Canon

iR 3300/iR 2800/iR 2200

Reference Guide

About the Manuals for the Machine

The manuals for this machine are divided as follows. Please read them to suit your needs.

For Basic Use .... Troubleshooting...	**Reference Guide (This Document)**
For Basic Copying... For Convenient Copying.....................................	**Copying Guide**
For Basic Mail Box Function Use........................ For Convenient Mail Box Function Use...............	**Mail Box Function Guide**
For Fax Use .... For Convenient Fax Use.....................................	**Facsimile Guide**
For Remote UI Use	**Remote UI Guide**
For Setting Up the Network Connection & Installing the CD-ROM Software...........................	**Setup Guide**
For Printer Use	**PS/PCL Printer Guide**
For Installing Printer Driver, etc...........................	**PS Driver Guide PCL Driver Guide**
For Connecting and Setting the Network	**Network Guide**

The manuals supplied with optional equipment are included in the list above.
Depending on the system configuration and product purchased, some manuals may be unavailable (irrelevant).

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

How This Manual Is Organised

Chap 1	Before You Start Using This Machine **Please read this chapter**	**1**
Chap 2	Checking Various Job Operations and Device Status	**2**
Chap 3	Setting and Storing Settings to Suit your Needs	**3**
Chap 4	System Manager Settings	**4**
Chap 5	Routine Maintenance	**5**
Chap 6	Troubleshooting	**6**
Chap 7	Handling Options	**7**
Chap 8	Appendix	**8**

Contains the Appendices and Index.

- Considerable effort has been made to make sure 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.

PREFACE

Thank you for purchasing the Canon iR3300/iR2800/iR2200 Series Machine. This Manual describes the use of the iR3300/iR2800/iR2200 Series Machine and the parts that are common to each function.

Please read this manual thoroughly before operating the iR3300/iR2800/iR2200 Series Machine, in order to familiarise 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.

CAUTION:

In this manual, CAUTION MESSAGES with this ⚠ symbol indicate that neglecting the suggested procedure or practice could result in personal injury.

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International Energy Star-Programme

This copier model meets the ENERGY STAR Program for energy efficiency.

The International Energy Star Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, displays, printers, facsimiles, and copiers. Their standards and logos are uniform among participating nations.

Safety Information

1. **Laser Safety**

   This Product is certified as a Class 1 laser product under EN60825-1:1994. This means that the product does not produce hazardous laser radiation.
   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.

2. **Additional Information**

   When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product. The reflected beam, even though visible or invisible, can permanently damage your eyes.
   The following label is attached to the main unit where there is danger of exposure to laser radiation:

This Copier has been classified under EN60825-1:1994 and conforms to the following classes;

CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL A RAYONNEMENT LASER DE CLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE

⚠ **CAUTION**

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

Table of Contents

Chapter 1   Before You Start Using This Machine

Chapter 2   Checking Job and Device Status

Chapter 3   Selecting and Storing Settings to Suit your Needs

Chapter 4   System Manager Settings

Chapter 5   Routine Maintenance

Chapter 6   Troubleshooting

Chapter 7　Handling Options

Chapter 8   Appendix

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual, for explanations of procedures and restrictions, handling cautions, and instructions that should be observed for safety.

⚠ **WARNING**	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.
⚠ **CAUTION**	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.
✋ IMPORTANT	Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.
✎ NOTE	Indicates notes for operation or additional explanations. Reading these is highly recommended.

Keys Used in This Manual

The following symbols and key names are used in this manual.

- Control panel keys. .... ⊙
- Touch panel display keys. ...."OK"

Displays Used in This Manual

Screenshots of the touch panel display used in this manual are those taken when the Finisher-J1, Cassette Feeding Unit-W1, Feeder (DADF-H1), Printer Kit, and FAX Board are attached to the iR3300. 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 ⬭ , 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 the original, then press [Special Features].**

```
Ready to copy.
        Auto
100%    ▪ A4   ☐       1
1:1   Copy   Paper Select
      Ratio ▶              ▯▯▯▯▯▯▯
                          Light  A  Dark
Finisher   Two-sided      Text        ☐ ▶
       ▶   Mode      ▶
                    Special             ←── Press this key for operation
                    Features ▶
                    System Monitor    ▶
```
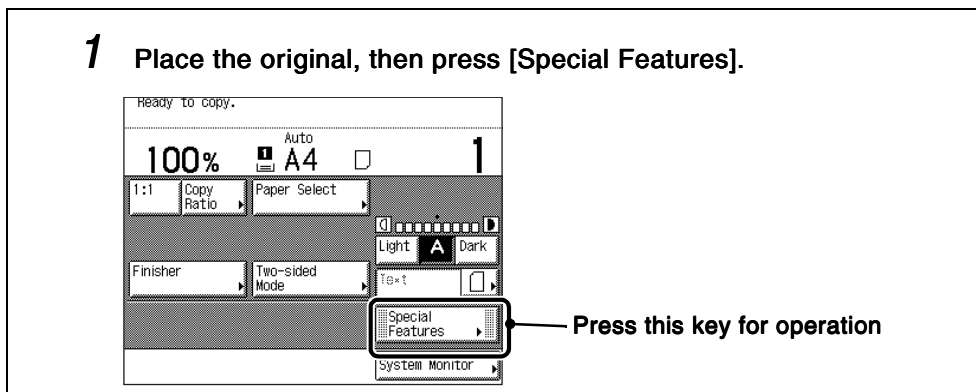
Illustrations Used in This Manual

Unless otherwise noted, illustrations used in this manual are those taken when the Finisher-J1 and Cassette Feeding Unit-W1 are attached to the iR3300.

⚠️ Safety Considerations

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, a fire or electrical shock may result.

- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, a fire or electrical shock may result.

  - Necklaces and other metal objects
  - Cups, vases, flowerpots and other containers filled with water or liquids
  - If these items are dropped or spilled inside the machine, immediately turn off the main power switch and unplug the power plug from the outlet. Then, contact your service representative.
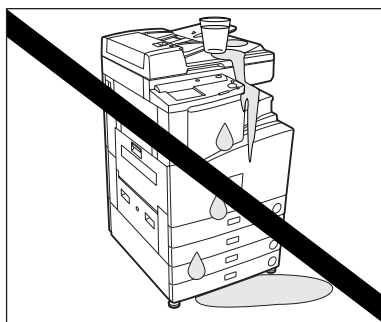
⚠️ CAUTION

- Do not install the machine in unstable locations, such as on unsteady platforms or on inclined floors, or in locations which are subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
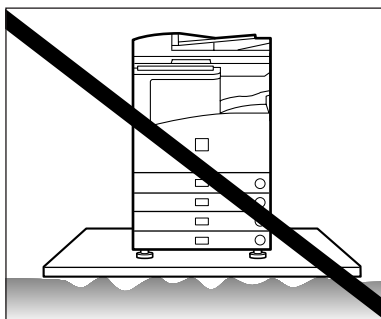
- Do not install the machine in such a way that the ventilation ports are blocked by objects. If the ventilation ports are blocked, heat will build up inside the machine and may result in a fire.
- Do not place heavy objects on the machine, as they may tip over or fall, resulting in personal injury.
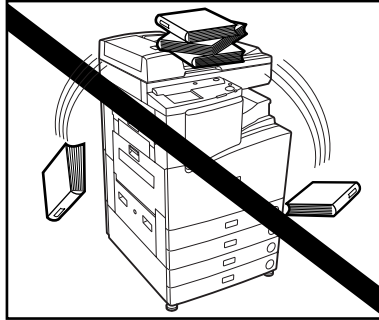
- Do not install the machine in the following locations:
  - A damp or dusty location
  - A location which is exposed to direct sunlight
  - A location subject to high temperatures
  - A location that is subject to open flames
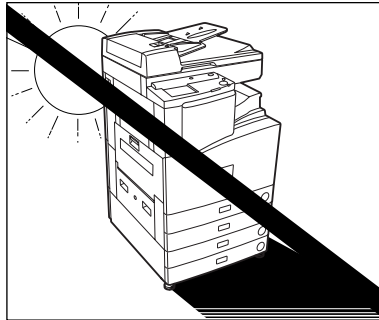
- Do not remove the machine's fixing stoppers after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.
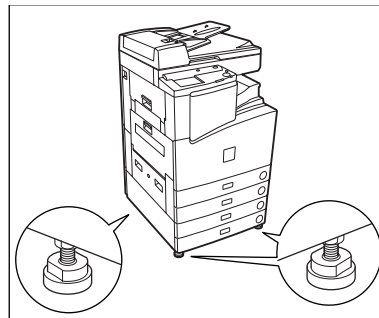
Power Supply

⚠ **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 and result in a fire or electrical shock.
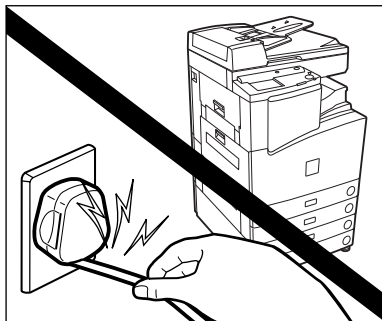
- Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.
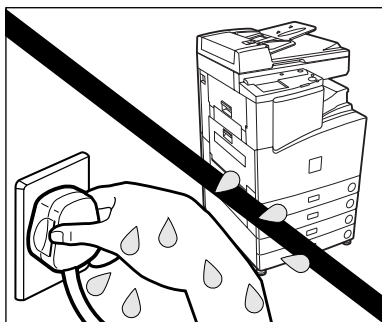
- Do not plug the machine into a multi-plug power strip, as this may cause a fire or electrical shock.
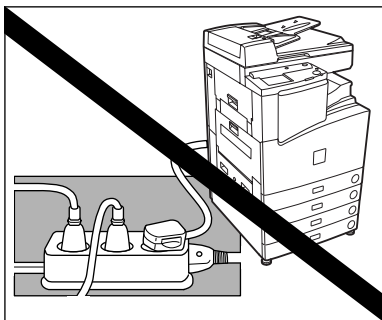
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
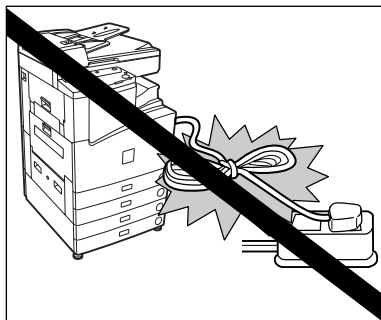
- Insert the power cord completely into the outlet, as failure to do so may result in a fire or electrical shock.
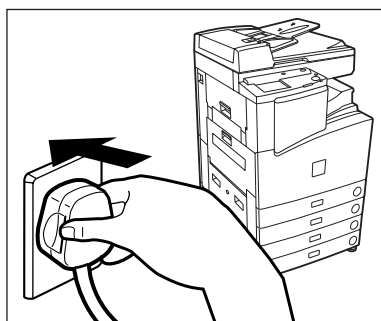
- Do not use power cords other than the provided power cord, as this may result in a fire or electrical shock.
- As a general rule, do not use an extension cord. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, untie the cord binding and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power and the extension cord.
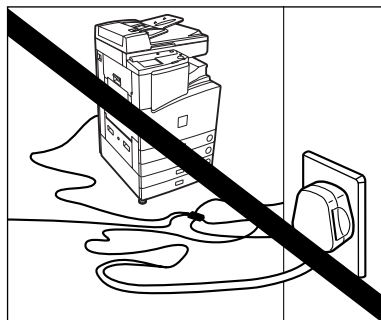
- If the breaker drops to the OFF position when you turn on the power switch or when the copier is already ON, do not push the breaker back to the ON position. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility. When this happens, unplug the power plug immediately and contact your service representative.
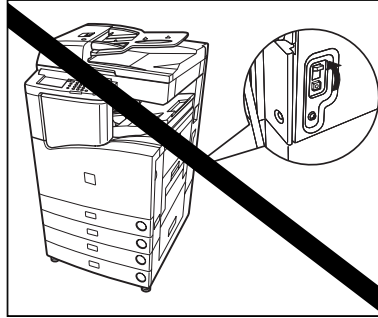
⚠ **CAUTION**

- Do not use power supplies with voltages other than 220-240 V 50 Hz, as this may result in a fire or electrical shock.

- Always grasp the plug portion when unplugging the power plug. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electrical leak and result in a fire or electrical shock.
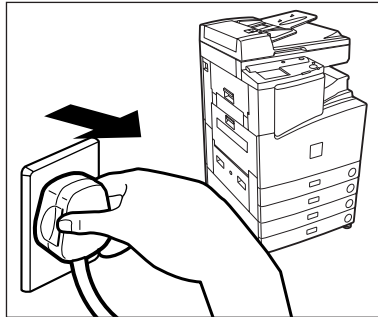
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

- Unplug the power plug for safety when the machine will not be used for a prolonged period of time, for example during consecutive holidays.

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.
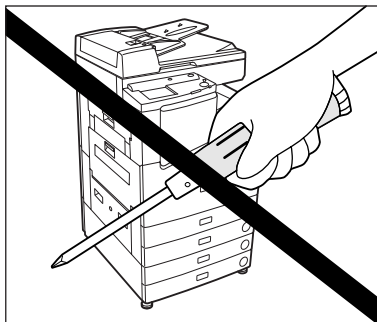
- If the machine makes strange noises, or emits smoke, heat or unusual smells, immediately turn off the main power switch and unplug the power plug from the outlet. Then, contact your service representative. Continued use of the machine in this condition may result in a fire or electrical shock.
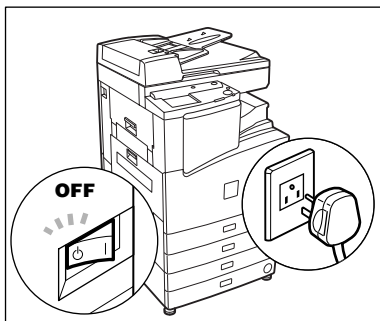
- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.
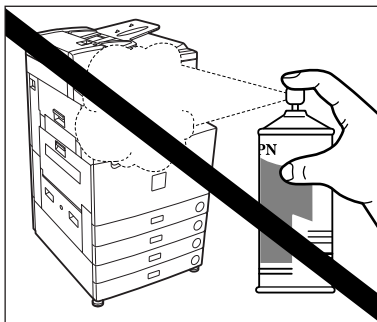
- When moving the machine, first turn OFF the power switch, and then unplug the power plug. Failure to do so will damage the power cord which may cause a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this 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 unplug the power plug from the socket. Then, contact your service representative.
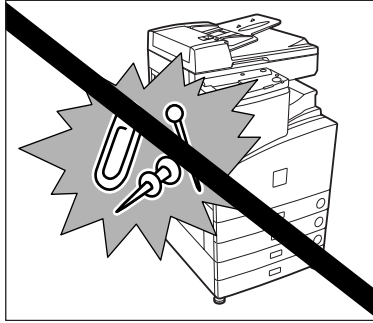
⚠ CAUTION

- Close the Feeder gently to avoid catching your hand, as this may result in personal injury.
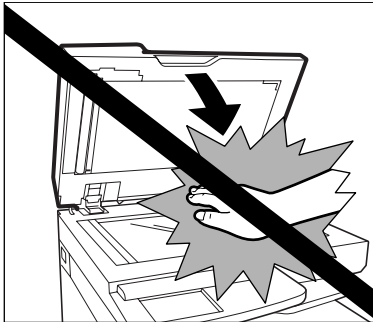
- Do not touch the finisher while the machine is printing, as this may result in personal injury.
- Do not place your hand in the part of the tray where stapling is performed while a finisher is attached, as this may result in personal injury.
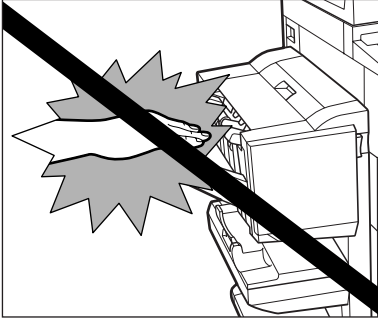
Saddle Finisher-G1
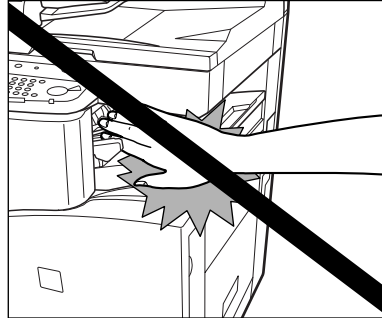
Finisher-J1

Maintenance and Inspections

⚠️ **WARNING**

- When cleaning the machine, first turn off the main power switch and unplug the power plug. Failure to observe these steps may result in a fire or electrical shock.
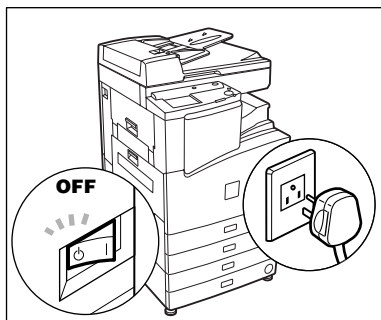
- Unplug the power plug from the outlet regularly, and clean the area around the base of the plug's metal pins and the power outlet with a dry cloth to ensure all dust and grime is removed.
  If the machine is plugged in for a long time in a damp, dusty, or smoky location, dust can build up around the plug and become damp. This may cause a short circuit and result in a fire.

- Clean the machine using a firmly wrung-out cloth dampened with a mild cleansing detergent. Do not use alcohol, benzene, paint thinner, or other flammable substances. If flammable substances come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.

- Do not throw used toner cartridges into open flames, as this may ignite the toner remaining inside the cartridges and result in burns or a fire.
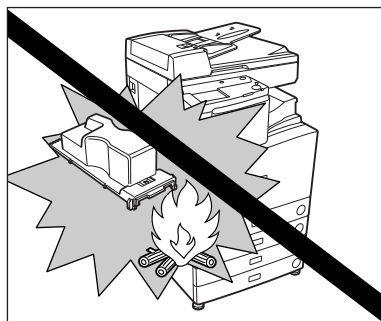
⚠️ **CAUTION**

- There are some areas inside the machine which are subject to high voltages and high temperatures. Take adequate precautions when performing internal inspections to avoid burns or electrical shock.
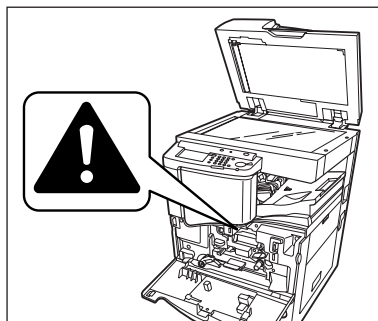
- The symbol ⚠ inside the machine indicates that the area is subject to high temperature, and should not be touched without care.

- 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 paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing 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 entering your eyes or mouth.   If toner enters your eyes or mouth, wash 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 original or paper.

- When removing a used toner cartridge from the toner supply port, remove the cartridge carefully to prevent toner from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.

Consumables

⚠ WARNING

- Do not throw toner cartridges into open flames, as this may cause the toner to ignite and result in burns or a fire.
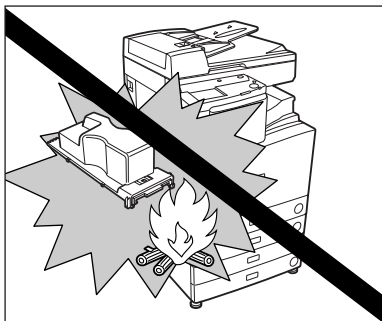
- Do not store toner cartridges or paper in places exposed to open flames, as this may cause the toner or paper to ignite and result in burns or a fire.

- When discarding the toner cartridges, put the cartridges in a bag to prevent the toner from scattering, and dispose of it in a non-flammable way.

⚠ CAUTION

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

Warning Indications

⚠️ **WARNING**
- The laser unit inside the machine emits laser light. Under no circumstances open the cover of the laser unit or remove the label attached to the cover. If the laser light escapes from the machine, exposure may cause serious damage to your eyes.
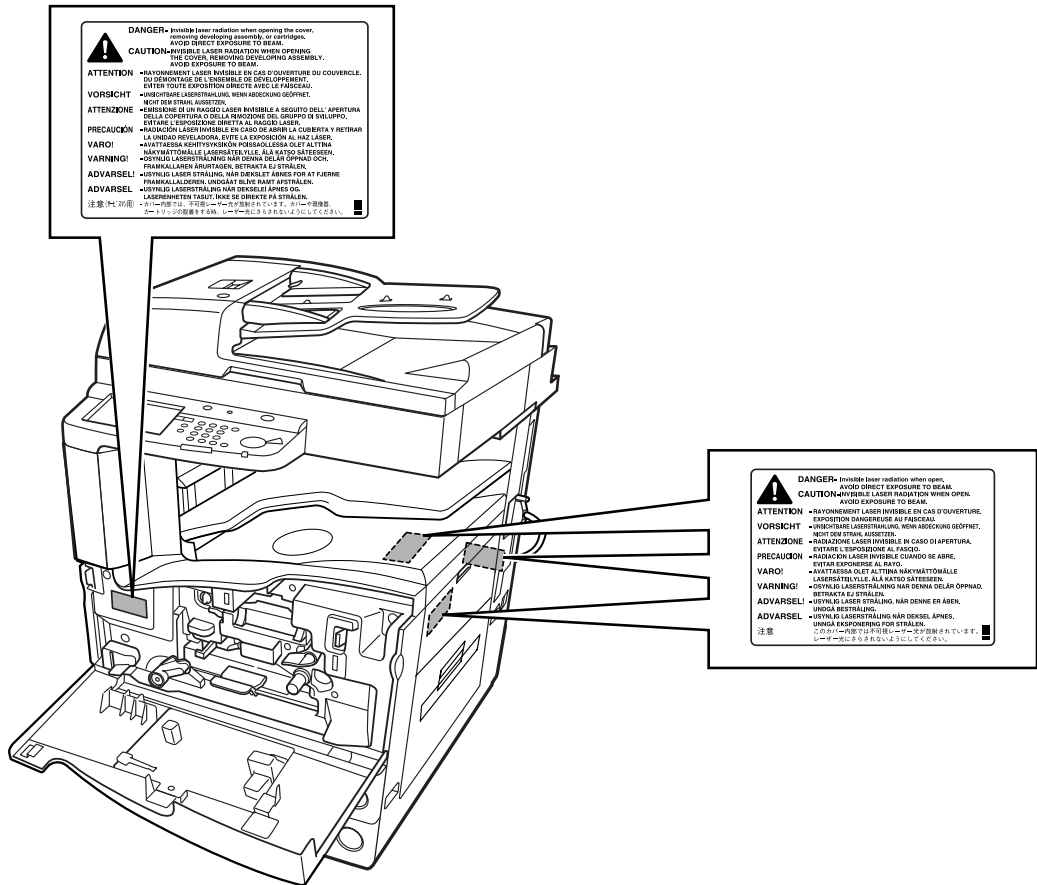
Periodic Inspection of the Breaker

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 starting a periodic inspection of the breaker.*
- *If a malfunction occurs after a periodic inspection, contact your service representative.*

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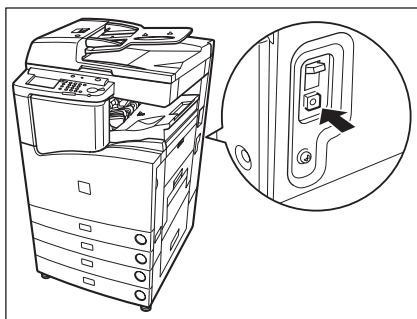
IMPORTANT
- *Briefly push the test button.*

NOTE
- *The breaker is located near the power cord.*

2 Make sure that the breaker lever automatically goes to the OFF position ("◯" side), and confirm that the power is cut OFF.
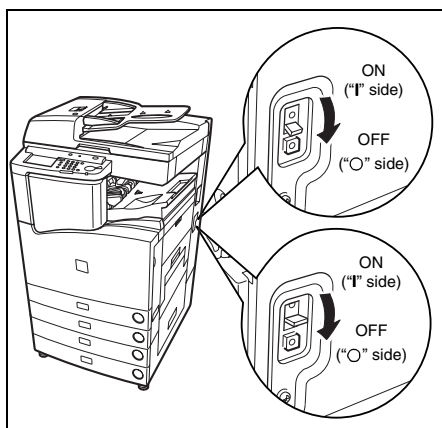
IMPORTANT

- *Do not use the test button to turn the power ON and OFF.*
- *If the breaker lever does not go to the OFF position ("◯" side) repeat step 1.*
- *If the breaker lever does not go to the OFF position ("◯" side) despite carrying out the above procedure two or three times, contact your service representative.*
- *The breaker lever may stop between ON and OFF, depending on the type of breaker.*
- *When the breaker lever is stopped between ON and OFF, it is in an OFF state.*

3 Once the step above is completed and confirmed, turn the main power switch OFF (⏻ side).
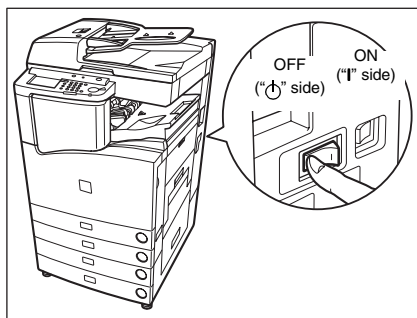
4 Move the breaker lever to the ON position ("I" side).
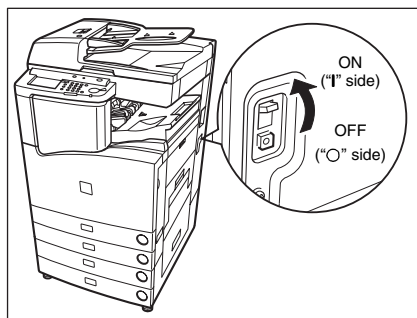
![icon] IMPORTANT

- *If the breaker lever stops between ON and OFF, move the breaker lever to OFF, then back to ON.*

5 Press the main power switch to the ON position ("I" side).

6 Fill in the check sheet for the periodic inspection of the breaker, located at the end of this manual.

Legal Limitations on Scanner Usage and the Use and Printing of Scanned Images

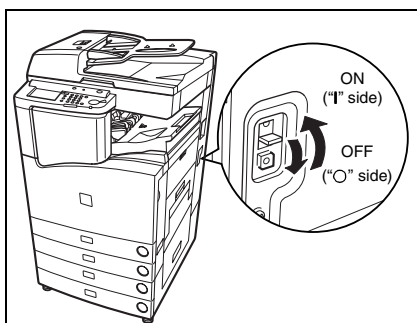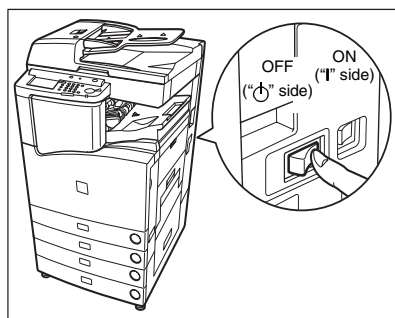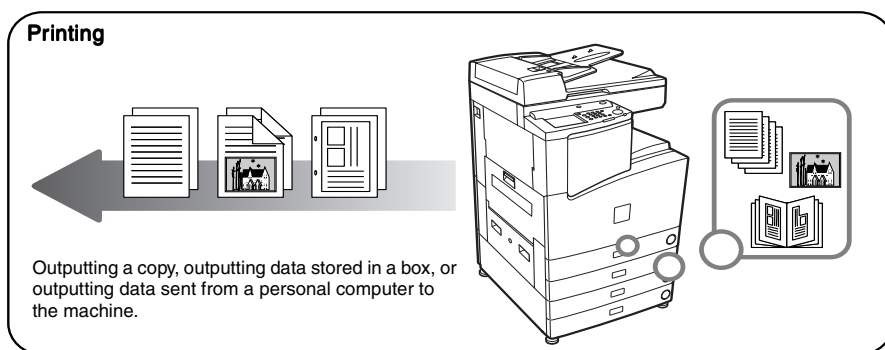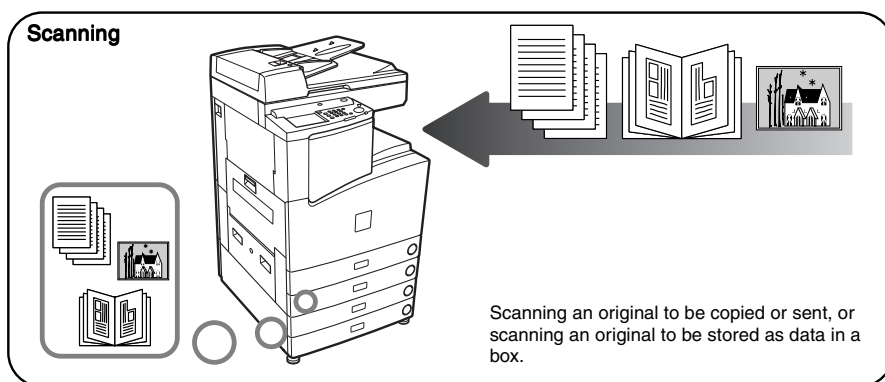Using your scanner to reproduce certain documents, and the printing and use of such reproductions, may be prohibited by law and may result in criminal and/or civil liability. A non-exhaustive list of these document is set forth below. This list is intended to be a guide only. If you are uncertain of the legality of using your scanner to reproduce any particular document, and/or the printing and use of such reproductions, you should consult in advance with your legal advisor for guidance.

- Paper money
- Travelers Cheques
- Money Orders
- Food Stamps
- Certificates of Deposit
- Passports
- Postage Stamps (canceled or uncanceled)
- Immigration Papers
- Identifying badges or insignias
- Internal Revenue Stamps (canceled or uncanceled)
- Selective Service or draft papers
- Bonds or other certificates of indebtedness
- Checks or drafts drawn by Governmental agencies
- Stock Certificates
- Motor Vehicle Licenses and Certificates of Title
- Copyrighted Works/Works of Art without Permission of Copyright Owner

Operation of the Machine and Terms Used in This Manual

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 as set out 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.

Scanning

Scanning an original to be copied or sent, or scanning an original to be stored as data in a box.

Printing

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

Copying

Printing data scanned from an original, followed bij finishing (stapling, etc.).