

# Canon

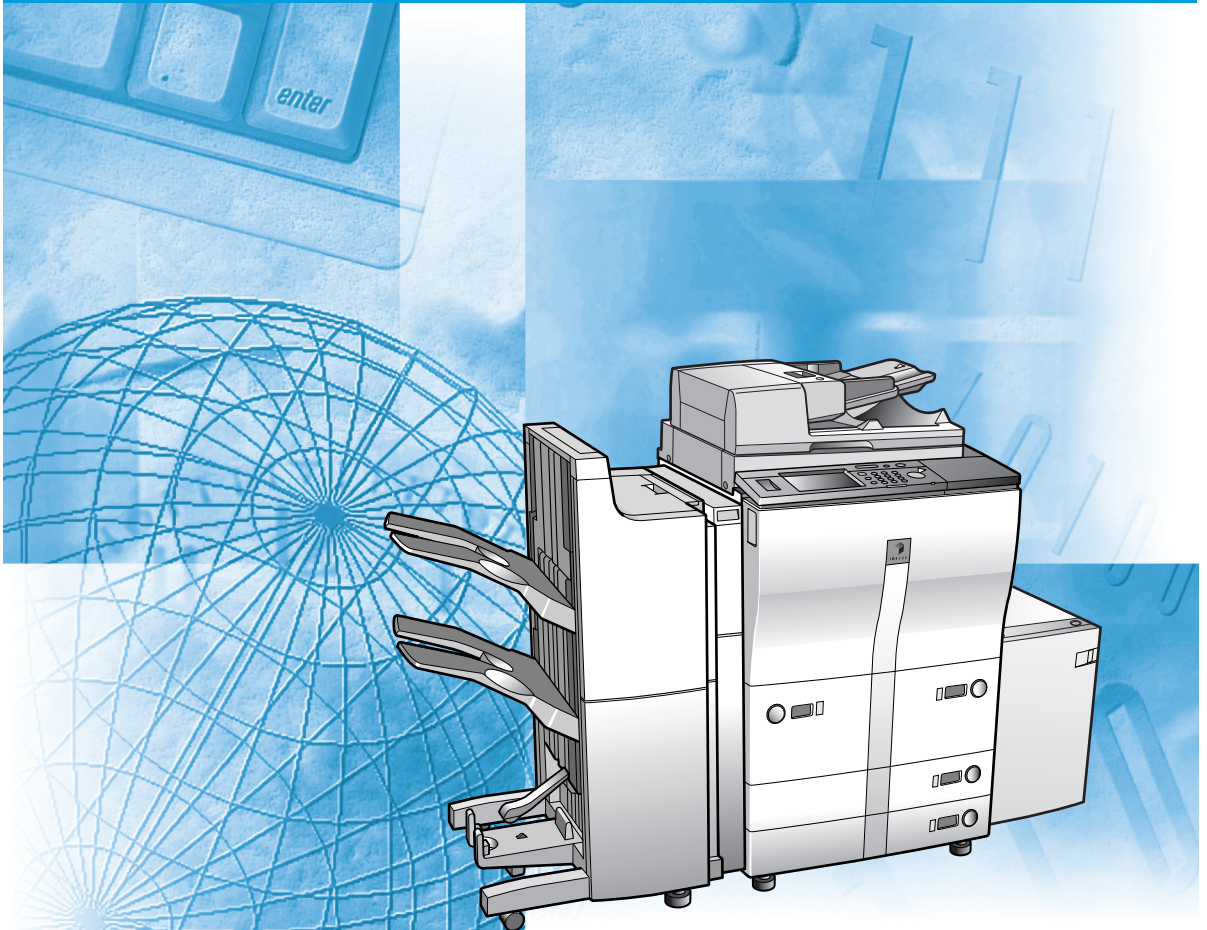
## imageRUNNER

6020i / 5020i

## imageRUNNER

6020 / 5020

### Reference Guide



#### **Read this guide first.**

Please read this guide before operating this equipment.

After you finish reading this guide, store it in a safe place for future reference.

**ENG**



**imageRUNNER**  
**6020i/5020i**  
**6020/5020**  
**Reference Guide**

# Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

- **Basic Operations**
- **Troubleshooting**

**Reference Guide  
(This Document)**



- **Copying Instructions**

**Copying Guide**



- **Mail Box Instructions**

**Mail Box Guide**



- **Sending Instructions**

**Sending Guide**



- **Setting Up the Network Connection and Installing the CD-ROM Software**

**Network Quick Start Guide**



- **Remote User Interface Instructions**

**Remote UI Guide**



- **Network Connectivity and Setup Instructions**

**Network Guide**



- **Network ScanGear Installation and Instructions**

**Network ScanGear  
User's Guide**



- **PS/PCL Printer Instructions**

**PS/PCL Printer Guide**



- **PCL Printer Driver Installation and Instructions**

**PCL Driver Guide**



- **PS Printer Driver Installation and Instructions**

**PS Driver Guide**



- **Installing MEAP Applications and Using the Login Service**

**MEAP SMS Administrator  
Guide**





# How This Manual Is Organized

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Includes sample reports, the specifications of the main unit, the Relationship between Original Orientation and Preprinted Paper Output Chart, and the index.

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## Chapter 1 Before You Start Using This Machine

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# Preface

Thank you for purchasing the Canon imageRUNNER 6020i/5020i or imageRUNNER 6020/5020. Please read this manual thoroughly before operating the machine in order 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.

## How to Use This Manual



### Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

- |   |  |
|---|--|
|  <b>WARNING</b>    | <b>Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.</b>               |
|  <b>CAUTION</b>    | <b>Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.</b> |
|  <b>IMPORTANT</b> | Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.  |
|  <b>NOTE</b>     | Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.   |

### Keys Used in This Manual


The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual:

- Control Panel Keys ..... <Key icon> + (Key Name)  
Examples:  (Start)  
 (Stop)
- Touch Panel Display Keys ..... [Key Name]  
Examples: [Cancel]  
[Done]

## Displays Used in This Manual

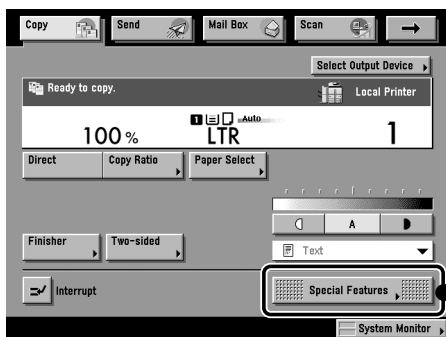
Screen shots of the touch panel display used in this manual are those taken when the optional Saddle Finisher-F2 and Puncher Unit-B1 are attached to the imageRUNNER 5020i.

Note that functions that cannot be used depending on the model or options, are not displayed on the touch panel display.

The keys which you should press are marked with a , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.

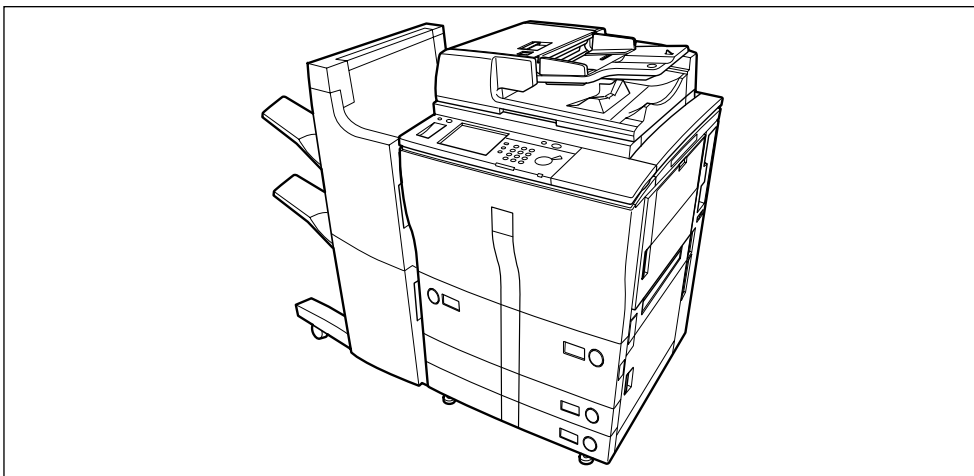
### 1 Place your originals → press [Special Features].



Press this key for operation.

## Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the optional Saddle Finisher-F2 is attached to the imageRUNNER 5020i.



# Legal Notices

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## FCC (Federal Communications Commission)

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the Operator's Manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

## Laser Safety

This product complies with 21 CFR Chapter 1 Subchapter J as a Class I laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. Class I levels of laser radiation are not considered to be hazardous.

Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's *Reference Guide*.

# CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured since August 1, 1976. Compliance is mandatory for products marketed in the United States. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

CANON INC.  
3-30-2 SHIMOMARUKO, OHTA-KU, TOKYO, JAPAN  
MANUFACTURED:  
THIS PRODUCT CONFORMS WITH DHHS RADIATION  
PERFORMANCE STANDARD, 21 CFR CHAPTER 1 SUBCHAPTER J.

The labels shown below are attached to the laser scanner unit inside the machine.

 <p><b>DANGER</b>- Invisible laser radiation when opening the cover, removing developing assembly, or cartridges. AVOID DIRECT EXPOSURE TO BEAM.</p> <p><b>CAUTION</b>-INVISIBLE LASER RADIATION WHEN OPENING THE COVER, REMOVING DEVELOPING ASSEMBLY. AVOID EXPOSURE TO BEAM.</p> <p><b>ATTENTION</b> -RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE DU COUVERCLE. DU DÉMONTAGE DE L'ENSEMBLE DE DÉVELOPPEMENT. ÉVITER TOUTE EXPOSITION DIRECTE AVEC LE FAISCEAU.</p> <p><b>VORSICHT</b> -UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.</p> <p><b>ATTENZIONE</b> -EMISSIONE DI UN RAGGIO LASER INVISIBILE A SEGUITO DELL' APERTURA DELLA COPERTURA O DELLA RIMOZIONE DEL GRUPPO DI SVILUPPO. EVITARE L'ESPOSIZIONE DIRETTA AL RAGGIO LASER.</p> <p><b>PRECAUCIÓN</b> -RADIACIÓN LASER INVISIBLE EN CASO DE ABRIR LA CUBIERTA Y RETIRAR LA UNIDAD REVELADORA. EVITE LA EXPOSICIÓN AL HAZ LASER.</p> <p><b>VARO!</b> -AVATTAESSA KEHTYYSKYSIKÖN POISSAOLLESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.</p> <p><b>VARNING!</b> -OSYNLIG LASERSTRÅLNING NÄR DENNA DELÄR ÖPPNAD OCH FRAMKALLAREN ÄRURTAGEN. BETRÄKTA EJ STRÅLEN.</p> <p><b>ADVARSEL!</b> -USYNLIG LASER STRÅLING, NÄR DEKSELET ÅBNES FOR AT FJERNE FRAMKALLALDEREN. UNDGÅT BLIVE RAMT AF STRÅLEN.</p> <p><b>ADVARSEL</b> -USYNLIG LASERSTRÅLING NÄR DEKSELET ÅPNES. LASERENHETEN TASUT. IKKE SE DIREKTE PÅ STRÅLEN.</p> <p><b>注意 (ナゼ 対応)</b> カバー内部では、不可視レーザー光が放射されています。カバーや現像器、カートリッジの脱着をする時、レーザー光にさらされないようにしてください。</p>	 <p><b>DANGER</b>- Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM. <b>CAUTION</b>-INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.</p> <p><b>ATTENTION</b> -RAYONNEMENT LASER INVISIBLE EN CAS D'OUVERTURE. EXPOSITION DANGEREUSE AU FAISCEAU.</p> <p><b>VORSICHT</b> -UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.</p> <p><b>ATTENZIONE</b> -RADIACIONE LASER INVISIBLE IN CASO DI APERTURA. EVITARE L'ESPOSIZIONE AL FASCIO.</p> <p><b>PRECAUCION</b> -RADIACION LASER INVISIBLE CUANDO SE ABRE. EVITAR EXPONERSE AL RAYO.</p> <p><b>VARO!</b> -AVATTAESSA OLET ALTTIINA NÄKYMÄTTÖMÄLLE LASERSÄTEILYLLE. ÄLÄ KATSO SÄTEESEEN.</p> <p><b>VARNING!</b> -OSYNLIG LASERSTRÅLNING NÄR DENNA DELÄR ÖPPNAD. BETRÄKTA EJ STRÅLEN.</p> <p><b>ADVARSEL!</b> -USYNLIG LASER STRÅLING, NÄR DENNE ER ÅBEN. UNDGÅ BESTRÅLING.</p> <p><b>ADVARSEL</b> -USYNLIG LASERSTRÅLING NÄR DEKSEL ÅPNES. UNNGÅ EKSPONERING FOR STRÅLEN.</p> <p><b>注意</b> このカバー内部では不可視レーザー光が放射されています。レーザー光にさらされないようにしてください。</p>
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## CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in the manual may result in hazardous radiation exposure.



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# Important Safety Instructions

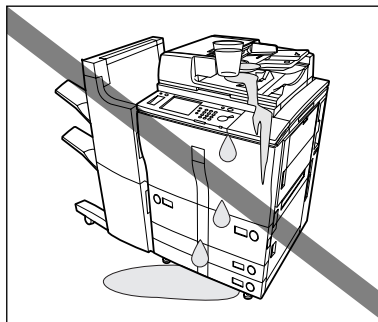
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Please read these “Important Safety Instructions” thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

## Installation

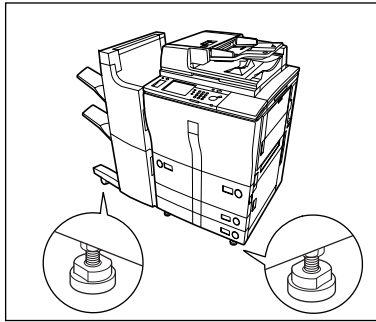
### **⚠ WARNING**

- Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.
  - Necklaces and other metal objects
  - Cups, vases, flowerpots, and other containers filled with water or liquids



**⚠ CAUTION**

- Do not install the machine in unstable locations, such as on unsteady platforms or on inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.
- Do not install the machine in the following locations.
  - A damp or dusty location
  - A location near a water faucet or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames
- Do not remove the machine's leveling feet after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.



# Power Supply

## WARNING

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage, resulting in a fire or electrical shock.
- Keep the power cord away from a heat source; failure to do this, may cause the cord coating to melt, resulting in a fire or electrical shock.
- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.
- Do not connect the power cord a multiplug power strip, as this may cause a fire or electrical shock.
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 120 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

## CAUTION

- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- 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.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

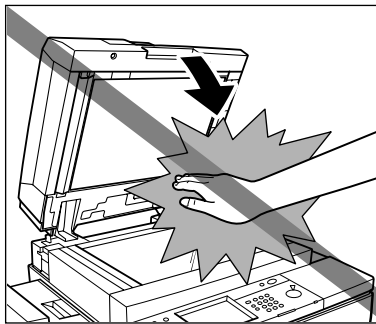
# Handling

## **⚠** WARNING

- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.
- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.
- To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.

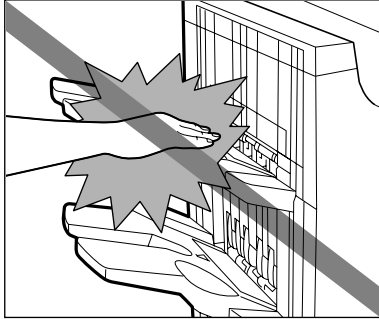
## **⚠** CAUTION

- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.
- Close the feeder/platen glass cover gently to avoid catching your hands, as this may result in personal injury.

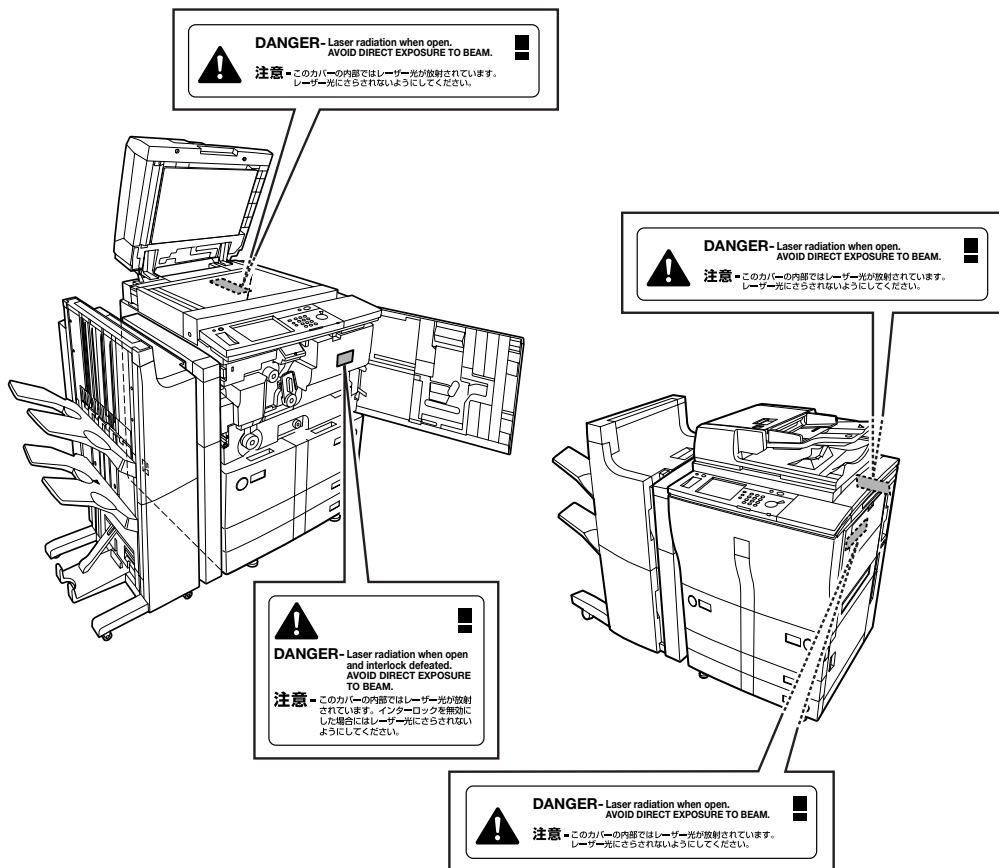


- Do not press down hard on the feeder/platen glass cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Do not touch the finisher while the machine is printing, as this may result in personal injury.

- Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.
- Do not place your hand in the part of the tray where stapling is performed when a finisher is attached, as this may result in personal injury.



- The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and following instructions for safety.
- Never open covers other than those instructed in this manual.
- Do not remove the caution label attached to the cover of the laser scanner unit.



- If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.



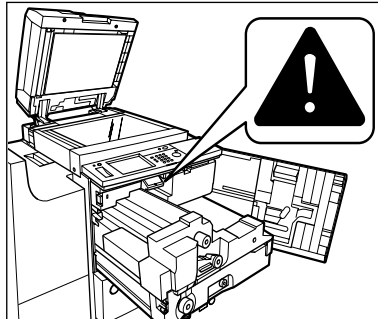
## Maintenance and Inspections

### **⚠ WARNING**

- When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.
- 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.
- Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.
- 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.
- Do not burn or throw used toner bottles into open flames, as this may cause the toner remaining inside the bottles to ignite, resulting in burns or a fire.

### **⚠ CAUTION**

- The fixing unit 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 unit and its surroundings, as doing so may result in burns or electrical shock.



- When removing jammed paper or replacing the toner bottle, take care not to allow the toner 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 toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing a used toner bottle, remove the bottle carefully to prevent the toner from scattering and getting in your eyes or mouth. If the toner gets in your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

## Consumables

### WARNING

- Do not burn or throw used toner bottles into open flames, as this may cause the toner remaining inside the bottles to ignite, resulting in burns or a fire.
- Do not store toner bottles or copy 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 bottles, put the bottles in a bag to prevent the toner remaining inside the bottles from scattering, and dispose of them in a location away from open flames.

### CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

## Other Warnings

### WARNING

For cardiac pacemaker users:

This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

# Periodic Inspection of the Breaker

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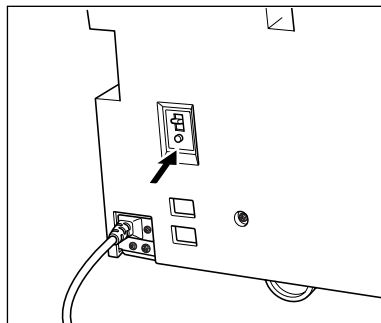
This machine has a breaker that detects excess current or leakage current. Be sure to test the breaker once or twice a month using the following procedure.



## IMPORTANT

- Make sure that the main power is turned ON, and the machine is neither printing nor scanning before inspecting the breaker.
- If a malfunction occurs after a periodic inspection, contact your local authorized Canon dealer.

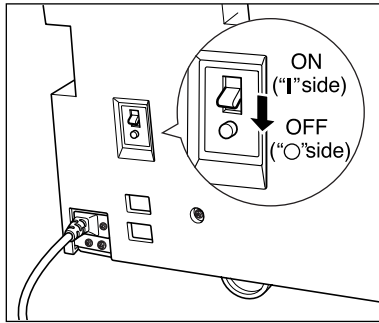
- 
- 1 Push the test button with the tip of a ball-point pen, or similar object.**



## NOTE

The breaker is located on the bottom left side of the machine, near the power cord.

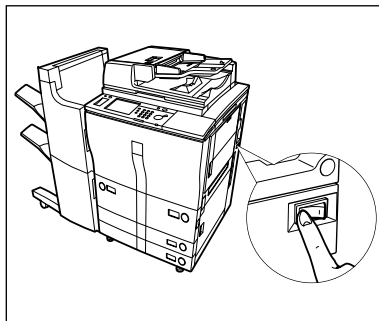
- 2** The breaker lever automatically switches to the OFF (“○” side) position. Confirm that the power is cut OFF.



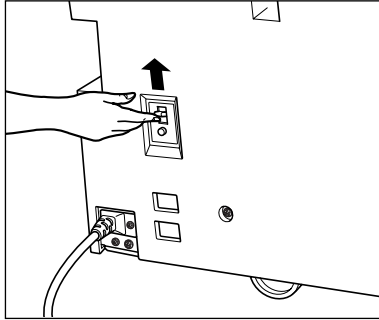
**IMPORTANT**

- Do not use the test button to turn the power ON and OFF.
- If the breaker lever does not switch to the OFF (“○” side) position, repeat step 1.
- If the breaker lever does not switch to the OFF (“○” side) position despite carrying out the above procedure two or three times, contact your local authorized Canon dealer.

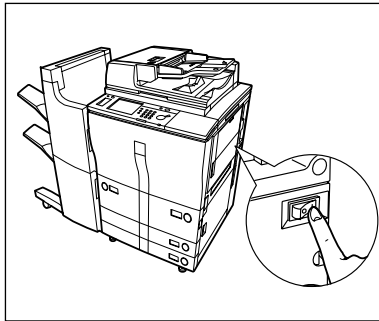
- 3** Once you have confirmed that the power is OFF, press the main power switch to OFF (“⏻” side).



- 4** Move the breaker lever to the ON (“I” side) position.



- 5** Press the main power switch to ON (“I” side).



- 6** Fill in the check sheet, at the end of this manual, to document your periodic inspections of the breaker.

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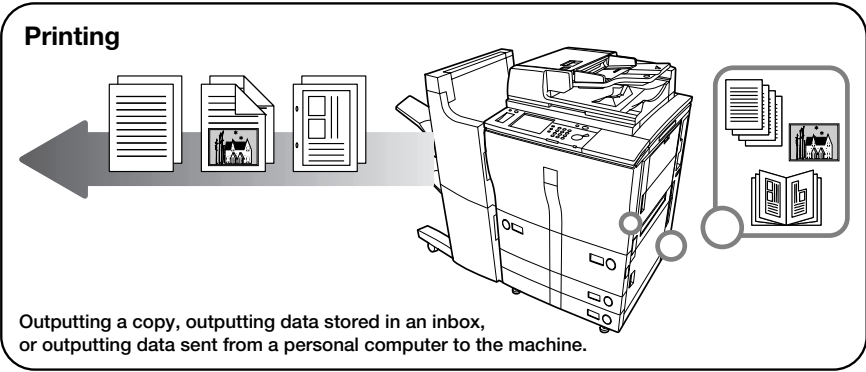
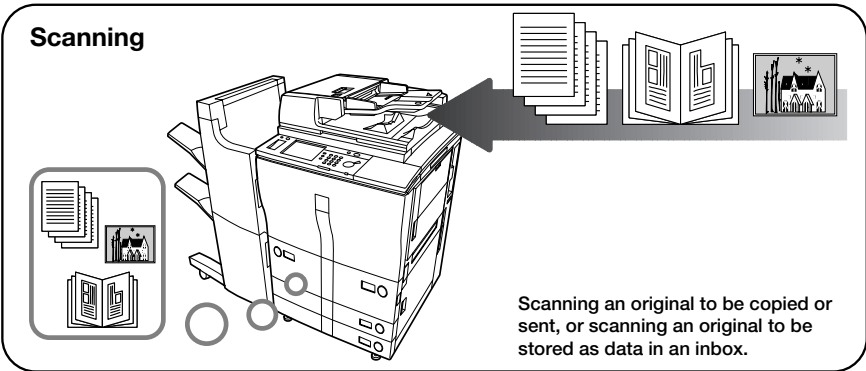
- Paper Money
- Money Orders
- Certificates of Deposit
- Postage Stamps  
(canceled or uncanceled)
- Identifying Badges or Insignias
- Selective Service or Draft Papers
- Checks or Drafts Issued by  
Governmental Agencies
- Motor Vehicle Licenses and  
Certificates of Title
- Travelers Checks
- Food Stamps
- Passports
- Immigration Papers
- Internal Revenue Stamps  
(canceled or uncanceled)
- Bonds or Other Certificates of  
Indebtedness
- Stock Certificates
- Copyrighted Works/Works of Art  
without Permission of Copyright  
Owner

# Operations and Terms Used in This Manual

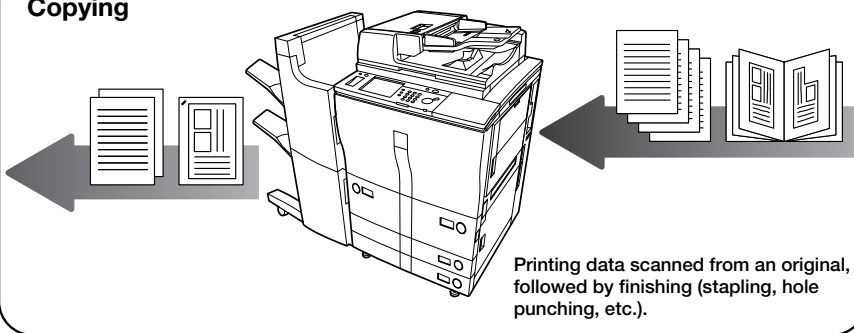
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This machine makes effective use of memory in order to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print 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 output.

To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying" used throughout this manual are defined below. There are some cases in which the scanning of an original when making a copy, and the process of making a print, are described separately.



## Copying





# Before You Start Using This Machine

# 1

## CHAPTER

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

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# 1. Before You Start Using This Machine

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## 1

Before You Start Using This Machine

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# Installation Location and Handling

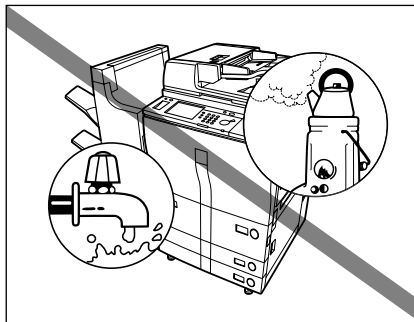
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

## Installation Precautions

### *Avoid Installing the Machine in the Following Locations*

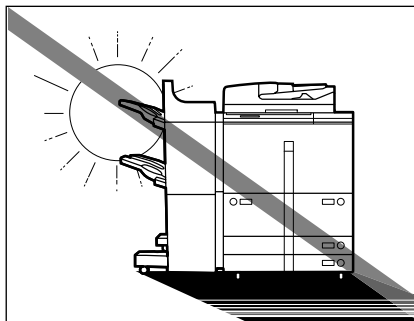
- **Avoid locations subject to extremes of temperature and humidity, whether low or high.**

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



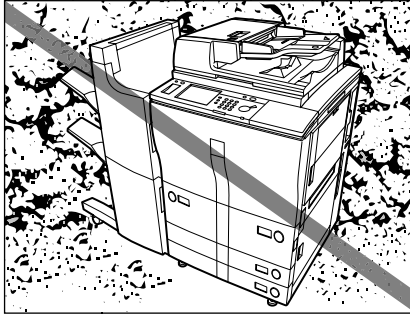
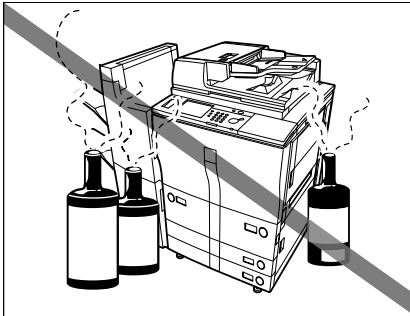
- **Avoid installing the machine in direct sunlight.**

If this is unavoidable, shade the machine using curtains. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



**■ Avoid poorly ventilated locations.**

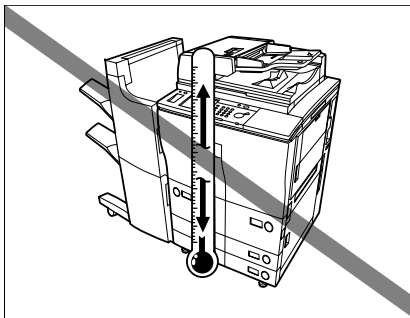
During use, this machine generates a slight amount of ozone. Although sensitivity to ozone may vary, this amount is not harmful. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making a large quantity of prints, be sure to ventilate the room to make the working environment as comfortable as possible.

**■ Avoid locations where a considerable amount of dust accumulates.****■ Avoid locations where ammonia gas is emitted.****■ Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.****■ Avoid locations which are subject to vibration.**

For example, avoid installing the machine on unstable floors or stands.

■ **Avoid exposing the machine to rapid changes in temperature.**

If the room in which the machine is installed is rapidly heated from a low temperature, condensation may form inside the machine. This can adversely affect print quality or result in an inability to obtain print images.



■ **Avoid installing the machine near computers or other precision electronic equipment.**

Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.

■ **Avoid installing the machine near televisions, radios, or other similar electronic equipment.**

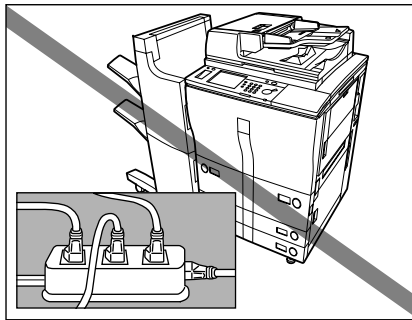
The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

■ **Do not remove the machine's leveling feet.**

Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the paper drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

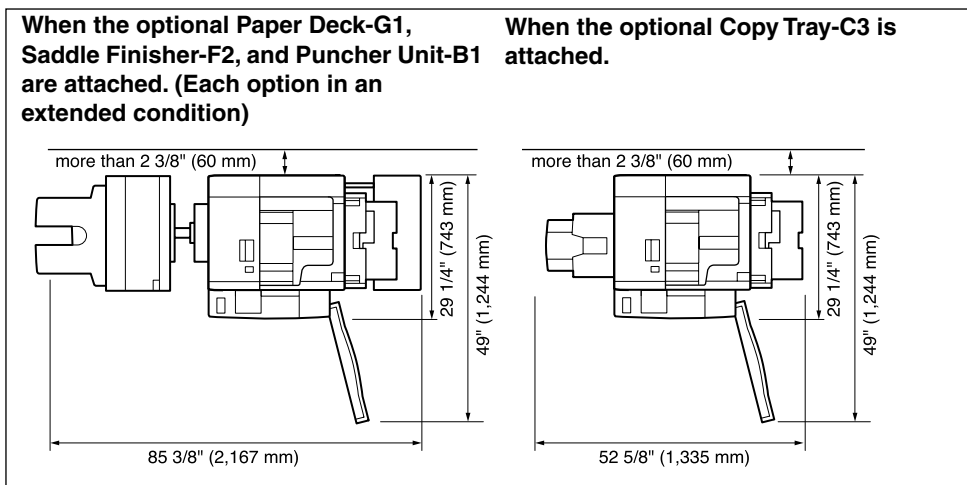
## Select a Safe Power Supply

- Plug the machine into a 120 V AC outlet.
- Do not connect other electrical equipment to the same power outlet to which the machine is connected.
- Do not connect the power cord into a multiplug power strip, as this may cause a fire or electrical shock.
- The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.



## Provide Adequate Installation Space

- Provide enough space on each side of the machine for unrestricted operation.

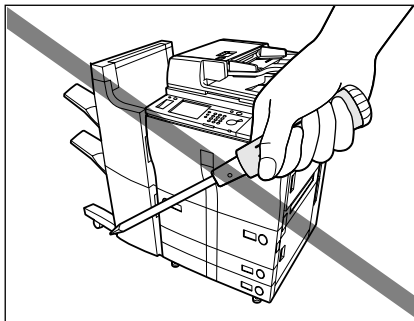


## ***Moving the Machine***

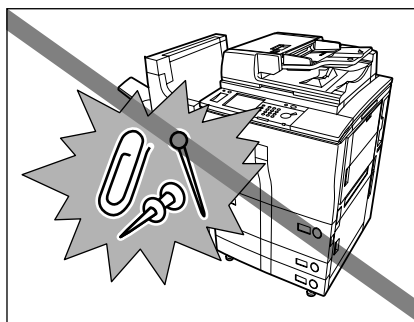
- If you intend to move the machine, contact your local authorized Canon dealer beforehand.

## **Handling Precautions**

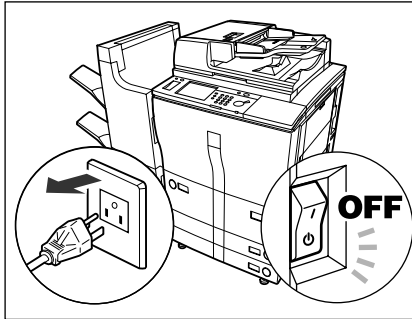
- Do not attempt to disassemble or modify the machine.



- Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precaution when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.
- Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.



- If there is smoke or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the power outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.



- Do not turn the main power switch OFF or open the front cover while the machine is in operation. This might result in paper jams.
- For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a prolonged period of time, such as overnight.
- It is recommended that you do not store data on the hard disk of this machine, without first backing up copies on a computer or printing out such data. This is necessary to avoid the possible loss of data, in case the machine or its hard disk is damaged.
- In the center of the front cover is the ventilation port. Do not block this port by pasting a sheet of paper over it, for example.

**⚠ CAUTION**

CANON RECOMMENDS THAT DATA STORED ON THE PRODUCT'S HARD DISK DRIVE BE DUPLICATED OR BACKED UP TO PREVENT ITS LOSS IN THE EVENT OF FAILURE OR OTHER MALFUNCTION OF THE HARD DISK DRIVE. NEITHER CANON NOR ANY SERVICE PROVIDER WILL BE LIABLE FOR DAMAGES FOR LOSS OF DATA STORED ON THE PRODUCT'S HARD DISK DRIVE (SEE THE TERMS OF THE PRODUCT'S LIMITED WARRANTY FOR MORE DETAILS).



# What This Machine Can Do

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Most operations for using this machine are done from the touch panel display. By pressing the keys following the messages on the touch panel display, you can utilize the functions of this machine.



## IMPORTANT

The Send function is only available on the imageRUNNER 6020i/5020i.

## 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 [Copy], [Send], [Mail Box], [Scan], or [System Monitor] to change functions. (See “Selecting the Initial Function at Power ON,” on p. 3-8.) To display other functions, such as a MEAP application if it is installed, press [→].



## IMPORTANT

[Scan] is displayed when the Network Scan feature is installed.



## NOTE

- [Send] is only displayed on the imageRUNNER 6020i/5020i.
- You can set the initial screen (the first screen shown when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send, Mail Box, MEAP, or System Monitor screen.
- If you press [→] right after the machine is activated, the screen will not be changed. Wait for a moment, then press [→] again.

**Send**

Press to use the Send function. (See Chapter 1, "Various Sending Methods," in the *Sending Guide*.)

**Mail Box**

Press to use the Mail Box function. (See Chapter 1, "Introduction to the Mail Box Function," in the *Mail Box Guide*.)

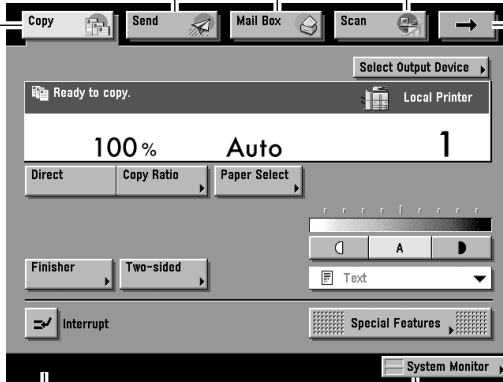
**Copy**

Press to use the Copy function. (See Chapter 1, "Basic Copying," in the *Copying Guide*.)

**Scan**

Press to use the Network Scan function.

Press to use other functions, such as a MEAP application if it is installed.

**Job/Print Monitor Area**

Displays the current status of the copy job or other functions.

**System Monitor**

Press to change, check, or cancel a job, or to print a job log. (See Chapter 2, "Checking Job and Device Status.")

## New Functions Can Be Added

This machine is compliant with MEAP (Multifunctional Embedded Application Platform). MEAP is a system that enables you to install Java applications using an embedded Java platform. MEAP enables you to do the following.

### ■ Installing/Uninstalling the Application

By installing MEAP compliant applications, you can utilize new functions. You can also uninstall the application.

#### NOTE

For instructions on how to install and uninstall MEAP compliant applications, see the *MEAP SMS Administrator Guide*.

### ■ License Management

Whenever a MEAP application is installed, a license is issued. For each application, you can set the terms of validity and impression limits for Scan, Print, or Copy jobs.

#### NOTE

For details on obtaining licenses, contact your local authorized Canon dealer.

## ■ User Management and Restriction Using a Login Service

This mode enables you to restrict anyone who does not enter the correct password from using the machine. User authentication enables you to take statistics on the usage of the machine. User identification is executed using a login service. The following three login services can be used with this machine:

- Default Authentication (Department ID Management)

Select this login service if you are using the Department ID Management or not setting any user authentication function. If Department ID Management (from the Additional Functions screen of the imageRUNNER) is set to 'On', you can configure the machine so that it can only be used after the department ID and password have been entered.

- SDL (Simple Device Login)

A login service that you can use with one machine only. You can register user data in the memory of the machine from a web browser. In addition, it enables you to manage user data by linking to the Department ID Management function of the machine.

- SSO (Single Sign-On)


A login service that is linked to the domain controller on a network in an Active Directory environment, and performs authentication for connecting to the network domain while logging in to a machine.



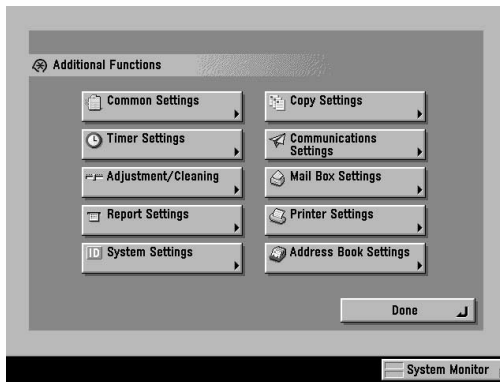
### IMPORTANT

To use SSO, it is necessary to install a Security Agent on a DNS server. Security Agent is supplied on the accompanying CD-ROM. For information on how to install Security Agent, refer to the Read Me.txt file on the CD-ROM.

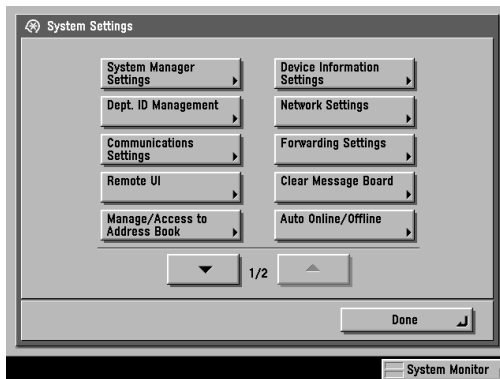
# Setting Specifications to Suit Your Needs

By pressing  (Additional Functions), the Additional Functions screen appears. 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 details on settings not explained in this manual, see the following manuals:

- Copy Settings ..... *Copying Guide*
- Communications Settings, Address Book Settings ..... *Sending Guide*
- Mail Box Settings ..... *Mail Box Guide*
- Printer Settings ..... *PS/PCL Printer Guide*
- Network Settings ..... *Network Guide*




**Additional Functions Screen**




**System Settings Screen**

 NOTE

- Settings made from the Additional Functions screen are not changed even if you press  (Reset).
- For instructions on how to customize settings, see Chapter 3, “Customizing Settings.”
- For instructions on how to specify the System Settings, see Chapter 4, “System Manager Settings.”
- [Communications Settings], [Address Book Settings], [Forwarding Settings], and [Manage/Access to Address Book] are not displayed on the imageRUNNER 6020/5020.
- [Printer Settings] is displayed only if the Network Multi-PDL Printer Kit is attached.
- [Network Settings], [Remote UI], and [Clear Message Board] are displayed only if the Network Kit is attached.
- [Report Settings] is displayed only if the Network Kit or Network Multi-PDL Printer Kit is attached.
- For instructions on how to specify the Printer Settings, see the *PS/PCL Printer Guide*.
- For instructions on how to specify the Network Settings, see the *Network Guide*.
- [Auto Online/Offline] is only displayed if the Network Scan Function is attached.



## Functions That Conserve Power

You can conserve power efficiently using the following modes when the machine is not being used.

 NOTE

- After the machine wakes up from being in one of these modes, there will be a slight delay in starting to use the machine.
- The touch panel display turns OFF when the machine enters one of these modes.
- You can continue to print data sent from a computer when the machine enters one of these modes.

### ■ Energy Saver Mode


When the machine will not be used for a prolonged period of time, press  (Energy Saver) to put the machine into the Energy Saver mode. This reduces the temperature of the machine's fixing unit, and thereby conserves energy. To start operations again, press  (Energy Saver) once more. Pressing the control panel power switch also reactivates the machine.

 NOTE

The following Energy Saver mode settings can be selected: ‘-10%’, ‘-25%’, ‘-50%’, and ‘None’. (See “Changing the Energy Saver Mode Setting,” on p. 3-19.)

## ■ Low-Power Mode

If the machine is not used (no keys are pressed) for a period of about 15 minutes after prints have been made or a key operation is performed, the machine automatically enters the Low-Power mode.

The Low-Power mode reduces the temperature of the machine's fixing unit and thereby conserves energy. This function meets the ENERGY STAR® Program for energy efficiency. To start operations again, press  (Energy Saver). Pressing the control panel power switch also reactivates the machine.

### NOTE

The Low-Power Mode Time can be set from 10 minutes to 4 hours. (See "Setting the Low-Power Mode Time," on p. 3-58.)

## ■ Sleep Mode

The Sleep mode reduces power consumption even more than the Energy Saver mode and the Low-Power mode. You can set the machine to enter the Sleep mode whenever you desire by pressing the control panel power switch. To reactivate the machine, press the control panel power switch.

### NOTE

- Turn the control panel power switch OFF when not using your machine for a prolonged period of time, for example, at night.
- The machine may not enter the Sleep mode completely depending on the status of the installed MEAP applications.
- The time it takes for the machine to automatically enter the Sleep mode can be set from 10 minutes to 4 hours. (See "Setting the Time to Initiate Auto Sleep after Finishing Operations," on p. 3-52.)

## ■ Quiet Mode

If the machine is not used (no keys are pressed) for a certain period of time after prints have been made or a key operation is performed, the device sounds from the machine are stopped, and the machine enters the Quiet mode.

### NOTE

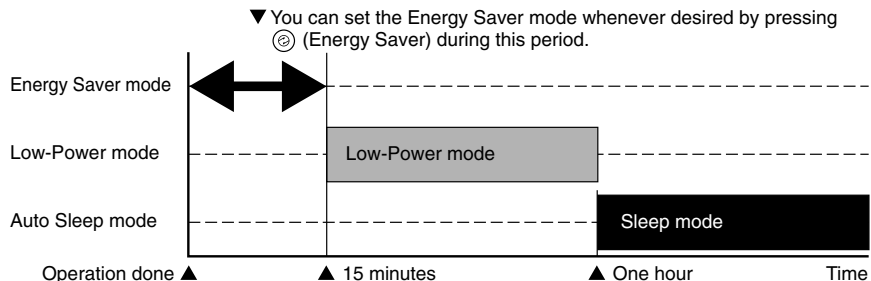
The Quiet mode settings can be set from 0 to 9 minutes, in one minute increments. (See "Setting the Time for the Unit to Quiet Down after the Last Task," on p. 3-55.)

## ■ 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.

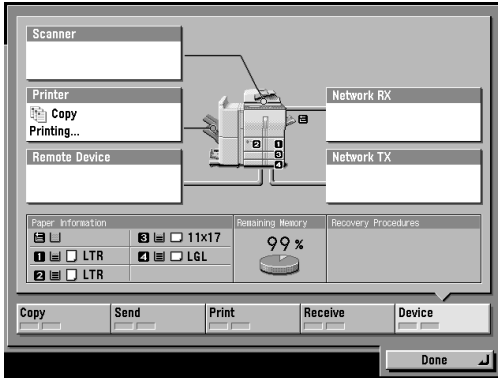
### NOTE

- The Daily Timer settings are from Sunday to Saturday and 00:00 to 23:59. (See “Setting the Time for the Unit’s Power to Turn OFF on Different Days of the Week,” on p. 3-57.)
- Precedence of Power Consumption Functions:
  - You can set the machine to enter the Energy Saver mode when the machine is neither in the Low-Power mode nor the Sleep mode.
  - If the machine is not operated for a period of about 15 minutes while the machine is in the Energy Saver mode, the machine automatically enters the Low-Power mode.
  - If the machine is not operated for a period of about one hour when the machine is in the Low-Power mode, or at the time and day of the week set with the Daily Timer, the machine automatically enters the Sleep mode.
  - If the time set for the Auto Sleep mode to take place is shorter than that of the Low-Power mode, the Auto Sleep mode has priority. (The machine enters the Sleep mode.)
  - Even when the machine is in the Low-Power mode, the Daily Timer settings are performed at the specified time and day of the week set with the Daily Timer. (The machine enters the Sleep mode.)
  - Even before the time set for the machine to enter the Sleep mode, the Daily Timer settings are performed at the specified time and day of the week set with the Daily Timer. (The machine enters the Sleep mode.)
- The default settings are as follows:
  - Low-power mode: 15 minutes
  - Sleep mode: one hour
  - Daily Timer: no setting

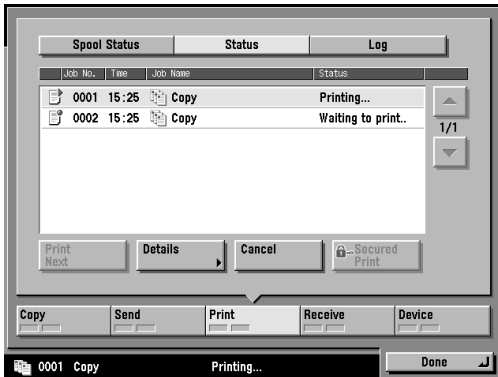


# Checking, Changing, and Canceling Jobs

By using the System Monitor screen, you can check the status of a printing document, cancel printing, or specify the printing priority.



**The System Monitor Screen (Device)**



**The System Monitor Screen (Print)**

**NOTE**

- For a description of functions, see Chapter 2, “Checking Job and Device Status.”
- The status of each icon displayed on the screen is as follows:

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

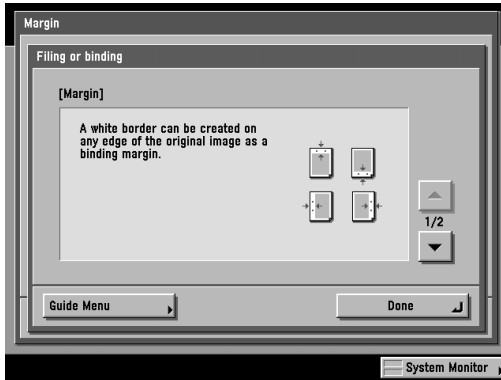
Icon (Machine Status)	Description
	Error
	Paper jam
	Staple jam
	Add toner



# Displaying a Guide Screen

Pressing **?** (Guide) brings up a guide screen with information about the various features that are available with your machine.

## ■ Usage Guide

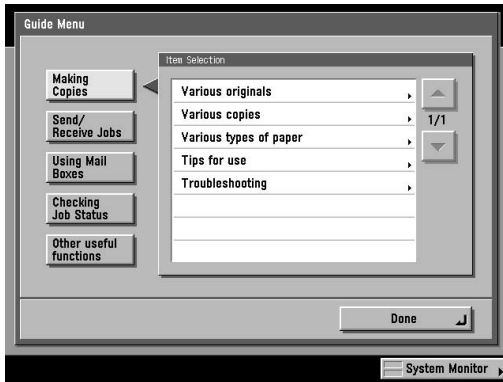


### Guide Function Screen

Pressing **?** (Guide) after selecting a function brings up a guide screen with an explanation of that function. Use this guide function if you do not understand how to use the mode you are setting.

In this example, the Margin mode has been selected. If you press **?** (Guide) after pressing [Special Features] → [Margin], the touch panel display changes to the Guide Function screen, as shown above. Press [Done] to return to the Various Originals Menu screen. To return the display to the Guide Menu screen, press [Guide Menu].

## ■ Guide Menu



**Guide Menu Screen**

To find the right mode for your particular needs or to find a simple description of a mode, press  $\text{\textcircled{?}}$  (Guide) while the Basic Features screen or Special Features screen is displayed. The Guide Menu screen appears on the touch panel display, as shown above.

For example, if you are copying photo originals:

Press [Making Copies] → [Various originals] → [Photo original] or [Originals with Text/Photo] → press [ $\blacktriangledown$ ] or [ $\blacktriangle$ ] to read the detailed information. Press [Done] to return to the Various Originals screen. To return the display to the Guide Menu screen, press [Done].

## Reading Messages from the System Manager

A message board is used to indicate messages on the touch panel display from the System Manager to users of this machine through the Remote UI feature. (See Chapter 2, “Remote UI Functions,” in the *Remote UI Guide*.)

### NOTE

- The message board can only be used if the machine is connected to a network.
- For instructions on how to erase the message board, see “Erasing a Message Board (Clear Message Board),” on p. 4-88.

## Types of Message Boards

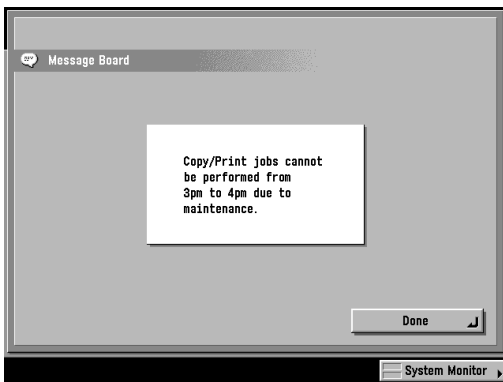
The following three types of message boards are available:

### ■ A Message Board without [Done]:

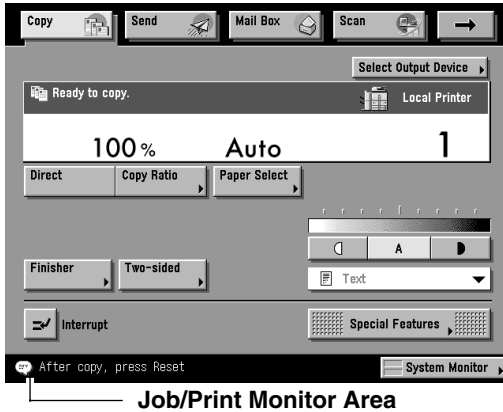


### ■ A Message Board with [Done]:

If you press [Done] and close the message board, you can perform normal operations. The message appears again when the main power is turned back ON, or after Auto Clear has taken place. You can set the Auto Clear Time from 0 to 9 minutes, in one minute increments. You can also cancel this function. (See “Setting the Time for the Display to Return to the Basic Features Screen after Finishing Operations,” on p. 3-54.)



## ■ A Message Board Where the Message Appears in the Job/Print Monitor Area:



## Other Useful Functions

The following explains other useful functions:

### ■ Auto Drawer Switching Function

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

#### NOTE

You can set whether a paper drawer is subject to Auto Drawer Switching for each function. (See “Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching,” on p. 3-14.)

### ■ Auto Clear Function

If the machine is not operated for a period of about two minutes after prints have been made or a 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 “Setting the Time for the Display to Return to the Basic Features Screen after Finishing Operations,” on p. 3-54.)

### ■ Job Duration Display Function

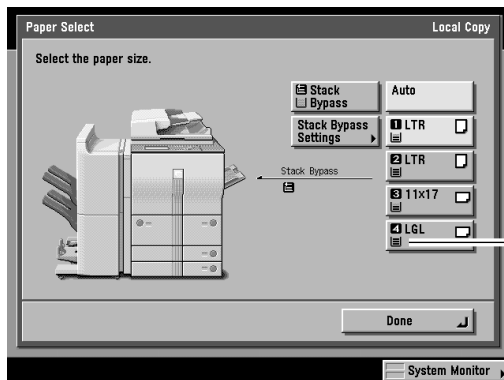
If you set Job Duration Display to ‘On’ from the Additional Functions screen, the display shows the copy waiting time depending on the selected copy mode.

#### NOTE

The job duration time is not displayed for the Remote or Cascade Copy, Transparency Interleaving, Cover/Sheet Insertion, Different Size Originals, Rotate Collating, and Rotate Grouping modes, or when the copy waiting time is less than one minute. (See Chapter 3, “Customizing Settings,” in the *Copying Guide*.)

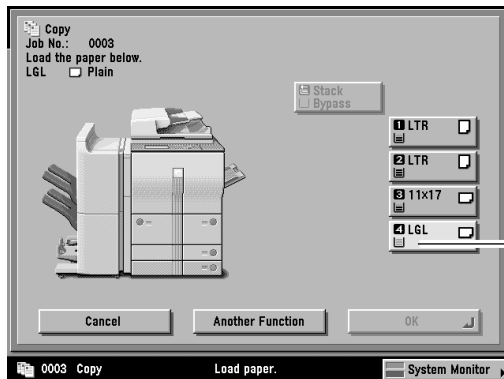
## ■ Paper Supply Indicator Function

This function shows the remaining amount of paper in each paper drawer when you select the paper source (See Chapter 1, “Basic Copying,” in the *Copying Guide* or Chapter 4, “Using/Arranging Documents Stored in an Inbox,” in the *Mail Box Guide*), or when paper in one paper drawer has run out during printing.



Display When Selecting Paper

Paper Supply Indicator



Display When Paper Has Run Out

There are four different indicators as shown below:

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

## ■ Paper Output

When scanning and printing one original, and when printing on free size paper or other available paper stock that is set in the stack bypass, the paper is output as face up. In other cases, paper is output face down in page order. For details about the available paper stock, see “Available Paper Stock,” on p. 1-75.

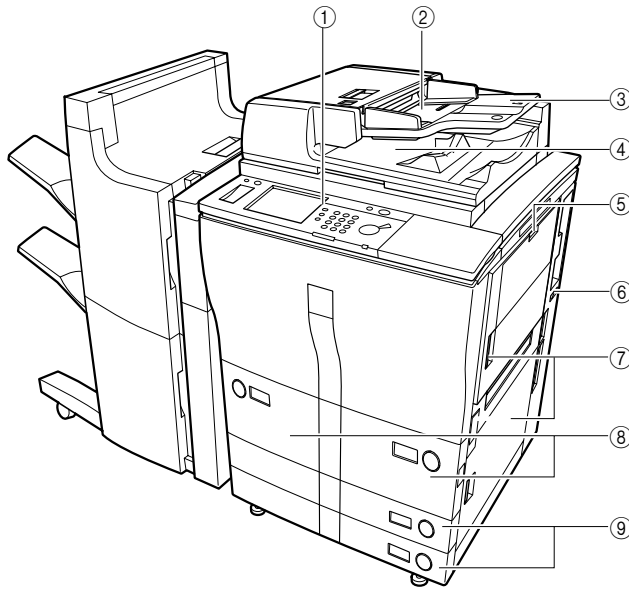
# Parts and Their Functions

1

Before You Start Using This Machine

This section provides you with the names and functions of the parts on the outside and inside of the main unit, control panel, and touch panel display. An illustration of the machine with some of the optional equipment attached is also provided to show you the copier model. For more information on optional equipment, parts and their functions, see Chapter 7, "Optional Equipment."

## 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. 1-26.)

### ② Original Supply Tray

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

### ③ Feeder

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

### ④ Original Output Area

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

### ⑤ Stack Bypass

Feeds transparencies and nonstandard size paper stock. (See “Making Prints Using the Stack Bypass,” on p. 1-63.)

### ⑥ Main Power Switch

Press to the “1” side to turn the power ON. (See “Main Power and Control Panel Power,” on p. 1-32.)

### ⑦ Right Cover

Open this cover when clearing a paper jam. (See “Clearing Paper Jams,” on p. 6-2.)

### ⑧ Paper Drawer 1, 2

Each paper drawer holds up to 1,500 sheets of paper (20 lb bond (80 g/m<sup>2</sup>)).

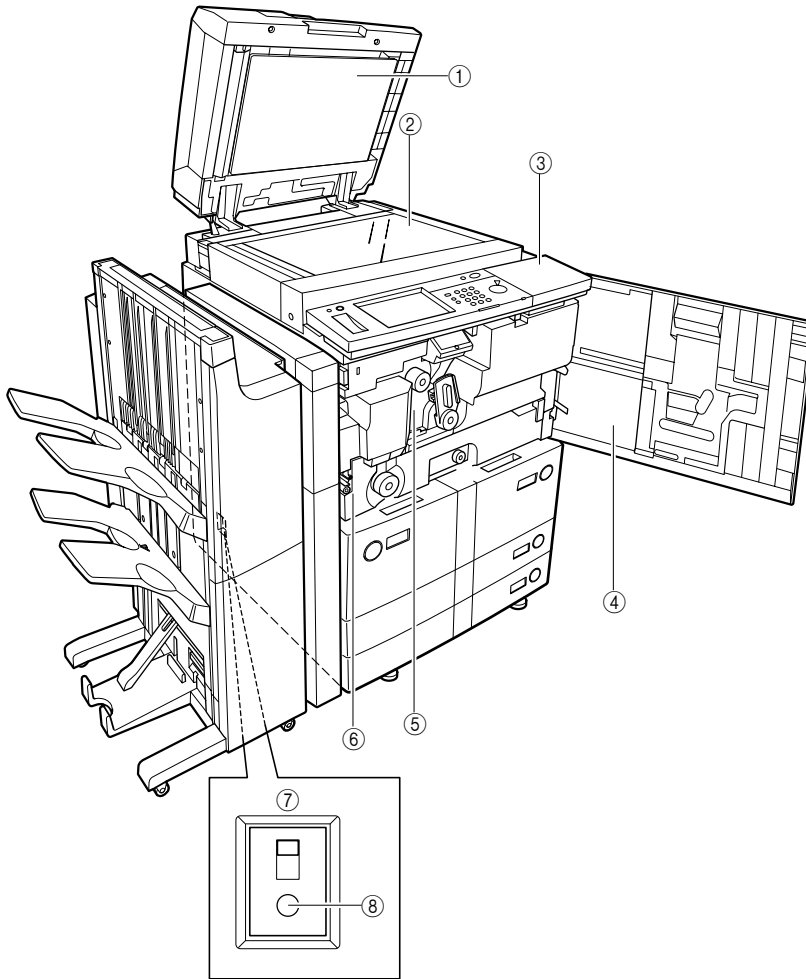
### ⑨ Paper Drawer 3, 4

Each paper drawer holds up to 550 sheets of paper (20 lb bond (80 g/m<sup>2</sup>)). You can adjust paper drawer 3 to hold the following standard paper sizes: 11" x 17", LGL, LTR, LTRR, or STMTR.

# Internal View

1

Before You Start Using This Machine



## ① Underside of the Platen Glass Cover

Holds originals in place on the platen glass.

## ② Platen Glass

Place originals, such as books, thick originals, thin originals, and transparencies on the platen glass for copying or scanning.

## ③ Toner Supply Cover

Open this cover when supplying toner. (See “Adding Toner,” on p. 5-12.)

## ④ Front Cover

Open this cover when clearing a paper jam. (See “Clearing Paper Jams,” on p. 6-2.)

## ⑤ Unit 1 (Fixing Transport Unit)

Pull the Fixing Unit out to clear a paper jam that has occurred on the left side of the machine.

## ⑥ Unit 2 (Duplexing Transport Unit)

Pull the Transport Unit out to clear a paper jam that has occurred on the right side of the machine.

## ⑦ Breaker

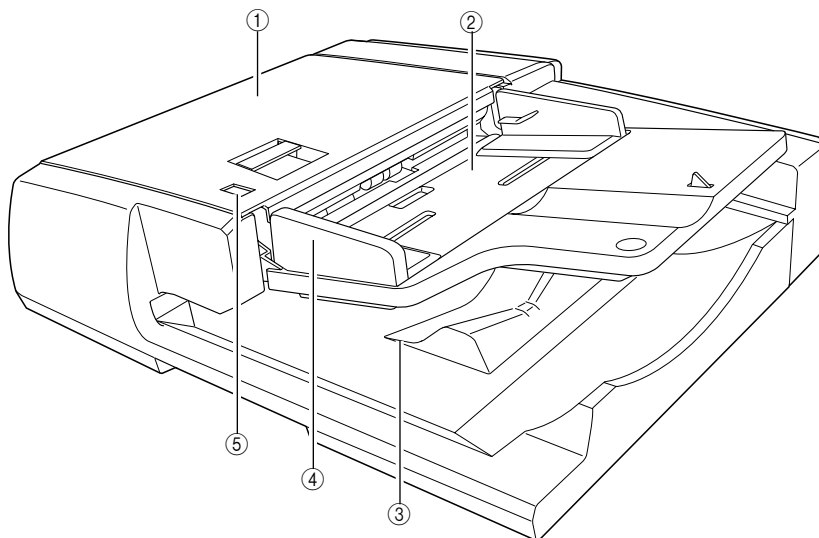
Detects and prevents excess or leakage current. (See “Periodic Inspection of the Breaker,” on p. xxv.)

## ⑧ Test Button

Press this button to periodically test the circuit breaker.



# Feeder



## ① Feeder Cover

Open this cover to remove jammed originals.

## ② Original Supply Tray

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

## ③ Original Output Area

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

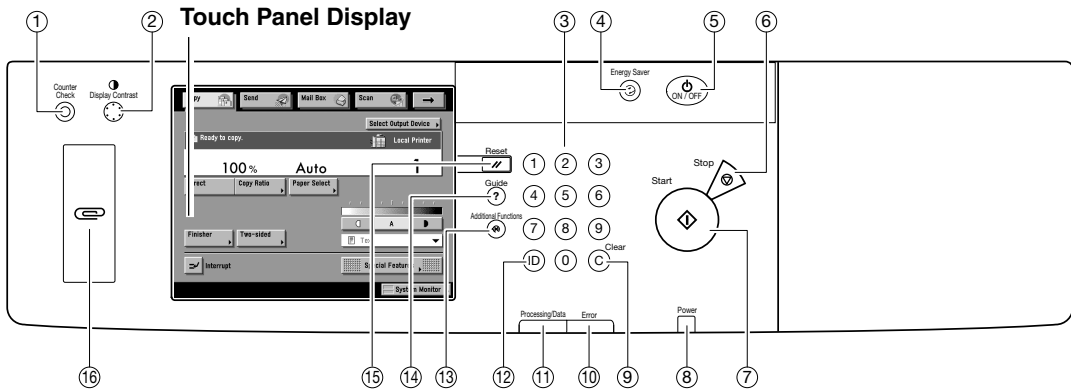
## ④ Slide Guide

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

## ⑤ Original Set Indicator

Lights when originals are placed in the original supply tray.

# Control Panel Parts and Functions



## ① Counter Check key

Press to display the copy and print count total on the touch panel display. (See “Checking the Counter,” on p. 1-27.)

## ② Display Contrast Dial

Use to adjust the brightness of the touch panel display. (See “Adjusting the Brightness,” on p. 1-42.)

## ③ Numeric keys

Press to enter numerical values.

## ④ Energy Saver key

Press to set or cancel in the Energy Saver mode.

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

Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode. (See “Control Panel Power Switch,” on p. 1-38.)

## ⑥ Stop key

Press to temporarily stop a scanning operation, or an output operation of the Copy function.

## ⑦ Start key

Press to start an operation.

## ⑧ Main Power Indicator

Lights when the main power is turned ON.

## ⑨ Clear key

Press to clear incorrectly entered values or characters.

## ⑩ Error Indicator

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

## ⑪ Processing/Data Indicator

Flashes green when the machine is performing operations, and maintains a steady green light when a job is waiting or a document has been received in memory.

## ⑫ ID key

Press when setting or enabling Department ID Management.

## ⑬ Additional Functions key

Press to set additional functions.

## ⑭ Guide key

Press to display explanations of modes or functions on the touch panel display. (See “Displaying a Guide Screen,” on p. 1-17.)

## ⑮ Reset key

Press to return the settings to the Standard mode.

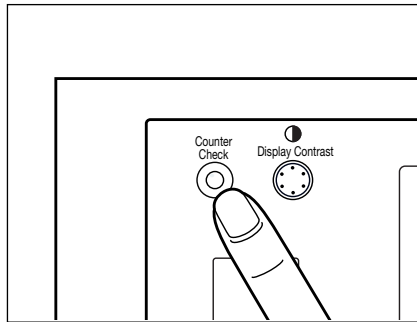
## ⑯ Clip Holder

Place paper clips here.

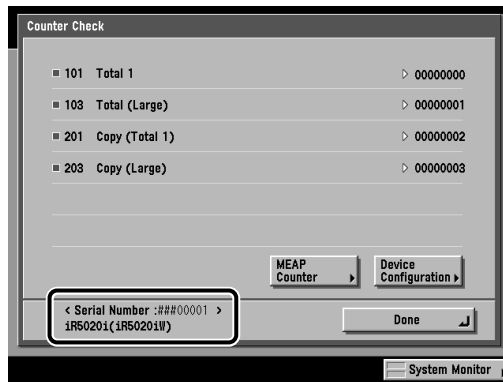
# Checking the Counter

You can check the machine's copy and print page counts.  
You can also check print and scan page counts that are performed by the users who enter through login services, for each application.

- 1 Press **⊙** (Counter Check) on the control panel.



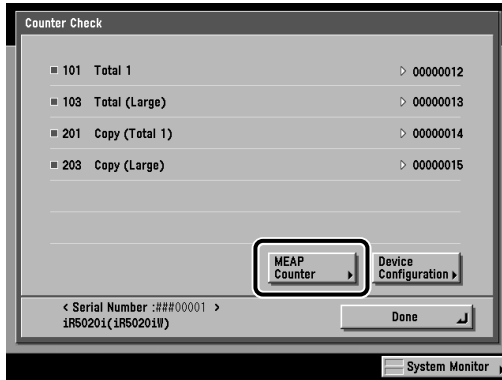
The counter totals are shown on the touch panel display.



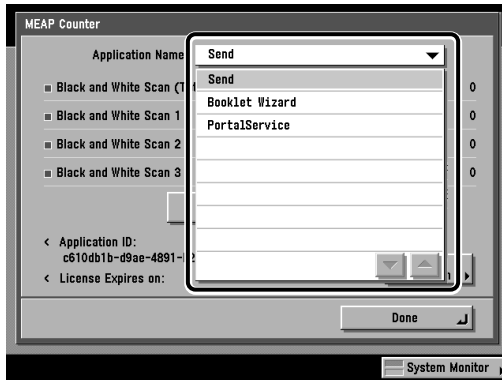
The machine's serial number is displayed.

● To check the MEAP counter number:

- Press [MEAP Counter].



- Press the Application Name drop-down list → select the desired application.

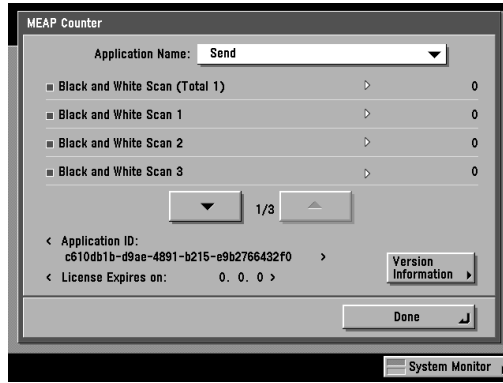


The Application ID and license expiration date are displayed.

If the counter for the desired application is not displayed, press [▼] or [▲].

To check the version information of an application, press [Version Information].

The counter totals are shown on the touch panel display.



## 2 Press [Done].

The display returns to the Basic Features screen.

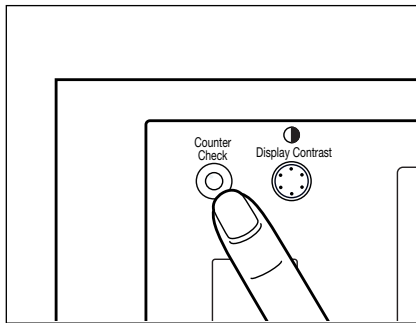
# Checking Device Information

1

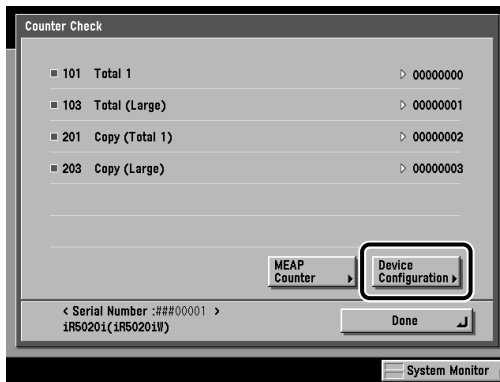
Before You Start Using This Machine

This function enables you to check the version of this machine and get information about the options attached.

- 1 Press  (Counter Check) on the control panel.

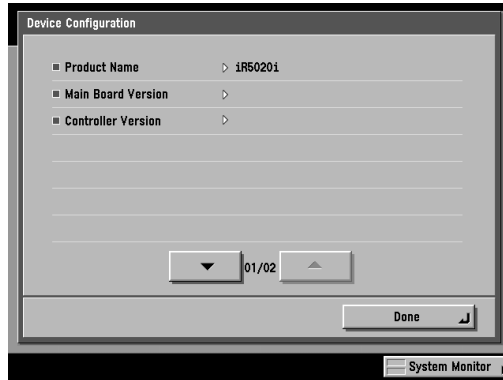


- 2 Press [Device Configuration].



The Device Configuration screen is displayed.

### 3 Check the device configuration settings.



The Device configuration screen is divided into multiple screens. Press [▼] or [▲] to display the desired screen.

# Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch, a control panel power switch, and 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.

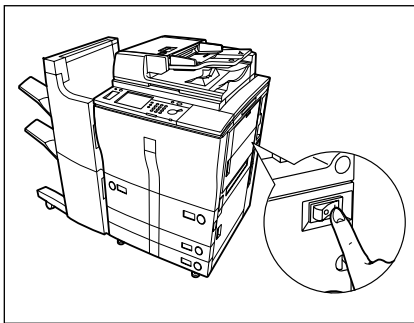
- 1 Make sure that the power plug is firmly inserted into the power outlet.**



### WARNING

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

- 2 Press the power switch to ON (“I” side). The main power switch is located on the right side of the machine.**



The main power indicator on the control panel lights when the main power switch is turned ON.



### IMPORTANT

If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF. (See “When the Power Does Not Turn ON,” on p. 6-52.)



### NOTE

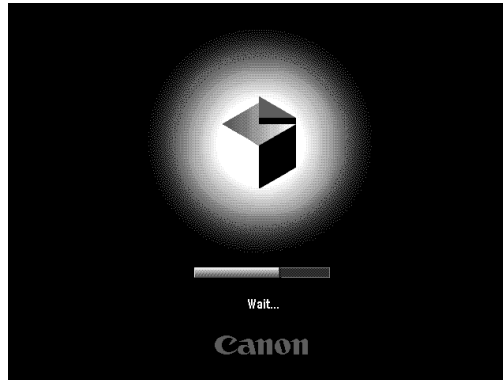
When turning OFF the main power, press the main power switch to the “O” side.



### 3 The screen shown below are displayed with the machine is ready to scan.

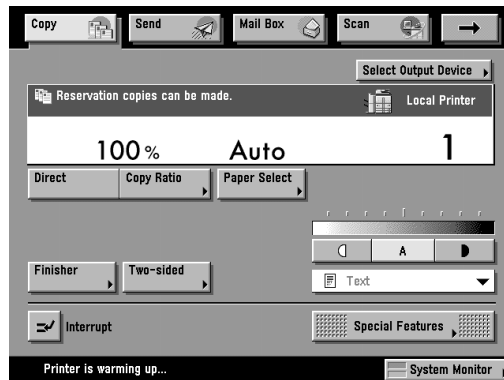
- If login authentication by a login service is not set, and an application other than MEAP is selected as the initial function in Common Settings from the Additional Functions screen:

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




If a message appears on the touch panel display, proceed to step 4.

- The screen below is displayed when the machine is ready to scan.



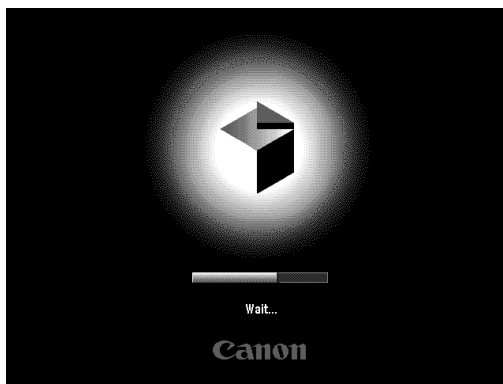
The machine is ready to print within six minutes for the imageRUNNER 6020i/6020 or five minutes for the imageRUNNER 5020i/5020 (at a room temperature of 68°F) after the screen above appears.

 NOTE

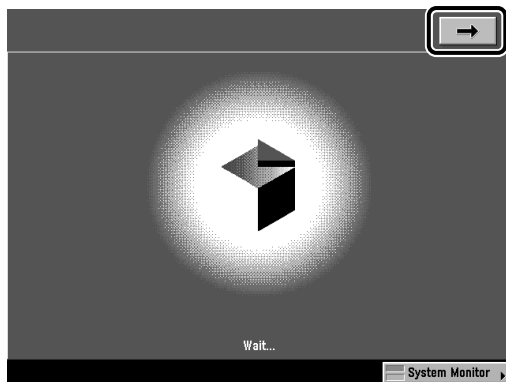
- The Standard mode is set on the touch panel display.
- The standard copy settings are:
  - Copy ratio: Direct (100%)
  - Paper selection: Auto Paper Selection
  - Copy exposure: Auto Exposure Control
  - Copy quantity: 1
  - Copy function: 1 → 1-sided copy
- You can change the standard settings. (See Chapter 3, “Customizing Settings,” in the *Copying Guide*, Chapter 5, “Customizing Settings,” in the *Mail Box Guide*, or Chapter 3, “Setting/Storing the 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 “Selecting the Initial Function at Power ON,” on p. 3-8.)
- When the machine becomes ready to scan, jobs can be reserved. (See Chapter 1, “Basic Copying,” in the *Copying Guide*, Chapter 4, “Using/Arranging Documents Stored in an Inbox,” in the *Mail Box Guide*, or Chapter 1, “Various Sending Methods,” in the *Sending Guide*.)
- If you press [→] right after the machine is activated, the screen will not change. Wait for a moment, then press [→] again.

● **If login authentication by a login service 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.

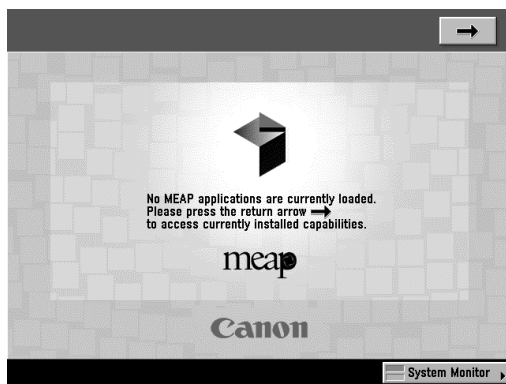


- ❑ After the Start Up screen disappears, the MEAP Start Up screen is displayed. (The background color of the screen is changed to brown.)



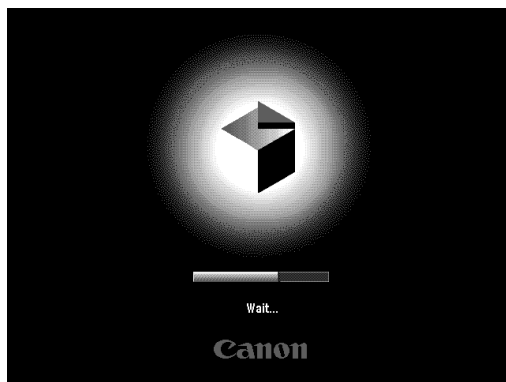
You can press [→] to switch to the Basic Features screen.

- ❑ The MEAP Basic Features screen is displayed.

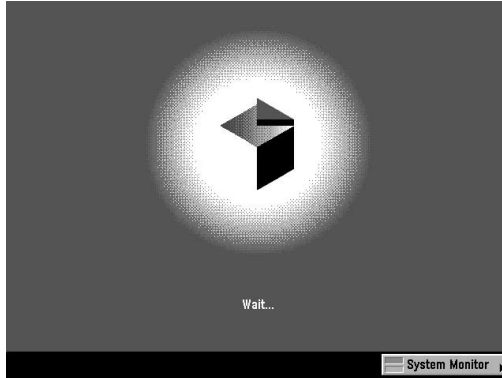


- **If login authentication by a login service is set:**

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



- ❑ The MEAP Start Up screen is displayed regardless of the Initial Function settings. (The background color of the screen is changed to brown.)



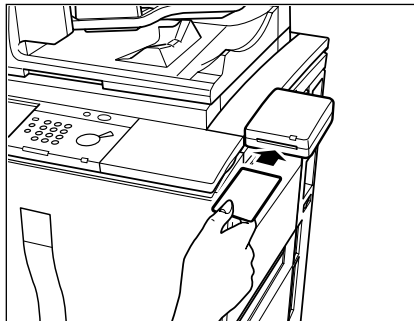
#### IMPORTANT

- If you turn OFF the main power, wait at least ten seconds before turning the main power back ON.
- It takes longer for the machine to become ready to print, if you scan originals while the machine is warming up.
- If SSO or SDL is set as the login service, the machine will take longer to become ready to scan.

## 4 If a message appears on the touch panel display, follow the instructions.

### ● If the message <You must insert a control card.> appears:

- ❑ Insert a control card into the card slot.



The Basic Features screen is displayed.

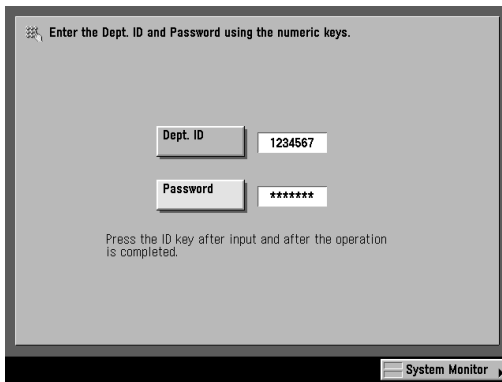


#### NOTE

- If the optional Card Reader-C1 is not attached, this message will not appear.
- For instructions on using the optional Card Reader-C1, see “Card Reader-C1,” on p. 7-47.

● If the message <Enter the Dept. ID and Password using the numeric keys.> appears:

- Press [Dept. ID] → enter the Department ID using ① - ⑨ (numeric keys).
- Press [Password] → enter the password using ① - ⑨ (numeric keys).
- Press ① (ID).



The Basic Features screen is displayed.

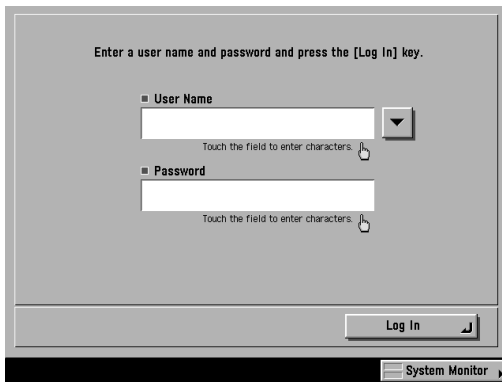


**NOTE**

If the Department ID and password have not been set, this message will not appear. For instructions on how to enter the Department ID and password, see “Operations after Turning the Power ON,” on p. 1-48.

● If an authentication screen other than Department ID appears:

- Enter the user name and password → press [Log In].



The SDL screen is used as an example above.

The Basic Features screen is displayed.

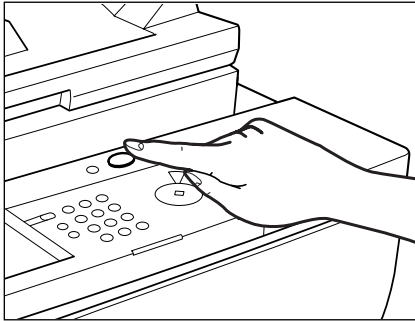



**NOTE**

For instructions on how to enter the user name and password on the MEAP authentication screen, see “Logging in through the Authentication Screens of SDL and SSO,” on p. 1-51.

## 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 even when it is in the Sleep mode. I-fax documents can also be received while the machine is in the Sleep mode.

# 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:

■ **Setting Up and Connecting the Machine to the Network:**

See the *Network Guide*.

■ **Installing the Printer Driver:**

See the *PS Driver Guide* and the *PCL Driver Guide*.

■ **Using the Send Function:**

See the *Sending Guide*.

■ **Date and Time Settings:**

See “Setting the Current Date and Time,” on p. 3-48.

■ **System Manager Settings:**

See “Specifying the System Manager Settings (System Manager Settings),” on p. 4-3.

# 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

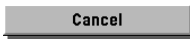
**Press the touch panel keys gently with your fingers. Do not press the touch panel display with a pencil, ballpoint pen, or other sharp objects that can scratch the surface of the touch panel display or break it.**

## 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:



Press to close the current setting screen, retaining the programmed settings from the Additional Functions screen.

Press to cancel the mode (function) that is either being set, or has already been set on screens other than the Additional Functions screen.



Press to set the mode (function) and proceed to the next setting procedure.



Press to go back to the previous procedure, saving the setting already made, when setting a mode (function).



Press to close the current screen.




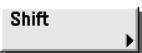

Press to confirm the current setting of a mode (function).






# Touch Panel Key Display

When you press a key on the touch panel display, that key is highlighted, and the corresponding mode (function) 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
	Key is not selected. It is available for selection.
 Key is highlighted.	Key is selected. It is available for selection.
 The text is grayed out.	Indicates a mode that cannot be set in combination with a previously selected mode.



## ■ Keys That Change to On/Off When Pressed

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.


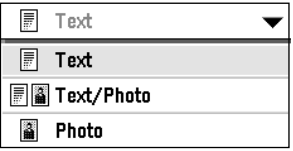

Keys That Display Additional Settings	Keys That Turn Modes On or Off
	

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
	

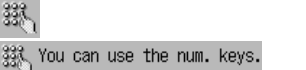

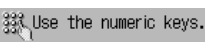
**■ Keys That Display a Drop-Down List When Pressed:**

When you press a key with a down triangle (▼) in the lower right corner, a list of items to select is displayed.

Before Selection	Drop-Down List	After Selection
		

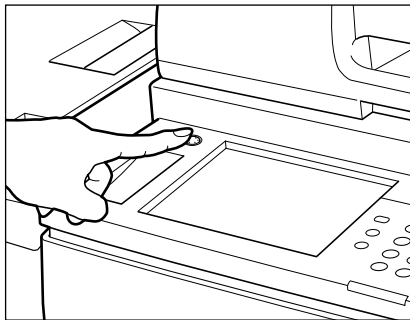
**■ Numeric Keys:**

When numeric keys are displayed on the touch panel display, you can enter values using numeric keys on the control panel.

	<p>You can enter values using the touch panel display. You can also enter values using the numeric keys on the control panel.</p>
	
	<p>Enter values using numeric keys on the control panel.</p>

## Adjusting the Brightness

If the touch panel display is difficult to view, use the display contrast dial on the control panel to adjust its brightness.



 **NOTE**

To make the touch panel display brighter, turn the dial counterclockwise. To make it darker, turn the dial clockwise.

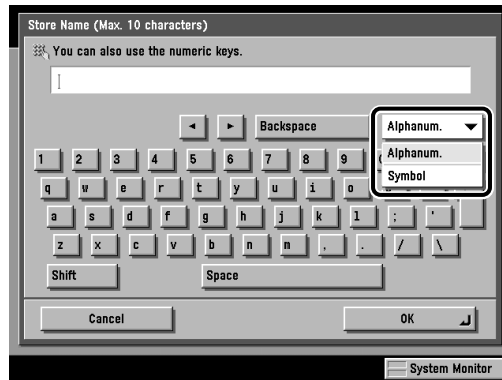
# Entering Characters from the Touch Panel Display

On screens which require alphanumeric entry, enter characters using the keys displayed on the touch panel display, as shown below.

## Entering Alphabet Characters

Example: Enter <Canon>.

- 1** Press the entry mode drop-down list → select [Alphanum.].



## 2 Enter <Canon>.

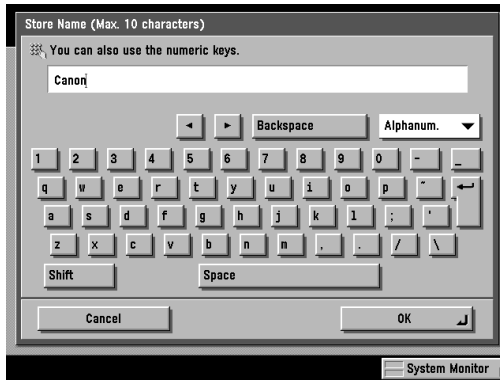
To enter uppercase characters, press [Shift].

To enter a space, press [Space].

To move the cursor, press [◀] or [▶].

To enter symbols, press the entry mode drop-down list → select [Symbol] → enter the desired symbols.

The entered values are displayed, as shown below.



### 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 maximum number of characters that you can enter vary, depending on the type of entries you are making.

## 3 When you have entered all the characters, press [OK].



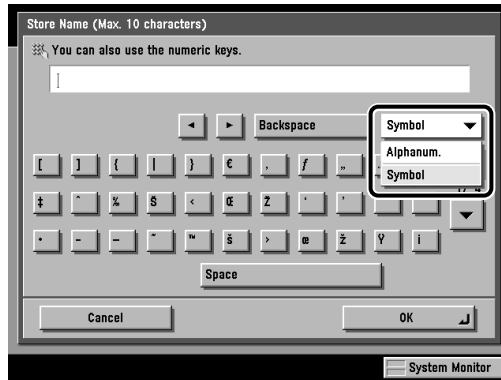
# Entering Special Characters

Example: Enter <é>.

 NOTE

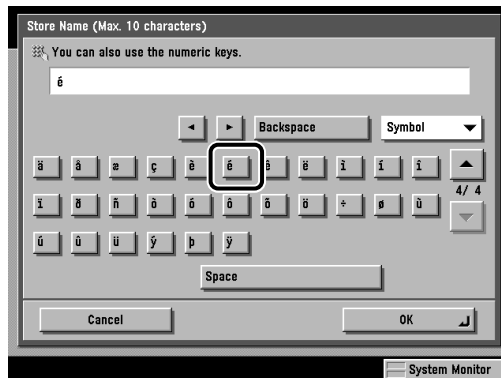
If Language Switch is set to 'On', some characters may be restricted, and cannot be entered.

## 1 Press the entry mode drop-down list → select [Symbol].



## 2 Press [▼] or [▲] to display the desired special character.


## 3 Press [é].



To enter a space, press [Space].


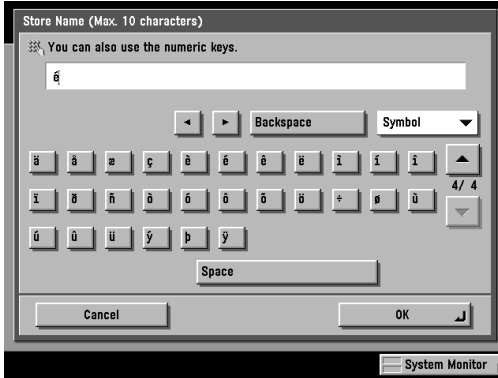
To move the cursor, press [◀] or [▶].

To enter alphanumeric characters, press the entry mode drop-down list → select [Alphanum.] → enter the characters.

 NOTE

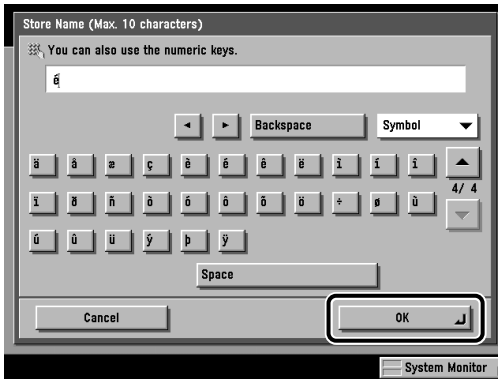
- If you make a mistake when entering characters, press [◀] or [▶] to position the cursor → press [Backspace] to delete the characters → enter the correct characters.
- To delete all of the characters you have entered, press Ⓞ (Clear).

The entered characters are displayed, as shown below.

 NOTE

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

## 4 When you have entered all characters, press [OK].

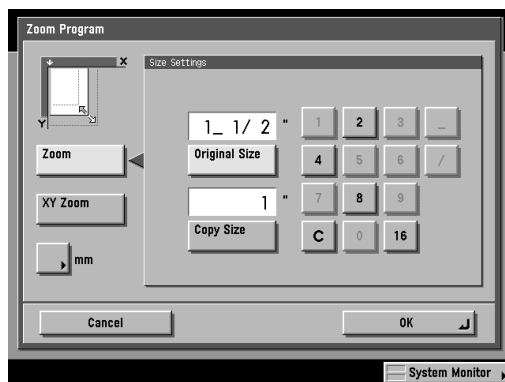


## Entering Values in Inches

When entering values in inches in modes which require a numeric entry, set the Inch Entry mode to 'On' in Common Settings from the Additional Functions screen. You can then enter inches when you press [Inch] on a screen requiring numeric entry.

The following example shows inch entry in the Zoom Program mode.

- 1** To enter 1 1/2 inches, press [1] → [ ] → [1] → [/] → [2] using the numeric keys on the touch panel display.



The entered values are displayed, as shown above.

# Entering the Department ID and Password

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

## NOTE

- If you are using the optional 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. 7-47.)
- If Limit Functions is set, a message prompting you to enter the Department ID or to insert the control card may be displayed even if you are already using the machine. Follow the instructions of the message.
- If you are using MEAP applications to manage authentication, the following procedure is not necessary.

## Operations after Turning the Power ON

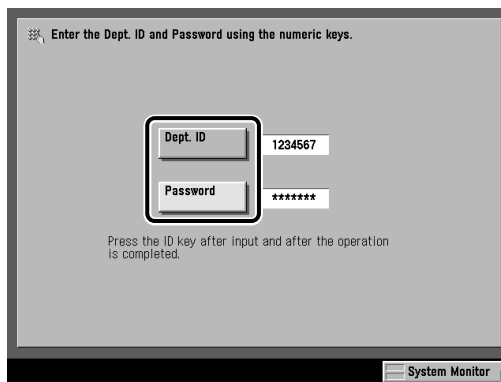
After turning the power ON, the screen for entering the Department ID and Password may appear.

## NOTE

For instructions on how to turn the power ON, see “Main Power and Control Panel Power,” on p. 1-32.


### **1** Use **0** - **9** (numeric keys) to enter your Department ID and password.

- Press [Dept. ID] → enter your Department ID.
- Press [Password] → enter the password.



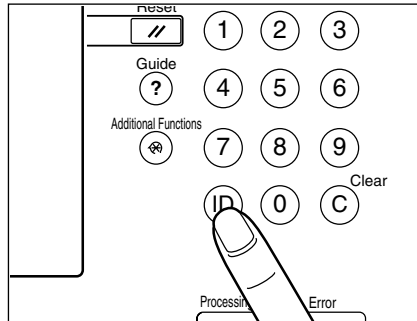
If the password has not been set, proceed to step 2.



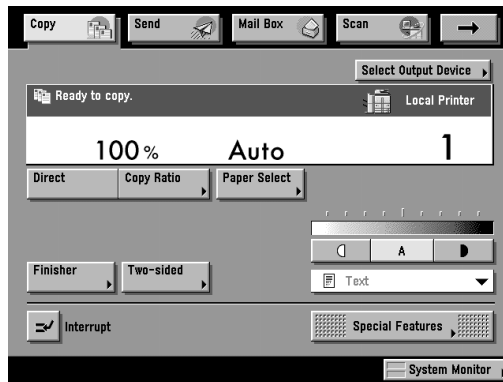
 NOTE


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

## 2 Press **ID** (ID).



The Basic Features screen of the selected function appears on the touch panel display.

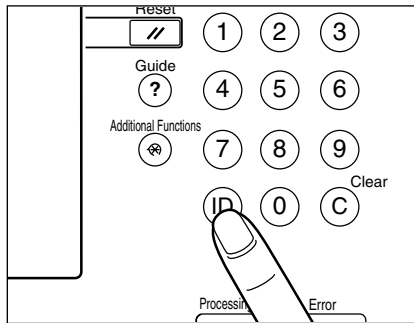


 NOTE

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

# Operations after Using Functions

- 1** When your operations are complete, press **ID** (ID) on the control panel.



The screen for entering the Department ID and password appears.



## NOTE

- To repeat operations, enter the Department ID and password again.
- If you do not press **ID** (ID) after finishing your operations, any subsequent copies are totaled under the same Department ID which you previously entered.
- When your operations are complete, the screen for entering the Department ID and password automatically appears after the set Auto clear time has elapsed, even if you forget to press **ID** (ID). (See “Setting the Time for the Display to Return to the Basic Features Screen after Finishing Operations,” on p. 3-54.)

# Logging in through the Authentication Screens of SDL and SSO

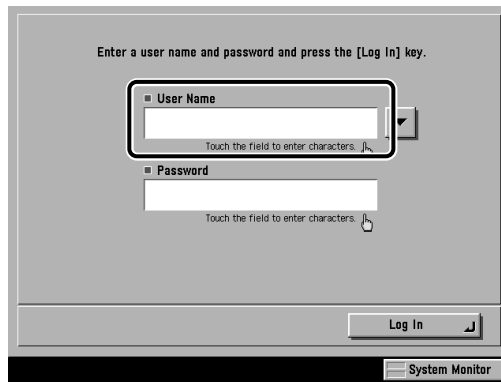
If you are managing this machine with a login service, such as SDL (Simple Device Login), enter the user name and password before using this machine.

After you have entered your user name and password, the machine is ready for use.

## NOTE

- For this section, SDL and SSO (Single Sign-On) are used as examples to explain the procedure. However, if you are using other login services, login procedures may vary.
- For details on selecting and setting login services, contact your local authorized Canon dealer.
- For instructions on how to register a user, see the *MEAP SMS Administrator Guide*.
- For instructions on how to turn the power ON, see “Main Power and Control Panel Power,” on p. 1-32.

## **1** Press [User Name].

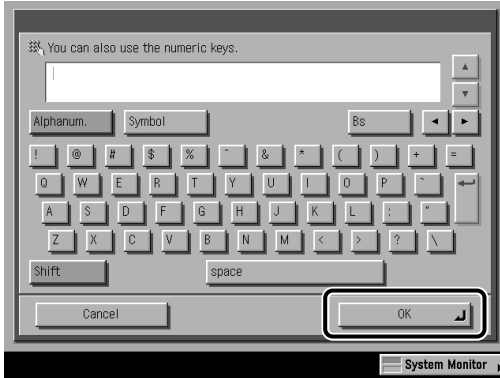


The screenshot shows a login interface with the following elements:

- Header text: "Enter a user name and password and press the [Log In] key."
- A "User Name" field with a drop-down arrow on the right. Below the field is the text "Touch the field to enter characters." and a mouse cursor.
- A "Password" field with a drop-down arrow on the right. Below the field is the text "Touch the field to enter characters." and a mouse cursor.
- A "Log In" button at the bottom right.
- A "System Monitor" button at the bottom center.

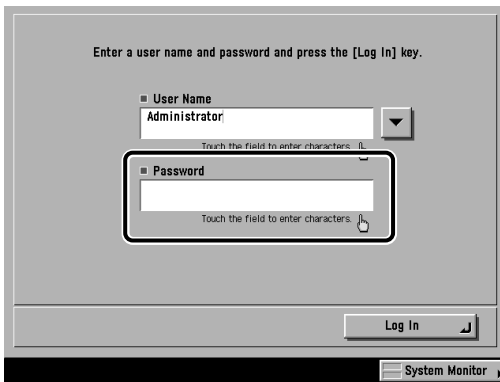
If SDL is set as the login service, a drop-down list that contains the logs of users who logged in is displayed.

## 2 Enter the user name → press [OK].

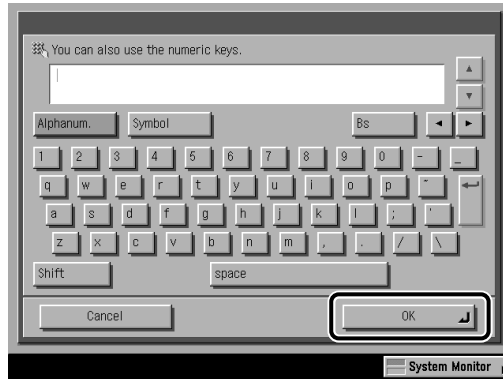


You can also enter values using ① - ⑨ (numeric keys).

## 3 Press [Password].



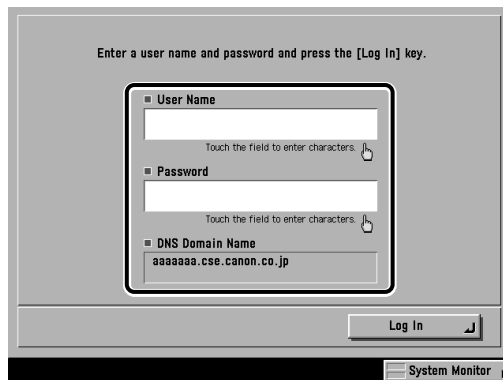
## 4 Enter the password → press [OK].



You can also enter the password using ① - ⑨ (numeric keys).

### ● If SSO is set as a login service, the screen below is displayed:

- Enter the user name, password, and DNS domain name.



### IMPORTANT

- To use SSO, SA (Security Agent) is required.
- Domain names are being fixed, therefore you cannot enter them at this time.
- If there is more than a 30 minute difference between the current time set in the computer register by the Active Directory and the time set on the machine, an error occurs when you log on using SSO. To be able to log on using SSO, it is necessary to match the current time on both the computer and the machine. For instructions on setting the current date and time of the machine, see Chapter 3, "Customizing Settings."
- You must use the user login name (pre-Windows 2000) registered in Active Directory in order to then enter a user name for SSO authentication.
- You must use characters other than the following to enter a user name for SSO authentication:  
/ \ [ ] ; : | = , + \* ? < >  
You can log in only if you use valid characters.

## 5 Press [Log In].



Enter a user name and password and press the [Log In] key.

■ User Name  
Administrator

Touch the field to enter characters.

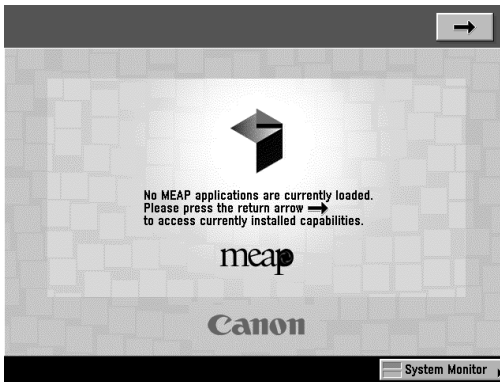
■ Password

Touch the field to enter characters.

Log In

System Monitor

The Basic Features screen of the selected function appears on the touch panel display.



You can also log on by pressing (ID) (ID).

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



### NOTE

Depending on the SDL settings, a drop-down list that enables you to select a login record may be displayed. For instructions on the settings, see the *MEAP SMS Administrator Guide*.

# Placing Originals

---

Set the originals on the platen glass or in the feeder, depending on the paper size and type that you want to print and the settings that you have entered.


 NOTE

If the original has too many pages to be placed in the feeder all at once, use the Job Build mode. (See Chapter 2, “Additional Copy Functions,” in the *Copying Guide*, Chapter 2, “Scanning Originals into an Inbox,” in the *Mail Box Guide*, or Chapter 1, “Various Sending Methods,” in the *Sending Guide*.)

■ **Platen Glass**

Place the originals on the platen glass when scanning, bound originals, originals on heavy or lightweight paper, and transparencies.

■ **Feeder**

Place a stack of originals in the feeder, and press  (Start). The machine automatically scans them into memory. Two-sided originals can also be automatically turned over and both sides scanned.

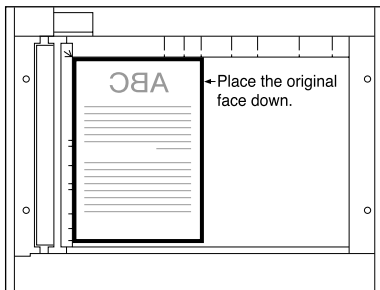
# Orientation of Originals

You can place originals 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 with the back edge of the feeder.

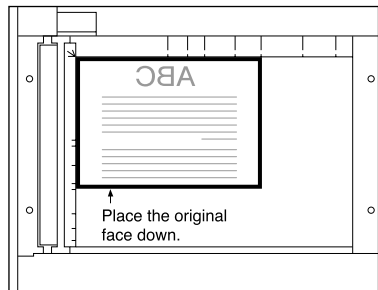
1

Before You Start Using This Machine

## Platen Glass

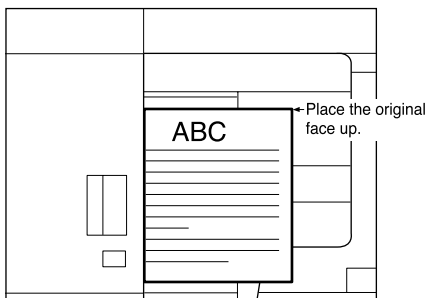


Vertical Placement

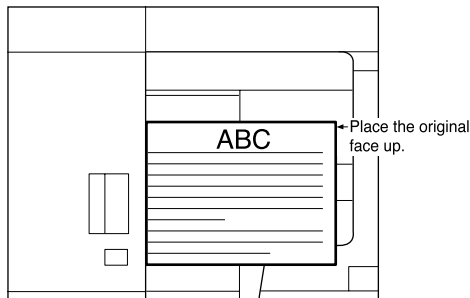


Horizontal Placement

## 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 mode you have set.
- LTR and STMT originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. You can place originals horizontally when printing with a Preset Zoom mode, 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.



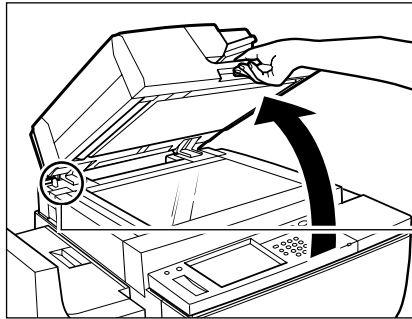
# Placing an Original on the Platen Glass

You should use the platen glass when scanning bound originals (such as books and magazines), originals on heavy or lightweight paper, and transparencies.

 **NOTE**

The machine automatically detects the size of the following originals: 11" x 17", LGL, LTR, LTRR, and STMTR.

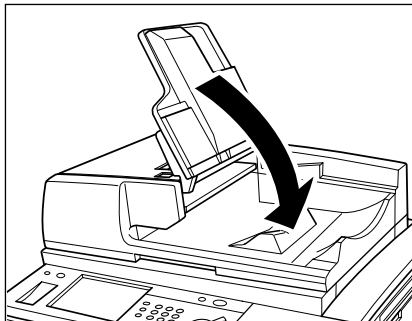
## 1 Lift up the feeder/platen glass cover.



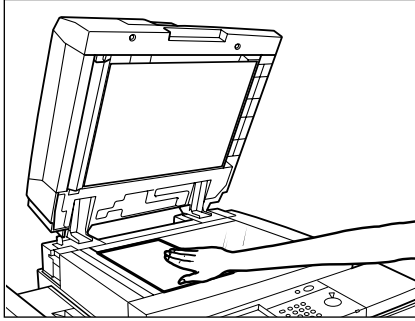
Open/Close Sensor

 **IMPORTANT**

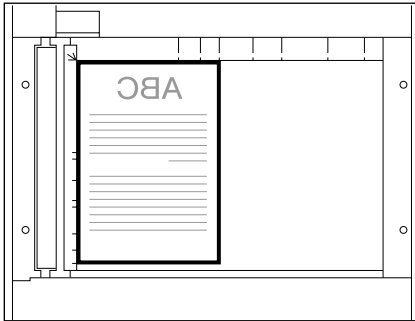
- The machine is equipped with an open/close sensor on the feeder/platen glass cover (see circled area in the above illustration). When placing originals on the platen glass, lift up the feeder/platen glass cover about 11 7/8" (30 cm), so that the sensor detaches from the feeder. If the sensor does not detach from the feeder, the size of the originals may not be detected correctly.
- Return the original supply tray to its original position, if the original supply tray is pulled up.



## 2 Place your original face down.



The surface 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).



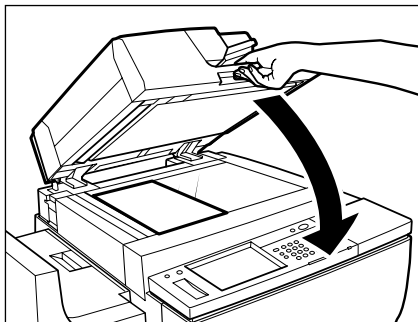
Place books and other bound originals on the platen glass in the same way.

When enlarging LTR or STMT originals onto 11" x 17" or LGL paper, place the originals horizontally on the platen glass, and align them with the LTRR or STMTR marks.

### NOTE

If you are copying STMT originals using the platen glass, you need to set LTRR/STMT Original Selection from the Additional Functions screen. (See "Distinguishing between LTRR and STMT Originals," on p. 3-22.)

### 3 Gently close the feeder/platen glass cover.



#### ⚠ CAUTION

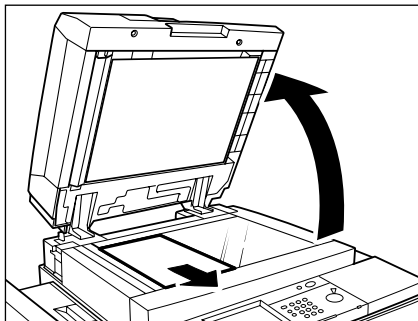
- Close the feeder/platen glass cover gently to avoid catching your hands, as this may result in personal injury.
- Do not press down hard on the feeder/platen glass cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.

#### 👤 IMPORTANT

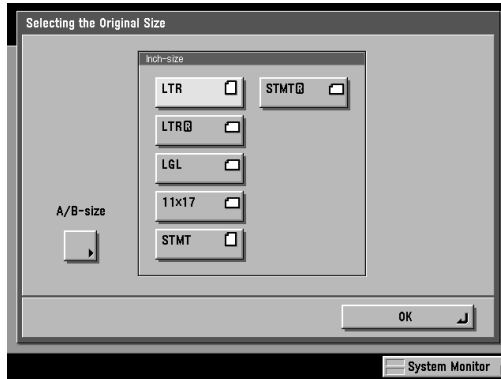
If you are placing originals on the platen glass, the size of the original is detected after the feeder/platen glass cover is closed. Be sure to close the feeder/platen glass cover before copying.

#### 📝 NOTE


- Remove the original from the platen glass when scanning is complete.



- STMT and postcard size paper cannot be detected. Follow the instructions on the touch panel display, and specify the original size or manually select the paper size.



## Placing Originals in the Feeder

Place a stack of originals into the feeder, and press  (Start). The machine automatically feeds the originals onto the platen glass and scans them. Two-sided originals can also be automatically scanned as two-sided documents.

You can place the following originals into the feeder's original supply tray:

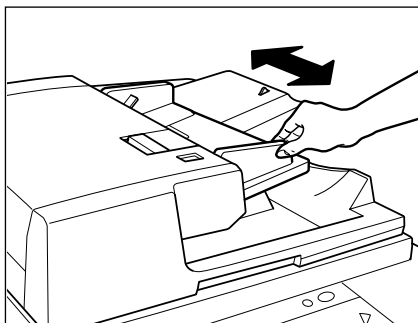
- Weight: One-sided scanning: 10 to 32 lb bond (38 to 128 g/m<sup>2</sup>)  
Two-sided scanning: 13 to 32 lb bond (50 to 128 g/m<sup>2</sup>)
- Size: 11" x 17", LGL, LTR, LTRR, STMT
- Tray capacity: 100 sheets (20 lb bond (80 g/m<sup>2</sup>))

### IMPORTANT

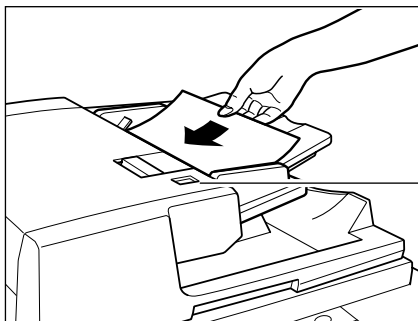
- Do not place the following types of originals in the feeder:
  - Originals with tears or large binding holes
  - Severely curled originals or originals with sharp folds
  - Clipped or stapled originals
  - Carbon backed paper or other originals which might not feed smoothly
  - Transparencies and other highly transparent originals
- Check the condition of originals which have been fed through the feeder 30 times. (This frequency differs depending upon the quality of the paper.) Originals which have been fed through the feeder 30 times can become folded or wrinkled and might not feed smoothly.
- If the feeder rollers are dirty from scanning originals written in pencil, perform the feeder cleaning procedure. (See "While Using the Feeder (Feeder Cleaning)," on p. 5-25.)
- When placing folded originals, smooth out the folds first, then place them into the feeder.

---

**1** Adjust the slide guides to fit the size of the originals.



**2** Neatly place your originals face up into the original supply tray.



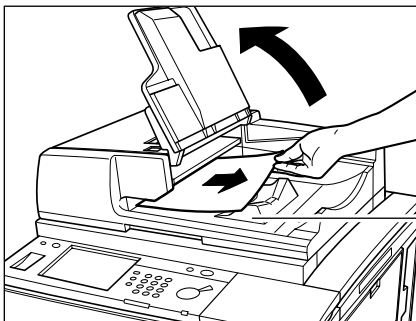
Original Set Indicator

If you are enlarging LTR or STMT originals onto 11" x 17" or LGL paper, place your originals horizontally.

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

**IMPORTANT**

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

**Original Output Area****NOTE**

- The scanned originals are output face down to the original output area.
- You can place different size originals (i.e., LTR and 11" x 17", STMT and LTRR) together in one group into the feeder when you set the Different Size Originals mode. (See Chapter 2, "Additional Copy Functions," in the *Copying Guide*, Chapter 2, "Scanning Originals into an Inbox," in the *Mail Box Guide*, or Chapter 1, "Various Sending Methods," in the *Sending Guide*.)

# Making Prints Using the Stack Bypass

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



## IMPORTANT

- Note the following points when using the stack bypass:
  - Copy quantity: 1 to about 50 sheets (stack about 3/16" (5 mm) high)
  - Paper size: 4" x 5 7/8" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)
  - Paper weight: 17 lb bond to 110 lb index (64 g/m<sup>2</sup> to 200 g/m<sup>2</sup>)
  - Paper which has been rolled or curled must be straightened out prior to use, (Allowable Curl amount: less than 3/8" (10 mm)). There are some types of paper stock which may meet the above specifications, but cannot be fed into the stack bypass.
- Load STMT paper horizontally into the stack bypass.
- Do not load different size paper at the same time.
- If you select [Free Size] for copying, you cannot use the Auto Copy Ratio, Entire Image, Finisher, 1►2-Sided, 2►2-Sided, Book►2-Sided, Two-Page Separation, Cover/Sheet Insertion, Shift, Booklet, Transparency Interleaving, Image Combination, Image Separation, Image Repeat, Form Composition, or Page Numbering modes. (See Chapter 1, "Basic Copying," in the *Copying Guide* or Chapter 2, "Additional Copy Functions," in the *Copying Guide*.)
- If you select [Free Size] for printing documents stored in a Users Inbox, you cannot use the Finisher, Two-Sided Printing, Cover/Sheet Insertion, Cover/Job Separator, Booklet, Form Composition, or Page Numbering modes. (See Chapter 4, "Using/Arranging Documents Stored in an Inbox," in the *Mail Box Guide*.)



## NOTE

If you want to copy or scan the following types of originals, you cannot use Automatic Paper Selection. Use Manual Paper Selection instead.

- Highly transparent originals, such as transparencies
- Originals with an extremely dark background

## ■ Standard Size

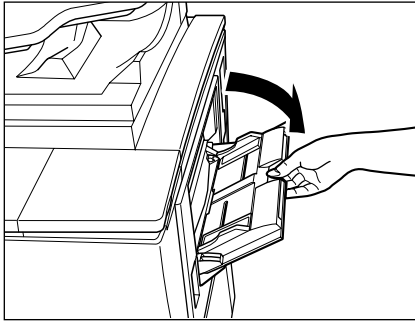
You can select standard inch paper, or A or B series paper.

## ■ Free Size

You can load nonstandard size (4" x 5 7/8" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)) paper.

---

## 1 Open the stack bypass.



### NOTE

If the paper size loaded in the stack bypass is different from the paper size stored in the Stack Bypass Standard Settings, set the Stack Bypass Standard Settings to 'Off'. (See "Setting the Standard Paper for the Stack Bypass," on p. 3-35.)

### ● If the specified paper has already been loaded into the stack bypass:

- Press [Paper Select] → [Stack Bypass] to specify the loaded paper → proceed to step 6.

### ● If the specified paper is different from the paper which is loaded into the stack bypass:

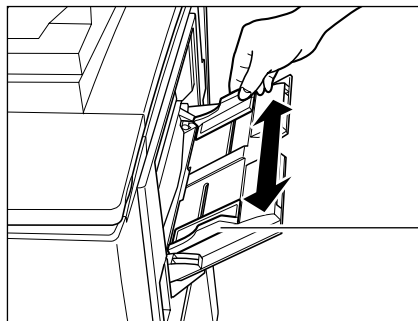
- Check to see if any job is reserved. (See "Checking Job and Device Status," on p. 2-2.)

If there is a current/reserved job, reserve a change of paper for the stack bypass. (See "Using the Stack Bypass while Reserving Print Jobs," on p. 1-69.)

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

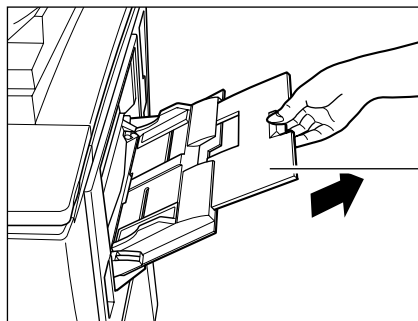


## 2 Adjust the slide guides to match the size of the paper.




Slide Guide

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

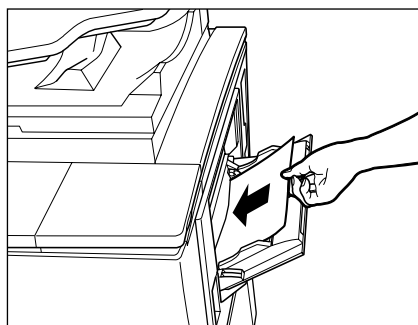


Auxiliary Tray

## 3 Load the paper into the stack bypass.

Make sure that the height of the paper stack does not exceed the limit mark (  ).

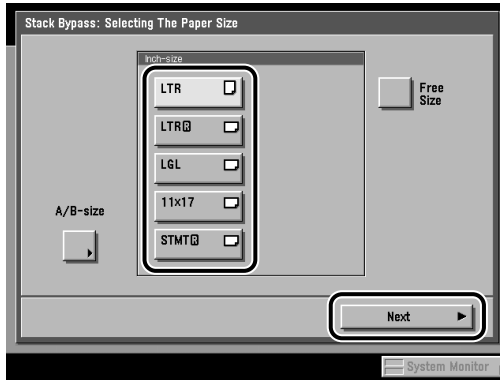
Align the required number of sheets of paper with the slide guides. The surface that you want to print on must be placed face up. Insert the paper into the machine until it stops.



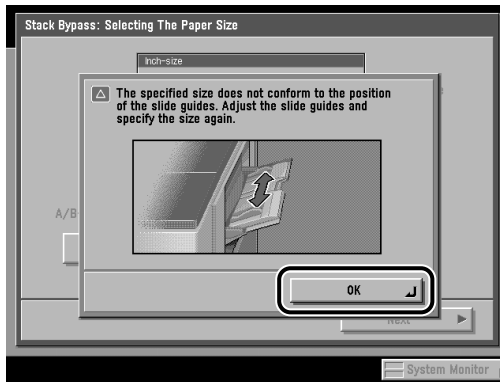
### IMPORTANT

If Stack Bypass Standard Settings is set to 'On', you can load only the registered paper types into the stack bypass.

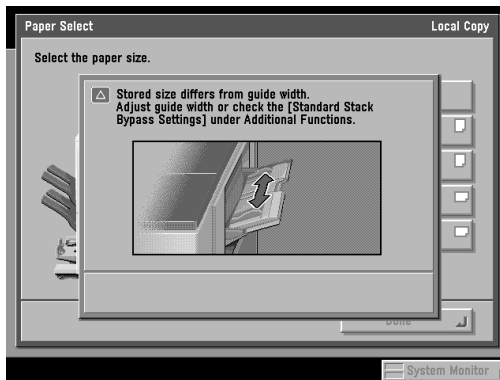
## 4 Select the desired paper size → press [Next].



If the following screen is displayed, adjust the width of the slide guides → specify the paper size → press [OK].



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'. (See “Setting the Standard Paper for the Stack Bypass,” on p. 3-35.)

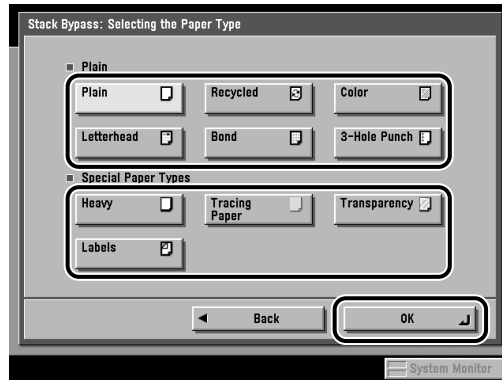


**IMPORTANT**

- Set the paper size to the same size as the paper loaded in the stack bypass.
- If Stack Bypass Standard Settings is set to 'On', you can load only the registered paper types into the stack bypass.

**NOTE**

- When loading paper other than a standard size, press [Free Size].
- To select an A or B series paper size, press [A/B-size].

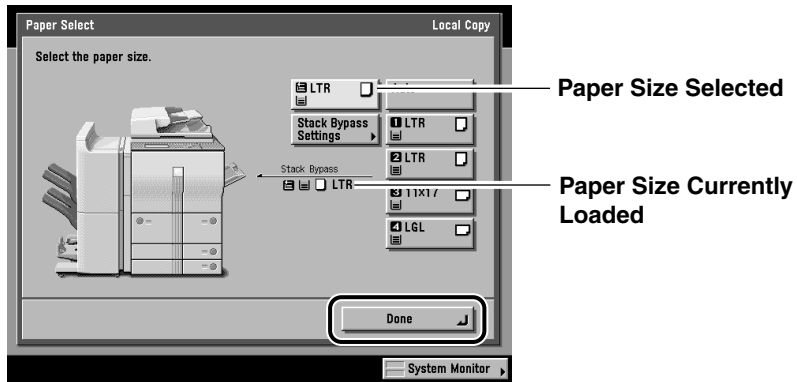
**5 Select the paper type → press [OK].****IMPORTANT**

Select the correct paper type to avoid a paper jam.

**NOTE**

- If you select [Free Size], you cannot select [Transparency].
- For details on paper types, see "Available Paper Stock," on p. 1-75.

## 6 Press [Done].



If you press [Stack Bypass Settings], you can reset the paper size and type.


## 7 Place your originals → select the desired copy settings.

## 8 Press (Start).

Copying starts.



### NOTE

To cancel all settings and return the machine to the standard mode, press  (Reset).

# Using the Stack Bypass while Reserving Print Jobs

While paper is being fed from the stack bypass for the current print job, you can specify the paper to be loaded in the stack bypass for the next reserved job.

You can reserve up to five print jobs, including the current job. Interrupt print jobs are not included in this count.

The following example assumes that 11" x 17" plain paper is being fed from the stack bypass for the current job, and that you are reserving LTR plain paper to be fed from the stack bypass for the next reserved job.



## IMPORTANT

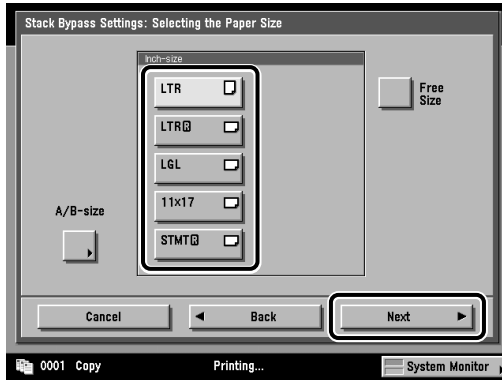
If Stack Bypass Standard Settings is set to 'On', you can reserve a job only with the registered paper types. (See "Setting the Standard Paper for the Stack Bypass," on p. 3-35.)

- 1 Place your originals → set the desired print settings.**
- 2 Press [Paper Select] → [Stack Bypass Settings].**



When there is no reserved print job, you can designate the paper size by pulling it out of the stack bypass, and reinserting it.

### 3 Select the paper size → press [Next].



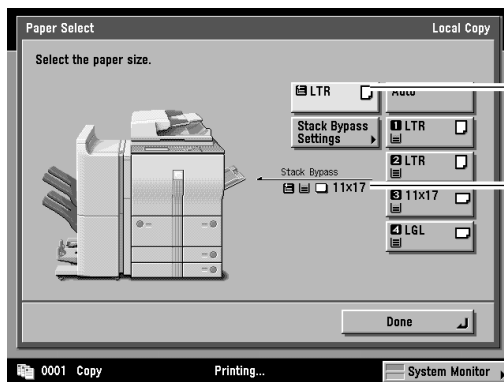
#### NOTE

- When loading paper other than a standard size, press [Free Size].
- To select an A or B series paper size, press [A/B-size].
- If Stack Bypass Standard Settings is set to 'On', the screen which shows the paper size/type selected beforehand will be displayed. (See "Setting the Standard Paper for the Stack Bypass," on p. 3-35.)

### 4 Select the paper type → press [OK].



The paper size/type currently loaded and the paper size/type that is reserved are displayed, as shown below.



Paper Size/Type Specified for the Reserved Job

Paper Size/Type Currently Loaded

#### NOTE

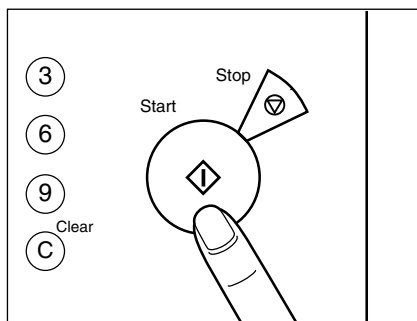
- If [Free Size] is selected, [Transparency] cannot be selected.
- If there is more than one reserved job waiting to print, only the paper size/type specified for the last reserved job will be shown here and on the Basic Features screen. For example, if the current job is using LTR plain paper from the stack bypass, the first reserved job will use LTR plain paper, the second reserved job will use LGL plain paper, the third reserved job will use 11" x 17" plain paper, and the fourth reserved job will use STMTR plain paper. The paper size/type that is shown here and on the Basic Features screen is STMTR plain paper.

## 5 Press [Done].

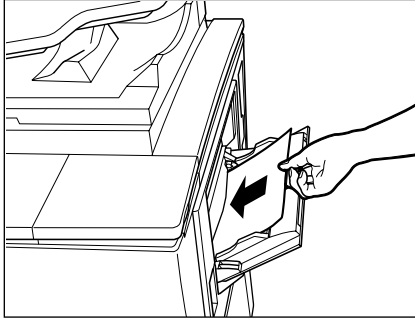
This completes the reserved settings for the paper you plan to load into the stack bypass.

## 6 Press (Start).

When printing documents stored in an inbox, press [Start Print].



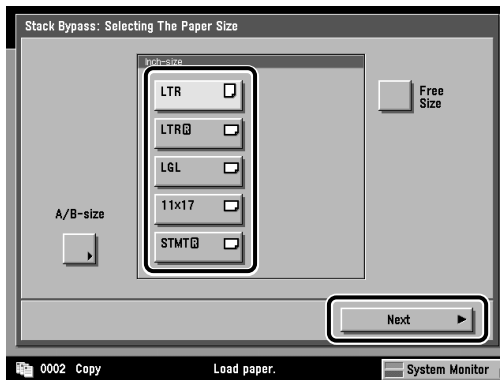
## 7 Load the specified paper when its turn comes to print.



### NOTE

- The specified paper size/type is displayed when its turn comes to print.
- Even when setting reserved print settings, and if paper is loaded in the stack bypass, specify the same paper size and type as specified in steps 2 and 3. Otherwise, printing will not start.

## 8 Select the paper size → press [Next].

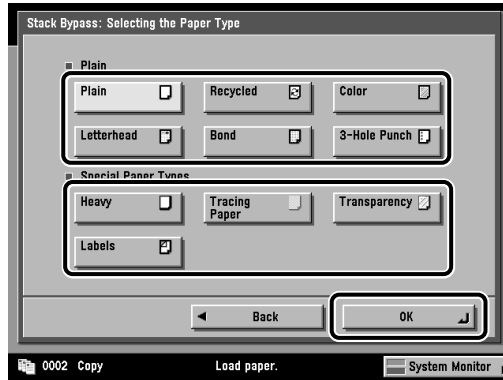


### NOTE

- When loading paper other than a standard size, press [Free Size].
- To select an A or B series paper size, press [A/B-size].



**9** Select the paper type → press [OK].



Printing starts.

# Multifunctional Operations

1

Before You Start Using This Machine

The imageRUNNER 6020i/5020i and imageRUNNER 6020/5020 offer 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.

✓: Possible —: Not Possible △: Conditional

		Receive		Send	Scan			Print			Copy (Scan, Print)
		Net work	Print Data	Net work	Copy	Mail Box	Send	Copy	Received Document	Print Data	
Receive	Network	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	Print Data	✓	✓	✓	✓	✓	✓	✓	✓ <sup>*1</sup>	✓ <sup>*1</sup>	✓ <sup>*1</sup>
Send	Network	✓	✓	✓	✓	✓	✓	✓	✓ <sup>*1</sup>	✓ <sup>*1</sup>	✓ <sup>*1</sup>
Scan	Copy	✓	✓	✓	—	—	—	✓	✓	✓	—
	Mail Box	✓	✓	✓	—	—	—	✓	✓	✓	—
	Send	✓	✓	✓	—	—	—	✓	✓	✓	—
Print	Copy	✓	✓	✓	✓	✓	✓	—	△ <sup>*2</sup>	△ <sup>*2</sup>	—
	Received Document	✓	✓	✓	✓	✓	✓	△ <sup>*2</sup>	△ <sup>*2</sup>	△ <sup>*2</sup>	△ <sup>*2</sup>
	Print Data	✓	✓	✓	✓	✓	✓	△ <sup>*2</sup>	△ <sup>*2</sup>	△ <sup>*2</sup>	△ <sup>*2</sup>
Copy (Scan, Print)		✓	✓	✓	—	—	—	—	△ <sup>*2</sup>	△ <sup>*2</sup>	—

\*1: If image processing (image compression, enlargement/reduction, rotation, etc.) is required, the operating capability may be reduced.

\*2: Jobs are printed according to the Print Priority setting. As each job is completed, the next job in the priority order is printed. However, an interrupt copy job is printed at the end of a copy set.



## IMPORTANT

The Send function is only available on the imageRUNNER 6020i/5020i.













## NOTE

- If more than one send/receive job is being performed at the same time, performance of the network sending and receiving may be reduced.
- Printing from an inbox involves the same procedure as printing data in an inbox.
- Printing remote copy jobs or cascade copy jobs involves the same procedure as printing copy data.

# Available Paper Stock

The paper types which can be used for this machine are shown in the following table. The type of paper loaded in a paper drawer is indicated by the icon shown on the touch panel display for that paper drawer. (See “Identifying the Type of Paper in a Paper Drawer,” on p. 3-17.)

✓: Possible —: Not Possible

Paper Type	Available Loading Place (Paper Set Place)			
	Paper Drawer 1, 2	Paper Drawer 3, 4	Stack Bypass	Paper Deck
Plain <sup>*1</sup> 	✓	✓	✓	✓
Recycled <sup>*1</sup> 	✓	✓	✓	✓
Color <sup>*1</sup> 	✓	✓	✓	✓
Heavy <sup>*2</sup> 	✓	—	✓	✓
Letterhead <sup>*3*4</sup> 	✓	✓	✓	✓
Tracing Paper 	—	—	✓	—
Transparency 	—	—	✓	—
Labels 	—	—	✓	—
3-Hole Punch <sup>**1*4*5</sup> 	✓	✓	✓	✓
Bond <sup>*1</sup> 	✓	✓	✓	✓

\*1: Plain, Recycled, Color, Bond, and 3-Hole Punch paper are from 17 lb to 24 lb bond (64 g/m<sup>2</sup> to 90 g/m<sup>2</sup>).

\*2: Heavy paper is from 25 lb bond to 110 lb index (91 g/m<sup>2</sup> to 200 g/m<sup>2</sup>).

\*3: Preprinted paper with logos or patterns.


\*4: When copying on Letterhead or 3-Hole Punch paper, we recommend that you set the Image Orientation Priority to 'On' from the Additional Functions screen. (See Chapter 3, “Customizing Settings,” in the *Copying Guide*.)

\*5: 3-Hole Punch paper can only be set vertically (LTR). Set the 3-Hole Punch paper as follows according to its orientation:

Left open: when loading paper into the paper drawers, set the paper with the holes on the right side; when loading paper into the stack bypass, set the paper with the holes on the left side.  
Right open: reverse of left open orientation.

✓: Possible —: Not Possible

Paper Size	Width x Length	Available Loading Place (Paper Set Place)			
		Paper Drawer 1, 2	Paper Drawer 3, 4	Stack Bypass	Paper Deck
11" x 17"	11" x 17"	—	✓	✓	—
LGL	8 1/2" x 14"	—	✓	✓	—
LTR	11" x 8 1/2"	✓	✓	✓	✓
LTRR	8 1/2" x 11"	—	✓	✓	—
STMTR	5 1/2" x 8 1/2"	—	✓	✓	—
Free Size	(4" x 5 7/8" to 11 5/8" x 17") (100 x 148 mm to 297 x 432 mm)	—	—	✓	—

 NOTE

- For instructions on how to load paper, see the following pages:
  - Paper drawers: "Loading Paper," on p. 5-2.
  - Paper Deck: "Loading Paper in the Paper Deck," on p. 7-7.
  - Stack bypass: "Making Prints Using the Stack Bypass," on p. 1-63.
- The paper deck is optional.

# Checking Job and Device Status

# 2

## CHAPTER

This chapter explains various methods of confirming and changing print jobs, and related functions.

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# Checking Job and Device Status

If you press [System Monitor], the System Monitor screen appears enabling you to check and change the status of Copy, Send, Print, and Receive jobs. For example, you can 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).

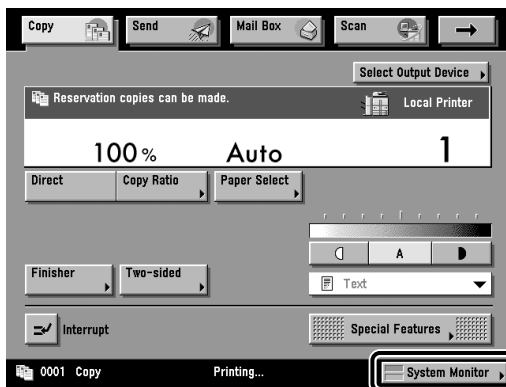
By displaying the Job List for each job type, it is possible to check the present job or a job waiting to be processed. By displaying the Log List, it is possible to check a job that has already been processed.

From the System Monitor screen, it is possible to quickly acquire information about the machine, check the amount of paper remaining in the standard and optional paper sources, check the amount of memory currently being used, and view any error messages.

## NOTE

- Many of the check/change job operations can also be performed from the Remote UI. (See Chapter 2, “Remote UI Functions,” in the *Remote UI Guide*.)
- Each key located at the bottom of the System Monitor screen has a green and red indicator. The green indicator flashes when the machine is performing that type of job. The red indicator flashes if an error occurs in the machine. For details on how to handle errors, see Chapter 6, “Troubleshooting.”

## 1 Press [System Monitor].



**2** From the keys located at the bottom of the System Monitor screen, select the job type ([Copy], [Send], [Print] or [Receive]) that you want to check or change, or press [Device] to display the current status of the machine.

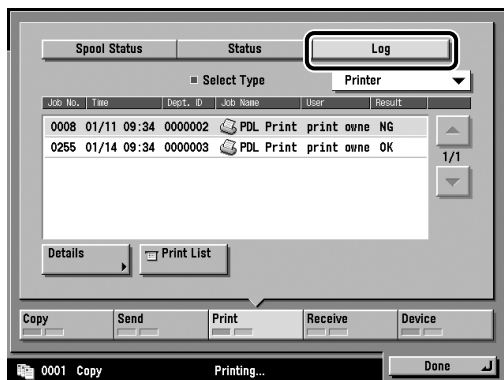
● If a job type ([Copy], [Send], [Print], or [Receive]) is selected:

- Press [Status] to check the jobs that are currently being processed or waiting to be processed.



[Print] is selected in this example.

- Press [Log] to check the jobs that have already been processed.




The log is organized according to job types. Select the job type you want to check from the Select Type drop-down list.

















**IMPORTANT**

You cannot check the status of send jobs specified from MEAP applications, because these jobs are not displayed.

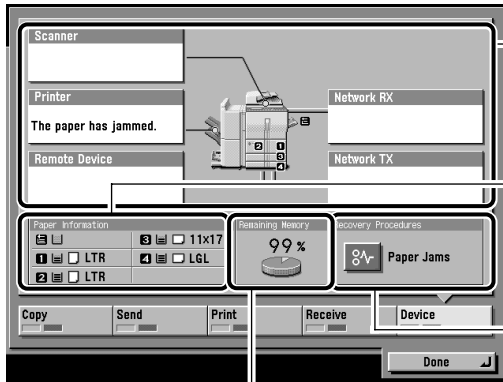
 NOTE

- The most recent 100 copy or print jobs are displayed in the Log.
- Only the Log can be checked when [Receive] is selected.
- The status of each icon displayed on the screen is as follows:

Icon (Status of Job)	Description	Icon (Type of Job)	Description
	Operating		Copy job
	Waiting		Send job
	Error		Mail Box job
	Canceling		Printer job
	Paused		Remote copy
	Secured job		Report job
	Job complete		Local print

● If [Device] is selected:

- Check the status of the machine.



The status of the job and device currently being processed is displayed.

The amount, type, and size of the paper loaded in the paper drawers are displayed.

Press to show procedures for clearing paper jams, etc.

The amount of memory available is displayed in percentage.



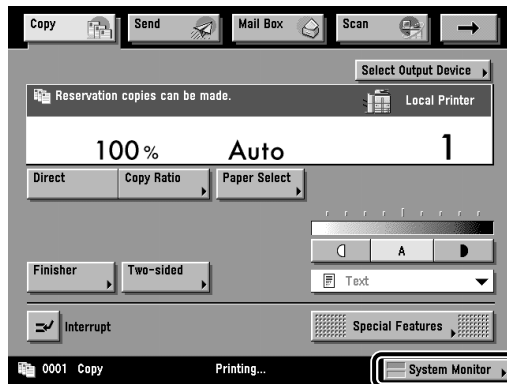
# Confirmation/Cancellation of the Job

When you send print data from a computer, it is stored in this machine as input. The machine then processes this data and outputs it. This operation is called “Spool.”

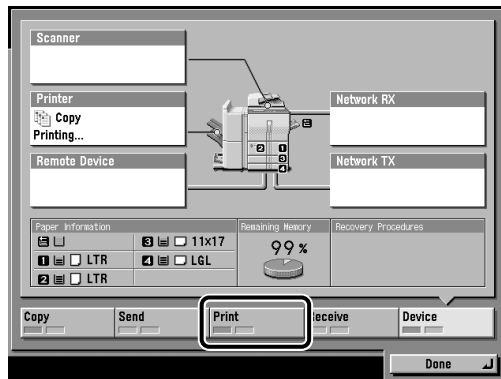
## NOTE

- The spool status is displayed only if the optional Multi-PDL Printer Kit is attached.
- Operations, such as checking or canceling spool jobs, are possible only if Use Spooler is set to ‘On’. For details, see the *Network Guide*.

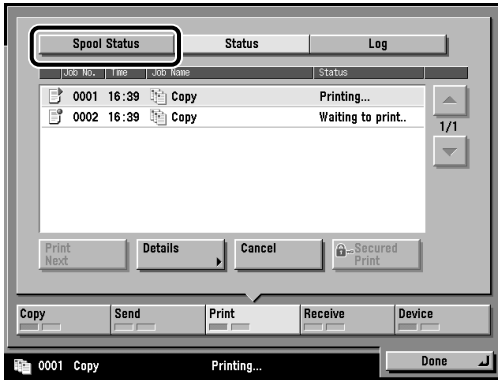
## 1 Press [System Monitor].



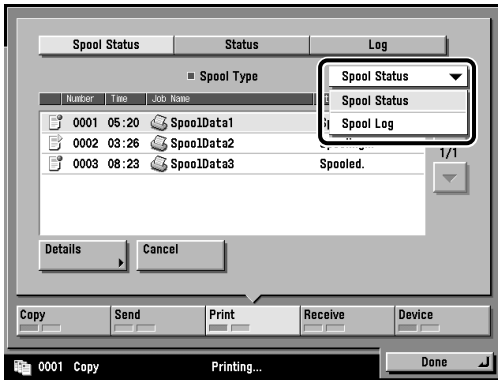
## 2 Press [Print].



### 3 Press [Spool Status].

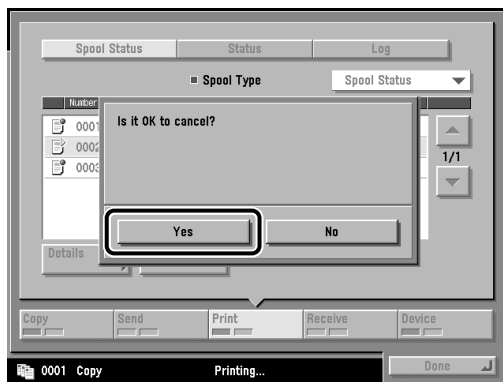


### 4 Press the Spool Type drop-down list.



- **If you want to cancel a job in the spooler:**

- Press [Spool Status].
- Select the job whose spooling you want to cancel → press [Cancel].
- Press [Yes].



If you do not want to cancel the job, press [No].

- **If you want to check a job's detailed information:**

- Press [Spool Status].
- Select the desired job → press [Details] → check the detailed information.
- Press [Done].



## 5 Press [Done].

The display returns to the Basic Features screen.

# Checking Job Details

You can check job details, such as the date and time entered, and the number of pages. For Send job details, you can check each destination when multiple destinations are specified.

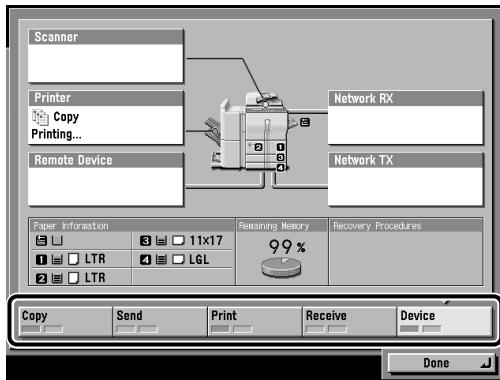


## IMPORTANT

The memory of this machine can store up to 3,700 pages. If a paper jam occurs, or if the machine runs out of paper, print jobs can be sent even if this maximum capacity has been reached. However, the last job(s) will not be saved.

## Checking Copy and Print Job Details

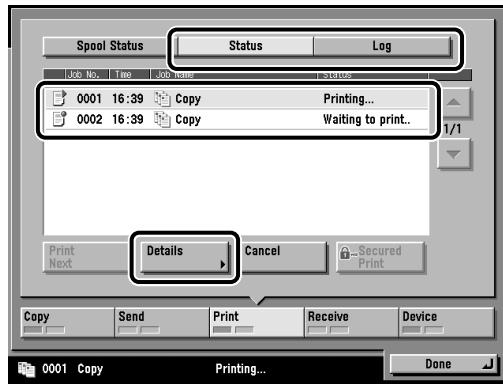
- 1 Press [System Monitor] → select the job type ([Copy] or [Print]).



## IMPORTANT

To check the details of jobs specified through a MEAP application, select [Print] for both Copy and Print jobs.

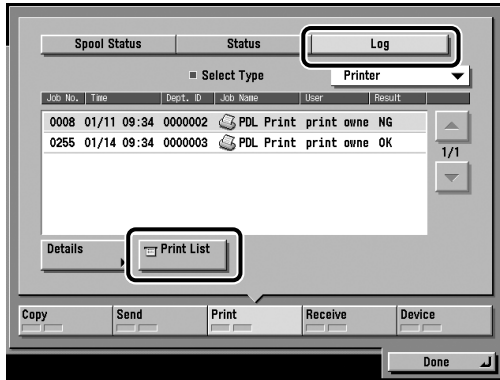
- 2 Press [Status] or [Log] → select the job whose details you want to check → press [Details].



- 3 Check the detailed information → press [Done] repeatedly until the Basic Features screen appears.

# Printing the Copy and Print Job Logs

- 1** Press [System Monitor] → select the job type ([Copy] or [Print]).
- 2** Press [Log] → [Print List].



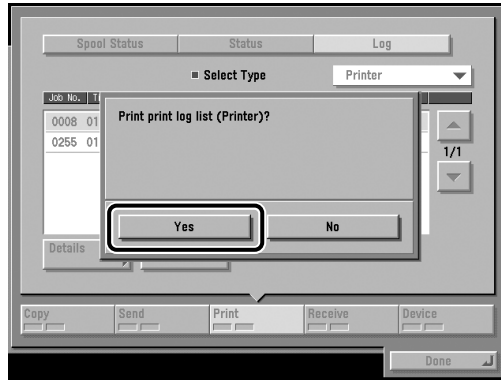
If you select [Print] in step 1, select a job type from the Select Type drop-down list → press [Print List].



## NOTE

If plain or recycled paper (11" x 17", LGL, LTR, or LTRR) is loaded in a paper drawer that has been set to 'On' when you press [Other] to select a paper source in Drawer Eligibility for APS/ADS (from the Additional Functions screen), you can print a list. (See "Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching," on p. 3-14.)

### 3 Press [Yes].



If you do not want to print, press [No].

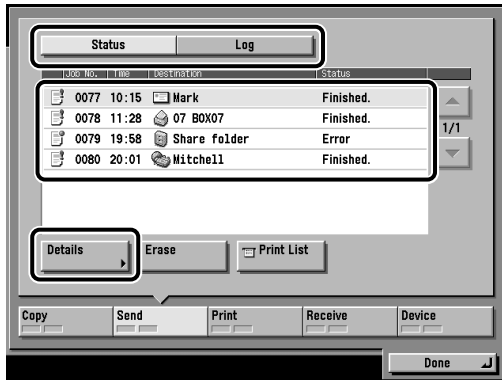
The Copy Log List is printed if you selected [Copy]. The Print Log List is printed if you selected [Print].

### 4 Press [Done].

The display returns to the Basic Features screen.

# Checking Send Job Details

- 1** Press [System Monitor] → [Send].
- 2** Press [Status] or [Log] → select the job whose details you want to check → press [Details].



## IMPORTANT

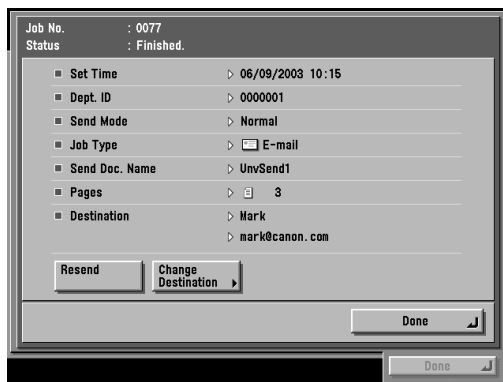
You cannot check the status of send jobs specified from MEAP applications, because these jobs are not displayed.

## NOTE

If you set Erase Failed TX to 'Off', and specify multiple destinations, the job status screen of the specified destinations that were completed without errors indicates <Finished.>. Also in this case, if you select any of these destinations and cancel their jobs, their job details are indicated on the job log screen.



### 3 Confirm the details.

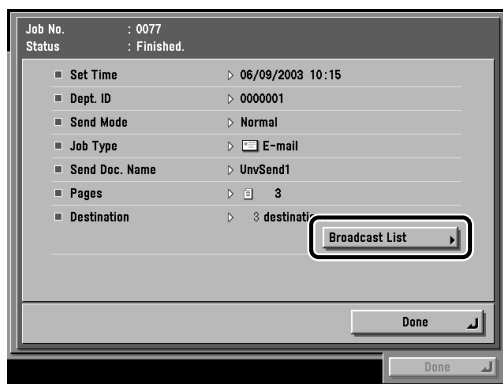


To change the address, press [Change Destination]. (See “Changing the Destination,” on p. 2-14.)

If you want to resend a job, press [Resend]. (See “Resending a Send Job,” on p. 2-17.)

If you want to print the job status details or log, press [Print List]. (See “Printing the Send Job Status/Log,” on p. 2-19.)

If you are sending to multiple recipients using the same sending method, you can display the Broadcast List. Press [Broadcast List] to confirm the recipients and status.



### 4 Press [Done] repeatedly until the Basic Features screen appears.

# Performing Send Jobs

You can change the destination of the send job or resend a job that had an error.

## Changing the Destination

You can change the destination of a send job from the System Monitor screen.

### IMPORTANT

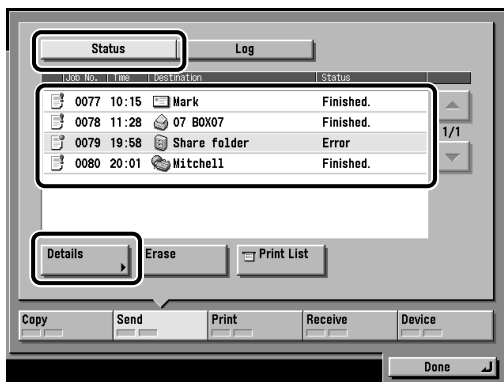
- Destinations can be changed only for send standby jobs set with delayed send, or jobs which have been canceled from sending due to an error.
- To change the address of a job with a send error, set Erase Failed TX to 'Off' from the Additional Functions screen. (See Chapter 3, "Setting/Storing the Communications Settings," in the *Sending Guide*.)
- Multiple destinations cannot be changed at the same time. Also, sending destinations within a group cannot be changed at one time.
- If there is any job being processed or in the Send queue that has the same job number as the destination you want to change, the change cannot be made (except for Delayed Send jobs).
- You cannot check the status of send jobs specified from MEAP applications, because these jobs are not displayed.

### NOTE

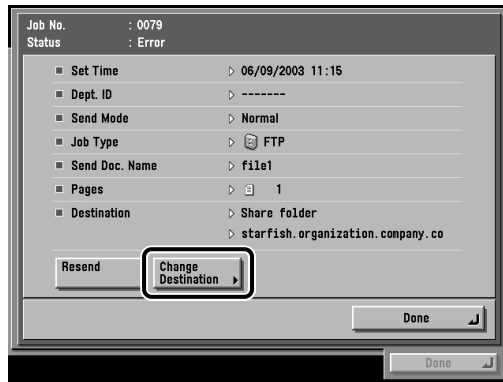
- You cannot change the destination type. For example, you cannot make changes so that the jobs sent to an e-mail address are sent to an I-fax address.
- If you want to send the document to an inbox, you cannot change the inbox number.

**1** Press [System Monitor] → [Send].

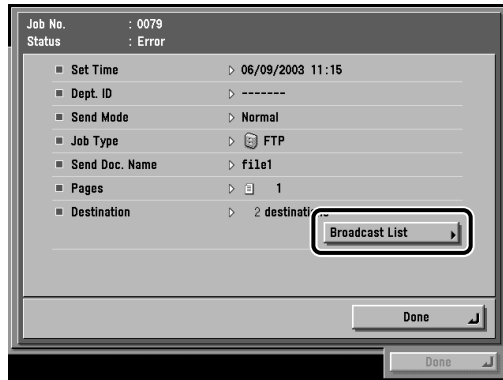
**2** Press [Status] → select the job to be changed → press [Details].



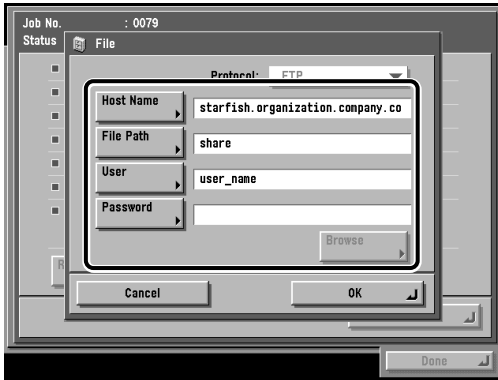
### 3 Press [Change Destination].



If you are sending to multiple destinations using the same sending method, [Broadcast List] is displayed. Press [Broadcast List] → select the destination to be changed → press [Change Destination].



## 4 Change the destination.



The destinations which can be changed and their details are as follows.

- E-mail: E-mail address
- I-Fax: I-Fax address
- File: Host name, file path, user name, password

## 5 Press [OK].



## 6 Press [Done] repeatedly until the Basic Features screen appears.

## Resending a Send Job

You can resend a document that was not sent due to an error.

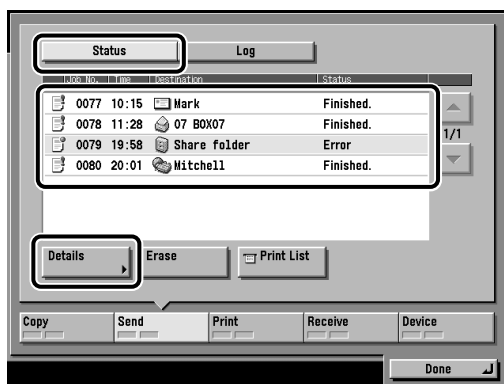


### IMPORTANT

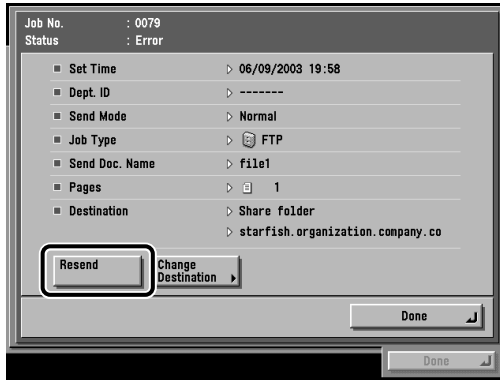
To change the address of the job with a send error, set Erase Failed TX to 'Off' from the Additional Functions screen. (See Chapter 3, "Setting/Storing the Communications Settings," in the *Sending Guide*.)

**1** Press [System Monitor] → [Send].

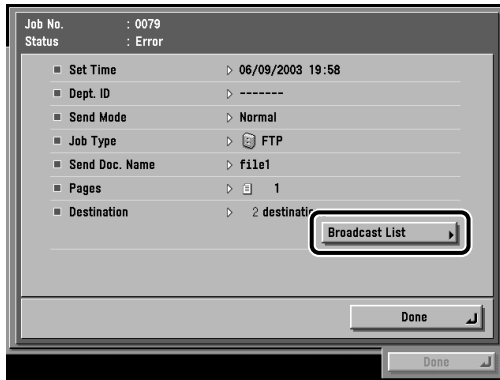
**2** Press [Status] → select the job to resend → press [Details].



### 3 Press [Resend].



If you are sending to multiple destinations using the same sending method, [Broadcast List] is displayed. Press [Broadcast List] → select the destination → press [Resend].

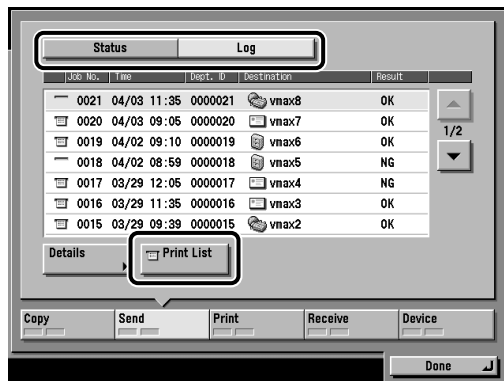


### 4 Press [Done] repeatedly until the Basic Features screen appears.

## Printing the Send Job Status/Log

**1** Press [System Monitor] → [Send].

**2** Press [Status] or [Log] → [Print List].



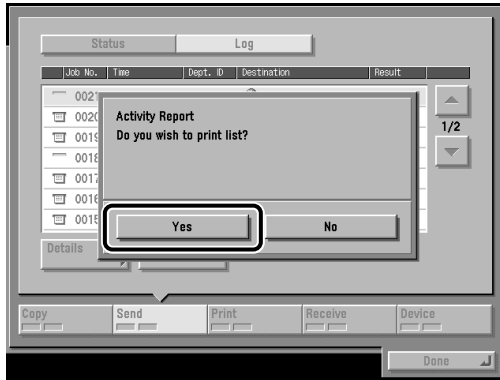
### IMPORTANT

You cannot print the TX Reserve List for Send jobs specified from MEAP applications, because these jobs are not displayed.

### NOTE

If plain or recycled paper (11" x 17", LGL, LTR, or LTRR) is loaded in a paper drawer that has been set to 'On' when you press [Other] to select a paper source in Drawer Eligibility for APS/ADS (from the Additional Functions screen), you can print a list. (See "Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching," on p. 3-14.)

### 3 Press [Yes].



If you do not want to print, press [No].

If you selected [Status], the TX Reserve List is printed. If you selected [Log], the Activity Report is printed.

### 4 Press [Done].

The display returns to the Basic Features screen.



# Checking Received Job Details

You can check details about received jobs, such as the reception date and time, and number of pages.

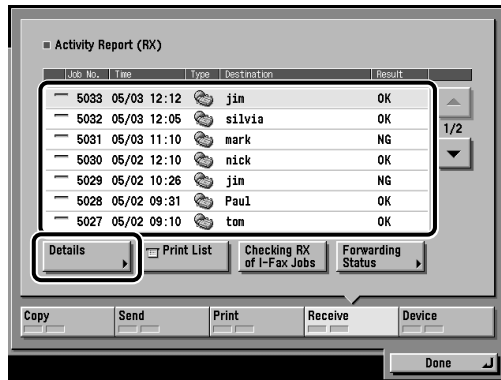


## IMPORTANT

You cannot check the details of jobs that have been received through MEAP applications.

**1** Press [System Monitor] → [Receive].

**2** Select the job whose details you want to check → press [Details].



## NOTE

The status of each icon displayed on the left side of the list is as follows:

- : A job for which an Activity Report has already been printed.
- : A job for which an Activity Report has not yet been printed.

### 3 Confirm the details.



### 4 Press [Done] repeatedly until the Basic Features screen appears.

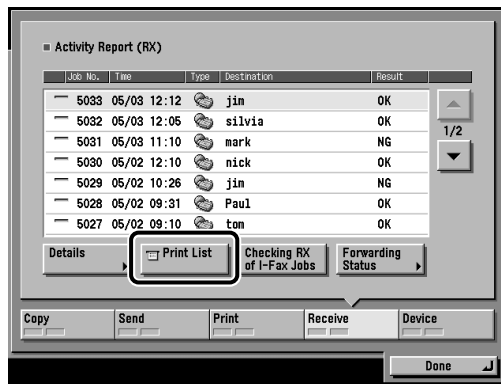
# Performing Received Jobs

You can confirm the status of forwarding jobs and print the Received Job log.

## Printing a Received Job Log

**1** Press [System Monitor] → [Receive].

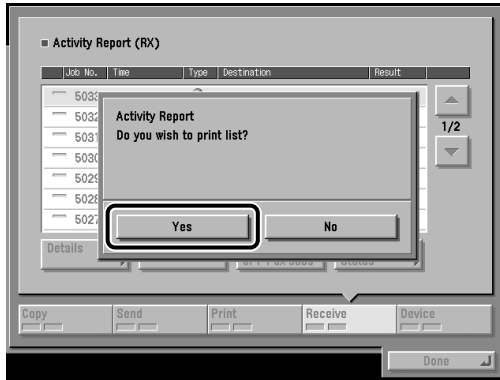
**2** Press [Print List].



### NOTE

If plain or recycled paper (11" x 17", LGL, LTR, or LTRR) is loaded in a paper drawer that has been set to 'On' when you press [Other] to select a paper source in Drawer Eligibility for APS/ADS (from the Additional Functions screen), you can print a list. (See "Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching," on p. 3-14.)

### 3 Select [Yes].



If you do not want to print, press [No].

The Activity Report is printed.

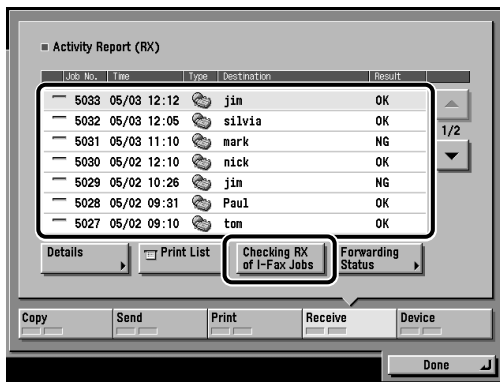
### 4 Press [Done].

The display returns to the Basic Features screen.


## Checking Received I-Fax Jobs

### 1 Press [System Monitor] → [Receive].

### 2 Press [Checking RX of I-Fax Jobs].



A message that the job is being checked is displayed.

 NOTE

To use [Checking RX of I-Fax Jobs], set the E-mail/I-Fax POP settings to 'On' (from the Additional Functions screen) so that you can receive documents using POP (Post Office Protocol).

**3** Press [Done].

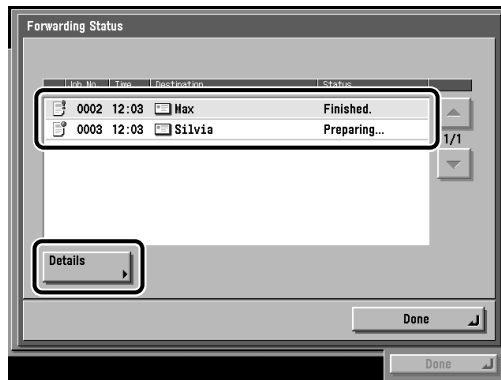
The display returns to the Basic Features screen.

## Checking Forwarded Job Details

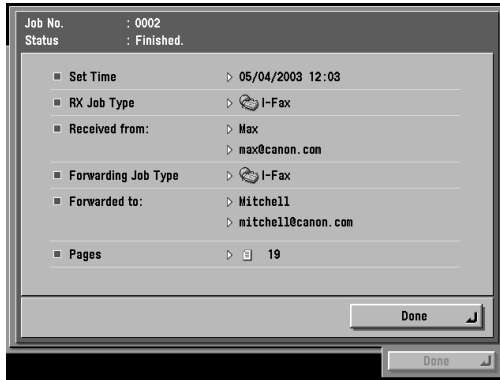
You can check the details of a job while the job is being forwarded, using Forwarding Settings.

**1** Press [System Monitor] → [Receive].

**2** Press [Forwarding Status] → select the job whose details you want to check → press [Details].



### 3 Confirm the details.



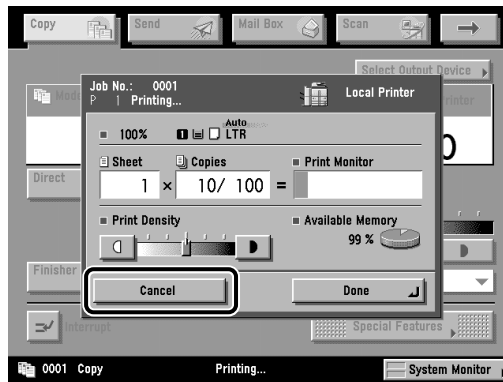
### 4 Press [Done] repeatedly until the Basic Features screen appears.

# Canceling a Job

This section explains how to cancel a job in several ways.

## Canceling from the Touch Panel Display

- 1** Press [Cancel] on the screen which appears while the machine is scanning, printing, or waiting to print the document.




The selected job is canceled.

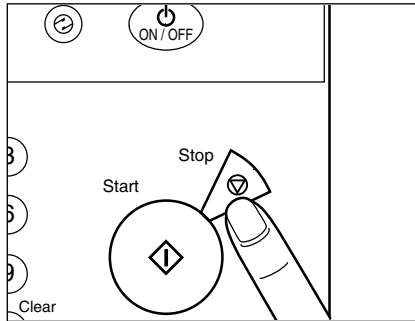
### NOTE

When you cancel a job during scanning, be sure to remove the original of that job.

# Canceling Using the Stop Key

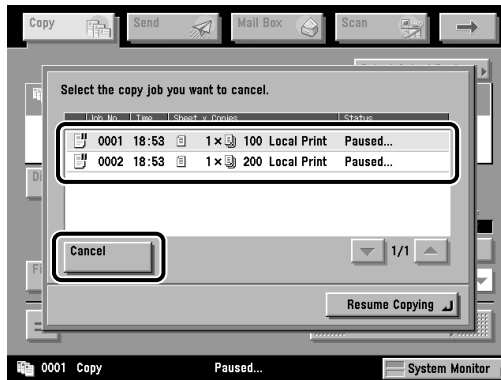
You can cancel a job by pressing  (Stop), when the job has been scanned.

## 1 Press (Stop).



When canceling a job which is being printed, press [Cancel] on the touch panel display on the screen that appears during printing.

## 2 Select the job to be canceled from the list → press [Cancel].



You cannot select multiple jobs and cancel them all at once.

When canceling multiple jobs, select and cancel one job at a time.

If you do not want to cancel the job, press [Resume Copying].

The selected job is canceled.

## 3 Press [Resume Copying].



# Canceling a Job from the System Monitor Screen

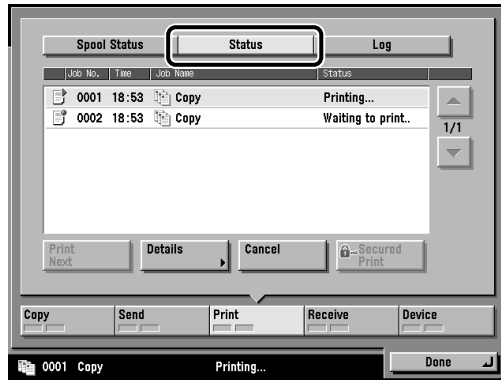
- 1** Press [System Monitor] → select the job type ([Copy], [Send], or [Print]).



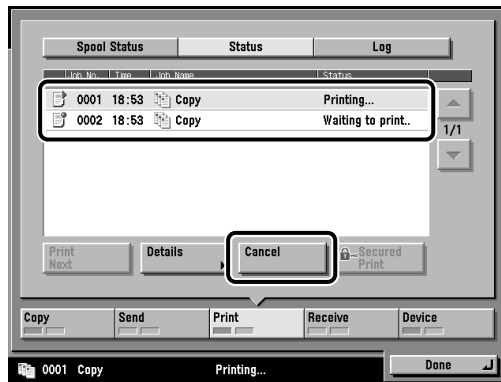
## NOTE

If you want to cancel remote or cascade copy jobs from the machine that is scanning the original, press [Copy] on the System Monitor screen.

- 2** Press [Status].



- 3** Select the job to be canceled → press [Cancel].

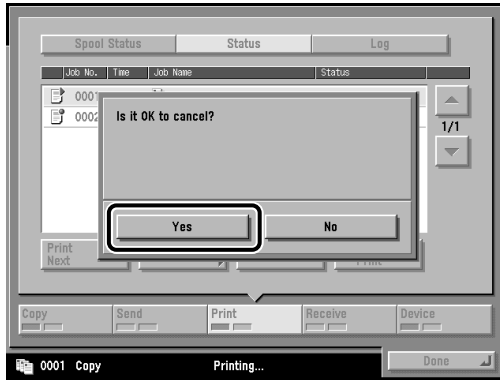


You cannot select multiple jobs and cancel them all at once.

If multiple jobs need to be canceled, select and cancel one job at a time.

The job in the process of sending may not be canceled even if you press [Cancel].

## 4 Press [Yes].



If you do not want to cancel the job, press [No].



### NOTE

The canceled job is displayed as <NG> (No Good) on the Log screen.

## 5 Press [Done].

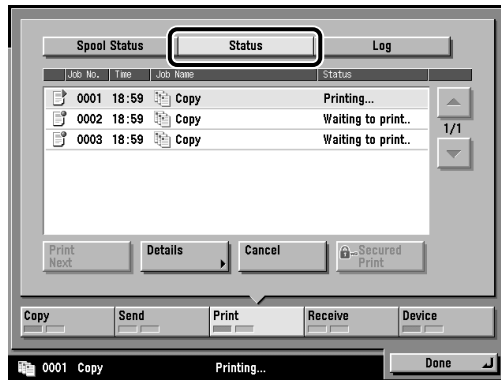
The display returns to the Basic Features screen.

# Priority Printing

When you set priority printing for a job, the machine starts printing the job once the current print job is complete.

**1** Press [System Monitor] → [Print].

**2** Press [Status].



**3** Select the job for priority printing → press [Print Next].



## **4** Press [Done].

The display returns to the Basic Features screen.

# Handling Print Jobs Sent from a Computer

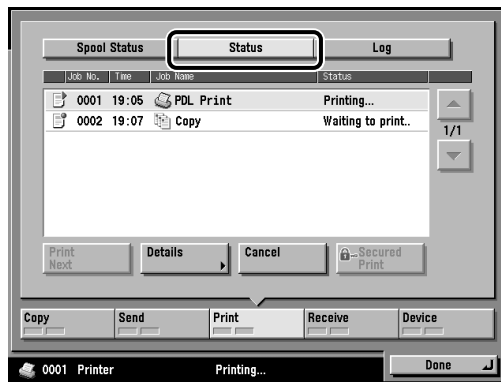
You can temporarily stop a print job sent from a computer, or skip a print error if it occurs.

2

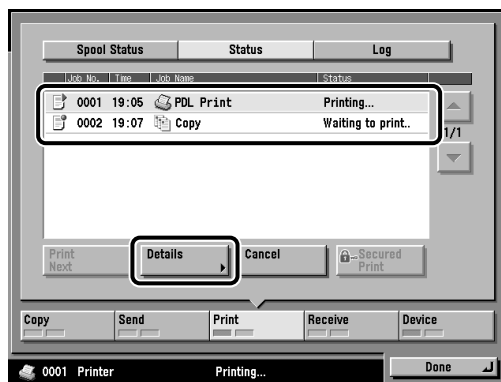
Checking Job and Device Status

**1** Press [System Monitor] → [Print].

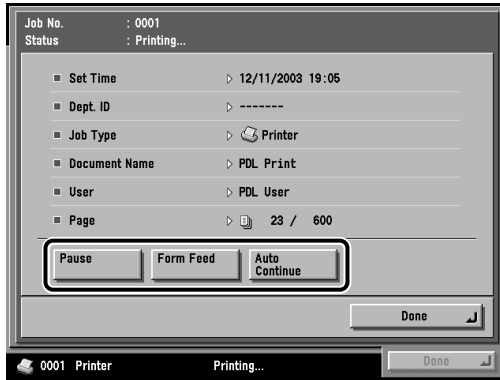
**2** Press [Status].



**3** Select the desired job → press [Details].



## 4 Select how to handle this print job.



If you press [Pause], printing stops temporarily, and the key changes to [Resume]. If you press [Resume], printing resumes, and the key changes to [Pause].


You can continue the print job even when a print error occurs, by pressing [Auto Continue], depending on the type of print error. However, the print output may not be the same as expected.

If printing is canceled from a computer or if the data is less than one page, the print job may not be processed correctly. Press [Form Feed], to force the print data remaining in memory to be output.

## 5 When you are finished handling the print job, press [Done] repeatedly until the Basic Features screen appears.

# Printing Secured Documents

You can print documents that have been assigned a password and sent to this machine from a computer. Documents with a password are called “secured documents.”

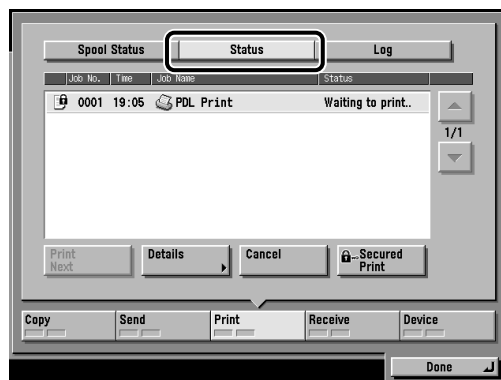
Secured documents waiting to be printed are displayed with the locked icon  to the left of the job number. To print these documents, you need to enter the correct password. This prevents unauthorized people who do not know the password from observing the contents of the print job.

## IMPORTANT

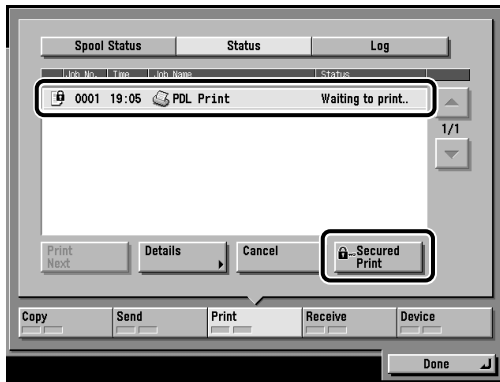
- If the main power is turned OFF, any secured documents are erased.
- The secured document is erased after printing is complete.
- You cannot change the settings of the secured document.
- Please note that the memory of the machine can store up to 3,700 pages. When you send a secured document to be stored in the memory to be printed at a later time, and the memory is full (already reached its maximum capacity), your document will not be stored. The memory may be full because the machine is being used for other functions (such as storing a document in an inbox or storing a form). Therefore, the space reserved for secured documents decreases. In this case, the last job is not saved.

**1** Press [System Monitor] → [Print].

**2** Press [Status].



- 3** Select the desired secured document → press [Secured Print].



- 4** Enter the correct password using ① - ⑨ (numeric keys) → press [OK].



Enter the same password that you originally assigned to the document at the computer. The machine becomes ready to print the secured document.

To cancel printing, press [Cancel].

Printing starts.



**NOTE**

If there is a current or reserved job, the machine starts printing after that job is complete.

- 5** Press [Done].

The display returns to the Basic Features screen.



# Customizing Settings

# 3

## CHAPTER

This chapter describes initial settings and procedures and how to customize them to suit your needs.

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### 3. Customizing Settings

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# Additional Functions Settings Table

The following settings can be selected or stored from the Additional Functions screen. For details on settings not explained in this manual, see the following guides:


- Copy Settings ..... *Copying Guide*  
(Including the settings for remote copy prints)
- Communications Settings, Address Book Settings ..... *Sending Guide*
- Mail Box Settings ..... *Mail Box Guide*
- Printer Settings ..... *PS/PCL Printer Guide*
- Network Settings ..... *Network Guide*

Additional Functions	Available Settings	Applicable Page
<b>Common Settings</b>		
Initial Function	Select Initial Function: Copy*/Send**/Mail Box*/MEAP** Set [System Monitor] as the Initial Function: On/Off* Set [Device] as the default screen for [System Monitor]: On*/Off	p. 3-8
Auto Clear Setting	Initial Function*/Selected Function	p. 3-10
Audible Tones	Entry Tone/Error Tone/Job Done Tone (All On*/Off)	p. 3-11
Inch Entry	On*/Off	p. 3-13
Drawer Eligibility For APS/ ADS	Copy*/Printer*/Mail Box*/Receive*/Other (Bypass: On/Off*, Drawers: On*/Off) Copy: Consider Paper Type: On/Off*	p. 3-14
Store Paper Type	Paper drawer (1, 2), Paper Deck: Plain*/Recycled/Color/ Letterhead/Bond/3-Hole Punch**/Heavy Paper drawer (3, 4): Plain*/Recycled/Color/Letterhead/ Bond/3-Hole Punch**/Heavy	p. 3-17
Energy Consumption in Sleep Mode	Low*/High	p. 3-21
LTRR/STMT Original Selection	Distinguish Manually/Use LTRR Format*/Use STMT Format	p. 3-22

Additional Functions	Available Settings	Applicable Page
<b>Common Settings</b>		
Tray Designation**	Tray A: Copy*/Printer*/Mail Box*/Receive*/Other* Tray B: Copy*/Printer*/Mail Box*/Receive*/Other*	p. 3-24
Printing Priority	1: Copy (Priority) 2: Printer 3: Mail Box, Receive, Other	p. 3-26
Store Form for Form Composition	Store (Entire Image Composition/Transparent Image)/Erase/Check Print/Details	p. 3-28
Stack Bypass Standard Settings	On/Off*	p. 3-35
Standard Local Print Settings	Paper Select: Auto*/Select Paper Supply Copies: 1* to 2,000 sets Finisher: With the Finisher** Do Not Collate/Collate/Offset Collate*/Group/Offset Group/Staple (Corner (Top Left/Bottom Left/Top Right/Bottom Right), Double (Left/Right)) With the Finisher + Puncher Unit-B1** Do not Collate/Collate/Offset Collate*/Group/Offset Group/Staple (Corner (Top Left/Bottom Left/Top Right/Bottom Right), Double (Left/Right))/Hole Punch With the Copy Tray-C3** Do Not Collate/Collate*/Rotate Collating/Group/Rotate Grouping Two-sided Print: On/Off* Erase Document After Printing: On/Off* Merge Documents: On/Off*	p. 3-39
Language Switch	On/Off*	p. 3-41
Reversed Display (Color)	On/Off*	p. 3-43
Offset Jobs	On*/Off	p. 3-44
Initialize Common Settings	Initialize	p. 3-45

Additional Functions	Available Settings	Applicable Page
<b>Timer Settings</b>		
Date & Time Settings	Default Setting (12-digit number) Time Zone: GMT-12:00 to GMT+12:00, (GMT-05:00*) Daylight Saving Time: On*/Off	p. 3-48
Auto Sleep Time	10, 15, 20, 30, 40, 50 min., 1 hour*, 90 min., 2, 3, 4 hours	p. 3-52
Auto Clear Time	0 (no setting), 1 to 9 min., 2 min.*	p. 3-54
Time Until Unit Quiets Down	0 (no setting), 1 to 9 min., 1 min.*	p. 3-55
Daily Timer Settings	Sunday to Saturday, 00:00 to 23:59 in one-minute increments	p. 3-57
Low-power Mode Time	10, 15*, 20, 30, 40, 50 min., 1 hour, 90 min., 2, 3, 4 hours	p. 3-58
<b>Adjustment/Cleaning</b>		
Zoom Fine Adjustment**	X/Y: 0*, -1.0% to +1.0% in 0.1% increments	p. 3-60
Saddle Stitcher Staple Repositioning**	Press [Start]	p. 3-61
Saddle Stitch Position Adjustment**	-2.0 mm to +2.0 mm (0 mm*) in 0.25 mm increments	p. 3-63
Exposure Recalibration	Copy/Send: 9 steps, 5*	p. 3-65
Page Number Position Adjustment	3/16" to 13/16" (5 mm to 20 mm) 7/16"* (12 mm)	p. 3-66
Feeder Cleaning	Press [Start]	p. 5-25
Wire Cleaning	Press [Start]	p. 5-26
<b>Report Settings</b>		
Settings**	Send	p. 3-68
Print List	Send Network	p. 3-75

Additional Functions	Available Settings	Applicable Page
<b>System Settings</b>		
System Manager Settings	System Manager ID: 7 digit number max. System Password: 7 digit number max. System Manager: 32 characters max. E-mail Address: 64 characters max. Contact Information: 32 characters max. Comment: 32 characters max.	p. 4-3
Dept. ID Management	Department ID Management: On/Off* (Store Dept. ID/Password, Print Totals, Accept Jobs With Unknown ID: On*/Off)	p. 4-8
Communications Settings**	E-mail/I-Fax Settings Maximum Data Size For Sending: 0 = Off/1-99MB 3MB* Default Subject: Attached Image Full Mode TX Timeout: 1-99 Hours, 24 Hours* Print MDN/DSN on Receipt: On/Off* Always send notice for RX errors: On*/Off Use Send Via Server: On/Off* Memory RX Inbox Settings Memory RX Inbox Password: 7 digit number max. Use I-Fax Memory Lock: On/Off* Memory Lock Start Time: Everyday, Select Days, Off* Memory Lock End Time: Everyday, Select Days, Off*	p. 4-32
Remote UI	On*/Off	p. 4-50
Manage/Access to Address Book**	Address Book Password: 7 digit number max. Access Number Management: On/Off*	p. 4-52
Device Information Settings	Device Name: 32 characters Location: 32 characters	p. 4-56
Forwarding Settings**	Validate/Invalidate, Store, Forward w/o Conditions, Edit, Erase, Print List, E-mail Priority	p. 4-58
Clear Message Board	Erase	p. 4-88
Auto Online/Offline**	Auto Online: On/Off* Auto Offline: On/Off*	p. 4-90
MEAP Settings	Use HTTP: On*/Off Print System Information	p. 4-93
Store LDAP Server	Store, Edit, Erase, Print List	p. 4-97

 NOTE

- An asterisk (\*) indicates the factory default setting.
- Two asterisks (\*\*) indicate items that appear only when the appropriate optional equipment is attached.
- For instructions on how to set the modes not described in this manual, refer to the appropriate Operation Manual listed in the front of this *Reference Guide*. (See “Manuals for the Machine.”)
- Depending on the types of optional equipment attached, some items may not be displayed.

# Setting Specifications That Are Common to Each Function (Common Settings)

This section describes how to specify the settings that are common to the Copy, Send, and Mail Box functions.

## NOTE

The Common Settings screen is made up of several screens. Press [▼] or [▲] to scroll to the desired screen, and make the required settings.

3

Customizing Settings

## Selecting the Initial Function at Power ON

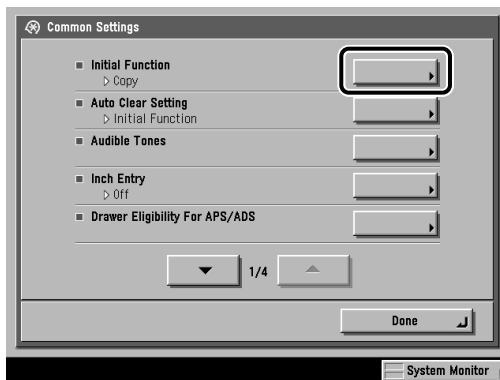
You can specify which screen to display when you turn ON the main power or after the Auto Clear function has taken place. The System Monitor screen can also be specified as the initial screen.

## NOTE

The default settings are:

- Select Initial Function: 'Copy'
- Set [System Monitor] as the Initial Function: 'Off'
- Set [Device] as the default screen for [System Monitor]: 'On'

**1** Press  (Additional Functions) → [Common Settings] → [Initial Function].

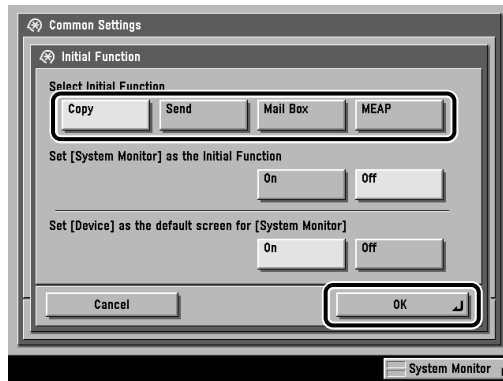


## NOTE

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



## 2 Select [Copy], [Send], [Mail Box], or [MEAP] → press [OK].



When the main power is turned ON, or after Auto Clear initiates:

If you select [Copy]: The Copy Basic Features screen appears.

If you select [Send]: The Send Basic Features screen appears.

If you select [Mail Box]: The Inbox Selection screen appears.

If you select [MEAP]: The MEAP application screen appears. (If no MEAP application is installed, a message telling you that there is no MEAP application installed appears.)

[Send] is only displayed if you are using the imageRUNNER 6020i/5020i.

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

- Select [On] for <Set [System Monitor] as the Initial Function> → press [OK].  
The System Monitor screen appears when the main power is turned ON, or after Auto Clear initiates.

The selected mode is set.

### NOTE

If you do not want to set the Device status screen as the default screen when you press [System Monitor], press [Off] under <Set [Device] as the default screen for [System Monitor]> → press [OK]. If you select [Off], the Copy Job Status screen is set as the default screen.

## 3 Press [Done] repeatedly until the Basic Features screen appears.

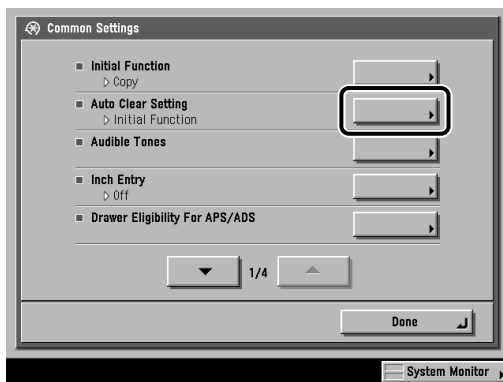
## Selecting the Default Display after Auto Clear

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

### NOTE

- The time delay for Auto Clear can be set. (See “Setting the Time for the Display to Return to the Basic Features Screen after Finishing Operations,” on p. 3-54.)
- The default setting is ‘Initial Function’.

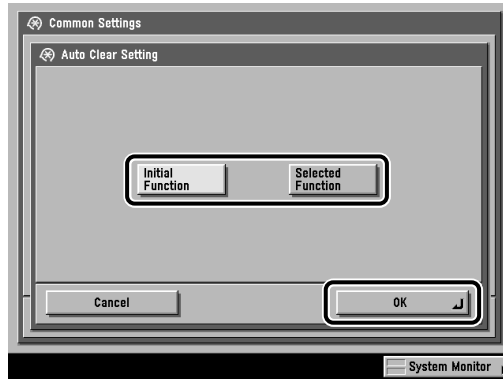
### **1** Press **Ⓜ** (Additional Functions) → [Common Settings] → [Auto Clear Setting].



### NOTE

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

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



Press [Initial Function]: To display the screen set as the Initial Function after Auto Clear is performed. For example, if the System Monitor screen is set as the Initial Function, and Auto Clear initiates after setting the Mail Box function, the display returns to the System Monitor screen.

Press [Selected Function]: To display the screen before Auto Clear initiates. For example, if the System Monitor screen is set as the Initial Function, and Auto Clear is performed after setting the Mail Box function, the display returns to the Inbox Selection screen.

The selected mode is set.

## 3 Press [Done] repeatedly until the Basic Features screen appears.

### Setting the Entry Tone, Error Tone, and the Job Done Tone

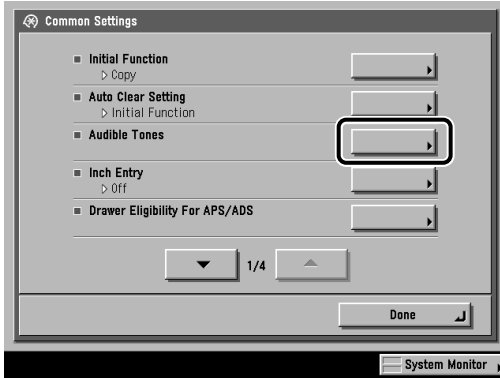
You can select whether to sound audible tones. The following tones sound at the following times:

- Entry Tone: When pressing keys on the control panel or keys on the touch panel display
- Error Tone: When a malfunction occurs (e.g., paper jam or an operational error)
- Job Done Tone: After the last job has been performed (i.e., outputting or stapling is complete)

#### NOTE

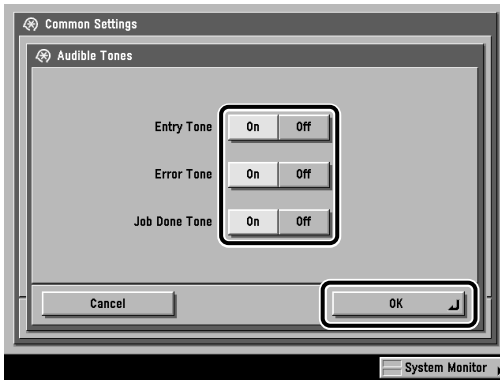
The default setting is 'On' for all tones.

- 1 Press **[F4]** (**Additional Functions**) → **[Common Settings]** → **[Audible Tones]**.



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

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



The selected mode is set.

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

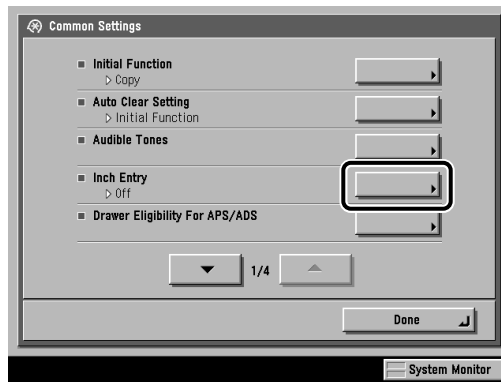
# Setting Inch Input


You can display the keys for entering values in inches on the numeric entry screens.

 NOTE

- The default setting is 'On'.
- Even if Inch Entry is set to 'On', you still have the option to enter measurements in millimeters by pressing [mm].

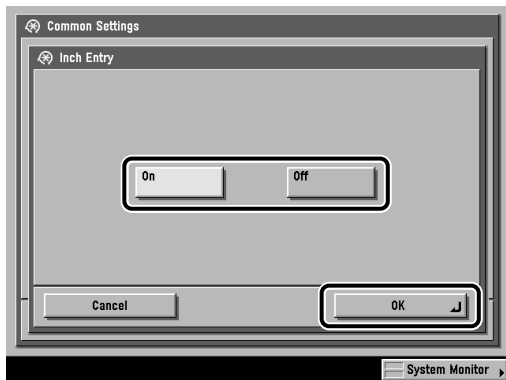
**1** Press **Ⓜ** (Additional Functions) → [Common Settings] → [Inch Entry].



 NOTE

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

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



The selected mode is set.

## 3 Press [Done] repeatedly until the Basic Features screen appears.

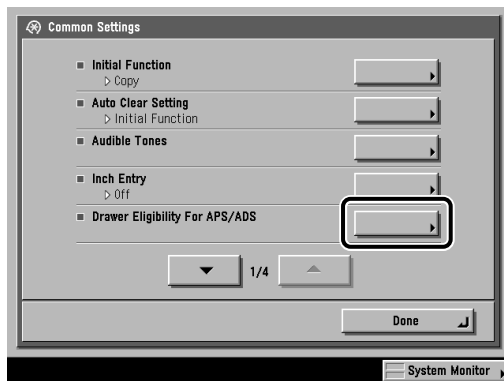
# Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching

The paper drawers used for Automatic Paper Selection and Auto Drawer Switching can be set. This setting can be made independently for the Copy, Printer, Mail Box, Receive, and Other functions. It is useful when different paper drawers are used for different purposes.

### NOTE

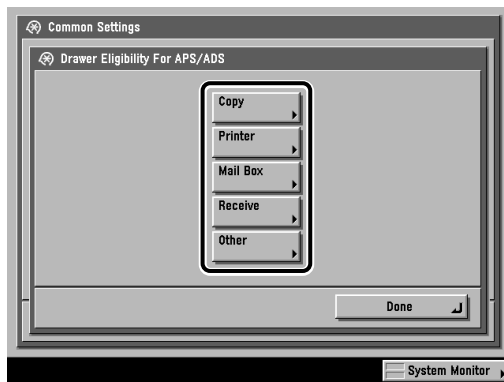
- Paper drawers set to 'On' are used for the following functions:
  - APS (Auto Paper Selection): The machine automatically selects the appropriate paper size (paper drawer) based on the original's size and copy ratio settings.
  - ADS (Auto Drawer Switching): If a paper drawer runs out of paper during a continuous print job, the machine automatically selects another paper drawer with the same paper size, and begins feeding paper from that paper drawer.
- The default settings are 'Off' for the stack bypass and 'On' for paper drawers 1 to 4.

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

**NOTE**

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

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



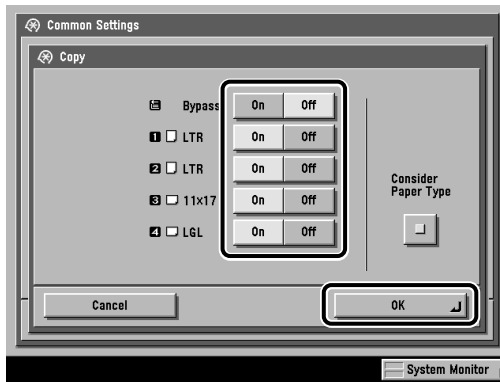
The prints from a Remote Copy job are included in [Copy].

[Receive] can only be selected if you are using the imageRUNNER 6020i/5020i.

Remote copying can only be used if you are using the imageRUNNER 6020i/5020i.

You can select [Other] if you are setting the paper drawers to be used for printing reports.

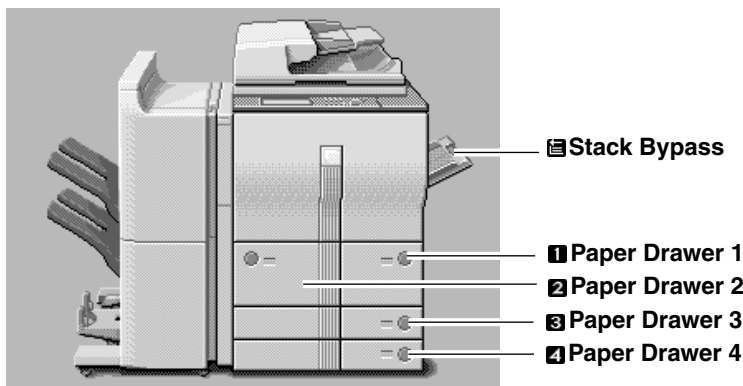
### 3 Select [On] or [Off] for the stack bypass and each paper drawer → press [OK].



[On]: Makes the paper drawer eligible for APS/ADS.

[Off]: Makes the paper drawer ineligible for APS/ADS.

The number of each paper drawer is indicated in the following places:



The selected mode is set.

#### NOTE

- You cannot select 'Off' for any paper source other than the stack bypass.
- If you selected [Copy], in step 2, you can select whether the machine considers the paper type loaded in a paper drawer.
  - If [Consider Paper Type] is set to 'On', the paper is not fed even when it runs out during printing, unless another paper drawer is loaded with the same paper size and type. For details on stored paper types, see "Identifying the Type of Paper in a Paper Drawer," on p. 3-17.
  - If you set [Consider Paper Type] to 'Off', the paper will be fed from another paper drawer when it runs out during printing, if the same paper size is loaded in that paper drawer.
- The Stack Bypass Symbol () is not displayed when [Printer] is selected.

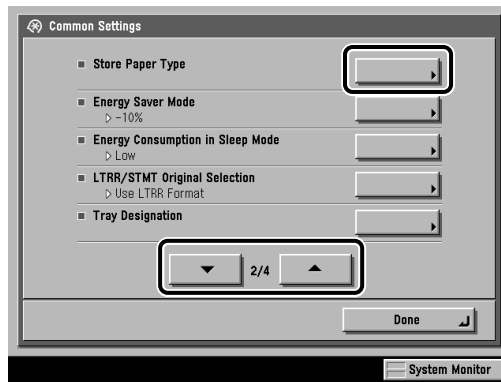


- 4 Press [Done] repeatedly until the Basic Features screen appears.

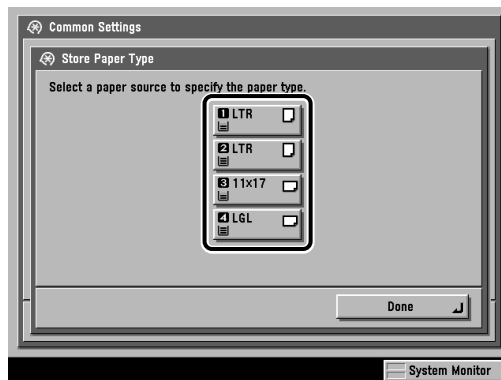
## Identifying the Type of Paper in a Paper Drawer

You can specify the paper type loaded in each paper drawer.

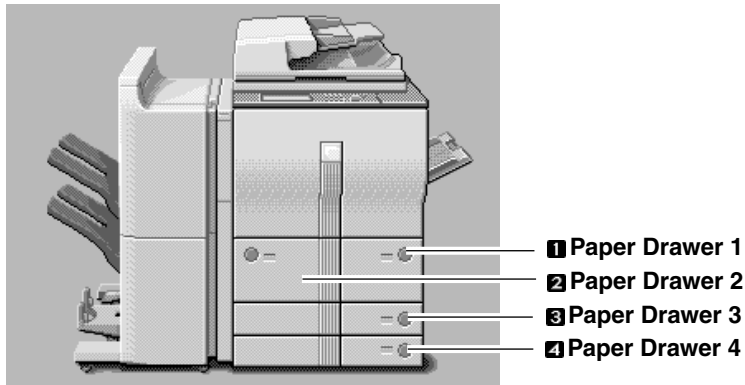
- 1 Press **Ⓜ** (Additional Functions) → [Common Settings].
- 2 Press **▼** or **▲** until [Store Paper Type] appears → press [Store Paper Type].



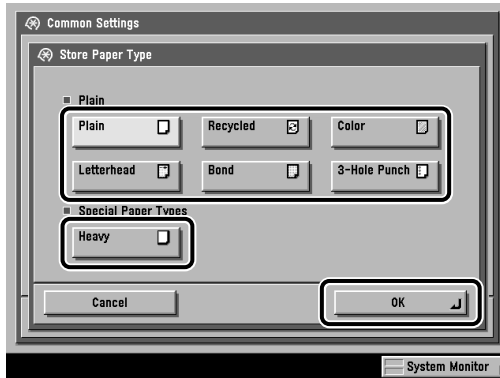
- 3 Select the paper drawer for which you want to store the paper type.



The number of each paper drawer is indicated in the following places:



#### 4 Select the paper type loaded in the paper drawer → press [OK].



Load the same type of paper as the stored paper type in each paper drawer.  
The selected mode is set.



#### NOTE

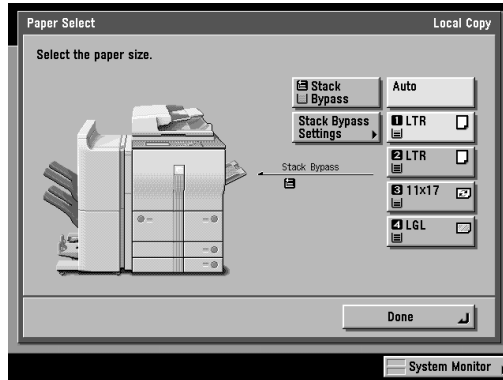
For details on paper types, see “Available Paper Stock,” on p. 1-75.

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



### NOTE

The paper types stored here are displayed through the use of icons on the paper selection screen, as shown below.



## Changing the Energy Saver Mode Setting

You can reduce the power that is consumed by the machine by changing the Energy Saver mode setting.

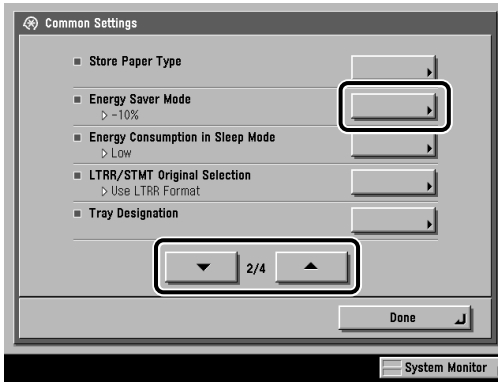


### NOTE

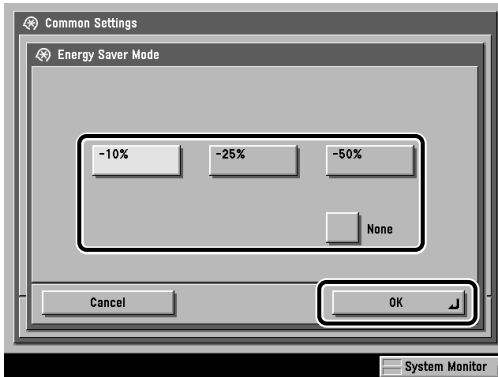
The default setting is '-10%'.

## 1 Press (Additional Functions) → [Common Settings].

- 2** Press [▼] or [▲] until [Energy Saver Mode] appears → press [Energy Saver Mode].



- 3** Select [-10%], [-25%], [-50%], or [None] → press [OK].



The approximate energy saving figures for each mode, and the approximate delay times from power ON to Ready to Print status are listed below.


- -10%: 10% less power (approximately 50 seconds)
- -25%: 25% less power (approximately 90 seconds)
- -50%: 50% less power (approximately 180 seconds)
- None: 2% less power (approximately 0 seconds)
- The figures in parentheses ( ) show the approximate time it takes for the machine to return to the Ready to Print status.

The selected mode is set.

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

# Setting Energy Consumption in the Sleep Mode

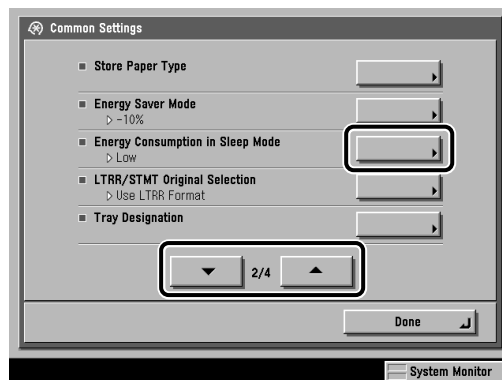
You can set the amount of energy consumption when the machine is in the Sleep Mode.

 NOTE

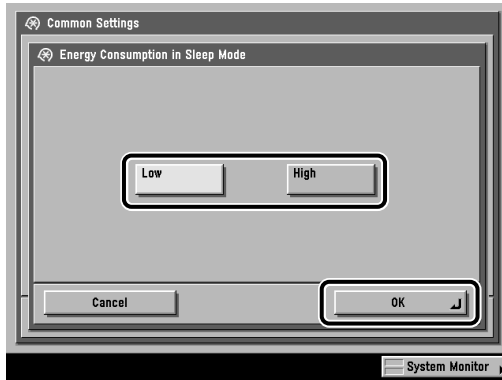
- When the printer or sending functions are attached to the machine, the Energy Consumption in the Sleep Mode setting may be set automatically depending on the network settings or the status of jobs.
- The default setting is 'Low'.

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

**2** Press [▼] or [▲] until [Energy Consumption in Sleep Mode] appears → press [Energy Consumption in Sleep Mode].



### 3 Select [Low] or [High] → press [OK].




The selected mode is set.

### 4 Press [Done] repeatedly until the Basic Features screen appears.

## Distinguishing between LTRR and STMT Originals

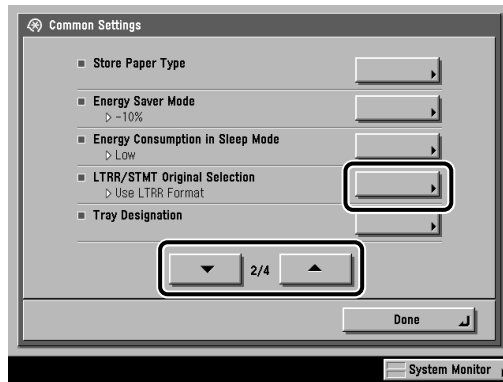
You can designate the way the machine handles LTRR or STMT originals placed on the platen glass. For example, you can make a setting to distinguish the original sizes manually, or scan the originals of only one of these sizes.

 NOTE

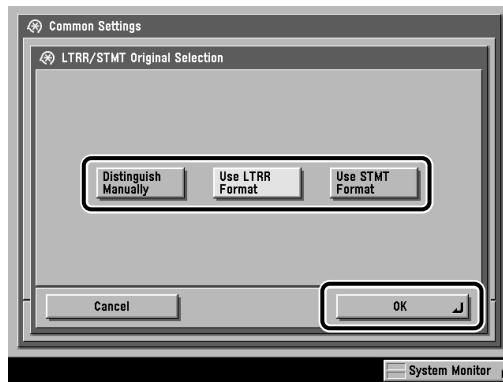
The default setting is 'Use LTRR Format'.

### 1 Press (Additional Functions) → [Common Settings].

- 2** Press [▼] or [▲] until [LTRR/STMT Original Selection] appears → press [LTRR/STMT Original Selection].



- 3** Select [Distinguish Manually], [Use LTRR Format], or [Use STMT Format] → press [OK].



[Distinguish Manually]: If you place an LTRR or STMT original on the platen glass, a screen enabling you to select the original size appears when scanning.

[Use LTRR Format]: If you place an LTRR or STMT original on the platen glass, the machine detects the original as LTRR.

[Use STMT Format]: If you place an LTRR or STMT original on the platen glass, the machine detects the original as STMT.

The selected mode is set.

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

# Setting a Dedicated Tray for Each Function

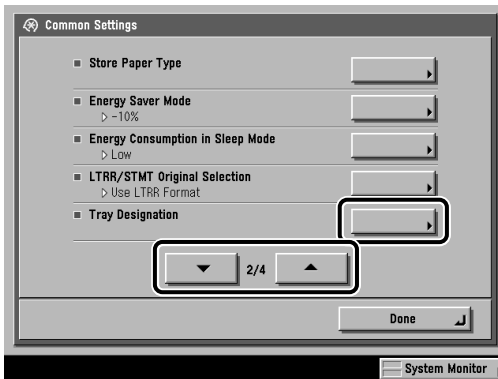
You can select the function for which each output tray of the finishers (optional) is to be used.

## NOTE

- It is possible to assign a single tray to multiple functions.
- We recommend attaching the supplied labels to the trays to identify their respective uses. Blank labels are also provided.
- The default settings are:
  - Tray A: 'Copy', 'Printer', 'Mail Box', 'Receive', and 'Other'
  - Tray B: 'Copy', 'Printer', 'Mail Box', 'Receive', and 'Other'

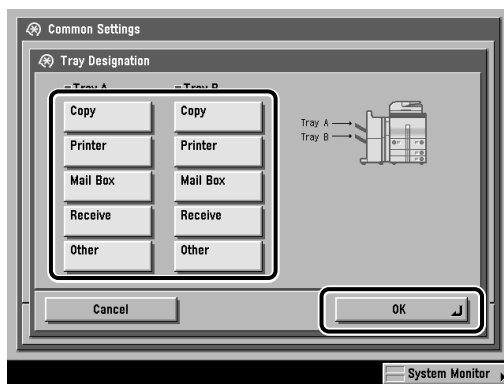
**1** Press  (Additional Functions) → [Common Settings].

**2** Press [▼] or [▲] until [Tray Designation] appears → press [Tray Designation].





### 3 Select the functions for dedicated output trays A and B → press [OK].



You can only select [Printer] if the optional Multi-PDL Printer Kit is attached.

The prints from a Remote Copy job are included in [Copy].

You can only select [Receive] if you are using the imageRUNNER 6020i/5020i.

Select [Other] if you are printing from the Report function.

If you want to set a tray as the designated tray for only a certain function, select only that function.

The selected mode is set.

#### NOTE

When the paper reaches the stacking limit of the tray, while both trays are set as the designated tray for a certain function, the machine automatically changes the output tray to another available tray. However, it is recommended that a single output tray should be assigned for received I-fax documents to prevent them from being lost, as shown below.

- Tray A: Copy and Printer
- Tray B: Mail Box, Receive, and Other

### 4 Press [Done] repeatedly until the Basic Features screen appears.

# Setting the Printing Priority

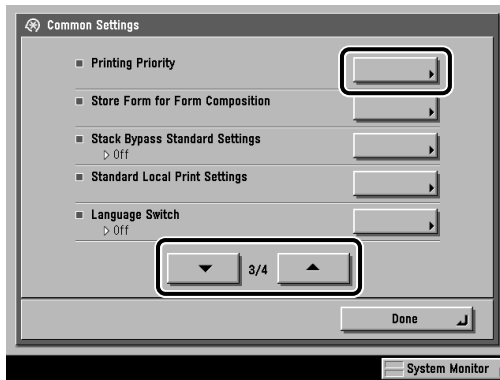
You can set the printing priority. A job that is set as a high priority is printed after the current job is complete.

## NOTE

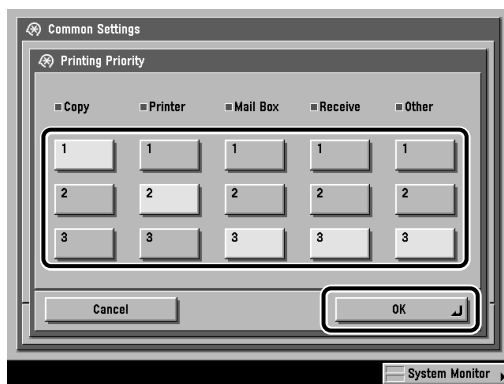
- Priority printing does not take place even if you set it as the highest priority until the current job is complete. However, if the current job is paused, a job with a higher priority may start printing depending upon the settings.
- The default settings are:
  - Copy: '1' (Highest priority)
  - Printer: '2'
  - Mail Box: '3'
  - Receive: '3'
  - Other: '3' (1, 2, and 3 indicate the priority sequence.)

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

**2** Press [▼] or [▲] until [Printing Priority] appears → press [Printing Priority].



### 3 Select the printing priority for the various functions → press [OK].



Selecting [1] sets the highest printing priority.

You can only select [Printer] if the optional Multi-PDL Printer Kit is attached.

The prints from a Remote Copy job are included in [Copy].

You can only select [Receive] if you are using the imageRUNNER 6020i/5020i.

Select [Other] if you are printing from the Report function.

The PDL prints from MEAP applications are included in [Printer]. The Local prints from MEAP applications are included in [Mail Box].

The selected mode is set.



#### NOTE

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

### 4 Press [Done] repeatedly until the Basic Features screen appears.

# Storing an Image Form

If you store image forms, you can use the Form Composition mode in the Copy and Mail Box functions. For instructions on how to use the Form Composition mode, see Chapter 2, “Additional Copy Functions,” in the *Copying Guide*, or Chapter 4, “Using/Arranging Documents Stored in an Inbox,” in the *Mail Box Guide*.

## IMPORTANT

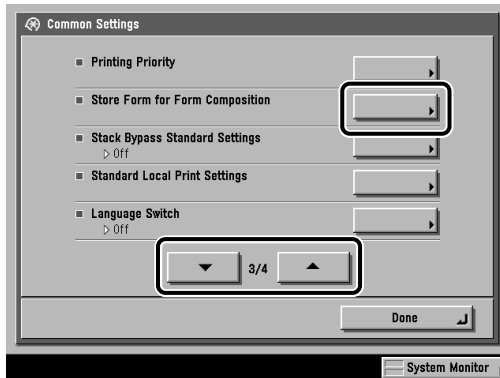
- Up to 100 image forms can be stored. However, this number varies depending upon the capacity of the hard disk.
- Be sure to place the original that contains the image form on the platen glass. It is not possible to scan an image form from the feeder.

## NOTE

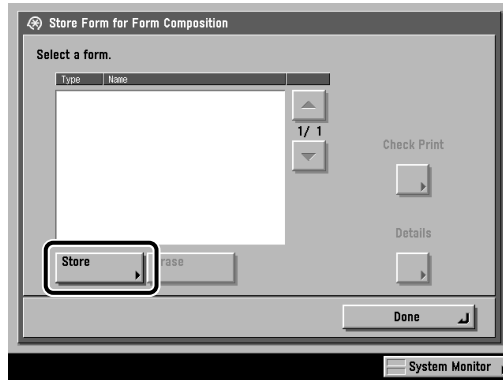
Image forms from an Entire Image Composition can also be retrieved from a personal computer and stored in the machine.

**1** Press **⊕** (Additional Functions) → [Common Settings].

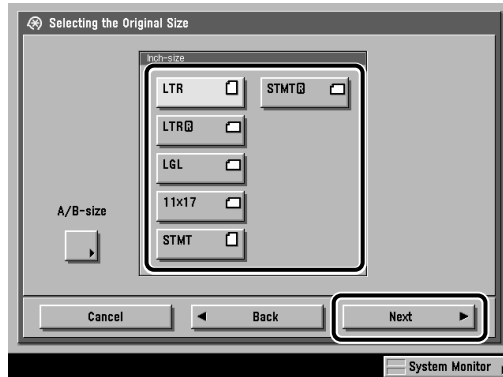
**2** Press **▼** or **▲** until [Store Form for Form Composition] appears → press [Store Form for Form Composition].



### 3 Press [Store].



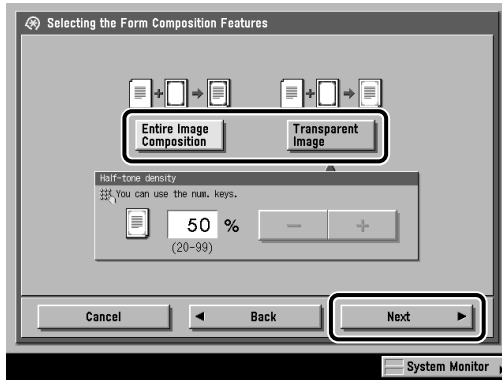
### 4 Select the size of the original that contains the image form → press [Next].



#### NOTE

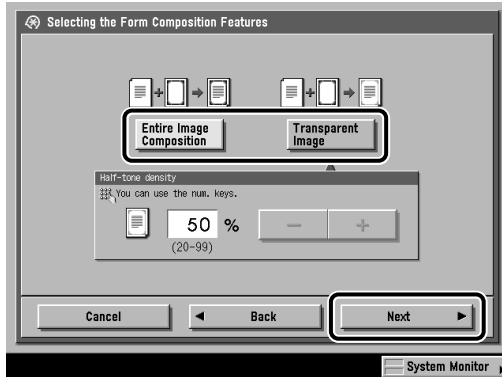
To select an A or B series paper size, press [A/B-size].

## 5 Select a form feature.



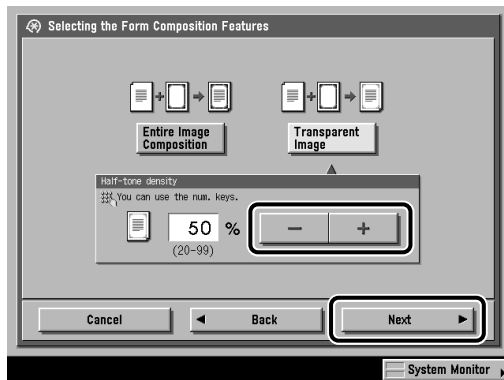
- If [Entire Image Composition] is selected:

- Press [Next].



● If [Transparent Image] is selected:

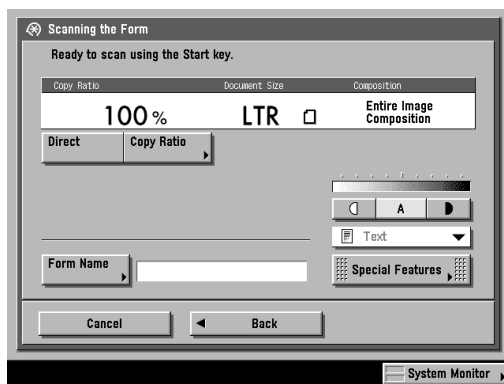
- Adjust the halftone density by pressing [-] or [+] → press [Next].



You can enter a value from 20% to 99% (in one percent increments).

Even when you enter the values using ⓪ - ⑨ (numeric keys), you can change the values by pressing [-] or [+].

## 6 Set the scanning mode.



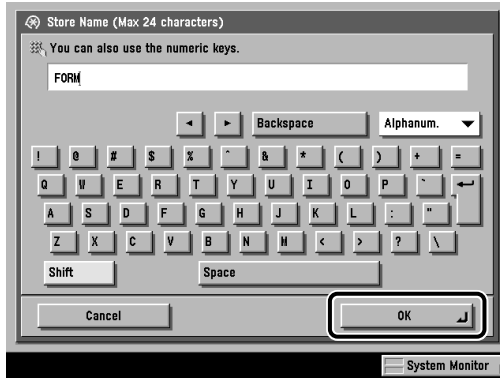
If you want to change the scanning ratio, press [Copy Ratio]. (See Chapter 1, “Basic Copying,” in the *Copying Guide* or Chapter 2, “Scanning Originals into an Inbox,” in the *Mail Box Guide*.)

If you want to change the scanning exposure, press [⓪] or [●]. (See Chapter 1, “Basic Copying,” in the *Copying Guide* or Chapter 2, “Scanning Originals into an Inbox,” in the *Mail Box Guide*.)

If you want to select the image quality for scanning, select the type of original from the image quality drop down list. (See Chapter 1, “Basic Copying,” in the *Copying Guide* or Chapter 2, “Scanning Originals into an Inbox,” in the *Mail Box Guide*.)

If you want to set the Nega/Posi and Sharpness modes, press [Special Features] → set each function. (See Chapter 2, “Additional Copy Functions,” in the *Copying Guide* or Chapter 2, “Scanning Originals into an Inbox,” in the *Mail Box Guide*.)

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



#### NOTE

- For instructions on how to enter characters on the touch panel display, see “Entering Characters from the Touch Panel Display,” on p. 1-43.
- You can enter up to 24 characters for the form name.
- If you do not enter the form name, the date and time will be displayed instead.



## 7 Place the original that contains the image form on the platen glass → press (Start).

The image form is stored and displayed on the image form list.



#### NOTE

The following two types of icons appear on the screen:

- : Transparent Image
- : Entire Image Composition

## 8 Press [Done] repeatedly until the Basic Features screen appears.

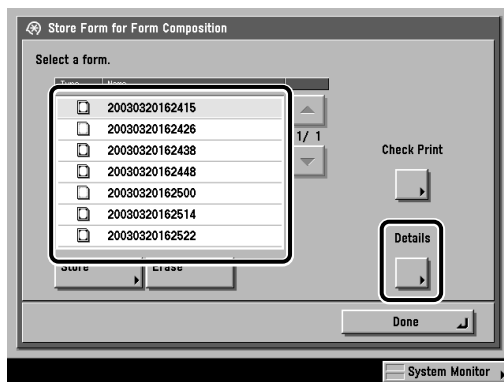
### *Checking Image Form Details*

#### 1 Press (Additional Functions) → [Common Settings].

#### 2 Press [▼] or [▲] until [Store Form for Form Composition] appears → press [Store Form for Form Composition].



### 3 Select the desired image form → press [Details].

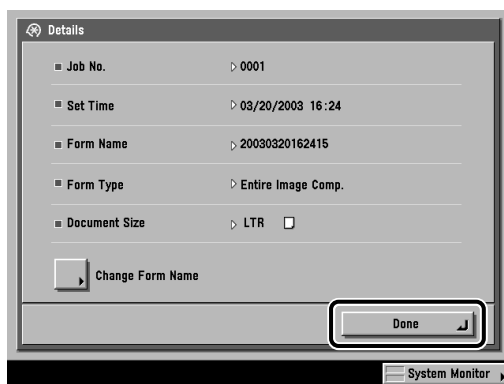


If eight or more image forms are stored, press [▼] or [▲] to display the rest of the image forms.

#### NOTE

To check the images stored as forms, press [Check Print] → make a copy of the image. (See Chapter 2, “Additional Copy Functions” in the *Copying Guide* or Chapter 4, “Using/Arranging Documents Stored in an Inbox,” in the *Mail Box Guide*.)

### 4 Check the detailed information → press [Done].




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

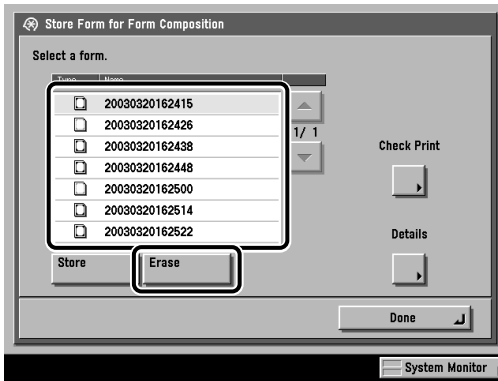
#### NOTE

- For instructions on how to enter characters on the touch panel display. (See “Entering Characters from the Touch Panel Display,” on p. 1-43.)
- The maximum number of characters that can be entered is 24.

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

## Erasing an Image Form

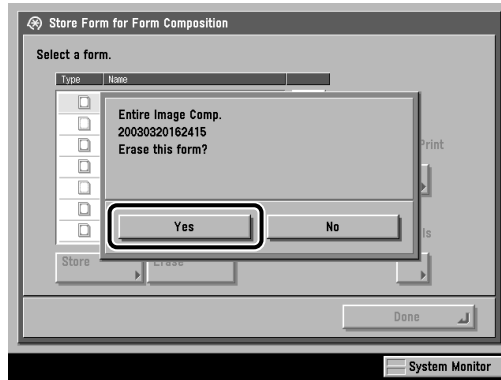
- 1 Press  (Additional Functions) → [Common Settings].
- 2 Press [▼] or [▲] until [Store Form for Form Composition] appears → press [Store Form for Form Composition].
- 3 Select the image form that you want to erase → press [Erase].



### NOTE

To check stored image forms, press [Check Print] → make a copy of the image. (See Chapter 2, “Additional Copy Functions,” in the *Copying Guide* or Chapter 4, “Using/Arranging Documents Stored in an Inbox,” in the *Mail Box Guide*.)

## 4 Press [Yes].



If you do not want to erase the image, press [No].  
The image form is erased.

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

# Setting the Standard Paper for the Stack Bypass

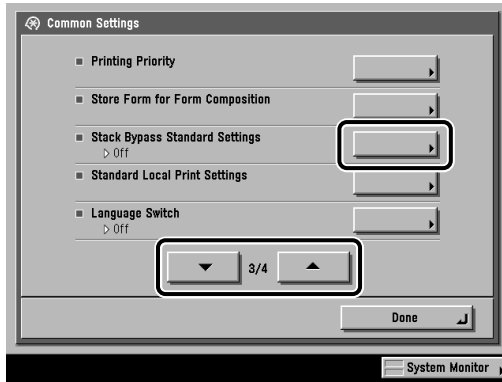
You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

### NOTE

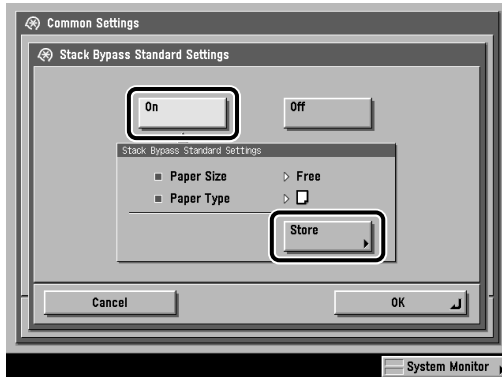
- If you are using the stack bypass as a paper source for the Copy, Mail Box, and Receive functions, you must select the stack bypass when setting Drawer Eligibility For APS/ADS. (See “Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching,” on p. 3-14.)
- The default setting is ‘Off’.

## 1 Press (Additional Functions) → [Common Settings].

- 2** Press [▼] or [▲] until [Stack Bypass Standard Settings] appears → press [Stack Bypass Standard Settings].

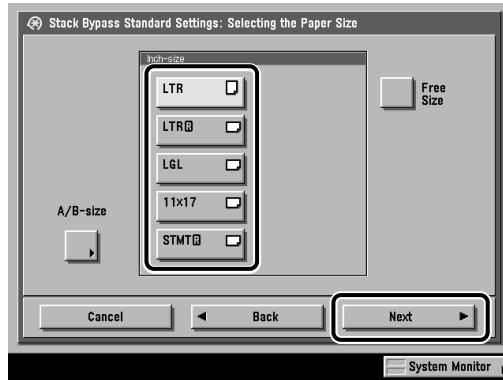


- 3** Select [On] → press [Store].



If you select [Off], proceed to step 6.

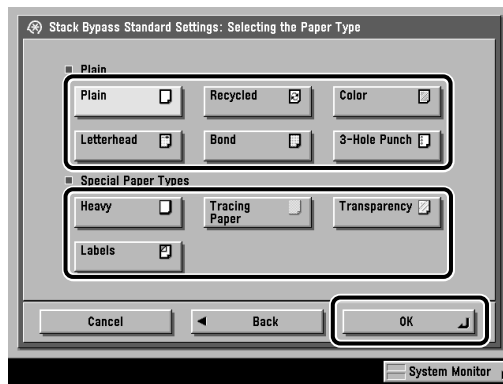
## 4 Select the desired paper size → press [Next].



### NOTE

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

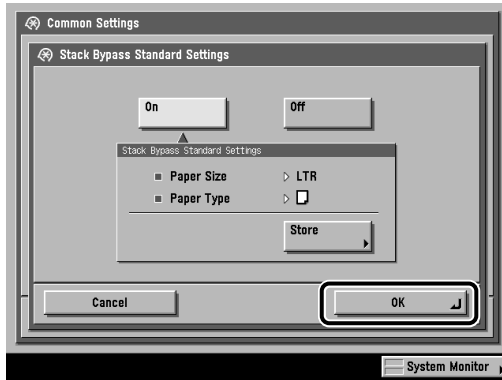
## 5 Select the desired paper type → press [OK].



### NOTE

If [Free Size] is selected, [Transparency] cannot be selected.

## 6 Press [OK].



The selected mode is set.

## 7 Press [Done] repeatedly until the Basic Features screen appears.

# Setting the Standard Local Print Settings

If you want to print documents from an inbox without changing the original settings set when they were scanned, or if you want to print documents sent from a personal computer after changing the print settings, you can print using the Standard Local Print Settings set in this section. The machine also prints using the Standard Local Print Settings when you merge multiple documents. (An asterisk (\*) indicates the default setting.)

- Paper Select (Paper Source)
- Copies
- Finisher
  - With the Finisher:  
Do not Collate/Collate/Offset Collate\*/Group/Offset Group/Staple (Corner (Top Left/Bottom Left/Top Right/Bottom Right), Double (Left/Right))
  - With the Finisher and Puncher Unit-B1:  
Do not Collate/Collate/Offset Collate\*/Group/Offset Group/Staple (Corner (Top Left/Bottom Left/Top Right/Bottom Right), Double (Left/Right))/Hole Punch
  - With the Copy Tray-C3:  
Do not Collate/Collate\*/Group/Rotate Collating/Rotate Grouping
- Two-sided Print (On/Off\*)
- Erase Document After Printing (On/Off\*)
- Merge Documents (On/Off\*)

## NOTE

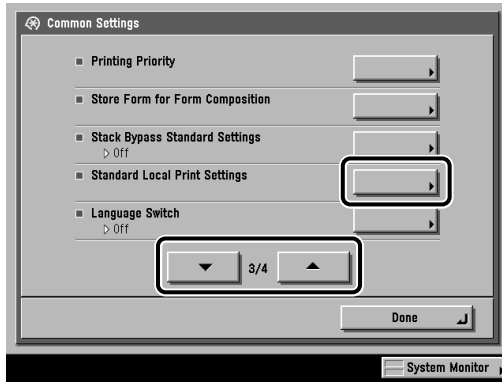
The default settings are:

- Paper Select: 'Auto'
- Copies: '1'
- Finisher: 'Offset Collate (with the Finisher)', 'Collate (with the Copy Tray-C3)'
- Two-sided Print: 'Off'
- Erase Document After Printing: 'Off'
- Merge Documents: 'Off'

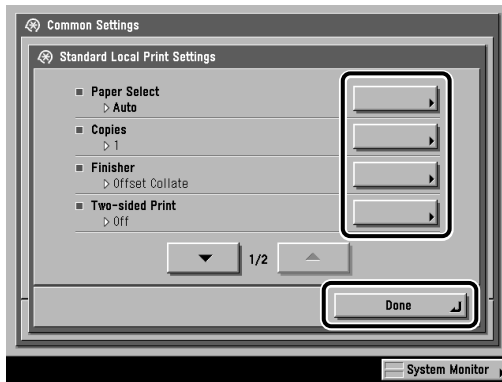
---

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

- 2** Press [▼] or [▲] until [Standard Local Print Settings] appears → press [Standard Local Print Settings].



- 3** Select the Standard Local Print Settings for each mode → press [Done].



Paper Select: Select the paper source.

Copies: Set the number of copies from one to 2,000 sets.

Finisher: Set the type of collating.

Two-sided Print: Set whether to perform two-sided printing.

Erase Document After Printing: Set whether to erase a document after printing.

Merge Documents: Set whether to merge documents when you select multiple documents.

The mode selection screen is divided into two screens. Press [▼] or [▲] → select the desired mode.


The selected mode is set.



- 4 Press [Done] repeatedly until the Basic Features screen appears.

## Changing the Display Language

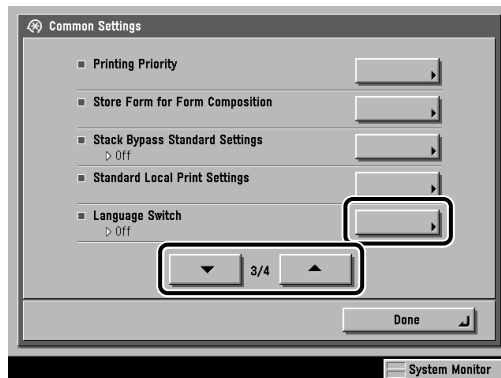
You can change the language displayed on the touch panel display.

 NOTE

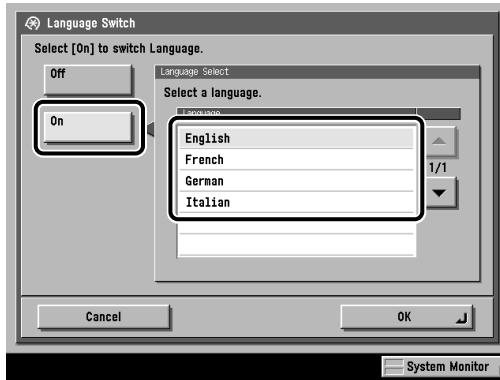
- The default setting is 'Off'.
- If there is a difference between the language set on the machine and the one set on the Active Directory, the sender's common name is not displayed on the e-mail recipient's machine.

- 1 Press  (Additional Functions) → [Common Settings].

- 2 Press [▼] or [▲] until [Language Switch] appears → press [Language Switch].



### 3 Press [On] → select a desired language.



If the desired language is not displayed, press [▼] or [▲].

Press [Off], if you do not want to change the display language.

### 4 Press [OK].

The selected mode is set, and the display returns to the Basic Features screen.




#### NOTE

- If Language Switch is set to 'On', some characters are restricted and cannot be entered. To enable all characters, perform the following steps.
  - On the Language Switch Screen Display, select [Off] → press [OK]
- Even if Language Switch is set to 'On', there are some languages that cannot be displayed.

# Reversing the Display Colors

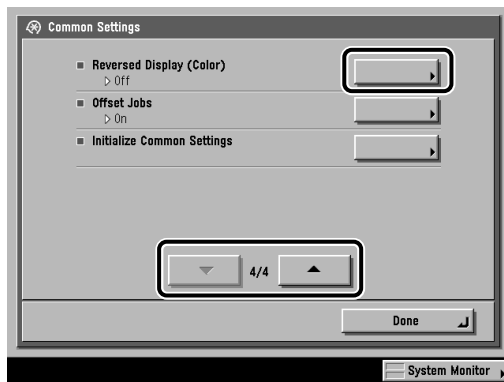
You can reverse the colors on the touch panel display for better viewing. If you are finding it hard to make out what is being shown on the display, using this function may make things clearer.

 NOTE

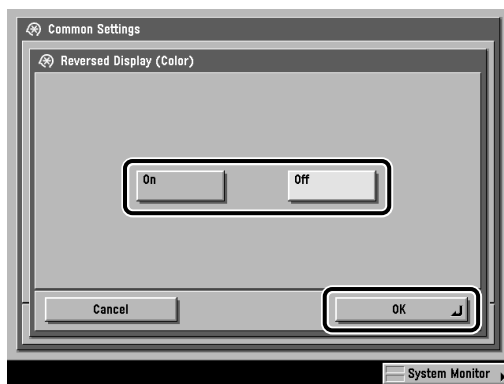
The default setting is 'Off'.

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

**2** Press  or  until [Reversed Display (Color)] appears → press [Reversed Display (Color)].



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




The color tone of the touch panel display is changed.


- 4 Press [Done] repeatedly until the Basic Features screen appears.

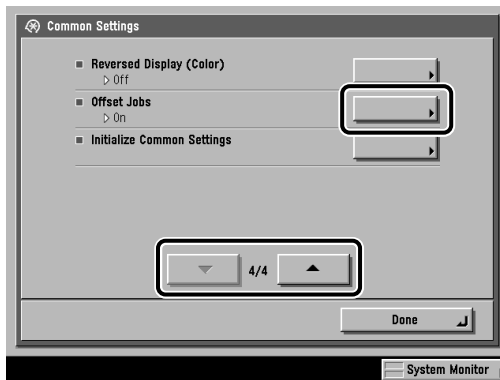
## Setting the Offset Jobs Mode

This mode enables you to collate and output each job separately. If Offset Jobs is set to 'Off', the machine outputs pages without collating.

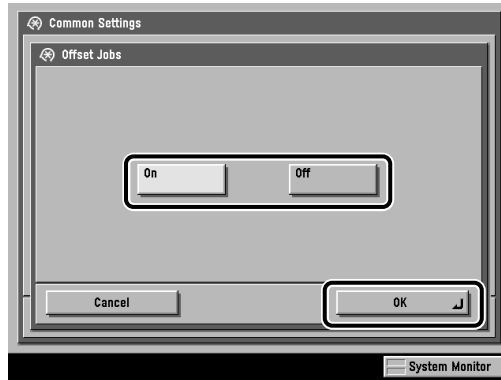
 NOTE

The default setting is 'On'.

- 1 Press  (Additional Functions) → [Common Settings].
- 2 Press [▼] or [▲] until [Offset Jobs] appears → press [Offset Jobs].



### 3 Select [On] or [Off] → press [OK].



Select [Off], if you do not want to set the Offset Jobs mode.  
The selected mode is set.

### 4 Press [Done] repeatedly until the Basic Features screen appears.

## Returning the Common Settings to Their Defaults

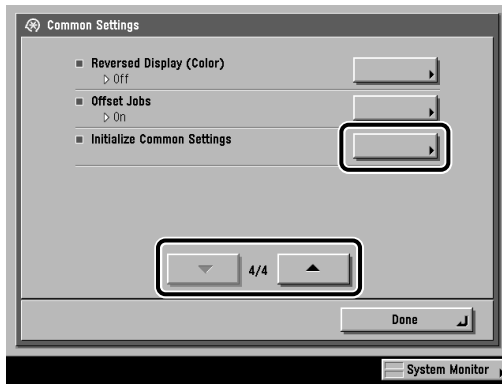
You can restore all of the Common Settings to their defaults (initial settings).

#### NOTE

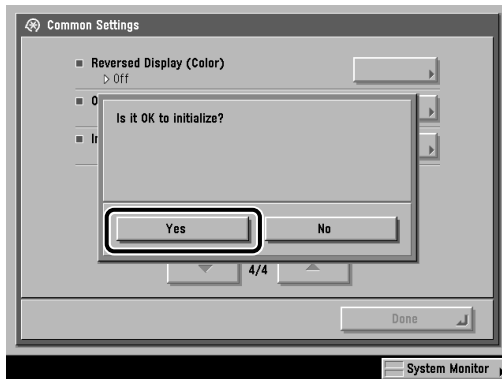
If you set Language Switch to 'On' and then initialize the Common Settings while switching languages, the Language Switch setting returns to the default setting of 'Off'. However, the displayed language remains unchanged. (See "Changing the Display Language," on p. 3-41.)

### 1 Press (Additional Functions) → [Common Settings].

- 2** Press [▼] or [▲] until [Initialize Common Settings] appears → press [Initialize Common Settings].

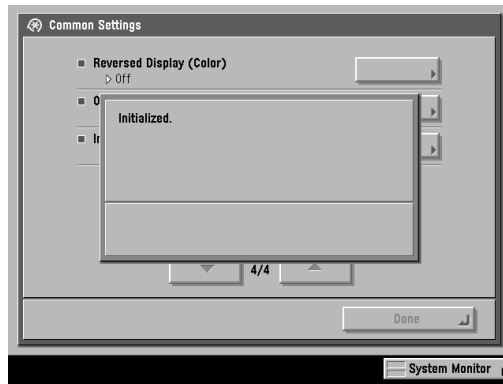


- 3** Press [Yes].



To cancel initializing the Common Settings, press [No].

The message <Initialized.> appears on the display for approximately two seconds.




The Common Settings are returned to their defaults.

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

# Setting the Timer (Timer Settings)

You can set the current date and time, and specify the time it takes for the machine to enter the Sleep mode.

 NOTE

The Timer Settings screen is made up of several screens. Press [▼] or [▲] to scroll to the desired screen, and make the required settings.

## Setting the Current Date and Time

This enables you to set the current date and time. The set date and time also act as a guide to set functions which require a timer.

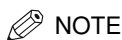
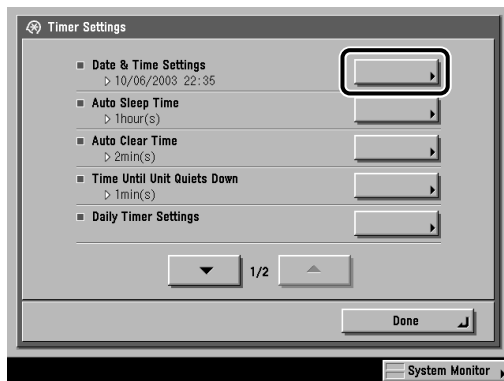
**GMT:** The time at the Greenwich Observatory in England is referred to as Greenwich Mean Time (GMT).

**Time Zone:** The standard time zones of the world are expressed globally in terms of the difference in hours ( $\pm$  up to 12 hours) from GMT ( $\pm$  0 hours). A time zone is a region throughout which the 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."



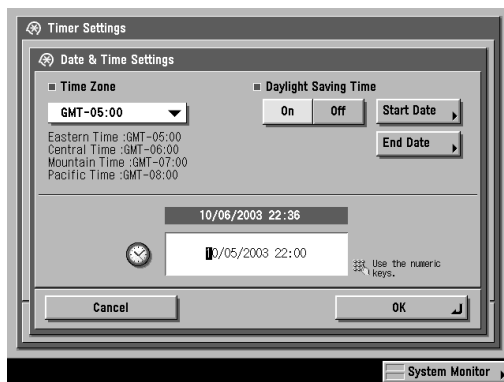
- 1 Press **Ⓜ** (Additional Functions) → [Timer Settings] → [Date & Time Settings].



## NOTE

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

- 2 Enter the current date (month, day, year) and time using **0** - **9** (numeric keys).



Enter all four digits of the year.

Enter the date, and the time in 24-hour notation as four consecutive digits.

Examples: May 06 → 0506  
 7:05 a.m. → 0705  
 11:18 p.m. → 2318

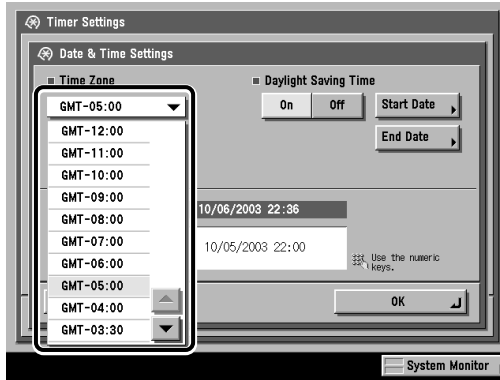



## NOTE

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 where the machine is located.

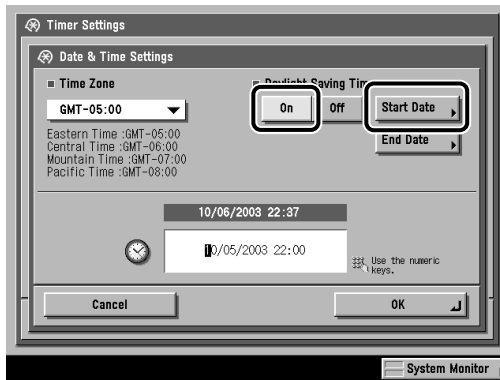


 **NOTE**

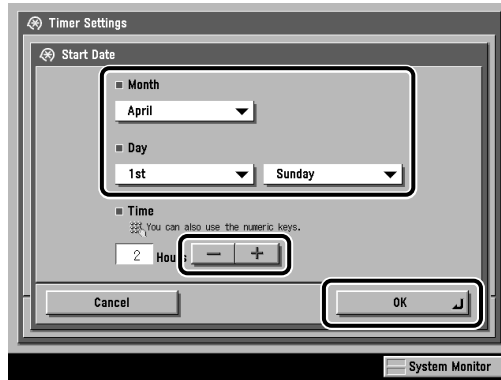
- The default setting is 'GMT-5:00'.
- Eastern time (US/Canada): GMT-5:00
- Central time (US/Canada): GMT-6:00
- Mountain time (US/Canada): GMT-7:00
- Pacific time (US/Canada): GMT-8:00
- If the desired time zone is not displayed, press [▼] or [▲] to scroll through the list.

● **If you are setting Daylight Saving Time:**

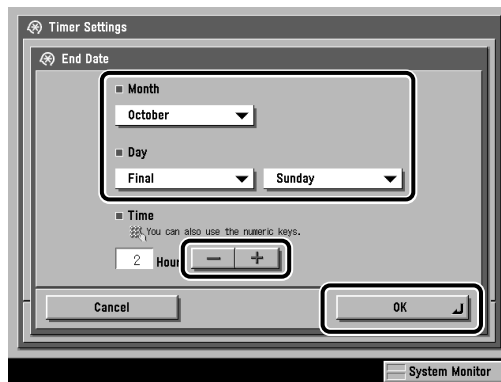
- Press [On] → [Start Date].



- ❑ Select the month and day from the Month and Day drop-down lists, as shown below.
- ❑ Press [-] or [+] to set the time of day you want Daylight Saving Time to take effect.
- ❑ When all the settings are complete, press [OK].



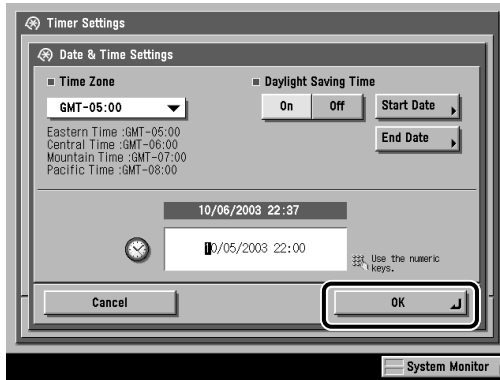
- ❑ Press [End Date] → make the settings in the same way as [Start Date] → press [OK].



#### NOTE

- If you set the Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward on the specified date and time.
- You can also set the time by pressing ① - ⑨ (numeric keys).
- The Time settings can be set in one hour increments from 0 to 23 hours.
- The default setting is 'On'. Between 2:00 a.m. on the first Sunday of April and 2:00 a.m. on the last Sunday of October.

### 3 Press [OK].



The selected mode is set.

### 4 Press [Done] repeatedly until the Basic Features screen appears.

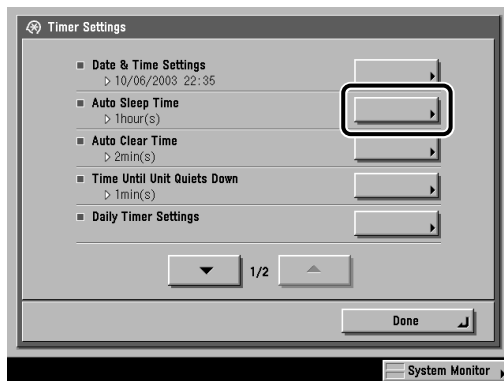
## Setting the Time to Initiate Auto Sleep after Finishing Operations

If the machine is not operated (no keys are pressed) for a certain period of time, the control panel power switch automatically switches OFF to save power. The machine enters the Sleep mode.

#### NOTE

The default setting is '1 hour'.

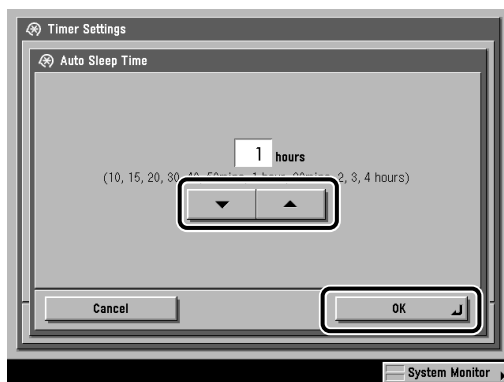
- 1 Press **[F5]** (Additional Functions) → [Timer Settings] → [Auto Sleep Time].



#### NOTE

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

- 2 Press **[▼]** or **[▲]** to enter the desired Auto Sleep Time → press **[OK]**.



The Auto Sleep Time settings are 10, 15, 20, 30, 40, or 50 minutes, 1 hour, 90 minutes, and 2, 3, or 4 hours (in one hour increments).

The selected mode is set.

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

# Setting the Time for the Display to Return to the Basic Features Screen after Finishing Operations

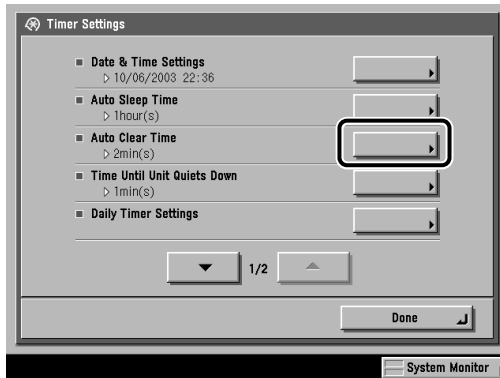
If the machine is not operated (no keys are pressed) for a certain period of time, the display returns to the Basic Features screen (Standard setting) of the selected function.

This time is called Auto Clear Time. The Auto Clear Time can be set from 0 to 9 minutes in one minute increments, and can also be set to 'Off'.

## NOTE

- If '0' is selected, the Auto Clear Time mode is not set.
- The default setting is '2 minutes'.

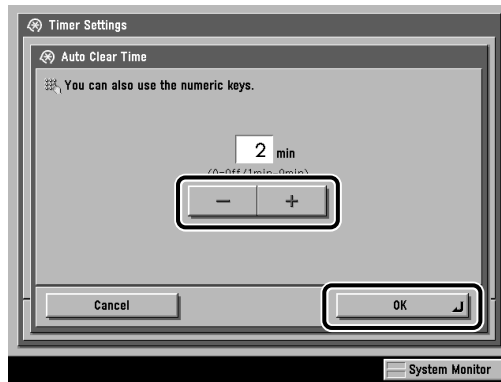
## **1** Press (Additional Functions) → [Timer Settings] → [Auto Clear Time].



## NOTE

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

- 2** Press [-] or [+] to enter the desired Auto Clear Time → press [OK].




The Auto Clear Time settings are from 0 to 9 minutes (in one minute increments). You can also enter values using ① - ⑨ (numeric keys). The selected mode is set.

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

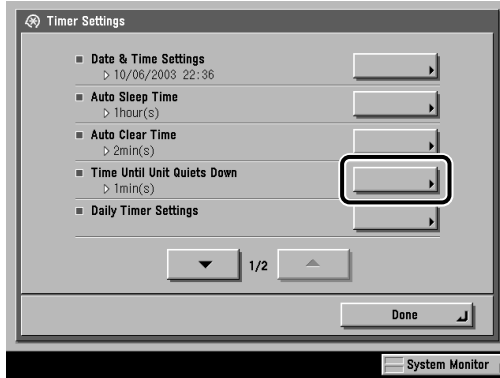
## Setting the Time for the Unit to Quiet Down after the Last Task

This machine enters the Quiet mode after a specified amount of time has elapsed following a print job, or after a key has been pressed. You can specify the amount of time that elapses prior to entering the Quiet mode.

 NOTE

- If '0' is selected, the Quiet mode is not set.
- The default setting is '1 minute'.

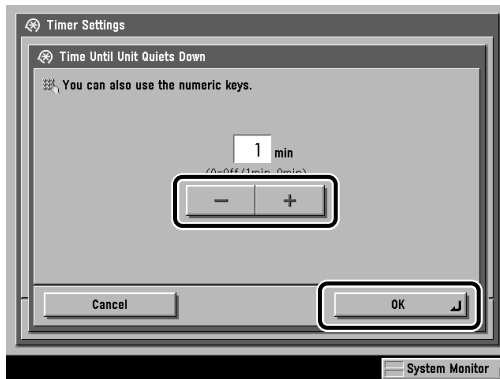
- 1 Press **Ⓜ** (Additional Functions) → [Timer Settings] → [Time Until Unit Quiets Down].



**NOTE**

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

- 2 Press [-] or [+] to enter the desired time period → press [OK].



The Time Until Unit Quiets Down settings are from 0 to 9 minutes (in one minute increments).

You can also enter values by using **⓪** - **ⓑ** (numeric keys).

The selected mode is set.

- 3 Press [Done] repeatedly until the Basic Features screen appears.



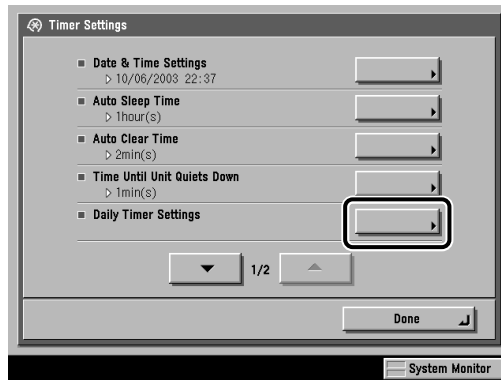
# Setting the Time for the Unit's Power to Turn OFF on Different Days of the Week

You can set the time that the machine automatically enters the Sleep mode each day of the week.

## NOTE

- Setting Range: Daily from Sunday to Saturday, 00:00 to 23:59 in one minute increments.
- If the Auto Sleep Time and Daily Timer modes are both set, the Auto Sleep Time setting has priority.
- The default setting is 'no setting'.

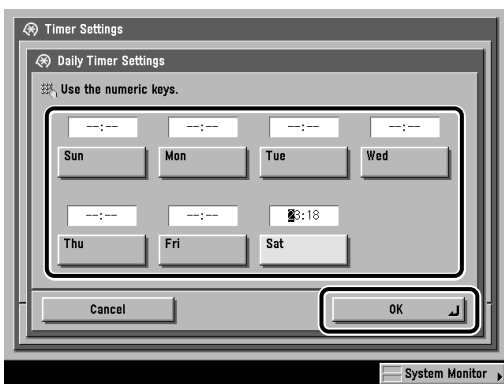
## **1** Press (Additional Functions) → [Timer Settings] → [Daily Timer Settings].



## NOTE

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

- 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 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 a four digit number.


You can also press Ⓞ (Clear) to clear the incorrect values.

The selected mode is set.

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

## Setting the Low-Power Mode Time

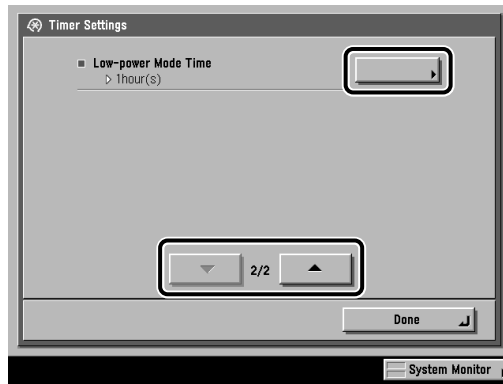
If the machine is not operated (no keys are pressed) for a certain period of time after prints have been made or a key operation performed, the machine automatically enters the Low-power mode. You can easily change the time it takes for the machine to enter the Low-Power mode.

 NOTE

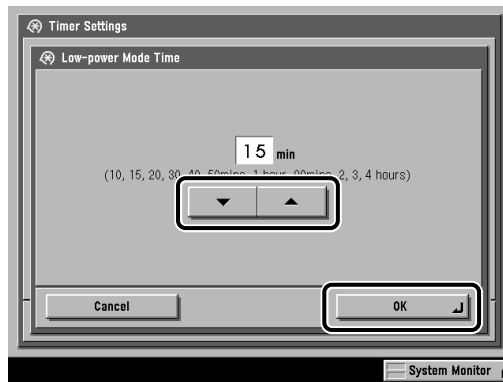
The default setting is '15 minutes'.

- 1** Press Ⓞ (Additional Functions) → [Timer Settings].

- 2** Press [▼] or [▲] until [Low-power Mode Time] appears → press [Low-power Mode Time].



- 3** Press [▼] or [▲] to enter the Low-Power mode time → press [OK].



The Low-power Mode Time settings are: 10, 15, 20, 30, 40, or 50 minutes, 1 hour, 90 minutes, and 2, 3, or 4 hours.

The selected mode is set.

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

# Adjusting the Machine (Adjustment/Cleaning)

You can perform a fine adjustment of the printed image and stapling position.

## NOTE

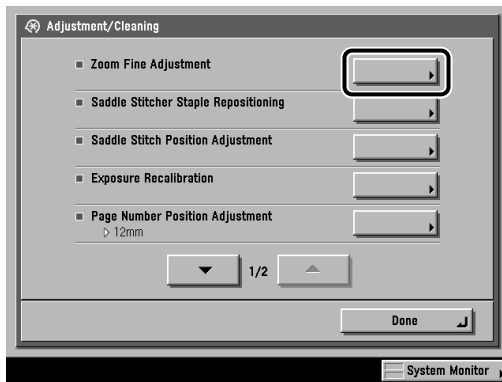
The Adjustment/Cleaning screen is made up of several screens. Press [▼] or [▲] to scroll to the desired screen and make the required settings.

## 3

### Making a Zoom Fine Adjustment

When you print a copy or document from an inbox, a slight difference in size may occur between the size of the original image, and the size of the printed image. If this happens, you can perform a fine adjustment to compensate for this difference.

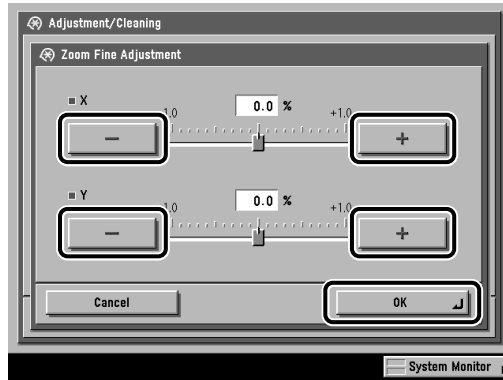
- 1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Zoom Fine Adjustment].



## NOTE

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

## 2 Press [-] or [+] to adjust the percentage (%) → press [OK].



The adjustment range for both the X (left-right direction) and the Y (up-down direction) is from  $-1.0\%$  to  $+1.0\%$  in  $0.1\%$  increments.

The selected mode is set.

## 3 Press [Done] repeatedly until the Basic Features screen appears.

### Staple Repositioning for the Saddle Stitcher Unit

After a staple jam in the optional Saddle Stitcher Unit has been cleared, or the staple cartridge is replaced, paper is fed to the unit and is stapled a few times. This procedure makes staples immediately available for the next job.

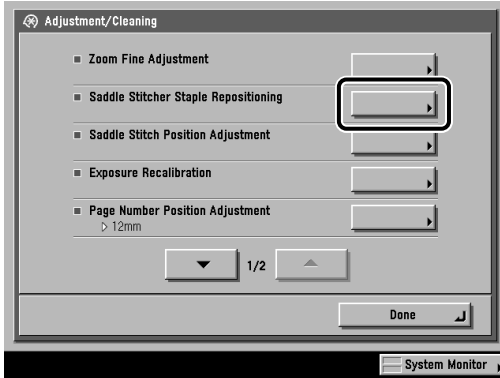
#### IMPORTANT

- This function can only be set when the Saddle Finisher-F2 (optional) is attached.
- The following paper sizes can be used for this function: 11" x 17" or LTRR.

#### NOTE

- The required paper is fed from the paper source automatically.
- Before you perform staple repositioning, remove all of the paper in the booklet tray.

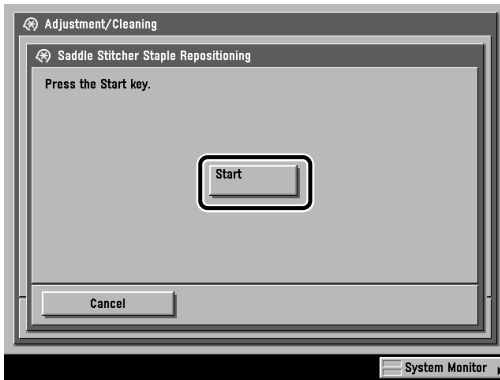
- 1** Press **[F5]** (Additional Functions) → [Adjustment/Cleaning] → [Saddle Sticher Staple Repositioning].



**NOTE**

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

- 2** Press [Start].



To cancel staple repositioning, press [Cancel].

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

# Changing the Saddle Stitch Position

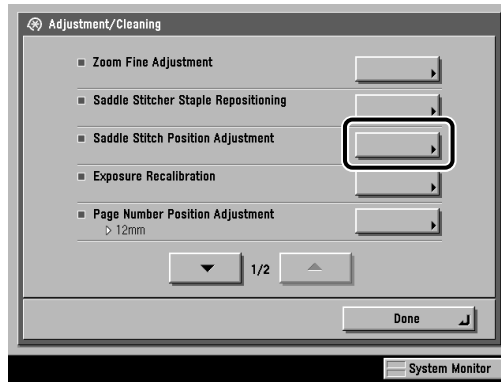
When saddle stitching is being performed, and you notice that the folds of the paper are not exactly in the middle of the booklet, you can make adjustments to the saddle stitch position to compensate for this error.



## IMPORTANT

This function can only be set if the Saddle Finisher-F2 (optional) is attached.

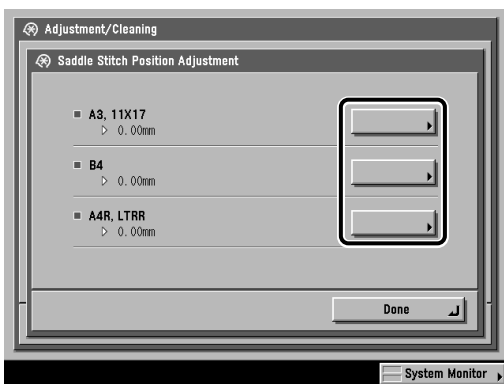
- 1** Press **⊕** (Additional Functions) → [Adjustment/Cleaning] → [Saddle Stitch Position Adjustment].



## NOTE

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

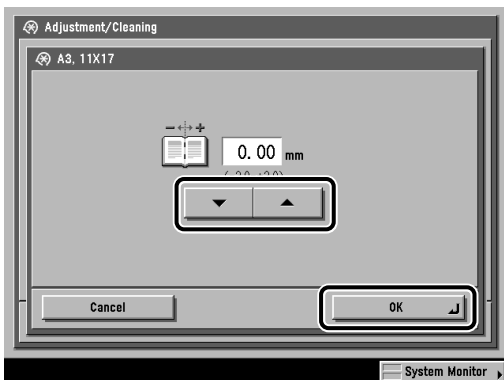
- 2** Select the paper size for which you want to adjust during saddle stitching.



**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].




The adjustment range is from  $-2.0$  mm to  $+2.0$  mm, in  $0.25$  mm increments.  
The selected mode is set.

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



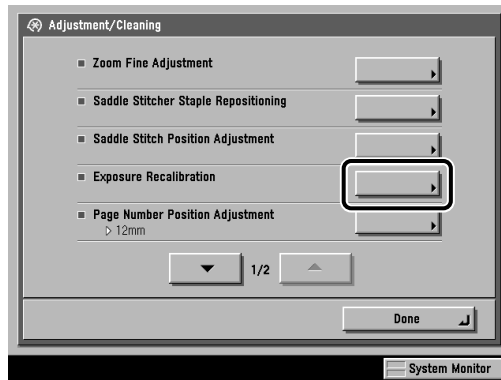
# Adjusting the Standard Exposure

You may have to recalibrate the machine when you notice differences between the original image and the printed image when the exposure scale is set in the middle.

 NOTE

The default setting is in the middle '5', on a scale from 1 to 9.

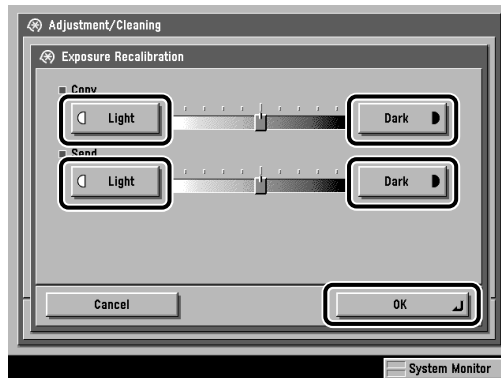
- 1** Press **[⊕]** (Additional Functions) → **[Adjustment/Cleaning]** → **[Exposure Recalibration]**.



 NOTE

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

- 2** Press **[Light]** or **[Dark]** to adjust the exposure → press **[OK]**.

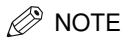
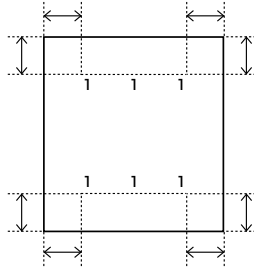


The selected mode is set.

- 3 Press [Done] repeatedly until the Basic Features screen appears.

## Adjusting the Page Number Position

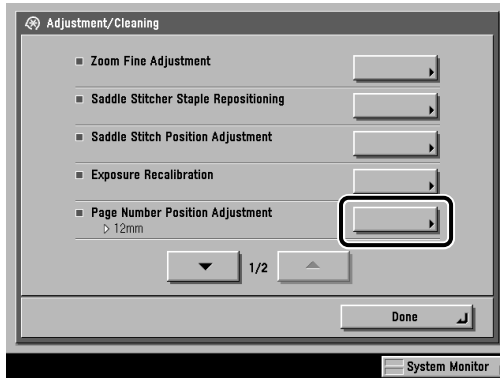
When you print documents with page numbers, you can adjust the page number position, as shown in the illustration below.



NOTE

The default setting is '7/16" (12 mm)'.

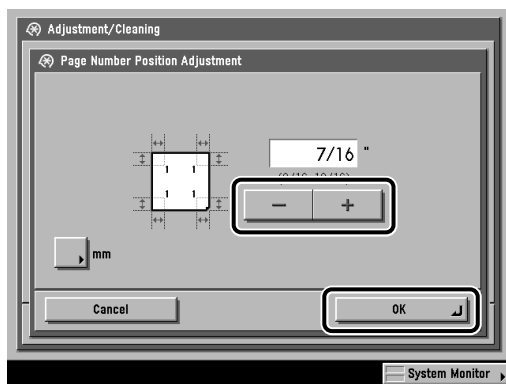
- 1 Press  (Additional Functions) → [Adjustment/Cleaning] → [Page Number Position Adjustment].



NOTE

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

- 2** Press [-] or [+] to enter the desired page number position → press [OK].



The selected mode is set.




**NOTE**

- If you want to enter values in millimeters, press [mm].
- When entering values in millimeters, you can use 0 - 9 (numeric keys), and C (Clear) to clear your entries.

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

# Report Settings

This section describes how to print various reports.

 NOTE

- [Report Settings] is displayed only if the optional Network Kit or Network Multi-PDL Printer Kit is attached.
- [Send] is only displayed if you are using the imageRUNNER 6020i/5020i.

3

Customizing Settings

## Specifying Report Settings


You can specify whether to print a Send Result Report after every Send job, only after an error occurs, or not at all. You can also specify whether an Activity Report is printed after every 100 documents have been sent or received, or at specific times.

 IMPORTANT

You cannot specify the Report Settings for MEAP applications.

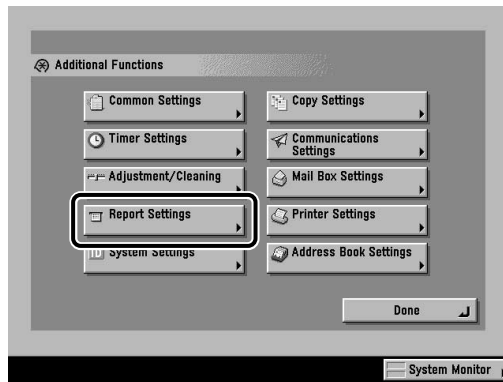
### ***Send Result Report (TX Report)***

The default setting is to print a report when an error occurs. However, you can select to print a Send Result Report after every send job, print a portion of the sent document, or select not to print a Send Result Report.

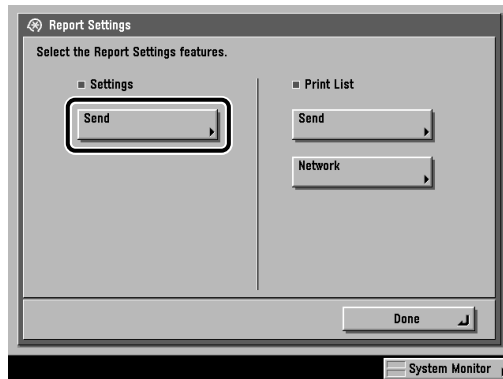
 NOTE

- The default settings are:
- Send Result Report: 'For Error Only'
  - Error Copy Print: 'On'

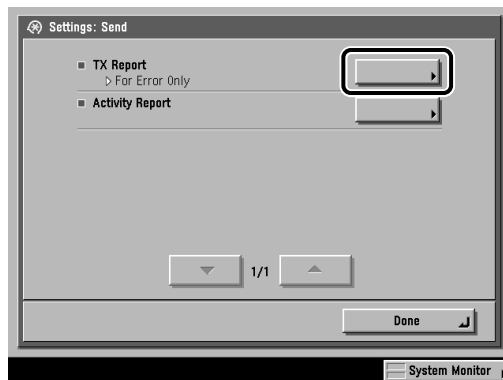
**1** Press **Ⓜ** (Additional Functions) → [Report Settings].



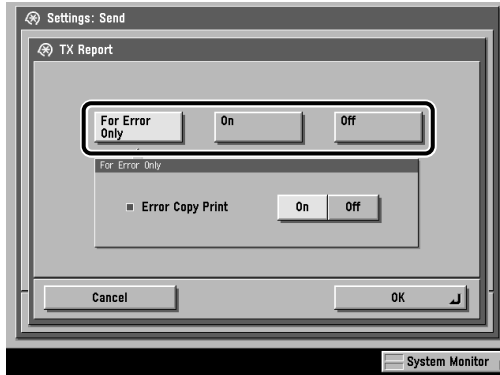
**2** Press [Send] under <Settings>.



**3** Press [TX Report].



## 4 Select [For Error Only], [On], or [Off].



- **If you select [For Error Only] or [On]:**

- Select [On] or [Off] for <Error Copy Print> → press [OK].

[On]: The Send Result Report is printed with a portion of the original.

[Off]: The Send Result Report is printed without a portion of the outgoing original.

- **If you select [Off]:**

- Press [OK].

The Send Result Report is not printed.

The selected mode is set.

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

## Setting the Specifications of an Activity Report

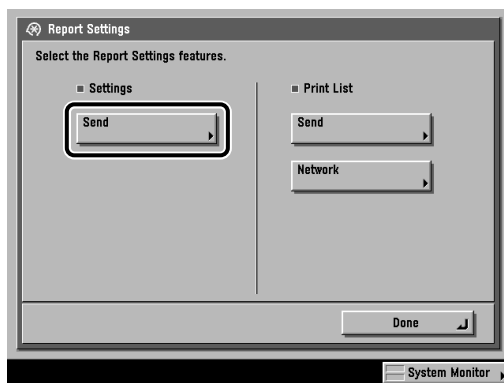
This function enables you to print a log of all Send and Receive jobs. You can select whether to print the report after every 100 jobs (Auto Print), or at a specific time (Daily Activity Report Time). You can print Send or Receive job logs separately. You can also print an Activity Report manually from the System Monitor screen. (See “Printing the Send Job Status/Log,” on p. 2-19, “Printing a Received Job Log,” on p. 2-23.)

### NOTE

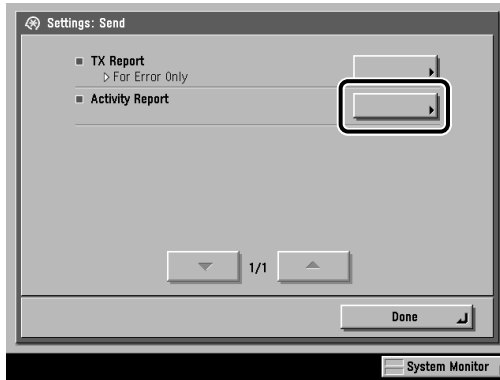
- The default settings are:
  - Auto Print: ‘On’
  - Daily Activity Report Time: ‘Off’
  - Send/Receive Separate: ‘Off’
- You cannot print an Activity Report for send and receive jobs that are specified through MEAP applications.

**1** Press  (Additional Functions) → [Report Settings].

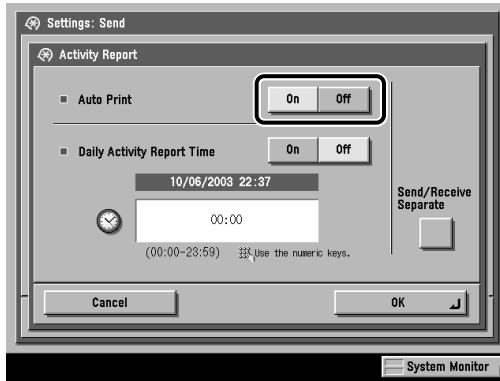
**2** Press [Send] under <Settings>.



### 3 Press [Activity Report].



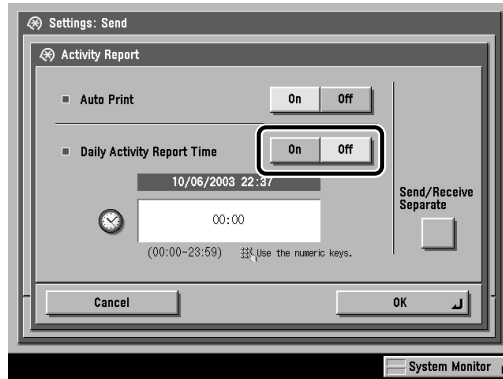
### 4 Select [On] or [Off] for <Auto Print>.



- [On]: Prints a report after every 100 Send/Receive jobs.
- [Off]: The Activity Report is not printed.



## 5 Select [On] or [Off] for <Daily Activity Report Time>.

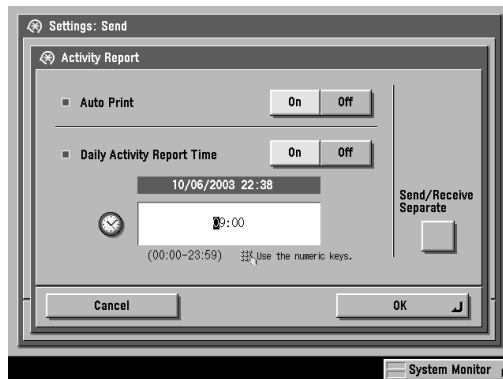


[On]: Prints reports at the specified time.

[Off]: The Daily Activity Report Time is not set.

### ● If you select [On]:

- ❑ Enter the time using ① - ⑨ (numeric keys).



Enter the time in 24-hour notation, as four digits without a space.

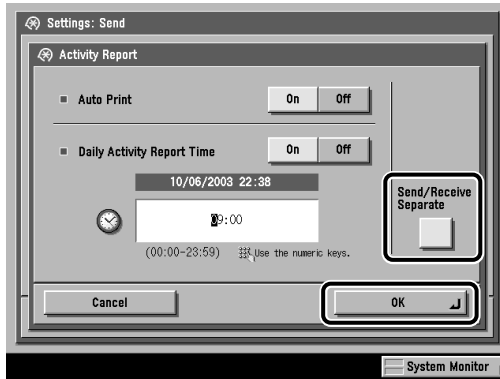
Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering values, enter the four digits again.

You can also press Ⓢ (Clear) to clear the incorrect values.

## 6 Press [Send/Receive Separate] → [OK].



If you want to print Send and Receive jobs separately, press [Send/Receive Separate] → [On].

If you do not want to print Send and Receive jobs separately, do not press [Send/Receive Separate]. If the Send/Receive Separate mode is 'On', press [Send/Receive Separate] to turn the Send/Receive Separate mode 'Off'.

The selected mode is set.

## 7 Press [Done] repeatedly until the Basic Features screen appears.

# Printing Lists

You can print the contents of an Address Book or a list of the Additional Functions settings.

## NOTE

If plain or recycled paper (11" x 17", LGL, LTR, or LTRR) is loaded in a paper drawer that has been set to 'On' when you press [Other] to select a paper source in Drawer Eligibility for APS/ADS (from the Additional Functions screen), you can print a list. (See "Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching," on p. 3-14.)

## *Printing the Address Book List*

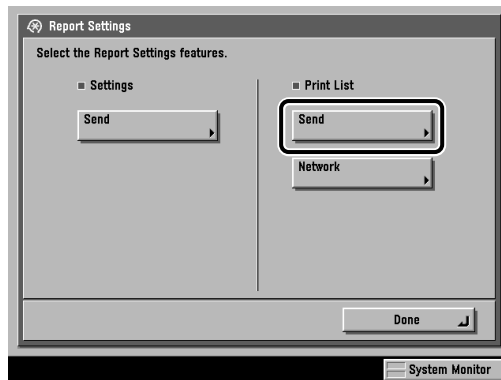
You can print the contents of a subaddress book (Address Book 1 to 10 or One-touch Buttons). This function is useful if you wish to see the address details.

## IMPORTANT

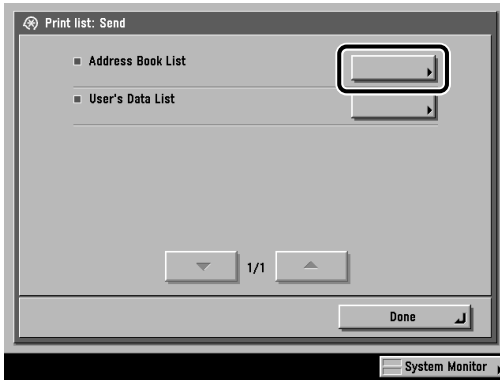
If you select an Address Book and press [Print List], all of the destinations in the Address Book are printed even if you are using Access Number Management for the Address Book.

**1** Press  (Additional Functions) → [Report Settings].

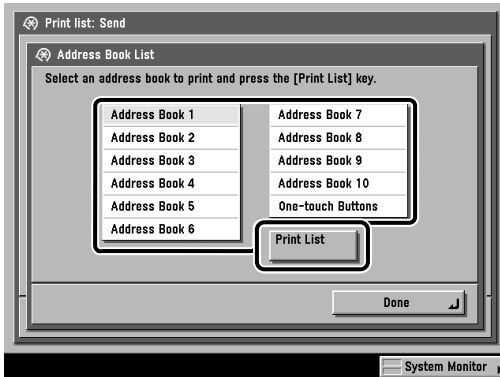
**2** Press [Send] under <Print List>.



### 3 Press [Address Book List].



### 4 Select an Address Book (from 1 to 10) or [One-touch Buttons] to print → press [Print List].



## 5 Press [Yes].




If you do not want to print the list, press [No].

The selected address book list is printed.

## 6 Press [Done] repeatedly until the Basic Features screen appears.

## Printing the Additional Functions Settings List

You can print a list of the current Additional Functions settings.

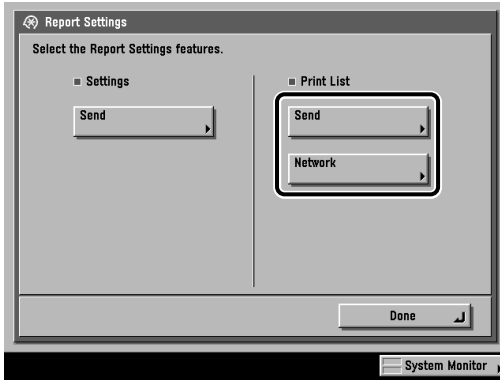
 NOTE

The Additional Functions settings are:

- Send: Prints all settings related to sending functions that were set from the Additional Functions screen
- Network: Prints all settings related to network functions that were set from the Additional Functions screen

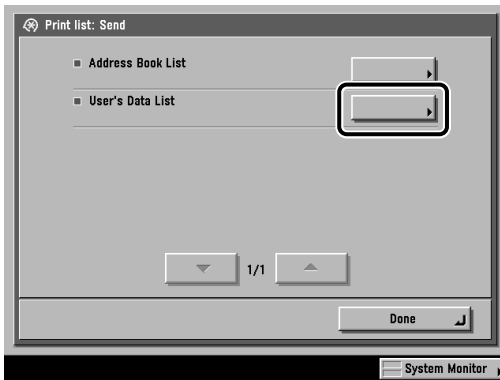
**1** Press  (Additional Functions) → [Report Settings].

**2** Press [Send] or [Network] under <Print List>.

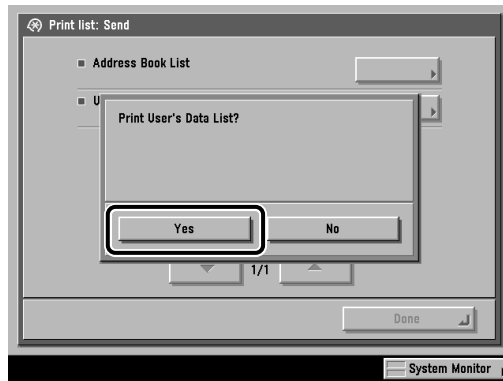


In this example, [Send] is selected.

**3** Press [User's Data List].



## 4 Press [Yes].



If you do not want to print the User's Data List, press [No].  
The selected User's Data List is printed.

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





# System Manager Settings

# 4

## CHAPTER

This chapter describes the settings that can be made by the person in charge of machine operations, such as the System Manager.

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## 4. System Manager Settings

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# Specifying the System Manager Settings

## (System Manager Settings)


You can set an ID and a password for the System Manager. If the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.

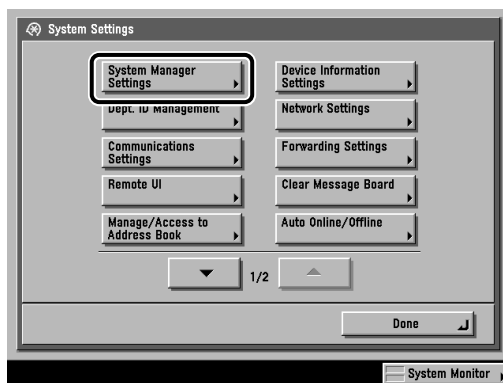
### IMPORTANT




- Attaching the optional Card Reader-C1 erases the System Manager ID and password that have already been stored.
- Depending on the login services you set, if Department ID Management is set to 'Off' and System Manager is not specified, all of the users may be considered as Administrators without authentication.

### NOTE

- If the optional Card Reader-C1 is attached, cards to which number 1 to 1,000 have been assigned, cannot be used when registering the System Manager ID.
- For instructions on how to enter characters, see "Entering Characters from the Touch Panel Display," on p. 1-43.
- The maximum number of characters you can assign for a name, contact, or comment is 32, and 64 for an e-mail address.
- The maximum number of digits you can store for the System Manager 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, it is stored as <0000321>.

- 1** Press  (Additional Functions) → [System Settings] → [System Manager Settings].



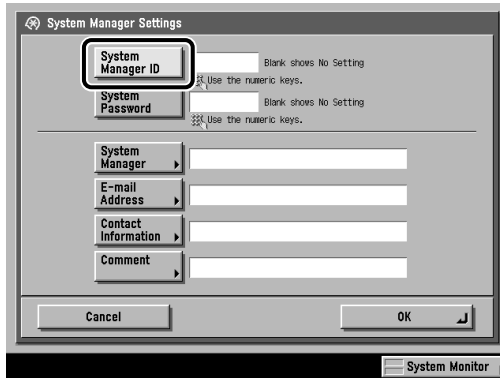
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).



#### NOTE

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

## 2 Press [System Manager ID] → enter a number (up to seven digits) using ① - ⑨ (numeric keys).



You must set a System Manager ID in order to manage the operations of the machine.

You cannot store a System Manager ID with only zeros as the number, such as <0000000>.



#### NOTE

If you make a mistake when entering a number, press Ⓢ (Clear) to clear the entire number.

- 3** Press [System Password] → enter a number (up to seven digits) using 0 - 9 (numeric keys).



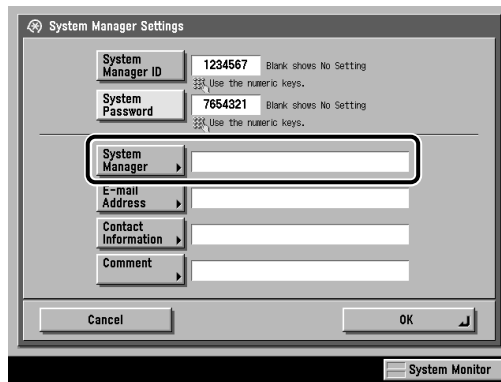
You cannot store a System Password with only zeros as the number, such as <0000000>.



**NOTE**

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

- 4** Press [System Manager] → enter the name of the System Manager → press [OK].



- 5** Press [E-mail Address] → enter the e-mail address of the System Manager → press [OK].

The screenshot shows the 'System Manager Settings' dialog box. It contains several fields: 'System Manager ID' with value '1234567', 'System Password' with value '7654321', 'System Manager' with value 'John', 'E-mail Address' (highlighted with a red rectangle), 'Contact Information', and 'Comment'. There are 'Cancel' and 'OK' buttons at the bottom. A 'System Monitor' button is visible at the bottom right of the window.

- 6** Press [Contact Information] → enter the contact information for the System Manager → press [OK].

The screenshot shows the 'System Manager Settings' dialog box. The 'E-mail Address' field now contains 'john@canon.com'. The 'Contact Information' field is highlighted with a red rectangle. The 'System Manager ID' and 'System Password' fields remain '1234567' and '7654321' respectively. The 'System Manager' field remains 'John'. There are 'Cancel' and 'OK' buttons at the bottom. A 'System Monitor' button is visible at the bottom right of the window.

- 7** Press [Comment] → enter a comment for the System Manager → press [OK].

The screenshot shows the 'System Manager Settings' dialog box. It contains several input fields: 'System Manager ID' (1234567), 'System Password' (7654321), 'System Manager' (John), 'E-mail Address' (john@canon.com), and 'Contact Information' (A-3f). The 'Comment' field is currently empty and is highlighted with a red rectangular border. At the bottom, there are 'Cancel' and 'OK' buttons. A 'System Monitor' button is visible at the bottom right of the dialog box.

- 8** Once you have completed all the settings, press [OK].

This screenshot shows the same 'System Manager Settings' dialog box as the previous one, but now the 'Comment' field contains the text 'Contact your service.' and is highlighted with a red rectangular border. The 'OK' button is also highlighted with a red rectangular border. The 'System Monitor' button remains at the bottom right.

To cancel storing the System Manager Settings, press [Cancel].  
The display returns to the Basic Features screen.

# Setting Department ID Management

## (Dept. ID Management)

---

By storing a Department ID and password for each department, you can set the machine so that its functions can be used only after the correct password has been entered. This is called Department ID Management. Department IDs and passwords for up to 1,000 departments can be stored. Use Department ID Management to manage and check the print totals for each department.

With Department ID Management, the following settings can be specified:

- Specifying the use of Department ID Management
- Storing the Department ID, password, and Impression Limit
- Setting Function Restrictions
- Setting Print Restrictions



### IMPORTANT

- If the Card Reader-C1 (optional) is attached, and SDL and Default Authentication are set for login service, Department ID Management is automatically activated. (See “Card Reader-C1,” on p. 7-47.)
- If SDL or SSO is set as a login service, Department ID Management is performed on the Department ID, which shares the same user name and password with the MEAP User Authentication.
- If SDL or SSO is set as a login service, the Limit Functions is not available.
- If SDL is set as a login service, the registered information in SDL and the registered user data and password in Department ID Management of the machine must be matched.
- You can set Department ID Management from a web browser where you used the user information editing function of SDL.
- If SSO is set as the login service, NetSpot Accountant is necessary to manage the print totals of each user. (The machine cannot count the print totals using Department ID Management.)



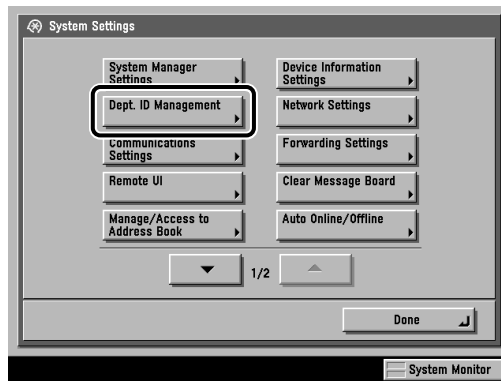
### NOTE

- The maximum number of digits 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
- The default setting is ‘Off’.
- This machine enables you to manage the user information other than Department ID Management, by utilizing SDL (Simple Device Login) and SSO (Single Sign-On).



# Storing the Department ID, Password, and Impression Limit

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



If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **⓫** (numeric keys) → press **Ⓜ** (ID).



## NOTE

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

- 2 Select whether to use Department ID Management.



### ● If you select [On]:

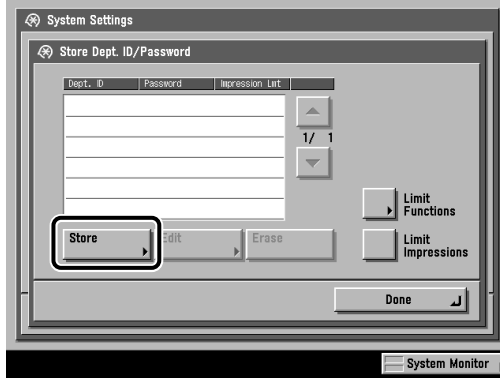
- To store the Department ID and password, press [Store Dept. ID/Password] → proceed to step 3.

● If you select [Off]:

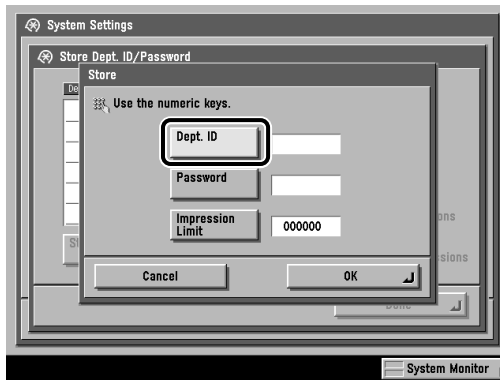
- Press [OK] → [Done].

The display returns to the Additional Functions screen.

**3** Press [Store].



**4** Press [Dept. ID] → enter the Department ID using 0 - 9 (numeric keys).



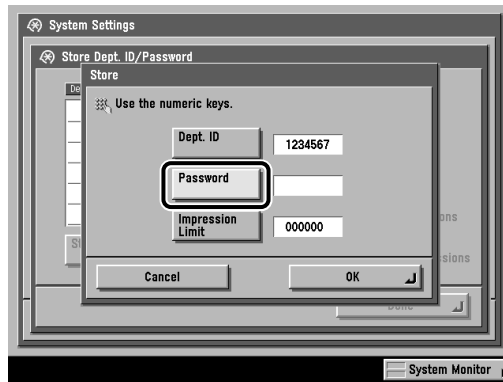
You cannot store a Department ID with only zeros as the number, such as <0000000>.



**NOTE**

If you make a mistake when entering a number, press ☺ (Clear) to clear the entire number.

**5** Press [Password] → enter a password using ① - ⑨ (numeric keys).



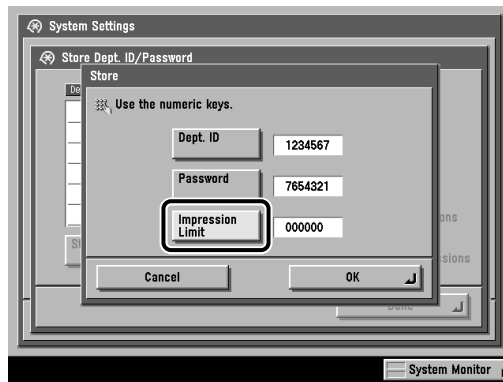
You cannot store a password with only zeros as the number, such as <0000000>.



**NOTE**

If you do not want to set a password, you can use the machine by only entering the Department ID.

**6** If you want to set a page limit restriction, press [Impression Limit] → enter the impression limit using ① - ⑨ (numeric keys).



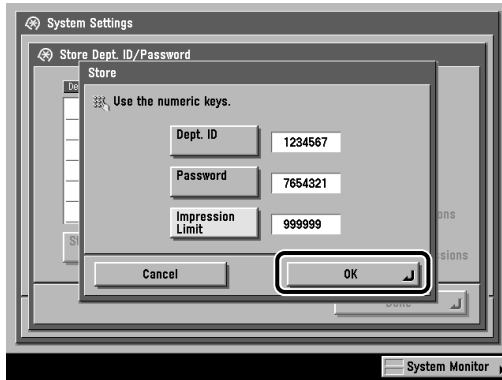
The Impression Limit range is from 0 to 999,999. You cannot print more than the set number of impressions.



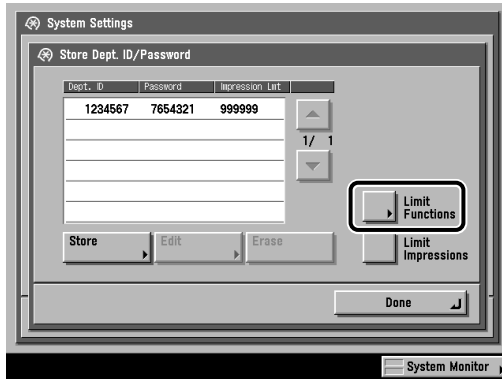
**NOTE**

- The Impression Limit denotes the number of surfaces that are printed. If you print on both sides of a sheet, the print is counted as two impressions.
- If you make a mistake when entering a number, press Ⓞ (Clear) to clear the entire number.

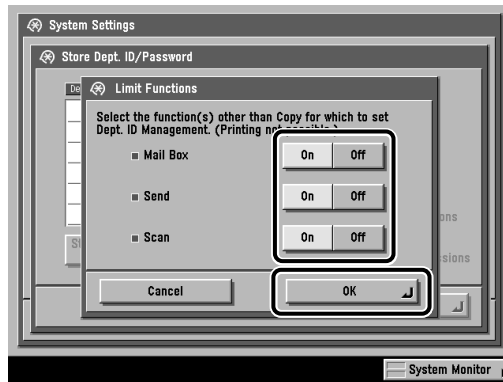
## 7 Press [OK].



## 8 Press [Limit Functions].

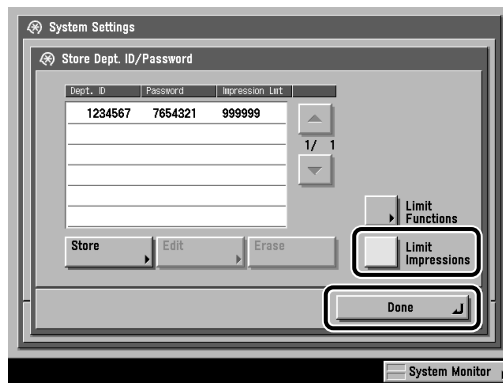


- 9** Select [On] or [Off] next to the functions you want to limit using Department ID Management → press [OK].



If you select [Off] for all of the functions on the screen, Department ID Management is set only for copying or printing operations from computers.

- 10** Press [Limit Impressions] to set print restrictions → press [Done].



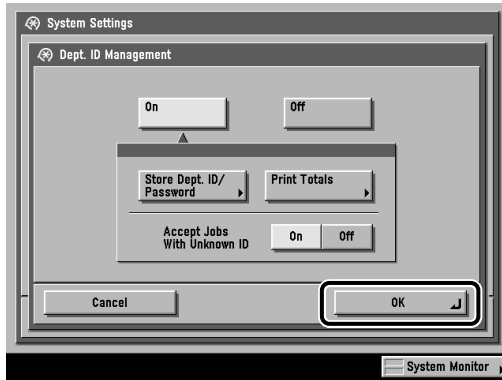
This validates the Impression Limit set in step 6.



**NOTE**

- You must specify an Impression Limit in step 6 in order for [Limit Impressions] to be effective.
- The Impression Limit cannot be set for each department.

## 11 Press [OK].

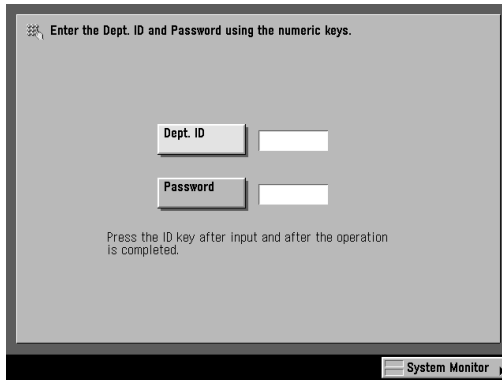


If you selected [On] in step 2, pressing [OK] activates Department ID Management.

The selected mode is set.

## 12 Press [Done] repeatedly until the Basic Features screen appears.

If the screen below appears, enter the Department ID and password.



### NOTE

For instructions on how to enter the Department ID and Password, see “Entering the Department ID and Password,” on p. 1-48.

# Changing the Password and Impression Limit

The following instructions describe how to change the password and impression limit settings of the stored Department ID.

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

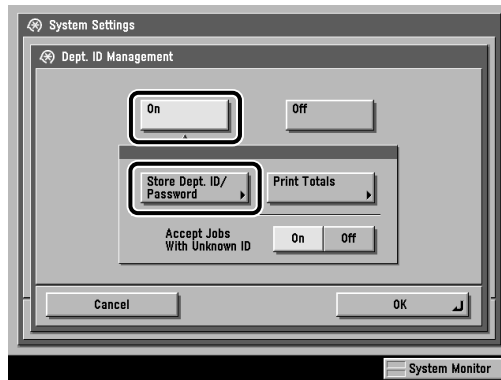
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **⓫** (numeric keys) → press **Ⓜ** (ID).



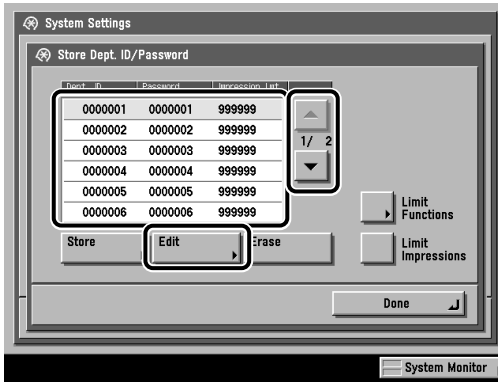
### NOTE

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

## 2 Press [On] → [Store Dept. ID/Password].

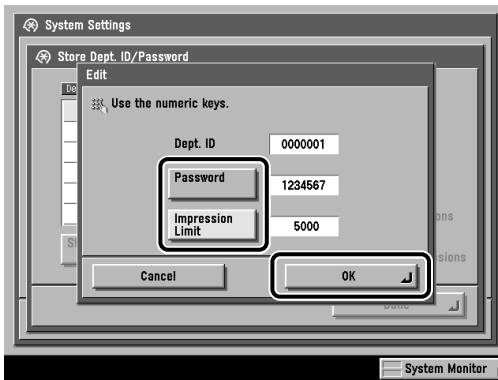


- 3** Press [▼] or [▲] to display the department whose password you want to change → select the department → press [Edit].



- 4** Use ① - ⑨ (numeric keys) to enter the new password (up to seven digits) and the impression limit.

- Press [Password] → enter the password.
- Press [Impression Limit] → enter the new impression limit → press [OK].



You cannot store a password with only zeros as the number, such as <0000000>.

The Impression Limit range is from 0 to 999,999. You cannot print more than the set limit number of impressions.

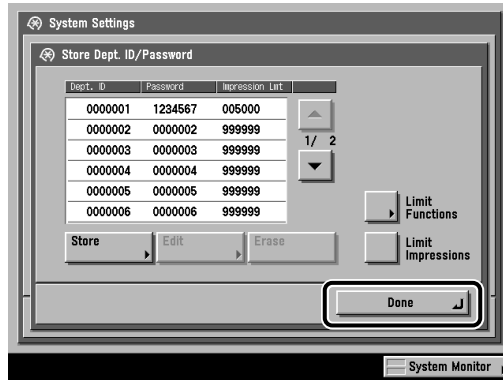


**NOTE**

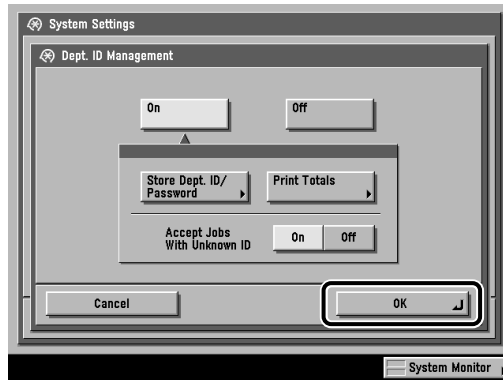
- You cannot change Department IDs.
- If you make a mistake when entering a number, press © (Clear) to clear the entire number.



## 5 Press [Done].



## 6 Press [OK].

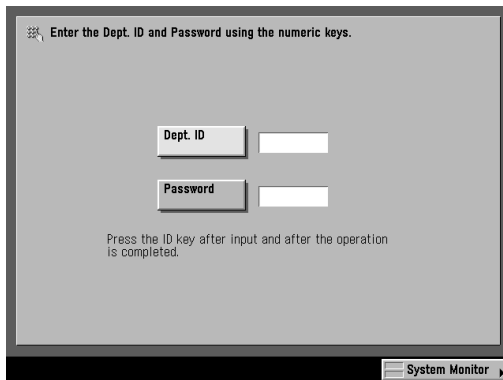


If you selected [On] in step 2, pressing [OK] activates Department ID Management.

The selected mode is set.

## 7 Press [Done] repeatedly until the Basic Features screen appears.

If the screen below appears, enter the Department ID and password.



### NOTE

For instructions on how to enter the Department ID and password, see “Entering the Department ID and Password,” on p. 1-48.

## Erasing the Department ID and Password

The following instructions describe how to erase a Department ID and password that you have stored.



### NOTE

You cannot erase a Department ID if the Department ID is managed by the optional Card Reader-C1.

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

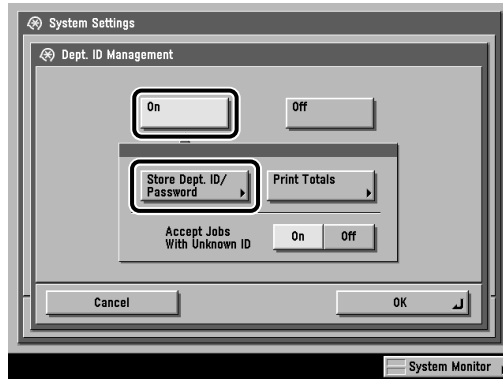
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **ⓑ** (numeric keys) → press **ⓓ** (ID).



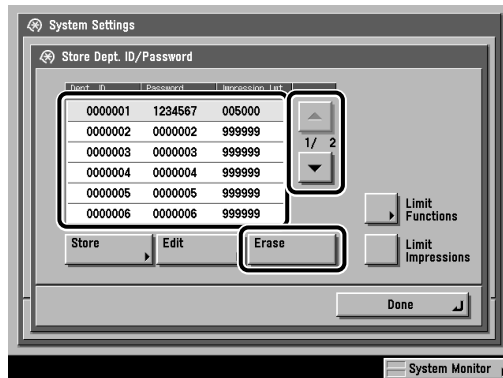
### NOTE

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

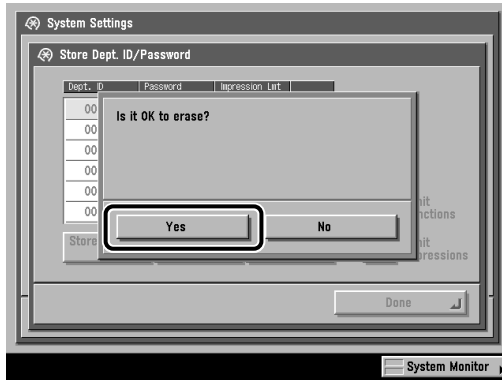
**2** Press [On] → [Store Dept. ID/Password].



**3** Press [▼] or [▲] to display the Department ID that you want to erase → select the Department ID → press [Erase].



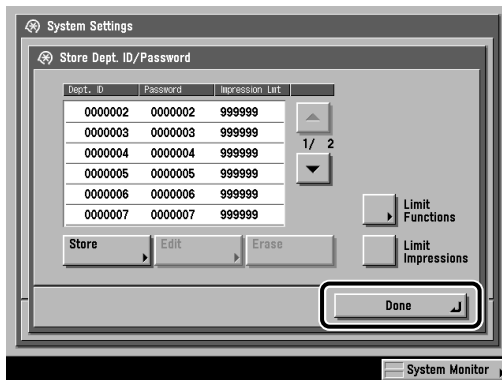
## 4 Press [Yes].



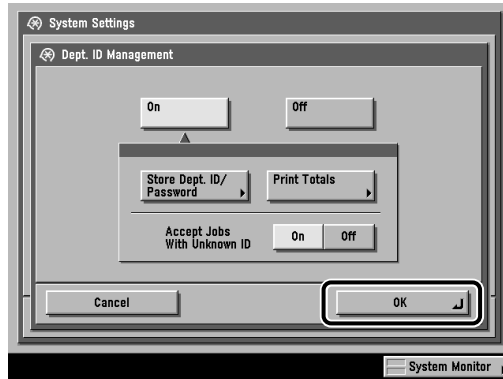
To cancel erasing, press [No].

The selected Department ID and all of its settings are erased.

## 5 Press [Done].



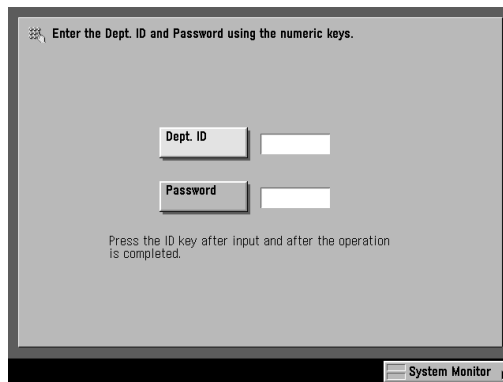
## 6 Press [OK].



If you selected [On] in step 2, pressing [OK] activates Department ID Management.

## 7 Press [Done] repeatedly until the Basic Features screen appears.

If the screen below appears, enter the Department ID and password.




### NOTE

For instructions on how to enter the Department ID and password, see "Entering the Department ID and Password," on p. 1-48.

# Checking and Printing Counter Information


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

 NOTE

- If a MEAP authentication application is being used, you can check the number of print totals for the Department IDs that correspond to registered users.
- For instructions on how to register users in a MEAP authentication application, see the *MEAP SMS Administrator Guide*.

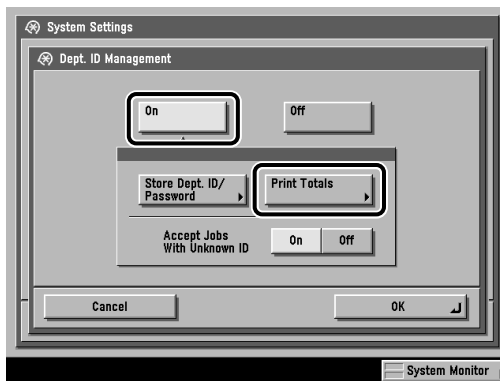
## 1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Dept. ID Management].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **ⓑ** (numeric keys) → press **ⓓ** (ID).

 NOTE

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

## 2 Press **[On]** → [Print Totals].

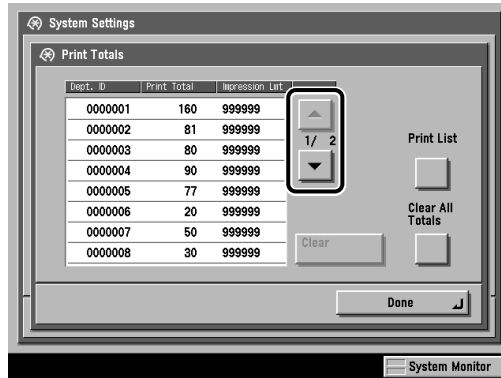


### 3 Check or print the print totals.

The print totals that belong to an entry without a Department ID (left blank) are the number of prints from computers that do not correspond with a stored Department ID (unknown ID).

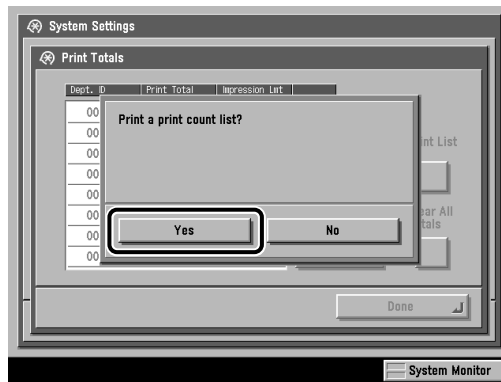
- If you only want to check the counter:

- Press [▼] or [▲] to display the desired Department ID → check the print totals.



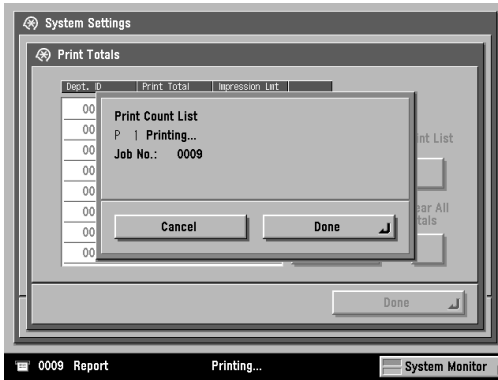
- If you want to print the displayed list:

- Press [Print List] → [Yes].



If you do not want to print the displayed list, press [No].

The screen below appears during printing.



To cancel printing, press [Cancel].

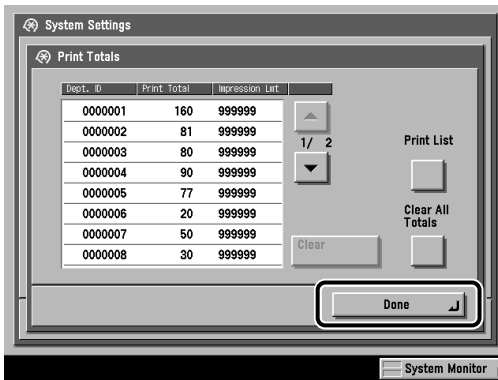
To close the screen, press [Done].



#### NOTE

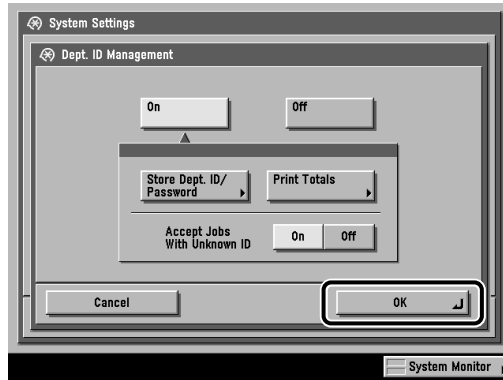
If plain or recycled paper (11" x 17", LGL, LTR, or LTRR) is loaded in a paper drawer that has been set to 'On' when you press [Other] to select a paper source in Drawer Eligibility for APS/ADS (from the Additional Functions screen), you can print a list. (See "Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching," on p. 3-14.)

## 4 Press [Done].





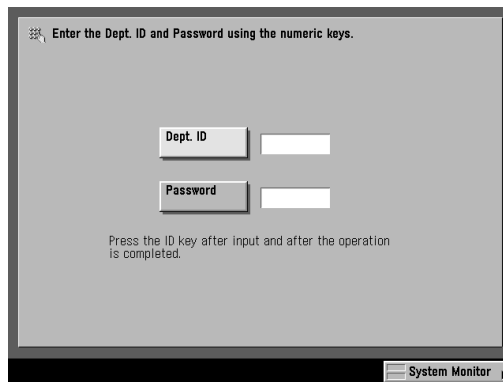
## 5 Press [OK].



If you selected [On] in step 2, pressing [OK] activates Department ID Management.

## 6 Press [Done] repeatedly until the Basic Features screen appears.

If the screen below appears, enter the Department ID and password.



### NOTE

For instructions on how to enter the Department ID and password, see “Entering the Department ID and Password,” on p. 1-48.

# Erasing Print Totals

The following instructions describe how to erase the print totals for all departments. It is also possible to erase the print totals for specific departments.

## 1 Press **[F4]** (Additional Functions) → [System Settings] → [Dept. ID Management].

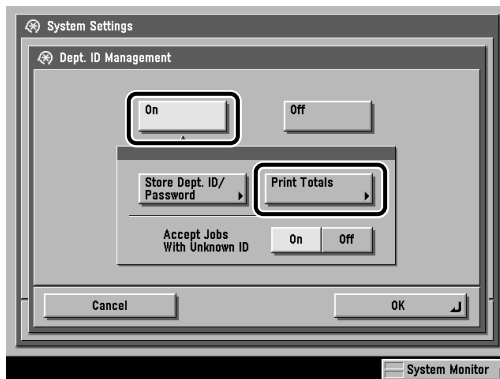
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **[0]** - **[9]** (numeric keys) → press **[ID]** (ID).



### NOTE

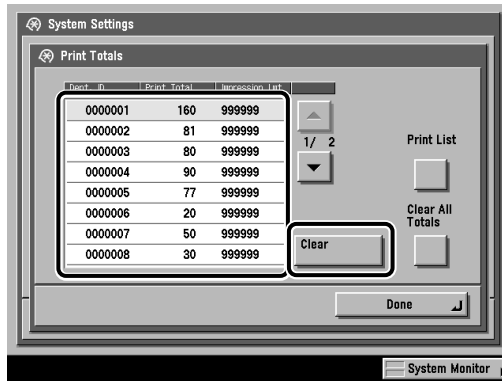
If the desired setting is not displayed, press **[▼]** or **[▲]** to scroll to the desired setting.

## 2 Press **[On]** → [Print Totals].



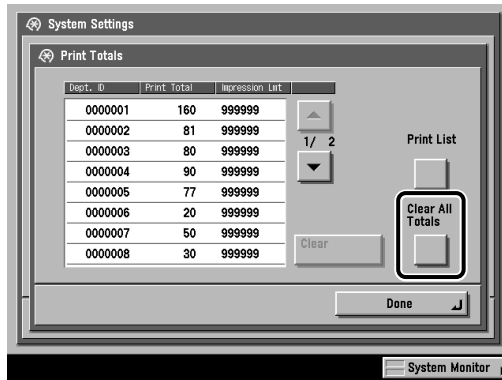
● If you want to erase the print totals for one specific department:

- Select the department whose print totals you want to erase → press [Clear].

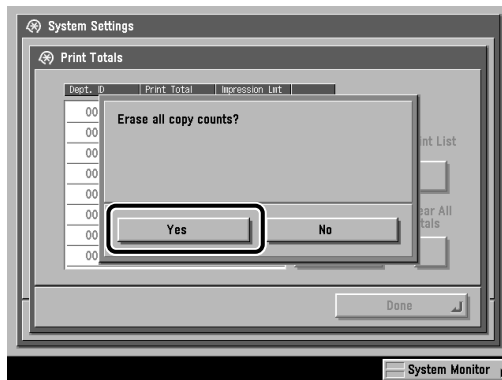


● If you want to erase all counts:

- Press [Clear All Totals].

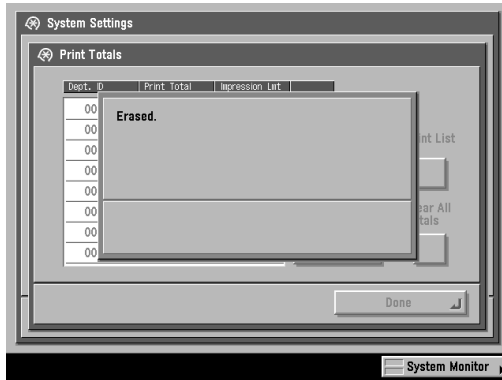


**3** Press [Yes].

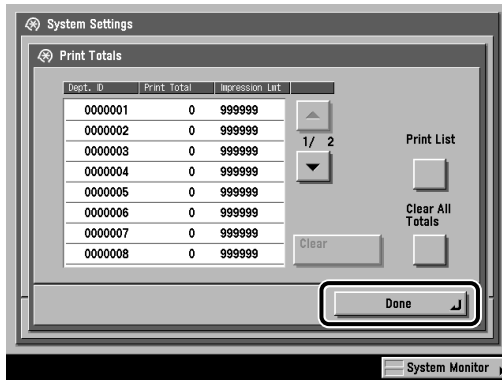


If you do not want to erase the copy counts, press [No].

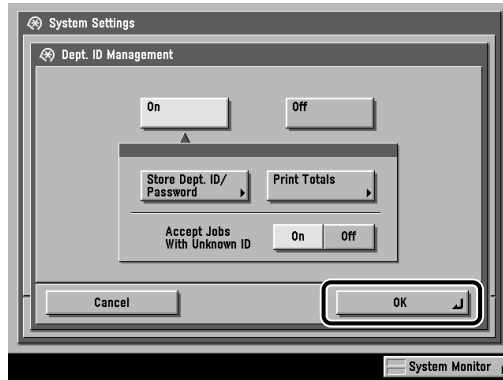
The message <Erased.> appears on the touch panel display for approximately three seconds.



## 4 Press [Done].



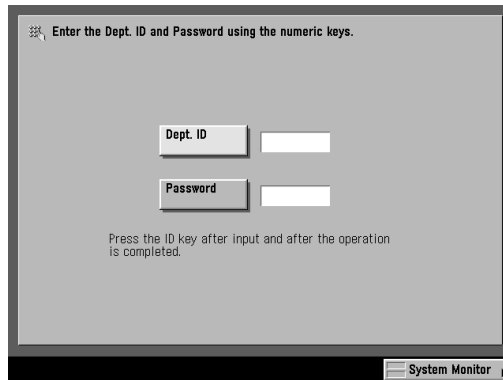
## 5 Press [OK].



If you selected [On] in step 2, pressing [OK] activates Department ID Management.

## 6 Press [Done] repeatedly until the Basic Features screen appears.

If the screen below appears, enter the Department ID and password.




### NOTE

For instructions on how to enter the Department ID and password, see “Entering the Department ID and Password,” on p. 1-48.

# Setting to Accept Print Jobs with an Unknown ID


You can decide whether to print documents from a computer that does not correspond with a stored Department ID.

 NOTE

The default setting is 'On'.

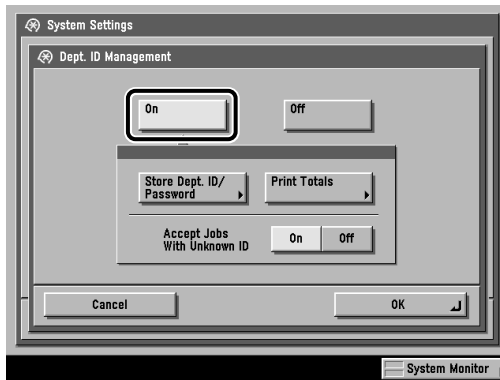
## 1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Dept. ID Management].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **ⓑ** (numeric keys) → press **ⓓ** (ID).

 NOTE

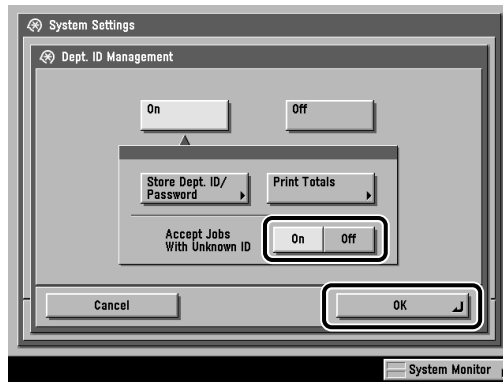
If the desired setting is not displayed, press **[▼]** or **[▲]** to scroll to the desired setting.

## 2 Press [On].



If you select [On], Department ID Management is enabled. (See “Entering the Department ID and Password,” on p. 1-48.)

### 3 Select [On] or [Off] for <Accept Jobs with Unknown ID> → press [OK].



[On]: The machine outputs prints from computers that do not correspond with a stored Department ID.

[Off]: The machine does not output prints from computers that do not correspond with a stored Department ID.

The selected mode is set.

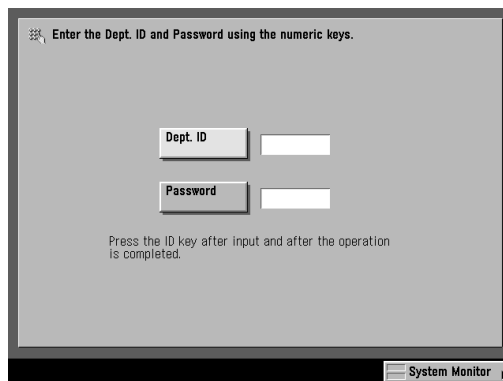


#### NOTE

If you selected [On] in step 2, pressing [OK] activates Department ID Management.

### 4 Press [Done] repeatedly until the Basic Features screen appears.

If the screen below appears, enter the Department ID and password.



#### NOTE


For instructions on how to enter the Department ID and password, see “Entering the Department ID and Password,” on p. 1-48.

# Specifying the Communications Settings

## (Communications Settings)

---

This enables you to specify e-mail, I-fax, and Memory RX Inbox settings.

 NOTE

- [Communications Settings] can only be set if you are using the imageRUNNER 6020i/5020i.
- You cannot set Communications Settings if you are using MEAP applications.

### E-mail/I-Fax Send Settings (E-mail/I-Fax Settings)

4

System Manager Settings

This function enables you to: set the maximum data size for sending an e-mail message and I-fax, store a default subject name if you forget to specify one, set the TX Timeout for sending an I-fax in the Full mode, set whether to print an e-mail notification report received from other machines regarding a sent Full Mode I-fax, and set an RX error notice.

#### ■ Maximum Data Size For Sending

You can set the maximum data size for outgoing e-mail messages and I-fax documents. If the size of a Send job exceeds this limit, the e-mail message is divided into several e-mail messages, and then sent. I-Fax transmissions that exceed the data size limit are handled as errors, and are not sent.

#### ■ Default Subject

You can store a default subject name if you forget to specify one when sending a job.

#### ■ Full Mode TX Timeout

You can set the time that elapses before sending operations terminate (automatically) if you do not receive a notification e-mail (MDN) from the recipient informing you that a job you sent using the Full Mode was received at the other end.

#### ■ Print MDN (Message Disposition Notification)/DSN (Delivery Status Notification) on Receipt

You can set whether to print an e-mail notice to inform you that the job was received when you send an I-fax using the Full Mode.

#### ■ Always Send Notice for RX Errors

You can set whether to inform the sender if an error occurs while an e-mail message or I-fax is being sent.



## ■ Use Send Via Server




You can set whether to use the Send Via Server setting when specifying destination conditions for I-fax sending. If you want to set Send Via Server to 'On' or 'Off', it is necessary to set Use Send Via Server to 'On' beforehand.

### NOTE



The default settings are as follows:

- Maximum Data Size For Sending: '3 MB'
- Default Subject: 'Attached Image'
- Full Mode TX Timeout: '24 hours'
- Print MDN/DSN on Receipt: 'Off'
- Always send notice for RX errors: 'On'
- Use Send Via Server: 'Off'

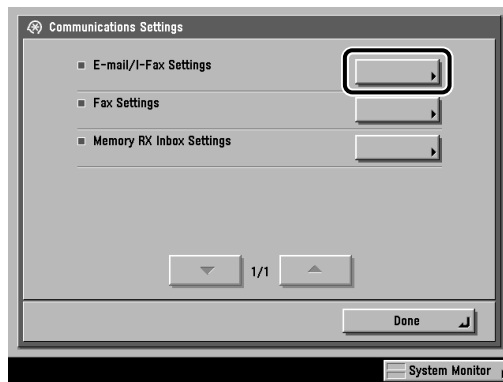
## 1 Press (Additional Functions) → [System Settings].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

### NOTE

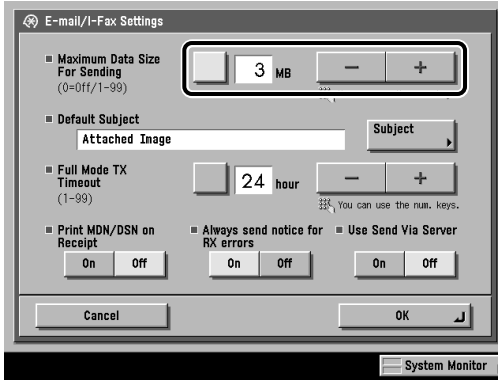
If the desired setting is not displayed, press [>] or [>] to scroll to the desired setting.

## 2 Press [Communications Settings] → [E-mail/I-Fax Settings].



### 3 Set the Maximum Data Size For Sending.

- Press [Maximum Data Size For Sending].
- Press [-] or [+] to specify the maximum data size for sending.



You can set the Maximum Data Size for Sending from 0 to 99 MB in 1 MB increments.

You can also use 0 - 9 (numeric keys) to enter values, and C (Clear) to clear your entries.

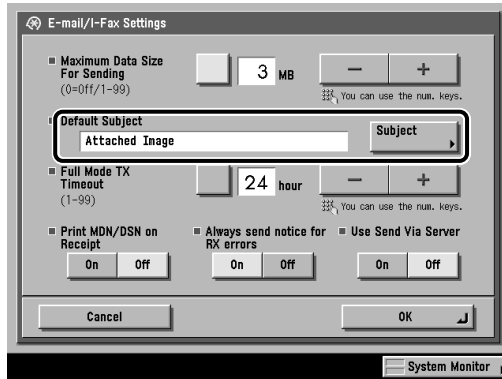
#### IMPORTANT

The maximum data size for sending must not be greater than the maximum data size of the mail server. Contact your System Administrator for details.

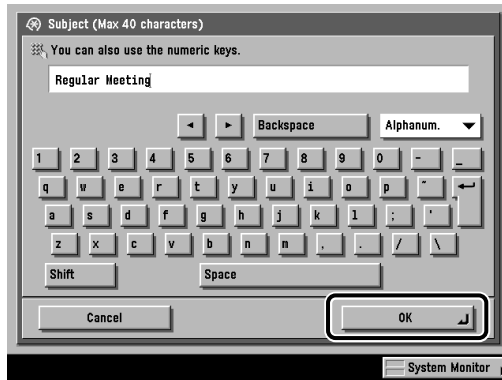
#### NOTE

- If you enter '0 MB' as the data size, there is no size limit on the data that is sent. You can send messages without limiting the data size.
- The data size limit can be set in 1 MB increments. If the size of an e-mail message exceeds the set limit, the e-mail message is split up by page and sent out as smaller e-mail messages, each of which is within the set limit. I-fax data that exceeds the set limit is handled as an error, and is not sent.

## 4 Press [Subject].



## 5 Enter the default subject → press [OK].

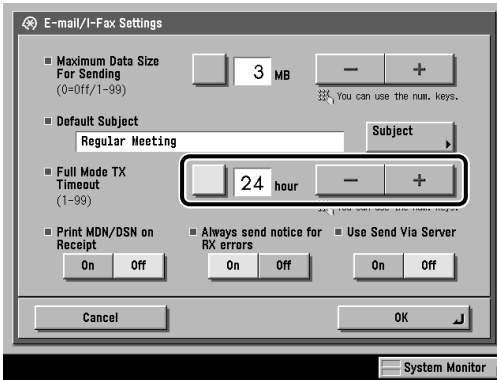


### NOTE

- For instructions on how to enter characters, see “Entering Characters from the Touch Panel Display,” on p. 1-43.
- The maximum number of characters you can enter for the default subject is 40.

## 6 Set the Full Mode TX Timeout.

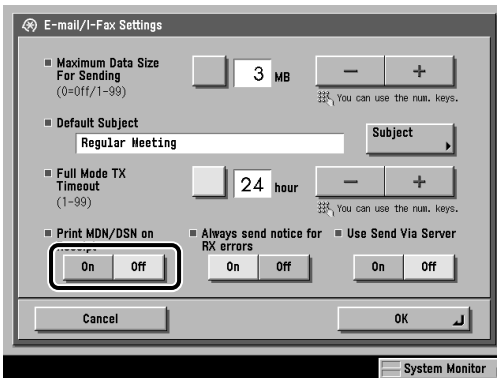
- Press [Full Mode TX Timeout].
- Press [-] or [+] to specify the Full Mode TX Timeout time.



You can set the Full Mode TX Timeout time from 1 to 99 hours in one hour increments.

You can also use ① - ⑨ (numeric keys) to enter values, and ④ (Clear) to clear your entries.

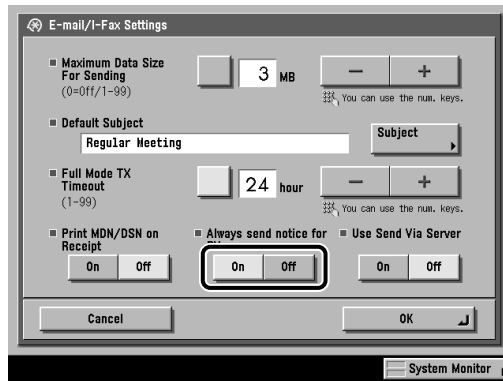
## 7 Select [On] or [Off] for <Print MDN/DSN on Receipt>.



[On]: Prints an e-mail reception notice when the machine receives MDN/DSN mail.

[Off]: Does not print an e-mail reception notice when the machine receives MDN/DSN mail.

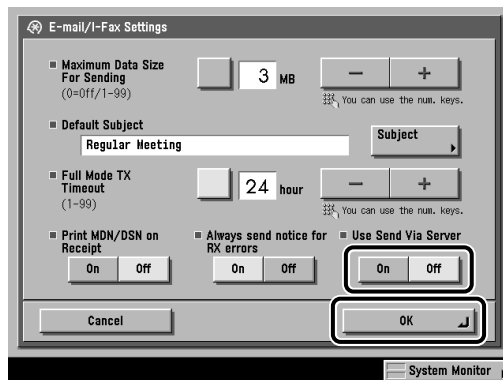
## 8 Select [On] or [Off] for <Always send notice for RX errors>.



[On]: If an error occurs, the sender is always informed of the details of the error.

[Off]: If an error occurs, the sender is not informed of the details of the error.

## 9 Select [On] or [Off] for <Use Send Via Server> → press [OK].



[On]: Enables you to use the Send Via Server setting when specifying destination conditions for I-fax sending.

[Off]: Does not enable you to use the Send Via Server setting when specifying destination conditions for I-fax sending.

The selected mode is set.

## 10 Press [Done] repeatedly until the Basic Features screen appears.

# Memory RX Inbox Settings

This enables you to store the Memory RX Inbox password and set a time range for storing received documents into memory.




## Setting the Memory RX Inbox Password

This enables you to enter a seven digit password for the Memory RX Inbox to restrict its use to only those users who know the password.



### NOTE

- The maximum number of digits you can store for the password is seven. If you enter fewer than seven digits, the machine stores the password with leading zeros.
  - Example: If <321> is entered → <0000321> is stored.
- The default setting is 'Off'.

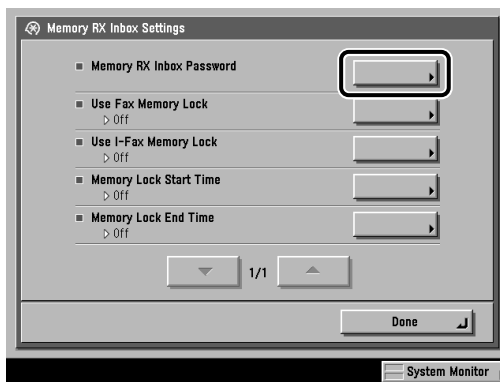
## 1 Press (Additional Functions) → [System Settings] → [Communications Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

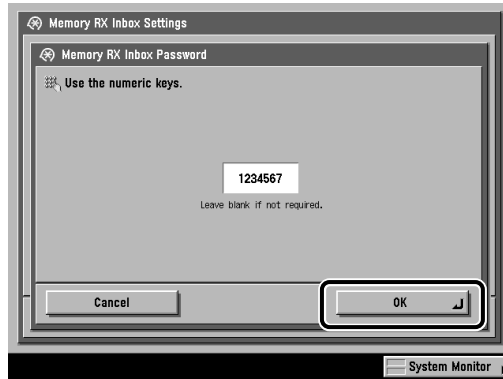
### NOTE

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

## 2 Press [Memory RX Inbox Settings] → [Memory RX Inbox Password].



### 3 Enter a password using 0 - 9 (numeric keys) → press [OK].



If you do not want to set a password, do not enter any values.

You cannot store a password with only zeros as the number, such as <0000000>.

The selected mode is set.



#### NOTE

If you make a mistake when entering the password, press Ⓢ (Clear) to clear your entry.

### 4 Press [Done] repeatedly until the Basic Features screen appears.




## Storing Received I-Fax Documents in Memory

This enables you to store documents received by I-fax in memory without printing them. This is referred to as Memory Lock. You can print/send the documents from memory after checking the relevant Memory RX Inbox.



### NOTE

The default setting is 'Off'.

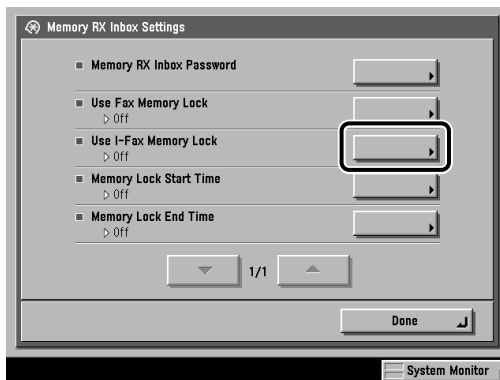
## 1 Press (Additional Functions) → [System Settings] → [Communications Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

### NOTE

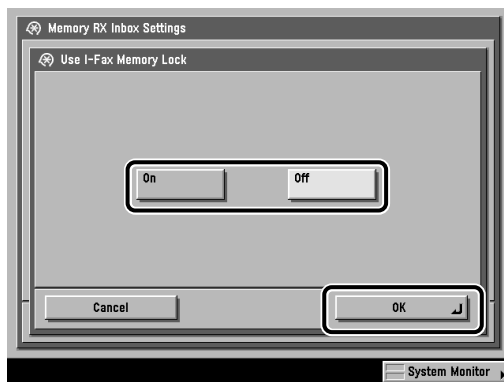
If the desired setting is not displayed, press  or  to scroll to the desired setting.

## 2 Press [Memory RX Inbox Settings] → [Use I-Fax Memory Lock].





### 3 Select [On] or [Off] → press [OK].



If you do not want to set the I-Fax Memory Lock mode, select [Off].  
The selected mode is set.

#### IMPORTANT

If the message <I-Fax Memory RX is on.> does not appear, set I-Fax Memory Lock on the Memory RX Inbox screen from the Inbox Selection screen of the Mail Box function to 'On'. (See Chapter 3, "Storing Received Documents in Inboxes," in the *Mail Box Guide*.)

### 4 Press [Done] repeatedly until the Basic Features screen appears.




## Memory Lock Start Time Settings

You can set Memory Lock to start automatically at a specified time.



#### NOTE

The default setting is 'Off'.

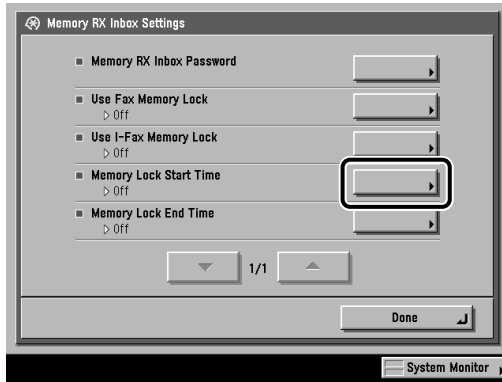
### 1 Press (Additional Functions) → [System Settings] → [Communications Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

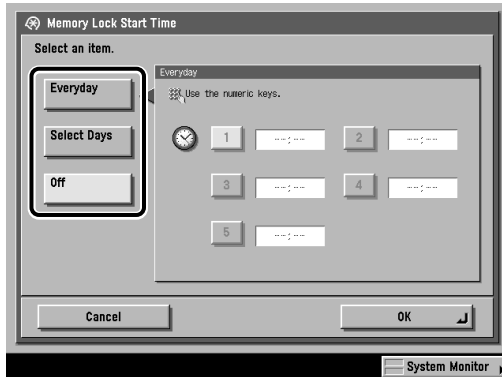
#### NOTE

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

**2** Press [Memory RX Inbox Settings] → [Memory Lock Start Time].

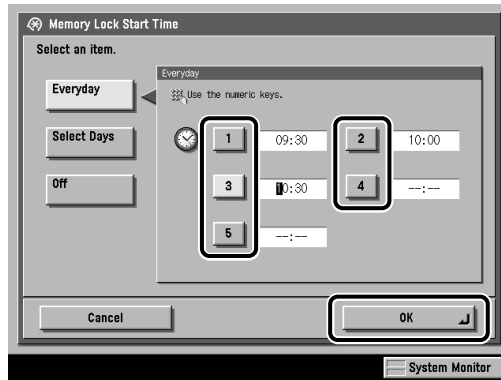


**3** Select [Everyday], [Select Days], or [Off].



● If you select [Everyday]:

- Select a number ([1] to [5]) → enter the start time using 0 - 9 (numeric keys) → press [OK].




You can store up to five different start times.

Enter the time in 24-hour notation as four digits without a space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

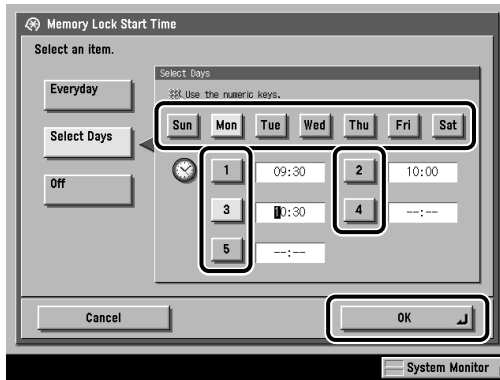
If you make a mistake when entering values, enter the four digits again.

 NOTE

If you make a mistake when entering the time, press © (Clear) to clear your entry.

**● If you select [Select Days]:**

- ❑ Select the day of the week from [Sun] to [Sat] → select a number ([1] to [5]) → enter the start time using ①-⑨ (numeric keys) → press [OK].



You can store up to five different start times for each day of the week.

Enter the time in 24-hour notation as four digits without a space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

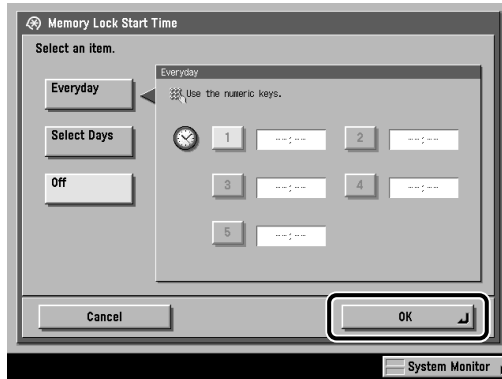
If you make a mistake when entering values, enter the four digits again.

**NOTE**

If you make a mistake when entering the time, press Ⓢ (Clear) to clear your entry.

● If you select [Off]:

- Press [OK].



Memory Lock will not automatically turn on at a specified time. You can manually turn Memory Lock On or Off by pressing [On] or [Off] under <I-Fax Memory Lock> on the Memory RX Inbox screen from the Inbox Selection screen of the Mail Box function. (See Chapter 3, “Storing Received Documents in Inboxes,” in the *Mail Box Guide*.)

The selected mode is set.




**NOTE**

You can select [Everyday] for Memory Lock Start Time, and [Select Days] for Memory Lock End Time and vice versa.

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




## Memory Lock End Time Settings

You can set Memory Lock to end automatically at a specified time.



 NOTE

The default setting is 'Off'.

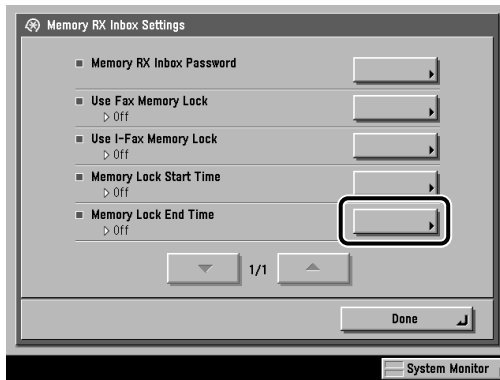
### 1 Press (Additional Functions) → [System Settings] → [Communications Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

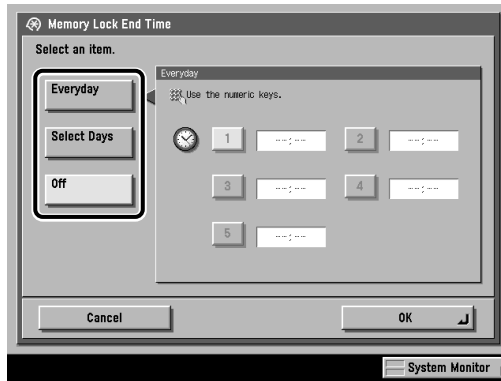
 NOTE

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

### 2 Press [Memory RX Inbox Settings] → [Memory Lock End Time].

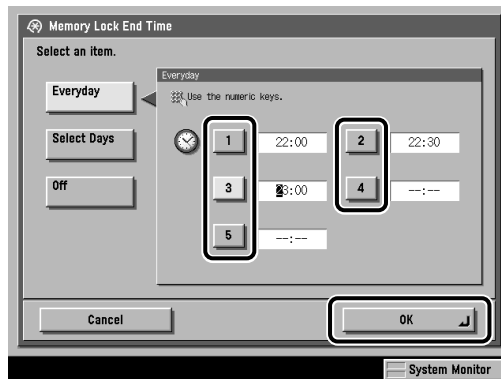


### 3 Select [Everyday], [Select Days], or [Off].



#### ● If you select [Everyday]:

- ❑ Select a number ([1] to [5]) → enter the end time using ① - ⑨ (numeric keys) → press [OK].



You can store up to five different end times.

Enter the time in 24-hour notation as four digits without a space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

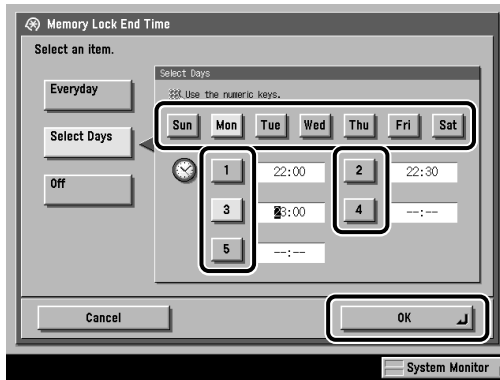
If you make a mistake when entering values, enter the four digits again.

#### NOTE

If you make a mistake when entering the time, press Ⓢ (Clear) to clear your entry.

**● If you select [Select Days]:**

- ❑ Select the day of the week from [Sun] to [Sat] → select a number ([1] to [5]) → enter the end time using ⓪ - ⑨ (numeric keys) → press [OK].



You can store up to five different end times for each day of the week.

Enter the time in 24-hour notation as four digits without a space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you make a mistake when entering values, enter the four digits again.

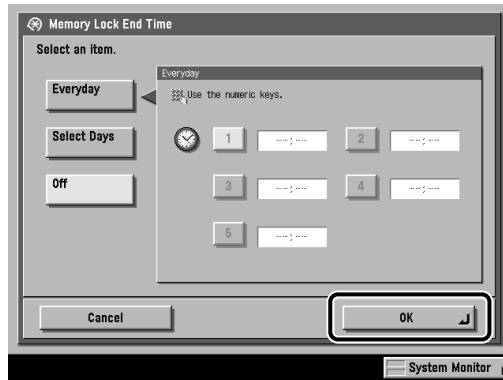
**NOTE**

If you make a mistake when entering the time, press ⓪ (Clear) to clear your entry.



● If you select [Off]:

- Press [OK].



Memory Lock will not automatically turn off at a specified time. You can manually turn Memory Lock On or Off by pressing [On] or [Off] under <I-Fax Memory Lock> on the Memory RX Inbox screen from the Inbox Selection screen of the Mail Box function. (See Chapter 3, “Storing Received Documents in Inboxes,” in the *Mail Box Guide*.)

The selected mode is set.



**NOTE**


You can select [Everyday] for Memory Lock Start Time, and [Select Days] for Memory Lock End Time and vice versa.

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

# Specifying the Settings for the Remote UI

## (Remote UI)

You can set whether the machine's settings can be specified through the Remote UI.

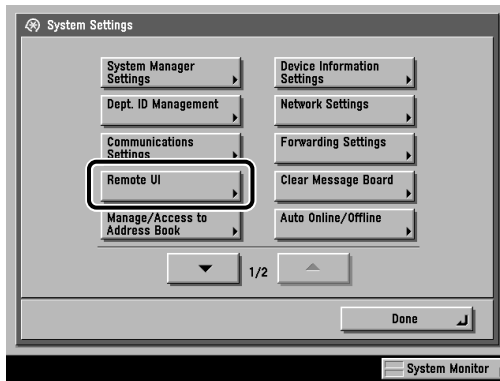
 NOTE




- For details on the Remote UI, see the *Remote UI Guide*.
- The default setting is 'On'.

4



System Manager Settings

### 1 Press (Additional Functions) → [System Settings] → [Remote UI].

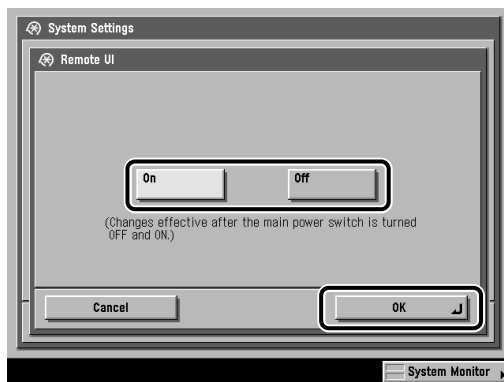


If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

 NOTE

If the desired setting is not displayed, press  or  to scroll to the desired setting.

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



[On]: Settings can be specified through the Remote UI.

[Off]: Settings cannot be specified through the Remote UI.

The selected mode is set.



### NOTE

Turn the power OFF after setting this mode. The setting is only valid after the main power of the machine is turned back ON.

## 3 Press [Done] repeatedly until the Basic Features screen appears.

# Setting Access Restriction to an Address Book

## (Manage/Access to Address Book)

---

You can set the Address Book with a password and set access numbers to restrict its use.

 NOTE

- [Manage/Access to Address Book] can only be set if you are using the imageRUNNER 6020i/5020i.
- You cannot set Address Book Settings if you are using MEAP applications.

### 4

## Setting a Password for an Address Book

### (Address Book Password)




You can set a password for an address book. If a password is set, restrictions can be placed on storing, editing, or erasing destinations.

 NOTE



- The maximum number of digits you can store for the password is seven. If you enter fewer than seven digits, the machine stores the password with leading zeros.
- Example: When <321> is entered → <0000321> is stored.

---

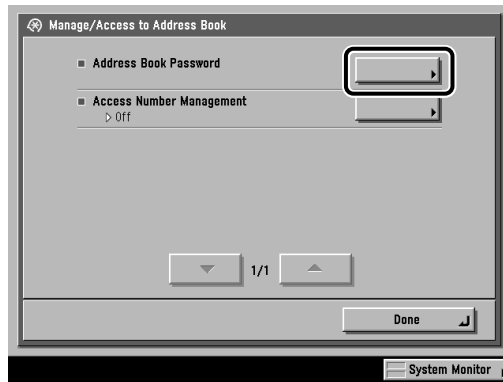
### **1** Press (Additional Functions) → [System Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

 NOTE

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

## 2 Press [Manage/Access to Address Book] → [Address Book Password].



## 3 Enter the password using 0 - 9 (numeric keys) → press [OK].



If you do not want to set a password, do not enter any values.

You cannot store a password with only zeros as the number, such as <0000000>.

The selected mode is set.




### NOTE

If you make a mistake when entering the password, press Ⓞ (Clear) to clear your entry.

## 4 Press [Done] repeatedly until the Basic Features screen appears.




# Setting Access Number Management for an Address Book (Access Number Management)

You can restrict the display of each address by registering an access number when storing the address in an address book.



 NOTE

The default setting is 'Off'.

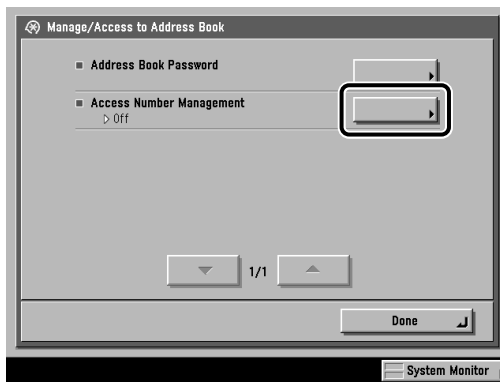
## 1 Press (Additional Functions) → [System Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

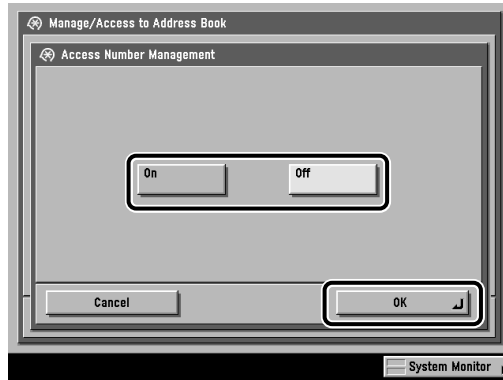
 NOTE

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

## 2 Press [Manage/Access to Address Book] → [Access Number Management].



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




If you do not want to set an access number, select [Off].  
The selected mode is set.

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

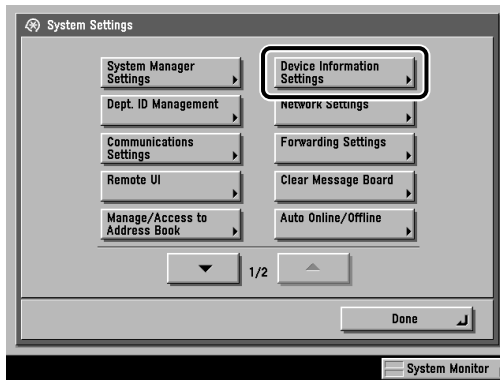
# Setting Device Information (Device Information Settings)




Device Information Settings enable you to set the name of this machine, and the place where it is located.


 NOTE



- For instructions on how to enter characters, see “Entering Characters from the Touch Panel Display,” on p. 1-43.
- The maximum number of characters which can be entered is 32.

**1** Press  (Additional Functions) → [System Settings] → [Device Information Settings].



If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

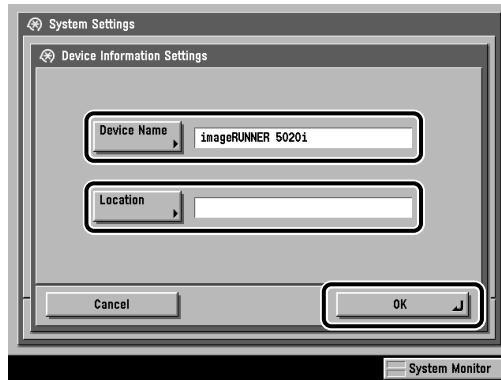
 NOTE

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



## 2 Enter the name and location of this machine.

- Press [Device Name] → enter the name of this machine → press [OK].
- Press [Location] → enter the place where this machine is located → press [OK].
- Press [OK].



To cancel storing the Device Information, press [Cancel].  
The selected mode is set.

## 3 Press [Done] repeatedly until the Basic Features screen appears.

# Setting Forwarding Conditions (Forwarding Settings)

You can store received I-fax documents in Confidential Fax Inboxes and forward them to other machines, or file servers. This machine enables you to forward documents that meet predetermined conditions to a specified destination. This section explains the conditions for forwarding, and how to store, change, and erase forwarding destinations.

## NOTE

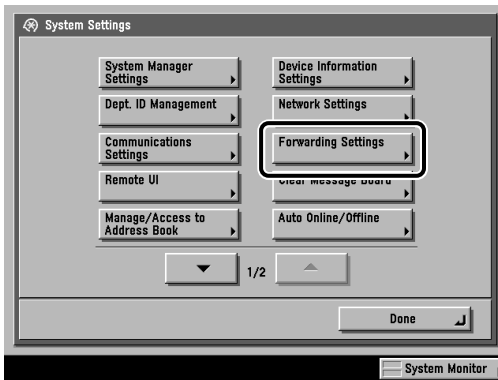
- [Forwarding Settings] can only be set if you are using the imageRUNNER 6020i/5020i.
- The maximum number of forwarding settings that you can store is 150.
- You cannot use the forwarding function if you are using MEAP applications.




4

System Manager Settings



## Storing Forwarding Settings

- 1** Press  (Additional Functions) → [System Settings] → [Forwarding Settings].

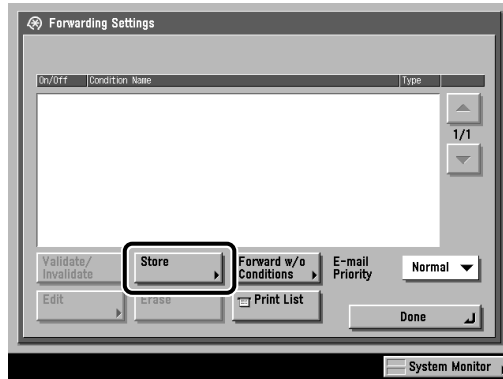


If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

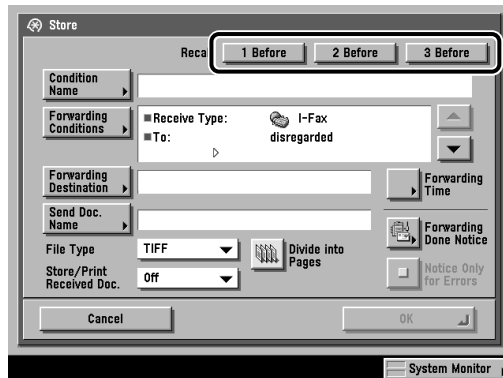
## NOTE

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

## 2 Press [Store].



## 3 To recall the forwarding settings of a received document that you have stored, press [1 Before], [2 Before], or [3 Before].



You can recall the last three forwarding settings.

The recalled forwarding settings are displayed.

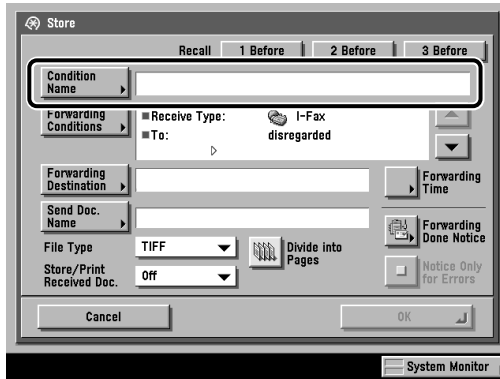
### IMPORTANT

- The forwarding settings are stored in memory if you press [OK] on the Store screen or the Edit screen.
- Identical forwarding settings are stored only once in memory.

### NOTE

- The three most recent forwarding settings that were stored in memory are not erased even when the power is turned OFF.
- The forwarding settings of a received document that were not stored in memory are not displayed even when you press the recall keys.

## 4 Press [Condition Name].



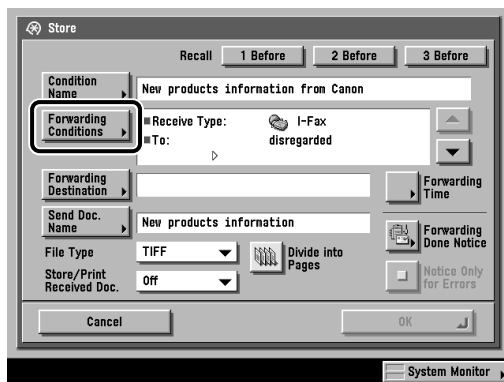
## 5 Enter a name for the forwarding condition → press [OK].



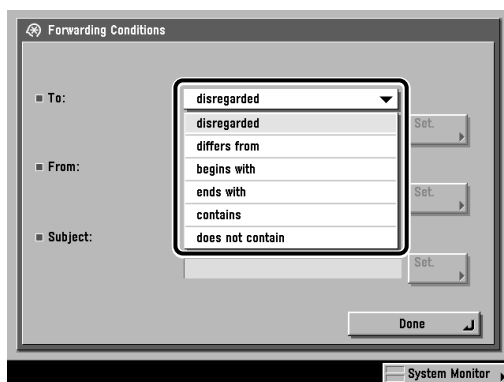
### NOTE

- For instructions on how to enter characters, see “Entering Characters from the Touch Panel Display,” on p. 1-43.
- The maximum number of characters you can enter for the condition name is 50.
- The first 24 characters of the entered condition name are also stored as the Send Doc. Name. However, you can change the Send Doc. Name.

## 6 Press [Forwarding Conditions].



## 7 Select conditions from the To drop-down list → press [Set.]. Select conditions from the From and Subject drop-down lists in the same way.



The available forwarding conditions are:

- [disregarded]: Disregards the To, From, or Subject information as forwarding conditions.
- [equals]: Forwards the document if the From or Subject information matches all of the characters entered.
- [differs from]: Forwards the document if the To, From, or Subject information differs from the characters entered.
- [begins with]: Forwards the document if the To, From, or Subject information begins with the characters entered.
- [ends with]: Forwards the document if the To, From, or Subject information ends with the characters entered.
- [contains]: Forwards the document if the To, From, or Subject information contains the characters entered.
- [does not contain]: Forwards the document if the To, From, or Subject information does not contain the characters entered.

## 8 Enter the forwarding criteria → press [OK].



If necessary, repeat this step for the other drop-down list.

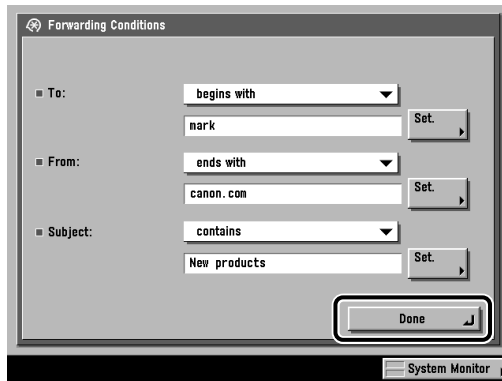
If you want to change the criteria for the forwarding conditions without changing the forwarding condition for the To, From, and Subject drop-down lists, press [Set.] next to the desired criteria → enter the new criteria → press [OK].



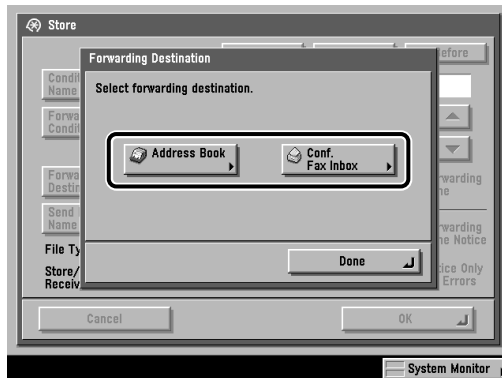
### NOTE

- If [disregarded] is selected, you cannot enter any criteria.
- For instructions on how to enter characters, see “Entering Characters from the Touch Panel Display,” on p. 1-43.
- The maximum number of characters you can enter for the To, From, and Subject criteria is 128.
- If you select a Confidential Fax Inbox as the forwarding destination, set the conditions as follows:
  - To: [disregarded]
  - From: [equals]
  - Subject: [disregarded]

## 9 Press [Done].



## 10 Press [Forwarding Destination] → select [Address Book] or [Conf. Fax Inbox].



[Address Book]: Select to forward the received document to another machine (relay function).

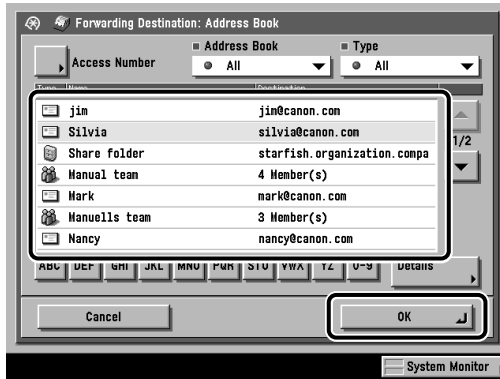
[Conf. Fax Inbox]: Select to store the received document in a Confidential Fax Inbox.

### NOTE

- If you specify a group address that includes user inboxes as destinations, the documents are not forwarded to those inboxes.
- You cannot select [Conf. Fax Inbox] if you do not set the forwarding conditions as follows:
  - To: [disregarded]
  - From: [equals]
  - Subject: [disregarded]

● If you select [Address Book]:

- Select the forwarding destination → press [OK].



If Access Number Management for an Address Book is set to 'On', press [Access Number] → enter the access number using ⓪ - ⑨ (numeric keys) → specify the destination → press [OK]. If you do not want to specify an access number, press [No Access Number]. (See Chapter 4, "Registering/Editing Address Book Settings," in the *Sending Guide*.)

Press the alphabet keys (e.g., [ABC]) to display the range of entries.

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

Press the Type drop-down list to restrict the type of addresses displayed in the list.

Press the Address Book drop-down list to display a list of subaddress books (1 to 10 or One-touch Buttons). The subaddress books categorize the addresses stored in the Address Book.

You cannot select multiple destinations.

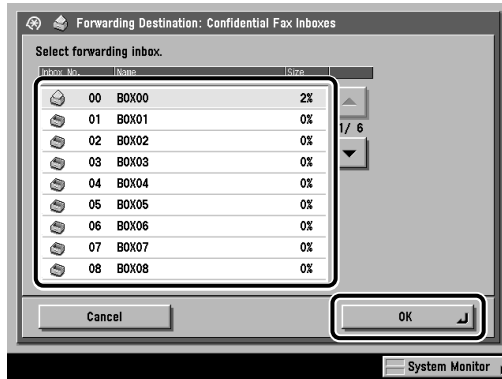
 NOTE

- To cancel the specified destination, select the destination again.
- To view more detailed information about an address, press [Details].
- To be able to select a forwarding destination, it is necessary to register addresses in the Address Book beforehand. (See Chapter 4, "Registering/Editing Address Book Settings," in the *Sending Guide*.)



● If you select [Conf. Fax Inbox]:

- Select the desired Confidential Fax Inbox → press [OK].



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

You cannot select multiple Confidential Fax Inboxes.

🚫 IMPORTANT

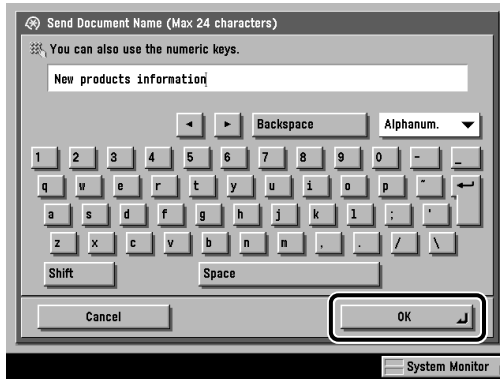
You cannot select a Confidential Fax Inbox that is already set with forwarding conditions.

# 11 Press [Send Doc. Name].



If a Confidential Fax Inbox is selected as a forwarding destination, this procedure is not necessary. Proceed to step 12.

## 12 Enter the name of the document → press [OK].



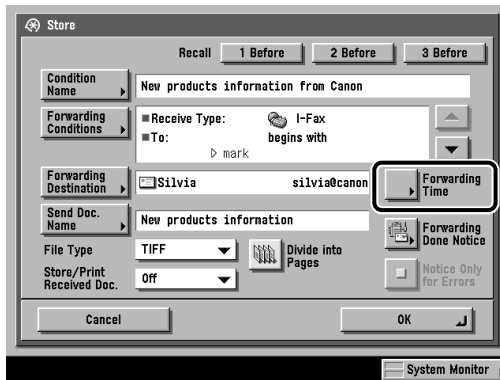
The condition name is automatically entered as the document's name by default. However, you can change this name.

You can also enter values using ① - ⑨ (numeric keys).

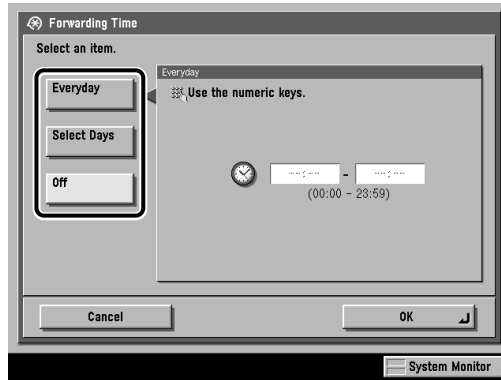
### NOTE

- For instructions on how to enter characters, see “Entering Characters from the Touch Panel Display,” on p. 1-43.
- The maximum number of characters you can enter for the Document Name is 24.

## 13 Press [Forwarding Time].



## 14 Select [Everyday], [Select Days], or [Off].

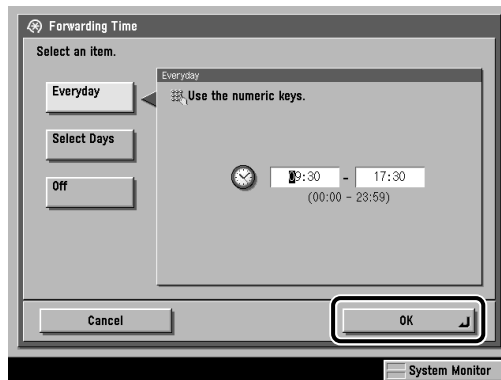


### IMPORTANT

The start time and end time cannot be set with the same time.

### ● If you select [Everyday].

- Enter the start time and the end time using  $\text{①}$  -  $\text{⑨}$  (numeric keys) → press [OK].



You can set the start time and end time from 00:00 to 23:59.

Enter the time in 24-hour notation, as four digits without space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you want to specify the entire day, enter '00:00' as the start time, and '23:59' as the end time.

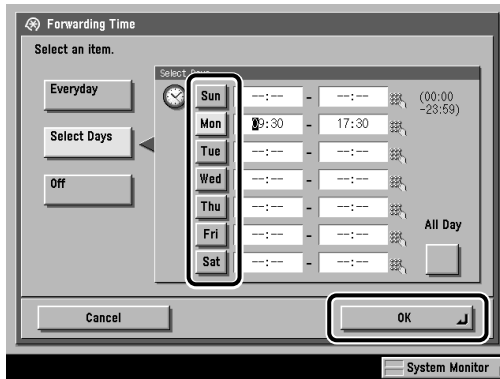
The forwarding time is set.

### NOTE

If you make a mistake when entering the time, press  $\text{Ⓢ}$  (Clear) to clear your entry, and enter another four digit number.

### ● If you select [Select Days].

- Select a day of the week ([Sun] to [Sat]).
- Enter the start time and end time for the selected day using ① - ⑨ (numeric keys) → press [OK].



You can set the start time and end time from 00:00 to 23:59.  
Enter the time in 24-hour notation, as four digits without space.

Examples: 7:05 a.m. → 0705

11:18 p.m. → 2318

If you press [All Day], the start and end time for the selected day of the week are automatically set to '00:00' and '23:59' respectively.

The forwarding time is set.

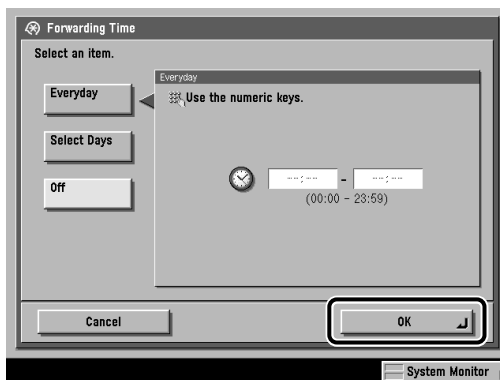


#### NOTE

If you make a mistake when entering the time, press Ⓢ (Clear) to clear your entry, and enter another four digit number.

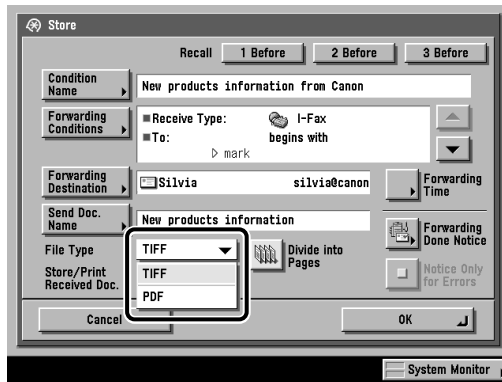
### ● If you select [Off].

- Press [OK].



The forwarding time is not set.

## 15 Press the File Type drop-down list → select the file format of the document you want to forward.



If an I-fax address or Confidential Fax Inbox is selected as a forwarding destination, this procedure is not necessary.

File Types:

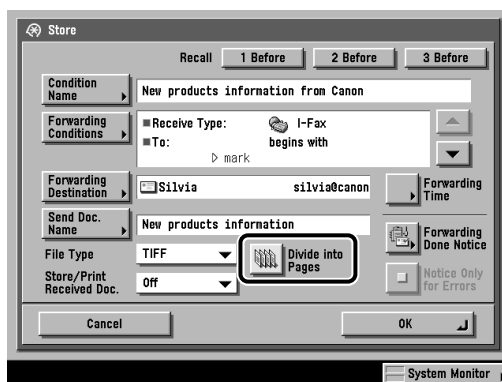
- TIFF: Forwards images in the TIFF format.
- PDF: Inserts multiple images into a single PDF file. Received images can be forwarded in the PDF format.



### NOTE

- To view a TIFF file, a software application that supports the TIFF file formats (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Acrobat Reader is required.

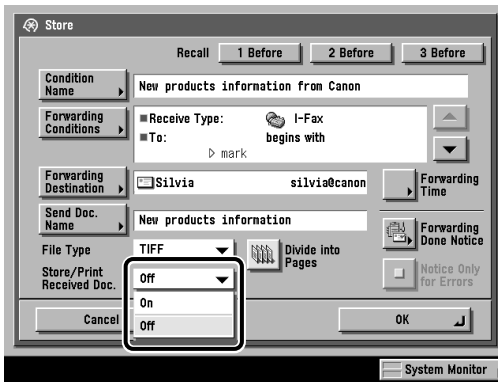
## 16 Select whether to divide images and place them on separate pages.



If you want to separate multiple images and place them on separate pages, and forward them as separate files, set Divide into Pages to 'On'.

If you want to forward multiple images as a single file without dividing them, set Divide into Pages to 'Off'.

# 17 Press the Store/Print Received Doc. drop-down list → select [On] or [Off].



If a Confidential Fax Inbox is selected as the forwarding destination, this step is not necessary.

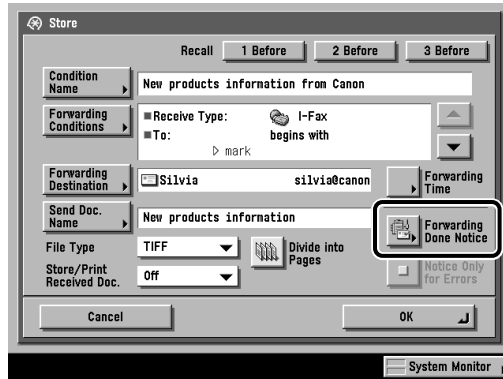
If [On] is selected, the received document is stored in the Memory RX Inbox or printed.

If [Off] is selected, the received document is not stored in the Memory RX Inbox or printed.

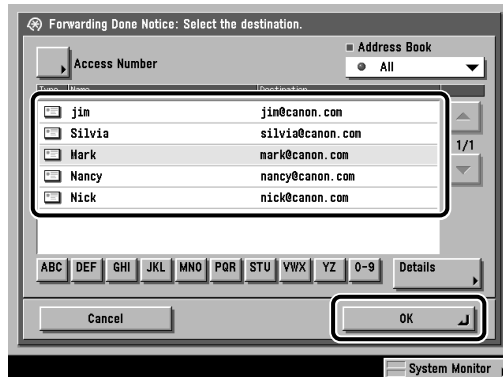
## NOTE

If Store/Print Received Doc. is set to 'On' and Memory Lock is set to 'On', the received document is saved in the Memory RX Inbox. If Store/Print Received Doc. is set to 'On' and Memory Lock is set to 'Off', the received document is printed. (See "Storing Received I-Fax Documents in Memory," on p. 4-40, and Chapter 2, "Receiving a Document," in the *Sending Guide*.)

## 18 Press [Forwarding Done Notice].



## 19 Select the destination where the forwarding done notice is to be sent → press [OK].



If a Confidential Fax Inbox is selected as a forwarding destination, this step is not necessary.

If Access Number Management for an Address Book is set to 'On', press [Access Number] → enter the access number using 0 - 9 (numeric keys) → specify the destination → press [OK]. If you do not want to specify an access number, press [No Access Number]. (See Chapter 4, "Registering/Editing Address Book Settings," in the *Sending Guide*.)

Press the alphabet keys (e.g., [ABC]) to display the range of entries.

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

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10 or One-touch Buttons). Subaddress books categorize the addresses stored in the Address Book.

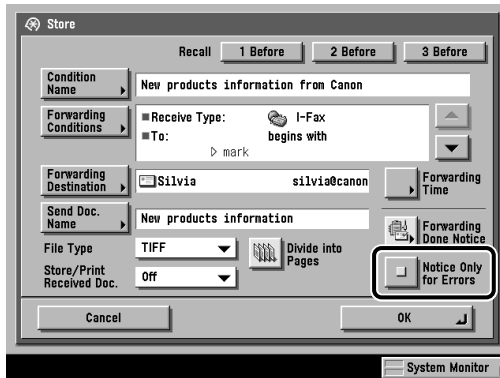
You cannot select multiple destinations.



## NOTE

- To cancel the specified destination, select the destination again.
- To view more detailed information on an address, press [Details].
- To be able to select a destination for the forwarding done notice, it is necessary to register destinations in the Address Book beforehand. (See Chapter 4, “Registering/Editing Address Book Settings,” in the *Sending Guide*.)

## 20 Select whether to check [Notice Only for Errors].



If you want the forwarding done notice to be sent only when an error occurs, press [Notice Only for Errors].

If you want the forwarding done notice to be sent every time a received document is forwarded, do not press [Notice Only for Errors].

## 21 Press [OK].



The selected mode is set.



## IMPORTANT

You cannot set to forward the same document to multiple Confidential Fax Inboxes simultaneously.



- 22** If necessary, press the E-mail Priority drop-down list → select a priority for your forwarded e-mail messages.



This setting is only necessary if the forwarding destination is an e-mail address.

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

# Storing Forwarding Destinations When the Forwarding Conditions Do Not Match

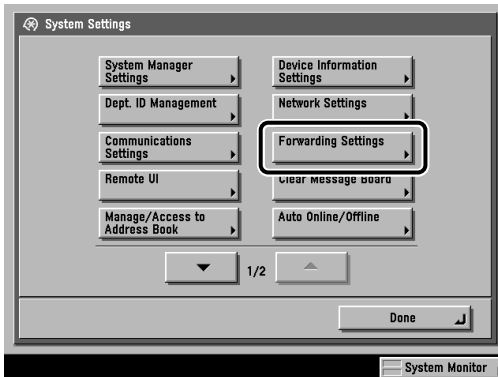
You can store the forwarding destinations of a received document if the forwarding settings of the received document are not registered, or if the received document does not match all of the forwarding conditions that you have specified.




## NOTE

- Forwarding destinations can be stored one at a time, according to the Receive Type of the received document.
- A Confidential Fax Inbox cannot be specified as a forwarding destination when forwarding destinations do not match the forwarding conditions.



## 4

### 1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

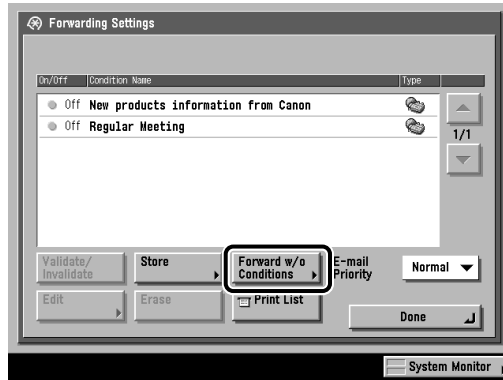


If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

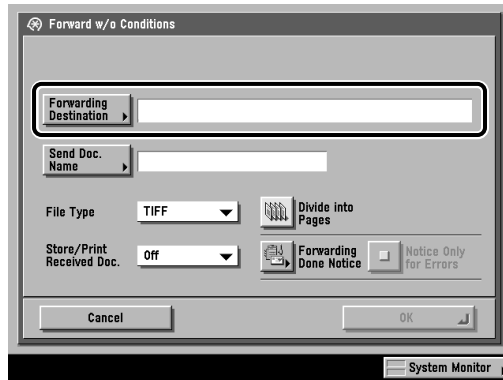
## NOTE

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

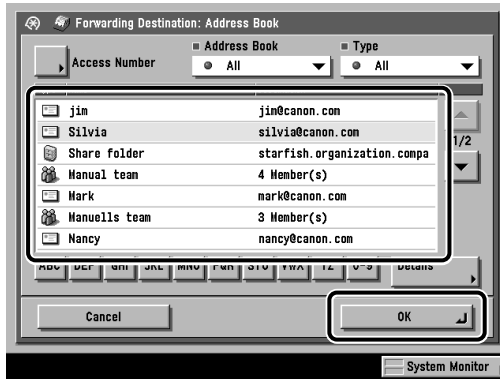
## 2 Press [Forward w/o Conditions].



## 3 Press [Forwarding Destination].



## 4 Select the forwarding destination → press [OK].



If Access Number Management for an Address Book is set to 'On', press [Access Number] → enter the access number using ⓪ - ⑨ (numeric keys) → specify the destination → press [OK]. If you do not want to specify an access number, press [No Access Number]. (See Chapter 4, "Registering/Editing Address Book Settings," in the *Sending Guide*.)

Press the alphabet keys (e.g., [ABC]) to display the range of entries.

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

Press the Type drop-down list to restrict the type of addresses displayed in the list.

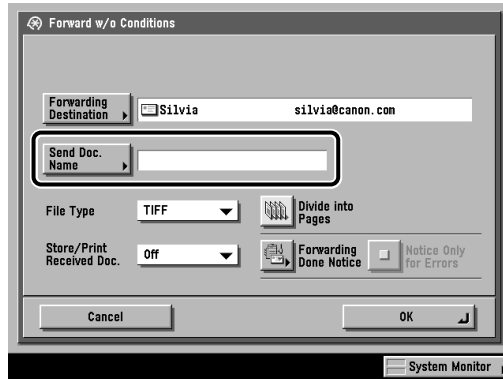
Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10 or One-touch Buttons). Subaddress books categorize the addresses stored in the Address Book.

You cannot select multiple destinations.

### NOTE

- To cancel the specified destination, select the destination again.
- To view more detailed information on an address, press [Details].
- To be able to select a forwarding destination, it is necessary to register destinations in the Address Book beforehand. (See Chapter 4, "Registering/Editing Address Book Settings," in the *Sending Guide*.)

## 5 Press [Send Doc. Name].



## 6 Enter the name of the document → press [OK].



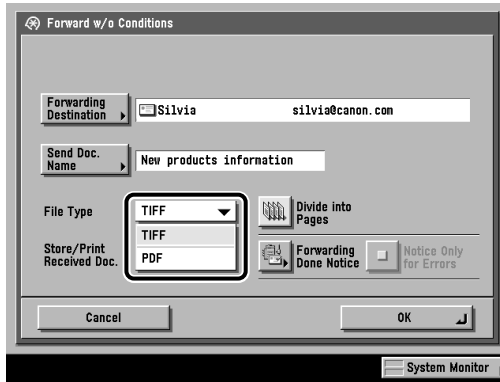
You can also enter values using ① - ⑨ (numeric keys) to enter numbers, and ④ (Clear) to clear your entry.



### NOTE

- For instructions on how to enter characters, see “Entering Characters from the Touch Panel Display,” on p. 1-43.
- The maximum number of characters you can enter for the document’s name is 24.

## 7 Press the File Type drop-down list → select the file format of the document you want to forward.



If an I-fax is selected as a forwarding destination, this step is not necessary.

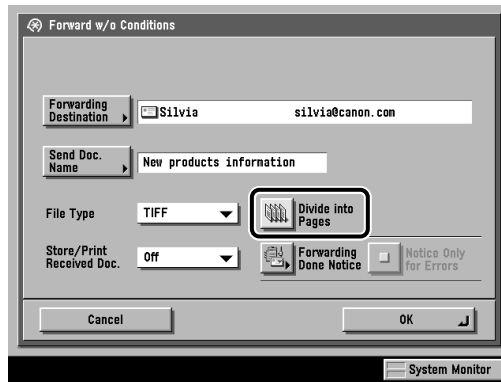
File Types:

- TIFF: Forwards images in the TIFF format.
- PDF: Inserts multiple images into a single PDF file. Received images can be forwarded in the PDF format.

### NOTE

- To view a TIFF file, a software application that supports the TIFF file format (such as Imaging for Windows) is required.
- To view a PDF file, Adobe Acrobat Reader is required.

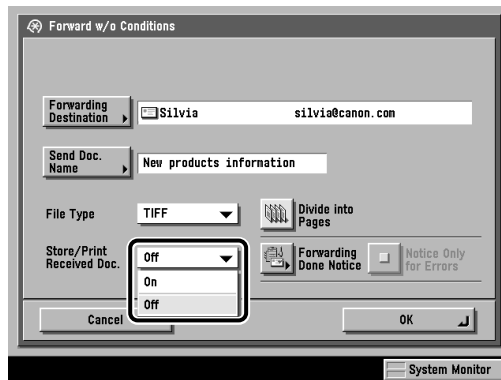
## 8 Select whether to divide images and place them on separate pages.



If you want to separate multiple images and place them on separate pages, and forward them as separate files, set Divide into Pages to 'On'.

If you want to forward multiple images as a single file without dividing them, set Divide into Pages to 'Off'.

## 9 Press the Store/Print Received Doc. drop-down list → select [On] or [Off].



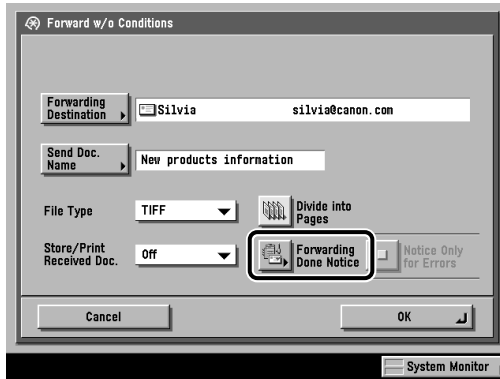
If [On] is selected, the received document is stored in the Memory RX Inbox or printed.

If [Off] is selected, the received document is not stored in the Memory RX Inbox or printed.

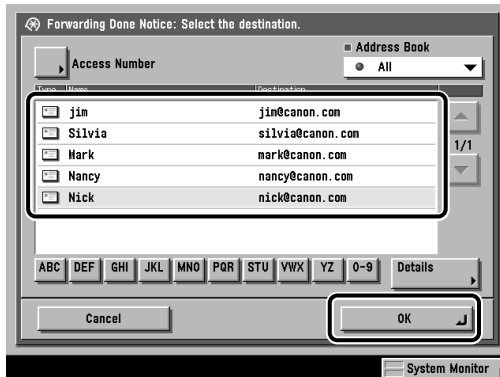
### NOTE

If Store/Print Received Doc. is set to 'On' and Memory Lock is set to 'On', the received document is saved in the Memory RX Inbox. If Store/Print Received Doc. is set to 'On' and Memory Lock is set to 'Off', the received document is printed. (See "Storing Received I-Fax Documents in Memory," on p. 4-40, and Chapter 2, "Receiving a Document," in the *Sending Guide*.)

## 10 Press [Forwarding Done Notice].



## 11 Select the destination where the forwarding done notice is to be sent → press [OK].



If a Confidential Fax Inbox is selected as a forwarding destination, this step is not necessary.

If Access Number Management for an Address Book is set to 'On', press [Access Number] → enter the access number ① - ⑨ (numeric keys) → specify the destination → press [OK]. If you do not want to specify an access number, press [No Access Number]. (See Chapter 4, "Registering/Editing Address Book Settings," in the *Sending Guide*.)


Press the alphabet keys (e.g., [ABC]) to display the range of entries.

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

Press the Address Book drop-down list to display a list of subaddress books (subaddress books 1 to 10 or One-touch Buttons). Subaddress books categorize the addresses stored in the Address Book.

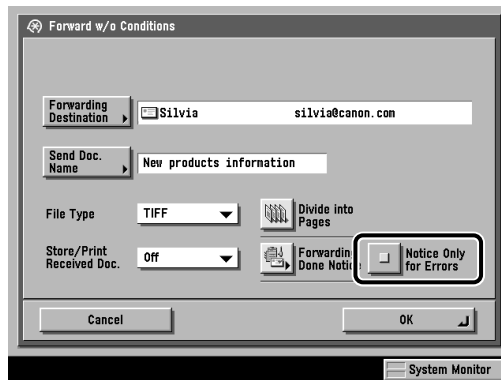
You cannot select multiple destinations.



 NOTE

- To cancel the specified destination, select the destination again.
- To view more detailed information on an address, press [Details].
- To be able to select a destination for the forwarding done notice, it is necessary to register destinations in the Address Book beforehand. (See Chapter 4, “Registering/Editing Address Book Settings,” in the *Sending Guide*.)

## 12 Select whether to check [Notice Only for Errors].



If you want the forwarding done notice to be sent only when an error occurs, press [Notice Only for Errors].

If you want the forwarding done notice to be sent every time a received document is forwarded, do not press [Notice Only for Errors].

## 13 Press [OK].

The selected mode is set.

## 14 Press [Done] repeatedly until the Basic Features screen appears.

# Checking/Changing Forwarding Setting Details

You can check/change the details of forwarding settings.

## 1 Press **Ⓜ** (Additional Functions) → [System Settings] → [Forwarding Settings].

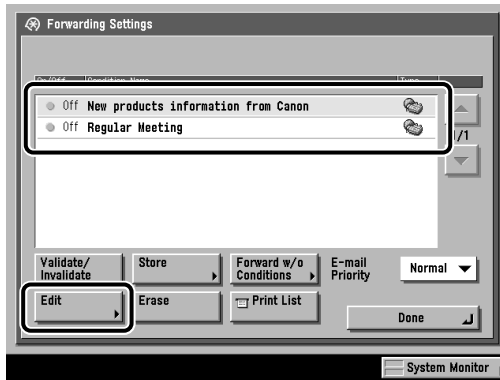
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **ⓑ** (numeric keys) → press **ⓓ** (ID).



### NOTE

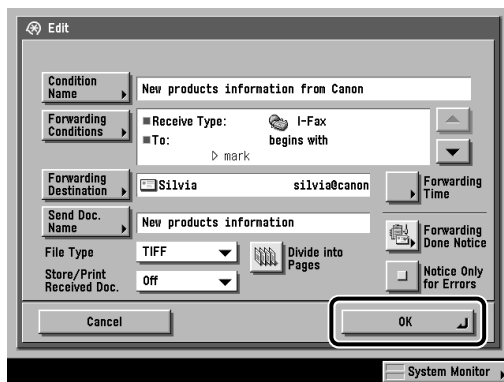
If the desired setting is not displayed, press **▼** or **▲** to scroll to the desired setting.

## 2 Select the desired forwarding setting whose details you want to check → press [Edit].



If the desired forwarding setting is not displayed, press **▼** or **▲** to scroll to the desired forwarding setting.

### 3 Check or change the forwarding settings → press [OK].



You can check the currently set forwarding conditions by pressing [▼] or [▲].



#### NOTE




For details on how to change forwarding settings, see “Storing Forwarding Settings,” on p. 4-58.

### 4 Press [Done] repeatedly until the Basic Features screen appears.

## Forwarding Received Documents

You can set whether to forward received documents.

#### 1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

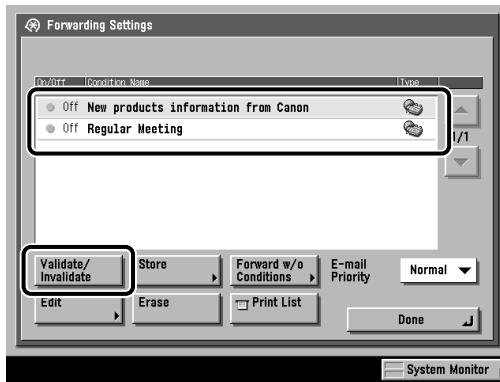
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).



#### NOTE

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

- 2** Select the desired forwarding setting → press [Validate/ Invalidate] to turn the settings ‘On’ or ‘Off’.



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

On: Forwards a document to specified destinations if they match the forwarding conditions.

Off: Does not forward a document to specified destinations even if they match the forwarding conditions.

To cancel forwarding, press [Validate/Invalidate] again.

The selected forwarding setting is enabled.

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

# Deleting a Forwarding Setting

You can delete stored forwarding settings.

## 1 Press **(F)** (Additional Functions) → [System Settings] → [Forwarding Settings].

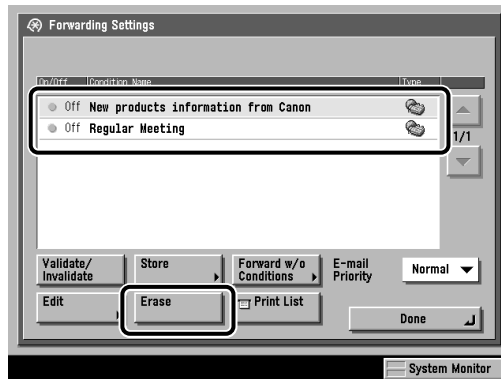
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **(0)** - **(9)** (numeric keys) → press **(ID)** (ID).



### NOTE

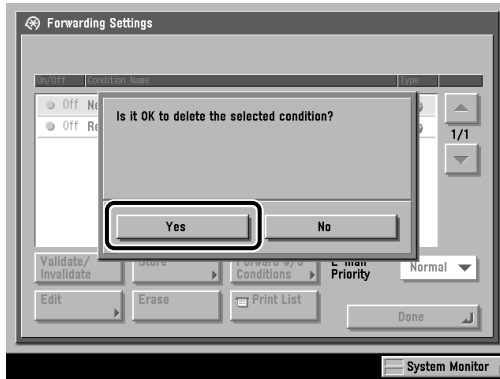
If the desired setting is not displayed, press **[▼]** or **[▲]** to scroll to the desired setting.

## 2 Select the forwarding setting to be erased → press [Erase].



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

### 3 Press [Yes].



If you do not want to erase the forwarding setting, press [No].




The selected forwarding setting is erased.

### 4 Press [Done] repeatedly until the Basic Features screen appears.

## Printing a Forwarding Settings List

You can check and print a list of forwarding settings.

### 1 Press (Additional Functions) → [System Settings] → [Forwarding Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).



#### NOTE

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

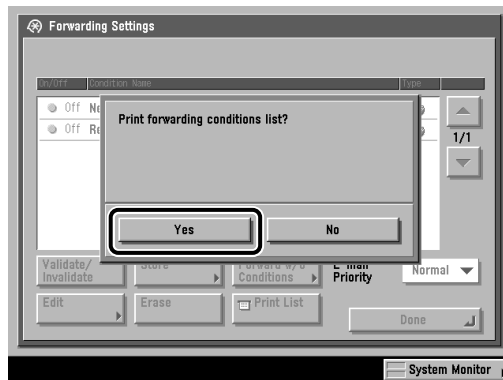
## 2 Press [Print List].



### NOTE

If plain or recycled paper (11" x 17", LGL, LTR, or LTRR) is loaded in a paper drawer that has been set to 'On' when you press [Other] to select a paper source in Drawer Eligibility for APS/ADS (from the Additional Functions screen), you can print a list. (See "Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching," on p. 3-14.)

## 3 Press [Yes].



If you do not want to print the list, press [No].

The forwarding conditions list is printed.


## 4 Press [Done] repeatedly until the Basic Features screen appears.

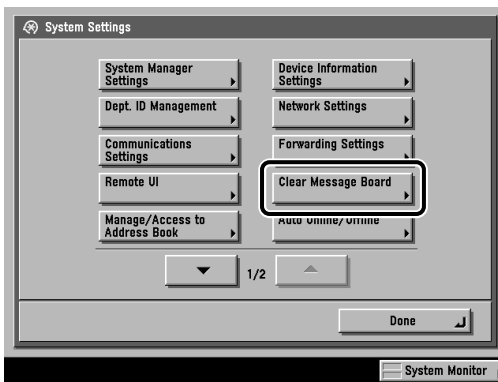
# Erasing a Message Board (Clear Message Board)




A Message Board is a feature used by the System Manager to display messages for users of this machine on the touch panel display. Message board settings are done from the Remote UI, however, erasing a message board can be done from the main unit as well.

 NOTE

For instructions on how to create a message board, see Chapter 2, “Remote UI Functions,” in the *Remote UI Guide*.

- 1 Press  (Additional Functions) → [System Settings] → [Clear Message Board].



If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).



## 2 Press [Yes].



If you do not want to erase the message board, press [No].

The contents of the Message Board are cleared.

## 3 Press [Done] repeatedly until the Basic Features screen appears.

# Auto Online/Offline (Auto Online/Offline)

It is necessary to connect this machine to a network to use the remote scanning functions. This section explains how to switch between online and offline.



## NOTE

[Auto Online/Offline] is only displayed if the Network Scan function is enabled.

## Setting Auto Online (Auto Online)

4

System Manager Settings




If Auto Online is set to 'On', you can set this machine to automatically connect to a network simply by pressing [Scan] on the Basic Features screen.



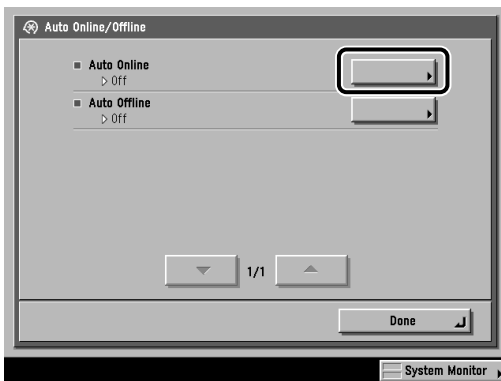
## NOTE

The default setting is 'Off'.

### 1 Press (Additional Functions) → [System Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

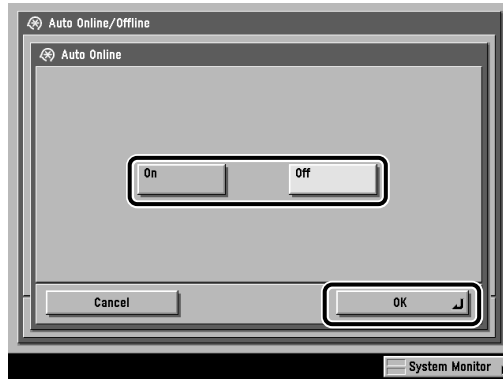
### 2 Press [Auto Online/Offline] → [Auto Online].



## NOTE

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

### 3 Select [On] or [Off] → press [OK].






The selected mode is set.

### 4 Press [Done] repeatedly until the Basic Features screen appears.

## Setting Auto Offline (Auto Offline)

Scanning is not possible with the Copy or Mail Box functions when the machine is connected to a network (online). When Auto Offline is set to 'On', the machine automatically goes offline when the Auto Clear function activates.



### 1 Press (Additional Functions) → [System Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

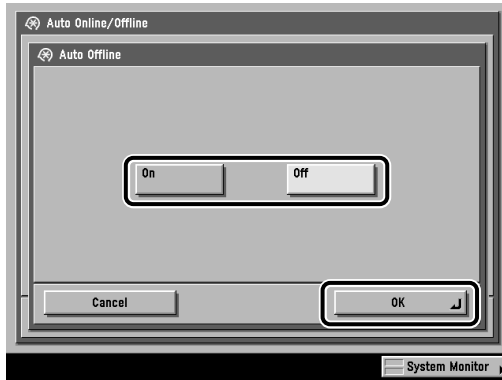
### 2 Press [Auto Online/Offline] → [Auto Offline].



#### NOTE

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

### 3 Select [On] or [Off] → press [OK].



The selected mode is set.



#### NOTE

If Auto Offline is set to 'On', the machine automatically goes offline at the specified Auto Clear Time. If the Auto Clear Time is set to 'Off' (0), the machine automatically goes offline after approximately two minutes. (See "Setting the Time for the Display to Return to the Basic Features Screen after Finishing Operations," on p. 3-54.)

### 4 Press [Done] repeatedly until the Basic Features screen appears.

# Setting MEAP Settings (MEAP Settings)

You can specify the settings if the HTTP is required for MEAP functions and MEAP applications. You can also print the information of the MEAP applications.

## Setting Use HTTP Server (Use HTTP)

Set the Use HTTP to 'On' to access this machine from a Web browser and use MEAP applications.

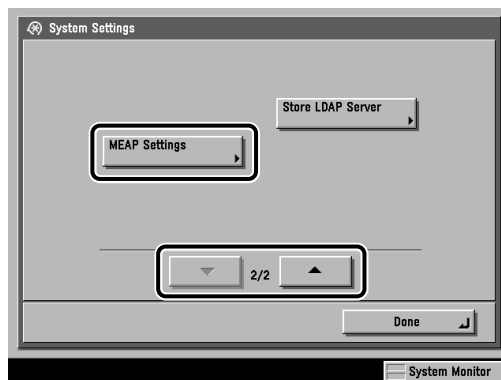
### NOTE

- The default setting is 'On'.
- Set the Use HTTP to 'On' if the HTTP is required for MEAP functions and MEAP applications. To use HTTP for other than MEAP functions (e.g., Remote UI), set the Use HTTP in Network Settings to 'On'. (See Chapter 3, "Using a TCP/IP Network," in the *Network Guide*.)
- If you set the Use HTTP in System Settings (from the Additional Functions screen) to 'On', the port number for the MEAP functions and MEAP applications is automatically set to '8000'.

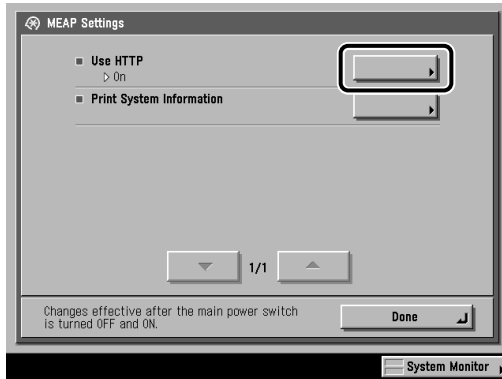
### **1** Press **Ⓜ** (Additional Functions) → [System Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **⓫** (numeric keys) → press **Ⓧ** (ID).

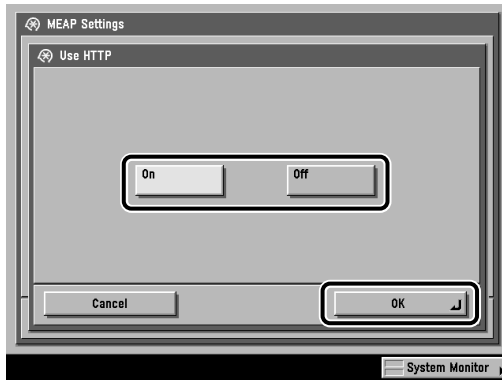
### **2** Press **▼** or **▲** until [MEAP Settings] appears → press [MEAP Settings].



### 3 Press [Use HTTP].



### 4 Select [On] or [Off] → press [OK].



If you do not want to use HTTP, press [Off].

The selected mode is set.



#### NOTE

Turn the main power OFF after this setting is made. This setting is only enabled after the main power of the machine is turned back ON.

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




# Printing Installed Applications' Information (Print System Information)

You can print the information of the MEAP applications and certain system applications.

## NOTE

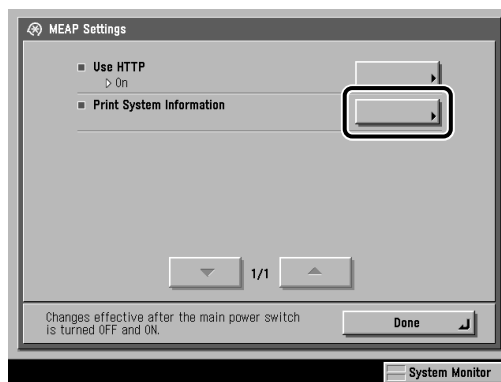
- This mode can be used only if the optional Network Multi-PDL Printer Kit is installed.
- The information is printed as a print job of the printer driver. You can check the details of the job by pressing [System Monitor]. (See “Checking Job Details,” on p. 2-8.)
- The following attributes are set to the jobs when printing.
  - Job Name: “MEAP SYSTEM INFORMATION” is always set.
  - Job Client: The login name of the user who operates Additional Functions is set. However, this is activated only if you enter from MEAP authentication.
  - Client Job ID: ‘0’ is always set to the field of the application ID.
  - Document Format: [Supported Document Format] is obtained using CPCA. If PCL exists in the Supported Document Format, PCL is set. If PCL does not exist, ESC/P is set.

## **1** Press (Additional Functions) → [System Settings].

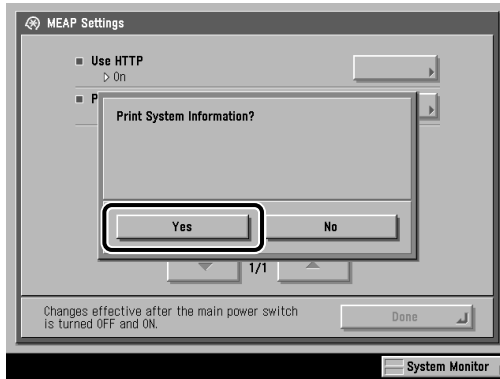
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

## **2** Press or until [MEAP Settings] appears → press [MEAP Settings].

## **3** Press [Print System Information].



## 4 Press [Yes].



To cancel printing, press [No].

The information of the installed applications is printed.

Items printed for each application are as follows:

- Application Name: Prints the name of the application.
- Application ID/System Application Name: Prints the file name for a system application. Prints the application ID for a common application.
- Application Version: Prints the version name of an application.
- Status: Prints the status of the application.
  - Installed: The application has been installed.
  - Active: The application is running.
  - Stopped: The application is in a non-operative state.
- Installed on: Prints the date and time the application is installed.
- Vender: Prints the name of the application vendor.
- License Status: Prints the license status.
  - None: License is not necessary.
  - Not Installed: License is necessary but has been disabled.
  - Installed: An effective license has been installed.
  - Invalid: License is invalid.
  - Overlimit: Installed license has exceeded its limit.
- License Expires After: Prints the expiration date of the application. If License Status is 'None', it is not printed.
- License Upper Limit: Prints upper limit for each counter. If License Status is 'None', it is not printed.
- Counter Value: Prints the current value for each counter. If License Status is 'None', it is not printed.
- Maximum Memory Usage: Prints the maximum memory usage of the applications. The unit of the printed number is KByte.
- Registered Service: Prints the service registered on MEAP framework from the application. Registered Service is printed only if there is data to correspond.

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



# LDAP Server Settings

If the information for an LDAP (Lightweight Directory Access Protocol) server is registered in the machine, you can search for e-mail addresses through the LDAP server. E-mail addresses obtained through the server can be specified as destinations or stored in the Address Book.

## NOTE

- The following types of LDAP servers can be used with this machine:
  - Windows 2000 Server with Active Directory
  - Novell NetWare 5.1 (NDS) or later
  - Lotus Notes Domino R5 or laterFor more information, contact your local authorized Canon dealer.
- You can register up to five LDAP servers.

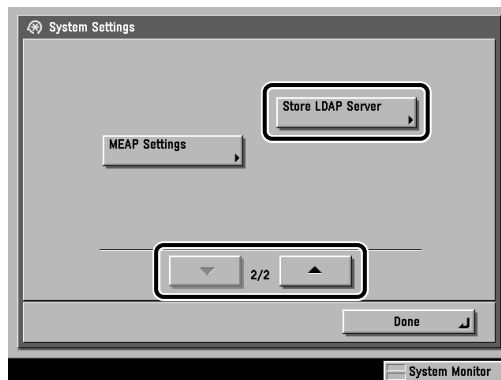
## Registering an LDAP Server

You have to specify the relevant information for the LDAP server, such as the server name and address.

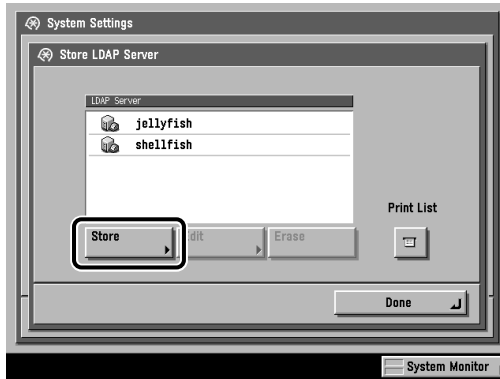
### **1** Press **Ⓜ** (Additional Functions) → [System Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **⓫** (numeric keys) → press **Ⓜ** (ID).

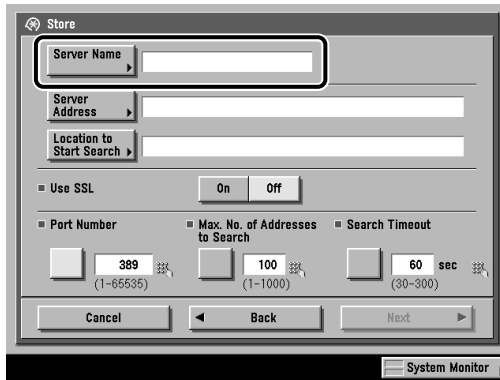
### **2** Press **▼** or **▲** until [Store LDAP Server] appears → press [Store LDAP Server].



### 3 Press [Store].



### 4 Press [Server Name].



### 5 Enter the server name → press [OK].




You can enter up to 24 characters for the server name.

4

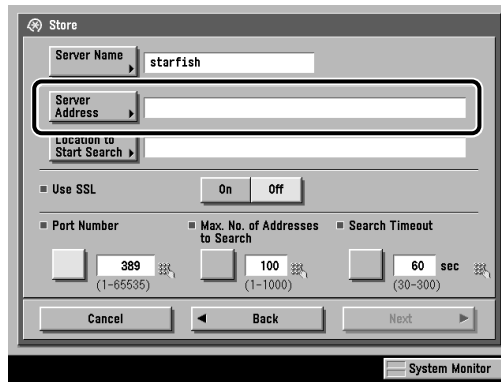
System Manager Settings

You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓞ (Clear) to clear your entries.

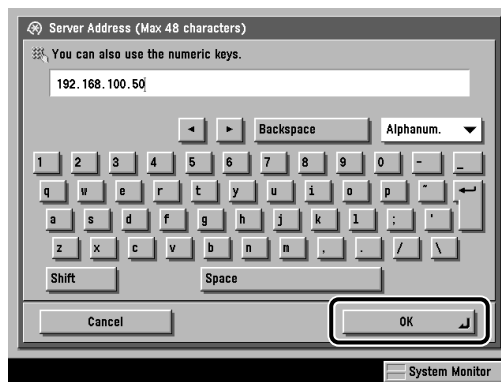
 **NOTE**

- For instructions on how to enter characters, see “Entering Characters from the Touch Panel Display,” on p. 1-43.
- The maximum number of characters you can enter for the server name is 24.

## 6 Press [Server Address].



## 7 Enter the server's address → press [OK].



You can also use ⓪ - ⑨ (numeric keys) to enter numbers, and Ⓞ (Clear) to clear your entries.



## IMPORTANT

If <Login Information> is set to 'Use (security auth.)' for the LDAP server and Reverse DNS Lookup (a function that looks up the host name from the IP address) is not supported, enter a host name and not an IP address.



## NOTE

You can enter up to 48 characters for the server's address.

## 8 Press [Location to Start Search].

If the server's LDAP version is 3, then you do not have to specify [Location to Start Search]. (If the LDAP version is 3, the machine can automatically retrieve settings from the server, and sets the location to start searching.) If the server's LDAP version is 2, you have to specify [Location to Start Search].

## 9 Enter the location to start searching → press [OK].

Enter the location to start searching according to the type of LDAP server you are using, or as described below.

- If you are using Windows 2000 Server with Active Directory:  
Add "DC=" to each dot-separated series of characters in the Active Directory domain name, and separate each series of characters by a comma.  
Example: If <team1.salesdept.canon.co.jp> is the domain name in Active Directory:  
DC=team1, DC=salesdept, DC=canon, DC=co, DC=jp
- If you are using Novell NetWare 5.1 (NDS) or later:  
Add the corresponding object class "o=", "ou=", or "c=" to each dot-separated series of characters that configure the distinguished name, and separate each series of characters by a comma.  
Example: If <TEAM1.SALESDEPT.CANON> is the distinguished name in NDS:  
ou=team1, ou=salesdept, o=canon
- If you are using Lotus Notes Domino R5 or later:  
Enter the dn (Distinguished Name) of the node on the directory tree, such as "ou=team1", "ou=salesdept", "o=canon", or "c=jp".

You can also use ⓐ - ⑨ (numeric keys) to enter numbers, and ⓐ (Clear) to clear your entries.



#### NOTE

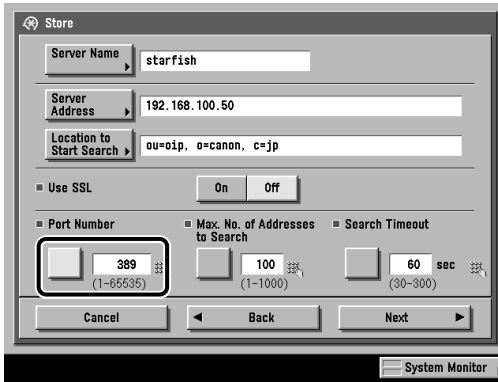
You can enter up to 128 characters for the location to start searching.

## 10 Select [On] or [Off] for Use SSL (Secure Socket Layer).

[On]: SSL is used. Since using SSL enables the user to encode the content of the communication, communication can be performed with greater security.

[Off]: SSL is not used.

## 11 Press [Port Number] → enter the port number using 0 - 9 (numeric keys).



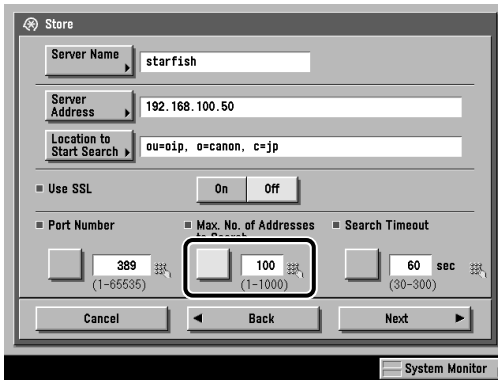
The screenshot shows a 'Store' configuration window with the following fields and controls:

- Server Name: starfish
- Server Address: 192.168.100.50
- Location to Start Search: ou=otp, o=canon, c=jp
- Use SSL: On/Off buttons
- Port Number: 389 (range 1-65535) - this field is highlighted with a red box.
- Max. No. of Addresses to Search: 100 (range 1-1000)
- Search Timeout: 60 sec (range 30-300)
- Buttons: Cancel, Back, Next
- System Monitor button at the bottom right.

You can enter any port number from 1 to 65,535.

If you make a mistake when entering the port number, press © (Clear) → enter the correct number.

## 12 Press [Max. No. of Addresses to Search] → enter the maximum number of addresses to search using 0 - 9 (numeric keys).



The screenshot shows the same 'Store' configuration window as above, but with the 'Max. No. of Addresses to Search' field highlighted with a red box. The 'Port Number' field now contains the value 389.

You can enter any number from 1 to 1,000.

If you make a mistake when entering the number, press © (Clear) → enter the correct number.

### 13 Press [Search Timeout] → enter the timeout time, in seconds, using 0 - 9 (numeric keys) → press [Next].

The screenshot shows the 'Store' configuration window. It has several fields: 'Server Name' (starfish), 'Server Address' (192.168.100.50), and 'Location to Start Search' (ou=otp, o=canon, c=jp). There are three sections: 'Use SSL' (On/Off), 'Port Number' (389), 'Max. No. of Addresses to Search' (100), and 'Search Timeout' (60 sec). The 'Search Timeout' field is highlighted with a red box. At the bottom, there are 'Cancel', 'Back', and 'Next' buttons. A 'System Monitor' button is at the very bottom right.

Addresses are searched for a specified period of time.

You can enter any timeout time from 30 to 300 seconds, in one second increments.

If you make a mistake when entering the timeout time, press © (Clear) → enter the correct time.

### 14 Select [Do not use], [Use], or [Use (security auth.)].

The screenshot shows the 'Store' configuration window. The 'Login Information' section has three buttons: 'Do not use', 'Use', and 'Use (security auth.)'. The 'Do not use' button is highlighted with a red box. Below this, there is a section for 'Server LDAP version and character code' with six buttons: 'ver.3 (UTF-8)', 'ver.2 (UTF-8)', 'ver.2 (SJIS)', 'ver.2 (EUC)', 'ver.2 (JIS)', and 'ver.2 (ISO8859)'. At the bottom, there are 'Cancel', 'Back', and 'OK' buttons. A 'System Monitor' button is at the very bottom right.

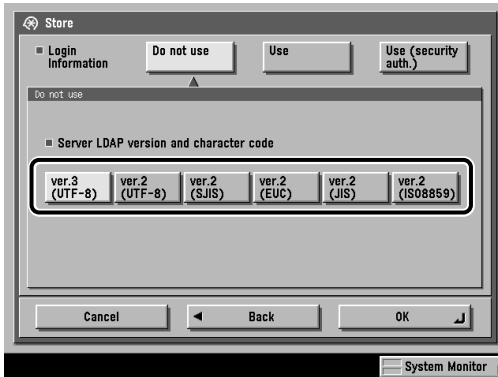


#### IMPORTANT

- [Use (security auth.)] next to <Login Information> can be selected only if the LDAP server is running on Windows 2000 Server with Active Directory.
- If you entered an IP address in step 7, and Reverse DNS Lookup (a function that looks up the host name from the IP address) is not supported, select either [Do not use] or [Use].
- If <Login Information> is set to 'Use (security auth.)', the machine may not be able to connect to the LDAP server if Date & Time Settings in Timer Settings (from the Additional Functions screen) is different from the time settings on the LDAP server.

● If [Do not use] is selected:

- Select the Server LDAP version and character code → press [OK].



UTF-8: Unicode

SJIS: Shift Japan Industrial Standard

EUC: Extended Unix Code

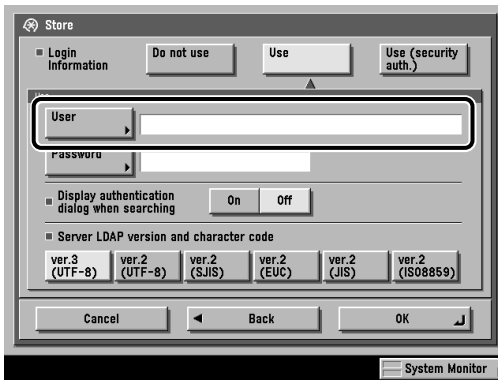
JIS: Japan Industrial Standard

ISO: International Organization for Standardization

Select the LDAP version and character code according to the LDAP server's environment.

● If [Use] is selected:

- Press [User].






- Enter the user name → press [OK].



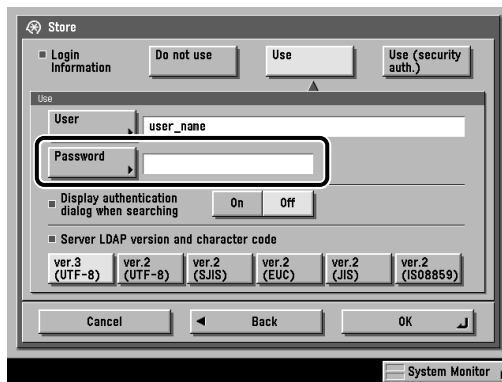
Enter the user name according to the type of LDAP server you are using.

- If you are using Windows 2000 Server with Active Directory:  
Press [User] → enter <Windows domain name/Windows user name>.  
Example: If <team1> is the Windows domain name, and <user1> is the Windows user name:  
team1/user1
- If you are using Novell NetWare 5.1 (NDS) or later:  
Press [User] → add the corresponding object class “o=”, “ou=”, or “c=” to each dot-separated series of characters that configure the distinguished name, and separate each series of characters by a comma.  
Example: If <user1.TEAM1.SALESDEPT.CANON> is the distinguished name in NDS:  
cn=user1, ou=team1, ou=salesdept, o=canon
- If you are using Lotus Notes Domino R5 or later:  
Press [User] → enter the dn (Distinguished Name) of the user, such as “cn=admin”, “ou=team1”, or “o=salesdept”.

 NOTE


You can enter up to 128 characters for the user name.

- Press [Password].



- ❑ Enter the password → press [OK].

After pressing [OK], the password that you entered appears as asterisks (\*\*\*\*\*).

 NOTE

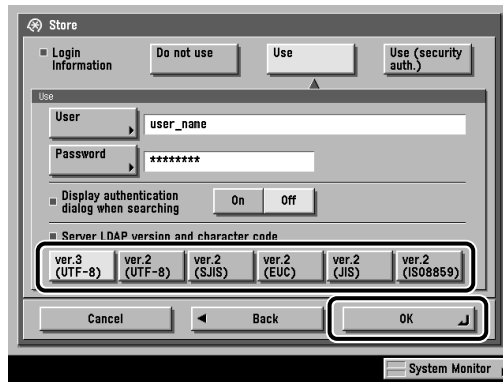
You can enter up to 24 characters for the password.

- ❑ Select [On] or [Off] for <Display authentication dialog when searching>.

[On]: When searching for information on the server, a login information dialog box is displayed even if a password is not required.

[Off]: When searching for information on the server, a login information dialog box is not displayed when a password is not required.

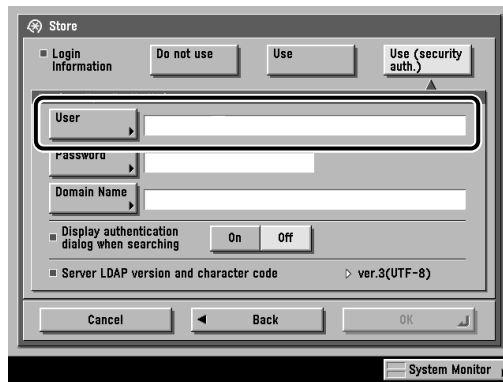
- ❑ Select the Server LDAP version and character code → press [OK].



Select the LDAP version and character code according to the LDAP server's environment.

- If [Use (security auth.)] is selected:

- ❑ Press [User].



- Enter the user name → press [OK].

Example: If <user1> is the Windows user name:  
user1



#### NOTE


You can enter up to 128 characters for the user name.

- Press [Password].

- ❑ Enter the password → press [OK].

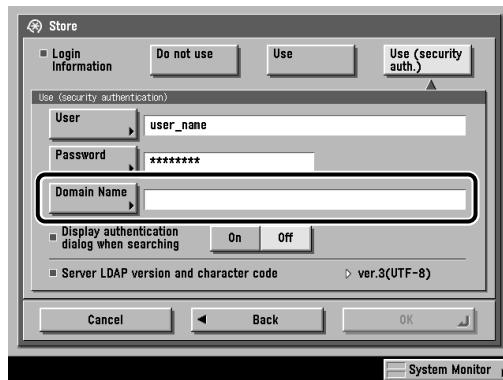


After pressing [OK], the password that you entered appears as asterisks (\*\*\*\*\*).

 NOTE

You can enter up to 24 characters for the password.

- ❑ Press [Domain Name].



- ❑ Enter the domain name → press [OK].

Enter the directory tree name of the Active Directory, such as <team1.salesdept.canon.co.jp>.



#### NOTE

You can enter up to 128 characters for the domain name.

- ❑ Select [On] or [Off] for <Display authentication dialog when searching> → press [OK].

[On]: When searching for information on the server, a login information dialog box is displayed even if a password is not required.

[Off]: When searching for information on the server, a login information dialog box is not displayed when a password is not required.

The display returns to the Store LDAP Server screen.

## 15 Press [Done] repeatedly until the Basic Features screen appears.

# Changing an LDAP Server Setting

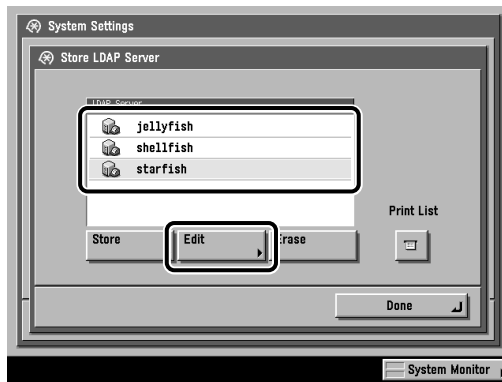
You can change the settings for a stored LDAP (Lightweight Directory Access Protocol) server.

**1** Press **Ⓜ** (**Additional Functions**) → [**System Settings**].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **⓫** (numeric keys) → press **Ⓛ** (ID).

**2** Press [**▼**] or [**▲**] until [**Store LDAP Server**] appears → press [**Store LDAP Server**].

**3** Select the LDAP server whose settings you want to change → press [**Edit**].



The settings for the selected LDAP server are displayed.

## 4 Change the necessary settings → press [Next].

The screenshot shows an 'Edit' dialog box with the following fields and controls:

- Server Name: starfish
- Server Address: 192.168.100.50
- Location to Start Search: ou=ojp, o=canon, c=jp
- Use SSL: On (selected), Off
- Port Number: 389 (range 1-65535)
- Max. No. of Addresses to Search: 100 (range 1-1000)
- Search Timeout: 60 sec (range 30-300)
- Buttons: Cancel, Back, Next

### NOTE

For instructions on how to change the LDAP server settings, see “Registering an LDAP Server,” on p. 4-97.

## 5 Select [Do not use], [Use], or [Use (security auth.)] → change the settings for the selected mode → press [OK].

The screenshot shows an 'Edit' dialog box with the following sections and controls:

- Login Information: Do not use, Use, Use (security auth.)
- Server LDAP version and character code: ver.3 (UTF-8), ver.2 (UTF-8), ver.2 (SJIS), ver.2 (EUC), ver.2 (JIS), ver.2 (ISO8859)
- Buttons: Cancel, Back, OK

The display returns to the Store LDAP Server screen.

## 6 Press [Done] repeatedly until the Basic Features screen appears.



# Deleting an LDAP Server

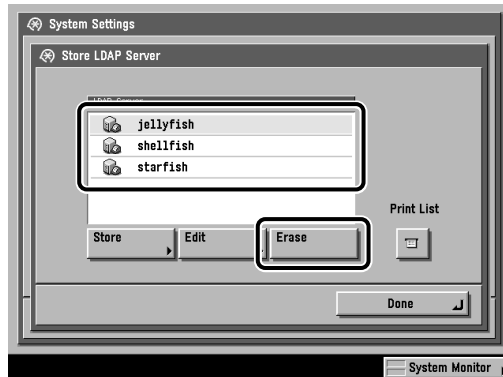
You can delete a stored LDAP server.

**1** Press **Ⓜ** (Additional Functions) → [System Settings].

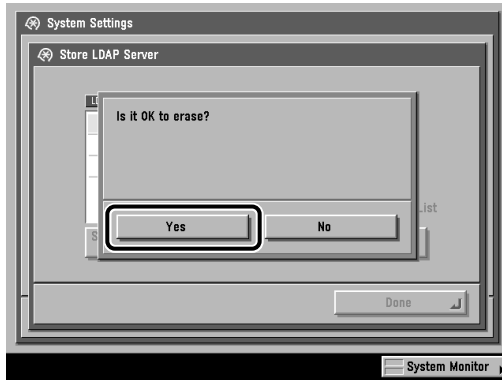
If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using **⓪** - **⓫** (numeric keys) → press **Ⓜ** (ID).

**2** Press **▼** or **▲** until [Store LDAP Server] appears → press [Store LDAP Server].

**3** Select the LDAP server that you want to erase → press [Erase].



## 4 Press [Yes].



The selected LDAP server is erased.

To cancel erasing the LDAP server, press [No].

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




### Printing LDAP Server Settings

You can print out the LDAP server settings.

#### NOTE

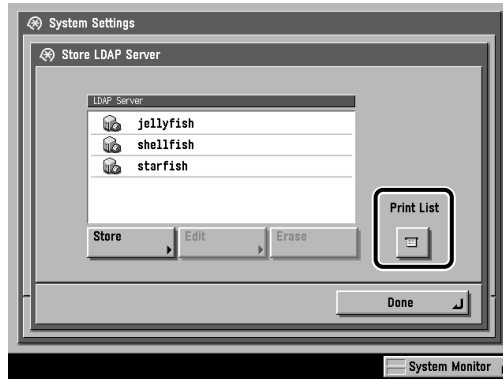
For more information on the Registered LDAP Server List, see “Registered LDAP Server List,” on p. 8-10.

## 1 Press (Additional Functions) → [System Settings].

If the System Manager ID and Password have already been set, enter the System Manager ID and System Password using  -  (numeric keys) → press  (ID).

## 2 Press [▼] or [▲] until [Store LDAP Server] appears → press [Store LDAP Server].

### 3 Press [Print List].



#### NOTE

If plain or recycled paper (11" x 17", LGL, LTR, or LTRR) is loaded in a paper drawer that has been set to 'On' when you press [Other] to select a paper source in Drawer Eligibility for APS/ADS (from the Additional Functions screen), you can print a list. (See "Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching," on p. 3-14.)

### 4 Press [Yes].



To cancel printing, press [No].

The LDAP Server List is printed.

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



# Routine Maintenance

# 5

## CHAPTER

This chapter describes how to load paper, add toner, and perform routine cleaning.

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Cleaning the Touch Panel Display . . . . .	5-19
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# Loading Paper

This section describes how to load paper into the paper drawers.



## IMPORTANT

When setting STMT-size paper, place it horizontally (STMTR).



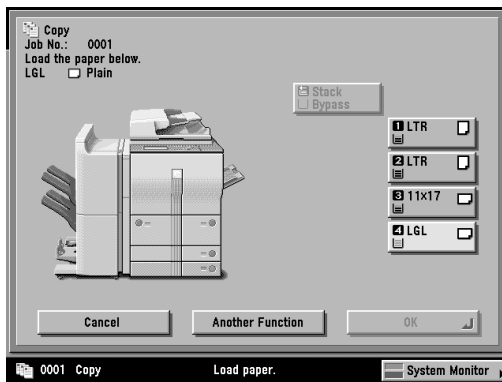
## NOTE

- The following paper sizes can be loaded into the paper drawers:
  - Paper Drawers 1, 2: LTR
  - Paper Drawers 3, 4: 11" x 17", LGL, LTR, LTRR, and STMTR
- For details on available paper stock that can be loaded into the paper drawers, see "Available Paper Stock," on p. 1-75.

## 5

## Loading Paper in the Paper Drawers

When the selected paper has run out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.




## CAUTION

When loading paper, take care not to cut your hands on the edges of the paper.



## IMPORTANT

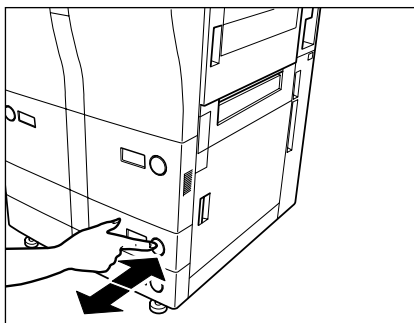
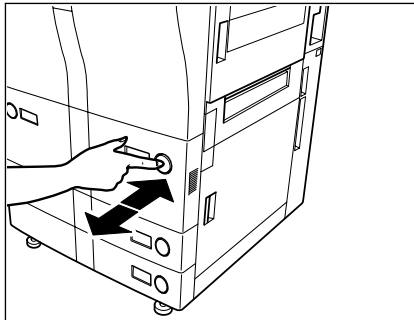
A message also appears if the selected paper drawer is not fully inserted into the machine. Properly insert the paper drawer.

 NOTE

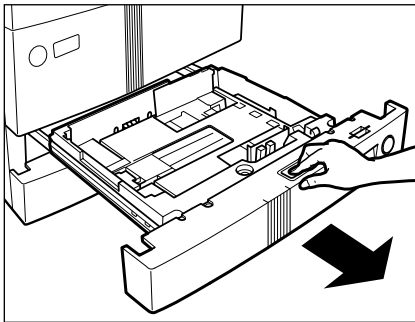
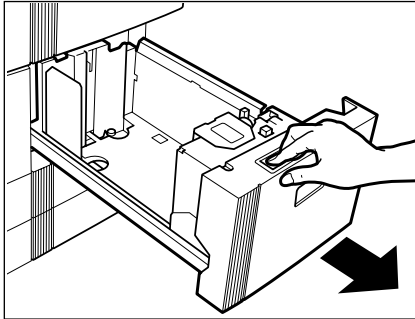
- If the <Load paper.> message appears during printing, the remaining prints are automatically made after you load the paper. When you select another paper drawer, the remaining prints are made after you press [OK].
- To cancel printing, press [Cancel].
- If you press [Another Function], you can select and use the functions not being operated.



**1** Press and release the open button on the paper drawer in which you want to load paper.

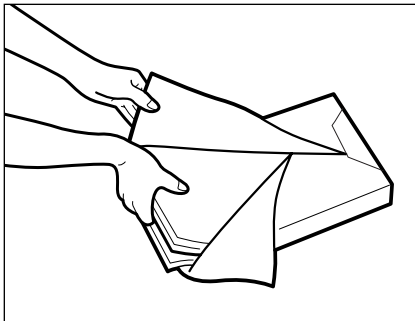


**2** Grip the handle, and pull out the paper drawer until it stops.



If the drawer is stuck, and does not pull all the way out, do not pull it out by force. Push it back into the machine, and try pressing the release button, and pulling it out again.

**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.

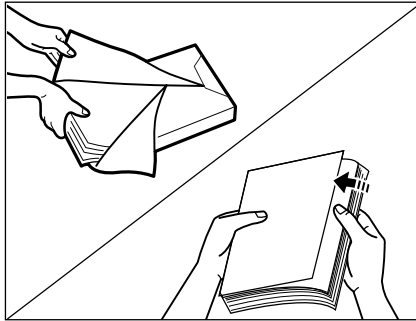


## IMPORTANT

- Rewrap any remaining paper in its original package, and store it in a dry place away from direct sunlight.
- Do not load the following types of paper stock. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Transparencies
  - Paper on which color images have been copied.
  - Paper which has been copied on using a digital full color copier (do not copy on the reverse side of this paper).
  - Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side of this paper).

## NOTE

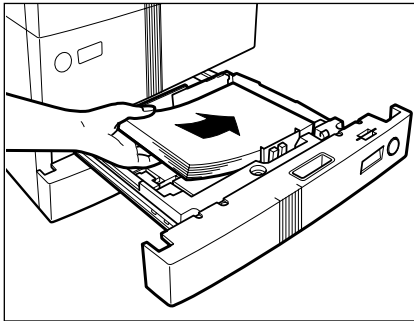
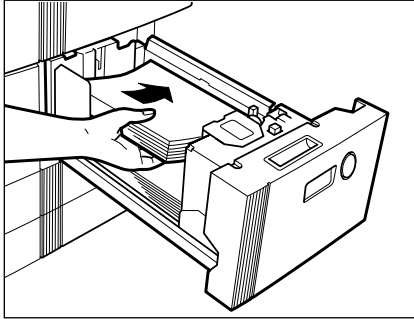
- For high-quality prints, we recommend using Canon paper.
- Immediately, before loading the paper, fan the pages several times, and align the edges to facilitate feeding. Also, you should fan the paper when you remove it from a newly opened package.



## 4 Load the paper.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper in paper drawers 3 or 4 for the first time, make sure to label the size plate to match the paper size loaded in the paper drawer.



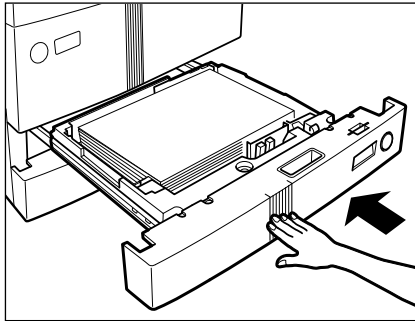
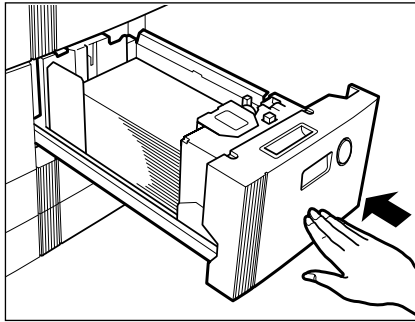
### IMPORTANT

- If the paper is curled, curl it down before placing it in the paper drawer.
- Make sure that the height of the paper stack does not exceed the limit mark at the back of the paper drawer.
- Make sure that the paper size setting on the paper drawer matches the size of the paper that is loaded.

### NOTE

- Paper drawers 1 and 2 hold about 1,500 sheets of paper each (20 lb bond (80 g/m<sup>2</sup>)).
- Paper drawers 3 and 4 hold about 550 sheets of paper each (20 lb bond (80 g/m<sup>2</sup>)).
- For details about the print direction of paper already printed with logos or patterns, see “Relationship between Original Orientation and Preprinted Paper Output Chart,” on p. 8-19.

- 5** Gently push the paper drawer back into the machine until it clicks.



**⚠ CAUTION**  
When returning the paper drawer 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 drawer next to the paper stack. Doing so may cause a paper jam.

**📝 NOTE**  
If paper runs out during printing, load the paper, and follow the instructions on the touch panel display. The machine automatically restarts and produces the remaining prints.

# Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to load a new paper size in a paper drawer, follow the procedure described below to adjust the paper drawer guides.

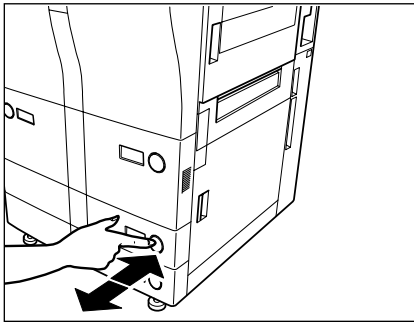
## IMPORTANT

- A different size of paper can be loaded in paper drawer 3 only.
- The paper size loaded in paper drawer 4 can only be changed by your service representative. For more details, contact your local authorized Canon dealer.
- When setting STMT-size paper, place it horizontally (STMTR).

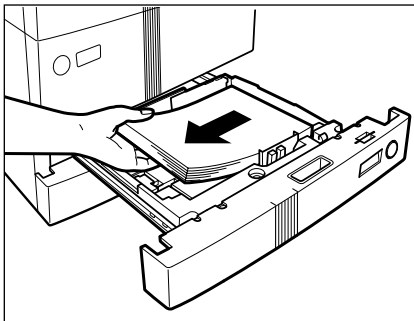
## NOTE

You can adjust the paper drawers to hold the following standard paper sizes: 11" x 17", LGL, LTR, LTRR, and STMTR.

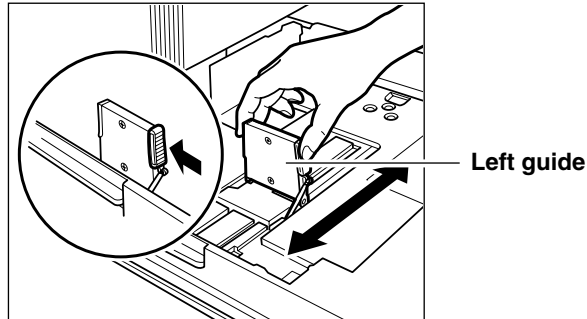
- 1** Press and release the open button on the paper drawer that you want to adjust.



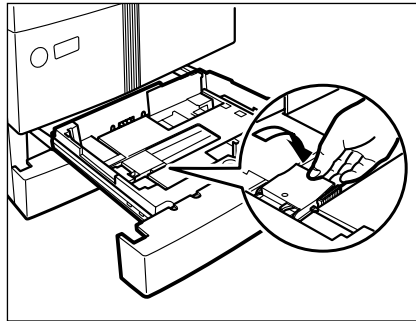
- 2** Pull out the paper drawer, and remove all of the loaded paper.



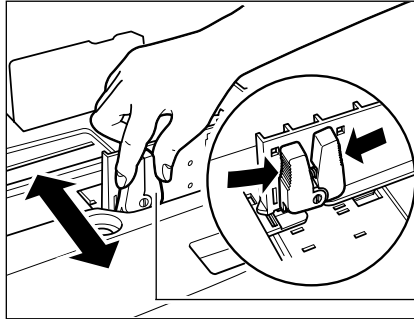
- 3** Squeeze the lever on the left guide, as shown in the illustration. Without releasing the lever, slide the left guide to align it with the mark for the desired paper size.



When loading 11" x 17"-size paper, slide the left guide all the way to the left, and push it down.



- 4** Squeeze the lever on the front guide, as shown in the illustration. Without releasing the lever, slide the front guide to align it with the mark for the desired paper size.

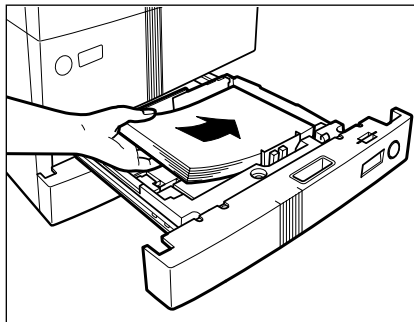


Front guide

**IMPORTANT**

If the left and front guides are not adjusted properly for the paper size loaded in the paper drawer, the correct paper size may not appear on the touch panel display. Improperly adjusting the guides may also cause paper jams, dirty prints, or make the inside of the machine dirty. To prevent these problems, check that the guides are adjusted correctly for the loaded paper size.

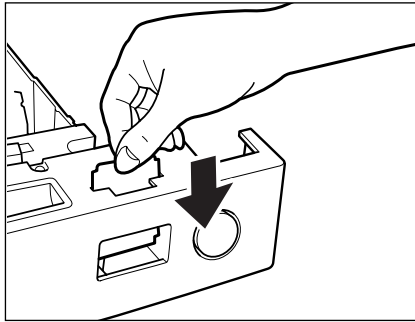
- 5** Load the appropriate paper size into the drawer.



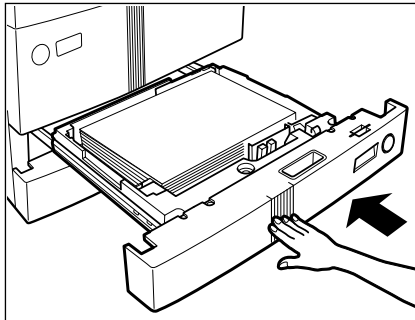
**CAUTION**

When loading paper, take care not to cut your hands on the edges of the paper.

- 6** Change the paper drawer's size plate to match the new paper size that you loaded.



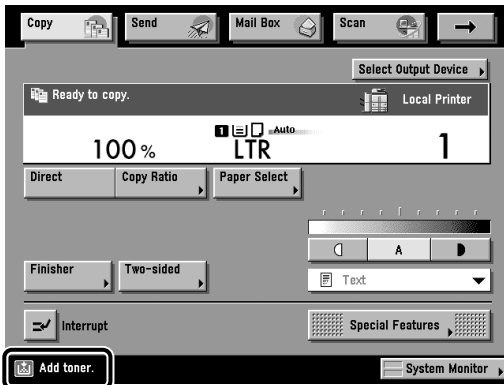
- 7** Gently push the paper drawer back into the machine until it clicks.



- ⚠ CAUTION**  
When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

# Adding Toner

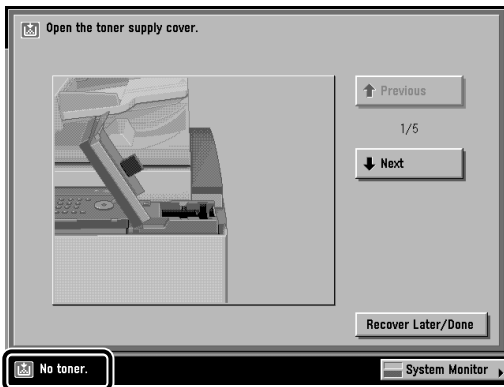
When there is only a small amount of toner remaining, the message below appears on the touch panel display. Prints can still be made, but at this time, you should purchase new toner so that you have it on hand when it is needed.



5

Routine Maintenance

When the toner has run out and prints can no longer be made, a message describing how to add toner appears on the touch panel display. Add toner by following the described procedure.



## **CAUTION**

Never dispose of the finished toner in a fire or incinerator. This may result in an explosion.



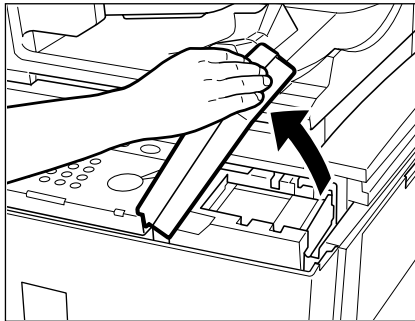
**IMPORTANT**

- The screen prompting you to add toner is displayed until you press [Recover Later/Done].
- Use only the toner bottle recommended for use with this machine.
- Never add more than one bottle of toner.
- Add toner after the <Add toner.> message is displayed.

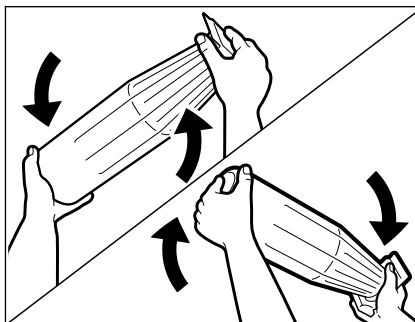
**NOTE**

- When the <Add toner.> message appears, approximately 300 prints can still be made (LTR-size Canon Standard Chart). However, since this number may vary depending upon the original being copied, it is recommended that the toner be added as soon as possible.
- You can check how to add toner by pressing [Previous] or [Next] on the screen.
- If the toner runs out during a print job, the remaining prints are made after you add toner.

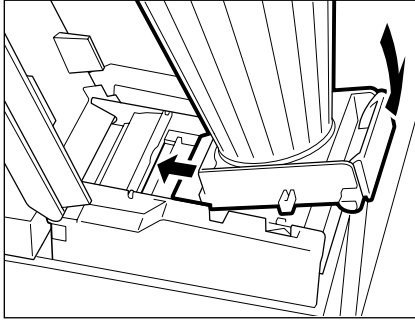
**1** Open the toner supply cover.



**2** Hold the toner bottle with both hands, as shown in the illustration, and turn it up and down a few times, to evenly distribute the toner inside the bottle.

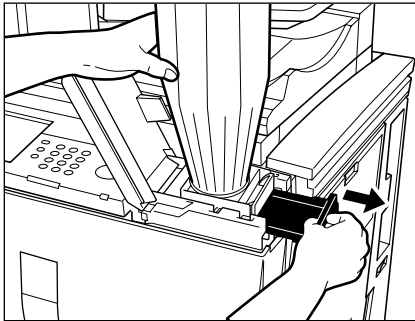


- 3** Align the protrusions of the toner bottle with the slots on the toner supply port. Gently press the toner bottle down into the toner supply port until you hear a click.

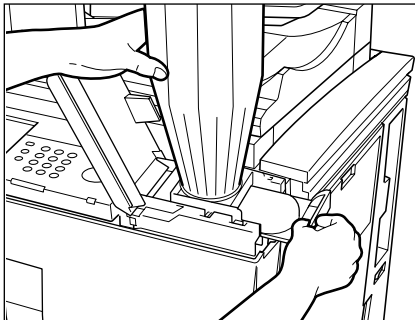


The toner bottle is now locked into the toner supply port.

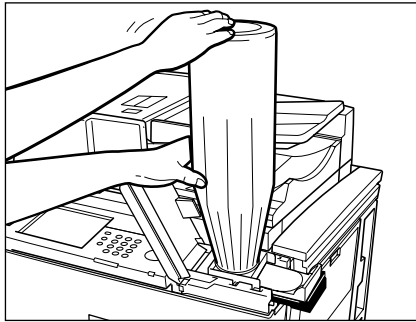
- 4** Press down lightly on the toner bottle with one hand, and pull out the black shutter of the toner supply port with your other hand as far as it will go.



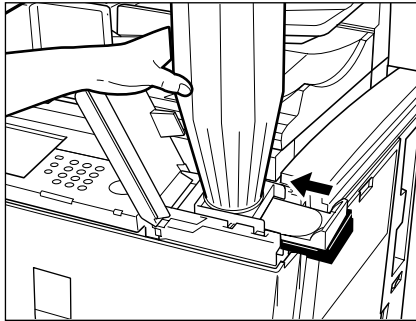
- 5** Grip the shutter of the toner bottle, and pull it out slowly until it stops.




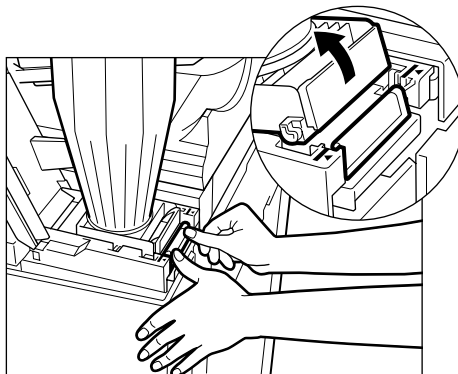
- 6** Lightly tap the top of the toner bottle to make sure that all of the toner empties into the toner box.



- 7** Push back the shutter of the toner bottle, and the toner supply port.



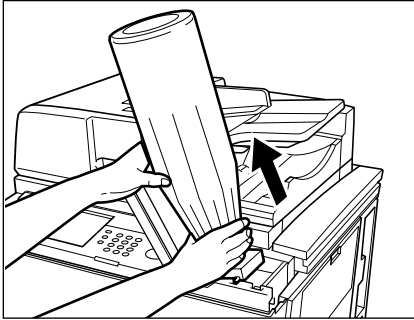
- 8** Make sure you hear a click when the black shutter of the toner supply port has been pushed back in as far as the  position.



When the toner bottle starts to come loose from the toner supply port, lightly hold it so that it does not fall over.

**⚠ CAUTION**

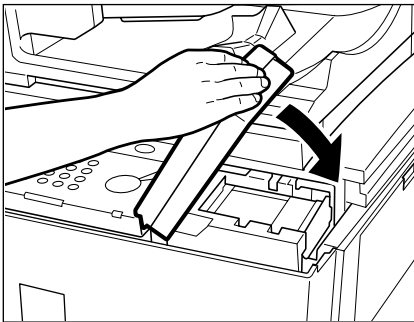
Never try to remove the toner bottle before you hear the shutter clicking into the toner supply port. This can damage the toner supply port.

**9 Remove the empty toner bottle from the toner supply port.****⚠ WARNING**

Do not throw used toner bottles into open flames. This may ignite the toner remaining inside the bottle, and result in burns or a fire.

**⚠ CAUTION**

When removing used toner bottles from the toner supply port, remove the bottles carefully to prevent the toner from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash them immediately with cold water and consult a physician.

**10 Close the toner supply cover.****⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

**11 Press [Recover Later/Done] on the touch panel display to close the screen prompting you to add toner.**

# Routine Cleaning

If the original is not scanned cleanly, clean the following parts of the machine. For high-quality prints, we recommend cleaning these parts once or twice a month.

- Platen glass
- Rear side of the platen glass cover
- Feeder scanning area
- White plate, Roller

## **WARNING**

- **When cleaning the machine, first turn OFF the main power switch, then 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. This might deform or cause damage to the plastic parts in this machine.**
- **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.**

## **CAUTION**

**Do not dampen any cloth you use to clean with too much, as this may damage the original or break the machine.**

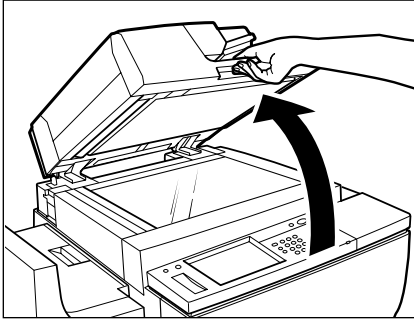
## Cleaning the Platen Glass/Rear Side of the Platen Glass Cover

Clean the platen glass or the rear side of platen glass cover by following the procedure below.

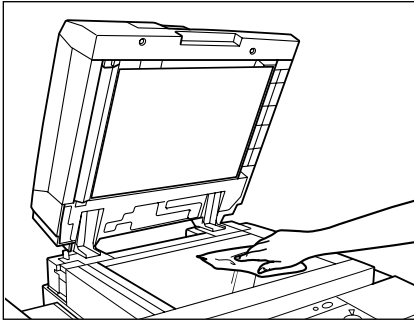
## **IMPORTANT**

If the platen glass or the rear side of the platen glass cover is dirty, the original may not be scanned cleanly, or the size of the original may be detected incorrectly.

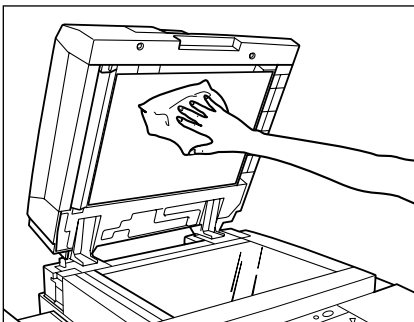
**1** Open the feeder.



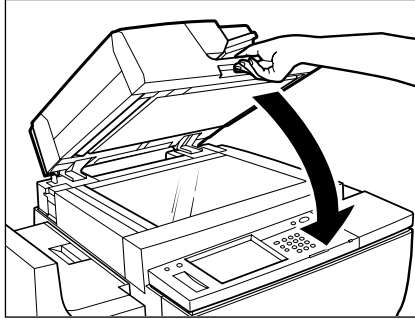
**2** Wipe the platen glass with a cloth dampened with water or a mild cleaning agent. Then, wipe the area with a dry cloth.



**3** Wipe the rear side of platen glass cover with a cloth dampened with water or a mild cleaning agent. Then, wipe the area with a dry cloth.



## 4 Close the feeder.



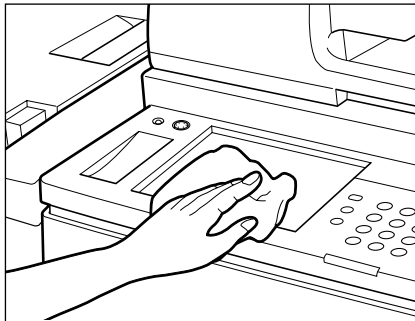
### **⚠ CAUTION**

Close the feeder gently to avoid catching your hand, as this may result in personal injury.

## Cleaning the 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. Then, wipe the area with a dry cloth.**



### **✎ NOTE**

Since the touch panel display becomes dirty with normal use, we recommend that you clean it once a week or every 10 days.

# Cleaning the Feeder

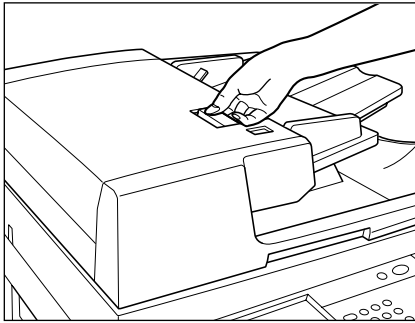
Follow the procedure below to clean the feeder scanning area, white plate and roller.



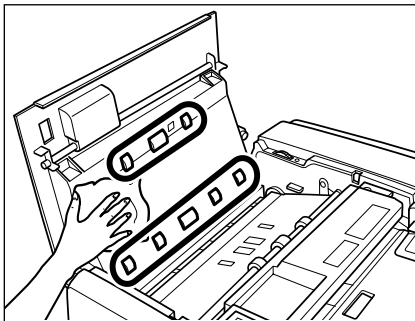
## IMPORTANT

- If the feeder scanning area is dirty, it may result in problems in reading originals or a dirty print out.
- Spin the roller while cleaning it.

- 1** Open the feeder cover, by pulling up the lever on the top of the feeder.

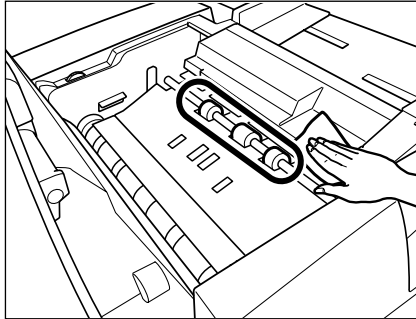


- 2** Clean the roller (a total of 8 places) on the rear side of the feeder cover with a dampened cloth. Then, wipe the area with a dry cloth.

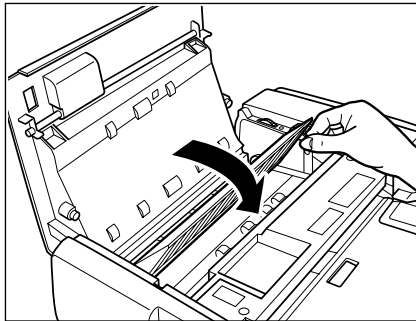




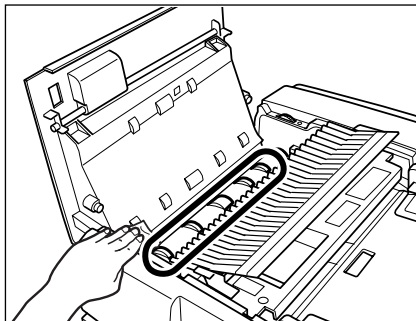
- 3** Clean the roller (a total of 3 places) as shown in the illustration, with a dampened cloth. Then, wipe the area with a dry cloth.



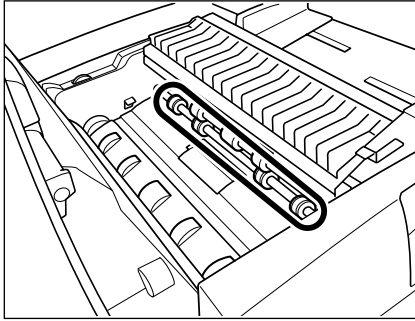
- 4** Open the middle cover by holding the knob in the back.



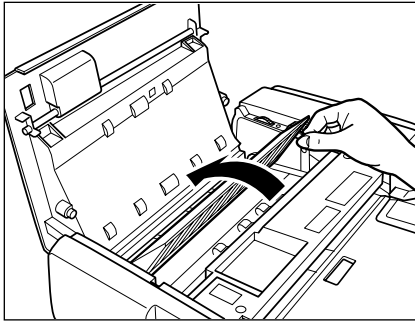
- 5** Clean the roller (a total of 5 places) with a dampened cloth. Then, wipe the area with a dry cloth.



- 6** Clean the roller underneath (a total of 4 places) with a dampened cloth. Then, wipe the area with a dry cloth.

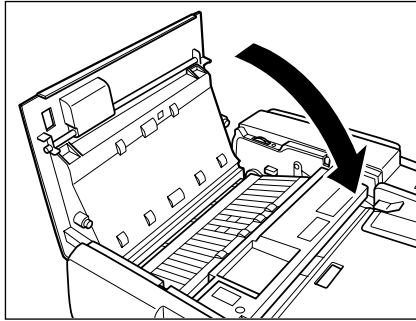


- 7** Close the middle cover.



- ⚠ CAUTION**  
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

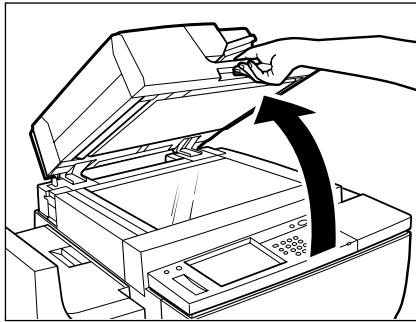
**8** Close the feeder cover.



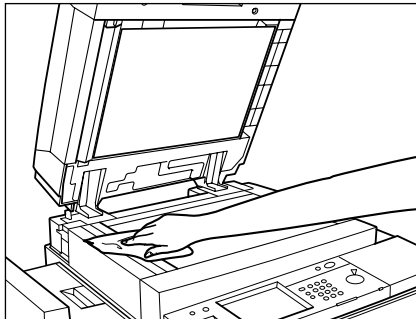
**⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

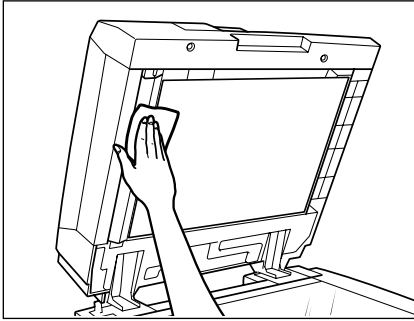
**9** Open the feeder.



**10** Clean the feeder scanning area with a dampened cloth. Then, wipe the area with a dry cloth.



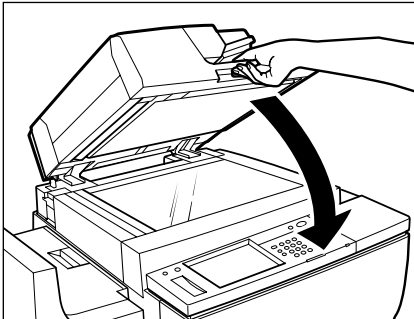
- 11** Clean the white plate underneath the feeder with a dampened cloth. Then, wipe the area with a dry cloth.



**IMPORTANT**

Do not push on the white plate hard. The white plate is a soft, delicate area.

- 12** Close the feeder.



**CAUTION**

Close the feeder gently to avoid catching your hand, as this may result in personal injury.

# When an Original or Print Becomes Dirty

## While Using the Feeder (Feeder Cleaning)

If your originals have black streaks or appear dirty after feeding them through the feeder caused by powder from a pencil rubbing off onto the roller, or the roller becomes dirty, perform a feeder cleaning.

Cleaning is done by repeatedly feeding blank paper through the feeder.

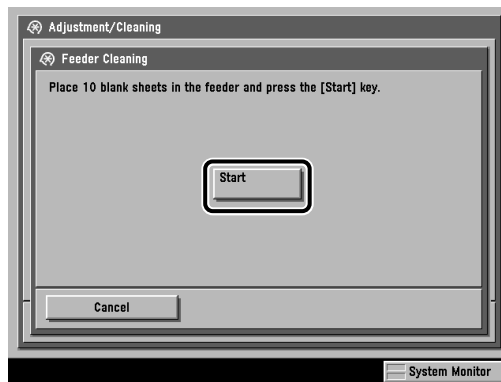
### NOTE

- The Adjustment/Cleaning screen is made up of several screens. Press [▼] or [▲] to scroll to the desired screen and make the required settings.
- It takes about 10 seconds to clean the feeder.

**1** Press  (Additional Functions) → [Adjustment/Cleaning].

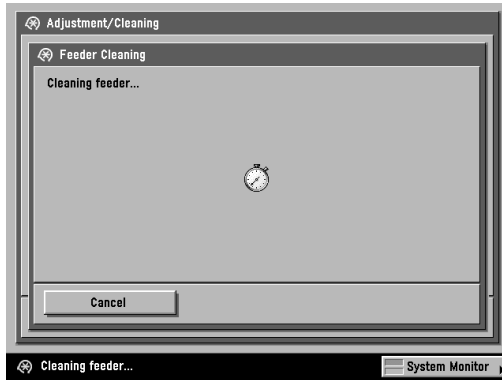
**2** Press [▼] or [▲] until [Feeder Cleaning] appears → press [Feeder Cleaning].

**3** Place 10 blank LTR-size sheets of paper in the feeder → press [Start].



If you do not want to clean the Feeder, press [Cancel].

While the feeder is being cleaned, the screen below appears.



**NOTE**

To cancel the Feeder Cleaning, press [Cancel].

**5**

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


## Output Sheets Are Dirty (Wire Cleaning)

If dirt appears on the printed paper, clean the wire of the corona assembly in the main unit as the need arises.

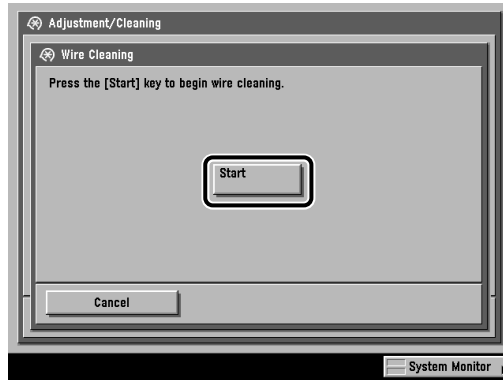


**NOTE**

- It takes about 30 seconds to clean the wire.
- Wire cleaning cannot be performed while printing.

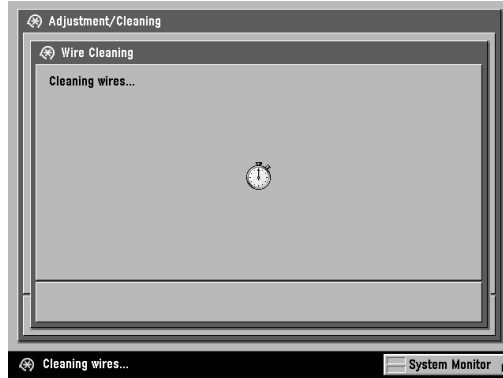
- 1** Press  (Additional Functions) → [Adjustment/Cleaning].
- 2** Press [▼] or [▲] until [Wire Cleaning] appears → press [Wire Cleaning].

### 3 Press [Start].



If you do not want to clean the wire, press [Cancel].

While wire cleaning is being performed, the screen below appears.



### 4 Press [Done] repeatedly until the Basic Features screen appears.

# Consumables and Optional Equipment

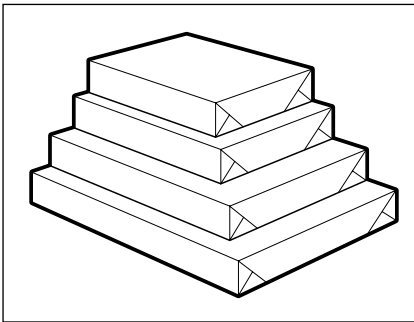
The following consumables and accessories are available from Canon. For more details, consult your local authorized Canon dealer.

We recommend that you order paper stock and toner from your local authorized Canon dealer before your stock runs out.

## Consumables

### ■ Paper Stock

In addition to plain paper (11" x 17", LGL, LTR, and STMT), transparencies, labels, and other types of paper stock are available. For details, consult 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.**

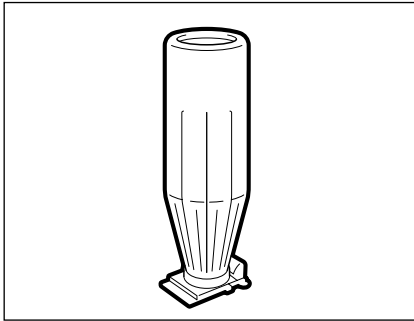
### 👉 IMPORTANT

- For high-quality print output, we recommend using Canon paper.
- To prevent moisture build-up, store any remaining paper tightly wrapped in its original package.



## ■ Black Toner

If the <Add toner.> message appears on the touch panel display, add toner which has been approved for use with this machine. Only black toner can be used with this machine.



### ⚠ WARNING

Never dispose of waste toner in a fire or incinerator. Doing so, may result in an explosion.

### ⚠ CAUTION

Do not store toner bottles in places exposed to open flames. This may cause the toner to ignite and result in a burn or a fire.

### 👤 IMPORTANT

Store toner bottles 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 parts, supplies, and GPR-4 Toner specifically for use in this machine. For superior print quality, we recommend that you use Canon-GENUINE brand parts, supplies, and GPR-4 Toner in this machine. Ask your local authorized Canon dealer for Canon-Genuine brand parts, supplies, and GPR-4 Toner.

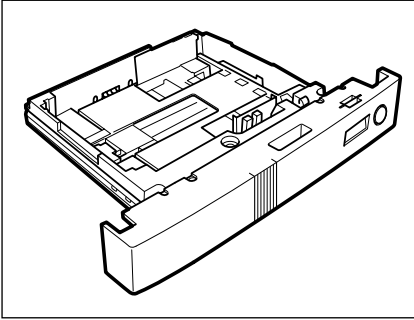


## Optional Equipment for the Main Unit

### ■ **Cassette-P3**

You can adjust this cassette to suit the paper size you want to load. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 5-8.)

- Available paper sizes: 11" x 17", LGL, LTR, LTRR, and STMTR



# Troubleshooting

# 6

## CHAPTER

This chapter describes what to do in response to a paper jam in the main unit or an error message on the touch panel display.

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# Clearing Paper Jams

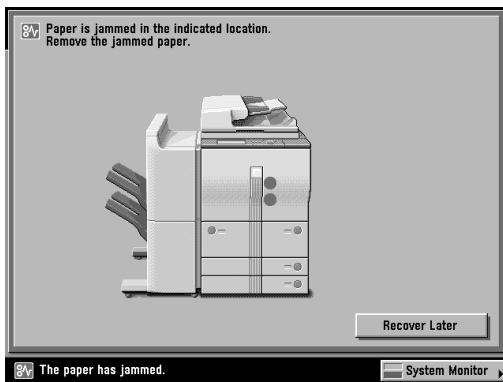
If a paper jam occurs, the following screen appears on the touch panel display.

## Screen Shown When There Is a Paper Jam

The display indicating the location of the paper jam appears on the touch panel display, followed by instructions on how to clear the paper jam. This display will repeatedly appear on the touch panel display, until the paper jam is entirely cleared.

### ■ Example of the display indicating the location of the paper jam:

You can confirm the location of the paper jam.



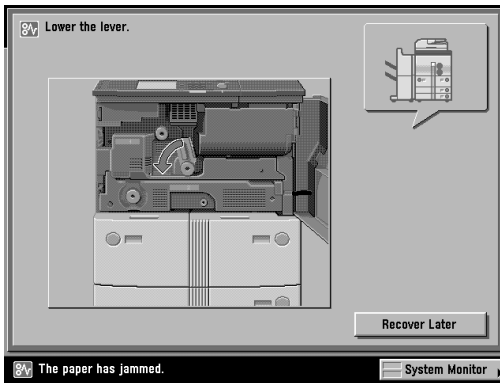
### 👉 IMPORTANT

- When a paper jam occurs in the feeder, you cannot continue to operate the machine. Follow the directions on the touch panel display to remove the jammed paper. (See “Clearing Paper Jams in the Feeder,” on p. 6-29.)
- If the MEAP 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

When you press [Recover Later], you can continue operations such as mode settings or scanning, even if the jammed paper is not removed immediately.

■ Example of the display indicating how to clear the paper jam.



**⚠ 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 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.
- When removing jammed paper, take care not to allow the toner 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 your eyes or mouth. If toner gets your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

**1** Inspect all areas which appear as red circles on the touch panel display, and remove any jammed paper. See the appropriate pages for instructions on how to find and remove jammed paper.

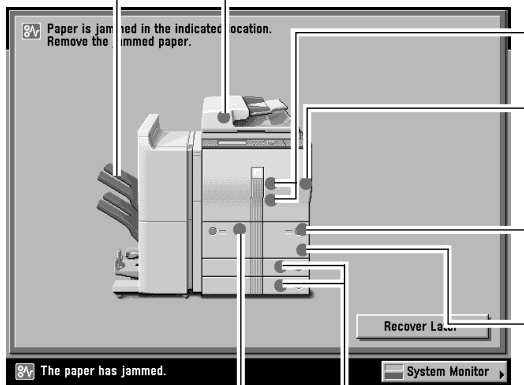
- The following display indicates the possible locations where a paper jam may occur, and the page numbers describing how to remove the jammed paper.

**Exit slot**

Remove the protruding paper.

**Feeder**

(See “Clearing Paper Jams in the Feeder,” on p. 6-29.)



**Main Unit**

(See “Clearing Paper Jams in the Main Unit,” on p. 6-7.)

**Stack Bypass**

(See “Clearing Paper Jams in the Stack Bypass,” on p. 6-24.)

**Paper Drawer 1**

(See “Clearing Paper Jams in Paper Drawer 1,” on p. 6-17.)

**Right Cover**

(See “Clearing Paper Jams Inside the Right Cover,” on p. 6-14.)

**Paper Drawer 2**

(See “Clearing Paper Jams in Paper Drawer 2,” on p. 6-20.)

**Paper Drawer 3 or 4**

(See “Clearing Paper Jams in Paper Drawers 3 or 4,” on p. 6-27.)



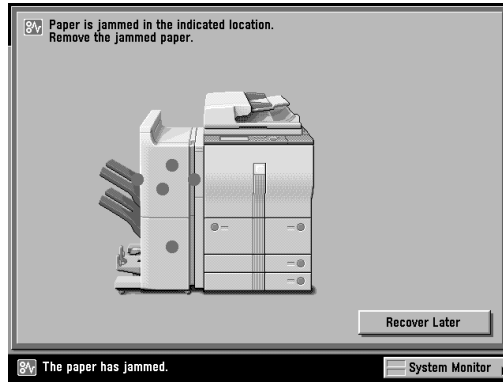
**IMPORTANT**

If a jammed paper tears while being removed, be sure to remove any remaining pieces from inside the machine.

## 2 If a paper jam occurs within an optional unit, see the directions on how to clear a paper jam on the following pages for each option.

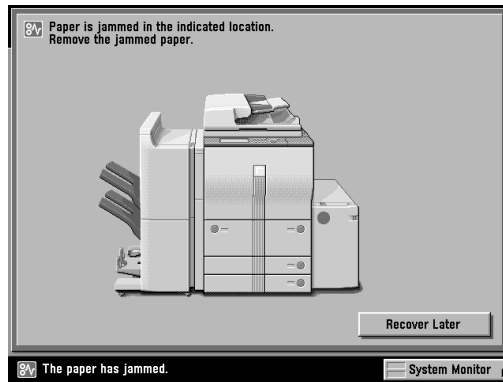
### Finisher-F1/Saddle Finisher-F2/Puncher Unit-B1

See "Clearing Paper Jams in the Finisher," on p. 7-15.



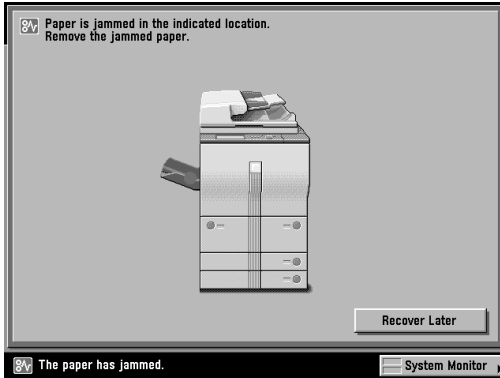
### Paper Deck-G1

See "Clearing Paper Jams in the Paper Deck," on p. 7-4.



## Copy Tray-C3

See "Clearing Paper Jams in the Copy Tray," on p. 7-44.



**3** After you have cleared all paper jams at the locations indicated on the touch panel display, restore all levers and covers to their original positions.

**4** Continue operations, following the instructions displayed on the touch panel display.

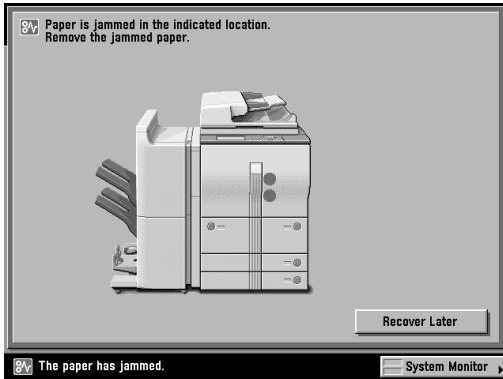
If there is remaining paper to be removed, a screen indicating how to clear the paper jam appears on the touch panel display. Repeat the procedure from step 1.

Printing resumes after all indicated paper jams are cleared, unless there is still a paper jam in the feeder.

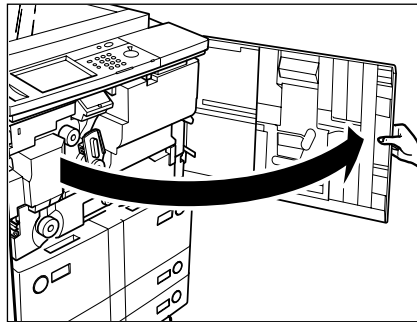


## Clearing Paper Jams in the Main Unit

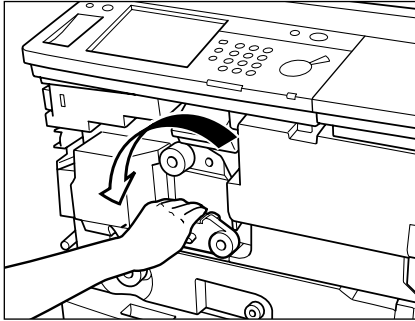
If a paper jam occurs inside the main unit, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



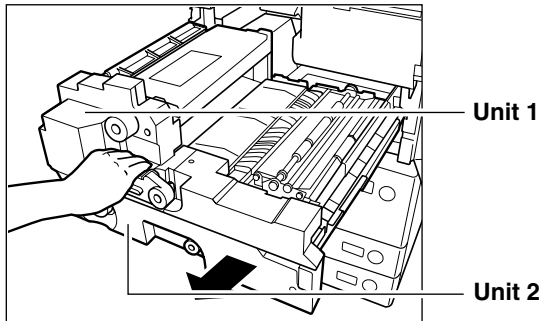
### 1 Open the front cover of the main unit.




**2** Move the green lever in the direction of the arrow.

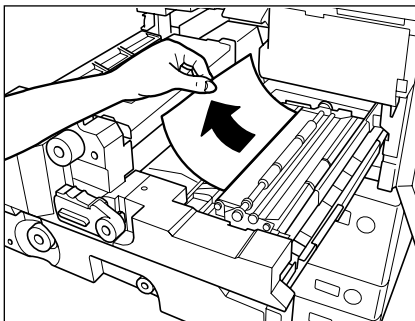


**3** Grip the lever, and pull out Unit 1.

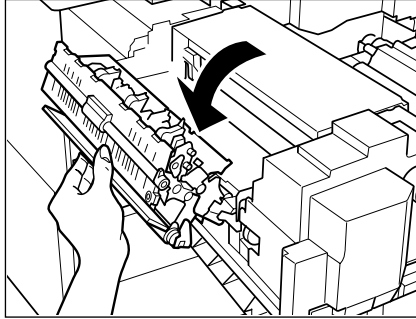


 **NOTE**  
Unit 1 and Unit 2 are pulled out together.

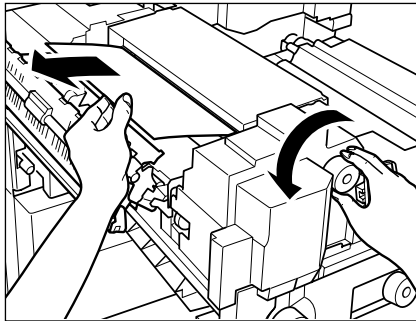
**4** Remove any remaining jammed paper from Unit 1.



**5** Open the left cover of Unit 1.



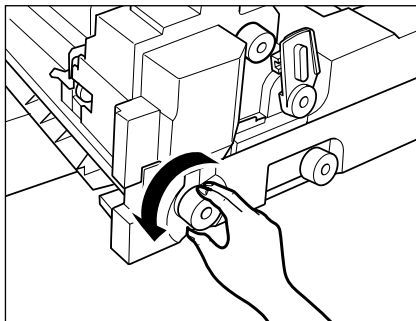
**6** Turn the green knob in the direction of the arrow, and remove any jammed paper.



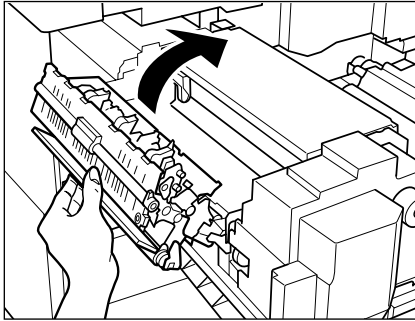
**⚠ CAUTION**

The parts located around the cover are subject to high temperatures. When removing jammed paper, take care not to touch anything in this area except the left cover and the green knob.

**7** Turn the knob on Unit 2 in the direction of the arrow displayed below, and remove any jammed paper.



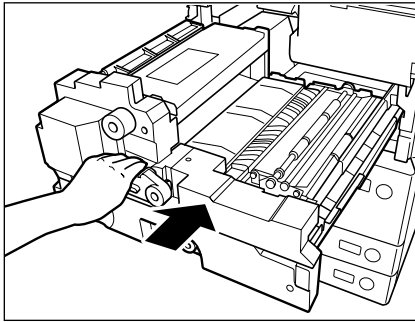
**8** Close the left cover of Unit 1.



**⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

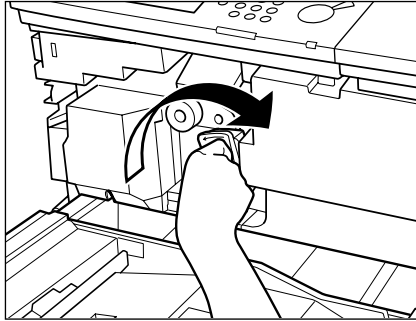
**9** Gently push Unit 1 back into its original position.



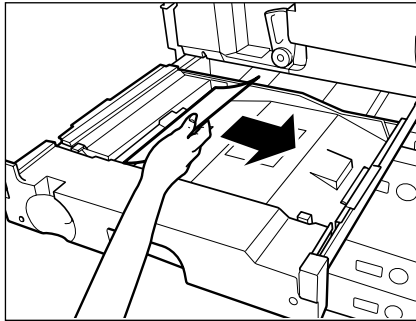
**⚠ CAUTION**

When returning Unit 1 to its original position, be careful not to get your fingers caught, as this may result in personal injury.

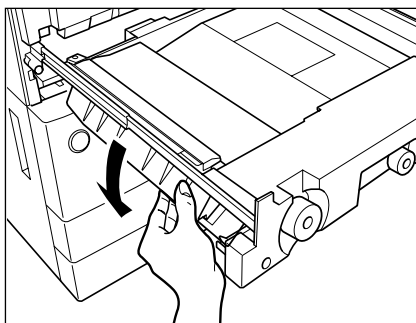
**10** Return the green lever to its original position.



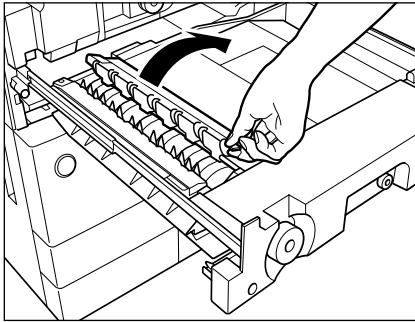
**11** Remove any remaining jammed paper from Unit 2.



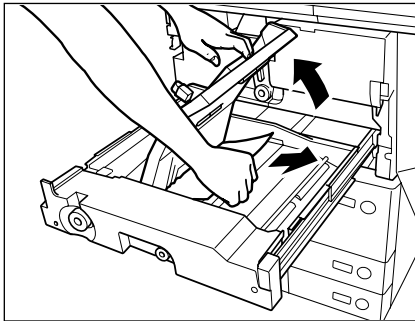
**12** Open the left cover on Unit 2, and remove any jammed paper as shown in the illustration.



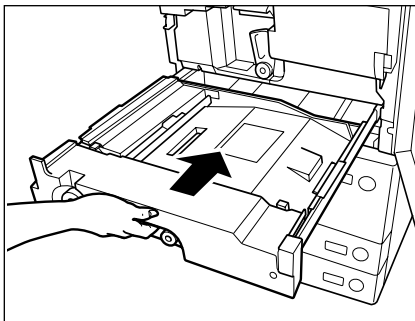
- 13** Open the right cover on Unit 2, and remove any jammed paper as shown in the illustration.



- 14** Lift up the top portion of Unit 2, and remove any jammed paper. Then, close it.

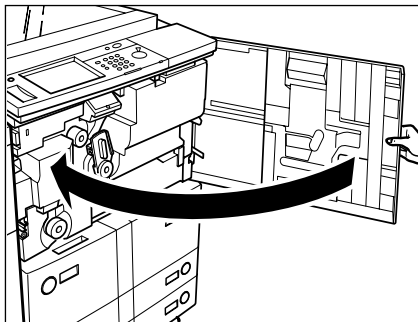


- 15** Gently push Unit 2 back to its original position.



- ⚠ CAUTION**  
When returning Unit 2 to its original position, be careful not to get your fingers caught, as this may result in personal injury.

## 16 Clear all jammed papers, and close the front cover.



### **⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

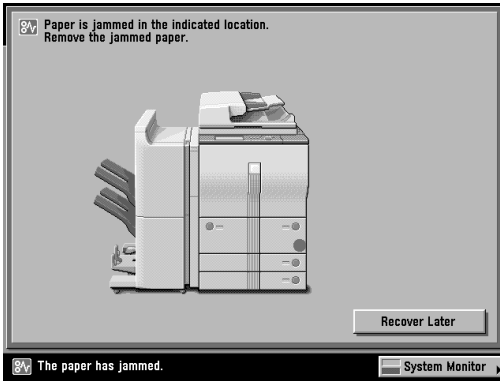
## 17 Continue to follow the instructions on the touch panel display.

### **📎 NOTE**

The screen indicating how to remove the paper jam will remain displayed, until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

# Clearing Paper Jams Inside the Right Cover

If a paper jam occurs inside the right cover, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



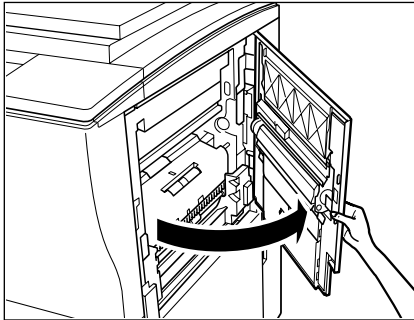
## 6

### Troubleshooting

#### NOTE

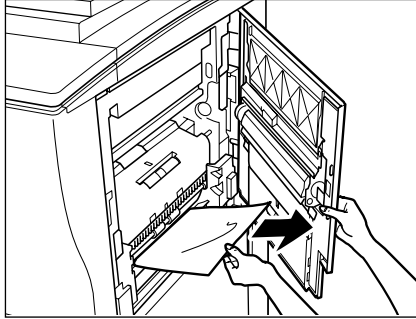
If the Paper Deck-G1 (optional) is attached, move the paper deck away from the main unit. (See "Paper Deck-G1," on p. 7-3.)

### **1** Open the upper right cover of the main unit.

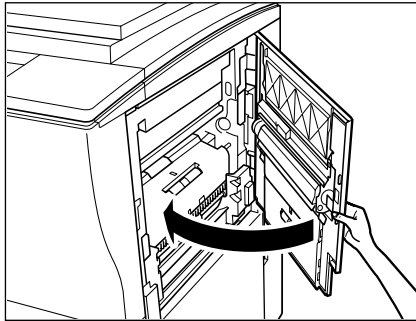




**2** Remove any jammed paper.



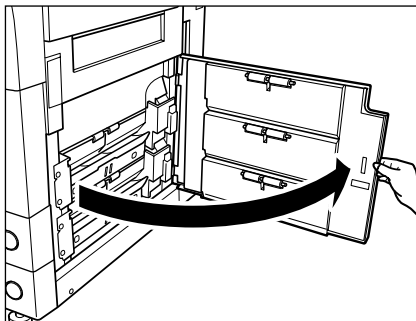
**3** Close the upper right cover.



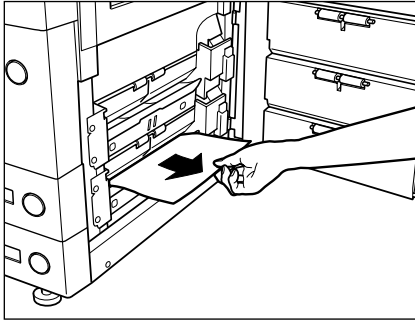
**⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

**4** Open the lower right cover of the main unit.

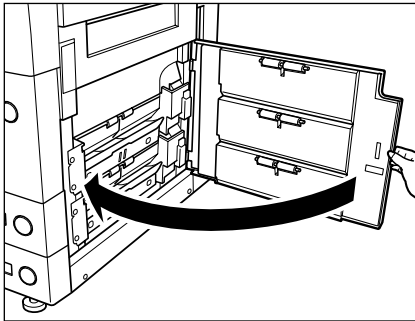


## 5 Remove any jammed paper.



## 6 Close the lower right cover.

If the Paper Deck-G1 (Optional) has been moved, reattach the paper deck to the main unit. (See “Paper Deck-G1,” on p. 7-3.)



### **⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

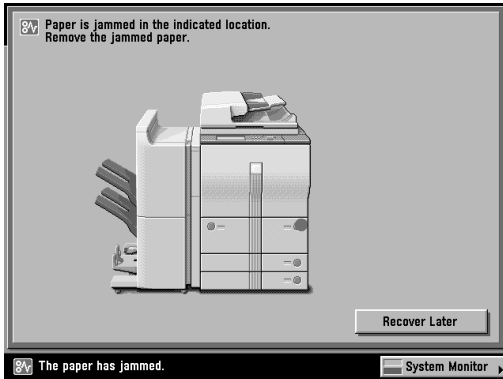
## 7 Continue to follow the instructions on the touch panel display.

### **✎ NOTE**

The screen indicating how to remove the paper jam will remain displayed, until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

# Clearing Paper Jams in Paper Drawer 1

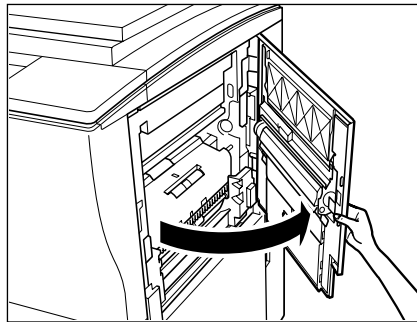
If a paper jam occurs in Paper Drawer 1, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



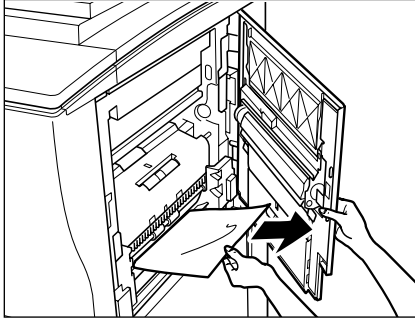
## NOTE

If the Paper Deck-G1 (optional) is attached, move the paper deck away from the main unit. (See "Paper Deck-G1," on p. 7-3.)

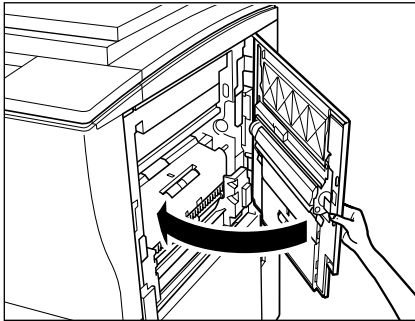
## **1** Open the upper right cover of the main unit.



## 2 Remove any jammed paper.



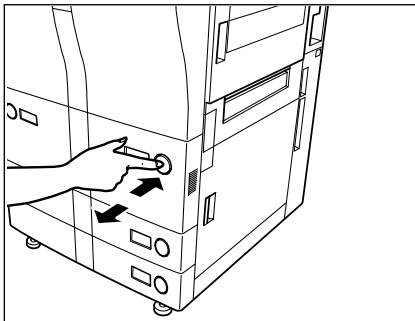
## 3 Close the upper right cover of the main unit.



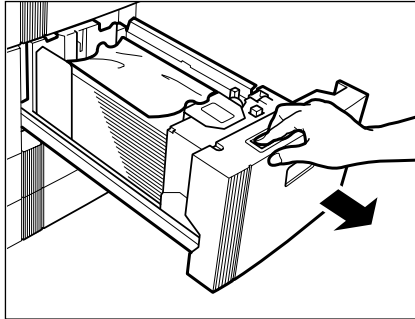
### **⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

## 4 Press and release the paper drawer release button of the paper drawer indicated on the touch panel display, until the paper drawer comes out.

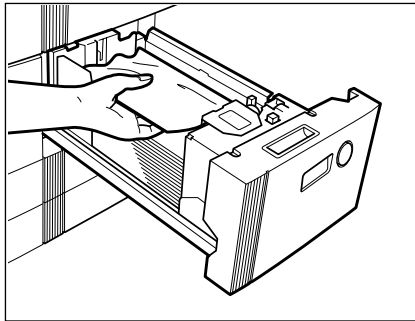


## 5 Pull out Paper Drawer 1.



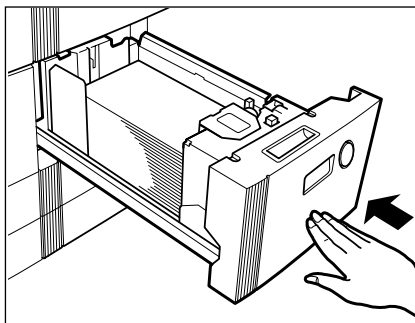
If the drawer seems to be stuck, do not pull it out by force. Push it back into the machine, and try pressing the release button and pull it out again.

## 6 Remove any jammed paper.



## 7 Return the paper drawer to its original position.

If the Paper Deck-G1 (optional) has been moved, reattach the paper deck to the main unit. (See “Paper Deck-G1,” on p. 7-3.)



### **⚠ CAUTION**

When returning the paper drawer to its original position, be careful not to catch your fingers between the edge of the paper drawer and the main unit.

## 8 Continue to follow the instructions on the touch panel display.

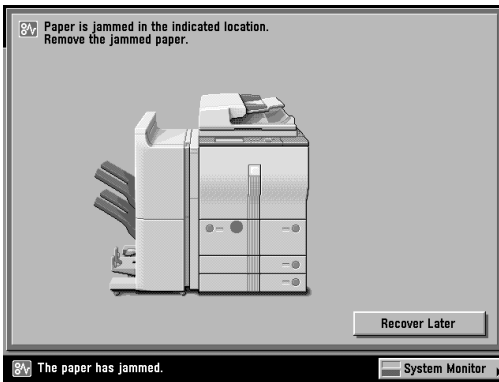


### NOTE

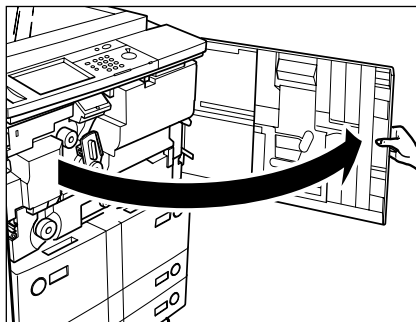
The screen indicating how to remove the paper jam will remain displayed, until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

## Clearing Paper Jams in Paper Drawer 2

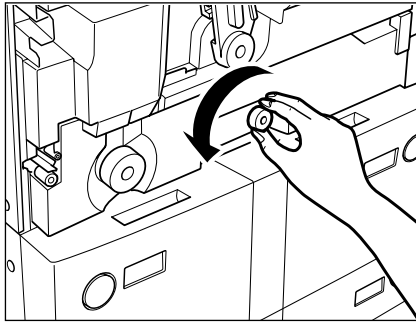
If a paper jam occurs in Paper Drawer 2, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



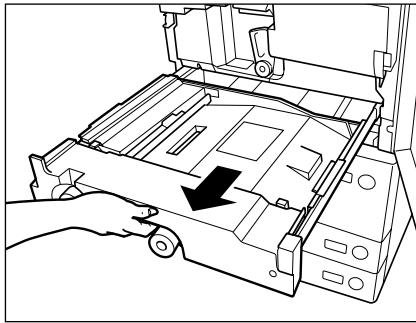
### 1 Open the front cover of the main unit.



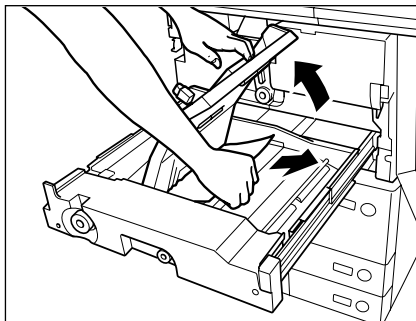
- 2** Turn the green knob in the direction of the arrow, to feed the jammed paper to Unit 2.



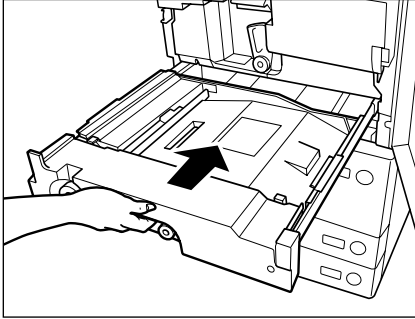
- 3** Gently pull out Unit 2.



- 4** Open the top cover of Unit 2, and remove any jammed paper. Then, close it.



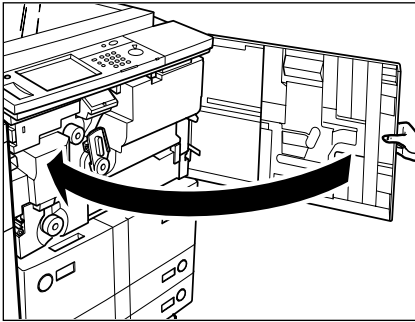
**5** Gently push Unit 2 back into its original position.



**⚠ CAUTION**

When returning Unit 2 to its original position, be careful not to get your fingers caught, as this may result in personal injury.

**6** Close the front cover.

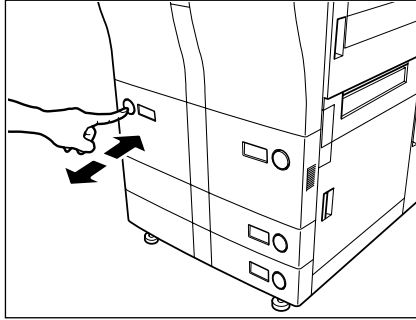


**⚠ CAUTION**

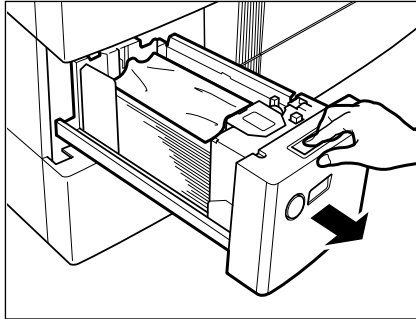
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.



- 7** Press and release the paper drawer release button of the paper drawer indicated on the touch panel display, until the paper drawer comes out.

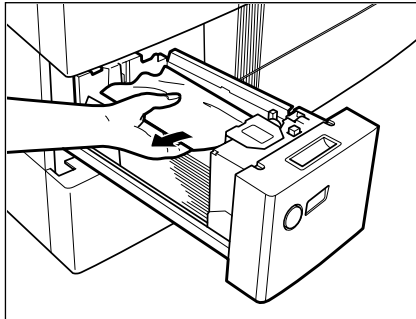


- 8** Pull out Paper Drawer 2.

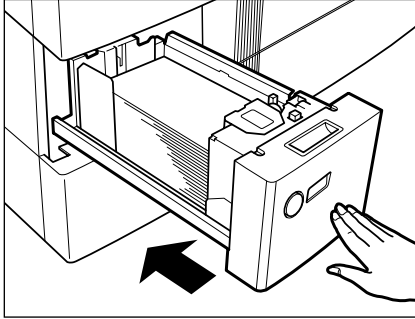


If the drawer seems to be stuck, do not pull it out by force. Push it back into the machine, and try pressing the release button and pull it out again.

- 9** Remove any jammed paper.



## 10 Return the paper drawer to its original position.



### ⚠ CAUTION

When returning the paper drawer to its original position, be careful not to catch your fingers between the edge of the paper drawer and the main unit.

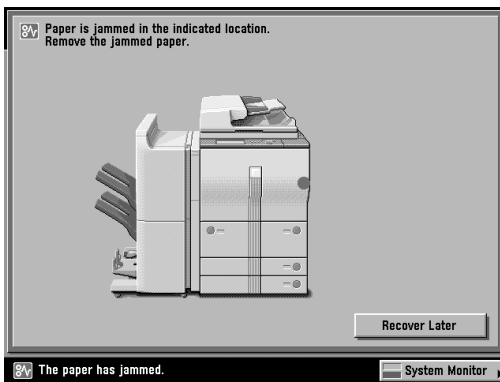
## 11 Continue to follow the instructions on the touch panel display.

### 📝 NOTE

The screen indicating how to remove the paper jam will remain displayed, until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

## Clearing Paper Jams in the Stack Bypass

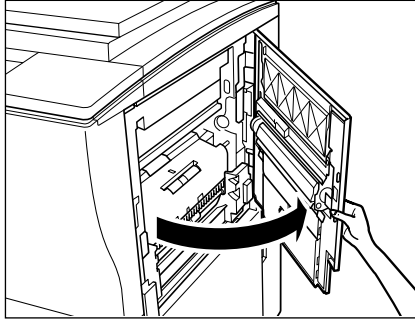
If a paper jam occurs in the stack bypass, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



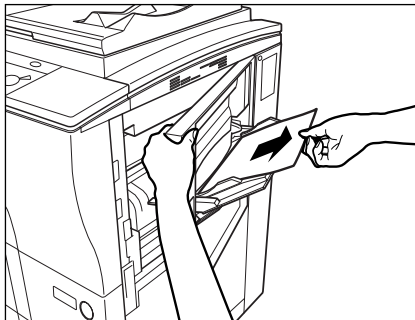
 NOTE

If the Paper Deck-G1 (optional) is attached, move the paper deck away from the main unit. (See “Paper Deck-G1,” on p. 7-3.)

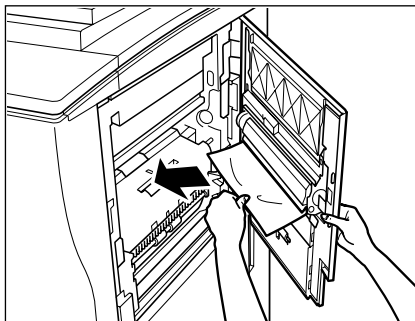
**1** Open the upper right cover of the main unit.



**2** Remove all loaded paper from the stack bypass.

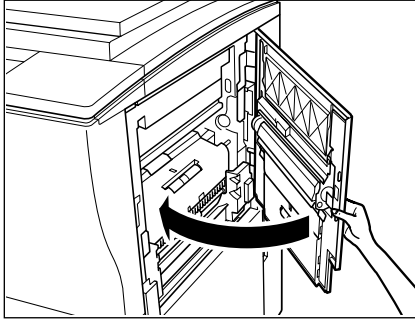


**3** Remove any jammed paper inside on the right cover.



## 4 Close the upper right cover.

If the Paper Deck-G1 (optional) has been moved, reattach the paper deck to the main unit. (See “Paper Deck-G1,” on p. 7-3.)



### **⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

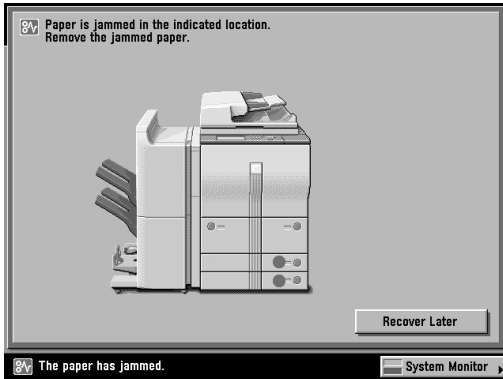
## 5 Continue to follow the instructions on the touch panel display.

### **📌 NOTE**

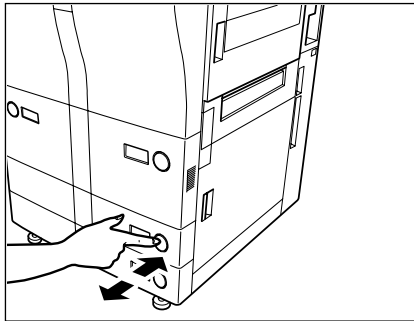
The screen indicating how to remove the paper jam will remain displayed, until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

## Clearing Paper Jams in Paper Drawers 3 or 4

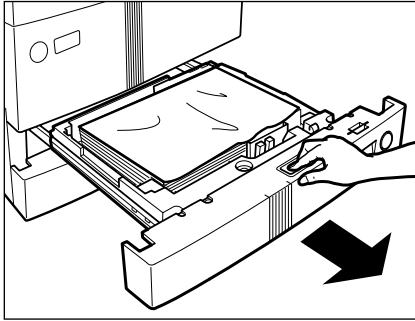
If a paper jam occurs in paper drawers 3 or 4, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



- 1** Press and release the paper drawer release button of the paper drawer indicated on the touch panel display, until the paper drawer comes out.

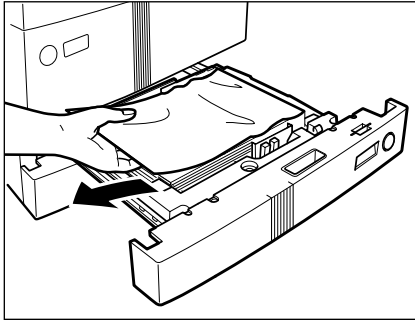


## 2 Pull out the paper drawer.

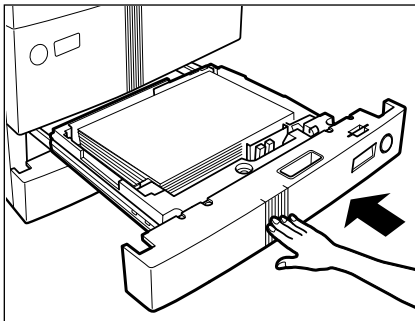


If the drawer seems to be stuck, do not pull it out by force. Push it back into the machine, and try pressing the release button and pull it out again.

## 3 Remove any jammed paper.



## 4 Return the paper drawer to its original position.



### **⚠ CAUTION**

When returning the paper drawer to its original position, be careful not to catch your fingers between the top of the paper drawer and the main unit.

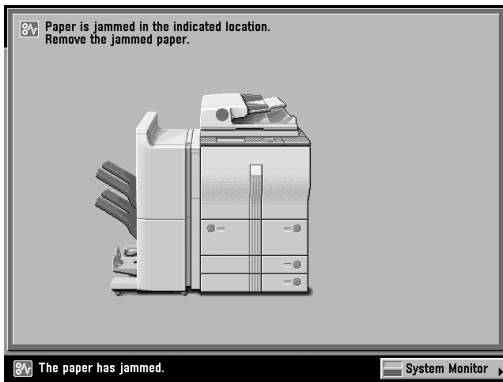
## 5 Continue to follow the instructions on the touch panel display.

### NOTE

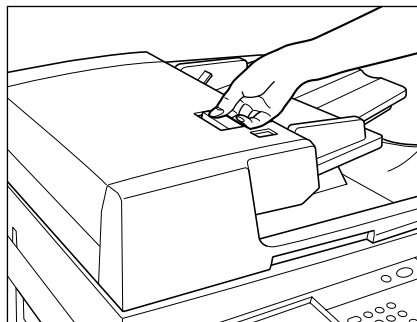
The screen indicating how to remove the paper jam will remain displayed, until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

## Clearing Paper Jams in the Feeder

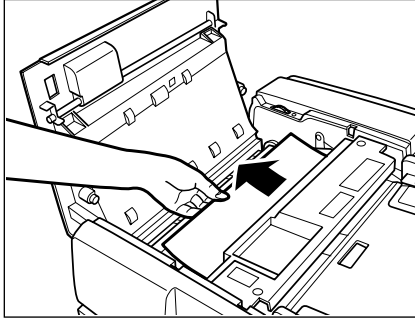
If a paper jam occurs in the Feeder, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



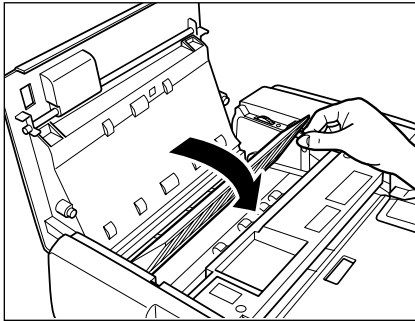
### 1 Open the Feeder Cover.



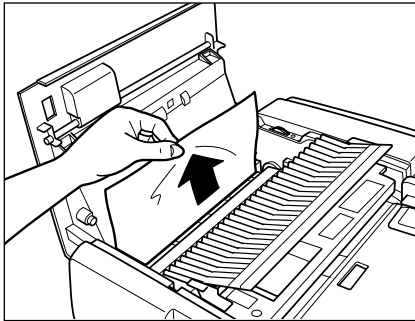
**2** Remove any jammed originals.



**3** Open the middle cover by holding the knob in the back.

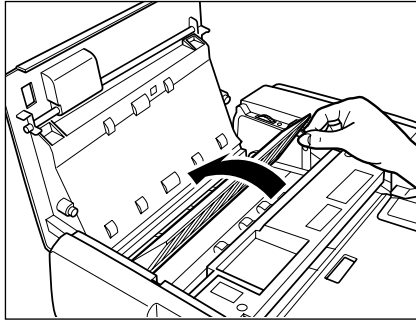


**4** Remove any jammed paper.





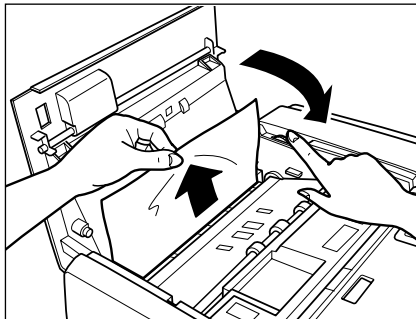
**5** Close the middle cover.



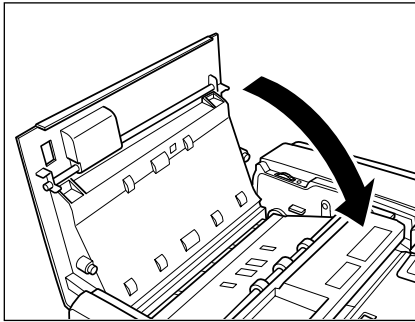
**⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

**6** Turn the roller knob on the back edge of the feeder in the direction of the arrow. Remove any jammed paper.

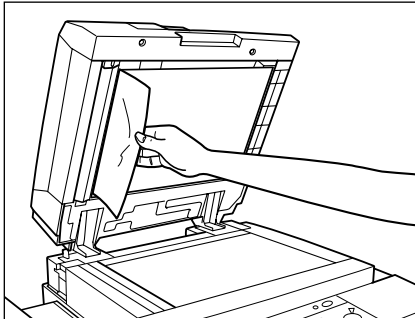


- 7** Once you have removed the jammed paper, close the Feeder Cover.

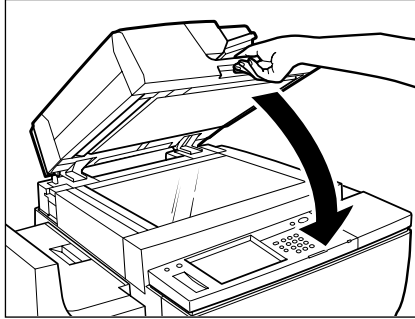


- ⚠ CAUTION**  
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

- 8** Open the Feeder, and remove any jammed paper.



## 9 Close the Feeder.



### **⚠ CAUTION**

Close the feeder gently to avoid catching your hand, as this may result in personal injury.

## 10 Continue to follow the instructions on the touch panel display.

### **📌 NOTE**

The screen indicating how to remove the paper jam will remain displayed until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

# List of Error Messages

## Self-Diagnostic Display

If a self-diagnostic message appears, follow the instructions on the touch panel display.

Self-diagnostic (error) messages appear on the touch panel display at the following times:

- When printing cannot be performed because of an operational error.
- When you need to make a decision or take some action during scanning or printing.
- When you need to make a decision or take some action during browsing the network.

The following is a list of self-diagnostic messages, along with possible causes and remedies.

---

Load paper.

---

**Cause** : The machine has run out of paper. No more prints can be made.  
The paper drawer is not correctly inserted.

**Remedy** : Load paper. (See “Loading Paper in the Paper Drawers,” on p. 5-2.)  
Insert the paper drawer as far as it will go. (See “Loading Paper in the Paper Drawers,” on p. 5-2.)


---

Load LTR size paper.

---

**Cause** : The paper drawer loaded with the best paper size, selected by the Automatic Paper Selection mode is not inserted into the machine.

**Remedy1** : Load the indicated paper size in a paper drawer.

**Remedy2** : If you press  (Start) while this message is displayed, the print is made with the currently selected paper size.


**Remedy3** : If the message remains, even when the indicated paper is loaded, set the Drawer Eligibility of that paper drawer to 'On'. (See “Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching,” on p. 3-14.)

---

△Return page 1 to the top, and then press the Start key.

---

**Cause** : Scanning was stopped due to a problem with the Feeder.


**Remedy** : Arrange the originals in page order with the first page on top. Place the originals back in the Feeder's original supply tray → press  (Start).

---

△Remove the paper from the output tray.

---

**Cause** : Prints from the previous job remain in the output tray.

**Remedy** : Remove the prints from the output tray. Printing resumes. If printing does not resume, press  (Start).

---


△Attach the Finisher to the main unit.

---

**Cause** : The Finisher is not properly connected to the main unit.

**Remedy** : Connect the Finisher to the main unit properly. (See "Finisher-F1/Saddle Finisher-F2/Puncher Unit-B1," on p. 7-10.)

---


 Paper is jammed in the indicated location. Remove the jammed paper.

---

**Cause** : An original jam or paper jam has occurred, preventing you from making prints.

**Remedy** : Remove paper from the machine following the guidance messages on the touch panel display. (See "Clearing Paper Jams," on p. 6-2.)

---

 No toner.

---

**Cause** : There is not enough toner to print.

**Remedy** : Add toner using the toner bottle recommended for use with this machine. (See "Adding Toner," on p. 5-12.)

---

△Place the original on the platen glass.

---

**Cause** : There is no original on the platen glass.  
The programmed function (mode) requires the original to be placed on the platen glass.

**Remedy** : Place the original on the platen glass.

---

---

△Remove the original from the platen glass.

---

**Cause** : The original remains on the platen glass.

**Remedy** : Remove the original from the platen glass, and place the next document for copying.

---

△Remove the original from the feeder.

---

**Cause** : The original is placed both in the feeder and on the platen glass. The specified mode, which is programmed, requires the original placed on the platen glass only.

**Remedy** : Remove the original from the feeder.

---

Out of resources. Wait for a moment, then perform operation again.

---

**Cause** : You cannot browse the network, because the network is congested as a result of continuous sending or heavy use of FTP or Windows (SMB).

**Remedy** : Wait a moment, and browse again.

---

Set the IP Address.

---

**Cause** : The IP address of the main machine has not been set.

**Remedy** : Set the IP address in Additional Functions and turn the main power back ON.

---

No response from the server. Check the settings.

---

**Cause** : The setting of the specified server is not correct or the server's power has not been turned on.  
Otherwise, resources may be insufficient.

**Remedy** : Wait for a while and try connecting again. If you cannot connect, select another server.

---

NetWare is in use. Wait for a moment, then perform operation again.

---

**Cause** : You cannot browse the network, as NetWare printing uses PServer or NDS PServer.

**Remedy** : Browse again after NetWare printing is complete.

---

---

There are too many sub-directories.

---

**Cause** : You have exceeded the number of characters you can enter.

**Remedy** : You cannot specify the path. Specify a shorter path.

---

No response.

---

**Cause** : An unspecified error occurred.


**Remedy** : Contact your system manager.

## List of Error Codes without Messages

If the job or operation does not complete correctly, check the End Code, and perform the necessary operations according to the End Code displayed. You can check the End Code in the Details screen under Log in the System Monitor screen. (See “Checking Job Details,” on p. 2-8.)

If a Send job or Receive job does not end normally, the error code is printed in the Results column on the Activity Report and Send Result Report. (See “Specifying Report Settings,” on p. 3-68.)

Take the necessary procedures depending on the error code.

 **NOTE**

If a send job is canceled, <STOP> appears in the Results column.

---

### #022

---

**Cause** : Forwarding cannot be performed because the contents of the Group Address specified as forwarding destinations have been deleted or are only User Inboxes.

Transmission cannot be performed because, when you send documents to destinations registered in an Address Book, the destinations are deleted from the Address Book while awaiting transmission.

**Remedy** : Set the forwarding destinations/addresses in the Address Book correctly.

---

### #037

---

**Cause** : You could not receive documents because there was no memory available.

**Remedy** : Erase error documents or unwanted documents in order to make memory available. (See Chapter 4, “Using/Arranging Documents Stored in an Inbox,” in the *Mail Box Guide*.)

---

**#099**

---

**Cause** : Copy/print is interrupted.

**Remedy** : Try to copy/print again.

---

**#701**

---

**Cause** : No Department ID was set when the job was entered, or the password has changed.

**Remedy** : Enter the correct Department ID or password.

---

**#702**

---

**Cause** : You cannot send documents because of insufficient memory.

**Remedy** : Please wait a few moments.  
Try again, after other Send jobs are complete.  
Do not send a document to multiple recipients at the same time.  
Send the document in smaller partitions and/or to a smaller number of recipients.

---

**#703**

---

**Cause** : You cannot write because of insufficient memory for image data.

**Remedy** : Please wait a few moments.  
Try again after other Send jobs complete.  
Erase documents stored in an inbox.  
If the machine still does not operate normally, turn the main power OFF, then turn it back ON.

---

**#704**

---

**Cause** : An error occurred when receiving address information from an Address Book.

**Remedy** : Check the address settings.  
If the machine still does not operate normally, turn the main power OFF, then turn it back ON.

---



---

**#705**

---

**Cause** : The Send operation was interrupted because the size of the image data is larger than the Maximum Data Size for Sending set from the Additional Functions screen.

**Remedy** : Change the setting for the Maximum Data Size for Sending from the Additional Functions screen.  
Select a lower resolution mode or, if you are using I-Fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the Maximum Data Size for Sending.

---

**#706**

---

**Cause** : The Address Book is being imported or exported from the Remote UI, or it is being used by another sending component.

**Remedy** : Try sending again.

---

**#711**

---

**Cause** : There was insufficient memory in the inbox.

**Remedy** : Delete the documents stored in the inbox.

---

**#712**

---

**Cause** : The maximum number of documents is stored in an inbox.

**Remedy** : Delete the documents stored in the inbox.

---

**#749**

---

**Cause** : Because the service call message is being displayed, you cannot perform jobs.

**Cause** : Turn the main power OFF, wait for 10 seconds, and turn the main power back ON. If the machine still does not work, turn the main power OFF, unplug the machine, and contact your local authorized Canon dealer.  
After the service call message disappears, send the job again.

---

**#751**

---

**Cause** : The server is not functioning. The Network is down (unable to connect to the network or was cut off during connection).

**Remedy** : Check the recipients address.  
Check that the network is connected.

---

**#752**

---

**Cause** : The SMTP server name is not correct, or the server is not functioning. The domain name or e-mail address may not be set.  
The Network is down.

**Remedy** : Check the SMTP server name, domain name, and e-mail address set in the Additional Functions screen.  
Check that the SMTP server is operating properly.  
Check the network status.

---

**#753**

---

**Cause** : An error occurred in TCP/IP while sending an e-mail. (Socket, Select error, etc.)

**Remedy** : Check the network cables and connectors.  
If the machine still does not operate normally, turn the main power OFF, then turn it back ON.

---

**#754**

---

**Cause** : The Server is not functioning when sending data or the network is down.  
The destination setting is not correct.

**Remedy** : Check the server and network.  
Check the destination settings.

---

**#755**

---

**Cause** : You cannot send jobs because TCP/IP is not functioning correctly.  
IP address is not set.  
When configuring the machine, the IP address is not correctly registered for either DHCP, RARP, or BOOTP.

**Remedy** : Check the TCP/IP setting on the Additional Functions screen.

---

**#756**

---

**Cause** : The NetWare setting from the Additional Functions screen is set to 'Off'.

**Remedy** : Set the NetWare setting to 'On'.

---

## #801

---

**Cause** : A Timeout Error occurred on the server side during communication with a mail server, while sending e-mail or sending/receiving an I-Fax.  
The SMTP server returned an error while trying to connect.  
The destination is not correct.  
An error occurred on the server side during transmission to a file server.  
You are sending to a NetWare destination which you have no permission to overwrite.

**Remedy** : Check that the SMTP server is operating correctly.  
Check the network status.  
Check the destination setting.  
Check the status and setting of the file server.

---

## #802

---

**Cause** : The e-mail/I-Fax SMTP server setting in Additional Functions is not correct.  
The DNS server name setting is not correct.  
Connection to the DNS server failed.

**Remedy** : Check the names of the SMTP server and DNS server in Additional Functions.  
Check that the DNS server is operating correctly.

---

## #803

---

**Cause** : Before sending all pages, the network connection was cut by the recipient.

**Remedy** : Send the documents again.

---

## #804

---

**Cause** : Unable to match a specified directory name when sending data to a file server.  
You have no permission to access the folder.

**Remedy** : Check the destination.  
Change the setting to enable access to the folder from the server side.

---

## #805

---

**Cause** : Insufficient hard disk space on the server.

**Remedy** : Delete documents stored on the server.

---

**#806**

---

**Cause** : Incorrect user name or password was specified when sending to the file server. An incorrect destination was specified when sending e-mail/I-Fax.

**Remedy** : Change the user name or password of the destination.  
Check the destination of the e-mail/I-Fax.

---

**#807**

---

**Cause** : You do not have the permission to access the specified directory.

**Remedy** : Set the authority required to access the server's directory, then send again to the accessible server.

---

**#808**

---

**Cause** : An error occurred on the server while sending data to a file server.

**Remedy** : Reboot the server or perform other maintenance techniques as necessary.

---

**#809**

---

**Cause** : A same file name exists on the server and cannot be overwritten.

**Remedy** : Change the settings on the file server to enable overwriting.

---

**#810**

---

**Cause** : A POP server connection error occurred when receiving an I-Fax. The POP server returned an error during connection. A timeout error occurred on the server side during connection to the POP server.

**Remedy** : Check the POP server name setting in Additional Functions. Confirm that the POP server is operating correctly. Check the network status.

---

**#815**

---

**Cause** : Attempted to log on to a file server that has already been logged on by you. You cannot log on to the same device with the same user name.

**Remedy** : Wait a few moments to send the data again; change the NetWare server to send, or stop the PServer.

---

**#816**

---

**Cause** : Unavailable to print because the quantity exceeded the limit set in Department ID Management.

**Remedy** : Contact your system manager.

---

**#817**

---

**Cause** : A communication error occurred with the remote copy printers.

**Remedy** : Check the network, and try again. If the machine still does not operate correctly, contact your system manager.

---

**#818**

---

**Cause** : Received data is not in a printable file format.

**Remedy** : Ask the sender to change the file format and resend.

---

**#819**

---

**Cause** : You have received data that cannot be processed. (MIME information is incorrect.)

**Remedy** : Check the settings and ask the sender to resend.

---

**#820**

---

**Cause** : You have received data that cannot be processed. (BASE 64 or uuencode is incorrect.)

**Remedy** : Check the settings and ask the sender to resend.

---

**#821**

---

**Cause** : You have received data that cannot be processed. (TIFF analysis error occurs.)

**Remedy** : Check the settings and ask the sender to resend.

---

**#822**

---

**Cause** : You have received data that cannot be processed. (Image cannot be decoded.)

**Remedy** : Check the settings and ask the sender to resend.

---

**#823**

---

**Cause** : Unable to connect with the remote copy printers.

**Remedy** : Check the network, and try again. If the machine still does not operate correctly, contact your system manager.

---

---

**#824**

---

**Cause** : A communication error occurred with the remote copy printers.

**Remedy** : Check the network, and try again. If the machine still does not operate correctly, contact your system manager.

---

**#825**

---

**Cause** : The Department ID and password of the copy job are not registered in the remote copy printers. Printing cannot be performed because the ID and password of the reserved or current print jobs have been deleted or the password has been changed.

**Remedy** : Register the Department ID and password of the copy job in the remote copy printers. Use the remote copy printer in which the Department ID and password of the copy job are registered. Try again with a different Department ID and password. If you do not know the password, contact your system manager.

---

**#827**

---

**Cause** : You have received data that cannot be processed. (Contains MIME information that is not supported.)

**Remedy** : Check the settings and ask the sender to resend.

---

**#828**

---

**Cause** : You have received HTML data.

**Remedy** : Ask the sender to use a file format other than HTML and resend.

---

**#829**

---

**Cause** : Data that contains more than 1,000 pages is received.

**Remedy** : This machine can print or store up to 999 pages of data in memory, but will delete any data over that amount. Ask the sender to resend the remainder.

---

**#830**

---

**Cause** : DSN error notification is received because of incorrect I-Fax address and destination condition settings, or the data size of the sent documents exceed the mail server capacity.

**Remedy** : Check the I-Fax address and destination condition settings.  
Set the maximum data size for sending so that it is less than the mail server capacity.  
Check the status of the mail server, DNS server, and network.

---

---

**#831**

---

**Cause** : I-Fax document is not received using SMTP because of the RX/Print Range setting in the IP Address Range Settings in Additional Functions.

**Remedy** : Reset the RX/Print Range setting in the IP Address Range Settings in Additional Functions.

---

**#832**

---

**Cause** : The DSN mail was not sent because the e-mail settings and network settings in Additional Functions have not been set or trouble has occurred at the mail server end.

**Remedy** : Check the DNS Server Settings in the Network Settings, and the E-mail/I-Fax, and IP address settings in Additional Functions.  
Check the status of the mail server and DNS server.

---

**#833**

---

**Cause** : The MDN mail has not been sent because the Network Settings in Additional Functions have not been set or trouble has occurred at the mail server end.

**Remedy** : Check the DNS Server Settings in the Network Settings, and the E-mail/I-Fax, and IP address settings in Additional Functions.  
Check the status of the mail server and DNS server.

---

**#834**

---

**Cause** : An MDN error notification is received because I-Fax address or destination condition settings are incorrect, trouble has occurred in the network or mail server, or the memory of the machine at the recipient's end is full.

**Remedy** : Check the I-Fax address and destination condition settings.

---

**#835**

---

**Cause** : The maximum number of text lines for receiving an I-Fax have been exceeded.

**Remedy** : Ask the sender to reduce the amount of text data in the body of the document and resend.

---

**#838**

---

**Cause** : The MEAP application license has expired.

**Remedy** : Purchase a MEAP application license.

---

**#851**

---

**Cause** : Not enough memory in the main unit, or the scanned document cannot be stored because there are more than 100 documents in the specified inbox.

**Remedy** : Check the available memory of the main unit, and delete unwanted documents in the inboxes. If there are a large number of documents, delete them from the specified inbox.

---

**#852**

---

**Cause** : An error occurred because the main power switch was turned OFF while a job was being processed.

**Remedy** : Check to see if the main power switch is ON. Try processing the job again if necessary.

---

**#853**

---

**Cause** : 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 other jobs are not reserved.

---

**#899**

---

**Cause** : The e-mail or I-Fax has been successfully sent, but reception may be incomplete because transmission was relayed via multiple servers.

**Remedy** : Confirm whether reception was complete.  
Check if you receive an error mail.

---

**#995**

---

**Cause** : Reserved jobs were cleared.

**Remedy** : Repeat the procedure as necessary.



# If Memory Becomes Full during Scanning

If memory becomes full during the scanning of originals, the following messages could appear on the touch panel display.

## NOTE

The machine's memory can store about 4,000 pages of images (LTR-size Canon Standard Chart, standard setting). Within the memory, a 3,600 page image region is shared by all functions, including the Copy, Printer, and Mail Box functions. In addition to this, each function is guaranteed to hold the following number of pages:

Copy: 100 pages

Printer: 100 pages

Mail Box: 100 pages

Others: 100 pages

For example, the Copy function can hold up to 3,700 pages of images.

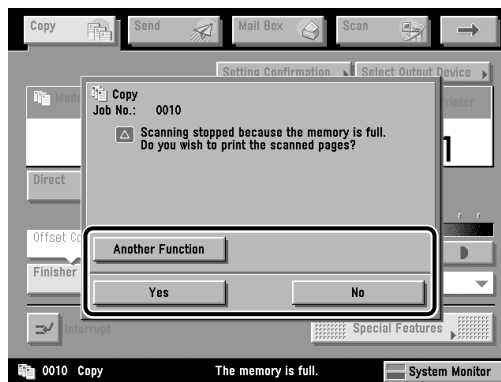
$100 + 3,600 = 3,700$  pages

However, the number of pages that the machine's memory can hold may differ depending on the amount of memory required for documents stored in inboxes and jobs on standby.

## **1** Operate the machine according to the message, and follow the appropriate procedure.

- If the message asking whether to print the original pages scanned into memory appears:

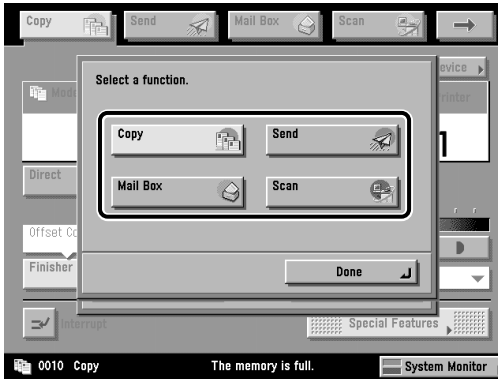
Select [Yes], [No], or [Another Function].



If you press [Yes]: Pages scanned into memory are printed. When printing is complete, scan the remaining originals.

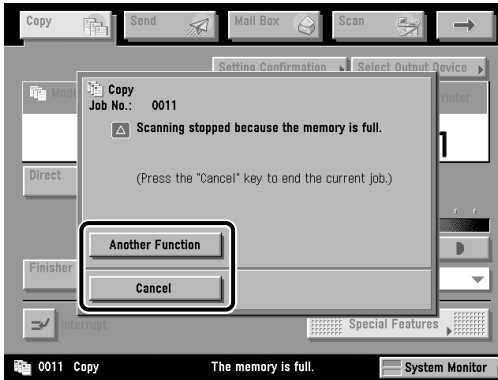
If you press [No]: Pages scanned into memory are not printed.

If you press [Another Function]: Select and use the other functions that are not being used.



● If the screen below appears:

- Select [Cancel] or [Another Function].



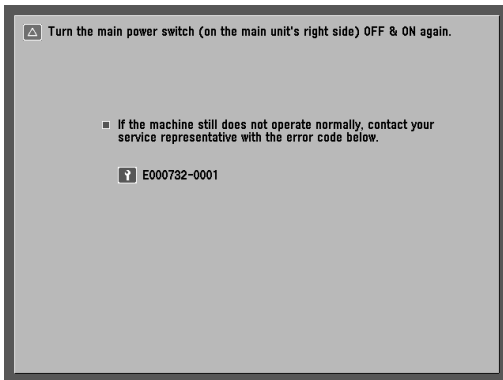
[Cancel]: Returns to the Basic Features screen. Try printing when the current job is complete.

If you press [Another Function]: Select and use the other functions that are not being used.



# Service Call Messages

If a malfunction occurs and the machine does not operate normally, a screen similar to the one shown below (the service call message) appears on the touch panel display. If this message 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**

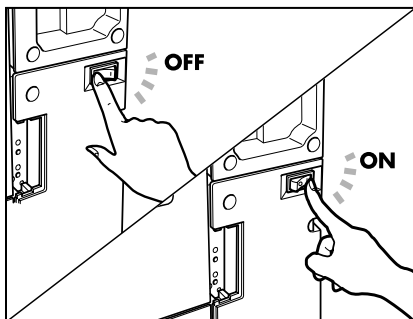
**Always grasp the plug portion when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.**

## **IMPORTANT**

**If you turn the main power switch OFF when there is a reserved print job, that job is erased.**

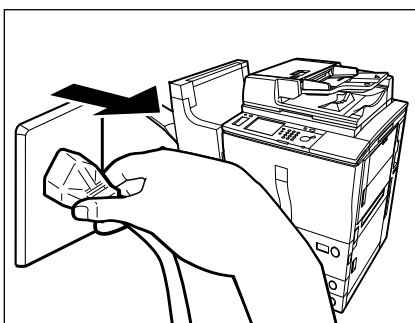
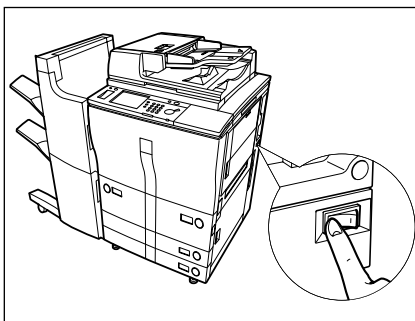
## When Calling Your Local Authorized Canon Dealer

- 1** Turn the main power switch OFF. Allow at least 10 seconds before turning the main power switch back ON.



- 2** If the machine still does not operate normally, carry out the following procedure, and contact your local authorized Canon dealer.

Turn OFF the main power, and disconnect the power plug.



### **3** Contact your service representative.

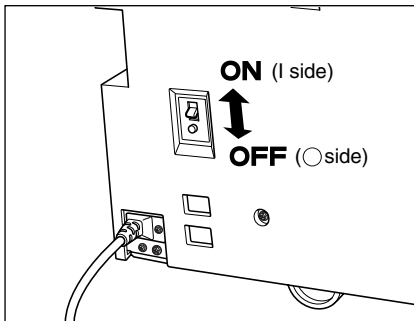
Confirm the following information when contacting your local authorized Canon dealer:

- Product name
- Type of problem and the status of the machine
- The error code appearing on the touch panel display

# When the Power Does Not Turn ON

If the machine does not operate, even though the main power switch and the control panel switch are both ON, check that the breaker is not OFF.

If the breaker is OFF, contact your local authorized Canon dealer. Do not switch 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.

# Optional Equipment

# 7

## CHAPTER

This chapter describes the use of optional equipment and what to do if there is a paper jam in one of these optional unit.

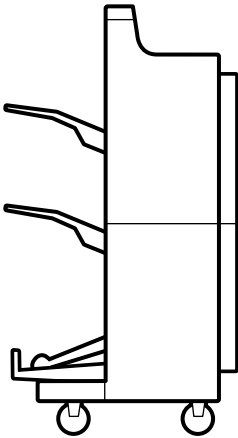
---

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# System Configuration

The following optional equipment can be attached to the machine.

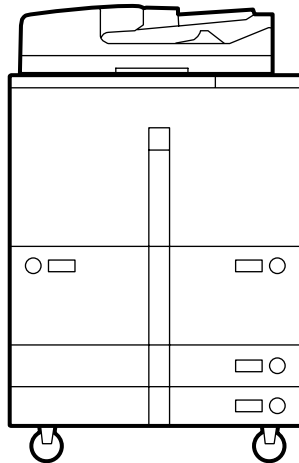
**Saddle Finisher-F2**



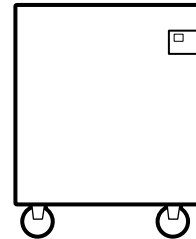
**Card Reader-C1**



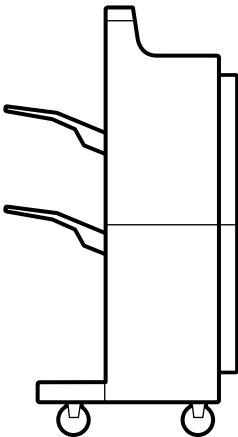
**Main Unit**



**Paper Deck-G1**



**Finisher-F1**



**Copy Tray-C3**



**Puncher Unit-B1**



**NOTE**

Peel the film off the touch panel display before using it.



# Paper Deck-G1

If you attach the Paper Deck-G1 to the machine, you have one additional source of paper which can be used for printing jobs. Up to 3,500 sheets (20 lb bond (80 g/m<sup>2</sup>)) of paper can be loaded in the paper deck.



## IMPORTANT

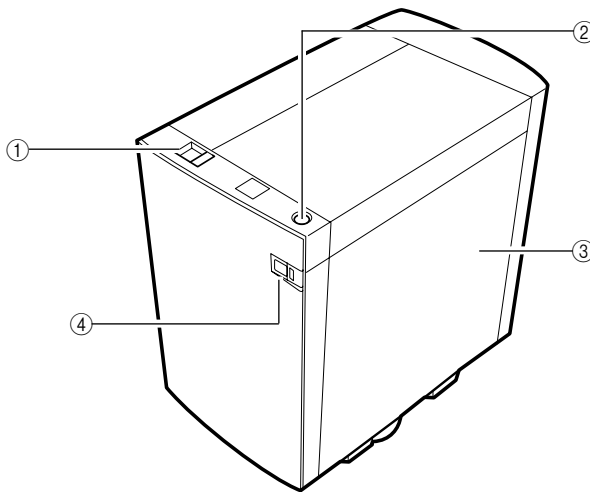
When the machine is in the Low-Power Mode (the touch panel is not displayed, and only Ⓜ (Energy Saver) and the Main Power indicators are lit), you may not be able to open the paper deck. In this case, press Ⓜ (Energy Saver) beforehand to reactivate the machine, and press the open button on the paper deck.



## NOTE

The paper size of the paper deck is fixed to LTR.

## Parts and Their Functions



### ① Release Lever

Press to remove the paper deck from the Main Unit.

### ② Open Button

Press to load paper or to check for a paper jam.

### ③ Paper Deck

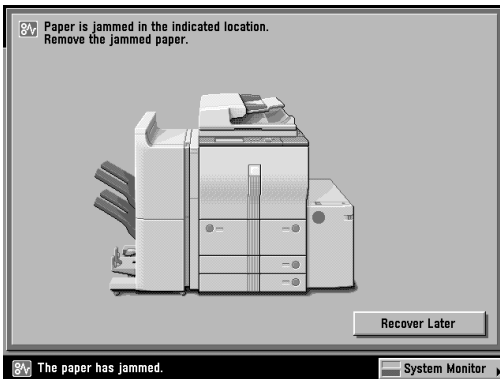
Max. 3,500 sheets (20 lb bond (80 g/m<sup>2</sup>)) can be stacked.

### ④ Paper Supply Indicator

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

## Clearing Paper Jams in the Paper Deck

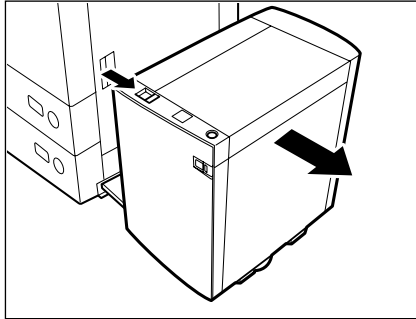
If a paper jam occurs inside the Paper Deck-G1, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



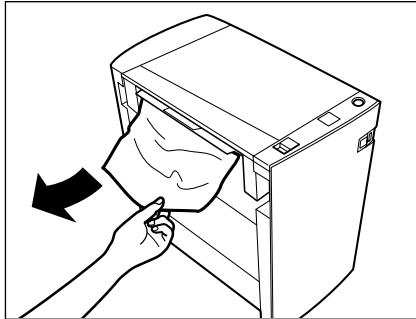
### **⚠ CAUTION**

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing jammed 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.
- When removing jammed paper, take care not to allow the toner 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 your eyes or mouth. If toner gets your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

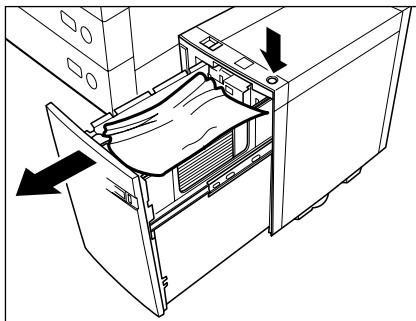
- 1** Press the release lever to remove the paper deck from the main unit.



- 2** Remove any jammed paper.



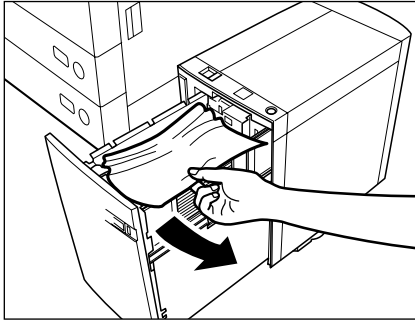
- 3** Press the open button to open the paper deck.



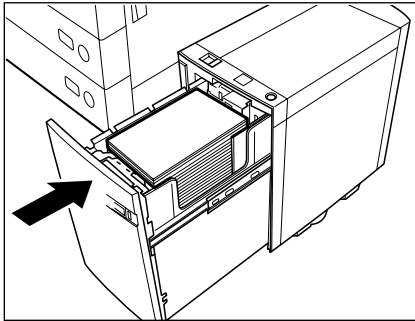
 **IMPORTANT**

When the machine is in the Low-Power Mode (the touch panel is not displayed, and only Ⓜ (Energy Saver) and the Main Power indicators are lit), you may not be able to open the paper deck. In this case, press Ⓜ (Energy Saver) beforehand to reactivate the machine, and press the open button on the paper deck.

## 4 Remove any jammed paper.



## 5 Close 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.

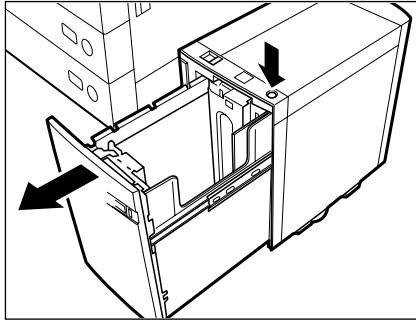
## 6 Continue to follow the instructions on the touch panel display.

### **📝 NOTE**



The screen indicating how to remove the paper jam will remain displayed, until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

# Loading Paper in the Paper Deck

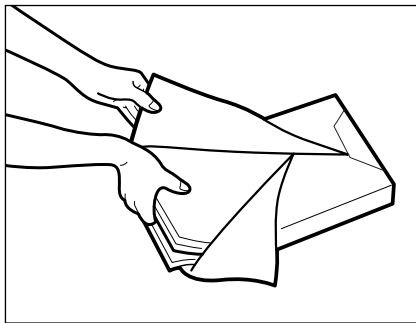
- 1** Press the open button to open the paper deck.



 **IMPORTANT**

When the machine is in the Low-Power Mode (the touch panel is not displayed, and only  (Energy Saver) and the Main Power indicators are lit), you may not be able to open the paper deck. In this case, press  (Energy Saver) beforehand to reactivate the machine, and press the open button on the paper deck.

- 2** Open a package of paper, and remove the paper stack. Make sure that the seam on the center of the package is face up.



 **CAUTION**

When loading paper, take care not to cut your hands on the edges of the paper.



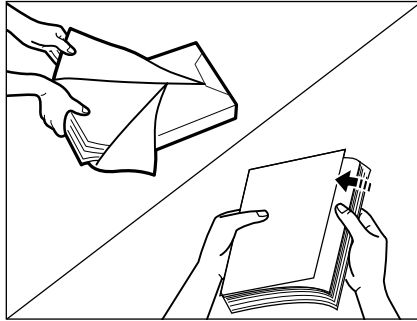
### IMPORTANT

- Rewrap any remaining paper in its original package, and store it in a dry place away from direct sunlight.
- Do not load the following types of paper stock into the paper deck. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Transparencies
  - Paper on which color images have been copied.
  - Paper which has been copied on using a digital, full-color copier (do not copy on the reverse side of the printed paper).
  - Paper which has been printed on using a thermal transfer printer (do not copy on the reverse side of this paper).

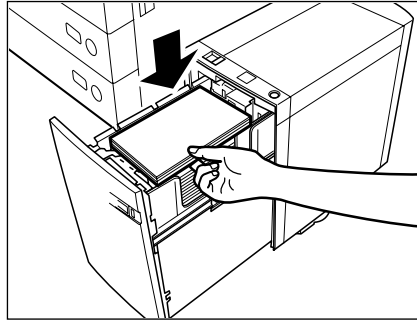


### NOTE

- For high-quality prints, we recommend using Canon paper.
- Immediately before loading paper, fan the pages several times, and align the edges to facilitate feeding. Also, fan the paper when you remove it from a newly opened package.



### 3 Load the paper.



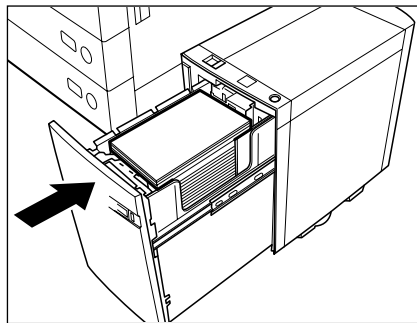
#### IMPORTANT

- If the paper is curled, curl it down before placing it in the paper deck.
- Make sure that the height of the paper stack does not exceed the limit mark at the back of the paper deck.

#### NOTE

The paper deck holds up to 3,500 sheets of paper (20 lb bond (80 g/m<sup>2</sup>)).

### 4 Close the paper deck.



#### CAUTION

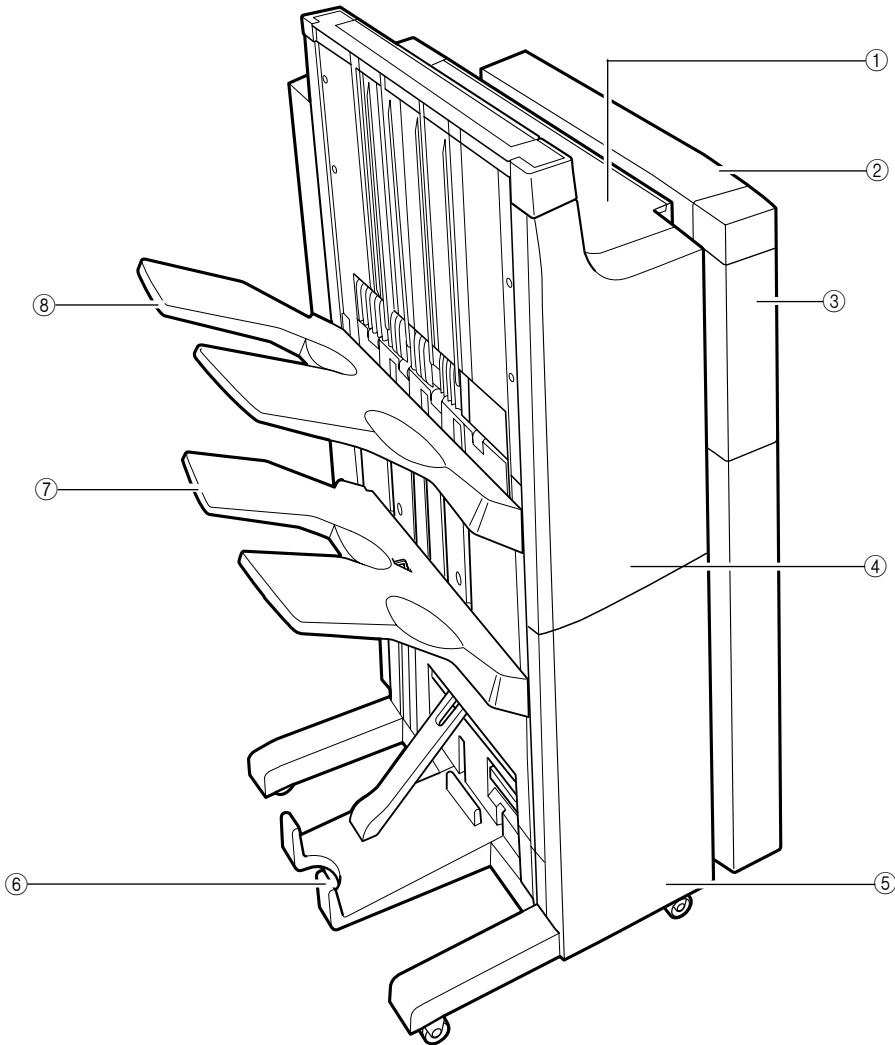
**When returning the paper deck to its original position, be careful not to get your fingers caught, as this may result in personal injury.**

#### NOTE

For details on print direction of paper already printed with logos or patterns, see "Relationship between Original Orientation and Preprinted Paper Output Chart," on p. 8-19.

# Finisher-F1/Saddle Finisher-F2/Puncher Unit-B1

## Parts and Their Functions



7  
Optional Equipment

\* This illustration shows the Saddle Finisher-F2 with the Puncher Unit-B1 attached to it.  
\* In the description on the following pages, Finisher-F1 and Saddle Finisher-F2 are referred to collectively as "Finisher" unless otherwise stated.



### ① Upper Cover

Open to remove jammed paper.

### ② Top Cover of the Puncher Unit

Open this cover when a paper jam occurs in the puncher unit.

### ③ Front Cover of the Puncher Unit

Open this cover when a paper jam occurs in the puncher unit, or when removing punch waste.

### ④ Upper Front Cover

Open this cover to replace the staple case in the staple unit, or when a staple jam occurs.

### ⑤ Lower Front Cover

Open this cover when a paper jam or staple jam occurs in the saddle stitcher unit, or when replacing the saddle stitcher unit's staple cartridge.

\* Only available with the Saddle Finisher-F2.

### ⑥ Booklet Tray

The paper that is folded and stapled at the center to form a booklet is delivered to this tray.

\* Only available with the Saddle Finisher-F2.

### ⑦ Output Tray B

Papers are output to these trays. Assign specified functions to output to a designated tray.

### ⑧ Output Tray A

## Finishing Functions

The Finisher is equipped with the following functions.

### NOTE

The tray moves down when each set of paper is delivered. When the delivered paper reaches the stacking limit of the tray, the paper is automatically delivered to another suitable tray. When the paper reaches the stacking limit of all of the suitable trays, printing stops temporarily. After you remove the delivered paper from the tray, the tray moves up the corresponding distance and printing of the remaining sets resumes.

### ■ Collate Mode

This function automatically collates print sets into page order before they are delivered.

### ■ Group Mode

This function outputs all prints of the same page in one set and slightly shifts the output position of the other print sets to make them easier to handle.

### ■ Offset Mode

This function outputs papers by shifting them to the front.

### IMPORTANT

You cannot set the Offset mode when printing on STMTR-size paper.

### NOTE

When the Collate or Group functions are set or prints are output from a computer, the output papers are shifted about 1 1/4" (30 mm) before delivery.

## ■ Staple Mode

This function automatically collates print sets into page order, staples the sets, and outputs them.

## ⚠ CAUTION

**Do not put your hand in the tray's stapling area when the machine is equipped with the Finisher. This may result in injury.**

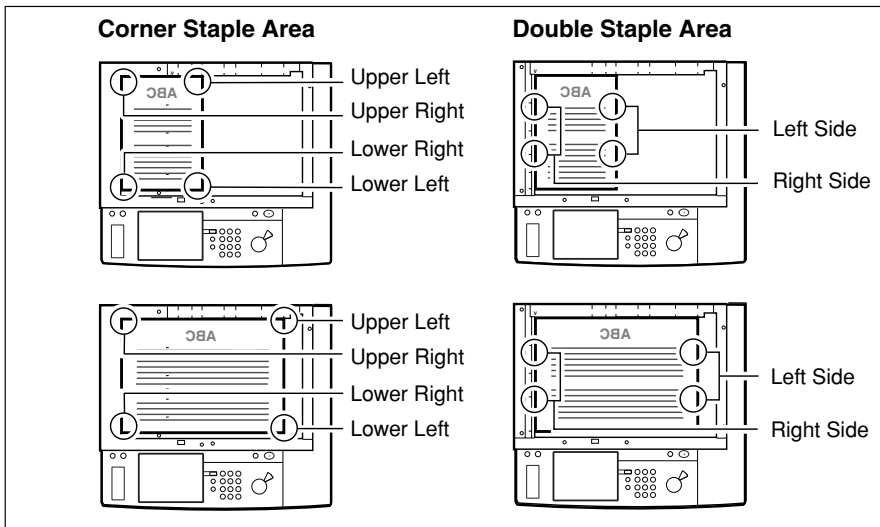
## 👤 IMPORTANT

- You cannot set the Staple mode when printing on transparencies, tracing paper, and labels.
- You cannot corner staple STMTR-size paper.
- You cannot double staple LGL, LTRR, or STMTR-size paper.

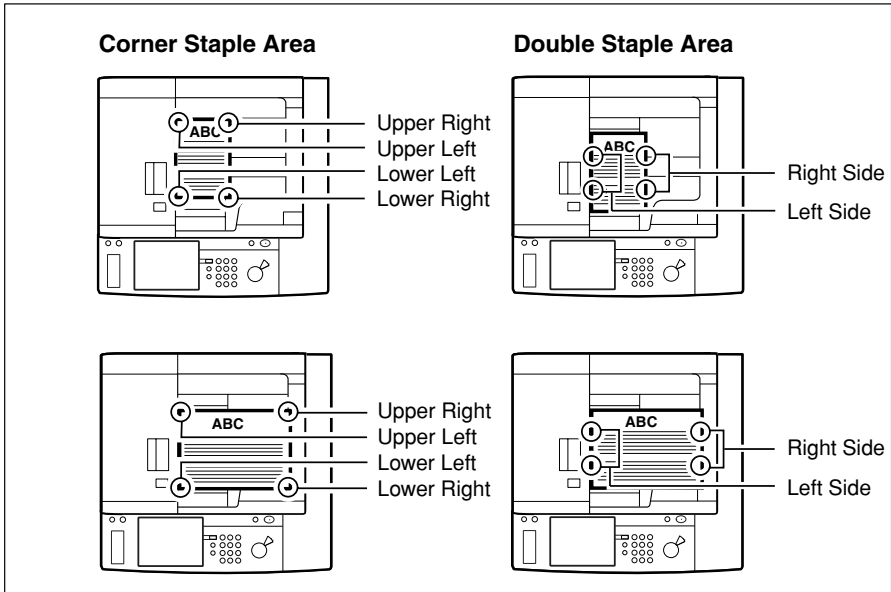
## ✍ NOTE

- If the number of sheets to staple in one set exceeds 30 (for 11" x 17", LGL, and LTRR size) or 50 (for LTR size), stapling can not be performed. Only Collating is performed.
  - If the machine stops while stapling, and a message <Load staples> appears, this means that almost all of the staples have been used, and the staple case must be replaced. In this case, replace the staple case. (See "Replacing the Staple Cartridge in the Stapler Unit," on p. 7-18.)
- Copies are stapled in the following places.

**When an original is placed on the platen glass:**

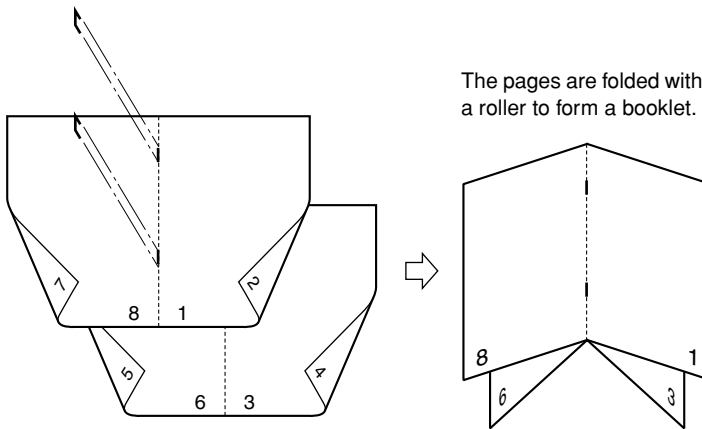


When originals are placed in the feeder:



### ■ Saddle Stitching Mode

This function enables you to make booklets consisting of pages that are folded and stapled in the center.



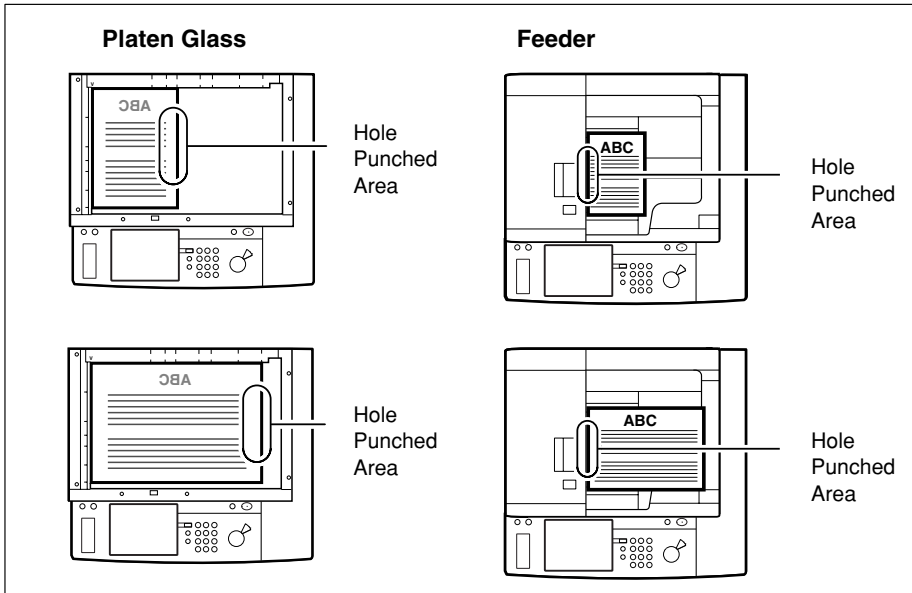
### IMPORTANT

- The maximum number of sheets that can be bound is 15.
- The paper sizes that can be saddle stitched are 11" x 17" and LTRR.
- This function is only available when the Saddle Finisher-F2 is attached.

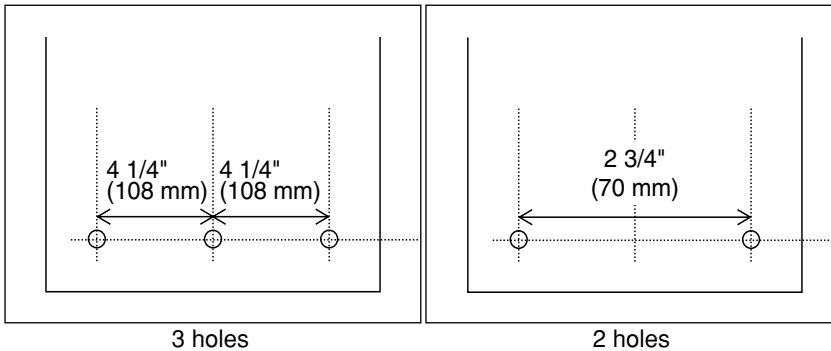
## ■ Hole Punch Mode

This function punches holes (2 or 3 holes) in the printed sheets.

- The hole punched area is as shown in the illustration.



- The distance between the punched holes is as shown in the illustration.

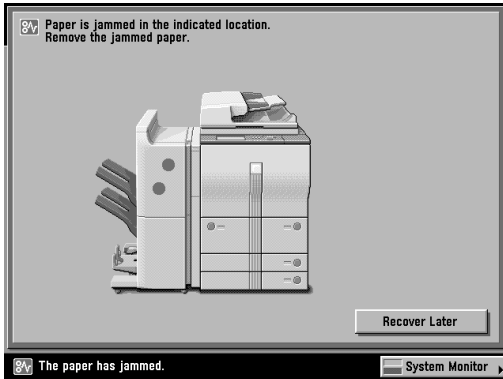


### 🚫 IMPORTANT

- The machine automatically selects the type of hole punch (2 or 3 holes) depending on the selected paper size.
  - 2 holes: LGL, LTRR
  - 3 holes: 11" x 17", LTR
- You cannot punch holes in STMTR-size paper.
- Holes cannot be punched in transparencies, tracing paper, labels, and 3-hole punch paper.
- This function is only available when the Finisher is equipped with the Puncher Unit-B1.

## Clearing Paper Jams in the Finisher

If a paper jam occurs when using the Finisher, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.

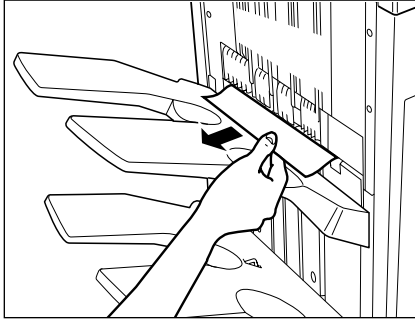


### **⚠ CAUTION**

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing jammed 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.
- When removing jammed paper, take care not to allow the toner 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 your eyes or mouth. If toner gets your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

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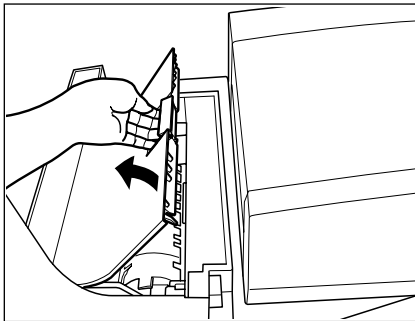
**1** Carefully remove any paper protruding from the output tray.



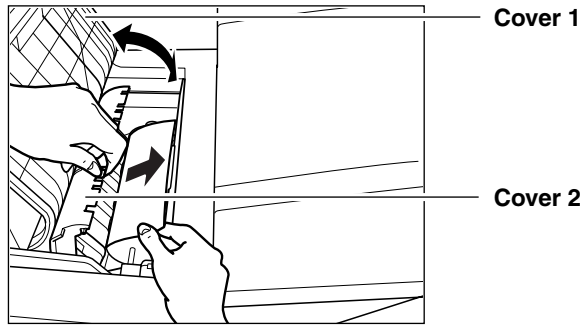
**IMPORTANT**

If you use the staple mode while making prints, do not remove the output sheets that are not yet stapled. (Stapling will continue after you remove the jammed paper.)

**2** Open the top cover, and check the inside of the finisher.



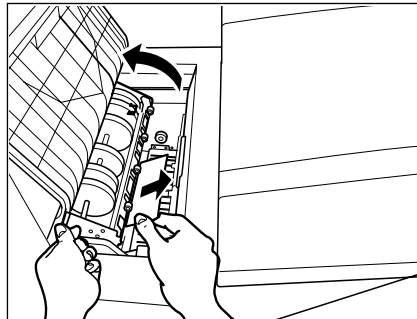
- 3** Lift up Cover 1, and remove any jammed paper. Then, return Cover 1 to its original position.



**⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

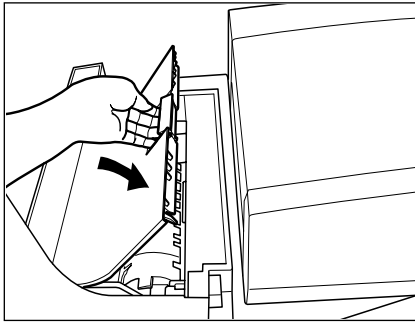
- 4** Lift up Cover 2, and remove any jammed paper.



**📎 NOTE**

When you lift up Cover 2, Cover 1 is also lifted.

- 5** Return Cover 2 to its original position, and close the top cover.



**⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

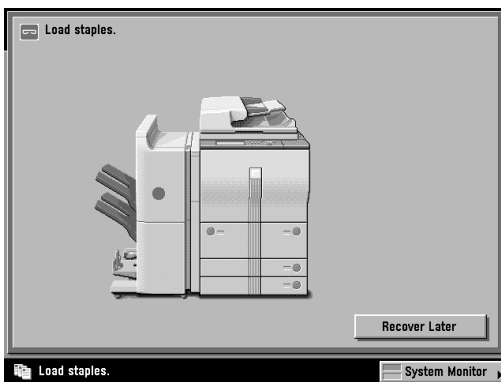
- 6** Continue to follow the instructions on the touch panel display.

**✎ NOTE**

The screen indicating how to remove the paper jam will remain displayed until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

## Replacing the Staple Cartridge in the Stapler Unit

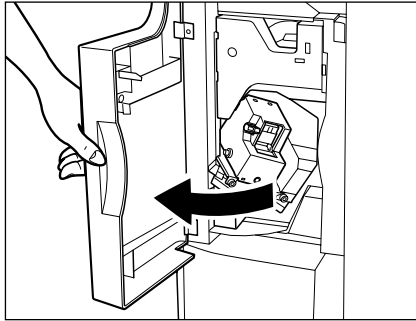
When the Finisher runs out of staples, the staple cartridge must be replaced. A display similar to the one shown below appears on the touch panel display. Follow the procedure described below to replace the staple cartridge.



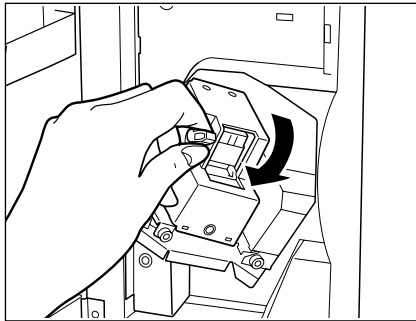


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**1** Open the upper front cover of the Finisher.

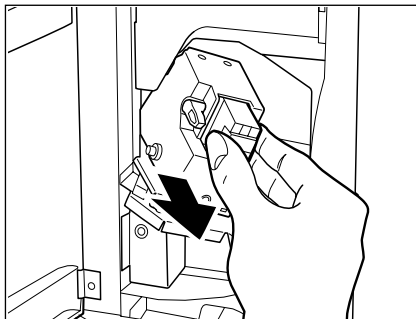


**2** Push down the green lever.



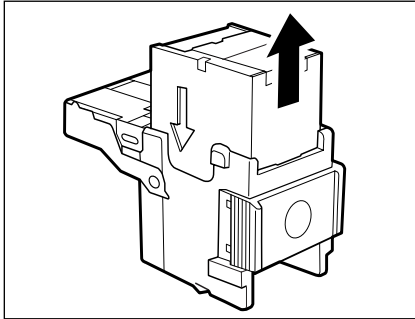
The staple case will slightly slide out.

**3** Pull out the protruding staple case by holding its left and right sides.

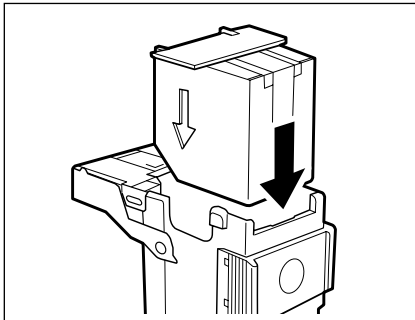


## 4 Pull out the empty staple cartridge.

Place the staple case as shown in the illustration, and pull out the staple cartridge.



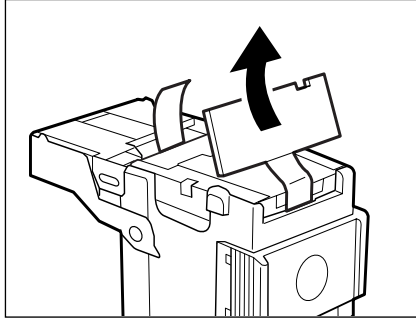
## 5 Insert the new staple cartridge.



### NOTE

- Only one staple cartridge can be inserted at a time.
- Use only the specifically recommended staple cartridge for use on this machine.

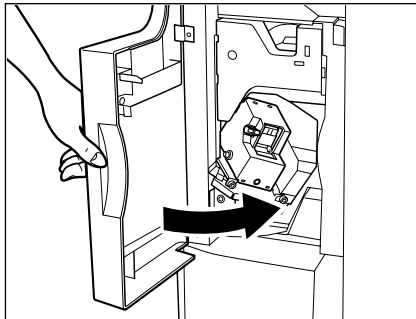
- 6** Remove the seal, fixing the staples, by pulling it straight out.



- 7** Gently push the staple case back into the Finisher until the green lever returns to its original position.




- 8** Make sure that the staple case is firmly secured, and close the upper front cover of the Finisher.



**CAUTION**

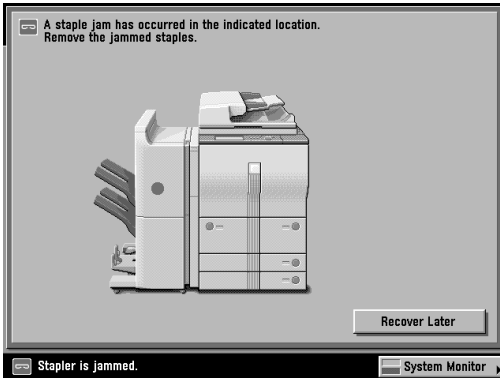
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

 NOTE

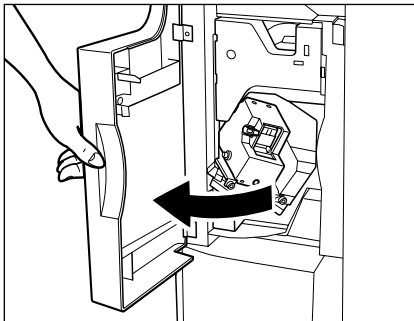
When you close the cover, the staple unit automatically performs a <dry> stapling operation several times to reposition the staples.

## Removing Jammed Staples from the Stapler Unit

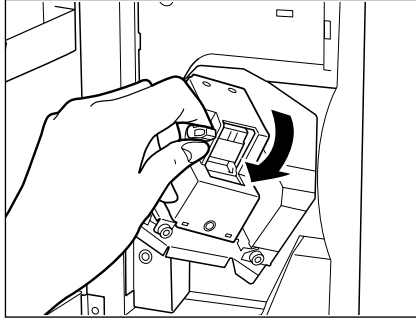
If a staple jam occurs, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove any jammed staples.



### **1** Open the upper front cover of the Finisher.

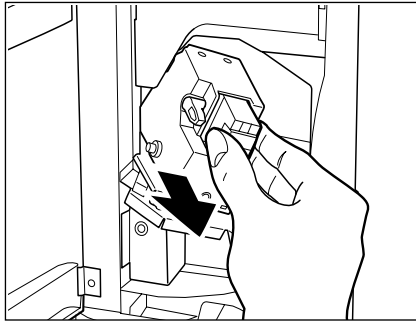


**2** Push down the green lever.

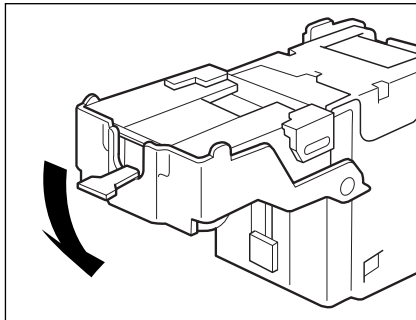


The staple case will slightly slide out.

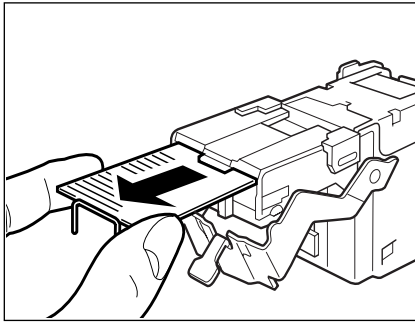
**3** Pull out the protruding staple case by holding its left and right sides.



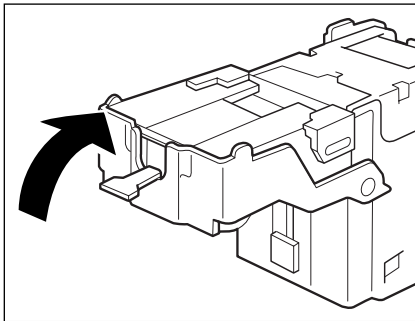
**4** Lower the bracket on the staple case.



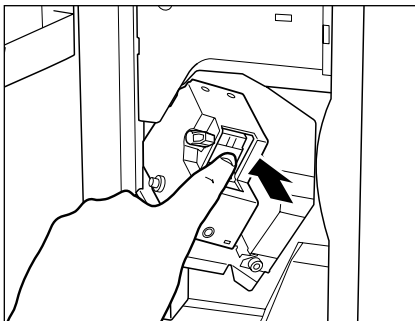
- 5** Remove all of the jammed staples that slide from the staple cartridge.



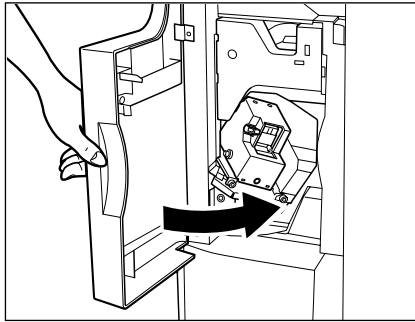
- 6** Return the bracket on the staple case to its original position.



- 7** Gently push the staple case back into the finisher until the green lever returns to its original position.



- 8** Make sure that the staple case is firmly secured, and close the upper front cover of the finisher.



**! CAUTION**

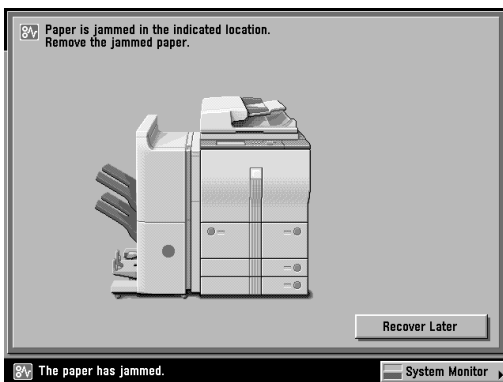
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

**✎ NOTE**

When you close the cover, the staple unit automatically performs a <dry> stapling operation several times to reposition the staples.

## Clearing Paper Jams in the Saddle Stitcher Unit

If a paper jam occurs in the Saddle Finisher-F2 while using the Booklet Mode, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



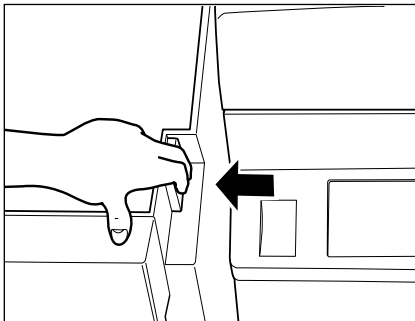
**⚠ CAUTION**

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing jammed 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.
- When removing jammed paper, take care not to allow the toner 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 your eyes or mouth. If toner gets your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

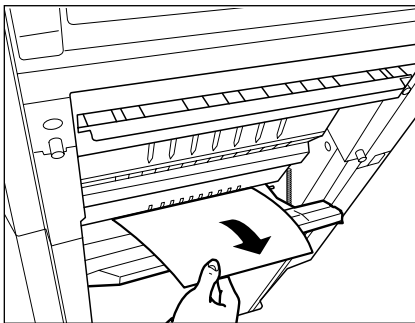
**NOTE**

This procedure is only required when the Saddle Finisher-F2 is attached to the machine.

- 1** Move the Saddle Finisher-F2 away from the main unit. Hold the section indicated in the figure.

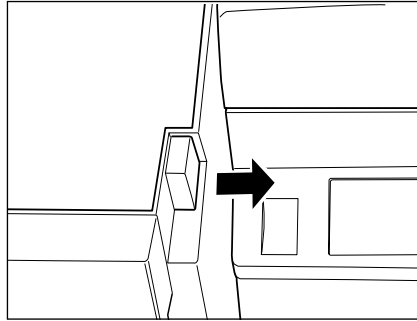


- 2** Remove the jammed paper.





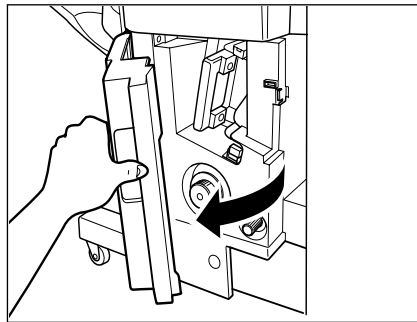
**3** Connect the Saddle Finisher-F2 to the main unit.



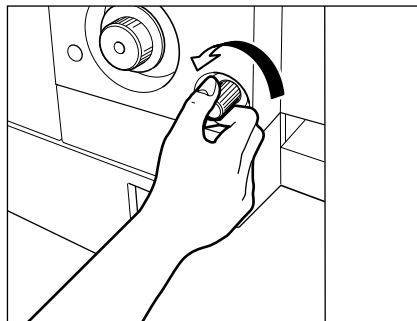
**⚠ CAUTION**

When returning the Finisher to its original position, be careful not to catch your fingers between the edge of the Finisher and the main unit.

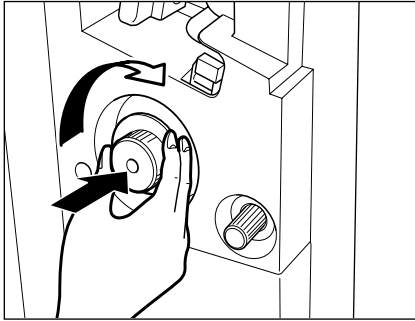
**4** Open the lower front cover of the finisher.



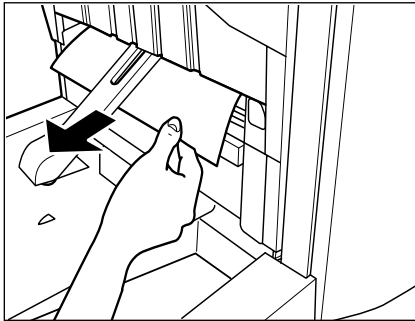
**5** Turn the knob on the right counterclockwise.



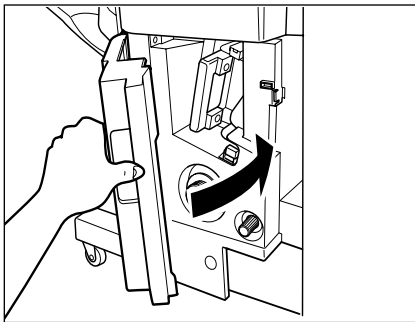
**6** Press in the knob on the left, and turn it clockwise.



**7** Remove any jammed paper.



**8** Close the lower front cover of the finisher.



**CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

## 9 Continue to follow the instructions on the touch panel display.

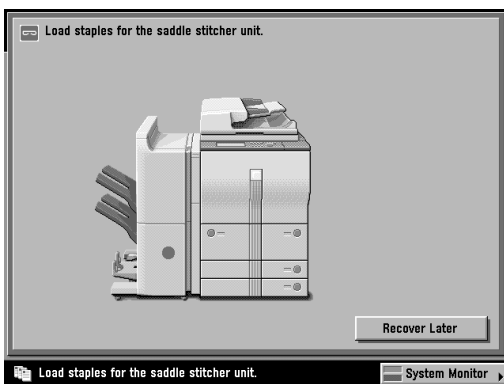


### NOTE

The screen indicating how to remove the paper jam will remain displayed until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

## Replacing the Saddle Stitcher Unit’s Staple Cartridge

When the finisher runs out of staples, the staple cartridge 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.



### IMPORTANT

Before replacing the staple cartridge, remove all output sheets from the booklet tray.

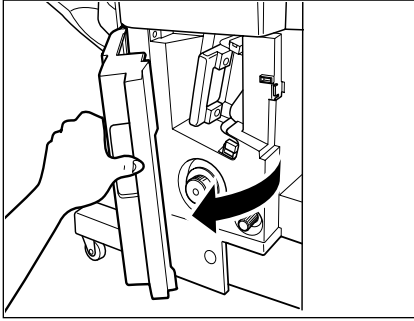


### NOTE

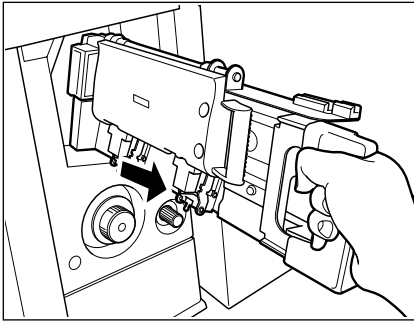
This procedure is only required when the Saddle Finisher-F2 is attached to the machine.

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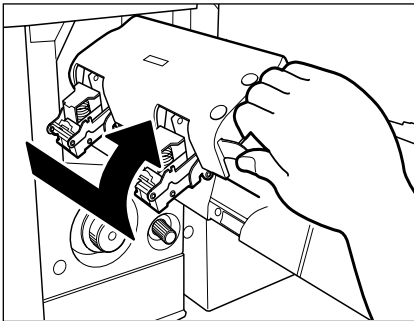
**1** Open the lower front cover of the finisher.



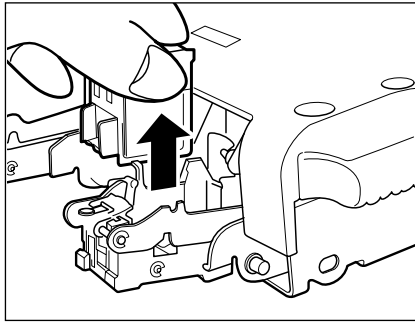
**2** Pull out the saddle sticher unit.



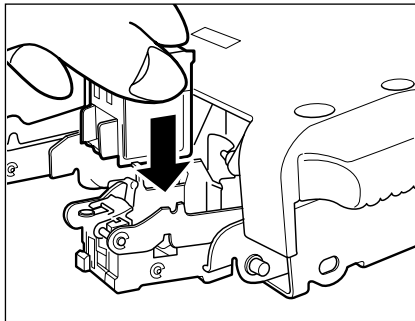
**3** Pull out the stapler unit on the saddle sticher unit, and push it up.



- 4** Pull out the empty staple cartridge by holding its left and right sides.



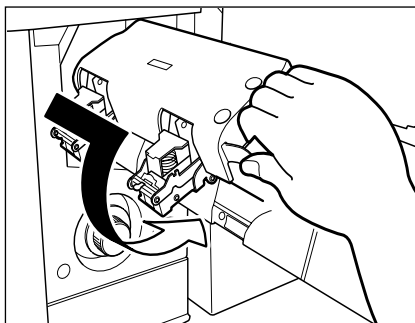
- 5** Insert the new staple cartridge.



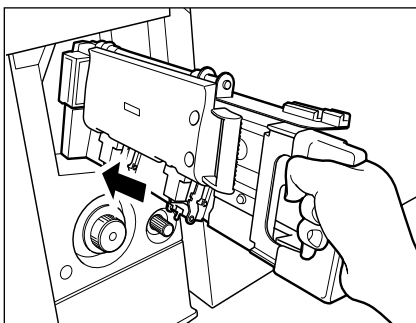
**IMPORTANT**

Replace both the inner and outer staple cartridges at the same time.

- 6** Push the stapler unit of the saddle stitcher unit back in and down. Then, return it to its original position.



- 7** Push the entire saddle stitcher unit back into the finisher, and close the lower front cover.



**⚠ CAUTION**  
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

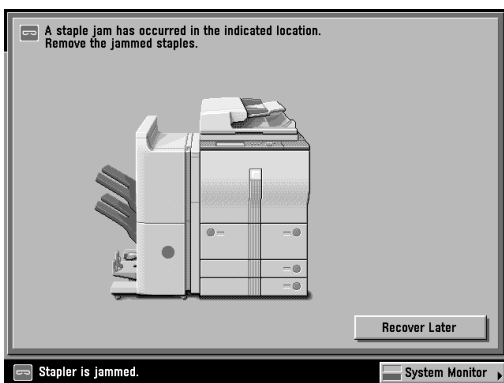
**👉 IMPORTANT**  
Once you have replaced the staple cartridge, be sure to reposition the staples in the saddle stitcher unit. (See “Staple Repositioning for the Saddle Stitcher Unit,” on p. 3-61.)

7

Optional Equipment

## Removing Jammed Staples from the Saddle Stitcher Unit

If a staple jam occurs, a screen similar to the one shown below appears on the touch panel display. Follow the procedure described below to remove any jammed staples.



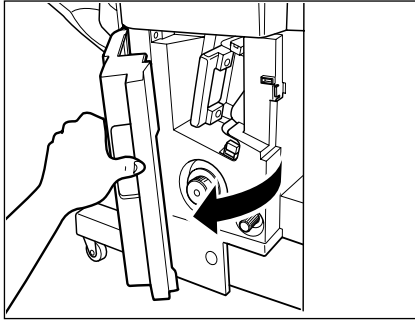
**👉 IMPORTANT**  
Before removing any jammed staples, remove all output sheets from the booklet tray.

 NOTE

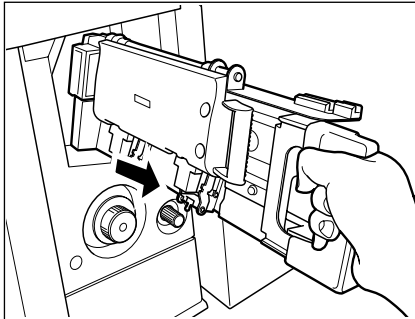
- If a paper jam occurs at the same time as a staple jam, remove the jammed paper before removing the jammed staples.
- This procedure is only required when the Saddle Finisher-F2 is attached to the machine.

---

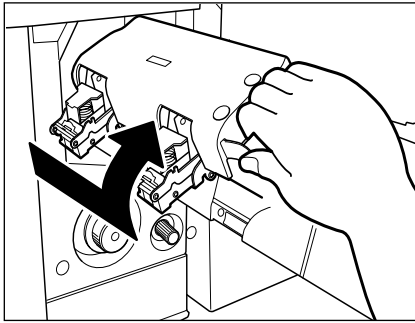
**1** Open the lower front cover of the finisher.



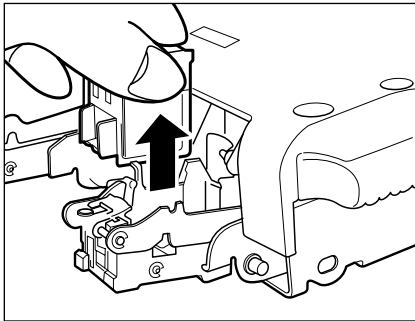
**2** Pull out the saddle stitcher unit.



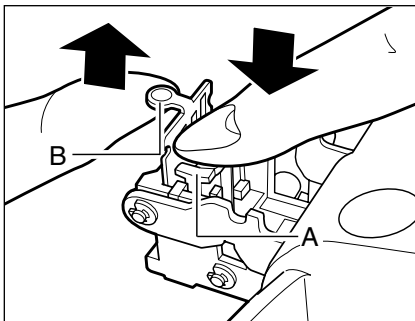
- 3** Pull out the stapler unit on the saddle stitcher unit, and push it up.



- 4** Grasp the left and right sides of the staple cartridge, and remove it.

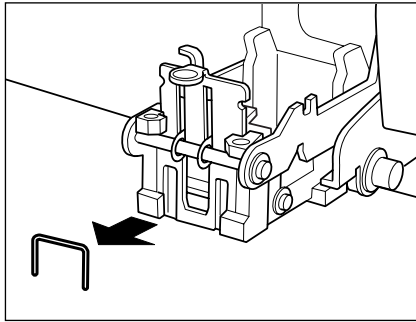


- 5** On the stapler unit, push down Part A, and pull up Knob B.

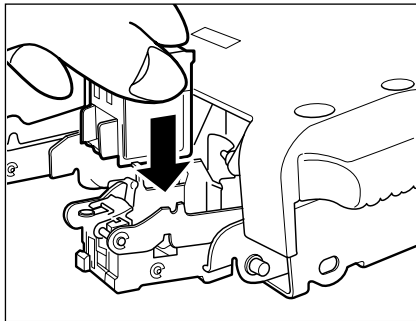




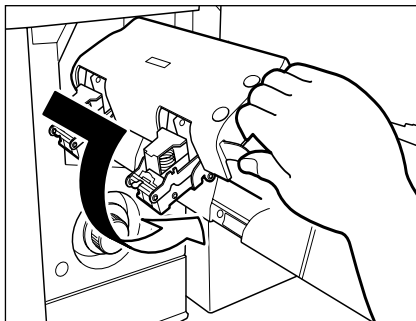
- 6** Remove the jammed staples, and return Knob B to its original position.



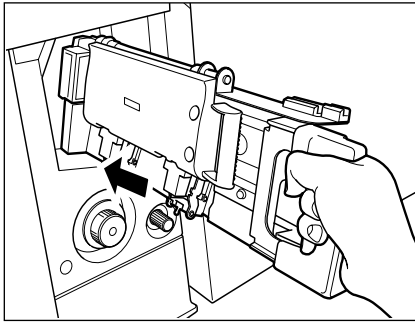
- 7** Return the staple cartridge to its original position.



- 8** Push the stapler unit on the saddle stitcher unit in and down as shown, and return it to its original position.



- 9** Push the entire saddle stitcher unit back into the machine, and close the lower front cover.

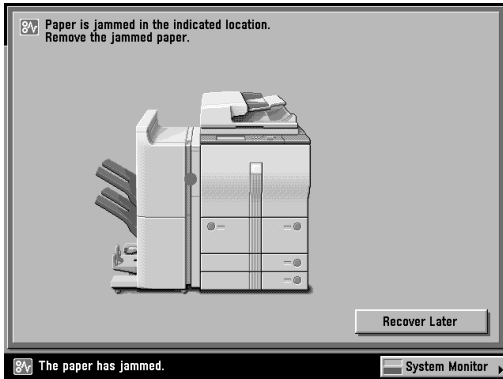


**⚠ CAUTION**  
When closing the cover, be careful not to get your fingers caught, as this may result in a personal injury.

**👉 IMPORTANT**  
Once you have removed the jammed staples, be sure to reposition the staples inside the saddle stitcher unit. (See “Staple Repositioning for the Saddle Stitcher Unit,” on p. 3-61.)

## Clearing Paper Jams in the Puncher Unit

If a paper jam occurs in the puncher unit, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.



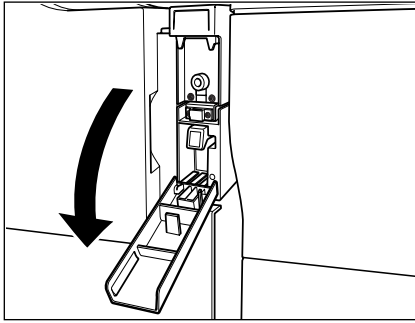
### CAUTION

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing jammed 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.
- When removing jammed paper, take care not to allow the toner 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 your eyes or mouth. If toner gets your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

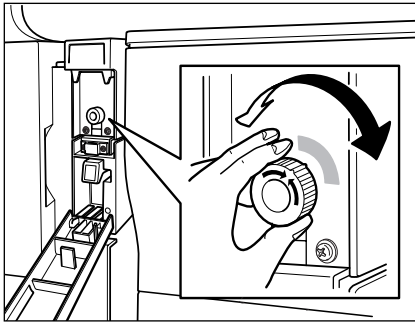
### NOTE

This procedure is only required when the Puncher Unit-B1 is attached to the machine.

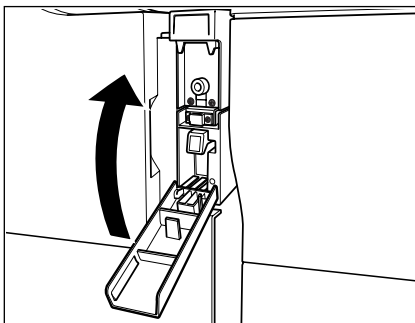
**1** Open the front cover of the puncher unit.



**2** Align the ▲ of the knob within the range of ◡ .



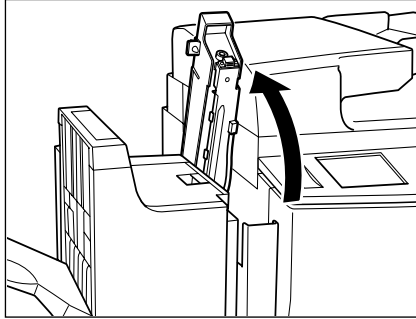
**3** Close the front cover of the puncher unit.



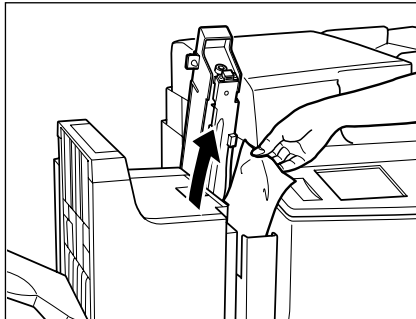
**⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

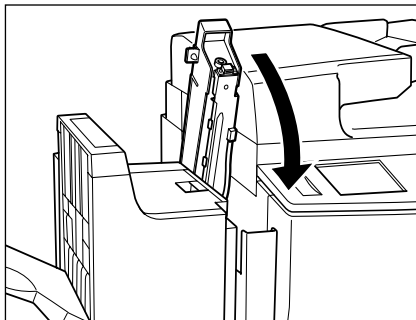
**4** Open the top cover of the puncher unit.



**5** Remove any jammed paper.



**6** Close the top cover of the puncher unit.



**⚠ CAUTION**  
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

## 7 Continue to follow the instructions on the touch panel display.

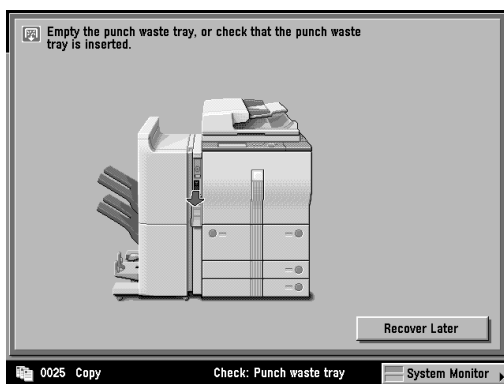


### NOTE

The screen indicating how to remove the paper jam will remain displayed until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

## Removing Punch Waste

When the punch waste tray 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

When the punch waste tray is full, you cannot make copies or prints using the Hole Punch mode.

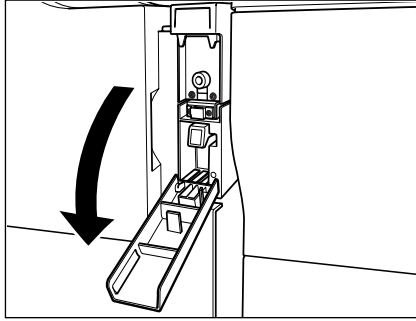


### NOTE

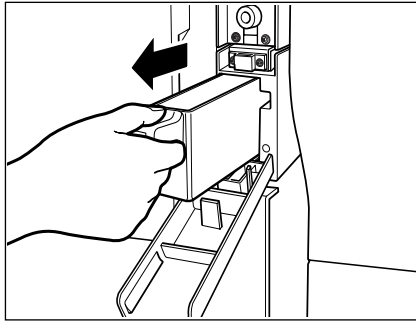
This procedure is only required when the Puncher Unit-B1 is attached to the machine.

---

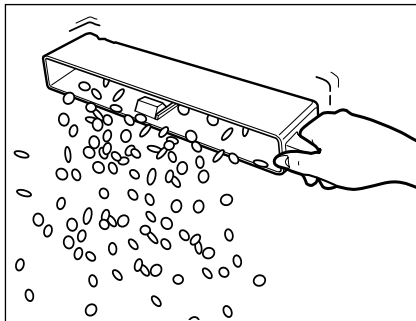
**1** Open the front cover of the puncher unit.



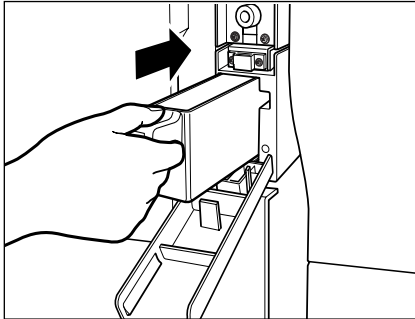
**2** Pull out the punch waste tray.



**3** Discard the punch waste into a receptacle.



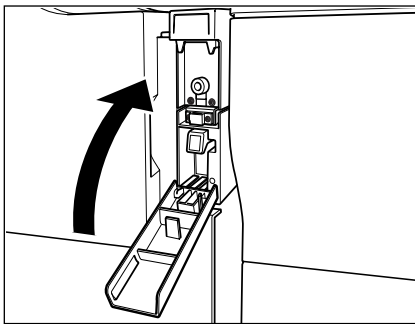
## 4 Return the punch waste tray to its original position.



### NOTE

If the tray is not returned securely in place, you will be unable to make copies or prints when the Punch Mode is selected.

## 5 Close the front cover of the puncher unit.



### CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

## Consumables

Use only the staple cartridges recommended for use on this machine. There is a space behind the upper front cover for storing staple cartridges (equivalent to the space occupied by three staple cartridges).



### NOTE

We recommend that you order staple cartridges from your local authorized Canon dealer before they run out.



# Copy Tray-C3

The Copy Tray-C3 is equipped with the following functions:

## ■ Collate Function

This function automatically collates papers into sets arranged in page order, and outputs them.

## ■ Group Function

This function outputs all prints of the same page in one group.

## ■ Rotate Function

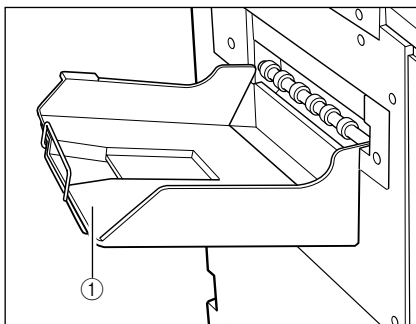
This function collates paper of the same size, and outputs the copy sets in alternating directions.



### IMPORTANT


The paper sizes that can be selected when you set the Rotate function are LTR and LTRR.

## Parts and Their Functions

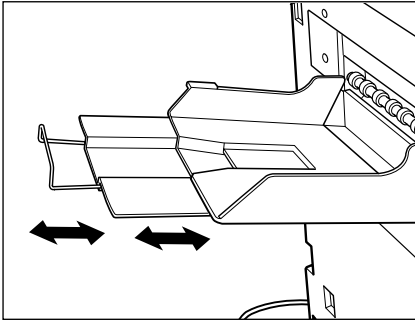


### ① Copy tray

Paper is output here.

 NOTE

Adjust the auxiliary tray according to the paper size.

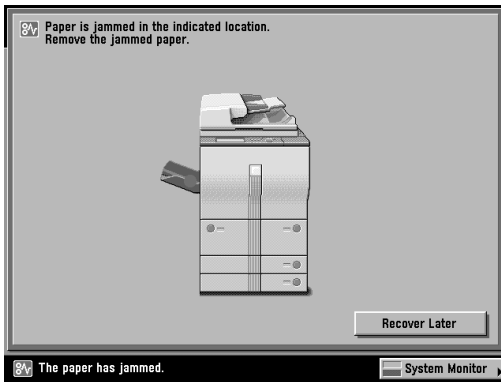


## Clearing Paper Jams in the Copy Tray

If a paper jam occurs in the Copy Tray-C3, a screen similar to the one shown below appears on the touch panel display. Check where the jam has occurred, and follow the procedure described below and the procedure that appears on the touch panel display to help you remove the jammed paper.

7

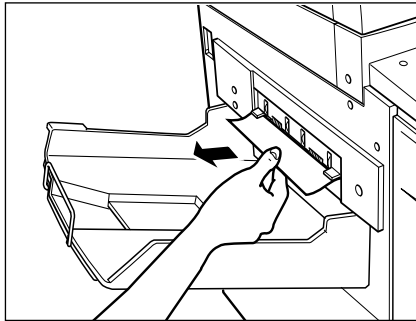
Optional Equipment



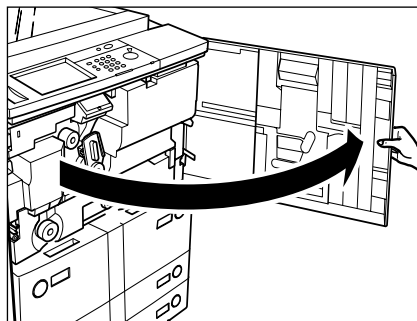
**⚠ CAUTION**

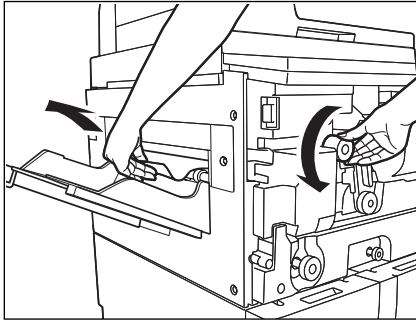
- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- When removing jammed paper, take care not to allow the toner 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 your eyes or mouth. If toner gets your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

**1** Remove any paper protruding from the output tray.



In the case of face up output, open the front cover, and remove any paper protruding from the exit slot while turning the knob on the Unit 1. Then, close the front cover.





**⚠ CAUTION**

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

**2 Continue to follow the instructions on the touch panel display.**

**✎ NOTE**

The screen indicating how to remove the paper jam will remain displayed until the paper jam has been cleared. (See “Screen Shown When There Is a Paper Jam,” on p. 6-2.)

# Card Reader-C1

When the Card Reader-C1 (optional) is attached to the main unit, you must insert the control card before operating this machine. The Card Reader-C1 controls Department ID Management automatically.



## IMPORTANT

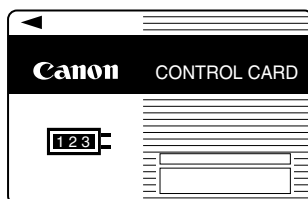
- If you use a login service other than Default Authentication, Limit Functions setting is not available.
- If SSO is set as a login service, you cannot use the Card Reader-C1 (optional).
- If SDL is set as a login service, enter your card number in the card ID field. See the *MEAP SMS Administrator Guide* for details.



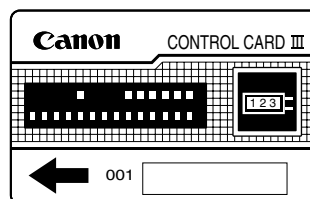
## NOTE

- If the Basic Features screen does not appear on the touch panel display even 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.
- Insert the usable control card correctly.
- For instructions on how to turn the power ON, see “Main Power and Control Panel Power,” on p. 1-32.
- When the Card Reader-C1 (optional) is attached, the following two types of cards can be used:
  - The optical card can manage up to 200 departments.
  - The magnetic card can manage up to 3,000 departments.
- The maximum number of departments that can be managed, depends on the machine. The imageRUNNER 6020i/5020i and imageRUNNER 6020/5020 can manage up to 1,000 departments.

**Magnetic Card**

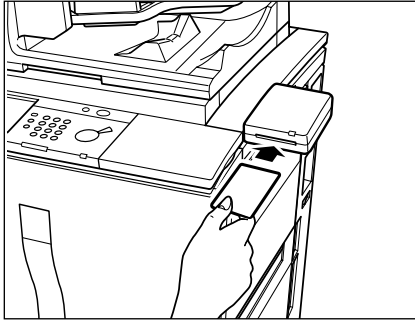


**Optical Card**

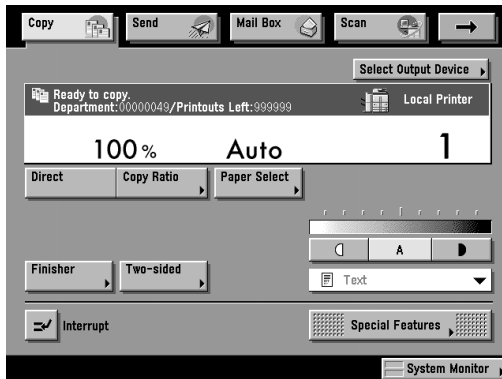


# Operations before Using the Main Unit

- 1** Insert the control card into the card slot. Make sure it faces in the correct direction.

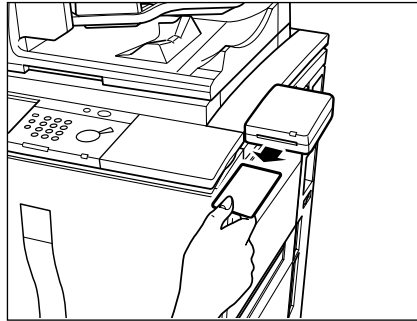


The Basic Features screen appears on the touch panel display.

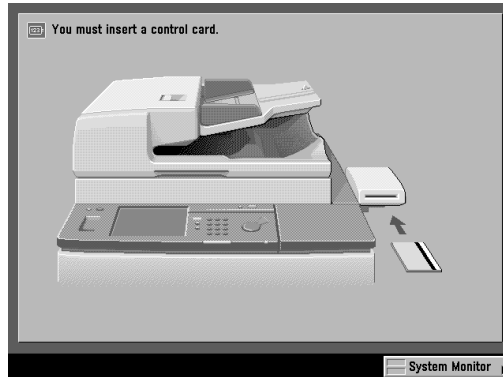


# Operations after Using the Main Unit

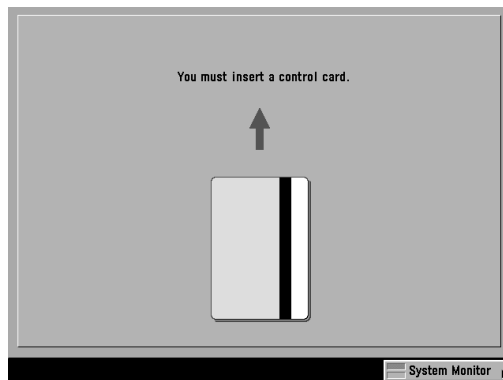
- 1** After you finish using the machine, remove the control card.



The touch panel display returns to the screen prompting the user to insert a control card.



If SDL is set as a login service, the following screen is displayed.



# Department ID Management When Using the Card Reader-C1

This section explains how to use Department ID Management, and how to check the print totals when the control card is being used.


## NOTE

The maximum number of digits you can store for a password is seven. If you store them with less than seven digits, the machine stores them as follows:  
- Example: If <321> is entered → <0000321> is stored

## *Changing the Password and Impression Limit*

You can change the password and impression limit of the stored Department ID.

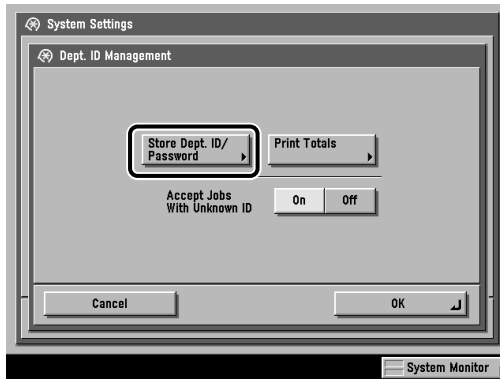
### **1** Press (Additional Functions) → [System Settings] → [Dept. ID Management].

If a System Manager ID/Password is set, press [System Settings] → enter the System Manager ID and System Password → press  (ID).

## NOTE

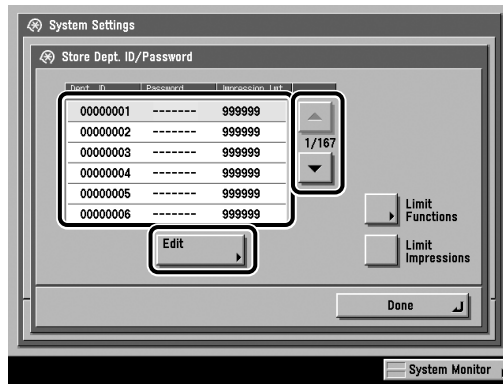
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

### **2** Press [Store Dept. ID/Password].



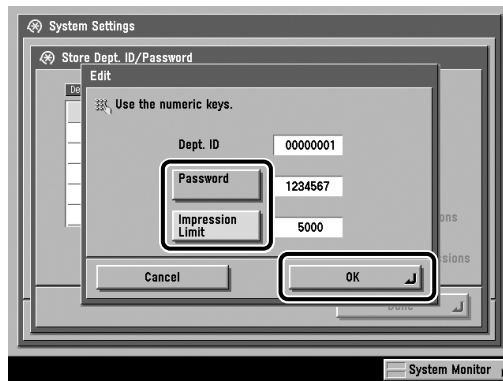


- 3** Display the Department to be changed by pressing [▼] or [▲] → press [Edit].



- 4** Use 0 - 9 (numeric keys) to enter the password and impression limit.

- Press [Password] → enter the password.
- Press [Impression Limit] → enter the impression limit → press [OK].

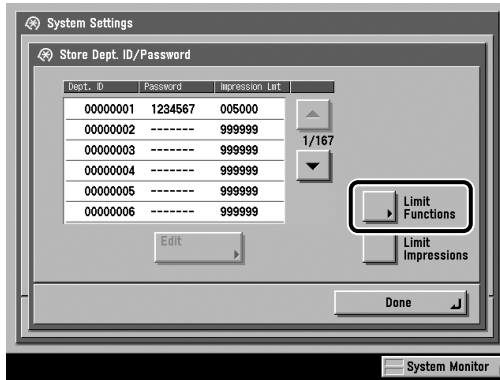


You cannot store a password with only zeros as the number <0>, such as <0000000>.

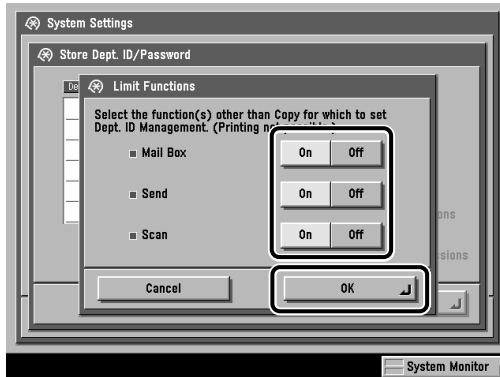
The Impression Limit Range is from 0 to 999999. You cannot print more than the set limit number of impressions.

To delete the number you entered, press Ⓞ (Clear).

## 5 Press [Limit Functions].

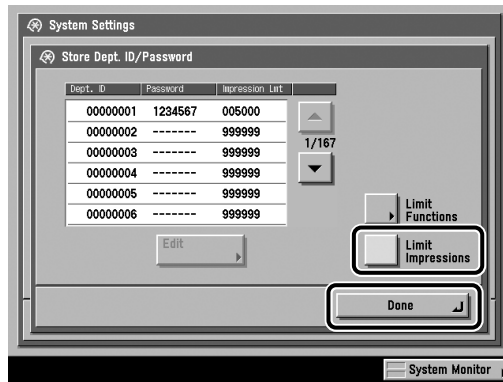


## 6 Select functions to which you want to apply Department ID Management, except for Copy → press [OK].




The functions for which the Limit Functions setting has been set to 'Off' are not subject to Department ID Management, except for printing.

**7** Press [Limit Impressions] to set the print restrictions → press [Done].

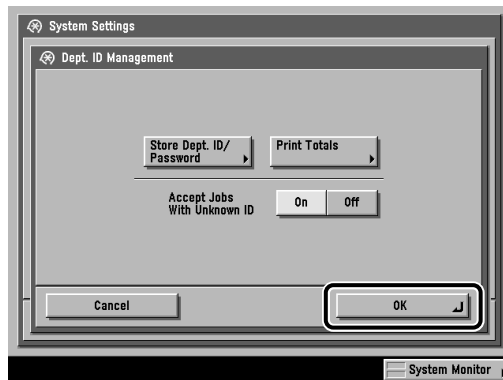


This validates the impression limit set in step 4.

 **NOTE**

To set the print restriction, you must create an impression limit in step 4.

**8** Press [OK].



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

## Checking and Printing Counter Information

You can display and also print a list of the print total count per department.

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

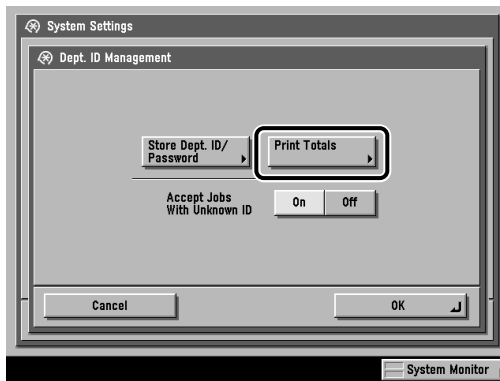
If a System Manager ID/Password is set, press [System Settings] → enter the System Manager ID and System Password → press **Ⓜ** (ID).



#### NOTE

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

### 2 Press [Print Totals].

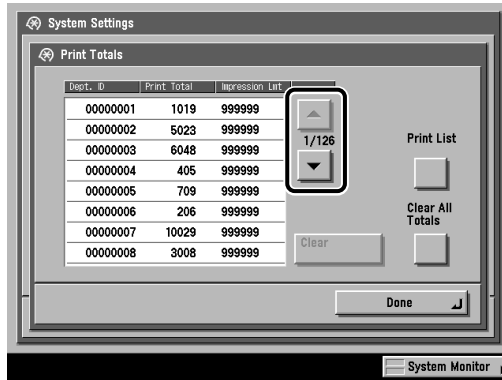


### 3 Check or print the list of print totals.

The print total with the Department ID left blank (not displayed) is the total number of prints from a computer that does not correspond with a stored Department ID (unknown ID).

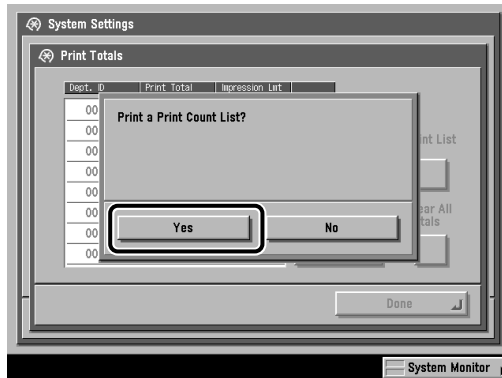
● **When only checking the counter:**

- Press [▼] or [▲] to display the desired department → check the print totals.

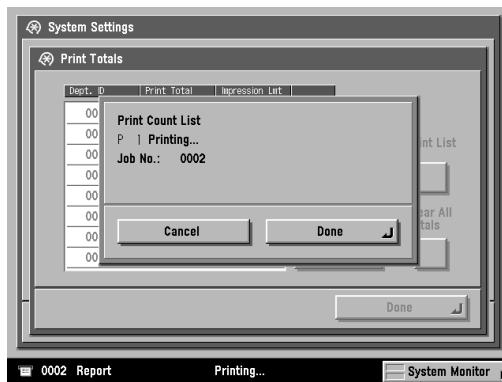



● **When printing the displayed list:**

- Press [Print List] → [Yes] when the screen below appears.



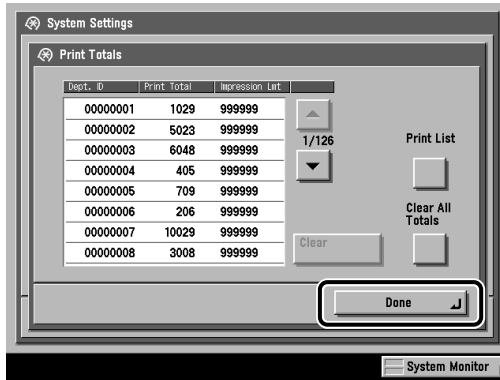
If you do not want to print, press [No].  
The screen below appears during printing.



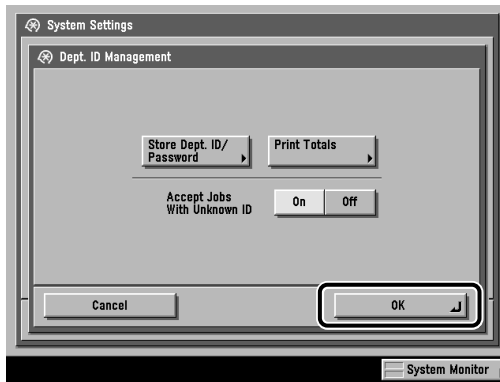
 NOTE

- If plain or recycled paper (11" x 17", LGL, LTR, or LTRR size) is loaded in a paper drawer that has been set to 'On' after being specified as [Other] on the Drawer Eligibility for APS/ADS screen, you can print a list. (See "Setting a Paper Drawer for Auto Paper Selection/Auto Drawer Switching," on p. 3-14.)
- To cancel printing, press [Cancel].
- To close the screen, press [Done].

## 4 Press [Done].



## 5 Press [OK].



## 6 Press [Done] repeatedly until the Basic Features screen appears.

# Erasing Print Totals

The following instructions describe how to erase the print totals for a stored department when the Card Reader-C1 is being used.

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

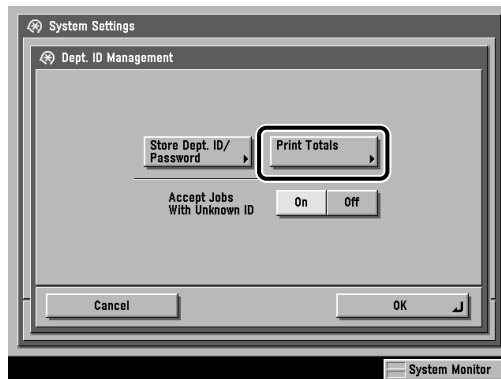
If a System Manager ID/Password is set, press [System Settings] → enter the System Manager ID and System Password → press **Ⓜ** (ID).



### NOTE

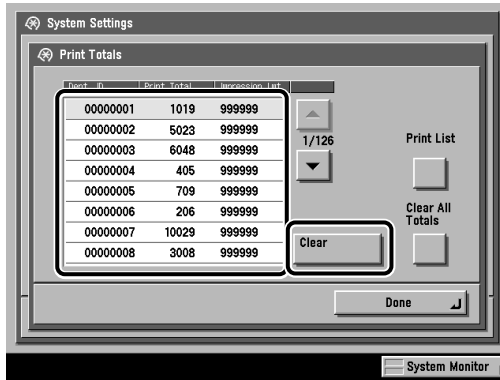
If the desired setting is not displayed, press [▼] or [▲] to scroll to the desired setting.

## 2 Press [Print Totals].



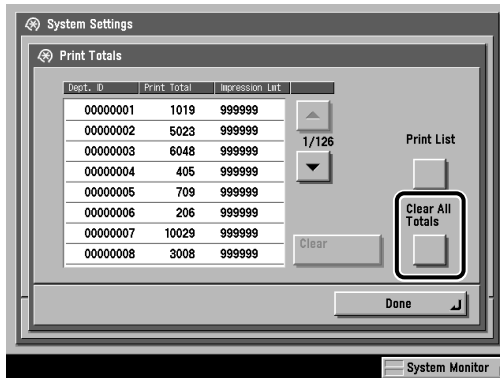
● When erasing the print total for one particular department:

- ❑ Select the department whose Print Total you want to erase → press [Clear].



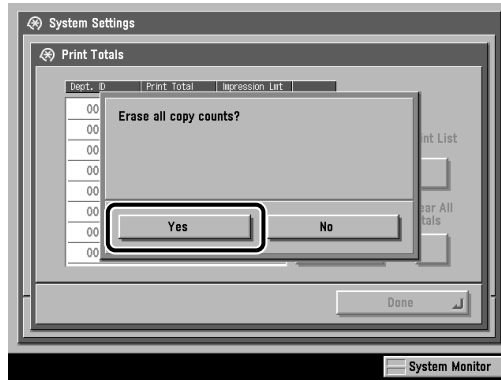
● When erasing all counts:

- ❑ Press [Clear All Totals].



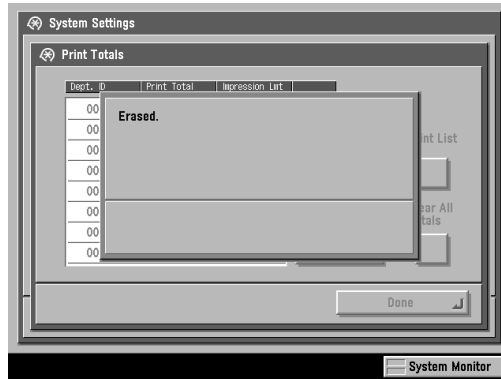


### 3 Press [Yes].

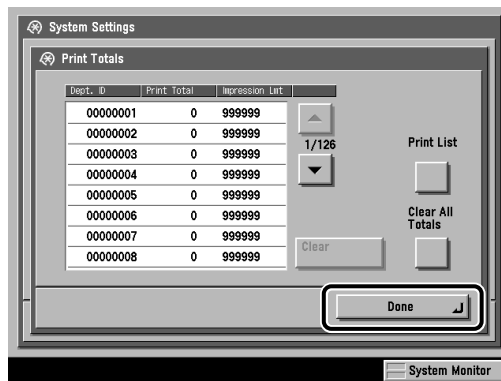


If you do not want to erase the counter, press [No].

The message <Erased.> appears on the touch panel display for approximately three seconds.



### 4 Press [Done].



## 5 Press [OK].



## 6 Press [Done] repeatedly until the Basic Features screen appears.

# Setting to Accept Print Jobs with an Unknown ID

## 7

You can decide whether or not to print documents from a computer that does not correspond with a stored Department ID.



### NOTE

The default setting is 'On'.

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

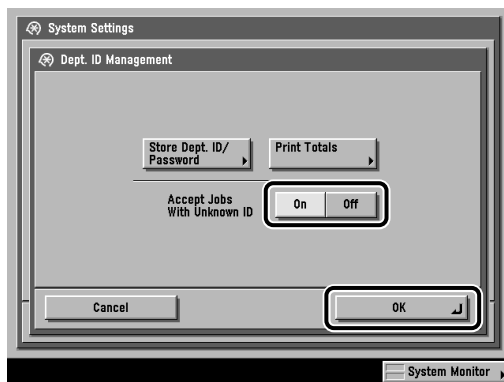
If a System Manager ID/Password is set, press [System Settings] → enter the System Manager ID and System Password → press **(ID)**.



### NOTE

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

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



[On]: Allows the machine to output prints from computers that do not support a Department ID.

[Off]: Allows the machine to output prints from computers that support a Department ID.

The selected mode is set.

## 3 Press [Done] repeatedly until the Basic Features screen appears.



---


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# Sample Reports and Lists

## Send Job List

You can view a listing of Send Jobs and their status. The Send Job List can be printed from the System Monitor screen. (See “Printing the Send Job Status/Log,” on p. 2-19.)

03/25/2003 TUE 15:49		imageRUNNER 5020i			001	
***** *** SEND JOB LIST *** *****						
SET TIME	ST. TIME	DESTINATION ADDRESS	DESTINATION ID	JOB NO.	MODE	PGS.
03/25 15:49	22:00	john@canon.com 01 starfish.organization.co.jp \\swan\share	john file share project	0001	TX MAIL TX BOX TX FTP TX SMB	1

 **NOTE**

Please note that the addresses in the above report are fictitious.

■ **SET TIME**

Prints date and time each send job was accepted (24-hour notation).

■ **ST. TIME**

Prints the time the send job was started (24-hour notation).

■ **DESTINATION ADDRESS**

Prints the address of the recipient.

File path is printed on a second line.

\* If the address and/or file path exceeds the column capacity, the address and/or file path is truncated.

■ **DESTINATION ID**

Prints the abbreviated name of the recipient.

\* If the abbreviation exceeds the column capacity, the abbreviation is truncated.

■ **JOB NO.**

Prints a four digit number, which is automatically assigned when the send document is accepted.

■ **MODE**

Prints the communication type and method.

Communication type: TX

\*If there is a Forwarding Job No., it is printed on the second line.


Communication method: FTP/SMB/IPX/BOX/I-FAX/MAIL

■ **PGS.**

Prints the number of pages of the original that were sent normally to the remote party.

## TX Report/TX Error Report

A Send Result Report can be printed when a send job is complete. A Send Result Report can also be printed along with a portion of the sent document. By default, the report is printed when an error occurs. However you can also specify it be printed after every send job or not printed at all. (See “Send Result Report (TX Report),” on p. 3-68.)

 **NOTE**

- The default settings are as follows:
  - Send Result Report: 'For Error Only'
  - Error Copy Print: 'On'

03/25/2003 TUE 15:30		imageRUNNER 5020i		001
***** *** TX REPORT *** *****				
JOB NO.	0108			
DEPT. ID	1234			
ST. TIME	03/25 15:30			
PGS.	1			
SEND DOCUMENT NAME				
TX/RX INCOMPLETE	-----			
TRANSACTION OK	tom@canon.com	tom		
	BOX 01			
ERROR	starfish.organization.com	file share		
	\\swan\share	project		

- Please note that the addresses in the above report are fictitious.

■ **JOB NO.**

Prints a four digit number, which is automatically assigned when the sending document is accepted.

■ **DEPT. ID**

When a Department ID is set, it is listed in a log.

■ **ST. TIME**

Prints the date and time (24-hour notation) that the send job was started.

■ **PGS.**

Prints the number of pages of the original that were sent to the remote party.

■ **SEND DOCUMENT NAME**

Prints the document name entered when specifying the send setting for the document.

■ **TX/RX INCOMPLETE**

Prints the name and address of the sending destination to which you have not finished sending.

\* If the abbreviation exceeds the display capacity, only the first characters are shown.

■ **TRANSACTION OK**

Prints the name and address of the sending destination to which you have finished sending.

\* If a field exceeds its display capacity, only those characters that fit on the display are printed.

■ **ERROR**

When a sending error occurs, the name and address of the sending destination are printed.

\* If a field exceeds its display capacity, only those characters that fit on the display are printed.



# Activity Report TX/RX

This function enables you to print a log of all Send and Receive jobs. You can select whether to print the report after every 100 jobs (Auto Print), or at a specific time (Daily Activity Report Time). You can print Send or Receive job logs separately. You can also print an Activity Report manually from the System Monitor screen. (See "Printing the Send Job Status/Log," on p. 2-19.)

## NOTE

- The default settings are as follows:
  - Auto Print: 'On'
  - Daily Activity Report Time: 'Off'
  - Send/Receive Separate: 'Off'

03/25/2003 TUE 15:30		imageRUNNER 5020i			001	
***** *** ACTIVITY REPORT TX/RX *** *****						
DEPT. ID : 511008						
ST. TIME	DESTINATION ADDRESS	DESTINATION ID	JOB NO.	MODE	PGS.	RESULT
*03/25 12:51	172.20.56.5 /tmp/img		0104	TX FTP	47	NG 14'10 #755
*03/25 15:03	01		0105	TX BOX	1	OK 00'00
*03/25 15:03	starfish.organization.com share	file share	0106	TX FTP	0	NG 00'01 #802
*03/25 15:03	john@canon.com	john	5001	RX MAIL	1	OK 00'01
*03/25 15:03	\\swan\share \share_dir	project	0107	TX SMB	0	NG 00'04 #802
*03/25 15:04	o=TOPMAX. T TOPMAX_SYS\ 172.20.56.5 /tmp/img	sales2	0108	TX IPX	0	NG 00'01 #756
*03/25 15:05			0109	TX FTP	1	OK 00'21
*03/25 15:29	01		0120	TX BOX	1	OK 00'01
*03/25 15:29	starfish.organization.com share/share_dir	file share	0121	TX FTP	0	NG 00'01 #802

- Please note that the addresses in the above report are fictitious.

## ■ DEPT. ID

When a Department ID is set, it is listed in a log. A log of send jobs is printed for each ID.

## ■ ST. TIME

Prints the date and time (24-hour notation) that the send job was started. (An asterisk (\*) indicates that you have already printed a report for that transmission.) If user authentications of MEAP are performed, the user names are displayed below the start time. When the machine cannot specify the users (for example, when using the auto forwarding mode), the user names are not displayed.

**■ DESTINATION ADDRESS**

Prints the address of the recipient.

File (FTP, SMB, IPX) communication services:

File path is printed on a second line.

\* If the address and/or file path exceeds the column capacity, the address and/or file path is truncated.

**■ DESTINATION ID**

Prints the abbreviated name of the recipient.

\* If the abbreviation exceeds the column capacity, the abbreviation is truncated.

**■ JOB NO.**

Prints a four digit number, which is automatically assigned when the transaction is accepted.

**■ MODE**

Prints the communication type and service name.

Communication type: TX/RX

Communication service: FTP/SMB/IPX/I-FAX/MAIL

**■ PGS.**

Prints the number of pages of the original that were sent normally to the remote party.

**■ RESULT**

Prints <OK>, <NG>, or <-- > plus the elapsed communication time.

If <NG> is printed, the error code is printed on the second line.

\* For sending by e-mail or I-Fax, the symbol <-- > indicates that sending was confirmed as far as the server or recipient (DSN was successful). (The end code may not be printed depending on the value set for the service mode switch.)

# Copy Log List

The copy logs are printed as a report. You can print a Copy Log List from the System Monitor screen. (See “Printing the Copy and Print Job Logs,” on p. 2-10.)

03/25/2003 TUE 15:30		imageRUNNER 5020i		001
***** *** COPY LOG LIST *** *****				
DEPT. ID: 8253				
JOB NO.	TIME	SHEET x COPIES	DEVICE NAME	RESULT
0011	03/24 10:48	5x1	LOCAL COPY	OK
0012	03/24 11:36	2x20	LOCAL COPY	NG STOP
0013	03/24 11:38	2x19	LOCAL COPY	OK
0014	03/24 11:46	3x1	LOCAL COPY	OK
0015	03/24 11:50	3x19	LOCAL COPY	OK
0016	03/24 13:07	6x20	LOCAL COPY	NG STOP
0017	03/24 13:11	7x19	LOCAL COPY	OK
0018	03/24 20:29	9x1	LOCAL COPY	OK
0019	03/24 20:30	4x1	LOCAL COPY	OK
0020	03/24 20:35	16x1	LOCAL COPY	OK
0022	03/24 20:48	7x19	LOCAL COPY	OK
0030	03/24 20:59	4x1	LOCAL COPY	OK

■ **DEPT. ID**

If a Department ID is set, it is listed in a log. Copy logs are printed for each Department ID.

■ **JOB NO.**

Prints the four digit number which is automatically assigned when a Copy job is accepted.

■ **TIME**

Prints the date and time, in 24-hour notation, when a Copy job was completed.

■ **SHEET x COPIES**

Prints the number of pages of originals and number copies.

■ **DEVICE NAME**

Prints the name of the device used for copying.

<LOCAL COPY> is printed when this machine is used for copying. <Cascade Copy> is printed when Cascade Copy is used. The output device name is printed when Remote Copy is used.

■ **RESULT**

Prints <OK> or <NG>.

If <NG> is printed, the error code or <STOP> is also printed next to <NG>.

# Print Log List

The print log is printed as a report. You can print a Print Log List from the System Monitor screen. (See “Printing the Copy and Print Job Logs,” on p. 2-10.)

03/25/2003 TUE 15:30		imageRUNNER 5020i		001	
***** *** PRINT LOG LIST (PRINTER) *** *****					
DEPT. ID: 8251					
JOB NO.	TIME	JOB NAME	USER	PGS.	RESULT
5001	03/19 13:48	UtilityPrint	Nick	1	OK
5003	03/19 13:49	UtilityPrint	Administrator	1	OK
5007	03/19 16:34	UtilityPrint	System	5	OK
5008	03/19 16:35	UtilityPrint	System	9	OK
5009	03/20 13:01	UtilityPrint	System	5	OK
5010	03/20 16:34	UtilityPrint	System	4	OK
5011	03/21 15:10	UtilityPrint	System	9	OK
5012	03/22 14:18	UtilityPrint	System	5	OK
5034	03/24 15:10	UtilityPrint	System	4	OK
5035	03/25 14:18	UtilityPrint	System	9	OK

■ **DEPT. ID**

If a Department ID is set, it is listed in a log. Print logs are printed for each Department ID.

■ **JOB NO.**

Prints the four digit number which is automatically assigned when a Print job is accepted.

■ **TIME**

Prints the date and time, in 24-hour notation, when a Print job was completed.

■ **JOB NAME**

Prints the name of a printed document or type of job.

■ **USER**

Prints the name of the user who performed the print job.

■ **PGS.**

Prints the number of pages of the original.

■ **RESULT**

Prints <OK> or <NG>.

If <NG> is printed, the error code or <STOP> is also printed next to <NG>.

# Forwarding Conditions List

You can print the contents of the Forwarding Settings. You can also print a Forwarding Conditions List manually whenever necessary. (See "Printing a Forwarding Settings List," on p. 4-86.)

03/25/2003 TUE 15:30	imageRUNNER 5020i	001
***** *** FORWARDING CONDITIONS LIST *** *****		
CONDITION NAME	tom	
ON/OFF	OFF	
FORWARDING CONDITIONS		
RECEIVE TYPE	I-FAX	
TO	DISREGARDED	
FROM	EQUALS tom@canon.com	
SUBJECT	DISREGARDED	
FORWARDING DESTINATION		
FWDING DESTIN. TYPE	CONFIDENTIAL FAX INBOXES	
FWDING DESTIN. NAME		
SEND DOCUMENT NAME		
FILE TYPE	TIFF	
DIVIDE INTO PAGES	ON	
STORE/PRINT RECEIVED DOC.	OFF	
FORWARDING TIME	Off	
FORWARDING DONE NOTICE	-	
NOTICE ONLY FOR ERRORS	-	

 **NOTE**

Please note that the addresses in the above report are fictitious.

# Registered LDAP Server List

You can print the contents of the registered LDAP server settings. You can print a Registered LDAP Server List manually whenever necessary. (See “Printing LDAP Server Settings,” on p. 4-114.)

03/25/2003 TUE 15:30

imageRUNNER 5020i

001

```
*****  
*** REGISTERED LDAP SERVER LIST ***  
*****
```

```
SERVER NAME                abc  
SERVER ADDRESS             hostname.canon.com  
LOCATION TO START SEARCH    "ou=ffm, o=mip"  
USE SSL                    Off  
PORT NUMBER                389  
MAX. NO. OF ADDRESSES TO SEARCH 100  
SEARCH TIMEOUT            60 sec.  
LOGIN INFORMATION         USE  
    USER                   abcdefg  
    DISPLAY AUTHENT. DIALOG WHEN SEARCHING Off  
    SERVER LDAP VERSION AND CHARACTER CODE VER.3(UTF-8)  
  
SERVER NAME                def  
SERVER ADDRESS             177.22.32.64  
LOCATION TO START SEARCH    "ou=ffm, o=mip"  
USE SSL                    Off  
PORT NUMBER                389  
MAX. NO. OF ADDRESSES TO SEARCH 200  
SEARCH TIMEOUT            120 sec.  
LOGIN INFORMATION         DO NOT USE  
    SERVER LDAP VERSION AND CHARACTER CODE VER.3(UTF-8)  
  
SERVER NAME                ghi  
SERVER ADDRESS             hostname.canon.com  
LOCATION TO START SEARCH    "DC=mip, DC=ffm, DC=canon, DC=com"  
USE SSL                    Off  
PORT NUMBER                389  
MAX. NO. OF ADDRESSES TO SEARCH 100  
SEARCH TIMEOUT            180 sec.  
LOGIN INFORMATION         USE (SECURITY AUTHENTICATION)  
    USER                   hijklm  
    DOMAIN NAME             ffm.canon.com  
    DISPLAY AUTHENT. DIALOG WHEN SEARCHING Off  
    SERVER LDAP VERSION AND CHARACTER CODE VER.3(UTF-8)
```




## NOTE

For more information on specifying LDAP Server Settings, see “LDAP Server Settings,” on p. 4-97.

# Address Book List

You can print the contents of Address Books 1 to 10 or the one-touch buttons stored in the Address Book Settings. You can print the Address Book List manually whenever necessary. (See "Printing the Address Book List," on p. 3-75.)

03/25/2003 TUE 15:30		imageRUNNER 5020i	001
***** *** ADDRESS BOOK LIST (1) *** *****			
DESTINATION NAME	CLASS	DESTINATION ADDRESS	
file share	FTP	starfish.organization.com share	
GROUP tom image server  project	GROUP I-FAX FTP BOX SMB	tom@canon.com 172.20.56.5 01 \\swan\share	
sales 2	IPX	o=TOPMAX. TREE=A1 TOPMAX_SYS\SHARE	
sales 4	SMB	\\swan\share \sales_4	
nick	MAIL	nick@canon.com	

 **NOTE**

Please note that the addresses in the above report are fictitious.

■ **DESTINATION NAME**

Prints the name of the registered destination.

When printing the content of a one-touch button, the number of the one-touch button is printed in the first line.

■ **CLASS**

Prints the registered destination class.

■ **DESTINATION ADDRESS**

- If the medium is File:  
Shows the host name on the first line, and the folder path on the second line.
- If the medium is Mail Box:  
Shows the inbox number.
- If the medium is I-Fax or e-mail:  
Prints the I-Fax address or e-mail address.
- If the medium is Group:  
Shows each of the registered recipients in order starting on the second line.  
\* If files are registered, the information normally shown on the second line is not shown.

# User's Data List

The User's Data List shows all the registered Communications Settings, Report Settings, and System Manager Settings in the Additional Functions mode. You can print the list whenever you want. (See "Printing the Additional Functions Settings List," on p. 3-78.)

03/25/2003 TUE 15:30

imageRUNNER 5020i

001

\*\*\*\*\*  
\*\* USER'S DATA LIST (Communications) \*\*  
\*\*\*\*\*

## Communications Settings

### TX Settings

Sender's Names (TTI)	01: Tokyo
	02: New York
	03: London
Unit Name	Canon
Erase Failed TX	ON
Handle Documents with Forwarding Errors	OFF
Photo Mode	OFF
Retry Times	3 times
Default Screen for Send	New address
TX Terminal ID	Outside

### RX Settings

Two-sided Print	OFF
Select Cassette	
Switch A	ON
Switch B	ON
Switch C	ON
Switch D	ON
Receive Reduction	ON
RX Reduction	Auto
Reduce %	95%
Reduce Direction	Vertical & Horizontal
Received Page Footer	ON
2 ON 1 LOG	OFF

## Report Settings

TX Report	FOR ERROR ONLY
Error Copy Print	ON
Activity Report	
Auto Print	ON
Daily Activity Report Time	OFF
Send/Receive Separate	OFF

## System Settings

### Communications Settings

E-mail/I-Fax Settings	
Maximum Data Size For Sending	3 MB
Default Subject	Attached Image
Full Mode TX Timeout	24 Hours
Print MDN/DSN on Receipt	OFF
Always send notice for RX errors	ON
Use Send Via Server	ON
Memory RX Inbox Settings	
Use I-Fax Memory Lock	ON
Memory Lock Start Time	Off
Memory Lock End Time	Off



# Specifications

Specifications are subject to change without notice for product improvement or future release.

## Main Unit

<b>Name</b>	Canon imageRUNNER 6020i/5020i, imageRUNNER 6020/5020
<b>Type</b>	Console
<b>Platen Glass</b>	Stationary
<b>Photoconductive Material</b>	A-Si
<b>Copying System</b>	Electrostatic Transfer System
<b>Developing System</b>	Toner Projection System
<b>Maximum Print Speed</b>	imageRUNNER 6020i, 6020: 60 cpm (LTR) imageRUNNER 5020i, 5020: 50 cpm (LTR)
<b>Fixing System</b>	Heat Roller system
<b>Resolution</b>	Reading 600 dpi x 600 dpi Writing approx. 1200 dpi x 600 dpi Printing approx. 2400 dpi x 600 dpi
<b>Number of Tones</b>	256
<b>Acceptable Paper Stock</b>	Plain Paper Paper Drawer 1, 2: 17 lb bond to 110 lb index (64 g/m <sup>2</sup> to 200 g/m <sup>2</sup> ) Paper Drawer 3, 4: 17 lb bond to 24 lb bond (64 g/m <sup>2</sup> to 90 g/m <sup>2</sup> ) Stack Bypass: 17 lb bond to 110 lb index (64 g/m <sup>2</sup> to 200 g/m <sup>2</sup> ) Transparency*, Tracing paper*, Labels*, Heavy, Recycled, Color, Letterhead, Bond, 3-Hole Punch (*Stack Bypass selected)
<b>Acceptable Originals</b>	Sheets, books, 3-dimensional objects (Up to 4.4 lb bond or 2 kg)
<b>Maximum Original Size</b>	11" x 17"
<b>Paper Sizes</b>	Paper Drawer 1, 2: LTR Paper Drawer 3, 4: 11" x 17", LGL, LTR, LTRR, and STMTR Only the paper sizes in paper drawer 3 can be changed. Stack Bypass: 11" x 17", LGL, LTR, LTRR, and STMTR Free-size: 4" x 5 7/8" to 11 5/8" x 17" (100 mm x 148 mm to 297 mm x 432 mm)
<b>Non-Image Areas</b>	Leading Edge: 1/8" (4.0 mm) Left and Right Side: 1/8" (2.5 mm) Trailing Edge: 1/8" (2.0 mm)

### Warm-Up Time

When the main power is turned ON: 5 minutes max.

Activation time from Sleep Mode: 5 minutes max.

Activation time from Energy Saver mode: None: 0 second

-10% Mode: approx. 50 seconds

-25% Mode: approx. 90 seconds

-50% Mode: approx. 180 seconds

\*Activation time for each mode is a rough standard until the machine is ready to print after canceling the mode. Activation time may vary depending on the conditions which the machine is being used. (In all cases, at a room temperature of 68°F.)

### First Copy Time

Platen glass selected: 3.8 seconds max.

### Maximum Copy Speed

		imageRUNNER 6020i, 6020	imageRUNNER 5020i, 5020
Direct	11" x 17"	30 cpm	30 cpm
	LGL	36 cpm	36 cpm
	LTR	60 cpm	50 cpm
	LTRR	42 cpm	39 cpm
	STMTR	60 cpm	50 cpm
Reduction	11" x 17" → STMTR (50%)	60 cpm	50 cpm
	11" x 17" → LTRR (64%)	42 cpm	39 cpm
	11" x 17" → LGL (73%)	36 cpm	36 cpm
	LGL → LTR (78%)	42 cpm	39 cpm
Enlargement	LGL → 11" x 17" (121%)	30 cpm	30 cpm
	LTRR → 11" x 17" (129%)	30 cpm	30 cpm
	STMT → 11" x 17" (200%)	30 cpm	30 cpm

Except the stack bypass.

### Magnification

Direct	1:1(± 0.5%)
Reduction	1:0.789 (LGL → LTR)
	1:0.733 (11" x 17" → LGL/11" x 15" → LTR)
	1:0.647 (11" x 17" → LTR)
	1:0.500 (11" x 17" → STMT)
	1:0.250
Enlargement	1:1.214 (LGL → 11" x 17")
	1:1.294 (LTR → 11" x 17")
	1:2.000 (STMT → 11" x 17")
	1:4.000

<b>Paper Feeding System</b>	Paper Drawer 1, 2 (1,500 sheets each; 20 lb bond (80 g/m <sup>2</sup> )) Paper Drawer 3, 4 (550 sheets each; 20 lb bond (80 g/m <sup>2</sup> )) Stack Bypass (Stack Bypass Tray: 50 sheets; 20 lb bond (80 g/m <sup>2</sup> ); stack approx. 1/4" (5 mm) high)
<b>Exposure Control</b>	Automatic Exposure Control or Manual Exposure Control
<b>Multiple Copies</b>	999 Sheets max.
<b>Paper Output</b>	face down
<b>Power Source</b>	120 V AC, 60 Hz, 15 A
<b>Max Power Consumption</b>	1.5 kW max
<b>Dimensions (H x W x D)</b>	44 3/4" x 25 3/8" x 29 1/4" (1,136 mm x 643 mm x 743 mm)
<b>Installation Space (W x D)</b>	52 5/8" x 29 1/4" (1,335 mm x 743 mm) (Dimensions for each tray and stack bypass tray are given in their extended conditions.)
<b>Weight</b>	Approx. 462 lb (210 kg)

## Feeder

<b>Originals</b>	11" x 17", LGL, LTR, LTRR, and STMT
<b>Original Paper Weights</b>	One-sided scanning: 10 to 32 lb bond (38 to 128 g/m <sup>2</sup> ) Two-sided scanning: 13 to 32 lb bond (50 to 128 g/m <sup>2</sup> )
<b>Original Tray Capacity</b>	100 sheets
<b>Original Replacement Speed</b>	55 sheets/minute (LTR)
<b>Power Source</b>	From the Main Unit
<b>Power Consumption</b>	When Active: 48 W max. When Not Active: 2.5 W max.
<b>Dimensions (H x W x D)</b>	5 7/8" x 22 1/4" x 21 1/2" (149 mm x 565 mm x 545 mm)
<b>Weight</b>	Approx. 30.8 lb (14 kg)

## Paper Deck-G1

<b>Paper Deck Capacity</b>	3,500 sheets (20 lb bond (80 g/m <sup>2</sup> ))
<b>Power Source</b>	From the Main Unit
<b>Power Consumption</b>	40 W
<b>Dimensions (H x W x D)</b>	22 5/8" x 12 3/4" x 23" (574 mm x 323 mm x 583 mm)
<b>Weight</b>	Approx. 101 lb (46 kg)
<b>Acceptable Paper Size</b>	LTR

# Finisher-F1/Saddle Finisher-F2

<b>Paper</b>	17 lb bond to 110 lb index (64 g/m <sup>2</sup> to 200 g/m <sup>2</sup> ) Saddle Stitcher Unit*: 17 lb bond to 20 lb bond (64 g/m <sup>2</sup> to 80 g/m <sup>2</sup> ) (For cover sheets only*: 17 lb bond to 110 lb index (64 g/m <sup>2</sup> to 200 g/m <sup>2</sup> ))
<b>Capacity Per Tray</b>	[Non-Collate Mode] LTR, STMTR : 5 3/4" (147 mm) (equivalent to 1,000 sheets 20 lb bond (80 g/m <sup>2</sup> )) 11" x 17", LGL, LTRR : 2 7/8" (74 mm) (equivalent to 500 sheets 20 lb bond (80 g/m <sup>2</sup> )) [Collate Mode]/[Group Mode] LTR, STMTR : 5 3/4" (147 mm) (equivalent to 1,000 sheets 20 lb bond (80 g/m <sup>2</sup> )) 11" x 17", LGL, LTRR : 2 7/8" (74 mm) (equivalent to 500 sheets 20 lb bond (80 g/m <sup>2</sup> )) [Staple Mode] LTR : 30 sets or 4 3/8" (110 mm) (equivalent to 750 sheets 20 lb bond (80 g/m <sup>2</sup> )) 11" x 17", LGL, LTRR : 30 sets or 2 7/8" (74 mm) (equivalent to 500 sheets 20 lb bond (80 g/m <sup>2</sup> )) [Non-Collate]/[Collate]/[Group] with different paper sizes 1 3/4" (44 mm) (equivalent to 300 sheets 20 lb bond (80 g/m <sup>2</sup> )) [Staple] with different paper sizes 30 sets or 7/8" (22 mm) (equivalent to 150 sheets 20 lb bond (80 g/m <sup>2</sup> )) [Saddle Stitch]* 1 to 5 sheets: 25 sets 6 to 10 sheets: 15 sets 11 to 15 sheets: 10 sets
<b>Max. Stapling Capacity</b>	Staple Unit LTR: 50 sheets 11" x 17", LGL, LTRR: 30 sheets Saddle Stitcher Unit*: 15 sheets
<b>Available Staple Size</b>	Corner Staple: 11" x 17", LGL, LTR, LTRR Double Staple: 11" x 17", LTR
<b>Available Offset Sizes</b>	11" x 17", LGL, LTR, LTRR
<b>Available Saddle Stitch Sizes*</b>	11" x 17", LTRR
<b>Saddle Stitcher Folding Method*</b>	Roller Pressure Folding

<b>Saddle Stitcher Folding Mode*</b>	V-fold								
<b>Power consumption</b>	170 W max.								
<b>Power Source</b>	From the Main Unit								
<b>Dimensions (H x W x D)</b>	<table> <tr> <td>Finisher</td> <td>41 3/8" x 26 3/8" x 24 1/4" (1,052 mm x 669 mm x 614 mm)</td> </tr> <tr> <td>Finisher + Puncher Unit-B1</td> <td>41 3/8" x 29 3/8" x 24 1/4" (1,052 mm x 744.5 mm x 614 mm)</td> </tr> </table>	Finisher	41 3/8" x 26 3/8" x 24 1/4" (1,052 mm x 669 mm x 614 mm)	Finisher + Puncher Unit-B1	41 3/8" x 29 3/8" x 24 1/4" (1,052 mm x 744.5 mm x 614 mm)				
Finisher	41 3/8" x 26 3/8" x 24 1/4" (1,052 mm x 669 mm x 614 mm)								
Finisher + Puncher Unit-B1	41 3/8" x 29 3/8" x 24 1/4" (1,052 mm x 744.5 mm x 614 mm)								
<b>Installation Location (W x D)</b>	<table> <tr> <td>Finisher-F1/Saddle Finisher-F2</td> <td>61 3/8" x 29 1/4" (1,559 mm x 743 mm)</td> </tr> <tr> <td>Finisher-F1/Saddle Finisher-F2 + Puncher Unit-B1</td> <td>64 3/8" x 29 1/4" (1,634 mm x 743 mm)</td> </tr> <tr> <td>Saddle Finisher-F2</td> <td>(The width includes necessary space for removing paper jams.) 72 5/8" x 29 1/4" (1,844 mm x 743 mm)</td> </tr> </table>	Finisher-F1/Saddle Finisher-F2	61 3/8" x 29 1/4" (1,559 mm x 743 mm)	Finisher-F1/Saddle Finisher-F2 + Puncher Unit-B1	64 3/8" x 29 1/4" (1,634 mm x 743 mm)	Saddle Finisher-F2	(The width includes necessary space for removing paper jams.) 72 5/8" x 29 1/4" (1,844 mm x 743 mm)		
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Saddle Finisher-F2	(The width includes necessary space for removing paper jams.) 72 5/8" x 29 1/4" (1,844 mm x 743 mm)								
<b>Weight</b>	<table> <tr> <td>Finisher-F1:</td> <td>Approx. 70.5 lb (32 kg)</td> </tr> <tr> <td>Saddle Finisher-F2:</td> <td>Approx. 114 lb (52 kg)</td> </tr> <tr> <td>Finisher-F1 + Puncher Unit-B1:</td> <td>Approx. 82.4 lb (37.4 kg)</td> </tr> <tr> <td>Saddle Finisher-F2 + Puncher Unit-B1:</td> <td>Approx. 126 lb (57.4 kg)</td> </tr> </table>	Finisher-F1:	Approx. 70.5 lb (32 kg)	Saddle Finisher-F2:	Approx. 114 lb (52 kg)	Finisher-F1 + Puncher Unit-B1:	Approx. 82.4 lb (37.4 kg)	Saddle Finisher-F2 + Puncher Unit-B1:	Approx. 126 lb (57.4 kg)
Finisher-F1:	Approx. 70.5 lb (32 kg)								
Saddle Finisher-F2:	Approx. 114 lb (52 kg)								
Finisher-F1 + Puncher Unit-B1:	Approx. 82.4 lb (37.4 kg)								
Saddle Finisher-F2 + Puncher Unit-B1:	Approx. 126 lb (57.4 kg)								

\*Saddle Finisher-F2 only.

## Puncher Unit-B1

<b>Paper</b>	17 lb bond to 110 lb index (64 g/m <sup>2</sup> to 200 g/m <sup>2</sup> )
<b>Hole Punching System</b>	Sequential processing system
<b>Punch Hole Quantity, Hole Diameter</b>	2 holes/3 holes, 8±0.5 mm
<b>Distance Between Punch Holes</b>	3 holes: 4 1/4" (108 mm) 2 holes: 2 3/4" (70 mm)
<b>Available Paper Sizes</b>	3 holes: 11" x 17", LTR 2 holes: LGL, LTRR
<b>Punch Waste Tray Capacity</b>	Approx. 3,000 sheets (20 lb bond (80 g/m <sup>2</sup> ))
<b>Power Consumption</b>	120 W max
<b>Power Source</b>	From the Finisher
<b>Dimensions (H x W x D)</b>	34 7/8" x 3" x 24 1/4" (886 mm x 75.5 mm x 614.4 mm)
<b>Weight</b>	Approx. 11.9 lb (5.4 kg)

## Copy Tray-C3

<b>Capacity</b>	250 sheets, 20 lb bond (80 g/m <sup>2</sup> )
<b>Dimensions (H x W x D)</b>	4" x 18 3/8" x 13 3/8" (100 mm x 465 mm x 340 mm)
<b>Weight</b>	Approx. 1.4 lb (670 g)

## Card Reader-C1

<b>Card to be used</b>	Magnetic type card, Optical type card
<b>Card readout method</b>	Magnetic/Optical readout
<b>Magnetic card reading direction</b>	Inserting Direction
<b>Store/replay</b>	Replay
<b>Power source</b>	From main unit
<b>Dimensions (H x W x D)</b>	1 1/4" x 3 1/2" x 4 (32 mm x 88 mm x 100 mm)
<b>Weight</b>	Approx. 10.4 oz (295 g)

Specifications are subject to change without notice for product improvement or future release.

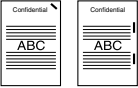
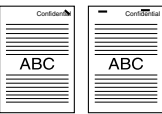

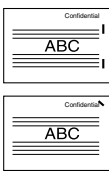

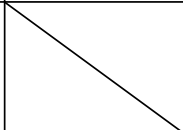

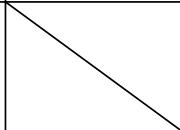


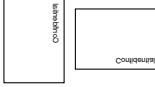





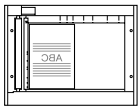
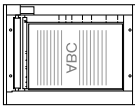
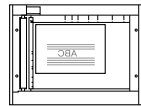
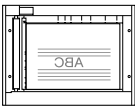
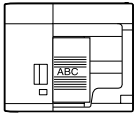
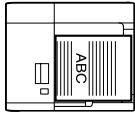
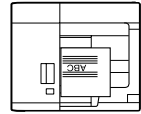
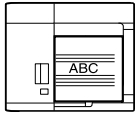
# Relationship between Original Orientation and Preprinted Paper Output Chart

Please use this chart when printing on paper preprinted with logos.

## ■ When You Want to Set the Left Side Stapling

Original/ Paper Orientation, Settings	Output Example	LTR	11"x17", LGL	LTR	11"x17", LGL
Orientation in Paper Drawer 1, 2 ↑					
Orientation in Paper Drawer 3, 4 ↑					
Orientation in Stack Bypass/ Paper Deck ←					
Orientation on the Platen Glass					
Staple Setting	Corner:Top Left Double:Left	Corner:Top Right Double:Right	Corner:Top Left Double:Left	Corner:Top Left Double:Left	Corner:Top Left Double:Left
Orientation in the Feeder					
Staple Setting	Corner:Top Left Double:Left	Corner:Top Left Double:Left	Corner:Top Right Double:Right	Corner:Top Right Double:Right	Corner:Top Right Double:Right
Auto Orientation Setting	Either On or Off	Either On or Off	Either On or Off (Set to On when paper orientation in paper drawers is vertical.)	Either On or Off	Either On or Off

## ■ When You Want to Set the Right Side Stapling

<p>Output Example</p> <p>Original/Paper Orientation, Settings</p>	 <p>LTR</p>	 <p>11"x17", LGL</p>	 <p>LTR</p>	 <p>11"x17", LGL</p>
<p>Orientation in Paper Drawer 1, 2</p> <p>↑</p>				
<p>Orientation in Paper Drawer 3, 4</p> <p>↑</p>				
<p>Orientation in Stack Bypass/Paper Deck</p> <p>←</p>				
<p>Orientation on the Platen Glass</p>				
<p>Staple Setting</p>	<p>Corner:Top Right Double:Right</p>	<p>Corner:Top Left Double:Left</p>	<p>Corner:Top Right</p>	<p>Corner:Top Right Double:Right</p>
<p>Orientation in the Feeder</p>				
<p>Staple Setting</p>	<p>Corner:Top Right Double:Right</p>	<p>Corner:Top Right Double:Right</p>	<p>Corner:Top Left</p>	<p>Corner:Top Left Double:Left</p>
<p>Auto Orientation Setting</p>	<p>Either On or Off</p>	<p>Either On or Off</p>	<p>Either On or Off (Set to On when paper orientation in paper drawers is vertical.)</p>	<p>Either On or Off</p>



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# System Management Mode of the imageRUNNER 6020i/5020i and imageRUNNER 6020/5020

The following pages regarding the use and operations of the System Manager mode, should be cut out of the manual by the supervisor or the system manager.

You can set restrictions for the machine or manage the settings set by other users in the System Settings from the Additional Functions screen. This mode is called the System Management mode.

The operations which can be managed in the System Management mode are:

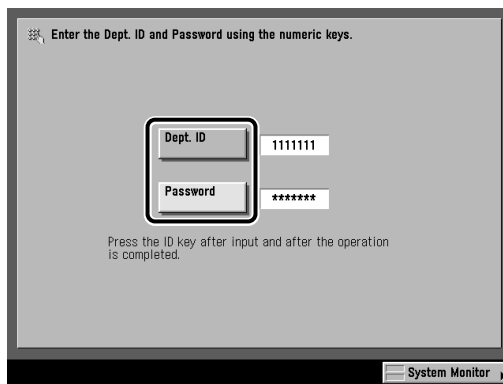
- Mail box Document Management
- Mail Box Settings

## Entering the System Management Mode

### *When Department ID Management Is Enabled*

#### **1** Enter the System Manager ID and System Password using ① - ⑨ (numeric keys).

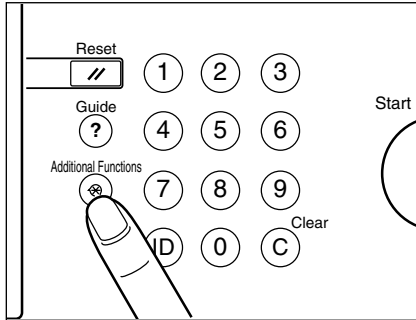
- Press [Dept. ID] → enter the System Manager ID.
- Press [Password] → enter the System Password.
- Press ⑩ (ID).



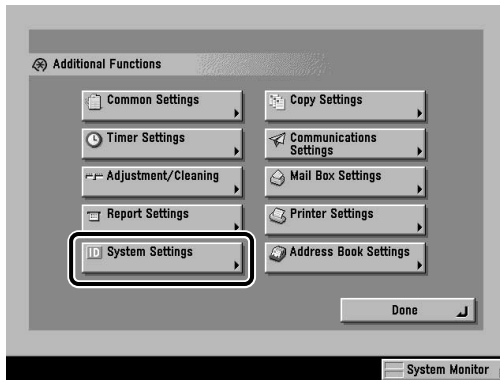
The machine enters the System Management Mode.

## When Department ID Management Is Not Enabled

**1** Press  (Additional Functions).

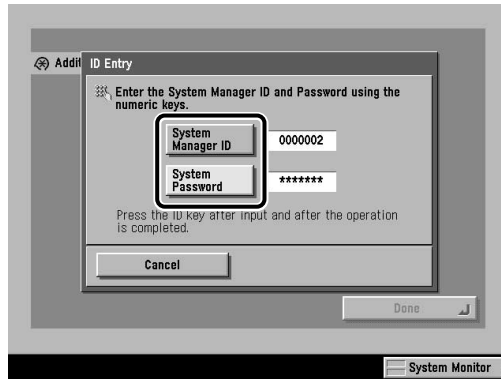


**2** Press [System Settings].



### 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 **⓪** (ID).



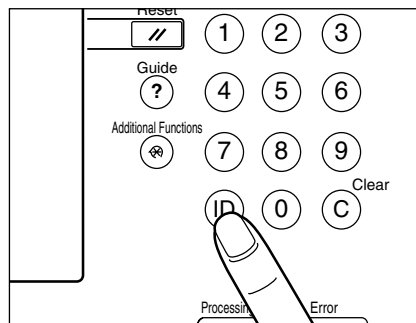
The machine enters the System Management Mode.

#### NOTE

Enter the number stored under System Manager Settings. (See “Specifying the System Manager Settings (System Manager Settings),” on p. 4-3.)

## Canceling the System Management Mode

### 1 Press **⓪** (ID).



Be sure to press **⏻** (Reset) after you press **⓪** (ID).

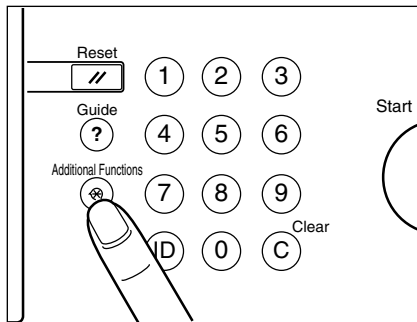
The System Management Mode is canceled.

The System Management Mode is also canceled when Auto Clear takes place. The display returns to the screen of the function selected in the Auto Clear Setting.

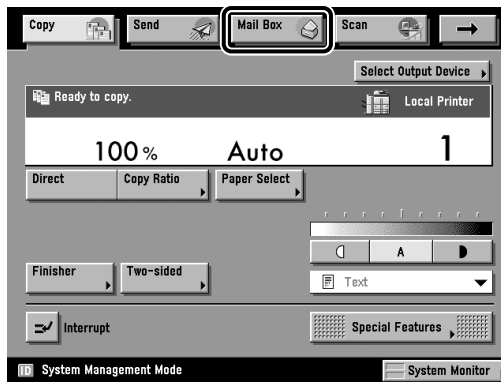
## Managing Inbox in the System Management Mode

You can operate the inbox documents stored by users. For example, you can control an inbox whose password was forgotten, delete unwanted documents, or retrieve documents from an inbox secured by a password in case of an emergency.

### 1 Enter the System Management Mode.



### 2 Press [Mail Box].



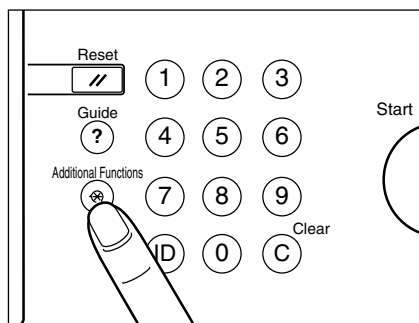
### 3 Proceed to operate the inbox.


(See the *Mail Box Guide*.)




# Changing the Mail Box Settings in the System Management Mode

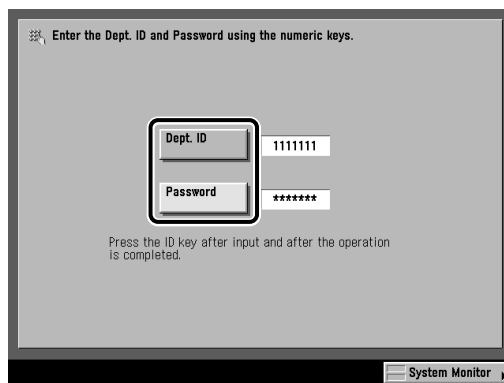
You can change the mail box settings restricted with a password. For example, you can initialize an unnecessary inbox, change the name of an inbox, or reset the password of an inbox which the user has forgotten.

## 1 Press (Additional Functions).

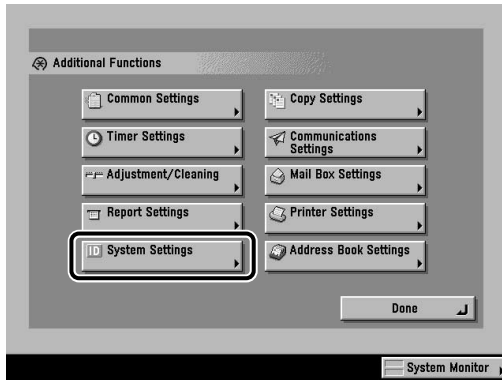


When the machine is already in the System Management mode, press  (Additional Functions) and proceed to step 5.

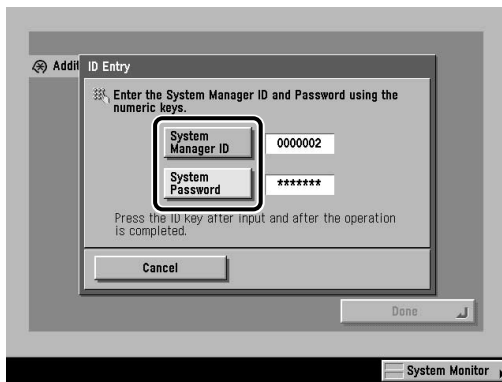
If Department ID Management is enabled, enter the System Manager ID in the [Dept. ID], also enter the System Password in the [Password] using  -  (numeric keys) → press  (ID).



## 2 Press [System Settings].



## 3 Enter the System Manager ID/Password using 0 - 9 (numeric keys) → press (ID).

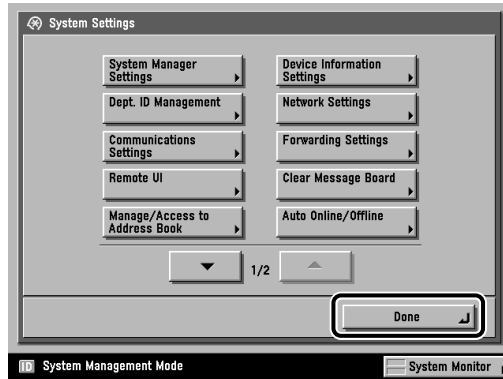


The machine enters the System Management Mode.

### NOTE

Enter the number stored under System Manager Settings. (See "Specifying the System Manager Settings (System Manager Settings)," on p. 4-3.)

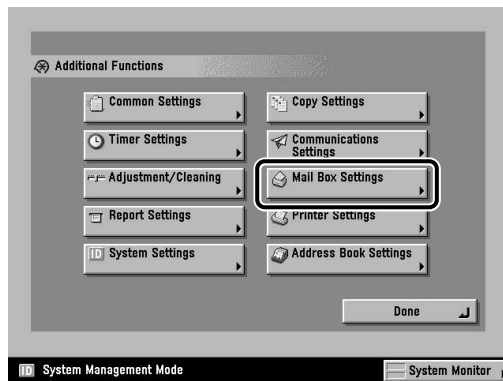
## 4 Press [Done].



The display returns to the Additional Functions screen.

## 5 Press [Mail Box Settings] → change the settings.

(See Chapter 5, “Customizing Settings,” in the *Mail Box Guide*.)















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