Canon

ENG

Advanced Operation Guide
iR1018/iR1022 Series

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

How to Use This Guide

Manuals for the Machine

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

| **Quick Start Guide** |

- ● **Basic Features**
- ● **Maintenance**
- ● **Machine Settings**
- ● **Specifications**

| **Basic Operation Guide** | CD-ROM |

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

| **Advanced Operation Guide (This Document)** | CD-ROM |

- ● **Scanning Features**

| **Scanner Driver Guide** | CD-ROM |

(This manual is not available for the iR1018J.)

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

- ● To view the manuals in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website.
- ● 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.
- ● The machine illustration on the cover may differ slightly from your machine.

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Available Features

The procedures described in this manual are based on the iR1022iF.

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
iR1018J	✔	–	–	–	–	–	–	–
iR1018	✔	✔	opt.	✔	–	–	opt.	–
iR1022A	✔	✔	opt.	✔	–	–	opt.	✔
iR1022F	✔	✔	opt.	✔	✔	–	opt.	✔
iR1022i	✔	✔	✔	✔	–	✔	✔	✔
iR1022iF	✔	✔	✔	✔	✔	✔	✔	✔

– Optional Card Reader-E1 and Cassette Feeding Module-N1 are available for iR1018J/iR1018/iR1022A/iR1022F/iR1022i/iR1022iF.

– Optional handset is not available in the U.K.
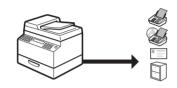
Things You Can Do

Send documents with diverse sending methods

Fax, E-Mail, I-Fax, and File Server
→ Basic Operation Guide

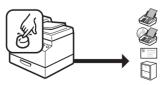**Specify a recipient with a three-digit code**

Sending with Coded Dial Codes
→ Basic Operation Guide

Specify a recipient with its scan/send settings

Favorites Buttons
→ Basic Operation Guide

Send documents in a variety of file formats

ABC
ABC
ABC
ABC
PDF
TIFF
JPEG

Send Settings
→ Basic Operation Guide

Specify multiple recipients as a group

Sending to Group Addresses
→ Basic Operation Guide

Retry sending documents automatically

Auto Retry
→ p. 1-7
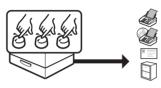
Specify a recipient with a single key

Sending with One-Touch Keys
→ Basic Operation Guide

Look up a particular recipient

AAAAA
BBBBB
CCCCC

Address Book Search
→ Basic Operation Guide

Send documents to multiple recipients

Broadcasting
→ p. 1-4
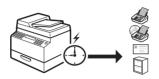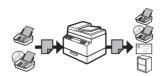
Send documents at a specified time

Delayed Sending
→ p. 1-5

Receive faxes/I-faxes in memory

Memory Reception
→ p. 1-17

Recall the last three sending jobs

Job Recall
→ p. 1-6

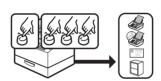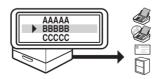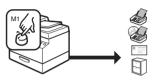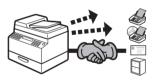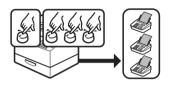## Forward received fax/I-fax documents

Forwarding Documents
→ p. 1-19, p. 4-18
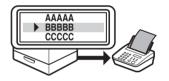
Specify a recipient with a single key (FAX)
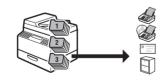
One-Touch Speed Dialing
→ Basic Operation Guide

Specify a recipient with a three-digit code (FAX)

Coded Speed Dialing
→ Basic Operation Guide

Specify multiple recipients as a group (FAX)

Group Dialing
→ Basic Operation Guide

Look up a particular recipient (FAX)

AAAAA
BBBBB
CCCCC
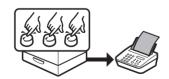
Address Book Dialing
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Redial when the line is busy (FAX)

Automatic Redialing
→ p. 1-7

v
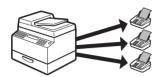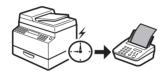
Send a fax to multiple recipients (FAX)

Broadcasting
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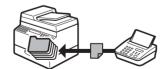
Send a fax at a specified time (FAX)

Delayed Sending
→ p. 1-5
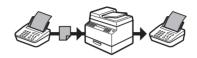
Receive faxes in memory without printing out (FAX)

Memory Reception
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Forward received fax documents (FAX)

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Select a scan mode depending on the type of image
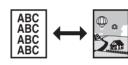
Image Quality
→ Basic Operation Guide
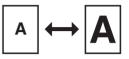
Adjust the density level of scanned images

Density
→ Basic Operation Guide
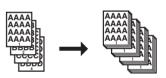
Enlarge or reduce copied images

A ↔ A

Zoom Ratio
→ Basic Operation Guide
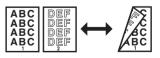
Sort copies by page order

Collate Copying
→ p. 2-2

Make two-sided copies

ABC DEF ↔
ABC DEF
ABC DEF
ABC DEF

Two-Sided Copy
→ p. 2-3
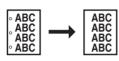
Erase shadows and lines in copies

Frame Erase Copy
→ p. 2-7
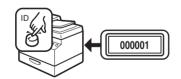
Copy two documents on one sheet

2 on 1 Combination
→ p. 2-6
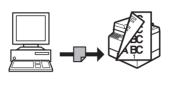
Restrict the use of the machine with department IDs

Department ID Management
→ p. 6-4
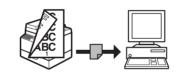
Print a document from a PC

Printing
→ Online Help
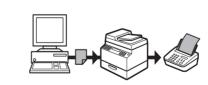
Specify detailed scanning options to suit various images

Scanning
→ Scanner Driver Guide

Send a fax from a PC

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Access and manage the machine from a PC

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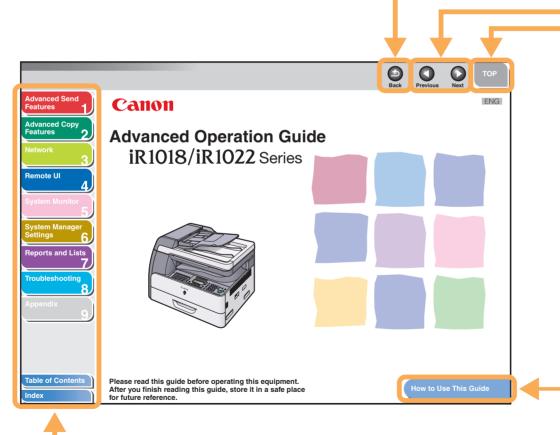
How to Use This Guide

■ Using the Top Page

Returns to the last page opened.

Displays the previous or next page.

Returns to the top page.

Back   Previous   Next   TOP

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How to Use This Guide

Displays the "How to Use This Guide" page.

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

XX
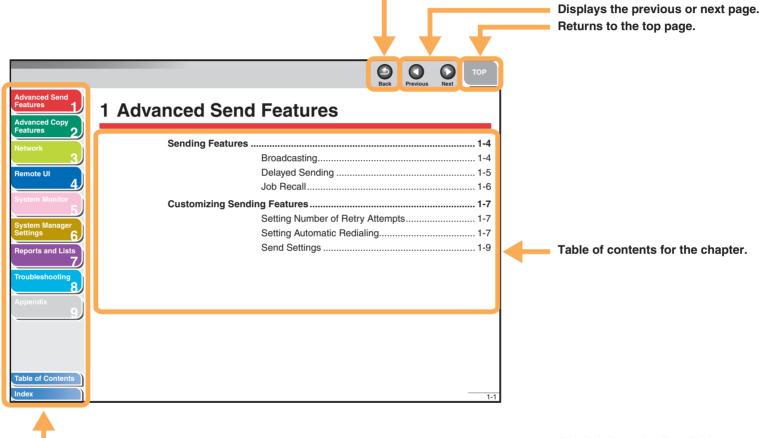
■ **Using the Chapter Topic List**

Returns to the last page opened.

Displays the previous or next page.

Returns to the top page.

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1 Advanced Send Features

Table of contents for the chapter.

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

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>.

1 Advanced Send Features

1   Advanced Send Features

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Sending Features

The machine provides the following additional sending features: broadcasting, delayed sending, and job recall.

■ Broadcasting

Broadcasting enables you to send the same document to multiple recipients.

✎ NOTE
– 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.
– If you frequently send documents to multiple destinations, it is recommended that you store those destinations as a group.

1. Set documents.

2. Press [SEND]/[FAX].

3. Press [◄ −] or [+ ►] to select the sending method, then press [OK].

  – For the iR1022F, skip this step.
  – If you are specifying destinations registered in Address Book, you can skip this step.

4. Specify the destination.

  Use the numeric keys, one-touch keys, coded dial codes, favorites buttons, or [Address Book] key to specify destinations.

  ✎ NOTE
  Only one destination can be specified using the numeric keys.

5. **Repeat step 4 to enter all required recipients.**

📝 **NOTE**

– If you want to enter a fax number or e-mail/I-fax address using the numeric keys in the middle of the procedure, press [SEND], select the sending method, and then enter the number or address.
– To check all the specified destinations, press [◄−] or [+►] to scroll the display. (For the iR1022F, press [FAX], then enter the fax number.)
– You can enter the send settings by pressing [SEND] and selecting the protocol for which you want to perform send settings. For details, see Chapter 4, "Sending Documents," in the Basic Operation Guide.

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.

■ **Delayed Sending**

Delayed sending enables you to start transmission at a specified time. You can store up to 64 delayed sending jobs.

1. **Set documents.**

2. **Press [SEND]/[FAX].**

3. **Press [◄−] or [+►] to select a sending method, then press [OK].**

– For the iR1022F, skip this step.
– If you are specifying destinations registered in Address Book, you can skip this step.

4. **Open the one-touch panel.**

5. **Press [Delayed TX].**

6. **Use the numeric keys to enter the time you want to start sending, then press [OK].**

– Enter the time in the 24-hour format.
– Enter all the numbers, including zeros.

Ex.

```
TX TIME SETTING
20:00
```

7. **Specify the destination.**

8. Press [Start].

The document is scanned and stored into memory. It will be sent to the specified destination at the specified time.
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 available only for the iR1022F and iR1022iF.
– If the document cannot be sent at the time specified for delayed sending due to a temporary power failure (that recovers within an hour), it will be sent at the specified time on the next day.

■ **Job Recall**

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.

📝 **NOTE**
The Job Recall feature is available only for the iR1022i and iR1022iF.

1. Set documents.

2. Press [SEND].

3. Press [Recall]/[Recall/Pause].

4. Press [◄ −] or [+ ►] to select <1 BEFORE>, <2 BEFORE>, or <3 BEFORE>, then press [OK].

5. Confirm that the desired recipient is displayed.

You can change the recalled scan and send settings if necessary.

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.

Customizing Sending Features

■ Setting Number of Retry Attempts

You can set how many times the machine automatically resends data when the data cannot be sent because the receiver is busy sending or receiving, or when an error occurs.

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <TX/RX SETTINGS>, then press [OK].**

3. **Press [◄ −] or [+ ►] to select <COMMON SETTINGS>, then press [OK].**

4. **Press [◄ −] or [+ ►] to select <TX SETTINGS>, then press [OK].**

5. **Press [◄ −] or [+ ►] to select <RETRY TIMES>, then press [OK].**

6. **Use [◄ −], [+ ►], or numeric keys to enter the number of retry attempts (0 to 5 times) the machine will make, then press [OK].**

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

■ Setting Automatic Redialing

Automatic redialing enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs. Auto Redial can be turned <ON> or <OFF>. If you set <AUTO REDIAL> to <ON>, you can set how many times the machine redials the number, and the redial interval.

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <TX/RX SETTINGS>, then press [OK].**

3. Press [◄ −] or [+ ►] to select <FAX SETTINGS>, then press [OK].

4. Press [◄ −] or [+ ►] to select <TX SETTINGS>, then press [OK].

5. Press [◄ −] or [+ ►] to select <AUTO REDIAL>, then press [OK].

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

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

8. Use [◄ −], [+ ►], or numeric keys to enter the number of redials (1 to 10 times) the machine will make, then press [OK].

9. Confirm that <REDIAL INTERVAL> is displayed, then press [OK].

10. Use [◄ −], [+ ►], or numeric keys to enter the time (2 to 99 minutes, in one-minute increments) between redials, then press [OK].

11. Confirm that <TX ERROR REDIAL> is displayed, then press [OK].

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

<ON>: Resends all pages if an error occurs during transmission.
<OFF>: Does not redial even if an error occurs during transmission.

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

■ **Send Settings**

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. The following settings will be effective when sending documents depending on the sending method you select:

– E-mail: <TX FILE NAME>, <SUBJECT>, <MESSAGE TEXT>, <REPLY-TO>, <E-MAIL PRIORITY>

– I-fax: <TX FILE NAME>, <SUBJECT>, <MESSAGE TEXT>, <REPLY-TO>

– File server (FTP and SMB): <TX FILE NAME>, <MESSAGE TEXT>

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <TX/RX SETTINGS>, then press [OK].**

3. **Confirm that <COMMON SETTINGS> is selected, then press [OK].**

4. **Confirm that <TX SETTINGS> is selected, then press [OK].**

5. **Press [◄ −] or [+ ►] to select <SEND SETTINGS>, then press [OK].**

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

7. **Use the numeric keys to enter the document's name (up to 24 characters), then press [OK].**

8. **Confirm that <SUBJECT> is displayed, then press [OK].**

9. **Use the numeric keys to enter the subject (up to 40 characters), then press [OK].**

10. **Confirm that <MESSAGE TEXT> is displayed, then press [OK].**

11. Use the numeric keys to enter the message body text (up to 140 characters), then press [OK].

12. Confirm that <REPLY-TO> is displayed, then press [OK].

13. Use the numeric keys to enter the reply-to address (up to 120 characters), then press [OK].

14. Confirm that <E-MAIL PRIORITY> is displayed, then press [OK].

15. Press [◄−] or [+►] to select the priority (<NORMAL>, <LOW> or <HIGH>), then press [OK].

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

Fax Dialing Features

■ Redialing Manually

NOTE

The Manual Redialing feature is available only for the iR1022F.

1. Set documents.

2. Press [FAX].

3. Press [Redial/Pause] to dial the last number you dialed.

To cancel manual redialing, press [Reset].

4. Press [Start].

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

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.

■ Dialing Through a Switchboard

If your machine is connected to a PBX, register the [R] key so you can easily access the outside line.

Registering the [R] Key

1. Press [Additional Functions].

2. Press [◄–] or [+►] to select <SYSTEM SETTINGS>, then press [OK].

3. Press [◄–] or [+►] to select <COMMUNICATIONS>, then press [OK].

4. Press [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].

5. Press [◄–] or [+►] to select <R-KEY SETTING>, then press [OK].

6. Press [◄—] or [+►] to select <PBX>, then press [OK].

7. Press [◄—] or [+►] to select <PREFIX>, then press [OK].

8. Use the numeric keys to enter the prefix number (up to 20 digits).

Ex.

```
PREFIX
_
```

9. Press [Recall/Pause]/[Redial/Pause] to enter a pause, then press [OK].

<p> in the fax/telephone number represents a certain amount of pause time, set in the <PAUSE TIME> menu.

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

Dialing using the [R] Key

1. Press [SEND]/[FAX].

2. Confirm that <FAX> is displayed, then press [OK].

For the iR1022F, skip this step.

3. Press [R] to access the outside line.

4. Use the numeric keys to enter the fax number.

■ Switching Temporarily to Tone Dialing

If your machine is set for pulse dialing, use the procedure below to switch to tone dialing to use information services (e.g., banks, airline reservations, and hotel reservations).

✏ **NOTE**

To talk to the other party, you will need to connect the optional handset or an external telephone to the machine.

1. Press [SEND]/[FAX].

2. Confirm that <FAX> is displayed, then press [OK].

For the iR1022F, skip this step.

3. Press [Hook].

You can also lift the optional handset instead.

✎ **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 be connected, or the wrong number may be dialed.

4. Use the numeric keys to dial the required information service.

5. When the recorded message of the information service answers, press [Tone] to switch to tone dialing.

If you pressed [Hook] in step 3, you can pick up the optional handset if you need to talk to the other party.

6. Use the numeric keys to enter the numbers requested by the information service.

7. If you want to receive faxes, press [Start].

If you are using the optional handset or the external telephone, hang up the handset after pressing [Start].

■ Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within the number.

1. Set documents.

2. Press [SEND]/[FAX].

3. Confirm that <FAX> is displayed, then press [OK].

For the iR1022F, skip this step.

4. Adjust any necessary settings for your documents.

5. Use the numeric keys to dial the international access code.

For details on international access codes, contact your local telephone company.

6. **If necessary, press [Recall/Pause]/[Redial/Pause] to insert a pause.**

 – The letter <p> is displayed between the numbers.
 – You can enter successive pauses within the fax number to make the pause time longer.
 – You can change the length of a pause inserted within the fax number in the <PAUSE TIME> menu. The default setting is four second.

7. **Use the numeric keys to dial the country code, the area code, and the fax/telephone number of the recipient.**

8. **Press [Recall/Pause]/[Redial/Pause] to enter a pause at the end of the number.**

 – The letter <P> appears at the end of the fax number.
 – Pauses entered at the end of fax numbers are always 10 seconds long.

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.

Receiving Features

You can set the fax receive mode to suit your needs, set the machine to receive fax/I-fax documents into memory (memory lock), forward received fax/I-fax documents to other machines or file servers, and use the external telephone connected to the machine to receive faxes manually (remote reception). You can also set how the received documents are printed.

■ Setting Receive Mode

To determine the right mode for you, see "Set the Machine for Receiving Faxes," in the Quick Start Guide.

1. **Press [Additional Functions].**

2. **Press [◄−] or [+►] to select <TX/RX SETTINGS>, then press [OK].**

3. **Press [◄−] or [+►] to select <FAX SETTINGS>, then press [OK].**

4. **Press [◄−] or [+►] to select <RX SETTINGS>, then press [OK].**

5. **Press [◄−] or [+►] to select <RX MODE>, then press [OK].**

6. **Press [◄−] or [+►] to select the desired receive mode, then press [OK].**

   <FaxOnly>: Answers all calls as faxes.
   <FaxTel>: Switches between fax and voice calls automatically. For optional settings, see "FaxTel: Optional Settings," on p. 1-16.
   <AnsMode>: Receives faxes automatically and records voice messages.
   <Manual>: Does not answer any calls. You have to manually receive faxes.

   📝 NOTE
   – For <FaxTel> or <Manual>, make sure the optional handset or handset of an external telephone is connected to the machine.
   – For <FaxTel>, make sure <INCOMING RING> is set to <ON> so that the external telephone rings when the machine receives a voice call.
   – For <AnsMode>, make sure an answering machine is connected to the machine.

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

Manual Reception

When you select <Manual> in <RX MODE>, follow the procedure below to receive a fax.

1. **When the telephone rings, pick up the optional handset or handset of the external telephone.**

2. **Confirm that the modem's connecting sound is heard, then 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.

3. **Hang up the optional handset or handset of the external telephone.**

FaxTel: Optional Settings

If required, change the optional settings as follows:

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <TX/RX SETTINGS>, then press [OK].**

3. **Press [◄ −] or [+ ►] to select <FAX SETTINGS>, then press [OK].**

4. **Press [◄ −] or [+ ►] to select <RX SETTINGS>, then press [OK].**

5. **Press [◄ −] or [+ ►] to select <FAX/TEL OPT. SET>, then press [OK].**

6. **Confirm that <RING START TIME> is displayed, then press [OK].**

7. **Use [◄ −], [+ ►], or the numeric keys to specify the period of time (0 to 30 seconds) before the machine starts ringing after receiving a voice call, then press [OK].**

If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.

8. **Confirm that <F/T RING TIME> is displayed, then press [OK].**

9. Press [◄−] or [+►] to select the duration (15 to 300 seconds) for the phone to ring, then press [OK].

10. Confirm that <F/T SWITCH ACTION> is displayed, then press [OK].

11. Press [◄−] or [+►] to select the action the machine will take after the ringing ends, then press [OK].

<RECEIVE>: Switches to the receive mode.
<DISCONNECT>: Disconnects the call.

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

■ Memory Reception

The machine automatically receives faxes in memory when printing is disabled under certain conditions (e.g., toner or paper has run out). You can also set the machine to store all documents in memory without automatically printing them.

1. Press [Additional Functions].

2. Press [◄−] or [+►] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. Press [◄−] or [+►] to select <COMMUNICATIONS>, then press [OK].

4. Press [◄−] or [+►] to select <MEMORY LOCK>, then press [OK].

If the memory lock password has already been set, enter the password, then press [OK].

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

✎ **NOTE**

When you select <OFF>, the machine starts to print the received documents in memory.

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

7. Use the numeric keys to enter the memory reception password (up to seven digits), then press [OK].

Ex.
```
P A S S W O R D
1 2 3 4 5 6 7 _
```

8. Confirm that <REPORT PRINT> is displayed, then press [OK].

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

<OFF>: Does not print a RX report.
<ON>: Prints a RX report.

📎 **NOTE**

<RX REPORT> should also be set to <ON> so that RX reports are automatically printed when documents are received in memory. For instructions, see "RX REPORT," on p. 7-5.

10. Confirm that <MEMORY RX TIME> is displayed, then press [OK].

If you do not need to set the timer for memory lock, skip to step 16.

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

12. Confirm that <MEM RX START TIME> is displayed, then press [OK].

13. Use the numeric keys to enter the start time (in 24-hour format), then press [OK].

Ex.
```
M E M   R X   S T A R T   T I M E
                0 0 : 0 0
```

14. Confirm that <MEM. RX END TIME> is displayed, then press [OK].

15. Use the numeric keys to enter the end time, then press [OK].

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

Printing All Documents Stored in Memory

1. **Perform step 1 to 3 in "Memory Reception," on p. 1-17.**

2. **Press [◄ –] or [+ ►] to select <MEMORY LOCK>, then press [OK].**

3. **Use the numeric keys to enter the memory reception password, then press [OK].**

4. **Press [◄ –] or [+ ►] to select <OFF>, then press [OK].**

   The received documents are printed.

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

■ **Forwarding Received Fax/I-Fax Documents**

You can set the machine to forward received fax/I-fax documents to other machines or file servers. If a received document matches the forwarding conditions, it is forwarded to the specified destination. Forwarding settings can be made using the Remote UI.

✍ **NOTE**

For instructions on forwarding settings and how to turn ON and OFF the forward mode, see "Specifying Forwarding Settings," on p. 4-18.

■ **Remote Reception**

Remote reception enables you to use an external telephone connected to the machine to receive faxes manually. This can be useful when the machine is not nearby or is being used by someone else.

✍ **NOTE**

This function is not available when <ENERGY IN SLEEP> in <COMMON SETTINGS> is set to <LOW>.

Registering Remote Reception ID

Follow this procedure if you want to change the default remote reception ID of 25.

1. Press [Additional Functions].

2. Press [◄ −] or [+ ►] to select <TX/RX SETTINGS>, then press [OK].

3. Press [◄ −] or [+ ►] to select <FAX SETTINGS>, then press [OK].

4. Press [◄ −] or [+ ►] to select <RX SETTINGS>, then press [OK].

5. Press [◄ −] or [+ ►] to select <REMOTE RX>, then press [OK].

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

7. Press [Clear] twice to delete the default remote reception ID of 25.

8. Use the numeric keys to enter a new remote reception ID (a combination of two characters using 0 to 9, ∗ and #), then press [OK].

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

Receiving a Fax Remotely

1. When you receive a call, pick up the external telephone.

2. Use the numeric keys to enter the two-digit remote reception ID to start reception.

   📝 NOTE

   If the machine is set for pulse dialing, press [Tone] to switch to tone dialing before pressing the remote reception ID.

3. When the reception is complete, hang up the telephone.

■ Printing Received Documents

The machine provides the following printing features: two-sided printing and received image reduction.

Two-Sided Printing

You can print received documents on both sides of the paper.

1. **Press [Additional Functions].**

2. **Press [◄−] or [+►] to select <TX/RX SETTINGS>, then press [OK].**

3. **Press [◄−] or [+►] to select <COMMON SETTINGS>, then press [OK].**

4. **Press [◄−] or [+►] to select <RX SETTINGS>, then press [OK].**

5. **Press [◄−] or [+►] to select <TWO-SIDED PRINT>, then press [OK].**

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

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

Received Image Reduction

You can print received documents in a reduced size.

1. **Press [Additional Functions].**

2. **Press [◄−] or [+►] to select <TX/RX SETTINGS>, then press [OK].**

3. **Press [◄−] or [+►] to select <COMMON SETTINGS>, then press [OK].**

4. **Press [◄−] or [+►] to select <RX SETTINGS>, then press [OK].**

5. **Press [◄−] or [+►] to select <RECEIVE REDUCTION>, then press [OK].**

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

7. **Press [◄−] or [+►] to select <RX REDUCTION> or <REDUCE DIRECTION>, then press [OK].**

If you select <REDUCE DIRECTION>, skip to step 11.

8. **Press [◄−] or [+►] to select <AUTO> or <FIXED REDUCTION>, then press [OK].**

If you select <AUTO>, adjust the image reduction automatically. Skip to step 10.

9. **Press [◄−] or [+►] to select a preset reduction ratio (97%, 95%, 90%, or 75%), then press [OK].**

10. **Confirm that <REDUCE DIRECTION> is displayed, then press [OK].**

11. **Press [◄−] or [+►] to select <VERTICAL ONLY> or <HORIZ & VERTICAL>, then press [OK].**

<VERTICAL ONLY>: Reduces the document vertically only.
<HORIZ & VERTICAL>: Reduces the document both horizontally and vertically.

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

Address Book Settings

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 scan and send settings. One-touch keys 01 to 04 can be used for this feature. For instructions on registering favorites buttons, see "Storing Favorites Buttons," on p. 1-26.
– 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 "Import/Export Function," on p. 4-30.

■ **Registering/Editing File Server Addresses in One-Touch Keys/Coded Dial Codes**

To send documents to a file server, the destination must be registered in Address Book.

Registering File Server 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 the server protocol (<FTP> or <SMB>), then press [OK].

<FTP>: Select this protocol if you are sending documents to a computer running Sun Solaris 2.6 or later, Mac OS X or later, Internet Information Services 5.0 under Windows 2000 Server, Internet Information Services 5.1 under Windows XP Professional, Internet Information Services 6.0 under Windows 2003 Server.
<SMB>: Select this protocol if you are sending documents to a computer running Windows 98/Me/2000/XP/Server 2003.

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

7. Use the numeric keys to enter the destination's name (up to 16 characters), then press [OK].

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

9. Use the numeric keys to enter the name of the file server on the network (up to 120 characters), then press [OK].

If no DNS server is available, the host name setting should be specified using the IP address of the FTP server.

Ex.
```
HOST NAME          :1
canon01_
```

10. Confirm that <FILE PATH> is displayed, then press [OK].

11. Use the numeric keys to specify the folder to which the job is to be sent (up to 120 characters), then press [OK].

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

13. Use the numeric keys to enter the login name, then press [OK].

You can enter up to 24 characters for the login name.

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

15. Use the numeric keys to enter the password, then press [OK].

You can enter up to 24 characters (14 characters when <SMB> is selected as the server protocol) for the password.
To register another one-touch key or coded dial code, repeat the procedure from step 4.

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

Editing File Server Addresses

📝 **NOTE**

You cannot change the server protocol setting (FTP or SMB) of the destination registered in Address Book. To change the server protocol, cancel the registration once, then register with the correct server protocol again.

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) 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 by the desired three-digit code.

5. Press [◄ −] or [+ ►] to select the item you want to edit, then press [OK].

You can edit <NAME>, <HOST NAME>, <FILE PATH>, <LOGIN NAME>, and <PASSWORD>.

6. Press [◄ −] repeatedly to go back to the character you want to edit, then press [Clear].

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

7. Use the numeric keys to enter a new character, then press [OK].

8. Repeat step 5 to 7 to edit the desired items.

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

Deleting a File Server Address

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) 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 <HOST NAME>, then press [OK].

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

You can also use [Clear] to delete characters one by one.

✎ **NOTE**

If you delete the file server name, the rest of the settings are cleared automatically.

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

■ Storing Favorites Buttons

You can register a destination together with any possible combination of send settings in a favorites button. One-touch keys 01 to 04 can be registered as favorites buttons.

✎ **NOTE**

The Favorites Buttons feature is available only for the iR1022i and iR1022iF.

Registering a Fax Number

1. **Press [Additional Functions].**

2. **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3. **Press [◄−] or [+►] to select <FAVORITES BUTTONS>, then press [OK].**

4. **Press [◄−] or [+►] to select a one-touch key (01 to 04), then press [OK].**

   If a one-touch destination is already registered in the desired one-touch key, select another key, or delete the destination first.

5. **Press [◄−] or [+►] to select <FAX>, then press [OK].**

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

7. **Use the numeric keys to enter the destination's name (up to 16 characters), then press [OK].**

8. **Confirm that <TEL NUMBER ENTRY> is displayed, then press [OK].**

9. **Use the numeric keys to enter the destination's fax number (up to 120 characters), then press [OK].**

10. **Confirm that <IMAGEQUALITY> is displayed, then press [OK].**

11. **Press [◄−] or [+►] to select the image quality (<FINE>, <PHOTO>, <SUPER FINE>, <ULTRA FINE>, or <STANDARD>), then press [OK].**

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

13. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

    If you do not want to set the optional settings, select <OFF>, then skip to step 20.
    If you want to set the options for sending faxes, select <ON>.

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

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

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

17. Press [◄ −] or [+ ►] to select the sending speed (33600 bps, 14400 bps, 9600 bps, or 4800 bps), then press [OK].

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

19. Press [◄ −] or [+ ►] to select the transmission option (<DOMESTIC>, <LONG DISTANCE 1>, <LONG DISTANCE 2>, or <LONG DISTANCE 3>), then press [OK].

🖉 **NOTE**

If errors occur during international fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.

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

Registering an E-Mail/I-Fax Address

1. Press [Additional Functions].

2. Press [◄ −] or [+ ►] to select <ADDRESS BOOK SET.>, then press [OK].

3. Press [◄ −] or [+ ►] to select <FAVORITES BUTTONS>, then press [OK].

4. Press [◄ −] or [+ ►] to select a one-touch key (01 to 04), then press [OK].

5. Press [◄ −] or [+ ►] to select <E-MAIL> or <IFAX>, then press [OK].

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

7. Use the numeric keys to enter the destination's name (up to 16 characters), then press [OK].

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

9. **Use the numeric keys to enter the destination's address, then press [OK].**

If you are registering an I-fax address, skip to step 12.

10. **If you are registering an e-mail address, confirm that <IMAGE FORMAT> is displayed, then press [OK].**

11. **Press [◄ −] or [+ ►] to select the file format (<PDF>, <TIFF (B&W)>, <PDF (COMPACT)>, or <JPEG>), then press [OK].**

<PDF>, <TIFF (B&W)>: Select for sending images in black-and-white.
<PDF (COMPACT)>, <JPEG>: Select for sending color images.

12. **Confirm that <DIVIDE INTO PAGES> is displayed, then press [OK].**

13. **Press [◄ −] or [+ ►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Sends multiple images as a single file without dividing them.
<ON>: Separates multiple images and send them as separate files.

✎ **NOTE**

If you have selected <JPEG> as the file format in step 11, multiple images are sent as separate files even if you set <DIVIDE INTO PAGES> to <OFF>.

14. **Confirm that <IMAGEQUALITY> is displayed, then press [OK].**

15. **Press [◄−] or [+►] to select the resolution, then press [OK].**

You can select from <200x200dpi>, <200x400dpi>, <300x300dpi>, <400x400dpi>, <600X600dpi>, <100X100dpi>, <150X150dpi>, and <200x100dpi>.

📝 **NOTE**

– If you are registering an e-mail address, note the following:
  – If you want to send color images in the <PDF (COMPACT)> format, select <300x300dpi>. Otherwise, the image is sent in black-and-white.
  – If you want to send color images in the <JPEG> format, select <100X100dpi>, <150X150dpi>, <200x200dpi>, or <300x300dpi>. Otherwise, the image is sent in black-and-white.
  – If you have selected <PDF> or <TIFF> as the file format in step 11 and <100X100dpi> or <600X600dpi> as the resolution, the image is sent in <200x200dpi> resolution.
– If you are registering an I-fax address, the image is sent in <200x200dpi> even if you select <200x400dpi>, <300x300dpi>, <400x400dpi>, <600X600dpi>, <100X100dpi>, or <150X150dpi>.

16. **Confirm that <ORIGINAL TYPE> is displayed, then press [OK].**

17. **Press [◄−] or [+►] to select the original type (<TEXT/PHOTO>, <TEXT>, or <PHOTO>), then press [OK].**

📝 **NOTE**

If you have selected <PDF (COMPACT)> as the file format in step 11, the original type is automatically set to <TEXT/PHOTO>. Skip to step 18.

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

Registering a File Server Address

1. **Press [Additional Functions].**

2. **Press [◄−] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3. **Press [◄−] or [+►] to select <FAVORITES BUTTONS>, then press [OK].**

4. **Press [◄−] or [+►] to select a one-touch key (01 to 04), then press [OK].**

5. Press [◄ −] or [+ ►] to select the server protocol (<FTP> or <SMB>), then press [OK].

For details on each protocol, see step 5 in "Registering File Server Addresses," on p. 1-23.

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

7. Use the numeric keys to enter the destination's name (up to 16 characters), then press [OK].

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

9. Use the numeric keys to enter the name of the file server on the network (up to 120 characters), then press [OK].

For instructions on entering the file server name, see step 9 in "Registering File Server Addresses," on p. 1-23.

10. Confirm that <FILE PATH> is displayed, then press [OK].

11. Use the numeric keys to enter the file path to the folder to which the job is to be sent (up to 120 characters), then press [OK].

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

13. Use the numeric keys to enter the login name, then press [OK].

You can enter up to 24 characters for the login name.

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

15. Use the numeric keys to enter the password, then press [OK].

You can enter up to 24 characters (14 characters when <SMB> is selected as the server protocol) for the password.

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

17. Press [◄ −] or [+ ►] to select the file format (<PDF>, <TIFF (B&W)>, <PDF (COMPACT)>, or <JPEG>), then press [OK].

<PDF>, <TIFF (B&W)>: Select for sending images in black-and-white.
<PDF (COMPACT)>, <JPEG>: Select for sending color images.

18. Confirm that <DIVIDE INTO PAGES> is displayed, then press [OK].

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

<OFF>: Sends multiple images as a single file without dividing them.
<ON>: Separates multiple images and send them as separate files.

🖉 NOTE

If you have selected <JPEG> as the file format in step 17, multiple images are sent as separate files even if you set <DIVIDE INTO PAGES> to <OFF>.

20. Confirm that <IMAGEQUALITY> is displayed, then press [OK].

21. Press [◄ −] or [+ ►] to select the resolution, then press [OK].

You can select from <200x200dpi>, <200x400dpi>, <300x300dpi>, <400x400dpi>, <600X600dpi>, <100X100dpi>, <150X150dpi>, and <200x100dpi>.

🖉 NOTE

– If you want to send color images in the <PDF (COMPACT)> format, select <300x300dpi>. Otherwise, the image is sent in black-and-white.
– If you want to send color images in the <JPEG> format, select <100X100dpi>, <150X150dpi>, <200x200dpi>, or <300x300dpi>. Otherwise, the image is sent in black-and-white.
– If you have selected <PDF> or <TIFF> as the file format in step 17 and <100X100dpi> or <600X600dpi> as the resolution, the image is sent in <200x200dpi> resolution.

22. Confirm that <ORIGINAL TYPE> is displayed, then press [OK].

23. Press [◄ –] or [+ ►] to select the original type (<TEXT/PHOTO>, <TEXT>, or <PHOTO>), then press [OK].

📝 **NOTE**

If you have selected <PDF (COMPACT)> as the file format in step 17, the original type is automatically set to <TEXT/PHOTO>. Skip to step 24.

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

Canceling TX/RX Jobs

Cancel an ongoing job (sending or receiving) as follows.

1. **Press [Stop].**

2. **When the <STOP KEY PRESSED> message appears, press [OK].**

●**When scanning using the ADF:**

```
STOP  KEY  PRESSED
PRESS  OK  KEY
```

●**When scanning using the platen glass:**

```
STOP  KEY  PRESSED
```

When the <CANCEL DURING TX/RX?> message appears, press [◄—] to select <YES>.

```
CANCEL  DURING  TX/RX?
  < YES          NO  >
```

📝 **NOTE**

For sending jobs, remove any unscanned documents from the ADF.

2 Advanced Copy Features

Advanced Copy Features

■ Collate Copy

You can copy documents collated into sets arranged in page order. This feature can be used together with both "Two-Sided Copying" (see p. 2-3) and "2 on 1 Combination" (see p. 2-6).

1. Set documents.

Place the first page on the platen glass if you are not using the ADF.

2. Press [COPY].

> **NOTE**
>
> If <AUTO COLLATE> is set to <COLLATE> in <STANDRD SETTINGS> in <COPY SETTINGS>, skip step 3 and 4.

3. Press [Collate].

<COLLATE> appears in the LCD.

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

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

6. Press [Start].

When the documents are loaded in the ADF, collate copying starts and no further operation is required.
If the document is placed on the platen glass and <ORIGINAL SIZE> is displayed in the LCD, press [◄─] or [+►] to select the original size, then press [OK].

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

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

8. Press [OK].

– The machine prints the remaining sets of copies.
– To cancel all settings, press [Reset].

> **NOTE**
>
> When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning may be canceled. If this happens, press [Stop] to return to the standby mode.

■ Reserved Copy

You can make copy settings and scan documents even if the machine is currently printing. The scanned documents are processed after the current job is complete.

1. **Set documents.**

2. **Press [COPY].**
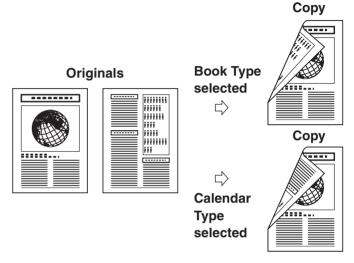
3. **Set the desired copy mode and quantity (1 to 99), then press [Start].**

You can reserve up to 5 copy jobs, with different settings for each job.
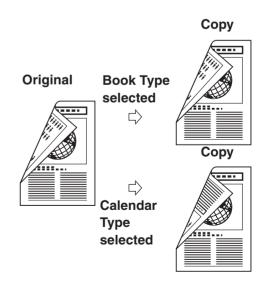
■ Two-Sided Copying

Two-sided copying enables you to make two-sided copies from one-sided or two-sided documents, or make one-sided copies from two-sided documents. This feature can be used together with both "Collate Copy" (see p. 2-2) and "2 on 1 Combination" (see p. 2-6).

1 to 2-Sided Copying

Originals

Book Type selected ⇨ Copy

Calendar Type selected ⇨ Copy

2 to 2-Sided Copying

Original

Book Type selected ⇨ Copy

Calendar Type selected ⇨ Copy

2 to 1-Sided Copying

Copies

Original

Book Type selected

⇨

Copies

Calendar Type selected

⇨

📎 **NOTE**
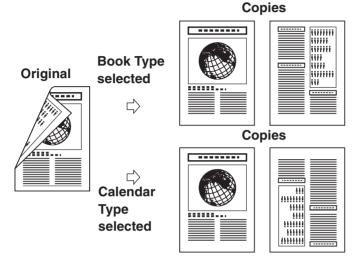
Paper used to make two-sided copies must conform to the following specifications:
– Paper size: A4 (LGL or LTR loaded on the stack bypass are available as well.)
– Paper weight: 64 to 90 g/m^2

1 to 2-Sided

You can make two-sided copies from one-sided documents.

1. Set documents.

2. Press [COPY].

3. Press [Two-Sided].

4. Press [◄ −] or [+ ►] to select <1 > 2-SIDED>, then press [OK].

5. Press [◄ −] or [+ ►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

<BOOK TYPE>: The front and back sides of the copy will have the same top-bottom orientation.
<CALENDAR TYPE>: The front and back sides of the copy will have opposite top-bottom orientations.

6. Press [Start].

To cancel all settings, press [Reset].

📎 **NOTE**

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

2 to 2-Sided

You can make two-sided copies from two-sided documents.

1. Set documents.

2. Press [COPY].

3. Press [Two-Sided].

4. Press [◄−] or [+►] to select <2 > 2-SIDED>, then press [OK].

5. Press [◄−] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE> (for the documents), 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.

6. Press [◄−] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE> (for the copies), then press [OK].

<BOOK TYPE>: The front and back sides of the copy will have the same top-bottom orientation.
<CALENDAR TYPE>: The front and back sides of the copy will have opposite top-bottom orientations.

7. Press [Start].

To cancel all settings, press [Reset].

✎ **NOTE**

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

2 to 1-Sided

You can make one-sided copies from two-sided documents.

1. Set documents.

2. Press [COPY].

3. Press [Two-Sided].

4. Press [◄−] or [+►] to select <2 > 1-SIDED>, then press [OK].

5. Press [◄−] or [+►] to select <BOOK TYPE> or <CALENDAR 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.

6. Press [Start].

To cancel all settings, press [Reset].

✎ NOTE
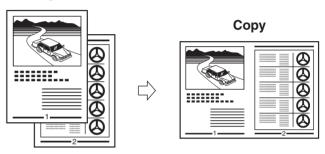
When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

■ 2 on 1 Combination

2 on 1 combination automatically reduces two documents to fit on the selected paper size. This feature can be used together with both "Collate Copy" (see p. 2-2) and "Two-Sided Copying" (see p. 2-3).

Originals

Copy

1. Set documents.

2. Press [COPY].

3. Press [2 on 1].

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

5. **Press [◄−] or [+►] to select the size of the document, then press [OK].**

6. **Press [◄−] or [+►] to select the paper size, then press [OK].**

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

8. **Press [Start].**

To cancel all settings, press [Reset].

📝 **NOTE**
– When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].
– A maximum of 2 to 3 mm margin will be produced between the two reduced documents in 2 on 1 combination copying.

■ Frame Erase

You can erase shadows and lines that appear when copying various types of documents.

Original Frame Erase Copying

Original (A5)

Original Frame Erase Selected

⇨

Original Frame Erase Not Selected

⇨

Copy (A4)

Copy (A4)

Book Frame Erase Copying

Original

Book Frame Erase Selected

Copy

Copy

Book Frame Erase Not Selected
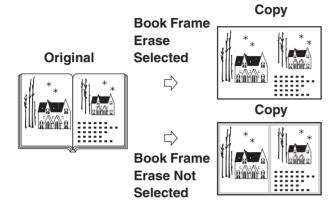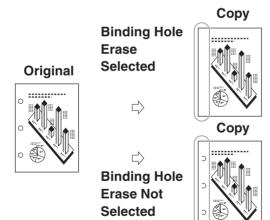
Binding Hole Frame Erase Copying

Original

Binding Hole Erase Selected

Copy

Copy

Binding Hole Erase Not Selected

Original Frame Erase

Original frame erase can erase the dark borders and frame lines that appear around the copy when the document is smaller than the selected paper size.

1. **Set documents.**

2. **Press [COPY].**

3. **Press [Frame Erase].**

4. **Press [◄−] or [+►] to select <ORIGINAL FR.>, then press [OK].**

5. **Press [◄−] or [+►] to select the size of the document, then press [OK].**

6. **Use [◄−], [+►], or the numeric keys to set the frame erase width for all four borders, then press [OK].**

   The width ranges 1 to 50 mm.

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

8. **Press [Start].**

To cancel all settings, press [Reset].

Book Frame Erase

Book frame erase can erase the dark borders, as well as center and contour lines that appear when copying facing pages in a book or bound document onto a single sheet of paper.

1. **Set documents.**

2. **Press [COPY].**

3. **Press [Frame Erase].**

4. **Press [◄−] or [+►] to select <BOOK FRAME>, then press [OK].**

5. **Press [◄−] or [+►] to select the book size, then press [OK].**

6. **Use [◄−], [+►], or the numeric keys to set the book frame erase width for all four borders, then press [OK].**

The book frame erase width ranges 1 to 50 mm.

7. **Use [◄−], [+►], or the numeric keys to set the frame erase width for the center of the book, then press [OK].**

The width ranges 1 to 50 mm.

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

9. **Press [Start].**

To cancel all settings, press [Reset].

Binding Hole Erase

Binding hole erase can erase the shadows that appear on copies from binding holes on the documents.

1. **Set documents.**

2. **Press [COPY].**

3. **Press [Frame Erase].**

4. **Press [◄ −] or [+ ►] to select <BINDING HOLE>, then press [OK].**
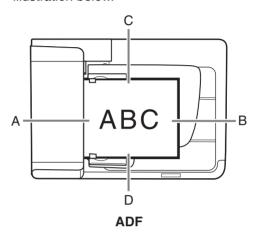
5. **Press [◄ −] or [+ ►] to specify the location of the binding holes (<LEFT>, <RIGHT>, <TOP>, or <BOTTOM>), then press [OK].**

6. **Use [◄ −], [+ ►], or the numeric keys to set the binding hole erase width, then press [OK].**
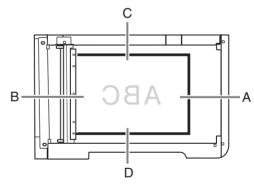
   The width ranges 3 to 20 mm.

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

8. **Press [Start].**

   To cancel all settings, press [Reset].

The locations of the binding holes to be erased are shown in the illustration below.

ADF

Platen Glass

A: LEFT
B: RIGHT
C: TOP
D: BOTTOM

Canceling Copy Jobs

Cancel an ongoing job as follows.

1. **Press [Stop].**

2. **When the <STOP KEY PRESSED> message appears, press [OK].**

●**When scanning using the ADF:**

```
STOP  KEY  PRESSED
PRESS  OK  KEY
```

●**When scanning using the platen glass:**

```
STOP  KEY  PRESSED
```

When the <CANCEL COPYING?> message appears, press [◄ ─] to select <YES>.

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

3 Network

1 Advanced Send Features

2 Advanced Copy Features

3 Network

4 Remote UI

5 System Monitor

6 System Manager Settings

7 Reports and Lists

8 Troubleshooting

9 Appendix

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Appendix **9**

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System Requirements

This section describes the system environments with which the machine is compatible.

■ Printing or Sending a Fax from a Computer

The following system environments are compatible when printing or sending a fax from a computer:

● **OS**

– Microsoft Windows 98/98SE

– Microsoft Windows Me

– Microsoft Windows 2000 Server

– Microsoft Windows 2000 Professional

– Microsoft Windows XP Professional

– Microsoft Windows XP Home Edition

– Microsoft Windows Server 2003

● **Computers**

– Windows; IBM PC/compatibles

● **Protocol**

– TCP/IP

📝 **NOTE**

If you are using Windows 2000, you need to install Service Pack 4 or later.

■ Using E-Mail/I-Fax

The following system environments are confirmed for using the e-mail/I-fax functions.

● **Mail forwarding server software**

– Sendmail 8.93 or later (UNIX)

– Microsoft Exchange Server (Windows)
  (Microsoft Exchange Server 5.5 + Service Pack 1 or later)

– Lotus Domino R4.6 or later (Windows)

● **Mail receiving server software**

– Qpopper 2.53 or later (UNIX)

– Microsoft Exchange Server (Windows)
  (Microsoft Exchange Server 5.5 + Service Pack 1 or later)

– Lotus Domino R4.6 or later (Windows)

🖉 NOTE

– The machine sends e-mail or I-fax messages to mail servers using SMTP.
  The machine can receive incoming messages from a mail server using the POP3 protocol or directly using the machine's own SMTP receiving function.
  If the latter method is used, it is not necessary for the mail server to support the POP3 protocol.
– The machine can receive I-fax images and error e-mail messages sent when errors occur during communication, but not any other type of e-mail.

■ Sending Data

The following system environments are compatible when sending data from the machine to a file server, depending on the type of network used:

With a TCP/IP Network (Using FTP)

● **Servers**

– Microsoft Windows 2000 Server and Internet Information Services 5.0

– Microsoft Windows XP Professional and Internet Information Services 5.1

– Microsoft Windows Server 2003 and Internet Information Services 6.0

– Solaris Version 2.6 or later

– Mac OS X

– FTP server for imageWARE Gateway

● **Protocol**

– TCP/IP

With a NetBIOS Network

● **Servers**

– Microsoft Windows 98

– Microsoft Windows Me

– Microsoft Windows 2000 Server

– Microsoft Windows 2000 Professional

– Microsoft Windows XP Professional

– Microsoft Windows XP Home Edition

– Microsoft Windows Server 2003

● **Protocol**

– NetBIOS over TCP/IP (NetBT)

 NOTE

If you are using Windows 2000, you need to install Service Pack 4 or later.

Network Environment Setup Procedures

Before using the machine in a network environment, it is necessary to perform the following setup procedures.

1. Network Cable Connection (See "Set the Machine for Network Usage," in the Quick Start Guide.)

Connect the machine to your network using the network cables.

2. Preparation for Protocol Settings (See "Set the Machine for Network Usage," in the Quick Start Guide.)

Specify the machine's IP address so that the machine and the network computer can communicate before making protocol settings. Any of the following can be used to specify the settings.
– Machine's operation panel (Additional Functions menu)
– NetSpot Device Installer (Canon utility software included in the User Software CD)

3. Interface Settings (See p. 3-8)

Specify the interface settings for communication between the machine and computers on your network. To specify the settings, use:
– Machine's operation panel
– Web browser (Remote UI)

4. Communication Environment Setup (See p. 3-10)

Set up a configuration for communication between the machine and computers on your network. To specify the settings, use:
– Machine's operation panel
– Web browser (Remote UI)

Interface Settings

Ethernet Driver

You can specify the communication method and Ethernet connection type.

1. Press [Additional Functions].

2. Press [◄−] or [+►] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. Press [◄−] or [+►] to select <NETWORK SETTINGS>, then press [OK].

4. Press [◄−] or [+►] to select <ETHERNET DRIVER>, then press [OK].

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

6. Press [◄−] or [+►] to select the desired detection method, then press [OK].

<AUTO>: Automatically determines the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX). Skip to step 11.
<MANUAL>: You have to manually specify the communication mode and Ethernet type.

✎ **NOTE**

If you reconnect the network cable (for example, reconnect the cable to a different Ethernet hub) with the power on, the Auto Detect function will not work even if you set <DETECT> to <AUTO>. (Connect the cable with the power off.)

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

8. Press [◄−] or [+►] to select the desired communication method, then press [OK].

<HALF DUPLEX>: Sends and receives alternately.
<FULL DUPLEX>: Sends and receives simultaneously.

9. **Confirm that <ETHERNET TYPE> is displayed, then press [OK].**

10. **Press [◄−] or [+►] to select the desired Ethernet connection type, then press [OK].**

<10 BASE-T>: Establish a 10Base-T network connection.
<100 BASE-TX>: Establish a 100Base-TX network connection.

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

12. **Restart the machine.**

Communication Environment Setup

To set up a configuration for communication between the machine and computers on your network, use the following procedure.

SNMP

SNMP helps monitor the state of the machine and collects information on it. The following two items can be set:

<COMMUNITY NAME>:
Sets the SNMP community name. You can specify up to two community names.
<SNMP WRITABLE>:
Enables the computers on the network to access the machine and modify its settings if this item is activated. You can specify this setting for each community separately.

1.   Press [Additional Functions].

2.   Press [◄−] or [+►] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3.   Press [◄−] or [+►] to select <NETWORK SETTINGS>, then press [OK].

4.   Press [◄−] or [+►] to select <SNMP SETTINGS>, then press [OK].

5.   Confirm that <USE SNMP> is displayed, then press [OK].

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

<ON>: When you set or browse each item of the machine with a utility that uses SNMP to obtain information.
<OFF>: When you do not use an SNMP utility.

📝 **NOTE**

– If you want to use a Canon printer driver or utility, select <ON> for both <USE SNMP> and <DEDICATED PORT>.
– You can restrict the IP addresses of computers on which items can be set or browsed. If you restrict the IP addresses, it is not possible to use the Remote UI to set or browse detailed information on computers other than those whose IP addresses are allowed, even if both <USE SNMP> and <DEDICATED PORT> are <ON>. For details, see "Protocol Settings for TCP/IP Network," on p. 3-14.

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

8. Use the numeric keys to enter the desired community name other than "public," then press [OK].

9. If you want to specify <COMMUNITY NAME 2>, press [OK].

Otherwise, press [+►], then skip to step 11.

10. Use the numeric keys to enter the desired community name, then press [OK].

11. Confirm that <SNMP WRITABLE 1> is displayed, then press [OK].

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

13. If you want to specify <SNMP WRITABLE 2>, press [OK].

Otherwise, skip to step 15.

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

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

16. Restart the machine.

Dedicated Port

To set or browse detailed information on the machine with a Canon printer driver or utility, set <DEDICATED PORT> to <ON>.

🖉 **NOTE**

– If you want to use a Canon printer driver or utility, select <ON> for both <USE SNMP> and <DEDICATED PORT>.
– You can restrict the IP addresses of computers on which items can be set or browsed. If you restrict the IP addresses, it is not possible to use the Remote UI to set or browse detailed information on computers other than those whose IP addresses are allowed, even if both <USE SNMP> and <DEDICATED PORT> are <ON>. For details, see "Protocol Settings for TCP/IP Network," on p. 3-14.

1. **Press [Additional Functions].**

2. **Press [◄−] or [+►] to select <SYSTEM SETTINGS>, then press [OK].**

   If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. **Press [◄−] or [+►] to select <NETWORK SETTINGS>, then press [OK].**

4. **Press [◄−] or [+►] to select <DEDICATED PORT>, then press [OK].**

5. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

   <ON>: If you want to set or browse detailed information on the machine with a Canon printer driver or utility.
   <OFF>: If you are not using a Canon printer driver or utility.

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

7. **Restart the machine.**

Using a TCP/IP Network

This chapter describes the settings and procedures necessary to connect and use the machine with a TCP/IP network.

1. **Protocol Settings for TCP/IP Network (See p. 3-14)**

   Specify the machine's protocol settings. Any of the following can be used to specify the settings.
   – Machine's operation panel (Additional Functions menu)
   – Web browser (Remote UI)
   – NetSpot Device Installer (Canon utility software included in the User Software CD)

2. **Setting Up a Computer for Printing/Sending a Fax (See p. 3-23)**

   Specify the settings for each computer you use for printing/sending a fax.

3. **Setting Up a Computer as a FTP Server (See p. 3-27)**

   Specify the settings of the computer receiving data sent from the machine.

Protocol Settings for TCP/IP Network

You can specify the machine's protocol settings on the computer using any of the following software.

– **Machine's operation panel (Additional Functions menu)**

– **Web browser (Remote UI)**

– **NetSpot Console (via a web browser) (Canon utility software)**

✎ **NOTE**

– For more details about NetSpot Console, see online help or the NetSpot Console readme file.
– To specify the protocol settings using NetSpot Console, you must log in as Administrator. For instructions on how to use NetSpot Console, see online help for NetSpot Console.
– If you change the IP address etc. on the web browser (Remote UI), the change is not reflected in the setting display. When you check on the machine, you can check by <VIEW IP ADDRESS> in <NETWORK SETTINGS> located in the <SYSTEM SETTINGS>, or by printing a USER'S DATA LIST. (See Chapter 14, "Machine Settings," in the Basic Operation Guide.)

■ **Settings from the Operation Panel of the Machine**

TCP/IP Settings

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].**

   If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. **Press [◄ −] or [+ ►] to select <NETWORK SETTINGS>, then press [OK].**

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

5. **Press [◄ −] or [+ ►] to select <DNS SETTINGS>, then press [OK].**

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

7. Use the numeric keys to enter the IP address of a primary DNS server, then press [OK].

8. If you want to specify <SECONDARY SERVER>, press [OK].

Otherwise, press [+►], skip to step 10.

9. Use the numeric keys to enter the IP address of a secondary DNS server, then press [OK].

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

11. Use the numeric keys to enter the desired host name, then press [OK].

Ex.
```
HOST  NAME            :a
host  name
```

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

13. Use the numeric keys to enter the network domain name, then press [OK].

Ex.
```
DOMAIN NAME           :a
org.company.com
```

14. Press [Additional Functions] so that <DNS SETTINGS> in <TCP/IP SETTINGS> is displayed.

15. Press [◄−] or [+►] to select <USE LPD>, then press [OK].

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

<ON>: Uses LPD as the print application.
<OFF>: Does not use LPD.

17. Press [◄−] or [+►] to select <RAW SETTINGS>, then press [OK].

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

<ON>: Uses Raw as the print application.
<OFF>: Does not use Raw.

19. **Confirm that <USE BIDIRECTIONAL> is displayed, then press [OK].**

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

<ON>: Establishes bidirectional communication using Port 9100.
<OFF>: Does not establish bidirectional communication using Port 9100.

21. **Press [◄−] or [+►] to select <USE PASV MODE>, then press [OK].**

22. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Disable the PASV mode for FTP.
<ON>: Enables the PASV mode for FTP.

✎ **NOTE**

Whether you use the PASV mode for FTP depends on the network environment you are using and the settings of the file server you are sending to. Before specifying the PASV mode for FTP, consult your network administrator.

23. **Press [◄−] or [+►] to select <FTP EXTENSION>, then press [OK].**

24. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Disable the FTP extension.
<ON>: Enables the FTP extension.

25. **Press [◄−] or [+►] to select <USE HTTP>, then press [OK].**

<ON>: Uses the Remote UI.
<OFF>: Does not use the Remote UI.

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

27. **Press [◄−] or [+►] to select <PORT NO.>, then press [OK].**

28. **Press [◄−] or [+►] to select the protocol of which you want to change the port number (LPD, RAW, HTTP, SMTP RX, POP3 RX, FTP SENDING, SMTP TX or SNMP), then press [OK].**

29. **Use the numeric keys to enter the port number, then press [OK].**

30. Press [Additional Functions] so that <PORT NO.> in <TCP/IP SETTINGS> is displayed.

31. Press [◄−] or [+►] to select <SET IP ADD RANGE>, then press [OK].

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

33. Confirm that <PERMIT/REJECT> is displayed, then press [OK].

34. Press [◄−] or [+►] to select <REJECT> or <PERMIT>, then press [OK].

<REJECT>: Restricts the IP addresses of computers from which data (print/fax job) can be sent to the machine.
<PERMIT>: Permits the IP addresses of computers from which data (print/fax job) can be sent to the machine.

35. Confirm that <SET IP ADDRESS> is displayed, then press [OK].

36. Press [◄−] or [+►] to select from <IP ADDRESS 1> through <IP ADDRESS 4>, then press [OK].

37. Confirm that <START IP ADDRESS> is displayed, then press [OK].

38. Use the numeric keys to enter the start IP address, then press [OK].

39. Confirm that <END IP ADDRESS> is displayed, then press [OK]

40. Use the numeric keys to enter the end IP address, then press [OK].

📝 NOTE

To enter another IP address range, repeat step 36 to 40. After you specified the <END IP ADDRESS> of <IP ADDRESS 4>, confirm that <RX MAC ADD SET.> is displayed, press [OK], then skip to step 43.

41. Press [Additional Functions] so that <SET IP ADD RANGE> in <TCP/IP SETTINGS> is displayed.

42. Press [◄−] or [+►] to select <RX MAC ADD SET.>, then press [OK].

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

<OFF>: Disables a MAC address filter. Skip to step 46.
<ON>: Enables a MAC address filter.

🖉 **NOTE**

If you select <ON>, you will be unable to access from MAC addresses which have not been specified.

44. Press [◄ −] or [+ ►] to select from <PERMIT RX ADD1> through <PERMIT RX ADD5>, then press [OK].

45. Specify the MAC addresses to allow access to, then press [OK].

Repeat step 44 and 45 to specify other MAC addresses.

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

47. Restart the machine.

E-mail/I-Fax Settings

1. Press [Additional Functions].

2. Press [◄ −] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. Press [◄ −] or [+ ►] to select <NETWORK SETTINGS>, then press [OK].

4. Press [◄ −] or [+ ►] to select <E-MAIL/I-FAX>, then press [OK].

5. Confirm that <SMTP RX> is displayed, then press [OK].

6. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Does not receive e-mail/I-faxes using the machine's own SMTP receiving function. If you want to receive e-mail/I-faxes using a POP server, select <OFF>.
<ON>: Receives e-mail/I-faxes using the machine's own SMTP receiving function.

📝 **NOTE**

The machine can receive I-fax images and communication error notices only.

7. **Confirm that <SMTP SERVER> is displayed, then press [OK].**

8. **Use the numeric keys to enter the SMTP server name, then press [OK].**

– Enter the SMTP server name if the SMTP server name is already registered in the DNS server.
– Enter the IP address of the SMTP server if the SMTP server name is not registered in the DNS server.

Ex.

```
SMTP SERVER      :a
smtp.company.com
```

9. **Confirm that <POP> is displayed, then press [OK].**

10. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Does not receive e-mail/I-faxes using a POP server. If you want to receive e-mail/I-faxes using the machine's own SMTP receiving function, select <OFF>.
<ON>: Receives e-mail/I-faxes using a POP server.

📝 **NOTE**

The machine can receive I-fax images and communication error notices only.

11. **Confirm that <POP BEFORE SEND> is displayed, then press [OK].**

12. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Does not use an SMTP server that requires POP before SMTP.
<ON>: Uses an SMTP server that requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail).

13. Confirm that <E-MAIL ADDRESS> is displayed, then press [OK].

14. Use the numeric keys to enter the e-mail address your machine will use, then press [OK].

Ex.

```
E-MAIL ADDRESS    :a
cal@pop.company.com
```

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

16. Use the numeric keys to enter the POP server name, then press [OK].

– Enter the POP server name if the POP server name is already registered in the DNS server.
– Enter the IP address of the POP server if the POP server name is not registered in the DNS server.

Ex.

```
POP SERVER        :a
pop.company.com
```

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

18. Use the numeric keys to enter the login name for access to the POP server, then press [OK].

Ex.

```
POP ADDRESS       :1
account1_
```

19. Confirm that <POP PASSWORD> is displayed, then press [OK].

20. Use the numeric keys to enter the password for access to the POP server, then press [OK].

21. Confirm that <POP INTERVAL> is displayed, then press [OK].

22. Use [◄─], [+►], or numeric keys to set the interval at which you want to check the POP server for incoming e-mail, then press [OK].

📝 **NOTE**

If the interval is set to 0, the POP server is not checked automatically. For instructions on how to manually check the POP server, see "Checking the Arrival of I-Fax," on p. 5-5

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

24. Restart the machine.

Startup Time Settings

If you connect the machine to a switching hub, it may not be able to connect to a network even though your network settings are set correctly.
This occurs because the spanning tree process performed between switching hubs prevents them from communicating with each other immediately after the machine connects to a switching hub.
In this case, use the following procedure to delay the startup of network communication.

1. Press [Additional Functions].

2. Press [◄─] or [+►] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. Press [◄─] or [+►] to select <NETWORK SETTINGS>, then press [OK].

4. Press [◄─] or [+►] to select <STARTUP TIME SET.>, then press [OK].

5. Use [◄─], [+►], or numeric keys to set the time period required to delay the startup of network communications for the machine, then press [OK].

You can enter the value from 0 to 300 (seconds).

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

7. Restart the machine.

Checking the Current Network Settings

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].**

   If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. **Press [◄ −] or [+ ►] to select <NETWORK SETTINGS>, then press [OK].**

4. **Press [◄ −] or [+ ►] to select <VIEW IP ADDRESS>, then press [OK].**

5. **Press [◄ −] or [+ ►] to select <IP ADDRESS>, <SUBNET MASK>, or <GATEWAY ADDRESS> for displaying the setting you want to check, then press [OK].**

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

Setting Up a Computer for Printing/Sending a Fax

● **Connecting to a TCP/IP Network:**

All computers that use the machine must have TCP/IP client software installed and must be enabled for TCP/IP network use. For details, see the manuals provided with the operating system.

● **Installing the Printer Driver and Specifying the Machine Destination Setting:**

To print from a computer, you must install a printer driver and specify a setting for the machine destination. The machine destination setting differs depending on the print application used for printing. Use the following information as a guide to determine the print application you are using, and then perform the necessary operations.

– LPD: This is the print application generally used with TCP/IP.

– Raw: This is a print application used with Windows 2000/XP/Server 2003. It can print at higher speeds than LPD.

■ **Machine Connection Method (LPD/Raw)**

✎ **NOTE**

In the following procedures, items displayed on the screen for Windows XP are used; items might differ depending on your operating system.

1. **Open the printer properties dialog box.**

– For Windows 2000, click [Start] on the Windows task bar → [Settings] → [Printers].
– For Windows XP Professional/Server 2003, click [start] on the Windows task bar → [Printers and Faxes].
– For Windows XP Home Edition, click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2. **Right-click the icon of the printer you installed → select [Properties].**
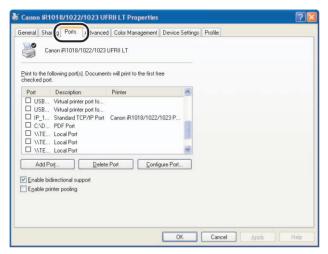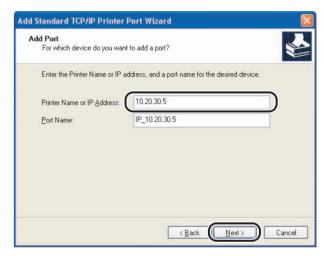
3. **Display the [Ports] sheet by clicking the [Ports] tab.**

4. **Open the [Printer Ports] dialog box by clicking [Add Port].**

5. **From [Available ports types], select [Standard TCP/IP Port] → click [New Port].**

The Add Standard TCP/IP Printer Port Wizard starts.

6. **Click [Next].**

7. **In [Printer Name or IP Address], enter the machine IP address or machine host name → click [Next].**

After the computer has confirmed that there is a machine in which the entered IP address is assigned, the [Completing the Add Standard TCP/IP Printer Port Wizard] window appears.
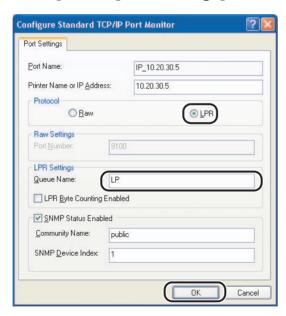
8. **Click [Finish].**

If the dialog box displays [Additional Port Information Required], follow the instructions on the screen to search again, or click [Standard] → click [Canon Network Printing Device with P9100] from the pull-down list → click [Next].

9. **Click [Close] to close the [Printer Ports] dialog box.**

If you want to use Raw, skip to step 12.

10. **In the printer properties dialog box, click [Configure Port] → Click [LPR] under [Protocol] → enter a print queue in [Queue Name] under [LPR Settings].**

NOTE

You can specify a print queue in [Queue Name]. The following three print queues are available:
– LP: The machine prints according to its spool settings. Normally select this option.
– SPOOL: The machine prints only after spooling a print job on the hard disk, regardless of its spool settings.
– DIRECT: The machine prints without spooling a print job on the hard disk, regardless of its spool settings.

11. **Click [OK].**

12. **Click [Close].**

■ Print Server Settings

If Windows 2000/XP/Server 2003 is on your network, the following procedure enables you to set up a print server for more efficient management of network printers. Once a print server is set up, print jobs can be managed by the print server. Also, by setting up an alternate driver for the print server, printer drivers can be installed in each computer via the network.

1. Open the printer properties dialog box.

– For Windows 2000, click [Start] on the Windows task bar → [Settings] → [Printers].
– For Windows XP Professional/Server 2003, click [start] on the Windows task bar → [Printers and Faxes].
– For Windows XP Home Edition, click [start] on the Windows task bar → [Control Panel] → [Printers and Other Hardware] → [Printers and Faxes].

2. Right-click the icon of the printer you installed → select [Sharing].

3. Select [Share this printer] (Windows 2000: [Shared as]) and enter a share name.

4. If this machine is shared with users running different versions of Windows, click [Additional Drivers].

When the alternate driver is installed, additional windows will open for entering the location of the file containing the printer driver. Follow the instructions in these windows.

📎 **NOTE**

To install the printer driver on another computer, use the [Add Printer Wizard] window for selecting the printer destination → select [Network printer] or [A network printer, or a printer attached to another computer] → select the shared printer for the computer selected in the print server.

5. Click [OK].

The shared printer settings are complete.

Setting Up a Computer as a FTP Server

To send data from the machine to a computer on your network, you need to specify the settings of the computer for receiving data.
You can send data over a TCP/IP network to any of the following:

– FTP server (Windows 2000/XP/Server 2003, UNIX, Mac OS X, imageWARE Gateway series)

– Windows shared folder (Windows 98/Me/2000/XP/Server 2003)

This section describes how to set up a computer as an FTP server.
For instructions on how to configure a Windows shared folder, see "Setting Up a Computer as a File Server," on p. 3-41.

✐ **NOTE**

– This section describes only the procedures for setting up a computer to receive data sent from the machine. To send data from the machine to a server on the network, you must enter an address setting from the operation panel. For instructions on how to specify destination address settings, see "Address Book Settings," on p. 1-23.
– The following procedure explains a sample FTP server setup. Depending on your environment, the actual setup procedure may differ.

Windows 2000/XP/Server 2003

✐ **NOTE**

– It is recommended that the FTP server be configured by the network administrator.
– The use of Windows 2000 Server as an FTP server requires the installation of Microsoft Internet Information Services 5.0 (IIS 5.0). If IIS is not installed in the computer you are using, you will need to install IIS before entering these settings. For installation procedures, see the documentation provided with your operating system.
– The use of Windows XP Professional as an FTP server requires the installation of Microsoft Internet Information Services 5.1 (IIS 5.1). If IIS is not installed in the computer you are using, you will need to install IIS before entering these settings. For installation procedures, see the documentation provided with your operating system.
– The use of Windows Server 2003 as an FTP server requires the installation of Microsoft Internet Information Services 6.0 (IIS 6.0). If IIS is not installed in the computer you are using, you will need to install IIS before entering these settings. For installation procedures, see the documentation provided with your operating system.

– Verification of users for access to FTP servers is done by referencing the local account database Windows 2000 Server/XP Professional/Server 2003 that is used as the FTP server. Therefore, it is not possible to use the account of a domain user registered in Windows 2000 Server/XP Professional/Server 2003 to send data directly from the machine to FTP servers in other domains.
– This section describes the procedures for using the default home directory under [Default FTP Site]. To use other settings, enter the FTP site and home directory by referring to the documentation for IIS.
– In the following procedures, items displayed on the screen for Windows XP are used; items might differ depending on your operating system.

1. Log on to Windows as a member of the group with access rights to the directory to be designated as the FTP site directory.

📝 **NOTE**
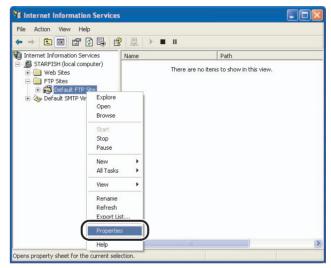
Depending on your environment, the access rights settings for a drive or directory may differ. For details, see the Windows documentation.

2. Start IIS.

– For Windows 2000, click [Start] on the Windows taskbar → [Settings] → [Control Panel] → [Administrative Tools] → [Internet Services Manager].
– For Windows XP, click [start] on the Windows taskbar → [Control Panel] → [Performance and Maintenance] → [Administrative Tools] → [Internet Information Services].
– For Windows Server 2003, click [Start] on the Windows taskbar → [Administrative Tools] → [Internet Information Services Manager].

3. Enter the FTP site settings.

– For Windows 2000, right-click the [Default FTP Site] icon → click [Properties].
– For Windows XP/Server 2003, double-click the [FTP Sites] icon → right-click the [Default FTP Site] icon → click [Properties].
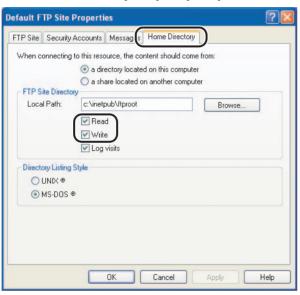
– In the [Default FTP Site Properties] dialog box, click the [Security Accounts] tab to display the [Security Accounts] sheet.
– For Windows 2000, deselect [Allow Anonymous Connections]. For Windows XP/Server 2003, deselect [Allow only anonymous connection].
– Click the [Home Directory] tab to display the [Home Directory] sheet → select both [Read] and [Write].

– Click [OK] to close the [Default FTP Site Properties] dialog box.

4. Confirm [Full computer name].

● **For Windows 2000:**

– Right-click the [My Computer] icon on the desktop → click [Properties].
– Click the [Network Identification] tab to display the [Network Identification] sheet → confirm [Full computer name].
– Click [Cancel] to close the [System Properties] dialog box.
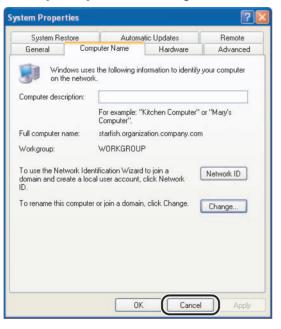
● **For Windows XP/Server 2003:**
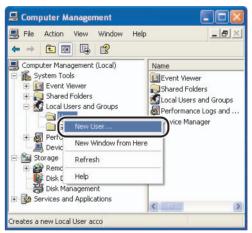
– Click [start] or [Start] on the Windows taskbar, right-click [My Computer] → click [Properties].
– Click the [Computer Name] tab to display the [Computer Name] sheet → confirm [Full computer name].
– Click [Cancel] to close the dialog box.

5. Set up the users and passwords for access to the FTP server.

– For Windows 2000, right-click the [My Computer] icon on the desktop → click [Manage] to open the [Computer Management] window.
– For Windows XP/Server 2003, click [start] or [Start] on the Windows taskbar, right-click [My Computer] → click [Manage] to open the [Computer Management] window.
– Under [System Tools], double-click [Local Users and Groups] → right-click the [Users] folder → click [New User].

– In the [New User] dialog box, enter the user name in [User name] → enter the password in [Password] → re-enter the password in [Confirm password].

– Enter a user name not longer than 20 alphanumeric characters, and a password not longer than 24 (14 for Windows 2000) alphanumeric characters. If [User must change password at next logon] is selected, any new users added must change their passwords in order to send data from the machine. (You cannot change the password from the operation panel.)
– Confirm the settings → click [Create].
– Close the [Computer Management] window.

6. **Set a destination address using the operation panel.**

● **Sample destination setting:**

– Server side settings:

[Full computer name]: starfish.organization.company.com
Create a directory named "share" in the specified FTP server's directory "\Inetpub\ftproot", and then set "share" as the data destination.

– The machine's destination settings:

The server protocol:	<FTP>
<NAME>:	The destination's name
<HOST NAME>:	starfish.organization.company.com
<FILE PATH>:	share
<LOGIN NAME>:	User name entered in step 5
<PASSWORD>:	Password for the above user

🖉 **NOTE**

– To use [Full computer name], which was confirmed in step 4, as the host name for <HOST NAME> as shown in the example, it is necessary to use a DNS server. (This applies even if the machine and the FTP server are in the same subnet.) If no DNS server is available, the host name setting should be specified using the IP address of the FTP server.
– A maximum of 120 alphanumeric characters can be entered for both <HOST NAME> and <FILE PATH> on the operation panel.
– If you switch the language of the LCD display, <HOST NAME> and <FILE PATH> may not be displayed correctly.
– For instructions on how to specify destination address settings, see "Address Book Settings," on p. 1-23.

UNIX

🖉 **NOTE**

– UNIX users must have Solaris 2.6 or later installed in order to use the computer as an FTP server.
– In some environments, detailed settings may be required in order to use FTP. For details, consult your network manager.

1. **Log in to a workstation as a superuser.**

2. **Set up the users who send documents from the machine, and their passwords.**

Enter a user name and a password not longer than 24 alphanumeric characters.

3. **Create a shared directory to be used for destination addresses, and then enable read access and write access by the users who will be sending data.**

4. Set a destination address using the operation panel.

● **Sample destination setting:**

– Server side settings:

[Host name]:	starfish
[Domain]:	organization.company.com
	The user's home directory is /home/hsato, and /home/hsato/ share is the data destination.

– The machine's destination settings:

The server protocol:	<FTP>
<NAME>:	The destination's name
<HOST NAME>:	starfish.organization.company.com
<FILE PATH>:	Enter one of the following: share (when using relative path) /home/hsato/ share (when using absolute path)
<LOGIN NAME>:	User name entered in step 2
<PASSWORD>:	Password for the above user

📝 **NOTE**

– To use the host name of the above example for <HOST NAME>, it is necessary to use a DNS server. (This applies even if the machine and the FTP server are in the same subnet.) If no DNS server is available, the host name setting should be specified using the IP address of the FTP server.
– A maximum of 120 alphanumeric characters can be entered for both <HOST NAME> and <FILE PATH> on the operation panel.
– If you switch the language of the LCD display, <HOST NAME> and <FILE PATH> may not be displayed correctly.
– For instructions on how to specify destination address settings, see "Address Book Settings," on p. 1-23.

Mac OS X

✎ **NOTE**

The following procedures are based on Mac OS X version 10.4. The procedures may differ depending on the versions of Mac OS X you are using.

1. **Log in to Mac OS X as Administrator.**

2. **Start the FTP services under Mac OS X.**

– Click the Apple icon in the top left of the screen → [System Preferences].
– Click the [Sharing] icon in the [System Preferences] window.
– Click to select the [FTP Access] → click [Start].
– Click [Show all] on the toolbar.

3. **Specify the user to whom you want to send data, and then the password.**

– Click the [Accounts] icon in the [System Preferences] window.
– Click [+] to create a new account.
– Enter a user name, and a password not longer than 24 alphanumeric characters.
– Click [Create Account].
– Close the [Accounts] window.

4. **Create a shared folder to which files are to be sent.**

Sample setting:
Create a folder named "iR_Folder" in the [Public] folder in the [Home] folder.

5. **Grant access to the shared folder created in step 4.**

– Click to select the shared folder → select [Get Info] from the [File] menu.
– Click [Ownership & Permissions] → [Details].
– Enable read and write access to the folder by the owner and members of a group to which the owner belongs.
– Close the Info window.

6. **Set a destination address using the operation panel.**

● **Sample destination setting:**

– Server side settings (set using the above procedure): Create a folder named "iR_Folder" in the [Public] folder in the [Home] folder of the user named "yoko", and then specify the iR_Folder as the folder to which files are sent.

– The machine's destination settings:

The server protocol:	<FTP>
<NAME>:	The destination's name
<HOST NAME>:	IP address of Macintosh
<FILE PATH>:	Enter an absolute path to a folder to which files are sent: /Users/yoko/Public/iR_Folder
<LOGIN NAME>:	User name entered in step 3
<PASSWORD>:	Password for the above user

✎ **NOTE**

– A maximum of 120 alphanumeric characters can be entered for <FILE PATH> on the operation panel.

– If you switch the language of the LCD display, <HOST NAME> and <FILE PATH> may not be displayed correctly.

– For instructions on how to specify destination address settings, see "Address Book Settings," on p. 1-23.

FTP Server for imageWARE Gateway

✎ **NOTE**

An FTP server for imageWARE Gateway is required for receiving data from the machine when used with imageWARE Gateway.

1. **Set up the FTP server for imageWARE Gateway.**

For details about the settings, see the imageWARE Gateway Users Guide.

2. **On the FTP server for imageWARE Gateway, specify the folder to store data sent from the machine.**

For details about the settings, see the imageWARE Gateway Users Guide.

✎ **NOTE**

– A maximum of 120 alphanumeric characters can be entered for a folder name.

– Enter a user name and a password not longer than 24 alphanumeric characters.

3. **On the FTP server for imageWARE Gateway, export destination data.**

For details about the settings, see the imageWARE Gateway Users Guide.

✐ NOTE

– A DNS server is needed to use an FQDN format (for example, starfish.organization.company.com) for the FTP server address. (A DNS server is also required if the machine and the FTP server are in the same subnet.) If you have not set up a DNS server, use IP addresses.
– A maximum of 120 alphanumeric characters can be entered for an FTP server address of the FQDN format.

4. **Use the Remote UI of the machine to import the destination data exported in step 3 into the machine.**

– Click [Add. Func.] of the Remote UI → click [Import/Export].
– Click [Address Book].
– Click [Import].
– Click [Browse] → select the file to import.
– Click [OK].

✐ NOTE

– If you switch the language of the LCD display, <HOST NAME> and <FILE PATH> may not be displayed correctly.
– For instructions on how to specify destination address settings, see "Address Book Settings," on p. 1-23.

Using a NetBIOS Network

This chapter describes settings and procedures for using the machine with a NetBIOS network.

1. Protocol Settings for NetBIOS Network (See p. 3-38)

Specify the machine's protocol settings. Any of the following can be used to specify the settings.
– Machine's operation panel (Additional Functions menu)
– Web browser (Remote UI)
– NetSpot Device Installer (Canon utility software included in the User Software CD)

2. Setting Up a Computer for Printing/Sending a Fax (See p. 3-23)

Specify the settings for each computer you use for printing/sending a fax.

3. Setting Up a Computer as a File Server (See p. 3-41)

Specify the settings of the computer receiving data sent from the machine.

📎 **NOTE**

– It is recommended that step 1 and 3 be performed by the network manager.
– The only base protocol supported by a NetBIOS network is TCP/IP. NetBEUI is not supported with the machine.
– Use the operation panel or NetSpot Device Installer if you are configuring the TCP/IP settings for the first time. After configuring the settings, you can change the content by using the Remote UI or NetSpot Console. NetSpot Console can be downloaded from Canon's Web site.

Protocol Settings for NetBIOS Network

You can specify the machine's protocol settings on the computer using any of the following software.

– **Machine's operation panel (Additional Functions menu)**

– **Web browser (Remote UI)**

– **NetSpot Console (via a web browser) (Canon utility software)**

📝 **NOTE**

– For more details about NetSpot Console, see online help or the NetSpot Console readme file.
– To specify the protocol settings using NetSpot Console, you must log in as Administrator. For instructions on how to use NetSpot Console, see online help for NetSpot Console.
– If you change the IP address etc. on the web browser (Remote UI), the change is not reflected in the setting display. When you check on the machine, you can check by <VIEW IP ADDRESS> in <NETWORK SETTINGS> located in the <SYSTEM SETTINGS>, or by printing a USER'S DATA LIST. (See Chapter 14, "Machine Settings," in the Basic Operation Guide.)

■ **Settings from the Operation Panel of the Machine**

TCP/IP Settings

1. Specify the TCP/IP settings.

If you have not entered the TCP/IP settings yet, enter them now. (See "Set the Machine for Network Usage," in the Quick Start Guide and "Protocol Settings for TCP/IP Network," on p. 3-14.)

SMB and WINS Settings

📝 **NOTE**

WINS (Windows Internet Name Service) is a service for associating a NetBIOS name (which is a computer name or printer name on a NetBIOS network) with an IP address. To use WINS, a WINS server is required.

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].**

   If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. **Press [◄ −] or [+ ►] to select <NETWORK SETTINGS>, then press [OK].**

4. **Press [◄ −] or [+ ►] to select <SMB SETTINGS>, then press [OK].**

5. **Confirm that <USE SMB CLIENT> is displayed, then press [OK].**

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

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

8. **Use the numeric keys to enter the NetBIOS name of the machine, then press [OK].**

   NOTE
   – Be sure to enter a unique name that does not exist as a name for another computer or printer on the same network.
   – You cannot enter a character string that includes blanks.

9. **Confirm that <WORKGROUP> is displayed, then press [OK].**

10. **Use the numeric keys to enter the name of the workgroup the machine belongs to, then press [OK].**

    NOTE
    – You cannot enter the domain name as the workgroup name.
    – You cannot enter a character string that includes blanks.

11. **Confirm that <COMMENT> is displayed, then press [OK].**

12. **If necessary, use the numeric keys to enter a comment, then press [OK].**

13. **Confirm that <LM ANNOUNCE> is displayed, then press [OK].**

14. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Does not notify the LAN Manager of its existence on the network.
<ON>: Notifies the LAN Manager of its existence on the network.

15. **Press [◄−] or [+►] to select <TCP/IP SETTINGS>, then press [OK].**

16. **Press [◄−] or [+►] to select <CONFIGURE WINS>, then press [OK].**

17. **Confirm that <WINS RESOLUTION> is displayed, then press [OK].**

18. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Does not resolve the name with WINS. Skip to step 21.
<ON>: Resolves the name with WINS.

19. **Confirm that <WINS SERVER> is displayed, then press [OK].**

20. **Use the numeric keys to enter the IP address of a WINS, then press [OK].**

📝 **NOTE**

If DHCP determines the IP address, the IP address obtained from a DHCP server is overwritten with the IP address of a WINS server (obtained from the DHCP server), whenever possible.

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

22. **Restart the machine.**

Setting Up a Computer as a File Server

To send data from the machine to a computer on your network, you need to specify the settings of the computer for receiving data. You can send data over a NetBIOS network to a Windows shared folder. This section describes how to configure a shared folder.

✍ **NOTE**

The following procedures describe a sample shared folder configuration. Depending on your environment, the actual configuration procedure may differ.

■ Connecting to a TCP/IP Network

A computer that receives data sent from the machine must have TCP/IP client software installed and must be enabled for TCP/IP network use. For details, see the documentation provided with the operating system.

■ Connecting to a NetBIOS Network and Configuring a Shared Folder

Windows 98/Me

✍ **NOTE**

– If a suitable Windows 2000/XP/Server 2003 machine is available on your network, it is recommended that you configure that machine as a file server instead of using a Windows 98/Me machine.
– In the following procedures, items displayed on the screen for Windows 98 are used; items might differ depending on your operating system.

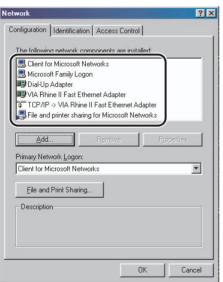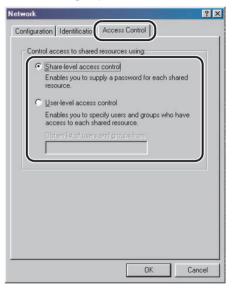**1.** **Specify the NetBIOS settings.**

– Right-click the [Network Neighborhood] icon displayed on the desktop → click [Properties].
– In [The following network components are installed], confirm that both [Client for Microsoft Networks] and [File and printer sharing for Microsoft Networks] appear. If these components do not appear, click [Add] to install.

– Click [File and Print Sharing] → click [I want to be able to give others access to my files] → click [OK].
– To specify the access control method, click the [Access Control] tab → select the level of access control. If you select [User-level access control], specify a domain in which a list of users and groups is saved.
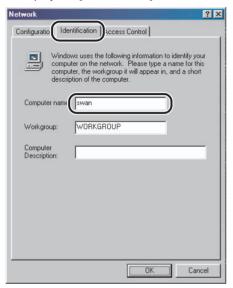
– In the [Network] dialog box, click the [Identification] tab to display the [Identification] sheet. Confirm the computer name.
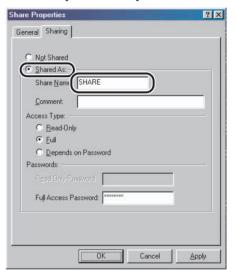

– Click [OK] to close the [Network] dialog box.

2. Set up file sharing.

● **If [Share-level access control] is selected:**

– Right-click the folder you want to share using Explorer → click [Sharing].

– On the [Sharing] sheet, click [Shared As] → enter the share name in [Share Name].

– For [Access Type], select either [Full] or [Depends on Password].

– Enter a password. If [Depends on Password] is selected, enter a password not longer than 8 alphanumeric characters for full access.

– Confirm the settings you entered → click [OK].

● **If [User-level access control] is selected:**

– Right-click the folder you want to share using Explorer → click [Sharing].
– On the [Sharing] sheet, click [Shared As] → enter the share name in [Share Name].

– Click [Add] to open the [Add Users] dialog box on the screen.
– From the left list select the users to whom you want to give access to the shared folder → add them to the right list.

📝 **NOTE**

For details on this dialog box, see the Windows 98/Me documentation.
– Confirm the settings you entered → click [OK].
– Click [OK] to close the properties dialog box of the shared folder.

3. **Set a destination address using the machine's operation panel.**

● **Sample destination setting:**

– Server side settings:

[Computer name]:	swan
[Share Name]:	share

Create a folder called Images within share, and then specify Images as the destination for sending.

– The machine's destination settings:

The server protocol:	<SMB>
<NAME>:	The destination's name
<HOST NAME>:	\\swan\share
<FILE PATH>:	\Images
<LOGIN NAME>:	(Not required if you have selected [Share-level access control] in step 1)
<PASSWORD>:	Password entered in step 2.

✎ **NOTE**

– A maximum of 120 alphanumeric characters can be entered for <HOST NAME> on the operation panel. A maximum of 120 alphanumeric characters can be entered for <FILE PATH>, and a maximum of 24 alphanumeric characters can be entered for <LOGIN NAME>. Enter each of these items on the server using no more than their allowable number of characters.

– If you change the language of the LCD display, <HOST NAME> and <FILE PATH> may not be displayed correctly, or you may not be able to browse the directories.

– If the language of the LCD display differs from the computer on your network, <HOST NAME> and <FILE PATH> may not be displayed correctly, or you may not be able to browse the directories.

– You can send data using the following formats. A DNS server is required for the latter case:
  \\192.168.2.100\share
  \\host_name.organization.company.com\share

– For instructions on how to specify destination address settings, see "Address Book Settings," on p. 1-23.

Windows 2000/XP/Server 2003

✎ **NOTE**

– It is recommended that the file server be configured by the network manager.

– The number of users or clients that can access a server running Windows 2000 Server/XP/Server 2003 is limited. After this number of users or clients is reached, it is not possible to send to a server running Windows 2000/XP/Server 2003.

– In the following procedures, items displayed on the screen for Windows XP are used; items might differ depending on your operating system.

1. Log on to Windows as Administrator.

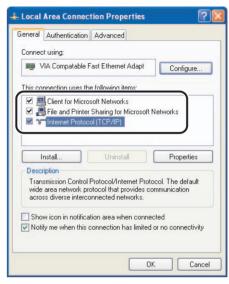**2.** **Specify the NetBIOS settings.**

– For Windows 2000, right-click the [My Network Places] icon on the desktop → click [Properties] to open the [Network and Dial-up Connections] window.
– For Windows XP, click [start] on the Windows taskbar → right-click [My Network Places] → click [Properties] to open the [Network Connections] window.
– For Windows Server 2003, click [Start] on the Windows taskbar → [Control Panel] → [Network Connections].
– Right-click the [Local Area Connection] icon → click [Properties] to open the [Local Area Connection Properties] dialog box.
– Confirm that [Client for Microsoft Networks], [File and Printer Sharing for Microsoft Networks], and [Internet Protocol (TCP/IP)] are all selected. If any of these functions is not selected, select it now.

– Double-click [Internet Protocol (TCP/IP)] to open the [Internet Protocol (TCP/IP) Properties] dialog box → in the [General] sheet, click [Advanced].
– Click the [WINS] tab → in the [WINS] sheet, click [Enable NetBIOS over TCP/IP].
– Click [OK] until all the dialog boxes are closed.
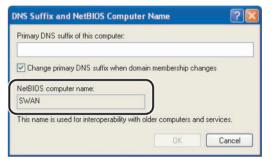– Restart the computer if prompted.

3. **Confirm the computer name.**

● **For Windows 2000:**

– Right-click the [My Computer] icon on the desktop → click [Properties].
– Click the [Network Identification] tab to display the [Network Identification] sheet.
– Click [Properties] → [More] in the [Identification Changes] dialog box.
– In the [DNS Suffix and NetBIOS Computer Name] dialog box, confirm [NetBIOS computer name].
– Click [Cancel] until all the dialog boxes are closed.

● **For Windows XP/Server 2003:**

– Click [start] or [Start] on the Windows taskbar → right-click [My Computer] → click [Properties].
– Click the [Computer Name] tab to display the [Computer Name] sheet.
– Click [Change] → [More] in the [Computer Name Changes] dialog box.
– In the [DNS Suffix and NetBIOS Computer Name] dialog box, confirm [NetBIOS computer name].
– Click [Cancel] until all the dialog boxes are closed.

DNS Suffix and NetBIOS Computer Name

Primary DNS suffix of this computer:

☑ Change primary DNS suffix when domain membership changes

NetBIOS computer name:
SWAN

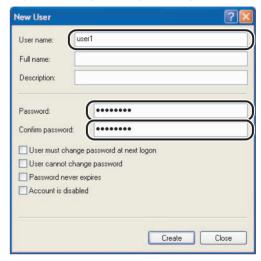This name is used for interoperability with older computers and services.

OK   Cancel

4. **Set up the users and passwords for access to the shared folder.**

– For Windows 2000, right-click the [My Computer] icon on the desktop → click [Manage] to open the [Computer Management] window.
– For Windows XP/Server 2003, click [start] or [Start] on the Windows taskbar, right-click [My Computer] → click [Manage] to open the [Computer Management] window.
– Under [System Tools], double-click [Local Users and Groups] → right-click the [Users] folder → click [New User].

– In the [New User] dialog box, enter the user name in [User name] → enter the password in [Password] → re-enter the password in [Confirm password].

– Enter a user name not longer than 20 alphanumeric characters, and a password not longer than 14 alphanumeric characters. If [User must change password at next logon] is selected, any new users added must change their passwords in order to send data from the machine. (You cannot change the password from the operation panel.)
– Confirm the settings → click [Create].
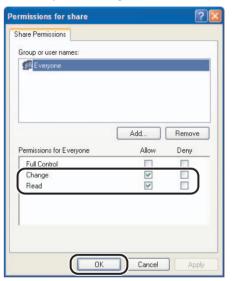– Close the [Computer Management] window.

5. **Configure the shared folder.**

– Right-click the folder you want to share using Explorer → click [Properties].
– On the [Sharing] sheet, click [Share this folder] → enter the share name in [Share name].

6. **Set security.**

● **To create a shared folder on a FAT or FAT32 format disk (If the [Security] tab is not displayed):**

– Click [Permissions] → select or add the users or groups to whom you want to give access to the shared folder.

– Under [Permissions], select both [Change] and [Read] → click [OK].

● **To create a shared folder on an NTFS format disk:**

– Click the [Security] tab.
– In the [Security] sheet, select or add the users or groups to whom you want give access to the shared folder.
– Under [Permissions], select both [Write] and [Read & Execute], or a higher access authority. For data in the folder, check both [Write] and [Read], or a higher access authority.
– Click [OK] → close the properties dialog box of the shared folder.

🖉 **NOTE**

To display the [Security] tab in Windows XP, right-click the [start] icon on the Windows taskbar → [Explore] → [Tools] → [Folder Options] → click the [View] tab → deselect [Use simple file sharing]. However, you can share folders and files with [Use simple file sharing] selected. Select or deselect [Use simple file sharing] to suit your environment. For details about the settings, see the documentation provided with Windows XP.

7. **Set a destination address using the operation panel.**

● **Sample destination setting:**

– Server side settings:
  [NetBIOS computer name]: swan
  [Share name]: share

  Create a folder called Images within share, and then specify Images as the destination for sending.

– The machine's destination settings:
  The server protocol: <SMB>
  <NAME>: The destination's name
  <HOST NAME>: \\swan\share
  <FILE PATH>: \Images
  <LOGIN NAME>: User name entered in step 4.
  <PASSWORD>: Password for the above user.

NOTE

– A maximum of 120 alphanumeric characters can be entered
  for <HOST NAME> on the operation panel. Also, a maximum
  of 120 alphanumeric characters can be entered for <FILE
  PATH>. Enter each of these items on the server using no
  more than their allowable number of characters.
– If you change the language of the LCD display, <HOST
  NAME> and <FILE PATH> may not be displayed correctly, or
  you may not be able to browse the directories.
– If the language of the LCD display differs from the computer
  on your network, <HOST NAME> and <FILE PATH> may not
  be displayed correctly, or you may not be able to browse the
  directories.
– You can send data using the following formats. A DNS server
  is required for the latter case:
  \\192.168.2.100\share
  \\host_name.organization.company.com\share
– For instructions on how to specify destination address
  settings, see "Address Book Settings," on p. 1-23.

Machine Management

The machine enables you to use any of the following software to check the status and to specify the settings on your computer.

– **Web browser (Remote UI)**

– **NetSpot Device Installer (Canon utility software included in the User Software CD)**

– **NetSpot Console (via a web browser) (Canon utility software)**

✎ **NOTE**

The utility software of the NetSpot Console is not included in the User Software CD. To use the NetSpot Console, please download it from the Canon website.

■ Machine Management Using Web Browser (Remote UI)

You can use Remote UI installed in the machine to manage it on a web browser.
For using Remote UI, see "Displaying Device Status and Information," on p. 4-6.

■ Machine Management Using NetSpot Device Installer

NetSpot Device Installer is utility software for specifying the initial settings of Canon devices connected to a network. Available on the CD-ROM, NetSpot Device Installer can be accessed directly without installation, enabling network users to quickly and easily specify the initial settings of network devices. For instructions on how to use NetSpot Device Installer, see the online help for NetSpot Device Installer.

■ Machine Management Using NetSpot Console

NetSpot Console is utility software capable of managing devices connected to a network. This software enables network users to set or view various types of information about network devices using a web browser, such as list or map display of devices, detailed protocol settings, display and notification of device status, and job manipulations.
For instructions on how to use NetSpot Console, see the online help for NetSpot Console.

4 Remote UI

Advanced Send Features **1**

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Appendix **9**

Table of Contents

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System Requirements

The Remote UI has been confirmed to work in the following system environments.

Windows

● **OS**

– Microsoft Windows 98/98SE

– Microsoft Windows Me

– Microsoft Windows 2000 Professional

– Microsoft Windows XP

● **Web Browser**

– Microsoft Internet Explorer 5.01 SP1 or later

– Netscape Communicator/Navigator 6.0 or later, except
  Netscape Communicator 6

Macintosh

● **OS**

– Mac OS 8.6 or later, until Mac OS X Classic

● **Web Browser**

– Microsoft Internet Explorer 5.01 SP1 or later

Using the Remote UI

The Remote UI software enables you to access and manage the machine from a network computer using a web browser.

● **Check the machine status**

● **Set and control the machine**

■ Starting the Remote UI

📝 **NOTE**

Before you start the Remote UI, perform the following:
– Select <VIEW IP ADDRESS> in <NETWORK SETTINGS> located in the <SYSTEM SETTINGS>, and verify the IP address of the machine. If you do not know the IP address, consult with your network administrator. (See Chapter 3, "Network".)
– Set <REMOTE UI> to <ON> in <SYSTEM SETTINGS>.

1. Start the web browser.

2. Enter the IP address of the machine in [Address] or [Location] → press [Enter] on the keyboard.

The Remote UI screen appears.

3. Enter the ID and password.

– For No Management mode: Select [Administrator Mode] or [End-User Mode] → enter the password or owner name.
– For Department ID Management mode: Enter the department ID and password.
– For User Management mode: Enter the User ID and password.

📝 **NOTE**

For details on the ID and password, see "Managing the Department/User ID," on p. 4-25.

4. Click [OK].
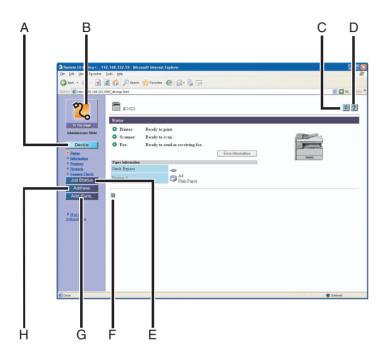
[Device] - [Status] page is displayed when you logon the Remote UI.

A	Device	Displays the current status of the machine, etc.
B	To Top page	Takes you to the Remote UI top page.
C		Updates (refreshes) the currently displayed screen with the latest information.
D		Displays the online help for the Remote UI.
E	Job Status	Displays the current status of print jobs, etc.
F		Takes you back to the top of a current page.
G	Add. Func.	Displays a list of settings for the machine, etc.
H	Address	Displays the Address Book data (one-touch keys, etc.) registered on the machine.
	Back	Takes you back to the previous page.
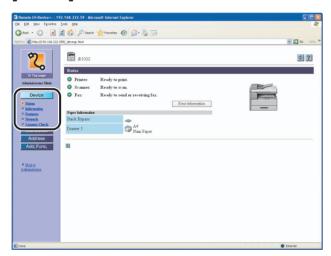
Displaying Device Status and Information

You can view the current status of the machine and also information about the administrator in charge of the machine, the installation location and various machine settings.

1. Click [Device] → select the item you want to display from the menu that appears under [Device].

[Status]	Displays the remaining amount of paper in the various paper sources and any error messages. To check details of errors, click [Error Information].
[Information]	Displays information related to the machine, such as the system manager's information and the location of the machine.
[Features]	Displays information about the maximum print speed, total and available memory, and number of drawers installed.
[Network]	Displays the machine's network settings. When in the Administrator Mode you can specify these settings by clicking [Change].
[Counter Check]	Displays the total number of pages that have been output for printing, copying, and received job printing.

🖉 **NOTE**

If you are changing the Network Settings, the machine must be restarted to enable the settings. Turn off the main power switch of the machine, wait at least 10 seconds, and turn the power back on.

Job Management

The Remote UI enables you to manage print jobs. It also enables you to view the results of print, send and receive jobs.

✐ **NOTE**

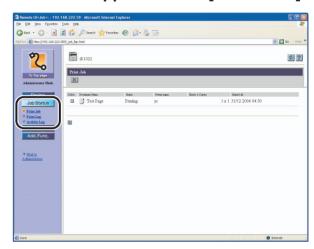If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, no job logs appear in the list.

■ Managing Print Jobs

You can use the Remote UI to manage print jobs that are being processed by the machine, or are held in the print queue.

✐ **NOTE**

If you log in using the End-User Mode and [Permit End-user's Job Operation] in [Add. Func.] is set to [OFF], you cannot delete any print jobs. When [Permit End-user's Job Operation] is set to [ON], you can delete print jobs which you have owner privileges.

1. Click [Job Status] → [Print Job] from the menu that appears under [Job Status].

A list of print jobs being waiting or processed by the machine appears.
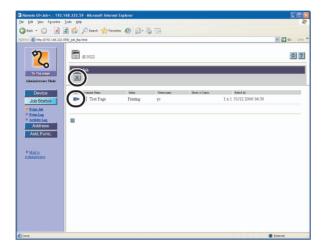
2. **To delete a print job, select the check box next to the job to delete → click .**

✎ **NOTE**

You cannot recover the job once it is deleted.

■ Viewing the Print Log

The Remote UI enables you to view the [Print Log] of print jobs.
The [Print Log] shows up to 128 recent print jobs.

1. **Click [Job Status] → [Print Log] from the menu that appears under [Job Status].**

The [Print Log] appears displaying information about print jobs that have already been processed by the machine.
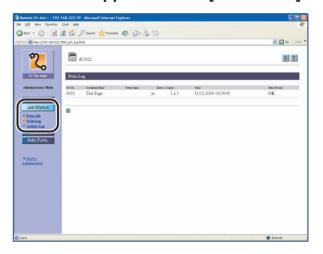
✎ **NOTE**

If an error occurs during printing, the error code following [NG] appears in [Print Results].

Example: NG (#0816)

Cause: The page limit for printing reached the maximum.

Remedy: Increase the page limit, or do not set the limit. (See "Managing the Department/User ID," on p. 4-25.)
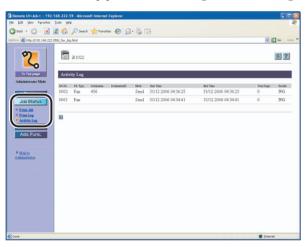
■ **Viewing the Activity Log**

The Remote UI enables you to view the [Activity Log] of send and receive jobs. The [Activity Log] shows up to 40 recent transactions.

1. **Click [Job Status] → [Activity Log] from the menu that appears under [Job Status].**

The [Activity Log] appears displaying information about send and receive jobs that have already been processed by the machine.
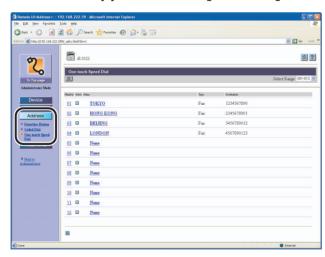
Managing the Address Book

The Remote UI enables you to view and modify the Address Book data.

📝 **NOTE**
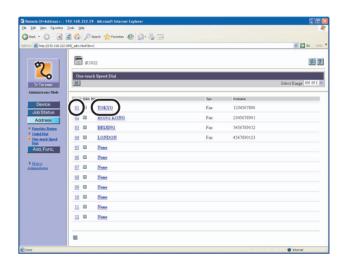
– You can modify the Address Book data only when you are in the Administrator Mode.
– You can also access these setting menus from the operation panel of the machine. For details, see Chapter 14, "Machine Settings," in the Basic Operation Guide.

1. **Click [Address] → [Favorites Button], [One-touch Speed Dial] or [Coded Dial] from the menu that appears under [Address].**

● **To view/change the registered addresses:**

Click the number or the name to display the current address information.

To change the information, click [Edit] → make the necessary changes on the Change Address screen → click [OK].
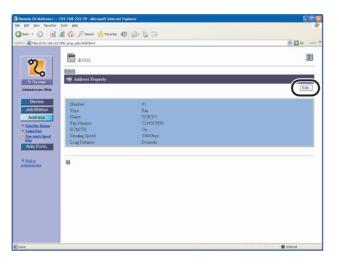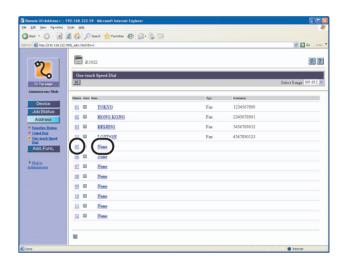
● **To register a new address:**

Click [None] or any number for which [None] is displayed as the name.
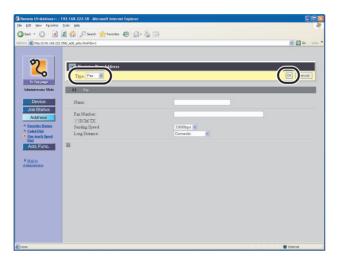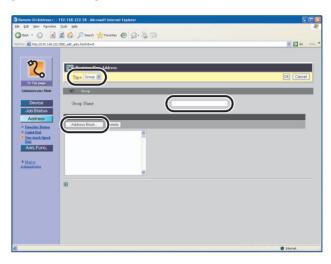
Specify the type of address from [Type] → enter the necessary information → click [OK].

For group dialing, select [Group] from [Type] → enter a group name in [Group Name] → click [Address Book] under [Members List].
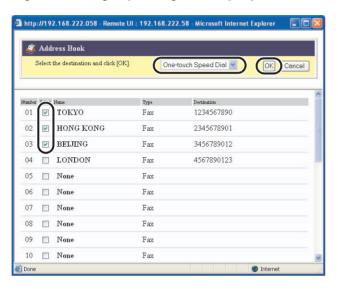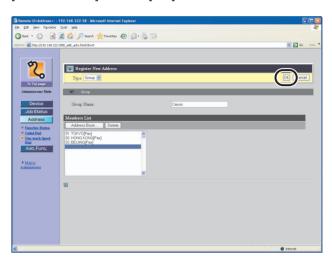
Select [One-touch Speed Dial] or [Coded Dial] from the drop-down list → select the check box next to the number to register for the group dialing → click [OK].

Make sure that the registered addresses are displayed in [Members List] → click [OK].

● **To delete the registered addresses:**
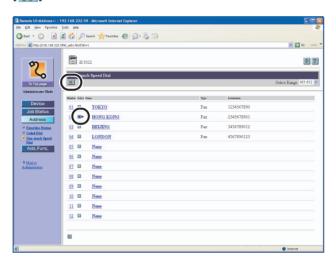
Select the check box next to the number to delete → click
[✕].

📝 **NOTE**

You cannot recover the address once it is deleted.

Customizing System Settings
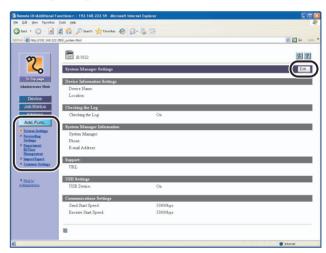
■ Customizing System Information

The Remote UI enables you to specify the machine's system settings.

✍ **NOTE**

You can also access the system settings from the operation panel of the machine. For details, see Chapter 14, "Machine Settings," in the Basic Operation Guide.

1. Click [Add. Func.] → [System Settings] from the menu that appears under [Add. Func.] → click [Edit].
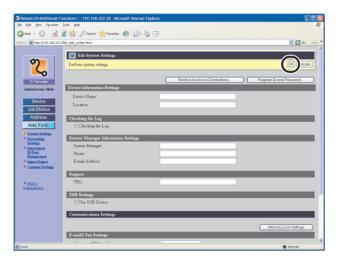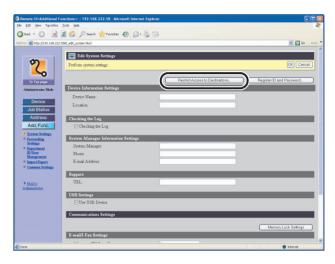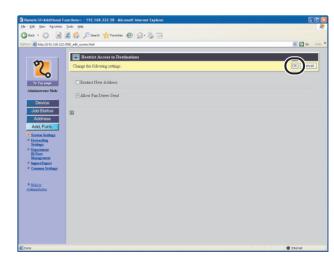
2. **Enter the necessary information → click [OK].**

● **To protect the Restrict New Addresses:**

Click [Restrict Access to Destinations] → specify the necessary fields → click [OK].
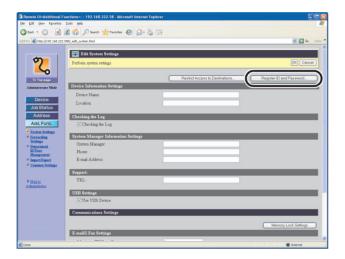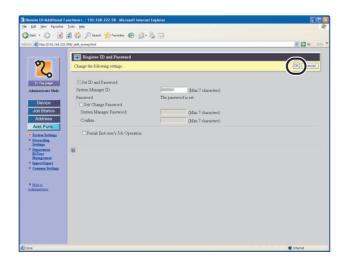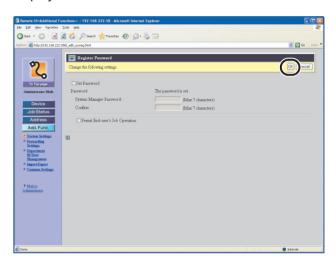
● **To set the System Manager ID and password:**

Click [Register ID and Password] or [Register Password] → specify the necessary fields → click [OK].

When the Department ID Management mode is deactivated, the setting items for the System Manager ID are not displayed.

Specifying Forwarding Settings
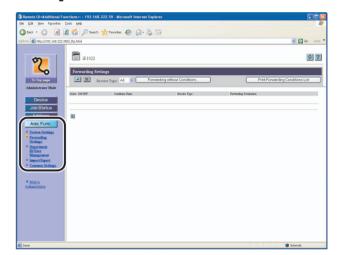
The Remote UI enables you to automatically forward received fax/I-fax documents to specified addresses. To use this function, you need to specify the forwarding settings in two ways, and depending on the settings the function will work differently:

● Forwarding conditions are set: the machine will forward only documents that meet specified conditions.

● Forwarding conditions are not set: the machine will forward all received documents.

📝 NOTE

[Forwarding Settings] is displayed only when you are in the Administrator Mode.

1. Click [Add. Func.] → [Forwarding Settings] from the menu that appears under [Add. Func.].

● **To forward only documents that meet specified forwarding conditions:**
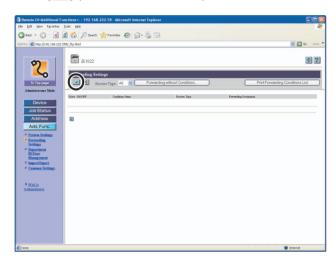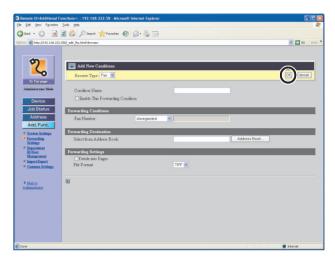
Click [ ] (Add New Conditions).

Specify the necessary fields → click [OK].

Receive Type: Select [Fax] or [I-Fax] for the receiving mode.

Condition Name: Enter a name for the forwarding condition. If you select [Enable This Forwarding Condition], this forwarding condition will be enabled.

Forwarding Conditions:

The settings here enable you to specify the forwarding conditions that the received documents must meet in order to be forwarded. The setting items differ depending on the type of the receiving mode:

Items for Fax:

[disregarded]:   Disregards the Fax Number information as a forwarding condition.

[does not exist]:   Forwards the document if the Fax Number information does not exist.

[equals]:   Forwards the document if the Fax Number information matches all of the characters entered.

[differs from]:   Forwards the document if the Fax Number information differs from the characters entered.

[begins with]:   Forwards the document if the Fax Number information begins with the characters entered.

[ends with]:   Forwards the document if the Fax Number information ends with the characters entered.

[contains]:   Forwards the document if the Fax Number information contains the characters entered.

[does not contain]: Forwards the document if the Fax Number information does not contain the characters entered.

Items for I-Fax:

[disregarded]:   Disregards the Destination, From, or Subject information as forwarding conditions.

[equals]:   Forwards the document if the From or Subject information matches all of the characters entered.

[differs from]:   Forwards the document if the Destination, From, or Subject information differs from the characters entered.

[begins with]:   Forwards the document if the Destination, From, or Subject information begins with the characters entered.

[ends with]:   Forwards the document if the Destination, From, or Subject information ends with the characters entered.

[contains]:   Forwards the document if the Destination, From, or Subject information contains the characters entered.

[does not contain]:   Forwards the document if the Destination, From, or Subject information does not contain the characters entered.

Forwarding Destination:

Specify an address from the Address Book by clicking [Address Book] → select the desired address from the displayed list → click [OK].

Forwarding Settings:

If you are forwarding documents to an e-mail address or a file server, you can set their file format to [TIFF] or [PDF].
If you select [Divide into Pages], you can forward files as divided pages.

● **To forward all received documents without specific conditions:**
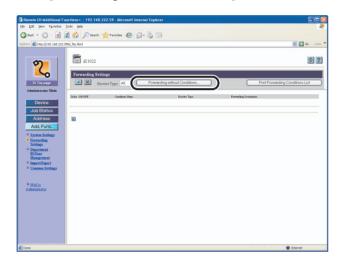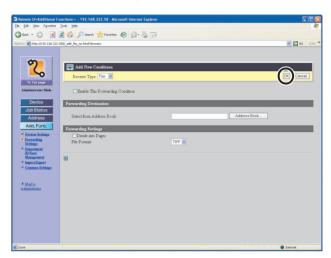
Click [Forwarding without Conditions].

Specify the necessary fields → click [OK].
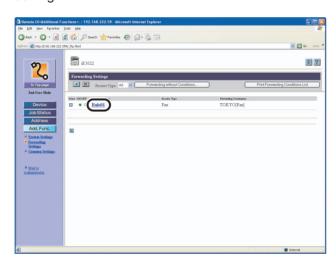
2. Select the receiving mode from [Receive Type].
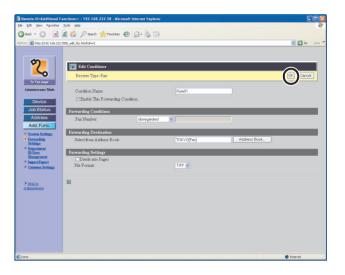
If you select [All], all the forwarding settings stored in the machine are displayed.

● **To view/change the registered forwarding settings:**

Click the condition name to display the current forwarding setting.

To change the setting, make the necessary changes → click [OK].

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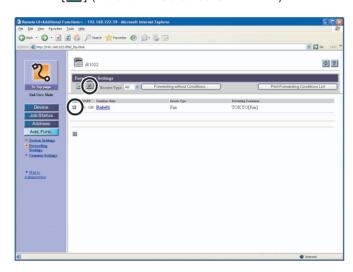
● **To delete the registered forwarding settings:**

Select the check box next to the forwarding condition to delete → click [ ] (Delete the Selected Conditions).

📝 **NOTE**
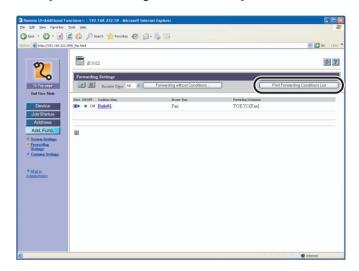
You cannot recover the setting once it is deleted.

● **To print a list of the registered forwarding settings:**

Click [Print Forwarding Conditions List].
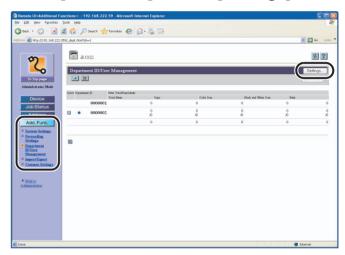
Managing the Department/User ID

By registering a department/user ID and password for each department/user, you can manage the machine by limiting its use to only those who enter the correct department/user ID and password. Department/user IDs and passwords for up to 1,000 departments/users can be registered. You can also set the page limit for each department to copy, print, and scan for sending documents.

✎ **NOTE**

– You can also access these setting menus from the operation panel of the machine. For details, see Chapter 14, "Machine Settings," in the Basic Operation Guide.
– [Department ID/User Management] is displayed only when you are in the Administrator Mode.
– If you are using Department ID Management, we recommend that you register the System Manager ID first. Otherwise, all users will be considered as end-users and anyone cannot change some of the machine's settings using the Remote UI.

1. Click [Add. Func.] → [Department ID/User Management] from the menu that appears under [Add. Func.] → click [Settings].

– The list of Department IDs or User IDs registered in the machine is displayed in groups of one hundred. If you want to display another group, click the drop-down list on the top right corner of the screen → select a group.
– If the User ID Management mode is activated, you can click [Change List View] to switch the Management mode list between Department and User ID.

4-25
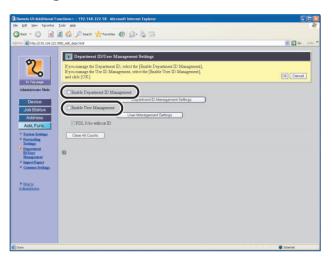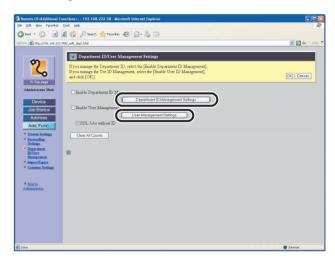
2. Select [Enable Department ID Management] or [Enable User Management] to activate the management mode.

3. Click [Department ID Management Settings] or [User Management Settings] to register a new department or user.
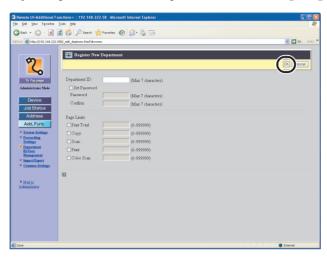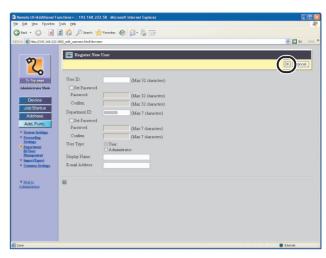
4. **Specify the necessary fields → click [OK].**

Department ID registration screen

User ID registration screen

User ID:	Enter a log-on name (32 characters maximum).
Set Password:	Select this check box to set a password for the User ID.
Password:	Enter a character (32 characters maximum).

Confirm: Enter the password again. If the character you enter here is different from the character entered for [Password], an error dialog box appears.

Department ID: Enter the Department ID number the user belongs to (seven digits maximum). If the Department ID Management mode is set, be sure to assign the user to a department. Otherwise, the user cannot log on to the machine.

Set Password: Select this check box to set a password for the Department ID.

Password: Enter a number (seven digits maximum).

Confirm: Enter the password again. If the number you enter here is different from the number entered for [Password], an error dialog box appears.

User Type: Classify the user in two categories [User] (End-User Mode) or [Administrator] (Administrator Mode).
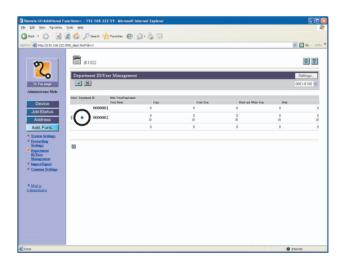
Display Name: Enter the user name.

E-mail Address: Enter the e-mail address of the user.

● **To view/change the registered department/user ID:**

Click [●] or the user name to display the current department or user information.

To change the information, make the necessary changes → click [OK].
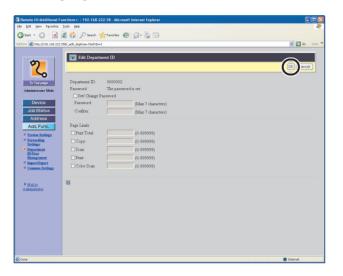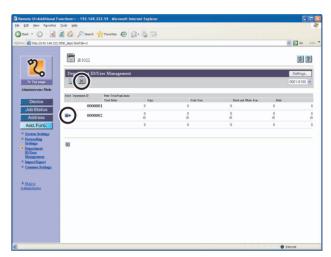
● **To delete the registered department/user ID:**

Select the check box next to the department/user ID to delete → click [✖] (Delete).

Import/Export Function

The Remote UI enables you to save the Address Book and other settings information, as a file that can be loaded into the machine when needed. This function is useful when you want to use the same settings on another machine, and for backing up. The Import/Export function is intended for data exchange, and is available only through the Remote UI.

⚠ **CAUTION**

The Import/Export operation may take more than a few minutes to complete. Do not turn the machine's main power OFF until the operation is complete. Otherwise, the machine may malfunction.

🖉 **NOTE**
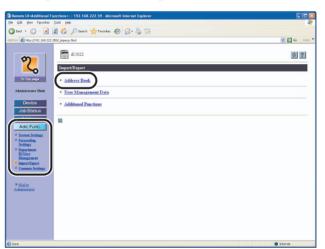
– During an Export operation, the screen display does not change until the operation is complete. Do not click [Start Export] while the hourglass or pointer indicates that the operation is still being processed.
– [Import/Export] is displayed only when you are in the Administrator Mode.

■ Saving the Address Book

You can store the Address Book as a file in your computer.

1. Click [Add. Func.] → [Import/Export] from the menu that appears under [Add. Func.] → click [Address Book].

2. **Click [Start Export].**

3. **Follow the instructions on the screen to specify the location where you want to save the file.**
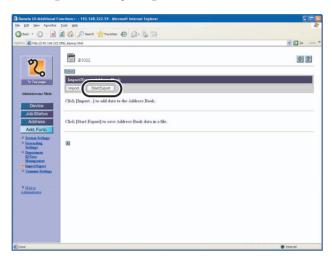
The file is saved in the specified location.

■ **Loading an Address Book**

You can load address books into the machine from saved files.

✎ NOTE

– When you register the contents of a new file, the currently registered addresses are overwritten by the new address list.
– Do not load the address book when the machine is set for Delayed Sending.
– You can register up to 200 addresses in the Address Book. Each address is treated as a separate item.
– You cannot import the settings in <OPTIONAL SETTING> in <ADDRESS BOOK SET.>. (See Chapter 4, "Sending Documents," in the Basic Operation Guide.)
– You cannot import the group dialing information which contains another group dialing.
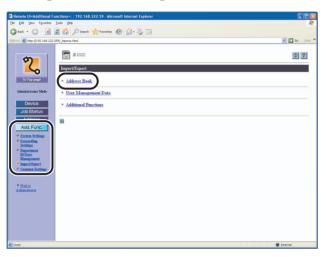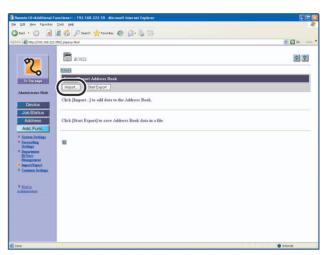
1. Click [Add. Func.] → [Import/Export] from the menu that appears under [Add. Func.] → click [Address Book].

2. Click [Import].

3. **Click [Browse] → select the file to import → click [OK].**

◉ **NOTE**
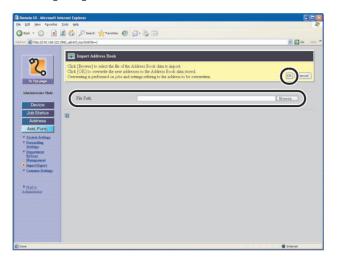
Do not import any files while the machine is executing other jobs.

■ Saving User Management Data in Files (Export)

You can store User Management Data as a file in your computer.

◉ **NOTE**

User type of all exported data is the End-User Mode.
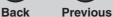
1. **Click [Add. Func.] → [Import/Export] from the menu that appears under [Add. Func.] → click [User Management Data].**

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2. Click [Start Export].

3. Follow the instructions on the screen to specify the location where you want to save the file.
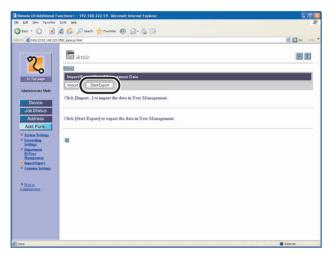
The file is saved in the specified location.
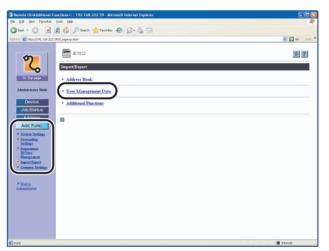
■ Loading User Management Data Files (Overwrite/Import)

You can load User Management Data into the machine from saved files.

✎ **NOTE**

Imported user data is registered or overwritten as the End-User Mode.

1. Click [Add. Func.] → [Import/Export] from the menu that appears under [Add. Func.] → click [User Management Data].

2. **Click [Import].**

3. **Click [Browse] → select the file to import → click [OK].**

✎ **NOTE**
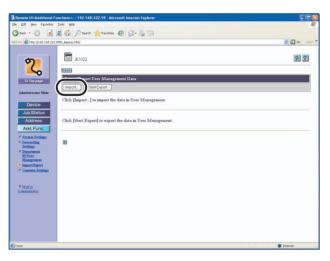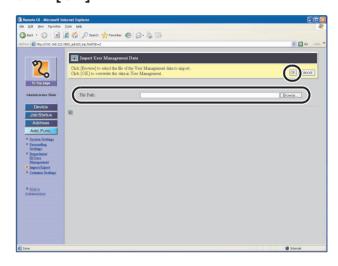
– Do not import any files while the machine is executing other jobs.
– If overlapped User IDs are registered in imported data, those IDs will be registered in the machine as being overlapped. Among those overlapped data, the last registered one is available.
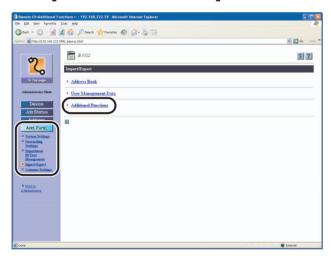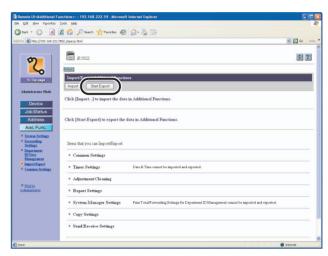
■ **Saving Additional Functions Settings in Files (Export)**

You can store Additional Functions settings as a file in your computer.

1. Click [Add. Func.] → [Import/Export] from the menu that appears under [Add. Func.] → click [Additional Functions].

2. Click [Start Export].
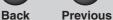
3. Follow the instructions on the screen to specify the location where you want to save the file.

The file is saved in the specified location.

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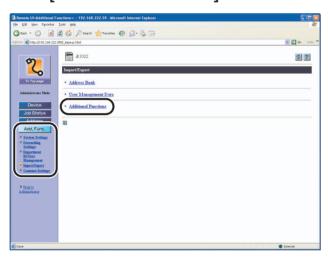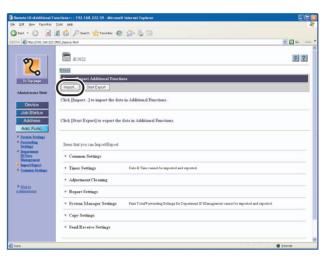
■ Loading Additional Functions Settings Files (Overwrite/Import)

You can load Additional Functions settings into the machine from saved files.

1. Click [Add. Func.] → [Import/Export] from the menu that appears under [Add. Func.] → click [Additional Functions].

2. Click [Import].
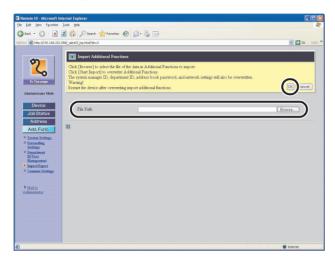
3. **Click [Browse] → select the file to import → click [OK].**

NOTE

– When Additional Functions settings are imported, the System Manager ID, Department IDs, and Network Settings are automatically overwritten.
– Do not import any files while the machine is executing other jobs.
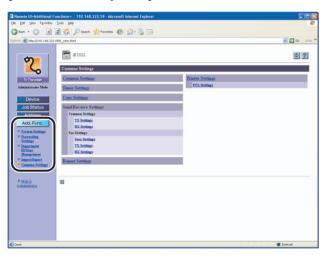
Device Custom Settings

The Remote UI enables you to edit the machine's custom settings.
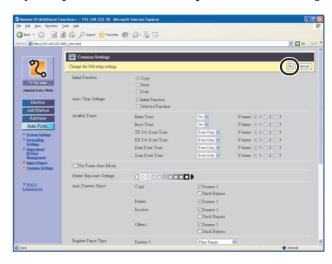
📝 **NOTE**

You can also access these setting menus from the operation panel of the machine. For details, see Chapter 14, "Machine Settings," in the Basic Operation Guide.

1. Click [Add. Func.] → [Common Settings] from the menu that appears under [Add. Func.] → click the type of custom setting that you want to specify.

2. Specify all the necessary fields → click [OK].

The above screen shot shows [Common Settings].

5 System Monitor

Checking Job and Machine Status

System monitor enables you to view the transmission and reception results, monitor the status of the copy, send, receive, report, and print jobs currently being processed.

■ Checking Transmission/Reception Results

1. **Press [System Monitor].**

2. **Press [◄−] or [+►] to select <TX/RX LOG>, then press [OK].**

3. **Press [◄−] or [+►] to view the required transmission/reception result.**

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

   ✎ **NOTE**
   If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, transmission/reception result does not appear in the LCD.

■ Checking and Deleting Documents Stored in Memory

1. **Press [System Monitor].**

2. **Press [◄−] or [+►] to select <RX/TX STATUS>, then press [OK].**

3. **Press [◄−] or [+►] to select the desired document, then press [OK].**

   If you select a document with the message <TX STNDBY>, <TX TRM...>, or <RX TRM...>, skip to step 5.

4. **If you want to delete the document, press [◄−] or [+►] to select <CANCEL>, then press [OK].**

5. **Press [◄−] to select <YES>.**

   If you do not want to cancel the job, press [+►] to select <NO>.

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

■ Transferring Documents Received in Memory

1. Press [System Monitor].

2. Press [◄ −] or [+ ►] to select <RX/TX STATUS>, then press [OK].

3. Press [◄ −] or [+ ►] to select the desired document, then press [OK].

🖉 NOTE

You can transfer only the documents received in memory, which appears with the message <RX STNDBY> in the system monitor.

4. Press [◄ −] or [+ ►] to select <TRANSFER>, then press [OK].

5. Use the numeric keys to enter a fax number, then press [OK].

You can only enter the number using the numeric keys.
The machine starts to send the selected document.

■ Checking and Deleting Copy Jobs

1. Press [System Monitor].

2. Press [◄ −] or [+ ►] to select <COPY STATUS>, then press [OK].

3. Press [◄ −] or [+ ►] to scroll through the job list.

When you delete the copy job, press [OK], then press [◄ −] to select <YES>.

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

■ Checking and Deleting Print Jobs

1. **Press [System Monitor].**

2. **Press [◄ −] or [+ ►] to select <PRINT STATUS>, then press [OK].**

3. **Press [◄ −] or [+ ►] to scroll through the job list.**

   When you delete the print job, press [OK], then press [◄ −] to select <YES>.

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

■ Checking and Deleting Report Jobs

1. **Press [System Monitor].**

2. **Press [◄ −] or [+ ►] to select <REPORT STATUS>, then press [OK].**

3. **Press [◄ −] or [+ ►] to scroll through the job list.**

   When you delete the report job, press [OK], then press [◄ −] to select <YES>.

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

■ **Checking the Arrival of I-Fax**

The machine regularly checks for the arrival of I-faxes. However, you can check for the arrival of I-faxes at any time using the System Monitor key.

✎ **NOTE**

To be able to check the arrival of I-fax using the System Monitor key, you must first set <POP> (Post Office Protocol) to <ON> in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>, so that you can receive documents using POP.

1. **Press [System Monitor].**

2. **Press [◄ −] or [+ ►] to select <I-FAX>, then press [OK].**

3. **Press [◄ −] or [+ ►] to select <CHECK RX I-FAX JOB>, then press [OK].**

   The machine starts checking the arrival of I-faxes and receives them.

6 System Manager Settings

Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.

✎ **NOTE**

– Attaching the optional Card Reader-E1 erases the System Manager ID and System Password that have been stored.
– You can enter a maximum of 32 characters for the System Manager's name.
– The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
  Example: If <321> is entered, <0000321> is stored.
– You cannot store a System Manager ID or System Password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
  Example: If <02> or <002> is entered, <0000002> is stored.
– If you make a mistake when entering a number, press [Clear] to clear the entire number → enter the correct number.

1. Press [Additional Functions].

2. Press [◄ −] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. Press [◄ −] or [+ ►] to select <SYS. MANAGER INFO>, then press [OK].

4. Press [◄ −] or [+ ►] to select <SYS. MANAGER ID>, then press [OK].

5. Use the numeric keys to enter a number, then press [OK].

You must set a System Manager ID to manage the operations of the machine.

✎ **NOTE**

If you do not want to set a password, you can use the machine by entering only the System Manager ID.

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6. Press [◄ —] or [+ ►] to select <SYSTEM PASSWORD>, then press [OK].

7. Use the numeric keys to enter a number, then press [OK].

8. Press [◄ —] or [+ ►] to select <SYSTEM MANAGER>, then press [OK].

9. Use the numeric keys to enter the System Manager's name, then press [OK].

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

Department ID Management

You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Use Department ID Management to keep track of the copy, scan, and print totals for each department.
With Department ID Management, the following settings can be specified:

– **Turn Department ID Management ON or OFF.**

– **Register the Department ID and password.**

– **Set page limits for scans, prints, and copies.**

– **Accept or reject print jobs from computers with unknown IDs.**

📝 NOTE

– The pages of received fax/I-fax documents and automatically printed reports are not counted as prints.
– If the optional Card Reader-E1 is attached, Department ID Management is automatically activated.
– The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros. Example: If <321> is entered, <0000321> is stored.
– You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored. Example: If <02> or <002> is entered, <0000002> is stored.
– If you make a mistake when entering a number, press [Clear] to clear the entire number → enter the correct number.
– You can set the page limit from 0 to 999,999 pages.

■ **Registering the Department ID, Password, and Page Limit**

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].**

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. **Press [◄ −] or [+ ►] to select <MANAGE DEPT. ID>, then press [OK].**

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

5. **Press [◄ −] or [+ ►] to select <REGISTER DEPT. ID>, then press [OK].**

6. **Press [◄ −] or [+ ►] to select the number to which department will be designated, then press [OK].**

7. **Use the numeric keys to enter the Department ID, then press [OK].**

🖉 **NOTE**

If you do not want to set a password, you can use the machine by entering only the Department ID.

8. **Press [◄ −] or [+ ►] to select <PASSWORD>, then press [OK].**

9. **Use the numeric keys to enter the password, then press [OK].**

10. **Press [◄ −] or [+ ►] to select <PAGE LIMIT SET.>, then press [OK].**

11. **Press [◄ −] or [+ ►] to select the desired function, then press [OK].**

You can select <TOTAL PRINT>, <COPY>, <SCAN>, <COLOR SCAN>, or <PRINT>.

🖉 **NOTE**

<TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.

12. **Press [◄ −] or [+ ►] to select <RESTRICT TOTAL> (when <TOTAL PRINT> is selected), then press [OK].**

The message displayed will vary depending on which function you selected in step 11.
Example: <RESTRICT COPY> appears when <COPY> is selected.

13. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

<OFF>: Does not set a page limit restriction. Skip to step 16.
<ON>: Set a page limit restriction.

14. **Press [◄−] or [+►] to select <PAGE TOTALS> (when <TOTAL PRINT> is selected), then press [OK].**

The message displayed will vary depending on which function you selected in step 11.
Example: <COPY LIMIT> appears when <COPY> is selected.

15. **Use the numeric keys to enter the maximum number of pages that can be made by the registered Department ID, then press [OK].**

✏ **NOTE**
– You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.
– The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

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

■ **Changing the Password and Page Limit**

You can change the password and page limit settings that you have registered.

✏ **NOTE**
Do not change the password when using a control card. The control card will become unusable if the password for the Department ID is changed.

1. **Press [Additional Functions].**

2. **Press [◄−] or [+►] to select <SYSTEM SETTINGS>, then press [OK].**

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. **Press [◄−] or [+►] to select <MANAGE DEPT. ID>, then press [OK].**

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

5. **Press [◄−] or [+►] to select <REGISTER DEPT. ID>, then press [OK].**

6. Press [◄ −] or [+ ►] to select the Department ID whose password and page limit you want to change, then press [OK] twice.

7. Press [◄ −] or [+ ►] to select <PASSWORD>, then press [OK].

8. Press [Clear] to clear the current password.

9. Use the numeric keys to enter the new password, then press [OK].

✎ NOTE

You cannot change the Department ID.

10. Press [◄ −] or [+ ►] to select <PAGE LIMIT SET.>, then press [OK].

11. Press [◄ −] or [+ ►] to select the desired function, then press [OK].

You can select <TOTAL PRINT>, <COPY>, <SCAN>, <COLOR SCAN>, or <PRINT>.

12. Press [◄ −] or [+ ►] to select <RESTRICT TOTAL> (when <TOTAL PRINT> is selected), then press [OK].

The message displayed will vary depending on which function you selected in step 11.
Example: <RESTRICT COPY> appears when <COPY> is selected.

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

<OFF>: Does not set a page limit restriction. Skip to step 17.
<ON>: Set a page limit restriction.

14. Press [◄ −] or [+ ►] to select <PAGE TOTALS> (when <TOTAL PRINT> is selected), then press [OK].

The message displayed will vary depending on which function you selected in step 11.
Example: <COPY LIMIT> appears when <COPY> is selected.

15. Press [Clear] to clear the current number of page limit restriction.

16. Use the numeric keys to enter the maximum number of pages that can be made by the registered Department ID, then press [OK].

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

■ Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.

✎ **NOTE**

If Department ID Management is activated through the optional Card Reader-E1, you cannot delete the Department ID.

1. Press [Additional Functions].

2. Press [◄ –] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].

   If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. Press [◄ –] or [+ ►] to select <MANAGE DEPT. ID>, then press [OK].

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

5. Press [◄ –] or [+ ►] to select <REGISTER DEPT. ID>, then press [OK].

6. Press [◄ –] or [+ ►] to select the Department ID that you want to erase, then press [OK] twice.

7. Press [◄ –] or [+ ►] to select <ERASE>, then press [OK].

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

   <OFF>: Does not erase the selected Department ID and all of its settings.
   <ON>: Erase the selected Department ID and all of its settings.

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

■ Checking Counter Information

You can check how much paper was used by the each department.

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].**

> If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. **Press [◄ −] or [+ ►] to select <MANAGE DEPT. ID>, then press [OK].**

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

5. **Press [◄ −] or [+ ►] to select <PAGE TOTALS>, then press [OK].**

6. **Press [◄ −] or [+ ►] to select <VIEW PAGE TOTALS>, then press [OK].**

> ✎ **NOTE**
> If you select <CLEAR ALL TOTAL>, the counter information is deleted.

7. **Press [◄ −] or [+ ►] to select the desired function, then press [OK].**

> You can select <TOTAL PRINT>, <COPY>, <SCAN>, <COLOR SCAN> or <PRINT>.

8. **Press [◄ −] or [+ ►] to display the desired Department ID, and check the counter information.**

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

■ Clearing Page Totals

You can clear the page totals made for all departments.

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <SYSTEM SETTINGS>, then press [OK].**

> If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. Press [◄−] or [+►] to select <MANAGE DEPT. ID>, then press [OK].

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

5. Press [◄−] or [+►] to select <PAGE TOTALS>, then press [OK].

6. Press [◄−] or [+►] to select <CLEAR ALL TOTAL>, then press [OK].

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

<OFF>: Does not clear the page totals.
<ON>: Clear the page totals.

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

■ Printing Counter Information

You can print a list of how much paper was used by the each department.

1. Press [Additional Functions].

2. Press [◄−] or [+►] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. Press [◄−] or [+►] to select <MANAGE DEPT. ID>, then press [OK].

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

5. Press [◄−] or [+►] to select <PAGE TOTALS>, then press [OK].

6. Press [◄−] or [+►] to select <PRINT LIST>, then press [OK].

Printing starts, and the screen automatically returns to the standby mode.

■ **Accepting Print Jobs with Unknown IDs**

You can specify whether to accept or reject print jobs from computers that do not correspond with a registered Department ID.

1. **Press [Additional Functions].**

2. **Press [◄−] or [+►] to select <SYSTEM SETTINGS>, then press [OK].**

    If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3. **Press [◄−] or [+►] to select <MANAGE DEPT. ID>, then press [OK].**

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

5. **Press [◄−] or [+►] to select <PDL JOBS W/ OUT ID>, then press [OK].**

6. **Press [◄−] or [+►] to select <ON> or <OFF>, then press [OK].**

    <ON>: The machine accepts print jobs from computers that do not correspond with a registered Department ID.
    <OFF>: The machine does not accept print jobs from computers that do not correspond with a registered Department ID, and you must insert a control card to operate the machine.

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

Using the Optional Card Reader

If the optional Card Reader-E1 is attached to the machine, you must insert a control card to operate it. The optional Card Reader-E1 performs Department ID Management automatically.

1. Operating the Machine (See Chapter 11, "System Manager Settings," in the Basic Operation Guide.)

Log in to the standby mode.

2. Department ID Management

With the optional Card Reader-E1, the following settings can be specified:
– Changing the Password and Page Limit (See p. 6-6)
– Checking Counter Information (See p. 6-9)
– Clearing Page Totals (See p. 6-9)
– Printing Counter Information (See p. 6-10)
– Accepting Print Jobs with Unknown IDs (See p. 6-11)

7 Reports and Lists

Summary of Reports and Lists

The machine can generate the following reports and lists.

Report/List	Description
1-TOUCH LIST	Lists the recipient addresses registered to all the one-touch keys.
1-TOUCH LIST 2	Lists the detailed data of [1-TOUCH LIST].
CODED DIAL LIST	Lists the recipient addresses registered to all the coded dial codes.
CODED DIAL LIST 2	Lists the detailed data of [CODED DIAL LIST].
GROUP DIAL LIST	Lists groups registered for group addresses.
USER'S DATA LIST	Lists all the current settings and registered sender information.
DEPT. INFO LIST	Lists the Department IDs, page totals of scans, prints, and copies that have been processed by each department, and page limits of scans, prints, and copies that can be processed.
ACTIVITY REPORT	Shows the last 40 transactions performed by the machine.
TX REPORT	Shows the transmission result. Can be set to print automatically.
RX REPORT	Shows the reception result. Can be set to print automatically.

📝 **NOTE**

– To print USER'S DATA LIST, select <USER DATA LIST> in <LIST PRINT> located in <REPORT SETTINGS>. To manually print ACTIVITY REPORT, select <ACTIVITY REPORT> instead of <USER DATA LIST> in the same procedure.
– To print 1-TOUCH LIST, CODED DIAL LIST, and GROUP DIAL LIST, select the appropriate option under <SPEED DIAL LIST> in <LIST PRINT> located in <REPORT SETTINGS>.
– To print 1-TOUCH LIST 2 and CODED DIAL LIST 2, select the appropriate option under <ADD BOOK DETAILS> in <LIST PRINT> located in <REPORT SETTINGS>.
– Favorites buttons are not listed in 1-TOUCH LIST or 1-TOUCH LIST 2.
– Reports can be printed only if A4 paper (plain or recycled paper) is loaded in the paper sources whose settings in <OTHER> in <AUTO DRAWER SELCT> in <COMMON SETTINGS> are set to <ON>.

Printing Reports Automatically

TX REPORT, RX REPORT, and ACTIVITY REPORT can be set to print automatically.

■ TX REPORT

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <REPORT SETTINGS>, then press [OK].**

3. **Confirm that <SETTINGS> is displayed, then press [OK].**

4. **Confirm that <TX REPORT> is displayed, then press [OK].**

5. **Press [◄ −] or [+ ►] to select the setting you want, then press [OK].**

   <PRINT ERROR ONLY>: Prints a report only when a transmission error occurs.
   <OUTPUT YES>: Prints a report every time you send a document.
   <OUTPUT NO>: Does not print a report. Skip to step 7.

6. **Confirm that <REPORT WITH TX IMAGE> is displayed, press [◄ −] or [+ ►] to select <ON> or <OFF>, then press [OK].**

   <OFF>: Does not print the first page.
   <ON>: Prints the first page.

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

Report Items

The following items are displayed in the Transmission Report:

● **Transaction description**

● **TX/RX NO: Transaction number**

● **DEPT. ID: If Department ID Management is set, the Department ID is printed.**

● **RECIPIENT ADDRESS: Destination fax number or address**

● **DESTINATION ID: Destination name registered in Address Book**

● **ST. TIME: Transmission time**

● **TIME USE: Transmission duration**

● **PAGES SENT: Number of pages sent**

● **RESULT: Result of transaction**

– OK: Transmission successful

– NG: Transmission failed

– STOP: Transmission manually canceled before completion

– BUSY/NO SIGNAL: The line is busy or the recipient does not answer your call

● **Error code: For descriptions of error codes, see Chapter 13, "Troubleshooting," in the Basic Operation Guide.**

■ RX REPORT

1. **Press [Additional Functions].**

2. **Press [◄ −] or [+ ►] to select <REPORT SETTINGS>, then press [OK].**

3. **Confirm that <SETTINGS> is displayed, then press [OK].**

4. **Press [◄ −] or [+ ►] to select <RX REPORT>, then press [OK].**

5. **Press [◄ −] or [+ ►] to select the setting you want, then press [OK].**

   <OUTPUT NO>: Does not print a report.
   <PRINT ERROR ONLY>: Prints a report only when a reception error occurs.
   <OUTPUT YES>: Prints a report every time you receive a document.

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

Report Items

The following items are displayed in the Reception Report:

● **Transaction description**

● **TX/RX NO: Transaction number**

● **RECIPIENT ADDRESS: Recipient's fax/telephone number or address**

● **DESTINATION ID: Sender's name registered in Address Book**

● **ST. TIME: Transmission time**

● **TIME USE: Transmission duration**

● **PGS.: Number of pages received**

● **RESULT: Result of transaction**

– OK: Reception successful

– NG: Reception failed

– STOP: Reception manually canceled before completion

● **Error code: For descriptions of error codes, see Chapter 13, "Troubleshooting," in the Basic Operation Guide.**

■ ACTIVITY REPORT

1. **Press [Additional Functions].**

2. **Press [◄—] or [+►] to select <REPORT SETTINGS>, then press [OK].**

3. **Confirm that <SETTINGS> is displayed, then press [OK].**

4. **Press [◄—] or [+►] to select <ACTIVITY REPORT>, then press [OK].**

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

6. **Press [◄—] or [+►] to select the setting you want, then press [OK].**

   <OUTPUT YES>: Prints a report after every 40 transactions.
   <OUTPUT NO>: Does not print a report. Skip to step 9.

7. **Confirm that <TX/RX SEPARATE> is displayed, then press [OK].**

8. **Press [◄—] or [+►] to select the setting you want, then press [OK].**

   <OFF>: Prints a report with the transmission and reception results listed chronologically.
   <ON>: Prints a report with the transmission and reception results separated in a report.

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

Report Items

The following items are displayed in the Activity Report:

● **DEPT. ID: If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.**

● **ST. TIME: Transmission time**

● **DESTINATION TEL/ID: Destination name and fax number/ address**

● **NO.: Transaction number**

● **MODE: Transaction, Error correction mode**

● **PGS.: Number of pages sent**

● **RESULT: Result of transaction, transaction duration**

– OK: Transaction successful

– NG: Transaction failed

Advanced Send Features **1**

Advanced Copy Features **2**

Network **3**

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Appendix **9**

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8 Troubleshooting

General Problems

The machine has no power.

| Q | Is the power cord plugged in securely? |

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

| Q | Is the power cord supplying power? |

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

| Q | Is the main power switch turned on? |

| A | Turn on the main power switch. |

The Error indicator comes on.

| Q | Does the machine feed paper correctly, or is there paper in the paper drawer or stack bypass? |

| A | Clear the paper jam, or load paper in the paper drawer or stack bypass. (For instructions on clearing paper jam, see Chapter 13, "Troubleshooting," in the Basic Operation Guide. For instructions on loading paper, see "Set Up the Machine," in the Quick Start Guide.) |

| A | If the machine has no paper jam, or paper is loaded in the paper drawer or stack bypass, turn off the machine and wait for more than 10 seconds, then turn it on again. If the problem is fixed, the Alarm indicator will turn off, and the LCD will return to the standby mode. If the Alarm indicator remains flash, unplug the machine, and contact your local authorized Canon dealer. |

Nothing appears in the LCD.

Q **Is the power cord plugged in securely?**

A Unplug the machine and wait for 5 seconds, then plug it back in. If the LCD still remains blank, contact your local authorized Canon dealer.

Q **Is the main power switch turned on?**

A Turn on the main power switch.

Q **Is the machine in the Sleep mode?**

A Press [ON/OFF] on the operation panel to cancel the Sleep mode.

Paper Feeding Problems

Paper does not feed properly.

| Q | Is the paper loaded correctly? |

| A | Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Quick Start Guide.) |

| Q | Does the machine contain too many sheets? |

| A | Make sure you load the correct quantity. (See Chapter 3, "Print Media," in the Basic Operation Guide.) |

Multiple sheets feed together into the machine.

| Q | Is the paper loaded correctly? |

| A | Make sure the paper is correctly loaded. (See "Set Up the Machine," in the Quick Start Guide.) |

| Q | Does the machine contain too many sheets? |

| A | Make sure you load the correct quantity. (See Chapter 3, "Print Media," in the Basic Operation Guide.) |

| Q | Are different types of paper loaded in the machine? |

| A | Load only one type of paper. |

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

| A | Let the paper run out before refilling the machine. Avoid mixing new stock with paper already loaded. |

Repeated paper jams occur.

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

Sending/Receiving Problems

■ Sending Problems

Document cannot be sent to an e-mail address, I-fax address, or file server.

Q	If you are sending an e-mail message or I-fax, are the SMTP Server and DNS Server settings correct?
A	Check the SMTP Server and DNS Server settings.

Q	If you are sending to a file server, are the user and password settings correct?
A	Check the user and password settings, and send the document again.

Q	If you are sending to a file server, are the shared folder settings correct?
A	Check the shared folder settings. (See "Using a NetBIOS Network," on p. 3-37.)

Cannot send a fax.

Q	Is the machine overheated?
A	Unplug the machine and let it cool for about 5 minutes. Then plug in the machine and try sending again.

Q	Did you just turn on the machine?
A	Wait until the machine is ready.
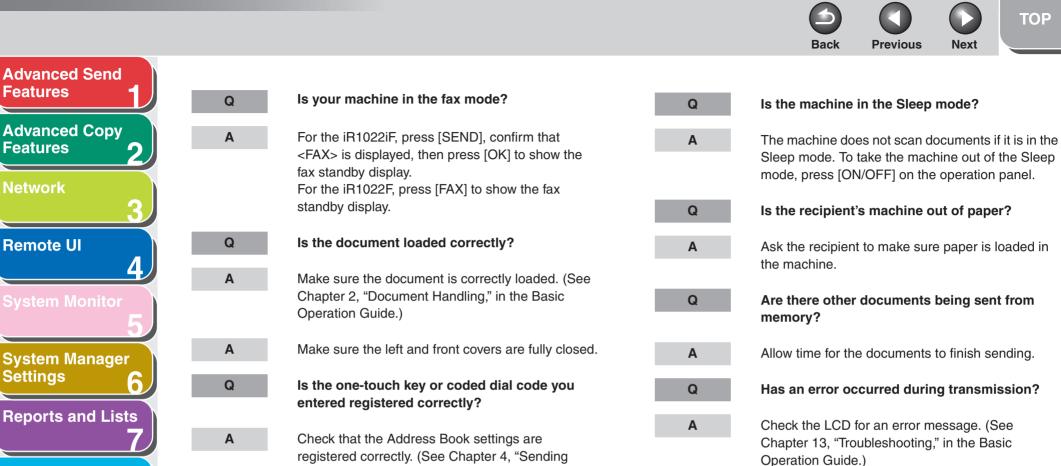
Q	Is the machine set for the correct telephone line type?
A	Make sure the machine is set for the correct telephone line type. (See "Set the Machine for Sending Faxes," in the Quick Start Guide.)

Q | **Is your machine in the fax mode?**

A | For the iR1022iF, press [SEND], confirm that <FAX> is displayed, then press [OK] to show the fax standby display.
For the iR1022F, press [FAX] to show the fax standby display.

Q | **Is the document loaded correctly?**

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

A | Make sure the left and front covers are fully closed.

Q | **Is the one-touch key or coded dial code you entered registered correctly?**

A | Check that the Address Book settings are registered correctly. (See Chapter 4, "Sending Documents," in the Basic Operation Guide.)

Q | **Did you dial the correct number?**

A | Check that you have the correct number.
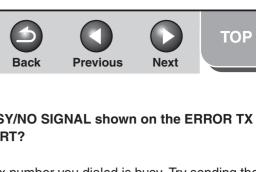
Q | **Is the machine in the Sleep mode?**

A | The machine does not scan documents if it is in the Sleep mode. To take the machine out of the Sleep mode, press [ON/OFF] on the operation panel.

Q | **Is the recipient's machine out of paper?**

A | Ask the recipient to make sure paper is loaded in the machine.

Q | **Are there other documents being sent from memory?**

A | Allow time for the documents to finish sending.

Q | **Has an error occurred during transmission?**

A | Check the LCD for an error message. (See Chapter 13, "Troubleshooting," in the Basic Operation Guide.)

A | Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 7-6.)

Q **Is the telephone cable connected properly?**

A Make sure the cable is connected properly. (See "Set Up the Machine," in the Quick Start Guide.)

Q **Is the telephone line working properly?**

A Make sure there is a dial tone when you press [Hook], or when you lift the optional handset or the handset of any external telephone connected to the machine. If there is no dial tone, contact your local telephone company.

Q **Is the recipient's machine a G3 fax machine?**

A Make sure the recipient's machine is compatible with your machine.

Q **Is BUSY/NO SIGNAL shown on the ERROR TX REPORT?**

A The fax number you dialed is busy. Try sending the document later.

A The recipient's machine is not working. Ask the recipient to check the machine.

Q **Did the recipient's machine answer within 35 seconds (after all automatic redialing attempts)?**

A Ask the recipient to check the machine. For an overseas call, add pauses to the registered number. (See "Dialing an Overseas Number (With Pauses)," on p. 1-13.)

Q **Is the Processing/Data indicator lit?**

A The external phone is busy. Please wait until the external phone becomes free.

Memory fills up immediately when you try to send.

Q   **Are you sending with the resolution set to <SUPER FINE> or <ULTRA FINE>?**

A   If your document does not contain fine text or photographs, set the resolution to <STANDARD>.

A   If your document contains fine text or photographs, send it directly rather than using a memory transmission.

Q   **Is a document stored in memory, leaving little memory available?**

A   Print, send, or delete any documents stored in memory.

Faxes sent from the machine are spotted or dirty.

Q   **Is the recipient's machine working properly?**

A   Check the machine by making a copy. If the copy is clear, the problem may be in the recipient's machine. If the copy is spotted or dirty, clean the scanner components. (See Chapter 12, "Maintenance," in the Basic Operation Guide.)

Q   **Is the document loaded correctly?**

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

The documents you sent are too light.

Q	Is the density set to the <–LT> side?
A	Set the density to the <DK+> side.
Q	Are the scanning components of the machine clean?
A	Make sure the scanning components are clean.

Sending of documents is too slow.

Q	Is the resolution set to <FINE>, <SUPER FINE>, or <ULTRA FINE>?
A	Setting the resolution to <STANDARD> reduces the sending time.
Q	Is Error Correction Mode (ECM) set to <ON>?
A	Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set ECM to <OFF>.

Cannot send using Error Correction Mode (ECM).

Q	Does the recipient's machine support ECM?
A	If the recipient's machine does not support ECM, the document is sent in normal mode without error checking.

Errors occur frequently while sending.

Q	Are the telephone lines in poor condition, or do you have a bad connection?
A	Check if there is a device nearby that interferes with signal transmission (e.g., microwave oven).
A	Lower the transmission speed. (See Chapter 14, "Machine Settings," in the Basic Operation Guide.)

■ Receiving Problems

The machine does not receive documents (e-mail, I-fax, or file server).

Q	**Are network settings specified?**
A	Documents cannot be received if the appropriate network settings are not specified. Confirm this with your System Manager.

Cannot receive a fax automatically.

Q	**Is the machine set to receive automatically?**
A	For the machine to receive faxes automatically, the receive mode must be set to <FaxTel>, <FaxOnly>, or <AnsMode>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Setting Receive Mode," on p. 1-15.)

Q	**Are documents stored in memory, leaving little or no memory available?**
A	Print, send, or delete any documents stored in memory.

Q	**Has an error occurred during reception?**
A	Check the LCD for an error message. (See Chapter 13, "Troubleshooting," in the Basic Operation Guide.)
A	Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 7-6.)

Q	**Is paper loaded in the machine?**
A	Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Quick Start Guide.)

Q	**Is the telephone cable connected properly?**
A	Make sure the cable is connected properly. (See "Set Up the Machine," in the Quick Start Guide.)

No automatic switching between telephone and fax calls.

Q　**Is the machine set to switch automatically between telephone and fax calls?**

A　For the machine to switch between fax and telephone calls automatically, the receive mode must be set to <FaxTel> or <AnsMode>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Setting Receive Mode," on p. 1-15.)

Q　**Are documents stored in memory, leaving little or no memory available?**

A　Print, send, or delete any documents stored in memory.

Q　**Has an error occurred during reception?**

A　Check the LCD for an error message. (See Chapter 13, "Troubleshooting," in the Basic Operation Guide.)

A　Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 7-6.)

Q　**Is paper loaded in the machine?**

A　Make sure paper is loaded in the machine. (See "Set Up the Machine," in the Quick Start Guide.)

Q　**Can the sender's machine send the CNG signal, which tells your machine that the incoming call is a fax call?**

A　Some machines cannot send this signal. In such cases, receive the fax manually.

Cannot receive a document manually.

Q	**Is the machine set to receive manually?**
A	For the machine to receive faxes manually, the receive mode must be set to <Manual>. (See "Setting Receive Mode," on p. 1-15.)
A	If you set <MANUAL/AUTO> to <ON> in <RX SETTINGS> located in <FAX SETTINGS> in <TX/RX SETTINGS>, the machine will receive faxes automatically even when the receive mode is set to <Manual>. (See Chapter 14, "Machine Settings," in the Basic Operation Guide.)
Q	**Have you disconnected the call by pressing [Start] or dialing the remote reception ID after hanging up?**
A	Always press [Start] or dial the remote reception ID before hanging up. Otherwise you will disconnect the call.

Print quality is poor.

Q	**Is the toner low?**
A	Replace the toner cartridge. (See Chapter 12, "Maintenance," in the Basic Operation Guide.)
Q	**Is the correct type of paper loaded in the machine?**
A	Make sure you load paper that meets the requirements for use. (See Chapter 3, "Print Media," in the Basic Operation Guide.)
Q	**Is the sender's machine functioning properly?**
A	Ask the sender to check that the scanning components of the machine are clean.
Q	**Is the machine in the toner saver mode?**
A	Set <TONER SAVER MODE> to <OFF> in <COMMON SETTINGS>. (See Chapter 14, "Machine Settings," in the Basic Operation Guide.)

Faxes do not print.

Q   **Have you removed the plastic seal from the toner cartridge?**

A   Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Quick Start Guide.)

Q   **Is the toner cartridge installed properly?**

A   Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Quick Start Guide.)

Q   **Is the cartridge out of toner?**

A   Replace the toner cartridge. (See Chapter 12, "Maintenance," in the Basic Operation Guide.)

Q   **Is the correct size of paper loaded in the machine?**

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

A   Change <REG. PAPER SIZE> in <COMMON SETTINGS>. (See Chapter 14, "Machine Settings," in the Basic Operation Guide.)

Received faxes print blotched or unevenly.

Q   **Are the telephone lines in poor condition, or do you have a bad connection?**

A   Error Correction Mode (ECM) should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

Q	**Is the sender's machine functioning properly?**
A	Ask the sender to check that the scanning components of the machine are clean.
Q	**Is the toner low?**
A	Replace the toner cartridge. (See Chapter 12, "Maintenance," in the Basic Operation Guide.)

Cannot receive using Error Correction Mode (ECM).

Q	**Does the sender's machine support ECM?**
A	If the sender's machine does not support ECM, the document is received in normal mode without error checking.

Receiving of documents is too slow.

Q	**Is ECM (Error Correction Mode) set to <ON>?**
A	Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set ECM to <OFF>.

You cannot get documents from information services.

Q	**Is your machine set to the tone dialing type of the telephone line?**
A	Press [Tone] to set the tone dialing.
Q	**Were there any instructions from the sender, such as to set to receive?**
A	Just before receiving, press [Start].

Errors occur frequently while receiving.

Q	**Are the telephone lines in poor condition, or do you have a bad connection?**
A	Check if there is a device nearby that interferes with signal reception (e.g., microwave oven).
A	Lower the reception speed. (See Chapter 14, "Machine Settings," in the Basic Operation Guide.)
Q	**Is the sender's machine functioning properly?**
A	Ask the sender to check that the machine is functioning properly.

Copying Problems

Cannot make copies.

Q	**Have you removed the plastic seal from the toner cartridge?**
A	Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Quick Start Guide.)
Q	**Is the toner cartridge installed properly?**
A	Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Quick Start Guide.)
A	Make sure the front cover is fully closed.

Q	**Is the document loaded correctly?**
A	Make sure the document is correctly loaded. (See Chapter 2, "Document Handling," in the Basic Operation Guide.)
Q	**Does the document meet the requirements for the machine?**
A	Make sure you load documents that meet the requirements for use. (See Chapter 2, "Document Handling," in the Basic Operation Guide.)

Printing Problems

Nothing prints.

Q   **Have you removed the plastic seal from the toner cartridge?**

A   Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Quick Start Guide.)

Q   **Is the cartridge out of toner?**

A   Replace the toner cartridge. (See Chapter 12, "Maintenance," in the Basic Operation Guide.)

Printout is skewed.

Q   **Is the paper loaded correctly?**

A   Make sure the paper is correctly loaded in the machine. (See "Set Up the Machine," in the Quick Start Guide.)

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

Paper jams occur.

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

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

Printout is not clear.

Q	**Is the correct type of paper loaded in the machine?**
A	Make sure you load paper that meets the requirements for use. (See Chapter 3, "Print Media," in the Basic Operation Guide.)
Q	**Are you printing on the wrong side of the paper?**
A	Some papers have a "right" side for printing. If the print quality is not as clear as you think it should be, try printing on the other side of the paper.

Printout has vertical white streaks.

Q	**Is toner low?**
A	Replace the cartridge. (See Chapter 12, "Maintenance," in the Basic Operation Guide.)

Telephone Problems

Cannot dial.

Q   **Is the telephone cable connected properly?**

A   Make sure the cable is connected properly. (See "Set Up the Machine," in the Quick Start Guide.)

Q   **Is the power cord plugged in securely?**

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

Q   **Is the main power switch turned on?**

A   Turn on the main power switch.

Q   **Is the machine set for the correct telephone line type?**

A   Make sure the machine is set for the correct telephone line type. (See "Set the Machine for Sending Faxes," in the Quick Start Guide.)

Telephone disconnects while you are talking.

Q   **Is the telephone cable connected properly?**

A   Make sure the cable is connected properly. (See "Set Up the Machine," in the Quick Start Guide.)

Q   **Is the telephone cable defective?**

A   Use another cord.

Calls do not connect, or the wrong number is dialed.

Q	**Did you confirm the dial tone before entering the telephone number?**
A	Make sure to confirm the dial tone before entering a telephone 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.

Network Problems

Unable to print from a TCP/IP network.

Q **Are the machine and cable properly connected?**

A Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Set the Machine for Network Usage," in the Quick Start Guide.)

Q **Is the TCP/IP network properly set up?**

A Make sure the IP addresses are properly set up. If the IP addresses are set using DHCP, BOOTP, or RARP, make sure they are operating.

Q **Is the computer that is printing properly set up?**

A Make sure the proper printer driver is installed. (See "Installing/Uninstalling Software," in the Quick Start Guide.)

A Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or Print Manager.

Q **Is the name of the file being printed too long?**

A Rename the file with a shorter name. Normally LPR (or the Microsoft TCP/IP Printer, if you are using Windows 2000/XP) sends jobs either under the name of the application software used for printing, or the file name. However, a job name longer than 255 bytes cannot be sent to the machine.

The printer port name is not displayed in [Print to the following port(s)].

Q   **Are the machine and cable properly connected?**

A   Check that the machine is connected to the network using the proper cable, then restart the machine. (See "Set the Machine for Network Usage," in the Quick Start Guide.)

Q   **Is the computer that is printing properly set up?**

A   Make sure the proper printer driver is installed. (See "Installing/Uninstalling Software," in the Quick Start Guide.)

A   Make sure the correct machine is set as the output destination for the computer that is printing in [Printers and Faxes] or [Printers].

The machine automatically connects to a destination other than the intended destination via its dial-up access (when a dial-up router is connected to your network).

Q   **Does the dial-up router send packets via broadcast?**

A   If the dial-up router does not have to send packets via broadcast, change the router settings to ensure that it sends packets via a method other than broadcast. If dial-up router has to send packets via broadcast, check that the settings are correct.

Q   **Dose the file or mail server's host name or IP address set on the machine exist on the network?**

A   Check that the file or mail server's host name or IP address set on the machine is correct.

Q　Does the DNS server exist on an external network?

A　If you attempt to access a device on the network to which the machine is connected, with the DNS server on an external network, set the destination using an IP address, not a host name.

Q　**Is the device's information set on the DNS server on the network to which the machine is connected correct?**

A　If information about a device on an external network is set on the DNS server on the network to which the machine is connected, check the settings.

Detailed information concerning the machine cannot be set or browsed using the Remote UI or utility.

Q　**Are the settings for <SET IP ADD RANGE> correct?**

A　If the settings for [IP Address Range Settings] do not permit the IP address of a computer on which the Remote UI or utility is used, you cannot set the machine setting items or browse information on the machine. Check the settings for <SET IP ADD RANGE>. (See "Protocol Settings for TCP/IP Network," on p. 3-14.)

Q　**Is <USE SNMP> or <DEDICATED PORT> is to <OFF>?**

A　Set <USE SNMP> and <DEDICATED PORT> to <ON>. (See "Communication Environment Setup," on p. 3-10.)

Q   Does the SNMP community name match?

A   If you use an SNMP community name different from the one stored in the machine to access the machine from a utility, the utility will not detect the machine. In this case, check the SNMP community name. (See "Communication Environment Setup," on p. 3-10.)

Unable to send data/share files (FTP).

Q   Is the FTP server set correctly?

A   Perform the following to check the server status. (For Windows, perform these from the MS-DOS prompt.)
- Example using UNIX, where the FTP server has the IP address: 192.168.1.195
  U:>ftp 192.168.1.195   *Connect to server
  Connected to 192.168.1.195.
  220 canmfs FTP server (UNIX(r) System V Release 4.0) ready.
  User (192.168.1.195:(none)): user_name *User login
  331 Password required for user_name.
  Password: *Enter password
  230 User user_name logged in.

ftp> cd/export/share   *Move to data destination directory
250 CWD command successful.
ftp> bin   *Set data transfer type (binary)
200 Type set to I.
ftp> put sample.tif   *Set transfer file name for verification
ftp> by   *Cut off server connection
221 Goodbye
If the above are confirmed and file sharing still does not operate normally, consult the network administrator for the environment you are using.

Q   Does the machine's address <LOGIN NAME> setting contains one or more spaces after the user name?

A   Ensure that the machine's address <LOGIN NAME> setting does not contain spaces after the user name.

Q Was the machine turned OFF while sending data to the FTP server? And when the machine was turned back ON, does it attempted to resend the data? (If a Windows 2000/XP/Server 2003 FTP server is being used.)

A If power to the machine is turned OFF while data is being sent to the FTP server, the FTP server may hold the data in a writing-in-progress state. Therefore, this data cannot be overwritten even when the machine reconnects and sends the same data again. Stop the FTP server temporarily and delete the held data, so it can be sent again.

Q Is an error message or code displayed on the LCD of the machine?

A After confirming the error message, see Chapter 13, "Troubleshooting," in the Basic Operation Guide and perform the necessary operations according to the error message displayed.

Unable to send data/share files (Windows File Sharing).

Q Are File sharing settings for the shared folder correct?

A Check the following settings:
- On the computer you are using, go into Windows Explorer → double-click [Entire Network] → check that the computer you want to share is listed there. You can also check for the computer as follows: On the [Start] menu, point to [Find] → [Computer] → enter the name of the computer you want to share → check that the computer is on the network.
- If the computer you want to share is listed, double-click its icon to see whether the shared name of the folder you want to share is listed.
- If the shared name does not appear, see "Setting Up a Computer as a File Server," on p. 3-41, and then check the shared folder settings.

Q Is an error message or code displayed on the LCD of the machine?

A After confirming the error message, see Chapter 13, "Troubleshooting," in the Basic Operation Guide and perform the necessary operations according to the error message displayed.

9 Appendix

Advanced Send Features **1**

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Table of Contents

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Glossary

Numeric

10Base-T

The Ethernet standard supporting data transfer rates a maximum of 10 Mbps, which utilizes a twisted-pair cable.

100Base-TX

The Ethernet standard supporting data transfer rates a maximum of 100 Mbps, which utilizes two pairs of high grade twisted-pair cables.

A

Activity Report

A journal of the machine's transactions, both sent and received.

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 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.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

Automatic Document Feeder (ADF)

The device included in the machine that feeds the document being sent or copied, or scanned into the machine.

Automatic redialing

When the recipient's machine is busy or does not answer, or when an error occurs while sending, the machine waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the machine waits the specified time and dials again.

B

bps

Bits per second. Refers to the speed with which a fax machine sends and receives data.

BOOTP

BOOTstrap Protocol. A protocol that enables a client machine to automatically obtain network setup information from a server over a TCP/IP network. BOOTP enables a client to automatically locate such information as the host name, domain name, and IP address, so that it is not necessary to create these items manually.

Broadcasting

Transmitting documents to more than one location (through the machine's memory).

Buffer size

The size of a data area, or buffer, shared by devices or programs working at different speeds or with different priorities. The buffer is designed to prevent one device or process from being held up by another. For this to be possible, the buffer must be set up correctly.

C

CNG

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded Dial Codes

A method to specify a destination registered in Address Book. Press [Coded Dial] and a three-digit code using the numeric keys.

Community Name

An identification keyword for SNMP (Simple Network Management Protocol).

Cookie

A file left on a user's computer when the user visits a web site. A cookie allows the web site to recognize the user on subsequent visits. Cookies are generally used to enable a user to automatically sign on to certain web sites and to customize the features offered by such sites.

Cursor

The underline symbol you see on the LCD when you register numbers and names in the machine.

D

Delayed sending

The ability to send a document at a preset time in the future. You do not have to be in your office to use delayed sending to one or more destinations.

DHCP

Dynamic Host Configuration Protocol. A protocol that automatically specifies the network settings of a client on a TCP/IP network. Many of the settings required to set up TCP/IP, which is the standard protocol of the Internet, can be made automatically.

DNS

Domain Name System. The system that associates the IP address assigned to a computer with the domain name.

DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www.w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

Document

The sheet of paper containing the data that you send to, or receive from a machine.

Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

dpi

Dots per inch. A machine of measurement for indicating a machine's resolution.

E

ECM

Error Correction Mode. The ability of your machine to reduce system and line errors when sending or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

Ethernet

An industry-standard local area network (LAN) system for connecting together multiple computers. Data is sent from one computer to another by breaking it into packets, and a packet reaches its destination smoothly without any collision with other packets.

Extension

A telephone connected to the machine that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

F

Favorites Buttons

A method to specify a destination registered in Address Book. You can register a destination together with any possible combination of send settings in a favorites button.

FAX/TEL switching

This option allows you to set the machine to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the machine rings to let you know, so you can pick up the handset. With this feature, one telephone line can be shared by both the telephone and the fax.

File formats

File formats are used to save image data (e.g. JPEG, PDF, TIFF).

File server

A personal computer or workstation to which two or more users on client personal computers can gain access via a local area network (LAN) in order to share and use its hard disk drive.

FINE

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

Forwarding

The process of sending a received fax/I-fax document to another destination. For example, if your machine at work receives a document, you can have the machine forward the document to a machine at your home.

FQDN

Fully Qualified Domain Name. A full domain name, consisting of its local host name and its domain name. An FQDN is sufficient to ascertain a specific Internet address for any host on the Internet. This (name resolution) process uses DNS (Domain Name System).

FTP

File Transfer Protocol. A client-server protocol enabling a user to transfer files on one computer to and from another computer over a TCP/IP network. The File Transfer Protocol also governs the client program with which the user transfers files.

G

G3, Group 3 fax machine

Defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR), and Joint Bi-level Image expert Group (JBIG).

Gateway Address

The default address of a network or Web site. It provides a single domain name and point of entry to the site.

Group Addresses

A method of specifying destinations that enables you to specify multiple destinations registered in Address Book as a group. This means that you can press just a single one-touch key or coded dial code to specify destinations when sending the same document to many destinations.

H

HP-GL/2

A graphics language that allows computer applications to draw graphic images using printers. Images in HP-GL/2 are represented as vector graphics. Vector objects describe an image in terms of geometric shapes, such as lines and polygons, and fills. HP-GL/2 is supported by your Canon machine.

HTTP

Hypertext Transfer Protocol. The client-server TCP/IP protocol used on the World Wide Web for the transfer of HTML (Hypertext Markup Language) documents across the Internet.

I

I-fax

I-fax (Internet fax) enables you to send and receive a scanned original converted to TIFF (Tagged Image File Format) or PDF (Portable Document Format) image data as an e-mail attachment to/from any I-fax compatible facsimile or personal computer with Internet e-mail functionality.

Interface

The connection between two devices that makes it possible for them to communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

Interface cable

The cable used to create the interface between a printer and a computer.

Interface port

The machine comes with one USB port, located on the back of the machine. You attach the cable that connects your computer and machine to this port.

Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol allows data from one computer to be split into packets to be sent to another computer with a specific IP address.

IP address

Internet Protocol address. A 32-bit numeric address used by IP (internet protocol) to specify a computer on the Internet. The IP address is usually written as four numbers separated by periods. An example is 128.121.4.5.

ITU-T

A committee created to set international standards for telecommunications.

J

JBIG

Joint Bi-level Image Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) image files without any loss in image information. Files containing photographic images in Web pages are generally compressed so they can be transferred across the Internet more quickly. JPEG, the format currently used, causes some loss in image data after compression, and so reduces image quality. JBIG compression overcomes this shortcoming.

Job Recall

A method to specify the same destination you have specified before. You can recall the destinations, scan settings, and send settings which have been set, and then send your documents.

JPEG

Joint Photographic Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) photographic and photorealistic image files. The image compression method used involves some loss of information, and so reduces image quality. Files containing photographic images in Web pages are generally compressed by using the JPEG format so they can be transferred across the Internet more quickly.

L

LAN

Local Area Network. It is a network system formed by linking a server, workstations, and computers, which are all located in the same building or some other relatively limited area.

Log in

Entering a password as a means of user authentication to start a computer session or access to a service.

LPD

Line Printer Daemon. A daemon is a program that runs, without human intervention, to accomplish a given task. The Line Printer Daemon controls the flow of print jobs to a printer.

LPR

Line Printer Remote. A UNIX command used to print a file via a TCP/IP network.

M

MAC address

Media Access Control address. The hardware address of the network adapter of a computer connected to a local area network.

Manual receiving

A method of receiving faxes in which you answer all incoming calls using the optional handset or handset of the external telephone. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press [Start] to receive the incoming fax.

Manual redialing

When you use regular dialing, you can redial a number manually simply by pressing [Redial/Pause] on the operation panel. The last number called is the number redialed.

Modem

A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

N

NetBIOS

Network Basic Input Output System. A program that enables applications on different computers to communicate within a LAN (Local Area Network). NetBIOS is used in Ethernet, Token Ring, and Windows NT/2000/XP networks.

NetSpot

Network management software that enables the setup and management of multiple printers connected to a network from one central location. A network manager can monitor conditions of network printers, ascertain online/offline status, error status, the amount of paper in paper drawers, verify information on mounted fonts, and other readings. All the functions that are conventionally conducted through the operation panel of the respective machines can be performed from one location.

NetSpot Console

A Web browser based version of NetSpot. It can be used to browse and manage network devices.

Numeric keys

The round, numbered keys on the operation panel marked the same as a standard telephone keypad.

Press them to perform regular dialing or to specify the e-mail or I-fax addresses not stored in Address Book. You also use the numeric keys to enter characters and numbers during registration, and for entering coded dial codes.

O

One-Touch keys

The numbered keys on the operation panel that may be registered as single or a group of destinations. Once a destination or group of destinations is registered, you press one key to specify the entire number/address or group. They are also used as favorites buttons.

OS/2

A family of multitasking operating systems developed by IBM for Intel x86-based computers. OS/2 provides a graphic user interface similar to Windows, as well as a command line interface similar to DOS. Add-ons to OS/2 enable it to run DOS and Windows applications.

P

Paper feed

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

Paper feeder

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

PASV mode

Passive FTP mode. An alternative mode for initiating FTP connections. In this mode, data transfer is initiated by the FTP client, rather than the FTP server. As corporate firewalls generally reject external data requests from FTP servers, the PASV mode may allow FTP to be used with NAT (Network Address Translation) and with clients behind firewalls, depending on the environment. The PASV mode also ensures that all data flow requests come from inside the network where the client is located.

Pause

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing [Recall/Pause]/[Redial/Pause] enters a pause between digits of a telephone number.

PDF

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

PHOTO

The document setting you use for sending or copying documents with intermediate tones, such as photographs.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP, and TCP/IP.

Proxy server

A server that provides a cache of files available on remote servers that are slow or expensive to access. The term "proxy server" normally refers to a World Wide Web server that, on receiving a URL, tries to supply the requested file from its cache. If it cannot locate the file there, the proxy server would bring it from the remote server and also save a copy in its cache so that the next request can be obtained locally.

Pulse

See Rotary pulse.

R

RARP

Reverse Address Resolution Protocol. A protocol that associates a network adapter address (MAC address) with an Internet Protocol (IP) address.

Raster

Raster graphics describes an image as a pattern of dots, compared to vector graphics which represents an image as a geometrical formula. Each row of color dots in the mosaic of color dots constitutes one raster graphic. In a printer, a raster graphic is used as the master image from which a page is printed, because the image can be transferred to paper by printing one raster at a time.

Raw

This is a print application used with Windows 2000/XP. It can print at higher speeds than LPD.

Recall

See Job Recall.

Receiving

Receiving transmission is also defined as RX or Reception. The machine can be customized to receive fax documents in several ways.

Reception

See Receiving.

Redialing-automatic

See Automatic redialing.

Redialing-manual

See Manual redialing.

Registering

A process by which you place destination's information (such as the name, fax number, e-mail/I-fax addresses, etc.) in the machine's memory, so that you save time specifying destinations you send documents frequently.

Regular dialing

Pressing the individual numeric keys to dial a fax or telephone number.

Remote reception ID

The two-digit code that enables you to manually activate fax reception using an external telephone.

Remote reception

Activating fax reception by answering an external telephone that is not located near the machine. You need to dial a remote receiving ID number to start remote reception.

Remote UI

Remote User Interface (UI) allows you to remotely perform machine functions from a computer connected to the network using web browser software. Many functions that are done physically at the Canon machine's operation panel can be done via software at a networked computer using a web browser, such as Microsoft Internet Explorer.

Report

A document printed by the machine and containing information about the documents it has sent or received.

Resolution

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

RIP (Raster Image Processor)

The hardware and/or software functions of a printer that convert vector graphic descriptions from a computer into raster graphic images that can be printed.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. In pulse dialing, you hear clicks. In touch-tone dialing, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

RX

See Receiving.

S

Scope ID

The Scope ID is a character string value that is appended to the NetBIOS name, and is used for all NetBIOS over TCP/IP communications. It provides a way for a computer to communicate only with others sharing the same Scope ID.

Sending

Sending documents is also defined as TX or Transmit. The machine can scan and send documents via fax, e-mail, or I-fax, or send them to a file server.

Sending speed

The rate at which faxes are transmitted through the phone line. See also bps (bits per seconds).

SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SMTP

Simple Mail Transfer Protocol. A TCP/IP protocol for sending messages from one computer to another on a network.

SNMP

Simple Network Management Protocol. The network management protocol of TCP/IP.

In SNMP, agents, which can be hardware as well as software, monitor the activity of the various devices on the network and report to the network console workstation.

Source Routing

Normally, a host has no control over the route taken by a packet it sends. Source routing is a technique whereby the sender of a packet can specify the route that a packet should take through the network to its destination.

Spool

Simultaneous Peripheral Operations On-Line. Spooling means putting jobs in a buffer, which is a special area in memory or on a disk. Because devices access data at different rates, the buffer provides a waiting station where the data can wait until the device for which it is meant is ready to access it.

Standby

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

Subnet

A portion of a network, which may be a physically independent network segment, that shares a network address with other portions of the network, and is distinguished by a subnet number.

For example, all devices with IP addresses that start with 100.100.100. would be part of the same subnet.

Subnet Mask

SUBNETwork mask. The method used to determine which subgroup, or subnet, an IP address belongs to on TCP/IP networks, all devices whose IP addresses have the same prefix would belong to the same subnet. Dividing a network into subnets is useful for both security and performance reasons.

Switching hub

A network connection box to which a number of computers can be connected. The switching hub forwards a data packet from the network to the appropriate computer according to the packet's address. Conventional hubs simply send every packet to every connected computer. Since a switching hub forwards packets only to their intended recipients, it provides greater efficiency.

T

TCP/IP

Acronym for Transmission Control Protocol/Internet Protocol. The protocol used to connect to the Internet and to wide-area networks.

TIFF

Tagged Image File Format. A file format that saves images as high-density bitmaps, and is suitable for large amounts of image data. The information field (tag) at the start of each image data record indicates the type of data represented.

Tone

A key that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

Tone/pulse setting

The ability to set the machine to match the telephone dialing system your telephone line uses: touch-tone or rotary pulse.

Toner

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

Toner saver

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

Transmit

See Sending.

TX

See Sending.

U

URL

Uniform Resource Locator. A standard way of specifying the location of an object, usually a web page, on the Internet. The URL for a web page would look something like this: "http://www.w3.org/default.html". Here, "http:" indicates that a web page is being accessed, "http://www.w3.org" is the address of the server containing the web page, and "default.html" is the file name under which the web page is stored on the server.

V

Vector Graphics

See Raster.

W

WAN

Wide Area Network. A geographically widespread network. A WAN can be one large network, or it can consist of a number of linked LANs (Local Area Networks).

WINS

Windows Internet Name Service. A service for associating a NetBIOS name, which is a computer name or printer name on a NetBIOS network, with an IP address. To use WINS, a WINS server is required.

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