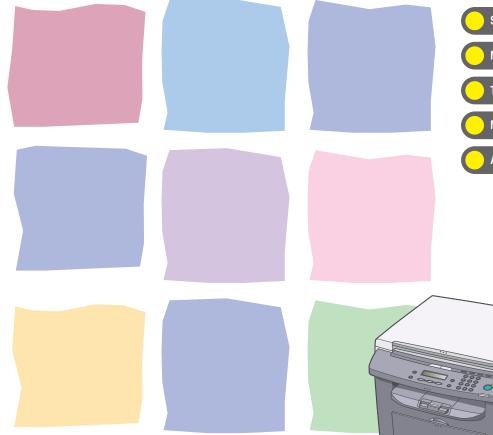


MF4010 Series

Basic Guide

- What Can I Do with This Machine?
- **Before Using the Machine**
- **Document Handling**
- **Print Media**
- Copying
- **Printing**
- Scanning
- Maintenance
- Troubleshooting
- **Machine Settings**
- **Appendix**





Manuals for the Machine

- Machine Set-Up
- Software Installation
- Basic Features
- Maintenance

Starter Guide

- Basic Features
- Maintenance
- Machine Settings
- Specifications

Basic Guide (This Document)



- Advanced Features
- System Monitor
- Troubleshooting

Advanced Guide



Scanning Features

Scanner Driver Guide





Indicates the manual is supplied in PDF format in the accompanying CD-ROM.

- To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.
- Considerable effort has been made to ensure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

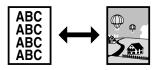
What Can I Do with This Machine?

Copy Features

Select a scan mode depending on the type of image

Image Quality

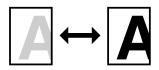
→ p. 4-3



Adjust the density level of scanned images

Density

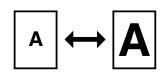
→ p. 4-4



Enlarge or reduce copied images

Zoom Ratio

→ p. 4-6

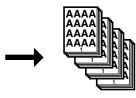


Sorts copies by page order

Collate Copy

→ Advanced Guide

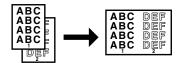




Copy two documents on one sheet

2 on 1 Combination

→ Advanced Guide

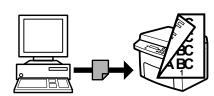


Printer Feature

Print a document from a PC

Printing

 \rightarrow Online Help

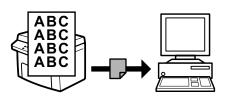


Scanner Feature

Specify detailed scanning options to suit various images

Scanning

→ Scanner Driver Guide



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How to Use This Guide

Symbols Used in This Manual

The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

MARNING

Indicates a warning that may lead to death or serious injury if not observed.

A CAUTION

Explains how to avoid actions that could injure you or damage your machine.

Ø NOTE

Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses distinctive notations to identify keys and information in the LCD:

- The keys you press appear in square brackets: [Stop/Reset].
- Information in the LCD appears in angle brackets: <LOAD PAPER>.

The numbers that point to the keys on the operation panel diagram correspond to the order of steps to take in the procedure.

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the MF4010.

The model MF4010 is used for illustration purposes in this manual.

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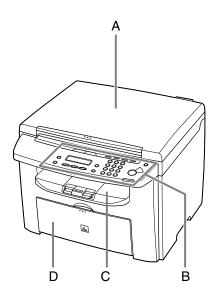
Disclaimers

The information in this document is subject to change without notice.

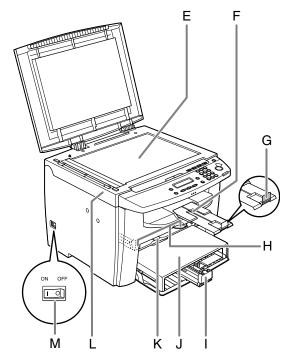
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Before Using the Machine

Machine Components

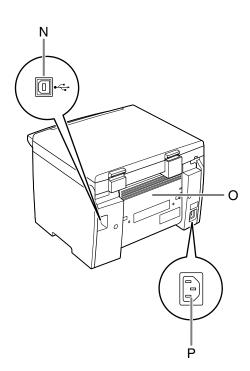


- A Platen glass cover Open this cover when placing a document on the platen glass.
- B Operation panel Controls the machine.
- C Output tray
 Receives copies and prints.
- D Paper feeding tray Loads the paper supply.



- E Platen glass
 Place documents.
- F Output tray extension Extension for the output tray.
- G Paper stopper
 Prevents the paper from falling off the output tray.
 Open the paper stopper from its original position for A4 paper.
- H Slide guides for multi-purpose tray Adjusts to the width of the paper.
- I Paper guide rail Holds the paper supply.
- J Dust cover
 Protects the paper supply in the paper feeding tray from the dirt and dust.
- K Multi-purpose tray
 Feeds paper when you insert one by one manually.
- L Scanning platform

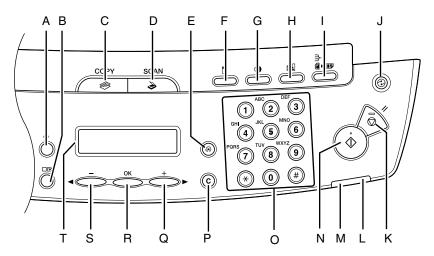
 Open this platform when replacing the toner cartridge or clearing paper jams.
- M Main power switch
 Turn the power on or off.



- N USB port Connect the USB (Universal Serial Bus) cable.
- O Rear cover Open this cover when clearing paper jams.
- P Power socket Connect the power cord.

Operation Panel

Main Operation Panel



- A [System Monitor] key
 Press to check print status, print and scan
 counts.
- B [View Settings] key
 Press to confirm settings of the copy function.
- C [COPY] key
 Press to switch to the Copy mode.
- D [SCAN] key
 Press to switch to the Scan mode.
- E [Additional Functions] key
 Press to select or cancel the modes in
 Additional Functions.
- F [Enlarge/Reduce] key
 Press to enlarge or reduce copy ratio.

- G [Density] key Press to adjust copy.
- H [Image Quality] key
 Press to select image quality for copy.
- I [Collate/2 on 1] key
 Press to collate copies, or press to set 2 on 1
 copying.
- J [Energy Saver] key
 Press to set or cancel the Sleep mode
 manually. The key lights green when the
 Sleep mode is set, and goes off when the
 mode is canceled.
- K [Stop/Reset] key Press to stop a current job. Also, press to return the machine to the standby mode.

- L Error indicator
 Flashes when an error has occurred.
- M Processing/Data indicator
 Lights when the machine has waiting jobs.
- N [Start] key Press to start copying and scanning.
- O Numeric keys Enter numbers.
- P [Clear] key Press to clear entered alphanumeric characters.
- Q [+ \subseteq] key
 Press to increase the value for various
 settings. Also press to see the next item in
 the menu.

- R [OK] key
 Press to accept a set function or mode.
- S [◄–] key
 Press to decrease the value for various
 settings. Also press to see the previous item
 in the menu.
- T LCD display
 Displays messages and prompts during
 operation. Displays selection, text, and
 numbers when adjusting the settings.

LCD (Standby Mode)

Copy Mode

Scan Mode

SCANNING MODE

- A Zoom ratio
- B Paper size
- C Quantity
- D Density
- E Image quality

MOTE

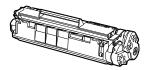
- Depending on your needs, you can change the standby display which appears when the main power switch is turned on. For details, see "Setting Menu," on p. 9-3.
- When the main power switch is turned on, the LCD displays <PLEASE WAIT> first, and then displays
 INITIALIZING...> until the standby display appears. It is also possible to see the standby display without having <INITIALIZING...> shown.
- If the machine remains idle for one minute, the display returns to the standby mode (Auto Clear Function).

Toner Cartridge

The lifetime of the Canon Genuine toner cartridge used in this machine is approximately 2,000 pages. The page counts are on the basis of ISO/IEC 19752* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. When you are replacing a toner cartridge, be sure to use a toner cartridge designed for this product. To purchase a new Canon genuine toner cartridge, contact your local authorized Canon dealer or Canon help line.

* "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).

Toner Cartridge name: Canon FX10 Cartridge



Model Name	Supported Canon Genuine Cartridge	Print Yield
MF4010 MF4018	Canon FX10 Cartridge	Approx. 2,000 pages

Maintaining the Toner Cartridge

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks.
 The magnet inside the toner cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.

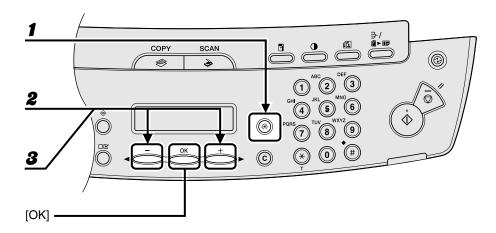


Do not place the toner cartridge in fire. Toner powder is flammable.

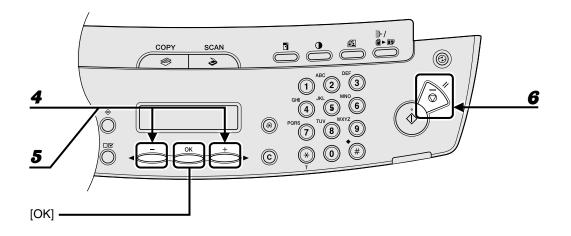
Timer Settings

Setting the Sleep Mode

When the machine remains idle for a certain period of time, it automatically enters the Sleep mode.



- **1** Press [Additional Functions].
- Press [◄-] or [+►] to select <TIMER SETTINGS>, then press [OK].
- **3** Press [◄–] or [+►] to select <AUTO SLEEP>, then press [OK].



- Press [◄-] or [+►] to select <ON>, then press [OK].

You can set the interval from 3 to 30 minutes (in one-minute increments). You can also enter values with the numeric keys.

6 Press [Stop/Reset] to return to the standby mode.



- To resume the normal mode from the Sleep mode, press [Energy Saver] on the operation panel.
- To enter the Sleep mode manually, press [Energy Saver] on the operation panel.
- The machine will not enter the Sleep mode when:
 - the machine is in operation
 - the Processing/Data indicator lights or flashes
 - an error code or message appears on the display and the Error indicator flashes
 - no paper is loaded in the paper feeding tray
 - paper is loaded in the multi-purpose tray
 - a paper jam occurs in the machine
- The machine will leave the Sleep mode when:
 - you press [Energy Saver] on the operation panel
 - a print job is sent from a computer, and the print is started



Document Handling

Document Requirements

Platen Glass

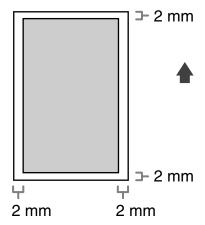
Туре	 Plain paper Thick documents Photographs Small documents (e.g., index cards) Special types of paper (e.g., tracing paper*1, transparencies*1, etc.) Book (Height: max. 24 mm)
Size (W × L)	Max. 216 × 297 mm
Weight	Max. 2 kg
Quantity	1 sheet

^{*1} When copying a transparent document such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.

 Do not place the document on the platen glass until the glue, ink or correction fluid on the document is completely dry.

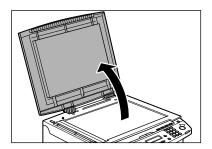
Scanning Area

Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.

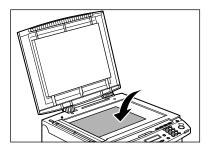


Loading Documents

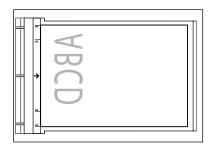
1 Lift up the platen glass cover.



2 Place your document face down.

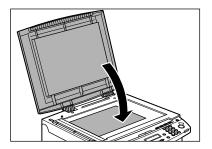


3 Align the document with the appropriate paper size marks.



If your document does not match any of the paper size marks, align the center of your document with the arrow mark.

Gently close the platen glass cover.



The document is ready for scanning.



CAUTION

- When closing the platen glass cover, be careful not to get your fingers caught, as this may result in personal injury.
- Do not press down the platen glass cover forcefully, as this may damage the platen glass and cause personal injury.



Remove the document from the platen glass when scanning is complete.

B Print Media

Paper Requirements

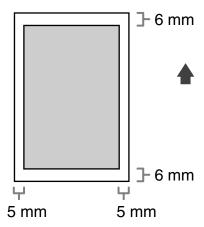
	Paper feeding tray	Multi-purpose tray	
Size (W × L)	A4, B5, A5, Executive, Envelope (COM10, Monarch, DL, ISO-C5), Oficio, Brazil-Oficio, Mexico-Oficio, Folio, Government-LTR, Government-LGL, Foolscap, LTR, LGL (76 \times 127 to 216 \times 356 mm)		
Weight	6	60 to 163 g/m ²	
Quantity	Max. 250 sheets (Height: max. 25 mm)	Max. 1 sheet	
Туре	Plain Paper, Plain Paper I Transparency	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	

∅ NOTE

The default paper size is A4. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 3-7.)

Printable Area

The shaded area indicates the approximate printable area of A4 paper and envelope. Note that the margin widths listed are approximate and there may be slight variations in actual use.



Paper Guidelines

- To prevent paper jams, do not use any of the following:
 - Wrinkled or creased paper
 - Curled or rolled paper
 - Coated paper
 - Torn paper
 - Damp paper
 - Very thin paper
 - Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
- The following types of paper do not print well:
 - Highly textured paper
 - Very smooth paper
 - Shiny paper
- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
- Store paper at 18°C−24°C, 40%−60% relative humidity.
- Use only the transparencies designed for laser printers. Canon recommends you to use Canon type transparencies with this machine.

Loading Paper

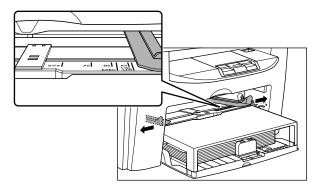
To load paper in the paper feeding tray, see "Set Up the Paper Trays and Load Paper," in the Starter Guide.

Into the Multi-Purpose tray

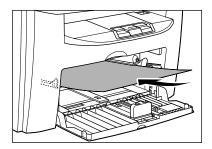
Use the multi-purpose tray when you want to copy or print on the different paper which is in the paper feeding tray. Load paper one by one in the multi-purpose tray.

- The paper in the multi-purpose tray is fed prior to the paper in the paper feeding tray.
- The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may
 affect the quality of the printout.
- Make sure to set the correct paper size in the printer driver. (See Online Help.)

Spread the paper guides a little wider than the actual paper width.



2 When setting a paper, gently insert the paper into the multi-purpose tray with the print side up.

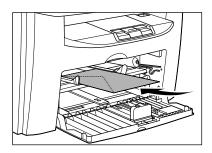


MOTE

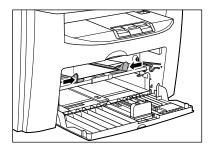
When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose tray.



When setting an envelope, gently insert the envelope into the multipurpose tray with the print side up and the right edge (i.e., closer to the stamp) first.



Slide the paper guides so that they fit to both sides of the paper.



If the paper guides are not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected.

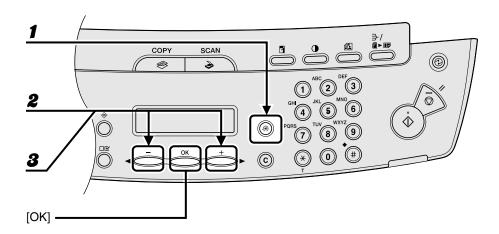
Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see "Setting Paper Size and Type," on p. 3-7.

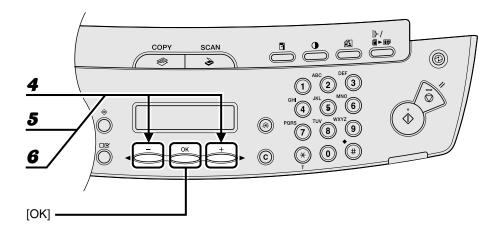
Setting Paper Size and Type

The default setting is <A4> and <PLAIN PAPER>. When you place other sizes and/or types of paper, follow this procedure to change the settings.

The procedure is same for the paper feeding tray and multi-purpose tray except for selecting the paper feeding tray or multi-purpose tray in step 3 and 6.



- **1** Press [Additional Functions].
- Press [◄-] or [+▶] to select <PAPER SETTINGS>, then press [OK].
- Press [◄–] or [+►] to select <CASSETTE> or <MP TRAY>, then press [OK].



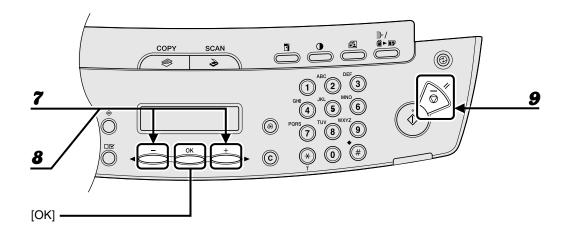
- Press [◄-] or [+►] to select <PAPER SIZE>, then press [OK].
- **5** Press $[\blacktriangleleft -]$ or $[+ \blacktriangleright]$ to select the paper size, then press [OK].

<A4>, <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL>, <ISO-C5>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>, <LTR>, <LGL>

⊘ NOTE

The paper sizes available will vary depending on the country where the unit was purchased.

6 Press [◄-] or [+►] to select <CASSETTE> or <MP TRAY>, then press [OK].



- **7** Press [◄–] or [+▶] to select <PAPER TYPE>, then press [OK].
- **8** Press [-] or [+ -] to select the paper type, then press [OK].

You can select from the following paper types:

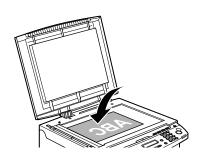
- <PLAIN PAPER> or <PLAIN PAPER L>*1 for Plain paper (64 g/m² to 90 g/m²)
- <HEAVY PAPER> or <HEAVY PAPER H>^{*2} for Heavy paper (Paper feeding tray: 105 g/m² to 128 g/m², Multi-purpose tray:105 g/m² to 163 g/m²) or Envelope
- <TRANSPARENCY> for Transparency
- *1 If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.
- *2 If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.
- **9** Press [Stop/Reset] to return to the standby mode.

Copying

Follow this procedure to make a copy.

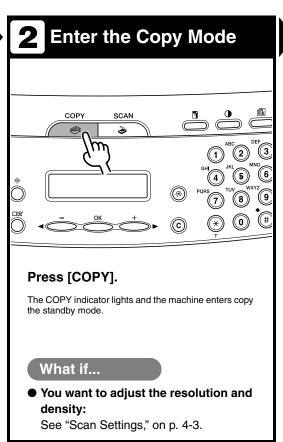
For advanced copying features, see Chapter 1, "Advanced Copy Features," in the Advanced Guide.



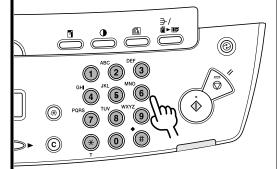


Place the document on the platen glass.

For documents you can copy, see "Document Requirements," on p. 2-1.



3 Enter the Copy Quantity



Enter the copy quantity (1 to 99) with the numeric key.

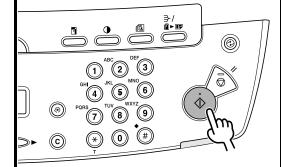
Ex.

100% A4 **d D** TEXT/PHOTO 3

What if...

You enter a wrong number:Press [Clear] and enter a new number.

4 Start Copying



Press [Start].

What if...

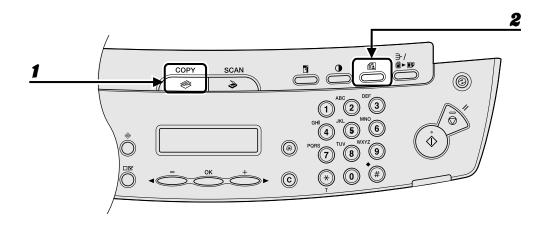
- You press [Stop/Reset] to cancel a
 job while scanning documents:
 The job is canceled immediately, and the
 copy quantity is reset.
- You press [Stop/Reset] to cancel a job while printing:

The <CANCEL COPYING?> message appears. Press [◄-] to select <YES>.

Scan Settings

Before pressing [Start] to begin copying, you can adjust scan settings to better suit the document to be scanned. These settings return to the default values if Auto Clear function is activated or if you press [Stop/Reset].

Image Quality



- **1** Press [COPY].
- **2** Press [Image Quality] repeatedly to select the document type.
 - <TEXT/PHOTO>: For documents that contain text and photos.
 - <TEXT>: For text documents.
 - <PHOTO>: For documents that contain fine text or photos.
 - <TEXT/PHOTO+>: For documents that contain fine text and photos.

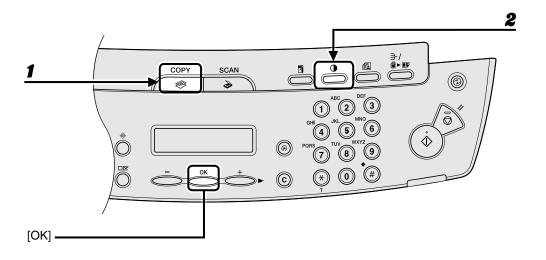


Copy density automatically changes to the manual mode when <TEXT/PHOTO>, <PHOTO>, or <TEXT/PHOTO+> is set.

Density

You can adjust the density to the most appropriate level for the document either automatically or manually.

Adjusting Automatically

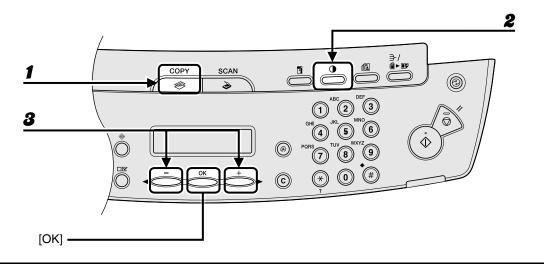


- **1** Press [COPY].
- **2** Press [Density] repeatedly until <AUTO> appears, then press [OK].



The image quality is automatically set to <TEXT>.

Adjusting Manually



- 1 Press [COPY].
- **2** Press [Density] repeatedly to select the manual mode.

```
Ex.

DENSITY
-LT COOCCODE DK+
```

3 Press [-] or [+] to adjust the copy density, then press [OK].

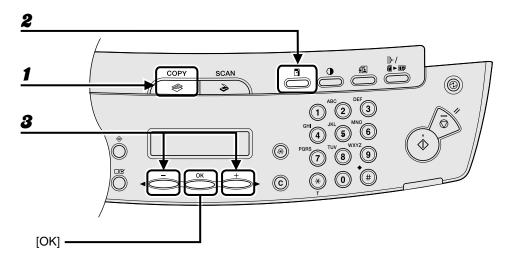
[+►]: to make light documents darker

[<-]: to make dark documents lighter

Zoom Ratio

Preset Zoom

You can enlarge or reduce documents from one standard paper size to another.



- Press [COPY].
- **2** Press [Enlarge/Reduce].
- **3** Press [◄–] or [+►] to select the copy ratio, then press [OK].
 - 200% MAX.
 - 141% A5 \rightarrow A4
 - 100%
 - $-70\% A4 \rightarrow A5$
 - 50% MIN.

⊘ NOTE

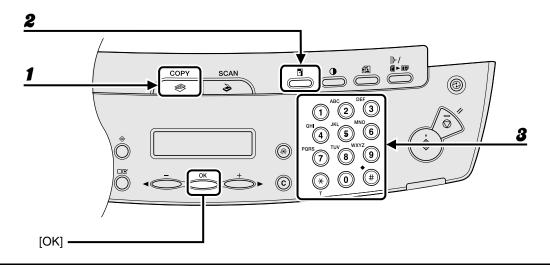
When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <INCHES> or <AB>, the preset copy ratios change as follows:

INCHES: 50%, 64%, 78%, 100%, 129%, 200%

AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%

● Zoom Designation

You can reduce or enlarge images by any copy ratio, in 1% increments. The available copy ratios are from 50% to 200%.



- 1 Press [COPY].
- **2** Press [Enlarge/Reduce] twice.
- **3** Enter the copy ratio with the numeric keys, then press [OK].

You can also use $[\blacktriangleleft -]$ or $[+ \blacktriangleright]$ to adjust the zoom ratio. To increase the zoom ratio, press $[+ \blacktriangleright]$. To decrease the copy ratio, press $[\blacktriangleleft -]$.

∅ NOTE

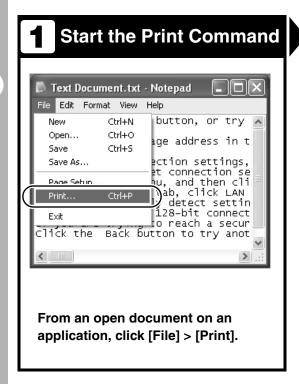
To return the copy ratio to 100%, press [Stop/Reset].

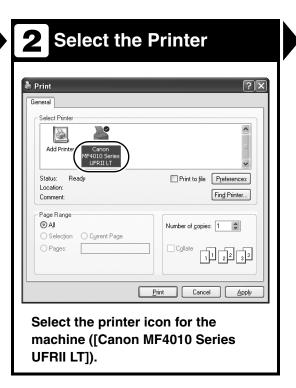
5 Printing

Follow this procedure to print a document from your computer.

Make sure that the printer driver is installed.

For details on printer driver settings, see Online Help.



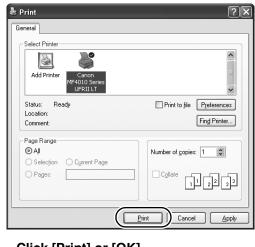


3 Adjust Preferences



Click [Preferences] or [Properties] to open the dialog box. After finished, click [OK].

4 Print the Document



Click [Print] or [OK].

What if...

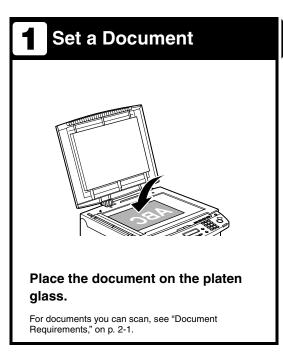
 You want to cancel printing:
 See Chapter 2, "System Monitor," in the Advanced Guide.

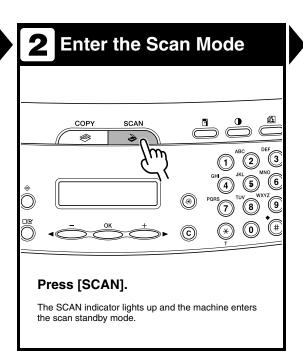


Follow this procedure to scan a document to your computer.

Make sure that the scanner driver is installed.

For details on scanner driver settings, see the Scanner Driver Guide (in the User Software CD).





3 Set Scan Function



Start MF Toolbox, then set the scanning format.

The mark will be displayed above the button you select. For details on the MF Toolbox Settings, see Chapter 2, "Scanning a Document," in the Scanner Driver Guide.

Press [Stop/Reset] on the operation panel, then click [OK] on the computer screen.

Maintenance

Cleaning the Machine

Note the following before cleaning your machine:

- Make sure no document is stored in memory, then turn off the main power switch, and disconnect the power cord.
- Use a soft cloth to avoid scratching the components.
- Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.

A CAUTION

Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.

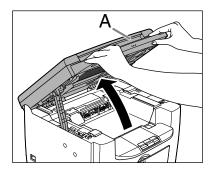
Exterior

- Turn off the main power switch and disconnect the power cord.
- Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.
- Wait for the machine to dry, then reconnect the power cord and turn on the main power switch.

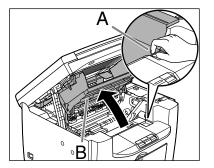
Interior

Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

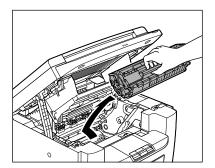
- Turn off the main power switch and disconnect the power cord.
- **2** Lift the scanning platform (A) until it is locked.



Open the printer cover (B), using the tab (A) which covers over on dent.



4 Remove the toner cartridge.



A

CAUTION

- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



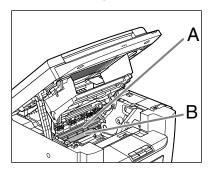
Always hold the toner cartridge by its handle.

Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.



CAUTION

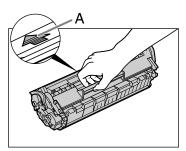
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.



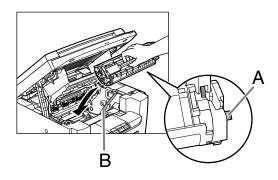
 If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

Hold the toner cartridge by its handle (A).

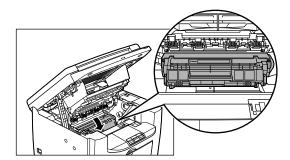
The arrow (A) on the toner cartridge should be facing away from you and pointing down.



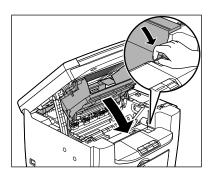
Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



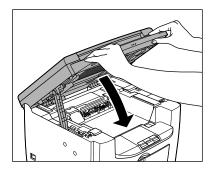
8 Push the toner cartridge to make sure it is properly set in the machine.



9 Close the printer cover using the tab.



10 Close the scanning platform.



A CAUTION

Be careful not to get your fingers caught.

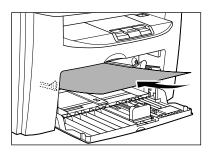
11 Reconnect the power cord and turn on the main power switch.

Fuser Roller

If black streaks appear with printing, the fuser roller in the main unit may be dirty. Should this occur, clean the fusing roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank A4 paper into the multi-purpose tray and start cleaning.

Cleaning the roller takes approximately 130 seconds.

- 1 Press [Additional Functions].
- Press [◄-] or [+►] to select <ADJUST./CLEANING>, then press [OK].
- **3** Load a sheet of blank A4 paper in the multi-purpose tray.



Press [◄—] or [+▶] to select <FIX. UNIT CLEANING>, then press [OK].

Cleaning starts. When finished, the display returns to the standby mode.

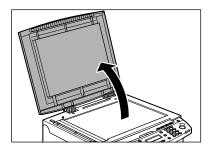


- Use standard paper as the cleaning paper.
- Throw away the cleaning paper after use.

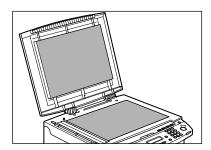
Scanning area

Keep the scanning area clean to avoid dirty copies.

1 Open the platen glass cover.

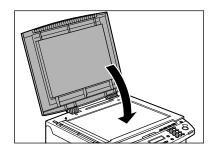


Clean the platen glass and the underside of the platen glass cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.



Do not dampen the cloth too much, as this may tear the document or damage the machine.

3 Close the platen glass cover.



A CAUTION

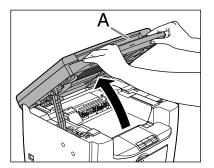
Be careful not to get your fingers caught.

Replacing the Toner Cartridge

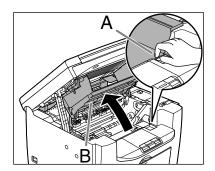
When the printout has vertical white streaks redistribute the toner inside the cartridge. If the problem persists, replace the cartridge.

Redistributing Toner

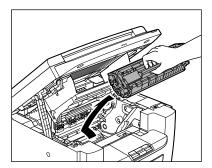
1 Lift the scanning platform (A) until it is locked.



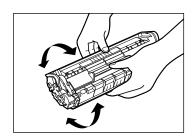
Open the printer cover (B), using the tab (A) which covers over on dent.



3 Remove the toner cartridge.

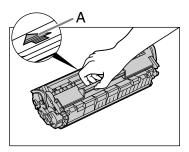


Gently rock the toner cartridge five or six times to distribute toner evenly.



Hold the toner cartridge by its handle (A).

The arrow (A) on the toner cartridge should be facing away from you and pointing down.

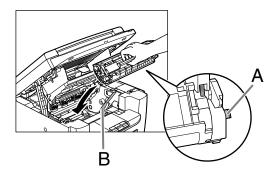


A CAUTION

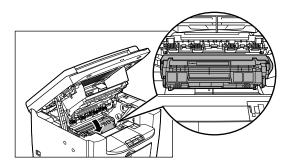
 Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



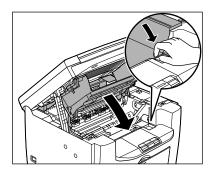
- Always hold the toner cartridge by its handle.
- Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



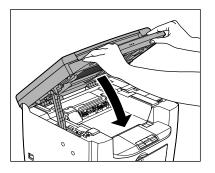
Push the toner cartridge to make sure it is properly set in the machine.



8 Close the printer cover using the tab.



9 Close the scanning platform.

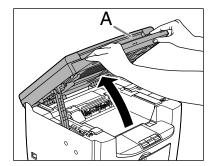


A CAUTION

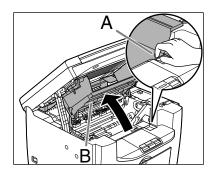
Be careful not to get your fingers caught.

Replacing the Toner Cartridge with a New One

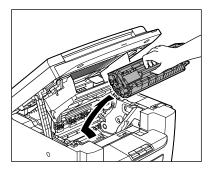
1 Lift the scanning platform (A) until it is locked.



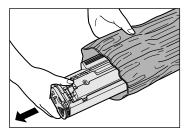
2 Open the printer cover (B), using the tab (A) which covers over on dent.



Remove the toner cartridge.

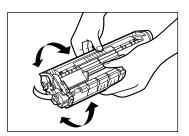


Remove the new toner cartridge from the protective bag.

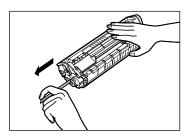


Save the protective bag. You may need it later when you remove the toner cartridge from the machine.

5 Gently rock the toner cartridge five or six times to distribute toner inside.



Hold the toner cartridge with one hand, and pull out the seal completely.

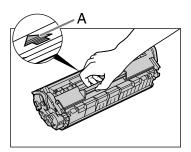


MOTE

Do not pull out the seal at an angle.

Hold the toner cartridge by its handle.

The arrow (A) on the toner cartridge should be facing away from you and pointing down.



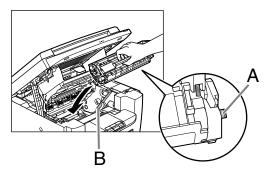
A CAUTION

Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

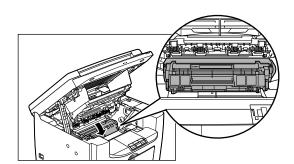


Always hold the toner cartridge by its handle.

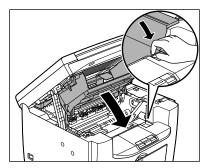
Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



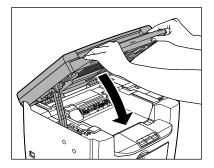
9 Push the toner cartridge to make sure it is properly set in the machine.



10 Close the printer cover using the tab.



11 Close the scanning platform.



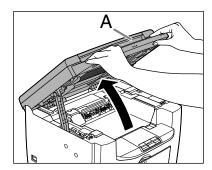
A CAUTION

Be careful not to get your fingers caught.

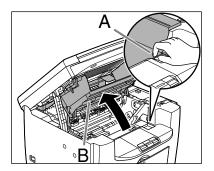
Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

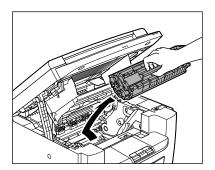
- **1** Turn off the main power switch.
- Disconnect the power cord and all the cables from the back of the machine.
- **3** Lift the scanning platform (A) until it is locked.



Open the printer cover (B), using the tab (A) which covers over on dent.



5 Remove the toner cartridge.



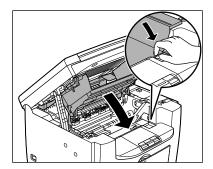
A CAUTION

- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

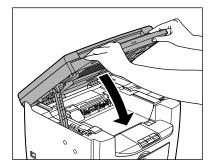


Always hold the toner cartridge by its handle.

6 Close the printer cover using the tab.



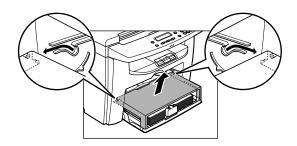
Close the scanning platform.



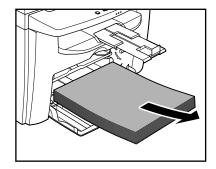
A CAUTION

Be careful not to get your fingers caught.

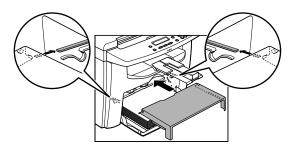
8 Remove the dust cover from the paper feeding tray.



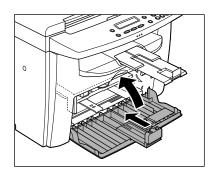
Remove the paper from the paper feeding tray.



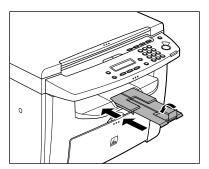
10 Store the dust cover inside the machine.



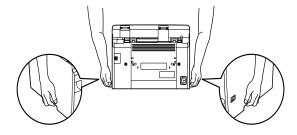
11 Push the paper guide rail, and then close the paper feeding tray.



12 Fold the paper stopper, and then push the output tray extension into the machine.



- **13** Make sure all the covers are closed.
- 14 Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.



A CAUTION

- Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
- If you have a back problem, make sure to check the weight of this machine before carrying. (See "Specifications," on p. 10-1.)



Troubleshooting

Clearing Jams

When <PAPER JAM> appears on the LCD display, remove jammed paper from the machine first, then from the paper feeding tray or multi-purpose tray if necessary. Check the following if you experience repeated paper jams:

- Fan and tap the paper stack on a flat surface before loading it in the machine.
- Check that the paper you are using meets the requirements for use. (See "Print Media," on p. 3-1.)
- Make sure you have removed any scraps of paper from the inside of the machine.

A CAUTION

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document 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.
- If you tear the paper, remove any torn pieces to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

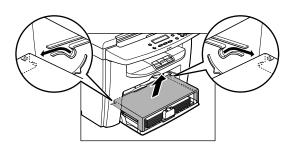
MOTE

Do not force a jammed document or paper out of the machine. Contact your local authorized Canon dealer or the Canon help line for assistance if needed.

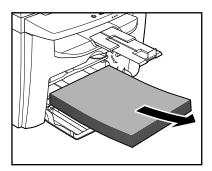
Paper Jams

When <PAPER JAM> appears on the LCD display, remove jammed paper from the inside of the machine first, then from the paper feeding tray or multi-purpose feeder if necessary.

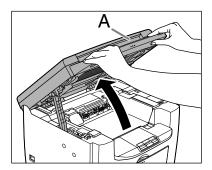
Remove the dust cover from the paper feeding tray.



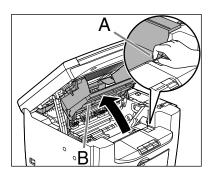
2 Remove the paper in the paper feeding tray.



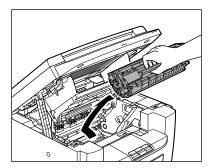
3 Lift the scanning platform (A) until it is locked.



Open the printer cover (B), using the tab (A) which covers over on dent.



Remove the toner cartridge from the machine.



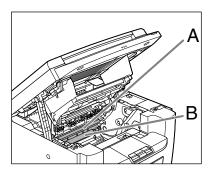
A CAUTION

- Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside of the machine.
- To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



M NOTE

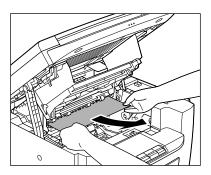
Always hold the cartridge by its handle.



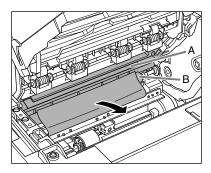
A CAUTION

- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.





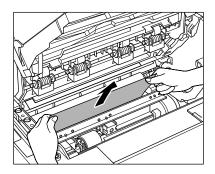
7 Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.



A CAUTION

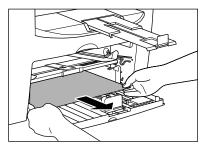
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.

Hold both sides of the jammed paper and carefully pull it out.

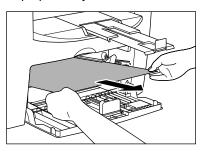


Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.

When feeding paper from the paper feeding tray:

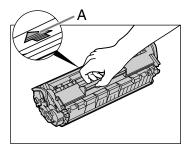


 When feeding paper from the multipurpose tray:



10 Hold the toner cartridge by its handle.

The arrow (A) on the toner cartridge should be facing away from you and pointing down.





CAUTION

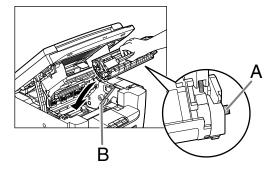
Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.



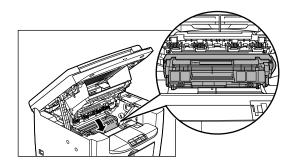
MOTE

Always hold the toner cartridge by its handle.

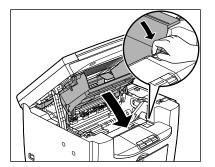
Insert the cartridge so that the protrusion on the right side of the toner cartridge (A) fits into the guide (B) located on the right side of the machine and slide it down parallel to the guide.



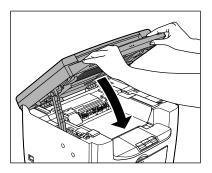
12 Push down the toner cartridge to make sure it is properly set in the machine.



18 Close the printer cover using the tab.



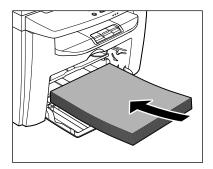
14 Close the scanning platform.



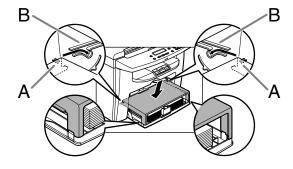
A CAUTION

Be careful not to get your fingers caught.

15 Load the paper into the paper feeding tray.



16 Slide the dust cover until the protrusions (A) on both sides of the dust cover fit into the guides (B) inside the machine, and align the corners of the dust cover to the corners of the paper feeding tray.



M NOTE

After you lower the scanning platform, the machine should be ready for operating. If the machine returns to the standby mode, troubleshooting has been successful. If the machine does not return to the standby mode, check if jammed paper is still left in the machine.

LCD Messages

See the table below when the LCD displays error messages.

Common

Message	Description	Action
CANCEL: STOP/RESET	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <load correct="" paper="">). To cancel copy jobs, press [Stop/Reset], then press [◄-].</load>
CHANGE REG'D SIZE -> PAPER SETTINGS	The paper size selected in <cassette> or <mp TRAY> of the <paper SETTINGS> menu is not correct.</paper </mp </cassette>	- Set the paper size to <a4>, <oficio>, <bra- ZIL-OFICIO>, <mexico- OFICIO>, <folio>, <government-let- TER>, <government- LEGAL>,<foolscap>, <ltr> or <lgl> in <cas- SETTE> of the <paper SETTINGS> menu. (See "Setting Paper Size and Type," on p. 3-7.)</paper </cas- </lgl></ltr></foolscap></government- </government-let- </folio></mexico- </bra- </oficio></a4>
CLOSE COVER PRINTER COVER	The printer cover is not closed completely.	Check the printer cover, and make sure that it is completely closed.

Message	Description	Action
LIFT PANEL TO OPEN OPEN PRINTER COVER	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <out change="" of="" toner="">).</out>
LOAD CORRECT PAPER	The size of the paper in the paper feeding tray or multipurpose tray is different from that of the paper specified in <cassette> or <mp tray=""> of the <paper settings=""> menu.</paper></mp></cassette>	 Load the correct paper size or change the paper size in <cassette> or <mp tray=""> of the <paper settings=""> menu. For more information, see "Setting Paper Size and Type," on p. 3-7.</paper></mp></cassette> If you are trying to print a report or list, set the paper size to <a4>, <oficio>, <brazil-oficio>, <mexico-oficio>, <folio>, <govern-ment-letter>, <gov-ernment-letter>, <foolscap>, <ltr> or <lgl> and then load paper of the same size. Then press [OK] to continue printing.</lgl></ltr></foolscap></gov-ernment-letter></govern-ment-letter></folio></mexico-oficio></brazil-oficio></oficio></a4>

Message	Description	Action
LOAD PAPER	No paper is loaded in the paper feeding tray or multipurpose tray, or not inserted correctly.	Load paper in the paper feeding tray or multi-purpose tray. (See "Loading Paper," on p. 3-4.) Make sure the paper stack in the paper feeding tray does not exceed the capacity of the paper feeding tray. Load paper in the multi-purpose tray one by one. If you load paper while making copies, do not load a different paper size. On the second line in the LCD the message <cassette> or <mp tray=""> and the paper size may appear. In this case, load the corresponding paper in the paper feeding tray or multi-purpose tray.</mp></cassette>
MEMORY FULL	 The number of the scanned document that can be stored in memory reached the maximum. The machine's memory is full of scanned documents when you use the sort copy function. 	Divide the document and copy each part separately.

Message	Description	Action
PAPER JAM	Paper jams have occurred in the machine.	Clear the paper jam (See "Clearing Jams," on p. 8-1.) and reload paper in the paper feeding tray or multipurpose tray. Then reset the machine by opening the printer cover and then closing it.
PLEASE WAIT	This message appears when the main power switch is turned on or when the machine is not ready for printing.	Wait until the message disappears.
RESUME : OK	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <load paper="">).</load>
SYSTEM ERROR EXXX	A system error has occurred. <xxx> will be a three-digit code that indicates a particular type of error.</xxx>	Turn off the main power switch. Wait for at least five seconds, and then turn it on again. If the message persists, contact your local authorized Canon dealer or the Canon help line.
TONER IS NOT SET INSERT TONER	A toner cartridge is not installed or not installed correctly.	Install the toner cartridge correctly. (See "Replacing the Toner Cartridge," on p. 7-7.)

Printer

Message	Description	Action
CANCEL: SYS.MONITOR	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <load correct="" paper="">). To cancel printing from a computer, see Chapter 2, "System Monitor," in the Advanced Guide.</load>
PRINTER DATA ERROR CHECK PRINTER	The data from the PC was not printed.	Check if the software is installed properly or if the printer cable is properly connected.
PRINTING	The printer is processing a print job.	No action required. Wait for printing to finish.

If You Cannot Solve a Problem

If you cannot solve the problem after having referred to the information in this chapter, contact your local authorized Canon dealer or the Canon help line. Please have the following information ready when you contact Canon:

- Product name (MF4010/MF4018)
- Serial number (On the label located at the back of the machine)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results



CAUTION

If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line. Do not attempt to disassemble or repair the machine yourself.



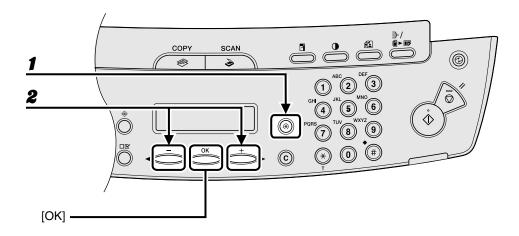
Attempting to repair the machine yourself may void the limited warranty.

Machine Settings

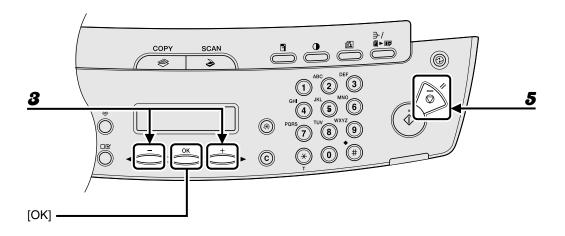
Machine Settings

You can adjust the machine settings from the Setting Menu to customize the way the machine works.

Accessing the Setting Menu



- **1** Press [Additional Functions].
- Press [◄-] or [+►] to select the menu you want to access, then press [OK].
 - <PAPER SETTINGS>
 - <COMMON SETTINGS>
 - <COPY SETTINGS>
 - <TIMER SETTINGS>
 - <ADJUST./CLEANING>



- Press [◄-] or [+►] to select a submenu, then press [OK].
- **4** To register the settings or go to a submenu item, press [OK].
- 5 When finished, press [Stop/Reset] to return to the standby mode.

⊘ NOTE

Press [Stop/Reset] to exit from the menu. If you press [Stop/Reset] before pressing [OK], the setting will not be registered.

Setting Menu

⊘ NOTE

- Depending on the country of purchase, some settings may not be available.
- The menus described in this section are based on the model MF4010. Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

PAPER SETTINGS	
Setting Item	Description
1 CASSETTE	Sets the paper type and size on the paper feeding tray. (See "Setting Paper Size and Type," on p. 3-7.)
2 MP TRAY	Sets the paper type and size on the multi-purpose tray. (See "Setting Paper Size and Type," on p. 3-7.)

COMMON SETTINGS	
Setting Item	Description
1 DEFAULT SETTINGS	Selects which standby display appears when the main power switch is turned on. - COPY - SCAN
2 TONER SAVER MODE	Sets whether to reduce toner consumption. - OFF - ON
3 DISPLAY LANGUAGE	Selects the language on the display. (See "Specifications," on p. 10-1.)

COPY SETTINGS	
Setting Item	Description
1 STANDARD SETTINGS	Sets the default setting for copying.
DENSITY	Sets the density for copying. - MANUAL (1-9) - AUTO* * When <auto> is set, the Image Quality mode is automatically set to <text>.</text></auto>
IMAGE QUALITY	Sets the document type for copying. - TEXT/PHOTO* - TEXT - PHOTO* - TEXT/PHOTO+* * When <text photo="">, <photo>, or <text photo+=""> is set, the Density mode is automatically set to <manual>.</manual></text></photo></text>
AUTO COLLATE	Sets whether to collate the copies automatically. - OFF - ON
2 PAPER SIZE GROUP	Selects a paper size group for your machine.* - A - AB - INCHES * If the paper size group is changed, the available preset copy ratios will also change.

TIMER SETTINGS	
Setting Item	Description
1 AUTO SLEEP	Sets the auto sleep mode when the machine remains idle for a certain period of time. (3MIN30MIN.) (See "Setting the Sleep Mode," on p. 1-9.) ON OFF

ADJUST./CLEANING	
Setting Item	Description
1 FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 7-5.)
2 SPECIAL MODE T	Sets whether to prevent blur from appearing on the printouts. When this setting is set to <on>, the density of printouts may become light. OFF ON</on>
3 SPECIAL MODE U	Select to improve print quality in high temperature and high humidity conditions or in low temperature and low humidity conditions.
OFF	Select in normal condition.
MODE1	Select to improve print quality in low temperature and low humidity conditions, or when using thick paper or an envelope.
MODE2	Select to improve print quality in high temperature and high humidity conditions.
4 SPECIAL MODE V	Sets whether to prevent small size paper (B5, A5, EXECUTIVE, etc) from being curled. - OFF - ON
5 SPECIAL MODE Y	Sets to enhance the fixing characteristics of toner under the conditions of a low temperature environment When this setting is set to <on>, first copy time and the time to resume from the sleep mode may take longer. OFF ON</on>

Appendix

Specifications

General	
● Туре	Personal Desktop
Power Source	220–240 V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
● Power Consumption	Max: Less than 710 W
● Warm-up Time	Less than 9.0 sec.* (temperature: 20°C, humidity: 65%; from when the main power switch is turned on until standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
● Weight	Approx. 12.4 kg (including toner cartridge)
● Dimensions	390 mm (W) × 432 mm (D) × 303 mm (H)
● Installation Space	590 mm (W) × 830 mm (D)
Environmental Conditions	Temperature: 7.5°C–35°C Humidity: 5%–90% RH

General	
Display Languages	ENGLISH / GERMAN / FRENCH / SPANISH / ITALIAN / SWEDISH / NORWEGIAN / DUTCH / FINNISH / DANISH / PORTUGUESE / CZECH / SLOVENE / HUNGARIAN / RUSSIAN / TURKISH / POLISH
Acceptable Documents	» p. 2-1.
Acceptable Paper Stock	» p. 3-1.
● Printable Area	» p. 3-2.
● Scanning Area	» p. 2-2.

Copier	
● Scanning Resolution	TEXT/PHOTO mode: 300 dpi × 300 dpi TEXT mode, PHOTO mode, TEXT/PHOTO+ mode: 600 dpi × 600 dpi
Printing Resolution	600 dpi × 600 dpi
● Magnification	1 ± 1.0%, 1:2.00, 1:1.41, 1:0.70, 1:0.50 Zoom 0.50 - 2.00, 1% increments
● First Copy Time	Platen glass: less than 9 sec. (A4)
● Copy Speed	Direct: A4 20 cpm
● No. of Copies	Max. 99 copies

Printer	
● Printing Method	Indirect electrostatic method (On-demand fixing)
Paper Handling	Paper feeding tray: 250 sheets(Height: max. 25 mm)Multi-purpose tray: 1 sheet
Paper Delivery	100 sheets (64 to 80 g/m ²)
● Print Speed	See "Copy Speed," on p. 10-2.
● Printing Resolution	600 dpi × 600 dpi
● Number of Tones	256
● Toner Cartridge	» p. 1-7.



Specifications are subject to change without notice.

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