Screen Indicating the Location of the Paper Jam in the Main Unit**
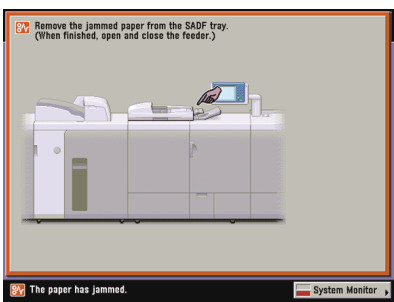
■ **Example of a Screen Indicating How to Clear the Paper Jam**
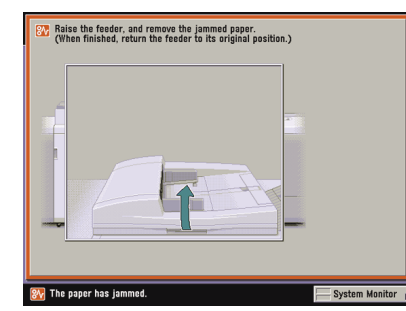
■**Example of a Screen Indicating How to Clear the Paper Jam**

You can confirm the symbol where paper jam occurred by [Unit], and you can also confirm the label number that you should clear the paper jam by [Operation Order]. The label number corresponds to the label attached to the internal section of this machine. Follow the steps indicated on [Priority] and remove the jammed paper.

⚠ WARNING
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
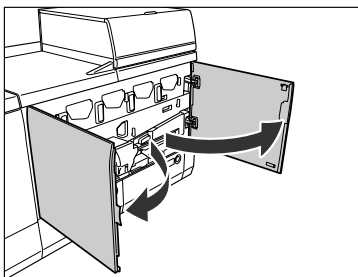
⚠ CAUTION
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **The fixing assembly and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing assembly and its surroundings, as doing so may result in burns or electrical shock.**
- **After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.**

🖐 IMPORTANT
- If a paper jam occurs in the optional feeder, you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-R1) (Optional)," on p. A8-37.)
- If a MEAP application screen is displayed, a message appears in the Job/ Print monitor area. Press [System Monitor] → follow the procedures that appear on the touch panel display to help you remove the jammed paper.

✎ NOTE

If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

■ Symbol Indication

To indicate each unit simply, symbols assigned to the main unit and optional equipment. The symbols described below correspond to the screen indication when clearing paper jams and the label attached to the internal section of this machine.
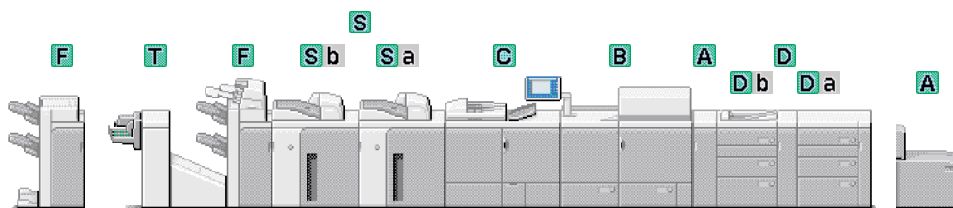
Ⓐ Buffer Pass
Between the Main Unit and the POD Deck-A1/Secondary POD Deck-A1, or Between the Main Unit and the Paper Deck-AC1 (Main Unit Side): p. A8-41
Between the Main Unit and POD Deck-A1/Secondary POD Deck-A1 (POD Deck Side): p. A8-49

Stack Bypass-A1
Stack Bypass-A1 (Optional): p. A8-52

Paper Deck-AC1
Paper Deck-AC1 (Optional): p. A8-55

Ⓑ Main Station
Main Station (Inside the Main Unit): p. A8-16
Lower Feeding Unit/Paper Decks of the Main Unit: p. A8-17
Feeding Unit: p. A8-22

Ⓒ Sub Station
Sub Station (Inside the Main Unit): p. A8-25
Primary Fixing Assembly: p. A8-26
Secondary Fixing Assembly: p. A8-30
Delivery/Reverse Unit: p. A8-33
Feeder (DADF-R1) (Optional): p. A8-37
SADF Tray: p. A8-40

Ⓓ POD Deck-A1/Secondary POD Deck-A1
POD Deck-A1/Secondary POD Deck-A1 (Front Right Cover/Horizontal Pass) (Optional): p. A8-44
Paper Decks of POD Deck-A1/Secondary POD Deck-A1 (Optional): p. A8-47
Between the Main Unit and the POD Deck-A1/Secondary POD Deck-A1, or Between the Main Unit and the Paper Deck-AC1 (Main Unit Side): p. A8-41
Between the Main Unit and POD Deck-A1/Secondary POD Deck-A1 (POD Deck Side): p. A8-49

✎ NOTE
If the only POD Deck-A1 is attached, the label is displayed as "(D)." If the POD Deck-A1 and Secondary POD Deck-A1 are attached, the label for the POD Deck-A1 is displayed as "(Db)" and the label for the Secondary POD Deck-A1 is displayed as "(Da)."

Ⓕ Finisher-AB1/Saddle Finisher-AB2
Inside the Top Cover of the Finisher-AB1/Saddle Finisher-AB2 (Optional): p. A8-57
Inside the Front Cover of the Finisher-AB1/Saddle Finisher-AB2 (Optional): p. A8-62
Saddle Stitcher Unit (Optional): p. A8-67

⑤ **High Capacity Stacker-C1**
See the instruction manual of the High Capacity Stacker-C1.

⑦ **Booklet Trimmer-C1**
See the instruction manual of the Booklet Trimmer-C1.

Labels for Clearing Paper Jams

Labels for clearing paper jams are attached inside the machine. The label corresponds to the screen appears when a paper jam occurs. Follow the table below to clear the paper jams.

IMPORTANT
The Stack Bypass-A1, POD Deck-A1/Secondary POD-Deck-A1, Paper Deck-AC1, and Finisher-AB1/Saddle Finisher-AB2 are optional.

(A) Buffer Pass (If the Optional POD Deck is attached)

If the paper jam occurs inside the buffer pass, a label similar to the one shown below appears on the screen that displays the procedure to solve the problem. Follow [Operation Order] to clear the paper jam.

Order	Location (Label)
1	Front Cover
2	(A) A1
3	(A) A2
4	(A) A3
5	(A) B1
6	(A) B2
7	(A) B3
8	Escape Tray Outlet
9	(A) C1
10	(A) C2

A C1
A C2
A B1
A B3
A B2
Escape Tray Outlet
A A3
Front Cover
A A2
A A1
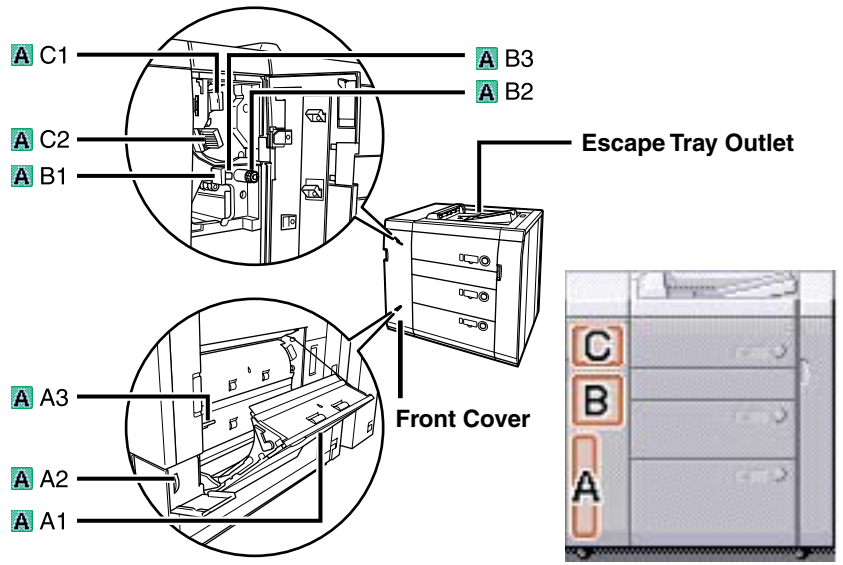
(A) If the Optional Stack Bypass-A1 or Paper Deck-AC1 is attached

If the paper jam occurs inside the Stack Bypass-A1 or Paper Deck-AC1, follow [Operation Order] to clear the paper jam.

■ Stack Bypass-A1
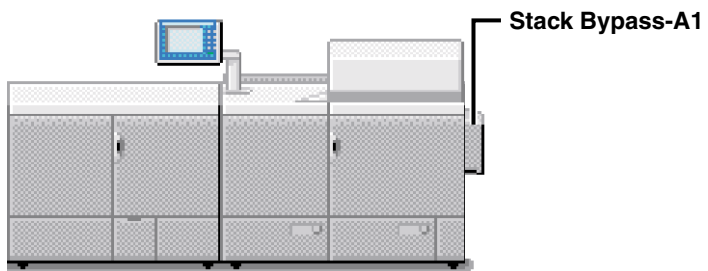
Stack Bypass-A1

Order	Location (Label)
1	On the Stack Bypass
2	In the Stack Bypass (Open Button)
3	Stack Bypass (Open Button)

■ Paper Deck-AC1

Release Button
Open Button
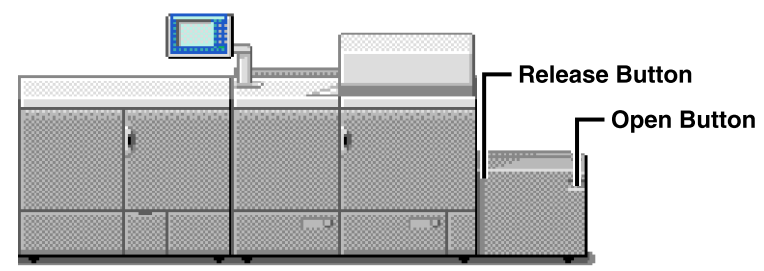
Order	Location (Label)
1	Release Button
2	Open Button

(B) Main Station

If the paper jam occurs inside the main station, a label similar to the one shown below appears on the screen that displays the procedure to solve the problem. Follow [Operation Order] to clear the paper jam.

B A   B E5   B E4   B E3

B B1

B D

B E1

B C   B B2   B E6   B E2

Front Left Cover
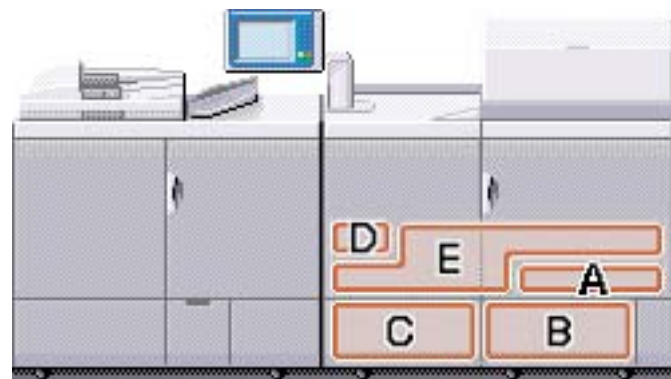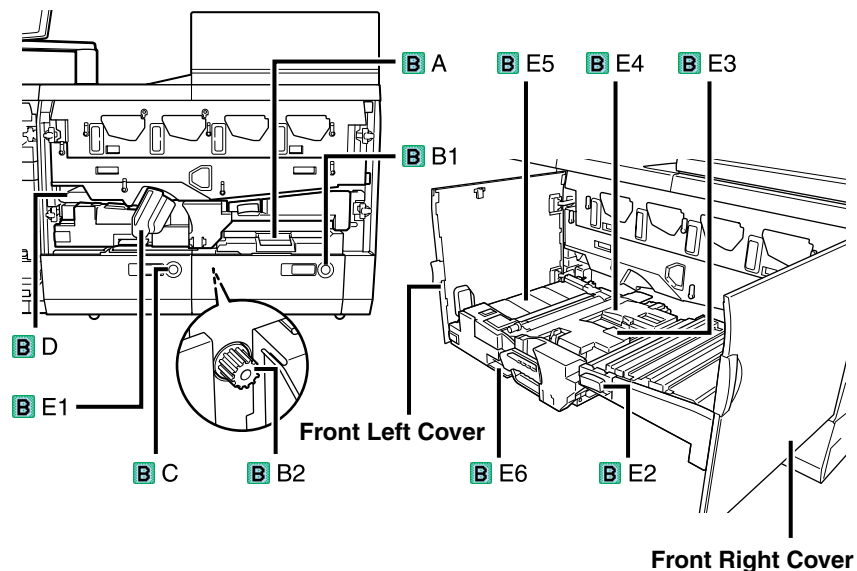
Front Right Cover

Order	Location (Label)
1	Front Right Cover
2	Front Left Cover
3	(B) A
4	(B) B1
5	(B) B2
6	(B) C
7	(B) D
8	(B) E1
9	(B) E2
10	(B) E3
11	(B) E4
12	(B) E5
13	(B) E6

(C) Sub Station

If the paper jam occurs inside the sub station, a label similar to the one shown below appears on the screen that displays the procedure to solve the problem. Follow [Operation Order] to clear the paper jam.

C B1   C B3   C B4   **Front Right Cover**
Front Left Cover
C B6
C A1
C B2
C C2
C C1
C B5
C D3
C A4
C C3
C D2
C D1   C A2   C A3   C E
C D4
C A5
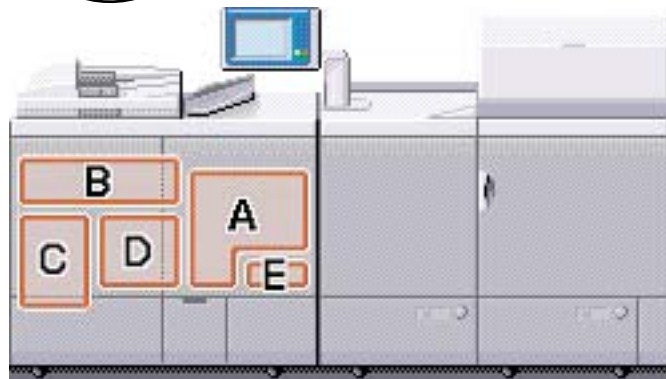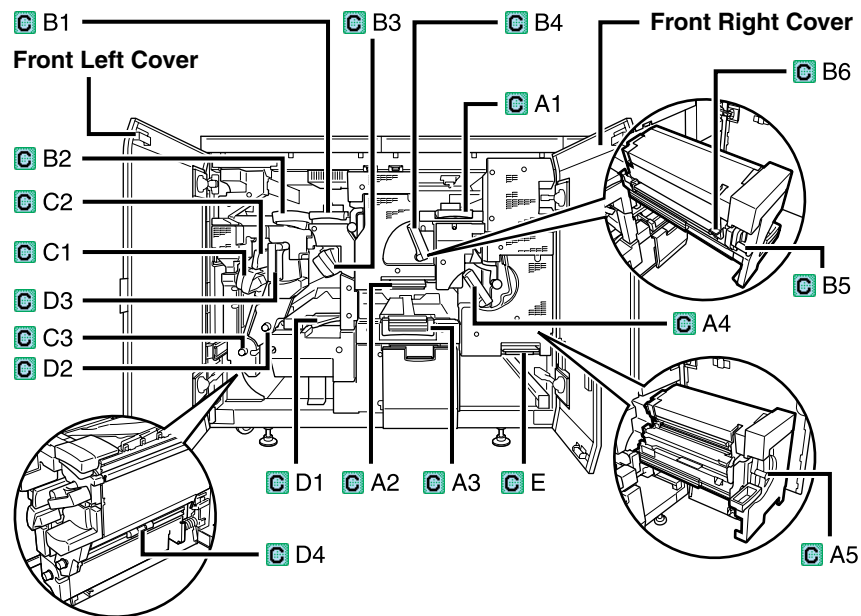
Order	Location (Label)
1	Front Right Cover
2	Front Left Cover
3	(C) A1
4	(C) A2
5	(C) A3
6	(C) A4
7	(C) A5
8	(C) B1
9	(C) B2
10	(C) B3
11	(C) B4
12	(C) B5
13	(C) B6
14	(C) C1
15	(C) C2
16	(C) C3
17	(C) D2
18	(C) D1
19	(C) D3
20	(C) D4
21	(C) E

(D) POD Deck-A1 (Single Installation)/Secondary POD Deck-A1

If the paper jam occurs inside the POD Deck-A1 (single installation) or the Secondary POD Deck-A1, a label similar to the one shown below appears on the screen that displays the procedure to solve the problem. Follow [Operation Order] to clear the paper jam.

D D   D A2
             D A1
             D C2
             D B1
             D B2
             D B3
D C1 **Horizontal Pass Cover**   D E
D F   **Front Right Cover**
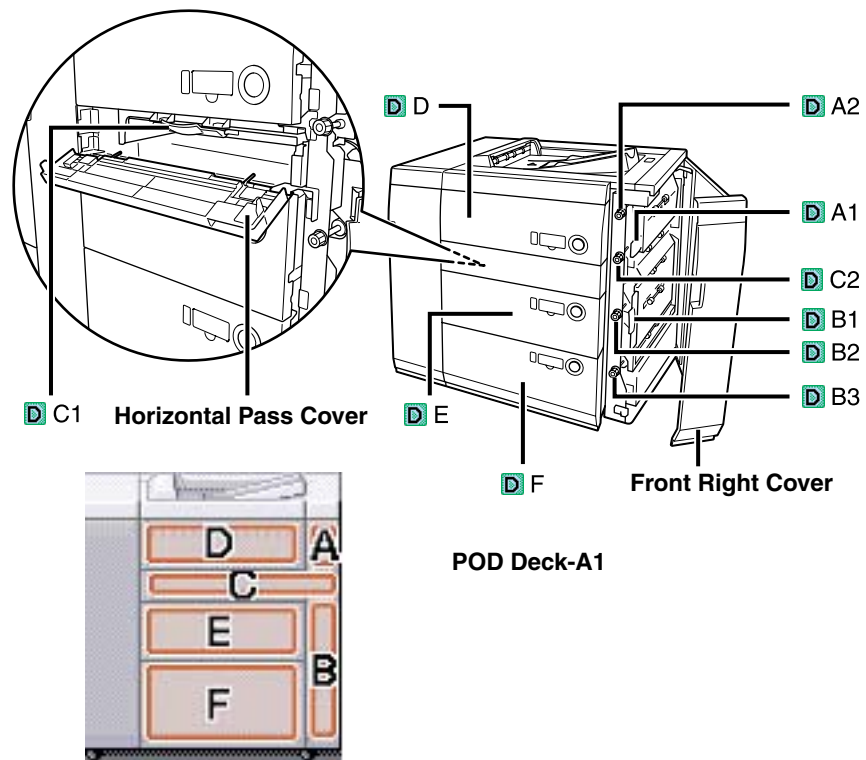
POD Deck-A1

✎ NOTE
  If the only POD Deck-A1 is attached, the label is displayed as "(D)." If the POD Deck-A1 and Secondary POD Deck-A1 are attached, the label for the POD Deck-A1 is displayed as "(Db)" and the label for the Secondary POD Deck-A1 is displayed as "(Da)."

Order	Location (Label)
1	Front Right Cover
2	(D) A1
3	(D) A2
4	(D) B1
5	(D) B2
6	(D) B3
7	Horizontal Pass Cover
8	(D) C1
9	(D) C2
10	(D) D
11	(D) E
12	(D) F

(D) Secondary POD Deck-A1 (Left Side at the Tandem Installation)

If the paper jam occurs inside the connection part of the Secondary POD Deck-A1 and the POD Deck-A1, a label similar to the one shown below appears on the screen that displays the procedure to solve the problem. Follow [Operation Order] to clear the paper jam.

D a C3

D a D

D a A2

D a A1

D a C2

D a B1

D a B2

D a B3

D a E   D a F **Front Right Cover**

D a C1   **Horizontal Pass Cover**
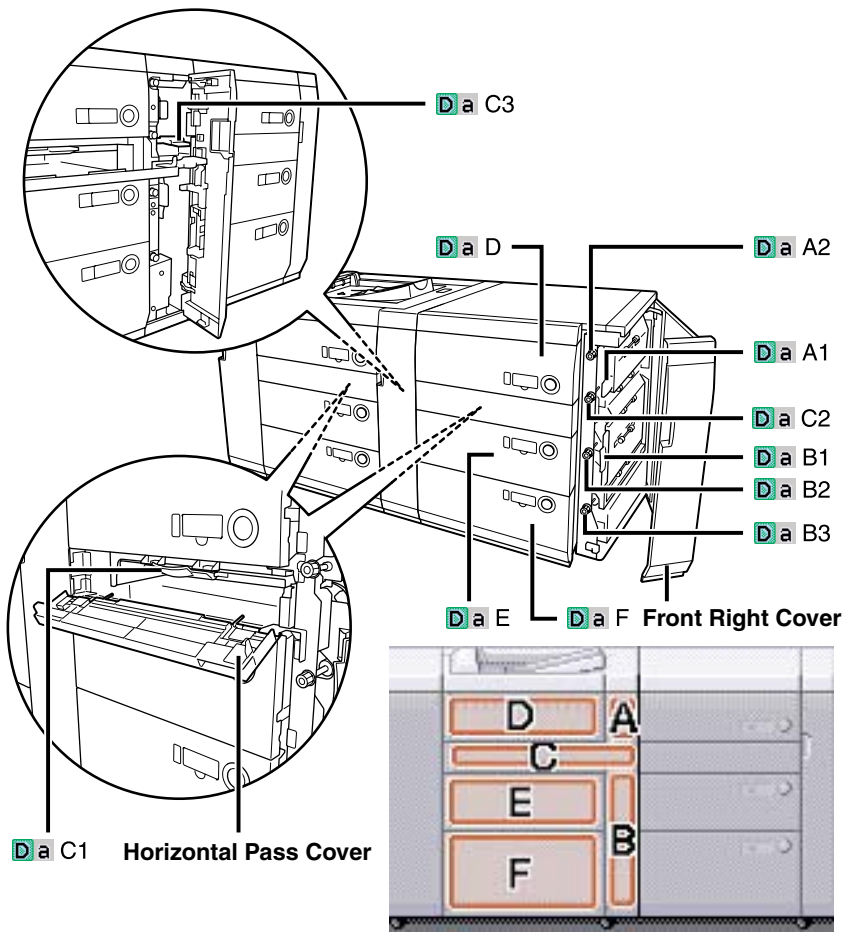
🖉 NOTE
    The label for the Secondary POD Deck-A1 is displayed as "(Da)."

Order	Location (Label)
1	Front Right Cover
2	(Da) A1
3	(Da) A2
4	(Da) B1
5	(Da) B2
6	(Da) B3
7	Horizontal Pass Cover
8	(Da) C1
9	(Da) C2
10	(Da) C3
11	(Da) D
12	(Da) E
13	(Da) F

(F) Finisher-AB1/Saddle Finisher-AB2 and Document Insertion Unit-C1

If the paper jam occurs inside the Finisher-AB1/Saddle Finisher-AB2 and Document Insertion Unit-C1, a label similar to the one shown below appears on the screen that displays the procedure to solve the problem. Follow [Operation Order] to clear the paper jam.

Inserter
F I
F A4
F B3
F A5
F B1
F B2
Front Cover
F A3
F A1
F A2
F C1
F C2
F C3
F C7
Saddle Finisher-AB2 and Document Insertion Unit-C1
F C4
F C6   F C8   F C5
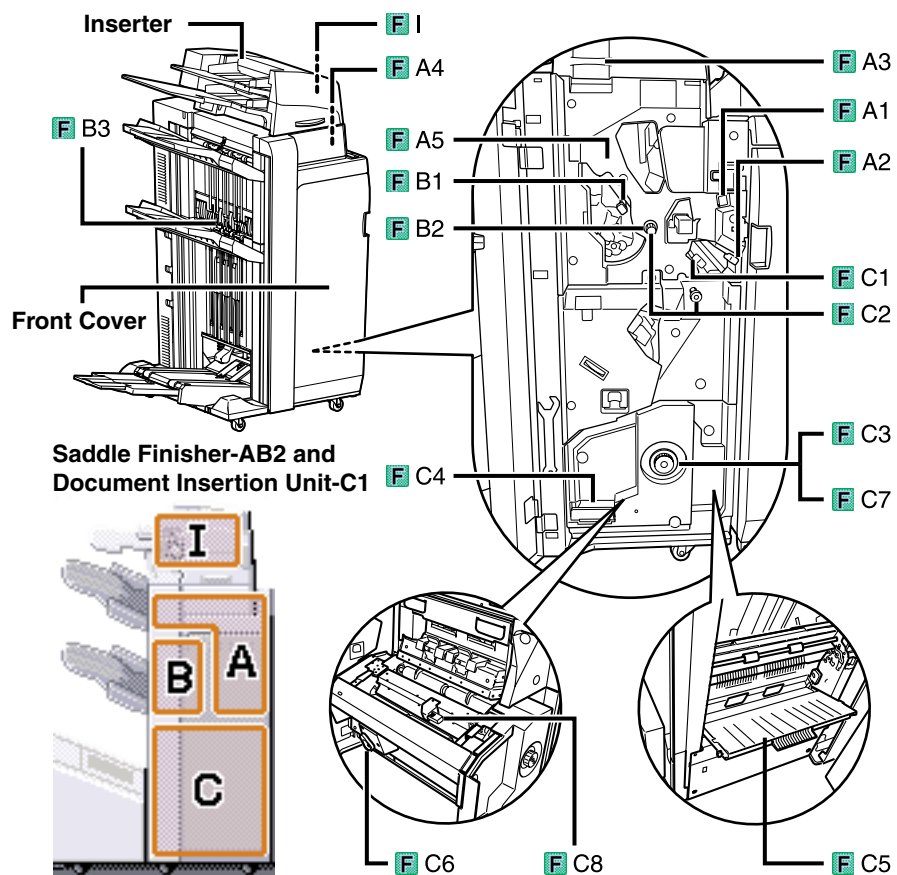
Order	Location (Label)
1	Front Cover
2	(F) A1
3	(F) A2
4	Document Insertion Unit
5	(F) A3
6	(F) A4
7	(F) A5
8	(F) B1
9	(F) B2
10	(F) B3
11	(F) C1
12	(F) C2
13	(F) C3
14	(F) C4
15	(F) C5
16	(F) C6
17	(F) C8
18	(F) C7

Clearing Paper Jams

If a paper jam occurs, the screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display. Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

IMPORTANT
- If the machine's power is turned OFF when there is a paper jam, detection of paper jams is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.
- The Stack Bypass-A1, POD Deck-A1/Secondary POD-Deck-A1, Paper Deck-AC1, and Finisher-AB1/Saddle Finisher-AB2 are optional.

NOTE
- Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.
- You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.

Main Station (Inside the Main Unit)

If a paper jam occurs inside the main station, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

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

Lower Feeding Unit/Paper Decks of the Main Unit

🖐 IMPORTANT
> Make sure to perform all procedures without omitting.

1 **Open the front cover of the main station.**

Open the right side of the front cover first.

2 **Open the guide (B-A) until it clicks into place.**
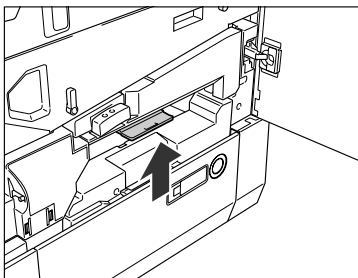
⚠ CAUTION
> **When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.**
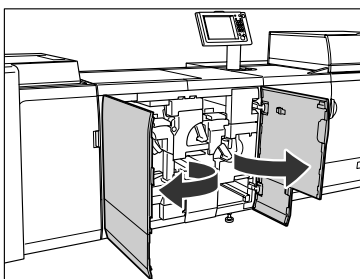
3 **Remove any jammed paper.**
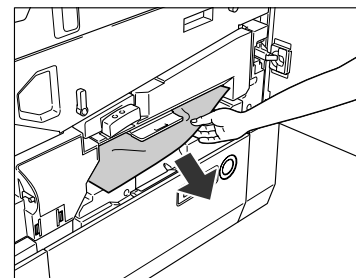
4 **Perform the following operations.**

● **If the POD Deck-A1/Secondary POD Deck-A1 is attached:**

❑ Open the front cover of the buffer pass unit.
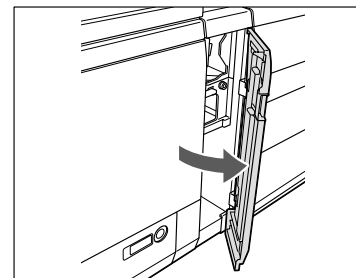
● **If the Secondary POD-Deck-AC1 is attached:**

❑ Press the release button, and move the paper deck away from the main unit.
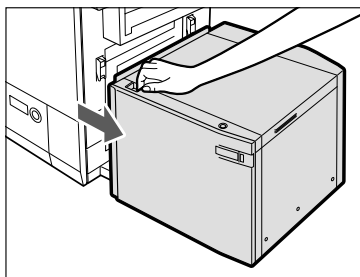
5 Press the button to open the cover (A-A1).
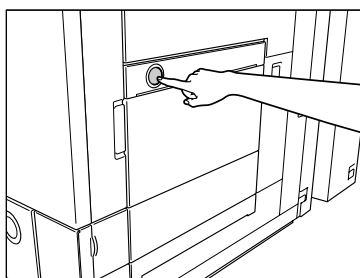
6 Remove any jammed paper.
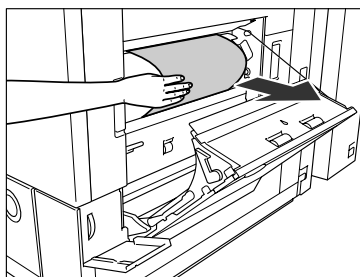
7 Turn the dial (A-A2) in the direction of the arrow, and remove any jammed paper.
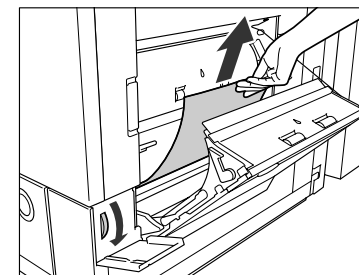
8 Push the lever to open the guide (A-A3).
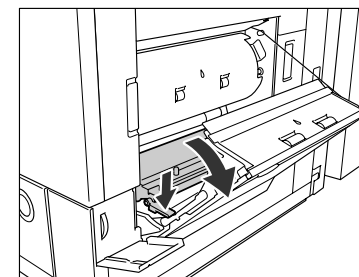
9 Remove any jammed paper.
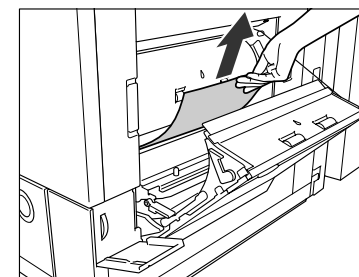
10 **Close the guide (A-A3).**
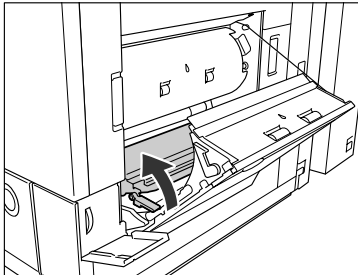
!CAUTION
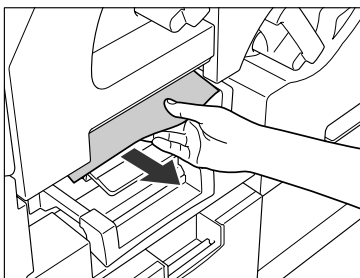**When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.**
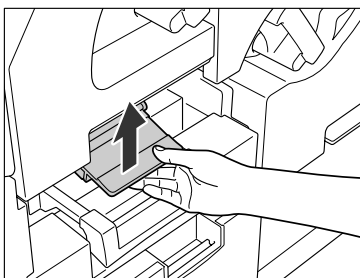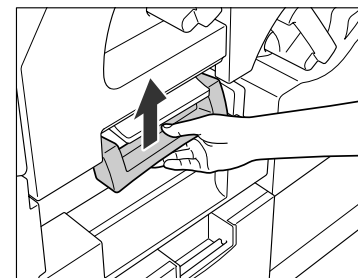
11 **Close the cover (A-A1) until it clicks into place.**
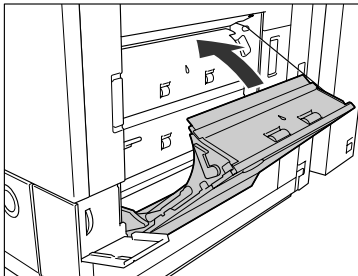
!CAUTION
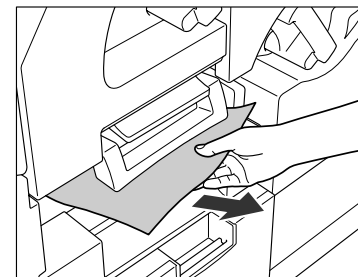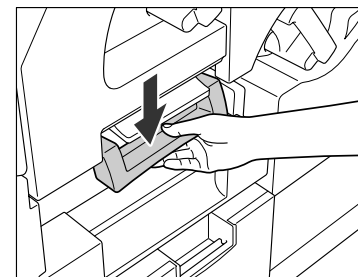**When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.**

12 **Perform the following operations.**

● **If the POD Deck-A1/Secondary POD Deck-A1 is attached:**

❑ Close the front cover of the buffer pass unit.

!CAUTION
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

● **If the Secondary POD-Deck-AC1 is attached:**

❑ Place your hand where the hand symbol (✋) is located on the paper deck and reconnect it to the main unit.
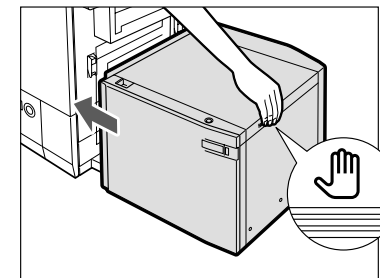
!CAUTION
When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT
When reconnecting the paper deck to the main unit, confirm that the cover (A-A1) of the main unit side is closed properly.

13 **Push the button on the right paper deck.**
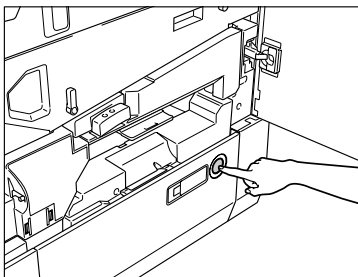
14 **Grip the handle, and pull out the paper deck until it stops.**
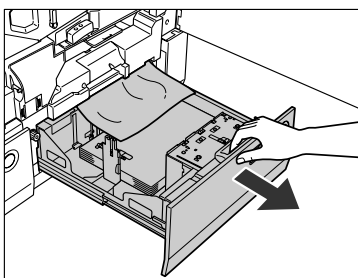
IMPORTANT
Do not pull out the paper deck by force.

15 **Remove any jammed paper.**
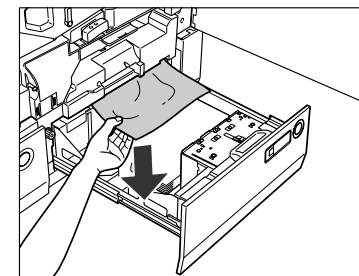
16 **Turn the dial (B-B2) in the direction of the arrow (clockwise).**
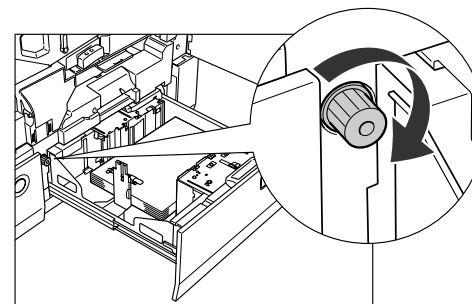
17 **Remove any jammed paper.**
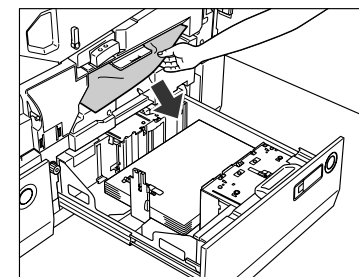
18 **Close the right paper deck.**
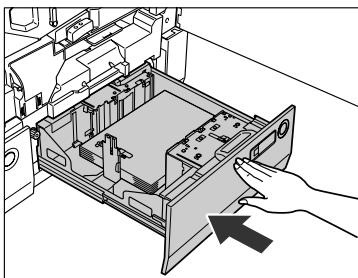
19 **Lift up the guide (B-A) and close it.**
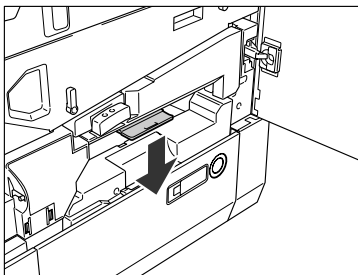
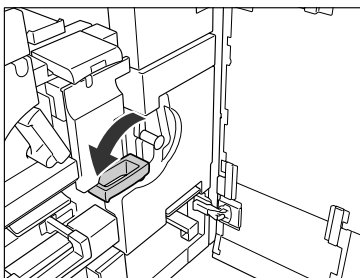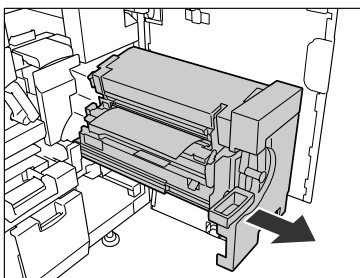⚠ **CAUTION**
　　When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

20 **Push the button on the left paper deck.**
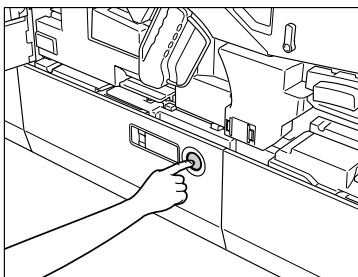
21 **Grip the handle, and pull out the paper deck until it stops.**
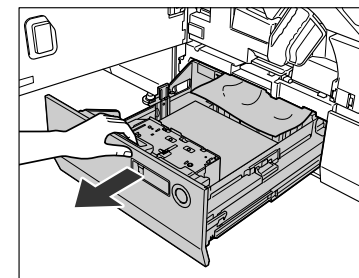
🖐 IMPORTANT
　　Do not pull out the paper deck by force.

22 **Remove any jammed paper.**
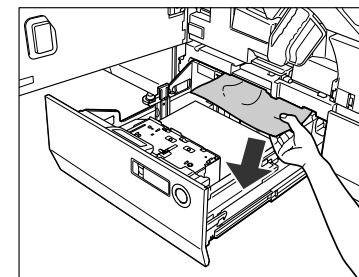
23 **Close the left paper deck.**
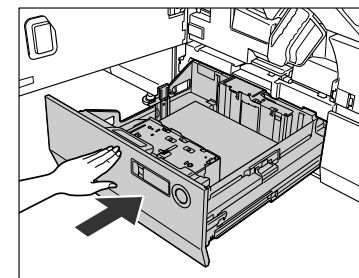
⚠ **CAUTION**
When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

24 Close the front cover of the main station.
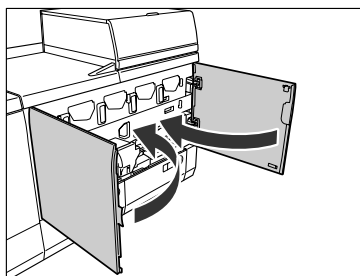
Close the left side of the front cover first.

⚠ **CAUTION**
When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

25 Follow the instructions on the touch panel display.

📝 NOTE
The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Feeding Unit

1 Open the front cover of the main station.

Open the right side of the front cover first.
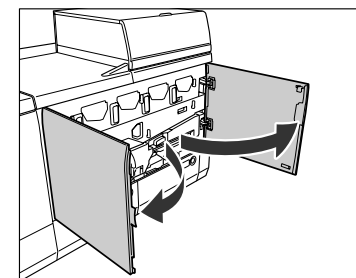
2 Remove any jammed paper from the B-D.
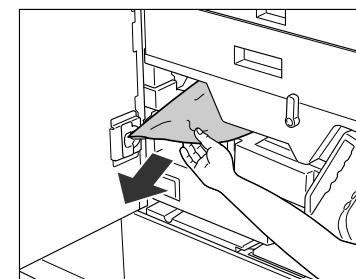
3 Tilt the lever (B-E1) to the right.
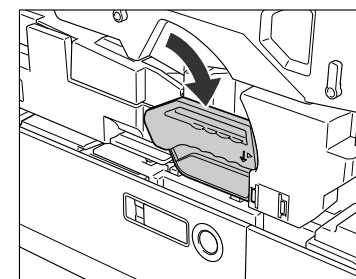
4 Grip the lever (B-E1), and pull out the feeding unit.
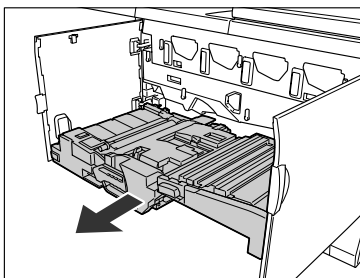
5 Open the guide (B-E2).
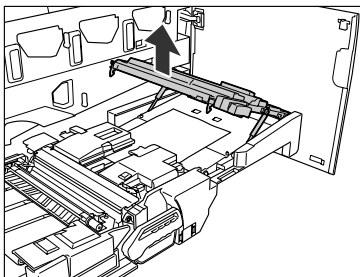
6 Open the guide (B-E3), and push the lever to open the guide (B-E4).
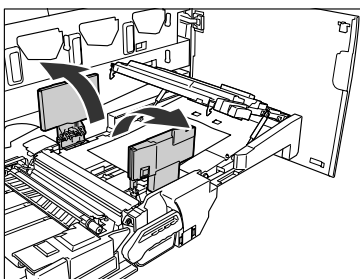
7 Remove any jammed paper.
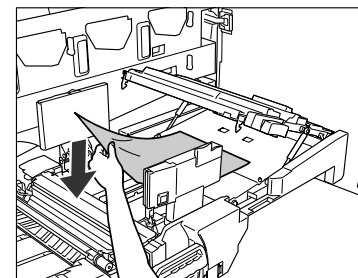
8 Close the guides (B-E4, B-E3, and B-E2).
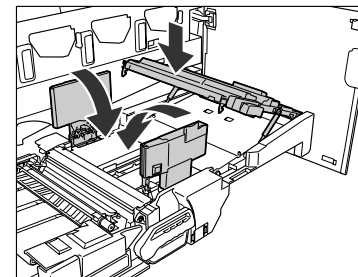
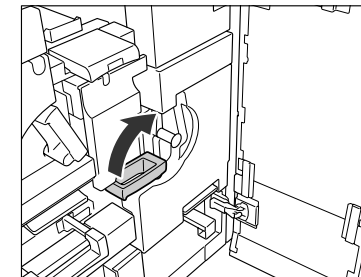⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

9 Remove any jammed paper from the B-E5.
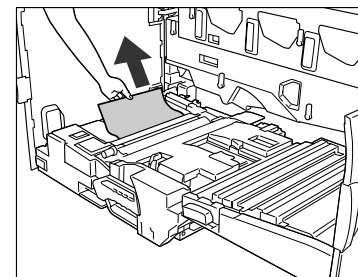
10 **Open the guide (B-E6).**
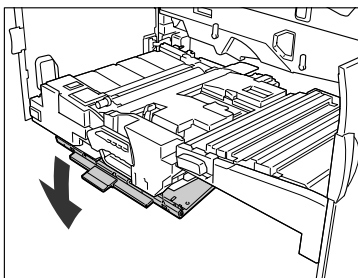
11 **Remove any jammed paper.**
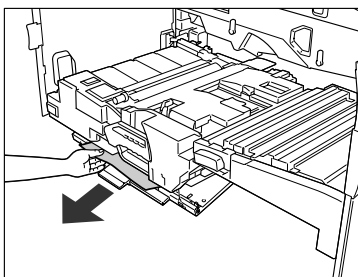
12 **Close the guide (B-E6).**
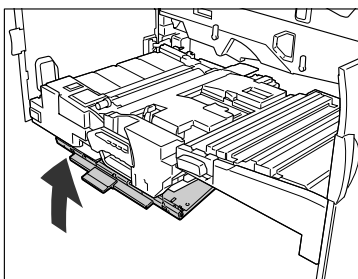
⚠️ **CAUTION**
　When closing the guide, be careful not to get your fingers caught, as
　this may result in personal injury.

13 **Close the feeding unit.**
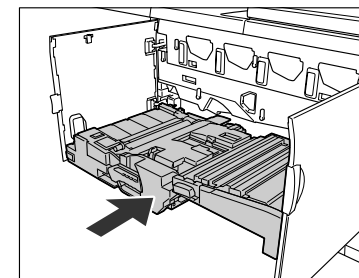
⚠️ **CAUTION**
• Make sure that the feeding unit is returned to its original position
　properly.
• When returning the feeding unit to its original position, be careful not
　to get your fingers caught, as this may result in personal injury.

14 **Return the lever (B-E1) to its original position.**
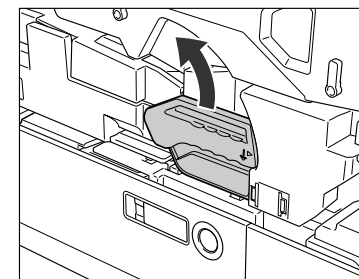
15 **Close the front cover of the main station.**
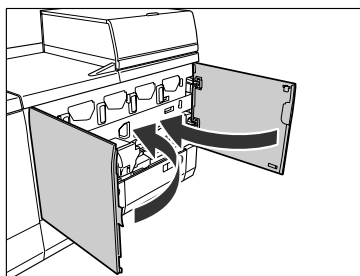
Close the left side of the front cover first.

⚠ **CAUTION**
When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury.

**16** **Follow the instructions on the touch panel display.**

✎ NOTE
The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Sub Station (Inside the Main Unit)

If a paper jam occurs inside the sub station, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **CAUTION**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
- **The fixing assembly and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing assembly and its surroundings, as doing so may result in burns.**

Primary Fixing Assembly

1 Open the front cover of the sub station.

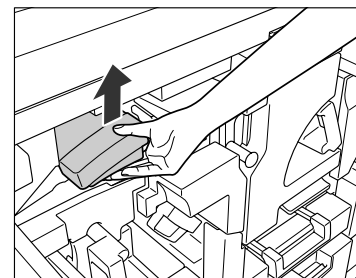Open the right side of the front cover first.

2 Open the guide (C-A1).
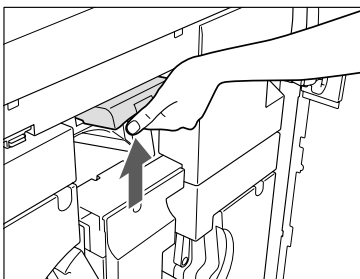
⚠ **CAUTION**
When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.
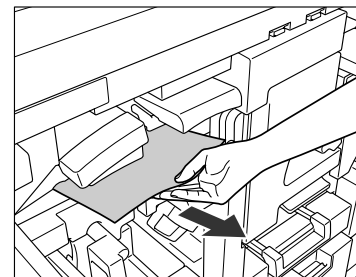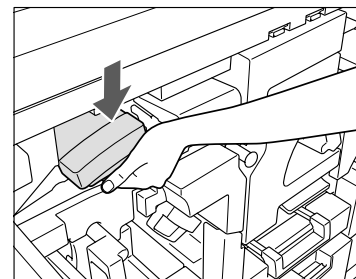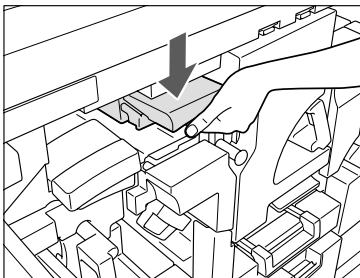
3 Remove any jammed paper.
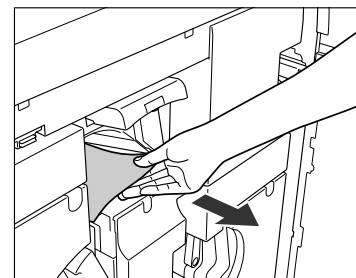
4 Close the guide (C-A1).
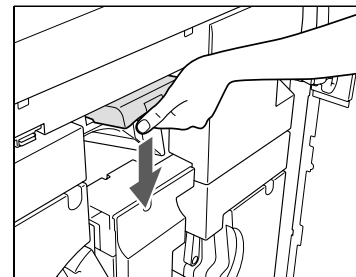
⚠ **CAUTION**
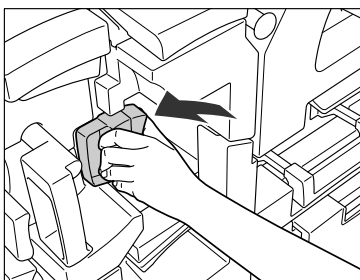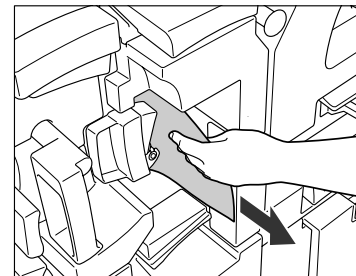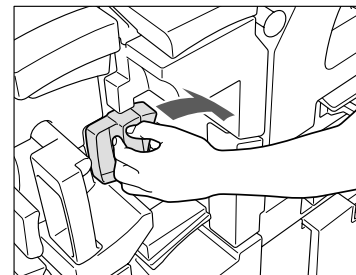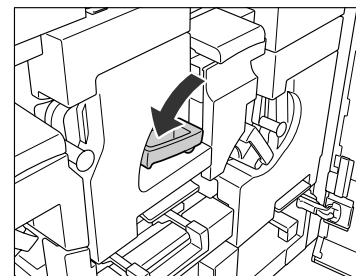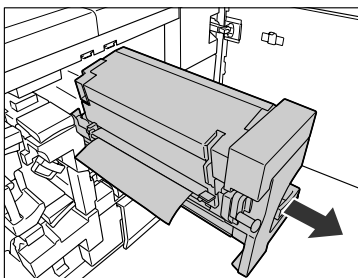When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

5 Open the guide (C-A2).
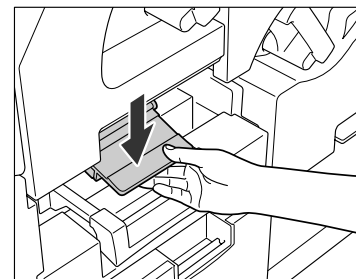
⚠ **CAUTION**
When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.

6 Remove the any remaining paper.

7 Return the guide (C-A2) until it clicks into place.

⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

8 Lift up the guide (C-A3) and push it up into the machine.

⚠ **CAUTION**
When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.

9 Remove any jammed paper.

10 Lift up the guide (C-A3) slightly to close it.

CAUTION

When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

11 Tilt the lever (C-A4) to the left.

12 Pull out the primary fixing unit until it stops.

CAUTION

The parts located around the fixing unit are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except for the cover.

13 Remove any jammed paper.
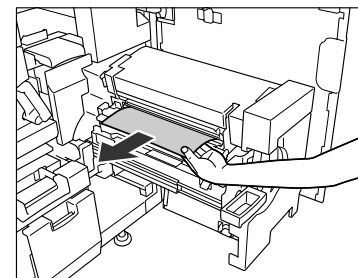
14 Open the cover (C-A5).
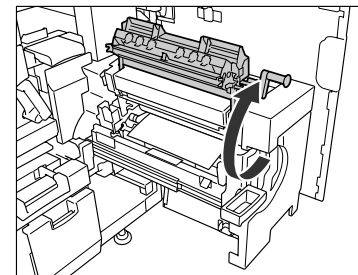
15 Remove any jammed paper.
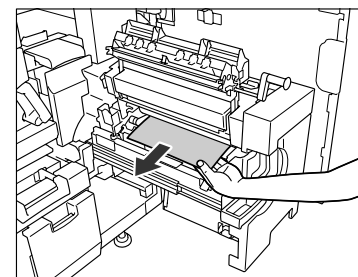
⚠ CAUTION
The parts located around the fixing unit are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except for the cover.

16 Close the cover (C-A5) until it clicks into place.
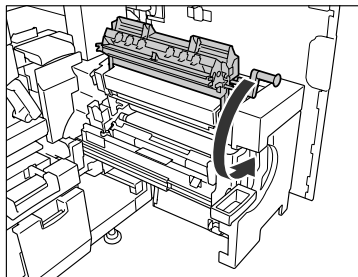
⚠ CAUTION
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

17 Close the primary fixing unit until it clicks into place.
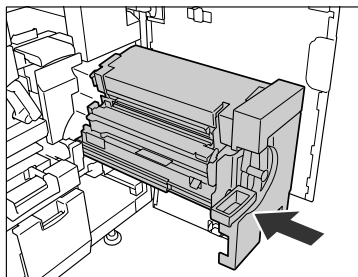
18 Return the lever (C-A4) to its original position.

19 Close the front cover of the sub station.

Close the left side of the front cover first.
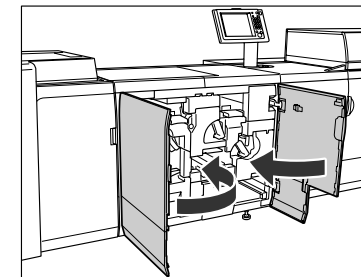
20 Follow the instructions on the touch panel display.

✎ NOTE
The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Secondary Fixing Assembly

1 **Open the front cover of the sub station.**

Open the right side of the front cover first.
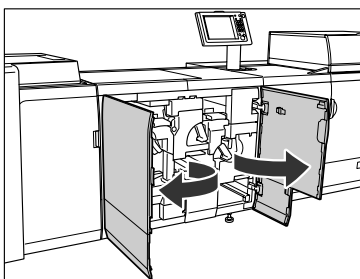
2 **Open the guide (C-B1).**
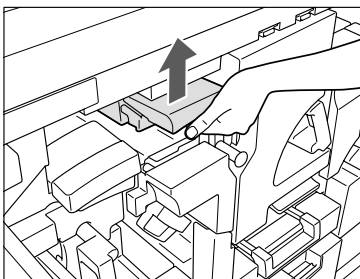
⚠ **CAUTION**
When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.
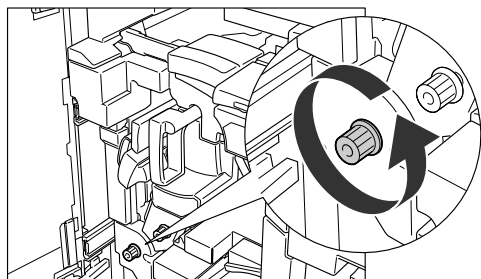
3 **Grip the lever to open the guide (C-B2).**

⚠ **CAUTION**
When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.

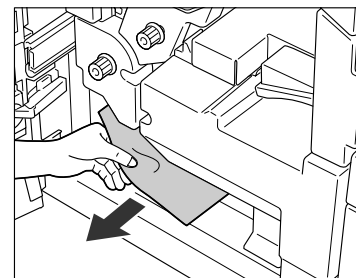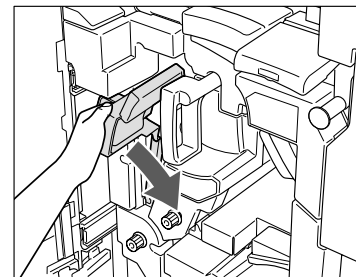**4** **Remove any jammed paper.**

5 **Lift up the guide (C-B2) and close it.**

⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

6 **Close the guide (C-B1).**

⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.
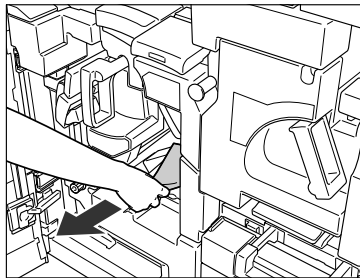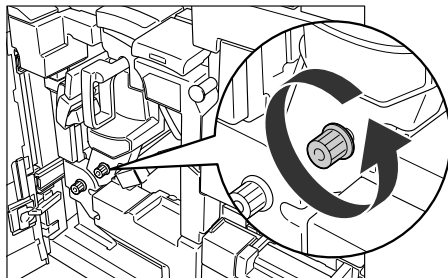
7 **Open the guide (C-B3).**

⚠ **CAUTION**
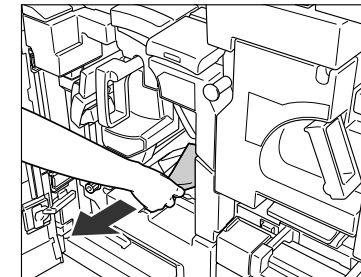When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.
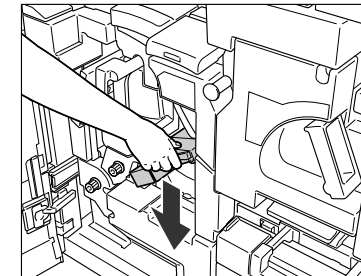
8 **Remove any jammed paper.**

9 **Close the guide (C-B3).**

10 **Tile the lever (C-B4) to the left.**

11 **Pull out the secondary fixing unit until it stops.**

⚠ **CAUTION**
　The parts located around the fixing unit are subject to high-temperatures. When removing jammed paper, take care not to touch anything in this area, except for the cover.

12 **Open the cover (C-B5).**
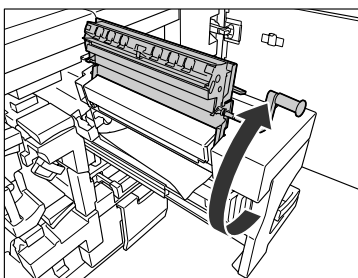
13 **Remove any jammed paper.**
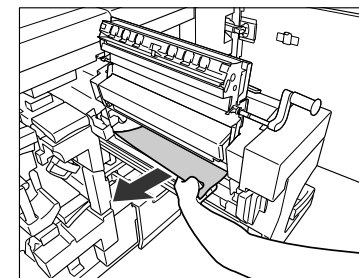
14 **Close the cover (C-B5) slowly.**
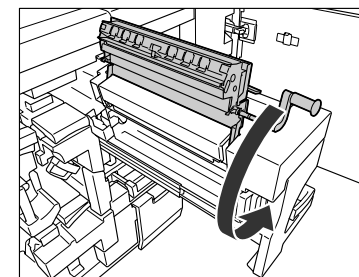
⚠ **CAUTION**
　When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

15 **Lift up the guide (C-B6), and remove any jammed paper.**
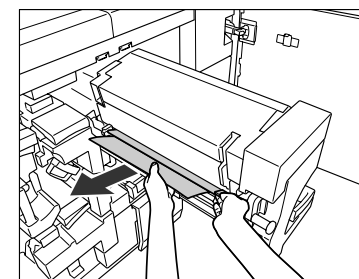
16 **Close the secondary fixing unit until it clicks into place.**
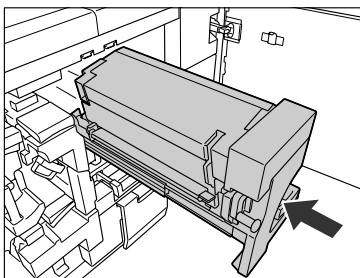
17 **Return the lever (C-B4) to its original position.**
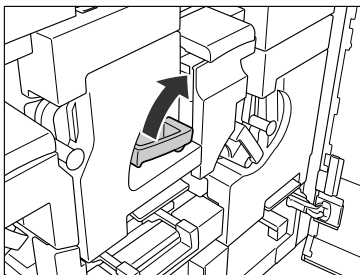
18 **Close the front cover of the sub station.**

Close the left side of the front cover first.
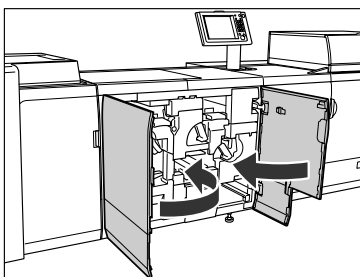
19 **Follow the instructions on the touch panel display.**

✎ NOTE

The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Delivery/Reverse Unit

1 **Open the front cover of the sub station.**

Open the right side of the front cover first.
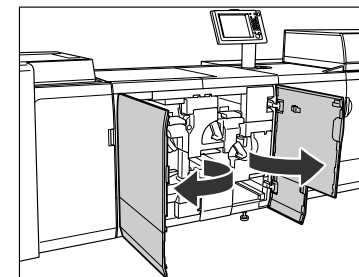
2 **Grip the guide (C-C1), and open it.**
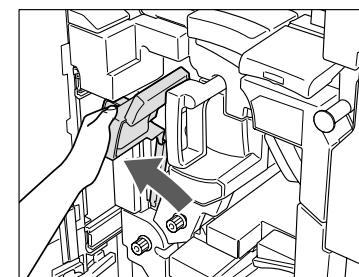
The guide (C-C2) opens at the same time.

⚠ **CAUTION**
  When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.

3 **Remove any jammed paper.**
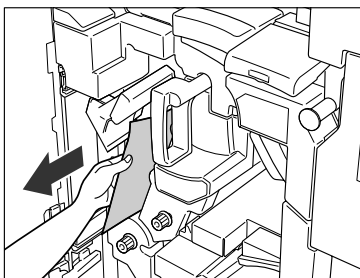
4 **Turn the dial (C-C3) in the direction of the arrow (counterclockwise).**

5 **Remove any jammed paper.**

6 **Close the guide (C-C1).**

Close the guide (C-C2) at the same time.

7 **Open the guide (C-D1).**
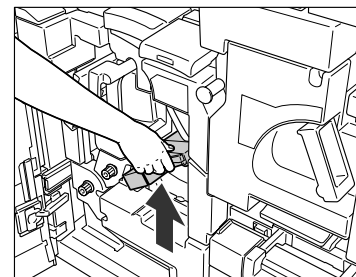
⚠ **CAUTION**
　When opening the guide, be careful not to get your fingers caught, as this may result in personal injury.

8 **Remove any jammed paper.**

9 **Turn the dial (C-D2) in the direction of the arrow (counterclockwise).**

10 **Remove any jammed paper.**

11 **Lift up the guide (C-D1), and close it.**

12 **Tilt the lever (C-D3) to the right.**
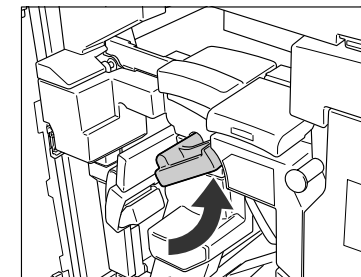
13 Pull out the delivery/reverse unit until it stops.
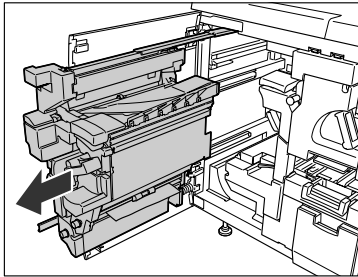
14 Lift up the guide (C-D4), and remove any jammed paper.
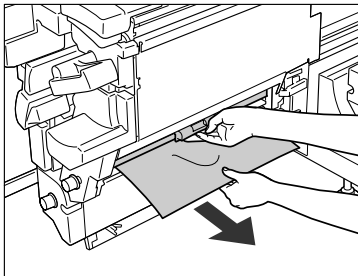
15 Close the delivery/reverse unit until it clicks into place.
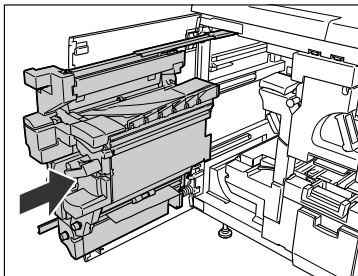
16 Return the lever (C-D3) to its original position.
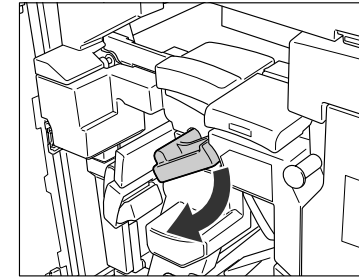
17 Open the guide (C-E).
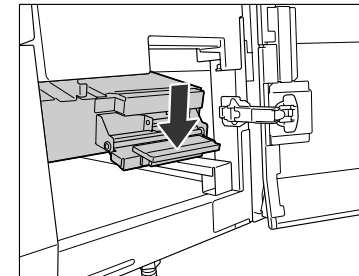
18 Remove any jammed paper.
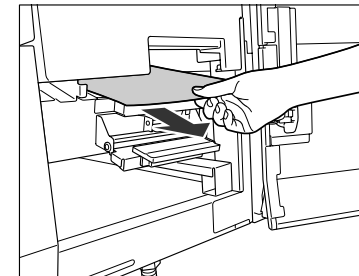
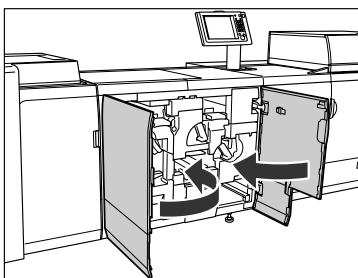### 19 Close the guide (C-E) until it clicks into place.
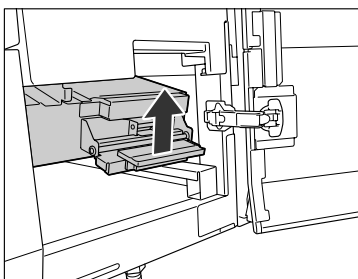
⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

20 Close the front cover of the sub station.

Close the left side of the front cover first.

21 Follow the instructions on the touch panel display.

✎ NOTE
The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Feeder (DADF-R1) (Optional)

If a paper jam occurs in the Feeder (DADF-R1), the screen indicating the instructions on how to clear the paper jam appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.
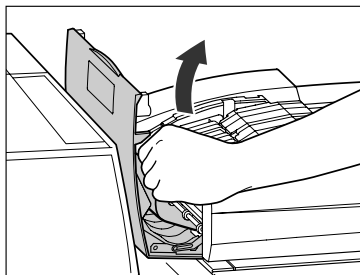
⚠ **CAUTION**
- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals.
- When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.
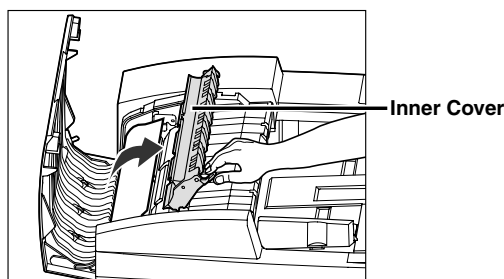
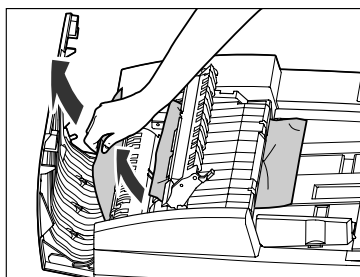### 1 Open the feeder cover, and remove any originals remaining in the feeder.
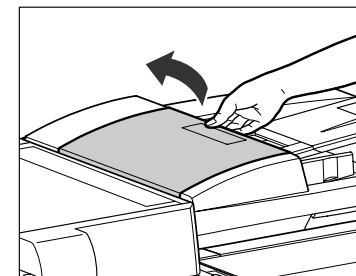
2 **Open the feeder cover completely, and remove any jammed originals.**
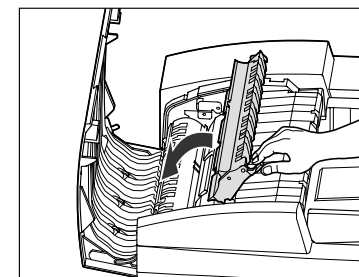
3 **Open the inner cover of the feeder, holding by its tab.**

Inner Cover

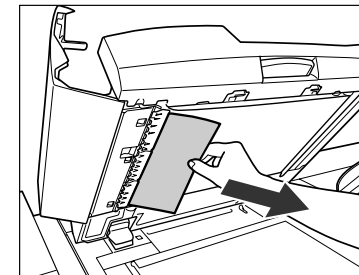**4** **Remove any jammed originals.**

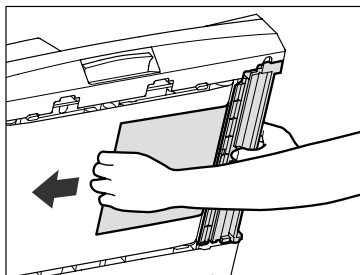**5** **Close the inner cover of the feeder.**

⚠ **CAUTION**
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.
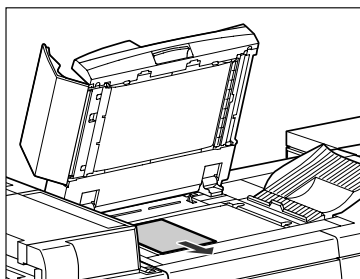
6 **Lift the feeder, and remove any jammed originals from the lower left cover.**
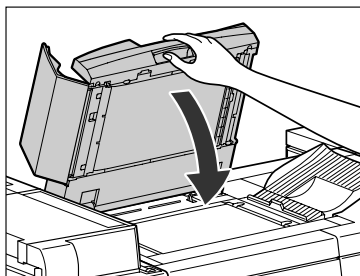
7 **Open the lower right cover, and remove any jammed originals.**

8 **Remove any jammed originals from the platen glass.**
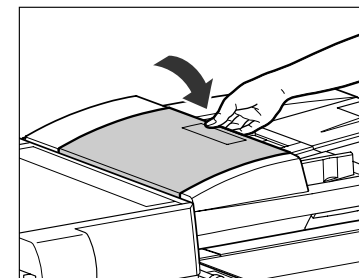

9 **Close the feeder.**

⚠ **CAUTION**
Close the feeder gently to avoid catching your hand, as this may result in personal injury.

10 **Close the feeder cover.**

⚠ **CAUTION**
When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.

11 **Follow the instructions on the touch panel display.**

✎ NOTE
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.
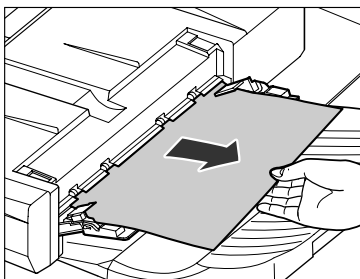
SADF Tray

If a paper jam occurs inside the SADF tray, the screen indicating the instructions on how to clear the paper jam appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove the jammed paper.
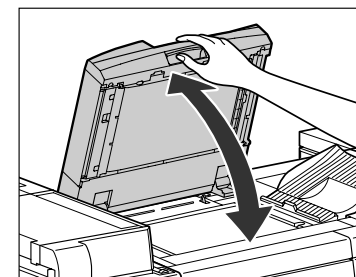
⚠ **CAUTION**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**

1 Remove any jammed originals from the SADF tray.

2 Lift the feeder, and then close it.

⚠ **CAUTION**
Close the feeder gently to avoid catching your hand, as this may result in personal injury.

3 Follow the instructions on the touch panel display.

✎ NOTE
The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Between the Main Unit and the POD Deck-A1/ Secondary POD Deck-A1, or Between the Main Unit and the Paper Deck-AC1 (Main Unit Side)

If a paper jam occurs between the main unit and the POD Deck or between the main unit and the Paper Deck-AC1, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **CAUTION**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
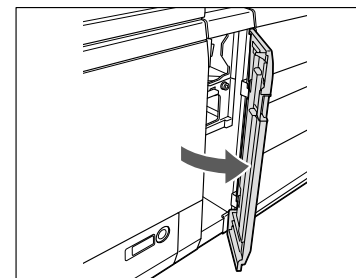
📝 NOTE
> If you attach the POD Deck-A1/Secondary POD Deck-A1 or the Paper Deck-AC1, you can remove the jammed paper following the same procedure. However, this manual explains the procedure using the POD Deck-A1/Secondary POD Deck-A1.

1 **Perform the following operations.**
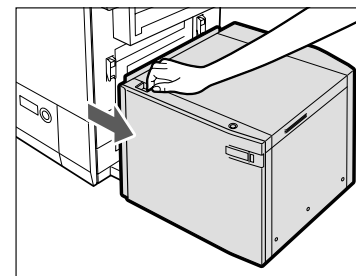
● **If the POD Deck-A1/Secondary POD Deck-A1 is attached:**

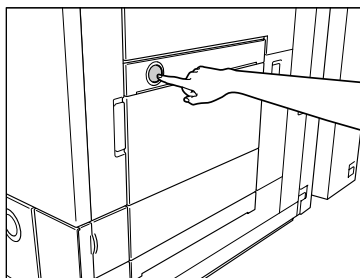❑ Open the front cover of the buffer pass unit.

● **If the Secondary POD-Deck-AC1 is attached:**

❑ Press the release button, and move the paper deck away from the main unit.

2 Press the button to open the cover (A-A1).

3 Remove any jammed paper.
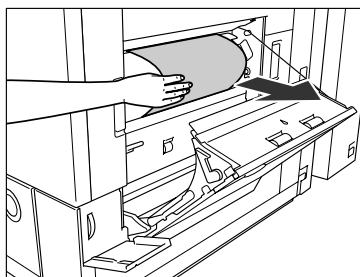
4 Turn the dial (A-A2) in the direction of the arrow, and remove any jammed paper.

5 Push the lever to open the guide (A-A3).

6 Remove any jammed paper.

7 Close the guide (A-A3).

⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

8 **Close the cover (A-A1) until it clicks into place.**

⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

9 **Perform the following operations.**

● **If the POD Deck-A1/Secondary POD Deck-A1 is attached:**

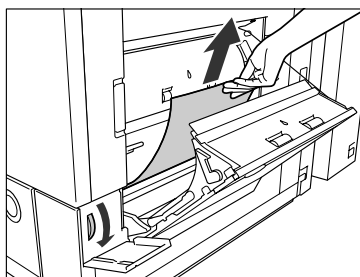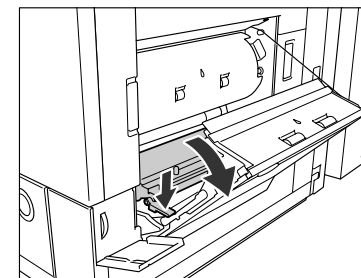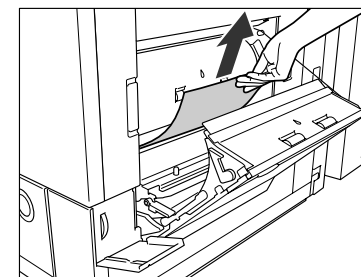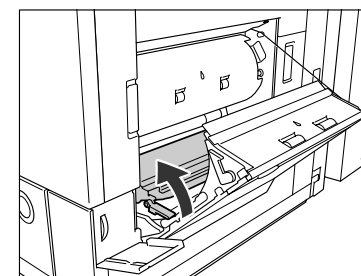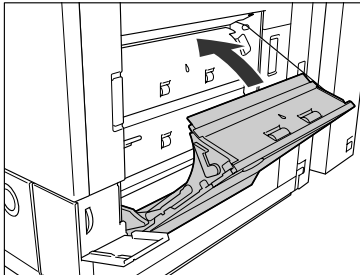❑ Close the front cover of the buffer pass unit.

⚠ **CAUTION**
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

● **If the Secondary POD-Deck-AC1 is attached:**

❑ Place your hand where the hand symbol (✋) is located on the paper deck and reconnect it to the main unit.
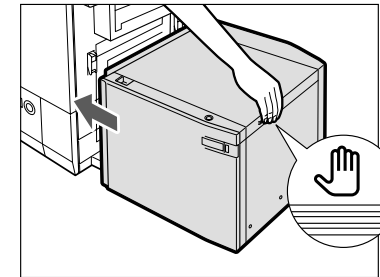
⚠ **CAUTION**
When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

⚠ IMPORTANT
When reconnecting the paper deck to the main unit, confirm that the cover (A-A1) of the main unit side is closed properly.

10 **Follow the instructions on the touch panel display.**

✎ NOTE
The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

POD Deck-A1/Secondary POD Deck-A1 (Front Right Cover/Horizontal Pass) (Optional)

If a paper jam occurs inside the POD Deck, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **CAUTION**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**

✎ NOTE
If you attach only the POD Deck-A1 or the POD Deck-A1/Secondary POD Deck-A1, you can remove the jammed paper following the same procedure. However, this manual explains the procedure using only the POD Deck-A1.

1 Open the front right cover of the POD Deck.
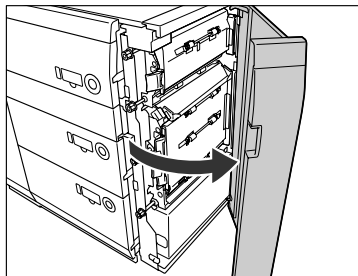
2 Open the guides (D-A1 and D-B1).
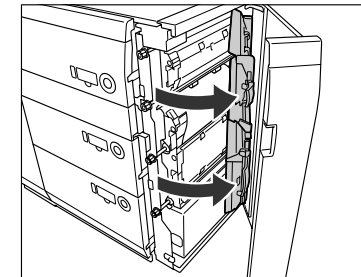
3 Remove any jammed paper.
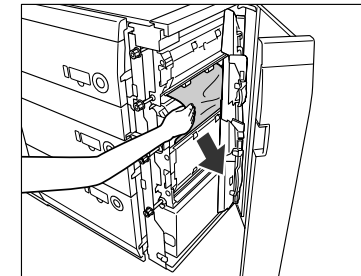
4 Turn the dials (D-A2, D-B2, and D-B3) in the direction of the arrow (clockwise), in the locations where paper jam has occurred.
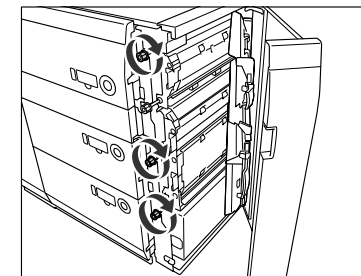
5 Remove any jammed paper.
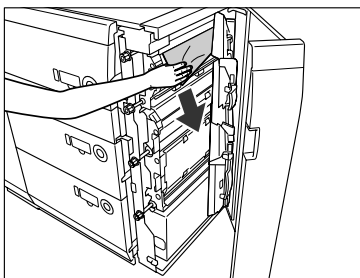
6 Close the guides (D-A1 and D-B1).

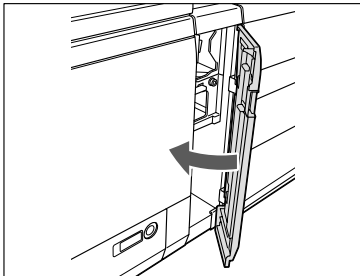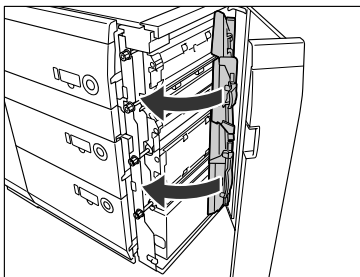⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

7 Open the horizontal pass cover.
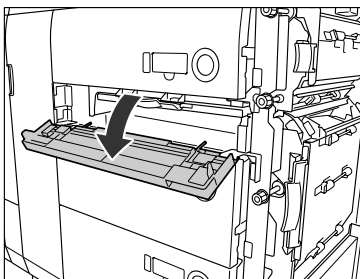
8 Open the guide (D-C1).
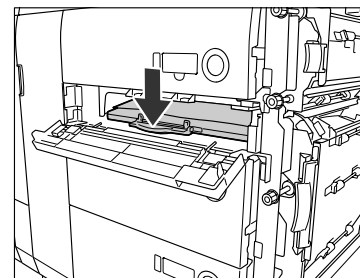
9 Remove any jammed paper.
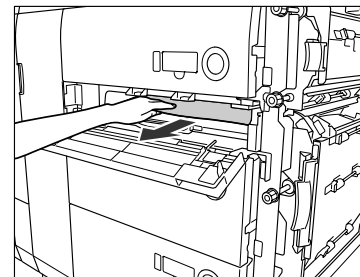
10 Turn the dial (D-C2) in the direction of the arrow (clockwise), and remove any jammed paper.
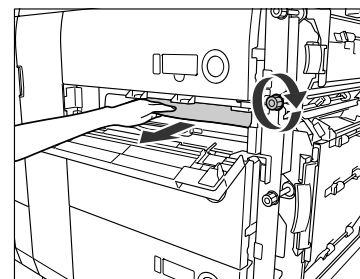
11 Close the guide (D-C1).
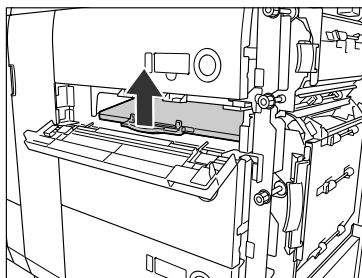
⚠ CAUTION
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

12 Open the guide (D-C3) (only when the POD Deck-A1/Secondary POD Deck-A1 is attached).
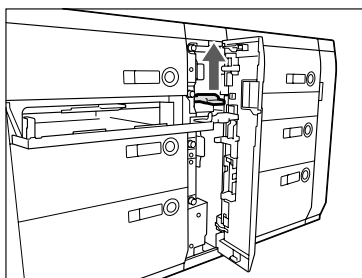
13 Remove any jammed paper (only when the POD Deck-A1/Secondary POD Deck-A1 is attached).

14 Close the guide (D-C3) (only when the POD Deck/Secondary POD Deck-A1 is attached).

15 Close the horizontal pass cover.
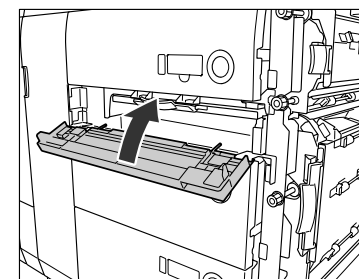
16 **Close the front right cover of the POD Deck.**
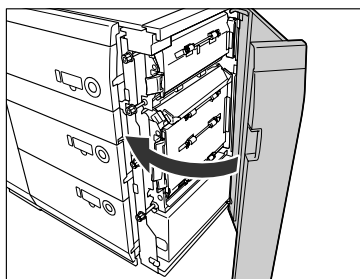
⚠ **CAUTION**
　When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

Paper Decks of POD Deck-A1/Secondary POD Deck-A1 (Optional)

If a paper jam occurs in a paper deck of the POD Deck, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **CAUTION**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**

1 **Push the open button of the paper deck indicated on the touch panel display.**
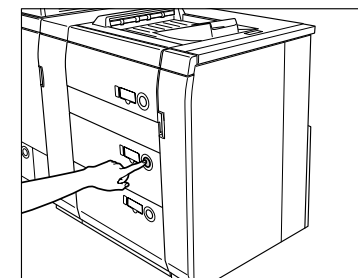
🖐 IMPORTANT
　If the machine is in the Sleep mode (the touch panel is not displayed, and only the main power indicator is lit), you may not be able to open the paper deck. In this case, press the control panel power switch to reactivate the machine, then press the open button on the POD Deck-A1.

2 **Grip the handle, and pull out the paper deck until it stops.**
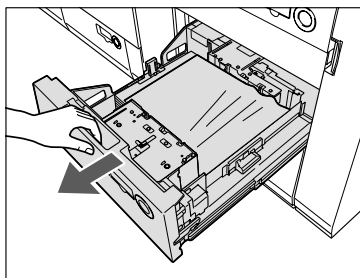
IMPORTANT
Do not pull out the paper deck by force.

3 **Remove any jammed paper.**
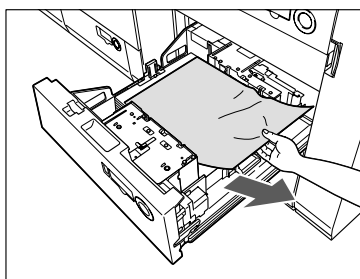
4 **Gently push the paper deck back into the machine until it clicks into place in the closed position.**
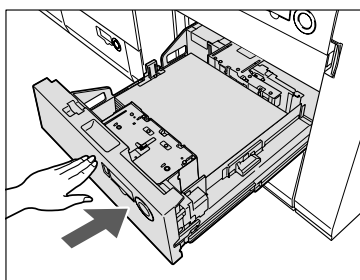
⚠ CAUTION
When returning the paper deck to its original position, be careful not to get your fingers caught, as this may result in personal injury.

5 **Follow the instructions on the touch panel display.**

✎ NOTE
The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Between the Main Unit and POD Deck-A1/Secondary POD Deck-A1 (POD Deck Side)

If a paper jam occurs between the main unit and POD Deck, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **CAUTION**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the originals.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**

1 **Open the front cover of the buffer pass unit.**
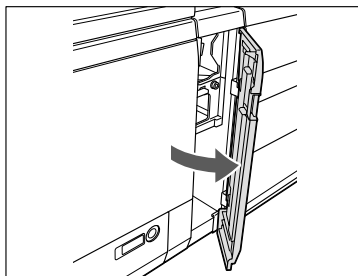
2 **Open the guide (A-B1).**
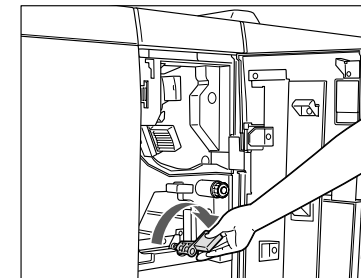
3 **Remove any jammed paper.**
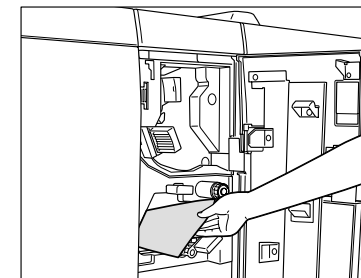
**4** **Turn the dial (A-B2) in the direction of the arrow, and remove any jammed paper.**

5 **Turn the dial (A-B2) in the direction of the arrow, and open the guide (A-B3).**
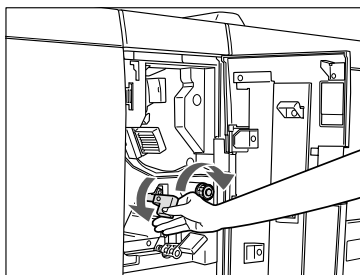
6 **Remove any jammed paper.**
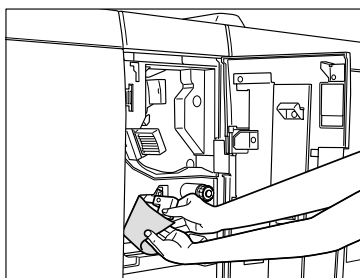
7 **Close the guide (A-B3) until it clicks into place.**
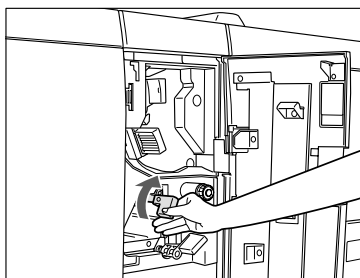
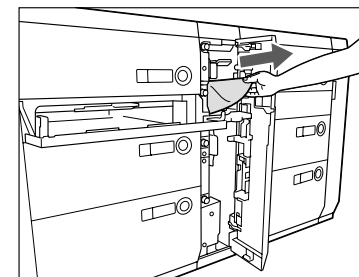⚠ CAUTION
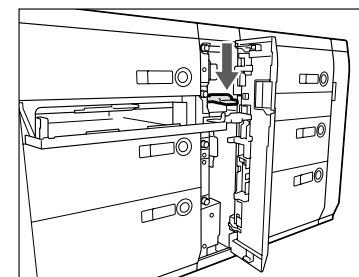 When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

8 **Close the guide (A-B1).**
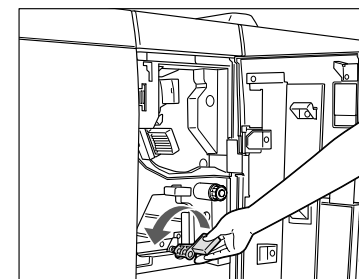
⚠ CAUTION
  When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

9 **Remove any jammed paper from the escape tray output exit.**
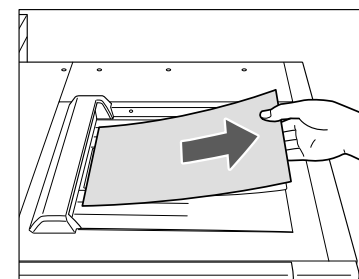
10 Open the guide (A-C1).
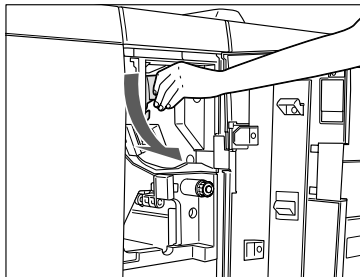
11 Open the guide (A-C2).

12 Remove any jammed paper.
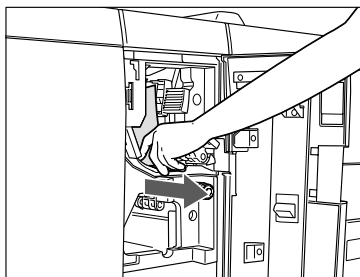
13 Close the guide (A-C2).

⚠ CAUTION
　When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

14 Close the guide (A-C1).
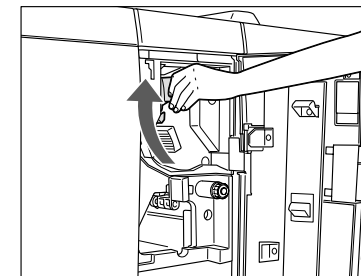
⚠ CAUTION
　When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

15 **Close the front cover of the buffer pass unit.**
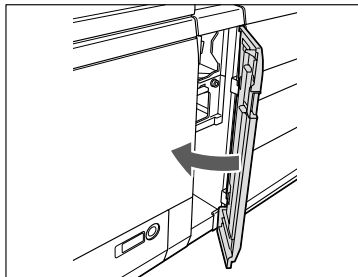
⚠ **CAUTION**
　When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

16 **Follow the instructions on the touch panel display.**

✎ NOTE
　The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Stack Bypass-A1 (Optional)

If a paper jam occurs inside the stack bypass, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

1 **Remove all of the paper that is not jammed from the stack bypass.**
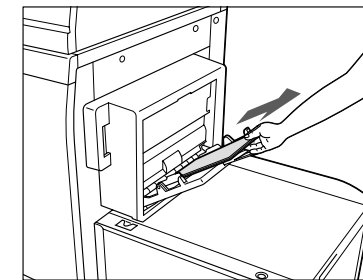
2 **Open the stack bypass.**
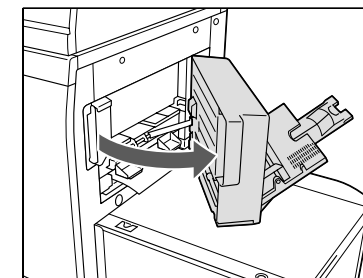
3 **Remove any jammed paper.**
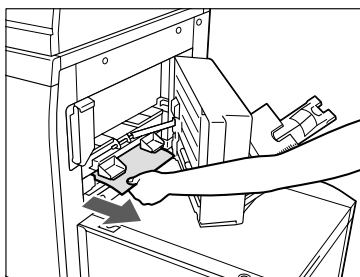
4 **Close the stack bypass.**
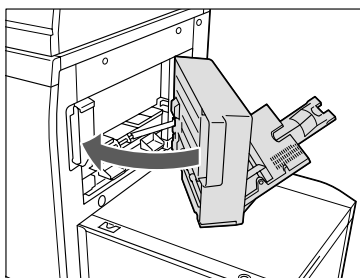
⚠ CAUTION
When closing the stack bypass, be careful not to get your fingers caught, as this may result in personal injury.

5 **Press the release button, and move the paper deck away from the main unit.**
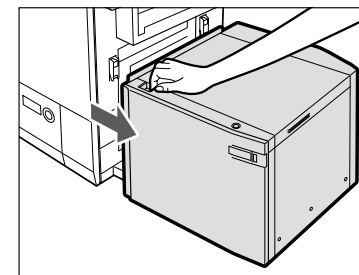
If the optional Paper Deck-AC1 is not attached, proceed to step 6.

6 **Press the button to open the cover (A-A1).**
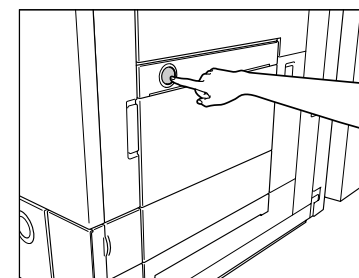
7 **Remove any jammed paper.**
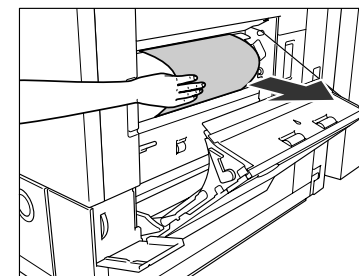
8 Turn the dial (A-A2) in the direction of the arrow, and remove any jammed paper.
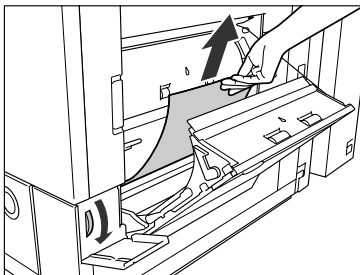
9 Push the lever to open the guide (A-A3).
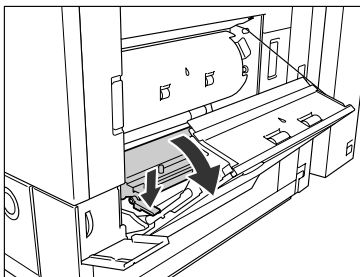
10 Remove any jammed paper.
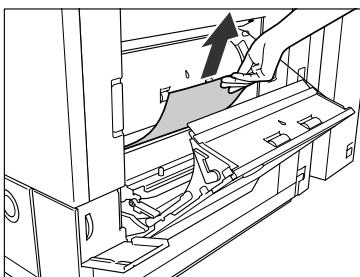
11 Close the guide (A-A3).
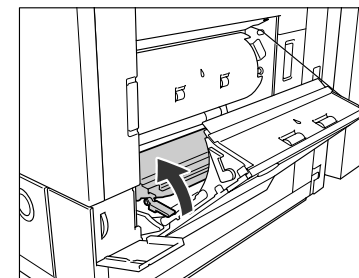
⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

12 Close the cover (A-A1) until it clicks into place.
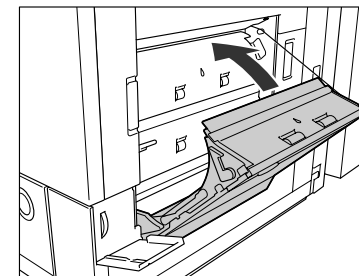
⚠ **CAUTION**
When closing the guide, be careful not to get your fingers caught, as this may result in personal injury.

13 Place your hand where the hand symbol (✋) is located on the paper deck and reconnect it to the main unit.
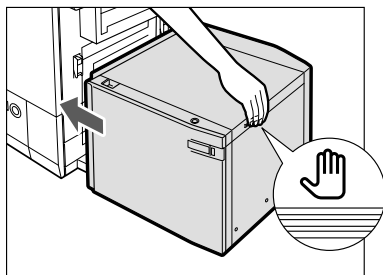
⚠ **CAUTION**
When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

⊘ IMPORTANT
When reconnecting the paper deck to the main unit, confirm that the cover (A-A1) of the main unit side is closed properly.

If the optional Paper Deck-AC1 is not attached, proceed to step 14.

14 Close the stack bypass.

15 Follow the instructions on the touch panel display.

✎ NOTE
The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Paper Deck-AC1 (Optional)

If a paper jam occurs in the optional paper deck, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **CAUTION**
• When removing jammed originals or paper, take care not to cut your hands on the edges of the originals.
• When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.

1 Press the release button, and move the paper deck away from the main unit.
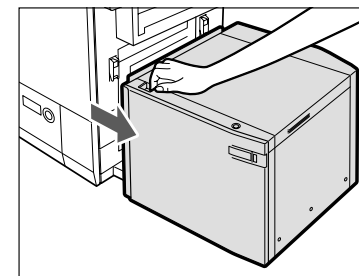
2 **Remove any jammed paper from the feeding area.**
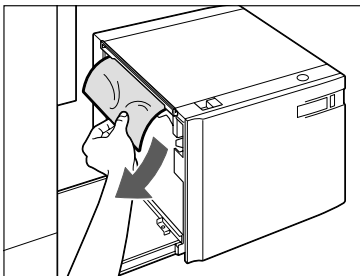
Paper can also be jammed in the feeding slot on the side of the main unit. Remove any jammed paper from the feeding slot in accordance with steps 2 to 8 of "Between the Main Unit and the POD Deck-A1/ Secondary POD Deck-A1, or Between the Main Unit and the Paper Deck-AC1 (Main Unit Side)," on p. A8-41.

3 **Press the open button to open the paper deck.**
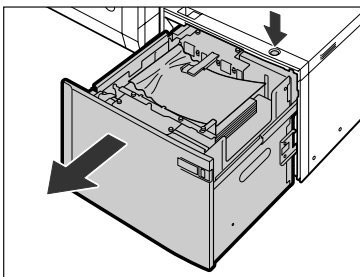
The inside lifter descends automatically.

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

4 **Remove any jammed paper.**

Look carefully, as jammed paper may be difficult to see.
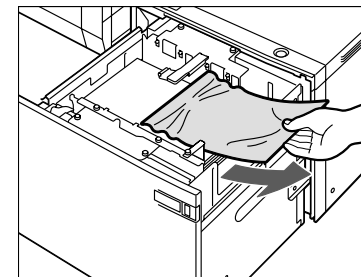
5 **Close the paper deck.**
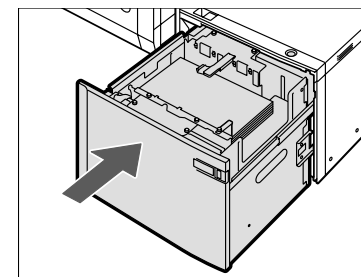
CAUTION
When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

6 **Place your hand where the hand symbol ( ) is located on the paper deck and reconnect it to the main unit.**
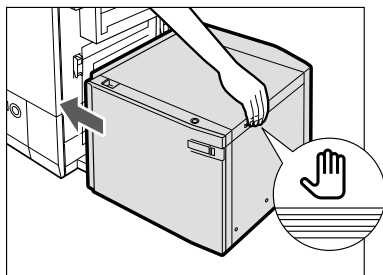
⚠ **CAUTION**
  When reconnecting the paper deck to the main unit, be careful not to get your fingers caught, as this may result in personal injury.

⊘ IMPORTANT
  When reconnecting the paper deck to the main unit, confirm that the cover (A-A1) of the main unit side is closed properly.

7 **Follow the instructions on the touch panel display.**

✎ NOTE
  The screen indicating the location of the paper jam repeatedly appears on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Inside the Top Cover of the Finisher-AB1/Saddle Finisher-AB2 (Optional)

If a paper jam occurs when using the optional Finisher-AB1 or Saddle Finisher-AB2, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **WARNING**
  There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

⚠ **CAUTION**
  • **When removing jammed originals or paper, take care not to cut your hands on the edges of the paper.**
  • **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
  • **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
  • **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

1 Open the front cover of the finisher.
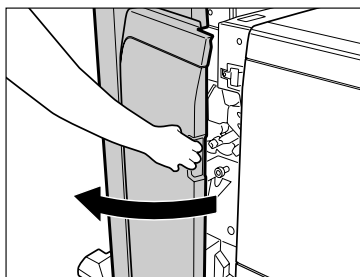
2 Press the button on the optional Punch Unit-V1 (F-A1), as far as it can go, to return the punch unit to its original position.

This procedure is only required if the optional Punch Unit-V1 is attached, and the button on the optional Punch Unit-V1 (F-A1) is protruding.
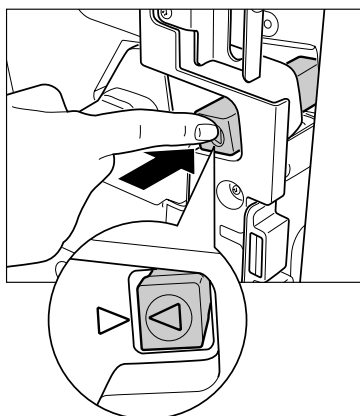
3 Open the entrance guide (F-A2).
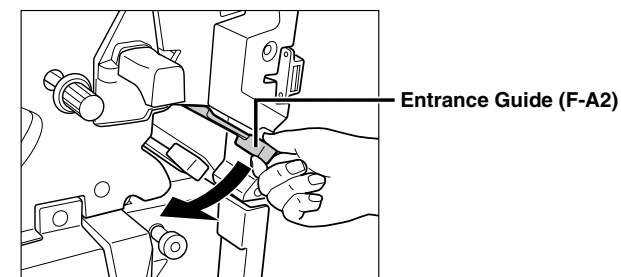
Entrance Guide (F-A2)

4 Remove any jammed paper.
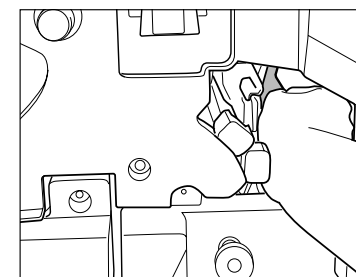
5 Close the entrance guide (F-A2).
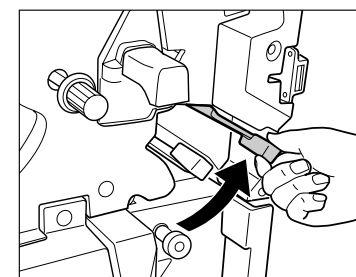
6 **Lift the optional document insertion unit.**

This procedure is only required if the optional Document Insertion Unit-C1 is attached.
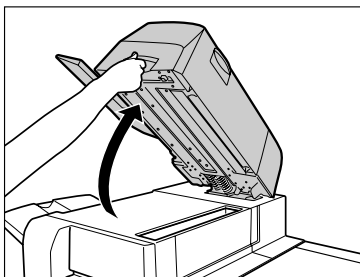
7 **Open the top cover (F-A3) of the finisher, and check the inside of the finisher for any jammed paper.**
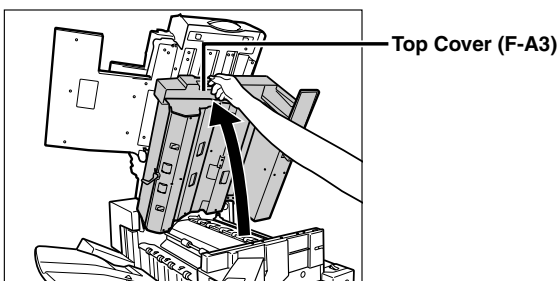
Top Cover (F-A3)

⚠ **CAUTION**
Open the top cover slowly, as opening it too fast may result in personal injury.

📋 IMPORTANT
Do not turn OFF the main power switch of the finisher when you open the top cover to remove the jammed paper. If you do so accidentally, follow the procedures to turn OFF the main power switches of the attached optional equipments and the machine, and then back ON. (See "Main Power and Control Panel Power," on p. A1-6.)

8 **Remove any jammed paper protruding from the right side of the finisher.**
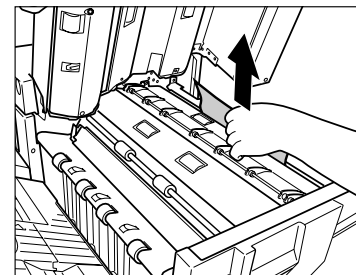
9 **Remove any jammed paper protruding from the left side of the finisher.**
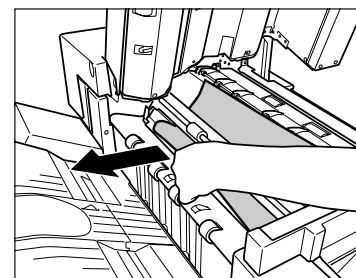
10 **Tilt the delivery guide (F-A4).**

Label
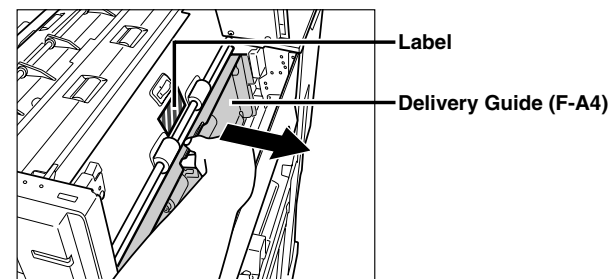
Delivery Guide (F-A4)

NOTE

Make sure to position the handle of the delivery guide properly (in the middle, and aligned with the designated label). If the delivery guide is not aligned properly with the label, it may not open.

11 Remove any jammed paper.
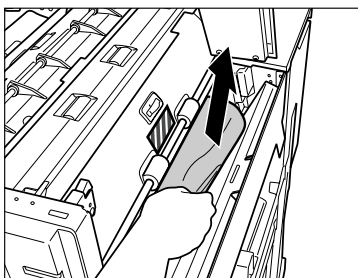
12 Return the delivery guide (F-A4) to its original position, making sure that it clicks into place.
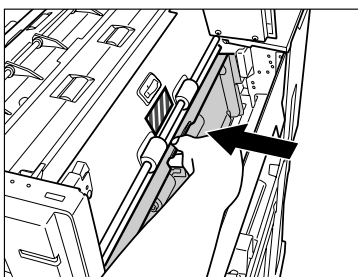
13 Close the top cover (F-A3) of the finisher.

After closing the top cover of the finisher, press down on the top cover, in the locations indicated by the labels to make sure the cover is securely closed.
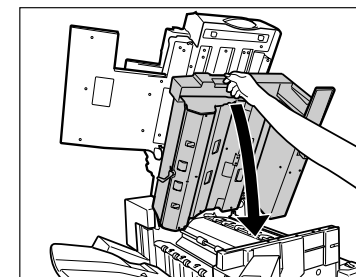
⚠ **CAUTION**

When closing the top cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

Do not turn OFF the main power switch of the finisher when you close the top cover. If you do so accidentally, follow the procedures to turn OFF the main power switches of the attached optional equipments and the machine, and then back ON. (See "Main Power and Control Panel Power," on p. A1-6.)

14 **Close the document insertion unit.**

This procedure is only required if the optional Document Insertion Unit-C1 is attached.
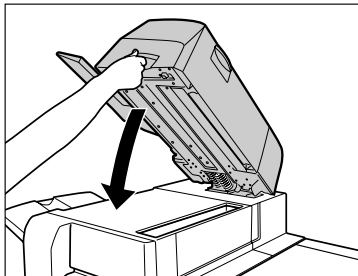
⚠ **CAUTION**
   When closing the document insertion unit, be careful not to get your fingers caught, as this may result in personal injury.

15 **Remove any jammed paper protruding from the opened part (F-A5) inside the finisher.**

Opened Part (F-A5)
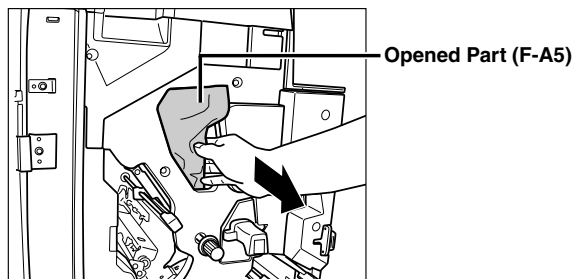
16 **Close the front cover of the finisher.**
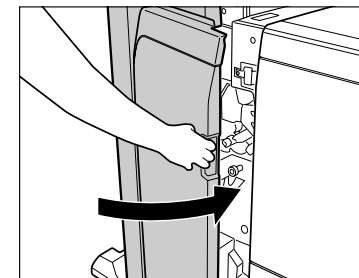
⚠ **CAUTION**
   When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

17 **Continue to follow the instructions on the touch panel display.**

📝 NOTE
   The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

## Inside the Front Cover of the Finisher-AB1/Saddle Finisher-AB2 (Optional)

If a paper jam occurs inside the front cover of the optional Finisher-AB1 or Saddle Finisher-AB2, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **WARNING**
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

⚠ **CAUTION**
• **When removing jammed originals or paper, take care not to cut your hands on the edges of the paper.**
• **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
• **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
• **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

🖐 IMPORTANT
Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.

1 **Open the front cover of the finisher.**

2 **Open the guide (F-B1).**

Guide (F-B1)

3 **Remove any jammed paper.**

4 **Close the guide (F-B1).**

5 **Turn the dial (F-B2) in the direction of the arrow (counterclockwise), to feed the jammed paper to the output slot (F-B3).**

Dial (F-B2)
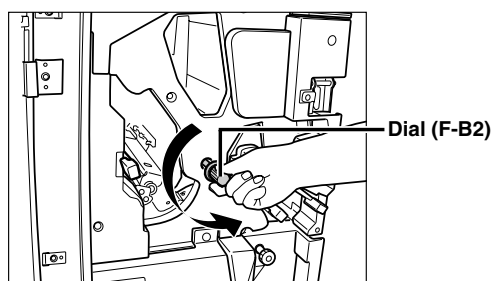
6 **Open the output slot (F-B3), and remove any jammed paper.**
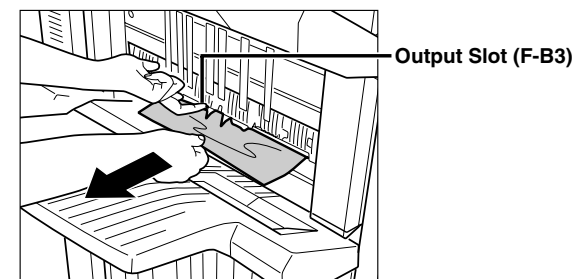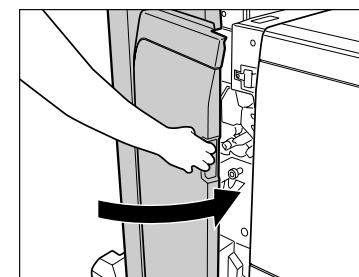
Output Slot (F-B3)

7 **Close the front cover of the finisher.**

⚠ **CAUTION**
　When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

8 **Continue to follow the instructions on the touch panel display.**

✎ NOTE
　The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Document Insertion Unit-C1 (Optional)

If a paper jam occurs inside the optional Document Insertion Unit-C1, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **CAUTION**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**

🖐 IMPORTANT
- This section assumes that the optional Document Insertion Unit-C1 is attached to the optional Finisher-AB1 or Saddle Finisher-AB2.
- Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.

✐ NOTE
This procedure is necessary only if the optional Document Insertion Unit-C1 is attached.

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1 **Remove all of the paper that is not jammed from the document insertion unit.**
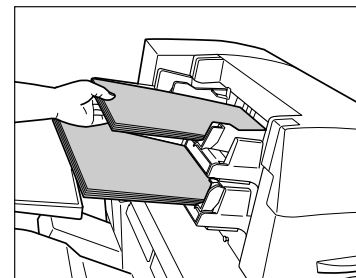
2 **Open the upper cover of the document insertion unit.**
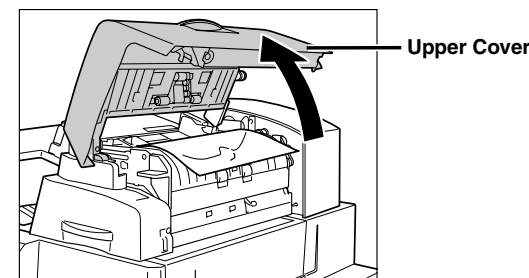
Upper Cover

3 Remove any jammed paper.
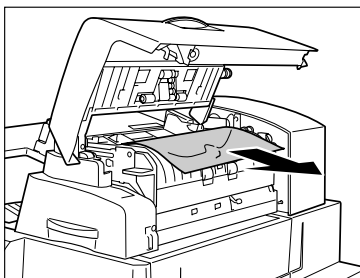
4 Open the inner cover (F-I) of the document insertion unit.
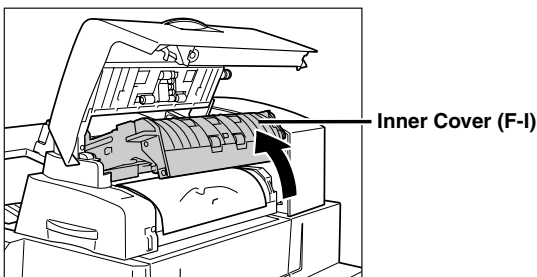
Inner Cover (F-I)

5 Remove any jammed paper inside the inner cover (F-I).
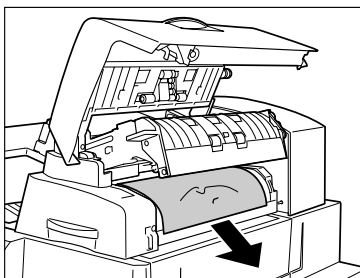
6 Close the inner cover (F-I) and upper cover of the document insertion unit.
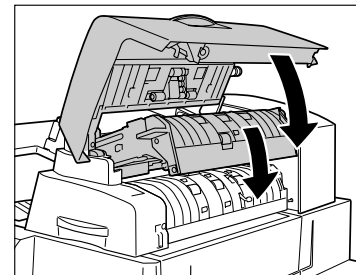
⚠ CAUTION
When closing the inner cover and upper cover of the document insertion unit, be careful not to get your fingers caught, as this may result in personal injury.

7 Lift the document insertion unit.
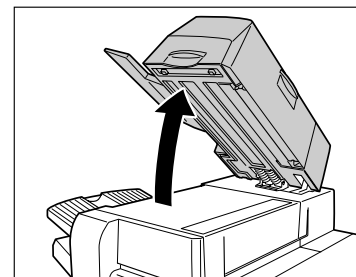
✎ NOTE
If you cannot lift the document insertion unit, the paper may be jammed inside the optional finisher. Pulling jammed paper out of the finisher by force may leave parts of the paper torn inside. For instructions on removing jammed paper inside the finisher, see "Inside the Top Cover of the Finisher-AB1/Saddle Finisher-AB2 (Optional)," on p. A8-57.

8 **Remove any jammed paper inside the document insertion unit.**
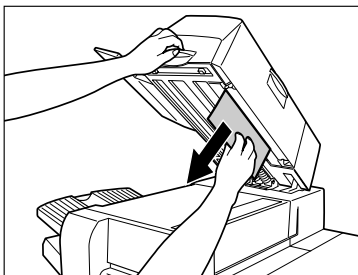
9 **Close the document insertion unit.**
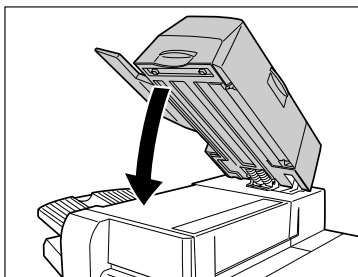
⚠ **CAUTION**
When closing the document insertion unit, be careful not to get your fingers caught, as this may result in personal injury.

10 **Reload the paper into the document insertion unit.**
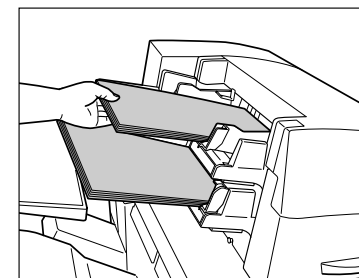
11 **Continue to follow the instructions on the touch panel display.**

✐ NOTE
The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Saddle Stitcher Unit (Optional)

If a paper jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-AB2, a screen indicating the location of the paper jam and instructions on how to clear the paper jam appears on the touch panel display.

Follow the procedure described below to remove the jammed paper.

⚠ **WARNING**
There are some areas inside the machine which are subject to high-voltages. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
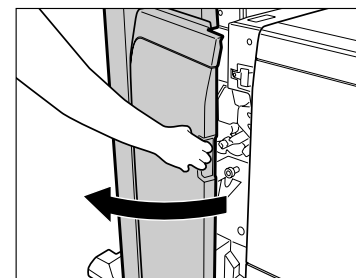
⚠ **CAUTION**
- **When removing jammed originals or paper, take care not to cut your hands on the edges of the paper.**
- **When removing jammed originals or paper, take care not to cut your hands on the inside of the machine. If you cannot remove the paper, contact your local authorized Canon dealer.**
- **When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.**
- **When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.**
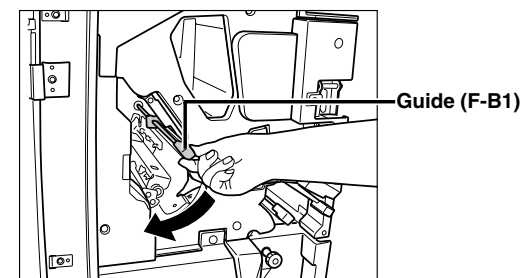
📥 IMPORTANT
Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.
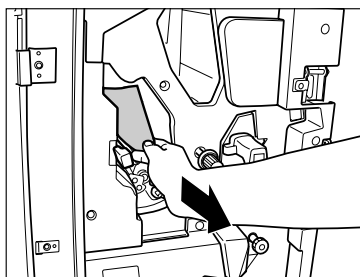
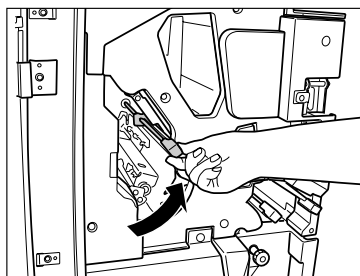**1** **Open the front cover of the finisher.**

2 **Open the guide (F-C1).**

Guide (F-C1)

3 Turn the lower dial (F-C2) in the direction of the arrow (counterclockwise), to feed the jammed paper to the guide (F-C1).

Lower Dial (F-C2)
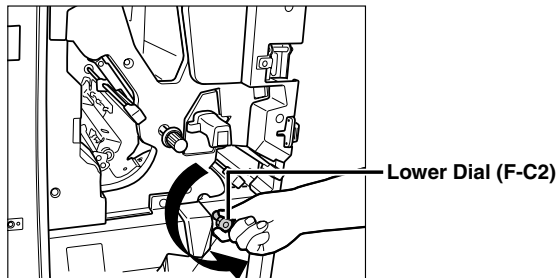
4 Turn the upper knob (F-C2) in the direction of the arrow (counterclockwise), to feed the jammed paper to the guide (F-C1).

Upper Dial (F-C2)
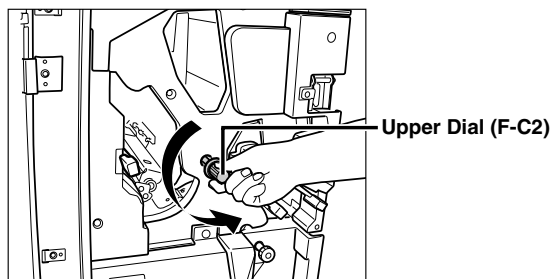
5 Remove any jammed paper.
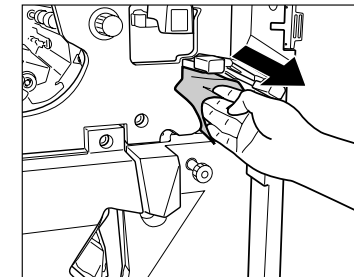
6 Close the guide (F-C1).
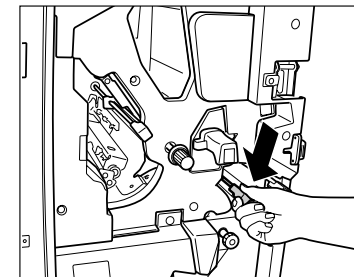
7 If the lamp is ON, while pushing in the dial (F-C3), turn it in the direction of the arrow (clockwise) until the lamp turns off.

Turning the dial, feeds the jammed paper to the delivery guide of the booklet tray.

If the optional Booklet Trimmer-C1 is attached, turning the dial feeds the jammed paper to the feeding belt of the booklet trimmer.

Dial (F-C3)
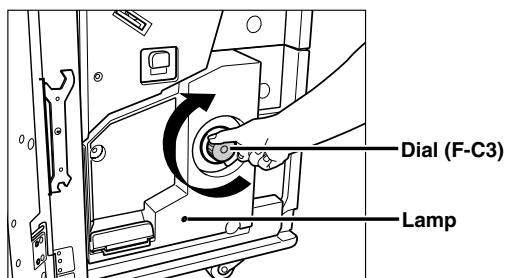
Lamp

If the lamp is OFF, proceed to step 9.

8 **Remove any jammed paper protruding from the booklet tray.**

If the optional Booklet Trimmer-C1 is attached, remove any jammed paper protruding from the feeding belt.
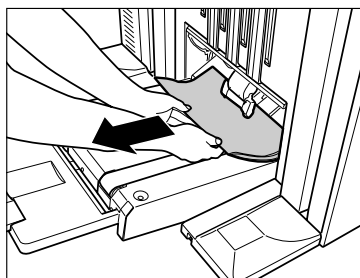
9 **Pull out the saddle stitcher unit (F-C4).**
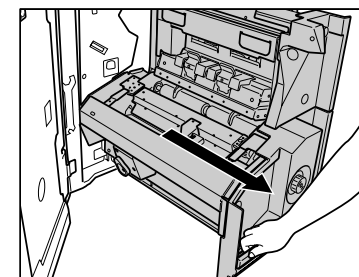
10 **Open the right cover of the saddle stitcher unit (F-C5), and remove any jammed paper.**

Right Cover of the Saddle Stitcher Unit (F-C5)
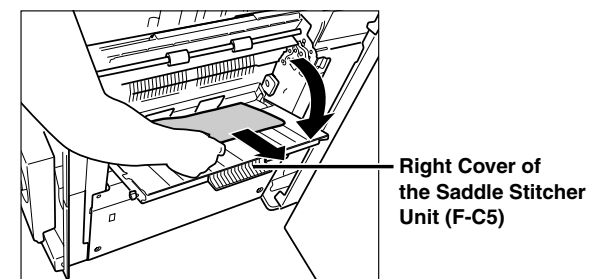
11 **Close the right cover of the saddle stitcher unit (F-C5).**
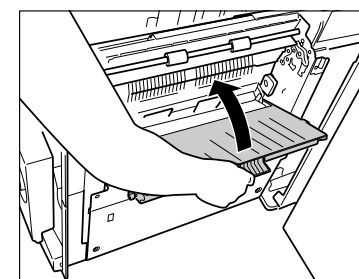
⚠ **CAUTION**
   When closing the right cover of the saddle stitcher unit, be careful not to get your fingers caught, as this may result in personal injury.

12 Turn the dial on the pressing unit (F-C6) in the direction of the arrow (counterclockwise), and push it as far left as it will go.

If the pressing unit is in its proper position, this procedure is unnecessary.

The pressing unit is for ensuring a clean fold in the center of the paper to create a booklet. If the pressing unit is not in its proper position, the paper to be saddle stitched cannot be fed to the booklet tray.

Pressing Unit

Dial on the Pressing Unit (F-C6)
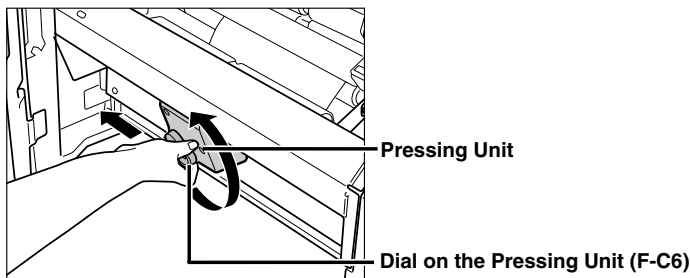
13 Open the delivery guide (F-C8).
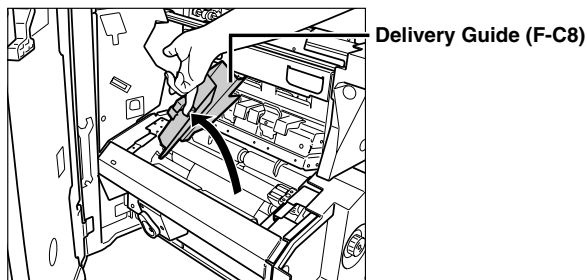
Delivery Guide (F-C8)

14 While pushing in the dial (F-C7), turn it in the direction of the arrow (clockwise) until the lamp turns off. Remove any jammed paper.

Dial (F-C7)

Lamp
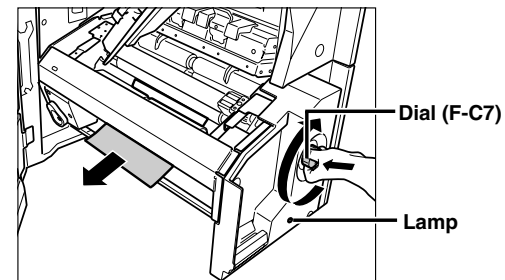
15 Close the delivery guide (F-C8).
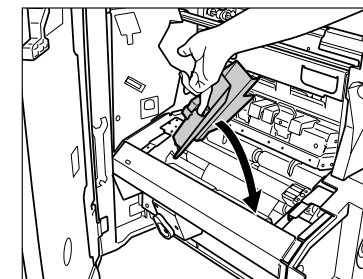
16 Gently push the saddle stitcher unit (F-C4) back into the machine.
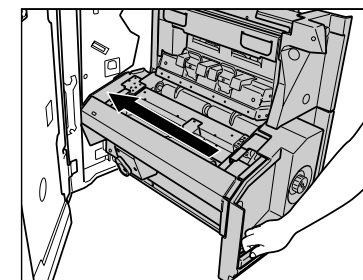
⚠ CAUTION

When returning the saddle stitcher unit to its original position, be careful not to get your fingers caught, as this may result in personal injury.

17 Close the front cover of the finisher.
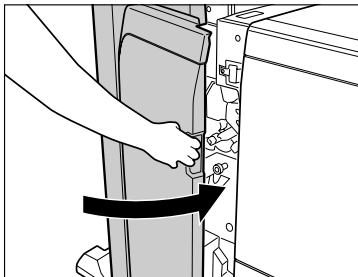
⚠ CAUTION

When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

18 Continue to follow the instructions on the touch panel display.

✎ NOTE

The screen indicating the location of the paper jam is displayed on the touch panel display until the paper jam is entirely cleared. For more information, see "Screens Indicating the Locations of Paper Jams," on p. A8-4.

Clearing Staple Jams

If a staple jam occurs, follow the procedure described below to remove the jammed staples.

Finisher-AB1/Saddle Finisher-AB2 (Optional)

If a staple jam occurs in the stapler unit of the optional Finisher-AB1 or Saddle Finisher-AB2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.

⊘ IMPORTANT
Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.

1 **Open the front cover of the finisher.**

2 **Remove the paper waiting to be stapled from the delivery tray.**
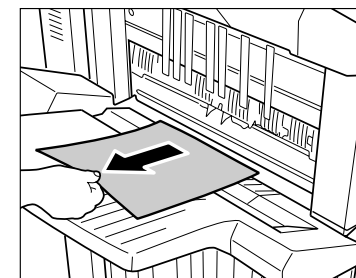
3 Pull out the staple case.
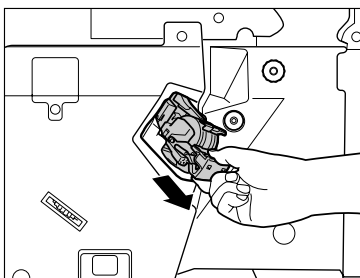
✎ NOTE

When the stapler unit is at the back and it is difficult to pull out the staple case, turn the dial on the bottom left hand side to the left to push the case to front.

4 Push up the bracket on the staple case.
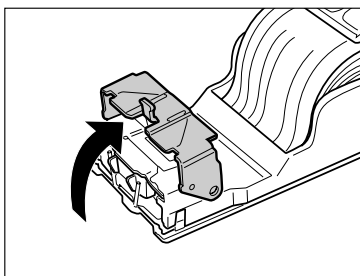
5 Remove all of the jammed and protruding staples from the staple cartridge.
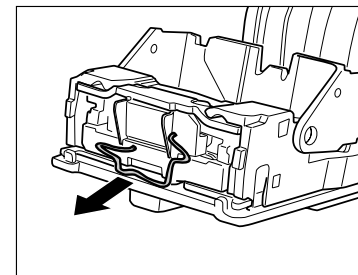
6 Return the bracket on the staple case to its original position.
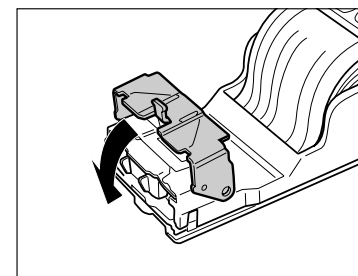
7 Gently push the staple case back into the stapler unit until it is securely in place.
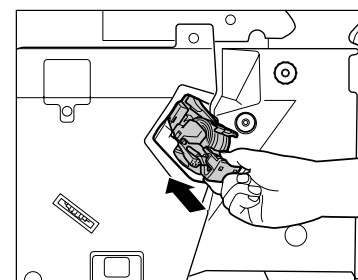
8 **Close the front cover of the finisher.**
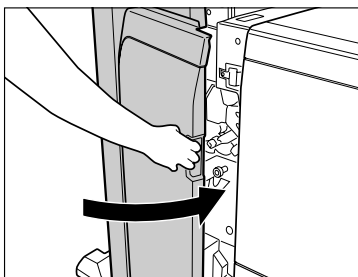
⚠ **CAUTION**
When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

Saddle Stitcher Unit (Optional)

If a staple jam occurs inside the saddle stitcher unit of the optional Saddle Finisher-AB2, a screen similar to the one shown below appears on the touch panel display. Check the location of the staple jam, and follow the procedure described below, and the procedure that appears on the touch panel display, to remove any jammed staples.

🖐 IMPORTANT
• Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard punch waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.
• This procedure is only required when the optional Saddle Finisher-AB2 is attached to the machine.
• Before clearing the staple jam, remove all output sheets from the booklet tray.

✏ NOTE
If a paper jam occurs at the same time as a staple jam, remove the jammed paper before removing the jammed staples.

1 Open the front cover of the finisher.
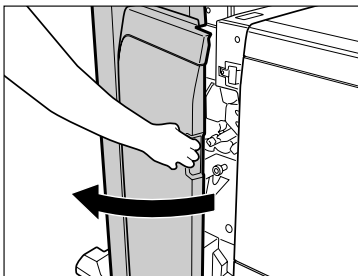
2 Pull out the saddle stitcher unit (F-C4).
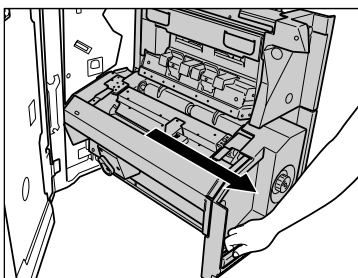
3 Pull out the saddle case from the saddle stitcher unit.
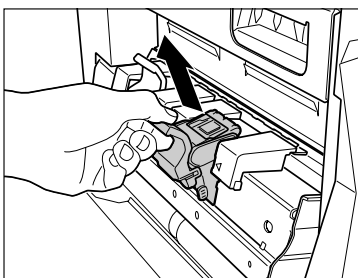
4 Hold the staple case by its left and right sides, and lower the bracket on the staple case.
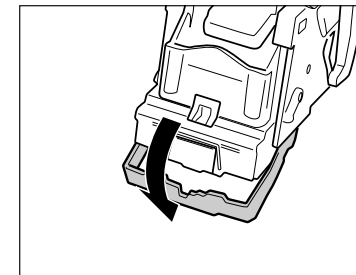
5 Remove the jammed staples from the staple cartridge.
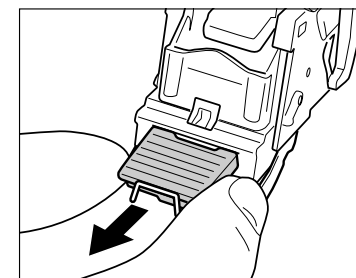
6 Return the bracket on the staple case to its original position.
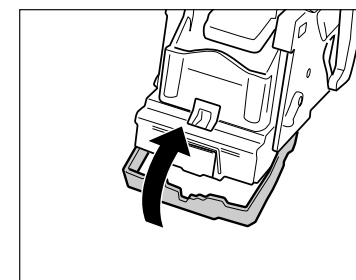
7 **Gently push the staple case back into the saddle stitcher unit until it is securely in place.**
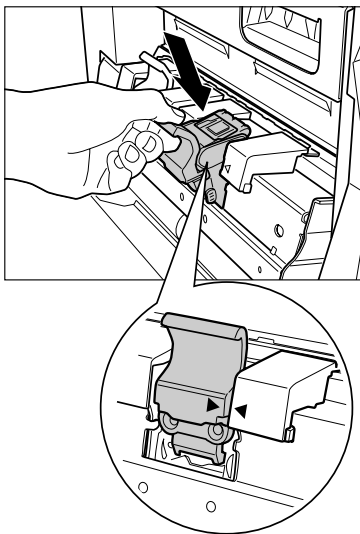
8 **Gently push the saddle stitcher unit (F-C4) back into the machine.**
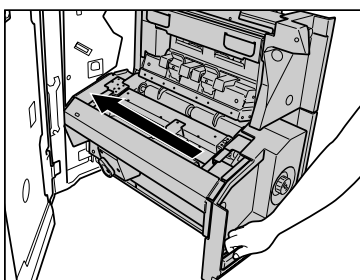
⚠ **CAUTION**
   When returning the saddle stitcher unit (C4) to its original position, be careful not to get your fingers caught, as this may result in personal injury.

9 **Close the front cover of the finisher.**
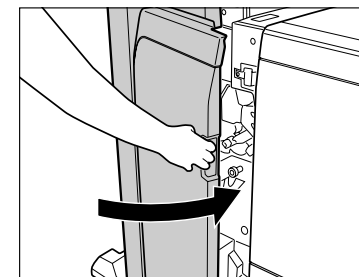
⚠ **CAUTION**
   When closing the front cover of the finisher, be careful not to get your fingers caught, as this may result in personal injury.

List of Error Messages

This section explains the various messages that appear on the touch panel display, along with possible causes and remedies.

For explanations of messages that are not listed here, see the *Sending Guide* and *Network Guide*.

Self-Diagnostic Display

If the machine displays a self-diagnostic error message, follow the instructions on the touch panel display.

Self-diagnostic error messages appear on the touch panel display at the following times:

- When scanning or printing cannot be performed because of an operational error.
- When you need to make a decision or take some action during scanning, copying, or printing.
- When you need to make a decision or take some action while browsing the network.

The following is a list of self-diagnostic error messages, along with their possible causes and remedies.

Load paper.

Cause 1	The machine has run out of paper. No more prints can be made.
Remedy	Load paper. (See "Paper Decks," on p. A7-2.)
Cause 2	The paper deck is not correctly inserted.
Remedy	Insert the paper deck as far as it will go. (See "Paper Decks," on p. A7-2.)

Load LTR size paper.

Cause	The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.
Remedy 1	Load the indicated paper size into the machine. If you press ⊙ (Start) while this message is displayed, prints are made with the currently selected paper size.
Remedy 2	If the message continues to be displayed even if the indicated paper size is loaded, set Drawer Eligibility For APS/ADS in Common Settings (from the Additional Functions screen) for that paper source to 'On'. (See "Auto Paper Selection/Auto Drawer Switching," on p. A4-23.)

Return page 1 to the top, and then press the Start key.

Cause	Scanning was stopped due to a problem with the optional feeder.
Remedy	Arrange the originals in page order with the first page on top. Place the originals back into the feeder's original supply tray, and press ⊙ (Start).

Return page 1 to the top and press the Start key. (Data for the scanned image has exceeded the file size limitations of the machine. Settings will be automatically adjusted and originals re-scanned).

Cause	Scanning was stopped because the data size of the scanned original exceeded the maximum data size that the machine can handle.
Remedy	Try scanning the original again from the first page. If scanning is still not possible, reduce the Sharpness mode setting, and select [Text] for the original type.

⚠ Scanning has stopped because the size of the data for the scanned original exceeds the limit. Scanning may be possible if [Sharpness] is reduced and/or the type of original is set to [Text].

| Cause | Scanning was stopped because the data size of the scanned original exceeded the maximum data size that the machine can handle. |
| Remedy | Reduce the Sharpness mode settings, and select [Text] for the original type. |

⚠ Remove the paper from the output tray.

| Cause | Prints from the previous job remain in the output tray. |
| Remedy | Remove the prints remaining in the output tray. Printing automatically resumes. |

⚠ Remove the paper from the booklet tray.

| Cause | Prints from the previous job remain in the Booklet tray of the optional Saddle Finisher-AB2. |
| Remedy | Remove the prints remaining in the Booklet tray. Printing automatically resumes. |

⚠ The toner cartridge can be replaced. (Black)

| Cause | Toner of the displayed color is running low. |
| Remedy | Prepare the displayed color's toner cartridge for replacement. (See "Replacing the Toner Cartridge/Waste Toner Container," on p. A7-43.) |

⚠ Replace toner cartridge. (Black)

| Cause | Printing will not possible soon because the toner of the displayed color is running low. |
| Remedy | Replace the displayed color's toner cartridge. (See "Replacing the Toner Cartridge/Waste Toner Container," on p. A7-43.) |

Insert toner cartridge. (Black)

| Cause | The toner cartridge of the displayed color is not inserted properly. |
| Remedy | Make sure that the toner cartridge is inserted properly. (See "Replacing the Toner Cartridge/Waste Toner Container," on p. A7-43.) |

⚠ Place the original on the platen glass.

| Cause | The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass. |
| Remedy | Place the original on the platen glass. |

⚠ Remove the original from the platen glass.

| Cause | An original remains on the platen glass. |
| Remedy | Remove the original from the platen glass, and place the new original. |

⚠ Remove the original from the feeder.

| Cause | The machine cannot scan your original using the feeder. An original is placed both in the feeder and on the platen glass. |
| Remedy | Remove the original from the feeder. |

The platen glass is dirty.

| Cause | The feeder scanning area is dirty. |
| Remedy | Clean the feeder scanning area. (See "Platen Glass/Original Feeding Belt/Underside of the Platen Cover," on p. A7-50.) |

Adjusting gradation. Please wait a moment.

Cause　The machine is performing an automatic gradation adjustment.

Remedy　Wait for the machine to finish the automatic gradation adjustment. When the adjustment is complete, printing automatically resumes.

Primary cleaning web is low. Call service representative.

Cause　Replacing a cleaning web is required.

Remedy　Contact your local authorized Canon dealer.

Secondary cleaning web is low. (Call service rep.)

Cause　Replacing a cleaning web is required.

Remedy　Contact your local authorized Canon dealer.

ITB web is low. (Call service representative.)

Cause　Replacing ITB web is required.

Remedy　Contact your local authorized Canon dealer.

The waste toner is near full. Replacemnt not yet needed.

Cause　The waste toner will be full soon.

Remedy　Prepare the waste toner for replacement.

Replace the waste toner container.

Cause　Printing will not possible soon because the waste toner container is full.

Remedy　Replace the waste toner container. (See "Replacing the Toner Cartridge/ Waste Toner Container," on p. A7-43.)

⚠ Remove paper from the output tray of stacker a (right)/b (left).

Cause　Output from a previous job remains in the output tray of the High Capacity Stacker-C1.

Remedy　Remove the paper in the output tray of the High Capacity Stacker-C1. For more information, see the instruction manual for the High Capacity Stacker-C1.

⚠ Remove paper from the stack area of stacker a (right)/b (left).

Cause　Output from a previous job remains in the output tray of the High Capacity Stacker-C1.

Remedy　Remove the paper in the output tray of the High Capacity Stacker-C1. For more information, see the instruction manual for the High Capacity Stacker-C1.

⚠ Set the tray in the stack area of stacker a (right)/b (left).

Cause　The stacker tray of the High Capacity Stacker-C1 is not inserted.

Remedy　Insert the stacker tray into the High Capacity Stacker-C1. For more information, see the instruction manual for the High Capacity Stacker-C1.

⚠ Close the stack guide of stacker a (right)/b (left).

Cause　The stack guide of the High Capacity Stacker-C1 is open.

Remedy　Close the stack guide of the High Capacity Stacker-C1. For more information, see the instruction manual for the High Capacity Stacker-C1.

△ The stacker cover is open.

| Cause | The cover of the High Capacity Stacker-C1 is open. |
| Remedy | Close the cover of the High Capacity Stacker-C1. For more information, see the instruction manual for the High Capacity Stacker-C1. |

▨ Empty the trimmer booklet waste tray.

| Cause | The trimmer booklet waste tray of the Booklet Trimmer-C1 is full. |
| Remedy | Remove the trimmer booklet waste in the trimmer booklet waste tray of the Booklet Trimmer-C1. For more information, see the instruction manual for the Booklet Trimmer-C1. |

△ Remove the paper from the trimmer stacker.

| Cause | Output from a previous job remains in the output tray of the Booklet Trimmer-C1. |
| Remedy | Remove the paper in the output tray of the Booklet Trimmer-C1. For more information, see the instruction manual for the Booklet Trimmer-C1. |

△ A finisher device cover is open.

Cause	A finisher device cover is open.
Remedy 1	Check that the cover of the Booklet Trimmer-C1 is closed. For more information, see the instruction manual for the Booklet Trimmer-C1.
Remedy 2	Check that covers of the Finisher-AB1 or Saddle Finisher-AB2 are closed.

△ Insert the trimmer booklet waste tray.

| Cause | The trimmer booklet waste tray of the Booklet Trimmer-C1 is not inserted. |
| Remedy | Insert the trimmer booklet waste tray of the Booklet Trimmer-C1. For more information, see the instruction manual for the Booklet Trimmer-C1. |

▭ Load staples.

| Cause | There are no staples in the staple cartridge of the Finisher-AB1 or Saddle Finisher-AB2 stapler unit. |
| Remedy | Replace the staple cartridge of the Finisher-AB1 or Saddle Finisher-AB2 stapler unit. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. A7-35.) |

▨ Check the staple waste tray.

| Cause | The staple waste tray of the Finisher-AB1 or Saddle Finisher-AB2 stapler unit is full or almost full. |
| Remedy | Remove the staple waste in the staple waste tray of the Finisher-AB1 or Saddle Finisher-AB2 stapler unit. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. A7-35.) |

▨ Check the punch waste tray.

| Cause | The punch waste tray of the Finisher-AB1 or Saddle Finisher-AB2 is full. |
| Remedy | Remove the punch waste in the punch waste tray of the Finisher-AB1 or Saddle Finisher-AB2. (See "Removing Punch Waste," on p. A7-40.) |

Load staples for the saddle stitcher unit.

Cause	There are no staples in the staple cartridge of the Saddle Finisher-AB2 saddle stitcher unit.
Remedy	Replace the staple cartridge of the Saddle Finisher-AB2 saddle stitcher unit. (See "Replacing the Staple Cartridge in the Saddle Stitcher Unit," on p. A7-37.)

Output extra paper is on the upper tray of the paper unit.

Cause	Prints remain in the escape tray.
Remedy	Remove the prints remaining in the escape tray.

Remove paper from the upper tray of the paper unit.

Cause	The escape tray has reached its stacking limit.
Remedy	Remove the prints in the escape tray.

The front cover of paper unit a (right)/b (left) is open.

Cause	The horizontal pass cover of the POD deck is open.
Remedy	Close the horizontal pass cover of the POD deck.

The left cover of paper unit b (left) is open.

Cause	The front cover of the buffer pass unit is open.
Remedy	Close the front cover of the buffer pass unit.

The right cover of paper unit a (right)/b (left) is open.

Cause	The front right cover of the POD deck is open.
Remedy	Close the front right cover of the POD deck.

List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen under [Log] from the System Monitor screen. (See "Job Details," on p. A5-8.)

If a send or receive job does not complete successfully, the error code is printed in the Results column on the Activity Report and Send Report. However, if a send job is canceled, "STOP" is printed in the Results column on the Send report. (See Chapter 11, "Printing Communication Reports," in the *Sending Guide*.)

Perform the necessary procedures according to the error code.

001

Cause 1	A paper jam occurred in the feeding slot of the stack bypass.
Remedy	Place your originals, specify the scanning mode, and try scanning again.
Cause 2	Differently sized originals were scanned, and the Different Size Originals mode was not set.
Remedy	Place your originals, specify the Different Size Originals mode, and try scanning again.
Cause 3	Differently sized originals were scanned in the 2-Sided mode, and the Different Size Originals mode was not set.
Remedy	Place your originals, specify the 2-Sided and Different Size Originals modes, and try scanning again.

009

| Cause 1 | There is no paper. |
| Remedy | Load paper. (See "Paper Decks," on p. A7-2.) |

| Cause 2 | The paper deck is not inserted correctly into the machine. |
| Remedy | Insert the paper deck properly. (See "Paper Decks," on p. A7-2.) |

037

| Cause | Documents could not be received because there was insufficient memory available. |
| Remedy | Erase unwanted documents and documents with errors from memory to increase the amount of available memory. (See Chapter 3, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*, and Chapter 6, "Receiving Documents," in the *Sending Guide*.) |

099

| Cause | Copying/printing was interrupted. |
| Remedy | Try copying/printing again. |

701

Cause 1	The specified Department ID does not exist, or the password has changed.
Remedy	Enter the correct Department ID or password using ⓪ - ⑨ (numeric keys) on the control panel, and try again.
Cause 2	The Department ID or password was changed while the machine was processing a job, or <Allow Printer Jobs with Unknown IDs> is set to 'Off'.
Remedy	Contact your System Manager.

703

| Cause | The hard disk is full, and no more images can be scanned. |
| Remedy 1 | Wait a few moments, and try scanning again after the other send jobs are complete. |

Remedy 2　Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF, and then back ON again. (See "Main Power and Control Panel Power," on p. A1-6.)

#711

Cause　The inbox memory is full.

Remedy　Erase unnecessary documents stored in the inbox. (See Chapter 3, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*, and Chapter 6, "Receiving Documents," in the *Sending Guide*.)

712

Cause　The maximum number of documents are already stored in the inbox.

Remedy　Erase unnecessary documents stored in the inbox. (See Chapter 3, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*, and Chapter 6, "Receiving Documents," in the *Sending Guide*.)

749

Cause　You could not execute the job because a service call message is being displayed.

Remedy　Turn the main power OFF, wait 10 or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer. (See "Main Power and Control Panel Power," on p. A1-6.)

759

Cause　An error occurred while sending the URL of a User Inbox.

Remedy　Contact your System Manager.

816

Cause　You cannot print because the set page limit total has been reached.

Remedy　Contact your System Manager.

849

Cause　Device information could not be delivered because the client machine is processing a job.

Remedy　Try delivering device information again after the client machine finishes processing the job.

850

Cause　Device information could not be delivered because a screen relating to the delivered device information is being displayed.

Remedy　Try delivering the device information again after the screen is cleared from the client machine.

851

Cause 1　There is insufficient memory remaining in the system.

Remedy　Check the system's available memory, and delete any unnecessary documents stored in inboxes.

Cause 2　The machine's memory is full.

Remedy　Erase unnecessary documents and documents with errors from memory to increase the amount of available memory. (See Chapter 3, "Introduction to the Mail Box Functions," in the *Copying and Mail Box Guide*, and Chapter 6, "Receiving Documents," in the *Sending Guide*.)

Cause 3 The document cannot be stored because there are more than 2,000 documents in the specified inbox.

Remedy If there are a large number of documents, delete the unnecessary ones from the specified inbox.

 # 852

Cause An error occurred because the main power switch was turned to the "⏻" side while a job was being processed.

Remedy Check to see if the main power switch is turned to the "I" side. Try processing the job again, if necessary. (See "Main Power and Control Panel Power," on p. A1-6.)

 # 853

Cause 1 When trying to print a large number of pages, the job is not performed due to insufficient memory resources.

Remedy Reduce the number of pages to print, or perform the print job again when no other jobs are reserved.

Cause 2 The job could not be processed, because it was canceled from the printer driver while the print data was being sent to the machine.

Remedy Try printing again.

Cause 3 The spool memory is full when Use Spooler in Network Settings in System Settings (from the Additional Functions screen) is set to 'On', therefore, data received from the host could not be spooled.

Remedy Set Use Spooler in Network Settings in System Settings (from the Additional Functions screen) to 'Off', and try sending the print data again. (See Chapter 2, "Settings Common to the Network Protocols," in the *Network Guide*.)

Cause 4 The maximum number of receivable data exceeds the receive limit. (See Chapter 6, "Receiving Documents," in the *Sending Guide*.)

Remedy Try printing the documents again after all current jobs are complete. If you still cannot print, check the sent data.

Cause 5 The number of secured documents exceeded the maximum limit that can be reserved at a time.

Remedy Print or erase the secured documents that are stored in the machine, and try printing again.

Cause 6 The job could not be processed, because there are more than 400 page ranges in the processing job.

Remedy Try printing again after all current jobs are complete.

 # 854

Cause Device information could not be delivered because the client machine has Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) set to 'On'.

Remedy Try delivering device information again after setting Restrictions for Receiving Device Info. in Device Information Delivery Settings in System Settings (from the Additional Functions screen) to 'Off'.

 # 855

Cause Device information could not be delivered because a language that the client machine does not support was included in the device information.

Remedy Contact your local authorized Canon dealer.

#856

| Cause | The job was canceled because there was not enough free space on the hard disk to store the temporary data. |
| Remedy | Contact your System Manager. |

857

| Cause | Data reception timed out, or the job was canceled at the host. |
| Remedy | Check that the network is functioning properly, and then try printing again. |

858

| Cause | There is a problem with the print data sent from an external application. |
| Remedy | Check the settings of the data sent to the machine, make sure they are compatible with the machine, and try sending the data again. |

859

Cause 1	A compression error occurred with the image data.
Remedy	Check the print settings, and try printing again.
Cause 2	An original was not scanned properly, or the orientation of the original was incorrect.
Remedy	Check the scan settings, and try scanning again.

860

| Cause 1 | A paper jam occurred during printing. |
| Remedy | Try printing again. |

| Cause 2 | You tried to print on transparency sheets that are not made for this machine. |
| Remedy | Load transparencies made for this machine and then try printing again. |

861

| Cause | An error occurred while processing PDL data or image data. |
| Remedy | Confirm the print settings you made when printing from a computer. |

862

Cause 1	Unsupported print data or unsupported settings were received.
Remedy	Change the print data or print settings, and try printing again.
Cause 2	The saddle finisher trays have exceeded their stacking limits.
Remedy	Change the print data or print settings, and try printing again.
Cause 3	A combination of settings which is not supported was set.
Remedy	Change the print data or print settings, and try printing again.
Cause 4	Image data or data which is not guaranteed to be compatible was printed.
Remedy	Change the print data or print settings, and try printing again.

863

| Cause | An error occurred while processing PDL data or image data. |
| Remedy | Check the settings, and try printing again. |

864

Cause 1	The external controller or controller board is not attached, or is not functioning properly.
Remedy	Contact your System Manager.
Cause 2	The external controller or controller board cannot be recognized correctly.
Remedy	Contact your System Manager.

865

Cause	The functions related to job execution are restricted.
Remedy	Contact your System Manager.

#887

Cause	Device information could not be delivered because the paper database information that the client machine does not support was included in the device information.
Remedy	Contact your local authorized Canon dealer.

If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following screens appear on the touch panel display.

✏ NOTE

The machine's memory can store approximately 6,200 pages of scanned images. Approximately 6,000 pages of that total is shared by the various functions, including the Copy, Print, and Mail Box functions. In addition, each function is guaranteed to be able to store the following number of pages:

Copy: 100 pages
Print: 100 pages (excluding Secured Print jobs)

For example, the Copy function can store up to 6,100 pages of scanned images.
100 + 6,000 = 6,100 pages (approximate figures)
However, the number of pages that the machine's memory can store may differ depending on the amount of memory required for documents stored in inboxes and jobs that are in the print queue.

1 **Follow this procedure:**

● **If the message asking whether to print the original pages scanned into memory appears:**

❏ Select [Yes], [No], or [Another Function].
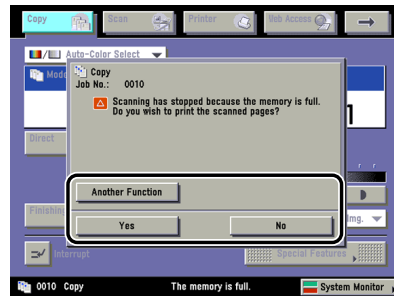
Details of each item are shown below.

[Yes]:   The pages scanned into memory are printed. When printing is complete, scan the remaining originals.

[No]:   The pages scanned into memory are not printed.

[Another Function]:   Select to use another function that is not being used.

● **If the screen shown below appears:**

❑ Select [Cancel] or [Another Function].
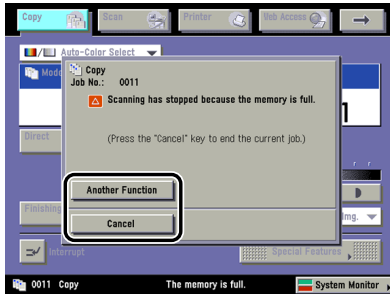
Details of each item are shown below.

[Another Function]:   Select to use another function that is not being used.

[Cancel]:   The current job is canceled, and the display returns to the Basic Features screen. Scan the job again when the current job is complete.

Service Call Message

If a malfunction occurs and the machine cannot operate normally, a screen like the one shown below is displayed. Follow the instructions that appear on the touch panel display.

Contacting Your Local Authorized Canon Dealer

If a message like the one shown below appears, follow the procedure described below.
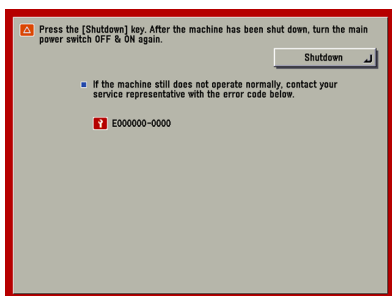
⚠ **WARNING**
Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

⚠ **CAUTION**
Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

🔔 IMPORTANT
If you turn the main power switch to the "⏻" side when there is a job waiting to print, that job is erased.

1 **Press [Shutdown], perform the necessary operations, and turn the main power switch to the "⏻" side.**

🔔 IMPORTANT
For instructions on shutting down the machine, see "Shutting Down the Machine," on p. A1-10.

2 **Wait at least 10 seconds before turning the main power switch to the "I" side.**
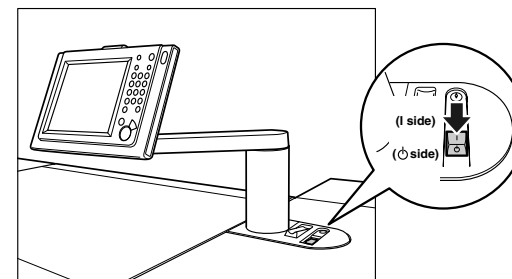
🔔 IMPORTANT
For instructions on turning the main power switch to the "I" side, see "How to Turn ON the Main Power," on p. A1-6.

3 **If the machine still does not operate normally, follow the procedure below, then contact your local authorized Canon dealer.**

❑ Press [Shutdown] and turn the main power switch to the "⏻" side.

❑ Remove the power plug from the power outlet.

● IMPORTANT
   For instructions on shutting down the machine, see "Shutting Down the Machine," on p. A1-10.

✎ NOTE
   When you contact your local authorized Canon dealer, have the following information available:
   - Product name
   - Details of the malfunction
   - The error code displayed on the touch panel display

Setting the Limited Functions Mode from the Service Call Message Screen

If the Service Call Message screen appears, even after you restart the machine, there are some cases in which you can continue operation the machine. If the screen in step 1 below appears, turn the Limited Functions Mode 'On' as a temporary solution, until the problems is resolved.

● IMPORTANT
   If you turn the main power switch to the "⏻" side when there is a job waiting to print, that job is erased.

✎ NOTE
   If you set Limited Functions Mode to 'On' from the Service Call Message screen, Limited Functions Mode in Common Settings (from the Additional Functions screen) is also set to 'On'. (See "Limiting Functions," on p. A4-43.)

1 Press [Limited Fnctns Mode].
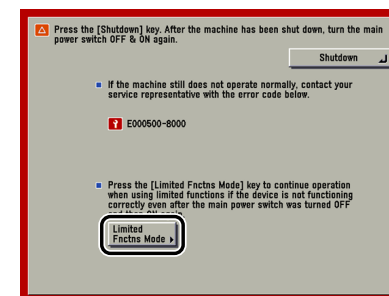
2 **Press [Yes].**

If you do not want to turn the Limited Functions Mode 'On', press [No].

A message prompting you press [Shutdown], and turn the main power switch to the "⏻" side and the "I" side appears.

Shutdown

The Limited Functions Mode will be turned On.
Press the [Shutdown] key. After the machine has been shut down, turn the main
power switch OFF & ON again.
Turning the Limited Functions Mode Off can be performed in Additional Functions.

3 **Press [Shutdown], perform the necessary operations, and turn the main power switch to the "⏻" side.**

IMPORTANT
For instructions on shutting down the machine, see "Shutting Down the Machine," on p. A1-10.

4 **Wait at least 10 seconds before turning the main power switch to the "I" side.**

(I side)
(⏻side)

The machine starts up in the Limited Functions mode.

Copy　Scan　Printer　Web Access

／ Auto-Color Select
Ready to copy. (Functions limited)

100% Auto 1

Direct　Copy Ratio　Paper Select

Finishing　2-Sided　Text/Printed Img.

Interrupt　Special Features

Finisher cannot be used.　System Monitor

IMPORTANT
For instructions on turning the main power switch to the "I" side, see "How to Turn ON the Main Power," on p. A1-6.
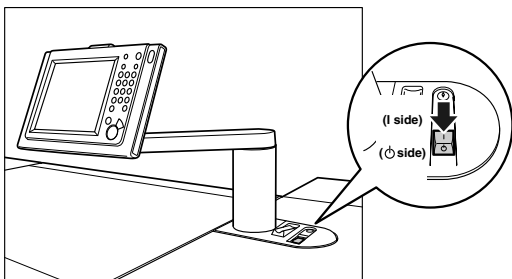
When the Power Does Not Turn ON

If you cannot operate the machine, even though the main power switch and the control panel power switch are both turned to the "I" side, always check that the breaker is not in the OFF position.

If the breaker is in the OFF position, contact your local authorized Canon dealer without turning the breaker back ON.
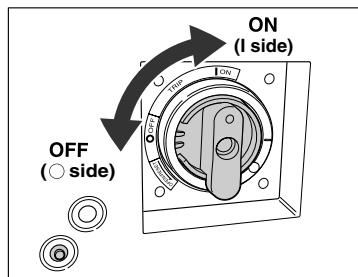
WARNING
If the breaker is in the OFF position, do not switch the current leakage breaker back ON. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility.

9 Appendix

CHAPTER

This chapter provides the useful information.

Sample Reports

Copy Log List

The copy log list contains information about past copy jobs. You can print a copy log list from the System Monitor screen. (See "Printing the Copy/Print Log," on p. A5-9.)

```
08/29/2007 WED 15:30                              iPR C7000VP                    P. 001

                              *************************
                              ***    COPY LOG LIST    ***
                              *************************

        JOB NO.         TIME             USER        SHEET x COPIES        RESULT

         0011       08/04  10:48                        5x1            OK
         0012       08/04  11:36                        2x20           NG STOP
         0013       08/04  11:38                        2x19           OK
         0014       08/04  11:46                        3x1            OK
         0015       08/04  11:50                        3x19           OK
         0016       08/04  13:07                        6x20           NG STOP
         0017       08/04  13:11                        7x19           OK
         0018       08/04  20:29                        9x1            OK
         0019       08/04  20:30                        4x1            OK
         0020       08/04  20:35                        16x1           OK
         0022       08/04  20:48                        7x19           OK
                                                        9x1            NG STOP
         0030       08/04  20:59                        4x1            OK
```

■ **DEPT. ID**

If a Department ID is set, it is listed at the top of the log. Copy logs are printed for each Department ID.

■ **JOB NO.**

Prints the four digit number which is automatically assigned to a copy job that is accepted.

■ **TIME**

Prints the date and time (in 24-hour notation) when a copy job was completed.

■ **USER**

Prints the user name used when logging in to the machine with a login service such as SSO or SDL.

■ **SHEET x COPIES**

Prints the number of pages in each copy set and the number of sets made.

■ **RESULT**

Prints "OK" or "NG."

"OK" is printed when the copy job completes successfully.

"NG" (No Good) is printed if an error occurs during the copy job. The error code or "STOP" is also printed next to "NG."

Print Log List

The print log list contains information about past print jobs. You can print the print log list from the System Monitor screen. (See "Printing the Copy/Print Log," on p. A5-9.)

```
08/29/2007 WED 15:30                        iPR C7000VP                    001

                ******************************************
                ***  PRINT  LOG  LIST  (PRINTER)  ***
                ******************************************

 JOB NO.     TIME      JOB NAME       USER       SHEET x COPIE    RESULT

   5001   08/04  10:48  UtilityPrint   Nick            1 x 1       OK
   5003   08/04  11:36  UtilityPrint   Administrator   4 x 1       OK
   5007   08/04  11:38  UtilityPrint   System          1 x 5       OK
   5008   08/04  11:46  UtilityPrint   System          5 x 9       OK
   5009   08/04  11:50  UtilityPrint   System          3 x 5       OK
   5010   08/04  13:07  UtilityPrint   System          2 x 4       OK
   5011   08/04  13:11  UtilityPrint   System          1 x 9       OK
   5012   08/04  20:29  UtilityPrint   System          1 x 5       OK
          08/04  20:30               System          1 x 5       OK
   5034   08/04  20:35  UtilityPrint                   1 x 4       OK
   5035   08/04  20:48  UtilityPrint   System          1 x 9       OK
   5036   08/04  22/33  UtilityPrint   System          1 x 1       OK
```

■ DEPT. ID

If a Department ID is set, it is listed at the top of the log. Print logs are printed for each Department ID.

■ JOB NO.

Prints the four digit number which is automatically assigned to a print job that is accepted.

■ TIME

Prints the date and time (in 24-hour notation) when a print job was completed.

■ JOB NAME

Prints the name of the printed document, or the type of print job.

■ USER

Prints the name of the user who sent the print job to the machine.

■ SHEET x COPIE

Prints the number of pages in each copy set and the number of sets made.

■ RESULT

Prints "OK" or "NG."

"OK" is printed when the print job completes successfully.

"NG" (No Good) is printed if an error occurs during the print job. The error code or "STOP" is also printed next to "NG."

Device Information Delivery Destination List

The Device Information Delivery Destination List contains information about registered delivery destinations. You can print this list from Register Destinations under Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen). (See "Printing the Delivery Destinations List," on p. A6-38.)

```
08/29/2007 WED 13:58                          iPR C7000VP                    001

            ********************************************************************
            ***     DEVICE INFORMATION DELIVERY DESTINATION LIST     ***
            ********************************************************************

  DESTINATION      DEST. RECEIVABLE DATA    AUTO DELIVERY      AUTO DELIVERY DATA

  test_01          -                        On                 ADD. FUNCTNS SET. VALUE
                   -                                           DEPT. ID
                   -                                           ADDRESS BOOK
                   -                                           PRINTER SETTINGS
                   -                                           PAPER INFO. (DADABASE)

  test_02          -                        On                 ADD. FUNCTNS SET. VALUE
                   -                                           DEPT. ID
                   -                                           ADDRESS BOOK
                   -                                           PRINTER SETTINGS
                   -                                           PAPER INFO. (DADABASE)

  test_03          -                        Off                ADD. FUNCTNS SET. VALUE
                   -                                           DEPT. ID
                   -                                           ADDRESS BOOK
                   -                                           PRINTER SETTINGS
                   -                                           PAPER INFO. (DADABASE)
```

■ DESTINATION

The IP addresses of the registered destination machines are printed.

■ DEST. RECEIVABLE DATA

The data receivable at the registered destinations is printed.

■ AUTO DELIVERY

"On" is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the registered destination.

"Off" is printed if Auto Delivery Settings are not set for the registered destination.

■ AUTO DELIVERY DATA

The data that is delivered automatically is printed if Auto Delivery Settings in Transmitting Settings in Device Information Delivery Settings in System Settings (from the Additional Functions screen) are set for the destination.

Device Information Communication Log Report

The Device Information Communication Log Report contains information about device information that has been delivered and received. You can select to print the Device Information Communication Log Report manually or automatically.

You can also select to either print the Communication Log after the number of send and receive transmissions reaches 100, or specify to print it at a specified time. For more information, see "Checking/Printing the Communication Log," on p. A6-45.

08/29/2007 WED 13:58			iPR C7000VP		001	

```
*********************************************************************
 ***   DEVICE INFORMATION COMMUNICATION LOG REPORT    ***
*********************************************************************
```

START TIME	END TIME	TYPE	TO/FROM	DATA CONTENT	RESULT	
*08/30 14:04	08/30 14:05	DELIVER	test_01	ADD. FUNCTNS SET. VALUE	NG	#754
				DEPT. ID	NG	#754
				ADDRESS BOOK	NG	#754
				PRINTER SETTINGS	NG	#754
				PAPER INFO. (DATABASE)	NG	#754
*08/30 14:05	08/30 14:06	DELIVER	test_02	ADD. FUNCTNS SET. VALUE	NG	#754
				ADDRESS BOOK	NG	#754
				PAPER INFO. (DATABASE)	NG	#754
*08/30 14:10	08/30 14:12	DELIVER	test_03	ADD. FUNCTNS SET. VALUE	NG	#754
				DEPT. ID	NG	#754

■ **START TIME**
Prints the date and time (in 24-hour notation) when device information communication started. (An asterisk (*) indicates that a report has already been printed.)

■ **END TIME**
Prints the date and time (in 24-hour notation) when device information delivery/reception completed.

■ **TYPE**
Displays whether the device information was delivered or received.

■ **TO/FROM**
Prints the delivery destination if the device information was delivered.

Prints the delivery source if the device information was received.

■ **CONTENT**
Prints the device information that was delivered/received.

■ **RESULT**
Prints "OK" if the communication was completed successfully, or "NG" (No Good) if there was a communication error.

If an error occurred during communication, the error code is also printed.

Number of Enterable Characters and Capacity of Various Functions

Number of Enterable Characters

Additional Functions			
Common Settings	Register Form for Composition	Form Name	24 characters maximum
	Register Characters for Page No./Watermark	Characters	32 characters maximum
	Registering Irregular Size	Register Name	10 characters maximum
System Settings	System Manager Settings	System Manager	32 characters maximum
		E-mail Address	64 characters maximum
		Contact Information	32 characters maximum
		Comment	32 characters maximum
	Device Information Settings	Device Name	32 characters maximum
		Location	32 characters maximum
	Communications Settings	E-mail/I-Fax Settings — Default Subject	40 characters maximum
	Forwarding Settings	Condition Name	50 characters maximum
		Send Doc. Name	24 characters maximum
	Register LDAP Server	Server Name	24 characters maximum
		Server Address	48 characters maximum
		Location to Start Search	128 characters maximum
	Paper Type Management Settings	Name	100 characters maximum

Additional Functions			
Mail Box Settings	User Inboxes Settings	Register Inbox Name	24 characters maximum
	Confidential Fax Inboxes Settings	Register Inbox Name	24 characters maximum
Communications Settings	TX Settings (Common Settings)	Unit Name	24 characters maximum
Address Book Settings	E-mail	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		E-mail Address	128 characters maximum
	I-Fax	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		I-Fax Address	128 characters maximum
		Standard Field 1	40 characters maximum
		Standard Field 2	16 characters maximum
	File	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum
		Host Name	128 characters maximum
		Folder Path	255 characters maximum

Additional Functions			
Address Book Settings	**File**	User	FTP, IPX: 24 characters maximum SMB: 128 characters maximum
		Password	FTP, IPX: 24 characters maximum SMB: 14 characters maximum
	Group	Name	24 characters maximum
		One-touch Button Name*	12 characters maximum

* One-touch Button Name can be entered only when you are setting the One-touch Buttons.

Copy Functions		
Color Balance	Register Name	10 characters maximum
Mode Memory	Register Name	10 characters maximum

Mail Box Functions		
Document Name		24 characters maximum
Mode Memory	Register Name	10 characters maximum
Color Balance	Register Name	10 characters maximum

Sending Functions		
Scanning Mode	Register Name	(8 characters maximum) x 2
Send Settings	Send Doc. Name	24 characters maximum
	Subject	40 characters maximum
	Message	140 characters maximum

Capacity of Various Functions

Additional Functions				
System Settings	**System Manager Settings**	System Manager ID		7 digits maximum
		System Password		7 digits maximum
	Dept. ID Management	Dept. ID		7 digits maximum
		Password		7 digits maximum
		Page Limits		0-999999
	Communications Settings	Memory RX Inbox Settings	Memory RX Inbox Password	7 digits
	Date & Time Settings			Month, day, Year, hour
Mail Box Settings	**User Inbox**	Number of Inboxes		100
		Password		7 digits
	Confidential Fax Inbox	Number of Inboxes		50
Address Book Settings	**Address Book Password**			7 digits maximum
	Address Book Capacity			1,600 destinations
	One-touch Button Capacity			200 destinations

Copy Functions		
Color Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Copy Jobs	Number of Jobs	32 jobs

Mail Box Functions		
Color Balance	Number of Keys	4
Mode Memory	Number of Keys	9
Reserving Print Jobs	Number of Jobs	32 jobs
Sending Documents	Number of Documents	32 documents maximum
	Number of Pages	999 pages maximum

Sending Functions		
Scanning Mode	Number of keys	8
Reserving Send Jobs	E-mail I-Fax File Inbox	120 jobs
Send Jobs	Number of pages	999 pages maximum

Relationship between Original Orientation and Preprinted Paper Output Chart

Please use this chart when printing on preprinted paper (i.e., paper with logos or letterheads).

📝 NOTE

If you want to copy on the back side of preprinted paper, place the side you want to
copy on:

- face down when using the paper deck or POD deck

- face up when using the optional stack bypass or the paper deck

■ If You Want to Set Right Side Stapling:

■ If You Want to Set Left Side Stapling:

Staple Position / Output Example — Original/Paper Orientation, Settings	Corner: Top Left Double: Left — LTR	Corner: Top Left Double: Top — 11" x 17", LGL	Corner: Top Left — LTR	Corner: Top Left Double: Left — 11" x 17", LGL
Preprinted Paper — Orientation in Paper Decks 1 and 2 — Preprinted side: Face down				
Orientation in Paper Decks 3 and 4 — Preprinted side: Face down				
Orientation in stack bypass/paper deck — Preprinted side: Face up				
Original — Orientation on the platen glass — Original side: Face down				
Staple Position	Corner: Top Left Double: Left	Corner: Bottom Left Double: Left	Corner: Top Left	Corner: Top Left Double: Left
Orientation in the feeder — Original side: Face up				
Staple Position	Corner: Top Left Double: Left	Corner: Bottom Left Double: Left	Corner: Top Left	Corner: Top Left Double: Left
Auto Orientation Setting	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper deck is vertical.)	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper deck is vertical.)	Either On or Off

■ If You Do Not Want to Set the Staple Mode:

Output Example — Original/Paper Orientation, Settings	LTR	11" x 17", LGL	LTR	11" x 17", LGL
Preprinted Paper — Orientation in Paper Decks 1 and 2 — Preprinted side: Face down				
Orientation in Paper Decks 3 and 4 — Preprinted side: Face down				
Orientation in stack bypass/paper deck — Preprinted side: Face up				
Original — Orientation on the platen glass — Original side: Face down				
Orientation in the feeder — Original side: Face up				
Auto Orientation Setting	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper deck is vertical.)	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the paper deck/stack bypass/paper deck is vertical.)	Either On or Off

System Management of the imagePRESS C7000VP

The following pages describe the use and operations of the System Management mode. They should be printed, and stored by the Supervisor or System Manager of this machine.

The System Management mode enables you to set restrictions to System Settings (from the Additional Functions screen), and manage the settings stored by other users.

The operations which can be performed in the System Management mode are:

- Managing documents in an inbox
- Managing Mail Box Settings

Entering the System Management Mode

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

If Department ID Management Is Enabled

1 **Enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys).**

❏ Press [Dept. ID] → enter the System Manager ID.

❏ Press [Password] → enter the System Password.

❏ Press ⓘ (Log In/Out).
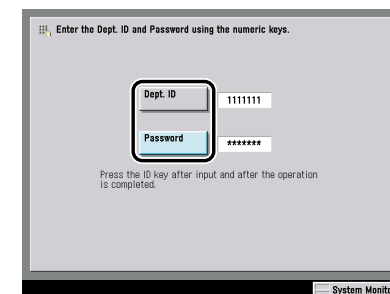
The System Management mode is enabled.

If Department ID Management Is Not Enabled

1 **Press ⊛ (Additional Functions).**
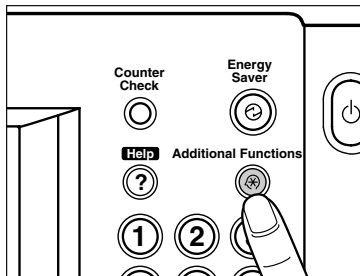
2 **Press [System Settings].**
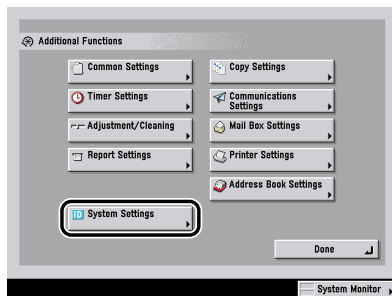
3 **Enter the System Manager ID and System Password using ⓪ - ⑨ (numeric keys).**

❑ Press [System Manager ID] → enter the System Manager ID.

❑ Press [System Password] → enter the System Password.

❑ Press ⓘⒹ (Log In/Out).
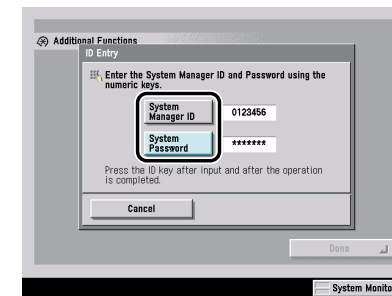
The System Management mode is enabled.

✐ NOTE

　Make sure to enter the System Manager ID and System Password that were stored in System Manager Settings in System Settings (from the Additional Functions screen). (See "Specifying the System Manager Settings," on p. A6-3.)

Canceling the System Management Mode

1 Press (Log In/Out).
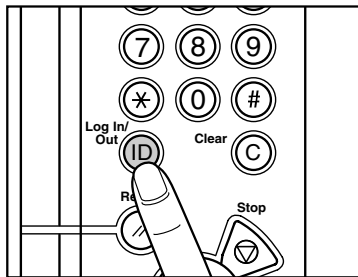
The System Management mode is canceled. The System Management mode is also canceled when the Auto Clear mode initiates.

Managing Inboxes in the System Management Mode

The System Manager can access documents in inboxes that have been stored by other users. For example, you can access an inbox whose user has forgotten his/her password, and erase any unnecessary documents.

1 Enter the System Management mode.

✎ NOTE

For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. A9-11.

2 Press [Mail Box].
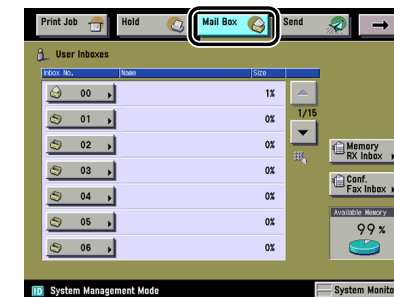
3 Operate the Mail Box function.

✎ NOTE

For instructions on using the Mail Box function, see the *Copying and Mail Box Guide*.

Changing the Mail Box Settings in the System Management Mode

The System Manager can change the Mail Box Settings that have been restricted with a password. For example, you can initialize an inbox that is not being used, or change the name of an inbox. You can also reset the password of an inbox if the user has forgotten it.

1 **Enter the System Management mode.**

✎ NOTE
For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. A9-11.

2 **Press ◎ (Additional Functions) → [Mail Box Settings] → change the settings.**
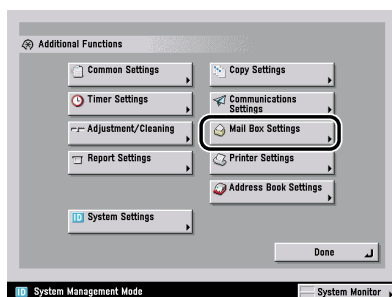
For instructions on specifying Mail Box Settings, see Chapter 9, "Customizing Settings," in the *Copying and Mail Box Guide*.

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

Paper Weight Equivalency

Paper Grade (Basic size in inches) Applications/ Characteristics	Book (lb.)	Bond (lb.)	Cover (lb.)	Bristol (lb.)	Index (lb.)	Tag (lb.)	METRIC Equivalent (gsm)
BOOK (25" x 38")	30	12	16	20	25	27	44
	40	16	22	27	33	36	59
	45	18	25	30	37	41	67
	50	20	27	34	41	45	74
	60	24	33	40	49	55	89
	70	28	38	47	57	64	105
	80	31	44	54	65	72	118
	90	35	49	60	74	82	133
	100	39	55	67	82	91	148
	120	47	66	80	98	109	178
BOND (17" x 22")	33	13	18	22	27	30	49
	41	16	22	27	33	37	61
	43	17	24	29	35	39	64
	51	20	28	34	42	46	75
	61	24	33	41	50	56	90
	71	28	39	48	58	64	105
	81	32	45	55	67	74	120
	91	36	50	62	75	83	135
	102	40	56	69	83	93	158

Paper Grade (Basic size in inches) Applications/ Characteristics	Book (lb.)	Bond (lb.)	Cover (lb.)	Bristol (lb.)	Index (lb.)	Tag (lb.)	METRIC Equivalent (gsm)
COVER (20" x 26")	91	36	50	62	75	82	135
	110	43	60	74	90	100	163
	119	47	65	80	97	108	176
	146	58	80	99	120	134	216
	164	65	90	111	135	149	243
	183	72	100	124	150	166	271
BRISTOL (22 1/2" x 28 1/2")	100	39	54	67	81	91	148
	120	47	65	80	98	109	178
	148	58	81	100	121	135	219
	176	70	97	120	146	162	261
	207	82	114	140	170	189	306
	237	93	130	160	194	216	351
INDEX (25 1/2" x 26 2/3")	110	43	60	74	90	100	163
	135	53	74	91	110	122	203
	170	67	93	115	140	156	253
	208	82	114	140	170	189	328
TAG (24" x 26")	110	43	60	74	90	100	163
	137	54	75	93	113	125	203
	165	65	90	111	135	150	244
	192	76	105	130	158	175	284
	220	87	120	148	180	200	326
	275	109	151	186	225	250	407

Decimal and Millimeter Equivalents

4ths	8ths	16ths	32nds	64ths	To 4 Places	To 3 Places	To 2 Places	Millimeters
1/4	1/8	1/16	1/32	1/64	.0156	.016	.02	.397
					.0312	.031	.03	.794
				3/64	.0469	.047	.05	1.191
					.0625	.062	.06	1.588
			3/32	5/64	.0781	.078	.08	1.984
					.0938	.094	.09	2.381
				7/64	.1094	.109	.11	2.778
					.1250	.125	.12	3.175
		3/16	5/32	9/64	.1406	.141	.14	3.572
					.1562	.156	.16	3.969
				11/64	.1719	.172	.17	4.366
					.1875	.188	.19	4.762
			7/32	13/64	.2031	.203	.20	5.159
					.2188	.219	.22	5.556
				15/64	.2344	.234	.23	5.953
					.2500	.250	.25	6.350

4ths	8ths	16ths	32nds	64ths	To 4 Places	To 3 Places	To 2 Places	Millimeters
1/4	3/8	5/16	9/32	17/64	.2656	.266	.27	6.747
					.2812	.281	.28	7.144
			19/64	.2969	.297	.30	7.541
					.3125	.312	.31	7.938
			11/32	21/64	.3281	.328	.33	8.334
					.3438	.344	.34	8.731
				23/64	.3594	.359	.36	9.128
					.3750	.375	.38	9.525
		7/16	13/32	25/64	.3906	.391	.39	9.922
					.4062	.406	.41	10.319
				27/64	.4219	.422	.42	10.716
					.4375	.438	.44	11.112
			15/32	29/64	.4531	.453	.45	11.509
					.4688	.469	.47	11.906
				31/64	.4844	.484	.48	12.303
					.5000	.500	.50	12.700

4ths	8ths	16ths	32nds	64ths	To 4 Places	To 3 Places	To 2 Places	Millimeters
3/4	5/8	9/16	17/32	33/64	.5156	.516	.52	13.097
					.5312	.531	.53	13.494
				35/64	.5469	.547	.55	13.891
					.5625	.562	.56	14.288
			19/32	37/64	.5781	.578	.58	14.684
					.5938	.594	.59	15.081
				39/64	.6094	.609	.61	15.478
					.6250	.625	.62	15.875
		11/16	21/32	41/64	.6406	.641	.64	16.272
					.6562	.656	.66	16.669
				43/64	.6719	.672	.67	17.066
					.6875	.688	.69	17.462
			23/32	45/64	.7031	.703	.70	17.859
					.7188	.719	.72	18.256
				47/64	.7344	.734	.73	18.653
					.7500	.750	.75	19.050

4ths	8ths	16ths	32nds	64ths	To 4 Places	To 3 Places	To 2 Places	Millimeters
3/4	7/8	13/16	25/32	49/64	.7656	.766	.77	19.447
					.7812	.781	.78	19.844
				51/64	.7969	.797	.80	20.241
					.8125	.812	.81	20.638
			27/32	53/64	.8281	.828	.83	21.034
					.8438	.844	.84	21.431
				55/64	.8594	.859	.86	21.828
					.8750	.875	.88	22.225
		15/16	29/32	57/64	.8906	.891	.89	22.622
					.9062	.906	.91	23.019
				59/64	.9219	.922	.92	23.416
					.9375	.938	.94	23.812
			31/32	61/64	.9531	.953	.95	24.209
					.9688	.969	.97	24.606
				63/64	.9844	.984	.98	25.003
					1.0000	1.000	1.00	25.400