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Advanced Guide

MF4010 Series



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**Please read this guide before operating this product.
After you finish reading this guide, store it in a safe place
for future reference.**

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Basic Guide



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Advanced Guide
(This Document)



- 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 this manual is 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.

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Things You Can Do

Select a scan mode depending on the type of image

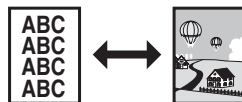
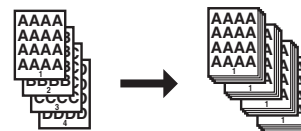


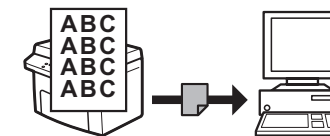
Image Quality
→ Basic Guide

Sort copies by page order



Collate Copy
→ p. 1-2

Specify detailed scanning options to suit various images



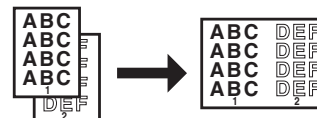
Scanning
→ Scanner Driver Guide

Adjust the density level of scanned images



Density
→ Basic Guide

Copy two documents on one sheet



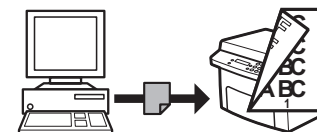
2 on 1 Combination
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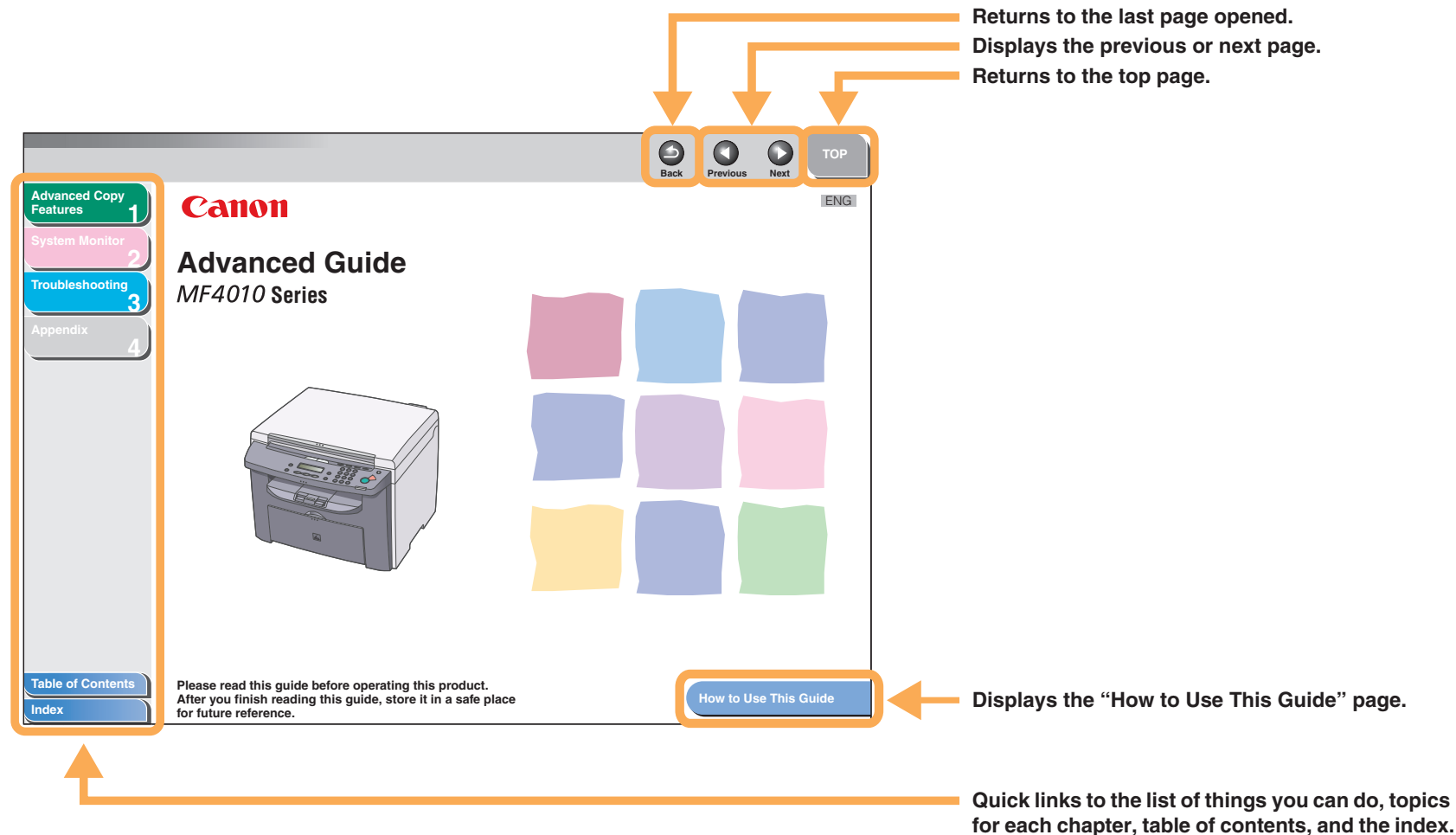
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Using the Chapter Topic List

- Returns to the last page opened.
- Displays the previous or next page.
- Returns to the top page.

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Table of contents for the chapter.

Quick links to the list of things you can do, topics for each chapter, table of contents, and the index.

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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.

 **WARNING**

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

 **CAUTION**

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

 **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>.



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Advanced Copy Features

■ Collate Copy

You can copy documents collated into sets arranged in page order. This feature can be used with “2 on 1 Combination” (see p. 1-3) at the same time.

1. Set the first page of the document on the platen glass.
2. Press [COPY].
 -  **NOTE**
If <AUTO COLLATE> is set to <ON> in the <COPY SETTINGS> of the Additional Functions menu, skip step 3 and 4.
3. Press [Collate/2 on 1].
4. Use [◀-] or [+▶] to select <COLLATE>, then press [OK].

5. Use the numeric keys to enter the desired copy quantity (1 to 99).

6. Press [Start].

7. Place the next page of the document on the platen glass, then press [Start].

Repeat this step to scan all pages. The machine prints only one copy of each page.

8. Press [OK].

The machine prints the rest of sets of copies.

NOTE

- To cancel all settings, press [Stop/Reset].
- When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning may be canceled. In this case, the machine returns to the standby mode automatically.

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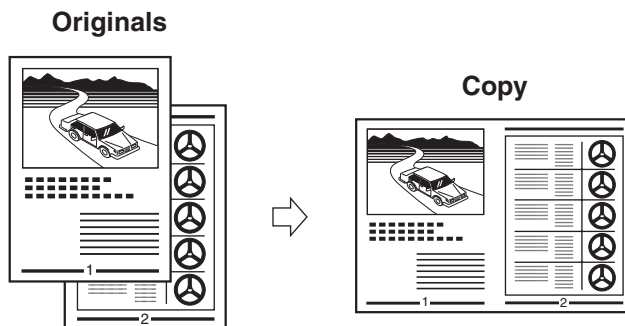
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■ 2 on 1 Combination

2 on 1 combination automatically reduces two documents to fit on A4 or LTR size paper. This feature can be used with “Collate Copy” (see p. 1-2).



1. Set the first page of the document on the platen glass.
2. Press [COPY].
3. Press [Collate/2 on 1].

4. Use [←] or [→] to select <2 ON 1>, then press [OK].

If you want to use <2 ON 1> with “Collate Copy” (see p. 1-2) at the same time, select <COLLATE+2 ON 1>, then press [OK].

5. Use the numeric keys to enter the desired copy quantity (1 to 99).
6. Press [Start].
7. Place the next page of the document on the platen glass, then press [Start].
8. When scanning is complete, press [OK].

NOTE

- If you press [OK] without scanning the second document, only the first document will be printed on the left side of the paper.
- A maximum of 4 mm margin will be produced between the two reduced documents in 2 on 1 combination copying.
- To cancel all settings, press [Stop/Reset].

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Canceling Copy Jobs

Cancel an ongoing job as follows.

■ Canceling a Job While Scanning

1. Press [Stop/Reset].

■ Canceling a Job While Printing

1. Press [Stop/Reset].

Ex.

```
CANCEL  COPYING?  
< YES                NO >
```

2. Press [←] to select <YES>.

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Checking Job and Machine Status

System monitor enables you to check remaining memory and check print and scan counts.

■ Checking Print Status

You can check and delete the print jobs sent from a computer.

1. Press [System Monitor].
2. Use [◀] or [▶] to select <PRINT STATUS>, then press [OK].
3. Use [◀] or [▶] to view the job list.
4. If you want to delete the print job, press [OK], then press [◀] to select <YES>.
5. Press [Stop/Reset] to return to the standby mode.

■ Checking Print and Scan Counts

1. Press [System Monitor].
2. Use [◀] or [▶] to select <VIEW PAGE TOTALS>, then press [OK].
3. Use [◀] or [▶] to view the print or scan counts.
4. Press [Stop/Reset] to return to the standby mode.

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General Problems

The machine has no power.

Q Is the power cord plugged in securely?

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q Is the power cord supplying power?

A Use a different power cord, or test the cord for continuity using a voltmeter.

Q Is the main power switch turned on?

A Turn on the main power switch.

The Error indicator flashes.

Q Does the machine feed paper correctly, or is there paper in the paper feeding tray or multi-purpose tray?

A Clear the paper jam, or load paper in the paper feeding tray or multi-purpose tray. (For instructions on clearing paper jam, see Chapter 8, “Clearing Jams,” in the Basic Guide. For instructions on loading paper, see “Set Up the Paper Trays and Load Paper,” in the Starter Guide.)

A If the machine has no paper jam, or paper is loaded in the paper feeding tray or multi-purpose tray, turn off the main power switch and wait for more than five seconds, then turn it on in again. If the problem is fixed, the Error indicator will turn off, and the LCD will return to the standby mode. If the Error indicator remains flash, turn off the main power switch, and contact your local authorized Canon dealer or the Canon help line.

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Nothing appears in the LCD.

Q

Is the power cord plugged in securely?

A

Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q

Is the main power switch turned on?

A

Turn on the main power switch.

Q

Is the machine in the Sleep mode?

A

Press [Energy Saver] to take the machine out of the Sleep mode.

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Paper Feeding Problems

Paper does not feed properly.

- Q** Is the paper loaded correctly?
- A** Make sure the paper is correctly loaded. (See “Set Up the Paper Trays and Load Paper,” in the Starter Guide.)
- Q** Does the machine contain too many sheets?
- A** Make sure you load the correct quantity. (See Chapter 3, “Print Media,” in the Basic Guide.)

Multiple sheets feed together into the machine.

- Q** Is the paper loaded correctly?
- A** Make sure the paper is correctly loaded. (See “Set Up the Paper Trays and Load Paper,” in the Starter Guide.)
- Q** Does the machine contain too many sheets?
- A** Make sure you load the correct quantity. (See Chapter 3, “Print Media,” in the Basic Guide.)

- Q** Are different types of paper loaded in the machine?
- A** Load only one type of paper.
- A** Make sure you load paper that meets the requirements for use. (See Chapter 3, “Print Media,” in the Basic Guide.)
- A** Let the paper run out before refilling the machine. Avoid mixing new stock with paper already loaded.

Repeated paper jams occur.

- Q** Is the correct type of paper loaded in the machine?
- A** Make sure you load paper that meets the requirements for use. (See Chapter 3, “Print Media,” in the Basic Guide.)



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Copying Problems

Cannot make copies.

Q

Have you removed the sealing tape from the toner cartridge?

A

Make sure you remove the sealing tape from the cartridge. (See "Install Toner Cartridge," in the Starter Guide.)

Q

Is the toner cartridge installed properly?

A

Make sure the toner cartridge is installed properly. (See "Install Toner Cartridge," in the Starter Guide.)

A

Make sure the scanning platform and rear cover are fully closed.

Q

Is the document loaded correctly?

A

Make sure the document is correctly loaded. (See Chapter 2, "Document Handling," in the Basic Guide.)

Q

Does the document meet the requirements for the machine?

A

Make sure you load documents that meet the requirements for use. (See Chapter 2, "Document Handling," in the Basic Guide.)



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Printing Problems

Nothing prints.

Q Is the power cord plugged in securely?

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q Is the main power switch turned on?

A Turn on the main power switch.

Q Have you removed the sealing tape from the toner cartridge?

A Make sure you remove the sealing tape from the cartridge. (See "Install Toner Cartridge," in the Starter Guide.)

Q Is the cartridge out of toner?

A Replace the toner cartridge. (See Chapter 7, "Maintenance," in the Basic Guide.)

Printout does not match paper size.

Q Does the size of paper loaded in the machine match the paper size setting?

A Change the paper size setting or load the correct size paper. (See Chapter 3, "Print Media," in the Basic Guide.)

Printout is skewed.

Q Is the paper loaded correctly?

A Make sure the paper is correctly loaded in the machine. (See "Set Up the Paper Trays and Load Paper," in the Starter Guide.)

A Make sure the paper delivery slot is free of obstructions.

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Paper jams occur.

Q Is the correct type of paper loaded in the machine?

A Make sure you load paper that meets the requirements for use. (See Chapter 3, "Print Media," in the Basic Guide.)

Printout is not clear.

Q Is the correct type of paper loaded in the machine?

A Make sure you load paper that meets the requirements for use. (See Chapter 3, "Print Media," in the Basic Guide.)

Q Are you printing on the wrong side of the paper?

A Some papers have a "right" side for printing. If the print quality is not as clear as you think it should be, try printing on the other side of the paper.

Printout has vertical white streaks.

Q Is toner low or unevenly distributed?

A Redistribute the toner inside the cartridge. If the problem persists, replace the cartridge. (See Chapter 7, "Maintenance," in the Basic Guide.)



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FINE

The resolution setting for documents with very small characters and thin lines.

P

Paper feed

Refers to guiding a sheet of paper into the machine's paper path.

Paper feeder

The device in the machine that feeds recording media into the machine for printing copied documents.

R

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 × 600 dpi.

S

Standby

The mode in which the machine is on and ready to use.

T

Toner

A black, resin coated powder contained in the toner cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

Toner saver

The feature that extends cartridge life by reducing toner consumption rate at a slight decrease in print quality.



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