



iR1024A/iR1024F/iR1024i/  
iR1024iF/iR1020/iR1020J

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# Quick Start Guide

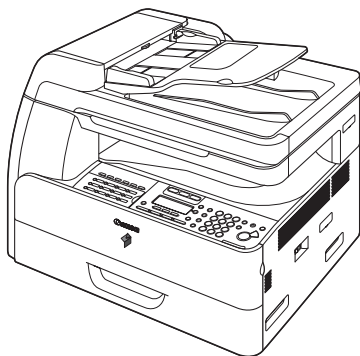
Please read this guide before operating this product.  
After you finish reading this guide, store it in a safe place for future reference.



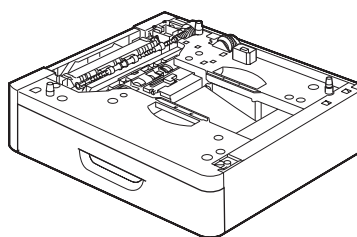
# Set Up the Machine

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the iR1024iF, and also the menus described in this manual are based on the iR1024iF.

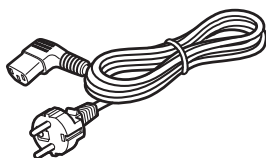
## Do You Have Everything?



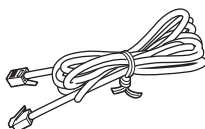
● Machine



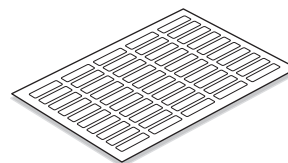
● Paper Drawer (optional)



● Power Cord



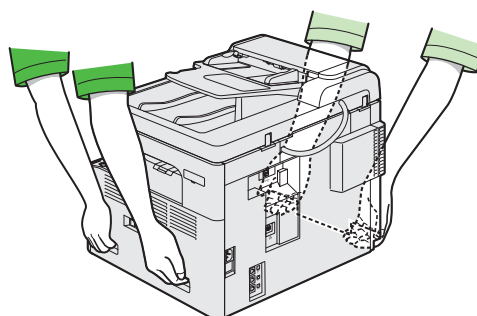
● Telephone Cable\*\*\*\*\*



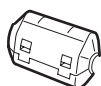
- Destination Labels\*
- Quick Start Guide
- User Software CD\*\*
- User Manual CD\*\*\*
- Unpacking Instructions

## Before Setting Up the Machine

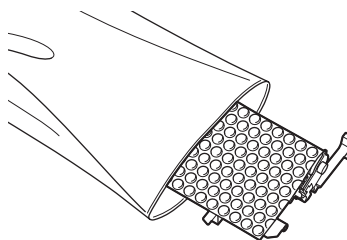
- Remove all shipping tape on the machine.
- When moving the machine, be sure at least two people carry it using the provided hand grips on the left and right sides, as seen in the illustration right.
- The shapes of your machine and supplies may differ slightly from those listed in this manual.



Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.



● Ferrite Core for USB Cable\*\*\*\*



● Drum Unit

- \* iR1024F/iR1024i/iR1024iF only
- \*\* iR1024A/iR1024F/iR1024i/iR1024iF/iR1020 only
- \*\*\* iR1020J only
- \*\*\*\* iR1024i/iR1024iF only
- \*\*\*\*\* iR1024F/iR1024iF only

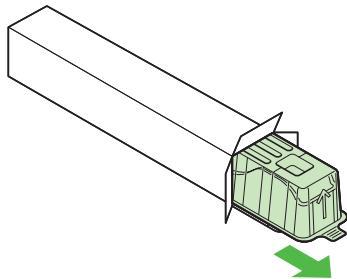
## Manuals for the Machine

- Quick Start Guide (This Document): Machine set-up and software installation
- Basic Operation Guide: (in User Software CD)\*: Basic features, maintenance, machine settings, and specifications
- Advanced Operation Guide (in User Software CD)\*: Advanced features, network and remote user interface, system monitor, and reports and lists
- Scanner Driver Guide (in User Software CD): Scanner settings from a computer

\* Included in User Manual CD for the iR1020J

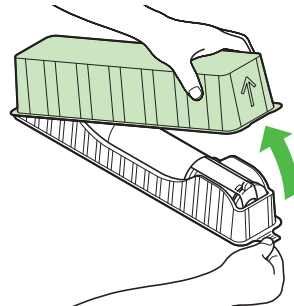
## Install the Toner Cartridge

1



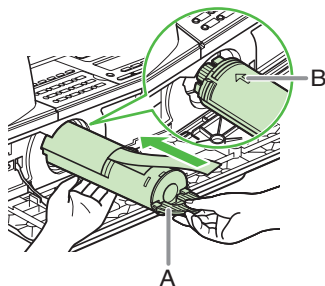
Remove the plastic case from the box.

2



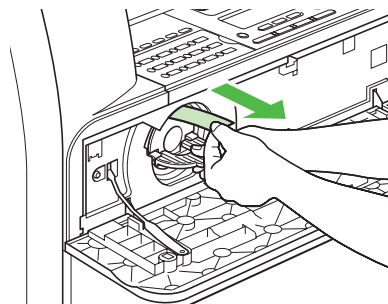
Open the case and remove the toner cartridge. Keep the box and case for future use.

4



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

5



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.

8



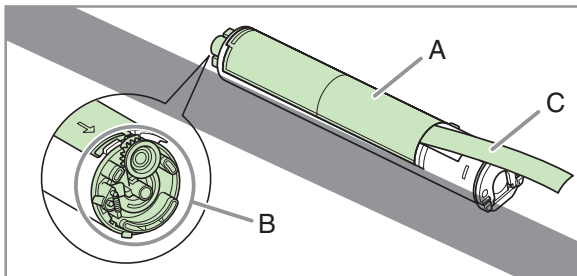
Close the front cover.

 **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.

 **NOTE**

A toner cartridge is not included with this machine.



**CAUTION**

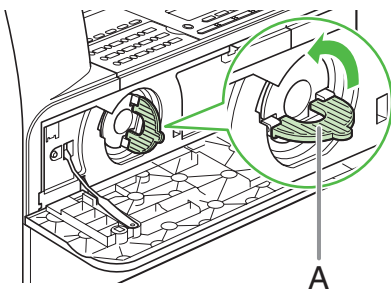
- Do not touch the portions (A) and (B).
- Do not pull out the seal (C) before inserting the cartridge into the machine as the toner may spill out.

**3**



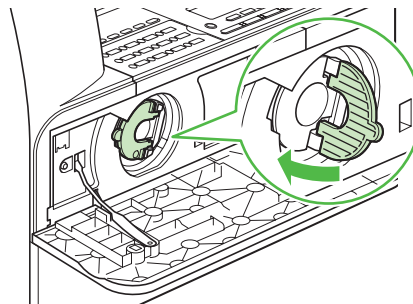
Open the front cover.

**6**



Turn the cartridge lever (A) as far as it will go counterclockwise.

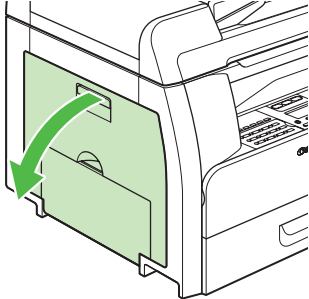
**7**



Push down the lever.

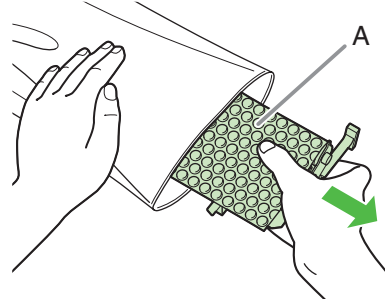
## Install the Drum Unit

1



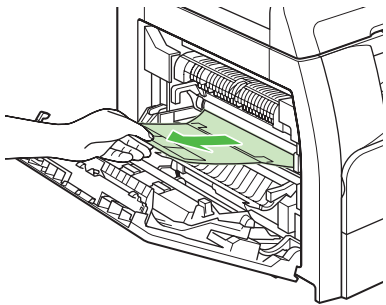
Open the left cover.

2



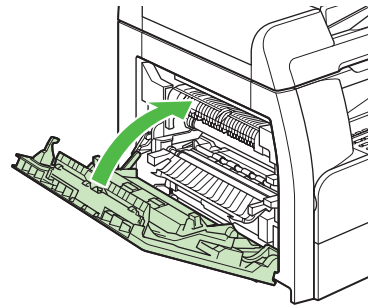
Open the package of the new drum unit and remove the protective packing material (A).

5



After the unit is completely inserted, remove the orange paper.

6

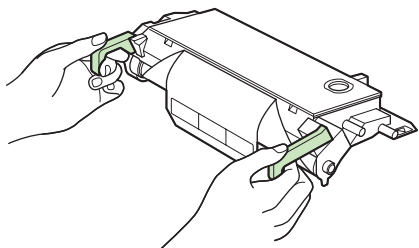


Close the left cover.

**⚠ CAUTION**

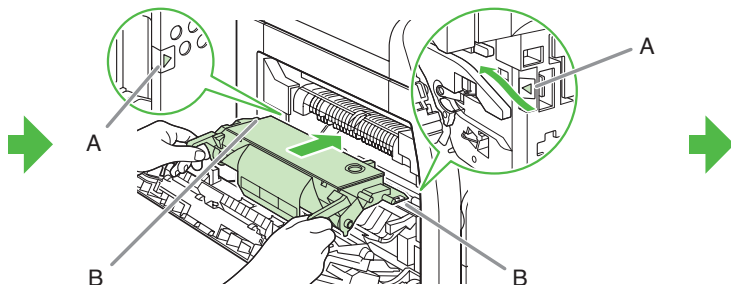
Be careful not to get your fingers caught.

3

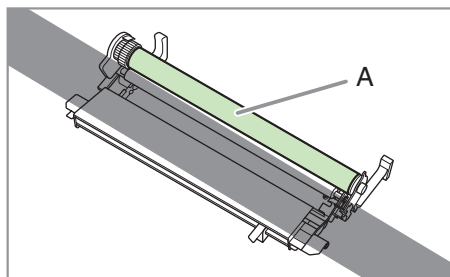


Hold the unit by its grips on both sides.

4



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.

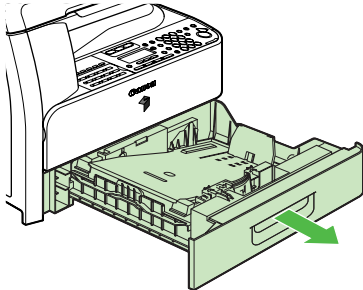


**CAUTION**

Do not touch the portion (A) as the image quality of printouts may deteriorate.

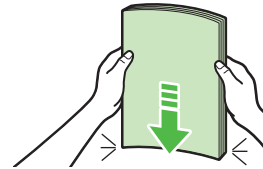
## Load Paper

1



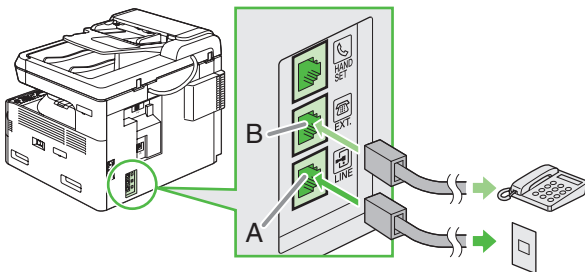
Pull out the paper drawer until it stops.

2

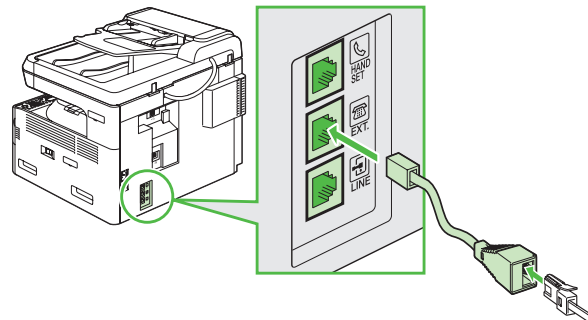


Even the edges of the paper stack.

## Connect the Telephone Cables (iR1024F/iR1024iF Only)



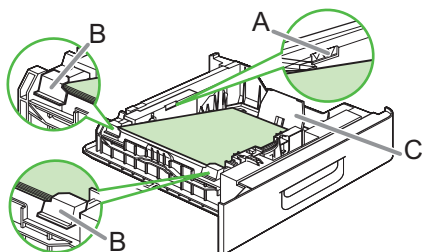
Connect the supplied telephone cable to the line jack (A) and the wall jack.  
Connect your external telephone to the external device jack (B) if required.



Users in UK:  
If required, use a separately available B.T. adaptor to connect an external device.



# 3

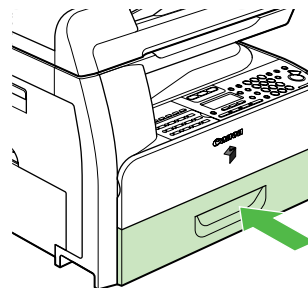


Load the paper stack print side up.

**NOTE**

Make sure the back edge of the paper stack touches the rear paper end guide (C), the paper stack should not exceed the load limit mark (A), and the load is under the small fins (B) on the paper guides.

# 4



Gently insert the paper drawer as far as it will go.

**CAUTION**

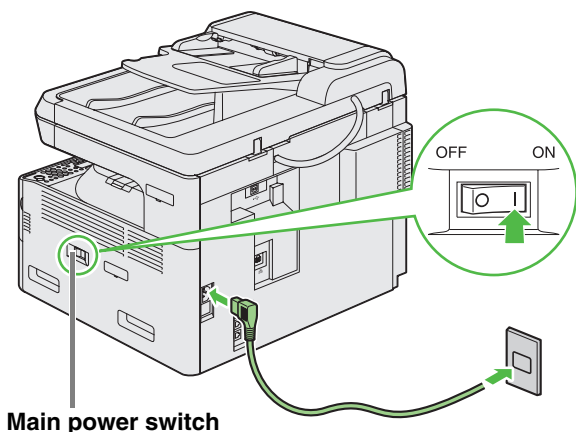
Be careful not to get your fingers caught.

**NOTE**

For loading paper in the stack bypass, see Chapter 3, "Print Media," in the Basic Operation Guide.

## Connect the Power Cord, Turn On the Machine,

1



2

Ex.

DISPLAY LANGUAGE  
ENGLISH

Connect the supplied power cord into the rear socket and the wall outlet and press the [I] side of the main power switch to ON.

If <DISPLAY LANGUAGE> appears, press [◀—] or [▶+] to select a language for the LCD, then press [OK].

### What if...

- **<CLOSE COVER/FRONT OR LEFT COVER> is displayed:**

Make sure that the front or left cover is closed properly.

(See “Install the Toner Cartridge,” on p. 3, or “Install the Drum Unit,” on p. 5.)

- **<OUT OF TONER/CHANGE TONER> is displayed:**

Make sure that the toner cartridge is installed properly.

(See “Install the Toner Cartridge,” on p. 3.)

- **<DRUM IS NOT SET/INSERT THE DRUM> is displayed:**

Make sure that the drum unit is installed properly.

(See “Install the Drum Unit,” on p. 5.)

- **<LOAD PAPER> is displayed:**

Make sure that paper is loaded in the paper drawer properly.

(See “Load Paper,” on p. 7.)

## and Select Language and Country

3

Ex.

COUNTRY SELECT  
UK



4

Without optional drawer

100% A4 01  
A TEXT

With optional drawer

100% AUTO 01  
A TEXT

If <COUNTRY SELECT> appears, press [◀] or [▶] to select a country, then press [OK].

The machine enters the standby mode.

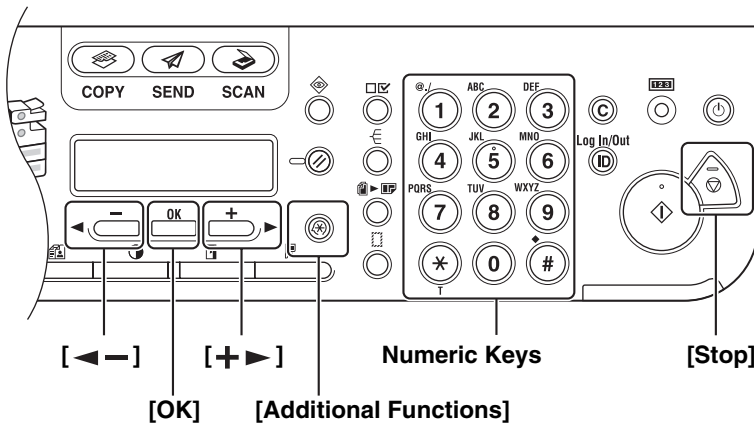
### WARNING

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

### NOTE

- During electrical storms, disconnect the power cord from the power outlet. (Please note that any documents stored in the machine's memory will be deleted when you unplug the power cord.)
- Whenever you unplug the machine, wait at least five seconds before you plug it in again.
- Do not plug the machine into an uninterruptible power supply (UPS).

## Set the Date and Time



- Entering Information
  - Numeric keys: Enter numbers.
  - [**<-**] and [**+>**]: Move the cursor position.

**4** Use the numeric keys to enter the date (day/month/year) and time (in 24-hour format), then press [OK].



**5** Press [Stop] to return to the standby mode.

Ex.

DATE & TIME SETTING
30/06 '08 15:50

**1** Press [Additional Functions].



**2** Press [◀] or [▶] to select <6. TIMER SETTINGS>, then press [OK].



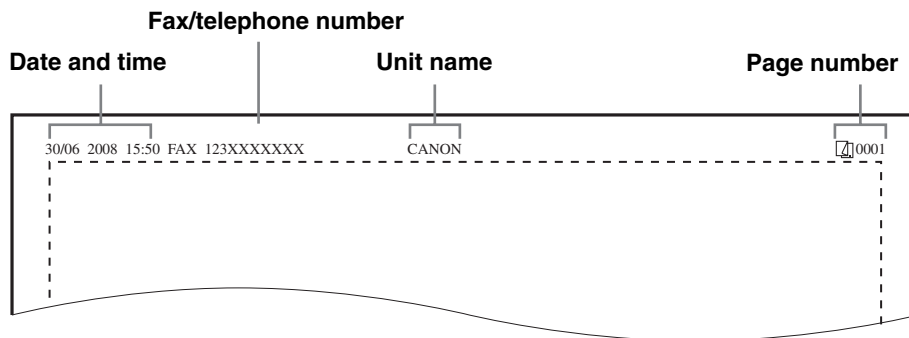
**3** Confirm that <1. DATE&TIME SETTING> is displayed, then press [OK].



# Set the Machine for Sending Faxes

## Guidelines for Entering Information

The sender information you register in the machine appears in the header of each page received by your recipient.

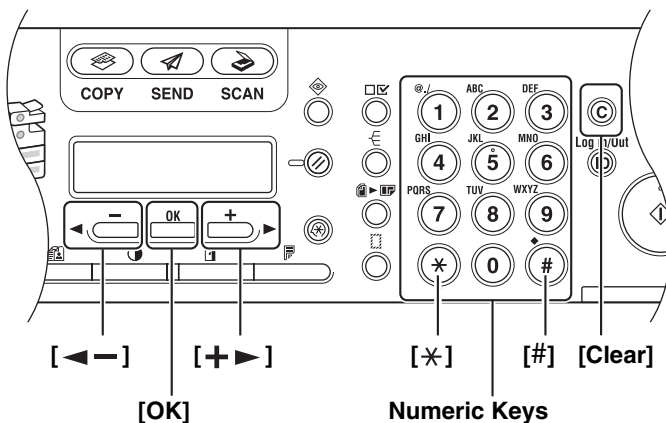


### NOTE

Before sending a fax, you **MUST** register your fax number, unit name, and the current date and time in the machine.

## Entering Information

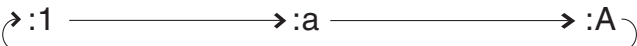
Use the following keys to enter information in the machine.

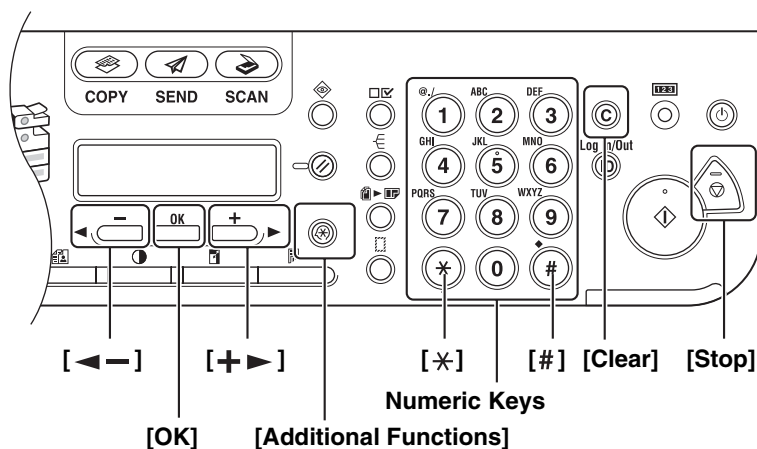


- Use the numeric keys to enter characters. Press the numeric key repeatedly until the required character appears.
- Press [#] to enter symbols.
- Press [\*] to switch among input modes:
  - [:A]: Letter (uppercase) mode
  - [:a]: Letter (lowercase) mode
  - [:1]: Number mode
- Press [▶] to move the cursor position right.
- Press [Clear] or [◀] to delete the character before the cursor position. Hold [Clear] to delete the entire entry. Pressing [◀] and [Clear] for entering the unit name moves the cursor left and deletes the character at the position.
- Press [OK] to confirm the entry.

# (iR1024F/iR1024iF Only)

You can enter the following characters in each input mode:

	<b>:A</b>	<b>:a</b>	<b>:1</b>
[1]	@ . - _ /	@ . - _ /	1
[2]	ABC	abc	2
[3]	DEF	def	3
[4]	GHI	ghi	4
[5]	JKL	jkl	5
[6]	MNO	mno	6
[7]	PQRS	pqrs	7
[8]	TUV	tuv	8
[9]	WXYZ	wxyz	9
[0]			0
[*]			
[#]	- . * # ! " , ; : ^ ` _ = /   ' ? \$ @ % & + \ ~ ( ) [ ] { } < >		



### ● Entering Information

- Numeric keys: Enter letters and numbers.
- [#]: Enter symbols.
- [\*]: Switches letter and number input modes.
- [+>]: Move the cursor position right.
- [Clear]/[Left Arrow]: Deletes the character before the cursor position. Hold [Clear] to delete the entire entry.

Pressing [Left Arrow] and [Clear] for entering the unit name moves the cursor left and deletes the character at the position.

**4** Confirm that <1. USER SETTINGS> is displayed, then press [OK].



**5** Confirm that <1. UNIT TELEPHONE #> is displayed, then press [OK].



**6** Use the numeric keys to enter your fax/telephone number (max. 20 digits, including spaces), then press [OK].



Ex.  
UNIT TELEPHONE #  
—

**10** Confirm that <1. UNIT NAME> is displayed, then press [OK].



**11** Use the numeric keys to enter the unit name (up to 24 characters), then press [OK].



Ex.  
UNIT NAME : a  
—

**12** Press [Stop] to return to the standby mode.



## Register Sender Information

**1** Press [Additional Functions].



**2** Press [◀] or [▶] to select <3. TX/RX SETTINGS>, then press [OK].



**3** Press [◀] or [▶] to select <2. FAX SETTINGS>, then press [OK].



**7** Press [Additional Functions] twice.



**8** Press [◀] or [▶] to select <1. COMMON SETTINGS>, then press [OK].



**9** Confirm that <1. TX SETTINGS> is displayed, then press [OK].



## Set the Telephone Line Type

**1** Press [Additional Functions].



**2** Press [◀-] or [+▶] to select <3. TX/RX SETTINGS>, then press [OK].



**3** Press [◀-] or [+▶] to select <2. FAX SETTINGS>, then press [OK].



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

**4** Confirm that <1. USER SETTINGS> is displayed, then press [OK].



**5** Press [◀] or [▶] to select <2. TEL LINE TYPE>, then press [OK].



**6** Press [◀] or [▶] to select the telephone line type, then press [OK].

<TOUCH TONE>: Tone dialing (default)  
<ROTARY PULSE>: Pulse dialing



# Set the Machine for Receiving Faxes

## Select the Receive Mode that Suits Your Needs

Follow the chart below to determine the correct receive mode for your needs.

**Do you intend to use the machine to receive voice calls?**

**No**



**<FaxOnly>**

Answers all calls as faxes.

**↓ Yes**

**Do you intend to use an answering machine with the machine?**

**Yes**



**<AnsMode>**

Receives faxes automatically and records voice messages.

**↓ No**

**Do you intend to receive faxes automatically?**

**No**



**<Manual>**

Does not answer any calls. You have to manually receive faxes.

**Yes**



**<FaxTel>**








Switches between fax and voice calls automatically if a telephone is connected to the machine.

### NOTE

- The answering machine must be connected directly to the machine for <AnsMode> to work.
- External telephone must be connected to the machine for <FaxTel> or <Manual> to work.
- Voice mail is not supported with <AnsMode>.

# (iR1024F/iR1024iF Only)

## Set the Receive Mode

- |  |   |   |  |   |   |
|--|---|---|--|---|---|
| <b>1</b> Press [Additional Functions].                                 |    | <b>2</b> Press [◀] or [▶] to select <3. TX/RX SETTINGS>, then press [OK]. |  | <b>3</b> Press [◀] or [▶] to select <2. FAX SETTINGS>, then press [OK]. |  |
| <b>4</b> Press [◀] or [▶] to select <3. RX SETTINGS>, then press [OK]. |    | <b>5</b> Press [◀] or [▶] to select <2. RX MODE>, then press [OK].        |  | <b>6</b> Press [◀] or [▶] to select the receive mode, then press [OK].  |  |
| <b>7</b> Press [Stop] to return to the standby mode.                   | <div> <b>NOTE</b><br/>For details, see the Advanced Operation Guide.</div> |   |  |   |   |

# Set the Machine for Network Usage

## Connect the Machine to a Network

This machine has a USB connector and LAN connector. If the machine is connected to a network using a LAN cable, you can use the machine as a network printer, or use functions such as the I-fax function, which lets you send and receive faxes over the Internet.

### NOTE

- The machine does not come with a LAN cable.
- You can use the iR1024A/iR1024F/iR1020 in a network environment if the optional network board is installed.

## Specify the IP Address Settings

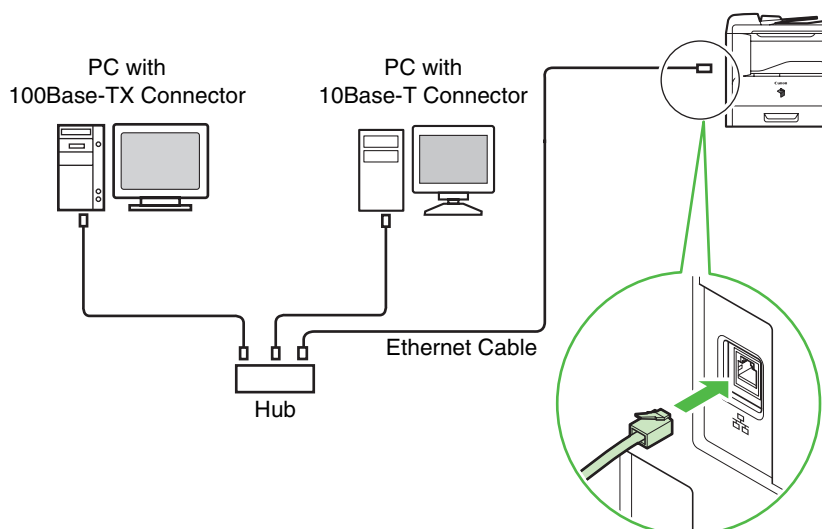
An IP address must be specified in order to enable communication between the machine and a computer.

### NOTE

- Before performing the following procedure, make sure that the machine is turned on and connected to a network.
- This machine is set by default to automatically draw an IP address using DHCP. If your network server or router is configured to provide a DHCP address, all you need to do is connect a network cable and turn on the machine. The machine will draw an IP address automatically.
- This machine also supports automatic IP addresses using BOOTP and RARP protocols. If you use these protocols, select <ON> at step 6 of the following procedures, then specify the <2. BOOTP> or <3. RARP> settings.

# (iR1024i/iR1024iF Only)

- 1 Connect a Category 5 or greater twisted pair LAN cable to the 10Base-T/100Base-TX port on the back of the machine. Connect the other end of the cable to a network router or a hub.



## NOTE

If you use the machine as a local printer, connect the machine directly to a computer using a USB cable.  
(See "Installing/Uninstalling Software (iR1024A/iR1024F/iR1024i/iR1024iF/iR1020 Only)," on p. 25.)

## Specify the IP Address Manually

- 1 Press [Additional Functions].



- 2 Press [◀-] or [▶+] to select <9. SYSTEM SETTINGS>, then press [OK].



- 3 Press [◀-] or [▶+] to select <5. NETWORK SETTINGS>, then press [OK].



**4** Confirm that <1. TCP/IP SETTINGS> is displayed, then press [OK].



**5** Confirm that <1. IP ADDRESS AUTO.> is displayed, then press [OK].



**6** Press [◀-] or [+▶] to select <OFF>, then press [OK].



**10** Use the numeric keys to enter the subnet mask, then press [OK].

Ex.

```
SUBNET MASK
000.000.000.000
```



**11** Confirm that <4. GATEWAY ADDRESS> is displayed, then press [OK].



**12** Use the numeric keys to enter the gateway address number, then press [OK].

Ex.

```
GATEWAY ADDRESS
000.000.000.000
```





**7** Confirm that <2. IP ADDRESS> is displayed, then press [OK].



Ex.  
I P   A D D R E S S  
0 0 0 . 0 0 0 . 0 0 0 . 0 0 0



**9** Confirm that <3. SUBNET MASK> is displayed, then press [OK].



**13** Turn off the main power on the right side of the machine, then turn on the power to restart the machine.



**NOTE**

If you send documents via e-mail and I-fax, specify the E-MAIL/I-FAX settings. (See Chapter 3, "Network," in the Advanced Operation Guide.)

# Installing/Uninstalling Software

## Installation Procedure

Perform the following procedure to install the printer, fax, and scanner drivers. If you install these drivers, you can print and send faxes from your computer, and scan documents into your computer. Printer drivers are divided into two types: PCL and UFR II LT.

- **PCL:** This is the Hewlett-Packard's PCL printer driver, which includes the PCL5c, PCL5e, and PCL6 drivers. The PCL5c printer driver is for color printers, while the PCL5e and PCL6 printer drivers are for black-and-white printers. PCL6 is an advanced version of PCL5e and offers superior printing quality and speed. This machine supports the PCL5e and PCL6 printer drivers.
- **UFR II LT:** This is the Canon UFR II LT printer driver. Using this driver, the various data processing tasks conventionally executed within the printer are appropriately divided between the host PC and the printer to greatly reduce the overall printing time. The workload can be delegated to match the output data, thus realizing a significant increase in speed through optimization.

### Before Installation:

- **Do not connect the USB cable before installing the software. If you connect the USB cable before installing the software and the Found New Hardware Wizard screen appears, click [Cancel].**
- **The following procedures are explained using sample screens from Windows XP Professional.**
- **Logon as an Administrator to install the software.**
- **Make sure the machine is turned ON before connecting the USB cable.**
- **On the screen shown at each step, click on the circled button to proceed.**
- **The machine does not come with a USB cable.**

### System Requirements

#### Microsoft Windows 2000

CPU: Intel Pentium/133 MHz or faster  
Memory: 128 MB or more

#### Microsoft Windows XP

CPU: Intel Pentium/Celeron series 300 MHz or faster  
Memory: 128 MB or more

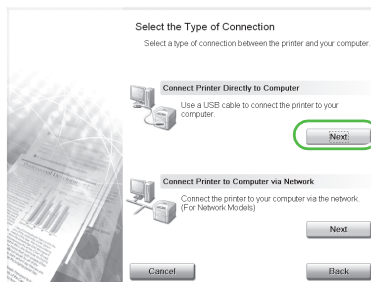
3

If the CD-ROM Setup screen is not displayed, click [start] on the Windows task bar, and then click [My Computer].

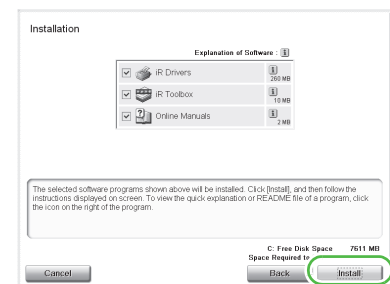
For Windows Vista, click [start] on the Windows task bar, and then click [Computer].

For Windows 2000, double-click [My Computer] on the Windows desktop.

Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).



4



# (iR1024A/iR1024F/iR1024i/iR1024iF/iR1020 Only)

## NOTE

- The PCL printer driver is optional for the iR1024A/iR1024F/iR1020. You can use the PCL printer driver if the optional PCL kit is installed.
- The fax driver is available only for the iR1024F/iR1024iF.
- The scanner driver is available only through a USB connection.
- You can use the iR1024A/iR1024F/iR1020 as a network printer if the optional network board is installed.

## USB Connection

### Microsoft Windows Server 2003\*

CPU: Intel Pentium/Celeron series  
133 MHz or faster  
Memory: 128 MB or more

### Microsoft Windows Vista

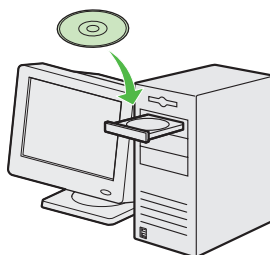
CPU: Intel Pentium 800MHz or faster  
Memory: 512MB or more

### Microsoft Windows Server 2008\*

CPU: Minimum: Intel Itanium 2  
processor/1 GHz (x86 processor), 1.4  
GHz (x64 processor) or faster  
Memory: 512 MB or more

\* Only for network connection.

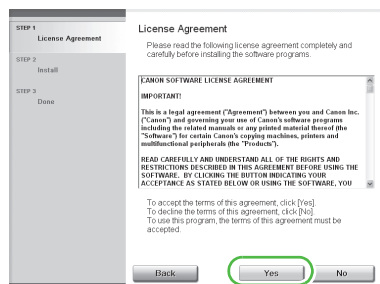
1



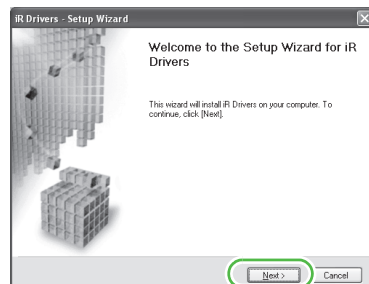
2



5



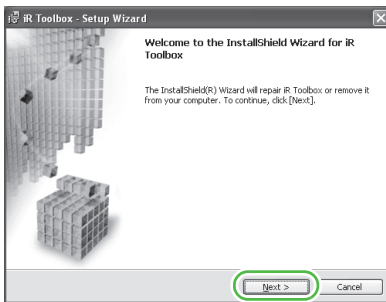
6



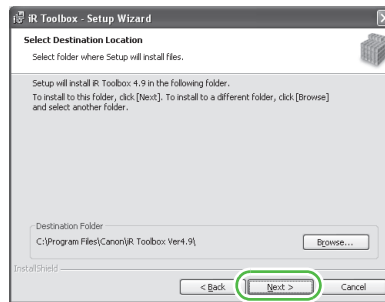
7



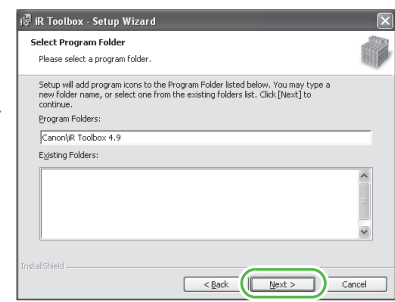
8



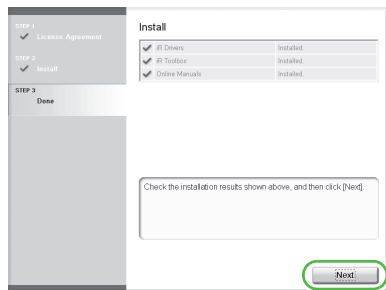
9



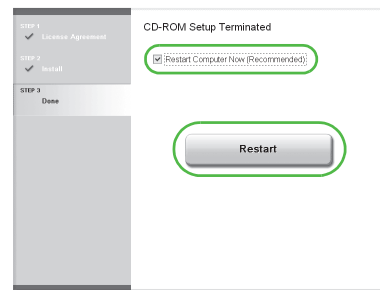
10



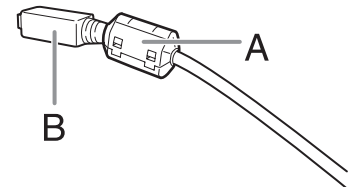
13



14

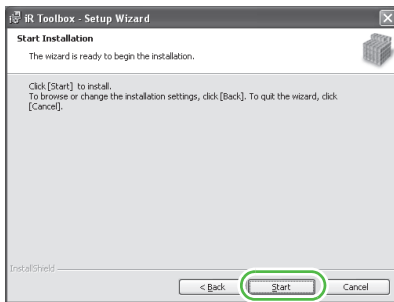


15

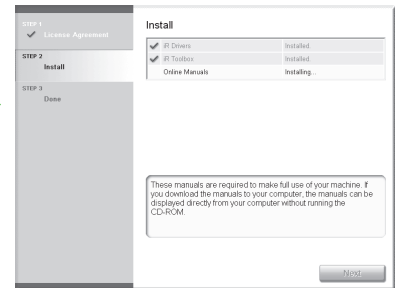


Attach the ferrite core (A) as close as possible to the B-type side (square) of the USB cable (B). (iR1024i/iR1024iF only)

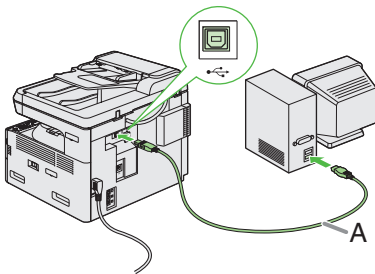
# 11



# 12

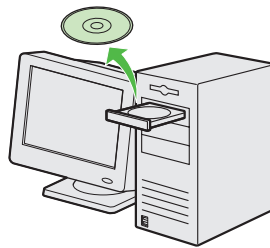


# 16



Connect the machine and your computer with a USB cable (A).

# 17



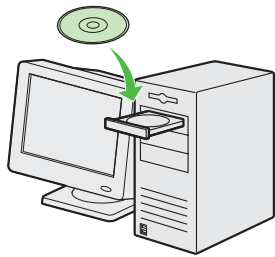
You have now completed installation.

## NOTE

- The USB cable is not included.
- If the Found New Hardware Wizard appears, click [Cancel] and continue the installation.

## Network Connection (iR1024i/iR1024iF Only)

1



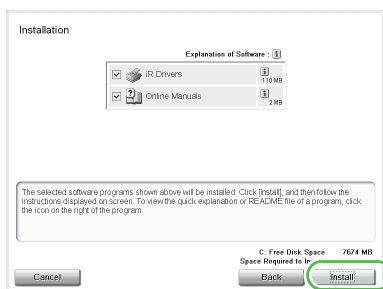
2



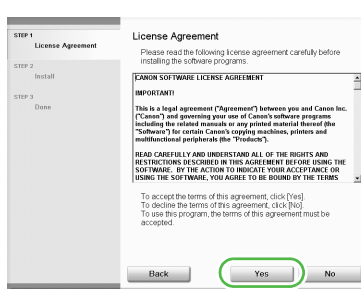
If the CD-ROM Setup screen is not displayed, click [start] on the Windows task bar, and then click [My Computer].

For Windows Vista/Server 2008, click [Start] on the Windows task bar, and then click [Computer].  
For Windows 2000/Server 2003, double-click [My Computer] on the Windows desktop.

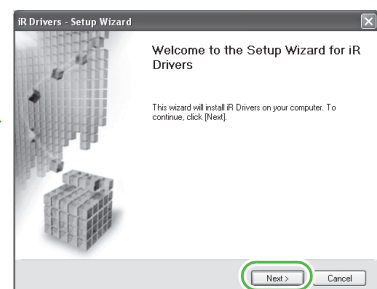
4



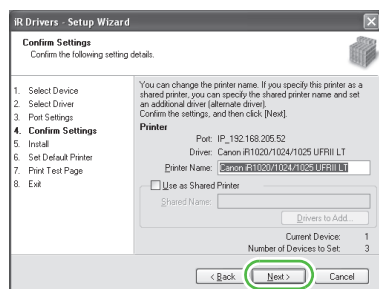
5



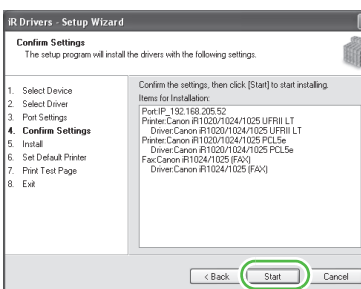
6



10

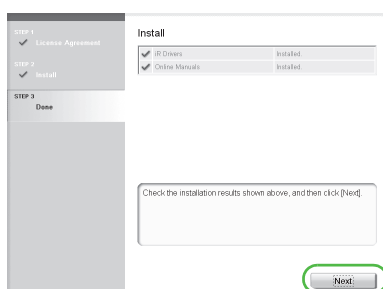


11

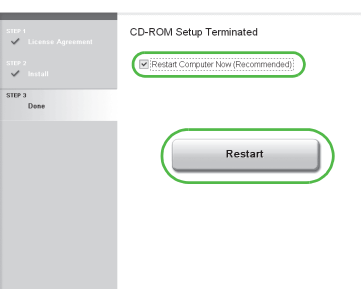


Repeat this step for each driver that you have selected.

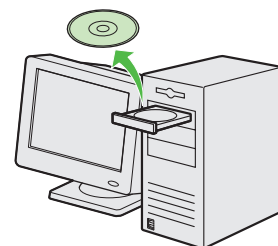
15



16



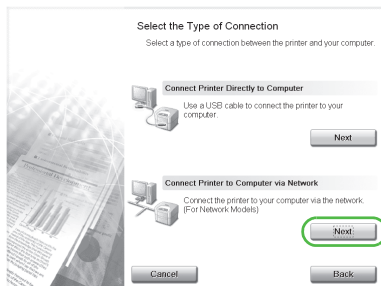
17



You have now completed installation.

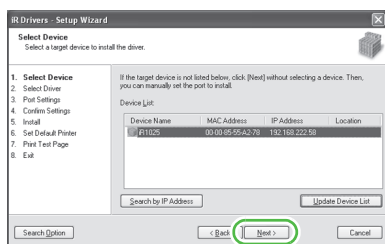
Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

3

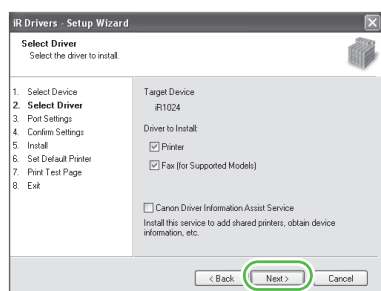


While installing the software on a computer running Windows Server 2003/Server 2008, the display in this step does not appear.

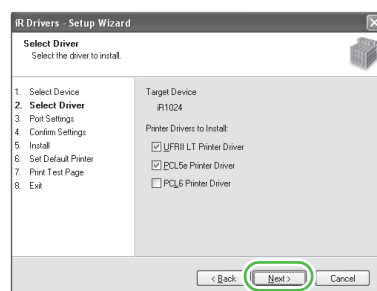
7



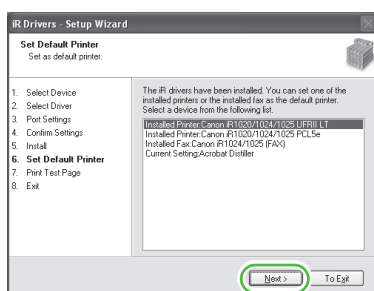
8



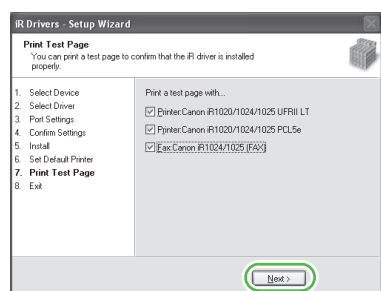
9



12



13



14



## Uninstallation Procedure

Before you uninstall the driver, make sure of the following:

- The following procedures are explained using sample screens from Windows XP Professional.
- You have the installation software available for installation.
- No application is running on your computer.

### NOTE

- To uninstall the software, you must be the user with administrative privileges.
- When uninstalling the software, first uninstall the iR Toolbox, and then the iR drivers.

## Removing the iR Drivers

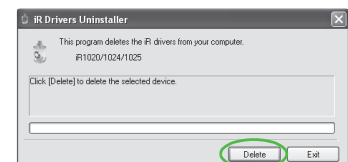
**3** Click [Exit].

**1** Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [iR1020 1024 1025] → [Uninstall Drivers].

For Windows Vista, click [Continue] to proceed if the [User Account Control] dialog box appears.

The [iR Drivers Uninstaller] dialog box appears.

**2** Click [Delete].



## Bundled Programs on the User Software CD

### ● NetSpot Device Installer (NSDI)

NetSpot Device Installer enables you to set up the machine for network operations. For details, see the Readme file and online help for this program.

### ● Canon Font Manager

Canon Font Manager is utility software that allows you to install and uninstall fonts, etc.. For details, see the Readme file for this program.

### ● PCL Barcode

30 barcode scalable fonts are included. For details, see the Readme file for this program.

To use these programs, double-click the .exe file for each program, then follow the on-screen instructions.

For NetSpot Device Installer, you can also click [Additional Software Programs] on the CD-ROM Setup screen to use them.

### NOTE

- Canon Font Manager and PCL Barcode are available only for PCL printer users.
- The NetSpot Device Installer is not compatible with Windows Server 2008 or other 64-bit systems.



## Uninstalling the iR Toolbox

**1** Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [iR Toolbox 4.9] → [Toolbox Uninstall].

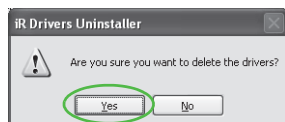


**2** Follow the on-screen instructions.

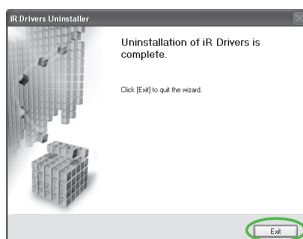
When the Repair or Remove program selection screen is displayed, check [Remove], then click [Next >]. If asked to confirm removal of an application etc., click [Remove]. Restart your computer if asked to do so.



**3** Click [Yes].  
Uninstallation proceeds automatically and next dialog box appears.



**4** Click [Exit].



### **NOTE**

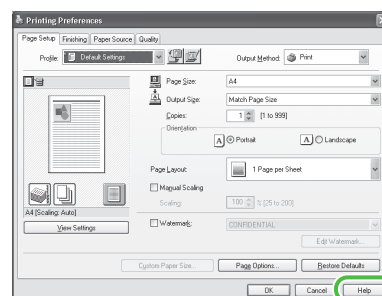
Restart your computer if asked to do so.

# Using Help

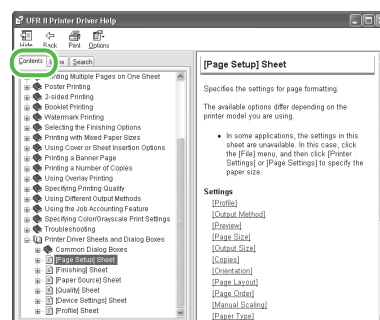
The user software CD includes programs (driver software and application software) which the supplied instruction guides do not cover. When you utilize such programs, refer to the online help and context sensitive help following the instructions below.

## Online Help

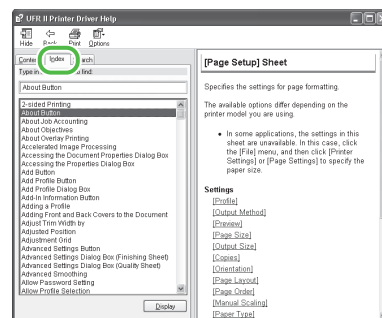
You can locate additional help in the online help file provided with the driver software. In the [Properties] dialog box, you can click [Help] to display information about every feature and option in the drivers.



In the help dialog box, you can click [Contents], then double-click your desired title to display information.




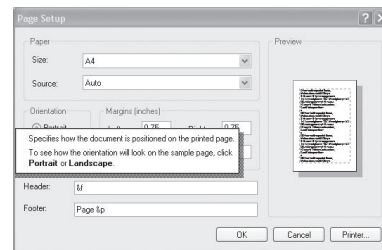
In the help dialog box, you can click [Index], then double-click your desired keyword in the list to display information. To search the desired keyword quickly, enter a keyword in the upper text box. The nearest keyword is located in the list below.



## Context Sensitive Help

Context sensitive help displays an explanation of each item in the current dialog box. Use one of the following methods to show context sensitive help.

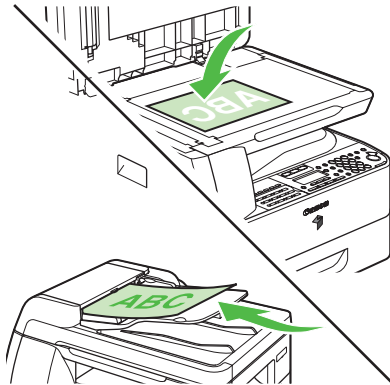
- Click  (Help) in the title bar of the dialog box → click the desired item.
- Right-click the desired item → select [What's This?]
- Select the desired item → press [F1]



# Sending Documents

Follow this procedure to send faxes, e-mails, and I-faxes, or to send documents to a file server. For advanced sending features, see Chapter 1, “Advanced Send Features,” in the Advanced Operation Guide.

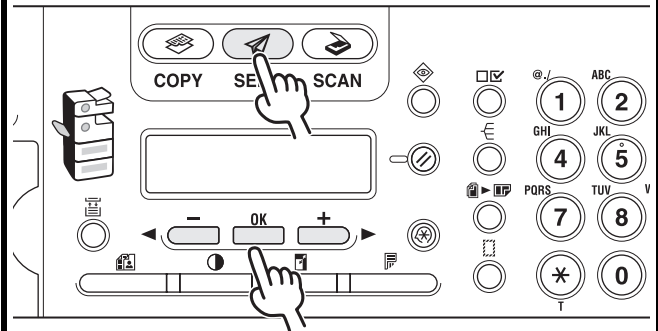
## 1 Set a Document



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

For documents you can send, see Chapter 2, “Document Handling,” in the Basic Operation Guide.

## 2 Select the Sending Method



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

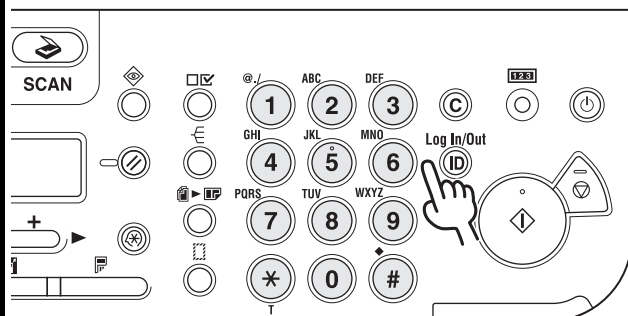
The SEND/FAX indicator lights up and the machine enters the send/fax standby mode.

### 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 Chapter 4, “Sending Documents,” in the Basic Operation Guide.)

# (iR1024F/iR1024i/iR1024iF Only)

## 3 Specify the Destination

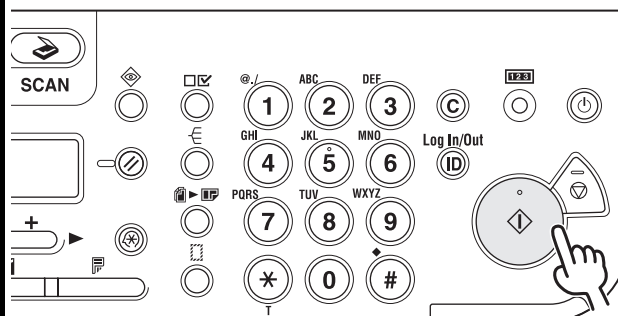


**Specify the fax number or e-mail/  
I-fax address with the numeric keys.**

### 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...

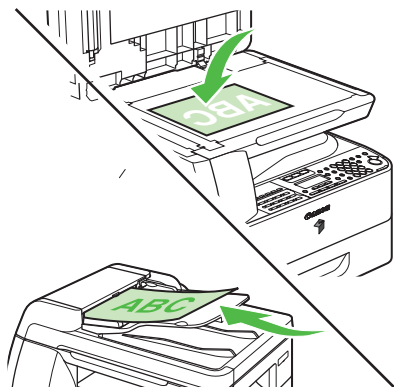
- **You want to cancel sending:**  
Press [Stop] on the operation panel.  
When <STOP KEY PRESSED> appears, press [OK].  
When <CANCEL DURING TX/RX?> appears, select <YES> with [◀].

# Copying

Follow this procedure to make a copy.

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

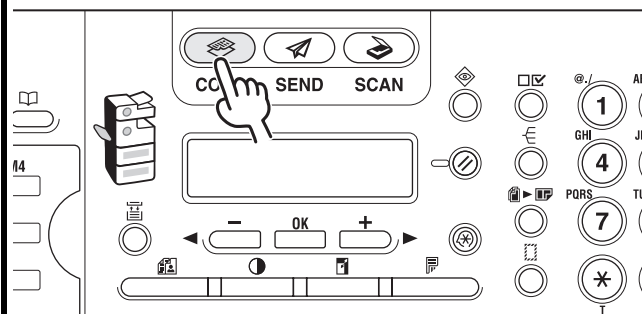
## 1 Set a Document



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

For documents you can copy, see Chapter 2, “Document Handling,” in the Basic Operation Guide.

## 2 Enter the Copy Mode



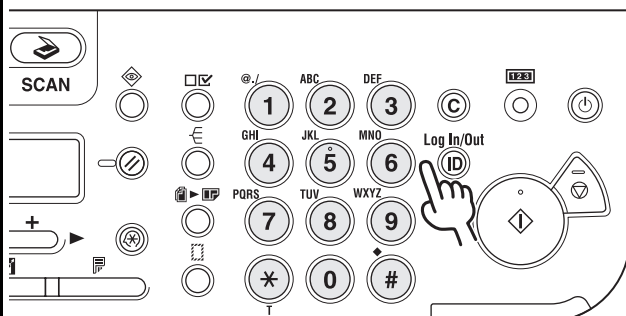
**Press [COPY].**

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

### What if...

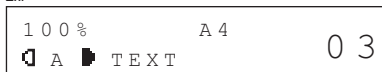
- **You want to adjust the image quality and density:**  
See Chapter 6, “Copying,” in the Basic Operation Guide.

### 3 Enter the Copy Quantity



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

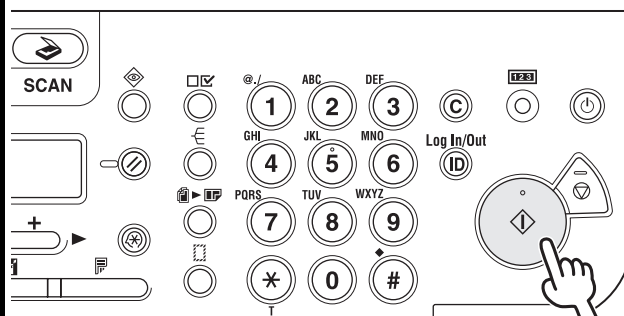
Ex.



#### What if...

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

### 4 Start Copying



Press [Start].

#### What if...

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

# Printing

Follow this procedure to print a document from your computer.

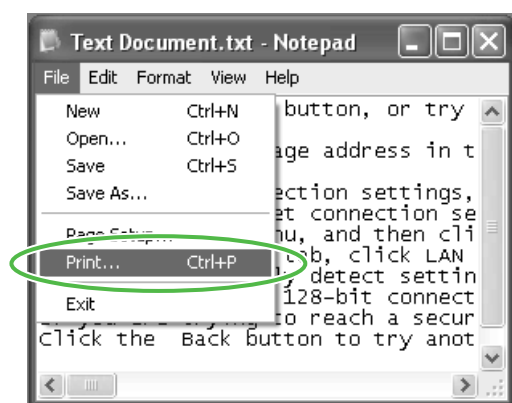
Make sure that the printer driver is installed.

For details on the printer driver settings, see online help.

## NOTE

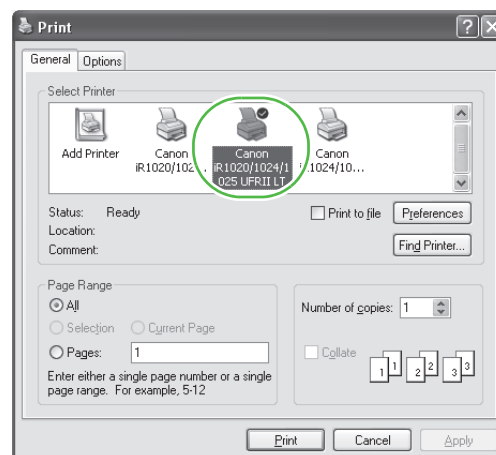
The optional Barcode Printing Kit is required for the bar code printing function. For detail on the bar code printing function, see Bar Code Printing Guide (supplied with the optional Barcode Printing Kit).

## 1 Start the Print Command



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

## 2 Select the Printer



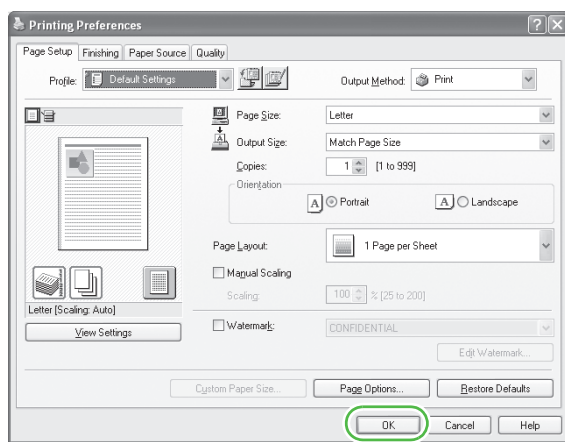
Select the printer icon for the machine ([Canon iR1020/1024/1025 UFR II LT], [Canon iR1020/1024/1025 PCL5e]\*, or [Canon iR1020/1024/1025 PCL6]\*).

\*Only for users of the PCL Printer Kit



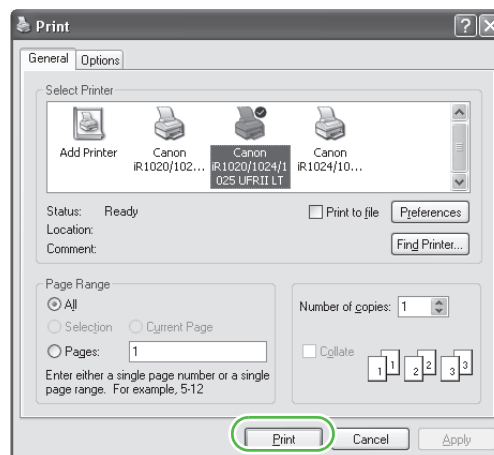
# (iR1024A/iR1024F/iR1024i/iR1024iF/iR1020 Only)

## 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.

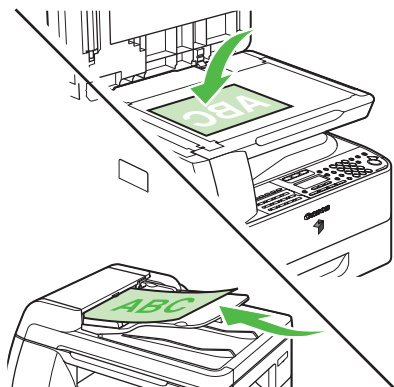
# Scanning

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).

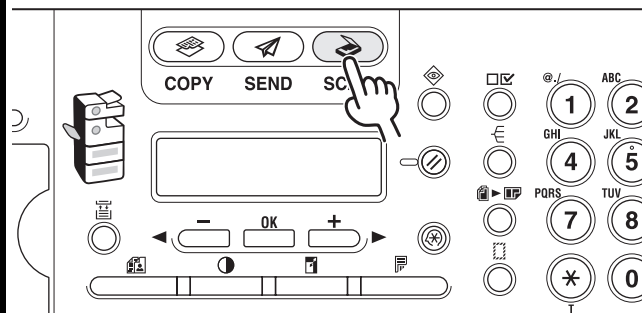
## 1 Set a Document



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

For documents you can scan, see Chapter 2, "Document Handling," in the Basic Operation Guide.

## 2 Enter the Scan Mode

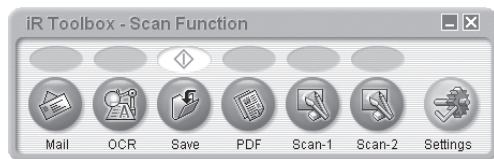


**Press [SCAN].**

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

# (iR1024A/iR1024F/iR1024i/iR1024iF/iR1020 Only)

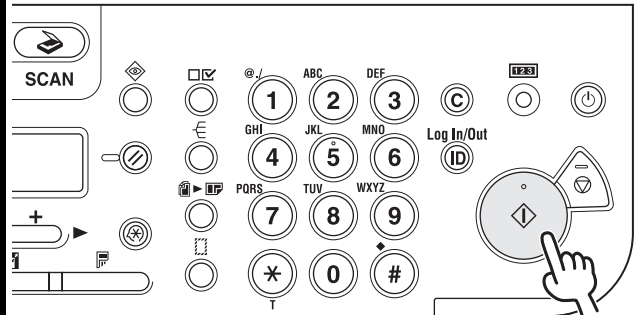
## 3 Set the Scan Method



**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...

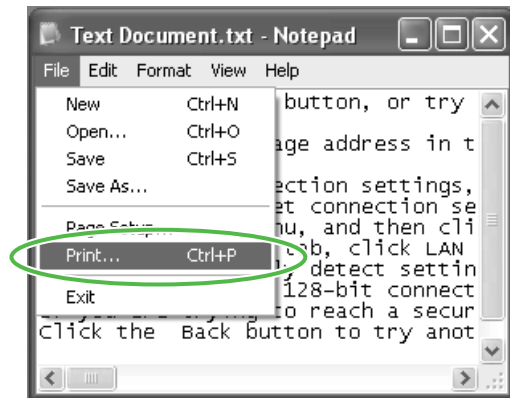
- **You want to cancel scanning:**

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

# PC Faxing

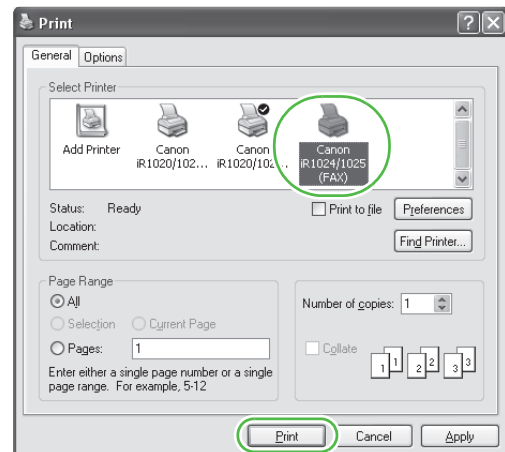
Follow this procedure to send a fax from your computer.  
Make sure that the fax driver is installed.  
For details on the fax driver settings, see online help.

## 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.

# (iR1024F/iR1024iF Only)

## 3 Set the Destination

The 'Fax Sending Settings' dialog box is shown with the 'Sending Settings' tab selected. The 'Recipient Name' field contains 'Canon' and the 'Fax Number' field contains '012#####'. The 'Add to Recipient List' button is circled in green. Below the fields is a table for the 'Recipient List' with columns 'Recipient Name' and 'Fax Number'. The 'Number of Recipients' is 0. At the bottom, there is a checkbox for 'Set the Time to Send' and a 'Sending Time' field set to '00 : 00'.

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

The 'Fax Sending Settings' dialog box is shown with the 'Sending Settings' tab selected. The 'Recipient Name' field contains 'Canon' and the 'Fax Number' field contains '012#####'. The 'Add to Recipient List' button is no longer visible. The 'Recipient List' table now contains one entry: 'Canon' with fax number '012#####'. The 'Number of Recipients' is 1. At the bottom, there is a checkbox for 'Set the Time to Send' and a 'Sending Time' field set to '00 : 00'. The 'OK' button is circled in green.

Click [OK] in the Fax Sending Settings.

### What if...

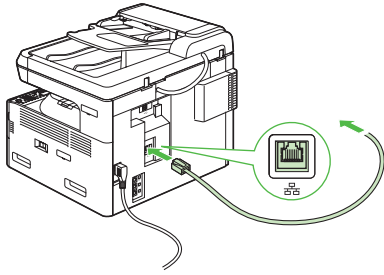
- **You want to cancel sending a fax:**  
See Chapter 5, "System Monitor," in the Advanced Operation Guide.

# Remote UI

Follow this procedure for Remote UI management.

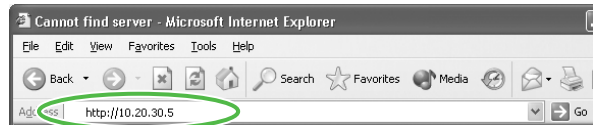
For details, see Chapter 4, “Remote UI,” in the Advanced Operation Guide.

## 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.

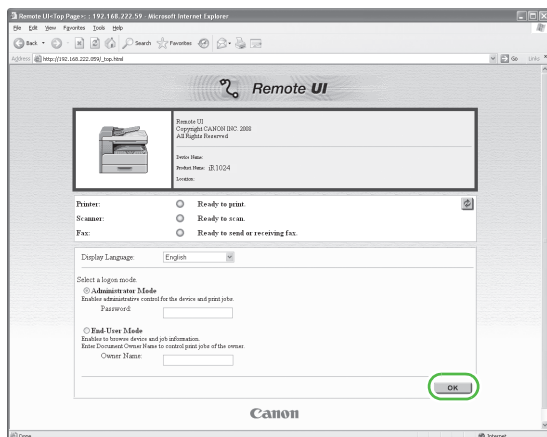
## 2 Startup



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

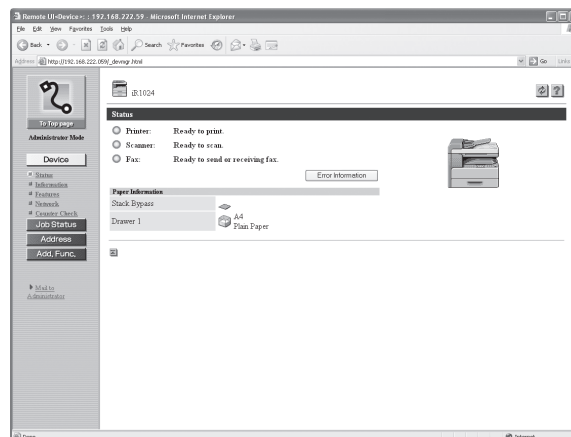
# (iR1024i/iR1024iF Only)

## 3 Log on



Select the logon mode, then click [OK].

## 4 Operate the Machine



Now you can manage the machine on the web browser.

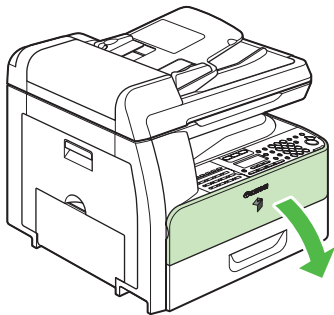
For details, see Chapter 4, "Remote UI," in the Advanced Operation Guide.

# Replacing the Toner Cartridge/Drum Unit

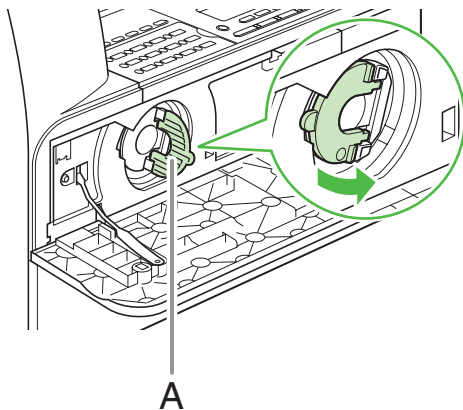
## Toner Cartridge

When toner runs out completely and prints can no longer be made, <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.



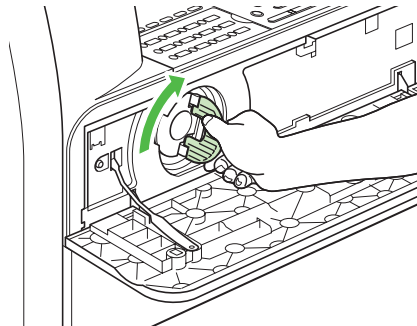
- 2 Pull the toner cartridge lever (A) towards you.



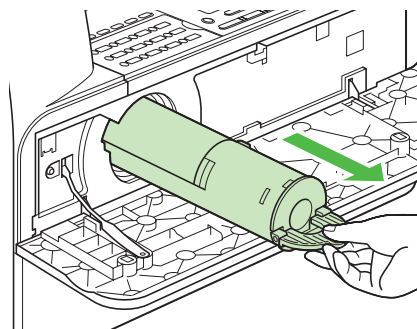
### CAUTION

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

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

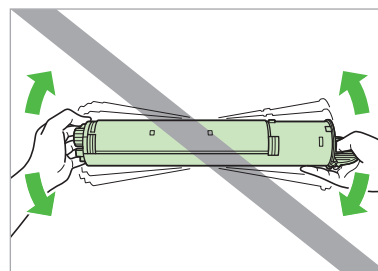


- 4 Pull the cartridge out of the machine.



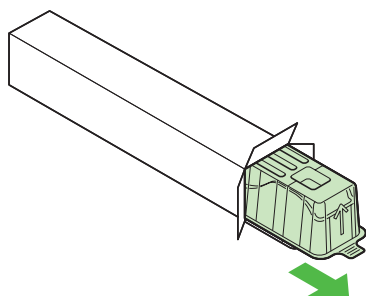
### CAUTION

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.

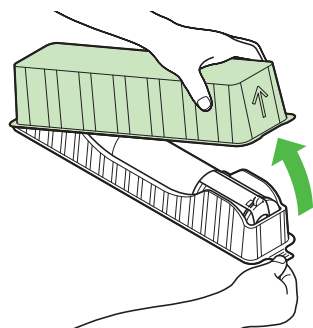




- 5** Remove the plastic case from the box.

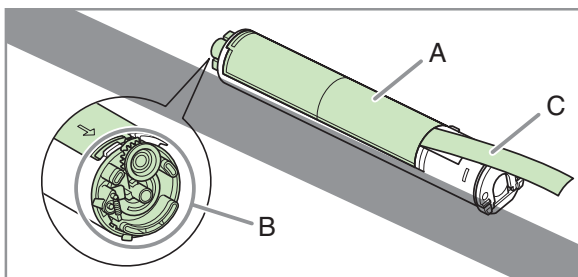


- 6** Open the case and remove the new toner cartridge.

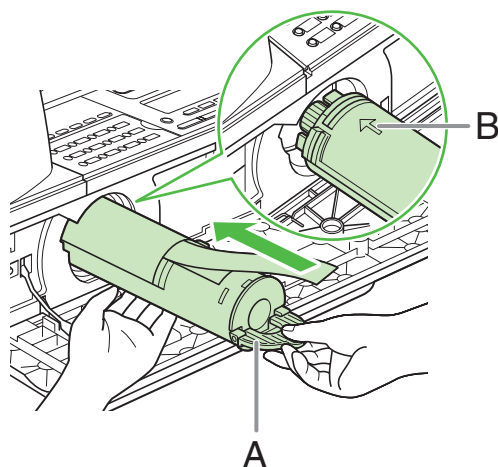


**! CAUTION**

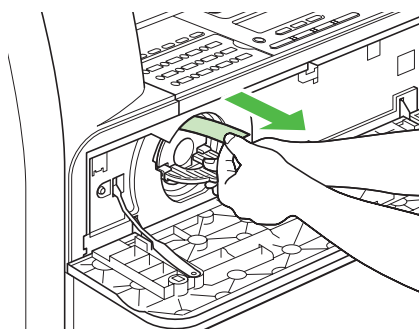
- Do not touch the portions (A) and (B).
- Do not pull out the seal (C) before inserting the cartridge into the machine as the toner may spill out.



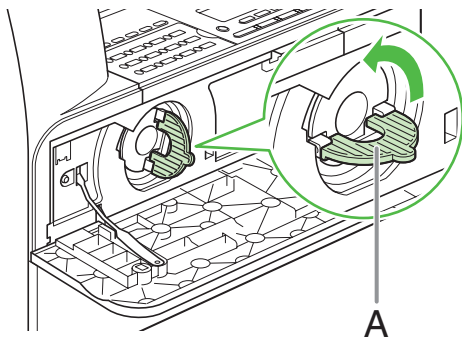
- 7** Pull the toner cartridge lever (A) towards you and insert the cartridge into the machine with the arrow (B) pointing towards the machine.



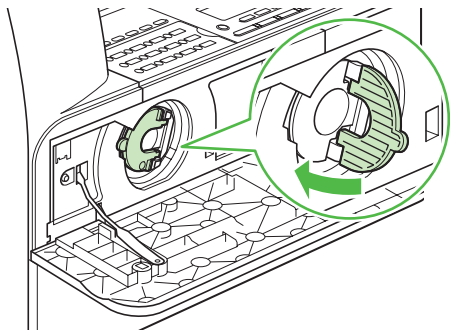
- 8** Holding the cartridge steady with one hand, pull out the seal completely with the other hand.



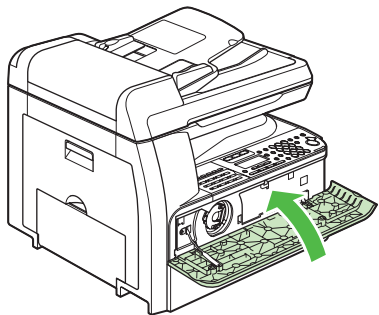
- 9** Turn the lever as far as it will go counterclockwise.



- 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.

## Drum Unit

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

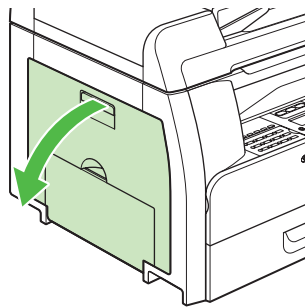
**! WARNING**

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.

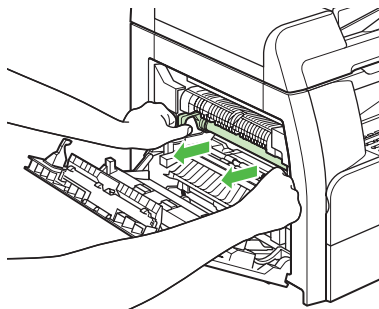
**! CAUTION**

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.



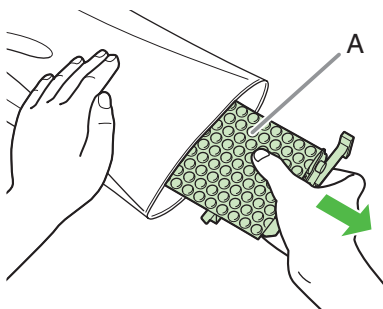
- 2** Holding the grips on the drum unit, slightly lower and remove it from the machine.



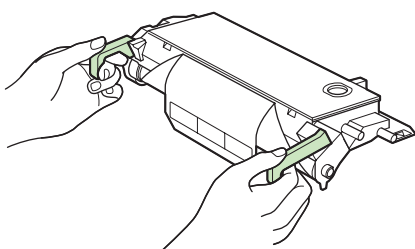
**! CAUTION**

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

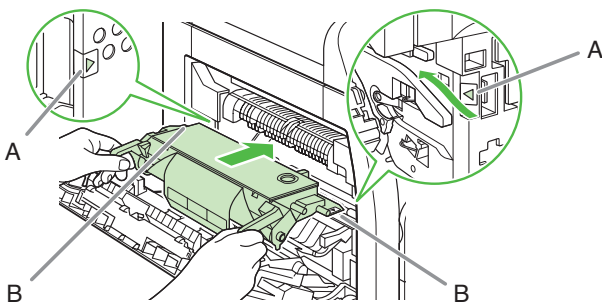
- 3** Open the package of the new drum unit and remove the protective packing material (A).



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



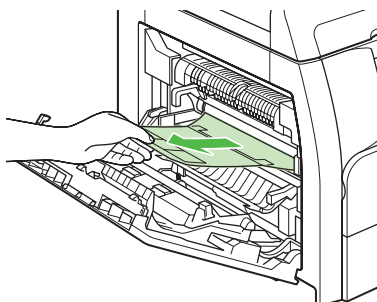
- 5** Align the ► marks on both sides of the drum unit (B) with the ► marks on the machine (A), and push the unit into the machine as far as it will go.



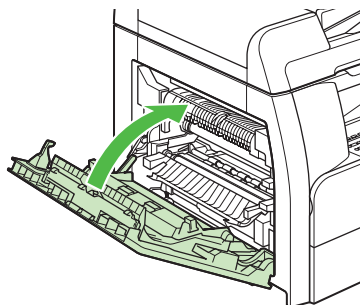
**! CAUTION**

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

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

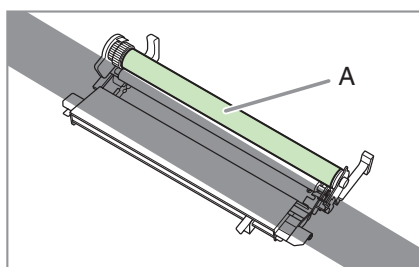


- 7** Close the left cover.



**! CAUTION**

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



# 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.

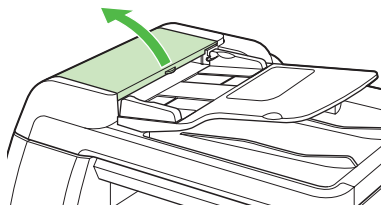
## NOTE

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

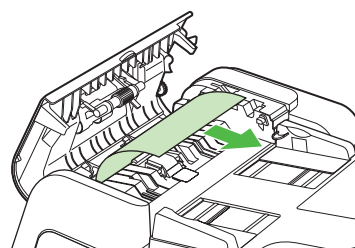
## Document Jams

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.



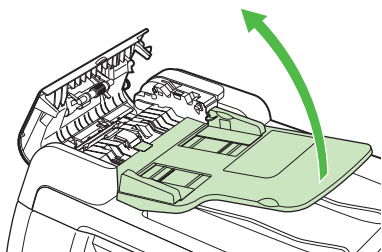
## 2 Remove any jammed documents.



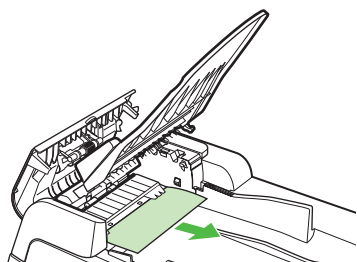
## NOTE

Do not pull the document forcefully as it may tear.

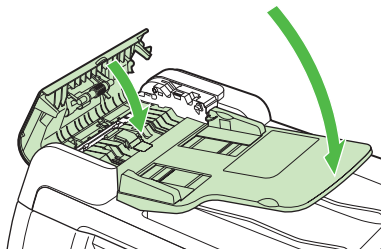
- 3** Lift the document feeder tray.



- 4** Remove any jammed documents.



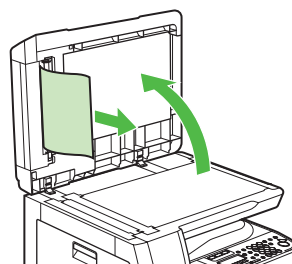
- 5** Lower the document feeder tray and close the ADF cover.



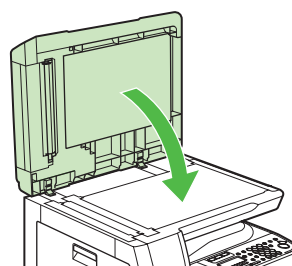
**! CAUTION**

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.



**! CAUTION**

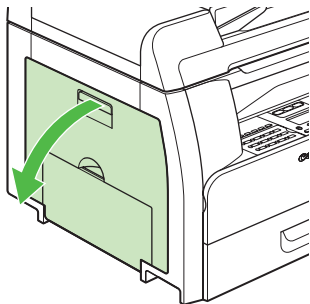
Be careful not to get your fingers caught.

## Paper Jams

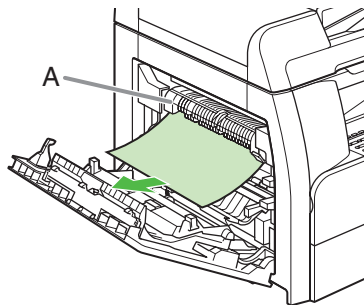
When <PAPER JAM> appears on the LCD display, remove jammed paper from inside the machine first, then from the paper drawer if necessary. Check the following if you experience repeated paper jams:

- 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 Chapter 3, “Print Media,” in the Basic Operation Guide.)
- Make sure you have removed any scraps of paper from inside the machine.

### 1 Open the left cover.



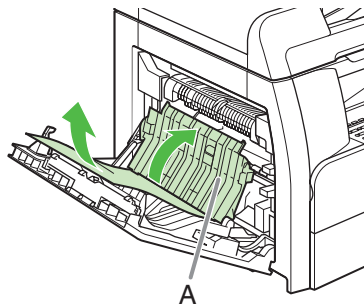
### 2 Carefully pull the jammed paper out of the machine.



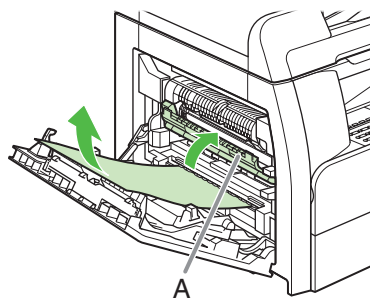
#### ! CAUTION

- 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.

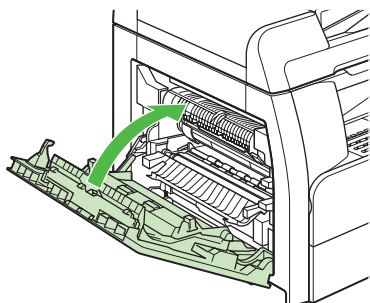
### 3 Tilt the 2-sided transport guide (A) toward the machine, then remove the jammed paper (Only for 2-sided copying).



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



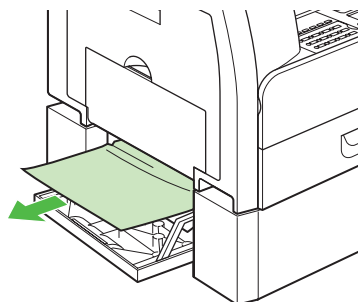
- 5** Close the left cover.



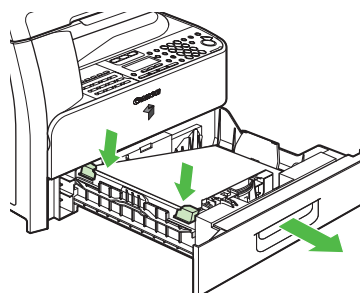
**! CAUTION**

Be careful not to get your fingers caught.

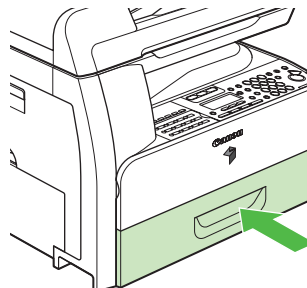
- 6** If you use the optional paper drawer, open the cover on the left side of the optional paper drawer. Remove any jammed paper, then close the cover.



- 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.

## Important Safety Instructions

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.

## Handling and Maintenance

- Follow all warnings and instructions marked on the machine.
- Do not subject the machine to strong physical shocks or vibrations.
- Always unplug the machine before moving or cleaning it.
- To avoid paper jams, never unplug the power cord, open the left cover, or add or remove paper in the machine while printing.
- Always grip the handle on the sides of the machine when you lift the machine. Never lift the machine by any of its trays or attachments.
- Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine. If something does fall into it, unplug the machine immediately and contact your local authorized Canon dealer.
- To avoid spillage in or around the machine, do not eat or drink near it. If you spill liquid or if any substance falls into it, unplug the power cord immediately and contact your local authorized Canon dealer.
- Keep the machine clean. Dust accumulation can prevent the machine from operating properly.
- Toner cartridge for this machine will be available for at least seven (7) years (or any such longer period as required by applicable laws) after production of this machine model has been discontinued.
- Unplug the machine from the wall outlet and contact your local authorized Canon dealer in any of the following cases:
  - When the power cord or plug is damaged or frayed.
  - If liquid has spilled into the machine.
  - If the machine has been exposed to rain or water.
  - If the machine does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  - If the machine has been dropped.
  - If the machine exhibits a distinct change in performance, indicating a need for servicing.
- Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
- Be careful when removing printed paper from paper delivery tray or when aligning it, because it may be hot and result in burn injury.

## Location

- Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
- Place the machine in a cool, dry, clean, well ventilated place.
- Make sure the area is free from dust.
- Make sure the location is not exposed to high temperature or humidity.
- Keep the machine away from direct sunlight as this can damage it. If you have to place it near a window, install heavy curtains or blinds.
- Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
- Do not use or store the machine outdoors.
- Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.
- If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
- Place the machine near a standard 220–240 V AC (50/60 Hz) power outlet.
- To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave enough space around all sides of the machine, and make sure that the clearance between the machine's ventilation slot and wall or other equipment is more than 5 cm.
- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact your local authorized Canon dealer.
- Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

### **WARNING**

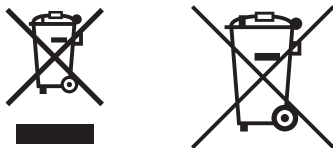
Except as specifically described in the manuals of the machine, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorized Canon dealer.

## Model Names

F190504 (iR1020J)  
F190500 (iR1024A/iR1024i/iR1020)  
F190502 (iR1024F/iR1024iF)



#### WEEE Directive



European Union (and EEA) only.

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC), the Battery Directive (2006/66/EC) and/or your national laws implementing those Directives.

If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.

This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE.

Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.

For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit [www.canon-europe.com/environment](http://www.canon-europe.com/environment).

(EEA: Norway, Iceland and Liechtenstein)



This equipment conforms to the essential requirements of EC Directive 1999/5/EC. (for F190502 (iR1024F/iR1024iF))

We declare that this product conforms to the EMC requirements of EC Directive 1999/5/EC (for F190502 (iR1024F/iR1024iF)) and 2004/108/EC (for F190504 (iR1020J), F190500 (iR1020/iR1024A/iR1024i)) at nominal mains input 230 V, 50 Hz although the rated input of the product is 220–240 V, 50/60 Hz. If you move to another EU country and are experiencing trouble, please call the Canon Help Desk. (For Europe Only)

- Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.



As an ENERGY STAR Partner, Canon Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency. The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

#### Laser Safety Information

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this equipment is hermetically sealed within the protective housing and external cover. No radiation can leak from the machine in the normal operation of the product by the user.

This machine is classified as a Class 1 Laser Product under IEC60825-1:1993+A1:1997 +A2:2001, EN60825-1:1994+A1:2002 +A2:2001

#### 220–240 V Model

The label shown below is attached to the laser scan unit on the machine.



This machine has been classified under IEC60825-1:1993+A1:1997 +A2:2001, EN60825-1:1994+A1:2002 +A2:2001 and conforms to the following classes:

#### CLASS 1 LASER PRODUCT

##### LASER KLASSE 1

APPAREIL A RAYONNEMENT LASER DE CLASSE 1

APPARECCHIO LASER DI CLASSE 1

PRODUCTO LASER DE CLASE 1

APARELHO A LASER DE CLASSE 1



#### CAUTION

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

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

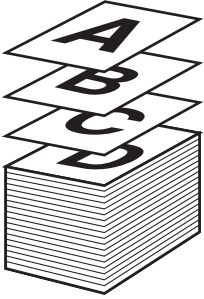
Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.



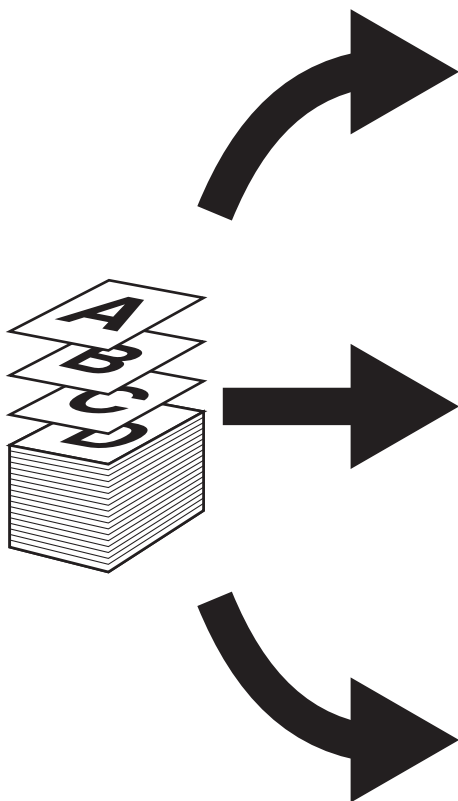
# A Tip for Saving Paper

The machine comes with useful features that can be combined to reduce the volume of paper used when copying.

## Copying regularly

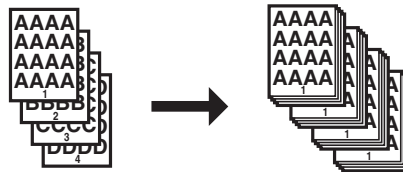


## Copying with features combined



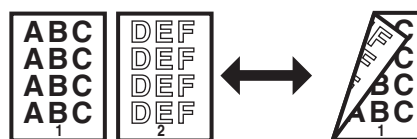
### ■ Collate Copying

(See the Advanced Operation Guide.)



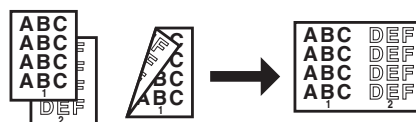
### ■ Two-Sided Copying

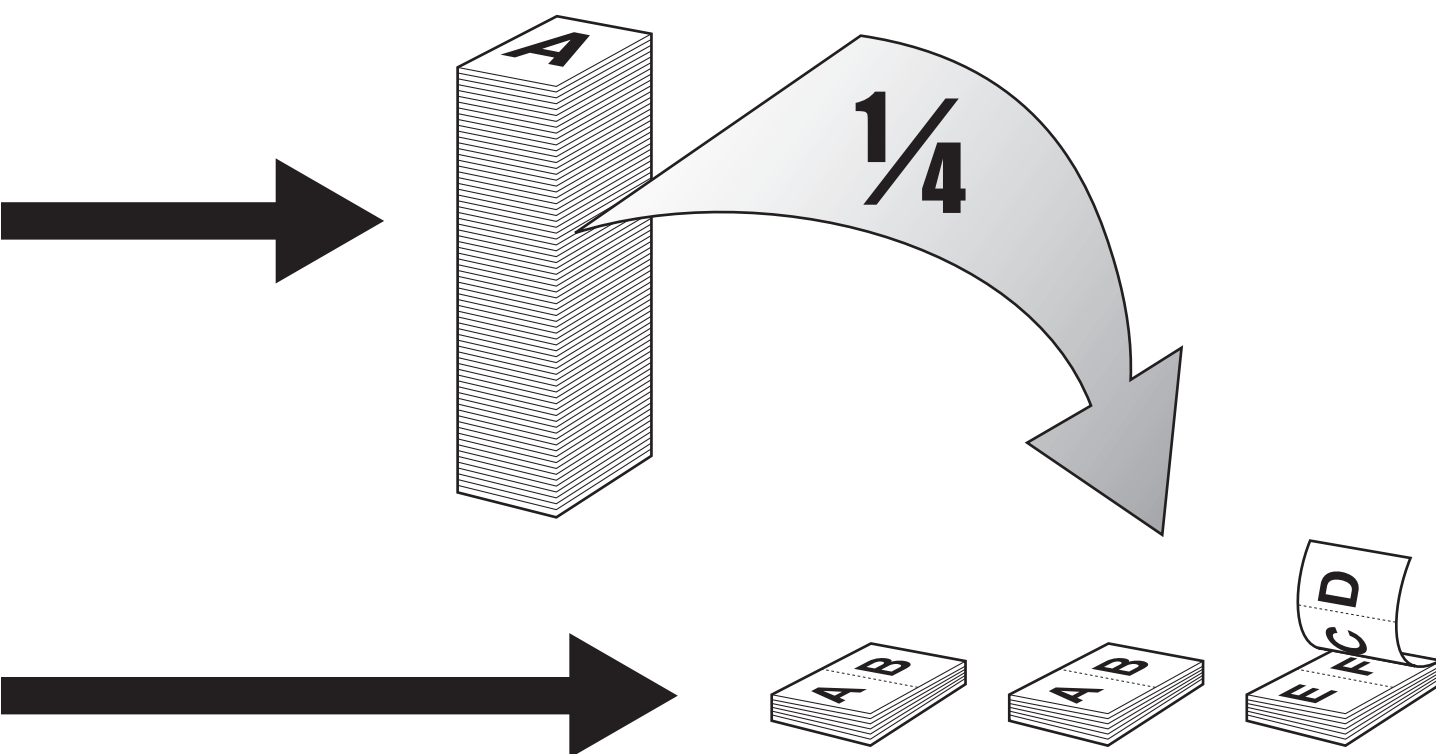
(See the Advanced Operation Guide.)



### ■ 2 on 1 Combination

(See the Advanced Operation Guide.)





## Combinations of Features

To get the best use of the machine's copy features, try other combinations listed in this table.

●: Available

	2 on 1 Combination	Original Frame Erase	Book Frame Erase	Binding Hole Erase	1 to 2-Sided	2 to 2-Sided	2 to 1-Sided	Collate
2 on 1 Combination	—	—	●	●	●	●	●	●
Original Frame Erase	—	—	—	●	●	●	●	●
Book Frame Erase	—	—	—	●	●	●	●	●
Binding Hole Erase	●	—	—	—	●	●	●	●
1 to 2-Sided	●	●	●	●	—	—	●	●
2 to 2-Sided	●	●	●	●	—	—	●	●
2 to 1-Sided	●	●	●	●	—	—	●	●
Collate	●	●	●	●	●	●	●	—

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