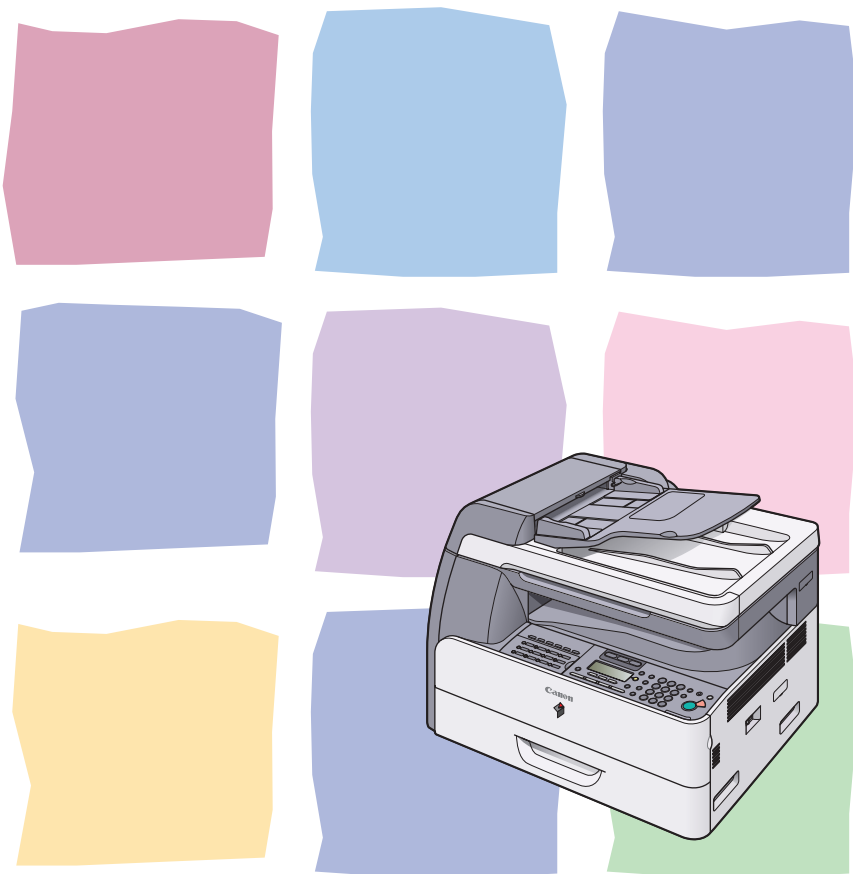


Basic Operation Guide



- What Can I Do with This Machine?
- Before Using the Machine
- Document Handling
- Print Media
- Sending Documents
- Receiving Fax/I-Fax Documents
- Copying
- Printing
- Scanning
- PC Faxing
- Remote UI
- System Manager Settings
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix

Manuals for the Machine

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

Quick Start Guide

- Basic Features
- Maintenance
- Machine Settings
- Specifications

Basic Operation Guide (This Document)



- Advanced Features
- Network and Remote User Interface
- System Monitor
- Reports and Lists

Advanced Operation Guide



- Scanning Features

Scanner Driver Guide



(This manual is not available for the
iR1020J.)



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.

Available Features

The procedures described in this manual are based on the iR1024iF. Depending on the system configuration and product purchased, some features described in the manuals may not be functional. The table below shows the available features on a product basis.

✓ : available
 – : not available
 opt. : optional

| | COPY | PRINT (UFRII LT) | PRINT (PCL) | SCAN | FAX | IFAX/ E-MAIL/ FTP/SMB | RUI (Network Board) | ADF |
|----------|------|---------------------|----------------|------|-----|-----------------------------|---------------------------|-----|
| iR1024A | ✓ | ✓ | opt. | ✓ | – | – | opt. | ✓ |
| iR1024F | ✓ | ✓ | opt. | ✓ | ✓ | – | opt. | ✓ |
| iR1024i | ✓ | ✓ | ✓ | ✓ | – | ✓ | ✓ | ✓ |
| iR1024iF | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ | ✓ |
| iR1020 | ✓ | ✓ | opt. | ✓ | – | – | opt. | – |
| iR1020J | ✓ | – | – | – | – | – | – | – |

- Optional Card Reader-E1 and Cassette Feeding Module-N2 are available.
- Optional Barcode Printing Kit is available for the iR1024A/iR1024F/iR1024i/iR1024iF/iR1020.
- Optional handset is not available in the U.K.

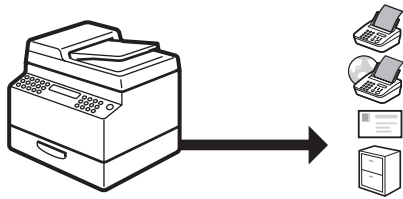
What Can I Do with This Machine?

Sending Features

Send documents with diverse sending methods

Fax, E-Mail, I-Fax, and File Server

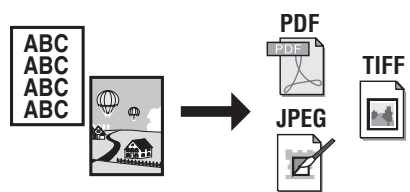
→ Chapter 4



Send documents in a variety of file formats

Send Settings

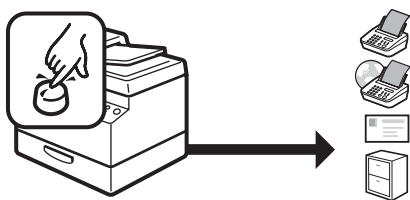
→ p. 4-7



Specify a recipient with a single key

Sending with One-Touch Keys

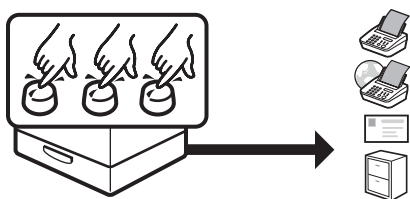
→ p. 4-15



Specify a recipient with a three-digit code

Sending with Coded Dial Codes

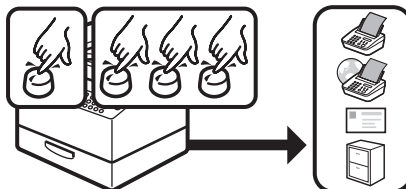
→ p. 4-17



Specify multiple recipients as a group

Sending to Group Addresses

→ p. 4-19



Look up a particular recipient

Address Book Search

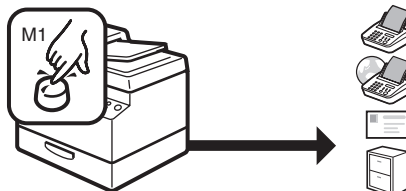
→ p. 4-21



Specify a recipient with its scan/send settings

Favorites Buttons

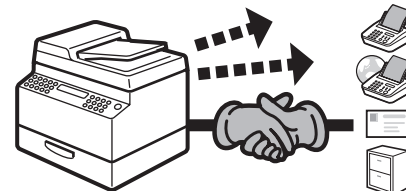
→ p. 4-25



Retry sending documents automatically

Auto Retry

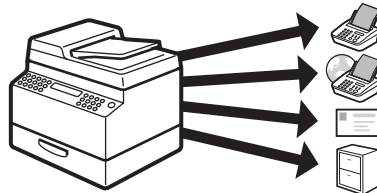
→ Advanced Operation Guide



Send documents to multiple recipients

Broadcasting

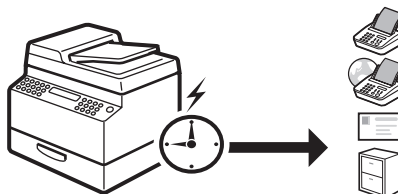
→ Advanced Operation Guide



Send documents at a specified time

Delayed Sending

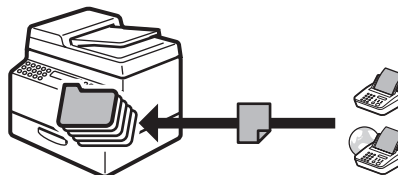
→ Advanced Operation Guide



Receive faxes/I-faxes in memory

Memory Reception

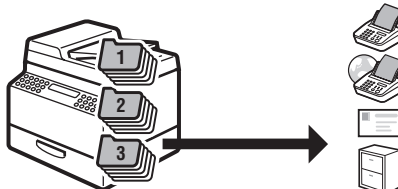
→ Advanced Operation Guide



Recall the last three sending jobs

Job Recall

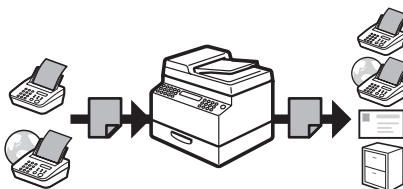
→ Advanced Operation Guide



Forward received fax/I-fax documents

Forwarding Documents

→ Advanced Operation Guide

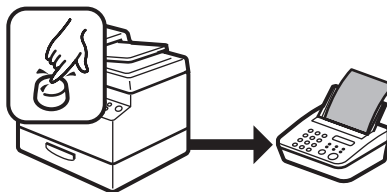


Fax Features

Specify a recipient with a single key

One-Touch Speed Dialing

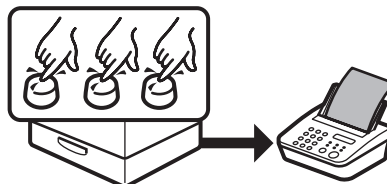
→ p. 4-15



Specify a recipient with a three-digit code

Coded Speed Dialing

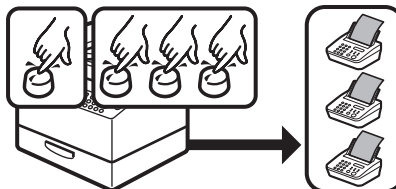
→ p. 4-17



Specify multiple recipients as a group

Group Dialing

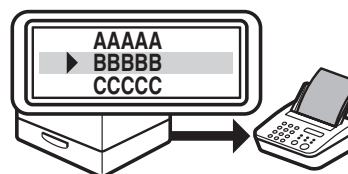
→ p. 4-19



Look up a particular recipient

Address Book Dialing

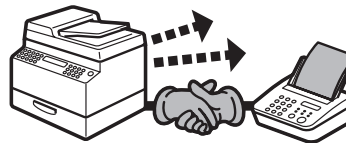
→ p. 4-21



Redial when the line is busy

Automatic Redialing

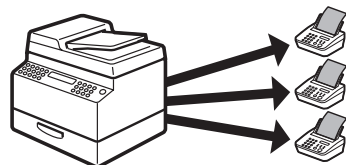
→ Advanced Operation Guide



Send a fax to multiple recipients

Broadcasting

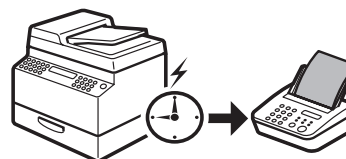
→ Advanced Operation Guide



Send a fax at a specified time

Delayed Sending

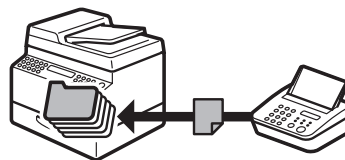
→ Advanced Operation Guide



Receive faxes in memory without printing out

Memory Reception

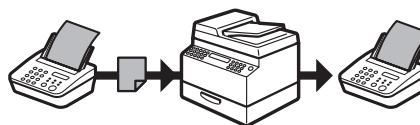
→ Advanced Operation Guide



Forward received fax documents

Forwarding Documents

→ Advanced Operation Guide

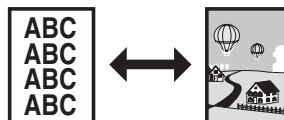


Copy Features

Select a scan mode depending on the type of image

Image Quality

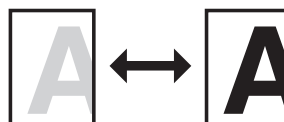
→ p. 6-3



Adjust the density level of scanned images

Density

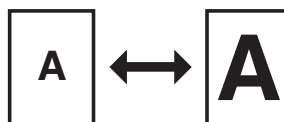
→ p. 6-4



Enlarge or reduce copied images

Zoom Ratio

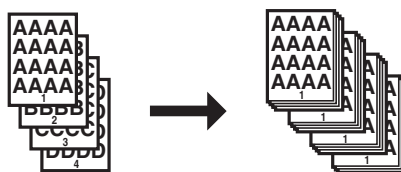
→ p. 6-6



Sort copies by page order

Collate Copying

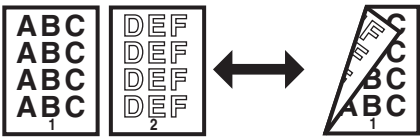
→ Advanced Operation Guide



Make 2-sided copies

2-Sided Copy

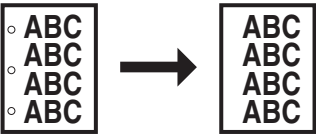
→ Advanced Operation Guide



Erase shadows and lines in copies

Frame Erase Copy

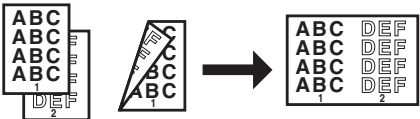
→ Advanced Operation Guide



Copy two documents on one sheet

2 on 1 Combination

→ Advanced Operation Guide

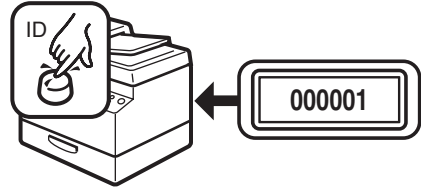


System Manager Settings

Restrict the use of the machine with department IDs

Department ID Management

→ Advanced Operation Guide



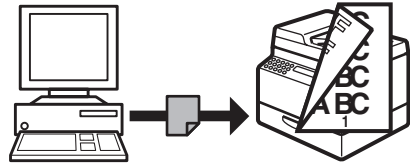
Printer Feature

Print a document from a PC

Printing*

→ Online Help

*The optional Barcode Printing Kit is required for the BarDIMM function.

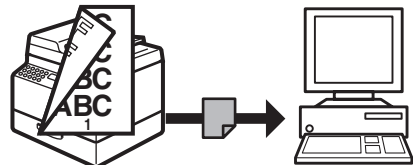


Scanner Feature

Specify detailed scanning options to suit various images

Scanning

→ Scanner Driver Guide

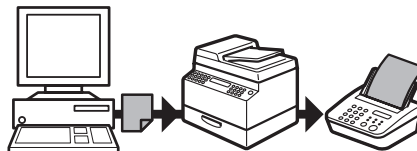


PC Fax Feature

Send a fax from a PC

PC Faxing

→ Online Help



Remote UI Feature

Access and manage the machine from a PC

Remote UI

→ Advanced Operation 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.



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].
- Information in the LCD appears in angle brackets: <STOP KEY PRESSED>.

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 iR1024iF.



The iR1024iF is used for illustration purposes in this manual.
For information on the standard features and available options for each model, see “Available Features,” on p. ii.

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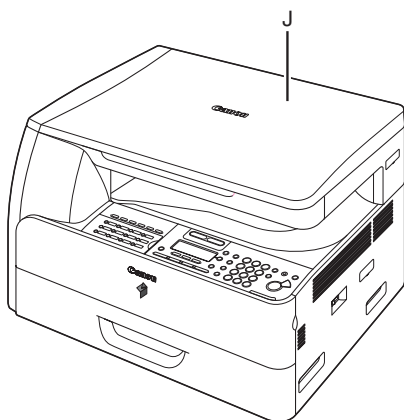
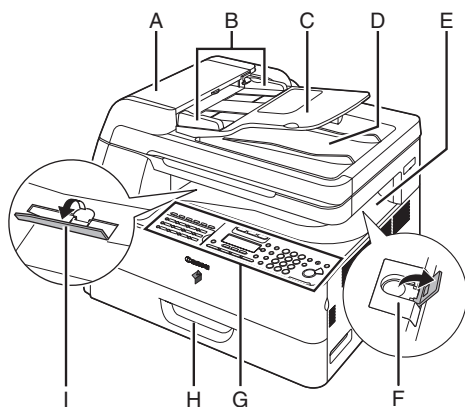
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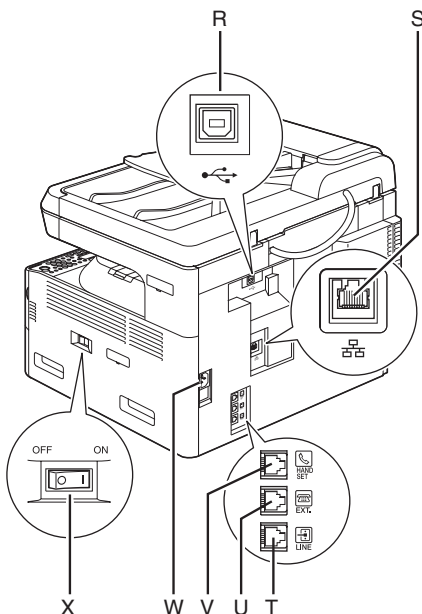
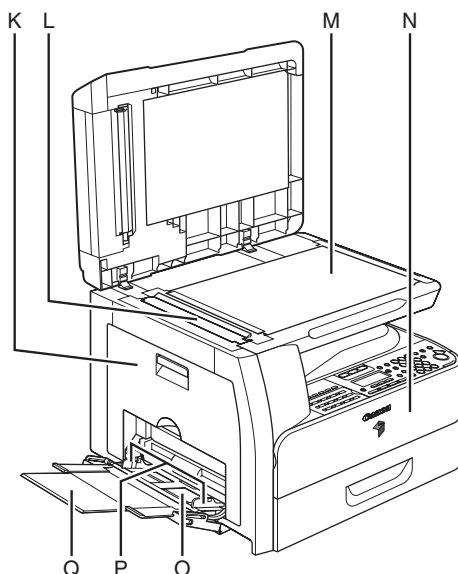
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1 Before Using the Machine

Machine Components



- A ADF (Automatic Document Feeder)
Holds documents and feeds them automatically into the scanning area.
- B Slide guides
Adjusts to the width of the document.
- C Document feeder tray
Holds documents.
- D Document delivery tray
Receives documents.
- E Paper delivery tray
Receives copies, prints and faxes.
- F Paper stopper
Prevents the paper from falling off the paper delivery tray.
Open the stopper from its original position for A4 size paper.
- G Operation panel
Machine controls.
- H Paper drawer*
Holds the paper supply.
* The optional paper drawer (Cassette feeding module-N2) is available.
- I Stacking support
Helps prevent paper curl on the output tray.
Open as far as it goes when using curl-prone paper.
- J Platen glass cover
Open this cover when placing a document on the platen glass.



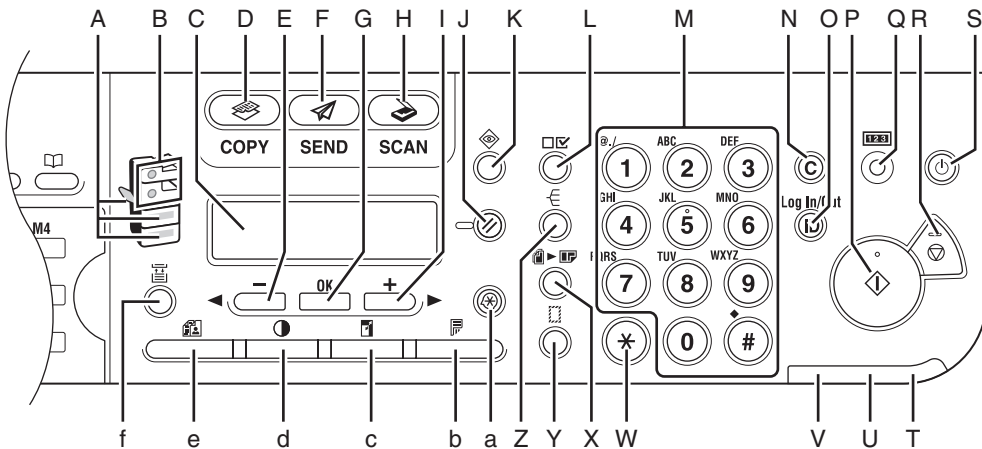
- K** Left cover
Open this cover when replacing the drum unit or clearing paper jams.
- L** Scanning area
Scans documents from the ADF.
- M** Platen glass
Place documents.
- N** Front cover
Open this cover to replace the toner bottle.
- O** Stack Bypass
Feeds non-standard size or thick/thin type paper stacks.
- P** Slide guides for stack bypass
Adjusts to the width of the paper.
- Q** Stack bypass extension
Pull out to load paper stack.
- R** USB port
Connect the USB (Universal Serial Bus) cable.
- S** Ethernet port
Connect the network cable.
- T** Telephone line jack
Connect the external telephone cable.
- U** External device jack
Connect an external device.
- V** Handset jack
Connect an optional handset cable.
- W** Power socket
Connect the power cord.
- X** Main power switch
Turns the power on or off.

Machine components vary depending on the model you purchased. For information on the standard features and available options for each model, see "Available Features," on p. ii.

Operation Panel

Main Operation Panel

● iR1024iF



A Paper Select indicator
Indicates the selected paper source.
* The number of paper sources varies depending on the model used.

B Jam Location indicator
Indicates the location of paper jams.

C LCD display
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

D COPY key
Press to switch to the Copy mode.

E ← key
Press to decrease the value for various settings. Also press to see the previous item in the menu.

F SEND key
Press to switch to the Send mode.

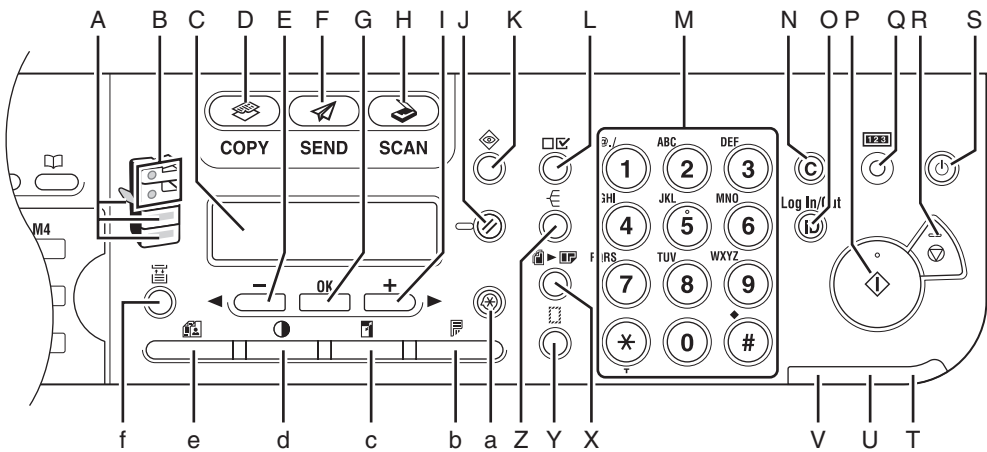
G OK key
Press to determine the contents you set or register.

H SCAN key
Press to switch to the Scan mode.

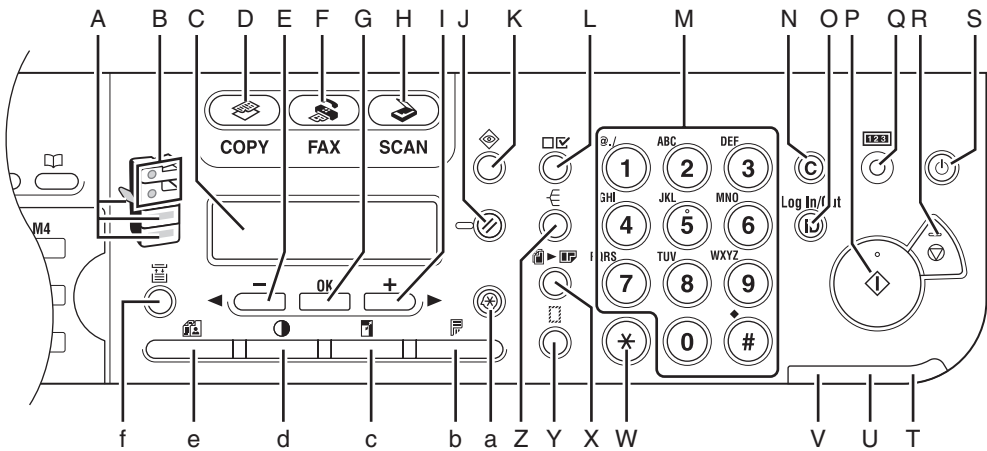
I → key
Press to increase the value for various settings. Also press to see the next item in the menu.

- | | |
|--|---|
| <p>J Reset key Press to return the machine to the standby mode.</p> <p>K System Monitor key Press to check fax transmission, print, copy, or report output status.</p> <p>L View Settings key Press to confirm settings of the copy function.</p> <p>M Numeric keys Enter letters and numbers.</p> <p>N Clear key Press to clear entered alphanumeric characters.</p> <p>O Log In/Out key Press to operate the machine when the department ID management is activated. Also press to enable the department ID management when you finished using the machine.</p> <p>P Start key Press to start copying, scanning and sending faxes.</p> <p>Q Counter Check key Press to display counter status. (Press again to close counter status.)</p> <p>R Stop key Press to cancel machine operations.</p> <p>S Power key (operation panel power switch) Press to turn the operation panel on/off. Also press to enter the Sleep mode or to resume the normal mode from the Sleep mode manually.</p> <p>T Main Power indicator Lights up when the main power is turned on.</p> | <p>U Error indicator Flashes or lights up when an error has occurred.</p> <p>V Processing/Data indicator Flashes when the machine is working. Lights up when the machine has waiting jobs.</p> <p>W Tone key Press to switch from rotary pulse to tone dialing.</p> <p>X 2 on 1 key Press to set 2 on 1 copying.</p> <p>Y Frame Erase key Press to set frame erase for copying.</p> <p>Z Collate key Press to set collate copying.</p> <p>a Additional Functions key Press to select or cancel modes in Additional Functions.</p> <p>b 2-Sided key Press to set two-sided copying or sending documents.</p> <p>c Copy Ratio key Press to enlarge or reduce copy ratio.</p> <p>d Density key Press to lighten or darken the copies or documents you send.</p> <p>e Image Quality key Press to select image quality for copying and sending documents.</p> <p>f Paper Select key Press to select a paper source (paper drawer or stack bypass).</p> |
|--|---|

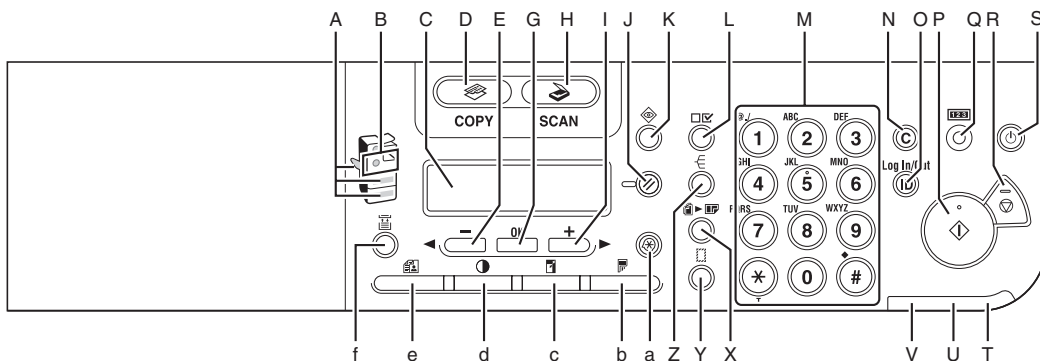
● iR1024i



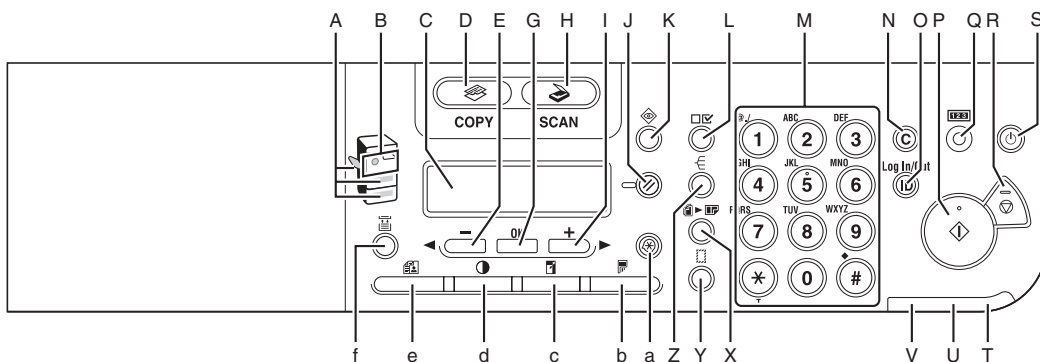
● iR1024F



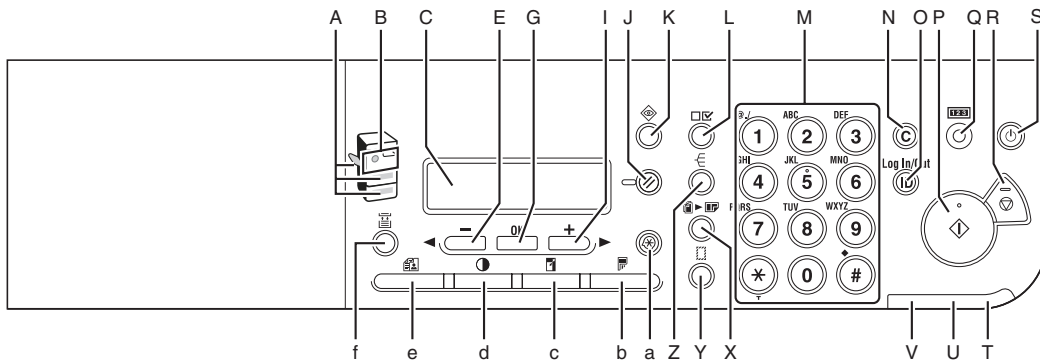
● iR1024A



● iR1020



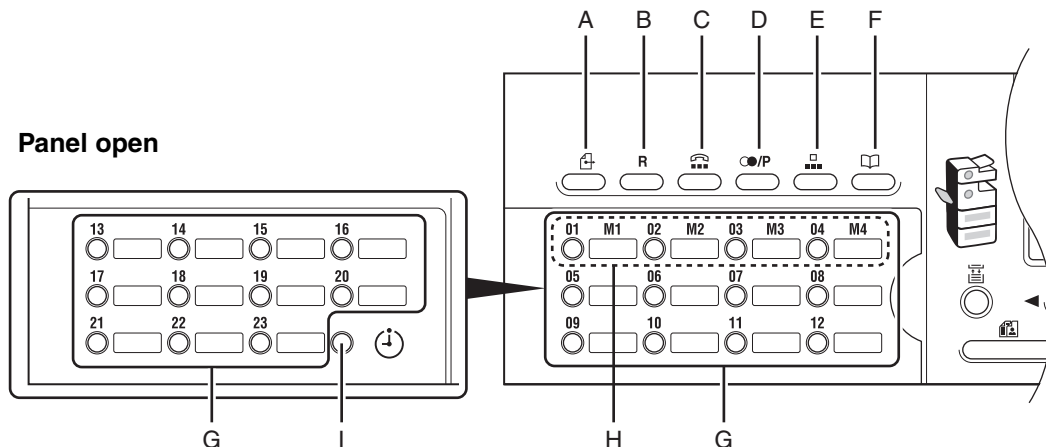
● iR1020J



Send Operation Panel

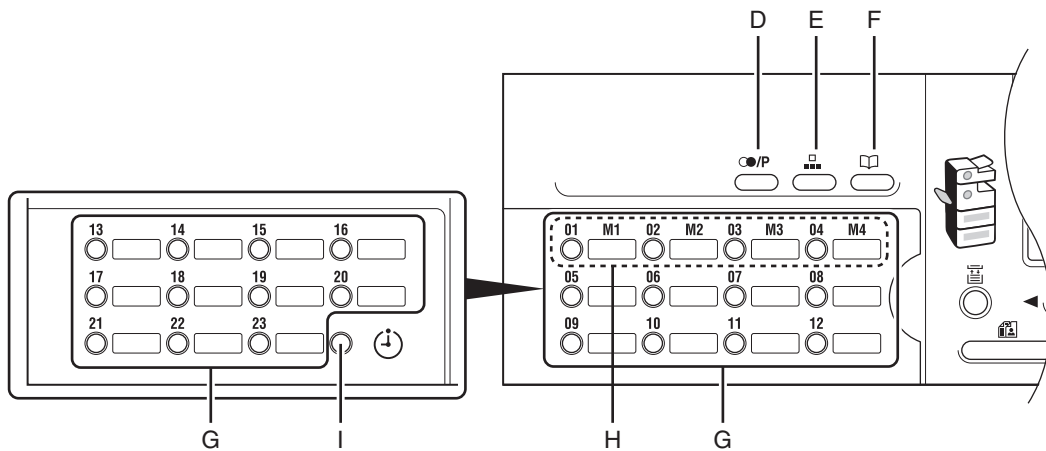
● iR1024iF

Panel open

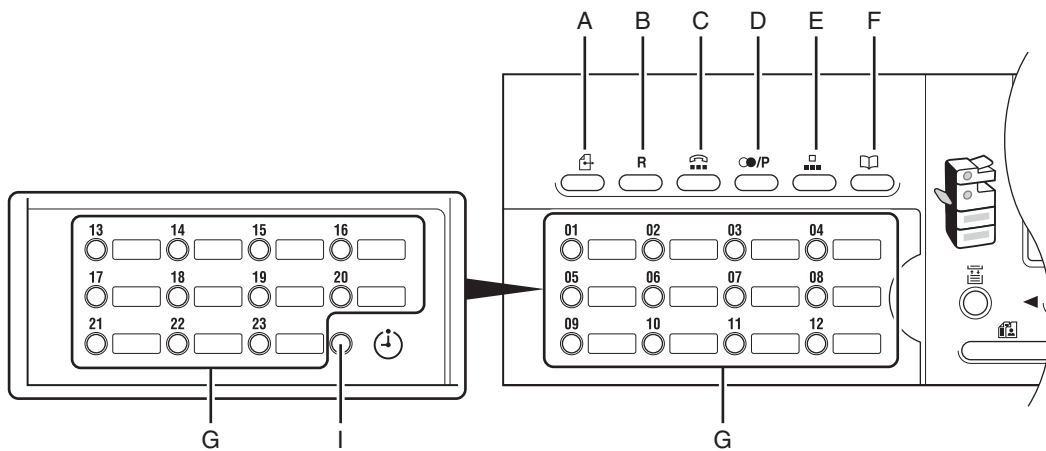


- A Direct TX key**
Press to set Direct Sending.
- B R key**
Press to dial an outside line access number or an extension number when the unit is connected through a switchboard (PBX).
- C Hook key**
Press when you want to dial without lifting the optional handset or handset of the external telephone.
- D Recall/Pause key (iR1024iF only)**
Press to recall previously set send jobs, including the destinations, scan settings, and send settings.
Press to enter a pause between or after the telephone/fax number when dialing or registering numbers.
Recall key (iR1024i only)
Press to recall previously set send jobs, including the destinations, scan settings, and send settings.
Redial/Pause key (iR1024F only)
Press to redial the last dialed number when fax is standing by.
Press to enter a pause between or after the telephone/fax number when dialing or registering numbers.
- E Coded Dial key**
Press to specify destinations registered under coded dial codes.
- F Address Book key**
Press to search preregistered destinations under one-touch keys or coded dial codes by name, number, or address.
- G One-Touch keys**
Press to specify destinations registered under one-touch keys.
- H Favorites buttons**
Press to specify destinations registered under favorites buttons.
- I Delayed TX key**
Press to set Delayed Sending.

● iR1024i



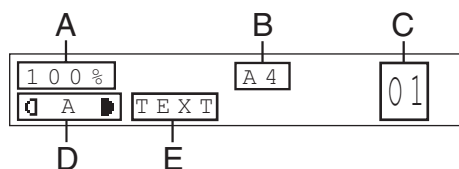
● iR1024F



LCD (Standby Mode)

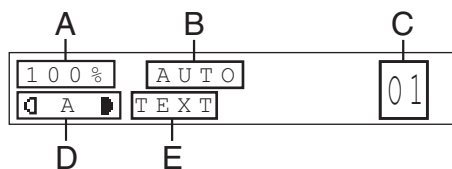
Copy Mode

● Without optional paper drawer



- A Zoom ratio
- B Paper size
- C Quantity

● With optional paper drawer



- D Density
- E Image quality

Send Mode

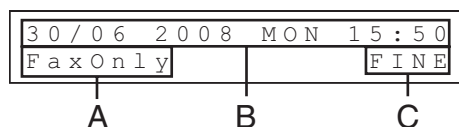
● iR1024iF

SELECT SEND METHOD
FAX

● iR1024i

SELECT SEND METHOD
E-MAIL : B & W

● iR1024F



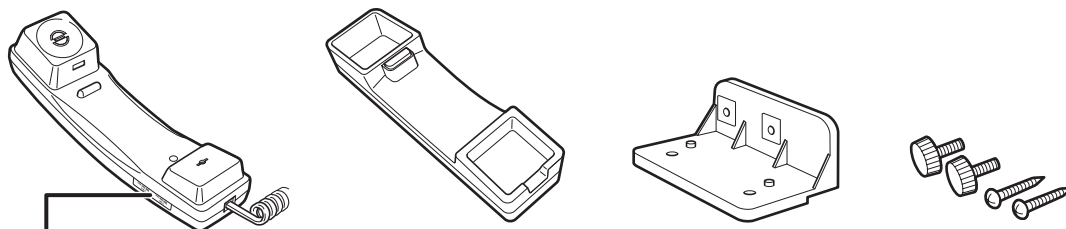
- A Receive mode
- B Date & Time
- C Image quality

Scan Mode

SCANNING MODE

Optional Handset

If you want to use the machine as a telephone and a fax machine, or if you want to receive faxes manually, install the optional handset beforehand. For more information on the optional handset available, contact your local authorized Canon dealer.



Use a sharp object (e.g., pen) to select the ring volume of the handset.

NOTE

Optional handset is not available in the U.K.

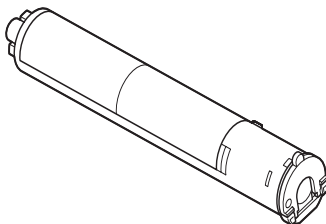
Maintaining the Handset

- Do not leave the handset exposed to direct sunlight.
- Do not install the handset in hot or humid conditions.
- Do not spray aerosol polish on the handset as it may cause damage.
- Use a damp cloth to wipe clean the handset.

Toner Cartridge

If a message prompting you to replace the toner cartridge appears on the LCD display, replace the toner cartridge with a new one.

Use only the toner cartridges recommended for use with this machine.



WARNING

- Never dispose toner cartridges in a fire or incinerator, as this may result in an explosion.
- Do not store toner cartridges in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.

CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.
- When removing a used toner cartridge, remove the toner cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- When discarding used toner cartridges, put the cartridges into a case to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

Maintaining the Toner Cartridge

- Store toner cartridges in a cool location, away from direct sunlight.
 - The recommended storage conditions are: temperature below 30°C, and humidity below 80%.
- Never store the cartridges in a vertical position.

Be careful of counterfeit toners

Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of non-genuine Canon toner or counterfeit toner.

For more information, see <http://www.canon.com/counterfeit>.

Operation Panel Power Switch

To turn the operation panel ON or OFF, press the operation panel power switch. When turned OFF, the machine is in the Sleep mode.

| Operation Panel Power Switch | Machine Status |
|------------------------------|--|
| ON | Standby mode (ready for immediate copying or printing) |
| OFF | Sleep mode |

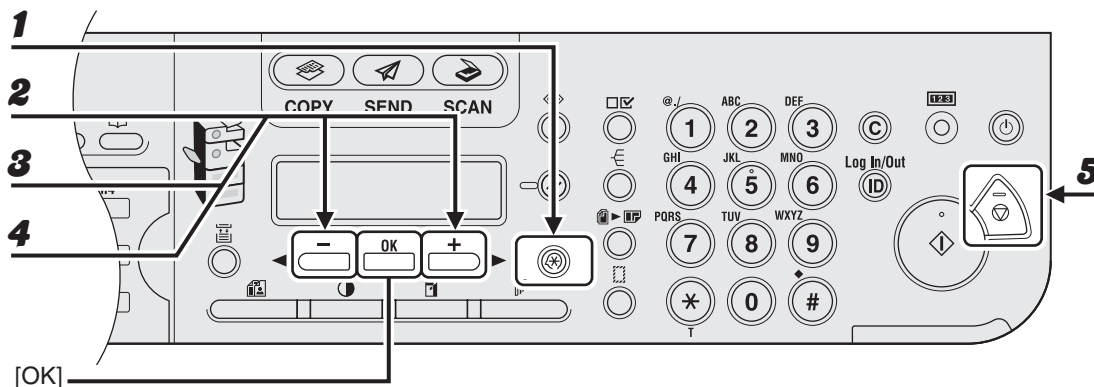
NOTE

- The machine can receive and print documents from a personal computer when it is in the Sleep mode. I-fax/fax documents can also be received while the machine is in the Sleep mode.
- The energy consumption while the machine is in the Sleep mode can be set in the Additional Functions menu. (See “Energy Consumption in the Sleep Mode,” on p. 1-13, and “Setting Menu,” on p. 14-5.)
- The length of time taken by the machine to enter the Sleep mode can be set in the Additional Functions menu. (See “Setting the Sleep Mode,” on p. 1-15, and “Setting Menu,” on p. 14-5.)
- The machine will not enter the Sleep mode if it is scanning or printing.
- The machine may not enter the Sleep mode completely depending on certain conditions. (For more information, see “Energy Consumption in the Sleep Mode,” on p. 1-13.)
- Turn the operation panel power switch OFF when not using the machine for a prolonged period of time, for example, at night.

Energy Consumption in the Sleep Mode

You can set the amount of energy that the machine consumes when it is in the Sleep mode. If you set the power consumption to <LOW>, the machine consumes less energy during the Sleep mode than when you set it to <HIGH>. However, it takes more time for the machine to resume normal operation.

Before Using the Machine



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <COMMON SETTINGS>, then press [OK].
- 3** Press [◀] or [▶] to select <ENERGY IN SLEEP>, then press [OK].
- 4** Press [◀] or [▶] to select <HIGH> or <LOW>, then press [OK].
- 5** Press [Stop] to return to the standby mode.

 **NOTE**

- If there is less time than specified in <AUTO SLEEP TIME> remaining before sending a job which has been reserved for delayed sending, the machine will not enter the Sleep mode completely.
- If you are using a management application to view or manage the settings and status of the machine via the network, the machine may not enter the Sleep mode completely.
- If you are using the machine as a Windows printer, the machine may not enter the Sleep mode completely if SNMP Status is enabled for your operating system (unless your computer is turned OFF).

For more information on disabling SNMP Status, contact your network administrator.

- In some cases, the energy consumption level in the Sleep mode is <HIGH> even when the energy consumption level is set to <LOW>, such as when:
 - A job is being processed (including a forwarding job, report job, receive job, and sending a forwarding done notice).
 - Any of the following settings are set in the Additional Functions menu:

| SYSTEM SETTINGS | | |
|------------------|---|--|
| COMMUNICATION | MEMORY LOCK | MEMORY RX TM is set to ON.* |
| NETWORK SETTINGS | TCP/IP SETTINGS SMB SETTINGS E-MAIL/I-FAX | DHCP is set to ON. USE SMB CLIENT is set to ON. POP INTERVAL is set to more than 1MIN. |

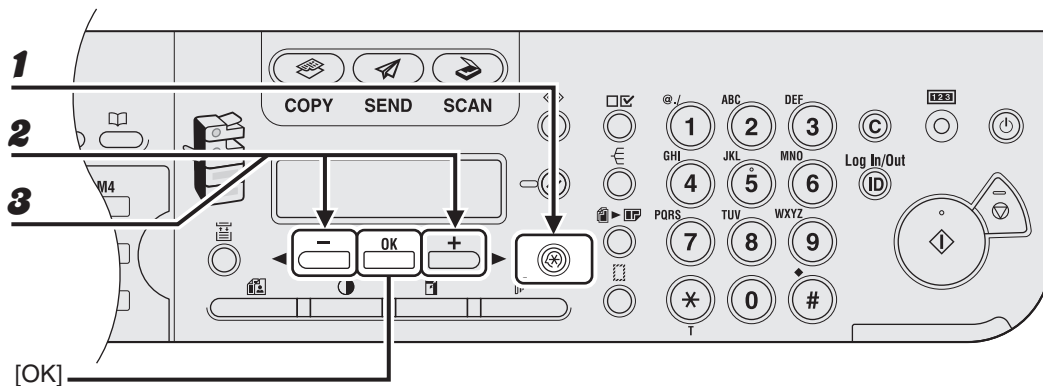
* If there is more time than specified in <AUTO SLEEP TIME> remaining before the set time limit is reached, the machine consumes the same amount of energy as when the energy consumption level is set to <LOW>.

- The default setting is <LOW>.
- For information on each setting, see Chapter 1, “Advanced Send Features” or Chapter 3, “Network” in the Advanced Operation Guide.

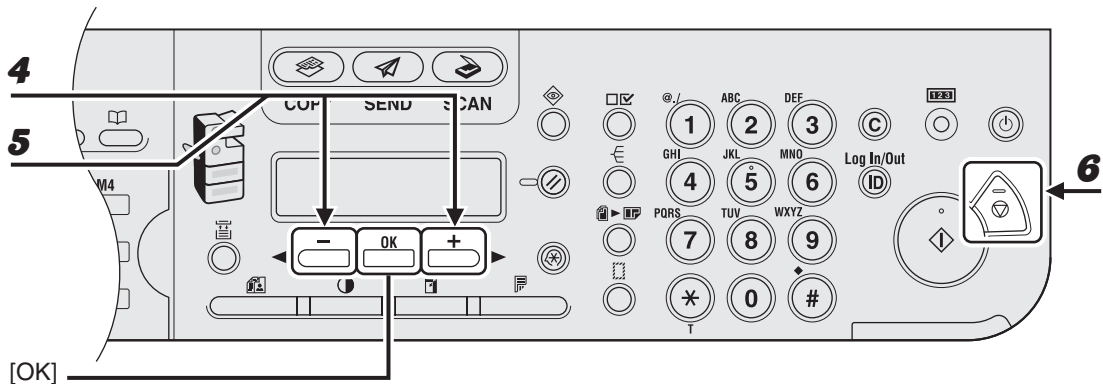
Timer Settings

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]**.
- 2** Press **[◀]** or **[▶]** to select **<TIMER SETTINGS>**, then press **[OK]**.
- 3** Press **[◀]** or **[▶]** to select **<AUTO SLEEP TIME>**, then press **[OK]**.



4 Confirm that <ON> is displayed, then press [OK].

5 Press [◀] or [▶] to select the desired interval, then press [OK].

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

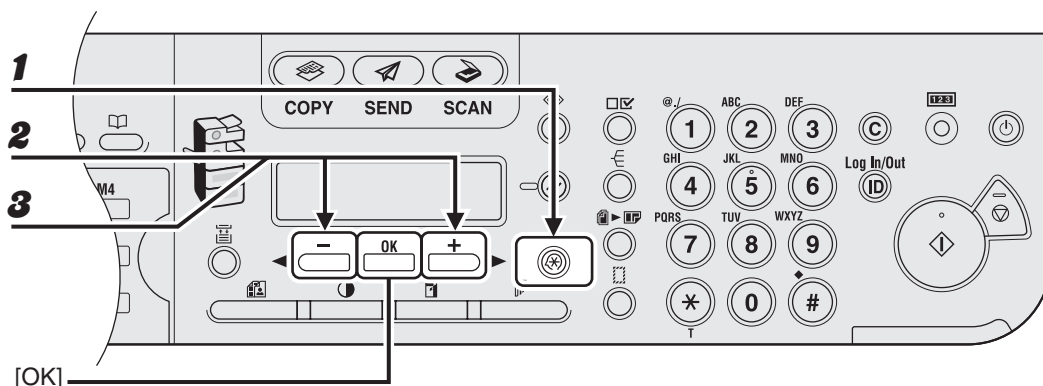
6 Press [Stop] to return to the standby mode.

NOTE

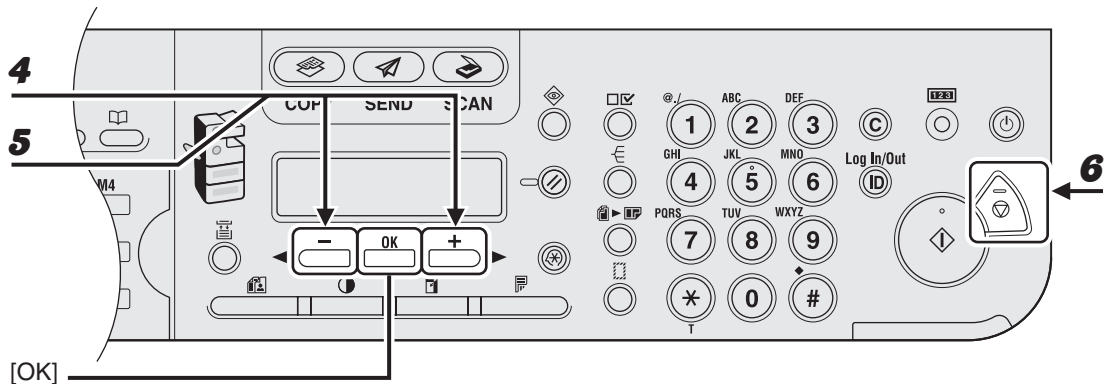
- To resume the normal mode from the Sleep mode, press [Power] on the operation panel.
- To enter the Sleep mode manually, press [Power] on the operation panel.
- The machine will not enter the Sleep mode when:
 - the machine is in operation
 - a system error occurs
 - the optional handset or handset of the external telephone is off the hook
- The machine will leave the Sleep mode when:
 - you press [Power] on the operation panel
 - a computer performs a scan through the machine

Setting Auto Clear Time

If the machine remains idle for a certain period of time, the display returns to the standby mode (Auto Clear function).



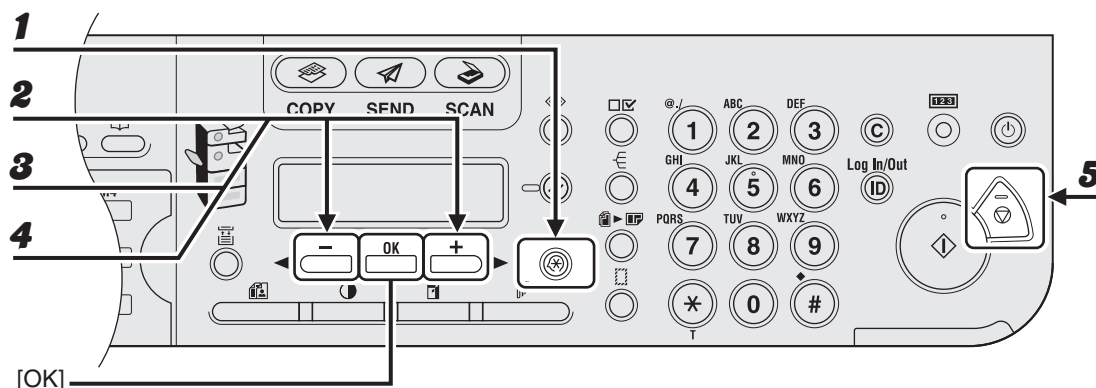
- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <TIMER SETTINGS>, then press [OK].
- 3** Press [◀] or [▶] to select <AUTO CLEAR TIME>, then press [OK].



- 4** Confirm that **<ON>** is displayed, then press **[OK]**.
- 5** Press **[←]** or **[→]** to select the desired interval, then press **[OK]**.
 You can set the interval from 1 to 9 minutes (in one-minute increments).
 You can also enter values using numeric keys.
- 6** Press **[Stop]** to return to the standby mode.

Setting Time Zone

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



- 1** Press [Additional Functions].
- 2** Press [\leftarrow] or [\rightarrow] to select <TIMER SETTINGS>, then press [OK].
- 3** Press [\leftarrow] or [\rightarrow] to select <TIME ZONE SETTING>, then press [OK].
- 4** Press [\leftarrow] or [\rightarrow] to select the time zone, then press [OK].
- 5** Press [Stop] to return to the standby mode.

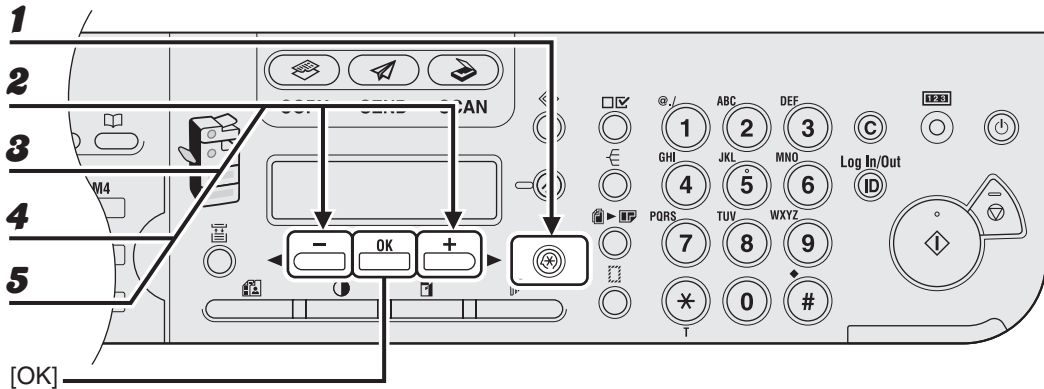


NOTE

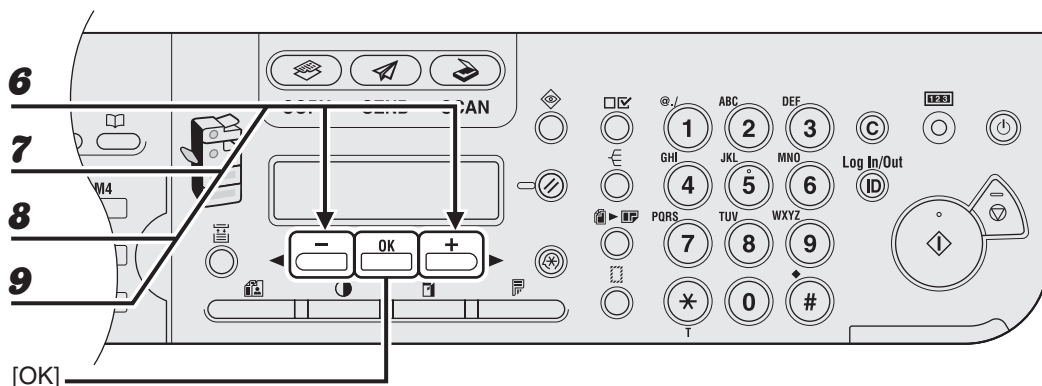
The specified time zone setting becomes effective after the machine is restarted.

Setting Daylight Saving Time

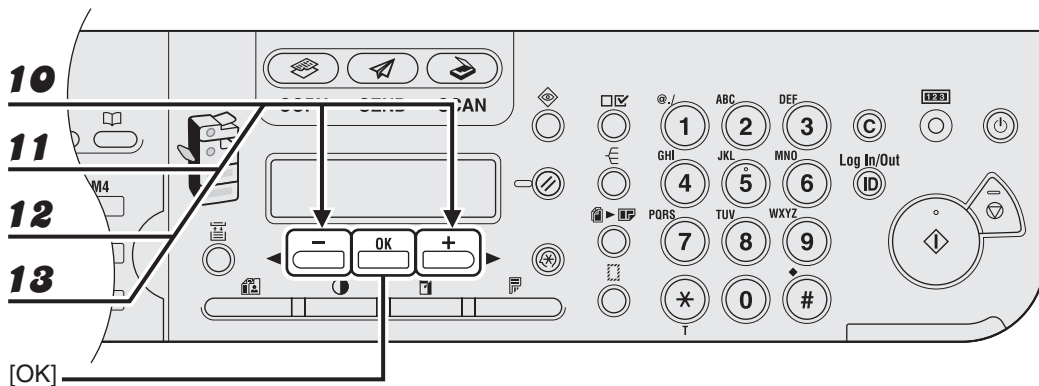
In some countries or areas, time is advanced throughout the summer season. This is called “Daylight Saving Time.”



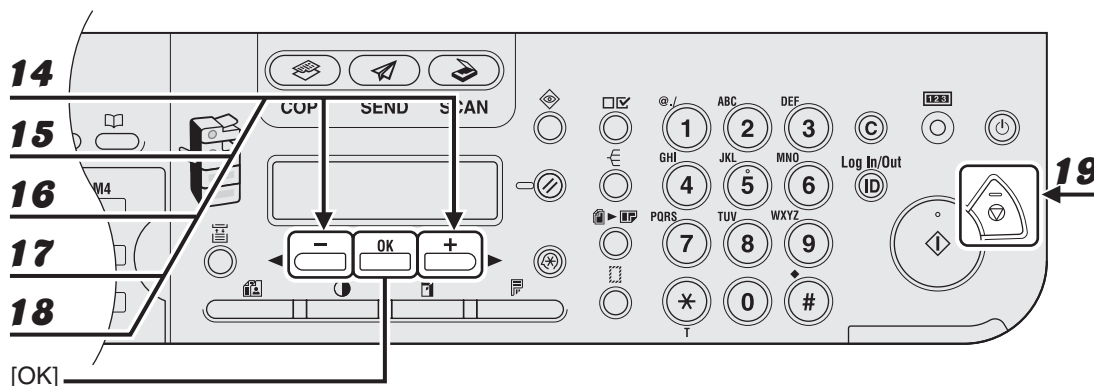
- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <TIMER SETTINGS>, then press [OK].
- 3** Press [◀] or [▶] to select <DAYLIGHT SV.TIME>, then press [OK].
- 4** Press [◀] or [▶] to select <ON>, then press [OK].
- 5** Confirm that <BEGIN DATE/TIME> is displayed, then press [OK].



- 6** Confirm that <MONTH> is displayed, then press [OK].
- 7** Press [◀] or [▶] to select the month, then press [OK].
- 8** Confirm that <WEEK> is displayed, then press [OK].
- 9** Press [◀] or [▶] to select the week, then press [OK].



- 10** Confirm that <DAY> is displayed, then press [OK].
- 11** Press [◀] or [▶] to select the day, then press [OK].
- 12** Confirm that <END DATE/TIME> is displayed, then press [OK].
- 13** Confirm that <MONTH> is displayed, then press [OK].



14 Press [\leftarrow] or [\rightarrow] to select the month, then press [OK].

15 Confirm that <WEEK> is displayed, then press [OK].

16 Press [\leftarrow] or [\rightarrow] to select the week, then press [OK].

17 Confirm that <DAY> is displayed, then press [OK].

18 Press [\leftarrow] or [\rightarrow] to select the day, then press [OK].

19 Press [Stop] to return to the standby mode.

2

Document Handling

Document Requirements

| | Platen Glass | ADF |
|--------------|---|--|
| Type | <ul style="list-style-type: none"> – 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. 20 mm) | Plain paper (Multipage documents of the same size, thickness and weight or one page documents.) |
| Size (W × L) | Max. 216×356 mm | Max. 216×356 mm Min. 139.7×128 mm |
| Weight | Max. 2 kg | one-sided scanning: 50 to 128 g/m ² two-sided scanning: 50 to 105 g/m ² |
| Quantity | 1 sheet | Max. 50 sheets ^{*2} |

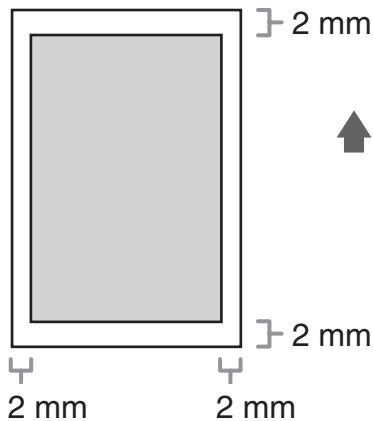
^{*1} When copying a transparent document such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.

^{*2} 80 g/m² paper

- Do not place the document on the platen glass or in the ADF until the glue, ink or correction fluid on the document is completely dry.
- Remove all fasteners (staples, paper clips, etc.) before loading the document in the ADF.
- To prevent document jams in the ADF, do not use any of the following:
 - Wrinkled or creased paper
 - Carbon paper or carbon-backed paper
 - Curled or rolled paper
 - Coated paper
 - Torn paper
 - Onion skin or thin paper
 - Paper printed with a thermal transfer printer
 - Transparencies

Scanning Area

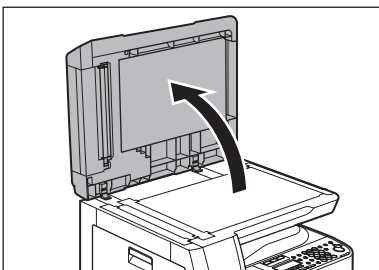
Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.



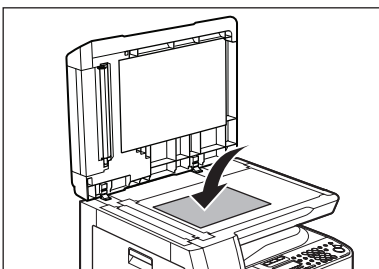
Loading Documents

On the Platen Glass

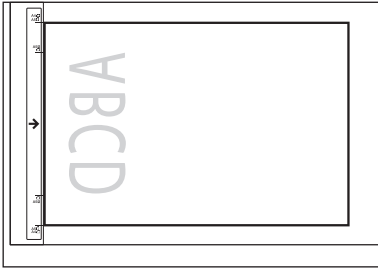
- 1** Lift up the ADF/platen glass cover.



- 2** Place your document face down.

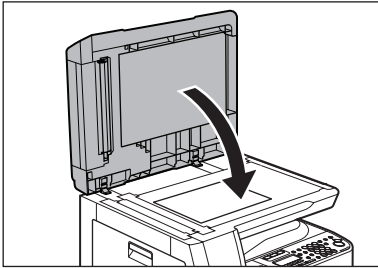


3 Align the document with the appropriate paper size marks.



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

4 Gently lower the ADF/platen glass cover.



The document is ready for scanning.



CAUTION

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

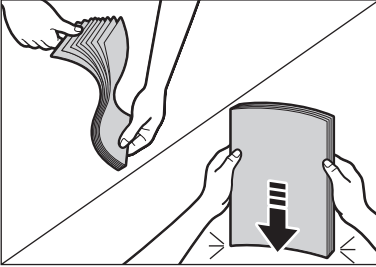


NOTE

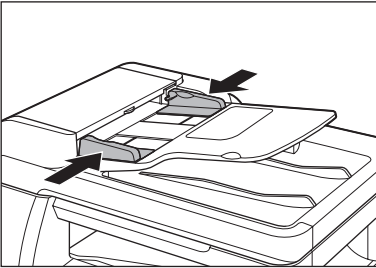
Remove the document from the platen glass when scanning is complete.

In the ADF

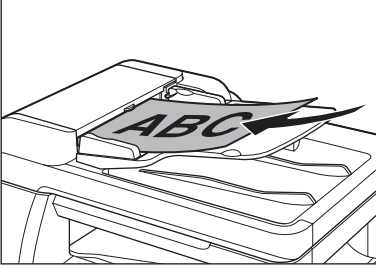
- 1** Fan the document stack and even the edges.



- 2** Adjust the slide guides to the width of the documents.



Neatly place the documents face up in the document feeder tray.



The document is ready for scanning.



NOTE

- Do not add or remove documents while they are being scanned.
- When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
- Avoid using ADF to scan the same document more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
- If the feeder rollers are soiled from scanning a document written in pencil, clean them. (See “Cleaning the Machine,” on p. 12-1.)

3 Print Media

Paper Requirements

| | | Paper Drawer | Stack Bypass |
|--------------|----------------------------|-------------------------------|-------------------------------|
| Size (W × L) | | A4, LTR, LGL | 76×127 to 216×356 mm |
| Weight | | 64 to 90 g/m ² | 56 to 128 g/m ² |
| Quantity | | Max. 500 sheets ^{*1} | Max. 100 sheets ^{*1} |
| Type | Plain ^{*2} | ○ | ○ |
| | Color ^{*2} | ○ | ○ |
| | Recycled ^{*2} | ○ | ○ |
| | Heavy 1 ^{*3} | ○ | ○ |
| | Heavy 2 ^{*4} | — | ○ |
| | Heavy 3 ^{*5} | — | ○ |
| | Bond ^{*6} | ○ | ○ |
| | Transparency ^{*7} | — | ○ |
| | Labels | — | ○ |
| | Envelopes | — | ○ |

(○: available —: not available)

*1 80 g/m² paper

*2 From 64 to 80 g/m²

*3 From 81 to 90 g/m²

*4 From 91 to 105 g/m²

*5 From 106 to 128 g/m²

*6 75 g/m²

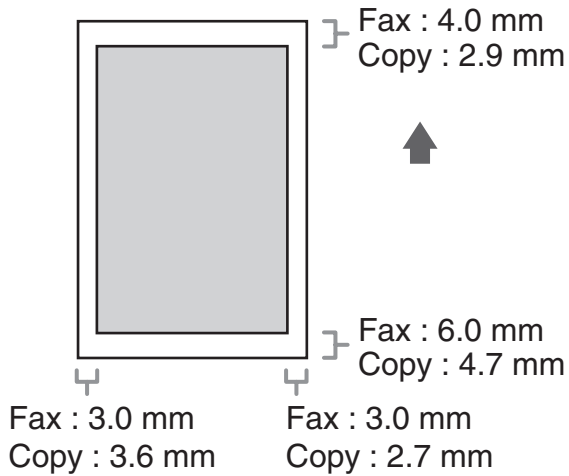
*7 Use only A4 transparencies made especially for this machine.

**NOTE**

The default paper size is A4. If you use a different paper size, you must change the paper size settings. (See “Setting Paper Type and Size,” on p. 3-8.)

Printable Area

The shaded area indicates the approximate printable area of A4 paper.
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 transparencies designed for laser printers. Canon recommends you use Canon type transparencies with this machine.

Loading Paper

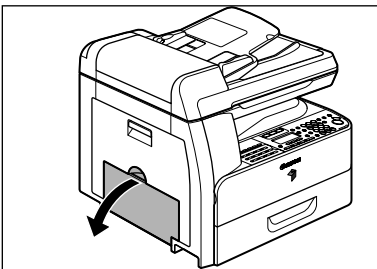
To load paper in the paper drawer, see “Set Up the Machine,” in the Quick Start Guide.

In the Stack Bypass (e.g., Envelopes)

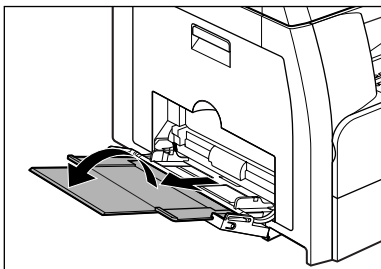
If you are making prints on transparencies, labels, nonstandard-sized paper, or envelopes, load them into the stack bypass.

- Use standard envelopes with diagonal seams and flaps.
- To prevent jams, do not use the following:
 - Envelopes with windows, holes, perforations, cutouts, or double flaps
 - Envelopes made with special coated paper or deeply embossed paper
 - Envelopes with peel-off sealing strips
 - Envelopes with letters enclosed
- Make sure to set the correct envelope size in the printer driver. (See Online Help.)

1 Open the stack bypass.



- 2** Pull out the stack bypass extension until it clicks, then open it.

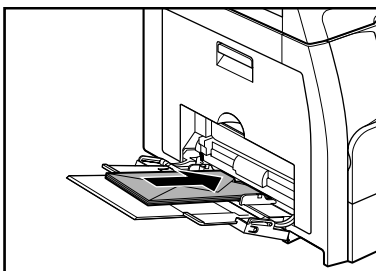
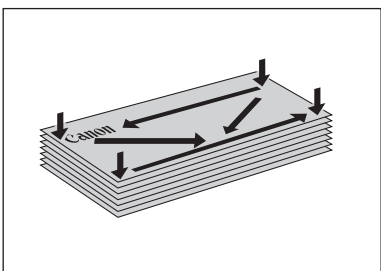


NOTE

Do not load the paper without using the stack bypass extension.

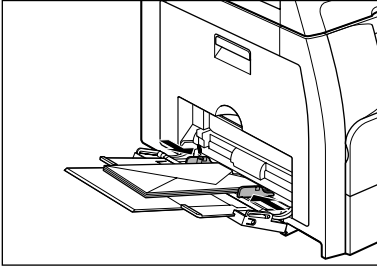
- 3** Gently load the stack of envelopes with the address side facing down and the flap side to the left. Be sure to insert the envelopes as far as they will go.

When you load the envelopes, arrange the stack of envelopes on a firm, clean surface first, then press down firmly on the edges to make the folds crisp.



4

Adjust the slide guides to the width of the paper stack.



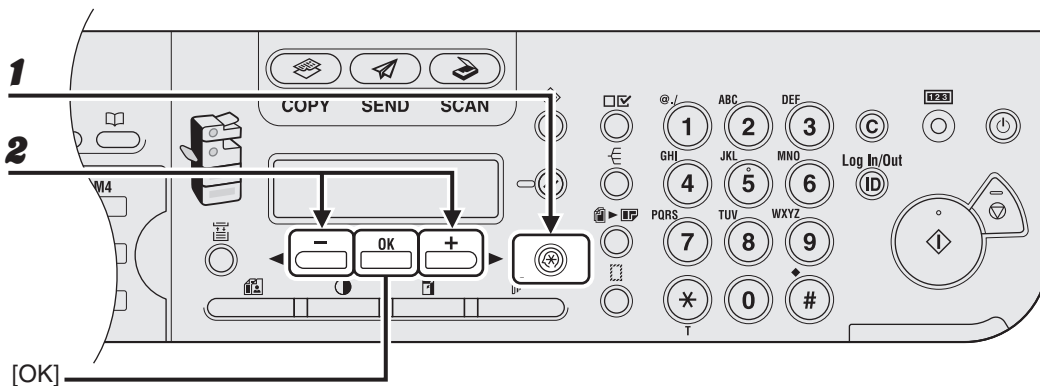
NOTE

- Make sure that the paper stack does not exceed the paper limit guide.
- Some types of paper may not feed properly into the stack bypass. For high quality copies, be sure to use the paper and transparencies recommended by Canon.
- When making copies of a small document or thick paper, etc., the copy speed may be slightly slower than usual.

Setting Paper Type and Size

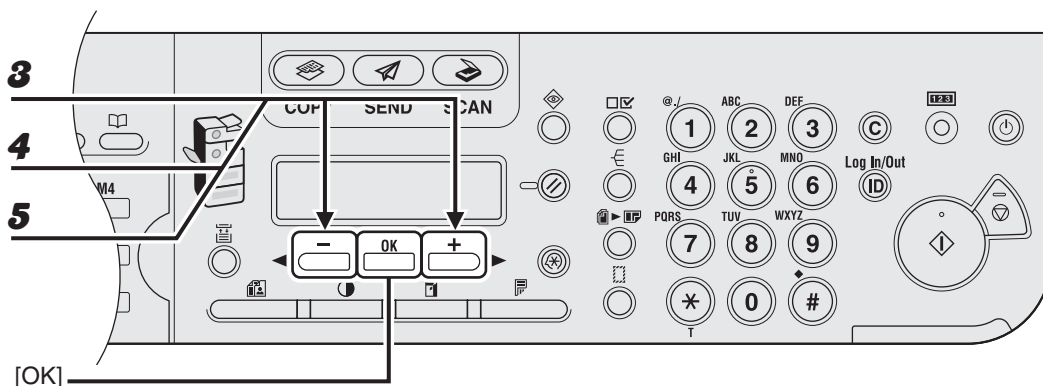
For the Paper Drawer

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



- 1** Press [Additional Functions].
- 2** Confirm that <COMMON SETTINGS> is displayed, then press [OK].

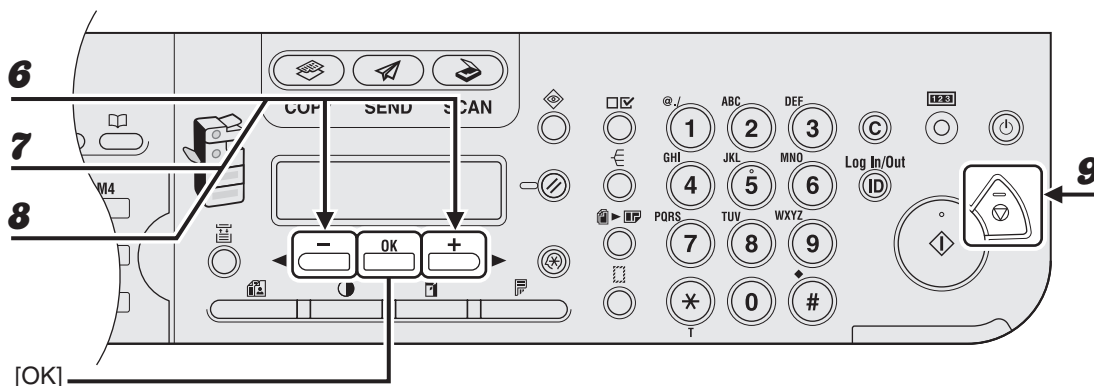




- 3** Press [**←**] or [**→**] to select <SELECT PAPER TYPE>, then press [OK].
- 4** Confirm that <DRAWER 1> is displayed, then press [OK].
- 5** Press [**←**] or [**→**] to select the paper type, then press [OK].

<PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <BOND>

If you use the optional paper drawer, confirm that <DRAWER 2> is displayed and press [OK]. Then repeat this step to set the paper type for <DRAWER 2>.



6 Confirm that <REG. PAPER SIZE> is displayed, then press [OK].

7 Confirm that <DRAWER 1> is displayed, then press [OK].

8 Press [<-] or [+>] to select the paper size, then press [OK].

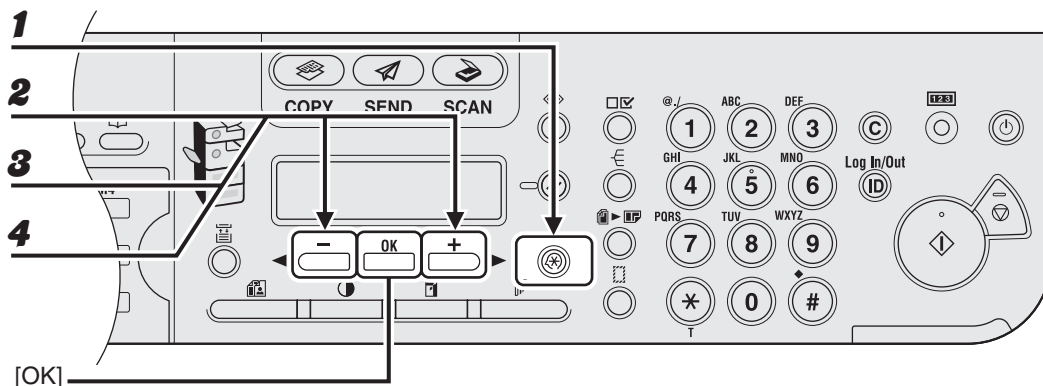
<A4>, <LTR>, <LGL>

If you use the optional paper drawer, confirm that <DRAWER 2> is displayed and press [OK]. Then repeat this step to set the paper size for <DRAWER 2>.

9 Press [Stop] to return to the standby mode.

For the Stack Bypass

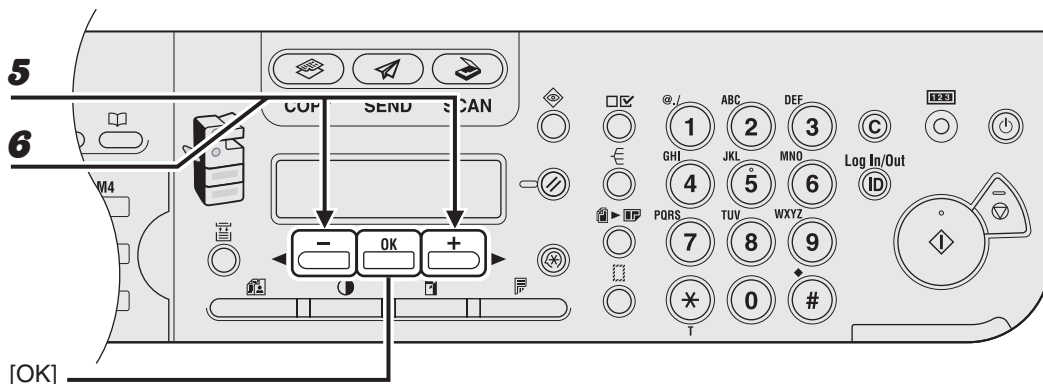
To print using the stack bypass, follow this procedure to specify the paper size and type.



- 1** Press [Additional Functions].
- 2** Confirm that <COMMON SETTINGS> is displayed, then press [OK].
- 3** Press [◀] or [▶] to select <BYPASS STD SET>, then press [OK].
- 4** Press [◀] or [▶] to select <ON>, then press [OK].

NOTE

If you select <OFF>, you must specify paper size and type every time you load paper on the stack bypass. When the display to specify the paper size for the stack bypass appear, press [◀] or [▶] to select the paper size, then press [OK]. Consequently, press [◀] or [▶] to select the paper type, then press [OK].



5 Confirm that <PAPER SIZE> is displayed, then press [OK].

6 Press [◀] or [▶] to select the paper size, then press [OK].

<A4>, <B5>, <A5R>, <LGL>, <LTR>, <STMTR>, <EXECUTIV>, <OFICIO>, <B-OFI>, <M-OFI>, <FOLIO>, <G-LTR>, <G-LGL>, <FLSP>, <COM10>*¹, <MONARCH>*¹, <DL>*¹, <ISO-C5>*¹, <ISO-B5>*¹, <FREESIZE>*²

*¹ For envelopes.

If you select this size, <ENVELOPE> is automatically selected for the paper type, and the display for selecting the paper type does not appear. Skip to step 9.

*² For non-standard paper size.

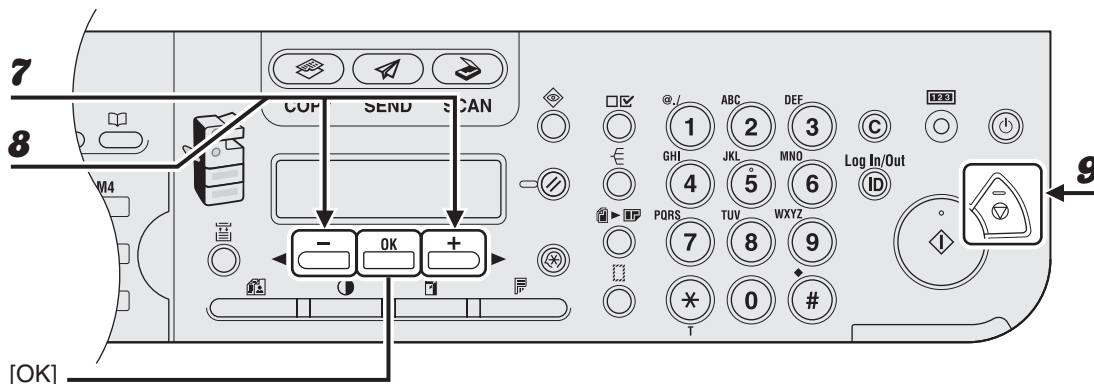
If you select this size, enter the vertical size in <VERTICAL SIZE> (76 to 216 mm) with the numeric keys, then press [OK].

Enter the horizontal size in <HORIZONTAL SIZE> (127 to 356 mm) with the numeric keys, then press [OK].

You can also press [◀] or [▶] to specify the size.

(<VERTICAL SIZE> represents the length of the paper that feeds into the machine.)





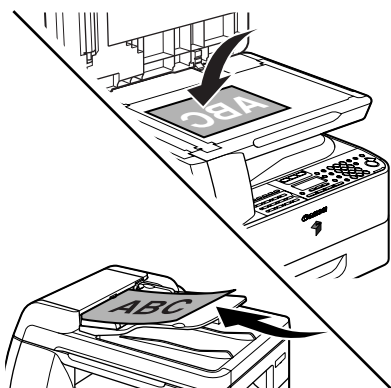
- 7** Confirm that <SELECT PAPER TYPE> is displayed, then press [OK].
- 8** Press [◀] or [▶] to select the paper type, then press [OK].
 <PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <HEAVY PAPER 2>, <HEAVY PAPER 3>, <BOND>, <TRANSPARENCY>, <LABELS>, <ENVELOPE>
- 9** Press [Stop] to return to the standby mode.

4 Sending Documents

Follow this procedure to send faxes, e-mails, and I-faxes, or to send documents to a file server.

For network connection, see “Set the Machine for Network Usage,” in the Quick Start Guide, and for advanced sending features, see Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.

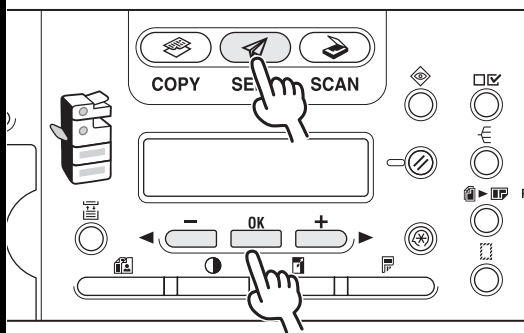
1 Set a Document



Place the document on the platen glass or load it in the ADF.

For documents you can send, see “Document Requirements,” on p. 2-1.

2 Select the Sending Method



Press [SEND]/[FAX], press [◀] or [▶] to select the sending method, then press [OK]. (For the iR1024F, press [FAX].)

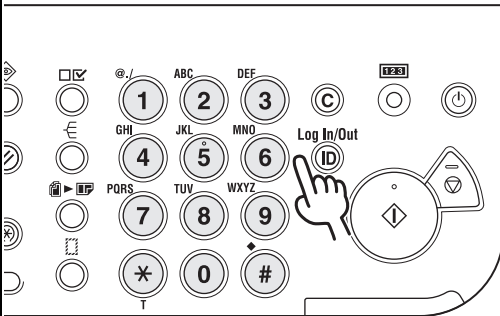
The SEND/FAX indicator lights up and the machine enters the send/fax standby mode.

What if...

● You want to send document to a file server:

You can specify the file server addresses only with one-touch keys, coded dial codes, or [Address Book] key. See “Specifying Destinations,” on p. 4-11.

3 Specify the Destination

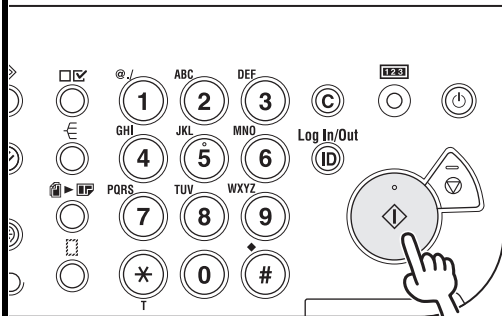


**Specify the fax number or e-mail/
I-fax address with the numeric keys.**

What if...

- **You enter a wrong number when specifying a fax number:**
Go back to the wrong digit with [◀].
- **You enter a wrong character when specifying an e-mail or I-fax address:**
Go back to the wrong character with [◀], then press [Clear]. Or press and hold [Clear] to delete the entire entry.

4 Send the Document



Press [Start].

When you set the documents on the platen glass, press [◀] or [▶] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start dialing.

What if...

- **You want to cancel sending:**
Press [Stop] on the operation panel.
When the <STOP KEY PRESSED> message appears, press [OK].
When the <CANCEL DURING TX/RX?> message appears, select <YES> with [◀].

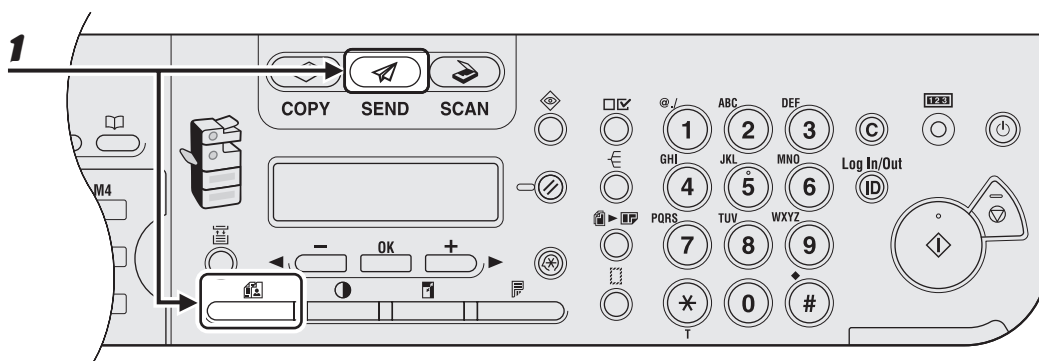
Scan Settings

You can adjust the image quality and density of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take. You can also scan two sided documents. Adjust the scan settings according to the type of document you are sending.

Image Quality

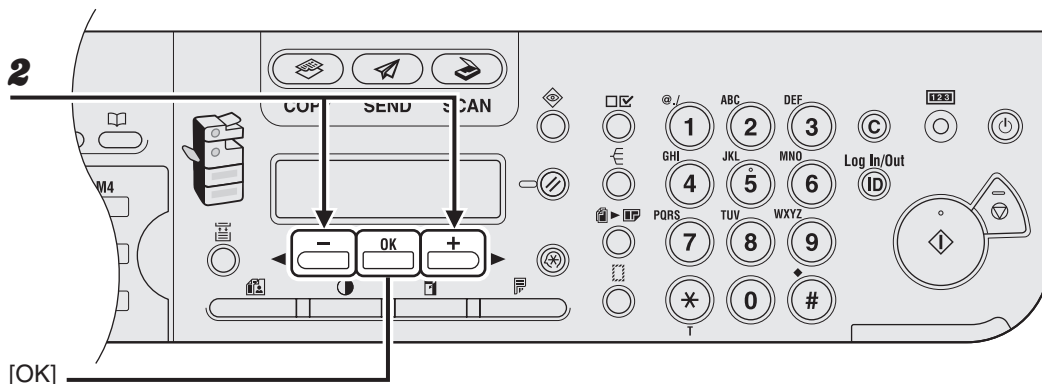
NOTE

If you are sending documents to an e-mail, I-fax, or file server address, you can also specify the resolution (Image Quality) by pressing [OK] after specifying the destination. For instructions, see “Send Settings,” on p. 4-7.



- 1** After pressing [SEND]/[FAX] and selecting the sending method, or after specifying the destination, press [Image Quality]. (For the iR1024F, press [FAX], then press [Image Quality].)

For instructions on selecting sending methods and specifying destinations, see “Specifying Destinations,” on p. 4-11.



2 Press [◀] or [▶] to select the image quality, then press [OK].

You can also press [Image Quality] repeatedly to select the image quality.

E-mail (B&W): <200×200 dpi>, <300×300 dpi>, <400×400 dpi>, <600×600 dpi>, <150×150 dpi>, <200×100 dpi>

E-mail (Color): <200×200 dpi>, <300×300 dpi>, <100×100 dpi>, <150×150 dpi>

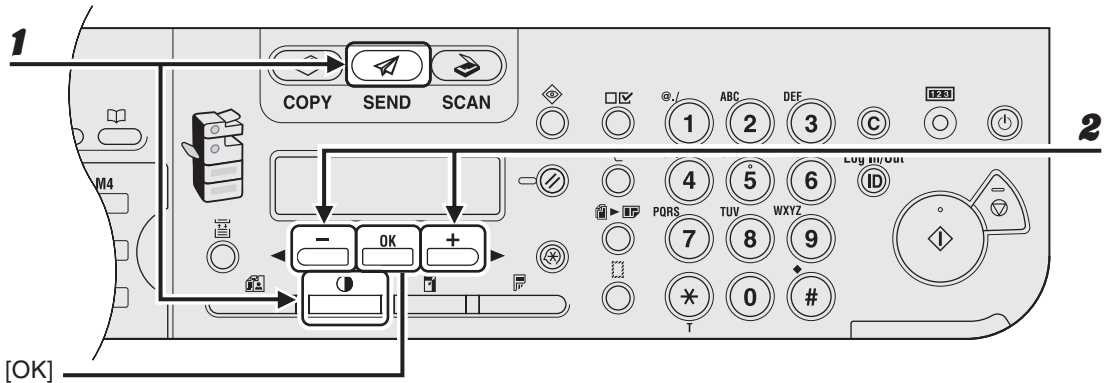
I-fax: <200×200 dpi>, <200×100 dpi>

File server (FTP and SMB): <200×200 dpi>, <300×300 dpi>, <400×400 dpi>, <600×600 dpi>, <150×150 dpi>, <200×100 dpi>

NOTE

- If <PDF (COMPACT)> is selected as the file format, only <300×300 dpi> can be selected for sending color images attached to an e-mail message.
- If you specify an e-mail address from Address Book without selecting the sending method, settings specified in <STANDARD SETTINGS> in <TX SETTINGS> in <COMMON SETTINGS> in <TX/RX SETTINGS> are displayed.
- If you want to send color images to a file server or attached to an e-mail message, select <E-MAIL (COLOR)> as a sending method.

Density



- 1** After pressing [SEND]/[FAX] and selecting the sending method, or after specifying the destination, press [Density]. (For the iR1024F, press [FAX], then press [Density].)

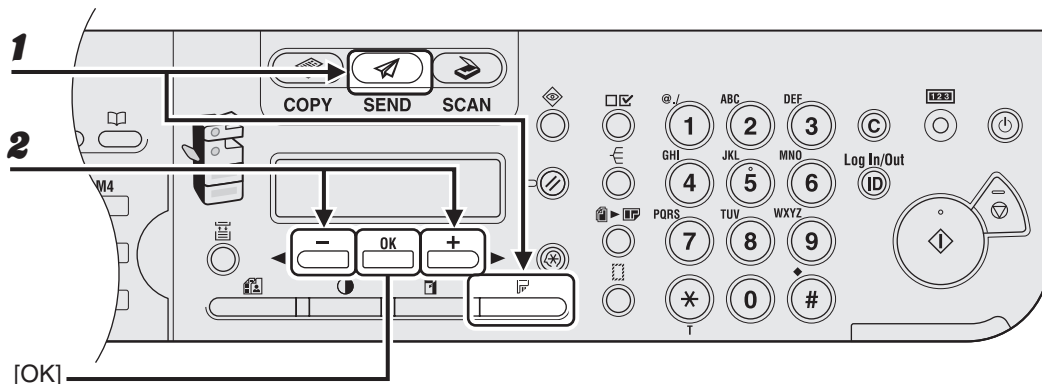
For instructions on selecting sending methods and specifying destinations, see “Specifying Destinations,” on p. 4-11.

- 2** Press [◀▶] or [▶▶] to adjust the density, then press [OK].

[▶▶]: to make light documents darker.

[◀▶]: to make documents lighter.

2-Sided



- 1** After pressing [SEND]/[FAX] and selecting the sending method, or after specifying the destination, press [2-Sided]. (For the iR1024F, press [FAX], then press [2-Sided].)

For instructions on selecting sending methods and specifying destinations, see “Specifying Destinations,” on p. 4-11.

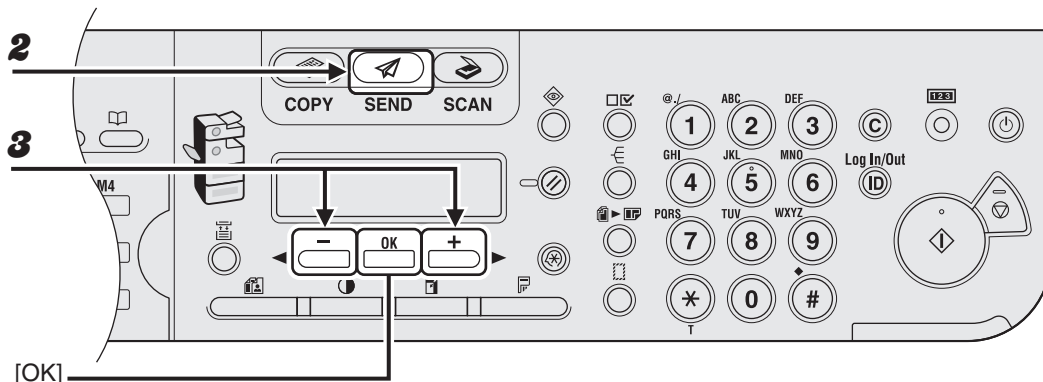
- 2** Press [◀] or [▶] to select the binding type, then press [OK].

<BOOK TYPE>: The front and back sides of the document have the same top-bottom orientation.

<CALENDAR TYPE>: The front and back sides of the document have opposite top-bottom orientations.

Send Settings

You can optionally set the file format, if multiple images are sent as separate files or a single file, resolution, and original type after specifying the e-mail, I-fax, or file server address.

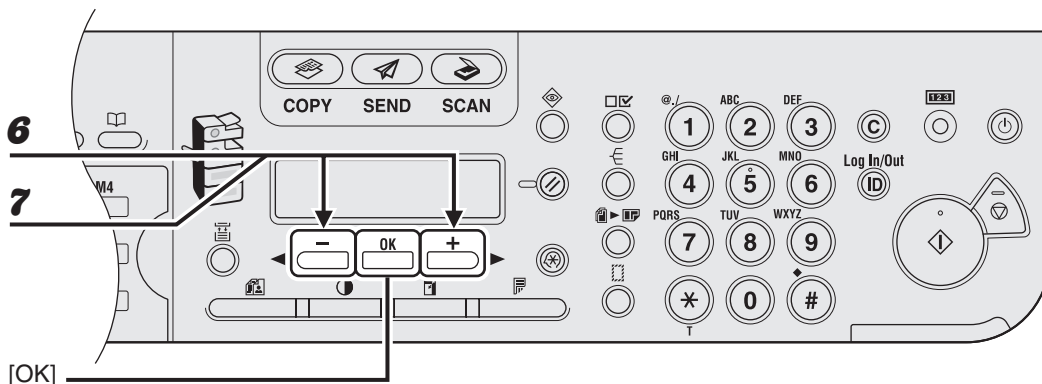


- 1** Place the document on the platen glass or load it in the ADF.
- 2** Press [SEND].
- 3** Press [←] or [→] to select the sending method, then press [OK].

If you are specifying the destination registered in one-touch keys or coded dial codes, you can skip this step.

- 4** Specify the destination.

For instructions on specifying destinations, see “Specifying Destinations,” on p. 4-11.



5 Press [OK].

6 Press [◀] or [▶] to select the file format, then press [OK].

If you have specified an I-fax address in step 3, this setting is not available. The file format is automatically set to <TIFF (B&W)> when sending an I-fax.

E-mail (B&W): <PDF>, <TIFF (B&W)>

E-mail (Color): <JPEG>, <PDF (COMPACT)>

File server (FTP and SMB): <PDF>, <TIFF (B&W)>

 **NOTE**

- If you specify an e-mail address from Address Book without selecting the sending method, settings specified in <STANDARD SETTINGS> in <TX SETTINGS> in <COMMON SETTINGS> in <TX/RX SETTINGS> are displayed.
- If you want to send color images to a file server or attached to an e-mail message, select <E-MAIL (COLOR)> as a sending method.

7 Press [◀] or [▶] to select <ON> or <OFF> for <DIVIDE INTO PAGES>, then press [OK].

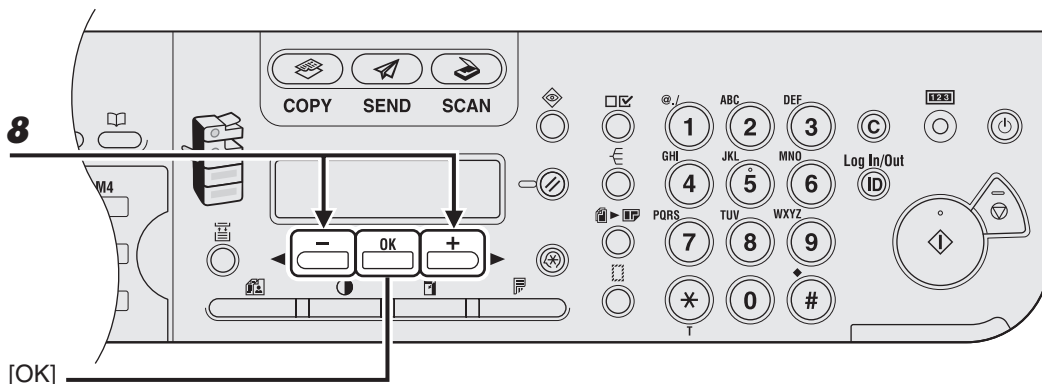
If you have selected <JPEG> in step 6, this setting is not available.

<DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.

<OFF>: Sends multiple images as a single file without dividing them.

<ON>: Separates multiple images and send them as separate files.





8 Press [◀] or [▶] to select the resolution, then press [OK].

E-mail (B&W): <200×200 dpi>, <300×300 dpi>, <400×400 dpi>, <600×600 dpi>, <150×150 dpi>, <200×100 dpi>

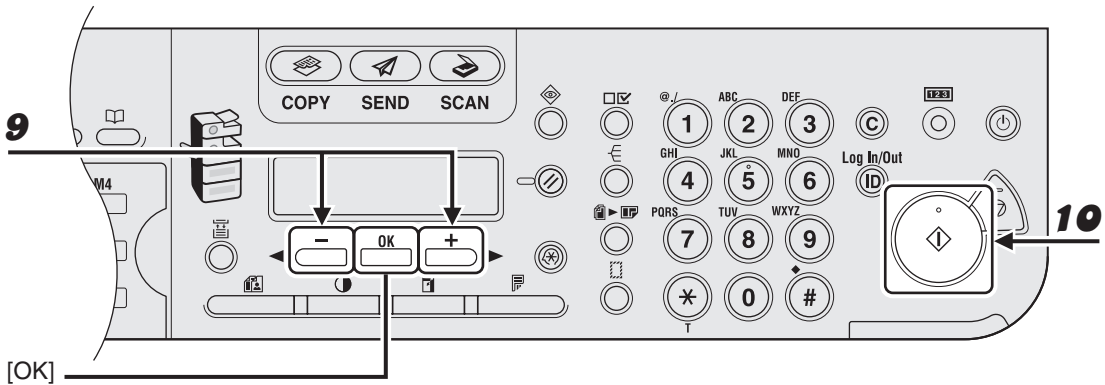
E-mail (Color): <200×200 dpi>, <300×300 dpi>, <100×100 dpi>, <150×150 dpi>

I-fax: <200×200 dpi>, <200×100 dpi>

File server (FTP and SMB): <200×200 dpi>, <300×300 dpi>, <400×400 dpi>, <600×600 dpi>, <150×150 dpi>, <200×100 dpi>

NOTE

- If <PDF (COMPACT)> is selected as the file format, only <300×300 dpi> can be selected for sending color images attached to an e-mail message.
- If you want to send color images to a file server or attached to an e-mail message, select <E-MAIL (COLOR)> as a sending method.



9 Press [\leftarrow] or [\rightarrow] to select the original type, then press [OK].

<TEXT/PHOTO>, <TEXT>, <PHOTO>

If you have selected <PDF (COMPACT)> as the file format in step 6, the original type is automatically set to <TEXT/PHOTO>. Skip to step 10.

10 Press [Start].

When you set the documents on the platen glass, press [\leftarrow] or [\rightarrow] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed. The Time Out feature is only available for the iR1024F and iR1024iF.
- You can set the document's name, a subject line, message body text, and reply-to address, and e-mail priority common to all sending jobs. For instructions, see Chapter 1, "Advanced Send Features" in the Advanced Operation Guide.

Specifying Destinations

This machine provides you with various ways to specify the destination:

- Using Numeric Keys (p. 4-12)
 - You can specify a fax number, e-mail address, or I-fax address using the numeric keys.
- Using One-Touch Keys (p. 4-15)
 - You can specify one or more destinations by pressing one-touch keys. You can register up to 23 one-touch keys, including group addresses and favorites buttons.
- Using Coded Dial Codes (p. 4-17)
 - You can specify one or more destinations by pressing [Coded Dial] followed by three-digit code. You can register up to 177 coded dial codes, including group addresses.
- Using Group Addresses (p. 4-19)
 - You can specify one or more groups of destinations registered in one-touch keys and coded dial codes. You can register up to 199 destinations in a group.
- Using Address Book Key (p. 4-21)
 - You can specify destinations by pressing [Address Book] and searching a destination from Address Book.
- Using Favorites Buttons (p. 4-25)
 - You can specify destinations together with their scan and send settings by pressing one-touch keys assigned for favorites buttons. Up to four favorites buttons can be registered.

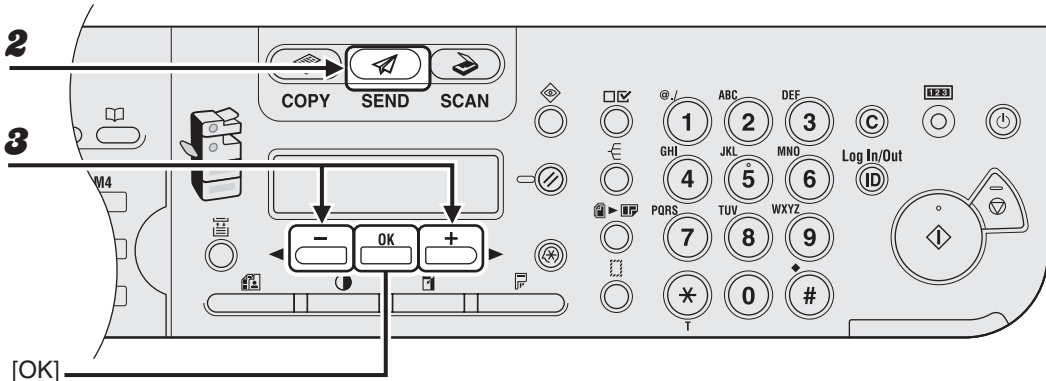
NOTE

For easy reference, print out the list of recipients registered in one-touch keys or coded dial codes. (See “REPORT SETTINGS,” on p. 14-37.)

Using Numeric Keys

NOTE

- You can specify only one destination at a time using the numeric keys.
- You cannot specify a file server using the numeric keys.

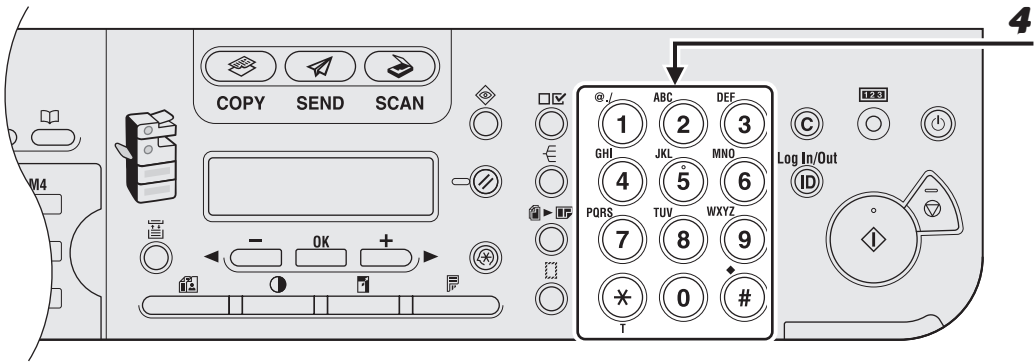


- 1** Place the document on the platen glass or load it in the ADF.
- 2** Press [SEND]/[FAX].
- 3** Press [◀] or [▶] to select the sending method, then press [OK].

For the iR1024F, skip this step.

iR1024i: <E-MAIL:B&W>, <E-MAIL:COLOR>, <I-FAX>

iR1024iF: <FAX>, <E-MAIL:B&W>, <E-MAIL:COLOR>, <I-FAX>



4 Enter the fax number or e-mail/I-fax address with the numeric keys.

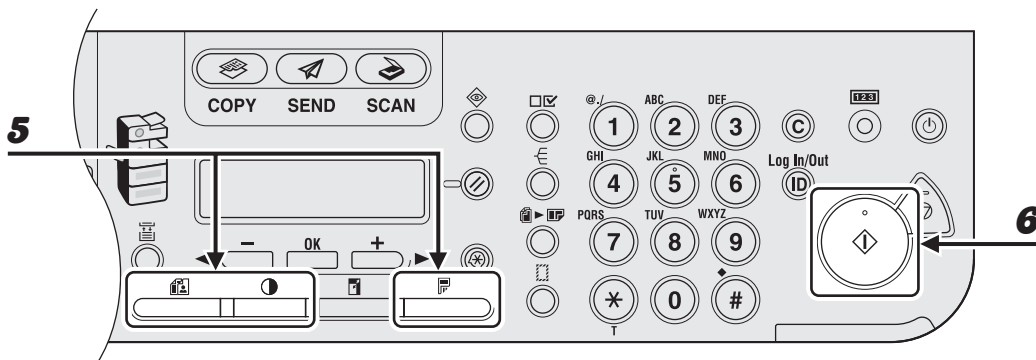
If you entered a wrong number when specifying a fax number, go back to the wrong digit with [◀].

If you entered a wrong character when specifying an e-mail or I-fax address, press [◀] to go back to the part you want to correct, then press [Clear]. You can also delete the entire entry by pressing and holding [Clear].

If you specify an e-mail or I-fax address, you can enter the optional settings by pressing [OK]. (See “Send Settings,” on p. 4-7.)

NOTE

If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using the numeric keys, you must enter the fax number again for confirmation. Enter the same fax number you entered in step 4, then press [OK].



5 Adjust any necessary settings for your document.

For details, see “Scan Settings,” on p. 4-3.

6 Press [Start].

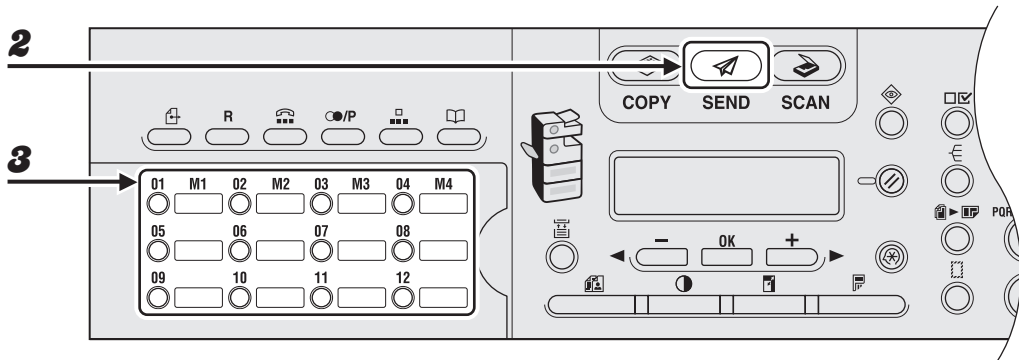
When you set the documents on the platen glass, press [◀] or [▶] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

Using One-Touch Keys

You can specify up to 23 destinations using one-touch keys.

NOTE

- To use this feature, you must register destinations in one-touch keys beforehand. (See “Storing/Editing Address Book,” on p. 4-27.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 201 destinations, a number or address can be specified with the numeric keys.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.



1 Place the document on the platen glass or load it in the ADF.

2 Press [SEND]/[FAX].

3 Press the desired one-touch key (01 to 23).

If you pressed a wrong key, press [Clear] and try again.

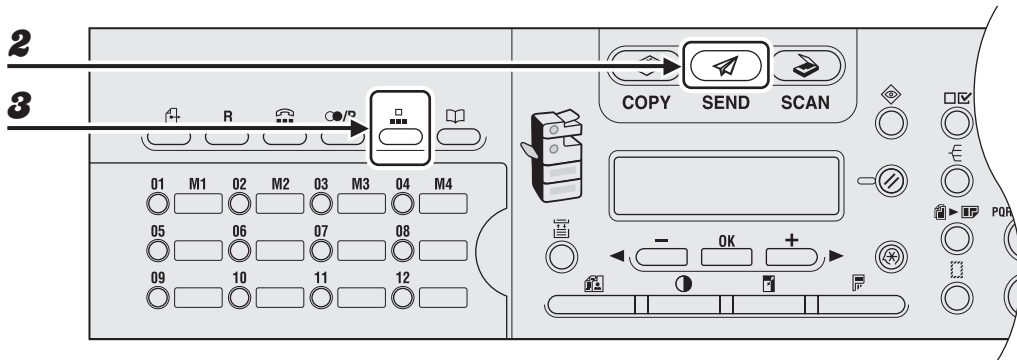
If you specify an e-mail, I-fax, or file server address, you can enter the optional settings by pressing [OK]. (See “Send Settings,” on p. 4-7.)

Using Coded Dial Codes

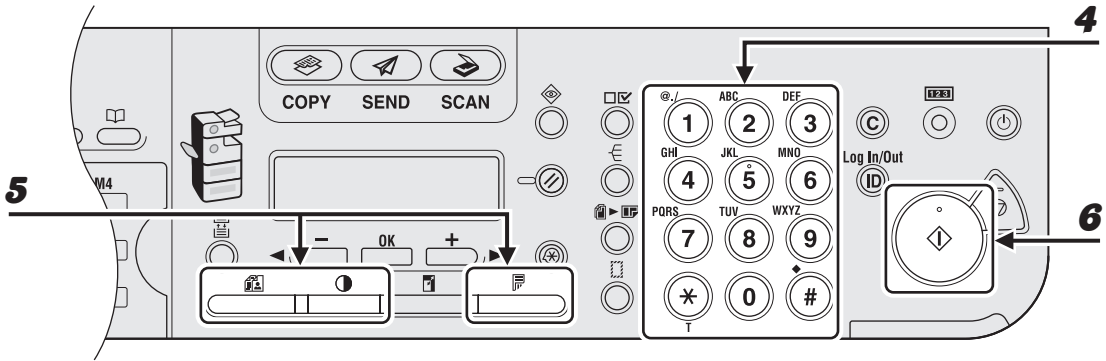
You can specify up to 177 destinations using coded dial codes.

NOTE

- To use this feature, you must register destinations in coded dial code beforehand. (See “Storing/Editing Address Book,” on p. 4-27.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 201 destinations, a number or address can be specified with the numeric keys.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.



- 1** Place the document on the platen glass or load it in the ADF.
- 2** Press [SEND]/[FAX].
- 3** Press [Coded Dial].



4 Enter the desired three-digit code (000 to 176) with the numeric keys.

If you entered a wrong code, press [Clear], then try again from step 3.

If you specify an e-mail, I-fax, or file server address, you can enter the optional settings by pressing [OK]. (See "Send Settings," on p. 4-7.)

5 Adjust any necessary settings for your document.

For details, see "Scan Settings," on p. 4-3.

6 Press [Start].

When you set the documents on the platen glass, press [◀] or [▶] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

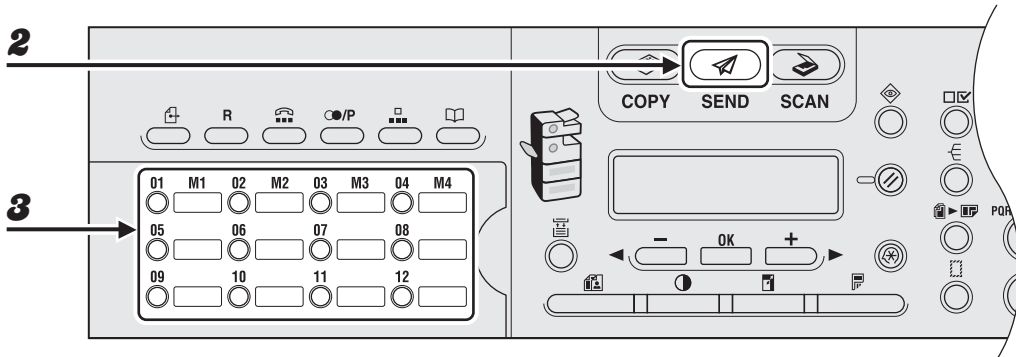
NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed. The Time Out feature is only available for the iR1024F and iR1024iF.

Using Group Addresses

NOTE

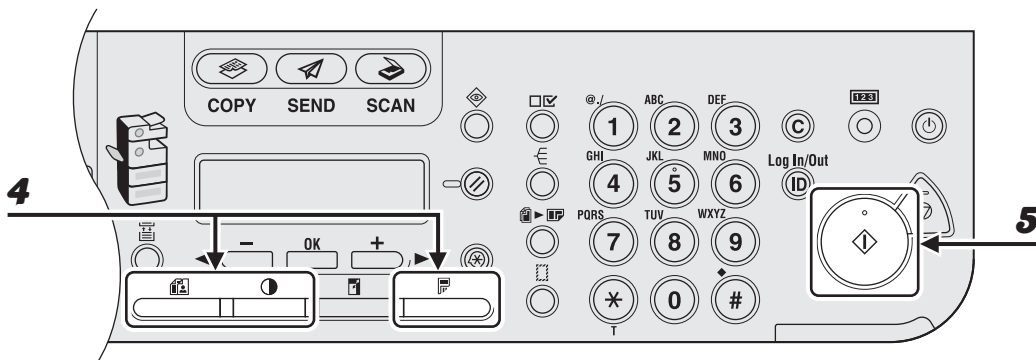
- To use this feature, you must register destinations in a group address beforehand. (See “Storing/Editing Address Book,” on p. 4-27.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 201 destinations, a number or address can be specified with the numeric keys.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.



- 1** Place the document on the platen glass or load it in the ADF.
- 2** Press **[SEND]/[FAX]**.
- 3** Press the one-touch key or **[Coded Dial]** followed by the three-digit code under which the desired address group is registered.

If you pressed a wrong key or code, press **[Clear]**, and perform step 3 again.

If you specify a group containing e-mail, I-fax, or file server addresses, you can enter the optional settings by pressing **[OK]**. (See “Send Settings,” on p. 4-7.)



4 Adjust any necessary settings for your document.

For details, see “Scan Settings,” on p. 4-3.

5 Press [Start].

When you set the documents on the platen glass, press [◀] or [▶] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed. The Time Out feature is only available for the iR1024F and iR1024iF.

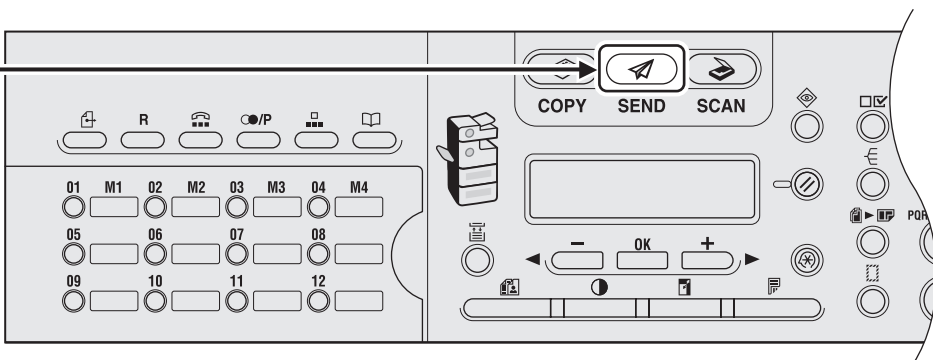
Using Address Book Key

[Address Book] search enables you to search for a recipient registered in the machine. This is useful when you forget which one-touch key or coded dial code the recipient you want is registered under.

NOTE

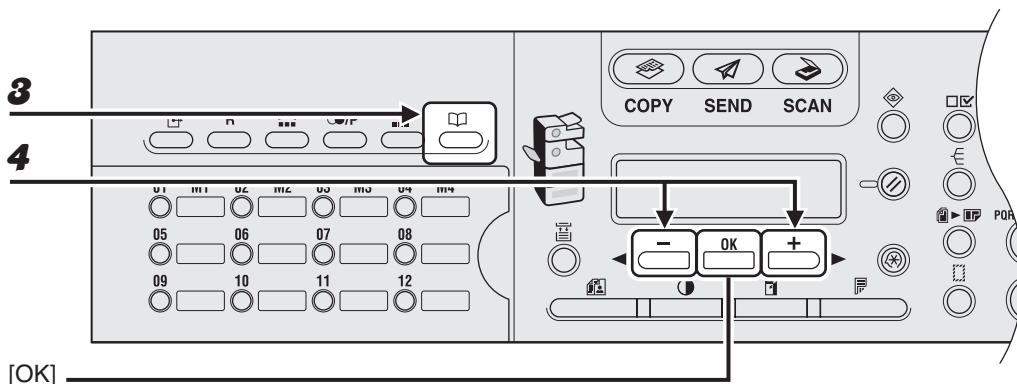
- You cannot search for the destinations registered under favorites buttons using [Address Book] key.
- To use this feature, you must register destinations in Address Book beforehand. (See “Storing/Editing Address Book,” on p. 4-27.)
- A maximum of 201 destinations can be specified at the same time. (Out of the 201 destinations, a number or address can be specified with the numeric keys.) If you specify a group, which is made up of several destinations, each destination in the group is counted as a separate address.

2



1 Place the document on the platen glass or load it in the ADF.

2 Press [SEND]/[FAX].



3 Press [Address Book].

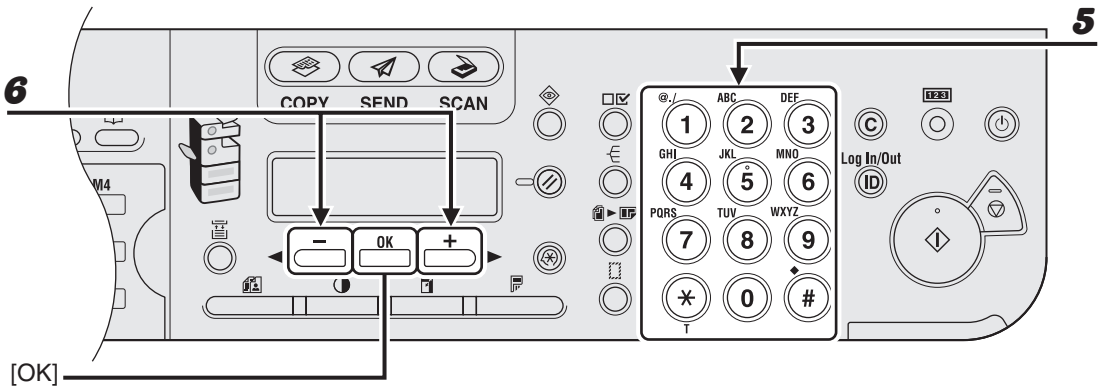
If no recipient is registered in Address Book, <NOT REGISTERED> is displayed.

4 Press [◀] or [▶] to select <NAME SEARCH> or <ADD/TEL SEARCH>, then press [OK].

For the iR1024F, skip this step.

<NAME SEARCH>: searches a destination by name

<ADD/TEL SEARCH>: searches a destination by address or fax number



5 Enter the first letter of the recipient's name or the first part of the fax number/address with the numeric keys.

For example, if you want to search for a name that starts with the letter "C", press [2] (ABC). Entries starting with the letter you entered are displayed if any entries are registered.

Press [\star] to switch between input modes:

[A]: Letter mode

[1]: Number mode

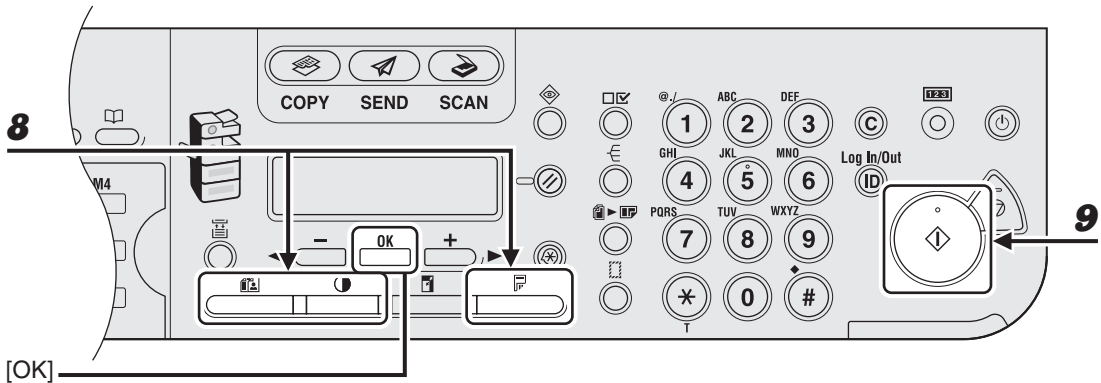
NOTE

For the iR1024F, you can search for a recipient only by its name.

6 Press [\leftarrow] or [\rightarrow] to search for the recipient.

[\rightarrow]: displays recipients in alphabetical order.

[\leftarrow]: displays recipients in reverse order.



7 When the recipient's name is displayed, press [OK].

If you specify an e-mail, I-fax, or file server address, you can enter the optional settings by pressing [OK] again. (See "Send Settings," on p. 4-7.)

8 Adjust any necessary settings for your document.

For details, see "Scan Settings," on p. 4-3.

9 Press [Start].

When you set the documents on the platen glass, press [◀] or [▶] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

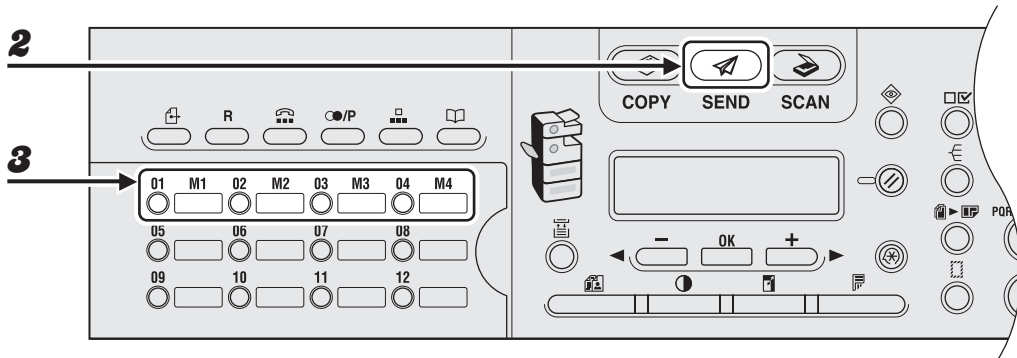
NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed. The Time Out feature is only available for the iR1024F and iR1024iF.

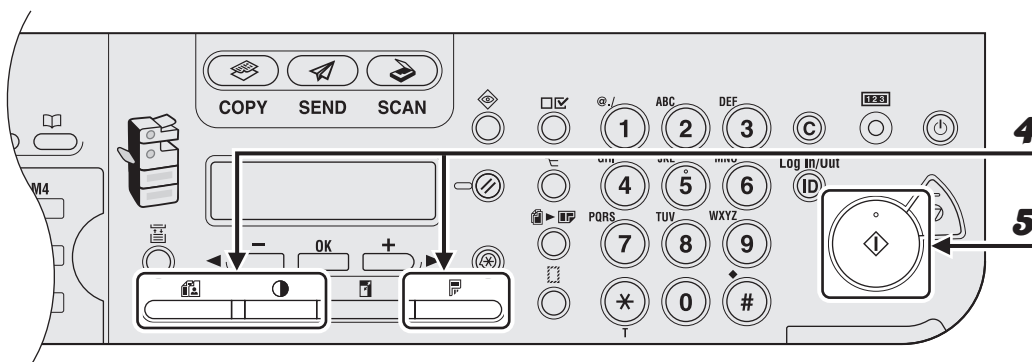
Using Favorites Buttons

NOTE

To use this feature, you must register destinations in favorites buttons beforehand. (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.)



- 1** Place the document on the platen glass or load it in the ADF.
- 2** Press [SEND].
- 3** Press the desired one-touch key registered as a favorites button (01 to 04).
If you pressed a wrong key, press [Clear] and try again.



4 Adjust any necessary settings for your document.

For details, see “Scan Settings,” on p. 4-3.

5 Press [Start].

When you set the documents on the platen glass, press [◀] or [▶] to select the document size, then press [Start] for each document. When scanning is complete, press [OK] to start sending.

NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed. The Time Out feature is only available for the iR1024F and iR1024iF.

Storing/Editing Address Book

The Address Book is a feature used for storing fax, e-mail, I-fax, and file server destinations. The Address Book is divided into one-touch keys and coded dial codes. You can store up to 23 destinations in one-touch keys, and 177 destinations in coded dial codes, for a total of 200 destinations in the whole Address Book. You can also register multiple destinations of various types in a group address, and assign a one-touch key or coded dial code to this group. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send a job.

NOTE

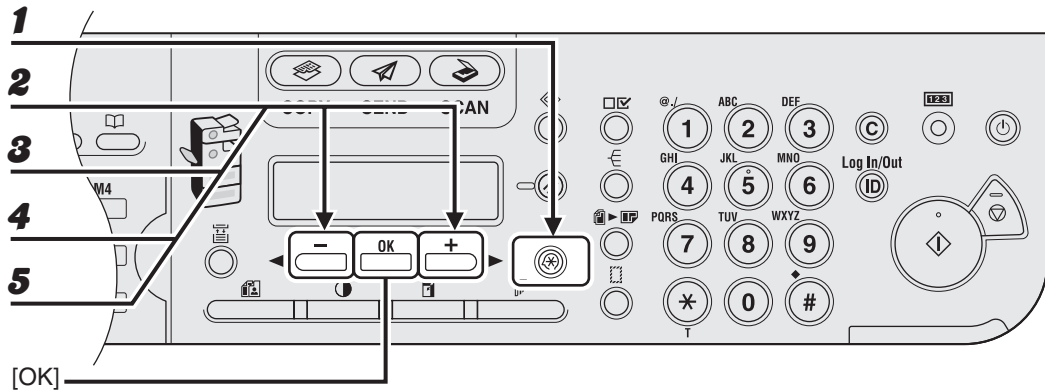
- You can also register a destination in favorites buttons together with a specific combination of the scan and send settings. One-touch keys 01 to 04 can be used for this feature. For instructions on registering favorites buttons, see Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.
- Destinations stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Chapter 4, “Remote UI,” in the Advanced Operation Guide.

Storing/Editing One-Touch Keys/Coded Dial Codes

NOTE

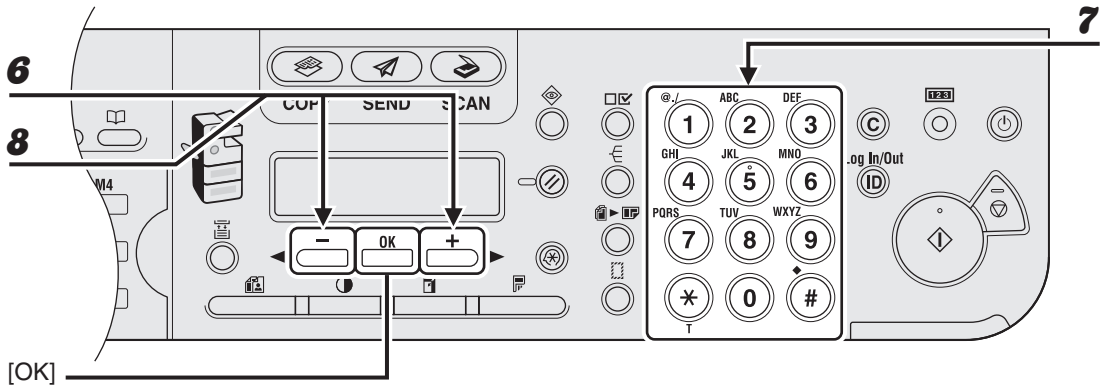
- You can also register file server addresses in one-touch keys and coded dial codes. For instructions, see Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.
- If a password has been set for the Address Book, a screen prompting you to enter the password appears. Enter the password using the numeric keys, then press [OK]. (See Chapter 6, “System Manager Settings,” in the Advanced Operation Guide.)

● Registering Fax Numbers



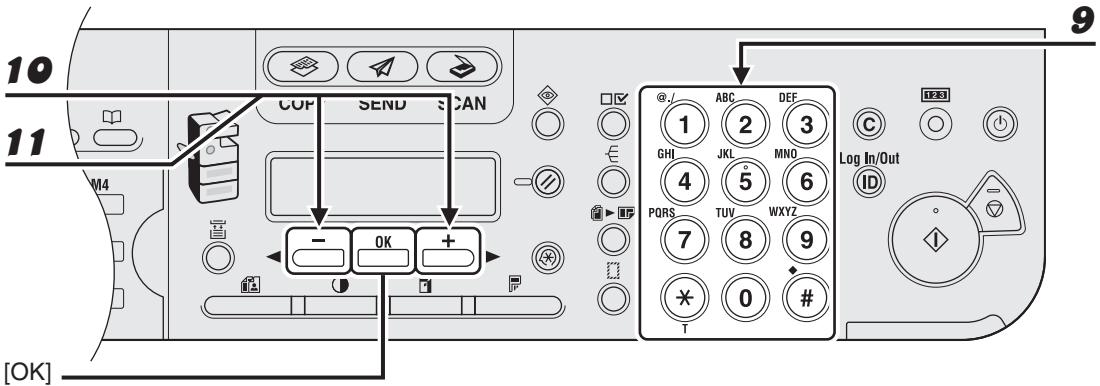
- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select a one-touch key (01 to 23) or coded dial code (000 to 176) for which you want to register the fax number, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.
- 5** Confirm that <FAX> is displayed, then press [OK].



- 6** Confirm that <NAME> is displayed, then press [OK].
- 7** Enter the destination name (max. 16 letters, including spaces) with the numeric keys, then press [OK].
 Ex.

| | |
|---------|-----|
| N A M E | : a |
| C a n | |
- 8** Confirm that <TEL NUMBER ENTRY> is displayed, then press [OK].



- 9** Enter the fax number you register (max. 120 digits, including spaces and pauses) with the numeric keys, then press [OK].

If you want to specify the following optional settings (<ECM>, <TX SPEED>, and <INTERNATIONAL>) for the fax number you are registering, proceed to the next step.
If you do not need to set these options, skip to step 18.

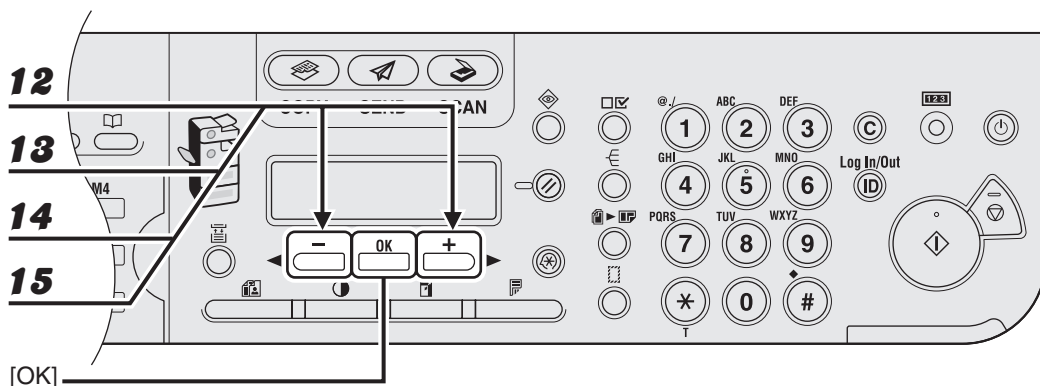
Ex.

| |
|---|
| TEL NUMBER ENTRY 0 1 2 X X X X X X X _ |
|---|

- 10** Confirm that <OPTIONAL SETTING> is displayed, then press [OK].

- 11** Press [◀—] or [+▶] to select <ON>, then press [OK].





12 Confirm that <ECM> is displayed, then press [OK].

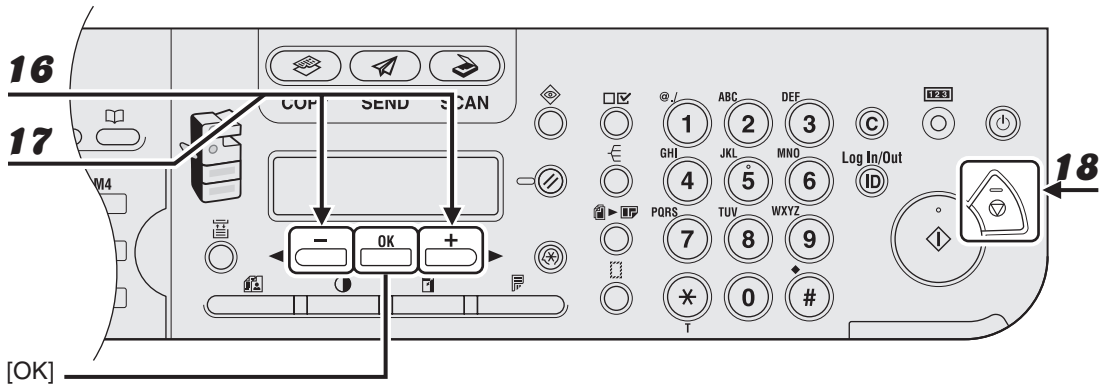
13 Press [◀] or [▶] to select <ON> to reduce system and line errors while sending to or receiving from other machines that support ECM, then press [OK].

14 Confirm that <TX SPEED> is displayed, then press [OK].

15 Press [◀] or [▶] to select the sending speed (33600 bps, 14400 bps, 9600 bps, or 4800 bps), then press [OK].

 **NOTE**

If transmission errors occur frequently, lower the speed.



16 Confirm that <INTERNATIONAL> is displayed, then press [OK].

17 Press [◀] or [▶] to select the most effective transmission option, then press [OK].

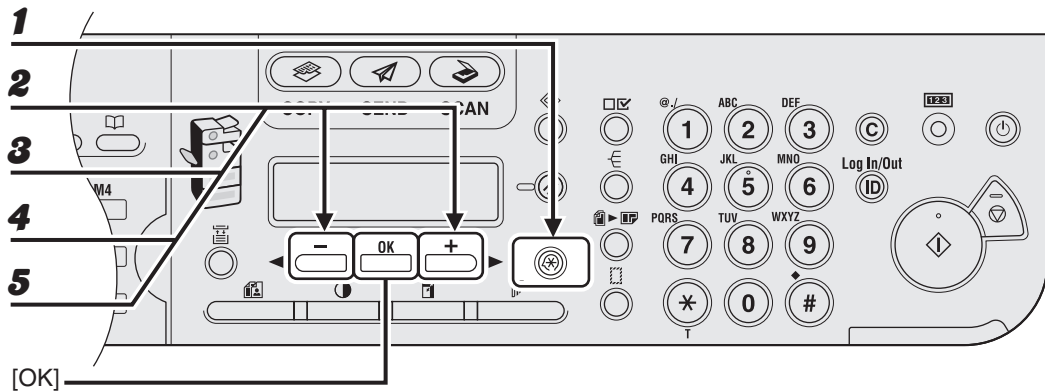
<DOMESTIC>: Normally select this option.

<LONG DISTANCE 1-3>: Select one of these options when you make an international call. If errors occur during fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.

To register another one-touch key or coded dial code, repeat the procedure from step 4.

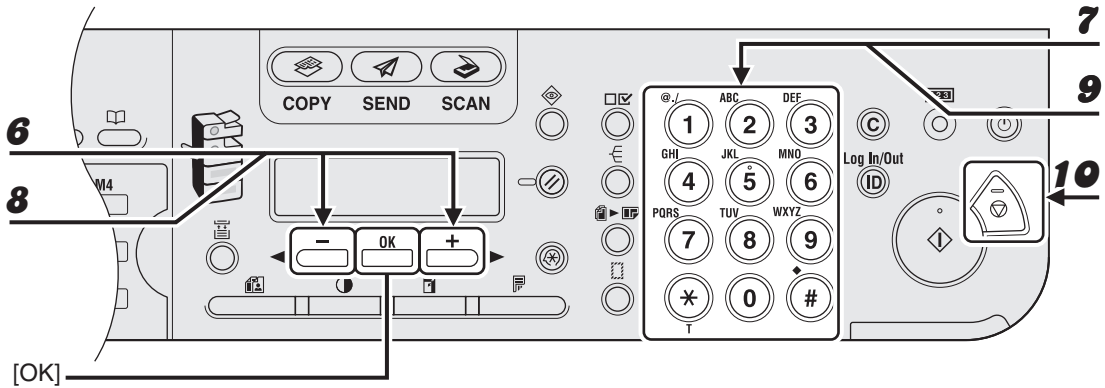
18 Press [Stop] to return to the standby mode.

● Registering E-Mail/I-Fax Addresses



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select a one-touch key (01 to 23) or coded dial code (000 to 176) for which you want to register the address, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.
- 5** Press [◀] or [▶] to select <E-MAIL> or <IFAX>, then press [OK].



6 Confirm that <NAME> is displayed, then press [OK].

7 Enter the destination name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

Ex.

| | |
|---------|-----|
| N A M E | : a |
| C a n | |

8 Confirm that <E-MAIL ADDRESS> or <I-FAX ADDRESS> is displayed, then press [OK].

9 Enter the address you register (max. 120 digits) with the numeric keys, then press [OK].

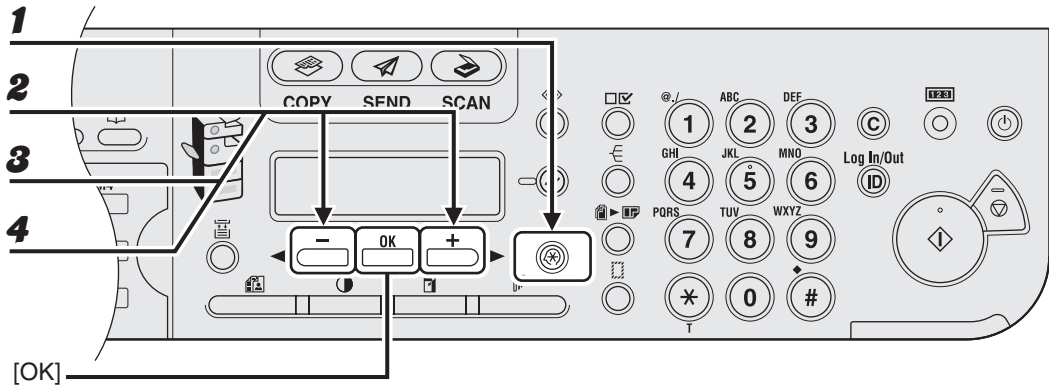
To register another one-touch key or coded dial code, repeat the procedure from step 4.

Ex.

| | |
|-----------------------------|-----|
| E - M A I L A D D R E S S | : a |
| s a l e s @ X X X . c o m | |

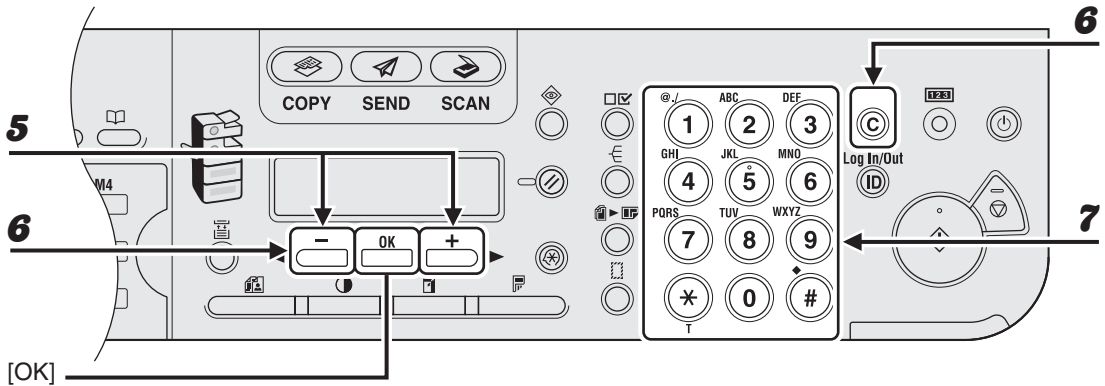
10 Press [Stop] to return to the standby mode.

● Editing One-Touch Keys/Coded Dial Codes

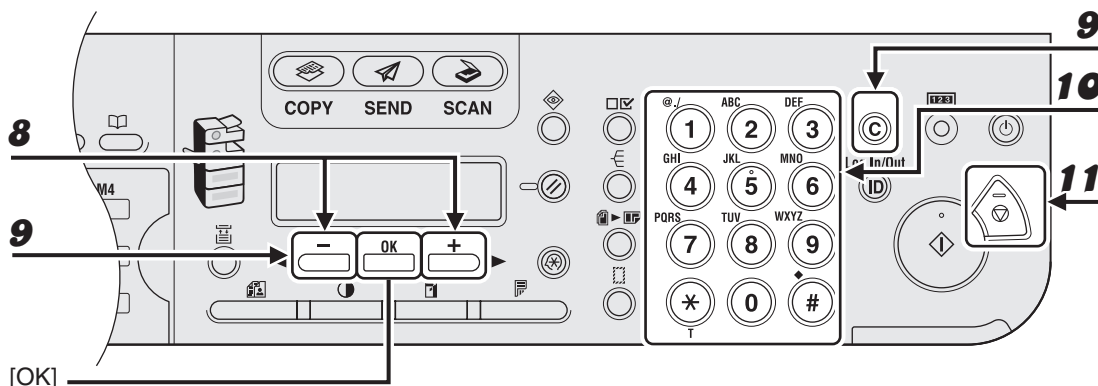


- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select the one-touch key (01 to 23) or coded dial code (000 to 176) you want to edit, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed three-digit code.



- 5** Confirm that <NAME> is displayed, then press [OK].
- 6** Press [←] repeatedly to go back to the character you want to change, then press [Clear].
To delete the entire entry, press and hold [Clear].
- 7** Enter a new character with the numeric keys, then press [OK].



8 Confirm that <TEL NUMBER ENTRY>, <E-MAIL ADDRESS>, or <I-FAX ADDRESS> is displayed, then press [OK].

9 Go back to the wrong digit with [◀—] when you edit a fax number. Or press [◀—] repeatedly to go back to a wrong number or character, then press [Clear] when you edit an e-mail or I-fax address.

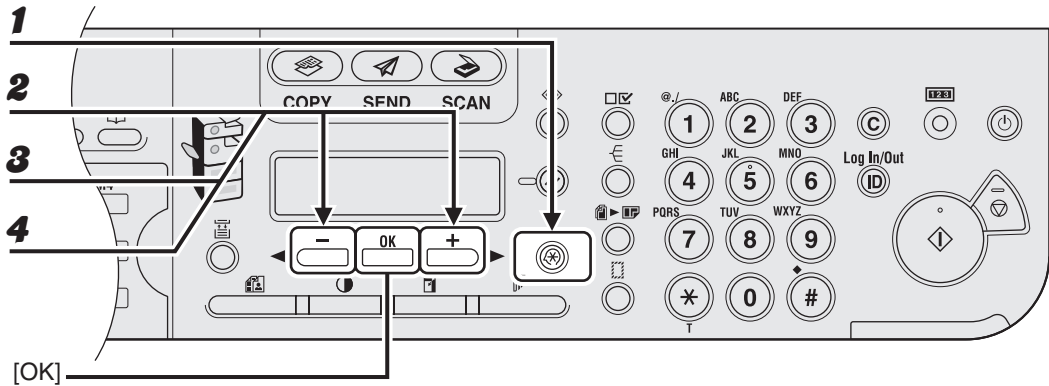
To delete the entire entry, press and hold [Clear].

10 Enter a new number or character with the numeric keys, then press [OK].

If you are editing a one-touch key or coded dial code under which a fax number is registered, you can also change the optional settings. For instructions, see “Registering Fax Numbers,” on p. 4-28.

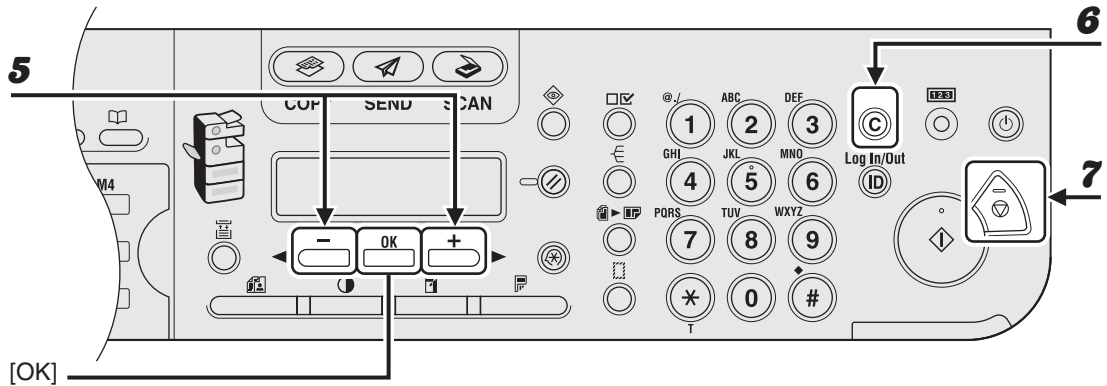
11 Press [Stop] to return to the standby mode.

● Deleting One-Touch Keys/Coded Dial Codes



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select the one-touch key (01 to 23) or coded dial code (000 to 176) you want to delete, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.



5 Press [**←**] or [**→**] to select <TEL NUMBER ENTRY>, <E-MAIL ADDRESS>, or <I-FAX ADDRESS>, then press [OK].

6 Press and hold [Clear] to delete the entire entry, then press [OK].



NOTE

If you delete the fax number or e-mail/I-fax address, the registered name is cleared automatically.

7 Press [Stop] to return to the standby mode.

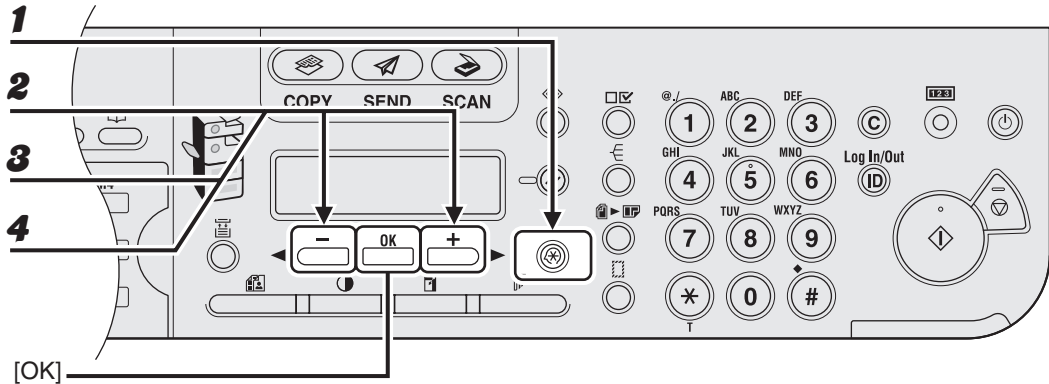
Storing/Editing Group Addresses



NOTE

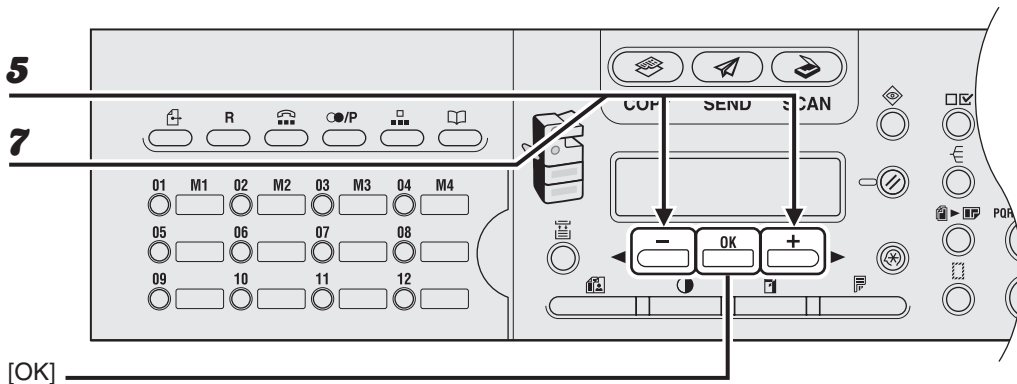
The destinations must be be registered in one-touch keys, or coded dial codes beforehand.

● Registering Group Addresses



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <GROUP DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select an empty one-touch key or coded dial code that you want to set as the group address, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.



[OK]

5 Confirm that <SELECT ADD/TEL NO> or <TEL NUMBER ENTRY> is displayed, then press [OK].

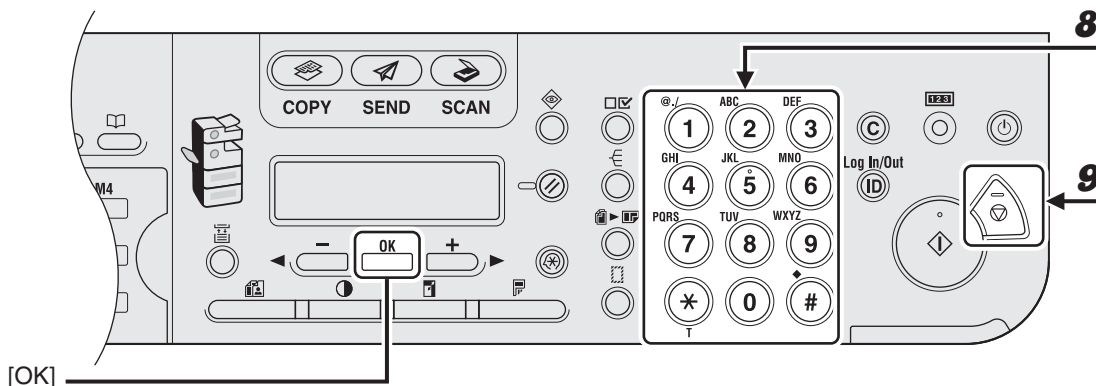
6 Select the destinations you want to register in the group (max. 199 destinations) until all destinations are registered, then press [OK].

To enter a destination stored under a one-touch key, press the desired one-touch key.
To enter a destination stored under a coded dial code, press [Coded Dial], then enter the three-digit code with the numeric keys. For multiple entries, press [Coded Dial] between each entry.

NOTE

- You cannot register the destination stored under a favorites button in a group.
- You can review the destinations which have been already entered with [◀] or [▶].

7 Confirm that <NAME> is displayed, then press [OK].



- 8** Enter the group name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

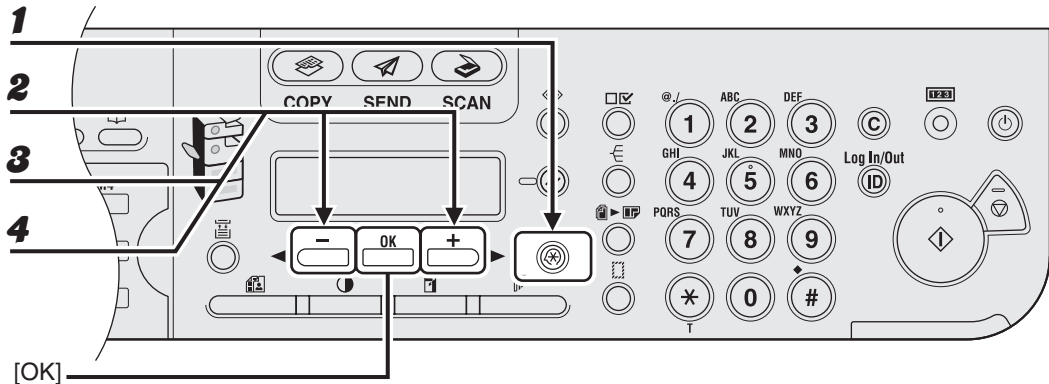
To register another group, repeat the procedure from step 4.

Ex.

| | | |
|-------------|---|---|
| NAME | : | a |
| Canon Group | | |

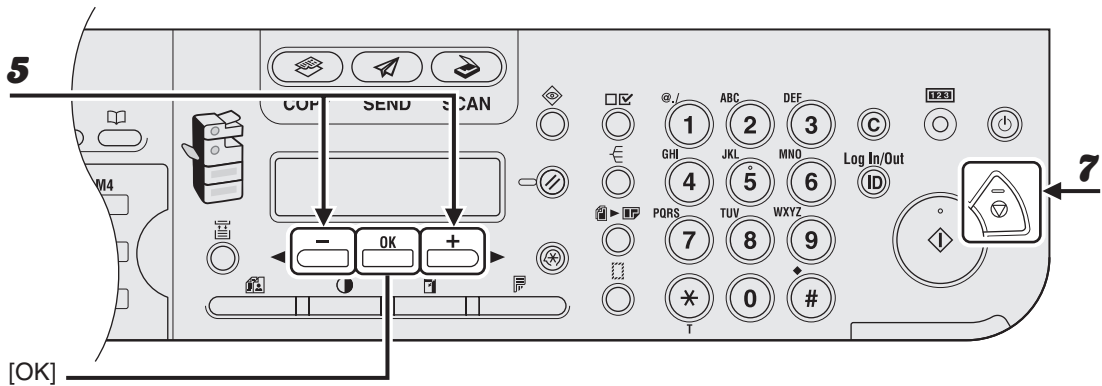
- 9** Press [Stop] to return to the standby mode.

● Adding New Destination to Group



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <GROUP DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select a group to edit, then press [OK].

To select a group stored under the coded dial code, press [Coded Dial], then enter the three-digit code using the numeric keys.



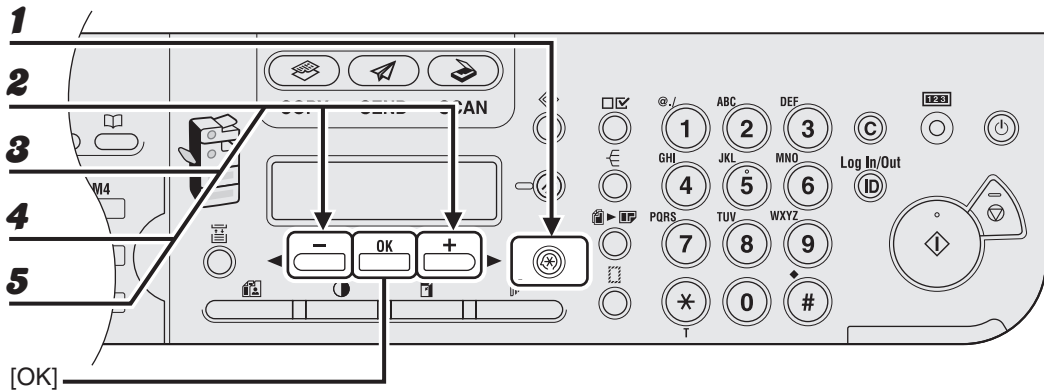
5 Confirm that <SELECT ADD/TEL NO> or <TEL NUMBER ENTRY> is displayed, then press [OK].

6 Select the destination you want to add to the group, then press [OK].

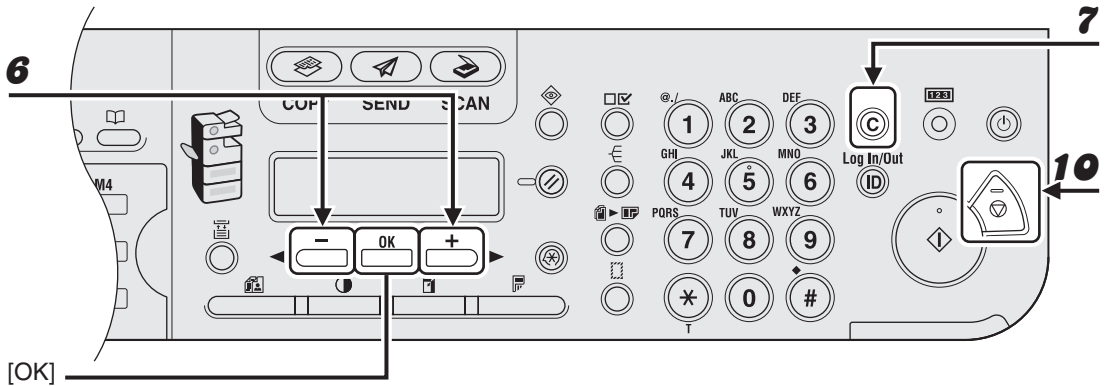
For details on specifying a destination from Address Book, see “Registering Group Addresses,” on p. 4-40.

7 Press [Stop] to return to the standby mode.

● Deleting Destination from Group

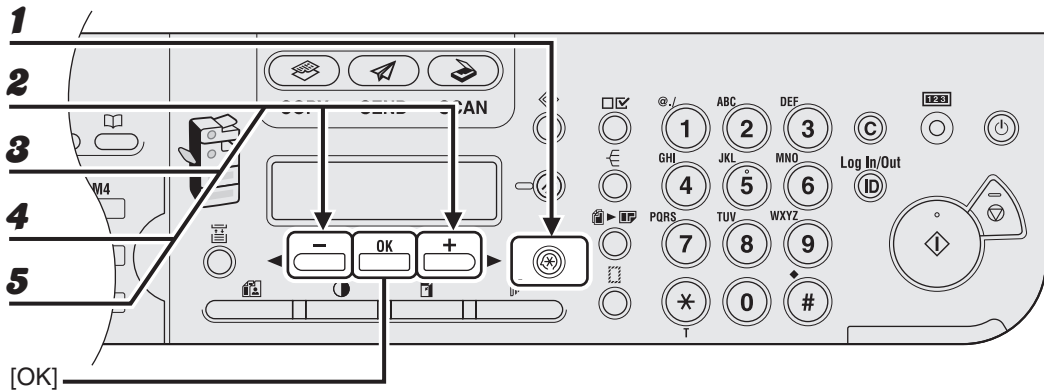


- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <GROUP DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select a group to edit, then press [OK].
To select a group stored under the coded dial code, press [Coded Dial], then enter the three-digit code using the numeric keys.
- 5** Confirm that <SELECT ADD/TEL NO> or <TEL NUMBER ENTRY> is displayed, then press [OK].



- 6** Press [**←** **→**] or [**+** **→**] to display the destination you want to delete from the group.
- 7** Press [**Clear**].
- 8** Repeat steps 6 and 7 if you want to delete another destination.
- 9** Press [**OK**].
- 10** Press [**Stop**] to return to the standby mode.

● Changing Group Name



1 Press [Additional Functions].

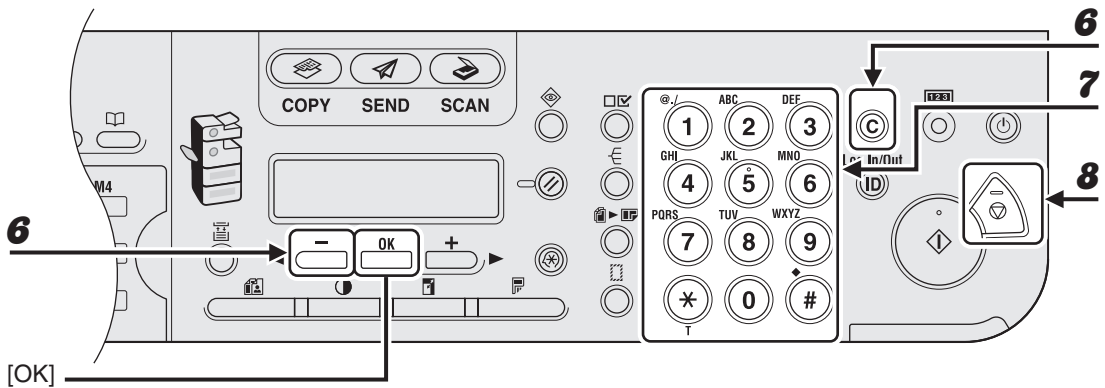
2 Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].

3 Press [◀] or [▶] to select <GROUP DIAL>, then press [OK].

4 Press [◀] or [▶] to select a group to edit, then press [OK].

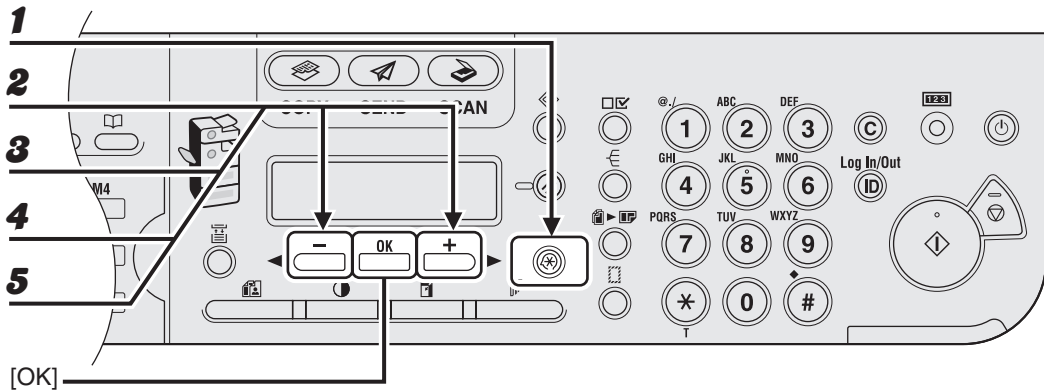
To select a group stored under the coded dial code, press [Coded Dial], then enter the three-digit code using the numeric keys.

5 Press [◀] or [▶] to select <NAME>, then press [OK].

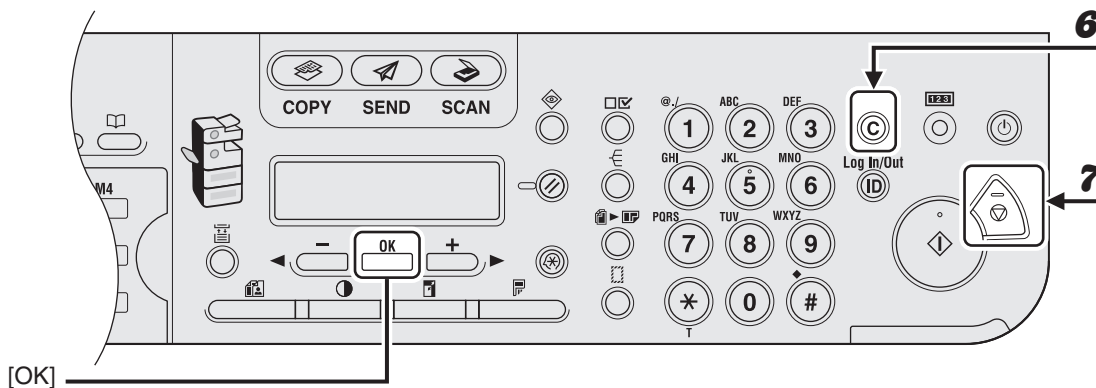


- 6** Press [**←** —] repeatedly to go back to a wrong character, then press [Clear].
To delete the entire name, press and hold [Clear].
- 7** Enter a new character with the numeric keys, then press [OK].
- 8** Press [Stop] to return to the standby mode.

● Deleting Group Addresses



- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [◀] or [▶] to select <GROUP DIAL>, then press [OK].
- 4** Press [◀] or [▶] to select a group to delete, then press [OK].
To select a group stored under the coded dial code, press [Coded Dial], then enter the three-digit code using the numeric keys.
- 5** Confirm that <SELECT ADD/TEL NO> or <TEL NUMBER ENTRY> is displayed, then press [OK].



- 6** Press [Clear] repeatedly until all destinations are deleted, then press [OK].



NOTE

When you delete all destinations, the registered name is cleared automatically.

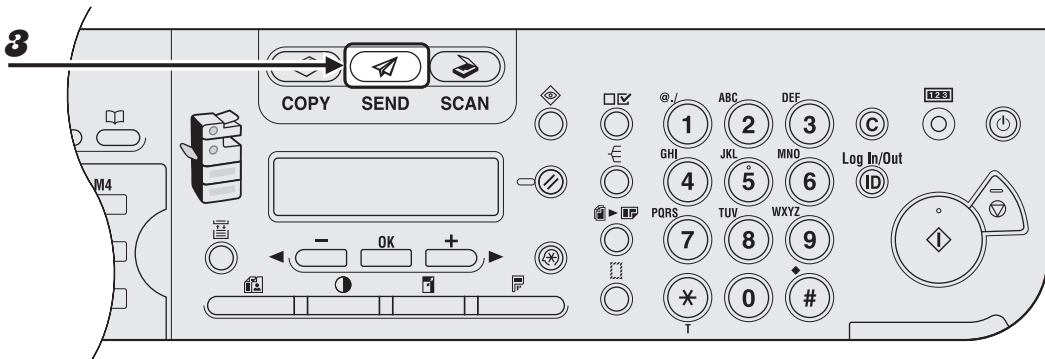
- 7** Press [Stop] to return to the standby mode.

Manual Sending

Use manual sending when you want to talk to the recipient before sending a document, or if the recipient does not have a fax machine that can receive automatically.

NOTE

- You cannot use the platen glass for manual sending.
- You cannot use group dialing for manual sending.
- You cannot use Two-Sided scanning mode for manual sending.

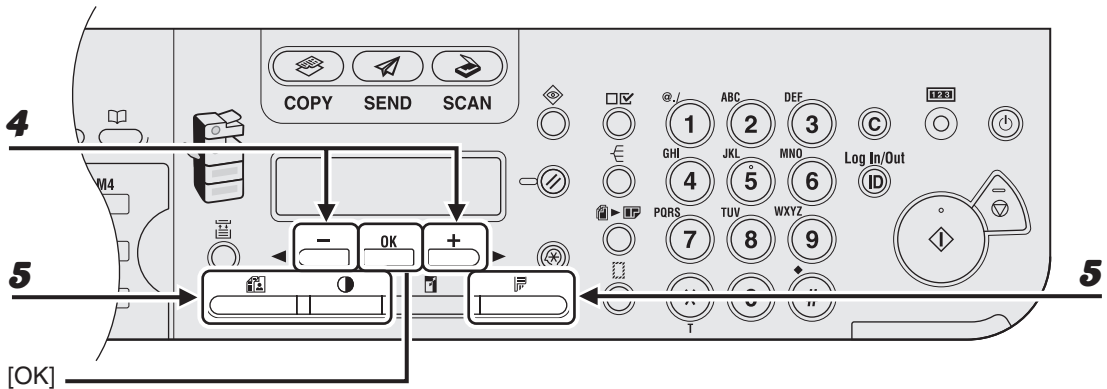


- 1** Connect an optional handset or external telephone to the machine if you want to talk to the recipient before sending a document.

For details on how to connect an optional handset or external telephone to the machine, see "Set Up the Machine," in the Quick Start Guide.

- 2** Load the document in the ADF.

- 3** Press [SEND]/[FAX].



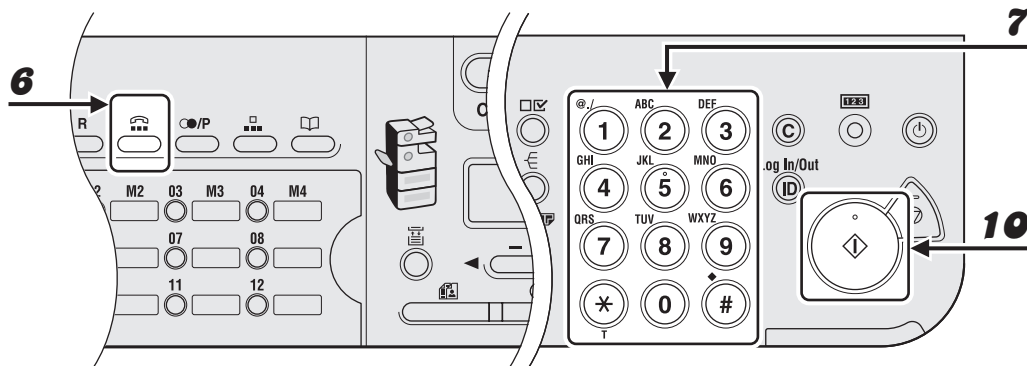
4 Press [**←**] or [**→**] to select <FAX>, then press [OK].

For the iR1024F, skip this step.

5 Adjust any necessary settings for your document.

For details, see "Scan Settings," on p. 4-3.





6 Press [Hook], or pick up the optional handset or handset of your external telephone.

7 Dial the recipient's fax/telephone number.

NOTE

- Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.
- If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using the numeric keys, you must enter the fax number again for confirmation. Enter the same fax number you entered in step 7, then press [OK].

8 Talk through the handset to the recipient.

If you press [Hook] in step 6, you can pick up the handset when you hear the recipient's voice. If you hear a high-pitched signal instead of the recipient's voice, go to step 9.

9 Ask the recipient to set their fax machine to receive faxes.

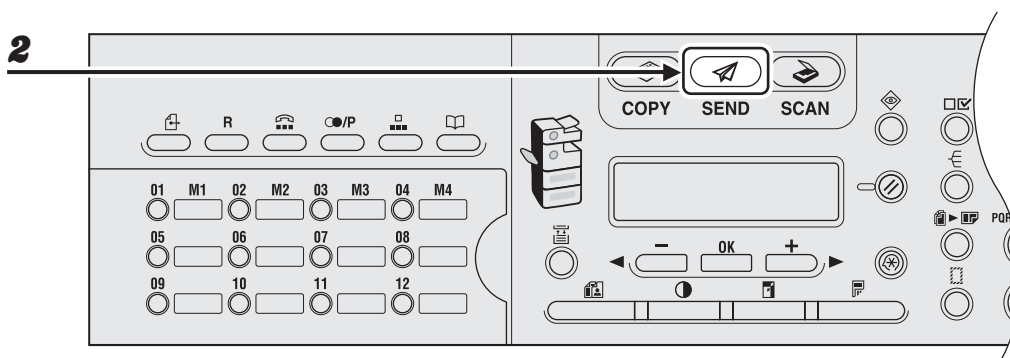
10 When you hear a high-pitched signal, press [Start], then hang up the handset.

Direct Sending

With direct sending, the machine sends the document on the ADF as it scans one page, without storing all pages into memory at once. You can send a document ahead of other documents stored in memory.

NOTE

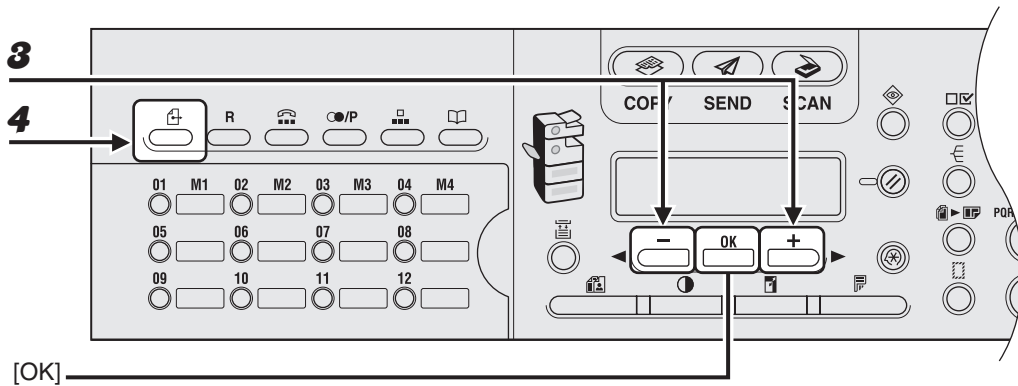
- You cannot use the platen glass for direct sending.
- You can specify only one destination at a time for direct sending.
- You cannot use group dialing for direct sending. If you specify a group, the direct sending mode is canceled, and the document is sent in the memory sending mode.
- You cannot use Two-Sided scanning mode for direct sending.
- With direct sending, the machine scans one page into memory at once and sends it right away. Therefore, when <MEMORY FULL> is displayed, even if you have selected direct sending, wait until there is enough space in memory to scan one page, or delete the documents in memory, and try again. (See Chapter 5, “System Monitor,” in the Advanced Operation Guide.)



1 Load the document in the ADF.

2 Press [SEND]/[FAX].



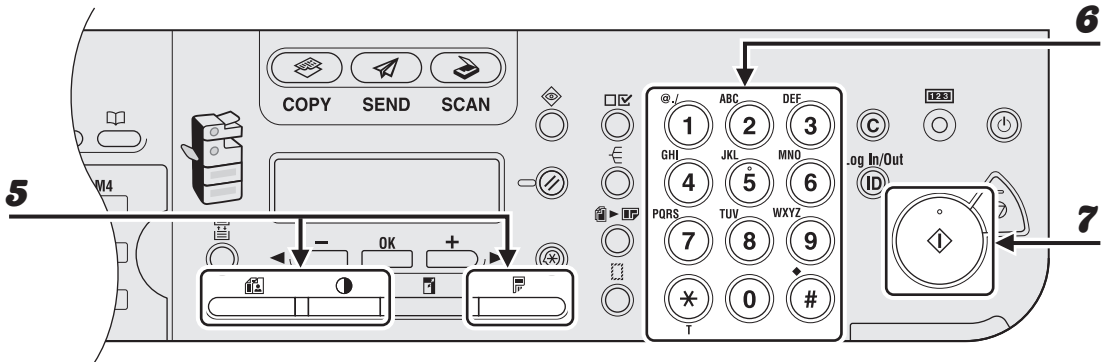


3 Press [**←**] or [**→**] to select <FAX>, then press [OK].

For the iR1024F, skip this step.

4 Press [Direct TX].

To cancel direct sending, press [Direct TX] again.



5 Adjust any necessary settings for your document.

For details, see “Scan Settings,” on p. 4-3.

6 Dial the recipient’s fax/telephone number.

If you select delayed transmission or sequential broadcasting, memory sending is automatically selected.

NOTE

If <CONFIRM FAX NO.> in <ACCESS TO DEST.> in <SYSTEM SETTINGS> is set to <ON> and you specify a fax number using the numeric keys, you must enter the fax number again for confirmation. Enter the same fax number you entered in step 6, then press [OK].

7 Press [Start].

Each page is sent as it is scanned.

NOTE

During transmission, <TRANSMITTING...> and the recipient’s fax/telephone number alternately appear as messages on the LCD display.

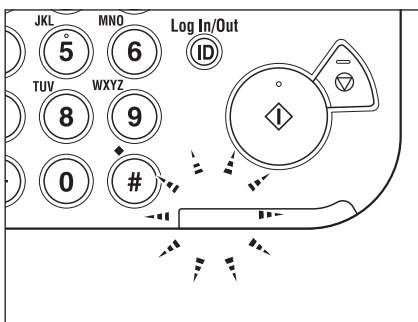
5

Receiving Fax/I-Fax Documents

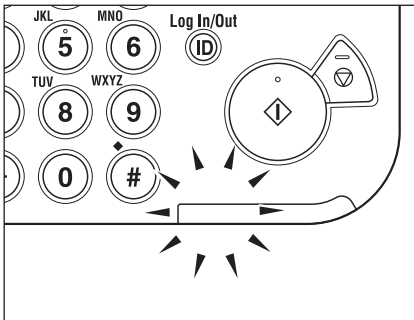
The following shows how the machine operates when it receives a fax or I-fax document.

For advanced receiving features, see Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.

- 1** When documents are being received, the Processing/Data indicator on the operation panel flashes a green light.



- 2** When document reception is complete, the Processing/Data indicator on the operation panel maintains a steady green light. This indicates that documents are stored in memory.



NOTE

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes a red light when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

3 The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

NOTE

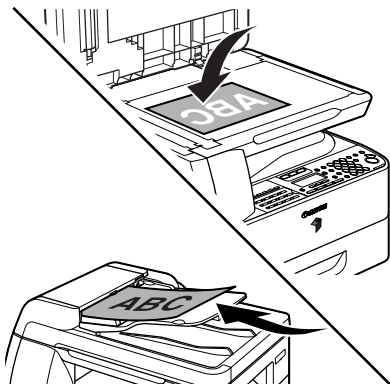
- If there is no paper on which the received document can be printed, the received document is stored in memory.
- Documents which have been stored in memory because the paper has run out, are automatically printed when paper is loaded into a paper drawer.
- If a printing error occurs, the Error indicator flashes a red light.

6 Copying

Follow this procedure to make a copy.

For advanced copying features, see Chapter 2, “Advanced Copy Features,” in the Advanced Operation Guide.

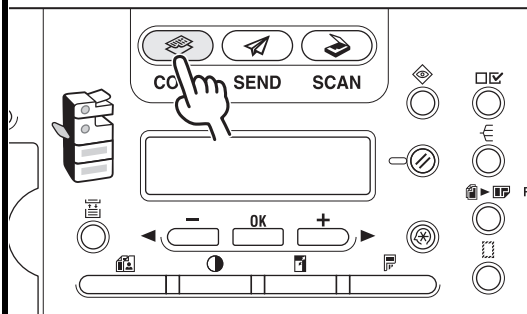
1 Set a Document



Place the document on the platen glass or load it in the ADF.

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

2 Enter the Copy Mode



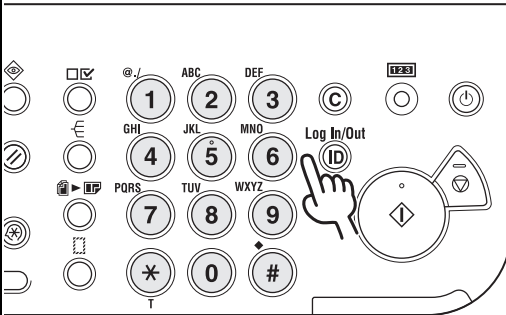
Press [COPY].

The COPY indicator lights and the machine enters the copy standby mode.

What if...

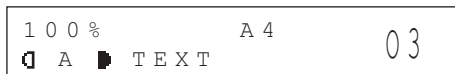
- **You want to adjust the image quality and density:**
See “Scan Settings,” on p. 6-3.

3 Enter the Copy Quantity



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

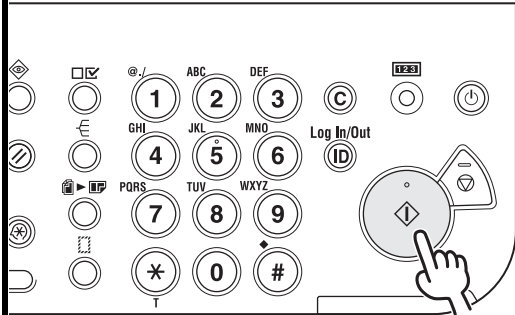
Ex.



What if...

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

4 Start Copying



Press [Start].

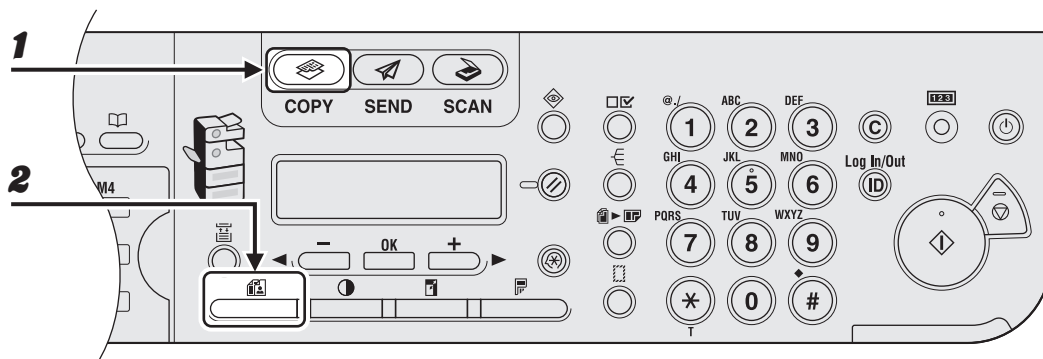
What if...

- **You want to cancel copying:**
Press [Stop] on the operation panel.
When the <STOP KEY PRESSED>
message appears, press [OK].
When the <CANCEL COPYING?>
message appears, press [←] to select
<YES>.

Scan Settings

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

Image Quality



1 Press [COPY].

2 Press [Image Quality] repeatedly to select the document type.

<TEXT>: For text documents.

<PHOTO>: For documents that contain fine text or photos.

<TEXT/PHOTO>: For documents that contain text and photos.

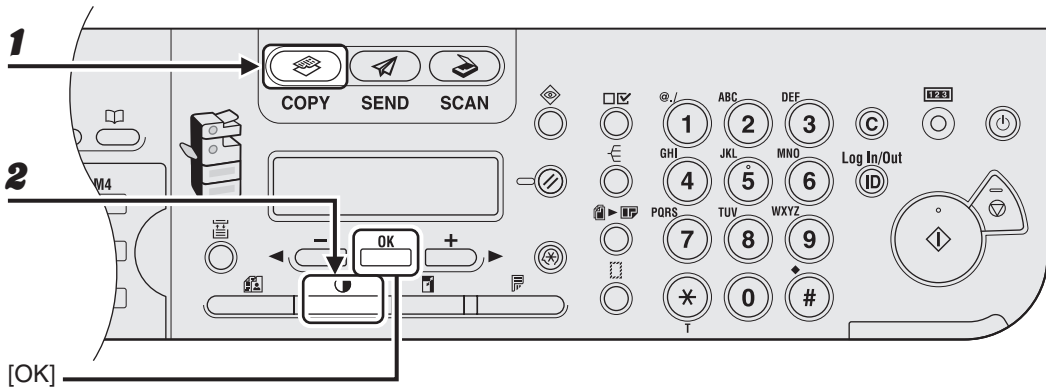
 **NOTE**

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

Density

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

● Adjusting Automatically



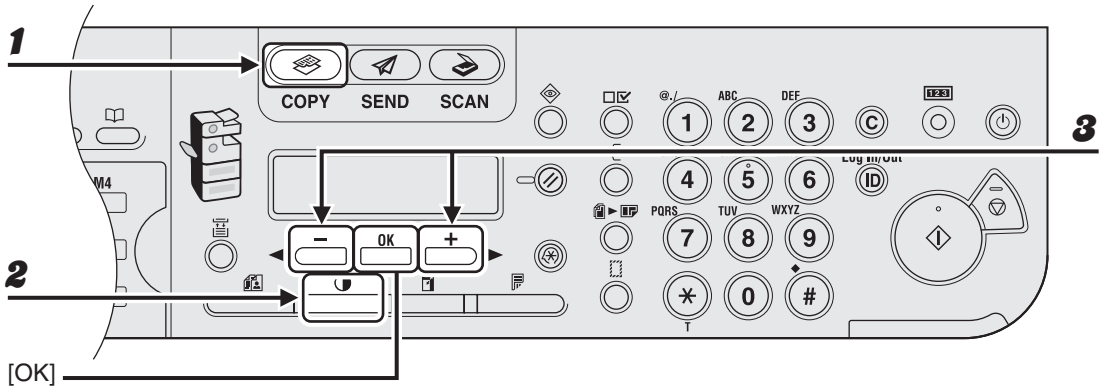
- 1** Press [COPY].
- 2** Press [Density] to select <AUTO DENSITY>, then press [OK].



NOTE

The image quality is automatically set to <TEXT>.

● Adjusting Manually

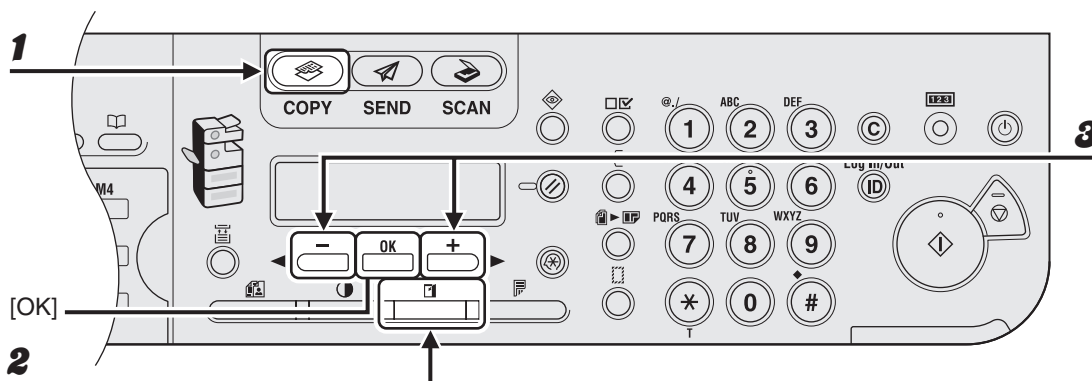


- 1** Press **[COPY]**.
- 2** Press **[Density]** twice to select the manual mode.
- 3** Press **[◀-]** or **[+▶]** to adjust the copy density, then press **[OK]**.
 - [+▶]**: to make light documents darker
 - [◀-]**: to make dark documents lighter

Zoom Ratio

● Preset Zoom

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



- 1** Press [COPY].
- 2** Press [Copy Ratio].
- 3** Press [◀] or [▶] to select the copy ratio, then press [OK].

- 200% MAX.
- 141% A5 → A4
- 100%
- 70% A4 → A5
- 50% MIN.

NOTE

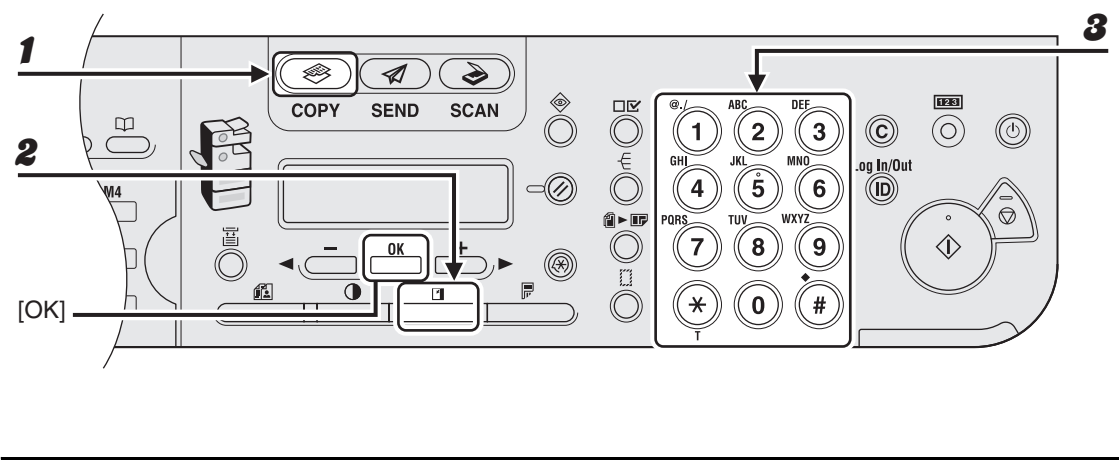
When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <INCHES> or <AB>, the preset copy ratios change as follows:

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 [Copy Ratio] twice.
- 3** Enter the copy ratio with the numeric keys, then press [OK].

Ex.

| | |
|------|------------|
| ZOOM | 50 - 200 % |
| - | 80 % |
| | + |

You can use [◀▶] or [▶▶] to adjust the zoom ratio. To increase the zoom ratio, press [▶▶]. To decrease the copy ratio, press [◀▶].

NOTE
To return the copy ratio to 100%, press [Copy Ratio] repeatedly to display <100%>, then press [OK].

7

Printing

Follow this procedure to print a document from your computer.

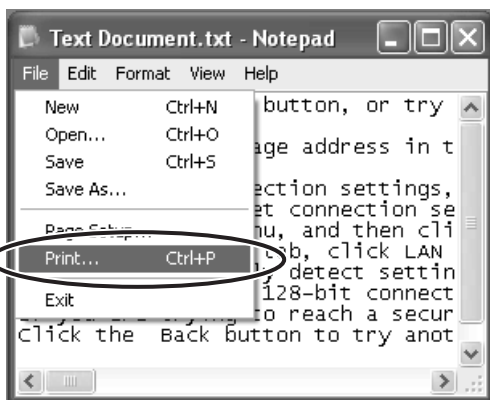
Make sure that the printer driver is installed.

For details on the printer driver settings, see Online Help.

NOTE

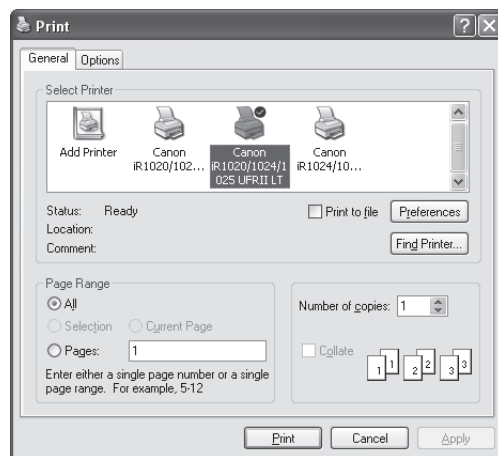
The optional Barcode Printing Kit is required for the bar code printing function. For details on the bar code printing function, see Bar Code Printing Guide (supplied with the optional Barcode Printing Kit).

1 Start the Print Command



From an open document on an application, click [File] > [Print].

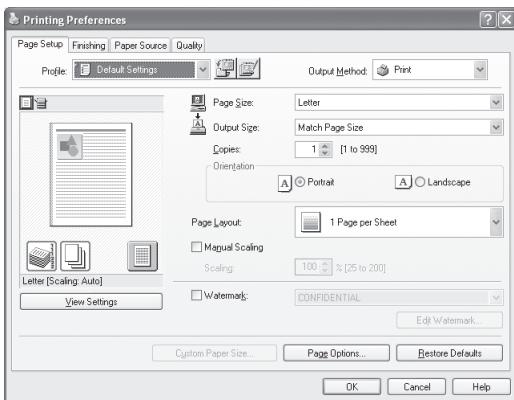
2 Select the Printer



Select the printer icon for the machine ([Canon iR1020/1024/1025 UFR II LT], [Canon iR1020/1024/1025 PCL5e]*, or [Canon iiR1020/1024/1025 PCL6]*).

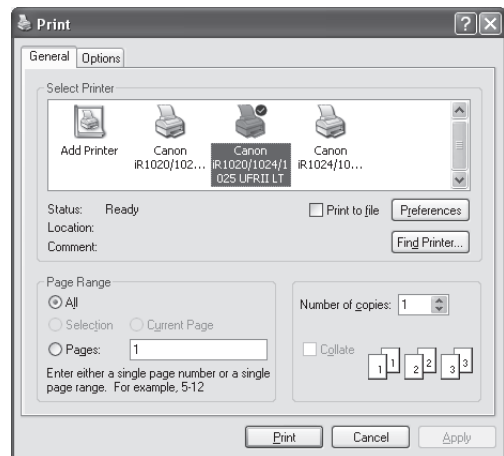
* Only for users of the PCL Printer Kit

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 5, “System Monitor,” in the Advanced Operation Guide.

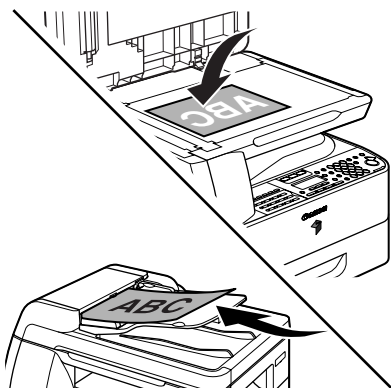
8 Scanning

Follow this procedure to scan a document to your computer.

Make sure that the scanner driver is installed.

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

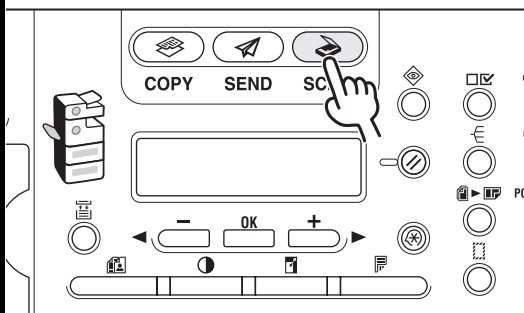
1 Set a Document



Place the document on the platen glass or load it in the ADF.

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

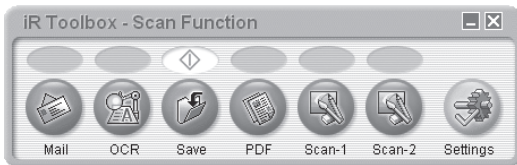
2 Enter the Scan Mode



Press [SCAN].

The SCAN indicator lights up and the machine enters the scan standby mode.

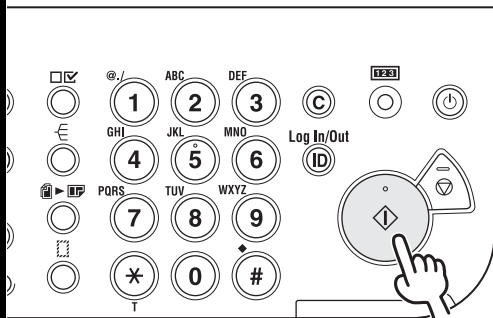
3 Set the Scan Function



Start iR Toolbox, then set the scanning format.

The mark will be displayed above the button you select.

4 Start Scanning



Press [Start].

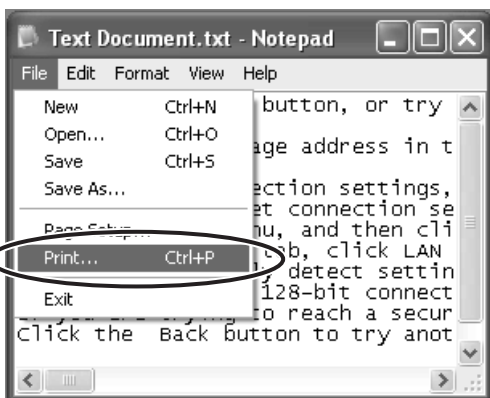
What if...

- **You want to cancel scanning:**
Press [Stop] on the operation panel, then click [OK] on the computer screen.

9 PC Faxing

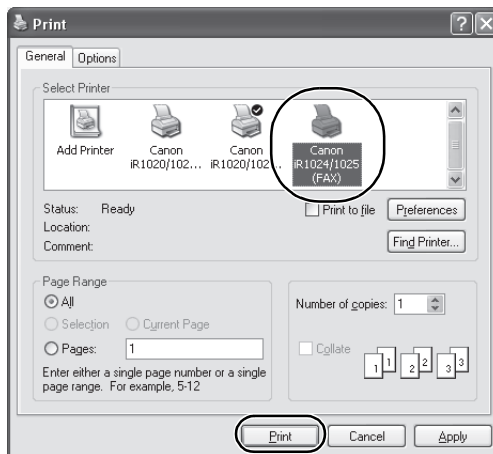
Follow this procedure to send a fax from your computer.
Make sure that the fax driver is installed.
For details on the fax driver settings, see Online Help.

1 Start the Print Command



From an open document on an application, click [File] > [Print].

2 Select the Fax



Select the fax icon ([Canon iR1024/1025 (FAX)]), then click [Print] or [OK].

What if...

- **You want to adjust the fax properties:**
Click [Preferences] or [Properties] and adjust the settings.

3 Set the Destination

Fax Sending Settings

Sending Settings | Edit Address Book | Cover Sheet

Recipient Name: Canon

Fax Number: 0120000000000000

Add to Address Book

Add to Recipient List

Recipient List:

| Recipient Name | Fax Number |
|----------------|------------|
|----------------|------------|

Add Address Book...

Delete

Number of Recipients: 0

☐ Set the Time to Send

Sending Time: 00:00 (00:00 to 23:59)

OK Cancel Help

Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].

What if...

- **You want to send a fax with a cover sheet:**

Click the [Cover Sheet] tab and set the format for the cover sheet attachment.

4 Send the Document

Fax Sending Settings

Sending Settings | Edit Address Book | Cover Sheet

Recipient Name: Canon

Fax Number: 0120000000000000

Add to Address Book

Add to Recipient List

Recipient List:

| Recipient Name | Fax Number |
|----------------|------------------|
| Canon | 0120000000000000 |

Add Address Book...

Delete

Number of Recipients: 1

☐ Set the Time to Send

Sending Time: 00:00 (00:00 to 23:59)

OK Cancel Help

Click [OK] in the Fax Sending Settings.

What if...

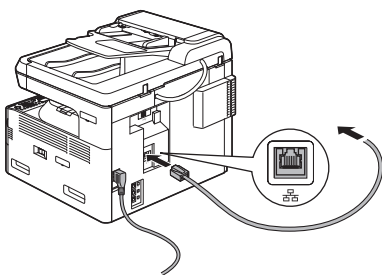
- **You want to cancel sending a fax:**
See Chapter 5, "System Monitor," in the Advanced Operation Guide.

10 Remote UI

Follow this procedure for Remote UI management.

For details, see Chapter 4, “Remote UI,” in the Advanced Operation Guide.

1 Prepare the Network



Set up the machine for use in a network, then connect the machine and the PC to your network router or a hub.

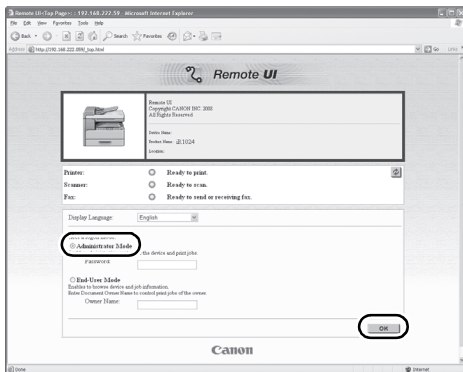
For details, see “Set the Machine for Network Usage,” in the Quick Start Guide.

2 Startup



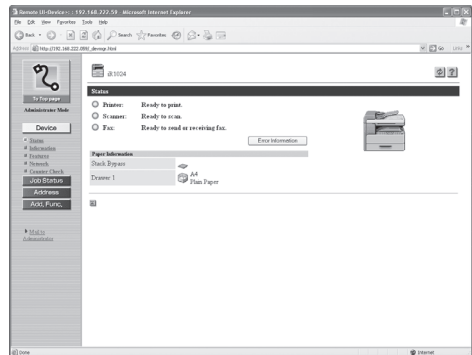
Start the web browser, enter the IP address of the machine, then press [Enter] on the keyboard.

3 Log on



Select the login mode, then click [OK].

4 Operate the Machine



Now you can manage the machine on the web browser.

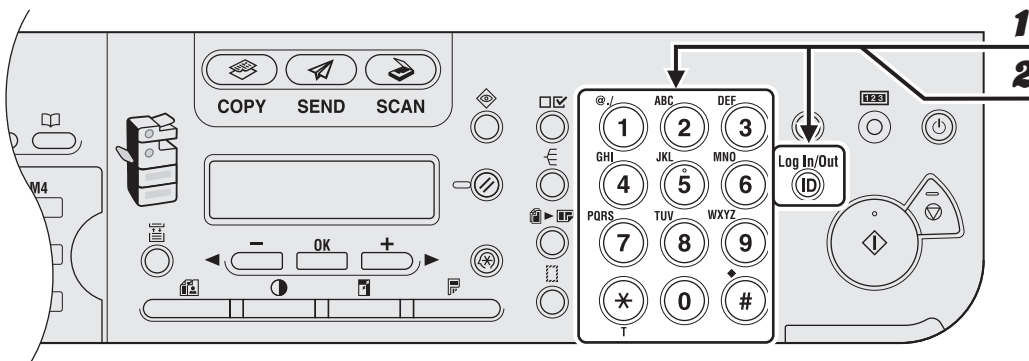
For details, see Chapter 4, "Remote UI," in the Advanced Operation Guide.

11 System Manager Settings

Department ID Management

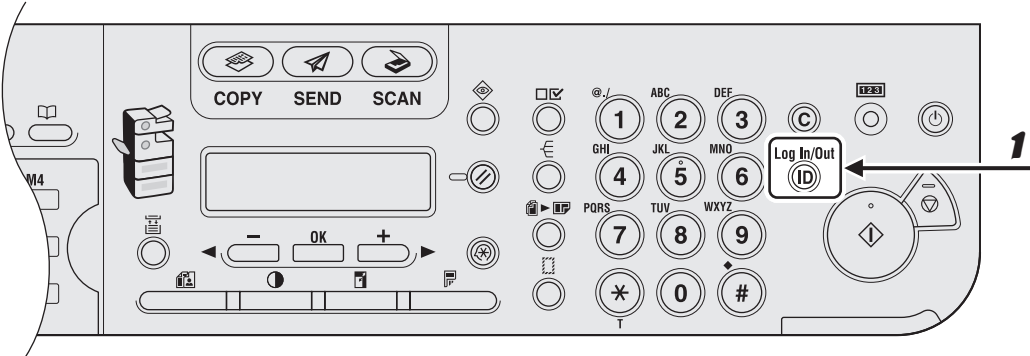
If Department ID Management is set to <ON> in <SYSTEM SETTINGS>, you must enter your department ID and password to be able to operate the machine. For details on Department ID Management, see Chapter 6, “System Manager Settings,” in the Advanced Operation Guide.

Procedure before Using the Machine



- 1** Enter the department ID with the numeric keys, then press [OK] or [Log In/Out].
- 2** Enter the password with the numeric keys, then press [OK] or [Log In/Out].
The standby display appears.

Procedure after Using the Machine



- 1** Be sure to press [Log In/Out].

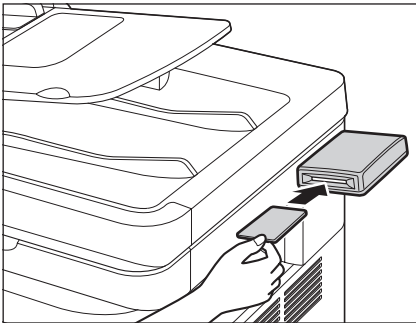
Optional Card Reader

NOTE

- If the standby display does not appear when the control card is inserted, make sure that:
 - The control card is inserted in the correct direction.
 - The control card is inserted as far as it can go.
 - An unusable control card is not inserted. (For example, cards which are damaged or cards prohibited from use.)
- Insert a usable control card correctly.

Procedure before Using the Machine

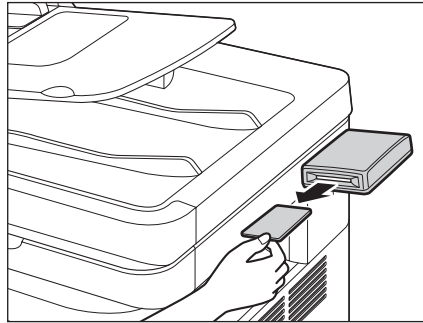
- 1** Insert the control card into the card slot, making sure that it is facing in the correct direction.



The standby display appears.

Procedure after Using the Machine

- 1** After you finish using the machine, remove the control card.



The display returns to the screen for inserting the control card.

NOTE

Once you have removed the control card, you cannot operate the machine until the control card is inserted again.

12 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.
- If the main power switch is turned OFF, all jobs waiting in the print queue will be erased.
- Sending or receiving documents cannot be done when the main power switch is OFF.
- 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.

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

- 1** Turn off the main power switch and disconnect the power cord.
- 2** Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.
- 3** Wait for the machine to dry, then 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 fuser 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 stack bypass and start cleaning.

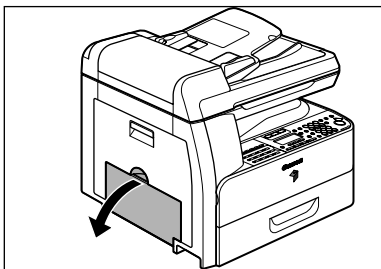
NOTE

Cleaning the roller takes approximately 100 seconds.

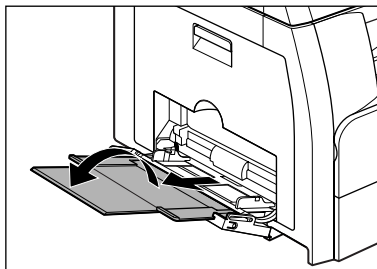
1 Press [Additional Functions].

2 Press [◀] or [▶] to select <ADJUST./CLEANING>, then press [OK].

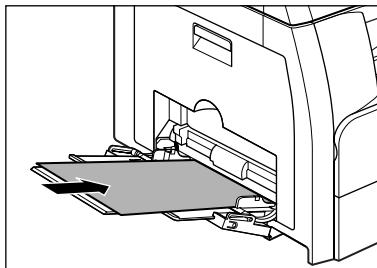
3 Open the stack bypass.



4 Pull out the stack bypass extension until it clicks, then open it.



5 Load a sheet of blank A4 paper.



6 Press [◀] or [▶] to select <FIX. UNIT CLEANING>, then press [OK].

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

NOTE

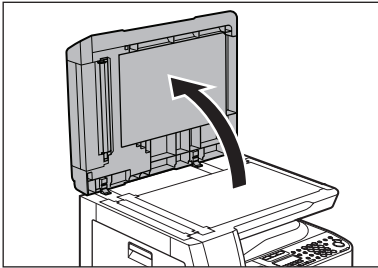
- Use standard paper as the cleaning paper.
- Throw away the cleaning paper after use.

Scanning area

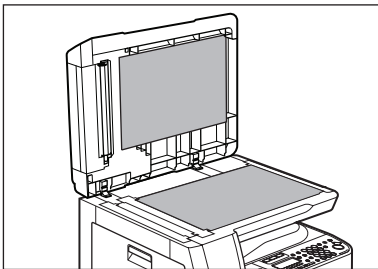
Keep the scanning area clean to avoid dirty copies or faxes to be sent.

● Platen glass

- 1** Open the ADF/platen glass cover.



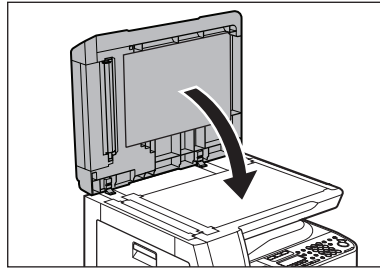
- 2** Clean the platen glass and the underside of the ADF/platen glass cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



NOTE

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

- 3** Close the ADF/platen glass cover.



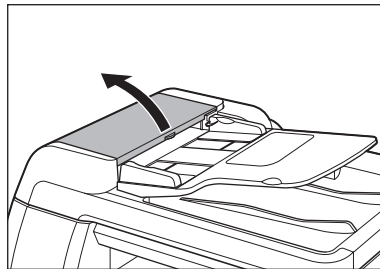
CAUTION

Be careful not to get your fingers caught.

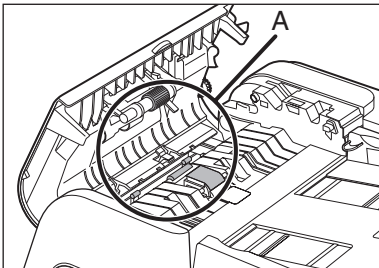
● ADF

If your documents have black streaks or appear dirty after copying them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area, film, and roller.

- 1** Turn off the main power switch and disconnect the power cord.
- 2** Open the ADF cover.



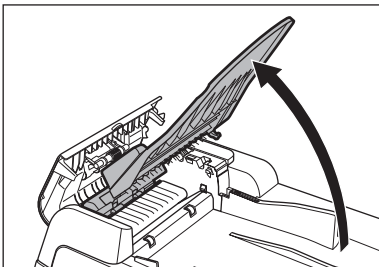
- 3** Clean the rollers and rubber parts (A) inside the ADF cover with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



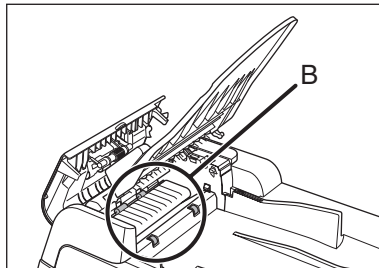
 **NOTE**

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

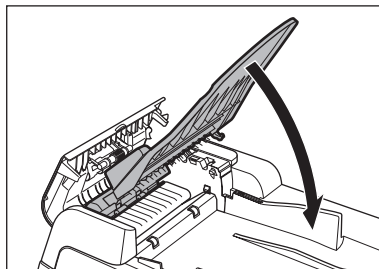
- 4** Lift the document feeder tray.



- 5** Clean the rollers (B) below the document feeder tray with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



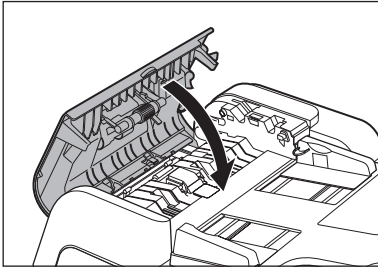
- 6** Lower the document feeder tray.



 **CAUTION**

Be careful not to get your fingers caught.

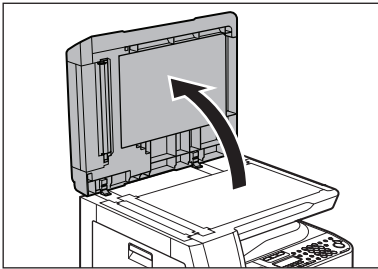
7 Close the ADF cover.



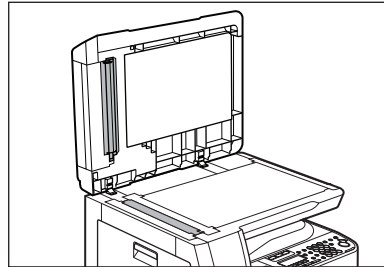
CAUTION

Be careful not to get your fingers caught.

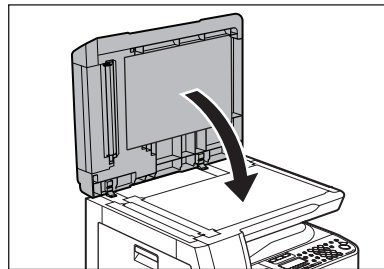
8 Open the ADF/platen glass cover.



9 Clean the ADF scanning area (on the left side of the platen glass) and the document feeding roller with a cloth dampened with water. Then wipe the area with a soft, dry cloth.



10 Close the ADF/platen glass cover.



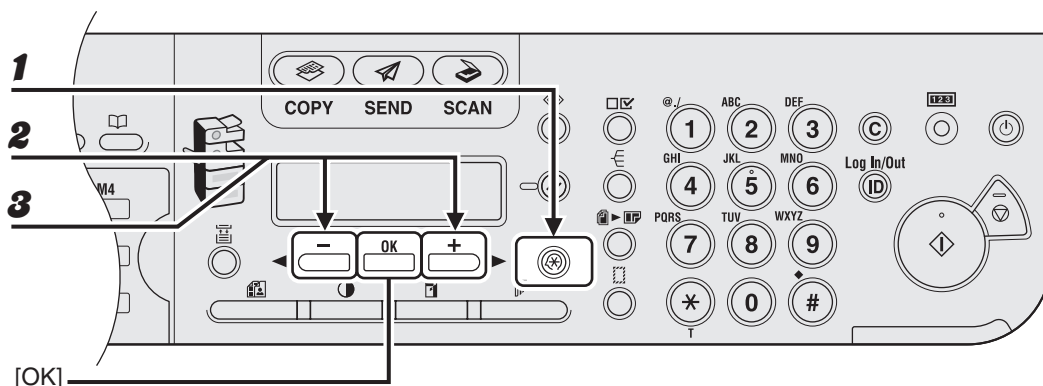
CAUTION

Be careful not to get your fingers caught.

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


Cleaning the ADF Automatically

If your documents have black streaks or appear dirty after scanning them through the ADF, clean the ADF roller by repeatedly feeding blank sheets of paper through it.



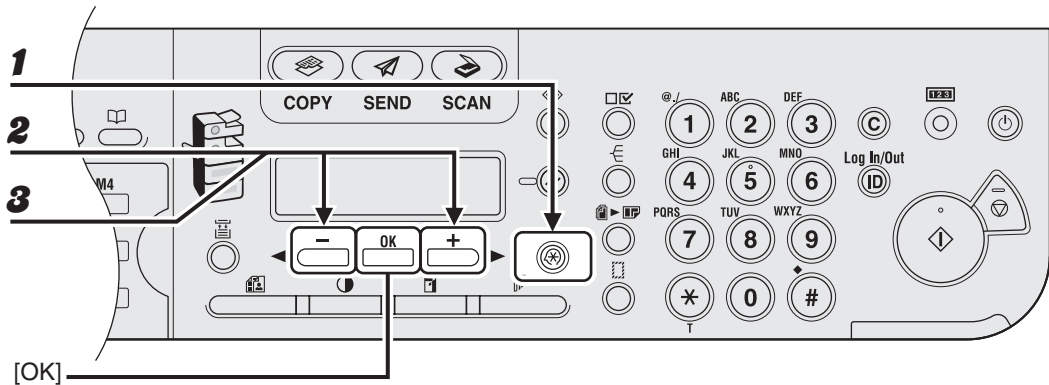
- 1** Press **[Additional Functions]**.
- 2** Press **[◀]** or **[▶]** to select **<ADJUST./CLEANING>**, then press **[OK]**.
- 3** Press **[◀]** or **[▶]** to select **<FEEDER CLEANING>**, then press **[OK]**.
- 4** Load 5 sheets of blank paper into the ADF, then press **[OK]**.

ADF cleaning starts. When finished, the display returns to the standby mode.

 **NOTE**
Use A4 paper.

Transcription Roller

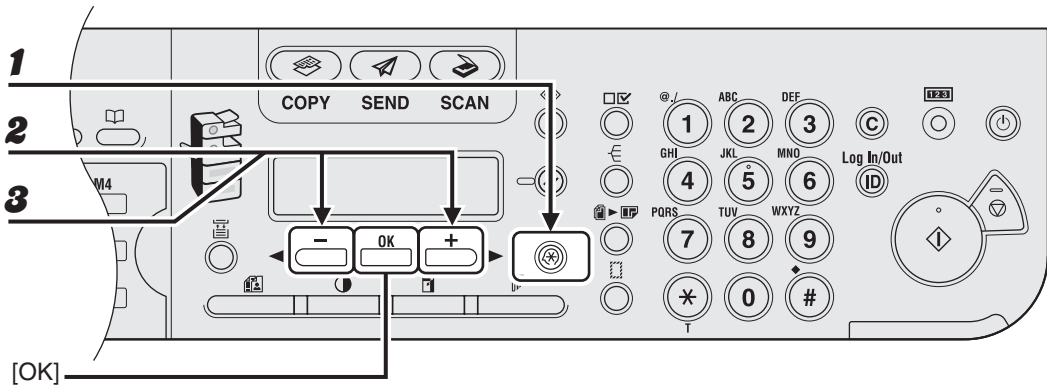
If the back of the paper is smudged after printing, the transcription roller may be dirty. Clean the transcription roller in the following procedure.



- 1** Press **[Additional Functions]**.
- 2** Press **[◀]** or **[▶]** to select **<ADJUST./CLEANING>**, then press **[OK]**.
- 3** Confirm that **<TRANS. ROLR CLEAN>** is displayed, then press **[OK]**.
Cleaning starts. When finished, the display returns to the standby mode.

Drum Unit

If print quality decreases, the drum in the main unit may be dirty. Should this occur, use the Drum Cleaning function to clean the drum.



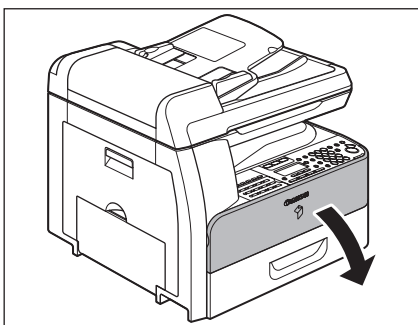
- 1** Press [Additional Functions].
- 2** Press [◀] or [▶] to select <ADJUST./CLEANING>, then press [OK].
- 3** Press [◀] or [▶] to select <DRUM CLEANING>, then press [OK].

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

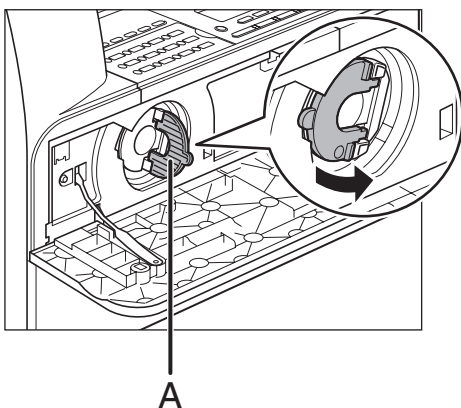
Replacing the Toner Cartridge

When toner runs out completely and prints can no longer be made, the message <OUT OF TONER/CHANGE TONER> appears on the LCD display. Follow the procedure described below to help you replace the toner cartridge.

- 1 Open the front cover.



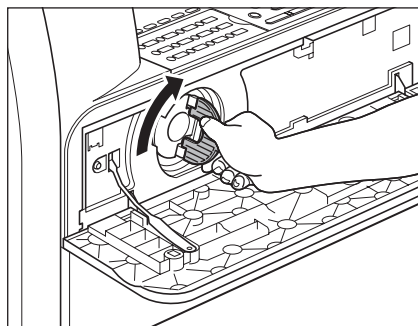
- 2 Pull the toner cartridge lever (A) towards you.



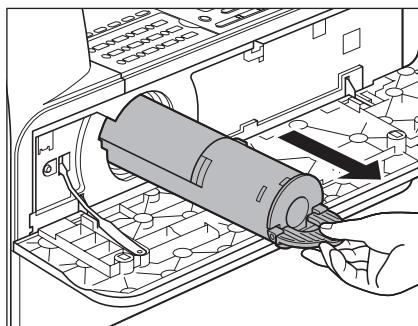
CAUTION

Do not pull the toner cartridge out until the message <OUT OF TONER/CHANGE TONER> appears on the LCD display.

- 3 Turn the lever as far as it will go clockwise.

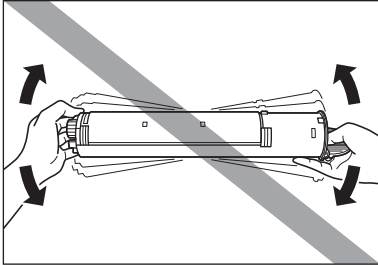


- 4 Pull the cartridge out of the machine.

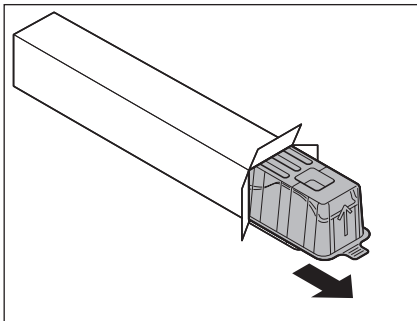


⚠ CAUTION

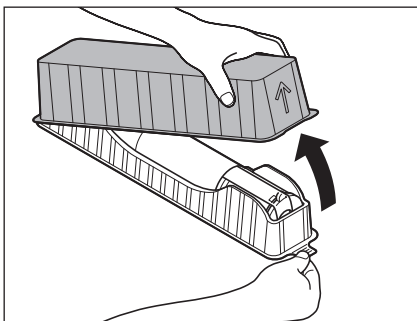
Do not shake the used toner cartridge or hold it in a vertical position. Doing so may cause the toner to spill. Put the toner cartridge in the original plastic case for disposal.



- 5** Remove the plastic case from the box.

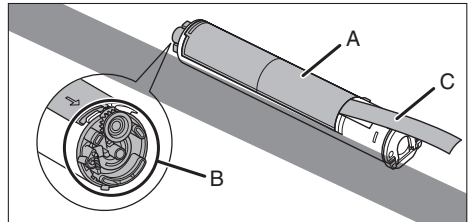


- 6** Open the case and remove the new toner cartridge. Keep the box and case for future use.

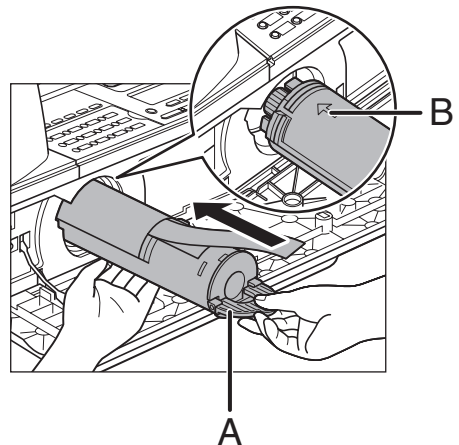


⚠ CAUTION

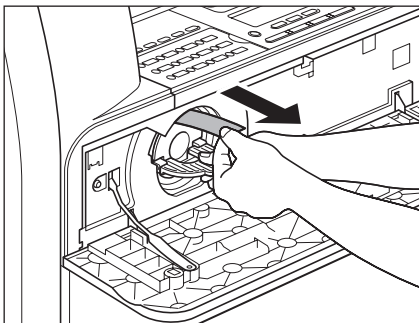
- Do not touch the portions (A), and (B).
- Do not pull out the seal (C) before inserting the cartridge into the machine as the toner may spill out.



- 7** Pull the toner cartridge lever (A) towards you and insert the cartridge into the machine with the arrow (B) pointing towards the machine.



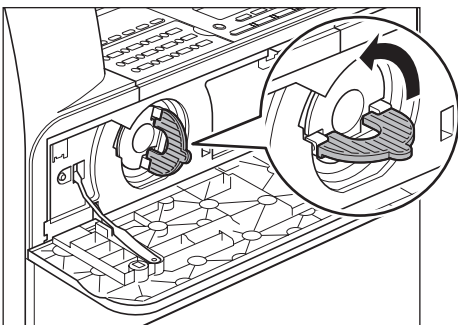
- 8** Holding the cartridge steady with one hand, pull out the seal completely with the other hand.



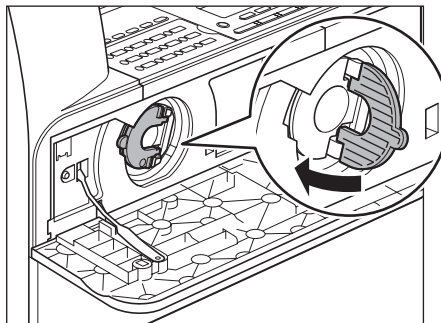
 **NOTE**

Do not pull out the seal at an angle.

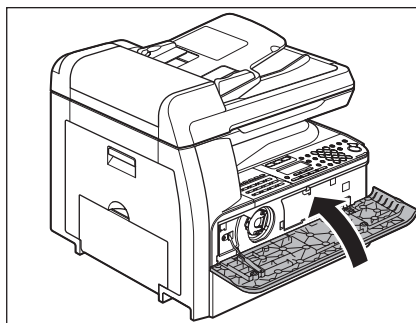
- 9** Turn the toner cartridge lever as far as it will go counterclockwise.



- 10** Push down the lever.



- 11** Close the front cover.



 **CAUTION**

- Be careful not to get your fingers caught.
- If you cannot close the front cover, do not force it to close. Open the front cover and pull out the toner cartridge, then reinsert the cartridge into the machine.

Replacing the Drum Unit

When the message <REPLACE THE DRUM> appears on the LCD display, replace the drum unit.

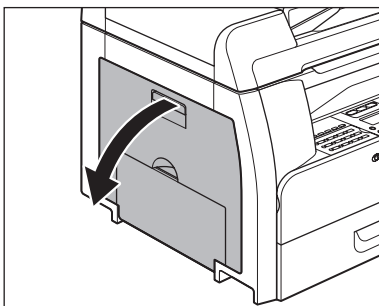
WARNING

Do not throw used drum unit into open flames, as they may ignite the toner remaining inside the unit, and result in burns or a fire.

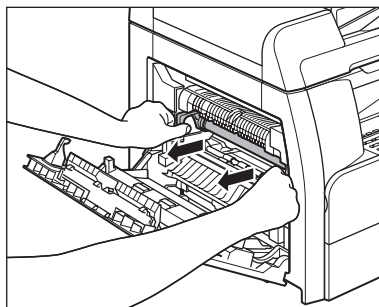
CAUTION

If you use the machine without inserting the drum unit, <INSERT THE DRUM> appears on the LCD display. In this case, turn OFF the main power, and install the drum unit into the machine.

1 Open the left cover.



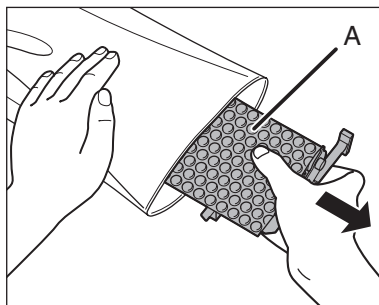
2 Holding the grips on the drum unit, slightly lower and remove it from the machine.



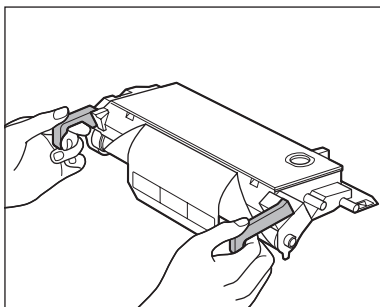
CAUTION

Do not touch the fixing assembly as it becomes very hot during use.

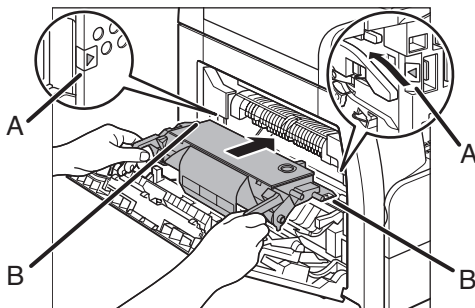
3 Open the package of the new drum unit and remove the protective packing material (A).



- 4** Hold the unit by its grips on both sides.



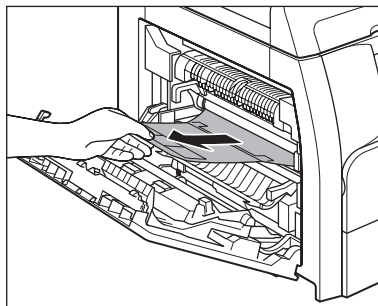
- 5** Align the ► marks on both sides of the drum unit (B) with the ► marks on the machine (A), and push the unit into the machine as far as it will go.



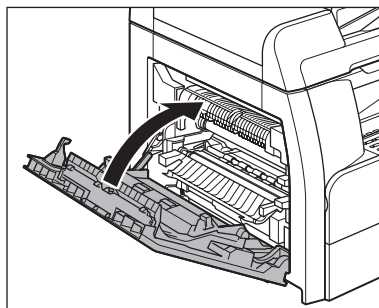
! CAUTION

Do not touch the fixing assembly as it becomes very hot during use.

- 6** After the unit is completely inserted, remove the orange paper.

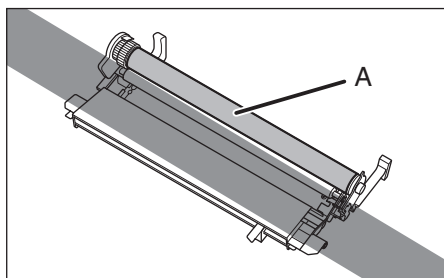


- 7** Close the left cover.



! CAUTION

- Be careful not to get your fingers caught.
- Do not touch the portion (A) as the image quality of printouts may deteriorate.



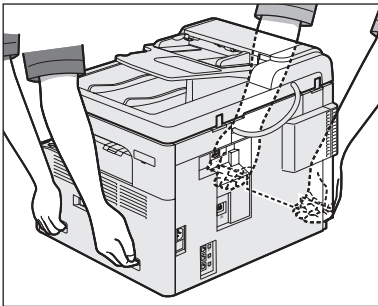
Transporting the Machine

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

CAUTION

Be sure at least two people carry the machine.

- 1** Disconnect the power cord and all the cables from the back of the machine.
- 2** Make sure the stack bypass and the paper stopper are back in their original position.
- 3** Pick up the machine using the provided hand grips on the left and right sides.



CAUTION

- Be sure at least two people carry the machine.
- 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. 15-1.)

13 Troubleshooting

Clearing Jams

When a jam occurs in the machine, the paper jam message appears on the LCD display. Check the jam location indicator where the jam occurs, then remove the jammed paper.

⚠ 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.

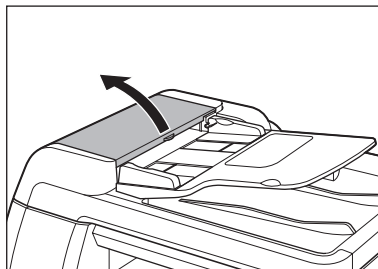
🔧 NOTE

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

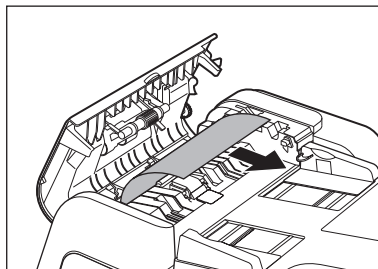
Document Jams

When <CHECK DOCUMENT> or <DOCUMENT TOO LONG> appears on the LCD display, remove a jammed document from the ADF or the document delivery slot.

1 Open the ADF cover.



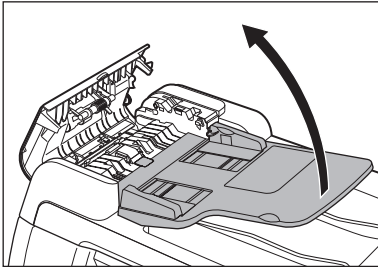
2 Remove any jammed documents.



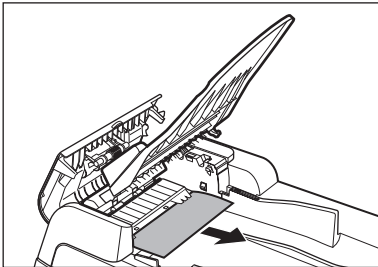
🔧 NOTE

Do not pull the document forcefully as it may tear.

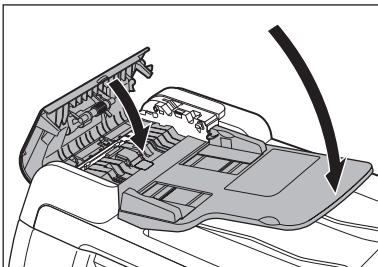
- 3** Lift the document feeder tray.



- 4** Remove any jammed documents.

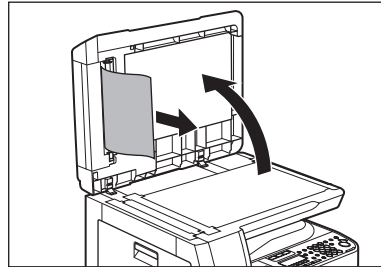


- 5** Lower the document feeder tray and close the ADF cover.

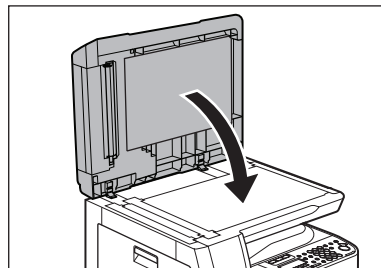


Be careful not to get your fingers caught.

- 6** Open the ADF/platen glass cover, and remove any jammed documents.



- 7** Close the ADF/platen glass cover.



Be careful not to get your fingers caught.

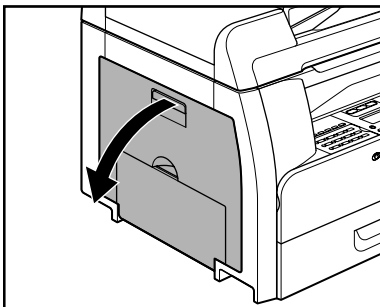
Paper Jams

● Inside the Machine or Paper Drawer

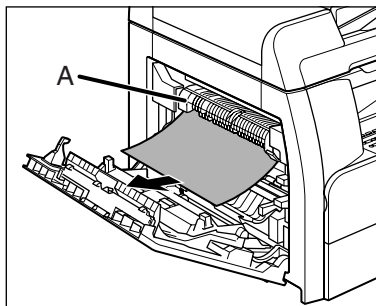
When <PAPER JAM> appears on the LCD display, remove jammed paper from inside the machine first, then from the paper drawer if necessary. Check the following if you experience repeated paper jams:

- Even the edge of the paper stack by 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 inside the machine.

1 Open the left cover.



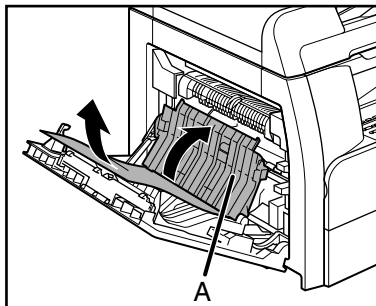
2 Carefully pull the jammed paper out of the machine.



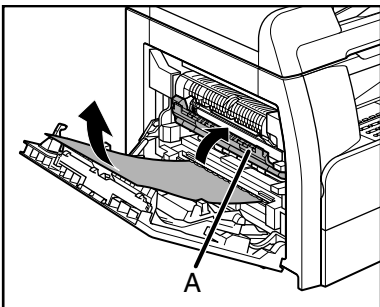
CAUTION

- Do not touch the fixing assembly (A) as it becomes very hot during use.
- 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.

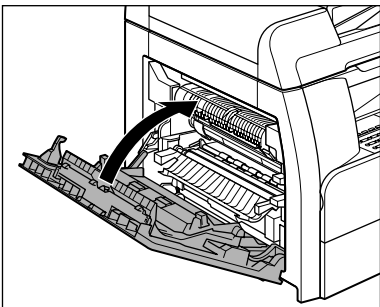
3 Tilt the 2-sided transport guide (A) toward the machine, then remove the jammed paper (Only for 2-sided copying).



- 4** Lift and hold the transcription frame (A), then remove the jammed paper (Only for 2-sided copying).



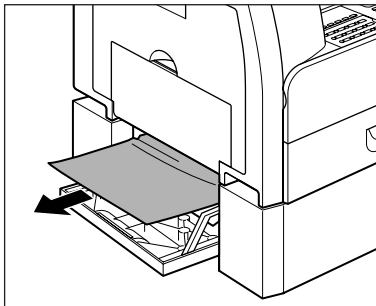
- 5** Close the left cover.



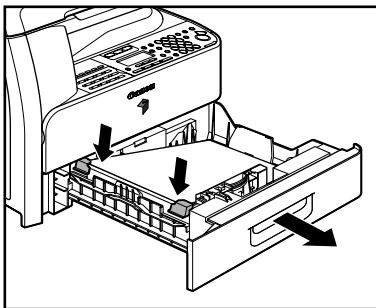
CAUTION

Be careful not to get your fingers caught.

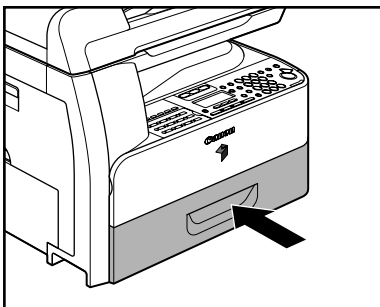
- 6** If you use the optional paper drawer, open the cover on the left side of the optional paper drawer. Remove any jammed paper, then close the cover.



- 7** Pull out the paper drawer and push the corners of the stack under the tabs.



- 8** Gently push the paper drawer back into the machine until it clicks.

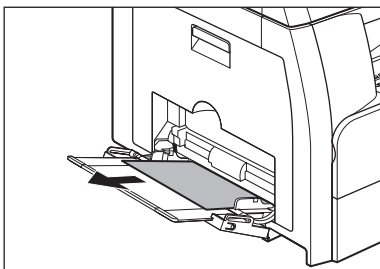


CAUTION

Be careful not to get your fingers caught.

● Inside the Stack Bypass

- 1** Remove all paper from the stack bypass.
- 2** Remove any jammed paper.



NOTE

If you cannot remove the jammed paper, follow the procedures in “Inside the Machine or Paper Drawer,” on p. 13-3.

LCD Messages

See the table below when the LCD displays error messages.

| Message | Description | Action |
|--|--|--|
| ADJUSTING WAITING TO SCAN | The machine is not ready for scanning. | Wait until the machine is ready. |
| AUTO REDIAL | This message appears when the recipient is engaged in direct sending and the job is waiting. | Disappears when the transmission restarts. |
| CHANGE PAPERSIZE | The size of the paper in the paper drawer or stack bypass is different from that of the paper specified in <REG. PAPER SIZE> or <BYPASS STD SET> in the <COMMON SETTINGS> menu. | <ul style="list-style-type: none"> – Load the paper of the size shown on the LCD display. – If you are trying to print a report or list, set the paper size to <A4>, then load paper of the same size. |
| CHANGE REG'D SIZE → COMMON SETTINGS | <ul style="list-style-type: none"> – The size of the paper in the paper drawer or stack bypass is different from that of the paper specified in <REG. PAPER SIZE> or <BYPASS STD SET> in the <COMMON SETTINGS> menu. – The paper ran out during the print job. | <ul style="list-style-type: none"> – Change the paper size setting. – Load paper in the paper drawer or stack bypass. |
| CHECK DOCUMENT | A document jam may have occurred in the ADF. | Remove the jammed document. |
| CLOSE COVER FRONT OR LEFT COVER | A cover is open. | Close the cover shown on the lower line of the LCD display. |



| Message | Description | Action |
|--|---|---|
| DATA ERROR | The machine may have trouble. | Contact your local authorized Canon dealer. |
| DOCUMENT TOO LONG | The document fed from the ADF is longer than 630 mm, or is not feeding correctly. | <ul style="list-style-type: none"> – Scan the document on the platen glass. – Reduce the length of the document to within 630 mm, then try again. |
| DRUM IS NOT SET INSERT THE DRUM | A drum unit is not installed or not installed correctly. | Install the drum unit correctly. |
| FEEDER PAPER JAM CHECK THE FEEDER | A document jam may have occurred in the ADF. | Remove the jammed document. |
| INITIALIZING... | This message appears when turning on the main power switch, or when the machine is not ready for printing. | Wait until the message disappears. |
| LOAD PAPER | No paper is loaded in the paper drawer or stack bypass, or not inserted correctly. | Insert the paper drawer as far as it will go or load paper. |
| MEM IN USE nn% | This message shows the percentage of the memory currently in use. This message is displayed when you set the document in the ADF to send a fax. | If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory. |

| Message | Description | Action |
|--------------------|--|---|
| MEMORY FULL | <ul style="list-style-type: none"> – The machine is full of jobs. – The number of TX/RX jobs that can be stored in memory reached the maximum. | <ul style="list-style-type: none"> – Print, send, or delete any documents stored in memory. – Divide the document stack or data into a few parts and try again one by one. – Send the document with low resolution. – When this message appears during using the ADF, the scanning document stops halfway. In this case, clear the paper jam from the ADF. – The maximum numbers of jobs that can be stored in memory are as follows (Based on the condition that the other party sends the fax by the iR1024F/iR1024iF with Canon FAX Standard Chart No.1, standard mode); Up to 70 jobs for sending or 90 jobs for receiving, or 95 fax jobs including sending and receiving jobs. Wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory. |



| Message | Description | Action |
|--------------------------------------|---|--|
| NO APPROPRIATE SIZE | Although <PAPER SELECT> is set to <AUTO> in <STANDARD SETTINGS> in the <COPY SETTINGS> menu, appropriate-sized paper is not set in the paper drawer or stack bypass. | Select the paper size, or set the copy ratio. |
| NOT AVAILABLE NOW | <ul style="list-style-type: none"> – You pressed the one-touch key or coded dial code that has already been registered, when you are registering favorites buttons, one-touch keys, coded dial codes, or group addresses. – You have specified the group dialing when the line is off the hook. | <ul style="list-style-type: none"> – Register the one-touch key or coded dial code that is not used. – Specify the recipient other than group dialing. |
| NOT REGISTERED | No destination is registered for the one-touch key or coded dial code you pressed. | Register the destinations before using the Address Book function. |
| OUT OF TONER CHANGE TONER | <ul style="list-style-type: none"> – A toner cartridge is not installed or not installed correctly. – The toner ran out completely. | <ul style="list-style-type: none"> – Install the toner cartridge correctly. – Replace the toner cartridge. |
| OUTPUT TRAY FULL | The paper delivery tray is full of paper. | Remove the printouts from the paper delivery tray. |

| Message | Description | Action |
|--|---|---|
| PAPER JAM | Paper jams have occurred in the machine. | Remove the jammed paper. The cover must be opened and closed to resume the current job. |
| PLATEN GLASS DIRTY CLEAN PLATEN GLASS | The ADF scanning area on the left side of the platen glass may be dirty. | Clean the ADF scanning area, then press [OK]. |
| RECEIVED IN MEMORY | The machine received the fax/I-fax in memory because paper or toner ran out, paper jams occurred, or incorrect-size paper was loaded. | Load the correct-size paper in the paper drawer, replace the toner cartridge, or clear the paper jams. For more information, see the following: “Setting Paper Type and Size,” on p. 3-8 “Replacing the Toner Cartridge,” on p. 12-9 “Clearing Jams,” on p. 13-1 |
| START AGAIN | <ul style="list-style-type: none"> – A transmission error occurred because the line condition was poor. – The paper jammed or ran out during printing a report. | <ul style="list-style-type: none"> – Check the line condition, then try again. – Clear the paper jam, or replenish the paper, then try again. |
| STOP KEY PRESSED PRESS OK KEY | [Stop] has been pressed while scanning the document using the ADF. | Press [OK], then set the document again. |



| Message | Description | Action |
|--|---|---|
| SYSTEM ERROR | Some kind of error has occurred in the machine. | Turn off the main power switch, wait for more than 10 seconds, then turn it on again. If the message persists, unplug the machine from the power supply and contact your local authorized Canon dealer. |
| TONER LOW PREPARE NEW TONER | The toner is running low. | Prepare a new toner cartridge. |
| TRANSMITTING... | During the current transmission, the machine may have tried to send a document identified from the list of documents in memory. | Wait until the transmission from memory is complete. |
| WASTE TONER FULL REPLACE THE DRUM | The drum unit is filled with waste toner. | Replace the drum unit. (See "Replacing the Drum Unit," on p. 12-12.) |

Error Codes

An error code is a four-digit code shown on an **ERROR TX REPORT** or an **ERROR RX REPORT** when an error occurs.

30/06/2008 15:50 FAX 123XXXXXX

CANON

0001

*** ERROR TX REPORT ***

TX FUNCTION WAS NOT COMPLETED

TX/RX NO

0005

DEPT. ID

0000001

RECIPIENT ADDRESS

111XXXXX

DESTINATION ID

ST. TIME

30/06 15:50

TIME USE

00'00

PAGES SENT

0

RESULT

NG

0018

BUSY/NO SIGNAL

Error Code

For details on reports, see Chapter 7, “Reports and Lists,” in the Advanced Operation Guide.

See the table below for individual error codes.

| Error Code | Description | Action |
|------------|---|---|
| #0001 | A document may be jammed. | Remove the jammed document. |
| #0003 | <ul style="list-style-type: none"> – An attempt was made to send a document of 630 mm or longer from the ADF. – A document takes a long time to send because it contains too much data. – A document takes a long time to receive. | <ul style="list-style-type: none"> – Divide the document into smaller parts and send from the platen glass. – Reduce the scanning resolution before sending. – Contact the other party and ask them to reduce their scanning resolution or divide the document into smaller parts for sending. |

| Error Code | Description | Action |
|--------------|--|--|
| #0005 | <ul style="list-style-type: none"> – The other fax machine did not respond within 35 seconds. – The other party may not be using a G3 fax machine. | <ul style="list-style-type: none"> – Send the document again. Contact the other party and have them check their fax machine. If you are making an overseas call, add a pause to the number. – Check with the other party and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode the other party's fax machine supports. |
| #0009 | The paper has run out or the paper drawer is not set properly. | Load the paper or reset the paper drawer properly. |
| #0012 | You could not send because the recipient's machine is out of paper. | Contact the recipient and ask them to load the paper. |
| #0018 | There is no reply when you redial. You could not send, because your fax signal was not returned as the recipient's line was engaged. | Check that the recipient's line is not engaged and try again from the beginning. |
| #0037 | The memory is full. | Print, send, or delete any documents stored in memory. |
| #0703 | The memory for image data is full when sending color documents. | <ul style="list-style-type: none"> – Wait a few moments, and then try sending again after other send jobs are complete. – Erase documents stored in memory. If the machine still does not operate normally, turn the main power OFF, and then back ON. |

| Error Code | Description | Action |
|--------------|--|--|
| #0705 | The send operation was interrupted because the size of the image data is larger than that specified in <MAX TX DATA SIZE> in <E-MAIL/I-FAX> in <COMMUNICATIONS> in <SYSTEM SETTINGS>. | <ul style="list-style-type: none"> – Change the setting for <MAX TX DATA SIZE> in <E-MAIL/I-FAX> in <COMMUNICATIONS> in <SYSTEM SETTINGS>. – Select a lower resolution. – If you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the Maximum TX Data Size. – Set <DIVIDE INTO PAGES> to <ON> in send settings. |
| #0751 | The server is not functioning. The network is down (the server is unable to connect to the network or was disconnected). | <ul style="list-style-type: none"> – Check the recipient's address. – Check that the network is up. |
| #0752 | <ul style="list-style-type: none"> – The SMTP server name for e-mail or I-fax is not correct, or the server is not functioning. – The domain name or e-mail address may not be set. – The network is down. | <ul style="list-style-type: none"> – Check the SMTP Server name, domain name, and E-mail Address in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. – Check that the SMTP server is operating properly. – Check the network status. |
| #0753 | A TCP/IP error occurred while sending an e-mail message. (Socket, Select error, etc.) | Check the network cables and connectors. If the machine still does not operate normally, turn the main power OFF, and then back ON. |
| #0755 | <ul style="list-style-type: none"> – You cannot send jobs because TCP/IP is not functioning correctly. – The IP address is not set. – When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server. | <ul style="list-style-type: none"> – Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. – Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. – Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. Or wait a while, and then try sending again. |



| Error Code | Description | Action |
|--------------|---|---|
| #0801 | <ul style="list-style-type: none"> – A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message or send/receive an I-fax. – The SMTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission to a file server. | <ul style="list-style-type: none"> – Check that the SMTP server is functioning normally, or check the network status. – Check that the SMTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server. |
| #0802 | <ul style="list-style-type: none"> – The name of the SMTP Server in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS> is incorrect. – The DNS server name in <DNS SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS> is incorrect. – Connection to the DNS server failed. | <ul style="list-style-type: none"> – Check the name of the SMTP Server in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. – Check the DNS server name in <DNS SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. – Check that the DNS server is functioning normally. |
| #0804 | You have no permission to access the folder. | Change the setting on the server to enable access to the folder. |
| #0806 | <ul style="list-style-type: none"> – An incorrect user name or password was specified for the sending of a file to a file server. – An incorrect destination was specified for the sending of an e-mail message or I-fax. | <ul style="list-style-type: none"> – Change the user name or password. – Check the e-mail or I-fax address. |

| Error Code | Description | Action |
|--------------|--|--|
| #0808 | <ul style="list-style-type: none"> – A timeout error occurred while the machine was communicating with the FTP server. – The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission. | <ul style="list-style-type: none"> – Check that the FTP server is functioning normally. Check the network status. – Check that the FTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server. |
| #0810 | <ul style="list-style-type: none"> – A POP (Post Office Protocol) server connection error occurred while receiving an I-fax. – The POP server returned an error during the connection. – A timeout error occurred on the server while connecting to the POP server. | Check the POP Server name in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. Confirm that the POP server is functioning normally. Check the network status. |
| #0812 | The POP password setting is incorrect. | Check the POP Server password in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. |
| #0813 | The POP Server name setting is incorrect. | Check the POP Server name in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. |
| #0819 | You have received data that cannot be processed (MIME information is incorrect). | Check the settings, and then ask the sender to resend the data. |



| Error Code | Description | Action |
|--------------|--|---|
| #0820 | You have received data that cannot be processed (BASE 64 or unencode is incorrect). | Check the settings, and then ask the sender to resend the data. |
| #0821 | You have received data that cannot be processed (TIFF analysis error). | Check the settings, and then ask the sender to resend the data. |
| #0827 | You have received data that cannot be processed (contains MIME information that is not supported). | Check the settings, and then ask the sender to resend the data. |
| #0828 | You have received HTML data. | Ask the sender to use a file format other than HTML, and then resend the data. |
| #0829 | Data containing more pages that the machine can hold in the memory is received. | Print the recieved documents, and ask the sender to resend the remaining pages. |
| #0995 | Communication reservation is cleared. | If necessary, try again from the beginning. |



If a Power Failure Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the Address Book settings. Any sent or received documents stored in memory are backed up for about 60 minutes.

During a power cut, functions are limited as follows:

- You cannot send, receive, copy, scan, or print documents.
- You may not be able to make telephone calls using an external telephone, depending on the type of telephone you use.
- You can receive telephone calls using an optional handset. You can also receive telephone calls using an external telephone depending on the type of telephone you use.

Service Call Message

If the machine malfunctions, service call messages appear on the LCD display.

- | | | |
|--------|--------|--------|
| • E000 | • E100 | • E716 |
| • E001 | • E196 | • E719 |
| • E002 | • E197 | • E730 |
| • E003 | • E246 | • E733 |
| • E007 | • E247 | • E736 |
| • E010 | • E350 | • E739 |
| • E019 | • E354 | • E805 |
| • E052 | • E355 | • E808 |

Contacting Your Local Authorized Canon Dealer

If a malfunction occurs and the machine cannot operate normally, service call messages appear on the LCD display. Follow the procedure described on the next page to solve the problem.

If you turn OFF the main power when there is any stored job, its data will be deleted.



WARNING

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



CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the cord portion may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

1 Turn the main power switch OFF. Allow at least ten seconds before turning the main power switch back ON.

2 If the machine still does not operate normally, follow the procedure below, and contact your local authorized Canon dealer.

- Turn OFF the main power.
- Disconnect the power cord from the wall outlet.



NOTE

When contacting your local authorized Canon dealer, check the following:

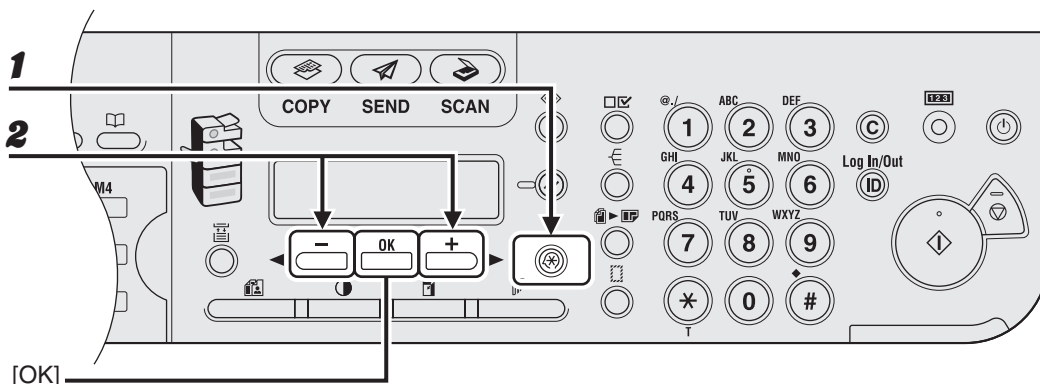
- Model name
- Problem and status of the machine
- Error code on the LCD display

14 Machine Settings

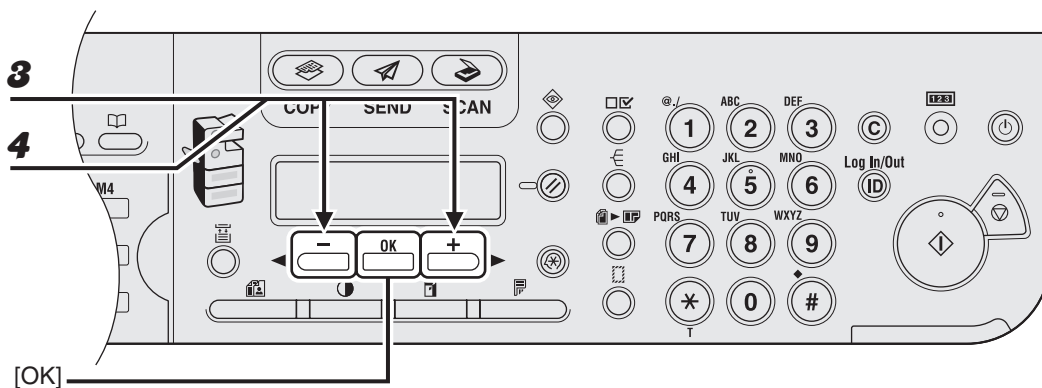
Machine Settings

You can adjust the machine settings from the Setting Menu to customize the way the machine works. To see the list of the current settings, print out **USER'S DATA LIST**.

Printing **USER'S DATA LIST**

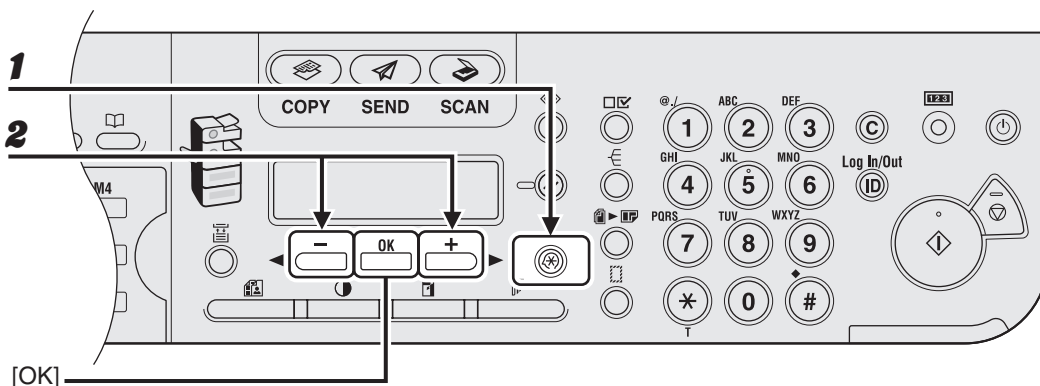


- 1** Press **[Additional Functions]**.
- 2** Press **[◀]** or **[▶]** to select **<REPORT SETTINGS>**, then press **[OK]**.



- 3** Press [◀] or [▶] to select <LIST PRINT>, then press [OK].
- 4** Press [◀] or [▶] to select <USER DATA LIST>, then press [OK].

Accessing the Setting Menu



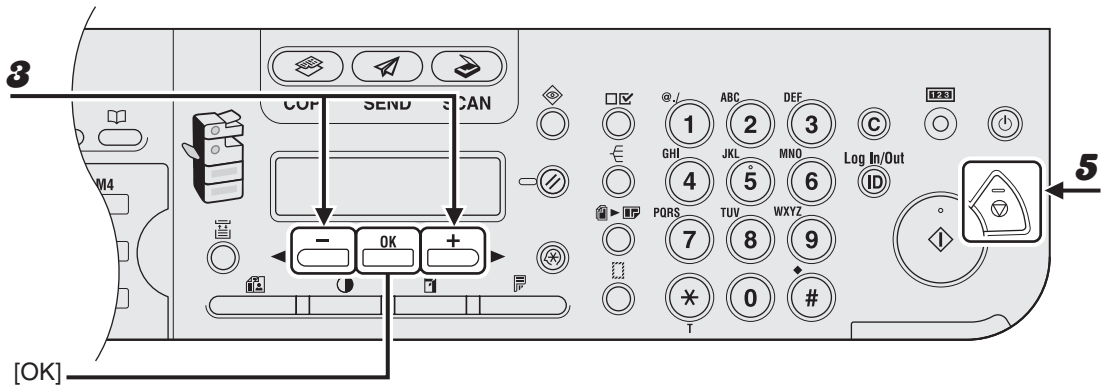
1 Press [Additional Functions].

2 Press [◀] or [▶] to select the menu you want to access, then press [OK].

<COMMON SETTINGS>
<COPY SETTINGS>
<TX/RX SETTINGS>
<ADDRESS BOOK SET.>
<PRINTER SETTINGS>
<TIMER SETTINGS>
<ADJUST./CLEANING>
<REPORT SETTINGS>
<SYSTEM SETTINGS>

 **NOTE**

The menus described above are based on the iR1024iF.



3 Press [◀] or [▶] to select a submenu, then press [OK].

NOTE

For details on the submenu, see “Setting Menu,” on p. 14-5.

4 To register the settings or go to a submenu item, press [OK].

5 When finished, press [Stop] to return to the standby mode.

NOTE

- If you press [Stop] before pressing [OK], the setting will not be registered.
- Press [Additional Functions] to return to the previous display.

Setting Menu

The menus described in this section are based on the iR1024iF. Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

| COMMON SETTINGS | |
|---------------------|--|
| Setting Item | Description |
| 1. DEFAULT SETTINGS | Selects which standby display appears when turning on the power. – COPY – SEND – SCAN |
| 2. AUTO CLEAR SET. | Selects which standby display appears after the Auto Clearing function is activated. |
| INITIAL FUNCTION | Sets to return standby display that is selected in <DEFAULT SETTINGS>. |
| SELECTED FUNCTION | Sets to return standby display of the current mode. |
| 3. AUDIBLE TONES | Sets whether to sound audible tones and adjusts their volume. |
| 1. ENTRY TONE | Beeps when pressing the keys on the operation panel. – ON (1-3)* – OFF |

| COMMON SETTINGS | |
|---------------------|--|
| 2. ERROR TONE | Beeps when an error (e.g., paper jam) occurs. – ON (1-3)* – OFF |
| 3. TX JOB DONE TONE | Beeps when a document is sent. – ERROR ONLY (1-3)* – OFF – ON (1-3)* |
| 4. RX JOB DONE TONE | Beeps when a document is received. – ERROR ONLY (1-3)* – OFF – ON (1-3)* |
| 5. SCAN DONE TONE | Beeps when scanning is completed. – ERROR ONLY (1-3)* – OFF – ON (1-3)* |
| 6. PRINT DONE TONE | Beeps when printing is completed. – ERROR ONLY (1-3)* – OFF – ON (1-3)* |
| 4. TONER SAVER MODE | Sets whether to reduce toner consumption. – OFF – ON |
| 5. PRINTER DENSITY | Recalibrates the density adjustment scale if differences between the image in the document and the print occur. (1-9) |



| COMMON SETTINGS | |
|----------------------|--|
| 6. AUTO DRAWER SELCT | <p>Sets whether to change to another paper source of the same size if the current paper source runs out while processing a job.</p> <p>Sets wether to select the appropriate paper source based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).</p> |
| 1. COPY | <p>Sets whether to activate the Auto Drawer Select function when copying.</p> <ul style="list-style-type: none"> – 1. DRAWER 1 (ON/OFF) – 2. DRAWER 2 (ON/OFF)** – 3. STACK BYPASS (OFF/ON) |
| 2. PRINTER | <p>Sets whether to activate the Auto Drawer Select function when printing.</p> <ul style="list-style-type: none"> – 1. DRAWER 1 (ON/OFF) – 2. DRAWER 2 (ON/OFF)** |
| 3. RECEIVE | <p>Sets whether to activate the Auto Drawer Select function when receiving fax/I-fax documents.</p> <ul style="list-style-type: none"> – 1. DRAWER 1 (ON/OFF) – 2. DRAWER 2 (ON/OFF)** – 3. STACK BYPASS (OFF/ON) |
| 4. OTHER | <p>Sets whether to activate the Auto Drawer Select function when printing a report or list.</p> <ul style="list-style-type: none"> – 1. DRAWER 1 (ON/OFF) – 2. DRAWER 2 (ON/OFF)** – 3. STACK BYPASS (OFF/ON) |
| 7. SELECT PAPER TYPE | Sets the paper type for the paper drawer. (See “For the Paper Drawer,” on p. 3-8.) |
| 1. DRAWER 1 | Sets the paper type for paper drawer 1. |
| 2. DRAWER 2** | Sets the paper type for paper drawer 2. |

| COMMON SETTINGS | |
|----------------------|--|
| 8. REG. PAPER SIZE | Sets the paper size for the paper drawer. (See “For the Paper Drawer,” on p. 3-8.) |
| 1. DRAWER 1 | Sets the paper size for paper drawer 1. |
| 2. DRAWER 2** | Sets the paper size for paper drawer 2. |
| 9. ENERGY IN SLEEP | <p>Selects power consumption when the machine is in the Sleep mode between two levels.</p> <ul style="list-style-type: none"> – LOW – HIGH |
| 10.BYPASS STD SET | Sets the standard paper size and type for the stack bypass if you always use a same kind of paper. (See “For the Stack Bypass,” on p. 3-11.) |
| OFF | Deactivates the stack bypass standard settings. |
| ON | Activates the stack bypass standard settings. |
| 1. PAPER SIZE | Sets paper size as the stack bypass standard. |
| 2. SELECT PAPER TYPE | Sets paper type as the stack bypass standard. |
| 11.PAPER FEED SWITCH | Selects the paper feed method when you want to make one-sided or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it). |
| 1. STACK BYPASS | Selects the paper feed method for the stack bypass. |
| SPEED PRIORITY | Print speed has priority. |
| PRINT SIDE | The machine starts printing on the side of paper loaded facing up. Print speed becomes slower for one-sided print. Only available for A4, LTR, and LGL. |

| COMMON SETTINGS | |
|------------------------|--|
| 2. DRAWER 1 | Selects the paper feed method for paper drawer 1. |
| SPEED PRIORITY | Print speed has priority. |
| PRINT SIDE | The machine starts printing on the side of paper loaded facing down. Print speed becomes slower for one-sided print. |
| 3. DRAWER 2** | Selects the paper feed method for paper drawer 2. |
| SPEED PRIORITY | Print speed has priority. |
| PRINT SIDE | The machine starts printing on the side of paper loaded facing down. Print speed becomes slower for one-sided print. |
| 12.DISPLAY LANGUAGE | Selects the language on the display. (See “Specifications,” on p. 15-1.) |
| 13.ADF DIRTY ERROR | Sets whether the error message will appear when the ADF is dirty. – DISPLAY – DO NOT DISPLAY |
| 14.INIT. COMMON SET. | Restores all <COMMON SETTINGS> to the default except for <DISPLAY LANGUAGE>. – OFF – ON |

* The setting of the tone level is available on iR1024F/iR1024iF.

** Only for users of the optional paper drawer

| COPY SETTINGS | |
|-----------------------|---|
| Setting Item | Description |
| 1. IMAGE DIR PRIORITY | Sets whether to activate the image direction priority. |
| OFF | Copy orientation is same as the document. |
| ON | Copy orientation is rotated at 180 degrees. |
| 2. STANDARD SETTINGS | Sets the default setting for copying. |
| 1. IMAGE QUALITY | Sets the document type for copying. – TEXT – PHOTO – TEXT/PHOTO |
| 2. DENSITY | Sets the density for copying. – AUTO – MANUAL (1-9) |
| 3. ZOOM RATIO | Sets the zoom ratio for copying. |
| PRESET RATIO | Selects the zoom from the preset ratios. (100%, 115% B5 → A4, 122% A5 → B5, 129% STMT → LTR, 141% A5 → A4, 200% MAX., 50% MIN., 64%, 70% A4 → A5, 78% LGL → LTR, 81% B5 → A5, 86% A4 → B5) |
| MANUAL | Enters the zoom ratio by 1% increments. (50%–200%) |
| 4. COPIES | Sets the number of copies (1-99). |
| 5. AUTO COLLATE | Sets whether to collate the copies automatically. – OFF – COLLATE |



| COPY SETTINGS | |
|----------------------|---|
| 6. TWO-SIDED | Sets the type of two-sided copying. <ul style="list-style-type: none"> – OFF – 1 > 2-SIDED – 2 > 2-SIDED – 2 > 1-SIDED |
| 7. FRAME ERASE | Sets the type of Frame Erase copying. <ul style="list-style-type: none"> – OFF – ORG. FRAME ERASE – BOOK FRAME ERASE – BINDING HOLE |
| 8. PAPER SELECT | Sets the paper source for copying. <ul style="list-style-type: none"> – AUTO – DRAWER 1 – DRAWER 2* |
| 3. SHARPNESS | Adjusts the sharpness of the copied image. (1-9) |
| 4. PAPER SIZE GROUP | Selects a paper size group for your machine. <ul style="list-style-type: none"> – A – AB – INCHES |
| 5. MM/INCH ENTRY | Sets the unit of measurement of the frame erase width. <ul style="list-style-type: none"> – MM – INCHES |
| 6. INIT. COPY SET. | Restores all <COPY SETTINGS> to the default. <ul style="list-style-type: none"> – OFF – ON |

* Only for users of the optional paper drawer

| TX/RX SETTINGS | |
|----------------------|--|
| Setting Item | Description |
| 1. COMMON SETTINGS | Sets the features common to the fax and send functions. |
| 1. TX SETTINGS | Sets the transmission features. |
| 1. UNIT NAME | Registers your name/company name (max. 24 characters, including spaces). (See “Set the Machine for Sending Faxes,” in the Quick Start Guide.) |
| 2. DATA COMPRESSION | <p>Sets the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. On the contrary, a low compression ratio increases the amount of memory used for the document, but results in high quality images.</p> <ul style="list-style-type: none"> – NORMAL – HIGH RATIO – LOW RATIO |
| 3. RETRY TIMES | Sets the number of retry attempts for sending jobs to an e-mail, I-fax, or file server address. (0-5) (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| 4. SCANNING DENSITY | Adjusts the scanning density for sending documents. (1-9) |
| 5. STANDARD SETTINGS | Sets the default settings for sending documents. |
| 1. DENSITY | <p>Sets the default density for the document you send.</p> <ul style="list-style-type: none"> – STANDARD – DK – LT |



| TX/RX SETTINGS | |
|----------------------|---|
| 2. IMAGE QUALITY | Sets the default image quality for the document you send. (200×200 dpi, 200×400 dpi, 300×300 dpi, 400×400 dpi, 600×600 dpi, 100×100 dpi, 150×150 dpi, 200×100 dpi) |
| 3. IMAGE FORMAT | Sets the default file format for the document you send. – PDF – TIFF (B&W) – PDF (COMPACT) – JPEG |
| 4. ORIGINAL TYPE | Sets the default original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO |
| 5. DIVIDE INTO PAGES | Sets whether to use <DIVIDE INTO PAGES> as default. – OFF – ON |
| 6. DIRECT TX | Sets whether to use <DIRECT TX> as default. – OFF – ON |
| 6. SEND SETTINGS | Sets the options for sending documents to an e-mail or I-fax address, or file server. |
| 1. TX FILE NAME | Sets the name of the document you send to an e-mail or I-fax address, or file server. (max. 24 characters, including spaces.) |
| 2. SUBJECT | Sets the subject for your e-mail/I-fax message. (max. 40 characters, including spaces.) |
| 3. MESSAGE TEXT | Sets the message body text for your e-mail/I-fax message. (max. 140 characters, including spaces.) |

| TX/RX SETTINGS | |
|----------------------|---|
| 4. REPLY-TO | Sets the reply-to address for your e-mail/I-fax message. (max. 120 characters, including spaces.) |
| 5. E-MAIL PRIORITY | Sets the priority for your e-mail message. – NORMAL – LOW – HIGH |
| 7. TX TERMINAL ID | Sets the options for sender information. |
| ON | Sender information is printed in small type at the top of each page. |
| 1. PRINTING POSITION | Selects where the sender information is printed in small type at the top of each page. – OUTSIDE IMAGE – INSIDE IMAGE |
| 2. TELEPHONE # MARK | Prefixes your number/I-fax address with the abbreviations FAX, IFAX, or TEL in your sender information. – FAX – TEL |
| OFF | Sender information is not printed. |
| 8. COLOR TX GAMMA | Sets the gamma value for color scanned data. If the set value corresponds to the gamma value at the recipient's machine, the scan exposure of the output data at the recipient's machine is automatically adjusted to the level best suited to the quality of the original. (GAMMA 1.8, GAMMA 2.2, GAMMA 1.0, GAMMA 1.4) |
| 9. SHARPNESS | Sets the contrast of the images you scan. (1-7) |



| TX/RX SETTINGS | |
|-----------------------|--|
| 10. COLOR TX SCAN SET | Sets the priority for color scanned data. |
| SPEED PRIORITY | Reduces the time spent in sending the document, but results in low quality images. |
| IMAGE PRIORITY | Increases the time spent in sending the document, but results in high quality images. |
| 11. INIT STANDARD SET | Sets whether to restore <STANDARD SETTINGS> in <TX SETTINGS> to the default. – OFF – ON |
| 2. RX SETTINGS | Sets the reception features. |
| 1. TWO-SIDED PRINT | Sets the type of two-sided printing for faxing. (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) – OFF – ON |
| 2. RECEIVE REDUCTION | Sets whether the received images print out at a reduced size. (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| ON | Image reduction is turned on. |
| 1. RX REDUCTION | Selects the reducing type. – AUTO – FIXED REDUCTION (90%, 95%, 97%, 75%) |
| 2. REDUCE DIRECTION | Selects the reducing direction. – VERTICAL ONLY – HORIZ & VERTICAL |
| OFF | Image reduction is turned off. |

| TX/RX SETTINGS | |
|-----------------------|---|
| 3. CONT. PRINTING | Selects how the machine responds when the <TONER LOW/PREPARE NEW TONER> message appears. |
| RX TO MEMORY | The machine stores all documents in memory. |
| KEEP PRINTING | The machine does not store documents in memory if the toner runs out. Reset to <RX TO MEMORY> after replacing the toner cartridge. |
| 2. FAX SETTINGS | Sets the fax features. |
| 1. USER SETTINGS | Specifies the basic operation settings in the fax mode. |
| 1. UNIT TELEPHONE # | Registers your fax number (max. 20 characters, including spaces). (See “Set the Machine for Sending Faxes,” in the Quick Start Guide.) |
| 2. TEL LINE TYPE | Selects the telephone line type. (See “Set the Machine for Sending Faxes,” in the Quick Start Guide.) – TOUCH TONE – ROTARY PULSE |
| 3. OFFHOOK ALARM | Sets whether the alarm sounds when the optional handset or handset of the external telephone is off the hook. – ON – OFF |
| 4. VOLUME CONTROL | Adjusts the monitor volume and the calling volume. |
| 1. MONITOR VOL. CTRL | Sets the volume for monitor tone during the fax transmission. (0-3) |
| 2. CALLING VOLUME | Set the volume of the ring produced when the machine detects a call. (1-3) |



| TX/RX SETTINGS | |
|--------------------|--|
| 2. TX SETTINGS | Sets the transmission features. |
| 1. ECM TX | Sets whether the ECM (Error Correction Mode) transmission is activated. – ON – OFF |
| 2. PAUSE TIME | Sets the pause time when you insert pause into the dialing sequence. (1SEC–15SEC) |
| 3. AUTO REDIAL | Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| ON | Customizes the redial operation. |
| 1. REDIAL TIMES | Sets the number of retries. (1TIMES–10TIMES) |
| 2. REDIAL INTERVAL | Sets period of time before redialing. (2MIN.–99MIN.) |
| 3. TX ERROR REDIAL | Sets whether the machine redials automatically when transmission error occurs. – ON – OFF |
| OFF | After the first attempt at dialing fails, redialing is not attempted. |
| 4. TIME OUT | Sets whether to scan a document automatically after specifying the destination. * This function is not available when you dial with the numeric keys. – OFF – ON |

| TX/RX SETTINGS | |
|----------------------|--|
| 5. DIALING LINE CHCK | Sets whether to check the telephone line condition. – OFF – ON |
| 3. RX SETTINGS | Sets the reception features. |
| 1. ECM RX | Sets whether the ECM (Error Correction Mode) reception is activated. – ON – OFF |
| 2. RX MODE | Selects the receive mode. (See “Set the Machine for Receiving Faxes,” in the Quick Start Guide.) – FaxOnly – FaxTel – AnsMode – Manual |
| 3. FAX/TEL OPT. SET | Sets the optional items in the <FaxTel> mode. (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| 1. RING START TIME | Sets the time the machine takes to check whether a call is a fax or a voice call. (0SEC–30SEC) |
| 2. F/T RING TIME | Selects the ring length for voice calls. (15SEC–300SEC) |
| 3. F/T SWITCH ACTION | Selects whether the machine switches to the receive mode after the ring time has elapsed, or whether it disconnects the call. – RECEIVE – DISCONNECT |



| TX/RX SETTINGS | |
|------------------|---|
| 4. INCOMING RING | Sets whether the optional handset or external telephone rings when the machine receives a voice call or fax, enabling you to answer the voice call. This function is only available when the <RX MODE> is set to <FaxOnly> or <FaxTel>. |
| OFF | The optional handset or telephone does not ring when the machine receives a voice call or fax. (In the Sleep mode, the telephone may ring one or two times, if <ENERGY IN SLEEP> in <COMMON SETTINGS> is set to <LOW>.) |
| ON | The optional handset or telephone rings when the machine receives a voice call or fax if an optional handset or external telephone is connected. |
| RING COUNT | Sets the number of incoming rings before the machine answers. (1TIMES–99TIMES) |
| 5. REMOTE RX | Sets whether to use remote receiving. (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| ON | The machine enables remote receiving. |
| REMOTE RX ID | You can dial a code on remote extension to start receiving a document. A combination of two characters using 0 to 9, * and # is possible. |
| OFF | The machine disables remote receiving. |

| TX/RX SETTINGS | |
|----------------|--|
| 6. MANUAL/AUTO | Sets whether the machine switches to the document receive mode after the optional handset or external telephone rings for a specified length of time in the manual receive mode. |
| OFF | The optional handset or external telephone keeps ringing until someone answers the call manually. |
| ON | The machine switches to the document receive mode after the optional handset or external telephone rings for a specified time. |
| F/T RING TIME | Sets the length of time to elapse before the machine switches to document receiving. (1SEC–99SEC) |

| ADDRESS BOOK SET. | |
|--------------------------|--|
| Setting Item | Description |
| 1. FAVORITES BUTTONS | Registers destinations together with a combination of the scan and send settings for frequent use. (M1–M4: One-touch keys 01 to 04 are used for this feature.) |
| FAX | Registers fax numbers. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. TEL NUMBER ENTRY | Registers the recipient's fax number (max. 120 digits, including spaces). |
| 3. IMAGEQUALITY | Sets the image quality. – FINE – PHOTO – SUPER FINE – ULTRA FINE – STANDARD |
| 4. OPTIONAL SETTING | Selects whether to use the advanced functional settings for each one-touch key registered in the machine. |
| OFF | The optional setting is not set for this destination. |
| ON | The optional setting is set for this destination. |
| 1. ECM | Selects whether to use ECM (Error Correction Mode). – ON – OFF |
| 2. TX SPEED | Select the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps) |
| 3. INTERNATIONAL | Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3 (See "Registering Fax Numbers," on p. 4-28.) |

| ADDRESS BOOK SET. | |
|--------------------------|--|
| E-MAIL | Registers e-mail addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. E-MAIL ADDRESS | Registers the recipient's e-mail address (max. 120 digits). |
| 3. IMAGE FORMAT | Sets the file format for the file attached to e-mail message. <ul style="list-style-type: none"> – PDF – TIFF (B&W) – PDF (COMPACT) – JPEG |
| 4. DIVIDE INTO PAGES | Sets if multiple images are sent as separate files or as a single file. |
| OFF | Sends multiple images as a single file without dividing them. |
| ON | Separates multiple images and send them as separate files. |
| 5. IMAGEQUALITY | Sets the resolution of the document you send. (200×200 dpi, 200×400 dpi, 300×300 dpi, 400×400 dpi, 600×600 dpi, 100×100 dpi, 150×150 dpi, 200×100 dpi) (See Chapter 1, "Advanced Send Features," in the Advanced Operation Guide.) |
| 6. ORIGINAL TYPE | Sets the original type for the document you send. <ul style="list-style-type: none"> – TEXT/PHOTO – TEXT – PHOTO |
| IFAX | Registers I-fax addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. I-FAX ADDRESS | Registers the recipient's I-fax address (max. 120 digits). |



| ADDRESS BOOK SET. | |
|----------------------|--|
| 3. DIVIDE INTO PAGES | Sets if multiple images are sent as separate files or as a single file. |
| OFF | Sends multiple images as a single file without dividing them. |
| ON | Separates multiple images and send them as separate files. |
| 4. IMAGEQUALITY | Sets the resolution of the document you send. (200×200 dpi, 200×400 dpi, 300×300 dpi, 400×400 dpi, 600×600 dpi, 100×100 dpi, 150×150 dpi, 200×100 dpi) (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| 5. ORIGINAL TYPE | Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO |
| FTP | Registers FTP addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. HOST NAME | Registers the name of the file server (max. 120 characters). |
| 3. FILE PATH | Registers the path to the file server (max. 120 characters). |
| 4. LOGIN NAME | Registers the login name to access the file server (max. 24 characters). |
| 5. PASSWORD | Registers the password to access the file server (max. 24 characters). |
| 6. IMAGE FORMAT | Sets the file format. – PDF – TIFF (B&W) – PDF (COMPACT) – JPEG |

| ADDRESS BOOK SET. | |
|----------------------|--|
| 7. DIVIDE INTO PAGES | Sets if multiple images are sent as separate files or as a single file. |
| OFF | Sends multiple images as a single file without dividing them. |
| ON | Separates multiple images and send them as separate files. |
| 8. IMAGEQUALITY | Sets the resolution of the document you send. (200×200 dpi, 200×400 dpi, 300×300 dpi, 400×400 dpi, 600×600 dpi, 100×100 dpi, 150×150 dpi, 200×100 dpi) (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| 9. ORIGINAL TYPE | Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO |
| SMB | Registers SMB addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. HOST NAME | Registers the name of the file server (max. 120 characters). |
| 3. FILE PATH | Registers the path to the file server (max. 120 characters). |
| 4. LOGIN NAME | Registers the login name to access the file server (max. 24 characters). |
| 5. PASSWORD | Registers the password to access the file server (max. 14 characters). |



| ADDRESS BOOK SET. | |
|----------------------|--|
| 6. IMAGE FORMAT | Sets the file format. – PDF – TIFF (B&W) – PDF (COMPACT) – JPEG |
| 7. DIVIDE INTO PAGES | Sets if multiple images are sent as separate files or as a single file. |
| OFF | Sends multiple images as a single file without dividing them. |
| ON | Separates multiple images and send them as separate files. |
| 8. IMAGEQUALITY | Sets the resolution of the document you send. (200×200 dpi, 200×400 dpi, 300×300 dpi, 400×400 dpi, 600×600 dpi, 100×100 dpi, 150×150 dpi, 200×100 dpi) (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| 9. ORIGINAL TYPE | Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO |
| 2. 1-TOUCH SPD DIAL | Registers the destinations on one-touch keys. Up to 23 destinations can be registered. (See “Storing/Editing One-Touch Keys/Coded Dial Codes,” on p. 4-27.) |
| FAX | Registers fax numbers. |
| 1. NAME | Registers the recipient’s name (max. 16 characters, including spaces). |
| 2. TEL NUMBER ENTRY | Registers the recipient’s fax number (max. 120 digits, including spaces). |

| ADDRESS BOOK SET. | |
|--------------------------|--|
| 3. OPTIONAL SETTING | Sets the optional settings for sending faxes. |
| OFF | The optional setting is not set. |
| ON | The optional setting is set. |
| 1. ECM | Selects whether to use ECM (Error Correction Mode). – ON – OFF |
| 2. TX SPEED | Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps) |
| 3. INTERNATIONAL | Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3 (See “Registering Fax Numbers,” on p. 4-28.) |
| E-MAIL | Registers e-mail addresses. |
| 1. NAME | Registers the recipient’s name (max. 16 characters, including spaces). |
| 2. E-MAIL ADDRESS | Registers the recipient’s e-mail address (max. 120 digits). |
| IFAX | Registers I-fax addresses. |
| 1. NAME | Registers the recipient’s name (max. 16 characters, including spaces). |
| 2. I-FAX ADDRESS | Registers the recipient’s I-fax address (max. 120 digits). |



| ADDRESS BOOK SET. | |
|--------------------------|--|
| FTP | Registers FTP addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. HOST NAME | Registers the name of the file server (max. 120 characters). |
| 3. FILE PATH | Registers the path to the file server (max. 120 characters). |
| 4. LOGIN NAME | Registers the login name to access the file server (max. 24 characters). |
| 5. PASSWORD | Registers the password to access the file server (max. 24 characters). |
| SMB | Registers SMB addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. HOST NAME | Registers the name of the file server (max. 120 characters). |
| 3. FILE PATH | Registers the path to the file server (max. 120 characters). |
| 4. LOGIN NAME | Registers the login name to access the file server (max. 24 characters). |
| 5. PASSWORD | Registers the password to access the file server (max. 14 characters). |

| ADDRESS BOOK SET. | |
|---------------------|--|
| 3. CODED SPD DIAL | Registers the destinations for coded dial codes. Up to 177 destinations can be registered. (See “Storing/Editing One-Touch Keys/Coded Dial Codes,” on p. 4-27.) |
| FAX | Registers fax numbers. |
| 1. NAME | Registers the recipient’s name (max. 16 characters, including spaces). |
| 2. TEL NUMBER ENTRY | Registers the recipient’s fax number (max. 120 digits, including spaces). |
| 3. OPTIONAL SETTING | Sets the optional settings for sending faxes. |
| OFF | The optional setting is not set. |
| ON | The optional setting is set. |
| 1. ECM | Selects whether to use ECM (Error Correction Mode). – ON – OFF |
| 2. TX SPEED | Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps) |
| 3. INTERNATIONAL | Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3 (See “Registering Fax Numbers,” on p. 4-28.) |



| ADDRESS BOOK SET. | |
|--------------------------|--|
| E-MAIL | Registers e-mail addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. E-MAIL ADDRESS | Registers the recipient's e-mail address (max. 120 digits). |
| IFAX | Registers I-fax addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. I-FAX ADDRESS | Registers the recipient's I-fax address (max. 120 digits). |
| FTP | Registers FTP addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. HOST NAME | Registers the name of the file server (max. 120 characters). |
| 3. FILE PATH | Registers the path to the file server (max. 120 characters). |
| 4. LOGIN NAME | Registers the login name to access the file server (max. 24 characters). |
| 5. PASSWORD | Registers the password to access the file server (max. 24 characters). |
| SMB | Registers SMB addresses. |
| 1. NAME | Registers the recipient's name (max. 16 characters, including spaces). |
| 2. HOST NAME | Registers the name of the file server (max. 120 characters). |

| ADDRESS BOOK SET. | |
|---|--|
| 3. FILE PATH | Registers the path to the file server (max. 120 characters). |
| 4. LOGIN NAME | Registers the login name to access the file server (max. 24 characters). |
| 5. PASSWORD | Registers the password to access the file server (max. 14 characters). |
| 4. GROUP DIAL | Registers destinations in group addresses. Up to 199 destinations can be registered in a group. (See “Storing/Editing One-Touch Keys/Coded Dial Codes,” on p. 4-27.) |
| 1. SELECT ADD/TEL NO (For the iR1024i and iR1024iF) TEL NUMBER ENTRY (For the iR1024F) | Registers the recipient’s numbers and/or addresses by specifying the one-touch keys or coded dial codes. |
| 2. NAME | Registers the group name (max. 16 characters, including spaces). |

| PRINTER SETTINGS | |
|----------------------|---|
| Setting Item | Description |
| 1. DEFAULT PAPERSIZE | Sets the default paper size when no paper source is specified. (A4, B5, A5, LGL, LTR, STMT, EXECUTIV, ISO-B5, ISO-C5, COM10, MONARCH, DL) |
| 2. DEFAULT PAPERTYPE | Sets the default paper type for print jobs. This machine has internally defined optimal print modes for each specified paper type. (PLAIN PAPER, COLOR, RECYCLED, HEAVY PAPER 1, HEAVY PAPER 2, HEAVY PAPER 3, BOND, TRANSPARENCY, LABELS, ENVELOPE) |

| PRINTER SETTINGS | |
|-------------------------|--|
| 3. COPIES | Sets the number of documents printed. (1-999) |
| 4. 2-SIDED PRINTING | Sets whether to activate two-sided printing. – OFF – ON |
| 5. PRINT QUALITY | Sets the image quality, density or toner saving mode for printing. |
| 1. IMAGE REFINEMENT | Sets whether to print smoothly the jagged outlines of characters and graphics. – ON – OFF |
| 2. DENSITY | Adjusts the print density. (1-9) |
| 3. TONER SAVER | Sets whether the toner saving mode is enabled. – OFF – ON |
| 6. PAGE LAYOUT | Sets the printing layout. |
| 1. BINDING | Sets the binding position for two-sided printing. – LONG EDGE – SHORT EDGE |
| 2. MARGIN | Sets the page margin in inches or millimeters. – MM (-50.0MM–50.0MM) – INCHES (-01.90INCHES–01.90INCHES) |
| 7. COLLATE | Sets whether to collate the printouts automatically. – OFF – COLLATE |

| PRINTER SETTINGS | |
|----------------------|---|
| 8. ERROR TIME OUT | Sets the length of time before the machine returns an error when no data is received from the computer. |
| ON | Sets the error time out period. (5SEC–300SEC) |
| OFF | The error time out is off. |
| 9. INIT. PRINTER SET | Restores all <PRINTER SETTINGS> to the default. – OFF – ON |
| 10.PCL SETTINGS* | Sets the PCL printer setting. |
| 1. ORIENTATION | Sets the paper orientation. – PORTRAIT – LANDSCAPE |
| 2. FONT NUMBER | Sets the default font typeface for the printer function using the corresponding font numbers. (0-120) |
| 3. POINT SIZE | Specifies a point size for the default font. This item appears when the number in is that of a proportionally spaced scalable font. (4.00–999.75) |
| 4. PITCH | Specifies the pitch for the default font. This item appears when the number in is that of a fixed pitch scalable font. (0.44–99.99) |
| 5. FORM LINES | Sets the number of lines to be printed on a page. (5-128) |
| 6. SYMBOL SET | Selects the symbol set most suited to the needs of the host computer. |
| 7. CUSTOM PAPER | Sets whether to use a custom paper size. |
| OFF | Disables you to specify a custom paper size. |
| ON | Enables you to specify a custom paper size. |



| PRINTER SETTINGS | |
|--------------------|---|
| 1. UNIT OF MEASURE | Selects the unit of measurement to specify a custom paper size. – MILLIMETERS – INCHES |
| 2. X DIMENSION | Specifies the horizontal size of the custom paper. (127–356 mm (05.00–14.00 inches)) |
| 3. Y DIMENSION | Specifies the vertical size of the custom paper. (76–216 mm (03.00–08.50 inches)) |
| 8. APPEND CR TO LF | Sets whether to append a carriage return (CR) when line feed code (LF) is received. |
| NO | The print head moves down to the next line when line feed code is received, and the margin does not change (such as the beginning of the next line). |
| YES | The print head moves to the beginning of the next line when line feed code is received. |
| 9. ENLARGE A4 | Sets whether to expand the printable area of A4 size paper to that of Letter size in width. * This setting is applicable for A4 paper and portrait orientation for the PCL5 printing only. The PCL6 printing is not supported. |
| OFF | All the area on a page 4.23 mm from the top, bottom, left, and right edges is available for printing on A4 paper. |
| ON | All the area on a page 4.23 mm from the top and bottom edges and 3.30 mm from the left and right edges is available for printing on A4 paper. Only the width increases. |
| 10.BarDIMM** | Sets whether to use the bar code printing function. |
| ENABLE | Sets the bar code printing function to on. FreeScale: ~, ", #, \$, /, \, ?, {, }, , OFF |
| DISABLE | Sets the bar code printing function to off. |
| 11.RESET PRINTER | Clears all print jobs in progress and resets the printer function. – OFF – ON |

* Only for users of the PCL Printer Kit

** This setting is available only if the bar code printing function is activated.

| TIMER SETTINGS | |
|----------------------|--|
| Setting Item | Description |
| 1. DATE&TIME SETTING | Sets the current date and time. (See “Set Up the Machine,” in the Quick Start Guide.) |
| 2. TIME ZONE SETTING | Sets the time zone of your machine’s location. (See “Setting Time Zone,” on p. 1-19.) |
| 3. DATE TYPE SELECT | Sets the date format. – DD/MM YYYY – YYYY MM/DD – MM/DD/YYYY |
| 4. AUTO SLEEP TIME | Sets the auto sleep mode when the machine remains idle for a certain period of time. (3MIN.–30MIN.) (See “Setting the Sleep Mode,” on p. 1-15.) – ON – OFF |
| 5. AUTO CLEAR TIME | Sets the auto clear mode when the machine has no operation idle for a certain period of time. (1MIN.–9MIN.) The machine returns to the standby mode. (See “Setting Auto Clear Time,” on p. 1-17.) – ON – OFF |
| 6. DAYLIGHT SV.TIME | Sets the daylight saving time mode. (See “Setting Daylight Saving Time,” on p. 1-20.) |
| ON | Activates the daylight saving time mode. |
| 1. BEGIN DATE/TIME | Sets the start date. – 1. MONTH – 2. WEEK – 3. DAY |
| 2. END DATE/TIME | Sets the end date. – 1. MONTH – 2. WEEK – 3. DAY |
| OFF | Deactivates the daylight saving time mode. |

| ADJUST./CLEANING | |
|-------------------------|---|
| Setting Item | Description |
| 1. TRANS. ROLR CLEAN | Cleans the transcription roller. (See “Transcription Roller,” on p. 12-7.) |
| 2. DRUM CLEANING | Cleans the drum. (See “Drum Unit,” on p. 12-8.) |
| 3. FIX.UNIT CLEANING | Cleans the fuser roller. (See “Fuser Roller,” on p. 12-2.) |
| 4. FEEDER CLEANING | Cleans the ADF. (See “Cleaning the ADF Automatically,” on p. 12-6.) |
| 5. SPECIAL MODE M | Sets to improve print quality or fix irregular print density. If print quality decreases or an irregularity in the print density appears, transcription output may not function adequately. |
| MID | Selects in normal conditions. |
| LOW | Selects to compensate for poor print quality that occurs when using paper that was stored for a long time at high temperatures and high humidity. |
| HIGH | Selects to compensate for poor quality that occurs when using heavyweight paper. |
| 6. SPECIAL MODE N | When the two-sided printing function is used, paper may curl severely or become jammed. Enable this setting to prevent paper curling or jamming. – OFF – ON |
| 7. SPECIAL MODE P | Sets to activate when lightweight paper or paper which is easy to get uneven print density is used for printing. – OFF – ON |

| ADJUST./CLEANING | |
|-------------------------|--|
| 8. SPECIAL MODE S | Sets whether to reduce the waiting time for the next printout. When you change the paper size after continuous printing, the machine may take a while to start the next printing. |
| OFF | Does not reduce the waiting time next set of printout. (default) |
| SPEED PRIORITY | Reduces the waiting time to start the next set of printout. Print speed has priority; however, a condition that an previously printed image also appears faintly on the next output may occur. |
| 9. CONT. PRINT MODE | Sets whether to prevent the back edge of the previous page from appearing on the following page during continuous printing of half-tone prints or photographs. – OFF – ON |
| 10.BACK EDGE MODE | Sets whether to prevent back edge of paper from smudging. – OFF – ON |
| 11.LARGE PAPER MODE | Sets whether to improve toner fix on large-sized paper. – OFF – ON |
| 12.AUTO ADF DRTY ADJ | Sets whether to activate smudge (due to dust or dirt) reduction during printing. When the ADF is dirty, copies may contain unwanted dots or lines. – ON – OFF |
| 13.MAINTENANCE CODE | This setting is not functional in this model. |

| REPORT SETTINGS | |
|----------------------|--|
| Setting Item | Description |
| 1. SETTINGS | Sets the report functions. (See Chapter 7, “Reports and Lists,” in the Advanced Operation Guide.) |
| 1. TX REPORT | Sets whether the transmission report prints out. |
| PRINT ERROR ONLY | Prints a report only when a transmission error occurs. |
| REPORT WITH TX IMAGE | Sets whether to print the first page of the document under the report. – OFF – ON |
| OUTPUT YES | Prints a report every time you send a document. |
| REPORT WITH TX IMAGE | Sets whether to print the first page of the document under the report. – OFF – ON |
| OUTPUT NO | No report is printed. |
| 2. RX REPORT | Sets whether the reception report prints out. – OUTPUT NO – PRINT ERROR ONLY – OUTPUT YES |
| 3. ACTIVITY REPORT | Sets whether to automatically print the transaction report and selects its type. |
| 1. AUTO PRINT | Sets whether an activity report is printed automatically every 40 transactions. – OUTPUT YES – OUTPUT NO |
| 2. TX/RX SEPARATE | Sets whether an activity report is printed separately for sending and receiving or not. – OFF – ON |

| REPORT SETTINGS | |
|---------------------|--|
| 2. LIST PRINT | Prints reports/lists. |
| 1. ACTIVITY REPORT | Prints the transaction report (max. last 40 transactions) manually. |
| 2. SPEED DIAL LIST | Prints the list of destinations registered in Address Book. – 1. 1-TOUCH LIST – 2. CODED DIAL LIST – 3. GROUP DIAL LIST |
| 3. ADD BOOK DETAILS | Prints the details of Address Book. – 1. 1-TOUCH (DETAILS) – 2. CODED (DETAILS) |
| 4. USER DATA LIST | Prints the setting list registered in the menu. (See “Printing USER’S DATA LIST,” on p. 14-1.) |

| SYSTEM SETTINGS | |
|------------------------|---|
| Setting Item | Description |
| 1. SYS. MANAGER INFO | Sets the system manager information to protect the contents of <SYSTEM SETTINGS>. Once the system manager ID and system password is set, they must be entered every time you access the <SYSTEM SETTINGS> menu. |
| 1. SYS. MANAGER ID | Sets the system manager ID (seven digits). |
| 2. SYSTEM PASSWORD | Sets the system manager password (seven digits). |
| 3. SYSTEM MANAGER | Sets the system manager name (max. 32 characters, including spaces). |
| 2. DEVICE INFO | Sets device information. |
| 1. DEVICE NAME | Registers the machine name (max. 32 characters, including spaces). |
| 2. LOCATION | Registers the machine location (max. 32 characters, including spaces). |
| 3. MANAGE DEPT. ID | Sets if the department ID management is used. |
| OFF | The department ID management is not used. |
| ON | The department ID management is used. |
| 1. REGISTER DEPT. ID | Registers the department ID (0001-1000). |
| 1. PASSWORD | Registers the department ID management password. |
| 2. PAGE LIMIT SET. | Sets page limits for scans, prints, and copies from 0 to 999,999 pages. |
| 1. TOTAL PRINT | Sets the total page limit. |
| 1. RESTRICT TOTAL | Sets if the total page limit is used. – OFF – ON |
| 2. PAGE TOTALS | Sets page limits for from 0 to 999,999 pages. |

| SYSTEM SETTINGS | |
|----------------------|---|
| 2. COPY | Sets the limit for copies. |
| 1. RESTRICT COPY | Sets if the copy limit is used. – OFF – ON |
| 2. COPY LIMIT | Sets page limits for from 0 to 999,999 pages. |
| 3. SCAN | Sets the limit for scans. |
| 1. RESTRICT B&W SCAN | Sets if the scan limit is used. – OFF – ON |
| 2. SCAN LIMIT | Sets page limits for from 0 to 999,999 pages. |
| 4. COLOR SCAN | Sets the limit for color scans. |
| 1. RESTRICT CLR SCAN | Sets if the color scan limit is used. – OFF – ON |
| 2. COLOR SCAN LIMIT | Sets page limits for from 0 to 999,999 pages. |
| 5. PRINT | Sets the limit for prints. |
| 1. RESTRICT PRINT | Sets if the print limit is used. – OFF – ON |
| 2. PRINT LIMIT | Sets page limits for from 0 to 999,999 pages. |
| 3. ERASE | Erases the department ID and password. – OFF – ON |



| SYSTEM SETTINGS | |
|------------------------|--|
| 2. PAGE TOTALS | Displays, clears, and prints counter information. |
| 1. VIEW PAGE TOTALS | Displays how much paper was used by each department. – 1. TOTAL PRINT – 2. COPY – 3. SCAN – 4. RESTRICT CLR SCAN – 5. PRINT |
| 2. CLEAR ALL TOTAL | Clears counter information. – OFF – ON |
| 3. PRINT LIST | Prints counter information. |
| 3. PDL JOBS W/OUT ID | Sets if print jobs from computers with unknown IDs are accepted or rejected. |
| ON | Accepts print jobs from computers with unknown IDs. |
| OFF | Rejects print jobs from computers with unknown IDs. |
| 4. MANAGE USER ID | Sets if the user ID management is used. – OFF – ON |
| 5. NETWORK SETTINGS | Sets the network setting. (See Chapter 3, “Network,” in the Advanced Operation Guide.) |
| 1. TCP/IP SETTINGS | Sets TCP/IP network. |
| 1. IP ADDRESS AUTO. | Sets whether to automatically set an IP address. |
| ON | Enables an IP address to the machine automatically. – 1. DHCP (ON/OFF) – 2. BOOTP (OFF/ON) – 3. RARP (OFF/ON) |
| OFF | Allocate an IP address to the machine manually. |

| SYSTEM SETTINGS | |
|---------------------|---|
| 2. IP ADDRESS | Registers a fixed IP address to the machine. (See “Set the Machine for Network Usage,” in the Quick Start Guide.) |
| 3. SUBNET MASK | Registers a fixed subnet mask to the machine. |
| 4. GATEWAY ADDRESS | Registers a fixed gateway address to the machine. |
| 5. DNS SETTINGS | Sets the DNS server settings. |
| 1. PRIMARY SERVER | Registers the primary server address. |
| 2. SECONDARY SERVER | Registers the secondary server address. |
| 3. HOST NAME | Registers the host name of the DNS server. |
| 4. DOMAIN NAME | Registers the domain name of the DNS server. |
| 5. DNS DYNA. UPDATE | This setting is not functional in this model. |
| 6. CONFIGURE WINS | Sets the WINS settings to resolve a name with WINS. |
| 1. WINS RESOLUTION | Sets whether to resolve a name with WINS. – OFF – ON |
| 2. WINS SERVER | Registers the IP address of a WINS server. |
| 7. USE LPD | Sets whether to use LPD as the print application. – ON – OFF |



| SYSTEM SETTINGS | |
|-------------------------|---|
| 8. RAW SETTINGS | Sets whether to use RAW as the print application. |
| ON | Enables to use RAW. |
| 1. USE BIDIRECTIONAL | Sets whether to use bi-directional communication. – ON – OFF |
| OFF | Disables to use RAW. |
| 9. USE PASV MODE | Sets the PASV mode for FTP. – OFF – ON |
| 10.FTP EXTENSION | Sets the FTP Extension settings. – OFF – ON |
| 11.USE HTTP | Sets whether to activate HTTP (HyperText Transfer Protocol) for the Remote UI. – ON – OFF |
| 12.PROXY SETTINGS | Sets whether to use Proxy server. |
| 1. USE PROXY | Enables to use Proxy server. – OFF – ON |
| 13.PORT NO. | Sets the port number settings. |
| 1. LPD | 0~65535 (default: 515) |
| 2. RAW | 0~65535 (default: 9100) |
| 3. HTTP | 0~65535 (default: 80) |
| 4. SMTP RX | 0~65535 (default: 25) |
| 5. POP3 RX | 0~65535 (default: 110) |
| 6. FTP SENDING | 0~65535 (default: 21) |
| 7. SMTP TX | 0~65535 (default: 25) |
| 8. SNMP | 0~65535 (default: 161) |

| SYSTEM SETTINGS | |
|----------------------|--|
| 14.SET IP ADD RANGE | Sets whether to restrict the range of IP addresses. |
| OFF | Disables restriction of IP address of computers. |
| ON | Enables restriction of IP address of computers from which data (print/fax jobs) can be sent to the machine. |
| 1. PERMIT/ REJECT | Selects whether to permit or reject access from a specified IP address. – REJECT – PERMIT |
| 2. SET IP ADDRESS | Specifies the IP address range. <START IP ADDRESS> and <END IP ADDRESS> must be entered for each setting. – 1. IP ADDRESS 1 – 2. IP ADDRESS 2 – 3. IP ADDRESS 3 – 4. IP ADDRESS 4 |
| 15.RX MAC ADD SET. | Sets whether to activate a MAC address filter. |
| OFF | Disables MAC address filter. |
| ON | Specifies a MAC address filter to access. MAC address must be entered for each setting. – 1. PERMIT RX ADD1 – 2. PERMIT RX ADD2 – 3. PERMIT RX ADD3 – 4. PERMIT RX ADD4 – 5. PERMIT RX ADD5 |



| SYSTEM SETTINGS | |
|------------------------|--|
| 2. SMB SETTINGS | Sets the SMB settings to use the machine on a NetBIOS network. |
| 1. USE SMB CLIENT | Sets if SMB client is used. |
| OFF | SMB client is not used. |
| ON | SMB client is used. |
| 1. SERVER | Enters the NetBIOS name of the machine. |
| 2. WORKGROUP | Enters the name of the workgroup the machine belongs to. |
| 3. COMMENT | Enters a comment about the printer. |
| 4. LM ANNOUNCE | Sets if the machine notifies the LAN Manager of its existence. – OFF – ON |
| 3. SNMP SETTINGS | Sets detailed information about SNMP. |
| 1. USE SNMP | Sets whether to activate SNMP. – ON – OFF |
| 2. COMMUNITY NAME 1 | Sets SNMP community name 1 (default: public). |
| 3. COMMUNITY NAME 2 | Sets SNMP community name 2. |
| 4. SNMP WRITABLE 1 | Enables computers on the network to access the machine and modify its settings. – ON – OFF |
| 5. SNMP WRITABLE 2 | Enables computers on the network to access the machine and modify its settings. – OFF – ON |

| SYSTEM SETTINGS | |
|--------------------|---|
| 4. DEDICATED PORT | Sets or browses detailed information on the machine with a Canon printer driver or utility. – ON – OFF |
| 5. ETHERNET DRIVER | Specifies the type of network connection. |
| 1. DETECT | Selects the detection method of Ethernet driver. |
| AUTO | Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically. |
| MANUAL | Sets the communication mode and Ethernet type manually. |
| 1. DUPLEX | Selects the communication mode. – HALF DUPLEX – FULL DUPLEX |
| 2. ETHERNET TYPE | Selects the Ethernet type. – 10 BASE-T – 100 BASE-TX |
| 6. VIEW IP ADDRESS | Checks the current network settings. |
| 1. IP ADDRESS | Checks the IP address. |
| 2. SUBNET MASK | Checks the subnet mask. |
| 3. GATEWAY ADDRESS | Checks the gateway address. |



| SYSTEM SETTINGS | |
|----------------------|--|
| 7. E-MAIL/I-FAX | |
| 1. SMTP RX | Sets whether to receive e-mail/I-faxes using the machine's own SMTP receiving function. – OFF – ON |
| 2. SMTP SERVER | Registers the host name of the machine with the DNS server. |
| 3. POP | Sets whether to receive e-mail/I-faxes using a POP server. – OFF – ON |
| 4. E-MAIL ADDRESS | Enters the e-mail address your machine will use (max. 64 characters). |
| 5. POP SERVER | Enters the POP server IP address or name (max. 48 characters). |
| 6. POP ADDRESS | Enters the login name for access to the POP server (max. 32 characters). |
| 7. POP PASSWORD | Enters the password for access to the POP server (max. 32 characters). |
| 8. POP INTERVAL | Sets the interval you want the POP server to check for incoming e-mail. If the interval is set to 0, the POP server is not checked automatically (0MIN.–99MIN.). |
| 9. AUTH/ENC SETTINGS | Specifies authenticating method before sending e-mail. |
| 1. POP BEFORE SEND. | Sets whether to use the SMTP server requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail). – OFF – ON |
| 2. SMTP AUTH | Sets whether to use the SMTP server requires SMTP Authentication (method for authenticating users who have logged in the POP server before sending e-mail). – OFF – ON |
| 8. STARTUP TIME SET. | Sets the time period required to delay the startup of network communications for the machine (0–300SEC). |

| SYSTEM SETTINGS | |
|---------------------|--|
| 6. COMMUNICATIONS | Sets the fax, e-mail, and I-fax communication. |
| 1. COUNTRY SELECT | Select the country or area where the machine |
| 2. E-MAIL/I-FAX | Sets the e-mail/I-fax communications. |
| 1. MAX TX DATA SIZE | Sets the maximum data size for outgoing e-mail messages and I-fax documents. If the e-mail message exceeds this data size limit, it is split up into several e-mail messages before being sent. However, if an I-fax transmission exceeds the data size limit, it is handled as an error, and it is not sent. (0 to 99 MB) |
| 2. DIVIDED OVER MAX | Sets whether to divide a document into separate files when it is sent if its size exceeds the data size you specify. – OFF – ON |
| 3. FAX SETTINGS | Sets the facsimile communication. |
| 1. TX START SPEED | Sets the transmission start speed for faxes. (33600bps, 2400bps, 4800bps, 7200bps, 9600bps, 14400bps) |
| 2. RX START SPEED | Sets the reception start speed for faxes. (33600bps, 2400bps, 4800bps, 7200bps, 9600bps, 14400bps) |
| 3. R-KEY SETTING | Registers the [R] key to access an outside line easily. (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) – PSTN – PBX (HOOKING/PREFIX) |



| SYSTEM SETTINGS | |
|-------------------|---|
| 4. MEMORY LOCK | Sets whether to receive and store all documents in memory and not to print automatically. (See Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.) |
| OFF | Disables memory reception. |
| ON | Enables memory reception. |
| 1. PASSWORD | Registers the password that protects the authority for accessing to memory. |
| 2. REPORT PRINT | Sets whether to print a report on memory reception. – OFF – ON |
| 3. MEMORY RX TIME | Sets whether to set a period for memory reception. |
| OFF | Disables setting a period of memory reception. |
| ON | Enables setting a period of memory reception. – 1. MEM RX START TIME – 2. MEM. RX END TIME |

| SYSTEM SETTINGS | |
|----------------------|--|
| 7. FORWARD ERR. SET. | Sets the machine to print and/or store received documents when document forwarding fails. |
| 1. PRINT | Sets whether to print out the image if forwarding fails. – ON – OFF |
| 2. STORE TO MEMORY | Sets whether to store the image in memory if forwarding fails. – OFF – ON |
| 8. REMOTE UI | Sets whether to activate the Remote UI function to operate the machine and change the settings from a network computer using a web browser. – ON – OFF |

| SYSTEM SETTINGS | |
|----------------------|--|
| 9. ACCESS TO DEST. | Sets restriction of the access to destinations. |
| 1. ADD. BOOK PASSWOR | Sets a password to restrict editing the Address Book. (7 digits maximum) |
| 2. RESTRICT NEW ADD. | <p>Sets whether to restrict registering or changing destinations for one-touch keys and coded dial codes*¹. Sets whether to restrict making calls to the destinations not registered in Address Book.</p> <ul style="list-style-type: none"> – OFF – ON*² <p>*¹ Registration of group addresses is not restricted. *² You can still make calls using an external phone if all of the following conditions are met:</p> <ul style="list-style-type: none"> • The machine is in the Sleep mode • <RX MODE> is set to <FaxOnly> • <ENERGY IN SLEEP> is set to <LOW> |
| 3. FAX DRIVER TX | <p>Sets whether to restrict sending faxes from a computer using the fax driver.</p> <ul style="list-style-type: none"> – ON – OFF |
| 4. CONFIRM FAX NO. | <p>Sets whether to confirm the entered fax numbers each time you send a fax.</p> <ul style="list-style-type: none"> – OFF – ON |
| 10.CHECKING THE LOG | Sets whether to allow displaying the log. |
| ON | Enables confirmation of logs using [System Monitor]. |
| OFF | Disables confirmation of logs using [System Monitor]. Activity Report will not be printed automatically. |
| 11.LICENSE REGISTRA. | Enter a license key using the numeric keys to activate the bar code printing function. |
| 12.USE DEVICE USB | <p>Sets whether to restrict jobs through the USB interface.</p> <ul style="list-style-type: none"> – ON – OFF |

15 Appendix

Specifications

| General | |
|---------------------|---|
| ● Type | 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 | Approx. 1.02 kW (max.) |
| ● Warm-up Time | <ul style="list-style-type: none">• iR1024A/iR1024F/iR1020 Less than 16 sec.*• iR1024i/iR1024iF Less than 19 sec.*• iR1020J Less than 13.5 sec.* (temperature: 20°C, humidity: 65%; from when the machine turns on the power main switch until the standby display appears) * Warm-up time may differ depending on the condition and environment of the machine. |
| ● Weight | <ul style="list-style-type: none">• iR1020/iR1020J Approx. 22.0 kg (including drum unit/excluding toner cartridge)• iR1024A/iR1024F/iR1024i/iR1024iF Approx. 24.1 kg (including drum unit/excluding toner cartridge) |

| General | |
|-----------------------------------|--|
| ● Dimensions | <ul style="list-style-type: none"> • iR1020/iR1020J 520 mm (W) × 457 mm (D) × 378 mm (H) 520 mm (W) × 457 mm (D) × 506 mm (H) (with optional paper drawer) • iR1024A/iR1024F/iR1024i/iR1024iF 520 mm (W) × 457 mm (D) × 453 mm (H) 520 mm (W) × 457 mm (D) × 581 mm (H) (with optional paper drawer) |
| ● Installation Space | 1,117 mm (W) × 984 mm (D) (including optional card reader) |
| ● Environmental Conditions | Temperature: 15°C–30°C Humidity: 10%–80% RH |
| ● Display Languages | English/French/Spanish/German/Italian/Dutch/ Finnish/Portuguese/Norwegian/Swedish/Danish/ Slovene/Czech/Hungarian/Russian/Turkish/Greek/ Estonian/Romanian/Slovak/Croatian/Bulgarian/ Catalan/Polish |
| ● Acceptable Documents | » p. 2-1. |
| ● Acceptable Paper Stock | » p. 3-1. |
| ● Printable Area | » p. 3-3. |
| ● Scanning Area | » p. 2-3. |

| Copier | |
|------------------------------|---|
| ● Scanning Resolution | 600 dpi × 600 dpi |
| ● Printing Resolution | 1200 dpi enhanced × 600 dpi |
| ● Magnification | 1:1 ± 1.0%, 1:2.000, 1:1.410, 1:0.700, 1:0.500 Zoom 0.500–2.000, 1% increments |
| ● First Copy Time | Platen glass: less than 8 sec. (A4) ADF: less than 12 sec. (A4) |
| ● Copy Speed | <ul style="list-style-type: none"> • iR1020/iR1020J A4 20 cpm (Direct) • iR1024A/iR1024F/iR1024i/iR1024iF A4 24 cpm (Paper drawer, Direct) A4 23 cpm (Stack bypass, Direct) |
| ● No. of Copies | Max. 99 copies |

| Printer | |
|------------------------------|---|
| ● Printing Method | Indirect electrostatic method (On-demand fixing) |
| ● Paper Handling | <ul style="list-style-type: none"> – Paper drawer: 500 sheets × 1 drawer (80 g/m²) – Stack bypass: 100 sheets (80 g/m²) |
| ● Paper Delivery | 100 sheets (80 g/m ²) |
| ● Print Speed | See “Copy Speed,” on p. 15-3. |
| ● Printing Resolution | 1200 dpi enhanced × 600 dpi |
| ● Number of Tones | 256 |
| ● Printing Cartridge | » p. 1-11. |

| Facsimile | |
|-----------------------------------|--|
| ● Applicable Line | Public Switched Telephone Network (PSTN)* ¹ |
| ● Compatibility | G3 |
| ● Data Compression Schemes | MH, MR, MMR, JBIG |
| ● Modem Speed | 33.6 Kbps Automatic fallback |
| ● Transmission Speed | Approx. 3 seconds/page* ² at 33.6 Kbps, ECM-JBIG, transmitting from the memory |
| ● Fax Resolution | FINE: 8 pels/mm × 7.7 lines/mm PHOTO: 8 pels/mm × 7.7 lines/mm SUPER FINE: 8 pels/mm × 15.4 lines/mm ULTRA FINE: 16 pels/mm × 15.4 lines/mm STANDARD: 8 pels/mm × 3.85 lines/mm |
| ● Dialing | <ul style="list-style-type: none"> – Speed dialing One-touch speed dialing (23 destinations) Coded speed dialing (177 destinations) Group dialing (Max. 199 destinations in a group) Address Book dialing (with Address Book key) – Regular dialing (with numeric keys) – Automatic redialing – Manual redialing (with Recall/Pause or Redial/Pause key) – Sequential broadcast (201 destinations) – Automatic reception – Remote reception by telephone (Default ID: 25) – ACTIVITY REPORT (after every 40 transactions) – TX (Transmission)/RX (Reception) REPORT – TTI (Transmit Terminal Identification) |

| Telephone | |
|--------------|--|
| ● Connection | <ul style="list-style-type: none"> – Optional handset*³ – External telephone/answering machine/data modem |

*¹ The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on telephone line conditions.

*² Based on Canon FAX Standard Chart No. 1, JBIG standard mode.

*³ Optional handset is not available in the U.K.

| Send Feature | |
|---|---|
| Scan Features | |
| ● Communication Protocol | FTP (TCP/IP), SMB (TCP/IP) |
| ● Data Format | TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color) |
| ● Resolution | 100×100 dpi, 150×150 dpi, 200×100 dpi, 200×200 dpi, 200×400 dpi, 300×300 dpi, 400×400 dpi, 600×600 dpi |
| ● System Environment | Windows XP/Vista, Windows 2000 Server/Professional (SP1 or later), Windows Server 2003, Windows Server 2008, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2 |
| ● Interface | USB 2.0, 100BASE-TX, 10BASE-T |
| ● Color Mode | Color, B&W (black and white) |
| ● Original Type | Text, Text/Photo, Photo |
| E-mail and I-Fax Features*¹ | |
| ● Communication Protocol | SMTP, POP3, I-Fax (Simple mode) |
| ● Resolution | For Sending E-mail: 100×100 dpi, 150×150 dpi, 200×100 dpi, 200×200 dpi, 200×400 dpi, 300×300 dpi, 400×400 dpi, 600×600 dpi For Sending I-Fax: 200×100 dpi, 200×200 dpi |
| ● Format | E-mail: TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color) I-Fax: TIFF (MH) |
| ● Original Size | E-mail: A4, A5, A5R, B5, LTR, LGL, STMTR, STMT I-Fax: A4, A5* ² , A5R* ² , B5* ² , LTR* ² , LGL* ² , STMTR* ² , STMT* ² |

Send Feature

| | |
|--------------------------|--|
| ● Server Software | Microsoft Exchange Server 5.5 (SP2), Sendmail 8.11.2, Lotus Domino R4.5/R5 |
|--------------------------|--|

*¹ Only the B&W mode is available for sending and receiving I-fax documents.

*² Sent as A4

Cassette Feeding Module-N2 (Optional)

| | |
|---------------------------------|--|
| ● Paper Feeding System | 500 sheets × 1 drawer (80 g/m ²) |
| ● Acceptable Paper Stock | » p. 3-1 |
| ● Power Source | From the main unit |
| ● Dimensions | 520 mm (W) × 440 mm (D) × 158 mm (H) |
| ● Weight | Approx. 5.2 kg |

Card Reader-E1 (Optional)

| | |
|--|---------------------------------------|
| ● Available Cards | Magnetic type card, Optical type card |
| ● Card Readout Method | Magnetic/Optical readout |
| ● Magnetic Card Reading Direction | Inserting Direction |
| ● Store/Replay | Replay |
| ● Power Source | From the main unit |
| ● Dimensions | 88 mm (W) × 100 mm (D) × 32 mm (H) |
| ● Weight | Approx. 295 g |

NOTE

Specifications are subject to change without notice.

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