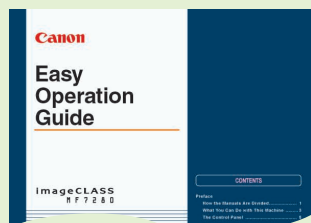# Canon

Easy Operation Guide

imageCLASS MF7280

Store this guide next to the machine for future reference.

CONTENTS

How the Manuals Are Divided

The manuals for the machine are divided as follows. Please read them as necessary to make full use of the machine. Manuals included with optional equipment are included in the list below. According to the product you have bought and the system configuration, you may not have some of these manuals.

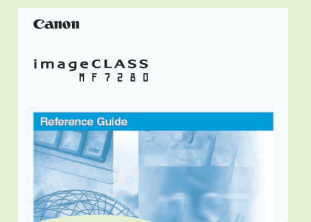## How to Use the Machine and Function Overview

Easy Operation Guide

Read this manual to learn the basic operations of the machine, grasp a basic knowledge of what the machine can do, or find out what kind of useful functions it has. Keep it next to the machine for future reference.

- The Control Panel
- Making a Copy
- Using the Send Function
- Other Useful Functions
- The Additional Functions Mode
- How to Make the Machine More Convenient
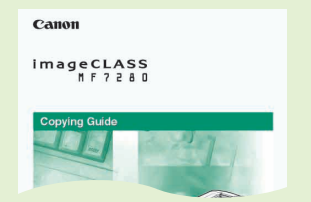
Handling and Operating the Machine

Reference Guide/User's Guide

Read this manual to learn about the things to take care of when using the machine, basic operations, optional equipment, machine maintenance and paper jam removal procedures.

- Before Using the Machine
- Operating the Touch Panel Display
- Using Optional Equipment
- Additional Functions
- System Manager Settings
- Loading Paper
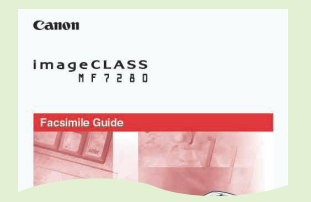- Replacing Toner Cartridges
- Removing a Paper Jam

Copying Guide

Read this manual to learn how to copy documents, and the various copying features.

- Basic Copying Procedure
- Useful Copying Features
- Memory Mode
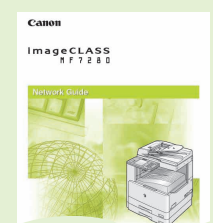- Changing the Settings to Suit Your Needs

Facsimile Guide

Read this manual to learn how to send scanned documents to fax destinations.

- Fax Function
- Basic Fax Methods
- Useful Fax Functions
- Checking/Changing the Fax Status
- Customizing Fax Settings
- Registering/Editing an Address in the Address Book
- System Settings
- Printing Communication Reports
- Troubleshooting

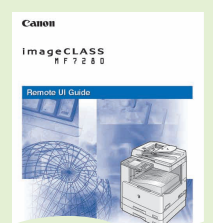## Connecting the Machine to a Network or Computer

Network Guide

Read this manual to learn how to connect the machine to a network.

- Using the Machine in a TCP/IP Network
- Using the Machine in a NetBIOS Network

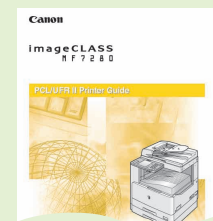## Operating the Machine from a Computer

Remote UI Guide

Read this manual to learn how to access the machine from a computer to operate and confirm jobs, and edit the various settings of the machine.

- Confirming the Status of the Machine
- Operating Jobs
- Editing the Address Book and the Various Settings of Machine

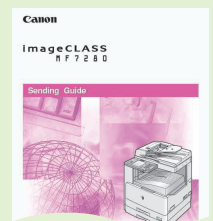## Using the Machine as a Printer

PCL/UFR II Printer Guide

Read these manuals to learn how to edit the settings in order to use the machine as a printer.

- Setting the Various Items in Settings Menu
- Setting the Various Items in Utility Menu

Using the Machine as a Scanner

Sending Guide

Read these manuals to learn how to edit the settings in order to use the machine as a scanner.

- Installing the Drivers
- How to Send
- Various Send Features

Driver Guides

Fax Driver Guide

Read this manual to learn how to install and use the driver which enables you to fax documents created on a computer with the machine.

PCL Driver Guide
UFR II Driver Guide

Read this manual to learn how to install and use the driver which enables you to print from a computer.

Other Guides

Network Quick Start Guide

Read this manual to start learning how to install and use the driver of the machine.

Starter Guide

Read this manual to start using this machine first.
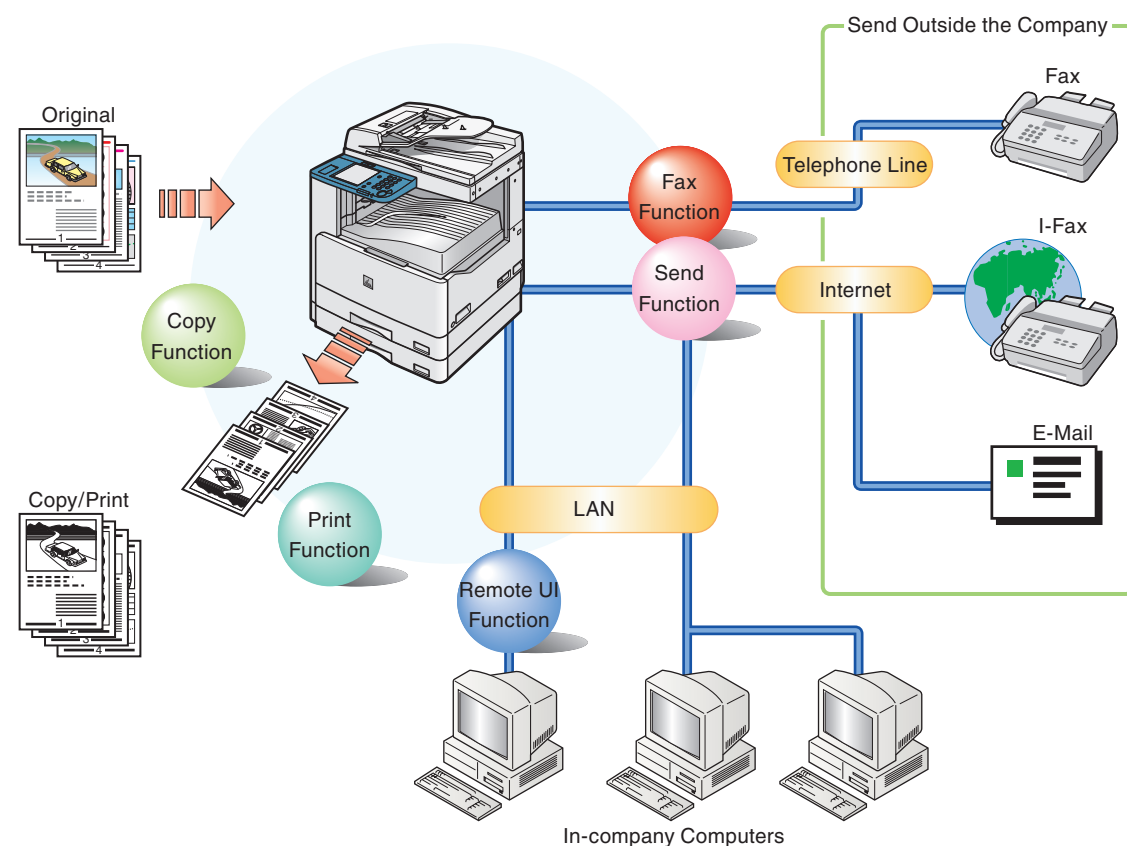
Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

1

2

What You Can Do with This Machine

The ImageCLASS MF7280 brings to you all the elements you will ever need in a digital multitasking machine.

The ImageCLASS MF7280 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 ImageCLASS MF7280 represents the ultimate in digital multitasking machines.

Original

Copy Function

Copy/Print

Print Function

Remote UI Function

In-company Computers

LAN

Fax Function

Send Function

Telephone Line

Internet

Send Outside the Company

Fax

I-Fax

E-Mail

Refer to this manual for examples of the useful ways in which you can use your machine.

Preface

Copying Function

Enables you to save costs with features such as printing a single sided document on both sides of the paper, or printing two pages of a document on each sheet of paper. Also with the Collate mode, the Copying function is perfect for creating materials for meetings.

Send Function

Enables you to send scanned documents. You can also send to multiple destinations, and forward received faxes as well. You can send by Fax, I-Fax, E-mail, or File Server.

Print Function

Enables you to print on both sides of paper, output sets of printouts, and use various other useful features when printing documents from a computer.

Copying Functions
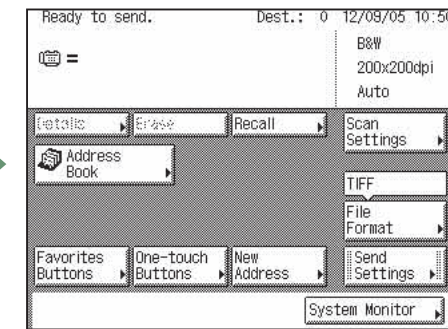
Send Functions

Additional Functions

Other Useful Features

The Control Panel

The control panel consists of a touch panel display, for setting the various functions, and physical keys such as the Start key, Stop key, and the Control Panel Power Switch. The following is an explanation of the keys used in this manual. For more information, see Chapter 1, "Before You Start Using This Machine," in the Reference Guide.
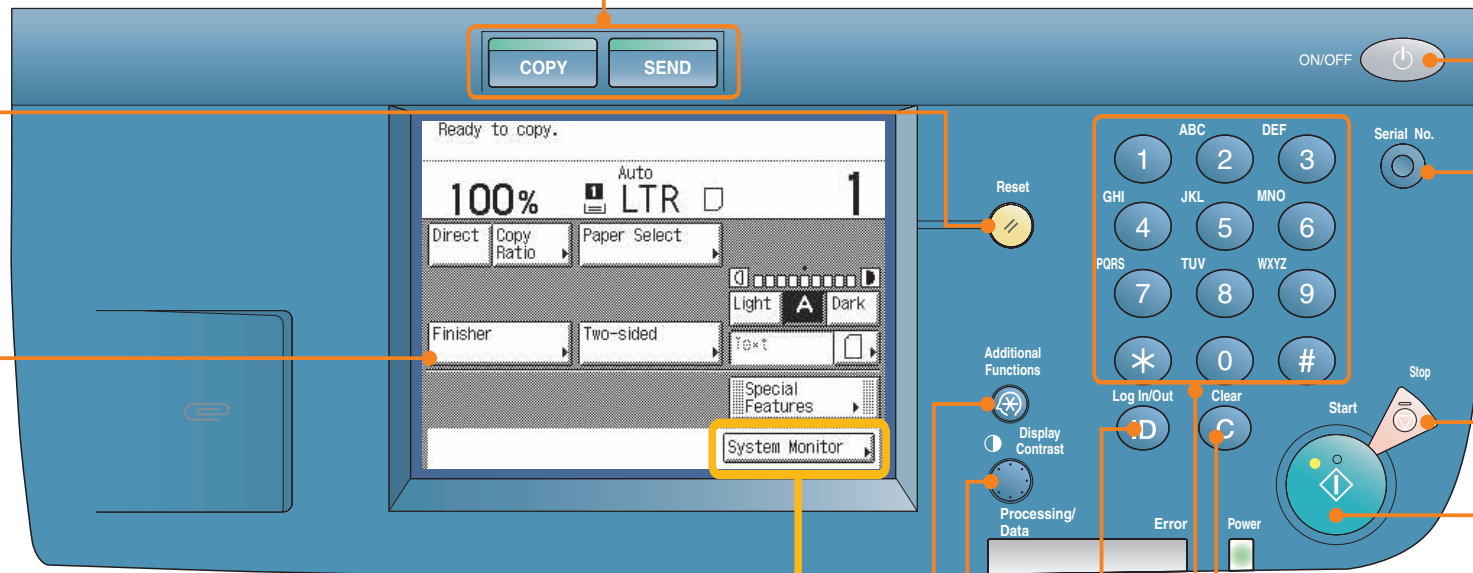
To Switch Functions

● **COPY** **COPY key**

Press to use the Copy function.

● **SEND** **SEND key**

Press to use the Send function.

Send Basic Features screen

● **Reset Key**

Press to restore the standard settings of the machine.

● **Touch Panel Display**

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

To Confirm or Edit the Job Status
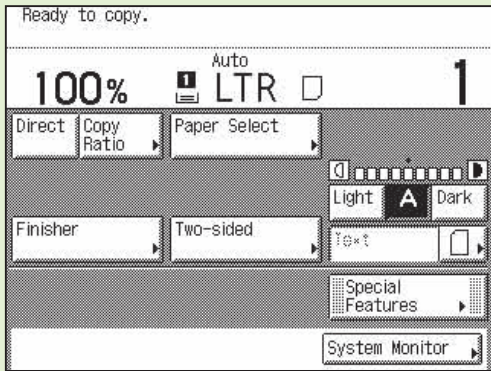
Press [System Monitor] to display the screen on the left, enabling you to confirm the job status, and cancel print jobs. You can also see the machine status, such as the amount of remaining paper.

System Monitor Screen

● **Additional Functions key**

Press to specify additional functions.

For more information about additional functions, see p.27.

● **Control Panel Power Switch**

Press to turn the control panel ON or OFF.

● **Serial No. Key**

Press to display the serial No. on the touch panel display.

● **Stop Key**

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

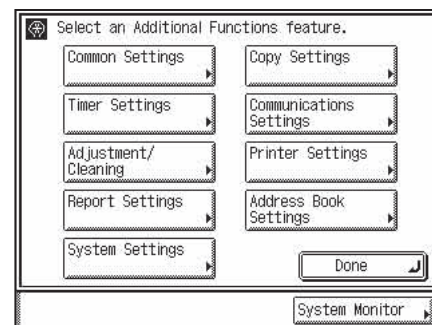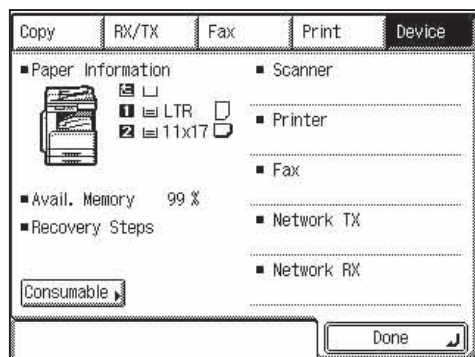● **Numeric Keys**

Press to enter numeric values.

● **Log In/Out Key**

Press after entering your ID and password when Department ID Management is set.

● **Display Contrast Dial**

Use to adjust the brightness of the touch panel display.

● **Start Key**

Press to start an operation.

● **Clear Key**

Press to clear entered values.

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

5

6

Making a Copy

The following is an explanation of the basic procedure for copying a document. For more detailed procedures, see the references to other guides.

Preparations

Copy Basic Features screen
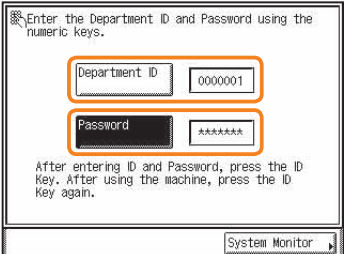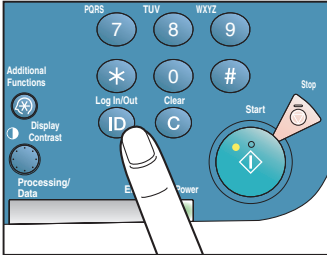
Press `COPY` **to switch to the Copy function.**

- If the following screen is displayed, enter the [Department ID] and [Password] ➞ press 🆔 on the control panel.
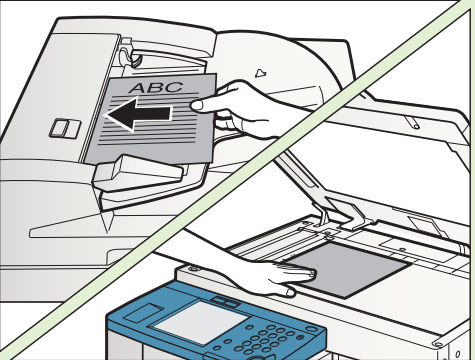

- If Department ID Management is set, it is necessary to enter an ID and password. (If an optional Card Reader-E1 is attached, insert a control card.)
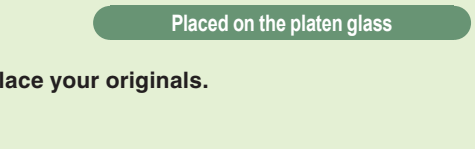
> For more information, see Chapter 2, "Basic Operations," in the Reference Guide.

Place Your Originals

Placed in the feeder

Placed on the platen glass

Place your originals.

- If you have placed your originals on the platen glass, close the feeder/platen glass cover after placing your originals.
- If necessary, set copy modes in the Copy Basic Features screen.
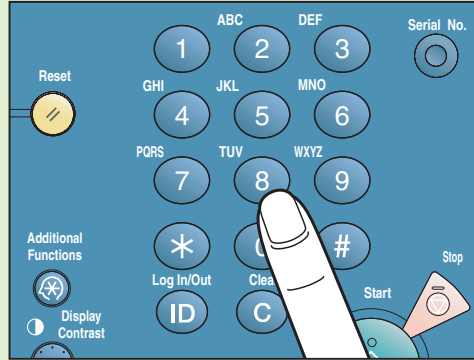
> For more information on the copy modes you can set in the Copy Basic Features screen, see p. 9.

- To set the various copy modes, press [Special Features].

> For more information on the copy modes you can set in the Special Features screen, see p. 11.

- You can also place paper in the stack bypass to copy. (For more information, see Chapter 2, "Basic Operations," in the Reference Guide.)
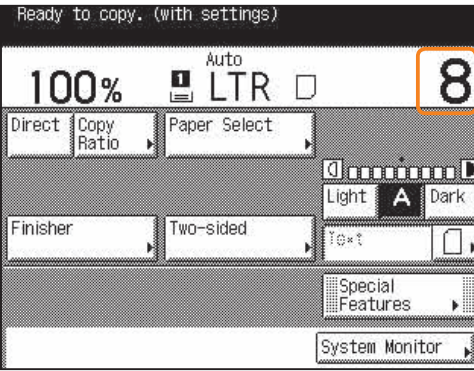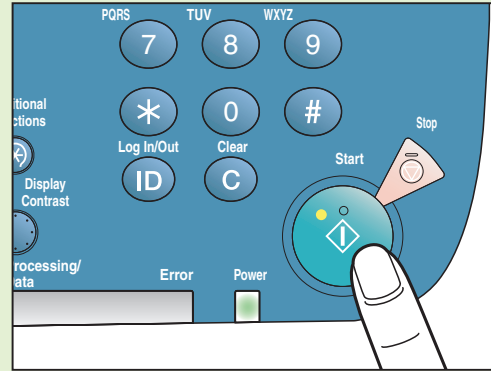
Specify the Number of Copies

Enter the desired number of copies (1 to 99) with the numeric keys.

- If you make a mistake when entering values, press Ⓒ ➞ enter the correct values.

> The number of copies you specify is displayed on the right side of the Copy Basic Features screen.

☞ To cancel, or continue copying

- **To cancel scanning**
  ➥ Press △.

- **To cancel using the touch panel display**
  ➥ Press [Cancel] on the pop-up screen that appears while the machine is scanning, printing, or waiting to print.
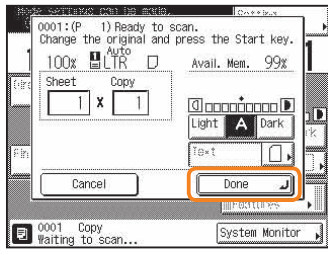
Start Copying

Press ◈.

- When copying is complete, remove your originals.
- If the following screen is displayed, follow the instructions on the screen and press ◈ once for each original. When scanning of the originals is complete, press [Done].

- If Department ID Management is set, press 🆔.

- **To make another copy while printing**
  ➥ Press [Done].
  ➥ Place the next original.
  ➥ Press ◈.

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

What You Can Do with This Machine (Copy Basic Features Screen)

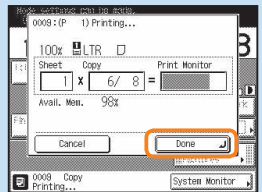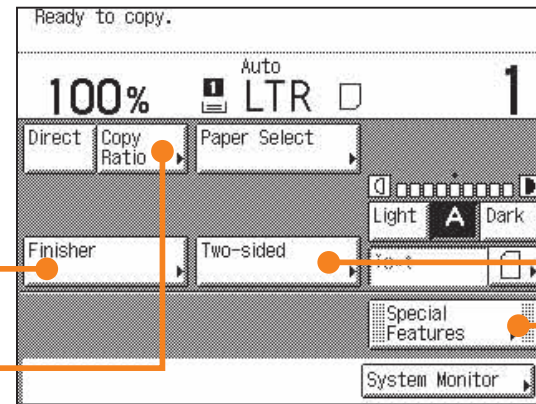The following is an explanation of the features often used when copying a document. For more detailed procedures, see the references to other guides.
To use more convenient functions (Special Features), press [Special Features] to access the Special Features screen.
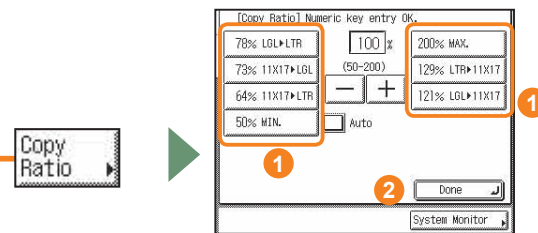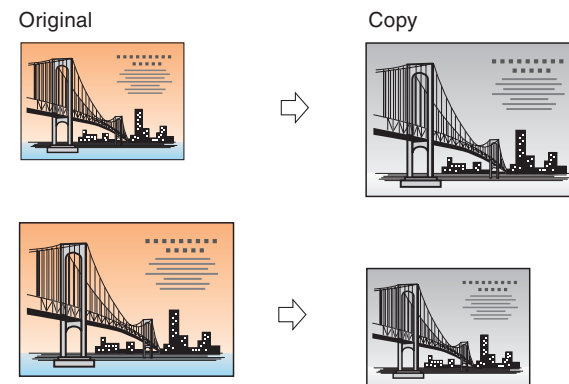
Ready to copy.

Auto
100% ☐ **LTR** ☐ **1**

Direct | Copy Ratio | Paper Select
Light A Dark
Finisher | Two-sided
Special Features
System Monitor

Copy Basic Features screen

* The numbers in the illustrations refer to operation steps.

To Enlarge/Reduce an Image to Copy to a Different Size Paper
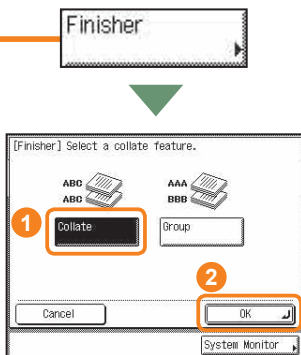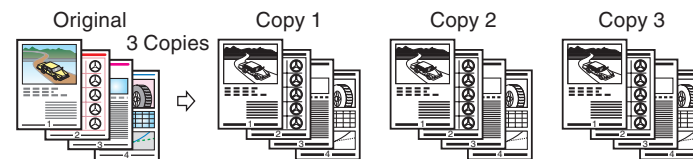### Copying Guide Chapter 2

Useful when enlarging or reducing an original of one standard paper size to another, such as enlarging an LTR sized original to LGL size, or reducing LGL to LTR size. Simply select the desired paper size from the displayed keys to automatically set the optimal zoom ratio.

Original   Copy

[Copy Ratio] Numeric key entry OK.
78% LGL▶LTR | 100 % | 200% MAX.
73% 11X17▶LGL | (50-200) | 129% LTR▶11X17
64% 11X17▶LTR | — + | 121% LGL▶11X17
50% MIN. | Auto
1

Copy Ratio ▶
1
2 Done
System Monitor

To Collate Sets of Output Together
Copying Guide Chapter 2
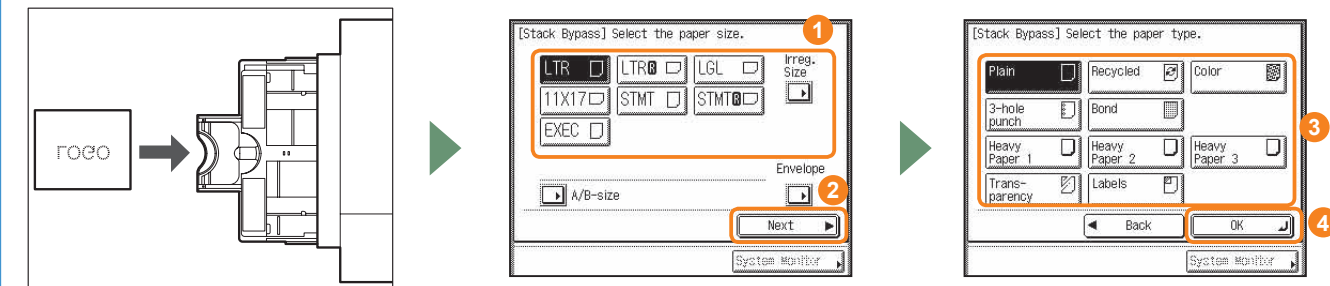
Copies are automatically collated into sets arranged in page order, and output to the trays, as shown below.

Original   Copy 1   Copy 2   Copy 3
3 Copies

Finisher

[Finisher] Select a collate feature.
ABC / ABC | AAA / BBB
1 Collate | Group
2
Cancel | OK
System Monitor

To Copy onto Irregular Sized Paper
Copying Guide Chapter 2

To copy onto non-standard size paper, simply set the type (such as Plain, Heavy) of the paper, and load it into the stack bypass.

roco

[Stack Bypass] Select the paper size. **1**
LTR ☐ | LTR☐ ☐ | LGL ☐ | Irreg. Size
11X17☐ | STMT ☐ | STMT☐ ☐
EXEC ☐
Envelope
☐ A/B-size **2**
Next ▶
System Monitor

[Stack Bypass] Select the paper type.
Plain ☐ | Recycled ☐ | Color ☐
3-hole punch ☐ | Bond ☐
Heavy Paper 1 ☐ | Heavy Paper 2 ☐ | Heavy Paper 3 ☐
Trans-parency ☐ | Labels ☐
3
◀ Back | OK **4**
System Monitor

To Make Two-Sided Copies
Copying Guide Chapter 2

When copying many single sided originals, printing on both the front and back sides of paper can help you save half of the paper costs.
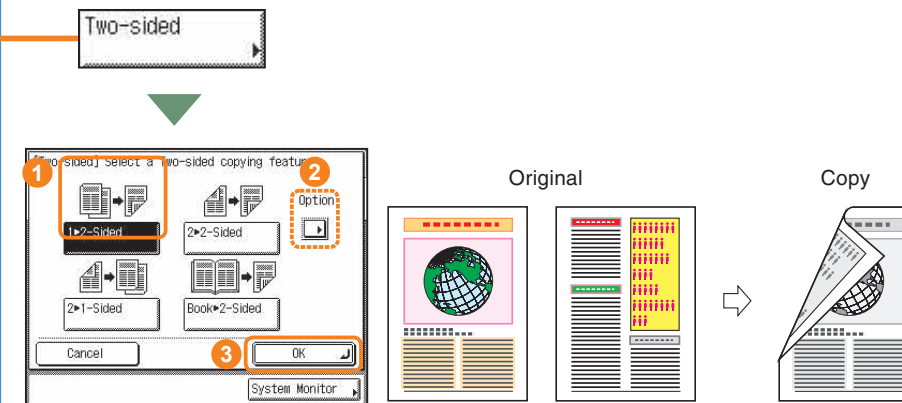
Two-sided ▶

In the screen on the left, press [Option] to set the orientation of the two-sided copies.

[Two-sided] Select a two-sided copying feature.
1   **2**
1▶2-Sided | 2▶2-Sided | Option ▶
2▶1-Sided | Book▶2-Sided
Cancel | OK **3**
System Monitor

Original   Copy

Calendar Type

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

What You Can Do with This Machine (Special Features Screen)

The following is an explanation of the features often used when copying a document. For more detailed procedures, see the references to other guides.
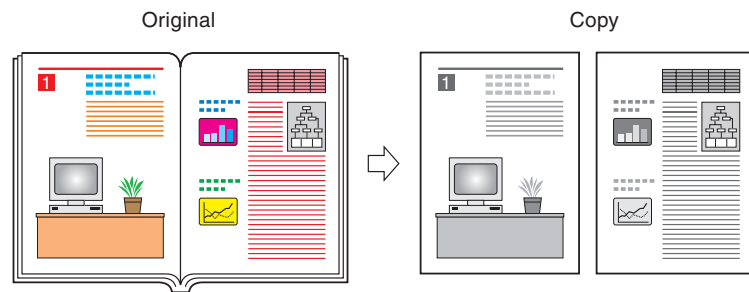
The numbers in the illustrations refer to operation steps.

Special Features screen
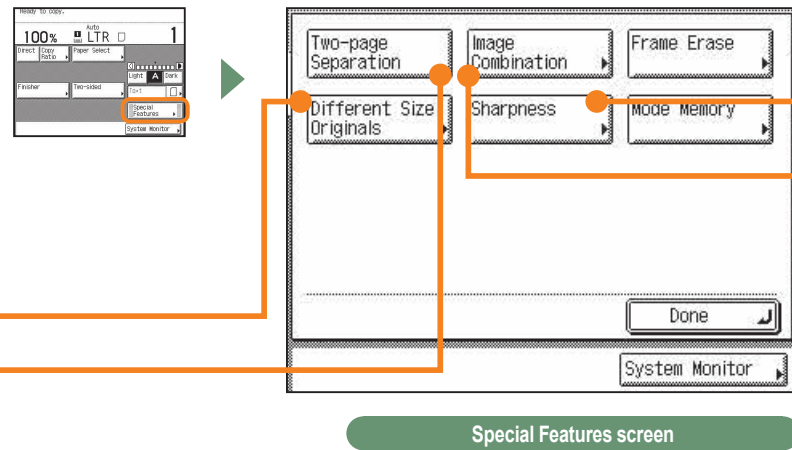
To Copy Facing Pages in a Book — Copying Guide Chapter 3

It is common for the paper size to become too large when copying an opened book. Use this mode to copy facing pages in a book or bound original.
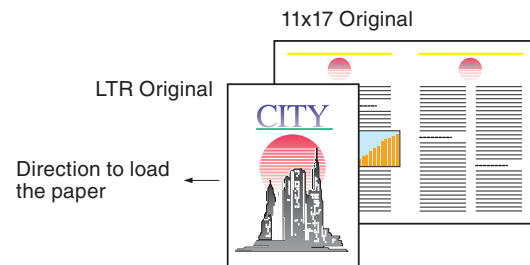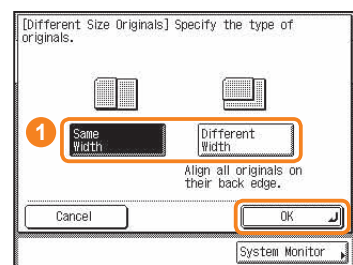
Original   Copy

To Copy Different Size Originals Together — Copying Guide Chapter 3

This mode can enable you to copy a mix of different size originals in the feeder together, depending on the mix of sizes. You can copy a mix of originals such as 11x17 and LTR (originals with different widths), or LTR and STMT (both width and height slightly different).

11x17 Original

LTR Original
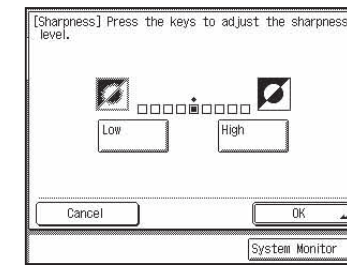
Direction to load the paper

CITY

To Adjust the Contrast (Sharpness) — Copying Guide Chapter 3

This mode enables you to make copies of the original with sharper or softer contrast.
When you copy a blurry image, use [High] to make it sharper, and use [Low] to copy an image containing halftones with a softer contrast.
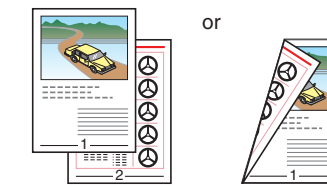
To Copy Multiple Originals onto One sheet of Paper — Copying Guide Chapter 3

This mode enables you to reduce multiple originals or two-sided originals to fit onto one sheet of paper. This is useful for arranging a variety of originals on one sheet of paper for easy viewing and for saving paper and space when storing printouts.
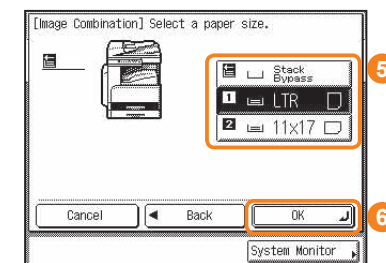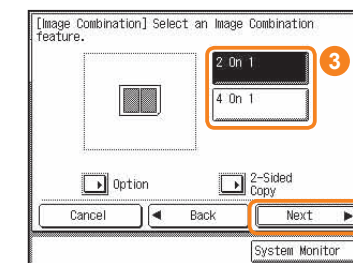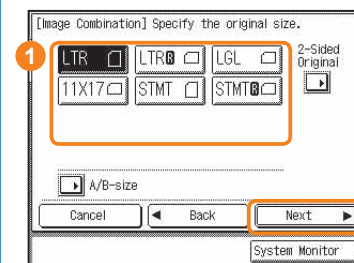
Original   or   Copy
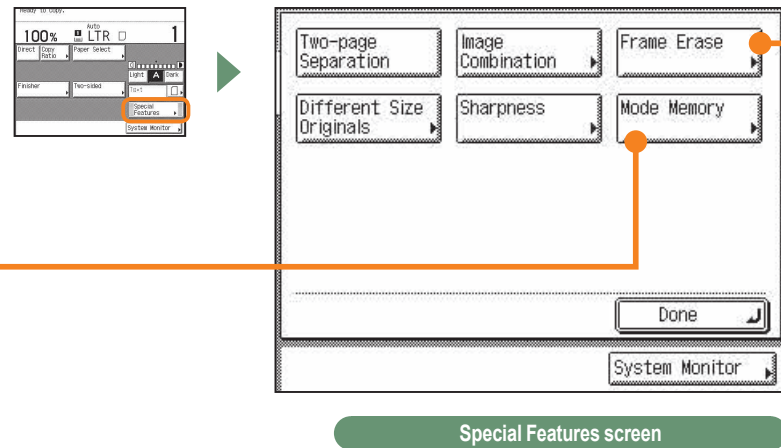
2 On 1
(two pages on one sheet of paper)

Copy

4 On 1
(four pages on one sheet of paper)

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

What You Can Do with This Machine (Special Features Screen)

* The numbers in the illustrations refer to operation steps.

Special Features screen

To Recall Commonly Used Settings — Copying Guide Chapter 3

Commonly used combinations of modes can be stored in Mode Memory to be recalled with the touch of a button. Specify the Copy Settings you want to store beforehand, and store the settings.
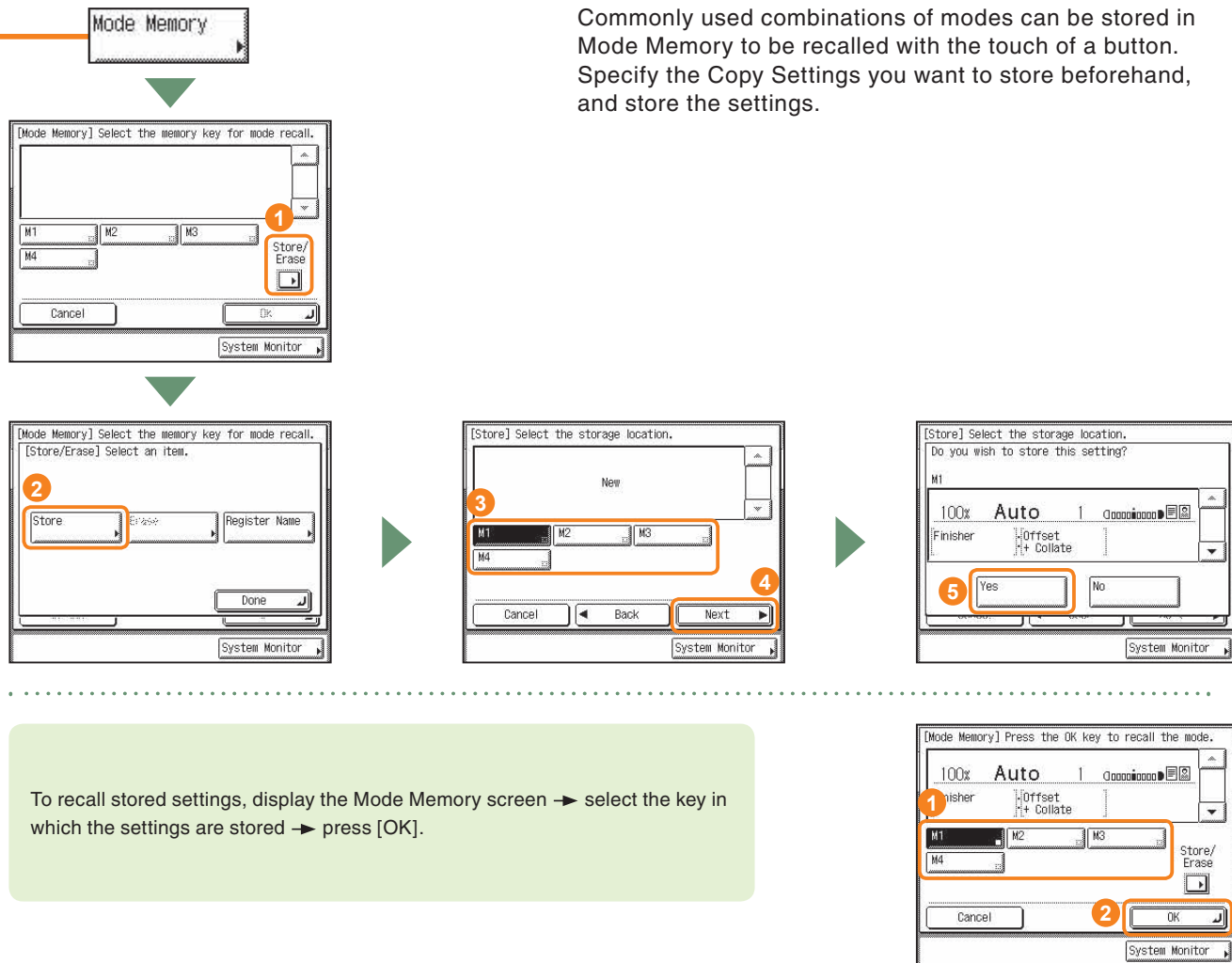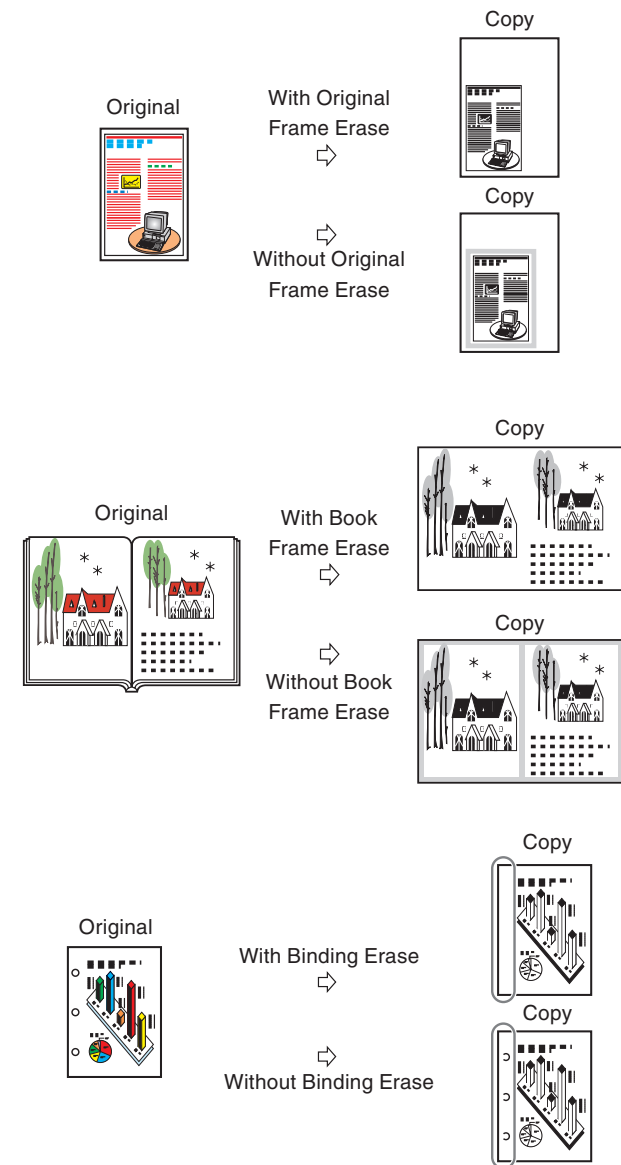
To recall stored settings, display the Mode Memory screen ➡ select the key in which the settings are stored ➡ press [OK].

To Erase the Dark Border when Copying a Book — Copying Guide Chapter 3

This enables you to erase the dark border, as well as center and contour lines that appear if you are copying facing pages in a book or bound original onto a single sheet of paper.
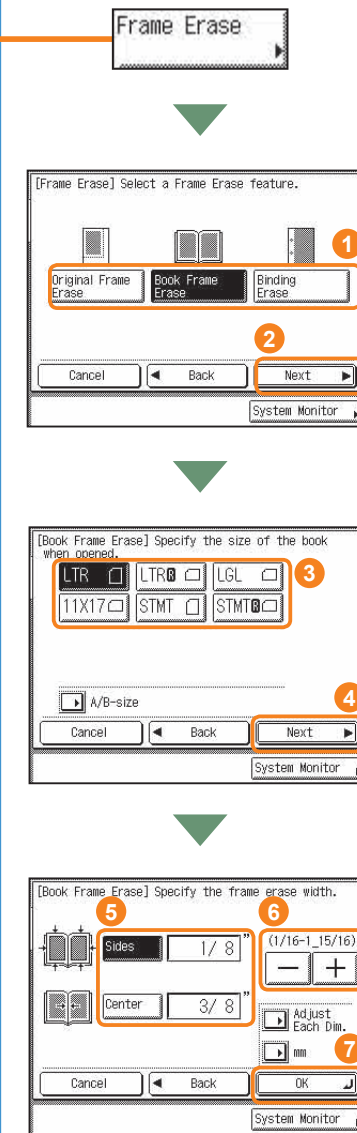
Original → With Original Frame Erase → Copy
→ Without Original Frame Erase → Copy

Original → With Book Frame Erase → Copy
→ Without Book Frame Erase → Copy

Original → With Binding Erase → Copy
→ Without Binding Erase → Copy

Preface | Copying Functions | Send Functions | Additional Functions | Other Useful Features

Overview of Copy Features
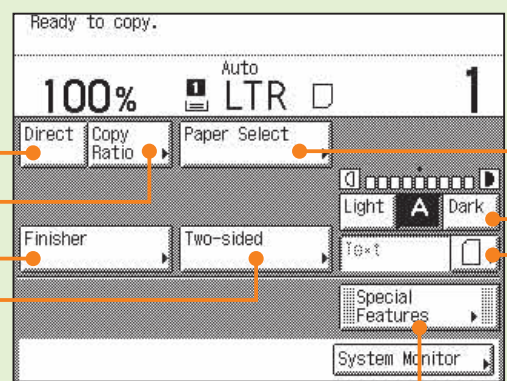
Use the Copy Basic Features screen and the Special Features screen to set the various copy modes.
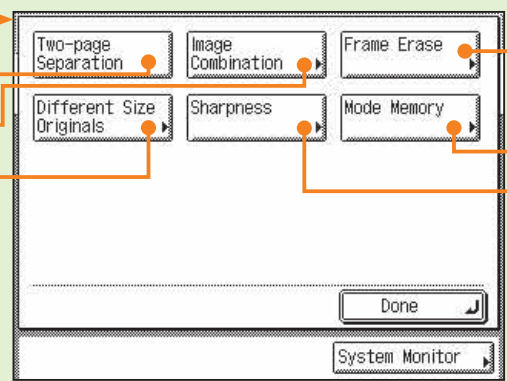
Copy Basic Features Screen　　Copying Guide Chapters 1 and 3

❶**Direct**

Press to make copies in the same size as your original.

❷**Copy Ratio (see p. 9)**

Press to reduce or enlarge the copy size.

❸**Finisher (see p. 9)**

Press to select the Collate, Group, or Staple mode.

❹**Two-sided (see p. 10)**

❺**Paper Select**

Press to select the paper size/type and the paper source.

❻**Adjust Contrast**

Press to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

❼**Original Type Selection**

Press to change the original type when the originals include photos, etc.

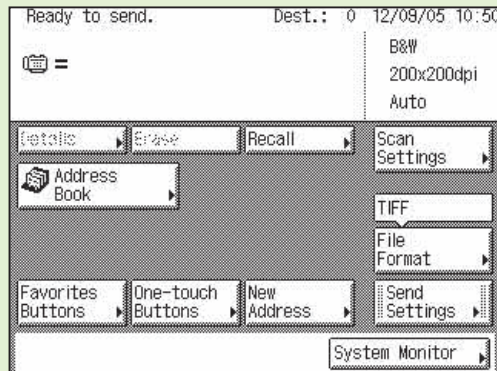## Special Features screen　　Copying Guide Chapters 4 and 5

❶**Two-page Separation (see p. 11)**

Press to copy facing pages of an opened book onto separate copy sheets.

❷**Image Combination (see p. 12)**

Press to automatically reduce two or four originals to fit onto a one-sided or two-sided copy sheet.

❸**Different Size Originals (see p. 11)**

Press to make copies when feeding different size originals together in one group, by placing them in the feeder.

❹**Frame Erase (see p. 14)**

Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

❺**Mode Memory (see p. 13)**

Press to store or recall copy modes.

❻**Sharpness (see p. 12)**

Press to sharpen or soften the image of the original in the copy.

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

Sending a Fax

The following is an explanation of the basic procedure for sending a fax. For more information on the settings, see the references in each step.

Preparations
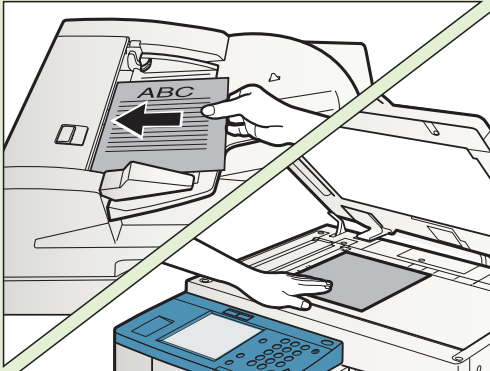

Send Basic Features screen

Press [SEND] to switch to the fax mode.

● If Department ID Management is set, it is necessary to enter an ID and password. (If an optional card reader is attached, insert a control card.)

> For more information, see Chapter 2, "Basic Operations," in the Reference Guide.

☞ Specifying the Fax Number Using an Address Book

You can also specify the fax destination using an address book if you have registered a fax destination in the address book in advance.

> For instructions on registering destinations in the address book, see p.43.

☞ Specifying the Fax Number Using a One-touch Dialing

You can also specify the fax destination using a one-touch dialing if you have registered a fax destination in the address book in advance.

> For more information on registering destinations for the one-touch dialing, see p.44.

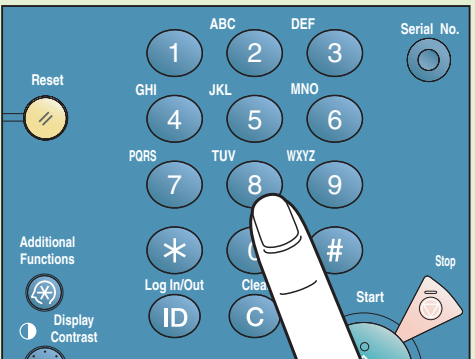## Place Your Originals

Placed in the feeder

Placed on the platen glass

Place your originals.

● For bound or irregular sized originals, place them on the platen glass.
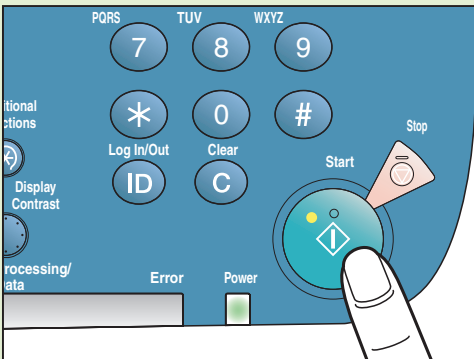
Enter the Fax Number

Enter the fax number manually.

● To specify two or more destinations, use the Address Book, one-touch buttons, or favorites buttons. You can enter one destination using the numeric keys.

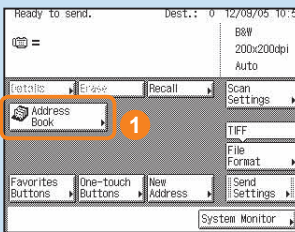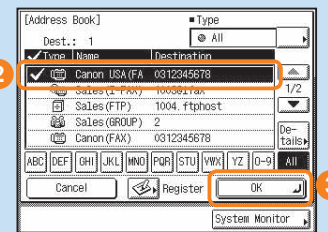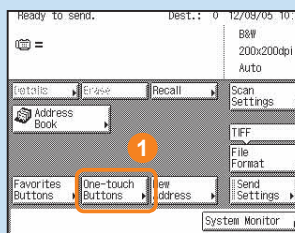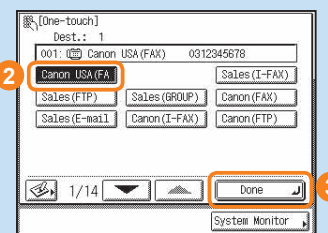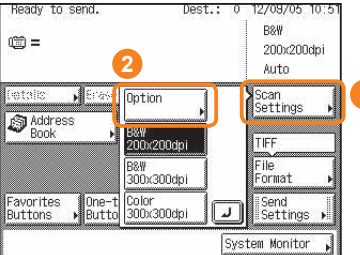● By pressing [One-touch Buttons], you can also specify destinations you have registered in advance.

● By pressing [New Address], you can enter one new destination.

● By pressing [Address Book], you can also specify destinations you have registered in advance.

> For more information on registering fax destinations, see p.43.

> For information on useful fax features, see p. 21.

Start Sending the Fax

Press ◇.

● When scanning is complete, remove your originals.

● To send a clear fax, set a high resolution. You can set the resolution by pressing [Scan Settings].

Preface

Copying Functions

Send Functions
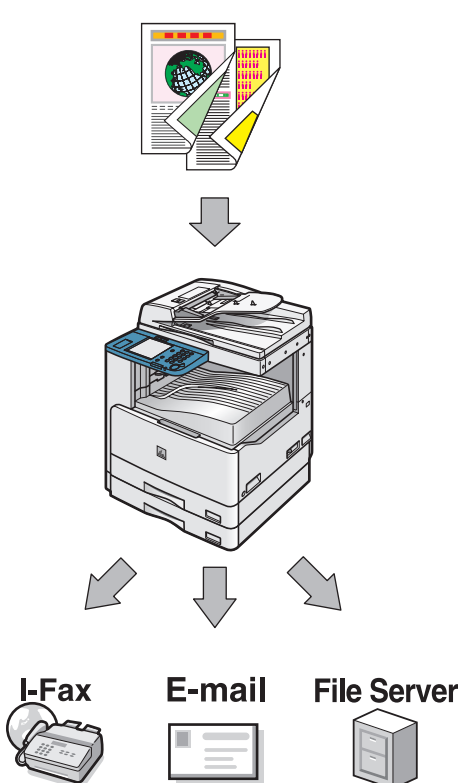
Additional Functions

Other Useful Features

17   18

Sending a Document

Send is function to send a document via a Internet network. The following is an explanation of the basic procedure for scanning an original to a file server. For more information on the settings, see the references in each step.

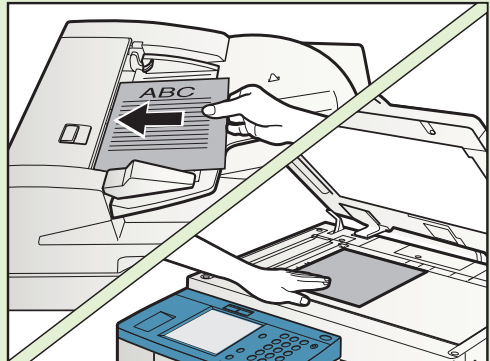## Diverse Sending Methods

I-Fax   **E-mail**   **File Server**

You can easily scan paper documents and send them to one or multiple recipients through e-mail, or I-fax, bringing to your work environment increased efficiency in the arena of document exchange. I-fax enables you to send a fax or e-mail via an Internet network. The ability to send documents to FTP and SMB file servers also serves to help digitize paper documents for convenient data access and management.

Place Your Originals

Placed in the feeder

Placed on the platen glass

Press SEND **to switch to the send mode. Place your originals.**

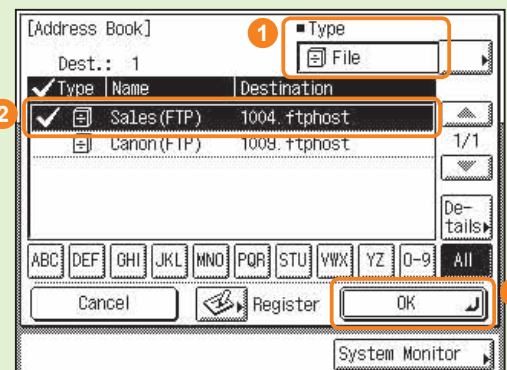For instructions on sending a document, see Chapter 4, "Sending Documents," in the Sending Guide.

● You can register destinations that you send to often, in Address Book or One-touch Buttons.

For instructions on registering destinations for I-fax or e-mail in the address book, see p.43.

For instructions on registering destinations for I-fax or e-mail in the one-touch dialing, see p.44.

For instructions on registering file paths in the address book or the one-touch dialing, see Chapter 8, "Storing/Editing Address Book Settings," in the Reference Guide.
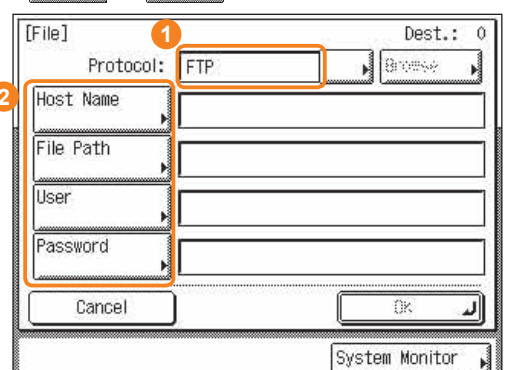
Specify Scan Settings

Select a folder to send.
This procedure is specifying a file path from Address Book.

● You can specify various scan settings from the Scan screen.

For more information on scan settings, see p.21 and p.24.
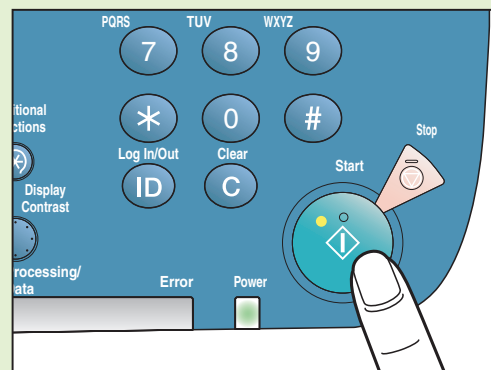
● Specifying new file path by using the Keyboard

● Specify 'User' and 'Password' when the folder setting up a password.
● If you do not know the password, consult your network administrator.

For instructions on specifying a file path, see Chapter 2, "Basic Sending Methods," in the Sending Guide.

Start Scanning

Press ◇.

● When scanning is complete, remove your originals.

● Specifying new flie path by using the Browse Key

● If a password has been set for the folder, the Enter Network Password screen is displayed.
● If you do not know the password, consult your network administrator.

What You Can Do with This Machine (Send Basic Features Screen)

The following is an explanation of functions commonly used when sending a fax or when sending a document to a computer.
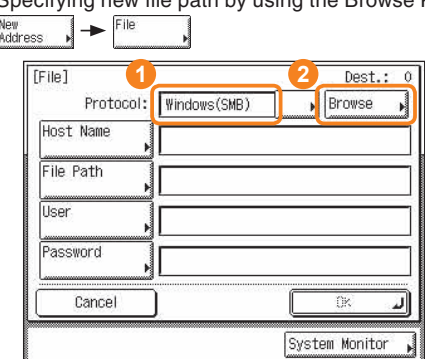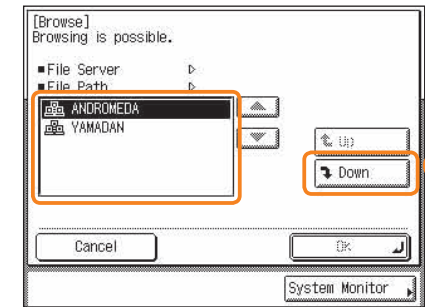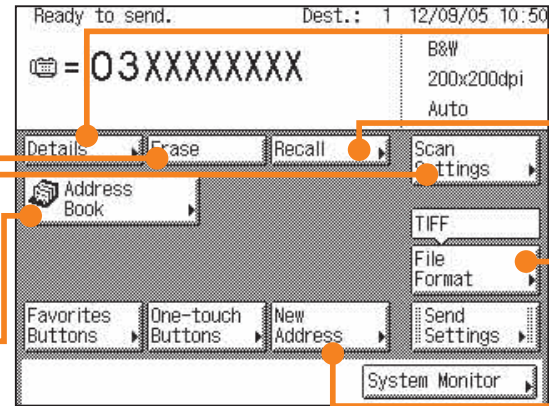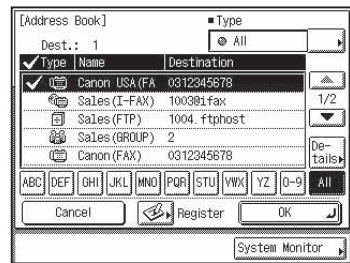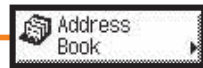For more detailed procedures, see the references to other guides.

Send Basic Features screen

* The numbers in the illustrations refer to operation steps.

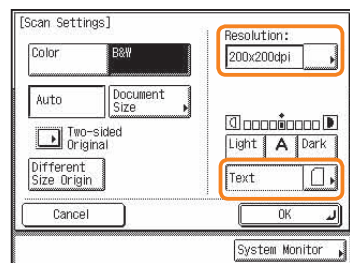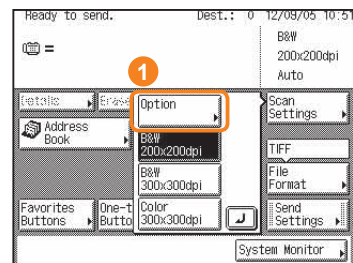## To Select a Destination from the Address Book
Facsimile Guide Chapter 2
Sending Guide Chapter 2

You need to register destinations in the address book beforehand. This can be done through Address Book Settings from the Additional Functions screen.

To Send Documents Clearly
Facsimile Guide Chapter 2
Sending Guide Chapter 3

To send fine text clearly, select [Super Fine] or [Ultra Fine] for the resolution.
To send faxes which include photos clearly, select [Photo] Mode for the Image Quality.
The time it takes to send a fax may increase according to the selected resolution and Image Quality.

To Delete a Destination
Facsimile Guide Chapter 2
Sending Guide Chapter 2

Select the destination you want to delete, and press [Erase].

To Confirm a Destination
Facsimile Guide Chapter 2
Sending Guide Chapter 2

You can view the detailed information of the destination.

To Recall the Last Destinations
Facsimile Guide Chapter 2
Sending Guide Chapter 2
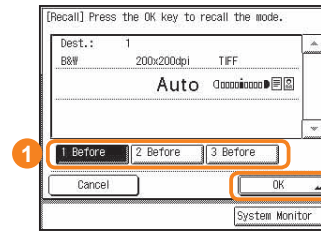
This feature enables you to send documents to the last three destinations under the same condition as before.

To Send Documents Specifying the File Format
Send Guide Chapter 4

You can specify the file format from among TIFF, JPEG, PDF and PDF (Compact), when sending for I-Fax, E-mail or File.

To Specify the Destination Using the Numeric Keys
Facsimile Guide Chapter 2
Sending Guide Chapter 2
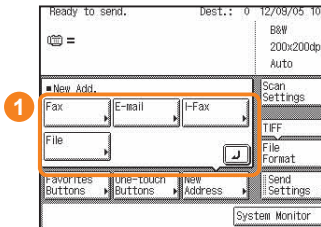
You can specify a new destination using the numeric keys from [New Address].
You can enter one destination using the numeric keys.

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

What You Can Do with This Machine (Send Basic Features Screen)

The following is an explanation of the features often used when using the Fax/Send function of the machine. For more detailed procedures, see the references to other guides.

* The numbers in the illustrations refer to operation steps.

Send Basic Features screen

To Specify the Time to Start Sending
Facsimile Guide Chapter 2
Sending Guide Chapter 4

To specify the time to start sending a document, for example, to send a document the first thing the next morning, use Delayed Send. The document is sent at the specified time simply by entering that time.

To Stamp Originals Which Have Already Been Scanned
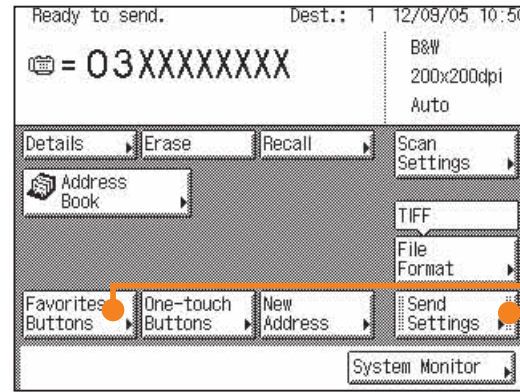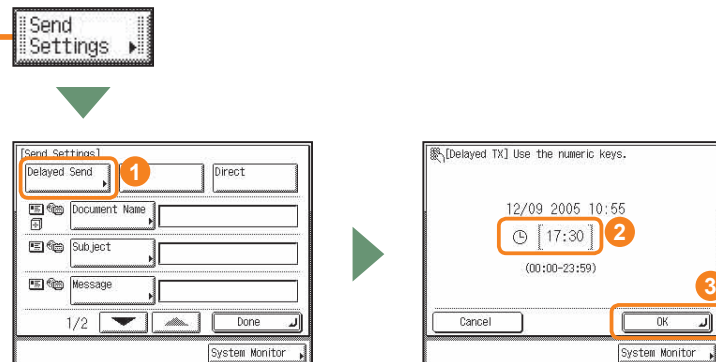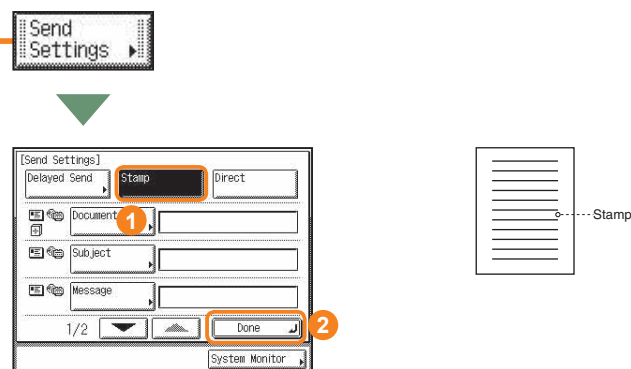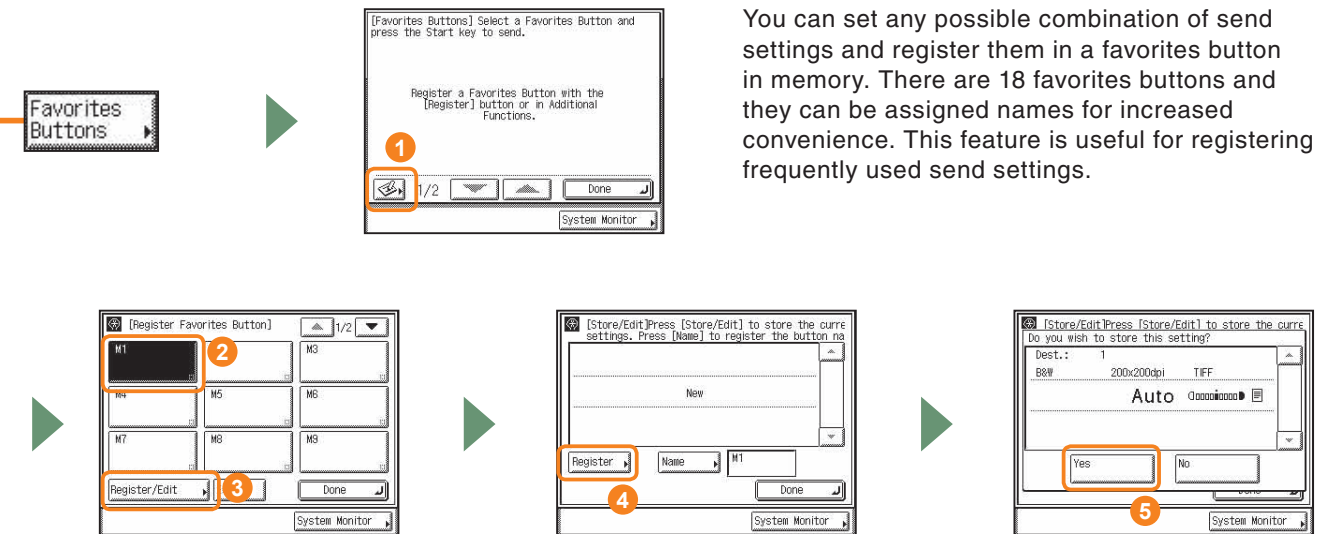### Facsimile Guide Chapter 2
Sending Guide Chapter 4

You can stamp every page on the documents that are sent or scanned using the stamp features. If you place the document horizontally on the feeder, it will be stamped at the position shown in the illustration.

To Register the Favorite Settings
Facsimile Guide Chapter 2
Sending Guide Chapter 2

You can set any possible combination of send settings and register them in a favorites button in memory. There are 18 favorites buttons and they can be assigned names for increased convenience. This feature is useful for registering frequently used send settings.

To Edit a Destination from a Computer
Remote UI Guide Chapter 2

You can edit addresses registered in the address book from a Web browser using the Remote UI of the machine. This is convenient because you can copy and paste Fax numbers E-mail addresses, etc., found on your computer.

To Send Fax from a Computer
Fax Driver Guide
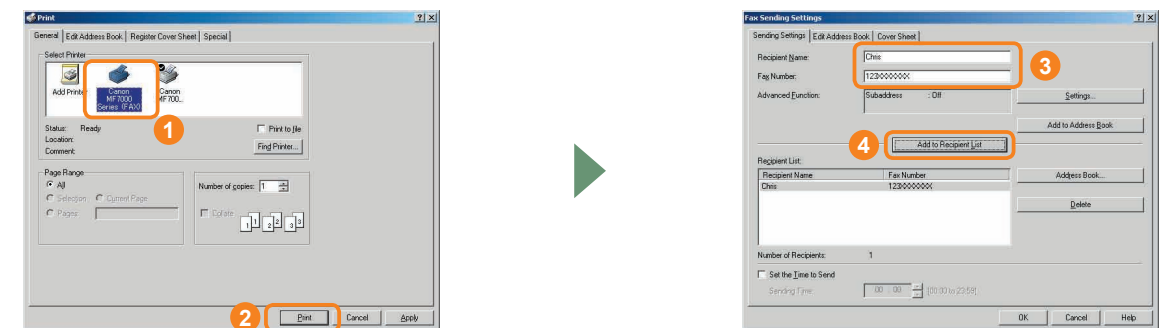
Select the print function from the application on your computer ➡ press [Print].

After entering the destination, press [Add to Recipient List].

* It is necessary to install the fax driver to send faxes from your computer. The display may differ according to the OS (operating system) you are using and the fax driver. For more information, see the Fax Driver Guide.

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

Overview of Send Features

Pressing [SEND] displays the Send Basic Features screen. For more information on the features described here, see the Facsimile Guide or the Sending Guide.

Send Basic Screen

Facsimile Guide Chapter 2
Sending Guide Chapter 2

❶**Details**

Enables you to see details about specified send settings. (see p.21)

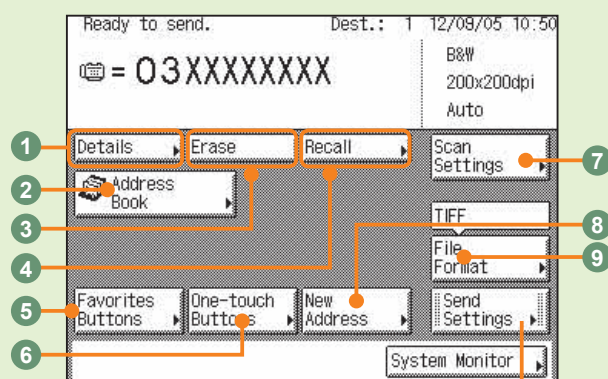❷**Address Book**

Press to select a destination from the address book. (see p.21)

❸**Erase**

Erases the destinations. (see p.21)

❹**Recall**

Enables you to recall one of the last three destination. (see p.22)

❺**Favorites Buttons**

Register your Favorite settings in a button. (see p.24)

❻**One-touch Buttons**

Press to select a destination from the One-touch buttons.

❼**Scan Settings**

Enables you to specify the resolution, image quality, and exposure of the document to send. (see p.21)
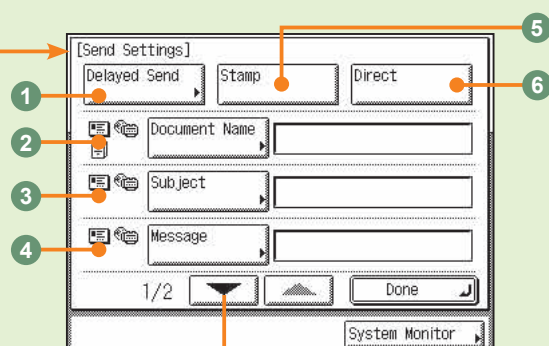
❽**New Address**

Set a destination by numeric keys. (see p.22)

❾**File Format**

Select a file format. (see p.22)

Send Settings

Facsimile Guide Chapter 3

❶**Delayed Send**

Set to send the document at a specified time. (see p.23)

❷**Document Name**

Enter a document name. (Only for E-mail, I-Fax and File)

❸**Subject**

Enter a subject for the documents. (Only for E-mail and I-Fax)

❹**Message**

Enter messages for the documents. (Only for E-mail and I-Fax)

❺**Stamp**

Enables you to stamp every page on the documents that are sent or scanned. (see p.23)

❻**Direct**

Enables you to send a document ahead of other documents stored in memory.
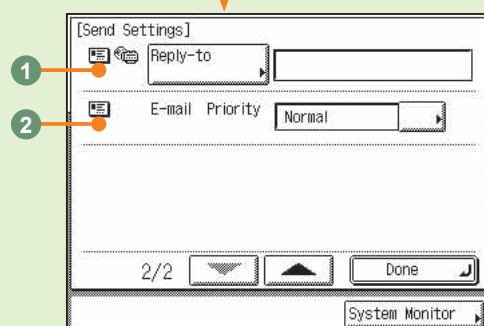
❶**Reply-to**

Enter destination name. (Only for E-mail and I-Fax)

❷**E-mail Priority**

Set your e-mail proprity. (Only for E-mail)

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

25

26

Additional Functions

Press ⊙ on the touch panel to display the Additional Functions screen. The Additional Functions screen enables you to customize the various settings of the machine. You can also make the necessary settings for using the Fax/Send function, such as the telephone line type and fax number, address book settings, and forwarding conditions.
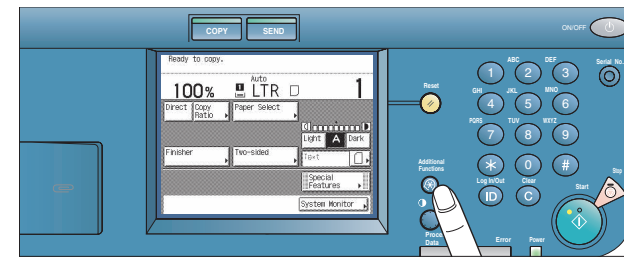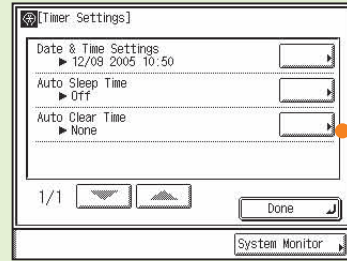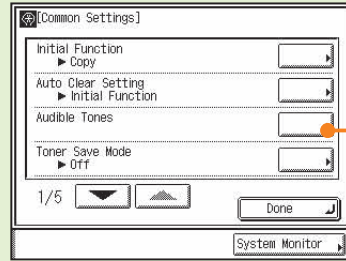
Control Panel

② Timer Settings — See p. 31

Press to make various timer related settings for the machine, such as the time it takes for the machine to enter into the Sleep mode.
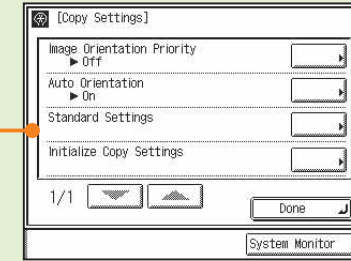
① Common Settings — See p. 29

Press to specify the settings that are common to the Copy, Fax, and Send functions.
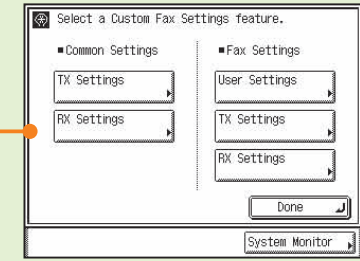
⑥ Copy Settings — See p. 34

Press to edit settings for the Copy function.

⑦ Communications Settings — See p. 35

Press to edit the Fax and Send Settings according to your needs.

③ Adjustment/Cleaning — See p. 31
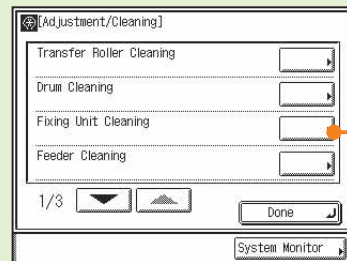
Press to make fine adjustments to the zoom, adjust the contrast, or perform cleaning for the machine.

Select an Additional Functions feature.

Common Settings / Copy Settings / Timer Settings / Communications Settings / Adjustment/Cleaning / Printer Settings / Report Settings / Address Book Settings / System Settings / Done / System Monitor
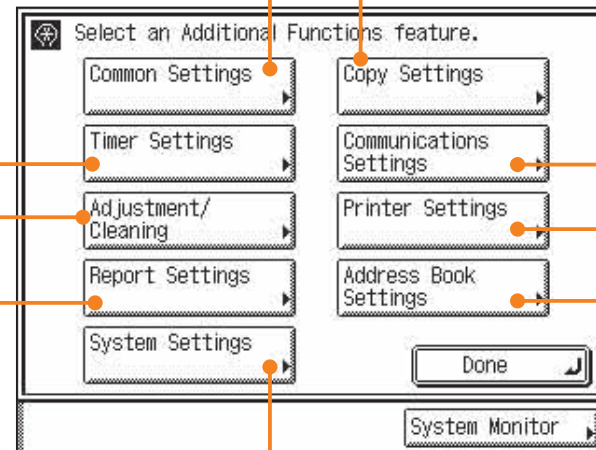
Printer Settings — See PCL/UFR II Printer Guide
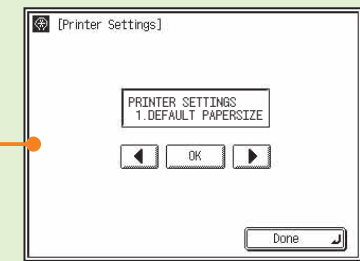
For more information, see the PCL/UFR II Printer Guide.

④ Report Settings — See p. 32
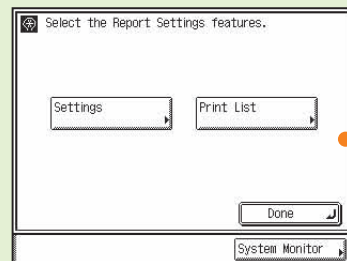
Press to set the print conditions for printing a TX Report and Activity Report, or to print the contents of the Address Book or Additional Functions.

⑤ System Settings — See p. 33
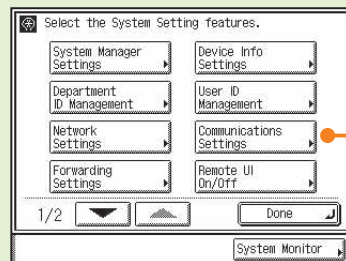
Press to set System Settings, Department ID Management settings, Network Settings, and other system settings.

⑧ Address Book Settings — See p. 38

Press to register destinations in the Address Book.

27 28
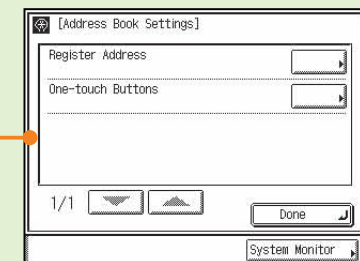
Additional Functions

---

1 **Common Settings**   **Reference Guide Chapter 3**

● Enables you to specify the settings that are common to the Copy, Fax, and Send functions.

[Common Settings screen (1/5)]

● **Initial Function (see p. 39)**
Enables you to specify the screen that is displayed when you turn ON the main power. You can select [Copy] or [Send]. For example, if you often use the Send function, it is convenient to set the Send function as the initial function.

● **Auto Clear Setting**
Enables you to set whether the screen specified as the Initial Function is displayed after Auto Clear initiates.

● **Audible Tones (see p. 39)**
Enables you to set whether to sound audible tones.
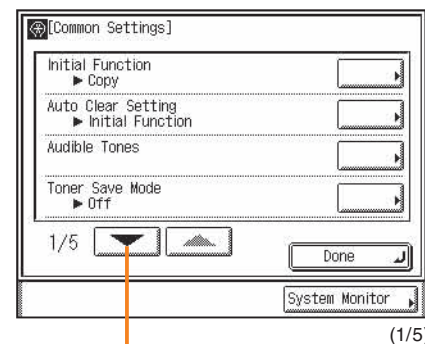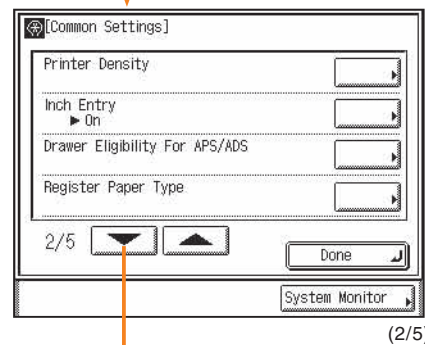
● **Toner Saver Mode**
Enables you to select the toner consumption for printing.

(1/5)

[Common Settings screen (2/5)]

● **Printer Density**
Enables you to set the density for printing.

● **Inch Entry (see p. 39)**
Enables you to ensure that the key for entering values in inches is displayed on the various numeric entry screens.

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

● **Register Paper Type**
Enables you to specify the paper type loaded in each paper source.

(2/5)

[Common Settings screen (3/5)]
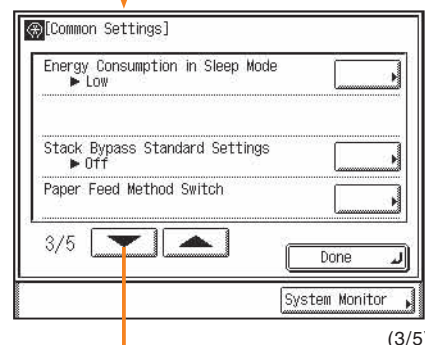
● **Energy Consumption in Sleep Mode**
Enables you to set the amount of energy that the machine consumes when it is in the Sleep mode.

● **Stack Bypass Standard Settings**
Enables you to 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.

● **Paper Feed Method Switch**
Enables you to set the priority of copy speed or copy quality for each cassette.

(3/5)

[Common Settings screen (4/5)]
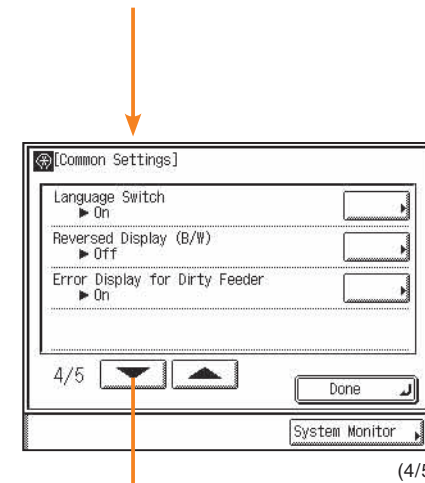
● **Language Switch (see p. 40)**
Enables you to select the language displayed on the touch panel display.

● **Reversed Display (B/W) (see p. 40)**
Enables you to 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.

● **Error Display for Dirty Feeder**
Enables you to set this mode to 'On' to display the error message on the touch panel display if there is dust in the feeder.

(4/5)

**[Common Settings screen (5/5)]**
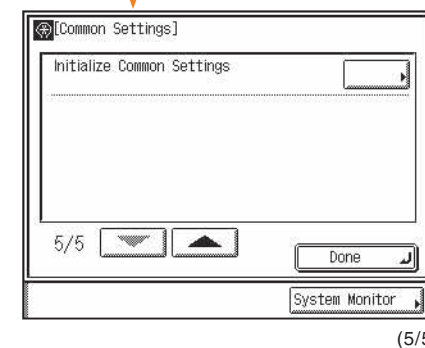
● **Initialize Common Settings**
Enables you to restore all of the Common Settings to their defaults (initial settings).

(5/5)

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

Additional Functions

② Timer Settings
Reference Guide Chapter 3

● Enables you to make various timer related settings for the machine, such as the time it takes for the machine to enter into the Sleep mode.
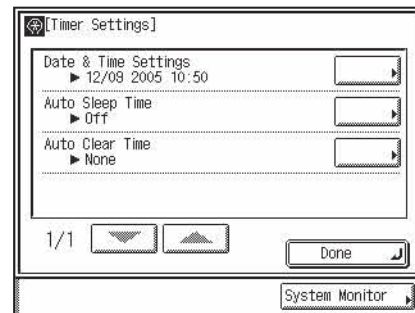
Timer Settings

● Date & Time Settings
Enables you to set current date and time. The date and time set here is used as the time setting when required for any of the device functions.

● Auto Sleep Time
Enables you to set the machine to automatically switch the control panel power switch OFF when it has been idle for a certain period of time after the last print job or a key operation is performed.

● Auto Clear Time
Enables you to set the machine to automatically return to the Basic Features screen of the selected function when it has been idle for a certain period of time after the last print job or a key operation is performed.

[Timer Settings]
Date & Time Settings
▶ 12/09 2005 10:50
Auto Sleep Time
▶ Off
Auto Clear Time
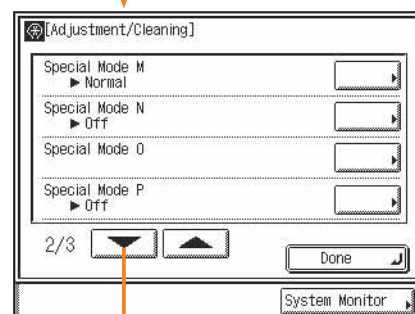▶ None
1/1
Done
System Monitor

(1/1)

③ Adjustment/Cleaning
Reference Guide Chapter 3, 6

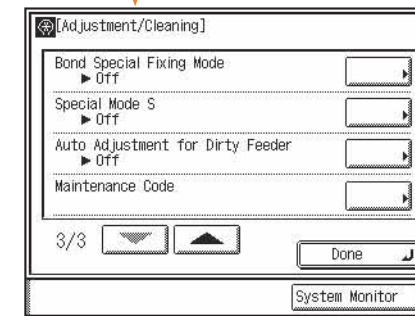● Enables you to make fine adjustments to the zoom, adjust the contrast, or perform cleaning for the machine.

Adjustment/ Cleaning
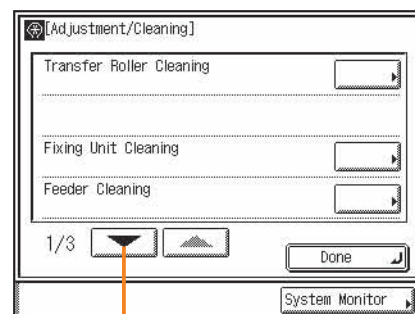
● Transfer Roller Cleaning
Enables you to clean the transcription roller in the main unit when the backside of paper is smudged with printing.

● Fixing Unit Cleaning
Enables you to clean the fuser roller in the main unit when black streaks appear with printing or you replace the toner cartridges.

● Feeder Cleaning
Enables you to clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.

[Adjustment/Cleaning]
Transfer Roller Cleaning
Fixing Unit Cleaning
Feeder Cleaning
1/3
Done
System Monitor

(1/3)

[Adjustment/Cleaning]
Special Mode M
▶ Normal
Special Mode N
▶ Off
Special Mode O
Special Mode P
▶ Off
2/3
Done
System Monitor

(2/3)

● Special Mode M
Enables you to improve the print quality or irregular print density.

● Special Mode N
Enables you to prevent paper curling or jamming.

● Special Mode O
Enables you to prevent paper jams with two-sided printing.

● Special Mode P
Enables you to use more efficiently lightweight paper for printing.

[Adjustment/Cleaning]
Bond Special Fixing Mode
▶ Off
Special Mode S
▶ Off
Auto Adjustment for Dirty Feeder
▶ Off
Maintenance Code
3/3
Done
System Monitor

(3/3)

● Bond Special Fixing Mode
Enables you to specify to perform special fixing for bond paper.

● Special Mode S
Enables you to choose whether to set a high priority on avoiding offset or on speed.

● Auto Adjustment for Dirty Feeder
When this function is set to 'On', dust, dirt or foreign objects in the feeder will not be printed.

④ Report Settings
Facsimile Guide Chapter 7
Sending Guide Chapter 10

● Press to set the print conditions for printing a TX Report and Activity Report, or you can print the contents of the Address Book or Additional Functions.

Report Settings

Select the Report Settings features.
Settings
Print List
Done
System Monitor
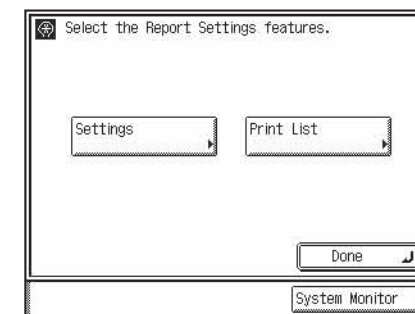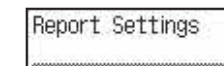
■ Settings
Enables you to set the print conditions for printing a TX Report and Activity Report.

● TX Report
Enables you to check whether faxes were sent correctly to the intended destination. A TX Report can automatically be printed after the documents are sent. You can also set the machine to print a TX Report only when a transmission error occurs.

● Activity Report
Enables you to show the results of sent and received documents. You can set for the Activity Report to be printed at a specified time or be automatically printed when the number of sent and received documents reaches 40. You can also print the send and receive logs separately.

● RX Report
Enables you to check whether the documents were sent correctly from the sender's machine and were received successfully by this machine. A RX Report can be printed automatically after documents are received. You can also set the machine to print a RX Report only when a reception error occurs.

■ Print List
Enables you to print an Address Book List or a User's Data List (contents of the settings specified from the Additional Functions screen).

Additional Functions

⑤ System Settings

See the Reference Guide, Facsimile Guide, Sending Guide, Network Guide

● Press to set System Manager Settings, Department ID Management settings, Network Settings, and other system settings.
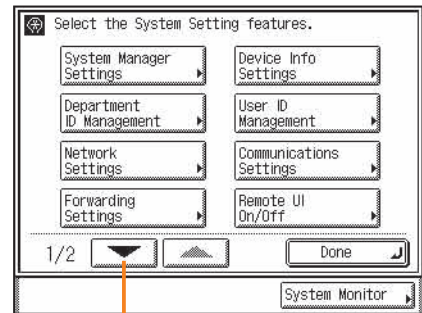
(1/2)

● **System Manager Settings**
See the Reference Guide Chapter 5

Enables you to set the System Manager settings.

● **Department ID Management (see p. 41)**
Enables you to 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 1000 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

● **Network Settings**
See the Network Guide

Enables you to make the necessary settings to connect the machine to a network.

● **Forwarding Settings (see p. 42)**
Enables you to set the machine to forward received fax/I-fax documents to other machines or file servers.

● **Device Info Settings**
See the Reference Guide Chapter 5

Enables you to set a unit name and location for the machine.

● **User ID Management**
See the Reference Guide Chapter 5

Enables you to set whether or not to use the User ID Management.

● **Communications Settings**
See the Facsimile Guide Chapter 5, the Sending Guide Chapter 7

Enables you to make various settings, such as settings for the send/receive start speed and the reception mode.

● **Remote UI On/Off**
See the Reference Guide Chapter 5

Enables you to set whether to use the Remote UI of the machine. The Remote UI enables you to operate the machine and perform settings from your computer.
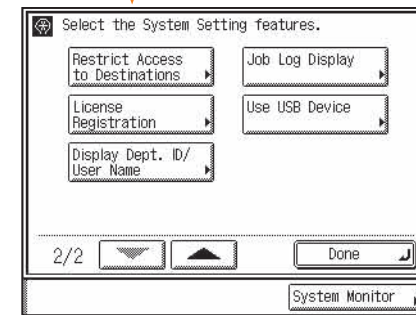
(2/2)

● **Restrict Access to Destinations**
See the Facsimile Guide Chapter 6, the Sending Guide Chapter 9

Enables you to restrict sending documents to destinations that are not registered in the address book.

● **License Registration**
This setting is not functional in this model.

● **Display Dept. ID/User Name**
See the Reference Guide Chapter 5

Enables you to set whether or not to display the Department ID on the Job/Print Status Display Area of the touch panel display.

● **Job Log Display**
See the Reference Guide Chapter 5

Enables you to confirm the jobs using [System Monitor].

● **Use USB Device**
See the Reference Guide Chapter 5

Enables you to set whether or not to restrict jobs through the USB interface.

⑥ Copy Settings

Copying Guide Chapter 4

● Press to edit settings for the Copy function.
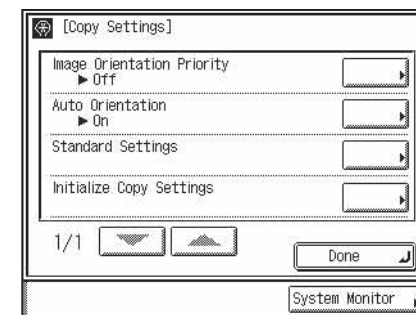
(1/1)

● **Image Orientation Priority**
Enables you to set the image orientation priority.

● **Auto Orientation**
Enables you to set the machine to use information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and automatically rotate the image, if necessary.

● **Standard Settings**
Enables you to change the Standard Settings to suit your needs, or restore them to their default settings. The Standard Settings refers to a combination of copy modes that the machine automatically returns after the power is turned ON, or when ⊚ is pressed.

● **Initialize Copy Settings (see p. 40)**
Enables you to restore all of the Copy Settings to their defaults.

Additional Functions

7 **Communications Settings**　　　　　**Facsimile Guide, Sending Guide**

● Press to register or edit the default Communications Settings according to your needs.

Communications Settings

Select a Custom Fax Settings feature.
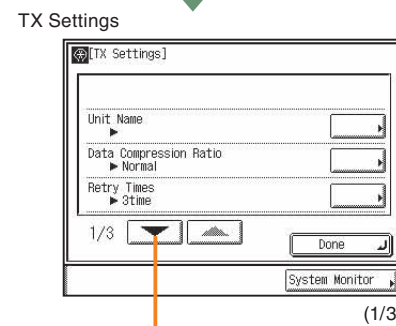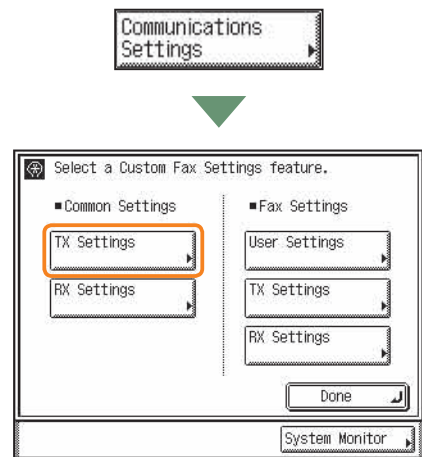
■ TX Settings

● Unit Name
See the Facsimile Guide Chapter 1, the Sending Guide Chapter 1
Enables you to register your name or your company's name as the unit's name (a department name is optional). The unit name is printed at the top of sent documents. For fax, the unit name can be displayed on the touch panel display of the receiving party's machine.

● Data Compression Ratio
See the Sending Guide Chapter 7
Enables you to set the compression ratio for color scanned data.

● Retry Times
See the Sending Guide Chapter 7
Enables you to set the mode which automatically resends data when the data could not be sent.

TX Settings

(1/3)

TX Settings

(2/3)
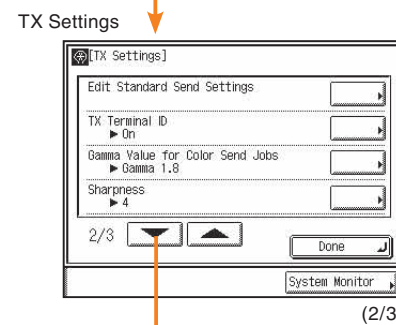
● Edit Standard Send Settings
See the Sending Guide Chapter 7
Enables you to change the standard settings for the Send function, including the scan mode.

● TX Terminal ID
See the Facsimile Guide Chapter 5
Enables you to specify whether the Terminal ID information is printed at the top of documents that you send through fax.

● Gamma Value for Color Send Jobs
See the Sending Guide Chapter 7
Enables you to set the gamma value for color scanned data.

● Sharpness
See the Sending Guide Chapter 7
Enables you to scan original images with a sharper or softer contrast.

TX Settings

(3/3)
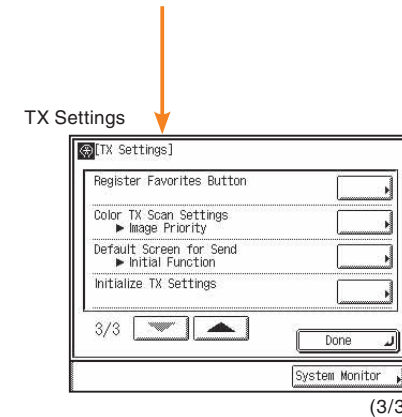
● Register Favorites Button
See the Sending Guide Chapter 7
Enables you to set any possible combination of send settings and register them in a favorites button in memory.

● Color TX Scan Settings
See the Sending Guide Chapter 7
Enables you to set the priority for color scanned data.

● Default Screen for Send
See the Sending Guide Chapter 7
Enables you to set whether the Favorites buttons, one-touch buttons, or the initial function screen will be displayed on the initial Send Basic Features screen when the power is turned ON, or the Auto Clear mode is activated.

● Initialize TX Settings
See the Sending Guide Chapter 7
Enables you to restore almost all of the TX settings to their default settings.

Select a Custom Fax Settings feature.
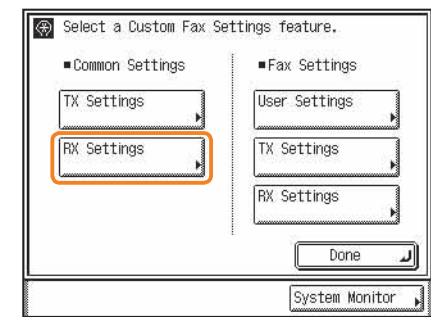
■ RX Settings

● Two-Sided Print
See the Sending Guide Chapter 7
Enables you to print received documents on both sides of the paper you select.

● Select Cassette
See the Sending Guide Chapter 7
Enables you to set how the machine prints documents when there is no paper matching the size of the received document.

● Receive Reduction
See the Sending Guide Chapter 7
Enables you to set the machine to automatically reduce received documents so that the whole document is printed within the printable area of the paper.
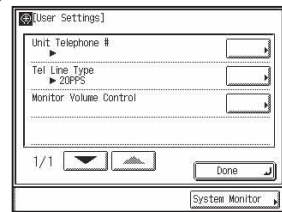
RX Settings

(1/2)

RX Settings

(2/2)
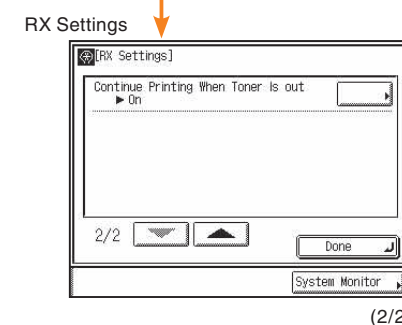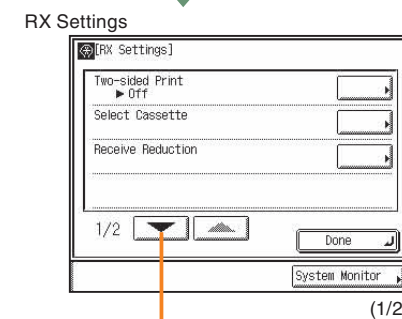
● Continue Printing When Toner Is out
See the Sending Guide Chapter 7
Enables you to set whether the machine continues printing received documents and reports when it is running out of toner.

Additional Functions
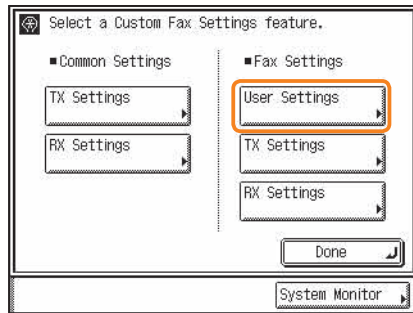
■User Settings

●Unit Telephone #
See the Facsimile Guide Chapter 1

Enables you to store the machine's fax number. The number may also be displayed on the touch panel display of the receiving party's machine, depending on their type of machine.
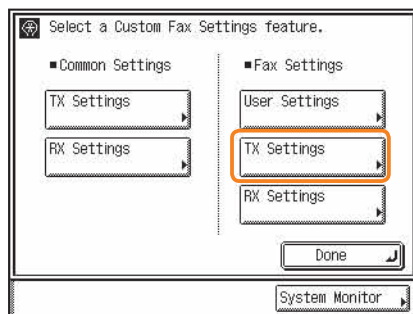
●Tel Line Type
See the Facsimile Guide Chapter 1
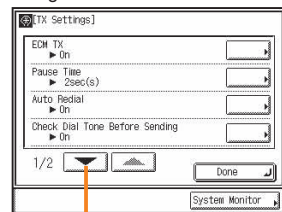
Enables you to set the telephone line type.

●Monitor Volume Control
See the Facsimile Guide Chapter 4

Enables you to set the volume for the alarm and monitor tones that this machine emits during a fax transmission.

Register Destinations

(1/1)

■TX Settings

●ECM TX
See the Facsimile Guide Chapter 4

Enables you to reduce the effect of system and line errors on documents that occur during sending or receiving with another fax unit that supports ECM.

●Pause Time
See the Facsimile Guide Chapter 4

Enables you to set the pause time when sending a fax.
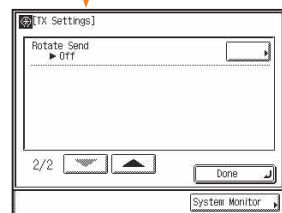
●Auto Redial
See the Sending Guide Chapter 4

Enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs.

●Check Dial Tone Before Sending
See the Facsimile Guide Chapter 4

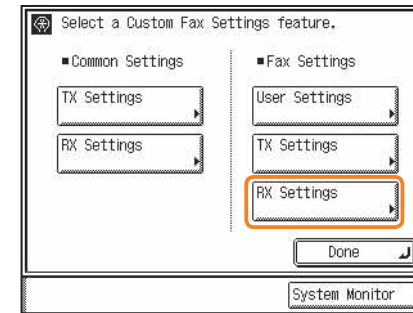Enables you to set whether to check for a dial tone before dialing when sending a fax.
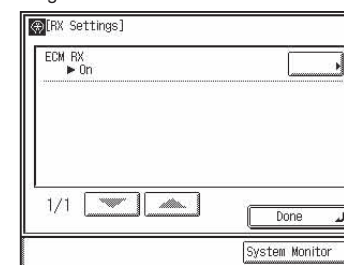
TX Settings

(1/2)

●Rotate Send
See the Facsimile Guide Chapter 4

Enables you to set the mode which automatically corrects the orientation of the document by rotating the image when sending.
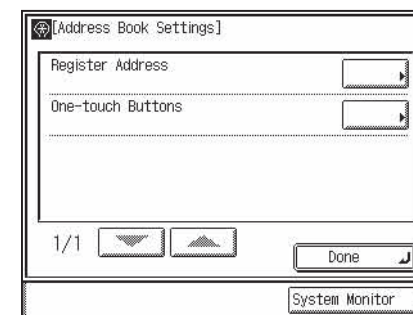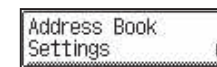
(2/2)

■RX Settings

●ECM RX
See the Facsimile Guide Chapter 4

Enables you to receive incoming documents using the Error Correction Mode (ECM).

File Settings

(1/1)

8 Address Book Settings

Facsimile Guide Chapter 5
Sending Guide Chapter 8

●Press to register destinations that you send often.

Address Book Settings

●Register Address (see p. 43)
Enables you to save yourself the effort of entering the destination every time it is used.

●One-touch Buttons (see p. 44)
Enables you to store up to 200 destinations in the one-touch buttons.

(1/1)

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

37

38

Additional Functions

Common Settings

Copy Settings

* The numbers in the illustrations refer to operation steps.

To Set the Send Screen as the Initial Function
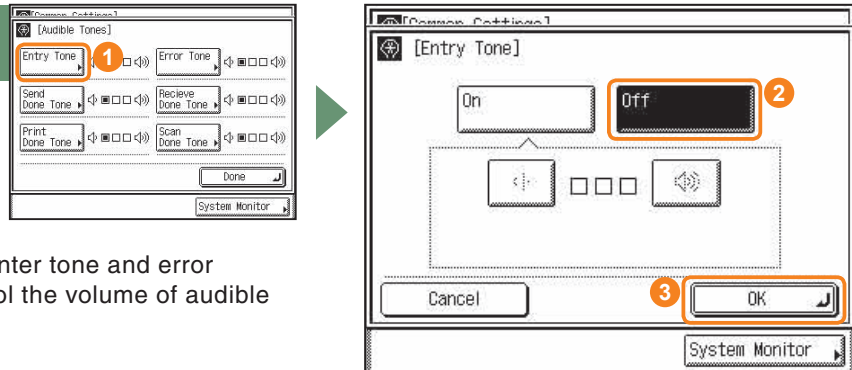Reference Guide Chapter 3

Initial Function
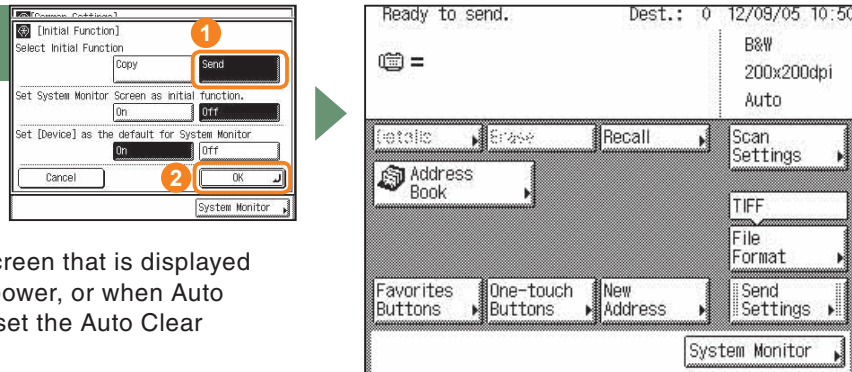
Enables you to specify the screen that is displayed when you turn ON the main power, or when Auto Clear initiates. You can also set the Auto Clear mode.

To Turn Off the Audible Tones
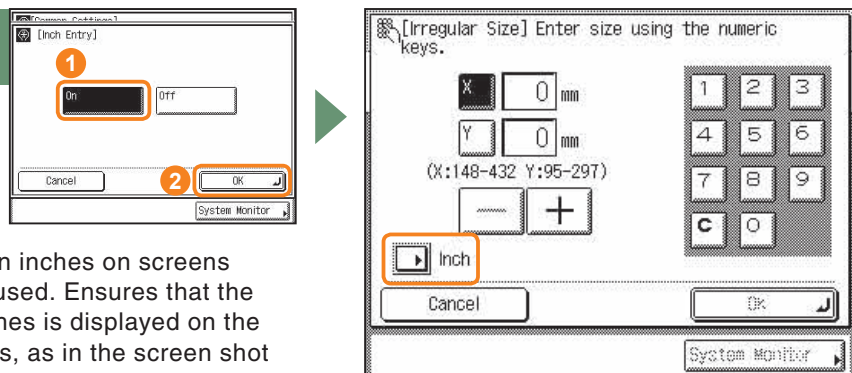Reference Guide Chapter 3

Job Duration Display

You can set on or off about enter tone and error tone ect. Also, you can control the volume of audible tones.

To Enter Values in Inches
Reference Guide Chapter 3

Inch Entry

Enables you to enter values in inches on screens in which millimeter units are used. Ensures that the key for entering values in inches is displayed on the various numeric entry screens, as in the screen shot on the right. Press [Inch] to enter values in inches.
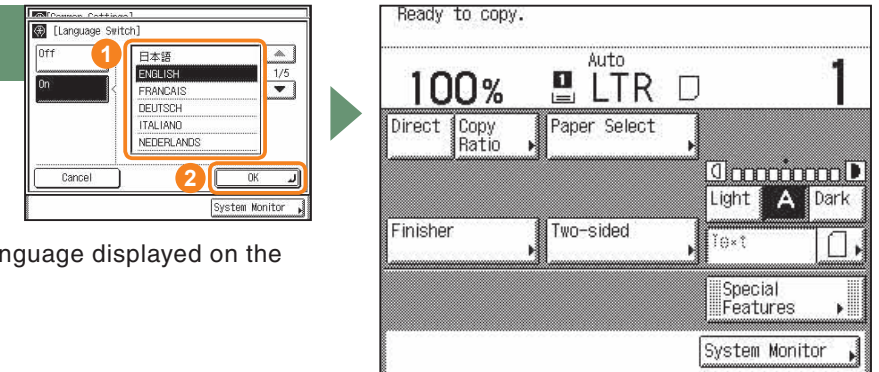
* The numbers in the illustrations refer to operation steps.

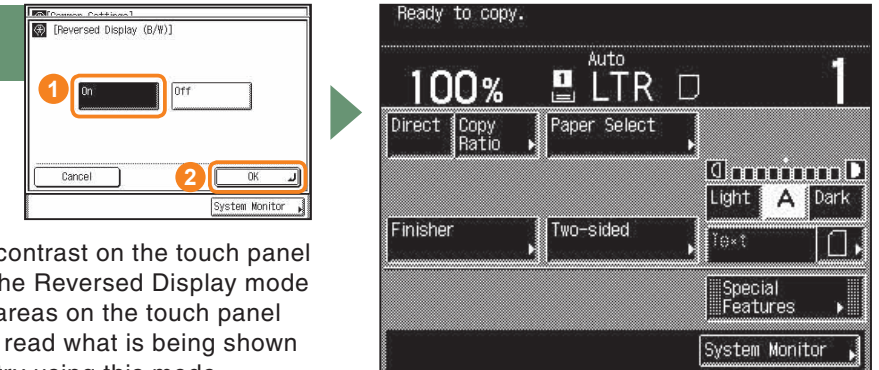## To Change the Display Language
Reference Guide Chapter 3

Language Switch

Enables you to select the language displayed on the touch panel display.

To Reverse the Contrast of Display
Reference Guide Chapter 3

Reversed Display (B/W)

Enables you to 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.

To Change the Initial Settings for the Copy Function
Copying Guide Chapter 4

Standard Settings
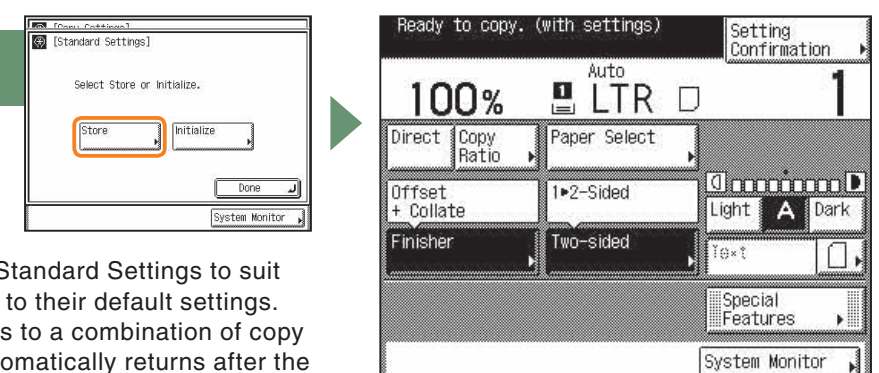
Enables you to change the Standard Settings to suit your needs, or restore them to their default settings. The Standard Settings refers to a combination of copy modes that the machine automatically returns after the power is turned ON, or when is ⊚ pressed.
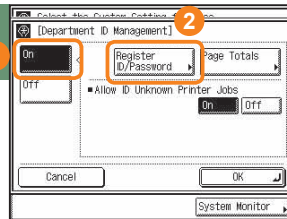
Additional Functions

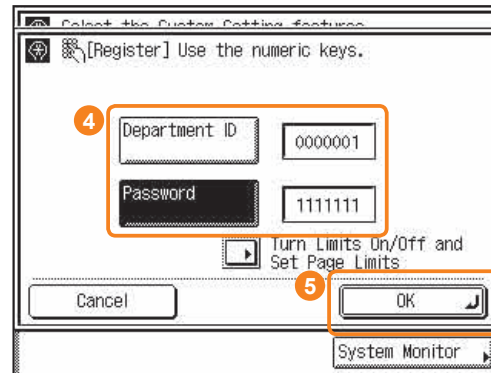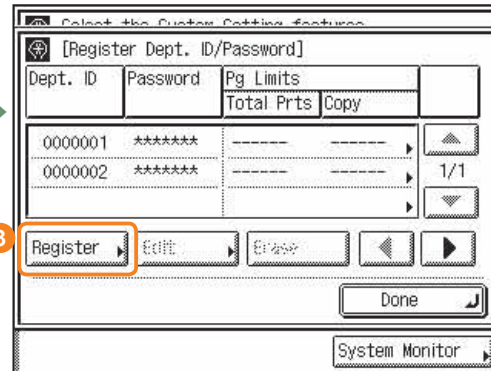* The numbers in the illustrations refer to operation steps.

To Set a Department ID and Password

Reference Guide Chapter 5

Department ID Management

By setting the Department ID Management, you can restrict which User can use copy, fax and printer. Also you can set the restriction of print totals for each departments.
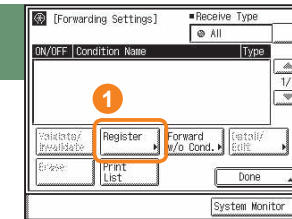
* Make sure not to forget your password.

System Settings

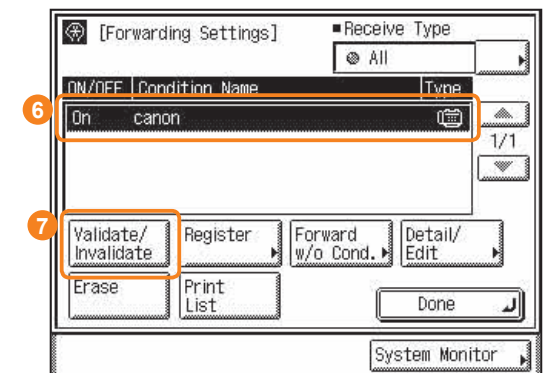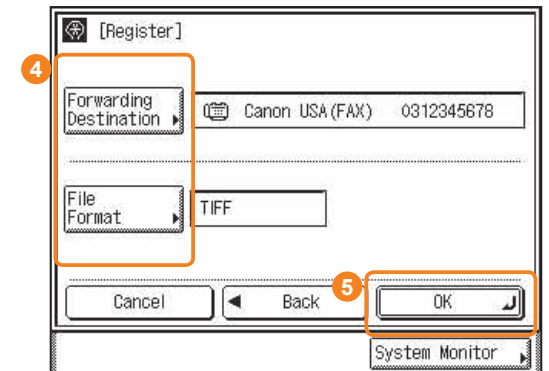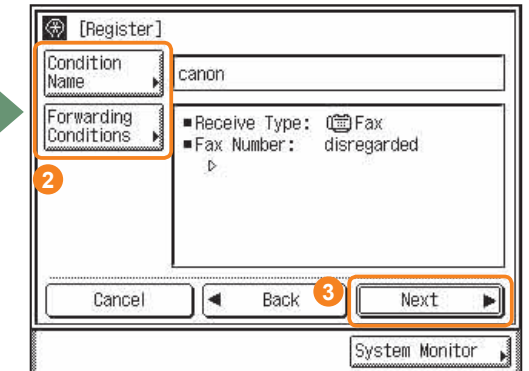* The numbers in the illustrations refer to operation steps.

To Forward a Fax/I-Fax

Sending Guide Chapter 9

Forwarding Settings

Enables you to forward Received documents to a destination that has been registered in the machine beforehand.
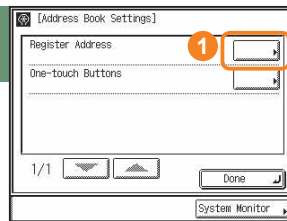
System Settings

Additional Functions

* The numbers in the illustrations refer to operation steps.

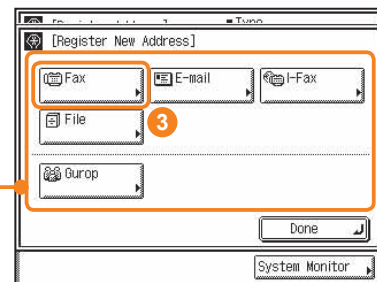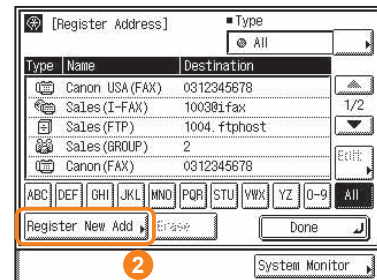## To Register Commonly Used Destinations in the Address Book
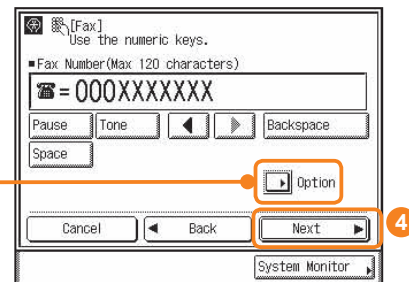
Address Book Settings

You can store the address/number and name of a destination in the Address Book. This enables you to easily specify the destination when sending a fax, I-fax, E-mail, or to a file server.
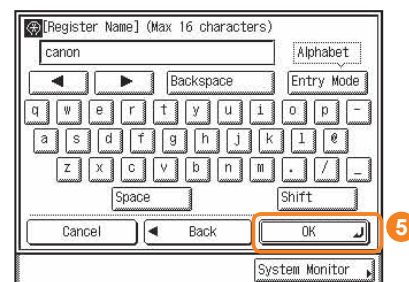
You can select Address Type as follows.
Fax : Normal Fax.
E-mail : Seiging a file attached to an e-mail message.
I-Fax : Sending Fax by Computer network.
File : Scan Folder Path.
Group : You can register plural destinations in one Address button.

You can set Sending Speed, Long Distance, and ECM TX in the Option settings.

In addition to the addresses/numbers and names of destinations, you can also set communications settings such as the sending time and sending speed. For more information, see Chapter 5, "Customizing Fax Settings" in the Facsimile Guide and Chapter 7 "Customizing Communications Settings" in the sending Guide.

Address Book Settings

To Register Commonly Used Destinations as One-touch Buttons

Address Book Settings
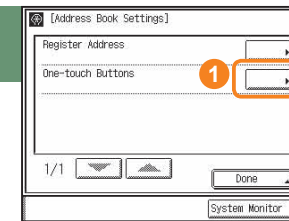
You can store the address/number and name of a destination in the One-touch Button. This enables you to easily specify the destination when sending a document.

You can select Address Type as follows.
Fax : Normal Fax.
E-mail : Sending a file attached to an e-mail message.
I-Fax : Sending Fax by Computer network.
File : Scan Folder Path.
Group : You can register plural destinations in one Address button.

You can set Sending Speed, Long Distance, and ECM TX in the Option settings.

In addition to the addresses/numbers and names of destinations, you can also set communications settings such as the sending time and sending speed. For more information, see Chapter 5, "Customizing Fax Settings" in the Facsimile Guide and Chapter 7 "Customizing Communications Settings" in the sending Guide.

Address Book Settings
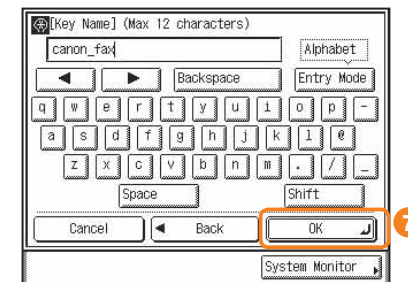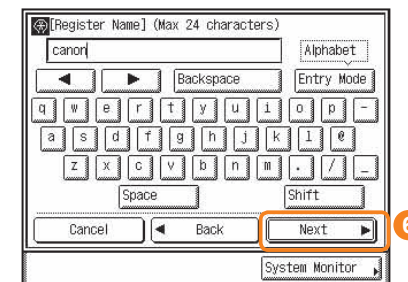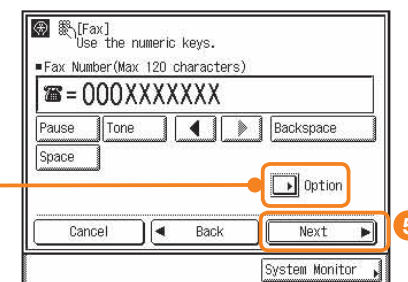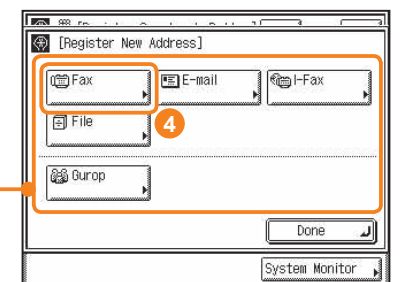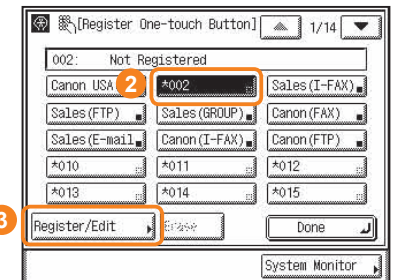
Operating the Machine from a Computer (Remote UI)

For more information, see the Remote UI Guide.

To Operate the Machine from Your Seat

The Remote UI enables you to control functions, such as confirming the status of the machine, and job operations, all from your PC's web browser. For more information, see the Remote UI Guide.

Enter the IP address of the machine into the Web browser on your computer to access the Remote UI.

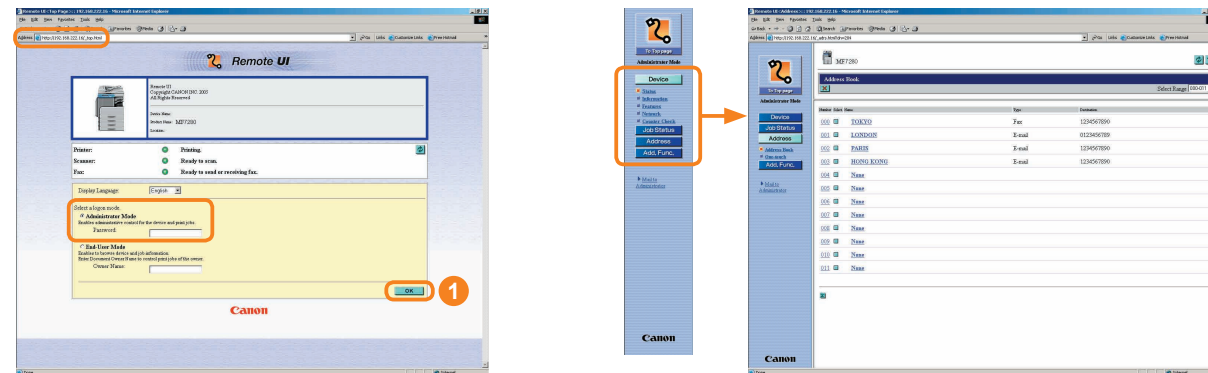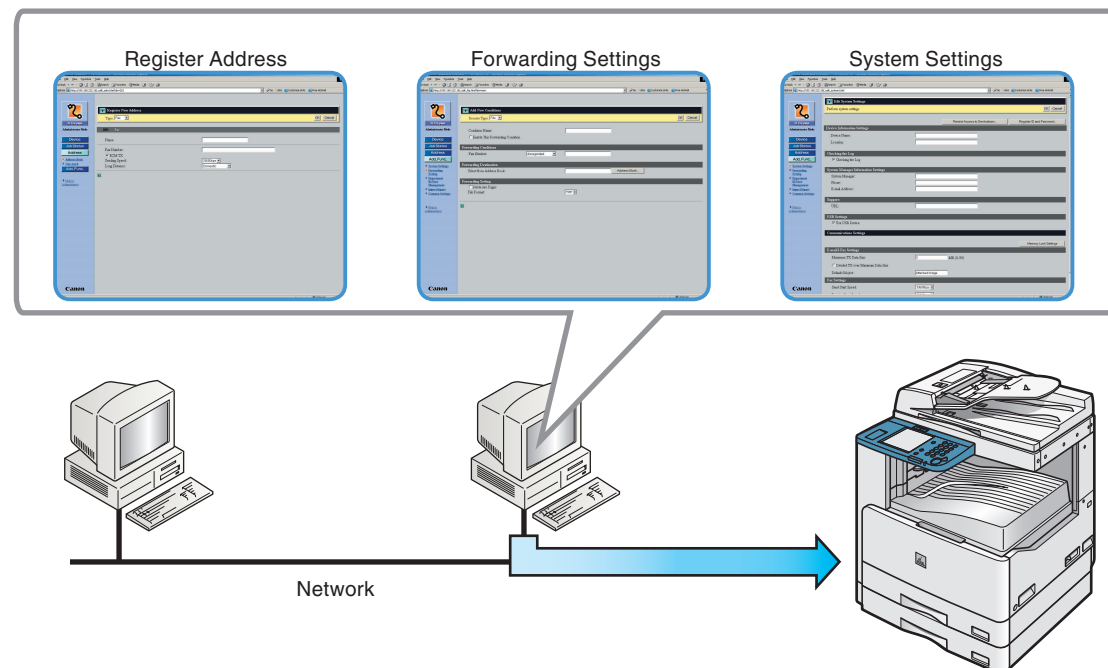You can perform various functions from the Remote UI, such as editing the Address Book.

* The IP address in the above screenshot is fictitious. Ask your system administrator for the IP address of your machine.

Register Address   Forwarding Settings   System Settings

Network

To Edit the Address Book from a Computer

The Remote UI enables you to edit the Address Book of the machine using the Web browser on your computer. Select the Address Book in the Remote UI, and enter a new destination. Destinations registered using the Remote UI are stored in the Address Book of the machine. For more information, see the Remote UI Guide.
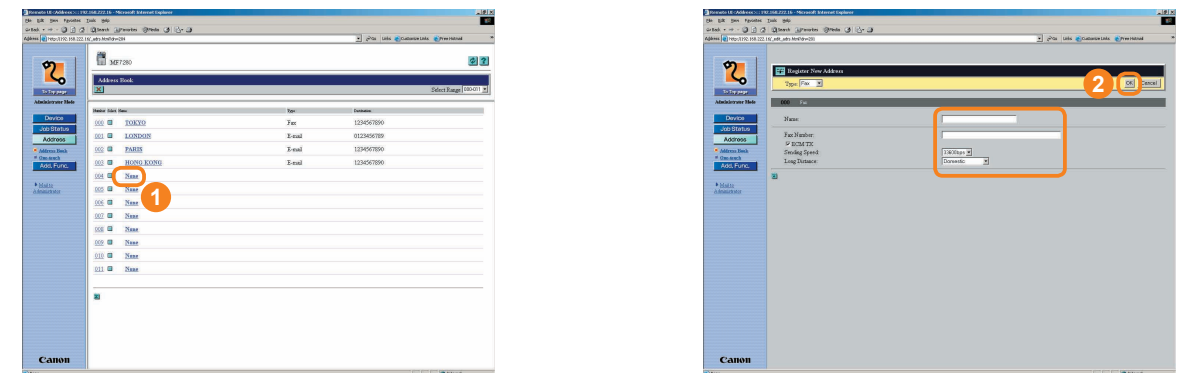
Press [None] to display the screen for registering destinations.

Specify the type of address from [Type] ➔ enter the necessary infomation depending on the type of address you have selected ➔ click [OK].

To Check the Remaining Amount of Paper from Your Seat

The Remote UI enables you to check the machine's current status, such as the amount of paper remaining in the various paper sources. This is useful as a guide for knowing when to load paper.
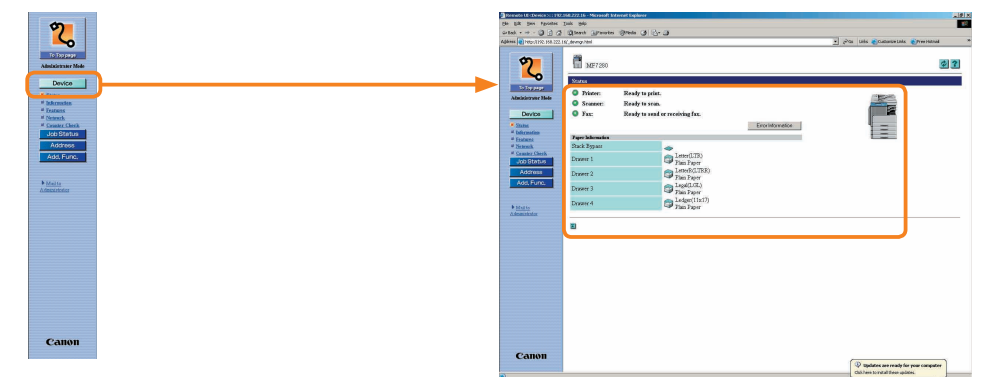
Select [Device] in the Remote UI.

Check the remaining amount of paper.

Printing from Your Computer (Printer Driver)

For more information, see the printer and driver guides.

* The following screenshots are when the UFR II printer driver is installed, and may differ from the ones you see, according to the driver or operating system you are using.

Page Settings

● **Profile**

Enables you to set the printer driver simply by selecting an item from the list. Printer drivers settings for different purposes are registered.

● **Add Profile**

Enables you to save the current settings as a profile.

● **Edit Profile**

Enables you to edit the contents of registered profiles.

● **Output Method**

Enables you to select the output method for a print job.

● **Output Size**

Enables you to select the size of the paper to print on.

● **Page Layout**

Enables you to print multiple pages onto one sheet of paper, or one page onto multiple sheets of paper.

● **Page Size**

Enables you to select the size of a document you have created in an application.

● **Manual Scaling**

Enables you to print each page of the document on one sheet of paper, using manual zooming.

● **Page Options**

Enables you to add page frames, the date, a user name, and page numbers. You can also select whether to use the Overlay mode to print.

● **Watermark**

Enables you to add transparent text and print the original.

● **View Settings**

Enables you to check a list of all the current sheet settings.

● **Edit Watermark**

Enables you to edit the position and direction of a watermark, or create an original watermark.
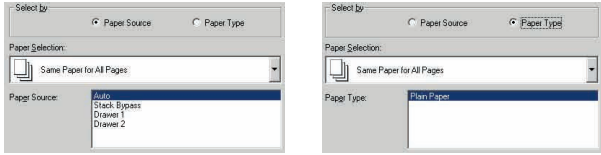
Finishing

● **Print With Mixed Paper Sizes/Orientations**

Enables you to print a document with a combination of paper sizes and orientation.

● **Finishing Details**

Enables you to specify detailed finishing settings.

● **Print Banner Page**

Enables you to print a banner page for each print job. A banner page shows user name, date, and file name.

● **Print with Upper Left of Sheet as Starting Point**

Enables you to expand print area.

● **Rotate Print Data 180 Degrees**

Enables you to rotate the image 180 degrees when printing.

● **Advanced Settings**

When you have trouble outputting with finishing options, this enables you to display the [Advanced Settings] dialog box.

● **Image Refinement**

Enables you to set whether to perform smoothing. Smoothing allows you to soften the jagged edges of text and figures when printing.

● **Special Fine Line Process**

Enables you to select this option if you have selected [Super Fine] (1200dpi) for [Resolution] in the [Detailed Settings] dialog box of the [Quality] sheet, and find that fine lines do not print correctly.

● **EMF Spooling**

Enables you to specify to spool the print data in the EMF (metafile) format. Select this to perform spooling in the EMF format, and make the software you are using send print data to the machine faster. Deselect this to print in the RAW format.

● **Print Style**

Enables you to set 1-sided printing, 2-sided printing, or booklet mode.

● **Binding Location**

Enables you to select long edge (left) or short edge (top) binding for prints, when you have selected 1-sided Printing or 2-sided Printing for the Print Style.

● **Gutter**

Enables you to specify the gutter width.

● **Detailed Settings for Booklet**

Enables you to specify booklet printing options. Selectable when you have selected Booklet Printing for Print Style.
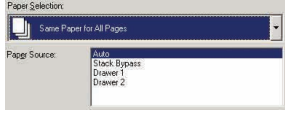
Printing from Your Computer (Printer Driver)

* The following screenshots are when the UFR II printer driver is installed, and may differ from the ones you see, according to the driver or operating system you are using.
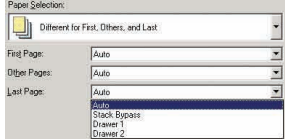
Paper Source

Select by

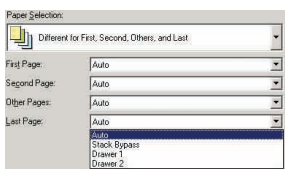Enables you to select [Paper Source] or [Paper Type] for the selection method.

Same Paper for All Pages

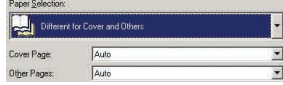Enables you to set all pages to use the same paper type. You can still select the paper sources.

Different for First, Others, and Last

Enables you to set a different paper type for the first page, last page, and other pages. This is useful when you want to add a cover, etc.
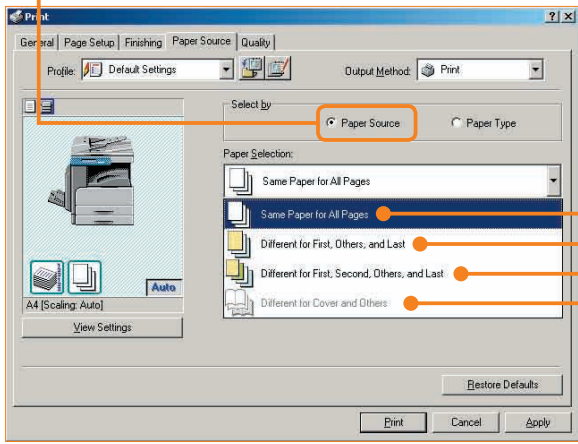
Different Cover and Others

Enables you to set a different paper type for the cover when making a booklet.

Different for First, Second, Others, and Last

Enables you to set a different paper type for the first page, second page, last page, and other pages.
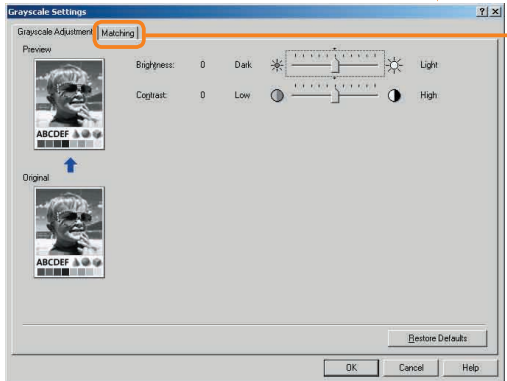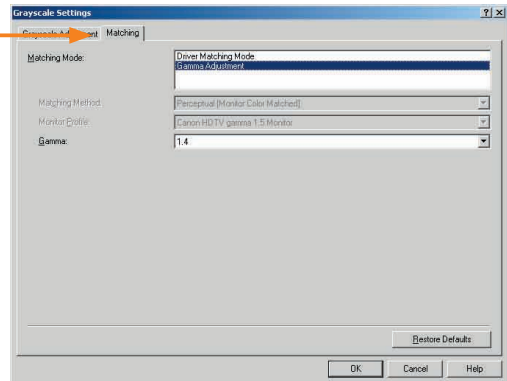
Quality

Objective

Enables you to print a document with the ideal print settings according to its content. When you select an item, a comment is displayed below the list. To specify more detailed settings, click [Details], which is on the right.
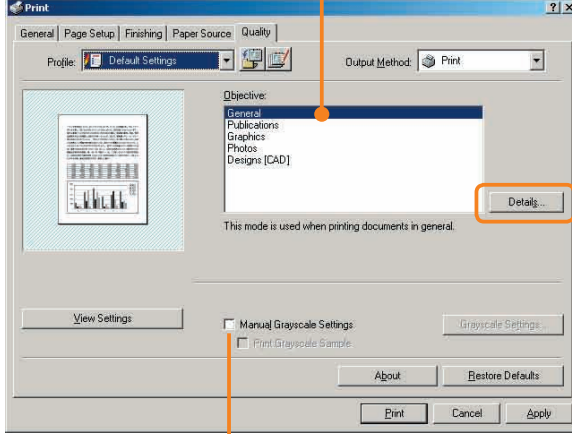
Details

Enables you to specify the graphics mode, rendering rate, host side rasterization and the Toner Save mode.

Grayscale Adjustment

Enables you to adjust the brightness and contrast.

Matching

Enables you to set or edit the matching mode and matching method (minimize color difference, make colors more vibrant, and adjust colors to your monitor).

Preface

Copying Functions

Send Functions

Additional Functions

Other Useful Features

Troubleshooting

For toner replacement and paper loading procedures, or when problems have occurred when using the machine, and you want to know how to solve them, see the following references to the other guides.

Symptom	Guide	Chapter	Title
Paper			
When paper has run out	Reference	7	Paper Drawers
When there is a paper jam	Reference	7	Clearing Paper Jams
When there are frequent paper jams	Reference	7	Reducing the Frequency of Paper Jams
Toner			
When toner has run out	Reference	6	Replacing the Cartridge
Scanning trouble			
When originals scanned with the platen glass/feeder become dirty	Reference	6	Routine Cleaning
When memory becomes full during scanning	Reference	7	If Memory Becomes Full during Scanning
	Facsimile	8	When Problems Occur
Printing trouble			
When the density of a copy or print is different to the original	Reference	3	Specifying Common Settings
When a print is dirty	Reference	6	Routine Cleaning
Communications trouble			
When you cannot send	Facsimile	8	When Problems Occur
When you cannot receive	Facsimile	8	When Problems Occur
When communications are slow	Facsimile	8	When Problems Occur
Other trouble			
When the power does not turn ON	Reference	7	Troubleshooting
When the message "contact your service representative with the error code below" is displayed.	Reference	7	Service Call Message

When an error message not covered by the above is displayed, see Chapter 7 "Service Call Message," in the Reference Guide, Chapter 8 "Error Messages," in the Facsimile Guide, and Chapter 11 "Error Messages," in the Sending Guide .

Canon

120V

FA7-9487 (000) © CANON INC. 2006 PRINTED IN JAPAN OR CHINA

Free Manuals Download Website

http://myh66.com

http://usermanuals.us

http://www.somanuals.com

http://www.4manuals.cc

http://www.manual-lib.com

http://www.404manual.com

http://www.luxmanual.com

http://aubethermostatmanual.com

Golf course search by state

http://golfingnear.com

Email search by domain

http://emailbydomain.com

Auto manuals search

http://auto.somanuals.com

TV manuals search

http://tv.somanuals.com