Canon

# Easy Operation Guide

## imageRUNNER 2422/2420

Store this guide next to the machine for future reference.

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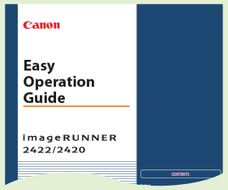
# How the Manuals Are Divided

The manuals for the machine are divided as follows. Please read them as necessary to make full use of the machine. Manuals included with optional equipment are included in the list below. The manuals you are provided vary according to the products purchased and the system configurations.

## How to Use the Machine and Function Overview

### Easy Operation Guide

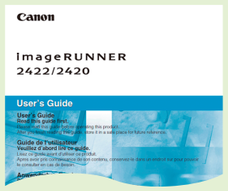



Read this manual to learn basic information about the machine's operations, capabilities and functions. Keep it next to the machine for future reference.

- Control Panel
- Copying Functions
- Printing Functions
- Useful Functions and Settings
- Other Useful Functions

## Handling and Operating the Machine

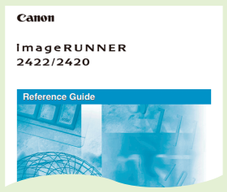
### User's Guide




Read this manual to overview the features and operations of the machine.

- Safety Instructions
- Basic Operations
- Routine Maintenance
- Troubleshooting

### Reference Guide




Read this manual to learn about the precautions when using the machine, basic operations, optional equipment, machine maintenance and paper jam removal procedures.

- Before Using the Machine
- Operating the LCD Display
- Using Optional Equipment
- Additional Functions
- System Manager Settings
- Loading Paper
- Replacing the Toner Cartridge
- Clearing a Paper Jam

### Copying Guide

Read this manual to learn how to copy documents and how to use the various copying features.

- Basic Copying Procedure
- Advanced Copying Operations
- Changing the Settings to Suit Your Needs

## Connecting the Machine to a Network or Computer

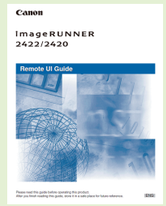
### Network Guide

Read this manual to learn how to connect the machine to a network.

- Using the Machine in a TCP/IP Network
- Troubleshooting

## Operating the Machine from a Computer

### Remote UI Guide




Read this manual to learn how to access the machine from a computer to operate and confirm jobs and edit the various settings of the machine.

- Confirming the Status of the Machine
- Operating Jobs
- Making the Settings of the Machine

## Using the Machine as a Printer

### UFR II Printer Guide

Read this manual to learn how to edit the settings in order to use the machine as a printer.

- Changing the Printer Settings to Suit Your Needs
- Troubleshooting

## Using the Printer Driver

### Windows Printer Driver Guide
### Mac Printer Driver Guide

Read this manual to learn how to use the printer driver for Windows or Macintosh, such as printing from a computer and editing the printer settings.

## Using the Machine as a Scanner

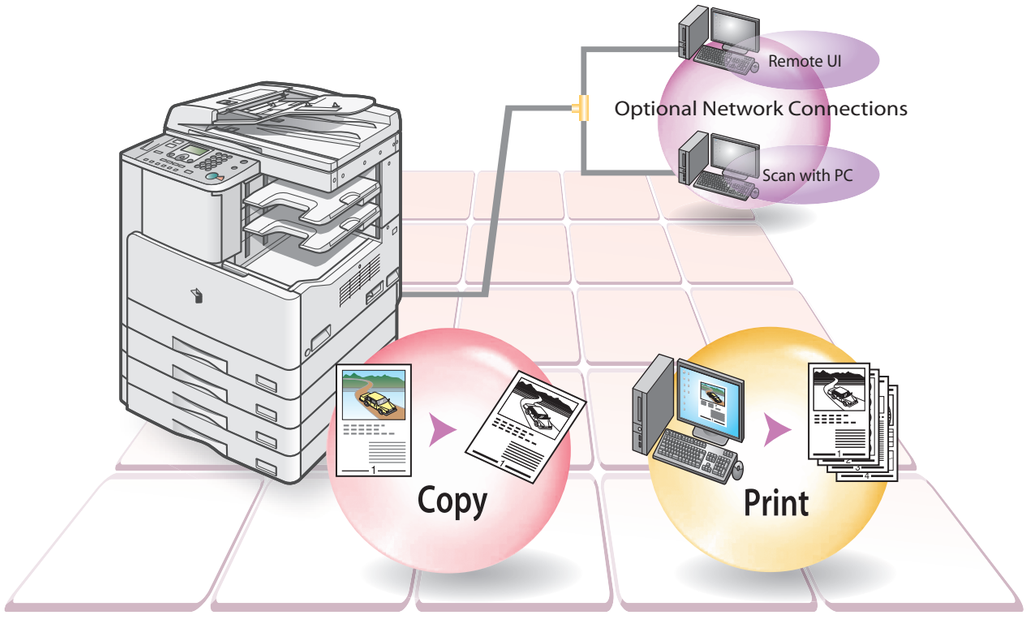
### Network ScanGear Guide (for Windows only)

Read this manual to learn how to use the driver which enables you to use the machine as a scanner to scan documents to your computer.

# What You Can Do with This Machine

**The imageRUNNER 2422/2420 brings you all the elements you will ever need in a digital multitasking machine.**

The imageRUNNER 2422/2420 incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the imageRUNNER 2422/2420 represents the ultimate in digital multitasking machines.




**Find the useful features that meet your needs.**

## Copying Function

**This chapter outlines the copying function from the basic operation flow to the advanced operations using the optional components.**


Making a Copy ..... P. 7
Basic Copying Functions ..... P. 9
- Adjust the Copy Density ..... P. 9
- Select Image Quality ..... P. 9
- Enlarge/Reduce an Image to Copy to a Different Size Paper ..... P. 10
- Copy onto Irregular Sized Paper ..... P. 10
- Copy Facing Pages in a Book ..... P. 10
- Copy Two or Four Originals onto One Sheet of Paper ..... P. 11
- Sort Copies by Set ..... P. 11
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Optional Copying Functions ..... P. 13
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- Copy Different Size Originals Together ..... P. 13
- Make 2-Sided Copies ..... P. 14


## Printing Function

**This chapter outlines the printing function from the basic operation flow to the printer driver settings on your PC.**


Printing from a Computer ..... P. 15
Specifying Print Settings ..... P. 17
- Page Setup ..... P. 17
- Finishing ..... P. 17
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## Useful Functions and Settings

**This chapter outlines the settings of the machine. You can customize the machine settings to match your needs and preferences.**


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## Other Useful Functions

**This chapter outlines the optional functions. When the machine is equipped with the optional Network Kit, the scanning function and Remote UI are available.**


Operating the Machine from a Computer (Remote UI) ..... P. 33
- Operating the Machine from Your Desk ..... P. 33
- Checking the Status of Paper in the Machine ..... P. 34
- Making the Machine Settings from a Computer ..... P. 34

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## Troubleshooting

**This chapter gives you reference information when you need help in using the machine.**


Troubleshooting ..... P. 37

# Control Panel

The control panel consists of the LCD display, physical keys for copying, numeric keys, Additional Functions key, and indicators. The following is an explanation of the keys used in this manual. For more information, see Chapter 1, "Before You Start Using This Machine," in the *Reference Guide*.

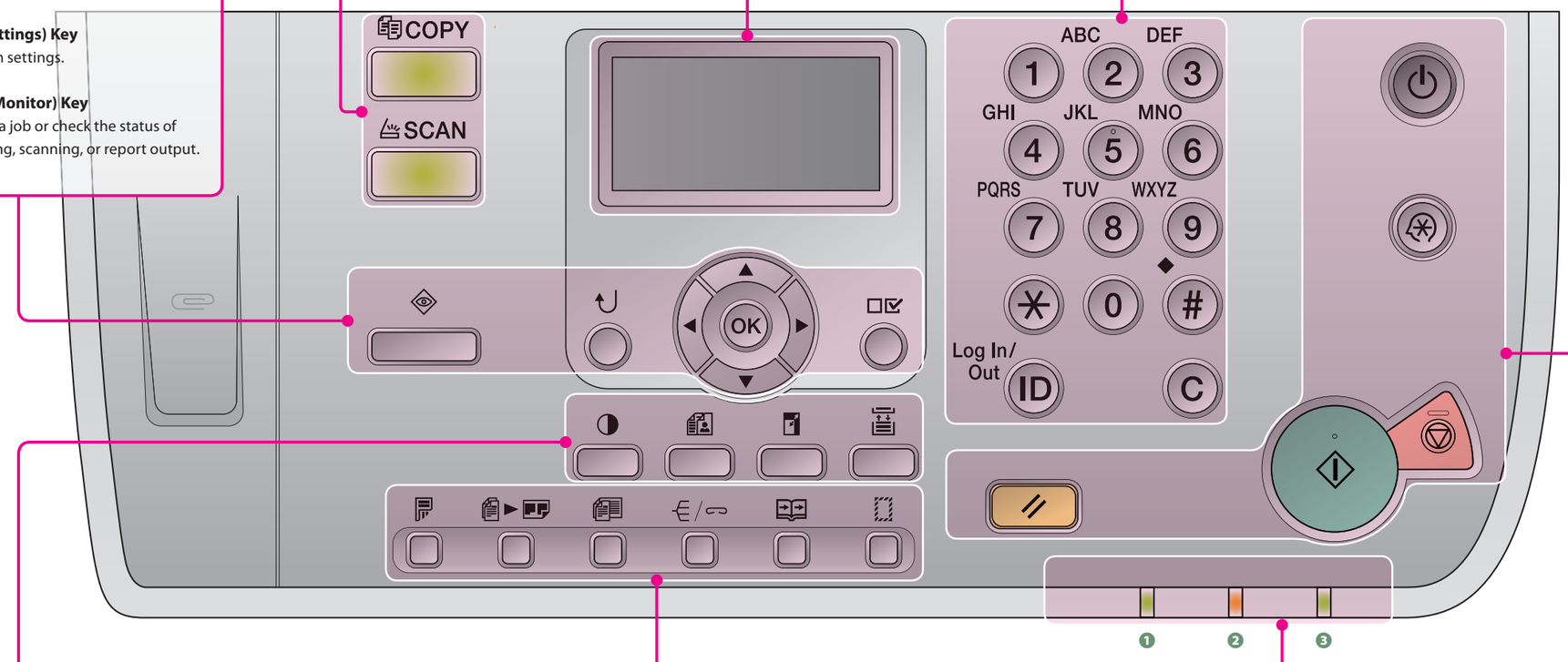
- **▼ or ▲, ◀ or ▶ Keys**
  Press to decrease or increase the value for various settings. Also press to view the previous or next item in the menu.
- **[OK] Key**
  Press to accept a set function or mode.
- **(Back) Key**
  Press to go back one menu level.
- **(View Settings) Key**
  Press to confirm settings.
- **(System Monitor) Key**
  Press to cancel a job or check the status of printing, copying, scanning, or report output.

- **COPY Key**
  Switches the Standby mode to COPY mode.
- **SCAN Key**
  Switches the Standby mode to SCAN mode.

- **LCD Display**
  Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

- **Numeric Keys**
  Use to enter alphanumeric characters.
- **(Clear) Key**
  Press to clear entered alphanumeric characters.
- **(ID) Key**
  Press when setting or enabling Department ID Management.

- **Control Panel Power Switch (Sub Power Supply)**
  Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode.
- **(Additional Functions) Key**
  Press to select or cancel modes in Additional Functions.
- **(Start) Key**
  Press to start copying or scanning.
- **(Stop) Key**
  Press to stop copying or scanning.
- **(Reset) Key**
  Press to return the machine to the Standby display.




- **(Density) Key**
  Press to adjust copy density.
- **(Image Quality) Key**
  Press to select image quality for a copy.
- **(Copy Ratio) Key**
  Press to enlarge or reduce copy ratio.
- **(Paper Select) Key**
  Press to select paper (drawers or stack bypass).

- **(2-Sided) Key**
  Press to set the 2-Sided mode.
- **(Image Combination) Key**
  Press to set the Image Combination mode.
- **(Different Size Originals) Key**
  Press to set the Different Size Originals mode.
- **(Finishing) Key**
  Press to set the Finishing mode.
- **(2-Page Separation) Key**
  Press to set the 2-Page Separation mode.
- **(Frame Erase) Key**
  Press to set the Frame Erase mode.

❶ **Processing/Data Indicator**
Flashes when the machine is in operation. Lights when the machine has waiting jobs.

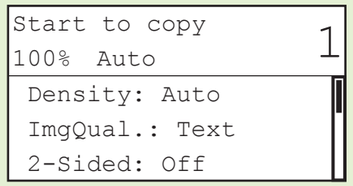
❷ **Error Indicator**
Flashes or lights when an error has occurred.

❸ **Main Power Indicator**
Lights when main power is ON.

# Making a Copy

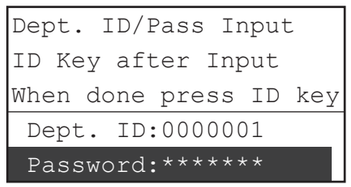
The following is the basic procedure for copying a document. For more information, see the references to other guides.

## Prepare

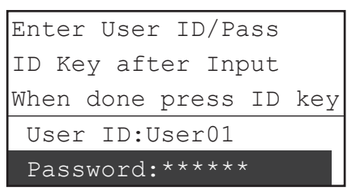



**Copy Standby Display**

- If the machine is in the Sleep mode, press (Power).
- If the message <Dept. ID/Pass Input> appears, enter the Department ID and password.



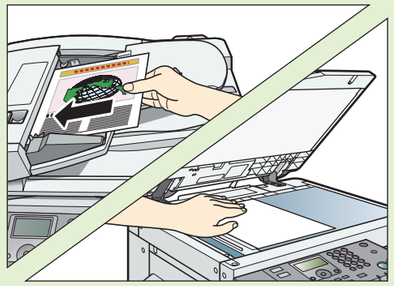

- If the message <Enter User ID/Pass> appears, enter the User ID and password.




For more information, see Chapter 2, "Basic Operations," in the *Reference Guide*.

## Place Your Originals

**Place in the feeder**



**Place on the platen glass**

**Place your originals.**

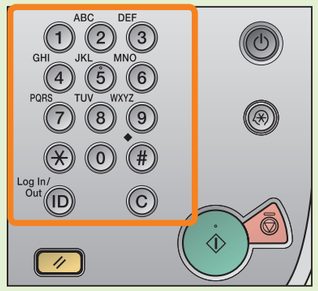
- Close the feeder/platen cover after placing your originals on the platen glass.

For more information on the basic copying functions, see p. 9 to p. 12. For more information on the optional copying functions, see p. 13 and p. 14.

- You can also place paper in the stack bypass to copy. (For more information, see Chapter 1, "Basic Operations," in the *Copying Guide*.)

For details about the size and type of paper, see Chapter 2, "Basic Operations," in the *Reference Guide*.

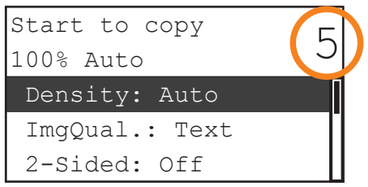
## Specify the Number of Copies



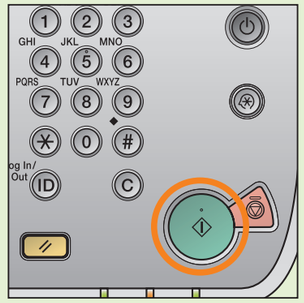

**Enter the desired number of copies (1 to 99) with the numeric keys.**

- To change the value you have entered, press (C) (Clear) → enter the correct value.

The number of copies you specify is displayed on the upper right side of the LCD display.

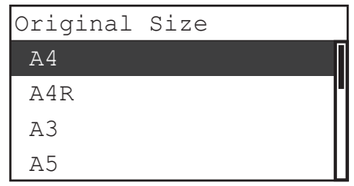



## Start Copying




**Press (Start).**

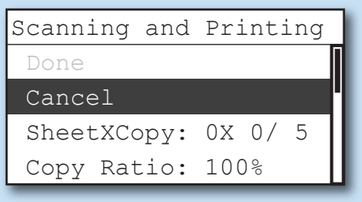
- When a message appears on the LCD display, press ▼ or ▲ to select the size → press (Start) again.




- When copying is complete, remove your originals.

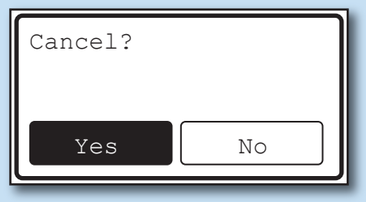
### To cancel copying

Use ▼ or ▲ to select <Cancel> → press [OK] → use ◀ or ▶ to select <Yes> → press [OK].




**or**

Press (Stop) → use ◀ or ▶ to select <Yes> → press [OK].*




* For more details about canceling jobs, see Chapter 2, "Basic Operations," in the *Reference Guide*.

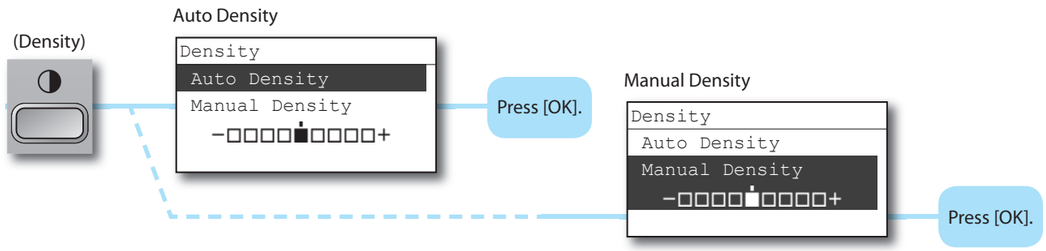
# Basic Copying Functions

The following is the basic features often used when copying a document. For more information, see the references to other guides.

## Adjust the Copy Density

Copying Guide Chapter 1

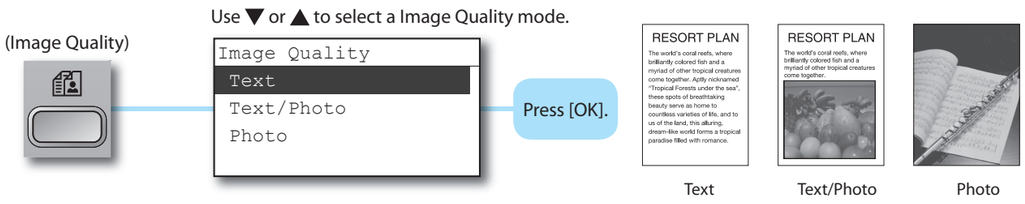
This mode enables you to adjust the copy density to the most appropriate level for the original either automatically or manually.
Adjusting automatically: Use ▼ or ▲ to select <Auto Density>.
Adjusting manually: Use ▼ or ▲ to select <Manual Density> → use ◀ or ▶ to set the desired density.




## Select Image Quality

Copying Guide Chapter 1

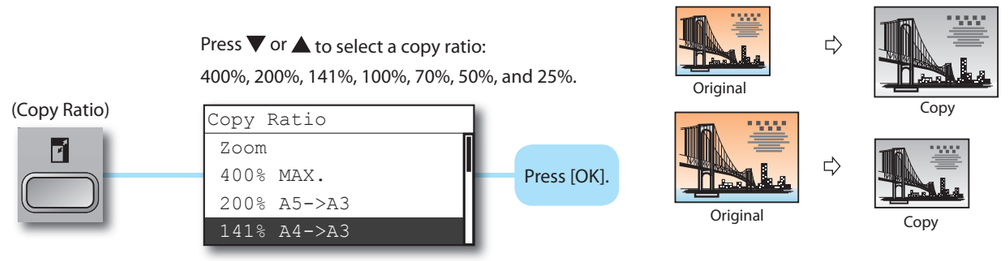
You can adjust image quality to the level best suited to the quality of your text or photo original.




## Enlarge/Reduce an Image to Copy to a Different Size Paper

Copying Guide Chapter 1

Useful when enlarging or reducing an original of one standard paper size to another, such as enlarging an A4 original to A3 size or reducing A4 to A5 size. Simply select the desired paper size from the displayed keys to automatically set the optimum zoom ratio. You can also set the copy ratio from 25% to 400% in 1% increments by selecting <Zoom> in the Copy Ratio menu.




## Copy onto Irregular Sized Paper

Copying Guide Chapter 1

To copy onto non-standard size paper, special type paper, load the paper into the stack bypass.

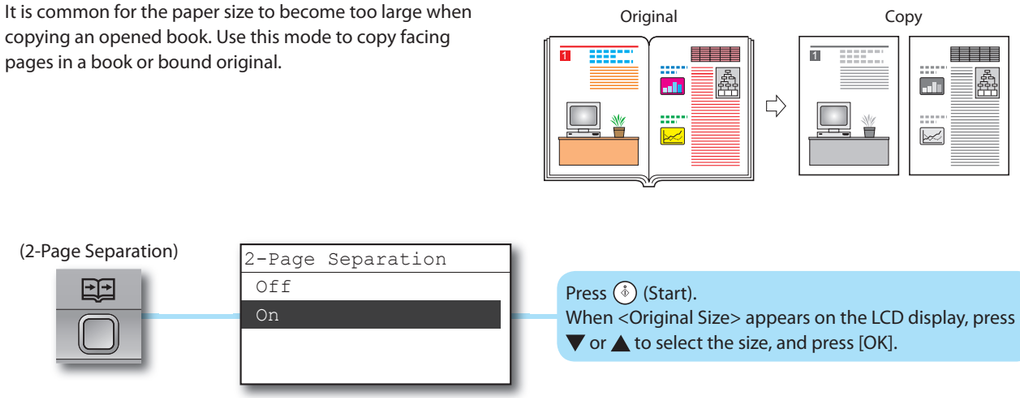
* You can also set a default paper size and type setting for ordinary use by using <Standard Stack Bypass>. See p. 21.

** If the Paper Select menu does not appear, press (Paper Select) to display the menu.

## Copy Facing Pages in a Book

Copying Guide Chapter 2

It is common for the paper size to become too large when copying an opened book. Use this mode to copy facing pages in a book or bound original.



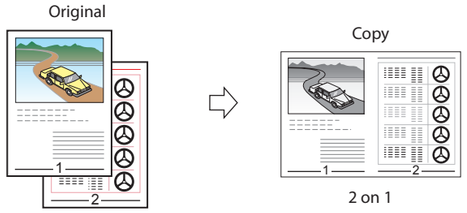
# Basic Copying Functions

## Copy Two or Four Originals onto One Sheet of Paper

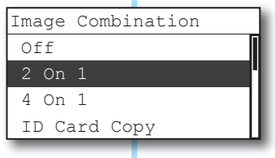
Copying Guide Chapter 2

(Image Combination)

This mode enables you to automatically reduce two or four originals to fit onto one side of a selected paper size. This is useful for arranging a variety of originals on one sheet of paper for easy viewing and for saving paper and space when storing printouts.

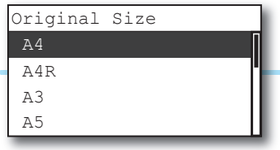



Use ▼ or ▲ to select a Image Combination mode you want to use.



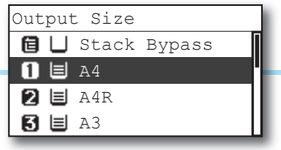

Press [OK].

Use ▼ or ▲ to select the original size.




Press [OK].

Use ▼ or ▲ to select the output size




Press [OK].

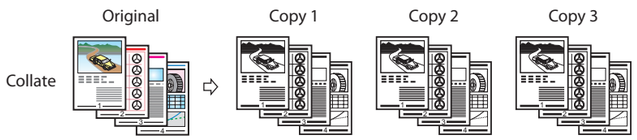
## Sort Copies by Set

Copying Guide Chapter 2

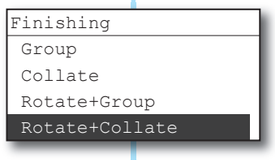
(Finishing)

If the Collate mode is set, the copies are automatically collated into sets arranged in page order. If the copies are of the same size and the Rotate mode is set, the sheets are output in alternating directions.

* The Rotate mode is not available if the optional Funisher-U2 is attached.

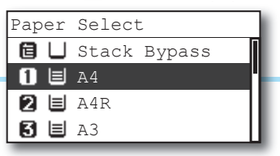



Use ▼ or ▲ to select a Finishing mode you want to use.

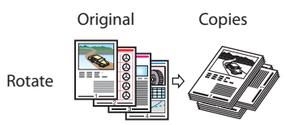



Press [OK].

Use ▼ or ▲ to select the paper size.




Press [OK].






## Erase Shadows and Lines

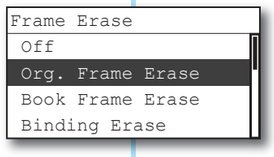
Copying Guide Chapter 2

(Frame Erase)

This mode enables you to erase shadows and lines that appear when copying various types of originals. The following three Frame Erase modes are available: Original Frame Erase, Book Frame Erase, and Binding Erase.

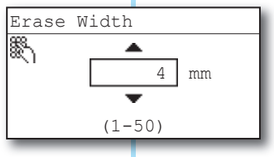
* The procedure shown here is for the Original Frame Erase mode.

Use ▼ or ▲ to select a Frame Erase mode you want to use.



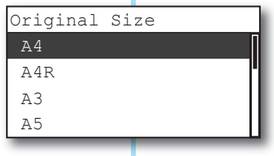

Press [OK].

Set the erase width

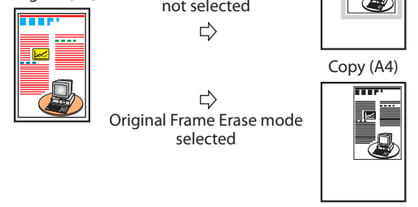


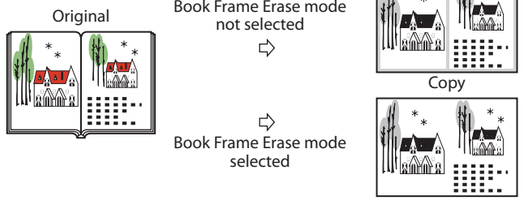

Press [OK].

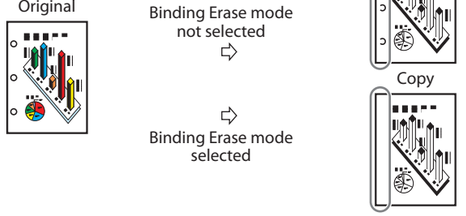
Use ▼ or ▲ to select the original size.




Press [OK].



# Optional Copying Functions

The following is the features with the optional equipment attached to the machine. For more information, see the references to other guides.

## Offset/Staple Copies

Copying Guide Chapter 2

(Finishing)

Use ▼ or ▲ to select a finishing mode you want to use.

```
Finishing
 Collate
 Staple
 Offset+Group
 Offset+Collate
```

Press [OK].

If the Offset + Collate mode is set, the copies are automatically collated into sets arranged in page order and shifted to the front and back alternately. If the Staple mode is set, the copies are automatically collated into sets arranged in page order and stapled.

* The Offset + Collate mode and Staple mode can be set only if the optional Finisher-U2 is attached.




## Copy Different Size Originals Together

Copying Guide Chapter 2

(Different Size Originals)

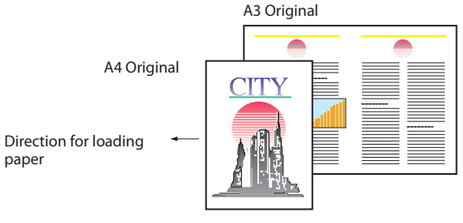
Use ▼ or ▲ to select a Different Size Originals mode you want to use.

```
Differ. Size Originals
 Off
 On
```

Press [OK].

This mode enables you to copy different size originals together.

* The optional Feeder (DADF-P2) is required to use this mode.






## Make 2-Sided Copies

Copying Guide Chapter 2

(2-Sided)

Use ▼ or ▲ to select a 2-Sided mode you want to use .

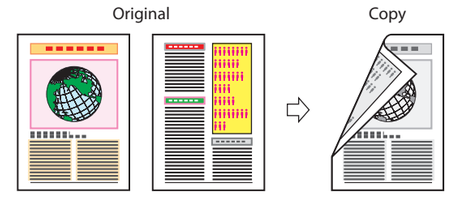
```
2-Sided
 Off
 1->2-Sided
 2->2-Sided
 2->1-Sided
```

Press [OK].

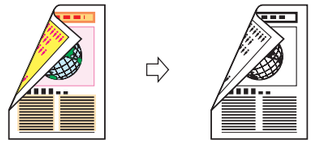
This mode enables you to make two-sided copies from one-sided or two-sided originals, or make one-sided copies from two-sided originals.
If the 1 to 2-Sided mode is used when the <2 on 1> mode in the Image Combination mode is set to 'On' for copying four pages originals, two pages of the original are printed on one side of the paper, and the other two pages are printed on the other side.

* To make 2-Sided copies, either the optional Duplex Unit-A1, the Feeder (DADF-P2), or both are required.

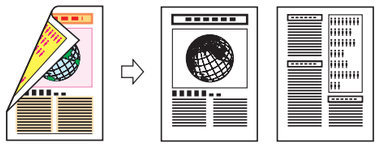
1 > 2-Sided



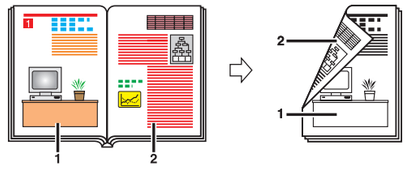

2 > 2-Sided



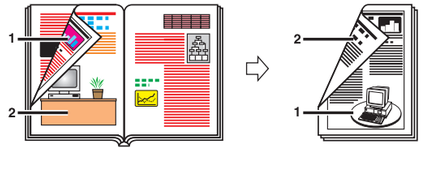

2 > 1-Sided




Book > 2-Sided (Left/Right 2-Sided)




Book > 2-Sided (Front/Back 2-Sided)

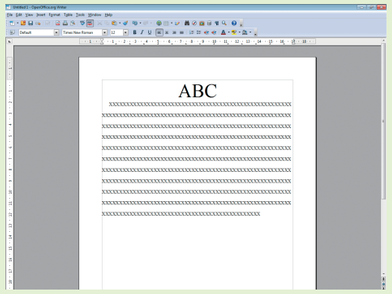


# Printing from a Computer

The following is the basic procedure for printing a document from a computer. For more information, see the *Windows Printer Driver Guide* or *Mac Printer Driver Guide*.

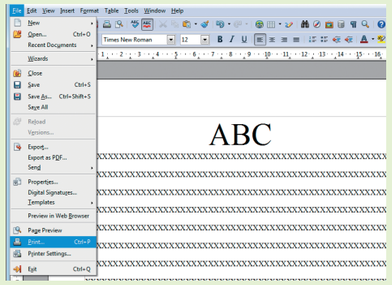
* The printer driver screens shown below may differ from the ones displayed on your computer, depending on the machine and optional equipment, version of printer driver, or operating system you are using.
* For instructions on how to print from a Macintosh computer, see the *Mac Printer Driver Guide*.

## Open the Document




**On the computer desktop, open the document to print from the application.**

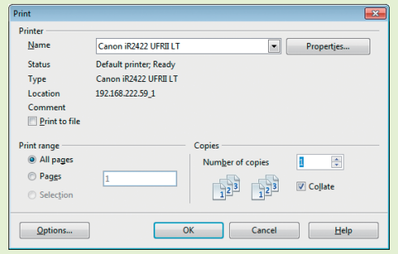
## Open the [Print] Dialog Box




- In the application, click the [File] menu ➡ select [Print]*.

* The procedure for displaying the [Print] dialog box may vary depending on the application you are using. For help, see the documentation that comes with your application.

## Specify the Print Settings



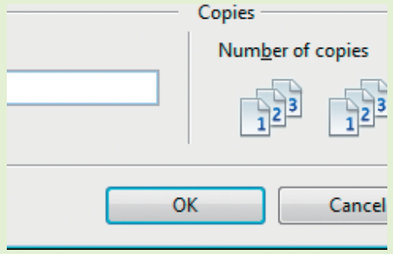

**On the [Print] dialog box, specify the print settings that suit your preferences.**

- Select your printer from [Name].
- Specify the number of copies, pages, etc.
- To specify other print settings, click [Properties]* ➡ select the settings on the Page Settings, Finishing, Paper Source, and Quality sheets.

For more information on the print settings, see p. 17 and p. 18.

* The name of the button to display the printer setting sheet may vary depending on the application you are using.

## Start Printing

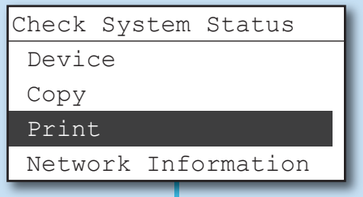



**Click [OK] or [Print]*.**

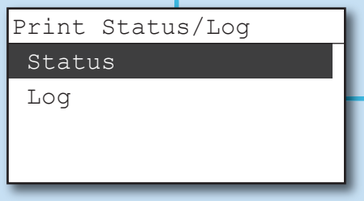
* The name of the button to start printing may vary depending on the application you are using.

## To cancel printing

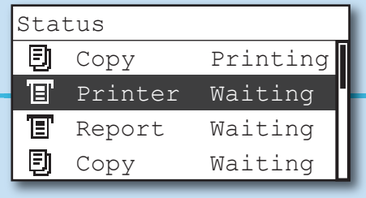
Press (System Monitor) ➡ use ▼ or ▲ to select <Print> ➡ press [OK].



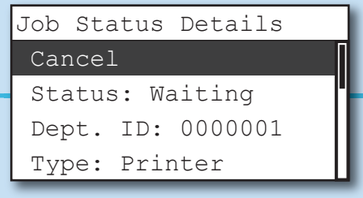

Use ▼ or ▲ to select <Status> ➡ press [OK].



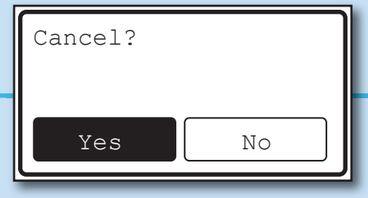

Use ▼ or ▲ to select the job you want to cancel ➡ press [OK].




Use ▼ or ▲ to select <Cancel> ➡ press [OK].




Use ◀ or ▶ to select <Yes> ➡ press [OK].



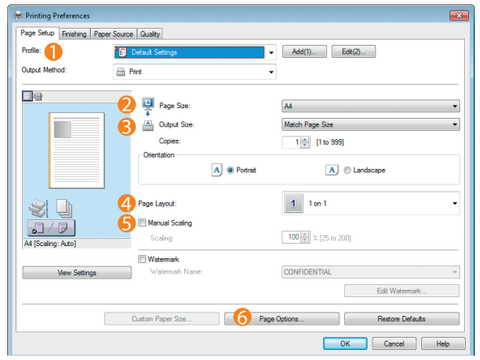

Press (Reset) to return to the Standby display.

# Specifying Print Settings

For more information, see the *Windows Printer Driver Guide*, *Mac Printer Driver Guide*, or the help on the printer driver.

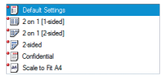
* The printer driver screens shown below may differ from the ones displayed on your computer, depending on the machine and optional equipment, version of printer driver, or operating system you are using.
* For instructions on how to configure the settings on the printer driver on a Macintosh computer, see the *Mac Printer Driver Guide* or the help on the printer driver.

## Page Setup




### ❶ Profile

Enables you to set the printer driver simply by selecting an item from the list. Printer driver settings for different purposes are registered.




### ❷ Page Size

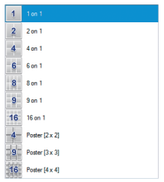
Enables you to select the size of a document you have created in an application.

### ❸ Output Size

Enables you to select the size of the paper to print on.

### ❹ Page Layout

Enables you to print multiple pages onto one sheet of paper, or one page onto multiple sheets of paper.



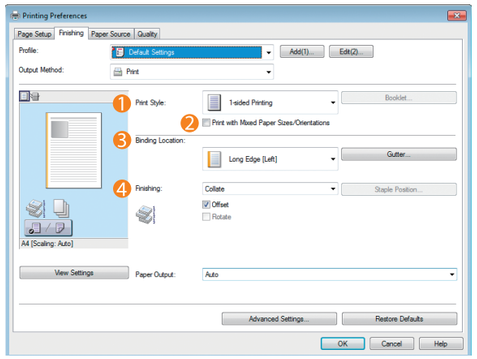

### ❺ Manual Scaling

Enables you to print each page of the document on one sheet of paper, using manual zooming.

### ❻ Page Options

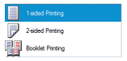
Enables you to add page frames, the date, a user name, and page numbers.

## Finishing




### ❶ Print Style

Enables you to set 1-sided printing, 2-sided printing, or booklet mode.




### ❷ Print with Mixed Paper Sizes/Orientations

Enables you to print a document with a combination of paper sizes and orientation.

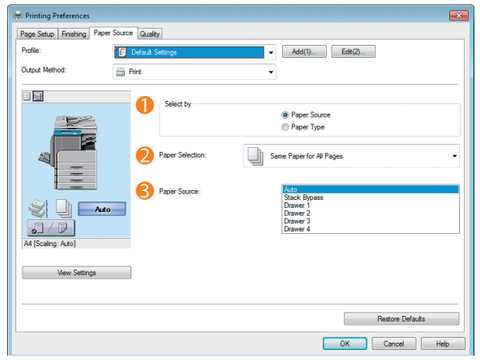
### ❸ Binding Location

Enables you to select long edge (left) or short edge (top) binding for prints, when you have selected 1-sided Printing or 2-sided Printing for the Print Style.

### ❹ Finishing

Enables you to specify detailed finishing settings.

## Paper Source




### ❶ Select by

Enables you to select [Paper Source] or [Paper Type] for the selection method.

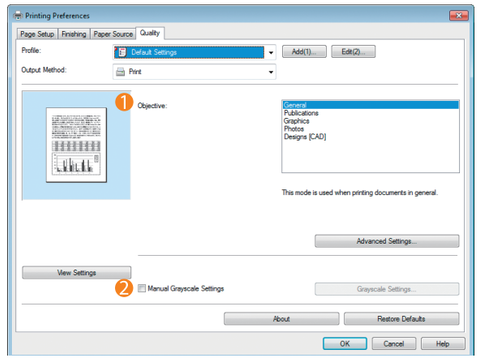
### ❷ Paper Selection

Enables you to set the same paper type for all pages or a different paper type for specified pages. This is useful when you want to add a cover, etc.

### ❸ Paper Source

Enables you to select a desired paper source when making prints.

## Quality




### ❶ Objective

Enables you to print a document with the ideal print settings according to its content. When you select an item, a comment is displayed below the list. To specify more detailed settings, click the [Advanced Settings] button.

### ❷ Manual Grayscale Settings

Enables you to manually specify the settings such as brightness, contrast, etc. for your grayscale prints.

Useful Functions and Settings

# Useful Functions and Settings

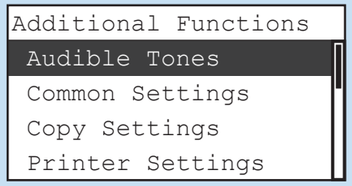
Press (Additional Functions) on the control panel to display the Additional Functions menu. The Additional Functions menu enables you to customize the various settings of the machine.

## 1 Audible Tones

Reference Guide Chapter 3

● Enables you to set whether or not to sound audible tones.

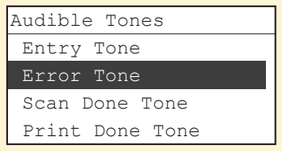
1. Press (Additional Functions).
2. Use ▼ or ▲ to select <Audible Tones> ➔ press [OK].
3. Use ▼ or ▲ to select the setting item you want to change ➔ press [OK]. You can change the settings below.
4. When you have finished making the settings, press (Reset).




● Entry Tone

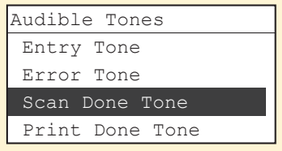
Entry Tone sounds when the keys on the control panel are pressed.

● Error Tone



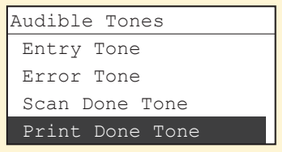

Error Tone sounds when a malfunction occurs (e.g. paper jam or operational error).

● Scan Done Tone




Scan Done Tone sounds when scanning is complete.

● Print Done Tone



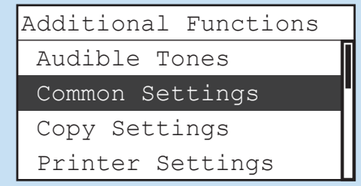

Print Done Tone sounds when printing is complete.

## 2 Common Settings

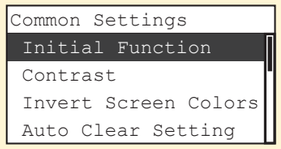
Reference Guide Chapter 3

● Enables you to specify the settings that are common to the Copy and Printer functions.

1. Press (Additional Functions).
2. Use ▼ or ▲ to select <Common Settings> ➔ press [OK].
3. Use ▼ or ▲ to select the setting item you want to change ➔ press [OK]. You can change the settings below.
4. When you have finished making the settings, press (Reset).

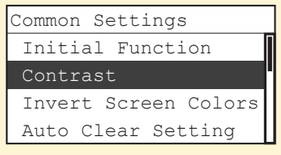



● Initial Function



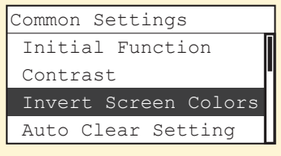

You can specify the screen that is displayed when you turn ON the main power, or after the Auto Clear mode initiates.

● Contrast



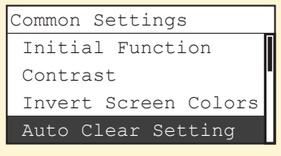

You can set the contrast of the LCD display.

● Invert Screen Colors




You can reverse the light and dark areas on the LCD display.

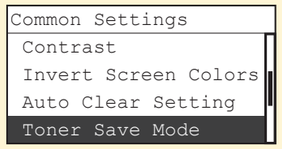
● Auto Clear Setting




You can set whether the screen specified as the Initial Function is displayed after the Auto Clear mode initiates.

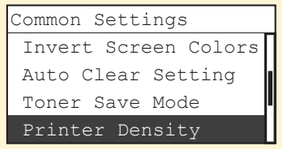
# Useful Functions and Settings

● Toner Save Mode



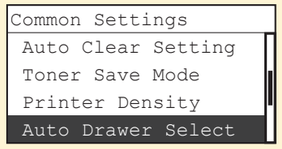

You can select the toner consumption level for printing.

● Printer Density



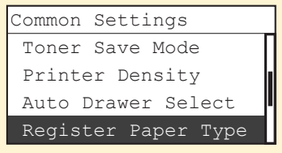

You can adjust the density scale if you find differences between the image on the original and the print.

● Auto Drawer Selection



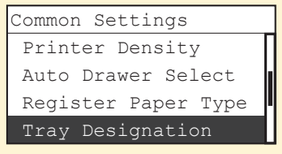

You can set the paper drawers to be used for Automatic Paper Selection and Automatic Drawer Switching. This setting can be made separately for Copying and Printing.

● Register Paper Type



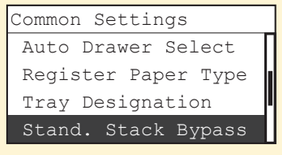

You can set the paper type loaded in each paper drawer.

● Tray Designation*




You can specify the machine's output trays to be used for specific functions. The output trays are indicated by Tray A and Tray B.

● Standard Stack Bypass

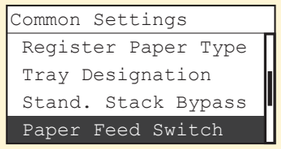



You can set the paper size and type that the stack bypass uses beforehand. This setting is useful if you always load the same paper size and type into the stack bypass.

*** Displayed only if the optional Inner 2 Way Tray-E2 or Finisher-U2 is attached.**

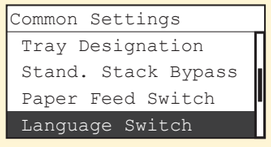


● Paper Feed Switch*



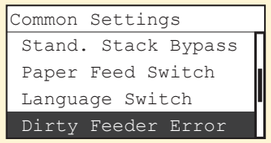

You can switch the paper feed method for paper loaded in the machine. This is useful when you want to make one-sided or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without changing the orientation of the paper loaded in paper source.

● Language Switch



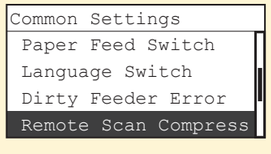

You can select the language displayed on the LCD display.

● Dirty Feeder Error**



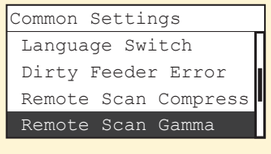

You can use this mode to prompt you to clean the scanning area when the machine detects streaks or stains.

● Remote Scan Data Compression



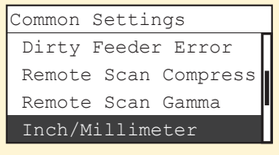

You can set the compression ratio for network scanning.

● Remote Scan Gamma




You can set the gamma value that is used for scanning color documents into your computer through the Network Scan function.

● Inch/Millimeter

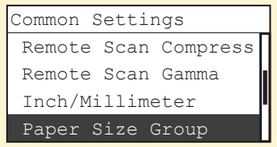



You can set the unit of measurement of the frame erase width for Frame Erase function and other settings you need enter the value in inch or millimeter.

*** Displayed only if the optional Duplex Unit-A1 is attached.**
**** Displayed only if the optional Feeder (DADF-P2) is attached.**

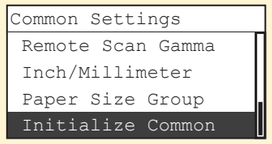
# Useful Functions and Settings

● Paper Size Group




You can select a paper size group for your machine.

● Initialize Common




You can restore all the Common Settings to their defaults (initial settings).



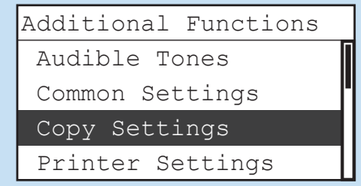


## 3 Copy Settings

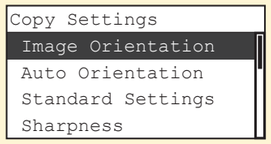
Copying Guide Chapter 3

● Enables you to edit the settings for the Copy function.

1. Press (Additional Functions).
2. Use ▼ or ▲ to select <Copy Settings> ➔ press [OK].
3. Use ▼ or ▲ to select the setting item you want to change ➔ press [OK]. You can change the settings below.
4. When you have finished making the settings, press (Reset).

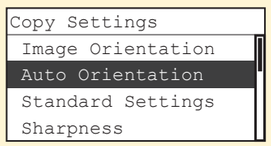



● Image Orientation



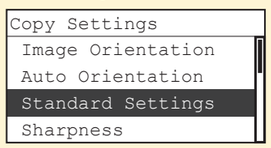

You can set the standard direction priority.

● Auto Orientation




If <Auto Orientation> is set to 'On', the machine uses information, such as the size of the original and the zoom ratio, to determine the most suitable orientation for the specified paper size and automatically rotates the image, if necessary.

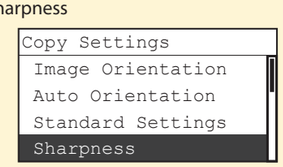
● Standard Settings




You can set the standard settings for copying:

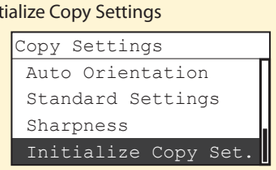
| | | |
|---|---|---|
| <No. of Copies> | <Copy Ratio> | <Finishing> |
| <Density> | <Paper Select> | <2-Page Separation> |
| <Image Quality> | <Image Combination> | <Frame Erase> |
| <2-Sided> | <Differ. Size Orig> | |

● Sharpness




You can set the sharpness of the copied image. If you want to copy text and lines clearly, increase the sharpness level. If you want to copy a halftone original such as a picture, decrease the sharpness level.

● Initialize Copy Settings




Modes that have been changed in Copy Settings (from the Additional Functions menu) can be restored to their default settings.

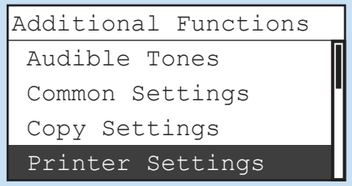
# Useful Functions and Settings

## 4 Printer Settings

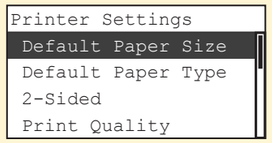
UFR II Printer Guide Chapter 1

● Enables you to specify the printer settings.

1. Press (Additional Functions).
2. Use ▼ or ▲ to select <Printer Settings> ➔ press [OK].
3. Use ▼ or ▲ to select the setting item you want to change ➔ press [OK]. You can change the settings below.
4. When you have finished making the settings, press (Reset).

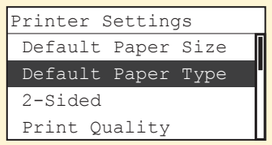



● Default Paper Size



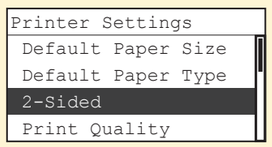

You can set the default paper size.

● Default Paper Type



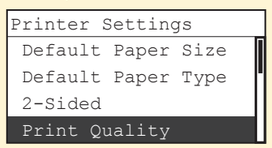

You can set the default paper type.

● 2-Sided*




You can make the default 2-Sided mode settings.

● Print Quality



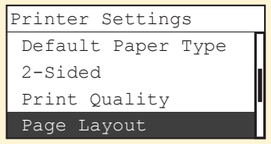

You can make the following settings:
<Image Refinement>
<Density>
<Toner Saver>

*** Displayed only if the optional Duplex Unit-A1 is attached.**



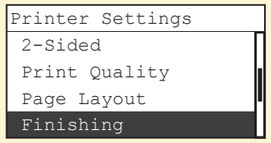


● Page Layout



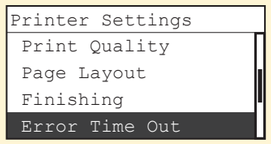

You can make the following settings:
<Binding>
<Margin>

● Finishing



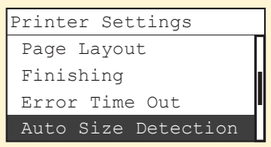

You can make the following settings:
– If the Finisher-U2 is not attached:
<Group>
<Collate>
<Rotate + Group>
<Rotate + Collate>
– If the Finisher-U2 is attached:
<Group>
<Collate>
<Staple>
<Offset + Group>
<Offset + Collate>

● Error Time Out



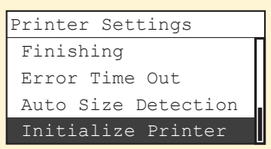

You can make the Error Time Out setting.

● Auto Size Detection




Enables the machine to automatically select a substitute paper size as A4 to LTR, or LTR to A4, when the paper size set on the printer driver is not available.

● Initialize Printer




You can initialize the printer settings.

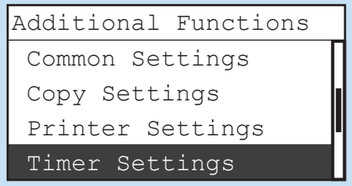
# Useful Functions and Settings

## 5 Timer Settings

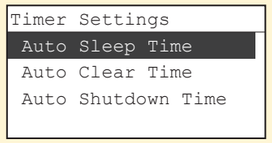
Reference Guide Chapter 3

- Enables you to make various timer related settings for the machine, such as the time it takes for the machine to enter the Sleep mode.

1. Press (Additional Functions).
2. Use ▼ or ▲ to select <Timer Settings> ➔ press [OK].
3. Use ▼ or ▲ to select the setting item you want to change ➔ press [OK]. You can change the settings below.
4. When you have finished making the settings, press (Reset).

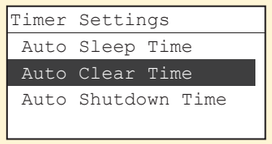



- Auto Sleep Time



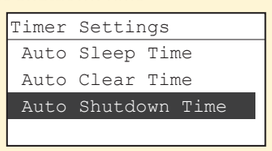

If the machine remains idle for a certain period of time (after the last print job or a key operation is performed), the machine enters the Sleep mode. You can specify the time it takes for the machine to enter the Sleep mode (from 3 to 30 minutes).
You can also set Auto Sleep Time to 'Off'.

- Auto Clear Time




If the machine remains idle for a certain period of time (after the last print job or a key operation is performed), the display returns to the Standby mode or the screen of the selected function. The Auto Clear Time mode can be set from 1 to 9 minutes in one-minute increments, and can also be set to 'Off'.

- Auto Shutdown Time




You can set the machine to automatically shut down. The machine automatically turns OFF the main power switch after the specified period of idle time has elapsed since entering the Sleep mode. Auto Shutdown Time can be set from 1 to 8 hours in one-hour increments, and can also be set to 'Off'.



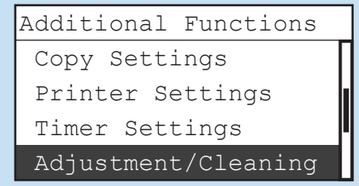


## 6 Adjustment/Cleaning

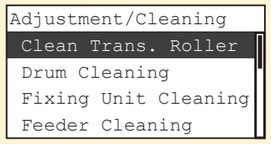
Reference Guide Chapter 3

- Enables you to make adjustments for printing or perform cleaning for the machine.

1. Press (Additional Functions).
2. Use ▼ or ▲ to select <Adjustment/Cleaning> ➔ press [OK].
3. Use ▼ or ▲ to select the setting item you want to change ➔ press [OK]. You can change the settings below.
4. When you have finished making the settings, press (Reset).

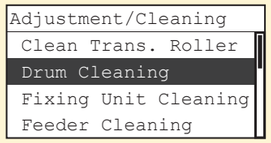



- Clean Transcription Roller



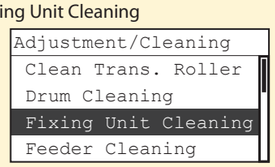

Enables you to clean the transcription roller in the main unit when the backside of the printed paper is smudged.

- Drum Cleaning



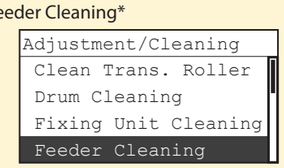

Enables you to clean the drum in the main unit when print quality decreases.

- Fixing Unit Cleaning



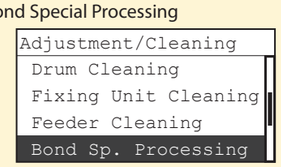

Enables you to clean the fixing unit in the main unit when black streaks appear on the printed page or when you replace the toner cartridge.

- Feeder Cleaning*




Enables you to clean the rollers of the feeder by repeatedly feeding blank sheets of paper through it.

- Bond Special Processing

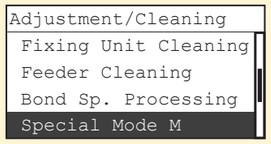



Select this setting when you copy or print on bond paper.

*** Displayed only if the optional Feeder (DADF-P2) is attached to the machine.**

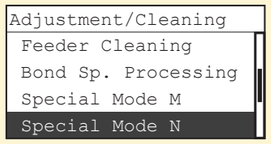
# Useful Functions and Settings

● Special Mode M



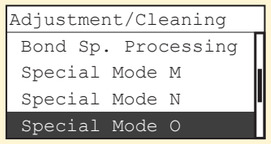

Enables you to improve the print quality or irregular print density.

● Special Mode N




Enables you to prevent paper from curling or jamming if the machine is used in a high-humidity environment.

● Special Mode O



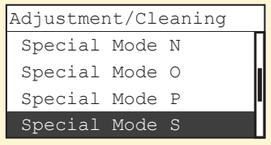

Enables you to prevent paper jams when printing on the back of a printed paper.

● Special Mode P



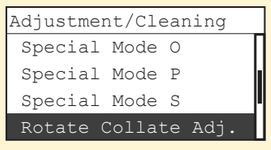

Enables you to prevent curling when using paper such as lightweight paper or recycled paper, which curls easily regardless of humidity.

● Special Mode S



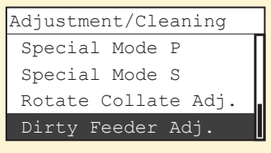

Enables you to reduce the time to wait for the next job.

● Rotate Collate Adjustment*




Enables you to select whether to give priority to the speed or image quality when you print with the Rotate + Collate mode.

● Dirty Feeder Adjustment**




Enables you to clean the scanning area when the machine detects streaks or stains.

*** Displayed only if the optional Finisher-U2 is not attached to the machine.**
**** Displayed only if the optional Feeder (DADF-P2) is attached to the machine.**



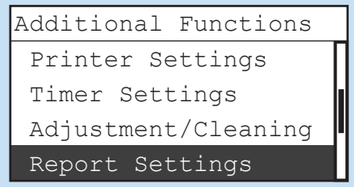


## 7 Report Settings

Reference Guide Chapter 3

● Enables you to print the User's Data List.

1. Press (Additional Functions).
2. Use ▼ or ▲ to select <Report Settings> → press [OK].
3. Press [OK] on the selected <User's Data List>.
4. Use ◀ or ▶ to select <Yes>.
   The machine starts printing the User's Data List.




● User's Data List

User's Data List enables you to check the current setting of the machine.

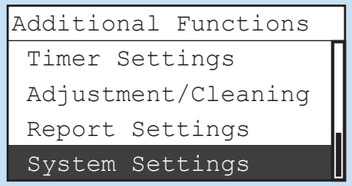
# Useful Functions and Settings

## 8 System Settings

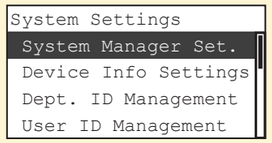
**Reference Guide and Network Guide**

- Enables you to set System Manager Information, Department ID Management, Network Settings, and other system settings.

1. Press (Additional Functions).
2. Use ▼ or ▲ to select <System Settings> ➔ press [OK].
3. Use ▼ or ▲ to select the setting item you want to change ➔ press [OK]. You can change the settings below.
4. When you have finished making the settings, press (Reset).

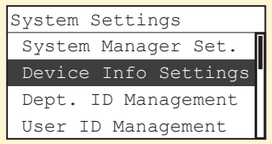



- System Manager Settings



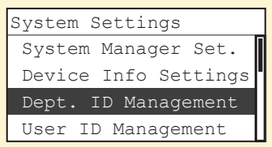

You can set an ID and a password for the system manager. Once the System Manager ID and System Password are set, only the system manager can access and change the System Settings.

- Device Info Settings



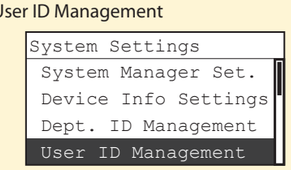

You can set a unit name and location for the machine.

- Department ID Management



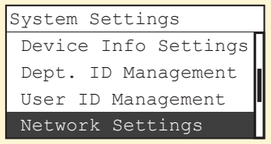

Department ID Management enables you to manage the machine by limiting its use to only those who enter the correct Department ID and password. Department IDs and passwords for up to 100 departments can be registered. Use Department ID Management to keep track of the copy, scan, and print totals for each department.

- User ID Management



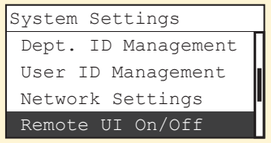

You can set whether or not to use User ID Management.

- Network Settings*



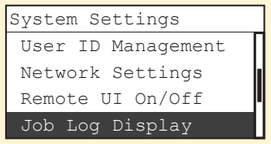

You can specify the machine's network settings, such as interface and protocol settings, for communication between the machine and computers on your network.

- Remote UI On/Off*



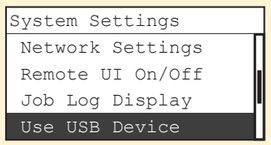

You can set whether or not to use the Remote UI of the machine. The Remote UI enables you to operate the machine and perform settings from your computer on the network.

- Job Log Display



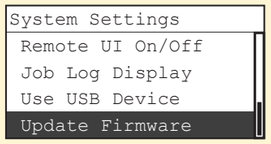

You can specify whether or not to display the log using (System Monitor).

- Use USB Device




You can set whether or not to accept jobs through the USB interface.

- Update Firmware




This function is only used when the firmware needs to be updated.

*** Displayed only if the optional Network Kit is attached.**

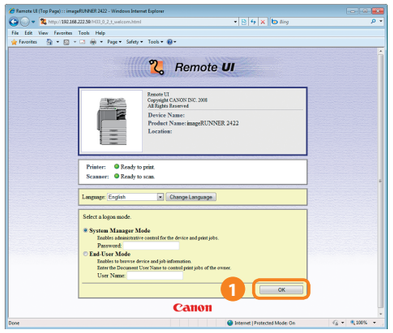
# Operating the Machine from a Computer (Remote UI)

For more information, see the *Remote UI Guide*.

* This function is available if the optional Network Kit is attached.

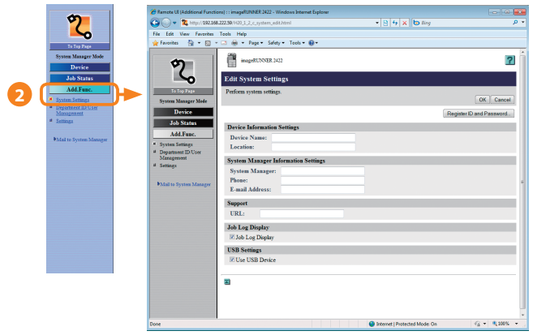
## Operating the Machine from Your Desk

The Remote UI enables you to control functions, such as confirming the status of the machine and job operations, from your PC's web browser. For more information, see the *Remote UI Guide*.

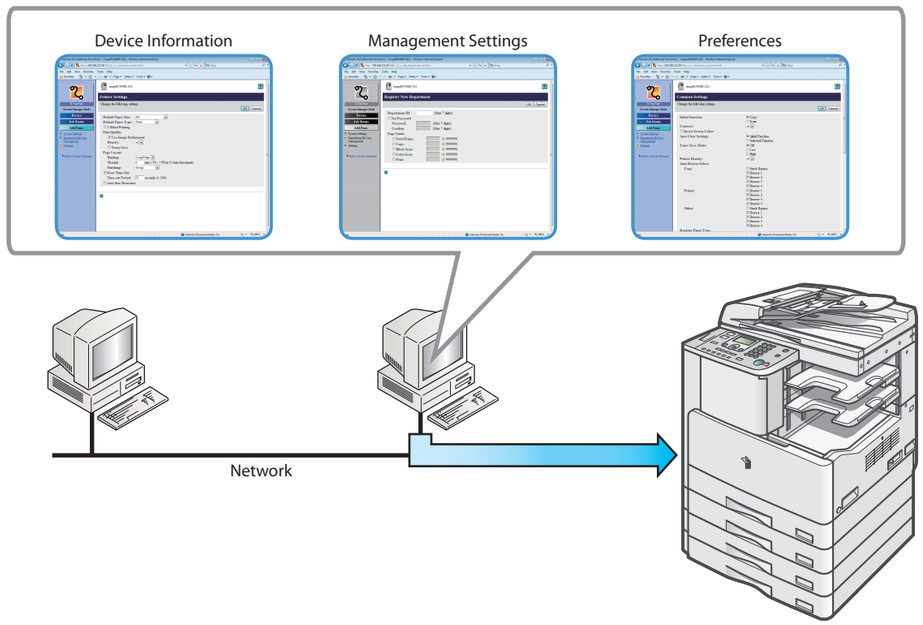



Enter the IP address of the machine into the Web browser on your computer to access the Remote UI.

* The IP address in the above screen shot is for illustrative purposes only. Ask your system administrator for the IP address of your machine.

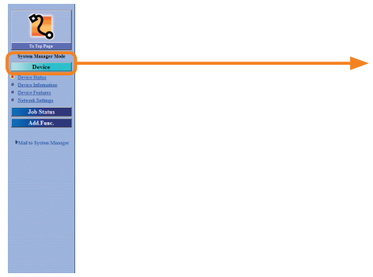



You can perform various functions from the Remote UI, such as changing the machine settings.

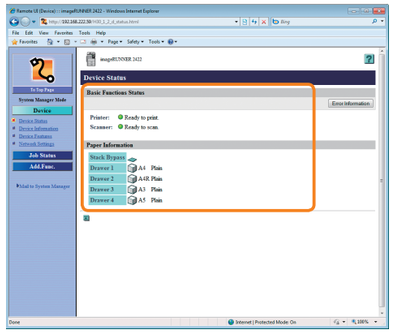



## Checking the Status of Paper in the Machine

The Remote UI enables you to check the paper status in the machine: paper amount, size, and type for each paper source.



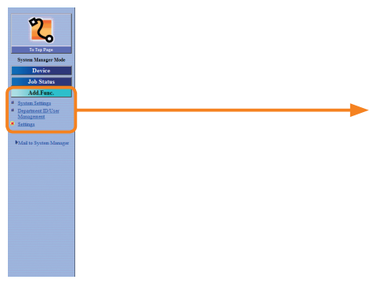
Click [Device] in the Remote UI.



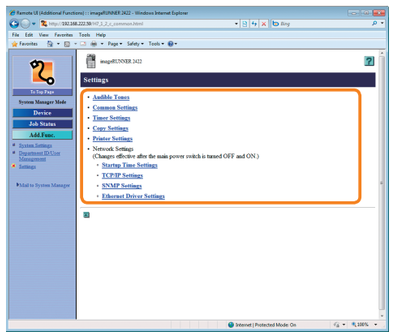

Check the paper status.

## Making the Machine Settings from a Computer

The Remote UI enables you to make settings that you can do on the Control Panel.



Click [Add.Func.] ➡ Click [Settings].



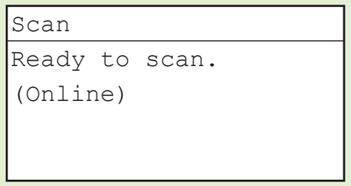

Click a setting item you want to set/change its setting.

# Scanning from a Computer (Remote Scan)

The following is the basic procedure for remotely scanning originals and loading the scan to a computer. For more information, see the references to other guides.

* The screen shots shown below may differ from the ones displayed on your computer, depending on the machine and optional equipment, version of Color Network ScanGear, or operating system you are using.
* If you want to use the machine as a network scanner, it must be connected to a computer over an IPv4 network.
* The Color Network ScanGear driver is compatible only with the Windows operating systems.
* The Remote Scan function is available only if the optional Network Kit is attached.

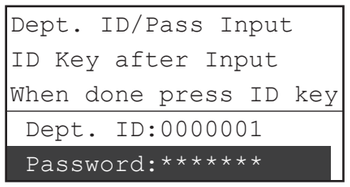
## Prepare



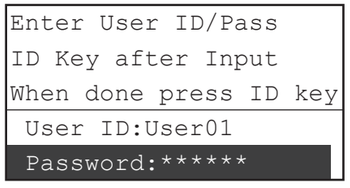

**Scan Standby Display**

**Press SCAN to switch to the Scan mode.**

- If the machine is in the Sleep mode, press (Power).
- If the message <Dept. ID/Pass Input> appears, enter the Department ID and password.



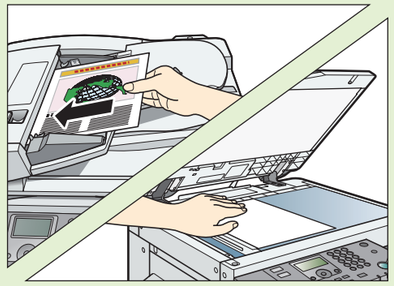

- If the message <Enter User ID/Pass> appears, enter the User ID and password.




For more information, see Chapter 2, "Basic Operations," in the *Reference Guide*.

## Place Your Originals

**Place in the feeder**



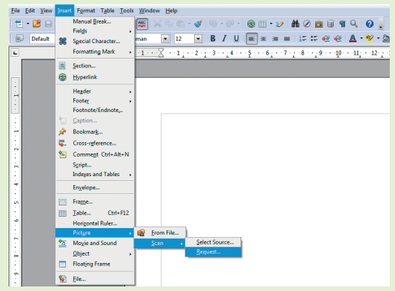
**Place on the platen glass**

**Place your originals.**

- Close the feeder/platen cover after placing your originals on the platen glass.
- To set the scan settings such as data compression or gamma values, press (Additional Functions) and select <Remote Scan Compress> or <Remote Scan Gamma>.

For more information, see Chapter 3, "Useful Functions and Settings," in the *Reference Guide*.

## Open the Color Network ScanGear Main Window

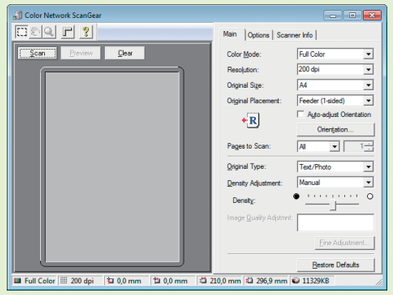


**Open a TWAIN-compliant application on your computer desktop, and start the scanning operation.**

- Make sure that the Color Network ScanGear is selected as the scanner to be used.
- Select the command to start scanning operation (such as [Scan New] or [Acquire]).

The Color Network ScanGear Main Window appears. For more information, see the documentation that comes with your TWAIN-compliant application.

## Start Scanning




**Specify the scan settings that suit your preferences, and click [Scan].**

- On the Color Network ScanGear Main Window, specify the settings such as the Color Mode, Resolution, etc.
- Click [Scan] to acquire the image.
- When scanning is complete, remove your originals.

For more information, see the *Network ScanGear Guide*.

## To cancel remote scanning

Press (Stop) ➔ use ◀ or ▶ to select <Yes> ➔ press [OK].

# Troubleshooting

For toner replacement and paper loading procedures, or when you want to know how to solve problems that have occurred when using the machine, see the following references to the other guides.

| Problem | Guide | Chapter | Title |
|---|---|---|---|
| **Paper** | | | |
| When paper has run out | Reference | 6 | Loading Paper |
| When there are paper jams | Reference | 7 | Clearing Paper Jams |
| When there are frequent paper jams | Reference | 7 | When paper jams occur frequently |
| **Toner** | | | |
| When toner has run out | Reference | 6 | Replacing the Toner |
| **Staples** | | | |
| When there is a staple jam | Reference | 7 | Clearing Staple Jams |
| When staples have run out | Reference | 6 | Replacing the Staple Cartridge |
| **Scanning trouble** | | | |
| When originals scanned with the platen glass/feeder become dirty | Reference | 6 | Routine Cleaning |
| When memory becomes full during scanning | Reference | 7 | List of Error Messages |
| **Printing trouble** | | | |
| When the density of a copy or print is different from the original | Reference | 3 | Adjusting the Print Density |
| When a print is dirty | Reference | 6 | Routine Cleaning |
| **Other problems** | | | |
| When the power does not turn ON | Reference | 1 | Main Power and Control Panel Power |
| When an Error code message is displayed. | Reference | 7 | Service Call Message |

**When an error message other than those above is displayed, see Chapter 7, "Troubleshooting," in the *Reference Guide*.**

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