



**imageFORCE**

**4045 / 4030 / 4025**

# **User's Guide**

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# About the Machine

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# About the Machine

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Before using the machine, check the basic information of the machine such as the supported options, names of each part, and specifications of the functions. Also consider the management system of the machine and measures against security risks.

## Basic Information

You can check the options supported by the machine in a list.

You can also use this to check the specifications of the options.

### ➤Supported Options (P. 4)

Check the names of parts, usable paper, and specifications of functions, as needed.

### ➤Names of Parts and Their Functions (P. 34)

### ➤Usable Paper (P. 47)

### ➤Specifications (P. 57)

## Information Required for Management Functions

To manage the machine and configure the settings, log in as an administrator.

By default, the administrator with Administrator privileges is registered.

### ➤Administrator Privileges and Password (P. 31)

When using the machine in a network environment, check the examples of measures to prevent unauthorized access, and implement similar measures.

### ➤Measures to Prevent Unauthorized Access (P. 32)

## Useful Tips

This section introduces recommended functions that can be useful for your purpose and help you solve problems.

### ➤Recommended Functions (P. 82)

# Supported Options

By attaching options to the machine, you can increase the functionality of the machine and provide for more convenient operations.

The lists below show the options available according to your purpose and finishing function.

➤ **Options by Purpose (P. 7)**

➤ **Options with Finishing Functions (P. 8)**

## Exterior View with Options Installed

### When Inner Finisher-N is installed



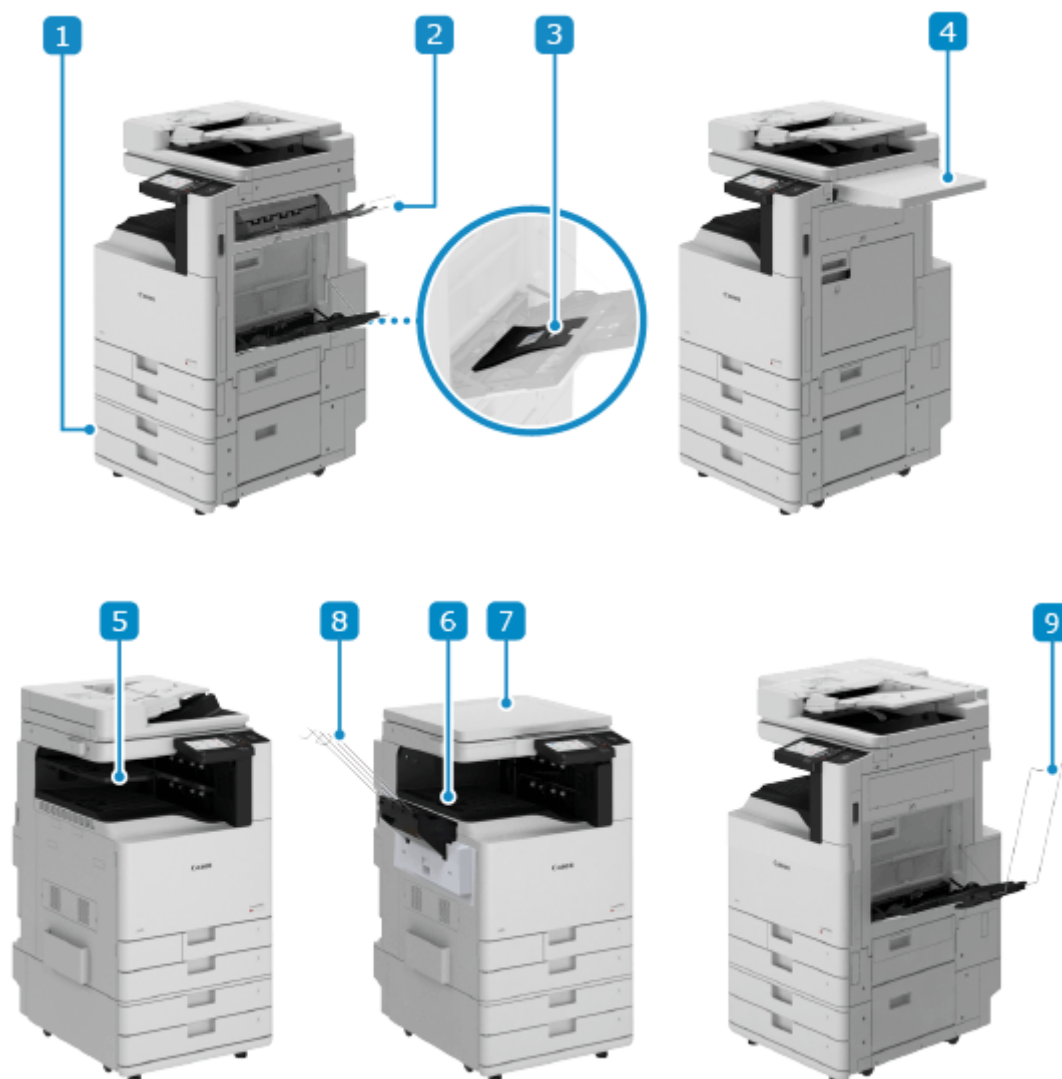
**1** Inner Finisher-N

Outputs printed and copied paper. You can use the stapler and other finishing functions. ➤ **Inner Finisher-N and Inner Puncher-D (P. 15)**

**2** Inner Puncher-D

Punches holes in paper when installed to the finisher. ➤ **Inner Finisher-N and Inner Puncher-D (P. 15)**

## When other options are installed



- 1 Cassette Feeding Unit-BB  
Enables adding of paper drawers. ➤ **Cassette Feeding Unit-BB (P. 11)**
- 2 Copy Tray-T  
Enables adding of an output tray on the right side of the machine. ➤ **Copy Tray-T (P. 22)**
- 3 Media Adjustment kit-A  
Enables you to load heavy coated paper in the multi-purpose tray. ➤ **Media Adjustment kit-A [Europe][Asia/Oceania][Latin America] (P. 14)**  
\* This option is not available in North America.
- 4 Utility Tray-B  
Provides space for placing originals. ➤ **Utility Tray-B (P. 28)**
- 5 Inner 2way Tray-M  
Enables the use of two output trays, one on the top and one on the bottom when the 1st copy tray kit is installed. ➤ **Inner 2way Tray-M (P. 24)**
- 6 1st Copy Tray Kit  
Outputs printed and copied paper. ➤ **1st Copy Tray Kit (P. 20)**
- 7 Platen Cover-Y / Platen Cover-AC Asia/Oceania Americas



Install this to use only the platen glass when placing originals on the machine. ➤ **Platen Cover-Y / Platen Cover-AC [Asia/Oceania] (P. 26)**

\* In Asia/Oceania, the Platen Cover-Y / Platen Cover-AC is an optional product. However, depending on the country or region, this product may not be available.

**8** Long Sheet Catch Tray-F Asia/Oceania Americas

Outputs printed and copied long sheet paper. ➤ **Long Sheet Feeding Tray-A and Long Sheet Catch Tray-F [Asia/Oceania][Americas] (P. 12)**

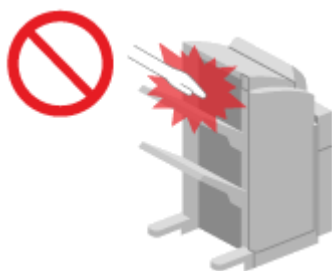
**9** Long Sheet Feeding Tray-A Asia/Oceania Americas

Enables loading of Long Sheet paper. ➤ **Long Sheet Feeding Tray-A and Long Sheet Catch Tray-F [Asia/Oceania][Americas] (P. 12)**

## Precautions When Using Options

### CAUTION

- When the finisher is installed, do not place your hands into areas of the tray where stapling is performed or into the rollers. This can result in injury.



- Do not touch the operating parts of the finisher with your hands or fingers. This can result in injury or damage to the finisher.
- Do not place your hands in the output area of the finisher when removing paper from the tray of the finisher. The tray may rise, trapping your hand.



### IMPORTANT

- Do not place anything under the tray of the finisher, as the position of the tray moves during copying and printing. This can damage the tray or cause a malfunction.
- Do not place anything other than output paper on the tray of the finisher. This can damage the tray.

### NOTE

- For details about options that can be used together, contact your dealer or service representative.
- You can check the options installed to the machine and their functions. ➤ **Checking the Options Attached to the Machine (P. 923)**

# Options by Purpose

The list below shows the options available according to your purpose.

## Loading Paper in the Machine

Add Paper Drawers

➤ **Cassette Feeding Unit-BB (P. 11)**

Load Long Sheet Paper [Asia/Oceania](#) [Americas](#)

➤ **Long Sheet Feeding Tray-A and Long Sheet Catch Tray-F** [\[Asia/Oceania\]](#)[\[Americas\]](#) (P. 12)

Load Thick Coated Paper

➤ **Media Adjustment kit-A** [\[Europe\]](#)[\[Asia/Oceania\]](#)[\[Latin America\]](#) (P. 14)

## Finishing and Output

Staple Paper, Fold Paper, and Use Other Finishing Functions

➤ **Inner Finisher-N and Inner Puncher-D (P. 15)**

\* The option required varies depending on the finishing function you want to use. ➤ **Options with Finishing Functions (P. 8)**

Output without Using the Finisher or Increase Output Destinations

➤ **1st Copy Tray Kit (P. 20)**

➤ **Copy Tray-T (P. 22)**

➤ **Inner 2way Tray-M (P. 24)**

## Operations Support and Adding Functions

Assist with Closing the Feeder

➤ **ADF Access Handle-A (P. 27)**

Provide Space for Placing Originals

➤ **Utility Tray-B (P. 28)**

Automatically Detect Whether Multiple Sheets of the Original Are Fed Together When Scanning

➤ **2-Sided Single Pass Feeder (P. 41)**

\* The 2-sided single pass feeder is optional equipment in Asia/Oceania.

Add Functions and Improve Performance

➤ **System Options (P. 29)**

## Function Restrictions

Using Only the Platen Glass When Placing Originals on the Machine [Asia/Oceania](#) [Americas](#)

➤ **Platen Cover-Y / Platen Cover-AC** [\[Asia/Oceania\]](#) (P. 26)

# Options with Finishing Functions

EK89-003

The option required varies depending on the finishing function you want to use. The list below shows the options available according to the finishing function.

- Options with Sorting Functions (P. 8)
- Options with Stapling Functions (P. 9)
- Options with Punch Functions (P. 10)

## NOTE

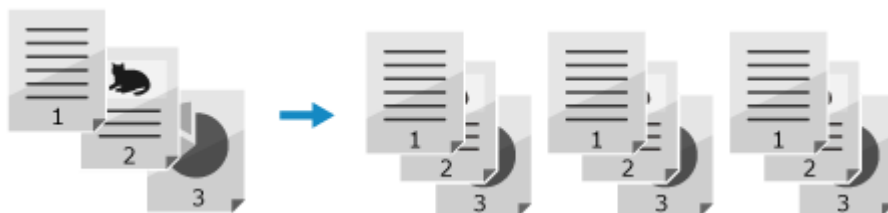
- For details about how to use the finishing functions, see the following:
  - **Configuring the Finishing Functions (P. 614)**
- Some finishing functions may not be available depending on the paper size and paper type. ➤ **Paper Usable with Finishing Functions (P. 54)**

## Options with Sorting Functions

### Types of Sorting Functions

#### Collate

Outputs paper after sorting the copies into sets with the same page order as the original, when you print multiple copies of a multi-page original.



#### Group

Outputs the specified number of copies after grouping each page of the original together, when you print multiple copies of a multi-page original.



#### Offset

Offsets the output position per copy or per page.



### Rotate 90 Degrees

Outputs the paper after rotating it 90 degrees alternately per copy or per page.



## Supported Options

✓ : Supported    — : Not supported

| Function                        | Inner Finisher-N | 1st Copy Tray Kit* <sup>1</sup> | Copy Tray-T     | Inner 2way Tray-M |
|---------------------------------|------------------|---------------------------------|-----------------|-------------------|
| Collate* <sup>1</sup>           | ✓                | ✓                               | ✓               | ✓                 |
| Group* <sup>1</sup>             | ✓                | ✓                               | ✓               | ✓                 |
| Offset                          | ✓                | —                               | —               | —                 |
| Rotate 90 Degrees* <sup>1</sup> | —                | ✓                               | ✓* <sup>2</sup> | ✓                 |

\*<sup>1</sup> This function is standard even on the main unit only.

\*<sup>2</sup> Available only when the 1st copy tray kit is installed.

## Options with Stapling Functions

### Types of Stapling Functions

#### Corner

Outputs paper after stapling the corner of the paper for each copy or for a certain number of pages.



#### Double

Outputs paper after stapling two edges of the paper for each copy or for a certain number of pages.



### Staple-Free

Outputs paper after crimping the corner of the paper without using a staple for each copy or for a certain number of pages.

You can easily remove the paper by pressing the crimped part with your finger, which is convenient for saving staples and to temporarily bind paper.

### Manual Staple

You can insert printed paper into the slot to manually staple the corner of the paper.

This is convenient when you want to re-staple the original after removing the staple in order to scan the original.

## Supported Options

✓ : Supported    — : Not supported

| Function      | Inner Finisher-N | 1st Copy Tray Kit | Copy Tray-T | Inner 2way Tray-M |
|---------------|------------------|-------------------|-------------|-------------------|
| Corner        | ✓                | —                 | —           | —                 |
| Double        | ✓                | —                 | —           | —                 |
| Staple-Free   | ✓                | —                 | —           | —                 |
| Manual Staple | ✓                | —                 | —           | —                 |

## Options with Punch Functions

### Types of Punch Functions

#### Hole Punch

Outputs paper after punching holes for filing.



## Supported Options

✓ : Supported    — : Not supported

| Function   | Inner Finisher-N | 1st Copy Tray Kit | Copy Tray-T | Inner 2way Tray-M |
|------------|------------------|-------------------|-------------|-------------------|
| Hole Punch | ✓ *1             | —                 | —           | —                 |

\*1 Available only when Inner Puncher-D is installed.

# Cassette Feeding Unit-BB

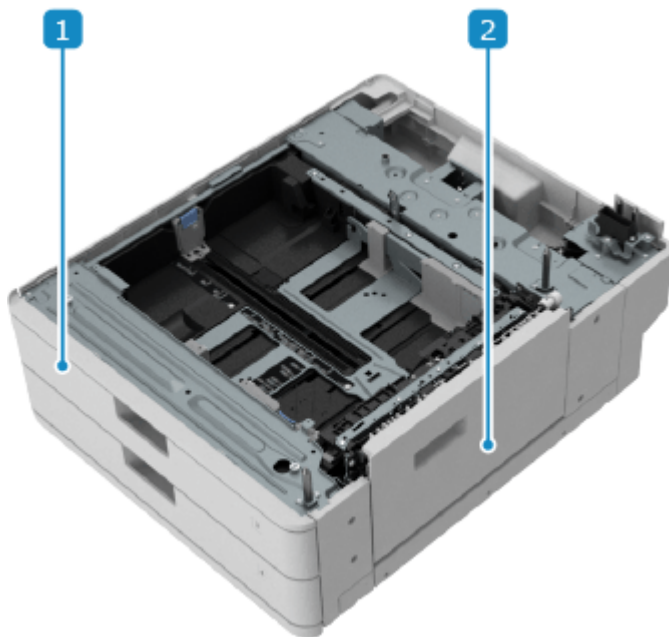
EK89-004

When frequently using paper of varying sizes or types or when loading large quantities of paper at a time, install the optional Cassette Feeding Unit-BB. This option reduces the work of loading paper.

➤ **Names of Parts and Their Functions (P. 11)**

➤ **Specifications (P. 11)**

## Names of Parts and Their Functions



**1** Paper drawer

Load the paper. ➤ **Loading Paper in the Paper Drawer (P. 220)**

**2** Lower-right cover of the paper drawer

Open this when a paper jam occurs.

## Specifications

|                                         |                                                                                                                                                                                                                              |
|-----------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size, Type, and Basis Weight      | ➤ <b>Usable Paper (P. 47)</b>                                                                                                                                                                                                |
| Paper Feeding Method and Paper Capacity | <b>Paper Drawer x 2</b><br>640 sheets per drawer (64 g/m <sup>2</sup> (17 lb bond))<br>550 sheets per drawer (75 g/m <sup>2</sup> (20 lb bond), 80 g/m <sup>2</sup> (21 lb bond))<br>• Transparencies: 100 sheets per drawer |
| Dimensions<br>(W x D x H)               | 565 mm x 688 mm x 248 mm (22 1/4" x 27 1/8" x 9 3/4") (when attached to the main unit)                                                                                                                                       |
| Weight                                  | Approx. 17.9 kg (39.5 lb)                                                                                                                                                                                                    |

# Long Sheet Feeding Tray-A and Long Sheet Catch Tray-F

Asia/Oceania

Americas

EK89-007

You can print on Long Sheet paper by using any of the following combinations of optional equipment and loading the paper in the multi-purpose tray.

- Long Sheet Feeding Tray-A and Long Sheet Catch Tray-F
- Long Sheet Feeding Tray-A and Inner Finisher-N

➤ **Names of Parts and Their Functions (P. 12)**

➤ **Specifications (P. 13)**

## Names of Parts and Their Functions



### 1 Long Sheet Catch Tray-F

Outputs printed and copied long sheet paper.

- Used when the 1st copy tray kit is attached.

### 2 Long Sheet Feeding Tray-A

Attach to the multi-purpose tray, and load paper. Load one sheet at a time.

#### Installing and Removing Long Sheet Feeding Tray-A

To remove the Long Sheet feeding tray, pull it out while pressing the right and left lock release buttons.



To install the Long Sheet feeding tray, gently insert it onto the multi-purpose tray until you hear a click.



## Specifications

|                                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size, Type, and Basis Weight      | <p><a href="#">Long Sheet Feeding Tray-A</a><br/>Same as "Multi-Purpose Tray" of the main unit <a href="#">▶ Usable Paper (P. 47)</a></p> <p><a href="#">Long Sheet Catch Tray-F</a><br/>All paper that can pass through the machine <a href="#">▶ Usable Paper (P. 47)</a></p>                                                                                                                                                                                                                                    |
| Paper Feeding Method and Paper Capacity | <p><a href="#">Long Sheet Catch Tray-F</a></p> <ul style="list-style-type: none"> <li>Long Sheet paper: 1 sheet (with horizontal length of UP to 1,200 mm (47 1/4"))</li> <li>Other than above: Same as "Multi-Purpose Tray" of the main unit <a href="#">▶ Basic Specifications (P. 58)</a></li> </ul>                                                                                                                                                                                                            |
| Output Capacity                         | <p><a href="#">When Long Sheet Catch Tray-F is installed</a></p> <ul style="list-style-type: none"> <li>Long Sheet paper: 1 sheet (with horizontal length of UP to 1,200 mm (47 1/4"))</li> <li>Other than above: Same as "Multi-Purpose Tray" of the main unit <a href="#">▶ Basic Specifications (P. 58)</a></li> </ul> <p><a href="#">When Inner Finisher-N is installed</a><br/>Same as "Output Tray Capacity (Tray B)" of Inner Finisher-N <a href="#">▶ Inner Finisher-N and Inner Puncher-D (P. 15)</a></p> |
| Dimensions (W x D x H)                  | <p><a href="#">Long Sheet Feeding Tray-A</a><br/>522 mm x 150 mm x 345 mm (20 5/8 x 5 7/8 x 13 5/8)</p> <p><a href="#">Long Sheet Catch Tray-F</a><br/>357 mm x 270 mm x 434 mm (14 1/8" x 10 5/8" x 17 1/8")</p>                                                                                                                                                                                                                                                                                                  |
| Weight                                  | <p><a href="#">Long Sheet Feeding Tray-A</a><br/>Approx. 0.3 kg (0.7 lb)</p> <p><a href="#">Long Sheet Catch Tray-F</a><br/>Approx. 0.7 kg (1.5 lb)</p>                                                                                                                                                                                                                                                                                                                                                            |



# Media Adjustment kit-A

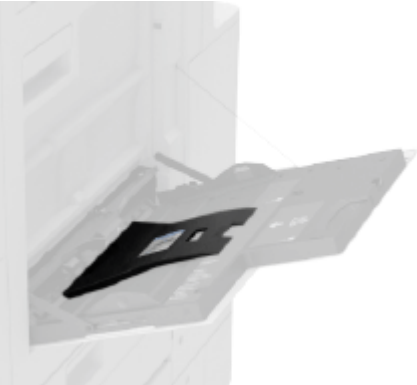
Europe

Asia/Oceania

Latin America

EK89-008

To load heavy coated paper in the multi-purpose tray, install the optional Media Adjustment kit-A.



## Specifications

|                    |                                                                                                                  |
|--------------------|------------------------------------------------------------------------------------------------------------------|
| Paper Size         | Max: 320 mm x 457.2 mm (12 5/8" x 18")<br>Min: 210 mm x 139.7 mm (8 1/4" x 5 1/2")                               |
| Paper Type         | Thin 1, Plain, Heavy, Recycled, 1-Sided Coated, 2-Sided Coated, Color, Pre-punched, Labels, Bond, and Letterhead |
| Paper Basis Weight | 60 g/m² to 300 g/m² (16 lb bond to 110 lb cover)                                                                 |
| Capacity           | 1 sheet                                                                                                          |

# Inner Finisher-N and Inner Puncher-D

EK89-00A

When stapling paper and using other finishing functions, install the optional Inner Finisher-N. By installing the following inner puncher to the finisher, you can also use the punch function.

- Inner 2/4 Hole Puncher-D [Europe](#) [Asia/Oceania](#)
- Inner 2/3 Hole Puncher-D [Asia/Oceania](#) [Americas](#)
- Inner 4 Hole Puncher-D [Europe](#)

➤ **Available Finishing Functions (P. 15)**

➤ **Precautions When Using Finishing Functions (P. 15)**

➤ **Using Manual Staple (P. 16)**

➤ **Preparations for Printing on Long Sheet Paper [Asia/Oceania][Americas] (P. 17)**

➤ **Names of Parts and Their Functions (P. 17)**

➤ **Specifications (P. 18)**

## Available Finishing Functions

The finishing functions that are available when Inner Finisher-N is installed are shown below.

### Sorting Functions

- Collate
- Group
- Offset

### Stapling Functions

- Corner
- Double
- Staple-Free
- Manual Staple

### Punch Functions

- Hole Punch\*<sup>1</sup>

\*<sup>1</sup> Available only when Inner Puncher-D is installed.

#### NOTE

- For details about the finishing functions, see the following:  
➤ **Options with Finishing Functions (P. 8)**

## Precautions When Using Finishing Functions

### Precautions When Using Staple

- The number of sheets that can be stapled varies depending on the paper type and thickness. ➤  
**Specifications (P. 18)**

If the machine cannot staple the paper, change the paper or reduce the number of sheets to be stapled.

- Remove stapled paper after it has been completely output to the tray and do not remove it while it is being stapled.
- When [Load staples into the stapler unit.] appears, replace the staple case and add more staples. ➤ **Adding Staples (Option) (P. 1300)**
- If the tray reaches its lower limit position or 30 copies have been stapled, printing is paused. When the ejected paper is removed from the tray, printing resumes.

#### Precautions When Using Staple-Free

- Depending on the crimping position, you cannot use Staple-Free with paper that cannot be printed on both sides and paper with different sizes.
- Depending on the usage environment and paper type, the part crimped with Staple-Free may easily come apart.

## Using Manual Staple

Insert a stack of paper into the finisher slot and wait for a certain period of time. The stack of paper will be detected and stapled automatically.

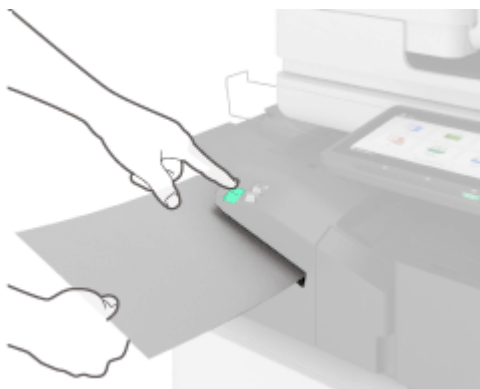
When the stack of paper is detected, the staple button indicator blinks, and when stapling is done, it turns off. When the staple button indicator turns off, pull out the stack of paper.



- Place the stack of paper face down, and insert the corner to be stapled straight in.
- Manual Staple cannot be performed during printing.

#### NOTE

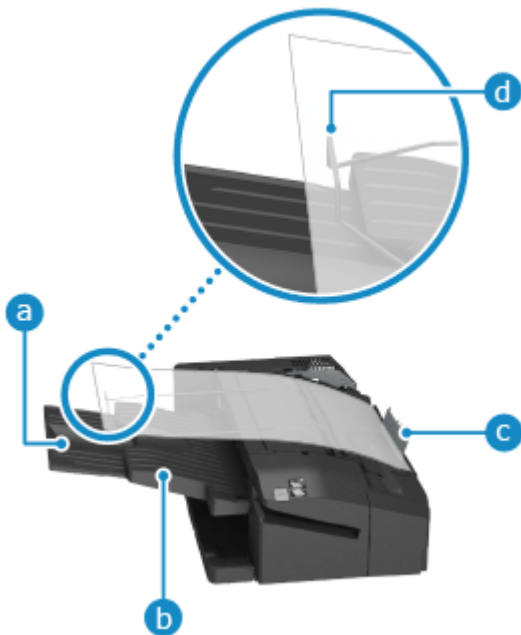
- You can change the amount of time it takes to automatically staple the stack of paper when inserted. ➤ **[Time Until Stapling Starts in Stapler Mode] (P. 1047)**
- You can press the staple button to staple the paper without waiting for the machine to staple it for you.



## Preparations for Printing on Long Sheet Paper Asia/Oceania Americas

Make the following preparations when you print on Long Sheet paper.

- You must install the optional Long Sheet Feeding Tray-A.



- Pull out the auxiliary tray (a) to prevent paper from falling out of the output tray.
- Remove all paper output to the output tray (Tray A) (b).
- To prevent paper jams, load Long Sheet paper cut to a width of 500 mm to 550 mm (19 3/4" to 21 5/8") against the support guide (c) of the output tray (Tray B). At this time, make sure that the Long Sheet paper is seated on the end of the wire frame (d).

## Names of Parts and Their Functions



### 1 Auxiliary tray

Pull out this tray to prevent paper from falling out of the output tray when large size paper is output.

### 2 Output tray (Tray A)

Outputs printed and copied paper. You can set which function to use the tray as the output destination. ➤ **Output Destination Settings (P. 273)**

**3** Output tray (Tray B)

Outputs printed and copied paper. You can set which function to use the tray as the output destination. ➤ **Output Destination Settings (P. 273)**

**4** Slot

Insert a stack of paper to manually staple.

**5** Staple button

During Manual Staple, you can press the staple button to staple without waiting.

\* Insert a stack of paper into the slot and wait for a certain period of time. The stack of paper will be stapled automatically without having to press the button. ➤ **Using Manual Staple (P. 16)**

**6** Right cover (Inner Puncher-D)

Open to dispose of punch waste.

**7** Left cover (Inner Finisher-N)

Open this when a paper or staple jam occurs and when adding staples.

## Specifications

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size, Type, and Basis Weight     | All paper that can pass through the machine*1 ➤ <b>Usable Paper (P. 47)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Output Tray Capacity (Tray A)*2        | <p><a href="#">No Finishing Settings, Collate, Group</a></p> <ul style="list-style-type: none"> <li>A4, B5, A5, A5R, LTR, STMT, STMTR, EXEC, 16K: Height of 52 mm (2 1/8") (equivalent to 500 sheets)</li> <li>A3, B4, A4R, B5R, 11" x 17", LGL, LTRR, 8K, 16KR: 250 sheets or height of 26 mm (1")</li> <li>A6R: 30 sheets</li> <li>320 x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 x 457 mm (12" x 18"), Envelopes: 10 sheets</li> </ul> <p><a href="#">No Finishing Settings, Collate, Group (When Using Various Sizes)</a></p> <ul style="list-style-type: none"> <li>Combination of A4, B5, and LTR only: Height of 52 mm (2 1/8") (equivalent to 500 sheets)</li> <li>Combination other than above: 250 sheets or height of 26 mm (1")</li> </ul> <p><a href="#">Offset</a></p> <ul style="list-style-type: none"> <li>A4, B5, LTR, EXEC, 16K: Height of 52 mm (2 1/8") (equivalent to 500 sheets)</li> <li>A3, B4, A4R, 11" x 17", LGL, LTRR, 8K: 250 sheets or height of 26 mm (1")</li> </ul> <p><a href="#">Staple (Corner, Double)</a></p> <ul style="list-style-type: none"> <li>A4, B5, LTR, EXEC, 16K: 30 copies or height of 52 mm (2 1/8")</li> <li>A3, B4, A4R, 11" x 17", LGL, LTRR, 8K: 30 copies or height of 26 mm (1")</li> </ul> <p><a href="#">Staple-Free</a></p> <ul style="list-style-type: none"> <li>A4, B5, LTR, 16K: 30 copies or height of 52 mm (2 1/8")</li> <li>A3, B4, 11" x 17", 8K: 30 copies or height of 26 mm (1")</li> </ul> |
| Output Tray Capacity (Tray B)          | <p><a href="#">No Finishing Settings, Collate, Group</a></p> <p>Height of 5.2 mm (1/4")</p> <ul style="list-style-type: none"> <li>Equivalent to 50 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond))</li> <li>Equivalent to 45 sheets (80 g/m<sup>2</sup> (21 lb bond))</li> </ul> <p>Long Sheet paper: 1 sheet (with horizontal length of up to 900 mm (35 1/2"))</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |
| Number of Sheets That Can Be Stapled*3 | <p><a href="#">Corner and Double (Uncoated Paper)</a></p> <ul style="list-style-type: none"> <li>A4, B5, LTR, EXEC, 16K           <ul style="list-style-type: none"> <li>52 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (14 lb bond to 24 lb bond): 50 sheets</li> </ul> </li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |

## About the Machine

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                              | <ul style="list-style-type: none"> <li>• 91 g/m<sup>2</sup> to 105 g/m<sup>2</sup> (25 lb bond to 28 lb bond): 30 sheets</li> <li>• 106 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (29 lb bond to 140 lb index): 2 sheets</li> </ul> <ul style="list-style-type: none"> <li>• A4R, LTRR <ul style="list-style-type: none"> <li>• 52 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (14 lb bond to 24 lb bond): 40 sheets</li> <li>• 91 g/m<sup>2</sup> to 105 g/m<sup>2</sup> (25 lb bond to 28 lb bond): 30 sheets</li> <li>• 106 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (29 lb bond to 140 lb index): 2 sheets</li> </ul> </li> <li>• A3, B4, 11" x 17", LGL, 8K <ul style="list-style-type: none"> <li>• 52 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (14 lb bond to 24 lb bond): 30 sheets</li> <li>• 91 g/m<sup>2</sup> to 105 g/m<sup>2</sup> (25 lb bond to 28 lb bond): 20 sheets</li> <li>• 106 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (29 lb bond to 140 lb index): 2 sheets</li> </ul> </li> </ul> <p><b>Corner and Double (Coated Paper)</b><br/>106 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (29 lb bond to 140 lb index): 2 sheets</p> <p><b>Staple-Free</b><br/>A3, B4, A4, B5, 11" x 17", LTR, 8K, 16K</p> <ul style="list-style-type: none"> <li>• 52 g/m<sup>2</sup> to 64 g/m<sup>2</sup> (13.8 lb bond to 17 lb bond): 10 sheets</li> <li>• 65 g/m<sup>2</sup> to 81.4 g/m<sup>2</sup> (17.3 lb bond to 21.7 lb bond): 8 sheets</li> <li>• 82 g/m<sup>2</sup> to 105 g/m<sup>2</sup> (22 lb bond to 28 lb bond): 6 sheets</li> </ul> <p><b>Manual Staple</b><br/>Height of 4.0 mm (1/8") or less</p> <ul style="list-style-type: none"> <li>• Approx. 50 sheets (52 g/m<sup>2</sup> (14 lb bond))</li> <li>• Approx. 45 sheets (64 g/m<sup>2</sup> (17 lb bond))</li> <li>• Approx. 40 sheets (75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> </ul> |
| Punch<br>(when Inner Puncher-D is installed) | <p><b>Number of Holes Punched and Paper Size</b></p> <p><b>Europe</b> <b>Asia/Oceania</b></p> <p>When Inner 2/4 Hole Puncher-D is installed:</p> <ul style="list-style-type: none"> <li>• Two holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR</li> <li>• Four holes: A3, A4, 11" x 17", LTR, EXEC, 8K, 16K</li> </ul> <p><b>Asia/Oceania</b> <b>Americas</b></p> <p>When Inner 2/3 Hole Puncher-D is installed:</p> <ul style="list-style-type: none"> <li>• Two holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR</li> <li>• Three holes: A3, B4, A4, B5, 11" x 17", LTR, EXEC, 8K, 16K</li> </ul> <p><b>Europe</b></p> <p>When Inner 4 Hole Puncher-D is installed:</p> <ul style="list-style-type: none"> <li>• Four holes: A3, B4, A4, A4R, B5, B5R, A5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR</li> </ul> <p><b>Paper Basis Weight</b><br/>52 g/m<sup>2</sup> to 300 g/m<sup>2</sup> (14 lb bond to 110 lb cover)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Dimensions<br>(W x D x H)                    | 469 mm x 525 mm x 219 mm (18 1/2" x 20 5/8" x 8 5/8")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Weight                                       | Approx. 9.5 kg (20.9 lb)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

\*1 Excluding 2-sided printing on Thin 2 (52 g/m<sup>2</sup> to 59 g/m<sup>2</sup> (14 lb bond to 15 lb bond)) and paper with a width of 216 mm (8 1/2") or greater and a basis weight of 257 g/m<sup>2</sup> (100 lb cover) or greater.

\*2 When using 64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), or 80 g/m<sup>2</sup> (21 lb bond) paper. Capacity varies in all other cases.

\*3 When a standard staple cartridge is installed. Depending on the type and thickness of paper, the number of sheets that can be stapled may decrease.

# 1st Copy Tray Kit

EK89-00C

When the finisher is not installed, install the 1st copy tray kit. Printed and copied paper is output to the output tray.

The 1st copy tray kit is standard equipped.

- **Available Finishing Functions (P. 20)**
- **Names of Parts and Their Functions (P. 20)**
- **Specifications (P. 21)**

## Available Finishing Functions

The finishing functions that are available when the 1st copy tray kit is installed are shown below.

### Sorting Functions

- Collate
- Group
- Rotate 90 Degrees

#### NOTE

- For details about the finishing functions, see the following:
  - **Options with Finishing Functions (P. 8)**

## Names of Parts and Their Functions



Raise the guide to prevent paper from falling out of the output tray.

## 2 Output tray

Outputs printed and copied paper.

## Specifications

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size, Type, and Basis Weight | All paper that can pass through the machine ➔ <b>Usable Paper (P. 47)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Output Tray Capacity               | <p><b>1-Sided</b></p> <ul style="list-style-type: none"> <li>A4, B5, A5, A5R, A6R, 16K, LTR, STMT, STMTR: 250 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> <li>A3, B4, A4R, B5R, 320 mm x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 mm x 457 mm (12" x 18"), 16KR, 8K, LTRR, LGL, 11" x 17", EXEC: 100 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> </ul> <p><b>2-Sided</b></p> <ul style="list-style-type: none"> <li>A4, B5, A5, A5R, A6R, 16K, LTR, STMT, STMTR: 200 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> <li>A3, B4, A4R, B5R, 320 mm x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 mm x 457 mm (12" x 18"), 16KR, 8K, LTRR, LGL, 11" x 17", EXEC: 100 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> </ul> |
| Dimensions (W x D x H)             | 422 mm x 485 mm x 78 mm (16 5/8" x 19 1/8" x 3 1/8")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |
| Weight                             | Approx. 0.9 kg (2.0 lb)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |



# Copy Tray-T

EK89-00E

When adding an output tray on the right side of the machine, install the optional Copy Tray-T. You can assign output destinations to different functions to make it easier to find printed and copied paper.

- **Available Finishing Functions (P. 22)**
- **Names of Parts and Their Functions (P. 22)**
- **Specifications (P. 23)**

## Available Finishing Functions

The finishing functions that are available when Copy Tray-T is installed are shown below.

### Sorting Functions

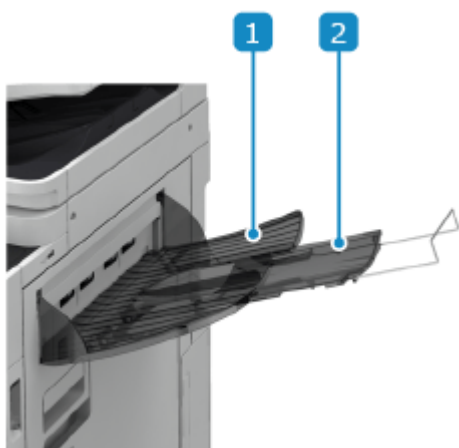
- Collate
- Group
- Rotate 90 Degrees\*<sup>1</sup>

\*<sup>1</sup> Available only when the 1st copy tray kit is also installed.

#### NOTE

- For details about the finishing functions, see the following:
  - **Options with Finishing Functions (P. 8)**

## Names of Parts and Their Functions



### 1 Output tray

Outputs printed and copied paper. You can set which function to use the tray as the output destination. ➤ **Output Destination Settings (P. 273)**

### 2 Auxiliary tray

Pull out this tray to prevent paper from falling out of the output tray when large size paper is ejected.

## Specifications

---

|                           |                                                                                                                                                                                                                                                                                                                                                                                                          |
|---------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size                | <ul style="list-style-type: none"> <li>Maximum: 297.0 mm x 431.8 mm (11 3/4" x 17")</li> <li>Minimum: 98.0 mm x 182.0 mm (3 7/8" x 7 1/8")</li> </ul>                                                                                                                                                                                                                                                    |
| Paper Type                | Thin (52 g/m <sup>2</sup> to 63 g/m <sup>2</sup> (14 lb bond to 16 lb bond)), Plain (64 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (17 lb bond to 28 lb bond)), Heavy (106 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (29 lb bond to 81.4 lb cover)), Recycled, Pre-Punched, Color, Letterhead, Bond                                                                                                         |
| Paper Basis Weight        | 52 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (14 lb bond to 81.4 lb cover)                                                                                                                                                                                                                                                                                                                                |
| Output Tray Capacity      | <b>1-Sided and 2-Sided</b> <ul style="list-style-type: none"> <li>A4, B5, A5R, LTR, STMTR, 16K: 100 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> <li>A3, B4, A4R, B5R, 11" x 17", LGL, LTRR, EXEC, 8K, 16KR: 75 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> </ul> |
| Dimensions<br>(W x D x H) | 258 mm x 373 mm x 103 mm (10 1/8" x 14 3/4" x 4 1/8")                                                                                                                                                                                                                                                                                                                                                    |
| Weight                    | Approx. 0.5 kg (1.1 lb)                                                                                                                                                                                                                                                                                                                                                                                  |

# Inner 2way Tray-M

EK89-00F

When dividing the output tray into upper and lower sections, install the optional Inner 2way Tray-M. You can assign output destinations to different functions to make it easier to find printed and copied paper.

This function is available only when the 1st copy tray kit is also installed.

- **Available Finishing Functions (P. 24)**
- **Names of Parts and Their Functions (P. 24)**
- **Specifications (P. 25)**

## Available Finishing Functions

The finishing functions that are available when Inner 2way Tray-M is installed are shown below.

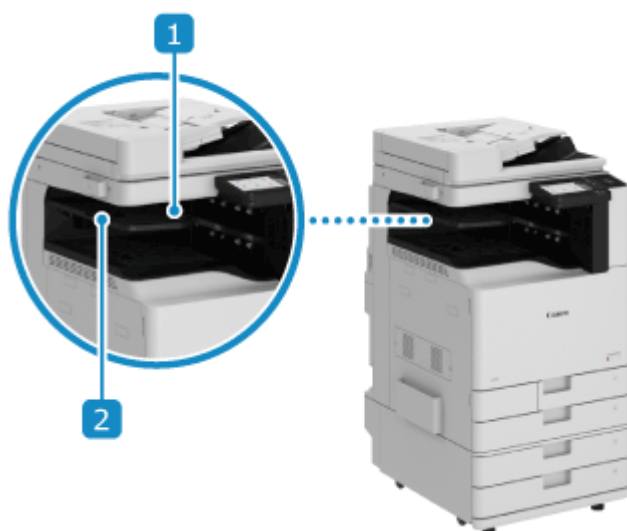
### Sorting Functions

- Collate
- Group
- Rotate 90 Degrees

#### NOTE

- For details about the finishing functions, see the following:
  - **Options with Finishing Functions (P. 8)**

## Names of Parts and Their Functions



- 1** Output tray  
Outputs printed and copied paper. You can set which function to use the tray as the output destination. ➤ **Output Destination Settings (P. 273)**
- 2** Output tray guide

Raise the guide to prevent paper from falling out of the output tray.

## Specifications

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size, Type, and Basis Weight | All paper that can pass through the machine ➤ <b>Usable Paper (P. 47)</b>                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Output Tray Capacity               | <b>1-Sided and 2-Sided</b> <ul style="list-style-type: none"> <li>• A4, B5, A5, A5R, A6R, LTR, STMT, STMTR, 16K: 100 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> <li>• A3, B4, A4R, B5R, 320 x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 x 457 mm (12" x 18"), 11" x 17", LGL, LTRR, EXEC, 8K, 16KR: 50 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> </ul> |
| Dimensions (W x D x H)             | 428 mm x 405 mm x 88 mm (16 7/8" x 16" x 3 1/2")                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Weight                             | Approx. 0.7 kg (1.5 lb)                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

# Platen Cover-Y / Platen Cover-AC Asia/Oceania

---

EK89-00H

Install the optional Platen Cover-Y / Platen Cover-AC instead of the feeder when using only the platen glass to place originals on the machine. For details, contact your dealer or service representative.

\* In Asia/Oceania, the Platen Cover-Y is an optional product for the imageFORCE 4045 and the Platen Cover-AC is an optional product for the imageFORCE 4030 / 4025. However, depending on the country or region, this product may not be available.



# ADF Access Handle-A

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EK89-00K

If you need help with closing the feeder, use the optional ADF Access Handle-A.  
You can close the feeder by holding the handle at the front of the feeder and gently pulling it toward you.



# Utility Tray-B

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EK89-00L

To create space for placing the original, install the optional Utility Tray-B.



# System Options

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EK89-14L

By installing system options, you can add available functions and enhance the performance of the machine.

- 🔗 **PS Printer Kit (P. 29)**
- 🔗 **Barcode Printing Kit (P. 29)**
- 🔗 **PCL International Font Set (P. 29)**
- 🔗 **Super G3 FAX Board (P. 29)**
- 🔗 **Remote Fax Kit (P. 29)**
- 🔗 **Universal Send Trace & Smooth PDF Kit (P. 30)**
- 🔗 **Universal Send Digital User Signature Kit (P. 30)**
- 🔗 **Optional Data Storage Kit (P. 30)**

## PS Printer Kit

---

Install PS Printer Kit to use the machine as a PS printer.

## Barcode Printing Kit

---

Install Barcode Printing Kit to print barcodes.  
For details, see the manual of Bar Code Printing at the online manual site.

<https://oip.manual.canon/>

## PCL International Font Set

---

Adds the fonts below to the PCL printer. This enables output using multiple languages in a SAP Unicode environment.

- Andale® and WorldType® Collection J (Japanese Version)
- Andale® and WorldType® Collection K (Korean Version)
- Andale® and WorldType® Collection S (Simplified Chinese Version)
- Andale® and WorldType® Collection T (Traditional Chinese Version)

Four font versions are enabled to accommodate regional variations in character design.

## Super G3 FAX Board

---

You can use Super G3 FAX Board to send and receive faxes. You can also send documents created with an application directly from a computer via the network.

- 🔗 **Faxing (P. 491)**

## Remote Fax Kit

---

This option is required to use the Remote Fax function. Even if the machine does not have a fax board installed, you can send faxes from a separate imageFORCE or imageRUNNER ADVANCE machine that has a fax board installed and is on the same network. 🔗 **Using Remote Faxes (P. 568)**



## Universal Send Trace & Smooth PDF Kit

---

Install the Universal Send Trace & Smooth PDF Kit to send/save PDF files with scalable outline data. The outline data can be extracted and used in Adobe Illustrator. A smoothing process can also be applied to the text of the outline data to make it appear less jagged when viewed on a computer monitor or in print.

## Universal Send Digital User Signature Kit

---

Install the Universal Send Digital User Signature Kit to send and save documents as PDF or XPS files with a digital signature unique to the user.

By using a digital certificate unique to the user that was obtained from a certificate authority, the recipient of a PDF or XPS file can verify which user signed it.

## Optional Data Storage Kit

---

Install the Optional Data Storage Kit to increase the storage space for holding documents in the machine.

### IMPORTANT

- Installing the Optional Data Storage Kit deletes the documents that are held in the machine, and they can no longer be printed. Print the documents held in the machine before installing the Optional Data Storage Kit, or perform the print job to be held in the machine from a computer again after installing the Optional Data Storage Kit.

# Administrator Privileges and Password

EK89-00S

To edit important settings of the machine, you must log in as an administrator with administrator privileges. [▶](#)  
**Logging In to the Machine (P. 200)**

## Types of Administrator Privileges

By assigning administrator privileges to users according to their responsibilities, you can divide up a wide range of machine management tasks when operating the machine.

|               |                                                                                                                                                           |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------|
| Administrator | Allowed to change all machine settings.                                                                                                                   |
| NetworkAdmin  | Allowed to change network-related settings.                                                                                                               |
| DeviceAdmin   | Allowed to change settings related to basic functions such as printing, scanning, faxing, and copying, as well as settings related to device information. |

\* For details on the settings that can be changed with NetworkAdmin and DeviceAdmin privileges, see the following: [▶\[Settings/Registration\] Menu List \(P. 973\)](#)

By default, the following administrator is registered with Administrator privileges:

|           |               |
|-----------|---------------|
| User name | Administrator |
| Password  | 7654321       |

To reduce the risk of information leaks and unauthorized use, make sure to use either of the following methods.

### When using an administrator with the user name "Administrator"

To protect your information, change the default password for the user name "Administrator" so that only specific administrators know the new password.

### When using an administrator with an arbitrary user name

Register a new administrator with Administrator privileges, and disable the default "Administrator" user. To protect your information, make sure that only specific administrators know the information of the newly registered administrator.

For details about how to edit and register user information, see the following:

[▶Registering User Information to a Local Device \(P. 697\)](#)

#### NOTE

If You Forget the Password of an Administrator with Administrator Privileges

- On the control panel, use the following procedure to initialize the "Administrator" password.

Press the [Counter/Device Information] key ▶ [Device Info./Other] ▶ [Initialize Admin. Password] ▶ enter the license key ▶ press [Start] ▶ [On]

If the default "Administrator" has been disabled, it is enabled to allow log in with the default password.

\* You can configure the setting to prohibit initializing of the password. [▶\[Prohibit Initialization of Administrator Password\] \(P. 1166\)](#)

# Measures to Prevent Unauthorized Access

EK89-00U

Please read this section before using the machine in a network environment.

You can use various functions on the machine when the machine is connected to a network. However, because this also creates risks of unauthorized access and eavesdropping over the network, measures against security risks are essential.

This section provides examples of measures against unauthorized access that you should consider and implement during setup when using the machine in a network environment.

- **Using a Private IP Address (P. 32)**
- **Protecting Your Information with a Password or PIN (P. 32)**
- **Precautions When Using Remote UI (P. 33)**

## NOTE

- In addition to these measures, there are other measures against security risks you can implement on the machine, such as restricting communication with a firewall and using TLS encrypted communication to prevent eavesdropping and tampering. Take the necessary measures according to your usage environment. ➤  
**Security (P. 691)**

## Using a Private IP Address

There are two types of IP addresses: a global IP address, which is used for connecting to the Internet, and a private IP address, which is used in a local area network such as a company LAN.

If a global IP address is set to the machine, the machine can be accessed by users on the Internet. Thus, the risk of information leakage due to unauthorized access from external network increases.

On the other hand, if a private IP address is set to the machine, access to the machine is restricted to only users on your local area network. Therefore, it reduces the risk of unauthorized access compared to a set global IP address.

Basically, set a private IP address to the machine.

A private IP address is used in one of the following ranges.

### Ranges for Private IP Addresses

- From 10.0.0.0 to 10.255.255.255
- From 172.16.0.0 to 172.31.255.255
- From 192.168.0.0 to 192.168.255.255

For details about how to set and confirm the IP address, see the following:

- **Setting the IPv4 Address (P. 119)**
- **Setting IPv6 Addresses (P. 123)**

If you want to set a global IP address to the machine, you can create an environment to prevent outside access, such as by using a firewall, to reduce the risk of unauthorized access. Contact your network administrator about how to implement network security.

## Protecting Your Information with a Password or PIN

By protecting the information on the machine with a password or PIN, you can reduce the risk of information leaks or unauthorized use even if the machine is subject to unauthorized access by a malicious third party.

You can use the following functions to configure a password or PIN on the machine. These functions restrict access to information to only those users who know the password or PIN.

#### NOTE

##### Tips for Setting Strong Passwords to Prevent Unauthorized Access

- We recommend at least 8 characters, and 15 characters or more if possible.
- The following types of passwords are not recommended as they are easily guessed.
  - Repetitive characters or words, such as "aaa" or "abcabc"
  - Dates or years related to the person
  - Only one word in the dictionary
  - Common Name
  - Words reversed, such as turning "apple" into "elppa"
  - Predictable substitutions such as using "@" instead of "a"

#### [User Authentication](#)

The user name and password registered for each user must be entered to use the machine.

##### ➤ **Authenticating Users and Managing Groups (P. 692)**

- Privilege levels called "Roles" can be configured for each user to allow only administrators to view and change important settings.

#### [Address Book](#)

Requires entry of the address book PIN when registering or editing the address book.

##### ➤ **Restricting Address Book Registration and Editing by Setting a PIN (P. 849)**

## Precautions When Using Remote UI

---

- Do not access other websites when using Remote UI.
- After using Remote UI, be sure to log out and close your Web browser.

# Names of Parts and Their Functions

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EK89-00W

## Front Side

---

Check these parts on the front when operating the machine.

➤ **Front Side (P. 35)**

- Use the control panel to operate the machine and configure the settings.

➤ **Control Panel (P. 39)**

- When placing multiple originals at one time, use the feeder.

➤ **2-Sided Single Pass Feeder (P. 41)**

- Load printing and copying paper into the following paper sources:

➤ **Multi-Purpose Tray (P. 43)**

➤ **Paper Drawer (P. 44)**

## Rear Side

---

Check the rear parts when installing and connecting the machine.

➤ **Rear Side (P. 37)**

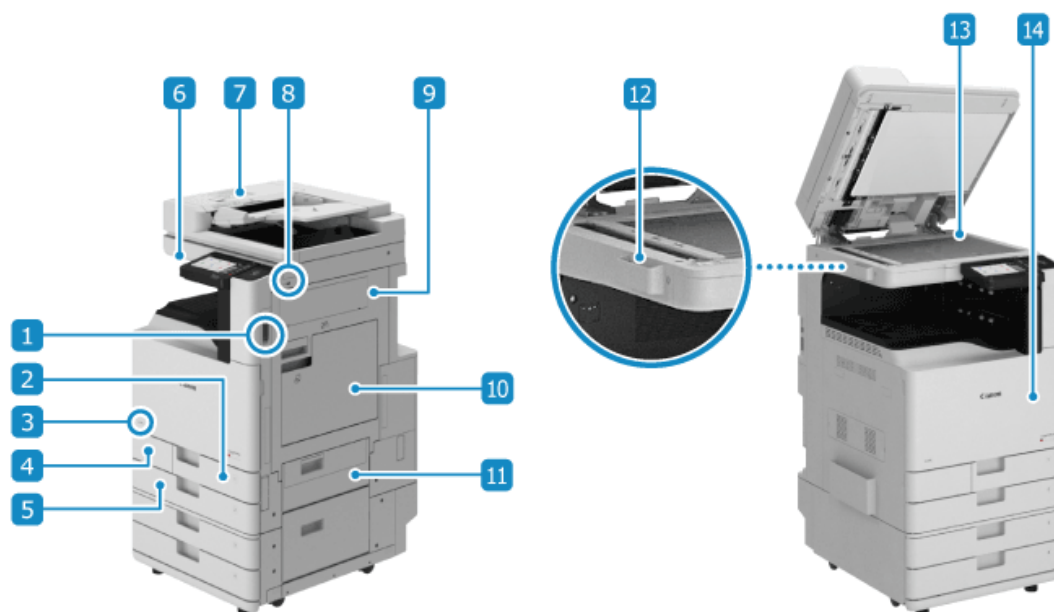
## Interior

---

Open the inside to replace the toner cartridge, waste toner container, and drum unit, and to clean the LED printhead.

➤ **Interior (P. 38)**

# Front Side



- 1** Power switch  
Turn ON and OFF the power of the machine. ➤ **Turning ON and OFF the Machine (P. 153)**
- 2** Paper drawer 1  
Load frequently used paper. ➤ **Paper Drawer (P. 44)**
- 3** Toner Code  
This code indicates the type of genuine toner that can be used with the machine. Use toner with a code that includes the same letters as the code on the front cover of the machine.
- 4** Waste toner cover  
Open when replacing the waste toner container.
- 5** Paper drawer 2  
Load frequently used paper. You can also load paper of a size that cannot be loaded in paper drawer 1. ➤ **Paper Drawer (P. 44)**
- 6** Control panel  
Use the touch panel display to operate the machine and check its status. ➤ **Control Panel (P. 39)**
- 7** Feeder  
You can place several sheets of originals in the feeder. Placed originals are fed and scanned one by one automatically. ➤ **2-Sided Single Pass Feeder (P. 41)**
- 8** USB port (for USB devices) (front right side)  
You can connect a commercial USB memory device or USB keyboard.  
\* Supports USB 2.0.
- 9** Right cover of the main unit  
Open the cover when a paper jam occurs inside the machine.
- 10** Multi-purpose Tray

To temporarily use paper not loaded in the paper drawer, load it in the multi-purpose tray. ➤ **Multi-Purpose Tray (P. 43)**

**11** Right cover of the paper drawer

Open this when a paper jam occurs.

**12** Glass cleaning cloth storage box

Stores the glass cleaning cloth.

**13** Platen glass

Place books, thick paper, thin paper, and other originals that cannot be placed in the feeder on the platen glass. Placed originals are scanned in a stationary state. ➤ **Placing Originals (P. 204)**

**14** Front cover of the main unit

Open to replace the toner cartridge and drum unit, and to clean the LED printhead.

**IMPORTANT**

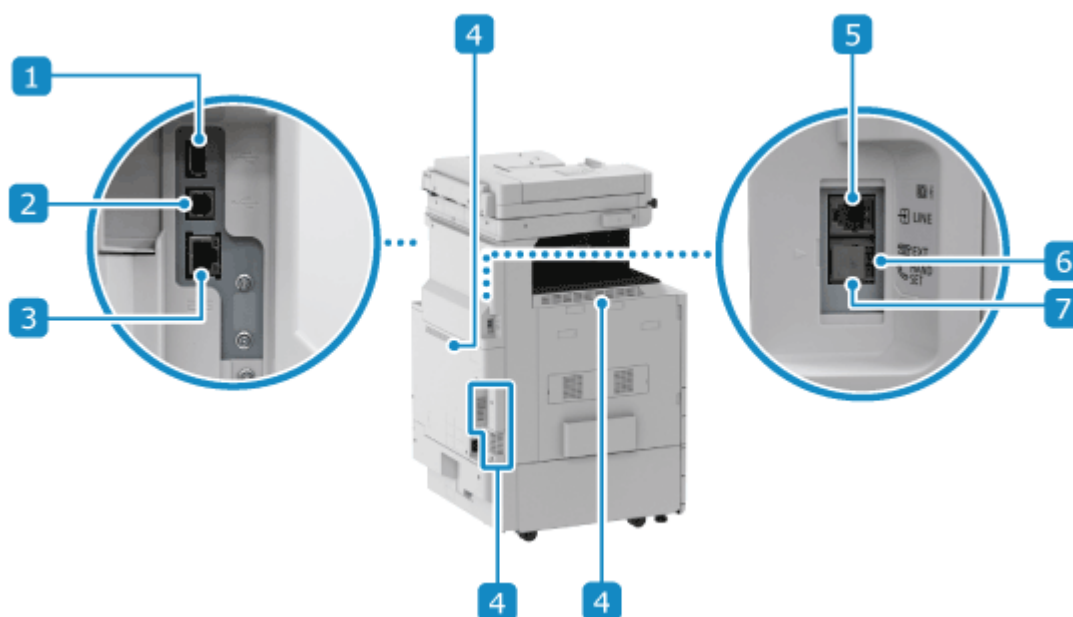
- If you connect a device that exceeds the following power supply capacity provided by the machine to the USB port (for USB devices), the machine may be damaged.
  - Front right side: 5 V 500 mA
  - Rear right side: 5 V 900 mA
- Do not forcefully push the feeder to close when placing a book, magazine, or other thick original on the platen glass.

**NOTE**

- For details about the configuration of the machine when options are installed and the part names of the optional equipment units, see the following.
  - **Supported Options (P. 4)**
- To ensure efficient use of the machine, clean the surface of the machine and platen glass regularly.
  - **Cleaning the Surface of the Machine (P. 1281)**
  - **Cleaning the Platen Glass (P. 1282)**
- If the following symptoms occur when using the feeder, clean the feeder: ➤ **Cleaning the Feeder (P. 1284)**
  - Originals become dirty
  - Originals frequently jam
  - Printouts appear smudged after scanning, copying, or sending faxes
  - Original size is not detected correctly

# Rear Side

EK89-00Y



## 1 USB port (for USB devices) (rear right side)

You can connect a commercial USB keyboard, external storage device, and other devices.

When connecting the machine to two different networks via wired LAN, connect to the wired LAN of the sub line via a USB-LAN adapter.

\* Supports USB 3.0.

## 2 USB port (for computer connection)

You can connect a computer to the USB port using a commercial USB cable.

\* Supports USB 2.0.

## 3 LAN port

You can connect the machine to a wired LAN using a commercial Ethernet cable connected to the LAN port.

## 4 Ventilation slots

Air inside the machine is released through the ventilation slots to cool down the inside of the machine.

Do not place objects next to the ventilation slots, as this can prevent ventilation.

## 5 Telephone line jack (LINE 1)

Connect the machine to the telephone line.

## 6 Handset jack

Connect a commercial handset.

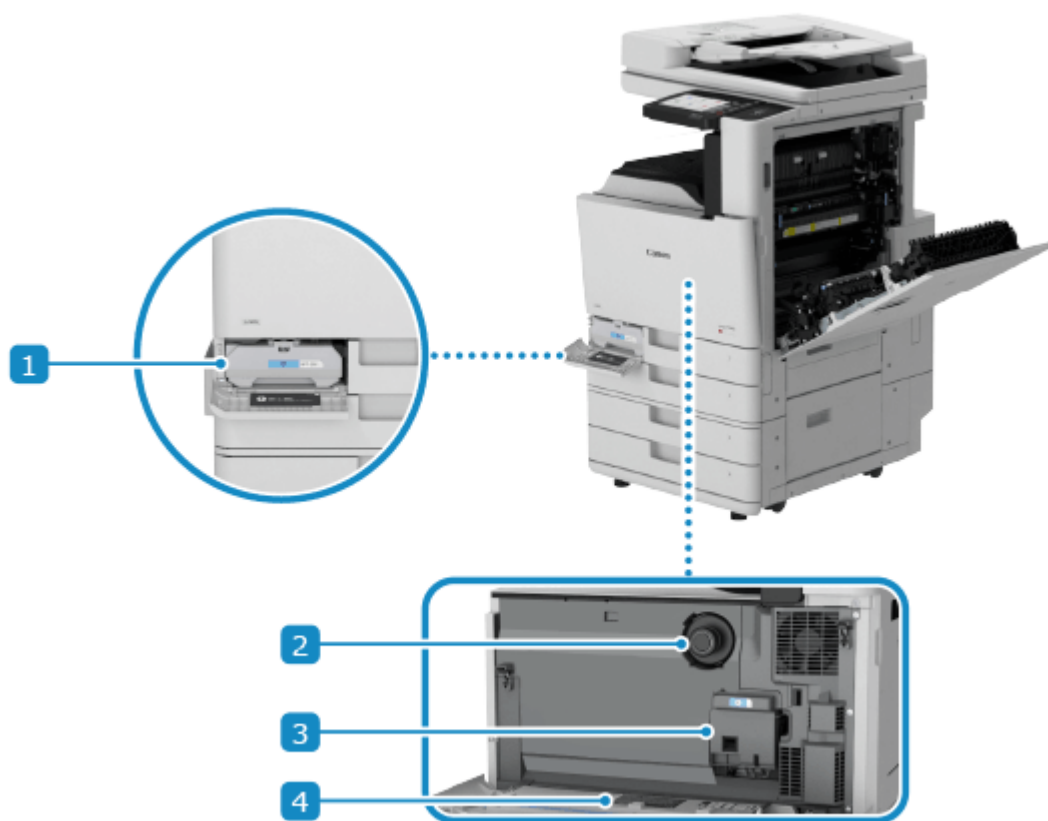
## 7 External telephone jack

Connect an external telephone.



# Interior

EK89-010

**1** Waste toner container

When full with waste toner, remove the old waste toner container and replace with a new one. ➤ **Replacing the Waste Toner Container (P. 1297)**

**2** Toner cartridge

Remove the old toner cartridge and replace with a new one when the toner runs out. ➤ **Replacing the Toner Cartridges (P. 1294)**

**3** Drum unit

Unit for transferring toner to paper. ➤ **Replacing the Drum Unit (P. 1304)**

**4** Cleaning rod

Remove when cleaning the LED printhead. ➤ **Cleaning the LED Printhead (P. 1290)**

# Control Panel

Use the control panel to operate the machine and configure the settings.



## 1 Display

Displays the screens for operating the functions, usage, messages, and other information. This touch panel can be operated by directly touching the screen with your finger. [▶Using the Control Panel \(P. 161\)](#)

## 2 [Counter/Device Information] key

Press to display the total number of pages used for operations such as copying or printing on the touch panel display. You can also check the serial number and IP address of the machine, and the device information of optional products. Checking the Number of Pages for Copy/Print/Fax/Scan

## 3 [Energy Saver] key

Press to put the machine into sleep mode. The key lights up when the machine is in sleep mode. Entering Sleep Mode

## 4 [Home] key

Press to display the Home screen, which provides access to the setting menu and functions such as copy and scan. Customizing the <Home> Screen

## 5 [Stop] key

Stops a send job or a print job. Canceling Send/Print Jobs

## 6 Error indicator

This blinks or lights up when a paper jam or other error occurs.

- If it blinks, follow the instructions of the message on the screen to fix the problem.
- If it lights up, contact your dealer or service representative.

## 7 Processing/Data indicator

This blinks when an operation is being performed, such as during communication or printing.

This lights up when data is waiting to be processed.

 Panel Touch Pen

Use when operating the touch panel display, such as to enter characters.

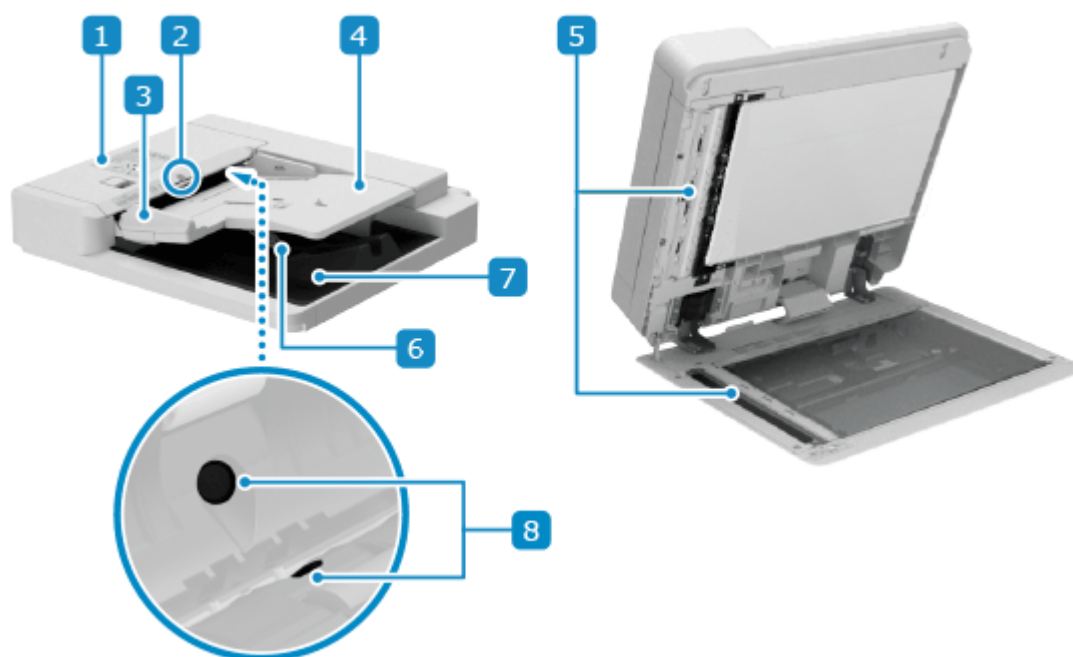
## 2-Sided Single Pass Feeder

EK89-012

This section describes the name and use of each part of the feeder.

### Single Pass DADF-F / Single Pass DADF-G

\* This is optional equipment in Asia/Oceania.



- 1** Feeder cover  
Open the feeder cover when cleaning the inside of the feeder or clearing a paper jam inside the feeder.
- 2** Original set indicator  
Lights up when the original is placed on the original supply tray.
- 3** Slide guides  
Align the slide guides against the edges of the originals to properly place the original.
- 4** Original supply tray  
You can place several sheets of originals in the feeder. ▶ **Placing Originals (P. 204)**
- 5** Document feed scanning area  
Originals placed on the feeder are scanned.
- 6** Original output tray  
Scanned originals are output to the original output tray.
- 7** Document Feeder Double Feeding Detection Kit-A (Option)  
Enables the machine to detect when multiple overlapping sheets are fed together during scanning.

#### IMPORTANT

- Do not place objects on the original output tray. This can damage the originals.

- Do not forcefully push the feeder to close when placing a book, magazine, or other thick original on the platen glass.

#### NOTE

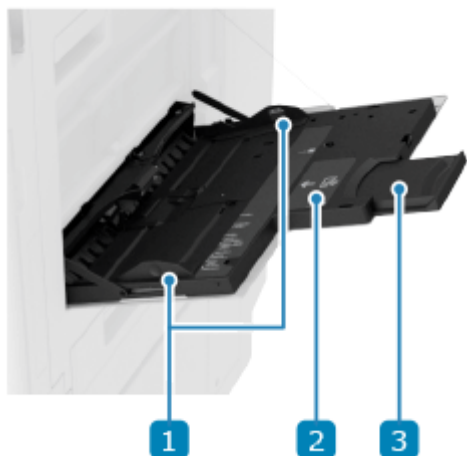
- If the following symptoms occur when using the feeder, clean the feeder: [▶Cleaning the Feeder \(P. 1284\)](#)
  - Originals become dirty
  - Originals frequently jam
  - Printouts appear smudged after scanning, copying, or sending faxes
  - Original size is not detected correctly

# Multi-Purpose Tray

EK89-013

Load paper that you will temporarily use and paper that cannot be loaded in a paper drawer in the multi-purpose tray.

## ❶ Loading Paper in the Multi-purpose Tray (P. 229)



### ❶ Paper guides

Align the paper guides against the edges of the paper to properly place the paper.

### ❷ Paper tray

Load paper here.

### ❸ Tray extension

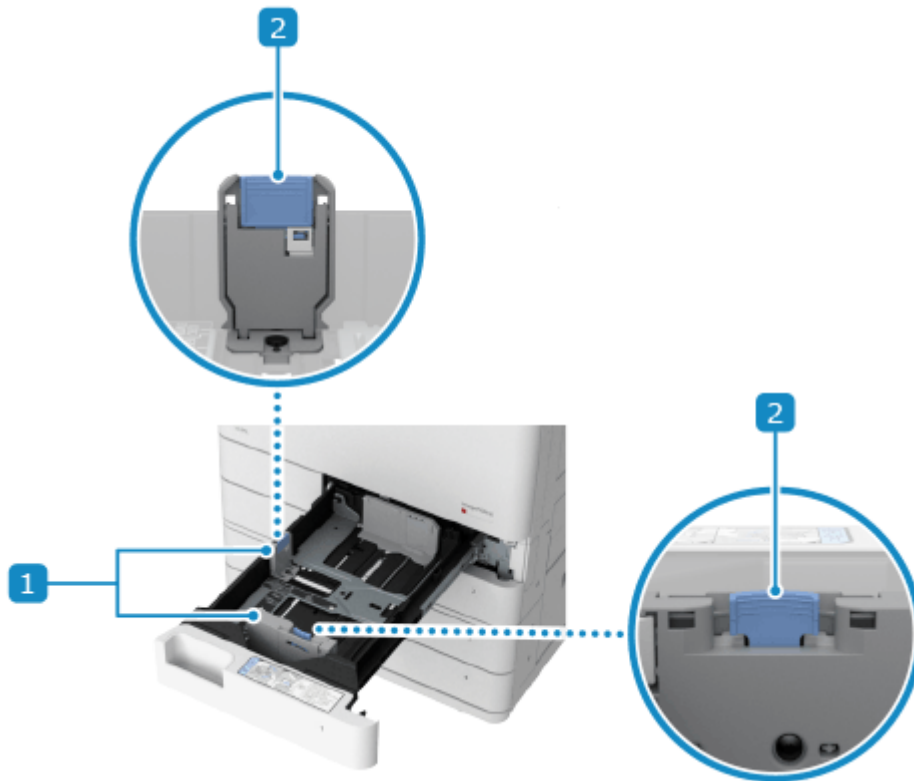
Pull out this tray to prevent the paper from drooping from the paper tray when large size paper is loaded.

# Paper Drawer

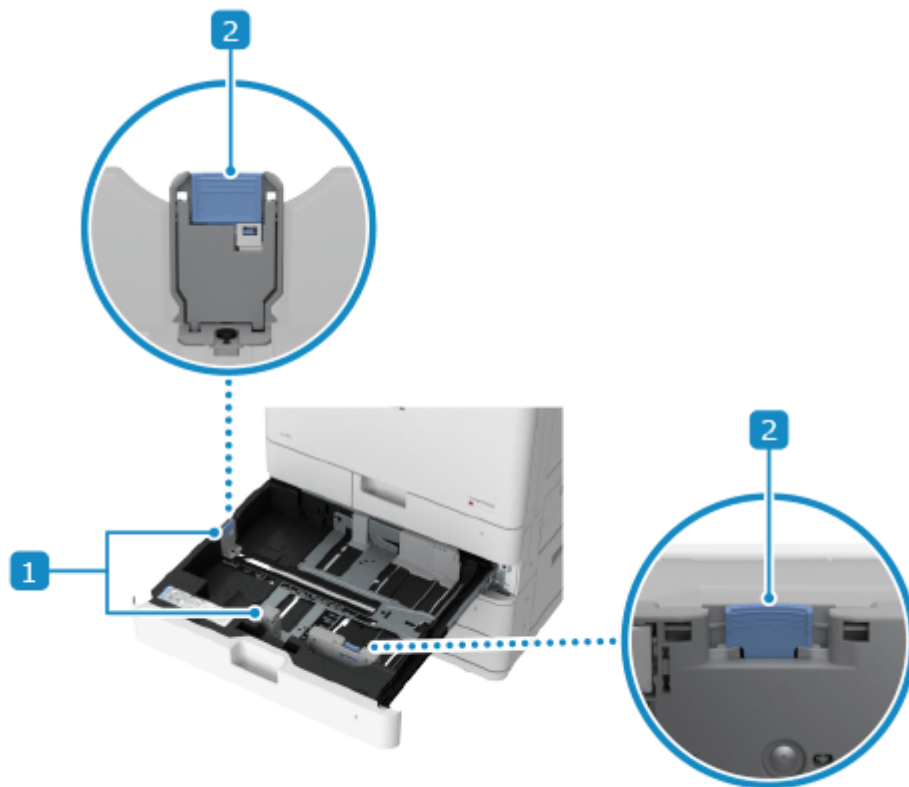
EK89-014

Load paper that you usually use into the paper drawer. [▶ Loading Paper in the Paper Drawer \(P. 220\)](#)

Paper drawer 1



Paper drawer 2



**1** Paper guides

Align the paper guides against the edges of the paper to properly place the paper.

**2** Lock release lever

Move the paper guides while holding the lock release lever.

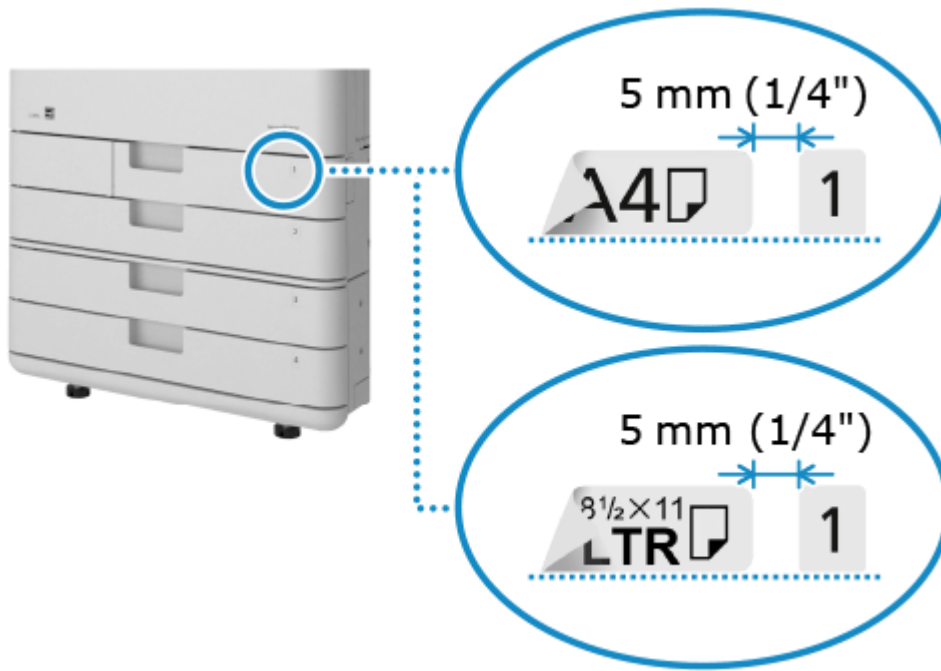
**NOTE**

Attaching Paper Size Labels

- Attach labels indicating the paper size to make it easier to see the type of paper loaded in the paper drawers.



- It is recommended to attach the labels approximately 5 mm (1/4") apart at the same height as the number labels.



# Usable Paper

The paper that can and cannot be used on the machine are shown below. Depending on the function, there are restrictions on usable paper.

- **Usable Paper Sizes [Europe][North America] (P. 47)**
- **Usable Paper Sizes [Asia/Oceania][Latin America] (P. 49)**
- **Usable Paper Types (P. 51)**
- **Unusable Paper (P. 53)**
- **Usage Conditions of Paper by Function (P. 53)**
- **Paper Sizes That Can Be Detected Automatically (P. 54)**

## NOTE

- Precautions must be taken when handling and storing paper. ➤ **Precautions When Handling Paper (P. 56)**
- For details about the paper that is usable when Output Options are installed, see the specifications of the options. ➤ **Supported Options (P. 4)**

## Usable Paper Sizes Europe North America

✓ : Usable    — : Not usable

| Paper Size       | Paper Source (Standard) |                |                    | Paper Source (Option)    |
|------------------|-------------------------|----------------|--------------------|--------------------------|
|                  | Paper drawer 1          | Paper drawer 2 | Multi-purpose Tray | Cassette Feeding Unit-BB |
| A3               | —                       | ✓              | ✓                  | ✓                        |
| B4               | —                       | ✓              | ✓                  | ✓                        |
| A4               | ✓                       | ✓              | ✓                  | ✓                        |
| A4R*1            | —                       | ✓              | ✓                  | ✓                        |
| B5               | ✓                       | ✓              | ✓                  | ✓                        |
| B5R*1            | —                       | ✓              | ✓                  | ✓                        |
| A5               | ✓                       | ✓              | ✓                  | ✓                        |
| A5R*1            | ✓                       | ✓              | ✓                  | ✓                        |
| A6R*1            | ✓                       | ✓              | ✓                  | ✓                        |
| 320x450mm (SRA3) | —                       | —              | ✓                  | —                        |
| 305x457mm        | —                       | ✓              | ✓                  | ✓                        |
| 16K              | ✓                       | ✓              | ✓                  | ✓                        |
| 16KR*1           | —                       | ✓              | ✓                  | ✓                        |

# About the Machine

| Paper Size                        | Paper Source (Standard) |                 |                    | Paper Source (Option)    |
|-----------------------------------|-------------------------|-----------------|--------------------|--------------------------|
|                                   | Paper drawer 1          | Paper drawer 2  | Multi-purpose Tray | Cassette Feeding Unit-BB |
| 8K                                | —                       | ✓               | ✓                  | ✓                        |
| Letter (LTR)                      | ✓                       | ✓               | ✓                  | ✓                        |
| Letter R (LTRR)* <sup>1</sup>     | —                       | ✓               | ✓                  | ✓                        |
| Legal (LGL)                       | —                       | ✓               | ✓                  | ✓                        |
| 11"x17"                           | —                       | ✓               | ✓                  | ✓                        |
| Statement (STMT)                  | —                       | —               | ✓                  | —                        |
| Statement R (STMTR)* <sup>1</sup> | ✓                       | ✓               | ✓                  | ✓                        |
| Executive (EXEC)                  | ✓                       | ✓               | ✓                  | ✓                        |
| Long Sheet (297x1200mm)           | —                       | —               | ✓* <sup>2</sup>    | —                        |
| Long Sheet (297x900mm)            | —                       | —               | ✓* <sup>2</sup>    | —                        |
| Free Size                         | —                       | —               | ✓* <sup>3,4</sup>  | —                        |
| Custom Size                       | ✓* <sup>5</sup>         | ✓* <sup>6</sup> | ✓* <sup>7,8</sup>  | ✓* <sup>6</sup>          |
| No.10 (COM10)                     | ✓                       | ✓               | ✓                  | —                        |
| ISO-C5                            | ✓                       | —               | ✓                  | —                        |
| DL                                | ✓                       | ✓               | ✓                  | —                        |
| Monarch                           | —                       | ✓               | ✓                  | —                        |
| Nagagata 3                        | ✓                       | ✓               | ✓                  | —                        |
| Nagagata 4                        | —                       | ✓               | —                  | —                        |
| Nagagata 40                       | —                       | ✓               | —                  | —                        |
| Yougatanaga 3                     | ✓                       | ✓               | ✓                  | —                        |
| Kakugata 2                        | —                       | ✓               | ✓                  | —                        |

\*<sup>1</sup> Indicates that paper in each size is loaded in the landscape orientation.

\*<sup>2</sup> When Long Sheet Feeding Tray-A is installed.

\*<sup>3</sup> You can use paper from 139.7 mm x 98.4 mm to 457.2 mm x 320 mm (5 1/2" x 3 7/8" to 18" x 12 5/8").

\*<sup>4</sup> When Long Sheet Feeding Tray-A is installed. You can use a custom size from 457.3 mm x 98.4 mm to 1,200 mm x 320 mm (18" x 3 7/8" to 47 1/4" x 12 5/8").

\*<sup>5</sup> You can use a custom size from 148.0 mm x 105.0 mm to 215.9 mm x 297 mm (5 7/8" x 4 1/8" to 8 1/2" x 11 3/4").

\*<sup>6</sup> You can use a custom size from 148.0 mm x 105.0 mm to 457.2 mm x 304.8 mm (5 7/8" x 4 1/8" to 18" x 12").

\*<sup>7</sup> You can use a custom size from 139.7 mm x 98.4 mm to 457.2 mm x 320 mm (5 1/2" x 3 7/8" to 18" x 12 5/8").

\* You can use a custom size envelope from 98 mm x 98 mm to 457.2 mm x 320 mm (3 7/8" x 3 7/8" to 18" x 12 5/8") (for the multi-purpose tray only).

\*<sup>8</sup> When Long Sheet Feeding Tray-A is installed. You can use a custom size from 457.3 mm x 98.4 mm to 1,200 mm x 320 mm (18" x 3 7/8" to 47 1/4" x 12 5/8").

Usable Paper Sizes [Asia/Oceania](#) [Latin America](#)

✓ : Usable    — : Not usable

| Paper Size                        | Paper Source (Standard) |                |                    | Paper Source (Option)    |
|-----------------------------------|-------------------------|----------------|--------------------|--------------------------|
|                                   | Paper drawer 1          | Paper drawer 2 | Multi-purpose Tray | Cassette Feeding Unit-BB |
| A3                                | —                       | ✓              | ✓                  | ✓                        |
| B4                                | —                       | ✓              | ✓                  | ✓                        |
| A4                                | ✓                       | ✓              | ✓                  | ✓                        |
| A4R* <sup>1</sup>                 | —                       | ✓              | ✓                  | ✓                        |
| B5                                | ✓                       | ✓              | ✓                  | ✓                        |
| B5R* <sup>1</sup>                 | —                       | ✓              | ✓                  | ✓                        |
| A5                                | ✓                       | ✓              | ✓                  | ✓                        |
| A5R* <sup>1</sup>                 | ✓                       | ✓              | ✓                  | ✓                        |
| A6R* <sup>1</sup>                 | ✓                       | ✓              | ✓                  | ✓                        |
| 320x450mm (SRA3)                  | —                       | —              | ✓                  | —                        |
| 305x457mm                         | —                       | ✓              | ✓                  | ✓                        |
| 16K                               | ✓                       | ✓              | ✓                  | ✓                        |
| 16KR* <sup>1</sup>                | —                       | ✓              | ✓                  | ✓                        |
| 8K                                | —                       | ✓              | ✓                  | ✓                        |
| Letter (LTR)                      | ✓                       | ✓              | ✓                  | ✓                        |
| Letter R (LTRR)* <sup>1</sup>     | —                       | ✓              | ✓                  | ✓                        |
| Legal (LGL)                       | —                       | ✓              | ✓                  | ✓                        |
| 11"x17"                           | —                       | ✓              | ✓                  | ✓                        |
| Statement (STMT)                  | —                       | —              | ✓                  | —                        |
| Statement R (STMTR)* <sup>1</sup> | ✓                       | ✓              | ✓                  | ✓                        |
| Executive (EXEC)                  | ✓                       | ✓              | ✓                  | ✓                        |
| FOOLSCAP/FOLIO                    | —                       | ✓              | ✓                  | ✓                        |
| OFICIO                            | —                       | ✓              | ✓                  | ✓                        |
| OFICIO (Mexico)                   | —                       | ✓              | ✓                  | ✓                        |

# About the Machine

| Paper Size                        | Paper Source (Standard) |                 |                    | Paper Source (Option)    |
|-----------------------------------|-------------------------|-----------------|--------------------|--------------------------|
|                                   | Paper drawer 1          | Paper drawer 2  | Multi-purpose Tray | Cassette Feeding Unit-BB |
| OFICIO (Ecuador)                  | —                       | ✓               | ✓                  | ✓                        |
| OFICIO (Argentina)                | —                       | ✓               | ✓                  | ✓                        |
| LETTER (Argentina)                | —                       | ✓               | ✓                  | ✓                        |
| LETTER (Argentina)* <sup>1</sup>  | —                       | ✓               | ✓                  | ✓                        |
| LETTER (Government)               | —                       | ✓               | ✓                  | ✓                        |
| LETTER (Government)* <sup>1</sup> | —                       | ✓               | ✓                  | ✓                        |
| OFICIO (Brazil)                   | —                       | ✓               | ✓                  | ✓                        |
| LEGAL (India)                     | —                       | ✓               | ✓                  | ✓                        |
| LEGAL (Government)                | —                       | ✓               | ✓                  | ✓                        |
| FOOLSCAP (Australia)              | —                       | ✓               | ✓                  | ✓                        |
| F4A                               | —                       | ✓               | ✓                  | ✓                        |
| Long Sheet (297x1200mm)           | —                       | —               | ✓ <sup>*2</sup>    | —                        |
| Long Sheet (297x900mm)            | —                       | —               | ✓ <sup>*2</sup>    | —                        |
| Free Size                         | —                       | —               | ✓ <sup>*3*4</sup>  | —                        |
| Custom Size                       | ✓ <sup>*5</sup>         | ✓ <sup>*6</sup> | ✓ <sup>*7*8</sup>  | ✓ <sup>*6</sup>          |
| No.10 (COM10)                     | ✓                       | ✓               | ✓                  | —                        |
| ISO-C5                            | ✓                       | —               | ✓                  | —                        |
| DL                                | ✓                       | ✓               | ✓                  | —                        |
| Monarch                           | —                       | ✓               | ✓                  | —                        |
| Nagagata 3                        | ✓                       | ✓               | ✓                  | —                        |
| Nagagata 4                        | —                       | ✓               | —                  | —                        |
| Nagagata 40                       | —                       | ✓               | —                  | —                        |
| Yougatanaga 3                     | ✓                       | ✓               | ✓                  | —                        |
| Kakugata 2                        | —                       | ✓               | ✓                  | —                        |

\*1 Indicates that paper in each size is loaded in the landscape orientation.

\*2 When Long Sheet Feeding Tray-A is installed.

\*3 You can use paper from 139.7 mm x 98.4 mm to 457.2 mm x 320 mm (5 1/2" x 3 7/8" to 18" x 12 5/8").

\*4 When Long Sheet Feeding Tray-A is installed. You can use a custom size from 457.3 mm x 98.4 mm to 1,200 mm x 320 mm (18" x 3 7/8" to 47 1/4" x 12 5/8").

\*5 You can use a custom size from 148.0 mm x 105.0 mm to 215.9 mm x 297 mm (5 7/8" x 4 1/8" to 8 1/2" x 11 3/4").

\*6 You can use a custom size from 148.0 mm x 105.0 mm to 457.2 mm x 304.8 mm (5 7/8" x 4 1/8" to 18" x 12").

\*7 You can use a custom size from 139.7 mm x 98.4 mm to 457.2 mm x 320 mm (5 1/2" x 3 7/8" to 18" x 12 5/8").

\* You can use a custom size envelope from 98 mm x 98 mm to 457.2 mm x 320 mm (3 7/8" x 3 7/8" to 18" x 12 5/8") (for the multi-purpose tray only).

\*8 When Long Sheet Feeding Tray-A is installed. You can use a custom size from 457.3 mm x 98.4 mm to 1,200 mm x 320 mm (18" x 3 7/8" to 47 1/4" x 12 5/8").

## Usable Paper Types

You can use non-chlorine paper with the machine.

✓ : Usable — : Not usable

| Paper Type    | Basis Weight                                                               | Paper Source (Standard) |                |                    | Paper Source (Option)    |
|---------------|----------------------------------------------------------------------------|-------------------------|----------------|--------------------|--------------------------|
|               |                                                                            | Paper drawer 1          | Paper drawer 2 | Multi-purpose Tray | Cassette Feeding Unit-BB |
| Thin 2        | 52 g/m <sup>2</sup> to 59 g/m <sup>2</sup> (14 to 15 lb bond)              | ✓                       | ✓              | ✓ *1               | ✓                        |
| Thin 1        | 60 g/m <sup>2</sup> to 63 g/m <sup>2</sup> (16 lb bond)                    | ✓                       | ✓              | ✓                  | ✓                        |
| Plain 1       | 64 g/m <sup>2</sup> to 75 g/m <sup>2</sup> (17 to 20 lb bond)              | ✓                       | ✓              | ✓                  | ✓                        |
| Plain 2       | 76 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (21 to 24 lb bond)              | ✓                       | ✓              | ✓                  | ✓                        |
| Plain 3       | 91 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (25 to 28 lb bond)             | ✓                       | ✓              | ✓                  | ✓                        |
| Heavy 1       | 106 g/m <sup>2</sup> to 128 g/m <sup>2</sup> (29 to 34 lb bond)            | ✓                       | ✓              | ✓                  | ✓                        |
| Heavy 2       | 129 g/m <sup>2</sup> to 150 g/m <sup>2</sup> (35 to 40 lb bond)            | ✓                       | ✓              | ✓                  | ✓                        |
| Heavy 3       | 151 g/m <sup>2</sup> to 163 g/m <sup>2</sup> (56 to 60 lb bond)            | ✓                       | ✓              | ✓                  | ✓                        |
| Heavy 4       | 164 g/m <sup>2</sup> to 180 g/m <sup>2</sup> (61 to 66 lb cover)           | ✓                       | ✓              | ✓                  | ✓                        |
| Heavy 5       | 181 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (67 to 80 lb cover)           | ✓                       | ✓              | ✓                  | ✓                        |
| Heavy 6       | 221 g/m <sup>2</sup> to 256 g/m <sup>2</sup> (82 lb cover to 140 lb index) | ✓                       | ✓              | ✓                  | ✓                        |
| Heavy 7       | 257 g/m <sup>2</sup> to 300 g/m <sup>2</sup> (100 to 110 lb cover)         | —                       | —              | ✓                  | —                        |
| Recycled 1 *2 | 64 g/m <sup>2</sup> to 75 g/m <sup>2</sup> (17 to 20 lb bond)              | ✓                       | ✓              | ✓                  | ✓                        |
| Recycled 2 *2 | 76 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (21 to 24 lb bond)              | ✓                       | ✓              | ✓                  | ✓                        |
| Recycled 3 *2 | 91 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (25 to 28 lb bond)             | ✓                       | ✓              | ✓                  | ✓                        |
| Pre-Punched 1 | 64 g/m <sup>2</sup> to 75 g/m <sup>2</sup> (17 to 20 lb bond)              | ✓                       | ✓              | ✓                  | ✓                        |
| Pre-Punched 2 | 76 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (21 to 24 lb bond)              | ✓                       | ✓              | ✓                  | ✓                        |

# About the Machine

| Paper Type                     | Basis Weight                                                               | Paper Source (Standard) |                 |                    | Paper Source (Option)    |
|--------------------------------|----------------------------------------------------------------------------|-------------------------|-----------------|--------------------|--------------------------|
|                                |                                                                            | Paper drawer 1          | Paper drawer 2  | Multi-purpose Tray | Cassette Feeding Unit-BB |
| Transparency <sup>*3</sup>     | 121 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (32 lb bond to 80 lb cover)   | ✓                       | ✓               | ✓                  | ✓                        |
| Labels                         | 118 g/m <sup>2</sup> to 185 g/m <sup>2</sup> (31 lb bond to 68 lb cover)   | —                       | —               | ✓                  | —                        |
| Color                          | 64 g/m <sup>2</sup> to 82 g/m <sup>2</sup> (17 to 21 lb bond)              | ✓                       | ✓               | ✓                  | ✓                        |
| Letterhead 1                   | 64 g/m <sup>2</sup> to 75 g/m <sup>2</sup> (17 to 20 lb bond)              | ✓                       | ✓               | ✓                  | ✓                        |
| Letterhead 2                   | 76 g/m <sup>2</sup> to 90 g/m <sup>2</sup> (21 to 24 lb bond)              | ✓                       | ✓               | ✓                  | ✓                        |
| Letterhead 3                   | 91 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (25 to 28 lb bond)             | ✓                       | ✓               | ✓                  | ✓                        |
| Letterhead 4                   | 106 g/m <sup>2</sup> to 128 g/m <sup>2</sup> (29 to 34 lb bond)            | ✓                       | ✓               | ✓                  | ✓                        |
| Letterhead 5                   | 129 g/m <sup>2</sup> to 150 g/m <sup>2</sup> (35 to 40 lb bond)            | ✓                       | ✓               | ✓                  | ✓                        |
| Letterhead 6                   | 151 g/m <sup>2</sup> to 163 g/m <sup>2</sup> (56 to 60 lb cover)           | ✓                       | ✓               | ✓                  | ✓                        |
| Letterhead 7                   | 164 g/m <sup>2</sup> to 180 g/m <sup>2</sup> (61 to 66 lb cover)           | ✓                       | ✓               | ✓                  | ✓                        |
| Bond                           | 83 g/m <sup>2</sup> to 99 g/m <sup>2</sup> (22 to 26 lb bond)              | ✓                       | ✓               | ✓                  | ✓                        |
| Tracing <sup>*4</sup>          | 64 g/m <sup>2</sup> to 99 g/m <sup>2</sup> (17 to 27 lb bond)              | —                       | —               | ✓                  | —                        |
| 1-Sided Coated 1               | 106 g/m <sup>2</sup> to 128 g/m <sup>2</sup> (29 to 34 lb bond)            | —                       | —               | ✓                  | —                        |
| 1-Sided Coated 2               | 129 g/m <sup>2</sup> to 163 g/m <sup>2</sup> (35 lb bond to 60 lb cover)   | —                       | —               | ✓                  | —                        |
| 1-Sided Coated 3               | 164 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (61 to 80 lb cover)           | —                       | —               | ✓                  | —                        |
| 1-Sided Coated 4               | 221 g/m <sup>2</sup> to 256 g/m <sup>2</sup> (82 lb cover to 140 lb index) | —                       | —               | ✓                  | —                        |
| 1-Sided Coated 5 <sup>*5</sup> | 257 g/m <sup>2</sup> to 300 g/m <sup>2</sup> (100 to 110 lb cover)         | —                       | —               | ✓ <sup>*6</sup>    | —                        |
| 2-Sided Coated 1               | 106 g/m <sup>2</sup> to 128 g/m <sup>2</sup> (29 to 34 lb bond)            | —                       | —               | ✓                  | —                        |
| 2-Sided Coated 2               | 129 g/m <sup>2</sup> to 163 g/m <sup>2</sup> (35 lb bond to 60 lb cover)   | —                       | —               | ✓                  | —                        |
| 2-Sided Coated 3               | 164 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (61 to 80 lb cover)           | —                       | —               | ✓                  | —                        |
| 2-Sided Coated 4               | 221 g/m <sup>2</sup> to 256 g/m <sup>2</sup> (82 lb cover to 140 lb index) | —                       | —               | ✓                  | —                        |
| 2-Sided Coated 5 <sup>*5</sup> | 257 g/m <sup>2</sup> to 300 g/m <sup>2</sup> (100 to 110 lb cover)         | —                       | —               | ✓ <sup>*6</sup>    | —                        |
| Envelope                       | 75 g/m <sup>2</sup> to 105 g/m <sup>2</sup> (20 to 28 lb bond)             | ✓ <sup>*7</sup>         | ✓ <sup>*8</sup> | ✓                  | —                        |

- \*1 Not available when optional Media Adjustment kit-A is attached. [Europe](#) [Asia/Oceania](#) [Latin America](#)
- \*2 You can use 100% recycled paper.
- \*3 You can use A4 or letter size paper.
- \*4 May not be usable depending on the type of tracing paper.
- \*5 You cannot use 12 5/8" x 17 3/4" (320 mm x 450 mm) (SRA3).
- \*6 Optional Media Adjustment kit-A is required. [Europe](#) [Asia/Oceania](#) [Latin America](#)
- \*7 Envelope Feeder Attachment kit is needed for envelope.
- \*8 Envelope Feeder Attachment is needed for some envelope.

## Unusable Paper

Do not use the following types of paper, as they can cause paper jams or printing errors:

- Wrinkled, creased, curled\*<sup>1</sup>, torn, or damp paper\*<sup>2</sup>
- Thin straw paper, very thin paper, coarse paper, glossy paper
- Paper printed by a thermal transfer printer, back side of paper printed by a thermal transfer printer
- Paper with glue or other adhesive sticking out or paper whose back side can be easily peeled off

\*<sup>1</sup> If the amount of curling exceeds 5 mm (1/4"), flatten the edges of the paper to remove the curls. Heavy paper that curls toward the back side of the paper is particularly likely to cause paper jams.

\*<sup>2</sup> Printing on damp paper may cause steam to be emitted from the output area or water droplets to adhere to the output part, but this does not indicate a malfunction. This is because the water contained in the paper evaporates due to the heat generated when the toner fixes to the paper. This is more likely to occur when the room temperature is low.

## Usage Conditions of Paper by Function

Depending on the function, there are restrictions on usable paper, and functions are restricted by the paper that is being used.

### Usable Paper for 2-Sided Printing

The paper that can be used for 2-sided printing is shown below.

|                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|--------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size         | <a href="#">Europe</a> <a href="#">North America</a><br>A3, B4, A4, A4R, B5, B5R, A5R, 305 x 457mm, 16K, 16KR, 8K, Letter (LTR), Letter R (LTRR), Legal (LGL), 11" x 17", Statement R (STMTR), Executive (EXEC), Custom Size (139.7 mm x 182 mm to 304.8 mm x 457.2 mm(5 1/2" x 7 1/8" to 12" x 18"))<br><a href="#">Asia/Oceania</a> <a href="#">Latin America</a><br>A3, B4, A4, A4R, B5, B5R, A5R, 305 x 457mm, 16K, 16KR, 8K, Letter (LTR), Letter R (LTRR), Legal (LGL), 11" x 17", Statement R (STMTR), Executive (EXEC), FOOLSCAP/FOLIO, OFICIO, OFICIO (Mexico), OFICIO (Ecuador), OFICIO (Argentina), LETTER (Argentina), LETTERR (Argentina), LETTER (Government), LETTERR (Government), OFICIO (Brazil), LEGAL (India), LEGAL (Government), FOOLSCAP (Australia), F4A, Custom Size (139.7 mm x 182 mm to 304.8 mm x 457.2 mm(5 1/2" x 7 1/8" to 12" x 18")) |
| Paper Type         | Thin 1 and Thin 2, Plain 1 to Plain 3, Heavy 1 to Heavy 5, Recycled 1 to Recycled 3, Pre-punched 1 and Pre-punched 2, Color, Letterhead 1 to Letterhead 7, Bond                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Paper Basis Weight | 52 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (14 lb bond to 80 lb cover)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |

To perform 2-sided printing or 2-sided copying using paper other than the above, print on one side of the paper, and then reload the paper in the multi-purpose tray and print on the opposite side (manual 2-sided printing).

\* When you print on the back side of printed paper, select [2nd Side of 2-Sided Page] on the screen for setting the paper type. ➡ **Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)**



## Paper Usable with Finishing Functions

You can use the standard-equipped finishing functions to print and copy on the paper shown below.

|            |                                                                                                                                                                                                                                                                                                                                                                               |
|------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size | <a href="#">Collate and Group</a><br>Paper sizes usable for the Main Unit <a href="#">▶ Usable Paper Sizes [Europe][North America] (P. 47)</a><br><br><a href="#">Rotate 90 Degrees</a><br>A4, A4R, B5, B5R, LTR, LTRR                                                                                                                                                        |
| Paper Type | <a href="#">Collate and Group</a><br>Paper types usable for the Main Unit <a href="#">▶ Usable Paper Types (P. 51)</a><br><br><a href="#">Rotate 90 Degrees</a><br>Thin 1 and Thin 2, Plain 1 to Plain 3, Heavy 1 to Heavy 7, Recycled 1 to Recycled 3, Color, Letterhead 1 to Letterhead 7, Bond, 1-Sided Coated 1 to 1-Sided Coated 5, 2-Sided Coated 1 to 2-Sided Coated 5 |

For details about the paper that is usable with finishing functions when Output Options are installed, see the specifications of the options. [▶ Supported Options \(P. 4\)](#)

## Usable Paper for Booklet Printing

The paper that can be used for booklet printing is shown below.

|                    |                                                                                                                                                                                                                                                                                                                                     |
|--------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper Size         | <div>Europe North America</div> A3, B4, A4R, LTRR, LGL, 11" x 17"<br><br><div>Asia/Oceania Latin America</div> A3, B4, A4R, LTRR, LGL, 11" x 17", FOOLSCAP/FOLIO, OFICIO, OFICIO (Mexico), OFICIO (Ecuador), OFICIO (Argentina), LETTERR (Argentina), OFICIO (Brazil), LEGAL (India), LEGAL (Government), FOOLSCAP (Australia), F4A |
| Paper Type         | Thin 1 and Thin 2, Plain 1 to Plain 3, Heavy 1 to Heavy 5, Recycled 1 to Recycled 3, Color, Letterhead 1 to Letterhead 7, Bond                                                                                                                                                                                                      |
| Paper Basis Weight | 52 g/m <sup>2</sup> to 220 g/m <sup>2</sup> (14 lb bond to 80 lb cover)                                                                                                                                                                                                                                                             |

## Paper Sizes That Can Be Detected Automatically

The paper sizes shown below can be detected automatically when paper is loaded in the paper source.

|                                                                                |                                                                                                                                                                                                                                                                                                                                                                       |
|--------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Paper drawer 1                                                                 | <a href="#">When the paper size is restricted to A/B Size</a><br>A4, B5, A5, A5R<br><br><a href="#">When the paper size is restricted to Inch Size</a><br>LTR, STMTR, EXEC<br><br><a href="#">When the paper size is restricted to A/K Size</a><br>A4, A5, A5R, 16K                                                                                                   |
| Paper drawer 2<br>Paper drawer 3 <sup>*1</sup><br>Paper drawer 4 <sup>*1</sup> | <a href="#">When the paper size is restricted to A/B Size</a><br>A3, B4, A4, A4R, B5, B5R, A5, A5R, A6R<br><br><a href="#">When the paper size is restricted to Inch Size</a><br>305 mm x 457 mm (12" x 18"), LTR, LTRR, LGL, 11" x 17", STMTR, EXEC<br><br><a href="#">When the paper size is restricted to A/K Size</a><br>A3, A4, A4R, A5, A5R, A6R, 8K, 16K, 16KR |

\*1 Optional Cassette Feeding Unit-BB

NOTE

- By default, the automatically recognized paper size to be restricted varies depending on the region. [▶\[Paper Size Group for Auto Recognition in Drawer\] \(P. 978\)](#)

\* For paper drawers, you can also configure settings so that the machine recognizes all of A/B size, inch size, and A/K size paper.

# Precautions When Handling Paper

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EK89-016

To prevent paper jams and other errors and ensure clear printing, you must take precautions when handling and storing paper.

To maintain the quality of printed paper, pay attention when storing and gluing paper.

## Handling and Storing Paper

### Acclimating the Paper to the Usage Environment

Before using the paper in the machine, be sure to fully acclimate the paper to the environment where the machine is located. Immediately using paper stored in a location with a different temperature or humidity can cause paper jams or printing errors.

### Storing Paper Before Use

- It is recommended that you use paper as soon as possible after opening the package. Any remaining paper should be wrapped in the original package and stored on a flat surface.
- To protect the paper from moisture or dryness, keep the paper wrapped in its package until use.
- Do not store the paper so that it curls or folds.
- Do not store the paper vertically, and do not stack too much paper.
- Do not store the paper in direct sunlight, or in a place with high humidity, dryness, or a drastically different temperature or humidity compared to the usage environment.

## Storing and Gluing Printed Paper

### Storing Paper

- Store the paper on a flat surface.
- Do not store the paper together with items made of polyvinyl chloride (PVC) such as a clear folder. The toner may melt, causing the paper to stick to the PVC material.
- Do not store the paper folded or creased. Toner may peel off.
- Do not store the paper in a place with high temperature.
- When storing the paper for a long period of time (two years or longer), store in a binder or similar item.
- Storing the paper for a long period of time can cause a discoloration of the paper, resulting in a discoloration of printed images.

### Precautions When Gluing Printed Paper

- Always use insoluble adhesives.
- Before applying adhesive, perform a test using an unneeded printout.
- Allow glued paper to fully dry before stacking.

# Specifications

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Specifications are subject to change for product improvement, and the contents may be updated depending on products released in the future. For details about product information, see the Canon website.

<https://global.canon/>

## Specifications of Main Unit

- **Basic Specifications (P. 58)**
- **2-Sided Single Pass Feeder Specifications (P. 61)**

## Specifications of Functions

- **Print Specifications (P. 64)**
- **Scan Specifications (P. 67)**
- **Fax Specifications (P. 69)**
- **Network Specifications (P. 71)**
- **Security and Management Function Specifications (P. 73)**

## Operating Environment and Supported Software and Servers

- **Supported Environment (P. 80)**

## See Also

You can check the compatibility of options and their specifications.

- **Supported Options (P. 4)**

# Basic Specifications

EK89-152

|                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|--------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                           | Canon imageFORCE 4045 / 4030 / 4025                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Type                           | Desktop                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Scan Resolution                | <p><a href="#">4045</a><br/>600 dpi x 600 dpi<br/>300 dpi x 600 dpi<br/>300 dpi x 300 dpi</p> <p><a href="#">4030 / 4025</a><br/>Full Color: 300 dpi x 600 dpi<br/>Black &amp; White: 600 dpi x 600 dpi, 300 dpi x 600 dpi, 300 dpi x 300 dpi</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Print Resolution* <sup>1</sup> | 4,800 dpi x 2,400 dpi                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| Number of Tones                | 256                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Copy Original                  | <p><a href="#">Original Size</a><br/>Maximum: 297.0 mm x 431.8 mm (11 3/4" x 17")</p> <p><a href="#">Scan Type (for 4045)</a><br/>Sheet, Book, 3-Dimensional objects</p> <p><a href="#">Scan Type (for 4030 / 4025)</a><br/>Sheet, Book</p> <p><a href="#">Original Size That Can Be Detected Automatically</a></p> <p><a href="#">Europe</a><br/>A3, B4, A4, A4R, B5, B5R, A5, A5R, B6, A6R</p> <p><a href="#">Asia/Oceania</a> <a href="#">Latin America</a><br/>A3, B4, A4, A4R, B5, B5R, A5, A5R, B6, A6R, LTR, LTRR, LGL, 11"x17", STMT, STMTTR</p> <p><a href="#">North America</a><br/>LTR, LTRR, LGL, 11"x17", STMT, STMTTR</p> <p>* With the [LTRR/STMT Original Selection] setting, the machine can detect whether the original size is LTRR or STMT when scanning.</p> |
| Copy Size and Paper            | <p><a href="#">Paper Size</a><br/><a href="#">▶ Usable Paper (P. 47)</a></p> <p><a href="#">Margin</a></p> <ul style="list-style-type: none"> <li>• Top: 4.0 mm (3/16")</li> <li>• Left: 2.5 mm (1/8")</li> <li>• Right: 0.0 mm (0")</li> <li>• Tail end: 2.5 mm (1/8")</li> </ul> <p><a href="#">Paper Basis Weight</a></p> <ul style="list-style-type: none"> <li>• Paper drawer: 52 g/m<sup>2</sup> to 256 g/m<sup>2</sup> (14 lb bond to 140 lb index)</li> <li>• Multi-purpose tray: 52 g/m<sup>2</sup> to 300 g/m<sup>2</sup> (14 lb bond to 110 lb cover)</li> </ul>                                                                                                                                                                                                       |
| Paper Type                     | <a href="#">▶ Usable Paper (P. 47)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

|                                                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Warm-up Time* <sup>2</sup>                                                   | <p><a href="#">After Powering ON</a><br/>40 seconds*<sup>3</sup></p> <p><a href="#">After Recovering from Sleep Mode</a><br/>10 seconds</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| First Copy Time (A4 or LTR)                                                  | <p><a href="#">4045</a><br/>5.3 seconds</p> <p><a href="#">4030 / 4025</a><br/>7.0 seconds</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Continuous Copy Speed* <sup>4</sup><br>(Equivalent to A4 or LTR Plain Paper) | <p><a href="#">4045</a><br/>45 sheets/minute</p> <p><a href="#">4030</a><br/>30 sheets/minute</p> <p><a href="#">4025</a><br/>25 sheets/minute</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Magnification                                                                | <p><a href="#">Standard</a><br/><a href="#">Europe</a><br/>400%, 200%, 141.4%, 100%, 70.7%, 50%, 25%</p> <p><a href="#">Asia/Oceania</a> <a href="#">Latin America</a><br/>400%, 200%, 141.4%, 122.4%, 115.4%, 100%, 86.5%, 81.6%, 70.7%, 61%, 50%, 25%</p> <p><a href="#">North America</a><br/>400%, 200%, 129.4%, 121.4%, 100%, 78.5%, 73.3%, 64.7%, 50%, 25%</p> <p><a href="#">Zoom</a><br/>25% to 400% (in 1% increments)</p> <p>* Magnification error of Direct (100%)</p> <ul style="list-style-type: none"> <li>• Vertical: ±0.8%</li> <li>• Horizontal: ±0.9%</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                     |
| Paper Feeding Method and Paper Capacity                                      | <p><a href="#">Cassette (Upper)</a><br/>640 sheets (64 g/m<sup>2</sup> (17 lb bond))<br/>550 sheets (75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</p> <ul style="list-style-type: none"> <li>• Transparency: 100 sheets</li> <li>• Envelope: 25 sheets</li> </ul> <p><a href="#">Cassette (Lower)</a><br/>640 sheets (64 g/m<sup>2</sup> (17 lb bond))<br/>550 sheets (75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</p> <ul style="list-style-type: none"> <li>• Transparency: 100 sheets</li> <li>• Envelope: 45 mm (1 3/4") in height</li> </ul> <p><a href="#">Multi-Purpose Tray</a><br/>120 sheets (64 g/m<sup>2</sup> (17 lb bond))<br/>100 sheets (75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</p> <ul style="list-style-type: none"> <li>• Envelope: 10 sheets</li> <li>• Coated paper: 1 sheet</li> <li>• Thin, Heavy, Bond, Tracing, Labels, Transparency: 11 mm (1/2") in height</li> </ul> |
| Inner Tray Capacity<br>* when the 1st copy tray kit is installed.            | <p><a href="#">1-Sided</a></p> <ul style="list-style-type: none"> <li>• A4, B5, A5, A5R, A6R, 16K, LTR, STMT, STMTR: 250 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |

## About the Machine

|                                    |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                    | <ul style="list-style-type: none"> <li>A3, B4, A4R, B5R, 320 mm x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 mm x 457 mm (12" x 18"), 16KR, 8K, LGL, LTRR, EXEXC, 11" x 17": 100 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> </ul> <p>2-Sided</p> <ul style="list-style-type: none"> <li>A4, B5, A5, A5R, A6R, 16K, LTR, STMT, STMTR: 200 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> <li>A3, B4, A4R, B5R, 320 mm x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 mm x 457 mm (12" x 18"), 16KR, 8K, LGL, LTRR, EXEC, 11" x 17": 100 sheets (64 g/m<sup>2</sup> (17 lb bond), 75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))</li> </ul> |
| Number of Continuous Copies        | 9,999 sheets                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| Power Supply                       | 220 V - 240 V AC, 50 / 60 Hz, 4 A                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Power consumption                  | <p><b>Maximum Power Consumption</b><br/>1,500 W</p> <p><b>Power Consumption in Sleep Mode</b><br/>0.8 W (When [Sleep Mode Energy Use] is set to [Low])</p> <p><b>When Main Power Is OFF</b></p> <ul style="list-style-type: none"> <li>When [Quick Startup Settings for Main Power] is set to [On]: 0.8 W</li> <li>When [Quick Startup Settings for Main Power] is set to [Off]: 0.3 W</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                            |
| Dimensions (W x D x H)             | 565 mm x 712 mm x 862 mm (22 1/4" x 28" x 34")                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| Weight (excluding toner cartridge) | Approx. 68 kg (149.9 lb)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
| Maximum Occupancy Space (W x D)    | 894 mm x 712 mm (35 1/4" x 28")*5                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| Memory Capacity                    | <p><b>RAM</b><br/>3.0 GB</p> <p><b>eMMC</b><br/>64 GB (available space: 30 GB)</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Environmental Conditions           | <ul style="list-style-type: none"> <li>Temperature: 10 °C to 30 °C (50 °F to 86 °F)</li> <li>Humidity: 20 % to 80 % RH (no condensation)</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

\*1 600 dpi x 600 dpi when scanning.

\*2 May vary depending on the usage environment and usage conditions.

\*3 When [Quick Startup Settings for Main Power] is set to [On] and the main power is turned ON, the control panel can be operated within 4 seconds. Quick startup may not be available depending on the usage conditions.

\*4 Speed when continuously copying the same data with A4 or LTR size Plain Paper, and 1-sided copying. Copy speed may decrease depending on the output resolution, paper type and size, and feeding direction. The machine may pause or slow down during continuous printing to control the temperature of the main unit or image quality.

\*5 When the multi-purpose tray is extended.

# 2-Sided Single Pass Feeder Specifications

EK89-153

🔗 [Single Pass DADF-F \(P. 61\)](#)

🔗 [Single Pass DADF-G \(P. 62\)](#)

## Single Pass DADF-F

- This is standard equipment for 4045 in Europe.
- This is optional equipment in Asia/Oceania.

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Feeder Type            | Automatic 2-sided Document Feeder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| Original Size and Type | <p><a href="#">Original Size</a></p> <ul style="list-style-type: none"> <li>• Maximum: 304.8 mm x 431.8 mm (12" x 17") (304.8 mm to 630 mm (12" to 24 7/8") when using a long sheet original)</li> <li>• Minimum: 48.0 mm x 85.0 mm (1 7/8" x 3 3/8")</li> </ul> <p><a href="#">Original Weight</a></p> <p>1-sided Scanning</p> <ul style="list-style-type: none"> <li>• A/B size: 38 g/m<sup>2</sup> to 128 g/m<sup>2</sup> (10 lb bond to 34 lb bond)</li> <li>• Inch size: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup> (13 lb bond to 34 lb bond)</li> <li>• Business card originals: 128 g/m<sup>2</sup> to 220 g/m<sup>2</sup> (34 lb bond to 80 lb cover)</li> <li>• Long sheet originals: 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (16 lb bond to 24 lb bond)</li> </ul> <p>2-sided Scanning</p> <ul style="list-style-type: none"> <li>• A/B size, Inch size: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup> (13 lb bond to 34 lb bond)</li> <li>• Business card originals: 128 g/m<sup>2</sup> to 220 g/m<sup>2</sup> (34 lb bond to 80 lb cover)</li> </ul> <p><a href="#">Original Size That Can Be Detected Automatically</a></p> <p><a href="#">Europe</a></p> <p>A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R</p> <p><a href="#">Asia/Oceania</a></p> <p>A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, A6R, LTR, LTRR, LGL, 11" x 17", STMT, STMT R</p> <p><a href="#">The Combination of Original Sizes That Can Be Placed Together</a></p> <p>* Placing originals with other combinations may result in damage to the original or paper jams.</p> <p><a href="#">Europe</a></p> <ul style="list-style-type: none"> <li>• Originals with the same width: A3 and A4, A4R and A5</li> <li>• Originals with a different width: A5R and A6R</li> </ul> <p><a href="#">Asia/Oceania</a></p> <ul style="list-style-type: none"> <li>• Originals with the same width: A3 and A4, B4 and B5, A4R and A5, LTR and 11" x 17", LTRR and LGL, LTRR and STMT, LGL and STMT</li> <li>• Originals with a different width: A3 and B4, B4 and A4R, A4 and B5, B5R and A5R, A5R and A6R, B6R and A6R, LGL and 11" x 17", LTR and LGL</li> </ul> |



|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Original Storage Capacity           | <p>110 sheets (64 g/m<sup>2</sup> (17 lb bond))<br/> 100 sheets (75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))<br/> 10 sheets (39 g/m<sup>2</sup> to 49 g/m<sup>2</sup> (10.4 lb bond to 13 lb bond))<br/> 1 sheet (38 g/m<sup>2</sup> (10.1 lb bond))</p> <p>Originals with a width shorter than 85 mm (3 3/8") (excluding business card size): 50 sheets<br/> Business card originals: 35 sheets<br/> Original with a feeding length of longer than 432 mm (17"): 1 sheet</p>                                                                                                                                                                                                                                           |
| Original Scanning Speed (A4 or LTR) | <p><a href="#">When Scanning (300 dpi x 300 dpi) *1</a></p> <p>1-sided Scanning</p> <ul style="list-style-type: none"> <li>• Full Color: 80 pages/minute</li> <li>• Black &amp; White: 80 pages/minute</li> </ul> <p>2-sided Scanning</p> <ul style="list-style-type: none"> <li>• Full Color: 120 pages/minute</li> <li>• Black &amp; White: 120 pages/minute</li> </ul> <p><a href="#">When Copying (600 dpi x 600 dpi)</a></p> <p>1-sided Scanning</p> <ul style="list-style-type: none"> <li>• Full Color: 60 pages/minute</li> <li>• Black &amp; White: 60 pages/minute</li> </ul> <p>2-sided Scanning</p> <ul style="list-style-type: none"> <li>• Full Color: 60 pages/minute</li> <li>• Black &amp; White: 60 pages/minute</li> </ul> |

\*1 Varies depending on the scan settings and original.

## Single Pass DADF-G

- This is standard equipment for 4030 / 4025 in Europe.
- This is optional equipment in Asia/Oceania.

|                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Feeder Type            | Automatic 2-sided Document Feeder                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
| Original Size and Type | <p><a href="#">Original Size</a></p> <ul style="list-style-type: none"> <li>• Maximum: 304.8 mm x 431.8 mm (12" x 17") (304.8 mm to 630 mm (12" to 24 7/8") when using a long sheet original)</li> <li>• Minimum: 48.0 mm x 85.0 mm (1 7/8" x 3 3/8")</li> </ul> <p><a href="#">Original Weight</a></p> <p>1-sided Scanning</p> <ul style="list-style-type: none"> <li>• A/B size: 38 g/m<sup>2</sup> to 128 g/m<sup>2</sup> (10 lb bond to 34 lb bond)</li> <li>• Inch size: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup> (13 lb bond to 34 lb bond)</li> <li>• Business card originals: 128 g/m<sup>2</sup> to 220 g/m<sup>2</sup> (34 lb bond to 80 lb cover)</li> <li>• Long sheet originals: 60 g/m<sup>2</sup> to 90 g/m<sup>2</sup> (16 lb bond to 24 lb bond)</li> </ul> <p>2-sided Scanning</p> <ul style="list-style-type: none"> <li>• A/B size, Inch size: 50 g/m<sup>2</sup> to 128 g/m<sup>2</sup> (13 lb bond to 34 lb bond)</li> <li>• Business card originals: 128 g/m<sup>2</sup> to 220 g/m<sup>2</sup> (34 lb bond to 80 lb cover)</li> </ul> <p><a href="#">Original Size That Can Be Detected Automatically</a></p> <p><a href="#">Europe</a></p> <p>A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R</p> <p><a href="#">Asia/Oceania</a></p> |

|                                     |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
|-------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     | <p>A3, B4, A4, A4R, B5, B5R, A5, A5R, B6R, A6R, LTR, LTRR, LGL, 11" x 17", STMT, STMTTR</p> <p><a href="#">The Combination of Original Sizes That Can Be Placed Together</a></p> <p>* Placing originals with other combinations may result in damage to the original or paper jams.</p> <p><a href="#">Europe</a></p> <ul style="list-style-type: none"> <li>• Originals with the same width: A3 and A4, A4R and A5</li> <li>• Originals with a different width: A5R and A6R</li> </ul> <p><a href="#">Asia/Oceania</a></p> <ul style="list-style-type: none"> <li>• Originals with the same width: A3 and A4, B4 and B5, A4R and A5, LTR and 11" x 17", LTRR and LGL, LTRR and STMT, LGL and STMT</li> <li>• Originals with a different width: A3 and B4, B4 and A4R, A4 and B5, B5R and A5R, A5R and A6R, B6R and A6R, LGL and 11" x 17", LTR and LGL</li> </ul> |
| Original Storage Capacity           | <p>110 sheets (64 g/m<sup>2</sup> (17 lb bond))<br/> 100 sheets (75 g/m<sup>2</sup> (20 lb bond), 80 g/m<sup>2</sup> (21 lb bond))<br/> 10 sheets (39 g/m<sup>2</sup> to 49 g/m<sup>2</sup> (10.4 lb bond to 13 lb bond))<br/> 1 sheet (38 g/m<sup>2</sup> (10.1 lb bond))</p> <p>Originals with a width shorter than 85 mm (3 3/8") (excluding business card size): 50 sheets<br/> Business card originals: 35 sheets<br/> Original with a feeding length of longer than 432 mm (17"): 1 sheet</p>                                                                                                                                                                                                                                                                                                                                                                |
| Original Scanning Speed (A4 or LTR) | <p><a href="#">When Scanning (300 dpi x 300 dpi) *1</a></p> <p>1-sided Scanning</p> <ul style="list-style-type: none"> <li>• Full Color: 35 pages/minute</li> <li>• Black &amp; White: 35 pages/minute</li> </ul> <p>2-sided Scanning</p> <ul style="list-style-type: none"> <li>• Full Color: 70 pages/minute</li> <li>• Black &amp; White: 70 pages/minute</li> </ul> <p><a href="#">When Copying (600 dpi x 600 dpi)</a></p> <p>1-sided Scanning</p> <ul style="list-style-type: none"> <li>• Full Color: 30 pages/minute</li> <li>• Black &amp; White: 30 pages/minute</li> </ul> <p>2-sided Scanning</p> <ul style="list-style-type: none"> <li>• Full Color: 40 pages/minute</li> <li>• Black &amp; White: 60 pages/minute</li> </ul>                                                                                                                        |

\*1 Varies depending on the scan settings and original.

# Print Specifications

EK89-01A

- **UFR II Printer Function (P. 64)**
- **PCL Printer Function (P. 64)**
- **PS Printer Function (Option) (P. 65)**
- **Printing with the Hold Print Function\*1 (P. 66)**

## UFR II Printer Function

|                                 |                                                                                                                                                                                          |
|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type                            | Internal                                                                                                                                                                                 |
| Print Size                      | ➤ <b>Usable Paper (P. 47)</b>                                                                                                                                                            |
| Continuous Print Speed          | Same as "Continuous Copy Speed" of the main unit<br>➤ <b>Basic Specifications (P. 58)</b>                                                                                                |
| Data Processing Resolution      | 1,200 dpi x 1,200 dpi<br>600 dpi x 600 dpi                                                                                                                                               |
| Page Description Language (PDL) | UFR II                                                                                                                                                                                   |
| Supported Protocols             | TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD                                                                                                                                               |
| Supported Operating Systems     | Windows 10, 11<br>Windows Server 2016, 2019, 2022, 2025<br>macOS 11.7 or later                                                                                                           |
| Resident Fonts                  | None                                                                                                                                                                                     |
| Interface                       | <b>USB</b><br>USB 2.0 Hi-Speed<br><br><b>Wired LAN</b><br>10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant)<br><br><b>Wireless LAN</b><br>IEEE 802.11b, IEEE 802.11g, IEEE 802.11n |

## PCL Printer Function

In Asia/Oceania, this function is optional depending on the region.

|                            |                                                                                           |
|----------------------------|-------------------------------------------------------------------------------------------|
| Name                       | PCL Printer Kit                                                                           |
| Type                       | Internal                                                                                  |
| Print Size                 | ➤ <b>Usable Paper (P. 47)</b>                                                             |
| Continuous Print Speed     | Same as "Continuous Copy Speed" of the main unit<br>➤ <b>Basic Specifications (P. 58)</b> |
| Data Processing Resolution | <b>PCL5</b><br>600 dpi x 600 dpi<br><br><b>PCL6</b><br>1,200 dpi x 1,200 dpi              |

## About the Machine

|                                 |                                                                                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                 | 600 dpi x 600 dpi                                                                                                                                                                                                   |
| Page Description Language (PDL) | PCL5, PCL6                                                                                                                                                                                                          |
| Supported Protocols             | TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD                                                                                                                                                                          |
| Supported Operating Systems     | Windows 10, 11<br>Windows Server 2016, 2019, 2022, 2025                                                                                                                                                             |
| Resident Fonts                  | 93 Roman, 10 Bitmap fonts, 2 OCR fonts, Andalé Mono WT J/K/S/T* <sup>1</sup> (Japanese, Korean, Simplified Chinese, Traditional Chinese), Barcode fonts* <sup>2</sup>                                               |
| Interface                       | <a href="#">USB</a><br>USB 2.0 Hi-Speed<br><br><a href="#">Wired LAN</a><br>10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant)<br><br><a href="#">Wireless LAN</a><br>IEEE 802.11b, IEEE 802.11g, IEEE 802.11n |

\*<sup>1</sup> The optional PCL International Font Set is required.

\*<sup>2</sup> The optional Barcode Printing Kit is required.

## PS Printer Function (Option)

|                                 |                                                                                                                                                                                                                     |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Name                            | PS Printer Kit                                                                                                                                                                                                      |
| Type                            | Internal                                                                                                                                                                                                            |
| Print Size                      | ➤ <b>Usable Paper (P. 47)</b>                                                                                                                                                                                       |
| Continuous Print Speed          | Same as "Continuous Copy Speed" of the main unit<br>➤ <b>Basic Specifications (P. 58)</b>                                                                                                                           |
| Data Processing Resolution      | 1,200 dpi x 1,200 dpi<br>600 dpi x 600 dpi                                                                                                                                                                          |
| Page Description Language (PDL) | Adobe PostScript 3                                                                                                                                                                                                  |
| Supported Protocols             | TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD                                                                                                                                                                          |
| Supported Operating Systems     | <a href="#">Driver</a><br>Windows 10, 11<br>Windows Server 2016, 2019, 2022, 2025<br>macOS 11.7 or later<br><br><a href="#">PPD</a><br>Windows 10, 11<br>macOS 11.7 or later                                        |
| Resident Fonts                  | 136 Roman                                                                                                                                                                                                           |
| Interface                       | <a href="#">USB</a><br>USB 2.0 Hi-Speed<br><br><a href="#">Wired LAN</a><br>10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant)<br><br><a href="#">Wireless LAN</a><br>IEEE 802.11b, IEEE 802.11g, IEEE 802.11n |

## Printing with the Hold Print Function<sup>\*1</sup>

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|                                                    |                                                                |
|----------------------------------------------------|----------------------------------------------------------------|
| Maximum Number of Users                            | 200 <sup>*2</sup>                                              |
| Number of Jobs That Can Be Stored                  | 2,000                                                          |
| Storable Document Size                             | 2 GB                                                           |
| Minimum Guaranteed Storage Area Size <sup>*3</sup> | 4 GB (193 GB when the Optional Data Storage Kit is installed.) |

<sup>\*1</sup> Secure Print jobs are also included in the jobs to be printed with the Hold Print function.

<sup>\*2</sup> When a shared document is held, the shared users are counted as a single user.

<sup>\*3</sup> This refers to the data capacity of the machine's data storage area available for printing with the Hold Print function.

# Scan Specifications

EK89-01C

🔗 **When Scanning from the Machine (P. 67)**

🔗 **Scanning from a Computer (P. 68)**

## When Scanning from the Machine

|                                  |                                                                                                                                                                                                                                                                                                                              |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type                             | Color Scanner                                                                                                                                                                                                                                                                                                                |
| Original Scan Size               | <p><a href="#">Platen Glass</a><br/>Same as "Copy Original" of the main unit<br/>🔗 <b>Basic Specifications (P. 58)</b></p> <p><a href="#">Feeder</a><br/>Same as "Original Size and Type" of the feeder<br/>🔗 <b>2-Sided Single Pass Feeder Specifications (P. 61)</b></p>                                                   |
| Scan Resolution                  | 100 dpi x 100 dpi<br>150 dpi x 150 dpi<br>200 dpi x 100 dpi (Normal)<br>200 dpi x 200 dpi (Fine)<br>200 dpi x 400 dpi (Superfine)<br>300 dpi x 300 dpi<br>400 dpi x 400 dpi (Ultrafine)*1<br>600 dpi x 600 dpi*1                                                                                                             |
| Original Scanning Speed (Feeder) | Same as "Original Scanning Speed" of the feeder<br>🔗 <b>2-Sided Single Pass Feeder Specifications (P. 61)</b>                                                                                                                                                                                                                |
| Interface                        | <p><a href="#">Wired LAN</a><br/>10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant)</p> <p><a href="#">Wireless LAN</a><br/>IEEE 802.11b, IEEE 802.11g, IEEE 802.11n</p>                                                                                                                                                |
| Supported Protocols              | <p><a href="#">File</a><br/>SMB (TCP/IP), FTP (TCP/IP), WebDAV</p> <p><a href="#">E-mail or I-Fax</a><br/>SMTP (send), POP3 (receive)</p>                                                                                                                                                                                    |
| Output Formats*2                 | JPEG (single page)<br>TIFF (MMR)<br>PDF (Trace & Smooth, Optimize for Web, Compact, OCR, Encrypt, Device Signature, User Signature, Format to PDF/A (PDF/A-1a, PDF/A-1b, PDF/A-2a, PDF/A-2b, PDF/A-2u, PDF/A-3a, PDF/A-3b, PDF/A-3u)))<br>XPS (Compact, OCR*3, Device Signature, User Signature)<br>OOXML (Word, PowerPoint) |

\*1 [Black & White] only.

\*2 Some output formats are not available, depending on the combination of settings.

\*3 May not be available in some regions.

## Number of Destinations to Which Scanned Data Can Be Sent or Saved and Number of Pages That Can Be Sent or Saved at One Time

|                        |                                                                                                                       |
|------------------------|-----------------------------------------------------------------------------------------------------------------------|
| Number of Destinations | Up to 256<br>* When specifying a group as a destination, each destination registered to that group is counted as one. |
| Number of Pages        | Up to 999                                                                                                             |

### NOTE

#### Number of Sent and Saved Jobs Stored in the Machine

- Processes handled by the machine, including sending and saving scanned data are managed as jobs. The machine can store up to 64 sent and saved jobs.

However, the number of stored jobs is reduced in the following cases:

- When sending or saving multiple jobs at one time
- When sending or saving jobs with large amounts of data
- When using large amounts of memory for the Fax/I-Fax Inbox

## Scanning from a Computer

|                             |                                                                                                                                                                                                                                                                               |
|-----------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Original Scan Size          | <a href="#">Platen Glass</a><br>Same as "Copy Original" of the main unit<br><a href="#">Basic Specifications (P. 58)</a><br><br><a href="#">Feeder</a><br>Same as "Original Size and Type" of the feeder<br><a href="#">2-Sided Single Pass Feeder Specifications (P. 61)</a> |
| Image Mode                  | Color/B&W Auto Select, Color, Black & White, Grayscale                                                                                                                                                                                                                        |
| Scan Resolution             | 75 dpi x 75 dpi, 100 dpi x 100 dpi, 150 dpi x 150 dpi, 200 dpi x 200 dpi, 300 dpi x 300 dpi, 400 dpi x 400 dpi*1, 600 dpi x 600 dpi*1                                                                                                                                         |
| Supported Operating Systems | Windows 11<br>Windows Server 2016, 2019, 2022, 2025                                                                                                                                                                                                                           |
| Interface                   | <a href="#">USB</a><br>USB 2.0 Hi-Speed<br><br><a href="#">Wired LAN</a><br>10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant)<br><br><a href="#">Wireless LAN</a><br>IEEE 802.11b, IEEE 802.11g, IEEE 802.11n                                                           |
| Supported Protocols         | TCP/IP                                                                                                                                                                                                                                                                        |
| Driver                      | TWAIN compliant, WIA compliant (Use Color Network ScanGear 2 to enable use of both TWAIN and WIA)                                                                                                                                                                             |

\*1 [Black & White] only.

\*2 Some output formats are not available, depending on the combination of settings.

# Fax Specifications

EK89-01E

🔗 [Fax \(P. 69\)](#)

🔗 [Internet Fax \(I-Fax\) \(P. 70\)](#)

## Fax

Depending on the model, an option may be required to use the fax function. 🔗 [System Options \(P. 29\)](#)

|                                    |                                                                                                                                                                                                                                                                                             |
|------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Line Used*1                        | Public Switched Telephone Network (PSTN)                                                                                                                                                                                                                                                    |
| Scan Line Density                  | <p><a href="#">Normal Mode</a><br/>G3: 8 pels*2/mm x 3.85 line/mm</p> <p><a href="#">Fine Mode</a><br/>G3: 8 pels*2/mm x 7.7 line/mm</p> <p><a href="#">Superfine Mode</a><br/>G3: 8 pels*2/mm x 15.4 line/mm</p> <p><a href="#">Ultrafine Mode</a><br/>G3: 16 pels*2/mm x 15.4 line/mm</p> |
| Transmission Speed                 | <ul style="list-style-type: none"> <li>• Super G3: 33.6 Kbps</li> <li>• G3: 14.4 Kbps</li> </ul>                                                                                                                                                                                            |
| Compression Method                 | MH, MR, MMR, JBIG                                                                                                                                                                                                                                                                           |
| Communication Mode                 | Super G3, G3                                                                                                                                                                                                                                                                                |
| Size of Original to Be Sent        | A3, B4, A4, A4R, B5 *3, B5R*4, A5 *4, A5R*4, 11" x 17", LGL, LTR, LTRR, and STMTR                                                                                                                                                                                                           |
| Recording Paper Size               | A3, B4, A4, A4R, B5, B5R, A5, A5R, 11" x 17", LGL, LTR, LTRR, STMTR, 8K, 16K, and 16KR                                                                                                                                                                                                      |
| Number of Temporarily Stored Files | Up to 320                                                                                                                                                                                                                                                                                   |
| Transmission Time                  | Approx. 2.6 seconds*5                                                                                                                                                                                                                                                                       |

\*1 Fax communication may not operate properly when using IP telephony. It is recommended to use a normal telephone line (subscription telephone service) for fax communication.

\*2 Pels refers to picture elements (pixels).

\*3 Sent as B4 short.

\*4 Sent as A4.

\*5 When sending Canon original of A4 or LTR size in normal mode, ECM (JBIG)

## Number of Destinations to Which a Fax Can Be Sent at One Time

A fax can be sent to up to 256 destinations at one time.

\* When specifying a group as a destination, each destination registered to that group is counted as one.



## Internet Fax (I-Fax)

|                                  |                                                                                                                                                                                    |
|----------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Communication Protocol           | <a href="#">Internet Fax</a><br>SMTP (send) <sup>*1</sup> , POP3 (receive) <sup>*2</sup><br><br><a href="#">Intranet Fax</a><br>SMTP (send and receive) <sup>*1</sup>              |
| I-Fax Communication Mode         | Simple mode, Full mode (ITU-T.37 and W-NET FAX compliant)                                                                                                                          |
| Max. Paper Size That Can Be Sent | A3                                                                                                                                                                                 |
| Resolution                       | 200 dpi x 100 dpi<br>200 dpi x 200 dpi<br>200 dpi x 400 dpi <sup>*3</sup><br>300 dpi x 300 dpi <sup>*3</sup><br>400 dpi x 400 dpi <sup>*3</sup><br>600 dpi x 600 dpi <sup>*3</sup> |

<sup>\*1</sup> Supports SMTP authentication and TLS encrypted communication.

<sup>\*2</sup> Supports POP authentication before sending (POP before SMTP), APOP authentication, and TLS encrypted communication.

<sup>\*3</sup> Depending on the destination (capacity setting of receiver).

### Number of Destinations to Which an I-Fax Can Be Sent and Pages That Can Be Sent at One Time

The number of destinations to which an I-Fax can be sent and pages that can be sent by I-Fax at one time is the same as the scan specifications.

**🔗 Number of Destinations to Which Scanned Data Can Be Sent or Saved and Number of Pages That Can Be Sent or Saved at One Time (P. 68)**

# Network Specifications

EK89-01F

- 🔗 [Wired LAN \(P. 71\)](#)
- 🔗 [Wireless LAN \(P. 71\)](#)
- 🔗 [Protocols and Their Corresponding Port Numbers \(P. 71\)](#)

## NOTE

- When using the machine while connected to two different networks, be sure to check the precautions when using a sub line. 🔗 [Precautions When Using the Sub Line \(P. 103\)](#)

## Wired LAN

|                                   |                                                                                                                                                                                                                             |
|-----------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Interface<br>(Main Line/Sub Line) | 10BASE-T, 100BASE-TX, 1000BASE-T shared (RJ-45)                                                                                                                                                                             |
| Supported Protocols               | TCP/IP <ul style="list-style-type: none"> <li>• Frame type: Ethernet II</li> <li>• Print applications: LPD, RAW, WSD, IPP, IPPS, FTP, Mopria, AirPrint, Windows 10 Mobile Print, Universal Print, IPP Everywhere</li> </ul> |

## Wireless LAN

|                                 |                                                                                                                                                                                                                                             |
|---------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standard                        | IEEE 802.11b, IEEE 802.11g, IEEE 802.11n                                                                                                                                                                                                    |
| Transmission Method             | IEEE 802.11b (Modulation system: DS-SS)<br>IEEE 802.11g (Modulation system: OFDM method)<br>IEEE 802.11n (Modulation system: OFDM method)                                                                                                   |
| Security<br>(Encryption Method) | <a href="#">Infrastructure Mode</a><br>WPA-PSK (AES-CCMP)<br>WPA2-PSK (AES-CCMP)<br>WPA3-SAE (AES-CCMP)<br>WPA-EAP (AES-CCMP)<br>WPA2-EAP (AES-CCMP)<br>WPA3-EAP (AES-CCMP)<br><br><a href="#">Access Point Mode</a><br>WPA2-PSK (AES-CCMP) |
| Setting Method                  | WPS (Wi-Fi Protected Setup), Manual setup                                                                                                                                                                                                   |

## Protocols and Their Corresponding Port Numbers

| Type | Protocol | Port Number    |
|------|----------|----------------|
| TCP  | HTTP     | 80, 8000, 8080 |
|      | HTTPS    | 443, 8443      |

## About the Machine

| Type | Protocol                          | Port Number |
|------|-----------------------------------|-------------|
|      | LPD                               | 515         |
|      | RAW                               | 9100        |
|      | WSD                               | 5357, 5358  |
|      | IPP                               | 80, 631     |
|      | IPPS                              | 443, 10443  |
|      | CPCA (Canon proprietary protocol) | 9013        |
| UDP  | DHCPv4                            | 67, 68      |
|      | mDNS                              | 5353        |
|      | SNMP                              | 161         |
|      | WSD                               | 3702        |
|      | CPCA (Canon proprietary protocol) | 47545       |

# Security and Management Function Specifications

EK89-01H

- 🔗 [Authentication Functions \(P. 73\)](#)
- 🔗 [Default Settings for the Firewall of the Sub Line \(P. 74\)](#)
- 🔗 [TLS \(P. 74\)](#)
- 🔗 [IPSec \(P. 75\)](#)
- 🔗 [Keys and Certificates \(P. 76\)](#)
- 🔗 [Definition of "Weak Encryption" \(P. 77\)](#)
- 🔗 [Algorithm Compliant with FIPS140 \(P. 77\)](#)
- 🔗 [Log Type \(P. 78\)](#)
- 🔗 [Visual Message \(P. 79\)](#)

## Authentication Functions

The following types of servers can be used as an external authentication server:

- Windows Server with Active Directory installed
- LDAP server
- Cloud server using Microsoft Entra ID

### Using Windows Server with Active Directory Installed

|                                           |                                                                                                                                                                                                                |
|-------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Software (Operating System)* <sup>1</sup> | Windows Server 2016, 2019, 2022, 2025 * <sup>2</sup>                                                                                                                                                           |
| Kerberos Encryption Type* <sup>3</sup>    | AES (Advanced Encryption Standard) 128 bits<br>AES (Advanced Encryption Standard) 256 bits<br>DES (Data Encryption Standard)<br>RC4                                                                            |
| Port Number                               | <a href="#">Communication with DNS Server</a><br>53<br><br><a href="#">Communication with Key Distribution Center (KDC)</a><br>88<br><br><a href="#">Communication with LDAP Service</a><br>389 * <sup>4</sup> |

\*<sup>1</sup> When Kerberos Armoring is enabled with a policy related to KDC (group policy), the user can no longer log in with Active Directory authentication. Disable Kerberos Armoring to use this software.

\*<sup>2</sup> When using Windows Server 2025 or later, LDAP/LDAPS communication is not available with the default Windows Server settings. In this case, install a server certificate to Windows Server and perform communication with LDAPS (TLS).

\*<sup>3</sup> The available encryption type varies depending on the Active Directory setting. In addition, a high level encryption type is selected automatically from among the available encryption types.

\*<sup>4</sup> This is the default port number. The port number may vary if the LDAP service setting has been changed.

## When Using an LDAP Server

|                           |                                                                                        |
|---------------------------|----------------------------------------------------------------------------------------|
| Software                  | OpenLDAP                                                                               |
| Operating System          | Conforms the specifications of the LDAP server                                         |
| Port Number* <sup>1</sup> | <a href="#">When Using TLS</a><br>636<br><br><a href="#">When Not Using TLS</a><br>389 |

\*<sup>1</sup> This is the default port number. You can change the port number according to the LDAP server settings.

## Default Settings for the Firewall of the Sub Line

By default, the outbound and inbound filters of the IP address are set for the sub line. Therefore, by default, only the following exception addresses and exception port numbers are available for communication on the sub line.

|                        |                                                                                                                                                                                                                               |
|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Default Policy         | Reject                                                                                                                                                                                                                        |
| Exception Addresses    | 0.0.0.1 to 255.255.255.255                                                                                                                                                                                                    |
| Exception Port Numbers | 53, 67, 68, 80, 161, 443, 515 * <sup>1</sup> , 631 * <sup>1</sup> , 3702, 5353, 5357, 5358, 8000 * <sup>1</sup> , 8080, 8443 * <sup>1</sup> , 9013, 9100 * <sup>1</sup> , 10443 * <sup>1</sup> , 20010 * <sup>1</sup> , 47545 |

\*<sup>1</sup> Inbound filter only.

## TLS

The combinations of TLS versions and algorithms that can be used with the machine are shown below.

✓ : Usable    — : Not usable

| Algorithm              | TLS Version |         |         |         |
|------------------------|-------------|---------|---------|---------|
|                        | TLS 1.3     | TLS 1.2 | TLS 1.1 | TLS 1.0 |
| Encryption Algorithm   |             |         |         |         |
| AES-CBC (256 bits)     | —           | ✓       | ✓       | ✓       |
| AES-GCM (256 bits)     | ✓           | ✓       | —       | —       |
| 3DES-CBC               | —           | ✓       | ✓       | ✓       |
| AES-CBC (128 bits)     | —           | ✓       | ✓       | ✓       |
| AES-GCM (128 bits)     | ✓           | ✓       | —       | —       |
| CHACHA20-POLY1305      | ✓           | —       | —       | —       |
| Key Exchange Algorithm |             |         |         |         |
| RSA                    | —           | ✓       | ✓       | ✓       |
| ECDHE                  | ✓           | ✓       | ✓       | ✓       |

| Algorithm           | TLS Version |         |         |         |
|---------------------|-------------|---------|---------|---------|
|                     | TLS 1.3     | TLS 1.2 | TLS 1.1 | TLS 1.0 |
| X25519              | ✓           | —       | —       | —       |
| Signature Algorithm |             |         |         |         |
| RSA                 | ✓           | ✓       | ✓       | ✓       |
| ECDSA               | ✓           | ✓       | ✓       | ✓       |
| HMAC Algorithm      |             |         |         |         |
| SHA1x               | —           | ✓       | ✓       | ✓       |
| SHA256              | ✓           | ✓       | —       | —       |
| SHA384              | ✓           | ✓       | —       | —       |

## IPSec

IPSec of the machine conforms to RFC2407, RFC2408, RFC2409, RFC4109, RFC4301, RFC4302, RFC4303, and RFC4305.

|                                      |                                                                                                                                                                                                         |
|--------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Operating system of connected device | Windows 10, 11<br>Windows Server 2016, 2019, 2022, 2025                                                                                                                                                 |
| Connection mode                      | Transport mode                                                                                                                                                                                          |
| Key exchange protocol                | IKEv1 (main mode and aggressive mode)                                                                                                                                                                   |
|                                      | <a href="#">Authentication Method</a><br>Pre-shared key<br>Digital signature                                                                                                                            |
|                                      | <a href="#">Hash Algorithm (and Key Length)</a><br>HMAC-SHA1-96<br>HMAC-SHA2 (256 bits or 384 bits)                                                                                                     |
|                                      | <a href="#">Encryption Algorithm (and Key Length)</a><br>3DES-CBC<br>AES-CBC (128 bits, 192 bits, 256 bits)                                                                                             |
|                                      | <a href="#">Key Exchange Algorithm/Group (and Key Length)</a><br>Diffie-Hellman (DH) <ul style="list-style-type: none"> <li>• Group 14 (2048 bits)</li> <li>• ECDH-P256</li> <li>• ECDH-P384</li> </ul> |
| ESP                                  | <a href="#">Hash Algorithm</a><br>HMAC-SHA1-96                                                                                                                                                          |
|                                      | <a href="#">Encryption Algorithm (and Key Length)</a><br>3DES-CBC<br>AES-CBC (128 bits, 192 bits, 256 bits)                                                                                             |
|                                      | <a href="#">Hash/Encryption Algorithm (and Key Length)</a><br>AES-GCM (128 bits, 192 bits, 256 bits)                                                                                                    |
| AH                                   | <a href="#">Hash Algorithm</a><br>HMAC-SHA1-96                                                                                                                                                          |

## NOTE

- IPsec supports communication to a unicast address (single device).

## Keys and Certificates

### Self-generated Key and Self-signed Certificate, and CSR

|                                          |                                                                                                                                         |
|------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------|
| Public Key Algorithm<br>(and Key Length) | RSA (512 bits, 1024 bits, 2048 bits, 4096 bits)<br>ECDSA (P256, P384, P521)                                                             |
| Certificate Signature Algorithm          | <a href="#">RSA</a><br>SHA-256, SHA-384 <sup>*1</sup> , SHA-512 <sup>*1</sup><br><br><a href="#">ECDSA</a><br>SHA-256, SHA-384, SHA-512 |

<sup>\*1</sup> Available only when the key length is 1024 bits or more.

### Key and Certificate, CA Certificate, or S/MIME Certificate for Installation

|                                          |                                                                                                                                                                                                                                                                |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Type                                     | <a href="#">Key and Certificate</a> <sup>*1</sup><br>PKCS#12<br><br><a href="#">Key and Certificate for User Signature</a><br>PKCS#12<br><br><a href="#">CA Certificate and S/MIME Certificate</a><br>X.509 DER or PEM format                                  |
| File extension                           | <a href="#">Key and Certificate</a> <sup>*1</sup><br>".p12" or ".pfx"<br><br><a href="#">Key and Certificate for User Signature</a><br>".p12" or ".pfx"<br><br><a href="#">CA Certificate and S/MIME Certificate</a><br>".cer" or ".pem"                       |
| Public key algorithm<br>(and key length) | RSA (512 bits <sup>*2</sup> , 1024 bits, 2048 bits, 4096 bits <sup>*2</sup> )<br>DSA (1024 bits, 2048 bits, 3072 bits) <sup>*2</sup><br>ECDSA (P256, P384, P521)                                                                                               |
| Certificate signature algorithm          | <a href="#">RSA</a><br>SHA-1, SHA-256, SHA-384 <sup>*3</sup> , SHA-512 <sup>*3</sup> , MD2 <sup>*2</sup> , MD5 <sup>*2</sup><br><br><a href="#">DSA</a><br>SHA-1 <sup>*2</sup><br><br><a href="#">ECDSA</a><br>SHA-1 <sup>*2</sup> , SHA-256, SHA-384, SHA-512 |

<sup>\*1</sup> Used for TLS, IEEE 802.1X, IPsec, and device signature.

<sup>\*2</sup> Cannot be used for user signature.

<sup>\*3</sup> Available only when the key length is 1024 bits or more.

## Number of Keys and Certificates That Can Be Registered

|                                                        |                                                                                                                                                                                                                                                                  |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Number of Keys and Certificates That Can Be Registered | <p><a href="#">Key and Certificate</a> <sup>*1</sup><br/>6</p> <p><a href="#">Key and Certificate for User Signature</a><br/>For 100 people (one per user)</p> <p><a href="#">CA Certificate</a><br/>150</p> <p><a href="#">S/MIME Certificate</a><br/>2,000</p> |
|--------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

\*1 Used for TLS, IEEE 802.1X, IPSec, and device signature.

## Registering a Certificate Revocation List (CRL)

You can register up to 50 certificate revocation lists (CRL). However, a CRL cannot be registered in the following cases:

- When the size of the CRL exceeds 1 MB
- When using a signature algorithm that is not supported
- When the number of revoked certificates registered to a CRL exceeds 10,000

## Definition of "Weak Encryption"

When [Prohibit Use of Weak Encryption] is set to [On], the use of the following algorithms is prohibited. [▶\[Prohibit Use of Weak Encryption\] \(P. 1189\)](#)

|                       |                                                                                                                                      |
|-----------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| Hash                  | MD4, MD5, SHA-1                                                                                                                      |
| HMAC                  | HMAC-MD5                                                                                                                             |
| Common Key Encryption | RC2, RC4, DES                                                                                                                        |
| Public Key Encryption | RSA encryption (512 bits, 1024 bits)<br>RSA signature (512 bits, 1024 bits)<br>DSA (512 bits, 1024 bits)<br>DH (512 bits, 1024 bits) |

### NOTE

- Even when [Prohibit Use of Key/Certificate with Weak Encryption] is set to [On], the hash algorithm SHA-1, which is used for signing a root certificate, can be used.

## Algorithm Compliant with FIPS140

When [Format Encryption Method to FIPS 140] is set to [On], the use of the following algorithms is prohibited. [▶\[Format Encryption Method to FIPS 140\] \(P. 1189\)](#)

|                       |                                                                             |
|-----------------------|-----------------------------------------------------------------------------|
| Hash                  | MD2, MD4, MD5, SHA-1 (applications other than TLS)                          |
| Common key encryption | RC2, RC4, RC5, DES, ChaCha20-Poly1305, 3DES                                 |
| Public key encryption | RSA encryption (512 bits, 1024 bits)<br>RSA signature (512 bits, 1024 bits) |



|                                                                           |
|---------------------------------------------------------------------------|
| DSA signature (512 bits, 1024 bits)<br>DH (512 bits, 1024 bits)<br>X25519 |
|---------------------------------------------------------------------------|

**NOTE**

- If you set the encryption method to be compliant with FIPS140, the TLS configuration and communication are restricted as follows.
  - If [TLS 1.0] or [TLS 1.1] is selected for [Specify Allowed Versions] in [TLS Settings], it is changed to [TLS 1.2]. If [Specify Allowed Versions] is changed to [TLS 1.0] or [TLS 1.1], [Format Encryption Method to FIPS 140] is changed to [Off], and the encryption method will no longer conform with FIPS 140.
  - The [3DES-CBC], [CHACHA20-POLY1305], and [X25519] algorithms for TLS are disabled.

## Log Type

You can manage the logs below on the machine. You can also export a collected log to a CSV file.

| Log type                                                    | Number of log types listed in CSV file | Overview                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------------------------------|----------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| User Authentication Log                                     | 4098                                   | Log related to authentication status (login/logout, authentication success/fail) for User Authentication, registration, change, and deletion of user information managed by User Authentication, and role management (add, set, delete) of Access Management System.                                                                                                                                |
| Job Log                                                     | 1001                                   | Log that keeps track of print, scan, fax, and copy jobs.                                                                                                                                                                                                                                                                                                                                            |
| Transmission Log                                            | 8193                                   | Log that keeps track of sending and receiving.                                                                                                                                                                                                                                                                                                                                                      |
| Box Operation Log                                           | 8197                                   | Log related to the data operations of Memory RX Inbox and Confidential Fax Inbox.                                                                                                                                                                                                                                                                                                                   |
| Box Authentication Log                                      | 8199                                   | Log related to the authentication status of Memory RX Inbox and Confidential Fax Inbox.                                                                                                                                                                                                                                                                                                             |
| Machine Management Log                                      | 8198                                   | Log related to ON/OFF operations of the machine, setting changes using  Settings/Register] and other information.<br>Changes to settings related to user information or security performed during inspection or repair by your dealer or service representative are also recorded in the machine management log. |
| Network Authentication Log                                  | 8200                                   | Log recorded when IPSec Network communication fails.                                                                                                                                                                                                                                                                                                                                                |
| Import/Export All Log                                       | 8202                                   | Log related to the batch import and export of settings.                                                                                                                                                                                                                                                                                                                                             |
| Box Backup Log                                              | 8203                                   | Log that keeps track of the backup of the following data: <ul style="list-style-type: none"> <li>• Memory RX Inbox data</li> <li>• Confidential Fax Inbox data</li> </ul>                                                                                                                                                                                                                           |
| Operation Log of Application and Software Management Screen | 3101                                   | Log related to the operations of Service Management Service (SMS), Register/Update Software, MEAP Application installer, and other services.                                                                                                                                                                                                                                                        |
| Security Policy Log                                         | 8204                                   | Log related to Security Policy setting status.                                                                                                                                                                                                                                                                                                                                                      |
| Group Management Log                                        | 8205                                   | Log related to the user group setting status (registration, change, deletion).                                                                                                                                                                                                                                                                                                                      |

| Log type                     | Number of log types listed in CSV file | Overview                                                                                                                                                                       |
|------------------------------|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| System Maintenance Log       | 8206                                   | Log related to firmware updates, MEAP Application backups and recovery, and other operations.                                                                                  |
| Authentication Print Log     | 8207                                   | Log related to information of jobs being held and operation history.                                                                                                           |
| Settings Synchronization Log | 8208                                   | Log related to synchronizing personalized data. <a href="#">▶Using Multiple Canon Multifunction Machines with the Same Settings (Synchronizing Personalized Data) (P. 766)</a> |
| Log for Audit Log Management | 3001                                   | Log related to starting and ending log recording, exporting logs, and other operations.                                                                                        |

**NOTE**

- You can record up to 40,000 logs. When the number of logs exceeds 40,000, new logs replace the oldest log in chronological order.

## Visual Message

|                         |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
|-------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File Format             | JPEG, PNG, BMP, GIF, animated GIF, HTML (in intranet, Internet)                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |
| File Size               | Up to 10 MB                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Content Display Size    | <p>639 pixels x 400 pixels</p> <p><a href="#">JPEG, PNG, BMP, GIF, animated GIF</a></p> <ul style="list-style-type: none"> <li>• When the size exceeds the above specifications, the content size is reduced while the aspect ratio is maintained.</li> <li>• When the size is smaller than the above specifications, the content is displayed at the original size without being enlarged.</li> </ul> <p><a href="#">HTML</a></p> <ul style="list-style-type: none"> <li>• When the size exceeds the above specifications, the content is displayed at the original size without being reduced (scrolling is supported).</li> <li>• When the size is smaller than the above specifications, the content is displayed at the original size without being enlarged.</li> </ul> |
| Communication Protocols | SMB, WebDAV, HTTP                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |

# Supported Environment

EK89-01J

- 🔗 [Operating Environment \(P. 80\)](#)
- 🔗 [Supported Software and Servers \(P. 80\)](#)

## Operating Environment

|                                   |                                                                                                                                |
|-----------------------------------|--------------------------------------------------------------------------------------------------------------------------------|
| System Environment for WSD Scan   | Windows 10, 11<br>Windows Server 2016, 2019, 2022, 2025                                                                        |
| AirPrint Operating Environment    | 🔗 <a href="#">Using AirPrint to Print and Scan Data and Send Faxes (P. 679)</a>                                                |
| Remote UI Operating Environment*1 | <a href="#">Windows</a><br>Microsoft Edge<br>Google Chrome<br><br><a href="#">macOS</a><br>Safari 11 or later<br>Google Chrome |

\*1 You must set your Web browser to enable cookies and use JavaScript.

## Supported Software and Servers

|                                              |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| E-mail/I-Fax Forwarding Server Software      | Microsoft Exchange Server 2016<br>Microsoft Exchange Server 2019<br>Microsoft Exchange Online<br>Google Workspace                                                                                                                                                                                                                                                                                                                                                                                              |
| E-mail/I-Fax Receiving Server Software       | Microsoft Exchange Server 2016<br>Microsoft Exchange Server 2019<br>Microsoft Exchange Online<br>Google Workspace                                                                                                                                                                                                                                                                                                                                                                                              |
| File Servers Available for File Transmission | <a href="#">SMB</a><br>Windows 10, 11<br>Windows Server 2016, 2019, 2022, 2025<br>macOS Ventura, Sonoma, Sequoia<br><br><a href="#">FTP</a><br>Windows 10, 11, Server 2016, Server 2019, Server 2022, or Server 2025: Internet Information Services 10<br><br><a href="#">SFTP</a><br>Windows 11<br>Windows Server 2019, 2022, 2025<br><br><a href="#">WebDAV</a><br>Windows 10, 11, Server 2016, Server 2019, Server 2022, or Server 2025: Internet Information Services 10<br>macOS Ventura, Sonoma, Sequoia |

## About the Machine

|                        |                                                                                                                                                                                  |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Available LDAP Servers | Windows Server 2016 with Active Directory<br>Windows Server 2019 with Active Directory<br>Windows Server 2022 with Active Directory<br>Windows Server 2025 with Active Directory |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

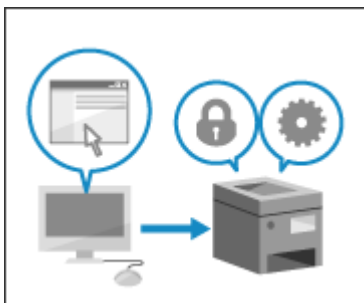
# Recommended Functions

EK89-01K

This section introduces recommended functions that can be useful for your purpose and help you solve problems.



➤ **Greater Efficiency** (P. 83)



➤ **Machine Management and Operations** (P. 85)



➤ **Image Quality and Finishing** (P. 86)

# Greater Efficiency

The intuitive user interface and functions that support a variety of users and environments enable you to reduce the amount of time spent using the machine and increase your daily work efficiency.

## Easy Touch Panel Operations

### Customizing for Greater Usability

You can customize the screen to enable quick access to frequently used functions, or change the display and settings for easier operation.

➤ **Customizing the Control Panel Screen (P. 179)**

### Optimizing the Settings for Each User (Personalization)

After logging in to the machine, each user can operate the machine using their preferred settings. Users can use settings and functions such as their own personalized screen or Address Book, and they can automatically save their settings to ensure faster and more convenient operations.

➤ **Using a Personalized Screen, Data, and Settings (Personalization) (P. 202)**

\* To use the personalization function, you need to configure the settings on the machine. ➤ **Enabling and Disabling the Personalization Function (P. 736)**

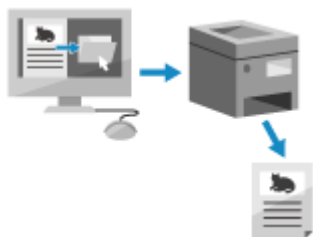


## Making Operations More Efficient

### Printing Quickly Without Using a Driver

You can also print using standard operating system functions or a cloud service.

➤ **Printing (P. 343)**



### Using a Smartphone or Tablet

You can use an app to print data from a mobile device connected to the machine. The machine supports Direct Connection, which makes it easier to set up the connection without having to use a wireless LAN router.

➤ **Linking with Mobile Devices (P. 661)**



### Checking and Backing Up Fax Documents As Data

You can digitize and store sent and received faxes, and forward them to a specific destination. This is convenient when you want to check the content of received faxes from a remote location, or back up faxes you sent or received.

➤ **Configuring the Fax Forwarding and Backup Settings (P. 501)**



## Reducing Mistakes and Simplifying Operations When Copying or Scanning

You can use the multiple sheet feed detection function, which detects when multiple sheets of the original are fed together, to reduce mistakes when scanning or copying two or more sheets of originals from the feeder. You can also improve the efficiency of scan and copy operations by scanning and copying originals of different sizes together, and automatically deleting pages that are determined to be blank.

- When scanning ➤ **Settings According to the Original (P. 465)**
- When copying ➤ **Copy Settings According to the Original (P. 602)**

\* By default, the multiple sheet feed detection function is enabled. ➤ **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)**

\* Depending on the model, the optional Document Feeder Double Feeding Detection Kit-A is required to perform multiple sheet feed detection.

# Machine Management and Operations

EK89-01R

You can manage and operate the machine according to the environment in which it is used.

## Preventing Erroneous Sending and Information Leakage

You can take measures to manage the usage status of each function, such as limiting the send destination for scans and faxes, restricting the sending of faxes from a computer, and forcibly holding the data when printing.

➤ **Preventing Sending Data by Mistake, Data Leakage, and Tampering (P. 819)**

## Restricting and Managing Settings Such As the Number of Sheets of Paper to Be Used

You can allocate a "Department ID" to each user of the machine to manage settings such as the number of sheets of paper that can be used for each Department ID.

➤ **Managing Groups with Department ID (Department ID Management) (P. 739)**

## Remotely Managing the Multifunction Machine

You can use a web browser on a computer to manage the machine and configure settings remotely and perform time-consuming settings and registration more efficiently.

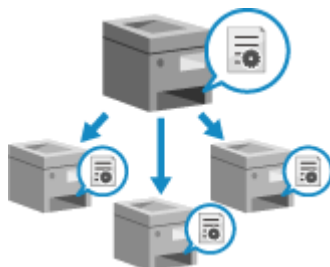
➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**



## Managing Multiple Multifunction Machines

You can use the import and export functions to share the Address Book and settings data with other machines.

➤ **Importing and Exporting the Address Book and Settings (P. 926)**





# Image Quality and Finishing

EK89-01S

The high-quality printing and high-precision scanning of the machine can help improve the quality of your documents and scanned data. You can configure various settings, make adjustments, and use finishing functions to suit a wide range of originals and purposes.

## Adjusting Image Quality

### Configuring Settings According to Your Original and Purpose

You can change the settings according to your original or purpose when using each function.

- When printing  
Click [Help] on the printer driver screen to display help.
- When scanning
  - **Scan Settings (P. 450)**
- When faxing
  - **Fax TX Settings (P. 527)**
- When copying
  - **Basic Copy Settings (P. 583)**
  - **Copy Settings According to the Original (P. 602)**



### Adjusting the Reproducibility and Finishing

If the results are not as expected, you can adjust the image quality and print size.

- **Adjusting the Image Quality (P. 1319)**
- **Adjusting the Print Size of the Copied Image (P. 1338)**

You can also make adjustments according to the characteristics of the paper that you frequently use.

- **Registering Frequently Used Paper Types (P. 1315)**

## Finishing Functions That Meet a Variety of Needs

When you perform printing or copying, you can configure finishing functions such as stapling, arrange the page layout to form a booklet, and configure other settings useful for creating documents.

- When printing  
Click [Help] on the printer driver screen to display help.
- When copying
  - **Finishing and Booklet Settings (P. 613)**

\* The available functions vary depending on the options installed. ➤ **Options with Finishing Functions (P. 8)**



# Setting Up

|                                                                                  |     |
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# Setting Up

After installing the machine, configure the required settings to enable use of the functions by performing the following steps.

Steps 1 to 2 are the machine settings.

Step 3 is the setting for using the machine from a computer. Configure this setting for each computer using the machine.

## Step 1

### Configuring the Default Settings

When you turn ON the machine for the first time, the screen (Setup Guide) for setting the items required for using the machine is displayed on the control panel. Configure the settings by following the instructions on the screen.

➤ **Configuring the Default Settings (Setup Guide) (P. 91)**



## Step 2

### Setting Up the Network

Configure the network settings not included in the Setup Guide.

If you did not connect to the network using the Setup Guide, do that during this step.

➤ **Setting Up the Network (P. 100)**



## Step 3

### Installing Software and Drivers

Install the software required to use the machine and any printer and fax drivers on your computer.

➤ **Installing Software and Drivers to the Computer (P. 149)**



## Step 4

### Configuring the Function Settings

Individual settings may be required depending on the function. For details about the settings required for each function, see the following:

- **Printing Preparations (P. 345)**
- **Preparations for Scanning (P. 406)**
- **Preparing to Send Faxes (P. 493)**
- **Preparations for Linking with Mobile Devices (P. 663)**

#### NOTE

##### Managing the Machine from a Computer

- When the network settings are complete, you can use Remote UI from a Web browser on a computer. With Remote UI, you can check the operation status of the machine, change the machine settings, and register destinations to the Address Book. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

## See Also

### Implementing Measures to Prevent Unauthorized Access

It is important to provide measures against security risks when using the machine in a network environment. Check examples of measures that you can take with the machine.

➤ **Measures to Prevent Unauthorized Access (P. 32)**

[Selecting the Administrator of the Machine](#)

Select the administrator to operate the machine. The selected administrator determines the operation rules of the machine and configures the network and security settings. General users use the machine while following the operation rules determined by the administrator.

➤ **Administrator Privileges and Password (P. 31)**

[Importing Settings Data from Another Machine](#)

You can share settings data with other machines to save time on registering and configuring the settings. You can export data from another machine of the same model to a computer and import that data to the machine so as to share the settings.

➤ **Importing and Exporting the Address Book and Settings (P. 926)**

# Configuring the Default Settings (Setup Guide)

When you turn ON the machine for the first time, the screen (Setup Guide) for setting the items required for using the machine is displayed on the control panel. Configure the settings using the procedure below by following the instructions on the screen.

- **Step 1: Setting the Display Language and Keyboard Layout (P. 91)**
- **Step 2: Checking the Paper Settings (P. 92)**
- **Step 3: Logging In as an Administrator (P. 92)**
- **Step 4: Configuring the User Authentication Settings (P. 93)**
- **Step 5: Selecting the Output Destination for Optional Equipment (P. 95)**
- **Step 6: Setting the Date and Time (P. 95)**
- **Step 7: Setting the IP Address (P. 95)**
- **Step 8: Configuring the DNS Settings (P. 96)**
- **Step 9: Configuring the Proxy Settings (P. 97)**
- **Step 10: Configuring the Fax Settings (P. 97)**
- **Step 11: Performing Automatic Gradation Adjustment (P. 98)**
- **Step 12: Printing Lists (P. 98)**

## NOTE

### Ending and Restarting the Setup Guide

- Press [End Setup Guide] at the bottom left of the screen to exit the Setup Guide.
- You can use the following procedure to restart the Setup Guide.  
Administrator privileges are required.

Log in to the machine as an administrator ► press [ Settings/Register] ► [Management Settings] ► [License/Other] ► [Start Setup Guide] ► [Start].

- \* Step 3 is omitted when the Setup Guide is restarted.
- \* The Setup Guide cannot be restarted in the following cases:
  - When Department ID Management is enabled
  - When DepartmentID Authentication is enabled

### When You Change the Configured Settings Individually

- You can individually change the settings configured with the Setup Guide by pressing [ Settings/Register] on the [Home] screen or other screen. ➤ **[Settings/Registration] Menu List (P. 973)**

## Step 1: Setting the Display Language and Keyboard Layout

Select the language to be displayed on the screen. Depending on the language used, you may be able to change the keyboard layout displayed when you enter characters.

1

On the [Switch Language/Keyboard] screen, select the language from the list.

If multiple keyboard layouts are available for the selected language, you can press [Set] to change the layout type.

## 2 Press [OK].

→ The [Paper Settings] screen is displayed.

### NOTE

Displaying the Switch Language Button

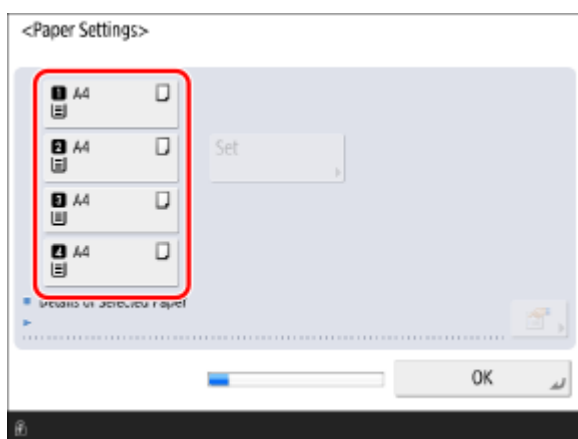
- If you frequently change the display language, it is convenient to display the button for switching the language on the screen. Configure this setting after you finish configuring the default settings. [▶ Adding the Display Language Switching Button \(P. 888\)](#)

## Step 2: Checking the Paper Settings

Load paper in the paper drawers, and check that the settings are configured correctly for the loaded paper.

### 1 Load paper in the paper drawers. [▶ Loading Paper in the Paper Drawer \(P. 220\)](#)

### 2 Check that the sizes of the loaded paper are displayed on the [Paper Settings] screen.



- The paper drawers are indicated by the icons shown below. The displayed paper sources vary depending on the options installed.
  - 1**: Paper drawer 1
  - 2**: Paper drawer 2
  - 3**: Paper drawer 3
  - 4**: Paper drawer 4
- The machine automatically recognizes the paper size when standard size paper is loaded. If a different paper size from the loaded paper is displayed, or if you loaded non-standard size paper, see the following:
  - [▶ Setting the Paper Size and Type for the Paper Drawer \(P. 251\)](#)

## 3 Press [OK].

→ The [Authentication Login] screen is displayed.

## Step 3: Logging In as an Administrator

To configure the settings that require Administrator privileges in Step 4 and later, log in as an administrator with Administrator privileges.

**1** On the [Authentication Login] screen, press [Log In].

→ The user name and password entry screen is displayed.

If you do not want to configure settings that require Administrator privileges, press [Skip], and proceed to Step 10. [▶Step 11: Performing Automatic Gradation Adjustment \(P. 98\)](#)

**2** Enter the administrator name, and enter the password.

1. Press [User Name].
2. Enter the user name, and press [Next].
3. Enter the password, and press [OK].

\* The following administrator with Administrator privileges is registered in the machine as the factory default setting.

|           |               |
|-----------|---------------|
| User Name | Administrator |
| Password  | 7654321       |

When you enter this user name and password and log in, the screen for changing the password is displayed. You can also change the password later. [▶\[Add User\] and \[Edit User Information\] Screen \(P. 704\)](#)

**3** Press [Log In] again, and press [OK].

→ The [Use User Authentication] screen is displayed.

## Step 4: Configuring the User Authentication Settings

To enhance the security of the machine, configure the settings to use User Authentication. If no administrators other than "Administrator" have been registered, register a new administrator with Administrator privileges.

\* The machine is set up to use an authentication application called "User Authentication" for the login service. For details on User Authentication, see the following:

[▶Authenticating Users and Managing Groups \(P. 692\)](#)

**1** On the [Use User Authentication] screen, press [On].

If you do not want to perform user authentication, press [Off] ▶ [OK], then proceed to step 5 or step 6.

[▶Step 5: Selecting the Output Destination for Optional Equipment \(P. 95\)](#) / [▶Step 6: Setting the Date and Time \(P. 95\)](#)

**2** Set the login method to be used to [On], and press [Next].

→ A message asking whether to register a new administrator with Administrator privileges is displayed.

If the message is not displayed, proceed to Step **5**.

\* This message is not displayed if an administrator other than the "Administrator" has already been registered.

For details on each login method, see the following:



➤ **Logging In to the Machine (P. 693)**

**3** Check the message, and press [Yes].

→ The [Register Administrator] screen is displayed.

If you register a new administrator with Administrator privileges here, the administrator with the "Administrator" user name will be disabled from the next login.

If you want to continue using the administrator with the "Administrator" user name, press [No] and proceed to Step **5**.

**4** On the [Register Administrator] screen, enter the information of the new administrator to be registered, and press [OK].

→ The [Login Screen Display Settings] screen is displayed.

- Press [User Name] to enter the user name of the new administrator to be registered, and press [Password] to enter the password.
- Configure the [E-Mail Address], [Department ID], and [Display Name] settings, as needed.  
For details on each item, see the following:

➤ **[Add User] and [Edit User Information] Screen (P. 704)**

**5** On the [Login Screen Display Settings] screen, configure the settings for when to display the login screen.

To Display the Login Screen When a User Starts Operating the Machine  
Select [Display When Device Operation Starts].  
Users will be required to log in when using the machine.

To Display the Login Screen After the User Selects a Function  
Press [Display When Function Is Selected], and set the functions and items for which to display the login screen in [Require Authentication For] and [Require Authentication in Settings/Registration For].  
Users will be required to log in only when using the functions that you specify here.  
The functions and items that you do not specify here will be available to anyone without logging in.

**6** Press [Next] or [OK].

The displayed screen and the next step in the procedure vary depending on the login method specified in Step **2**.

- If the [Use Numeric Keys for Authentication] screen is displayed, proceed to Step **7**.
- If the [Use Optional Output Tray] screen is displayed, proceed to Step 5. ➤ **Step 5: Selecting the Output Destination for Optional Equipment (P. 95)**
- If the [Date/Time Settings] screen is displayed, proceed to Step 6. ➤ **Step 6: Setting the Date and Time (P. 95)**

**7** On the [Use Numeric Keys for Authentication] screen, set whether users can log in using only the numeric keys.

Select [On] to enable users to log in using only the numeric keys with keyboard authentication, when the user name and password consist only of numbers.

**8** Press [Next] or [OK].

→ The [Date/Time Settings] screen is displayed.

## Step 5: Selecting the Output Destination for Optional Equipment

Specify the optional equipment tray to use as the output tray.

- 1 On the [Use Optional Output Tray] screen, specify the tray to use as the output tray, then press [OK].

→ The [Date/Time Settings] screen is displayed.

## Step 6: Setting the Date and Time

Set the date and time for the machine.

Since the date and time are used as the reference for the functions that use date and time information, they need to be set accurately.

- 1 On the [Date/Time Settings] screen, enter the date and time, and press [OK].

→ The [Use IP Address] screen is displayed.

Configure the time zone and daylight saving time settings, as needed. For details, see the following:

➤ **Setting the Date and Time (P. 882)**

## Step 7: Setting the IP Address

Set the IP address for connecting to the network.

### Required Preparations

- Check the information of the network environment used by the machine, as well as the required network settings. For details, contact the network administrator. ➤ **Setting Up the Network (P. 100)**

- 1 On the [Use IP Address] screen, select [On] for the protocol to be used, and press [Next] or [OK].

- To use IPv4 and IPv6 together, set both [Use IPv4] and [Use IPv6] to [On].
- The displayed screen and the next step in the procedure vary depending on the protocol that is used.
  - If the [IP Address Settings] screen is displayed, proceed to Step 2.
  - If the [Stateless Address Settings] screen is displayed, proceed to Step 3.
- If you do not want to configure the network settings, set both [Use IPv4] and [Use IPv6] to [Off], and proceed to Step 10. ➤ **Step 10: Configuring the Fax Settings (P. 97)**

- 2 On the [IP Address Settings] screen, set the IPv4 address, and press [Next] or [OK].

- To assign the IPv4 address automatically, press [DHCP] or [Auto IP] to select it.
- To set the IPv4 address manually, check that the selection is cleared for both [DHCP] and [Auto IP], and enter the IP address, subnet mask, and gateway address.
- For details on the IPv4 address settings, see the following:
  - **Setting the IPv4 Address (P. 119)**

- The displayed screen and the next step in the procedure vary depending on whether IPv4 is to be used together with IPv6.
  - If the [Stateless Address Settings] screen is displayed, proceed to Step 3.
  - If the [DNS Server Address Settings] screen is displayed, proceed to Step 8. ➔ **Step 8: Configuring the DNS Settings (P. 96)**

**3** On the [Stateless Address Settings] screen, set whether to use a stateless address, and press [Next].

➔ The [Manual Address Settings] screen is displayed.

For details on the IPv6 address settings, see the following:

➔ **Setting IPv6 Addresses (P. 123)**

**4** Set whether to use a manual address, and press [Next].

➔ The [Use DHCPv6] screen is displayed.

Set [Use Manual Address] to [On], and enter the manual address, prefix length, and default router address.

**5** Set whether to use DHCPv6, and press [OK].

➔ The [DNS Server Address Settings] screen is displayed.

## Step 8: Configuring the DNS Settings

Configure the DNS server information when you use the machine in an environment with Domain Name System (DNS). For details on the DNS settings, see the following:

➔ **Configuring DNS (P. 128)**

**1** On the [DNS Server Address Settings] screen, enter the IP address of the DNS server, and press [Next].

➔ The [DNS Host Name/Domain Name Settings] screen is displayed.

If you do not want to configure the DNS settings, press [Next] without configuring the settings.

**2** Enter the host name and domain name of the machine, and press [Next].

➔ The [DNS Dynamic Update Settings] screen is displayed.

- If you are using IPv4 and IPv6 together and want to use the same host name and domain name for IPv6 that you configured for IPv4, set [Use Same Host Name/Domain Name as IPv4] to [On].
- If you do not want to configure the DNS settings, press [Next] without configuring the settings.

**3** Set whether to use DNS Dynamic Update, and press [OK].

➔ The [Proxy Settings] screen is displayed.

- To update the DNS records automatically when the mapping of the host name and IP address is changed, such as in a DHCP environment, set [DNS Dynamic Update] to [On].

For IPv6, set [Register Stateless Address], [Register Manual Address], or [Register Stateful Address] to [On], according to the type of address you want to register to the DNS server.

- If you do not want to configure the DNS settings, press [OK] without configuring the settings.

## Step 9: Configuring the Proxy Settings

Configure the required settings when you use a proxy server to connect the machine to the network. For details on the proxy settings, see the following:

### Using a Proxy (P. 784)

#### Required Preparations

- Prepare the address, port number, and authentication information of the proxy server.

**1** On the [Proxy Settings] screen, set [Use Proxy] to [On].

If you are not using a proxy, press [Off] ► [OK], and proceed to Step 9. ➤ **Step 10: Configuring the Fax Settings (P. 97)**

**2** Enter the address and port number of the proxy server.

- In [Server Address], enter the IP address, host name.
- In [Port Number], enter the port number.

**3** Configure the applicable range, authentication information, and other settings according to your usage environment.

When Using a Proxy Server Also Specified for Communication with Devices in the Same Domain Set [Use Proxy within Same Domain] to [On].

When Authentication Is Required to Connect to a Proxy Server

1. Press [Authentication Settings].  
→ The [Authentication Settings] screen is displayed.
2. Set [Use Proxy Authentication] to [On], and enter the user name and password to be used for authentication.
3. Press [OK].  
→ The [Proxy Settings] screen is displayed again.

**4** Press [OK].

The displayed screen and the next step in the procedure vary depending on the model and options.

- If the [Country/Region] or [Register Unit Telephone Number] screen is displayed, proceed to Step 10. ➤ **Step 10: Configuring the Fax Settings (P. 97)**
- If the [Auto Adjust Gradation] screen is displayed, proceed to Step 11. ➤ **Step 11: Performing Automatic Gradation Adjustment (P. 98)**

## Step 10: Configuring the Fax Settings

Configure the required settings when you use the fax function.

For details on the fax settings, see the following:

➤ **Preparing the Machine to Send/Receive Faxes (P. 494)**

**1** On the [Country/Region] screen, select your country or region, and press [Next].

→ The [Register Unit Telephone Number] screen is displayed.

If the [Register Unit Telephone Number] screen is already displayed, proceed to Step **2**.

**2** On the [Register Unit Telephone Number] screen, enter the fax number of the machine, and press [Next].

→ The [Register Unit Name] screen is displayed.

**3** Press [Set], enter your name or company name, and press [Next].

→ The [Select Line Type] screen is displayed.

**4** Select the type of telephone line to be used, and press [OK].

→ The [Auto Adjust Gradation] screen is displayed.

## Step 11: Performing Automatic Gradation Adjustment

---

Gradation is the gradual changing of the color depth and brightness. You can perform automatic gradation adjustment to improve the reproducibility of gradation when printing.

It is recommended that you perform automatic gradation adjustment to ensure better printing results.

- The operating procedure varies depending on the model. For details on automatic gradation adjustment, see the following:

➤ **Calibrating the Gradation (P. 1321)**

- If you do not want to perform automatic gradation adjustment, press [Skip], and proceed to Step 12. ➤ **Step 12: Printing Lists (P. 98)**

## Step 12: Printing Lists

---

You can print the following lists to check the settings configured using the Setup Guide:

- Network User Data List  
Check the network settings.
- Fax User Data List  
Check the fax settings.
- Setting Value List  
Check the various adjustment values.

**1** On the [Output Report] screen, press [Start Printing] for the list you want to print.

If you do not want to print a list, press [OK] without printing, and proceed to Step **3**.

**2** When you finish printing the lists, press [OK].

3

On the [End Setup Guide] screen, press [OK].

→ The machine restarts, and the settings configured using the Setup Guide are applied.

# Setting Up the Network

To operate the machine from a computer or to connect to a server, you must connect the machine to a network. You can connect to a single wired or wireless LAN, or connect the machine to two different networks at the same time, such as by combining both a wired and wireless LAN.

\* Administrator privileges are required to set up the network. [▶ Administrator Privileges and Password \(P. 31\)](#)

[▶ Procedure When Connecting the Machine to the Network \(P. 100\)](#)

[▶ Connecting to Two Different Networks \(P. 101\)](#)

## IMPORTANT

- Connecting the machine to a network without proper security measures creates the risk of unauthorized access by a third party. Take the necessary measures according to your usage environment to protect the information on the machine. [▶ Protecting the Network \(P. 775\)](#)

## NOTE

Connecting a Computer or Mobile Device Directly to the Machine

- You can connect a computer to the machine using a USB cable. However, you cannot send, save, or forward data to the computer. In addition, you cannot use Remote UI over a USB connection.
  - \* Use the USB port for computer connection on the back right side of the machine. [▶ Rear Side \(P. 37\)](#)
- You can connect a mobile device directly to the machine via Wi-Fi. [▶ Connecting a Mobile Device Directly to the Machine \(Direct Connection\) \(P. 674\)](#)

## Procedure When Connecting the Machine to the Network

Use the procedure below to connect the machine to a network and configure the settings of the machine according to the network environment.

### Preparing to Set Up the Network

- Provide an Ethernet cable and router according to the usage environment of the machine.
- Check the information of the network environment used by the machine and the required network settings. For details, contact the network administrator.
- Check that the computer and router to be used in the network are properly connected, and complete the network settings. For details on the connection method, see the manuals of the devices or contact the manufacturer.

### Network Settings Procedure

#### Step 1

Unlock the network settings so that you can change the network settings of the machine.  
[▶ Unlocking the Network Settings \(P. 105\)](#)



#### Step 2

Select whether to use wired or wireless LAN to connect to the network.

- When Connecting via Wired LAN
  - **Selecting the Network Connection Method (P. 106)**
  - **Connecting to a Wired LAN (P. 108)**
- When Connecting via Wireless LAN
  - **Selecting the Network Connection Method (P. 106)**
  - **Connecting to a Wireless LAN (P. 110)**



### Step 3

- Set the IP address.
- **Setting the IPv4 Address (P. 119)**
  - **Setting IPv6 Addresses (P. 123)**



### Step 4

- Configure the settings of the machine according to the network environment, as needed.
- **Configuring Your Machine for Your Network Environment (P. 125)**

## Checks after Configuring the Network Settings

Check if the machine is properly connected to the network.  
Check the IP address and MAC address of the machine and other information, as needed.

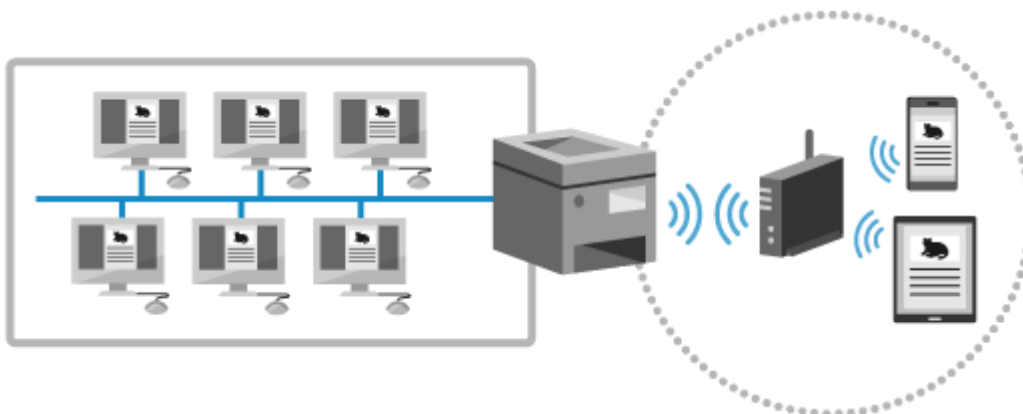
- **Checking the Network Status and Settings (P. 146)**

## Connecting to Two Different Networks

You can use the machine while connected to two different networks at the same time, such as connecting to a wired and wireless LAN or a wired LAN and another wired LAN via a USB-LAN adapter<sup>\*1</sup>.

On the machine and in the User's Guide (this manual), the primary line used in a dual network is called the "main line," and the secondary line is called the "sub line."

<sup>\*1</sup> For details about the usable USB-LAN adapter, contact your dealer or service representative.



You can use a two-network environment, for example, to enable use of the machine by employees via the main line and by visitors via the sub line. This can reduce costs by eliminating the need for separate machines for different networks.

Some network functions and services available in the main line are not available in the sub line. When using the machine while connected to two different networks, be sure to check the precautions when using a sub line. ➤ **Precautions When Using the Sub Line (P. 103)**



## Preparing to Set Up the Network

- Provide an Ethernet cable, router, and USB-LAN adapter according to the usage environment of the machine.
- Check the information of the network environment used by the machine and the required network settings. For details, contact the network administrator.
- Check that the computer and router to be used in the network are properly connected, and complete the network settings. For details on the connection method, see the manuals of the devices or contact the manufacturer.

## Network Settings Procedure

### Step 1

Unlock the network settings so that you can change the network settings of the machine.  
 ▶ **Unlocking the Network Settings (P. 105)**



### Step 2

Select whether to connect to the network using a wired and wireless LAN or two different wired LANs.

- ▶ **Selecting the Network Connection Method (P. 106)**
- ▶ **Connecting to a Wired LAN (P. 108)**
- ▶ **Connecting to a Wireless LAN (P. 110)**



### Step 3

Set the IP address of the main line and IPv4 address of the sub line.

- ▶ **Setting the IPv4 Address (P. 119)**
- ▶ **Setting IPv6 Addresses (P. 123)**
- ▶ **Setting the IPv4 Address of the Sub Line (P. 121)**



### Step 4

Configure the settings of the machine according to the network environment, as needed.

- ▶ **Configuring Your Machine for Your Network Environment (P. 125)**



### Step 5

Configure the settings specific to the sub line according to the network environment of the sub line to be used, as needed.

- Changing the Ethernet settings (only when the sub line uses wired LAN)
  - ▶ **Manually Configuring the Ethernet Settings (P. 126)**
- Connecting to another network via a router
  - ▶ **Configuring Static Routing (P. 141)**
- Using DNS to send and receive specific system data
  - ▶ **Setting the DNS of the Sub Line (P. 131)**

## Checks after Configuring the Network Settings

Check if the machine is properly connected to the network.

Check the IP address and MAC address of the machine and other information, as needed.

- ▶ **Checking the Network Status and Settings (P. 146)**

# Precautions When Using the Sub Line

EK89-01Y

Some network functions and services available in the main line are not available in the sub line.

## Functions That Cannot Be Used at the Same Time as the Main Line

- DNS Server Settings
- WINS Server Settings

## Functions and Services Limited in the Sub Line

The following network functions are not available in the sub line:

- IPv6 Address Settings
- IPSec
- NetBIOS
- FTP (ACTIVE Mode)
- DHCP Option Settings
- DNS Dynamic Update Settings
- Multicast Discovery Settings
- IP Address Settings using AutoIP
- Reference using SMB protocol

In accordance with the above, the following functions and services are not available:

- Using the MEAP application to build a printing and accounting system that connects to a server
- Building an authentication system in an Active Directory server
- Sending files from SMB and WebDAV protocols using DNS name resolution or NetBIOS name resolution<sup>\*1</sup>
- Automatic search for other devices on the sub line using multicast discovery<sup>\*1</sup>
- The following functions referencing the IP address of the main line:
  - Security Policy Settings
  - Make Remote Address Book Open
  - Batch import/export
  - Visual Message
- Remote Fax (client)
- Universal Print

<sup>\*1</sup> Directly specify the IP address to send data or search for devices.

### NOTE

#### Sub Line Firewall Settings

- The sub line firewall settings must be configured separately from the main line. [▶Setting Up IP Address Filtering on the Sub Line \(P. 780\)](#)

#### Sub Line Proxy Settings

- When you are using a proxy server via the sub line to send and receive specific system data, settings must be configured separately from the main line. [▶Configuring the Proxy of the Sub Line \(P. 786\)](#)
  - \* When using a proxy server for purposes other than sending and receiving system data, register the address and port number used for the sub line in the settings of the main line. [▶Using a Proxy \(P. 784\)](#)

# Unlocking the Network Settings

EK89-020

You can unlock the network settings so that you can view and change the network settings. By default, viewing and changing the network settings are restricted to prevent careless changes to the settings. In this state, messages are not displayed if a network error occurs.

Use the control panel to unlock the settings. You cannot unlock the settings using Remote UI from a computer. Administrator or NetworkAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Confirm Network Connection Setting Changes].  
→ The [Confirm Network Connection Setting Changes] screen is displayed.
- 4 Set to [On], and press [OK].  
→ The network settings are unlocked.

# Selecting the Network Connection Method

EK89-021

Set the method for connecting the machine to the network. You can connect to the network using any of the following four methods:

- Wired LAN only
- Wireless LAN only
- Connecting to a wired LAN and wireless LAN at the same time<sup>\*1</sup>
- Connecting to a wired LAN and other wired LAN using a USB-LAN adapter at the same time<sup>\*1</sup>

<sup>\*1</sup> You must configure the settings separately for each network when connecting to multiple LANs at the same time. [▶Connecting to Two Different Networks \(P. 101\)](#)

This section describes how to configure the settings using the control panel.

You can also set the IP address using Remote UI from a computer after it has been set on the machine. [▶Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

## Required Preparations

- The network settings are locked by default. Unlock these settings to enable changes. [▶Unlocking the Network Settings \(P. 105\)](#)

**1** Log in to the machine as an administrator. [▶Logging In to the Machine \(P. 200\)](#)

**2** On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶\[Home\] Screen \(P. 165\)](#)

→ The [Settings/Registration] screen is displayed.

**3** Press [Preferences] ▶ [Network] ▶ [Select Interface].

→ The [Select Interface] screen is displayed.

**4** Select the network connection method.

| Connection method                                                         |                                                                 | [Main Line]    | [Sub Line]     |
|---------------------------------------------------------------------------|-----------------------------------------------------------------|----------------|----------------|
| Wired LAN only                                                            | Wired LAN (main line) only                                      | [Wired LAN]    | [Off]          |
| Wireless LAN only                                                         | Wireless LAN (main line) only                                   | [Wireless LAN] | [Off]          |
| Connecting to a wired LAN and wireless LAN at the same time <sup>*1</sup> | Wired LAN (main line) and wireless LAN (sub line)               | [Wired LAN]    | [Wireless LAN] |
|                                                                           | Wired LAN (sub line) and wireless LAN (main line) <sup>*2</sup> | [Wireless LAN] | [Wired LAN]    |
| Connecting to a wired LAN and other wired LAN at the same time            | Wired LAN (main line) and wired LAN (sub line) <sup>*3</sup>    | [Wired LAN]    | [Wired LAN]    |

<sup>\*1</sup> If you change the settings from [Main Line] to [Sub Line] or from [Sub Line] to [Main Line], the previous wireless LAN connection settings will be cleared, so you must reconnect to the wireless LAN.

\*<sup>2</sup> The wired LAN connected to the LAN port on the machine becomes the sub line. The wired LAN connected to the machine via a USB-LAN adapter cannot connect using the sub line.

\*<sup>3</sup> The wired LAN connected to the LAN port on the machine becomes the main line, and the wired LAN connected to the machine via a USB-LAN adapter becomes the sub line.

## 5 Press [OK].

→ The settings are applied.

Next, connect to the wired or wireless LAN.

➤ **Connecting to a Wired LAN (P. 108)**

➤ **Connecting to a Wireless LAN (P. 110)**

### NOTE

When [Main Line] Is Set to [Wired LAN], and [Sub Line] Is Set to a Setting Other Than [Off]

- The machine is set to consume more power in sleep mode. ➤ **[Sleep Mode Energy Use] (P. 993)**

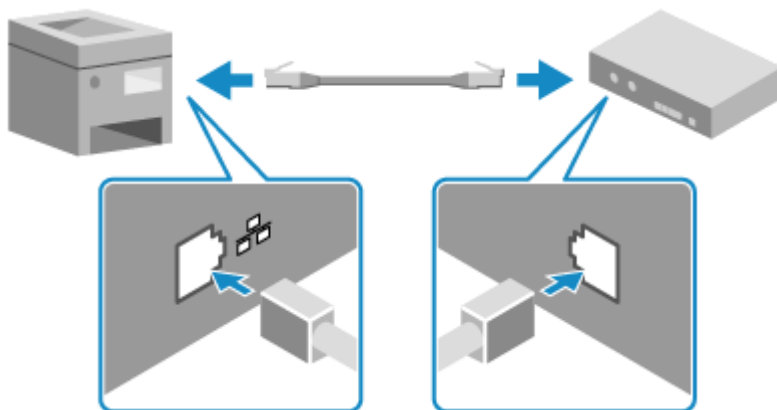
# Connecting to a Wired LAN

EK89-022

Connect a computer to the machine via a router. Use an Ethernet cable to connect the machine to the router.

1

Connect an Ethernet cable to the machine and router.



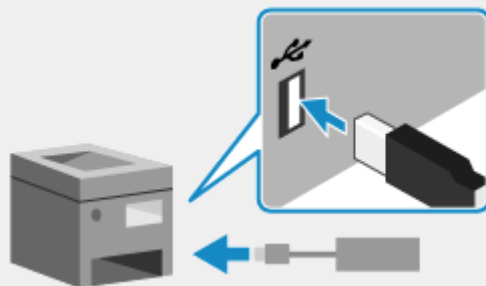
- The LAN port is at the back right side of the machine. ➤ **Rear Side (P. 37)**
- Insert the connector all the way into the LAN port until it clicks in place.

## Connecting the Machine to Two Different Networks via Wired LAN

Connect the wired LAN of the main line to the LAN port of the machine and the wired LAN of the sub line via the USB-LAN adapter.

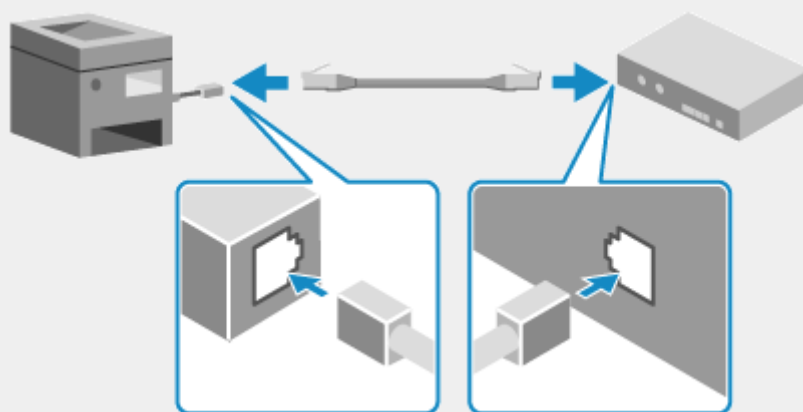
\* For details about the usable USB-LAN adapter, contact your dealer or service representative.

1. Connect the USB-LAN adapter to the USB port of the machine.



- The USB port is at the back right side of the machine. ➤ **Rear Side (P. 37)**
- You cannot connect the machine to multiple USB-LAN adapters.

2. Connect an Ethernet cable to the USB-LAN adapter and router.



2

Set the IP address.

- **Setting the IPv4 Address (P. 119)**
- **Setting IPv6 Addresses (P. 123)**
- **Setting the IPv4 Address of the Sub Line (P. 121)**



# Connecting to a Wireless LAN

EK89-023

Connect a computer to the machine via a wireless LAN router (access point).

Depending on your wireless LAN router, the connection type and security standard may vary. Check for a connection type and security standard that are supported by both the wireless LAN router and the machine, and then establish a connection according to the connection type.

Depending on the connection type, you may need to enter the security information and other information of the wireless LAN router.

## ❖ Checking the Connection Types and Security Standards Supported by the Machine (P. 110)

## ❖ Wireless LAN Router Information Required for Connection (P. 111)

### IMPORTANT

Connect with a Secure Network Environment

- The radio waves used for wireless communication can reach beyond walls and other obstructions within a certain range. Therefore, connecting the machine to a network without proper security measures may leak personal data and other information to third parties. Connect the machine to a wireless LAN at your own discretion and responsibility. ❖ **Protecting the Network (P. 775)**

### NOTE

Reducing Power Consumption

- When Power Save Mode is enabled, the machine regularly enters the power save state according to the signal transmitted by the wireless LAN router. ❖ **[Power Save Mode] (P. 1026)**

## Checking the Connection Types and Security Standards Supported by the Machine

### Connection Type

Connect using a type that is supported by your wireless LAN router. To specify the authentication, encryption, or other security method in detail, use manual setup mode to connect.

The following connection types are supported by the machine:

### Push Button Mode (WPS (Wi-Fi Protected Setup))



If the wireless LAN router has the above symbol on the outside box or the button of the device, you can easily connect by pressing the button.

#### ❖ Connecting to a Wireless LAN by Using the Router Button (Push Button Mode) (P. 113)

\* If the wireless LAN router is set to use WEP authentication, the machine cannot connect with WPS.

### WPS PIN Code Mode

If you are using a WPS router that does not support the push button mode, enter the PIN code to connect.

#### ❖ Connecting to a Wireless LAN by Entering a PIN Code (WPS PIN Code Mode) (P. 114)

\* If the wireless LAN router is set to use WEP authentication, the machine cannot connect with WPS.

## Access Point Setup Mode

Search for the wireless LAN router from the machine, and enter the network key (password) manually to connect.

### 🔍 Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Mode) (P. 115)

When you connect with access point setup mode, the following authentication and encryption methods are set:

- Encryption for WPA/WPA2/WPA3: AES-CCMP is set automatically according to the selected wireless LAN router.

To specify a different authentication or encryption method, use manual setup mode to connect.

## Manual Setup Mode

In addition to the SSID (network name) and network key, manually enter all the wireless LAN settings such as the authentication and encryption methods to connect.

### 🔍 Connecting to a Wireless LAN by Setting the Details (Manual Setup Mode) (P. 117)

## Security Standards

The wireless LAN of the machine supports the security standards below. For details on whether your wireless LAN router supports these standards, see the manual of the wireless LAN router or contact the manufacturer.

- WPA-PSK (AES-CCMP)
- WPA2-PSK (AES-CCMP)
- WPA3-SAE (AES-CCMP)
- WPA-EAP (AES-CCMP)
- WPA2-EAP (AES-CCMP)
- WPA3-EAP (AES-CCMP)

### IMPORTANT

- You cannot use WPA/WPA2-EAP when connecting to a wired LAN and wireless LAN at the same time.
- If the machine is configured to not use weak encryption, it cannot be connected to the following wireless LAN routers: 🔍 **[Prohibit Use of Weak Encryption] (P. 1189)**
  - Routers without security settings

## Wireless LAN Router Information Required for Connection

When connecting with access point setup mode or manual setup mode, you must set the information below. This information is listed on the main unit of the wireless LAN router and other locations. For details, see the manual of the wireless LAN router or contact the manufacturer.

### SSID

This is the name used to identify the wireless LAN router. This may be listed as the access point name or network name.

### Network Key

This is the keyword used for data encryption or the password used for network authentication. This may be listed as the encryption key, WPA/WPA2 passphrase, or pre-shared key (PSK).

### Security Standards

These are required when connecting with manual setup mode. Check the following information:

Security Standards

- WPA-PSK
- WPA2-PSK
- WPA3-SAE
- WPA-EAP
- WPA2-EAP
- WPA3-EAP

Encryption for WPA, WPA2, and WPA3

- AES-CCMP
- IEEE 802.1X Authentication

# Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)

If your wireless LAN router supports WPS push button mode, you can easily set up a connection simply by using the control panel of the machine and the button on the wireless LAN router.

A wireless LAN connection requires Administrator or NetworkAdmin privileges.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Settings].  
→ The [Wireless LAN Settings] screen is displayed.
- 4 Press [WPS Push Button Mode].  
→ The machine starts searching for an access point.
- 5 Press the button on the wireless LAN router within two minutes of starting searching for an access point.
  - Depending on the wireless LAN router, you may have to press and hold the button.
  - For details on how to operate the button, see the manual of your wireless LAN router.
- 6 When [Connected.] appears on the screen of the machine, press [OK].
- 7 Set the IP address.
  - ▶ [Setting the IPv4 Address \(P. 119\)](#)
  - ▶ [Setting IPv6 Addresses \(P. 123\)](#)
  - ▶ [Setting the IPv4 Address of the Sub Line \(P. 121\)](#)

## NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Press [OK], and repeat the procedure starting from Step [4](#).

# Connecting to a Wireless LAN by Entering a PIN Code (WPS PIN Code Mode)

EK89-025

When the wireless LAN router supports WPS PIN code mode, you can establish a connection by registering a PIN code generated on the machine to the wireless LAN router. Use a computer to register the PIN code.

A wireless LAN connection requires Administrator or NetworkAdmin privileges.

## Required Preparations

- Access the wireless LAN router from a computer, and enable registration of a WPS PIN code.  
\* For details on how to register a WPS PIN code, see the manual of your wireless LAN router.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Settings].  
→ The [Wireless LAN Settings] screen is displayed.
- 4 Press [WPS PIN Code Mode].  
→ A PIN code is generated and displayed on the screen of the machine.  
Once a PIN code is displayed, you must register the WPS PIN code to the wireless LAN router within 2 minutes.
- 5 Access the wireless LAN router from a computer, and register the WPS PIN code to the router.
- 6 When [Connected.] appears on the screen of the machine, press [OK].
- 7 Set the IP address.  
[▶ Setting the IPv4 Address \(P. 119\)](#)  
[▶ Setting IPv6 Addresses \(P. 123\)](#)  
[▶ Setting the IPv4 Address of the Sub Line \(P. 121\)](#)

## NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Press [OK], and repeat the procedure starting from Step [4](#).

# Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Mode)

Search for a wireless LAN router (access point) from the machine, and enter the network key (password).

When you connect with access point setup mode, the following authentication and encryption methods are set:

- Encryption for WPA/WPA2/WPA3: AES-CCMP is set automatically according to the selected wireless LAN router.

To specify a different authentication or encryption method, use manual setup mode to connect. [▶Connecting to a Wireless LAN by Setting the Details \(Manual Setup Mode\) \(P. 117\)](#)

A wireless LAN connection requires Administrator or NetworkAdmin privileges.

## Required Preparations

- Prepare the information of the SSID (network name) and network key of the wireless LAN router to which you want to connect, and keep it close by. [▶Wireless LAN Router Information Required for Connection \(P. 111\)](#)
- When connecting to a wireless LAN router using WPA-EAP, WPA2-EAP, or WPA3-EAP security standards, use IEEE 802.1X. [▶Using IEEE 802.1X \(P. 797\)](#)

**1** Log in to the machine as an administrator. [▶Logging In to the Machine \(P. 200\)](#)

**2** On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶\[Home\] Screen \(P. 165\)](#)

→ The [Settings/Registration] screen is displayed.

**3** Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Settings].

→ The [Wireless LAN Settings] screen is displayed.

**4** Press [Other (Set Manually)] ▶ [Select Access Point].

→ The machine starts searching for an wireless LAN router.

**5** Select the SSID of the wireless LAN router to which you want to connect, and press [OK].

→ The [Enter Network Key] screen is displayed.

When connecting to a wireless LAN router using WPA-EAP, WPA2-EAP, or WPA3-EAP security standards, the message [The settings specified in IEEE 802.1X Settings will be applied to the connection.] is displayed.

Press [OK] and proceed to Step **7**.

If you cannot find the wireless LAN router to which you want to connect, check that the router is discoverable.

[▶Cannot Connect to Wireless LAN \(P. 1356\)](#)

**6** Press [Encryption Key], enter the network key, and press [OK].

**7** When [Connected.] appears on the screen of the machine, press [OK].

**8** Set the IP address.

- **Setting the IPv4 Address (P. 119)**
- **Setting IPv6 Addresses (P. 123)**
- **Setting the IPv4 Address of the Sub Line (P. 121)**

**NOTE**

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Press [OK], check the information (SSID and network key) of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step **4**.

# Connecting to a Wireless LAN by Setting the Details (Manual Setup Mode)

EK89-027

You can connect to a wireless LAN router by manually entering all information of the router such as the SSID (network name), network key (password), and security settings.

A wireless LAN connection requires Administrator or NetworkAdmin privileges.

## Required Preparations

- Prepare the information of the wireless LAN router to which you want to connect, and keep it close by. [▶](#)  
**Wireless LAN Router Information Required for Connection (P. 111)**
- When connecting to a wireless LAN router using WPA-EAP, WPA2-EAP, or WPA3-EAP security standards, use IEEE 802.1X. [▶](#) **Using IEEE 802.1X (P. 797)**

- 1 Log in to the machine as an administrator. [▶](#) **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶](#)  
**[Home] Screen (P. 165)**  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Settings].  
→ The [Wireless LAN Settings] screen is displayed.
- 4 Press [Other (Set Manually)] ▶ [Enter Manually].  
→ The [Enter Manually] screen is displayed.
- 5 Press [SSID] and enter the SSID.
- 6 In [Security Settings], select the security standard, and set the authentication and encryption.

### When Using WPA-PSK, WPA2-PSK, or WPA3-SAE

1. Press [WPA/WPA2-PSK].  
→ The [Security Settings] screen is displayed.
2. Press [Encryption Key] and enter the network key.
3. Press [OK].  
→ The [Enter Manually] screen reappears.



When Using WPA-EAP, WPA2-EAP, or WPA3-EAP  
Press [WPA/WPA2-EAP].

When Not Using a Security Standard  
Press [None].

**7** Press [OK].

→ The connection starts.

If [Security Settings] is set to [WPA/WPA2-EAP], the message [The settings specified in IEEE 802.1X Settings will be applied to the connection.] is displayed. Press [OK] to start the connection.

**8** When [Connected.] appears on the screen of the machine, press [OK].

**9** Set the IP address.

- **Setting the IPv4 Address (P. 119)**
- **Setting IPv6 Addresses (P. 123)**
- **Setting the IPv4 Address of the Sub Line (P. 121)**

#### NOTE

If an Error Message Appears during Operation and a Connection Cannot Be Established

- Press [OK], check the information of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step **4**.

# Setting the IPv4 Address

The machine's IPv4 address can either be assigned automatically using DHCP or entered manually. Select whether to assign the IPv4 address automatically or manually depending on the usage environment and application.

\* When the machine is connected to two different networks at the same time, set the IPv4 address to be used on the main line here. To set the IPv4 address to be used on the sub line, see the following:

➤ **Setting the IPv4 Address of the Sub Line (P. 121)**

This section describes how to configure the settings using the control panel.

You can also set the IP address using Remote UI from a computer after it has been set on the machine. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

Administrator or NetworkAdmin privileges are required.

- 1 Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ➤ [Network] ➤ [TCP/IP Settings] ➤ [IPv4 Settings] ➤ [Use IPv4].  
→ The [Use IPv4] screen is displayed.
- 4 Set to [On], and then press [OK].
- 5 Press [IP Address Settings].  
→ The [IP Address Settings] screen is displayed.
- 6 Set the IP address.

When Assigning an IP Address Automatically  
Press [DHCP] or [Auto IP] to select it.

- Auto IP searches automatically for IP addresses available on the network being used and assigns a value to each item. Although IP addresses can be assigned automatically without using a DHCP server, communication is limited to the router.
- When both are selected, priority is given to the IP address allocated with DHCP, and if there is no response from DHCP, Auto IP will be used.
- In an environment where neither DHCP or Auto IP can be used, it is recommended to not select [DHCP] or [Auto IP]. If these remain selected, the machine will continue to check on automatically obtaining an IP address in the network, creating unnecessary communication.

When Setting the IP Address Manually

1. Check that [DHCP] and [Auto IP] are not selected.  
If either of these is selected, press the corresponding button to cancel selection.
2. Enter the IP address, subnet mask, and gateway address.  
Press the item to be entered to select it, and then enter the information.

7 Press [OK].

8 Press [ Settings/Register] ► [Yes].

→ The settings are applied.

Perform a connection test to check whether the IPv4 address is correctly configured. [▶ Checking the Network Status and Settings \(P. 146\)](#)

#### NOTE

Configuring the Settings to Use the Manually Entered IP Address When an IP Address Cannot be Obtained Automatically

- In Step [6](#), with [DHCP] or [Auto IP] selected, enter the IP address, subnet mask, and gateway address. Next, use Remote UI from a computer to configure the following settings: [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Log in to Remote UI as an administrator ► press [Settings/Registration] ► [Network Settings] ► [IPv4 Settings] ► clear the [Release Address Last Acquired from DHCP Server When Address Cannot Be Acquired] checkbox ► press [OK] ► [Apply Setting Changes].

If the IP Address Is Changed after Installing the Printer Driver

- In Windows, you must add a new port. [▶ Adding a Port \(P. 349\)](#)
- In macOS, you must re-register the machine on the Mac. For details about registering the machine, see the manual of the driver at the online manual site.

<https://oip.manual.canon/>

\* If you are using DHCP to automatically obtain the IP address of the machine, the IP address may be changed automatically.

# Setting the IPv4 Address of the Sub Line

EK89-029

When the machine is connected to two different networks at the same time, set the IPv4 address to be used on the sub line.

This section describes how to configure the settings using the control panel.

You can also set the IP address using Remote UI from a computer after it has been set on the machine. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

**1** Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)

**2** On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [Settings/Registration] screen is displayed.

**3** Press [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [IP Address Settings].

→ The [IP Address Settings] screen is displayed.

**4** Set the IP address.

When Assigning an IP Address Automatically

Press [DHCP] to select it.

\* In an environment where DHCP cannot be used, it is recommended to not select [DHCP]. If this remains selected, the machine will continue to check on automatically obtaining an IP address in the network, creating unnecessary communication.

When Setting the IP Address Manually

1. Check that [DHCP] is not selected.

2. Enter the IP address, subnet mask, and gateway address.

Press the item to be entered to select it, and then enter the information.

**5** Press [OK].

**6** Press [ Settings/Register] ▶ [Yes].

→ The settings are applied.

Perform a connection test to check whether the IPv4 address of the sub line is correctly configured. [▶](#)

**Checking the Network Status and Settings (P. 146)**

**NOTE**

Configuring the Settings to Use the Manually Entered IP Address When an IP Address Cannot be Obtained Automatically

- In Step **4**, with [DHCP] selected, enter the IP address, subnet mask, and gateway address. Next, use Remote UI from a computer to configure the following settings: **Managing the Machine from a Computer (Remote UI) (P. 898)**

Log in to Remote UI as an administrator ▶ press [Settings/Registration] ▶ [Network Settings] ▶ [IPv4 Settings] ▶ clear the [Release Address Last Acquired from DHCP Server When Address Cannot Be Acquired] checkbox ▶ press [OK] ▶ [Apply Setting Changes].

Connecting to Another Network via a Router

- In Step **4**, set the IP address manually, and enter the gateway address. Next, configure static routing. **Configuring Static Routing (P. 141)**

# Setting IPv6 Addresses

EK89-02A

In an IPv6 environment, you can set the following IPv6 addresses and use them at the same time.

- **Link-Local Address**  
An address that can only be used within the same link. It cannot be used to communicate with devices beyond a router.  
A link-local address is automatically set when usage of IPv6 addresses is enabled.
- **Stateless Address**  
An address that is generated automatically using the network prefix provided by the router and the MAC address of the machine.  
You can register up to 4 addresses. This address is discarded when the machine is restarted or turned ON.
- **Manual Address**  
An address that is entered manually by specifying the IP address, prefix length, and default router address.
- **Stateful Address**  
An address obtained from a DHCP server using DHCPv6.

This section describes how to configure the settings using the control panel.

You can also set the IP address using Remote UI from a computer after it has been set on the machine. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings] ▶ [Use IPv6].  
→ The [Use IPv6] screen is displayed.
- 4 Set [Use IPv6] to [On], and press [OK].
- 5 Set the IPv6 address to use.

## When Using a Stateless Address

1. Press [Stateless Address Settings].  
→ The [Stateless Address Settings] screen is displayed.
2. Set [Use Stateless Address] to [On], and press [OK].

## When Using a Manual Address

1. Press [Manual Address Settings].  
→ The [Manual Address Settings] screen is displayed.

2. Set [Use Manual Address] to [On].
3. Enter the manual address, prefix length, and default router address, and press [OK].

#### Entering a Manual Address

Press [Manual Address] and enter the address.

\* The following addresses cannot be entered:

- Multicast address (address starting with "ff")
- Address consisting of all zeros
- IPv4-compatible address (IPv6 address with zeros in the high-order 96 bits and an IPv4 address in the low-order 32 bits)
- IPv4-mapped address (IPv6 address with "0:0:0:ffff:" in the high-order 96 bits and an IPv4 address in the low-order 32 bits)

#### Entering the Prefix Length

Press [Prefix Length] to select it, and enter the prefix length.

#### Entering the Default Router Address

Press [Default Router Address] and enter the address.

\* The following addresses cannot be entered:

- Multicast address (address starting with "ff")
- Address consisting of all zeros

\* If you will not specify the default router address, leave it blank.

4. Press [OK].

#### When Using a Stateful Address

1. Press [Use DHCPv6].  
→ The [Use DHCPv6] screen is displayed.
2. Press [On] ► [OK].

#### When Retrieving the First Half of the Stateful Address

1. Press [Only Retrieve Stateful Address Prefix].  
→ The [Only Retrieve Stateful Address Prefix] screen is displayed.
2. Press [On] ► [OK].

6

Press [ Settings/Registration] ► [Yes].

→ The machine restarts, and the settings are applied.

Perform a connection test to check whether the IPv6 address has been correctly configured. ► **Checking the Network Status and Settings (P. 146)**

#### NOTE

If the IP Address Is Changed after the Printer Driver Is Installed

- In Windows, you must add a new port. ► **Adding a Port (P. 349)**
- In macOS, you must re-register the machine on the Mac. For details about registering the machine, see the manual of the driver at the online manual site.

<https://oip.manual.canon/>

# Configuring Your Machine for Your Network Environment

EK89-02C

The size and configuration of a network vary depending on the purpose and usage. The machine is equipped with a variety of technologies to support many environments.

Configure the settings of the machine according to your network environment, as needed.

## ➤ Manually Configuring the Ethernet Settings (P. 126)

### ➤ Configuring DNS (P. 128)

### ➤ Configuring SMB (P. 132)

### ➤ Configuring WINS (P. 134)

### ➤ Registering LDAP Servers (P. 135)

### ➤ Configuring SNMP (P. 138)

### ➤ Configuring Static Routing (P. 141)

### ➤ Configuring SMTP (P. 143)

### ➤ Configuring SLP Communication (P. 145)

## See Also

To reduce the threat of unauthorized access and eavesdropping, it is recommended to configure the security settings according to your network environment.

## ➤ Protecting the Network (P. 775)

### NOTE

Using the Machine in a Network with IEEE 802.1X Authentication

- When connecting the machine to a network that uses IEEE 802.1X authentication, you must configure the settings on the machine such as the authentication method managed by the authentication server. ➤ **Using IEEE 802.1X (P. 797)**



# Manually Configuring the Ethernet Settings

EK89-02E

By default, when the machine connects to a wired LAN, the Ethernet communication mode and Ethernet type are detected automatically, and these can be used without changes. Depending on the usage environment, you may have to change the Ethernet settings to suit the settings of peripheral devices. You can also select whether to use the EEE function, which reduces power consumption when performing wired LAN communication.

\* When the machine is connected to two wired LANs at the same time, the main line and sub line have separate Ethernet settings. You can change these settings, as needed.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the sub line settings.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
  - 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
  - 3 Press [Preferences] ▶ [Network] ▶ [Ethernet Driver Settings].  
→ The [Ethernet Driver Settings] screen is displayed.
- When Changing the Sub Line Settings  
Press [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Ethernet Driver Settings].
- 4 Set [Auto Detect] to [Off].
  - 5 Select the communication mode.  
Normally, select [Full Duplex]. When the network router is set to half duplex communication, select [Half Duplex].
  - 6 Select the Ethernet type.
  - 7 Select whether to use the EEE function, then press [OK].  
If you want to use the EEE function, select [On] for [Use EEE].  
\* Depending on the network environment, the connection between the machine and the network may become unstable. In that case, setting [Use EEE] to [Off] may improve the situation.
  - 8 Press [ Settings/Register] ▶ [Yes].  
→ The settings are applied.

When the sub line settings are changed, the machine restarts automatically.

# Configuring DNS

EK89-02F

When using the machine in an environment with Domain Name System (DNS), configure the DNS server information and DHCP option settings.

In an environment without DNS, you can configure multicast DNS (mDNS) to use the DNS function. mDNS is used by Bonjour and other software.

\* When the machine is connected to two different networks at the same time and using DNS to send and receive specific system data via the sub line, you must also configure DNS on the sub line in addition to configuring this setting. [▶Setting the DNS of the Sub Line \(P. 131\)](#)

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

## Required Preparations

- When configuring DNS for IPv6, configure the settings to use an IPv6 address. [▶Setting IPv6 Addresses \(P. 123\)](#)

- 1 Log in to the machine as an administrator. [▶Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶\[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings].
- 4 Configure the DHCP options.  
If you are not configuring the DHCP option settings, proceed to Step [5](#).

1. Press [IPv4 Settings] or [IPv6 Settings] ▶ [DHCP Option Settings].  
→ The [DHCP Option Settings] screen is displayed.
2. Set the items to enable to [On].
  - [Acquire Host Name] (IPv4 only)  
Obtains a host name (Option 12) from the DHCP server.
  - [DNS Dynamic Update] (IPv4 only)  
The DHCP server automatically updates the information (Option 81) corresponding to the host name in place of the machine.
  - [Acquire DNS Server Address]  
Obtains a DNS server address (Option 6 for IPv4, Option 23 for IPv6) from the DHCP server.
  - [Acquire Domain Name]  
Obtains a domain name (Option 15 for IPv4, Option 24 for IPv6) from the DHCP server.

[Acquire WINS Server Address] (IPv4 only)

Obtains an WINS server address (Option 44) from the DHCP server.

[Acquire SMTP Server Address] (IPv4 only)

Obtains an SMTP server address (Option 69) from the DHCP server.

[Acquire POP Server Address] (IPv4 only)

Obtains a POP3 server address (Option 70) from the DHCP server.

3. Press [OK].

4. Press [Up].

5

Press [DNS Settings].

6

Set the DNS server information.

- For details about the setting information, contact your provider or network administrator. You can also refer to the computer settings. ➔ **Checking the Network Connection Information of the Computer (P. 1518)**
- If you are not configuring the DNS server information, proceed to Step 7.

1. Press [DNS Server Address Settings].

→ The [DNS Server Address Settings] screen is displayed.

2. Enter the IP address of the DNS server, and press [OK].

- In [Primary DNS Server], enter the IP address of the DNS server.
- When using a secondary DNS server, enter the IP address of that server in [Secondary DNS Server].  
\* When not using a secondary DNS server, set IPv4 to "0.0.0.0" and leave IPv6 blank.

#### For IPv4

Press [Primary DNS Server] and [Secondary DNS Server] to select them, and enter the DNS server information.

#### For IPv6

Press [Primary DNS Server] and [Secondary DNS Server], and enter the DNS server information.

\* The following addresses cannot be entered:

- Multicast address (address starting with "ff")
- Address consisting of all zeros
- Link-local address

3. Press [DNS Host Name/Domain Name Settings].

→ The [DNS Host Name/Domain Name Settings] screen is displayed.

4. Enter the host name and domain name of the machine, and press [OK].

[Use Same Host Name/Domain Name as IPv4] (IPv6 only)

To use the same host name and domain name as IPv4 for IPv6 when using both IPv4 and IPv6, set this to [On].

To set the IPv6 host name and domain name individually, set this to [Off], and enter [Host Name] and [Domain Name].

[Host Name]

Enter the host name to register in the DNS server using single-byte alphanumeric characters.

[Domain Name]

Enter the name of the domain to which the machine belongs using single-byte alphanumeric characters.

Input example:

example.com

\* When the IPv6 address setting is configured to use DHCPv6, the domain name acquired from the DHCPv6 server is used for the IPv6 domain name.

5. Press [DNS Dynamic Update Settings].

→ The [DNS Dynamic Update Settings] screen is displayed.

6. Specify whether to use DNS Dynamic Update, and press [OK].

To automatically update the DNS settings when the corresponding information of the host name and IP address is changed in a DHCP environment, for example, set [DNS Dynamic Update] to [On].

For IPv6, depending on the type of address to register to the DNS server, set [Register Stateless Address], [Register Manual Address], or [Register Stateful Address] to [On].

## 7 Configure the mDNS settings.

If you are not configuring the mDNS settings, proceed to Step 8.

1. Press [mDNS Settings].

→ The [mDNS Settings] screen is displayed.

2. Set whether to use mDNS.

**For IPv4**

To use mDNS, set [Use IPv4 mDNS] to [On], and enter the mDNS name.

**For IPv6**

To use mDNS, set the [Use IPv6 mDNS] to [On], and select whether to use the same mDNS name as IPv4.

- To use the same mDNS name as IPv4 for IPv6 when using both IPv4 and IPv6, set [Use Same mDNS Name as IPv4] to [On].
- To set the mDNS name of IPv6 individually, set [Use Same mDNS Name as IPv4] to [Off], and enter the mDNS name.

3. Press [OK].

## 8 Configure encrypted TLS communication for use with the DNS server.

- Security can be enhanced by encrypting communication with the DNS server using TLS.
- If the encrypted communication fails, it will not switch to unencrypted communication, and will not be able to connect to the DNS server.
- If you do not want to use encrypted TLS communication with the DNS server, proceed to step 9.

1. Press [DNS Encryption Settings].

→ The [DNS Encryption Settings] screen is displayed.

2. Select [On] for [Use DNS over TLS].

3. Configure [Port Number to Use] and [Host Name to Verify].

In [Host Name to Verify], enter the host name specified for the SAN (Subject Alternative Name) in the certificate retrieved from the DNS server.

4. Press [OK].

## 9 Press [ Settings/Register] ► [Yes].

→ The settings are applied.

# Setting the DNS of the Sub Line

EK89-02H

When the machine is connected to two different networks at the same time and using DNS to send and receive specific system data via the sub line, set the IP address of the DNS server used on the sub line.

\* The DNS settings of the sub line can only be used to send and receive specific system data and cannot be used via normal Internet connection.

\* When using DNS via the sub line for purposes other than sending and receiving specific system data, set the IP address of the DNS server used for the sub line in the DNS settings of the main line. [▶Configuring DNS \(P. 128\)](#)

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶\[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Settings for System Data Communication] ▶ [DNS Server Address Settings].  
→ The [DNS Server Address Settings] screen is displayed.
- 4 Enter the IP address of the DNS server, and press [OK].
  - Press [Primary DNS Server] to select it, and enter the IP address of the DNS server.
  - When using a secondary DNS server, press [Secondary DNS Server] to select it, and enter the IP address of that server.
    - \* When not using a secondary DNS server, leave it set to "0.0.0.0".
  - For details about the setting information, contact your provider or network administrator. You can also refer to the computer settings. [▶Checking the Network Connection Information of the Computer \(P. 1518\)](#)
- 5 Press [ Settings/Register] ▶ [Yes].  
→ The settings are applied.

# Configuring SMB

EK89-02J

This machine uses the Server Message Block (SMB) communication protocol to save scanned data to a shared folder, for example. Depending on the network environment, you may have to set the computer name and workgroup name of the machine and the settings for connecting as an SMB client.

➤ **Setting the Computer Name and Workgroup Name (P. 132)**

➤ **Configuring an SMB Client (P. 133)**

## Setting the Computer Name and Workgroup Name

Set the computer name that serves as a name identifying the machine on the network and the name of the workgroup to which the machine belongs.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ► [Network] ► [TCP/IP Settings] ► [Computer Name/Workgroup Name Settings].  
→ The [Computer Name/Workgroup Name Settings] screen is displayed.
- 4 Enter the computer name and workgroup name of the machine, and press [OK].  
Enter using single-byte alphanumeric characters.  

In an Environment with WINS

  - Set [Use NetBIOS] to [On].
  - You cannot register names that start with an asterisk (\*) to the WINS server.
- 5 Press [ Settings/Register] ► [Yes].  
→ The machine restarts, and the settings are applied.

## Configuring an SMB Client

Configure the settings to connect the machine to an SMB server (such as a computer with shared folder) as an SMB client, and specify the version of SMB to use.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [SMB Client Settings].  
→ The [SMB Client Settings] screen is displayed.
- 4 Configure the settings to connect to the SMB server, and press [OK].  
  
[Authentication Type]  
Select the version of the authentication protocol according to the authentication protocol of the SMB server.  
  
[Require SMB Signature for Connection]  
To request an SMB packet signature when connecting to the SMB server, set this to [On].  
  
[Require Encryption for Connection]  
To connect only to an SMB server that supports SMB v3.0 encrypted communication, set this to [On].  
  
[Timeout]  
Enter the wait time until the SMB server responds.  
\* If the machine times out before completing an operation such as saving scanned data, lengthen the wait time.
- 5 Press [Specify SMB Client Version].  
→ The [Specify SMB Client Version] screen is displayed.
- 6 Select the version of the SMB server to which the machine will be connected, and press [OK].  
If you set [Require Encryption for Connection] to [On] in Step [4](#), set the version to 3.0 or later.
- 7 Press [ Settings/Register] ▶ [Yes].  
→ The settings are applied.



# Configuring WINS

EK89-02K

When using the machine in a network environment that uses both NetBIOS and TCP/IP, configure Windows Internet Name Service (WINS) to convert the NetBIOS name to an IP address.  
To enable WINS, specify the WINS server. WINS cannot be used in an IPv6 environment.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

## Required Preparations

- Set the computer name and workgroup name. [▶ Setting the Computer Name and Workgroup Name \(P. 132\)](#)

**1** Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)

**2** On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [Settings/Registration] screen is displayed.

**3** Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [WINS Settings].

→ The [WINS Settings] screen is displayed.

**4** Set [WINS Resolution] to [On].

**5** Enter the IPv4 address of the WINS server, and press [OK].

If the IPv4 address of the WINS server is obtained from a DHCP server, the obtained IPv4 address has priority.

[▶ Configuring DNS \(P. 128\)](#)

**6** Press [ Settings/Register] ▶ [Yes].

→ The settings are applied.

# Registering LDAP Servers

If you are using an LDAP server to search for destinations, register the LDAP server information to the machine. You can register up to five LDAP servers.

This section describes how to register the information using the control panel.

You can also register the information using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator privileges are required.

## Required Preparations

- When specifying an LDAP server with a host name, make sure that a DNS server is available in the network.
- When specifying an LDAP server with an IP address, check whether the DNS server supports forward or reverse lookup.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Set Destination] ▶ [Register LDAP Server].  
→ The [Register LDAP Server] screen is displayed.
- 4 Press [Register].  
→ The screen for specifying the LDAP server information is displayed.
- 5 Set the server name and server address.
  - In [Server Name], enter a name to identify the LDAP server.
  - In [Server Address], enter the IP address or host name of the LDAP Server using single-byte alphanumeric characters.  
*Input example:* Host name  
ldap.example.com
- 6 Specify the position to start searching, then press [Next].  
[Position to Start Search]  
Specify the start search position in the directory information tree (DIT).
  - When using Windows Server, add "DC=" to each dot-delimited character string in the Active Directory domain name, and separate the entries with commas.  
*Input example:* When the Active Directory domain name is "john.example.com"  
DC=john, DC=example, DC=com

- For Lotus Notes Domino, enter the node dn (identifier) on the directory tree.  
**Input example:**  
ou=team1, ou=salesdept, o=canon
- If the server is LDAPv3, you can skip specifying the position to start search. If this setting is left blank, the machine automatically starts search from an arbitrary position.
- If the server is LDAPv2, you must specify the position to start search. (It cannot be skipped.)

## 7

Configure the detailed information for the LDAP server as required.

[Use TLS]

To encrypt communication with the LDAP server using TLS, set this to [On].

\* This is enabled only when [Use] or [Use (Security Authentication)] is selected in [Authentication Information] in Step 9 below.

[Port Number]

Enter the port number used to communicate with the LDAP server.

Press [Port Number] to select it, and enter the port number.

[Max Addresses to Search]

Enter the maximum number of addresses to search.

Press [Max Addresses to Search] to select it, and enter a value to search.

[Search Timeout]

Enter the time from search start to timeout in seconds.

Press [Search Timeout] to select it, and enter a value.

## 8

Press [Next].

→ The screen for specifying the information for authenticating the LDAP server is displayed.

## 9

Configure the information for authenticating the LDAP server.

#### When Using Login Information to Perform Authentication

Enter the user name and password to use for authentication. You can also enter the user name and password on the authentication screen when searching for a destination.

1. In [Authentication Information], press [Use] or [Use (Security Authentication)].

#### When Using an Entered Authentication Password

Press [Use], then select the combination of the LDAP version and character encoding.

#### When Using Data Obtained with the Kerberos Protocol for the Authentication Password (LDAPv3 Only)

Press [Use (Security Authentication)].

- The clock of the machine must be synchronized with that of the LDAP server.
- If you specified an IP address for [Server Address] in Step 5, your DNS server must support reverse lookup.
- The combination of the LDAP version and character encoding is automatically set to [ver.3 (UTF-8)].

2. Enter the user name, password, and domain name to use for authentication.

[User Name]

Enter the user name of the machine that is registered to the LDAP server.

[When \[Use\] Is Selected in Step 1](#)

- When using Windows Server, enter the user name in the form "(Windows domain name)\(Windows user name)."  
Input example:  
example\user1
- For Lotus Notes Domino, enter the user dn (identifier) to perform authentication.  
Input example:  
cn=user1, ou= team1, o=salesdept

#### When [Use (Security Authentication)] Is Selected in Step 1

Enter the Windows user name.

Input example:

user1

[Password]

Enter the password that is registered on the LDAP server.

When the password is entered, the [Confirm] screen is displayed. Enter the password again.

[Domain Name] (Only when [Use (Security Authentication)] is selected in Step 1)

Enter the directory tree name in Active Directory.

Input example:

example.com

3. In [Display Authentication Screen When Searching], specify whether to display the authentication screen when searching.
  - To enable entry of the user name and password on the authentication screen when searching for a destination, set this to [On].
  - To use the user name and password entered in Step 2 for authentication, set this to [Off].
4. In [LDAP Server Version and Character Code], select the combination of the LDAP server version and character code.  
If you select [Use (Security Authentication)] in Step 1, this is set automatically to [ver.3 (UTF-8)].

#### When Authenticating Users Anonymously without Using Login Information

In [Authentication Information], press [Do Not Use] and select the combination of the LDAP server version and character code.

**10** Press [Check Connection] in [Authentication Information], as needed.

You can check whether the machine can connect to the LDAP server.

**11** Press [OK].

→ The LDAP server is registered.

# Configuring SNMP

EK89-02R

Simple Network Management Protocol (SNMP) is a protocol for monitoring and controlling communication devices in a network by accessing a Management Information Base (MIB). Configure these settings according to the purpose of use and environment of the machine.

The machine supports SNMPv1 and SNMPv3. You can also use both. Trap notification is not supported.

When SNMP management software is installed on the network, you can use the software to configure, monitor, and control the machine remotely from a computer. For more information, see the manual of the software you are using.

## SNMPv1

Defines the scope of communication using information called a "community name." As the community name is sent to the network in plain text, the security of the network is vulnerable. To ensure network security, disable SNMPv1 and use SNMPv3. When SNMPv1 is disabled, you will not be able to use some functions such as obtaining information from the machine using the printer driver.

## SNMPv3

Communicates using user information for SNMPv3. This protocol enables you to configure authentication and encryption settings with the user information to monitor and control communication devices on the network with a solid security system.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

\* To configure SNMPv3 with Remote UI, you must enable TLS. [▶ Using TLS \(P. 788\)](#)

Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [SNMP Settings].  
→ The [SNMP Settings] screen is displayed.
- 4 Configure the SNMPv1 settings.

### To Enable SNMPv1

1. Set [Use SNMPv1] to [On].
2. Configure the community.
  - You can set MIB Access Permission (permission to read/write to MIB objects) for each community.
  - When using both SNMPv1 and SNMPv3, it is recommended to set MIB Access Permission to [Read Only]. When setting SNMPv1 to [Read/Write] (full-access permission), you can perform nearly all operations, and therefore, you are not able to use the solid security features of SNMPv3.

**To Configure the Community Name**

Press [Set Community Name 1] or [Set Community Name 2].

On the displayed screen, set [Community Name 1] or [Community Name 2] to [On], set the MIB access permission and community name, and press [OK].

Enter the community name using single-byte alphanumeric characters.

**To Configure a Dedicated Community**

A dedicated community is a preset community exclusively for Canon Device Management software.

To use a dedicated community, press [Set Dedicated Community].

On the displayed screen, set [Dedicated Community] to [On], set the MIB access permission, and press [OK].

\* For more information, see the manual of the software you are using.

To Disable SNMPv1

Set [Use SNMPv1] to [Off].

**5****Configure the SNMPv3 settings.**

To Enable SNMPv3

1. Set [Use SNMPv3] to [On].

2. Press [Administrator Settings].

→ The [Administrator Settings] screen is displayed.

If the default "Administrator" user is disabled, proceed to Step 4.

3. Configure the administrator settings, and press [OK].

→ The screen returns to the [SNMP Settings] screen.

- To use the default "Administrator" user information with SNMPv3, set [Use Administrator] to [On].
- To use a password that is different from the one set for the default "Administrator" user, press [Use Same Password as for Authentication] to cancel selection, and enter the encryption password.

4. Press [Custom] ► [Register].

→ The [Register] screen is displayed.

5. Configure the user, and press [OK].

[User Name]

Enter the user name using single-byte alphanumeric characters.

\* You cannot register a user with the user name "Administrator."

[MIB Access Permission]

Set the read/write permission to MIB objects for each specified user.

To allow both read and write, select [Read/Write].

[Security Settings]

Select whether to enable or disable authentication and encryption.

6. Configure the algorithm and password, then press [OK].

[Authentication Algorithm]

When [Auth. Yes/Encrypt. Yes] or [Auth. Yes/Encrypt. No] is selected in [Security Settings], select the authentication algorithm according to the usage environment.

[Authentication Password]

Enter the password to use for authentication. When the password is entered, the [Confirm] screen is displayed. Enter the password again.

[Encryption Algorithm]

When [Auth. Yes/Encrypt. Yes] is selected in [Security Settings], select the encryption algorithm according to the usage environment.

[Encryption Password]

Enter the password to use for encryption. When the password is entered, the [Confirm] screen is displayed. Enter the password again.

7. Press [OK].

→ The screen returns to the [SNMP Settings] screen.

To Disable SNMPv3

Set [Use SNMPv3] to [Off].

6

Specify whether to obtain printer management information, and press [Next].

To regularly obtain printer management information from the machine, such as protocols and ports, set [Retrieve Printer Mngt. Information from Host] to [On].

7

Specify whether to receive SNMP data in sleep mode, and press [OK].

To prevent canceling sleep mode when receiving data, set [Reject SNMP Packets While in Sleep Mode] to [On].

8

Press [ Settings/Register] ► [Yes].

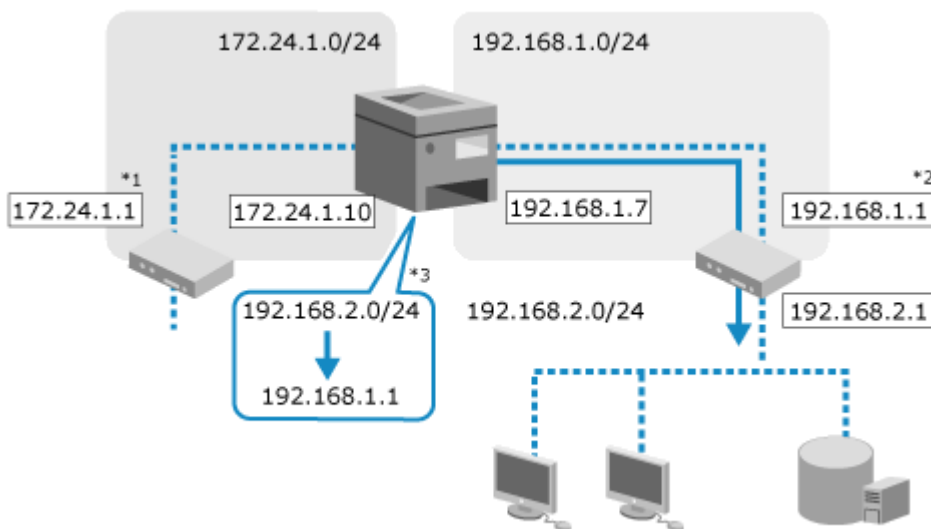
→ The machine restarts, and the settings are applied.

# Configuring Static Routing

EK89-02S

Configure static routing to specify the network route manually. You can register up to 16 static routing entries.

For example, when the machine is connected to two different networks at the same time and sends data in an environment where the main and sub lines are connected to different networks via a router, the sending of data via the main line gateway normally has priority. When static routing is configured, data can be sent via the sub line gateway in this case.



\*1 Main line gateway

\*2 Sub line gateway

\*3 Static routing information

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

## Required Preparations

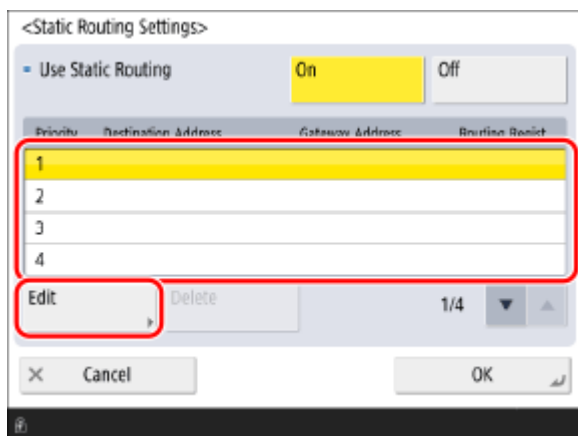
- When connecting to a different network via a router, confirm the gateway address for configuring static routing on the IP address settings screen of the machine.
  - [▶ Setting the IPv4 Address \(P. 119\)](#)
  - [▶ Setting the IPv4 Address of the Sub Line \(P. 121\)](#)

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Static Routing Settings].  
→ The [Static Routing Settings] screen is displayed.



4 Set [Use Static Routing] to [On].

5 Select a number that does not have registered static routing information, and press [Edit].



→ The screen for registering the static routing information is displayed.

The registered numbers are the priority of the route.

6 Enter the IP address prefix length, and press [Next].

Press the item to be entered to select it, and then enter the information.

7 Enter the gateway address, and press [OK].

→ The screen returns to the [Static Routing Settings] screen.

8 Press [OK].

9 Press [ Settings/Register] ► [Yes].

→ The settings are applied.

#### NOTE

##### Checking the Static Routing Configuration

- If the settings are configured correctly, [Successful] appears in [Routing Regist.] on the [Static Routing Settings] screen.  
\* If the settings are not configured correctly, [Failed] appears and an error message is displayed at the bottom of the screen.

# Configuring SNTP

EK89-02U

To obtain time information from the time server on the network, configure Simple Network Time Protocol (SNTP). When SNTP is configured, the time server is checked at specified intervals to adjust the time and maintain the correct time on the machine.

The machine supports both an NTP server (NTPv3) and SNTP server (SNTPv3 and v4).

\* SNTP may be enabled automatically when using a service that requires communication with an SNTP server.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

## Required Preparations

- The time is adjusted based on the Coordinated Universal Time (UTC), so specify the time zone setting. [▶ Setting the Date and Time \(P. 882\)](#)
- Prepare the IP address of the NTP or SNTP server and keep it close by.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [SNTP Settings].  
→ The [SNTP Settings] screen is displayed.
- 4 Set [Use SNTP] to [On].
- 5 In [Polling Interval], enter the interval at which to check the server and adjust the time.
- 6 In [NTP Server Address], enter the IP address of the NTP or SNTP server.  
When using a DNS server, you can enter the host name or FQDN instead of the IP address.  
*Input example:*  
ntp.example.com
- 7 Press [OK].
- 8 Press [ Settings/Register] ▶ [Yes].  
→ The settings are applied.

**NOTE**

Testing Communication with the NTP or SNTP Server

- Press [Check NTP Server] on the [SNTP Settings] screen to display the communication status. If the machine is correctly communicating with the server, [OK] appears.

\* This tests the communication status and does not adjust the time.

# Configuring SLP Communication

EK89-02W

When using the machine in an environment with software that uses a Service Location Protocol (SLP) for communication, configure the SLP communication settings, as needed.

\* See the manual of the software to determine whether the SLP communication settings need to be configured.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [Multicast Discovery Settings].  
→ The [Multicast Discovery Settings] screen is displayed.
- 4 Set [Response] to [On], enter the name of the scope to which the machine belongs, and press [OK].
- 5 Press [ Settings/Register] ▶ [Yes].  
→ The settings are applied.

## NOTE

Sending Notification of the Power Status of the Machine to the Software

- Use Remote UI from a computer to configure the sleep mode notification settings.
  - [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)
  - [▶ \[Sleep Mode Notification Settings\] \(P. 1008\)](#)

# Checking the Network Status and Settings

EK89-02X

You can perform a connection test with devices in the network to check whether the machine is properly connected to the network.

The IP address of the machine and the MAC address information are needed to use Remote UI and configure the firewall settings. Check these current settings.

- **Checking Whether the Machine Can Connect to Network Devices (P. 146)**
- **Checking the IP Address of the Machine (P. 147)**
- **Checking the MAC Address of the Wired LAN (P. 147)**
- **Checking the MAC Address and Connection Information of the Wireless LAN (P. 148)**

## NOTE

- If the IP address is displayed as "0.0.0.0" or "Could not retrieve.", it is not correctly configured. Set the IP address again.
  - **Setting the IPv4 Address (P. 119)**
  - **Setting IPv6 Addresses (P. 123)**
- Connecting the machine to a switching hub, for example, may prevent connection to the network even when the IP address is correctly configured. In this case, set a wait time until the machine starts communicating and try connecting again. ➤ **[Waiting Time for Connection at Startup] (P. 998)**
- You can check the network settings by printing the network settings list. ➤ **Printing the Registration Information and Settings (P. 920)**

## Checking Whether the Machine Can Connect to Network Devices

In the Web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network. ➤ **Starting Remote UI (P. 899)**

You can use the following procedure to send a ping command from the control panel to check whether the machine can connect to a network device.

Administrator or NetworkAdmin privileges are required.

\* If the machine is connected to two different networks at the same time, the ping command can only be used to check the connection on the main line.

## Required Preparations

- For IPv4, prepare the IPv4 address of a device in the network to which you want to connect and keep it close by.
- For IPv6, prepare the IPv6 address or host name of a device in the network to which you want to connect and keep it close by.

**1** Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**

**2** On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 3 Press [Preferences] ► [Network] ► [TCP/IP Settings] ► [IPv4 Settings] or [IPv6 Settings] ► [PING Command].

→ The [PING Command] screen is displayed.

- 4 Enter the IP address of a network device, and press [Start].

→ If the machine is correctly connected to the network, [Response from the host.] appears.

For IPv6, you can also enter the host name instead of the IP address.

## Checking the IP Address of the Machine

You can check the IPv4 and IPv6 address and other settings directly on the various settings screens.

➤ **Setting the IPv4 Address (P. 119)**

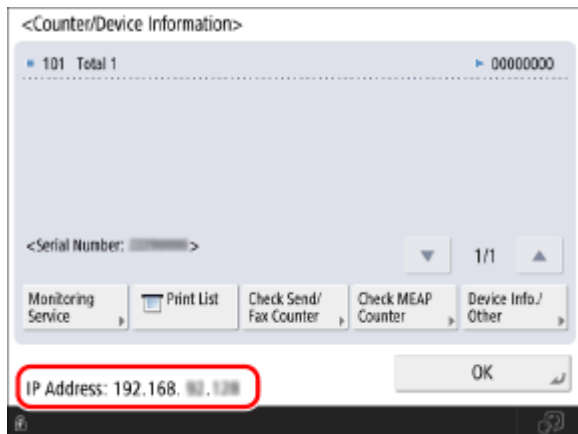
➤ **Setting IPv6 Addresses (P. 123)**

You can also use the following procedure to check the IPv4 address on the [Counter/Device Information] screen.

- 1 On the control panel, press the [Counter/Device Information] key in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**

→ The [Counter/Device Information] screen is displayed.

- 2 Check the IPv4 address.



When the machine is connected to two different networks at the same time, the IPv4 addresses of the main and sub lines are displayed side by side.

## Checking the MAC Address of the Wired LAN

Check the MAC address of the machine when connected to a wired LAN.

\* When the machine is connected to two wired LANs at the same time, the main line and sub line have separate MAC addresses. You can check the MAC address of each, as needed.

This section describes how to check this information using the control panel.

You can also use Remote UI from a computer to check this information. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

Administrator or NetworkAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
  - 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
  - 3 Press [Preferences] ▶ [Network] ▶ [Ethernet Driver Settings].  
→ The [Ethernet Driver Settings] screen is displayed.
- Checking the MAC Address of the Sub Line  
Press [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Ethernet Driver Settings].
- 4 Check the MAC address.

## Checking the MAC Address and Connection Information of the Wireless LAN

In addition to the MAC address and connection information of the machine when connected to a wireless LAN, you can also view the security settings.

This section describes how to check this information using the control panel.

You can also use Remote UI from a computer to check this information. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Wireless LAN] ▶ [Wireless LAN Information].  
→ The [Wireless LAN Information] screen is displayed.
- 4 Check the MAC address and the settings.  
Press [Details] to display the WPA-PSK, WPA2-PSK, or WPA3-SAE details.

# Installing Software and Drivers to the Computer

EK89-02Y

Install the related software and drivers to the computer that will use the functions of the machine, such as printing, remote scanning, and PC faxing.

Install any options to the machine before installing the software and drivers.

## Installation Procedure

Check the operating environment via the Canon website for your country/region, and download and install the latest software and drivers.

<https://global.canon/en/support/>

\* If the machine is supplied with a CD-ROM or DVD-ROM, you can also use this to install the software and drivers.

For details about the installation method, see the manual of the software or driver at the online manual site.

<https://oip.manual.canon/>

## Precautions and Limitations

### Operating Environment

- Depending on the operating system, your computer may not support some software or drivers. For the latest information on the supported operating systems, see the Canon website.

<https://global.canon/en/support/>

- Depending on the model and usage environment, some functions of the software or drivers may not be available.

### When the Firewall Settings of the Machine Are Configured

The computer that will be used with the machine must be allowed to communicate with the machine. If the computer is not allowed to communicate with the machine, you will not be able to install the software and drivers or use the functions of the machine. [▶Setting Up a Firewall \(P. 776\)](#)

### If the IP Address of the Machine Is Changed after Installing the Printer Driver

- In Windows, you must add a new port. [▶Adding a Port \(P. 349\)](#)
- In macOS, you must re-register the machine on the Mac. For details about registering the machine, see the manual of the driver at the online manual site.

<https://oip.manual.canon/>

\* If you are using DHCP to automatically obtain the IP address of the machine, the IP address may be changed automatically.

### NOTE

Using the Functions of the Machine Without Installing Software or Drivers (macOS)

- You can use AirPrint standard equipped in macOS to print and scan data and send faxes without installing software or drivers. [▶Using AirPrint to Print and Scan Data and Send Faxes \(P. 679\)](#)



# Basic Operations

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# Basic Operations

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This chapter describes the basic operations common to all functions of the machine and how to understand the screen layout.

## Managing and Saving Power

You can turn OFF the power to conserve energy or when cleaning and restart the machine to apply the settings.

You can use Sleep Mode to reduce power consumption.

- **Turning ON and OFF the Machine (P. 153)**
- **Reducing Power Consumption (Sleep Mode) (P. 159)**

## Using the Control Panel

Use the control panel to scan, copy, and perform other functions and to configure the settings of the machine.

- **Using the Control Panel (P. 161)**

When the login screen is displayed, enter the required login information to continue operations.

- **Logging In to the Machine (P. 200)**

## Placing Originals and Loading Paper

Place the original on the platen glass or in the feeder when scanning, sending a fax, or copying.

Load printing and copying paper into the paper drawer or multi-purpose tray according to your usage.

- **Placing Originals (P. 204)**
- **Loading Paper (P. 219)**

## Registering and Specifying Destinations

Register destinations for sending and saving scanned data and faxes to the Address Book of the machine.

In addition to specifying destinations from the Address Book, you can also directly enter them, use the TX Log, and use other methods to specify them.

- **Registering Destinations (Address Book) (P. 276)**
- **Specifying Destinations (P. 320)**

## Using a USB Memory Device

When exchanging data between a USB memory device and the machine, handle the device properly to prevent damage to the device and machine as well as errors.

- **Inserting and Removing a USB Memory Device (P. 332)**

## Customizing the Layout and Volume

You can customize the layout of the control panel and adjust the volume of the machine sounds to make the machine more convenient and easier to use.

- **Customizing the Control Panel Screen (P. 179)**
- **Adjusting the Volume (for Models with the Fax Function) (P. 336)**
- **Adjusting the Volume (for Models Without the Fax Function) (P. 339)**

# Turning ON and OFF the Machine

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EK89-031

Be sure to use the power switch to manually turn ON the power of the machine.

In addition to using the power switch, you can turn OFF the power and restart the machine using Remote UI from a computer.

- **Turning ON the Machine (P. 154)**
- **Turning OFF the Machine (P. 155)**
- **Restarting the Machine (P. 157)**

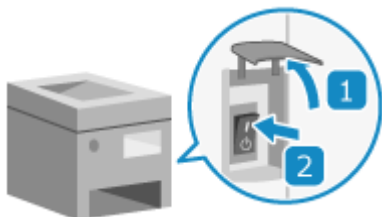
# Turning ON the Machine

To turn ON the machine, press the power switch on the front.

**1** Make sure that the power plug is inserted into a power outlet.

**2** Open the power switch cover, and press the power switch to the ON position ( | ). ➤ **Front Side (P. 35)**

When the power switch is vertical



When the power switch is horizontal



→ The startup screen is displayed on the display. ➤ **Control Panel (P. 39)**

**3** Close the power switch cover.

## NOTE

### Changing the Screen that Appears after Startup

- After the power is turned ON and the startup screen is displayed, the [Home] screen is displayed by default. You can configure the setting to display another function screen. ➤ **[Default Screen After Startup/Restoration] (P. 982)**

### When the Mac Is Connected to the Machine via USB Cable

- When you turn ON the machine, the Mac may also turn on at the same time.
- To not turn on the Mac at the same time, unplug the USB cable before turning ON the machine. If the machine is connected to the Mac via a USB hub, the Mac may not turn on.

# Turning OFF the Machine

In addition to using the power switch on the front of the machine, you can also turn OFF the power using Remote UI from a remote location.

## ▶ Turning OFF the Machine Using the Power Switch (P. 155)

## ▶ Turning OFF the Machine Using Remote UI (P. 156)

### IMPORTANT

Check the operation status of the machine before turning it OFF.

- A process to protect the storage in the machine is performed when the power is turned OFF. Therefore, turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
  - Do not turn OFF the machine when using the Fax or I-Fax function. The machine will be unable to receive the data.
  - Turning OFF the machine while scanning an original or printing paper may result in a paper jam.
  - Do not turn OFF the machine while initializing all the data and settings with the Optional Data Storage Kit installed. Doing so may damage the storage. When turning the main power of the machine OFF, press [Print] on the [Home] screen, and confirm that the message "This function is currently unavailable. The device is preparing the optional storage... Wat a moment, then try again." is not displayed. ▶ **Initializing All Settings and Data (P. 967)**

Unplugging the power cable before the machine turns OFF may result in a malfunction.

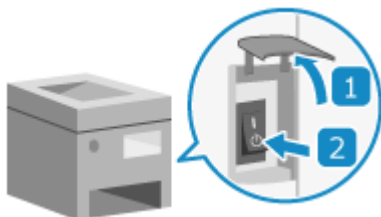
- The machine may continue to operate during the shutdown process. Before removing the power plug, confirm that the touch panel display and indicators have been off for three seconds or longer. ▶ **Control Panel (P. 39)**

## Turning OFF the Machine Using the Power Switch

1

Open the power switch cover, and press the power switch to the OFF position (  ). ▶ **Front Side (P. 35)**

When the power switch is vertical



When the power switch is horizontal



→ The touch panel display and indicators turn off and you can turn the machine OFF. ▶ **Control Panel (P. 39)**  
It may take a few minutes until the power turns OFF. Do not unplug the power cable until the power turns OFF.

## 2 Close the power switch cover.

### NOTE

#### Turning ON the Machine Again

- Wait for 10 or more seconds to elapse after the display and indicators turn off, then turn the machine ON again.
- If quick startup is enabled, wait for 20 or more seconds to elapse before turning the machine ON again. [▶](#)

#### **[Quick Startup Settings for Main Power] (P. 990)**

- \* By default, the Quick Startup setting is enabled.
- \* If the machine is restarted within 20 seconds, it starts up normally and not with Quick Startup.

## Turning OFF the Machine Using Remote UI

---

### 1 Log in to Remote UI. [▶](#) **Starting Remote UI (P. 899)**

### 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶](#) **Remote UI Portal Page (P. 903)**

### 3 Click [Device Management] [▶](#) [Remote Shutdown].

→ The [Remote Shutdown] screen is displayed.

### 4 Click [Start].

→ The shutdown confirmation message appears.

### 5 Click [OK].

→ A screen indicating that the machine is being shut down is displayed, and then the power is turned OFF. When the power is turned OFF, Remote UI is disconnected.

# Restarting the Machine

When you make changes to the settings of the machine, you may have to restart the machine to apply the changes depending on the setting.

When you change the settings using either the control panel or Remote UI, you can restart the machine using the power switch or Remote UI.

## Restarting the Machine Using the Power Switch (P. 157)

## Restarting the Machine Using Remote UI (P. 158)

### IMPORTANT

Check the operation status of the machine before restarting the machine.

- A process to protect the storage in the machine is performed when restarting the machine. Therefore, restarting the machine during an operation may cancel the operation or result in data corruption or damage.
  - Do not restart the machine when the message [Backing up stored data from Remote UI...] is displayed on the control panel. Otherwise, you will be unable to back up saved files.
  - Restarting the machine while scanning an original or printing paper may result in a paper jam.

## Restarting the Machine Using the Power Switch

- 1 Open the power switch cover, and press the power switch to the OFF position (  ). **Front Side (P. 35)**

When the power switch is vertical



When the power switch is horizontal



→ The touch panel display and indicators turn off and you can turn the machine OFF. **Control Panel (P. 39)**  
It may take a few minutes until the power turns OFF.

- 2 Wait for the specified time to elapse after the display and indicators turn off, then turn the power switch to the ON position (  ).

→ The machine starts up.



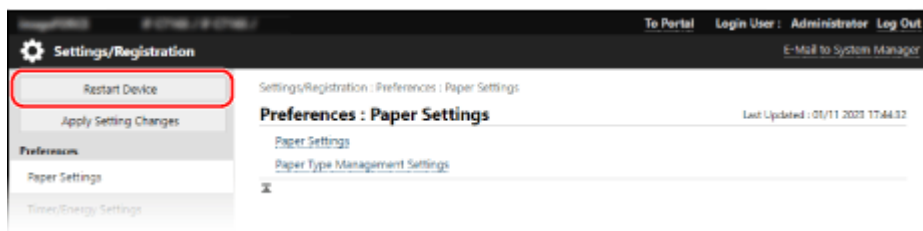
- When restarting the machine with regular startup, wait for 10 or more seconds to elapse after the display and indicators turn off, then turn the machine ON again.
- When restarting the machine with quick startup, wait for 20 or more seconds to elapse after the display and indicators turn off, then turn the machine ON again. ➤ **[Quick Startup Settings for Main Power] (P. 990)**
  - \* By default, the Quick Startup setting is enabled.
  - \* If the machine is restarted within 20 seconds, it starts up normally and not with Quick Startup.

**3** Close the power switch cover.

## Restarting the Machine Using Remote UI

Administrator privileges are required to restart the machine using Remote UI.

- 1** Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2** On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3** Click [Restart Device].



→ The [Restart Main Unit] screen is displayed.

- 4** In [Basic Functions Status], check that there are no functions operating, and then click [Perform Restart].

→ A restart confirmation message appears.

- 5** Click [OK].

→ A screen indicating that the machine is being restarted is displayed, and then the machine is restarted. When the machine is restarted, Remote UI is disconnected.

### NOTE

If Options Are Not Recognized After Restarting the Machine

- Turn off the power of the options and turn it on again.

# Reducing Power Consumption (Sleep Mode)

Sleep Mode reduces power consumption by pausing certain operations inside the machine.

Press the [ Energy Saver] key on the control panel to enter Sleep Mode. [▶Control Panel \(P. 39\)](#)

The display turns off in Sleep Mode.

\* The [ Energy Saver] key is lit.

## IMPORTANT

Press the [ Energy Saver] key if the machine will not be used for a long period of time, such as overnight

- Put the machine into Sleep Mode as a safety precaution.

## Exiting Sleep Mode

The machine exits the sleep mode when one of the following operations is performed:

- When the [ Energy Saver] key is pressed on the control panel\*<sup>1</sup>
- When originals are placed in the feeder
- When the feeder is opened
- When paper is loaded in/removed from the multi-purpose tray\*<sup>1</sup>
- When a cover on the machine is opened/closed\*<sup>1</sup>

\*<sup>1</sup> Some models of the machine do not support this function.

## Configuring Auto Sleep

Auto Sleep automatically places the machine into Sleep Mode if no operations are performed after a certain period of time or at a specified time. In addition to being able to set the time when the machine enters Sleep Mode, you can also configure the machine to exit Sleep Mode at a specified time.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[Timer/Energy Settings\] \(P. 989\)](#)

- 1 Log in to Remote UI. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Timer/Energy Settings] ▶ [Power Save Settings].

→ The [Power Save Settings] screen is displayed.

## 4 Set Auto Sleep or the time to exit Sleep Mode.

### Setting the Time until Sleep Mode

Select the time in [Auto Sleep Time Settings] of [Sleep Settings].

\* It is recommended to use the default setting to efficiently save power. ➤ **[Auto Sleep Time] (P. 993)**

### Setting the Day and Time to Enter Sleep Mode

Enter the time to enter Sleep Mode in the day of the week input field in [Auto Sleep Weekly Timer] of [Sleep Settings].

\* Enter the time using 24-hour format regardless of the time display format setting.

### Setting the Time to Exit Sleep Mode

Enter the time in [Sleep Mode Exit Time Settings].

\* Enter the time using 24-hour format regardless of the time display format setting.

## 5 Click [OK].

→ The settings are applied.

## 6 Log out from Remote UI.

### NOTE

- Depending on the operation status and conditions of the machine, the machine may not enter Sleep Mode or a full sleep state.

# Using the Control Panel

EK89-036

Use the control panel to change the settings of the machine and use the scan, copy, and other functions.

- Screens Displayed on the Control Panel (P. 162)
- How to Operate the Control Panel (P. 170)
- Entering Characters (P. 173)
- Displaying and Operating the Timeline (P. 175)

## IMPORTANT

### Precautions When Using the Control Panel

- Do not press the touch panel display with excessive force. It may damage the touch panel display.
- Do not use a sharp object, such as a mechanical pencil or ballpoint pen. It may scratch the surface and damage the touch panel display.
- Placing an object on top of the touch panel display or wiping it may cause the display to react and result in a misoperation.

## NOTE

### Note Regarding the LCD Panel

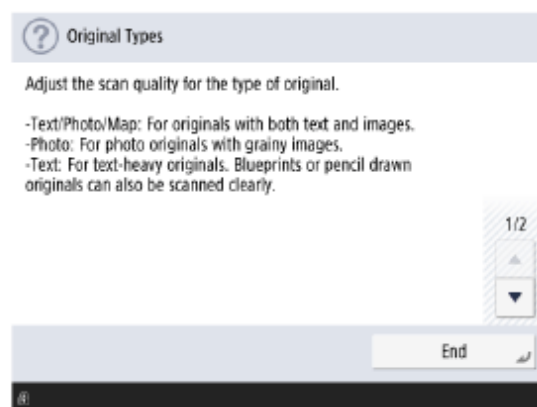
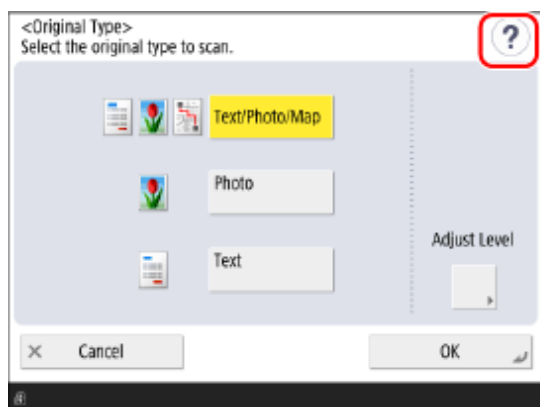
- The LCD panel is manufactured with high-precision technology, but in rare cases may have some dead pixels. This is due to the way the LCD panel is manufactured and does not mean it is defective.

### Remove the Film Before Use

- Remove the film attached to the display before using the machine.

### Displaying Help During Operation

- [ ? ] is displayed at the top right of the screen depending on the function being used. Press [ ? ] to display a description of the function and how to use it.



- Press [End] on the help screen to exit and return to the previous screen.

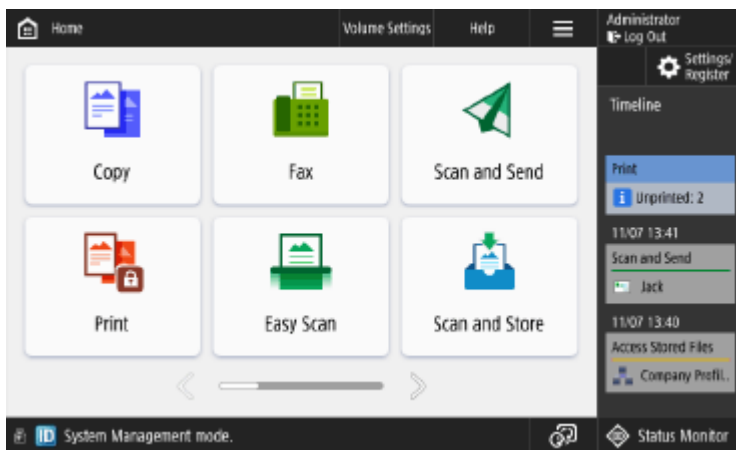
# Screens Displayed on the Control Panel

EK89-037

The following are the main screens of the control panel.

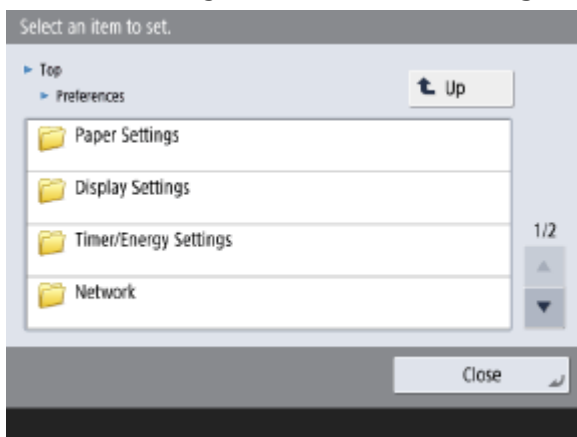
## [Home] Screen

This screen is displayed when you press the [ Home] key on the control panel. By default, the [Home] screen is displayed after the power is turned ON and immediately after the startup screen closes, and if no operations are performed for a certain period of time on each screen. [▶\[Home\] Screen \(P. 165\)](#)



## [Settings/Registration] Screen

This screen is displayed when you press [ Settings/Register] on the control panel. Use this screen to configure the various settings of the machine. [▶\[Settings/Registration\] Menu List \(P. 973\)](#)

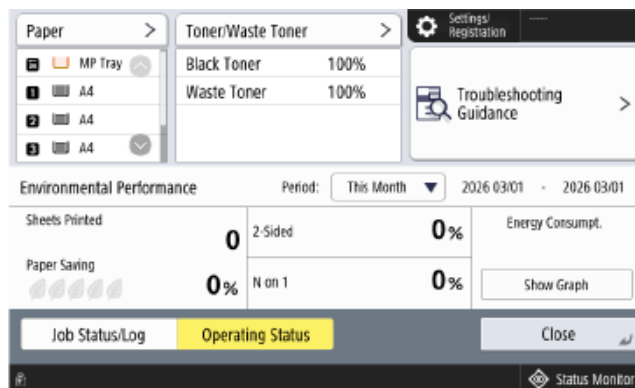
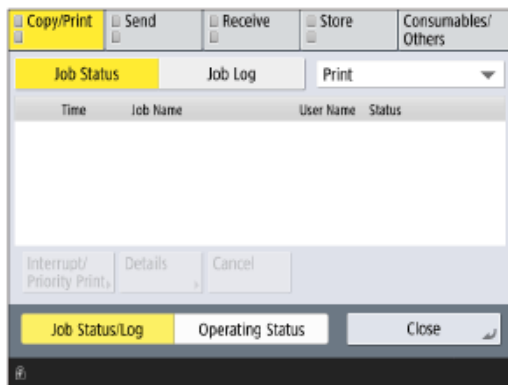


## [Status Monitor] Screen

This screen is displayed when you press [ Status Monitor] on the control panel.

- You can select [Job Status/Log] to check the processing status and history of each function and the remaining amount of consumables and parts.

- You can select [Operating Status] to check the status of the machine and operations, the causes of problems, and troubleshooting methods.



### Checking the Processing Status and History of Each Function

- Viewing the Print Job Status and Log (P. 400)
- Checking the Send or Save Status and Log of Scanned Data (P. 487)
- Checking the Status and Log for Sent and Received Faxes (P. 559)
- Checking the Copy Status and Log (P. 628)

### Checking the Remaining Amount of Consumables and Parts

- Checking the Remaining Amount of Consumables and Parts (P. 1307)

### Checking the Status of the Machine and Operations, the Causes of Problems, and Troubleshooting Methods

- Checking the Operation Status of the Machine (P. 910)

## Message Display

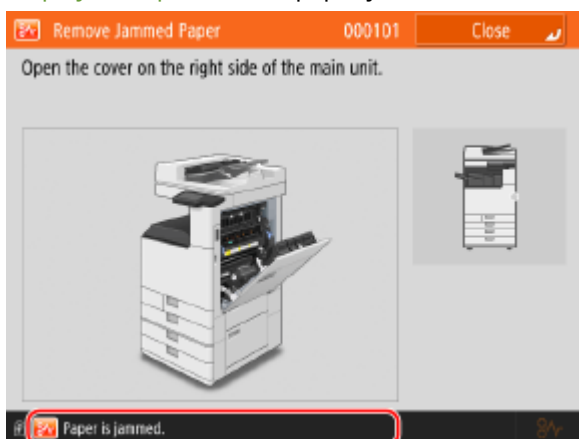
Messages are displayed on the screen when an error occurs and when the machine runs out of paper, consumables, and parts.

If a troubleshooting solution is displayed, follow the on-screen instructions to solve the problem.

If a troubleshooting solution is not displayed, check the cause and solution by referring to the message or error code.

- A Message Appears (P. 1403)
- An Error Code Is Displayed (#xxx) (P. 1447)

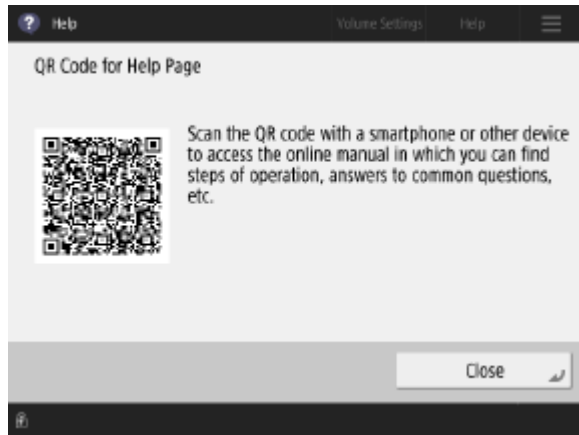
**Display example:** When a paper jam occurs



\* The items that appear on the screen vary depending on the model and options.

## [Help] Screen

This screen is displayed when you press [?] Help] on the [Home] screen or other screen. You can scan the QR code with a mobile device to display the User's Guide (this manual) in the web browser on the mobile device.



### NOTE

#### Adjusting the Brightness of the Screen

- If the screen display is difficult to see, adjust the brightness using the following procedure.

Press [Adjust Brightness] on the [Home] screen ► use [+] or [-] to adjust the brightness ► [Close]

#### When No Operations Are Performed for a Certain Period of Time on Each Screen

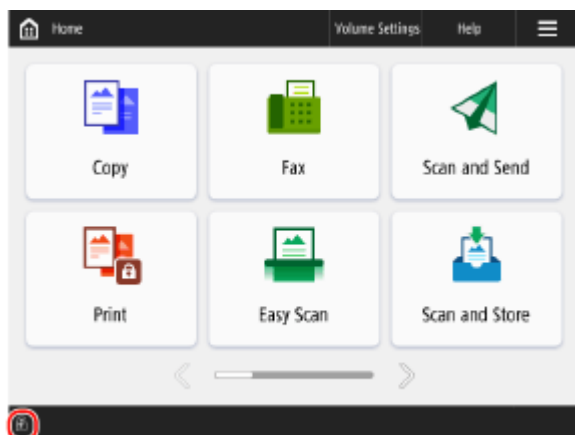
- By default, the settings being configured on the screen are cleared, and the [Home] screen is displayed. You can change the time until the settings are cleared and the screen that is displayed after the settings are cleared.

► [Auto Reset Time] (P. 991)

► [Function After Auto Reset] (P. 992)

#### When [ ] Is Displayed at the Bottom of the Screen

- This indicates that storage data is encrypted. ► **Protecting Data on the Machine (P. 857)**



# [Home] Screen

This screen is displayed when you press the [  Home] key on the control panel.

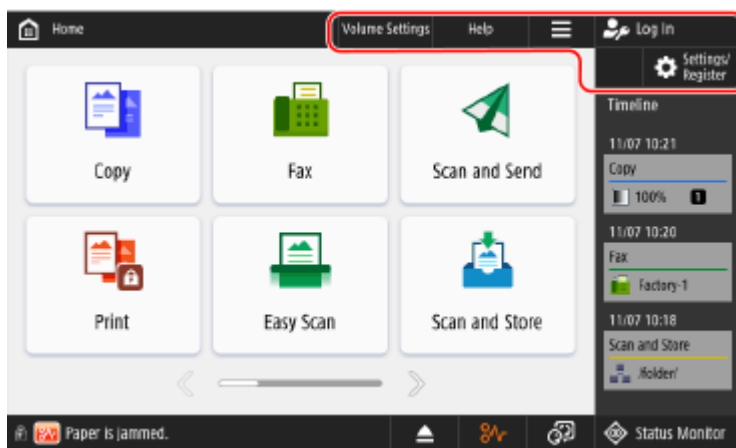
Function shortcuts as well as login and settings information are constantly displayed at the top of the screen for quick operations, as needed.

The function and setting buttons are displayed in the middle of the screen. Press [  ] or [  ] at the bottom or flick the screen left or right to change the displayed function and setting buttons. Press these buttons to perform functions and change settings.

The right side of the screen displays a timeline (setting history and information about data waiting to be printed) and a cancel button.

The status of the machine and operation buttons are constantly displayed at the bottom of the screen for quick viewing and operations, as needed.

## Function Shortcuts and Login and Settings Information



### Function Shortcuts

Registered shortcuts of the functions. The shortcuts are constantly displayed, so you can call a function without having to return to the [Home] screen, even if you are operating another function. ➤ **Registering Shortcuts to Frequently Used Functions (P. 889)**



Customize the [Home] screen and configure the management settings. You can also press and hold the background of the [Home] screen to display the [  ] items.

➤ **Customizing the [Home] Screen (P. 181)**

➤ **Management and Settings of the Machine Screens (P. 884)**

[  Log In] and [  Log Out]

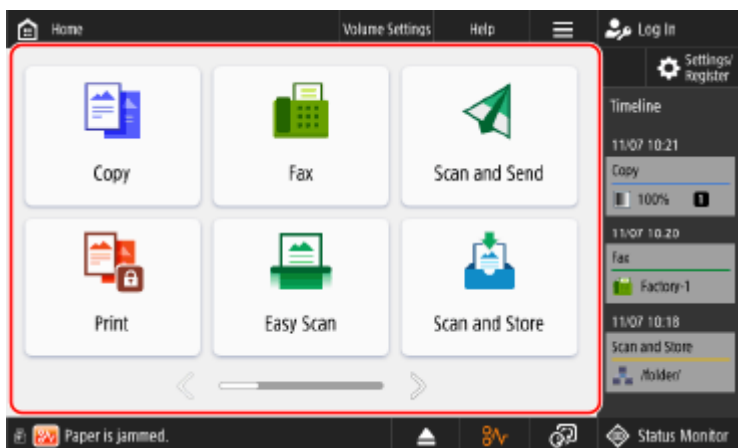
Log in to and out from the machine. When a user is logged in, the login user name is displayed. ➤ **Logging In to the Machine (P. 200)**

[  Settings/Registration]

Configure the various settings of the machine. ➤ **[Settings/Registration] Menu List (P. 973)**



## Function and Setting Buttons



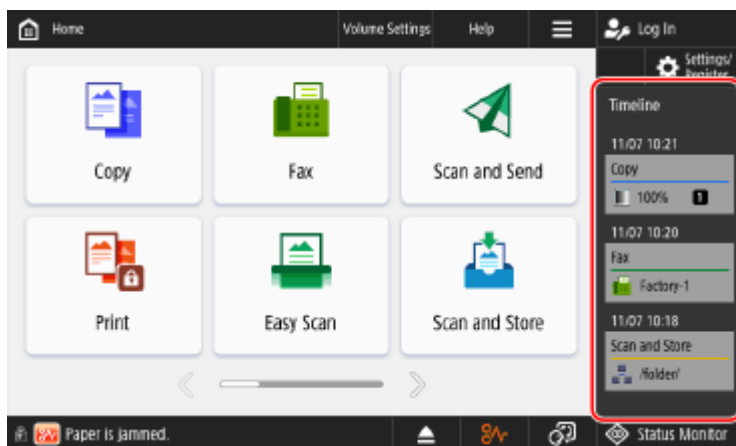
\* The buttons that appear on the screen vary depending on the model, options, and setting status.

|                                                                                     |                                                                                                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>[Copy]<br/>Copies originals. ➤ <b>Copy Operations (P. 574)</b></p>                                                                                                                                                                                                                                    |
|   | <p>[Fax]<br/>Faxes documents. ➤ <b>Sending Faxes (P. 510)</b></p>                                                                                                                                                                                                                                        |
|  | <p>[Scan and Send]<br/>Sends scanned data. ➤ <b>Sending Scanned Data (P. 420)</b></p>                                                                                                                                                                                                                    |
|  | <p>[Print]<br/>Prints documents forcibly held in the machine. ➤ <b>Printing Documents in Forced Hold State (P. 391)</b></p>                                                                                                                                                                              |
|  | <p>[Easy Scan and Send]/[Easy Scan]<br/>Scans and sends data with simple operations. After you select the destination, you can scan and send using the settings automatically selected by the machine. ➤ <b>Sending with Easy Scan and Send/Easy Scan (P. 420)</b></p>                                   |
|  | <p>[Scan and Store]<br/>Saves scanned data to the following locations: ➤ <b>Saving Scanned Data (P. 430)</b></p> <ul style="list-style-type: none"> <li>• Other device or server on the network</li> <li>• USB memory device</li> </ul>                                                                  |
|  | <p>[Access Stored Files]<br/>Prints or sends data saved in the following locations: ➤ <b>Using Storage Space (P. 632)</b></p> <ul style="list-style-type: none"> <li>• Other device or server on the network</li> <li>• USB memory device</li> </ul>                                                     |
|  | <p>[Fax/I-Fax Inbox]<br/>Displays, prints, and forwards faxes and I-Faxes received in the Memory RX Inbox and Confidential Fax Inbox.<br/>➤ <b>Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 553)</b><br/>➤ <b>Checking and Printing Received Confidential Faxes (P. 555)</b></p> |

|                                                                                     |                                                                                                                                                                                                                                                                                                                                                                              |
|-------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|    | <p>[Dest./Fwd. Settings]<br/>Registers destinations when sending and saving scanned data and faxes, and configures the forwarding settings for received faxes and I-Faxes.</p> <ul style="list-style-type: none"> <li>▶ <b>Registering Destinations (Address Book) (P. 276)</b></li> <li>▶ <b>Automatically Forwarding and Backing Up Received Faxes (P. 505)</b></li> </ul> |
|    | <p>[Volume Settings]<br/>Adjusts the volume of sounds emitted by the machine. ▶ <b>Adjusting the Volume (P. 335)</b></p>                                                                                                                                                                                                                                                     |
|    | <p>[Adjust Brightness]<br/>Adjusts the brightness of the screen.</p>                                                                                                                                                                                                                                                                                                         |
|    | <p>[Mobile Portal]<br/>Connects a mobile device to the machine. ▶ <b>Connecting a Mobile Device to the Machine (P. 672)</b></p>                                                                                                                                                                                                                                              |
|    | <p>[Scan for Mobile]<br/>Readies the machine to scan when operating and scanning from a mobile device. ▶ <b>Using a Dedicated Application to Print and Scan (Canon PRINT) (P. 677)</b></p>                                                                                                                                                                                   |
|  | <p>[Remote Scanner]<br/>Turns the machine online (ready to scan) when operating and scanning from a computer. ▶ <b>Scanning from a Computer (Windows Only) (P. 446)</b></p>                                                                                                                                                                                                  |
|  | <p>[Settings/Regist. Shortcut]<br/>Register and recall shortcuts to setting items displayed when you press [⚙️ Settings/Register]. ▶ <b>Registering Shortcuts in the Settings Menu (P. 891)</b></p>                                                                                                                                                                          |
|  | <p>[Personal Settings]<br/>Configure the operation environment for each user logged in to the machine. ▶ <b>Customizing the Display and Operations for Individual Users (Personal Settings) (P. 198)</b></p>                                                                                                                                                                 |
|  | <p>[Status Monitor]</p> <ul style="list-style-type: none"> <li>You can select [Job Status/Log] to check the processing status and history of each function and the remaining amount of consumables and parts.</li> <li>You can select [Operating Status] to check the status of the machine and operations, the causes of problems, and troubleshooting methods.</li> </ul>  |
|  | <p>[Help]<br/>You can scan the QR code with a mobile device to display the User's Guide (this manual) in the web browser on the mobile device.</p>                                                                                                                                                                                                                           |

In addition to the above function and setting buttons, this screen also displays the registered Personal and Shared buttons. ▶ **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)**

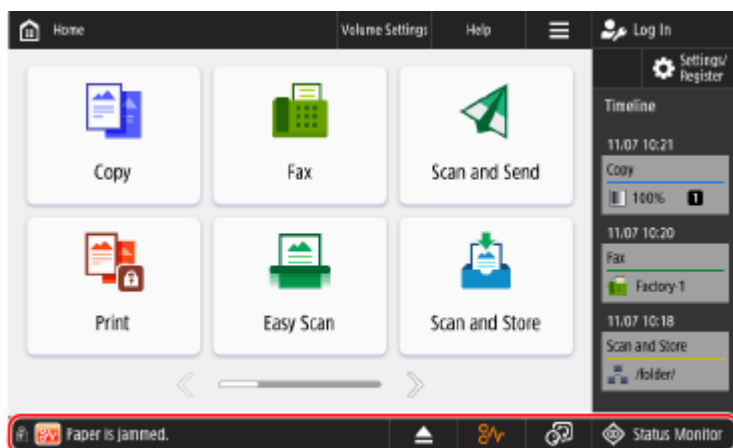
## Timeline and Stop Button



[Timeline]

Displays the setting history and information on jobs waiting to be printed for quick operations. ➤ **Displaying and Operating the Timeline (P. 175)**

## Machine Status Items and Operation Buttons



[ Status Monitor]

- You can select [Job Status/Log] to check the processing status and history of each function and the remaining amount of consumables and parts.
- You can select [Operating Status] to check the status of the machine and operations, the causes of problems, and troubleshooting methods.

Status Display

Displays the machine status and error information using messages and icons. ➤ **A Message Appears (P. 1403)**

Button Display

Displays the buttons below in order from left to right according to the machine status and settings.

\* The buttons that appear on the screen vary depending on the model and options.

### When a USB Memory Device Is Inserted



Safely ejects the USB memory device. ➤ **Removing the USB Memory Device (P. 333)**

### When Maintenance Is Required

Press a button to display the procedure for the required maintenance.



Clearing a paper jam



Removing jammed staples or adding staples



Replacing toner cartridges



Replacing the waste toner container



Disposing of staple waste, punch waste, and trim waste.



Replacing consumable parts

### When the Display Language Can Be Switched by Button



Select the display language.

# How to Operate the Control Panel

The control panel uses a touchscreen. Directly touch the buttons and items displayed on the screen with your fingers to operate them.

- **Basic Touchscreen Operations (Tapping, Flicking, and Dragging) (P. 170)**
- **Selecting Items (P. 171)**
- **Scrolling Items on the Screen (P. 171)**
- **Setting Values Using the [+] and [-] Buttons or the Slider (P. 172)**

## IMPORTANT

To prevent accidental operations or damage to the control panel, avoid the following:

- Pressing too hard with your fingers
- Pressing with a sharp tip, such as a fingernail, ballpoint pen, or pencil
- Operating with wet or dirty hands
- Operating with an object on the display

## Basic Touchscreen Operations (Tapping, Flicking, and Dragging)

### Tapping

Gently touch the screen with your fingertip and quickly release. Do this when selecting items and performing operations.

In the User's Guide, "press" and "select" refer to the tapping operation.



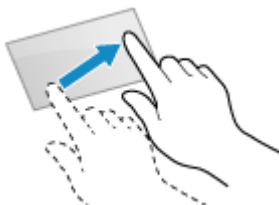
### Flicking

Touch the screen and flick your fingertip. The screen moves in the direction you flicked your finger. For example, the [Home] screen moves one page in the direction you flicked your finger.



### Dragging

Move your fingertip while touching the screen, and release it at the desired position. You can scroll lists and move the area you are touching to a desired position.



## NOTE

- You can also disable flick operations. ➔[Use Flick Function] (P. 1042)
- Immediately after startup, the reaction of the touch panel display and keys may be delayed.

## Selecting Items

When you tap an item name or button, the item can be selected. When you select the item, the selected screen is displayed, or the selected function is performed.

Depending on the button, each time it is tapped, the selection status changes or the setting status is displayed.

- The selection status changes each time you tap the button. When the button is selected, the color of the button changes or the checkbox is selected.

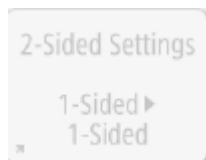


- Each time you tap a function setting button, the selection status of the function changes. When a function setting button is selected, the setting status is displayed at the bottom of the button, and the color of the button changes.

\* For buttons that display a setting screen when tapped, the button changes color after the settings are completed, and the setting status is displayed at the bottom of the button.

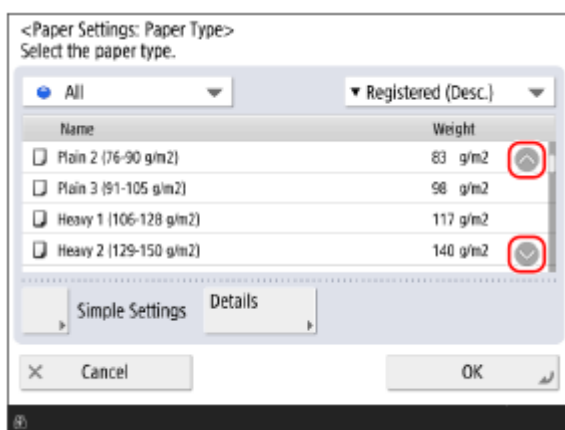


- A grayed out button cannot be selected. If a function is unavailable due to the machine setting or login status, it is displayed as shown below.

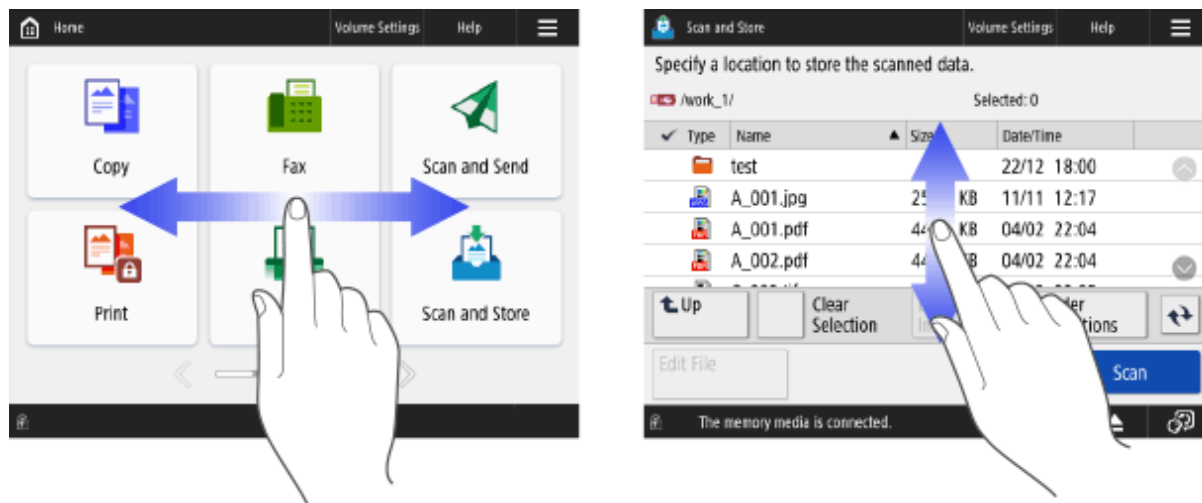


## Scrolling Items on the Screen

If all items in a list cannot be displayed in a single view, you can tap [ ▲ ] and [ ▼ ] to change or scroll the page.

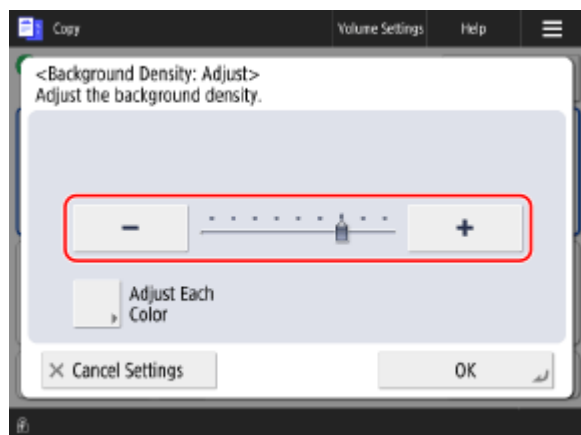


Depending on the screen, you can flick or drag the display to change the page or scroll the list of items.



## Setting Values Using the [+] and [-] Buttons or the Slider

Tap the [+] or [-] button to set the value. You can also set the value by pressing and holding the [+] or [-] button. When the slider is displayed as shown below, press the [+] or [-] button to move the slider to the right or left.



### NOTE

- When [ ] is displayed, you can also tap the numbers on the numeric keys to set the value. ➤ **Entering Characters Using the Control Panel (P. 173)**

# Entering Characters

Enter alphanumeric characters using the keyboard and numeric keys on the control panel. You can also enter characters using a commercial USB keyboard connected to the machine.

➤ **Entering Characters Using the Control Panel (P. 173)**

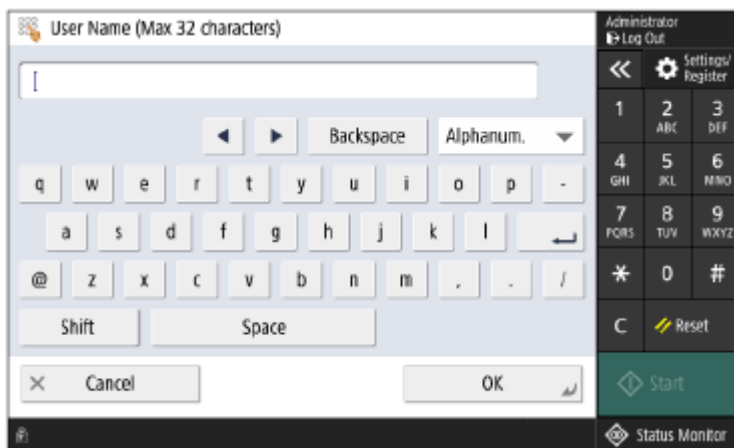
➤ **Entering Characters Using a USB Keyboard (P. 174)**

## NOTE

- You can adjust the volume of operation sounds when entering characters. ➤ **Adjusting the Volume (P. 335)**

## Entering Characters Using the Control Panel

You can enter alphabetic characters, numbers, and symbols using the control panel. The type of characters that you can enter may be limited depending on the item. If the number of entered characters and the value input range are limited, the value and number of characters that you can enter are displayed in parentheses ( ) next to the screen name or input field.



### Changing the Character Type

Select the type of characters to enter (input mode) from the pull-down menu at the top right of the keyboard. You cannot change the character type for items where the characters that can be entered are limited.

### Entering Characters and Spaces

Tap the character or symbol to enter. Depending on the character or symbol you want to enter, you may need to tap [Shift] or another key first.

Tap and hold a key on the keyboard to continuously enter the same character.

### Deleting Characters

Tap [Backspace] to delete one character.

Tap and hold [Backspace] to continuously delete characters.

Tap [C] on the numeric keys to delete all entered characters.

### Moving the Cursor

Tap [◀] or [▶].

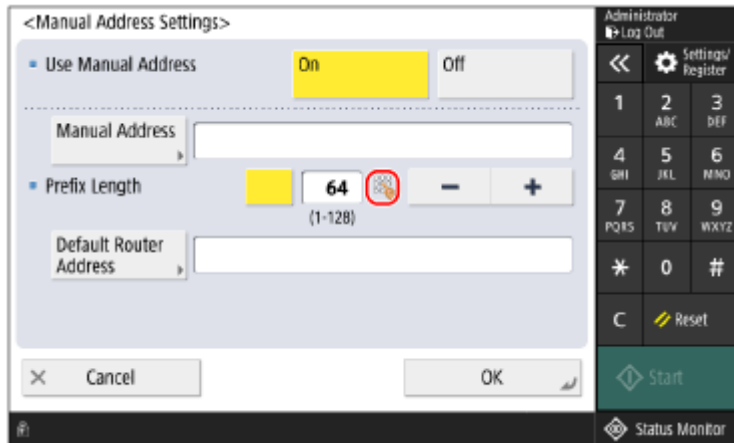
### Entering Numbers Using the Numeric Keys

In addition to the keyboard screen, you can also use the screen with [🔢] displayed to enter numbers by tapping numbers on the numeric keys.



Europe Americas

You can also tap [Alt] to display just the numeric keys.



To delete all numbers, tap [C] on the numeric keys.

#### NOTE

- When [+] and [-] are displayed instead of the keyboard or numeric keys, tap [+] or [-] to set the value. [▶Setting Values Using the \[+\] and \[-\] Buttons or the Slider \(P. 172\)](#)

## Entering Characters Using a USB Keyboard

You can enter characters in the same way as a computer by connecting a commercial USB keyboard to the USB port on the front right or back right of the machine. [▶Names of Parts and Their Functions \(P. 34\)](#)

\* You can still enter characters using the control panel when a USB keyboard is connected to the machine.

\* You cannot use a USB keyboard when the USB input device is configured not to be used from a MEAP driver. [▶\[Use MEAP Driver for USB Input Device\] \(P. 1039\)](#)

The connected USB keyboard can be disconnected from the machine at anytime. You do not need to cancel the connection first.

#### IMPORTANT

- You cannot use keys not displayed on the keyboard screen of the control panel, such as [Delete], [Home], and [End]. Pressing an unusable key does not enter a character.
- Depending on the display language, some characters may not be entered correctly.
- Depending on the type of USB keyboard, it may not operate properly.

# Displaying and Operating the Timeline

The setting history and information about data waiting to be printed are displayed on the right side of the [Home] screen. By pressing these, you can recall past settings and execute jobs waiting to be printed to make operations easier. This function is called the "Timeline."

\* Depending on the settings of the machine and login status, the timeline may not be displayed. [▶ Showing or Hiding the Timeline \(P. 885\)](#)

[▶ Displayed Timeline Content \(P. 175\)](#)

[▶ Using the Timeline to Perform Operations \(P. 176\)](#)

[▶ Information Displayed in Setting History and Data Waiting to Be Printed \(P. 176\)](#)

## Displayed Timeline Content

The setting history and information about data waiting to be printed are displayed for each login user on the timeline. For users who are not logged in or guest users, the setting history and information about data waiting to be printed common to unauthorized users are displayed.

### Setting History

The 10 most recent setting history items are displayed in chronological order.

By pressing the displayed setting history, you can recall the setting when a function was executed in the past, which is useful when using the same setting or destination repeatedly.

The following functions are available:

- Scan and Send\*<sup>1</sup>
- Easy Scan and Send/Easy Scan
- Scan and Store (Network)
- Fax\*<sup>1\*2</sup>
- Copy
- Access Stored Files\*<sup>3</sup> (printing Network files)

\*<sup>1</sup> Setting history is not displayed in the following cases:

- When a destination cannot be specified from the send history [▶ Prohibiting the Use of Destinations in the TX Log \(P. 820\)](#)
- When the setting function of the access number is enabled and the user is not logged in or a guest user is logged in [▶ Hiding Destinations \(Access Number Management\) \(P. 850\)](#)

\*<sup>2</sup> For users who are not logged in or guest users, the setting history of a Subaddress TX is not displayed.

\*<sup>3</sup> Information of the printed files is also stored in the setting history. You cannot select another file and recall just the settings. In addition, you cannot recall the setting history for printed files that have been deleted or moved.

### Data Waiting to Be Printed

If there is data waiting to be printed, that information is displayed.

Press the displayed information to display the print screen and perform printing.

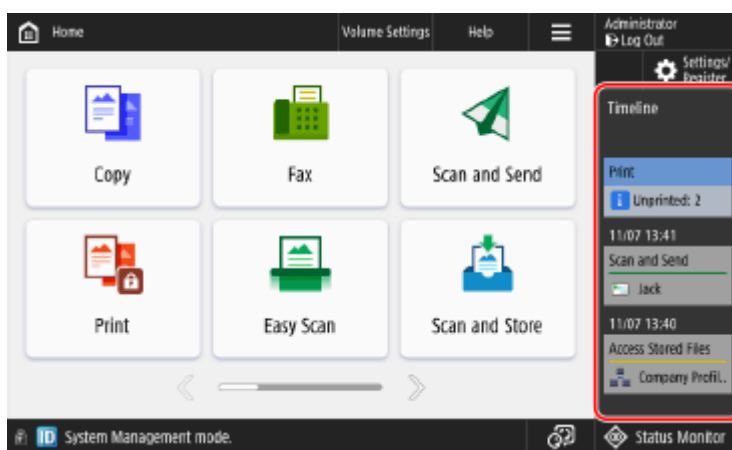
\* If the setting is configured not to display the print data for the individual login user on the print screen, no data waiting to be printed is displayed. [▶ \[Job List Display Settings\] \(P. 1138\)](#)

**NOTE****When Settings That Include a Password Are Recalled**

- When the machine settings are configured to prohibit caching of the authentication password, the passwords listed below that were set when the scanned data was sent or stored will be deleted when the settings are recalled. ➤ **[Prohibit Caching of Authentication Password] (P. 1185)**
  - Login password for the destination file server
  - Password set for a PDF file, if a password has been added
- \* If the user is not logged in or is a guest user, the settings will be recalled without the passwords, regardless of the setting for saving the cache of the authentication password.
- The password set when a fax is sent (subaddress password) is retained when the settings are recalled, regardless of the setting for saving the cache of the authentication password.
  - \* If the user is not logged in or is a guest user, the setting history of a Subaddress TX is not displayed in the Timeline.

## Using the Timeline to Perform Operations

By pressing the setting history and information about data waiting to be printed displayed on the Timeline, you can recall the setting history to execute a function again, or display the print screen and perform printing.



For details about the information displayed in the setting history and data waiting to be printed, see the following:  
 ➤ **Information Displayed in Setting History and Data Waiting to Be Printed (P. 176)**

**NOTE**

- If you changed and executed the settings after calling up the setting history, a new setting history separate from the original setting history is added to the Timeline. If you executed the settings without making any changes, the date and time of the original setting history is updated.
- By pressing and holding a setting history, you can delete it or register the settings as Personal and Shared buttons.
  - \* When you register Personal and Shared buttons from the Timeline, you cannot specify the operation when the button is pressed. ➤ **Adding Personal and Shared Buttons (P. 183)**

## Information Displayed in Setting History and Data Waiting to Be Printed

Each setting history and data waiting to be printed displays the date and time and function name as well as the settings, destination, and file name by icon or text.

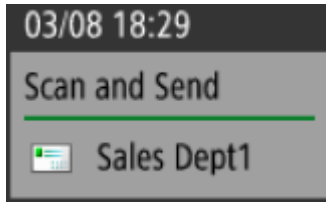
## Setting History

For details of the display for each function, see below. Blank areas indicate no setting.

### Scan and Send

---

Displays the destination type and destination<sup>\*1</sup>.

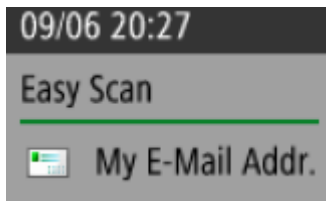


<sup>\*1</sup> When data is sent to multiple destinations, the first destination is displayed.

### Easy Scan and Send/Easy Scan

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Displays the destination type and destination<sup>\*1</sup>.



<sup>\*1</sup> When data is sent to multiple destinations, the first destination is displayed.

### Scan and Store

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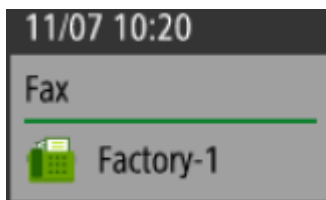
Displays the destination folder name.



### Fax

---

Displays the destination<sup>\*1</sup>.

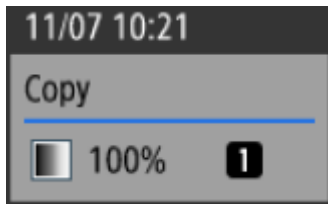


<sup>\*1</sup> When data is sent to multiple destinations, the first destination is displayed.

## Copy

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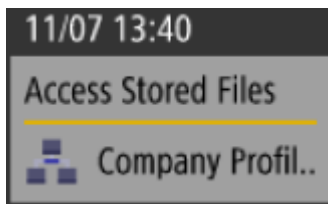
Displays the zoom ratio and paper source.



## Access Stored Files

---

Displays the printed file name. Displays the first file name when multiple files have been printed.



## Data Waiting to Be Printed

Displays the number of jobs waiting to be printed\*1.



\*1 If the print data for users other than logged-in users is set to be displayed, the total number of jobs waiting to be printed for all users is displayed. ➤[Display Other User Jobs] (P. 1137)

# Customizing the Control Panel Screen

EK89-03E

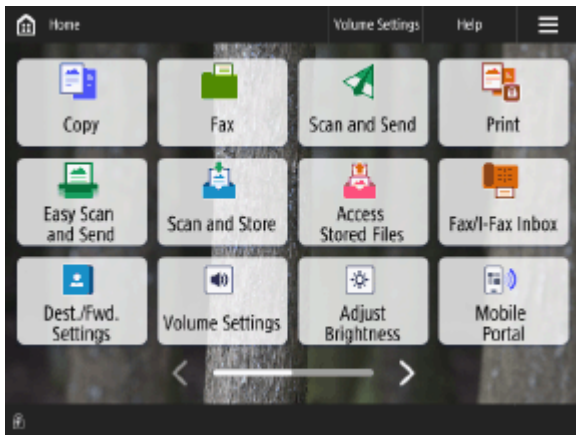
You can quickly execute frequently used functions, and change the display and settings for easier operations.

## Making the [Home] Screen Easier to Use

You can rearrange the function and setting buttons, and add frequently used settings as Personal and Shared buttons for each function.

### ➤ Customizing the [Home] Screen (P. 181)

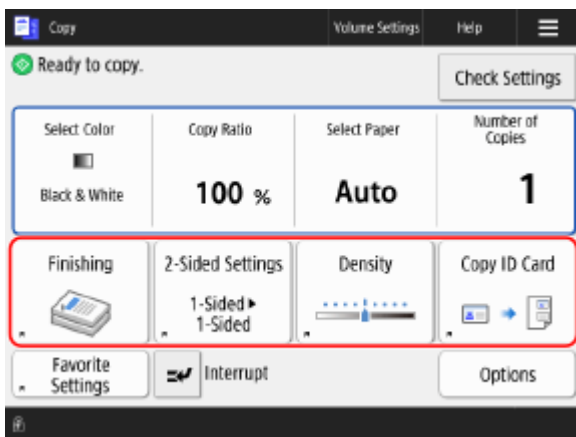
### ➤ Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)



## Customizing the Layout on Function Screens

You can customize the layout of frequently used settings on each function screen for quick access to settings.

### ➤ Customizing the Scan, Fax, and Copy Screens (P. 187)



## Registering Frequently Used Settings

If you frequently use the same setting or value for multiple functions, you can register these as "Favorite Settings" to access them from the function screens, and change the default settings.

You can improve work efficiency by eliminating the need to repeatedly change the settings and reduce costs by configuring the settings to save paper.

### ➤ Registering and Recalling Favorite Settings (P. 190)

### ➤ Changing the Default Settings (P. 195)

## Customized Operation Environment Settings

You can change the display language of the screen and customize the operation environment.

### ➤ Changing the Display Language (P. 197)

### ➤ Customizing the Display and Operations for Individual Users (Personal Settings) (P. 198)

NOTE

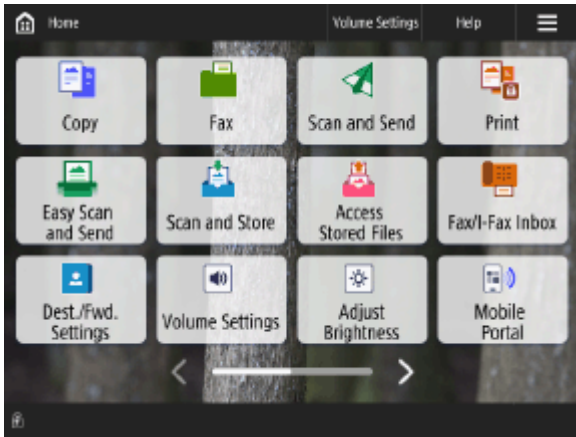
Restrictions and Customization by Administrators

- Administrators can restrict the items that can be customized by users and customize other items. [➤](#)  
**Management and Settings of the Machine Screens (P. 884)**

# Customizing the [Home] Screen

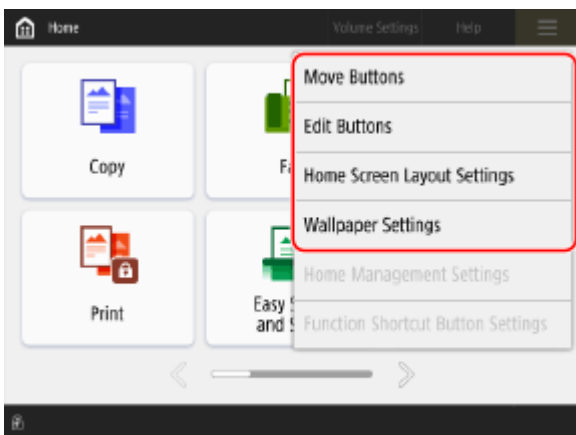
EK89-03F

You can rearrange the function and setting buttons on the [Home] screen, and change the background to any of the preset images.



Log in to the machine, press [≡] on the [Home] screen, and change the displayed items. ➤ **Logging In to the Machine (P. 200)**

\* You may not be able to make changes depending on the machine settings and privileges of the login user. In addition, general users cannot change administrator items. ➤ **Management and Settings of the Machine Screens (P. 884)**



## Rearranging the Buttons

You can rearrange the buttons using [Move Buttons] or [Edit Buttons].

- [Move Buttons]: Drag and drop the button or space you want to move to its new position.
- [Edit Buttons]: Move the button or space to its new position using the arrow keys in [Move].

## Changing the Size and Number of Displayed Buttons

Press [Home Screen Layout Settings] to select the size and number of buttons displayed on one page.

## Deleting and Renaming Personal and Shared Buttons

Press [Edit Buttons], select the button to delete or rename, and press [Delete] or [Rename].

\* You cannot delete or rename function or setting buttons other than Personal and Shared buttons.

## Changing the Background Image

Press [Wallpaper Settings] to select the image you want to use as the background.



**NOTE**

Using [Customize for Personal Use] and [Customize for Common Use]

- If you are prompted to select [Customize for Personal Use] or [Customize for Common Use], the screen that changes varies depending on your selection.
  - [Customize for Personal Use]: Your own screen will change as a personal setting of the login user.
  - [Customize for Common Use]: The common screen<sup>\*1</sup> will change as a setting of the machine.
- Whether the selection screen is displayed varies depending on the machine settings and privileges of the login user. ➤ **Configuring the Operations and Screen Displays Allowed for Users (P. 886)**
- If the selection screen is not displayed for general users, it is set as [Customize for Personal Use].
- When [Customize for Common Use] changes are permitted by users other than administrators, [Customize for Common Use] can be changed without having to log in to the machine.

<sup>\*1</sup> The screen displayed for users who are not logged in and users who have not configured [Customize for Personal Use]

# Adding Buttons to the [Home] Screen (Personal and Shared Buttons)

EK89-03H

Add buttons to the [Home] screen buttons for frequently used scan, copy, and other settings and destinations. You can press an added button to recall settings or immediately execute a function for faster and more efficient operations.

Customize two types of buttons: Personal buttons, which are individually customized and can only be used by a specific logged-in user, and Shared buttons, which are available to all users.

## ➤ Functions and Settings That Can Be Registered as Buttons (P. 183)

### ➤ Adding Personal and Shared Buttons (P. 183)

## Functions and Settings That Can Be Registered as Buttons

### Scan and Send

Destination and scan settings

### Scan and Store

- Store location and scan settings
- Shortcut to a store location

### Fax

Destination and original scan settings

### Copy

Copy settings

### Access Stored Files

Shortcut to a store location

### Fax/I-Fax Inbox

Shortcut to a store location

## Adding Personal and Shared Buttons

The number of Personal and Shared buttons that can be added are as follows.

- Personal buttons: Up to 60 buttons per user (maximum 12,000 buttons for all users)
- Shared buttons: Up to 60 buttons

Use the control panel to add Personal and Shared buttons. You cannot add buttons using Remote UI from a computer. This section describes the copy procedure as an example.

\* You may not be able to add Personal and Shared buttons depending on the machine settings and privileges of the login user. ➤ **Configuring the Operations and Screen Displays Allowed for Users (P. 886)**

1

### Log in to the machine. ➤ **Logging In to the Machine (P. 200)**

When adding of Shared buttons is permitted by users other than administrators, Shared buttons can be added without the user having to log in.

- 2 On the control panel, press [Copy] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The copy screen is displayed.

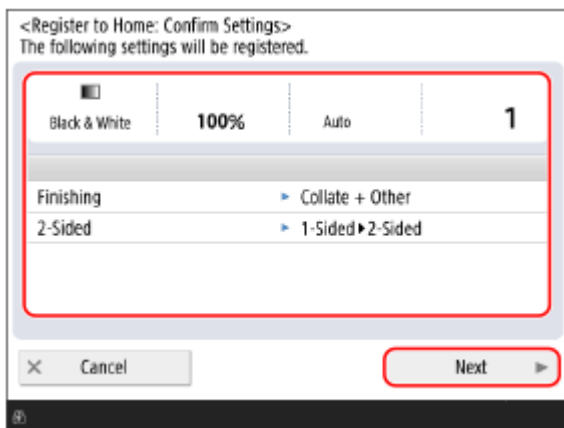
- 3 Configure the content to be registered to the button. ➤ **Copy Operations (P. 574)**

- 4 Press [≡] ➤ [Register to Home].

When a Confirmation Message Asking Whether to Register Using a Password Appears  
Select [Yes] or [No] for whether to prompt the user for a password when the added button is pressed and the settings are recalled.

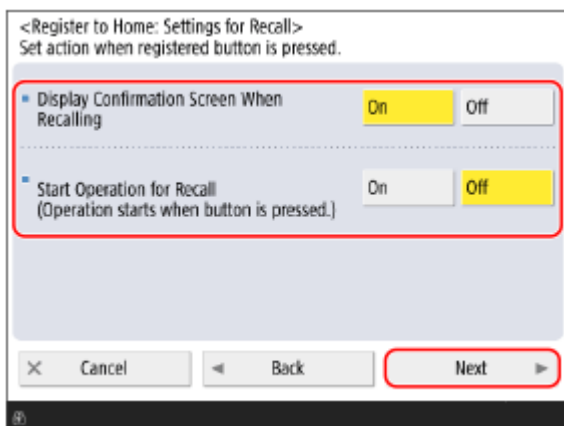
- To skip password entry, select [Yes].
- To prompt the user to enter a password each time, select [No]. Only users who know the password can use the recalled settings.

- 5 Check the settings, and click [Next].



To register a shortcut to a store location, you can skip this step and the next step. Proceed to Step 7.

- 6 Specify the action to take when the added button is pressed, and press [Next].



When Recalling the Settings

- To Recall the Settings after Displaying the Confirmation Screen of the Settings  
Set [Display Confirmation Screen When Recalling] to [On], and set [Start Operation for Recall] to [Off].

- To Recall the Settings without Displaying the Confirmation Screen of the Settings  
Set [Display Confirmation Screen When Recalling] and [Start Operation for Recall] to [Off].

#### When Executing a Function Immediately

- To Execute a Function after Displaying the Confirmation Screen of the Settings  
Set [Display Confirmation Screen When Recalling] and [Start Operation for Recall] to [On].
- To Execute a Function without Displaying the Confirmation Screen of the Settings  
Set [Display Confirmation Screen When Recalling] to [Off], and set [Start Operation for Recall] to [On].

7

Enter the button name and a comment, and select [Personal] or [Shared].

- Press [Name] or [Comment], and enter the information.
- The name is always displayed on the button.
- Comments are only displayed when the button size is set to large or medium. These are not displayed when the size is set to medium-small or small. ➤ **Customizing the [Home] Screen (P. 181)**
- To add an individually customized button that can only be used by a login user, select [Personal]. To add a button that can be used by all users, select [Shared].

8

Press [OK].

→ The button is added to the [Home] screen.

#### NOTE

When Registering a File Server Destination to a Personal or Shared Button

- If the authentication method for file server access is set to use authentication information of the login user, the password setting used for file server authentication is not included in the registered information of the Personal and Shared buttons. ➤ **[Information Used for File TX/Browsing Authentication] (P. 1073)**

When Registering a Destination in the Remote Address Book to a Personal or Shared Button

- Even when the destination information is updated on the server machine, the destination information registered in a Personal button or Shared button on the client machine is not updated.  
If you cannot send data using an added button, check whether the destination information has been updated on the server machine.

Changing Added Personal and Shared Buttons

- You cannot change a Personal button to a Shared button, or change a Shared button to a Personal button. You must add a new button to replace it.
- Press and hold an added button to change the name and comment and to move or delete it.

\* You can perform the same operations using [▶ Customizing the [Home] Screen (P. 181)

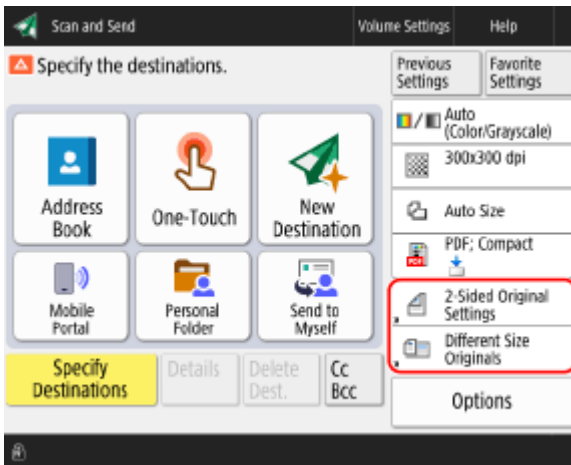
# Customizing the Scan, Fax, and Copy Screens

EK89-03J

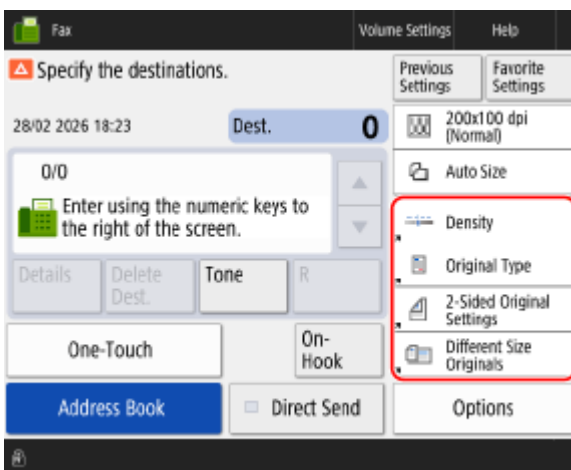
You can replace the following buttons displayed on the scan (Scan and Send), fax, and copy screens with the buttons in [Options], and hide the buttons.

You can rearrange the frequently used buttons on the function screens for faster operations.

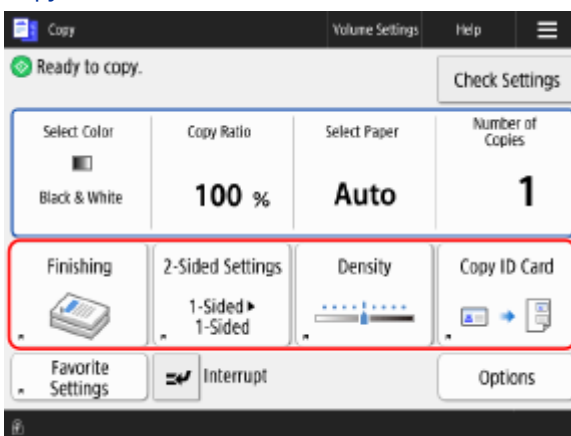
## Scan and Send



## Fax



## Copy



\* The items that appear on the screen vary depending on the model and options.

Use the control panel to customize the screens. You cannot customize the screens using Remote UI from a computer. This section describes the copy procedure as an example.

# 1 Log in to the machine, as needed. [▶ Logging In to the Machine \(P. 200\)](#)

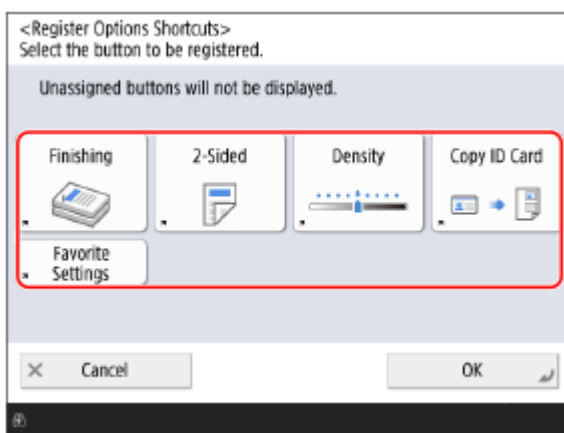
- To customize your own screen as a personal setting of the login user, you must first log in.
- To customize the screen as a machine setting, proceed to Step 2 without logging in.

# 2 On the control panel, press [Copy] in the [Home] screen. [▶ \[Home\] Screen \(P. 165\)](#)

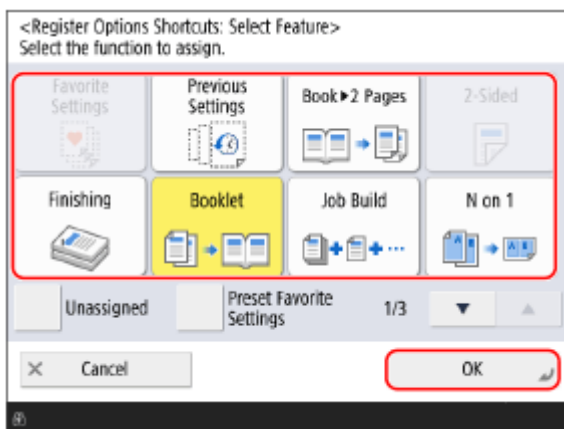
→ The copy screen is displayed.

# 3 Press [] ▶ [Register Options Shortcuts].

# 4 Select a button to hide (or replace).



# 5 Select a new button, and press [OK].



→ Returns to the screen in Step 4.

- If you do not want to replace the button, select [Unassigned].
- On the Regular Copy screen, you can press [Preset Favorite Settings] and rearrange the registered "Favorite Settings" as shortcuts. [▶ Registering and Recalling Favorite Settings \(P. 190\)](#)

# 6 Press [OK].

→ The buttons on the Copy screen are rearranged.

**NOTE**

Registering Frequently Used Settings

- If you frequently use the same setting or value for multiple functions, you can register these as "Favorite Settings" to access them from the function screens or change the default settings.

➤ **Registering and Recalling Favorite Settings (P. 190)**

➤ **Changing the Default Settings (P. 195)**

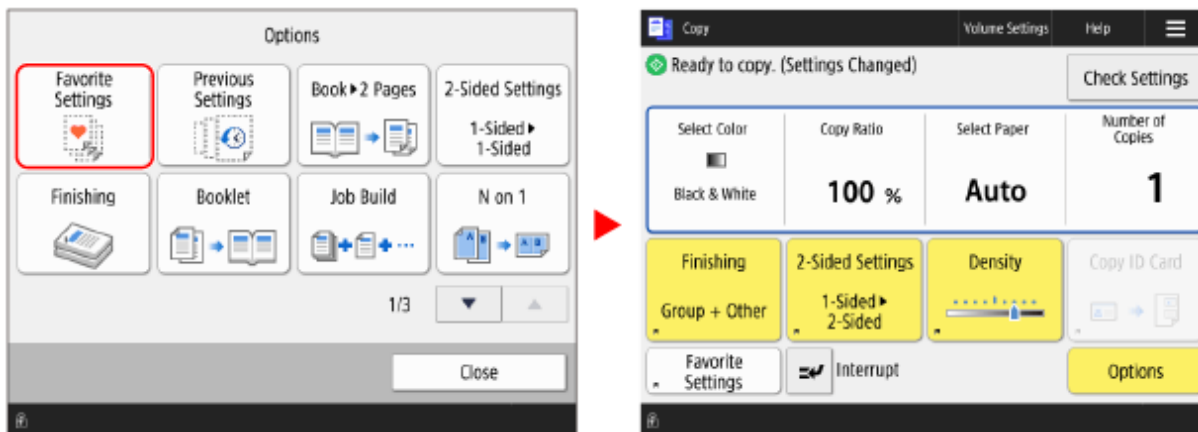


# Registering and Recalling Favorite Settings

EK89-03K

You can register settings according to your purpose and settings you want to recall as "Favorite Settings" for scan, copy, and other functions.

You can label the Favorite Setting so as to provide a description of the setting, who will use it, or other information. You can recall registered settings from the function screens to quickly execute a function. You can also change the settings after calling them up, as needed.



➤ **Registering Favorite Settings (P. 190)**

➤ **Recalling Registered "Favorite Settings" (P. 193)**

## NOTE

Maximum Number of "Favorite Settings" That Can Be Registered

- Scan and Send: 18
- Scan and Store
  - Network/Memory Media: 9
- Fax: 18
- Copy: 9
- Access Stored Files
  - For JPEG and TIFF files in Network/Memory Media: 9
  - For PDF and XPS files in Network/Memory Media: 9

## Registering Favorite Settings

When you register scan and fax settings, if the destination is specified while setting the details to be registered, the destination is also registered to Favorite Settings. Register the settings while making sure that unneeded destinations are not specified.

You cannot change the destination once registered. To change a registered destination, delete the Favorite Setting, and then register it again.

Use the control panel to register Favorite Settings. You cannot register Favorite Settings using Remote UI from a computer.

This section describes the copy procedure as an example.

1

On the control panel, press [Copy] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The copy screen is displayed.

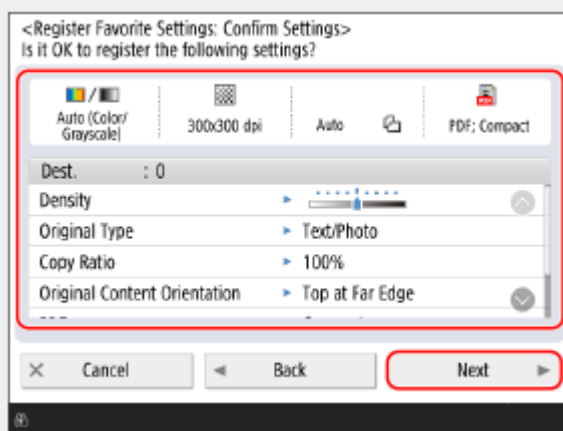
2 Set the details to be registered. ➤ **Copy Operations (P. 574)**

3 Press [≡] ➤ [Register/Edit Favorite Settings] or [Register Favorite Settings].

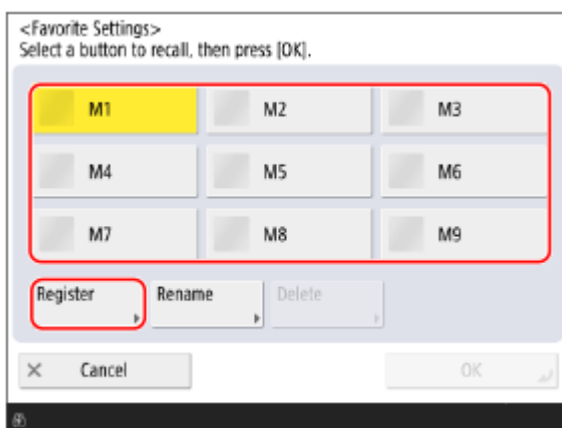
When a Confirmation Message Asking Whether to Register Using a Password Appears  
Select [Yes] or [No] for whether to prompt the user for a password when "Favorite Settings" is recalled.

- To skip password entry, select [Yes].
- To prompt the user to enter a password each time, select [No]. Only users who know the password can use the recalled settings.

When the Screen for Checking the Settings Is Displayed  
Check the settings, and click [Next].

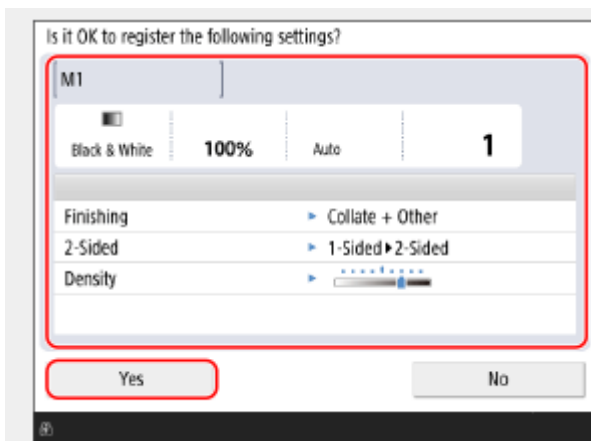


4 Select the button for which you want to register a setting, and press [Register] or [Next].

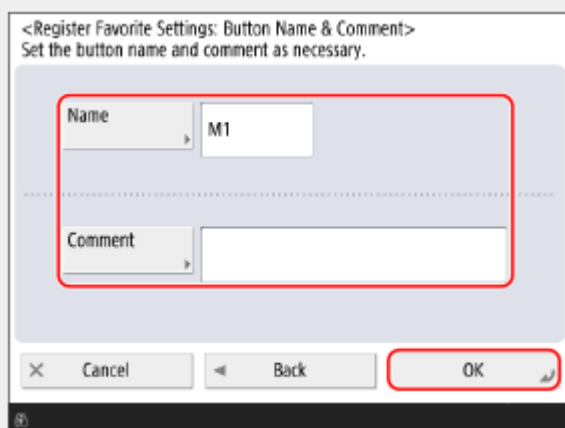


If you select a button with a setting that is already registered, the registered information is overwritten.

When the Screen for Checking the Settings Is Displayed  
Check the settings, and click [Yes].



When the Screen for Setting the Button Name and Comment Is Displayed  
Enter the button name and comment, and press [OK].



- Press [Name] or [Comment], and enter the information.
- The name is always displayed on the button.
- Comments can be displayed by setting [Show Comments] to [On] on the screen for selecting the button.

## 5 Rename the button, as needed.

Select a button with a registered setting, and press [Rename] to rename the button.

## 6 Press [Close].

### NOTE

When a Destination is Registered to "Favorite Settings"

- When a destination registered in "Favorite Settings" is deleted from the Address Book, the registered information of the destination is also deleted.

When a File Server Destination is Registered to "Favorite Settings"

- If the authentication method for file server access is set to use authentication information of the login user, the password setting used for file server authentication is not included in the registered information of "Favorite Settings." [▶ \[Information Used for File TX/Browsing Authentication\] \(P. 1073\)](#)

When a Remote Address Book Destination Is Registered to "Favorite Settings"

- Even when the destination information is updated on the server machine, the destination information registered in "Favorite Settings" on the client machine is not updated.  
If you cannot send data using registered "Favorite Settings," check whether the destination information has been updated on the server machine.

## Recalling Registered "Favorite Settings"

When using the scan, copy, or other functions, recall the setting according to your purpose from the registered "Favorite Settings."

This section describes the copy procedure as an example.

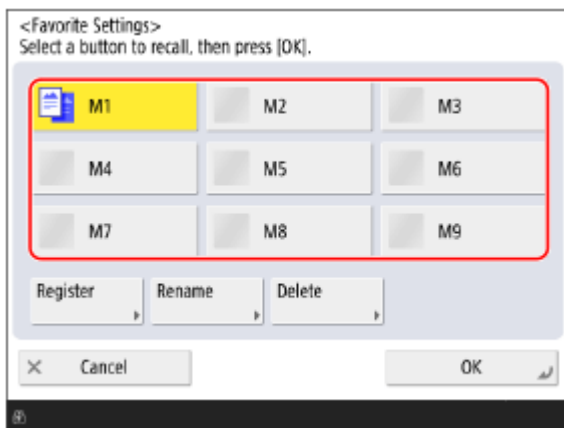
- 1 On the control panel, press [Copy] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The copy screen is displayed.

- 2 Press [Favorite Settings].

→ The [Favorite Settings] screen is displayed.

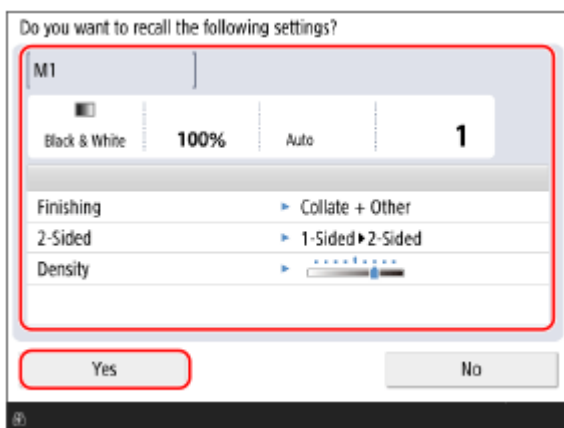
- 3 Select the button of the setting you want to use.



If the screen for checking the settings is displayed, proceed to Step 5.

- 4 Press [OK].

- 5 Check the settings, and click [Yes].



\* The items that appear on the screen vary depending on the model and options.

→ The setting is recalled.

The copy settings are completed, so you can just press [ Start] to copy.

#### NOTE

Displaying the [Favorite Settings] Screen Initially (Scan and Fax)

- You can configure the [Favorite Settings] screen to be displayed initially when you press [Scan and Send] or [Fax] on the [Home] screen.
  - Scan and Send ➤ **[Default Screen] (P. 1084)**
  - Fax ➤ **[Default Screen] (P. 1104)**

Configuring the Settings to Not Display the Screen for Checking the Settings (Scan, Fax, and Copy)

- You can configure the settings to not display the screen for checking the settings when recalling "Favorite Settings" for scan (Scan and Send), fax, and copy. In this way, you can recall the settings without performing Step 5.
  - Scan and Send ➤ **[Display Confirmation for Favorite Settings] (P. 1084)**
  - Fax ➤ **[Display Confirmation for Favorite Settings] (P. 1104)**
  - Copy ➤ **[Display Confirmation for Favorite Settings] (P. 1074)**

Deleting Registered "Favorite Settings"

- On the [Favorite Settings] screen, select the button you want to delete, and press [Delete].
- To delete "Favorite Settings" for scan (Scan and Send) and fax, press [Edit] on the [Favorite Settings] screen, select the button you want to delete, and press [Delete].
- Even if the registered information of "Favorite Settings" is deleted, the button name is not deleted and does not return to the default setting. Press [Rename] to rename the button, as needed.

# Changing the Default Settings

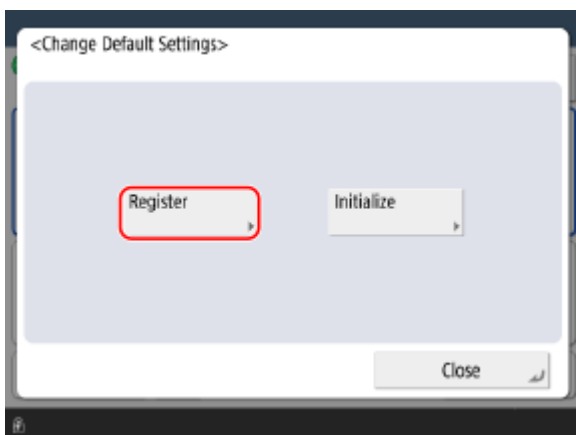
EK89-03L

You can change the default settings for scan, copy, and other functions recalled using the control panel. When you press [ Reset] on the screen of any function, it resets the setting to this default setting.

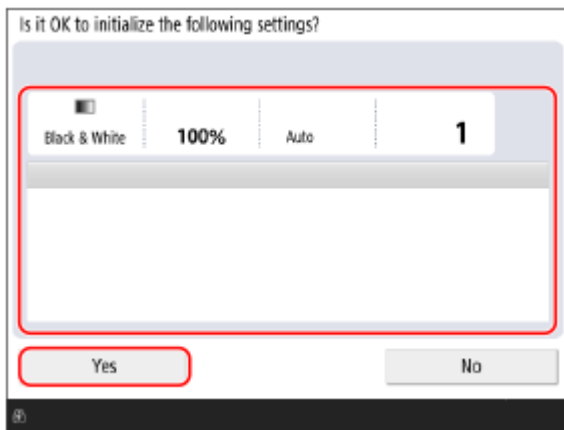
Use the control panel to change the default settings. You cannot change the default settings using Remote UI from a computer.

This section describes the copy procedure as an example.

- 1 Log in to the machine, as needed. ➤ **Logging In to the Machine (P. 200)**
  - To change your own default settings as a personal setting of the login user, you must first log in.
  - To change the default settings as a machine setting, proceed to Step 2 without logging in.
- 2 On the control panel, press [Copy] in the [Home] screen. ➤ **[Home] Screen (P. 165)**  
→ The copy screen is displayed.
- 3 Set the details to be registered as default settings. ➤ **Copy Operations (P. 574)**
- 4 Press [] ➤ [Change Default Settings].  
If the screen for checking the settings is displayed, proceed to Step 6.
- 5 Press [Register].



## 6 Check the settings, and click [Yes].



→ The default settings are changed.

### NOTE

Restoring Default Settings to the Factory Settings

- On the screen in Step 5, press [Initialize] ► [Yes].
- To initialize the scan (Scan and Send) and fax settings, use [⚙ Settings/Register] in the [Home] screen or other screen ► [Function Settings].
  - Scan and Send ► **[Change Default Settings] (P. 1085)**
  - Fax ► **[Change Default Settings] (P. 1105)**

# Changing the Display Language

You can change the screen display language. Depending on the language used, you can change the keyboard layout displayed on the screen.

Use the control panel to change the display language. You cannot change the display language using Remote UI from a computer.

## 1 Log in to the machine, as needed. [▶ Logging In to the Machine \(P. 200\)](#)

- To change the display language when you are logged in as a personal setting of the login user, you must first log in.
- To change the display language as a machine setting, proceed to Step 2 without logging in.

## 2 Display the display language settings screen.

When [] Is Displayed at the Bottom of the [Home] Screen or Other Screen

Press [] to display the display language settings screen.

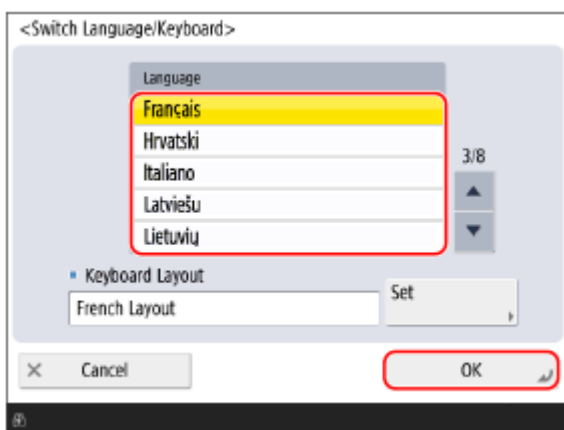
\* Whether [] is displayed at the bottom of the screen varies depending on the machine settings. [▶](#)

**Adding the Display Language Switching Button (P. 888)**

When Displaying the Settings Screen from the Settings Menu

1. On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
2. Press [Preferences] ▶ [Display Settings] ▶ [Switch Language/Keyboard].  
→ The display language settings screen is displayed.

## 3 Select the display language, and press [OK].



To change the keyboard layout, select the display language, and press [Set].

\* Depending on the language used, you cannot change the keyboard layout.



# Customizing the Display and Operations for Individual Users (Personal Settings)

EK89-03S

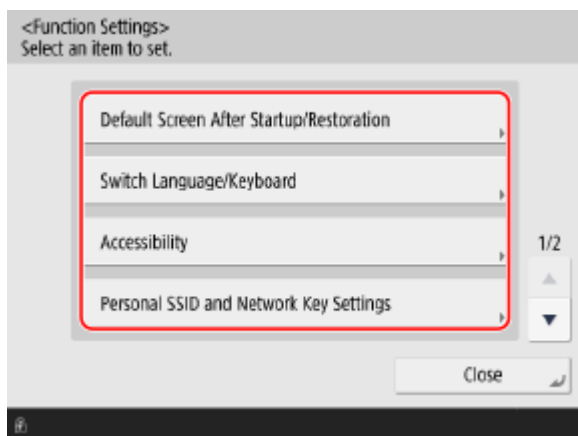
You can change the settings (personal settings) related to the screen display and operability for each login user. These settings are valid only when the user that customized them is logged in and will not affect the settings of other users.

## Customizable Settings

- Screen displayed after the user logs in
- Screen display language
- Keyboard response time and reversed display (color) (accessibility)
- Personal SSID (network name) and network key (password) when connecting directly to a mobile device
- Automatic printing of print data held in the machine

Use the control panel to change the personal (password) settings. You cannot change the settings using Remote UI from a computer.

- 1 Log in to the machine. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [Personal Settings] in the [Home] screen. ➤ **[Home] Screen (P. 165)**
- 3 Press the button of the setting you want to customize, and change the setting on the displayed screen.



### When Changing the Screen Displayed After the User Logs In

Press [Default Screen After Startup/Restoration] and select the screen to be displayed after login.

\* This item is displayed only when the setting is configured to display the login screen at the start of operations in the setting for when to display the login screen. ➤ **Configuring the Login Screen Display Method (P. 728)**

### When Changing the Screen Display Language

Press [Switch Language/Keyboard] and select the display language.

Depending on the language used, you can change the keyboard layout displayed on the screen. To change the keyboard layout, select the display language, and press [Set].

When Changing the Keyboard Response Time and Reversed Display (Color) Settings  
Press [Accessibility], and configure the required settings.

[Key Repetition Settings]

Press and hold keys on the on-screen keyboard to repeatedly enter the same character with the Key Repeat function. You can slow down the speed of the key repeat operation.  
Set this if you notice the same character repeatedly entered when you try to enter just one character.

[Acceptance Delay for Repeated Presses]

You can specify the amount of time during which the machine does not accept the second and subsequent key inputs when a key on the on-screen keyboard is unintentionally pressed repeatedly. Configure this setting in cases such as when you intend to enter a single character, but the same character is entered repeatedly.

[Invert Screen Colors]

You can set the display to reverse the brightness of the screen.  
Set this if the display is still difficult to see after adjusting the screen brightness with [Adjust Brightness] in the [Home] screen.

When Setting a Personal SSID and Network Key to Connect Directly to a Mobile Device

Press [Personal SSID and Network Key Settings] to set the SSID and network key to use.

\* This can be set only when the Access Point Mode setting is configured to use a different SSID and network key for each login user. ➤ **Enabling the Direct Connection Function (P. 665)**

[To Specify the SSID and Network Key](#)

Set [Specify SSID to Use] and [Specify Network Key to Use] to [On], and enter the SSID and network key.

[To Use an SSID and Network Key Generated Automatically with Random Characters](#)

Set [Specify SSID to Use] and [Specify Network Key to Use] to [Off].

[To Wait Automatically for a Direct Connection When Logging In](#)

Set [Automatically Enable/Disable Direct Connection at Login/Logout] to [On].

To Enable Automatic Printing of Print Data Held in the Machine

Press [Auto Print User Jobs When Logging In], and select [On].

Print data being held for you is printed automatically after you log in.

\* This can be set only when the setting is configured to use the automatic print function for print data. ➤ **[Enable Auto Print Function When Logging In] (P. 1139)**

4

Press [Close].

# Logging In to the Machine

EK89-14J

To log in to the machine, press [ Log In] in the [Home] screen, and enter the required information on the displayed login screen. [▶\[Home\] Screen \(P. 165\)](#)

The login screen is displayed automatically when operating a function that requires authentication. After you log in, the screen changes, and you can continue operations.

\* To edit important settings of the machine, you need to log in as a user with administrator privileges. [▶](#)

**Administrator Privileges and Password (P. 31)**

\* After logging in to the machine, each user can operate the machine using their preferred settings. [▶Using a Personalized Screen, Data, and Settings \(Personalization\) \(P. 202\)](#)

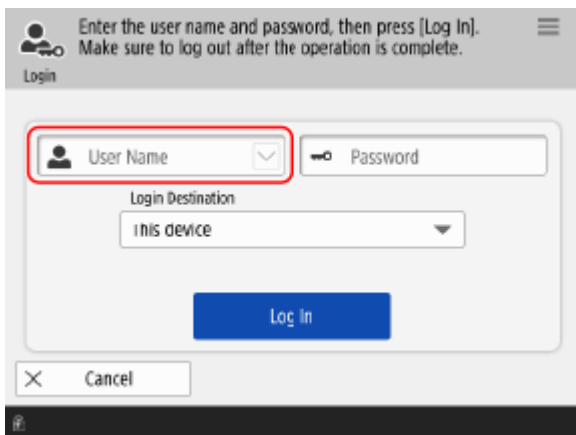
## NOTE

When No Operations Are Performed for a Certain Period of Time After Login

- By default, the settings configured on the screen are cleared, and the user is automatically logged out. You can change the time until the settings are cleared. [▶\[Auto Reset Time\] \(P. 991\)](#)

1

On the login screen, press [User Name].



If the machine has a history of previously logged in user names, you can also select the user name from the pulldown menu.

If you selected a user name from the pulldown menu, press [Password], and proceed to Step [3](#).

2

Enter the user name, and press [Next].

3

Enter the password, and press [OK].

4

Select the login destination from the [Login Destination] pulldown menu, and press [Log In].

→ When login is successful, the [Home] screen or other screen is displayed.

5

When you have completed your desired operations, press [ Log Out].

NOTE

- Depending on the settings of the machine, you may be able to change the password by pressing [Change Password] from [] on the login screen. [▶](#) **[Display Button to Change Password on Settings Menu] (P. 1157)**

# Using a Personalized Screen, Data, and Settings (Personalization)

EK89-03W

After you log in, you can use the machine with your personal settings. This is called the personalization function. You can use a personalized screen and Address Book. In addition, your personalized settings are stored automatically for quicker and more convenient operations.

You must configure the settings on the machine to use the personalization function. Note that some items may not be able to be personalized. ➤ **Enabling and Disabling the Personalization Function (P. 736)**

## Using a Personalized Screen

You can quickly execute frequently used functions, and easily change the display and settings from the [Home] screen and function screens.

- **Customizing the [Home] Screen (P. 181)**
- **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)**
- **Customizing the Scan, Fax, and Copy Screens (P. 187)**

You can also change the default settings on the function screens for more efficient operations.

- **Changing the Default Settings (P. 195)**



## Using a Personalized Address Book and Destinations

You can manage personalized destinations and store locations for scanned data and faxes and share this information to a group to which you belong. To use a personalized destination, select [Personal Address List] or [User Group Address List] on the Address Book screen.

- **Registering Destinations (Address Book) (P. 276)**
- **Specifying Destinations (Address Book) (P. 322)**

In addition, you can use [Send to Myself] displayed on the scan (Scan and Send) screen to easily send scanned data to your own e-mail address.



## Using the History

You can recall and reuse previously used settings from the timeline in the [Home] screen and from [Previous Settings] on the function screens.

[▶ Displaying and Operating the Timeline \(P. 175\)](#)

## Using Personalized Settings

---

You can use the machine with your personal settings without affecting other users. In addition to making the control panel easier to use, you can also set the operation when starting to use the machine to save time.

[▶ Customizing the Display and Operations for Individual Users \(Personal Settings\) \(P. 198\)](#)**NOTE****Using a Personalized Storage Space**

- By logging in to the machine, you can use the personalization function as well a personalized storage space.
  - A Storage Space as a Personal Folder  
After setting up a Personal Folder, you can easily access it from [Personal Folder] displayed on the scan screen or other screen. [▶ Configuring a Personal Folder \(P. 760\)](#)

# Placing Originals

Place documents, photos, and other printed materials ("originals") to be scanned, faxed, or copied on the platen glass or in the feeder.

Determine whether to use the platen glass or feeder depending on the document type and usage.

## Platen Glass

Scans originals in a stationary position. Originals must be placed one at a time, but this ensures highly accurate scanning.

You can also place the following originals on the platen glass:

- Books, thick paper, thin paper, and other originals that cannot be placed in the feeder
- Tracing paper, transparencies, and other transparent originals

➤ **Placing Originals on the Platen Glass (P. 204)**

## Feeder

You can place several sheets of originals in the feeder. The placed originals are fed and scanned automatically one sheet at a time.

Both sides of originals can be scanned at the same time.

➤ **Placing Originals in the Feeder (P. 206)**

Regardless of whether you use the platen glass or feeder, when copying to paper with a logo or using the staple or punch function, be careful of the orientation of the original.

➤ **Orientation of the Original When Copying to Paper with a Logo (P. 210)**

➤ **Orientation of an Original to Be Stapled and Setting the Staple Position (Option) (P. 213)**

➤ **Orientation of Original When Punching Holes (Option) (P. 217)**

### IMPORTANT

Place Dry Originals

- Before placing originals, make sure that any ink, correction fluid, or glue on them has completely dried.

## Placing Originals on the Platen Glass

For the size of the originals that can be placed on the platen glass, see the basic specifications of the machine. ➤ **Basic Specifications (P. 58)**

1 Open the feeder.



Open the feeder all the way. If the original is placed with the feeder not completely open, the original size may not be detected correctly.

2

Place the side of the original scanned face down on the platen glass while aligning the corner of the original with the top left corner of the platen glass.



#### When Scanning Transparent Originals

When scanning tracing paper, transparencies, and other transparent originals, place a sheet of plain white paper on top.

#### When Scanning Both Sides of an Original

Place the original so that the top and bottom of the original are correctly positioned from your viewpoint.



#### When Scanning Originals That Spread Open

When you scan an original that spreads open, such as a book or magazine, place the original so that the top edge of the original is aligned with the top edge and top left corner of the platen glass.



3

Gently close the feeder.

Do not forcefully push the feeder to close it when placing a book, magazine, or other thick original.

4

When scanning of the original is complete, remove the original from the platen glass.



**NOTE**

- The original size markings along the edges of the platen glass also indicate original sizes that the machine does not automatically recognize.

## Placing Originals in the Feeder

You can place multiple originals of various sizes.

For the size and type of the originals that can be placed in the feeder, see the specifications of the feeder. **2-Sided Single Pass Feeder Specifications (P. 61)**

**IMPORTANT**

To prevent paper jams inside the feeder, do not place the following originals:

- Wrinkled, creased, curled, or torn paper
- Carbon paper, coated paper, thin translucent paper, or transparencies
- Stapled or clipped paper, or paper with sticky notes
- Paper printed by a thermal transfer printer
- Paper with punched holes

- 1 Spread the slide guides outward until they are slightly farther apart than the width of the original.



- 2 Fan the originals and align the edges.



Fan the paper in small batches, and align the edges by tapping the paper on a flat surface a few times.

3

Place the sides of the originals to be scanned face up in the feeder.



→ When the original is placed correctly, the original set indicator (a) lights up.

- Insert the paper until the edge of the original is against the feeder.
- Make sure the placed originals do not exceed the load limit line (b). If they exceed the load limit line, there may be misfeeds or a paper jam.

#### When Placing a Business Card

Load the business card in landscape orientation.



#### When Placing a Thin Paper Original

Thin paper originals may be difficult to place or may become wrinkled due to a usage environment with high temperature and humidity.

#### When Scanning a 2-Sided Original

Place the original so that the top and bottom are correctly positioned from your viewpoint.



#### When Placing Multiple Originals of Various Sizes

- For originals with the same height, place the originals while lining up the height. [Asia/Oceania](#) [Americas](#)



- For originals with different heights, place the originals while lining up the top left corners as seen from your viewpoint. [Asia/Oceania](#) [Americas](#)



#### Precautions When Placing Originals of Different Sizes

- There are restrictions to the combination of original sizes that can be placed together. **▶2-Sided Single Pass Feeder Specifications (P. 61)**  
Placing originals in an inappropriate combination may result in damage to the original or a paper jam.
- Do not place originals of different paper thicknesses or paper quality together. This can result in a paper jam.
- If you place originals of different heights in the feeder, shorter originals will not be secured by the slide guides, and the originals may be scanned at an angle. [Asia/Oceania](#) [Americas](#)

#### When Placing a Long Original

Support the original with your hand when scanning it or outputting it.  
For details on the size of long originals that can be placed in the feeder, see the specifications for the feeder of the machine. **▶2-Sided Single Pass Feeder Specifications (P. 61)**



- 4 Align the slide guides against the edges of the originals.



Slide guides that are aligned and too loose or too tight can cause misfeeds or a paper jam.

- 5 When scanning of the originals is complete, remove the ejected originals from the original output tray.

# Orientation of the Original When Copying to Paper with a Logo

EK89-03Y

When copying to paper with a logo, make sure the original is loaded in the correct orientation.

➤ **When Placing Originals on the Platen Glass (P. 210)**

➤ **When Placing Originals in the Feeder (P. 211)**

\* When copying to paper with a logo, pay attention to the orientation in which the paper is loaded and which side is face up. ➤ **Orientation for Loading Paper with a Logo (P. 244)**

## NOTE

- For the general procedure when placing an original, see the following:

➤ **Placing Originals (P. 204)**

## When Placing Originals on the Platen Glass

Place the original on the platen glass as shown below according to the paper size.

### A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

Vertical original



Horizontal original



### A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

Vertical original



Horizontal original



## When Placing Originals in the Feeder

When using the feeder to copy to paper with a logo, configure the settings so as not to give priority to copy speed. After configuring the settings so as not to give priority to copy speed, place the original in the feeder while paying attention to the orientation.

### Configuring the Settings So as Not to Give Priority to Copy Speed

Use the control panel to configure these settings. You cannot configure the settings using Remote UI from a computer.

[ Settings/Register] ► [Function Settings] ► [Copy] ► [Speed Priority for Copying from Feeder] ► [Off] ► [OK]

### Orientation When Placing an Original

Place the original in the feeder as shown below according to the paper size.

#### A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

Vertical original



Horizontal original



### A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

Vertical original



Horizontal original



# Orientation of an Original to Be Stapled and Setting the Staple Position (Option)

When using the staple function, make sure the original is loaded in the correct direction and the staple position is set correctly.

➤ **When Stapling the Corner of the Paper or Using Staple-Free (Corner) (P. 213)**

➤ **When Stapling the Edge of the Paper at Two Locations (Double) (P. 215)**

## NOTE

- For the general procedure when placing an original, see the following:
  - **Placing Originals (P. 204)**
- For details about how to configure the settings when using the staple function, see the following:
  - **Configuring the Finishing Functions (P. 614)**

## When Stapling the Corner of the Paper or Using Staple-Free (Corner)

Place the original as shown below according to the actual position where to staple or use Staple-Free. When setting the staple position, set the position as viewed from the side of the original to be scanned. The direction in which the original is placed and the staple position setting vary depending on the size of the original.

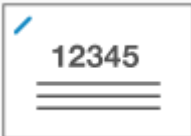
### A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

| Actual Staple Position                                                                                             | Orientation When Placing an Original                                                |                                                                                      | Staple Position Setting |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------|
|                                                                                                                    | Platen Glass                                                                        | Feeder                                                                               |                         |
| Top right of vertical paper<br> |  |  | [Top Right]             |
| Top left of vertical paper<br>  |  |  | [Top Left]              |



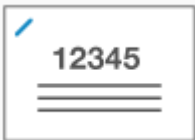
## Basic Operations

| Actual Staple Position                                                                                             | Orientation When Placing an Original                                              |                                                                                    | Staple Position Setting |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------|
|                                                                                                                    | Platen Glass                                                                      | Feeder                                                                             |                         |
| Top right of horizontal paper<br> |  |  | [Bottom Right]          |
| Top left of horizontal paper<br>  |  |  | [Top Right]             |

### A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

| Actual Staple Position                                                                                             | Orientation When Placing an Original                                                |                                                                                      | Staple Position Setting |
|--------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------|
|                                                                                                                    | Platen Glass                                                                        | Feeder                                                                               |                         |
| Top right of vertical paper<br> |  |  | [Top Left]              |
| Top left of vertical paper<br>  |  |  | [Bottom Left]           |

| Actual Staple Position                                                                                             | Orientation When Placing an Original                                              |                                                                                    | Staple Position Setting |
|--------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------------------------------------------------------------------------|-------------------------|
|                                                                                                                    | Platen Glass                                                                      | Feeder                                                                             |                         |
| Top right of horizontal paper<br> |  |  | [Top Right]             |
| Top left of horizontal paper<br>  |  |  | [Top Left]              |

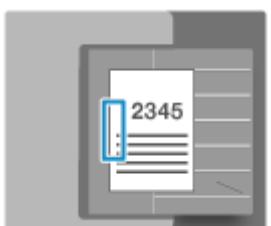
## When Stapling the Edge of the Paper at Two Locations (Double)

Place the original as shown below according to the actual position where to staple or use Staple-Free. When setting the staple position, set the position as viewed from the side of the original to be scanned.

The orientation in which the original is placed and the staple position setting vary depending on the size of the original.

### A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

| Actual Staple Position                                                                                              | Orientation When Placing an Original                                                |                                                                                      | Staple Position Setting |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------|
|                                                                                                                     | Platen Glass                                                                        | Feeder                                                                               |                         |
| Left edge of vertical paper<br>  |  |  | [Left]                  |
| Right edge of vertical paper<br> |  |  | [Right]                 |

## A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

| Actual Staple Position                                                                                                    | Orientation When Placing an Original                                                |                                                                                      | Staple Position Setting |
|---------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------|-------------------------|
|                                                                                                                           | Platen Glass                                                                        | Feeder                                                                               |                         |
| <p>Top edge of vertical paper</p>        |    |    | [Left]                  |
| <p>Left edge of horizontal paper</p>     |    |    | [Left]                  |
| <p>Right edge of horizontal paper</p>  |  |  | [Right]                 |

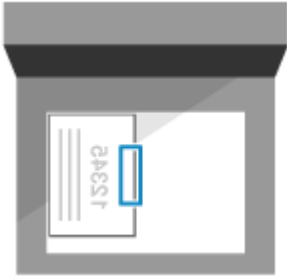
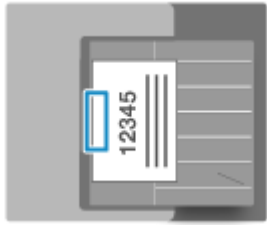
# Orientation of Original When Punching Holes (Option)

EK89-041

Place the original as shown below according to the position where to punch holes when using the punch function. The orientation in which the original is placed varies depending on the size of the original.

## A4 or A5 Size Original

Use the same method when placing B5 size original in Asia/Oceania, or LTR size original in the Americas.

| Hole Punch Position                                                                                                 | Orientation When Placing an Original                                                |                                                                                       |
|---------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                                                                                     | Platen Glass                                                                        | Feeder                                                                                |
| Left edge of vertical paper<br>   |   |   |
| Top edge of horizontal paper<br> |  |  |

## A3 Size Original

Use the same method when placing B4 size original in Asia/Oceania, or 11" x 17" and LGL size original in the Americas.

| Hole Punch Position                                                                                               | Orientation When Placing an Original                                                |                                                                                       |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------|
|                                                                                                                   | Platen Glass                                                                        | Feeder                                                                                |
| Top edge of vertical paper<br> |  |  |

| Hole Punch Position                                                                                                    | Orientation When Placing an Original                                              |                                                                                     |
|------------------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|-------------------------------------------------------------------------------------|
|                                                                                                                        | Platen Glass                                                                      | Feeder                                                                              |
| <p>Left edge of horizontal paper</p>  |  |  |

## NOTE

- For the general procedure when placing an original, see the following:  
     ➤ **Placing Originals (P. 204)**
- For details about how to configure the settings when using the punch function, see the following:  
     ➤ **Configuring the Finishing Functions (P. 614)**

# Loading Paper

To ensure print quality, confirm the usable paper and how to handle and store paper, and prepare the appropriate paper. [▶ Usable Paper \(P. 47\)](#) / [▶ Precautions When Handling Paper \(P. 56\)](#)

Load the prepared paper in the machine, and then configure the paper size and type settings.  
When there are multiple output trays, you can configure the output destination settings, as needed.

## Loading Paper

Load paper you usually use into the paper drawer, which can hold large amounts of paper.

To temporarily use paper not loaded in the paper drawer, load it in the multi-purpose tray.

[▶ Loading Paper in the Paper Drawer \(P. 220\)](#)

[▶ Loading Paper in the Multi-purpose Tray \(P. 229\)](#)

[Asia/Oceania](#)

[Americas](#)

To load Long Sheet paper, load the paper in optional Long Sheet Feeding Tray-A.

[▶ Loading Paper in Long Sheet Feeding Tray-A \(Option\) \[Asia/Oceania\]\[Americas\] \(P. 232\)](#)

When using envelopes or paper with a logo, be careful of the orientation of the loaded paper and which side is face up.

[▶ Preparations and Orientation for Loading Envelopes \(P. 234\)](#)

[▶ Orientation for Loading Paper with a Logo \(P. 244\)](#)

## Paper Settings

To ensure clear printing and prevent paper jams, the paper size and type must be set correctly according to the loaded paper.

[▶ Specifying the Paper Size and Type \(P. 250\)](#)

## Output Destination Settings

When there are multiple output trays, you can specify to which output tray to output printed and copied paper.

[▶ Output Destination Settings \(P. 273\)](#)

### IMPORTANT

#### Do Not Mix Different Paper

- Use all the loaded paper before loading new paper. Supplying paper when paper is already loaded may cause misfeeds or paper jams.
- Do not load paper of different item names or types into the same paper source.

### NOTE

#### When Using Transparencies

- Load transparencies that could result in misfeeds or paper jams one sheet at a time.
- If transparencies are left in the paper drawer or multi-purpose tray, they may stick together, resulting in misfeeds or paper jams. When you have completed printing, return any remaining transparencies to the original package, and store them away from high temperature and humidity.

# Loading Paper in the Paper Drawer

Load paper you usually use into the paper drawer, which can hold large amounts of paper. The setting method varies depending on the size of the paper to be loaded.

[When Loading A3, A4, or Other Standard Size Paper or Envelopes](#)

➤ [Loading Standard Size Paper \(P. 220\)](#)

[When Loading Custom Size Paper](#)

➤ [Loading Non-standard Size Paper \(P. 224\)](#)

## IMPORTANT

Do Not Load Printed Paper

- If you load printed paper in a paper drawer, a malfunction may occur. When you want to print on the back side of printed paper (manual 2-sided printing), be sure to load the paper in the multi-purpose tray. ➤ [Loading Paper in the Multi-purpose Tray \(P. 229\)](#)

## Loading Standard Size Paper

You can load paper correctly by aligning the paper guides on the paper drawer with the markings. When using envelopes or paper with a logo, be careful of the orientation of the loaded paper and which side is face up.

➤ [Preparations and Orientation for Loading Envelopes \(P. 234\)](#)

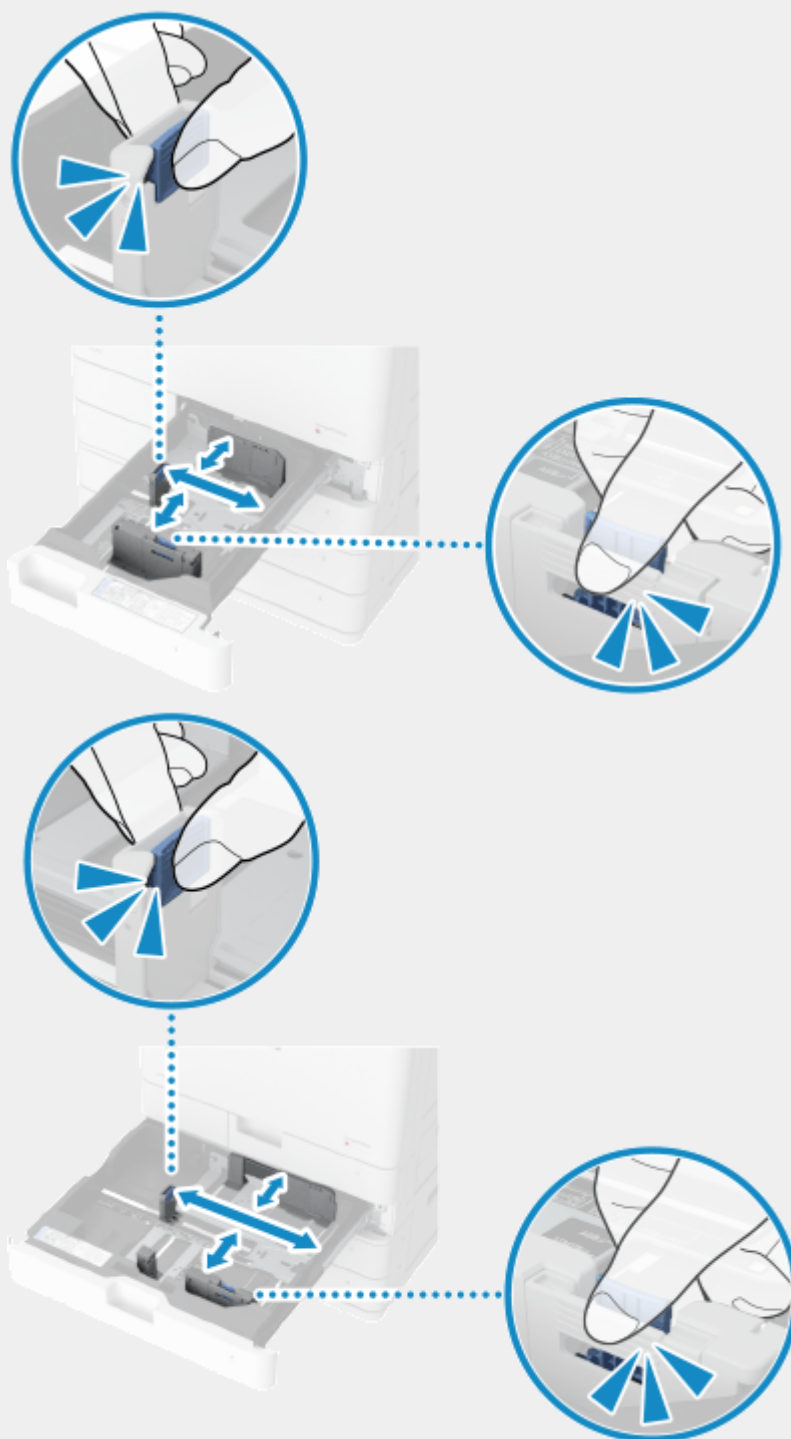
➤ [Orientation for Loading Paper with a Logo \(P. 244\)](#)

- 1 Pull the paper drawer toward you until it stops.



- 2 Align the paper guides with the size of the paper to be loaded.

1. While holding the lock release lever, move the paper guide.

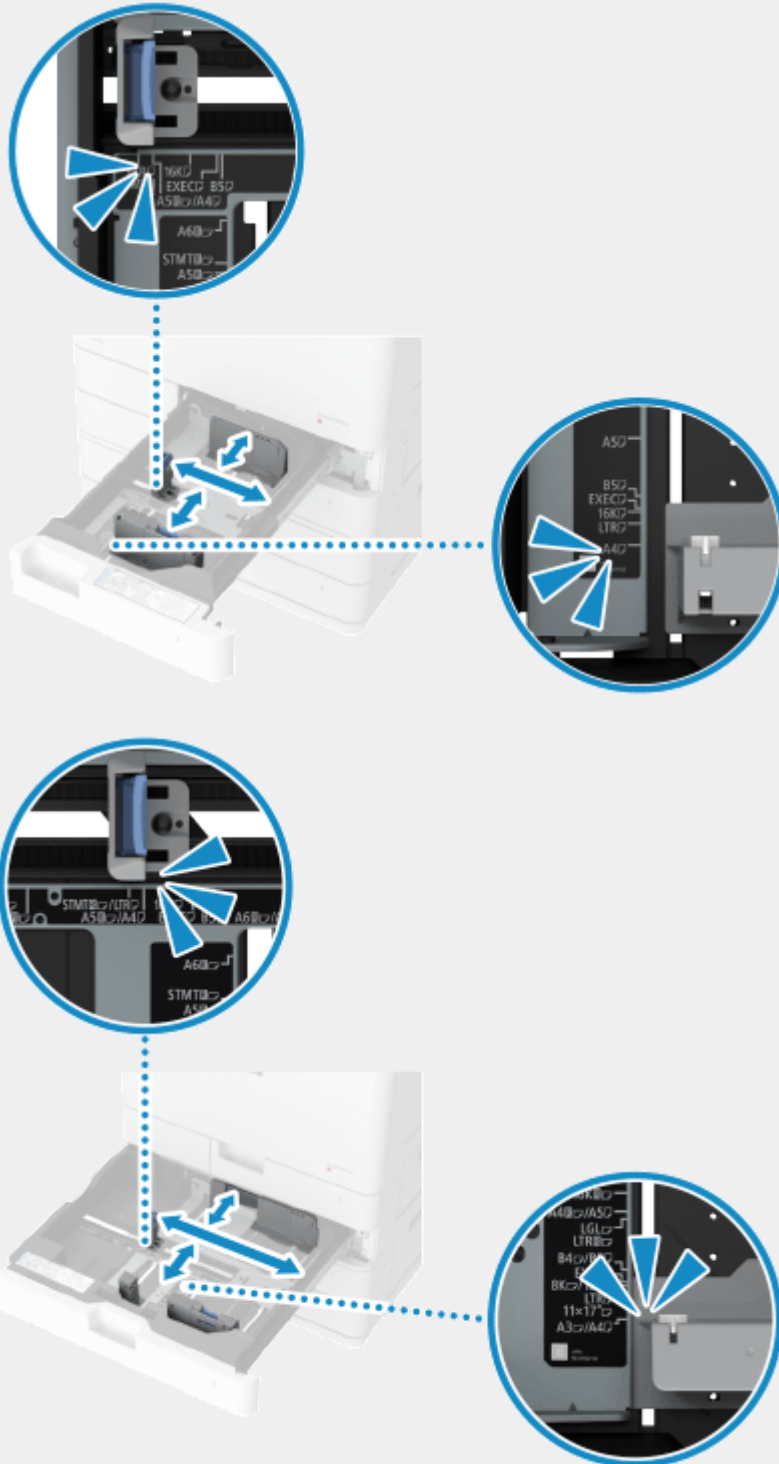


When loading envelopes, install the Envelope Feeder Attachment before moving the paper guides.

- Paper drawer 1 ➤ **Installing the Envelope Feeder Attachment and the Orientation of Envelopes (Paper Drawer 1) (P. 236)**
- Paper drawer 2 ➤ **Installing the Envelope Feeder Attachment and Orientation of Envelopes (Paper Drawer 2) (P. 238)**



2. Align the projections on the paper guides with the size indicator of the paper to be loaded.



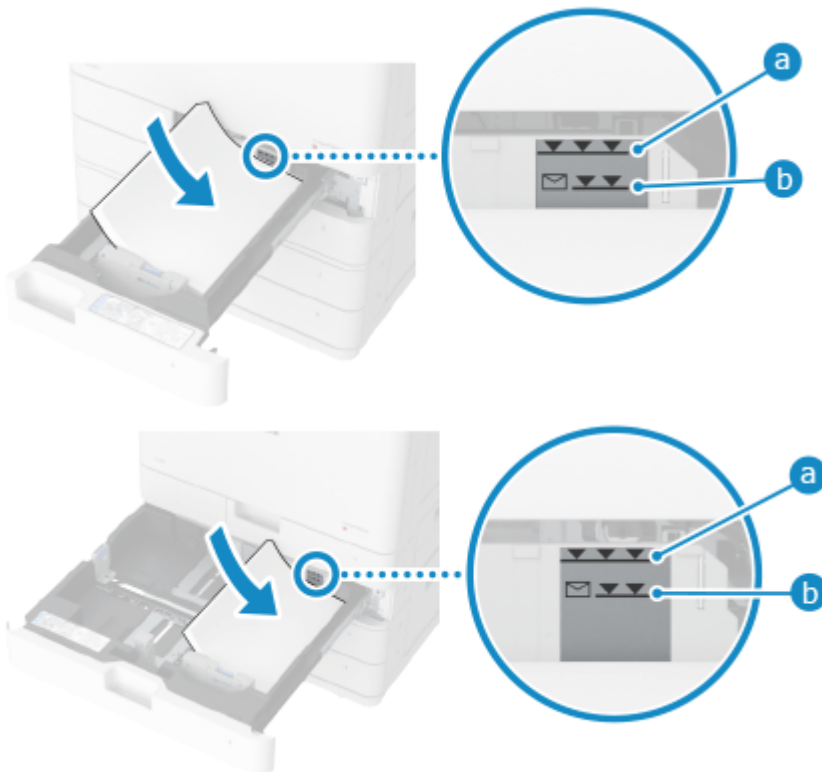
- Align the paper guides to the position where you hear a click.  
If the paper guides are not aligned correctly, the loaded paper size will not be displayed correctly on the control panel screen. In addition, it may result in paper jams, smudged printouts, and dirty areas inside the machine.
- The paper size indicator may indicate a paper size that cannot be loaded in the machine. For the size of paper that can be loaded in the machine, see the following:  
 ▶ **Usable Paper (P. 47)**
- If there is not a paper size indicator for the paper to be loaded, load it using the custom size method. ▶ **Loading Non-standard Size Paper (P. 224)**

### 3 Fan the paper and align the edges.



- Fan the paper thoroughly in both directions.
- After you fan the paper, align the edges on a flat surface.

### 4 Load the paper with the print side face up.



- Load the paper with the edge of the paper against the right side of the paper drawer.
- Make sure the loaded paper does not exceed the load limit line ( **a** for other than envelopes and **b** for envelopes). If it exceeds the load limit line, there may be misfeeds or a paper jam.

### 5 Push the paper drawer gently into the machine.

### 6 Set the paper size and type, as needed. ➤ **Setting the Paper Size and Type for the Paper Drawer (P. 251)**

- The paper size is detected automatically. ➤ **Paper Sizes That Can Be Detected Automatically (P. 54)**
  - \* If the detected paper size does not match the loaded paper, the paper may not be loaded correctly. Reload the paper.
  - \* If paper of a size that is not detected automatically is loaded, or a different size is detected even after reloading the paper, change the paper size setting.
- By default, the paper type is set to Plain 1 or Plain 2. When paper of a different type is loaded, change the paper type setting.

## NOTE

- If a paper size label is affixed to the paper drawer, replace the paper size label after changing the paper size. ➤  
**Paper Drawer (P. 44)**

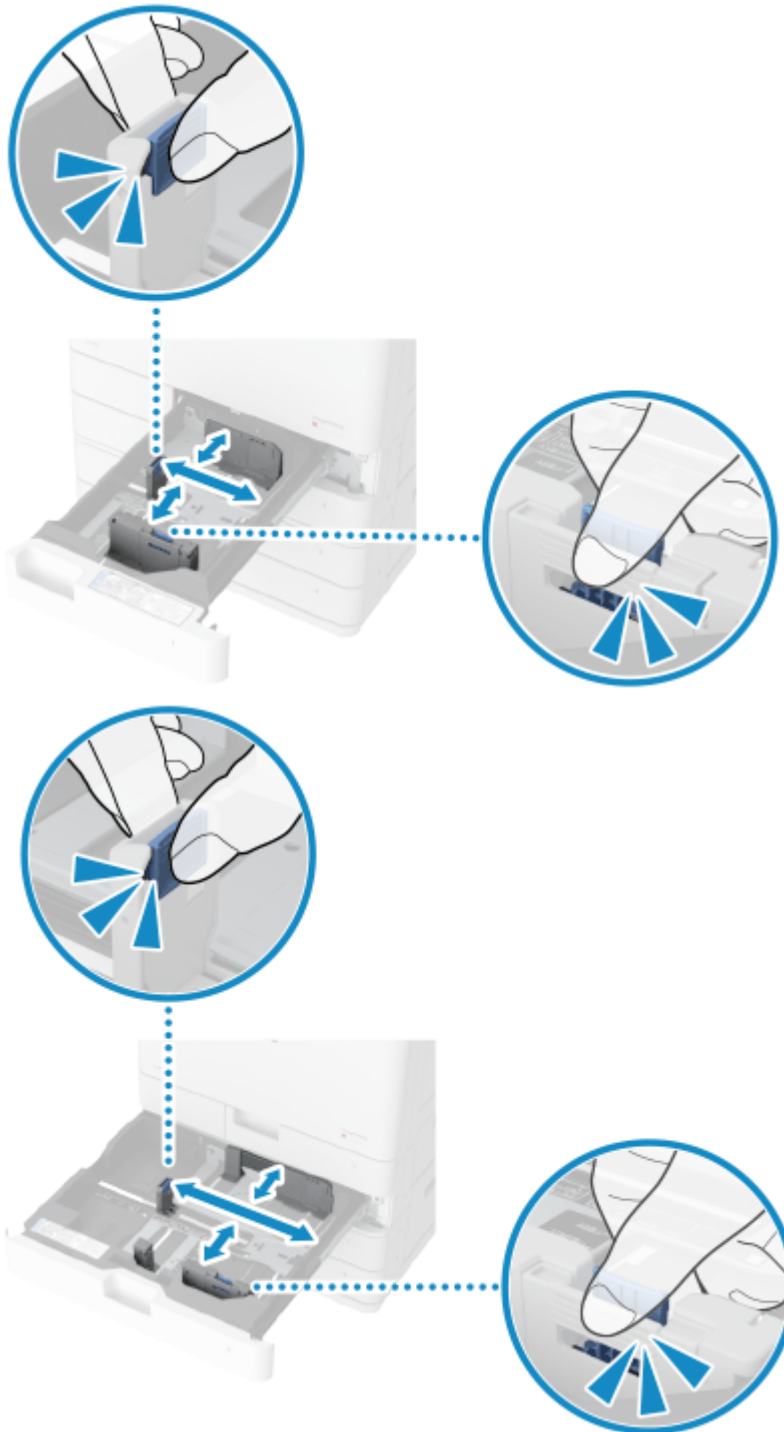
## Loading Non-standard Size Paper

You can load paper correctly by aligning the paper guides on the paper drawer with the paper.  
When using paper with a logo, be careful of the orientation of the loaded paper and which side is face up. ➤  
**Orientation for Loading Paper with a Logo (P. 244)**

- 1 Pull the paper drawer toward you until it stops.

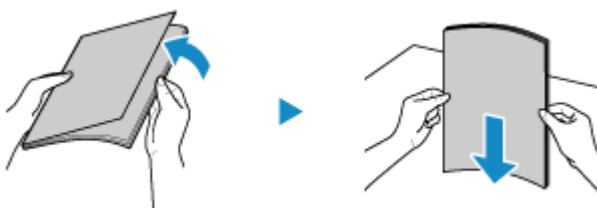


- 2 Slide the paper guides to the outside.



While holding the lock release lever, move the paper guides.

- 3 Fan the paper and align the edges.

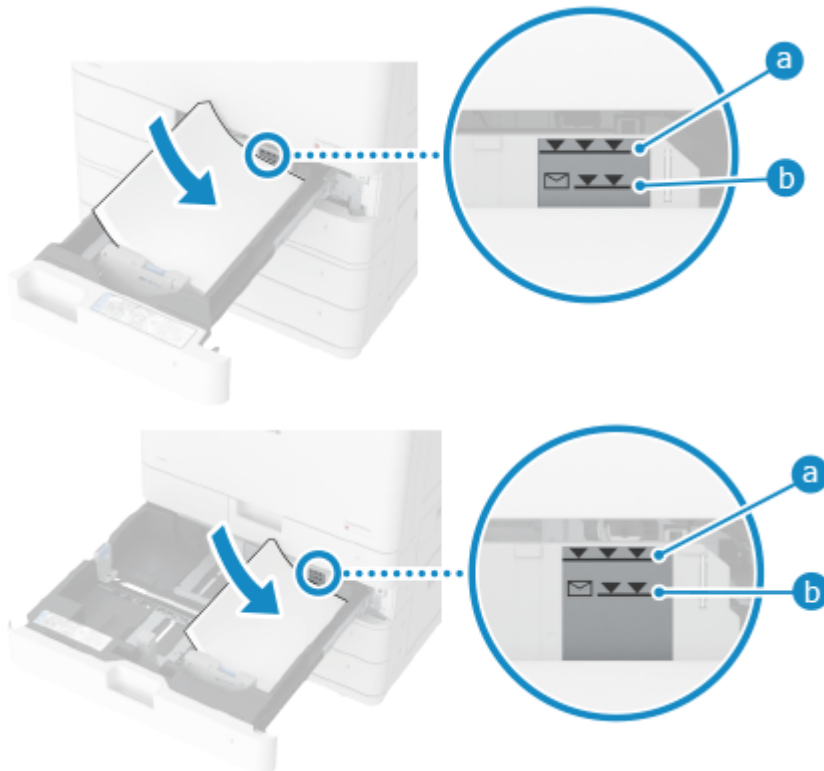


- Fan the paper thoroughly in both directions.

- After you fan the paper, align the edges on a flat surface.

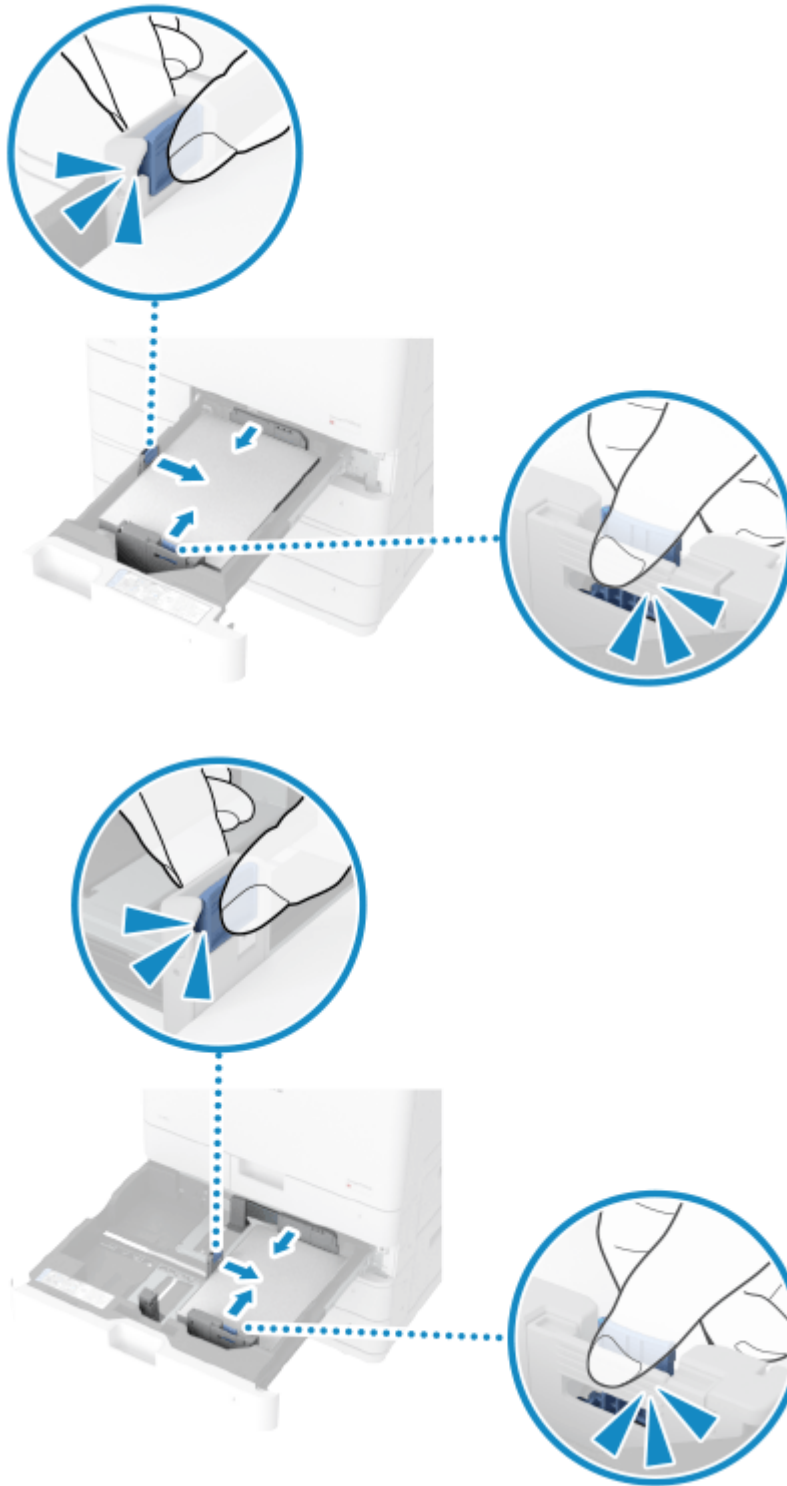
**4**

Load the paper with the print side face up.



- Load the paper with the edge of the paper against the right side of the paper drawer.
- Make sure the loaded paper does not exceed the load limit line ( **a** for other than envelopes and **b** for envelopes). If it exceeds the load limit line, there may be misfeeds or a paper jam.

- 5 Align the paper guides with the width and length of the paper.



- While holding the lock release lever, align the paper guides with the width and length of the paper.
- Paper guides that are aligned and are too loose or too tight can cause misfeeds or a paper jam.

- 6 Push the paper drawer gently into the machine.

- 7 Set the paper size and type. ➤ **Setting the Paper Size and Type for the Paper Drawer (P. 251)**

- Set the size (length of side) of the loaded paper.

- By default, the paper type is set to Plain 1 or Plain 2. When paper of a different type is loaded, change the paper type setting.

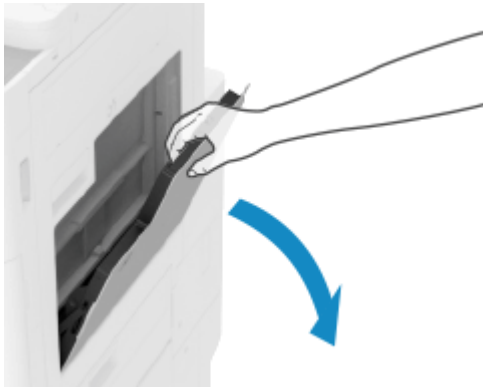
# Loading Paper in the Multi-purpose Tray

To temporarily use paper not loaded in the paper drawer, load it in the multi-purpose tray.  
You can load paper correctly by aligning the paper guides on the multi-purpose tray with the paper.  
When using envelopes or paper with logos, be careful of the orientation of the loaded paper and which side is face up.

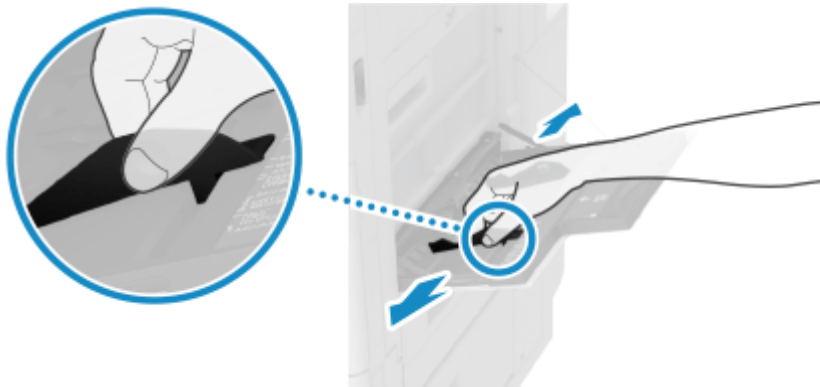
## ❶ Preparations and Orientation for Loading Envelopes (P. 234)

## ❷ Orientation for Loading Paper with a Logo (P. 244)

### 1 Open the multi-purpose tray.

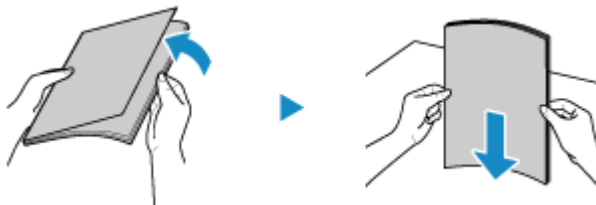


### 2 Slide the paper guides to the outside.



Set the width of the paper guides slightly wider than the width of the paper.

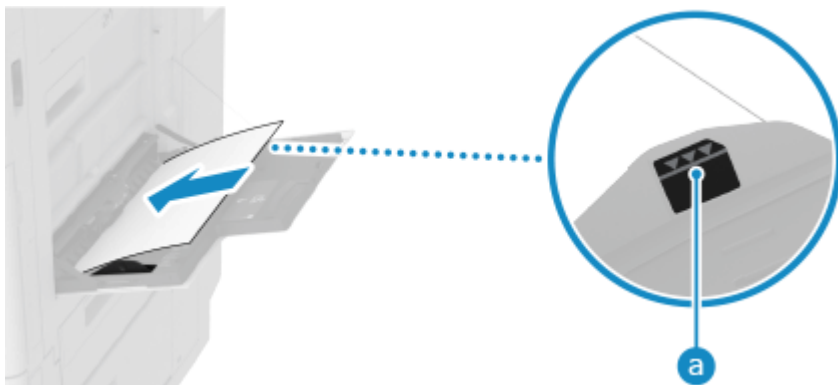
### 3 Fan the paper and align the edges.



- Fan the paper thoroughly in both directions, and align the edges on a flat surface.
- When you use transparencies or Coated paper, separate each sheet completely so that none of them are stuck together.



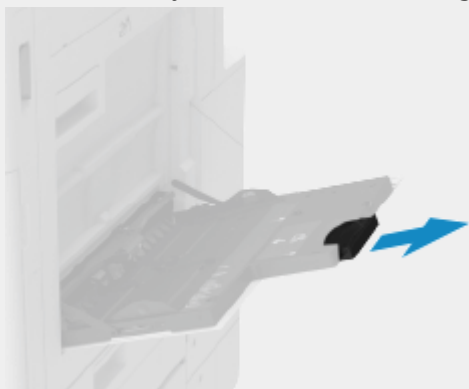
#### 4 Load the paper with the print side face down.



- Insert the paper until the edge of the paper is against the paper tray.
- Make sure the loaded paper does not exceed the load limit line (a). If it exceeds the load limit line, there may be misfeeds or a paper jam.

#### When Loading Large Size Paper

Pull out the tray extension before loading the paper so as to prevent the paper from drooping.

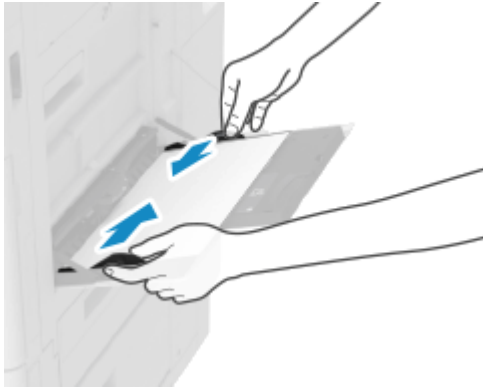


#### When Printing on the Back Side of Printed Paper (Manual 2-sided Printing)

Flatten the edge of the paper to remove any curls, and load the paper with the back (unprinted) side face down.

- You can use only paper printed with this machine.
- You cannot print on a side that has been previously printed on.
- If a paper jam occurs, load one sheet at a time.
- On the screen for setting the paper type, select [2nd Side of 2-Sided Page]. [▶Setting the Paper Size and Type for the Multi-purpose Tray \(P. 255\)](#)

- 5 Align the paper guides with the length of the paper.



Paper guides that are aligned and are too loose or too tight can cause misfeeds or a paper jam.

- 6 Set the paper size and type. ➤ **Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)**

By default, when the machine detects paper loaded in the multi-purpose tray, the screen for setting the paper is displayed on the control panel. Set the paper size and type each time you load paper.

# Loading Paper in Long Sheet Feeding Tray-A (Option)

Asia/Oceania

Americas

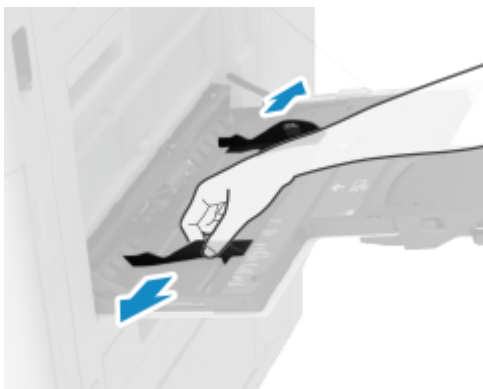
EK89-047

When you use Long Sheet paper, load the paper in the Long Sheet Feeding Tray-A.

## IMPORTANT

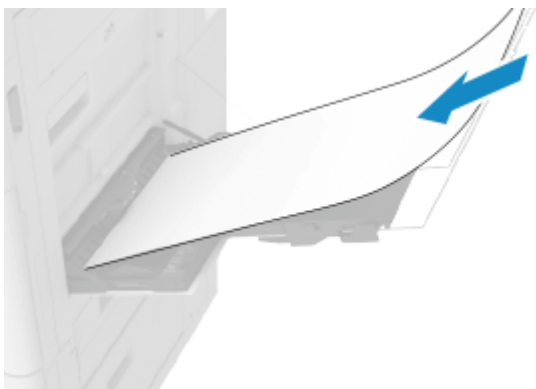
- For details on the paper that can be used, see the following:  
 ▶ **Usable Paper (P. 47)**
- Using curled paper can cause paper jams or printing errors.
- Be sure to configure the paper type settings correctly. ▶ **Specifying the Paper Size and Type (P. 250)**  
 \* The image quality may be degraded if the settings are not configured properly, particularly when you use special paper such as Heavy paper. In addition, the fixing assembly may become dirty or a paper jam may occur, and repair by your service representative may be required.
- You cannot staple paper or use other finishing functions.
- You cannot print on Long Sheet paper when [Settings/Registration] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality] ▶ [Resolution] is set to [1200 dpi].
- Attach the optional Long Sheet Catch Tray-F to prevent paper from falling out of the output tray. ▶ **Long Sheet Feeding Tray-A and Long Sheet Catch Tray-F [Asia/Oceania][Americas] (P. 12)**

- 1 Slide the paper guides to the outside.



Set the width of the paper guides slightly wider than the width of the paper.

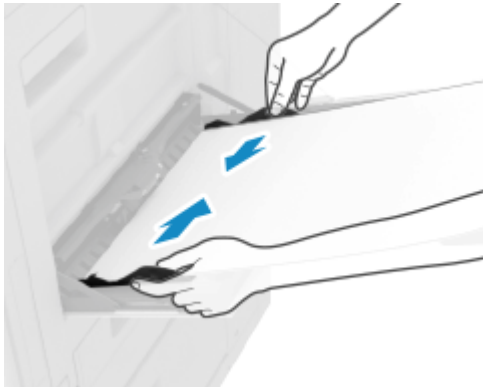
- 2 Load the paper with the print side face down.



- Insert the paper until the edge of the paper is against the paper tray.
- Load one sheet at a time.

3

Align the paper guides with the width of the paper.



- Use both hands to position the paper guides so that they match the width of the paper exactly.
- Paper guides that are aligned and are too loose or too tight can cause misfeeds or a paper jam.

4

Set the paper size and type. ➤ **Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)**

By default, when the machine detects paper loaded in the multi-purpose tray, the screen for setting the paper is displayed on the control panel. Set the paper size and type each time you load paper.

# Preparations and Orientation for Loading Envelopes

EK89-048

As envelopes have a different shape and thickness from regular paper, preparations must be made before loading envelopes.

When loading envelopes, pay attention to the orientation and which side is face up.

## ❶ Preparations before Loading Envelopes (P. 234)

### ❶ Loading Envelopes (P. 234)

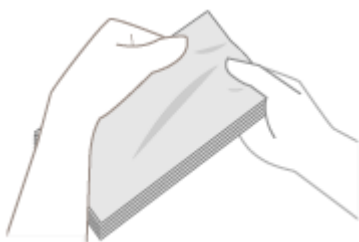
## Preparations before Loading Envelopes

Align the envelopes regardless of the number of envelopes to be loaded.

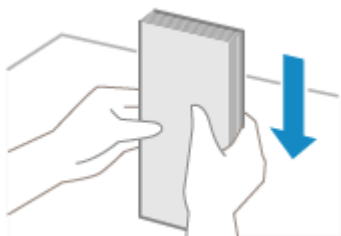
- 1 Flatten them to remove any air, and make sure the edges are pressed tightly.



- 2 Loosen any stiff corners of the envelopes, and flatten any curls.



- 3 Align the edges of the envelopes on a flat surface.



→ The envelopes are ready to be loaded.

## Loading Envelopes

When you load envelopes, pay attention to the orientation of the envelopes and which side is face up.

➤ **Orientation for Loading Envelopes (Paper Drawer) (P. 236)**

➤ **Orientation for Loading Envelopes (Multi-purpose Tray) (P. 241)**

**IMPORTANT**

- When using envelopes with glue on the flap, the heat and pressure from the fixing assembly may melt the glue.
- When printing on envelopes, the print quality may deteriorate in the areas that overlap the glue or at the edges.

**NOTE**

- For the general procedure of loading envelopes, see the following:
  - When loading in the paper drawer ➤ **Loading Paper in the Paper Drawer (P. 220)**
  - When loading in the multi-purpose tray ➤ **Loading Paper in the Multi-purpose Tray (P. 229)**
- Remove printed envelopes from the output tray when it reaches 10 envelopes.

# Orientation for Loading Envelopes (Paper Drawer)

EK89-049

When loading envelopes in the paper drawer, install the Envelope Feeder Attachment and pay attention to the envelope orientation.

Set the orientation in the [Orientation] setting of the printer driver. For details, click [Help] on the [Printing Preferences] screen to display help.

- **Installing the Envelope Feeder Attachment and the Orientation of Envelopes (Paper Drawer 1) (P. 236)**
- **Installing the Envelope Feeder Attachment and Orientation of Envelopes (Paper Drawer 2) (P. 238)**

## Installing the Envelope Feeder Attachment and the Orientation of Envelopes (Paper Drawer 1)

- **Installing the Envelope Feeder Attachment (P. 236)**
- **Orientation for Loading Envelopes (P. 237)**

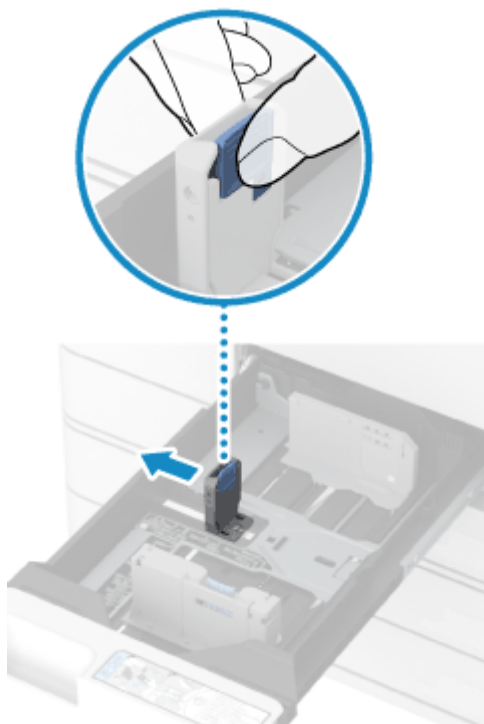
### Installing the Envelope Feeder Attachment

Install Envelope Feeder Attachment B to paper drawer 1.

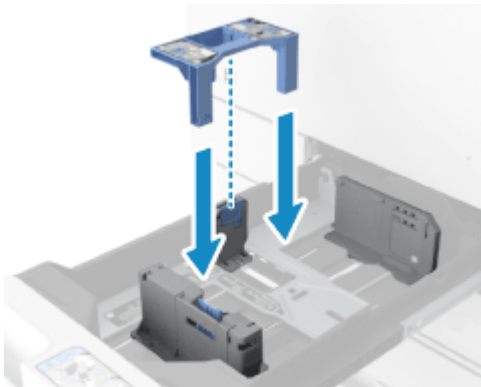
\* Envelope Feeder Attachment B is not required when loading ISO-C5 envelopes.

**1**

Slide the left paper guide on paper drawer 1 to the outside.



- 2 Install Envelope Feeder Attachment B after adjusting the left paper guide.



#### NOTE

- Remove the Envelope Feeder Attachment when no longer using envelopes in the paper drawer. Keep Envelope Feeder Attachment B in a safe place so it does not become lost.

## Orientation for Loading Envelopes

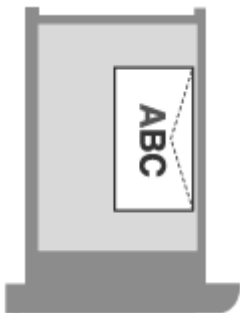
Load up to 25 envelopes in portrait orientation with the print side face up and the long edge of the envelopes parallel with the long edge of the paper drawer.

The orientation of the flap and whether it is open or closed vary depending on the size of the envelope.

### ISO-C5

Load the envelopes with the flap closed and on the right side.

**Example:** When printing on the front side

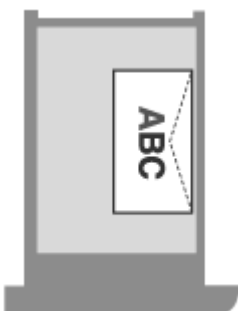


### Yougatanaga 3

#### When Loading Envelopes with the Flap Closed

Load the envelopes with the flap on the right side.

**Example:** When printing on the front side

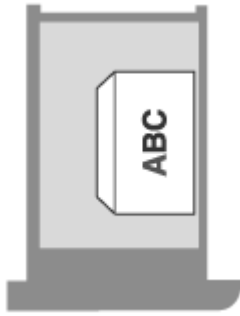




### When Loading Envelopes with the Flap Open

Load the envelopes with the flap on the left side.

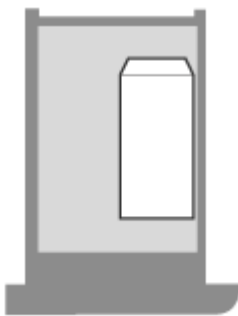
**Example:** When printing on the front side



### Nagagata 3

Load the envelopes with the flap open and at the back.

**Example:** When printing on the front side



## Installing the Envelope Feeder Attachment and Orientation of Envelopes (Paper Drawer 2)

- ① Installing the Envelope Feeder Attachment (P. 238)
- ② Orientation for Loading Envelopes (P. 239)

### Installing the Envelope Feeder Attachment

Install Envelope Feeder Attachment A to paper drawer 2.

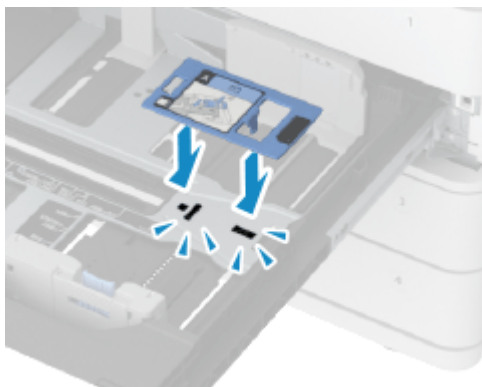
\* Envelope Feeder Attachment A is not required when loading Kakugata 2 and Nagagata 4 envelopes.

- 1 Remove Envelope Feeder Attachment A that is stored in paper drawer 2.



2

Install Envelope Feeder Attachment A while aligning the projection with the hole on the bottom of the paper drawer.



#### NOTE

- Remove the Envelope Feeder Attachment when no longer using envelopes in the paper drawer. Store the removed Envelope Feeder Attachment A in paper drawer 2.

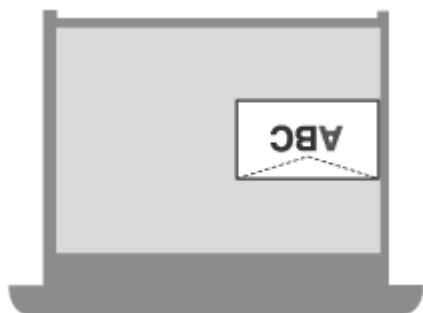
## Orientation for Loading Envelopes

Load up to 45 mm (1 3/4") in height (50 envelopes) in landscape orientation with the print side face up and the long edge of the envelopes parallel with the long edge of the paper drawer. The orientation of the flap and whether it is open or closed vary depending on the size of the envelope.

### No.10 (COM10), DL, and Monarch

Load the envelopes with the flap closed and at the front.

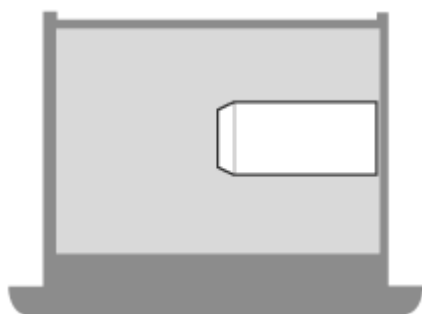
**Example:** When printing on the front side



### Nagagata 3, Nagagata 4, and Kakugata 2

Load the envelopes with the flap open and on the left side.

**Example:** When printing on the front side

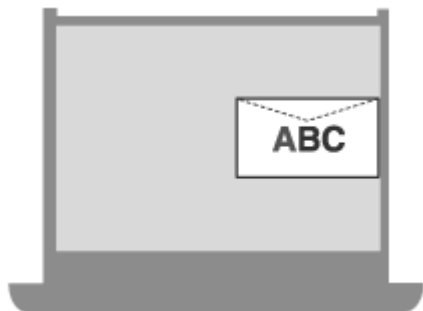


### Yougatanaga 3

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Load the envelopes with the flap closed and at the back.

**Example:** When printing on the front side



# Orientation for Loading Envelopes (Multi-purpose Tray)

EK89-04A

Load envelopes with the print side face down. The orientation of the flap and whether it is open or closed vary depending on the size of the envelope.

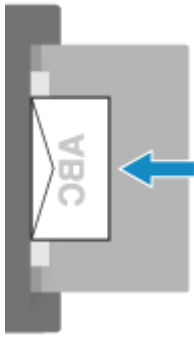
Set the orientation in the [Orientation] setting of the printer driver. For details, click [Help] on the [Printing Preferences] screen to display help.

## No.10 (COM10), ISO-C5, DL, and Monarch

### When Loading Envelopes in Portrait Orientation (Recommended)

Insert the envelopes with the flap closed and on the left side.

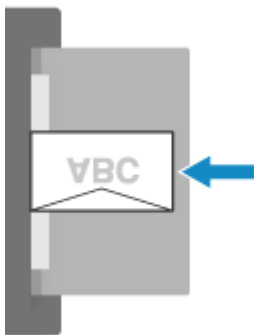
**Example:** When printing on the front side



### When Loading Envelopes in Landscape Orientation

Insert the envelopes with the flap closed and at the front.

**Example:** When printing on the front side

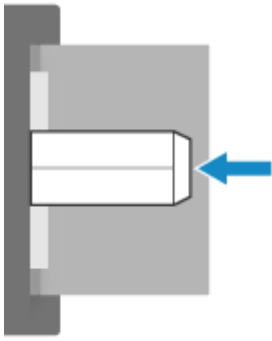


## Nagagata 3

### When Loading Envelopes in Landscape Orientation (Recommended)

Insert the envelopes with the flap open and on the right side.

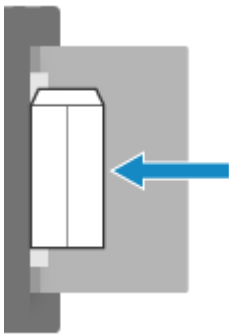
Example: When printing on the front side



#### When Loading Envelopes in Portrait Orientation

Insert the envelopes with the flap open and at the back.

Example: When printing on the front side



### Yougatanaga 3

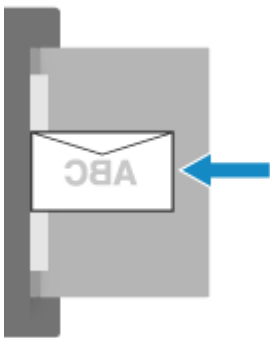
---

#### When Loading Envelopes with the Flap Closed

When Loading Envelopes in Landscape Orientation (Recommended)

Insert the envelopes with the flap at the back.

Example: When printing on the front side



When Loading Envelopes in Portrait Orientation

Insert the envelopes with the flap on the left side.

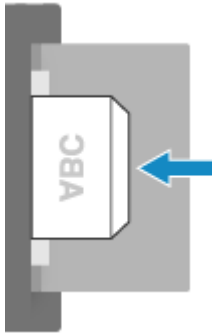
Example: When printing on the front side



### When Loading Envelopes with the Flap Open

Load the envelopes in portrait orientation. Insert the envelopes with the flap on the right side.

**Example:** When printing on the front side

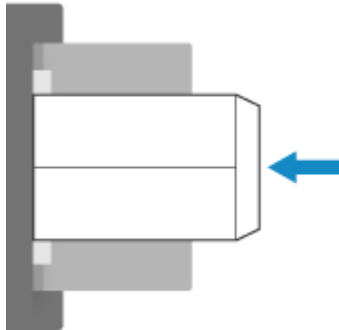


### Kakugata 2

---

Load the envelopes in landscape orientation. Insert the envelopes with the flap open and on the right side.

**Example:** When printing on the front side



#### NOTE

If an Envelope Becomes Wrinkled

- If envelopes can be loaded in either portrait or landscape orientation, changing the orientation that it is loaded can solve the problem.

If an Envelope Is Not Fed Correctly

- If an envelope is not fed correctly even after being shaped, load envelopes one at a time.

# Orientation for Loading Paper with a Logo

EK89-04C

When loading paper with a logo, pay attention to the orientation and which side is face up.

By default, the orientation the paper is to be loaded and the side to print on vary depending on whether you want to print on one or both sides.

➤ **Printing on One Side of Paper with a Logo (P. 244)**

➤ **Printing on Both Sides of Paper with a Logo (P. 247)**

\* When copying to paper with a logo, pay attention to the direction in which the paper is loaded and which side is face up. ➤ **Orientation of the Original When Copying to Paper with a Logo (P. 210)**

## NOTE

General Procedure for Loading Paper

- See the following:

- **Loading Paper in the Paper Drawer (P. 220)**

- **Loading Paper in the Multi-purpose Tray (P. 229)**

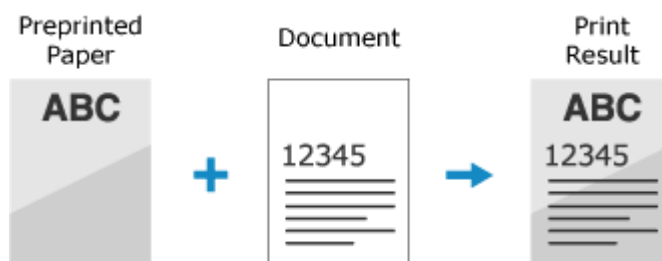
Ensuring that Paper with a Logo Is Always Loaded Using the Same Method

- You can configure the settings so that the orientation the paper is to be loaded and the side to print on do not have to be changed depending on whether you want to print on one or both sides. When this setting is configured, always load the paper using the 2-sided printing method.
  - When Changing the Paper Feed Method Setting  
Change the setting of the paper source for loading paper with a logo, specify that paper source, and print. ➤ **[Switch Paper Feed Method] (P. 1057)**
  - When Changing the Paper Type Setting  
Register the type of paper with a logo as template paper, specify that paper type, and print. ➤ **Registering Frequently Used Paper Types (P. 1315)**

## Printing on One Side of Paper with a Logo

The direction in which the paper is loaded and which side is face up vary depending on the orientation of the paper, the paper source for loading paper, and the paper size.

### Paper with logo in portrait orientation

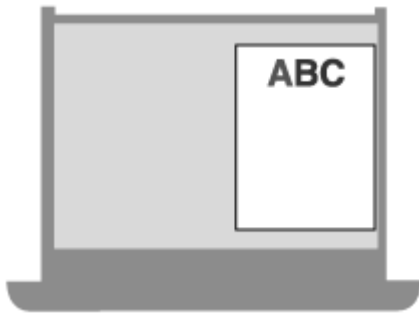


#### Paper Drawer

Load the paper with the logo side (side to be printed) face up.

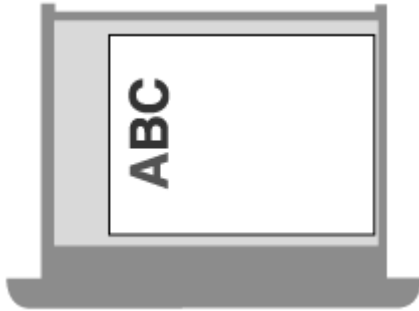
#### A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



#### A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.



#### Multi-purpose Tray

Load the paper with the logo side (side to be printed) face down.

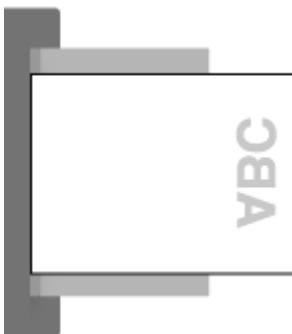
#### A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



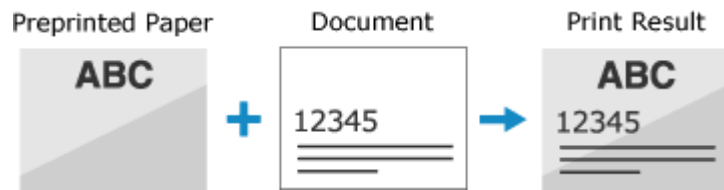
#### A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.





## Paper with logo in landscape orientation



### Paper Drawer

Load the paper with the logo side (side to be printed) face up.

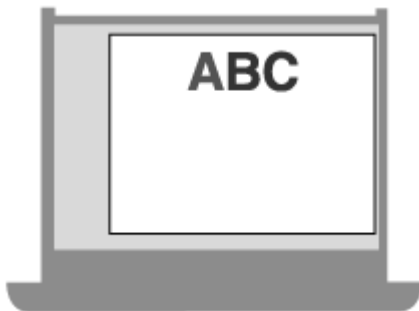
### A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



### A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.



### Multi-purpose Tray

Load the paper with the logo side (side to be printed) face down.

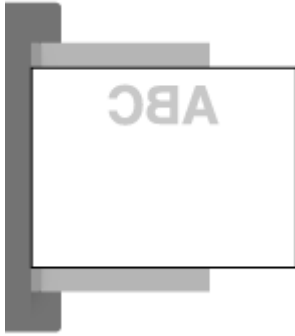
### A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



### A3 Size Paper

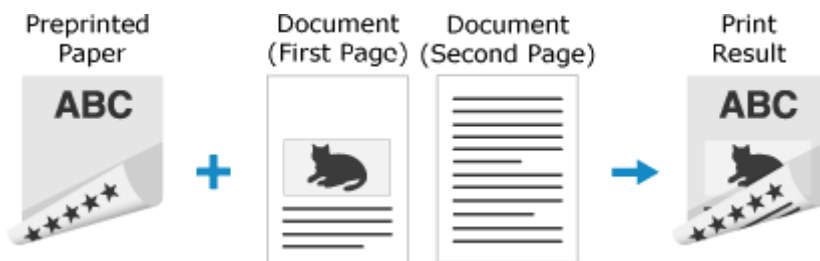
Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.



## Printing on Both Sides of Paper with a Logo

The direction in which the paper is loaded and which side is face up vary depending on the orientation of the paper, the paper source for loading paper, and the paper size.

### Paper with logo in portrait orientation

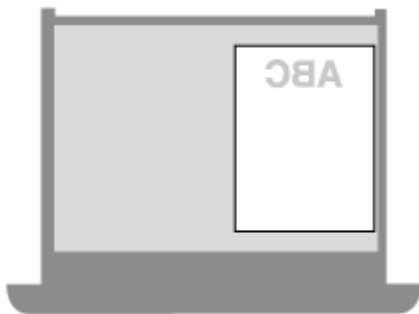


#### Paper Drawer

Load the paper with the logo side (side to be printed first) face down.

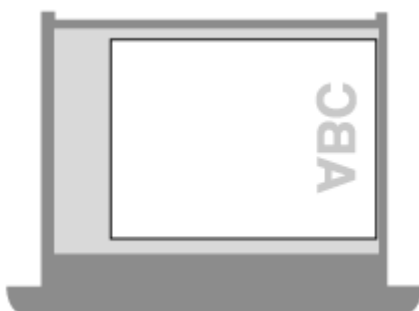
#### A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



#### A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.



**Multi-purpose Tray**

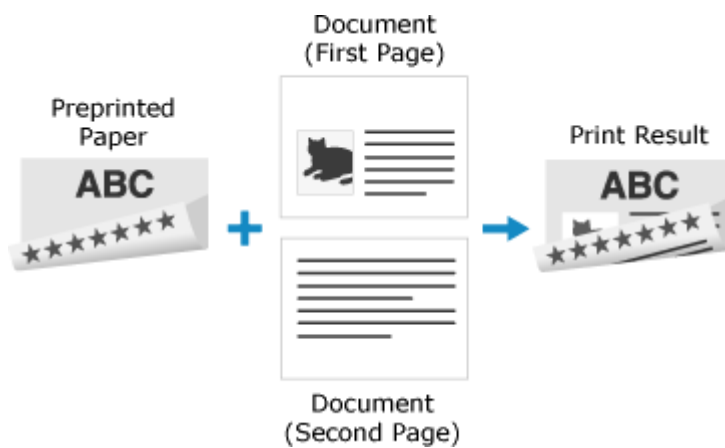
Load the paper with the logo side (side to be printed first) face up.

**A4 or A5 Size Paper**

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.

**A3 Size Paper**

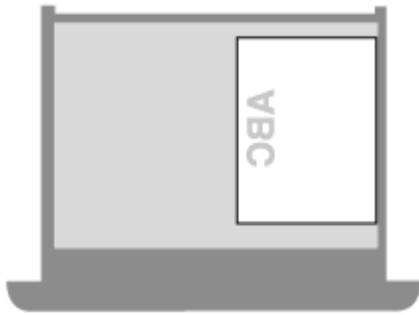
Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.

**Paper with logo in landscape orientation****Paper Drawer**

Load the paper with the logo side (side to be printed first) face down.

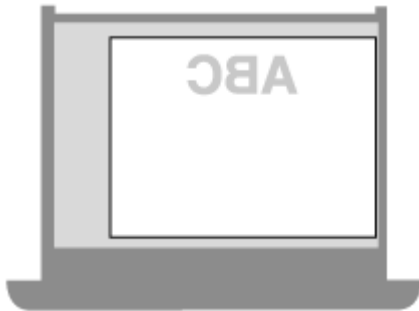
**A4 or A5 Size Paper**

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



#### A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.

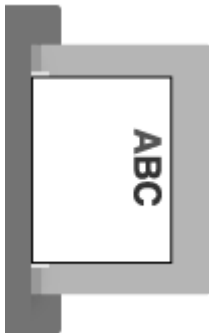


#### Multi-purpose Tray

Load the paper with the logo side (side to be printed first) face up.

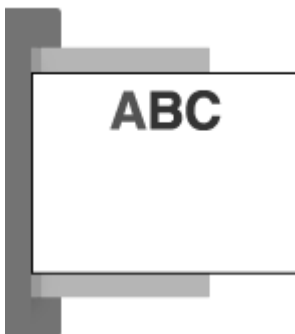
#### A4 or A5 Size Paper

Use the same method when loading B5 paper in Asia/Oceania, or LTR paper in the Americas.



#### A3 Size Paper

Use the same method when loading B4 paper in Asia/Oceania, or 11" x 17" and LGL paper in the Americas.



# Specifying the Paper Size and Type

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EK89-04E

To ensure quality printing and prevent paper jams, the paper size and type must be set correctly according to the loaded paper.

You can register frequently used paper settings and configure the settings to be able to use the appropriate paper.

## Settings Required after Loading the Paper

Set the paper size and type according to the loaded paper.

➤ **Setting the Paper Size and Type for the Paper Drawer (P. 251)**

➤ **Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)**

If you always load the same paper in the multi-purpose tray, you can fix the paper settings so you do not have to configure the settings each time.

➤ **Fixing the Paper Size and Type to Use in the Multi-purpose Tray (P. 259)**

## Simplifying the Paper Settings

You can register the paper information (size and type) for easier settings.

➤ **Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 264)**

➤ **Registering Custom Size Paper (P. 269)**

## Using Appropriate Paper

You can configure the settings to automatically select the paper source with the appropriate paper when printing.

➤ **Using the Appropriate Paper Source for Each Function (P. 271)**

# Setting the Paper Size and Type for the Paper Drawer

EK89-04F

By default, the paper type is set to Plain 1 or Plain 2. When paper of a different type is loaded or the size displayed on the control panel is different from the loaded paper, change the paper settings.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. However, you cannot use Remote UI to configure some of the settings. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

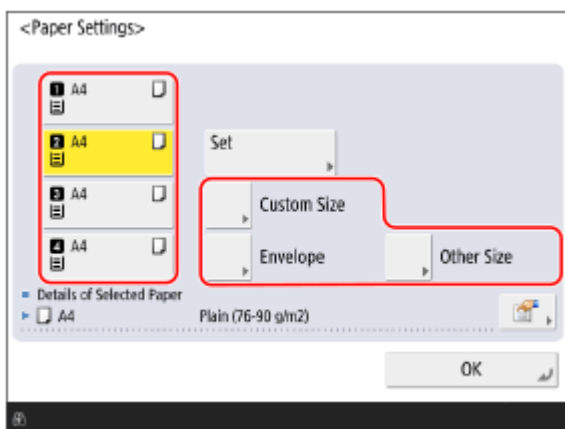
- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [Settings/Registration] screen is displayed.

- 2 Press [Preferences] ▶ [Paper Settings] ▶ [Paper Settings].

→ The [Paper Settings] screen is displayed.

- 3 Select the paper drawer whose setting you want to change, and set the paper size.



The paper drawers are displayed with the following icons. The paper sources displayed vary depending on the installed options.

-  1: Paper drawer 1
-  2: Paper drawer 2
-  3: Paper drawer 3
-  4: Paper drawer 4

## When Standard Size Paper Is Loaded

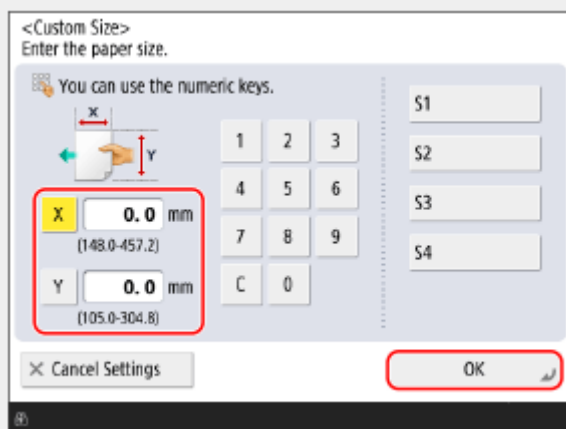
The paper size is detected automatically. [▶ Paper Sizes That Can Be Detected Automatically \(P. 54\)](#)

- If the displayed paper size is different from the loaded paper, the paper may not be loaded correctly. Reload the paper.
- If paper of a size that is not detected automatically is loaded, press [Unrecognized Standard Size] to select the size of the loaded paper.

- When [Custom] is displayed, press [Custom Size] ► [Cancel Settings] to display the correct size.

### When Custom Size Paper Is Loaded

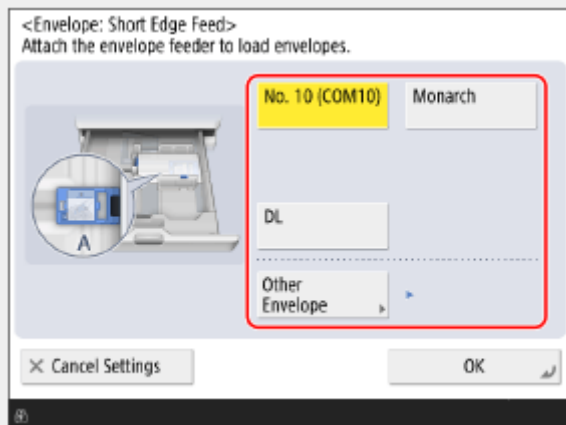
1. Press [Custom Size].
2. Enter the values in [X] and [Y], and press [OK].



- Press [X] and [Y] to select them, and enter the values.
- When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S4].

### When Envelopes Are Loaded

1. Press [Envelope].
2. Select the size of the loaded envelopes.



#### If the Loaded Envelope Type Is Not Displayed

Press [Other Envelope], then select the envelope type from the displayed list.

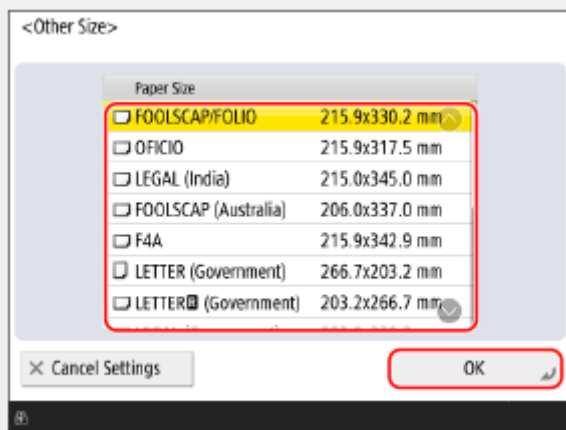
3. Press [OK].

Depending on the size of the envelopes, [Next] may appear. Press [Next], enter the envelope flap length, and then press [OK].

### When Other Size Paper Is Loaded Asia/Oceania Latin America

1. Press [Other Size].

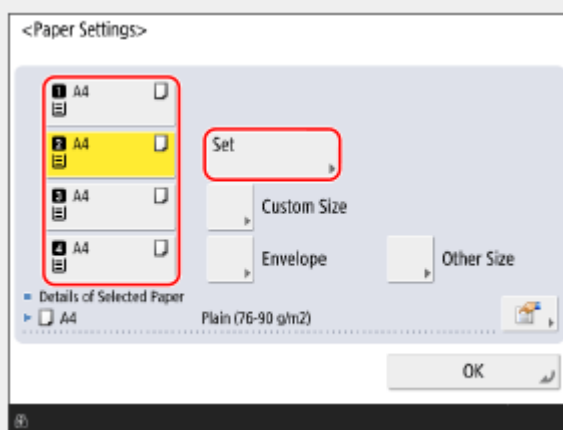
2. Select the paper size, press [OK].



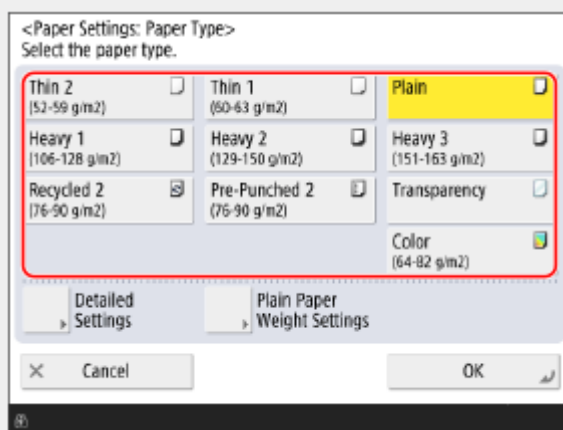
4

Set the paper type.

1. Select the paper drawer whose setting you want to change, and press [Set].



2. Select the type of loaded paper.



#### To Select the Weight for Plain Paper

Press [Plain Paper Basis Weight Settings], then select the plain paper weight to use from the displayed list.

#### If the Loaded Paper Type Is Not Displayed

Press [Detailed Settings], and select the paper type from the displayed list.

\* If the loaded paper type is not displayed in the list, register the paper type. [▶ Registering Frequently Used Paper Types \(P. 1315\)](#)

3. Press [OK].



→ The screen returns to the [Paper Settings] screen.

5 Press [OK].

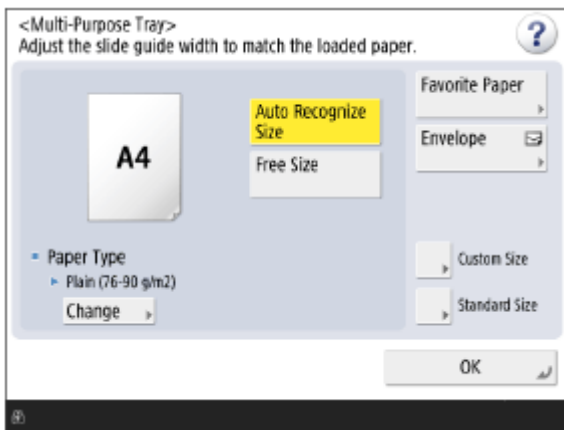
→ The paper size and type are set.

6 Replace the paper size label, as needed. [▶ Paper Drawer \(P. 44\)](#)

If a paper size label is affixed to the paper drawer, replace the paper size label after changing the paper size.

# Setting the Paper Size and Type for the Multi-purpose Tray

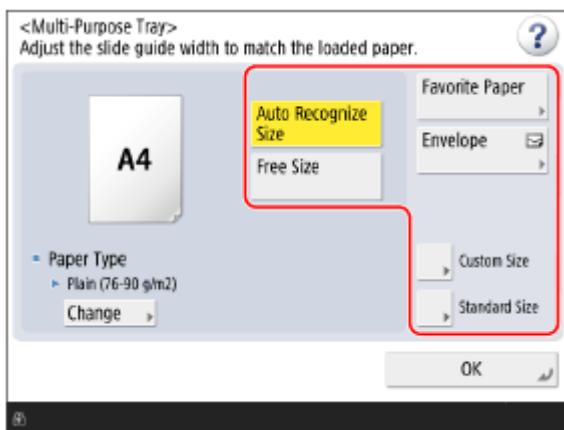
When paper is loaded in the multi-purpose tray, the following screen is displayed on the control panel. Set the paper size and type according to the loaded paper.



\* If the paper size and type of the multi-purpose tray are fixed, the above screen is not displayed. [Fixing the Paper Size and Type to Use in the Multi-purpose Tray \(P. 259\)](#)

If the width of the loaded paper is different from the fixed size width, a message indicating that the width does not match is displayed. In this case, cancel the fixed setting and reload the paper in the multi-purpose tray.

## 1 Set the paper size.



When frequently used paper is registered to the multi-purpose tray, you can recall the paper setting by pressing [Favorite Paper].

### When Standard Size Paper Is Loaded

The paper size is detected automatically.

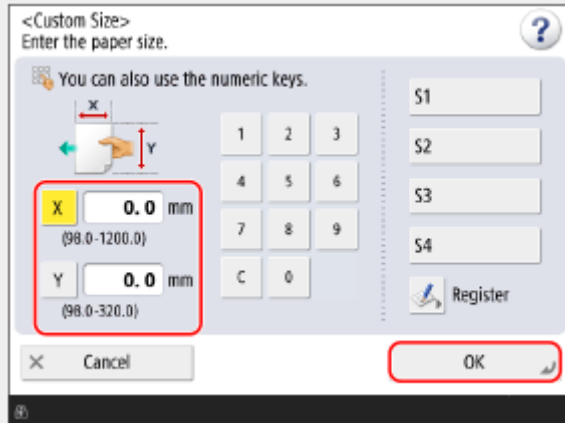
- If the displayed paper size is different from the loaded paper, the paper may not be loaded correctly. Reload the paper.
- If paper of a size that is not detected automatically is loaded, or a different paper size is displayed even after reloading the paper, press [Standard Size], and select the size of the loaded paper.

### When Custom Size Paper Is Loaded

1. Press [Custom Size].

If you do not know the size (length of side) of the loaded paper, or you want to print using the paper size set in the printer driver, press [Free Size]. In this case, you do not need to perform Step 2 (entering the length of side).

2. Enter the values in [X] and [Y], and press [OK].



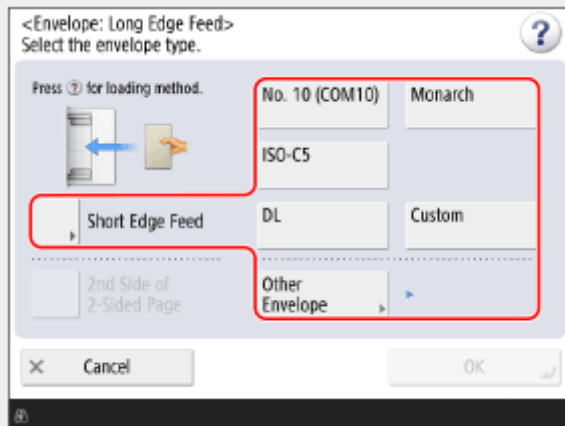
- Press [X] and [Y] to select them, and enter the values.
- When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S4].

### When Envelopes Are Loaded

When you set the paper size with the following procedure, the paper type is set automatically for the envelopes.

To set a custom registered paper type, register the size and type as frequently used paper, and use [Favorite Paper] to recall that paper. **Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 264)**

1. Press [Envelope].
2. Select the orientation and size of the loaded envelopes.



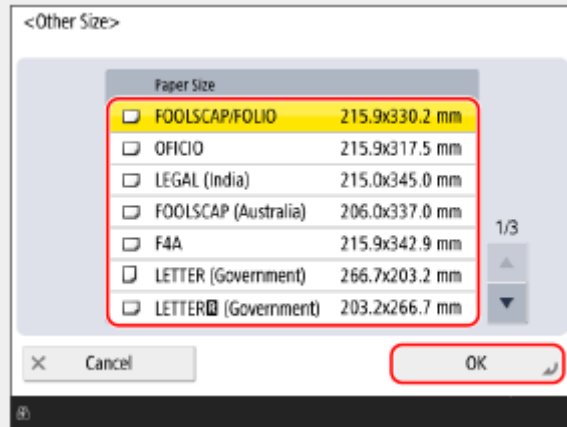
- Press [Long Edge Feed] or [Short Edge Feed] according to the orientation of the loaded envelopes, and select the envelope size.
  - If the loaded envelope type is not displayed, press [Other Envelope], then select the envelope type from the displayed list.
  - When custom size envelopes are loaded, select [Custom].
3. Press [OK].

→ The paper size and type are set. The steps thereafter are not required.

Depending on the orientation and size of the envelopes, [Next] may appear. Press [Next], enter the flap length of the loaded envelopes or envelope size (length of side), and then press [OK].

When Using Other Size Paper [Asia/Oceania](#) [Latin America](#)

1. Press [Standard Size] ► [Other Size].
2. Select the paper size, and press [OK].



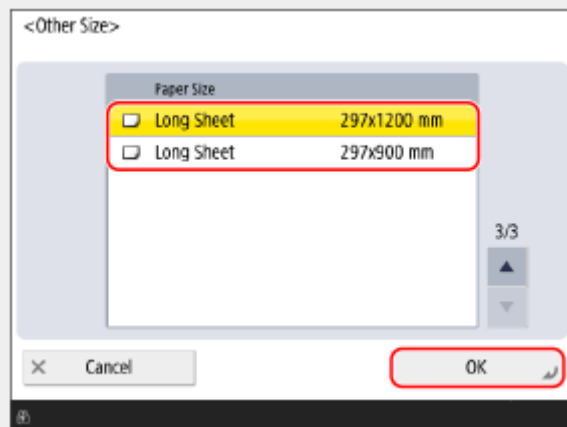
For the sizes of paper that are displayed when [Other Size] is pressed, see the following: ➤

**Usable Paper (P. 47)**

3. Press [OK].

When Long Sheet Paper Is Loaded [Asia/Oceania](#) [Americas](#)

1. Press [Standard Size] ► [Other Size].
2. Select the size of the loaded Long Sheet paper, and press [OK].



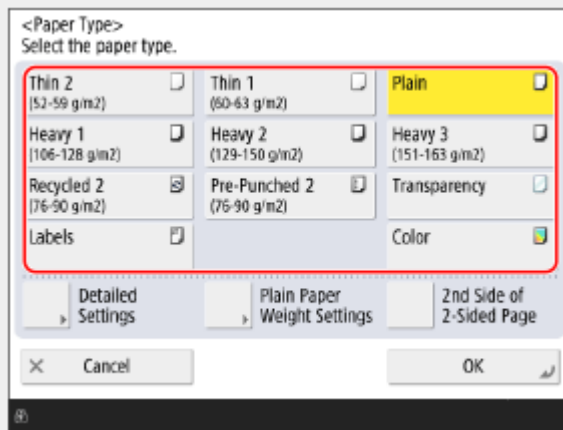
3. Press [OK].

## 2

Set the paper type.

1. Press [Change].

## 2. Select the type of loaded paper.



## When Printing on the Back Side of Printed Paper

Select [2nd Side of 2-Sided Page].

## To Select the Weight for Plain Paper

Press [Plain Paper Basis Weight Settings], then select the plain paper weight to use from the displayed list.

## If the Loaded Paper Type Is Not Displayed

Press [Detailed Settings], and select the paper type from the displayed list.

\* If the loaded paper type is not displayed in the list, register the paper type. ➤ **Registering Frequently Used Paper Types (P. 1315)**

## 3. Press [OK].

→ The initial screen is displayed.

## 3 Press [OK].

→ The paper size and type are set.

## NOTE

When Priority Is Given to the Printer Driver Settings

- When you are printing from the printer driver with the multi-purpose tray specified as the paper source, priority is given to the paper size and type set in the printer driver. ➤ **[Paper Feed Mode for Printer Driver Jobs with MP Tray] (P. 1078)**

# Fixing the Paper Size and Type to Use in the Multi-purpose Tray

EK89-04J

By default, when paper is loaded in the multi-purpose tray, the screen for setting the paper is displayed on the control panel.

If you always load the same paper in the multi-purpose tray, you can fix the paper size and type. This prevents the paper settings screen from being displayed, saving you the trouble of configuring the settings.

## When Using Paper of a Size or Type Different from the Fixed Paper

Cancel the fixed setting in Step 3, and load the paper in the multi-purpose tray. When the screen for setting the paper is displayed on the control panel, set the paper size and type according to the paper to be used. ➤

## Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)

## When There Are Multiple Frequently Used Paper Settings

Instead of fixing the paper size and type, it is recommended to register the paper information (size and type) as Favorite Paper so you can recall this information on the paper settings screen. ➤

## Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 264)

Use the control panel to fix the paper size and type. You cannot fix them using Remote UI from a computer.

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤

### [Home] Screen (P. 165)

→ The [Settings/Registration] screen is displayed.

- 2 Press [Preferences] ➤ [Paper Settings] ➤ [Multi-Purpose Tray Defaults].

→ The [Multi-Purpose Tray Defaults] screen is displayed.

- 3 Press [Use Preset] ➤ [Register].

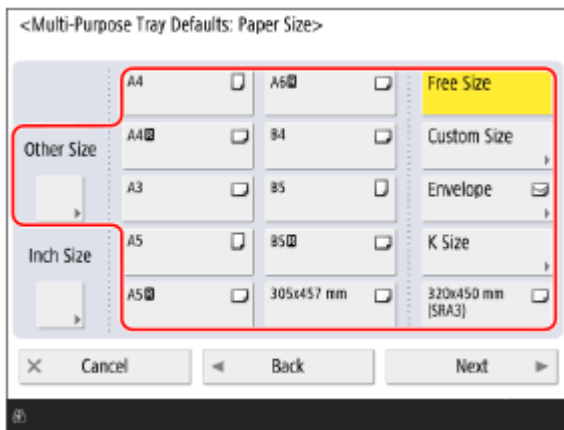
### Canceling Fixing of the Paper Size and Type

Press [Always Specify], select the screen to be displayed when paper is loaded in the multi-purpose tray, and press [OK]. The steps thereafter are not required.

When paper is loaded in the multi-purpose tray, the screen for setting the paper is displayed in the control panel.

## 4

Select the paper size to use.

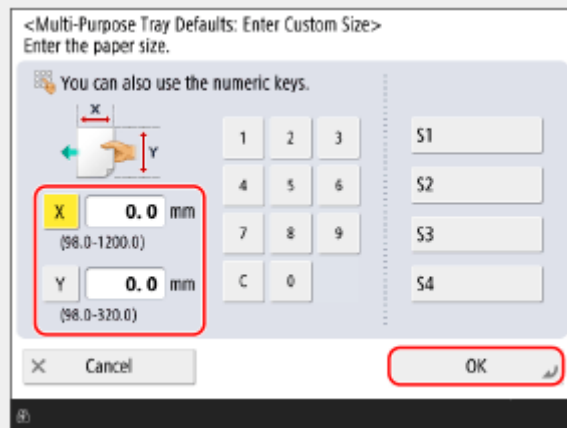


#### When Using Custom Size Paper

1. Press [Custom Size].

If you do not know the size (length) of the paper, or you want to print using the paper size set in the printer driver, press [Free Size]. In this case, you do not need to perform Step 2 (entering the length).

2. Enter the values in [X] and [Y], and press [OK].

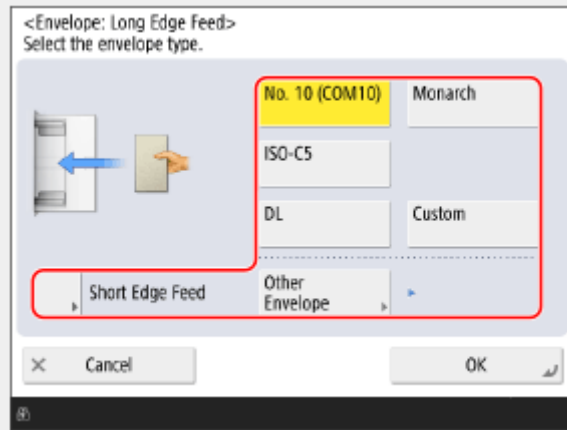


- Press [X] and [Y] to select them, and enter the values.
- When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S4].

#### When Using Envelopes

1. Press [Envelope].

## 2. Select the orientation and size of the envelopes.



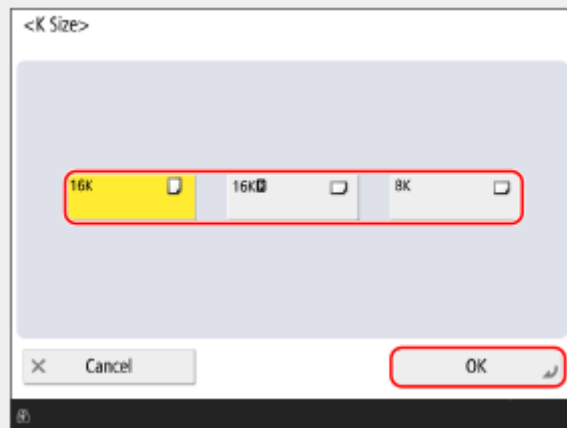
- Press [Long Edge Feed] or [Short Edge Feed] according to the orientation of the envelopes, and select the envelope size.
- If the loaded envelope type is not displayed, press [Other Envelope], then select the envelope type from the displayed list.
- When using custom size envelopes, select [Custom].

## 3. Press [OK].

Depending on the orientation and size of the envelopes, [Next] may appear. Press [Next], enter the flap length or size (length of side) of the envelopes, and then press [OK].

When Using K Size Paper [Europe](#) [Asia/Oceania](#)

1. Press [K Size].
2. Select the paper size, and press [OK].

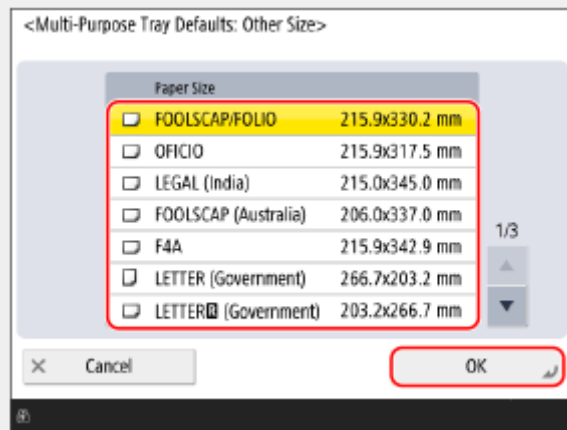


When Using Other Size Paper [Asia/Oceania](#) [Latin America](#)

1. Press [Other Size].



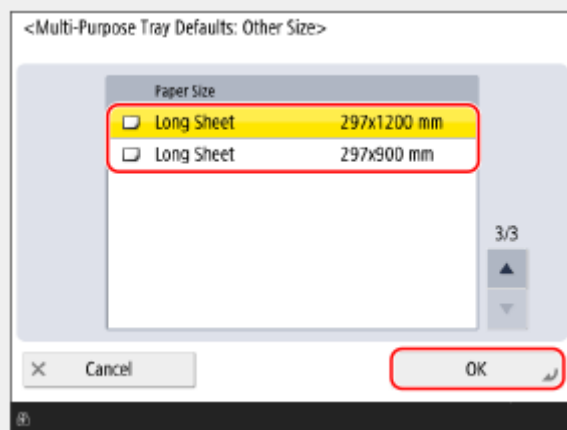
2. Select the paper size, and press [OK].



For the sizes of paper that are displayed when [Other Size] is pressed, see the following: [Usable Paper \(P. 47\)](#)

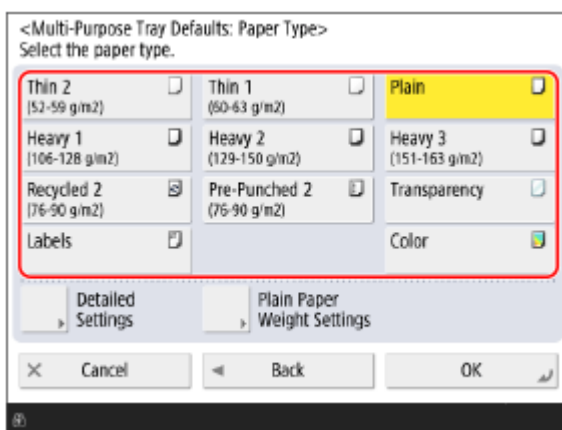
When Using Long Sheet Paper [Asia/Oceania](#) [Americas](#)

1. Press [Other Size].
2. Select the size of the loaded Long Sheet paper, and press [OK].



- 5 Press [Next].

- 6 Select the paper type to use.



[To Select the Weight for Plain Paper](#)

Press [Plain Paper Basis Weight Settings], then select the plain paper weight to use from the displayed list.

**If the Paper Type to Use Is Not Displayed**

Press [Detailed Settings], and select the paper type from the displayed list.

\* If the paper type to use is not displayed in the list, register the paper type. [▶Registering Frequently Used Paper Types \(P. 1315\)](#)

7

Press [OK].

→ The screen returns to the [Multi-Purpose Tray Defaults] screen.

8

Press [OK].

→ The paper size and type to use in the multi-purpose tray are fixed.

# Registering Frequently Used Paper Settings for the Multi-purpose Tray

EK89-04K

By default, when paper is loaded in the multi-purpose tray, the screen for setting the paper is displayed on the control panel.

By registering the information (size and type) of frequently used paper as Favorite Paper, you can recall this information on the paper settings screen to more quickly set the paper size and type.

In addition, you can also set the screen that is displayed when paper is loaded in the multi-purpose tray to the screen for selecting Favorite Paper so you can quickly set the paper size and type.

Use the control panel to register Favorite Paper. You cannot register Favorite Paper using Remote UI from a computer.

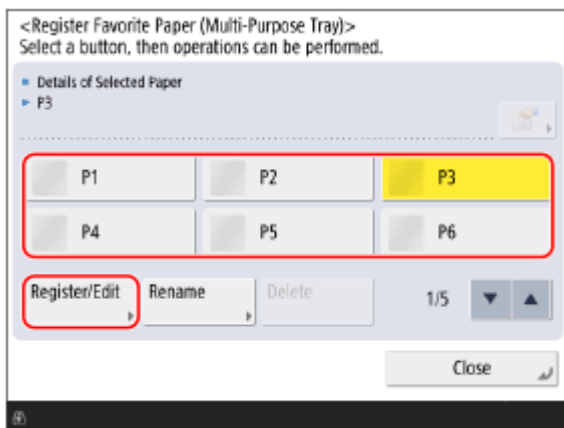
- 1 On the control panel, press [ Settings/Registration] in the [Home] screen or other screen.   
[Home] Screen (P. 165)

→ The [Settings/Registration] screen is displayed.

- 2 Press [Preferences] ► [Paper Settings] ► [Register Favorite Paper (Multi-Purpose Tray)].

→ The [Register Favorite Paper (Multi-Purpose Tray)] screen is displayed.

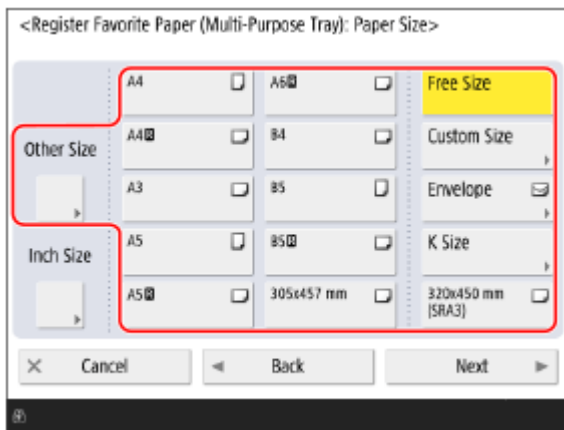
- 3 Select the button to which you want to register the paper information, and press [Register/Edit].



If you select a button with paper information that is already registered, the registered information is overwritten.

## 4

Select the paper size to register.

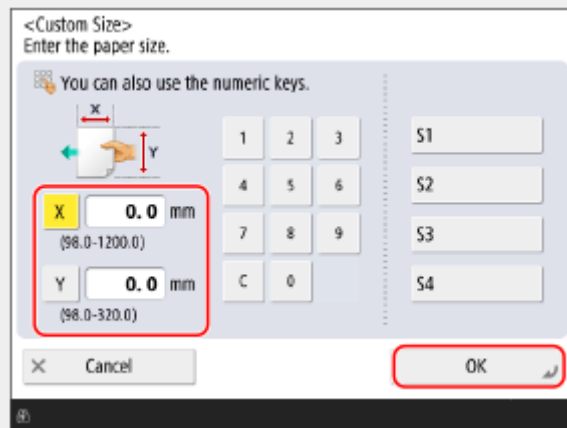


### When Registering Custom Size Paper

1. Press [Custom Size].

If you do not know the size (length of side) of the paper, or you want to print using the paper size set in the printer driver, press [Free Size]. In this case, you do not need to perform Step 2 (entering the length of side).

2. Enter the values in [X] and [Y], and press [OK].

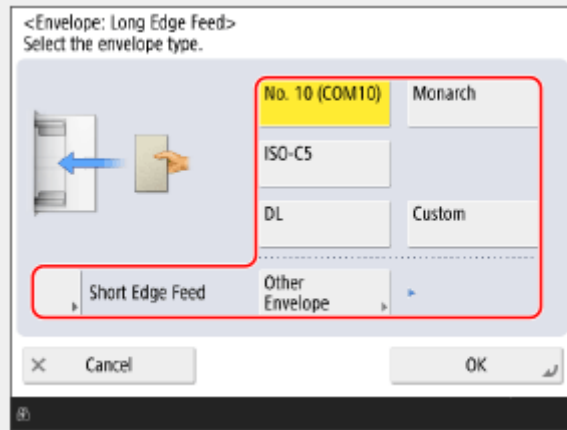


- Press [X] and [Y] to select them, and enter the values.
- When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S4].

### When Registering Envelopes

1. Press [Envelope].

## 2. Select the orientation and size of the envelopes.



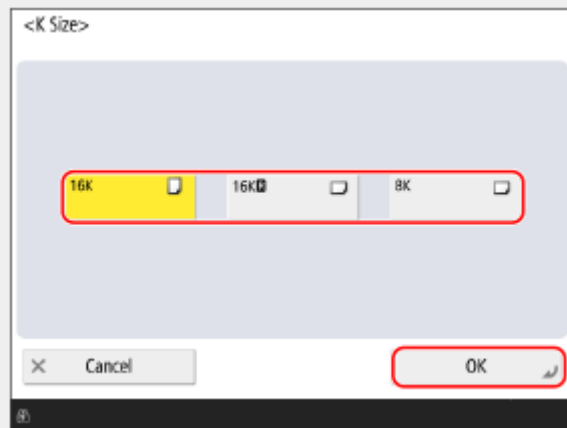
- Press [Long Edge Feed] or [Short Edge Feed] according to the orientation of the envelopes, and select the envelope size.
- If the loaded envelope type is not displayed, press [Other Envelope], then select the envelope type from the displayed list.
- To register custom size envelopes, select [Custom].

## 3. Press [OK].

Depending on the orientation and size of the envelopes, [Next] may appear. Press [Next], enter the flap length or size (length of side) of the envelopes, and then press [OK].

When Using K Size Paper [Europe](#) [Asia/Oceania](#)

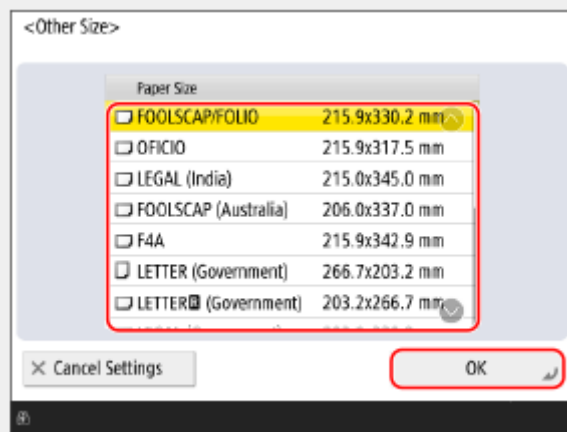
1. Press [K Size].
2. Select the paper size, and press [OK].



When Registering Other Size Paper [Asia/Oceania](#) [Latin America](#)

1. Press [Other Size].

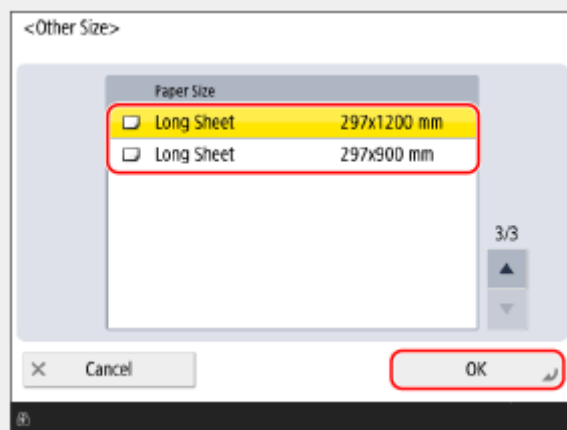
2. Select the paper size, and press [OK].



For the sizes of paper that are displayed when [Other Size] is pressed, see the following: [▶ Usable Paper \(P. 47\)](#)

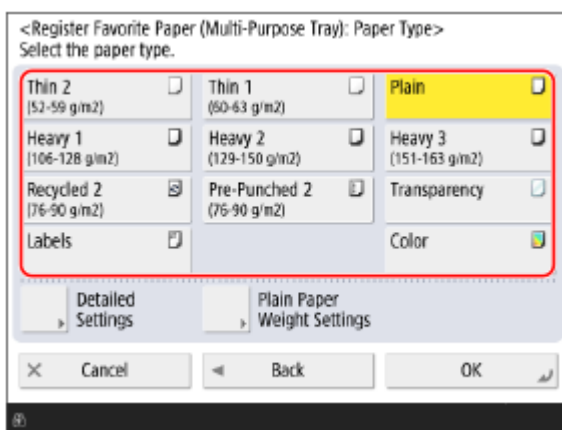
When Registering Long Sheet Paper [Asia/Oceania](#) [Americas](#)

1. Press [Other Size].
2. Select the size of the loaded Long Sheet paper, and press [OK].



- 5 Press [Next].

- 6 Select the paper type to register.



**To Select the Weight for Plain Paper**

Press [Plain Paper Basis Weight Settings], then select the plain paper weight to use from the displayed list.

### If the Paper Type to Register Is Not Displayed

Press [Detailed Settings], and select the paper type from the displayed list.

\* If the paper type to register as Favorite Paper is not displayed in the list, register the paper type. [▶](#)

### Registering Frequently Used Paper Types (P. 1315)

7 Press [OK].

→ The paper information is registered as Favorite Paper, and the [Register Favorite Paper (Multi-Purpose Tray)] screen is displayed.

8 Rename the button, as needed.

Select a button with registered paper information, press [Rename], and rename the button.

9 Press [Close].

10 Set the screen to be displayed when paper is loaded in the multi-purpose tray, as needed.

To display the screen for selecting Favorite Paper, press [Multi-Purpose Tray Defaults] [▶](#) [Always Specify] [▶](#) set [Screen to Display for Specifying] to [Favorite Paper]. [▶](#) **[Multi-Purpose Tray Defaults] (P. 980)**

# Registering Custom Size Paper

EK89-04L

Custom size paper is non-standard size paper whose side lengths can be freely defined within the range supported by the machine.

You can register sizes when frequently using specific non-standard size paper. You can call up the size on the size input screen, saving you the trouble of entering the size each time.

You can register up to four custom sizes.

Use the control panel to register custom size paper. You cannot register custom size paper using Remote UI from a computer.

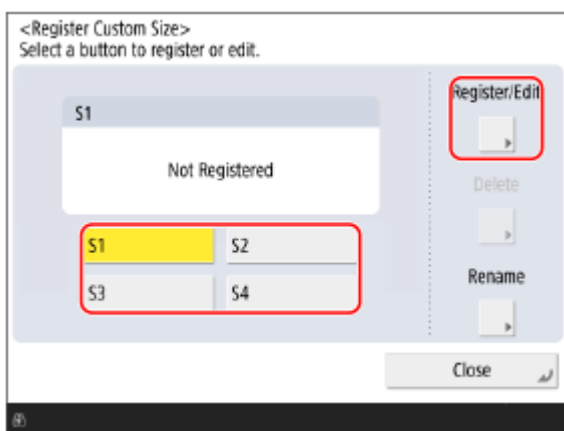
- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen.  **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Preferences] ▶ [Paper Settings] ▶ [Register Custom Size].

→ The [Register Custom Size] screen is displayed.

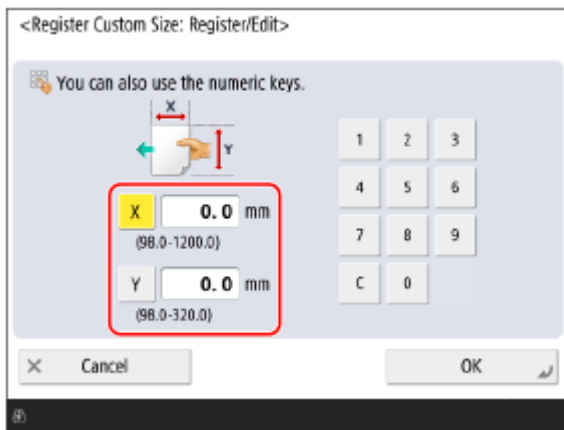
- 3 Select the button to which you want to register the size, and press [Register/Edit].



If you select a button with a size that is already registered, the registered information is overwritten.



- 4 Enter the lengths for [X] and [Y].



Press [X] and [Y] to select them, and enter the values.

- 5 Press [OK].

→ The size is registered, and the [Register Custom Size] screen is displayed.

- 6 Rename the button, as needed.

Select a button with a registered size, press [Rename], and rename the button.

- 7 Press [Close].

# Using the Appropriate Paper Source for Each Function

EK89-04R

If you print without specifying the paper source, the machine automatically selects the paper source according to the size of the paper to be printed. In addition, if the machine runs out of paper while printing, it automatically selects another paper source loaded with the same size paper<sup>\*1</sup> to continue printing. You can use the appropriate paper source by setting the paper source that is selected automatically for each function, such as copy, print, and fax reception.

<sup>\*1</sup> When using paper of the same size loaded in landscape orientation (such as A4R or Letter R), the ability to continue printing by selecting the paper source automatically varies depending on the function.

- When copying, printing, or using a saved file, printing stops without selecting the paper source automatically.
- In all other cases, printing continues after the paper source is selected automatically.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[Paper Feed Settings\] \(P. 1057\)](#)

**1** Log in to Remote UI. [▶Starting Remote UI \(P. 899\)](#)

**2** On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)

**3** Click [Common Settings] ▶ [Paper Source Auto Selection].

→ The [Paper Source Auto Selection] screen is displayed.

**4** In [Paper Source Auto Selection], select the checkbox of the paper source for automatic selection.

- Configure this setting for each function. [Other] is the paper source when printing reports and lists.
- For each function, one of the paper drawers must be set for automatic selection. You cannot set the multi-purpose tray only for automatic selection.

## When Configuring [Copy]

Set whether to consider the type of loaded paper when copying.

### [Consider Paper Type]

Select the checkbox to select the paper source while considering not only the same paper size but also the same paper type when paper runs out during copying. Clear the checkbox to select the paper source based only on the paper size.

- The paper type that is selected automatically varies depending on the [Consider Paper Type] setting.
  - When enabled: Thin, Plain, and Recycled
  - When disabled: Thin, Plain, Recycled, Thick<sup>\*1</sup>, and Color Paper (white color)

<sup>\*1</sup> Only those paper types that can be printed on both sides [▶Usable Paper for 2-Sided Printing \(P. 53\)](#)

**When Configuring [Printer]**

Set whether to group multiple paper sources. By grouping multiple paper sources, a paper source from within the same group is selected when you specify the paper source for printing. To group multiple paper sources, select the [Use Group] checkbox, and select the group to which each paper source belongs.

**5** Click [OK].

→ The settings are applied.

**6** Log out from Remote UI.

**NOTE**

- The paper source cannot be selected automatically when the following settings are configured:
  - Auto Copy Ratio
  - Booklet
  - N on 1, Copy ID Card
  - Rotate 90 Degrees

# Output Destination Settings

EK89-04S

When there are multiple output trays, you can specify to which output tray to output printed and copied paper. You can assign output destinations to different functions to make it easier to find printed and copied paper.

You can also specify multiple output trays for each function and specify the priority. In this case, when the top priority output tray reaches capacity, the output destination switches automatically to a lower priority tray. To prevent lost output paper, it is recommended to use one output tray when printing received faxes and I-Faxes.

➤ **Configuring Output Destinations (P. 273)**

➤ **Device Configuration and Output Tray Position (P. 275)**

## NOTE

- The paper sizes that can be output to each paper tray vary depending on the installed options. ➤ **Supported Options (P. 4)**

## Configuring Output Destinations

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. ➤ **[Output Tray Settings] (P. 1059)**

- 1 Log in to Remote UI. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Common Settings] ▶ [Output Tray Settings].  
→ The [Output Tray Settings] screen is displayed.

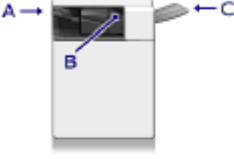
4

Select the checkboxes to give priority to the output trays for each function.

Settings/Registration : Function Settings : Common Settings > Output Tray Settings

**Output Tray Settings** Last Updated : 10/03 2026 2:04:49

OK Cancel



|                       | Tray A<br>Select                    | Priority | Tray B<br>Select                    | Priority | Tray C<br>Select                    | Priority |
|-----------------------|-------------------------------------|----------|-------------------------------------|----------|-------------------------------------|----------|
| Copy :                | <input checked="" type="checkbox"/> | 1        | <input checked="" type="checkbox"/> | 2        | <input type="checkbox"/>            |          |
| Access Stored Files : | <input checked="" type="checkbox"/> | 1        | <input checked="" type="checkbox"/> | 2        | <input type="checkbox"/>            |          |
| Printer :             | <input checked="" type="checkbox"/> | 1        | <input checked="" type="checkbox"/> | 2        | <input type="checkbox"/>            |          |
| Receive :             | <input type="checkbox"/>            |          | <input type="checkbox"/>            |          | <input checked="" type="checkbox"/> | 1        |
| Other :               | <input type="checkbox"/>            |          | <input type="checkbox"/>            |          | <input checked="" type="checkbox"/> | 1        |
| Fax :                 | <input type="checkbox"/>            |          | <input type="checkbox"/>            |          | <input type="checkbox"/>            | 1        |

→ The priority of each function is displayed as "1, 2, 3..." in the order the checkboxes are selected.

- [Other] is the output destination when printing reports and lists.
- When there are multiple fax lines, numbers are displayed at the end according to the number of lines.

5

Click [OK].

→ The settings are applied.

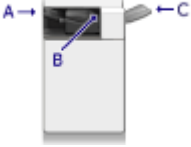
6

Log out from Remote UI.

#### NOTE

- Paper may not be output to the specified tray depending on the paper being used or the finishing function.
- When the offset setting is enabled in the finishing function, paper is not output to a tray that does not support offset. ➤ **Options with Finishing Functions (P. 8)**  
Either specify an output tray that supports offset or disable the offset setting using the following method before printing or copying:
  - Prevent offset from being set automatically ➤ **[Auto Collate] (P. 1075)**
  - Disable the collate setting manually before printing or copying

## Device Configuration and Output Tray Position

| Installed Option                  | Position of Output Tray                                                               |
|-----------------------------------|---------------------------------------------------------------------------------------|
| Inner 2way Tray-M                 |    |
| Copy Tray-T                       |    |
| Inner 2way Tray-M and Copy Tray-T |    |
| Inner Finisher-N                  |  |
| Inner Finisher-N and Copy Tray-T  |  |

# Registering Destinations (Address Book)

EK89-04U

Register destinations for sending and storing scanned data and faxes to the Address Book of the machine. By registering destinations to the Address Book, you can save the trouble of entering the destination information each time you send or store data.

## Address Book Function

You can register multiple destinations as a group or register frequently used destinations to one-touch buttons.

➤ **Address Book Function and Screen (P. 277)**

## Address Book Types

The Address Book consists of multiple address lists (lists in which destinations are registered) that are suitable for different users and purposes.

When you specify a destination, you can use the Address Book of this machine or the Address Book of another machine on the network.

➤ **Address List Types and Usable Address Books (P. 279)**

## Destinations That Can Be Registered

- E-mail addresses (e-mail and I-Fax)
- File destinations (shared folders, file servers, or the Advanced Space on a Canon multifunction machine)
- Fax numbers

## How to Register Destinations

You can register a destination by entering a name, e-mail address, fax number, and other information, or by using the TX Log or user information from the LDAP server.

Although you can register destinations with either the control panel or Remote UI, register destinations with the control panel when using the TX Log.

➤ **Registering Destinations to the Address Book (Control Panel) (P. 283)**

➤ **Registering Destinations to the Address Book (Remote UI) (P. 298)**

## See Also

### Importing and Exporting the Address Book

You can share the Address Book data with another machine, and back up the Address Book data.

➤ **Importing and Exporting the Address Book and Settings (P. 926)**

### Preventing Unauthorized Use of the Address Book

To prevent unauthorized registration of destinations in the Address Book and leakage of destination information, you can set a PIN and hide some destinations.

➤ **Restricting Use of the Address Book (P. 849)**

# Address Book Function and Screen

EK89-04W

You can specify destinations registered in the Address Book by calling up the Address Book from the scan (Scan and Send) or fax screen.

You can group multiple destinations and register frequently used destinations to one-touch buttons.

## Registering a Group of Multiple Destinations

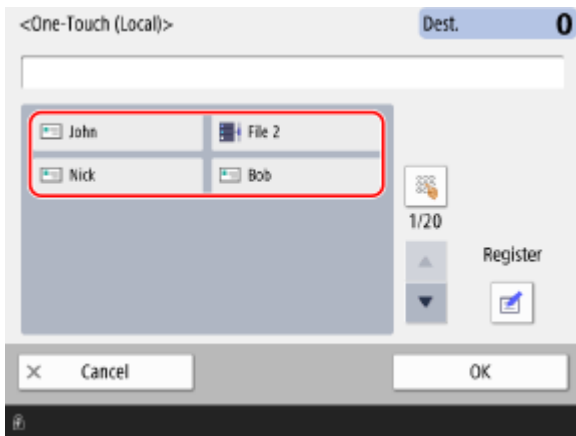
You can register multiple registered destinations as a group. By registering a group, you can save the trouble of specifying multiple destinations individually when sending data.

➤ **Registering Groups to the Address Book (Control Panel) (P. 291)**

➤ **Registering Groups to the Address Book (Remote UI) (P. 304)**

## Registering Destinations to One-Touch Buttons

When many users frequently specify a particular destination, you can make operations easier by registering that destination to a one-touch button. Since registered destinations are displayed as one-touch buttons on the scan or fax screen, you can specify a destination with a single touch a button.



\* The items that appear on the screen vary depending on the model and options.

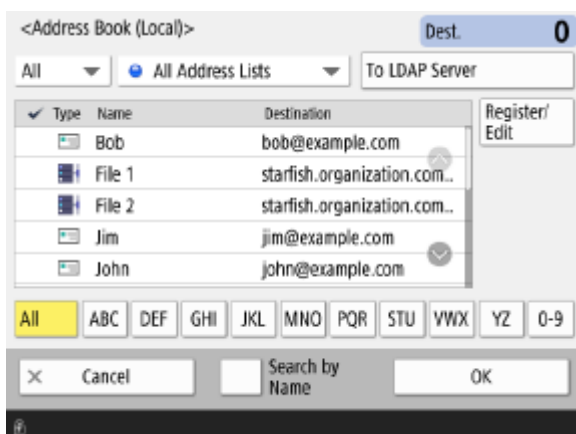
\* Destinations registered to one-touch buttons are also registered and displayed in the Address Book.

## Filtering by Index

You can use the index to filter and display destinations by the initial character of the name or by the destination type (such as e-mail or fax) set at the time of registration.

## Address Book Screen

When you call up the Address Book from the scan or fax screen, the applicable screen shown below appears.





\* You can change the type of address list to be displayed when you call up the Address Book. [▶\[Change Default Display of Address List\] \(P. 1142\)](#)

### List of Registered Destinations

The types of destinations are indicated with the following icons, and the destination information, such as the name, e-mail address, and fax number, is displayed.

[  ]: E-mail

[  ]: I-Fax

[  ]: File store location (shared folder, file server, or Advanced Space)

[  ]: Fax

[  ]: Group

### Index

Indexes are displayed at the top and bottom of the screen. You can filter the destinations displayed in the list by selecting the destination type or the initial of the name.

- To display all destinations registered in the Address Book, select [All].
- To specify the destinations to be displayed by the initial of the name, select the applicable letter or number.

### Address List Pulldown Menu

You can filter the destinations displayed in the list by selecting an address list.

### [To Remote Address Book] and [Change Address Book]

Press to display destinations registered in the Address Book of another machine on the network (Remote Address Book) or in the LDAP server.

### [Search by Name]

You can filter the destinations displayed in the list by entering the name of the destination.

### Destination Operation Items

Displayed by pressing [Register/Edit] on the right side of the screen. Press them to register, edit, or delete a destination.

For items other than [Register New Destination], select the destination before performing the operation.

# Address List Types and Usable Address Books

EK89-04X

The Address Book consists of multiple address lists (lists in which destinations are registered) that are suitable for different users and purposes.

When you specify a destination, you can use the Address Book of this machine or the Address Book of another machine on the network.

- **Address List Types (P. 279)**
- **Moving and Copying Destinations Between Address Lists (P. 280)**
- **Usable Address Books (P. 281)**

## Address List Types

The types of address lists are described below. You can register the same types of destinations in any type of address list.

### Common Address Lists

These common address lists are available to all users. The following three types are available.

#### Address List 1 to 10

A maximum total of 1,600 destinations can be registered in Address List 1 to Address List 10 and the Address List for Administrators.

#### One-Touch Address List

This address list contains the registered one-touch button destinations.  
Up to 200 destinations can be registered.

#### Address List for Administrators

This address list contains the destinations that only users with Administrator privileges or DeviceAdmin privileges can register and edit.

Use this address list to register destinations that users other than administrators are restricted from registering and editing, such as destinations to be specified as the forwarding destinations for sent and received faxes.

#### NOTE

##### Restricting the Registration and Editing of Destinations

- You can set a PIN to the Address Book to restrict the registration of destinations to Address List 1 to Address List 10 and the One-Touch Address List, and restrict the editing of registered destinations. ➤ **Restricting Address Book Registration and Editing by Setting a PIN (P. 849)**

##### Restricting the Display and Use of Some Destinations

- You can set an access number for destinations in Address List 1 to Address List 10 and the Address List for Administrators, to restrict the display and use of each destination.

\* Access number management setting needs to be enabled. ➤ **Hiding Destinations (Access Number Management) (P. 850)**

## User-Specific Address Lists

These address lists are available only to specific users that log in to the machine. The following two types are available.

### Personal Address List

This is a personal address list for each login user.  
Each user can register up to 25 destinations.

### User Group Address List

This is an address list for user groups. Only users who belong to the user group specified in the public view settings for the address list can use the list and register and edit the destinations. [▶Sharing Destinations in a Group \(User Group\) \(P. 756\)](#)

Up to 4,000 destinations<sup>\*1</sup> (10 groups<sup>\*2</sup> x 400 destinations<sup>\*3</sup>) can be registered for each user.

Users with Administrator privileges who log in to Remote UI can register and edit the destinations in all user group address lists.

<sup>\*1</sup> A maximum total of 20,000 destinations can be registered for all groups in the machine.

<sup>\*2</sup> This is the maximum number of groups that can be registered per user (up to 50 groups can be registered in the machine).

<sup>\*3</sup> This is the maximum number of destinations that can be registered per group.

#### NOTE

##### Unusable Functions

- Since public viewing is restricted for personal address lists and user group address lists, the following operations are not available:
  - Specifying a registered destination as a forwarding destination for sent and received faxes, or as a reply-to destination or notice destination when sending e-mail
  - Printing a list of registered destinations (address list)

##### Restricting the Use of Personal Address Lists

- You can configure settings to disable the use of personal address lists. [▶\[Use Personal Address List\] \(P. 1145\)](#)

##### Restricting the Use of User Group Address Lists

- You can configure settings to disable the use of user group address lists, or enable only users with Administrator privileges to register and edit destinations from Remote UI. [▶\[Use User Group Address List\] \(P. 1146\)](#)

## Moving and Copying Destinations Between Address Lists

When you edit a registered destination and change the address list to which it is registered, the destination is either "moved" or "copied" depending on the type of address list before and after the change.

### When Changing "Between Common Address Lists" or "Between User-Specific Address Lists"

Destinations are "moved" to the changed address list.

#### Examples of changes:

- Changing from Address List 1 to the Address List for Administrators
- Changing from a personal address list to a user group address list

### When Changing from a Common Address List to a User-Specific Address List

### When Changing from a User-Specific Address List to a Common Address List

The destination is "copied" to the changed address list, and the destination information before editing remains in the address list before the change.

#### Examples of changes:

- Changing from Address List 1 to a user group address list
- Changing from a personal address list to the Address List for Administrators

\* You cannot change destinations registered in the One-Touch Address List to another address list. You also cannot change destinations from another address list to the One-Touch Address List.

\* You cannot move or copy destinations if the use and editing of the address list is restricted.

## Usable Address Books

Registered destinations are stored in the Address Book of the machine (Local Address Book).

When you specify a destination, you can use the Local Address Book or the Address Book of another machine on the network (Remote Address Book).

### Preparing to Use a Remote Address Book

You need to configure the following settings before using a Remote Address Book.

- On the other machine (server machine) on the network, set the Address Book to be open.
- Set this machine (client machine) to acquire the Remote Address Book, and register the server machine. ➤

#### **[Acquire Remote Address Book] (P. 1147)**

\* If the system manager information (System Manager ID and PIN) is set on the server machine, the system manager information on the server machine needs to match the information set on the client machine. ➤

#### **Changing the Department ID and PIN for the Administrator (P. 741)**

### Using Destinations in the Remote Address Book

On the Address Book screen, press [To Remote Address Book] or [Change Address Book] ➤ [Remote] to switch to the Remote Address Book. ➤ **Address Book Screen (P. 277)**

### Editing and Deleting Destinations in the Remote Address Book

You cannot edit or delete destinations in the Remote Address Book from the client machine. Edit and delete destinations on the server machine.

## IMPORTANT

When the System Manager ID and PIN Are Set on the Server Machine

- You cannot use a Remote Address Book in the following cases:
  - When the System Manager ID and PIN are not set on the client machine
  - When the System Manager ID and PIN set on the server machine differ from those set on the client machine

\* For details on the System Manager ID and PIN, see the following:

#### ➤ **Changing the Department ID and PIN for the Administrator (P. 741)**

## NOTE

Number of Client Machines That Can Be Connected at the Same Time

- Up to eight client machines can be connected to a server machine at the same time.
  - \* The number may be reduced if the server machine is performing other network communications.
  - \* If the machine cannot connect to the server machine, a network error notice is sent.

When Remote Address Book Destinations Are Updated on the Server Machine

- You can use the updated destination information on the client machine. However, if a Remote Address Book destination is registered to a Personal button, Shared button, or the "Favorite Settings" on the client machine, that registered destination information is not updated when the information on the server machine is updated.
- The one-touch button destination information is updated when the following operations or process is performed on the client machine:
  - When you press [  Reset]
  - When sending is completed

- When you perform Auto Reset [▶](#)**[Auto Reset Time] (P. 991)**

When Using the Address Book of This Machine as a Remote Address Book from Another Machine

- Set the Address Book of this machine to be open, and configure this machine to be used as a server machine. [▶](#)  
**[Make Remote Address Book Open] (P. 1149)**

# Registering Destinations to the Address Book (Control Panel)

You can register destinations to the Address Book and one-touch buttons using the control panel. You can use the following methods to register e-mail addresses, file store locations, and fax numbers:

- Registering destinations by directly entering the destination information
- Registering destinations by using the TX Log
- Registering destinations by searching for user information managed with an LDAP server

➤ **Registering Destinations to the Address Book (P. 283)**

➤ **Registering Destinations to One-Touch Buttons (P. 286)**

## NOTE

If a Store Location Registered as a Destination Is Changed or Deleted

- Change the registered details of the destination, or delete the destination and register it again as a new destination. ➤ **Editing and Deleting Destinations in the Address Book (Control Panel) (P. 295)**

## Registering Destinations to the Address Book

### Required Preparations

- If you are using an LDAP server, register the LDAP server information in the machine. ➤ **Registering LDAP Servers (P. 135)**

1

Log in to the machine, as needed. ➤ **Logging In to the Machine (P. 200)**

To register destinations to a personal address list or user group address list, you first need to log in. ➤ **Address List Types (P. 279)**

2

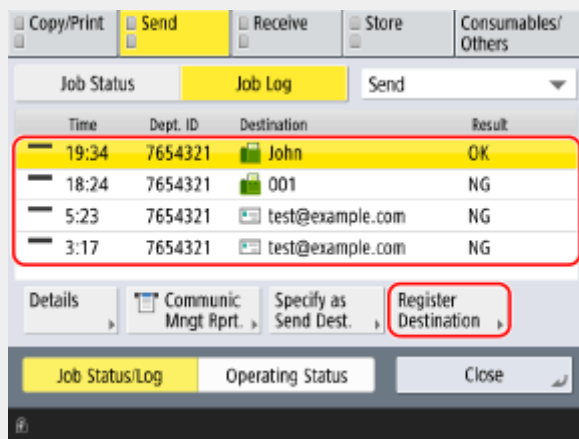
On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. ➤ **[Home] Screen (P. 165)**

On the scan (Scan and Send) or fax screen, you can press [Address Book] to register a destination from the Address Book screen.

### Registering Destinations by Using the TX Log

1. On the [Home] screen of the control panel or other location, press [ Status Monitor]. ➤ **[Home] Screen (P. 165)**  
→ The [Status Monitor] screen appears.
2. Press [Send] ▶ [Job Log].

3. Select the destination to be registered to the Address Book, and press [Register Destinations].



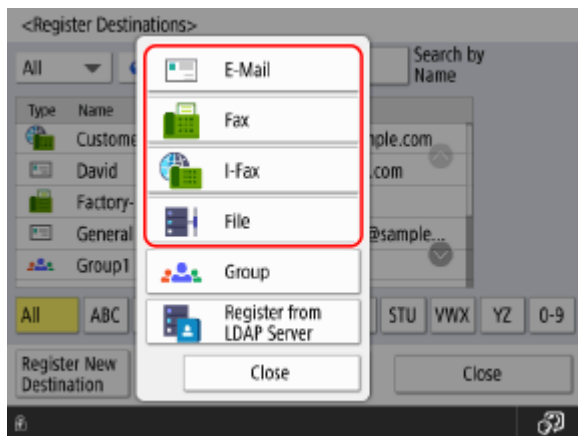
4. Press [Address Book] and proceed to Step 7.  
If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

### 3 Press [Register Destinations].

- If you register a destination from the Address Book screen, this step is not required. Proceed to Step 4.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

### 4 Press [Register New Destination].

### 5 Select the type of destination.



- When you register file store locations (shared folder, file server, or Advanced Space), select [File].
- When you register group destinations, see the following:

#### ▶ Registering Groups to the Address Book (Control Panel) (P. 291)

#### Registering Destinations by Using User Information from an LDAP Server

1. Press [Register from LDAP Server].

→ By default, searching starts automatically according to the registered conditions.

- ▶ [Auto Search When Using LDAP Server] (P. 1144)
- ▶ [Change Default LDAP Search Conditions] (P. 1144)

If the authentication screen appears, enter the user name and password of the machine that are registered in the LDAP server, and press [OK].

## 2. Search for users by conditions, as needed.

- If you register destinations by selecting users that are currently displayed in the list, this step is not required. Proceed to Step 3.
- If multiple LDAP servers are registered, select which LDAP server to search in the pulldown menu, and search for the users.

### When searching by conditions

Press [Search by Conditions], specify the search conditions, and press [Start Searching].

**Example of specifying search conditions:** When searching for users with an e-mail address containing the word "example"

In the search conditions pulldown menu, select [E-Mail] and [Contains]. Press [Set], enter "example," and press [OK].

- You can press [Add Search Condition] and specify multiple (up to four) search conditions.  
To search for users who meet any of the specified conditions, select [or].  
To search for users who meet all of the specified conditions, select [and].
- You can also add attributes for the search target. ➤ **[Register/Edit LDAP Search Attribute] (P. 1145)**

### If the search cannot find users

- If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.
- You cannot search from the control panel and Remote UI at the same time.

## 3. Select the checkboxes of the users to register in the Address Book.

- You can select checkboxes for multiple users (up to 256 users) and register them together.  
To select the checkboxes for all displayed users, press [Select All (Max 256 dest.)].
- To register an e-mail address destination as an I-Fax destination, press the [Register E-Mail Address as I-Fax] button so that the button is selected.

## 4. Press [Next].

➔ The name, e-mail address, and fax number information is retrieved.

### If you selected checkboxes for multiple users in Step 3

Select the address list in which to register the destinations. ➤ **Address List Types (P. 279)**

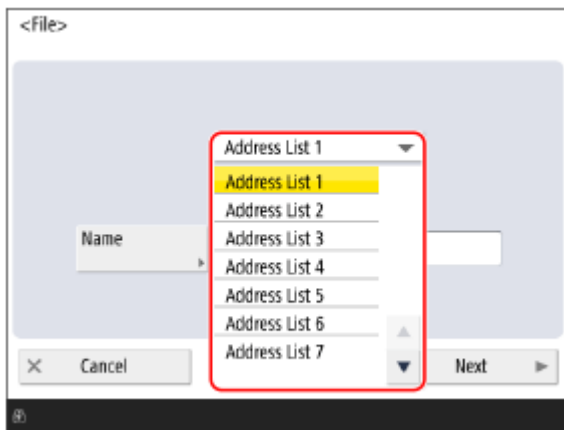
If destinations are managed with access numbers, enter the access number to display the destinations to be registered.

Press [OK] to register the destinations to the Address Book.

- If you register multiple destinations together, you can skip the remaining steps.
- Configure the information other than the name, e-mail address, and fax number by editing the destination registered in the Address Book. ➤ **Editing and Deleting Destinations in the Address Book (Control Panel) (P. 295)**



- 6 Select the address list in which to register the destination. ➤ **Address List Types (P. 279)**



\* The items that appear on the screen vary depending on the model and options.

- 7 Enter the name of the destination, and press [Next].

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations.

1. Press [Name].
2. Enter the name, and press [OK].

- 8 Set the destination information according to the type of destination.

- **E-Mail Destination Settings (P. 312)**
- **I-Fax Destination Settings (P. 313)**
- **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**
- **Fax Destination Settings (P. 317)**

- 9 Press [OK].

→ The destination is registered to the Address Book.

If destinations are managed with access numbers, press [Next], enter the access number to display the destination to be registered, and press [OK].

## Registering Destinations to One-Touch Buttons

### Required Preparations

- If you are using an LDAP server, register the LDAP server information in the machine. ➤ **Registering LDAP Servers (P. 135)**

- 1 On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. ➤ **[Home] Screen (P. 165)**

You can also register destinations to one-touch buttons from the scan (Scan and Send) or fax screen.

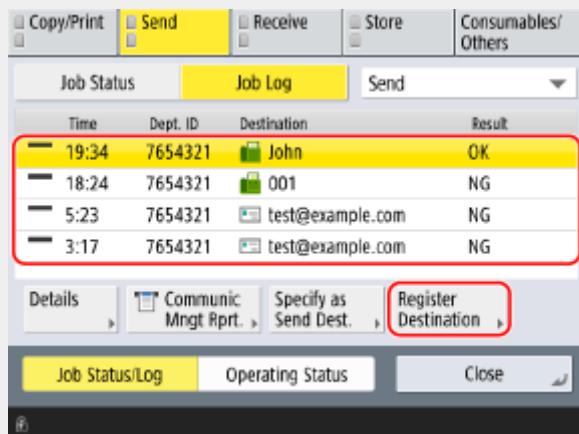
- To register a destination from the scan or fax screen, press [One-Touch] ► [Register].

## Registering Destinations by Using the TX Log

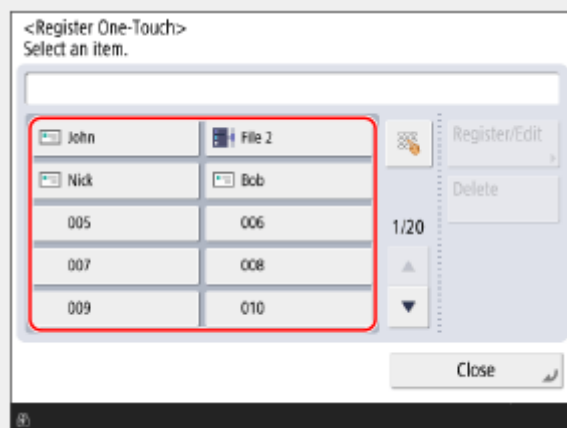
1. On the [Home] screen of the control panel or other location, press [  Status Monitor]. ➤ **[Home] Screen (P. 165)**

→ The [Status Monitor] screen appears.

2. Press [Send] ➤ [Job Log].
3. Select the destination to be registered to the one-touch button, and press [Register Destinations].



4. Press [One-Touch].  
If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].
5. Select the one-touch button to which to register the destination.



- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [  ] and enter a three-digit number to select a button.
- If you select a button with a destination that is already registered, the registered information is overwritten.

6. Press [Next] and proceed to Step **5**.

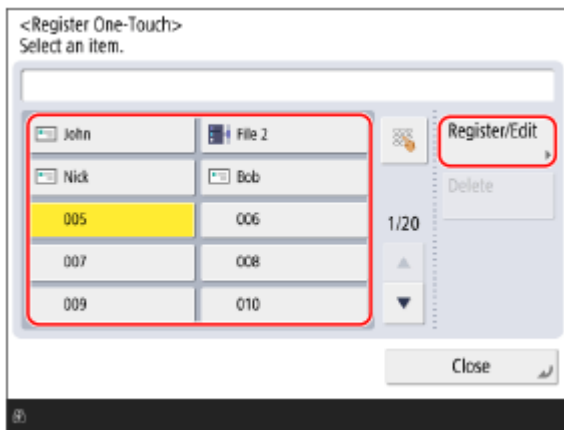
## 2

## Press [Register One-Touch].

- If you register a destination from the scan or fax screen, this step is not required. Proceed to Step **3**.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

3

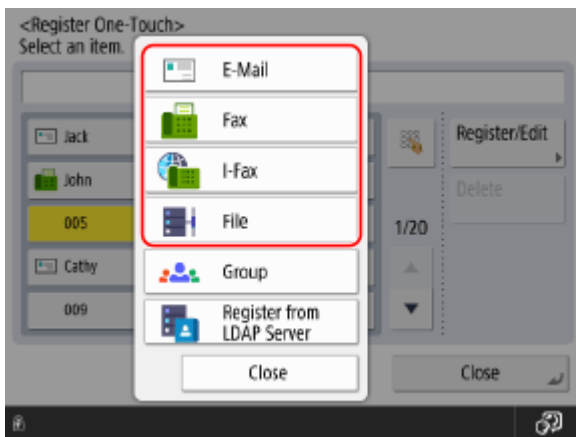
Select the button to which to register the destination, and press [Register/Edit].



- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.
- When you select a button with a destination that is already registered, the registered information is overwritten.

4

Select the type of destination.



- When you register file store locations (shared folder, file server, or Advanced Space), select [File].
- When you register group destinations, see the following:

➤ **Registering Groups to the Address Book (Control Panel) (P. 291)**

#### Registering Destinations by Using User Information from an LDAP Server

1. Press [Register from LDAP Server].

→ By default, searching starts automatically according to the registered conditions.

➤ **[Auto Search When Using LDAP Server] (P. 1144)**

➤ **[Change Default LDAP Search Conditions] (P. 1144)**

If the authentication screen appears, enter the user name and password of the machine that are registered in the LDAP server, and press [OK].

2. Search for users by conditions, as needed.

- If you register destinations by selecting users that are currently displayed in the list, this step is not required. Proceed to Step 3.

- If multiple LDAP servers are registered, select which LDAP server to search in the pulldown menu, and search for the users.

#### When searching by conditions

Press [Search by Conditions], specify the search conditions, and press [Start Searching].

**Example of specifying search conditions:** When searching for users with an e-mail address containing the word "example"

In the search conditions pulldown menu, select [E-Mail] and [Contains]. Press [Set], enter "example," and press [OK].

- You can press [Add Search Condition] and specify multiple (up to four) search conditions. To search for users who meet any of the specified conditions, select [or]. To search for users who meet all of the specified conditions, select [and].
- You can also add attributes for the search target. ➤ **[Register/Edit LDAP Search Attribute] (P. 1145)**

#### If the search cannot find users

- If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.
  - You cannot search from the control panel and Remote UI at the same time.
3. Select the checkbox of the user to be registered to the one-touch button. To register an e-mail address destination as an I-Fax destination, press the [Register E-Mail Address as I-Fax] button so that the button is selected.
  4. Press [Next].  
→ The name, e-mail address, and fax number information is retrieved.

## 5

### Enter the name of the destination.

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations from the Address Book.

\* Destinations registered to one-touch buttons are also registered and displayed in the Address Book (One-Touch Address List), and you can select them when you specify destinations from the Address Book.

1. Press [Name].
2. Enter the name, and press [OK].

## 6

### Enter the name of the button.

You can register a button without entering a name. However, if you enter a name, it is displayed on the one-touch button.

1. Press [One-Touch Button Name].
2. Enter the name, and press [OK].

## 7

### Set the destination information according to the type of destination.

- **E-Mail Destination Settings (P. 312)**
- **I-Fax Destination Settings (P. 313)**
- **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**
- **Fax Destination Settings (P. 317)**

8

Press [OK].

→ The destination is registered to the one-touch button.

# Registering Groups to the Address Book (Control Panel)

You can use the control panel to group multiple destinations in the same address list and register them to the Address Book or one-touch buttons.

You can register up to 256 destinations per group.

You can store different types of destinations to a single group. You can also register the IP addresses of file servers in addition to destinations such as e-mail addresses.

For example, you can register an e-mail address destination and file server to a single group, then specify that group as the destination when sending scanned data, so that data sent via e-mail is automatically backed up to a file server.

➤ **Registering Groups to the Address Book (P. 291)**

➤ **Registering Groups to One-Touch Buttons (P. 293)**

## Registering Groups to the Address Book

### Required Preparations

- Before you register destinations to a group, all of the destinations need to be registered to the Address Book of the machine. ➤ **Registering Destinations to the Address Book (P. 283)**
- When you register file store locations (shared folder, file server, or Advanced Space) to a group, disable the setting for displaying the confirmation screen. ➤ **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**

\* If you register a destination that is configured to display the confirmation screen to the group, you will not be able to specify the group as a destination and send data to it.

**1** Log in to the machine, as needed. ➤ **Logging In to the Machine (P. 200)**

To group destinations that are registered in a personal address list or user group address list, you first need to log in. ➤ **Address List Types (P. 279)**

**2** On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. ➤ **[Home] Screen (P. 165)**

On the scan (Scan and Send) or fax screen, you can press [Address Book] to register a group from the Address Book screen.

**3** Press [Register Destinations].

- If you register a group from the Address Book screen, this step is not required. Proceed to Step **4**.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

**4** Press [Register New Destination] ▶ [Group].

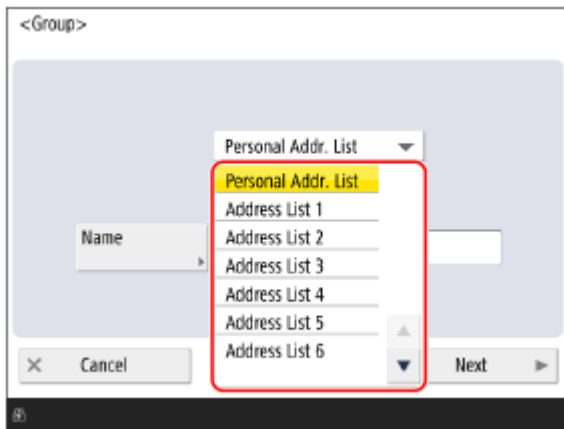
**5** Enter the name of the group.

You can register a group without entering a name. However, if you enter a name, you can search for the group by its initial or name when you specify destinations.

1. Press [Name].
2. Enter the name, and press [OK].

6

Select the address list in which the destinations to be grouped are registered.



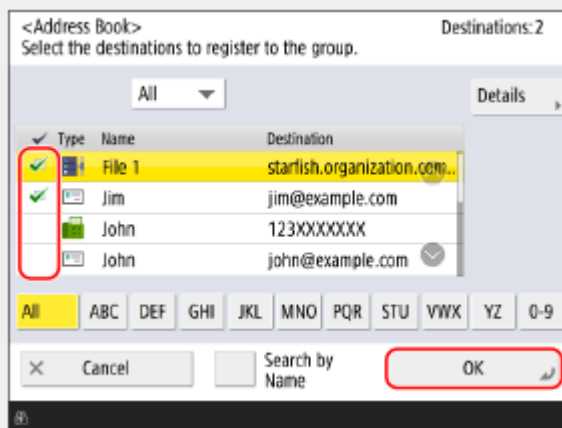
\* The items that appear on the screen vary depending on the model and options.

- You can only group destinations that are registered in the selected address list.
- The created group will be registered in the address list selected here.

7

Specify the destinations to be registered to the group.

1. Press [Add from Address Book].
2. Select the checkboxes of the destinations to be registered to the group, and press [OK].



- You can filter the destinations displayed in the list by selecting the index at the top or bottom of the screen, or [Search by Name]. ➔ **Address Book Screen (P. 277)**
- You can select checkboxes of multiple destinations at the same time.
- To display destinations that are configured with an access number, press [Access No.] and enter the access number.
- If you want to check the destination information, select the destination and press [Details].

8

Press [OK].

→ The group is registered to the Address Book.

If destinations are managed with access numbers, press [Next], enter the access number to display the group to be registered, and press [OK].

## Registering Groups to One-Touch Buttons

### Required Preparations

- Before you register destinations to a group, all of the destinations need to be registered to the one-touch buttons of the machine. ➤ **Registering Destinations to One-Touch Buttons (P. 286)**
- When you register file store locations (shared folder, file server, or Advanced Space) to a group, disable the setting for displaying the confirmation screen. ➤ **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**

\* If you register a destination that is configured to display the confirmation screen to the group, you will not be able to specify the group as a destination and send data to it.

### 1 On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. ➤ **[Home] Screen (P. 165)**

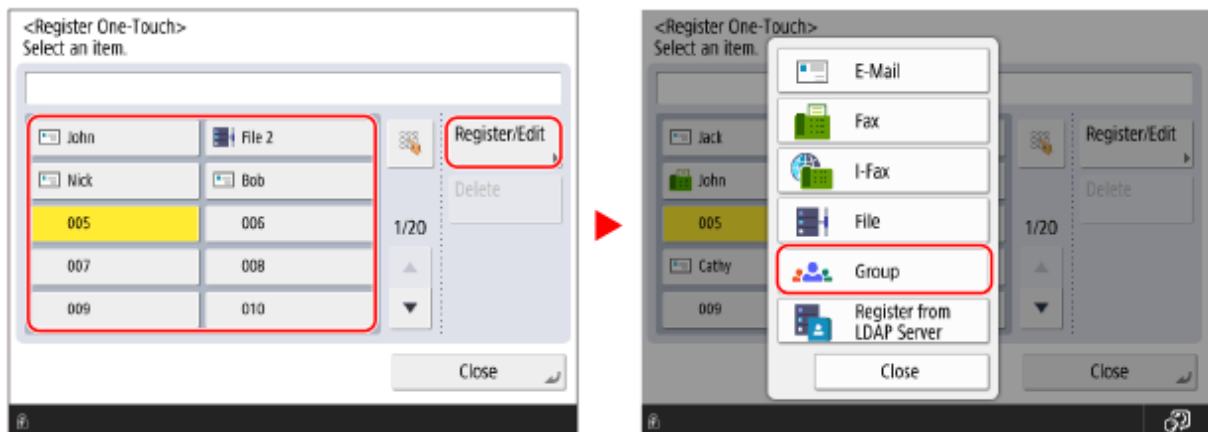
You can also register groups to one-touch buttons from the scan (Scan and Send) or fax screen.

- To register a group from the scan screen, press [One-Touch] ➤ [Register].

### 2 Press [Register One-Touch].

- If you register a group from the scan or fax screen, this step is not required. Proceed to Step 3.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

### 3 Select the button to which to register the group, and press [Register/Edit] ➤ [Group].



- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.
- If you select a button to which a group is already registered, the registered information is overwritten.

### 4 Enter the name of the group.

You can register a group without entering a name. However, if you enter a name, you can search for the group by its initial or name when you specify destinations from the Address Book.

\* Groups registered to one-touch buttons are also registered and displayed in the Address Book (One-Touch Address List), and you can select them when you specify destinations from the Address Book.

1. Press [Name].



2. Enter the name, and press [OK].

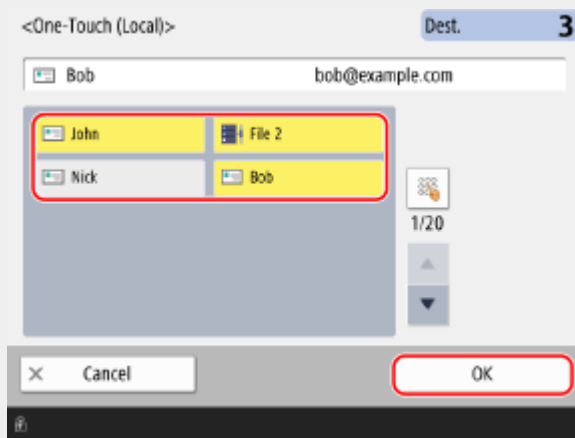
## 5 Enter the name of the button.

You can register a button without entering a name. However, if you enter a name, it is displayed on the one-touch button.

1. Press [One-Touch Button Name].
2. Enter the name, and press [OK].

## 6 Specify the destinations to be registered to the group.

1. Press [Add from One-Touch].
2. Select the button to which to register the group, and press [OK].



- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [  ] and enter a three-digit number to select a button.
- You can select multiple buttons at the same time.

## 7 Press [OK].

→ The group is registered to the one-touch button.

# Editing and Deleting Destinations in the Address Book (Control Panel)

You can edit the information of destinations registered in the Address Book or one-touch buttons, and delete unused destinations.

➤ **Editing and Deleting Destinations in the Address Book (P. 295)**

➤ **Editing and Deleting One-Touch Button Destinations (P. 296)**

## Editing and Deleting Destinations in the Address Book

**1** Log in to the machine, as needed. ➤ **Logging In to the Machine (P. 200)**

To edit or delete destinations in a personal address list or user group address list, you first need to log in. ➤ **Address List Types (P. 279)**

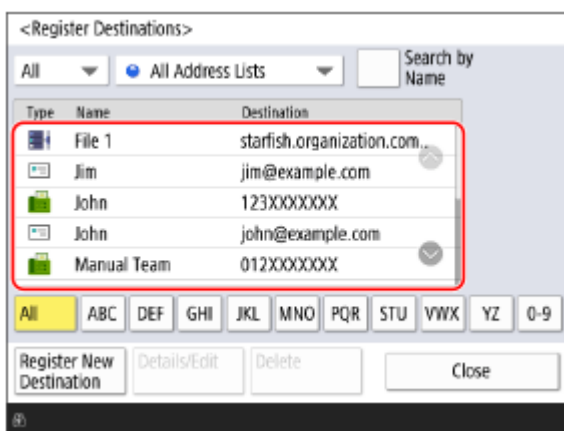
**2** On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. ➤ **[Home] Screen (P. 165)**

On the scan (Scan and Send) or fax screen, you can press [Address Book] to edit or delete a destination from the Address Book screen.

**3** Press [Register Destinations].

- If you edit or delete a destination from the Address Book screen, this step is not required. Proceed to Step 4.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

**4** Select the destination to be edited or deleted.



- You can filter the destinations displayed in the list by selecting the index at the top or bottom of the screen, or [Search by Name]. ➤ **Address Book Screen (P. 277)**
- To display destinations that are configured with an access number, press [Access No.] and enter the access number.

- If you want to check the destination information, select the destination and press [Details].

## 5

## Edit or delete the destination.

## When Editing a Destination

1. Press [Details/Edit].
2. Edit the destination information according to the type of destination.
  - ▶ **E-Mail Destination Settings (P. 312)**
  - ▶ **I-Fax Destination Settings (P. 313)**
  - ▶ **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**
  - ▶ **Fax Destination Settings (P. 317)**

You can also change the address list to which the destination is registered. The destination is either "moved" or "copied" depending on the type of address list before and after the change. ▶

**Moving and Copying Destinations Between Address Lists (P. 280)**

3. Press [OK].

→ The edited information is applied.

If destinations are managed with access numbers, press [Next], enter the access number to display the edited destination, and press [OK].

## When Deleting a Destination

Press [Delete] ▶ [Yes] to delete the destination.

## Editing and Deleting One-Touch Button Destinations

## 1

On the [Home] screen of the control panel, press [Dest./Fwd. Settings]. ▶ **[Home] Screen (P. 165)**

You can also edit and delete one-touch button destinations from the scan (Scan and Send) or fax screen.

- To edit or delete a destination from the scan screen, press [One-Touch] ▶ [Register].

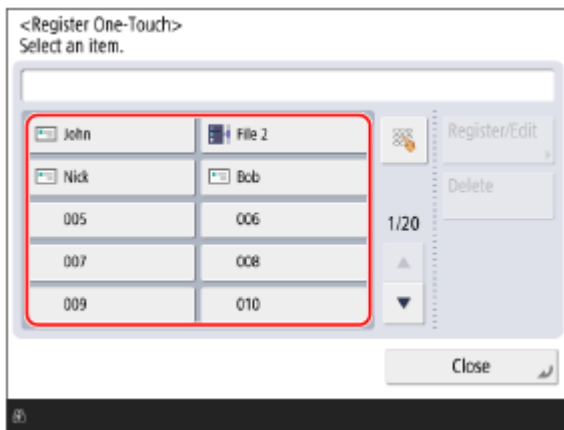
## 2

Press [Register One-Touch].

- If you edit or delete a destination from the scan or fax screen, this step is not required. Proceed to Step 3.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

3

Select the button with the destination to be edited or deleted.



Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [  ] and enter a three-digit number to select a button.

4

Edit or delete the destination.

#### When Editing a Destination

1. Press [Register/Edit].
2. Edit the destination information according to the type of destination.
  - **E-Mail Destination Settings (P. 312)**
  - **I-Fax Destination Settings (P. 313)**
  - **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**
  - **Fax Destination Settings (P. 317)**
3. Press [OK].
  - The edited information is applied.

#### When Deleting a Destination

Press [Delete] ► [Yes] to delete the destination.

# Registering Destinations to the Address Book (Remote UI)

You can register destinations to the Address Book or one-touch buttons using Remote UI from a computer. You can use the following methods to register e-mail addresses, file store locations, and fax numbers:

- Registering destinations by directly entering the destination information
- Registering destinations by searching for user information managed with an LDAP server

- ▶ **Registering Destinations to the Address Book (P. 298)**
- ▶ **Registering Destinations to One-Touch Buttons (P. 300)**

## NOTE

If a Store Location Registered as a Destination Is Changed or Deleted

- Change the registered details of the destination, or delete the destination and register it again as a new destination. ▶ **Editing and Deleting Destinations in the Address Book (Remote UI) (P. 308)**

## Registering Destinations to the Address Book

### Required Preparations

- If you are using an LDAP server, register the LDAP server information in the machine. ▶ **Registering LDAP Servers (P. 135)**

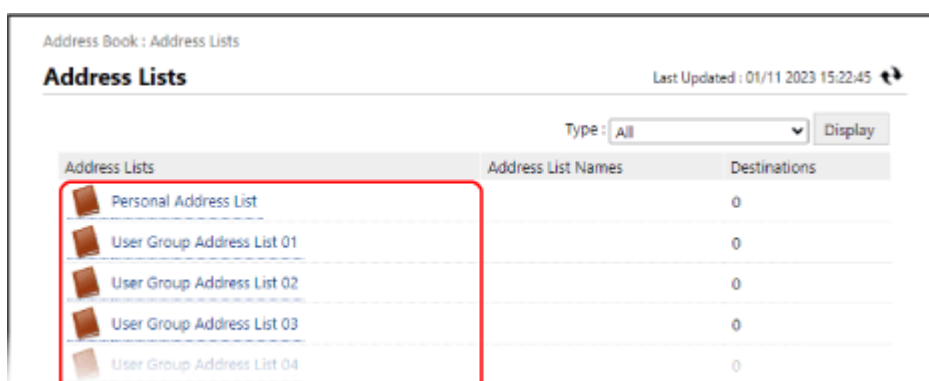
### 1 Log in to Remote UI. ▶ **Starting Remote UI (P. 899)**

The address lists to which destinations can be registered vary depending on the logged in user. ▶ **Address List Types (P. 279)**

### 2 On the Portal page of Remote UI, click [Address Book]. ▶ **Remote UI Portal Page (P. 903)**

→ The [Address Lists] screen appears.

### 3 Click the address list in which to register the destination. ▶ **Address List Types (P. 279)**



→ The address list screen appears.

If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

#### 4 Click [Register New Destination].

→ The [Register New Destination: E-Mail] screen appears.

#### 5 Select the destination type, and click [Set].

→ The screen for registering the selected type of new destination appears.

- If you register an e-mail destination, this step is not required. Proceed to Step 6.
- When you register file store locations (shared folder, file server, or Advanced Space), select [File].

### Registering Destinations by Using User Information from an LDAP Server

1. In [Type], select [Register from LDAP Server], and click [Set].

→ The [Register New Destination: Register from LDAP Server] screen appears.

2. Select the LDAP server to be searched for the destination, and enter the authentication information.

- To perform authentication using login information, enter the user name and password of the machine that are registered in the LDAP server.
  - To perform authentication anonymously without using login information, leave the user name and password blank.
3. In [Specify Search Conditions], select the search target attributes and enter the search string.
  4. Click [Search].

→ The users who meet the search conditions are displayed.

[If the search cannot find users](#)

- If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.
- You cannot search from the control panel and Remote UI at the same time.

5. Select the user to be registered in the Address Book, and click [OK].

→ The destination is registered to the Address Book.

- If you register the destination by using the user information from an LDAP server, you can skip the remaining steps.
- Only the name, e-mail address, and fax number information can be retrieved from the LDAP server. Configure the other information by editing the destination registered in the Address Book. [▶Editing and Deleting Destinations in the Address Book \(Remote UI\) \(P. 308\)](#)

6 In [Name], enter the name of the destination.

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations.

7 Set the destination information according to the type of destination.

- ▶[E-Mail Destination Settings \(P. 312\)](#)
- ▶[I-Fax Destination Settings \(P. 313\)](#)
- ▶[Shared Folder, File Server, and Advanced Space Destination Settings \(P. 315\)](#)
- ▶[Fax Destination Settings \(P. 317\)](#)

When Managing Destinations with Access Numbers

In [Access Number], enter the access number to display the destination to be registered.

\* If no access number is set for the destination to be registered, leave [Access Number] blank.

8 Click [OK].

→ The destination is registered to the Address Book.

9 Log out from Remote UI.

## Registering Destinations to One-Touch Buttons

### Required Preparations

- If you are using an LDAP server, register the LDAP server information in the machine. [▶Registering LDAP Servers \(P. 135\)](#)

1 Log in to Remote UI. [▶Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Address Book]. [▶Remote UI Portal Page \(P. 903\)](#)

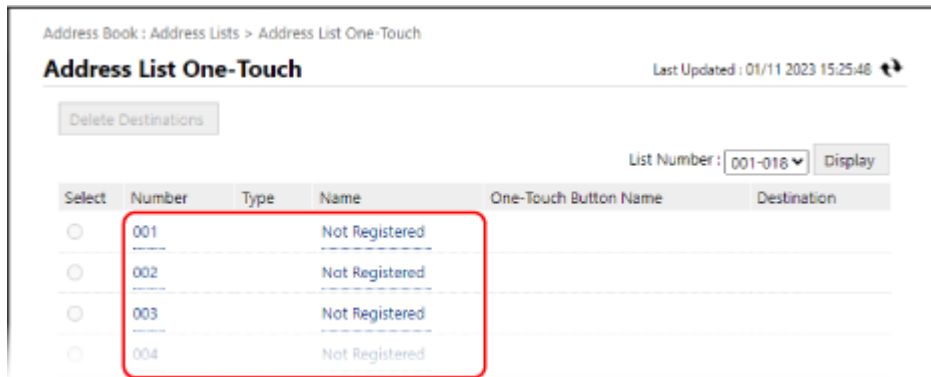
→ The [Address Lists] screen appears.

### 3 Click [Address List One-Touch].

→ The address list screen appears.

If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

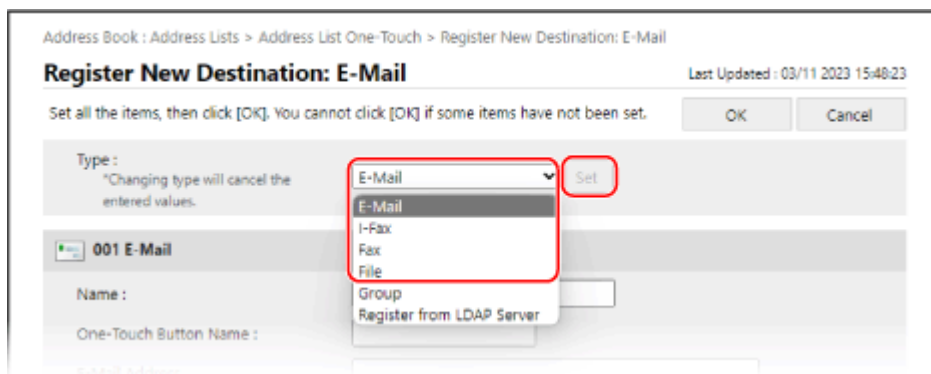
### 4 Click a name (or number) displayed as [Not Registered].



→ The [Register New Destination: E-Mail] screen appears.

Three-digit numbers (001 to 200) are assigned to one-touch buttons. At the top right of the screen, select the range of numbers in [List Number], and click [Display] to change the numbers displayed in the list.

### 5 Select the destination type, and click [Set].



→ The screen for registering the selected type of new destination appears.

- If you register an e-mail destination, this step is not required. Proceed to Step 6.
- When you register file store locations (shared folder, file server, or Advanced Space), select [File].
- When you register group destinations, see the following:

#### ➤ Registering Groups to the Address Book (Remote UI) (P. 304)

Registering Destinations by Using User Information from an LDAP Server

1. In [Type], select [Register from LDAP Server], and click [Set].

→ The [Register New Destination: Register from LDAP Server] screen appears.



2. Select the LDAP server to be searched for the destination, and enter the authentication information.

- To perform authentication using login information, enter the user name and password of the machine that are registered in the LDAP server.
  - To perform authentication anonymously without using login information, leave the user name and password blank.
3. In [Specify Search Conditions], select the search target attributes and enter the search string.
  4. Click [Search].

→ The users who meet the search conditions are displayed.

#### If the search cannot find users

- If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.
  - You cannot search from the control panel and Remote UI at the same time.
5. Select the user to be registered to the one-touch button, and click [OK].

→ The destination is registered to the one-touch button.

- If you register the destination by using the user information from an LDAP server, you can skip the remaining steps.
- Only the name, e-mail address, and fax number information can be retrieved from the LDAP server. Configure the other information by editing the destination registered to the one-touch button. ➤ **Editing and Deleting Destinations in the Address Book (Remote UI) (P. 308)**

## 6

In [Name], enter the name of the destination.

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations from the Address Book.

\* Destinations registered to one-touch buttons are also registered and displayed in the Address Book (One-Touch Address List), and you can select them when you specify destinations from the Address Book.

## 7

In [One-Touch Button Name], enter the name of the button.

You can register a button without entering a name. However, if you enter a name, it is displayed on the one-touch button.

8 Set the destination information according to the type of destination.

➤ **E-Mail Destination Settings (P. 312)**

➤ **I-Fax Destination Settings (P. 313)**

➤ **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**

➤ **Fax Destination Settings (P. 317)**

9 Click [OK].

→ The destination is registered to the one-touch button.

10 Log out from Remote UI.

# Registering Groups to the Address Book (Remote UI)

EK89-053

You can use Remote UI from a computer to group multiple destinations in the same address list and register them in the Address Book or one-touch buttons.

You can register up to 256 destinations per group.

You can store different types of destinations to a single group. You can also register the IP addresses of file servers in addition to destinations such as e-mail addresses.

For example, you can register an e-mail address destination and file server to a single group, then specify that group as the destination when sending scanned data, so that data sent via e-mail is automatically backed up to a file server.

➤ **Registering Groups to the Address Book (P. 304)**

➤ **Registering Groups to One-Touch Buttons (P. 306)**

## Registering Groups to the Address Book

### Required Preparations

- Before you register destinations to a group, all of the destinations need to be registered to the Address Book of the machine. ➤ **Registering Destinations to the Address Book (P. 298)**
- When you register file store locations (shared folder, file server, or Advanced Space) to a group, disable the setting for displaying the confirmation screen. ➤ **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**

\* If you register a destination that is configured to display the confirmation screen to the group, you will not be able to specify the group as a destination and send data to it.

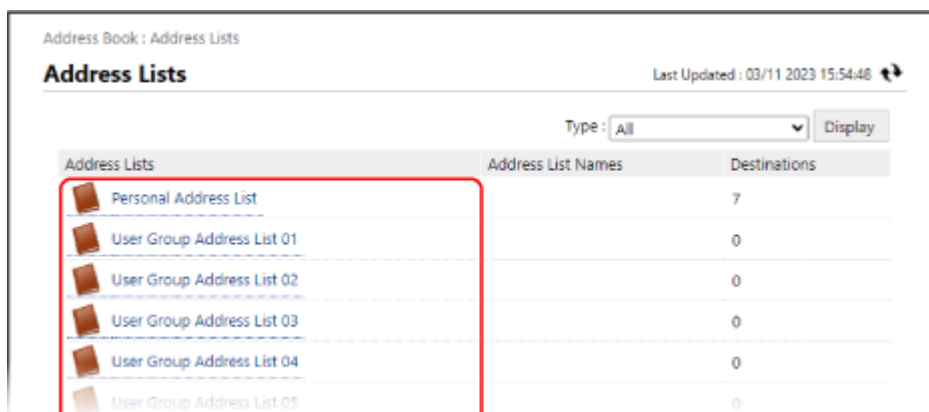
### 1 Log in to Remote UI. ➤ **Starting Remote UI (P. 899)**

The address lists to which groups can be registered vary depending on the logged in user. ➤ **Address List Types (P. 279)**

### 2 On the Portal page of Remote UI, click [Address Book]. ➤ **Remote UI Portal Page (P. 903)**

→ The [Address Lists] screen appears.

### 3 Click the address list in which the destinations to be grouped are registered.



→ The address list screen appears.

- You can only group destinations that are registered in the clicked address list.
- The created group will be registered in the address list clicked here.
- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

#### 4 Click [Register New Group].

→ The [Register New Destination: Group] screen appears.

#### 5 In [Group Name], enter the name of the group.

You can register a group without entering a name. However, if you enter a name, you can search for the group by its initial or name when you specify destinations.

When Managing Destinations with Access Numbers

In [Access Number], enter the access number to display the group to be registered.

\* If no access number is set for the group to be registered, leave [Access Number] blank.

#### 6 Specify the destinations to be registered to the group.

1. In [Member List] under [Member Settings], click [Select Destination].
2. Select the checkboxes of the destinations to be registered to the group, and click [OK].

Address Book : Address Lists > Personal Address List > Register New Destination: Group > Select Destination

**Select Destination** Last Updated : 03/11 2023 15:56:52

Select the destination and click [OK]. **OK** Cancel

Type : All Initial : All Display

| Select                              | Type | Name   | Destination       |
|-------------------------------------|------|--------|-------------------|
| <input checked="" type="checkbox"/> |      | User-1 | user1@example.com |
| <input checked="" type="checkbox"/> |      | User-2 | user2@example.com |
| <input checked="" type="checkbox"/> |      | User-3 | user3-example     |
| <input type="checkbox"/>            |      | User-4 | 1230000000        |

→ The destinations are added to [Member List] on the [Register New Destination: Group] screen.

- You can filter the destinations displayed in the list by selecting the destination type in [Type] or the initial of the name in [Initial] at the top right of the screen, and then clicking [Display].
- To display destinations that are configured with an access number, enter the number in [Access Number] at the top right of the screen, and then click [Display].
- You can select checkboxes of multiple destinations at the same time.

#### 7 Click [OK].

→ The group is registered to the Address Book.

#### 8 Log out from Remote UI.

## Registering Groups to One-Touch Buttons

### Required Preparations

- Before you register destinations to a group, all of the destinations need to be registered to the one-touch buttons of the machine. [▶Registering Destinations to One-Touch Buttons \(P. 300\)](#)
- When you register file store locations (shared folder, file server, or Advanced Space) to a group, disable the setting for displaying the confirmation screen. [▶Shared Folder, File Server, and Advanced Space Destination Settings \(P. 315\)](#)
  - \* If you register a destination that is configured to display the confirmation screen to the group, you will not be able to specify the group as a destination and send data to it.

1 Log in to Remote UI. [▶Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Address Book]. [▶Remote UI Portal Page \(P. 903\)](#)

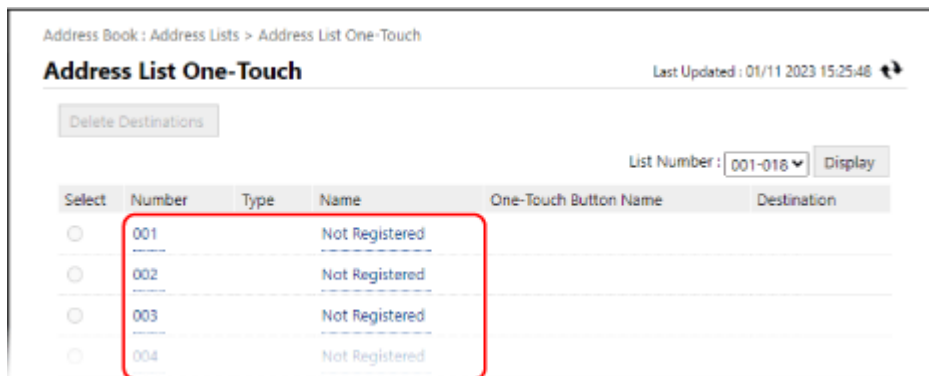
→ The [Address Lists] screen appears.

3 Click [Address List One-Touch].

→ The address list screen appears.

If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

4 Click a name (or number) displayed as [Not Registered].



→ The [Register New Destination: E-Mail] screen appears.

Three-digit numbers (001 to 200) are assigned to one-touch buttons. At the top right of the screen, select the range of numbers in [List Number], and click [Display] to change the numbers displayed in the list.

5 In [Type], select [Group], and click [Set].

→ The [Register New Destination: Group] screen appears.

6 In [Group Name], enter the name of the group.

You can register a group without entering a name. However, if you enter a name, you can search for the group by its initial or name when you specify destinations from the Address Book.

\* Groups registered to one-touch buttons are also registered and displayed in the Address Book (One-Touch Address List), and you can select them when you specify destinations from the Address Book.

7 In [One-Touch Button Name], enter the name of the button.

You can register a button without entering a name. However, if you enter a name, it is displayed on the one-touch button.

8 Specify the destinations to be registered to the group.

1. In [Member List] under [Member Settings], click [Select Destination].
2. Select the checkboxes of the destinations to be registered to the group, and click [OK].

| Select                              | Type | Name   | Destination       |
|-------------------------------------|------|--------|-------------------|
| <input checked="" type="checkbox"/> |      | User-7 | user7@example.com |
| <input checked="" type="checkbox"/> |      | User-8 | user8@example.com |
| <input checked="" type="checkbox"/> |      | User-9 | user9-example     |

→ The destinations are added to [Member List] on the [Register New Destination: Group] screen.

- You can filter the destinations displayed in the list by selecting the destination type in [Type] or the initial of the name in [Initial] at the top right of the screen, and then clicking [Display].
- You can select checkboxes of multiple destinations at the same time.

9 Click [OK].

→ The group is registered to the one-touch button.

10 Log out from Remote UI.

# Editing and Deleting Destinations in the Address Book (Remote UI)

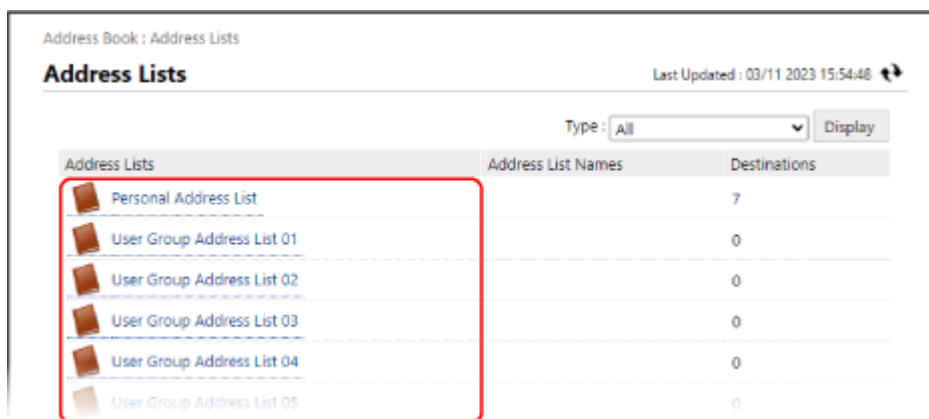
You can edit the information of destinations registered in the Address Book or one-touch buttons, and delete unused destinations.

▶ **Editing and Deleting Destinations in the Address Book (P. 308)**

▶ **Editing and Deleting One-Touch Button Destinations (P. 310)**

## Editing and Deleting Destinations in the Address Book

- 1 Log in to Remote UI. ▶ **Starting Remote UI (P. 899)**  
The address lists in which destinations can be edited and deleted vary depending on the logged in user. ▶ **Address List Types (P. 279)**
- 2 On the Portal page of Remote UI, click [Address Book]. ▶ **Remote UI Portal Page (P. 903)**  
→ The [Address Lists] screen appears.
- 3 Click the address list in which the destination to be edited or deleted is registered.



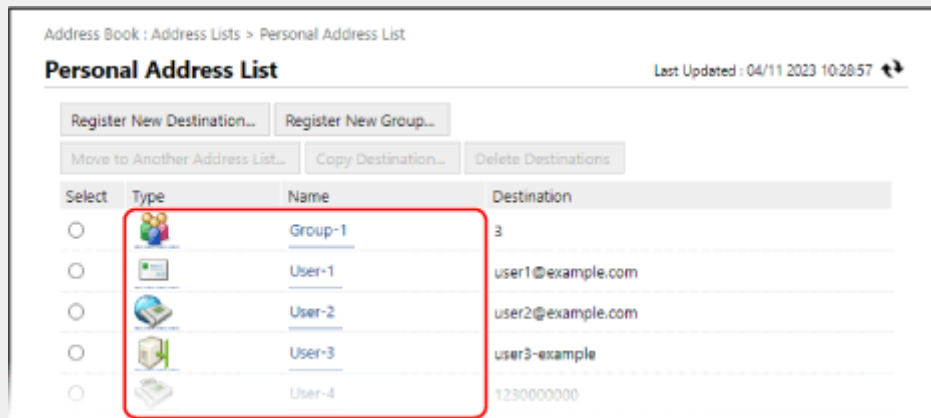
→ The address list screen appears.

If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

- 4 Edit or delete the destination.
  - You can filter the destinations displayed in the list by selecting the destination type in [Type] or the initial of the name in [Initial] at the top right of the screen, and then clicking [Display].
  - To display destinations that are configured with an access number, enter the number in [Access Number] at the top right of the screen, and then click [Display].

When Editing a Destination

1. Click the name (or the type icon) of the destination to be edited.



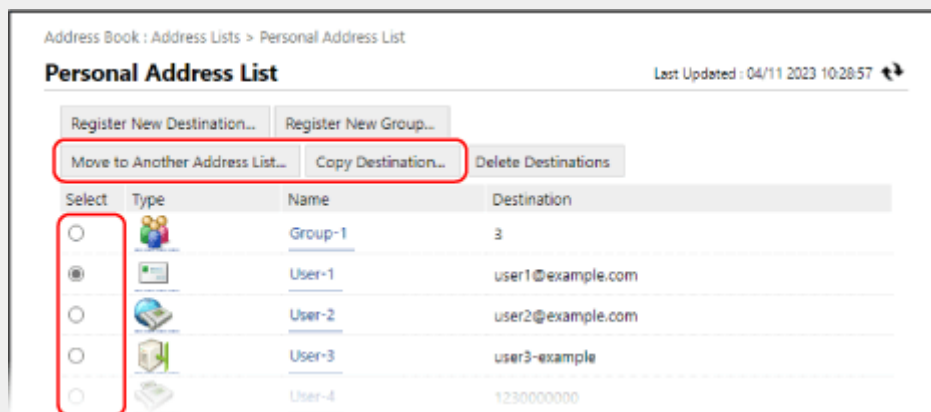
→ The destination details screen appears.

2. Click [Edit].
3. Edit the destination information according to the type of destination.
  - **E-Mail Destination Settings (P. 312)**
  - **I-Fax Destination Settings (P. 313)**
  - **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**
  - **Fax Destination Settings (P. 317)**
4. Click [OK].

→ The edited information is applied.

#### When Moving or Copying a Destination to Another Address List

1. Select the destination to move or copy, and click [Move to Another Address List] or [Copy Destination].



The destination is either "moved" or "copied" depending on the type of address list before and after the change. ➤ **Moving and Copying Destinations Between Address Lists (P. 280)**

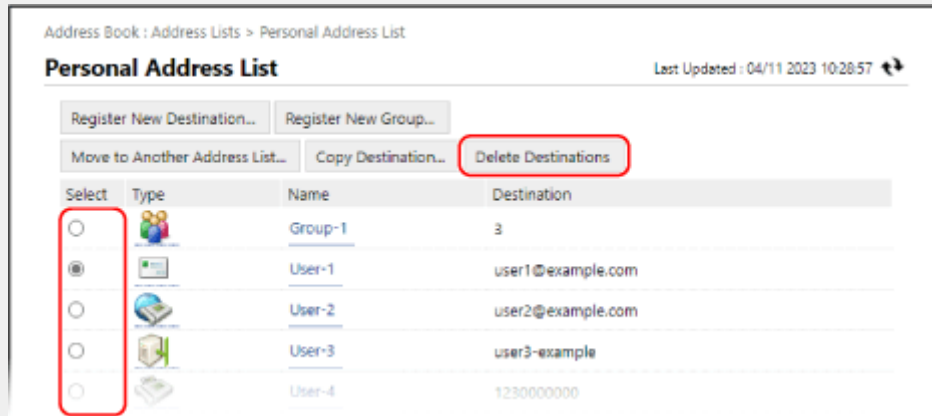
2. Select the address list, and click [OK].

→ The destination is moved or copied to the selected address list.

#### When Deleting a Destination



1. Select the destination to be deleted, and click [Delete Destinations].



2. Click [OK].

→ The selected destination is deleted.

- 5 Log out from Remote UI.

## Editing and Deleting One-Touch Button Destinations

- 1 Log in to Remote UI. ➤ **Starting Remote UI (P. 899)**

- 2 On the Portal page of Remote UI, click [Address Book]. ➤ **Remote UI Portal Page (P. 903)**

→ The [Address Lists] screen appears.

- 3 Click [Address List One-Touch].

→ The address list screen appears.

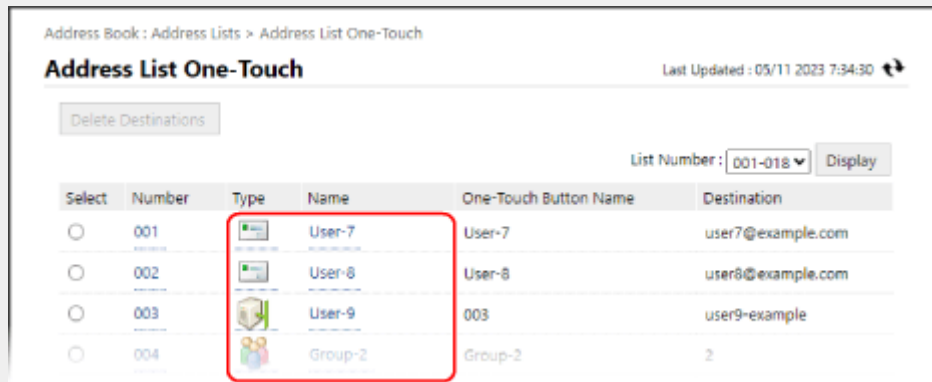
If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

- 4 Edit or delete the destination.

Three-digit numbers (001 to 200) are assigned to one-touch buttons. At the top right of the screen, select the range of numbers in [List Number], and click [Display] to change the numbers displayed in the list.

When Editing a Destination

1. Click the name (or the number or type icon) of the destination to be edited.



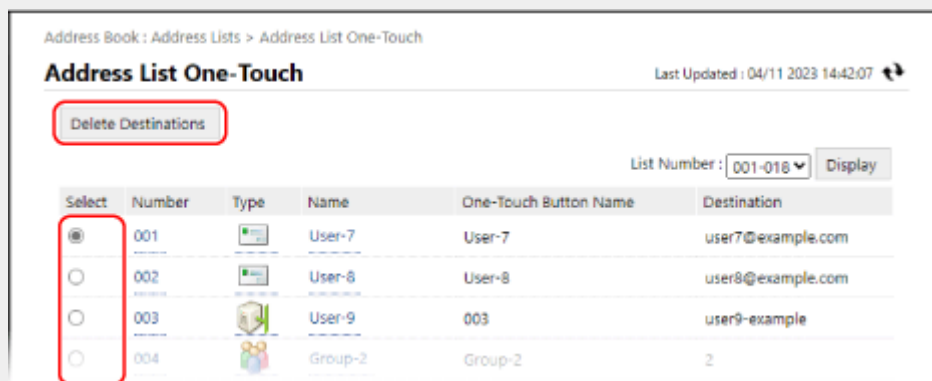
→ The destination details screen appears.

2. Click [Edit].
3. Edit the destination information according to the type of destination.
  - ▶ **E-Mail Destination Settings (P. 312)**
  - ▶ **I-Fax Destination Settings (P. 313)**
  - ▶ **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**
  - ▶ **Fax Destination Settings (P. 317)**
4. Click [OK].

→ The edited information is applied.

#### When Deleting a Destination

1. Select the destination to be deleted, and click [Delete Destinations].



2. Click [OK].

→ The selected destination is deleted.

## 5

Log out from Remote UI.

# Items That Can Be Configured for Destinations

EK89-055

When you register destinations to the Address Book or one-touch buttons, or when you edit registered destinations, the items that can be configured vary depending on the type of destination.

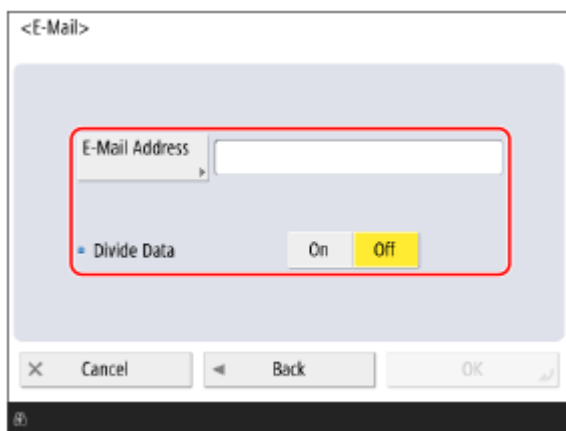
- **E-Mail Destination Settings (P. 312)**
- **I-Fax Destination Settings (P. 313)**
- **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**
- **Fax Destination Settings (P. 317)**

## E-Mail Destination Settings

When you register an e-mail destination to the Address Book or a one-touch button, configure the items described below.

In this section, the descriptions refer to the screens and item names displayed when you register destinations using the control panel.

When you register destinations using Remote UI from a computer, the settings that can be configured are the same, but the screen configuration and item names are different.



### [E-Mail Address]

Enter the e-mail address.

\* You can set frequently used domain names (the part after "@" in the e-mail address) as registered characters on the keyboard of the control panel, and call them up when you enter e-mail addresses. ➤ **[Registered Characters for Keyboard] (P. 985)**

\* If you register a domain name to be automatically added when sending, you can register e-mail addresses without having to enter "@" and the domain name. ➤ **[Auto Add Specified Domain to Dest. Without Domain] (P. 1101)**

### [Divide Data]

If the size of the data being sent exceeds the upper limit, the transmission is divided and sent in multiple parts. In this case, specify whether to divide the data when sending.

- If you select [On], the data is divided into smaller sizes that do not exceed the limit, and sent in multiple sections. The recipient's e-mail software needs to be able to combine the divided data.
- If you select [Off], the number of pages sent at one time is reduced, and the pages are sent in multiple transmissions. However, if you send data that cannot be separated into pages, such as a JPEG file, a sending error occurs.

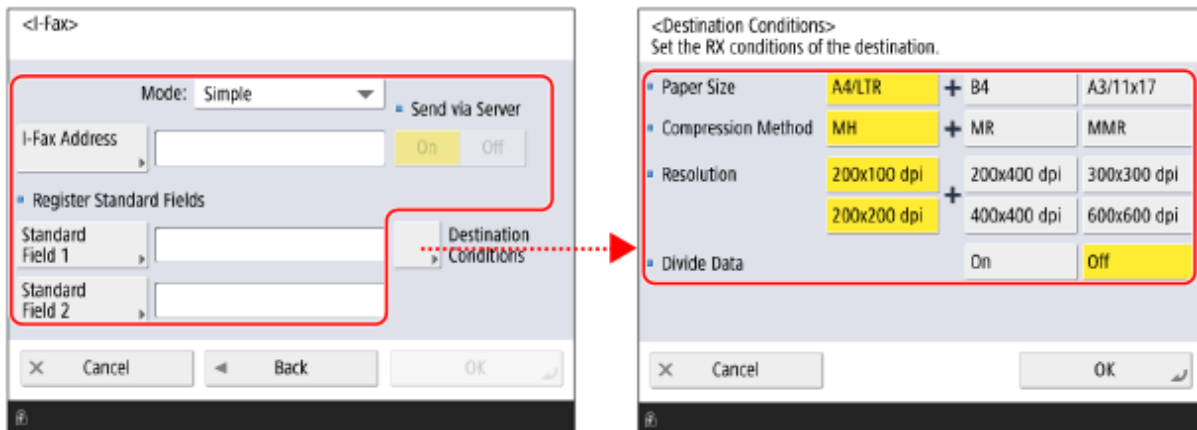
\* You can change the upper limit of the data size. ➤ **[Maximum Data Size for Sending] (P. 1097)**

## I-Fax Destination Settings

When you register an I-Fax destination to the Address Book or a one-touch button, configure the items described below.

In this section, the descriptions refer to the screens and item names displayed when you register destinations using the control panel.

When you register destinations using Remote UI from a computer, the settings that can be configured are the same, but the screen configuration and item names are different.



\* The items that appear on the screen vary depending on the model and options.

[Mode]

Select the Send Mode according to the type of I-Fax sending results that you want to check.

### Checking Whether an I-Fax Is Delivered to an E-Mail Server

Select [Simple].

When you send an I-Fax using the Simple mode, the sending results are displayed as follows.

- Sending succeeded/Communication not confirmed: [--]
- Sending failed: [NG]

### Checking Whether an I-Fax Is Delivered to the Destination Machine

Select [Full].

When you send an I-Fax using the Full mode, the sending results are displayed as follows.

- Sending succeeded: [OK]
- Sending failed: [NG]
- Communication not confirmed: [--]

In addition, when you send an I-Fax using the Full mode, the sending results are determined by receiving the MDN (the sending result notification e-mail) from the destination machine.

Since the MDN is not received if you send an I-Fax using the Full mode to a machine that does not support the Full mode, [Awaiting result...] is displayed for the processing status until timeout occurs, even after sending is completed. ➤ **[Full Mode TX Timeout] (P. 1099)**

\* For the processing status and sending results, you can check the sending status and log in [  Status Monitor ]. ➤

### Checking the Send or Save Status and Log of Scanned Data (P. 487)

[I-Fax Address]

Enter the e-mail address.

### When the Destination Is a Machine on the Same Network

Enter the IP address in the following format:

<Destination machine name>@[<Destination IP address>]

#### Example:

adv01@[192.168.11.100]

\* You can set frequently used domain names (the part after "@" in the e-mail address) as registered characters on the keyboard of the control panel, and call them up when you enter e-mail addresses. [▶\[Registered Characters for Keyboard\] \(P. 985\)](#)

\* If you register a domain name to be automatically added when sending, you can register e-mail addresses without having to enter "@" and the domain name. [▶\[Auto Add Specified Domain to Dest. Without Domain\] \(P. 1101\)](#)

#### [Register Standard Fields]

Configure this setting when using a service such as an Internet fax service. For details, contact your Internet service provider.

#### [Send via Server]

Specify whether to send I-Faxes via the e-mail server when the destination is a machine on the same network.

- By selecting [Off], you can send directly to the destination machine and reduce the burden on the e-mail server.
- When this item is set to [Off] and you want to send to a destination that is not specified in IP address format, settings such as an MX (Mail eXchange) record need to be configured on the DNS server. For details, contact the network administrator.
- If [Mode] is set to [Full], the MDN is sent and received via the e-mail server, even when you set this item to [Off].

\* By default, you cannot change the setting of this item. [▶\[Use Send via Server\] \(P. 1100\)](#)

#### [Destination Conditions]

Set the destination conditions according to the specifications of the destination machine. If you set conditions that the destination machine does not support, an error may occur.

#### [Paper Size]

Set a paper size that the destination machine supports.

- If you set multiple paper sizes, the machine automatically selects the paper size closest to the original size of the scanned data when sending. If you set a paper size that is larger than the sizes that can be used by the destination machine, the image may be clipped or cut off.
- If the original size of the scanned data is smaller than the set paper size, the image is sent at the same size as the original, with blank margins.
- If the original size of the scanned data is larger than the set paper size, the image is sent at a reduced size.

#### [Compression Method]

Set a compression method that the destination machine supports.

MMR has the highest compression rate and shortest transmission time, followed by MR, and then MH.

#### [Resolution]

Set a resolution that the destination machine supports.

A higher value increases the resolution and image quality. However, a higher resolution increases the transmission time.

#### [Divide Data]

If the size of the data being sent by I-Fax exceeds the upper limit, select whether to divide the data when sending it.

- If you select [On], the data is divided into smaller sizes that do not exceed the limit, and sent in multiple sections. The destination machine needs to be able to combine the divided data.
- If you select [Off] and the data size exceeds the limit, a sending error occurs.
- If you set [Send via Server] to [Off], the data is sent without being divided even if it exceeds the upper limit, regardless of this setting.

\* You can change the upper limit of the data size. [▶\[Maximum Data Size for Sending\] \(P. 1097\)](#)

## Shared Folder, File Server, and Advanced Space Destination Settings

When you register a shared folder, file server, or Advanced Space destination in the Address Book or a one-touch button, configure the items described below.

In this section, the descriptions refer to the screens and item names displayed when you register destinations using the control panel.

When you register destinations using Remote UI from a computer, the settings that can be configured are the same, but the screen configuration and item names are different.

[Protocol]

Select the send protocol.

- For a shared folder, select [Windows (SMB)].
- For a file server, select the protocol according to the destination server.
- For Advanced Space, select [Windows (SMB)] or [WebDAV] according to the method used to make it public.

[Host Name]

Enter the host name or IP address of the destination.

- For a shared folder, enter the name or IP address of the computer with the shared folder.

▶[Checking the System Information of the Computer \(P. 1517\)](#)

▶[Checking the Network Connection Information of the Computer \(P. 1518\)](#)

- When you enter an IPv6 address, enclose the IP address in brackets [ ].

[When \[Windows \(SMB\)\] Is Selected for \[Protocol\]](#)

Add "\\\" before the IP address.

Examples:

\\192.168.100.50

\\[fe80:2e9e:fcff:fe4e:dbce]

\* You can also use [Search Host] or [Browse] to specify the host name.

- By default, you cannot use [Browse]. You can use it only if SMB v1.0 is enabled in the SMB version setting. ▶[\[Specify SMB Client Version\] \(P. 1004\)](#)

[When \[FTP\] Is Selected for \[Protocol\]](#)

Add "ftp://" before the IP address. If TLS is enabled, add "ftps://" instead of "ftp://" before the IP address.

Examples:

ftp://192.168.100.50

ftps://[fe80:2e9e:fcff:fe4e:dbce]

[When \[WebDAV\] Is Selected for \[Protocol\]](#)

Add "http://" before the IP address. If TLS is enabled, add "https://" instead of "http://" before the IP address.

#### Examples:

http://192.168.100.50

https://[fe80:2e9e:fcff:fe4e:dbce]

#### [Folder Path]

Enter the path to the folder in which to store the file.

##### When [Windows (SMB)] or [FTP] Is Selected for [Protocol]

If you select [Windows (SMB)], use "\" as a separator.

If you select [FTP], use "/" as a separator.

When [Windows (SMB)] is selected, [Check Connection] can only check up to the first level of the specified folder path.

If the folder does not exist at the entered path, a folder with the entered name is created when a file is stored for the first time.

\* However, if the parent folder does not exist, or if you do not have write permission to the parent folder, a sending error occurs without a folder being created.

##### When [WebDAV] Is Selected for [Protocol]

Use "/" as a separator.

##### When the Destination Is the Advanced Space

The top-level folder name is "share" for the Shared Space, and "users" for the Personal Space.

#### Examples:

- When a folder named "scandata" is in the Shared Space  
   \share\scandata  
   /share/scandata
- When a folder named "scandata" is in the Personal Space  
   \users\scandata  
   /users/scandata

#### [User Name]

Enter the user name for logging in to this destination.

\* You can use UPN when you log in to a computer belonging to a domain operated with Active Directory.

#### [Password]

Enter the password for logging in to this destination.

#### [Confirm Before Sending]

Select this checkbox to display a screen for confirming the user name and password before you send a file to this destination.

Since this setting allows you to enter the user name and password on the confirmation screen whenever you send a file, you can register a destination without setting the user name and password.

- Deselect the checkbox if you register this destination in a group. If you register this destination in a group with the checkbox selected, you will not be able to specify the group as a destination and send data to it.
- If you use this destination as a fax forwarding destination, the confirmation screen is not displayed when a fax is forwarded, even if the checkbox is selected.

#### [Sorting Folder]

When this checkbox is selected, each time you send a file, a new folder is created in the folder specified in [Folder Path], and the file is stored in that folder.

When you send a file, you can create a new folder and store the file in that folder at the same time.

\* This item is displayed only when [Windows (SMB)] or [FTP] is selected in [Protocol].

##### When the Checkbox Is Selected

On the send screen, press [ Start] to display the following screen.



Press [Folder Name], enter the name of the folder you want to create, and press [OK] ► [OK].

- If you specify multiple destinations, a sending error occurs.
- If the entered folder already exists, the file is stored to that folder.

#### [Check Connection]

Check whether the machine can connect to the destination using the configured information.

\* When you set [Protocol] to [WebDAV], the HEAD method of HTTP is used to check the connection. Even when the information is configured correctly, an error may appear due to the settings configured on the server.

#### When [WebDAV] Is Selected for [Protocol]

The HEAD method of HTTP is used to check the connection.

If access via the HEAD method is prohibited, an error occurs in the connection check even when the destination information is configured correctly. However, the connection is established properly during actual sending.

\* Examples of when access via the HEAD method is prohibited

- IIS 7: Access via the HEAD method cannot be performed unless the Source checkbox is selected in the access permissions for the WebDAV authoring rules of the target folder.
- Apache: Access via the HEAD method cannot be performed unless HEAD is described using the Limit directive in httpd.conf.

#### NOTE

Changing the Authentication Method Used When Logging In to the Destination

- Instead of setting the user name and password, you can configure the settings to use the authentication information for logging in to the machine, or the authentication information registered for each user. ►

**[Information Used for File TX/Browsing Authentication] (P. 1073)**

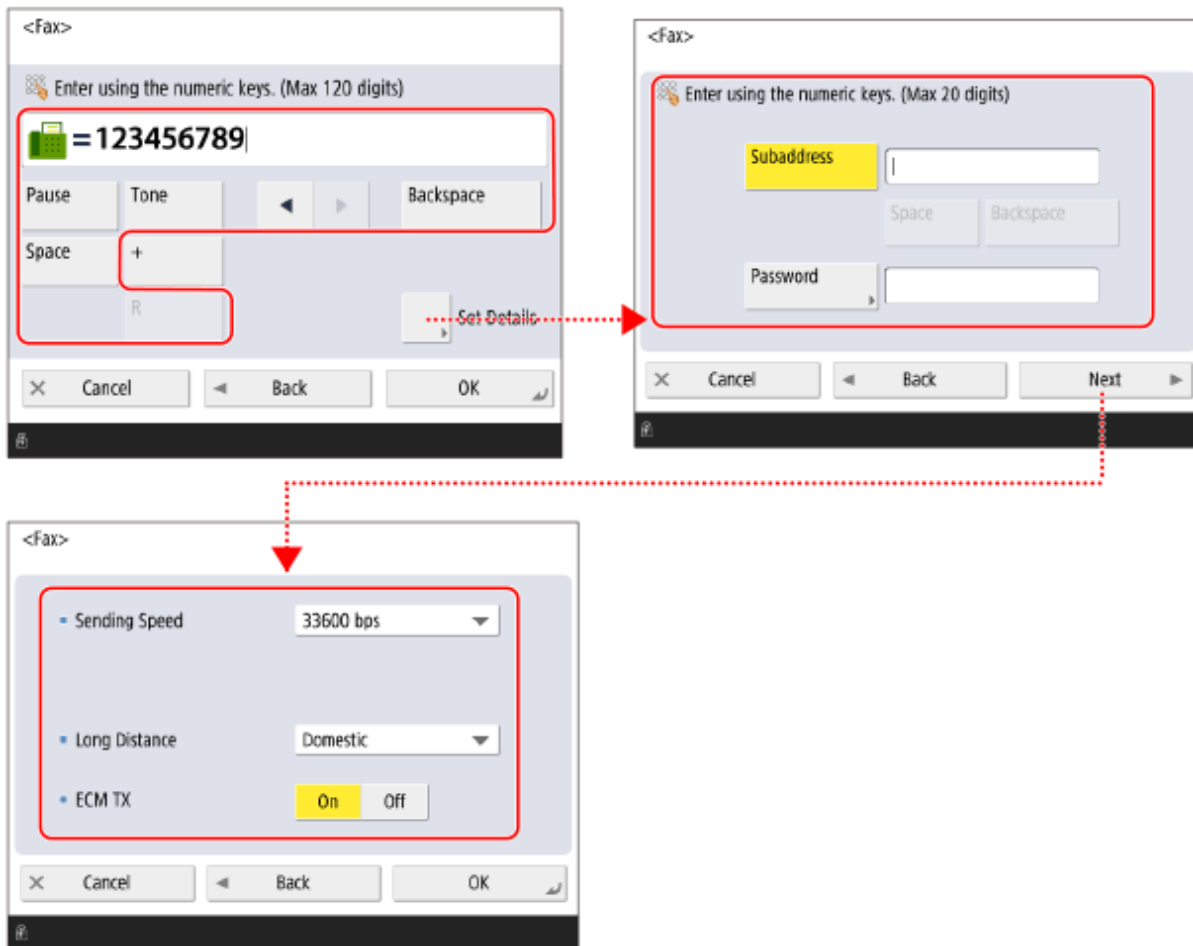
## Fax Destination Settings

When you register a fax destination to the Address Book or a one-touch button, configure the items described below.

In this section, the descriptions refer to the screens and item names displayed when you register destinations using the control panel.

When you register destinations using Remote UI from a computer, the settings that can be configured are the same, but the screen configuration and item names are different.





### Fax number entry field

Enter the fax number using the numeric keys.

If an external line number is required, add it before the fax number.

When you enter an international destination, enter the international access number first, followed by the country code, and then the fax number.

Use the buttons described below according to the destination or the service that you use.

\* You cannot enter "P" (pause) at the beginning of the fax number.

#### [Pause]

Insert the character "P."

If you are unable to connect properly when sending to an international destination, insert "P" between the numbers to add a pause. You can change the pause time. [▶\[Set Pause Time\] \(P. 1107\)](#)

#### [Tone]

Insert the character "T."

Even if you are using a pulse dial line, a tone dial signal will be used for the numbers following "T." Enter "T" in situations such as when you use a fax information service.

#### [PIN Code]

Press to enter a Personal Identification Number (PIN) code. [▶\[PIN Code Access\] \[North America\] \(P. 1109\)](#)

\* This item may not be displayed depending on the model or region.

#### [R] key

If the machine is connected to a Private Branch Exchange (PBX), press this button before entering the destination. If this button is not available, you need to register the R-key setting. [▶\[R-Key Setting\] \[Europe\]\[Asia/Oceania\]\[Americas\] \(230 V Machine Only\) \(P. 1109\)](#)

\* This item may not be displayed depending on the model or region.

#### [Set Details]

Set the fax sending details, as needed.

#### [Subaddress] and [Password]

Configure these settings to use a subaddress and enhance the confidentiality of communication.

\* The machine supports the use of ITU-T (International Telecommunication Union-Telecommunication Standardization Sector) standard subaddresses. If the destination machine supports subaddress

communication (confidential communication), you can enhance the confidentiality of sent documents by setting a subaddress and password for sending.

### [Sending Speed]

Depending on the destination or the status of the line, a sending error may occur due to the communication speed. If sending errors occur frequently, set a slower communication speed for this item.

### [Long Distance]

If a sending error occurs for an international destination, select [International (1)]. If the error does not improve, select [International (2)], followed by [International (3)].

### [Select Line]

If you have multiple lines, select the line to use for sending.

### [ECM TX]

If an error occurs when sending an image, the Error Correction Mode (ECM) function checks and corrects the image so as not to send a distorted image. Specify whether to use the ECM function.

- When ECM transmission is enabled, the function checks for errors on the sending side and the receiving side during communication. Therefore, the ECM function also needs to be enabled on the destination machine.
- With ECM transmission, communication may take more time than usual because the function checks for errors during communication. In addition, even when ECM transmission is enabled, errors may sometimes occur due to the status of the line.

# Specifying Destinations

EK89-056

When you send or store scanned data or faxes, specify destinations using the methods described below.

## Using the Address Book

---

Specify a destination registered in the Address Book of the machine.

➤ **Specifying Destinations (Address Book) (P. 322)**

## Directly Entering a Destination

---

Enter a destination using the keyboard or numeric keys on the control panel.

➤ **Specifying Destinations (Direct Entry) (P. 325)**

## Various Specification Methods

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In addition to using the Address Book or entering destinations directly, you can use various other methods to specify destinations.

### Using an LDAP Server

Search for and specify a destination from the user information managed with an LDAP server.

➤ **Specifying Destinations (LDAP Server) (P. 327)**

### Using the Address Book on a Mobile Device

When you send scanned data by e-mail, you can specify a destination registered in the Address Book on a mobile device.

➤ **Specifying Destinations (Address Book on a Mobile Device) (P. 329)**

### Using the TX Log

You can call up the TX Log for scan or fax jobs and specify a destination that was specified in the past.

➤ **Specifying Destinations (TX Log) (P. 330)**

## Specifying Multiple Destinations

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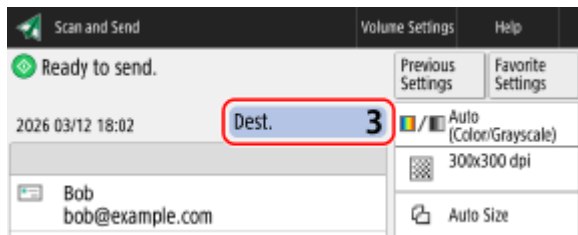
You can specify multiple destinations by repeating the operation of specifying a destination.

### Removing a Specific Destination After Specifying Multiple Destinations

- When you use the scan screen, select the destination or group to be removed, and press [Delete Dest.].
- When you use the fax screen, press [ ▲ ] or [ ▼ ] to display the destination or group to be removed, and press [Delete Dest.].
- You cannot individually remove destinations registered in a group.

\* The total number of specified destinations is displayed at the top of the screen. You can check that the number of destinations is correct before sending.

Example: For the scan screen



## Confirming Destinations

You can press [Details] to check the destination details.

- When you use the scan screen, select the destination or group that you want to check, and press [Details].
- When you use the fax screen, press [▲] or [▼] to display the destination or group that you want to check, and press [Details].

\* For destinations that were entered directly or specified from an LDAP server, you can also change the destination information on the details screen.

### NOTE

- Depending on the settings of the machine, the screen for confirming whether a specified destination is correct may appear. In addition, the method for specifying destinations may be restricted, and sending may be restricted only to specific destinations. [▶ Preventing Sending Data by Mistake, Data Leakage, and Tampering \(P. 819\)](#)

# Specifying Destinations (Address Book)

You can specify destinations from the Address Book by calling up the Address Book from the scan (Scan and Send) or fax screen of the control panel.

You can also specify destinations registered in one-touch buttons simply by pressing registered buttons.

➤ **Specifying Destinations from the Address Book (P. 322)**

➤ **Specifying Destinations with One-Touch Buttons (P. 323)**

## IMPORTANT

- If displaying the Address Book is restricted, you cannot use the Address Book and one-touch buttons to specify destinations. ➤ **Hiding the Address Book (P. 850)**

## NOTE

Displaying the Address Book Screen or One-Touch Button Screen Automatically

- You can configure settings to initially display the Address Book screen or one-touch button screen when you press [Scan and Send] or [Fax] on the [Home] screen.
  - Scan and Send ➤ **[Default Screen] (P. 1084)**
  - Fax ➤ **[Default Screen] (P. 1104)**

## Specifying Destinations from the Address Book

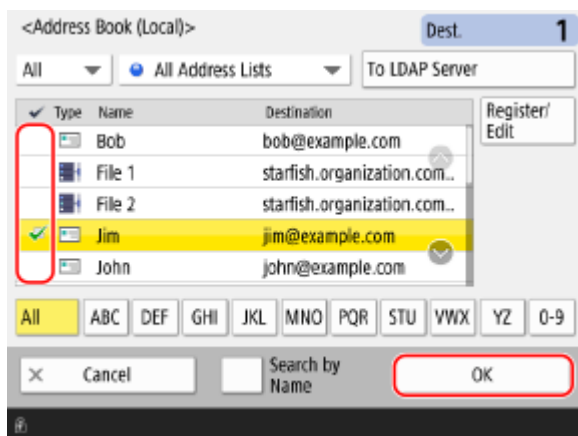
To specify destinations registered in a personal address list or user group address list, you first need to log in to the machine. ➤ **Address List Types (P. 279)** / ➤ **Logging In to the Machine (P. 200)**

**1** On the scan or fax screen, press [Address Book].

→ The Address Book is called up.

If [Address Book] is not displayed on the scan screen, press [Specify Destinations].

**2** Select the checkboxes of the destinations to be specified, and press [OK].



→ The destinations are specified.

- You can select [Search by Name] on the bottom of the screen or select a destination type or address list from the pull-down menu to filter the destinations displayed in the list. ➤ **Address Book Screen (P. 277)**
- To display destinations that are configured with an access number, press [Access No.] and enter the access number.
- When you use a Remote Address Book, press [To Remote Address Book] or [Change Address Book] ► [Remote]. ➤ **Usable Address Books (P. 281)**
- You cannot send a fax if a group containing a destination other than a fax destination is selected on the fax screen.

**NOTE**

## Types of Destinations That Can Be Specified

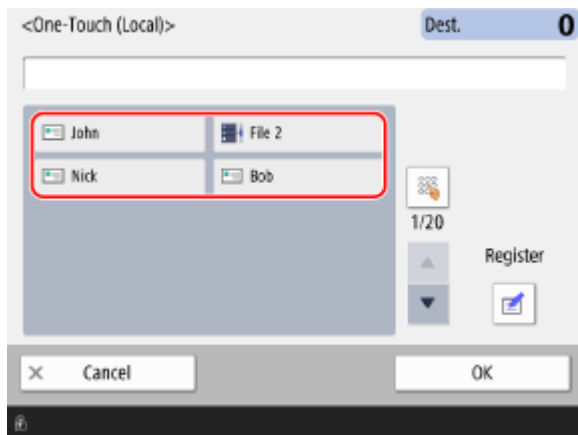
- On the scan screen, you can specify destinations other than fax destinations.  
Depending on the settings of the machine, you may also be able to specify fax destinations on the scan screen.  
➤ **[Display Fax Function] (P. 983)**
- On the fax screen, you can specify only fax and group destinations.

## Specifying Destinations with One-Touch Buttons

### 1 Display the one-touch buttons.

- When you use the scan screen, press [One-Touch].  
\* If [One-Touch] is not displayed, press [Specify Destinations].
- This step is not required when you use the fax screen, as the one-touch buttons are displayed on the initial screen. Proceed to Step 2.

### 2 Select the buttons of the destinations to be specified.



→ The destinations are specified.

- When you use the scan screen, select the buttons of the destinations to be specified, and press [OK].
- Three-digit numbers (001 to 200) are assigned to one-touch buttons. You can also press [ ] and enter a three-digit number to select a button.
- To display the one-touch buttons of a Remote Address Book, press [To Remote Address Book]. ➤ **Usable Address Books (P. 281)**  
\* If you want to update the destination information for the one-touch buttons of a Remote Address Book when they are displayed, press [ ] Reset].

**NOTE**

Types of Destinations for Which One-Touch Buttons Are Displayed

- On the scan screen, one-touch buttons other than those for fax destinations are displayed.  
Depending on the settings of the machine, the one-touch buttons for fax destinations may also be displayed on the scan screen. ➤ **[Display Fax Function] (P. 983)**
- On the fax screen, only the one-touch buttons for fax and group destinations are displayed.

# Specifying Destinations (Direct Entry)

EK89-058

To specify a destination not registered in the Address Book or LDAP server, directly enter the destination on the scan (Scan and Send) or fax screen of the control panel.

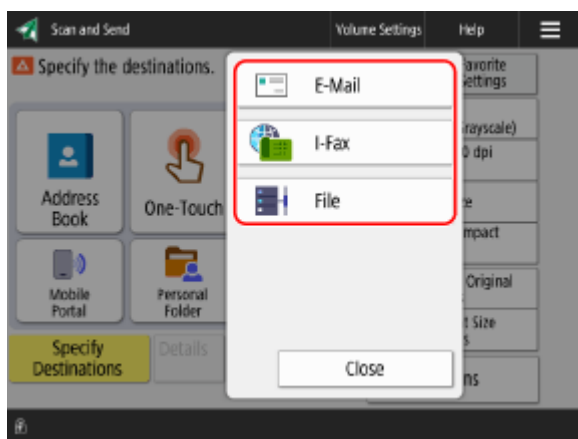
➤ **Using the Scan Screen (P. 325)**

➤ **Using the Fax Screen (P. 326)**

## Using the Scan Screen

- 1 On the scan screen, press [New Destination].  
If [New Destination] is not displayed, press [Specify Destinations].

- 2 Select the type of destination.



- When you specify a file store location (shared folder, file server, or Advanced Space), select [File].
- Depending on the settings of the machine, you may also be able to specify fax destinations on the scan screen. ➤ **[Display Fax Function] (P. 983)**

- 3 Set the destination information according to the type of destination.

➤ **E-Mail Destination Settings (P. 312)**

➤ **I-Fax Destination Settings (P. 313)**

➤ **Shared Folder, File Server, and Advanced Space Destination Settings (P. 315)**

You can press [Register to Address Book] to register the configured destination information to the Address Book. ➤ **Registering Destinations to the Address Book (P. 283)**

- 4 Press [OK].

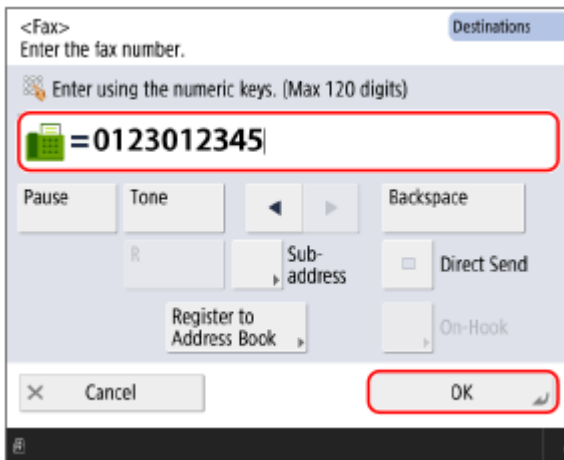
→ The destination is specified.

You can press [Next Destination] to specify an additional destination of the same type.



## Using the Fax Screen

On the fax screen, enter the fax number, and press [OK].



- Enter the fax number using the numeric keys.
- When you send a fax to an international destination, enter the international access number first, followed by the country code, and then the fax number.
- You can use the [Pause], [Tone], [PIN Code], and [R] keys when you enter the fax number, and press [Subaddress] or [Set Details] to set the fax sending details according to the send destination and service that you use. ➤ **Fax Destination Settings (P. 317)**  
 \* Depending on the country, region, or model, the [PIN Code] and [R] key may not be displayed.
- You can press [Register to Address Book] to register the configured destination information to the Address Book. ➤ **Registering Destinations to the Address Book (P. 283)**

When the [Fax: Confirm] Screen Is Displayed  
 Enter the fax number again, and press [OK].

# Specifying Destinations (LDAP Server)

EK89-059

When user information is managed with an LDAP server, you can search for that information and specify destinations from the scan (Scan and Send) or fax screen of the control panel.

## Required Preparations

- Register the LDAP server information in the machine. [▶ Registering LDAP Servers \(P. 135\)](#)

**1** On the scan or fax screen, press [Address Book].

→ The Address Book is called up.

If [Address Book] is not displayed on the scan screen, press [Specify Destinations].

**2** Press [To LDAP Server] or [Change Address Book] ▶ [LDAP Server].

→ By default, searching starts automatically according to the registered conditions.

- [▶ \[Auto Search When Using LDAP Server\] \(P. 1144\)](#)
- [▶ \[Change Default LDAP Search Conditions\] \(P. 1144\)](#)

If the authentication screen appears, enter the user name and password of the machine that are registered in the LDAP server, and press [OK].

**3** Search for users by conditions or name, as needed.

- If you specify destinations by selecting users that are currently displayed in the list, this step is not required. Proceed to Step **4**.
- If multiple LDAP servers are registered, select which LDAP server to search in the pulldown menu, and search for the users.

### When Searching by Conditions

Press [Search by Conditions], specify the search conditions, and press [Start Searching].

**Example of specifying search conditions:** When searching for users with an e-mail address containing the word "example"

In the search conditions pulldown menu, select [E-Mail] and [Contains]. Press [Set], enter "example," and press [OK].

- You can press [Add Search Condition] and specify multiple (up to four) search conditions.  
To search for users who meet any of the specified conditions, select [or].  
To search for users who meet all of the specified conditions, select [and].
- You can also add attributes for the search target. [▶ \[Register/Edit LDAP Search Attribute\] \(P. 1145\)](#)

### When Searching by Name

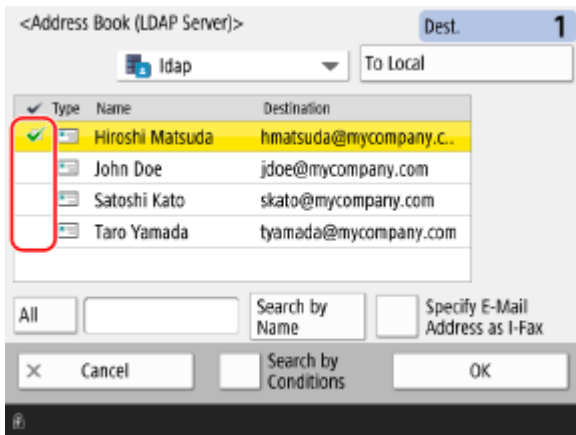
Press [Search by Name], enter the name for which to search, and press [OK].

By default, the "cn" attribute is set as the target, and the search finds names that start with the search string. [▶ \[Settings for Search by Name When Using LDAP Server\] \(P. 1145\)](#)

### If the Search Cannot Find Users

If the search cannot find any users even though the information (user name and password) for authenticating the LDAP server is correct, check the time set for the LDAP server and the machine. The search cannot be performed if the time setting of the LDAP server differs from the time setting of the machine by five minutes or more.

- 4 Select the checkboxes of the users to be specified as destinations.



To specify an e-mail address destination as an I-Fax destination, press the [Specify E-Mail Address as I-Fax] button so that the button is selected.

- 5 Press [OK].

→ The destinations are specified.

# Specifying Destinations (Address Book on a Mobile Device)

EK89-05A

When you send scanned data by e-mail, you can specify destinations registered in the Address Book on a mobile device by using the scan (Scan and Send) screen of the control panel.

## Required Preparations

- Install the "Canon PRINT" dedicated app on the mobile device. ➤ **Using a Dedicated Application to Print and Scan (Canon PRINT) (P. 677)**

- 1** On the scan screen, press [Mobile Portal].  
If [Mobile Portal] is not displayed, press [Specify Destinations].
- 2** Connect to the mobile device. ➤ **Connecting a Mobile Device to the Machine (P. 672)**
- 3** Send the destination information from the mobile device to the machine.
  - For details on how to send the information, see the Help menu item in Canon PRINT.
  - You can also send the subject, message, and file name entered on the mobile device to the machine.
- 4** When [One or more settings have been changed from your mobile terminal.] appears on the screen of the machine, press [OK].  
→ The destination is specified.

# Specifying Destinations (TX Log)

EK89-05C

You can specify destinations used in the past by calling up the TX Log from the [Status Monitor] screen of the control panel.

\* If the TX Log is restricted so that only login users can access their own jobs in the log, log in to the machine before you call up and specify destinations from the TX Log of the login user.

➤ [Restrict Access to Other User Jobs] (P. 1163)

➤ [Logging In to the Machine] (P. 200)

## IMPORTANT

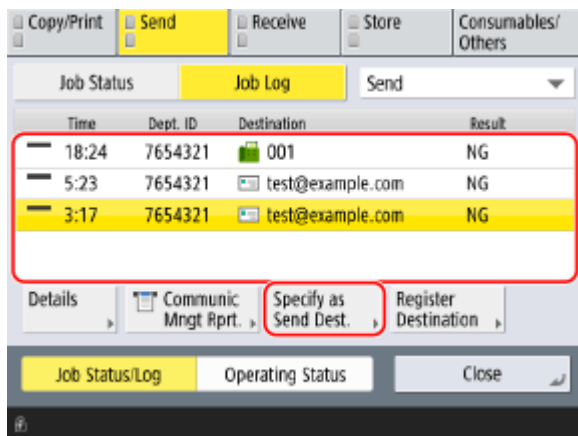
- You cannot use the TX Log if specifying destinations from the log is prohibited. ➤ [Prohibiting the Use of Destinations in the TX Log] (P. 820)

1 On the scan screen, fax screen, or other location, press [ Status Monitor].

→ The [Status Monitor] screen appears.

2 Press [Send] ▶ [Job Log].

3 Select the log item you want to call up, and press [Specify as Send Dest.].



→ The destination of the selected log item is called up.

- If you select a scan job in the log, the destination settings screen appears.
- If you select a fax job in the log, the fax screen appears.

4

Check the destination information, and press [OK].

<E-Mail> Destinations 0  
Enter the e-mail address.  
E-Mail Address test@example.com  
Divide Data On Off  
Next Destination  
Cancel OK  
System Management mode.

<Fax> Destinations  
Enter the fax number.  
Enter using the numeric keys. (Max 120 digits)  
=0123012345  
Pause Tone Backspace  
Sub-address Direct Send  
Register to Address Book On-Hook  
Cancel OK  
System Management mode.

→ The destination is specified.

- You can also change the destination information that is called up.
- When you specify a destination by selecting a scan job in the log, you can press [Next Destination] and specify an additional destination of the same type by directly entering the information.

# Inserting and Removing a USB Memory Device

EK89-05E

You can insert a USB memory device into the machine to exchange data between the machine and the USB memory device.

Use the control panel to safely remove the USB memory device from the machine.

You can use a USB memory device with a FAT32 (up to 32 GB) or exFAT (up to 2 TB) file system.

## ▶ Inserting a USB Memory Device (P. 332)

## ▶ Removing the USB Memory Device (P. 333)

### IMPORTANT

#### Saving Data to a USB Memory Device

- You may not be able to save data properly depending on the USB memory device.

#### Unsupported Devices and Configurations

- USB memory devices with a security function
- USB memory devices that do not conform to USB standards
- USB memory card readers
- USB memory devices connected to an extension cable
- USB memory devices connected to a USB hub

#### Handling USB Memory Devices

- Do not remove the USB memory device or subject it to shock or vibration while data is being imported or exported. Do not turn OFF the machine while data is being imported or exported.

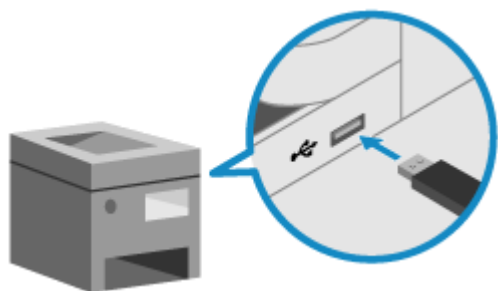
## Inserting a USB Memory Device

### IMPORTANT

#### Check the Orientation of the USB Memory Device Before Inserting

- Make sure that the USB memory device is oriented correctly before you insert it into the USB port on the machine. If you attempt to insert it in the incorrect orientation, the USB memory device and the machine may be damaged.

Check the orientation of the USB memory device, and insert it into the USB port on the front of the machine. ▶ **Front Side (P. 35)**

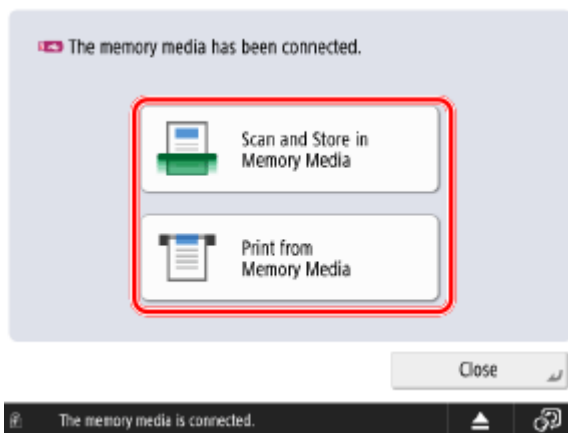


\* To use a USB memory device, you need to configure the settings on the machine. ▶ **Preparations for Using a USB Memory Device (P. 637)**

**NOTE**

Selecting an Operation (Scanning or Printing) When a USB Memory Device Is Connected

- By default, a shortcut screen with the available functions is displayed when a USB memory device is inserted into the machine. ➤ **[Select Option When Connecting Memory Media] (P. 1135)**  
You can select the operation on this screen to scan or print quickly.



- The above screen may not be displayed depending on the Sleep Mode status.  
If you want to select the operation when you connect the USB memory device, tap the display to exit the machine from Sleep Mode before inserting the USB memory device.

## Removing the USB Memory Device

Use the control panel to eject the USB memory device from the machine. You cannot eject the USB memory device using Remote UI from a computer.

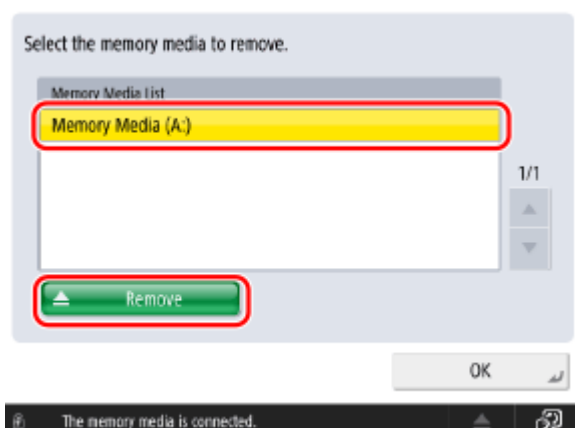
**IMPORTANT**

Follow the Procedure to Remove the USB Memory Device

- If you do not follow the procedure to remove the USB memory device, the USB memory device and the machine may be damaged.

1 On the [Home] screen of the control panel or other location, press [▲] at the bottom right of the screen. ➤ **[Home] Screen (P. 165)**

2 Select the USB memory device to be removed, and press [Remove].





3 Make sure that [Ready to safely remove the memory media.] is displayed, and then remove the USB memory device.

4 Press [OK] ► [OK].

# Adjusting the Volume

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EK89-05F

To adjust the volume of sound emitted by the machine, use [Volume Settings] on the [Home] screen of the control panel, or use [Settings/Registration] ► [Volume Settings] on the Portal page of Remote UI.

You can also set the machine so that no sound is emitted.

The sounds that can be adjusted and the operating procedure vary depending on whether the machine has the fax function.

🔍 **Adjusting the Volume (for Models with the Fax Function) (P. 336)**

🔍 **Adjusting the Volume (for Models Without the Fax Function) (P. 339)**

# Adjusting the Volume (for Models with the Fax Function)

EK89-05H

You can adjust the volume of sound emitted by the machine. You can also set the machine so that no sound is emitted.

\* The volume and sound settings are applied only to the standard line (Line 1). They are not applied to the remote fax (client) function.

➤ **Adjusting the Volume for Sending and Receiving Faxes (P. 336)**

➤ **Setting the Incoming Fax Tone (P. 337)**

➤ **Adjusting the Volume of Notification Sounds for Operations and Statuses (P. 337)**

## Adjusting the Volume for Sending and Receiving Faxes

You can adjust the volume of the incoming fax sound and the sounds notifying you of the sending and receiving results.

This section describes how to adjust the volume using the control panel.

You can also adjust the volume using Remote UI from a computer. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

- 1 On the [Home] screen of the control panel, press [Volume Settings]. ➤ **[Home] Screen (P. 165)**

→ The [Fax Volume Settings] screen appears.

- 2 Adjust the volume.

[Alarm Volume]

Press [  ] or [  ] to adjust the volume of the following sounds:

- Sound notifying you that fax sending, fax receiving, or printing of received faxes is completed normally
- Sound notifying you that fax sending, fax receiving, or printing of received faxes is canceled or ends due to an error

\* The volume increases when you move the slider to the right. The sound is muted if you move the slider to the far left.

[Monitor Volume]

Press [  ] or [  ] to adjust the volume of the sound emitted when sending a fax.

\* The volume increases when you move the slider to the right. The sound is muted if you move the slider to the far left.

[Incoming Ring Volume]

Press [  ] or [  ] to adjust the volume of incoming faxes when [RX Mode] is set to [Fax/Tel(Auto Switch)].

\* The volume increases when you move the slider to the right. The sound is muted if you move the slider to the far left.

3 Press [OK].

→ The volume settings are applied.

## Setting the Incoming Fax Tone

You can set the incoming fax tone not only when your machine has a fax function but also when a commercial telephone is connected.

This section describes how to adjust the volume using the control panel.

You can also adjust the volume using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

1 On the [Home] screen of the control panel, press [Volume Settings]. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [Fax Volume Settings] screen appears.

2 Press [Incoming Fax Ring].

→ The [Incoming Fax Ring] screen appears.

3 Set the incoming tone.

Select [On] to emit the incoming tone or [Off] to not.

4 Select the incoming tone count.

Set the count using [-]/[+] or the numeric keys.

5 Press [OK] [▶](#) [OK].

→ The incoming tone settings are applied.

### NOTE

- Even if the incoming tone is set to [Off], the incoming tone will be emitted when a fax arrives during the Sleep mode if the power consumption during Sleep mode is set to low.

## Adjusting the Volume of Notification Sounds for Operations and Statuses

You can adjust the volume of notification sounds for operations and statuses, such as when the control panel is used or an error is detected.

This section describes how to adjust the volume using the control panel.

You can also adjust the volume using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

1 On the [Home] screen of the control panel, press [Volume Settings]. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [Fax Volume Settings] screen appears.

2 Press [Other Volume Settings].

→ The [Other Volume Settings] screen appears.

3 Adjust the volume. ▶ **[Volume Settings] and [Other Volume Settings] Screens (P. 340)**

4 Press [Close] ▶ [OK].

→ The volume settings are applied.

# Adjusting the Volume (for Models Without the Fax Function)

EK89-05J

You can adjust the volume of notification sounds for operations and statuses, such as when the control panel is used or an error is detected.

This section describes how to adjust the volume using the control panel.  
You can also adjust the volume using Remote UI from a computer. [▶Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

- 1 On the [Home] screen of the control panel, press [Volume Settings]. [▶\[Home\] Screen \(P. 165\)](#)

→ The [Fax Volume Settings] screen appears.

- 2 Adjust the volume. [▶\[Volume Settings\] and \[Other Volume Settings\] Screens \(P. 340\)](#)

- Press [] or [] to adjust the volume.
- The volume increases when you move the slider to the right.
- The sound is muted if you move the slider to the far left.

- 3 Press [Close].

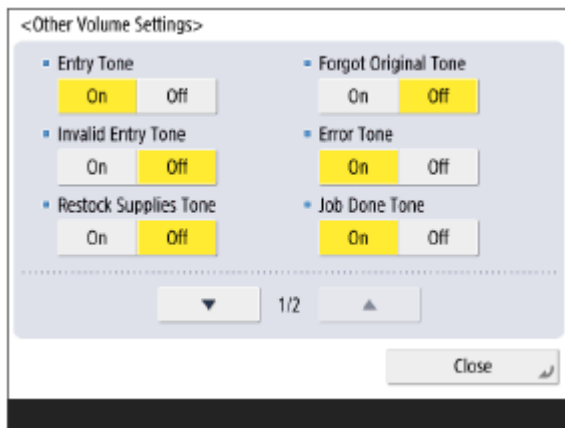
→ The volume settings are applied.

# [Volume Settings] and [Other Volume Settings] Screens

EK89-05K

On the [Home] screen of the control panel, press [Volume Settings] or [Volume Settings] ► [Other Volume Settings] to display the screen.

You can adjust the volume of notification sounds for operations and statuses, such as when the control panel is used or an error is detected.



## [Entry Tone]

Select whether to emit a sound when a key or button of the control panel is pressed.

## [Invalid Entry Tone]

Select whether to emit a sound when an invalid value is entered or an invalid key operation is performed.

## [Restock Supplies Tone]

Select whether to emit a sound when the remaining toner is low.

## [Forgot Original Tone]

Select whether to emit a sound when an original remains on the platen glass.

## [Error Tone]

Select whether to emit a sound when a problem occurs with the machine, such as when a paper jam or malfunction has occurred.

## [Job Done Tone]

Select whether to emit a sound when an operation such as scanning or copying is complete.

## [Sleep Mode Tone]

Select whether to emit the following sounds:

- Sound emitted when the machine enters Sleep Mode
- Sound emitted when the machine is turned OFF while Quick Startup is enabled
  - \* The machine does not emit this sound if it is turned OFF in a situation that does not allow it to start up quickly next time, even if Quick Startup is enabled.

## [Login Tone]

Select whether to emit a sound when a user logs in.

## [Non-Empty Toner Rplcd. Tone]

Select whether to emit a sound when a toner cartridge that does not need replacement is pulled out.

## [Memory RX/TX End Tone]

Specify whether the machine emits a sound when Fax Memory Lock sending and receiving is completed normally.

[Memory RX/TX Error Tone]

Specify whether the machine emits a sound when an error occurs with Fax Memory Lock sending and receiving.

NOTE

- The machine emits sounds according to the [Entry Tone] and [Invalid Entry Tone] settings, even when you enter characters using a USB keyboard connected to the machine.



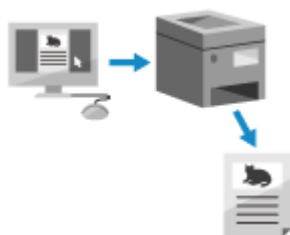
# Printing

|                                                                         |     |
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# Printing

You can print a document or photo from a computer. In addition to a basic printing method, the machine offers various other printing methods. You can select a printing method that fits your purpose or environment.

## Using a Driver to Print Data



You can print documents and photos via a printer driver installed on a computer connected to the machine.

➤ **Preparing to Print Data Using a Driver (P. 346)**

➤ **Printing (P. 371)**

\* You can also print from an external network via the Internet or use a print server to reduce the load on each computer during printing.

➤ **Preparing to Print from an External Network (IPP Printing) (P. 352)**

➤ **Preparing to Use a Print Server (P. 361)**

## Printing with Enhanced Security



You can require a PIN to be entered before sending print data to the machine, which helps prevent printed documents from being left unattended or taken away.

➤ **Printing a Document with a PIN (Secure Print) (P. 380)**

\* In order to prevent printed documents from being left unattended or stolen, the machine may be configured not to print data sent from a computer straight away. In this case, you need to operate the machine to perform printing. ➤ **Printing Documents in Forced Hold State (P. 391)**

## Printing with the Standard Functions of the Operating System and Cloud Service

You can print documents and photos without installing a printer driver on a computer connected to the machine.

- Windows

➤ **Preparing to Use Universal Print (P. 364)**

➤ **Using Universal Print to Print Data (P. 387)**

- macOS

➤ **Preparations for Using AirPrint (P. 667)**

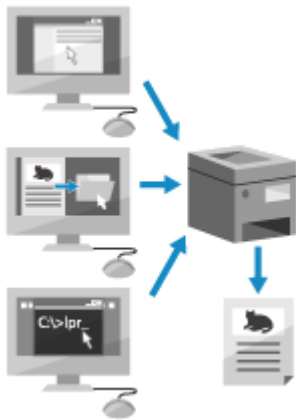
➤ **Using AirPrint to Print and Scan Data and Send Faxes (P. 679)**

- Chrome OS

- [Preparing to Print and Scan from an Android or Chrome OS Device \(P. 670\)](#)
- [Printing and Scanning from a Chrome OS Device \(P. 687\)](#)

## Printing Efficiently

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You can print data quickly using the machine, without opening the document to be printed and configuring the print settings.

- [Various Print Methods \(P. 384\)](#)

## See Also

### [Directly Printing a File from a USB Memory Device](#)

You can directly print files in a USB memory device inserted into the machine from the control panel.

- [Printing Files in a USB Memory Device \(P. 650\)](#)

### [Printing from a Mobile Device](#)

The machine can be operated from a smartphone, tablet, or other mobile device. By using a compatible application or service, you can easily print photos or documents from a mobile device.

- [Linking with Mobile Devices \(P. 661\)](#)

### [If Results Are Not As Expected](#)

If the print results are not as expected, such as the gradation is not reproduced properly, adjust the print quality according to the symptoms.

- [Adjusting the Image Quality \(P. 1319\)](#)

# Printing Preparations

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EK89-05R

To print from the machine, you must make printing preparations according to your printing method and usage environment.

- **Preparing to Print Data Using a Driver (P. 346)**
- **Preparing to Print from an External Network (IPP Printing) (P. 352)**
- **Preparing to Use a Print Server (P. 361)**
- **Preparing to Use Universal Print (P. 364)**
- **Preparing to Use a Virtual Printer (P. 369)**

# Preparing to Print Data Using a Driver

EK89-05S

Make the following preparations for each computer used to print data.

- **Step 1: Installing the Driver on the Computer (P. 346)**
- **Step 2: Using a Driver to Set the User Management Information (P. 346)**
- **Step 3: Configuring the Option Settings of the Machine Using the Driver (P. 346)**
- **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 348)**

## Step 1: Installing the Driver on the Computer

Install the printer driver on the computer that will be used to print. ➤ **Installing Software and Drivers to the Computer (P. 149)**

### Using a Print Server in Windows

Use a print server to install the printer driver.

Double-click the shared printer on the print server, and follow the instructions on the screen to install the printer driver. ➤ **Displaying a Shared Printer in the Print Server (P. 1515)**

#### NOTE

Changing the Port Type (Windows Only)

- If the machine is configured not to use LPD or RAW, the settings on the computer may also have to be changed. ➤ **Changing the Port Type (P. 350)**

If the IP Address of the Machine Is Changed After Installing the Printer Driver

- When using Windows, you must add a new port. ➤ **Adding a Port (P. 349)**
- In macOS, you must re-register the machine on the Mac. For details about how to register the machine, see the manual of the driver at the online manual site.

<https://oip.manual.canon/>

\* If you are using DHCP to automatically obtain the IP address of the machine, the IP address may be changed automatically.

## Step 2: Using a Driver to Set the User Management Information

Use the printer driver to set the user management information in the following cases. ➤ **Configuring User Management Information on a Computer (P. 752)**

- When user authentication is applied to printing from a computer
- When Department ID Management is enabled on the machine

\* You can skip this step if neither case applies. Proceed to Step 3. ➤ **Step 3: Configuring the Option Settings of the Machine Using the Driver (P. 346)**

\* If you do not know whether these cases apply to the machine you are using, contact the administrator.

## Step 3: Configuring the Option Settings of the Machine Using the Driver

When optional equipment is installed to the machine, you must configure the option settings in the printer driver in advance.

In Windows, normally, the option settings are configured automatically when the printer driver is installed.

Use the following procedure to configure the option settings when the option settings have not been configured at installation, optional equipment has been installed after installation of the printer driver, or when using macOS.

🔗 **When Using Windows (P. 347)**

🔗 **When Using macOS (P. 347)**

## When Using Windows

Administrator privileges are required on each computer.

- 1 Log on to the computer using an administrator account.
- 2 Click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].  
→ The [Printers & scanners] screen is displayed.
- 3 Click the printer driver of the machine ► [Printer properties].  
→ The printer driver properties screen is displayed.
- 4 On the [Device Settings] tab, click [  ] in [Device Information].  
→ The [Confirmation] screen is displayed.
- 5 Click [Yes].  
→ The option settings are obtained.
- 6 Click [OK] ► [OK].  
→ The settings are applied.  
Next, proceed to Step 4. 🔗 **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 348)**

### NOTE

If [Could not retrieve the device information.] Appears

- Specify the option settings manually. For details about how to configure the option settings manually, click [Help] on the [Device Settings] tab to display help.

## When Using macOS

- 1 Click [  ] ► [System Settings] ► [Printers & Scanners].  
→ The [Printers & Scanners] screen is displayed.
- 2 Select the machine, and click [Options & Supplies].

3 On the [Utility] tab, click [Open Printer Utility].

→ The [Office Printer Utility] screen is displayed.

4 Click [Printer Information].

→ The option information is obtained, and the [Printer Information] screen is displayed.

5 Click [OK] ► [Save Settings].

→ The settings are applied.

Next, proceed to Step 4. **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 348)**

#### NOTE

When the Option Information Cannot Be Obtained

- Specify the option settings manually. For details about how to configure the option settings manually, see the manual of the driver at the online manual site.

<https://oip.manual.canon/>

## Step 4: Enabling the Security Printing Function on the Printer Driver

Enable the security printing function on the printer driver in the following cases:

- When using the Secure Print function in macOS

### When Using macOS

1 Click [  ] ► [System Settings] ► [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

2 Select the machine, and click [Options & Supplies].

3 On the [Options] tab, select the [Secure Printing Function of Device] checkbox.

4 Click [OK] ► [Done].

→ The settings are applied.

# Configuring a Printer Port (Windows Only)

EK89-05U

If the IP address of the machine is changed or a printer has been added in Windows, you may not be able to print from a computer. In this case, use the printer driver to add a new port.

In addition, you cannot print from a computer when the port type of the printer driver differs from that of the machine setting. In this case, change the setting on the printer driver to match that of the machine.

➤ **Adding a Port (P. 349)**

➤ **Changing the Port Type (P. 350)**

## Adding a Port

The machine supports a standard Windows TCP/IP port. You must add a new port every time the IP address of the machine is changed.

Administrator privileges are required on each computer.

### Required Preparations

- Have the IP address or DNS name (host name) of the machine at hand. ➤ **Checking the Network Status and Settings (P. 146)**

- 1 Log on to the computer using an administrator account.
- 2 Click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].  
→ The [Printers & scanners] screen is displayed.
- 3 Click the printer driver of the machine ► [Printer properties].  
→ The printer driver properties screen is displayed.
- 4 On the [Ports] tab, click [Add Port].  
→ The [Printer Ports] screen is displayed.
- 5 Select [Standard TCP/IP Port], and click [New Port].  
→ The [Add Standard TCP/IP Printer Port Wizard] screen is displayed.
- 6 Click [Next].



- 7 Enter the IP address or DNS name (host name), and then click [Next].

The screenshot shows a Windows wizard titled 'Add Standard TCP/IP Printer Port Wizard'. It has a sub-header 'Add port' and a question 'For which device do you want to add a port?'. Below this, it says 'Enter the Printer Name or IP address, and a port name for the desired device.' There are two text input fields: 'Printer Name or IP Address:' containing '192.168.1.' and 'Port Name:' containing '192.168.1.'. At the bottom, there are three buttons: '< Back', 'Next >', and 'Cancel'. The 'Next >' button is highlighted with a red rectangle.

The port name is entered automatically, so change it, as needed.

If [Additional port information required] Appears

Take action following the instructions on the screen. To set [Device Type], select [Canon Network Printing Device with P9100] in [Standard].

- 8 Click [Finish].

→ A new port is added, and the [Printer Ports] screen is displayed again.

- 9 Click [Close] ► [Close].

## Changing the Port Type

If the machine is configured not to use LPD or RAW, you must change the type of port on the computer to a protocol usable on the machine.

\* You do not need to change the port type on the computer for WSD ports.

Administrator privileges are required on each computer.

- 1 Log on to the computer using an administrator account.

- 2 Click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

- 3 Click the printer driver of the machine ► [Printer properties].

→ The printer driver properties screen is displayed.

- 4 On the [Ports] tab, click [Configure Port].

→ The [Configure Standard TCP/IP Port Monitor] screen is displayed.

5

For [Protocol], select [Raw] or [LPR].

When [LPR] is selected, enter "lp" for [Queue Name].

6

Click [OK] ► [Close].

→ The settings are applied.

# Preparing to Print from an External Network (IPP Printing)

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EK89-05W

You can print data from an external network via the Internet by using a driver on which an IPP port is set.

To perform printing using IPP, configure the machine so that IPP can be used and install a driver on which an IPP port is set on each computer.

➤ **Setting the IPP Printing Function of the Machine (P. 353)**

➤ **Setting IPP Printing on a Computer (P. 355)**

# Setting the IPP Printing Function of the Machine

EK89-05X

You need to set the IPP printing function of the machine to allow printing using IPP. By default, it is not possible to print using IPP.

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶ \[IPP Print Settings\] \(P. 1007\)](#) Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

## Required Preparations

- When using IPPS printing (enabling printing only when using TLS), specify the key and certificate to use for TLS encrypted communication. [▶ Using TLS \(P. 788\)](#)
  - \* When using a key whose generation algorithm is RSA, specify a key with a length of 1,024 bits or more. Depending on the OS used, IPPS printing may not be performed properly using a key with a length of 512 bits.
  - \* When using IPPS printing in a Windows environment, specify the certificate in which the IP address of the machine is set as the common name.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Network Settings] ▶ [IPP Print Settings].  
→ The [IPP Print Settings] screen is displayed.
- 4 Select the [Use IPP] checkbox.
- 5 Set whether to use IPPS printing or IPP authentication.

When Using IPPS Printing  
Select the [Allow When Using TLS] checkbox.

When Using IPP Authentication  
Select the [Use Authentication] checkbox.  
\* The user name and password registered on the machine are used for IPP authentication. [▶ Registering User Information to a Local Device \(P. 697\)](#)

- 6 Click [OK].

7

Restart the machine. [▶ Restarting the Machine \(P. 157\)](#)

→ The settings are applied.

NOTE

- When the IPP printing function is enabled, the HTTP settings are also enabled. [▶ \[Use HTTP\] \(P. 1009\)](#)

# Setting IPP Printing on a Computer

EK89-05Y

Make the following preparations for each computer used to print data.

- 🔗 **Step 1: Installing the Driver on Which an IPP Port Is Set (P. 355)**
- 🔗 **Step 2: Installing the Certificate When Using IPPS Printing (Windows Only) (P. 358)**
- 🔗 **Step 3: Setting the User Management Information and Machine Information Using the Driver (P. 360)**

## Step 1: Installing the Driver on Which an IPP Port Is Set

### Required Preparations

- Check the operating environment via the Canon website for your country or region, and download and install the latest printer driver.

<https://global.canon/en/support/>

\* If the machine is supplied with a CD-ROM or DVD-ROM, you can also use the CD-ROM or DVD-ROM to install the driver.

- 🔗 **When Using Windows (P. 355)**
- 🔗 **When Using macOS (P. 357)**

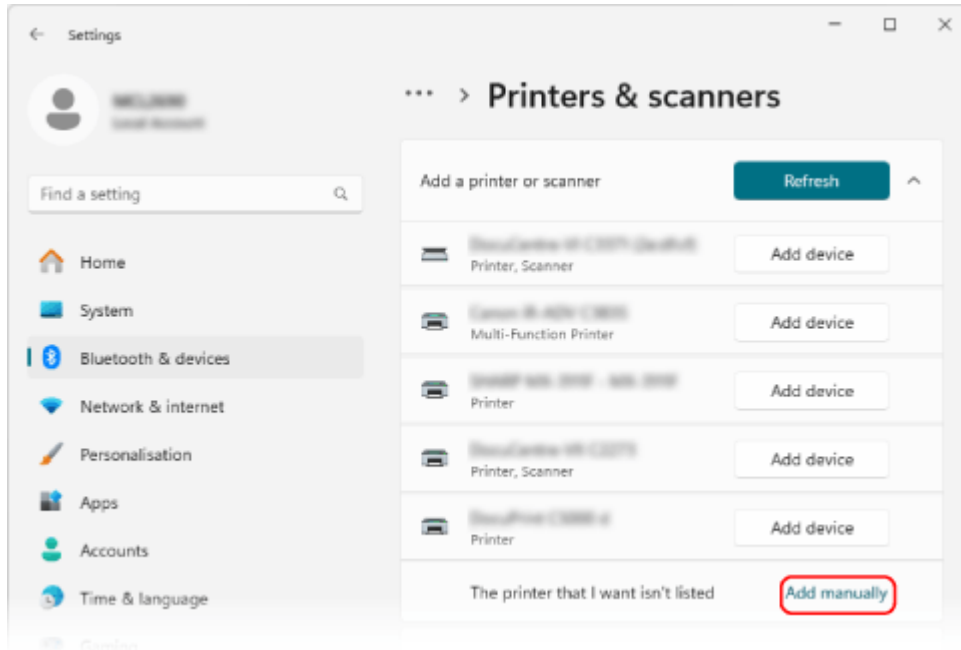
### When Using Windows

Administrator privileges are required on each computer.

- 1 Log on to the computer using an administrator account.
- 2 Click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].  
→ The [Printers & scanners] screen is displayed.
- 3 Click [Add device] for [Add a printer or scanner].

4

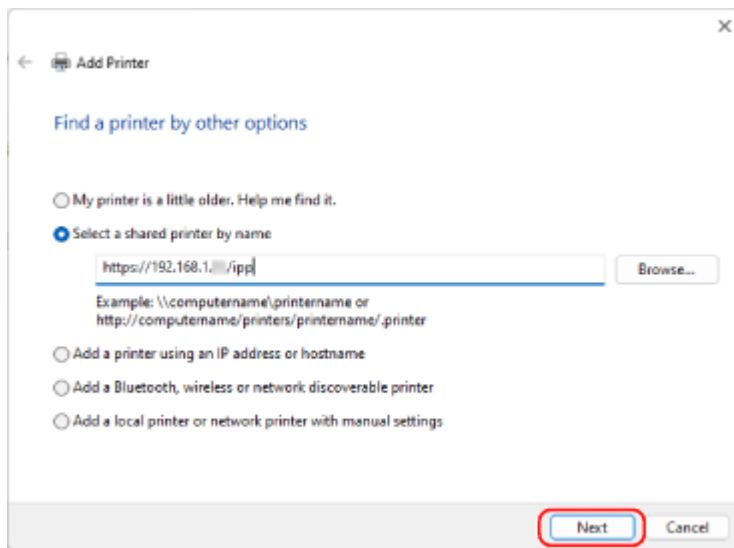
Click [Add manually] for [The printer that I want isn't listed].



→ The [Add a printer] screen is displayed.

5

Select [Select a shared printer by name] and enter the connection destination, and click [Next].



→ The Add Printer Wizard screen is displayed.

Enter the connection destination as follows:

- When using IPP printing

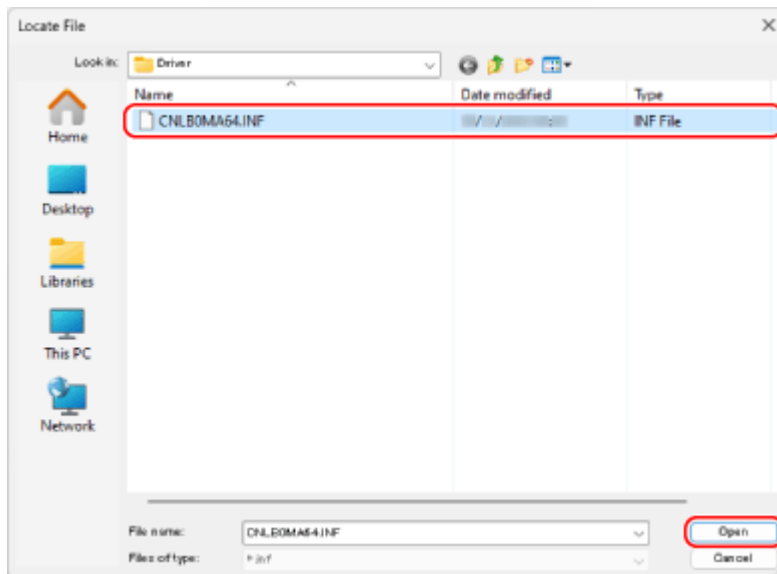
http://<IP address of the machine>/ipp

- When using IPPS printing

https://<IP address of the machine>/ipp

6 Click [Have Disk] ► [Browse].

7 Open the printer driver folder, select the INF file in the [Driver] folder, and click [Open].



8 Click [OK] and install the driver following the instructions on the screen.

→ When installation is completed, proceed to Step 2. ► **Step 2: Installing the Certificate When Using IPPS Printing (Windows Only) (P. 358)**

\* If you are not using IPPS printing, proceed to Step 3. ► **Step 3: Setting the User Management Information and Machine Information Using the Driver (P. 360)**

## When Using macOS

Install the printer driver on the computer that will be used to perform IPP printing, and register the machine. For details about how to install the printer driver and register the machine, see the manual of the driver at the online manual site.

<https://oip.manual.canon/>

### [Protocol] and [Address] Settings When Registering the Machine

When using IPP printing, set [Protocol] and [Address] when registering the machine on the computer as follows:

- For [Protocol], select [Internet Printing Protocol - IPP].
- Enter the following into [Address]:

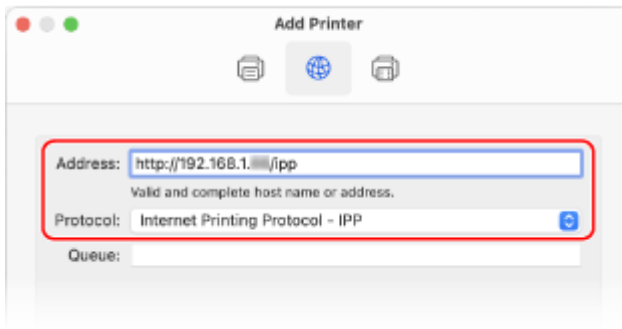
[When using IPP printing](#)

http://<IP address of the machine>/ipp

[When using IPPS printing](#)



https://<IP address of the machine>/ipp



When installation and machine registration are completed, proceed to Step 3. ➡ **Step 3: Setting the User Management Information and Machine Information Using the Driver (P. 360)**

## Step 2: Installing the Certificate When Using IPPS Printing (Windows Only)

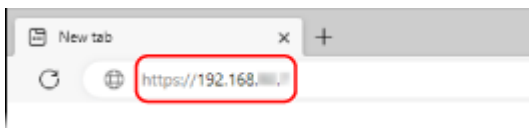
When using IPPS printing in Windows, save the certificate file and install the certificate on the computer used for the printing.

This section describes how to install the certificate using the Microsoft Edge.

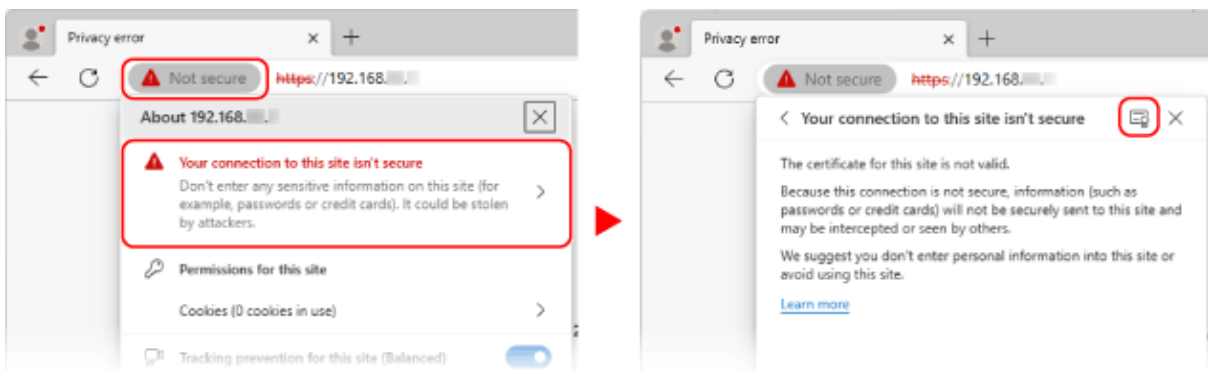
Administrator privileges are required on each computer.

- 1 Log on to the computer using an administrator account.
- 2 From the web browser on the computer, access the following URL:

https://<IP address of the machine>/

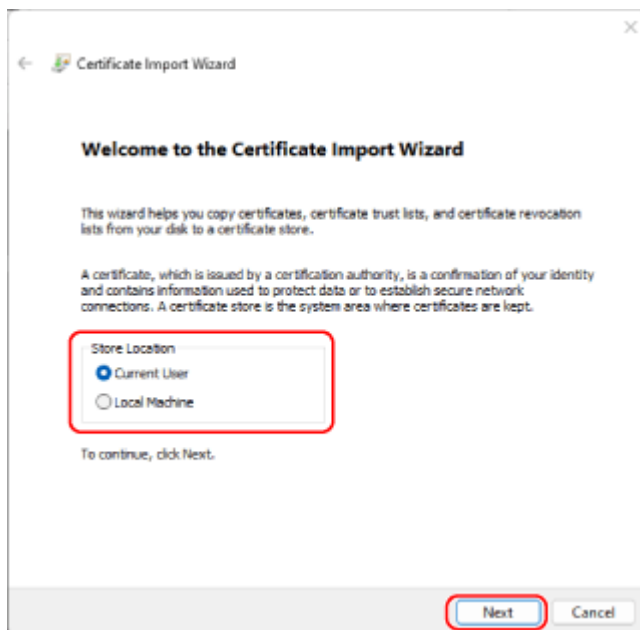


- 3 In the URL input field, click [Not secure] ➡ [Your connection to this site isn't secure] ➡ [🔒] (Show certificate).



➔ The [Certificate Viewer] screen is displayed.

- 4 On the [Details] tab, click [Export].
- 5 Select the necessary file type and save the certificate file to the computer.  
Select Base64 or DER for the file type (certificate format).
- 6 Close the [Certificate Viewer] screen and the web browser.
- 7 Double click the certificate file saved in Step 5.  
→ The [Certificates] screen is displayed.
- 8 On the [General] tab, click [Install Certificate...].  
→ The [Certificate Import Wizard] screen is displayed.
- 9 Select the store location and click [Next].



- 10 Select [Place all certificates in the following store], and click [Browse].  
→ The [Select Certificate Store] screen is displayed.
- 11 Select [Trusted Root Certification Authorities], and click [OK].  
→ The [Certificate Import Wizard] screen is displayed again.
- 12 Click [Next] ► [Finish].  
→ The certificate is installed.

## Step 3: Setting the User Management Information and Machine Information Using the Driver

---

Set the following information using the printer driver, according to the usage environment of the machine:

### User Management Information

Set the user management information in the following cases. [▶Configuring User Management Information on a Computer \(P. 752\)](#)

- When user authentication is applied to printing from a computer
- When Department ID Management is enabled on the machine

\* If you do not know whether these cases apply to the machine you are using, contact the administrator.

### Option Settings

When optional equipment is installed to the machine, configure the option settings. [▶Step 3: Configuring the Option Settings of the Machine Using the Driver \(P. 346\)](#)

### Security Printing Function

Enable the security printing function in the following cases. [▶Step 4: Enabling the Security Printing Function on the Printer Driver \(P. 348\)](#)

- When using the Secure Print function in macOS

# Preparing to Use a Print Server

EK89-060

By setting up a print server on the network, you can speed up print operations on a computer, thereby reducing the load on the computer.

In Windows, you can install the printer driver via the print server to save you the trouble of downloading the printer driver to each computer on the network or using a CD-ROM or DVD-ROM.

To set up a print server, enable the print server to print from the machine, and then configure the settings for sharing the printer.

To use a print server in a domain environment, consult your network administrator.

➤ **Enabling the Print Server to Print from the Machine (P. 361)**

➤ **Configuring the Settings for Sharing the Printer (P. 361)**

## Enabling the Print Server to Print from the Machine

Install the printer driver on the computer that will be the print server, and configure the settings according to your usage environment. ➤ **Preparing to Print Data Using a Driver (P. 346)**

[When Using a Print Server While Using User Authentication and/or Department ID Management](#)

You must install "Canon Driver Information Assist Service" when installing the printer driver. For more information, see the manual of the driver at the online manual site.

<https://oip.manual.canon/>

## Configuring the Settings for Sharing the Printer

Configure the printer sharing settings on the computer that will be the print server so that other computers on the network can use the print server.

➤ **When Using Windows (P. 361)**

➤ **When Using macOS (P. 363)**

### When Using Windows

Administrator privileges are required on the computer that will be the print server.

#### Required Preparations

- Check the operating system (32-bit or 64-bit) of the computer that will be the print server and the operating system of the computer that will use the print server (the client). ➤ **Checking the System Information of the Computer (P. 1517)**

**1** Log on to the computer that will be the print server, using an administrator account.

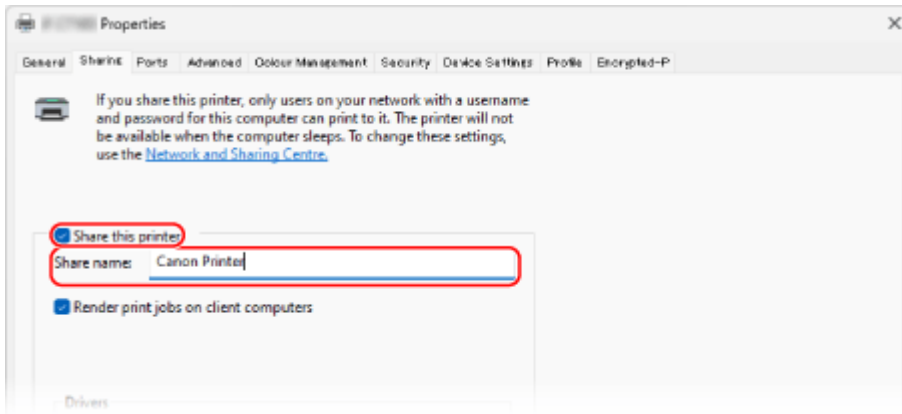
**2** Click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

- 3 Click the printer driver of the machine ► [Printer properties].

→ The printer driver properties screen is displayed.

- 4 On the [Sharing] tab, select the [Share this printer] checkbox, and enter a shared name.



- 5 Install an additional driver, as needed.

If the client computer has an operating system (32-bit or 64-bit) that differs from that of the print server, install an additional driver.

1. Click [Additional Drivers].

→ The [Additional Drivers] screen is displayed.

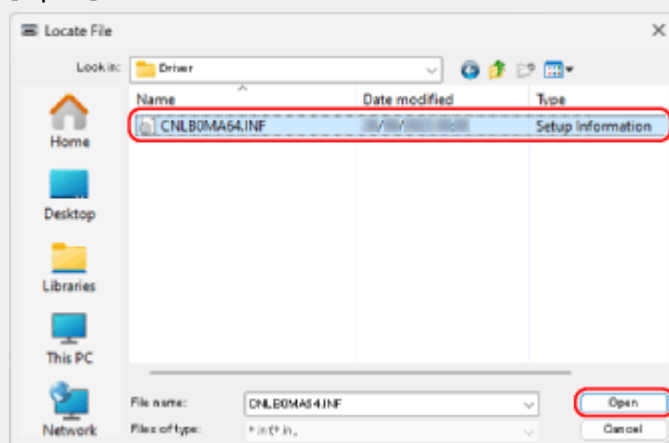
2. Select the checkbox of the driver to be added, and click [OK].

→ The printer driver installation screen is displayed.

- If the print server computer has a 32-bit operating system, select the [x64] (driver for 64-bit version) checkbox.
- If the print server computer has a 64-bit operating system, select the [x86] (driver for 32-bit version) checkbox.

3. Click [Browse].

4. Open the folder of the driver to be added, select the INF file in the [Driver] folder, and click [Open].



- If the print server computer has a 32-bit operating system, select the INF file in the [Driver] folder of [x64].

- If the print server computer has a 64-bit operating system, select the INF file in the [Driver] folder of [32BIT].

5. Click [OK] and install the additional driver following the instructions on the screen.

6 Click [OK].

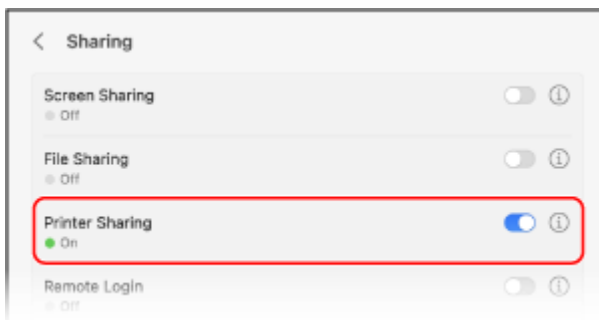
→ The settings are applied.

## When Using macOS

1 Click [  ] ► [System Settings] ► [General] ► [Sharing].

→ The [Sharing] screen is displayed.

2 Turn on [Printer Sharing], and click [  ].



3 In [Printers], select the checkbox of the machine.

4 Restrict the users that can use the print server, as needed.

By default, all users can use the print server.

To enable specific users to use the print server, click [+] under [Users], and select the users who can use the print server.

5 Click [Done].

→ The settings are applied.

# Preparing to Use Universal Print

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EK89-061

To print using Universal Print, Microsoft's cloud service, configure the machine to be able to use Universal Print, and register the machine on each computer that will be used to print.

\* To use Universal Print, you must be a registered user of Microsoft 365 and use Microsoft Entra ID.

🔗 **Registering the Machine for the Cloud Service (P. 365)**

🔗 **Registering the Machine on the Computer (P. 368)**

## IMPORTANT

- Universal Print cannot be used in the following cases:
  - When a sub line network is used

# Registering the Machine for the Cloud Service

EK89-062

This section describes how to register the machine for the cloud-based authentication and management service, Microsoft Entra ID, and set the members or groups that will use the machine.

➤ **Step 1: Registering the Machine for Microsoft Entra ID (P. 365)**

➤ **Step 2: Setting the Members and Groups That Will Use the Machine (P. 367)**

## Step 1: Registering the Machine for Microsoft Entra ID

This section describes how to register the machine for Azure Active Directory using Remote UI from a computer. On the control panel, press [ Settings/Register] ► [Preferences] on the [Home] screen or other screen to perform registration. However, the control panel can only be used to configure the Use Universal Print setting and check the registration status. ➤ **[Universal Print Settings] (P. 1000)** Administrator or NetworkAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Network Settings] ► [Settings for Universal Print].  
→ The [Settings for Universal Print] screen is displayed.
- 4 In [Basic Settings], click [Edit].  
→ The [Edit Basic Settings] screen is displayed.
- 5 Select the [Use Universal Print] checkbox.
- 6 Select whether to verify the certificate when performing TLS encrypted communication with the server.
  - To verify the certificate, select the [Verify Server Certificate] checkbox.
  - To add a Common Name (CN) to the verification items, also select the [Add CN to Verification Items] checkbox.
- 7 Enter the printer name.  
For [Printer Name], enter a name to identify the machine, using alphanumeric characters.



## 8 Change the application ID and/or the Microsoft Entra ID URL according to your usage environment.

- Normally, you do not need to make changes to [Application ID], [Microsoft Entra ID Authentication URL], or [Microsoft Entra ID Registration URL]. Changes need to be made only when you are using specific cloud environments.
- To return [Application ID], [Microsoft Entra ID Authentication URL], or [Microsoft Entra ID Registration URL] to the default values, click [Initial Settings] for each item, or manually enter the default values indicated below.
  - [Application ID]: f9fc375c-c7ba-4e5c-b213-23affd792cc1
  - [Microsoft Entra ID Authentication URL]:  
<https://login.microsoftonline.com/organizations/oauth2/v2.0>
  - [Microsoft Entra ID Registration URL]:  
<https://register.print.microsoft.com/api/v1.0/register>

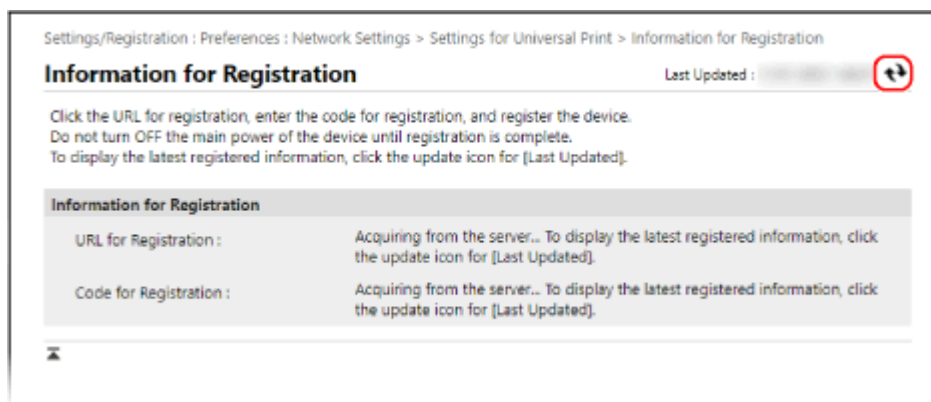
## 9 Click [OK].

→ The [Settings for Universal Print] screen is displayed again.

## 10 In [Registration Status], click [Register] ► [OK].

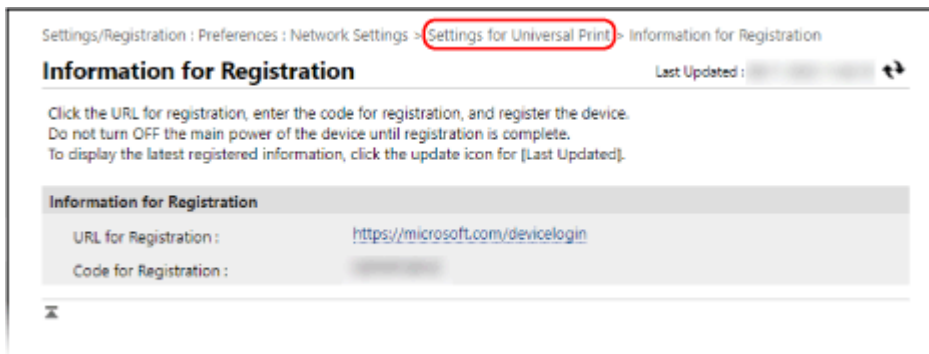
→ The [Information for Registration] screen is displayed.

## 11 Wait for several seconds, and then click [↻].



## 12 Click the link displayed next to [URL for Registration], and register the machine according to the instructions on the screen.

- 13 When the registration is completed, click [Settings for Universal Print] at the top of the Remote UI screen.



→ The [Settings for Universal Print] screen is displayed.

- 14 Wait for several minutes, and then click [↻].

- 15 Check that [Registered] is displayed for [Registration Status].

- 16 Log out from Remote UI.

#### NOTE

##### Canceling the Registration

- On the [Settings for Universal Print] screen, click [Unregister] in [Registration Status] ► [OK].
- Once you have canceled the registration, open the Microsoft Entra ID device management screen in a web browser, select the machine, and click [Delete].

## Step 2: Setting the Members and Groups That Will Use the Machine

- 1 Display the Universal Print management screen of Microsoft Entra ID in the web browser on the computer.
- 2 Select the machine, and click [Share Printer].  
To change the name of the machine displayed on the computer, change [Printer Share Name].
- 3 Click [Members] ► [Add].
- 4 Select the members and groups who will use the machine from the list.

# Registering the Machine on the Computer

EK89-063

On each computer that will use Universal Print, register the machine registered for Microsoft Entra ID.

## 🔗 When Using Windows (P. 368)

### When Using Windows

#### Required Preparations

- Register the machine for Microsoft Entra ID, and set the members and groups that will use the machine. 🔗  
**Registering the Machine for the Cloud Service (P. 365)**

1 Click [  ] (Start) ▶ [  ] (Settings) ▶ [Accounts].

→ The [Your info] screen is displayed.

2 Click [Access work or school] ▶ [Connect].

3 Follow the instruction on the screen to sign in using your Microsoft 365 account.

4 Click [Home] ▶ [Devices] ▶ [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

5 Click [Add a printer or scanner].

→ A list of printers is displayed.

6 Select the machine, and click [Add device].

→ The machine is registered on the computer.

#### NOTE

##### When Using a Proxy Server

- To use Universal Print via a proxy server, you must configure the proxy settings on each computer. For details, contact the network administrator.

# Preparing to Use a Virtual Printer

You can register print settings you frequently use, such as a paper type and 2-sided printing, as a virtual printer. Then, you can perform LPD printing or FTP printing by executing a command specifying the virtual printer that suites your document as an argument.

You can register up to 20 virtual printers.

\* To perform LPD printing or FTP printing, the corresponding print function must be enabled.

➤ **[LPD Print Settings] (P. 1005)**

➤ **[FTP Print Settings] (P. 1006)**

You need to register virtual printers from a computer using Remote UI. You cannot use the control panel to register the virtual printers.

Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Printer] ► [Virtual Printer Management].  
→ The [Virtual Printer Management] screen is displayed.
- 4 Click [Add Virtual Printer].  
→ The [Add Virtual Printer] screen is displayed.
- 5 Enter the virtual printer name.  
You cannot register the same name of a virtual printer that has already been registered.

## 6 Configure the print settings in [Settings for Virtual Printer].

Virtual Printer Management > Add Virtual Printer

### Add Virtual Printer

**Virtual Printer**

Virtual Printer Name:  (Max 64 characters)

**Settings for Virtual Printer**

\*For items that are not configured, the settings of the device at the time the job is received will be applied.

| Select                   | Item Name         | Change Settings |
|--------------------------|-------------------|-----------------|
| <input type="checkbox"/> | Paper Source      | Auto            |
| <input type="checkbox"/> | Paper Type        | Auto            |
| <input type="checkbox"/> | Paper Output      | Auto            |
| <input type="checkbox"/> | Number of Copies  | 1 (1-9999)      |
| <input type="checkbox"/> | Print Range       | Off             |
| <input type="checkbox"/> | Punch Position    |                 |
| <input type="checkbox"/> | Booklet           | Off             |
| <input type="checkbox"/> | Opening Direction | Left Opening    |
| <input type="checkbox"/> | Layout Size       | A4R             |
| <input type="checkbox"/> | Print Range       | All Pages       |
| <input type="checkbox"/> | First Page        | 1 (1-9999)      |
| <input type="checkbox"/> | Last Page         | 1 (1-9999)      |
| <input type="checkbox"/> | Toner Save        | Off             |

## 7 Click [Add].

→ The registered virtual printer is added to the [Virtual Printer Management] screen.

## 8 Log out from Remote UI.

### IMPORTANT

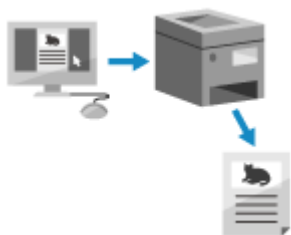
- When using a virtual printer, do not set Forced Hold. [Configuring the Forced Hold Settings \(P. 831\)](#)  
 \* If you use a virtual printer when Forced Hold is set, the print job may be canceled or the data to be printed may be put on hold on the machine.

### NOTE

#### Editing a Registered Virtual Printer

- Click the name of the virtual printer you want to edit on the [Virtual Printer Management] screen to edit the settings information.

# Printing



You can print documents from a computer using a printer driver. By changing the settings on the printer driver, you can print according to the document and purpose, such as by using 2-sided printing or adjusting the image quality.

\* You can also print the document at a specified time.

➤ **Printing at a Specified Time (Scheduled Print) (P. 376)**

This section describes the general procedure for this operation. Check the manual of the application you are using for detailed operations on how to use it.

## Required Preparations

- Install the printer driver on the computer, and configure the settings according to your usage environment. ➤ **Preparing to Print Data Using a Driver (P. 346)**
- If the document or paper to print is a non-standard size, register the size to the printer driver. ➤ **Registering Non-standard Size Paper on the Computer (Custom Size) (P. 374)**

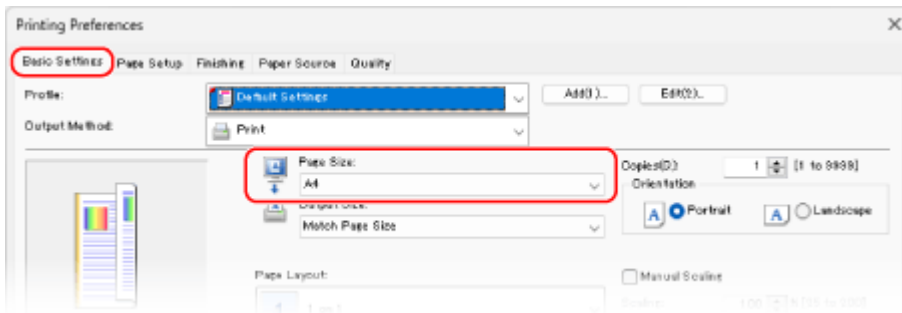
➤ **When Using Windows (P. 371)**

➤ **When Using macOS (P. 372)**

## When Using Windows

- 1 On your computer, open the document you want to print.
- 2 From the menu in the application used to open the document, select the print command.
- 3 Select the printer driver of the machine, and click [More settings] or [Properties].  
→ The [Printing Preferences] screen of the printer driver is displayed.

- 4 In [Page Size] on the [Basic Settings] tab, select the paper size of the document.



When Printing on Paper of a Size Different from [Page Size]  
For [Output Size], select the paper size to print on. The document is enlarged or reduced to match the paper size specified for [Output Size].

- 5 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For details, click [Help] on the [Printing Preferences] screen to display help.

- 6 Click [OK], and click [Print] or [OK].

→ Printing starts.

- You can cancel printing on the printing screen or from the printer icon in the Windows notification area. [▶](#)  
**Canceling Printing from a Computer (P. 397)**
- Use [ Status Monitor] on the control panel to view the print job status and log. [▶](#) **Viewing the Print Job Status and Log (P. 400)**

#### NOTE

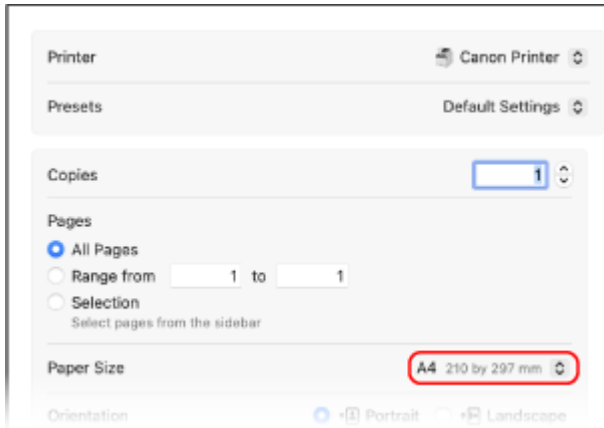
- When the machine is configured not to print data sent from a computer straight away, you need to operate the machine to perform printing. [▶](#) **Printing Documents in Forced Hold State (P. 391)**

## When Using macOS

- 1 On your computer, open the document you want to print.
- 2 From the menu in the application used to open the document, click [Print].  
→ The printing dialog box is displayed.
- 3 For [Printer], select the printer driver of the machine.

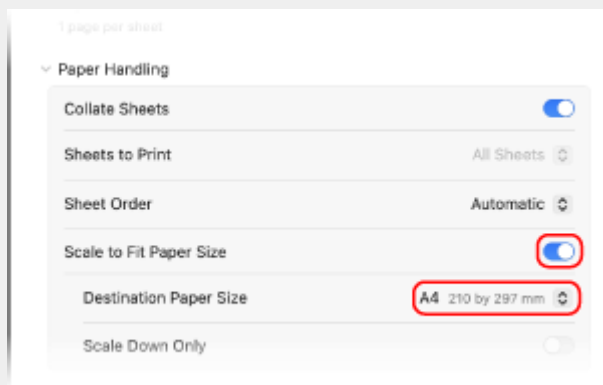
4

For [Paper Size], select the paper size of the document.



When Printing on Paper of a Size Different from [Paper Size]

1. Click [Paper Handling].
2. Turn on [Scale to fit paper size] and select the paper size to print on for [Destination Paper Size].



The document is enlarged or reduced to match the paper size specified for [Destination Paper Size].

5

Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For more information, click [ ? ] in the printing dialog box to display help.

6

Click [Print].

→ Printing starts.

- You can cancel printing from the printer icon in the Dock. ➤ **Canceling Printing from a Computer (P. 397)**
- Use [  Status Monitor ] on the control panel to view the print job status and log. ➤ **Viewing the Print Job Status and Log (P. 400)**

#### NOTE

- When the machine is configured not to print data sent from a computer straight away, you need to operate the machine to perform printing. ➤ **Printing Documents in Forced Hold State (P. 391)**



# Registering Non-standard Size Paper on the Computer (Custom Size)

Custom size paper is non-standard size paper whose side lengths can be freely defined.

If the document or paper to print is a non-standard size, you must register the size to the printer driver in advance.

➤ When Using Windows (P. 374)

➤ When Using macOS (P. 374)

## When Using Windows

1 Click [ ] (Start) ► [ ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].

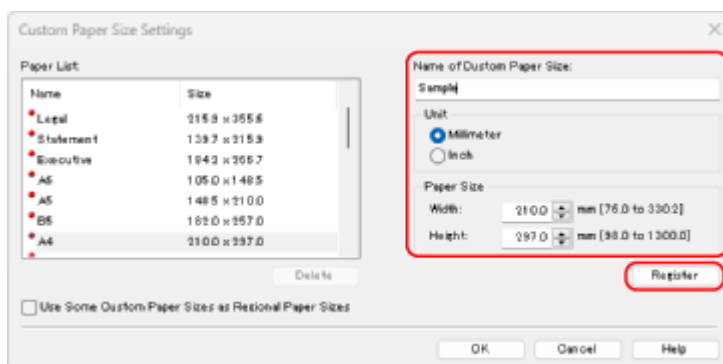
→ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ► [Printing preferences].

→ The [Printing Preferences] screen of the printer driver is displayed.

3 On the [Page Setup] tab, click [Custom Paper Size].

4 Enter the custom size paper name and paper size, and click [Register].



5 Click [OK] ► [OK].

→ The custom size paper is registered.

## When Using macOS

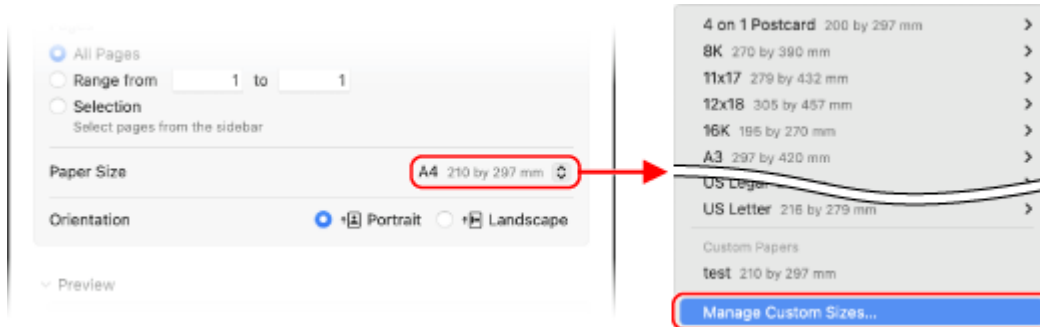
1 On your computer, open the document you want to print.

- 2 From the menu in the application used to open the document, click [Print].

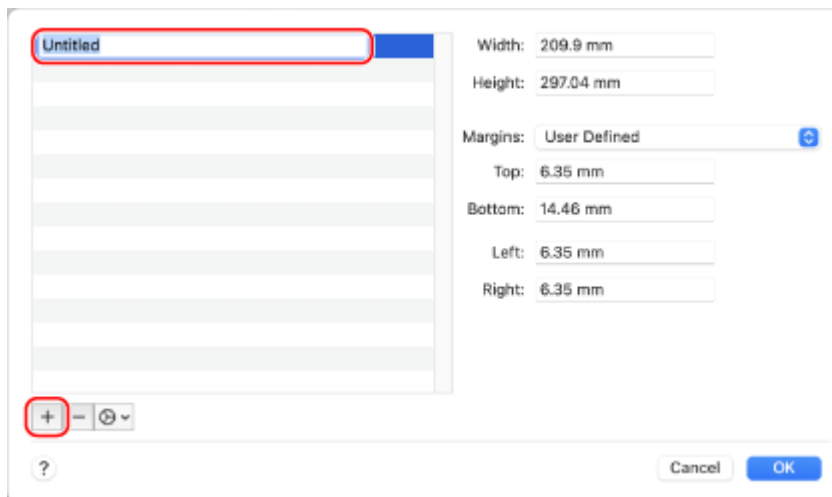
→ The printing dialog box is displayed.

- 3 For [Printer], select the printer driver of the machine.

- 4 For [Paper Size], select [Manage Custom Sizes].



- 5 Click [+] at the bottom left, click [Untitled], and enter the custom size paper name.



- 6 Enter the paper size, and click [OK].

→ The custom size paper is registered.

# Printing at a Specified Time (Scheduled Print)

You can print the document (print data) sent from a computer to the machine at a specified time, instead of printing it straight away.

This is convenient, for example, for printing a large volume during the night-time when less people are using the machine.

You can set Scheduled Print in the print settings of the driver and send the print data to the machine.

## Required Preparations

- Check that the time settings of the computer and the machine are the same.
  - \* Scheduled Print is executed according to the time setting of the machine.
  - \* If the time settings are different between the computer and the machine, the scheduled time may be recognized as 24 hours or more later. In this case, printing will be canceled.

## IMPORTANT

- You cannot use the Scheduled Print function when one of the following functions is enabled:
  - Forced Hold ➤ **Configuring the Forced Hold Settings (P. 831)**
  - ACCESS MANAGEMENT SYSTEM ➤ **Using ACCESS MANAGEMENT SYSTEM (P. 764)**

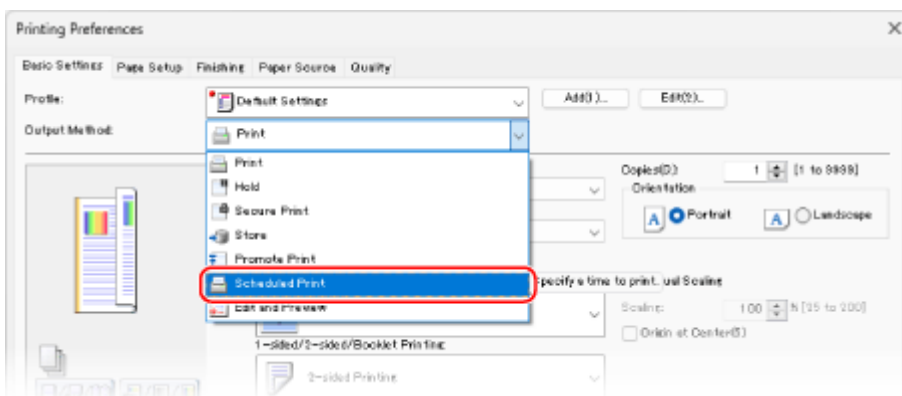
➤ **When Using Windows (P. 376)**

➤ **When Using macOS (P. 377)**

## When Using Windows

1 Display the [Printing preferences] screen of the printer driver. ➤ **Printing (P. 371)**

2 For [Output Method], select [Scheduled Print].



→ The [Information] screen is displayed.

3 Click [Yes].

→ The [Scheduled Print Details] screen is displayed.

**4** Enter the time to print and click [OK].

→ The [Printing Preferences] screen is displayed again.

Enter the time in 24-hour format.

**5** Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For details, click [Help] on the [Printing Preferences] screen to display help.

**6** Click [OK], and click [Print] or [OK].

→ Printing is scheduled.

#### NOTE

Checking and Canceling Scheduled Print

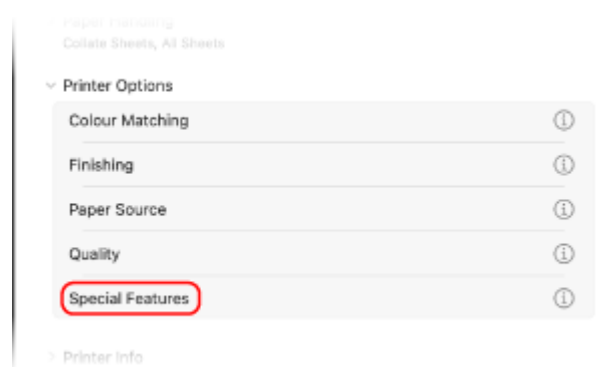
- By pressing [Scheduled Print] on the print screen of the control panel, you can check or delete the Scheduled Print data. ➤ **Print Screen (P. 394)**

\* The Scheduled Print data is deleted when it is printed. It is not displayed in [Jobs Printed] either.

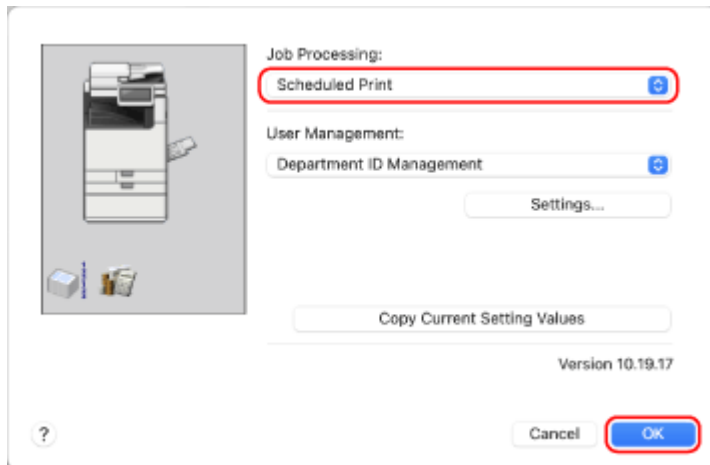
## When Using macOS

**1** Display the printing dialog box, and select the printer driver of the machine. ➤ **Printing (P. 371)**

**2** Click [Printer Options] ► [Special Features].



- 3 In [Job Processing], select [Scheduled Print], and click [OK].



→ The printing dialog box is displayed again.

- 4 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For more information, click [ ? ] in the printing dialog box to display help.

- 5 Click [Print].

→ The [Scheduled Print Settings] screen is displayed.

- 6 Enter the time to print and click [OK].

→ Printing is scheduled.

Enter the time in 24-hour format.

#### NOTE

##### Checking and Canceling Scheduled Print

- By pressing [Scheduled Print] on the print screen of the control panel, you can check or delete the Scheduled Print data. ➤ **Print Screen (P. 394)**

\* The Scheduled Print data is deleted when it is printed. It is not displayed in [Jobs Printed] either.

# Enhancing Security in Printing

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EK89-06A

You can require a PIN to be entered before sending print data to the machine, which helps prevent printed documents from being left unattended or taken away.



④ Printing a Document with a PIN (Secure Print) (P. 380)

# Printing a Document with a PIN (Secure Print)

EK89-06C



With Secure Print, you can set a PIN to a document on the computer and send that document to the machine to be printed. Printing is performed after that PIN is entered on the machine. Secure Print can prevent printed documents from being left unattended or stolen.

The print data sent with a PIN (secure data) is temporarily saved in the memory of the machine. If printing is not performed after a set period of time, the secure data is deleted automatically from the memory, and you can no longer print the data.

➤ **Step 1: Sending Secure Data from a Computer (P. 380)**

➤ **Step 2: Printing Secure Data by Entering a PIN or Password (P. 382)**

## NOTE

- You can change the storage period for the secure data. ➤ **Changing the Storage Period for Held Documents (P. 834)**

## Step 1: Sending Secure Data from a Computer

You can set the Secure Print function in the print settings of the driver and send the secure data to the machine.

➤ **When Using Windows (P. 380)**

➤ **When Using macOS (P. 381)**

### When Using Windows

This section describes how to send regular secure data.

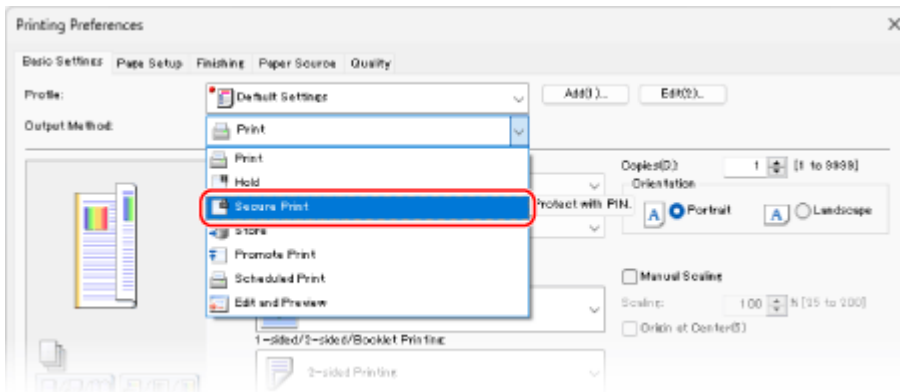
\* When using Windows, you can also encrypt and send secure data (using Encrypted Secure Print). By encrypting secure data, you can reduce the risks of data eavesdropping and tampering during communication.

- Encrypted Secure Print data is encrypted with an alphanumeric password instead of a PIN.
- For details on sending secure data using the Encrypted Secure Print function, see the manual of the driver at the online manual site.

<https://oip.manual.canon/>

**1** Display the [Printing preferences] screen of the printer driver. ➤ **Printing (P. 371)**

- 2 For [Output Method], select [Secured Print].



→ The [Information] screen is displayed.

- 3 Click [Yes].

→ The [Secured Print Details] screen is displayed.

- 4 Enter the user name and PIN, and click [OK].

→ The [Printing Preferences] screen is displayed again.

- 5 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For details, click [Help] on the [Printing Preferences] screen to display help.

- 6 Click [OK], and click [Print] or [OK].

→ The secure data is sent to the machine.

When sending is completed, proceed to Step 2. ➤ **Step 2: Printing Secure Data by Entering a PIN or Password (P. 382)**

## When Using macOS

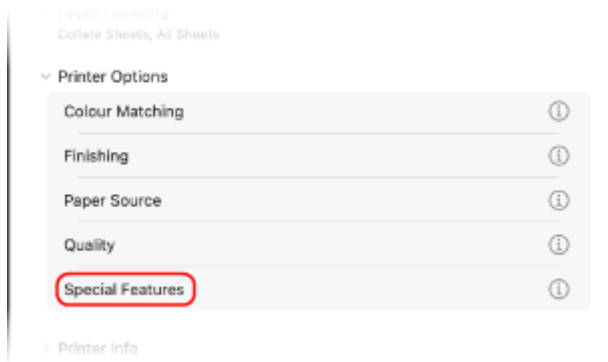
### Required Preparations

- Enable the security printing function on the printer driver. ➤ **Step 4: Enabling the Security Printing Function on the Printer Driver (P. 348)**

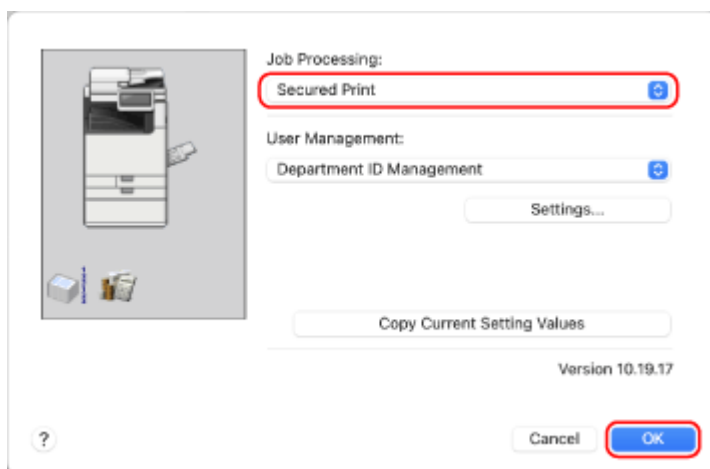
- 1 Display the printing dialog box, and select the printer driver of the machine. ➤ **Printing (P. 371)**



- 2 Click [Printer Options] ► [Special Features].



- 3 In [Job Processing], select [Secured Print], and click [OK].



→ The printing dialog box is displayed again.

- 4 Configure the other print settings, as needed.

You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose. For more information, click [ ? ] in the printing dialog box to display help.

- 5 Click [Print].

→ The [Secured Print] screen is displayed.

- 6 Enter the document name, user name, and PIN, and click [OK].

→ The secure data is sent to the machine.

When sending is completed, proceed to Step 2. ► **Step 2: Printing Secure Data by Entering a PIN or Password (P. 382)**

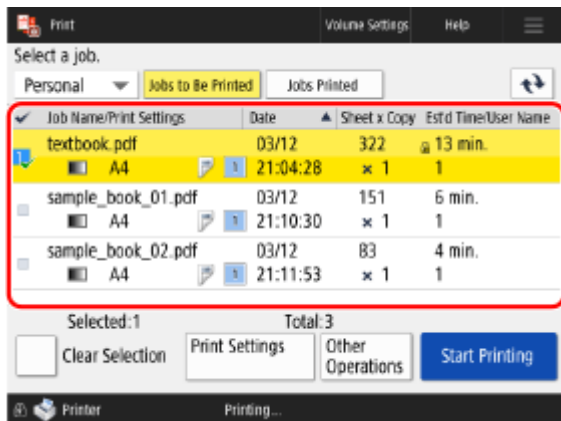
## Step 2: Printing Secure Data by Entering a PIN or Password

Print the secure data sent to the machine. You can also check the secure data content or change the print settings when performing printing.

- 1 On the control panel, press [Print] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The print screen is displayed.

- 2 Select the secure data to print.



- You can select and print up to 100 secure data files with the same PIN or password at a time.
  - \* When multiple secure data files are selected, they are printed in the order they were selected (order of checkbox numbers).
- On the print screen, you can also check the secure data content or change the print settings when performing printing. ➤ **Print Screen (P. 394)**

- 3 Press [Start Printing].

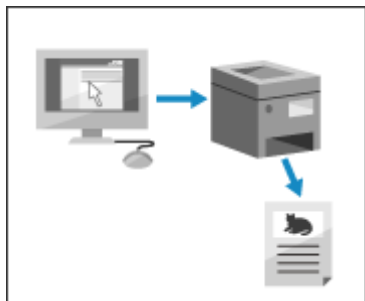
- 4 Enter the PIN or password, and press [OK].

→ Printing starts.

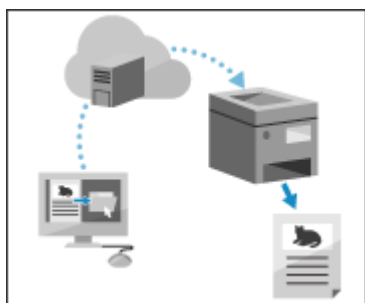
- When you selected multiple secure data files in Step 2 above, only those that match the entered PIN or password are printed.
- To cancel printing, cancel it from the control panel. ➤ **When Canceling Printing Using the Control Panel (P. 398)**.
- Use [ Status Monitor] to view the print job status and log. ➤ **Viewing the Print Job Status and Log (P. 400)**

# Various Print Methods

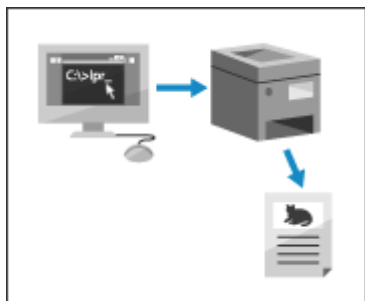
The machine has functions that allow you to print without installing a printer driver on the computer. You can quickly print documents using the machine, without installing a printer driver or opening the documents to be printed.



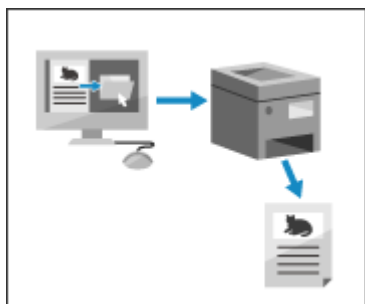
➤ Using a Web Browser to Print (Direct Print) (P. 385)



➤ Using Universal Print to Print Data (P. 387)



➤ Using a Virtual Printer to Print Data (P. 388)



➤ Printing Registered Documents (Print Template) (P. 389)

## NOTE

- In macOS, you can use the AirPrint function, which is standard in the OS, to print data. ➤ **Using AirPrint to Print and Scan Data and Send Faxes (P. 679)**
- In Chrome OS, you can use a standard function in the OS for printing. ➤ **Printing and Scanning from a Chrome OS Device (P. 687)**

# Using a Web Browser to Print (Direct Print)

EK89-06H



You can print files stored on a computer or network directly by specifying them from a web browser (Remote UI).

- 1 Log in to Remote UI. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Direct Print]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Select the file format.



→ A print screen for the file format is displayed.

- 4 Click [Choose File] for [Specify File], and specify the file to be printed.

## When Printing a PDF File with Security Settings Configured

For [File Access Rights], enter the password according to the setting of the PDF file.

### [When a Password for Opening the Document or an Authorization Password Is Set](#)

Enter the password to open the document or the authorization password in [Document Password].

\* Enter an authorization password in the following cases:

- When printing a PDF file that is prohibited from being printed
- When printing a PDF file that only allows low-resolution printing at high resolution

### [When Linking a Policy Server](#)

Enter values for [Policy Server User Name] and [Policy Server Password].

## 5 Configure the print settings, as needed.

Policy Server Password :

**Specify Print Range**

Print Range : ☒ All  
☐ Pages First Page :  Last Page :

**Print Settings**

Number of Copies :  (1 - 9999)

Paper Size :  Auto

Matching Method :

☐ Use Grayscale Profile

☒ Pure Black Text

☒ Black Overprint

☐ Perform Composite Overprinting

Brightness :  100 %

Grayscale Conversion : ☐ sRGB  
☒ NTSC  
☐ Uniform RGB

- You can adjust the image quality and configure 2-sided printing and other settings to suit your document and purpose.
- When printing a PDF or XPS file, printing may be canceled depending on the selected paper size.

## 6 Click [Start Printing].

→ The file is forwarded to the machine and printing starts.

\* It may take some time for the file to be forwarded.

\* Do not click [Start Printing] repeatedly while the file is being forwarded. Doing so may cause the forwarding process to fail.

## 7 Log out from Remote UI.

### NOTE

- Some files may not be printed properly using the Direct Print function. In that case, the files may be printed properly by using a printer driver. ➤ **Printing (P. 371)**

# Using Universal Print to Print Data

EK89-06K



Universal Print is a service for printing documents via the Microsoft cloud. You can print data without having to install a printer driver. You can also print from a remote location when the machine is connected to the Internet.

\* To use Universal Print, you must be a registered user of Microsoft 365 and use Microsoft Entra ID.

## 🔗 When Using Windows (P. 387)

## When Using Windows

### Required Preparations

- Register the machine for Microsoft Entra ID, and set the members and groups that will use the machine. 🔗  
**Registering the Machine for the Cloud Service (P. 365)**
- On each computer that will use Universal Print, register the machine registered for Microsoft Entra ID. 🔗  
**Registering the Machine on the Computer (P. 368)**

For details about how to print using Universal Print and the supported operating systems, see the Microsoft website.  
<https://learn.microsoft.com/universal-print/>

### IMPORTANT

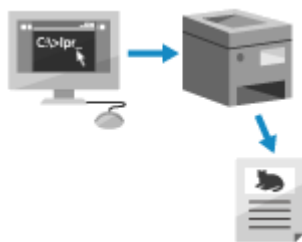
- Universal Print cannot be used in the following cases:
  - When using a sub line network

### NOTE

- When the machine is configured not to print data sent from a computer straight away, the Universal Print data is also put on hold on the machine. In this case, you need to operate the machine to perform printing. 🔗  
**Printing Documents in Forced Hold State (P. 391)**

# Using a Virtual Printer to Print Data

EK89-06L



When a virtual printer is registered on the machine, you can perform LPD printing or FTP printing using the print settings configured in advance, by simply executing a command specifying the virtual printer that suites your document as an argument.

\* The page description language (PDL) supported for virtual printers is PS only, and the file format, PDF only.

## Required Preparations

- Register a virtual printer. ➤ [Preparing to Use a Virtual Printer \(P. 369\)](#)

Execute the following commands when performing LPD printing and FTP printing:

### LPD Printing

```
lpr -S <IP address of the machine> -P <virtual printer name> <name of the file to print>
```

**Input example:** When printing "sample.pdf" using virtual printer "canon01"

```
lpr -S 192.168.1.21 -P canon01 sample.pdf
```

### FTP Printing

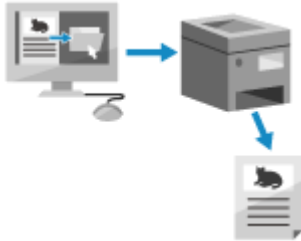
```
put <name of the file to print> <virtual printer name>
```

**Input example:** When printing "sample.pdf" using virtual printer "canon01"

```
put sample.pdf canon01
```

# Printing Registered Documents (Print Template)

EK89-06R



You can print images and documents registered in advance. By registering templates of frequently used documents, you can easily print them when required. Administrator privileges are required.

➤ **Registering/Editing Documents (P. 389)**

➤ **Printing Documents (P. 390)**

## Registering/Editing Documents

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Printer] ▶ [Print Template].  
→ The [Print Template] screen is displayed.
- 4 Click [Add Button].  
→ The [Add Button] screen is displayed.
  - To change the settings in a button, click the button name.
  - To delete a button, click [Delete].
- 5 Enter the button information, and configure the required settings.  
\*If settings are not configured, printing is performed according to [Custom Settings] in [Printer].  
[Button Name:]  
Enter the name of the button to display on the [Home] screen.  
[Comment:]  
Enter a description or note, as required.  
[File to Print (PDF/JPEG):]  
Specify whether to print PDF or JPEG files.



[Print Immediately After Button Is Pressed]

Select this to immediately execute jobs after the button is pressed. The  mark is displayed for buttons with this set.

[Settings for Button]

Configure the settings related to printing, such as the number of copies and two-sided printing.

## 6 Click [Add].

→ The button is added.

### NOTE

#### Files for Printing

- A maximum of five documents can be registered.
- Documents with a maximum size of 48 MB can be registered.
- The minimum guaranteed storage space for registering documents is 4 GB (193 GB when the Optional Data Storage Kit is installed), including the space for hold print and secure print jobs.

## Printing Documents

### 1 Press the button for a registered document on the [Home] screen. **[Home] Screen (P. 165)**

→ The standard document print screen is displayed.

\* If [Print Immediately After Button Is Pressed] is set, printing starts immediately.

### 2 Press [Start Printing].

→ Printing starts.

- PDF files with a password set or that require password entry to print cannot be printed.
- To cancel a job that is printing, press [Cancel Printing].

# Printing Documents in Forced Hold State

In order to prevent printed documents from being left unattended or stolen, the machine may be configured not to print data sent from a computer straight away. ➤ **Preventing Documents from Being Printed Immediately from a Computer (Forced Hold) (P. 831)**

In this case, you need to operate the machine to perform printing. You can also check the document content or change the print settings when performing printing.

If printing is not performed after a set period of time, the document data on hold on the machine is deleted automatically, and you can no longer print the data.

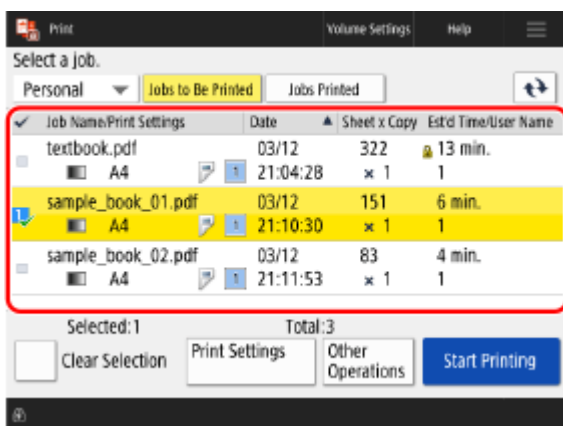
\* The documents on hold are retained when the machine is turned off.

\* You can change the retention period of the documents on hold. ➤ **Changing the Storage Period for Held Documents (P. 834)**

- 1 On the control panel, press [Print] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The print screen is displayed.

- 2 Select the document(s) to print.



- You can select and print up to 100 documents at a time.
  - \* When multiple documents are selected, the documents are printed in the order they were selected (order of checkbox numbers).
- On the print screen, you can also check the document content or change the print settings when performing printing. ➤ **Print Screen (P. 394)**

- 3 Press [Start Printing].

→ Printing starts.

- To cancel printing, cancel it from the control panel. ➤ **When Canceling Printing Using the Control Panel (P. 398)**.
- Use [  Status Monitor] to view the print job status and log. ➤ **Viewing the Print Job Status and Log (P. 400)**

**NOTE**

Printing Automatically When Logging In

- When the Auto Print function is enabled, you can set the machine to automatically print your documents on hold when you log in to the machine. [▶ Printing Documents on Hold Automatically When Logging In \(P. 393\)](#)

# Printing Documents on Hold Automatically When Logging In

When the Auto Print function is enabled, you can set the machine to automatically print your documents on hold when you log in to the machine.

\* You can enable the Auto Print function in the detail settings when setting Forced Hold. [▶Configuring the Forced Hold Settings \(P. 831\)](#)

\* Whether to enable Auto Print is set by each login user.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.

- 1 Log in to the machine. [▶Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [Personal Settings] in the [Home] screen. [▶\[Home\] Screen \(P. 165\)](#)  
→ The [Personal Settings] screen is displayed.
- 3 Press [Auto Print User Jobs When Logging In].  
→ The [Auto Print User Jobs When Logging In] screen is displayed.
- 4 Press [On] [▶](#) [OK].  
→ The [Personal Settings] screen is displayed again.
- 5 Press [Close].  
→ The Auto Print function will be enabled when you log in the next time.

## NOTE

- Only the documents of the login user are printed automatically when the user logs in to the machine.
- The Auto Print function is not available for Secure Print<sup>\*1</sup>, Encrypted Secure Print, or encrypted PDF documents that require a PIN or password when printing.

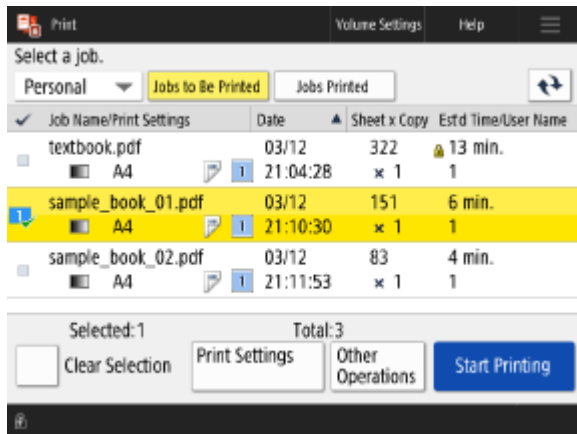
<sup>\*1</sup> Only when [Require PIN for Printing/Displaying User Jobs] in [PIN Settings for Secure Print Jobs] is set to [On]. [▶\[PIN Settings for Secure Print Jobs\] \(P. 1139\)](#)

- When multiple documents of the login user are on hold, they are printed in the list order on the print screen. [▶Print Screen \(P. 394\)](#)
- A maximum of 100 documents can be printed automatically in one login process.

# Print Screen

EK89-06W

The print screen is displayed when you press [Print] on the [Home] screen of the control panel. On this screen, you can print documents on Forced Hold, Secure Print documents, or Encrypted Secure Print documents. You can also check the content or change the print settings of those documents and Scheduled Print documents.



[Personal], [Shared], and [Group]

From the pulldown menu, select the type of documents to display in the list.

- [Personal]:  
Displays the documents of the login user.
- [Shared]:  
Displays the documents on hold based on certain conditions.  
\* Documents displayed when [Shared] is selected can be viewed and printed by all users.
- [Group]:  
Displays the documents of the Department ID to which the login user belongs.

[Jobs to Be Printed], [Jobs Printed], and [Scheduled Print]

You can switch the document list by print status.

[↺↻]

Updates the document list.

Document List

The following documents are displayed in the list:

- Forced Hold
- Secure Print
- Encrypted Secure Print
- Scheduled Print

When you select a document, it is given a checkmark and a number. When you print multiple documents at the same time, the documents are printed in numerical order.

- \* You can select up to 100 documents at a time.
- \* By pressing [Date], you can sort the list order of the documents by date and time. If you are logged in to the machine, the list order will be retained when you log in the next time.
- \* Some documents may be given the following icons:

[🔒]: Secure Print, Encrypted Secure Print, or encrypted PDF document

[🚫]: Forced Hold document to which the warning display is applicable ➡ **[Held Jobs Warning Settings] (P. 1139)**

[Select All (Max 100 jobs)] and [Clear Selection]

- When you press [Select All (Max 100 jobs)] with no documents selected, all of the documents displayed in the list are selected.
- When you press [Clear Selection] with one or more documents selected, all of their selection is cleared.

[No. of Copies]

Changes the number of print copies of the selected document.

[Print Settings] and [Print Set. for Selected Jobs]

You can check and/or change the print settings of the selected document.

\* You can select multiple documents and change the print settings in batch. However, when any of the following documents are also selected, you cannot perform batch change:

- Forced Hold documents
- Secure Print documents
- Encrypted Secure Print documents
- Encrypted PDF documents

[Other Operations]

Selects the following operations:

- [Display Image]:  
You can display a preview screen of the selected document and check the content of the document.  
You can also delete pages on the preview screen or print the document from the preview screen.
- [Delete Job]:  
Deletes the selected document(s).
- [Cancel Printing]:  
Cancels printing of the selected document(s).

[Start Printing]

Executes printing of the selected document(s).

\* When printing a Forced Hold document to which the warning display is applicable, a warning screen is displayed. ➡ **[Held Jobs Warning Settings] (P. 1139)**

## Changing the Print Settings and Displaying a Preview Screen

Depending on the driver type being used when printing or the file format when performing Direct Print, you cannot perform some operations such as changing the print settings or displaying a preview screen.

✓ : Operation is possible    — : Operation is not possible:

| Operation          | Driver type used when printing |      |       | File format when performing Direct Print |     |      |      |
|--------------------|--------------------------------|------|-------|------------------------------------------|-----|------|------|
|                    | UFR II                         | PS*1 | PCL*2 | PDF                                      | XPS | JPEG | TIFF |
| [Print Settings]   | ✓                              | ✓    | ✓     | ✓                                        | —   | ✓    | —    |
| [No. of Copies]    | ✓                              | ✓    | ✓     | ✓                                        | —   | ✓    | —    |
| [Print Range]*3    | ✓                              | ✓    | ✓     | ✓                                        | —   | —    | —    |
| [2-Sided Printing] | ✓                              | ✓    | ✓     | ✓                                        | —   | ✓    | —    |

| Operation          | Driver type used when printing |      |       | File format when performing Direct Print |     |      |      |
|--------------------|--------------------------------|------|-------|------------------------------------------|-----|------|------|
|                    | UFR II                         | PS*1 | PCL*2 | PDF                                      | XPS | JPEG | TIFF |
| [Select Paper]*3*4 | ✓                              | —    | ✓     | ✓                                        | —   | ✓    | —    |
| [N on 1]           | ✓                              | —    | ✓     | ✓                                        | —   | —    | —    |
| [Staple]*3*5       | ✓                              | —    | ✓     | ✓                                        | —   | ✓    | —    |
| [Booklet]*3        | ✓                              | —    | ✓     | ✓                                        | —   | —    | —    |
| [Hole Punch]*3*5   | ✓                              | —    | ✓     | ✓                                        | —   | ✓    | —    |
| [Toner Save]*3     | ✓                              | ✓    | ✓     | ✓                                        | —   | ✓    | —    |
| [Display Image]    | ✓                              | —    | ✓     | ✓                                        | ✓   | ✓    | ✓    |
| [Delete Page]      | ✓                              | —    | ✓     | —                                        | —   | —    | —    |

\*1 Operations are possible only when a Canon PS3 printer driver without PPD is used.

\*2 Operations are possible only when a PCL6 (PCL XL) printer driver is used.

\*3 The settings cannot be changed when multiple documents are selected.

\*4 The settings cannot be changed when a mix of different paper sizes are used.

\*5 The settings can be changed only when the appropriate optional equipment is attached.

#### NOTE

If [Some jobs could not be stored after being received.] or [Some jobs have been deleted.] Appears

- These messages appear if an error occurs while the document is being received or the document is deleted after the retention period has passed. You can clear the message by pressing [↔].

# Canceling Printing

When you have executed printing using a driver from a computer, you can cancel printing from the computer. After the print data has been sent to the machine or when you have executed printing without using a driver, you can cancel printing using the control panel or Remote UI.

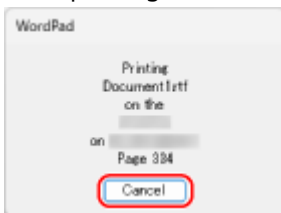
- **Canceling Printing from a Computer (P. 397)**
- **Canceling Printing Using the Control Panel or Remote UI (P. 398)**

## Canceling Printing from a Computer

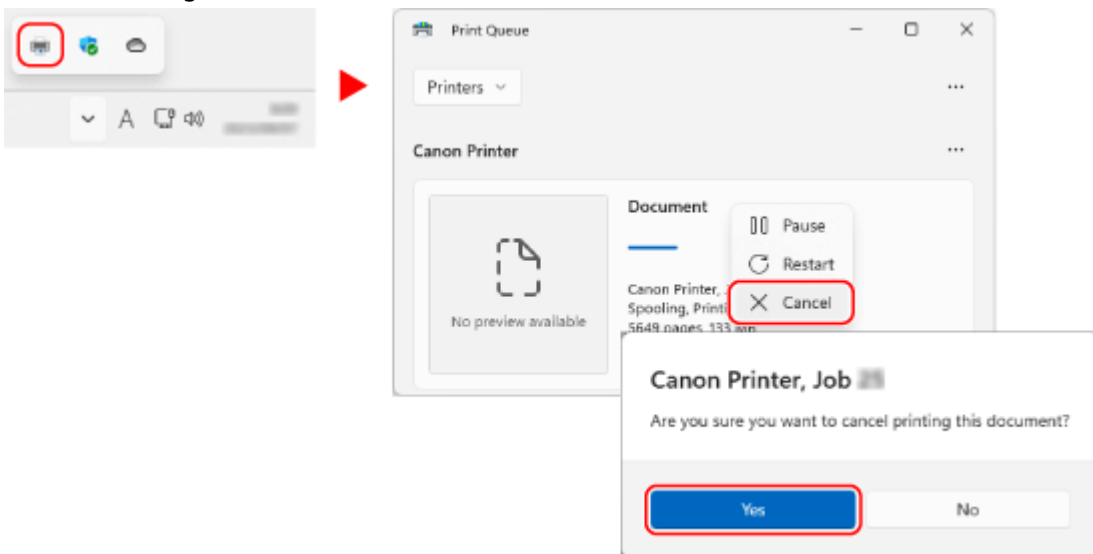
- **When Using Windows (P. 397)**
- **When Using macOS (P. 398)**

### When Using Windows

If the printing screen is displayed, click [Cancel].



If the above screen is not displayed, double-click the printer icon in the Windows notification area, select the document to cancel, and right-click [Cancel] ► click [Yes].



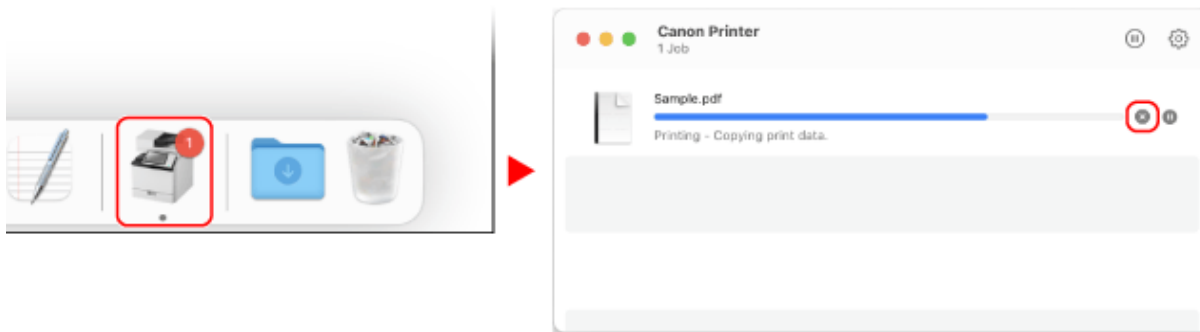
If the printer icon is not displayed in the Windows notification area or the document to be canceled is not displayed, the print data is sent to the machine after being processed on the computer.

In this case, cancel printing using the control panel of the machine or Remote UI. ➤ **Canceling Printing Using the Control Panel or Remote UI (P. 398)**



## When Using macOS

Click the printer icon in the Dock and click [✕] of the document to cancel printing.



## Canceling Printing Using the Control Panel or Remote UI

➤ When Canceling Printing Using the Control Panel (P. 398)

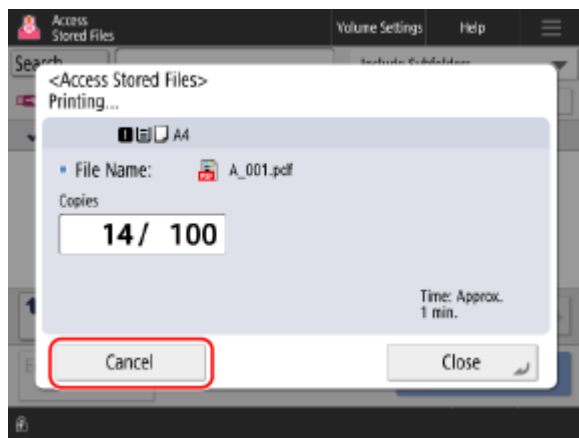
➤ Canceling Printing Using Remote UI (P. 399)

## When Canceling Printing Using the Control Panel

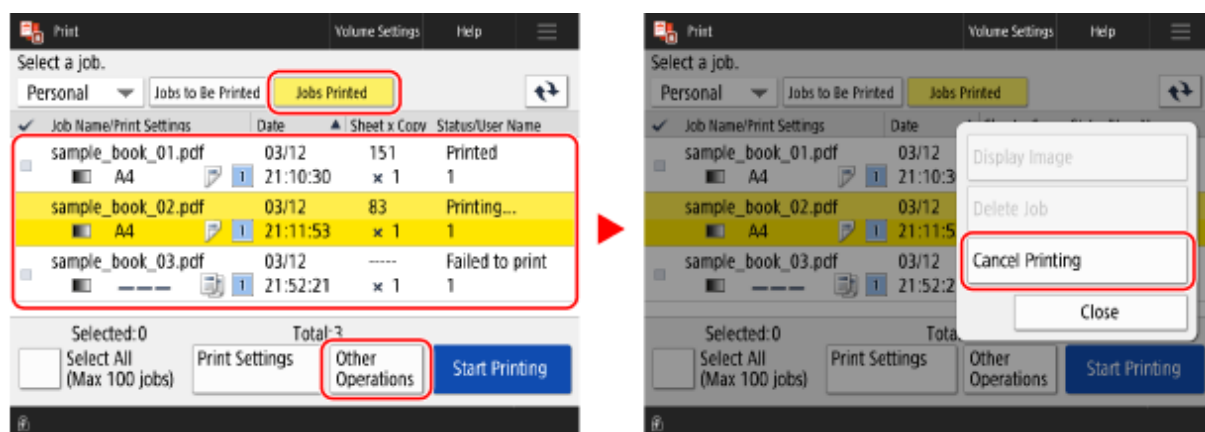
Follow the instructions on screen to cancel printing.

\* If the confirmation screen appears when you cancel printing, press [Yes].

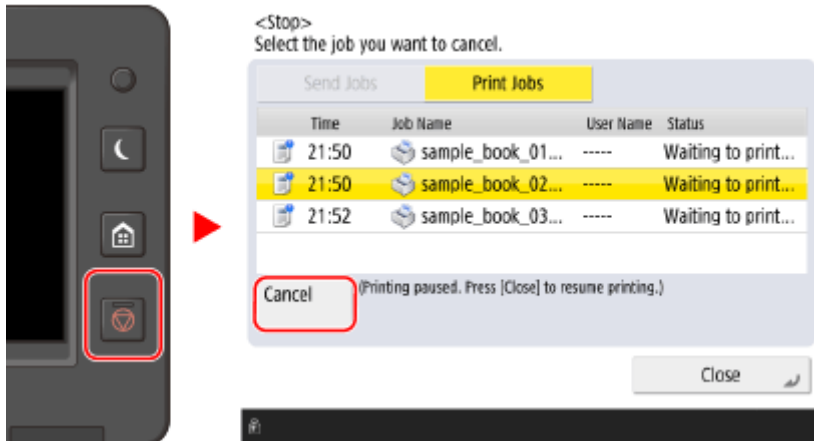
- If the printing screen is displayed, click [Cancel].



- If the print screen is displayed, press [Jobs Printed], select the job to cancel from the print job list, and press [Cancel Printing].



- If none of the above screens is displayed, press [ Stop], select the job to cancel from the print job list, and press [Cancel].



## Canceling Printing Using Remote UI

You can cancel printing on the Remote UI screen displayed by selecting [Status Monitor/Cancel] ► [Copy/Print] ► [Job Status]. [▶ Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

# Viewing the Print Job Status and Log

EK89-06Y

Processes handled by the machine, including printing, are managed as jobs. By checking the status and log of jobs, you can determine whether a print job was performed correctly and the causes of errors present (if any).

\* If the log is set to not be displayed, you can only check the print job status. ➤ [\[Display Job Log\] \(P. 1164\)](#)

➤ [Viewing the Print Job Status \(P. 400\)](#)

➤ [Checking the Log \(P. 401\)](#)

## NOTE

- You can restrict other users from performing operations on the jobs of the login user. ➤ [\[Restrict Access to Other User Jobs\] \(P. 1163\)](#)

## Viewing the Print Job Status

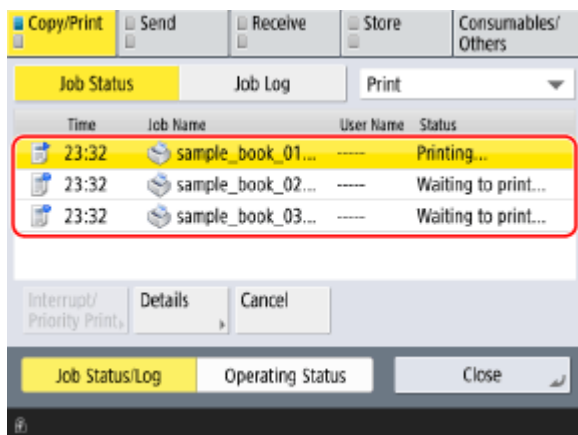
This section describes how to check the job status using the control panel. You can also use Remote UI from a computer to check this information. ➤ [Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

- On the control panel, press [ Status Monitor] in the [Home] screen or other screen. ➤ [\[Home\] Screen \(P. 165\)](#)  
→ The [Status Monitor] screen is displayed.

- Press [Copy/Print] ► [Job Status].

- From the pulldown menu at the top right of the screen, select [Print].

- Check the jobs being processed or waiting to be processed.



- Select the job you want to check the details and press [Details].

→ The job details are displayed.

## 6 Check the file name, the number of printed pages, and other information.

- When you press [Paper Feed], you can force the machine to print the data remaining unprinted on the machine.
- When you press [Skip Error], you can continue to print by skipping the error that is present.

### NOTE

#### Immediately Performing a Waiting Job

- In Step 4, select the job, press [Interrupt/Priority Print], and press [Interrupt and Print] or [Priority Print].
  - When you press [Interrupt and Print], the preceding job in progress is paused, and the selected job is immediately executed.
    - \* If the preceding job is an interrupting print job, the selected job will be executed after the preceding job is completed.
  - When you press [Priority Print], the selected job is placed at the top of the waiting queue. The selected job is executed after the preceding job in progress is completed.

## Checking the Log

This section describes how to check the job status using the control panel.

You can also use Remote UI from a computer to check this information. [▶Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

- 1 On the control panel, press [ Status Monitor] in the [Home] screen or other screen. [▶](#)  
**[Home] Screen (P. 165)**

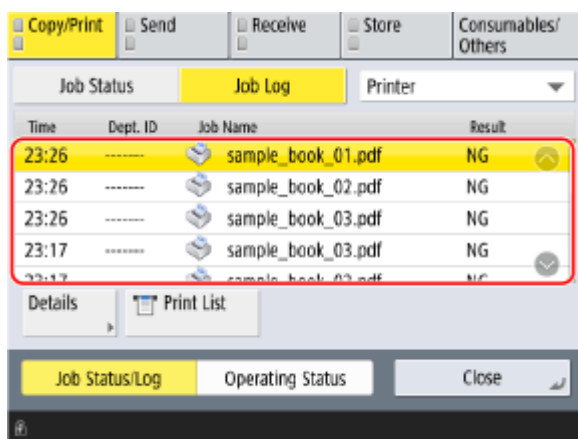
→ The [Status Monitor] screen is displayed.

- 2 Press [Copy/Print] ▶ [Job Log].

- 3 From the pulldown menu at the top right of the screen, select [Printer].

To check the log when a file in a storage space was printed, select [Local Print].

- 4 Check the completed print jobs.



You can press [Print List] to print the print log list.

**5** Select the job you want to check the details and press [Details].

→ The job details are displayed.

**6** Check the file name, the number of printed pages, and other information.

If [NG] Is Displayed for [Result]

Printing was canceled, or an error occurred.

If a three-digit number starting with "#" is displayed in [Error Code], you can check the cause and solution using the error code. ➡ **An Error Code Is Displayed (#xxx) (P. 1447)**

# Scanning

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# Scanning

EK89-070

You can scan documents, photos, and other printed material ("originals") and convert them into data. This converted data ("scanned data") can then be sent and saved as an image or PDF file using the following methods.

## Sending by E-mail or to a Shared Folder or File Server



Send the scanned data to the following destinations:

- E-mail
- Shared folder on a computer
- File server (FTP server, Windows server, etc.)

You can specify multiple types of destinations at the same time.

➤ **Preparing to Send and Save Scanned Data (P. 407)**

➤ **Sending Scanned Data (P. 420)**

\* You can also send data to the Advanced Space of another machine.

\* You can also send scanned data to a fax destination depending on the machine settings. ➤ **[Display Fax Function] (P. 983)**

## Saving to Advanced Space and Windows Server



Save scanned data to following locations:

- Advanced Space on another machine
- Windows server

➤ **Preparing to Send and Save Scanned Data (P. 407)**

➤ **Saving Scanned Data (P. 430)**

\* For details on the Advanced Space of another machine, see the manuals of the other machine.

## Saving to a USB Memory Device

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You can save scanned data to a USB memory device connected to the machine. This is convenient when using scanned data on a computer without a network connection or when on the go.

- **Preparations for Using a USB Memory Device (P. 637)**
- **Saving Scanned Data to a USB Memory Device (P. 434)**

## Saving to a Computer (Scanning from a Computer)

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Save scanned data to a computer connected to the machine.

- Windows
  - **Preparing to Scan Data from a Computer (Windows) (P. 417)**
  - **Scanning from a Computer (Windows Only) (P. 446)**
- macOS
  - **Preparations for Using AirPrint (P. 667)**
  - **Using AirPrint to Print and Scan Data and Send Faxes (P. 679)**
- Chrome OS
  - **Preparing to Print and Scan from an Android or Chrome OS Device (P. 670)**
  - **Printing and Scanning from a Chrome OS Device (P. 687)**

## See Also

### [Sending Scanned Data by Internet Fax \(I-Fax\)](#)

You can send scanned data using the Internet Fax (I-Fax) system. Scanned data is sent by e-mail as an attached TIFF file. This lets you send a fax without using a phone line to lower communication costs. The destination must support I-Fax technology.

- **Using Internet Fax (I-Fax) (P. 562)**



# Preparations for Scanning

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EK89-071

You must set the scanned data sending and saving method before scanning.

- **Preparing to Send and Save Scanned Data (P. 407)**
- **Preparing to Scan Data from a Computer (Windows) (P. 417)**

# Preparing to Send and Save Scanned Data

EK89-072

Prepare the following according to the scanned data sending destination and store location:

## Preparations According to the Sending Destination and Store Location

### E-mail

Configure the settings of the e-mail server to be used to send e-mail. You can also configure the POP authentication before sending, SMTP authentication, and encrypted communication settings according to the usage environment. [▶Configuring Information of the E-mail Server \(P. 408\)](#)

### Shared folder

Prepare a shared folder that serves as the sending destination for the scanned data.

You can also create a new shared folder. [▶Creating a Shared Folder \(P. 1512\)](#)

\* By registering the information of the shared folder to be used as the sending destination to the Address Book in advance, you can save the trouble of entering the information each time you send data. [▶Registering Shared Folder Information to an Address Book \(P. 1379\)](#)

### FTP server

Configure PASV mode when there is a firewall between the FTP server and the machine. [▶Configuring FTP PASV Mode \(P. 416\)](#)

### Windows server

- No preparations are needed when sending scanned data.
- When saving scanned data, set the Windows server information. [▶Preparations for Using Another Machine or Server on the Network \(P. 634\)](#)

### Advanced Space on another machine

- No preparations are needed when sending scanned data.
- When saving scanned data, set the Advanced Space information. [▶Preparations for Using Another Machine or Server on the Network \(P. 634\)](#)

### USB memory device

Configure the settings to enable saving of scanned data to a USB memory device. [▶Preparations for Using a USB Memory Device \(P. 637\)](#)

## Registering Destinations

When you want to use Easy Scan and Send/Easy Scan and Send to send data, register the destinations to the Address Book in advance.

Although you can specify the destination when you configure detailed settings for sending, you can save the trouble of specifying the destination each time by registering destinations in advance. [▶Registering Destinations \(Address Book\) \(P. 276\)](#)

# Configuring Information of the E-mail Server

EK89-073

Configure the information of the e-mail server to use for sending scanned data by e-mail and for sending and receiving scanned data by I-Fax. You can also configure the POP authentication before sending, SMTP authentication, and encrypted communication settings according to the usage environment.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[E-Mail/I-Fax Settings\] \(P. 1094\)](#)  
Administrator privileges are required.

## Required Preparations

- Prepare the following information and keep it close by.
  - E-mail address of the machine
  - Setting information of the e-mail server (SMTP/POP3 server name, port number, authentication setting, user name and password to be used for authentication, encrypted communication setting)
    - \* For details about the setting information, contact your provider or network administrator. Depending on the usage environment, you can also refer to the information set in the computer e-mail software.
- When encrypting communication with the e-mail server, specify the key and certificate to use for TLS encrypted communication. [▶Using TLS \(P. 788\)](#)
- When using SMTP authentication, specify the authentication method for SMTP server access. [▶\[Information Used for SMTP Server Authentication\] \(P. 1072\)](#)

**1** Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)

**2** On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)

**3** Click [Send] ▶ [Network Settings - E-Mail/I-Fax Settings].

→ The [Network Settings - E-Mail/I-Fax Settings] screen is displayed.

**4** Enter the basic information of the e-mail server.

[SMTP RX]

Select this checkbox to enable the machine to receive e-mail (communication error e-mail) and I-Faxes as an SMTP server.

\* The host name of the machine must be registered to the DNS server to receive SMTP.

[POP RX]

Select this checkbox to enable the machine to receive e-mail (communication error e-mail) and I-Faxes using a POP3 server.

[SMTP Server]

Enter the SMTP server name (host name or IP address) for sending e-mail and I-Faxes, using single-byte alphanumeric characters.

**Input example:** Host name  
smtp.example.com

[E-Mail Address]

Enter the e-mail address of the machine using single-byte alphanumeric characters.

[POP Server]

When receiving e-mail or I-Faxes using a POP3 server or when using POP authentication before sending (POP before SMTP), enter the POP3 server name (host name or IP address) using single-byte alphanumeric characters.

**Input example:** Host name  
pop.example.com

[POP Login Name]

If you are using a POP3 server, enter the user name used for authenticating the POP3 server using single-byte alphanumeric characters.

[POP Password] / [Confirm]

If you are using a POP3 server, enter into both fields the password used for authenticating the POP3 server.

[POP Interval]

Enter the interval at which to connect automatically to the POP3 server to receive e-mail and I-Faxes.

To not receive e-mail and I-Faxes automatically, enter [0]. In this case, e-mail and I-Faxes must be manually received. [▶ Receiving I-Faxes \(P. 566\)](#)

5

Change the SMTP and/or POP3 port number according to your usage environment.

If the e-mail server port number is other than [25] for SMTP or [110] for POP3, change the SMTP and/or the POP3 port number using [Specify Port Number for SMTP TX/POP RX].

6

Configure the authentication and encryption settings for sending and receiving e-mail and I-Faxes according to your usage environment.

When Configuring POP Authentication Before Sending (POP Before SMTP) and Encrypted Communication with a POP Server

[Allow TLS (POP)]

Select this checkbox to encrypt communication with the POP3 server.

[POP Authentication Method]

Select the authentication method of the POP3 server.

- To encrypt a password during authentication, select [APOP].
- To authenticate after exchanging the authentication protocol with the server, select [POP AUTH].

[Use POP Authentication Before Sending]

Select this checkbox when using POP authentication before sending (POP before SMTP).

[Confirm TLS Certificate for POP RX]

Select this checkbox to verify the server certificate when performing TLS encrypted communication with the POP3 server.

To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.

When Configuring SMTP Authentication and Encrypted Communication with an SMTP Server

[Allow TLS (SMTP TX)]

Select this checkbox to encrypt communication with the SMTP server.

**[Use SMTP Authentication (SMTP AUTH)]**

Select this checkbox to use SMTP authentication.

Configure the settings as follows according to the authentication method when accessing the SMTP server:

- When using authentication information registered as the machine settings
  - [User Name]: Enter the user name to use for authentication.
  - [Password] / [Confirm]: Enter into both fields the password to use for authentication.
  - [Display Authentication Screen When Sending]: Clear the checkbox.
- When entering authentication information for server access (when sending)
  - [User Name]: Enter the user name to use for authentication, as needed.\*<sup>1</sup>
  - [Password] / [Confirm]: Enter into both fields the password to use for authentication, as needed.\*<sup>1</sup>
  - [Display Authentication Screen When Sending]: Select the checkbox.

\*<sup>1</sup> Displays the authentication screen with the entered user name and password set.

- When using authentication information registered for each user

Clear the [Display Authentication Screen When Sending] checkbox.

\* When forwarding, the authentication information (user name and password set here) registered as the settings of the machine will be used regardless of the setting of the authentication method used to access the SMTP server.

**[Confirm TLS Certificate for SMTP TX]**

Select this checkbox to verify the server certificate when performing TLS encrypted communication with the SMTP server.

To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.

**[Allow TLS (SMTP RX)]**

To encrypt communications when receiving e-mail and I-Faxes with the machine as the SMTP server, select [Always TLS] or [On]. To receive only encrypted communications, select [Always TLS].

**7**

Click [OK].

→ The settings are applied.

By clicking [Check SMTP Connection] or [Check POP Connection], you can check the connection with the SMTP or POP3 server using the current settings.

**8**

Log out from Remote UI.

# Using a Cloud Mail Server with OAuth 2.0

EK89-074

Configure the settings to use Microsoft's cloud service, Microsoft Exchange Online, or Google's cloud service, Google Workspace, with the OAuth 2.0 authorization framework.

➤ **Configuring the OAuth 2.0 Authentication (Microsoft) Settings (P. 411)**

➤ **Configuring the OAuth 2.0 Authentication (Google) Settings (P. 412)**

## Configuring the OAuth 2.0 Authentication (Microsoft) Settings

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator or NetworkAdmin privileges are required.

### Required Preparations

- Check that the date and time are set correctly on the machine. ➤ **Setting the Date and Time (P. 882)**
  - \* If you change the date and time settings after configuring the OAuth 2.0 authentication settings, reconfigure the OAuth 2.0 authentication settings.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Send] ▶ [OAuth 2.0 (Microsoft) Settings].  
→ The [OAuth 2.0 (Microsoft) Settings] screen is displayed.
- 4 In [Basic Settings], click [Edit].  
→ The [Edit Basic Settings] screen is displayed.
- 5 Select the [Use OAuth 2.0 (Microsoft)] checkbox.
- 6 Select whether to verify the certificate when performing TLS encrypted communication with the server.
  - To verify the certificate, select the [Verify Server Certificate] checkbox.
  - To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.
- 7 In [Microsoft Entra ID Authorization Server Endpoint], enter the following URL.

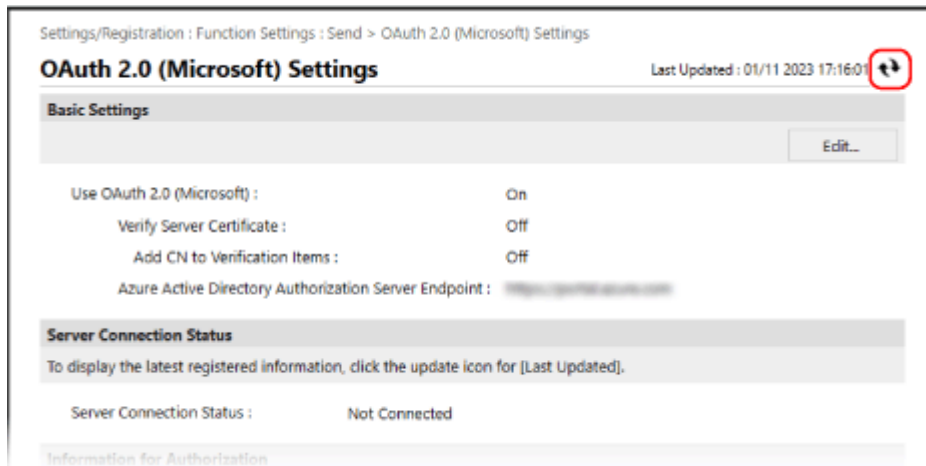
`https://login.microsoftonline.com/<Tenant name>/oauth2/v2.0`

Enter "common," consumers," or "organizations" for <Tenant name>, according to the usage environment of the machine.

8 Click [OK].

→ The [OAuth 2.0 (Microsoft) Settings] screen is displayed again.

9 Wait for several seconds, and then click [↻].



10 Check that [Successfully Connected] is displayed for [Server Connection Status].

11 Click the link displayed next to [Microsoft Entra ID Authorization Server Endpoint], and authorize the server according to the instructions on the screen.

- Follow the instructions in [Message] and enter the user code displayed in [User Code].
- Authorization is performed within the time frame indicated in [User Code Expires In].

12 Wait for several minutes, and then click [↻].

13 Check that [Active] is displayed for [Token Status].

14 Log out from Remote UI.

#### NOTE

- If you change the settings to stop using OAuth 2.0, and then want to start using OAuth 2.0 again, reconfigure the OAuth 2.0 authentication settings from Step 1.

## Configuring the OAuth 2.0 Authentication (Google) Settings

🔗 Step 1: Configuring the Authentication Client Settings in Google Workspace (P. 413)

🔗 Step 2: Configuring the OAuth 2.0 (Google) Settings on the Machine (P. 414)

#### Required Preparations

- Check that the date and time are set correctly on the machine. 🔗 Setting the Date and Time (P. 882)

\* If you change the date and time settings after configuring the OAuth 2.0 authentication settings, reconfigure the OAuth 2.0 authentication settings.

## Step 1: Configuring the Authentication Client Settings in Google Workspace

Follow the procedure below to configure the authentication client settings.

The setting method may be changed due to service updates or other reasons. For details, see the manual for Google Cloud.

- 1 Log in to Google Cloud with a Google Workspace administrator account, and create a new project.

For details on how to create a project, see the manual for Google Cloud.

- 2 Enable the Gmail API service.

1. Display the created project, and select [APIs & Services].  
→ The [APIs & Services] screen is displayed.
2. Click [Enabled APIs & services] ► [Gmail API].

- 3 Configure the settings on the OAuth consent screen.

1. On the [APIs & Services] screen, click [OAuth consent screen].  
→ The [OAuth consent screen] screen is displayed.
2. Select [Internal], and click [CREATE].  
→ The [Edit app registration] screen is displayed.
3. Configure [App name], [User support email], and [Developer contact information].  
Enter a name in [App name] and the information in [User support email] and [Developer contact information].
4. Click [SAVE AND CONTINUE].
5. Click [ADD OR REMOVE SCOPES].
6. Select the checkbox for the Gmail API (<https://mail.google.com/>), and click [UPDATE].
7. Check the settings, and click [SAVE AND CONTINUE].

- 4 Configure the access authentication information.

1. On the [APIs & Services] screen, click [Credentials].  
→ The [Credentials] screen is displayed.
2. In [CREATE CREDENTIALS], click [OAuth client ID].  
→ The [Create OAuth client ID] screen is displayed.
3. Select [Desktop app] in [Application type], and enter a name for the OAuth 2.0 client in [Name].
4. Click [CREATE].



→ The [Client ID] and [Client secret] are generated.

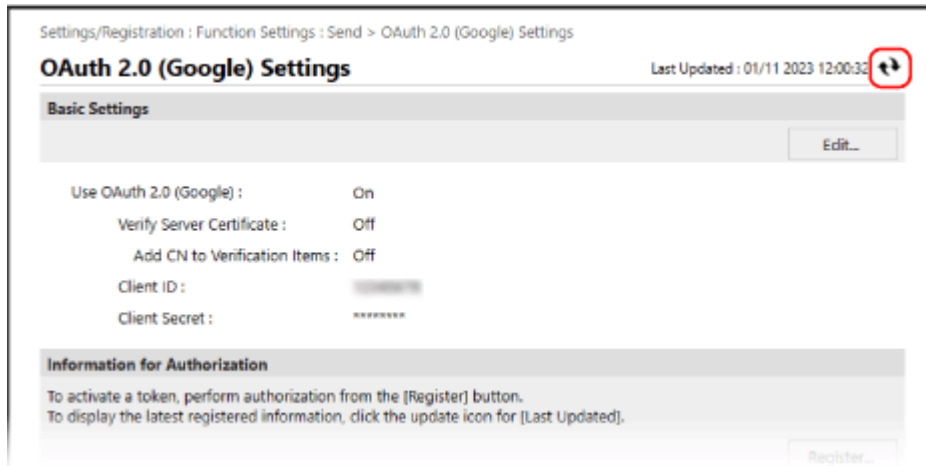
## Step 2: Configuring the OAuth 2.0 (Google) Settings on the Machine

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Send] ▶ [OAuth 2.0 (Google) Settings].  
→ The [OAuth 2.0 (Google) Settings] screen is displayed.
- 4 In [Basic Settings], click [Edit].  
→ The [Edit Basic Settings] screen is displayed.
- 5 Select the [Use OAuth 2.0 (Google)] checkbox.
- 6 Select whether to verify the certificate when performing TLS encrypted communication with the server.
  - To verify the certificate, select the [Verify Server Certificate] checkbox.
  - To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.
- 7 Enter [Client ID] and [Client Secret], and click [OK].  
→ The [OAuth 2.0 (Google) Settings] screen is displayed again.

Enter the client ID and client secret obtained from Google Workspace. For details, see the Google Workspace website.

- 8 Wait for several seconds, and then click [↺].



- 9 In [Information for Authorization], click [Register].

→ The [Register Information for Authorization] screen is displayed.

- 10 Click the link displayed next to [URL for Google Authorization Server], and authorize the server according to the instructions on the screen.  
Enter the authorization code part of the URL displayed on the error screen at the time of authorization into [Authorization Code].

```
https://xxxxxxxxx&code=<authorization code>&scope=xxxxxxxxx
```

- 11 Click [OK].

→ The [OAuth 2.0 (Google) Settings] screen is displayed again.

- 12 Wait for several minutes, and then click [↺].

- 13 Check that [Active] is displayed for [Token Status].

- 14 Log out from Remote UI.

#### NOTE

- If you change the settings to stop using OAuth 2.0, and then want to start using OAuth 2.0 again, reconfigure the settings in the "Step 2: Configuring the OAuth 2.0 (Google) Settings on the Machine" procedure. [▶ Step 2: Configuring the OAuth 2.0 \(Google\) Settings on the Machine \(P. 414\)](#)

# Configuring FTP PASV Mode

EK89-075

PASV mode is an FTP communication mode. You must configure PASV mode when there is a firewall between the FTP server and the machine.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[Use FTP PASV Mode\] \(P. 1007\)](#)

Administrator or NetworkAdmin privileges are required.

## Required Preparations

- Check that PASV mode has been configured on the FTP server.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Network Settings] ▶ [FTP PASV Mode Settings].  
→ The [FTP PASV Mode Settings] screen is displayed.
- 4 Select the [Use FTP PASV Mode] checkbox, and click [OK].  
→ The settings are applied.
- 5 Log out from Remote UI.

# Preparing to Scan Data from a Computer (Windows)

You can use the supplied "Color Network ScanGear 2" scanner driver to scan from image processing software, document creation software, or another application<sup>\*1</sup> that supports TWAIN<sup>\*2</sup> or WIA<sup>\*3</sup>. Make the following preparations for each computer to which to save scanned data.

<sup>\*1</sup> Check the manual of the application you are using to see if it supports TWAIN or WIA.

<sup>\*2</sup> TWAIN is a standard for connecting a scanner or other image input device to a computer.

<sup>\*3</sup> WIA is a function that comes standard in Windows.

➤ **Step 1: Installing the Driver to the Computer (P. 417)**

➤ **Step 2: Registering the Machine with a Computer (P. 417)**

## NOTE

- You can also scan without installing a scanner driver. ➤ **Using Mopria® to Print and Scan (P. 678)**

## Step 1: Installing the Driver to the Computer

Install Color Network ScanGear 2 on the computer where the scanned data will be saved. ➤ **Installing Software and Drivers to the Computer (P. 149)**

## Step 2: Registering the Machine with a Computer

Register the machine with the computer to which the scanned data will be saved.

- 1 Click [  ] (Start) ► [All apps] ► [Color Network ScanGear 2] ► [Color Network ScanGear 2 Tool].

→ Color Network ScanGear 2 Tool starts, and the [Select Scanner] window is displayed.

- 2 Specify the machine.

When Specifying the Machine by Entering the IP Address or Host Name  
Select [Specify Address], and enter the IP address or host name of the machine.

When Searching for and Specifying the Machine

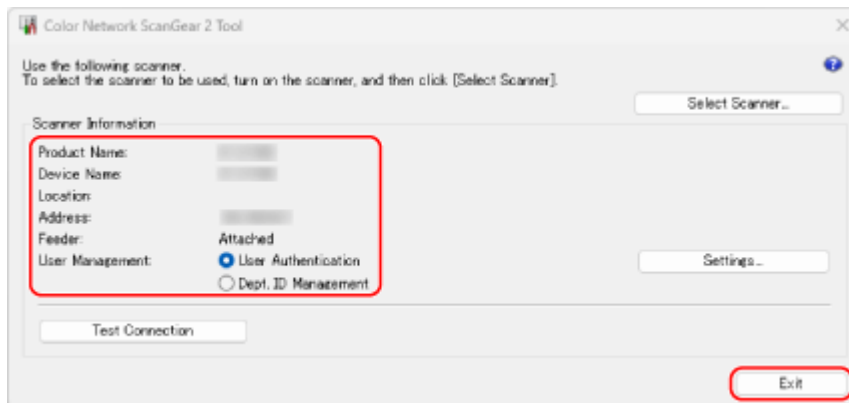
1. Select [Search for Scanners on the Network].
2. In [Address Displayed in Search Result], select [IP Address] or [IP Address or Host Name], and click [Discover].
3. Select the machine in the [Search Results] list.

- 3 Click [OK].

→ The [Color Network ScanGear 2 Tool] screen is displayed.

4

Check that the machine is selected, and then click [Exit].



- When user management functions are enabled, select [User Authentication] or [Dept. ID Management], and then click [Settings] to configure the user management information. ➤ **Configuring User Management Information on a Computer (P. 752)**
- You can click [Test Connection] to check the connection to the machine.

# Registering the Machine to a Computer as a WSD Scanner

EK89-077

Register the machine as a WSD scanner for each computer to which the scanned data will be saved.

- 1 On the computer, click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

- 2 Click [Add device] for [Add a printer or scanner].

→ A list of printers is displayed.

- 3 Click [Add device] for the machine.

→ The machine is registered to the computer.

## NOTE

If the Machine Is Not Displayed in the List of Printers

- There may be a problem with the network settings of the computer, such as the firewall settings. For details, contact the network administrator.

# Sending Scanned Data

EK89-078



Scan the original and send the scanned data to the following destinations:

- E-mail
- Shared folder on a computer
- File server (FTP server, Windows server, etc.)

You can specify multiple types of destinations at the same time.

For example, by sending scanned data to an e-mail address and shared folder simultaneously, you can back up data sent by e-mail by sending it to a shared folder at the same time.

To scan and send originals, you can either send with the Easy Scan and Send/Easy Scan function or configure the detailed settings when sending.

With Easy Scan and Send/Easy Scan, you can configure basic functions such as the specified destinations and color settings by performing simple button operations.

➤ **Sending with Easy Scan and Send/Easy Scan (P. 420)**

➤ **Configuring the Detailed Settings When Sending (P. 426)**

## NOTE

- If you configure the detailed settings when sending, you can also send to the following destinations:
  - Advanced Space on another machine
  - Fax destination ➤ **[Display Fax Function] (P. 983)**

## Sending with Easy Scan and Send/Easy Scan

### Required Preparations

- Make preparations according to the scanned data sending destination. ➤ **Preparing to Send and Save Scanned Data (P. 407)**

**1** Place the original. ➤ **Placing Originals (P. 204)**

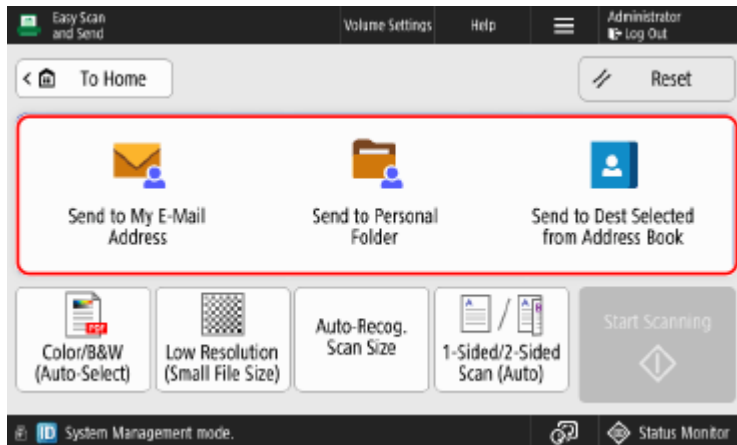
If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

**2** On the control panel, press [Easy Scan and Send]/[Easy Scan] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The Easy Scan and Send (Europe and Americas)/Easy Scan (Asia/Oceania) screen is displayed.

## 3

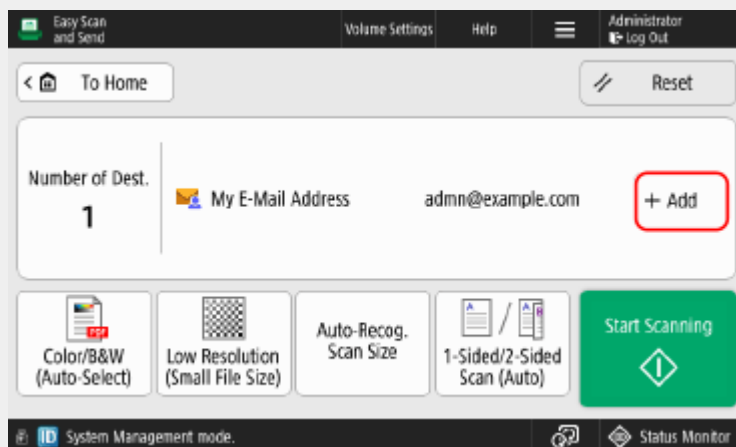
Specify the destination.



- To specify the login user's e-mail address as a destination, press [Send to My E-Mail Address].
- To specify a folder for a login user (Personal Folder) as a destination, press [Send to Personal Folder].
  - \* [Send to Personal Folder] is displayed only when [Personal Folder Specification Method] is set to [Home Folder] or [Use Login Server]. ➤ **[Personal Folder Specification Method] (P. 1091)**
  - \* If [Send to Personal Folder] is not displayed, use [Scan and Send] to specify the Personal Folder as the destination when sending. ➤ **Configuring the Detailed Settings When Sending (P. 426)**
- To specify a destination from the Address Book, press [Send to Dest Selected from Address Book].

#### When Specifying Multiple Destinations

Press [Add] in the destination displaying area, and select the address to be added.

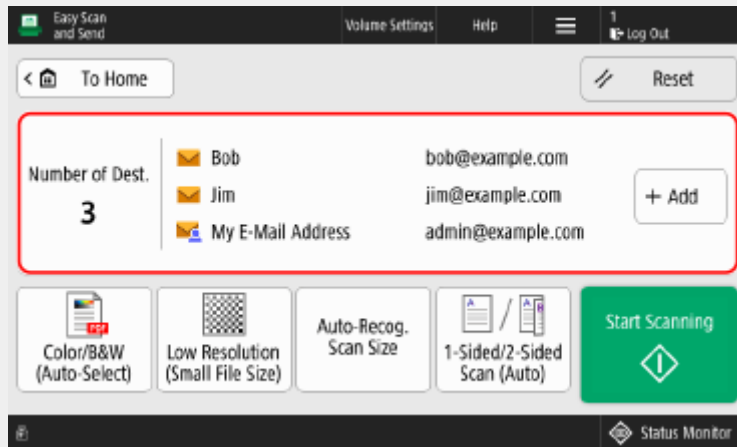


Up to 10 destinations can be specified at one time.

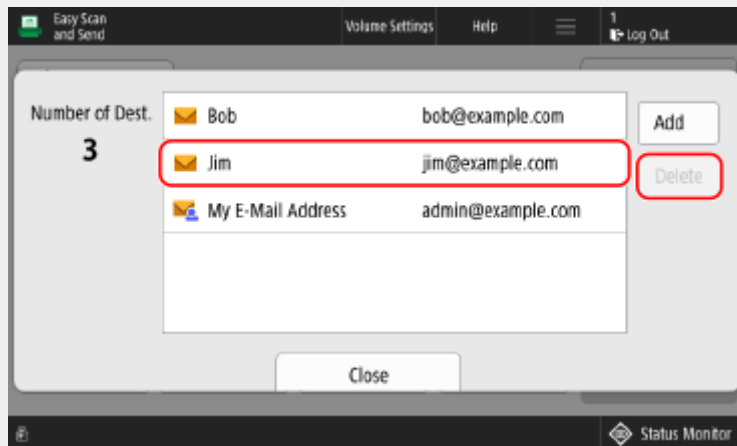
#### When Deleting the Specified Destination



1. Press the destination displaying area.

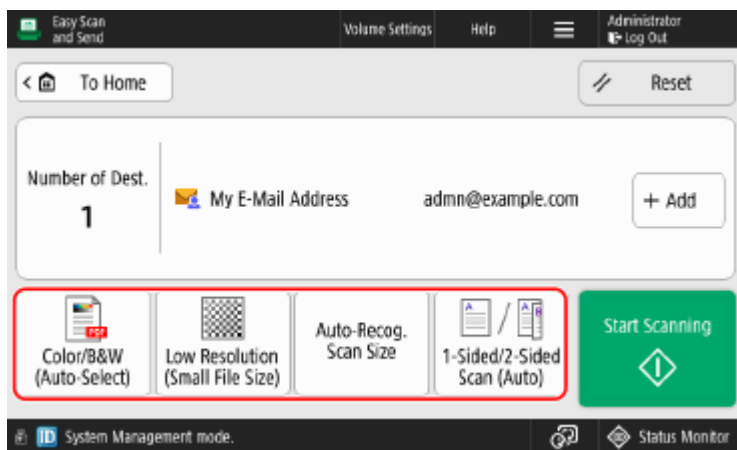


2. Select the address you want to delete, and press [Delete].



3. Press [Close].

#### 4 Configure the scan settings.

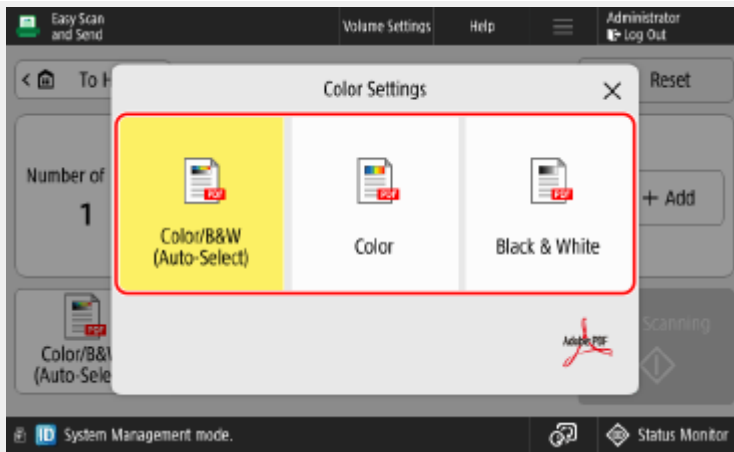


- To cancel changes to the settings and return to the default settings, press [Reset].

\* You cannot change the resolution settings.

#### Selecting the Color When Scanning

Press the color setting button, and select a color.



## [Color/B&W (Auto-Select)]

Detects the color of the original automatically. Color originals are scanned in color, and black and white originals are scanned in grayscale.

\* Color originals may be detected as black and white depending on the condition of the original, such as when only the edges of the original are in color. In this case, select [Color].

## [Color]

Scans in color, regardless of the color of the original.

\* When set to [Color], black and white originals also count as color scans.

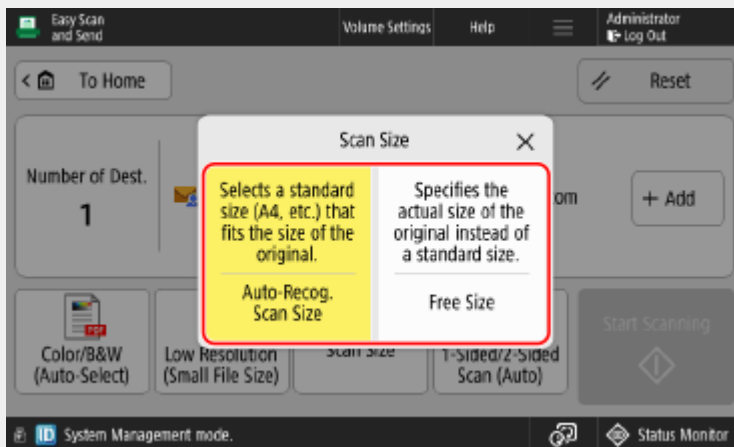
## [Black & White]

Scans in shades of gray from white to black, regardless of the color of the original.

## Setting the Scan Size

Press the scan size setting button, and select the scan size.

\* You cannot specify the original size.



## [Auto-Recog. Scan Size]

Select this when you want the machine to automatically recognize the size of the original.

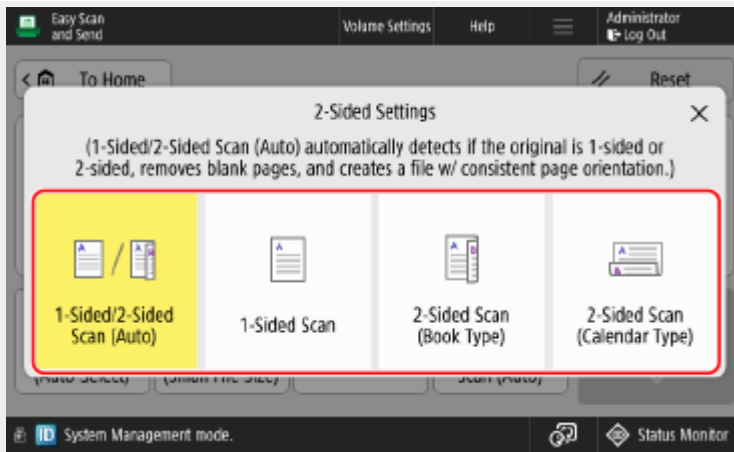
## [Free Size]

Select this when you scan a custom size original.

\* When [Free Size] is selected, the original can only be placed in the feeder.

## Scanning Both Sides of an Original

Press the 2-sided scan setting button, and select 1-sided or 2-sided.



#### [1-Sided/2-Sided Scan (Auto)]

Scans originals as follows:

- The machine automatically recognizes whether the original is 1-sided or 2-sided.
- The machine automatically deletes (skips) pages determined to be blank.
- The machine performs OCR processing when the original is scanned, and a text-searchable PDF file is created.
- The machine detects the orientation of the text in the original and creates a file with the same orientation.

#### [1-Sided Scan]

Scans 2-sided originals one side at a time.

#### [2-Sided Scan (Book Type)]

Select this if the top and bottom orientation of the front and back sides of the original are the same.

#### [2-Sided Scan (Calendar Type)]

Select this if the top and bottom orientation of the front and back sides of the original are opposite.

### When Creating a File Name by Extracting the Characters at the Beginning of the Original

On the [Easy Scan and Send] screen, set [  ] ▶ [Specify File Name from OCR (Text Searchable) Result] to [On].

- This setting is available only when [1-Sided/2-Sided Scan (Auto)] is configured in the 2-sided scan settings.
- You can change the characters extracted as a file name. ▶ **[OCR (Text Searchable) Settings] (P. 1068)**
- When [Specify File Name from OCR (Text Searchable) Result] is enabled, the file name is not applied to the following:
  - Send status displayed in the status display at the bottom of the screen ▶ **[Home] Screen (P. 165)**
  - TX report ▶ **Printing a TX Report (P. 484)**
  - TX log when a sending error occurs ▶ **Checking the Send or Save Status and Log of Scanned Data (P. 487)**

5

Click [  Start Scanning ].

→ Scanning of the original starts.

- To cancel scanning, press [Cancel] ▶ [Yes]. ▶ **Canceling Scanning (P. 485)**

- When scanning of the original is completed, the scanned data is sent. Use [  Status Monitor] to view the send status and log. ➤ **Checking the Send or Save Status and Log of Scanned Data (P. 487)**

#### When [Scan Next Original] Is Displayed

When an original is placed on the platen glass and is scanned, the screen for scanning additional originals is displayed.

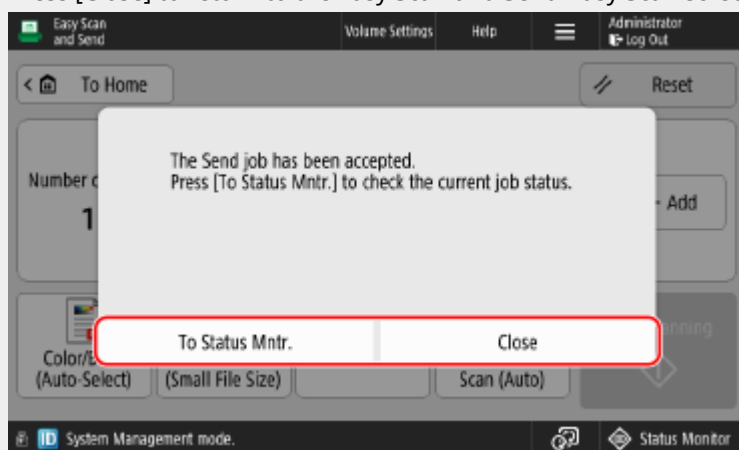
- To continue scanning originals, place the next original, and press [Scan Next Original].
  - ➔ The next original is scanned, and the same screen is displayed.  
Repeat this process until scanning of all originals is completed.
- Press [Start Sending].
  - ➔ The scanned data is sent.

When the User Name and Password Input Screen and Confirmation Screen Are Displayed  
Enter the user name and password and confirm these while following the instructions on the screen.

#### When [To Status Mntr.] Is Displayed

To check the send status and log, press [To Status Mntr.]. ➤ **Checking the Send or Save Status and Log of Scanned Data (P. 487)**

Press [Close] to return to the Easy Scan and Send/Easy Scan screen.



#### NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message is displayed on the screen. Remove the jammed original while following the instructions in the message. ➤ **Paper and Staple Jams (P. 1472)**  
When the jammed original is removed, the screen for resuming operations is displayed.  
If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.
- Change the default settings to prevent detection of multi sheet feeding. ➤ **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)**

\* Depending on the model, the optional Document Feeder Double Feeding Detection Kit-A may be required in order to use the multiple sheet feed detection function.

## Configuring the Detailed Settings When Sending

### Required Preparations

- Make preparations according to the scanned data sending destination. [▶Preparing to Send and Save Scanned Data \(P. 407\)](#)

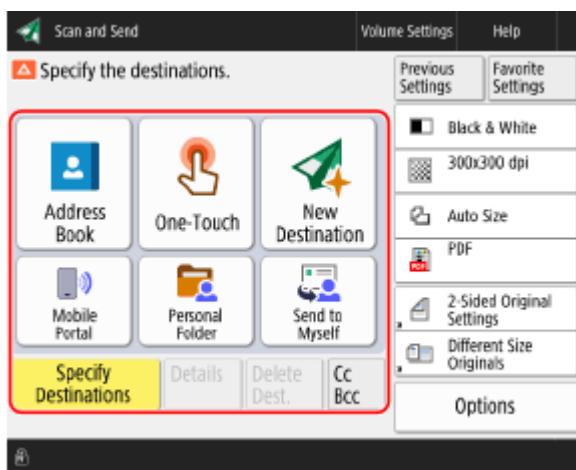
### 1 Place the original. [▶Placing Originals \(P. 204\)](#)

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

### 2 On the control panel, press [Scan and Send] in the [Home] screen. [▶\[Home\] Screen \(P. 165\)](#)

→ The scanning screen is displayed.

### 3 Specify the destination. [▶Specifying Destinations \(P. 320\)](#)



- To specify a folder for a login user (Personal Folder) as a destination, press [Personal Folder].
- To specify the e-mail address of a login user as a destination, press [Send to Myself].

#### When Specifying an E-Mail Address as a Cc or Bcc Destination

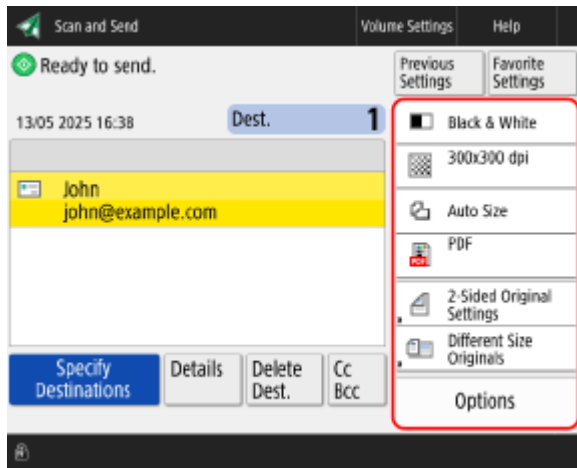
1. Press [Cc Bcc].
2. Press [Cc] or [Bcc].
3. Press [Specify Destinations], and specify a destination. [▶Specifying Destinations \(P. 320\)](#)

To change the type (To, Cc, or Bcc) of specified destination, press [To/Bcc > Cc] or [To/Cc > Bcc], specify the destination to change in Cc or Bcc, and press [OK].

4. Press [OK].

4

Configure the scan settings. [▶ Scan Settings \(P. 450\)](#)



When "Favorite Settings" are registered, you can call them up by pressing [Favorite Settings]. [▶ Registering and Recalling Favorite Settings \(P. 190\)](#)

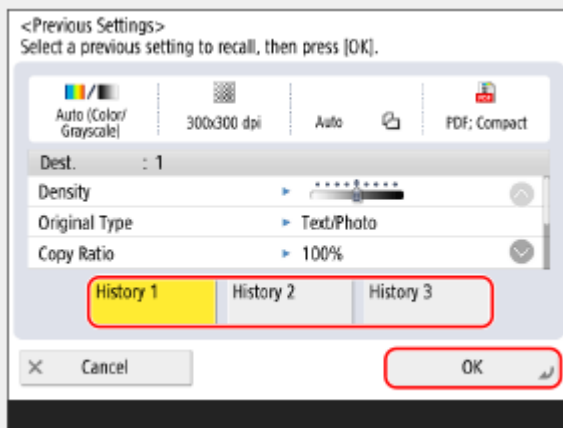
When Recalling Previous Settings (Setting History)

You can press [Previous Settings] to call up the settings used to send scanned data in the past. You can also apply the destination used to send data together with the setting.

When you call up the setting history, the specified destinations and scan settings are overwritten.

\* You cannot use the setting history when managing the destination with an access number. [▶ Hiding Destinations \(Access Number Management\) \(P. 850\)](#)

On the [Previous Settings] screen, select the history you want to recall, and press [OK].



- You can change the called up destination and scan settings, and send scanned data.
- Each login user can select from their own setting history.  
For users who are not logged in or guest users, you can select the setting history common to unauthorized users.
- When entry of new destinations is restricted, the setting history is cleared regardless of the type of restricted destination. [▶ Sending Only to Registered Destinations \(P. 821\)](#)

5

Click [ Start].

→ Scanning of the original starts.

- To cancel scanning, press [Cancel] ▶ [Yes]. [▶ Canceling Scanning \(P. 485\)](#)

- When scanning of the original is completed, the scanned data is sent. Use [ Status Monitor] to view the send status and log. ➤ **Checking the Send or Save Status and Log of Scanned Data (P. 487)**

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [ Start].

→ The next original is scanned, and the same screen is displayed.  
Repeat this process until scanning of all originals is completed.

When placing originals on the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

#### When Changing the Scan Settings for Each Original

On the screen with the displayed message, press [Change Settings]. You can change the following settings:

- [Select Color]
- [Scan Size]
- [2-Sided Original]
- [Density]
- [Original Type]

For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

2. Press [Start Sending].

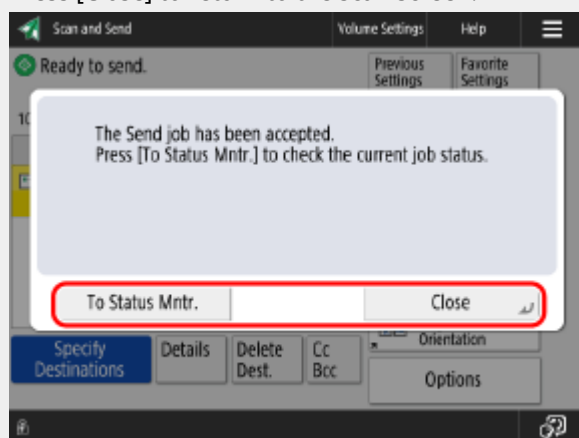
→ The scanned data is sent.

When the User Name and Password Input Screen and Confirmation Screen Are Displayed  
Enter the user name and password and confirm these while following the instructions on the screen.

When [To Status Mntr.] Is Displayed

To check the send status and log, press [To Status Mntr.]. ➤ **Checking the Send or Save Status and Log of Scanned Data (P. 487)**

Press [Close] to return to the scan screen.



#### NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message is displayed on the screen. Remove the jammed original while following the instructions in the message. ➤ **Paper and Staple Jams (P. 1472)**

When the jammed original is removed, the screen for resuming operations is displayed.

If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.

- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the scan screen, press [Options] ▶ [Detect Feeder Multi. Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. ▶ **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)**

\* Depending on the model, the optional Document Feeder Double Feeding Detection Kit-A may be required in order to use the multiple sheet feed detection function.

#### Previewing Contents before Sending

- You can display a preview screen to check the content before sending scanned data. You can also change the page order and delete pages on the preview screen. ▶ **Checking the Scanned Data and Organizing Pages (Preview) (P. 439)**

#### Enhancing the Security of Scanned Data

- You can enhance the security of scanned data by encrypting the PDF file or adding a digital signature to the PDF or XPS file. ▶ **Enhancing the Security of Scanned Data (P. 441)**



# Saving Scanned Data

EK89-079



Scan the original and save the scanned data to the following locations:

- Advanced Space on another machine
- Windows server

The save destination is displayed on the control panel of the machine, so you can confirm the save destination and save scanned data.

When saving data to the Advanced Space of another machine or a Windows server, you can use the control panel of this machine to create or rename a destination folder.

\* For details on the Advanced Space of another machine, see the manuals of the other machine.

## Required Preparations

- Make preparations according to the store location of the scanned data. ➤ **Preparing to Send and Save Scanned Data (P. 407)**

### 1 Place the original. ➤ **Placing Originals (P. 204)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

### 2 On the control panel, press [Scan and Store] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

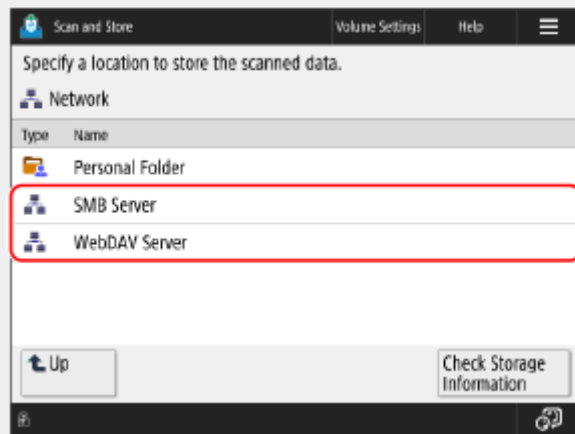
➔ The screen for selecting the type of store location is displayed.

### 3 Display the store location.

When Saving to Advanced Space on Another Machine or Windows Server

1. Press [Network].

## 2. Select another machine or server to be used as the store location.



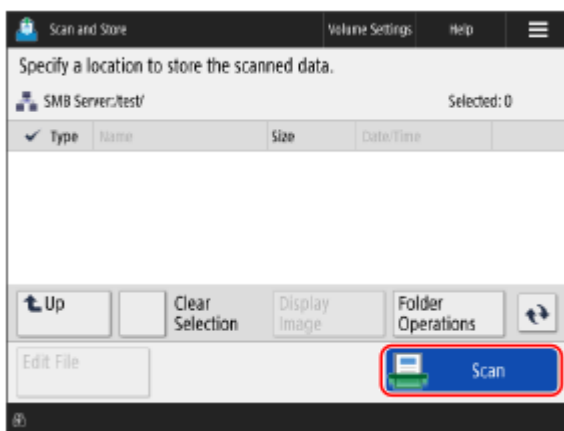
- Select [Personal Folder] to directly access and store to your own login user folder (Personal Folder).
- You can press [Check Storage Information], select the connection destination, and then press [Details] to check the protocol and path of the connection destination.
- If a login screen appears, enter the same user name and password used to log in to the other machine or server, and press [OK].

## 3. Display the destination folder.

You can also create a destination folder. ➡ **[Network] and [Memory Media] File Selection Screen (P. 654)**

4

Press [Scan].

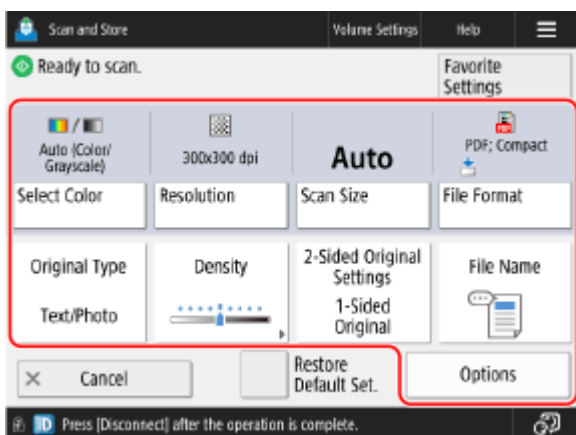


→ The scanning screen is displayed.

- An icon indicating the type of destination and the hierarchy of the destination are displayed on the top left of the screen.

[  ]: Advanced Space on another machine or Windows server

## 5 Configure the scan settings. [▶ Scan Settings \(P. 450\)](#)



\* The items that appear on the screen vary depending on the model and options.

- To select a different store location, press [Cancel] at the bottom left of the screen.
- When Favorite Settings are registered, you can call these up by pressing [Favorite Settings]. [▶ Registering and Recalling Favorite Settings \(P. 190\)](#)
- To cancel changes to the settings and return to the default settings, press [Restore Default Set.].

## 6 Press [ Start].

→ Scanning of the original starts.

- To cancel scanning, press [Cancel] ▶ [Yes]. [▶ Canceling Scanning \(P. 485\)](#)
- When scanning of the original is completed, the scanned data is saved.  
You can use [ Status Monitor] to check the save status and log. [▶ Checking the Send or Save Status and Log of Scanned Data \(P. 487\)](#)

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [ Start].

→ The next original is scanned, and the same screen is displayed.  
Repeat this process until scanning of all originals is completed.

When placing originals on the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

### When Changing the Scan Settings for Each Original

On the screen with the displayed message, press [Change Settings]. You can change the following settings:

- [Select Color]
- [Scan Size]
- [2-Sided Original]
- [Density]
- [Original Type]

For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

2. Press [Start Storing].

→ The scanned data is saved.

### IMPORTANT

When Performing Operations while Logged in to Advanced Space or Windows server

- When the operation is complete, make sure to press [Disconnect] or [Log Out] to log out.

### NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message is displayed on the screen. Remove the jammed original while following the instructions in the message. ➤ **Paper and Staple Jams (P. 1472)**

When the jammed original is removed, the screen for resuming operations is displayed.

If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.

- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the scan screen, press [Options] ▶ [Detect Feeder Multi. Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. ➤ **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)**

\* The optional Document Feeder Double Feeding Detection Kit-A may be required in order to use the multiple sheet feed detection function.

### Previewing Contents before Saving

- You can display a preview screen to check the contents before saving scanned data. You can also change the page order and delete pages on the preview screen. ➤ **Checking and Editing Scanned Data before Sending or Saving (P. 438)**

### Enhancing the Security of Scanned Data

- You can enhance the security of scanned data by encrypting the PDF file or adding a digital signature to the PDF or XPS file. ➤ **Enhancing the Security of Scanned Data (P. 441)**

# Saving Scanned Data to a USB Memory Device

EK89-07A



You can scan an original and save the scanned data to a USB memory device connected to the machine. This is convenient when using scanned data on a computer without a network connection or when on the go.

## Required Preparations

- Configure the settings to enable saving of scanned data to a USB memory device. [▶Preparations for Using a USB Memory Device \(P. 637\)](#)

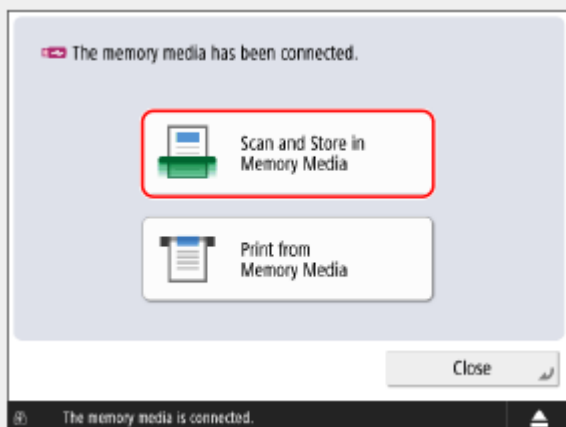
## 1 Place the original. [▶Placing Originals \(P. 204\)](#)

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

## 2 Insert a USB memory device into the USB port on the machine. [▶Inserting and Removing a USB Memory Device \(P. 332\)](#)

When the Shortcut Screen of Available Functions Is Displayed

Press [Scan and Store in Memory Media], and proceed to Step [5](#).

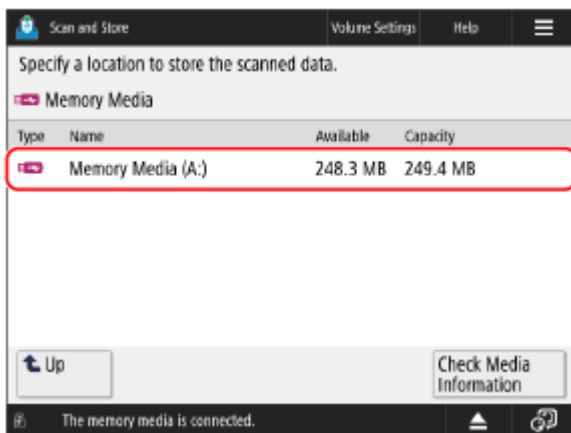


## 3 On the control panel, press [Scan and Store] in the [Home] screen. [▶\[Home\] Screen \(P. 165\)](#)

→ The screen for selecting the type of store location is displayed.

4 Press [Memory Media].

5 Select the USB memory device to use as the store location.

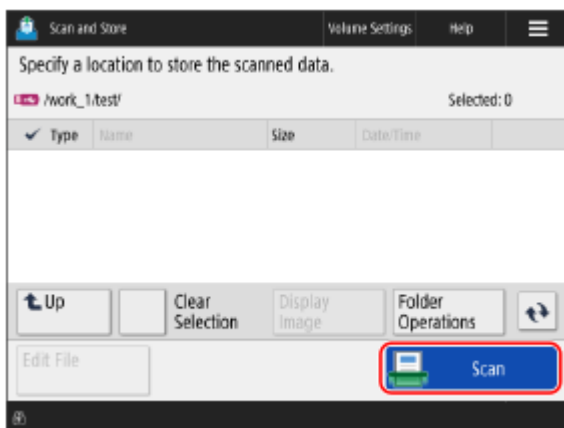


You can press [Check Media Information], select the USB memory device, and then press [Details] to check the serial number and available capacity of the USB memory device.

6 Display the destination folder.

You can also create a destination folder and change the folder name. [▶\[Network\] and \[Memory Media\] File Selection Screen \(P. 654\)](#)

7 Press [Scan].

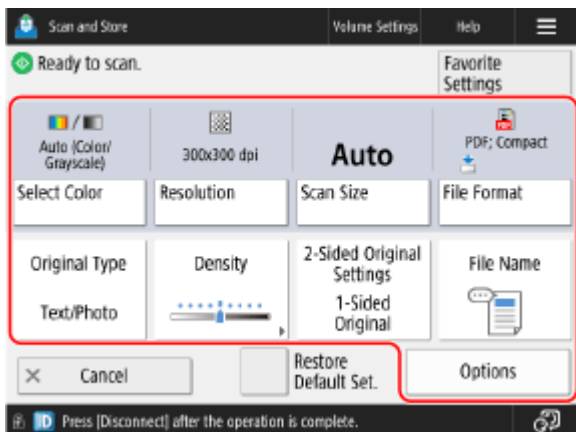


→ The scanning screen is displayed.

- The [  ] icon indicating the USB memory device and the hierarchy of the store location are displayed at the top left of the screen.

8

Configure the scan settings. [▶ Scan Settings \(P. 450\)](#)



- To select a different store location, press [Cancel] at the bottom left of the screen.
- When Favorite Settings are registered, you can call these up by pressing [Favorite Settings]. [▶ Registering and Recalling Favorite Settings \(P. 190\)](#)
- To cancel changes to the settings and return to the default settings, press [Restore Default Set.].

9

Press [ Start].

→ Scanning of the original starts.

- To cancel scanning, press [Cancel] ▶ [Yes]. [▶ Canceling Scanning \(P. 485\)](#)
- When scanning of the original is completed, the scanned data is saved. Press [ Status Monitor] to check the save status and log. [▶ Checking the Send or Save Status and Log of Scanned Data \(P. 487\)](#)

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [ Start].

→ The next original is scanned, and the same screen is displayed.  
Repeat this process until scanning of all originals is completed.

When placing originals on the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

#### When Changing the Scan Settings for Each Original

On the screen with the displayed message, press [Change Settings]. You can change the following settings:

- [Select Color]
- [Scan Size]
- [2-Sided Original]
- [Density]
- [Original Type]

For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

2. Press [Start Storing].

→ The scanned data is saved.

## 10 When scanning is completed, remove the USB memory device. ➤ **Removing the USB Memory Device (P. 333)**

### NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message is displayed on the screen. Remove the jammed original while following the instructions in the message. ➤ **Paper and Staple Jams (P. 1472)**

When the jammed original is removed, the screen for resuming operations is displayed.

If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.

- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the scan screen, press [Options] ► [Detect Feeder Multi. Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. ➤ **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)**

\* Depending on the model, the optional Document Feeder Double Feeding Detection Kit-A may be required in order to use the multiple sheet feed detection function.

### Previewing Contents before Saving

- You can display a preview screen to check the contents before saving scanned data. You can also change the page order and delete pages on the preview screen. ➤ **Checking the Scanned Data and Organizing Pages (Preview) (P. 439)**

### Enhancing the Security of Scanned Data

- You can enhance the security of scanned data by encrypting the PDF file or adding a digital signature to the PDF or XPS file. ➤ **Enhancing the Security of Scanned Data (P. 441)**



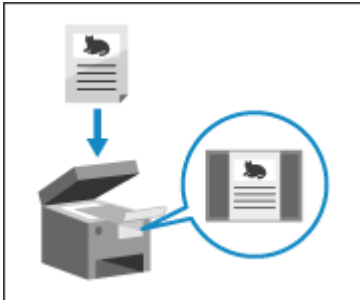
# Checking and Editing Scanned Data before Sending or Saving

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EK89-07C

You can display a preview screen to check the contents and organize the pages before sending or saving scanned data.

\* You cannot check or edit scanned data when you use Easy Scan and Send/Easy Scan.



④ Checking the Scanned Data and Organizing Pages (Preview) (P. 439)

# Checking the Scanned Data and Organizing Pages (Preview)

EK89-07E



You can display a preview screen to check the contents before sending or saving scanned data. You can also change the page order and delete pages on the preview screen.

➤ **Displaying the Preview Screen (P. 439)**

➤ **Operating the Preview Screen (P. 440)**

## Displaying the Preview Screen

You can configure the settings to display a preview screen before sending or saving scanned data.

\* For the basic scanning operations, see the following:

➤ **Sending Scanned Data (P. 420)**

➤ **Saving Scanned Data (P. 430)**

➤ **Saving Scanned Data to a USB Memory Device (P. 434)**

**1** Press [Options] ► [Preview] on the scan screen. ➤ **Scan Screen (P. 452)**

→ [W/ Settings] is displayed at the bottom of the setting button.

**2** Press [Close].

→ The scan screen is displayed again.

**3** Press [ Start].

→ Scanning of the original starts.

When scanning is completed, the preview screen is displayed.

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, the screen for scanning additional originals is displayed.

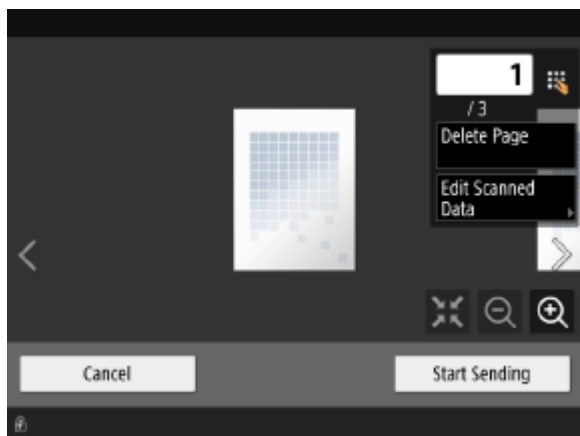
When scanning of all originals is completed, press [Preview and Send] to display the preview screen.

## Operating the Preview Screen

If the settings are configured to display a preview screen, the preview screen is displayed after scanning of the original is completed.

\* When an original is placed on the platen glass and is scanned or scanning is performed using Job Build, you can press [Preview and Send] after scanning of all originals is completed to display the preview screen.

You can use the preview screen to check the contents of the scanned data and organize the pages. Press [Start Sending] or [Start Storing] to send or save the scanned data.



### Changing the Page to Display

Press [**Left Arrow**] or [**Right Arrow**] on the left or right side of the screen.

You can also directly specify the page to display by using the numeric keys to enter a page number.

### Deleting a Page

Display the page you want to delete, and press [Delete Page] ► [Yes].

### Moving a Page

Press [Edit Scanned Data] ► [Move Page Position], specify the page to move and the destination, and then press [OK].

### Replacing a Page

Press [Edit Scanned Data] ► [Switch Page Position], specify the page to replace and the replacement page, and then press [OK].

# Enhancing the Security of Scanned Data

EK89-07K



When scanning important documents, you can encrypt the scanned data or add a digital signature to enhance the security of the scanned data.

You can only encrypt PDF files.

A digital signature can only be added to PDF files and XPS files.

You can both encrypt and add a digital signature to a PDF file.

\* You cannot enhance the security of scanned data when you use Easy Scan and Send/Easy Scan.

➤ **Encrypting Scanned Data and Creating a PDF File (P. 441)**

➤ **Adding a Digital Signature to Scanned Data (P. 443)**

## NOTE

Enhancing the Security of an E-mail or I-Fax

- You can set S/MIME to encrypt or add a digital signature to an outgoing e-mail or I-Fax. ➤ **Encrypting E-mail with S/MIME (P. 845)**

## Encrypting Scanned Data and Creating a PDF File

You can set a password to encrypt a PDF file to restrict viewing and editing. You must enter the set password to open and edit the PDF file.

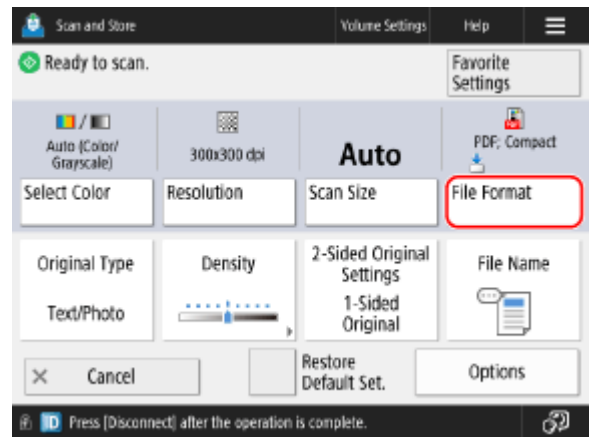
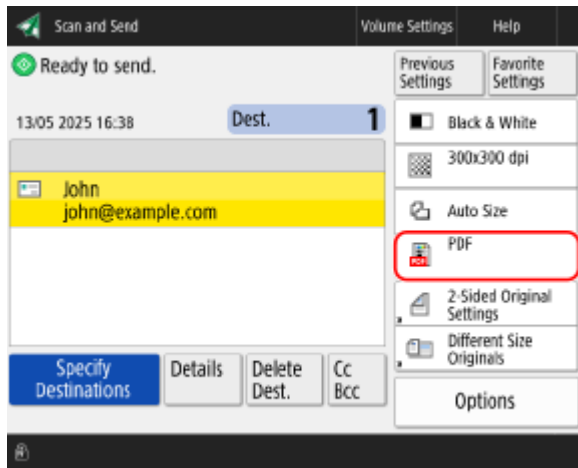
\* A PDF file cannot be encrypted in the following cases:

- When [Auto (OCR)] is selected in the file name setting ➤ **Setting the File Name (P. 471)**
- When sending scanned data to a fax or I-Fax destination

\* For the basic scanning operations, see the following:

- **Sending Scanned Data (P. 420)**
- **Saving Scanned Data (P. 430)**
- **Saving Scanned Data to a USB Memory Device (P. 434)**

- 1 On the scan screen, press the file format setting button. ➤ **Scan Screen (P. 452)**



→ The [File Format] screen is displayed.

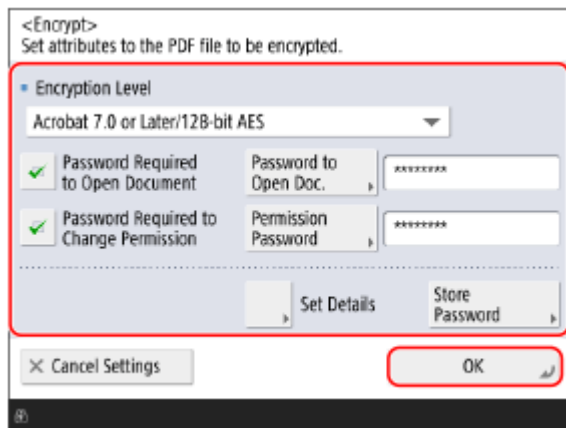
- 2 Press [PDF] ➤ [Set Details].

- 3 Press [Encrypt].

If [Format to PDF/A] is selected, disable [Format to PDF/A], and then press [Encrypt].

\* Additional functions other than [Format to PDF/A] can be set in combination with [Encrypt].

- 4 Configure the operations to restrict and the password.



[Encryption Level]

Select the encryption level.

- When using 256-bit AES, you can set whether to display [Acrobat 10.0 or Equivalent/256-bit AES] or [Acrobat 9.0 or Equivalent/256-bit AES]. ➤ **[256-bit AES Settings for Encrypted PDF] (P. 1070)**

[Password Required to Open Document]

The PDF file is restricted so that only users who know the password can open the file.

To set a password, select the checkbox, press [Password to Open Doc.], and enter the password.

\* You cannot set the same password as [Permission Password].

[Password Required to Change Permission]

The PDF file is restricted so that only users who know the password can print or change the file.

To set a password, select the checkbox, press [Permission Password], and enter the password. Use the following items to set the restrictions:

\* You cannot set the same password as [Password to Open Doc.].

## 5 If necessary, press [Set Details] and configure the detailed settings of the PDF file to encrypt.

### [Allow Printing]

To restrict printing of the PDF file, select [Do Not Allow] or [Allow (Low Resolution Only)].

\* If [Acrobat 3.0 or Later/40-bit RC4] is selected in [Encryption Level], [Allow (Low Resolution Only)] is not displayed.

### [Allow Changes]

To restrict changes to the PDF file, select [Do Not Allow]. To allow changes, select the items that can be changed.

\* When both encrypting and adding a digital signature to the file, select [Changes but Extract Pages].

### [Enable Copying and Extraction of Images/Text]

To restrict copying and extracting of images and text of the PDF file, clear the checkbox.

\* If [Acrobat 3.0 or Later/40-bit RC4] is selected in [Encryption Level], this option is not displayed.

### [Enable Access for Visually Impaired]

To restrict the text-to-speech function, clear the checkbox.

\* If [Acrobat 3.0 or Later/40-bit RC4] is selected in [Encryption Level], this option is not displayed.

### [Enable Accessibility, Copy, Extraction of Image/Text]

To restrict copying and extracting of images and text of the PDF file or the text-to-speech function, clear the checkbox.

\* This option is only displayed when [Acrobat 3.0 or Later/40-bit RC4] is selected in [Encryption Level].

## 6 Press [OK] ► [OK].

→ The scan screen is displayed again.

### IMPORTANT

- Even if [Password Required to Change Permission] is set to restrict printing or changes to the PDF file, some restrictions may be ignored depending on the application to be used.

### NOTE

#### Saving a Set Password

- When you log in to operate the machine, [Store Password] is displayed on the screen in Step 4. If you press [Store Password], the [Password to Open Doc.] and [Permission Password] settings are saved to the machine, and you do not have to enter the password the next time you configure the settings.
- Each login user can save only one password to each [Password to Open Doc.] and [Permission Password].
- To change the saved password, enter a new password into [Password to Open Doc.] and [Permission Password], and press [Store Password] to save the new password.
- To delete the saved password, clear the contents of [Password to Open Doc.] and [Permission Password], and press [Store Password] with the fields left blank.
- When a password is saved and you call up the settings of the encrypted PDF from "Favorite Settings," a message is displayed prompting you to select either the saved password or the password registered in "Favorite Settings."

## Adding a Digital Signature to Scanned Data

Adding a digital signature to a PDF file or XPS file can guarantee the author of the file and prove that the document has not been tampered with.

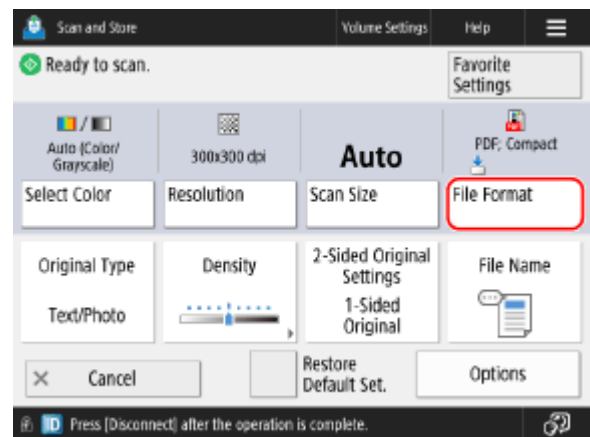
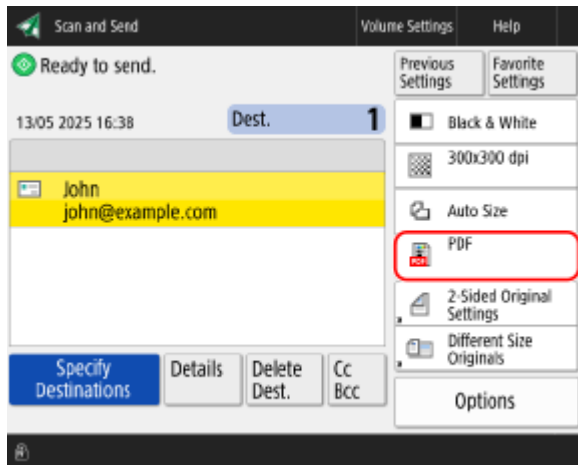
\* For the basic scanning operations, see the following:

- **Sending Scanned Data (P. 420)**
- **Saving Scanned Data (P. 430)**
- **Saving Scanned Data to a USB Memory Device (P. 434)**

#### Required Preparations

- Prepare the key and certificate for the digital signature. ➤ **Adding a Digital Signature to Scanned Data (P. 841)**

- 1 On the scan screen, press the file format setting button. ➤ **Scan Screen (P. 452)**

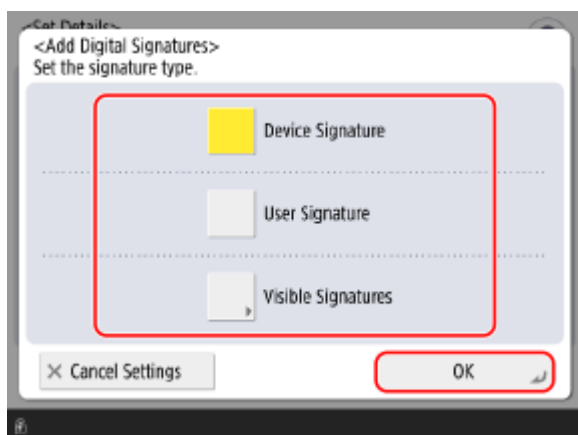


→ The [File Format] screen is displayed.

- 2 Press [PDF] or [XPS] ➤ [Set Details].
- 3 Press [Add Digital Signatures] or [Add Device Signature].

Additional functions such as [Compact] can be set in combination with adding a digital signature.

- 4 Specify the digital signature to add to the file, and press [OK].



If you are not logged into the machine and you selected [XPS] in Step 2, you can skip this step. Proceed to Step 5.

[Device Signature]

Adds the name of the machine as the signature. Use this to prove that the file was scanned using the machine. To add a device signature, press the button to select it.

[User Signature]

Adds the login user name as the signature. Use this to prove that the file was scanned by the user.  
To add a user signature, press the button to select it.

[Visible Signatures] (PDF files only)

Displays the signature information on the first page so that it is easy to see that a digital signature has been added to the file.

To add a visible signature, press the button and select the display position of the signature.

**5** Press [OK].

→ The scan screen is displayed again.

**NOTE**

Encrypting and Digitally Signing a PDF File

- To encrypt a PDF file, configure the following settings: [🔗Encrypting Scanned Data and Creating a PDF File \(P. 441\)](#)
  - When setting [Password Required to Change Permission], select [Changes but Extract Pages] in [Allow Changes].



# Scanning from a Computer (Windows Only)

EK89-07L



You can scan an original and save the scanned data to a computer connected to the machine. You can set the format and save location when scanning from a computer. This method lets you see the scanned data immediately on the computer screen so you can check the image quality and make adjustments.

You can scan using the supplied Color Network ScanGear 2 scanner driver or WSD, which comes standard with Windows.

## Using the Scanner Driver

You can also use image processing software, document software, and other applications that support TWAIN\*<sup>1</sup> or WIA\*<sup>2</sup>. Scanned data is imported directly to the application for immediate editing and processing. Check the manual of the application you are using to see if it supports TWAIN or WIA.

### ➤ Scanning Using the Scanner Driver (P. 446)

\*<sup>1</sup> TWAIN is a standard for connecting a scanner or other image input device to a computer.

\*<sup>2</sup> WIA is a function that comes standard in Windows.

## Using WSD

WSD is a protocol that enables automatic detection of network-connected printers and scanners in a Windows environment. By using WSD, you can scan without installing a scanner driver. Check the manual of the application you are using to see if it supports WSD.

### ➤ Scanning Using WSD (P. 447)

## Scanning Using the Scanner Driver

After placing an original on the machine, start Color Network ScanGear 2 from a TWAIN- or WIA-supported application. This section describes the general procedure for this operation. Check the manual of the application you are using for detailed operations on how to use it.

### Required Preparations

- Install the scanner driver (Color Network ScanGear 2) to a computer, and register the machine. ➤ **Preparing to Scan Data from a Computer (Windows) (P. 417)**

**1** Place the original on the machine. ➤ **Placing Originals (P. 204)**

**2** On the control panel, press [Remote Scanner] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The [Remote Scanner] screen is displayed.

### 3 Press [Online].

→ The machine turns online (scan standby mode).

- If the settings are configured to turn the machine online by simply pressing [Remote Scanner], you can skip this step. Proceed to Step 4. [▶ \[Auto Online\] \(P. 1066\)](#)
- When the machine turns online, you can no longer use the copy and other functions.

### 4 On the computer, start the application used to import the scanned data.

### 5 In the application, select the command to start the scanning operation.

### 6 Select the scanner driver (Color Network ScanGear 2) of the machine.

→ Color Network ScanGear 2 starts.

### 7 Configure the scan settings on the Color Network ScanGear 2 screen.

For more information, click [Help] [▶](#) [Color Network ScanGear 2 Help] on the Color Network ScanGear 2 screen to display help.

### 8 Click [Scan].

→ Scanning of the original starts.

When scanning is completed, the scanned data is imported to the application.

### 9 When scanning of all originals is complete, on the control panel, press [Offline] in the [Remote Scanner] screen.

#### NOTE

- You can configure the machine to go offline automatically after a certain period of time has elapsed online. [▶ \[Auto Offline\] \(P. 1067\)](#)

## Scanning Using WSD

After placing an original on the machine, scan using a WSD-supported application.

This section describes the Windows Fax and Scan procedure as an example. Check the manual of the application you are using for detailed operations on how to use it.

#### Required Preparations

- Set the machine to enable scanning using WSD. [▶ Using LPD, RAW, and WSD \(P. 854\)](#)
- Register the machine to a computer. [▶ Registering the Machine to a Computer as a WSD Scanner \(P. 419\)](#)

#### IMPORTANT

- In the following cases, you cannot use WSD to scan:
  - When ACCESS MANAGEMENT SYSTEM is enabled [▶ Using ACCESS MANAGEMENT SYSTEM \(P. 764\)](#)

- When using DepartmentID Authentication for the login service of user authentication [▶ Changing the Login Service for User Authentication \(P. 962\)](#)
- You can use WSD to scan originals up to A4 or LTR size. Scanning is performed at A4 or LTR size even when an original larger than A4 or LTR size is placed.

1 Place the original on the machine. [▶ Placing Originals \(P. 204\)](#)

2 On the control panel, press [WSD Scan] in the [Home] screen. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [WSD Scan] screen is displayed.

3 Press [Allow Remote Scanner].

→ Scanning can be performed from a computer using WSD.

4 On a computer, click [  ] (Start) ▶ [Settings] ▶ [System] ▶ [Optional features] ▶ [View features] for [Add an optional feature].

5 Select the [Windows Fax and Scan] checkbox, and click [Next].

6 Click [Add].

7 On a computer, click [  ] (Start) ▶ [All apps] ▶ [Windows Tools] ▶ double-click [Windows Fax and Scan].

→ The [Windows Fax and Scan] screen is displayed.

8 Click [New Scan].

→ The [New Scan] screen is displayed.

If the [Select Device] screen is displayed, select the machine, and then click [OK].

9 In [Source], select the location where the original was placed.

- If the original was placed on the platen glass, select [Flatbed].
- If the original was placed in the feeder, select [Feeder (Scan one side)].

10 Configure other scan settings, as needed.

- When adjusting the image quality, select the original type from [Profile].
  - When scanning an original with large volumes of text, select [Document].
  - When scanning a photo, select [Photo (Default)].
- Select the scanned data file format with [File type].
- To see a preview image of the scanned data, click [Preview].

## 11 Click [Scan].

→ Scanning of the original starts.

When scanning is completed, the scanned data is saved to the [Scanned Documents] folder in [Windows Accessories] and displayed in the list of files in the [Windows Fax and Scan] screen.

### NOTE

#### Registering Frequently Used Settings

- You can use the following procedure to register frequently used scan settings as profiles, and then call up these settings as needed when scanning.

On the [New Scan] screen, select [Add profile] in [Profile] ► set the details to be registered ► enter a name in [Profile name] ► click [Save Profile].

#### Scanning Only with the Machine

- You can also save scanned data to a WSD-supported computer connected to the machine by simply following the procedure below.

On the control panel, press [WSD Scan] in the [Home] screen ► select the computer to be used as the save location from the list<sup>\*1</sup> ► press [Start].

When scanning is completed, the [Windows Fax and Scan] screen and folder are opened on the computer used as the save location, and the scanned data is displayed.

<sup>\*1</sup> Up to 40 computers can be displayed in the list.

# Scan Settings

EK89-07R

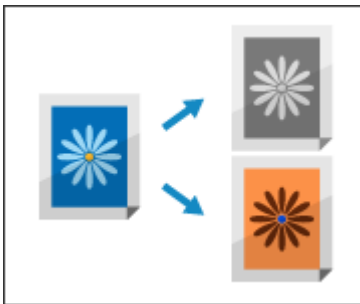
When you perform scanning with the machine, you can use the setting buttons on the scan screen to configure the settings for scanning the original and sending or storing the scanned data. [▶Scan Screen \(P. 452\)](#)  
If the scanned data does not appear as expected, you can change the settings and scan again.

\* When you use Easy Scan and Send/Easy Scan, the settings that can be configured are different. [▶Sending with Easy Scan and Send/Easy Scan \(P. 420\)](#)

\* When scanning from a computer, set when performing scanning on the computer.



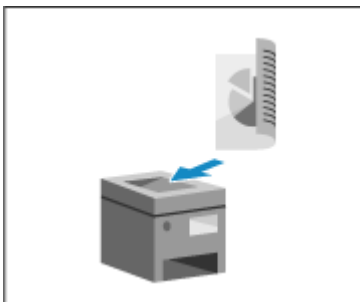
[▶Size and Orientation Settings \(P. 454\)](#)



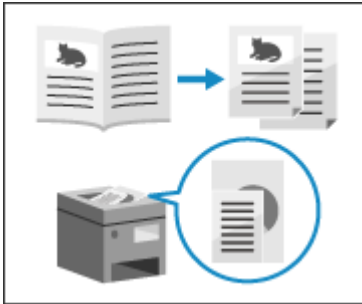
[▶Color Setting \(P. 457\)](#)



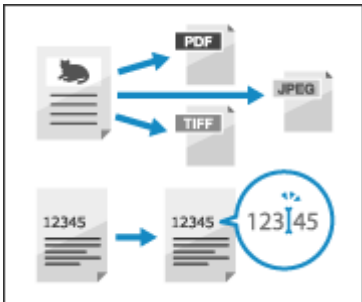
[▶Adjusting the Image Quality \(P. 459\)](#)



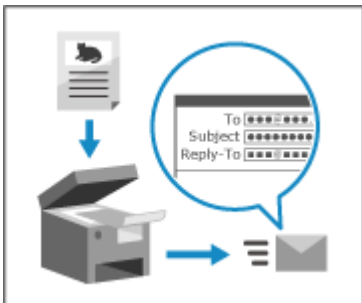
## 2-Sided Scan Settings (P. 464)



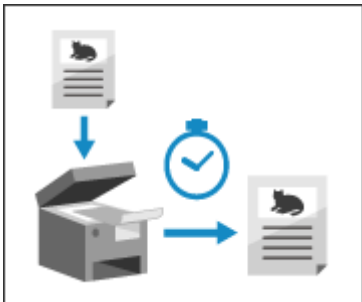
## Settings According to the Original (P. 465)



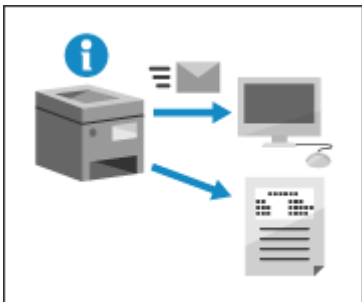
## File and Division Settings (P. 469)



## E-mail and I-Fax Settings (P. 479)



## Delayed Send Settings (P. 482)



## TX Result Notice Settings (P. 483)

### NOTE

- Some functions cannot be set together at the same time. The setting buttons are grayed out for functions that cannot be set.

# Scan Screen

EK89-07S

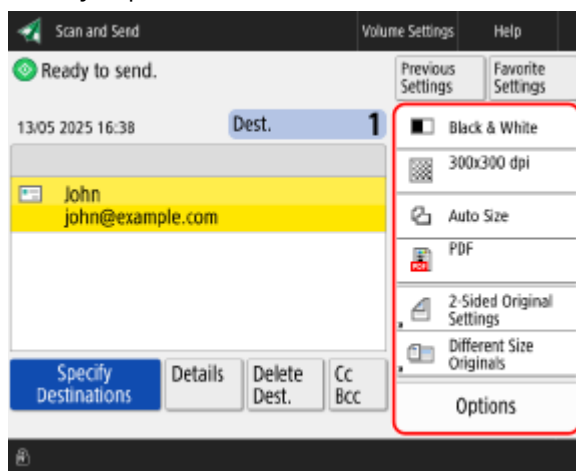
When you press [Scan and Send] or [Scan and Store] on the [Home] screen of the control panel, the scan screens below are displayed for each.

You can use the setting buttons on these screens to configure the settings for scanning the original and sending or storing the scanned data. The current setting status, such as the resolution and file format, is displayed on some setting buttons.

\* When you use Easy Scan and Send/Easy Scan, the settings that can be configured are different. [▶ Sending with Easy Scan and Send/Easy Scan \(P. 420\)](#)

## Screen when Scanning from [Scan and Send]

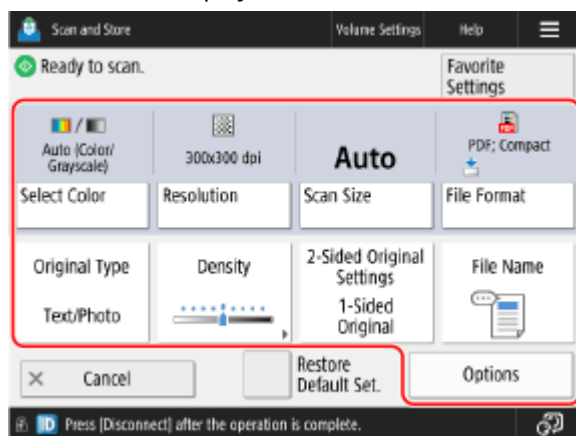
When you press [Scan and Send] in the [Home] screen, the scan screen is displayed.



\* You can replace some setting buttons with other buttons included in [Options], or you can hide them. [▶ Customizing the Scan, Fax, and Copy Screens \(P. 187\)](#)

## Screen when Scanning from [Scan and Store]

When you press [Scan and Store] in the [Home] screen to display the store location, and then press [Scan], the scan screen is displayed.



## NOTE

Registering Frequently Used Settings from [☰]

- You can register frequently used scan settings as "Favorite Settings" to easily call them up from the scan screen, as needed. ➤ **Registering and Recalling Favorite Settings (P. 190)**
- By registering scan settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single press of a button. ➤ **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)**
- You can also register settings as default scan settings. ➤ **Changing the Default Settings (P. 195)**

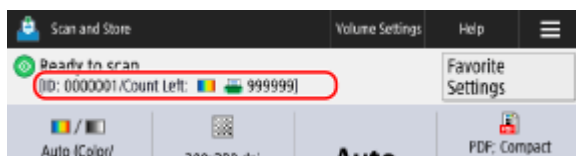
Recalling Previous Settings (Setting History)

- You can press [Previous Settings] to call up the settings used to send scanned data in the past. ➤ **Sending Scanned Data (P. 420)**

\* You cannot call up setting history when scanning from [Scan and Store].

When the Number of Pages That Can Be Scanned during Department ID Management Is Restricted

- When you scan from [Scan and Store], the number of pages that can be scanned by the logged-in Department ID is displayed at the top of the screen.





# Size and Orientation Settings

EK89-07U



You can configure the size and original orientation according to the placed original.

- ▶ **Setting the Original Size (P. 454)**
- ▶ **Setting the Original Orientation (P. 456)**

## Setting the Original Size

When a standard size original is placed, the size of the original is detected automatically by default.

\* For details on the sizes of the original that can be detected automatically, see the following:

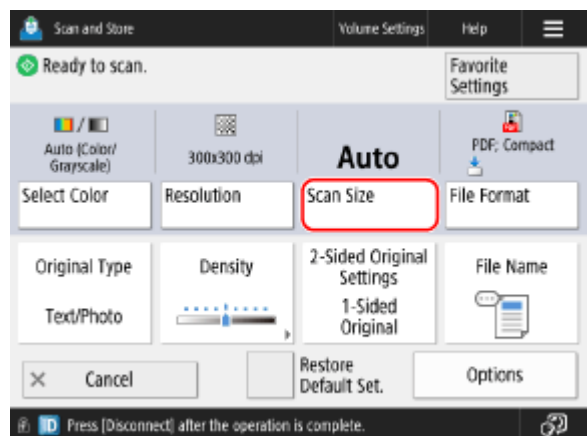
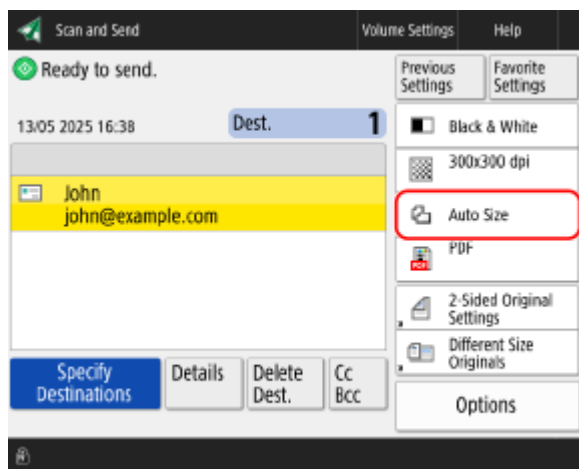
- ▶ **Basic Specifications (P. 58)**
- ▶ **2-Sided Single Pass Feeder Specifications (P. 61)**

Manually set the size of the placed original in the following cases:

- When the size of the placed original cannot be detected automatically
- When a size different from the placed original is detected
- When part of the image on the edge of the original is missing after being scanned

1

On the scan screen, press the setting button for the original size. ▶ **Scan Screen (P. 452)**



→ The [Scan Size] screen is displayed.

## 2

Select the size of the placed original.



Depending on the setting, the location where to place the original may be restricted to the platen glass or feeder. If the original is placed in a different location, place it in the listed location. [▶ Placing Originals \(P. 204\)](#)

#### When Placing a Custom Size Original

Enter the size (length of sides) of the original to set.

1. Press [Custom].
2. Enter the length of the sides for [X] and [Y], and press [OK].



- Press [X] and [Y] to select them, and enter the values.
- When frequently used original sizes are registered, you can call them up by pressing [Registered Size 1] to [Registered Size 5].

#### Registering the Size of an Original

Follow the procedure below to register sizes when you frequently use specific non-standard size originals. You can call up the size on the size input screen, saving you the trouble of entering the size each time.

You can register up to five sizes for an original.

Press [Register Size] ▶ select the button to which you want to register the size ▶ press [Register/Edit] ▶ enter lengths for the [X] side and [Y] side ▶ press [OK] ▶ [Close]

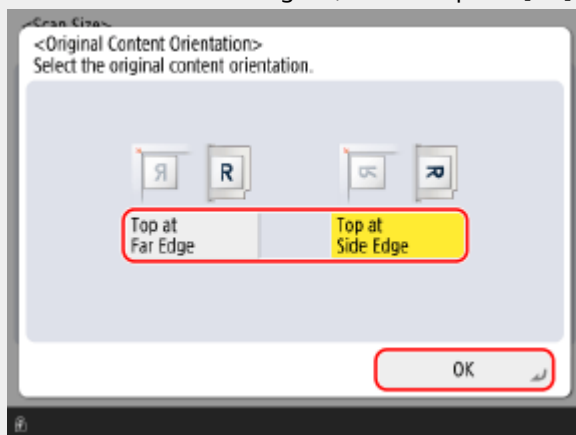
\* On the size registration screen, you can select a button and press [Rename] to rename the button.

#### When Placing a Free Size Original

If you do not know the size (length of the sides) of the placed original, select [Free Size].

\* If this is set to [Free Size], the original can only be placed in the feeder.

\* Depending on your model, the following screen is displayed when you select [Free Size]. Select the orientation of the loaded original, and then press [OK].



- Select [Top at Far Edge] when the text on the business card is written horizontally.
- Select [Top at Side Edge] when the text on the business card is written vertically.

When Scanning Originals of a Special Size Such As OFICIO  
Press [Other Size], and select the paper size.

[Asia/Oceania](#)

[Latin America](#)

3 Press [OK].

→ The scan screen is displayed again.

## Setting the Original Orientation

Set the orientation of the placed original so that the top and bottom of the scanned data are displayed correctly.

1 Press [Options] ► [Orig. Content Orientation]. **Scan Screen (P. 452)**

→ The [Orig. Content Orientation] screen is displayed.

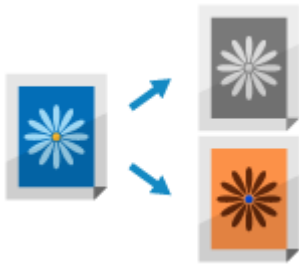
2 Select [Top at Far Edge] or [Top at Side Edge] according to the placed original.

3 Press [OK] ► [Close].

→ The scan screen is displayed again.

# Color Setting

EK89-07W



You can select the colors to use when scanning or scan originals with a specific color removed.

- ▶ **Selecting a Color (P. 457)**
- ▶ **Scanning with a Specific Color Removed (P. 458)**

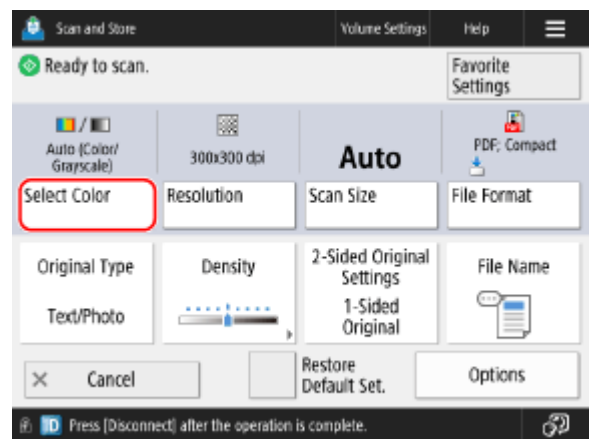
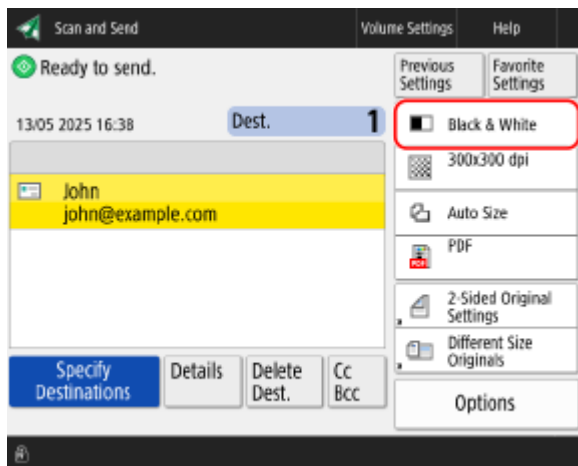
## Selecting a Color

Select a color when scanning.

\* The color that can be selected is restricted based on the file format setting.

- TIFF files are restricted to [Black & White].
- JPEG and OOXML files are restricted to [Auto (Color/Grayscale)], [Full Color], and [Grayscale].

- 1 On the scan screen, press the setting button to select the color. ▶ **Scan Screen (P. 452)**



→ The [Select Color] screen is displayed.

- 2 Select a color when scanning.

[Auto (Color/Grayscale)]

Detects the color of the original automatically. Color originals are scanned in color, and black and white originals are scanned in grayscale.

\* When text is faded or the original has large volumes of text, select [Auto (Color/Black & White)].

\* Color originals may be detected as black and white depending on the condition of the original, such as when only the edges of the original are in color. In this case, select [Full Color].

## [Auto (Color/Black &amp; White)]

Detects the color of the original automatically. Color originals are scanned in color, and black and white originals are scanned in black and white.

\* Color originals may be detected as black and white depending on the condition of the original and the size, such as when only the edges of the original are in color. In this case, select [Full Color].

## [Full Color]

Scans in full color, regardless of the color of the original.

\* When set to [Full Color], black and white originals also count as color scans.

## [Grayscale]

Scans in grayscale from white to black, regardless of the color of the original.

Because this uses different levels of gray, such as white, light gray, gray, dark gray, and black, it looks more natural and smoother than the Black & White setting.

\* When text is faded or the original has large volumes of text, select [Black & White].

## [Black &amp; White]

Scans in black and white, regardless of the color of the original.

### 3 Press [OK].

→ The scan screen is displayed again.

## Scanning with a Specific Color Removed

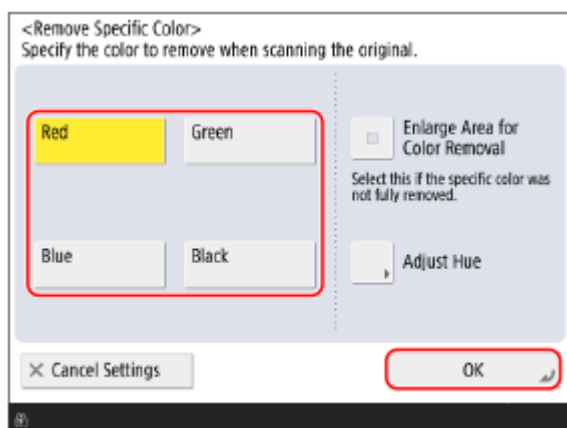
You can scan originals with a specific color removed.

### 1 On the scan screen, press [Options] ► [Remove Specific Color]. ➤ **Scan Screen (P. 452)**

→ The [Remove Specific Color] screen is displayed.

### 2 Select the color to remove, then press [OK].

**Example:** On the Scan and Send screen



- If the specified color is not removed, enable [Enlarge Area for Color Removal].
- If you selected [Red], [Green], or [Blue], you can press [Adjust Hue] to adjust the hue.

### 3 Press [Close].

→ The scan screen is displayed again.

# Adjusting the Image Quality

EK89-07X



You can adjust the image quality, such as when the scanned data image is not clear or the text is difficult to read.

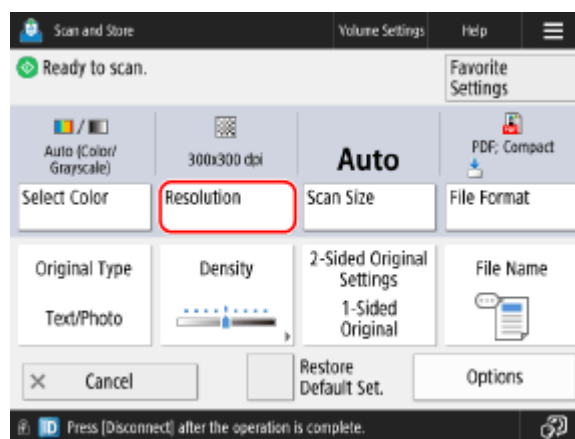
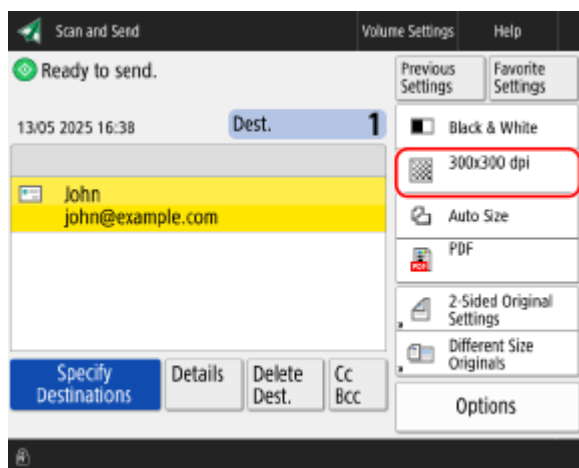
You can also erase dark borders and shadows that appear around the edges of the original.

- **Setting the Resolution (P. 459)**
- **Selecting the Original Type (P. 460)**
- **Adjusting the Density (P. 460)**
- **Adjusting the Sharpness (P. 461)**
- **Erasing Original Frame, Shadows, and Punch Holes (Erase Frame) (P. 461)**

## Setting the Resolution

Increase the resolution when you want to scan originals more finely, and decrease the resolution for a smaller file size.

- 1 On the scan screen, press the resolution setting button. ➤ **Scan Screen (P. 452)**



→ The [Resolution] screen is displayed.

- 2 Select the resolution.

The resolution that can be selected varies depending on the file format setting.

- 3 Press [OK].

→ The scan screen is displayed again.

## Selecting the Original Type

Select the original type so that scanning is performed using the image quality that suits the content of the original.

- 1 On the scan screen, press [Original Type] or [Options] ▶ [Original Type]. [▶ Scan Screen \(P. 452\)](#)

→ The [Original Type] screen is displayed.

- 2 Select the original type.

- For details on the original types, refer to the help screen displayed when you press [ ? ] at the top right of the screen.
- When [Text/Photo] is selected, press [Adjust Level] to adjust whether to give priority to text or photos.

- 3 Press [OK] or [OK] ▶ [Close].

→ The scan screen is displayed again.

### NOTE

- To create a clean scan of an original with a colored background or a newspaper, adjust the density of the background. [▶ Adjusting the Density \(P. 460\)](#)
- If a phenomenon called moiré (vertical pattern noise) occurs when you scan after selecting the original type, adjust the sharpness. [▶ Adjusting the Sharpness \(P. 461\)](#)

## Adjusting the Density

You can adjust the density to suit the original.

If text or images in the original are too faint or dark, adjust the density of the entire original.

To create a clean scan of an original with a colored background or a newspaper, adjust the density of the background.

- 1 On the scan screen, press [Density] or [Options] ▶ [Density]. [▶ Scan Screen \(P. 452\)](#)

→ The [Density] screen is displayed.

- 2 Adjust the density.

When Adjusting the Density of the Entire Original

Move the slider to the left or right to adjust the density.

To decrease the density, adjust it to [  ], and to increase the density, adjust it to [  ].

When Adjusting the Density of the Background

The background density can be adjusted by decreasing it automatically or by adjusting it manually.

[To Automatically Decrease the Density of the Background](#)

In [Background Density], press [Auto] to select it.

[To Manually Adjust the Density of the Background](#)

Press [Adjust] in [Background Density], adjust the density, and press [OK].

- Move the slider to the left or right to adjust the density. To decrease the density, adjust it to [-], and to increase the density, adjust it to [+].
- On the screen for adjusting the density, you can press [Adjust Each Color] to adjust the density of the background by color (red, green, and blue).

\* When you adjust the background density, parts other than the background may also be affected depending on the color of the original.

3 Press [OK] or [OK] ► [Close].

→ The scan screen is displayed again.

## Adjusting the Sharpness

By adjusting the sharpness, you can emphasize the contours and lines to make them clearer, or weaken them to make them softer.

1 On the scan screen, press [Options] ► [Sharpness]. ➤ **Scan Screen (P. 452)**

→ The [Sharpness] screen is displayed.

2 Move the slider to the left and right to adjust the sharpness.

Adjustment example:

- To make blurry text clearer

Set to [High].



- To reduce moiré (vertical pattern noise) in photos

Set to [Low].



3 Press [OK] ► [Close].

→ The scan screen is displayed again.

## Erasing Original Frame, Shadows, and Punch Holes (Erase Frame)

When you set the original size to a size larger than the actual original, or when you scan pages of a thick book, dark borders and shadows may appear around the edges of the original. You can configure the settings to erase the borders or shadows when scanning. You can also erase punch holes on the original.



**IMPORTANT**

When Placing an Original with Punch Holes

- Place the original on the platen glass. Placing it in the feeder can result in a paper jam. [▶ Placing Originals \(P. 204\)](#)

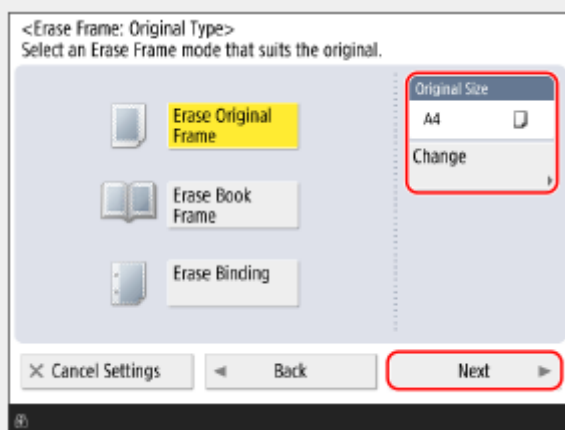
- 1 On the scan screen, press [Options] ▶ [Erase Frame]. [▶ Scan Screen \(P. 452\)](#)

→ The [Erase Frame] screen is displayed.

- 2 Set the type and width of the frame to erase.

When Erasing the Frame of an Original

1. Press [Erase Original Frame].
2. Set the size of the original, and press [Next].



Press [Change], select the size of the original, and press [OK].

\* You can erase the frame only when scanning the sizes displayed on the screen for selecting the original size.

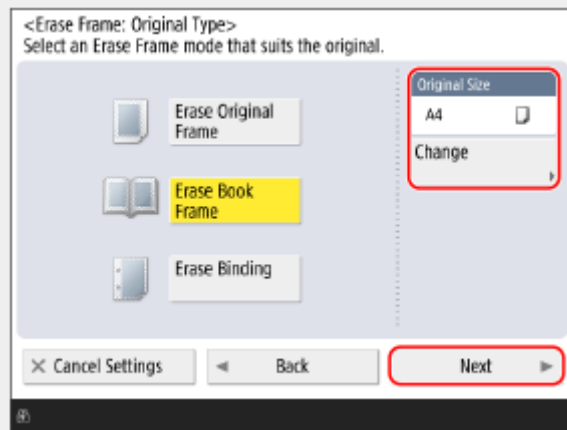
3. Enter the erase width.  
When entering the individual erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

When Erasing Shadows from a Book

You can erase the center shadow that forms when a book is spread open and shadows that form around the edges of a book.

1. Press [Erase Book Frame].

2. Set the size of the original, and press [Next].



Press [Change], select the size of the original, and press [OK].

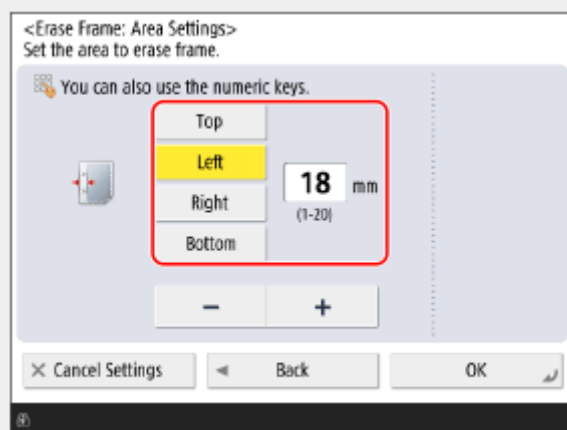
\* You can erase shadows from a book only when scanning the sizes displayed on the screen for selecting the original size.

3. Enter the erase width.

- In [Center], enter the erase width of the center shadow that forms when a book is spread open.
- In [Sides], enter the erase width of the shadow that forms around the edges of the book.
- When entering the individual erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

When Erasing Punch Holes on an Original

1. Press [Erase Binding] ► [Next].
2. Select the punch hole position, and enter the erase width.



\* If [Erase Binding] is set, the three edges other than the edge with the punch holes are always erased with a 4 mm (1/8") frame.

3

Press [OK] ► [Close].

→ The scan screen is displayed again.

## 2-Sided Scan Settings

EK89-07Y



When scanning both sides of an original placed in the feeder, set 2-sided scanning.

### Placing Originals When Performing 2-Sided Scanning

Place the original so that the top and bottom of the original are correctly positioned from your viewpoint.



- 1 On the scan screen, press [2-Sided Original Settings] or [Options] ► [2-Sided Original Settings]. ➤ **Scan Screen (P. 452)**

→ The [2-Sided Original] screen is displayed.

- 2 Select how the original opens.

[Book Type]

Select this if the top and bottom orientation of the front and back sides of the original are the same.



[Calendar Type]

Select this if the top and bottom orientation of the front and back sides of the original are opposite.

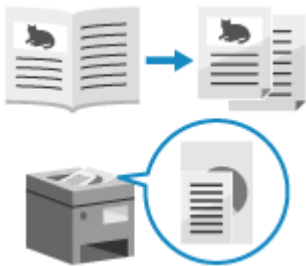


- 3 Press [OK] or [OK] ► [Close].

→ The scan screen is displayed again.

# Settings According to the Original

EK89-080



Configure the settings to efficiently scan according to the original.  
You can also prevent scanning of blank pages.

- **Dividing an Original That Spreads Open into Two Pages (P. 465)**
- **Scanning Originals of Different Sizes (Different Size Originals) (P. 465)**
- **Scanning Large Numbers of Originals (Job Build) (P. 466)**
- **Preventing Scanning of Blank Pages (Skip Blank Originals) (P. 467)**

## Dividing an Original That Spreads Open into Two Pages

When scanning an original that spreads open, such as a book or magazine, you can configure the settings to scan the left and right pages as separate pages.

### Placing an Original That Spreads Open

To scan an original that spreads open, place the original on the platen glass. Place the original on the platen glass while aligning the top of the original with the top left corner and top of the platen glass.



- 1 On the scan screen, press [Options] ► [Book ► 2 Pages]. ➤ **Scan Screen (P. 452)**

→ [W/ Settings] is displayed at the bottom of the setting button.

- 2 Press [Close].

→ The scan screen is displayed again.

## Scanning Originals of Different Sizes (Different Size Originals)

When scanning originals of different sizes, configure the settings to scan them after placing them together in the feeder.

This eliminates the need to place the originals for each size.

### Placing Originals of Different Sizes

When you place originals with the same vertical width, line up the sides that have the same vertical width.

Asia/Oceania Americas



When you place originals with different vertical widths, line up the top left corners as seen from your viewpoint.

Asia/Oceania Americas



#### Precautions when placing originals of different sizes

- There are restrictions to the combinations of original sizes that can be placed together. **2-Sided Single Pass Feeder Specifications (P. 61)**  
Placing an inappropriate combination of original sizes can result in damage to the originals or a paper jam.
- Do not place originals of different paper thicknesses or paper quality together. This can result in a paper jam.
- If you place originals of different vertical widths in the feeder, the originals with a smaller vertical width will not be secured by the slide guides and may be scanned at an angle.

Asia/Oceania Americas

**1** On the scan screen, press [Options] ► [Different Size Originals]. **Scan Screen (P. 452)**

**2** On the [Different Size Originals] screen, select whether the placed originals have the same vertical width.

If the [Different Size Originals] screen is not displayed, you can skip this step. Press [Close] to return to the fax screen. The steps thereafter are not required.

**3** Press [OK] ► [Close].

→ The scan screen is displayed again.

### Scanning Large Numbers of Originals (Job Build)

When there are too many originals to place in the feeder at once, configure the settings so that the originals scanned in multiple batches can be sent or saved together.

You can send or save originals scanned using the feeder and originals scanned using the platen glass together.

**1** On the scan screen, press [Options] ► [Job Build]. **Scan Screen (P. 452)**

→ [W/ Settings] is displayed at the bottom of the setting button.

## 2 Press [Close].

→ The scan screen is displayed again.

### NOTE

- When placing multiple originals of various sizes in the feeder, you need to configure the settings for different size originals. ➤ **Scanning Originals of Different Sizes (Different Size Originals) (P. 465)**

## Preventing Scanning of Blank Pages (Skip Blank Originals)

Automatically deletes (skips) pages that have been determined to be blank when scanning.

For example, when both 1-sided and 2-sided originals are placed in the feeder for 2-sided scanning, the back side (blank page) of a 1-sided original is also scanned. In this case, when the settings are configured to skip blank pages, pages determined to be blank while scanning are skipped automatically, eliminating the need to delete blank pages after scanning.

\* Blank originals cannot be skipped when sending scanned data to the following destinations:

- Fax
- I-Fax

## 1 On the scan screen, press [Options] ► [Skip Blank Originals]. ➤ **Scan Screen (P. 452)**

→ The [Skip Blank Originals] screen is displayed.

## 2 Select the color of paper to skip.

[All Colors]

You can skip all blank pages of an original regardless of the paper color.

[White Only]

Skips only blank pages on white paper.

\* If you select a setting other than [Auto (Color/Grayscale)] or [Auto (Color/Black & White)] as the color when scanning, the machine operates according to the [All Colors] setting even when [White Only] is set. ➤

**Selecting a Color (P. 457)**

When Checking Scanned Data before Sending or Saving

Press [Preview] to select the checkbox.

You can display a preview screen to check the contents before sending or saving scanned data. ➤

**Operating the Preview Screen (P. 440)**

## 3 Adjust the accuracy for detecting blank pages, as needed.

### 1. Press [Adjust Recog. Level].

→ The [Adjust Recog. Level] screen is displayed.

### 2. Move the slider to the left or right to adjust the accuracy.

Selecting [+] increases the sensitivity level for detecting blank pages.

### 3. Press [OK].

→ The [Skip Blank Originals] screen is displayed again.

4

Press [OK] ► [Close].

→ The scan screen is displayed again.

**IMPORTANT**

- If the size of the original is set to a size larger than the actual original, blank pages may not be skipped correctly.

**NOTE**

- If all pages of the scanned original are determined to be blank, scanning is canceled.

# File and Division Settings



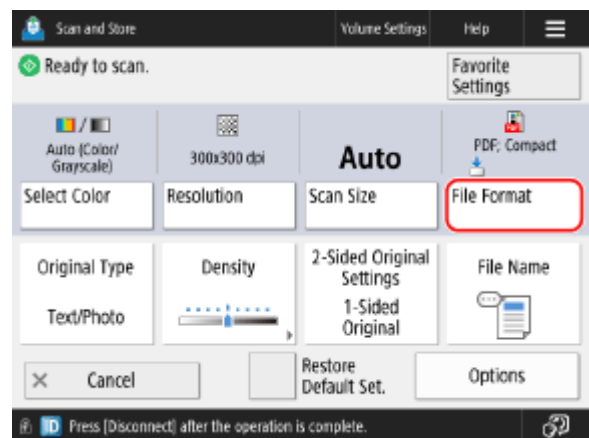
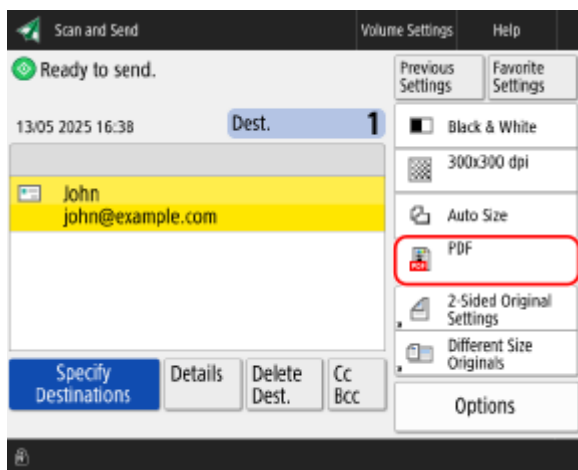
Set the file format and division settings of the scanned data and the scanned data file name. This extracts text information from the original and creates a text-searchable file.

- **Configuring the File Format and Division Settings (P. 469)**
- **Setting the File Name (P. 471)**
- **Creating a Text-Searchable File (OCR Processing) (P. 474)**

## Configuring the File Format and Division Settings

Select the scanned data format from JPEG, TIFF, PDF, XPS, or OOXML according to your purpose and environment. You can compress data and outline text and line drawings. You can also combine originals with multiple pages into one file or create separate files for each page.

- 1 On the scan screen, press the file format setting button. ➤ **Scan Screen (P. 452)**



→ The [File Format] screen is displayed.

- 2 Select the file format.

[JPEG]

This file format is suitable for originals with photos. You can divide an original with multiple pages into separate files for each page.

[TIFF]

This file format is suitable for originals with images. Originals are scanned in black and white.

[TIFF/JPEG (Auto)]



The setting is set to TIFF or JPEG automatically depending on the color setting when scanning. ➤ **Selecting a Color (P. 457)**

- When the color setting is [Black & White]: TIFF
- When the color setting is other than [Black & White]: JPEG

In the case of TIFF and JPEG, you can divide an original with multiple pages into separate files for each page.

[PDF]

This file format is suitable for documents. You can display the document in the same way on any computer regardless of the operating system.

[XPS]

A file format used since Windows Vista. You can display the document in the same way on any computer operating Windows.

[OOXML]

The file format (Office Open XML) of Microsoft Office documents standardized by the International Organization for Standardization. This file format can be edited with Word or PowerPoint. Select whether to use Word or PowerPoint format.

### 3

Configure additional PDF, XPS, or OOXML features, as needed.

You can configure additional features when PDF, XPS, or OOXML is selected in Step **2**.

#### When Configuring Additional PDF Features

##### Reducing the Data Size

Press [Compact] to select it.

##### Enabling Recognition of Text in an Original

Press [OCR (Text Searchable)] to select it.

For details, see the following:

##### ➤ **Creating a Text-Searchable File (OCR Processing) (P. 474)**

##### Enhancing Security

Press [Encrypt], [Add Digital Signatures], or [Add Device Signature] to select one.

For details, see the following:

##### ➤ **Enhancing the Security of Scanned Data (P. 441)**

##### Outlining Text and Line Drawings

Press [Trace & Smooth] to select it.

Creates a PDF file with sharp text and line drawings. You can also process outline data on a PDF file using Adobe Illustrator.

##### Creating a PDF File for Long-term Storage

Creates a PDF file that conforms to PDF/A to guarantee that the PDF display does not change depending on the device or browsing software to ensure long-term storage.

Press [Format to PDF/A] to select it.

- For [Scan and Store], press [Format to PDF/A] to select it. The file will be created in the PDF/A-1b format.
- For [Scan and Send], press [Format to PDF/A] to select the format. To deselect the format, press [Cancel Settings].

#### When Configuring Additional XPS Features

##### Reducing the Data Size

Press [Compact] to select it.

### Enabling Recognition of Text in an Original Europe Asia/Oceania

Press [OCR (Text Searchable)] to select it.

For details, see the following:

➤ **Creating a Text-Searchable File (OCR Processing) (P. 474)**

### Enhancing Security

Press [Add Digital Signatures] or [Add Device Signature] to select one.

For details, see the following:

➤ **Enhancing the Security of Scanned Data (P. 441)**

### When Configuring Additional OOXML Features

To enable searching of characters in an original as text, press [OCR (Text Searchable)] to select it.  
For details, see the following:

➤ **Creating a Text-Searchable File (OCR Processing) (P. 474)**

## 4 Configure the division setting, as needed.

To divide an original with multiple pages into separate files for each page instead of having them as one file, press [Divide into Pages] to select it.

To scan from [Scan and Send], specify how many pages to divide the original into, and press [OK].

## 5 Press [OK].

→ The scan screen is displayed again.

### NOTE

The Effect of the File Format on Select Color, Resolution, and Ratio

- When PDF (compact or outline), XPS (compact), or OOXML is selected, the following setting restrictions apply:
  - Color selection: other than [Black & White]
  - Resolution: [300x300 dpi]

\* When selecting OOXML in PowerPoint format, you can also set this to [600x600 dpi].

When Creating an Outlined PDF File

- Depending on the original, characters and line drawings may not be correctly identified.
- Depending on your version of Adobe Illustrator, the text and background may appear misaligned or text and line drawings may not be displayed when opening an outlined PDF file.

## Setting the File Name

By default, scanned data is sent and saved with the following file name:

- When sending an e-mail

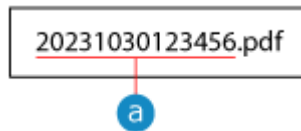
1042\_001.pdf

**a** **b**

**a** Job No.

**b** Page No.

- When sending scanned data to a destination other than an e-mail address or when saving scanned data



- a** Send/save date and time (in this example, "10/30/2023, 12:34:56 PM")

\* When the file format setting is set to [Divide into Pages]

This page number is added to the end of the file name. (When sending, a five-digit number is used, and when storing, a three-digit number is used.)

Example:

20231030123456\_00001.pdf

20231030123456\_001.pdf

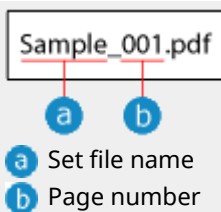
You can specify a custom file name indicating the contents, or configure the settings to create a file name by extracting the characters at the beginning of the original.

## 1 On the scan screen, press [File Name] or [Options] ► [File Name]. ➤ **Scan Screen (P. 452)**

→ The [File Name] screen is displayed.

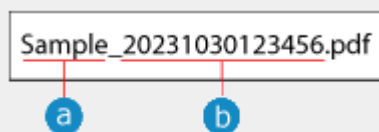
## 2 Set the file name.

- To scan from [Scan and Send], press [File Name], enter a custom file name, and press [OK].
- Scanned data is sent or saved with the following file name:
  - When sending an e-mail



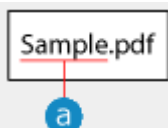
- a** Set file name
- b** Page number

- When sending to a destination other than an e-mail address



- a** Set file name
- b** Send/save date and time (in this example, "10/30/2023, 12:34:56 PM")

- When saving scanned data



- a** Set file name

\* If a file with the same name already exists, a number from "(1)" to "(9)" will be appended to the file name.

Example:

Sample(1).pdf

- If the total number of characters used for the set file name and used to indicate the file location (path) exceeds 256 single-byte characters, the file may not be sent or saved with the set file name.

- If you enter characters not allowed by the operating system of the sending destination, such as "\", "/", ":", "\*", "?", "<", ">", or "|", when sending the file to a file server, etc., the file may not be sent.
- You cannot use the characters "\", "/", ":", "\*", "?", "<", ">", or "|" in the file name when saving scanned data. In addition, you cannot use a period or space at the beginning or end of a file name.

#### When Creating a File Name by Extracting the Characters at the Beginning of the Original (Only When Sending Scanned Data)

Press [Auto (OCR)] to select the checkbox.

- This setting is applied only when you use a text-searchable file format for the scanned data. [▶](#)  
**Creating a Text-Searchable File (OCR Processing) (P. 474)**
- You cannot configure this setting and send a file when PDF file encryption is set at the same time.
- You can change the number of characters extracted as a file name. [▶](#)**[OCR (Text Searchable) Settings] (P. 1068)**
- If you entered characters in [File Name], the characters extracted from the original are added to the end of those characters.
  - \* Characters in the file name that exceed the character limit will be deleted.
- The file name when [Auto (OCR)] is enabled is not applied to the following:
  - Send status displayed in the status display at the bottom of the screen [▶](#)**[Home] Screen (P. 165)**
  - TX report [▶](#)**Printing a TX Report (P. 484)**
  - TX log when a sending error occurs [▶](#)**Checking the Send or Save Status and Log of Scanned Data (P. 487)**

#### To Prevent the Date/Time and Page Number from Being Automatically Added (Only When Sending Scanned Data)

Press [Rmv Date/Job No. from File Name] to select the checkbox.

To overwrite a file when a file with the same name exists in the send destination, press [Overwrite File with Same Name] to select the checkbox.

\* If a file with the same name exists in the send destination and the [Overwrite File with Same Name] checkbox is cleared, a four-digit number is added to the end of the file name.

Example:

Sample(0001).pdf

3

Press [OK] or [OK] [▶](#) [Close].

→ The scan screen is displayed again.

#### NOTE

Editing a File Name Registered in "Favorite Settings" in [Scan and Send]

- When "Favorite Settings" are registered with a file name set, you can use the following procedure to edit only the file name setting registered in "Favorite Settings."

Log in to Remote UI [▶](#) [Settings/Registration] [▶](#) [Send] [▶](#) [Favorite Settings] [▶](#) [Edit] [▶](#) edit the file name [▶](#) [OK].

\* You cannot use the control panel to edit only the file name setting. To change the file name setting, register "Favorite Settings" again. [▶](#)**Registering and Recalling Favorite Settings (P. 190)**

## Creating a Text-Searchable File (OCR Processing)

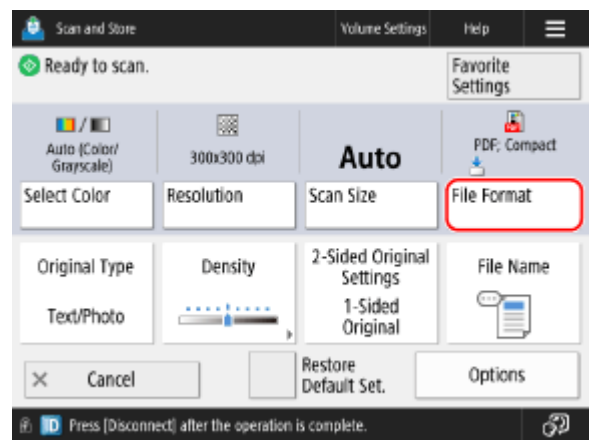
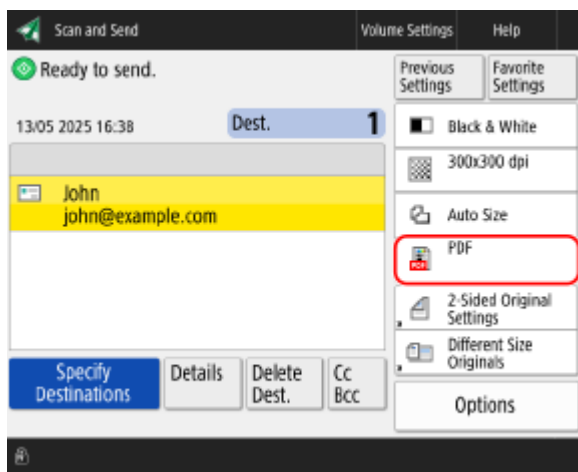
Optical Character Recognition (OCR) is a technology that recognizes characters in the original and extracts text information.

Configure the settings to perform OCR processing when scanning the original to create a text-searchable file.

Text-searchable file formats:

- PDF (searchable PDF)
- OOXML
- XPS Europe Asia/Oceania

### 1 On the scan screen, press the file format setting button. ▶ **Scan Screen (P. 452)**



→ The [File Format] screen is displayed.

### 2 Select the file format.

- To create a PDF file, press [PDF].
- To create a Word-format OOXML file, press [OOXML] ▶ [Word].
- To create a PowerPoint-format OOXML file, press [OOXML] ▶ [PowerPoint].
- To create a XPS file, press [XPS]. Europe Asia/Oceania

### 3 Press [Set Details] ▶ [OCR (Text Searchable)].

If you selected [PDF] or [XPS] in Step 2, this can be set in combination with [Compact] or other additional functions.

### 4 Selecting the OCR processing language according to the language of the original.

- If you selected [PDF] or [XPS] in Step 2, select the language from the [OCR Language] pull-down menu.
- When [OOXML] ▶ [Word] is selected in Step 2, press [Change], select the language, and press [OK].
- When [OOXML] ▶ [PowerPoint] is selected in Step 2, select the language, and press [OK].

### 5 Press [OK].

→ The scan screen is displayed again.

**NOTE****Auto Detection of Original Orientation**

- By default, the orientation of the original is detected automatically according to the orientation of text detected when the file is created. ➤ **[OCR (Text Searchable) Settings] (P. 1068)**

**Deleting the Background Image (Only for Word-format OOXML Files)**

- You can configure the setting to delete the image recognized as the background when creating a file. Deleting unneeded images makes it easier to edit Word files. ➤ **[Include Background Images in Word File] (P. 1069)**

**When OCR Processing Is Not Performed Correctly**

- Check whether the language settings in Step 4 match the language used in the original.
- Check whether the original being used is suitable for OCR processing. ➤ **Text Is Not OCR Processed Correctly (P. 476)**

# Text Is Not OCR Processed Correctly

EK89-082

Text may not be OCR processed correctly when creating a text-searchable file. In this case, check whether the language setting for OCR processing and the original being used are appropriate. You can change the language setting according to the original and improve the processing accuracy by using an original with a character type and font recognizable by the machine and using an original suitable for OCR processing.

- **Settings and Languages Standard for OCR Processing (P. 476)**
- **Recognizable Character Types and Fonts (Asian Languages) (P. 477)**
- **Recognizable Character Types and Fonts (European Languages) (P. 477)**
- **Originals Suitable for OCR Processing (P. 478)**

## IMPORTANT

When OCR Processing Is Not Performed Correctly Even with an Appropriate Language Setting and Original

- The processing accuracy may not be able to be improved for originals with a large volume of text per page.
- Note the following when creating a Word-format OOXML file:
  - The text may be replaced with unintended characters or characters may be missing depending on the background color, font, font size, italicization, and other factors.
  - Paragraphs, line breaks, and tables are not reproduced.
  - Some images such as diagrams, photos, and seals may be recognized as text and replaced with text.

## Settings and Languages Standard for OCR Processing

|                                                      |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Standard language settings for character recognition | The languages selected when setting OCR processing are the basis for character recognition. ➤<br><b>Creating a Text-Searchable File (OCR Processing) (P. 474)</b>                                                                                                                                                                                                                                                                                                                                                                                 |
| Recognizable Asian Languages                         | Japanese, Chinese (Simplified), Chinese (Traditional), Korean<br><br>* For the character types and fonts, see the following:<br>➤ <b>Recognizable Character Types and Fonts (Asian Languages) (P. 477)</b>                                                                                                                                                                                                                                                                                                                                        |
| Recognizable European Languages and Language Groups  | <b>Languages</b><br>English, French, Italian, German, Spanish, Dutch, Portuguese, Albanian, Catalan, Danish, Finnish, Icelandic, Norwegian, Swedish, Croatian, Czech, Hungarian, Polish, Slovak, Estonian, Latvian, Lithuanian, Russian, Greek, Turkish<br><br><b>Language Groups</b><br>Western European (ISO)* <sup>1</sup> , Central European (ISO)* <sup>2</sup> , Baltic (ISO)* <sup>3</sup><br><br>* For the character types and fonts, see the following:<br>➤ <b>Recognizable Character Types and Fonts (European Languages) (P. 477)</b> |

\*1 Includes English, French, Italian, German, Spanish, Dutch, Portuguese, Albanian, Catalan, Danish, Finnish, Icelandic, Norwegian, and Swedish.

\*2 Includes English, Croatian, Czech, Hungarian, Polish, and Slovak.

\*3 Includes English, Estonian, Latvian, and Lithuanian.

## Recognizable Character Types and Fonts (Asian Languages)

|                                               |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
|-----------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Recognizable character types                  | <p><a href="#">Japanese</a><br/>Alphabet, numbers, kanji<sup>*1</sup>, symbols, hiragana, and katakana</p> <p><a href="#">Chinese (Simplified)</a><br/>GB2312-80 (alphabet, numbers, kanji, and symbols)</p> <p><a href="#">Chinese (Traditional)</a><br/>Big5 (alphabet, numbers, kanji, and symbols)</p> <p><a href="#">Korean</a><br/>KSC5601 (alphabet, numbers, kanji, symbols, and Hangul)</p>                                                                                                                                                                                                                                   |
| Recognizable fonts                            | <p>Multi-font support (Recommended: Mincho)</p> <p>* Italicized characters cannot be recognized.</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| Recognizable font sizes                       | 8 pt. to 48 pt.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| Fonts used after OCR processing <sup>*2</sup> | <p><a href="#">Japanese</a></p> <ul style="list-style-type: none"> <li>Asian characters: MS Mincho</li> <li>European characters: Century</li> </ul> <p><a href="#">Chinese (Simplified)</a></p> <ul style="list-style-type: none"> <li>Asian characters: SimSun</li> <li>European characters: Calibri</li> </ul> <p><a href="#">Chinese (Traditional)</a></p> <ul style="list-style-type: none"> <li>Asian characters: PMingLiU</li> <li>European characters: Calibri</li> </ul> <p><a href="#">Korean</a></p> <ul style="list-style-type: none"> <li>Asian characters: Malgun Gothic</li> <li>European characters: Calibri</li> </ul> |

<sup>\*1</sup> All JIS 1 standard kanji and some JIS 2 standard kanji

<sup>\*2</sup> Only when creating a Word-format OOXML file

## Recognizable Character Types and Fonts (European Languages)

|                                               |                                                                                                                  |
|-----------------------------------------------|------------------------------------------------------------------------------------------------------------------|
| Recognizable character types                  | Alphabet, characters unique to the recognition language <sup>*1</sup> , numbers, symbols                         |
| Recognizable fonts                            | <p>Multi-font support (Recommended: Times, Century, Arial)</p> <p>* Italicized characters can be recognized.</p> |
| Recognizable font sizes                       | 6 pt. to 72 pt.                                                                                                  |
| Fonts used after OCR processing <sup>*2</sup> | <p>Calibri</p> <p>* Italics cannot be reproduced.</p>                                                            |

<sup>\*1</sup> Depending on the language, some unique characters may not be recognized.

<sup>\*2</sup> Only when creating a Word-format OOXML file



## Originals Suitable for OCR Processing

---

You can improve the OCR processing accuracy by using an original suitable for OCR processing.

|                            |                                                                                                                                                                                                                                                         |
|----------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| File format of original    | <ul style="list-style-type: none"> <li>Printed documents and word processing documents</li> <li>Originals composed of text, diagrams, photos, and/or tables and are not slanted</li> </ul>                                                              |
| Text format                | <ul style="list-style-type: none"> <li>Horizontal or vertical writing (Documents with both horizontal and vertical writing can also be recognized)*<sup>1</sup></li> <li>Documents with one to three columns and without complex intricacies</li> </ul> |
| Font size                  | 8 pt. to 40 pt.                                                                                                                                                                                                                                         |
| Table format* <sup>2</sup> | <p>Tables that meet the following conditions:</p> <ul style="list-style-type: none"> <li>Rectangular format consisting of solid border lines</li> <li>32 columns or less</li> <li>32 rows or less</li> </ul>                                            |

\*<sup>1</sup> Only horizontal writing is recognizable for European languages and Korean.

\*<sup>2</sup> Only when creating a Word-format OOXML file

# E-mail and I-Fax Settings



You can configure the e-mail information when sending scanned data by e-mail or I-Fax.

\* You cannot use this setting when scanning from [Scan and Store].

- **Setting the Subject and Message (P. 479)**
- **Setting the Reply-to Destination (P. 480)**
- **Setting the Priority (P. 481)**

## Setting the Subject and Message

Set the subject and the message of the e-mail.

By default, the subject set in the [Settings/Registration] menu is added automatically. ➤ **[Default Subject] (P. 1097)**

You can set the [Name] of a destination registered in the Address Book as the subject of the e-mail. ➤ **[Use Destination Name for Subject] (P. 1097)**

- 1 On the scan screen, press [Options] ▶ [Subject/Message]. ➤ **Scan Screen (P. 452)**

→ The [Subject/Message] screen is displayed.

- 2 Enter the subject and message.

Press [Subject] and [Message], enter the subject and message, and press [OK].

- 3 Press [OK] ▶ [Close].

→ The scan screen is displayed again.

### NOTE

Sending the Subject and Message from a Mobile Device to the Machine

- You can send a subject and message entered on a mobile device to the machine. ➤ **Specifying Destinations (Address Book on a Mobile Device) (P. 329)**
- You can edit a subject and message received from a mobile device using the procedure above. However, if the characters exceed the maximum number of characters that can be entered into the machine, the characters displayed in the input screen in Step 2 (exceeded characters) will be deleted when editing on the machine.

\* If you press [Cancel] on the input screen in Step 2 (when not editing on the machine), the exceeded characters are not deleted.

## Setting the Reply-to Destination

Set the e-mail address (Reply-To) that will be notified to the recipient as the e-mail reply-to destination. You can set a destination registered in the Address Book (excluding destinations in a personal address list or user group address list) as the reply-to destination. By default, the e-mail address that will be notified as the e-mail sender (From) becomes the reply-to destination.

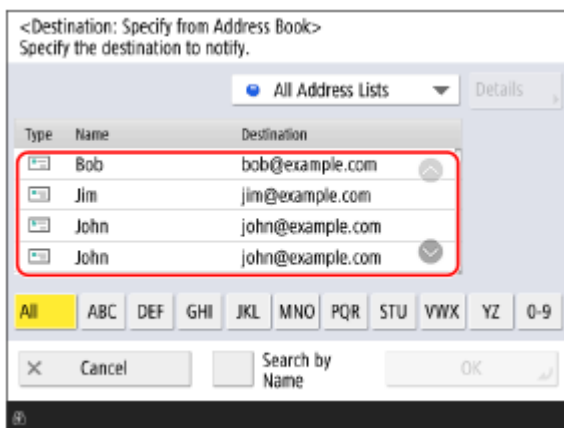
### Required Preparations

- Register the e-mail address to be used as the reply-to destination to the Address Book of the machine. [▶](#)  
**Registering Destinations (Address Book) (P. 276)**

**1** On the scan screen, press [Options] ▶ [Reply-to]. [▶ Scan Screen \(P. 452\)](#)

→ The [Reply-to] screen (Address Book screen) is displayed.

**2** Select the destination (e-mail address) to be set as the reply-to destination.



- You can filter the destinations displayed in the list by selecting the index at the bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. [▶ Address Book Screen \(P. 277\)](#)
- To display destinations with a set access number, press [Access No.], and enter the access number.

**3** Press [OK] ▶ [Close].

→ The scan screen is displayed again.

### NOTE

#### E-mail Sender

- The e-mail address that will be notified to the destination as the e-mail sender (From) becomes the following e-mail address regardless of the reply-to destination setting.

#### When Logged in to the Machine

By default, it is the e-mail address of the login user. [▶ \[Specify Authentication User as Sender for E-Mail\] \(P. 1098\)](#)

\* If you configured the settings not to notify the destination of the e-mail address of the login user as the sender, you can also configure the settings to notify the destination of the e-mail address as the reply-to destination. [▶ \[Specify Authentication User for Reply-To\] \(P. 1098\)](#)

#### When Not Logged in to the Machine

It is the e-mail address of the machine.

#### When Sending an I-Fax in Full Mode

- Depending on the destination machine, a Message Delivery Notification (MDN) may also be sent to the e-mail address set as the reply-to destination.

## Setting the Priority

---

Set the priority level of the e-mail.

- 1 On the scan screen, press [Options] ► [E-Mail Priority]. ➤ **Scan Screen (P. 452)**

→ The [E-Mail Priority] screen is displayed.

- 2 Select the priority level.

- 3 Press [OK] ► [Close].

→ The scan screen is displayed again.

# Delayed Send Settings



Configure the settings to send scanned data automatically at a specified time instead of sending it immediately.

\* You cannot use this setting when scanning from [Scan and Store].

**1** On the scan screen, press [Options] ► [Delayed Send]. ➤ **Scan Screen (P. 452)**

→ The [Delayed Send] screen is displayed.

**2** Enter the time for Delayed Send.

Enter the time using 24-hour format regardless of the time display format setting.

**3** Press [OK] ► [Close].

→ The scan screen is displayed again.

## NOTE

- You can check whether the scanned data was sent on the [Status Monitor] screen. ➤ **Checking the Send or Save Status and Log of Scanned Data (P. 487)**
- You can specify up to 64 jobs for Delayed Send.  
However, the actual number of jobs that can be set may be less in the following cases:
  - When sending multiple scanned data jobs at the same time
  - When sending large volumes of scanned data
  - When a large amount of memory is being used for the Fax/I-Fax Inbox

# TX Result Notice Settings

EK89-085



You can configure the settings to send a TX result by e-mail and print a TX report.

\* You cannot use this setting when scanning from [Scan and Store].

➤ **Sending the TX Result by E-mail (P. 483)**

➤ **Printing a TX Report (P. 484)**

## Sending the TX Result by E-mail

Configure the settings to send the TX result by e-mail when sending is complete.

Even if you are away from the machine when data is waiting to be sent, you can view the TX result from a computer or mobile device. You can also configure the settings to send the notice only when an error occurs.

You can set a destination registered in the Address Book (excluding destinations in a personal address list or user group address list) or an e-mail address of a login user as the notice destination.

### Required Preparations

- Register the e-mail address to be set as the notice destination in the Address Book of the machine or the user information.

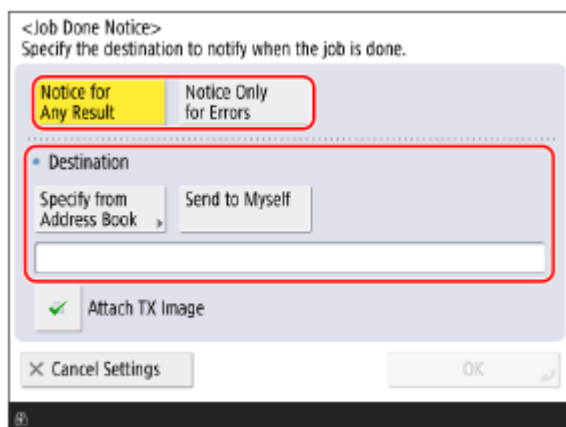
➤ **Registering Destinations (Address Book) (P. 276)**

➤ **Registering User Information to a Local Device (P. 697)**

**1** On the scan screen, press [Options] ► [Job Done Notice]. ➤ **Scan Screen (P. 452)**

→ The [Job Done Notice] screen is displayed.

**2** Set the notice condition and notice destination.

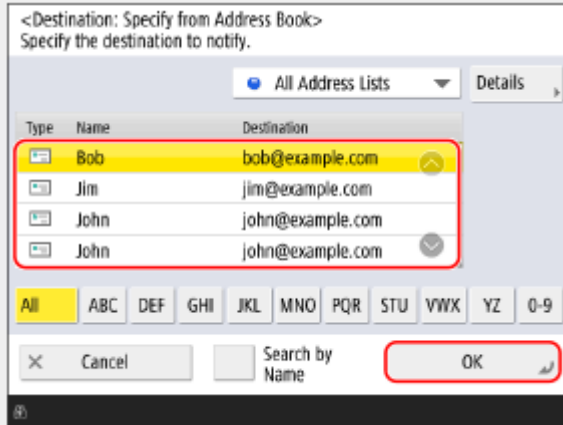


To attach the first page of the sent original as a PDF file to the e-mail notice, select the [Attach TX Image] checkbox.

#### When Selecting a Destination from the Address Book

Press [Specify from Address Book] to display the Address Book screen.

On the Address Book screen, select the destination (e-mail address) to be set as the notice destination, and press [OK]



- You can filter the destinations displayed in the list by selecting the index at the bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. [▶Address Book Screen \(P. 277\)](#)
- To display destinations with a set access number, press [Access No.] and enter the access number.

3 Press [OK] ▶ [Close].

→ The scan screen is displayed again.

## Printing a TX Report

By default, a TX report is printed automatically when an error occurs.

You can configure the settings to print a TX report when sending is complete regardless of the TX result.

\* Depending on the machine settings, you cannot configure a TX report from the scan screen. [▶\[TX Result Report\] \(P. 1085\)](#)

1 On the scan screen, press [Options] ▶ [TX Result Report]. [▶Scan Screen \(P. 452\)](#)

→ [W/ Settings] is displayed at the bottom of the setting button.

2 Press [Close].

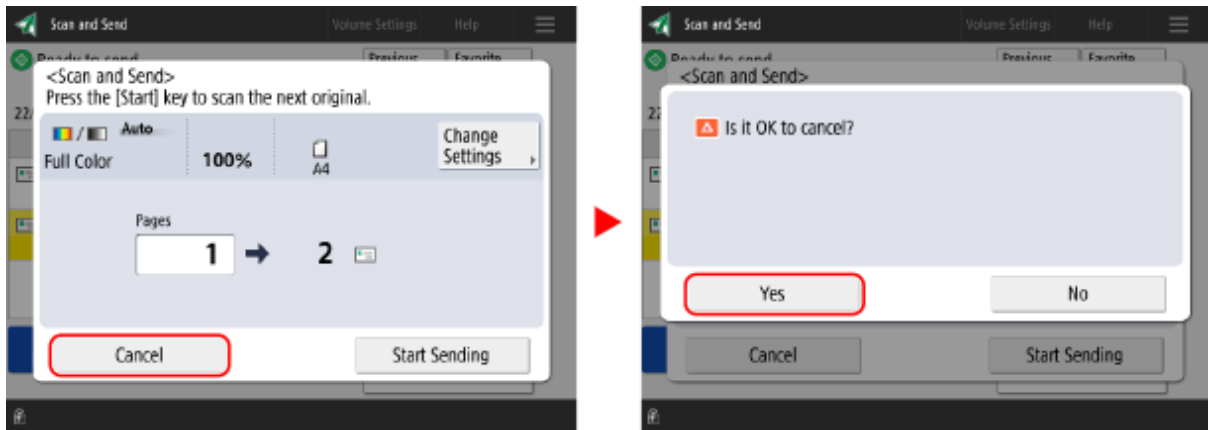
→ The scan screen is displayed again.

# Canceling Scanning

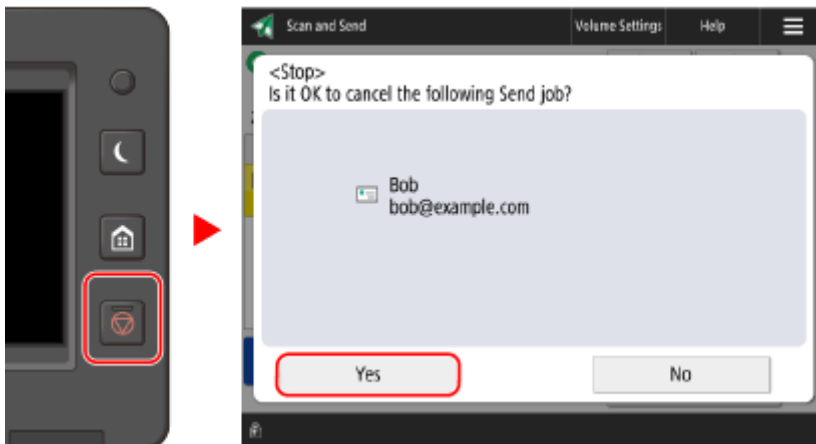
EK89-086

To cancel scanning with this machine, follow the instructions on screen.

- Press [Cancel] ► [Yes].



- If the above screen is not displayed, press [Stop] ► [Yes].

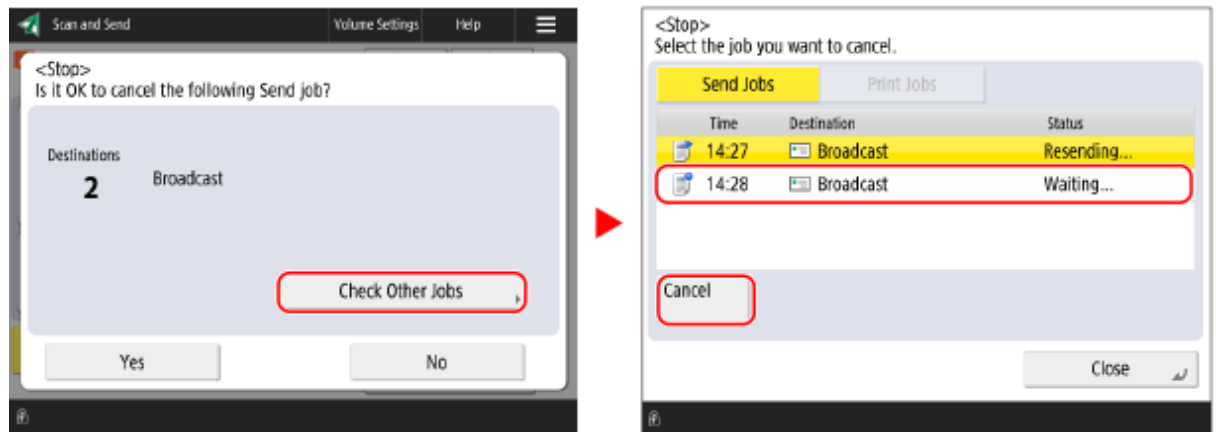


## If [Stop] Is Pressed When There Are Multiple Sending Jobs

- By default, the last executed job is displayed as the job to be canceled. ► [Job to Cancel When Stop is Pressed] (P. 1092)



- To cancel another job, press [Check Other Jobs], select the job to cancel from the Send Job list, and press [Cancel].



# Checking the Send or Save Status and Log of Scanned Data

You can check the send or save status and log of data scanned with the machine.

Processes handled by the machine, including sending and saving scanned data are managed as jobs. By checking the status and log of jobs, you can determine whether a job was sent or saved correctly and the cause of errors that occurred.

Depending on the machine settings, you can also resend a job that had a sending error.

\* If the log is set not to be displayed, you can only check the send and save status. ➤ [\[Display Job Log\] \(P. 1164\)](#)

➤ [Checking the Sending and Saving Status \(P. 487\)](#)

➤ [Checking the Log \(P. 488\)](#)

## NOTE

- You can restrict other users from performing operations on the jobs of the login users. ➤ [\[Restrict Access to Other User Jobs\] \(P. 1163\)](#)

## Checking the Sending and Saving Status

This section describes how to check the status using the control panel.

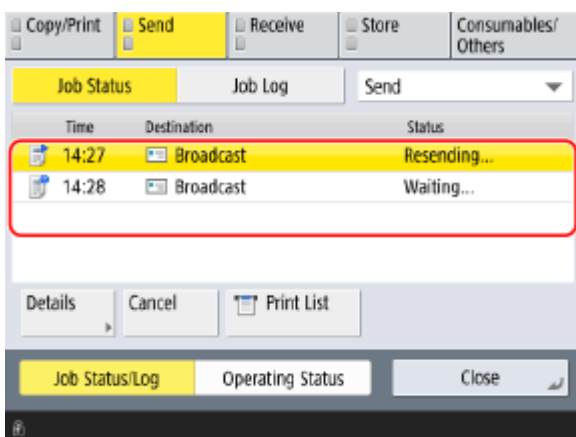
You can also use Remote UI from a computer to check the status. ➤ [Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

- On the control panel, press [ Status Monitor] in the [Home] screen or other screen. ➤ [\[Home\] Screen \(P. 165\)](#)

→ The [Status Monitor] screen is displayed.

- Press [Send] or [Store], and then press [Job Status].

- Check the job being processed or waiting to be processed.



When sending statuses are displayed, you can press [Print List] to print the sending status list.

- 4 Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

- 5 Check the number of pages and file name.

#### When Resending a Job That Had a Sending Error

\* By default, a job that had a sending error is set to be deleted automatically and cannot be resent. [▶](#)  
**[Delete Failed TX Jobs] (P. 1087)**

Press [Resend].

- If multiple destinations of the same type are set, press [Broadcast List], select a destination, and press [Resend].
- To resend to a different destination, press [Change Destination], change the destination, and press [Resend].

#### NOTE

Changing the Destination of a Job with Delayed Send Set

- While the machine is waiting to send (until the specified time), you can press [Change Destination] in Step **5** to change the destination.

However, the destination cannot be changed in the following cases:

- When multiple destinations are specified
- When the destinations that can be specified during sending are restricted to registered destinations only [▶](#)  
**Sending Only to Registered Destinations (P. 821)**

## Checking the Log

This section describes how to check the log using the control panel.

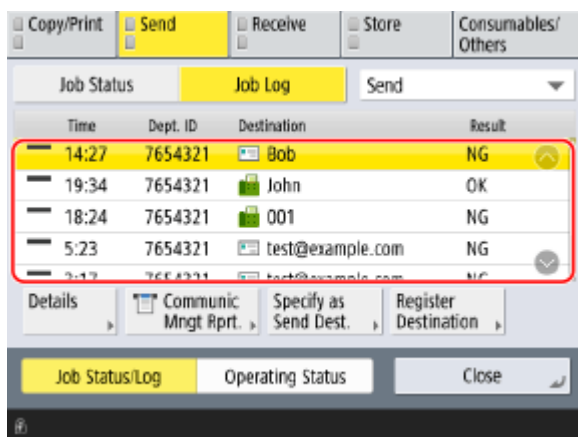
You can also use Remote UI from a computer to check the log. [▶](#) **Checking the Usage and Logs Using Remote UI (P. 906)**

- 1 On the control panel, press [ Status Monitor] in the [Home] screen or other screen. [▶](#)  
**[Home] Screen (P. 165)**

→ The [Status Monitor] screen is displayed.

- 2 Press [Send] or [Store], and then press [Job Log].

### 3 Check the jobs that were sent or saved.



- When the TX log is displayed, press [Communic Mngt Rprt.] to print the TX log list.
- When the store log is displayed, press [Print List] to print the store log list.

### 4 Select a job to view its details, and press [Details].

→ The job details are displayed.

### 5 Check the number of pages and file name.

If [NG] is displayed for [Result]

Sending or saving was canceled, or an error occurred.

If a three-digit number starting with "#" is displayed in [Error Code], you can check the cause and solution using the error code. ➤ **An Error Code Is Displayed (#xxx) (P. 1447)**

#### NOTE

##### Number of Pages in Jobs Set to Skip Blank Originals

- [No. of Orig. Pages] displayed in the job details shows the number of pages including blank pages.
- You can check the number of pages after skipping blank pages in [Send Pages] or [Stored Pages] displayed in the job details.

##### Specifying and Registering Destinations from the TX Log

- You can select a job in Step 3 and press [Specify as Send Dest.] or [Register Destinations] to specify the same destination as the TX log or register a destination to the Address Book.

➤ **Specifying Destinations (TX Log) (P. 330)**

➤ **Registering Destinations to the Address Book (Control Panel) (P. 283)**

# Faxing

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# Faxing

Faxing is the sending and receiving of documents and photos as black and white images over a telephone line. You can also send and receive faxes via the Internet without using a telephone line.

## Sending Faxes

The following two methods are available.

### Sending a Fax from the Machine



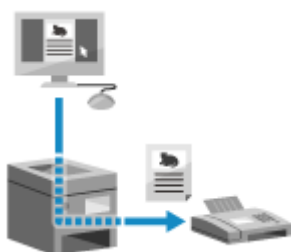
You can scan a document, photo, or other printed material (original) with the machine, convert it to a black and white image, and send it.

➤ **Sending Faxes (P. 510)**

You can also automatically forward or store sent faxes to a specific destination.

➤ **Automatically Forwarding and Backing Up Sent Faxes (P. 502)**

### Sending a Fax from a Computer



You can convert a document or photo to a black and white image and send it via a fax driver installed on a computer.

You can send a fax in the same way as printing a document or photo from a computer. To send a fax, you do not need to prepare printed materials.

➤ **Preparing to Send Faxes from a Computer (P. 499)**

➤ **Sending Faxes from a Computer (PC Faxing) (P. 523)**

\* In macOS, you can use the AirPrint function that is standard in the OS to send data from a computer without having to install a fax driver. ➤ **Using AirPrint to Print and Scan Data and Send Faxes (P. 679)**

## Receiving Faxes

The machine receives incoming faxes automatically without ringing.

➤ **Receiving Faxes (P. 547)**

You can also forward or store received faxes to a specific destination.

➤ **Automatically Forwarding and Backing Up Received Faxes (P. 505)**

## Sending and Receiving Internet Faxes

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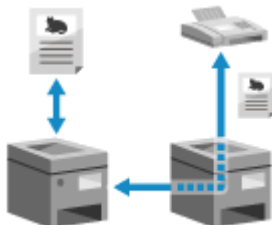


Internet Fax (I-Fax) is a function for sending and receiving faxes via the Internet. Since faxes are sent without using a telephone line, you can lower your communication costs. When you receive an I-Fax, the received data is printed automatically. The machines for sending and receiving I-Faxes must support I-Fax technology.

➤ **Using Internet Fax (I-Fax) (P. 562)**

## Sending and Receiving Faxes via a Canon Multifunction Machine (Remote Fax)

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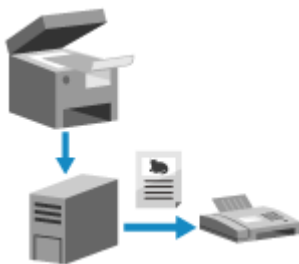
You can send and receive faxes with a Canon multifunction machine that does not have a fax function, by using the line of a different Canon multifunction machine with a fax function on the same network. Since you can share the fax function and telephone line between devices, you can reduce the cost of installing the function and line, and use faxes more efficiently.

➤ **Using Remote Faxes (P. 568)**

\* You can use Remote Fax when both multifunction machines are imageFORCE or imageRUNNER ADVANCE series models.

## Sending Faxes Using a Fax Server North America

---



You can send faxes using a fax server.

➤ **Using a Fax Server [North America] (P. 570)**

### See Also

#### [Restricting Printing of Received Faxes](#)

You can temporarily store received faxes in the memory of the machine without printing them.

➤ **Preventing Immediate Printing of Received Faxes (P. 836)**

# Preparing to Send Faxes

EK89-089

To send faxes with the machine, you need to configure the initial fax settings, such as the fax number of the machine and the type of telephone line.

If you configured the fax settings on the screen that appeared when you started the machine for the first time (Setup Guide), you do not need to configure the initial fax settings. ➤ **Configuring the Default Settings (Setup Guide) (P. 91)**

## When Initial Fax Settings Have Not Been Configured or You Want to Change the Settings

If you did not configure the fax settings with the Setup Guide, configure the initial fax settings in the [Settings/Registration] menu.

You can also change the settings configured with the Setup Guide individually.

➤ **Preparing the Machine to Send/Receive Faxes (P. 494)**

## When Sending Faxes from a Computer

You need to make preparations on each computer used to send faxes.

➤ **Preparing to Send Faxes from a Computer (P. 499)**

### NOTE

- Sender information, such as the send date and time and the fax number of the machine, is printed together with the fax content at the destination. You can change the print position and the mark added to the fax number, or choose not to print the sender information. ➤ **[TX Terminal ID] (P. 1086)**
- To automatically forward or store sent and received faxes, you need to configure separate settings. ➤ **Configuring the Fax Forwarding and Backup Settings (P. 501)**



# Preparing the Machine to Send/Receive Faxes

EK89-08A

To send and receive faxes with the machine, the initial fax settings must be configured, such as the fax number of the machine and the type of telephone line to use.

If you configured the fax settings on the screen that appeared when you started the machine for the first time (Setup Guide), you do not need to configure the initial fax settings. ➤ **Configuring the Default Settings (Setup Guide) (P. 91)**

If you did not configure the fax settings with the Setup Guide, configure the initial fax settings in the [Settings/Registration] menu.

You can also change the settings configured with the Setup Guide individually.

➤ **Initial TX Settings (P. 494)**

➤ **Initial Settings for Reception (P. 495)**

## Initial TX Settings

Configure settings such as the fax number of the machine, unit name, and line type.

\* When you use the machine as a Remote Fax client machine, only the fax number setting is required.

This section describes how to configure the settings using the control panel.

You can also configure the settings by using Remote UI from a computer. However, you cannot use Remote UI to configure some of the settings. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

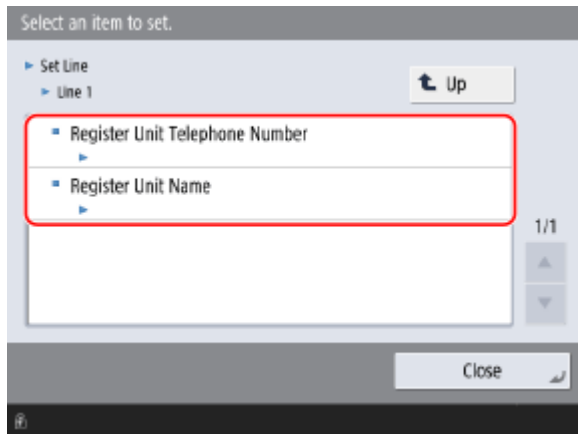
Administrator or DeviceAdmin privileges are required.

### IMPORTANT

- Faxes cannot be sent if the line type setting is not configured correctly. If you do not know the type of telephone line, contact your telephone company.

- 1 Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line].
- 4 Press the line to be configured ([Line 1] to [Line X]).  
The number of lines displayed varies depending on the options that are installed.

## 5 Set the fax number and unit name.



- Set the fax number in [Register Unit Telephone Number].
- Set a name or company name for the unit name. By default, the unit name is printed as the sender name at the destination.

## 6 Set the line name and the address list to display when you select the line, as needed.

[Edit Line Name for Select Line Screen]\*<sup>1</sup>

Set the line name.

The line name that you set is displayed in the line selection list on the fax screen.

[Default Address List When Selecting Line]\*<sup>1</sup>

Set the address list to display as the default setting when you select a line.

The set address list is displayed as the default setting when you specify a destination from the Address Book while a line is selected on the fax screen.

\*<sup>1</sup> Depending on the model, this item may not appear on the Settings/Registration screen.

## 7 Press [Close].

→ The settings are applied.

### NOTE

#### Registering Sender Names

- Register sender names if you want to be able to select a sender name other than the unit name, such as a department name or an individual's name, when you send a fax. ➤ **[Register Sender Name (TTI)] (P. 1105)**

## Initial Settings for Reception

Configure the fax reception mode.

When using the machine with a handset connected, you can also configure the time to emit the incoming fax tone.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

\* The reception mode settings only apply to the standard line (Line 1). They do not apply to any extra lines.

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen.  **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Function Settings] ► [Receive/Forward] ► [Fax Settings] ► [RX Mode].

→ The [RX Mode] screen is displayed.

- 3 Select the reception mode.

When using the machine without a handset connected:

Select [Auto RX]. The machine will only be used for faxes.

- The machine receives faxes automatically.
- Even if someone makes a call to you, you cannot talk to the caller.

When performing automatic reception with a handset connected:

Select [Fax/Tel (Auto Switch)]. The machine can be used for both faxes and telephone calls.

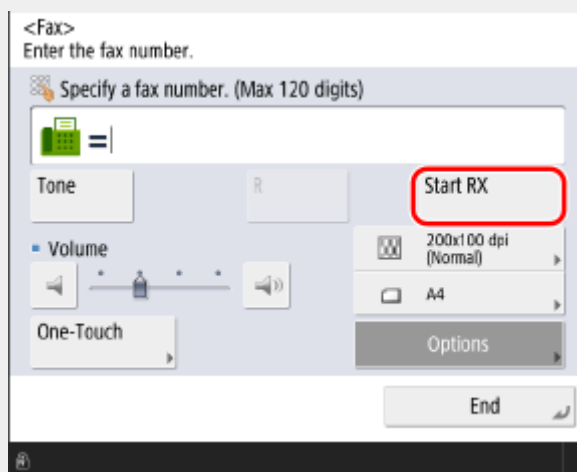
- The machine receives the fax automatically.
- An incoming call rings. Pick up the handset to answer the call.

When performing manual reception with a handset connected:

Select [Manual RX]. The machine can be used for both faxes and telephone calls.

- When a fax is received, the incoming fax tone is emitted, then fax reception starts after you pick up the handset and confirm the beep.

Press [ Home] ► [Fax] ► [On-Hook] ► [Start RX].



- An incoming call rings. Pick up the handset. If you do not hear a beep, start your conversation.

When using the machine with an answering machine connected:

Select [Answering Machine]. The machine can be used for both faxes and telephone calls.

- After an incoming call rings, the machine receives the fax automatically.

- The answering machine activates, enabling the caller to leave a message. If you pick up the handset before the answering machine starts recording a message, you can talk with the caller.
- \* Set the answering machine to answer after a few rings.
- \* We recommend that you add approximately 4 seconds of silence at the beginning of the message or set the maximum recording time to 20 seconds.

When using the machine with a handset connected and a network switch service: [Europe](#) [Asia/Oceania](#)

Select [Net Switch]. This mode is only available for certain countries and requires a subscription to a network switch service.

#### [Telstra FaxStream. Duet \(Only for Australia\)](#)

In Australia, Telstra offers the FaxStream. Duet capability. If you subscribe to this service, your line is assigned two numbers: one for fax and one for phone. When the fax number is called, the network sends a specific ringing tone which your machine recognizes and automatically handles as a fax call. If the phone number is called, a different ringing tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the caller's end. Contact Telstra for connection information.

- Triple ring (short-short-short) for fax receiving.

Three short rings, at regular intervals.

- Any ring except triple ring (depending on your switchboard) for telephone conversation.

\* You need to subscribe to the FaxStream service beforehand.

#### [Telecom FaxAbility \(Only for New Zealand\)](#)

In New Zealand, Telecom N.Z. offers the FaxAbility capability. This service allows you to assign two numbers to your line: one for fax and one for telephone. When the fax number is called, the network sends a specific ring tone which your machine recognizes and automatically handles as a fax call. If the telephone number is called, a different ring tone is sent out from the network so that the call is handled as a voice call. This means that there is no switching delay at the caller's end. Contact Telecom for connection information.

\* You need to subscribe to the FaxAbility service beforehand.

When using the machine with a Distinctive Ring Pattern Detection (DRPD) service:

#### [North America](#)

Select [DRPD: Select Fax]. This service assigns two or more telephone numbers with distinctive ring patterns to a single telephone line. You can use one of these numbers for faxes and one for telephone calls.

- When the machine receives a call, it automatically recognizes the ring pattern and your telephone rings differently depending on whether the call is a fax or telephone call. If the ring pattern is for a fax, the machine automatically receives the fax.

\* For more information about this service, contact your telephone company.

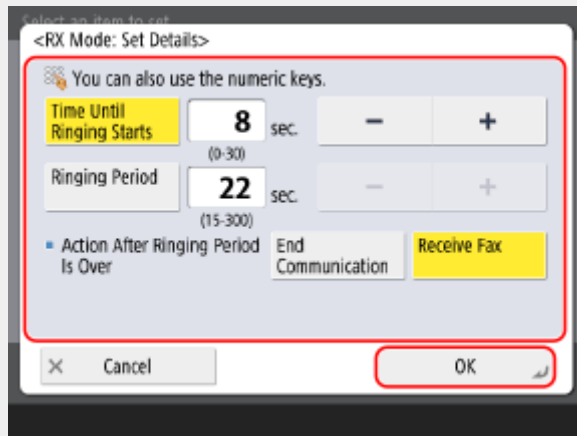
## 4

### Set the incoming fax tone time and operation.

Configure these settings if you selected [Fax/Tel(Auto Switch)] or [DRPD: Select Fax] for the reception mode. If you selected something other than [Fax/Tel(Auto Switch)] or [DRPD: Select Fax], this step is not required. Proceed to step [5](#).

If you selected [Fax/Tel (Auto Switch)]:

1. Configure the various settings, then press [OK].



[Time Until Ringing Starts]

Specify the time for which the machine detects whether a fax or telephone call has been received. The machine will not emit a ring tone during this time.

When the machine detects a fax, reception starts.

[Ringing Period]

Specify the time for which the machine emits a ring tone when a fax is not detected.

[Action After Ringing Period Is Over]

Select the operation for the machine to perform if the handset is not picked up while the machine is emitting a ring tone.

If you select [End Communication], the machine will end communication. If you select [Receive Fax], the machine will receive a fax.

If you selected [DRPD: Select Fax]:

1. Select the type of incoming fax tone, then press [OK].

5

Press [OK] ► [Close].

→ The settings are applied.

NOTE

Setting the Incoming Fax Tone

- You can set the incoming fax tone when a handset is connected. ► **Setting the Incoming Fax Tone (P. 337)**

Configuring the Time Until the Machine Switches to Automatic Reception

- When manual reception is selected for the reception mode, you can select whether to automatically receive faxes after the incoming fax tone is emitted for a certain time. ► **[Switch to Auto RX] (P. 1127)**

# Preparing to Send Faxes from a Computer

EK89-08C

Make the following preparations for each computer used to send faxes.

- **Step 1: Installing the Driver to the Computer (P. 499)**
- **Step 2: Using a Driver to Set the User Management Information (P. 499)**
- **Step 3: Enhancing Security for Sending Faxes (P. 499)**
- **Step 4: Sending a Test Fax (P. 500)**

## Step 1: Installing the Driver to the Computer

Install the fax driver to the computer that will be used to send faxes. ➤ **Installing Software and Drivers to the Computer (P. 149)**

## Step 2: Using a Driver to Set the User Management Information

Use the fax driver to set the user management information in the following cases: ➤ **Configuring User Management Information on a Computer (P. 752)**

- When user authentication is applied to sending faxes from a computer
- When Department ID Management is enabled on the machine

\* You can skip this step if neither case applies. Proceed to Step 3.

\* If you do not know whether these cases apply to your machine, contact the administrator.

## Step 3: Enhancing Security for Sending Faxes

Although sending faxes from a computer can be convenient, there are risks such as the possibility of sending them to incorrect numbers. To reduce such risks, it is recommended that you configure the following settings using the fax driver.

- **When Using Windows (P. 499)**
- **When Using macOS (P. 500)**

### When Using Windows

- 1 Click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

- 2 Click the fax driver of the machine ► [Printing preferences].

→ The [Printing preferences] screen of the fax driver is displayed.

- 3 Configuring the settings for secure sending.

- Enable confirmation of the fax number.

- Set the outside dialing prefix.
- Keep a TX log.

For details, click [Help] on the [Printing preferences] screen to display help.

## When Using macOS

Configure the settings to safely send faxes using the print dialog box (fax driver setting screen).

- Enable confirmation of the fax number.
- Set the outside dialing prefix.

For details, click [ ? ] in the printing dialog box to display help.

## Step 4: Sending a Test Fax

---

When installation and setup are complete, check whether faxes are sent correctly. [▶ Sending Faxes from a Computer \(PC Faxing\) \(P. 523\)](#)

# Configuring the Fax Forwarding and Backup Settings

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EK89-08E

You can configure the settings to automatically forward or store faxes to a specific destination when they are sent and received.

This is convenient when you want to check the content of received faxes from a remote location, or back up faxes you sent or received.

- **Automatically Forwarding and Backing Up Sent Faxes (P. 502)**
- **Automatically Forwarding and Backing Up Received Faxes (P. 505)**



# Automatically Forwarding and Backing Up Sent Faxes

EK89-08F

You can configure the settings to automatically forward or store sent faxes to a destination specified in advance.

\* Faxes are forwarded or stored even if a sending error occurs.

## Destinations that can be specified

- You can specify the following destinations registered in the Address Book as forwarding destinations and store locations (excluding destinations in the personal address list and user group address list):
  - Fax number
  - E-mail address (e-mail and I-Fax)
  - File store location (shared folder, file server, and Advanced Space of another machine)
  - Group
- You can specify only one destination. However, if you specify a group, faxes are forwarded or stored to all destinations registered in the group.  
If a group destination containing a Mail Box unsupported by the machine is specified, the document will not be forwarded or saved to that Mail Box.
- If you specify an e-mail address or file store location, faxes are forwarded or stored as TIFF or PDF files. In addition, if you specify an e-mail address, faxes are forwarded as files attached to an e-mail with no message.

This section describes how to configure the settings using the control panel.

You can also configure the settings by using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or DeviceAdmin privileges are required.

## Required Preparations

- When you specify a destination other than a fax number as the forwarding destination or store location, prepare the fax to be forwarded or stored to that destination.
  - When specifying an e-mail address [▶ Configuring Information of the E-mail Server \(P. 408\)](#)
  - When specifying a file store location

### Shared folder

Create a shared folder that serves as the forwarding destination or store location, as needed. [▶ Creating a Shared Folder \(P. 1512\)](#)

### FTP server

Configure PASV mode when there is a firewall between the FTP server and the machine. [▶ Configuring FTP PASV Mode \(P. 416\)](#)

### Advanced Space on another machine, or Windows server

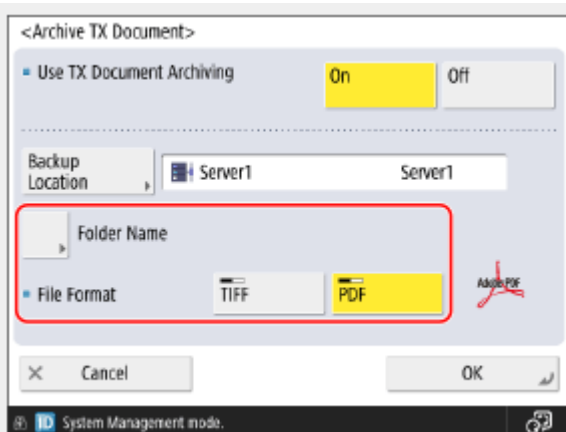
No preparations are needed for forwarding or storing data.

- To specify destinations, first register them in the Address Book of the machine. [▶ Registering Destinations \(Address Book\) \(P. 276\)](#)

**IMPORTANT**

- Direct Send and manual sending are not available if you configure the settings to automatically forward or store sent faxes.

- 1 Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Function Settings] ▶ [Send] ▶ [Common Settings] ▶ [Archive TX Document].  
→ The [Archive TX Document] screen is displayed.
- 4 Set [Use TX Document Archiving] to [On].
- 5 Press [Backup Location].  
→ The Address Book screen is displayed.
- 6 Specify the forwarding destination or store location, and press [OK]. ➤ **Specifying Destinations (Address Book) (P. 322)**  
→ The [Archive TX Document] is displayed again.
- 7 Set the folder name and file format, as needed.  
Configure these settings if you specify an e-mail address or file store location as the destination.

**[Folder Name]**

If the send protocol of the destination is SMB or FTP, set whether to create a folder and store faxes.

- If you want to create folders and store faxes, select [Sender Information] or [Date]. The corresponding information is used for the folder name when a fax is sent.
- If you do not want to create folders, select [Off (Do Not Create)].

\* If the destination is contained in a group, the [Folder Name] setting is disabled. Faxes are stored without creating a folder, even if you configure the settings to create folders.

#### [File Format]

Select the file format for when faxes are forwarded or stored.

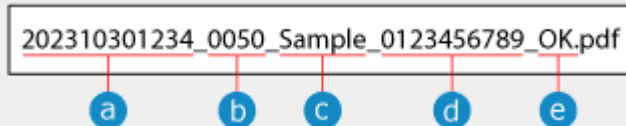
8

Press [OK].

→ The settings are applied.

#### File Name When Forwarding and Storing

If you specify an e-mail address or file store location as the destination, faxes are forwarded or stored with the following file name:



**a** Date and time sent (in this example, "2023/10/30, 12:34")

**b** Job number

**c** Sender information\*<sup>1</sup>

**d** Destination information\*<sup>2</sup>

**e** TX result

\*<sup>1</sup> This consists of the information below for when the fax was sent. The appropriate item is used, starting from the top. If none of the information below is registered, "----" is used.

- Sender name
- Login user name
- Unit name
- Unit telephone number

\*<sup>2</sup> This is the name of the destination when the fax was sent. If the destination name is not registered, the fax number of the destination is used.

When a fax is sent to multiple destinations, the information of the first destination to which the fax was sent correctly is used.

#### NOTE

When Settings for Forwarding and Storing are Automatically Disabled

- [Use TX Document Archiving] is automatically set to [Off] in the following cases. Configure the settings for forwarding and storing again, as needed.
  - When the specified destination is deleted from the Address Book
  - When the Address Book is imported ➤ **Importing and Exporting the Address Book and Settings (P. 926)**

Forwarding and Backing Up Faxes Only When Necessary

- You can also forward and back up faxes by specifying the fax number and the forwarding destination or store location as the destination in [Scan and Send] on the [Home] screen. ➤ **Sending Scanned Data (P. 420)**
- To send to a fax destination from [Scan and Send], you first need to configure the settings that enable you to specify a fax destination in [Scan and Send]. ➤ **[Display Fax Function] (P. 983)**

Automatically Forwarding and Backing Up Received Faxes

- The settings described above are for forwarding and storing faxes that are sent. To automatically forward or store faxes that are received, you need to configure separate settings. ➤ **Automatically Forwarding and Backing Up Received Faxes (P. 505)**

# Automatically Forwarding and Backing Up Received Faxes

EK89-08H

You can configure the settings so that when you receive a fax that meets forwarding conditions set in advance, the fax is automatically forwarded or stored to a specified destination. For example, you can configure the settings so that all faxes from a particular company are stored to a file server.

You can also configure the settings to forward or store all received faxes, or you can specify days or time periods for forwarding or storing faxes so that, for example, faxes received on holidays are forwarded by e-mail.

You can specify up to 1,000 forwarding conditions. If a received fax meets multiple forwarding conditions, the fax is forwarded or stored to the destination specified for each applicable forwarding condition.

## Destinations that can be specified

- You can specify the following destinations registered in the Address Book as forwarding destinations and store locations (excluding destinations in the personal address list and user group address list). You can also specify destinations in a Remote Address Book. [▶ Usable Address Books \(P. 281\)](#)
  - Fax number
  - E-mail address (e-mail and I-Fax)
  - File store location (shared folder, file server, and Advanced Space of another machine)
  - Group
- \* You can also forward or store faxes to the Confidential Fax Inbox, so that received faxes remain private. [▶ Configuring Settings for Receiving Confidential Faxes \(P. 838\)](#)
- \* You cannot specify a WebDAV server as a forwarding destination or store location for received I-Faxes.
- You can specify only one destination for each forwarding condition. However, if you specify a group, faxes are forwarded or stored to all destinations registered in the group.  
If a group destination containing a Mail Box unsupported by the machine is specified, the document will not be forwarded or saved to that Mail Box.
- If you specify an e-mail address or file store location as the destination, faxes are forwarded or stored as TIFF, PDF, or XPS files.  
In addition, if you specify an e-mail address, faxes are forwarded as files attached to an e-mail with no message.

This section describes how to configure the settings using the control panel. You can also configure the settings on the [Home] screen of the control panel by selecting [Dest./Fwd. Settings] ▶ [Forwarding Settings].

You can also configure the settings by using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or DeviceAdmin privileges are required.

## Required Preparations

- When you specify a destination other than a fax number as the forwarding destination or store location, prepare the fax to be forwarded or stored to that destination.
  - When specifying an e-mail address [▶ Configuring Information of the E-mail Server \(P. 408\)](#)
  - When specifying a file store location

### Shared folder

Create a shared folder that serves as the forwarding destination or store location, as needed. [▶ Creating a Shared Folder \(P. 1512\)](#)

### FTP server

Configure PASV mode when there is a firewall between the FTP server and the machine. [▶Configuring FTP PASV Mode \(P. 416\)](#)

[Advanced Space on another machine, or Windows server](#)

No preparations are needed for forwarding or storing data.

- When specifying the Confidential Fax Inbox [▶Setting Confidential Fax Inbox \(P. 839\)](#)
- To specify destinations, first register them in the Address Book of the machine. [▶Registering Destinations \(Address Book\) \(P. 276\)](#)

**1** Log in to the machine as an administrator. [▶Logging In to the Machine \(P. 200\)](#)

**2** On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶\[Home\] Screen \(P. 165\)](#)

→ The [Settings/Registration] screen is displayed.

**3** Press [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Forwarding Settings].

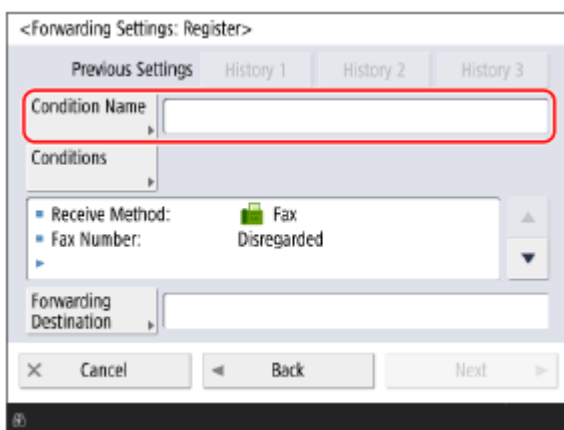
→ The [Forwarding Settings] screen is displayed.

**4** Press [Register].

→ The screen for registering the forwarding conditions is displayed.

To forward or store all received faxes (including those that do not meet forwarding conditions), press [Forward without Conditions], select the appropriate fax receive method, and proceed to Step **7**.

**5** Enter the condition name.



- Press [Condition Name], enter a name for the forwarding condition, and press [OK].
- You can press the [Previous Settings] buttons to call up the three most recently registered forwarding conditions.

**6** Set the forwarding and store conditions.

1. Press [Conditions].

2. Set the forwarding or store conditions, and press [OK].

Select the appropriate fax receive method from the [Receive Method] pulldown menu.  
Set the fax conditions to apply to the selected receive method.

#### When Fax Is Selected for the Receive Method

You can set the fax number (sender's fax number), subaddress, and password as conditions. Select a condition from the pulldown menu for each item, press [Set], and enter the value using the numeric keys.

If you do not want to set an item as a condition, select [Disregarded] or [Does Not Exist].  
When the sender's fax number is unknown or when [TSI] is selected, the machine checks the fax number by using the number that is set on the sender's fax machine.

#### When I-Fax Is Selected for the Receive Method

You can set the destination, sender, and subject as conditions. Select a condition from the pulldown menu for each item, press [Set], and enter the value. If you do not want to set an item as a condition, select [Disregarded].

## 7

Specify the forwarding destination or store location.

#### When Specifying a Destination Registered in the Address Book

1. Press [Forwarded To] ► [Address Book].  
→ The Address Book screen is displayed.
2. Specify the forwarding destination or store location, and press [OK]. ►

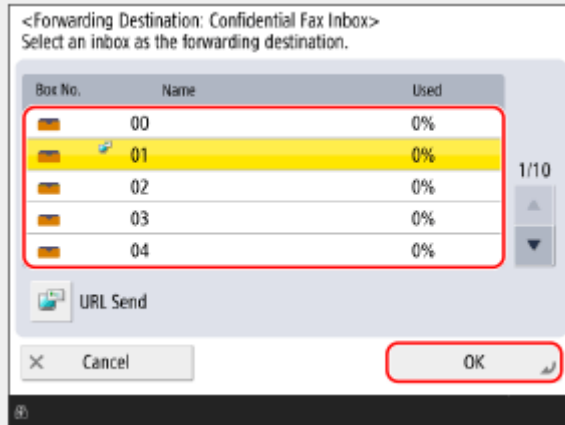
##### **Specifying Destinations (Address Book) (P. 322)**

If you specify a fax destination as the forwarding destination or store location, the subaddress and password set for the destination will be disabled.

#### When Specifying the Confidential Fax Inbox (to Keep Received Faxes Private)

1. Select [Forwarded To] ► [Confidential Fax Inbox].

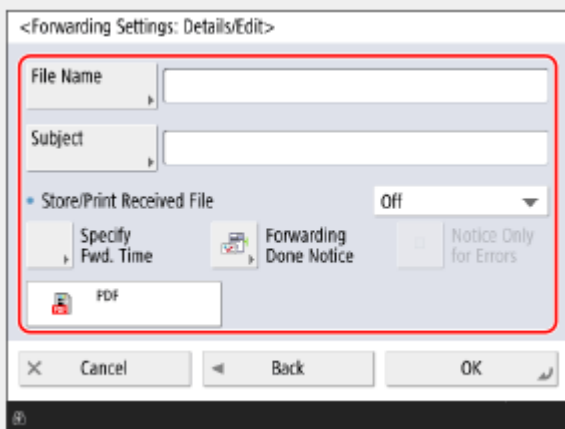
2. Select the Confidential Fax Inbox to be used as the forwarding destination or store location, and press [OK].



If you select a Confidential Fax Inbox with an e-mail address that has been set, you can select [URL Send] to send an e-mail notice of the Confidential Fax Inbox URL when faxes are forwarded or stored.

- 8 Press [Next].

- 9 Configure the settings for forwarding and storing, as needed.



\* If you specify the Confidential Fax Inbox for forwarding or storing, you can only configure the [Specify Fwd. Time] setting.

[File Name]

Set the file name for when forwarding or storing faxes.

[Subject]

Set the subject for when forwarding or storing faxes.

[Store/Print Received File]

Set whether to print received faxes or store them in the Memory RX Inbox when they are forwarded or stored.

\* If you select [On], faxes are printed or stored according to the Memory Lock settings. [▶Setting Memory Lock \(P. 836\)](#)

- If Memory Lock is not set, the received faxes are printed.
- If Memory Lock is set, the received faxes are stored in the Memory RX Inbox.

File Format Setting Button

Select the file format for when faxes are forwarded or stored.

If you select PDF or XPS, you can also configure additional features and the division settings. [▶Configuring the File Format and Division Settings \(P. 469\)](#)

## [Specify Fwd. Time]

Specify the day and time to forward or store the received faxes.

## [Forwarding Done Notice]

Configure the settings to send the forwarding or storing results by e-mail when forwarding or storing is complete. You can set a destination registered in the Address Book as the notice destination.

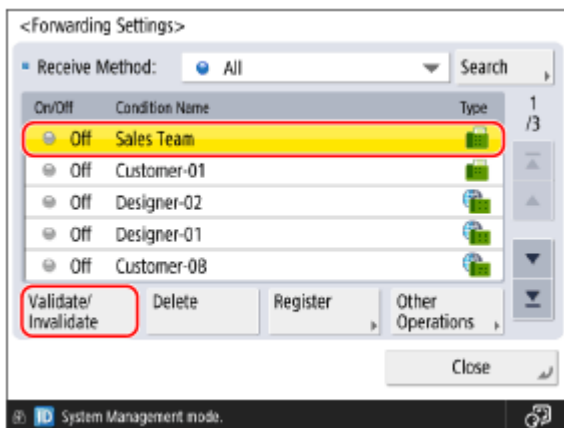
## [Notice Only for Errors]

If [Forwarding Done Notice] is set, you can select the checkbox to send the notice only when an error occurs.

## 10 Press [OK].

→ The forwarding conditions are registered, and the [Forwarding Settings] screen is displayed again.

## 11 Select a forwarding condition that is registered, and press [Validate/Invalidate].



→ The selected forwarding condition is enabled.

- You can press [Other Operations] ► [Print List] to print a list of the forwarding conditions.
- You can press [Other Operations] ► [E-Mail Priority] to select the priority level of the e-mail for when forwarding by e-mail or I-Fax.

## 12 Press [Close].

## NOTE

## Changing the Receive Method for a Forwarding Condition

- You cannot change the receive method after a forwarding condition is registered. To change the receive method for a forwarding condition, delete the forwarding condition and then register it again.

## When a Forwarding Condition Is Automatically Disabled

- If you delete the specified destination from the Address Book, the forwarding condition is automatically disabled. Specify the forwarding destination or store location again, and then enable the forwarding condition again.

## When Forwarding Fails

- Failures are handled according to the set method. ➤ **[Handle Files with Forwarding Errors] (P. 1121)**

## Automatically Forwarding and Backing Up Sent Faxes

- The settings described above are for forwarding and storing faxes that are received. To automatically forward or store faxes that are sent, you need to configure separate settings. ➤ **Automatically Forwarding and Backing Up Sent Faxes (P. 502)**



# Sending Faxes

EK89-08J



You can scan a document, photo, or other printed material (original) with the machine, convert it to a black and white image, and send it.

\* You can also send a fax after checking the connection to the recipient, or you can send it manually.

➤ **Checking the Connection to the Recipient Before Sending (Direct Send) (P. 517)**

➤ **Sending Faxes Manually (Manual Sending) (P. 520)**

## 1 Place the original. ➤ **Placing Originals (P. 204)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

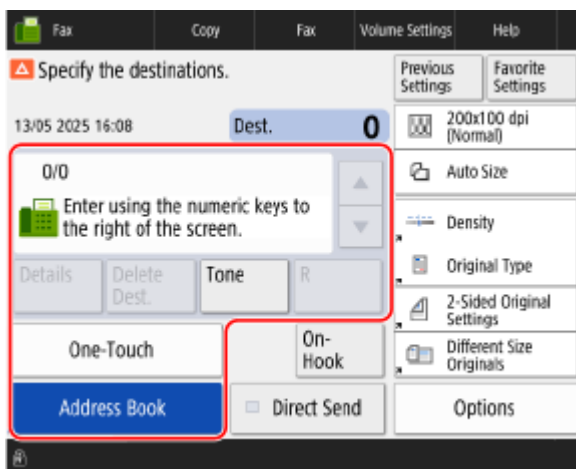
## 2 On the control panel, press [Fax] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The fax screen is displayed.

## 3 Press [ Reset].

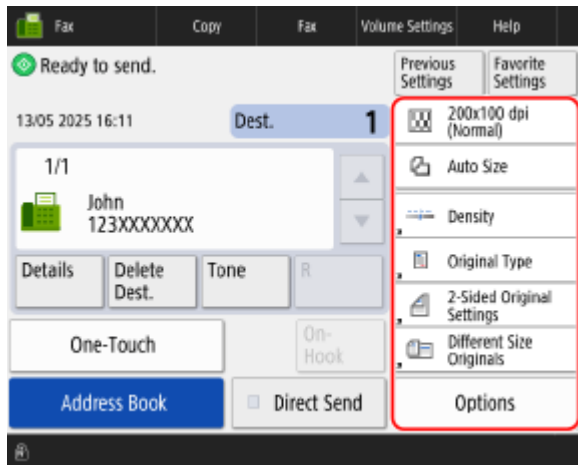
The fax may be sent to an incorrect destination if the destination setting for the previously sent fax remains. Reset the setting before performing the operation.

## 4 Specify the destination. ➤ **Specifying Destinations (P. 320)**



## 5

Configure the fax TX settings. ➤ **Fax TX Settings (P. 527)**



When "Favorite Settings" are registered, you can call them up by pressing [Favorite Settings]. ➤ **Registering and Recalling Favorite Settings (P. 190)**

When Recalling Previous Settings (Setting History)

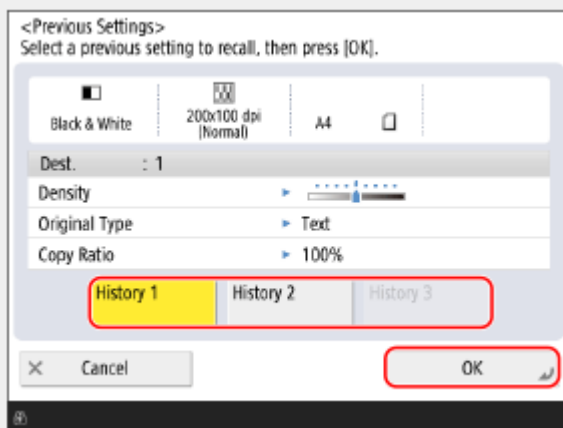
You can press [Previous Settings] to call up the settings used to send faxes in the past. The sending destination is also applied together with the settings that are called up.

When you call up the setting history, the specified destination and TX settings are overwritten.

\* You cannot use the setting history in the following cases:

- When destinations are managed with access numbers ➤ **Hiding Destinations (Access Number Management) (P. 850)**
- When using a push-button telephone service

On the [Previous Settings] screen, select the history you want to recall, and press [OK].



- You can change the called up destination and TX settings, and send the fax.
- Each login user can select from their own setting history.  
Guest users or users who are not logged in can select from the setting history common to unauthorized users.
- When entry of new destinations is restricted, the setting history is cleared regardless of the type of restricted destination. ➤ **Sending Only to Registered Destinations (P. 821)**

## 6

Press [ Start].

→ The machine starts scanning the original.

- To cancel sending the fax, press [Cancel] ► [Yes]. ➤ **Canceling Fax Sending (P. 557)**
- When scanning is completed, the fax is sent. You can use [  Status Monitor] to check the sending status and log. ➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

If the [Confirm Destinations] Screen Appears  
Check that the destination is correct, and then press [Yes].

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and scanned, or when scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [  Start].

→ The next original is scanned, and the same screen is displayed.  
Repeat this process until scanning of all originals is completed.

When you place originals in the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

#### When Changing the Scan Settings for Each Original

On the screen with the displayed message, press [Change Settings]. You can change the following settings:

- [Scan Size]
- [2-Sided Original]
- [Density]
- [Original Type]

For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

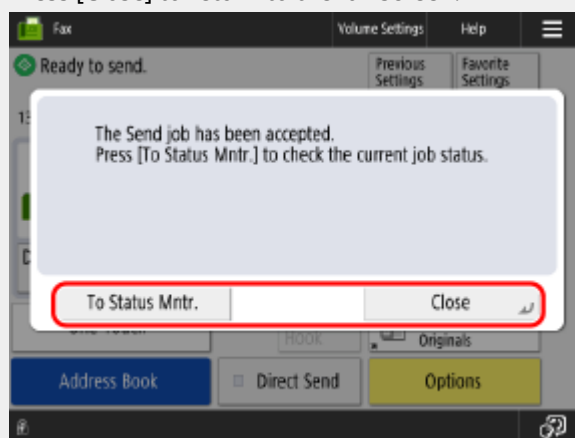
2. Press [Start Sending].

→ The fax is sent.

When [To Status Mntr.] Is Displayed

To check the sending status and log, press [To Status Mntr.]. ➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

Press [Close] to return to the fax screen.



#### NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message appears on the screen. Remove the jammed original while following the instructions in the message.

#### ➤ **Paper and Staple Jams (P. 1472)**

When the jammed original is removed, the screen for resuming operations is displayed.

If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.

- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the fax screen, press [Options] ► [Detect Feeder Multi. Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. ► **[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)**

\* Depending on the model, the optional Document Feeder Double Feeding Detection Kit-A may be required in order to use the multiple sheet feed detection function.

#### Previewing Content Before Sending

- You can display a preview screen to check the content before sending a fax. You can also change the page order and delete pages on the preview screen. ► **Checking the Content of Scanned Originals and Organizing Pages (Preview) (P. 515)**

#### Improving the Quality of the Sent Image

- If the sent images are too dark or the light colors in the background of the originals cannot be removed, you may be able to improve the quality by configuring the following settings before sending:
  - Set the resolution to [200x400 dpi] or [400x400 dpi]. ► **Setting the Resolution (P. 533)**
  - Set the original type to [Text]. ► **Selecting the Original Type (P. 534)**
  - Set the background density to [Auto]. ► **Adjusting the Density (P. 534)**

\* In the [Settings/Registration] menu, if [Speed/Image Quality Priority for Black & White Scan] is set to [Speed Priority], change the setting to [Quality Priority]. ► **[Speed/Image Quality Priority for Black & White Scan] (P. 1066)**

([Quality Priority] is set by default.)

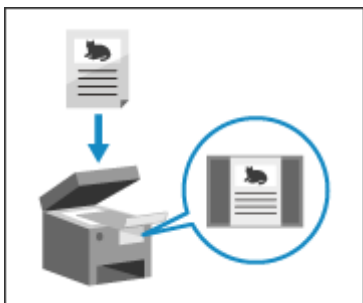
#### If Fax Cannot Be Sent Because Recipient's Line Is Busy or Other Reason

- The number is redialed automatically after a certain period of time.
  - \* If necessary, you can change the number of redials, the interval between redials, and the page to be sent when redialing is performed due to a sending error. You can also disable automatic redialing. ► **[Auto Redial] (P. 1107)**

# Checking the Content and Recipient Before Sending Faxes

EK89-08K

You can display a preview screen to check the content and organize the pages before sending a fax. You can also send a fax after checking the connection to the recipient, or you can send it manually.



## ➤ Checking the Content of Scanned Originals and Organizing Pages (Preview) (P. 515)



## ➤ Checking the Connection to the Recipient Before Sending (Direct Send) (P. 517)



## ➤ Sending Faxes Manually (Manual Sending) (P. 520)

### NOTE

Checking the Fax TX Results by E-mail or Report

- You can configure the fax TX settings to send the TX result by e-mail and print a TX report. ➤ **TX Result Notice Settings (P. 545)**

# Checking the Content of Scanned Originals and Organizing Pages (Preview)

EK89-08L



You can display a preview screen to check the content before sending a fax. You can also change the page order and delete pages on the preview screen.

\* You cannot display or operate the preview screen when you use Direct Send or manual sending, even if preview is set.

➤ **Displaying the Preview Screen (P. 515)**

➤ **Operating the Preview Screen (P. 516)**

## Displaying the Preview Screen

You can configure the setting to display a preview screen before sending a fax.

\* For the basic fax sending operations, see the following:

➤ **Sending Faxes (P. 510)**

**1** On the fax screen, press [Options] ► [Preview]. ➤ **Fax Screen (P. 529)**

→ [W/ Settings] is displayed at the bottom of the setting button.

**2** Press [Close].

→ The fax screen is displayed again.

**3** Press [ Start].

→ The machine starts scanning the original. When scanning is completed, the preview screen is displayed.

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and scanned, or when scanning is performed using Job Build, the screen for scanning additional originals is displayed.

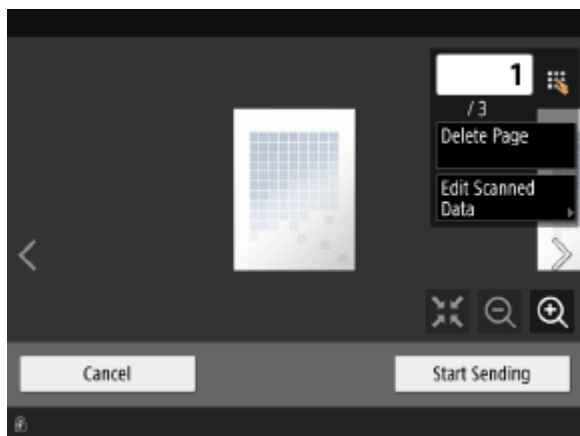
After you finish scanning all of the originals, press [Preview and Send] to display the preview screen.

## Operating the Preview Screen

If the setting is configured to display the preview screen, the preview screen is displayed after scanning of the original is completed.

\* When an original is placed on the platen glass and scanned, or when scanning is performed using Job Build, you can press [Preview and Send] after scanning of all originals is completed to display the preview screen.

You can use the preview screen to check the content of the scanned original and organize the pages. Press [Start Sending] to send the fax.



### Changing the Page to Display

Press [] or [] on the left or right side of the screen.

You can also directly specify the page to display by using the numeric keys to enter a page number.

### Deleting a Page

Display the page you want to delete, and press [Delete Page] ► [Yes].

### Moving a Page

Press [Edit Scanned Data] ► [Move Page Position], specify the number of the page to move and the destination, and then press [OK].

### Switching Pages

Press [Edit Scanned Data] ► [Switch Page Position], specify the target pages to be switched, and then press [OK].

# Checking the Connection to the Recipient Before Sending (Direct Send)

EK89-08R



To successfully send a fax to the destination you intend, you can check that the destination fax machine is able to communicate before sending the fax.

Since the machine sends the scanned data directly without storing it in the memory, you can send faxes even if no memory is available.

\* You can specify only one destination with Direct Send.

## IMPORTANT

### Restrictions When Using Direct Send

- When you place an original on the platen glass, only one page of the placed original can be sent.
- You cannot manually specify the size for an original placed in the feeder. To manually specify the size, place the original on the platen glass.
- The following TX settings cannot be used with Direct Send:
  - [Erase Frame]
  - [2-Sided Original Settings]
  - [Different Size Originals]
  - [Job Build]
  - [Delayed Send]

### Direct Send Is Not Available in the Following Cases:

- When you use DepartmentID Authentication for the login service of user authentication, and [Limit Functions] is set to [Off] for any function ➤ **Enabling Department ID Management (P. 748)**
- When settings are configured to automatically forward or back up sent faxes ➤ **Automatically Forwarding and Backing Up Sent Faxes (P. 502)**

## 1 Place the original. ➤ **Placing Originals (P. 204)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

## 2 On the control panel, press [Fax] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

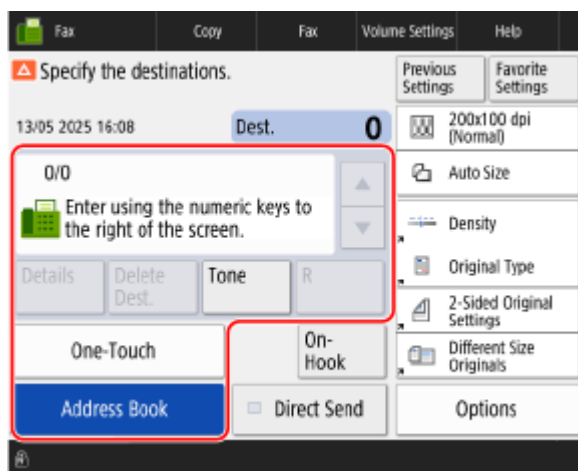
→ The fax screen is displayed.

## 3 Press [ Reset].

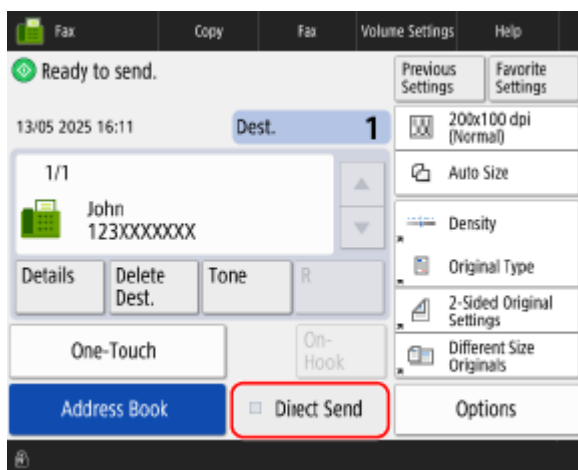


The fax may be sent to an incorrect destination if the destination setting for the previously sent fax remains. Reset the setting before performing the operation.

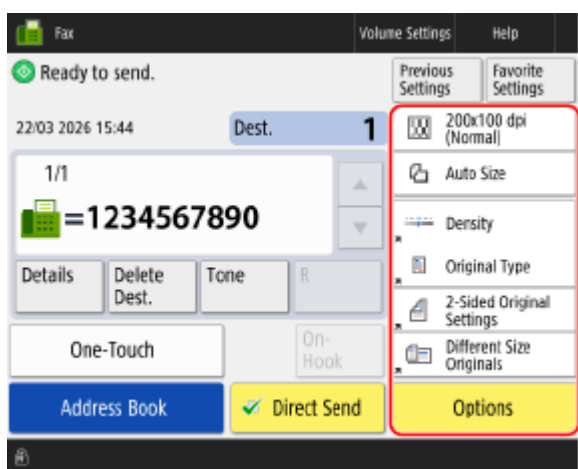
#### 4 Specify the destination. [▶ Specifying Destinations \(P. 320\)](#)



#### 5 Select the [Direct Send] checkbox.



#### 6 Configure the other TX settings, as needed. [▶ Fax TX Settings \(P. 527\)](#)



#### 7 Press [ Start].

→ The machine dials the recipient's number.

- To cancel sending the fax, press [Cancel].
- When the connection with the recipient is established, the machine starts scanning the original and sends the fax.
- The machine does not send the fax when the recipient's line is busy.

If the [Confirm Destinations] Screen Appears  
Check that the destination is correct, and then press [Yes].

# Sending Faxes Manually (Manual Sending)

EK89-08S



You can send faxes manually after establishing the connection with the recipient.

\* You can only use the standard line (Line 1) for manual sending.

## IMPORTANT

### Restrictions for Manual Sending

- When you place an original on the platen glass, only one page of the placed original can be sent.
- You cannot manually specify the size for an original placed in the feeder. To manually specify the size, place the original on the platen glass.
- The following TX settings cannot be used with manual sending:
  - [Erase Frame]
  - [2-Sided Original Settings]
  - [Different Size Originals]
  - [Job Build]
  - [Delayed Send]

### Manual Sending Is Not Available in the Following Cases:

- When you use DepartmentID Authentication for the login service of user authentication, and [Limit Functions] is set to [Off] for any function ➤ **Enabling Department ID Management (P. 748)**
- When settings are configured to automatically forward or back up sent faxes ➤ **Automatically Forwarding and Backing Up Sent Faxes (P. 502)**

## 1 Place the original. ➤ **Placing Originals (P. 204)**

If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

## 2 On the control panel, press [Fax] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

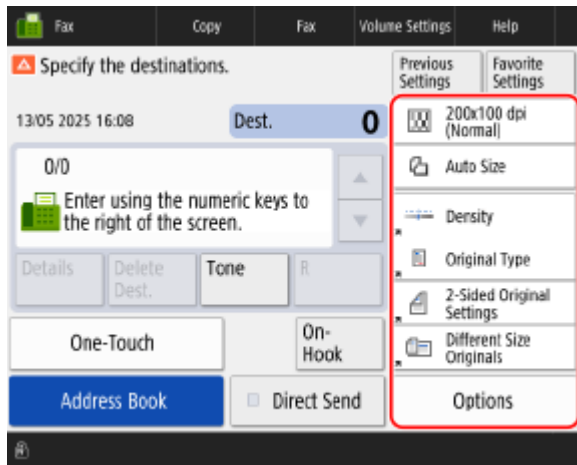
→ The fax screen is displayed.

## 3 Press [ Reset].

The fax may be sent to an incorrect destination if the destination setting for the previously sent fax remains. Reset the setting before performing the operation.

4

Configure the fax TX settings. [▶ Fax TX Settings \(P. 527\)](#)

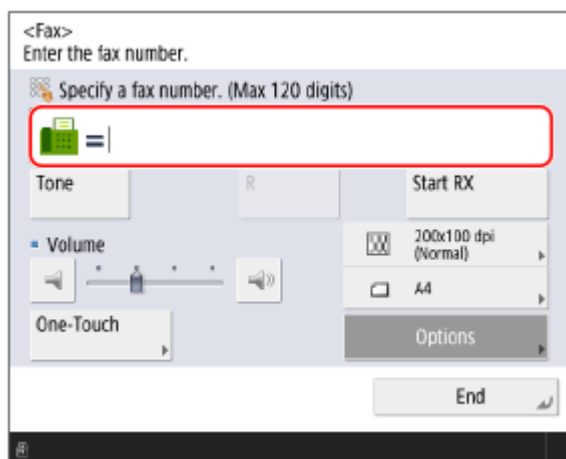


5

On the basic operation screen for sending faxes, press [On-Hook].

6

Enter the fax number using the numeric keys.



→ The machine calls the recipient.

- If an external line number is required, add it before the fax number.
- When you send a fax to an international destination, enter the international access number first, followed by the country code, and then the fax number.
- When you enter the fax number, you can use settings such as [Tone] and [Pause] according to the sending destination and the service that you use. [▶ Fax Destination Settings \(P. 317\)](#)
- You can also press [One-Touch] to specify a destination registered to a one-touch button. [▶ Specifying Destinations with One-Touch Buttons \(P. 323\)](#)

7

Make sure that the recipient picks up the phone or that you hear a high-pitched tone.

8

Press [ Start].

→ The machine starts scanning the original.

- To cancel sending the fax, press [Cancel].

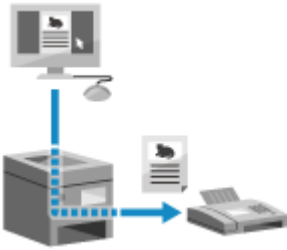
- When scanning is completed, the fax is sent.

NOTE

- When you use ACCESS MANAGEMENT SYSTEM, you may not be able to manually send faxes with the [On-Hook] button.

# Sending Faxes from a Computer (PC Faxing)

EK89-08U



You can send documents as faxes from a computer by using a fax driver. Since it is easy to send a document, carefully check the content before sending. [Securely Sending PC Faxes \(P. 526\)](#)

This section describes the general procedure for this operation. Check the manual of the application you are using for detailed operations on how to use it.

## Required Preparations

- Install the fax driver on the computer, and configure the settings according to your usage environment and purpose. [Preparing to Send Faxes from a Computer \(P. 499\)](#)

[When Using Windows \(P. 523\)](#)

[When Using macOS \(P. 524\)](#)

## When Using Windows

- 1 On your computer, open the document to be sent.
- 2 From the menu in the application used to open the document, select the print command.
- 3 Select the fax driver of the machine, and click [Print].

→ The [Fax Sending Settings] screen of the fax driver is displayed.

- 4 Specify the destination.
  - This section describes how to enter a fax number as an example. You can specify a destination registered in the Address Book from the [Select Destination] tab.
  - If an external line number is required, add it before the fax number. If the outside dialing prefix has been set in advance, you do not need to enter it here. [Step 3: Enhancing Security for Sending Faxes \(P. 499\)](#)

### When Entering One Fax Number

Enter the fax number on the [Enter Destination] tab. Enter the same fax number in [Confirm Fax Number] if a value can be entered.

#### When Entering Multiple Fax Numbers

1. On the [Select Destination] tab, click [Add Destination].  
→ The [Add Destination] screen is displayed.
2. Enter the destination name and fax number, and click [Add Next Destination].  
Enter the same fax number in [Confirm Fax Number] if a value can be entered.
3. Repeat Step 2 until you enter all destinations, and then click [OK].

### 5 Configure the cover sheet, TX log storage settings, and other fax settings, as needed.

- Click [Cover Sheet] and configure the cover sheet details.
- To save the TX log to the computer, select the [Store Sent Fax Information and Image] checkbox.
- For details on the other fax settings, click [Help] on the [Fax Sending Settings] screen to display help.

### 6 Click [Send].

→ A screen for confirming the send destination is displayed.

### 7 Check that the destination is correct, and click [OK].

→ The fax is sent via the machine.

- You can cancel sending the fax in the same way that you cancel printing, by using the printing screen or the printer icon in the Windows notification area. ➤ **Canceling Printing from a Computer (P. 397)**
- You can use [🖨️ Status Monitor] on the control panel to check the sending status and log. ➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**
- When you send a fax with the [Store Sent Fax Information and Image] checkbox selected, you can also check the log from the [Sent Fax Information and Image] tab of the fax driver.

If the [Confirm User Name/Password] Screen Appears  
Check that the user name and password are correct, and click [OK].

If the [Confirm Department ID/PIN] Screen Appears  
Check that the Department ID and PIN are correct, and click [OK].

## When Using macOS

### 1 On your computer, open the document to be sent.

2 From the menu in the application used to open the document, click [Print].

→ The printing dialog box is displayed.

3 In [Printer], select the fax driver of the machine.

4 Click [Printer Options] ► [General Settings].



5 Click [Add Destination], enter the fax number, click [Add], and click [OK].

- To specify multiple destinations, repeat this step. You can specify a destination registered in the Address Book from [Address Book].
- If an external line number is required, add it before the fax number.

6 Configure the cover sheet and other fax settings, as needed.

- To configure the cover sheet details, select [Printer Options] ► [Cover Sheet].
- For details on the other fax settings, click [ ? ] in the printing dialog box to display help.

7 Click [Print].

→ The fax is sent via the machine.

- You can cancel sending the fax from the printer icon in the Dock, in the same way that you cancel printing. [▶ Canceling Printing from a Computer \(P. 397\)](#)
- You can use [  Status Monitor] on the control panel to check the sending status and log. [▶ Checking the Status and Log for Sent and Received Faxes \(P. 559\)](#)



# Securely Sending PC Faxes

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EK89-08W

While sending faxes from a computer can be convenient, there are risks such as the possibility of sending them to incorrect numbers. To reduce such risks, it is recommended that you check the following when sending faxes.

- **Checking the Content to Be Sent (P. 526)**
- **Confirming the Destination (P. 526)**
- **Checking the TX Log After Sending (Windows Only) (P. 526)**

## Checking the Content to Be Sent

---

Unlike when you scan and send an original, you can only check the content to be sent on the screen of the computer. Therefore, check the content before sending the document.

### Checking with Preview

Check that the content to be sent is as intended. If the paper size is not appropriate, part of the content that extends beyond the paper may be divided and sent as a separate part.

### Checking with PDF

You can convert the document into a PDF and then send it to reduce the risk of sending unintended sheets in an Excel file, for example. If you cannot preview the document with the print function of the application, or if you want to send only certain pages of the document, you can convert the document into a PDF and check the content before sending.

## Confirming the Destination

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You can require users to enter the fax number twice when specifying a destination, or you can require users to confirm the destination before sending, to reduce the risk of sending a fax to an incorrect destination. For details on the settings to confirm the destination, see the procedures for preparing to send PC faxes. ➤ **Step 3: Enhancing Security for Sending Faxes (P. 499)**

## Checking the TX Log After Sending (Windows Only)

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When the machine is set to save a TX Log, you can view the log to check whether the intended content was sent correctly. For details on the settings for checking the TX Log after sending PC faxes, see the procedures for preparing to send PC faxes. ➤ **Step 3: Enhancing Security for Sending Faxes (P. 499)**

# Fax TX Settings

EK89-08X

When you send a fax with the machine, you can use the setting buttons on the fax screen to configure the settings for scanning the original and sending the fax. **Fax Screen (P. 529)**

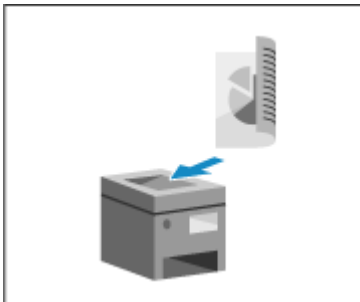
If the sent fax does not appear as expected due to an issue such as text that is unreadable at the destination, you can change the settings and send the fax again.



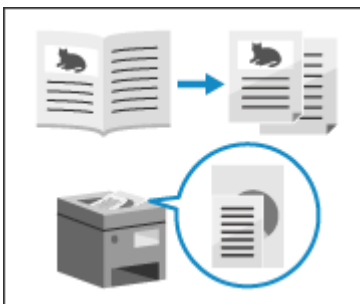
**Original Size Settings (P. 530)**



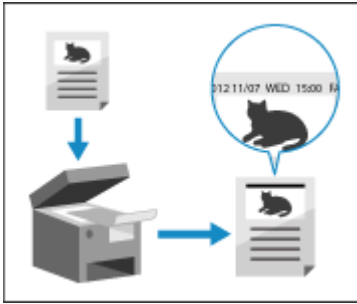
**Adjusting Image Quality (P. 533)**



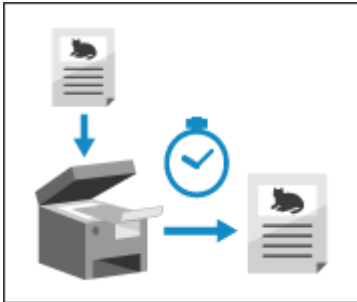
**2-Sided Scan Settings (P. 538)**



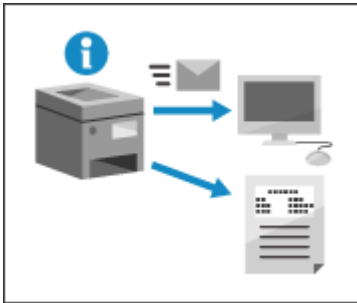
ⓘ Settings According to the Original (P. 539)



ⓘ Sender Settings (P. 542)



ⓘ Delayed Send Settings (P. 544)



ⓘ TX Result Notice Settings (P. 545)

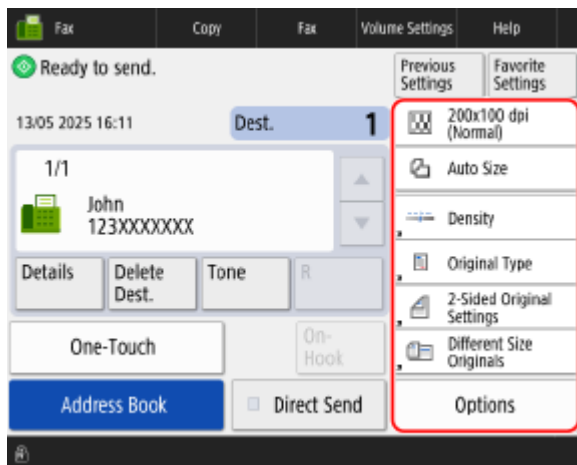
NOTE

- Some functions cannot be set together at the same time. The setting buttons are grayed out for functions that cannot be set.

# Fax Screen

EK89-08Y

The fax screen is displayed when you press [Fax] on the [Home] screen of the control panel. You can use the setting buttons on this screen to configure the settings for scanning the original and sending the fax. The current setting status is displayed on the resolution setting button and setting button for the original size.



\* You can replace some setting buttons with other buttons included in [Options], or you can hide them. [▶](#)  
**Customizing the Scan, Fax, and Copy Screens (P. 187)**

## NOTE

Registering Frequently Used Settings from [☰]

- You can register frequently used fax TX settings as "Favorite Settings" and easily call them up from the fax screen, as needed. [▶Registering and Recalling Favorite Settings \(P. 190\)](#)
- By registering fax TX settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single press of a button. [▶Adding Buttons to the \[Home\] Screen \(Personal and Shared Buttons\) \(P. 183\)](#)
- You can also register settings as default fax settings. [▶Changing the Default Settings \(P. 195\)](#)

Recalling Previous Settings (Setting History)

- You can press [Previous Settings] to call up the settings used to send faxes in the past. [▶Sending Faxes \(P. 510\)](#)

# Original Size Settings

EK89-090



Set the size according to the placed original.

## ▶ Setting the Original Size (P. 530)

### Setting the Original Size

When a standard size original is placed, the size of the original is detected automatically by default.

\* For details on the sizes of the original that can be detected automatically, see the following:

▶ **Basic Specifications (P. 58)**

▶ **2-Sided Single Pass Feeder Specifications (P. 61)**

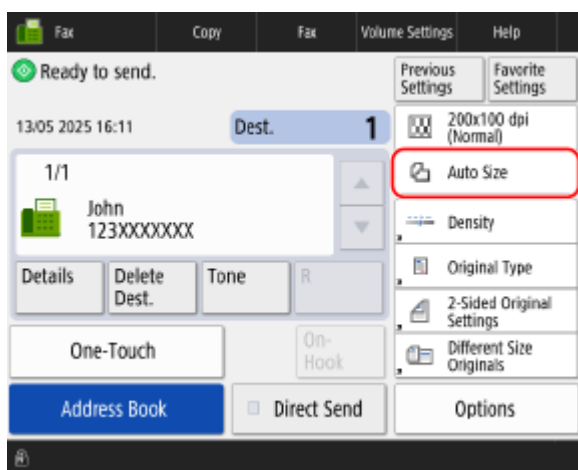
Manually set the size of the placed original in the following cases:

- When the size of the placed original cannot be detected automatically
- When a size different from the placed original is detected
- When part of the image on the edge of the original is missing after being scanned

\* If the paper size set on the receiving side is smaller than the size of the scanned original, the size may be reduced to match the paper size on the receiving side, or the data may be divided and sent.

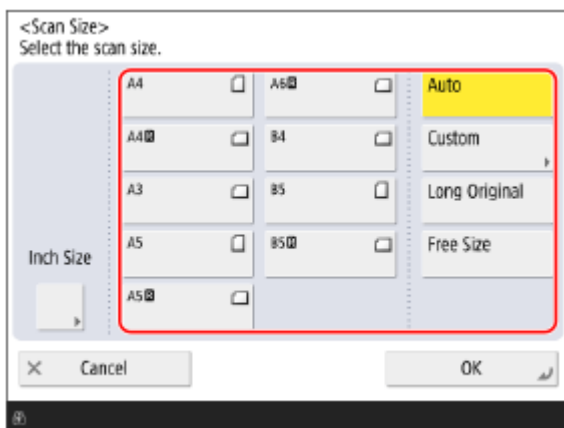
1

On the fax screen, press the setting button for the original size. ▶ **Fax Screen (P. 529)**



→ The [Scan Size] screen is displayed.

## 2 Select the size of the placed original.



Depending on the setting, the location where to place the original may be restricted to the platen glass or feeder. If the original is placed in a different location, place it in the listed location. [▶ Placing Originals \(P. 204\)](#)

### When Placing a Custom Size Original

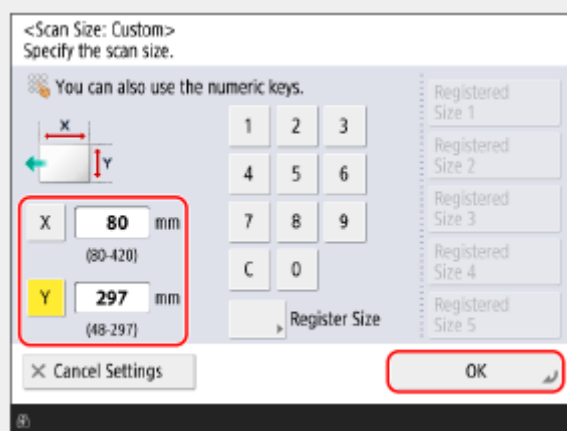
Enter the size (length of sides) of the original to set.

#### 1. Press [Custom].

If you do not know the size (length of sides) of the placed original, press [Free Size]. In this case, you do not need to perform Step 2 (enter the length of sides).

\* If you select [Free Size], the original can only be placed in the feeder.

#### 2. Enter the length of the sides for [X] and [Y], and press [OK].



- Press [X] and [Y] to select them, and enter the values.
- When frequently used original sizes are registered, you can call them up by pressing [Registered Size 1] to [Registered Size 5].

### Registering the Size of an Original

Follow the procedure below to register sizes when you frequently use specific non-standard size originals. You can call up the size on the size input screen, saving you the trouble of entering the size each time.

You can register up to five sizes for originals.

Press [Register Size] ▶ select the button to which you want to register the size ▶ press [Register/Edit] ▶ enter lengths for the [X] side and [Y] side ▶ press [OK] ▶ [Close]

\* On the size registration screen, you can select a button and press [Rename] to rename the button.

When Placing a Long Original  
Select [Long Original].

\* If this is set to [Long Original], the original can only be placed in the feeder.

\* For details on the size of long originals that can be placed in the feeder, see the specifications for the feeder of the machine. ➤ **2-Sided Single Pass Feeder Specifications (P. 61)**

When Scanning Originals of a Special Size Such As OFICIO

[Asia/Oceania](#)

[Latin America](#)

Press [Other Size], and select the paper size.

3

Press [OK].

→ The fax screen is displayed again.

# Adjusting Image Quality

EK89-091



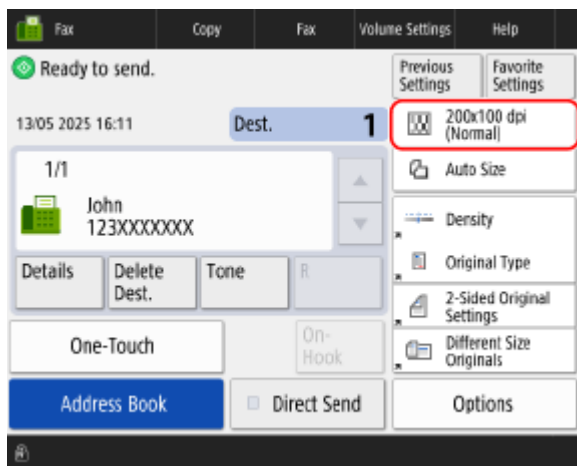
You can adjust the image quality, such as when the fax image is not clear or the text is difficult to read. You can also erase dark borders and shadows that appear around the edges of the original.

- **Setting the Resolution (P. 533)**
- **Selecting the Original Type (P. 534)**
- **Adjusting the Density (P. 534)**
- **Adjusting the Sharpness (P. 535)**
- **Erasing Original Frame, Shadows, and Punch Holes (Erase Frame) (P. 536)**

## Setting the Resolution

Increase the resolution when you want to scan originals more finely, and decrease the resolution when you want to reduce the time it takes to send a fax.

- 1 On the fax screen, press the resolution setting button. ➤ **Fax Screen (P. 529)**



\* The items that appear on the screen vary depending on the model and options.

→ The [Resolution] screen is displayed.

- 2 Select the resolution.

A lower resolution is suitable for originals containing text only, while a higher resolution is suitable for originals containing photographs.

- 3 Press [OK].



→ The fax screen is displayed again.

## Selecting the Original Type

Select the original type so that scanning is performed using the image quality that suits the content of the original.

**1** On the fax screen, press [Options] ► [Original Type]. ➤ **Fax Screen (P. 529)**

→ The [Original Type] screen is displayed.

**2** Select the original type.

- For details on the original types, refer to the help screen displayed when you press [?] at the top right of the screen.
- When [Text/Photo] is selected, press [Adjust Level] to adjust whether to give priority to text or photos.

**3** Press [OK] ► [Close].

→ The fax screen is displayed again.

### NOTE

- To create a clean scan of an original with a colored background or a newspaper, adjust the density of the background. ➤ **Adjusting the Density (P. 460)**
- If a phenomenon called moiré (vertical pattern noise) occurs when you scan after selecting the original type, adjust the sharpness. ➤ **Adjusting the Sharpness (P. 535)**

## Adjusting the Density

You can adjust the density to suit the original.

If text or images in the original are too faint or dark, adjust the density of the entire original.

To create a clean scan of an original with a colored background or a newspaper, adjust the density of the background.

**1** On the fax screen, press [Options] ► [Density]. ➤ **Fax Screen (P. 529)**

→ The [Density] screen is displayed.

**2** Adjust the density.

When Adjusting the Density of the Entire Original

Move the slider to the left or right to adjust the density.

To decrease the density, adjust it to [◀], and to increase the density, adjust it to [▶].

When Adjusting the Density of the Background

You can adjust the background density by decreasing it automatically or by adjusting it manually.

**To Automatically Decrease the Density of the Background**

In [Background Density], press [Auto] to select it.

**To Manually Adjust the Density of the Background**

Press [Adjust] in [Background Density], adjust the density, and press [OK].

Move the slider to the left or right to adjust the density. To decrease the density, adjust it to [-], and to increase the density, adjust it to [+].

\* When both of the following cases apply, you cannot adjust the background density manually. (The background density is decreased automatically.)

- When the original type is set to [Text] ➤ **Selecting the Original Type (P. 534)**
- When [Speed/Image Quality Priority for Black & White Scan] in the [Settings/Registration] menu is set to [Quality Priority] ➤ **[Speed/Image Quality Priority for Black & White Scan] (P. 1066)** (By default, [Quality Priority] is set.)

\* When you adjust the background density, parts other than the background may also be affected depending on the color of the original.

3 Press [OK] ► [Close].

→ The fax screen is displayed again.

## Adjusting the Sharpness

By adjusting the sharpness, you can emphasize the contours and lines to make them clearer, or weaken them to make them softer.

1 On the fax screen, press [Options] ► [Sharpness]. ➤ **Fax Screen (P. 529)**

→ The [Sharpness] screen is displayed.

2 Move the slider to the left or right to adjust the sharpness.

Adjustment example:

- To make blurry text clearer

Press [High].



- To reduce moiré (vertical pattern noise) in photos

Press [Low].



3 Press [OK] ► [Close].

→ The fax screen is displayed again.

## NOTE

- Sharpness adjustment is disabled when both of the following cases apply:
  - When the resolution is set to [200x100 dpi] [▶Setting the Resolution \(P. 533\)](#)
  - When the original type is set to [Text] [▶Selecting the Original Type \(P. 534\)](#)
- \* The sharpness adjustment is applied to the image displayed on the preview screen, but it is not applied to the actual image to be sent. [▶Checking the Content of Scanned Originals and Organizing Pages \(Preview\) \(P. 515\)](#)

## Erasing Original Frame, Shadows, and Punch Holes (Erase Frame)

When you set the original size to a size larger than the actual original, or when you scan pages of a thick book, dark borders and shadows may appear around the edges of the original. You can configure the settings to erase the borders or shadows when scanning. You can also erase punch holes on the original.

\* You cannot set Erase Frame for scanning when you use Direct Send or manual sending.

## IMPORTANT

When You Scan an Original with Punch Holes

- Place the original on the platen glass. Placing it in the feeder can result in a paper jam. [▶Placing Originals \(P. 204\)](#)

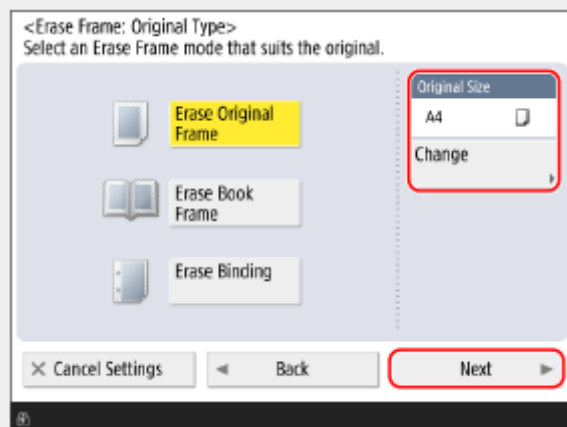
1 On the fax screen, press [Options] ▶ [Erase Frame]. [▶Fax Screen \(P. 529\)](#)

→ The [Erase Frame] screen is displayed.

2 Set the type and width of the frame to erase.

When Erasing the Frame of an Original

- Press [Erase Original Frame].
- Set the size of the original, and press [Next].



Press [Change], select the size of the original, and press [OK].

\* You can erase the frame only when scanning the sizes displayed on the screen for selecting the original size.

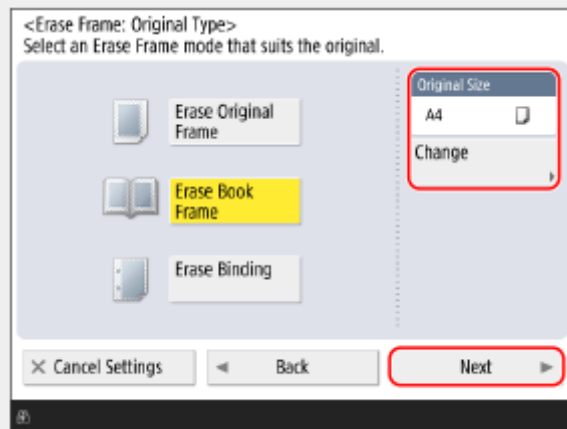
- Enter the erase width.

When entering the individual erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

### When Erasing Shadows from a Book

You can erase the center shadow that forms when a book is spread open and shadows that form around the edges of a book.

1. Press [Erase Book Frame].
2. Set the size of the original, and press [Next].



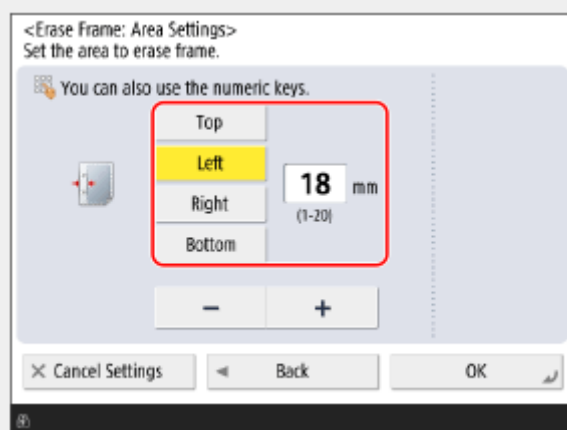
Press [Change], select the size of the original, and press [OK].

\* You can erase shadows from a book only when scanning the sizes displayed on the screen for selecting the original size.

3. Enter the erase width.
  - In [Center], enter the erase width of the center shadow that forms when a book is spread open.
  - In [Sides], enter the erase width of the shadow that forms around the edges of the book.
  - When entering the individual erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

### When Erasing Punch Holes on an Original

1. Press [Erase Binding], and press [Next].
2. Select the punch hole position, and enter the erase width.



\* If [Erase Binding] is set, the three edges other than the edge with the punch holes are always erased with a 4 mm (1/8") frame.

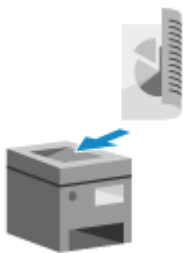
3

Press [OK] ► [Close].

→ The fax screen is displayed again.

## 2-Sided Scan Settings

EK89-092



When scanning both sides of an original placed in the feeder, set 2-sided scanning.

\* You cannot perform 2-sided scanning when you use Direct Send or manual sending.

### Placing Originals When Performing 2-Sided Scanning

Place the original so that the top and bottom of the original are correctly positioned from your viewpoint.



- 1 On the fax screen, press [2-Sided Original Settings] or [Options] ► [2-Sided Original Settings]. ► **Fax Screen (P. 529)**

→ The [2-Sided Original] screen is displayed.

- 2 Select how the original opens.

[Book Type]

Select this if the top and bottom orientation of the front and back sides of the original are the same.



[Calendar Type]

Select this if the top and bottom orientation of the front and back sides of the original are opposite.



- 3 Press [OK] ► [Close].

→ The fax screen is displayed again.

# Settings According to the Original

EK89-093



Configure the settings to efficiently scan according to the original.

- **Dividing an Original That Spreads Open into Two Pages (P. 539)**
- **Scanning Originals of Different Sizes (Different Size Originals) (P. 539)**
- **Scanning Large Numbers of Originals (Job Build) (P. 540)**

## Dividing an Original That Spreads Open into Two Pages

When scanning an original that spreads open, such as a book or magazine, you can configure the settings to scan the left and right pages as separate pages.

### Placing an Original That Spreads Open

To scan an original that spreads open, place the original on the platen glass. Place the original on the platen glass while aligning the top of the original with the top left corner and top of the platen glass.



- 1 On the fax screen, press [Options] ► [Book ► 2 Pages]. ➤ **Fax Screen (P. 529)**

→ [W/ Settings] is displayed at the bottom of the setting button.

- 2 Press [Close].

→ The fax screen is displayed again.

## Scanning Originals of Different Sizes (Different Size Originals)

When scanning originals of different sizes, configure the settings to scan them after placing them together in the feeder.

This eliminates the need to place the originals for each size.

\* You cannot scan originals of different sizes together when you use Direct Send or manual sending.

### Placing Originals of Different Sizes

When you place originals with the same vertical width, line up the sides that have the same vertical width.

Asia/Oceania Americas



When you place originals with different vertical widths, line up the top left corners as seen from your viewpoint.

Asia/Oceania Americas



#### Precautions when placing originals of different sizes

- There are restrictions to the combinations of original sizes that can be placed together. **2-Sided Single Pass Feeder Specifications (P. 61)**  
Placing an inappropriate combination of original sizes can result in damage to the originals or a paper jam.
- Do not place originals of different paper thicknesses or paper quality together. This can result in a paper jam.
- If you place originals of different vertical widths in the feeder, the originals with a smaller vertical width will not be secured by the slide guides and may be scanned at an angle.

Asia/Oceania Americas

**1** On the fax screen, press [Options] ► [Different Size Originals]. **Fax Screen (P. 529)**

**2** On the [Different Size Originals] screen, select whether the placed originals have the same vertical width.

If the [Different Size Originals] screen is not displayed, you can skip this step. Press [Close] to return to the fax screen. The steps thereafter are not required.

**3** Press [OK] ► [Close].

→ The fax screen is displayed again.

### Scanning Large Numbers of Originals (Job Build)

When there are too many originals to place in the feeder at once, configure the settings so that originals scanned in multiple batches can be sent together.

You can send originals scanned using the feeder and originals scanned using the platen glass together.

\* Job Build is not available with Direct Send or manual sending.

**1** On the fax screen, press [Options] ► [Job Build]. **Fax Screen (P. 529)**

→ [W/ Settings] is displayed at the bottom of the setting button.

2

Press [Close].

→ The fax screen is displayed again.

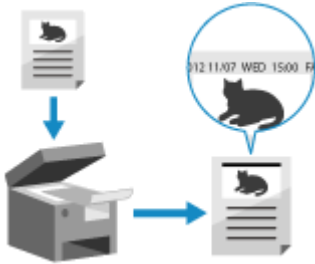
**NOTE**

- When placing multiple originals of various sizes in the feeder, you need to configure the settings for different size originals. ➤ **Scanning Originals of Different Sizes (Different Size Originals) (P. 539)**



# Sender Settings

EK89-094



You can select the name to be printed as the sender name at the destination.  
If multiple fax lines are available, you can also select the line to be used for sending.

- **Selecting the Sender Name (P. 542)**
- **Selecting the Line to Use for Sending (P. 543)**

## Selecting the Sender Name

By default, the unit name configured in the line settings of the machine is printed as the sender name at the destination.

You can select the name of a previously registered sender as the sender name, instead of the unit name. When you are logged in to the machine, you can also select the login user name.

### Required Preparations

- Register the sender name. ➤ **[Register Sender Name (TTI)] (P. 1105)**

- 1 On the fax screen, press [Options] ► [Sender Name (TTI)]. ➤ **Fax Screen (P. 529)**

→ The [Sender Name (TTI)] screen is displayed.

- 2 Select the name to use as the sender name.

- You can also directly specify the name by using the numeric keys to enter the number of the name.
- To use the login user name, select name number "100."

- 3 Press [OK] ► [Close].

→ The fax screen is displayed again.

### NOTE

- You can configure the setting to use the login user name as the sender name by default. ➤ **[Use Authentication User Name as Sender Name] (P. 1106)**

## Selecting the Line to Use for Sending

---

If multiple fax lines are available, you can select the line to use for sending. The fax number set for the selected line is printed as the sender's fax number at the destination.

- 1 On the fax screen, press [Options] ► [Select Line]. ➤ **Fax Screen (P. 529)**

→ The [Select Line] screen is displayed.

- 2 Select the line to use for sending.

- 3 Press [OK] ► [Close].

→ The fax screen is displayed again.

# Delayed Send Settings

EK89-095



Configure the settings to send scanned data automatically at a specified time instead of sending it immediately.

\* Delayed Send is not available with Direct Send or manual sending.

**1** On the fax screen, press [Options] ► [Delayed Send]. [☛ Fax Screen \(P. 529\)](#)

→ The [Delayed Send] screen is displayed.

**2** Enter the time for Delayed Send.

Enter the time using 24-hour format regardless of the time display format setting.

**3** Press [OK] ► [Close].

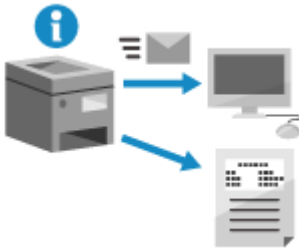
→ The fax screen is displayed again.

## NOTE

- You can check whether sending is completed on the [Status Monitor] screen. [☛ Checking the Status and Log for Sent and Received Faxes \(P. 559\)](#)
- You can specify up to 64 jobs for Delayed Send.  
However, the actual number of jobs that can be set may be less in the following cases:
  - When sending multiple scanned data jobs at the same time
  - When sending large volumes of scanned data
  - When using a large amount of memory in a Fax/I-Fax Inbox

# TX Result Notice Settings

EK89-096



You can configure the settings to send the TX result by e-mail and print a TX report.

- **Sending the TX Result by E-mail (P. 545)**
- **Printing a TX Report (P. 546)**

## Sending the TX Result by E-mail

Configure the settings to send the TX result by e-mail when sending is complete. Even if you are away from the machine when data is waiting to be sent, you can check the TX result from a computer or mobile device. You can also configure the settings to send the notice only when an error occurs. You can set a destination registered in the Address Book (excluding destinations in a personal address list or user group address list) or an e-mail address of a login user as the notice destination.

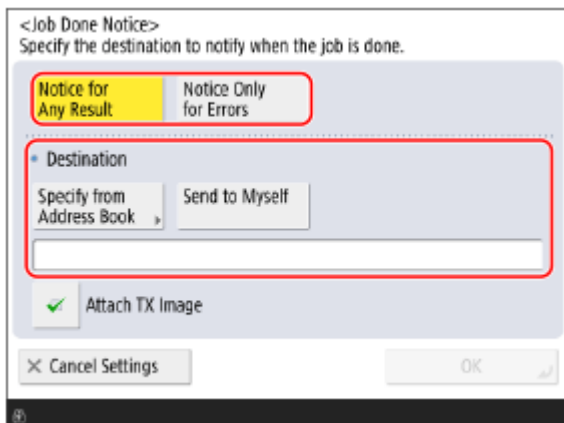
### Required Preparations

- Register the e-mail address to be set as the notice destination in the Address Book of the machine or in the user information.
  - **Registering Destinations (Address Book) (P. 276)**
  - **Registering User Information to a Local Device (P. 697)**

- 1 On the fax screen, press [Options] ► [Job Done Notice]. ➤ **Fax Screen (P. 529)**

→ The [Job Done Notice] screen is displayed.

- 2 Set the notice condition and notice destination.

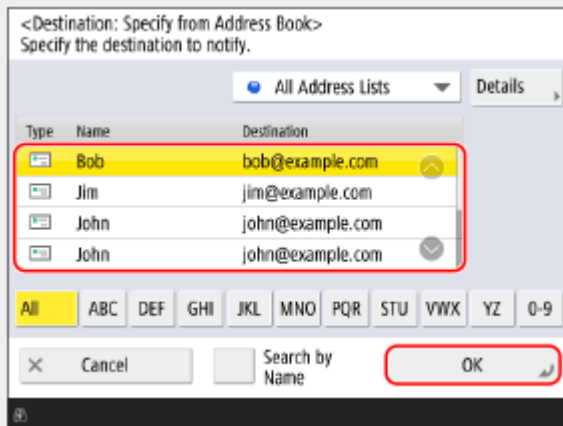


To attach the first page of the sent original as a PDF file to the e-mail notice, select the [Attach TX Image] checkbox.

### When Selecting a Destination from the Address Book

Press [Specify from Address Book] to display the Address Book screen.

On the Address Book screen, select the destination (e-mail address) to be set as the notice destination, and press [OK].



- You can filter the destinations displayed in the list by selecting the index at the bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. [▶ Address Book Screen \(P. 277\)](#)
- To display destinations with a set access number, press [Access No.] and enter the access number.

**3** Press [OK] ▶ [Close].

→ The fax screen is displayed again.

## Printing a TX Report

By default, a TX report is printed automatically when an error occurs.

You can configure the settings to print a TX report when sending is complete, regardless of the TX result.

\* Depending on the machine settings, you may not be able to configure a TX report from the fax screen. [▶ \[TX Result Report\] \(P. 1085\)](#)

**1** On the fax screen, press [Options] ▶ [TX Result Report]. [▶ Fax Screen \(P. 529\)](#)

→ [W/ Settings] is displayed at the bottom of the setting button.

**2** Press [Close].

→ The fax screen is displayed again.

# Receiving Faxes

The machine receives incoming faxes automatically without ringing, so you do not need to perform operations to receive them.

When a fax is received, the Processing/Data indicator on the control panel blinks green, and the machine automatically prints the fax on the same size of paper as the received data. If the same size of paper is not loaded, the received fax is printed on another size of paper.

You can also change the print settings, such as 2-sided printing and the rules for printing on another size of paper. [▶](#)  
**Changing the Print Settings for Received Faxes (P. 550)**

## When Receiving Faxes with a Set Subaddress and Password

The subaddress and password need to be set in advance.

If you set an RX password, you can prevent the reception of unwanted faxes by ensuring that only faxes with the matching password are received.

[▶](#) **Receiving Faxes with a Set Subaddress and Password (P. 547)**

## When Using a Fax Information Service

To use the service, you need to manually perform operations to receive faxes.

[▶](#) **Using a Fax Information Service (P. 548)**

### NOTE

When a Fax Is Not Received or Printed

- Check the status of the machine. [▶](#) **Cannot Receive a Fax (P. 1389)**
- When an error or other problem occurs with the machine and the received fax cannot be printed, you can forward the received fax to the Memory RX Inbox. [▶](#) **[Forward Temporarily Stored File to Memory RX Inbox] (P. 1125)**

When the Processing/Data Indicator on the Control Panel Is Lit Green

- Received faxes are stored in the memory of the machine. You can check the content of faxes on the control panel or Remote UI before printing them.
  - [▶](#) **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 553)**
  - [▶](#) **Checking and Printing Received Confidential Faxes (P. 555)**

Preventing Automatic Printing of Received Faxes

- Configure the settings to store received faxes in the memory of the machine, or forward or save them to a specified destination.
  - [▶](#) **Preventing Immediate Printing of Received Faxes (P. 836)**
  - [▶](#) **Automatically Forwarding and Backing Up Received Faxes (P. 505)**

## Receiving Faxes with a Set Subaddress and Password

The machine supports the use of ITU-T (International Telecommunication Union-Telecommunication Standardization Sector) standard subaddresses and passwords.

- To receive faxes with a configured subaddress, set the subaddress as a condition for automatic forwarding. [▶](#) **Automatically Forwarding and Backing Up Received Faxes (P. 505)**
- To receive faxes with a configured password, set an RX password. [▶](#) **[RX Password] (P. 1128)**

\* When you set an RX password, the password is checked if a subaddress is not configured for a received fax sent from another party using the ITU-T standard.

If the password of the fax does not match the set password, or if no password has been configured for the fax, the fax is not received.

## Using a Fax Information Service

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- 1 Call the service provider.
- 2 Follow the recorded message to enter the service number.
- 3 On the control panel, press [Start RX].

→ The machine starts receiving the fax. When receiving is completed, the machine prints the fax automatically.

### NOTE

- For details on the service and the numbers to enter, contact the service provider.

# Receiving Faxes by Operating a Handset (Remote Reception)

---

EK89-14R

Remote reception is a function that enables you to receive faxes by dialing the specified number (remote reception ID) using the numeric buttons of a handset connected to the machine.

The remote reception ID is set to "25" by default. You can change it to a number of your choice. [▶\[Remote RX\]](#)  
(P. 1127)

- 1 When a ring tone is emitted, pick up the handset.

If the machine has received a telephone call, take the call.

- 2 If you hear a beep, use the numeric buttons of the handset to dial the remote reception ID.

→ The machine starts receiving the fax. When reception is complete, the fax will be automatically printed.

If various tones are not emitted when you press the numeric buttons, press the tone button of the handset and dial the remote reception ID again.

- 3 Return the handset to the machine.



# Changing the Print Settings for Received Faxes

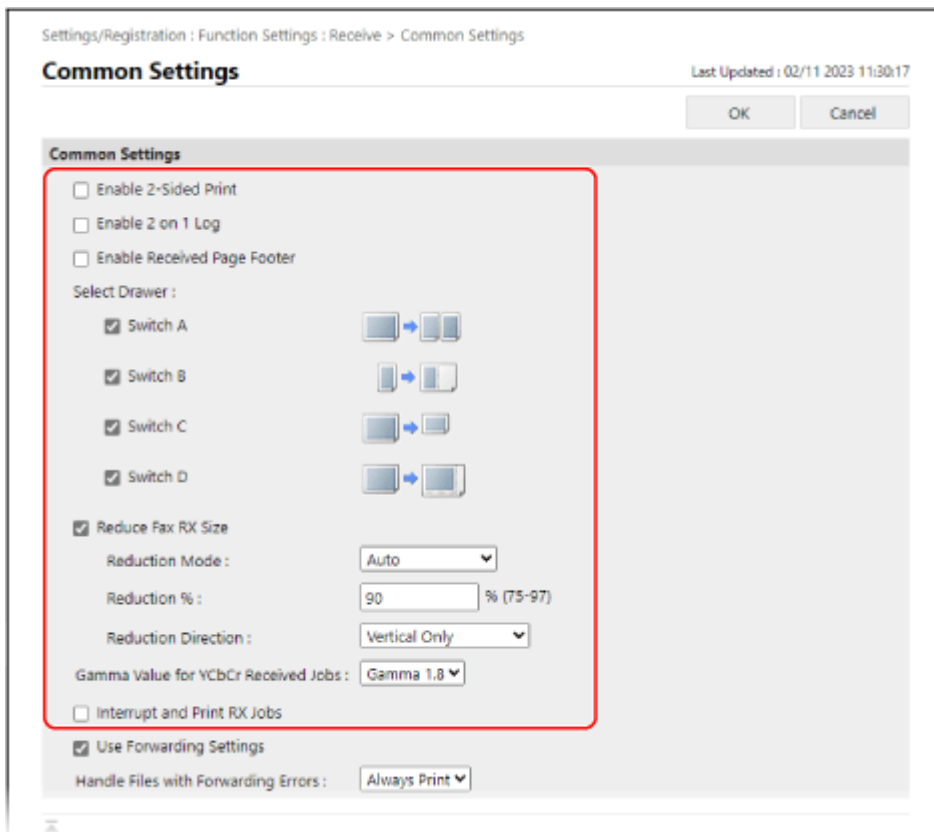
EK89-098

By default, received faxes and I-Faxes are printed with the image on only one side of the paper. You can change the settings to print on both sides of the paper, and add the reception date and time, page number, and other information when printing.

This section describes how to configure the settings using Remote UI from a computer.

On the [Home] screen or other screen of the control panel, select [⚙️ Settings/Register] ▶ [Function Settings], and configure the settings. ▶ [Common Settings] (P. 1119)

- 1 Log in to Remote UI. ▶ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ▶ **Remote UI Portal Page (P. 903)**
- 3 Click [Receive/Forward] ▶ [Common Settings].  
→ The [Common Settings] screen is displayed.
- 4 Configure the print settings.



## Printing Faxes on Both Sides of the Page, at Reduced Size, or at Original Size

Configure the items described below.

**Setting example:** When reducing A3 faxes to print on A4 paper

- Exclude paper sources loaded with paper other than A4 and A4R from automatic selection when printing faxes. [➤ Using the Appropriate Paper Source for Each Function \(P. 271\)](#)
- In [Select Drawer], clear the [Switch A] checkbox.

[Enable 2-Sided Print]

Select this checkbox to print received faxes on both sides of the paper.

[Select Drawer]

Set the rules for printing on another size of paper when paper of the same size as the received fax is not loaded.

The printing method is determined based on these settings and the size of the loaded paper. Clear the checkbox for any printing methods that you do not want to use.

- [Switch A]:  
If a smaller size of paper is loaded, the received fax is divided and printed.
- [Switch B] and [Switch D]:  
If a larger size of paper is loaded, the received fax is printed at the same size as the original, with blank margins.  
For [Switch B] and [Switch D], the printed paper and margin layout are different.

[Switch B]



[Switch D]



- [Switch C]:  
If a smaller size of paper is loaded, the received fax is reduced and printed.

\* Depending on the size of the loaded paper, the received fax may not be printed even if a suitable print method is enabled.

\* The received fax is printed on paper in a paper source that is set for automatic selection. Exclude any paper sources that you do not want to use from automatic selection. [➤ Using the Appropriate Paper Source for Each Function \(P. 271\)](#)

[Reduce Fax RX Size]

Select this checkbox to reduce and print the received fax so that it fits on the paper. You can also set the reduction ratio and whether to maintain the aspect ratio.

If you clear the checkbox, received faxes that do not fit on the paper are divided and printed on separate pages.

- In [Reduction Mode], select whether the reduction ratio is adjusted automatically or fixed. If you select automatic adjustment, the size is reduced by a reduction ratio ranging from the specified value to 100%.
- To maintain the aspect ratio, set [Reduction Direction] to [Vertical & Horizontal].

When Adding Information Such As the Reception Date and Time and Page Number When Printing

Select the [Enable Received Page Footer] checkbox. Information such as the reception date and time and the page number is printed at the bottom of the page.

#### When Giving Priority to Printing Faxes

Select the [Interrupt and Print RX Jobs] checkbox. The machine interrupts other jobs to print faxes or I-Faxes when they are received.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

# Checking, Printing, and Forwarding Faxes Stored with Memory Lock

EK89-099

When a received fax is stored in the Memory RX Inbox, the Processing/Data indicator on the control panel lights up green.

You can check the content of faxes stored in the Memory RX Inbox on the control panel or Remote UI before printing them. You can also forward faxes to specified destinations.

This section describes how to check, print, and forward faxes using the control panel.

To check, print, or forward a fax using Remote UI from a computer, perform the operations from [Access Received/ Stored Files] on the Portal page. [Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

## Required Preparations

- Configure the settings to store received faxes in the Memory RX Inbox. [Setting Memory Lock \(P. 836\)](#)

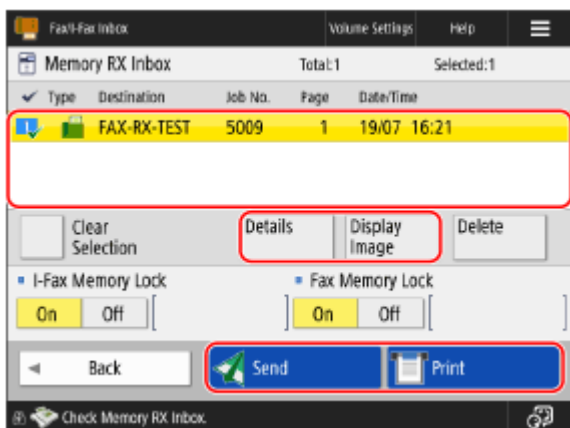
- On the control panel, press [Fax/I-Fax Inbox] in the [Home] screen. [\[Home\] Screen \(P. 165\)](#)

→ The screen for selecting the store location of the received fax is displayed.

- Press [Memory RX Inbox] ► [Memory RX Inbox].

If the PIN input screen appears, enter the PIN set for the Memory RX Inbox, and press [OK].

- Check, print, or forward the fax.



To delete fax data, select a fax and press [Delete] ► [Yes].

\* You cannot select and delete multiple faxes at the same time.

## When Checking the Fax Information and Content

- Select a received fax and press [Details] to check details such as the size of the fax.
- Select a fax and press [Display Image] to display a preview screen and check the content of the fax. You can also delete pages on the preview screen or print from the preview screen.

## When Printing a Fax

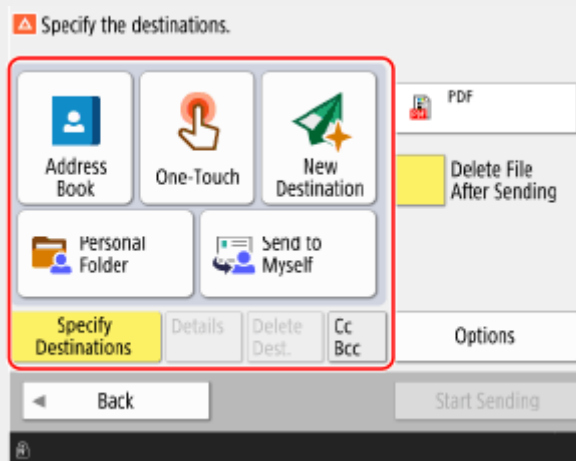
Select the fax to be printed, and press [Print] ► [Start Printing].

\* The data of the printed fax is automatically deleted from the Memory RX Inbox.

\* You cannot select and print multiple faxes at the same time.

### When Forwarding a Fax

1. Select the fax to be forwarded, and press [Send].
  - You can select and forward up to 32 faxes at a time.
  - To select all displayed faxes, press [Select All (Max 32 files)] while no faxes are selected.
2. Specify the forwarding destination. ➤ **Specifying Destinations (P. 320)**



- To specify a folder for a login user (Personal Folder) as the destination, press [Personal Folder].
  - To specify the e-mail address of a login user as the destination, press [Send to Myself].
  - To specify an e-mail address as a Cc or Bcc destination, press [Cc Bcc].
  - When you forward a fax stored with Memory Lock, you cannot specify a destination using the address book on a mobile device or the TX log of the machine.
3. Configure the forwarding settings, as needed.  
You can configure the same settings as when using the Scan and Send function, such as the file format and file name. ➤ **Scan Settings (P. 450)**
  4. Press [Start Sending].  
→ The fax is forwarded to the specified destination.

#### NOTE

##### Number of Faxes That Can Be Stored

- A total of 2,000 faxes or 30,000 pages can be saved to the Memory RX Inbox.

##### Registering a Shortcut to the Store Location

- By registering the store location for received faxes as a button on the [Home] screen, you can call up the location from the [Home] screen with a single press of a button. ➤ **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)**

# Checking and Printing Received Confidential Faxes

When a received fax is stored in the Confidential Fax Inbox, the Processing/Data indicator on the control panel lights up green.

You can check the content of faxes stored in the Confidential Fax Inbox on the control panel or Remote UI before printing them.

This section describes how to check and print faxes using the control panel.

To check or print a fax using Remote UI from a computer, perform the operations from [Access Received/Stored Files] on the Portal page. [Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

## Required Preparations

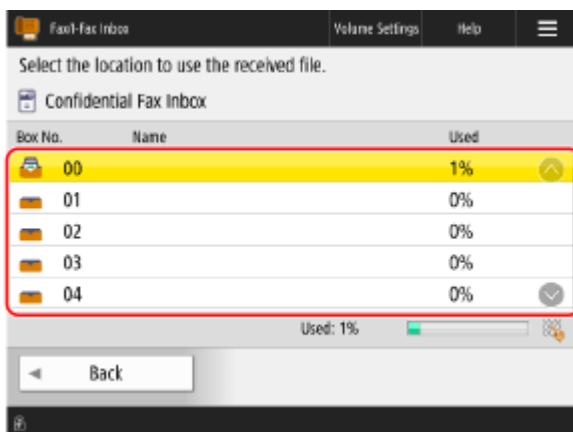
- Configure the settings to store received faxes in the Confidential Fax Inbox. [Configuring Settings for Receiving Confidential Faxes \(P. 838\)](#)

- On the control panel, press [Fax/I-Fax Inbox] in the [Home] screen. [\[Home\] Screen \(P. 165\)](#)

→ The screen for selecting the store location of the received fax is displayed.

- Press [Confidential Fax Inbox].

- Select the Confidential Fax Inbox where the received fax is stored.



- You can also directly specify the Confidential Fax Inbox by using the numeric keys to enter the box number.
- If the PIN input screen appears, enter the PIN set for the Confidential Fax Inbox, and press [OK].
- You can check the icons for the status of each Confidential Fax Inbox.

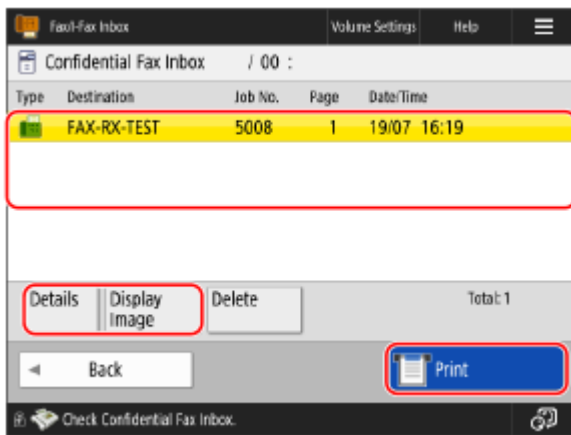
[  ]: Faxes are stored.

[  ]: Faxes are not stored.

[  ]: PIN is set. [Setting Confidential Fax Inbox \(P. 839\)](#)

## 4

Check or print the fax.



To delete fax data, select a fax and press [Delete] ► [Yes].

\* You cannot select and delete multiple faxes at the same time.

#### When Checking the Fax Information and Content

- Select a received fax and press [Details] to check details such as the size of the fax.
- Select a fax and press [Display Image] to display a preview screen and check the content of the fax. You can also delete or print pages from the preview screen.

#### When Printing a Fax

Select the fax to be printed, and press [Print] ► [Start Printing].

\* To automatically delete the data of the printed fax from the Confidential Fax Inbox, select [Delete File After Printing] and press [Start Printing].

\* You cannot select and print multiple faxes at the same time.

#### NOTE

##### Checking Faxes from the E-Mail Notice Sent When Faxes Are Stored

- If the Confidential Fax Inbox settings are configured to send an e-mail notice of the store location URL when faxes are stored, you can use a web browser on your computer to open the URL in the notice, and check the content of the fax on the Remote UI screen. ➤ **Setting Confidential Fax Inbox (P. 839)**

##### Registering a Shortcut to the Store Location

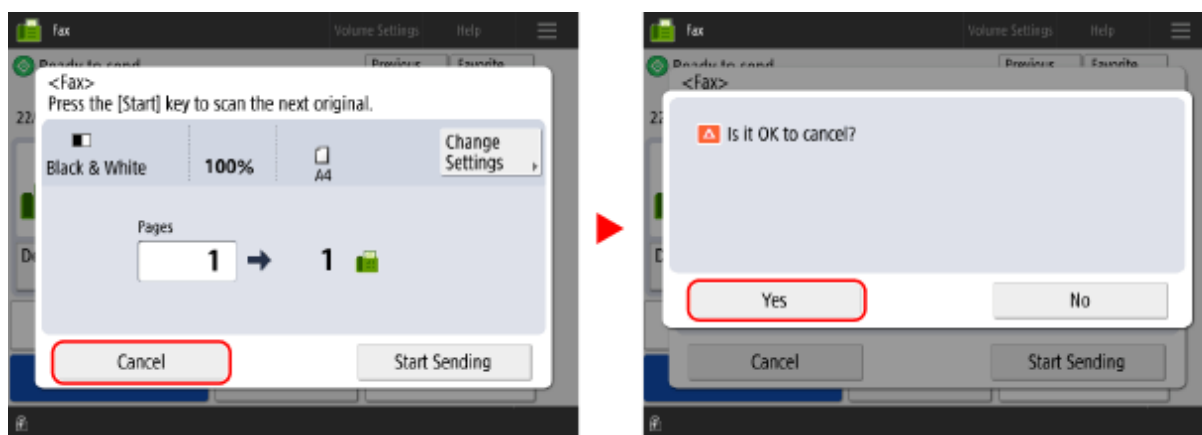
- By registering the store location for received faxes as a button on the [Home] screen, you can call up the location from the [Home] screen with a single press of a button. ➤ **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)**

# Canceling Fax Sending

EK89-09C

When you send a fax with the machine, you can cancel the fax sending operation by following the on-screen instructions.

- Press [Cancel] ► [Yes].



- If the above screen is not displayed, press [  Stop] ► [Yes].

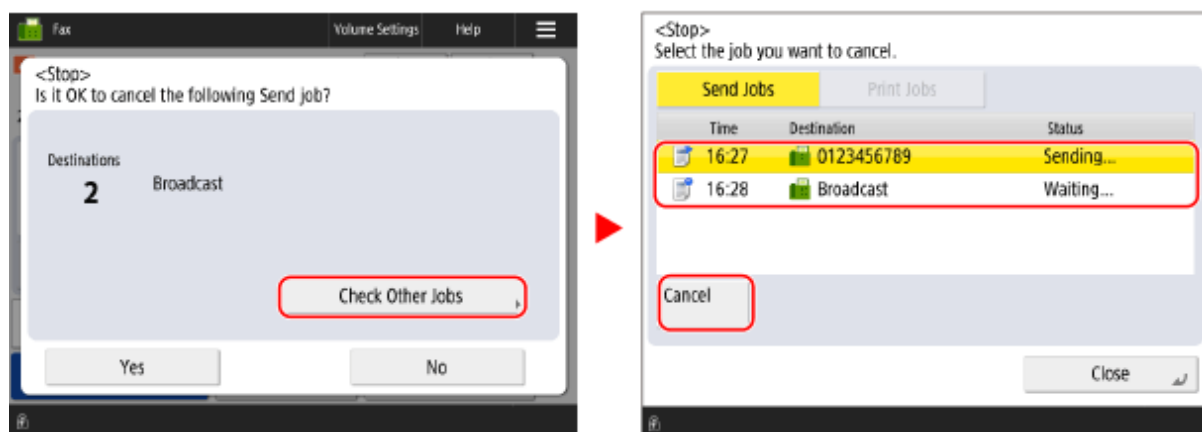


## If [ Stop] Is Pressed When There Are Multiple Send Jobs

- By default, the last executed job is displayed as the job to be canceled. ➡ **[Job to Cancel When Stop is Pressed] (P. 1092)**



- To cancel another job, press [Check Other Jobs], select the job to cancel from the Send Jobs list, and press [Cancel].



# Checking the Status and Log for Sent and Received Faxes

Processes handled by the machine, including sending and receiving faxes, are managed as jobs. By checking the status and log of jobs, you can determine whether a job was sent or received correctly and the cause of errors that occur.

Depending on the machine settings, you can also resend a job that had a sending error.

\* If the log is set not to be displayed, you can only check the sending and receiving status. [▶\[Display Job Log\] \(P. 1164\)](#)

[▶Checking the Sending and Receiving Status \(P. 559\)](#)

[▶Checking the Log \(P. 560\)](#)

## NOTE

- You can restrict other users from performing operations on the jobs of the login user. [▶\[Restrict Access to Other User Jobs\] \(P. 1163\)](#)

## Checking the Sending and Receiving Status

This section describes how to check the status using the control panel.

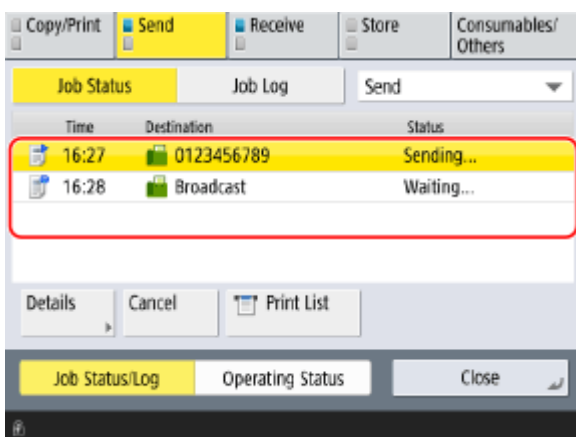
You can also use Remote UI from a computer to check the status. [▶Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

- On the control panel, press [ Status Monitor] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [Status Monitor] screen is displayed.

- Press [Send] or [Receive], and press [Job Status].

- Check the jobs being processed or waiting to be processed.



- By selecting [Fax] in the pulldown menu at the top right of the screen, you can filter the list so that only fax jobs are displayed.

- When sending statuses are displayed, you can press [Print List] to print the sending status list.

**4** Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

**5** Check the number of pages and other details.

#### When Resending a Job That Had a Sending Error

\* By default, jobs that had a sending error are set to be deleted automatically and cannot be resent. [▶](#)

#### **[Delete Failed TX Jobs] (P. 1087)**

\* You cannot resend jobs sent with Direct Send, manual sending, or PC fax.

Press [Resend].

- If multiple destinations of the same type are set, press [Broadcast List], select a destination, and press [Resend].
- To resend to a different destination, press [Change Destination], change the destination, and press [Resend].

#### NOTE

#### Changing the Destination of a Job with Delayed Send Set

- While the machine is waiting to send the fax (until the specified time), you can press [Change Destination] in Step **5** to change the destination.

However, you cannot change the destination in the following cases:

- When multiple destinations are specified
- When the destinations that can be specified during sending are restricted to registered destinations only [▶](#)  
**Sending Only to Registered Destinations (P. 821)**

## Checking the Log

This section describes how to check the log using the control panel.

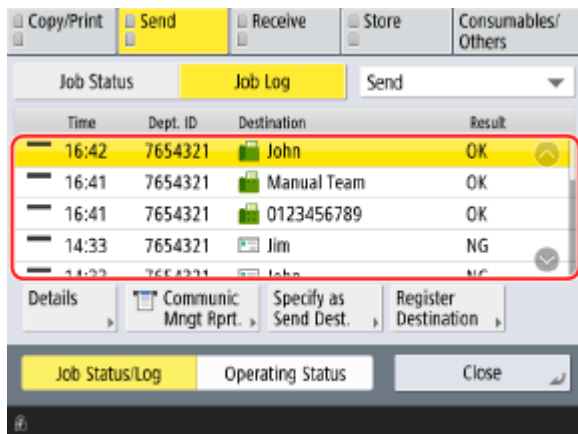
You can also use Remote UI from a computer to check the log. [▶](#) **Checking the Usage and Logs Using Remote UI (P. 906)**

**1** On the control panel, press [ Status Monitor] in the [Home] screen or other screen. [▶](#)  
**[Home] Screen (P. 165)**

→ The [Status Monitor] screen is displayed.

**2** Press [Send] or [Receive], and press [Job Log].

### 3 Check the jobs that were sent or received.



- By selecting [Fax] in the pulldown menu at the top right of the screen, you can filter the list so that only fax jobs are displayed.
- You can press [Communic Mngt Rprt.] or [Fax Activity Report] to print the TX log or RX log list.

### 4 Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

### 5 Check the number of pages and other details.

If [NG] Appears for [Result]

Sending or receiving was canceled, or an error occurred.

If a three-digit number preceded by "#" is displayed for [Error Code], you can check the cause and solution using the error code. [▶ An Error Code Is Displayed \(#xxx\) \(P. 1447\)](#)

#### NOTE

Specifying and Registering Destinations from the TX Log

- You can select a job in Step [3](#) and press [Specify as Send Dest.] or [Register Destinations] to specify the same destination as in the TX log or register the destination in the Address Book.
  - ▶ [Specifying Destinations \(TX Log\) \(P. 330\)](#)
  - ▶ [Registering Destinations to the Address Book \(Control Panel\) \(P. 283\)](#)

# Using Internet Fax (I-Fax)

EK89-09F



Internet Fax (I-Fax) is a function for sending and receiving faxes via the Internet. Since faxes are sent without using a telephone line, you can lower your communication costs. When you receive an I-Fax, the received data is printed automatically. The machines for sending and receiving I-Faxes must support I-Fax technology.

➤ **Sending I-Faxes (P. 562)**

➤ **Receiving I-Faxes (P. 566)**

## NOTE

- Standards for I-Fax are defined by ITU-T (International Telecommunication Union - Telecommunication Standardization Sector). You can send and receive I-Faxes to and from the machine of another manufacturer, as long as that machine is ITU-T compliant.  
The imageFORCE series is compliant with Recommendation T.37 (Procedures for the transfer of facsimile data via store-and-forward on the Internet).

## Sending I-Faxes

You can scan an original and send the scanned data by I-Fax. Scanned data is sent by e-mail as an attached TIFF file. Just like when you send a regular e-mail, you can add a subject and message and specify multiple destinations.

### Required Preparations

- On the machine, configure the settings of the e-mail server to be used to send I-Faxes. ➤ **Configuring Information of the E-mail Server (P. 408)**

1

Place the original. ➤ **Placing Originals (P. 204)**

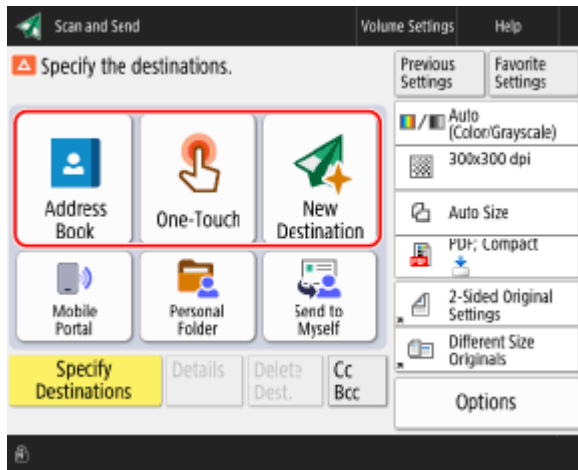
If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

2

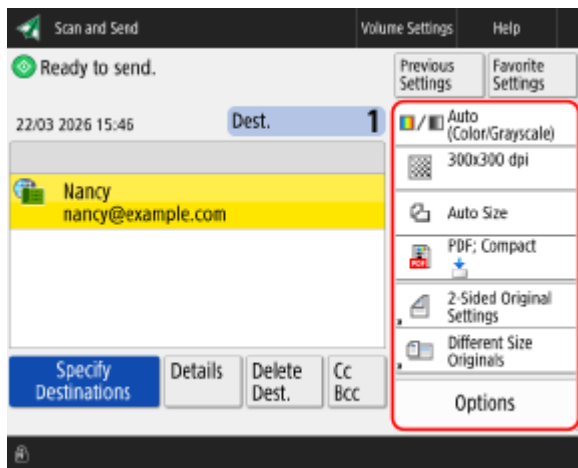
On the control panel, press [Scan and Send] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The scan screen is displayed.

3

Specify the destination. [▶ Specifying Destinations \(P. 320\)](#)

4

Configure the scan settings. [▶ Scan Settings \(P. 450\)](#)

When "Favorite Settings" are registered, you can call them up by pressing [Favorite Settings]. [▶ Registering and Recalling Favorite Settings \(P. 190\)](#)

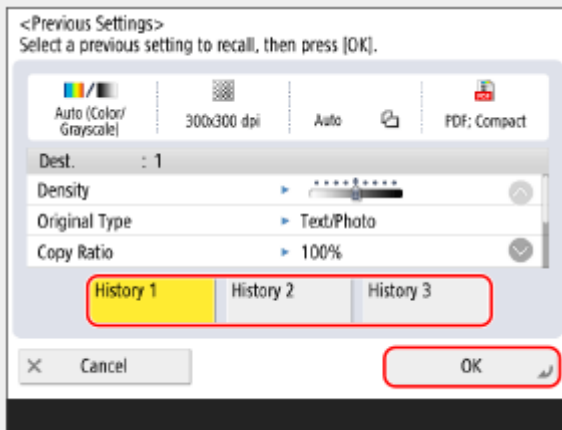
When Recalling Previous Settings (Setting History)

You can press [Previous Settings] to recall the settings used to send scanned data in the past. The sending destination is also applied together with the settings that are called up.

When you call up the setting history, the specified destination and scan settings are overwritten.

\* You cannot use the setting history when destinations are managed with access numbers. [▶ Hiding Destinations \(Access Number Management\) \(P. 850\)](#)

On the [Previous Settings] screen, select the history you want to recall, and press [OK].



- You can change the called up destination and scan settings before sending.
- Each login user can select from their own setting history.  
Guest users or users who are not logged in can select from the setting history common to unauthorized users.
- When entry of new destinations is restricted, the setting history is cleared regardless of the type of restricted destination. ➤ **Sending Only to Registered Destinations (P. 821)**

5

Press [ Start].

→ The machine starts scanning the original.

- To cancel scanning, press [Cancel] ► [Yes]. ➤ **Canceling Scanning (P. 485)**
- When scanning of the original is completed, the scanned data is sent. You can use [ Status Monitor] to check the sending status and log. ➤ **Checking the Send or Save Status and Log of Scanned Data (P. 487)**

When [Press the [Start] key to scan the next original.] Is Displayed

When an original is placed on the platen glass and scanned, or when scanning is performed using Job Build, the screen for scanning additional originals is displayed.

1. To continue scanning originals, place the next original, and press [ Start].

→ The next original is scanned, and the same screen is displayed.  
Repeat this process until scanning of all originals is completed.

When placing originals in the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

#### When Changing the Scan Settings for Each Original

On the screen with the displayed message, press [Change Settings]. You can change the following settings:

- [Select Color]
- [Scan Size]
- [2-Sided Original]
- [Density]
- [Original Type]

For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

2. Press [Start Sending].

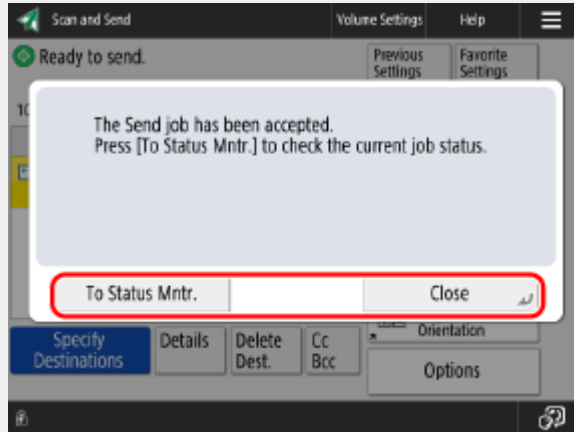
→ The scanned data is sent.

When the Screen for Entering and Confirming the User Name and Password Is Displayed  
Enter and confirm the user name and password while following the instructions on the screen.

When [To Status Mntr.] Is Displayed

To check the sending status and log, press [To Status Mntr.]. **▶Checking the Send or Save Status and Log of Scanned Data (P. 487)**

Press [Close] to return to the scan screen.



#### NOTE

When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message appears on the screen. Remove the jammed original while following the instructions in the message.

#### ▶Paper and Staple Jams (P. 1472)

When the jammed original is removed, the screen for resuming operations is displayed.

If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.

- To prevent detection of multi sheet feeding, configure either of the following settings:
  - On the scan screen, press [Options] ▶ [Detect Feeder Multi. Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
  - Change the default settings to prevent detection of multi sheet feeding. **▶[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)**

\* Depending on the model, the optional Document Feeder Double Feeding Detection Kit-A may be required in order to use the multiple sheet feed detection function.

#### Previewing Content Before Sending

- You can display a preview screen to check the content before sending scanned data. You can also change the page order and delete pages on the preview screen. **▶Checking the Scanned Data and Organizing Pages (Preview) (P. 439)**

#### Improving the Quality of the Sent Image

- If the sent images are too dark or the light colors in the background of the originals cannot be removed, you may be able to improve the quality by configuring the following settings before sending:
  - Set [Black & White] as the color for scanning. **▶Selecting a Color (P. 457)**
  - Set the resolution to [200x400 dpi], [300x300 dpi], [400x400 dpi], or [600x600 dpi]. **▶Setting the Resolution (P. 459)**
  - Set the original type to [Text]. **▶Selecting the Original Type (P. 460)**
  - Set the background density to [Auto]. **▶Adjusting the Density (P. 460)**

\* In the [Settings/Registration] menu, if [Speed/Image Quality Priority for Black & White Scan] is set to [Speed Priority], change the setting to [Quality Priority]. **▶[Speed/Image Quality Priority for Black & White Scan] (P. 1066)**

([Quality Priority] is set by default.)



## Receiving I-Faxes

The machine automatically receives I-Faxes from the configured e-mail server, so you do not need to perform operations to receive them.

When an I-Fax is received, the Processing/Data indicator on the control panel blinks green, and the machine automatically prints the I-Fax on the same size of paper as the received data. If the same size of paper is not loaded, the received I-Fax is printed on another size of paper.

You can also change the print settings, such as 2-sided printing and the rules for printing on another size of paper. ➤

**Changing the Print Settings for Received Faxes (P. 550)**

### Required Preparations

- On the machine, configure the settings of the e-mail server to be used to receive I-Faxes. ➤ **Configuring Information of the E-mail Server (P. 408)**

## Manually Receiving I-Faxes

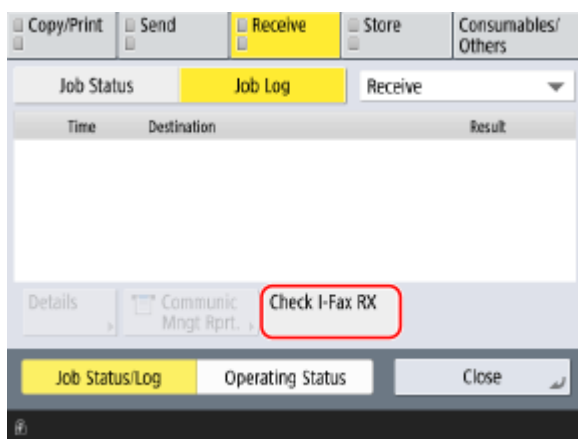
If you want to connect to the server before receiving I-Faxes automatically, or if the machine is set to not receive I-Faxes automatically, you can receive I-Faxes manually.

- On the control panel, press [ Status Monitor] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**

→ The [Status Monitor] screen is displayed.

- Press [Receive] ► [Job Log].

- Press [Check I-Fax RX].



→ The machine connects to the server. When you receive an I-Fax, printing starts automatically.

If [Check I-Fax RX] is not displayed, select [Receive] in the pulldown menu at the top right of the screen.

### NOTE

When an I-Fax Is Not Received or Printed

- Check the status of the machine. ➤ **Cannot Receive a Fax (P. 1389)**
- When an error or other problem occurs with the machine and the received I-Fax cannot be printed, you can forward the received I-Fax to the Memory RX Inbox. ➤ **[Forward Temporarily Stored File to Memory RX Inbox] (P. 1125)**

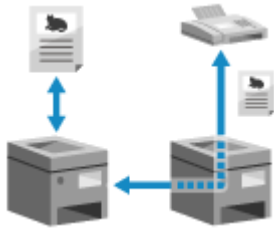
## Checking Received I-Faxes with Divided Data

- You can check the status of received I-Faxes that were divided into multiple parts when they were sent.

Press [Fax/I-Fax Inbox] on the [Home] screen ▶ [Memory RX Inbox] ▶ [Divided Data RX Inbox]

- You can select an I-Fax and press [Divided Data List] to check the list of divided data for the I-Fax.
- To delete I-Fax data (the divided data for an I-Fax), select an I-Fax and press [Delete] ▶ [Yes].  
When [Print When Deleted] is set, the machine prints the divided data when you delete it.
- For cases in which the divided I-Fax data is only partially received, you can set the amount of time to wait until the reception of the remaining divided data is canceled. ▶ **[Divided Data RX Timeout] (P. 1125)**

# Using Remote Faxes



You can send and receive faxes with a Canon multifunction machine that does not have a fax function, by using the line of a different Canon multifunction machine with a fax function on the same network. Since you can share the fax function and telephone line between devices, you can reduce the cost of installing the function and line, and use faxes more efficiently.

\* You can use Remote Fax when both multifunction machines are imageFORCE or imageRUNNER ADVANCE series models.

## Models with a Fax Function

To use the machine as a client machine, contact your dealer or service representative.

## Models with an Optional Fax Function

To use the Remote Fax function, you need to install the following options. **▶System Options (P. 29)**

- When using the machine as a server machine: Super G3 FAX Board
- When using the machine as a client machine: Remote Fax Kit

## ▶Preparing to Use Remote Faxes (P. 568)

## ▶Sending and Receiving Faxes with the Client Machine (P. 568)

## Preparing to Use Remote Faxes

Configure the Remote Fax server functions and client functions.

In addition, configure the forwarding and I-Fax RX settings so that faxes received by the server machine are converted into I-Faxes and forwarded to the client machine.

### When Using the Machine As a Server Machine

- Configure the Remote Fax server functions. **▶[Remote Fax Settings] (P. 1116)**
- Configure the settings to forward the faxes received by the server machine to the I-Fax address of the client machine. **▶Automatically Forwarding and Backing Up Received Faxes (P. 505)**

### When Using the Machine As a Client Machine

- Configure the Remote Fax client functions. **▶[Remote Fax TX Settings] (P. 1114)**
- Configure the settings of the e-mail server to be used to receive I-Faxes. **▶Configuring Information of the E-mail Server (P. 408)**

## Sending and Receiving Faxes with the Client Machine

- When sending faxes, use the normal sending method. **▶Sending Faxes (P. 510)**

\* If the Department ID and PIN input screen appears, enter the Department ID and PIN set for the server machine.

- When receiving faxes, use the same method as when receiving I-Faxes. ➤ **Receiving I-Faxes (P. 566)**

NOTE

- The settings of the server machine determine whether sender information is added to faxes sent from the client machine. ➤ **[TX Terminal ID] (P. 1086)**

# Using a Fax Server North America

EK89-09J



You can send faxes using a fax server.

\* Depending on the region, this function may not be available.

➤ **Preparing to Send Faxes Using a Fax Server (P. 570)**

➤ **Sending Faxes Using a Fax Server (P. 570)**

## Preparing to Send Faxes Using a Fax Server

After connecting the machine to the fax server, configure the following settings:

- Register the domain name of the fax server in [Auto Add Specified Domain to Dest. Without Domain], and set [When Sending I-Fax] to [On]. ➤ **[Auto Add Specified Domain to Dest. Without Domain] (P. 1101)**
- Enable the use of the fax server. ➤ **[Use Fax Server] [North America] (P. 1102)**

### IMPORTANT

- To enable the use of the fax server, restart the machine twice.
- When you enable this function, the fax line cannot be used for sending.
- For details on the fax servers that can be used, contact your dealer or service representative.

## Sending Faxes Using a Fax Server

On the [Home] screen of the control panel, press [Fax Server] and set the fax destination on the [Fax Server] screen, in the same way as when you send normal faxes. ➤ **Sending Faxes (P. 510)**

### NOTE

- Specify the destination as a fax number, in the same way as when you send normal faxes.
- You may need to enter the country code before the fax number, depending on the service of the fax server you are using.

**Example:** When sending to "(323) 555 1234" in the United States (country code: 1)  
13235551234

# Copying

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# Copying

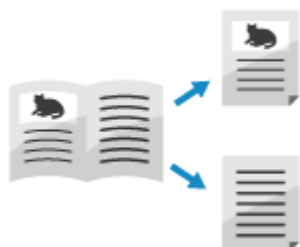
You can easily copy documents, photos, and other printed materials ("originals") using the copy function of the machine. In addition to basic copy settings, the machine also has settings for copying according to your original and purpose. Configure these settings when copying for more efficient operations and to save paper.

## Basic Copy Operations

This section describes basic copy operations. You can also interrupt other copy or print operations that are being processed or waiting to be processed, or check the finished result of a sample before copying.

➤ **Copy Operations (P. 574)**

## Copy Settings



You can configure basic settings such as enlarging, reducing, and 2-sided copying, as well as settings for copying efficiently according to the original.

➤ **Basic Copy Settings (P. 583)**

➤ **Copy Settings According to the Original (P. 602)**

## Finishing and Booklet Settings



Configure settings for copying with finishing functions and booklet functions, such as collating and finishing with the stapler, or adding a cover.

➤ **Finishing and Booklet Settings (P. 613)**

## Useful Copy Functions



You can configure the machine to send e-mail notification when copying is complete.

➤ **Useful Copy Functions (P. 624)**

## See Also

### [If Results Are Not As Expected](#)

If the gradation is not reproduced properly or the size of the copied image differs from the original, adjust the image quality and print size according to the symptoms that occur.

➤ **Adjusting the Image Quality (P. 1319)**

➤ **Adjusting the Print Size of the Copied Image (P. 1338)**



# Copy Operations

This section describes the basic copy operations when copying documents, photos, and other printed materials ("originals").

\* You can also interrupt other copy or print operations that are being processed or waiting to be processed, and perform copying. [▶Copying Immediately \(Interrupt\) \(P. 578\)](#)

\* When making a large number of copies, you can make a copy sample to check the finished result, or you can copy the original one page at a time to check the appearance before copying all of the pages together. [▶Checking the Finished Result Before Copying \(P. 580\)](#)

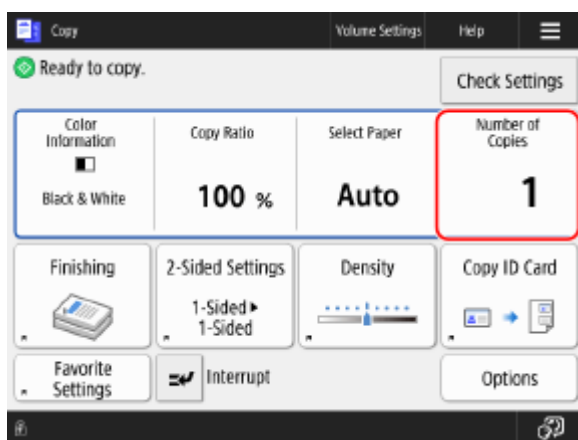
## 1 Place the original. [▶Placing Originals \(P. 204\)](#)

- By default, the settings are automatically configured to collate the copies when you place originals in the feeder. [▶\[Auto Collate\] \(P. 1075\)](#)
- If the screen for selecting the thickness of the original appears, select the thickness of the placed original.

## 2 On the control panel, press [Copy] in the [Home] screen. [▶\[Home\] Screen \(P. 165\)](#)

→ The copy screen is displayed.

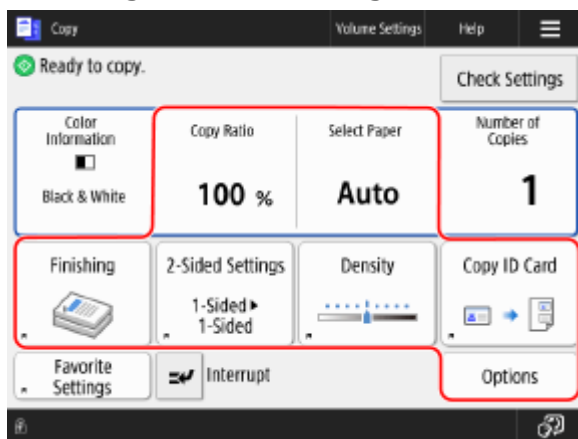
## 3 Enter the number of copies using the numeric keys.



## 4 Configure the copy settings.

- [▶Basic Copy Settings \(P. 583\)](#)
- [▶Copy Settings According to the Original \(P. 602\)](#)

## ▶ Finishing and Booklet Settings (P. 613)

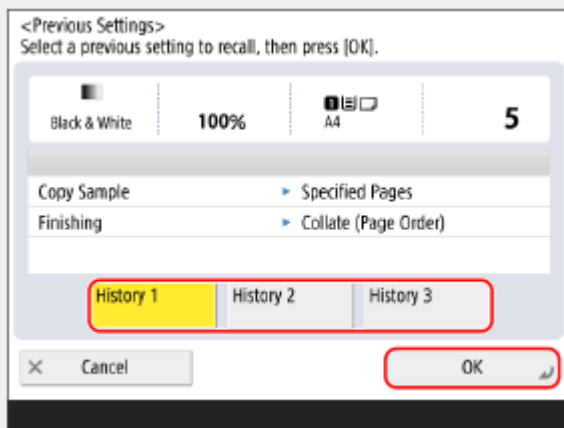


When "Favorite Settings" are registered, you can call them up by pressing [Favorite Settings]. ▶ **Registering and Recalling Favorite Settings (P. 190)**

### When Recalling Previous Settings (Setting History)

You can press [Previous Settings] to call up the settings used for copying in the past. When you call up the setting history, the specified copy settings are overwritten.

On the [Previous Settings] screen, select the history you want to recall, and press [OK].



- You can change the called up settings before copying.
- Each login user can select from their own setting history.  
Guest users or users who are not logged in can select from the setting history common to unauthorized users.

5

Press [ Start].

→ Copying starts.

- To cancel copying, press [Cancel] ▶ [Yes]. ▶ **Canceling Copy Operations (P. 627)**
- You can use [ Status Monitor] to view the copy status and log. ▶ **Checking the Copy Status and Log (P. 628)**

### If the [Original Size] Screen Appears

Select the size of the placed original or a size close to that of the original.

\* Normally, the machine automatically recognizes the original size when copying. However, since the machine cannot identify the size of some types of originals, manually select the size when placing the following:

- Highly transparent originals
- Originals with an extremely dark background color
- Small-size originals

#### When [Press the [Start] key to scan the next original.] Is Displayed

The screen for scanning additional originals is displayed in the following cases:

- When an original is placed on the platen glass and scanning is performed using copy settings for multiple-page originals, such as 2-sided copying or N on 1 copying
- When scanning is performed using Job Build

##### 1. To continue scanning originals, place the next original, and press [ Start].

- The next original is scanned, and the same screen is displayed.  
Repeat this process until scanning of all originals is completed.

When placing originals in the feeder to scan, remove the scanned original (original ejected to the original output tray) before placing the next original.

#### When Changing the Copy Settings for Each Original

On the screen with the displayed message, press [Change Settings]. You can change the following settings:

- [Copy Ratio]
- [2-Sided Original]
- [Density]
- [Original Type]

For example, when scanning a 2-sided original after scanning a 1-sided original, press [Change Settings], and set [2-Sided Original].

##### 2. Press [Start Copying].

- The scanned originals are printed.

### IMPORTANT

#### Configuring the Paper Type Settings Correctly

- To prevent poor image quality, a dirty fixing assembly, and paper jams, make sure to configure the correct paper type to be used.

##### ▶ **Selecting the Paper to Use for Copying (P. 587)**

#### When Part of the Image on the Edge of the Original Is Missing After Being Copied

- When you copy an original with an image extending to the edges without margins, part of the image at the edge of the original may be missing in the copy.

\* For the margin size of the image, see the basic specifications. ▶ **Basic Specifications (P. 58)**

- If you set the copy ratio to [Fit to Page] when copying, you can fit the image on the page. ▶ **Enlarge and Reduce Settings (P. 588)**

### NOTE

#### When Multiple Originals Are Fed during Scanning and Operations Are Canceled (Detect Multiple Sheet Feed)

- A message appears on the screen. Remove the jammed original while following the instructions in the message.

##### ▶ **Paper and Staple Jams (P. 1472)**

When the jammed original is removed, the screen for resuming operations is displayed.

If multi sheet feeding was detected incorrectly, press [Do Not Detect Multi. Sheet Feed] to resume scanning.

- To prevent detection of multi sheet feeding, configure either of the following settings:

- On the copy screen, press [Options] ► [Detect Feeder Multi. Sheet Fd.] each time you scan, to cancel detection of multi sheet feeding.
- Change the default settings to prevent detection of multi sheet feeding. ►[Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)

\* Depending on the model, the optional Document Feeder Double Feeding Detection Kit-A may be required in order to use the multiple sheet feed detection function.

## Useful Copy Functions

- You can configure the machine to send e-mail notification when copying is complete. ►Useful Copy Functions (P. 624)

## Reserving Copying

- While other copy or print operations are being processed or waiting to be processed, you can reserve a copy job by performing the same operations as normal copying and pressing [  Start] to scan the original.  
The reserved copying starts automatically when the other copy or print operations are completed.
- When the printing or waiting screen is displayed, press [Close] before you perform reserved copying.
- You can reserve up to 50 copy jobs including the job being copied (excluding interrupt jobs).

# Copying Immediately (Interrupt)

EK89-09R

You can interrupt other copy or print operations that are being processed or waiting to be processed, and perform copying. You can also perform normal copy operations to create a reserved copy job, and then interrupt other operations with it later.

This is convenient in cases such as when you urgently want to copy only a few pages, but another user's print operation will not finish soon.

➤ **Copying by Interrupting Other Jobs (P. 578)**

➤ **Interrupting with a Reserved Copy Job (P. 579)**

## Copying by Interrupting Other Jobs

You can pause the copy or print operations that are being processed, and immediately copy another original.

\* For the basic copy operations, see the following:

➤ **Copy Operations (P. 574)**

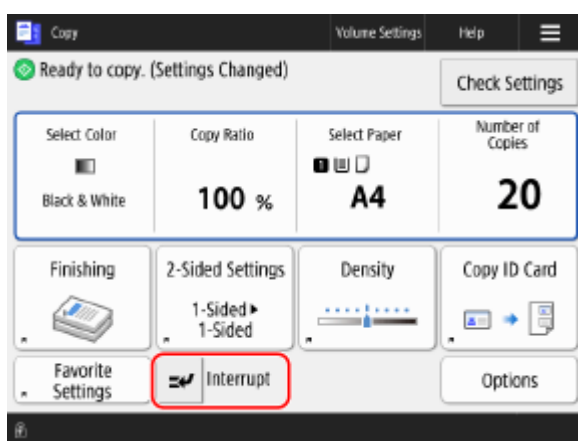
\* You cannot perform an interrupt job while another interrupt job is being processed. Perform the next interrupt job after the current interrupt job is completed.

1 On the control panel, press [Copy] in the [Home] screen. ➤ **[Home] Screen (P. 165)**

→ The copy screen is displayed.

When the printing or waiting screen is displayed, press [Close].

2 Press [Interrupt].



→ The [Interrupt] button is selected.

3 Press [ Start].

→ The copy or print operation being processed is paused, and the interrupt job starts.

When the interrupt job is completed, the paused copy or print operation resumes.

## Interrupting with a Reserved Copy Job

When copying is reserved, you can pause the copy or print operation that is currently being processed, and interrupt it with the reserved copy job. You can also give priority to the reserved copy job so that it is performed next, before the other copy and print operations that are waiting to be processed.

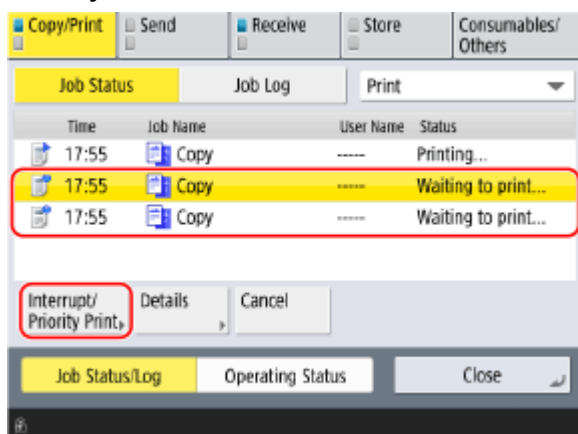
\* While other copy or print operations are being processed or waiting to be processed, you can reserve a copy job by performing the same operations as normal copying and pressing [Start] to scan the original. **Copy Operations (P. 574)**

- 1 On the control panel, press [Status Monitor] in the [Home] screen or other screen. **[Home] Screen (P. 165)**

→ The [Status Monitor] screen is displayed.

- 2 Press [Copy/Print] ► [Job Status].

- 3 Select the reserved copy job that you want to set as the interrupt job, and press [Interrupt/Priority Print].



If [Interrupt/Priority Print] is not displayed, select [Print] from the pulldown menu at the top right of the screen.

- 4 Press [Interrupt and Print] or [Priority Print].

[Interrupt and Print]

Pauses the copy or print operation being processed, and immediately starts the selected reserved copy job.

\* If the current copy or print operation is an interrupt job, the selected reserved copy job starts after the current interrupt job is completed.

[Priority Print]

Gives priority to the selected reserved copy job. The selected reserved copy job starts after the current copy or print operation is completed.

# Checking the Finished Result Before Copying

EK89-09S

Before making a large number of copies, you can check the finished result of a copy sample to reduce printing mistakes and save time and paper.

## Making a Copy Sample

When making multiple copies of an original placed in the feeder, you can make a copy sample of the original to check the finished result before copying. You can also make a copy sample for specific pages of the original.

You can make a copy sample when any of the following settings are configured:

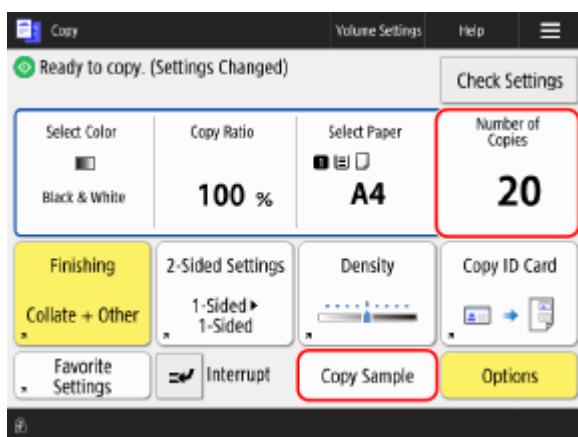
- [Collate (Page Order)]
- [Offset]
- [Rotate 90 Degrees]
- [Staple + Collate]
- [Booklet]

\* For the basic copy operations, see the following:

➤ **Copy Operations (P. 574)**

**1** Place the original in the feeder. ➤ **Placing Originals (P. 204)**

**2** On the copy screen, enter the number of copies, and press [Copy Sample]. ➤ **Copy Screen (P. 585)**



→ The [Copy Sample] screen is displayed.

**3** Specify the pages to be included in the copy sample.

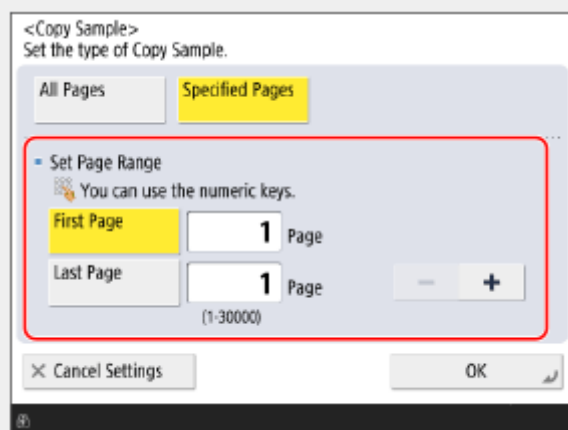
When Making a Copy Sample for All Pages  
Select [All Pages], and press [OK].

\* The machine counts the copy sample as one of the copies.

When Making a Copy Sample for Specified Pages

\* When you make a copy sample for specified pages, the machine does not perform the processing for functions such as finishing and booklet.

1. Select [Specified Pages].
2. Specify the pages to be included in the copy sample.



- Enter the page numbers of the first page and last page, based on the number of pages in the finished copy.
- Press [First Page] and [Last Page] to select them, and enter the values.

**Example:** If the original has 10 pages and you copy with the [2 on 1] setting, the finished copy has 5 pages.

In this case, to make a copy sample for pages 7 to 10 of the original, enter "4" for the first page and "5" for the last page.

3. Press [OK].

4 Press [ Start].

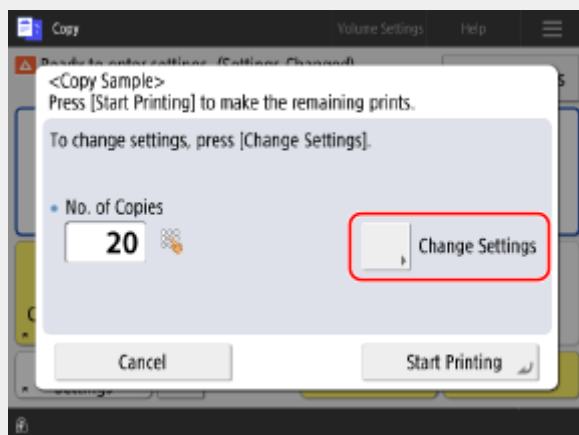
→ The machine starts printing the copy sample.

5 Check the copy results.

If there is no problem with the copy results, proceed to Step 6.

When You Want to Change the Copy Settings

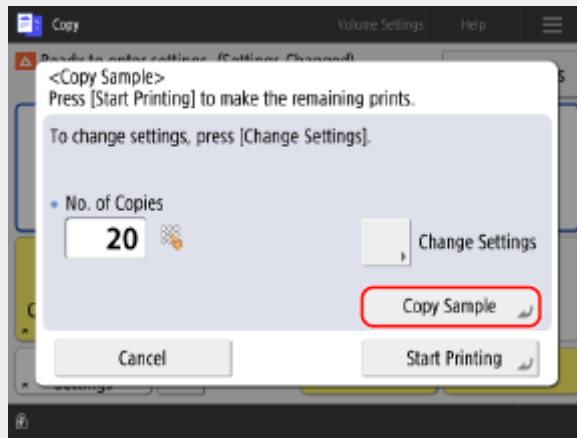
1. Press [Change Settings].



2. Change the copy settings, and press [OK].

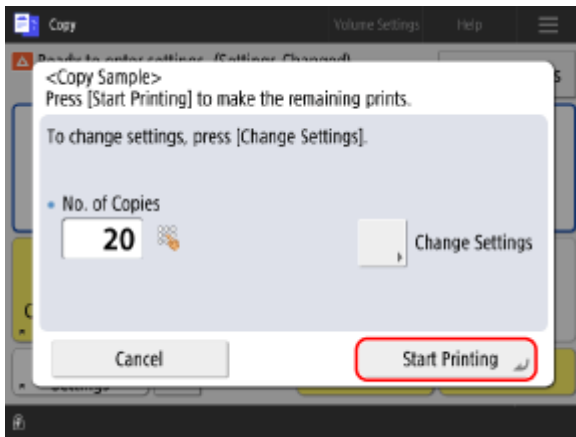


3. Press [Copy Sample].



- The machine prints the copy sample with the changed settings.  
Repeat Step 1 to Step 3 until there are no more problems with the copy results.

6 After you finish checking the results, press [Start Printing].



→ Copying starts.

- When you make a copy sample for all pages, one copy is subtracted from the number of copies that you entered in Step 2, and the remaining copies are printed.
- When you make a copy sample for specified pages, the number of copies that you entered in Step 2 is printed.

When You Want to Change the Number of Copies

Before you press [Start Printing], re-enter the number of copies using the numeric keys.

# Basic Copy Settings

EK89-09U

You can use the setting buttons on the copy screen to configure basic settings when copying, such as enlarging, reducing, and 2-sided copying. [▶ Copy Screen \(P. 585\)](#)

If the copy results do not appear as expected, you can change the settings and copy again.



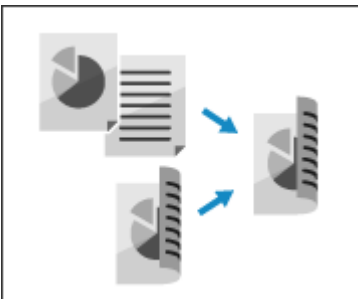
## ▶ Paper Settings (P. 587)



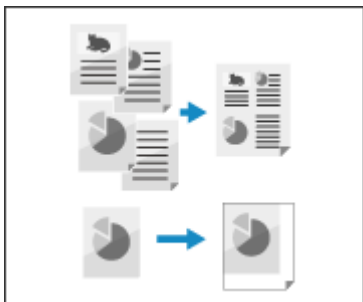
## ▶ Enlarge and Reduce Settings (P. 588)



## ▶ Adjusting Image Quality (P. 590)



🔗 2-Sided Copy Settings (P. 595)



🔗 Layout Settings (P. 598)

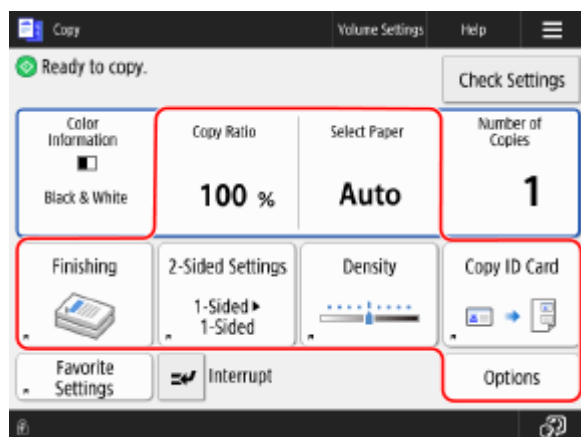
NOTE

- Some functions cannot be set together at the same time with other functions. The setting buttons are grayed out for functions that cannot be set.

# Copy Screen

EK89-09W

The copy screen is displayed when you press [Copy] on the [Home] screen of the control panel. You can use the setting buttons on this screen to configure settings when copying.



- You can replace some setting buttons with other buttons included in [Options], or you can hide them. [▶](#)  
**Customizing the Scan, Fax, and Copy Screens (P. 187)**

## NOTE

Registering Frequently Used Settings from

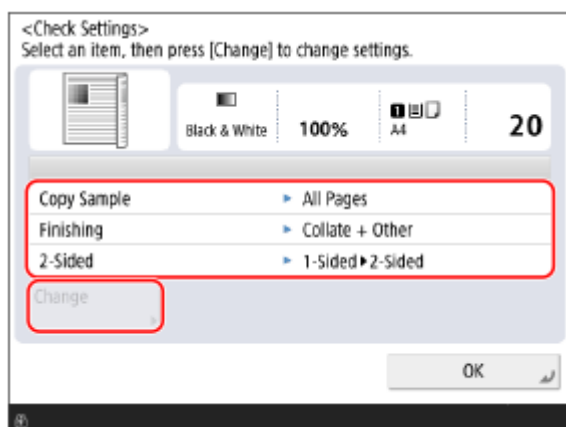
- You can register frequently used copy settings as "Favorite Settings" to easily call up these settings from the copy screen, as needed. [▶ Registering and Recalling Favorite Settings \(P. 190\)](#)
- By registering copy settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single press of a button. [▶ Adding Buttons to the \[Home\] Screen \(Personal and Shared Buttons\) \(P. 183\)](#)
- You can also register settings as default copy settings. [▶ Changing the Default Settings \(P. 195\)](#)

Recalling Previous Settings (Setting History)

- You can press [Previous Settings] to call up the settings used for copying in the past. [▶ Copy Operations \(P. 574\)](#)

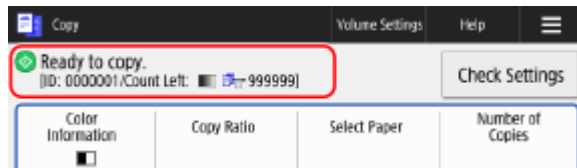
Checking the Configured Settings

- You can press [Check Settings] to display the configured settings in a list and check them together. You can also change settings by selecting a function from the list and pressing [Change].



When the Number of Pages That Can Be Copied during Department ID Management Is Restricted

- The number of pages that can be copied by the logged-in Department ID is displayed at the top of the screen.



# Paper Settings

EK89-09Y



You can configure the paper settings when copying.

You can also configure the settings to insert sheets or tab paper into the copy, and copy onto the tab part of the tab paper.

## Selecting the Paper to Use for Copying

By default, the machine automatically selects the paper to use for copying according to the size of the placed original and the enlarge or reduce setting.

\* The machine automatically recognizes the original size when copying.

Manually select the paper to be used for copying when you want to copy onto paper loaded in the multi-purpose tray or when the paper you want to use is not automatically selected.

**1** On the copy screen, press [Select Paper]. [▶ Copy Screen \(P. 585\)](#)

→ The [Select Paper] screen is displayed.

**2** Select the paper to be used, and press [OK].

→ The copy screen is displayed again.

- You can press [  ] to check the details of the selected paper.

### IMPORTANT

- Be sure to configure the paper type settings correctly. [▶ Specifying the Paper Size and Type \(P. 250\)](#)

\* The image may become corrupted if the settings are not configured properly. In addition, the fixing assembly may become dirty or a paper jam may occur, and repair by your service representative may be required.

# Enlarge and Reduce Settings

EK89-0A0



You can set the ratio for enlarging or reducing copies.

- 1 On the copy screen, press [Copy Ratio]. [▶ Copy Screen \(P. 585\)](#)

→ The [Copy Ratio] screen is displayed.

- 2 Configure the enlarge or reduce setting.

If part of the image at the edge of the original is missing in the copy, you can copy with the [Fit to Page] setting to fit the image on the page.

\* When you select [Fit to Page], the position of the original is automatically set to the center. You can also change the original position manually. [▶ Adjusting the Position of the Original \(Shift\) \(P. 599\)](#)

## When Automatically Setting the Copy Ratio According to the Paper Size

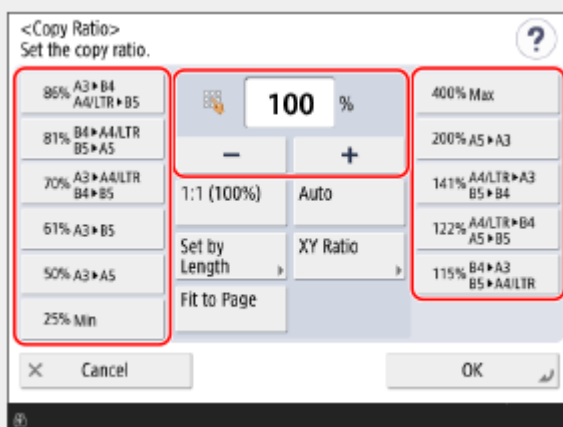
To automatically enlarge or reduce the image according to the paper size, press [Auto].  
When you select [Auto], the copy ratio is automatically set according to the paper size selected in [Select Paper]. [▶ Selecting the Paper to Use for Copying \(P. 587\)](#)

\* When you press [Auto], the image is enlarged or reduced while maintaining the aspect ratio of the original.

When you want to enlarge or reduce the original according to the paper size without maintaining the aspect ratio of the original, such as when you enlarge or reduce an inch size original to fit on A or B size paper, press [XY Ratio] ▶ [Auto XY Ratio] ▶ [OK].

## When Manually Setting the Copy Ratio

Select a fixed copy ratio from the list or enter a custom copy ratio.  
You can specify a value from 25% to 400% in 1% increments.



- When you enlarge the original with a fixed copy ratio such as those shown below, place the original in landscape orientation (long side positioned horizontally).
  - A4 → A3
  - B5 → B4
  - A5 → A3
  - LTR → A3 or 11" x 17"
  - STMT → 11" x 17"
- \* The displayed paper sizes vary depending on the model and region.
- To enlarge or reduce using a separate copy ratio for the vertical and horizontal dimensions, press [XY Ratio]. Enter the ratio of [X] and [Y] from 25% to 400% in 1% increments, and press [OK].
  - \* Depending on the copy ratio that you entered, the image may be rotated 90 degrees.

## Enlarging or Reducing by Specifying the Length

Press [Set by Length]. Select [XY Same Ratio] or [XY Indep.], specify the original size and copy size (finished size) in units of 1 mm (1/16"), and press [OK].

### [XY Same Ratio]

The document is enlarged or reduced with the same vertical and horizontal ratio.

Enter either the vertical or horizontal length in [Original Size] and [Copy Size]. For example, when you enter the vertical length in [Original Size], enter the vertical length in [Copy Size].

### [XY Indep.]

The document is enlarged or reduced using a separate vertical and horizontal ratio.

3

Press [OK].

→ The copy screen is displayed again.



# Adjusting Image Quality



You can adjust the image quality, such as when the copied image is not clear or the text is difficult to read. You can also erase dark borders and shadows that appear around the edges of the original.

- **Selecting the Original Type (P. 590)**
- **Adjusting the Density (P. 591)**
- **Adjusting the Sharpness (P. 591)**
- **Erasing Original Frame, Shadows, and Punch Holes (Erase Frame) (P. 592)**

## Selecting the Original Type

Select the original type so that copying is performed using the image quality that suits the content of the original.

- 1 On the copy screen, press [Options] ► [Original Type]. ➤ **Copy Screen (P. 585)**

→ The [Original Type] screen is displayed.

- 2 Select the original type.

- For details on the original types, refer to the help screen displayed when you press [?] at the top right of the screen.
- When [Text/Photo/Map] is selected, you can press [Adjust Level] to adjust whether to give priority to text or photos.

- 3 Press [OK] ► [Close].

→ The copy screen is displayed again.

### NOTE

- To create clean copies of an original with a colored background or a newspaper, adjust the density of the background. ➤ **Adjusting the Density (P. 591)**
- If a phenomenon called moiré (vertical pattern noise) occurs when you copy after selecting the original type, adjust the sharpness. ➤ **Adjusting the Sharpness (P. 591)**
- If the bright areas of the image (highlights) are blown out when copying with the original type selected, increase the density of the background. ➤ **Adjusting the Density (P. 591)**

## Adjusting the Density

You can adjust the density to suit the original.

If text or images in the original are too faint or dark, adjust the density of the entire original.

To create clean copies of an original with a colored background or a newspaper, adjust the density of the background.

- 1 On the copy screen, press [Options] ► [Density]. ➤ **Copy Screen (P. 585)**

→ The [Density] screen is displayed.

- 2 Adjust the density.

When Adjusting the Density of the Entire Original

Move the slider to the left or right to adjust the density.

To decrease the density, adjust it to [  ], and to increase the density, adjust it to [  ].

When Adjusting the Density of the Background

You can adjust the background density by decreasing it automatically or by adjusting it manually.

[To Automatically Decrease the Density of the Background](#)

Press [Auto] in [Background Density] to select it.

[To Manually Adjust the Density of the Background](#)

Press [Adjust] in [Background Density], adjust the density, and press [OK].

To decrease the density, adjust it to [-], and to increase the density, adjust it to [+].

\* When you adjust the background density, parts other than the background may also be affected depending on the color of the original.

- 3 Press [OK] ► [Close].

→ The copy screen is displayed again.

## Adjusting the Sharpness

By adjusting the sharpness, you can emphasize the contours and lines to make them clearer, or weaken them to make them softer.

- 1 On the copy screen, press [Options] ► [Sharpness]. ➤ **Copy Screen (P. 585)**

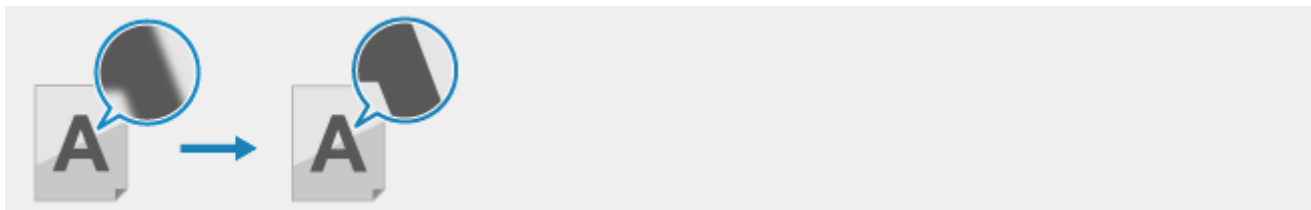
→ The [Sharpness] screen is displayed.

- 2 Move the slider to the left or right to adjust the sharpness.

[Adjustment example:](#)

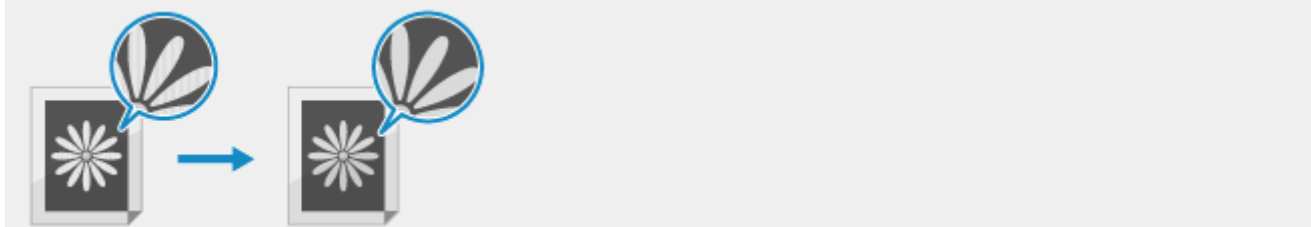
- To make blurry text clearer

Press [High].



- To reduce moiré (vertical pattern noise) in photos

Press [Low].



3 Press [OK] ► [Close].

→ The copy screen is displayed again.

## Erasing Original Frame, Shadows, and Punch Holes (Erase Frame)

When you copy onto a larger paper size than that of the original, or when you copy pages of a thick book, dark borders or shadows may appear around the edges of the original. You can configure the settings to erase the borders or shadows when copying. You can also erase punch holes on the original.

### IMPORTANT

When You Copy an Original with Punch Holes

- Place the original on the platen glass. Placing it in the feeder can result in a paper jam. [▶ Placing Originals \(P. 204\)](#)

1 On the copy screen, press [Options] ► [Erase Frame]. [▶ Copy Screen \(P. 585\)](#)

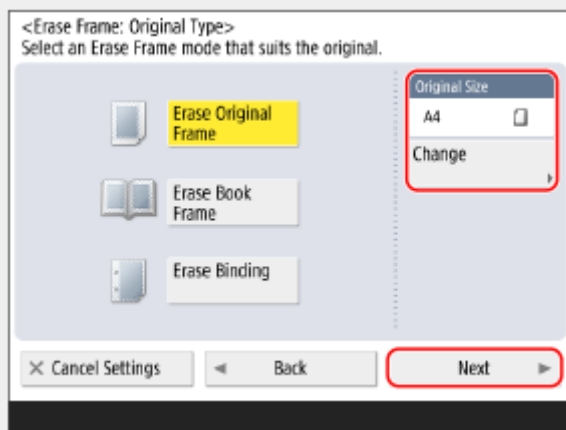
→ The [Erase Frame] screen is displayed.

2 Set the type and width of the frame to erase.

When Erasing the Frame of an Original

1. Press [Erase Original Frame].

2. Select the size of the original, then press [Next].



Press [Change], select the size of the original, and press [OK].

\* You can erase the frame only when copying the sizes displayed on the screen for selecting the original size.

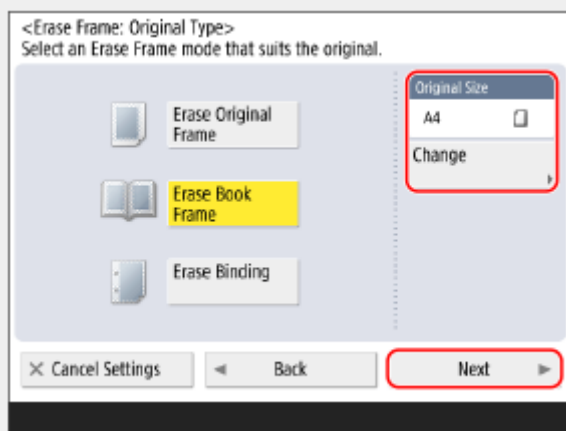
3. Enter the erase width.

To enter separate erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

#### When Erasing Shadows from a Book

You can erase the center shadow that forms when a book is spread open and shadows that form around the edges of a book.

1. Press [Erase Book Frame].
2. Select the size of the original, then press [Next].



Press [Change], select the size of the original, and press [OK].

\* You can erase shadows from a book only when copying the sizes displayed on the screen for selecting the original size.

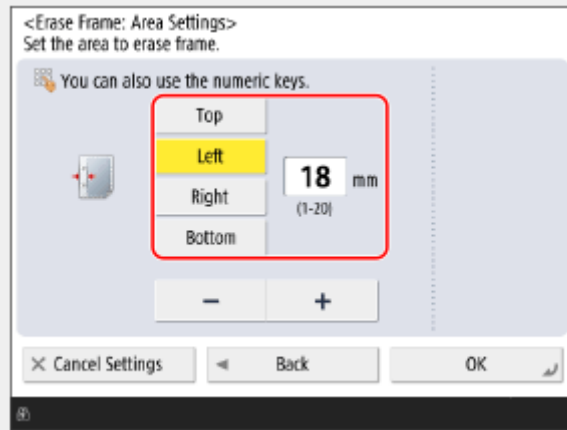
3. Enter the erase width.

- In [Center], enter the erase width of the center shadow that forms when a book is spread open.
- In [Sides], enter the erase width of the shadow that forms around the edges of the book.
- To enter separate erase widths for the top, bottom, left, and right, press [Adjust Independently], and enter the erase widths.

#### When Erasing Punch Holes on an Original

1. Press [Erase Binding] ► [Next].

2. Select the punch hole position, and enter the erase width.



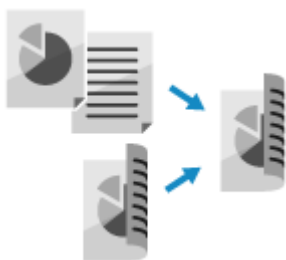
\* If [Erase Binding] is set, the three edges other than the edge with the punch holes are always erased with a 4-mm (1/8") frame.

- 3 Press [OK] ► [Close].

→ The copy screen is displayed again.

## 2-Sided Copy Settings

EK89-0A3



You can copy two 1-sided originals on both sides of one sheet of paper.  
You can also copy a 2-sided original on both sides of one sheet of paper, or on two separate sheets of paper.

\* 2-sided copying may not be available with some sizes and types of paper. ➤ **Usable Paper for 2-Sided Printing (P. 53)**

### Placing originals when making 2-sided copies

Place the original so that the top and bottom of the original are correctly positioned from your viewpoint.

Platen glass



Feeder

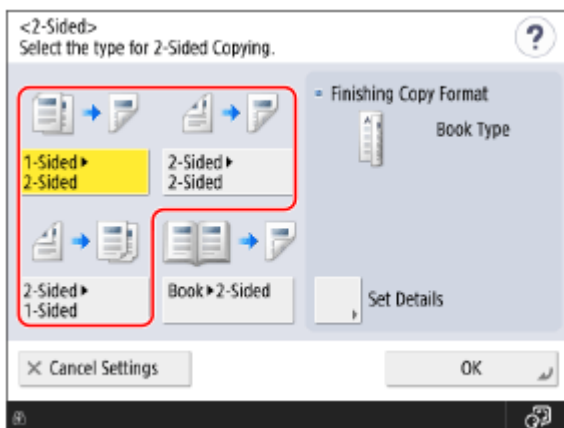


1

On the copy screen, press [Options] ➤ [2-Sided]. ➤ **Copy Screen (P. 585)**

→ The [2-Sided] screen is displayed.

## 2 Select the type of 2-sided copying.



[1-Sided ► 2-Sided]

Copies two 1-sided originals on both sides of one sheet of paper.

[2-Sided ► 2-Sided]

Copies the front and back of 2-sided originals on both sides of one sheet of paper.

[2-Sided ► 1-Sided]

Copies the front and back of 2-sided originals placed in the feeder on two separate sheets of paper.

## 3 Set the opening type of the original and the copy, as needed.

1. Press [Set Details].

→ The [Set Details] screen is displayed.

2. Select the opening type of the original and the copy.

[Book Type]

Select this if the top and bottom orientation of the front and back sides of the original or copy are the same.



[Calendar Type]

Select this if the top and bottom orientation of the front and back sides of the original or copy are opposite.



3. Press [OK].

→ The [2-Sided] screen is displayed again.

## 4 Press [OK] ► [Close].

→ The copy screen is displayed again.

NOTE

- You can also divide an original that spreads open, such as a book or magazine, into two pages, and copy the pages onto both sides of one sheet of paper. ➤ **Dividing an Original That Spreads Open into Two Pages When Copying (P. 605)**



# Layout Settings

EK89-0A4



You can configure the layout settings of the original when copying.

- **Combining Multiple Originals onto One Page (N on 1) (P. 598)**
- **Adjusting the Position of the Original (Shift) (P. 599)**

## Combining Multiple Originals onto One Page (N on 1)

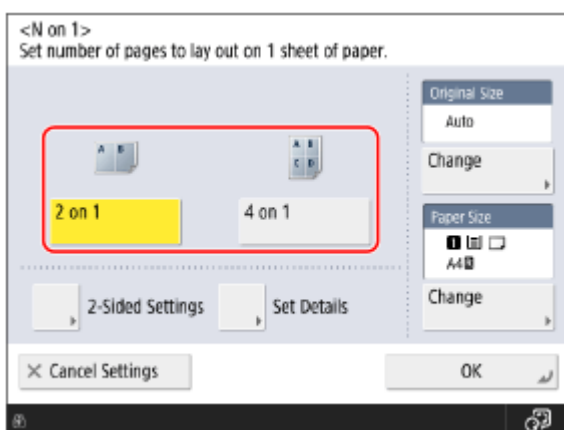
You can reduce the size of a multiple-page original and arrange the pages on the same side of one sheet of paper. N on 1 is convenient when you want to save paper by copying on fewer sheets of paper than the original.

\* When you use N on 1 to combine pages, place originals of the same size. You cannot use N on 1 to combine pages when copying originals of different sizes.

- 1 On the copy screen, press [Options] ► [N on 1]. ➤ **Copy Screen (P. 585)**

→ The [N on 1] screen is displayed.

- 2 Select the number of pages to be combined.



Select the number of pages to be combined on one side of the paper. For example, when you select [4 on 1], four pages are combined onto one side of the paper.

- 3 Configure the page order, size, paper, and 2-sided copy settings, as needed.

When Changing the Page Order (Layout When Combining Originals)  
Press [Set Details], select the page order, and press [OK].

**When Changing the Original Size**

Press [Change] under [Original Size], select the size of the original, and press [OK].

**When Changing the Paper to Use for Copying**

Press [Change] under [Paper Size], select the paper to be used, and press [OK].

- On the screen for selecting the paper, you can press [  ] to check the details of the selected paper.

**When Configuring the 2-Sided Copy Settings**

Configure the 2-sided copy settings to combine 1-sided originals on both sides of the paper, or to combine 2-sided originals.

Press [2-Sided Settings], configure the 2-sided copy settings, and press [OK].

\* For details on the 2-sided copy settings, see the following:

➤ **2-Sided Copy Settings (P. 595)**

4

Press [OK] ► [Close].

→ The copy screen is displayed again.

**NOTE**

- When N on 1 is set, the copy ratio (enlarge or reduce setting) is set automatically according to the following. You can also change the copy ratio setting manually. ➤ **Enlarge and Reduce Settings (P. 588)**
  - Number of pages to be combined
  - Original size
  - Size of paper used for copying
- When N on 1 is set, the position of the original is automatically set to the center. You can also change the original position manually. ➤ **Adjusting the Position of the Original (Shift) (P. 599)**

## Adjusting the Position of the Original (Shift)

You can shift the position of the entire original to an edge or the center of the paper, or specify the shift distance in millimeters.

You can adjust the margins around the copied original when copying to a larger paper size than that of the original, or when copying at a reduced size.

\* If you set [Different Size Originals] and select [Auto] in [Select Paper], the [Shift] setting is disabled even when it is configured.

1

On the copy screen, press [Options] ► [Shift]. ➤ **Copy Screen (P. 585)**

→ The [Shift] screen is displayed.

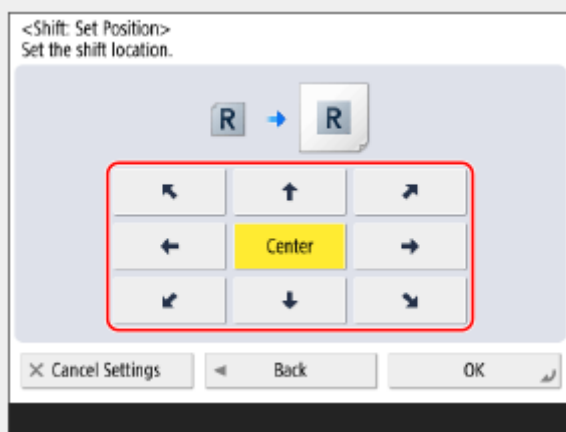
2

Adjust the position of the original.

**When Shifting the Copied Original to an Edge or the Center of the Paper**

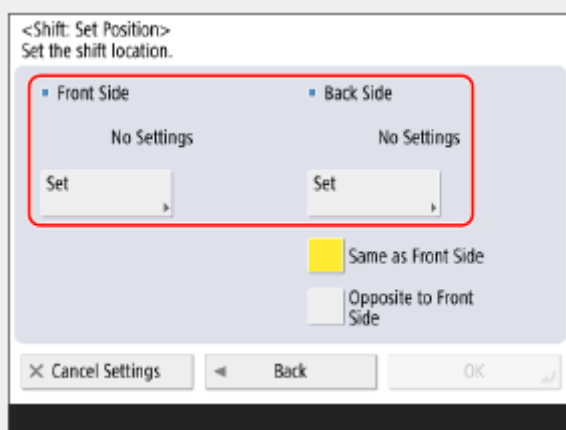
1. Press [By Position] ► [Next].

2. Press an arrow button or [Center] to specify the direction to shift the original.

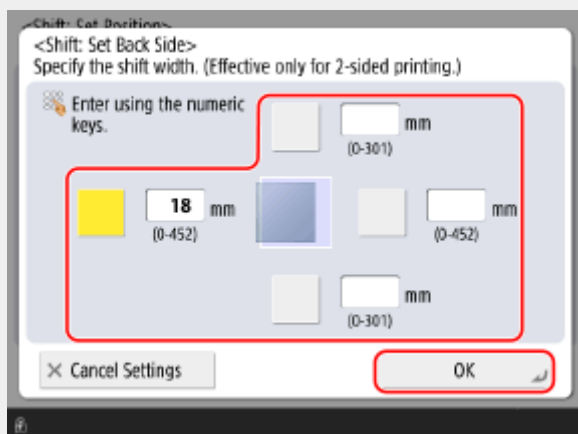


When Specifying the Shift Distance in Millimeters or Inches

1. Press [By Numeric Keys] ► [Next].
2. Press [Set] for the side on which to adjust the position.



- When making 1-sided copies, set the front side.
  - When making 2-sided copies, set the front side and back side separately.
    - To configure the back side using the same settings as the front side, select [Same as Front Side].
    - To position the back side symmetrically opposite to the front side, select [Opposite to Front Side].
3. Specify the shift directions and shift distances, and press [OK].



Press the top, bottom, left, or right button, and specify the shift distance using the numeric keys.

3

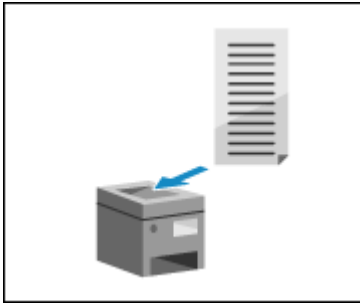
Press [OK] ► [Close].

→ The copy screen is displayed again.

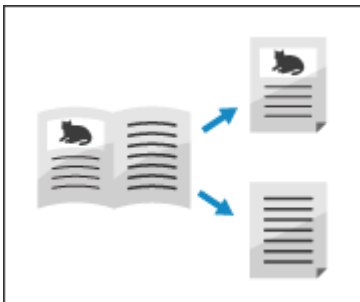
# Copy Settings According to the Original

EK89-0A5

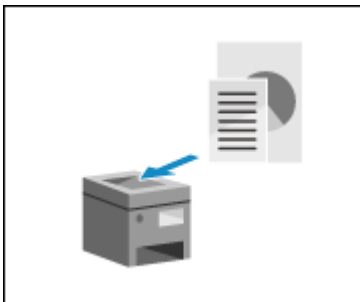
You can use the setting buttons on the copy screen to configure settings for copying efficiently according to the original, such as dividing an original that spreads open into two pages, or copying both sides of an ID card. **➤ Copy Screen (P. 585)**



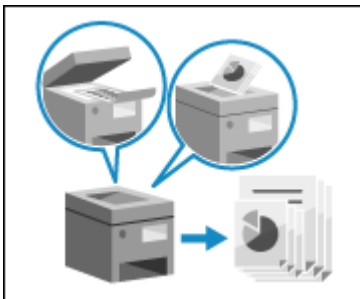
➤ Copying a Free Size Original (P. 604)



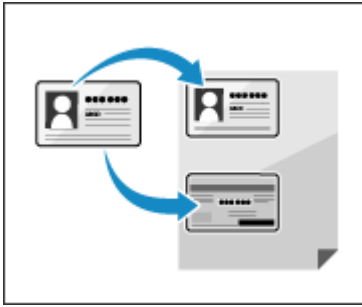
➤ Dividing an Original That Spreads Open into Two Pages When Copying (P. 605)



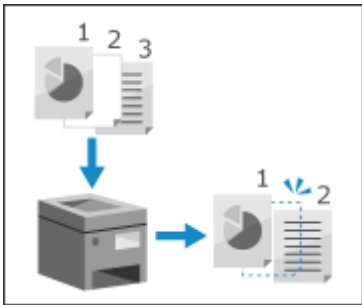
➤ Copying Originals of Different Sizes (Different Size Originals) (P. 607)



🔍 Copying Large Numbers of Originals (Job Build) (P. 609)



🔍 Copying Both Sides of ID Cards onto One Sheet (P. 610)



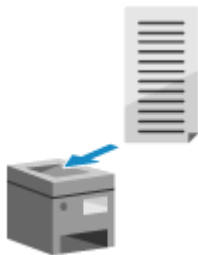
🔍 Preventing Copying of Blank Pages (Skip Blank Pages) (P. 612)

NOTE

- Some functions cannot be set together at the same time with other functions. The setting buttons are grayed out for functions that cannot be set.

# Copying a Free Size Original

EK89-0A6



When you place a free size original in the feeder, the machine automatically recognizes the size and copies the original to fit on the selected paper.

\* If you have configured the enlarge or reduce setting in [Copy Ratio], the original may not be copied as intended.

- 1 On the copy screen, press [Options] ▶ [Free Size Original]. ▶ **Copy Screen (P. 585)**

→ [W/ Settings] is displayed at the bottom of the setting button.

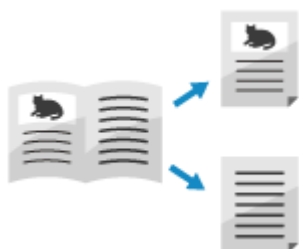
- 2 Press [Close].

→ The copy screen is displayed again.

- 3 Select the paper. ▶ **Selecting the Paper to Use for Copying (P. 587)**

# Dividing an Original That Spreads Open into Two Pages When Copying

EK89-0A7



When copying an original that spreads open, such as a book or magazine, you can copy the left and right pages as separate pages.

You can also make 2-sided copies in which the left and right pages of an original are copied onto both sides of one sheet of paper, or 2-sided copies in which the front and back sides of the left or right page of an original that spreads open are copied onto both sides of one sheet of paper.

\* When making 2-sided copies of an original that spreads open, the usable paper size is A4.  
In the Americas, you can also use B5, LTR, and EXEC size paper.  
In Asia/Oceania, you can also use B5 size paper.

## Placing an original that spreads open

To copy an original that spreads open, place the original on the platen glass. Place the original on the platen glass while aligning the top of the original with the top left corner and top of the platen glass.



➤ **Copying the Left and Right Pages onto One Side of Two Sheets of Paper (P. 605)**

➤ **Copying the Front and Back Sides or the Left and Right Pages onto Both Sides of One Sheet of Paper (P. 606)**

## Copying the Left and Right Pages onto One Side of Two Sheets of Paper

**1** On the copy screen, press [Options] ▶ [Book ▶ 2 Pages]. ➤ **Copy Screen (P. 585)**

→ [W/ Settings] is displayed at the bottom of the setting button.

**2** Press [Close].

→ The copy screen is displayed again.



## Copying the Front and Back Sides or the Left and Right Pages onto Both Sides of One Sheet of Paper

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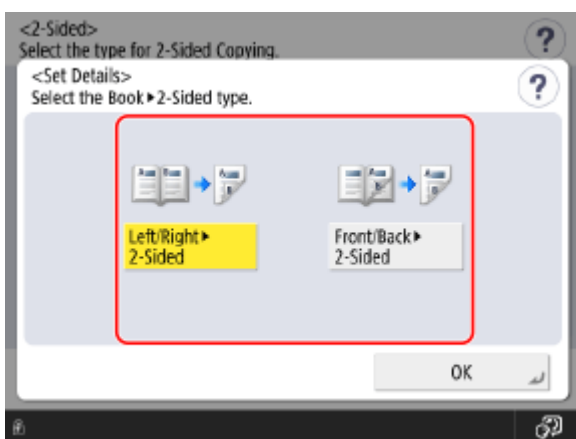
- 1 On the copy screen, press [Options] ► [2-Sided]. **▶ Copy Screen (P. 585)**

→ The [2-Sided] screen is displayed.

- 2 Select [Book ► 2-Sided], and press [Set Details].

→ The [Set Details] screen is displayed.

- 3 Select the pages to be copied.



[Left/Right ► 2-Sided]

Copies the left and right pages of an original that spreads open onto both sides of one sheet of paper.

[Front/Back ► 2-Sided]

Copies the front and back sides of the left or right page of an original that spreads open onto both sides of one sheet of paper.

- 4 Press [OK].

→ The [2-Sided] screen is displayed again.

- 5 Press [OK] ► [Close].

→ The copy screen is displayed again.

# Copying Originals of Different Sizes (Different Size Originals)

EK89-0A8



You can place originals of different sizes together in the feeder when copying. This eliminates the need to place the originals for each size.

\* When you copy with the N on 1, Repeat Images, or Booklet functions, the machine performs the operation with the original size recognized by the feeder for the first page.

## Placing originals of different sizes

Asia/Oceania Americas

When you place originals with the same vertical width, line up the sides that have the same vertical width.



Asia/Oceania Americas

When you place originals with different vertical widths, line up the top left corners as seen from your viewpoint.



## Precautions when placing originals of different sizes

- There are restrictions to the combinations of original sizes that can be placed together. **2-Sided Single Pass Feeder Specifications (P. 61)**  
Placing an inappropriate combination of original sizes can result in damage to the originals or a paper jam.
- Do not place originals of different paper thicknesses or paper quality together. This can result in a paper jam.
- If you place originals of different vertical widths in the feeder, the originals with a smaller vertical width will not be secured by the slide guides and may be copied at an angle. Asia/Oceania Americas

1

On the copy screen, press [Options] ► [Different Size Originals]. **Copy Screen (P. 585)**

→ The [Different Size Originals] screen is displayed.

\* The [Different Size Originals] screen may not be displayed depending on the country, region, or model. In this case, press [Close] to display the copy screen.

2 Select whether the placed originals have the same vertical width.

3 Press [OK] ► [Close].

→ The copy screen is displayed again.

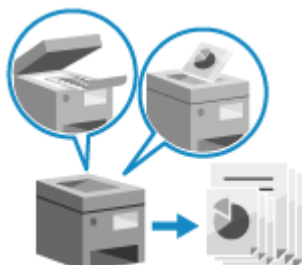
#### NOTE

##### Paper Used When Copying Different Size Originals

- By default, the machine automatically selects the paper to use according to the size of each original.
- In the cases described below, you must manually select the paper to be used. ► **Selecting the Paper to Use for Copying (P. 587)**
  - When copying all originals to the same size of paper
  - When making 2-sided copies of 1-sided originals of different sizes ► **2-Sided Copy Settings (P. 595)**
  - When using the staple function ► **Configuring the Finishing Functions (P. 614)**

# Copying Large Numbers of Originals (Job Build)

EK89-0A9



When there are too many originals to place in the feeder at once, or when you place the originals on the platen glass, configure the settings so that originals scanned in multiple batches can be copied together. You can also copy originals scanned using the feeder and originals scanned using the platen glass together.

- 1 On the copy screen, press [Options] ► [Job Build]. ► **Copy Screen (P. 585)**

→ [W/ Settings] is displayed at the bottom of the setting button.

- 2 Press [Close].

→ The copy screen is displayed again.

## NOTE

- When placing multiple originals of various sizes in the feeder, you need to configure the settings for different size originals. ► **Copying Originals of Different Sizes (Different Size Originals) (P. 607)**

# Copying Both Sides of ID Cards onto One Sheet

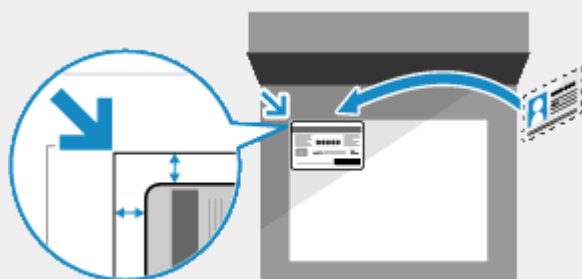


You can copy the front and back sides of an ID card (such as a driver's license or insurance card) on the same sheet of paper at 100% magnification.

\* When you use the ID Card Copy function, the only usable paper sizes are A4 and LTR.

## Placing the ID card

When you copy an ID card, place the front side of the ID card face down on the platen glass. Place the ID card in landscape orientation while aligning the corner of the ID with the top left corner of the platen glass, and leave a small amount of space between the ID card and the edges of the platen glass.



- 1 On the copy screen, press [Options] ► [Copy ID Card]. **▶ Copy Screen (P. 585)**

→ The [Copy ID Card] screen is displayed.

- 2 Configure the paper settings, as needed.

### When Changing the Paper to Use for Copying

Press [Change] under [Paper Size], select the paper to be used, and press [OK].

- On the screen for selecting the paper, you can press [  ] to check the details of the selected paper.

- 3 Press [OK] ► [Close].

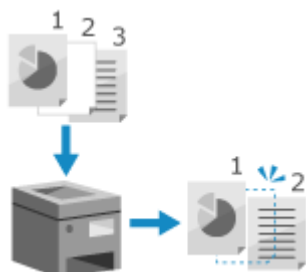
→ The copy screen is displayed again.

- When you press [  Start], the front side of the ID card is scanned.
- When [Turn the card over, then press the [Start] key.] is displayed, turn over the ID card and place it on the platen glass again.

## Copying

When you press [ Start] again, the back side of the ID card is scanned and copying starts.

# Preventing Copying of Blank Pages (Skip Blank Pages)



You can automatically skip pages determined to be blank when copying. For example, when you place both 1-sided and 2-sided originals in the feeder for 2-sided copying, the machine also copies the back side (blank page) of each 1-sided original. In this case, you can save paper by configuring the settings to automatically skip pages determined to be blank when copying.

- 1 On the copy screen, press [Options] ► [Skip Blank Pages]. **▶ Copy Screen (P. 585)**

→ The [Skip Blank Pages] screen is displayed.

- 2 Adjust the accuracy for detecting blank pages, as needed.

1. Press [Adjust Recog. Level].

→ The [Adjust Recog. Level] screen is displayed.

2. Move the slider to the left or right to adjust the accuracy.

Adjust it to [+] to increase the sensitivity level for detecting blank pages.

3. Press [OK].

→ The [Skip Blank Pages] screen is displayed again.

- 3 Press [OK] ► [Close].

→ The copy screen is displayed again.

## IMPORTANT

- If the size of the original is set to a size larger than the actual original, blank pages may not be skipped correctly.

## NOTE

- Pages determined to be blank are not counted in the number of pages copied.  
\* Blank pages are counted in the number of pages scanned.

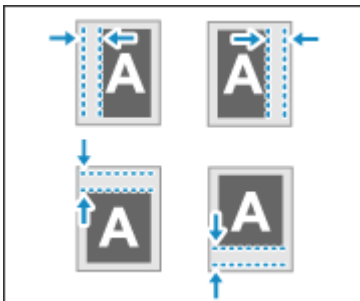
# Finishing and Booklet Settings

EK89-0AE

You can use the setting buttons on the copy screen to configure finishing functions such as stapling, arranging the page layout to form a booklet when copying, and other settings useful for creating documents. ➤ **Copy Screen (P. 585)**



## ➤ Configuring the Finishing Functions (P. 614)



## ➤ Adding a Gutter (P. 618)



## ➤ Making Booklets (Booklet Copying) (P. 620)

### NOTE

- Some functions cannot be set together at the same time with other functions. The setting buttons are grayed out for functions that cannot be set.



# Configuring the Finishing Functions

EK89-0AF



You can configure the finishing functions described below.

## Sorting Functions

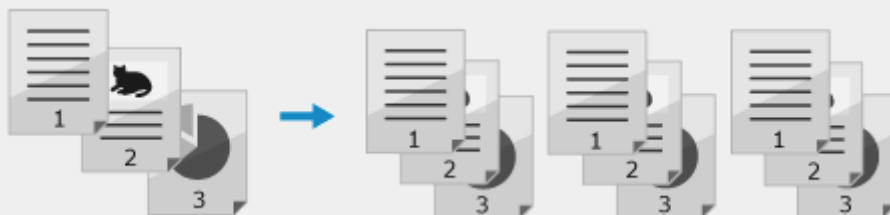
The copied paper is sorted when output.

\* When you use the platen glass, you need to configure the Job Build setting in order to copy multiple originals together and sort them when output. ➔ **Copying Large Numbers of Originals (Job Build) (P. 609)**

### Types of sorting functions

- Collate

When you make multiple copies of a multi-page original, the output copies are sorted into sets with the same page order as the original.



- Group

When you make multiple copies of a multi-page original, the specified number of copies for each page of the original is grouped when output.



- Offset

The output position is offset for each copy set or page group.



- Rotate 90 Degrees

Each copy set or page group is output in alternating portrait and landscape orientation.



## Staple Function

The copied paper is stapled when output.

\* When using the staple function, pay careful attention to the orientation of the placed original and the staple position setting. [▶Orientation of an Original to Be Stapled and Setting the Staple Position \(Option\) \(P. 213\)](#)

### Types of staple functions

- Corner

The corner of each copy set or page group is stapled when output.



- Double

Each copy set or page group is stapled in two locations at the edge of the paper when output.



- Staple-Free

The corner of each copy set or page group is crimped without using staples when output.

This is convenient when you want to save staples or temporarily bind the paper, as you can easily peel the pages apart by pressing the crimped part with your finger.

## Punch Function

Punch holes for filing are made in the copied paper when output.



\* The available functions vary depending on the options installed. [▶Options with Finishing Functions \(P. 8\)](#)

\* Some finishing functions may not be available depending on the paper size and paper type. [▶Paper Usable with Finishing Functions \(P. 54\)](#)

1

On the copy screen, press [Options] ▶ [Finishing]. [▶Copy Screen \(P. 585\)](#)

→ The [Finishing] screen is displayed.

2

Configure the finishing functions.

### When Using the Sorting Functions

1. Select [Collate (Page Order)] or [Group (Same Pages)].
2. Configure the Offset or Rotate 90 Degrees setting, as needed.

#### When Using the Offset Function

Press [Offset] to select it.

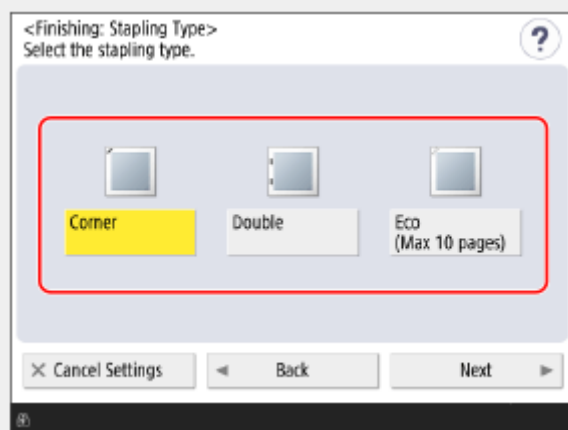
If you select [Collate (Page Order)] in Step 1, enter the number of copies at which to offset the output position, using the numeric keys.

#### When Using the Rotate 90 Degrees Function

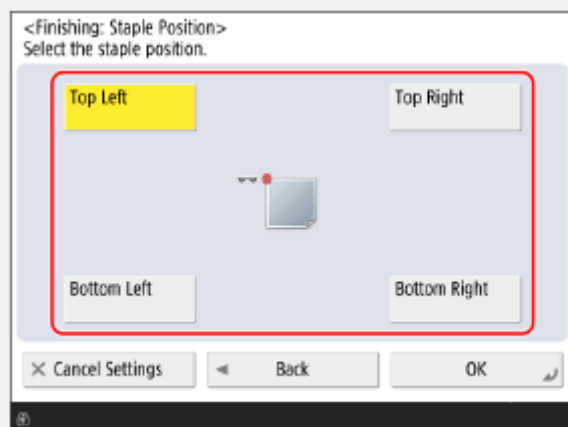
Press [Rotate 90 Degrees] to select it.

### When Using the Staple Function

1. Select [Staple + Collate] or [Staple + Group], and press [Next].
  - To staple each set of copies, select [Staple + Collate].
  - To staple each group of pages, select [Staple + Group].
2. Select the type of staple function.



3. Select the staple position.



### When Using the Punch Function

1. Press [Hole Punch].
  - The [Hole Punch] screen is displayed.
  - \* The [Hole Punch] screen may not be displayed depending on the type of puncher. In this case, proceed to Step 3.
2. Select the type of [Hole Punch].

3. Press [OK].

→ The [Finishing] screen is displayed again.

3

Press [OK] ► [Close].

→ The copy screen is displayed again.

#### IMPORTANT

If Paper Runs Out While Copying with the Staple Setting

- Load paper in the paper source without removing the copied paper before it is stapled. The machine will perform stapling when copying is completed.

#### NOTE

Inserting a Job Separator Between a Specified Number of Copies or Between Each Page Group

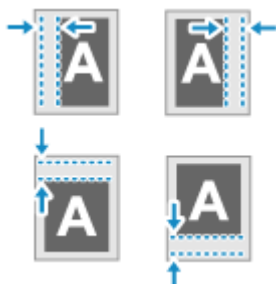
- When you collate the copies, you can insert a job separator between a specified number of copies. ► **[Job Separator Between Copies] (P. 1060)**
- When you group the copies by page, you can insert a job separator between each set of grouped pages. ► **[Job Separator Between Groups] (P. 1076)**

Setting the Procedure for When Stapling Cannot Be Performed

- You can set whether to copy without stapling or cancel copying when there are too many sheets to staple. ► **[Action When Too Many Sheets to Staple] (P. 1060)**

# Adding a Gutter

EK89-0AJ

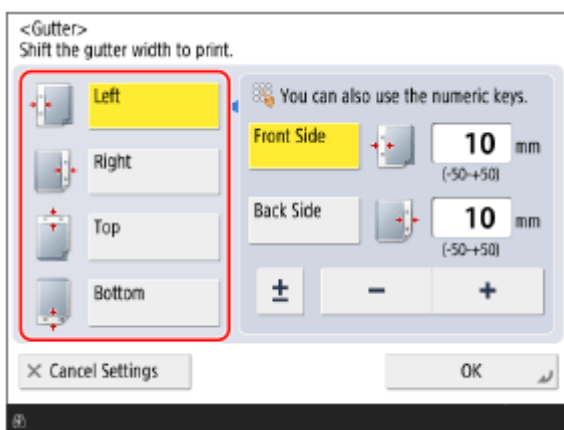


You can add a margin (gutter) for stapling or hole punching when copying. You can configure the gutter separately for the front and back sides of the paper.

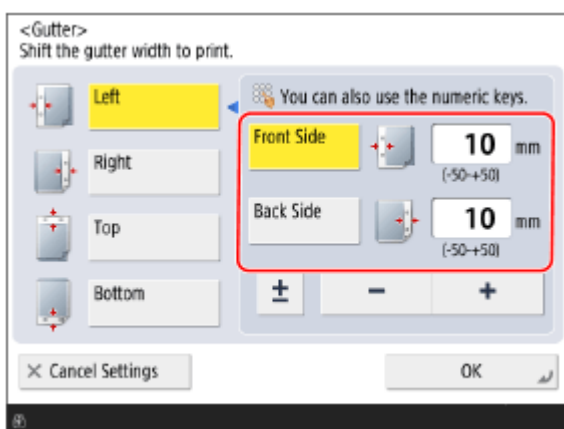
- 1 On the copy screen, press [Options] ► [Gutter]. ➤ **Copy Screen (P. 585)**

→ The [Gutter] screen is displayed.

- 2 Select the gutter position.



- 3 Enter the margin width for the front side and back side.



- Press [Front Side] or [Back Side] to select it, and enter the value.
- You can press [±] to switch the entered value between positive and negative.

- If you specify a negative value, the margin is created on the side opposite from the position selected in Step 2. Use this setting if you want to narrow the margin width when copying an original that already has a gutter.

## Setting the Gutter with 2-Sided Copying

- If the original does not have a gutter  
Set the margin widths for the front side and back side.
- If the original has a gutter  
Set the margin widths according to the type of 2-sided copying, as described below. [▶ 2-Sided Copy Settings \(P. 595\)](#)
  - [1-Sided ▶ 2-Sided]: Set the margin width for the back side only.
  - [2-Sided ▶ 2-Sided]: You do not need to set the margin widths (gutter).
  - [2-Sided ▶ 1-Sided]: Set the margin width for the back side only.

## Setting the Gutter with N on 1

The margin width set for the front side is applied to both sides. The margin width set for the back side is not applied. [▶ Combining Multiple Originals onto One Page \(N on 1\) \(P. 598\)](#)

4

Press [OK] ▶ [Close].

→ The copy screen is displayed again.

### IMPORTANT

When Part of the Image on the Edge of the Original Is Missing After Being Copied

- When you set the gutter, the position of the original is shifted according to the margin width. Therefore, when you copy an original with an image extending to the edges without margins, part of the image at the edge of the original may be missing in the copy.
- To fit the image on the page, you can set [Copy Ratio] to reduce the size according to the margin width when copying. [▶ Enlarge and Reduce Settings \(P. 588\)](#)

# Making Booklets (Booklet Copying)

EK89-0AK



You can arrange the page layout so that 2-sided copies form a booklet when they are folded in half. You can also add a cover using different paper than that of the main document.

## Placing originals when making booklet copies

- Place originals of the same size. You cannot perform booklet copying for originals of different sizes.
- Place vertical originals in portrait orientation.



## IMPORTANT

### Usable Paper

- Booklet copying may not be available with some sizes and types of paper. If you use heavy paper for the cover, the machine may not copy onto the cover even when you configure the settings to do so, depending on the thickness of the paper. [Usable Paper for Booklet Printing \(P. 54\)](#)

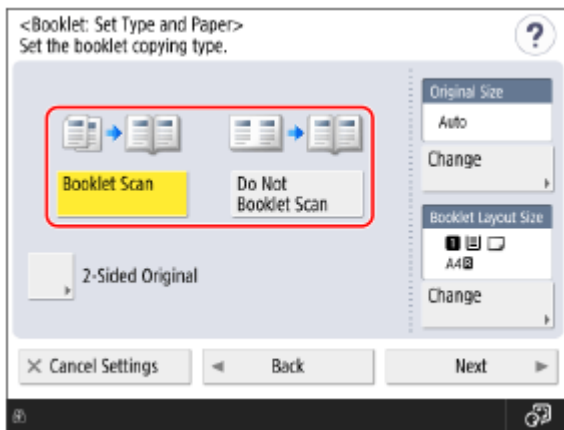
1

On the copy screen, press [Options] ► [Booklet]. [Copy Screen \(P. 585\)](#)

→ The [Booklet: Set Type and Paper] screen is displayed.

2

Select whether or not to arrange the pages in booklet layout.



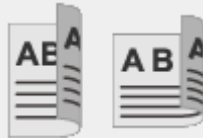
Normally, select [Booklet Scan]. If you are using an original with pages that are already arranged in booklet layout, select [Do Not Booklet Scan].

#### Performing Booklet Copying with 2-Sided Originals

Press [2-Sided Original], select how the original opens, and press [OK].

##### [Book Type]

Select this if the top and bottom orientation of the front and back sides of the original are the same.



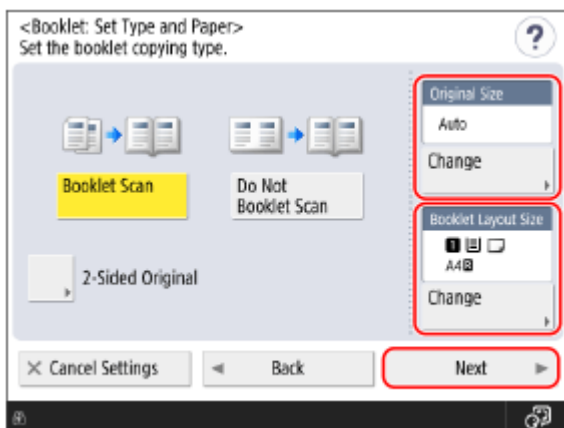
##### [Calendar Type]

Select this if the top and bottom orientation of the front and back sides of the original are opposite.



3

Select the original size and paper type as required, then press [Next].



→ The [Booklet: Finishing Settings] screen is displayed.

#### When Changing the Original Size



Press [Change] under [Original Size], select the size of the original, and press [OK].

#### When Changing the Paper to Use for Booklet Copying

Press [Change] under [Booklet Layout Size], select the paper to be used, and press [OK].

- On the screen for selecting the paper, you can press [  ] to check the details of the selected paper.
- The copy ratio (enlarge or reduce setting) is set automatically according to the selected paper size.
- To perform booklet copying for an original at 100% magnification, select the paper size of the original when spread open.

**Example:** When the size of the original is A4

- If A4 size (A4R) paper is selected in [Booklet Layout Size], each page is reduced to A5 size when copied.
- If A3 size paper is selected in [Booklet Layout Size], each page is copied at A4 size.

## 4 Configure the cover settings, as needed.

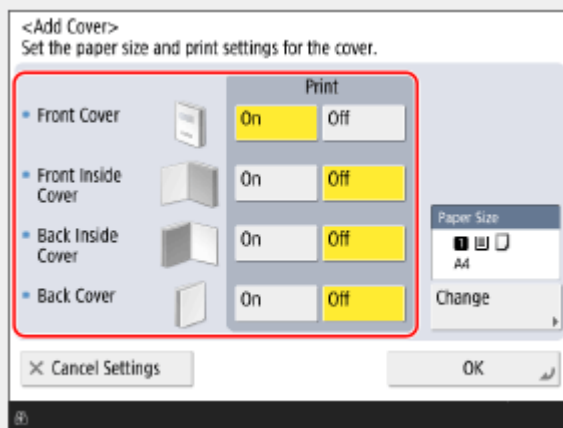
You can add a cover using different paper than that of the main document.

You can also copy the original onto the cover. Include the cover original in the normal original when you want to copy onto the cover.

### 1. Press [Add Cover].

→ The [Add Cover] screen is displayed.

### 2. Select whether to copy onto the cover.



Select whether to copy onto each page that forms the cover.

### 3. Select the paper to be used as the cover.

Press [Change] under [Paper Size], select the paper to be used, and press [OK].

- You can only select the same size of paper as that used for the main document.
- On the screen for selecting the paper, you can press [  ] to check the details of the selected paper.

### 4. Press [OK].

→ The [Booklet: Finishing Settings] screen is displayed again.

## 5 Configure the opening type, as needed.

Press [Opening Type], select the opening type, and press [OK].

[Left Opening]

In a spread-open layout, pages are ordered as left page, then right page.



[Right Opening]

In a spread-open layout, pages are ordered as right page, then left page.



6

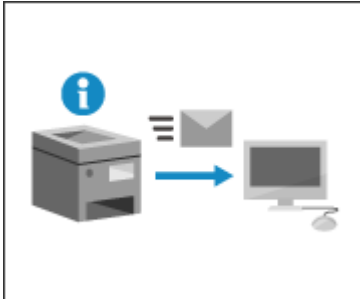
Press [OK] ► [Close].

→ The copy screen is displayed again.

# Useful Copy Functions

EK89-0AL

You can configure the machine to send e-mail notification when copying is complete.



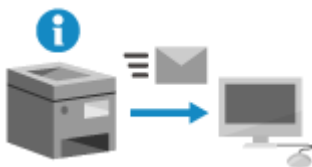
## 🔔 Sending an E-Mail Notice When Copying Is Completed (P. 625)

### NOTE

- Some functions cannot be set together at the same time with other functions. The setting buttons are grayed out for functions that cannot be set.

# Sending an E-Mail Notice When Copying Is Completed

EK89-0C1



You can configure the settings to send an e-mail notice when copying is completed. This enables you to check whether copying is completed from a computer or mobile device, even if you are away from the machine when making a large number of copies or when copying is reserved. You can set a destination registered in the Address Book (excluding destinations in a personal address list or user group address list) as the notice destination.

\* For the basic copy operations, see the following:

➤ **Copy Operations (P. 574)**

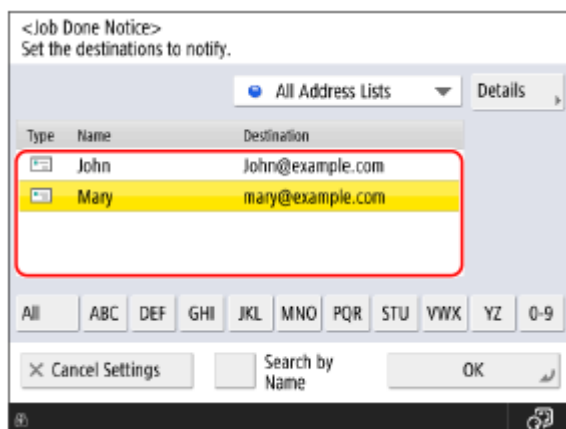
## Required Preparations

- The e-mail address to be used as the notice destination needs to be registered in the Address Book of the machine. ➤ **Registering Destinations (Address Book) (P. 276)**

1 On the copy screen, press [Options] ➤ [Job Done Notice]. ➤ **Copy Screen (P. 585)**

➔ The Address Book screen is displayed.

2 Select the destination (e-mail address) to be set as the notice destination.



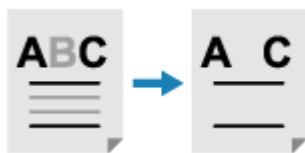
- You can filter the destinations displayed in the list by selecting the index at the bottom of the screen, [Search by Name], or an address list in the address list pulldown menu. ➤ **Address Book Screen (P. 277)**
- To display destinations with a set access number, press [Access No.] and enter the access number.

3 Press [OK] ➤ [Close].

➔ The copy screen is displayed again.

# Copying with a Specific Color Removed

EK89-0C2



You can copy originals with a specific color removed.

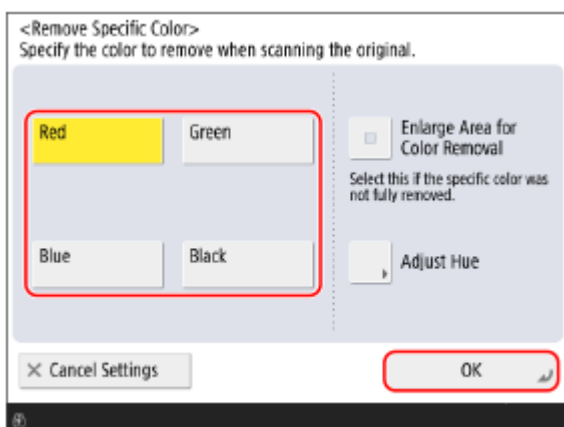
\* For the basic copy operations, see the following:

➤ **Copy Operations (P. 574)**

- 1 On the copy screen, press [Options] ➤ [Remove Specific Color]. ➤ **Copy Screen (P. 585)**

➔ The [Remove Specific Color] screen is displayed.

- 2 Select the color to remove, then press [OK].



- If the specified color is not removed, enable [Enlarge Area for Color Removal].
- If you selected [Red], [Green], or [Blue], you can press [Adjust Hue] to adjust the hue.

- 3 Press [Close].

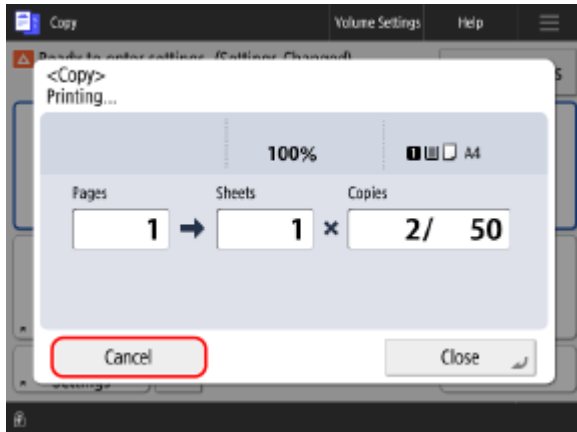
➔ The copy screen is displayed again.

# Canceling Copy Operations

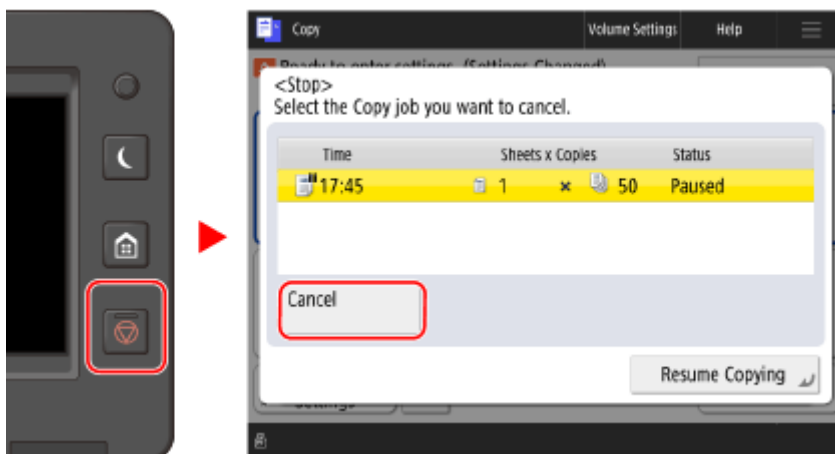
EK89-0C3

Follow the instructions on screen to cancel a copy operation.

- Press [Cancel].



- If the above screen is not displayed, press [  Stop ], select the job to cancel from the list of copy jobs, and press [Cancel].



\* If you log out while the above screen is displayed, all waiting jobs that you started before logging out will be canceled.

# Checking the Copy Status and Log

EK89-0C4

Processes handled by the machine, including copying, are managed as jobs. By checking the status and log of jobs, you can determine whether a copy job was performed correctly and the cause of errors that occur.

\* If the log is set to not be displayed, you can only check the copy status. ➤ **[Display Job Log] (P. 1164)**

➤ **Checking the Copy Status (P. 628)**

➤ **Checking the Log (P. 629)**

## NOTE

- You can restrict other users from performing operations on the jobs of the login user. ➤ **[Restrict Access to Other User Jobs] (P. 1163)**

## Checking the Copy Status

This section describes how to check the copy status using the control panel.

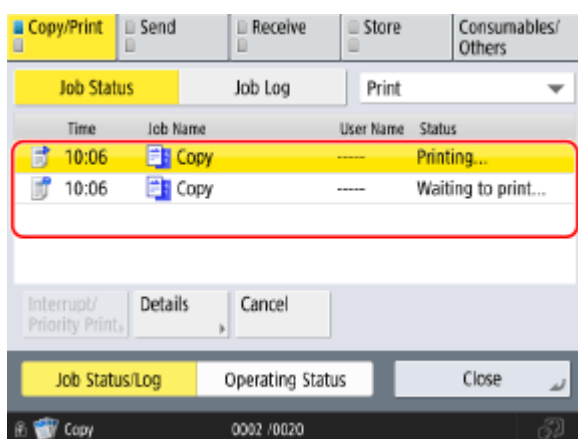
You can also use Remote UI from a computer to check the copy status. ➤ **Checking the Usage and Logs Using Remote UI (P. 906)**

- On the control panel, press [ Status Monitor] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**

→ The [Status Monitor] screen is displayed.

- Press [Copy/Print] ▶ [Job Status].

- Check the jobs being processed or waiting to be processed.



By selecting [Copy] in the pulldown menu at the top right of the screen, you can filter the list so that only copy jobs are displayed.

- Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

## 5 Check the number of sheets, number of copies, and other information.

### NOTE

Immediately Performing a Waiting Job

- In Step 3, you can select a job and press [Interrupt/Priority Print] to interrupt the jobs that are being processed or waiting to be processed, and perform the selected job. [▶ Interrupting with a Reserved Copy Job \(P. 579\)](#)

## Checking the Log

This section describes how to check the log using the control panel.

You can also use Remote UI from a computer to check the log. [▶ Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

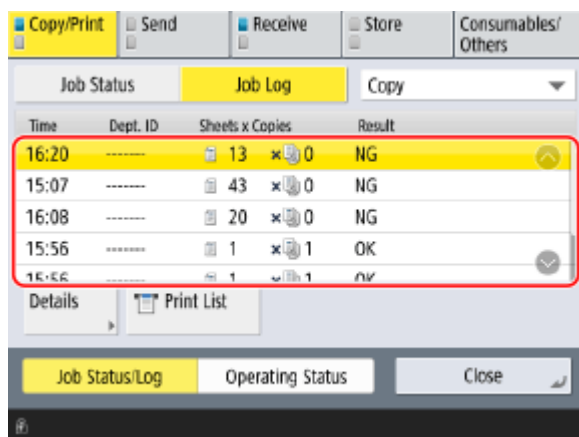
### 1 On the control panel, press [ Status Monitor] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [Status Monitor] screen is displayed.

### 2 Press [Copy/Print] ▶ [Job Log].

### 3 From the pulldown menu at the top right of the screen, select [Copy].

### 4 Check the completed copy jobs.



You can press [Print List] to print the copy log list.

### 5 Select a job with the details that you want to check, and press [Details].

→ The job details are displayed.

### 6 Check the number of printed pages, number of copies, and other information.

If [NG] Is Displayed for [Result]  
Copying was canceled, or an error occurred.



If a three-digit number preceded by "#" is displayed for [Error Code], you can check the cause and solution using the error code. ➤ **An Error Code Is Displayed (#xxx) (P. 1447)**

**NOTE**

**Number of Pages in Jobs Set to Skip Blank Pages**

- In the job details, [No. of Orig. Pages] displays the number of pages, including blank pages.
- To check the number of pages after skipping blank pages, check [Output Pages] displayed in the job details.

# Using Storage Space

|                                                                       |            |
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# Using Storage Space

EK89-0C5

You can use another machine, a server, or a USB memory device as external storage space.

## Using Another Machine or Server on the Network



Directly access and use Advanced Space on another machine or a file server (Windows server) on the network.

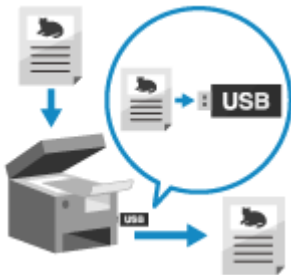
You can save data scanned with the machine to another machine or server, and you can operate or print files saved on another machine or server.

➤ **Preparations for Using Another Machine or Server on the Network (P. 634)**

➤ **Using Another Machine or Server on the Network (P. 638)**

\* If a folder dedicated to a login user (Personal Folder) has been configured, you can also directly access and use the Personal Folder.

## Using a USB Memory Device



You can save scanned data to a USB memory device connected to the machine and print files in the USB memory device.

You can also rename and delete files using the control panel of the machine, making it possible to organize data in the USB memory device without having to use a computer.

➤ **Preparations for Using a USB Memory Device (P. 637)**

➤ **Using a USB Memory Device (P. 645)**

# Preparations for Using a Storage Space

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EK89-0C6

To use a storage space, you must make preparations according to the storage space to be used.

## [Preparations for Using Another Machine or Server on the Network](#)

You must register the information for accessing another machine or server as a connection destination.

➤ **Preparations for Using Another Machine or Server on the Network (P. 634)**

## [Preparations for Using a USB Memory Device](#)

This enables saving of scanned data to a USB memory device and printing of files in a USB memory device.

➤ **Preparations for Using a USB Memory Device (P. 637)**

# Preparations for Using Another Machine or Server on the Network

EK89-OCE

To directly access and use Advanced Space on another machine or a file server (Windows server) on the network, you must register the information used to access that as a connection destination. To select a registered connection destination, on the control panel, press [Network] in [Scan and Store] or [Access Stored Files] in the [Home] screen.

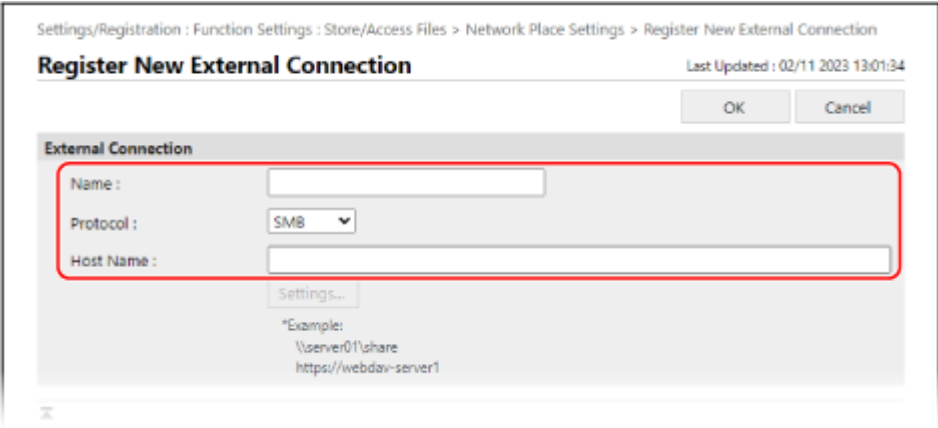
This section describes the procedure for using the Remote UI from a computer to register the Advanced Space of another machine.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. ➤[Network Place Settings] (P. 1133)

## Required Preparations

- Prepare the information for accessing the connection destination, including the host name or IP address of the connection destination and the method of opening the connection destination (communication protocol).

- 1 Log in to Remote UI. ➤**Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤**Remote UI Portal Page (P. 903)**
- 3 Click [Store/Access Files] ▶ [Network Place Settings].  
→ The [Network Place Settings] screen is displayed.
- 4 Click [Register New Connection Destination].  
→ The [Register New External Connection] screen is displayed.
- 5 Set the information of the connection destination.



[Name]

Enter the name of the connection destination.

The name is displayed in a list of connection destinations when you press [Network] in [Scan and Store] or [Access Stored Files].

[Protocol]

Select the opening method (communication protocol) of the connection destination.

- When the connection destination is opened as an SMB server, select [SMB].
- When the connection destination is opened as a WebDAV server, select [ WebDAV].

[Host Name]

Enter the network path of the connection destination.

#### When [SMB] Is Selected in [Protocol]

- When connecting to a Shared Space, enter the following:

Input example:

\\192.168.1.21\share

- When connecting to a Personal Space, enter the following:

Input example:

\\192.168.1.21\users

#### When [WebDAV] Is Selected in [Protocol]

Enter [Host Name], and click [Settings]. On the [Folder Path Settings] screen, enter [Folder Path], and click [OK].

- Enter the following into [Host Name]:

Input example:

https://192.168.1.21

- Enter the following into [Folder Path]:
  - When connecting to a Shared Space, enter "/share".
  - When connecting to a Personal Space, enter "/users".

6

Click [OK].

→ The registered connection destination is added to the [Network Place Settings] screen.

7

Log out from Remote UI.

#### IMPORTANT

- Do not register anything other than Advanced Space on another machine or Windows server as a connection destination. This can result in a malfunction.

#### NOTE

##### Editing the Information of a Registered Connection Destination

- Click the name of the connection destination you want to edit in the [Network Place Settings] screen to edit the registered information.

##### Restricting the Communication Protocol When Connecting

- By restricting the communication protocols that can be used when connected to Advanced Space on another machine or Windows server, you can increase security. ➤**[Protocol for External Reference] (P. 1133)**

##### Verifying the Server Certificate When Using TLS Encrypted Communication

- When the connection destination uses TLS, you can configure the settings to verify a server certificate sent from the connection destination. In the event of an error, the connection is terminated, reducing the risk of spoofing by a third party. ➤**[Confirm TLS Certificate for Network Access] (P. 1133)**

# Preparations for Using a USB Memory Device

EK89-OCF

This enables saving of scanned data to a USB memory device and printing of files in a USB memory device. By default, saving and printing are not allowed.

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[Use Scan/Print Function\] \(P. 1135\)](#) Administrator or DeviceAdmin privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Store/Access Files] ▶ [Memory Media Settings].  
→ The [Memory Media Settings] screen is displayed.
- 4 Select the [Use Scan Function] or [Use Print Function] checkbox, and click [OK].
- 5 Restart the machine. [▶Restarting the Machine \(P. 157\)](#)  
→ The settings are applied.

## NOTE

If a USB Memory Device Is Not Displayed or Recognized

- On the control panel, configure the settings to display [Memory Media] in [Scan and Store] or [Access Stored Files] in the [Home] screen. [▶\[Store Location Display Settings\] \(P. 984\)](#)
- When Use MEAP Driver for USB Storage Device is enabled, the USB memory device may not be recognized even if connected correctly. [▶\[Use MEAP Driver for USB Storage Device\] \(P. 1039\)](#)



# Using Another Machine or Server on the Network

EK89-0E1



Directly access and use Advanced Space on another machine or a file server (Windows server) on the network. You can save data scanned with the machine to another machine or server, and you can operate or print files saved on another machine or server.

\* If a folder dedicated to a login user (Personal Folder) has been configured, you can also directly access and use the Personal Folder.

\* To use another machine or server on the network, you must register the information for accessing another machine or server as a connection destination. ➤ **Preparations for Using Another Machine or Server on the Network (P. 634)**

➤ **Saving Scanned Documents to Another Machine or Server (P. 639)**

➤ **Operating Files on Another Machine or Server (P. 640)**

➤ **Printing a File on Another Machine or Server (P. 642)**

# Saving Scanned Documents to Another Machine or Server

EK89-0E2

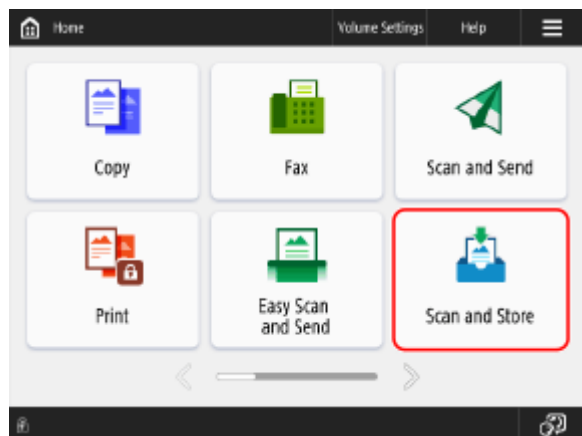
You can directly access data scanned with the machine and save it to Advanced Space on another machine or a file server (Windows server) on the network.

\* If a folder dedicated to a login user (Personal Folder) has been configured, you can directly access and save data to the Personal Folder.

## Required Preparations

- Register the information for accessing another machine or server as a connection destination. [▶ Preparations for Using Another Machine or Server on the Network \(P. 634\)](#)

On the control panel, scan a document with the machine from [Scan and Store] in the [Home] screen, and save the scanned data to another machine or server. [▶ Saving Scanned Data \(P. 430\)](#)



\* You can also scan a document from [Scan and Send] or [Access Stored Files] in the [Home] screen, and save the data to another machine or server.

- Using [Scan and Send] to save the data is useful if you want to send the scanned data to an e-mail address or other destination at the same time. [▶ Sending Scanned Data \(P. 420\)](#)
- Using [Access Stored Files] to save the data is useful if you want to print the saved file immediately with the machine. [▶ Operating Files on Another Machine or Server \(P. 640\)](#)

# Operating Files on Another Machine or Server

EK89-0E3

You can use the control panel of the machine to perform the following operations for files saved to Advanced Space on another machine or a file server (Windows server) on the network:

- Change file names
- Delete files
- Add files (save documents scanned with the machine)

\* If a folder dedicated to a login user (Personal Folder) has been configured, you can directly access and operate Personal Folder.

## Required Preparations

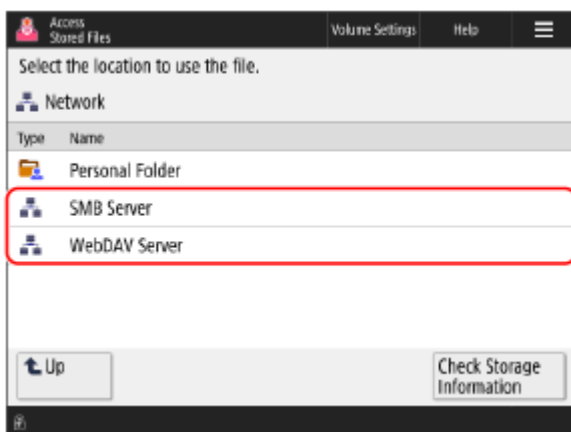
- Register the information for accessing another machine or server as a connection destination. [▶ Preparations for Using Another Machine or Server on the Network \(P. 634\)](#)

- 1 On the control panel, press [Access Stored Files] in the [Home] screen. [▶ \[Home\] Screen \(P. 165\)](#)

→ The screen for selecting the storage space is displayed.

- 2 Press [Network].

- 3 Select the other machine or server with the file you want to operate.

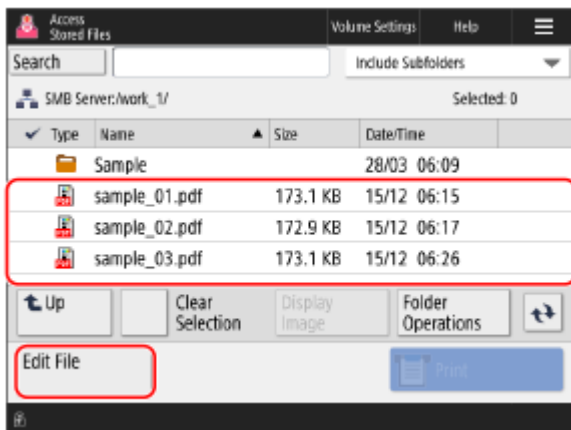


- To directly access and operate Personal Folder, select [Personal Folder].
- Press [Check Storage Information], select the connection destination, and press [Details] to check the protocol and path of the connection destination.
- If a login screen is displayed, enter the same user name and password used to log in to the other machine or server at the connection destination, and press [OK].

- 4 Display the folder with the file you want to operate.

## 5 Operate the file.

### ▶[Network] and [Memory Media] File Selection Screen (P. 654)



You can also press [Folder Operations] to create a folder.

#### When Changing the File Name

Select the file you want to rename, and press [Edit File] ▶ [Change File Name].  
Enter the file name, and press [OK] to change the file name.

#### When Deleting a File

Select the file you want to delete, and press [Edit File] ▶ [Delete] ▶ [Yes].  
\* You can select and delete up to 32 files in the same folder at a time.

#### When Adding Files (When Saving Documents Scanned with the Machine)

The procedure is the same as the scan operation and settings in [Scan and Store] except that the steps to display the scan screen are different. ▶ **Saving Scanned Data (P. 430)**

##### 1. Place the original. ▶ **Placing Originals (P. 204)**

If the screen for selecting the thickness of the original is displayed, select the thickness of the placed original.

##### 2. Press [Edit File] ▶ [Add Files (Scan and Store)].

→ The scan screen is displayed.

##### 3. Configure the scan settings. ▶ **Scan Settings (P. 450)**

##### 4. Press [ Start].

→ Scanning of the original starts.

#### IMPORTANT

When Performing Operations While Logged In to Another Machine or Server at the Connection Destination

- When you have completed your operations, be sure to press [Disconnect] or [Log Out] to log out.

# Printing a File on Another Machine or Server

EK89-0E4

You can use the control panel to directly print with the machine PDF, XPS, JPEG, and TIFF files saved to Advanced Space on another machine or a file server (Windows server) on the network.

\* If a folder dedicated to a login user (Personal Folder) has been configured, you can directly access and print from Personal Folder.

## Required Preparations

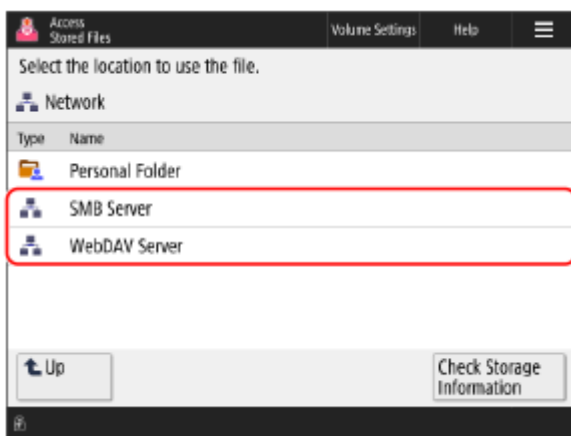
- Register the information for accessing another machine or server as a connection destination. [▶ Preparations for Using Another Machine or Server on the Network \(P. 634\)](#)

1 On the control panel, press [Access Stored Files] in the [Home] screen. [▶ \[Home\] Screen \(P. 165\)](#)

→ The screen for selecting the storage space is displayed.

2 Press [Network].

3 Select the other machine or server with the file you want to print.

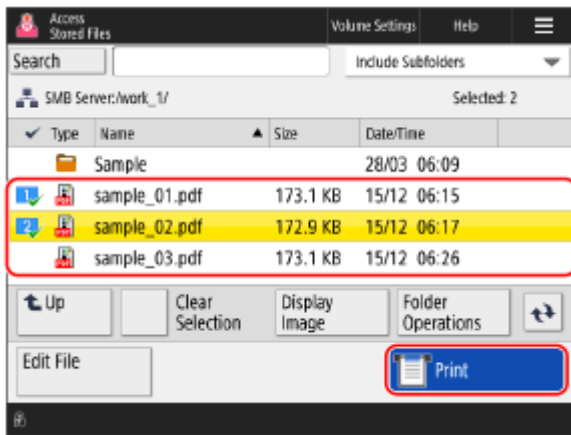


- To directly access and print from Personal Folder, select [Personal Folder].
- Press [Check Storage Information], select the connection destination, and press [Details] to check the protocol and path of the connection destination.
- If a login screen is displayed, enter the same user name and password used to log in to the other machine or server at the connection destination, and press [OK].

4 Display the folder with the file you want to print.

5 Select the file to print, and press [Print].

▶[Network] and [Memory Media] File Selection Screen (P. 654)



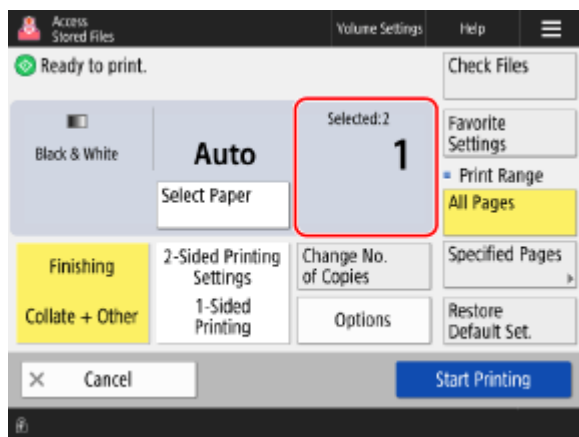
You can select and print up to 6 files in the same folder at a time.

\* When multiple files are selected, the files are printed in the order they were selected (order of checkbox numbers).

6 Select the paper to be used for printing, and press [OK].

- If you selected a PDF or XPS file in Step 5, you can skip this step. Proceed to Step 7.
- You can press [ ] to check the details of the selected paper.

7 Enter the number of prints using the numeric keys.



When multiple files are selected in Step 5, press [Change No. of Copies] and enter the number of prints.

8 Configure the print settings, as needed.

▶[Network] and [Memory Media] Print Settings Screen (P. 656)

Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose.

9 Press [Start Printing].

→ Printing starts.

- To cancel printing, press [Cancel]. ▶**When Canceling Printing Using the Control Panel (P. 398)**
- Use [ ] Status Monitor] to check the print job status and log. ▶**Viewing the Print Job Status and Log (P. 400)**

When the Password Input Screen Is Displayed

Enter the password to open the document or the authorization password set in the PDF file.

**IMPORTANT**

When Performing Operations While Logged In to Another Machine or Server at the Connection Destination

- When you have completed your operations, be sure to press [Disconnect] or [Log Out] to log out.

# Using a USB Memory Device

EK89-0E5



You can save scanned data to a USB memory device connected to the machine and print files in the USB memory device.

You can also rename and delete files using the control panel of the machine, making it possible to organize data in the USB memory device without having to use a computer.

\* To use a USB memory device, you must change the settings of the machine to enable saving and printing. ➤

## **Preparations for Using a USB Memory Device (P. 637)**

➤ **Saving Scanned Documents to a USB Memory Device (P. 646)**

➤ **Operating Files on a USB Memory Device (P. 647)**

➤ **Printing Files in a USB Memory Device (P. 650)**



# Saving Scanned Documents to a USB Memory Device

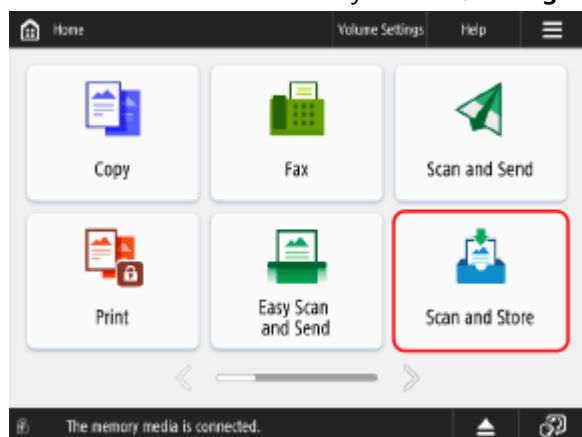
EK89-0E6

You can save data scanned with the machine to a USB memory device connected to the machine. This is convenient when using scanned data on a computer without a network connection or when on the go.

## Required Preparations

- The settings enable saving of scanned data to a USB memory device. [▶ Preparations for Using a USB Memory Device \(P. 637\)](#)

On the control panel, scan a document with the machine from [Scan and Store] in the [Home] screen, and save the scanned data to a USB memory device. [▶ Saving Scanned Data to a USB Memory Device \(P. 434\)](#)

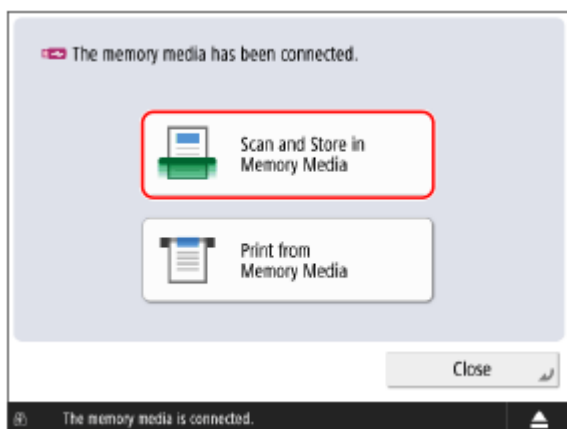


\* You can also scan a document from [Access Stored Files] in the [Home] screen, and save it to a USB memory device. Using [Access Stored Files] to save the data is useful if you want to print the file immediately with the machine. [▶ Operating Files on a USB Memory Device \(P. 647\)](#)

## NOTE

When the Shortcut Screen Is Displayed with a USB Memory Device Connected

- When a shortcut screen with available functions is displayed after inserting a USB memory device into the machine, you can press [Scan and Store in Memory Media] to immediately save data from [Scan and Store].



# Operating Files on a USB Memory Device

EK89-0E7

You can use the control panel of the machine to perform the following operations for files saved to a USB memory device inserted into the machine:

- Change file names
- Delete files
- Add files (save documents scanned with the machine)

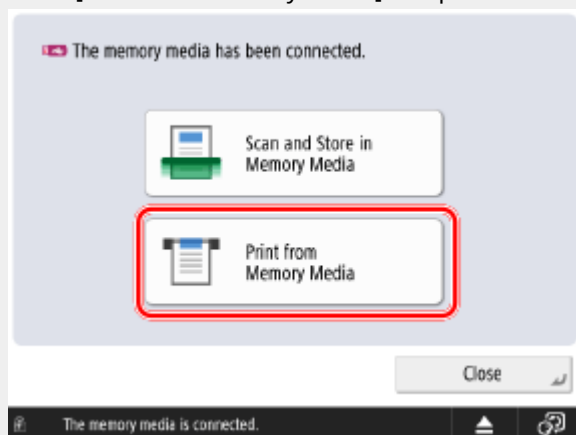
## Required Preparations

- Configure the settings to print data in a USB memory device. [▶Preparations for Using a USB Memory Device \(P. 637\)](#)

- 1 Insert a USB memory device into the USB port on the machine. [▶Inserting and Removing a USB Memory Device \(P. 332\)](#)

When the Shortcut Screen of Available Functions Is Displayed

Press [Print from Memory Media] and proceed to Step [4](#).



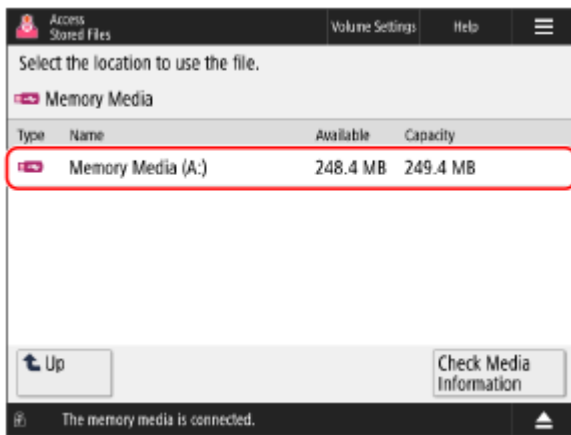
- 2 On the control panel, press [Access Stored Files] in the [Home] screen. [▶\[Home\] Screen \(P. 165\)](#)

→ The screen for selecting the storage space is displayed.

- 3 Press [Memory Media].

4

Select the USB memory device with the file you want to operate.



Press [Check Media Information], select the USB memory device, and press [Details] to check the serial number and available capacity of the USB memory device.

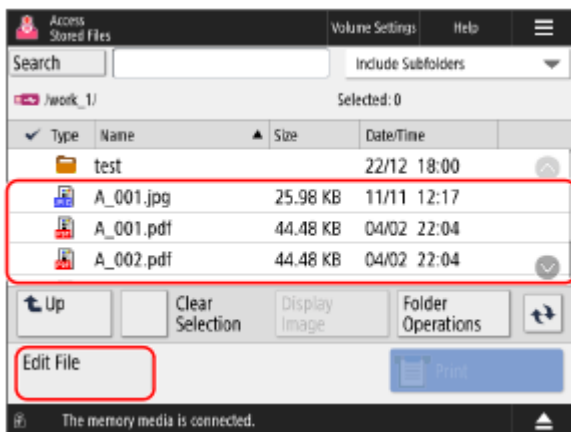
5

Display the folder with the file you want to operate.

6

Operate the file.

► [Network] and [Memory Media] File Selection Screen (P. 654)



Press [Folder Operations] to create a folder or change its name.

#### When Changing the File Name

Select the file you want to rename, and press [Edit File] ► [Change File Name].  
Enter the file name, and press [OK] to change the file name.

#### When Deleting a File

Select the file you want to delete, and press [Edit File] ► [Delete] ► [Yes].  
\* You can select and delete up to 32 files in the same folder at a time.

#### When Adding Files (When Saving Documents Scanned with the Machine)

The procedure is the same as the scan operation and settings in [Scan and Store] except that the steps to display the scan screen are different. ► **Saving Scanned Data (P. 430)**

##### 1. Place the original. ► **Placing Originals (P. 204)**

If the screen for selecting the thickness of the original is displayed, select the thickness of the placed original.

##### 2. Press [Edit File] ► [Add Files (Scan and Store)].

→ The scan screen is displayed.

3. Configure the scan settings. ➤ **Scan Settings (P. 450)**

4. Press [ Start].

→ Scanning of the original starts.

7

When the operation is completed, remove the USB memory device. ➤ **Removing the USB Memory Device (P. 333)**

# Printing Files in a USB Memory Device

EK89-0E8

You can directly print PDF, XPS, JPEG, or TIFF files in a USB memory device inserted into the machine from the control panel.

This is convenient when printing files on a computer without a network connection or from an external device.

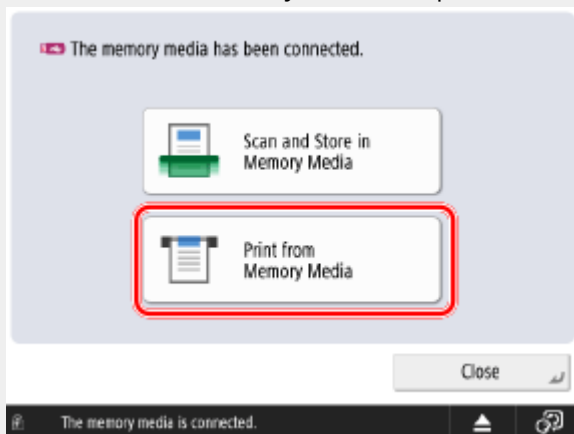
## Required Preparations

- Configure the settings to print data in a USB memory device. [▶Preparations for Using a USB Memory Device \(P. 637\)](#)

- 1 Insert a USB memory device into the USB port on the machine. [▶Inserting and Removing a USB Memory Device \(P. 332\)](#)

When the Shortcut Screen of Available Functions Is Displayed

Press [Print from Memory Media] and proceed to Step **4**.



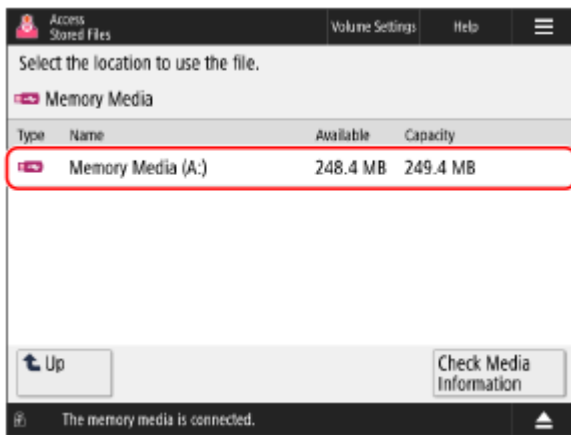
- 2 On the control panel, press [Access Stored Files] in the [Home] screen. [▶\[Home\] Screen \(P. 165\)](#)

→ The screen for selecting the storage space is displayed.

- 3 Press [Memory Media].

4

Select the USB memory device with the file you want to print.



Press [Check Media Information], select the USB memory device, and press [Details] to check the serial number and other information of the USB memory device.

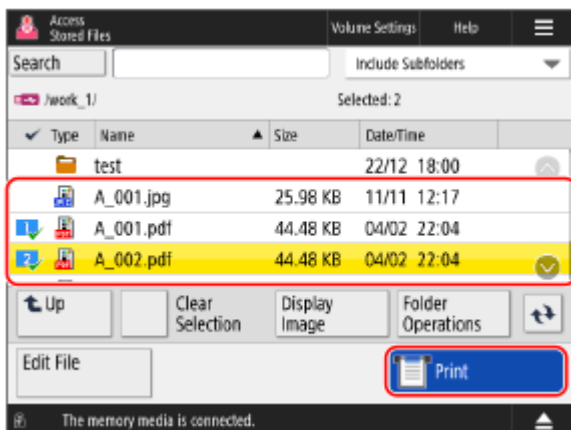
5

Display the folder with the file you want to print.

6

Select the file to print, and press [Print].

►[Network] and [Memory Media] File Selection Screen (P. 654)



You can select and print up to 6 files in the same folder at a time.

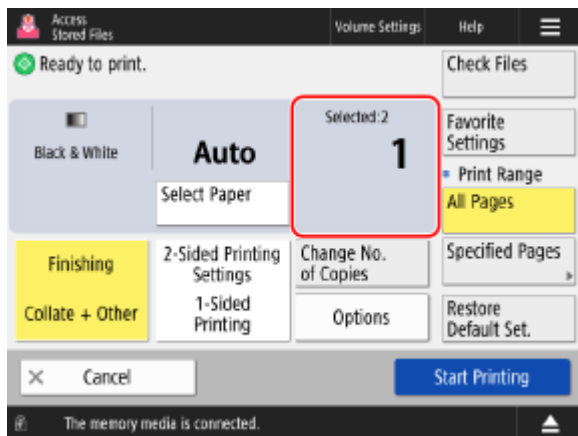
\* When multiple files are selected, the files are printed in the order they were selected (order of checkbox numbers).

7

Select the paper to be used for printing, and press [OK].

- If you selected a PDF or XPS file in Step 6, you can skip this step. Proceed to Step 8.
- You can press [ ] to check the details of the selected paper.

8 Enter the number of prints using the numeric keys.



When multiple files are selected in Step 6, press [Change No. of Copies] and enter the number of prints.

9 Configure the print settings, as needed.

▶[Network] and [Memory Media] Print Settings Screen (P. 656)

Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose.

10 Press [Start Printing].

→ Printing starts.

- To cancel printing, press [Cancel]. ▶**When Canceling Printing Using the Control Panel (P. 398)**
- Use [  Status Monitor] to check the print job status and log. ▶**Viewing the Print Job Status and Log (P. 400)**

When the Password Input Screen Is Displayed

Enter the password to open the document or the authorization password set in the PDF file.

11 When printing is completed, remove the USB memory device. ▶**Removing the USB Memory Device (P. 333)**

# [Access Stored Files] Screen

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EK89-0E9

When you press [Access Stored Files] in the [Home] screen on the control panel, the screen for selecting the following storage spaces is displayed:

- [Network]: Advanced Space or Windows server on another machine on the network
- [Memory Media]: USB memory device inserted into the machine

🔍 [Network] and [Memory Media] File Selection Screen (P. 654)

🔍 [Network] and [Memory Media] Print Settings Screen (P. 656)



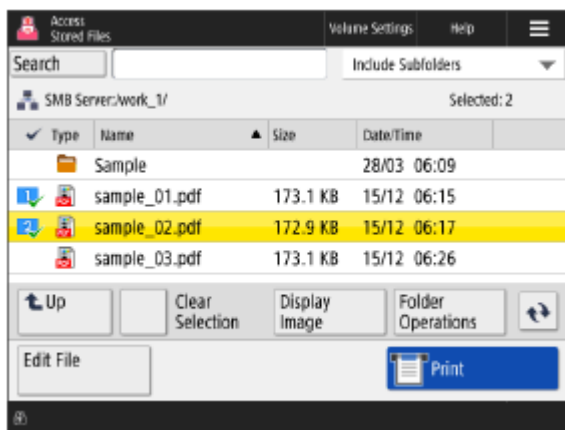
# [Network] and [Memory Media] File Selection Screen

EK89-0EF

On the control panel, press [Access Stored Files] in the [Home] screen, and select a storage space to display the file selection screen.

Use this screen to select a file to print.

Select a file and press the buttons to perform various operations. You can also operate a folder such as creating or deleting a folder.



## Selecting a File

When you select a file, it is given a checkmark and a number. When you print multiple files at the same time, the files are printed in numerical order.

## Checking the File Information and Details

- Select a file and press [Edit File] ► [Details] at the bottom of the screen to check the file store location, update date and time, and other details.  
You can also change the file name from the [Details] screen.
- Select a file and press [Display Image] at the bottom of the screen to display a preview screen and check the file details.  
You can also print from the preview screen.

## Operating a File

Select a file and press [Edit File] at the bottom of the screen to change the file name or delete the file. You can also scan a document and save the data to a storage space. ➤ **Operating Files on Another Machine or Server (P. 640)**

## Operating a Folder

Press [Folder Operations] in the right of the screen to create a folder or change its name.

### Creating a Folder

On the [Folder Operations] screen, press [Create Folder], enter the folder name, and press [OK].

### Checking the Folder Information or Changing the Folder Name

On the [Folder Operations] screen, select a folder and press [Details] to check the folder location, update date and time, and other details.

\* The following operations are not available:

- Deleting a folder on another machine, server, or USB memory device

- Changing the name of a folder on another machine or server

### Printing a File

Select a file and press [Print] at the bottom of the screen to display the print settings screen.

Use the print settings screen to set the number of prints.

➤ [Network] and [Memory Media] Print Settings Screen (P. 656)

➤ Printing a File on Another Machine or Server (P. 642)

➤ Printing Files in a USB Memory Device (P. 650)

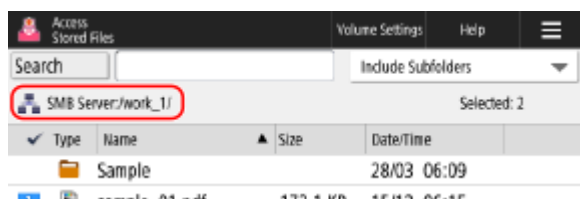
### NOTE

Searching for a Folder or File

- Press [Search] at the top left of the screen, and enter part of the folder or file name to display a list of corresponding folders or files only.

Checking the Folder Location

- The icon and hierarchy of the storage space are displayed at the top left of the screen.



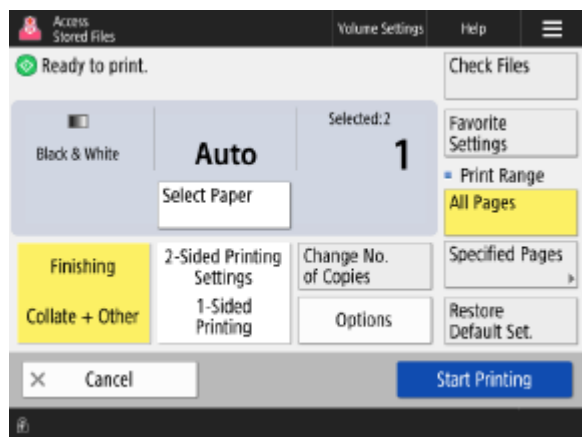
[  ]: Other machine or server on the network

[  ]: USB memory device

# [Network] and [Memory Media] Print Settings Screen

EK89-0EH

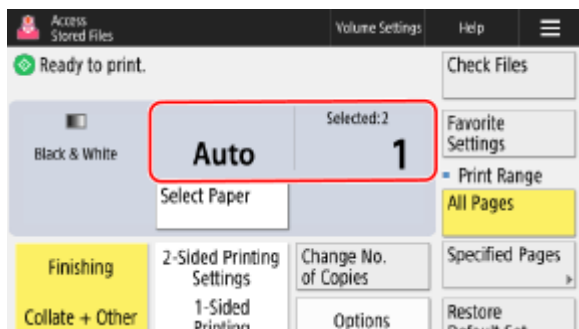
On the file selection screen in a storage space, select a file and press [Print] to display the print settings screen. Use this screen to set the number of prints and other print settings. You can also set 2-sided printing, adjust the image quality, and configure other settings to suit your document and purpose. After checking or changing the print settings, press [Start Printing] to perform printing.



\* Depending on the setting, the reference for the description here is the description when copying. Replace "copy" with "print" when referring to it. The description may also include settings that cannot be configured for printing.

## Checking and Changing the Print Settings

The currently set paper to be used and number of prints are displayed in the center of the screen. Check these settings to ensure correct printing.



- To change the number of prints, enter the value directly using the numeric keys.  
When multiple files are selected, press [Change No. of Copies] and enter the number of prints.  
\* The number of selected files is displayed above the number of prints.
- To change the paper to be used, press [Select Paper].

## Configuring the Various Print Settings

The following settings are available:

\* When files with different formats are selected at the same time, such as a PDF file and JPEG file, you can only set [2-Sided Printing].

[Finishing] (PDF and XPS files only)

You can set sorting, stapling, and other finishing functions. ➤ **Configuring the Finishing Functions (P. 614)**

[2-Sided Printing]

When printing on both sides of the paper, select [Long Edge Binding] or [Short Edge Binding].

- [Long Edge Binding]: Performs 2-sided printing with the bound side on the long edge of the paper.
- [Short Edge Binding]: Performs 2-sided printing with the bound side on the short edge of the paper.

\* When printing on both sides of the paper for a PDF file with different sizes for the front and back pages, you must manually set the paper to be used.

When the paper to be used is set to [Auto], data is printed on paper that matches the size of each page without performing 2-sided printing.

[Print Range]

When printing a document with multiple pages, select whether to print all pages or specify a range of pages to print.

When specifying a range of pages, press [Specified Pages], and enter the first and last pages.

[Options]

Configure booklet printing, adjust the image quality, and configure the other print settings.

➤[Options] Screen (PDF and XPS Files) (P. 657)

➤[Options] Screen (JPEG and TIFF Files) (P. 658)

### Clearing the Print Settings

To clear changed print settings, press [Restore Default Set.] at the bottom right of the screen.

### Printing a File

Press [Start Printing] at the bottom right of the screen to perform printing.

#### NOTE

Registering Frequently Used Settings from [☰]

- You can register the current settings as "Favorite Settings" to easily call up these settings from the print settings screen, as needed. ➤**Registering and Recalling Favorite Settings (P. 190)**
- By registering the current settings as buttons on the [Home] screen, you can call up these settings from the [Home] screen with a single click of a button. ➤**Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)**
  - \* When using a USB memory device, you cannot add a button to the [Home] screen.
- You can also register the current settings as default settings. ➤**Changing the Default Settings (P. 195)**

Checking the File Information and Details

- Press [Check Files] at the top right of the screen to display the information of the selected file.
- On the [Check Files] screen, select a file and press [Details] to check the file store location, update date and time, and other details.
- On the [Check Files] screen, select a file and press [Display Image] to display a preview screen and check the file details.

When the Number of Pages That Can Be Printed during Department ID Management Is Restricted

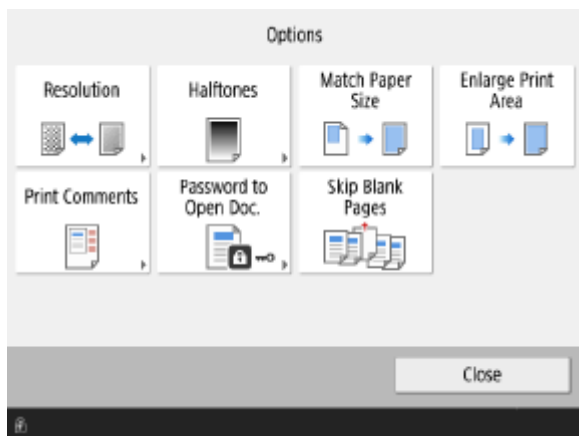
- The number of pages that can be printed by the logged-in Department ID is displayed at the top of the screen.



### [Options] Screen (PDF and XPS Files)

On the print settings screen, press [Options] to display the [Options] screen.

Press the buttons on this screen to configure the detailed print settings. After configuring the print settings, press [Close] to return to the print settings screen.



#### [Resolution]

Specify the resolution to be used for print data processing.  
To print at a higher resolution, set to [Superfine (1200 dpi)].

#### [Halftones]

Set the printing method when reproducing halftones (the intermediate range between the lighter and darker areas of an image). For details about the settings, see the following:

➤ **[Halftones] (P. 1224)** (PDF files)

➤ **[Halftones] (P. 1226)** (XPS files)

#### [Match Paper Size]

Enlarges or reduces the document according to the paper to be used for printing.

\* The document is enlarged or reduced while maintaining the aspect ratio of the document.

#### [Enlarge Print Area]

Enlarges the print area to the edge of the paper without providing margins around the paper.

\* Depending on the document, part of the edge of the printed image may not be printed, or the paper may be partly smudged.

#### [Print Comments]

Specify whether to print comments in a PDF file.

When this is set to [Auto], comments specified for printing in the PDF file are printed.

#### [Password to Open Doc.]

When a PDF file has security settings, enter the password according to the setting of the PDF file.

#### When a Password for Opening the Document or an Authorization Password Is Set

Enter the password to open the document or the authorization password in [Encryption Password].

\* Enter an authorization password in the following cases:

- When printing a PDF file that is prohibited from being printed
- When printing a PDF file that only allows low-resolution printing at high resolution

\* When printing multiple PDF files with configured security settings, you can only print files with the same password.

#### [Skip Blank Pages]

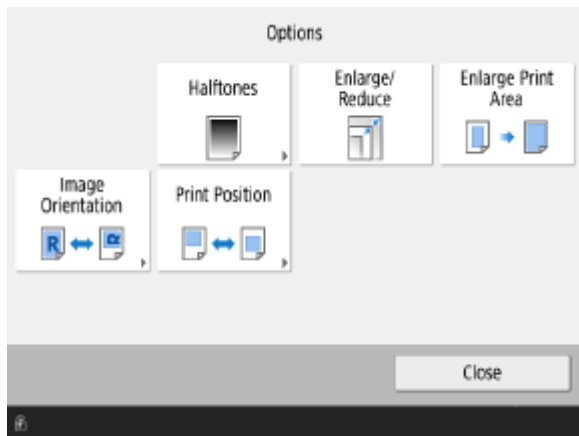
Does not output pages that have been determined to be blank when printing.

\* Depending on the document, a page may not be determined to be blank even if there is nothing on it.

## [Options] Screen (JPEG and TIFF Files)

On the print settings screen, press [Options] to display the [Options] screen.

Press the buttons on this screen to configure the detailed print settings. After configuring the print settings, press [Close] to return to the print settings screen.



#### [Halftones]

Set the printing method when reproducing halftones (the intermediate range between the lighter and darker areas of an image). For details about the settings, see the following:

#### 🔗[Halftones] (P. 1221)

#### [Enlarge/Reduce]

Enlarges or reduces the image according to the paper to be used for printing.

- The image is enlarged or reduced while maintaining the aspect ratio of the image.
- When the image is larger than the printable area, the image is reduced to fit in the printable area regardless of the [Enlarge/Reduce] setting.
- When this is set to [Enlarge/Reduce], even if the print position in a tag of a TIFF file is specified, it will be disabled.

#### [Enlarge Print Area]

Enlarges the print area to the edge of the paper without providing margins around the paper.

\* Depending on the image, part of the edge of the printed image may not be printed, or the paper may be partly smudged.

#### [Image Orientation]

Specify the orientation of the image when printing.

When this is set to [Auto], the aspect ratio of the image is determined automatically, and the image is printed in portrait orientation if the vertical dimension is greater or it is printed in landscape orientation if the horizontal dimension is greater.

#### [Print Position]

Set the image print position.

When this is set to [Auto], the image is printed according to the print position specified in the tag of the TIFF file. If the print position is not specified, or when printing a JPEG file, the image is printed in the center of the paper.

# Linking with Mobile Devices

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# Linking with Mobile Devices

EK89-0EJ

The machine can be operated from a smartphone, tablet, or other mobile device. By using a compatible application or service, you can easily print photos or documents through a mobile device and save data scanned with the machine to the same device.

The applications and services that are available vary depending on the mobile device you are using.

## iPhone, iPad, iPod touch, Mac

### Canon PRINT (iPhone/iPad only)

Dedicated Canon application. Enables printing and scanning. It also supports User Authentication and Department ID Management.

➤ **Using a Dedicated Application to Print and Scan (Canon PRINT) (P. 677)**

### AirPrint

This function is standard in the OS. You can print from applications that support AirPrint without having to install a dedicated application or driver.

In addition, you can use AirPrint to print from a Mac. You can also scan data and send faxes with a Mac.

➤ **Preparations for Using AirPrint (P. 667)**

➤ **Using AirPrint to Print and Scan Data and Send Faxes (P. 679)**

➤ **Registering the IPP Print Settings (P. 683)**

## Android Devices

### Canon PRINT

Dedicated Canon application. Enables printing and scanning. It also supports User Authentication and Department ID Management.

➤ **Using a Dedicated Application to Print and Scan (Canon PRINT) (P. 677)**

### Canon Print Service

Dedicated Canon plugin. Enables printing from any application. It also supports Department ID Management.

➤ **Using a Dedicated Plugin to Print and Scan (Canon Print Service) (P. 685)**

### Mopria® Print Service

Common plugin for Mopria® certified printers and multifunction machines. Enables printing and scanning from any application without having to install a dedicated plugin or application for individual manufacturers.

➤ **Preparing to Print and Scan from an Android or Chrome OS Device (P. 670)**

➤ **Using Mopria® to Print and Scan (P. 678)**

### Default Print Service

This function is standard in the OS. It enables printing from any application without having to install a dedicated application or plugin.

➤ **Preparing to Print and Scan from an Android or Chrome OS Device (P. 670)**

➤ **Using the OS Standard Function to Print and Scan Data (Default Print Service) (P. 685)**

## Chromebook or Other Device with Chrome OS

Print and scan using the function standard in Chrome OS without having to install a dedicated application or printer driver.

➤ **Preparing to Print and Scan from an Android or Chrome OS Device (P. 670)**

➤ **Printing and Scanning from a Chrome OS Device (P. 687)**



## Windows Phone

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Print using the function standard in Windows 10 Mobile without having to install a dedicated application or printer driver.

➤ **Printing from a Windows 10 Mobile Device (P. 688)**

### IMPORTANT

When Applying a Security Policy

- When [Restrict IPP Port (Port Number: 631)] or [Restrict mDNS Port (Port Number: 5353)] is enabled, you cannot use AirPrint, Mopria® Print Service, or Default Print Service. In addition, you cannot print from Chrome OS. ➤  
**Security Policy Items (P. 867)**

### NOTE

Using the Address Book on a Mobile Device

- When sending scanned data by e-mail with the machine, you can use Canon PRINT to specify a destination registered to the address book on a mobile device. ➤ **Specifying Destinations (Address Book on a Mobile Device) (P. 329)**

Changing the Detailed Settings of the Machine

- Depending on the usage environment, you may have to change the settings of the machine to link to mobile devices. For details, see the Setup for Linking with Mobile Devices Administrator Guide on the online manual site.

**<https://oip.manual.canon/>**

# Preparations for Linking with Mobile Devices

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EK89-0EK

To directly connect a mobile device to the machine, to use AirPrint, or to print from an Android or Chrome OS device, you must first configure the settings on the machine.

- **Preparations for Direct Connection (P. 664)**
- **Preparations for Using AirPrint (P. 667)**
- **Preparing to Print and Scan from an Android or Chrome OS Device (P. 670)**

# Preparations for Direct Connection

Enable the direct connection function of the machine. If the machine is not connected to a network, you must check the network connection type settings in advance.

- ▶ **Access Point Mode (P. 664)**
- ▶ **Checking the Network Connection Type of the Machine (P. 664)**
- ▶ **Enabling the Direct Connection Function (P. 665)**

## Access Point Mode

The direct connection function of the machine uses the access point mode.

- In the Wi-Fi settings of the mobile device, select the SSID (network name) of the machine, and enter the network key (password) to connect the mobile device. Instead of manually configuring the Wi-Fi settings, you can scan the QR code displayed on the screen of the machine with a mobile device to connect.
- You can directly connect up to five mobile devices at the same time.
  - \* The default setting is for only one mobile device.
- You can configure the settings to always allow a mobile device to directly connect to the machine.
  - \* By default, you must use the control panel to put the machine into waiting state when you want to establish a direct connection.

## Checking the Network Connection Type of the Machine

If the machine is not connected to a network (wired or wireless LAN), use the control panel to check that the network connection mode is set to wired LAN (including a sub line).

If the machine is connected to a network, you do not have to check this.

Administrator or NetworkAdmin privileges are required to check the network connection type settings.

- 1 Log in to the machine as an administrator. ▶ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ▶ **[Home] Screen (P. 165)**
  - The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Select Interface].
  - The [Select Interface] screen is displayed.
- 4 Check that [Main Line] is set to [Wired LAN], and check that [Sub Line] is set to [Off] or [Wired LAN].
 

If the connection type is set to wired LAN, you can establish a direct connection even if the machine is not connected to a network.

When [Main Line] or [Sub Line] Is Set to [Wireless LAN]

When the machine is not connected to a wireless LAN, a direct connection cannot be established. Change [Main Line] and [Sub Line] to a setting other than [Wireless LAN], or connect the machine to a wireless LAN. [▶Connecting to a Wireless LAN \(P. 110\)](#)

**5** Press [OK].

## Enabling the Direct Connection Function

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[Direct Connection Settings\] \(P. 1028\)](#)

Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

### Required Preparations

- Enable usage of IPv4 addresses. [▶Setting the IPv4 Address \(P. 119\)](#)

**1** Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)

**2** On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)

**3** Click [Network Settings] ▶ [Direct Connection Settings].

→ The [Direct Connection Settings] screen is displayed.

**4** Select the [Use Direct Connection] checkbox.

**5** Configure the Direct Connection function, as needed.

### To Change the Time until the Connection Is Terminated Automatically

In [Time Until Direct Connection Session Is Terminated], enter the time period of the direct connection until it is terminated. When multiple mobile devices are connected, they will be disconnected after the time period elapses since the last started connection.

\* If you do not want the connection to be terminated automatically, set this to "0 minutes."

### To Change the IP Address for Connection

In [IP Address for Direct Connection], enter any IP address.

**6** Configure the SSID and network key.

By default, the SSID and network key of the machine are automatically assigned a random character string each time direct connection is performed.

Configure the settings to use a separate SSID and network key for each login user, or manually set a fixed SSID and network key, as needed.

- When connecting multiple mobile devices at the same time, you must specify a fixed SSID and network key.
- You cannot set a fixed SSID and network key when the settings are configured to use a separate SSID and network key for each login user.

### To Use a Separate SSID and Network Key for Each Login User

In [SSID/Network Key Settings], select the [Use Personal SSID and Network Key] checkbox.

To display the login name as the user name for print jobs when connected with Direct Connection, in [Display User Name for Print Jobs], select the [Use Login Name as User Name for Print Jobs] checkbox.

- When the [Use Personal SSID and Network Key] checkbox is selected, only one mobile device can be directly connected to the machine at any one time.
- Use the control panel to specify the SSID and network key for each user. You can also configure the settings to have the machine enter the waiting state for Direct Connection automatically at login. [▶Customizing the Display and Operations for Individual Users \(Personal Settings\) \(P. 198\)](#)

### To Specify the SSID and Network Key (When Connecting Multiple Mobile Devices at the Same Time)

In [SSID/Network Key Settings], select the [Specify SSID to Use] and [Specify Network Key to Use] checkboxes, and enter an SSID and network key using single-byte alphanumeric characters.

### To Allow Mobile Devices to Always Connect to the Machine

By default, you must use the control panel to put the machine into waiting state when you want to establish a direct connection.

To allow mobile devices to always connect to the machine, in [SSID/Network Key Settings], specify the SSID and network key, and select the [Always Keep Enabled If SSID/Network Key Is Specified] checkbox in [Keep Connection Enabled].

7 Click [OK].

8 Restart the machine. [▶Restarting the Machine \(P. 157\)](#)

→ The settings are applied.

# Preparations for Using AirPrint

Set the basic information that is required to use AirPrint. In addition, configure the settings related to the functions and security that will be used, according to your usage and environment.

➤ **Setting the Basic Information of AirPrint (P. 667)**

➤ **Setting the Functions and Security to Be Used with AirPrint (P. 668)**

## NOTE

When Using User Authentication or Department ID Management

- User information and Department IDs cannot be specified with AirPrint. To use AirPrint while using User Authentication or Department ID Management, you must configure the settings so as not to restrict printing, scanning, or sending faxes from a computer whose user information or Department ID is unknown.

➤ **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**

➤ **Enabling Department ID Management (P. 748)**

## Setting the Basic Information of AirPrint

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. You cannot use the control panel to configure some of the settings. ➤ **[Network] (P. 995)**  
Administrator or NetworkAdmin privileges are required.

**1** Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**

**2** On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**

**3** Click [Network Settings] ► [AirPrint Settings].

→ The [AirPrint Settings] screen is displayed.

**4** Select the [Use AirPrint] checkbox.

**5** Specify whether to display errors for AirPrint.

To display error messages on the control panel when there is a problem with the print data of AirPrint and printing does not match the data, select the [Display Errors for AirPrint] checkbox.

\* Even if the checkbox is not selected, [Error] is displayed in the print job log.

**6** Enter the printer name.

- In [Printer Name], enter a name to identify the machine, using single-byte alphanumeric characters.
- If mDNS of IPv4 is set, the same name as that of mDNS is entered for the printer name. If you change the printer name, the mDNS name is also changed.

\* When you change the set printer name or mDNS name, the Mac that was connected to the machine may no longer be able to connect to it. In this case, you must re-register the machine on the Mac.

## 7 Enter the location and longitude and latitude of the machine, as needed.

If the location of the machine is set in [Settings/Registration] ► [Device Management] ► [Device Information Settings], the same character string is entered for the location. When you change the location set in AirPrint Settings, the location set in Device Information Settings is also changed.

## 8 Click [OK].

→ The settings are applied.

## 9 Log out from Remote UI.

### NOTE

- When the AirPrint function is enabled, the following network settings are also enabled.
  - HTTP ► **[Use HTTP] (P. 1009)**
  - IPP Print ► **[IPP Print Settings] (P. 1007)**
  - mDNS (IPv4/IPv6) ► **[mDNS Settings] (P. 1019)**
    - \* The mDNS setting for IPv6 is fixed to use the same mDNS name as IPv4.
  - Network Link Scan ► **[Use Network Link Scan] (P. 1012)**

## Setting the Functions and Security to Be Used with AirPrint

AirPrint uses the following protocols:

- IPP (printing and sending faxes)
- Network Link Scan (scanning)

The protocol to use varies with the function. Therefore, you can restrict the available functions by disabling the protocols. In addition, you can configure the settings to encrypt communication with TLS and configure IPP authentication when using a protocol.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [⚙ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. ► **[Network] (P. 995)**

Administrator or NetworkAdmin privileges are required.

### Required Preparations

- When encrypting communication with TLS, specify the key and certificate to use for TLS encrypted communication. ► **Using TLS (P. 788)**

## 1 Log in to Remote UI as an administrator. ► **Starting Remote UI (P. 899)**

## 2 On the Portal page of Remote UI, click [Settings/Registration]. ► **Remote UI Portal Page (P. 903)**

3 Click [Network Settings] ► [IPP Print Settings] or [Network Link Scan Settings].

→ The [IPP Print Settings] screen or [Network Link Scan Settings] screen is displayed.

4 Configure the IPP or Network Link Scan settings.

When Restricting the Functions to Use

Clear the [Use IPP] or [Use Network Link Scan] checkboxes.

- When you clear the [Use IPP] checkbox, printing and sending faxes with AirPrint are no longer possible.
- When you clear the [Use Network Link Scan] checkbox, scanning with AirPrint is no longer possible.

When Encrypting Communication with TLS

Select the [Allow When Using TLS] or [Use TLS] checkbox.

When Setting IPP Authentication

Select the [Use Authentication] checkbox.

The user name and password used for IPP authentication become the user information of the machine. Printing or sending faxes with AirPrint now requires authentication, and only users who are registered to the machine can use these functions.

\* If you want to configure a user name and password for IPP authentication that is different than that of the user registered to the machine, register the information as the user information of the machine. ►

**Registering User Information to a Local Device (P. 697)**

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.



# Preparing to Print and Scan from an Android or Chrome OS Device

When you print and scan from an Android or Chrome OS device, you need to make preparations according to the device, printing method, and scanning method you are using.

## Android Devices

Enable the Mopria® function on the machine when you use Mopria® or Default Print Service.

\* This setting is not required when you print or scan using Canon PRINT or Canon Print Service.

## Chrome OS Devices (Such As Chromebook)

Enable the Mopria® function on the machine.

\* You can also use IPP Everywhere to print directly from your device, if your device supports IPP Everywhere.

Enable the IPP Everywhere function on the machine when you print using IPP Everywhere.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[Network\] \(P. 995\)](#)

Administrator or NetworkAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Enable the function on the machine.

### When Enabling the Mopria® Function

1. Click [Network Settings] ▶ [Mopria Settings].  
→ The [Mopria Settings] screen is displayed.
2. Select the [Use Mopria] checkbox, and click [OK].  
→ The setting is applied.

### When Enabling the IPP Everywhere Function

1. Click [Network Settings] ▶ [IPP Everywhere Settings].  
→ The [IPP Everywhere Settings] screen is displayed.
2. Select the [Use IPP Everywhere] checkbox, and click [OK].  
→ The setting is applied.

- 4 Log out from Remote UI.

## NOTE

- When the Mopria® function or IPP Everywhere function are enabled, the following network settings are also enabled.
  - HTTP ➤ **[Use HTTP] (P. 1009)**
  - IPP Print ➤ **[IPP Print Settings] (P. 1007)**
  - mDNS (IPv4/IPv6) ➤ **[mDNS Settings] (P. 1019)**
    - \* The mDNS setting for IPv6 is fixed to use the same mDNS name as IPv4.
  - Network Link Scan (for the Mopria® function only) ➤ **[Use Network Link Scan] (P. 1012)**

# Connecting a Mobile Device to the Machine

EK89-0EU

To use the machine from a mobile device, you must connect it to the machine using either of the following methods:

## Connecting via Wireless LAN Router (LAN Connection)

Connect a mobile device to the machine via a wireless LAN router in the same way as you connect a computer to the machine. By configuring a mobile device to connect automatically to the wireless LAN router, you do not need to manually connect it next time.

### ▶ Connecting a Mobile Device via Wireless LAN Router (LAN Connection) (P. 673)



## Connecting Directly (Direct Connection)

Connect a mobile device directly to the machine via Wi-Fi. You can directly connect it to the machine without using wireless LAN. You must manually connect the mobile device each time you use the machine. If the connection is set to terminate automatically, after a certain time period elapses from the time the connection begins, the connection is terminated automatically.

### ▶ Preparations for Direct Connection (P. 664)

### ▶ Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 674)



\* You can configure whether to terminate the connection automatically and the amount of time until the connection is terminated when enabling the Direct Connection function of the machine with "Preparations for Direct Connection."

# Connecting a Mobile Device via Wireless LAN Router (LAN Connection)

EK89-0EW

Connect a mobile device to the machine via a wireless LAN router in the same way as you connect a computer to the machine. By configuring a mobile device to connect automatically to the wireless LAN router, you do not need to manually connect it next time.



## Required Preparations

- Connect the machine to the network using wireless or wired LAN. [▶Setting Up the Network \(P. 100\)](#)
  - \* When using a wired LAN, check that a wireless LAN router is connected to the same network.
- Set an IPv4 address to the machine. [▶Setting the IPv4 Address \(P. 119\)](#)

Connect the mobile device to either of the following wireless LAN routers:

- A wireless LAN router connected to the machine
- A wireless LAN router on the network connected to the machine (when the machine is connected to a wired LAN)

For details about how to connect a mobile device to a wireless LAN router, see the manual of the mobile device.

# Connecting a Mobile Device Directly to the Machine (Direct Connection)

Connect a mobile device directly to the machine via Wi-Fi. You can directly connect it to the machine without using wireless LAN. You must manually connect the mobile device each time you use the machine.

## Number of Mobile Devices that Can Be Directly Connected to the Machine at the Same Time

- One (default) to five devices

### Required Preparations

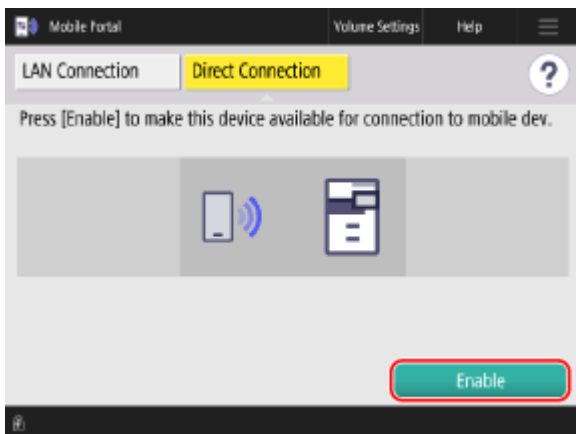
- Enable the Direct Connection function on the machine, and select the Direct Connection mode to use. [▶](#)

#### Preparations for Direct Connection (P. 664)

- 1 On the control panel, press [Mobile Portal] in the [Home] screen. [▶](#) **[Home] Screen (P. 165)**

→ The [Mobile Portal] screen is displayed.

- 2 Press [Enable] in [Direct Connection].



→ The machine enters waiting state for Direct Connection.

Within 5 minutes of pressing [Connect], you must directly connect the mobile device.

### When [End Communication] or [Disconnect] Is Displayed

Confirm the message displayed on the [Mobile Portal] screen.

#### When [Ready to connect to mobile dev. with AP Mode.] Is Displayed

Proceed to Step **3**.

#### When [Mobile devices connected with AP Mode: n] (Where n Is a Number) Is Displayed

- If the number of connected mobile devices has not reached the maximum, proceed to Step **3**.

- If the maximum number of connected mobile devices has been reached, you cannot connect a new mobile device until a connected mobile device is disconnected. To disconnect a connected mobile device, press [Disconnect] ► [Yes].

### 3 Connect to the machine from a mobile device.

To Connect by Manually Configuring the Wi-Fi Settings



In the Wi-Fi settings of the mobile device, select the SSID (network name) displayed on the screen of the machine, and enter the network key (password).

\* For details about how to configure the Wi-Fi settings, see the manual of the mobile device.

To Connect by Scanning the QR Code with the Standard Camera App (iOS11 or Later)



Open the standard camera app on the iOS device, and scan the QR code displayed on the screen of the machine.

To Connect by Scanning the QR Code with Canon PRINT



Open Canon PRINT, and scan the QR code displayed on the screen of the machine.

\* For details about scanning a QR code, see Help in Canon PRINT.

### 4 Check that the mobile device is connected on the [Mobile Portal] screen.

Press [Mobile Dev. Info] to display the information of the mobile device connected to the machine with Direct Connection.

### 5 When you have completed your operations on the mobile device, press [Disconnect] on the [Mobile Portal] screen ► [Yes].

→ The direct connection is terminated.

If multiple mobile devices are connected, all devices are disconnected.

**IMPORTANT**

- You may not be able to connect to the Internet during Direct Connection depending on the mobile device.
- The power-saving effect of Sleep Mode decreases when using Direct Connection.
- The IP address of the mobile device is set automatically. If you set the IP address manually, communication using Direct Connection may not be performed correctly.

**NOTE**

Automatic Termination of Direct Connection

- The direct connection is automatically terminated in the following cases:
  - When Direct Connection is configured to terminate automatically
  - When no data is sent or received between the mobile device and the machine for a while
  - When the wireless LAN connection of the machine is terminated

# Using a Dedicated Application to Print and Scan (Canon PRINT)

EK89-0EY

You can use the dedicated Canon application Canon PRINT to print and scan. It also supports User Authentication and Department ID Management. Even when printing with unknown user information or Department ID is restricted, you can print by setting user information or a Department ID.

## Compatible Operating Systems and Download Site

See the Canon website.

<https://global.canon/gomp/>

## Usage

- Connect a mobile device to the machine. ➡ **Connecting a Mobile Device to the Machine (P. 672)**
- Register the machine to Canon PRINT.  
When a mobile device is connected to the machine via LAN and you register the machine, the IP address information of the machine or displaying of the QR code is required. You can check the IP address and display the QR code with the [Home] screen of the control panel ➡ [Mobile Portal] ➡ [LAN Connection].
- For details about how to register the machine and printing and scanning, see the Help menu item in the application.

## NOTE

- To scan using Canon PRINT, the Scan for Mobile function must be enabled on the machine. ➡ **[Display Scan for Mobile] (P. 987)**



# Using Mopria® to Print and Scan

EK89-0F0

The machine supports Mopria® Print Service and Mopria® Scan, plugins that enable printing and scanning from any application on a Mopria® certified printer or multifunction machine.

You can print on a Mopria® certified printer or multifunction machine available from various manufacturers, which is convenient when printing on the go, without having to install a dedicated application or plugin.



## Usage

- Enable the Mopria® function of the machine. ➤ **Preparing to Print and Scan from an Android or Chrome OS Device (P. 670)**
- Connect a mobile device to the machine. ➤ **Connecting a Mobile Device to the Machine (P. 672)**
- For details about the supported operating systems, Mopria® certified printers, multifunction machines, and how to print and scan, see the following website:

<https://mopria.org/>

### IMPORTANT

When the Machine Is Using User Authentication or Department ID Management

- You cannot use Mopria® to print and scan when printing and scanning from a computer with unknown user information or Department ID is restricted.
  - **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**
  - **Enabling Department ID Management (P. 748)**

### NOTE

- By using Mopria® Scan, you can directly import scanned data to an Android device.

# Using AirPrint to Print and Scan Data and Send Faxes

EK89-0F1

AirPrint is a print function standard in Apple operating systems. You can print from applications that support AirPrint without having to install a dedicated application or driver.

In addition, you can use AirPrint to print from a Mac. You can also scan data and send faxes with a Mac.



➤ **When Using an iPhone, iPad, or iPod touch (P. 679)**

➤ **When Using a Mac (P. 680)**

## IMPORTANT

When the Machine Is Using User Authentication or Department ID Management

- You cannot use AirPrint when printing, scanning, or sending faxes from a computer with unknown user information or Department ID is restricted.

➤ **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**

➤ **Enabling Department ID Management (P. 748)**

## When Using an iPhone, iPad, or iPod touch

Use AirPrint to print from an iPhone, iPad, or iPod touch connected to the machine via LAN or direct connection.

### Operating Environment

You can use AirPrint with the following iPhone, iPad, and iPod touch models:

- iPhone: 3GS or later
- iPad: All models
- iPod touch: Third generation or later

### Required Preparations

- Set the machine to enable use of AirPrint. ➤ **Preparations for Using AirPrint (P. 667)**
- Connect the machine to an iPhone, iPad, or iPod touch. ➤ **Connecting a Mobile Device to the Machine (P. 672)**
- Register print settings as presets, as needed. ➤ **Registering the IPP Print Settings (P. 683)**

**1** Open the data to be printed on the iPhone, iPad, or iPod touch.

**2** In the application with the data to be printed open, tap [📎].

→ The menu options are displayed.

**3** Tap [Print].

→ The print options are displayed.

If the print options are not displayed, the application does not support AirPrint. In this case, you cannot use AirPrint to print data.

**4** Tap [Printer], and select the machine.**5** Configure the print settings.

- The available settings and usable paper sizes vary depending on the application you are using.
- You can also call up and use registered print settings (presets).

**6** Tap [Print].

→ Printing starts.

Use [ Status Monitor] on the control panel to check the print job status and log. [▶ Viewing the Print Job Status and Log \(P. 400\)](#)

**NOTE**

- You can display error messages on the control panel when there is a problem with the print data of AirPrint and printing does not match the data. [▶ \[Display Errors for AirPrint\] \(P. 1000\)](#)
- When the machine is configured not to print data sent from a computer straight away, the AirPrint data is also put on hold on the machine. In this case, you need to operate the machine to perform printing. [▶ Printing Documents in Forced Hold State \(P. 391\)](#)

## When Using a Mac

You can use AirPrint to print and scan data and send faxes from a Mac connected to the network on the same LAN as the machine or a Mac connected to the machine via USB.

### Operating Environment

You can use AirPrint on a Mac with the following operating systems installed:

- Printing: Mac OS X 10.7 or later<sup>\*1</sup>
- Scanning: OS X 10.9 or later<sup>\*2</sup>
- Sending faxes: OS X 10.9 or later

<sup>\*1</sup> When printing from a Mac connected to the machine via USB, OS X 10.9 or later.

<sup>\*2</sup> When scanning with TLS encrypted communication, OS X 10.11 or later.

### Required Preparations

- Set the machine to enable use of AirPrint. [▶ Preparations for Using AirPrint \(P. 667\)](#)
- Connect the machine to a Mac. [▶ Setting Up the Network \(P. 100\)](#)  
When connecting via USB, directly connect the USB cable to the USB port for computer connection on the back right side of the machine. [▶ Rear Side \(P. 37\)](#)
- In [System Settings] ▶ [Printers & Scanners] on the Mac, click [Add Printer, Scanner, or Fax] to register the machine.

- Register print settings as presets, as needed. [▶ Registering the IPP Print Settings \(P. 683\)](#)

[▶ Using AirPrint to Print Data \(P. 681\)](#)

[▶ Using AirPrint to Scan Data \(P. 681\)](#)

[▶ Using AirPrint to Send Faxes \(P. 682\)](#)

## Using AirPrint to Print Data

1 Open the document you want to print on your Mac.

2 From the menu in the application used to open the document, click [Print].

→ The printing dialog box appears.

3 In [Printer], select the machine.

4 Configure the print settings.

- The available settings and usable paper sizes vary depending on the application you are using.
- You can also call up and use registered print settings (presets).

5 Click [Print].

→ Printing starts.

Use [ Status Monitor] on the control panel to check the print job status and log. [▶ Viewing the Print Job Status and Log \(P. 400\)](#)

### NOTE

- You can display error messages on the control panel when there is a problem with the print data of AirPrint and printing does not match the data. [▶ \[Display Errors for AirPrint\] \(P. 1000\)](#)
- When the machine is configured not to print data sent from a computer straight away, the AirPrint data is also put on hold on the machine. In this case, you need to operate the machine to perform printing. [▶ Printing Documents in Forced Hold State \(P. 391\)](#)

## Using AirPrint to Scan Data

1 Place the original on the machine. [▶ Placing Originals \(P. 204\)](#)

2 Click [System Settings] ▶ [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

3 Select the machine.

4 Click [Open Scanner].

→ The [Scanner] screen is displayed.

5 Configure the scan settings.

6 Click [Scan].

→ Scanning starts.

#### NOTE

##### When Scanning Cannot Be Performed

- The machine may not be online (scan standby mode). On the [Home] screen of the control panel, press [Remote Scanner] to turn the machine online, and then repeat the operation.

## Using AirPrint to Send Faxes

1 On your Mac, open the document you are sending.

2 From the menu in the application used to open the document, click [Print].

→ The printing dialog box appears.

3 In [Printer], select the machine.

Select the printer whose name ends with "Fax."

4 In [Destination], enter the fax number.

5 Click [Fax].

→ The fax is sent via the machine.

Use [ Status Monitor] on the control panel to check the sending status and log. ➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

# Registering the IPP Print Settings

EK89-0F2

You can register IPP print settings as presets. You can call up the registered presets when you print. Settings such as the number of copies, 2-sided printing, and finishing settings can be registered in the presets.

\* You can register up to 10 presets.

Register presets using Remote UI from a computer. You cannot use the control panel to register presets. Administrator or NetworkAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Printer] ▶ [Preset Management for IPP Printing].  
→ The [Preset Management for IPP Printing] screen is displayed.
- 4 Click [Add Presets].  
→ The [Add Presets] screen is displayed.
- 5 Enter the preset name.
- 6 Select the [Enable Presets] checkbox.
- 7 Set whether to prioritize the preset settings, as needed.  
When the [Prioritize Preset Settings] checkbox is selected, the settings configured for printing will be overwritten with the preset settings.

8

In [Settings for Presets], configure the print settings.

Preset Management for IPP Printing > Add Presets

### Add Presets

Add Cancel

**Presets**

Preset Name:  (Max 64 characters)

☒ Enable Presets

☐ Prioritize Preset Settings

**Settings for Presets**

\*For items that are not configured, the settings of the device at the time the job is received will be applied.

| Select                   | Item Name        | Change Settings |
|--------------------------|------------------|-----------------|
| <input type="checkbox"/> | Number of Copies | 1 (1-9999)      |
| <input type="checkbox"/> | 2-Sided Printing | Off ▼           |
| <input type="checkbox"/> | Staple           | Off ▼           |
|                          | Staple Position  | Top Left ▼      |
| <input type="checkbox"/> | Punch            | Off ▼           |
|                          | Punch Position   | Left ▼          |
| <input type="checkbox"/> | Toner Save       | Off ▼           |

9

Click [Add].

→ The registered preset is added to the [Preset Management for IPP Printing] screen.

10

Log out from Remote UI.

#### NOTE

##### Editing a Registered Preset

- On the [Preset Management for IPP Printing] screen, you can click the name of a preset to edit the settings.

# Printing and Scanning from an Android Device

EK89-0F3

You can print and scan data from an application that has a print function.

- **Using a Dedicated Plugin to Print and Scan (Canon Print Service) (P. 685)**
- **Using the OS Standard Function to Print and Scan Data (Default Print Service) (P. 685)**

In addition, you can print and scan data using common plugins of Mopria®. ➤ **Using Mopria® to Print and Scan (P. 678)**

## Using a Dedicated Plugin to Print and Scan (Canon Print Service)

You can use the dedicated Canon plugin, Canon Print Service, to print and scan from any application. It also supports Department ID Management. Even when printing with an unknown Department ID is restricted, you can print by setting a Department ID.

### Compatible Operating Systems and Download Site

See the Canon website.

<https://global.canon/psmp/>

### Usage

- Connect a mobile device to the machine. ➤ **Connecting a Mobile Device to the Machine (P. 672)**
- Register the machine to Canon Print Service.  
When a mobile device is connected to the machine via LAN and you register the machine, the IP address information of the machine is required. You can check the IP address with the [Home] screen of the control panel ▶ [Mobile Portal] ▶ [LAN Connection].
- For details about how to register the machine and print, see the Canon Print Service manual in "Mobile Apps" at the online manual site.

<https://oip.manual.canon/>

## Using the OS Standard Function to Print and Scan Data (Default Print Service)

You can use the function that is standard in the OS (Default Print Service) to print and scan from any application. If your version of Android supports Default Print Service, you can print and scan data without having to install a dedicated application or plugin.

### Usage

- Enable the Mopria® function of the machine. ➤ **Preparing to Print and Scan from an Android or Chrome OS Device (P. 670)**
- Connect a mobile device to the machine. ➤ **Connecting a Mobile Device to the Machine (P. 672)**
- Make sure that Canon Print Service and Mopria® Print Service are not installed in the mobile device or are disabled.
- For details about the supported OS and how to print, see the following website:

<https://support.google.com/android/>



**IMPORTANT**

When the Machine Is Using User Authentication or Department ID Management

- You cannot use Default Print Service to print and scan when printing and scanning from a computer with unknown user information or Department ID is restricted.
  - **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**
  - **Enabling Department ID Management (P. 748)**

# Printing and Scanning from a Chrome OS Device

EK89-0F4

You can use a Chromebook or other device equipped with Chrome OS to print and scan without having to install a dedicated application or printer driver.

## Usage

- Enable the Mopria® function or IPP Everywhere function of the machine. ➤ **Preparing to Print and Scan from an Android or Chrome OS Device (P. 670)**
- Connect a Chrome OS device to the machine. ➤ **Setting Up the Network (P. 100)**  
When connecting via USB, directly connect the USB cable to the USB port for computer connection on the back right side of the machine. ➤ **Rear Side (P. 37)**
- For details about how to print and scan, see Chromebook Help.  
<https://support.google.com/chromebook/answer/7225252/>

### IMPORTANT

#### Printing from a Chrome OS Device

- Printing from a Chrome OS device may not be supported depending on your country or region.

#### When the Machine Is Using User Authentication or Department ID Management

- You cannot print and scan from a device equipped with Chrome OS when printing and scanning from a computer with unknown user information or Department ID is restricted.
  - **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**
  - **Enabling Department ID Management (P. 748)**

# Printing from a Windows 10 Mobile Device

EK89-0F5

You can use a Windows Phone equipped with Windows 10 Mobile to print without having to install a dedicated application or printer driver.

## Usage

- Connect the machine to a Windows Phone. ➤ **Connecting a Mobile Device to the Machine (P. 672)**
- For details about how to print, see Windows 10 Mobile Help.

### IMPORTANT

#### If You Are Unable to Print from a Windows 10 Mobile Device

- You cannot print from a Windows 10 Mobile device in the following cases:
  - When any of the WSD functions (WSD Printing, WSD Browsing, or Multicast Discovery) of the machine is restricted ➤ **Using LPD, RAW, and WSD (P. 854)**
  - When a security policy is applied on the machine and [Restrict WSD Port (Port Number: 3702, 60000)] or [Restrict SLP Port (Port Number: 427)] is enabled ➤ **Security Policy Items (P. 867)**
  - When the machine is using User Authentication or Department ID Management and printing from a computer with unknown user information or Department ID is restricted
    - **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**
    - **Enabling Department ID Management (P. 748)**

# Security

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# Security

This machine is an information device that uses communication functions and handles various data. Therefore, it is important to provide measures to prevent unauthorized access when using the machine in a network environment and measures against security risks such as leaking information. This machine is equipped with various functions and settings to reduce these threats and vulnerabilities. Configure the settings and use them appropriately according to your usage environment and conditions for safer operation of the machine.

## Managing Users and Groups

Managing the users and groups that use the machine and performing authentication of its use can prevent operation by third parties and unauthorized access.

### ➤ **Authenticating Users and Managing Groups (P. 692)**

## Configuring Settings According to the Environment

Applying the network security settings according to the usage environment can reduce the threat of unauthorized access and eavesdropping.

### ➤ **Protecting the Network (P. 775)**

The machine is equipped with functions for collectively configuring the security settings and notifying you of changes in the environment.

### ➤ **Security Settings That Match the Environment (P. 859)**

## Managing Usage Status

When using the function to send a fax or scanned data, measures are needed to prevent sending data by mistake or leaking information. In addition, using a PIN and setting usage restrictions can help prevent unauthorized use of the Address Book and Remote UI. Implementing measures that include operations according to usage status of the machine can improve security.

### ➤ **Preventing Sending Data by Mistake, Data Leakage, and Tampering (P. 819)**

### ➤ **Preventing Unauthorized Use (P. 848)**

## Protecting Data Saved to the Machine

The various data saved to the storage space of the machine is encrypted. In addition, encryption of confidential information and system validation and protection help ensure more secure data management.

### ➤ **Protecting Data on the Machine (P. 857)**

## Integrated Management Using a Security Policy

The machine can collectively configure and manage multiple security settings according to a policy.

### ➤ **Applying a Security Policy (P. 861)**

## Using the Log to Monitor Usage

When log collection is started, the machine records detailed information on the usage of the machine. This enables you to track the machine operations in the event of trouble, and can also help you quickly detect unauthorized use of the machine.

### ➤ **Management of Logs (P. 873)**

# Authenticating Users and Managing Groups

EK89-0F7

Managing the users who use the machine and performing authentication of its use can prevent operation by third parties and unauthorized access.

User Authentication, an authentication application (login service), is the primary method for managing users. User Authentication authenticates users by using a user name and password registered for each user.

You can use user authentication to restrict usage of the machine and optimize settings for individual users.

To authenticate a user, first determine the authentication system, and then configure the necessary settings while considering the login method, role to be assigned to the user, and functions to be used.

➤ **Authentication Systems (P. 692)**

➤ **Logging In to the Machine (P. 693)**

➤ **Roles (P. 693)**

➤ **Functions Available with User Authentication (P. 694)**

## IMPORTANT

- To limit the authentication method to User Authentication (and not use System Manager ID for authentication) in the following situations, set [Prohibit Authentication Using Department ID and PIN] to [On]. ➤ **[Prohibit Authentication Using Department ID and PIN] (P. 1183)**
  - When using the machine from a computer via a driver
  - When accessing the machine from the device management software

## Authentication Systems

You can use the following two authentication systems:

### Local Device (This Machine)

User information is managed in the database of the machine. This is called local device authentication.

User information can be registered for one user at a time, or user information can be saved to a file and imported to the machine to register multiple users at a time.

You can register user information for up to 5,001 users.

When using local device authentication only, you can manage users in groups while also using Department ID Management.

➤ **Procedure for Configuring the Local Device Authentication Settings (P. 695)**

### External Authentication Server

The following types of servers can be used as an external authentication server:

- Windows Server with Active Directory installed
- Cloud server using Microsoft Entra ID
- LDAP server

You can manage users using the user information registered to the server. This is called external server authentication.

➤ **External Server Authentication Settings Procedure (P. 716)**

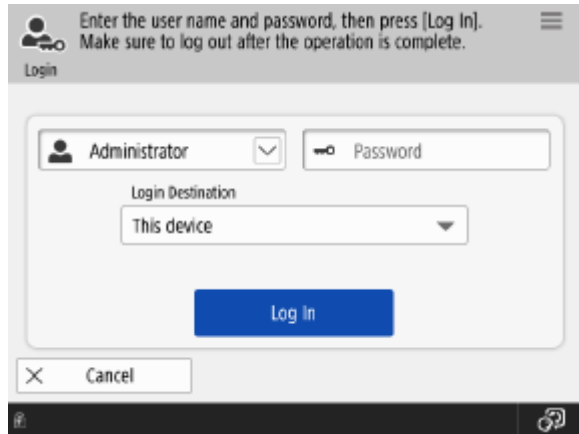
\* For details on the compatible Active Directory, LDAP servers, and Microsoft Entra ID, see the specifications of the authentication functions. ➤ **Authentication Functions (P. 73)**

## Logging In to the Machine

Users registered to the local device can use the login methods below. Users registered to an external authentication server may use keyboard authentication. The machine supports two-factor authentication for Remote UI login.

\* Network login using the device management software does not support two-factor authentication.

### Keyboard Authentication



This login method can be used regardless of the authentication system.

Users log in with a user name and password using the keyboard displayed on the control panel. If the user name and password consist only of numbers, you can configure the settings to enable login using only the numeric keys.

#### NOTE

Logging in To Remote UI

- You can use a web browser on a computer to log in to Remote UI.

## Roles

User authentication can be used to configure privileges (roles) for each user to control the operations they can perform.

### Configurable Roles

By assigning roles to users according to their responsibilities, the various management tasks of the machine can be shared.

|               |                                                                                                                                                                               |
|---------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| GeneralUser   | This is a general user.                                                                                                                                                       |
| DeviceAdmin   | In addition to the operations of a general user, a DeviceAdmin can configure the print, scan, fax, copy, and other basic settings and change the device information settings. |
| NetworkAdmin  | In addition to the operations of a general user, a NetworkAdmin can change the network settings.                                                                              |
| Administrator | An Administrator can perform all operations of the machine.                                                                                                                   |

\* For details about the settings that can be changed by a DeviceAdmin and NetworkAdmin, see the following:

➤ [\[Settings/Registration\] Menu List \(P. 973\)](#)



## Using the Attributes of Active Directory/LDAP Server/Microsoft Entra ID

---

When external server authentication is used, you can determine the roles according to the server attributes. You can use the character string registered to the attributes as the role name, and you can also set conditions and assign specific roles when those conditions are met.

## Using ACCESS MANAGEMENT SYSTEM to Specify Roles

---

In environments where ACCESS MANAGEMENT SYSTEM can be used, you can assign functions available to each role and create new roles.

➤ **Using ACCESS MANAGEMENT SYSTEM (P. 764)**

## Functions Available with User Authentication

---

You can use the following functions and settings during user authentication to allow users to efficiently operate the machine.

### Optimizing User Settings (Personalization)

---

By default, the personalization function is enabled when using user authentication. This function saves the various settings of the machine customized by the user and applies them each time that user logs in. This enables efficient operation of the machine without the user having to change the same settings or operations each time. ➤ **Using the Personalization Function (P. 735)**

### Managing Users as a Group (Department ID Management)

---

Use Department ID Management to collectively manage users registered to the local device in a group (Department ID) such as a company department.

By using Department ID Management, you can monitor usage of the machine and restrict the number of pages that can be printed for each Department ID, and you can require users to enter a PIN to perform certain operations. This is useful for adjusting operations of the machine and for improving cost awareness and security. You can also register a common user for each Department ID and allow operations in which multiple users can use that common user.

To use Department ID Management, you must configure the system manager information settings, register and specify the Department ID, and then enable Department ID Management.

➤ **Managing Groups with Department ID (Department ID Management) (P. 739)**

\* To share an address list among multiple users, use a user group instead of Department ID Management. ➤ **Sharing Destinations in a Group (User Group) (P. 756)**

### Using Personal Folders

---

Personal Folder is a personal folder that can be used by a login user. Shared folders and folders on the file server can be specified as Personal Folders.

The Personal Folder specification method is selected in advance by the administrator. Each user uses their Personal Folder according to this specification method.

➤ **Configuring a Personal Folder (P. 760)**

# Procedure for Configuring the Local Device Authentication Settings

EK89-0F8

To use local device authentication, configure the settings using the following procedure:

## Step 1

Check that the login service is set to User Authentication.

➤ **Checking the Login Service (P. 696)**



## Step 2

Register the user information.

➤ **Registering User Information to a Local Device (P. 697)**



## Step 3

Specify the login method and authentication system, and start user authentication.

➤ **Configuring the Login Method and Authentication System (P. 727)**

Configure the login screen display method and applicable range of user authentication, as needed. Disable the personalization function if not needed.

➤ **Configuring the Login Screen Display Method (P. 728)**

➤ **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**

➤ **Enabling and Disabling the Personalization Function (P. 736)**



## Step 4

When you use User Authentication for printing, scanning, and sending faxes from a computer, configure the user information for each computer using the machine.

➤ **Configuring User Management Information on a Computer (P. 752)**

### When Using Department ID Management

After configuring the above settings, you must configure the system manager information settings, register and specify the Department ID, and then enable Department ID Management. ➤ **Department ID Management Procedure (P. 740)**

# Checking the Login Service

EK89-0F9

Check that the login service is set to User Authentication.

Check the login service using Remote UI from a computer. You cannot use the control panel to check this information. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Authentication Management] ▶ [Authentication Service Information].  
→ The [Authentication Service Information] screen is displayed.
- 4 Check that the login service is set to User Authentication.
- 5 Log out from Remote UI.

# Registering User Information to a Local Device

EK89-0FA

To use local device authentication, you must register the user information to the database of the machine. User information can be registered for one user at a time, or user information can be saved to a file and imported to the machine to register multiple users at a time (Import). In addition, you can save the registered user information to a computer by exporting it to a CSV file (Export).

- [Registering User Information \(P. 697\)](#)
- [Exporting User Information \(P. 699\)](#)
- [Preparing the File to Use to Import User Information \(P. 700\)](#)
- [Importing User Information Automatically on a Regular Basis \(P. 700\)](#)
- [Importing User Information Manually \(P. 702\)](#)

## NOTE

Disabling the "Administrator" User

- By default, the user name of the administrator is registered as "Administrator." This user cannot be deleted. To disable this user, add a user with Administrator privileges, and then disable the "Administrator" user.

## Registering User Information

Register user information to the local device for one user at a time.

This section describes how to register user information using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to register this information. ➤ [\[Register/Edit Authentication User\] \(P. 1154\)](#) Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ [Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ [Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Authentication Management].  
→ The [User Management] screen is displayed.
- 4 Click [Add User...].  
→ The [Add User] screen is displayed.
- 5 Enter the user name in [User Name].

## 6

Configure the authentication information according to the login method you want to use.

#### When Logging In with Keyboard Authentication

In [Keyboard Authentication], configure the password to enter when logging in. Enter the same password in [Password] and [Confirm].

- To set the password never to expire, select the [No Expiry for Password] checkbox.
- To force the user to change the password at first login, select the [Change Password at Next Login] checkbox. When the user changes the password, the checkbox is cleared automatically.
- You can display a password strength meter for checking the strength of the entered password. ➤ [\[Use Password Strength Indicator\] \(P. 1158\)](#)

## 7

Specify the Department ID.

You can skip this step when not using Department ID Management. Proceed to Step [8](#).

1. Click [Department ID Settings].  
➔ The [Department ID Settings] screen is displayed.
2. Select the Department ID from the list.  
To register a new Department ID, click [Register New Department], enter the Department ID and PIN, and click [Add]. ➤ [Registering a Department ID and PIN \(P. 743\)](#)
3. Click [OK].

\* If the Department ID assigned to a user is deleted, the settings need to be changed. ➤ [Assigning a Department ID to a User \(P. 744\)](#)

## 8

Enter the user information and configure other settings, as needed. ➤ [\[Add User\] and \[Edit User Information\] Screen \(P. 704\)](#)

- To set user privileges (roles), select the privileges under [Role Settings]. If you do not select privileges, the default role is assigned to the user.

\* The default role is "GeneralUser." You can change the default role. ➤ [\[Default Role When Registering User\] \(P. 1155\)](#)

- To enable or disable a user, configure the items in [User Account Settings].

9 Click [Add].

→ The user information is registered.

10 Log out from Remote UI.

#### NOTE

Changing User Information of a General User After Logging In

- A user with GeneralUser privileges can change the following information after logging in to Remote UI and clicking [Settings/Registration] ► [User Management] ► [Authentication Management]:
  - [Password] / [PIN]
  - [E-Mail Address]
    - \* In the authentication function settings, [Setting Changes by Users Without Administrator Privileges] in [Other Settings] needs to be set to allow users to configure e-mail address settings. [▶\[Edit Basic Settings\] Screen \(P. 731\)](#)

## Exporting User Information

You can export user information that is registered to the local device to a CSV file in User Authentication format. You can then edit the exported CSV file and use this to import user information.

Export user information using Remote UI from a computer. You cannot use the control panel to export it. Administrator privileges are required.

1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)

3 Click [User Management] ► [Authentication Management].

→ The [User Management] screen is displayed.

4 Click [Export...].

5 Select the file format.

6 Click [Start Export] and save the CSV file to the computer.

7 Log out from Remote UI.

**NOTE**

- Follow the description rules of the CSV file when editing the exported file. ➤ **Editing User Information Using a CSV File (P. 707)**

## Preparing the File to Use to Import User Information

---

Before importing user information from a file, you must prepare the file in the appropriate format according to the import method.

### File Format

---

You can use a file with the User Authentication format to regularly import user information automatically.

You can use any of the following three file formats to import user information manually:

#### User Authentication format (\*.csv)

This format is used to save user information created in a file format usable with User Authentication.

- When you export user information registered in the machine, it is saved to a CSV file in this format. ➤ **Exporting User Information (P. 699)**
- You can directly edit the CSV file and use it to import user information. ➤ **Editing User Information Using a CSV File (P. 707)**

#### Simple Device Login format (\*.ldif)

This format is used to save user information exported from a Canon multifunction machine using SSO-H local device authentication.

### Differences in Descriptions According to Input Method

---

Specify either of the following import methods when configuring how to import user information. Pay attention to the contents of the file being prepared according to the specified import method.

#### Differential Import

Compares the user information registered in the local device and imports only the user information with changes.

#### Full Import

Imports all user information listed in the file to be imported.

- If a user listed in the file matches the user registered in the local device, the imported user information overwrites the user information in the local device.
- Users not listed in the imported file are deleted from the local device.
  - \* "Administrator" and user information registered by default as "-----" are not deleted even when not listed in the imported file.

**NOTE**

- If there is duplicate information in the imported CSV file, the first imported information is given priority and registered.

## Importing User Information Automatically on a Regular Basis

---

You can regularly import a file with stored user information automatically to add users to the local device and to change and delete registered user information. After you have configured regular import, user information can be updated automatically when the file is updated.

Configure regular import using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

#### Required Preparations

- Prepare the file to be imported. [▶Preparing the File to Use to Import User Information \(P. 700\)](#)
- Determine the store location of the prepared file and save it.  
\* After you have configured regular import, update the file.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Authentication Management] ▶ [Import...] ▶ [Auto Import Settings...].  
→ The [Auto Import Settings] screen is displayed.
- 4 Select the [Use auto import] checkbox.
- 5 Specify the file to be imported.

#### 1. Specify the store location of the file to be imported.

- In [Host Name], enter the host name or IP address of the file store location.
- In [File Path], enter the path to the folder where the file is stored.
- Specify the path that requires authentication by including it in [Host Name].

**Input example:**

\\192.168.1.21\share

#### 2. Enter the user name and password.

In [User Name] and [Password], enter the user name and password for logging in to the file store location.

#### 3. Click [Test Connection] to test the connection to the specified file.

- 6 Specify the interval in minutes at which to check the file to be imported in [File Update Confirmation Interval].

- 7 Select the import method.

- 8 To import the file immediately after configuring the settings, select the [Auto import at the same time settings are updated] checkbox.

- 9 Click [Update].



→ The file will be imported automatically according to the settings.

\* The file is imported immediately after you click [Update] when the [Auto import at the same time settings are updated] checkbox is selected in Step 8.

\* If the file cannot be imported at the specified time because the power of the machine is OFF or the machine is in Sleep Mode, the file will be imported after the machine is turned ON or has recovered from Sleep Mode.

## 10 Log out from Remote UI.

### IMPORTANT

- If you are using a server that does not support SMB v3.0 encryption communication, please be aware that user information is sent and received unencrypted.

## Importing User Information Manually

You can manually import a file with stored user information to add users to the local device and to change and delete registered user information.

Import user information using Remote UI from a computer. You cannot use the control panel to import it. Administrator privileges are required.

### Required Preparations

- Prepare the file to be imported. [▶ Preparing the File to Use to Import User Information \(P. 700\)](#)

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Authentication Management] ▶ [Import...] ▶ [Manual Import Settings...].  
→ The [Manual Import Settings] screen is displayed.
- 4 Click [Choose File] in [File Path], and specify the path of the file to be imported.
- 5 Select the format of the file to be imported in [File Format].
- 6 Select the import method.
- 7 Select when to import the file in [Application Timing].  
If you selected [Specify the date and time], select [Specify Date & Time] or [Specify Time Only] and enter the date and/or time to import the file.  
Specify the time in 24-hour format.

8

Click [Start Import].

→ The file is imported according to the settings.

\* If the file cannot be imported at the specified time because the power of the machine is OFF or the machine is in Sleep Mode, the file will be imported after the machine is turned ON or has recovered from Sleep Mode.

9

After the import is completed, log out from Remote UI.

**NOTE**

- If the imported CSV file contains Department IDs (dept\_id) which is not registered in the machine, the [Check Unregistered Department ID] button is displayed after the import is completed. Click this button to register Department IDs.

# [Add User] and [Edit User Information] Screen

EK89-0FC

Log in to Remote UI as an administrator with Administrator privileges, click [Settings/Registration] ► [User Management] ► [Authentication Management], and then click [Add User...] or [Edit...] for the user name to display the [Add User] or [Edit User Information] screen.

You can register new user information to the local device or edit registered user information on these screens.

## [Authentication Information]

Specify the user name and authentication information according to the login method.

### [User Name]

Enter the user name.

### [Keyboard Authentication]

#### [Password] and [Confirm]

Enter the password for logging in with keyboard authentication in both [Password] and [Confirm].

\* To edit registered user information, select the [Change password] checkbox, and enter the information.

\* You can display a password strength meter for checking the strength of the entered password. ► **[Use Password Strength Indicator] (P. 1158)**

#### [No Expiry for Password]

Select this checkbox to set the password never to expire.

**[Change Password at Next Login]**

Select this checkbox to force the user to change the password at first login. When the user changes the password, the checkbox is cleared automatically.

**[Remote UI Authentication]****[Use Two-Factor Authentication]**

Select this checkbox if users enter a one-time password (two-factor authentication) when they log in to Remote UI.

\* This setting is available only when login users edit their own user information.

**[User Information]****[Displayed As]**

Enter the name of the user to be registered.

The display name is used for the following:

- The sender name when sending e-mail
- The user name at forced hold

**[E-Mail Address]**

Enter the e-mail address of the user.

When scanned data is sent, the address entered here is also displayed together with the sender name. This address is also used when sending a document by pressing [Send to Myself]. When an I-Fax is sent, this address is displayed as the sender in the Sender line of the receiving device.

**[IPP Print Information]**

To associate IPP Printing with the user, specify the e-mail address used for IPP printing.

\* You can configure the setting when the setting in [Settings/Registration] ► [Network Settings] ► [IPP Print Settings] is enabled.

\* Users registered in the local device can configure the settings themselves, or an administrator can configure batch settings by using a CSV file. ► **Associating IPP Printing Information with Users (P. 710)**

**[Information for Universal Print]**

To associate a user with Universal Print, specify an e-mail address or telephone number associated with a Microsoft 365 account.

\* To be able to use this setting, click [Settings/Registration] ► [Network Settings] ► [Settings for Universal Print], and confirm that [Settings for Universal Print] enabled.

\* Users registered in the local device can configure the settings themselves, or an administrator can configure batch settings by using a CSV file. ► **Associating Universal Print Information with Users (P. 713)**

**[Department ID Settings]**

To use Department ID Management, specify the Department ID to which the user belongs.

Click [Department ID Settings...], select the Department ID from the list, and click [OK].

\* You can register the new Department ID in [Register New Department] on the screen for selecting the Department ID. ► **Registering a Department ID and PIN (P. 743)**

\* If the Department ID assigned to a user is deleted, you must change the settings. ► **Assigning a Department ID to a User (P. 744)**

**[Role Settings]**

Select the user privileges (roles). ► **Roles (P. 693)**

**[User Account Settings]****[Set expiration for the user account]**

To set the account to expire, select the checkbox and enter the expiration date.

**[Disable the user account]**

Select this checkbox to disable the user account temporarily.

#### [User Group Association]

To associate a user with a user group, select a user group from the list, and click [Add].

\* This setting is not displayed when using Department ID as a user group.

#### NOTE

When Logging In as a General User

- A user with GeneralUser privileges can change the following information after logging in to Remote UI and clicking [Settings/Registration] ► [User Management] ► [Authentication Management]:
  - [Password] and [PIN]
  - [Use Two-Factor Authentication]
  - [Displayed As]
  - [E-Mail Address]
    - \* In the authentication function settings, [Setting Changes by Users Without Administrator Privileges] in [Other Settings] needs to be set to allow users to configure e-mail address settings. ➤ **[Edit Basic Settings] Screen (P. 731)**

# Editing User Information Using a CSV File

EK89-0FE

This section describes the CSV file in the User Authentication format used to import and export user information in the local device.

You can directly edit an exported CSV file to add and edit user information managed with User Authentication.

## 🔗 Encoding and Description Rules (P. 707)

## 🔗 Description (Column) (P. 707)

## Encoding and Description Rules

- CSV files support UTF-8, SJIS, BIG5, GB2312, and Korean encoding.
- The first row in a CSV file is the column row. The second and later rows are user information.
- The columns are in no particular order.
- Strings in an exported CSV file that meet any of the following conditions are enclosed in brackets [ ]. To add a new string that meets the following conditions when editing a CSV file, enclose it in brackets [ ].
  - Number that starts with 0
  - Number with 12 or more digits
  - String enclosed in brackets [ ]

## Description (Column)

The following are the columns described in the CSV file:

|          |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|----------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| uid      | <p>User name.<br/>Be sure to specify this when importing.<br/>Use 1 to 32 characters.<br/>Do not use control characters, spaces, or the following characters: \ / : * ?   &lt; &gt; [ ] ; , = + @ ".<br/>* The at sign (@) may be available depending on the settings. 🔗 <b>[Allow Use of @ in User Name] (P. 1156)</b></p>                                                                                                                                                                                                                                                                                         |
| password | <p>The password used when logging in with keyboard authentication.<br/>Use up to 32 ISO 8859-15 encoded characters.</p> <ul style="list-style-type: none"> <li>• The password is displayed as "*****" (eight asterisks) when exported.</li> <li>• To change the password, delete "*****" and enter a new password.</li> <li>• If the password is left blank and differential import is used to import user information, existing users keep their original passwords.</li> <li>• When you access Advanced Space opened as an SMB server, authentication may fail if the password is imported as "*****."</li> </ul> |
| pin      | Not required to be specified as this is not used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| cn       | <p>User's display name. The display name is used for the following:</p> <ul style="list-style-type: none"> <li>• The user name at forced hold</li> <li>• The sender name when sending e-mail</li> </ul> <p>Use up to 32 characters. Do not use control characters.</p>                                                                                                                                                                                                                                                                                                                                              |

|                                        |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
|----------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| cn;lang-ja;phonetic                    | Displays the reading of the user's display name when Japanese is selected for the display language.<br>Use up to 32 characters.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| mail                                   | User's e-mail address.<br>Use up to 256 alphanumeric characters and symbols.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |
| avatorImgPath (cannot be changed)      | This is set automatically when the icon image is specified.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| dept_id                                | Department ID to which the user belongs when using Department ID Management.<br>Specify a number up to seven digits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| dept_pin                               | Department ID PIN.<br>Specify a number up to seven digits.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| roleName                               | User's privilege (role).<br>Specify a role name registered to the machine. If left blank or a role name not registered to the machine is specified, the default role is used.<br>* By default, the default role is set to "GeneralUser." You can change the default role. <a href="#">▶</a><br><b>[Default Role When Registering User] (P. 1155)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| accountExpires                         | Account expiration date.<br>Use the format YYYYMMDD to specify the expiration date. When the file is imported, the time is set automatically to "235959."                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| accountDisabled                        | Set the account status (enabled or disabled).<br>Specify 0 (enabled) or 1 (disabled).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |
| group                                  | The user group to which the user belongs.<br>Specify the group name registered to the machine. When you assign more than one user group, you can specify up to 10 groups separated by a vertical line ( ).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
| createDate                             | Not required to be specified as this is not used.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| lastLoginDate                          | User's last login date and time. This is used to determine if a user is logged in and whether to automatically delete a user. <ul style="list-style-type: none"> <li>The date and time is output in the format "YYYYMMDDhhmmssmmm" when exported. <ul style="list-style-type: none"> <li>* "T" is added to the beginning of the string to prevent garbled characters.</li> </ul> </li> <li>Specify the date and time in any of the following formats when importing the file. <ul style="list-style-type: none"> <li>YYYYMMDDhhmmssmmm</li> <li>YYYYMMDDhhmmssmmm</li> <li>YYYYMMDD</li> <li>YYYYMMDD</li> </ul> </li> <li>If the date and time is left blank at import, the setting is configured as follows: <ul style="list-style-type: none"> <li>The last login date and time is blank for new users.</li> <li>The original last login date and time is used for existing users.</li> </ul> </li> </ul> |
| dc (cannot be changed)                 | This is set automatically for the users registered after server authentication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| uuid (cannot be changed)               | This is set automatically when a user is registered.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| sdl_digest (cannot be changed)         | This is generated automatically when a password is registered or changed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| uac_advbox_digest1 (cannot be changed) | This is generated automatically when a password is registered or changed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| uac_advbox_digest2 (cannot be changed) | This is generated automatically when a password is registered or changed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    |
| pin_digest (cannot be changed)         | This is generated automatically when a PIN is registered or changed.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| server_user_flg (cannot be changed)    | ID flag of the user who registered after server authentication.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |

## Security

|                                          |                                                                                                                            |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------|
| server_user_gp_key (cannot be changed)   | The group to which the user who registered after server authentication belongs.                                            |
| server_user_gp_value (cannot be changed) | The group to which the user who registered after server authentication belongs.                                            |
| non_expire_password                      | Set the password expiration date (enabled or disabled).<br>Specify 0 (disabled) or 1 (enabled).                            |
| next_password_change_required            | Set to force the user to change the password at first login (enabled or disabled).<br>Specify 0 (disabled) or 1 (enabled). |
| second_factor                            | Not required to be specified as this is not used.                                                                          |
| CharSet:<encoding>                       | <p>CSV file encoding (column row only).</p> <p><b>Example:</b> When using UTF-8<br/>The column row is "CharSet:UTF8."</p>  |



# Associating IPP Printing Information with Users

EK89-OFF

You can associate users registered to the local device with user information that uses IPP printing and manage that user information.

\* You can still operate IPP printing without configuring these settings.

- **Configuring the User Information (User) (P. 710)**
- **Configuring the User Information (Administrator) (P. 710)**
- **Configuring Batch Settings Using a CSV File (Administrator) (P. 711)**

## Configuring the User Information (User)

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting.

- 1 Log in to Remote UI. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [User Management] ▶ [Authentication Management].  
→ The [Change User Information] screen is displayed.
- 4 Configure the user information in [IPP Print Information].  
Enter a user name or e-mail address used for IPP printing in [User Name or E-Mail Address for IPP Print].
- 5 Click [Update].  
→ The settings are applied.
- 6 Log out from Remote UI.

## Configuring the User Information (Administrator)

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**

2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3 Click [User Management] ▶ [Authentication Management].

→ The [User Management] screen is displayed.

4 Click [Edit...] for the user whose information you want to configure.

→ The [Edit User Information] screen is displayed.

If the user is not registered, click [Add User...] instead of [Edit...], and specify [IPP Print Information] when registering the new user information. [▶ Registering User Information to a Local Device \(P. 697\)](#)

5 Specify the user information in [IPP Print Information].

Enter a user name or e-mail address used for IPP printing in [User Name or E-Mail Address for IPP Print].

6 Click [Update].

→ The settings are applied.

7 Log out from Remote UI.

## Configuring Batch Settings Using a CSV File (Administrator)

---

You can edit a CSV file to associate users registered to the local device with user information that uses IPP printing.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3 Click [User Management] ▶ [Authentication Management] ▶ [IPP Print Settings].

→ The [IPP Print Settings] screen is displayed.

4 Click [Start Export] and save the CSV file to the computer.

If no user information associated with IPP printing has been registered, click [Add Association...] to add a user associated with IPP printing, and then click [Start Export].

5 Edit the exported CSV file.

- Enter the name of the user registered to the local device in "uid."
- Enter a user name or e-mail address used for IPP printing in "ipp\_user\_name."

6 Click [Import...].

→ The [Import Associations] screen is displayed.

7 In [File Path], click [Choose File] to specify the edited CSV file.

8 Click [Start Import].

→ The file is imported.

9 After the import is completed, log out from Remote UI.

# Associating Universal Print Information with Users

EK89-0FH

You can associate users registered to the local device with user information that uses Universal Print and manage that user information.

\* You can still operate Universal Print without configuring these settings.

- **Configuring the User Information (User) (P. 713)**
- **Configuring the User Information (Administrator) (P. 713)**
- **Configuring Batch Settings Using a CSV File (Administrator) (P. 714)**

## Configuring the User Information (User)

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting.

- 1 Log in to Remote UI. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [User Management] ▶ [Authentication Management].  
→ The [Change User Information] screen is displayed.
- 4 Configure the user information in [Information for Universal Print].  
Enter an e-mail address or telephone number associated with a Microsoft 365 account in [User Name for Universal Print].
- 5 Click [Update].  
→ The settings are applied.
- 6 Log out from Remote UI.

## Configuring the User Information (Administrator)

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**

2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3 Click [User Management] ▶ [Authentication Management].

→ The [User Management] screen is displayed.

4 Click [Edit...] for the user whose information you want to configure.

→ The [Edit User Information] screen is displayed.

If the user is not registered, click [Add User...] instead of [Edit...], and specify [Information for Universal Print] when registering the new user information. [▶ Registering User Information to a Local Device \(P. 697\)](#)

5 Specify the user information in [Information for Universal Print].

Enter an e-mail address or telephone number associated with a Microsoft 365 account in [User Name for Universal Print].

6 Click [Update].

→ The settings are applied.

7 Log out from Remote UI.

## Configuring Batch Settings Using a CSV File (Administrator)

You can edit a CSV file to associate users registered to the local device with user information that uses Universal Print.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3 Click [User Management] ▶ [Authentication Management] ▶ [Settings for Universal Print].

→ The [Settings for Universal Print] screen is displayed.

4 Click [Start Export] and save the CSV file to the computer.

If no user information associated with a Microsoft 365 account has been registered, click [Add Association...] to add a user associated with a Microsoft 365 account, and then click [Start Export].

5 Edit the exported CSV file.

- Enter the name of the user registered to the local device in "mcp\_uid."
- Enter an e-mail address or telephone number associated with a Microsoft 365 account in "azureaccount\_name."

6 Click [Import...].

→ The [Import Associations] screen is displayed.

7 In [File Path], click [Choose File] to specify the edited CSV file.

8 Click [Start Import].

→ The file is imported.

9 After the import is completed, log out from Remote UI.

# External Server Authentication Settings Procedure

EK89-0FJ

Use the following procedure to configure the settings when using external server authentication:

## Step 1

Check that the DNS settings of the machine have been configured and that the date and time are set correctly.

- **Configuring DNS (P. 128)**
- **Setting the Date and Time (P. 882)**



## Step 2

Check that the login service is set to User Authentication.

- **Checking the Login Service (P. 696)**



## Step 3

Prepare the credentials for accessing the Active Directory, LDAP server, or Microsoft Entra ID you want to use, and register the authentication server information.

- **Registering Authentication Server Information (P. 717)**



## Step 4

Specify the login method and authentication system, and start user authentication.

- **Configuring the Login Method and Authentication System (P. 727)**

Configure the login screen display method and applicable range of user authentication, as needed. Disable the personalization function if not needed.

- **Configuring the Login Screen Display Method (P. 728)**
- **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**
- **Enabling and Disabling the Personalization Function (P. 736)**



## Step 5

When you use User Authentication for printing, scanning, and sending faxes from a computer, configure the user information for each computer using the machine.

- **Configuring User Management Information on a Computer (P. 752)**

# Registering Authentication Server Information

EK89-0FK

When using an Active Directory, LDAP server, or Microsoft Entra ID as an external authentication server, register the information of the server to be used.

Register the server information using Remote UI from a computer. You cannot use the control panel to register the information.

Administrator privileges are required. The machine must be restarted to apply the registered information.

## Required Preparations

- You must configure the settings required to use an Active Directory, LDAP server, or Microsoft Entra ID, such as the DNS settings and the date and time settings.
  - [Configuring DNS \(P. 128\)](#)
  - [Setting the Date and Time \(P. 882\)](#)
- Prepare the credentials for accessing the Active Directory, LDAP server, or Microsoft Entra ID you want to use.

- 1 Log in to Remote UI as an administrator. ➤ [Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ [Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Authentication Management] ▶ [Server Settings] ▶ [Edit...].  
→ The [Edit Server Settings] screen is displayed.



## 4

Configure the Active Directory, LDAP server, or Microsoft Entra ID information in [Authentication Server].

Authentication Management : Preferences : Server Settings > Edit Server Settings

### Edit Server Settings

Update Cancel

#### Authentication Server

##### Active Directory

☒ Use Active Directory

Set Domain List: ☒ Retrieve Automatically ☐ Set Manually

Active Directory Management...

☐ Use access mode within sites

\* Retrieve the site information from the Active Directory in order to access the domains within the sites.

Timing of Site Information Retrieval: ☒ Only at first time ☐ Every time when device starts up

\* Specify the timing to retrieve the Active Directory site information.

Site Access Range: ☒ Only site to which device belongs ☐ Access other sites in addition to site to which device belongs

\* Refer to the site information to specify the range for accessing domains.

Number of Caches for Service Ticket:  (0-10)

##### LDAP Server

☒ Use LDAP server

LDAP Server Management...

##### Microsoft Entra ID

☒ Use Microsoft Entra ID

Domain: Not set.

Domain Settings... Delete Domain

Authentication Timeout

#### When Obtaining the Active Directory Information Automatically

1. Select the [Use Active Directory] checkbox.
2. In [Set Domain List], select [Retrieve Automatically].
3. Specify the method for accessing Active Directory and the number of caches.

##### [Use access mode within sites]

When using multiple Active Directory servers, select this checkbox to assign access priority to the Active Directory within the site to which the machine belongs.

Change the settings for [Timing of Site Information Retrieval] and [Site Access Range], as needed.

\* Even when [Only site to which device belongs] in [Site Access Range] is specified, the machine may access sites outside the site to which it belongs when performing domain controller access during the startup process. In this case, access to domain controllers within the same site is usually given priority.

However, if domain controllers within the same site cannot be accessed but domain controllers outside the site can be accessed, priority is given to accessing domain controllers outside the site.

##### [Number of Caches for Service Ticket]

Specify the number of service tickets that the machine can hold.

A service ticket is an Active Directory function that acts as a record of a previous login, which reduces the amount of time it takes for the same user to log in next time.

#### Specifying the Active Directory Information Manually

1. Select the [Use Active Directory] checkbox.
2. In [Set Domain List], select [Set Manually].
3. Click [Active Directory Management...] ► [OK].
  - The [Active Directory Management] screen is displayed.
4. Click [Add Domain...].
  - The [Add Domain] screen is displayed.
5. Specify the Active Directory information.

Authentication Management : Preferences : Server Settings > Edit Server Settings > Active Directory Management > Add Domain

### Add Domain

Test Connection Add Cancel

Domain Name:  (Maximum 64 Characters)

NetBIOS Name:  (Maximum 15 Characters)

Primary Host Name or IP Address:  (Maximum 64 Characters)

Secondary Host Name or IP Address:  (Maximum 64 Characters)

User Name:  (Maximum 20 Characters)

Password:  (Maximum 127 Characters)

Starting Point for Search:  (Maximum 128 Characters)

Attribute to Set for Login Account

Login Name:

[Domain Name]

Enter the domain name of Active Directory that is the login destination.

Input example:

company.domain.com

[NetBIOS Name]

Enter the NetBIOS domain name.

[Primary Host Name or IP Address] / [Secondary Host Name or IP Address]

Enter the host name or IP address of the Active Directory server.

\* To use a secondary server, specify the server in [Secondary Host Name or IP Address].

[User Name] and [Password]

Enter the user name and password to use for accessing the Active Directory server and searching for user information.

[Starting Point for Search]

Specify the location (level) to search for user information when Active Directory server authentication is performed. If you do not specify the search start position, all user information registered on the server will be searched.

6. Specify the attributes.

[Attribute to Set for Login Account]

Enter the attributes for the login name, display name, and e-mail address of each user account on the server.

7. Click [Test Connection] to test the connection.
8. Click [Add].

→ The server information is added and the [Active Directory Management] screen is displayed again.

## 9. Click [Back].

→ The [Edit Server Settings] screen is displayed again.

## 10. Specify the number of caches in [Number of Caches for Service Ticket].

Specify the number of service tickets that the machine can hold.

A service ticket is an Active Directory function that acts as a record of a previous login, which reduces the amount of time it takes for the same user to log in next time.

## Specifying the LDAP Server Information

## 1. Select the [Use LDAP server] checkbox.

## 2. Click [LDAP Server Management...] ► [OK].

→ The [LDAP Server Management] screen is displayed.

## 3. Click [Add Server...].

→ The [Add LDAP Server] screen is displayed.

## 4. Specify the LDAP server information.

Authentication Management : Preferences : Server Settings > Edit Server Settings > LDAP Server Management > Add LDAP Server

**Add LDAP Server**

Test Connection Add Cancel

Server Name:  (Maximum 24 Characters)

Primary Address:  (Maximum 48 Characters)

Port:  636 (1-65535)

Secondary Address:  (Maximum 48 Characters)

Port:  636 (1-65535)

Comments:  (Maximum 64 Characters)

☒ Use TLS

☒ Use authentication information

\* Set the information of the user logging in to the authentication server.

User Name:  (Maximum 128 Characters)

Password:  (Maximum 128 Characters)

Starting Point for Search:  (Maximum 128 Characters)

## [Server Name]

Enter the name used to identify the LDAP server.

\* Do not use the name "localhost." Do not include spaces in the server name.

## [Primary Address] and [Secondary Address]

Enter the IP address or host name of the LDAP server.

Input example: Host name

ldap.example.com

\* Do not use a loopback address (127.0.0.1).

\* When using a secondary server, enter the IP address or host name in [Secondary Address].

## [Port]

Enter the port number used for communicating with the LDAP server.

\* If left blank, the following setting is used according to the [Use TLS] setting:

- When the checkbox is selected, "636"
- When the checkbox is cleared, "389"

## [Comments]

Enter a description and notes, as needed.

## [Use TLS]

Select this checkbox when using TLS encryption for communication with the LDAP server.

## [Use authentication information]

- When using authentication information for LDAP server authentication, select the checkbox and enter the user name and password for authentication.
  - Clear the checkbox to allow anonymous access to the LDAP server without using authentication information.
- \* Only when the LDAP server is set to allow anonymous access.

## [Starting Point for Search]

Specify the location (level) to search for user information when LDAP server authentication is performed.

## 5. Specify the attributes.

## [Attribute to Verify at Authentication]

Enter the attributes to which the user name is registered in [User Name (Keyboard Authentication)].

## [Attribute to Set for Login Account]

Enter the attributes for the login name, display name, and e-mail address of each user account on the server.

## 6. Specify the domain name of the login destination in [Domain Name Setting Method].

To specify the attribute to which the domain name is registered, select [Specify the attribute name for domain name acquisition] and enter the attribute.

## 7. Click [Test Connection] to test the connection.

## 8. Click [Add].

→ The server information is added and the [LDAP Server Management] screen is displayed again.

## 9. Click [Back].

→ The [Edit Server Settings] screen is displayed again.

## Specifying the Microsoft Entra ID Information

1. Select the [Use Microsoft Entra ID] checkbox.
2. Click [Domain Settings...].

→ The [Microsoft Entra ID Domain Settings] screen is displayed.

### 3. Specify the Microsoft Entra ID information.

[Login Destination Name]

Enter the name to be displayed at the login destination.

[Domain Name]

Enter the domain name of the Microsoft Entra ID that is the login destination.

[Application ID]

Enter the application (client) ID.

[Secret]

Enter the secret generated by Microsoft Entra ID. You do not need to enter this when [Key and Certificate] is used.

[Key and Certificate]

Click [Key and Certificate] to set the certificate to be registered to Microsoft Entra ID when you use a key and certificate. Select the certificate for which the key algorithm is RSA 2048 bits or more and the signature algorithm is SHA256, SHA384, or SHA512.

You can click [Export Certificate...] to export the certificate to be registered to Microsoft Entra ID.

[Microsoft Entra ID Authentication URL] and [Microsoft Entra ID API URL]

Enter the URLs. Depending on your cloud environment, you may need to change the settings. You do not need to enter this when [Secret] is used.

### 4. Specify the attributes.

[Attribute to Set for Login Account]

[Login Name]

From the pulldown menu, select the attribute for the login name of each user account on the server.

\* To specify an attribute not displayed in the pulldown menu, you can enter it directly.

- [WindowsLogonName]:

displayName is obtained from Microsoft Entra ID. displayName is changed as follows to create the login name:

- Spaces and the following characters are deleted from displayName: \* + , . / : ; < > = ? \ [ ] | .
- "@" and any subsequent characters are deleted.
- Character strings exceeding 20 characters are shortened to 20 characters or less.

**Example:** When displayName is user.001@example.com  
user001

- [displayName]:  
displayName obtained from Microsoft Entra ID becomes the login name.
- [userPrincipalName]:  
userPrincipalName obtained from Microsoft Entra ID becomes the login name.
- [userPrincipalName-Prefix]:  
The portion before "@" in userPrincipalName obtained from Microsoft Entra ID becomes the login name.

**Example:** When userPrincipalName is "user.002@mail.test"  
user.002

[Display Name] and [E-Mail Address]

Enter the attributes for the display name and e-mail address of each user account on the server.

5. Specify the domain name of the login destination in [Domain Name] under [Domain Name to Set for Login Account].
6. Specify the settings in [Autocomplete for Entering User Name When Using Keyboard Authentication] under [Domain Name to Autocomplete].  
Enter the name of the domain for which to perform autocomplete. Normally, set the same name as entered in [Domain Name].
7. Click [Test Connection] to test the connection.
8. Click [Update].

→ The [Edit Server Settings] screen is displayed again.

**5** Enter the time from start of authentication to timeout in [Authentication Timeout].

**6** Specify the priority domain to which to connect in [Default Domain].

**7** Specify whether to retain the authentication information of users in [Cache for User Information].

- To retain the authentication information of users who logged in with the control panel, select the [Save authentication information for login users] checkbox. If the machine is unable to connect to the authentication server within the time set in Step **5**, you can log in using the authentication information held in the cache.
- To retain the authentication information of users who logged in with keyboard authentication, also select the [Save user information when using keyboard authentication] checkbox.  
When this checkbox is selected, even if the machine is unable to connect to the server, you can log in using the held authentication information.

**8** Specify the user information and privileges in [Role Association].

[User Attribute to Browse]

Enter the attribute on the referenced server that is used to determine user privileges (roles).

### For Active Directory/LDAP Server

Normally, you can use the preset value of "memberOf," which indicates the group to which the user belongs.

### For Microsoft Entra ID

"Any user attribute of Microsoft Entra ID", "memberOf" and "transitiveMemberOf" can be set.

- If "memberOf" is set, only groups to which the user directly belongs are retrieved.
- If "transitiveMemberOf" is set, the information is not retrieved only the groups to which the user directly belongs, but also the groups to which those groups belong.

[Retrieve role name to apply from [User Attribute to Browse]]

Select this checkbox to use the character string registered to the attribute specified in [User Attribute to Browse] for the role name. Before selecting the checkbox, check the role names that can be selected on the machine and register them on the server.

[Conditions]

You can set the conditions to determine user privileges. The conditions are applied in the order they are listed.

- In [Search Criteria], select the search criteria for [Character String].
- In [Character String], enter the character string registered to the attribute specified in [User Attribute to Browse]. To specify the privileges based on the group to which the user belongs, enter the group name.
- In [Role], select the privileges that apply to users who match the criteria.

\* When using an Active Directory server, users who belong to the "Canon Peripheral Admins" group are set in advance to [Administrator].

## 9 Click [Update].

## 10 Restart the machine. ➤ **Restarting the Machine (P. 157)**

→ The information is registered.

### NOTE

#### Prohibiting Cache Storage of Authentication Information

- You can prohibit cache storage of passwords that users enter at login to the external authentication server. ➤ **[Prohibit Caching of Authentication Password] (P. 1185)**
- When cache storage is prohibited, the [Save authentication information for login users] setting in Step 7 is disabled automatically. To enable the setting in Step 7, select the [Save authentication information for login users] checkbox and update the authentication server information.

If the Port Number for Kerberos on Active Directory Is Changed

- Register the following information to the DNS server as an SRV record:
  - Service: "\_kerberos"
  - Protocol: "\_udp"
  - Port number: Port number actually used by the Kerberos service of the Active Directory domain (zone)
  - Host offering this service: Host name of the domain controller that is actually providing the Kerberos service of the Active Directory domain (zone)

## Registering an Application in Microsoft Entra ID

Use the following procedure to register an application in Microsoft Entra ID. The registration process may change with service updates. For more information, see the Microsoft website.

1 Log in to Microsoft Entra ID.

2 In the navigation menu, click [Microsoft Entra ID].

3 Register the application.

1. In the navigation menu, click [App registrations] ► [New registration].
2. Enter the name of the application.  
You can enter any name.  
**Input example:**  
Canon <printer name> Login
3. Select the type of account, and click [Register].  
→ The application (client) ID is generated.  
Make a note of the generated ID.

4 Create a secret or register a certificate.

#### When Creating a Secret

1. In the navigation menu, click [Certificates & secrets].
2. Click [New Scanlient secret].
3. In the [Add a client secret] dialog box, enter the description and expiry date, and click [Add].  
→ A secret ID and value are created.  
Make a note of the created secret value. You do not need the secret ID.  
\* The secret value is only displayed once. If you are unable to make a note of the value, create a new client secret.

#### When Registering a Certificate

The certificate of the machine needs to be exported in advance. You can export the certificate when configuring the Microsoft Entra ID information. [🔗 Registering Authentication Server Information \(P. 717\)](#)

1. In the navigation menu, click [Certificates & secrets].
2. Click [Upload certificate].
3. Select the file, and click [Add].  
After the certificate is uploaded, make a note of the [Thumbprint] value.

5 In the navigation menu, click [API permissions].

6 Click [Add a permissions].

7 Under [Request API permissions], select [Microsoft Graph].



8 Under the type of permissions, select [Delegated permissions], and grant permissions.

Grant the following permissions:

- User.Read.All
- Group.Read.All
- GroupMember.Read.All

9 Under the type of permissions, select [Application permissions], and grant permissions.

Grant the following permissions:

- User.Read.All
- Group.Read.All
- GroupMember.Read.All

\* Use permissions when you cannot log in to the machine due to a multifactor authentication error. This is not required depending on the function and environment used.

10 Click [Grant admin consent confirmation], and click [Yes].

→ Admin consent is granted to the selected permissions.

# Configuring the Authentication Functions and Login Screen

You can configure the login method and authentication system to use for user authentication and the login screen display method. You can also use user authentication when printing, scanning, and sending faxes from a computer.

- **Configuring the Login Method and Authentication System (P. 727)**
- **Configuring the Login Screen Display Method (P. 728)**
- **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**

## Configuring the Login Method and Authentication System

Specify the login method to use with user authentication and the authentication system, and start user authentication.

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. ➤ **[Use User Authentication] (P. 1154)** Administrator privileges are required. The machine must be restarted to apply the settings.

### Required Preparations

- To use local device authentication, register user information to the local device. ➤ **Registering User Information to a Local Device (P. 697)**
- When you use external server authentication, register the authentication server. ➤ **Registering Authentication Server Information (P. 717)**

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [User Management] ▶ [Authentication Management] ▶ [Basic Settings] ▶ [Edit...].  
→ The [Edit Basic Settings] screen is displayed.
- 4 Select the [Use the user authentication function] checkbox.
- 5 In [Authentication Functions to Use], select the checkbox for the login method that you want to use.
- 6 Configure the authentication system and function settings in [Authentication Settings] and [Other Settings]. ➤ **[Edit Basic Settings] Screen (P. 731)**

- Configure the authentication system settings in [Authentication Settings], according to the login method selected in Step 5.
- Configure the settings for other authentication functions or for the functions you want to restrict, as needed.

7 Click [Update].

8 Restart the machine. [▶ Restarting the Machine \(P. 157\)](#)

→ The settings are applied.

## Configuring the Login Screen Display Method

Configure the settings for when to display the login screen. You can also import an image file to the machine and change the background image of the login screen.

\* Images with the following properties can be imported as the background of the login screen:

- File size: 1024 KB or less
- File extension: .jpg, .jpeg, .png
- Image size: 640 pixels x 442 pixels or less

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. [▶ \[Login Screen Display Settings\] \(P. 1154\)](#)  
Administrator privileges are required.

1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3 Click [User Management] ▶ [Authentication Management] ▶ [Control Panel Settings] ▶ [Edit...].

→ The [Edit Control Panel Settings] screen is displayed.

4 In [Login Settings], specify when the login screen is displayed.

Displaying the Login Screen at the Start of Operations

Select [Display login screen when operation is started on the device].  
You must log in to use the machine.

Displaying the Login Screen after Selecting a Function

Select [Display login screen when functions requiring authentication are selected], and select the checkboxes of the functions to display the login screen.  
Login is required only when using the selected functions.  
The functions that are not selected will be available to anyone without logging in.

5 Specify a background image in [Login Screen Background Settings], as needed.

To change the background image of the login screen, click [Import Custom Image], import the image you want to use as the background, and then select [Custom Image].

## 6 Click [Update].

→ The settings are applied.

## 7 Log out from Remote UI.

### NOTE

- In connection with the settings in Step 4, login users are restricted from operating the following jobs of other users on the [Status Monitor] screen:

**When [Display login screen when operation is started on the device] is selected**  
Operations are restricted for jobs in which data is not received.

**When [Display login screen when functions requiring authentication are selected] is selected**  
Operations are restricted for jobs corresponding to functions selected in [Select Function That Will Require Authentication] (except for RX Jobs).  
**Example:** When [Fax] is selected  
Operations of sending jobs are restricted.

If you do not want to set these restrictions, change the operation restriction settings after specifying the login screen display method. ➤ **[Restrict Access to Other User Jobs] (P. 1163)**

## Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer

You can use user authentication for printing, scanning, or sending faxes from a computer, to prevent these operations from being performed if the user cannot be identified.

\* When you use user authentication, you need to configure the user management information on the driver to be able to print, scan, and send faxes from a computer. ➤ **[Configuring User Management Information on a Computer] (P. 752)**

This section describes how to configure the settings using Remote UI from a computer.  
On the control panel, select [⚙ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. ➤ **[Restrict Job from Remote Device w/out User Authent.] (P. 1155)**

Administrator privileges are required. The machine must be restarted to apply the settings.

## 1 Log in to Remote UI as an administrator. ➤ **[Starting Remote UI] (P. 899)**

## 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **[Remote UI Portal Page] (P. 903)**

## 3 Click [User Management] ▶ [Authentication Management] ▶ [Basic Settings] ▶ [Edit...].

→ The [Edit Basic Settings] screen is displayed.

4 In [Device Settings] of [Other Settings], select the [Remote job without user authentication] checkbox.

5 Click [Update].

6 Restart the machine. [▶ Restarting the Machine \(P. 157\)](#)

→ The settings are applied.

# [Edit Basic Settings] Screen

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Log in to Remote UI as an administrator with Administrator privileges, and click [Settings/Registration] ► [User Management] ► [Authentication Management] ► [Basic Settings] ► [Edit...] to display the [Edit Basic Settings] screen. Use this screen to enable and disable user authentication, specify the login method, and configure the basic settings for user authentication.

## [Use of Authentication Function]

[Use the user authentication function]

Select this checkbox to use user authentication.

[Authentication Functions to Use]

Select the checkbox for the login method that you want to use.

Configure the settings in [Authentication Settings], according to the selected login method.

## [Authentication Settings]

Configure the required settings when using each login method and other authentication functions.

[Keyboard Authentication]

If you selected [Keyboard Authentication] in [Authentication Functions to Use], configure the settings for the authentication system and login screen for keyboard authentication.

[Authenticate With]

Select the authentication system of the user.

To use an external authentication server, select the [Server] checkbox and select the server type.

\* If you selected [Microsoft Entra ID] for the server type, you can check the connection to the server by pressing [  ] at the top right of the login screen ► [Check Server Connection].

#### [Number of Caches for Login Users]

Displays the user login history in a dropdown list on the login screen. Select "0" to not display this history, and select "1" to display only the history of the most recently logged in user.

#### [Display Button on Settings Menu]

Select this checkbox to enable the user to change the password with [  ] at the top right of the login screen.

#### [Use Numeric Keys for Authentication]

Select this checkbox to enable login using only the numeric keys when the user name and password consist only of numbers.

#### [Restrict Password Reuse]

Select this checkbox to restrict the reuse of passwords that have been used in the past (passwords stored in the history), and enter the number of passwords to be stored in the history.

#### [Set Password Change Prohibition Period]

Select this checkbox to set a period in which to prohibit password changes, and enter the number of days for the prohibition period.

\* This setting can be configured only when the [Restrict Password Reuse] checkbox is selected.

#### [Use Password Strength Indicator]

To display a password strength meter on the password screen displayed when registering or editing user information, select this check box and specify the required password strength.

### [Remote UI Authentication]

#### [Authentication Mode]

Select the authentication mode to use when logging in to Remote UI.

- To allow all users including unregistered users to log in as a general user, select [Guest Authentication Mode].
- To allow only users with administrator privileges to log in, select [Administrator Authentication Mode].

#### [Always Require Two-Factor Authentication]

To require users to enter a one-time password (two-factor authentication) when they log in to Remote UI, select [All Users] or [Administrators Only] as the users to which this applies.

### [Other Authentication]

#### [Web Service Authentication Method]

Select the local device authentication method to use when communicating with Web service applications.

#### [Use TLS]

Select this check box to use TLS to encrypt communication with Web service applications.

### [Integrated Authentication]

#### [Disable integrated authentication]

Integrated authentication is a function that enables the authentication information used when logging in to be used when logging in at other times. Authentication is valid during the period the session is valid. Select this checkbox to disable integrated authentication.

- To disable integrated authentication using credentials for local device authentication and LDAP server authentication, select the [Disable integrated authentication using credentials for local device authentication] and [Disable integrated authentication using credentials for LDAP server authentication] checkboxes.
- To enable operation of the following folders and Advanced Space when integrated authentication is disabled, register a separate user name and password:
  - Personal Folder
  - LDAP server
  - Shared folder, FTP Server, or WebDAV server

- Advanced Space

## [Other Settings]

### [User Recognition Settings]

#### [Match Case for User Name]

Select this checkbox when using case-sensitive user names.

\* It is recommended to configure this setting together with the setting for determining users for print data. ➤

#### **[Match Case for User Name] (P. 1138)**

#### [Allow Use of @ in User Name]

Select this checkbox to allow use of the at sign (@) in the user name.

### [User Group Management Settings]

#### [Use department ID as user group]

Select this checkbox to use a Department ID as a user group. ➤ **Sharing Destinations in a Group (User Group) (P. 756)**

### [Department ID Settings for Users]

#### [Automatically set the department ID at user registration]

Select this checkbox to register a Department ID automatically and assign it to a user when registering and editing users with Remote UI.

- The Department ID is registered and assigned automatically in the following cases:
  - If the user name is a number of seven digits or less, that number is registered and assigned as the Department ID.
  - If the password registered to the user is a number of seven digits or less, that number is assigned as the Department ID PIN.
  - If the user name and password do not meet the above conditions, a sequentially numbered Department ID starting from "0000001" is registered and assigned in order. A PIN is not assigned.
  - A restriction on the number of pages is not set.
- The Department ID is not registered and assigned automatically in the following cases:
  - When a user is registered or edited on the control panel
  - When a user with an assigned Department ID is registered or edited
  - When 1,000 Department IDs are already registered
  - When 1,001 or more users are already registered

#### [Automatically Delete Department ID at User Deletion]

Select this checkbox to automatically delete the Department ID assigned to a user when the user is deleted.

- The total counter information linked to the Department ID is also deleted.
- If multiple users are registered to the Department ID, it is not automatically deleted.

### [Set Default Role]

#### [Default Role When Registering User]

Specify the role that is initially selected by default when a user is registered.

\* This setting is also applied in situations such as when no privileges are set in the imported user information.

### [Setting Changes by Users Without Administrator Privileges]

#### [Allow e-mail address settings]

Select this checkbox to enable users without Administrator privileges to specify their own e-mail addresses in their user accounts.

### [Device Settings]



[Functions to Restrict]

Select the checkboxes of functions that are not allowed to be used when using user authentication.

[Auto Delete Users]

[Delete users that have not logged in for the specified period]

Select this checkbox to automatically delete users registered in the local device who have not logged in to the machine for a specified period of time. In [Auto Delete After] and [Auto Delete Time], enter the number of days from the last login date until the automatic deletion is performed, and specify the time at which to perform deletion.

- These settings do not apply to the "-----" user registered by default and the administrators with Administrator privileges.
- If you set [Auto Delete After] to [0] days, all users are deleted at the time specified in [Auto Delete Time] (excluding users who are not subject to automatic deletion).
- If a user has never logged in before, the machine handles the registration date of the user as the last login date.
- If the user cannot be deleted automatically because the power of the machine is OFF or the machine is in Sleep Mode, the user will be deleted after the machine is turned ON or has recovered from Sleep Mode.

[Communication Mode for Kerberos Authentication Settings]

Select the communication method used for Kerberos authentication.

# Using the Personalization Function

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EK89-0FS

By default, the personalization function is enabled when using user authentication. You can use this function to create a personalized screen and Address Book. In addition, the personalized settings are stored automatically for efficient operation of the machine without the user having to change the same settings or operations each time.

➤ **Enabling and Disabling the Personalization Function (P. 736)**

➤ **Settings That Can Be Personalized (P. 737)**

## NOTE

- For details about how to use the personalization function and its available functions, see the following:

➤ **Using a Personalized Screen, Data, and Settings (Personalization) (P. 202)**

# Enabling and Disabling the Personalization Function

EK89-0FU

The personalization function enables login users to use the machine with customized settings. You can enable or disable the personalization function, as needed.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required.

## Required Preparations

- Specify the login method and authentication system, and start user authentication. [▶Configuring the Login Method and Authentication System \(P. 727\)](#)

- 1 Log in to the machine as an administrator. [▶Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶\[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Management Settings] ▶ [Device Management] ▶ [Personal Settings] ▶ [Enable Use of Personal Settings].  
→ The [Enable Use of Personal Settings] screen is displayed.
- 4 Enable or disable the personalization function.
- 5 Press [OK].  
→ The settings are applied.

## NOTE

- You can also restrict usage of some personalization functions. [▶Settings That Can Be Personalized \(P. 737\)](#)

# Settings That Can Be Personalized

EK89-0FW

The settings in the following table can be personalized as personal settings of the login user when the personalization function is enabled:

## Restricting Usage of Some Personalization Functions

For each item below, you can set whether to enable the use of the personalization function and specify the range of use.

- [Home] screen [▶Configuring the Timeline Display and Operability Settings of the \[Home\] Screen \(P. 885\)](#)
- Personal address list [▶\[Use Personal Address List\] \(P. 1145\)](#)
- User group address list [▶\[Use User Group Address List\] \(P. 1146\)](#)
- Personal SSID and network key [▶\[SSID/Network Key Settings\] \(P. 1028\)](#)

| Category                                 | Item                                                                                                                                                                                         | Setting and usage method                                                                                                                                                                                                  |
|------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Screen and default settings              | [Home] screen <sup>*1*2*3</sup> <ul style="list-style-type: none"> <li>• Button and wallpaper settings</li> <li>• Personal button<sup>*4</sup></li> <li>• Timeline<sup>*5*6</sup></li> </ul> | <a href="#">▶Customizing the [Home] Screen (P. 181)</a><br><a href="#">▶Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)</a><br><a href="#">▶Displaying and Operating the Timeline (P. 175)</a> |
|                                          | Function screen shortcut <sup>*1*2</sup>                                                                                                                                                     | <a href="#">▶Customizing the Scan, Fax, and Copy Screens (P. 187)</a>                                                                                                                                                     |
|                                          | Default settings of functions <sup>*1*2*5</sup>                                                                                                                                              | <a href="#">▶Changing the Default Settings (P. 195)</a>                                                                                                                                                                   |
|                                          | Save file list order <sup>*6</sup><br>(Print, Scan and Store, and other functions)                                                                                                           | <a href="#">▶[Network] and [Memory Media] File Selection Screen (P. 654)</a>                                                                                                                                              |
| Setting history <sup>*1*5*6</sup>        | Scan and Send <sup>*7</sup><br>Fax<br>Copy                                                                                                                                                   | <a href="#">▶Sending Scanned Data (P. 420)</a><br><a href="#">▶Sending Faxes (P. 510)</a><br><a href="#">▶Copy Operations (P. 574)</a>                                                                                    |
| Display and operability <sup>*1*2</sup>  | Screen display language and keyboard layout                                                                                                                                                  | <a href="#">▶Changing the Display Language (P. 197)</a>                                                                                                                                                                   |
|                                          | Screen displayed and operation after the user logs in<br>Keyboard response time and reversed display (for accessibility)                                                                     | <a href="#">▶Customizing the Display and Operations for Individual Users (Personal Settings) (P. 198)</a>                                                                                                                 |
| Address Book                             | Personal address list <sup>*1</sup><br>User group address list <sup>*1*8</sup>                                                                                                               | <a href="#">▶Address List Types and Usable Address Books (P. 279)</a>                                                                                                                                                     |
| Direct connection to a mobile device     | Personal SSID and network key                                                                                                                                                                | <a href="#">▶Customizing the Display and Operations for Individual Users (Personal Settings) (P. 198)</a>                                                                                                                 |
| Authentication information <sup>*1</sup> | Keychain                                                                                                                                                                                     | —                                                                                                                                                                                                                         |

<sup>\*1</sup> If [Delete Oldest User Settings] is set to operate when the maximum number of users using the personalization function has been reached, personalized data is deleted. [▶\[Action When Maximum Number of Users Exceeded\] \(P. 1168\)](#)

<sup>\*2</sup> When the client machine synchronizes personalized data for the first time, the synchronization may not be complete until the machine is started.

- <sup>\*3</sup> When you export the data, the configured personal settings are exported regardless of the settings in [Home Management Settings for Personal Use]. ➤ **[Home Management Settings for Personal Use] (P. 1169)**
- <sup>\*4</sup> Depending on the model of the export source, you may not be able to import this item. For details, contact your dealer or service representative.
- <sup>\*5</sup> When synchronizing personalized data, you can exclude it from synchronizing and make it device specific. (Other settings for the server machine are required on the multifunction printer with the server function.)
- <sup>\*6</sup> Personalized data cannot be imported or exported. ➤ **Importing and Exporting the Address Book and Settings (P. 926)**
- <sup>\*7</sup> Even if personalized data is synchronized, the destination of the send function will not be synchronized or specified.
- <sup>\*8</sup> The login service must support the group function (User Authentication support).

**NOTE****Keychain**

- Authentication information separate from login authentication information may be required such as to use a shared folder or LDAP server when using this machine. In this case, you must enter your authentication information the first time, but after successful authentication, you do not need to enter it again. This authentication information is managed as a keychain linked to the user account and is retained even when the machine is turned OFF.

**Using Multiple Canon Multifunction Machines with the Same Settings**

- By synchronizing personalized data, the same settings can be used across multiple Canon multifunction machines on the same network. ➤ **Using Multiple Canon Multifunction Machines with the Same Settings (Synchronizing Personalized Data) (P. 766)**

# Managing Groups with Department ID (Department ID Management)

EK89-0FX

Use Department ID Management to collectively manage users registered to the local device in a group (Department ID) such as a company department.

➤ **What You Can Do with Department ID Management (P. 739)**

➤ **Department ID (P. 739)**

➤ **Department ID Management Procedure (P. 740)**

## What You Can Do with Department ID Management

By using Department ID Management, you can do the following:

### Enhance Security

- Restrict operations for an unknown Department ID.
- Set a PIN for Department ID to require authentication by entering the Department ID and PIN when a user logs in. (DepartmentID Authentication)
  - \* Normally, the User Authentication login service is used for user authentication. If you want to use DepartmentID Authentication instead, change the login service. ➤ **Changing the Login Service for User Authentication (P. 962)**

### Monitor Device Usage and Manage Costs

- Tally and keep track of the number of printed, scanned, and copied pages by Department ID.
- Set the maximum number of pages that can be printed, scanned, and copied by Department ID to manage the number of sheets of paper that can be used.

## Department ID

To log in with Department ID Management, each user must have a Department ID assigned in advance. Each Department ID can be assigned a PIN and restricted on the number of pages used. You can register up to 1,000 Department IDs.

### Department ID and PIN

- When a Department ID is configured to use a PIN, users with that Department ID will be asked to enter a PIN when logging in. (DepartmentID Authentication)
- Specify a number up to seven digits. If you specify a number less than seven digits, zeros are added to the beginning to create a seven-digit number.
- You cannot register a Department ID or PIN consisting of all zeros such as "00" or "0000000."

### System Manager ID

The System Manager ID is a Department ID for an administrator. The System Manager ID has the Department ID and PIN registered in advance.

The System Manager ID belongs to users with Administrator privileges. The Department ID is set automatically when a user with Administrator privileges logs in with Department ID Management for the first time.

\* You can also require that a seven-digit number be entered for the System Manager ID and PIN. For details, contact your dealer or service representative.

## Department ID Management Procedure

---

To use Department ID Management, follow the procedure below.

\* To configure user authentication and Department ID Management at the same time, see the procedure for configuring the local device authentication settings. [▶Procedure for Configuring the Local Device Authentication Settings \(P. 695\)](#)

### Step 1

Set up Department ID Management.

- ▶ [Changing the Department ID and PIN for the Administrator \(P. 741\)](#)
- ▶ [Registering a Department ID and PIN \(P. 743\)](#)



### Step 2

Start Department ID Management.

- ▶ [Enabling Department ID Management \(P. 748\)](#)



### Step 3

When restricting operations from a user with an unknown Department ID, set the Department ID and PIN on each computer using the machine.

- ▶ [Configuring User Management Information on a Computer \(P. 752\)](#)



### Step 4

Perform Department ID Management.

- ▶ [Confirming Usage by Department ID \(P. 750\)](#)

# Changing the Department ID and PIN for the Administrator

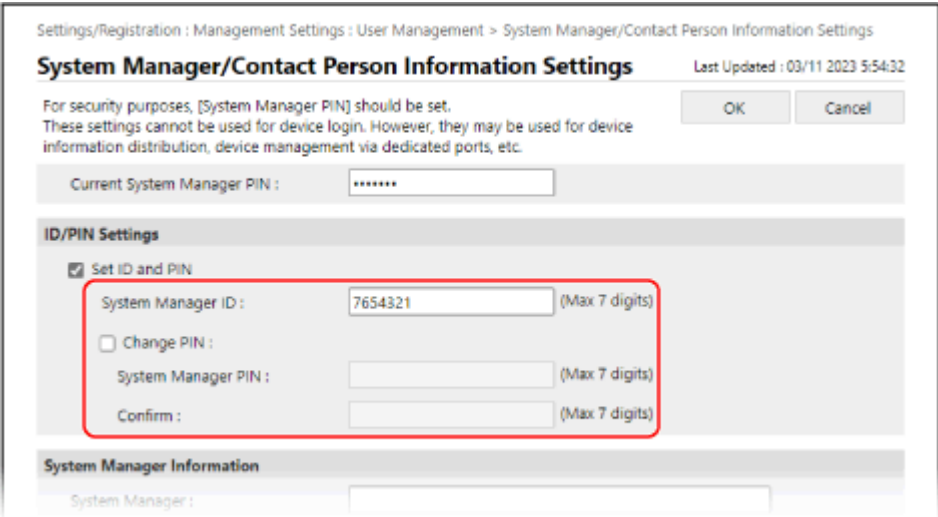
EK89-0FY

By default, the System Manager ID and PIN are both set to "7654321." However, for security reasons, it is recommended to avoid using the default settings. Change the System Manager ID and PIN before starting Department ID Management.

\* These are not the administrator settings for User Authentication. To specify a user with administrator privileges in User Authentication, assign the required role to the user. [▶Registering User Information to a Local Device \(P. 697\)](#)

This section describes how to change the Department ID and PIN using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to change this information. [▶\[System Manager Information Settings\] \(P. 1151\)](#) Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [System Manager/Contact Person Information Settings].  
→ The [System Manager/Contact Person Information Settings] screen is displayed.
- 4 Enter the currently set PIN in [Current System Manager PIN].
- 5 In [ID/PIN Settings], select the [Set ID and PIN] checkbox.
- 6 Change the System Manager ID and PIN.



Settings/Registration : Management Settings : User Management > System Manager/Contact Person Information Settings

### System Manager/Contact Person Information Settings

Last Updated : 03/11 2023 5:54:32

For security purposes, [System Manager PIN] should be set.  
These settings cannot be used for device login. However, they may be used for device information distribution, device management via dedicated ports, etc.

Current System Manager PIN :

#### ID/PIN Settings

☒ Set ID and PIN

System Manager ID :  (Max 7 digits)

☐ Change PIN :

System Manager PIN :  (Max 7 digits)

Confirm :  (Max 7 digits)

#### System Manager Information

System Manager :



- In [System Manager ID], enter the new System Manager ID that you want to set.
- To change the PIN, select the [Change PIN] checkbox, and enter the same PIN in [System Manager PIN] and [Confirm].

**7** Specify [System Manager Information] and [Contact Person Information], as needed.

**8** Click [OK].

→ The settings are applied.

**9** Log out from Remote UI.

**IMPORTANT**

- Do not forget your System Manager ID and PIN. If you forget your System Manager ID and PIN, contact your dealer or service representative.

# Registering a Department ID and PIN

EK89-0H0

Register the Department IDs for which to perform Department ID Management. After you register all the Department IDs to be managed, assign the Department IDs to the users registered in the machine. You can also register and assign the Department IDs in batch.

- **Registering a Department ID (P. 743)**
- **Assigning a Department ID to a User (P. 744)**
- **Batch Assigning Department IDs (P. 745)**
- **Batch Registering and Assigning Sequential Department IDs (P. 746)**
- **Batch Registering and Configuring Settings for Users with the Same Name As a Department ID (P. 747)**

## NOTE

### Automatically Deleting Unused Department IDs

- By configuring the [Automatically Delete Department ID at User Deletion] setting in [Other Settings] for the authentication function, you can automatically delete the user's Department ID that is no longer used whenever the user is deleted. ➤ **[Edit Basic Settings] Screen (P. 731)**

## Registering a Department ID

Register one Department ID at a time.

This section describes how to register a Department ID and PIN using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to register this information. ➤ **[Department ID Management] (P. 1151)**  
Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [User Management] ▶ [Department ID Management] ▶ [Register New Department...].  
→ The [Register New Department] screen is displayed.
- 4 Set the Department ID and PIN.  
To set the PIN, enter the same PIN in [PIN] and [Confirm]. Leave blank if you do not want to set a PIN.

## 5 Configure the [Page Limit] settings, as needed.

To limit the number of pages that can be printed, scanned, or copied, select the desired item and enter the maximum number of pages.

## 6 Click [OK].

→ The Department ID is registered.

## 7 Log out from Remote UI.

# Assigning a Department ID to a User

You can edit the user information and assign a Department ID. You can also register a Department ID at setup.

This section describes how to assign a Department ID using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to assign a Department ID. [▶\[Register/Edit Authentication User\] \(P. 1154\)](#) Administrator privileges are required.

## 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)

## 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)

## 3 Click [User Management] ▶ [Authentication Management].

→ The [User Management] screen is displayed.

## 4 Click [Edit...] for the user whose information you want to set.

→ The [Edit User Information] screen is displayed.

## 5 Click [Department ID Settings...].

→ The [Department ID Settings] screen is displayed.

## 6 Assign a Department ID.

When Assigning a Registered Department ID  
From the list of Department IDs, select the Department ID to assign to the user.

When Registering and Assigning a New Department ID

1. Click [Register New Department...].  
→ The [Register New Department] screen is displayed.
2. Set the Department ID and PIN.  
To set the PIN, enter the same PIN in [PIN] and [Confirm]. Leave blank if you do not want to set a PIN.
3. Click [Add].  
The Department ID is added to the list of the Department IDs on the [Department ID Settings] screen.
4. Select the added Department ID from the list of the Department IDs.

## 7 Click [OK] ► [Update].

→ The settings are applied.

## 8 Log out from Remote UI.

## Batch Assigning Department IDs

You can assign Department IDs to users by entering the Department IDs in a CSV file with saved user information and then importing that file to the machine. You can also assign unregistered Department IDs to users first, and then register the Department IDs later.

Administrator privileges are required to batch assign Department IDs.

### 1 Export the CSV file with saved user information. ► **Exporting User Information (P. 699)**

### 2 Enter the Department IDs in the CSV file. ► **Editing User Information Using a CSV File (P. 707)**

Enter the Department IDs in the "dept\_id" column and PINs in the "dept\_pin" column.

### 3 Import the CSV file with entered Department IDs. ► **Importing User Information Manually (P. 702)**

### 4 Check and register the Department IDs unregistered in the machine.

On the Portal page of Remote UI, click [Settings/Registration], and then click [User Management] ► [Authentication Management] ► [Check Unregistered Department ID]. The Department IDs registered as user information are compared with the Department IDs registered in the machine, and any Department IDs not registered in the machine are newly registered.

## Batch Registering and Assigning Sequential Department IDs

---

You can batch register Department IDs and assign them to the users registered to the machine.

- If the user name is a number of seven digits or less, that number is registered and assigned as the Department ID. If the password assigned to the user is a number of seven digits or less, that number is assigned as the Department ID PIN.
- If the user name and password do not meet the above conditions, a sequentially numbered Department ID starting from "0000001" is registered and assigned. A PIN is not assigned.

Register and assign sequential Department IDs using Remote UI from a computer. You cannot use the control panel to register and assign sequential Department IDs. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Authentication Management].  
→ The [User Management] screen is displayed.
- 4 Click [Batch Settings for Department ID...].  
→ The [Batch Settings for Department ID] screen is displayed.
- 5 In [Apply Settings To], select the users to which to apply the batch settings.
  - To apply the settings only to users without an assigned Department ID, select [Users for which no department ID is set].
  - To apply the settings to all users including those who already have an assigned Department ID, select [All users].
- 6 Click [Set].  
→ Sequential Department IDs are registered and assigned to users.
- 7 Click [Back].  
→ The [User Management] screen is displayed again.
- 8 Log out from Remote UI.

**NOTE**

Registering and Assigning a Department ID Automatically When Using Remote UI to Register a User

- By configuring the [Automatically set the department ID at user registration] setting in [Other Settings] for the authentication function, you can automatically register and assign Department IDs to users when you use Remote UI to register or edit users. [▶\[Edit Basic Settings\] Screen \(P. 731\)](#)

## Batch Registering and Configuring Settings for Users with the Same Name As a Department ID

---

You can batch register users with the same name as a registered Department ID. If a PIN is set for a Department ID, that PIN is assigned as the password and PIN of the user.

Batch register and assign Department IDs and user names using Remote UI from a computer. You cannot use the control panel to batch register and assign Department IDs and user names. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Authentication Management].  
→ The [User Management] screen is displayed.
- 4 Click [Add User Using Department ID...].  
→ The [Add User Using Department ID] screen is displayed.
- 5 Click [Add].  
→ Users with the same name as the Department ID are batch registered.
- 6 Click [Back].  
→ The [User Management] screen is displayed again.
- 7 Log out from Remote UI.

# Enabling Department ID Management

EK89-0H1

Start Department ID Management. When you use Department ID Management, the machine counts the number of pages printed for each Department ID. By using Department ID Management when printing, scanning, or sending faxes from a computer, you can monitor the usage status for each Department ID and enhance security.

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select [⚙️ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. ➤[**Department ID Management**] (P. 1151) Administrator privileges are required.

## Required Preparations

- Assign Department IDs to users registered to the local device. ➤**Registering a Department ID and PIN** (P. 743)

- 1 Log in to Remote UI as an administrator. ➤**Starting Remote UI** (P. 899)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤**Remote UI Portal Page** (P. 903)
- 3 Click [User Management] ▶ [Department ID Management] ▶ [Edit].  
→ The [Edit Department ID Management] screen is displayed.
- 4 Select the [Enable Department ID Management] checkbox.
- 5 Set the operation restrictions for users with an unknown Department ID, and specify how to count pages, as needed.

When Restricting Printing, Scanning, and Sending Faxes from a Computer with an Unknown Department ID  
Clear the [Allow Printer Jobs with Unknown IDs] and [Allow Remote Scan Jobs with Unknown IDs] checkboxes.

\* When these checkboxes are cleared, you must configure the User Management Information on the driver to be able to print, scan, and send faxes from a computer. ➤ **Configuring User Management Information on a Computer (P. 752)**

When Counting One Side of Paper Larger than B4 Size as Two Pages  
Select the [Count Each Page as 2 (Large Size Only)] checkbox.

**6** Click [OK].

→ The settings are applied.

**7** Log out from Remote UI.

#### NOTE

Managing Other Functions (DepartmentID Authentication)

- When you use DepartmentID Authentication for the login service, you can also configure the settings to restrict functions other than printing and copying in Step **5**.  
To restrict functions other than printing and copying, select the checkboxes of the items you want to restrict in [Limit Functions].



# Confirming Usage by Department ID

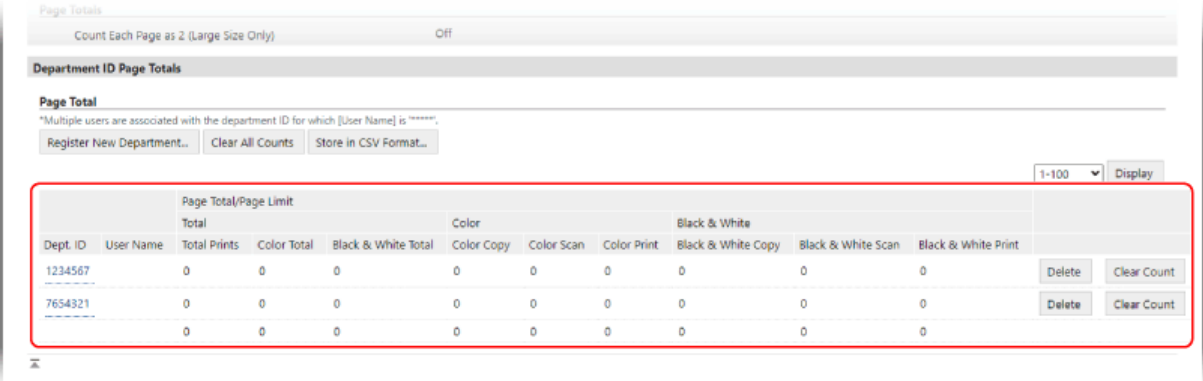
EK89-0H2

You can view the number of pages printed and copied for each Department ID when Department ID Management is enabled.

This section describes how to confirm usage using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to confirm usage. [▶\[Department ID Management\] \(P. 1151\)](#)  
Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Department ID Management].  
→ The [Department ID Management] screen is displayed.
- 4 In [Department ID Page Totals], view the usage.



| Dept. ID | User Name | Page Total/Page Limit |       | Color        |             | Black & White |            | Black & White |                    | Black & White      |                     | Delete | Clear Count |
|----------|-----------|-----------------------|-------|--------------|-------------|---------------|------------|---------------|--------------------|--------------------|---------------------|--------|-------------|
|          |           | Total                 | Limit | Total Prints | Color Total | Color Copy    | Color Scan | Color Print   | Black & White Copy | Black & White Scan | Black & White Print |        |             |
| 1234567  |           | 0                     |       | 0            | 0           | 0             | 0          | 0             | 0                  | 0                  | 0                   |        |             |
| 7654321  |           | 0                     |       | 0            | 0           | 0             | 0          | 0             | 0                  | 0                  | 0                   |        |             |

- Blank pages, test pages for Adjust Gradation, and sample prints for adjusting the contrast of Secure Watermark are not counted.
- Click [Store in CSV Format] to store the usage status on a computer as a CSV file.

## Resetting the Count for a Specific Department ID Only

For the Department ID with the count you want to reset, click [Clear Count] ▶ [OK].

## Resetting the Count for All Department IDs

Click [Clear All Counts] ▶ [OK].

- 5 Log out from Remote UI after viewing the usage.

**NOTE**

Viewing the Page Count List

- You can print the page count list from the control panel to view the usage.  
Administrator privileges are required to print the page count list.

Log in to the machine as an administrator ► press [ Settings/Register] ► [Management Settings] ► [User Management] ► [Department ID Management] ► [On] ► [Page Totals] ► [Print List] ► select the item to print ► press [Start Printing].

# Configuring User Management Information on a Computer

EK89-0H3

In the following cases, you need to configure the user management information on each computer that uses the machine:

- When using user authentication for printing, scanning, or sending faxes from a computer ➤ **Using User Authentication When Printing, Scanning, and Sending Faxes from a Computer (P. 729)**
- When Department ID Management is enabled on the machine, and either of the following applies:
  - When operations from users with an unknown Department ID are restricted ➤ **Enabling Department ID Management (P. 748)**
  - When you want to include operations from a computer in the usage status for each Department ID

➤ **Configuring the Printer or Fax Driver (P. 752)**

➤ **Configuring the Scanner Driver (Windows) (P. 755)**

## Configuring the Printer or Fax Driver

Configure the user management information on the printer or fax driver of the computer to be used with the machine.

➤ **When Using Windows (P. 752)**

➤ **When Using macOS (P. 753)**

### When Using Windows

Administrator privileges are required on each computer.

- 1 Log on to the computer using an administrator account.
- 2 Click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].  
→ The [Printers & scanners] screen is displayed.
- 3 Click the driver of the machine ► [Printer properties].  
→ The driver properties screen is displayed.
- 4 On the [Device Settings] tab, set the user management information.

#### When Using User Authentication

1. In [User Management], select [User Authentication], and click [Settings] at the bottom right.  
→ The [User Authentication Settings] screen is displayed.

2. Select the [Allow Password Settings] checkbox, and enter the user name and password.

#### When Using Department ID Management

1. In [User Management], select [Department ID Management], and click [Settings] at the bottom right.  
→ The [Department ID/PIN Settings] screen is displayed.
2. Select the [Allow PIN Setting] checkbox, and enter the Department ID and PIN.

- 5 To check that the entered user management information is correct, click [Verify].

This is not available when the machine is connected to the computer via the USB or Web Services on Devices (WSD) port.

- 6 Set the authentication process and applicable range, as needed.

Confirming the User Management Information When Printing or Sending Faxes  
Select the [Confirm Authentication Information When Printing] and/or [Confirm Authentication Information When Sending Faxes] checkboxes.

When the Machine Is Connected to the Computer via the USB or WSD Port  
Select the [Perform Authentication at Device] checkbox.

- 7 Click [OK] ► [OK].

→ The settings are applied.

#### When Using macOS

- 1 Click [  ] ► [System Settings] ► [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

- 2 Select the machine, and then click [Options & Supplies].

- 3 On the [Options] tab, select the [Prioritize User Authentication] or [Department ID Management] checkbox, and click [OK].

- 4 Click [Done].

- 5 Configure the user management information on the driver settings screen.

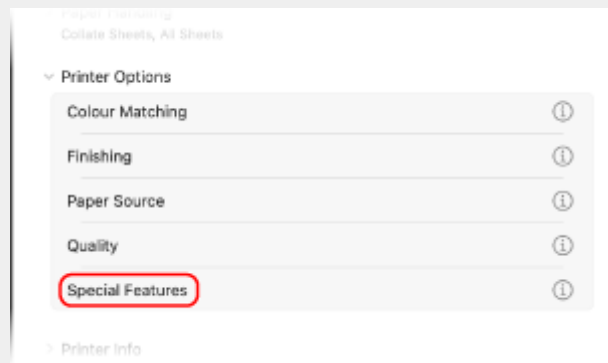
You need to configure the user management information each time you print or send a fax.

When Using the Printer Driver

1. Display the printing dialog box, and select the printer driver of the machine. ➤

### Printing (P. 371)

2. Click [Printer Options] ► [Special Features].



3. Configure the user management information.

#### When Using User Authentication

Select [User Authentication] in [User Management], click [Settings], and enter the user name and password.

#### When Using Department ID Management

Select [Department ID Management] in [User Management], click [Settings], and enter the Department ID and PIN.

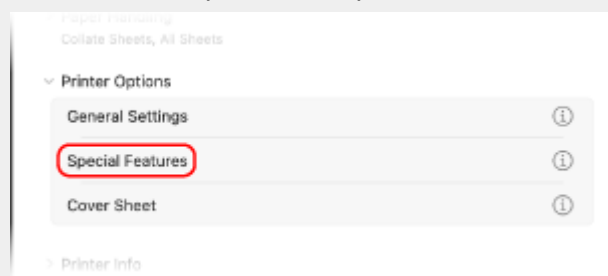
4. Set the authentication process and applicable range, as needed.  
To confirm the user management information when printing, select the [Confirm Authentication Information When Printing] checkbox.
5. Click [OK] ► [OK].

### When Using the Fax Driver

1. Display the printing dialog box, and select the fax driver of the machine. ➤

### Sending Faxes from a Computer (PC Faxing) (P. 523)

2. Click [Printer Options] ► [Special Features].



3. Configure the user management information.

#### When Using User Authentication

Select [User Authentication] in [User Management], click [Settings], and enter the user name and password.

#### When Using Department ID Management

Select [Department ID Management] in [User Management], click [Settings], and enter the Department ID and PIN.

4. Click [OK] ► [OK].

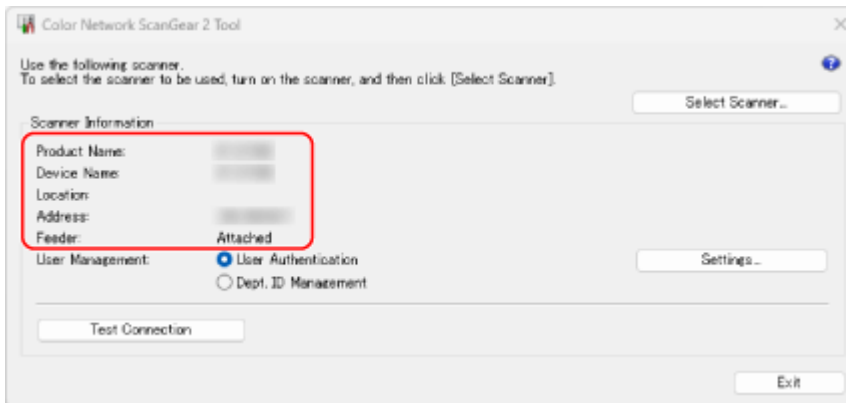
## Configuring the Scanner Driver (Windows)

Configure the user management information on the scanner driver of the computer to be used with the machine.

- 1 Click [  ] (Start) ► [All apps] ► [Color Network ScanGear 2] ► [Color Network ScanGear 2 Tool].

→ The [Color Network ScanGear 2 Tool] screen is displayed.

- 2 Check that the machine is displayed in [Scanner Information].



If the machine is not displayed in [Scanner Information], click [Select Scanner] and select the machine.

- 3 Configure the user management information.

### When Using User Authentication

1. In [User Management], select [User Authentication] and click [Settings].  
→ The [User Authentication Settings] screen is displayed.
2. Select the [Save Password] checkbox, and enter the user name and password.

### When Using Department ID Management

1. In [User Management], select [Department ID Management] and click [Settings].  
→ The [Department ID/PIN Settings] screen is displayed.
2. Select the [Save PIN] checkbox, and enter the Department ID and PIN.

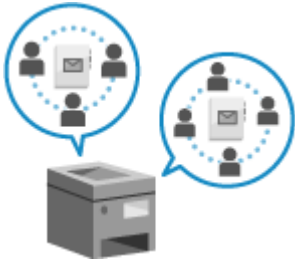
- 4 Set the authentication process, as needed.

Select the [Confirm Authentication Information When Scanning] checkbox to confirm the user management information when scanning.

- 5 Click [OK] ► [Exit].

# Sharing Destinations in a Group (User Group)

EK89-0H4



You can register a group (user group) with whom to share destinations, and share a user group address list among specific users, such as within the same department. One user group address list can be made public to only one user group.

- **Procedure for Sharing Destinations (P. 756)**
- **Registering a User Group (P. 756)**
- **Configuring the Public Destination of a User Group Address List (P. 758)**

## Procedure for Sharing Destinations

To share destinations, follow the procedure below:

### Step 1

Register the users with whom you want to share destinations to the local device (this machine).

➤ **Registering User Information to a Local Device (P. 697)**

\* You can skip this step when using the external server authentication: Proceed to Step 2.

\* If user groups have been registered, you can specify the user group to which a user belongs in [User Group Association] when you register new user information or edit it. ➤ **[Add User] and [Edit User Information] Screen (P. 704)**



### Step 2

Select the users who belong to the group and register a user group.

➤ **Registering a User Group (P. 756)**



### Step 3

Make the user group address list public to the user group.

➤ **Configuring the Public Destination of a User Group Address List (P. 758)**

## Registering a User Group

Select the users who belong to the group and register a user group.

Use Remote UI from a computer to register the user group. You cannot use the control panel to register a user group. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [User Management] ▶ [Authentication Management] ▶ [User Group Management].  
→ The [User Group Management] screen is displayed.
- 4 Register the user group.

#### When the Local Device Authentication Is Used

1. Click [Add Group (Local Device Users)...].  
→ The [Add Group (Local Device Users)] screen is displayed.
2. Configure the user group.  
[Group ID]  
Enter a separate ID to be assigned to the user group.  
[User Group Name]  
Enter the user group display name.  
[User to Register to User Group]  
Specify the users who belong to this group. Select the users to add to the group in the list under [Local Device Users], and click [Add >>] to add the users to the list under [Local Device Users].
3. Click [Add].  
→ The user group is registered.

#### When the External Server Authentication Is Used

1. Click [Add Group (Other Users)...].  
→ The [Add Group (Other Users)] screen is displayed.
2. Configure the user group.

- [Group ID]  
Enter a separate ID to be assigned to the user group.
- [User Group Name]  
Enter the user group display name.



[Attribute Name]

Enter the attribute name (company name, department, position, etc.) to set for the user group from among the attribute names registered in the authentication server.

[Attributes]

Enter the attribute value to associate with the user group. All users with matching attribute values belong to that group.

3. Click [Add].

→ The user group is registered.

## 5 Log out from Remote UI.

### NOTE

- You can configure the settings to automatically change the name of the user group address list when the user group name is changed during user authentication.

Administrator or DeviceAdmin privileges are required to configure the settings.

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Set Destination] ► [Personal Address List/User Group Address List Settings] ► select the [Apply User Group Name Change to User Group Address List Name] checkbox.

- You can configure the settings to use the Department ID as a user group when using Department ID Management.

Administrator privileges are required to configure the settings.

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [User Management] ► [Authentication Management] ► [Basic Settings] ► [Edit...] ► in [User Group Management Settings] under [Other Settings], select the [Use department ID as user group] checkbox.

## Configuring the Public Destination of a User Group Address List

You can make the address list of a user group public to a registered user group. Users can use an address list made public to the user group to which they belong.

A user group address list can be made public to only one user group. In addition, if a user group address list is already set to be made public to a user group, that user group cannot be set as the public view destination for another user group address list.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Address Book]. [▶ Remote UI Portal Page \(P. 903\)](#)

→ The [Address Lists] screen is displayed.

3 Click the user group address list to be made public from the address lists.

4 Click [Public View Settings].

→ The [Address List Public View Settings] screen is displayed.

5

Select the [Make Public] checkbox, and select the user group to which the address list is made public.

Address Book : Address Lists > User Group Address List 01 > Address List Public View Settings

**Address List Public View Settings** Last Updated : 01/11 2023 14:44:40

Set the user group to which the address list will be made public.  
The user group name will be registered as an address list name. (Max 16 characters)

☒ Make Public

**Make View Public To**

| Select                           | User Group Name |
|----------------------------------|-----------------|
| <input checked="" type="radio"/> | Group1          |
| <input type="radio"/>            | Group2          |

OK Cancel

6

Click [OK].

→ The settings are applied.

7

Log out from Remote UI.

# Configuring a Personal Folder

EK89-0H5

The Personal Folder function enables each login user to use a shared folder or a folder on the file server as their own dedicated folder.

Once a Personal Folder is set up, you can easily access it from [Personal Folder] displayed on the scan screen or other screen.

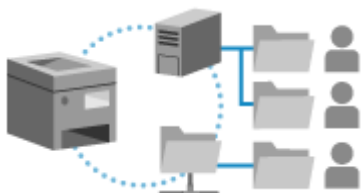
## ④ Specifying a Personal Folder (P. 760)

## ④ Setting the Personal Folder Specification Method (P. 761)

## Specifying a Personal Folder

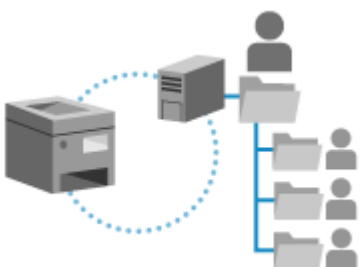
To specify a Personal Folder, administrator needs to select a method in advance from the following three methods. Each user uses their Personal Folder according to this specification method.

### Specifying a Personal Folder (User)



The user can specify a favorite location as a Personal Folder. Users can send documents to a preferred folder.

### Specifying a Home Folder (Administrator)



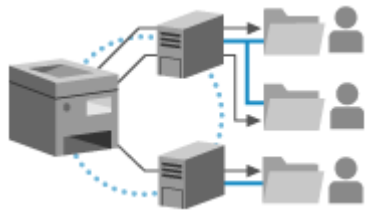
The administrator specifies a parent folder (home folder). Individual user folders can be created within the home folder to centralize all Personal Folders in one location.

You can specify a Windows (SMB) shared folder or WebDAV server folder as the home folder.

When specifying a WebDAV server, make sure to create all user folders in advance.

The user name and password used to access the folder can be configured to be the same as those used to log in to the machine, or a dedicated user name and password can be used for the Personal Folder.

## Specifying a Folder Using a Server



The folder information registered to an authentication server such as Active Directory can be used to specify a Windows (SMB) shared folder as a Personal Folder.

\* The login service being used must support this function. For details, contact your dealer or service representative.

\* When the login service is set to User Authentication, the folder specified in the "\\host name\folder path" format for the "homeDirectory" user attribute in Active Directory is used.

The user name and password used to access the folder can be configured to be the same as those used to log in to the machine (using keyboard authentication), or a dedicated user name and password can be used for the Personal Folder.

\* The authentication information used to access the folder cannot be obtained from Active Directory.

### IMPORTANT

- If the administrator specifies a home folder and the path hierarchy is too deep, the location may not be able to be specified as the home folder.

### NOTE

- When the user wants to specify the folder or set the user name and password for the Personal Folder, the user can select [  ] ► [Register/Edit Information for Each User] ► [Personal Folder] on the following screens to perform the operation:

- [Scan and Send]
- [Network] in [Scan and Store]
- [Network] in [Access Stored Files]

\* The settings are the same regardless of the screen used for the operation.

## Setting the Personal Folder Specification Method

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [  Settings/Register ] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. ➤ **[Personal Folder Specification Method] (P. 1091)**  
Administrator or DeviceAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Send] ► [Limit Send Destination].

→ The [Limit Send Destination] screen is displayed.

## 4

Set the Personal Folder specification method.

TX Destination

☐ Only Send E-Mail to Myself

☐ Only Send File to Personal Folder

**Personal Folder Specification Method**

Personal Folder Destination : ☐ Home Folder ☒ Each User ☐ Login Server

☐ Use Authentication Information of Each User  
\*If [Each User] is selected under Personal Folder, the authentication information of each user will be used.

**Home Folder Settings**

Protocol : ☒ Windows [SMB] ☐ WebDAV

Host Name :

When the User Specifies a Personal Folder  
 In [Personal Folder Destination], select [Each User].

When the Administrator Specifies a Home Folder  
 Specify the home folder and authentication information you want to use.

1. In [Personal Folder Destination], select [Home Folder].
2. In [Home Folder Settings], specify the home folder.
  - In [Protocol], select the protocol to use when sending data to a Personal Folder.
  - In [Host Name], enter the host name or IP address of the computer or server with the home folder.
  - Click [Settings], enter the path to the home folder in [Folder Path], and click [OK].  
**Input example:** when the path is "C:\users\public\share"  
 users\public\share
3. In [Use Authentication Information of Each User], configure the authentication information you want to use.
  - To use the user name and password used at login, leave the checkbox cleared.
  - To use the user name and password of the Personal Folder, select the checkbox. In this case, each user must register their own user name and password.

\* The user name to use for authentication is the folder name.

When Specifying a Folder Using a Server  
 Specify the authentication information you want to use.

1. In [Personal Folder Destination], select [Login Server].
2. In [Use Authentication Information of Each User], configure the authentication information you want to use.
  - To use the user name and password used at login, leave the checkbox cleared.
  - To use the user name and password of the Personal Folder, select the checkbox. In this case, each user must register their own user name and password when logging in with keyboard authentication.

\* The authentication information (user name and password) required when accessing the Personal Folder cannot be obtained from Active Directory.  
\* The user name to use for authentication is the folder name.

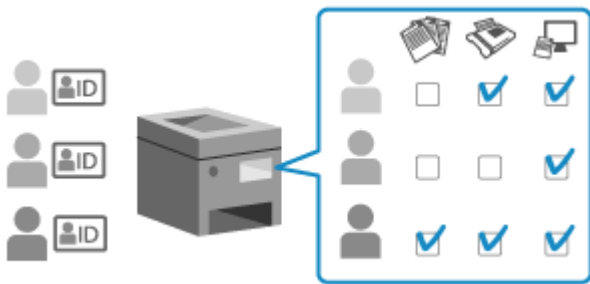
5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

# Using ACCESS MANAGEMENT SYSTEM

EK89-0H6



You can use ACCESS MANAGEMENT SYSTEM for more precise control of functions available to each privilege level (role) and to create new roles. This enables you to configure different roles for each user for strict user management. For example, you can prohibit user A from copying while allowing user B to use all functions.

For details about the required environment and how to create and edit roles, see the ACCESS MANAGEMENT SYSTEM manual at the online manual site.

<https://oip.manual.canon/>

## Enabling ACCESS MANAGEMENT SYSTEM

You must enable ACCESS MANAGEMENT SYSTEM to use this function.

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. [▶\[Use ACCESS MANAGEMENT SYSTEM\] \(P. 1172\)](#) Administrator privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [License/Other] ▶ [ACCESS MANAGEMENT SYSTEM Settings].  
→ The [ACCESS MANAGEMENT SYSTEM Settings] screen is displayed.
- 4 Select the [Use ACCESS MANAGEMENT SYSTEM] checkbox, and click [OK].
- 5 Restart the machine. [▶Restarting the Machine \(P. 157\)](#)  
→ The settings are applied.

### NOTE

When ACCESS MANAGEMENT SYSTEM Is Enabled

- User authentication is enabled.

\* If you will not use user authentication after user authentication is enabled, disable ACCESS MANAGEMENT SYSTEM before disabling user authentication.

- The following settings are disabled:
  - Setting an Address Book PIN ➤ **Restricting Address Book Registration and Editing by Setting a PIN (P. 849)**
  - Restricting the destinations to which faxes and scanned data can be sent ➤ **Sending Only to Registered Destinations (P. 821)**
- \* You can use ACCESS MANAGEMENT SYSTEM to restrict similar settings for each role.
- \* These settings are not enabled automatically when ACCESS MANAGEMENT SYSTEM is changed from enabled to disabled. You must reconfigure the settings manually.
- The print data temporary saved in the memory of the machine as Scheduled Print data will be deleted.



# Using Multiple Canon Multifunction Machines with the Same Settings (Synchronizing Personalized Data)

EK89-0H7

You can synchronize personalized data of multiple Canon multifunction machines on a network. This enables the login user to seamlessly use the same settings on any multifunction machine. For example, a user can use the Address Book or Personal button registered on one multifunction machine with the other machines. [▶Settings That Can Be Personalized \(P. 737\)](#)

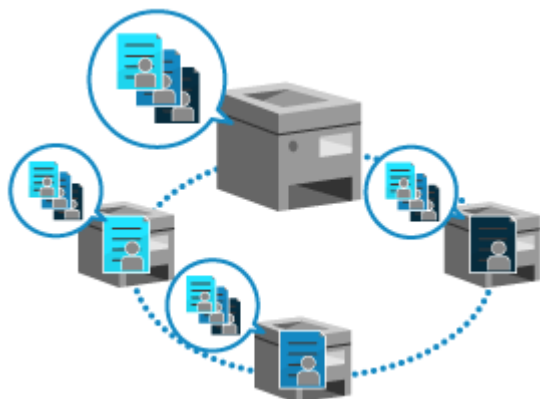
Among the multifunction machines to be synchronized, the machine that stores the data you want to synchronize is the server machine. The other machines are the client machines. Up to 10 machines, including the server machine, can be synchronized. The personalized data for a maximum of 1,000 users can be managed on the server machine.

## Server Machine

The server machine centrally manages the client machine settings. As these settings are managed separately from the server machine settings, they are not reflected to the server machine if the client function has not been started on the server machine. If you also want to synchronize the server machine settings, enable both the server function and the client function.

## Client Machine

The settings managed on the server machine are reflected to the client machines. The same user can use their settings on any client machine after logging in.



[▶Synchronized Data and Restricting Operations \(P. 766\)](#)

[▶Synchronization Procedure \(P. 768\)](#)

## Synchronized Data and Restricting Operations

Synchronization can be performed only for multifunction machines with the same user authentication and group management settings. When using Department ID Management to manage groups, use the same Department ID for each multifunction machine.

### Data to Be Synchronized

- When the data to be synchronized exists on both the server machine and client machines, the data on the client machines is deleted and overwritten with the data on the server machine. To use the data on the client machines, delete the applicable data from the server machine before starting the synchronization. (The data is deleted when synchronization is enabled on the server machine.)

- If a user's data exists on multiple client machines but not on the server machine, the data of the client machine that connects first to the server machine will be registered.

#### Example of data registered to the server machine

When data of user 1 exists on both client machine A and client machine B, and client machine A connects first to the server machine, the data on client machine A will be registered to the server machine.

- Registration data on client machine A (the client machine that connected first to the server machine)



: Data of user 1



: Data of user 2

- Registration data on client machine B



: Different data of user 1



: Data of user 3

- Data registered to the server machine



: Data of user 1 on client machine A



: Data of user 2 on client machine A



: Data of user 3 on client machine B

- To correctly use the information related to Advanced Space or a file server on another machine on the network included in the keychain, the order that the connection destinations are registered must be the same on all machines. ➤ **Preparations for Using Another Machine or Server on the Network (P. 634)**

#### Settings Other Than Personalized Data That Can Be Synchronized

The following settings cannot be personalized, but the settings can be shared between multiple Canon multifunction machines using the personalized data synchronization function:

- Public view settings for user group address lists ➤ **Configuring the Public Destination of a User Group Address List (P. 758)**
- [Home] screen setting for users who are not logged in ➤ **Customizing the [Home] Screen (P. 181)**

#### Restricted Operations and Settings

- When you start data synchronization with a client machine, you can no longer import or export data for synchronization including the Address Book. It is recommended to export the data for synchronization before starting synchronization.
- When the maximum number of users using the personalization function is reached, the oldest user settings are deleted.
  - \* [Action When Maximum Number of Users Exceeded] is set to [Delete Oldest User Settings] and can no longer be changed. [▶\[Action When Maximum Number of Users Exceeded\] \(P. 1168\)](#)
- If one or more client machines are operating, the server machine will not enter Sleep Mode. Even if only the server machine is operating, when the client function "localhost" is connected via a proxy server, the server machine will not enter Sleep Mode.

**IMPORTANT**

- Depending on the options and device configuration of the multifunction machine, synchronized data may not be reflected.
- If the version of the firmware of the multifunction machine is old, the registered shortcuts and keychain may not be synchronized.
- If the server machine or a client machine has malfunctioned during synchronization, data whose sharing range is set to [Device-Specific (Not Shared)] on the malfunctioning multifunction machine cannot be recovered and will be reset to the default setting.

## Synchronization Procedure

---

To synchronize personalized data, follow the procedure below:

### Step 1

- Check that the multifunction machines to be synchronized are properly connected to the network.
- It is recommended to export the personalized data for backup purposes.
  - [▶Importing and Exporting the Address Book and Settings \(P. 926\)](#)



### Step 2

- Enable the synchronization function on the server machine, and configure the data to be synchronized.
  - \* For information on the procedure, see the manuals of the machine with the server function.



### Step 3

- On each client machine, enable the the synchronization function, configure the settings to connect to the server machine, and start synchronization.
  - [▶Starting Synchronization on a Client Machine \(P. 770\)](#)



### Step 4

- Check the synchronization status on the server machine.
  - \* For information on the procedure, see the manuals of the machine with the server function.

**NOTE**

- This machine does not have a server function. Enable the server function on the machine with the server function, and connect this machine as a client machine.

#### Changing the Canon Multifunction Machines to Synchronize

- You can replace or change the server and client machines after starting synchronization. [▶ Changing the Canon Multifunction Machines to Synchronize \(P. 773\)](#)

# Starting and Stopping Synchronization (Client Machine)

EK89-0HE

This section describes how to start and stop synchronization on the client machine.

- ▶ **Starting Synchronization on a Client Machine (P. 770)**
- ▶ **Stopping Synchronization on a Client Machine (P. 772)**

## Starting Synchronization on a Client Machine

Enable the synchronization function and configure the settings for connecting to the server machine. This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. However, the control panel can only be used to enable or disable the synchronization function. ▶ **[Synchronize Custom Settings (Client)] (P. 1166)**

Administrator privileges are required. The machine must be restarted to apply the settings.

### Required Preparations

- Enable the synchronization function on the server machine, and configure the data to be synchronized. For information on the procedure, see the manuals of the machine with the server function.

- 1 Log in to Remote UI as an administrator. ▶ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Synchronize Custom Settings]. ▶ **Remote UI Portal Page (P. 903)**  
→ The [Synchronize Custom Settings] screen is displayed.
- 3 Click [Change Connection Destination...].  
→ The [Connection Settings] screen is displayed.
- 4 In [Service] under [Synchronize Custom Settings (Client)], select [Start].
- 5 Configure the settings for connecting to the server machine.  
You can skip this step when all of the conditions below are met. Proceed to Step **6**.
  - When the server machine is connected to the same router (including the server machine's client function)
  - When there is only one server machine on the same network
  - When [User Account ID for Authentication:] in [Synchronize Custom Settings (Client)] is left blank

[Destination Server Address:]

Enter the IP address or host name of the server machine.

To specify the port number, enter "8443" (optional).

To search for the server machine automatically, leave this blank.

**Example:** When specifying the port number

192.168.18.138:8443

\* When you specify the port number for an IPv6 address, enclose the IP address in brackets [ ].

**Example:**

[fe80::65f0:82cb:b3d6:e6bc]:8443

\* When you use a sub line for the network settings of the server machine, enter the information below.

- For the client machine: IP address of the sub line of the server machine
- For the server machine's client function: IP address of the main line, or "localhost"

[Search Depth (Router):]

Enter the router hop count (number of routers the data passes through) for network discovery. When not passing through a router, specify "1."

[User Account ID for Authentication:] and [New Password:]

Enter the user name and password of the user with Administrator privileges for the server machine.

6

Select the [Allow custom settings to be applied during operation] checkbox, as needed.

Normally, the synchronized data is applied immediately after the user logs in, but the following settings may not be applied:

- [Switch Language/Keyboard]
- [Accessibility]
- [Personal SSID and Network Key Settings]

To apply these settings during user operation, select this checkbox.

7

Click [Change] ► [OK].

8

Restart the machine. ➡ **Restarting the Machine (P. 157)**

→ The settings are applied and synchronization starts.

#### NOTE

Checking the Synchronization Communication Log

- On the screen shown in Step 3, you can check the synchronization communication log and store it as a file on a computer.
- If an error occurs, [Warning] or [Error] is displayed for [Level].
  - [Warning]: Unable to communicate temporarily with the server machine, etc.
  - [Error]: Registration data limit has been exceeded, failed to authenticate the server machine, etc.

### When a Client Machine Cannot Connect to the Server Machine During Discovery

- The client machine cannot connect to the server machine during discovery in the following cases. Enter the IPv4 address in [Destination Server Address:] in Step **5**.
  - When the network settings of the server machine use both IPv4 and IPv6 with priority given to IPv6, and IPv6 is disabled on the client machine
  - When the main line is used for the network settings of the server machine, and the sub line is used for the network settings of the client machine

### If Data Is Not Synchronized Properly

- If a message appears on the control panel, follow the instructions of the message to fix the problem. [▶A Message Appears \(P. 1403\)](#)
- If no message appears on the control panel even though a data mismatch occurs between the client machine and server machine, delete the user setting information, and log in. [▶Deleting User Setting Information \(P. 774\)](#)

## Stopping Synchronization on a Client Machine

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. [▶\[Synchronize Custom Settings \(Client\)\] \(P. 1166\)](#) Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Synchronize Custom Settings]. [▶Remote UI Portal Page \(P. 903\)](#)
  - The [Synchronize Custom Settings] screen is displayed.
- 3 Click [Change Connection Destination...].
  - The [Connection Settings] screen is displayed.
- 4 In [Service] under [Synchronize Custom Settings (Client)], select [Stop].
- 5 Click [Change] ▶ [OK].
  - The settings are applied.
- 6 Log out from Remote UI.

### NOTE

- Client machines save only the information of users logged in during synchronization. If you stop synchronization, the client machine no longer receives information from the server machine, and users without saved information cannot log in. If the user information on the server machine is required on a client machine where synchronization was stopped, export the personalized data from the server machine and import it to the client machine. For information on the procedure, see the manuals of the machine with the server function.

# Changing the Canon Multifunction Machines to Synchronize

EK89-0HF

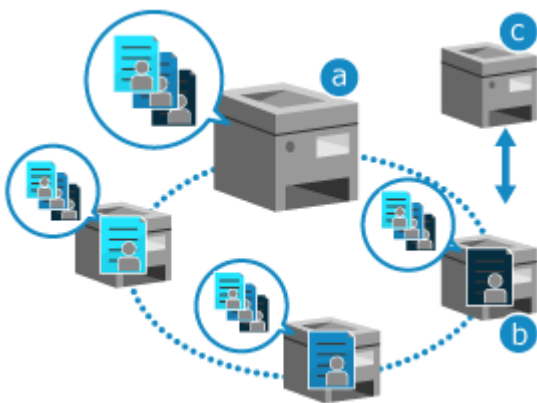
This section describes the procedure for switching or changing a client machine after synchronization of personalized data has been started.

## NOTE

- This machine does not have a server function. For information on changing the server machine, see the manuals of the machine with the server function.

## Changing a Client Machine

You can change a synchronized client machine to another Canon multifunction machine that is not synchronized.



Administrator privileges are required to change the client machine.

- a** : The server machine
- b** : A synchronized client machine
- c** : Another Canon multifunction machine that is not synchronized

### 1 Stop synchronization on the old client machine. ➤ **Stopping Synchronization on a Client Machine (P. 772)**

If you cannot stop synchronization due to a malfunction on the old client machine, stop the client machine synchronization from the server machine. For information on the procedure, see the manuals of the machine with the server function.

\* Until you stop synchronization of the client machine, it is still counted as a connected machine even after the change.

### 2 Start synchronization on the multifunction machine to be a new client machine. ➤ **Starting Synchronization on a Client Machine (P. 770)**

→ Synchronization starts after the machine is restarted.



# Deleting User Setting Information

User setting information is a record of where and what settings have been configured by users.

The machine registers the user setting information automatically, and some information may remain even after a user is deleted. Manually delete any unnecessary user setting information, as needed. You also need to delete user setting information when the maximum number of users and user groups with user setting information is reached.

\* User setting information can be registered for up to 500 users and 50 user groups.

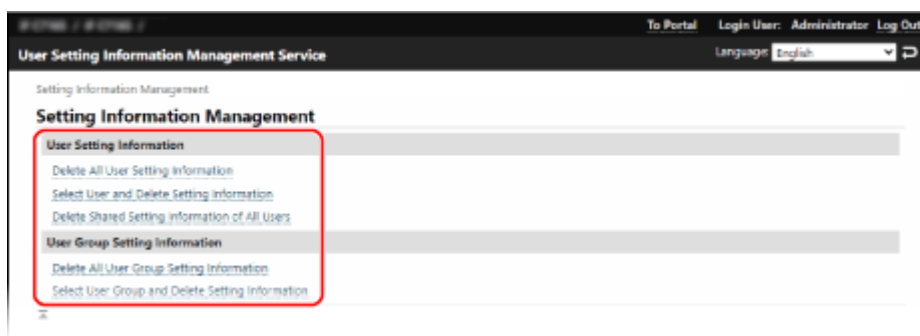
\* You can also configure the settings to automatically delete user setting information when the maximum number of users and user groups with user setting information is reached. [▶\[Action When Maximum Number of Users Exceeded\] \(P. 1168\)](#)

\* When you delete the user setting information, the information of Personal buttons, Shared buttons, and keychains is deleted.

Delete user setting information using Remote UI from a computer. You cannot use the control panel to delete this information.

Administrator privileges are required. The machine must be restarted to delete the information.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [User Setting Information Management]. [▶Remote UI Portal Page \(P. 903\)](#)  
→ The [Setting Information Management] screen is displayed.
- 3 Delete the user setting information.



Click an item according to the setting information you want to delete, and delete that information.

- 4 Wait a while, and then restart the machine. [▶Restarting the Machine \(P. 157\)](#)

→ The user setting information is deleted.

The deletion process takes time, so wait a while after the deletion is executed, and restart the machine.

## NOTE

- User setting information that uses a MEAP application may not be able to be deleted.

# Protecting the Network

EK89-0HJ

Connecting the machine to a network allows you link it to computers and mobile devices for more convenient operations. However, this also creates risks of unauthorized access and eavesdropping over the network. By configuring the security settings according to your network environment, you can reduce these risks to ensure safer use of the machine.

## Filtering Using Firewall Settings

Allows communications only with devices that have a specific IP address or MAC address to prevent unauthorized access.

### ➤ [Setting Up a Firewall \(P. 776\)](#)

## Using a Proxy Server

Using a proxy server to connect to a network not only facilitates managing communications with external networks but blocks unauthorized access and consolidates anti-virus protection for enhanced security.

### ➤ [Using a Proxy \(P. 784\)](#)

## Encryption of Communication Using TLS

You can use TLS to encrypt communication when using Remote UI and sending e-mail. This reduces the risks of data eavesdropping and tampering during communication.

### ➤ [Using TLS \(P. 788\)](#)

## Encryption of Communication Using IPSec

Use Internet Protocol Security (IPSec) to encrypt data at the IP protocol level. This reduces the risks of data eavesdropping and tampering during communication without relying on an application or network configuration.

### ➤ [Using IPSec \(P. 791\)](#)

## Using the Machine in a Network with IEEE 802.1X Authentication

When connecting the machine to a network that uses IEEE 802.1X authentication, you must configure the settings on the machine such as the authentication method managed by the authentication server.

### ➤ [Using IEEE 802.1X \(P. 797\)](#)

## Managing and Verifying Keys and Certificates

You can generate a key and certificate used to encrypt communication and register keys and certificates obtained from a certification authority. By configuring the verification method of a certificate, you can check to see if a certificate received from a communicating device is valid.

### ➤ [Managing and Verifying a Key and Certificate \(P. 800\)](#)

## See Also

For the network settings at setup, see the following.

### ➤ [Configuring Your Machine for Your Network Environment \(P. 125\)](#)

# Setting Up a Firewall

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Set up a packet-filtering firewall to prevent unauthorized access.

First, as a prerequisite, set whether to allow or block communication with other devices. Next, specify the IP addresses or MAC addresses of devices you want to block or allow as exceptions.

- **Setting Up IP Address Filtering (P. 776)**
- **Setting MAC Address Filtering (P. 778)**
- **Setting Up IP Address Filtering on the Sub Line (P. 780)**
- **Setting up Mac Address Filtering on the Sub Line (P. 782)**

## IMPORTANT

- MAC address filtering is not available when connecting the machine to a wireless LAN.
- Multicast and broadcast addresses are not restricted even when the setting is configured to block the sending of data from the machine to other devices.

## Setting Up IP Address Filtering

Set up IPv4 address filtering or IPv6 address filtering according to your usage environment. In addition, after you set up IP address filtering, you can configure the settings to exclude inbound and outbound ICMP traffic such as ping commands from the restrictions.

\* When the machine is connected to two different networks at the same time, set up IP address filtering for the main line, as described in this section. To set up IP address filtering for the sub line, see the following:

- **Setting Up IP Address Filtering on the Sub Line (P. 780)**

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. ➤ **[Firewall Settings] (P. 1020)**

Administrator or NetworkAdmin privileges are required.

## IMPORTANT

- If you set an incorrect IP address, you may not be able to access Remote UI. If this happens, use the control panel to set the IP address again.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Network Settings].
- 4 Click [Outbound Filter] or [Inbound Filter] in the IP address filter.
  - ➔ The setting screen for the IP address filter is displayed.
  - To restrict sending of data from the machine to other devices, click [Outbound Filter].

- To restrict receiving of data from other devices, click [Inbound Filter].

## 5 Select the [Use Filter] checkbox.

→ The IP address filter is enabled.

## 6 In [Default Policy], set the filtering prerequisites.

As a filtering prerequisite, select whether to allow or block communication with other devices.

## 7 Register exception addresses.

You can register up to 16 exception addresses.

1. Click [Register New] for [Exception Addresses].  
→ The screen for registering exception addresses is displayed.
2. Specify the exception addresses.

Settings/Registration : Preferences : Network Settings > Firewall Settings : IPv4 Address Filter : Outbound Filter > Register  
Last Updated : 05/11 2023 9:19:21

Set all the items, then click [OK]. You cannot click [OK] if some items have not been set. OK Cancel

**Register New Exception Address**

Address to Register :

\*To enter multiple IP addresses at the same time, use a hyphen as follows:  
xxx.xxx.xxx.xxx-xxx.xxx.xxx.xxx

\*To specify the prefix length, enter the IP address as follows: xxx.xxx.xxx.xxx/xx (Prefix length: 1-32)

☐ Specify Port Number

Port Number :

Delete Add

[Address to Register]

Enter the IP addresses of devices whose communication you want to block or allow as exceptions to the filter.

You can also specify a range of IP addresses by using a hyphen (-) or prefix notation.

**Input example:** Specifying a range of IP addresses

192.168.0.10-192.168.0.20

192.168.0.32/27

fe80::1234/64

[Specify Port Number]

To set exception addresses only for communication that uses specific port numbers when communicating with the registered IP addresses, select this checkbox and add the port numbers to the list.

- To add a port number to the list, enter the port number in the input field above [Add], and click [Add].
- You can enter up to 50 port numbers per exception address.

3. Click [OK].

→ The exception address is registered, and the screen for configuring the IP address filter settings is displayed again.

8 Click [OK].

9 Exclude inbound and outbound ICMP traffic from the restrictions, as needed.

To exclude inbound and outbound ICMP traffic such as ping commands from the restrictions, click [ICMP Sending/Receiving Settings] for the IP address filter, select the [Always Allow Sending/Receiving Using ICMP] checkbox, and click [OK].

10 Click [Apply Setting Changes] ► [OK].

→ The settings are applied.

11 Log out from Remote UI.

#### NOTE

Viewing the Block History of the IP Address Filter

- When [Default Policy] is set to [Allow], you can check the log of communications blocked by the IP address filter.

Log in to Remote UI in as an administrator ► click [Settings/Registration] ► [Network Settings] ► [IP Address Block Log].

\* You can check the 100 most recent communications in the log.

\* You can click [Store in CSV Format] on the [IP Address Block Log] screen to store the communication log on a computer as a CSV file.

Editing a Registered Exception Address

- To edit the registered information, click the exception address you want to edit on the settings screen for the IP address filter.

## Setting MAC Address Filtering

When the machine is connected to two different networks at the same time, set up MAC address filtering for the main line, as described in this section. To set up MAC address filtering for the sub line, see the following:

### ④ Setting up Mac Address Filtering on the Sub Line (P. 782)

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [⚙ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. ④ [MAC Address Filter] (P. 1025)

Administrator or NetworkAdmin privileges are required.

#### IMPORTANT

- If you set an incorrect MAC address, you may not be able to access Remote UI. If this happens, use the control panel to set the MAC address again.

1 Log in to Remote UI as an administrator. ④ Starting Remote UI (P. 899)

2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3 Click [Network Settings].

4 Click [Outbound Filter] or [Inbound Filter] for the MAC address filter.

→ The settings screen for the MAC address filter is displayed.

- To restrict sending of data from the machine to other devices, click [Outbound Filter].
- To restrict receiving of data from other devices, click [Inbound Filter].

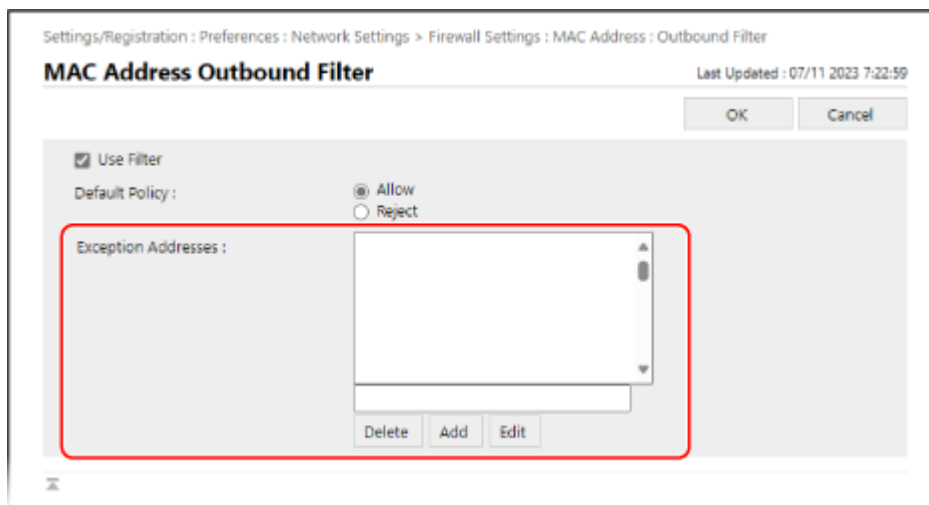
5 Select the [Use Filter] checkbox.

→ The MAC address filter is enabled.

6 In [Default Policy], set the filtering prerequisites.

As a filtering prerequisite, select whether to allow or block communication with other devices.

7 Add exception addresses to the list of [Exception Addresses].



- Add the MAC addresses of devices whose communication you want to block or allow as exceptions to the filter.
- To add an exception address to the list, enter the MAC address in the input field above [Add], and then click [Add].
  - \* Enter MAC addresses without including the hyphen (-) or colon (:) separators.
  - Input example:  
123A456B789C
- You can add up to 100 exception addresses.

8 Click [OK].

9 Click [Apply Setting Changes] ▶ [OK].

→ The settings are applied.

## 10 Log out from Remote UI.

### NOTE

#### Editing an Added Exception Address

- Select the exception address you want to edit in the [Exception Addresses] list, edit the exception address displayed in the input field above [Edit], and then click [Edit].

## Setting Up IP Address Filtering on the Sub Line

When the machine is connected to two different networks at the same time, set the IPv4 address filter on the sub line.

\* By default, the IP address filter is set automatically on the sub line. [▶ Default Settings for the Firewall of the Sub Line \(P. 74\)](#)

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶ \[IPv4 Address Filter\] \(P. 1034\)](#)  
Administrator or NetworkAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Network Settings].
- 4 Click [Firewall Settings] ▶ [IPv4 Address Filter] for the sub line settings.  
→ The settings screen for the IP address filter on the sub line is displayed.
- 5 Select the [Use Filter] checkbox.  
→ The IP address filter is enabled.
  - To restrict sending of data from the machine to other devices, use an outbound filter.
  - To restrict receiving of data from other devices, use an inbound filter.
- 6 In [Default Policy], set the filtering prerequisites.  
As a filtering prerequisite, select whether to allow or block communication with other devices.
- 7 Register exception addresses.  
You can register up to 16 exception addresses.

1. Click [Register New] for [Exception Addresses].

→ The screen for registering exception addresses is displayed.

## 2. Specify the exception addresses.

[Address to Register]

Enter the IP addresses of devices whose communication you want to block or allow as exceptions to the filter.

You can also specify a range of IP addresses by using a hyphen (-) or prefix notation.

**Input example:** When specifying a range of IP addresses

192.168.0.10-192.168.0.20

192.168.0.32/27

[Specify Port Number]

To set exception addresses only for communication that uses specific port numbers when communicating with the registered IP addresses, select this checkbox and add the port numbers to the list.

- To add a port number to the list, enter the port number in the input field above [Add], and click [Add].
- You can enter up to 50 port numbers per exception address.

## 3. Click [OK].

→ The exception address is registered, and the screen for configuring the IP address filter settings for the sub line is displayed again.

8 Click [OK].

9 Click [Apply Setting Changes] ► [OK].

→ The settings are applied.

10 Log out from Remote UI.



**NOTE**

## Viewing the Block History of the IP Address Filter

- When [Default Policy] is set to [Allow], you can check the log of communications blocked by the IP address filter.

Log in to Remote UI in as an administrator ► click [Settings/Registration] ► [Network Settings] ► [IP Address Block Log].

\* You can check the 100 most recent communications in the log.

\* You can click [Store in CSV Format] on the [IP Address Block Log] screen to store the communication log on a computer as a CSV file.

## Editing a Registered Exception Address

- To edit the registered information, click the exception address you want to edit on the settings screen for the IP address filter on the sub line.

## Setting up Mac Address Filtering on the Sub Line

When the machine is connected to two different networks at the same time, configure the Mac address filter settings for the sub line.

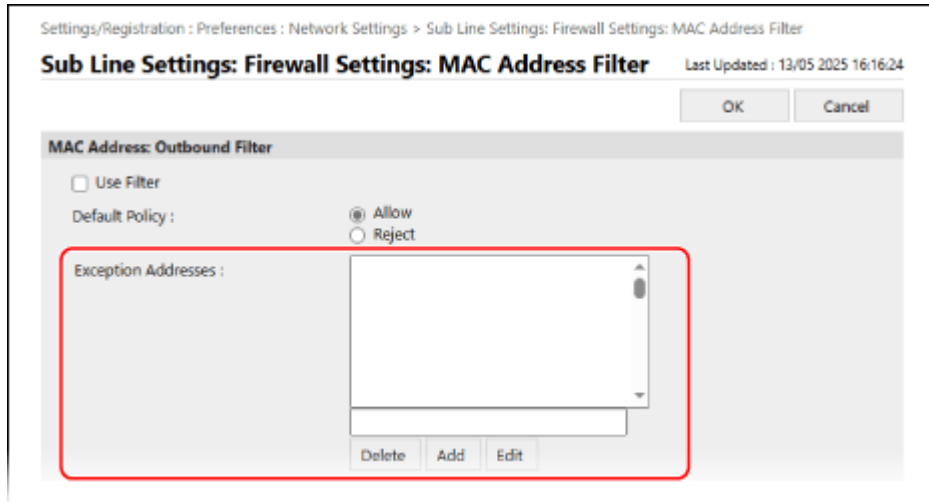
This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [►\[MAC Address Filter\] \(P. 1025\)](#)

Administrator or NetworkAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [►Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [►Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Network Settings].
- 4 In the sub line settings, click [MAC Address Filter] under [Firewall Settings].  
→ The screen for setting the MAC address filter of the sub line is displayed.
- 5 Select the [Use Filter] checkbox.  
→ The MAC address filter is enabled.
  - To restrict sending of data from the machine to other devices, configure the outbound filter settings.
  - To restrict receiving of data from other devices, configure the inbound filter settings.
- 6 In [Default Policy], set the filtering prerequisites.  
As a filtering prerequisite, select whether to allow or block communication with other devices.

## 7 Add exception addresses to the list of [Exception Addresses].



- Add the MAC addresses of devices whose communication you want to block or allow as exceptions to the filter.
- To add an exception address to the list, enter the MAC address in the input field above [Add], and then click [Add].
  - \* Enter MAC addresses without including the hyphen (-) or colon (:) separators.
  - Input example:  
123A456B789C
- You can add up to 100 exception addresses.

## 8 Click [OK].

## 9 Click [Apply Setting Changes] ► [OK].

→ The settings are applied.

## 10 Log out from Remote UI.

### NOTE

#### Editing an Added Exception Address

- Select the exception address you want to edit in the [Exception Addresses] list, edit the exception address displayed in the input field above [Edit], and then click [Edit].

# Using a Proxy

Using a proxy server to connect to a network not only facilitates managing communications with external networks but blocks unauthorized access and consolidates anti-virus protection for enhanced security.

\* When the machine is connected to two networks at the same time, and a proxy is used to send and receive specific system data via the sub line, you must also configure the proxy on the sub line in addition to configuring this setting.

➤ **Configuring the Proxy of the Sub Line (P. 786)**

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. ➤ **[Proxy Settings] (P. 1010)**

Administrator or NetworkAdmin privileges are required.

## Required Preparations

- Prepare the address, port number, and authentication information of the proxy server.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Network Settings] ▶ [Proxy Settings].  
→ The [Proxy Settings] screen is displayed.
- 4 Select the [Use Proxy] checkbox.
- 5 Enter the address and port number of the proxy server.
  - In [HTTP Proxy Server Address], enter the IP address and host name.
  - In [HTTP Proxy Server Port Number], enter the port number.
- 6 Set the applicable range and authentication information according to your usage environment.

When Using the Specified Proxy Server Also for Communication with Devices on the Same Domain

Select the [Use Proxy within Same Domain] checkbox.

When Authentication Is Required to Connect to a Proxy Server

Select the [Use Proxy Authentication] checkbox, enter the user name to use for authentication, and enter the same password in [Password] and [Confirm] using alphanumeric characters.

7 Click [OK].

8 Click [Apply Setting Changes] ► [OK].

→ The settings are applied.

9 Log out from Remote UI.

# Configuring the Proxy of the Sub Line

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When the machine is connected to two different networks at the same time, and a proxy is used to send and receive specific system data via the sub line, configure the proxy settings of the sub line.

\* The proxy settings of the sub line can only be used to send and receive specific system data and cannot be used via normal Internet connection.

\* When using a proxy via the sub line for purposes other than sending and receiving specific system data, set the proxy server used for the sub line in the proxy settings of the main line. [▶Using a Proxy \(P. 784\)](#)

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[Proxy Settings\] \(P. 1037\)](#)

Administrator or NetworkAdmin privileges are required.

## Required Preparations

- Prepare the address, port number, and authentication information of the proxy server.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Network Settings].
- 4 Click [Settings for System Data Communication] for the sub line settings.  
→ The settings screen for system data communication of the sub line is displayed.
- 5 Select the [Use Proxy] checkbox under [Proxy Settings].
- 6 Enter the address and port number of the proxy server.
  - In [HTTP Proxy Server Address], enter the IP address and host name.
  - In [HTTP Proxy Server Port Number], enter the port number.
- 7 Configure the authentication information if authentication is required when connecting to the proxy server.  
Select the [Use Proxy Authentication] checkbox, enter the user name to use for authentication, and enter the same password in [Password] and [Confirm] using alphanumeric characters.
- 8 Click [OK].

9 Click [Apply Setting Changes] ► [OK].

→ The settings are applied.

10 Log out from Remote UI.

# Using TLS

Transport Layer Security (TLS) is a mechanism for encrypting data sent and received over the network. Encrypting communication with TLS when using Remote UI reduces the risks of data eavesdropping and tampering during communication.

To use TLS, configure the TLS settings and enable TLS for each function.

➤ **Step 1: Configuring the TLS Settings (P. 788)**

➤ **Step 2: Enabling TLS for Each Function (P. 790)**

## Step 1: Configuring the TLS Settings

Specify the key and certificate (server certificate) that you want to use with TLS encrypted communication, and then specify the versions and algorithms for TLS.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. ➤ **[TLS Settings] (P. 1009)**

Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

### Required Preparations

- Prepare the key and certificate to use for TLS encrypted communication. ➤ **Managing and Verifying a Key and Certificate (P. 800)**

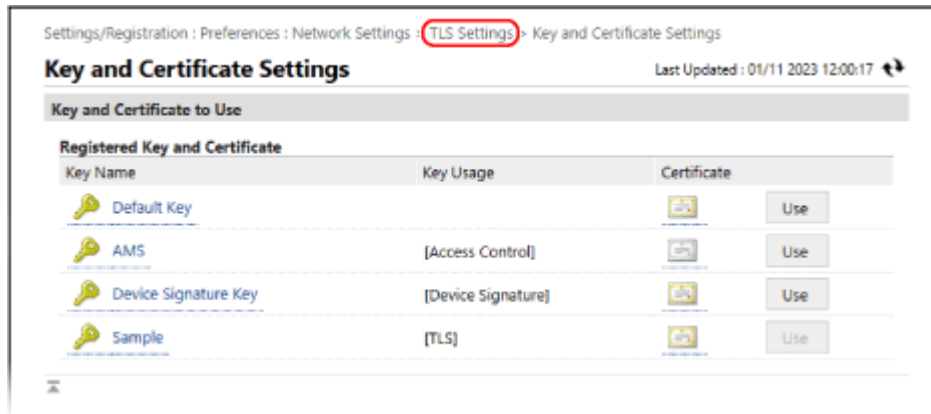
\* You can also use the key and certificate already registered in the machine.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Network Settings] ▶ [TLS Settings].  
→ The [TLS Settings] screen is displayed.
- 4 Specify the key and certificate to use for TLS encrypted communication.

1. In [Key and Certificate Settings], click [Key and Certificate].  
→ The [Key and Certificate Settings] screen is displayed.
2. Click [Use] to the right of the key and certificate to use.
  - Click the key name (or certificate icon) to display the certificate details.
  - On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.
  - To use the key and certificate already registered in the machine, select "Default Key."
    - \* TLS encrypted communication cannot be used with the following keys and certificates:
      - AMS (for access restriction)

- Device Signature Key (for device signature)

5 Click [TLS Settings] at the top of the Remote UI screen.



→ The [TLS Settings] screen is displayed again.

6 Specify the versions and algorithms for TLS.

Some combinations of versions and algorithms cannot be used. For the supported combinations of versions and algorithms, see the TLS specifications. [▶ TLS \(P. 74\)](#)

[Specify Allowed Versions]

Select the maximum and minimum versions of TLS.

[Algorithm Settings]

Select the checkbox of the algorithm to use for TLS.

7 Click [OK].

8 Restart the machine. [▶ Restarting the Machine \(P. 157\)](#)

→ The settings are applied.

#### NOTE

Conforming the Encryption Method to FIPS 140

- You can conform the encryption method of TLS encryption communication to FIPS 140. [▶ \[Format Encryption Method to FIPS 140\] \(P. 1189\)](#)
- When the encryption method conforms to FIPS 140, the TLS settings and communications are restricted as follows.
  - If you try to specify a certificate that uses an algorithm not recognized by FIPS (RSA keys with less than 2048 bits) for TLS, an error will occur.
  - A communication error will occur with parties that do not support FIPS-recognized encryption algorithms.
  - If [TLS 1.0] or [TLS 1.1] is selected for [Specify Allowed Versions] in [TLS Settings], it is changed to [TLS 1.2]. If [Specify Allowed Versions] is changed to [TLS 1.0] or [TLS 1.1], [Format Encryption Method to FIPS 140] is changed to Off, and the encryption method will no longer conform with FIPS 140.
  - The algorithms used for TLS, [CHACHA20-POLY1305] and [X25519], are disabled.



## Step 2: Enabling TLS for Each Function

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Specify the TLS settings, and then enable TLS encrypted communication for each function that can use TLS.

- Remote UI ➤ **[Remote UI Settings] (P. 1170)**
- LDAP server ➤ **Registering LDAP Servers (P. 135)**
- IPP printing ➤ **Setting the IPP Printing Function of the Machine (P. 353)**
- E-mail and I-Fax ➤ **Configuring Information of the E-mail Server (P. 408)**
- IEEE 802.1X authentication ➤ **Using IEEE 802.1X (P. 797)**
- MEAP ➤ **[Use TLS] (P. 1174)**
- Network Link Scan ➤ **[Use Network Link Scan] (P. 1012)**
- Syslog sending ➤ **Sending the Logs to the SIEM System (P. 877)**
- DNS server ➤ **Configuring DNS (P. 128)**

### NOTE

When a Warning Message Appears at Remote UI Startup

- A warning message about the security certificate may appear when starting up Remote UI with TLS enabled. If there are no problems with the certificate or TLS settings, you can continue operations.

# Using IPSec

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Use IP Security Protocol (IPSec) to prevent eavesdropping and tampering of IP packets sent and received over an IP network. This performs encryption at the IP protocol level to ensure security without relying on an application or network configuration.

➤ **IPSec Applicable Conditions and Supported Modes (P. 791)**

➤ **IPSec Policy Configuration (P. 791)**

➤ **Configuring IPSec (P. 792)**

## IPSec Applicable Conditions and Supported Modes

### Packets to Which IPSec Is Not Applied

- Packets specifying a loopback, multicast, or broadcast address
- IKE packets sent from UDP port 500
- ICMPv6 Neighbor Solicitation and Neighbor Advertisement packets

### Operation Mode of Key Exchange Protocol (IKE Modes)

The IKE modes supported by the machine are the main mode that is used to encrypt packets and aggressive mode without encryption.

### IPSec Communication Mode

The communication mode supported by the machine is only the transport mode, which encrypts only the part excluding the IP header. Tunnel mode, which encrypts the entire IP packet, is not supported.

### Conforming to FIPS 140

- During IPSec communication, regardless of the [Format Encryption Method to FIPS 140] setting, an encryption module that has obtained FIPS 140 authentication is always used. ➤ **[Format Encryption Method to FIPS 140] (P. 1189)**
- To ensure that IPSec communication conforms to FIPS 140, you need to set the key length of both the DH and RSA keys for IPSec communication to 2048 bits or longer in the network environment to which the machine belongs.
  - \* You can specify the key length only for the DH key on the machine. There is no setting for the RSA key on the machine, so take this into consideration when building the environment.

### Using IPSec Together with IP Address Filtering

- When packets are sent, the IP address filter settings are applied first. ➤ **Setting Up a Firewall (P. 776)**
- When packets are received, the IPSec settings are applied first.

## IPSec Policy Configuration

To perform IPSec communication on the machine, you must create an IPSec policy that includes the applicable range and algorithms for authentication and encryption. The policy is mainly made up of the following items:

### Selector

Specify to which IP packets to apply IPSec communication. In addition to specifying the IP address of the machine and communicating devices, you can also specify their port numbers.

### Operation Mode of Key Exchange Protocol (IKE Mode)

The key exchange protocol supports Internet Key Exchange version 1 (IKEv1). For the authentication method, select the Pre-Shared Key Method or Digital Signature Method.

- **Pre-Shared Key Method**  
This authentication method uses a common keyword called a shared key for communication between the machine and other devices.
- **Digital Signature Method**  
The machine and other devices authenticate each other by mutually verifying their digital signatures.  
\* You need to configure the settings to enable the use of SNTP.

#### ESP/AH

Configure the settings for the ESP or AH protocols to be used for IPSec communication. Use Perfect Forward Secrecy (PFS) for even greater security.

## Configuring IPSec

Enable the use of IPSec, and then create and register an IPSec policy. If multiple policies have been created, specify the order in which they are applied. You can create up to 10 policies.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[IPSec Settings\] \(P. 1011\)](#)  
Administrator or NetworkAdmin privileges are required.

#### Required Preparations

- Connect the machine directly to a computer on the same virtual private network (VPN) as the machine. Confirm the operation conditions, and finish the settings on the computer in advance. [▶IPSec \(P. 75\)](#)
- Prepare the following according to the IKE authentication method:
  - When using the Pre-Shared Key Method, enable TLS for Remote UI communication. [▶Using TLS \(P. 788\)](#)
  - When using the Digital Signature Method, prepare the key and certificate to use, and configure the settings to enable the use of SNTP.
    - [▶Managing and Verifying a Key and Certificate \(P. 800\)](#)
    - [▶Configuring SNTP \(P. 143\)](#)
- When using PFS, check that PFS is enabled on the communicating device.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Network Settings].  
→ The network settings screen is displayed.
- 4 Click [IPSec Settings].  
→ The [IPSec Settings] screen is displayed.

**5** Select the [Use IPSec] checkbox.

To receive only packets that meet the policy, select [Reject] in [Receive Non-Policy Packets].

**6** Click [OK].

→ The network settings screen is displayed again.

**7** Click [IPSec Policy List].

→ The [IPSec Policy List] screen is displayed.

**8** Click [Register New IPSec Policy].

→ The [Register Policy] screen is displayed.

**9** Specify the policy name, and select [On] in [Policy On/Off].

For the policy name, enter a name to identify the policy using alphanumeric characters.

**10** Restrict the AES key length, as needed.

To restrict the AES key length to 256 bits, such as when you want to meet CC authentication standards, select the [Only Allow 256-bit for AES Key Length] checkbox.

\* Canon multifunction machines support two key lengths for the AES encryption method: 128-bit and 256-bit.

**11** Set the selector.

## 1. Click [Selector Settings].

→ The [Selector] screen is displayed.

## 2. Set the selector.

[Local Address Settings] and [Remote Address Settings]

Set the IP address to which to apply IPSec communication. Specify the IP address of the machine in [Local Address Settings] and the IP address of the communicating device in [Remote Address Settings].

[All IP Addresses]

Select this to apply IPSec to all IP packets.

[IPv4 Address] or [All IPv4 Addresses]

Select this to apply IPSec communication to IP packets sent and received using an IPv4 address.

[IPv6 Address] or [All IPv6 Addresses]

Select this to apply IPSec communication to IP packets sent and received using an IPv6 address.

[IPv4 Manual Settings]

Select this to specify an IPv4 address to which to apply IPSec communication. Use any of the following methods to specify the IPv4 address to which to apply the settings.

- When specifying a single IPv4 address  
Select [Single Address], and enter the IPv4 address in [First Address].
- When specifying a range of IPv4 addresses  
Select [Range Address], and enter the IPv4 addresses in [First Address] and [Last Address].

- When specifying a range of IPv4 addresses using a subnet mask  
Select [Subnet Settings], enter the IPv4 address in [First Address], and enter the subnet mask in [Subnet Settings].

#### [IPv6 Manual Settings]

Select this to specify an IPv6 address to which to apply IPsec communication. Use any of the following methods to specify the IPv6 address to which to apply the settings.

- When specifying a single IPv6 address  
Select [Single Address], and enter the IPv6 address in [First Address].
- When specifying a range of IPv6 addresses  
Select [Range Address], and enter the IPv6 addresses in [First Address] and [Last Address].
- When specifying a range of IPv6 addresses using a prefix  
Select [Prefix Address], enter the IPv6 address in [First Address], and enter the prefix length in [Prefix Length].

#### [Port Settings]

Set the ports to which to apply IPsec communication.

##### [Specify by Port Number]

Select this to use port numbers when specifying the ports to which IPsec communication applies. Specify the port number of the machine in [Local Port], and specify the port number of the communicating device in [Remote Port].

- To apply IPsec communication to all port numbers, select [All Ports].
- To apply IPsec communication to a specific port number, press [Single Port], and enter the port number.

##### [Specify by Service Name]

Select this to use service names when specifying the ports to which IPsec communication applies. Select the checkboxes of the services to which to apply IPsec communication.

### 3. Click [OK].

→ The [Register Policy] screen is displayed.

## 12 Configure the IKE settings.

### 1. Click [IKE Settings].

→ The [IKE] screen is displayed.

### 2. Configure the IKE settings.

#### [IKE Mode]

Select the operation mode of the key exchange protocol. When [Main] is selected, security is enhanced because the IKE session itself is encrypted, but communication is slower than [Aggressive], which does not perform encryption.

#### [Validity]

Enter the valid period of IKE SA (ISAKMP SA) to use as the control communication path in minutes.

#### [Authentication Method]

Select the authentication method of the machine.

- If you select [Pre-Shared Key Method], click [Shared Key Settings] ► enter the string to use as the shared key using alphanumeric characters ► click [OK].
- If you select [Digital Signature Method], click [Key and Certificate] ► [Use] of the key and certificate to use.

#### [Authentication/Encryption Algorithm]

Configure the authentication and encryption algorithm for IKE phase 1.

- To automatically set an algorithm that can be used by both this machine and the communicating device, select [Auto].
- To specify a particular algorithm, select [Manual Settings], and configure the [Authentication], [Encryption], and [DH Group] settings.
  - [Authentication]: Select the hash algorithm.
  - [Encryption]: Select the encryption algorithm.
  - [DH Group]: Select the Diffie-Hellman group used to determine the key strength.

**When [IKE Mode] Is Set to [Main] and [Authentication Method] Is Set to [Pre-Shared Key Method]**

If you specify more than one address in [Remote Address Settings] in the selector settings, the following restrictions apply when you create multiple policies:

- For policies with more than one address specified, all shared keys need to be set to the same string.
- Policies with more than one address specified cannot be set to a higher priority than policies with a single address specified.

3. Click [OK].

→ The [Register Policy] screen is displayed again.

## 13 Configure the IPSec network settings.

1. Click [IPSec Network Settings].

→ The [IPSec Network] screen is displayed.

2. Configure the IPSec network settings.

**[Validity]**

Specify the valid period of IPSec SA to use as the data communication path by time, size, or both.

- If you select the [Time] checkbox, enter the valid period in minutes.
- If you select the [Size] checkbox, enter the valid period in megabytes.
- If you select both, the item whose specified value is reached first is applied.

**[PFS]**

Select this checkbox to configure PFS for the session key.

**[Authentication/Encryption Algorithm]**

Set the authentication and encryption algorithm for IKE phase 2.

- To automatically set the ESP authentication and encryption algorithm, select [Auto].
- To specify a particular authentication method, select [Manual Settings], and select one of the following authentication methods.
  - [ESP]:  
Authentication and encryption are both performed.  
Select the algorithm in [ESP Authentication] and [ESP Encryption]. If you do not want to set the algorithm, select [NULL].
  - [ESP (AES-GCM)]:  
Authentication and encryption are both performed.  
AES-GCM is used as the algorithm.
  - [AH (SHA1)]:  
Authentication is performed, but data is not encrypted.  
SHA1 is used as the algorithm.

**[Connection Mode]**

The machine only supports the transport mode.

3. Click [OK].

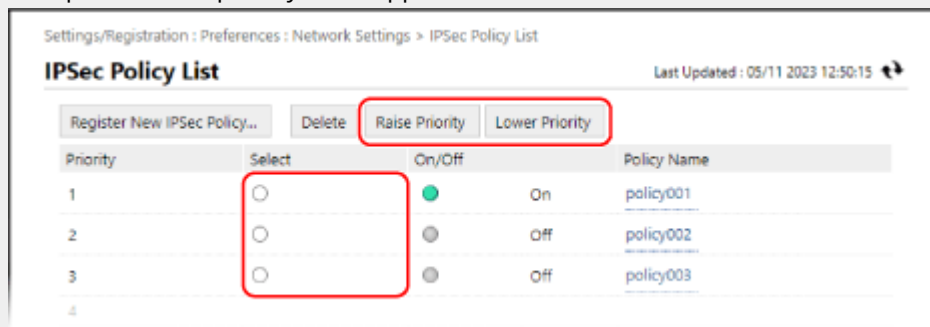
→ The [Register Policy] screen is displayed again.

14 Click [OK].

→ The created policy is added to the [IPSec Policy List] screen.

#### When Multiple Policies Are Registered

Select a policy, and click [Raise Priority] or [Lower Priority] to change the order of the priority. Higher level policies have priority when applied to IPSec communication.



15 Click [Apply Setting Changes] ► [OK].

→ The settings are applied.

16 Log out from Remote UI.

#### NOTE

##### Editing Registered Policies

- To edit the registered information, click the policy name you want to edit on the [IPSec Policy List] screen.

# Using IEEE 802.1X

EK89-0HW

In a network environment with IEEE 802.1X authentication, only client devices (supplicants) authenticated by the authentication server (RADIUS server) are allowed to connect to the network via the LAN switch (authenticator), thereby blocking unauthorized access. To connect the machine to a network that uses IEEE 802.1X authentication, you must configure the settings on the machine such as the authentication method managed by the authentication server.

\* When the machine is connected to two different networks at the same time, you can use IEEE 802.1X on either the main line or the sub line. You can change these settings, as needed. You cannot use IEEE 802.1X on the main line and sub line at the same time.

➤ **IEEE 802.1X Authentication Methods (P. 797)**

➤ **Configuring the IEEE 802.1X Settings (P. 797)**

## IEEE 802.1X Authentication Methods

The following IEEE 802.1X authentication methods are supported:

### TLS

The machine and authentication server authenticate each other by mutually verifying their certificates. This cannot be used together with another authentication method.

### TTLS

This authentication method uses a user name and password for machine authentication and a CA certificate for the server authentication. MSCHAPv2 or PAP can be selected as the internal protocol, and TTLS can be used together with PEAP.

### PEAP

The required settings are almost the same as those for TTLS, with MSCHAPv2 used as the internal protocol.

## Configuring the IEEE 802.1X Settings

First enable IEEE 802.1X, and then set the authentication method.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. ➤ **[IEEE 802.1X Settings] (P. 998)**

Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the sub line settings.

### Required Preparations

- When using TLS as the authentication method, prepare the key and certificate issued by the certificate authority and used for authentication of the machine. ➤ **Managing and Verifying a Key and Certificate (P. 800)**
  - \* A preinstalled CA certificate or a CA certificate installed from Remote UI is used for server authentication.
- When using TTLS or PEAP as the authentication method, use TLS to encrypt communication using Remote UI. ➤ **Using TLS (P. 788)**

1

Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**



2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3 Click [Network Settings] ▶ [IEEE 802.1X Settings].

→ The [IEEE 802.1X Settings] screen is displayed.

When Changing the Sub Line Settings

Click [Network Settings] ▶ [IEEE 802.1X Settings] under [Sub Line Settings].

4 Select the [Use IEEE 802.1X] checkbox, and enter the login name.

For the login name, enter a name to identify the user (EAP Identity) using alphanumeric characters.

\* When you select the [Use IEEE 802.1X] checkbox for either the main line or sub line, you cannot select the checkbox for the other line.

When Verifying the Certificate of an Authentication Server

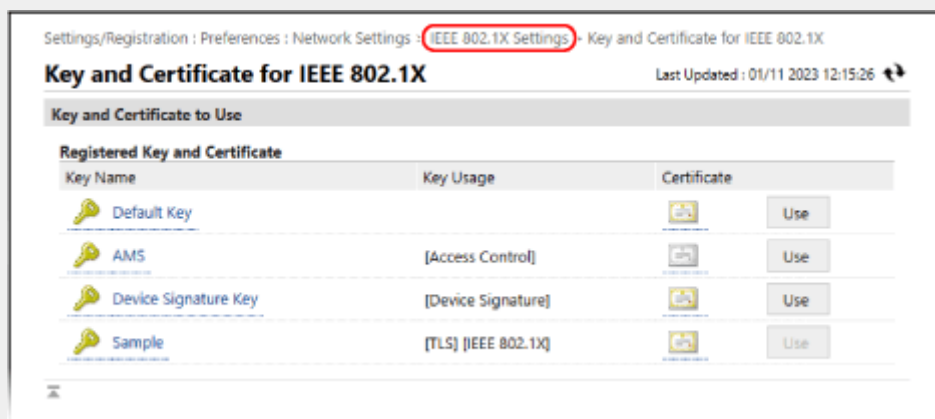
Select the [Verify Authentication Server Certificate] checkbox.

To verify the Common Name of the certificate, select the [Verify Authentication Server Name] checkbox, and enter the name of the authentication server to which the user is registered.

5 Configure the settings according to the authentication method to be used.

When Using TLS

1. Select the [Use TLS] checkbox.
2. Click [Key and Certificate].  
→ The [Key and Certificate for IEEE 802.1X] screen is displayed.
3. Click [Use] to the right of the key and certificate to use.
  - Click the key name (or certificate icon) to display the certificate details.
  - On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.
4. Click [IEEE 802.1X Settings] at the top of the Remote UI screen.



→ The [IEEE 802.1X Settings] screen is displayed again.

When Using TTLS or PEAP

1. Select the [Use TTLS] or [Use PEAP] checkbox.

When using TLS, select the internal protocol to be used.

2. Use [Use Login Name as User Name] to specify whether to use the login name of IEEE 802.1X authentication for the user name.
3. Click [Change User Name/Password].
  - The [User Name/Password Settings] screen is displayed.
4. Set the user name and password.
  - Enter the user name using alphanumeric characters.
  - To set a password, enter the same password in both [Password] and [Confirm].
5. Click [OK].
  - The [IEEE 802.1X Settings] screen is displayed again.

6 Click [OK].

7 Click [Apply Setting Changes] ► [OK].

→ The settings are applied.

If you change the sub line settings, click [Apply Setting Changes] ► [Restart].

In [Basic Functions Status], check that there are no functions operating, and then click [Perform Restart].

8 Log out from Remote UI.

# Managing and Verifying a Key and Certificate

---

To encrypt communication with TLS when using Remote UI, or to use TLS as the IEEE 802.1X authentication method, a key and certificate are required. In addition, depending on the communicating device, encrypted communication using a specified certificate may be requested, thereby requiring a key and certificate.

## Managing a Key and Certificate

---

You can prepare a key and certificate on the machine using the following methods:

### [Generating a Key and Certificate on the Machine](#)

Generate the key and certificate required for TLS on the machine. You can immediately communicate where self-signed certificates are allowed.

#### ➤ [Generating a Key and Certificate \(P. 801\)](#)

### [Registering a Certificate Issued by a Certificate Authority to a Self-generated Key](#)

When generating a key on the machine, generate a Certificate Signing Request (CSR), request the certificate authority to issue a certificate, and then register that certificate to the key.

#### ➤ [Generating a Key and CSR and Obtaining and Registering a Certificate \(P. 803\)](#)

### [Registering a Certificate Obtained from an SCEP Server to a Self-generated Key](#)

When generating a key on the machine, request a Simple Certificate Enrollment Protocol (SCEP) server to issue a certificate, and then register the obtained certificate. You can also configure the settings to request certificate issuance at a specified date and time.

#### ➤ [Generating a Key and Obtaining and Registering a Certificate from an SCEP Server \(P. 806\)](#)

### [Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority](#)

Register the key and certificate or CA certificate obtained from a digital certificate issuing authority, without self-generating the key and certificate. You can use a digital certificate that matches the communicating device and authentication level.

#### ➤ [Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority \(P. 813\)](#)

### [Registering an S/MIME Certificate](#)

When you use S/MIME to encrypt e-mail or I-Faxes, register the public key certificate (S/MIME certificate) to use for encryption.

#### ➤ [Registering an S/MIME Certificate \(P. 815\)](#)

\* The machine has a previously registered key and certificate with the name "Default Key," and an X.509 DER format CA certificate.

## Verifying a Certificate

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You can configure the settings to verify the validity of a certificate that the machine receives from a communicating device, using the Certificate Revocation List (CRL) or Online Certificate Status Protocol (OCSP).

#### ➤ [Configuring the Verification Method of a Received Certificate \(P. 816\)](#)

# Generating a Key and Certificate

Generate the key and certificate required for TLS-encrypted communication on the machine. A self-signed certificate is used for the self-generated key.

For the algorithms of the keys and certificates that can be generated with the machine, see the specifications of the self-generated key and self-signed certificate. [▶ Keys and Certificates \(P. 76\)](#)

This section describes how to generate the key and certificate using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select

[Management Settings] to generate the key and certificate. [▶ \[Certificate Settings\] \(P. 1162\)](#)

Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Device Management] ▶ [Key and Certificate Settings].  
→ The [Key and Certificate Settings] screen is displayed.
- 4 Click [Generate Key] ▶ [Network Communication].  
→ The [Generate Network Communication Key] screen is displayed.
- 5 Enter the name of the key, and select the signature and key algorithms.
  - Enter the key name using alphanumeric characters.
  - For the key generation algorithm, select [RSA] or [ECDSA], and select the key length from the pulldown menu. The longer the key length, the better the security, but this slows down communication processing.
- 6 In [Certificate Settings], set the certificate information.
 

[Validity Start Date (YYYY/MM/DD)] and [Validity End Date (YYYY/MM/DD)]  
Enter the start and end dates of the certificate validity period.

[Country/Region]  
Select [Select Country/Region Name], and then select the country or region from the pulldown menu, or select [Enter Internet Country Code], and enter the country code.

[State], [City], [Organization], and [Organization Unit]  
Enter the items as needed using alphanumeric characters.

[Common Name]  
Enter the name of the certificate subject using alphanumeric characters, as needed. This corresponds to the Common Name (CN).

[Issued To (Alternate Name)]  
Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

- If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.
- Only IPv4 addresses can be set in [IP Address].

7

Click [OK].

→ The generated key and certificate are added to the list of keys and certificates on the [Key and Certificate Settings] screen.

8

Log out from Remote UI.

#### NOTE

##### Viewing and Verifying Detailed Information of a Generated Certificate

- On the [Key and Certificate Settings] screen, click the key name (or certificate icon) to display the certificate details.
- On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

##### When the Key and Certificate Cannot Be Deleted

- You cannot delete a key and certificate being used. Disable the function being used, or delete these after switching to another key and certificate.

# Generating a Key and CSR and Obtaining and Registering a Certificate

EK89-OJ0

As a certificate generated on the machine does not have a signature from a certificate authority, the machine may not be able to communicate depending on the communicating device. In this case, registering a signed certificate issued by a certificate authority to the key enables communication even with a self-generated key.

For the certificate authority to issue a signed certificate, you must make a request attached with a Certificate Signing Request (CSR) file. The machine generates a CSR at the same time it generates a key.

For information about the algorithm of the key and CSR that can be generated by the machine, see the self-generated key and CSR specifications. [▶ Keys and Certificates \(P. 76\)](#)

[▶ Generating a Key and CSR \(P. 803\)](#)

[▶ Registering a Certificate Issued by a Certificate Authority to a Key \(P. 804\)](#)

## Generating a Key and CSR

Generate a key and CSR using Remote UI from a computer. You cannot use the control panel to generate a key and certificate.

Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Device Management] ▶ [Key and Certificate Settings].  
→ The [Key and Certificate Settings] screen is displayed.
- 4 Click [Generate Key] ▶ [Key and Certificate Signing Request (CSR)].  
→ The [Generate Key and Certificate Signing Request (CSR)] screen is displayed.
- 5 Enter the name of the key, and select the signature and key algorithms.
  - Enter the key name using alphanumeric characters.
  - For the key generation algorithm, select [RSA] or [ECDSA], and select the key length from the pulldown menu. The longer the key length, the better the security, but this slows down communication processing.
- 6 In [Certificate Signing Request (CSR) Settings], set the CSR information.
 

[Country/Region]  
Select [Select Country/Region Name], and then select the country or region from the pulldown menu, or select [Enter Internet Country Code], and enter the country code.

[State], [City], [Organization], and [Organization Unit]  
Enter the items as needed using alphanumeric characters.

**[Common Name]**

Enter the name of the certificate subject using alphanumeric characters, as needed. This corresponds to the Common Name (CN).

**[Issued To (Alternate Name)]**

Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

- If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.
- Only IPv4 addresses can be set in [IP Address].

**7**

Click [OK].

→ The [Key and Certificate Signing Request (CSR) Details] screen is displayed.

**8**

Click [Store in File] to store the CSR file to a computer.

**9**

Log out from Remote UI.

**10**

Submit the application with CSR file attached to the certificate authority.

**NOTE**

- When the CSR is generated, the key is registered to the machine, but it cannot be used until the certificate issued by the certificate authority is registered.

## Registering a Certificate Issued by a Certificate Authority to a Key

Register the certificate using Remote UI from a computer. You cannot use the control panel to register this. Administrator privileges are required.

**1**

Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**

**2**

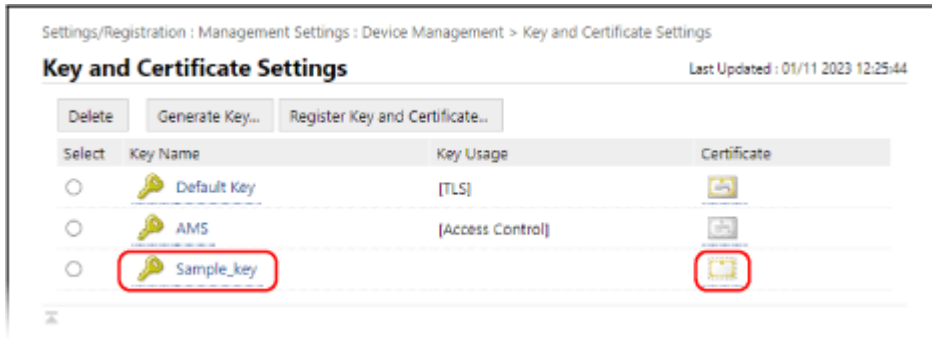
On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**

**3**

Click [Device Management] ► [Key and Certificate Settings].

→ The [Key and Certificate Settings] screen is displayed.

- 4 Click the key name (or certificate icon) to which to register the certificate.



→ The [Key and Certificate Signing Request (CSR) Details] screen is displayed.

- 5 Click [Register Certificate].

- 6 Click [Choose File], and specify the file of the certificate issued by the certificate authority.

- 7 Click [Register].

→ The icon of the certificate displayed in the list of keys and certificates on the [Key and Certificate Settings] screen changes from [  ] to [  ].

- 8 Log out from Remote UI.

#### NOTE

##### Viewing and Verifying Detailed Information of a Registered Certificate

- In the list of keys and certificates on the [Key and Certificate Settings] screen, click the key name (or certificate icon) to display the certificate details.
- On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

##### When the Key and Certificate Cannot Be Deleted

- You cannot delete a key and certificate being used. Disable the function being used, or delete these after switching to another key and certificate.



# Generating a Key and Obtaining and Registering a Certificate from an SCEP Server

EK89-0J1

When generating a key on the machine, you can request a Simple Certificate Enrollment Protocol (SCEP) server that manages certificates to issue a certificate. The certificate issued by an SCEP server is registered automatically to the machine.

For information about the algorithms of the keys that can be generated with this machine and certificates that can be requested to be issued, see the specifications of the self-generated key and Certificate Signing Request (CSR). [▶Keys and Certificates \(P. 76\)](#)

This machine only supports Network Device Enrollment Service (NDES) in Windows Server 2008 R2, Server 2012 R2, and Server 2016 for the SCEP server. HTTPS communication is not supported.

To obtain and register a certificate from an SCEP server, configure the settings for communicating with the SCEP server, and then generate a key and request certificate issuance. You can also configure the settings to request certificate issuance at a specified date and time.

- ▶[Configuring the SCEP Server Communication Setting \(P. 806\)](#)
- ▶[Requesting Key Generation and Certificate Issuance \(P. 807\)](#)
- ▶[Requesting Certificate Issuance at a Specified Date and Time \(P. 808\)](#)

## Configuring the SCEP Server Communication Setting

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

### Required Preparations

- Prepare the URL and port number of the SCEP server.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)] ▶ [Communication Settings].  
→ The [Communication Settings] screen is displayed.
- 4 Specify the SCEP server information.

[SCEP Server URL:]

Enter the URL of the SCEP server to connect to.

[Port Number]

Enter the port number used to communicate with the SCEP server.

[Communication Timeout]

Enter the time from start of communication to timeout in seconds.

5 Click [Update].

→ The settings are applied.

6 Log out from Remote UI.

## Requesting Key Generation and Certificate Issuance

Request key generation and certificate issuance using Remote UI from a computer. You cannot use the control panel to do this.

Administrator privileges are required. The machine must be restarted after obtaining the certificate.

\* This method cannot be used to request issuance of a certificate when the setting for requesting issuance of a certificate at a specified date and time is enabled. [▶ Requesting Certificate Issuance at a Specified Date and Time \(P. 808\)](#)

1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)] ▶ [Certificate Issuance Request].

→ The [Certificate Issuance Request] screen is displayed.

4 Set the key and certificate information.

[Key Name:]

Enter the key name using alphanumeric characters.

[Signature Algorithm:]

Select the signature algorithm from the pulldown menu.

[Key Length (bit):]

Select the key length from the pulldown menu. The larger the value, the better the security, but this slows down communication processing.

[Organization:]

Enter the organization name, as needed, using alphanumeric characters.

[Common Name:]

Enter the name of the certificate subject using alphanumeric characters, as needed. This corresponds to the Common Name (CN).

[Issued To (Alternate Name)]

Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

- If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.
- Only IPv4 addresses can be set in [IP Address].

[Challenge Password:]

If a password is set for the SCEP server, enter the password used to request issuance using alphanumeric characters.

[Key Use Location:]

Select where to use the generated key. If the location is not decided, select [None]. If you select [IPSec], select the IPSec to be used at the location from the pulldown menu.

## 5 Click [Send Request] ► [OK].

→ The request to issue a certificate is sent to the SCEP server.

## 6 When [A certificate has been acquired. Click [Restart] to restart the device.] is displayed, click [Restart].

→ The machine restarts, and the key and certificate are registered.

### NOTE

Checking the Issuance Request Status and Error Information

- Click [Settings/Registration] ► [Device Management] ► [Settings for Certificate Issuance Request (SCEP)] ► [Certificate Issuance Request Status] to view detailed information.

If a certificate is not issued, an error is displayed in the issuance request status. For details about the message and how to resolve it, see the following:

#### ❖ If an Error Is Displayed in the Certificate Issuance Request Status (P. 811)

Viewing and Verifying Detailed Information of a Registered Certificate

- Click [Settings/Registration] ► [Device Management] ► [Key and Certificate Settings], and then click the key name (or certificate icon) in the list of keys and certificates to display the certificate details.
- On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

When the Key and Certificate Cannot Be Deleted

- You cannot delete a key and certificate being used. Disable the function being used, or delete these after switching to another key and certificate.

## Requesting Certificate Issuance at a Specified Date and Time

You can request certificate issuance to occur at a specified date and time. You can also set the request for certificate issuance to occur regularly.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

## 1 Log in to Remote UI as an administrator. ❖ Starting Remote UI (P. 899)

## 2 On the Portal page of Remote UI, click [Settings/Registration]. ❖ Remote UI Portal Page (P. 903)

## 3 Click [Device Management] ► [Settings for Certificate Issuance Request (SCEP)] ► [Settings for Certificate Issuance Auto Request].

→ The [Settings for Certificate Issuance Auto Request] screen is displayed.

**4** Select the [Enable Timer for Certificate Issuance Auto Request] checkbox, and enter the start date and time to request issuance of a certificate.

**5** Configure the settings for auto issuance request, as needed.

[Auto Adjust Issuance Request Time]

To adjust the certificate issuance request time, select this checkbox.

The start time for requesting a certificate may be adjusted randomly by up to 10 minutes to reduce the load on the SCEP server.

[Perform Polling When Communication Error Occurs or When Issuance Request Is Deferred]

Check the status of the SCEP server, such as when certificate issuance has been deferred. Select the checkbox, and enter the number of polling retries and interval.

\* Polling is not performed and an error occurs in the following cases:

- When the machine has exceeded the limit of keys and certificates that can be registered
- When an error occurs in the obtained response data
- When an error occurs in the SCEP server

[Send Periodic Issuance Requests]

The request for certificate issuance occurs automatically and regularly. Select the checkbox, and select the issuance request interval from the pulldown menu.

Enabling this setting resets the start date and time to request issuance of a certificate.

[Automatically Restart Device After Acquiring Certificate]

Select this checkbox to restart the machine after obtaining a certificate.

[Delete Old Key and Certificate]

Select this checkbox to overwrite the key and certificate at the same location where the key will be used.

**6** Set the key and certificate information in [Settings for Key and Certificate To Be Issued].

[Key Name:]

Enter the key name using alphanumeric characters.

[Signature Algorithm:]

Select the signature algorithm from the pulldown menu.

[Key Length (bit):]

Select the key length from the pulldown menu. The larger the value, the better the security, but this slows down communication processing.

[Organization:]

Enter the organization name, as needed, using alphanumeric characters.

[Common Name:]

Enter the name of the certificate subject using alphanumeric characters, as needed. This corresponds to the Common Name (CN).

[Issued To (Alternate Name)]

Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

- If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.
- Only IPv4 addresses can be set in [IP Address].

[Challenge Password:]

If a password is set for the SCEP server, enter the password used to request issuance using alphanumeric characters.

[Key Use Location:]

Select where to use the generated key. If the location is not decided, select [None]. If you select [IPSec], select the IPSec to be used at the location from the pulldown menu.

7

Click [Update].

→ The settings are applied.

8

Log out from Remote UI.

#### NOTE

Checking the Issuance Request Status and Error Information

- Click [Settings/Registration] ► [Device Management] ► [Settings for Certificate Issuance Request (SCEP)] ► [Certificate Issuance Request Status] to view detailed information.

If a certificate is not issued, an error is displayed in the issuance request status. For details about the message and how to resolve it, see the following:

#### ► If an Error Is Displayed in the Certificate Issuance Request Status (P. 811)

Viewing and Verifying Detailed Information of a Registered Certificate

- Click [Settings/Registration] ► [Device Management] ► [Key and Certificate Settings], and then click the key name (or certificate icon) in the list of keys and certificates to display the certificate details.
- On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

When the Key and Certificate Cannot Be Deleted

- You cannot delete a key and certificate being used. Disable the function being used, or delete these after switching to another key and certificate.

# If an Error Is Displayed in the Certificate Issuance Request Status

EK89-0J2

If a certificate is not issued, an error is displayed in the issuance request status. Select the message from the list below, and check how to troubleshoot the problem.

- **Key and Certificate Registration Limit Error (P. 811)**
- **Communication Error (HTTP ERROR<HTTP Status Code>) (P. 811)**
- **Communication Error (SCEP ERROR Fail Info 0 - Unknown or Unsupported Algorithm) (P. 811)**
- **Communication Error (SCEP ERROR Fail Info 1 - CMS Message Integrity Check Error) (P. 811)**
- **Communication Error (SCEP ERROR Fail Info 2 - Transaction Not Allowed or Unsupported) (P. 812)**
- **Communication Error (SCEP ERROR Fail Info 3 - signingTime Attribute of CMS Does Not Match System Time) (P. 812)**
- **Communication Error (SCEP ERROR Fail Info 4 - No Certificate Matches Standard) (P. 812)**
- **Communication Error (TCP ERROR) (P. 812)**
- **Deferred (P. 812)**

## NOTE

- If the problem persists even after trying the troubleshooting methods, contact your SCEP server administrator.

## Key and Certificate Registration Limit Error

The maximum number of keys and certificates that can be registered to the machine has been reached. Delete unused keys and certificates.

## Communication Error (HTTP ERROR<HTTP Status Code>)

HTTP error occurred.

[Set the Communication Settings of the SCEP Server Correctly.](#)

- **Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 806)**

## Communication Error (SCEP ERROR Fail Info 0 - Unknown or Unsupported Algorithm)

The algorithm of the certificate is unknown or is not supported.

[Set \[Signature Algorithm:\] and \[Key Length \(bit\):\] Correctly for Requesting Certificate Issuance.](#)

- **Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 806)**

## Communication Error (SCEP ERROR Fail Info 1 - CMS Message Integrity Check Error)

Certificate integrity check (CMS message signature verification) failed.

[Request Certificate Issuance Again.](#)

➤ **Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 806)**

## Communication Error (SCEP ERROR Fail Info 2 - Transaction Not Allowed or Unsupported)

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Communication with the SCEP server is not allowed or supported.

[Set the Communication Settings of the SCEP Server Correctly.](#)

➤ **Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 806)**

## Communication Error (SCEP ERROR Fail Info 3 - signingTime Attribute of CMS Does Not Match System Time)

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The time of the signingTime attribute in the authenticated attribute of CMS (PKCS#7) does not match the time of the SCEP server.

[Check the Date and Time Settings on the Machine and Request Certificate Issuance Again.](#)

If the settings are not correct, set the time zone, and then set the current date and time.

➤ **Setting the Date and Time (P. 882)**

➤ **Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 806)**

## Communication Error (SCEP ERROR Fail Info 4 - No Certificate Matches Standard)

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Unable to identify if the certificate matches the standard.  
Contact the SCEP server administrator.

## Communication Error (TCP ERROR)

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Connection to SCEP server failed or timed out.

[Set the Communication Settings of the SCEP Server Correctly.](#)

➤ **Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 806)**

## Deferred

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SCEP server returned a deferred status.

[Wait a While, and Request Certificate Issuance Again.](#)

➤ **Generating a Key and Obtaining and Registering a Certificate from an SCEP Server (P. 806)**

# Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority

EK89-0J3

Install and register a key and certificate file or CA certificate file obtained from a digital certificate issuing authority to the machine to enable use.

Register the key and certificate or CA certificate using Remote UI from a computer. You cannot use the control panel to perform registration.  
Administrator privileges are required.

## Required Preparations

- Check the conditions of the key and certificate or CA certificate usable with the machine. [▶ Keys and Certificates \(P. 76\)](#)
- When registering a key and certificate, check the password of the private key set in the file.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Device Management] ▶ [Key and Certificate Settings] or [CA Certificate Settings].  
→ The [Key and Certificate Settings] screen or [CA Certificate Settings] screen is displayed.
- 4 Click [Register Key and Certificate] or [Register CA Certificate].  
→ The [Register Key and Certificate] screen or [Register CA Certificate] screen is displayed.
- 5 Install the key and certificate file or CA certificate file.

1. Click [Install].
2. Click [Choose File], and specify the file to be installed.
3. Click [Start Installation].

→ The installed file is added to the list of the installed keys, certificates, or CA certificates on the [Register Key and Certificate] screen or the [Register CA Certificate] screen.

- 6 Register the key and certificate or CA certificate.

When Registering a Key and Certificate



1. Select the key and certificate file to register, and click [Register].  
→ The [Enter Private Key Password] screen is displayed.
2. Enter the key name and password using alphanumeric characters, and click [OK].  
→ The registered key and certificate are added to the list of keys and certificates on the [Key and Certificate Settings] screen.

#### When Registering a CA Certificate

Select the CA certificate to register, and click [Register].

- The registered CA certificate is added to the list of CA certificates on the [CA Certificate Settings] screen.

## 7

### Log out from Remote UI.

#### NOTE

##### Viewing and Verifying Detailed Information of a Registered Certificate

- In the list of keys and certificates on the [Key and Certificate Settings] screen, click the key name (or certificate icon) to display the certificate details.
- On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

##### Viewing and Verifying Detailed Information of a Registered CA Certificate

- When you click the icon of the certificate in the list of CA certificates on the [CA Certificate Settings] screen, the CA certificate details are displayed.
- On the CA certificate details screen, click [Verify Certificate] to verify that the CA certificate is valid.

##### When the Key and Certificate Cannot Be Deleted

- You cannot delete a key and certificate being used. Disable the function being used, or delete these after switching to another key and certificate.

# Registering an S/MIME Certificate

EK89-QJ4

When you use S/MIME to encrypt e-mail or I-Faxes, register the public key certificate (S/MIME certificate) to be used for encryption in the machine.

Register the S/MIME certificate using Remote UI from a computer. You cannot use the control panel to register this. Administrator privileges are required.

## Required Preparations

- Check the conditions of the S/MIME certificate usable with the machine. [▶ Keys and Certificates \(P. 76\)](#)

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Device Management] ▶ [S/MIME Certificate Settings].  
→ The [S/MIME Certificate Settings] screen is displayed.
- 4 Click [Register S/MIME Certificate].  
→ The [Register S/MIME Certificate] screen is displayed.
- 5 Click [Choose File], and specify the file to register.
- 6 Click [Register].  
→ The registered S/MIME certificate is added to the list of S/MIME certificates on the [S/MIME Certificate Settings] screen.
- 7 Log out from Remote UI.

## NOTE

Viewing and Verifying Detailed Information of a Registered S/MIME Certificate

- When you click the icon of the certificate in the list of S/MIME certificates on the [S/MIME Certificate Settings] screen, the S/MIME certificate details are displayed.
- On the S/MIME certificate details screen, click [Verify Certificate] to verify whether the S/MIME certificate is valid.

# Configuring the Verification Method of a Received Certificate

EK89-OJ5

You can configure the settings to verify the validity of a certificate that the machine receives from a communicating device, using the Certificate Revocation List (CRL) or Online Certificate Status Protocol (OCSP).

## CRL

A CRL is a file issued by a certification authority that lists information on revoked certificates.

By registering a CRL obtained from the certificate authority in the machine, you can check the CRL to verify the validity of certificates that the machine receives from communicating devices.

The CRL registered to the machine is not updated automatically, so you must register it again each time it is updated by the certificate authority.

➤ **Registering a CRL to Verify a Certificate (P. 816)**

## OCSP

OCSP is a protocol used to inquire to an OCSP responder (server that supports OCSP) about the revocation status of a certificate issued by a certificate authority.

You can configure the settings to verify the validity of a certificate that the machine receives from a certificate authority, using the OCSP.

➤ **Verifying a Received Certificate with OCSP (P. 817)**

## Registering a CRL to Verify a Certificate

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

### Required Preparations

- Check the conditions of the CRL usable with the machine. ➤ **Keys and Certificates (P. 76)**

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Device Management] ► [Certificate Revocation List (CRL) Settings].  
→ The [Certificate Revocation List (CRL) Settings] screen is displayed.
- 4 Click [Register CRL].  
→ The [Register Certificate Revocation List (CRL)] screen is displayed.
- 5 Click [Choose File], and specify the file to register.

## 6 Click [Register].

→ The registered CRL is added to the CRL list on the [Certificate Revocation List (CRL) Settings] screen.

## 7 Log out from Remote UI.

### NOTE

#### Viewing and Verifying Detailed Information of a Registered CRL

- When you click the the icon of the CRL in the CRL list on the [Certificate Revocation List (CRL) Settings] screen, the CRL details are displayed.
- On the CRL details screen, click [Verify CRL] to verify that the CRL is valid.

## Verifying a Received Certificate with OCSP

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

## 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

## 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

## 3 Click [Device Management] ▶ [OCSP (Online Certificate Status Protocol) Settings].

→ The [OCSP (Online Certificate Status Protocol) Settings] screen is displayed.

## 4 Select the [Use OCSP (Online Certificate Status Protocol)] checkbox.

## 5 Configure the verification level and OCSP responder settings.

### [Certificate Verification Level]

Set whether to validate the certificate even if its revocation status cannot be confirmed, such as when the machine is unable to connect to an OCSP responder.

### [OCSP Responder Settings]

Select the URL of the OCSP responder you want to use. If you select [Use custom URL] or [Use Certificate URL (Use Custom URL If Certificate URL Cannot Be Retrieved)], enter the URL of the OCSP responder in [Custom URL].

### [Communication Timeout]

Enter the time from start of communication to timeout in seconds.

## 6 Click [OK].

→ The settings are applied.

7

Log out from Remote UI.

# Preventing Sending Data by Mistake, Data Leakage, and Tampering

EK89-OJ6

Unintentionally sending a fax to the wrong destination or leaving a printed document on the machine poses a risk of information leakage. In addition, while sending a fax from a computer and using memory media are easy and convenient, these can lead to operation errors and information theft. When managing confidential documents, they may be exposed to threats from malicious third parties, such as scanned document tampering. You can take measures to prevent sending data by mistake, leaking information, and document tampering, according to the usage status of the function, to ensure safer use of the machine.

## Restricting and Confirming the Send Destination

You can restrict the destinations to which scanned data and faxes are sent and display a screen prompting the user to confirm the fax number when sending. You can also select a public key to authenticate a destination SFTP server.

- **Restricting Destinations That Can Be Specified (P. 820)**
- **Prohibiting Fax Sending to Multiple Destinations (P. 824)**
- **Checking the Fax Number Before Sending (P. 825)**
- **Authenticating a Destination SFTP Server (P. 847)**

## Appropriately Restricting Functions

You can restrict access to part or all of a function when sending a fax or using memory media.

- **Prohibiting Fax Sending from a Computer (P. 824)**
- **Restricting Use of Memory Media (P. 827)**

## Preventing Unattended Printed Documents and Information Theft

You can restrict printing from a computer, or configure the settings so that the machine does not immediately print received faxes.

- **Restricting Printing (P. 829)**

## Adding a Digital Signature and Encrypting E-mail

Adding a digital signature to scanned data can guarantee the author of the file and prove that the document has not been tampered with. You can set S/MIME to encrypt or add a digital signature to an e-mail or I-Fax.

- **Adding a Digital Signature to Scanned Data (P. 841)**
- **Encrypting E-mail with S/MIME (P. 845)**

## See Also

### Measures Available to Users

Users can also take security measures when using individual functions.

- Print ➤ **Enhancing Security in Printing (P. 379)**
- Scan ➤ **Enhancing the Security of Scanned Data (P. 441)**
- Fax ➤ **Securely Sending PC Faxes (P. 526)**

# Restricting Destinations That Can Be Specified

EK89-0J7

By restricting the destinations to which you can send scanned data and faxes, you can prevent sending data by mistake and data leaks.

- **Prohibiting the Use of Destinations in the TX Log (P. 820)**
- **Sending Only to Registered Destinations (P. 821)**
- **Restricting Sending Destinations to a Specific Domain (P. 821)**
- **Restricting the Sending Destination to the E-mail Address or Personal Folder of the Login User (P. 823)**

## IMPORTANT

You cannot restrict destinations for faxes sent by computer.

- Even when the use of new destinations or destinations from the send function log is prohibited, users can send faxes from a computer (PC faxing) to a destination of their choice. To more strictly limit the available destinations, you must also prohibit the sending of faxes from a computer. ➤ **Prohibiting Fax Sending from a Computer (P. 824)**

When you use ACCESS MANAGEMENT SYSTEM, you cannot configure some functions to restrict send destinations.

- For details, see the manual of ACCESS MANAGEMENT SYSTEM at the online manual site.

<https://oip.manual.canon/>

## Prohibiting the Use of Destinations in the TX Log

You can prevent users from specifying destinations in the TX log for scanning and faxing.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. ➤ **[Restrict Resending from Log] (P. 1091)**

Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Send] ► [Common Settings].  
→ The [Common Settings] screen is displayed.
- 4 Select the [Restrict Resending from Log] checkbox.
- 5 Click [OK].

→ The settings are applied.

## 6 Log out from Remote UI.

### Sending Only to Registered Destinations

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You can configure the settings so that the destinations that can be specified as sending destinations are limited to the following:

- Destinations registered in the Address Book or one-touch buttons [▶ Registering Destinations \(Address Book\) \(P. 276\)](#)
- Destinations registered to [Favorite Settings] [▶ Registering Favorite Settings \(P. 190\)](#)
- E-mail addresses of login users registered in the user information [▶ Registering User Information \(P. 697\)](#)
- Destinations that can be searched on an LDAP server [▶ Registering LDAP Servers \(P. 135\)](#)

When this function is enabled, users cannot enter a destination using the numeric keys. In addition, the TX log recorded before enabling this function is deleted, leaving only the aforementioned available destinations in the TX log.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶ \[Restrict New Destinations\] \(P. 1090\)](#)  
Administrator or DeviceAdmin privileges are required.

## 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

## 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

## 3 Click [Send] ▶ [Limit New Destination].

→ The [Limit New Destination] screen is displayed.

## 4 In [Limit New Destination], select the checkboxes of the functions for which to limit the destinations.

## 5 Click [OK].

→ The settings are applied.

## 6 Log out from Remote UI.

### Restricting Sending Destinations to a Specific Domain

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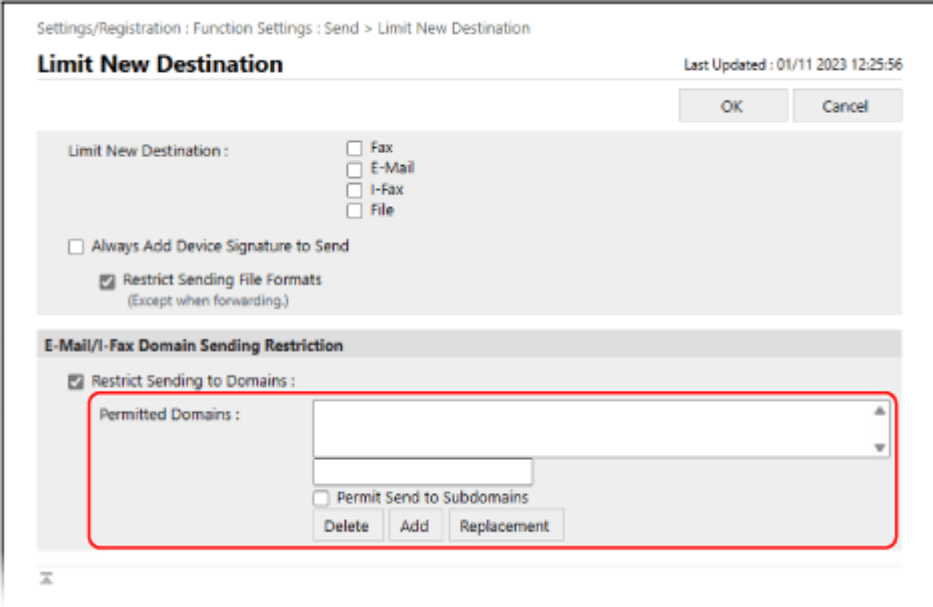
You can restrict e-mail and I-Fax destinations to addresses in a specific domain. In addition, you can allow sending to a specific domain while restricting sending to subdomains.

This section describes how to configure the settings using Remote UI from a computer.



On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[Restrict Destination Domain\] \(P. 1100\)](#)  
Administrator or DeviceAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Send] ▶ [Limit New Destination].  
→ The [Limit New Destination] screen is displayed.
- 4 Select the [Restrict Sending to Domains] checkbox.
- 5 In the [Permitted Domains] list, add the domains to be permitted as sending destinations.



- To add a domain to the list, enter the domain in the input field above [Add], and then click [Add].
- To allow sending to a subdomain of the domain that you entered, select the [Permit Send to Subdomains] checkbox, and then click [Add].
- You can add up to three domains.

- 6 Click [OK].  
→ The settings are applied.
- 7 Log out from Remote UI.

#### NOTE

##### Editing an Added Domain

- Select the domain you want to edit in the [Permitted Domains] list, edit the domain displayed in the input field above [Replacement], and then click [Replacement].

## Restricting the Sending Destination to the E-mail Address or Personal Folder of the Login User

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You can restrict the destination when sending e-mail and the store location when sending files, to the following destinations and storage locations:

- The login user's e-mail address registered in the user information [▶Registering User Information \(P. 697\)](#)
- The login user's own dedicated folder (Personal Folder) [▶Configuring a Personal Folder \(P. 760\)](#)

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[Common Settings\] \(P. 1083\)](#)  
Administrator or DeviceAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Send] ▶ [Limit Send Destination].  
→ The [Limit Send Destination] screen is displayed.
- 4 In [TX Destination], select the checkboxes of the items for which to limit the sending destination.
  - To restrict the e-mail sending destination so that login users can only send to their own e-mail address, select the [Only Send E-Mail to Myself] checkbox.
  - To restrict the store location when sending files, so that login users can only send to their Personal Folder, select the [Only Send File to Personal Folder] checkbox.
- 5 Click [OK].  
→ The settings are applied.
- 6 Log out from Remote UI.

# Restricting Fax Sending and Confirming the Destination

EK89-0J8

You can prohibit fax sending from a computer (PC faxing) and fax sending to multiple destinations (sequential broadcast) and display a confirmation screen for the fax number before sending to prevent information leakage via fax.

- **Prohibiting Fax Sending from a Computer (P. 824)**
- **Prohibiting Fax Sending to Multiple Destinations (P. 824)**
- **Checking the Fax Number Before Sending (P. 825)**

## Prohibiting Fax Sending from a Computer

You can prohibit users from sending a fax from a fax driver, thereby disabling PC faxing.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. ➤ **[Allow Fax Driver TX] (P. 1110)**  
Administrator or DeviceAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Send] ▶ [Allow Fax Driver TX].  
→ The [Allow Fax Driver TX] screen is displayed.
- 4 Clear the [Allow Fax Driver TX] checkbox.
- 5 Click [OK].  
→ The settings are applied.
- 6 Log out from Remote UI.

## Prohibiting Fax Sending to Multiple Destinations

You can prohibit users from sending to multiple destinations (sequential broadcast) when a fax destination is specified.

\* Faxes can be sent to multiple destinations when a group is specified.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[Restrict Sequential Broadcast When Fax Dest. Included\] \(P. 1111\)](#)  
Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Send] ▶ [TX Settings - Fax Settings].  
→ The [TX Settings - Fax Settings] screen is displayed.
- 4 Select the [Restrict Sequential Broadcast When Fax Destination Included] checkbox.
- 5 Click [OK].  
→ The settings are applied
- 6 Log out from Remote UI.

## Checking the Fax Number Before Sending

You can configure the settings to display a screen confirming the destination before a fax is sent. Confirm that there are no mistakes in the specified destination and entered information to prevent sending by mistake.

### Choosing When to Display the Confirmation Screen

- When sending a fax  
When you specify a fax destination and send the fax, a screen for confirming the destination is displayed. Set whether to display this only when a fax is sent to multiple destinations (sequential broadcast) or every time a fax is sent.  
\* The confirmation screen is not displayed when you specify a group, even if the group includes fax destinations.
- When entering a fax number using the numeric keys  
A screen for re-entering the number is displayed when you enter a fax number.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[Fax Settings\] \(P. 1103\)](#)  
Administrator privileges are required. Users with DeviceAdmin privileges can only configure the setting to display the screen for confirming the entered fax number.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Settings/Registration]. [➤ Remote UI Portal Page \(P. 903\)](#)

3 Click [Send].

4 Configure the setting so that the screen confirming the destination is displayed.

#### To Display the Screen When Sending Faxes

1. Click [TX Settings - Fax Settings].  
→ The [TX Settings - Fax Settings] screen is displayed.
2. Select the [Confirm Before Sending When Fax Destination Included] checkbox, and select the item to display.  
When sequential broadcast is prohibited, you cannot select the item to display. [➤ Prohibiting Fax Sending to Multiple Destinations \(P. 824\)](#)

#### To Display the Screen When Entering a Fax Number Using the Numeric Keys

1. Click [Confirm Entered Fax Number].  
→ The [Confirm Entered Fax Number] screen is displayed.
2. Select the [Confirm Entered Fax Number] checkbox.

5 Click [OK].

→ The settings are applied.

6 Log out from Remote UI.

#### NOTE

- If only one number is entered for a destination when the settings are configured to display confirmation screens both when sending a fax and when entering a number, only the screen for re-entering the number is displayed, and the confirmation screen for sending is not displayed.

# Restricting Use of Memory Media

USB memory devices and other memory media can be easy and convenient, but they can also lead to information leakage. You can prohibit the use of memory media for specific functions or all functions.

➤ **Preventing Use of Memory Media When Scanning and Printing (P. 827)**

➤ **Preventing All Use of Memory Media (P. 827)**

## NOTE

- Even if you use this setting to restrict the use of memory media, a computer can still be connected to the USB port on the back right side of the machine. To also restrict computer connections, see the following:

➤ **Preventing Connection to a Computer via the USB Port (P. 853)**

## Preventing Use of Memory Media When Scanning and Printing

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. ➤ **[Use Scan/Print Function] (P. 1135)**

Administrator or DeviceAdmin privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Store/Access Files] ▶ [Memory Media Settings].  
→ The [Memory Media Settings] screen is displayed.
- 4 Clear the checkbox of the functions you want to restrict, and click [OK].

To Prevent Storing Scanned Data to Memory Media  
Clear the [Use Scan Function] checkbox.

To Prevent Printing Data Stored in Memory Media  
Clear the [Use Print Function] checkbox.

- 5 Restart the machine. ➤ **Restarting the Machine (P. 157)**

→ The settings are applied.

## Preventing All Use of Memory Media

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[Use USB Storage Device\] \(P. 1040\)](#)

Administrator or DeviceAdmin privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [External Interface] ▶ [USB Settings].  
→ The [USB Settings] screen is displayed.
- 4 Clear the [Use USB Storage Device] checkbox, and click [OK].
- 5 Restart the machine. [▶Restarting the Machine \(P. 157\)](#)  
→ The settings are applied.

# Restricting Printing

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EK89-0JA

You can restrict printing from a computer, or configure the settings so that the machine does not immediately print received faxes. In addition to preventing printed documents from being left unattended or stolen, this also enables you to save paper by preventing unneeded printing.

## [Restricting Printing from a Computer](#)

You can configure the settings to prevent printing from a computer, or to forcibly hold print data sent from a computer in the machine so that the data is not printed immediately.

You can also reduce the risks of data eavesdropping and tampering during communication by setting restrictions to allow only Encrypted Secure Print documents to be printed from a computer.

- **Prohibiting Printing from a Computer (P. 830)**
- **Preventing Documents from Being Printed Immediately from a Computer (Forced Hold) (P. 831)**
- **Restricting Printing from a Computer to Encrypted Secure Print (P. 835)**

## [Restricting Printing of Faxes](#)

You can configure the settings so that instead of immediately printing received faxes, the machine temporarily stores them in the memory of the machine or stores them to a storage location specified in advance.

- **Preventing Immediate Printing of Received Faxes (P. 836)**

## See Also

### [Measures Available to Users](#)

Users can also take security measures when using print functions.

- **Printing a Document with a PIN (Secure Print) (P. 380)**



# Prohibiting Printing from a Computer

EK89-OJC

You can prohibit printing from a computer.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[Restrict Printer Jobs\] \(P. 1077\)](#)  
Administrator or DeviceAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Printer] ▶ [Restrict Printer Jobs].  
→ The [Restrict Printer Jobs] screen is displayed.
- 4 Select the [Restrict Printer Jobs] checkbox.
- 5 Click [OK].  
→ The settings are applied.
- 6 Log out from Remote UI.

# Preventing Documents from Being Printed Immediately from a Computer (Forced Hold)

EK89-OJE

Documents (print data) sent from a computer to the machine can be temporarily held in the machine and prevented from being printed immediately.

You can configure the settings so that login users can view and print only their own documents. This reduces the risk of other people viewing or inadvertently picking up important documents.

If a document held in the machine is not printed within the set period of time, it is automatically deleted and can no longer be printed. You can change the storage time for held documents, as needed.

➤ **Configuring the Forced Hold Settings (P. 831)**

➤ **Changing the Storage Period for Held Documents (P. 834)**

## NOTE

- For details on how to print held documents, see the following:
  - **Printing Documents in Forced Hold State (P. 391)**
- For details on the number of users that can use the Hold function and the documents that are supported, see the specifications of the Hold Print function. ➤ **Printing with the Hold Print Function\*1 (P. 66)**

## Configuring the Forced Hold Settings

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. ➤ **[Forced Hold] (P. 1136)**

Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Printer] ▶ [Print].
 

→ The [Print] screen is displayed.
- 4 In [Forced Hold Settings], select the [Force Hold] checkbox.
- 5 Register the conditions for holding documents, as needed.
  - Register the conditions for printing documents without holding them or for canceling printing, based on the user name and IP address. If you register multiple conditions, set the order of priority.
  - If Forced Hold is enabled without registering a condition, documents from a computer are handled as follows:

- Documents of all users are held.
- Documents of unknown users are deleted.

## Registering Conditions

1. In [Registered Condition], click [Register New].  
→ The [Register New Condition] screen is displayed.
2. Enter the condition name.
3. Select the [Enable Condition] checkbox.
4. Set the condition type and details.

Settings/Registration : Function Settings : Printer > Print > Register New Condition

**Register New Condition** Last Updated : 01/11 2023 12:36:25

OK Cancel

**Condition Settings**

Condition Name :  (Max 25 characters)

☒ Enable Condition

Job Condition :

Target : ☒ If Match Condition ☐ If Do Not Match Condition

Action :

ID for Substitution :  (Max 32 characters)

**User Name Settings**

User Name :  (Max 32 characters)

\*If no user name is entered, User Name will be specified as an unknown user.

**IP Address Settings**

IP Address :

\*To specify the range, use a hyphen as follows: xxx.xxx.xxx.xxx-xxx.xxx.xxx.xxx

**Input Method Settings**

Input Method :

### When Setting a User Name As a Condition

Select [User Name] in [Type], and enter the user name to set as the condition in [User Name Settings].

### When Setting Documents of Unknown Users As a Condition

Select [User Name] in [Type], and leave [User Name Settings] blank.

### When Setting an IP Address As a Condition

Select [IP Address] in [Type], and enter the IP address to set as the condition in [IP Address Settings].

You can also specify a range of IP addresses by using a hyphen (-).

**Input example:** When specifying a range of IP addresses  
192.168.0.10-192.168.0.20

### When Setting a Document Protocol As a Condition

Select [Input Method] in [Type], and select the protocol to set as the condition in [Input Method Settings].

5. In [Target], specify the target.
  - To specify the document that meets the conditions as the target, select [If Match Condition].

- To specify the document that does not meet the conditions as the target, select [If Do Not Match Condition].
6. In [Action], select how to handle the document.
    - To delete without holding the document, select [Cancel].
    - To print without holding the document, select [Print]. However, when using Secure Print or Encrypted Secure Print, the print data is held as a shared document.
    - To hold the document, select [Hold as Shared Job]. In [ID for Substitution], you can specify the user name when holding the document.
  7. Click [OK].
    - The registered condition is added to [Registered Condition] on the [Print] screen.

#### Setting the Priority of a Condition

In [Registered Condition], click [Up] or [Down] for [Change Priority].

## 6 In [Other], configure the detailed Forced Hold settings, as needed.

Select the checkboxes of the items to be enabled.

#### [Delete Job After Printing]

Deletes held documents after printing.

#### [Only Allow Encrypted Secure Print Jobs]

Restricts printing from a computer to Encrypted Secure Print only. ➤ **Restricting Printing from a Computer to Encrypted Secure Print (P. 835)**

#### [Require Domain Name to Determine My Job]

Includes the domain name in determining the documents of the login user.

If the document of the login user cannot be determined correctly, clear the checkbox and use only the user name for determination.

#### [Display Other User Jobs]

Displays documents for users other than the login user.

#### [Restrict Deletion of Other User Jobs]

Prevents login users from deleting documents of other users.

#### [Match Case for User Name]

Enables case sensitivity when determining users for documents.

\* It is recommended to configure this setting together with the setting for determining users with user authentication. ➤ **[Match Case for User Name] (P. 1156)**

#### [Display Same Group User Jobs]

Displays documents of the Department ID to which the login user belongs.

#### [Enable Auto Print Function When Logging In]

Enables automatic printing of held documents.

When you select this checkbox, the login user can set [Auto Print User Jobs When Logging In]. ➤ **[Auto Print User Jobs When Logging In] (P. 1140)**

\* This setting is disabled in the following cases:

- When user authentication is disabled ➤ **[Use User Authentication] (P. 1154)**
- When the personalization function is disabled ➤ **[Enable Use of Personal Settings] (P. 1168)**
- When ACCESS MANAGEMENT SYSTEM is enabled ➤ **[Use ACCESS MANAGEMENT SYSTEM] (P. 1172)**
- When the setting is configured not to display the documents for the login user on the print screen of the machine ➤ **[Job List Display Settings] (P. 1138)**
- When the [Only Allow Encrypted Secure Print Jobs] checkbox is selected in the detailed Forced Hold setting
- When the [Display Warning When Starting to Print] checkbox is selected in [Held Jobs Warning Settings] in the detailed Forced Hold setting

**[Held Jobs Warning Settings]**

Specify whether to display a warning when displaying or printing held documents.  
When displaying a warning, set the conditions.

**[PIN Settings for Secure Print Jobs]**

Specify whether to prompt the user to enter a PIN when operating Secure Print documents.

\* Regardless of this setting, the user must enter a PIN when using Encrypted Secure Print documents.

**[Require PIN for Job Deletion]**

Requires users to enter a PIN when they delete print data held in the machine.

**7** Click [OK].

→ The settings are applied.

**8** Log out from Remote UI.

**NOTE****Editing Registered Conditions**

- To edit the registered information, click the name of the condition you want to edit in [Registered Condition] on the [Print] screen.

## Changing the Storage Period for Held Documents

You can change the amount of time until documents held in the machine are deleted.

Use the control panel to change the storage period. You cannot change the storage period using Remote UI from a computer.

Administrator privileges are required.

**1** Log in as an administrator. ➤ **Logging In to the Machine (P. 200)**

**2** On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤  
**[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

**3** Press [Function Settings] ▶ [Print] ▶ [Job Storage Period].

→ The [Job Storage Period] screen is displayed.

**4** Change the document storage period (amount of time until held documents are deleted).

**5** Press [OK].

→ The change is applied.

# Restricting Printing from a Computer to Encrypted Secure Print

EK89-0JF

When you print from a computer, you can use the Encrypted Secure Print function to encrypt documents with a set password (secure data) and send them to the machine. By restricting printing so that only Encrypted Secure Print documents can be printed from a computer, you can reduce the risks of data eavesdropping and tampering during communication.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[Only Allow Encrypted Print Jobs\] \(P. 1137\)](#) Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Printer] ▶ [Print].  
→ The [Print] screen is displayed.
- 4 In [Other], select the [Only Allow Encrypted Secure Print Jobs] checkbox.
- 5 Click [OK].  
→ The settings are applied.
- 6 Log out from Remote UI.

## NOTE

- For details about Encrypted Secure Print, see the following:
  - [▶Printing a Document with a PIN \(Secure Print\) \(P. 380\)](#)

# Preventing Immediate Printing of Received Faxes

EK89-0JH

Instead of immediately printing received faxes, you can temporarily store them in the memory of the machine (Memory RX Inbox) or in a storage location specified in advance (Confidential Fax Inbox). You can use the control panel or Remote UI to check the content of faxes stored in each box before printing them. In addition to preventing printed faxes from being left unattended or stolen, you can save paper by deleting any unnecessary faxes without printing them. You can also set a PIN for each box to restrict the users that can check or print the received faxes.

## Memory Lock

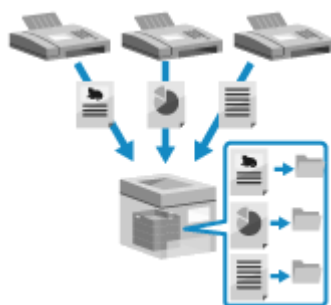


Memory Lock temporarily stores received faxes in the memory of the machine (Memory RX Inbox) without printing them immediately. You can forward faxes stored in the Memory RX Inbox to a specified destination.

You can also configure the settings so that Memory Lock is active only on specified days of the week or at specified time periods, such as on weekends or at night.

➤ **Setting Memory Lock (P. 836)**

## Received Confidential Faxes



Received documents that match conditions set in advance, such as a destination fax number, are stored in a storage location (Confidential Fax Inbox) specified in advance. The machine has multiple Confidential Fax Inboxes.

For example, you can specify a condition to store all faxes from a particular company to a specific inbox to easily confirm the required documents.

➤ **Configuring Settings for Receiving Confidential Faxes (P. 838)**

## Setting Memory Lock

To use Memory Lock, configure the settings to allow the use of Memory Lock, and then configure the settings to store received faxes in the memory of the machine (Memory RX Inbox).

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select the [Home] screen, and then configure the settings in the following order:

- Setting to allow use of Memory Lock: Click [ Settings/Register] ► [Function Settings] ► [Set Fax/I-Fax Inbox] (P. 1123)
  - Memory RX Inbox settings: Click [Fax/I-Fax Inbox] ► [Memory RX Inbox] ► [Memory RX Inbox]
- Administrator or DeviceAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Configure the settings to allow the use of Memory Lock.

1. Click [Receive/Forward] ► [Memory Lock Settings].

→ The [Memory Lock Settings] screen is displayed.

If the [Enter PIN] screen appears, enter the Memory RX Inbox PIN, and then click [OK].

2. Select the [Use Fax Memory Lock] or [Use I-Fax Memory Lock] checkbox.
3. Specify the days of the week and the time periods for using Memory Lock, as needed.

#### When Specifying the Same Time Period for Every Day

Select [Everyday] in [Specify Memory Lock Start Time] and [Specify Memory Lock End Time], and enter the start and end times in the corresponding input fields for [Everyday].

#### When Specifying a Different Time Period for Each Day

Select [Specify Days] in [Specify Memory Lock Start Time] and [Specify Memory Lock End Time], and enter the start and end times in the corresponding input fields for each day in [Specify Days].

4. Click [OK].

→ The settings are applied.

- 4 Click [To Portal].

→ The Portal page is displayed.

- 5 Configure the Memory RX Inbox settings.

1. Click [Access Received/Stored Files] ► [Memory RX Inbox] ► [Memory RX Inbox].

→ The Memory RX Inbox screen is displayed.

If the [Enter PIN] screen appears, enter the Memory RX Inbox PIN, and then click [OK].

2. Click [Memory Lock Settings].

→ The [Memory Lock Settings] screen is displayed.

3. Set [Fax Memory Lock] and/or [I-Fax Memory Lock] to [On].

4. Click [OK].

→ The settings are applied.

5. Set a PIN, as needed.



Click [Settings] to set the PIN of Memory RX Inbox. Select the [Set PIN] checkbox, enter the same number in [PIN] and [Confirm], and click [OK].

## 6 Log out from Remote UI.

### IMPORTANT

- When Memory Lock is disabled in the following cases, all faxes and I-Faxes stored in the memory are printed automatically:
  - When the Memory Lock end time specified in Step 3-3 has been reached.
  - When [Fax Memory Lock] or [I-Fax Memory Lock] is changed to [Off] in Step 5-3

### NOTE

- For how to use received faxes stored in Memory Lock, see the following:
  - **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 553)**

## Configuring Settings for Receiving Confidential Faxes

To receive confidential faxes, configure the settings to automatically forward received faxes to the Confidential Fax Inbox. You can also configure the Confidential Fax Inbox settings, as needed.

### Configuring Settings for Automatically Forwarding to the Confidential Fax Inbox

Register the forwarding conditions (conditions for automatically forwarding to the Confidential Fax Inbox), and specify the Confidential Fax Inbox as the forwarding destination for faxes that meet those conditions.

#### ➤ **Automatically Forwarding and Backing Up Received Faxes (P. 505)**

### Setting Confidential Fax Inbox

You can set a name and PIN for each Confidential Fax Inbox, as needed. You can also configure the settings to send an e-mail notice when a fax is stored.

#### ➤ **Setting Confidential Fax Inbox (P. 839)**

### NOTE

- For how to use received confidential faxes, see the following:
  - **Checking and Printing Received Confidential Faxes (P. 555)**

# Setting Confidential Fax Inbox

EK89-0JJ

Confidential Fax Inboxes can be specified with a name and PIN. You can also configure the settings to send an e-mail notice when a fax is stored.

This section describes how to configure the settings using the control panel.

You can also configure the settings by using Remote UI from a computer. In Remote UI, click [Access Received/Stored Files] on the Portal page ► select a Confidential Fax Inbox ► configure the settings in [Settings]. However, you cannot use Remote UI to configure some of the settings. ► **Managing the Machine from a Computer (Remote UI) (P. 898)**

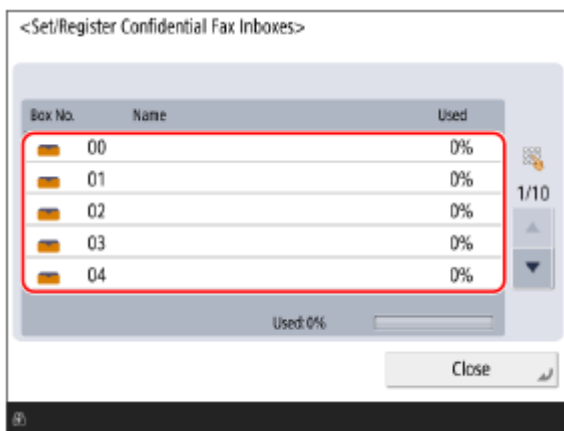
- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ► **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Function Settings] ► [Receive/Forward] ► [Common Settings] ► [Set Fax/I-Fax Inbox] ► [Set/Register Confidential Fax Inboxes].

→ The [Set/Register Confidential Fax Inboxes] screen is displayed.

- 3 Select the Confidential Fax Inbox to be configured.



- You can also directly specify the Confidential Fax Inbox by using the numeric keys to enter the box number.
- If the PIN input screen appears, enter the PIN set for the selected Confidential Fax Inbox, and press [OK].

## 4

Set the Confidential Fax Inbox and press [OK].

[Register Box Name]

Set the box name.

[PIN]

Set the PIN. Enter the same number in [PIN] and [Confirm].

- You cannot set a PIN consisting of all zeros, such as "00" or "0000000."
- There is no way to confirm the set PIN. Be sure not to forget the PIN.
- If a PIN is set, the inbox name and URL send settings are not sent during device information distribution.

[URL Send Settings]

To send an e-mail notice of the store location URL when a fax is saved, set the notice destination.

By opening the sent URL in a web browser on your computer, you can check the details of the fax on the Remote UI screen.

\* You can only specify a destination registered in the Address Book as the notice destination (excluding destinations in a personal address list or user group address list).

[Initialize]

Initializes the Confidential Fax Inbox settings and resets them to the factory settings.

\* The settings cannot be initialized when a fax is saved.

# Adding a Digital Signature to Scanned Data

EK89-OJR

Adding a digital signature to scanned data when sending it as a PDF or XPS file can guarantee the author of the file and prove that the document has not been tampered with.

To add a digital signature to scanned data, you must generate and register a key and certificate according to the digital signature type in advance.

## ➤ Digital Signature Types (P. 841)

### ➤ Generating and Registering a Device Signature Key and Certificate (P. 842)

### ➤ Registering a User Signature Key and Certificate (P. 843)

#### NOTE

Adding a Digital Signature When Actually Scanning

- For details about how to add a digital signature when actually scanning, see the following:

#### ➤ Adding a Digital Signature to Scanned Data (P. 443)

Verifying a Digital Signature on the Viewer Side

- For details about verifying a certificate and registering it to a trusted certificate list, see the manual of the applications to be used to view scanned data.

## Digital Signature Types

You can select from a device signature or user signature when having the machine add a digital signature to a file.

\* A user signature cannot be added when forwarding a received I-Fax from the machine.

### Device Signature

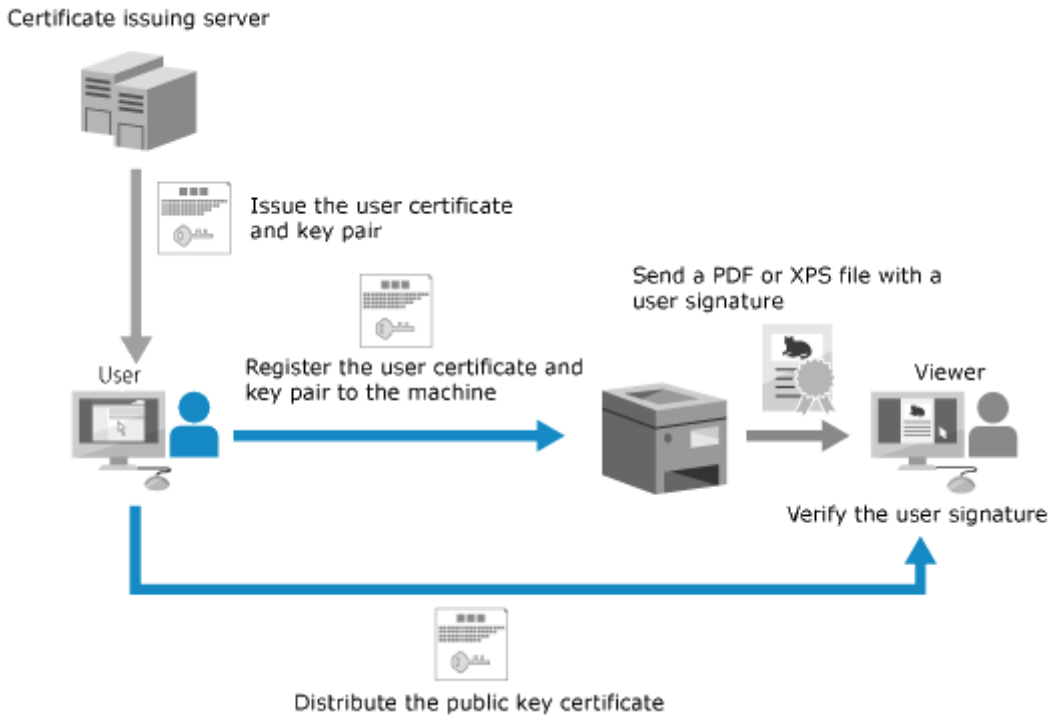
Adds a signature using a key and certificate to prove to the viewer the device that was used to create the scanned data. The viewer can confirm whether the document has been tampered with.

To add a device signature, you must generate and register a key and certificate (device certificate) to use for the device signature in advance on the machine. ➤ **Generating and Registering a Device Signature Key and Certificate (P. 842)**

### User Signature

Adds a signature after performing user authentication to prove to the viewer the person who created the scanned data. In the same way as a device signature, a user signature enables the viewer to also confirm whether the document was tampered with after being signed.

To add a user signature, you must generate a key and certificate (user certificate) issued in advance and register them to the machine.



- The user certificate has an expiration date. If a user signature was added before the expiration date and the viewer tries to verify the signature after the certificate has expired, the user signature is no longer valid. It is recommended to have a new user certificate issued while considering when signature verification will be performed.

#### NOTE

Displaying a Digital Signature (Visible Signatures) (PDF Files Only)

- By setting a visible signature when adding a digital signature, you can display the signature information on the first page so that it is easy to see that a digital signature has been added to the PDF file. [▶ Adding a Digital Signature to Scanned Data \(P. 443\)](#)

When Adding Multiple Signatures

- A device signature and user signature are added in that order.
- Only the signature added last is valid for verification. All other signatures are treated as having been modified when another signature is added.

## Generating and Registering a Device Signature Key and Certificate

You can generate and register to the machine the key and certificate (device certificate) to be used for a device signature. After you register a device certificate, you can add the machine name as a signature to a scanned document.

\* You can register only one key and certificate for device signature.

This section describes how to generate and register a certificate using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to generate and register a certificate. [▶ \[Certificate Settings\] \(P. 1162\)](#) Administrator privileges are required.

1

Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**

3 Click [Device Management] ▶ [Key and Certificate Settings].

→ The [Key and Certificate Settings] screen is displayed.

4 Click [Generate Key] ▶ [Device Signature].

→ The [Device Signature] screen is displayed.

5 Click [Generate/Update] ▶ [OK].

→ The generated key and certificate are registered with the name "Device Signature Key" to the list of keys and certificates on the [Key and Certificate Settings] screen.

6 Log out from Remote UI.

#### NOTE

When the Device Signature Key Icon Is Displayed as [  ]

- The key is corrupted or invalid. Repeat the procedure above to update the key and certificate.

#### Confirming and Verifying a Generated Certificate

- Click the key name (or certificate icon) in the list of keys and certificates on the [Key and Certificate Settings] screen to display the certificate details.

\* You can use [Certificate Thumbprint] on the certificate details screen to confirm sender information that the viewer of the file can use to confirm the reliability of the certificate by matching it with the SHA-1 message digest number.

- You can click [Verify Certificate] on the certificate details screen to verify the validity of the certificate.

#### Always Adding a Device Signature When Sending

- You can configure the settings to always add a device signature when scanned data is sent as a PDF or XPS file, regardless of the settings used when scanning. In addition, by setting restrictions to allow only PDF or XPS files to be sent, you can ensure that files without a device signature cannot be sent. ➤ **[Always Add Device Signature to Send] (P. 1090)**

## Registering a User Signature Key and Certificate

You can register to the machine the key and certificate (user certificate) to use for the user signature, and send the public key certificate to the viewer. After you register the key and certificate, you can add the login user name as a signature to a scanned document.

Register a certificate using Remote UI from a computer. You cannot use the control panel to register a certificate.

#### Required Preparations

- Check the conditions of the key and certificate that can be used with the machine. ➤ **Security and Management Function Specifications (P. 73)**
- Prepare the key and certificate file for the user signature.

- When you want to add a digital signature that can only be used for proof within a limited scope (such as within a company), you can generate the key and certificate for the user signature by installing the Internet Information Services (IIS) module of a Windows Server on the computer.

\* This digital signature cannot be used for proof to a viewer outside the scope.

- Check the password of the private key set in the key and certificate file.

1 Log in to Remote UI. ➤ **Starting Remote UI (P. 899)**

2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**

3 Click [Device Management] ▶ [User Key and Certificate Settings].

→ The [User Key and Certificate Settings] screen is displayed.

4 Click [Install].

→ The [Install User Key and Certificate] screen is displayed.

5 Click [Choose File], and specify the file to be installed.

6 Enter the private key password, and click [Start Installation].

→ The installed key and certificate is registered to the list of keys and certificates on the [User Key and Certificate Settings] screen.

7 Log out from Remote UI.

8 Send a public key certificate to the viewer.

A public key certificate that can be used to verify a user signature added to scanned data can be sent to the viewer in advance.

#### NOTE

##### Viewing and Verifying Detailed Information of a Registered Certificate

- You can check the details of a certificate by clicking the login name (or certificate icon) in the list of keys and certificates on the [User Key and Certificate Settings] screen.
  - \* When the user is logged in as an administrator, all keys and certificates for user signatures registered in the machine are displayed. When the user is not logged in as an administrator, only the keys and certificates for the login user are displayed.
- On the certificate details screen, you can click [Verify Certificate] to verify whether the certificate is valid.

# Encrypting E-mail with S/MIME

You can set S/MIME to encrypt or add a digital signature to an e-mail or I-Fax.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. [▶\[S/MIME Settings\] \(P. 1096\)](#)  
Administrator or DeviceAdmin privileges are required.

## Required Preparations

- Register the public key certificate (S/MIME certificate) to use for encryption. [▶Registering an S/MIME Certificate \(P. 815\)](#)

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Send] ▶ [S/MIME Settings].  
→ The [S/MIME Settings] screen is displayed.
- 4 Configure the encryption and digital signature settings.

### [Encryption Settings]

To encrypt e-mail and I-Faxes, select [Always Encrypt] or [Only Encrypt If Certificate].

- Select [Always Encrypt] if you want to encrypt all e-mail and I-Faxes sent from the machine.
- Select [Only Encrypt If Certificate] if you want to perform encryption only when the sending destination is included in the S/MIME certificate.

### [Add Digital Signatures]

Select this checkbox to add a digital signature to e-mails and I-Faxes. A digital signature is always added when encrypting e-mail and I-Faxes.

\* Make sure to select this checkbox, as a digital signature is required when e-mail and I-Faxes are encrypted.

### [Encryption Algorithm]

When encrypting e-mails and I-Faxes, select the encryption algorithm to be used.

### [Signature Algorithm]

When adding the digital signature to e-mails and I-Faxes, select the signature algorithm to be used.

### [Verify Signature upon Receipt]

Select this checkbox to verify a digital signature of e-mails and I-Faxes upon receipt.

### [Print Signature upon Receipt]

Select this checkbox to print the digital signature information of e-mails and I-Faxes upon receipt. When the checkbox is selected, the e-mail message will be printed with the digital signature information added.



5

Click [OK].

→ The settings are applied.

6

Log out from Remote UI.

# Authenticating a Destination SFTP Server

EK89-0JU

Authenticating a SFTP server to connect to helps prevent erroneous sending to the wrong destination and information leaks.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Function Settings] to configure the settings. However, the control panel can only be used to select whether to authenticate a server. [▶\[Host Authentication for SFTP TX\] \(P. 1089\)](#)

Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Send] ▶ [Common Settings].  
→ The [Common Settings] screen is displayed.
- 4 Select the [Use Host Authentication for SFTP TX] checkbox.
- 5 Click [Public Key Settings] for [Public Key to Use at Authentication].  
→ The [Public Key Settings] screen is displayed.
- 6 Click [Register].  
→ The [Register Public Key] screen is displayed.
- 7 Enter the host name in [Host Name].
- 8 Click [Browse File], then specify the file to install.
- 9 Click [Start Installation].  
→ The installed public key is registered to the list of host names on the [Public Key Settings] screen.
- 10 Log out from Remote UI.

# Preventing Unauthorized Use

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EK89-QJW

The machine handles a variety of information including the Address Book and print data. It also provides various settings to ensure efficient management and operation. While this information and the settings provide convenience, they can also lead to information leakage and other security issues if the information and settings can be accessed by anyone.

You can take measures to restrict access and disable functions according to the usage status of the function, to ensure safer use of the machine.

## Restricting Access to Information and Settings

Restricting users and operations accessing information and settings on the machine can help prevent unauthorized use and protect confidential information.

➤ **Restricting Use of the Address Book (P. 849)**

➤ **Disabling Remote UI (P. 852)**

## Disabling Unused Functions

You can disable unused functions to prevent intrusion from the outside.

➤ **Preventing Connection to a Computer via the USB Port (P. 853)**

➤ **Using LPD, RAW, and WSD (P. 854)**

➤ **Disabling HTTP Communication (P. 856)**

## See Also

For details about the administrator account and how to manage users and groups with access to the machine, see the following:

➤ **Administrator Privileges and Password (P. 31)**

➤ **Authenticating Users and Managing Groups (P. 692)**

# Restricting Use of the Address Book

EK89-QJX

You can set a PIN for the Address Book and hide destinations and the Address Book to prevent unauthorized editing or use of the Address Book.

- **Restricting Address Book Registration and Editing by Setting a PIN (P. 849)**
- **Hiding Destinations (Access Number Management) (P. 850)**
- **Hiding the Address Book (P. 850)**

## NOTE

- To better prevent sending data by mistake and information leakage, you can restrict the destinations that can be specified when scanned data and faxes are sent. ➤ **Restricting Destinations That Can Be Specified (P. 820)**

## Restricting Address Book Registration and Editing by Setting a PIN

You can require the use of PIN to add a new entry to the Address Book or edit existing entries.

\* Administrators with Administrator privileges can register and edit the destinations without having to use a PIN.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Set Destination] to configure the settings. ➤ **[Address Book PIN] (P. 1143)**  
Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Set Destination] ▶ [Address Book PIN].  
→ The [Address Book PIN] screen is displayed.
- 4 Select the [Set Address Book PIN] checkbox, and set a PIN.  
Enter the same number in [Address Book PIN] and [Confirm].  
\* You cannot set a PIN consisting of all zeros, such as "00" or "0000000."
- 5 Click [OK].  
→ The settings are applied.
- 6 Log out from Remote UI.

**NOTE**

## Changing the PIN

- Select the [Change PIN] checkbox, and set a new PIN.

## Clearing the PIN

- Clear the [Set Address Book PIN] checkbox, and click [OK].

## Hiding Destinations (Access Number Management)

By setting an access number, you can register destinations that you do not want to disclose to all users, such as important clients, to the Address Book in a hidden state. Destinations with a set access number can only be displayed by entering the correct access number.

Follow the procedure below to enable access number management, so that you can set an access number to destinations in the Address Book.

\* When access number management is enabled, you cannot use the setting history on the scan (Scan and Send) or fax screen of the control panel.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Set Destination] to configure the settings. [▶\[Manage Address Book Access Numbers\] \(P. 1143\)](#)  
Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Set Destination] ▶ [Manage Address Book Access Numbers].  
→ The [Manage Address Book Access Numbers] screen is displayed.
- 4 Select the [Manage Address Book Access Numbers] checkbox, and click [OK].  
→ The settings are applied.
- 5 Log out from Remote UI.

**NOTE**

- For details about setting an access number to destinations in the Address Book, see the following:
  - ▶ [Registering Destinations to the Address Book \(Control Panel\) \(P. 283\)](#)
  - ▶ [Registering Destinations to the Address Book \(Remote UI\) \(P. 298\)](#)

## Hiding the Address Book

You can hide the Address Book and one-touch buttons from the scan (Scan and Send) and fax screens on the control panel. Configure whether to hide the Address Book and one-touch buttons for each function.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required.

- 1 Log in as an administrator. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Function Settings] ▶ [Send].
- 4 Configure the settings so that the Address Book and one-touch buttons are not displayed.

When Preventing the Address Book and one-touch buttons from Being Displayed on the Scan (Scan and Send) Screen

1. Press [Common Settings] ▶ [Restrict Address Book Use].  
→ The [Restrict Address Book Use] screen is displayed.
2. Select [On], and press [OK].  
→ The setting is applied.

When Preventing the Address Book and one-touch buttons from Being Displayed on the Fax Screen

1. Press [Fax Settings] ▶ [Restrict Address Book Use].  
→ The [Restrict Address Book Use] screen is displayed.
2. Select [On], and press [OK].  
→ The setting is applied.

# Disabling Remote UI

EK89-QJY

While Remote UI is convenient for operating the machine from a computer, it also poses a risk of third-party access to the machine.

If you do not use Remote UI, it is recommended that you disable the function.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required. The machine must be restarted to apply the settings.

- 1 Log in as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Management Settings] ▶ [License/Other] ▶ [Remote UI Settings].  
→ The [Remote UI Settings] screen is displayed.
- 4 Select [Off], and press [OK].
- 5 Press [ Settings/Register] ▶ [Yes].  
→ The machine restarts, and the settings are applied.

# Preventing Connection to a Computer via the USB Port

EK89-OK0

You can disable the USB port for computer connection on the back right side of the machine to reduce the risk of external use of the machine without going through a secure network.

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[Use as USB Device\] \(P. 1039\)](#) Administrator privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [External Interface] ▶ [USB Settings].  
→ The [USB Settings] screen is displayed.
- 4 Clear the [Use as USB Device] checkbox, and click [OK].
- 5 Restart the machine. [▶Restarting the Machine \(P. 157\)](#)  
→ The settings are applied.

## NOTE

- Even if you use this setting to restrict the use of the USB port for computer connection, memory media can still be connected to the USB port on the front right side of the machine. To also restrict USB connection of memory media, see the following:

[▶Restricting Use of Memory Media \(P. 827\)](#)



# Using LPD, RAW, and WSD

Select whether to use any of the protocols below on the machine when printing or scanning documents from a computer.

You are recommended to disable any protocols you will not be using.

When using LPD or RAW, you can configure the time until reception of print data is canceled.

## LPD

This protocol is not dependent on the hardware, operating system, or other platform. It is commonly used in TCP/IP network environments.

## RAW

This is Windows' proprietary print data type protocol. It is used as standard in a Windows environment.

## WSD

This protocol enables automatic detection of network-connected printers and scanners in a Windows environment.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[TCP/IP Settings\] \(P. 1003\)](#)

Administrator or NetworkAdmin privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Network Settings].
- 4 Configure the settings of LPD, RAW, or WSD.

### When Using LPD

1. Click [LPD Print Settings].  
→ The [LPD Print Settings] screen is displayed.
2. Set whether to use LPD.  
When not using LPD, clear the [Use LPD] checkbox, and proceed to Step [5](#).
3. Enter the time in [RX Timeout].  
Enter the time in minutes from the start of reception standby, after print data reception is canceled, to the timeout.

### When Using RAW

1. Click [RAW Print Settings].  
→ The [RAW Print Settings] screen is displayed.
2. Set whether to use RAW.

When not using RAW, clear the [Use RAW] checkbox, and proceed to Step **5**.

3. Set whether to use bidirectional communication.

Select [Use Bidirectional Communication] checkbox to send notification of the machine's status and when printing is completed to the computer.

4. Enter the time in [RX Timeout].

Enter the time in minutes from the start of reception standby, after print data reception is canceled, to the timeout.

#### When Using WSD

1. Click [WSD Settings].

→ The [WSD Settings] screen is displayed.

2. Set whether to use WSD for each function.

When not using WSD, clear the checkboxes of the functions for restricting use of WSD.

##### Using WSD to Print Data

Select the [Use WSD] checkbox.

The [Use WSD Browsing] checkbox is selected automatically, and WSD is used to obtain the information of the machine from the computer.

##### Using WSD to Scan Data

Select the [Use WSD Scan] checkbox. You can perform scanning from a computer without having to install a scanner driver.

## 5 Click [OK].

→ The settings are applied.

## 6 Log out from Remote UI.

### NOTE

#### Outputting an LPD Banner Page

- If you use LPD, you can set whether to output banner pages when banner pages are configured for the print data. **▶ [LPD Print Settings] (P. 1005)**
  - \* Use the control panel to configure the banner page output settings. You cannot configure the settings using Remote UI from a computer.
  - \* Banner pages can be output only when the optional PCL Printer Kit or PS Printer Kit is enabled.

**Asia/Oceania**

#### Adding a WSD Network Device

- Click [  ] (Start) ▶ [  ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners] ▶ [Add device] for [Add a printer or scanner] ▶ [Add device] for the machine, and perform the operations following the instructions on the screen.
- For details about installing the driver via a WSD network, see the manual of the driver at the online manual site.  
**<https://oip.manual.canon/>**

# Disabling HTTP Communication

EK89-0K2

It is recommended to disable HTTP communication when using only the USB connection or when not using functions that require HTTP communication, such as Remote UI, WSD printing, and AirPrint.

\* If HTTP communication is enabled even though you are not using functions that require HTTP communication, there is a risk of unauthorized access by a third party.

This section describes how to configure the settings using the control panel.

You can also configure the settings by using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or NetworkAdmin privileges are required. The machine must be restarted to apply the settings.

- 1 Log in as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 In the [Home] screen or other screen, press [ Settings/Register]. [▶ \[Home\] Screen \(P. 165\)](#)
- 3 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [Use HTTP].  
→ The [Use HTTP] screen is displayed.
- 4 Press [Off] ▶ [OK].
- 5 Press [ Settings/Register] ▶ [Yes].  
→ The machine restarts, and the settings are applied.

## NOTE

- When [Use HTTP] is set to [Off], the following settings are also set to [Off]:
  - [Remote UI Settings]
  - [IPP Print Settings]
  - [Use WSD Printing] and [Use WSD Scan] in [WSD Settings]

# Protecting Data on the Machine

EK89-0K3

The memory or storage of the machine stores temporary data, as well as password information and registered address book information. This data is encrypted to prevent unauthorized access. [▶Data Saved to the Machine \(P. 858\)](#)

## Machine's Encryption Technology

The machine generates 128-bit encryption keys. The encryption uses the AES-XTS algorithm.

## Detecting System Tampering

You can enable the system verification function to verify the integrity of the firmware and MEAP applications when the machine is started. In this case, you can also enable the system protection function to prevent the unauthorized modification of programs and the execution of unauthorized programs to enhance system reliability. [▶\[System Verification Settings\] \(P. 1179\)](#)

### IMPORTANT

- Encrypting the data in the memory/storage does not guarantee that the data is protected from all unauthorized acts. Take sufficient care when managing data.
- Data cannot be transferred by removing the storage from the machine and installing it to another Canon multifunction machine.

## See Also

### Deleting All Data

You can reset all settings to their factory settings and clear all stored data including logs. Initialize the machine to prevent access to confidential information and unauthorized use such as when replacing or disposing of the machine.

[▶Initializing All Settings and Data \(P. 967\)](#)

# Data Saved to the Machine

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EK89-0K5

The following data is saved to the machine. This data is encrypted by the machine to prevent information leakage. With the exception of some data, the data can be deleted automatically or deleted and initialized manually.

\* The applicable data varies depending on the model.

## Data That Is Deleted Automatically (Temporarily Saved Data)

- Temporary image data that has been generated during printing, scanning, faxing, or copying

## Data That Can Be Deleted and Initialized

- Address Book and settings
- Machine storage space data
- User information registered on the machine (such as user names, e-mail addresses, and the system manager information)
- MEAP applications and data saved in the MEAP applications
- Job logs

\* For details on how to delete and initialize data, see the following:

➤ **Initializing the Settings and Data (P. 967)**

## Data That Cannot Be Deleted and Initialized

- Number of pages used (counters)
- Status of consumables

# Security Settings That Match the Environment

EK89-OK6

The machine provides functions to assist in configuring security settings that match the usage environment. Use these functions according to your needs to ensure safer use of the machine.

## Batch Security Settings

By simply selecting the usage environment that matches the environment of the machine, you can collectively configure the recommended security settings.

➤ **[Recommended Security Set. for Usage Environment] (P. 1180)**

If you require more flexible security management, use the security policy function. The machine can collectively configure and manage multiple security settings according to a policy.

➤ **Applying a Security Policy (P. 861)**

## Security Issue Notification

You can be notified when a security issue is detected in the settings or installation environment of the machine.

➤ **Configuring Security Notification (P. 860)**

### IMPORTANT

- You cannot use recommended security settings and a security policy at the same time.

### NOTE

- You can check the status of the machine's security measures in [Security] in the operation status of the machine. ➤ **Checking the Operation Status of the Machine (P. 910)**
  - \* Administrator privileges are required in order to check [Security] in the operation status of the machine. ➤ **Administrator Privileges and Password (P. 31)**

# Configuring Security Notification

If a security issue is detected in the settings or installation environment of the machine, a message can be displayed on the control panel to notify the user. The settings can be changed for each item to be detected.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Management Settings] ▶ [Security Settings] ▶ [Recommended Security Set. for Usage Environment] ▶ [Security-Related Notification Settings].  
→ The [Security-Related Notification Settings] screen is displayed.
- 4 Specify whether to display a message when a security issue is detected.  
When you select [On], a message is displayed on the control panel if a security issue is detected.  
  
[When Recommended Usage Environment Is Updated]  
A message is displayed when the previously recommended usage environment is changed.  
\* For the usage environment settings, see the following:  
[▶ \[Recommended Security Set. for Usage Environment\] \(P. 1180\)](#)  
  
[When Internet Security Issue Is Detected]  
A message is displayed when the machine is connected to the Internet.  
  
[When Encryption Method Vuln. Is Found for Selected Wireless LAN]  
A message is displayed when the machine is connected to an unencrypted access point or an access point that uses the WEP or WPA security standard.
- 5 Press [OK].  
→ The settings are applied.

## IMPORTANT

- If a security policy has been applied to the machine, you cannot configure this setting.
- When the machine is connected to two different networks, the following notifications are provided only to the main line:
  - [When Recommended Usage Environment Is Updated]
  - [When Internet Security Issue Is Detected]

# Applying a Security Policy

EK89-0K8

Canon multifunction machines and printers have a security policy function for collectively configuring and managing multiple security settings according to a policy.

On the machine, security policies can be managed from Remote UI.

\* When you manage security policies, you need to use TLS to encrypt the communication performed using Remote UI.

## ➤ Using TLS (P. 788)

### Configuring the Security Policy

It is recommended to set a dedicated password in advance so that only information security personnel who know the password can configure the security policy.

#### ➤ Protecting the Security Policy Settings with a Password (P. 862)

#### ➤ Configuring the Security Policy (P. 864)

#### ➤ Security Policy Items (P. 867)

### Confirming the Security Policy

You can check the items of the security policy and their usage.

#### ➤ Checking the Security Policy Applied to the Machine (P. 866)

#### ➤ Security Policy Items (P. 867)

### IMPORTANT

- The security policy function aims to centrally manage the functions and settings related to information security. It does not prevent information leakage itself.

## See Also

### Importing and Exporting a Security Policy

You can import and export the security policy settings of the machine. By applying the same security policy to multiple devices<sup>\*1</sup>, you can manage devices throughout your organization using identical settings.

#### ➤ Importing and Exporting the Address Book and Settings (P. 926)

<sup>\*1</sup> This applies only to Canon devices that support security policy settings.



# Protecting the Security Policy Settings with a Password

EK89-OK9

Set a password for the security policy settings in advance, so that only information security personnel who know the password can configure the security policy.

\* You must also perform authentication using the password set here when initializing the settings of the machine. [▶](#)  
**Initializing the Settings and Data (P. 967)**

Use Remote UI from a computer to set the password. You cannot use the control panel to set the password. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶](#) **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶](#) **Remote UI Portal Page (P. 903)**
- 3 Click [Security Settings] ▶ [Security Policy Settings] ▶ [Password Settings].  
→ The [Password Settings] screen is displayed.
- 4 Enter a password.
  - Enter the same password in [New Password:] and [Confirm].
  - Use alphanumeric characters and symbols to enter the password.
  - If restrictions on the input characters are set in [Password Settings Policy], enter a password that complies with the password policy. [▶](#) **[Authentication] (P. 869)**
- 5 Click [OK] ▶ [OK].  
→ The password is set.
- 6 Log out from Remote UI.

## IMPORTANT

- Carefully manage the password you set so that you do not forget it. If you forget the password, contact your dealer or service representative.

## NOTE

### Changing the Set Password

- On the [Password Settings] screen, enter the current password in [Current Password:], and enter the new password in both [New Password:] and [Confirm].

#### When Clearing the Password

- On the [Password Settings] screen, enter only the current password in [Current Password:], and leave [New Password:] and [Confirm] blank.

\* You cannot clear the password if restrictions on the input characters are set in [Password Settings Policy]. [▶](#)

**[Authentication] (P. 869)**

# Configuring the Security Policy

EK89-0KA

Apply the security policy to the machine according to the policy of your organization.

Configure the security policy using Remote UI from a computer. You cannot use the control panel to configure the setting.

Administrator privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Security Settings] ▶ [Security Policy Settings] ▶ [Security Policy Settings].  
→ [Important Information Regarding Settings] is displayed.
- 4 Enter a password while checking the precautions, and then click [Log In].  
If the security policy settings are not password-protected, check the precautions, and then click [OK].

5

Configure the security policy. [▶ Security Policy Items \(P. 867\)](#)



- The selected items are changed to the settings according to the policy, and the corresponding settings cannot be changed individually.
- Items whose settings were changed according to the policy will not be reset to the prior settings simply by clearing the checkbox. You must change the corresponding setting individually.

6

Click [OK] ▶ [OK].

→ The machine is restarted, and the settings are applied.

#### NOTE

- When the security policy is configured, a message indicating that functions and operations are restricted is displayed on the [Settings/Registration] screen of the control panel and Remote UI.

# Checking the Security Policy Applied to the Machine

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EK89-0KC

You can check the security policy items and their usage.

Check the security policy using Remote UI from a computer. You cannot use the control panel to check the security policy. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Security Settings] ▶ [Security Policy Settings].  
→ The [Confirm Security Policy] screen is displayed.
- 4 Check the security policy items and their usage. [▶ Security Policy Items \(P. 867\)](#)
- 5 Log out from Remote UI after viewing the usage.

# Security Policy Items

You can configure and check the following items on the [Security Policy Settings] screen or [Confirm Security Policy] screen of Remote UI.

Security Policy Settings : Security Policy Settings

## Security Policy Settings

You need to restart the device to update the settings. OK Cancel

**Interface**

**Wireless Connection Policy**

☐ Prohibit Use of Direct Connection

☐ Prohibit Use of Wireless LAN

☐ Prohibit immediate printing  
\*Received jobs will be stored in fax/I-fax memory. \*Do not use USB when use as a USB device.

**Sending/Receiving Policy**

☐ Allow sending only to registered addresses

☐ Force confirmation of fax number

☐ Prohibit auto forwarding

**Storage**

☐ Force complete deletion of data

---

Security Policy Settings : Confirm Security Policy

## Confirm Security Policy

**Interface**

| Policy                                     | Setting Value |
|--------------------------------------------|---------------|
| Wireless Connection Policy                 |               |
| Prohibit Use of Direct Connection          | Off           |
| Prohibit Use of Wireless LAN               | Off           |
| USB Policy                                 |               |
| Prohibit use of USB Device                 | Off           |
| Prohibit immediate printing                | Off           |
| Sending/Receiving Policy                   |               |
| Allow Sending Only to Registered Addresses | Off           |
| Force Confirmation of Fax Number           | Off           |
| Prohibit Auto Forwarding                   | Off           |
| <b>Storage</b>                             |               |
| Policy                                     | Setting Value |
| Force Complete Deletion of Data            | Off           |

- 🔗 [Interface] (P. 868)
- 🔗 [Network] (P. 868)
- 🔗 [Authentication] (P. 869)
- 🔗 [Key/Certificate] (P. 871)
- 🔗 [Log] (P. 871)
- 🔗 [Job] (P. 871)
- 🔗 [Storage] (P. 872)

## [Interface]

---

### [Wireless Connection Policy]

Disables the wireless connection to prevent unauthorized access.

[Prohibit Use of Direct Connection]

Prohibits access from mobile devices.

➤ **[Use Direct Connection] (P. 1028)**

➤ **[Always Keep Enabled If SSID/Network Key Specified] (P. 1029)**

[Prohibit Use of Wireless LAN]

Prohibits wireless access via a wireless LAN router or access point. ➤ **[Select Interface] (P. 1001)**

### [USB Policy]

Disables the USB connection to prevent unauthorized access and data theft.

[Prohibit Use as USB Device]

Prohibits a computer from connecting to the machine via the USB port. ➤ **[Use as USB Device] (P. 1039)**

[Prohibit Use as USB Storage Device]

Prohibits use of USB memory devices with the machine. ➤ **[Use USB Storage Device] (P. 1040)**

## [Network]

---

### [Communication Operational Policy]

Requires a signature or certificate verification for safer communication.

[Always Verify Signatures for SMB/WebDAV Server Functions]

As this function is not available on the machine, it is not applied to the security policy.

[Always Verify Server Certificate When Using TLS]

Verifies the certificate including Common Name (CN) when using TLS-encrypted communication.

➤ **[Confirm TLS Certificate for WebDAV TX] (P. 1089)**

➤ **[Confirm TLS Certificate for FTPS TX] (P. 1089)**

➤ **[Confirm TLS Certificate for SMTP TX] (P. 1096)**

➤ **[Confirm TLS Certificate for POP RX] (P. 1096)**

➤ **[Confirm TLS Certificate for Network Access] (P. 1133)**

➤ **[Confirm TLS Certificate Using MEAP Application] (P. 1174)**

➤ **[Confirm TLS Certificate for LDAP Server Access] (P. 1144)**

➤ **[Visual Message Settings] (P. 1171)**

\* This does not apply to communication with an IEEE 802.1X network.

[Prohibit Cleartext Authentication for Server Functions]

Limits verification information to secure methods only. When you are using the machine as a server, cleartext authentication and functions using cleartext authentication are not available.

➤ **[FTP Print Settings] (P. 1006)**

➤ **[Communication Settings] (P. 1094)**

➤ **[Dedicated Port Authentication Method] (P. 997)**

\* If you are using an older version of the device management software or driver, you may not be able to connect to the machine. Use an updated version.

[Prohibit Use of SNMPv1]

Prohibits use of SNMPv1 when obtaining device information from a computer. ➤ **[SNMP Settings] (P. 996)**

### [Port Usage Policy]

Closes unused ports to prevent external intrusion.

[Restrict LPD Port (Port Number: 515)]

Prohibits printing using the LPD protocol. ➤ [\[LPD Print Settings\] \(P. 1005\)](#)

[Restrict RAW Port (Port Number: 9100)]

Prohibits printing using the RAW protocol. ➤ [\[RAW Print Settings\] \(P. 1006\)](#)

[Restrict FTP Port (Port Number: 21)]

Prohibits printing using the FTP protocol. ➤ [\[FTP Print Settings\] \(P. 1006\)](#)

[Restrict WSD Port (Port Number: 3702, 60000)]

Prohibits use of functions using the WSD protocol. ➤ [\[WSD Settings\] \(P. 1007\)](#)

[Restrict BMLinkS Port (Port Number: 1900)]

As this function is not available on the machine, it is not applied to the security policy.

[Restrict IPP Port (Port Number: 631)]

Prohibits printing using IPP protocol. Also disables certain print functions that use mobile apps and prohibits related printing.

➤ [\[IPP Print Settings\] \(P. 1007\)](#)

➤ [\[Use Mopria\] \(P. 999\)](#)

[Restrict SMB Port (Port Number: 139, 445)]

As this function is not available on the machine, it is not applied to the security policy.

[Restrict SMTP Port (Port Number: 25)]

Prohibits SMTP RX. ➤ [\[Communication Settings\] \(P. 1094\)](#)

[Restrict Dedicated Port (Port Number: 9002, 9006, 9007, 9011-9015, 9017-9019, 9022, 9023, 9025, 20317, 47545-47547)]

Prohibits use of dedicated ports. ➤ [\[Dedicated Port Settings\] \(P. 997\)](#)

[Restrict Remote Operator's Software Port (Port Number: 5900)]

Prohibits use of remote operation. ➤ [\[Remote Operation Settings\] \(P. 1172\)](#)

[Restrict SIP (IP Fax) Port (Port Number: 5004, 5005, 5060, 5061, 49152)]

As this function is not available on the machine, it is not applied to the security policy.

[Restrict mDNS Port (Port Number: 5353)]

Disables the mDNS settings (IPv4/IPv6) and certain print functions that use a mobile app. This disables network discovery and automatic settings using mDNS as well as related printing.

➤ [\[mDNS Settings\] \(P. 1019\)](#)

➤ [\[Use Mopria\] \(P. 999\)](#)

[Restrict SLP Port (Port Number: 427)]

Disables response to discovery in Multicast Discovery Settings as well as network discovery and automatic settings using SLP. ➤ [\[Multicast Discovery Settings\] \(P. 1008\)](#)

[Restrict SNMP Port (Port Number: 161)]

Prohibits use of functions using the SNMP protocol. This may prohibit a computer from obtaining and configuring device information using SNMP.

➤ [\[SNMP Settings\] \(P. 996\)](#)

➤ [\[Display Scan for Mobile\] \(P. 987\)](#)

## [Authentication]

---

[Authentication Operational Policy]

Uses user authentication to prevent unauthorized operations by unregistered users.

[Prohibit Guest Users to Use Device]



Prevents anyone other than login users from using the machine. In addition, operations such as printing or sending faxes from a computer are canceled when no authentication information is set.

➤ **[Use User Authentication] (P. 1154)**

➤ **[Login Screen Display Settings] (P. 1154)**

➤ **[Restrict Job from Remote Device w/out User Authent.] (P. 1155)**

\* [Guest Authentication Mode] is disabled as an authentication mode to use when logging in to Remote UI. If you selected [Guest Authentication Mode], this is changed to [Standard Authentication Mode]. ➤ **[Edit Basic Settings Screen] (P. 731)**

\* When using ACCESS MANAGEMENT SYSTEM, see the manual of ACCESS MANAGEMENT SYSTEM at the online manual site.

<https://oip.manual.canon/>

[Force Setting of Auto Logout]

If no operations are performed for a specified period of time after login, the user is logged out automatically.

Specify the time until the user is logged out when setting the security policy items. ➤ **[Auto Reset Time] (P. 991)**

[Password Operational Policy]

Strictly regulates how passwords are used.

[Prohibit Caching of Password for External Servers]

Requires use of a password to access an external server. Authentication information of the logged-in user is no longer stored.

➤ **[Prohibit Caching of Authentication Password] (P. 1185)**

➤ **[Registering Authentication Server Information] (P. 717)**

[Display Warning When Default Password Is in Use]

Displays the screen prompting the user to change the password, when an administrator with the "Administrator" user name logs in to the machine using the default password. ➤ **[Display Warning When Default Password Is in Use] (P. 1185)**

[Prohibit Use of Default Password for Remote Access]

Prevents an administrator with the "Administrator" user name from logging in to Remote UI using the default password. ➤ **[Allow Use of Default Password for Remote Access] (P. 1185)**

[Password Settings Policy]

Sets passwords used for user authentication with a specific complexity and validity period so they cannot be easily guessed by a third party.

[Set minimum number of characters for password]

Requires passwords to have a specified character length. Specify the minimum number of characters when setting the security policy items. ➤ **[Minimum Length Settings] (P. 1186)**

[Set password validity period]

Sets the validity period of passwords to require the change of passwords regularly. Specify the validity period when setting the security policy items. ➤ **[Validity Period Settings] (P. 1186)**

[Prohibit Use of 3 or More Identical Consecutive Characters]

Prohibits passwords from using three or more consecutive repeating characters. ➤ **[Prohibit Use of 3 or More Identical Consec. Characters] (P. 1187)**

[Force Use of at Least 1 Uppercase Character]

Requires passwords to have at least one uppercase character. ➤ **[Use at Least 1 Uppercase Character] (P. 1187)**

[Force Use of at Least 1 Lowercase Character]

Requires passwords to have at least one lowercase character. ➤ **[Use at Least 1 Lowercase Character] (P. 1187)**

[Force Use of at Least 1 Digit]

Requires passwords to have at least one number. ➤ **[Use at Least 1 Digit] (P. 1187)**

[Force Use of at Least 1 Symbol]

Requires passwords to have at least one symbol. ➤ **[Use at Least 1 Symbol] (P. 1188)**

### [Lockout Policy]

Prevents unauthorized login by locking out a user for a specified period of time if the password is incorrect at login.

#### [Enable Lockout]

Enables lockout. Specify how many failed login attempts until the user is locked out (lockout threshold) and the time until lockout is released when setting the security policy items. ➤ **[Lockout Settings] (P. 1183)**

## [Key/Certificate]

---

By preventing weak encryption and securely managing confidential information such as passwords and keys, you can protect sensitive data.

### [Prohibit Use of Weak Encryption]

Prohibits use of weak encryption. ➤ **[Prohibit Use of Weak Encryption] (P. 1189)**

#### [Prohibit Use of Key/Certificate with Weak Encryption]

Prohibits use of keys and certificates with weak encryption.

### [Use TPM to Store Password and Key]

As this function is not available on the machine, it is not applied to the security policy.

## [Log]

---

By recording logs, you can track the machine operations in the event of trouble, and more quickly detect unauthorized use of the machine. You can also use SNTP to obtain accurate time information.

### [Force Recording of Audit Log]

Various logs for the machine are always recorded.

➤ **[Display Job Log] (P. 1164)**

➤ **[Save Audit Log] (P. 1164)**

➤ **[Retrieve Network Authentication Log] (P. 1165)**

➤ **[Use Login Name as User Name for Print Jobs] (P. 1030)**

### [Force SNTP Settings]

Enables the machine to obtain the time information from the time server on the network. Specify the server name (IP address of NTP or SNTP server) to be used when you configure the policy settings. ➤ **[SNTP Settings] (P. 1006)**

\* When you are using a DNS server, you can also enter the host name or the FQDN of the server name instead of the IP address.

Input example:

ntp.example.com

## [Job]

---

### [Printing Policy]

Prevents printed documents from being left unattended or stolen.

#### [Prohibit Immediate Printing of Received Jobs]

Temporarily saves the received faxes and print data in the memory of the machine, instead of printing them straight away.

➤ **[Setting Memory Lock] (P. 836)**

➤ **[Use Fax Memory Lock] (P. 1123)**

➤ **[Use I-Fax Memory Lock] (P. 1124)**

➤ **[Memory Lock End Time] (P. 1124)**

➤ **[Forced Hold] (P. 1136)**

➤ **[Handle Files with Forwarding Errors] (P. 1121)**

### [Sending/Receiving Policy]

Restricts use of destinations when sending data and how received data is handled.

### [Allow Sending Only to Registered Addresses]

Prevents users from specifying new destinations. Users can send data only to destinations registered in the Address Book. ➤ **[Restrict New Destinations] (P. 1090)**

### [Force Confirmation of Fax Number]

Requires users to enter the fax number again when sending a fax. ➤ **[Confirm Entered Fax Number] (P. 1110)**

### [Prohibit Auto Forwarding]

Prohibits auto forwarding of faxes. ➤ **[Use Forwarding Settings] (P. 1121)**

## [Storage]

---

As this function is not available on the machine, it is not applied to the security policy.

### [Force Complete Deletion of Data]

# Management of Logs

When you start collecting the logs, information such as the operation dates and times, user names, operation details, and operation results are recorded.

In addition to being able to track the machine operations if any information leakage or trouble occurs, you can also quickly detect unauthorized use of the machine by reviewing and analyzing the collected logs.

- **Starting to Collect Logs (P. 873)**
- **Exporting the Logs Automatically (P. 874)**
- **Exporting the Logs Manually (P. 876)**
- **Deleting the Logs (P. 876)**
- **Sending the Logs to the SIEM System (P. 877)**

## NOTE

- For the log types, see the log specifications and "Using SIEM to Analyze the Audit Logs of Canon Printers/Multifunction Printers."

### ➤ **Log Type (P. 78)**

[Using SIEM to Analyze the Audit Logs of Canon Printers/Multifunction Printers](#)



(English manual)

- You can enable [Do Not Store Personal Information in Job Log] to prevent the machine from writing personal information to the audit log. ➤ **[Display Job Log] (P. 1164)**

## Starting to Collect Logs

You can configure the machine to start collecting logs and record the logs.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

### Required Preparations

- Enable audit log generation. ➤ **[Save Audit Log] (P. 1164)**
- Check that the log generation for authentication operations performed over the network is enabled. ➤ **[Retrieve Network Authentication Log] (P. 1165)**

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Device Management] ▶ [Export/Clear Audit Log].

→ The [Audit Log Information] screen is displayed.

#### 4 In [Audit Log Collection], click [Start].

→ Log collection is started.

#### 5 Log out from Remote UI.

##### NOTE

##### When an Error Occurs

- If any error occurs to the storage on the machine while the audit logs are collected, an error screen appears after initialization is performed automatically. Perform the following operations following the instructions on the screen.
  - If [Download Audit Log] is displayed, click it to retrieve the logs before the error occurrence, and then click [OK].
  - If [Download Audit Log] is not displayed, just click [OK].

When the initialization is complete, log collection resumes and the automatic initialization process is logged.

##### Recording of Logs During Sleep Mode

- When the power consumption during Sleep Mode is set to [Low], logs are not recorded. ➤ **[Sleep Mode Energy Use] (P. 993)**

##### When the Log Collection Is Stopped

- If the power of the machine is turned OFF due to power outage or other reason while collecting logs, log collection resumes from the last log before the power is turned OFF.

## Exporting the Logs Automatically

You can configure the settings to export the logs as a CSV file automatically at a specified time every day and save them on a specified SMB server. Export is executed when the number of logs exceeds 95% of the limit (about 38,000) even before the specified time.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

##### Required Preparations

- Prepare the information for accessing the SMB server, such as the host name, IP address, and authentication information for the SMB server on which to store the log file.
  - \* Use an SMB server that satisfies the following conditions:
    - Windows 8 or later, or Windows Server 2012 or later
    - Support for SMB v3.0 encrypted communication

#### 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**

#### 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**

#### 3 Click [Device Management] ► [Export/Clear Audit Log] ► [Settings for Auto Export Audit Logs].

→ The [Settings for Auto Export Audit Logs] screen is displayed.

4 Select the [Use Auto Export] checkbox.

5 Configure the store location settings for the log file.

1. Enter the user name and password.

In [User Name] and [Password], enter the user name and password for logging in to the SMB server on which to store the log file.

2. Enter the store location for the log file.

- In [SMB Server Name:], enter the host name or IP address of the SMB server on which to store the log file.
- In [Destination Folder Path:], enter the path to the folder in which to store the log file.
- Specify the path that requires authentication by including it in [SMB Server Name:].

**Input example:**

\\192.168.1.21\share

6 In [Perform At:], set the time at which to perform the export operation.

Depending on the usage environment, the export operation may be performed later than the specified time.

7 Click [Check Connection] to verify that you can connect to the configured store location.

8 Click [Update].

→ The settings are applied.

9 Log out from Remote UI.

#### NOTE

When the Automatic Export Has Completed

- The exported logs are deleted from the machine automatically.
- When the automatic export and automatic deletion of the logs are completed successfully, a log of each operation is recorded. If no logs other than these are recorded until the next export execution time, automatic export will not be executed.

When the Automatic Export Has Failed

- The process is retried several times. If the process fails even once, an error message appears on the control panel of the machine.

When the Machine Is Not Powered or It Is in Sleep Mode at the Export Execution Time

- If the machine is not powered, automatic export is not executed. Even if you turn ON the power again, automatic export will not be executed.
- If the machine is in Sleep Mode, automatic export will be executed when the machine recovers from the Sleep Mode.

## Exporting the Logs Manually

---

Export the logs as a CSV file and save them on a computer.

Perform manual export using Remote UI from a computer. You cannot use the control panel to export the logs. Administrator privileges are required.

### Required Preparations

- Encrypt the communication using TLS or IPsec.
  - [Using TLS \(P. 788\)](#)
  - [Using IPsec \(P. 791\)](#)

- 1 Log in to Remote UI as an administrator. ➤ [Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ [Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Device Management] ► [Export/Clear Audit Log] ► [Export Audit Logs].  
→ The [Export Audit Logs] screen is displayed.
- 4 Click [Export] to save the exported file on a computer.
  - If you want to delete the exported logs from the machine automatically, select the [Delete logs from device after export] checkbox, and then click [Export].  
In this case, if you cancel the export process by clicking [Cancel] while the export is being processed, the logs are deleted from the machine even if the file is not saved.
  - Log collection is stopped while the export is being processed.
- 5 Log out from Remote UI.

## Deleting the Logs

---

You can delete all the collected logs from the machine.

\* You cannot delete the logs when the automatic export is set.

Delete the logs using Remote UI from a computer. You cannot use the control panel to delete the logs. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ [Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ [Remote UI Portal Page \(P. 903\)](#)

- 3 Click [Device Management] ► [Export/Clear Audit Log] ► [Delete Audit Logs].

→ The [Delete Audit Logs] screen is displayed.

- 4 Click [Delete] ► [Yes].

→ The logs are deleted.

- 5 Log out from Remote UI.

## Sending the Logs to the SIEM System

You can configure the settings to send Syslog to SIEM, which is a security information and event management system. By linking the machine with the SIEM system, you can collect various logs in real time and centrally manage and analyze the collected logs.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

### Required Preparations

- Prepare the information for accessing the Syslog server, such as the host name, IP address, and port number of the Syslog server.
- When you want to encrypt communication with the Syslog server, specify the key and certificate to use for TLS encrypted communication. [▶ Using TLS \(P. 788\)](#)

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

- 3 Click [Device Management] ► [Export/Clear Audit Log] ► [Syslog Settings].

→ The [Syslog Settings] screen is displayed.

- 4 Select the [Use Syslog Send] checkbox.

- 5 Configure the settings to send Syslog.

[Syslog Server Address:]

Enter the host name or IP address of the Syslog server to connect.

[Syslog Server Port Number:]

Enter the port number the Syslog server uses for the Syslog communication. If this is left blank, the following port numbers specified by RFC will be set.

- UDP: 514
- TCP: 1468



- TCP (TLS): 6514

[Facility:]

Select the log message types to send from the message types specified by RFC.

[Connection Type:]

Select [UDP] or [TCP].

[Use TLS]

Select this checkbox when you have selected [TCP] for [Connection Type:] and use TLS to encrypt the communication with the Syslog server.

[Confirm TLS Certificate]

Select this checkbox to verify the server certificate when performing TLS encrypted communication with the Syslog server.

To add a Common Name (CN) to the verification items, also select the [Add CN to Verification Items] checkbox.

**6**

Click [Update].

→ The settings are applied.

**7**

Log out from Remote UI.

**NOTE**

- Some logs are sent by Syslog communication after polling every 30 seconds, so there may be a time lag from the occurrence of an error.
- The applicable RFC is 5424 (Syslog format), 5425 (TLS), and 5426 (UDP).

# Managing the Machine

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# Managing the Machine

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EK89-0KJ

This section describes the management functions required to operate the machine.

## Setting the Date and Time and Screen

---

### Setting the Date and Time

Set the date and time for the machine. The date and time settings are used as the reference for the functions that use the date and time information, and therefore, they need to be set accurately.

➤ **Setting the Date and Time (P. 882)**

### Managing and Setting the Screen

You can configure the display and operability settings of the [Home] screen, and configure the settings to quickly call up frequently used functions and settings. You can also display notices to users on the machine screens.

➤ **Management and Settings of the Machine Screens (P. 884)**

## Monitoring the Usage Status and Settings of the Machine

---

### Checking the Operation Status and Changing the Settings (Remote UI)

You can use a web browser on a computer to check the operation status of the machine, change the machine settings, and register destinations to the Address Book. You can manage the machine remotely. You can also perform time-consuming setting and registration operations efficiently on the computer.

➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

### Checking the Usage Status and Settings

You can check the total numbers of pages used on the machine and the option configuration, and you can print and view the communication results, settings, and other reports and lists. You can also receive e-mail notifications when a toner cartridge needs to be changed or there is a problem that needs to be fixed, such as jammed paper.

➤ **Checking the Usage Status and Settings (P. 909)**

## Managing the Settings and Data

---

### Managing and Backing Up the Settings and Data

You can use the import and export functions to back up the Address Book and other settings information or share such information with other Canon multifunction machines.

➤ **Importing and Exporting the Address Book and Settings (P. 926)**

### Initializing the Settings and Data

You should initialize all settings and data when replacing or disposing of the machine. Initializing the machine prevents access to confidential information and unauthorized use by third parties. You can initialize some functions individually.

➤ **Initializing the Settings and Data (P. 967)**

## Managing Firmware and System Options

---

### Updating the Firmware

An updated version of the firmware is available whenever functions are added or the software is upgraded. Update the firmware on the machine when a firmware update is available.

➤ **Updating the Firmware (P. 942)**

### [Installing System Options and MEAP Applications](#)

You can expand the number of available functions and further enhance the performance of the machine by installing system options and MEAP applications.

➤ **Installing the System Options (P. 948)**

➤ **Enhancing the Functions (MEAP) (P. 951)**

## See Also

### [Configuring the Initial Settings of the Machine](#)

For details on the settings required to operate the machine, such as the network settings and fax settings, see the following:

➤ **Setting Up (P. 89)**

### [Performing User Management and Security Measures](#)

For details on managing the users of the machine and providing measures against security risks, see the following:

➤ **Security (P. 691)**

# Setting the Date and Time

Set the date and time for the machine. The date and time set here are used as the reference for the functions that use the date and time information, and therefore, they need to be set accurately.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Preferences] to configure the settings. [▶\[Date/Time Settings\] \(P. 989\)](#)

Administrator privileges are required. Depending on the item to be configured, you may have to restart the machine.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Timer/Energy Settings] ▶ [Date/Time Settings].  
→ The [Date/Time Settings] screen is displayed.
- 4 In [Date/Time Settings], enter the current date and time.  
Enter the time using 24-hour format regardless of the time display format setting. [▶\[Time Format\] \(P. 990\)](#)
- 5 In [Time Zone Settings], select the time zone according to the region where the machine is used.  
Use the time zone based on the Coordinated Universal Time (UTC).  
To use the machine by connecting it to the Internet, it is a prerequisite to set the UTC correctly.  
\* The Coordinated Universal Time (UTC) is the coordinated time standard used to regulate time in all parts of the world.
- 6 Set the daylight saving time, as needed.  
When you set the daylight saving time, you can set the time one hour ahead of the standard time for a certain period of time during the summer.  
Select the [Use Daylight Saving Time] checkbox in [Daylight Saving Time Settings], and set the start date/time and end date/time. For the day, specify which day of which week (first, second, etc.) of the month.
- 7 Click [OK].  
→ The settings are applied.  
When you have changed the time zone or the daylight saving time settings, the machine must be restarted for the settings to be applied. [▶Restarting the Machine \(P. 157\)](#)
- 8 Log out from Remote UI.

NOTE

- You can also obtain the time information from the time server on the network, and automatically set the date and time. ➤ **Configuring SNTP (P. 143)**

# Management and Settings of the Machine Screens

---

EK89-OKL

You can configure the display and operability settings of the [Home] screen, or configure the settings to quickly display the functions and settings you use frequently.

- **Configuring the Timeline Display and Operability Settings of the [Home] Screen (P. 885)**
- **Adding the Display Language Switching Button (P. 888)**
- **Registering Shortcuts to Frequently Used Functions (P. 889)**
- **Registering Shortcuts in the Settings Menu (P. 891)**

You can also display notices to users on the machine screens to call their attention or share information.

- **Displaying a Notice on the Machine Screens (P. 893)**

## NOTE

Settings Configured by General Users

- General users can configure settings other than those described above. ➤ **Customizing the Control Panel Screen (P. 179)**

# Configuring the Timeline Display and Operability Settings of the [Home] Screen

You can configure settings such as whether to display the Timeline on the [Home] screen, and the items that general users can customize on the [Home] screen.

- **Showing or Hiding the Timeline (P. 885)**
- **Configuring the Operations and Screen Displays Allowed for Users (P. 886)**

## Showing or Hiding the Timeline

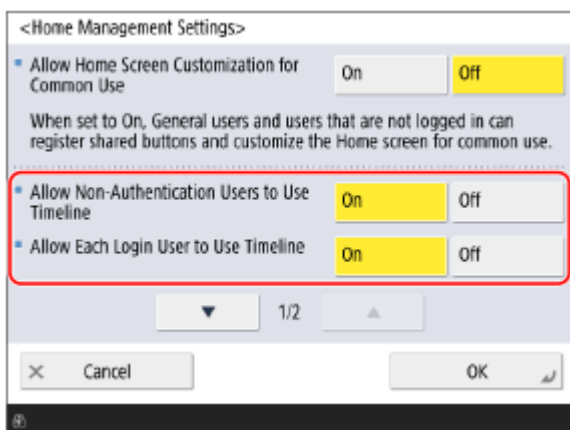
You can configure whether or not to show the Timeline (setting history and print jobs waiting to be processed) on the right side of the [Home] screen.

\* For details about the Timeline, see the following:

- **Displaying and Operating the Timeline (P. 175)**

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required.

- 1 Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [[Home] Screen (P. 165)  
→ The [Home Management Settings] screen is displayed.
- 3 Configure the settings to show the Timeline.



[Allow Non-Authentication Users to Use Timeline]

Set this to [On] to show the Timeline common to non-authentication users when users are not logged in to the machine or are guest users.

\* If the Quick Startup setting is disabled and then the machine is turned OFF, or if Quick Startup does not function, the Timeline common to non-authentication users will not be shown, regardless of this setting. ➤

**[Quick Startup Settings for Main Power] (P. 990)**



[Allow Each Login User to Use Timeline]

Set this to [On] to show the Timeline for each login user when they are logged in to the machine.

#### 4 Press [OK].

→ The settings are applied.

## Configuring the Operations and Screen Displays Allowed for Users

You can configure settings such as the items that each user can customize on the [Home] screen, and whether to display the functions and setting buttons on the [Home] screen.

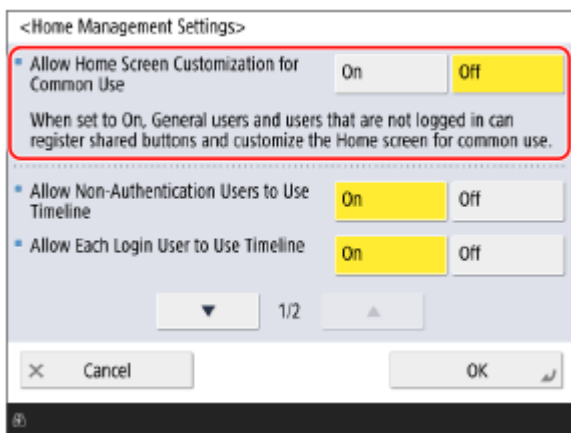
Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required.

#### 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)

#### 2 On the control panel, press [] in the [Home] screen, and then select [Home Management Settings]. [▶ \[Home\] Screen \(P. 165\)](#)

→ The [Home Management Settings] screen is displayed.

#### 3 Configure the operations and screen displays allowed for users.



[Allow Home Screen Customization for Common Use]

Set this to [On] to allow users other than administrators to add Shared buttons and make changes to the [Customize for Common Use] settings.

[Return to Home After Job is Performed]

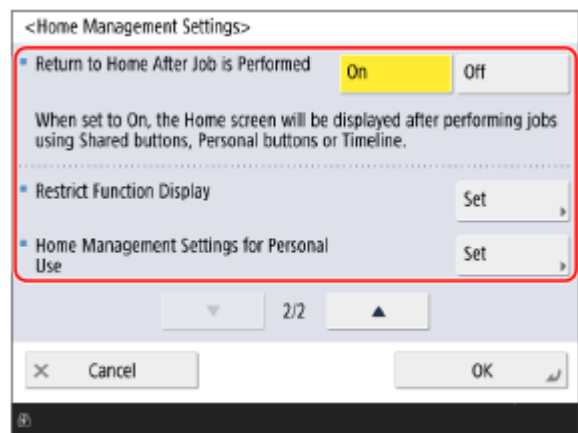
Set this to [On] to display the [Home] screen again after an operation using a Shared button, a Personal button, or the Timeline.

[Restrict Function Display]

To hide some of the functions and settings buttons displayed in the middle of the [Home] screen, press [Set], select the target functions and settings, and press [OK].

[Home Management Settings for Personal Use]

To restrict the items that each user can customize on the [Home] screen, press [Set], select [Off] for each item to be restricted, and then press [OK].



- These settings can be configured only when the personalization function is enabled. ➤ **Enabling and Disabling the Personalization Function (P. 736)**
- When [Allow Registration/Editing of Personal Buttons] is set to [Off], previously added Personal buttons will no longer be displayed.
- When [Allow Use of Move Buttons When Customizing for Personal Use] is set to [Off], the display positions of previously moved buttons will be retained.
- When [Allow Use of Home Screen Layout Set. When Customizing for Personal Use] or [Allow Use of Wallpaper Settings When Customizing for Personal Use] is set to [Off], the previously configured personal settings will not be retained. (The settings configured in [Device Settings] are applied.)

4

Press [OK].

→ The settings are applied.

# Adding the Display Language Switching Button

EK89-OKS

You can add the display language switching button () at the bottom of the [Home] screen and other screens. The display language switching button enables you to call up the display language setting screen with the press of a button, which is convenient if you frequently switch the display language.

Use the control panel add the display language switching button. You cannot add the button using Remote UI from a computer.

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen.   
**[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Preferences] ▶ [Display Settings] ▶ [Display Switch Language/Keyboard Button].

→ The [Display Switch Language/Keyboard Button] screen is displayed.

- 3 Press [On] ▶ [OK].

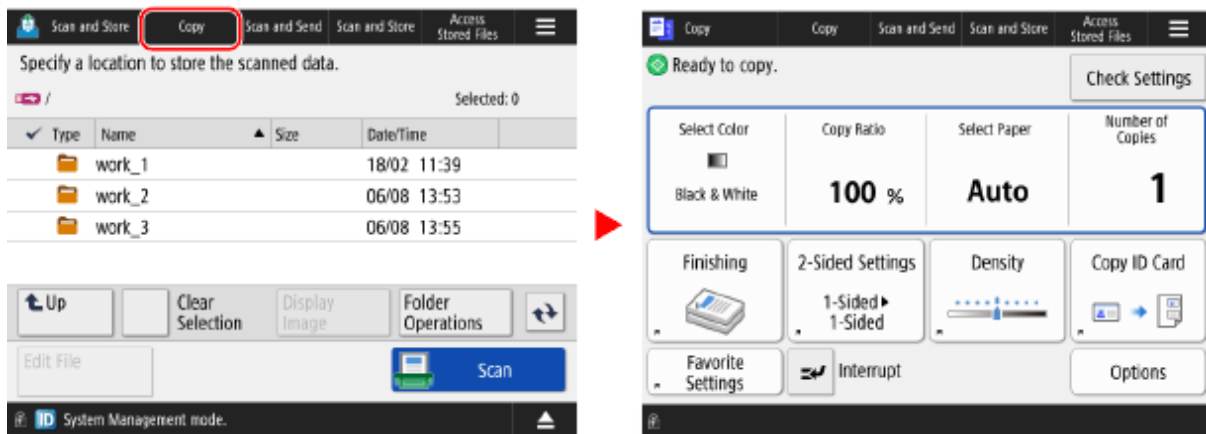
→ The display language switching button is displayed at the bottom of the screen.

## NOTE

- For details about the procedure of switching the display language, see the following:  
 **Changing the Display Language (P. 197)**

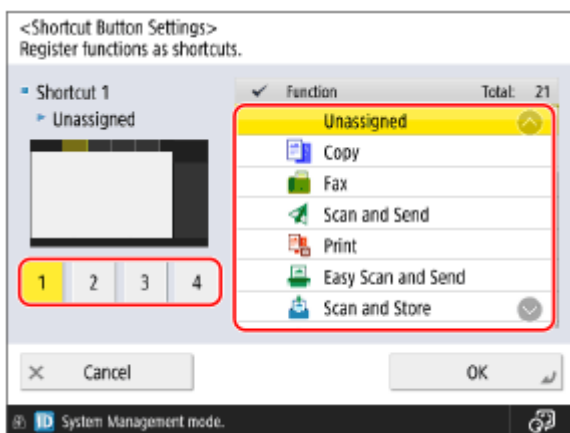
# Registering Shortcuts to Frequently Used Functions

You can register up to four function shortcuts to be displayed at the top of the control panel screen. Shortcuts enable you to call a function without returning to the [Home] screen.



Use the control panel to add shortcuts. You cannot register shortcuts using Remote UI from a computer. Administrator privileges are required.

- 1 Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [] in the [Home] screen, and then select [Function Shortcut Button Settings]. ➤ **[Home] Screen (P. 165)**  
→ The [Function Shortcut Button Settings] screen is displayed.
- 3 Select the number to which to register the shortcut, and select the function to assign.



- The shortcut is placed in the position according to the selected number. You can check the position of the shortcut in the preview display on the left side of the screen.
- If you select a number that already has a registered shortcut, the registered details are overwritten.

4 Press [OK].

→ The settings are applied.

NOTE

Deleting a Registered Shortcut

- On the screen in Step 3, select the number of the shortcut you want to delete, and then select [Unassigned].

# Registering Shortcuts in the Settings Menu

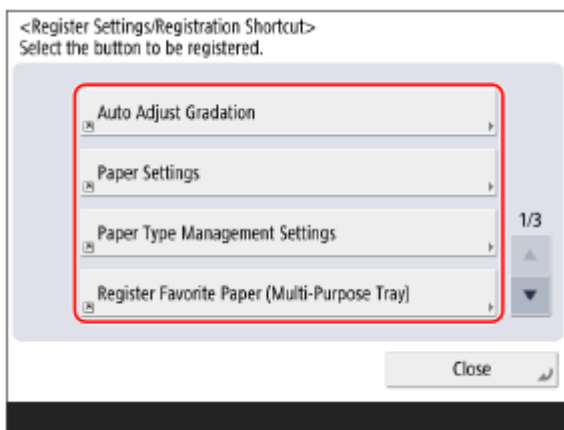
EK89-0KW

You can register up to 10 shortcuts to setting items displayed when you press [ Settings/Register] in [Settings/Regist. Shortcut] in the [Home] screen.

This is useful when you want to quickly recall desired settings such as when frequently changing settings in a deep hierarchy.

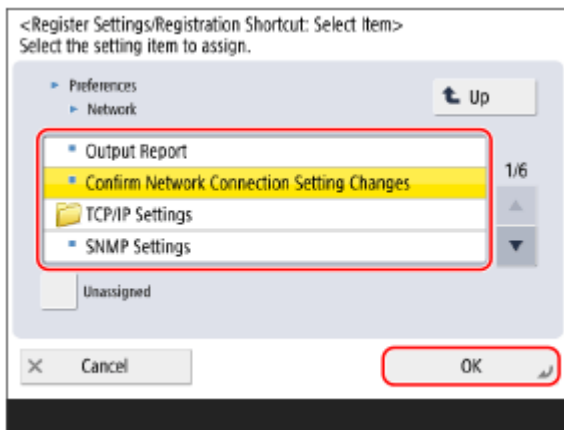
Use the control panel to register shortcuts. You cannot register shortcuts using Remote UI from a computer. Administrator privileges are required.

- 1 Log in as an administrator. ➤ **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [Settings/Regist. Shortcut] in the [Home] screen. ➤ **[Home] Screen (P. 165)**  
→ The [Settings/Regist. Shortcut] screen is displayed.
- 3 Press [Register].
- 4 Select the button you want to register as a shortcut.



If you select a button that is already registered as a shortcut, the registered information is overwritten.

- 5 Select the setting item to be registered as a shortcut, and press [OK].



- 6 Press [Close].

→ A shortcut is registered.

#### NOTE

##### Deleting a Registered Shortcut

- Select the button you want to delete on the screen in Step 4, select [Unassigned] on the screen in Step 5, and press [OK].

# Displaying a Notice on the Machine Screens

EK89-0KX

You can display a notice on the machine screens in the two ways below. You can use either way according to the content or purpose of the notice.

## Displaying Text

The text that you enter when configuring the settings can be displayed in the following locations:

- At the bottom of the control panel screen (status display)
- Over the entire control panel screen
- In [Message Board] on the Portal page of Remote UI

The text can be displayed at all times, which is useful for operation tips and notices about suspension of use or maintenance.

### ▶ Displaying Text on the Control Panel and Remote UI (P. 893)

## Displaying File or Website Content

Image files and other files stored in the Advanced Space or on a file server on the same network can be displayed as content over the entire control panel screen.

You can also display the content of an Internet website if the machine is connected to the network using a proxy server.

The content can be displayed graphically, which is useful for company notices and event announcements.

### ▶ Displaying File or Website Content on the Control Panel (Visual Message) (P. 895)

## Displaying Text on the Control Panel and Remote UI

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ▶ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ▶ **Remote UI Portal Page (P. 903)**
- 3 Click [License/Other] ▶ [Message Board/Support Link].  
→ The [Message Board/Support Link] screen is displayed.



4

In [Message Board], set the notice content and display methods.

When Displaying at the Bottom of the Control Panel Screen

Select the [Enable Status Display] checkbox, and enter the notice content in [Message] below it.

\* The entered content will be displayed at all times in the status display. This is suitable for displaying short text such as operation tips.

When Displaying Over the Entire Control Panel Screen or in Remote UI

1. Select the [Enable Pop-up Window] checkbox, and enter the notice content in [Message] below it.  
You can enter up to four lines for the notice content.
2. Set the display method for the notice.
  - For [Display], select the timing of when to display the notice over the entire control panel screen.
    - When you select [All Times], users cannot close the notice screen and operate the machine. This is suitable for notices in situations such as when machine use is suspended.
    - When you select [Display When Auto Reset], users can close the notice screen and operate the machine. This is suitable for messages such as advance notifications of scheduled maintenance.
  - When you also want to display the notice in [Message Board] on the Portal page of Remote UI, select the [Display on Portal] checkbox for [Remote UI].

5

Click [OK].

→ The settings are applied.

6

Log out from Remote UI.

**NOTE**

## Deleting a Notice

- Clear the [Enable Status Display], [Enable Pop-up Window], and [Remote UI] checkboxes.
- You can also delete the notice from the control panel. [▶\[Delete Message Board Contents\] \(P. 1171\)](#)

## Displaying File or Website Content on the Control Panel (Visual Message)

For the format and size of file or website content that can be displayed, see the specifications for Visual Messages. [▶Visual Message \(P. 79\)](#)

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

## Required Preparations

- When displaying content of a website on the Internet, configure the proxy settings, as needed. [▶Using a Proxy \(P. 784\)](#)

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [License/Other] ▶ [Visual Message Settings].  
→ The [Display Settings] screen is displayed.
- 4 Specify [Display Timing and Content].

## 1. Set the timing to display the content.

Visual Message Settings: Display Settings

**Display Settings**

OK Cancel

Display Timing and Content

☒ Display After Logout/Auto Reset

Content: SMB

File Path: \\server01\share\signage.jpg

\*Example: \\server01\share\signage.jpg

☐ Add CN to Verification Items

☒ Display After Login

Content: SMB

File Path: \\server01\share\signage.jpg

\*Example: \\server01\share\signage.jpg

☐ Add CN to Verification Items

☒ Display When Print Job Starts

Content: SMB

File Path: \\server01\share\signage.jpg

\*Example: \\server01\share\signage.jpg

☐ Add CN to Verification Items

## [Display After Logout/Auto Reset]

To display the content after the user has logged out or Auto Reset is performed, select this checkbox.

\* To display the content after the user has logged out, you need to configure the login screen to be displayed when the user starts an operation. ➤ **[Login Screen Display Settings] (P. 1154)**

\* To display the content after Auto Reset, you need to set the time until Auto Reset is executed to one minute or more. ➤ **[Auto Reset Time] (P. 991)**

## [Display After Login]

To display the content after the user has logged in, select this checkbox.

\* You need to configure the login screen to be displayed when the user starts an operation. ➤ **[Login Screen Display Settings] (P. 1154)**

## [Display When Print Job Starts]

Select this checkbox to display the content when users start printing from the print screen, such as when they start printing a Forced Hold document.

## 2. Configure the content information for each display timing setting.

- For [Content] in each display timing setting, select the protocol ([SMB] or [HTTP/WebDAV]) used to access the content to be displayed, and enter the path to the content.
- If authentication is required when accessing the content, enter the user name and password to access the content.
- When [HTTP/WebDAV] is selected, select the [Confirm Certificate for TLS Communication] checkbox to verify the server certificate when using TLS encrypted communication.  
To add a Common Name (CN) to the verification items, also select the [Add CN to Verification Items] checkbox.

## 5 Set [Content to Display When an Error Occurs].

You can select whether to display an error message if the content is not displayed for some reason.

## 6 Click [OK].

→ The settings are applied and the [License/Other] screen is displayed again.

## 7

### Configure the useful functions, as needed.

You can notify the specified web server of the login information (user name and domain name) of users who display the content, and collect that information. You can also use the machine to print out the PDF files linked from the content.

1. Click [Visual Message Settings] ► [Security Settings].

→ The [Security Settings] screen is displayed.

2. Configure the functions to be used.

#### When Notifying the Web Server of the User Login Information

Select the [Notify Server of Login Information When Content Is Displayed] checkbox, and enter the address of the web server.

\* You can specify multiple addresses (up to 255 characters) by separating them with commas (,).

#### When Enabling the Printing of PDF Files Linked from the Content

Select the [Allow Printing from Content] checkbox.

3. Click [OK].

→ The settings are applied.

## 8

### Log out from Remote UI.

#### NOTE

##### Operating the Machine When a Visual Message Is Displayed

- Close the Visual Message screen before you operate the machine.

##### Displaying a Visual Message at Any Time

- You can press [Visual Message] on the [Home] screen of the control panel to display a Visual Message regardless of the set display timing.  
\* If multiple timing and content settings have been configured in the Visual Message settings, the most recently displayed content will be displayed.

##### If Content Is Not Displayed When Using a Proxy

- Content stored in the Advanced Space or on a file server may not be displayed when the machine is connected to the network using a proxy server. If this occurs, follow the procedure below to set the address of the content that is not displayed as an exception address (an address that does not use a proxy).

Administrator privileges are required to configure this setting.

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [License/Other] ► [Visual Message Settings] ► [Proxy Settings] ► enter an exception address ► [OK]

\* You can specify multiple addresses (up to 255 characters) by separating them with commas (,).

# Managing the Machine from a Computer (Remote UI)

EK89-OKY

With Remote UI, you can use a web browser on a computer to check the operation status of the machine, change the machine settings, and register destinations in the Address Book. You can manage the machine remotely and efficiently perform time-consuming settings and registrations on the computer.

The functions available with Remote UI vary depending on the privileges (role) the login user has.

## Remote UI Functions Available for Each Privilege

| User type     | Privileges    | Remote UI functions available                                                                                                                                                                                                   |
|---------------|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| General user  | GeneralUser   | Limited functions are available, such as checking the usage and logs, canceling printing, and changing some settings.                                                                                                           |
| Administrator | DeviceAdmin   | A DeviceAdmin can use the functions available to general users, and can change settings related to basic functions such as printing, scanning, faxing, and copying, as well as settings related to device information settings. |
|               | NetworkAdmin  | A NetworkAdmin can use the functions available to general users, and can change network-related settings.                                                                                                                       |
|               | Administrator | An Administrator can use all Remote UI functions.                                                                                                                                                                               |

\* For details on the settings that can be changed by a DeviceAdmin and NetworkAdmin, see the following:  
[▶\[Settings/Registration\] Menu List \(P. 973\)](#)

- ▶ [Starting Remote UI \(P. 899\)](#)
- ▶ [Remote UI Portal Page \(P. 903\)](#)
- ▶ [Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

## See Also

### [User Authentication](#)

User authentication helps to prevent operation of the machine by third parties and unauthorized access to the machine by allowing you to manage the users of the machine and perform authentication when they use the machine.

- ▶ [Authenticating Users and Managing Groups \(P. 692\)](#)

# Starting Remote UI

To use Remote UI, enter the IP address of the machine into a web browser on a computer, and log in as an administrator or general user. The functions available with Remote UI vary depending on the privileges the login user has.

## Required Preparations

- Check the operating environment of Remote UI. [Supported Environment \(P. 80\)](#)
- Connect the computer you are using to operate Remote UI to the machine over a network. [Setting Up the Network \(P. 100\)](#)
- Check the IP address of the machine. [Checking the IP Address of the Machine \(P. 147\)](#)
- When logging in with the user name "Administrator," change the default password "7654321" to a new password. [\[Register/Edit Authentication User\] \(P. 1154\)](#)
  - \* You can also enable login using the default password. [\[Allow Use of Default Password for Remote Access\] \(P. 1185\)](#)
- When you use two-factor authentication, have your smartphone, tablet, or other mobile device ready, and make the following preparations:
  - Install a one-time password generator app such as "Microsoft Authenticator" or "Google Authenticator" on the mobile device.
  - Match the time on the mobile device to the time on the machine.

1

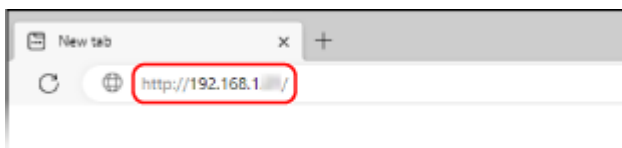
From the web browser on the computer, access the following URL:

```
http://<IP address of the machine>/
```

\* When entering an IPv6 address, enclose the IP address in brackets [ ].

Input example:

```
http://[fe80:2e9e:fcff:fe4e:dbce]/
```



→ The Remote UI login screen is displayed.

When Remote UI communication is encrypted, a warning message about the security certificate may appear. If there are no problems with the certificate or TLS settings, you can continue operations.

### If the Remote UI Login Screen Is Not Displayed

Delete the cache of the web browser, and repeat Step **1**.

\* If user authentication is not used, the Portal page is displayed immediately, so the user can perform operations directly. [Remote UI Portal Page \(P. 903\)](#)

- 2 Enter the user name and password, and select the login destination from the pulldown menu.

When [Log In (Guest)] Is Displayed

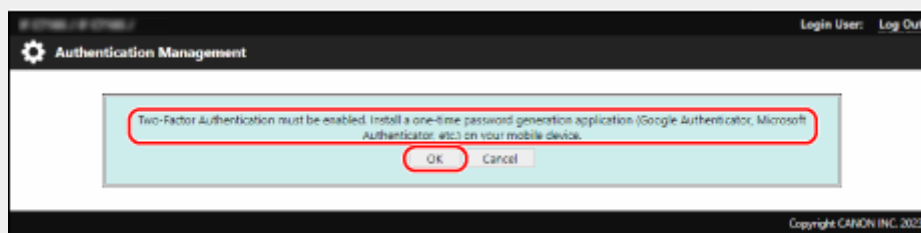
An unregistered user can also log in as a general user by clicking this button.

- 3 Click [Log In].

→ The Remote UI Portal page is displayed. [Remote UI Portal Page \(P. 903\)](#)

When the Message for Enabling Two-Factor Authentication Is Displayed

1. Check the message, and click [OK].



→ A QR code is displayed on the Remote UI screen.

2. Scan the QR code with the one-time password generator app on the mobile device.

→ The account is registered in the one-time password generator app, and the one-time password is displayed.

### 3. Enter the one-time password on the Remote UI screen, and click [Verify].

**Authentication Management**

Enable Two-Factor Authentication

Updated: 10/11 2023 5:07:44

Enter the one-time password and click [Verify] to enable Two-Factor Authentication for Remote UI Authentication.

Verify Cancel

Scan the QR code using a one-time password generation application (Google Authenticator, Microsoft Authenticator, etc.), then enter the generated password that is provided.

Product Name: [Field]

Serial Number: [Field]

One-Time Password: [Field] (6 Digits)

Enter the following key if the QR code is not available.  
Manual Entry Key: [Field]

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#### When the One-Time Password Entry Screen Is Displayed

Enter the one-time password displayed in the one-time password generator app on the mobile device, and click [Verify].

**Authentication Management**

Enter One-Time Password

Updated: 10/11 2023 5:12:47

Enter the one-time password provided by the one-time password generation application.

Verify Cancel

User Name: Administrator

One-Time Password: [Field] (6 Digits)

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### 4 When you have completed your operations, click [Log Out].

→ The login screen is displayed again after logging out from Remote UI.

### 5 Close the web browser.

#### IMPORTANT

##### Points to Note When Using Remote UI

- Do not access other websites while using Remote UI.
- Do not use the [ ← ] (back button) of the web browser while using Remote UI. It may not operate properly.
- If multiple users perform operations on the same item from Remote UI or the control panel at the same time, the last operation will be effective.
- After using Remote UI, be sure to log out and close the web browser.  
If you close the web browser without logging out from Remote UI, it may take longer to log in the next time.

##### When Using a Proxy Server

- You cannot access the machine via a proxy server. Configure the web browser so that you can access the machine without communicating through a proxy server.



**NOTE**

Encrypting Communication When Using Remote UI

- Configure the TLS settings for the machine, and then enable use of TLS on Remote UI. ➤ **Using TLS (P. 788)**

Setting the Time Until a User Is Automatically Logged Out

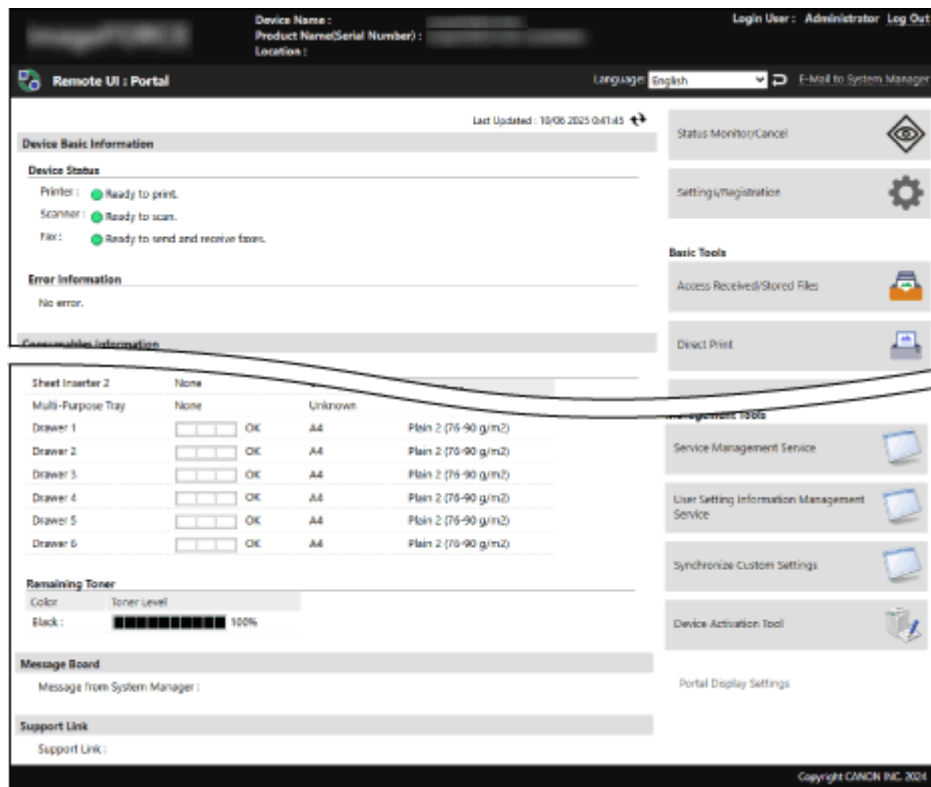
- A user is automatically logged out from Remote UI if no operations are performed for a certain period of time. You can set the time until the user is logged out, using the following procedure.

Log in to Remote UI as an administrator ➤ click [Settings/Registration] ➤ [Network Settings] ➤ [Session Settings] ➤ enter the time until a user is logged out ➤ click [OK].

# Remote UI Portal Page

EK89-0L1

When you log in to Remote UI, the Portal page (Remote UI top page) is displayed. You can check the operation status of the machine, view various information, and change the settings by clicking the buttons.



[Device Name]

Displays the device name set in the following location: [Settings/Registration] ► [Device Management] ► [Device Information Settings].

[Product Name(Serial Number)]

Displays the product name and serial number of the machine.

[Location]

Displays the installation location set in the following location: [Settings/Registration] ► [Device Management] ► [Device Information Settings].

[Login User]

Displays the information of the logged in user.

[Log Out]

Logs you out from Remote UI and displays the login screen again.

[Language]

Switches the display language of Remote UI.

\* The display languages of the computer and Remote UI must be the same. If the display languages are not the same, information you enter may not be displayed correctly, or you may not be able to reference a folder, server, or other specified destinations.

[E-Mail to System Manager]

Creates an e-mail to the administrator set in the following location: [Settings/Registration] ► [User Management] ► [System Manager/Contact Person Information Settings].

[Last Updated]

Displays the date and time when the information displayed on the Portal page was last updated.

Click [  ] to the right of the date and time to update them.

#### [Device Basic Information]

Displays the current status and error information of the machine.

If an error has occurred, the link to the [Error Information] screen appears.

#### [Consumables Information]

Displays the paper source information and the remaining amounts of toners.

#### [Message Board]

Displays notices from the administrator. [▶ Displaying Text on the Control Panel and Remote UI \(P. 893\)](#)

#### [Support Link]

Displays the link to the support information for the machine that is set in the following location: [Settings/Registration]

▶ [License/Other] ▶ [Message Board/Support Link].

#### [Status Monitor/Cancel]

When clicked, displays the [Status Monitor/Cancel] screen.

You can check the processing status and logs of each function, operation status of the machine, and error information.

[▶ Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

#### [Settings/Registration]

When clicked, displays the [Settings/Registration] screen.

Settings and operations are available according to the login user's privileges. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

- The items that can be set on the [Settings/Registration] screen are almost the same as those of the [Settings/Registration] menu on the control panel, but some items can only be set using either the control panel or Remote UI. [▶ \[Settings/Registration\] Menu List \(P. 973\)](#)
- Depending on the item, you may have to restart the machine for the setting changes to be applied.

#### [Basic Tools]

When you click a button, each screen is displayed.

##### [Access Received/Stored Files]

You can check, print, and forward the data stored in the following locations:

- Memory RX Inbox [▶ Checking, Printing, and Forwarding Faxes Stored with Memory Lock \(P. 553\)](#)
- Confidential Fax Inbox [▶ Checking, Printing, and Forwarding Faxes Stored with Memory Lock \(P. 553\)](#)

##### [Direct Print]

You can print files stored on a computer or network directly by specifying them in Remote UI. [▶ Using a Web Browser to Print \(Direct Print\) \(P. 385\)](#)

##### [Address Book]

You can register destinations to the Address Book and edit registered destinations.

[▶ Registering Destinations to the Address Book \(Remote UI\) \(P. 298\)](#)

[▶ Editing and Deleting Destinations in the Address Book \(Remote UI\) \(P. 308\)](#)

##### [Remote Operation]

Displayed when [Remote Operation Settings] is enabled.

Enables the control panel screen to be displayed and operated on a computer. This allows you to configure settings and perform jobs even when you are away from the machine.

#### [Management Tools]

When you click each button, the corresponding screen is displayed.

\* Only an administrator with Administrator privileges can display these screens.

\* The displayed buttons may vary depending on the installation status of the system options and MEAP applications.

##### [Service Management Service]

You can install and manage the MEAP application. [▶ Enhancing the Functions \(MEAP\) \(P. 951\)](#)

##### [User Setting Information Management]

You can delete the user setting information. [▶ Deleting User Setting Information \(P. 774\)](#)

##### [Synchronize Custom Settings]

You can configure the settings to synchronize the personalized data among multiple Canon multifunction machines on the same network. [▶Using Multiple Canon Multifunction Machines with the Same Settings \(Synchronizing Personalized Data\) \(P. 766\)](#)

NOTE

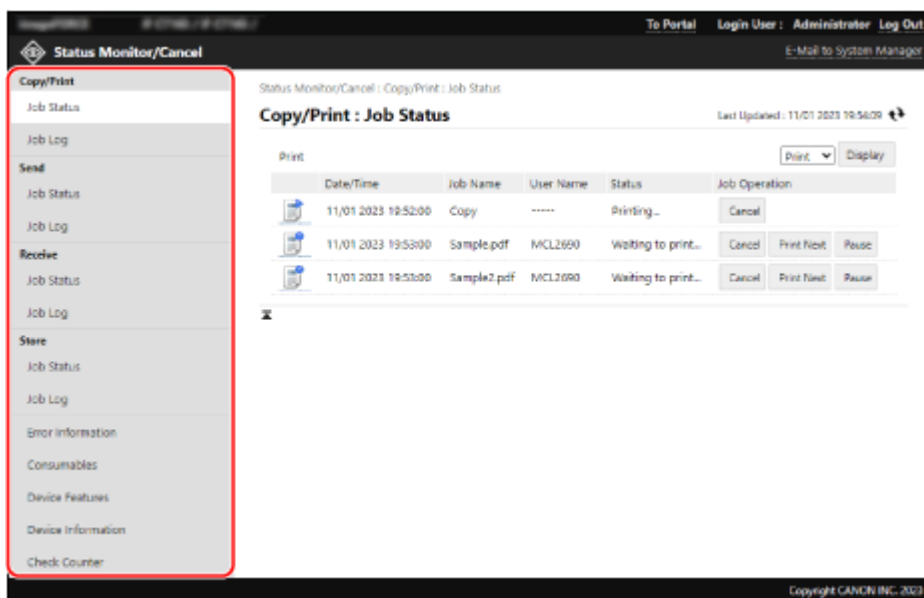
- You can change the list order of the buttons in [Basic Tools] and [Management Tools] using [Portal Display Settings] at the bottom right of the screen.

# Checking the Usage and Logs Using Remote UI

EK89-0L2

You can check the processing status and logs of each function, operation status of the machine, and error information from [Status Monitor/Cancel] in Remote UI.

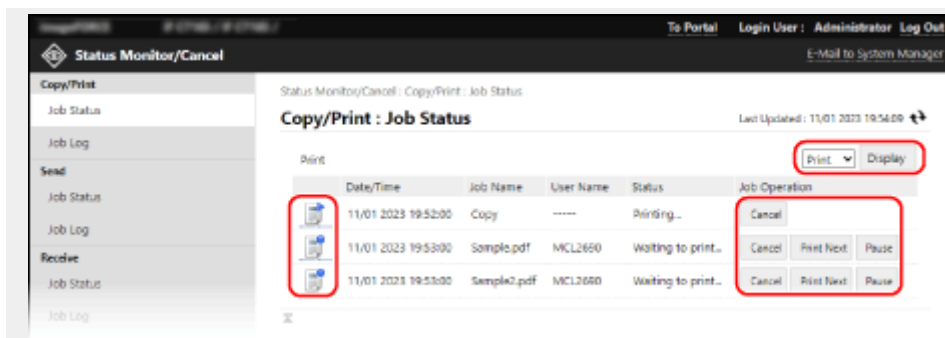
- 1 Log in to Remote UI. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Status Monitor/Cancel]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Select an item to view the status or log.



[Job Status]

Displays the following job status (being processed or waiting to be processed) in each category.

- Printing and copying
- Sending the scanned data and faxes
- Receiving faxes and I-Faxes and forwarding faxes
- Saving the scanned data



- When there is a pulldown menu at the top right of the screen, you can switch the jobs to display what you need in the list. Select the function you need from the pulldown menu, and click [Display].
- You can click the icon to the left of each job to check the details of the job.
- You can click the buttons under [Job Operation] for each job to perform the operations below.
  - [Cancel]:  
Cancels a job being processed or waiting to be processed. Canceled jobs are deleted from the list.
  - [Print Next]\*1:  
Moves a job waiting to be processed to the top of the waiting list. When you click [Print Next] for a job, the job is performed after the current job in progress is completed.
  - [Pause]\*2:  
Pauses a job being processed or waiting to be processed. You can resume a paused job by clicking [Resume].

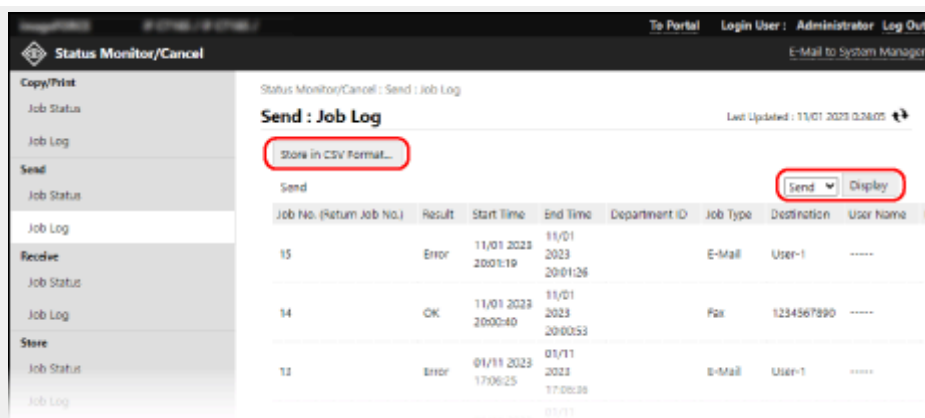
\*1 Available only for print and copy jobs

\*2 Only print jobs from a computer (including direct print jobs)

### [Job Log]

Displays the logs of the following jobs in each category.

- Printing and copying
- Sending the scanned data and faxes
- Receiving faxes and I-Faxes
- Saving the scanned data



- When there is a pulldown menu at the top right of the screen, you can switch the jobs to display and save what you need. Select the function you need from the pulldown menu, and click [Display].
- Click [Store in CSV Format] to save the job logs as a CSV file on the computer.

### [Error Information]

Displays the information of errors present on the machine.

\* You can check the same information by clicking the link displayed in [Error Information] on the Portal page.

### [Consumables]

Displays information in each paper source, the status of the consumables, and the memory usage on the machine.

Click [Details] to check the names of the consumables.

### [Device Features]

Displays the specifications of the machine and the installation status of optional equipment.

### [Device Information]

Displays information of the machine, such as the product name and serial number, as well as the firmware version, communication, system manager, and service representative information.

- For [Device Name] and [Location], the information set in the following location is displayed: [Settings/Registration] ► [Device Management] ► [Device Information Settings].
- For [Communication Information], the e-mail address set in the following location is displayed: [Settings/Registration] ► [Send] ► [Network Settings - E-Mail/I-Fax Settings].
- For [Telephone Number], The fax number set in the following location is displayed: [Settings/Registration] ► [Send] ► [Set Line].
- For [System Manager Information] and [Contact Person Information], the information set in the following location is displayed: [Settings/Registration] ► [User Management] ► [System Manager/Contact Person Information Settings].

[Check Counter]

Displays the numbers of printed and copied pages and the numbers of the scanned and sent pages and faxed pages to date. ► **Checking the Numbers of Pages Used (Counters) (P. 912)**

## 4 Log out from Remote UI after viewing the usage.

### NOTE

- You can restrict users from performing operations on the jobs of other login users. ► **[Restrict Access to Other User Jobs] (P. 1163)**

# Checking the Usage Status and Settings

EK89-0L3

You can check the total numbers of pages used on the machine and the option configuration, and print and look at reports and lists that include the communication results and settings. You can also receive e-mail notifications when a toner cartridge needs to be changed or there is a problem that needs to be fixed, such as jammed paper.

## Operation Status of the Machine

You can display a screen to check the status of multiple items together, such as the remaining amount of paper and toner, the status of the machine's security measures, support information for troubleshooting problems that occur during faxing and printing, and the print job status and power consumption within a specified time period.

### ➤ Checking the Operation Status of the Machine (P. 910)

## The Numbers of Pages Used on the Machine

You can display the counters and check the numbers of printed and copied pages and the numbers of the scanned and sent pages and faxed pages to date.

### ➤ Checking the Numbers of Pages Used (Counters) (P. 912)

## Communication Results

You can print a report of communication results to check the logs such as the sending and receiving results and saving results all together.

### ➤ Printing and Checking a Communication Management Report (P. 913)

You can also configure the settings to print a report automatically for every sending or receiving or saving event. You can also configure the settings to print a report automatically only when an error occurs.

### ➤ Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 917)

## Registration Information and Settings of the Machine and Option Configuration

You can print and view lists that summarize the registration information and settings of the machine.

### ➤ Printing the Registration Information and Settings (P. 920)

You can also check the names of the optional equipment attached to the machine and the optional functions.

### ➤ Checking the Options Attached to the Machine (P. 923)

## Error Notices

You can receive e-mail notices when a toner cartridge needs to be changed or there is a problem that needs to be fixed, such as jammed paper.

### ➤ Sending Error Notifications by E-mail (P. 924)

## See Also

### Checking the Usage Status and Settings from a Computer

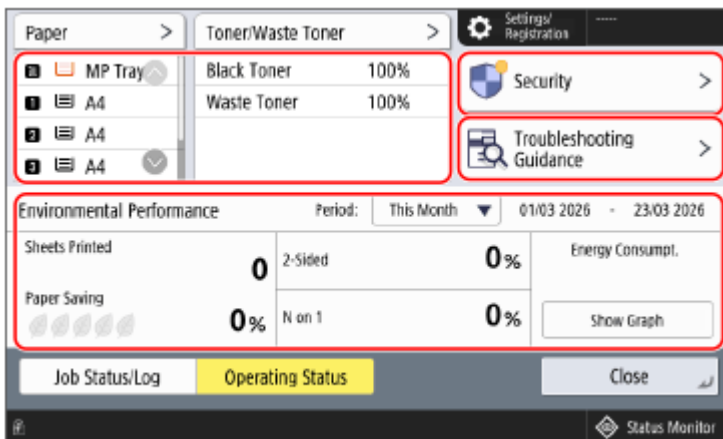
You can also check the counters and the registration information and settings of the machine using a web browser on a computer. ➤ **Checking the Usage and Logs Using Remote UI (P. 906)**



# Checking the Operation Status of the Machine

EK89-0L4

You can display a screen to check the status of multiple items together, such as the remaining amount of paper and toner, the status of the machine's security measures, support information for troubleshooting problems that occur during faxing and printing, and the print job status and power consumption within a specified time period.



1 On the control panel, press [ Status Monitor] in the [Home] screen or other screen.

2 Press [Operating Status], and check the operation status of the machine.

[Paper] and [Toner/Waste Toner]

You can check the status of the machine, such as the remaining amount of paper and toner and the amount of space available in the waste toner container.

[Security]

You can check the machine's network type and security-related information.

- A yellow mark is displayed on the icon if the security status has recently changed.
- You can press [Next] to check the status of the security measures. For details on the security measures, read the online manual by scanning the displayed QR code.
- This item is displayed only when you are logged in as an administrator.

[Troubleshooting Guidance]

Displays support information for troubleshooting problems with the Print, Fax, and Scan and Send functions.

Select the problem that you want to solve, and check the possible cause and solution that are displayed. If multiple causes or solutions are displayed, check the details in the order that they are listed.

- If a list of jobs is displayed, select the job that caused the trouble. If there is no corresponding job when a print item is selected, select [No Jobs to Check].
- If a QR code is displayed, scan the QR code and read how to troubleshoot the problem in the online manual.

[Environmental Performance]

You can check the printing status and energy consumption for the time period specified in [Period].

\* Depending on the model or environment, some items may not be displayed correctly.

[Sheets Printed]

Displays the number of sheets that have been printed.

#### [Paper Saving]

Displays the amount of paper saved by using 2-sided printing or N on 1.

- The [Paper Saving] value is calculated as follows. (Decimal values are rounded up.)  

$$[\text{Paper Saving}] = ((\text{Total number of original pages} - \text{Number of printed sheets}) \div \text{Total number of original pages}) \times 100$$

#### [2-Sided]

Displays the ratio of output paper that was printed using 2-sided printing.

- The [2-Sided] value is calculated as follows. (Decimal values are rounded up.)  

$$[\text{2-Sided}] = (\text{Total number of sheets printed using 2-sided printing} \div \text{Number of printed sheets}) \times 100$$

#### [N on 1]

Displays the ratio of output paper that was printed using N on 1.

- The [N on 1] value is calculated as follows. (Decimal values are rounded up.)  

$$[\text{N on 1}] = (\text{Number of pages printed using N on 1} \div \text{Number of printed pages}) \times 100$$

#### [Energy Consumption]

Displays the amount of energy consumed to print one page of an original during the specified period, and the ratio (%) of energy consumed per page during the previous period (previous day, week, or month).

- The [Energy Consumption] value is calculated as follows.
  - For copying:  

$$(\text{Printing energy consumption} + \text{System energy consumption} + \text{Scanner energy consumption}) \div \text{Number of sheets of originals}$$
  - For printing from a printer driver:  

$$(\text{Printing energy consumption} + \text{System energy consumption}) \div \text{Estimated number of sheets of originals}$$

\* Estimated number of sheets of originals = Number of sheets to be output x Number of pages to be combined x Number of copies

#### When you want to reduce energy consumption

- Copy using [N on 1]. On the [Home] screen of the control panel, press [Copy] ► [Options], and select [N on 1].



- When you print from a printer driver, configure the following settings.
  - In [Page Layout] on the [Basic Settings] tab, select an item such as [2 on 1].

3

Press [Close].

#### NOTE

- You can also change the [Status Monitor] screen so that the [Operating Status] screen is displayed by default. ⓘ  
**[Default Screen (Status Monitor)] (P. 983)**

# Checking the Numbers of Pages Used (Counters)

EK89-0L5

You can display the counters and check the numbers of printed and copied pages and the numbers of the scanned and sent pages and faxed pages to date.

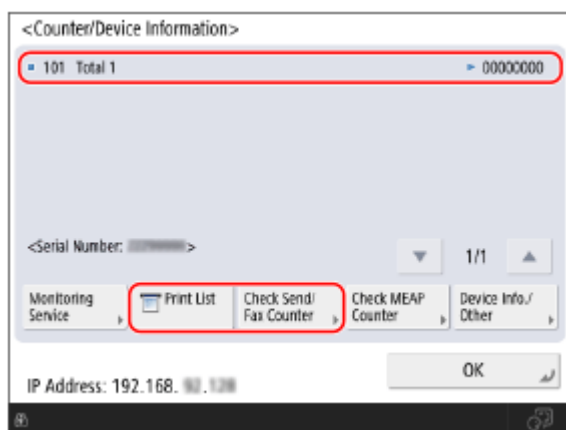
This section describes how to check the counters using the control panel.

You can also check the counters using Remote UI from a computer. [▶ Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

- 1 Press the [Counter/Device Information] key on the control panel. [▶ Control Panel \(P. 39\)](#)

→ The [Counter/Device Information] screen is displayed.

- 2 Check the numbers of pages used.



For details about the count conditions, contact your dealer or service representative.

## When Checking the Numbers of Printed Pages

You can check the numbers of printed and copied pages by referring to the items indicated by "Total" or "Copy" on the [Counter/Device Information] screen.

## When Checking the Numbers of Sent Pages

Press [Check Send/Fax Counter] to check the numbers of scanned and sent pages and faxed pages.

## When Printing and Checking the Report

Press [Print List] ▶ [Yes] to check the numbers of printed and sent pages in the printed report.

### NOTE

- You can check the numbers of printed pages for each Department ID when Department ID Management is enabled. [▶ Confirming Usage by Department ID \(P. 750\)](#)
- Press [Check MEAP Counter] to check the numbers of pages used for each MEAP application.
- For information on [Monitoring Service], contact your dealer or service representative.

# Printing and Checking a Communication Management Report

EK89-0L6

Print a Communication Management Report to check the following communication results logs.

- Results of the sent and received faxes
- Results of the sent e-mails and I-Faxes
- Results of saving data to a file server  
Results of saving to the storage space such as the file server

A communication management Report can also be printed automatically by specifying the number or the time of communication events reached, or sent and saved as a CSV file to a specified destination.

\* You can also check the results of sent and received faxes by printing or sending a Communication Management Report containing only fax results (Fax Activity Report).

➤ **Printing or Sending a Communication Management Report Automatically (P. 913)**

➤ **Printing a Communication Management Report Manually (P. 915)**

## NOTE

### 2-Sided Printing of Reports

- Reports are printed on one side of paper by default. You can change the setting to print on both sides of paper.  
➤ **[Default Settings for Output Report] (P. 1064)**

### Display of Reports

- When settings are configured so that the login user cannot access jobs that do not belong to them, other users' jobs are hidden, such as "\*\*\*." When a user logs in as an administrator with the Administrator privileges, all users' jobs are shown. ➤ **[Restrict Access to Other User Jobs] (P. 1163)**
- If [NG] is shown in a report, sending or receiving has been canceled, or an error has occurred. If a three-digit number (error code) preceded by "#" is displayed, you can check the cause and solution using the error code. ➤ **An Error Code Is Displayed (#xxx) (P. 1447)**
- The results of e-mail sending shows the results of sending e-mails to the e-mail server.
- The destination unit name shown in the fax sending result varies depending on how the destination is specified when sending a fax.
  - When the destination is selected from the Address Book: unit name registered in the address list
  - When the fax number is entered using the numeric keys: unit name (TSI) if retrieved from the sending destination

## Printing or Sending a Communication Management Report Automatically

Configure the settings to print a Communication Management Report automatically by specifying the timing by the number of communication events or time. You can also configure the settings to send or save the report as a CSV file to a specified destination without printing it.

By default, a Communication Management Report is printed for every 100 communication events, but a Communication Management Report containing only fax results (Fax Activity Report) is not printed. If you do not want to print or send a report automatically, disable this setting.

\* If the logs are set not to be displayed, you cannot configure the Communication Management Report settings. In addition, if you configure the settings not to display the logs after configuring the Communication Management Report settings, the Communication Management Report settings will be disabled. ➤ **[Display Job Log] (P. 1164)**

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or DeviceAdmin privileges are required.

#### Required Preparations

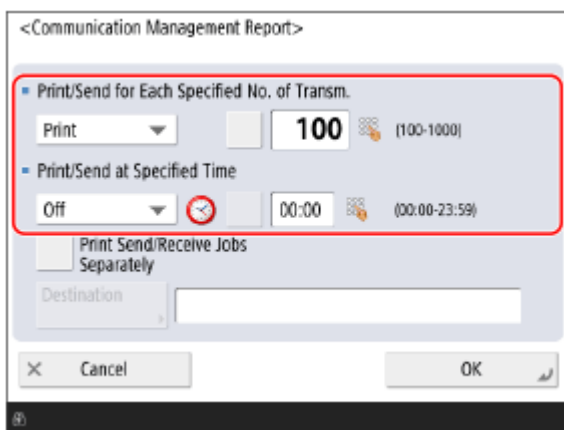
- When sending the Communication Management Report, register a destination to be specified as a send destination to the Address Book. [▶ Registering Destinations \(Address Book\) \(P. 276\)](#)

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Function Settings] ▶ [Send] ▶ [Common Settings] ▶ [Communication Management Report].  
→ The [Communication Management Report] screen is displayed.

#### When Configuring the Fax Activity Report Settings

Press [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Fax Activity Report].

- 4 Configure the report settings.



#### When Printing or Sending a Report for Every Specified Number of Communication Events

A communication result report can be printed or sent after the specified number of communication events are completed.

Select [Print] or [Send] for [Print/Send for Each Specified No. of Transm.], and set the number of communication events with the button to the left of the setting pressed to be selected.

#### When Printing or Sending a Report at a Specified Time

A communication result report can be printed or sent at a specified time every day.

Select [Print] or [Send] for [Print/Send at Specified Time], and set the time with the button to the left of the setting pressed to be selected.

- The following numbers of the communication results in the reverse chronological order are printed or sent.

- When printed: 100 results for a Communication Management Report, 40 results for a Fax Activity Report
- When sent: 2,000 results
- If the communication results exceed the above numbers before the specified time, the older communication results will not be printed or sent.

When Not Printing or Sending a Report Automatically

Set [Print/Send for Each Specified No. of Transm.] and [Print/Send at Specified Time] to [Off].

**5** To print a report, configure the [Print Send/Receive Jobs Separately] setting.

To print the sending and saving results and receiving results separately, press the button to select it.

**6** To send a report, press [Destination] and specify the destination from the Address Book. [▶](#)  
**Registering Destinations (Address Book) (P. 276)**

**7** Press [OK].

→ The settings are applied.

## Printing a Communication Management Report Manually

You can print a Communication Management Report using the control panel.

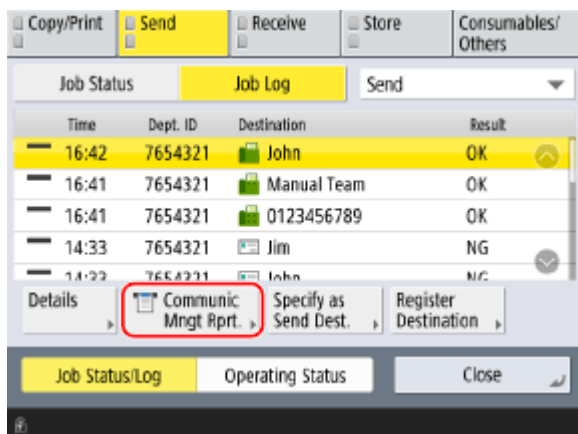
\* You can use Remote UI from a computer to save the report as a CSV file on a computer. [▶](#) **Checking the Usage and Logs Using Remote UI (P. 906)**

**1** On the control panel, press [ Status Monitor] in the [Home] screen or other screen. [▶](#)  
**[Home] Screen (P. 165)**

→ The [Status Monitor] screen is displayed.

**2** Press [Send] or [Receive], and then press [Job Log].

**3** Press [Communic Mngt Rprt.].



→ The [Communication Management Report] screen is displayed.

When Printing a Fax Activity Report

Select [Fax] from the pulldown menu at the top right of the screen, and press [Fax Activity Report].

4 Specify the number of communication logs to be printed, as needed.

By default, the latest 100 results are printed for a Communication Management Report, and the latest 40 results are printed for a Fax Activity Report. Press [Output Specif'd No. of Transm.] to specify the number of communication results to be printed, as needed.

5 Press [Start Printing].

→ Printing starts.

To cancel printing, press [Cancel].

# Printing Reports Automatically on Sending, Receiving and When Error Occurs

EK89-0L7

Configure the settings to print a communication result report automatically every time sending or receiving or saving takes place. You can also configure the settings to print a communication result report automatically only when an error occurs.

## Report Types That Can Be Printed

| Report type                                    | Content that can be checked                                                                                                                                                                                                        | Default setting                                  |
|------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------|
| TX Report <sup>*1*2</sup>                      | <ul style="list-style-type: none"> <li>Result of sending a fax</li> <li>Result of sending an e-mail or I-Fax</li> <li>Result of saving to the storage space such as the file server</li> <li>Result of forwarding a fax</li> </ul> | Automatically printed only when an error occurs. |
| Fax TX Report                                  | Result of sending a fax                                                                                                                                                                                                            | Not printed automatically.                       |
| Fax RX Report                                  | Result of receiving a fax                                                                                                                                                                                                          | Not printed automatically.                       |
| Confidential Fax Inbox RX Report <sup>*3</sup> | Result of saving a received fax to the Confidential Fax Inbox                                                                                                                                                                      | Printed automatically.                           |

\*1 A fax sent from a computer is not included.

\*2 A remote fax sent from the machine as a client machine is included.

\*3 Automatic printing only when an error occurs cannot be set.

This section describes how to configure the settings using the control panel.

You can also configure the settings using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

To configure the settings for a TX Report and Fax TX Report, you need the Administrator or DeviceAdmin privileges. To configure the settings for a Fax RX Report and Confidential Fax Inbox RX Report, you need the Administrator privileges.

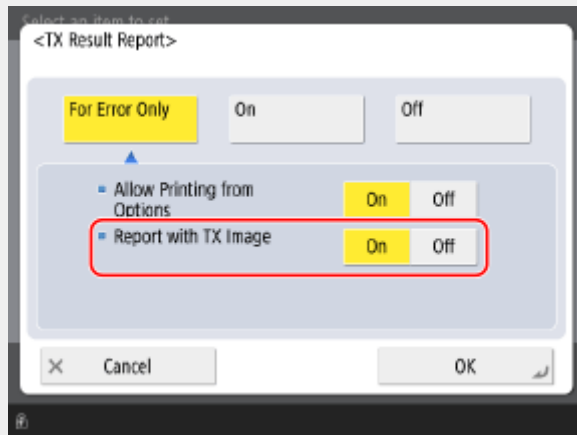
- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Configure the automatic print settings for each type of report.

### When Configuring the TX Report Settings

1. Press [Function Settings] ▶ [Send] ▶ [Common Settings] ▶ [TX Result Report].  
→ The [TX Result Report] screen is displayed.
2. Select [For Error Only] or [On].



- To print a report only when an error occurs, select [For Error Only]. In this case, set [Allow Printing from Options] to [On] when you want to be able to set whether to print the report from the scan or fax screen.
  - To print a report each time you send, select [On].
3. Select whether to print the original on a report.



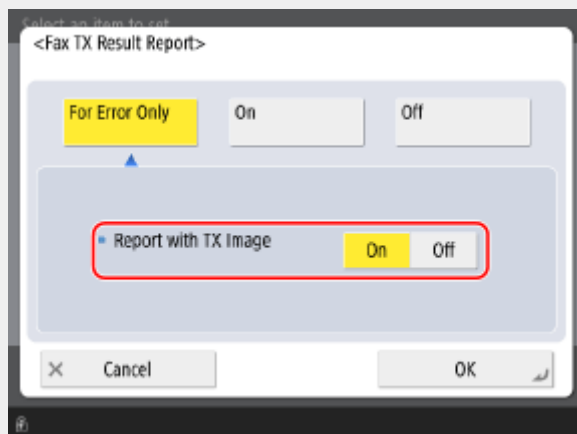
When printing the first page of the original on a report, set [Report with TX Image] to [On].

\* In the following cases, the original will not be printed.

- When an encrypted PDF was sent
- When the original was scanned in color

#### When Configuring the Fax TX Report Settings

1. Press [Function Settings] ► [Send] ► [Fax Settings] ► [Fax TX Result Report].  
→ The [Fax TX Result Report] screen is displayed.
2. Select [For Error Only] or [On].
  - To print a report only when an error occurs, select [For Error Only].
  - To print a report each time you send, select [On].
3. Select whether to print the original on a report.



When printing the first page of the original on a report, set [Report with TX Image] to [On].

\* The original will not be printed on the report when you use Direct Send or manual sending.

- **Checking the Connection to the Recipient Before Sending (Direct Send) (P. 517)**
- **Sending Faxes Manually (Manual Sending) (P. 520)**

#### When Configuring the Fax RX Report Settings

1. Press [Function Settings] ► [Receive/Forward] ► [Fax Settings] ► [Fax RX Report].

→ The [Fax RX Report] screen is displayed.

2. Select [For Error Only] or [On].

- To print a report only when an error occurs, select [For Error Only].
- To print a report each time you receive, select [On].

When Configuring the Confidential Fax Inbox RX Report Settings

1. Press [Function Settings] ► [Receive/Forward] ► [Fax Settings] ► [Confidential Fax Inbox RX Report].

→ The [Confidential Fax Inbox RX Report] screen is displayed.

2. Select [On].

A report is printed automatically every time a received fax is saved to the Confidential Fax Inbox.

4

Press [OK].

→ The settings are applied.

# Printing the Registration Information and Settings

You can print the following lists to check information such as the registration information and settings of the machine:

- **Address List (P. 920)**
- **Settings of the Machine (P. 920)**
- **MEAP Application Information (P. 921)**
- **Printer Functions (P. 922)**

## NOTE

### 2-Sided Printing of Lists

- By default, lists are printed on one side of paper. You can change the setting to print on both sides of paper. ➤ **[Default Settings for Output Report] (P. 1064)**

### Paper Sizes and Types That Can Be Used for Printing Lists

- Paper size: A3, B4, A4, legal, letter, 11" x 17"
- Paper type: Plain, Recycled, Thin, Color
- The above paper needs to be loaded in a paper source for which [Other] in [Paper Source Auto Selection] is set to [On]. ➤ **[Paper Source Auto Selection] (P. 1057)**

## Address List

You can print a list of the destinations registered in each address list in the Address Book.

- \* Destinations set with an access number are also printed.
- \* Personal address lists and user group address lists cannot be printed.

This section describes how to print a list using the control panel.

You can also print a list using Remote UI from a computer. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

Press [⚙️ Settings/Register] ➤ [Set Destination] ➤ [Address Lists] ➤ select the address list to print ➤ press [Print List] ➤ [Yes]

## Settings of the Machine

You can print a list of the setting information of the machine.

You can print a list for each type of information you want to check, such as the sending and receiving settings and network settings.

This section describes how to print a list using the control panel.

You can also print a list using Remote UI from a computer. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

### Configuring the Sending and Receiving Settings

Press [⚙️ Settings/Register] ➤ [Function Settings] ➤ [Send] or [Receive/Forward] ➤ [Output Report] ➤ [TX/RX User Data List] ➤ [Yes]

The items changed from the default settings have "\*" next to the set value.

## Configuring the Fax Settings

Press [ Settings/Register] ► [Function Settings] ► [Send] or [Receive/Forward] ► [Output Report] ► [Fax User Data List] ► [Yes]

The items changed from the default settings have "\*" next to the set value.

## Configuring the Forwarding Settings of Received Faxes and I-Faxes

Administrator or DeviceAdmin privileges are required.

Log in to the machine as an administrator ► press [ Settings/Register] ► [Function Settings] ► [Receive/Forward] ► [Common Settings] ► [Forwarding Settings] ► [Print List] ► [Yes]

## Configuring the Network Settings

Press [ Settings/Register] ► [Preferences] ► [Network] ► [Output Report] ► [Yes]

- The items changed from the default settings have "\*" next to the set value.
- The following items generated from the unique information of the machine always have "\*."
  - IPv4 host name
  - IPv6 host name
  - mDNS name (mDNS setting)
  - Communication speed during operation (Ethernet driver setting)

## Configuring the Settings for the LDAP Server Used for Destination Search and Registration

Administrator privileges are required.

Log in to the machine as an administrator ► press [ Settings/Register] ► [Set Destination] ► [Register LDAP Server] ► [Print List] ► [Yes]

## Setting the IPsec Policy

Administrator or NetworkAdmin privileges are required.

Log in to the machine as an administrator ► press [ Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings] ► [IPsec Settings] ► [Print List] ► [Yes]

## MEAP Application Information

You can print a list of information such as the MEAP application and license information.

Print a list of application information using the control panel. You cannot print it using Remote UI from a computer. Administrator privileges are required.

Log in to the machine as an administrator ► press [ Settings/Register] ► [Management Settings] ► [License/Other] ► [MEAP Settings] ► [Print System Information] ► [Yes]

## Printer Functions

---

You can print a list of the printer functions such as the setting details of Personality and a font list.

This section describes how to print a list using the control panel.

You can also print a list using Remote UI from a computer. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

Press [ Settings/Register] ► [Function Settings] ► [Printer] ► [Output Report] ► select a printer operating mode (Personality) ► select the item you want to print ► [Yes]

# Checking the Options Attached to the Machine

EK89-0L9

You can check the names of the optional equipment attached to the machine and the optional functions. You can also check the version information of the firmware.

This section describes how to check the information using the control panel. You can check the information using Remote UI from a computer. [▶Checking the Usage and Logs Using Remote UI \(P. 906\)](#)

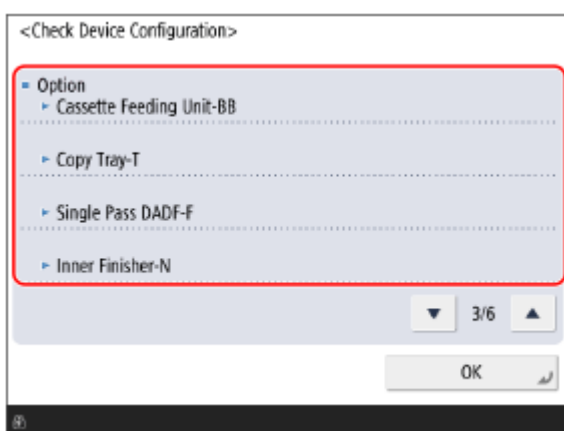
- 1 Press the [Counter/Device Information] key on the control panel. [▶Control Panel \(P. 39\)](#)

→ The [Counter/Device Information] screen is displayed.

- 2 Press [Device Info./Other] ▶ [Check Device Configuration].

→ The [Check Device Configuration] screen is displayed.

- 3 Check the optional information and version information of the machine.



Some functions may be displayed as options even if they are standard in the machine.

# Sending Error Notifications by E-mail

You can receive e-mail notices when a toner cartridge needs to be changed or there is a problem that needs to be fixed, such as jammed paper.

You can register up to 5 e-mail addresses to which notifications will be sent.

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the setting. Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Device Management] ▶ [E-Mail Notification Settings].  
→ The [E-Mail Notification Settings] screen is displayed.
- 4 Click [Add Destination to Notify].  
→ The [Add Destination to Notify] screen is displayed.
- 5 Set the notice destinations and items.

- Enter the e-mail address to which notifications will be sent in [Destination to Notify].
- Under [Notify When], select the checkboxes of the error types about which you want to send notifications.

- 6 Click [OK].  
→ The registered notice destinations are added to the list of notice destinations on the [E-Mail Notification Settings] screen.
- 7 Log out from Remote UI.

NOTE

- For the sending results of the notifications, you can check the log of sending jobs.
  - **Checking the Usage and Logs Using Remote UI (P. 906)**
  - **Checking the Send or Save Status and Log of Scanned Data (P. 487)**



# Importing and Exporting the Address Book and Settings

EK89-0LL

You can write the Address Book and settings to files and save (export) them to a computer. You can also load an exported file and apply (import) the Address Book and settings to the machine.

You can use this function in case of an unexpected event. In addition, an exported file can be imported to other Canon multifunction machines, so the Address Book and the settings data can be shared with other machines without the need to register the information and configure the settings.

- 🔗 **Items That Can Be Imported and Exported (P. 926)**
- 🔗 **Points to Note When Importing and Exporting Data (P. 927)**
- 🔗 **When Personalized Data Is Synchronized (P. 928)**

## Items That Can Be Imported and Exported

There are two ways to import and export files. You can either import and export individual files containing only the required settings, or you can batch import and export all settings together in one file.

- 🔗 **Importing and Exporting Data Individually (P. 930)**
- 🔗 **Importing and Exporting Data in Batch (P. 938)**

The items that can be imported and exported vary depending on the import or export method you use.

### Items That Can Be Imported and Exported Individually

- Address Book

### Items That Can Be Imported and Exported in Batch

For batch export, you can either export all of the items below or just the ones that you specify.

\* Support for importing and exporting the [Settings/Registration] menu items may vary depending on the setting items. For details, see the lists that show which items support the import and export functions, and which items are included in the settings below. 🔗 **Settings That Can Be Distributed, Imported, and Exported (P. 1229)**

- Settings/Registration Basic Information
- Paper Type Management Settings
- Settings for Printer Settings
- Forwarding Settings
- Box Settings
- Department ID Management Settings
- Key Settings
- Certificate/Certificate Revocation List (CRL) Settings
- Visual Message Settings
- Home Settings<sup>\*1\*2</sup>
- Favorite Settings
- Address Book
- User Group Address List
- Authentication User Management
- Security Policy Settings<sup>\*3</sup>

- Personal Setting Information\*<sup>4</sup>

- MEAP Application Setting Information

\*<sup>1</sup> These settings can only be imported to Canon multifunction machines that support the [Home] screen.

\*<sup>2</sup> Depending on the model of the export source, you may not be able to import Shared buttons. For details, contact your dealer or service representative.

\*<sup>3</sup> If the security policy settings are password-protected, you can import them in the following cases:

- When the password for the security policy settings matches between the export source and import destination
- When no password is set for the import destination
  - \* The same password set for the export source will be set for the import destination.

\*<sup>4</sup> For the items available for Personal Setting Information, see the following list: [▶Settings That Can Be Personalized \(P. 737\)](#)

## Points to Note When Importing and Exporting Data

### Importing and Exporting Between Machines Using the Same Display Language

The display language must be the same between the import destination and export source. If the display language is different, the setting values may be garbled and the import destination may not operate correctly.

### Points to Note for Execution

- Do not turn OFF the machine until the import or export is complete. Turning OFF the machine during processing may cause data corruption or machine failure.
  - \* It may take a few minutes until the process is completed.
- It is recommended that import and export be executed when no users are using the machine. Some operations and processes are not allowed while import or export is in progress.

#### Operations and Processes Not Allowed During Import or Export

✓ : Allowed    — : Not allowed

| Operation or process                      | Execution during import or export | Import or export while operation or process is in progress |
|-------------------------------------------|-----------------------------------|------------------------------------------------------------|
| Send job                                  | —                                 | —                                                          |
| Forwarding job                            | —                                 | —                                                          |
| Fax or I-Fax job                          | —                                 | —                                                          |
| Report print job                          | —                                 | —                                                          |
| Scan and Store (Network and memory media) | —                                 | —                                                          |
| Individual import or export               | —                                 | —                                                          |
| Batch import or export                    | —                                 | —                                                          |
| Software update process                   | —                                 | —                                                          |
| Synchronization of personalized data      | —                                 | —                                                          |
| Operation of the control panel            | —                                 | ✓                                                          |
| Operation of Remote UI                    | —                                 | ✓                                                          |

| Operation or process            | Execution during import or export | Import or export while operation or process is in progress |
|---------------------------------|-----------------------------------|------------------------------------------------------------|
| Use of Remote Address Book      | —                                 | —                                                          |
| Sleep of the machine            | —                                 | ✓                                                          |
| Shutdown process of the machine | ✓                                 | —                                                          |
| Error code display              | ✓                                 | —                                                          |

## When Personalized Data Is Synchronized

When you start the synchronization of personalized data while using the machine as a client machine, the import and export of the following data to be synchronized will be restricted:

- Personal setting information<sup>\*1</sup>
- User group address list

<sup>\*1</sup> For details on the Personal Setting Information items that are supported, see the following list: [▶Settings That Can Be Personalized \(P. 737\)](#)

When importing synchronized data after the synchronization of personalized data has started, it is necessary to stop synchronization or perform operations on the server machine.

Synchronized data cannot be exported from a client machine after the synchronization of personalized data has started.

## When Importing Data from Another Machine While Synchronization Is in Progress

If you want to import data from another machine that is not synchronized while personalized data synchronization is in progress, follow the procedure below.

Administrator privileges are required to import data.

### Required Preparations

- Prepare the data to be imported. On another machine, export the user data and user group data to be added.  
[▶Exporting Data Individually \(P. 930\)](#)

- 1 Stop the synchronization on the client machine to which the data will be imported. [▶](#)  
**Stopping Synchronization on a Client Machine (P. 772)**
- 2 Back up the existing data on the server machine.
- 3 On the server machine, delete the user and user group information corresponding to the data to be imported to the client machine.
- 4 On the client machine for which synchronization was stopped, import the data to be synchronized.  
[▶Importing Data Individually \(P. 931\)](#)

➤ **Importing Data in Batch (P. 939)**

5

Start synchronization on the client machine to which the data was imported. ➤ **Starting Synchronization on a Client Machine (P. 770)**

# Importing and Exporting Data Individually

EK89-OLR

You can import and export individual files containing only the settings you need, such as the Address Book or printer settings.

➤ **Exporting Data Individually (P. 930)**

➤ **Importing Data Individually (P. 931)**

## IMPORTANT

- For the points to note when importing and exporting data, see the following:

➤ **Points to Note When Importing and Exporting Data (P. 927)**

## Exporting Data Individually

Select the items to export and write them to a file (individual export). When exporting the Address Book, select the file format that suits your needs.

Perform individual export using Remote UI from a computer. You cannot use the control panel to export the data individually.

Administrator privileges are required.

### Required Preparations

- Configure the settings so that if you set a password for the data to be exported, the passwords set for the destinations are included when you export the Address Book. ➤ **[Include Password When Exporting Address Book] (P. 1143)**

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Data Management].
- 4 In [Import/Export Individually], click the items you want to export, and configure the export settings.

### When Exporting the Address Book

1. Click [Address Lists] ► [Export].

→ The [Export Address Lists] screen is displayed.

If the PIN input screen appears, enter the PIN set for the Address Book, and then click [OK].

2. Configure the export settings.

[Address List]

Select the address list to be exported.

\* If the name of the address list has been changed, the list will be exported under the initial name.

#### [Security Level]

Select the security level for the data to be exported. The models to which the data can be imported and the formats that can be selected vary according to the security level.

- [Level 1]:  
Allows import to all Canon multifunction machines. [Custom Format] and [LDAP Format] will be selectable.
- [Level 2]:  
Encrypts the password using a more secure method than [Level 1], when you set a password for the exported data. The data can be imported only to the models that support this level.  
When this level is selected, [Custom Format] and [CSV Format] become selectable.

#### [File Format]

Select the file format for the data to be exported.

- [Custom Format]: The Canon Address Book file (\*.abk) format.  
Select this format when importing all information registered in the address list to other Canon multifunction machines.
- [LDAP Format]: The LDAP data exchange file (\*.ldif) format.  
Select this format when using the data in applications on a computer. Only the e-mail address and fax number information is saved.
- [CSV Format]: The CSV file (\*.csv) format.  
Select this format when using the data in applications on a computer.

#### [Password] and [Confirm]

In both [Password] and [Confirm], enter the password to be set for the data to be exported.

\* The password is required to import the exported data.

\* This item is displayed only when the settings are configured to export the data including the password set for the addresses. ➤ **[Include Password When Exporting Address Book]**

**(P. 1143)**

**5** Click [Start Exporting] to save the exported file on a computer.

**6** Log out from Remote UI.

#### IMPORTANT

- If the exported file is in the XML format, do not open the file and edit it. Editing the file may result in a malfunction.

#### NOTE

- When editing the exported CSV file, follow the description rule of the CSV file. ➤ **Editing the Address Book Using a CSV File (P. 934)**

## Importing Data Individually

Select the item you want to import, and specify the file in which the relevant settings are saved and import them (individual import).

Perform individual import using Remote UI from a computer. You cannot use the control panel to import the data individually.  
Administrator privileges are required. Depending on the item to be imported, you may need to restart the machine.

**IMPORTANT**

Ensuring That the Correct Files and Data Will Be Imported

- Before importing the files, make sure that the appropriate files are selected and the correct settings are configured.
- The Address Book and settings will be overwritten when the files are imported. Depending on the settings, the machine may not function properly or the operations may be affected.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Data Management].
- 4 In [Import/Export Individually], click the items you want to import, and configure the import settings.

#### When Importing the Address Book

1. Click [Address Lists] ▶ [Import].

→ The [Import Address Lists] screen is displayed.

If the PIN input screen appears, enter the PIN set for the Address Book, and then click [OK].

2. Configure the import settings.

[Address List]

Select the address list of the import destination.

[Import Method]

Select the import method to use for the address list.

- To add the imported addresses while keeping the existing addresses registered at the import destination, select [Add].
- To delete all of the addresses registered at the import destination and overwrite them with the imported addresses, select [Delete and Overwrite].

[File Path]

Click [Choose File], and specify the file to be imported.

[File Format]

Select the format for the data to be imported.

- [Custom Format]: Canon Address Book file (\*.abk)
- [LDAP Format]: LDAP data exchange file (\*.ldif)
- [CSV Format]: CSV file (\*.csv)

[Decrypt Address List Authentication Information]

To import a file with a password, select this checkbox, and enter the password set during export.

When Importing Device Settings (the Forwarding Settings, Address Book, and [Favorite Settings] for Sending)

The current Address Book will be deleted and it will be overwritten by the Address Book to be imported.

1. Click [Device Settings (Forwarding Settings, Address Book, Send Function Favorite Settings)] ► [Import].

→ The [Import Device Settings] screen is displayed.

2. Configure the import settings.

[File Format]

Select the file format for the data to be imported.

\* The file format varies depending on the multifunction machine model that exported the data.

[File Path]

Click [Choose File], and specify the file to be imported.

[Decrypt Address List Authentication Information]

To import a file with a password, select this checkbox, and enter the password set during export.

When Importing Favorites of the Web Access Function

Click [Web Access Favorites] ► [Import], click [Choose File] and specify the file to be imported.

\* When more than 20 items are registered, only the top 20 items in the order of registration are imported.

When Importing the Printer Settings

Click [Printer Settings] ► [Import], click [Choose File] and specify the file to be imported.

When Importing the Paper Information

1. Click [Paper Information] ► [Import].

→ The [Import Paper Information] screen is displayed.

2. Configure the import settings.

[Type]

Select the paper information type to be imported.

[File Path]

Click [Choose File], and specify the file to be imported.

5

Click [Start Importing] ► [OK].

→ The specified file is imported to the machine.

When Device Settings Are Imported

When the import is complete, restart the machine. ► **Restarting the Machine (P. 157)**

\* The machine needs to be restarted to apply the settings. In addition, you cannot use Remote UI until the machine is restarted.

6

Log out from Remote UI.



# Editing the Address Book Using a CSV File

EK89-OLS

This section describes the description of the CSV file that is saved when the Address Book is exported in the CSV format.

The CSV file content consists of the header and the body. You can edit the attributes in the body directly to add or change destinations in the Address Book.

## Header (P. 934)

## Attributes in the Body (P. 934)

## Header

In the header of the CSV file, the following information is described:

| Information                             | Required        | Supplementary explanation                                                                                                                                                                                          |
|-----------------------------------------|-----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| # Canon AddressBook CSV version: 0x0002 | ✓               | Fixed value.                                                                                                                                                                                                       |
| # Charset: UTF-8                        | ✓               | Fixed value.                                                                                                                                                                                                       |
| # dn: fixed                             | ✓ <sup>*1</sup> | Indicates that "dn" is to be handled as a one-touch number. Describe when the import destination is the One-Touch Address List. This is described when the data has been exported from the One-Touch Address List. |
| # SubAddressBookName: Address list name | ✓               | Add a single-byte space after the colon (:) and enter the name of the address list following the space.<br>When you are not going to set the address list name, leave it blank (enter no value) after the colon.   |
| # DB Version: 0x010a                    | ✓               | Fixed value.                                                                                                                                                                                                       |
| # Crypto Version: 2                     |                 | When creating a new CSV file of the Address Book, do not describe this.                                                                                                                                            |
| # Crypto Attribute: pwd                 |                 | When creating a new CSV file of the Address Book, do not describe this.                                                                                                                                            |

<sup>\*1</sup> For the One-Touch Address List only.

### NOTE

When the Header Information Related to "Crypto" Is Described

- To edit the pwd attribute of the machine, deleted the two "Crypto" header items. If the "Crypto"-related header items are described, the password will not be decoded correctly when import is performed.  
The "Crypto"-related header items are described when the password set for the address is encrypted.

## Attributes in the Body

In the body of the CSV file, the following attributes indicating the address information are described:

## Managing the Machine

| Attribute name | Required | Explanation                                                                                                                                                                                                                                                                                                                                                                                                      |
|----------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| objectclass    | ✓        | Destination type.<br>Specify one of the following types. According to the type you specify, the required attributes that follow will vary. <ul style="list-style-type: none"> <li>• E-mail: email</li> <li>• Fax: g3fax</li> <li>• I-Fax: ifax</li> <li>• IP Fax: ipfax</li> <li>• File store locations (shared folder, file server, and Advanced Space): remotefilesystem</li> <li>• Group: groupfid</li> </ul> |
| cn             |          | Destination name.<br>UTF-8 encoded characters can be used.<br>If this is omitted, the destination name will be blank.                                                                                                                                                                                                                                                                                            |
| cnread         |          | Phonetic alphabet for the destination name.<br>When the display language is set to "Japanese," it will be displayed as "phonogram."                                                                                                                                                                                                                                                                              |
| cnsshort       |          | One-touch button name.<br>UTF-8 encoded characters can be used.<br>If this is omitted, the one-touch button name will be blank.                                                                                                                                                                                                                                                                                  |
| subdbid        |          | Address list number of the import destination.<br>Description is not needed. Specify on Remote UI when performing import.                                                                                                                                                                                                                                                                                        |
| mailaddress    | ✓ *1     | E-mail address.<br>This is required when the destination type is an e-mail or I-Fax.                                                                                                                                                                                                                                                                                                                             |
| dialdata       | ✓ *1     | Fax number.<br>This is required when the destination type is a fax.<br>Entry is not needed when the destination type is an IP Fax and the URI is used.                                                                                                                                                                                                                                                           |
| uri            | ✓ *1     | URI used for an IP Fax.<br>This is required when the destination type is an IP Fax and the URI is used.<br>You need to set also the uriflag attribute (URI usage flag).                                                                                                                                                                                                                                          |
| url            | ✓ *1     | Host name or IP address.<br>This is required when the destination type is a file store location.<br>You can use alphabet and symbols.                                                                                                                                                                                                                                                                            |
| path           |          | Path for a file store location (folder).<br>You can use alphabet and symbols.                                                                                                                                                                                                                                                                                                                                    |
| protocol       | ✓ *1     | Send protocol.<br>This is required when the destination type is a file store location.<br>Enter one of the following: <ul style="list-style-type: none"> <li>• For SMB: smb</li> <li>• For FTP: ftp</li> <li>• For WebDAV: addonprotocol0225</li> </ul>                                                                                                                                                          |
| username       | ✓ *1     | User name for logging in to the destination.<br>This is required when the destination type is a file store location and the destination requires authentication.                                                                                                                                                                                                                                                 |
| pwd            | ✓ *1     | Password for logging in to the destination.<br>This is required when the destination type is a file store location and the destination requires authentication.                                                                                                                                                                                                                                                  |
| member         | ✓ *1     | Destination or Mail Box registered in a group.<br>This is required when the destination type is a group.                                                                                                                                                                                                                                                                                                         |

## Managing the Machine

| Attribute name | Required | Explanation                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------|----------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| indxid         | ✓        | Serial number assigned to the destination.<br>According to the import destination, the value to be input varies. <ul style="list-style-type: none"> <li>For One-Touch Address List: This is required. Enter the one-touch button number (001 - 200) for which to register the destination.</li> <li>For address lists other than One-Touch Address List: Enter any number between 201 and 1800.</li> </ul> |
| enablepartial  |          | Data division setting when sending by e-mail. <ul style="list-style-type: none"> <li>When dividing the data: on</li> <li>When not dividing the data: off</li> </ul>                                                                                                                                                                                                                                        |
| sub            |          | Subaddress used when the destination is a fax.                                                                                                                                                                                                                                                                                                                                                             |
| faxprotocol    |          | Fax protocol.<br>Enter one of the following: <ul style="list-style-type: none"> <li>g3</li> <li>ecm</li> </ul>                                                                                                                                                                                                                                                                                             |
| ecm            |          | ECM transmission settings for the fax function. <ul style="list-style-type: none"> <li>When ECM transmission is enabled: on</li> <li>When ECM transmission is disabled: off</li> </ul>                                                                                                                                                                                                                     |
| txstartspeed   |          | Fax sending speed.<br>Enter one of the following: 2400, 4800, 7200, 9600, 14400, 33600.                                                                                                                                                                                                                                                                                                                    |
| commode        |          | Fax communication mode.<br>Enter one of the following: <ul style="list-style-type: none"> <li>For domestic PSTN: domestic</li> <li>For international PSTN 1: international1</li> <li>For international PSTN 2: international2</li> <li>For international PSTN 3: international3</li> </ul>                                                                                                                 |
| lineselect     |          | Fax line selection.<br>Enter one of the following: <ul style="list-style-type: none"> <li>For lines 1 to 4: line1, line2, line3, or line4</li> <li>When line is selected automatically: auto</li> </ul> If this is omitted, it will be set to "auto."                                                                                                                                                      |
| uricommode     | ✓ *1     | IP Fax communication mode.<br>This is required when the destination type is a fax in an environment where IP Fax is used.<br>Enter one of the following: <ul style="list-style-type: none"> <li>For G3: ip_g3</li> <li>For intranet: ip_lsv</li> <li>For VoIP gateway: ip_gw</li> </ul>                                                                                                                    |
| uriflag        | ✓ *1     | URI usage flag for an IP Fax.<br>This is required when the destination type is an IP Fax and the URI is used. <ul style="list-style-type: none"> <li>When using URI: TRUE</li> <li>When not using URI: FALSE</li> </ul>                                                                                                                                                                                    |
| pwdinputflag   |          | Setting whether to require password entry each time. <ul style="list-style-type: none"> <li>When requiring entry: on</li> <li>When not requiring entry: off</li> </ul>                                                                                                                                                                                                                                     |
| ifaxmodeI      |          | I-Fax mode (simple or full).<br>Enter "simple" or "full."                                                                                                                                                                                                                                                                                                                                                  |

## Managing the Machine

| Attribute name    | Required | Explanation                                                                                                                                                                                     |
|-------------------|----------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| transsvcstr1      |          | Character string 1 for an I-Fax relay service.<br>Enter a string within 40 single-byte characters.                                                                                              |
| transsvcstr2      |          | Character string 2 for an I-Fax relay service.<br>Enter a string within 16 single-byte characters.                                                                                              |
| ifaxdirectmode    |          | I-Fax Direct Send.<br><ul style="list-style-type: none"> <li>• When performing Direct Send: on</li> <li>• When not performing Direct Send: off</li> </ul>                                       |
| documenttype      |          | I-Fax document type.<br>Enter one of the following:<br><ul style="list-style-type: none"> <li>• When sending faxes in color: cl</li> <li>• When sending faxes in black and white: bw</li> </ul> |
| bwpapersize       |          | Paper size for I-Faxes.                                                                                                                                                                         |
| bwcompressiontype |          | Compression format for I-Faxes.                                                                                                                                                                 |
| bwpixeltype       |          | Color space for I-Faxes.                                                                                                                                                                        |
| bwbitsperpixel    |          | Number of bits for I-Faxes.                                                                                                                                                                     |
| bwresolution      |          | Resolution for I-Faxes.                                                                                                                                                                         |
| clpapersize       |          | Paper size for color I-Faxes.                                                                                                                                                                   |
| clcompressiontype |          | Compression format for color I-Faxes.<br>Fixed to "jpeg."                                                                                                                                       |
| clpixeltype       |          | Color space for color I-Faxes.<br>Fixed to "rgb."                                                                                                                                               |
| clbitsperpixel    |          | Number of bits for color I-Faxes.<br>Fixed to "8."                                                                                                                                              |
| clresolution      |          | Resolution for color I-Faxes.                                                                                                                                                                   |
| accesscode        |          | Access code.<br>Enter a value using single-byte numerals within seven digit.                                                                                                                    |
| uuid              |          | UUID to uniquely identify the destination.<br>When creating a new CSV file, this is not required to be entered.                                                                                 |
| cnreadlang        |          | Phonetic alphabet code.<br>When the display language is set to "Japanese," it will be displayed as "phonogram."<br>Enter the language code. For Japanese (SJIS), enter "ja."                    |
| enablesfp         |          | Not required to be entered as this is not used.                                                                                                                                                 |
| memberobjectuuid  |          | Attribute for a personal address list or a user group address list.                                                                                                                             |
| loginusername     |          | Attribute for a personal address list or a user group address list.                                                                                                                             |
| logindomainname   |          | Attribute for a personal address list or a user group address list.                                                                                                                             |
| usergroupname     |          | Attribute for a personal address list or a user group address list.                                                                                                                             |
| personalid        |          | Attribute for a personal address list or a user group address list.                                                                                                                             |

\*1 Depends on the destination type.

# Importing and Exporting Data in Batch

EK89-0LU

You can batch import and export the Address Book and all of the settings together in one file.

\* The batch import and export (Import All and Export All functions) are available not only on the models of the same series as the machine but also on models of different series (models that support the Import All function).

➤ **Exporting Data in Batch (P. 938)**

➤ **Importing Data in Batch (P. 939)**

## IMPORTANT

- For the points to note when importing and exporting data, see the following:

➤ **Points to Note When Importing and Exporting Data (P. 927)**

## Exporting Data in Batch

This section describes how to export the Address Book and settings using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to export the data. When exporting from the control panel, use a USB memory device. ➤ **[Export to USB Memory] (P. 1177)**  
Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Data Management] ▶ [Export].  
→ The [Export] screen is displayed.
- 4 In [Select Item to Export], select the [Select All] checkbox.  
You can clear the checkboxes of the items you do not want to export so that only specified items will be exported.  
\* For details about which setting of the [Settings/Registration] menu corresponds to which item in [Select Item to Export], see the following: ➤ **Settings That Can Be Distributed, Imported, and Exported (P. 1229)**
- 5 In [Encryption Password], set a password.
  - Enter the same password in [Encryption Password] and [Confirm] using single-byte alphanumeric characters.
  - The password is required to import the exported data.
- 6 Set [Security Level] to [Level 2].  
If the import destination multifunction machine does not support [Security Level], specify [Level 1].

7 Click [Start Exporting] ► [OK].

→ The [Export has started.] message is displayed.

\* Wait a moment until the message appears, without operating Remote UI. Do not click [Start Exporting] again, even if it takes some time for the message to appear.

8 Click [Check Status].

→ The [Import/Export Results] screen is displayed.

If [Cannot be used when exporting.] Appears

Wait for a while without operating Remote UI, and click [Check Status] again.

9 Click [Start Downloading] and save the exported file on a computer.

10 Log out from Remote UI.

## Importing Data in Batch

You can import the file exported using the Export All function.

This section describes how to import the file using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or on other screen, and then select [Management Settings] to import the file. When importing from the control panel, use a USB memory device. ►

**[Import from USB Memory] (P. 1177)**

Administrator privileges are required. Depending on the item to be imported, you may need to restart the machine.

### IMPORTANT

Ensuring That the Correct Files and Data Will Be Imported

- Before importing the files, make sure that the appropriate files are selected and the correct settings are configured.
- The Address Book and settings will be overwritten when the files are imported. Depending on the settings, the machine may not function properly or the operations may be affected.
- In particular, before importing the Department ID Management settings, check the administrator information included in the settings to be imported. Because the administrator information is overwritten when the settings are imported, the System Manager ID and PIN that have been used until then may no longer be valid for login.

1 Log in to Remote UI as an administrator. ► **Starting Remote UI (P. 899)**

2 On the Portal page of Remote UI, click [Settings/Registration]. ► **Remote UI Portal Page (P. 903)**

3 Click [Data Management] ► [Import].

→ The [Import] screen is displayed.

## 4 Configure the import settings.

[File Path]

Click [Choose File], and specify the file to be imported.

[Decryption Password]

Enter the password set at export.

[Create Import/Export Result Report]

Select the checkbox to create the import result report when import is performed. You can save the created report to a computer as a CSV file, or print it with the machine.

- When batch import is performed the next time, the created report file will be deleted.
- The report is created in Japanese if the display language of the machine immediately after the import is Japanese, and created in English if the display language is other than Japanese.

## 5 Click [Start Importing] ► [OK].

→ Import starts.

## 6 Wait a moment, click [OK], and check the screen that is displayed.

If the Screen Indicating the Remaining Time Appears

Wait a while based on the remaining time shown, then click [Check Status] and check the displayed screen again.

When the [Import/Export Results] Screen Is Displayed

The import is complete.

Check the import results on the [Import/Export Results] screen.

\* If you selected the [Create Import/Export Result Report] checkbox in Step 4, you can click [Create Report] to save the import result report to a computer as a CSV file.

You can also use the control panel to print the report. ► **[Import Result Report] (P. 1178)**

If the Screen That Prompts You to Restart the Machine Appears

The import is complete.

Click [Perform Restart] to restart the machine.

\* The machine needs to be restarted to apply the settings. In addition, you cannot use Remote UI until the machine is restarted.

### Checking the Import Results

After you restart the machine, you can follow the procedure below to check the import results. Administrator privileges are required to check the import results.

Log in to Remote UI as an administrator ► [Settings/Registration] ► [Data Management]  
 ► [Import/Export Results]

\* If you selected the [Create Import/Export Result Report] checkbox in Step 4, you can click [Create Report] to save the import result report to a computer as a CSV file.

You can also use the control panel to print the report. ► **[Import Result Report] (P. 1178)**

## 7 Log out from Remote UI.

# Update and Enhancement

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EK89-OLX

When functions are added or the software version is upgraded, the firmware is updated. When the firmware is updated, update the firmware of the machine.

🔗 **Updating the Firmware (P. 942)**

You can add the functions you can use and enhance the performance of the machine by installing system options and "MEAP applications."

🔗 **Installing the System Options (P. 948)**

🔗 **Enhancing the Functions (MEAP) (P. 951)**



# Updating the Firmware

EK89-OLY

When functions are added or the software version is upgraded, the firmware is updated. Check the firmware version and update the firmware of the machine. you can configure the settings to update the firmware of the machine automatically when the firmware is updated.

## Europe

If the machine can be connected to the Internet, you can download the latest version of the firmware of the machine from Canon's distribution server.

- **Checking the Firmware Version (P. 942)**
- **Updating the Firmware Manually (P. 943)**
- **Updating the Firmware Automatically When It Is Updated (P. 944)**
- **Updating the Firmware Downloaded from the Distribution Server [Europe] (P. 945)**

### IMPORTANT

#### Points to Note During Update

- The machine restarts several times.
- Do not perform the following while update is being processed. Otherwise, a serious error may occur.
  - Turning OFF the machine
  - Disconnect the LAN cable
  - Communicate to the machine from another computer or application (such as for printing)
- If any jobs remain, the update process will be interrupted.

### NOTE

- Make a backup of the settings saved in the machine in case a problem occurs while updating the firmware.

➤ **Importing and Exporting the Address Book and Settings (P. 926)**

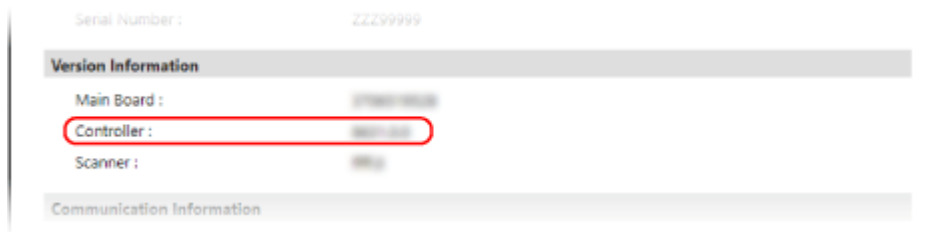
## Checking the Firmware Version

Check the version of the firmware before and after the update to see if the update was performed correctly.

This section describes how to check this information using Remote UI from a computer. On the control panel, select [Counter/Device Information] in the [Home] screen or other screen, and then select [Device Info./Other] ➤ [Check Device Configuration] to check this information.

- 1 Log in to Remote UI. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Status Monitor/Cancel]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Device Information].
  - ➔ The [Device Information] screen is displayed.

## 4 Check the version shown for [Controller] of [Version Information].



## Updating the Firmware Manually

Update the firmware version manually using Remote UI from a computer. You cannot use the control panel to update the firmware version manually.

Administrator privileges are required. The machine must be restarted after the update is complete.

### Required Preparations

- Download the latest firmware from the Canon website for your country/region to the computer that performs the update.

<https://global.canon/en/support/>

### IMPORTANT

- Do not close the web browser until the update process is complete. In addition, do not allow the computer to go into sleep mode. If the computer goes into sleep mode, the firmware update may not be processed properly.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [License/Other] ▶ [Register/Update Software] ▶ [Manual Update].  
→ The [Manual Update] screen is displayed.
- 4 Click [Choose File], and specify the firmware file you want to update.
- 5 Click [Update] ▶ [Yes].  
→ The firmware update starts.  
The screen switches several times during the update process. It may take some time for one screen to switch to another.
- 6 When [The firmware is updated. Restart the device.] is displayed, restart the machine. [▶ Restarting the Machine \(P. 157\)](#)

## Updating the Firmware Automatically When It Is Updated

You can configure the settings to regularly access the firmware distribution server and check whether the firmware has been updated. If the firmware has been updated, the machine automatically downloads the new version and performs the update.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings. [▶\[Register/Update Software\] \(P. 1173\)](#)  
Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. [▶Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [License/Other] ▶ [Register/Update Software] ▶ [Scheduled Update Settings].  
→ The [Scheduled Update Settings] screen is displayed.
- 4 Click [Edit].  
→ The scheduled update settings screen is displayed.
- 5 Select the [Enable scheduled update settings] checkbox.
- 6 Set the time to check the firmware update and the time to execute the update process on the machine.  
[Confirm]  
Select an interval to check whether the firmware has been updated ([Biweekly] or [Weekly]), and select the day and time to perform the check. The time is displayed in 24-hour format.
  - The machine starts downloading the firmware automatically if it has been updated.
  - It may take around three hours for the machine to finish checking for and downloading the update.
 [Apply at]  
Select the time at which to perform the firmware update.
  - If the firmware download is not completed by the specified time, the update will not be performed. The update will be performed at the specified time on the next day.
  - When the update is complete, the machine restarts automatically.
- 7 Configure a notification e-mail, as needed.  
Configure the e-mail notification settings when you want to receive e-mail notifications about the update status from the distribution server.  
[E-Mail]  
Enter an e-mail address as the destination to notify.

[Comments]

Enter the comment to be added to the e-mail notification. For example, if you enter the model name of the machine, the receiver can identify the model to which the message applies.

8 Click [Set] ► [Yes].

→ The automatic update is set.

9 Log out from Remote UI.

#### NOTE

- If the firmware downloaded in the past was not updated, the next automatic update will not be executed.

## Updating the Firmware Downloaded from the Distribution Server Europe

If the machine can be connected to the Internet, you can download the latest version of the firmware of the machine from Canon's distribution server. Both automatic and manual update options are available, and you can download the latest version at a specified time or as soon as it becomes available, which provides you with more flexibility and convenience than other update methods.

🔗 **Updating the Firmware Downloaded from the Distribution Server Automatically (P. 945)**

🔗 **Updating the Firmware Downloaded from the Distribution Server Manually (P. 947)**

### Updating the Firmware Downloaded from the Distribution Server Automatically

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings.

\* Depending on the country or region, this function may not be available.  
Administrator privileges are required.

1 Log in to Remote UI as an administrator. 🔗 **Starting Remote UI (P. 899)**

2 On the Portal page of Remote UI, click [Settings/Registration]. 🔗 **Remote UI Portal Page (P. 903)**

3 Click [License/Other] ► [Register/Update Software].

4 Perform a communication test.

Test whether the machine can access the distribution server via the network.

1. Click [Display Logs/Communication Test].
2. Click [Communication Test] ► [Yes].

→ The communication test result is displayed.

If [Could not connect to distribution server. Check the distribution server and network.] appears, check whether the LAN cable is connected and the network settings are configured correctly. [▶](#)

### Configuring the Default Settings (Setup Guide) (P. 91)

5 Click [Distributed Update] ▶ [Confirm New Firmware].

6 You can configure the settings, as needed.

The screenshot shows a web-based configuration interface for firmware updates. A red rectangular box highlights the central configuration area. This area includes:

- Firmware:**
  - Current Version: 72600001, 7260
  - Applicable Firmware: 82500001, 7260
  - Release Note: DULA
- Additional Languages:**
  - Language Name: [Text input field]
- Distribution Settings:**
  - Distribution Schedule:**
    - ☒ Distribute now
    - ☐ Distribute at specified date and time
      - Year: [2023]
      - Month: [1]
      - Date: [1]
      - Time: [2] : [34] : [52]
  - Timing to Apply:**
    - ☐ Apply immediately after distribution
    - ☒ Apply manually
    - ☐ Apply at specified date and time
      - Year: [2023]
      - Month: [1]
      - Date: [1]
      - Time: [2] : [34] : [52]
- Updated Module Only:**
  - ☒ On
  - ☐ Off
- E-Mail Address:** [Text input field]
- Comments:** [Text input field]

At the bottom, there is a small note: "If you consent that your email address is transferred to Canon Inc. in Japan to receive notices, please register."

[Current Version] and [Applicable Firmware]

You can check the current firmware version and the new firmware version individually.

[Release Note]

Shows important information. Be sure to read and understand the details.

[Distribution Schedule]

To download the firmware immediately, select [Distribute now]. To download the firmware at a specified date and time, select [Distribute at specified date and time] and set the date and time for [Year], [Month], [Date], and [Time]. You can schedule within one week in advance.

[Timing to Apply]

To automatically apply the firmware immediately after downloading is complete, select [Apply immediately after distribution]. To automatically apply the firmware at a specified date and time, select [Apply at specified date and time] and specify the date and time in [Year], [Month], [Date], and [Time]. You can also select [Apply manually] to manually apply the firmware.

[Updated Module Only]

When you select [On], differential update (download only the difference between the current firmware version and the new firmware version) will be performed. To download the entire firmware, select [Off]. Some firmware versions are not support for differential update. Please be aware of this.

[E-Mail Address]

Enter an e-mail address. The distribution server will send the update status information to the e-mail address entered here.

[Comments]

Enter the explanation or note to be added to an e-mail. When multiple machines are managed, enter the device name so that the update receipt status can be identified easily.

7

Click [Execute] ► [OK].

- If the license agreement screen appears, check the content and then click [I Agree].
- If you have selected [Apply immediately after distribution] or [Apply at specified date and time] in Step 6, the machine restarts automatically immediately after the firmware has been applied. If you have selected [Apply manually], you need to apply the downloaded firmware manually. [▶ Updating the Firmware Downloaded from the Distribution Server Manually \(P. 947\)](#)

#### IMPORTANT

- If you change the distribution update settings again, the downloaded firmware may be deleted or the schedule settings may be aborted.

#### NOTE

Canceling a Distribution Schedule

- On the screen displayed in Step 5, click [Delete Scheduled Distribution] ► [Yes].

Checking for a New Firmware Automatically (Scheduled Update)

- In Step 5, you can click [Scheduled Update Settings] ► [Edit] to configure the settings to access the distribution server for a new firmware version regularly. When a new firmware version is available, it will be downloaded automatically and the firmware on the machine will be updated.

## Updating the Firmware Downloaded from the Distribution Server Manually

#### Required Preparations

- Download the latest firmware from the distribution server to the computer performing the update. [▶ Updating the Firmware Downloaded from the Distribution Server Automatically \(P. 945\)](#)

This section describes how to configure the settings using Remote UI from a computer. On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Management Settings] to configure the settings.

Administrator privileges are required.

1

Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

2

On the Portal page of Remote UI, click [Settings/Registration]. [▶ Remote UI Portal Page \(P. 903\)](#)

3

Click [License/Other] ► [Register/Update Software].

4

Click [Distributed Update] ► [Apply Firmware] ► [OK].

As soon as the firmware has been applied, the machine restarts automatically.

# Installing the System Options

When the machine is connected to the network, the machine can communicate with the distribution server to install the system options.

If the machine cannot connect to the network or cannot communicate with the distribution server for some reason, you can install the system options offline.

➤ **Installing by Communicating with the Distribution Server (P. 948)**

➤ **Installing Offline (P. 949)**

## IMPORTANT

- If a printer function expansion kit is installed, you need to restart the machine using the power switch and initialize the printer settings.

➤ **Restarting the Machine (P. 157)**

➤ **[Initialize] (P. 1196)**

## NOTE

- When you install a MEAP application, use a different installation procedure than that for the system options. ➤ **Installing MEAP Applications (P. 952)**

## Installing by Communicating with the Distribution Server

This section describes how to install the system options using Remote UI from a computer.

On the control panel, select the [ Settings/Register] in the [Home] screen or other screen, and then select

[Management Settings] to install the system options. ➤ **[Register/Update Software] (P. 1173)**

Administrator privileges are required. The machine must be restarted to apply the installed content.

### Required Preparations

- Prepare the "license access number" shown on the license access number certificate.

**1** Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**

**2** On the Portal page of Remote UI, click [Settings/Registration]. ➤ **Remote UI Portal Page (P. 903)**

**3** Perform a communication test.

Check whether the machine can communicate with the distribution server.

1. Click [License/Other] ▶ [Register/Update Software] ▶ [Display Logs/Communication Test].

→ The [Display Logs/Communication Test] screen is displayed.

2. Click [Communication Test] ▶ [Yes].

→ The communication test result is displayed.

**If an Error Message Appears**

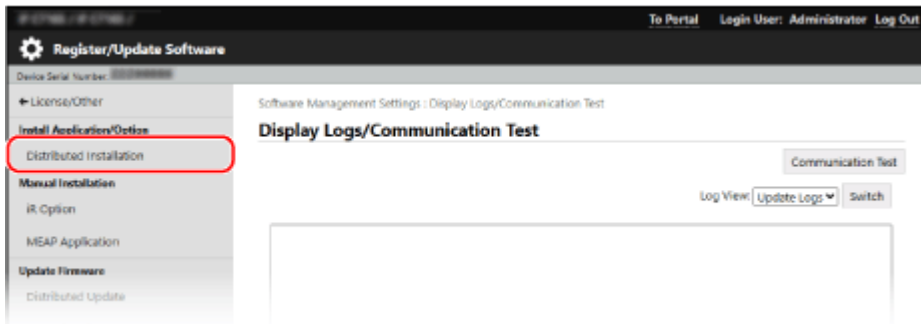
Take action following the instructions in the message.

\* If the machine cannot connect to the network or cannot communicate with the distribution server for some reason, install the system options offline. [▶Installing Offline \(P. 949\)](#)

3. Press [Back].

→ The [Display Logs/Communication Test] screen is displayed again.

4 Click [Distributed Installation].



→ The [Distributed Installation] screen is displayed.

5 For [License Access Number], enter the license access number.

6 Check the entered number, and click [Next].

7 Select the checkbox of the option you want to install.

8 Click [Start Installation].

→ When installation is complete, the installation result is displayed.

If the license agreement screen appears, check the content and then click [I Accept].

9 Click [Enabled after Restart] to restart the machine. [▶Restarting the Machine \(P. 157\)](#)

→ The machine restarts, and the installed content is applied.

## Installing Offline

Obtain the "license key" on a computer connected to the network, and enter the license key on the control panel to install the system options.

Administrator privileges are required when you enter the license key and install the system options using the control panel. The machine must be restarted to apply the installed content.

### Required Preparations

- Prepare the "license access number" shown on the license access number certificate.
- Prepare the serial number of the machine.



The serial number is displayed on the bottom left of the screen when you press the [Counter/Device Information] key.

\* You can also check the serial number on the Portal page of Remote UI. [▶ Remote UI Portal Page \(P. 903\)](#)

- 1 Obtain a license key on a computer.
  - From a web browser on a computer, access the URL below, and enter the license access number and serial number following the instructions on the screen.  
**<http://www.canon.com/lms/license/>**
  - Have the obtained license key at hand.
- 2 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 3 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 4 Press [Management Settings] ▶ [License/Other] ▶ [Register License].  
→ The [Register License] screen is displayed.
- 5 Enter the obtained license key.
- 6 Press [Start] ▶ [OK].
- 7 Press [ Settings/Register] ▶ [Yes].  
→ The machine restarts, and the installed content is applied.

# Enhancing the Functions (MEAP)

EK89-0R1



The Multifunctional Embedded Application Platform (MEAP) is a system that enhances and optimizes various functions by installing dedicated MEAP applications on the machine. For example, MEAP enables a user management function using IC cards, or integration with output management software.

You can install and manage MEAP applications using the Service Management Service (SMS). Use the SMS by logging in to Remote UI on a web browser on a computer.

- 🔗 [Installing MEAP Applications \(P. 952\)](#)
- 🔗 [Managing the MEAP Applications and License Files \(P. 954\)](#)
- 🔗 [SMS Screen \(P. 959\)](#)

\* Regardless of the TLS settings for the Meap functions, the SMS always uses TLS encrypted communication. When using the SMS, you need to configure the settings for the key and certificate to be used for TLS encrypted communication in advance. 🔗 [Checking the Firmware Version \(P. 942\)](#)

With the SMS, you can also change the authentication application (login service) of the machine from User Authentication to DepartmentID Authentication.

- 🔗 [Changing the Login Service for User Authentication \(P. 962\)](#)

## IMPORTANT

- Do not use the [ ← ] (back button) of the web browser while using the SMS. It may not operate properly.
- After using the SMS, make sure to log out from Remote UI and close the web browser. If you close the web browser without logging out from Remote UI, the SMS will not be available for a while.

## NOTE

- Only one user can use the SMS at one time. Multiple users cannot use it at the same time.

# Installing MEAP Applications

EK89-0R2

Obtain the license file required to install a MEAP application, and then use the SMS to install the application.

\* If the license access number is not provided in the MEAP application package, you do not need to obtain the license file. The license file will be provided from the application provider. For more information, refer to the manual of each application.

## ➤ Step 1: Obtaining the License File (P. 952)

## ➤ Step 2: Installing the MEAP Application (P. 953)

### NOTE

- A maximum of 19 MEAP applications can be installed on the machine. A maximum of 1.3 GB storage space can be used by MEAP applications.  
You can check the number of applications installed and the storage space being used in the SMS. ➤ **SMS Screen (P. 959)**
- Depending on the MEAP application, specific conditions are required when installing the application. For more information, refer to the manual of the application to be used.

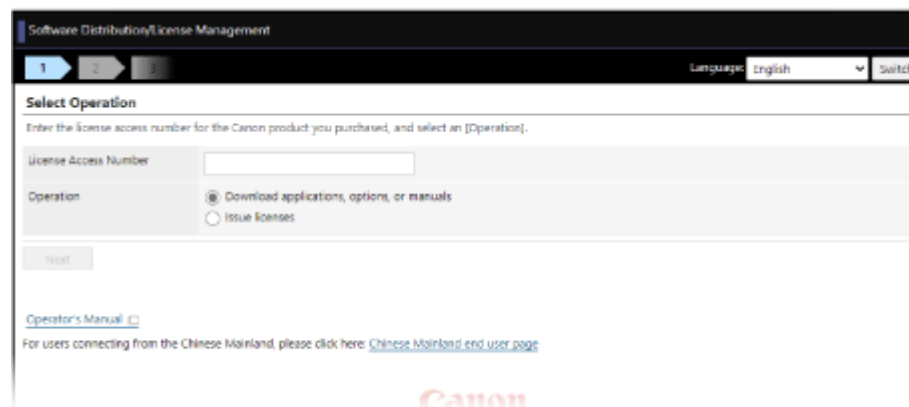
## Step 1: Obtaining the License File

### Required Preparations

- Have the license access number provided in the MEAP application package at hand.
  - Prepare the serial number of the machine.  
When you press the [Counter/Device Information] key on the control panel, the serial number is displayed at the bottom left of the screen.  
\* You can also check the serial number on the Portal page of Remote UI and on the SMS screen.
- **Remote UI Portal Page (P. 903)**  
➤ **SMS Screen (P. 959)**

From a web browser on a computer, access the URL below, and obtain the license file following the instructions on the screen.

<http://www.canon.com/lms/license/>



When you have obtained the license file, install the MEAP application.

## Step 2: Installing the MEAP Application

Install the MEAP application using the SMS from a computer. You cannot use the control panel to install the application.  
Administrator privileges are required.

- 1 Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**
- 2 On the Portal page of Remote UI, click [Service Management Service]. ➤ **Remote UI Portal Page (P. 903)**
- 3 Click [Install MEAP Application].  
→ The [Install MEAP Application/License] screen is displayed.
- 4 Click [Choose File] and specify the files to be installed.  
Specify both the application file and license file.
  - The file with the extension ".jar" is the application file.
  - The file with the extension ".lic" is the license file.
- 5 Set [Operation to Perform:].  
Select whether to start the MEAP application automatically after the installation is completed.  
\* When you select [Only Install], you will need to start the application manually after the installation is completed. you will need to start the application manually after the installation is completed. ➤ **Managing the MEAP Applications (P. 954)**
- 6 Click [Install] ► [Yes].
- 7 If the license agreement screen appears, check the content and then click [I Accept].  
→ The installation starts.  
When the installation is completed, the installed application is added to the list of the MEAP applications on the [MEAP Application Management] screen. ➤ **[MEAP Application Management] Screen (P. 960)**
- 8 Log out from Remote UI.

### NOTE

- Depending on the MEAP application, you can download the manual and related software from the URL below.  
**<http://canon.com/fau/downloads>**
- To update the version of the MEAP application, stop using the application in the SMS temporarily, and then use the same procedure as the installation. ➤ **Managing the MEAP Applications (P. 954)**
- If an error message appears on the SMS screen while installing the MEAP application, follow the instructions on the error message to solve the problem.

# Managing the MEAP Applications and License Files

EK89-OR3

Use the SMS to manage the MEAP applications installed on the machine. You can also choose to manage only the license files, with operations such as adding or deleting license files.

➤ **Managing the MEAP Applications (P. 954)**

➤ **Managing the License Files (P. 956)**

## Managing the MEAP Applications

You can start and stop using the MEAP applications, and uninstall the applications. You can also set the authentication information of the applications.

Use the SMS from a computer to manage the MEAP applications. You cannot use the control panel to manage the MEAP applications.

Administrator privileges are required. Depending on the details of the management operation, you may need to restart the machine.

### Required Preparations

- When uninstalling a MEAP application, delete the license file. ➤ **Managing the License Files (P. 956)**

**1** Log in to Remote UI as an administrator. ➤ **Starting Remote UI (P. 899)**

**2** On the Portal page of Remote UI, click [Service Management Service]. ➤ **Remote UI Portal Page (P. 903)**

→ The [MEAP Application Management] screen is displayed.

**3** Manage the MEAP applications.

On the [MEAP Application Management] screen, you can check the details of MEAP applications and the amount of storage used. ➤ **[MEAP Application Management] Screen (P. 960)**

When Starting or Stopping the Use of a MEAP Application

1. Click [Started] or [Stopped] for the MEAP application you want to start or stop its usage.

MEAP Application Management

**MEAP Application Management** Updated On: 11/11 2015 9:27:23 ↻

| Application Name                    | Updated            | Status  |      | License     |
|-------------------------------------|--------------------|---------|------|-------------|
| <a href="#">ConfigSample</a>        | 11/11 2015 9:27:20 | Started | Stop | Unnecessary |
| <a href="#">BasicApplet-Service</a> | 11/11 2015 9:27:07 | Started | Stop | Unnecessary |
| <a href="#">AuthenticationTest</a>  | 11/11 2015 9:26:52 | Started | Stop | Unnecessary |
| <a href="#">Bundle</a>              | 11/11 2015 9:26:31 | Started | Stop | Installed   |

→ The MEAP application is started or stopped.

2. Restart the machine, as needed. ➤ **Restarting the Machine (P. 157)**  
If a message that prompts you to restart the machine appears at the top of the [MEAP Application Management] screen, restart the machine.

#### When Uninstalling MEAP Applications

1. Click [Uninstall] for the MEAP applications you want to uninstall.

MEAP Application Management

**MEAP Application Management** Updated On: 11/11 2015 9:27:23 ↻

| Application Name                    | Updated            | Status  |      | License     |
|-------------------------------------|--------------------|---------|------|-------------|
| <a href="#">ConfigSample</a>        | 11/11 2015 9:27:20 | Started | Stop | Unnecessary |
| <a href="#">BasicApplet-Service</a> | 11/11 2015 9:27:07 | Started | Stop | Unnecessary |
| <a href="#">AuthenticationTest</a>  | 11/11 2015 9:26:52 | Started | Stop | Unnecessary |
| <a href="#">Bundle</a>              | 11/11 2015 9:26:31 | Started | Stop | Installed   |

2. Click [Yes].

→ The MEAP application is uninstalled.

If [Click [OK] to uninstall this application. Export Package of this application will be unavailable.] Appears

The MEAP application you want to uninstall is linked with other applications. If you uninstall this applications, other applications may become unusable.

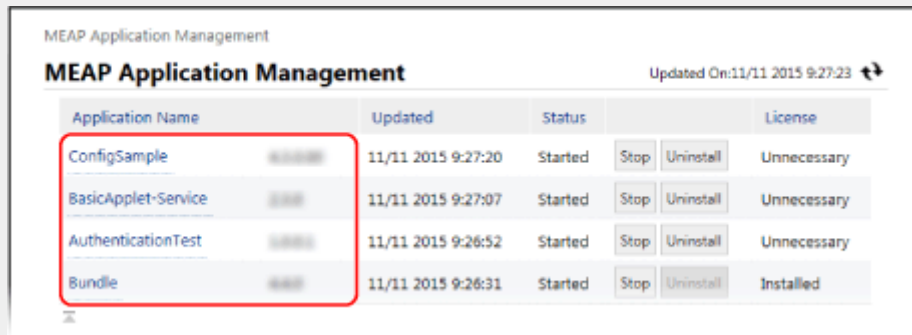
To uninstall the applications, click [OK].

3. Restart the machine, as needed. ➤ **Restarting the Machine (P. 157)**  
If a message that prompts you to restart the machine appears at the top of the [MEAP Application Management] screen, restart the machine.

#### When Setting the Authentication Information for MEAP Applications

Depending on the MEAP application, the authentication information may need to be set.

1. Click the application name for which you want to set authentication information.

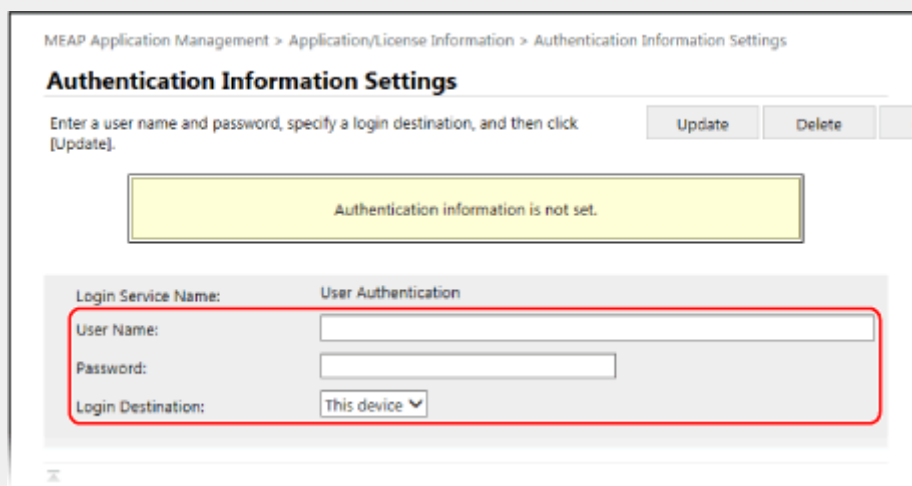


→ The [Application/License Information] screen is displayed.

2. Click [Authentication Information Settings].

→ The [Authentication Information Settings] screen is displayed.

3. Enter the user name and password, and select the login destination.



Click [Delete] ► [Yes] to cancel the authentication information.

4. Click [Update].

→ The message [Authentication information has been set. Department ID: <ID>] is displayed and the settings are applied.

## 4 Log out from Remote UI.

### NOTE

- If an error message appears during the operation, follow the instructions on the error message to solve the problem.
- If you change the authentication application (login service), you may be requested to re-enter the authentication information. In this case, check the authentication information on the [Authentication Information Settings] screen.

## Managing the License Files

If the license file obtained when the application was installed has expired, or the usage has exceeded the maximum numbers of times print and scan jobs are allowed, you can add a license file so that you can continue to use the MEAP application.

When uninstalling a MEAP application, you need to delete the license file in advance.

Use the SMS from a computer to manage the license files. You cannot use the control panel to manage the license files.

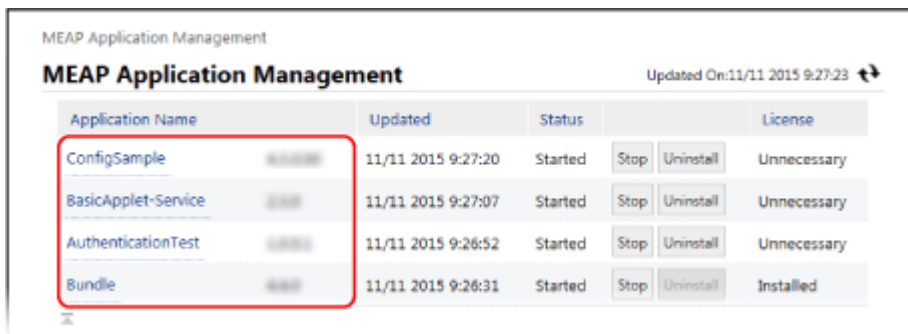
Administrator privileges are required.

1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)

2 On the Portal page of Remote UI, click [Service Management Service]. [▶ Remote UI Portal Page \(P. 903\)](#)

→ The [MEAP Application Management] screen is displayed.

3 Click the application name for which you want to add or delete the license file.



MEAP Application Management

Updated On: 11/11 2015 9:27:23 ↻

| Application Name    | Updated            | Status  |      |           | License     |
|---------------------|--------------------|---------|------|-----------|-------------|
| ConfigSample        | 11/11 2015 9:27:20 | Started | Stop | Uninstall | Unnecessary |
| BasicApplet-Service | 11/11 2015 9:27:07 | Started | Stop | Uninstall | Unnecessary |
| AuthenticationTest  | 11/11 2015 9:26:52 | Started | Stop | Uninstall | Unnecessary |
| Bundle              | 11/11 2015 9:26:31 | Started | Stop | Uninstall | Installed   |

→ The [Application/License Information] screen is displayed.

4 In [License Information], click [Install License].

→ The [License Management] screen is displayed.

5 Add or delete a license file.

#### When Adding a License File

1. Click [Choose File] under [Install License], specify the file to add, and click [Open].

2. Click [Install] ▶ [Yes].

→ The license file is added.

3. Restart the MEAP application, as needed.

If the license status does not change after you add the license file, stop the MEAP application and then start it again. [▶ Managing the MEAP Applications \(P. 954\)](#)

#### When Deleting a License File

1. In [Disable License File], click [Disable], then click [Yes].

→ The license file is disabled.

2. In [Download/Delete Disabled License File], click [Download] and store the license file on a computer.

When the license file is stored on a computer, you can reinstall it later, as needed, even after the license file on the machine is deleted.



\* Once the license file on the machine is deleted, it cannot be downloaded again from the machine.

3. In [Download/Delete Disabled License File], click [Delete], then click [Yes].

→ The license file is deleted.

## 6 Log out from Remote UI.

### NOTE

#### Checking the Validity Period of a License File

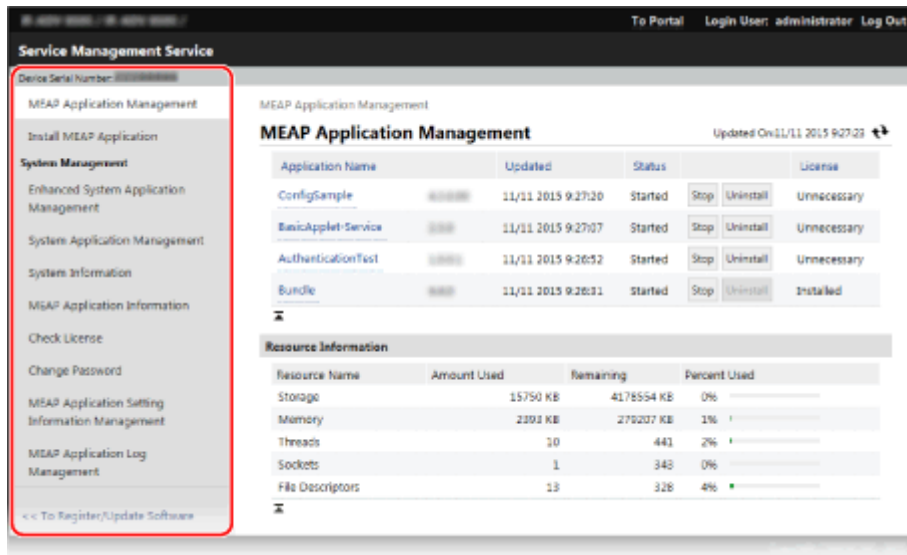
- You can check the period of validity in [License Information] on the [Application/License Information] screen.
- When there is a MEAP application with a license file that will expire soon, you can also press [Check License] on the [Home] screen to check the period of validity.

# SMS Screen

EK89-0R4

The SMS screen is displayed when you log in to Remote UI as an administrator with Administrator privileges, and click [Service Management Service].

On this screen, you can install and manage the MEAP applications, as well as manage the MEAP system.



[Device Serial Number: <Serial Number>]

The serial number of the machine is displayed.

[MEAP Application Management]

Allows you to manage the installed MEAP applications. [\[MEAP Application Management\] Screen \(P. 960\)](#)

[Install MEAP Application]

Allows you to install a MEAP application or upgrade the version of a MEAP application. [Step 2: Installing the MEAP Application \(P. 953\)](#)

[System Management]

When each item is clicked, an information or management screen related to the MEAP system is displayed.

[Enhanced System Application Management]

Allows you to install and uninstall, and manage the system applications that can be enhanced.

[System Application Management]

Allows you to start and stop using the installed system applications.

[System Information]

Allows you to check the versions and operation status of the system applications.

[MEAP Application Information]

Allows you to check lists of the currently installed applications (excluding system applications) and uninstalled applications.

[Check License]

Allows you to check the details of the license file before the installation.

[Change Password]

Allows you to change the password for logging in to the SMS.

- Normally, you do not need to change the password.  
This item is to be set when DepartmentID Authentication is primarily used for the login service.
- To change the password, enter a password using 8 to 32 single-byte alphanumeric characters.

## [MEAP Application Setting Information Management]

Allows you to check or delete the MEAP application setting information.

## [MEAP Application Log Management]

Allows you to download or delete the MEAP application usage logs.

[<< To Register/Update Software]

Allows you to install the system options. [▶Installing the System Options \(P. 948\)](#)

## [MEAP Application Management] Screen

MEAP Application Management

Updated On: 11/11 2015 9:27:23

| Application Name                    | Updated            | Status  | License     |
|-------------------------------------|--------------------|---------|-------------|
| <a href="#">ConfigSample</a>        | 11/11 2015 9:27:20 | Started | Unnecessary |
| <a href="#">BasicApplet-Service</a> | 11/11 2015 9:27:07 | Started | Unnecessary |
| <a href="#">AuthenticationTest</a>  | 11/11 2015 9:26:52 | Started | Unnecessary |
| <a href="#">Bundle</a>              | 11/11 2015 9:26:31 | Started | Installed   |

**Resource Information**

| Resource Name    | Amount Used | Remaining  | Percent Used |
|------------------|-------------|------------|--------------|
| Storage          | 15750 KB    | 4178554 KB | 0%           |
| Memory           | 2393 KB     | 279207 KB  | 1%           |
| Threads          | 10          | 441        | 2%           |
| Sockets          | 1           | 343        | 0%           |
| File Descriptors | 13          | 328        | 4%           |

## MEAP Application List

Displays a list of installed MEAP applications, along with the status of each application and license.

You can start and stop using the applications, and you can uninstall the applications. [▶Managing the MEAP Applications \(P. 954\)](#)

## [Application Name]

Displays the names of the MEAP applications.

You can click on each application name to check the details of the application and manage the license file. [▶](#)

**Managing the License Files (P. 956)**

## [Status]

Displays the MEAP application status.

- [Installed]: Installed but not ready to be used.\*<sup>1</sup>
- [Started]: Available for use.
- [Stopped]: Not available for use.
- [Starting]: In transition to the state available for use.
- [Stopping]: In transition to the state not available for use.

\*<sup>1</sup> When the use of the MEAP application is stopped and the machine is restarted, the status is also [Installed].

## [License]

Displays the license status.

Depending on the MEAP application, the license file has an expiration date set and the maximum numbers of times (counters) print and scan jobs are allowed are specified.

- [Installed]: The valid license file is installed.
- [Not Installed]: The license file is not installed or valid.
- [Over Limit]: Some counters have exceeded the upper limits.\*<sup>1</sup>

- [Invalid]: The license file has expired, or all counters have exceeded the upper limits.\*<sup>1</sup>
- [Unnecessary]: Available for use without a license file.

\*<sup>1</sup> You can add a license file to extend the validity period and increase the maximum limits for the counters. [▶ Managing the License Files \(P. 956\)](#)

### [Resource Information]

You can check the details of the storage and other resources used collectively by all MEAP applications\*<sup>1</sup>, such as the amount used, the amount remaining, and the percent used.

\*<sup>1</sup> The total amounts used by all installed MEAP applications and system applications are displayed.

# Changing the Login Service for User Authentication

EK89-OR5

An application used for user authentication is called a "login service." The machine uses User Authentication for the login service, but it can be changed to DepartmentID Authentication.

Change the login service using the SMS from a computer. You cannot use the control panel to change the login service.

Administrator privileges are required. The machine must be restarted to apply the changes.

- 1 Log in to Remote UI as an administrator. [▶ Starting Remote UI \(P. 899\)](#)
- 2 On the Portal page of Remote UI, click [Service Management Service]. [▶ Remote UI Portal Page \(P. 903\)](#)
- 3 Click [System Application Management].  
→ The [System Application Management] screen is displayed.
- 4 In [SMS Installer Service (Password Authentication)], click [Started].  
→ The status becomes [Started].
- 5 Click [Enhanced System Application Management].  
→ The [Enhanced System Application Management] screen is displayed.
- 6 In [DepartmentID Authentication] of [Login Service], click [Switch].  
→ The status becomes [Start after Restart].
- 7 Restart the machine. [▶ Restarting the Machine \(P. 157\)](#)  
→ The login service is changed.

## NOTE

Returning the Login Service to User Authentication

- In [Login Service] of the [Enhanced System Application Management] screen, click [Switch] in [User Authentication], and restart the machine.  
If SMS Installer Service (Password Authentication) is not used, display the [System Application Management] screen after restarting the machine, and click [Stopped] for [SMS Installer Service (Password Authentication)].

# Settings and Operation When Using DepartmentID Authentication

EK89-OR6

This section describes the settings of the machine and how to log in to the machine when using DepartmentID Authentication for the login service.

- ▶ **Department ID Management Settings (P. 963)**
- ▶ **Logging In to the Machine (P. 964)**
- ▶ **Using the SMS (P. 964)**

## Department ID Management Settings

Department ID Management is a function for managing users and groups by allocating a Department ID to each user or group.

- ▶ **What You Can Do with Department ID Management (P. 739)**
- ▶ **Department ID (P. 739)**

When you use DepartmentID Authentication for Department ID Management, follow the procedure below to configure the settings.

### Step 1

Set up Department ID Management.

- ▶ **Changing the Department ID and PIN for the Administrator (P. 741)**
- ▶ **Registering a Department ID (P. 743)**



### Step 2

Start Department ID Management.

- ▶ **Enabling Department ID Management (P. 748)**



### Step 3

When operations from users with an unknown Department ID are restricted, set the Department ID and PIN on each computer using the machine.

- ▶ **Configuring User Management Information on a Computer (P. 752)**



### Step 4

Perform Department ID Management.

- ▶ **Confirming Usage by Department ID (P. 750)**

#### NOTE

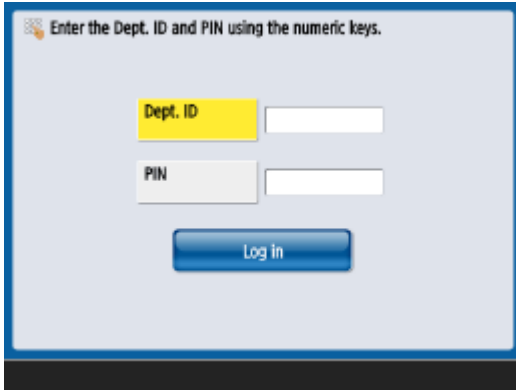
When Returning the Login Service to User Authentication and Using Department ID Management

- Disable Department ID Management for DepartmentID Authentication, and return the login service to User Authentication. Next, set the Department ID for the users, and then enable Department ID Management for User Authentication.
  - ▶ **Assigning a Department ID to a User (P. 744)**
  - ▶ **Enabling Department ID Management (P. 748)**

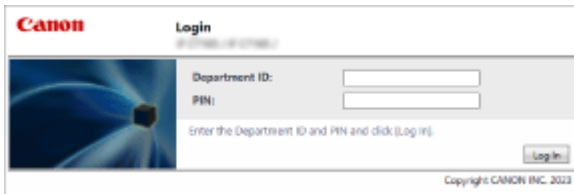
## Logging In to the Machine

When Department ID Management is enabled, you need to enter the Department ID and PIN to log in when using the control panel or Remote UI.

### Login Screen on the Control Panel



### Login Screen on Remote UI



\* When the System Manager ID is not set, all login users become users with administrator privileges.

#### NOTE

When the Department ID Management Is Not Used

- General users do not need to log in when using the control panel.  
Only when performing operations that require the administrator privileges, press [Log In] from [  Settings/ Register] in the [Home] screen or other screen, and enter the System Manager ID and PIN to log in.
- When general users use Remote UI, click [Log In (General User)] to continue to operate.  
When logging in as administrators, enter the System Manager ID and PIN, and click [Log In (Administrator)] to log in.

## Using the SMS

When using the SMS, log in to Remote UI using the System Manager ID, then click [Service Management Service], and enter the password for the SMS to log in to the SMS.

To ensure security on the machine, you cannot log in to the SMS using the default password. You need to enable temporary login to the SMS using the default password, and then change the password.

- **Enabling the Use of the Default Password (P. 964)**
- **Logging In to the SMS to Change the Password (P. 965)**

### Enabling the Use of the Default Password

Configure the settings to enable temporary use of the default password.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [ Settings/Register] in the [Home] screen or other screen, and then select [Security Settings] to configure the settings. [▶\[Allow Use of Default Password for Remote Access\] \(P. 1185\)](#)  
Administrator privileges are required. The machine must be restarted to apply the settings.

- 1 Log in to Remote UI using the System Manager ID. [▶Logging In to the Machine \(P. 964\)](#)
- 2 On the Portal page of Remote UI, click [Settings/Registration]. [▶Remote UI Portal Page \(P. 903\)](#)
- 3 Click [Security Settings] ▶ [Authentication/Password Settings].  
→ The [Authentication/Password Settings] screen is displayed.
- 4 In [Password Settings], click [Edit].  
→ The [Password Settings] screen is displayed.
- 5 In [Password Operation Settings], select the [Allow Use of Default Password for Remote Access] checkbox.
- 6 Click [OK].
- 7 Restart the machine. [▶Restarting the Machine \(P. 157\)](#)  
→ The settings are applied.

## Logging In to the SMS to Change the Password

Perform these operations using Remote UI from a computer. You cannot use the control panel to perform these operations.  
Administrator privileges are required. After changing the password, restore the original setting to prohibit login using the default password. The machine must be restarted to apply the settings.

- 1 Log in to Remote UI using the System Manager ID. [▶Logging In to the Machine \(P. 964\)](#)
- 2 On the Portal page of Remote UI, click [Service Management Service]. [▶Remote UI Portal Page \(P. 903\)](#)  
→ The SMS login screen is displayed.
- 3 Enter the default password "MeapSmsLogin," and click [Login].  
→ The screen for changing the password is displayed.
- 4 Follow the instructions on the screen to change the password.  
You can also change the login password for the SMS in [Change Password] under [System Management] of the SMS.



5

When you have changed the password, click [To Portal].

→ The Portal page of Remote UI is displayed again after logging out from the SMS.

6

Restore the original setting to prohibit login using the default password. [▶ Enabling the Use of the Default Password \(P. 964\)](#)

Clear the [Allow Use of Default Password for Remote Access] checkbox to restore the original security level.

7

Restart the machine. [▶ Restarting the Machine \(P. 157\)](#)

→ The settings are applied.

**IMPORTANT**

- Do not forget the new password. If you forget the new password, contact your dealer or service representative.

# Initializing the Settings and Data

EK89-0R7

You can initialize the settings and registered data to reset the machine to the factory settings. You can initialize specified settings and data only or initialize all settings and data.

## Initializing Specific Settings and Data

You can individually initialize the administrator password, default settings of various functions, the machine storage space settings and data, and other information.

➤ **Initializing Specific Settings and Data (P. 967)**

## Initializing All Settings and Data

You can reset all settings to the factory settings, and clear all stored data including logs. Initialization is performed to prevent access to confidential information and unauthorized use such as when replacing or disposing of the machine.

➤ **Initializing All Settings and Data (P. 967)**

## Initializing Specific Settings and Data

You can initialize the following items individually:

### Administrator Password

Initialize the "Administrator" password. ➤ **Administrator Privileges and Password (P. 31)**

### Default Setting of Each Function

You can reset the default settings of the following functions when they are called up using the control panel to the factory default settings.

- Scan and Send ➤ **[Change Default Settings] (P. 1085)**
- Scan and Store ➤ **[Change Default Settings] (P. 1131)**
- Fax ➤ **[Change Default Settings] (P. 1105)**
- Copy ➤ **[Change Default Settings] (P. 1074)**
- Access Stored Files (print settings) ➤ **[Change Default Settings] (P. 1132)**

### Printer Function Settings

- Initialize the printer function settings. ➤ **[Initialize] (P. 1196)**
- Delete downloaded fonts and delete print data in which errors occurred during processing. ➤ **[Utility] (P. 1228)**

### Machine Storage Space Settings and Data

- Initialize the Confidential Fax Inbox settings. ➤ **[Set/Register Confidential Fax Inboxes] (P. 1123)**

### Default Settings of the LDAP Server Search Conditions

Reset the default settings of the LDAP server search conditions to the factory default settings. ➤ **[Change Default LDAP Search Conditions] (P. 1144)**

## Initializing All Settings and Data

You can delete all data left in the storage.

Use the control panel to initialize all settings and data. You cannot initialize these using Remote UI from a computer.

Administrator privileges are required. When these are initialized, the machine restarts automatically.

#### Required Preparations

- Check that there is no data being processed or waiting to be processed.
- Back up the following settings and data, as needed.
  - Address Book and settings ➤ **Importing and Exporting the Address Book and Settings (P. 926)**
  - User information registered on the machine ➤ **Exporting User Information (P. 699)**
  - MEAP application license files ➤ **Managing the License Files (P. 956)**
    - \* For details on how to back up license files, see the procedure for deleting them.
  - Data saved in the MEAP applications
    - \* For details on how to back up saved data, see the manual of each MEAP application.

#### IMPORTANT

- Any data being processed or waiting to be processed is deleted when the initialization is performed.
- The initialization may take more than 30 minutes.
  - You cannot operate the machine while the initialization is in progress.
  - Do not turn OFF the machine until the initialization is complete. Otherwise, the memory on the machine may fail.
- If the Optional Data Storage Kit is installed, initialization may take two hours or longer. When turning the main power of the machine OFF, press [Print] on the [Home] screen, and confirm that the message "This function is currently unavailable. The device is preparing the optional storage... Wat a moment, then try again." is not displayed.

**1** Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**

**2** On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

**3** Press [Management Settings] ▶ [Data Management] ▶ [Initialize All Data/Settings].

→ A screen for confirming the initialization is displayed.

If the screen to enter the password of the information security personnel appears, enter the password and press [OK]. ➤ **Protecting the Security Policy Settings with a Password (P. 862)**

**4** Press [Yes].

→ All settings and data are initialized.

When the initialization is complete, the machine restarts automatically and "all data and settings initialization report" is printed.

#### NOTE

- When all the settings and data are initialized, the job log information will be deleted, but the print result of the "all data and settings initialization report" will remain in the log. ➤ **Viewing the Print Job Status and Log (P. 400)**

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|                                                                       |             |
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| [Sub Line Settings] .....                                             | 1239        |
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| [Common Settings] .....                                               | 1251        |
| [E-Mail/I-Fax Settings] .....                                         | 1252        |
| [Fax Settings] .....                                                  | 1253        |
| [Receive/Forward] .....                                               | 1255        |
| [Common Settings] .....                                               | 1256        |
| [Fax Settings] .....                                                  | 1257        |
| [Store/Access Files] .....                                            | 1258        |
| [Common Settings] .....                                               | 1259        |
| [Print] .....                                                         | 1260        |
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| [Management Settings] .....                                           | 1262        |
| [User Management] .....                                               | 1263        |
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| [Device Management] .....                                             | 1265        |
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## [Settings/Registration] Menu List

|                         |      |
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# [Settings/Registration] Menu List

This section describes each item in the [Settings/Registration] menu, which is displayed when you press [ Settings/Register] on the control panel.

Administrator privileges are required to display or change some settings. [▶ Privileges Required for \[Settings/Registration\] Menu Settings \(P. 974\)](#)

To apply the settings, you may be required to follow the instructions on the screen and perform operations such as pressing [Apply Set. Chng.] and restarting the machine.

[▶ \[Preferences\] \(P. 975\)](#)

[▶ \[Adjustment/Maintenance\] \(P. 1043\)](#)

[▶ \[Function Settings\] \(P. 1053\)](#)

[▶ \[Set Destination\] \(P. 1141\)](#)

[▶ \[Management Settings\] \(P. 1150\)](#)

## NOTE

### Configuring Settings with Remote UI

- You can also configure the [Settings/Registration] menu items by using Remote UI from a computer. In Remote UI, click [Settings/Registration] on the Portal page to configure the settings. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)
- The items that can be set in [Settings/Registration] in Remote UI are nearly the same as those in the [Settings/Registration] menu on the control panel, but some items can be set only on the control panel or in Remote UI. In addition, some of the item names may differ in Remote UI.
- The symbols shown below indicate whether each item can be set using Remote UI.

#### Items that can be set

Remote UI

#### Items that cannot be set

Remote UI

### Items Not Included in the [Settings/Registration] Menu

- The volume adjustment items are displayed when you press [Volume Settings] on the [Home] screen. [▶ Adjusting the Volume \(P. 335\)](#)
- The brightness adjustment settings are displayed when you press [Adjust Brightness] on the [Home] screen. [▶ Screens Displayed on the Control Panel \(P. 162\)](#)

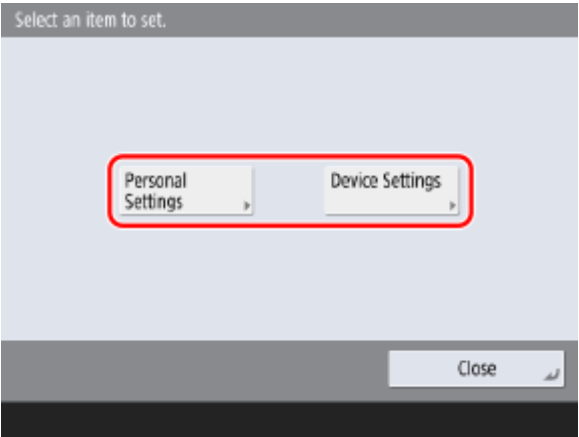


# Privileges Required for [Settings/Registration] Menu Settings

Depending on the [Settings/Registration] menu item, administrator privileges may be required to display or change the settings. Users with GeneralUser privileges can change only a limited number of items, such as their own settings and the paper settings. Changes to settings that can be personalized are applied to the login user's own settings.

## When Logging In as a User with Administrator Privileges

All items can be changed.  
When you press [ Settings/Register], the following screen is displayed. You can select which settings to change.



- To change your own login user settings, select [Personal Settings].
- To change the settings of the machine, select [Device Settings].

## When Logging In as a User with DeviceAdmin or NetworkAdmin Privileges

The ability to make changes varies depending on the item. The following symbols indicate whether each item can be changed.

Items that can be set

|             |              |
|-------------|--------------|
| DeviceAdmin | NetworkAdmin |
|-------------|--------------|

Items that cannot be set

|             |              |
|-------------|--------------|
| DeviceAdmin | NetworkAdmin |
|-------------|--------------|

# [Preferences]

Configure the settings for the control panel screen display, paper, network, and other features according to the environment in which the machine is used.

- ⚙️ [Paper Settings] (P. 975)
- ⚙️ [Display Settings] (P. 975)
- ⚙️ [Timer/Energy Settings] (P. 975)
- ⚙️ [Network] (P. 975)
- ⚙️ [External Interface] (P. 975)
- ⚙️ [Accessibility] (P. 976)

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## [Paper Settings]

---

[ Settings/Register] ▶ [Preferences]

Configure the settings for the paper to be used.

- ⚙️ [Paper Settings] (P. 977)

---

## [Display Settings]

---

[ Settings/Register] ▶ [Preferences]

Configure the settings for displaying the control panel screens.

- ⚙️ [Display Settings] (P. 982)

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## [Timer/Energy Settings]

---

[ Settings/Register] ▶ [Preferences]

Set the date and time, and configure the Energy Saver settings.

- ⚙️ [Timer/Energy Settings] (P. 989)

---

## [Network]

---

[ Settings/Register] ▶ [Preferences]

Configure the settings for the machine's network environment.

- ⚙️ [Network] (P. 995)

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## [External Interface]

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[ Settings/Register] ▶ [Preferences]

Configure the USB connection.

- ⚙️ [External Interface] (P. 1039)

---

[Accessibility]

---

[ Settings/Register] ▶ [Preferences]

Configure control panel screen settings such as color reversal and the response speed of the text input buttons.

🔍 [Accessibility] (P. 1041)

# [Paper Settings]

Configure the settings for the paper to be used.

\* Values in red text indicate the default setting for each item.

- 🔍 [Paper Settings] (P. 977)
- 🔍 [Paper Size Group for Auto Recognition in Drawer] (P. 978)
- 🔍 [A5R/STMTR Paper Selection] (P. 978)
- 🔍 [LGL/LGL (India) Paper Selection] (P. 979)
- 🔍 [Paper Type Management Settings] (P. 979)
- 🔍 [Register Favorite Paper (Multi-Purpose Tray)] (P. 979)
- 🔍 [Multi-Purpose Tray Defaults] (P. 980)
- 🔍 [Register Custom Size] (P. 980)

## [Paper Settings]

DeviceAdmin

NetworkAdmin

Remote UI

⚙️ Settings/Register ▶ [Preferences] ▶ [Paper Settings]

Set the paper loaded in the paper source. 🔍 **Setting the Paper Size and Type for the Paper Drawer (P. 251)**

The machine automatically recognizes the paper size when standard size paper is loaded. If the displayed paper size differs from the loaded paper, check the [Paper Size Group for Auto Recognition in Drawer] setting. 🔍 **[Paper Size Group for Auto Recognition in Drawer] (P. 978)**

\* When you configure the settings using Remote UI, only the paper type can be set.

### Europe

[Set]

[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [**Plain**], [Heavy 1 (106-128 g/m2)], [Heavy 2 (129-150 g/m2)], [Heavy 3 (151-163 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched 2 (76-90 g/m2)], [Transparency], [Color (64-82 g/m2)]

[Plain Paper Weight Settings]

[Plain 1 (64-75 g/m2)], [**Plain 2 (76-90 g/m2)**], [Plain 3 (91-105 g/m2)]

[Custom Size]

[Envelope]

[Unrecognized Standard Size]

### Asia/Oceania

[Set]

[Thin 2 (52-59 g/m2)], [Thin 1 (60-63 g/m2)], [**Plain**], [Heavy 1 (106-128 g/m2)], [Heavy 2 (129-150 g/m2)], [Heavy 3 (151-163 g/m2)], [Recycled 2 (76-90 g/m2)], [Pre-Punched 2 (76-90 g/m2)], [Transparency], [Color (64-82 g/m2)]

[Plain Paper Weight Settings]

[Plain 1 (64-75 g/m2)], [**Plain 2 (76-90 g/m2)**], [Plain 3 (91-105 g/m2)]

[Custom Size]

[Envelope]

[Other Size]

[Unrecognized Standard Size]

North America

[Set]

[Thin 2 (14-15 lb bond)], [Thin 1 (16 lb bond)], [Plain], [Heavy 1 (29-34 lb bond)], [Heavy 2 (35-40 lb bond)], [Heavy 3 (56-60 lb cover)], [Recycled 1 (17-20 lb bond)], [Pre-Punched 1 (17-20 lb bond)], [Transparency], [Color (17-21 lb bond)]

[Plain Paper Weight Settings]

[Plain 1 (17-20 lb bond)], [Plain 2 (21-24 lb bond)], [Plain 3 (25-28 lb bond)]

[Custom Size]

[Envelope]

[Unrecognized Standard Size]

Latin America

[Set]

[Thin 2 (52-59 g/m<sup>2</sup>)], [Thin 1 (60-63 g/m<sup>2</sup>)], [Plain], [Heavy 1 (106-128 g/m<sup>2</sup>)], [Heavy 2 (129-150 g/m<sup>2</sup>)], [Heavy 3 (151-163 g/m<sup>2</sup>)], [Recycled 2 (76-90 g/m<sup>2</sup>)], [Pre-Punched 2 (76-90 g/m<sup>2</sup>)], [Transparency], [Color (64-82 g/m<sup>2</sup>)]

[Plain Paper Weight Settings]

[Plain 1 (64-75 g/m<sup>2</sup>)], [Plain 2 (76-90 g/m<sup>2</sup>)], [Plain 3 (91-105 g/m<sup>2</sup>)]

[Custom Size]

[Envelope]

[Other Size]

[Unrecognized Standard Size]

[Paper Size Group for Auto Recognition in Drawer]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Paper Settings]

For each paper source, you can restrict the automatically recognized paper size to A/B size, inch size, or A/K size.

\* The default setting varies depending on the region.

Multi-purpose tray

[A/B Size], [Inch Size], [A/K Size]

Each paper drawer

[All Sizes], [A/B Size], [Inch Size], [A/K Size]

[A5R/STMTR Paper Selection]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Paper Settings]

Set which paper size to use when A5R or Statement R size paper is loaded in the paper source.

\* This setting is enabled for the paper sources for which [All Sizes] is selected in [Paper Size Group for Auto Recognition in Drawer]. ➤ **[Paper Size Group for Auto Recognition in Drawer] (P. 978)**

\* The default setting varies depending on the region.

[ASR], [STMTR]

## [LGL/LGL (India) Paper Selection]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Paper Settings]

Set which paper size to use when Legal (LGL) or Indian Legal (LGL (India)) size paper is loaded in the paper source.

\* This setting is enabled for the paper sources for which [All Sizes] is selected in [Paper Size Group for Auto Recognition in Drawer]. ➤ **[Paper Size Group for Auto Recognition in Drawer] (P. 978)**

Asia/Oceania

\* The default setting varies depending on the region.

[LGL], [LGL (India)]

## [Paper Type Management Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Paper Settings]

Change the information of the paper types registered in the machine, or register your own paper type. ➤ **Registering Frequently Used Paper Types (P. 1315)**

[Details/Edit]

[Name]

[Category]

[Basis Weight]

[Finish]

[Type]

[Color]

[Use as Template Paper]

[Adjust Gloss]

[Adjust Secondary Transfer Volt.]

[Adj. Lead Edge Sec. Trnsfr. Volt]

[Correct Tail End Toner Applic.]

[Duplicate]

[Delete]

## [Register Favorite Paper (Multi-Purpose Tray)]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Paper Settings]

Register the information (size and type) of the paper used in the multi-purpose tray as "Favorite Settings."   
**Registering Frequently Used Paper Settings for the Multi-purpose Tray (P. 264)**

[P1] to [P30]  
 [Register/Edit]  
 [Rename]  
 [Delete]

[Multi-Purpose Tray Defaults]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Paper Settings]

Configure the settings for specifying the size and type of paper to be used in the multi-purpose tray. Set whether to always use the size and type registered in advance, or to specify the size and type each time paper is loaded.

- [Use Preset]:  
 Register one paper size and type, and use it every time.  **Fixing the Paper Size and Type to Use in the Multi-purpose Tray (P. 259)**  
 \* When [Paper Feed Mode for Printer Driver Jobs with MP Tray] is set to [Mode A (Prioritize Printer Driver Settings)], you can temporarily change the multi-purpose tray paper on the paper selection screen in [Copy] and [Access Stored Files].  **[Paper Feed Mode for Printer Driver Jobs with MP Tray] (P. 1078)**  
 \* When [Paper Feed Mode for Printer Driver Jobs with MP Tray] is set to [Mode A (Prioritize Printer Driver Settings)], you can temporarily change the multi-purpose tray paper on the paper selection screen in [Copy] and [Access Stored Files].  **[Paper Feed Mode for Printer Driver Jobs with MP Tray] (P. 1078)**
- [Always Specify]:  
 Set the paper size and type each time you load paper.  **Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)**  
 To set the screen that is displayed when paper is loaded to the screen for selecting Favorite Paper, set [Screen to Display for Specifying] in [Always Specify] to [Favorite Paper].

[Use Preset], [**Always Specify**]

- When [Use Preset] is selected:  
 [Register]
- When [Always Specify] is selected:  
 [Screen to Display for Specifying]  
 [**Standard**], [Favorite Paper]

[Register Custom Size]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Paper Settings]

Register the paper size when you frequently use a specific custom size of paper.  **Registering Custom Size Paper (P. 269)**

You can call up registered sizes on the paper size selection screen.

|                 |
|-----------------|
| [S1] to [S4]    |
| [Register/Edit] |
| [Delete]        |
| [Rename]        |



# [Display Settings]

Configure the settings for displaying the control panel screens.

\* Values in red text indicate the default setting for each item.

- 🔍 [Default Screen After Startup/Restoration] (P. 982)
- 🔍 [Default Screen (Status Monitor)] (P. 983)
- 🔍 [Display Fax Function] (P. 983)
- 🔍 [Store Location Display Settings] (P. 984)
- 🔍 [Switch Language/Keyboard] (P. 984)
- 🔍 [Display Switch Language/Keyboard Button] (P. 984)
- 🔍 [Use Keyboard Shift Lock Feature] (P. 985)
- 🔍 [Registered Characters for Keyboard] (P. 985)
- 🔍 [Display Remaining Paper Message] (P. 985)
- 🔍 [No. of Copies/Job Duration Status] (P. 985)
- 🔍 [Notify to Clean Original Scanning Area] (P. 986)
- 🔍 [Paper Type Selection Screen Priority] (P. 986)
- 🔍 [Change Default Display for Paper Type List] (P. 986)
- 🔍 [Switch Millimeter/Inch Entry] (P. 986)
- 🔍 [Display Logged-in User Name] (P. 987)
- 🔍 [IP Address Display Settings] (P. 987)
- 🔍 [Display Scan for Mobile] (P. 987)
- 🔍 [Display Mobile Portal] (P. 987)
- 🔍 [Display QR Code on Mobile Portal] (P. 988)

## [Default Screen After Startup/Restoration]

DeviceAdmin   NetworkAdmin   Remote UI

⚙️ [Settings/Register] ▶ [Preferences] ▶ [Display Settings]

Configure the screens to be displayed in the following cases:

- After the start screen is displayed when the power is turned ON
- After the Auto Reset function is activated when no operations are performed for a certain period

\* This item can be configured by each login user (personal setting) only when [Login Screen Display Settings] is set to [Display When Device Operation Starts]. 🔍 **[Login Screen Display Settings] (P. 1154)**

Display screen selection\*1

[Home], [Copy], [Fax]<sup>\*2</sup>, [Scan and Send], [Scan and Store], [Access Stored Files], [Fax/I-Fax Inbox], [Remote Scanner], [Dest./Fwd. Settings], [Print], [Easy Scan and Send]/[Easy Scan], [WSD Scan], [Scan for Mobile], [Mobile Portal], [uniFLOW Online Setup]

[Open Status Monitor Screen]

On, **Off**

\*1 The order of the setting values (screens to be selected) may differ from the actual display.

\*2 Only displayed when your machine has a fax function.

## NOTE

- Depending on the settings for other items, the login screen or [Home] screen may be displayed, regardless of the [Default Screen After Startup/Restoration] setting.

## [Default Screen (Status Monitor)]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Configure the screen to be displayed after you press [ Status Monitor].

## [Default Screen]

[Job Status/Log], [Operating Status]

## [Default Status Type]

[Copy/Print], [Send], [Receive], [Store], [Consumables/Others]

## [Status/Log]

[Job Status], [Job Log]

## [Details]

- When [Copy/Print] is selected in [Default Status Type]:
  - When [Job Status] is selected in [Status/Log]:
    - [Print], [Copy]
  - When [Job Log] is selected in [Status/Log]:
    - [Copy], [Printer], [Local Print], [Received Job Print], [Print Report]
- When [Send] is selected in [Default Status Type]:
  - When [Job Status] is selected in [Status/Log]:
    - [Send], [Fax]<sup>\*1</sup>
  - When [Job Log] is selected in [Status/Log]:
    - [Send], [Fax]<sup>\*1</sup>
- When [Receive] is selected in [Default Status Type]:
  - When [Job Status] is selected in [Status/Log]:
    - [Fax]<sup>\*1</sup>, [Forward]
  - When [Job Log] is selected in [Status/Log]:
    - [Receive], [Fax]<sup>\*1</sup>

<sup>\*1</sup> Only displayed when your machine has a fax function.

## [Display Fax Function]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether to display [Fax] on the [Home] screen.

If you also set [Enable Fax in Scan and Send Function] to [On], you can specify fax destinations when using [Scan and Send].

\* This item is only displayed when your machine has a fax function.

\* The default setting varies depending on the region.

[On], [Off]  
[Enable Fax in Scan and Send Function]  
[On], [Off]

## [Store Location Display Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether to display the following store locations in [Scan and Store] and [Access Stored Files] on the [Home] screen.

[Network]  
[On]\*<sup>1</sup>, [Off]\*<sup>2</sup>  
[Memory Media]  
[On], [Off]

\*<sup>1</sup> Default value for Asia/Oceania and the Americas

\*<sup>2</sup> Default value for Europe

## [Switch Language/Keyboard]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Switch the display language and keyboard layout used on the control panel. Reports are also printed in the selected language.

\* Depending on the language, you may not be able to change the keyboard layout.

\* This setting can be configured by each login user.

[Language]  
[Keyboard Layout]

### NOTE

- If messages are not displayed in the selected language, turn the machine OFF and back ON.
- If you use both server authentication and local device authentication for user authentication, and you set a different language than the one set for Active Directory, the sender's full name will not be displayed at the e-mail destination.

## [Display Switch Language/Keyboard Button]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether to display the button for switching the display language and keyboard layout on the control panel screen.

\* The default setting varies depending on the region.

[On], [Off]

#### [Use Keyboard Shift Lock Feature]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether to activate the shift lock feature when you press [Shift] on the keyboard while entering alphanumeric characters.

When you select [On], shift lock is activated until you press [Shift] again, enabling you to enter uppercase characters continuously.

When you select [Off], the [Shift] button returns to the unpressed state after you enter a character.

[On]<sup>\*1</sup>, [Off]<sup>\*2</sup>

<sup>\*1</sup> Default value for Europe, Asia/Oceania, and Latin America

<sup>\*2</sup> Default value for North America

#### [Registered Characters for Keyboard]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Register character strings that you can call up when entering e-mail and I-Fax destinations.

[Register/Edit]

[Delete]

#### [Display Remaining Paper Message]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether to display a message on the control panel screen when the remaining amount of paper loaded in a paper source is low.

[On], [Off]

#### [No. of Copies/Job Duration Status]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether the control panel screen displays the number of output copies for the job that is being processed, and the estimated time until completion.

When you select [On], this information is displayed at the bottom of the screen.

- The estimated time to completion is not displayed if the time is less than 1 minute.
- The accuracy of the estimated time to completion may vary depending on the status of the machine.

[On], [Off]

## [Notify to Clean Original Scanning Area]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ► [Preferences] ► [Display Settings]

Set whether the control panel screen displays a message notifying you when the original scanning area is dirty and needs to be cleaned.

[On], [Off]

## [Paper Type Selection Screen Priority]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ► [Preferences] ► [Display Settings]

Set which paper type selection screen to display.

[Simple], [Detailed]

## [Change Default Display for Paper Type List]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ► [Preferences] ► [Display Settings]

Set the category and order of the list to be displayed when you select the paper type.

[Category]

[All], [Standard Type], [Custom Type]

[Sort]

[Registered (Asc.)], [Registered (Desc.)], [Name (Asc.)], [Name (Desc.)], [Weight (Asc.)], [Weight (Desc.)]

## [Switch Millimeter/Inch Entry]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ► [Preferences] ► [Display Settings]

Set which unit of measure to use when you enter the length and width.

\* The default setting varies depending on the region.

[**Millimeter**], [**Inch**]

## [Display Logged-in User Name]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether to display the name of the logged-in user on the screen.

- When you set this to [At Screen Top], you can select whether to display the user name or the display name.
- When you set this to [At Screen Bottom], the user name is displayed.

[**At Screen Top**], [At Screen Bottom], [Off]

Selection of name to display

[**User Name**], [Display Name]

### NOTE

- If DepartmentID Authentication is set as the login service and [Department ID Management] is set to [On], the Department ID is displayed when you set this to [At Screen Bottom]. It is not displayed at the top of the screen.

## [IP Address Display Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether to display the IPv4 address of the machine on the [Counter/Device Information] screen.

\* This setting is only available when [Use IPv4] is set to [On].  [Use IPv4] (P. 1013)

[**On**], [Off]

## [Display Scan for Mobile]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Display Settings]

Set whether to enable the Scan for Mobile function.

When you select [On], you can link a smartphone, tablet, or other mobile device to the machine and use the scan function.

[**On**], [Off]

## [Display Mobile Portal]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Display Settings]

Set whether to display [Mobile Portal] on the [Home] screen.

[On], [Off]

---

[Display QR Code on Mobile Portal]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Display Settings]

Set whether to display a QR code on the [Mobile Portal] screen.

By using a QR code, you can save the trouble of manually entering the IPv4 address of the machine.

[On], [Off]

# [Timer/Energy Settings]

Set the date and time, and configure the Energy Saver settings.

\* Values in red text indicate the default setting for each item.

- ⚙ [Adjust Time] (P. 989)
- ⚙ [Date/Time Settings] (P. 989)
- ⚙ [Time Format] (P. 990)
- ⚙ [Quick Startup Settings for Main Power] (P. 990)
- ⚙ [Auto Reset Time] (P. 991)
- ⚙ [Restrict Auto Reset Time] (P. 991)
- ⚙ [Function After Auto Reset] (P. 992)
- ⚙ [Auto Shutdown Time] (P. 992)
- ⚙ [Auto Shutdown Weekly Timer] (P. 992)
- ⚙ [Auto Sleep Time] (P. 993)
- ⚙ [Sleep Mode Energy Use] (P. 993)
- ⚙ [Auto Sleep Weekly Timer] (P. 994)
- ⚙ [Time Settings for Auto Adjust Gradation] (P. 994)
- ⚙ [Sleep Mode Exit Time Settings] (P. 994)

## [Adjust Time]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Preferences] ▶ [Timer/Energy Settings]

Adjust the current time in 1 minute increments.

\* This does not affect the date settings. Even if you change the time from 23:59 to 00:00, the date does not change.

00:00 to 23:59

## [Date/Time Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the date and time for the machine. Since the date and time are used as the reference for functions that use date and time information, they need to be set accurately. ⚙ **Setting the Date and Time (P. 882)**

\* The default setting varies depending on the region.

[Time Zone]

[(UTC-12:00) International Date Line West] to [(UTC+14:00) Kiritimati Island]

[Daylight Saving Time]

[On], [Off]



[Start Date]

[Month]

[January] to [December]

[Day]

[1st] to [Final]

[Sunday] to [Saturday]

[Time]

0 to 23:00

[End Date]

[Month]

[January] to [December]

[Day]

[1st] to [Final]

[Sunday] to [Saturday]

[Time]

0 to 23:00

Date and time input  
DD/MM YYYY hh:mm

[Time Format]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the time display format.

[24 Hour]\*1, [12 Hour]\*2

\*1 Default value for Europe, Asia/Oceania, and Latin America  
\*2 Default value for North America

[Quick Startup Settings for Main Power]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set whether to enable Quick Startup for the machine. Quick Startup reduces the time until you can start performing screen operations and scanning, after you turn ON the machine.  
If you select [On], standby power is consumed even when the power is turned OFF. The machine emits a tone sound when the power is turned ON or OFF.

\* When the power is turned OFF, the tone is emitted only if [Sleep Mode Tone] is set to [On]. However, the tone is not emitted if Quick Startup cannot be performed due to the status of the machine.

[On], [Off]

NOTE

Situations When Quick Startup Is Not Performed

- When using wireless LAN
- When turning ON the machine within 20 seconds after turning it OFF
- When starting the machine 8 hours or more after turning it OFF

- When the power cord is unplugged from the power outlet after the machine was turned OFF
- When turning ON the machine after it was turned OFF using Remote UI
- When turning ON the machine after it was turned OFF under any of the following conditions:
  - When more than 110 hours have elapsed since Quick Startup
  - While jobs are being processed
  - When jobs are reserved
  - Immediately after using a telephone line
  - During data backup
  - When the machine is being accessed via the network
  - When restart is required after changing the settings
  - When an error has occurred
  - When using the Limited Functions mode
  - When MEAP applications that do not support Quick Startup are installed

When [Quick Startup Settings for Main Power] Is Set to [On] **Europe**

- When Quick Startup Settings for Main Power is set to On, do not disconnect power cable even if main power is turned OFF. Depending on the device status, Quick Startup may not be able to be performed.

## [Auto Reset Time]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Timer/Energy Settings]

The Auto Reset function automatically restores the default settings when no operations are performed on the control panel for a certain period of time. Set the amount of time that elapses before Auto Reset is performed. If you do not want the machine to perform Auto Reset, set this to 0 minutes.

\* You can also change the screen displayed after Auto Reset is performed.  **[Function After Auto Reset] (P. 992)**

0 min. (Off), 10 sec., 20 sec., 30 sec., 40 sec., 50 sec., 1 to 2 to 9 min.

### NOTE

- When Auto Reset is performed while a login service is being used, the machine automatically logs out the user.

## [Restrict Auto Reset Time]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set whether to restrict changes to the [Auto Reset Time] and [Function After Auto Reset] settings. When you select [On], only administrators can change these settings.

 **[Auto Reset Time] (P. 991)**

 **[Function After Auto Reset] (P. 992)**

[On], [Off]

## [Function After Auto Reset]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Timer/Energy Settings]

The Auto Reset function automatically restores the default settings when no operations are performed on the control panel for a certain period of time. Set which screen to display after Auto Reset is performed.

- To display a specific screen, select [Default Function] and specify the screen in [Default Screen After Startup/Restoration]. ► **[Default Screen After Startup/Restoration] (P. 982)**
- To display the screen for the function that was in use before Auto Reset was performed, select [Selected Function].

\* When the settings are configured to display a Visual Message after Auto Reset, the Visual Message screen is displayed first, regardless of this setting. ► **Displaying File or Website Content on the Control Panel (Visual Message) (P. 895)**

[Default Function], [Selected Function]

## [Auto Shutdown Time]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Timer/Energy Settings]

The Auto Shutdown function automatically turns OFF the power after the machine enters Sleep Mode, if no operations are performed on the control panel for a certain period of time.

Set the amount of time that elapses before Auto Shutdown is performed.

\* Depending on the status of the machine, Auto Shutdown may not be available.

0 hr. (Off) \*1, 1 to 4 \*2 to 8 hr.

\*1 Default value for Asia/Oceania and Americas

\*2 Default value for Europe

**IMPORTANT**

- If an optional fax board is installed, Auto Shutdown is not performed.
- The machine turns OFF automatically when no operations are performed on the control panel for a certain period of time, even if operations are being performed using Remote UI. A malfunction may occur if the machine performs Auto Shutdown while data is being imported. When data is to be imported, set [Auto Shutdown Time] to [0].

**NOTE**

- (When Off or set to a longer time, energy consumption will increase.)

## [Auto Shutdown Weekly Timer]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Timer/Energy Settings]

Configure the settings to automatically shut down the machine at a specified time each day of the week. This function eliminates the need to manually turn OFF the power each day.

\* When both the Auto Shutdown Time and Auto Shutdown Weekly Timer settings are configured, priority is given to Auto Shutdown Time.

[Sunday] to [Saturday]  
00:00 to 23:59

## [Auto Sleep Time]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Timer/Energy Settings]

Set the amount of time that elapses before the machine automatically enters Sleep Mode.  **Reducing Power Consumption (Sleep Mode) (P. 159)**

\* It is recommended to use the default setting to efficiently save power.

10 sec., 1 min., 2 min., 5 min.<sup>\*1</sup>, 10 min., 15 min., 20 min.<sup>\*2</sup>, 30 min., 40 min., 50 min., 1 hr., 90 min.<sup>\*1</sup>, 2 hr.<sup>\*1</sup>

<sup>\*1</sup> This item may not be displayed depending on the model.

<sup>\*2</sup> For ###NONE###, this item is the default value in Europe.

### NOTE

- (When set to a longer time, energy consumption will increase.) [Europe](#)

## [Sleep Mode Energy Use]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Preferences] ► [Timer/Energy Settings]

Set the amount of energy used by the machine in Sleep Mode.

\* Even when you select [Low], the energy use may be the same as when set to [High], depending on the status of the machine.

[Low], [High]

### IMPORTANT

- When the machine is connected to a computer using a USB cable, the machine may not be able to communicate correctly, depending on the timing at which the machine enters Sleep Mode. Exit the machine from Sleep Mode, and send the data again.

### NOTE

- Depending on the network utility software you are using, communication failures may occur if the energy use is set to [Low]. Press the Energy Saver key to exit the machine from Sleep Mode before use.
- When the machine is connected to a wireless LAN, this item is set to [High]. [Asia/Oceania](#) [Americas](#)

- When the machine is connected to a wireless LAN, this item must be manually set to [High]. [Europe](#)
- When [High] is selected, energy consumption will increase while in Sleep Mode. [Europe](#)

## [Auto Sleep Weekly Timer]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Timer/Energy Settings]

Set the time at which the machine automatically enters Sleep Mode, for each day of the week. [▶ Reducing Power Consumption \(Sleep Mode\) \(P. 159\)](#)

[Sunday] to [Saturday]  
00:00 to 23:59

## [Time Settings for Auto Adjust Gradation]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Timer/Energy Settings]

Set the time at which the machine automatically performs Auto Adjust Gradation (Quick Adjust), for each day of the week.

[Sunday] to [Saturday]  
00:00 to 23:59

## [Sleep Mode Exit Time Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Timer/Energy Settings]

Specify the time at which the machine automatically exits Sleep Mode. [▶ Reducing Power Consumption \(Sleep Mode\) \(P. 159\)](#)

00:00 to 23:59

# [Network]

Configure the settings for the machine's network environment.

\* Values in red text indicate the default setting for each item.

- ⚙ [Output Report] (P. 995)
- ⚙ [Confirm Network Connection Setting Changes] (P. 995)
- ⚙ [TCP/IP Settings] (P. 996)
- ⚙ [SNMP Settings] (P. 996)
- ⚙ [Format Host Resources MIB to RFC2790] (P. 997)
- ⚙ [Dedicated Port Settings] (P. 997)
- ⚙ [Dedicated Port Authentication Method] (P. 997)
- ⚙ [Use Spool Function] (P. 997)
- ⚙ [Waiting Time for Connection at Startup] (P. 998)
- ⚙ [Ethernet Driver Settings] (P. 998)
- ⚙ [IEEE 802.1X Settings] (P. 998)
- ⚙ [Firewall Settings] (P. 999)
- ⚙ [Use Mopria] (P. 999)
- ⚙ [Use AirPrint] (P. 1000)
- ⚙ [Display Errors for AirPrint] (P. 1000)
- ⚙ [Use IPP Everywhere] (P. 1000)
- ⚙ [Universal Print Settings] (P. 1000)
- ⚙ [Device Position Information Settings] (P. 1001)
- ⚙ [Select Interface] (P. 1001)
- ⚙ [Wireless LAN] (P. 1002)
- ⚙ [Direct Connection Settings] (P. 1002)
- ⚙ [Sub Line Settings] (P. 1002)
- ⚙ [Static Routing Settings] (P. 1002)

## [Output Report]

DeviceAdmin NetworkAdmin Remote UI

⚙ Settings/Register] ▶ [Preferences] ▶ [Network]

Print the settings configured in [Network]. ⚙ **Printing the Registration Information and Settings (P. 920)**

## [Confirm Network Connection Setting Changes]

DeviceAdmin NetworkAdmin Remote UI

⚙ Settings/Register] ▶ [Preferences] ▶ [Network]

Set whether the network-related settings can be viewed and changed. ⚙ **Unlocking the Network Settings (P. 105)**

[On], [Off]

## [TCP/IP Settings]

[ Settings/Register] ► [Preferences] ► [Network]

Configure the settings for using the machine on a TCP/IP network.

▶ **[TCP/IP Settings] (P. 1003)**

## [SNMP Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]Configure the settings for using SNMP management software to set, monitor, and control the machine. ▶ **Configuring SNMP (P. 138)**

## [Use SNMPv1]

[On], [Off]

- [Set Dedicated Community]
  - [Dedicated Community]
    - [On], [Off]
    - [MIB Access Permission]
      - [Read/Write], [Read Only]
- [Set Community Name 1]
  - [Community Name 1]
    - [On], [Off]
    - [MIB Access Permission]
      - [Read/Write], [Read Only]
    - [Community Name]: public
- [Set Community Name 2]
  - [Community Name 2]
    - [On], [Off]
    - [MIB Access Permission]
      - [Read/Write], [Read Only]
    - [Community Name]: public2

## [Use SNMPv3]

[On], [Off]

- [Administrator Settings]
  - [Use Administrator]
    - [On], [Off]
  - [Encryption Password]
  - [Use Same Password as for Authentication]
    - On, Off
- [User Settings]
  - [User On/Off]
    - [On], [Off]
  - [Register]
    - [User Name]
    - [MIB Access Permission]
    - [Security Settings]
      - [Authentication Algorithm]
      - [Authentication Password]
      - [Encryption Algorithm]
      - [Encryption Password]
    - [Details/Edit]

[Delete]

[Retrieve Printer Mngt. Information from Host]

[On], [Off]

## [Format Host Resources MIB to RFC2790]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

Set whether to comply with the extended protocol specifications (RFC2790) when you monitor the status of the machine using SNMP management software.

When you use SNMP management software that does not support the specifications extended by RFC2790 (hrPrinterDetectedErrorState), select [Off].

[On], [Off]

## [Dedicated Port Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

Set whether to use the dedicated port.

The dedicated port is used for configuring and referencing the machine from Canon drivers or utility software.

[On], [Off]

## [Dedicated Port Authentication Method]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

Set the authentication method when using the dedicated port.

When you select [Mode 2], communications that use the dedicated port will be limited to secure authentication methods. Therefore, you may not be able to connect to the machine from device management software, drivers, or other software.

[Mode 1], [Mode 2]

## [Use Spool Function]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

Set whether the print data sent to the machine is spooled in the storage device of the machine.

[On], [Off]



## [Waiting Time for Connection at Startup]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

Set the amount of time that the machine waits to start communication after startup.

When connected to a switching hub, the machine may not be able to connect to the network properly, even if the machine settings are configured properly. In this case, set the waiting time for connection and try connecting again.

0 to 300 sec.

## [Ethernet Driver Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

You can configure the Ethernet communication method and select whether to use the EEE function. [▶Manually Configuring the Ethernet Settings \(P. 126\)](#)

You can also check the current transmission speed and the MAC address of the wired LAN. [▶Checking the MAC Address of the Wired LAN \(P. 147\)](#)

\* When you set [Ethernet Type] to [1000BASE-T], [Communication Mode] is set to [Full Duplex].

\* Depending on the network environment, the connection between the machine and the network may become unstable. In that case, setting [Use EEE] to [Off] may improve the situation.

[Auto Detect]

[On], [Off]

[Communication Mode]

[Half Duplex], [Full Duplex]

[Ethernet Type]

[10BASE-T], [100BASE-TX], [1000BASE-T]

[Current Transmission Speed]

[MAC Address]

[Use EEE]

[On], [Off]

## [IEEE 802.1X Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

Configure the IEEE 802.1X settings. [▶Using IEEE 802.1X \(P. 797\)](#)

[Use IEEE 802.1X]

[On], [Off]

|                                                                                                                                                                                                                                                                                                                                      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [Login Name]                                                                                                                                                                                                                                                                                                                         |
| [Verify Authent. Server Certificate]<br>[On], [Off]                                                                                                                                                                                                                                                                                  |
| [Verify Authentication Server Name]<br>[On], [Off]                                                                                                                                                                                                                                                                                   |
| [Authentication Server Name]                                                                                                                                                                                                                                                                                                         |
| [Use TLS]<br>[On], [Off]                                                                                                                                                                                                                                                                                                             |
| [Key and Certificate]<br>[Set as Default Key]<br>[Certificate Details]<br>[Version]<br>[Serial Number]<br>[Signature Algorithm]<br>[Issued To]<br>[Validity Start Date]<br>[Validity End Date]<br>[Issuer]<br>[Public Key]<br>[Certificate Thumbprint]<br>[Issued To (Altn. Name)]<br>[Verify Certificate]<br>[Display Use Location] |
| [Use TTLS]<br>[On], [Off]<br>[TTLS Settings (TTLS Protocol)]<br>[MSCHAPv2], [PAP]                                                                                                                                                                                                                                                    |
| [Use PEAP]<br>[On], [Off]                                                                                                                                                                                                                                                                                                            |
| [User Name]                                                                                                                                                                                                                                                                                                                          |
| [Password]                                                                                                                                                                                                                                                                                                                           |
| [Use Login Name as User Name]<br>On, Off                                                                                                                                                                                                                                                                                             |

---

[Firewall Settings]

---

[ Settings/Register] ► [Preferences] ► [Network]

Configure the IP address filter and MAC address filter settings.  
 [Firewall Settings] (P. 1020)

---

[Use Mopria]

---

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

Set whether to enable printing from smartphones and tablets that support Mopria®. [▶Preparing to Print and Scan from an Android or Chrome OS Device \(P. 670\)](#)

[On], [Off]

[Use AirPrint]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network]

Set whether to enable printing from an iPhone, iPad, iPod Touch, or Mac that supports AirPrint. [▶Preparations for Using AirPrint \(P. 667\)](#)

[On], [Off]

[Display Errors for AirPrint]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network]

Set whether to display an error message if printing cannot be performed as expected due to a problem with the AirPrint print data.

Even if [Off] is selected, [NG] is displayed in the print log when printing cannot be performed.

[On], [Off]

[Use IPP Everywhere]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network]

Set whether to enable printing from a Chromebook that supports IPP Everywhere. [▶Preparing to Print and Scan from an Android or Chrome OS Device \(P. 670\)](#)

[On], [Off]

[Universal Print Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network]

Configure the settings that enable the machine to use Microsoft's cloud service, Universal Print. [▶Registering the Machine for the Cloud Service \(P. 365\)](#)

\* The items below can be set using Remote UI. When using the control panel, you can only configure the Use Universal Print setting and check the registration status.

## [Basic Settings]

[Use Universal Print]

On, **Off**

[Verify Server Certificate]

**On**, Off

[Add CN to Verification Items]

**On**, Off[Printer Name]: **OIP\_PRINTER**[Application ID]: **f9fc375c-c7ba-4e5c-b213-23affd792cc1**[Microsoft Entra ID Authentication URL]: **<https://login.microsoftonline.com/organizations/oauth2/v2.0>**[Microsoft Entra ID Registration URL]: **<https://register.print.microsoft.com/api/v1.0/register>**

## [Registration Status]

[URL for Registration]

[Code for Registration]

## [Device Position Information Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network]

Set the position information for the machine.

\* If the latitude and longitude of the machine are set in the AirPrint basic information, those values are applied here.

🔗 **Setting the Basic Information of AirPrint (P. 667)**

[Latitude]

[Longitude]

## [Select Interface]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network]

Set the method for connecting the machine to the network.

When you use a sub line, configure the following settings:

🔗 **Selecting the Network Connection Method (P. 106)**

- When [Main Line] is set to [Wired LAN]  
Set [Sub Line] to [Wired LAN] or [Wireless LAN].
- When [Main Line] is set to [Wireless LAN]  
Set [Sub Line] to [Wired LAN].

[Main Line] **[Wired LAN]**SubLine **[Off]**, [Wired LAN], [Wireless LAN]

[Main Line] [Wireless LAN]

SubLine **[Off]**, [Wired LAN]

## NOTE

- When [Main Line] is set to [Wired LAN] and [Sub Line] is set to a setting other than [Off], [Sleep Mode Energy Use] is set to [High]. **Asia/Oceania** **Americas**

- When [Main Line] is set to [Wired LAN] and [Sub Line] is set to a setting other than [Off], [Sleep Mode Energy Use] must be manually set to [High]. [Europe](#)

---

## [Wireless LAN]

---

[ Settings/Register] ► [Preferences] ► [Network]

Configure the settings for connecting the machine to a wireless LAN and for saving power when connected to a wireless LAN.

➤ **[Wireless LAN] (P. 1026)**

---

## [Direct Connection Settings]

---

[ Settings/Register] ► [Preferences] ► [Network]

Configure the settings for using a direct connection and for the connection function.

➤ **[Direct Connection Settings] (P. 1028)**

---

## [Sub Line Settings]

---

[ Settings/Register] ► [Preferences] ► [Network]

Configure the sub line settings when a setting other than [Off] is selected for [Sub Line] in [Select Interface].

➤ **[Sub Line Settings] (P. 1031)**

---

## [Static Routing Settings]

---

DeviceAdmin

**NetworkAdmin**

Remote UI

[ Settings/Register] ► [Preferences] ► [Network]

Configure the static routing settings to manually specify the network route. ➤ **Configuring Static Routing (P. 141)**

\* Only IPv4 addresses can be configured.

[Use Static Routing]

[On], **[Off]**

[Edit]

[Address]: **0.0.0.0**

[Prefix Length]

1 to 32

[Gateway Address]: **0.0.0.0**

[Delete]

# [TCP/IP Settings]

Configure the settings for using the machine on a TCP/IP network.

\* Values in red text indicate the default setting for each item.

- ④ [IPv4 Settings] (P. 1003)
- ④ [IPv6 Settings] (P. 1003)
- ④ [DNS Settings] (P. 1003)
- ④ [Computer Name/Workgroup Name Settings] (P. 1004)
- ④ [SMB Client Settings] (P. 1004)
- ④ [Specify SMB Client Version] (P. 1004)
- ④ [WINS Settings] (P. 1005)
- ④ [LPD Print Settings] (P. 1005)
- ④ [RAW Print Settings] (P. 1006)
- ④ [SNTP Settings] (P. 1006)
- ④ [FTP Print Settings] (P. 1006)
- ④ [Use UTF-8 to Display Name of FTP Print Job] (P. 1007)
- ④ [WSD Settings] (P. 1007)
- ④ [Use FTP PASV Mode] (P. 1007)
- ④ [IPP Print Settings] (P. 1007)
- ④ [Multicast Discovery Settings] (P. 1008)
- ④ [Sleep Mode Notification Settings] (P. 1008)
- ④ [Use HTTP] (P. 1009)
- ④ [TLS Settings] (P. 1009)
- ④ [Proxy Settings] (P. 1010)
- ④ [Confirm Auth. Info. When in Auth. Management Mode] (P. 1010)
- ④ [IPSec Settings] (P. 1011)
- ④ [TCP/IP Option Settings] (P. 1012)
- ④ [Use Network Link Scan] (P. 1012)

## [IPv4 Settings]

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the settings for using the machine in an IPv4 environment.

- ④ [IPv4 Settings] (P. 1013)

## [IPv6 Settings]

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the settings for using the machine in an IPv6 environment.

- ④ [IPv6 Settings] (P. 1015)

## [DNS Settings]

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the DNS settings when you use the machine in an environment with Domain Name System (DNS).

➤ **[DNS Settings] (P. 1018)**

## [Computer Name/Workgroup Name Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set the computer name used to identify the machine on the network, and the name of the workgroup to which the machine belongs. ➤ **Setting the Computer Name and Workgroup Name (P. 132)**

[Computer Name]: Canon\*\*\*\*\* ("\*\*\*\*\*" represents the last six digits of the MAC address)

[Workgroup Name]: WORKGROUP

[Comment]

[Use NetBIOS]

[On], [Off]

### IMPORTANT

- When you set [Use NetBIOS] to [Off], [WINS Settings] is disabled. Make sure to set [Use NetBIOS] to [On] when you use WINS.

## [SMB Client Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the settings for using the machine as an SMB client and connecting to an SMB server (such as a computer with a shared folder). ➤ **Configuring an SMB Client (P. 133)**

[Authentication Type]

[NTLMv1], [NTLMv2]

[Require SMB Signature for Connection]

[On], [Off]

[Require Encryption for Connection]

[On], [Off]

[Timeout]

3 to 30 to 300 sec.

## [Specify SMB Client Version]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set the SMB version to use when you configure the machine as an SMB client and connect to an SMB server (such as a computer with a shared folder). [▶Configuring an SMB Client \(P. 133\)](#)  
Specify the same version as that of the SMB server to be connected.

[1.0]  
On, **Off**

[2.0]  
**On**, Off

[3.0]  
**On**, Off

[3.1]  
**On**, Off

## [WINS Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

When using the machine in a network environment that uses both NetBIOS and TCP/IP, configure Windows Internet Name Service (WINS) to convert the NetBIOS name to an IP address. [▶Configuring WINS \(P. 134\)](#)

[WINS Resolution]  
[On], **[Off]**

[WINS Server Address]

### IMPORTANT

- This setting is disabled when [Use NetBIOS] is set to [Off] in [Computer Name/Workgroup Name Settings].

## [LPD Print Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use the LPD protocol. [▶Using LPD, RAW, and WSD \(P. 854\)](#)

When using the LPD protocol, you can also set the following:

- Whether to output banner pages, when banner pages are configured for the print data
  - \* Banner pages can be output only if the PCL Printer function or PS Printer function is installed.
- Time from the start of reception standby, after print data reception is canceled, until the timeout

**[On]**, [Off]  
[LPD Banner Page]  
[On], **[Off]**  
[RX Timeout]  
1 to **5** to 60 min.



## [RAW Print Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings]

Set whether to use the RAW protocol. [►Using LPD, RAW, and WSD \(P. 854\)](#)

When using the RAW protocol, you can also set whether to use bidirectional communication, and the time from the start of reception standby, after print data reception is canceled, until the timeout.

[On], [Off]

[Bidirectional Communication]

[On], [Off]

[RX Timeout]

1 to 5 to 60 min.

## [SNTP Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings]

Configure the Simple Network Time Protocol (SNTP) settings to obtain time information from the time server on the network. [►Configuring SNTP \(P. 143\)](#)

[Use SNTP]

[On], [Off]

[Polling Interval]

10 to 1440 to 2880 min.

[NTP Server Address]

[Check NTP Server]\*1

\*1 You cannot configure this setting using Remote UI from a computer.

## [FTP Print Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings]

Set whether to enable printing using the FTP protocol.

When you enable printing, also set the user name and password for the FTP server, as needed.

[Use FTP Printing]

[On], [Off]

[User Name]:guest

[Password]: 7654321

## [Use UTF-8 to Display Name of FTP Print Job]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use UTF-8 character encoding for displaying the file names when you print using the FTP protocol.

[On], [Off]

## [WSD Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use the WSD protocol. You can configure the setting for each function that uses the WSD protocol. [▶](#)  
**Using LPD, RAW, and WSD (P. 854)**

[Use WSD Printing]  
 [On], [Off]

[Use WSD Browsing]  
 [On], [Off]

[Use WSD Scan]  
 [On], [Off]

## NOTE

- When you set [Use WSD Printing] to [On], [Use WSD Browsing] and [Use HTTP] are also set to [On].
- When you set [Use WSD Scan] to [On], [Use HTTP] is also set to [On].

## [Use FTP PASV Mode]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use FTP PASV mode. PASV mode needs to be configured when the machine is connected to an FTP server through a firewall. [▶](#) **Configuring FTP PASV Mode (P. 416)**

[On], [Off]

## [IPP Print Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use Internet Printing Protocol (IPP). [▶](#) **Setting the IPP Printing Function of the Machine (P. 353)**

When you use IPP printing, you can set whether to use IPPS printing (enable printing only when using TLS), and whether to use IPP authentication.

\* Also use IPP when you print or send faxes with AirPrint. [▶Setting the Functions and Security to Be Used with AirPrint \(P. 668\)](#)

[On], [Off]  
 [Allow When Using TLS]  
 [On], [Off]  
 [Use Authentication]  
 [On], [Off]

#### NOTE

- When you set this to [On], [Use HTTP] is also set to [On].

### [Multicast Discovery Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to respond to multicast discovery used by device management software or other applications. [▶](#)

#### Configuring SLP Communication (P. 145)

When you set the machine to respond to multicast discovery, also set the name of the scope to which the machine belongs.

\* When you use the machine in an environment in which software that performs communication using a Service Location Protocol (SLP) is installed, also configure [Sleep Mode Notification Settings] using Remote UI. [▶Configuring SLP Communication \(P. 145\)](#)

[Response]  
 [On], [Off]  
 [Scope Name]

### [Sleep Mode Notification Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the Service Location Protocol (SLP) communication settings when software that performs communication using an SLP is installed. [▶Configuring SLP Communication \(P. 145\)](#)

\* [Sleep Mode Notification Settings] can only be configured using Remote UI.

[Notify]  
 On, Off  
 [Port Number]  
 1 to 11427 to 65535  
 [Number of Routers to Traverse]  
 0 to 3 to 254  
 [Notification Interval]  
 60 to 600 to 65535 sec.

## [Use HTTP]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]Set whether to use HTTP. [▶ Disabling HTTP Communication \(P. 856\)](#)

[On], [Off]

## NOTE

- When you set this to [Off], the following settings are also set to [Off]:
  - [Remote UI Settings]
  - [IPP Print Settings]
  - [Use WSD Printing] and [Use WSD Scan] in [WSD Settings]

## [TLS Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]Set the key pair, TLS version, and encryption algorithm to use for TLS encrypted communication. [▶ Using TLS \(P. 788\)](#)

## [Key and Certificate]

[Set as Default Key]

[Certificate Details]

[Version]

[Serial Number]

[Signature Algorithm]

[Issued To]

[Validity Start Date]

[Validity End Date]

[Issuer]

[Public Key]

[Certificate Thumbprint]

[Issued To (Altn. Name)]

[Verify Certificate]

[Display Use Location]

## [Specify Allowed Versions]

[Maximum Version]

[TLS 1.0], [TLS 1.1], [TLS 1.2], [TLS 1.3]

[Minimum Version]

[TLS 1.0], [TLS 1.1], [TLS 1.2], [TLS 1.3]

## [Encryption Algorithm Settings]

[AES-CBC (256-bit)]

On, Off

[AES-GCM (256-bit)]

On, Off

[3DES-CBC]

On, Off

[AES-CBC (128-bit)]

On, Off

[AES-GCM (128-bit)]

On, Off

[CHACHA20-POLY1305]

On, Off

## [Key Exchange Algorithm Settings]

[RSA]

On, Off

[ECDHE]

On, Off

[X25519]

On, Off

## [Signature Algorithm Settings]

[RSA]

On, Off

[ECDSA]

On, Off

## [HMAC Algorithm Settings]

[SHA1]

On, Off

[SHA256]

On, Off

[SHA384]

On, Off

## [Proxy Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings]Set whether to use a proxy server to connect the machine to the network. [► Using a Proxy \(P. 784\)](#)

When you use a proxy server, set the proxy server information, applicable range, and authentication information.

[Use Proxy]

[On], [Off]

[Server Address]

[Port Number]

1 to 80 to 65535

[Use Proxy within Same Domain]

[On], [Off]

[Set Authentication]

[Use Proxy Authentication]

[On], [Off]

[User Name]

[Password]

## [Confirm Auth. Info. When in Auth. Management Mode]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether the machine checks authentication information when you print using the V4 printer driver.

\* This setting is applied when you use TLS encrypted communication.

[On], [Off]

#### NOTE

- This setting is not applied if there is no key to use for TLS encrypted communication or if the key is corrupted. [▶](#)  
**Using TLS (P. 788)**

## [IPSec Settings]

DeviceAdmin

**NetworkAdmin**

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure the IP Security Protocol (IPSec) settings. [▶](#) **Using IPSec (P. 791)**

[Use IPSec]

[On], [Off]

[Receive Non-Policy Packets]

[Allow], [Reject]

[Policy On/Off]

[Register]

[Policy Name]

[Selector Settings]

[Local Address]

[Remote Address]

[Port]

[IKE Settings]

[IKE Mode]

[Validity]

[Authentication Method]

[Authentication/Encryption Algorithm]

[IPSec Network Settings]

[Validity]

[PFS]

[Authentication/Encryption Algorithm]

[Connection Mode]

[Only Allow 256-bit for AES Key Length]

[Edit]

[Delete]

[Raise Priority]

[Lower Priority]

[Print List]

[TCP/IP Option Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set the TCP option window scale, MTU size, and minimum value of MSS.

\* [TCP/IP Option Settings] can only be configured using Remote UI.

[Use Window Scale Option]  
On, Off

[MTU Size]  
600 to 1500 bytes

[Minimum Value of MSS]  
48 to 560 bytes

[Use Network Link Scan]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Set whether to use Network Link Scan. Use Network Link Scan when you perform scanning with functions such as AirPrint. [▶Setting the Functions and Security to Be Used with AirPrint \(P. 668\)](#)  
When using Network Link Scan, you can also set whether to encrypt communication with TLS.

[On], [Off]  
[Use TLS]  
[On], [Off]

# [IPv4 Settings]

Configure the settings for using the machine in an IPv4 environment.

\* Values in red text indicate the default setting for each item.

- 🔗 [Use IPv4] (P. 1013)
- 🔗 [IP Address Settings] (P. 1013)
- 🔗 [DHCP Option Settings] (P. 1013)
- 🔗 [PING Command] (P. 1014)

## [Use IPv4]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Set whether to use IPv4. 🔗 **Setting the IPv4 Address (P. 119)**

[On], [Off]

## [IP Address Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Set the IPv4 address automatically or manually. 🔗 **Setting the IPv4 Address (P. 119)**

[DHCP]  
On, **Off**

[Auto IP]  
On, **Off**

[IP Address]: **0.0.0.0**

[Subnet Mask]: **0.0.0.0**

[Gateway Address]: **0.0.0.0**

## [DHCP Option Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Configure the DHCP option settings when you use a DHCP server with the machine in an IPv4 environment with Domain Name System (DNS). 🔗 **Configuring DNS (P. 128)**



[Acquire Host Name]

[On], [Off]

[DNS Dynamic Update]

[On], [Off]

[Acquire DNS Server Address]

[On], [Off]

[Acquire Domain Name]

[On], [Off]

[Acquire WINS Server Address]

[On], [Off]

[Acquire SMTP Server Address]

[On], [Off]

[Acquire POP Server Address]

[On], [Off]

[Release Address Last Acquired from DHCP Server When Address Cannot Be Acquired]\*1

On, Off

\*1 This setting can only be configured using Remote UI.

---

## [PING Command]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings] ► [IPv4 Settings]

Execute a ping command to check whether the machine can connect to devices on the network. [▶ Checking the Network Status and Settings \(P. 146\)](#)

# [IPv6 Settings]

Configure the settings for using the machine in an IPv6 environment.  
You can set multiple IPv6 addresses and use them at the same time.

\* Values in red text indicate the default setting for each item.

- 🔗[Use IPv6] (P. 1015)
- 🔗[Stateless Address Settings] (P. 1015)
- 🔗[Manual Address Settings] (P. 1015)
- 🔗[Use DHCPv6] (P. 1016)
- 🔗[PING Command] (P. 1016)
- 🔗[Only Retrieve Stateful Address Prefix] (P. 1016)
- 🔗[DHCP Option Settings] (P. 1016)

## [Use IPv6]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set whether to use IPv6. 🔗**Setting IPv6 Addresses (P. 123)**

[On], [Off]

## [Stateless Address Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set whether to use a stateless address. 🔗**Setting IPv6 Addresses (P. 123)**

[Use Stateless Address]  
[On], [Off]

## [Manual Address Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set the IPv6 address manually. 🔗**Setting IPv6 Addresses (P. 123)**

[Use Manual Address]  
[On], [Off]

[Manual Address]

[Prefix Length]  
1 to 64 to 128

[Default Router Address]

[Use DHCPv6]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set whether to obtain a stateful address from a DHCP server. [▶Setting IPv6 Addresses \(P. 123\)](#)

[On], [Off]

[PING Command]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Execute a ping command to check whether the machine can connect to devices on the network. [▶Checking Whether the Machine Can Connect to Network Devices \(P. 146\)](#)

[IPv6 Address]  
[Host Name]

[Only Retrieve Stateful Address Prefix]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Set whether to use DHCPv6 to obtain only the first half of the stateful address from the DHCP server.

[On], [Off]

[DHCP Option Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv6 Settings]

Configure the DHCP option settings when you use a DHCP server with the machine in an IPv6 environment with Domain Name System (DNS). [▶Configuring DNS \(P. 128\)](#)

[Acquire DNS Server Address]  
[On], [Off]

[Acquire Domain Name]

|             |
|-------------|
| [On], [Off] |
|-------------|

# [DNS Settings]

Configure the DNS settings when you use the machine in an environment with Domain Name System (DNS). You can also configure the settings for mDNS (multicast DNS) used by software such as Bonjour.

\* Values in red text indicate the default setting for each item.

- ⓘ [DNS Server Address Settings] (P. 1018)
- ⓘ [DNS Host Name/Domain Name Settings] (P. 1018)
- ⓘ [DNS Dynamic Update Settings] (P. 1018)
- ⓘ [mDNS Settings] (P. 1019)
- ⓘ [DNS Encryption Settings] (P. 1019)

## [DNS Server Address Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Set the IP address of the DNS server. ⓘ **Configuring DNS (P. 128)**

[IPv4]  
 [Primary DNS Server]  
 [Secondary DNS Server]  
  
 [IPv6]  
 [Primary DNS Server]  
 [Secondary DNS Server]

## [DNS Host Name/Domain Name Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Set the host name of the machine to be registered to the DNS server, as well as the name of the domain to which the machine belongs. ⓘ **Configuring DNS (P. 128)**

[IPv4]  
 [Host Name]: Canon\*\*\*\*\* ("\*\*\*\*\*" represents the last six digits of the MAC address)  
 [Domain Name]  
  
 [IPv6]  
 [Use Same Host Name/Domain Name as IPv4]  
 [On], [Off]  
 [Host Name]: Canon\*\*\*\*\* ("\*\*\*\*\*" represents the last six digits of the MAC address)  
 [Domain Name]

## [DNS Dynamic Update Settings]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings] ► [DNS Settings]

Set whether to update automatically when the mapping of the host name and IP address is changed, such as in a DHCP environment. [►Configuring DNS \(P. 128\)](#)

[IPv4]

[DNS Dynamic Update]

[On], [Off]

[IPv6]

[DNS Dynamic Update]

[On], [Off]

[Register Stateless Address]

[On], [Off]

[Register Manual Address]

[On], [Off]

[Register Stateful Address]

[On], [Off]

## [mDNS Settings]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings] ► [DNS Settings]

Configure the mDNS settings for using the DNS function in an environment without DNS. [►Configuring DNS \(P. 128\)](#)

[Use IPv4 mDNS]

[On], [Off]

[mDNS Name]

[Use IPv6 mDNS]

[On], [Off]

[Use Same mDNS Name as IPv4]

[On], [Off]

[mDNS Name]

## [DNS Encryption Settings]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings] ► [DNS Settings]

You can select whether to use encrypted TLS communication with the DNS server. [►Configuring DNS \(P. 128\)](#)

[Use DNS over TLS]

[On], [Off]

[Port Number to Use]

1 to 853 to 65535

[Host Name to Verify]

[Host Name]

# [Firewall Settings]

Configure the IP address filter and MAC address filter settings.

- 🔗 [IPv4 Address Filter] (P. 1020)
- 🔗 [IPv6 Address Filter] (P. 1020)
- 🔗 [MAC Address Filter] (P. 1020)
- 🔗 [IP Address Block Log] (P. 1020)

## [IPv4 Address Filter]

[🔧 Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings]

Configure the IPv4 address filter settings.

- 🔗 [IPv4 Address Filter] (P. 1021)

## [IPv6 Address Filter]

[🔧 Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings]

Configure the IPv6 address filter settings.

- 🔗 [IPv6 Address Filter] (P. 1023)

## [MAC Address Filter]

[🔧 Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings]

Configure the MAC address filter settings.

- 🔗 [MAC Address Filter] (P. 1025)

## [IP Address Block Log]

DeviceAdmin NetworkAdmin Remote UI

[🔧 Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings]

Display the log of communications blocked by the IP address filter.

[Time]  
[Type]  
[IP Address]  
[Port Number]  
[Result]  
[Details]

# [IPv4 Address Filter]

Configure the IPv4 address filter settings.

\* Values in red text indicate the default setting for each item.

- 🔗[Outbound Filter] (P. 1021)
- 🔗[Inbound Filter] (P. 1021)
- 🔗[Always Allow Sending/Receiving Using ICMP] (P. 1022)

## [Outbound Filter]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Configure the outbound filter settings. 🔗Setting Up IP Address Filtering (P. 776)

[Use Filter]  
[On], [Off]

[Default Policy]  
[Allow], [Reject]

[Register]  
IP Address  
Port Number

[Details/Edit]

[Delete]

## [Inbound Filter]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Configure the inbound filter settings. 🔗Setting Up IP Address Filtering (P. 776)

[Use Filter]  
[On], [Off]

[Default Policy]  
[Allow], [Reject]

[Register]  
IP Address  
Port Number

[Details/Edit]



[Delete]

[Always Allow Sending/Receiving Using ICMP]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Set whether to always allow the machine to send and receive ICMP communications such as ping commands.

[On], [Off]

# [IPv6 Address Filter]

Configure the IPv6 address filter settings.

\* Values in red text indicate the default setting for each item.

- 🔗[Outbound Filter] (P. 1023)
- 🔗[Inbound Filter] (P. 1023)
- 🔗[Always Allow Sending/Receiving Using ICMPv6] (P. 1024)

## [Outbound Filter]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter]

Configure the outbound filter settings. 🔗Setting Up IP Address Filtering (P. 776)

[Use Filter]  
[On], [Off]

[Default Policy]  
[Allow], [Reject]

[Register]  
IPv6 Address  
Port Number

[Details/Edit]

[Delete]

## [Inbound Filter]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter]

Configure the inbound filter settings. 🔗Setting Up IP Address Filtering (P. 776)

[Use Filter]  
[On], [Off]

[Default Policy]  
[Allow], [Reject]

[Register]  
IPv6 Address  
Port Number

[Details/Edit]

[Delete]

[Always Allow Sending/Receiving Using ICMPv6]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter]

Set whether to always allow the machine to send and receive ICMPv6 communications such as ping commands.

[On], [Off]

# [MAC Address Filter]

Configure the MAC address filter settings.

\* Values in red text indicate the default setting for each item.

⚙️ [Outbound Filter] (P. 1025)

⚙️ [Inbound Filter] (P. 1025)

## [Outbound Filter]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter]

Configure the outbound filter settings. ⚙️ **Setting MAC Address Filtering (P. 778)**

[Use Filter]

[On], [Off]

[Default Policy]

[Allow], [Reject]

[Register]

MAC Address

[Edit]

[Delete]

## [Inbound Filter]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter]

Configure the inbound filter settings. ⚙️ **Setting MAC Address Filtering (P. 778)**

[Use Filter]

[On], [Off]

[Default Policy]

[Allow], [Reject]

[Register]

MAC Address

[Edit]

[Delete]

# [Wireless LAN]

Configure the settings for connecting the machine to a wireless LAN and for saving power when connected to a wireless LAN.

\* Values in red text indicate the default setting for each item.

- ▶ [Wireless LAN Settings] (P. 1026)
- ▶ [Wireless LAN Information] (P. 1026)
- ▶ [Power Save Mode] (P. 1026)

## [Wireless LAN Settings]

DeviceAdmin **NetworkAdmin** Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN]

Configure the settings for connecting to a wireless LAN. ▶ **Connecting to a Wireless LAN (P. 110)**

[WPS Push Button Mode]

[WPS PIN Code Mode]

[Other (Set Manually)]

[Select Access Point]

[Enter Manually]

[SSID Settings]

[Security Settings]

## [Wireless LAN Information]

DeviceAdmin **NetworkAdmin** Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN]

Check the MAC address, connection information, and security settings of the wireless LAN. ▶ **Checking the MAC Address and Connection Information of the Wireless LAN (P. 148)**

[All]

[Details]

## [Power Save Mode]

DeviceAdmin **NetworkAdmin** Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN]

Set whether the machine regularly enters the power save state according to the signal sent from the wireless LAN router.

|             |
|-------------|
| [On], [Off] |
|-------------|

# [Direct Connection Settings]

Configure the settings for using a direct connection and for the connection function.

\* Values in red text indicate the default setting for each item.

- 🔗 [Use Direct Connection] (P. 1028)
- 🔗 [Time Until Direct Connection Session Is Terminated] (P. 1028)
- 🔗 [SSID/Network Key Settings] (P. 1028)
- 🔗 [Always Keep Enabled If SSID/Network Key Specified] (P. 1029)
- 🔗 [IP Address Settings for Direct Connection] (P. 1029)
- 🔗 [Personal SSID and Network Key Settings] (P. 1029)
- 🔗 [Use Login Name as User Name for Print Jobs] (P. 1030)

## [Use Direct Connection]

DeviceAdmin NetworkAdmin Remote UI

⚙ Settings/Register ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set whether to use a direct connection. 🔗 **Enabling the Direct Connection Function (P. 665)**

[On], [Off]

## [Time Until Direct Connection Session Is Terminated]

DeviceAdmin NetworkAdmin Remote UI

⚙ Settings/Register ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Enter the amount of time from when the direct connection is started until it is terminated. If multiple mobile devices are connected, they will be disconnected when this amount of time elapses after the last connection was started.

0 min. (Off), 1 to 30 to 60 min.

### NOTE

- This setting is disabled when [Always Keep Enabled If SSID/Network Key Specified] is set to [On].

## [SSID/Network Key Settings]

DeviceAdmin NetworkAdmin Remote UI

⚙ Settings/Register ▶ [Preferences] ▶ [Network] ▶ [Direct Connection Settings]

Set the SSID (network name) and network key (password) to be used for establishing a direct connection in Access Point Mode. 🔗 **Enabling the Direct Connection Function (P. 665)**

- When you set [Use Personal SSID and Network Key] to [On], a separate SSID and network key can be used for each login user. ➤ **[Personal SSID and Network Key Settings] (P. 1029)**
- Multiple mobile devices can be connected at the same time if you set [Use Personal SSID and Network Key] to [Off] and set both an SSID and a network key.

[Use Personal SSID and Network Key]

[On], [Off]

[Specify SSID to Use]

[On], [Off]

[SSID]

[Specify Network Key to Use]

[On], [Off]

[Network Key]

[Always Keep Enabled If SSID/Network Key Specified]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [Direct Connection Settings]

Set whether to allow mobile devices to always connect to the machine.

When you select [On], a fixed SSID (network name) and network key (password) need to be set in [Specify SSID to Use] and [Specify Network Key to Use] in [Access Point Mode Settings]. A maximum of five mobile devices can be connected to the machine at the same time.

[On], [Off]

#### NOTE

- When you select [On], the [Time Until Direct Connection Session Is Terminated] setting is disabled.

[IP Address Settings for Direct Connection]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [Direct Connection Settings]

Set the IP address for the direct connection.

192.168.22.1

[Personal SSID and Network Key Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [Direct Connection Settings]

Set the SSID (network name) and network key (password) of the direct connection for each login user.

When you set [Automatically Enable/Disable Direct Connection at Login/Logout] to [On], a direct connection can be established automatically at login without pressing [Enable] for [Direct Connection] in [Mobile Portal].



\* You cannot configure this setting if you log in as a user with Administrator privileges and select [Device Settings] on the screen displayed after pressing [ Settings/Register]. To set your own login user SSID and network key, select [Personal Settings].

[Specify SSID to Use]

[On], [Off]

[SSID]

[Specify Network Key to Use]

[On], [Off]

[Network Key]

[Automatically Enable/Disable Direct Connection at Login/Logout]

[On], [Off]

---

[Use Login Name as User Name for Print Jobs]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [Direct Connection Settings]

Set whether to display the login name as the user name for print data that is sent using a direct connection.

[On], [Off]

# [Sub Line Settings]

Configure the sub line settings when a setting other than [Off] is selected for [Sub Line] in [Select Interface].

\* Values in red text indicate the default setting for each item.

- 🔗 [IP Address Settings] (P. 1031)
- 🔗 [Priority Line for Communication with Mobile Devices] (P. 1031)
- 🔗 [Ethernet Driver Settings] (P. 1031)
- 🔗 [IEEE 802.1X Settings] (P. 1032)
- 🔗 [Firewall Settings] (P. 1033)
- 🔗 [Settings for System Data Communication] (P. 1033)

## [IP Address Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Automatically or manually set the IPv4 address to use for the sub line. 🔗 **Setting the IPv4 Address of the Sub Line (P. 121)**

[DHCP]

On, **Off**

[IP Address]: **0.0.0.0**

[Subnet Mask]: **0.0.0.0**

[Gateway Address]: **0.0.0.0**

## [Priority Line for Communication with Mobile Devices]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Select whether to connect mobile devices to the main line or sub line when the machine communicates with mobile devices.

[**Main Line**], [Sub Line]

## [Ethernet Driver Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

You can configure the Ethernet communication method for the sub line and select whether to use the EEE function. [▶](#)

### Manually Configuring the Ethernet Settings (P. 126)

You can also check the current transmission speed and the MAC address of the wired LAN. [▶](#) **Checking the MAC Address of the Wired LAN (P. 147)**

\* When you set [Ethernet Type] to [1000BASE-T], [Communication Mode] is set to [Full Duplex].

\* Depending on the network environment, the connection between the machine and the network may become unstable. In that case, setting [Use EEE] to [Off] may improve the situation.

[Auto Detect]  
[On], [Off]

[Communication Mode]  
[Half Duplex], [Full Duplex]

[Ethernet Type]  
[10BASE-T], [100BASE-TX], [1000BASE-T]

[Current Transmission Speed]

[MAC Address]

[Use EEE]  
[On], [Off]

## [IEEE 802.1X Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Configure the IEEE 802.1X settings to be used for the sub line. [▶](#) **Using IEEE 802.1X (P. 797)**

[Use IEEE 802.1X]  
[On], [Off]

[Login Name]

[Verify Authent. Server Certificate]  
[On], [Off]

[Verify Authentication Server Name]  
[On], [Off]

[Authentication Server Name]

[Use TLS]  
[On], [Off]

[Key and Certificate]  
[Set as Default Key]  
[Certificate Details]  
[Version]  
[Serial Number]  
[Signature Algorithm]  
[Issued To]  
[Validity Start Date]  
[Validity End Date]

|                                 |
|---------------------------------|
| [Issuer]                        |
| [Public Key]                    |
| [Certificate Thumbprint]        |
| [Issued To (Altn. Name)]        |
| [Verify Certificate]            |
| [Display Use Location]          |
| [Use TTLS]                      |
| [On], [Off]                     |
| [TTLS Settings (TTLS Protocol)] |
| [MSCHAPv2], [PAP]               |
| [Use PEAP]                      |
| [On], [Off]                     |
| [User Name]                     |
| [Password]                      |
| [Use Login Name as User Name]   |
| On, Off                         |

[Firewall Settings]

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Configure the IP address filter and MAC address filter settings for the sub line.  
[Firewall Settings] (P. 1034)

[Settings for System Data Communication]

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings]

Configure the DNS and proxy settings to use when performing specific system data communication over the sub line.  
[Settings for System Data Communication] (P. 1037)

# [Firewall Settings]

Configure the IP address filter and MAC address filter settings for the sub line.

\* Values in red text indicate the default setting for each item.

🔗[IPv4 Address Filter] (P. 1034)

🔗[MAC Address Filter] (P. 1035)

## [IPv4 Address Filter]

[🔧 Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings]

Configure the IPv4 address filter settings for the sub line.

### [Outbound Filter]

DeviceAdmin

NetworkAdmin

Remote UI

[🔧 Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Configure the outbound filter settings for the sub line. 🔗**Setting Up IP Address Filtering on the Sub Line (P. 780)**

[Use Filter]  
[On], [Off]

[Default Policy]  
[Allow], [Reject]

[Register]  
IP Address  
Port Number

[Details/Edit]

[Delete]

### [Inbound Filter]

DeviceAdmin

NetworkAdmin

Remote UI

[🔧 Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Firewall Settings] ▶ [IPv4 Address Filter]

Configure the inbound filter settings for the sub line. 🔗**Setting Up IP Address Filtering on the Sub Line (P. 780)**

[Use Filter]  
[On], [Off]

[Default Policy]

[Allow], [Reject]

[Register]

IP Address

Port Number

[Details/Edit]

[Delete]

## [MAC Address Filter]

[ Settings/Register] ► [Preferences] ► [Network] ► [Sub Line Settings] ► [Firewall Settings]

Configure the MAC address filter settings for the sub line.

## [Outbound Filter]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [Sub Line Settings] ► [Firewall Settings] ► [MAC Address Filter]

Configure the outbound filter settings for the sub line. [▶Setting up Mac Address Filtering on the Sub Line \(P. 782\)](#)

[Use Filter]

[On], [Off]

[Default Policy]

[Allow], [Reject]

[Register]

MAC Address

[Edit]

[Delete]

## [Inbound Filter]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Network] ► [Sub Line Settings] ► [Firewall Settings] ► [MAC Address Filter]

Configure the inbound filter settings for the sub line. [▶Setting up Mac Address Filtering on the Sub Line \(P. 782\)](#)

[Use Filter]

[On], [Off]

[Default Policy]

[Allow], [Reject]

[Register]

|             |
|-------------|
| MAC Address |
| [Edit]      |
| [Delete]    |

# [Settings for System Data Communication]

EK89-0S3

Configure the DNS and proxy settings to use when performing specific system data communication over the sub line.

\* Values in red text indicate the default setting for each item.

🔗 [DNS Server Address Settings] (P. 1037)

🔗 [Proxy Settings] (P. 1037)

🔗 [Select Line to Use] (P. 1037)

## [DNS Server Address Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Settings for System Data Communication]

Set the IP address of the DNS server for the sub line. 🔗 **Setting the DNS of the Sub Line (P. 131)**

[Primary DNS Server]

[Secondary DNS Server]

## [Proxy Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Settings for System Data Communication]

Set whether to use a proxy server to connect the sub line to the network. 🔗 **Configuring the Proxy of the Sub Line (P. 786)**

When you use a proxy server, set the proxy server information, applicable range, and authentication information.

[Use Proxy]

[On], [Off]

[Server Address]

[Port Number]

1 to 80 to 65535

[Set Authentication]

[Use Proxy Authentication]

[On], [Off]

[User Name]

[Password]

## [Select Line to Use]



DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Sub Line Settings] ▶ [Settings for System Data Communication]

Set whether to use the main line or sub line when communicating with the remote monitoring server or the distribution server.

[Main Line], [Sub Line]

# [External Interface]

Configure the USB connection.

\* Values in red text indicate the default setting for each item.

## 🔗 [USB Settings] (P. 1039)

### [USB Settings]

[ Settings/Register] ▶ [Preferences] ▶ [External Interface]

Configure the settings for using the USB port and USB memory.

#### [Use as USB Device]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [External Interface] ▶ [USB Settings]

Set whether to use the USB port for connecting a computer to the machine. 🔗 **Preventing Connection to a Computer via the USB Port (P. 853)**

[On], [Off]

#### [Use MEAP Driver for USB Input Device]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [External Interface] ▶ [USB Settings]

Set whether to use the MEAP driver for USB input devices such as a keyboard.

Depending on the MEAP application that uses the keyboard or other device, you may need to set this to [On]. To determine whether you need to set this to [On], see the manual of the MEAP application or contact your dealer or service representative.

[On], [Off]

#### [Use MEAP Driver for USB Storage Device]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Preferences] ▶ [External Interface] ▶ [USB Settings]

Set whether to use the MEAP driver for memory media such as a USB memory device.

Depending on the MEAP application that uses the USB memory device or other memory media, you may need to set this to [On]. To determine whether you need to set this to [On], see the manual of the MEAP application or contact your dealer or service representative.

[On], [Off]

#### [Use USB Storage Device]

DeviceAdmin

NetworkAdmin

Remote UI

[  Settings/Register] ► [Preferences] ► [External Interface] ► [USB Settings]

Set whether to use memory media such as a USB memory device. [▶ Preventing All Use of Memory Media \(P. 827\)](#)

[On], [Off]

#### [Restrict Auto Installation of Printer Driver]

DeviceAdmin

NetworkAdmin

Remote UI

[  Settings/Register] ► [Preferences] ► [External Interface] ► [USB Settings]

You can select whether to automatically install the printer driver when another machine is connected via USB.  
\* This setting must be disabled when multiple machines are connected.

[On], [Off]

# [Accessibility]

Configure settings for improving accessibility, such as reversing the colors of the control panel screen and adjusting the response speed of key presses.

\* Values in red text indicate the default setting for each item.

- ⓘ [Key Repetition Settings] (P. 1041)
- ⓘ [Acceptance Delay for Repeated Presses] (P. 1041)
- ⓘ [Invert Screen Colors] (P. 1041)
- ⓘ [Use Flick Function] (P. 1042)

## [Key Repetition Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Accessibility]

You can reduce the speed at which characters are repeatedly entered when you press and hold a key on the on-screen keyboard. Configure this setting in cases such as when you intend to enter a single character, but the same character is entered repeatedly.

\* This setting can be configured by each login user.

[Standard], [Slightly Slow], [Slow]

## [Acceptance Delay for Repeated Presses]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Accessibility]

You can specify the amount of time during which the machine does not accept the second and subsequent key inputs when a key on the on-screen keyboard is unintentionally pressed repeatedly. Configure this setting in cases such as when you intend to enter a single character, but the same character is entered repeatedly.

\* This setting can be configured by each login user.

[On], [Off]  
0.1 to 1.0 (sec.)

## [Invert Screen Colors]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Preferences] ▶ [Accessibility]

You can configure the setting to display the light and dark screen colors in reverse.

Configure this setting if you find it difficult to see the display even after adjusting the screen brightness in [Adjust Brightness] on the [Home] screen.

\* This setting can be configured by each login user.

[On], [Off]

#### NOTE

- If this setting is disabled, flick operations and drag-and-drop operations cannot be used.
- If this setting is disabled, the colors are reversed on the following screens.
  - Copy
  - Fax
  - Scan and Send
  - Print
  - Scan and Store
  - Access Stored Files
  - Fax/I-Fax Inbox
  - Dest./Fwd. Settings
  - Status Monitor
  - Error screen (no paper)

[Use Flick Function]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Preferences] ► [Accessibility]

Select whether to enable flick operations.

[On], [Off]

#### NOTE

- This setting is not applied to the preview screen for checking the contents of the scanned data or files, or to the MEAP application screens.

# [Adjustment/Maintenance]

---

Configure the settings for adjusting the image quality of printing and scanning, and for cleaning the machine.

- ⚙️ [Adjust Image Quality] (P. 1043)
- ⚙️ [Adjust Action] (P. 1043)
- ⚙️ [Maintenance] (P. 1043)

---

## [Adjust Image Quality]

---

[ Settings/Register] ► [Adjustment/Maintenance]

Perform image quality adjustments such as correcting the gradation or density in the printing results.

- ⚙️ [Adjust Image Quality] (P. 1044)

---

## [Adjust Action]

---

[ Settings/Register] ► [Adjustment/Maintenance]

Adjust the operation of the machine and an optional finisher.

- ⚙️ [Adjust Action] (P. 1047)

---

## [Maintenance]

---

[ Settings/Register] ► [Adjustment/Maintenance]

Perform operations to clean the machine, or watch videos on how to perform cleaning and maintenance.

- ⚙️ [Maintenance] (P. 1048)

# [Adjust Image Quality]

Perform image quality adjustments such as correcting the gradation or density in the printing results or scanned images.

\* Values in red text indicate the default setting for each item.

- 🔍 [Auto Adjust Gradation] (P. 1044)
- 🔍 [Correct Density] (P. 1044)
- 🔍 [Correct Shading] (P. 1045)
- 🔍 [Adjust Image Position for Each Paper Drawer] (P. 1045)
- 🔍 [Fine Adjust Zoom] (P. 1045)
- 🔍 [Dither Pattern Settings] (P. 1045)
- 🔍 [Correct Uneven Gloss] (P. 1046)

## [Auto Adjust Gradation]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Adjust the gradation if it is not reproduced correctly and the printing results differ significantly from the source data or original. 🔍 **Calibrating the Gradation (P. 1321)**

- When [Thin/Plain/Recycled] is selected:
  - [Full Adjust]
  - [Quick Adjust]
- When [Heavy] or [Thin/Plain/Recycled (L Size)] is selected:
  - [Full Adjust]

[Initialize When Using Full Adjust]  
[On], [Off]

### NOTE

- Calibration images are printed when you perform Full Adjust, but these are not counted in the number of pages printed.

## [Correct Density]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Adjust the density if the color density of the scanned data or printing results differs significantly from the source data or original. 🔍 **Correcting Density (P. 1324)**

[Copy]  
9 levels

[B&amp;W Send/Scan and Store (Other Than Mail Box)]

9 levels

[Color Scan for Send/Scan and Store]

9 levels

## [Correct Shading]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Perform adjustment to make the density more even, if uneven shading occurs in the printing results. [▶ Correcting Uneven Density \(P. 1325\)](#)

[Scanner Correction]

[Densitometer Correction]

[Visual Correction]

## [Adjust Image Position for Each Paper Drawer]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

For each paper source, adjust the print position to correct shifted characters or images. [▶ Adjusting the Print Position for Each Paper Source \(P. 1336\)](#)

## [Fine Adjust Zoom]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

If the size of the copied image differs slightly from that of the original, adjust the vertical and horizontal ratio in 0.1% increments to bring the size closer to that of the original. [▶ Adjusting the Print Size of the Copied Image \(P. 1338\)](#)

[X]

-1.0 to 0.0 to +1.0%

[Y]

-1.0 to 0.0 to +1.0%

## [Dither Pattern Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Select a dither pattern suitable for the image to be printed, to produce smoother gradations and contours in the printed image. [▶ Smoothing Curves and Gradations \(Dither Pattern Settings\) \(P. 1330\)](#)



[Pattern 1], [Pattern 2]

[Correct Uneven Gloss]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

When uneven gloss occurs on printed images, perform correction to reduce uneven gloss. [▶ Correcting Uneven Gloss \(P. 1334\)](#)

[On], [Off]

# [Adjust Action]

Adjust the actions of the optional finisher.

\* Values in red text indicate the default setting for each item.

⚙️ [Switch Finisher Puncher Mode] (P. 1047)

⚙️ [Time Until Stapling Starts in Stapler Mode] (P. 1047)

⚙️ [Start Key Touch Recognition Delay] (P. 1047)

## [Switch Finisher Puncher Mode]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Set whether to give priority to the speed or precision of the puncher.

\* This item is displayed only on machines with the option installed.

[Speed Priority], [Precision Priority]

## [Time Until Stapling Starts in Stapler Mode]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Set the amount of time until the machine automatically staples the paper bundle after it is inserted, when using manual stapling.

\* This item is displayed only on machines with the option installed.

1 to 3 to 5 sec.

## [Start Key Touch Recognition Delay]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Adjust Action]

Adjust the amount of time to touch [⏏ Start] on the control panel. When you touch the button for the set amount of time, the machine recognizes that the button is pressed, and the processing starts.

-1 to 0 to +7

# [Maintenance]

Perform operations to clean the machine, or watch videos on how to perform cleaning and maintenance.

- 🔍 [Clean Inside Main Unit] (P. 1048)
- 🔍 [Clean Feeder] (P. 1048)
- 🔍 [Clean Pressure Roller for Fixing] (P. 1048)
- 🔍 [Original Scanning Area Cleaning Method] (P. 1048)
- 🔍 [Check Maintenance Method] (P. 1049)
- 🔍 [Initialize After Replacing Parts] (P. 1049)

## [Clean Inside Main Unit]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Clean the inside of the machine. Perform this operation when the printed paper has streaks or is smudged, or when part of the image is not printed.

## [Clean Feeder]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Clean the feeder. Perform this operation if originals become dirty or frequently jam when you use the feeder. 🔍  
**Cleaning the Feeder (P. 1284)**

## [Clean Pressure Roller for Fixing]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Clean the fixing assembly. Perform this operation when the printed paper becomes dirty.

## [Original Scanning Area Cleaning Method]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Watch a video to check how to clean the original scanning area.

\* This item may not be displayed depending on the type of the feeder.

---

[Check Maintenance Method]

---

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Watch videos to check how to replace consumables or clear paper jams.

🔗[\[Check Maintenance Method\] \(P. 1050\)](#)

---

[Initialize After Replacing Parts]

---

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Initialize the printer after you replace parts. Initialize the printer for each replaced part.

🔗[\[Initialize After Replacing Parts\] \(P. 1052\)](#)

# [Check Maintenance Method]

Play videos to check how to replace consumables and remove jammed paper.

- 🔍 [Replace Toner Cartridge] (P. 1050)
- 🔍 [Replace Waste Toner Container] (P. 1050)
- 🔍 [Load Staples (Staples)] (P. 1050)
- 🔍 [Replace Drum Unit] (P. 1050)
- 🔍 [Replace Fixing Assembly] (P. 1051)
- 🔍 [Replace ITB Unit] (P. 1051)
- 🔍 [Replace Secondary Transfer Outer Roller] (P. 1051)
- 🔍 [Replace ADF Maintenance Kit] (P. 1051)
- 🔍 [Remove Jammed Paper (Example)] (P. 1051)

## [Replace Toner Cartridge]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to replace toner cartridges. The video can be used to check the procedure before replacement is required.

## [Replace Waste Toner Container]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to replace the waste toner container. The video can be used to check the procedure before replacement is required.

## [Load Staples (Staples)]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to load staples. The video can be used to check the procedure before loading is required.

## [Replace Drum Unit]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to replace the drum unit. The video can be used to check the procedure before replacement is required.

---

### [Replace Fixing Assembly]

---

[DeviceAdmin](#)[NetworkAdmin](#)[Remote UI](#)

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to replace the fixing assembly. The video can be used to check the procedure before replacement is required.

---

### [Replace ITB Unit]

---

[DeviceAdmin](#)[NetworkAdmin](#)[Remote UI](#)

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to replace the ITB unit. The video can be used to check the procedure before replacement is required.

---

### [Replace Secondary Transfer Outer Roller]

---

[DeviceAdmin](#)[NetworkAdmin](#)[Remote UI](#)

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to replace the secondary transfer outer roller. The video can be used to check the procedure before replacement is required.

---

### [Replace ADF Maintenance Kit]

---

[DeviceAdmin](#)[NetworkAdmin](#)[Remote UI](#)

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to replace the ADF maintenance kit. The video can be used to check the procedure before replacement is required.

---

### [Remove Jammed Paper (Example)]

---

[DeviceAdmin](#)[NetworkAdmin](#)[Remote UI](#)

[ Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Check Maintenance Method]

Watch a video to check how to clear paper jams. The video can be used to check the procedure before clearing is required.

# [Initialize After Replacing Parts]

EK89-0SC

Initialize the printer after you replace parts. Initialize the printer for the replaced part.

⚙️ [Secondary Transfer Outer Roller] (P. 1052)

⚙️ [ADF Maintenance Kit] (P. 1052)

---

## [Secondary Transfer Outer Roller]

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[DeviceAdmin](#)[NetworkAdmin](#)[Remote UI](#)

⚙️ [Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Initialize After Replacing Parts]

After you replace the secondary transfer outer roller, execute [Secondary Transfer Outer Roller] to perform initialization.

---

## [ADF Maintenance Kit]

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[DeviceAdmin](#)[NetworkAdmin](#)[Remote UI](#)

⚙️ [Settings/Register] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Initialize After Replacing Parts]

After you replace the ADF pickup roller and ADF separation pad, execute [ADF Maintenance Kit] to perform initialization.

# [Function Settings]

Configure the settings for the printing, scanning, faxing, and copying functions.

- ⚙️ [Common] (P. 1053)
- ⚙️ [Copy] (P. 1053)
- ⚙️ [Printer] (P. 1053)
- ⚙️ [Send] (P. 1053)
- ⚙️ [Receive/Forward] (P. 1053)
- ⚙️ [Store/Access Files] (P. 1054)
- ⚙️ [Print] (P. 1054)

---

## [Common]

---

[ Settings/Register] ► [Function Settings]

Configure the settings for operations that are common to all functions, such as the paper feed, paper output, print, and scan settings.

- ⚙️ [Common] (P. 1055)

---

## [Copy]

---

[ Settings/Register] ► [Function Settings]

Configure the settings for copying.

- ⚙️ [Copy] (P. 1074)

---

## [Printer]

---

[ Settings/Register] ► [Function Settings]

Configure the settings for the printer.

- ⚙️ [Printer] (P. 1077)

---

## [Send]

---

[ Settings/Register] ► [Function Settings]

Configure the settings for sending scanned data and faxes.

- ⚙️ [Send] (P. 1081)

---

## [Receive/Forward]

---

[ Settings/Register] ► [Function Settings]

Configure the settings for receiving and forwarding e-mails, faxes, and I-Faxes.



🔍 [Receive/Forward] (P. 1117)

---

[Store/Access Files]

---

[ Settings/Register] ▶ [Function Settings]

Configure the settings for storing scanned data and using storage space and USB memory.

🔍 [Store/Access Files] (P. 1129)

---

[Print]

---

[ Settings/Register] ▶ [Function Settings]

Configure the settings for processing and displaying the print data, and for Secure Print.

🔍 [Print] (P. 1136)

# [Common]

Configure the settings for operations that are common to all functions, such as the paper feed, paper output, print, and scan settings.

- ⚙️ [Paper Feed Settings] (P. 1055)
- ⚙️ [Paper Output Settings] (P. 1055)
- ⚙️ [Print Settings] (P. 1055)
- ⚙️ [Scan Settings] (P. 1055)
- ⚙️ [Generate File] (P. 1055)
- ⚙️ [Set Authentication Method] (P. 1056)

---

## [Paper Feed Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Common]

Configure the settings for the paper feeding operations.

- ⚙️ [Paper Feed Settings] (P. 1057)

---

## [Paper Output Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Common]

Configure the settings for the paper output operations.

- ⚙️ [Paper Output Settings] (P. 1059)

---

## [Print Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Common]

Configure the settings for the printing operations.

- ⚙️ [Print Settings] (P. 1062)

---

## [Scan Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Common]

Configure the settings for the scanning operations.

- ⚙️ [Scan Settings] (P. 1065)

---

## [Generate File]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Common]

Configure the settings for files when sending and storing the scanned data.

- ⚙️ [Generate File] (P. 1068)

---

[Set Authentication Method]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Common]

Configure the settings for the authentication method.

🔗 **[Set Authentication Method] (P. 1072)**

# [Paper Feed Settings]

Configure the settings for the paper feeding operations.

\* Values in red text indicate the default setting for each item.

ⓘ [Paper Source Auto Selection] (P. 1057)

ⓘ [Switch Paper Feed Method] (P. 1057)

ⓘ [Suspended Job Timeout] (P. 1058)

## [Paper Source Auto Selection]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

Configure the settings for each function so that the machine automatically selects the appropriate paper source according to the size of the paper to be printed. ⓘ **Using the Appropriate Paper Source for Each Function (P. 271)**

### [Copy]

[MP Tray]

[On], [Off]

Other paper sources

[On], [Off]

### [Printer]

[MP Tray]

[On], [Off]

Other paper sources

[On], [Off]

[Use Group]

On, Off

### [Access Stored Files]/[Receive/Fax]/[Other]

[MP Tray]

[On], [Off]

Other paper sources

[On], [Off]

## [Switch Paper Feed Method]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

For each paper source, configure the settings for the paper feed method when printing on paper with images such as logos.

By default, when using such type of paper, the paper feed method varies depending on whether you perform 1-sided printing or 2-sided printing. When you select [Print Side Priority] for a paper source, always load the paper in the manner used for 2-sided printing, regardless of whether you perform 1-sided printing or 2-sided printing. ⓘ

**Orientation for Loading Paper with a Logo (P. 244)**

\* When you select [Print Side Priority], the speed of 1-sided printing decreases. In addition, the Auto Select Paper setting is disabled.

[MP Tray]

[Speed Priority], [Print Side Priority]

Other paper sources

[Speed Priority], [Print Side Priority]

#### NOTE

- If you select [Print Side Priority] for a paper source loaded with paper that cannot be used for 2-sided printing, the [Load paper.] message appears and the paper is not fed, or the [Speed Priority] operation is performed.

### [Suspended Job Timeout]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Common] ► [Paper Feed Settings]

Configure the setting to print the next document when the specified amount of time elapses after printing is suspended.

[On], [Off]

0 to 5 to 999 min.

#### NOTE

- If paper runs out during printing, the next document is not printed when the specified amount of time elapses.
- The machine retains the data of suspended print jobs. To automatically delete this data, configure the [Auto Delete Suspended Jobs] setting. [▶ \[Auto Delete Suspended Jobs\] \(P. 1062\)](#)

# [Paper Output Settings]

Configure the settings for the paper output operations.

\* Values in red text indicate the default setting for each item.

- ⚙️ [Output Tray Settings] (P. 1059)
- ⚙️ [Use Optional Output Tray] (P. 1059)
- ⚙️ [Offset Jobs] (P. 1060)
- ⚙️ [Job Separator Between Jobs] (P. 1060)
- ⚙️ [Job Separator Between Copies] (P. 1060)
- ⚙️ [Action When Too Many Sheets to Staple] (P. 1060)
- ⚙️ [Enable Offset for Single-Sheet Print Jobs] (P. 1061)

## [Output Tray Settings]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set which functions use each output tray as the output destination. Also specify the output tray priority when multiple trays are to be used for the output of the same function. ➤ **Output Destination Settings (P. 273)**

\* This item is displayed only on machines with the option installed.

[Tray A]  
[Copy], [Access Stored Files], [Printer], [Receive], [Other], [Fax 1], [Fax 2]

[Tray B]  
[Copy], [Access Stored Files], [Printer], [Receive], [Other], [Fax 1], [Fax 2]

[Tray C]  
[Copy], [Access Stored Files], [Printer], [Receive], [Other], [Fax 1], [Fax 2]

## [Use Optional Output Tray]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set whether to use an additionally installed output tray.

\* The setting items vary depending on the options installed. ➤ **Supported Options (P. 4)**

[Output Tray 1]  
[On], [Off]

[Output Tray 2]  
[On], [Off]

## [Offset Jobs]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set whether to offset the paper output for each set of print data.

\* This item is displayed only on machines with the option installed.

[On], [Off]

## [Job Separator Between Jobs]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set whether to sort by inserting the specified paper at the start of the print data.

[On], [Off]

[Change]

Paper source selection

## [Job Separator Between Copies]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Configure the settings to sort by inserting paper between each specified number of copies.  
The machine inserts paper when you print using the Collate (Page Order), Offset, or Staple settings.

[On], [Off]

[Change]

Paper source selection

[copies]

1 to 10 to 9999

## NOTE

- Paper is not inserted in the following cases:
  - When the Group (Same Pages), Group Sort, or Booklet settings are configured
- \* The available functions and usable paper vary depending on the model and options.

## [Action When Too Many Sheets to Staple]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Paper Output Settings]

Set the actions that the machine performs when there are too many sheets to staple.

\* This item is displayed only on machines with the option installed. The available functions vary depending on the options.

[Corner/Double]

[Print without Stapling], [Cancel Printing]

[Eco (Staple-Free)]

[Print without Stapling], [Cancel Printing]

---

#### [Enable Offset for Single-Sheet Print Jobs]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Common] ► [Paper Output Settings]

Set whether to offset the paper output for single-sheet print jobs when offset is specified or when printing multiple copies.

\* This setting is disabled for copying.

\* This item is displayed only on machines with the option installed.

[On], [Off]



# [Print Settings]

Configure the settings for the printing operations.

\* Values in red text indicate the default setting for each item.

④ [Print Priority] (P. 1062)

④ [Default Settings for Output Report] (P. 1062)

④ [Auto Delete Suspended Jobs] (P. 1062)

## [Print Priority]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Set the printing priority for each function when multiple sets of print data are waiting.

If the same priority is set for multiple functions, printing is performed in the order that the functions are executed.

\* If the machine is currently printing, the priority printing does not begin until the current printing is completed, even if the priority is high.

[Copy]

[1], [2], [3]

[Printer]

[1], [2], [3]

[Access Strd. Files]

[1], [2], [3]

[Receive/Fax]

[1], [2], [3]

[Other]

[1], [2], [3]

## [Default Settings for Output Report]

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Change the default settings used when printing the various reports.

④ [Default Settings for Output Report] (P. 1064)

## [Auto Delete Suspended Jobs]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Set whether to automatically delete the print data remaining in the machine when printing is suspended due to an error.

When you enable this setting, you can also set the amount of time until the data is automatically deleted.

[On], [Off]

0 to 5 to 999 min.

#### NOTE

- You can also configure the settings to retain the data of a suspended print job and give priority to the next print job. ➤ **[Suspended Job Timeout] (P. 1058)**

# [Default Settings for Output Report]

EK89-0SL

Change the default settings used when printing the various reports.

\* Values in red text indicate the default setting for each item.

## [2-Sided Printing]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings] ▶ [Default Settings for Output Report]

Set whether to print the various reports on both sides of the paper.

[On], [Off]

# [Scan Settings]

Configure the settings for the scanning operations.

\* Values in red text indicate the default setting for each item.

- ⚙ [Feeder Jam Recovery Method] (P. 1065)
- ⚙ [Set Detection of Feeder Multi. Sheet Feed as Default] (P. 1065)
- ⚙ [Streak Prevention] (P. 1066)
- ⚙ [Speed/Image Quality Priority for Black & White Scan] (P. 1066)
- ⚙ [LTRR/STMT Original Selection] (P. 1066)
- ⚙ [Remote Scan Gamma Value] (P. 1066)
- ⚙ [Auto Online] (P. 1066)
- ⚙ [Auto Offline] (P. 1067)
- ⚙ [Auto Set Different Size Originals When Using Feeder] (P. 1067)

## [Feeder Jam Recovery Method]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set where in the original to restart scanning after you remove an original jammed in the feeder. When you select [From 1st Page], place all pages of the original in the feeder again and restart scanning. When you select [From Suspnd. Original], place only the pages of the original that have not been scanned, and restart scanning. If it is unclear which pages of the original have been scanned, it is recommended that you cancel the scanning and scan all pages of the original again.

[From 1st Page], [From Suspnd. Original]

### IMPORTANT

If Original Is Jammed While Sending a Fax with Direct Send

- Sending is canceled. Send the fax again.

## [Set Detection of Feeder Multi. Sheet Feed as Default]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Change the default setting for whether the machine automatically detects when multiple sheets are fed together when you scan originals from the feeder.

\* You can change this setting when using each function, in [Options] ▶ [Detect Feeder Multi. Sheet Fd.].

\* Depending on the type of the feeder, this item can be displayed only when the optional Document Feeder Double Feeding Detection Kit-A is installed.

[On], [Off]

## [Streak Prevention]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether to prevent the scanning of streaks that are detected when you use the feeder.

\* Extremely fine lines may be falsely detected as streaks.

[On], [Off]

## [Speed/Image Quality Priority for Black & White Scan]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether to give priority to speed or image quality when you scan in black and white.

[Speed Priority], [Quality Priority]

## [LTRR/STMT Original Selection]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set whether to manually select the original size whenever a Letter R or Statement size original is placed on the platen glass, or set which size to use.

[Select Manually], [Use LTRR Format], [Use STMT Format]

## [Remote Scan Gamma Value]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Set the gamma value to use when you import images scanned in color to a computer.  
By setting the same gamma value as that of the computer display, you can display images that are faithful to the original.

[Gamma 1.0], [Gamma 1.4], [Gamma 1.8], [Gamma 2.2]

## [Auto Online]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Common] ► [Scan Settings]

Set whether the machine goes online (scan standby mode) when you press [Remote Scanner] on the [Home] screen.

\* When the machine is online, you cannot perform the scanning operations for copying or other functions on the machine.

[On], [Off]

[Auto Offline]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Common] ► [Scan Settings]

Set whether the machine goes offline at the same time that Auto Reset is activated, if no scanning operations are performed while the machine is online (scan standby mode). [▶ \[Auto Reset Time\] \(P. 991\)](#)

\* If [Auto Reset Time] is set to "0 min." (Auto Reset is disabled) and you select [On] for this setting, the machine goes offline after approximately 2 minutes.

[On], [Off]

[Auto Set Different Size Originals When Using Feeder]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Common] ► [Scan Settings]

Change the default setting for whether the machine handles different size originals as originals with different vertical widths, when you scan originals of different sizes from the feeder.

\* You can change this setting when using each function, in [Options] ► [Different Size Originals].

[Copy]

[On], [Off]

[Send/Scan and Store]

[On], [Off]

[Fax]

[On], [Off]

**IMPORTANT**

- If you set [Copy] to [On] and perform copying with the Auto Select Paper setting, the [Shift] setting in [Options] is disabled.

# [Generate File]

Configure the settings for files when sending and storing the scanned data.

\* Values in red text indicate the default setting for each item.

- 🔗 [Image Quality Level for Compact] (P. 1068)
- 🔗 [OCR (Text Searchable) Settings] (P. 1068)
- 🔗 [Trace & Smooth Settings] (P. 1068)
- 🔗 [OOXML Settings] (P. 1069)
- 🔗 [Include Background Images in Word File] (P. 1069)
- 🔗 [Specify Minimum PDF Version] (P. 1069)
- 🔗 [Format PDF to PDF/A] (P. 1070)
- 🔗 [256-bit AES Settings for Encrypted PDF] (P. 1070)

## [Image Quality Level for Compact]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the image quality level for scanned data in PDF (Compact/Limited Color) or XPS (Compact) format.

[Data Size Priority], [Normal], [Quality Priority]

## [OCR (Text Searchable) Settings]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether to automatically detect the characters and line orientation of the original when you generate a "searchable PDF" in which the characters of the original can be searched as text. When you extract characters from the original to use for the file name, you can set how many characters to extract, starting from the first character.

- When you set [Smart Scan] to [On], the generated PDF will be displayed in the correct orientation when viewed on a computer or other device.

\* You can change the file name in [File Name] on the scan screen or in [Options].

[Smart Scan]  
[On], [Off]

[Max Number of Char. for File Name]  
1 to 24 char.

## [Trace & Smooth Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether to also trace and smooth the line drawings contained in the original, when the scanned data is in PDF (Trace & Smooth) format.

You can also set the recognition level and the image quality of the background image to use when trace and smooth is performed. The data size increases when you increase the recognition level. It is recommended that you first set the recognition level to [Normal]. If the desired results are not obtained, try increasing the recognition level to [Moderate], and then to [High].

[Outline Graphics]

[On], [Off]

[Graphics Recognition Level]

[Normal], [Moderate], [High]

[Background Image Level]

[Data Size Priority], [Normal], [Quality Priority]

## [OOXML Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the image quality of the background image, the color image recognition level, and whether monospaced lines recognized in color images are converted to lines, when the scanned data is in OOXML (PowerPoint) format.

[Background Image Level]

[Quality Priority], [Standard], [Data Size Priority]

[Color Image Recognition Level]

[High], [Standard], [Do Not Recognize]

[Color Image Line Width Recognition]

[On], [Off]

## [Include Background Images in Word File]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether to include the image recognized as the background in the scanned data, when the scanned data is in OOXML (Word) format.

[On], [Off]

## [Specify Minimum PDF Version]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the minimum PDF version for when the scanned data is in PDF format.



Depending on the scan settings, the version that you specify here, or a later version, will be set.

[Do Not Specify], [1.5], [1.6], [1.7]

## [Format PDF to PDF/A]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set whether PDF files are compliant with PDF/A, when the scanned data is in PDF format. To set to [On], select a format from the list.

Compliance with PDF/A ensures that the display of the PDF will not change depending on the device or browsing software, making it suitable for long-term storage.

\* When you set PDF files to be compliant with PDF/A, the following PDF functions cannot be set:

- Encryption
- Visible Signatures
- OCR (except PDF/A-1b)

\* Only [PDF/A-1b] is enabled in [Scan and Store].

[On], [Off]

[PDF/A-1a], [PDF/A-1b], [PDF/A-2a], [PDF/A-2b], [PDF/A-2u], [PDF/A-3a], [PDF/A-3b], [PDF/A-3u]

## [256-bit AES Settings for Encrypted PDF]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Set the Adobe Acrobat version when the scanned data is in encrypted PDF format and the encryption level is set to 256-bit AES.

[Acrobat 9.0 or Equivalent], [Acrobat 10.0 or Equivalent]

## [Rotate Scanned Image When Generating PDF]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Select whether to rotate the image when the scanned data is in the PDF format.

Select [On] to generate a PDF file with the image rotated.

Select [Off] to generate a PDF file with information on rotating the image in the header.

[On], [Off]

### NOTE

- The vertical orientation of the scanned data is selected in [Original Content Orientation]. [▶ Size and Orientation Settings \(P. 454\)](#)

- If [On] is selected, file generation may take longer.
- Even if [On] is selected, the generated PDF files may be the same as when [Off] is selected, depending on the type of PDF file and the conditions when scanning.
- PDF files generated with [Off] selected may be displayed without the correct rotation, depending on the PDF viewer.

# [Set Authentication Method]

EK89-0SW

Configure the settings for the authentication method.

\* Values in red text indicate the default setting for each item.

- 🔗 [\[Information Used for LDAP Server Authentication\] \(P. 1072\)](#)
- 🔗 [\[Information Used for SMTP Server Authentication\] \(P. 1072\)](#)
- 🔗 [\[Information Used for File TX/Browsing Authentication\] \(P. 1073\)](#)

## [Information Used for LDAP Server Authentication]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Set Authentication Method]

Configure the authentication information to be used when accessing the LDAP server.

- [Device Settings]:  
Use the authentication information registered in the machine. 🔗 [Registering LDAP Servers \(P. 135\)](#)
- [Device Login Auth. Info.]:  
Use the authentication information of the login user.  
You can use this setting if the same authentication information is used for logging in to the machine and for accessing the LDAP server, and if the login service supports integrated authentication. For details on whether the login service supports integrated authentication, contact your dealer or service representative.
- [Registered Info. for Each User]:  
Use the authentication information registered for each user.  
After logging in to the machine, each user registers the user name and password to be used for LDAP authentication in [Scan and Send] ▶ [] ▶ [Register/Edit Information for Each User] ▶ [LDAP Server Authentication Information].

[Device Settings], [Device Login Auth. Info.], [Registered Info. for Each User]

## [Information Used for SMTP Server Authentication]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Common] ▶ [Set Authentication Method]

Configure the authentication information to be used when accessing the SMTP server.

- [Device Settings]:  
Select this to use the authentication information registered as the machine settings, or to display the authentication screen when the server is accessed.  
For details on configuring the authentication information, see the following:  
🔗 [Configuring Information of the E-mail Server \(P. 408\)](#)

- [Registered Info. for Each User]:

Use the authentication information registered for each user.

After logging in to the machine, each user registers the user name and password to be used for SMTP server authentication in [Scan and Send] ► [☰] ► [Register/Edit Information for Each User] ► [SMTP Server Authentication Information].

\* When you perform forwarding, the authentication information registered as the machine settings will be used regardless of the setting specified here.

[Device Settings]\*<sup>1</sup>, [Registered Info. for Each User]\*<sup>2</sup>

\*<sup>1</sup> The default setting for the Americas

\*<sup>2</sup> The default setting for Europe and Asia/Oceania

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## [Information Used for File TX/Browsing Authentication]

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DeviceAdmin

NetworkAdmin

Remote UI

[⚙️ Settings/Register] ► [Function Settings] ► [Common] ► [Set Authentication Method]

Configure the authentication information to be used when accessing a file server.

- [Standard]:

Use the authentication information registered in the Address Book. ➡ **Registering Destinations (Address Book) (P. 276)**

- [Device Login Auth. Info.]:

Use the authentication information of the login user. This setting is enabled only for SMB and WebDAV file servers.

- [Registered Info. for Each User]:

Use the authentication information registered for each user.

After logging in to the machine, each user registers the user name and password to be used for file server authentication in [Scan and Send] ► [☰] ► [Register/Edit Information for Each User] ► [Authentication Information for File TX/Browsing].

[Standard], [Device Login Auth. Info.], [Registered Info. for Each User]

# [Copy]

Configure the settings for copying.

\* Values in red text indicate the default setting for each item.

- ⚙ [Register/Edit Favorite Settings] (P. 1074)
- ⚙ [Display Confirmation for Favorite Settings] (P. 1074)
- ⚙ [Change Default Settings] (P. 1074)
- ⚙ [Register Options Shortcuts] (P. 1075)
- ⚙ [Auto Collate] (P. 1075)
- ⚙ [Auto Recognize Original Orientation] (P. 1076)
- ⚙ [Speed Priority for Copying from Feeder] (P. 1076)
- ⚙ [Job Separator Between Groups] (P. 1076)

## [Register/Edit Favorite Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Copy]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. You can also change the names of registered buttons. To register settings other than the default settings, configure the required settings on the copy screen, and then select this item.

\* This setting is the same as the setting in copy screen ▶ [≡] ▶ [Register/Edit Favorite Settings]. ⚙ **Registering and Recalling Favorite Settings (P. 190)**

[M1] to [M9]  
[Register]  
[Rename]  
[Delete]  
[Check Content]

## [Display Confirmation for Favorite Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Copy]

Set whether to display the screen for confirming the settings when you call up "Favorite Settings."

[On], [Off]

## [Change Default Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Copy]

Change the default settings for copying to those that are currently configured on the copy screen. [▶ Changing the Default Settings \(P. 195\)](#)

When you press [ Reset] on the copy screen, the settings are reset to the default settings configured here.

\* To restore the default settings to the factory default settings, press [Initialize].

\* This setting can be configured by each login user.

[Register]

[Initialize]

## [Register Options Shortcuts]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Copy]

Replace the shortcut buttons on the copy screen with other [Options] or [Favorite Settings] buttons. [▶ Customizing the Scan, Fax, and Copy Screens \(P. 187\)](#)

\* This setting can be configured by each login user.

Shortcut 1

[Finishing]

Shortcut 2

[2-Sided]

Shortcut 3

[Density]

Shortcut 4

[Copy ID Card]

Shortcut 5

[Favorite Settings]

## [Auto Collate]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Copy]

Set whether the machine automatically performs finishing with [Collate (Page Order)] when an original is placed in the feeder.

### When Setting [Offset] at the Same Time

Set [Offset at Same Time] to [On].

\* This setting is enabled when optional equipment that supports the offset function is installed. [▶ Options with Finishing Functions \(P. 8\)](#)

If the tray at the copy output destination does not support offset, but there is another tray that supports offset, the copies will be output to the tray that supports offset. If you want the copies to be output as specified in the output tray settings, select [Off] for this setting.

[On], [Off]  
[Offset at Same Time]  
[On], [Off]

## [Auto Recognize Original Orientation]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Copy]

Set whether the machine automatically rotates the image of the copied original 90 degrees to match the orientation of the paper in the paper source, when the placed original and the paper loaded in the paper source are oriented differently.

When the copy ratio is set to 100%, only the images of standard size originals up to A4 or LTR size can be rotated.

[On], [Off]

### NOTE

- The copied image is not rotated in the following cases, regardless of this setting:
  - When you enlarge an A4, B5, A5, LTR, or STMT size original and copy onto A3, B4, 11"x 17", or LGL size paper
  - When the Different Size Originals setting is enabled and you use the Auto Select Paper setting

## [Speed Priority for Copying from Feeder]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Copy]

Set whether to give priority to speed over precision when you copy an original placed in the feeder.

[On], [Off]

## [Job Separator Between Groups]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Copy]

Set whether to insert a job separator between each set of grouped pages, when you make multiple copies using the "Group" setting to sort the copies by page. When you enable this setting, select the paper source in which the job separators are loaded.

[On], [Off]  
[Change] (Select the paper source)

# [Printer]

Configure the settings for the printer.

\* Values in red text indicate the default setting for each item.

- ⓘ [Output Report] (P. 1077)
- ⓘ [Printer Settings] (P. 1077)
- ⓘ [Restrict Printer Jobs] (P. 1077)
- ⓘ [PDL Selection (Plug and Play)] (P. 1078)
- ⓘ [Paper Feed Mode for Printer Driver Jobs with MP Tray] (P. 1078)
- ⓘ [Envelope Flap Length Settings (Nagagata 3)] (P. 1079)
- ⓘ [PS Password Settings] (P. 1079)
- ⓘ [Virtual Printer Management] (P. 1079)
- ⓘ [Preset Management for IPP Printing] (P. 1079)
- ⓘ [Paper Feed Mode When Using PCL Emulation] (P. 1080)
- ⓘ [Print Template] (P. 1080)

## [Output Report]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Print the Personality settings, font list, and other details. ⓘ **Printing the Registration Information and Settings (P. 920)**

|                      |
|----------------------|
| [PCL]*1              |
| [Configuration Page] |
| [Font List]          |
| [PS]*1               |
| [Configuration Page] |
| [Font List]          |

\*1 This item may not be displayed depending on the installed option and other settings.

## [Printer Settings]

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Configure the settings related to the specifications of the printer functions, or initialize the printer function settings. ⓘ **Printer Settings Menu (P. 1191)**

## [Restrict Printer Jobs]

DeviceAdmin NetworkAdmin Remote UI



[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Set whether to restrict printing from the printer driver. [▶ Prohibiting Printing from a Computer \(P. 830\)](#)

[On], [**Off**]  
 [Select Jobs to Allow]  
 [**Reserved Jobs**]

[PDL Selection (Plug and Play)]

**DeviceAdmin** NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Set the type of Page Description Language device that the machine is detected as being, when a computer is connected to the machine.

[**UFR II**], [PCL6]\*1, [PS3]\*1, [Fax]\*1

\*1 This item may not be displayed depending on the installed option and other settings.

[Paper Feed Mode for Printer Driver Jobs with MP Tray]

**DeviceAdmin** NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Set whether to give priority to the paper settings of the printer driver or the paper settings of the machine when you print from the multi-purpose tray.

When you give priority to the paper settings of the printer driver, priority is given to the paper size and type settings. If you want to give priority only to the paper type, select [Prioritize Paper Type Only] in [Mode A (Prioritize Printer Driver Set.)].

To give priority to the paper settings of the machine, select either of the settings described below, depending on the operation to be performed when Free Size is set for the multi-purpose tray.

- Select [Mode B (Flexible If Free Size Is Selected)] to enable the machine to feed both standard and custom size paper.
- Select [Mode C (Feed Only If Ppr. Set. Match)] to enable the machine to feed only custom size paper.

[Mode A (Prioritize Printer Driver Set.)]  
 [Prioritize Paper Type Only]

[Mode B (Flexible If Free Size Is Selected)]

[**Mode C (Feed Only If Ppr. Set. Match)**]

#### IMPORTANT

When [Mode A (Prioritize Printer Driver Set.)] Is Selected

- If the paper loaded in the multi-purpose tray does not match the paper settings of the printer driver, a paper jam or printing error may occur.
- When you set Free Size for the multi-purpose tray, specify the paper type in the printer driver. If you do not specify the paper type, printing may not be performed, or a paper jam or printing error may occur.

## NOTE

- An error message appears if the paper size specified in the printer driver differs significantly from the size of paper loaded in the multi-purpose tray.

## [Envelope Flap Length Settings (Nagagata 3)]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Configure the envelope flap length to use when printing on Nagagata 3 envelopes from the multi-purpose tray based on the printer driver settings.

\* You can change this setting if [Paper Feed Mode for Printer Driver Jobs with MP Tray] is set to [Mode A (Prioritize Printer Driver Set.)]. [▶\[Paper Feed Mode for Printer Driver Jobs with MP Tray\] \(P. 1078\)](#)

0.0 to 30.0 (mm)

## [PS Password Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Configure the settings for the password that is entered when using PS printer control commands.

[SystemParamsPassword]  
[StartJobPassword]

## NOTE

- [SystemParamsPassword] is a password that allows changes to the system parameters, and [StartJobPassword] is a password that allows the startjob and exitserver operators to be performed. For details, see the PostScript language specifications.

## [Virtual Printer Management]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Register frequently used print settings, such as the paper type and 2-sided printing settings, as a virtual printer. [▶ Preparing to Use a Virtual Printer \(P. 369\)](#)

\* This item can only be configured using Remote UI.

## [Preset Management for IPP Printing]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Register IPP print settings as presets. [▶ Registering the IPP Print Settings \(P. 683\)](#)

\* This item can only be configured using Remote UI.

## [Paper Feed Mode When Using PCL Emulation]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Set the mode for using the PaperSource command with PCL5.  
The PaperSource command specifications are shown in the table below.

| Paper Source             | Mode 0                 | Mode 1    | Mode 2                |
|--------------------------|------------------------|-----------|-----------------------|
| Auto                     | {ec}&l7H               | {ec}&l7H  | {ec}&l7H              |
| Manual Feed              | {ec}&l2H               | {ec}&l2H  | {ec}&l2H              |
| Multi-Purpose Tray       | {ec}&l4H               | {ec}&l8H  |                       |
| Cassette 1 or Right Deck | {ec}&l1H               | {ec}&l1H  | {ec}&l1H              |
| Cassette 2 or Left Deck  | {ec}&l5H               | {ec}&l4H  | {ec}&l4H              |
| Cassette 3               | {ec}&l8H or {ec}&l20H  | {ec}&l5H  | {ec}&l5H or {ec}&l8H  |
| Cassette 4               | {ec}&l9H or {ec}&l21H  | {ec}&l20H | {ec}&l9H or {ec}&l20H |
| Cassette 5               | {ec}&l10H or {ec}&l23H | {ec}&l21H |                       |
| Optional Deck            | {ec}&l22H              |           | {ec}&l21H             |

\* This table includes some paper sources that may not be available depending on the model.

\* If a PaperSource command not included in the table is specified, "Auto" is selected for the paper source.

[Mode 0], [Mode 1], [Mode 2]

## [Print Template]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer]

Register print templates for easy printing of the registered images and documents. [▶ Printing Registered Documents \(Print Template\) \(P. 389\)](#)

\* This item can only be configured using Remote UI.

# [Send]

EK89-0U0

Configure the settings for sending scanned data and faxes.

- ⚙️ [Output Report] (P. 1081)
- ⚙️ [Common Settings] (P. 1081)
- ⚙️ [E-Mail/I-Fax Settings] (P. 1081)
- ⚙️ [Fax Settings] (P. 1081)

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## [Output Report]

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[ Settings/Register] ▶ [Function Settings] ▶ [Send]

Print the send and receive settings and the fax settings.

- ⚙️ [Output Report] (P. 1082)

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## [Common Settings]

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[ Settings/Register] ▶ [Function Settings] ▶ [Send]

Configure the settings common to the functions for sending scans and faxes.

- ⚙️ [Common Settings] (P. 1083)

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## [E-Mail/I-Fax Settings]

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[ Settings/Register] ▶ [Function Settings] ▶ [Send]

Configure the settings for sending scanned data and I-Faxes.

- ⚙️ [E-Mail/I-Fax Settings] (P. 1094)

---

## [Fax Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Send]

Configure the settings for sending faxes.

- ⚙️ [Fax Settings] (P. 1103)

\* This item is only displayed when your machine has a fax function.

# [Output Report]

EK89-0U1

Print the send and receive settings and the fax settings.

▶ [TX/RX User Data List] (P. 1082)

▶ [Fax User Data List] (P. 1082)

---

[TX/RX User Data List]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Output Report]

Print the send and receive settings. ▶ **Printing the Registration Information and Settings (P. 920)**

---

[Fax User Data List]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Output Report]

Print the fax settings. ▶ **Printing the Registration Information and Settings (P. 920)**

\* This item is only displayed when your machine has a fax function.

# [Common Settings]

Configure the settings common to the functions for sending scans and faxes.

\* Values in red text indicate the default setting for each item.

- ⓘ [Register Favorite Settings] (P. 1083)
- ⓘ [Edit Favorite Settings] (P. 1084)
- ⓘ [Display Confirmation for Favorite Settings] (P. 1084)
- ⓘ [Default Screen] (P. 1084)
- ⓘ [Restrict Address Book Use] (P. 1084)
- ⓘ [Change Default Settings] (P. 1085)
- ⓘ [Register Options Shortcuts] (P. 1085)
- ⓘ [TX Result Report] (P. 1085)
- ⓘ [Communication Management Report] (P. 1086)
- ⓘ [TX Terminal ID] (P. 1086)
- ⓘ [Delete Failed TX Jobs] (P. 1087)
- ⓘ [Retry Times] (P. 1087)
- ⓘ [Data Compression Ratio] (P. 1088)
- ⓘ [YCbCr TX Gamma Value] (P. 1088)
- ⓘ [Use Divided Chunk Send for WebDAV TX] (P. 1088)
- ⓘ [Confirm TLS Certificate for WebDAV TX] (P. 1089)
- ⓘ [Confirm TLS Certificate for FTPS TX] (P. 1089)
- ⓘ [Host Authentication for SFTP TX] (P. 1089)
- ⓘ [Restrict New Destinations] (P. 1090)
- ⓘ [Always Add Device Signature to Send] (P. 1090)
- ⓘ [Limit E-Mail to Send to Myself] (P. 1090)
- ⓘ [Restrict File TX to Personal Folder] (P. 1091)
- ⓘ [Personal Folder Specification Method] (P. 1091)
- ⓘ [Restrict Resending from Log] (P. 1091)
- ⓘ [Archive TX Document] (P. 1092)
- ⓘ [Display Notification When Job Is Accepted] (P. 1092)
- ⓘ [Job to Cancel When Stop is Pressed] (P. 1092)
- ⓘ [Display Warning for Dest. Set. Recalled from Timeline] (P. 1093)

## [Register Favorite Settings]

DeviceAdmin

NetworkAdmin

Remote UI

⚙ [Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. To register settings other than the default settings, configure the required settings on the scan (Scan and Send) screen, and then select this item.

\* This setting is the same as the setting in scan (Scan and Send) screen ▶ [☰] ▶ [Register Favorite Settings]. ⓘ

### Registering and Recalling Favorite Settings (P. 190)

[M1] to [M18]

[Show Comments]

[On], [Off]

[Name]

[Comment]

## [Edit Favorite Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Check or delete the settings of buttons registered as "Favorite Settings." You can also change the names of registered buttons.

\* This setting is the same as the setting in scan (Scan and Send) screen ▶ [] ▶ [Edit Favorite Settings].

[M1] to [M18]

[Show Comments]

[On], [Off]

[Delete]

[Check Content]

[Rename]

## [Display Confirmation for Favorite Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to display the screen for confirming the settings when you call up "Favorite Settings" on the scan (Scan and Send) screen.

[On], [Off]

## [Default Screen]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Select the initial screen to be displayed when you press [Scan and Send].

When you press [ Reset] on the scan (Scan and Send) screen, the screen selected here is displayed.

[Standard], [One-Touch], [Favorite Settings], [Address Book]

## [Restrict Address Book Use]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to hide the Address Book and one-touch buttons on the scan (Scan and Send) screen.

[On], [Off]

## [Change Default Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Change the default settings for scanning to those that are currently configured on the scan (Scan and Send) screen. 

**Changing the Default Settings (P. 195)**

When you press [ Reset] on the scan (Scan and Send) screen, the settings are reset to the default settings configured here.

\* To restore the default settings to the factory default settings, press [Initialize].

\* This setting can be configured by each login user.

[Register]

[Initialize]

## [Register Options Shortcuts]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Replace the shortcut buttons on the scan (Scan and Send) screen with other [Options] or [Favorite Settings] buttons. 

**Customizing the Scan, Fax, and Copy Screens (P. 187)**

\* This setting can be configured by each login user.

Shortcut 1

[2-Sided Original Settings]

Shortcut 2

[Different Size Originals]

## [TX Result Report]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether the machine automatically prints TX reports.  **Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 917)**

- When you select [On], the machine prints a report each time you send.



- You can also set whether to include the sent data in the printed report.
- The settings configured here are also applied to the settings in the scan (Scan and Send) screen ► [Options] ► [TX Result Report]. If you select [For Error Only] or [Off], and set [Allow Printing from Options] to [On], you can change the settings from here when you send.

[For Error Only], [On], [Off]

- When [For Error Only] is selected:
  - [Allow Printing from Options]  
[On], [Off]
  - [Report with TX Image]  
[On], [Off]
- When [On] is selected:
  - [Report with TX Image]  
[On], [Off]
- When [Off] is selected:
  - [Allow Printing from Options]  
[On], [Off]
  - [Report with TX Image]  
[On], [Off]

## [Communication Management Report]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Common Settings]

Set whether the machine automatically prints and sends the Communication Management Report. ► **Printing and Checking a Communication Management Report (P. 913)**

The Communication Management Report includes the TX log for scanned data and the TX and RX logs for faxes.

- Configure the settings to print or send the report at either of the following times:
  - When a specified number of transmissions is completed
  - At a specified time
- When you set the machine to send the report, the report is sent in CSV format to the destination specified in [Destination].

[Print/Send for Each Specified No. of Transm.]

[Print], [Send], [Off]

100 to 1000 transmissions

[Print/Send at Specified Time]

[Print], [Send], [Off]

00:00 to 23:59

[Print Send/Receive Jobs Separately]

On, Off

[Destination]

## [TX Terminal ID]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether the following sender information is printed at the top of faxes and I-Faxes at the sending destination:

- Fax number of the machine ▶ **[Register Unit Telephone Number] (P. 1112)**
- Name of sender registered as unit name ▶ **[Register Unit Name] (P. 1094)**
- TX date and time

When you select [Print], you can also configure the settings described below.

- To align the print position with the beginning of the text or images on the sent pages, set [Print Position] to [Inside Image Area]. To print outside the beginning of the text or images on the sent pages, set this to [Outside Image Area].
- To also print the name of the destination registered in the address list, set [Display Destination Unit Name] to [On].
- To indicate that the fax number of the machine is used as a telephone number, set [Mark Number As] to [TEL].

\* This setting is disabled when you use the machine as a Remote Fax client machine, because the settings of the server machine are used.

[Print], [Do Not Print]  
 [Print Position]  
     [Inside Image Area], [Outside Image Area]  
 [Display Destination Unit Name]  
     [On], [Off]  
 [Mark Number As]  
     [Fax], [TEL]

#### NOTE

- You can also use the sender name instead of the unit name. ▶ **[Register Sender Name (TTI)] (P. 1105)**

### [Delete Failed TX Jobs]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether the machine automatically deletes data from the memory when a sending or storing error occurs. If an error occurs when this is set to [Off], you can send or store the data again from [Job Status] on the [Status Monitor] screen.

[On], [Off]

### [Retry Times]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set the number of times that the machine tries to automatically resend data when the data cannot be sent due to the status on the receiving side, or when an error occurs.

0 to 3 to 5 times

## NOTE

- This setting is disabled when you send faxes.

## [Data Compression Ratio]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Common Settings]

Set the compression ratio for data scanned in full color or grayscale.

Press [Low] to set a low data compression ratio, or press [High] to set a high data compression ratio.

\* The valid file format for the setting is JPG, PDF, or XPS. However, when using PDF or XPS, the setting will be invalid depending on the added function set for the file.

Level 1 to **Level 2** to Level 5

## NOTE

- This setting is disabled when you send faxes.

## [YCbCr TX Gamma Value]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Common Settings]

Set the gamma value to use when data scanned in full color or grayscale is converted to YCbCr.

By setting the same gamma value as that of the display used on the receiving side, you can display images that are faithful to the original.

[Gamma 1.0], [Gamma 1.4], [**Gamma 1.8**], [Gamma 2.2]

## NOTE

- This setting is disabled in the following cases:
  - When the file format is PDF (Compact or Trace & Smooth) or XPS (Compact)
  - When sending faxes

## [Use Divided Chunk Send for WebDAV TX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Common Settings]

Set whether to use the divided chunk send function when you send data to a WebDAV file server.

With the divided chunk send function, files of an unknown size are divided into chunks of a known length when they are sent. This function can reduce the transmission time by eliminating the need to calculate the file size.

[**On**], [Off]

**IMPORTANT**

- You may not be able to use the divided chunk send function, depending on the conditions of the WebDAV server or proxy server.

## [Confirm TLS Certificate for WebDAV TX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to verify the server certificate when you send data to a WebDAV server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [Off]

[Add Items to Verify]

[CN]

On, Off

**IMPORTANT**

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

## [Confirm TLS Certificate for FTPS TX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to verify the server certificate when you send data to an FTP server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [Off]

[Add Items to Verify]

[CN]

On, Off

**IMPORTANT**

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

## [Host Authentication for SFTP TX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Select whether to authenticate the destination SFTP server when sending to an SFTP server. [▶Authenticating a Destination SFTP Server \(P. 847\)](#)

\* The items below can be set using Remote UI. When using the control panel, you can only configure whether to authenticate the destination SFTP server.

[On], [Off]

[Public Key Settings]

[Host Name]

[File Path]

## [Restrict New Destinations]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Common Settings]

Set whether to limit the sending destinations for each function, so that only registered destinations can be specified.

### ❶ Restricting Destinations That Can Be Specified (P. 820)

Only the following destinations can be specified for a function when [On] is selected:

- Destinations registered in the Address Book or one-touch buttons
- Destinations registered in Favorite Settings
- Login users' e-mail addresses registered as the user information
- Destinations registered in the LDAP server

[Fax]\*1

[On], [Off]

[E-Mail]

[On], [Off]

[I-Fax]

[On], [Off]

[File]

[On], [Off]

\*1 Only displayed when your machine has a fax function.

## [Always Add Device Signature to Send]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Common Settings]

Set whether to always add a device signature when you send PDF and XPS files.

When you set [Restrict File Formats] to [On], the file formats that can be sent are restricted to PDF and XPS.

[On], [Off]

[Restrict File Formats]

[On], [Off]

## [Limit E-Mail to Send to Myself]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to limit the e-mail sending destination so that login users can only send to their own e-mail addresses registered as the user information. [▶Restricting the Sending Destination to the E-mail Address or Personal Folder of the Login User \(P. 823\)](#)

\* This setting applies when users with "GeneralUser" privileges send e-mail.

[On], [Off]

[Restrict File TX to Personal Folder]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to restrict the store location when sending files, so that login users can only use their own dedicated folder (Personal Folder). [▶Restricting the Sending Destination to the E-mail Address or Personal Folder of the Login User \(P. 823\)](#)

\* This setting applies when users with "GeneralUser" privileges send files.

[On], [Off]

[Personal Folder Specification Method]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set how the Personal Folders are specified. [▶Configuring a Personal Folder \(P. 760\)](#)

\* This setting is the same as the setting in [Store/Access Files]. [▶\[Personal Folder Specification Method\] \(P. 1134\)](#)

[Home Folder], [[Register for Each User](#)], [Use Login Server]

- When [Home Folder] is selected:
  - [Set]
    - [Protocol]
    - [Host Name]
    - [Folder Path]
  - [Use Authentication Info. of Each User]
    - On, [Off](#)
- When [Use Login Server] is selected:
  - [Use Authentication Info. of Each User]
    - On, [Off](#)

[Restrict Resending from Log]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to prevent users from specifying destinations using the TX log for scan or fax jobs. [▶ Restricting Destinations That Can Be Specified \(P. 820\)](#)

\* This item is only displayed when your machine has a fax function.

[On], [Off]

[Archive TX Document]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to automatically forward or store the content of sent faxes to a destination specified in advance. [▶ Automatically Forwarding and Backing Up Sent Faxes \(P. 502\)](#)

When you select [On], set the destination to which to forward or store the data, and specify the folder name and file format, as needed.

\* Configure the folder name setting when the destination is a file server.

\* This item is only displayed when your machine has a fax function.

[Use TX Document Archiving]

[On], [Off]

[Backup Location]

[Folder Name]

[Sender Information], [Date], [Off (Do Not Create)]

[File Format]

[TIFF], [PDF]

[Display Notification When Job Is Accepted]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Processes handled by the machine, including sending scanned data and faxes, are managed as jobs. Set whether to display a confirmation screen after you perform a scan or fax operation, to check that it was accepted as a job. Select [On] to display the confirmation screen. From that screen, you can display another screen to check the sending status and log.

[On], [Off]

[Job to Cancel When Stop is Pressed]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set the job that is canceled when you press [ Stop] after performing a scan or fax operation.

If you select [Job Being Sent] and try to cancel a job while faxes are being sent on multiple lines at the same time, the most recent one of those jobs is canceled.

[Latest Received Job], [Job Being Sent]

---

[Display Warning for Dest. Set. Recalled from Timeline]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Set whether to display a warning when the user adds a destination to the setting history recalled from the Timeline. When you select [On], a warning screen asking whether to keep the previously set destinations is displayed.

[On], [Off]



# [E-Mail/I-Fax Settings]

Configure the settings for sending scanned data and I-Faxes.

\* Values in red text indicate the default setting for each item.

- ▶ [Register Unit Name] (P. 1094)
- ▶ [Communication Settings] (P. 1094)
- ▶ [Specify Port Number for SMTP TX/POP RX] (P. 1095)
- ▶ [S/MIME Settings] (P. 1096)
- ▶ [Confirm TLS Certificate for SMTP TX] (P. 1096)
- ▶ [Confirm TLS Certificate for POP RX] (P. 1096)
- ▶ [Maximum Data Size for Sending] (P. 1097)
- ▶ [Default Subject] (P. 1097)
- ▶ [Use Destination Name for Subject] (P. 1097)
- ▶ [Specify Authentication User for Reply-To] (P. 1098)
- ▶ [Specify Authentication User as Sender for E-Mail] (P. 1098)
- ▶ [Specify Authentication User as Sender for I-Fax] (P. 1098)
- ▶ [Allow Unregistered Users to Send E-Mail] (P. 1099)
- ▶ [Full Mode TX Timeout] (P. 1099)
- ▶ [Print MDN/DSN upon Receipt] (P. 1099)
- ▶ [Use Send via Server] (P. 1100)
- ▶ [Allow MDN Not via Server] (P. 1100)
- ▶ [Restrict Destination Domain] (P. 1100)
- ▶ [Auto Complete for Entering E-Mail Addresses] (P. 1101)
- ▶ [Auto Add Specified Domain to Dest. Without Domain] (P. 1101)
- ▶ [Use Fax Server] [North America] (P. 1102)

## [Register Unit Name]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Register the sender name to use for e-mails and I-Faxes.

The registered name will be notified to the recipient along with the e-mail address.

If you do not register the sender name, only the e-mail address will be notified to the recipient.

### NOTE

- The sender (From) e-mail address to be notified to the recipient will be the e-mail address of the machine or the login user, depending on the [Specify Authentication User as Sender for E-Mail] or [Specify Authentication User as Sender for I-Fax] setting.
  - ▶ [Specify Authentication User as Sender for E-Mail] (P. 1098)
  - ▶ [Specify Authentication User as Sender for I-Fax] (P. 1098)

## [Communication Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Configure the e-mail server to be used for e-mails and I-Faxes, as well as the authentication method and encrypted communication settings.  **Configuring Information of the E-mail Server (P. 408)**

\* The machine can receive only I-Faxes and communication error e-mails.

[E-Mail Address]

[SMTP Server]

[Use POP RX]  
[On], [Off]

[Use SMTP RX]  
[On], [Off]

[POP Server]

[POP Login Name]

[POP Password]

[POP Interval]  
0 to 99 min. (Auto RX is not performed when set to "0")

[SMTP TX]  
[On], [Off]

[SMTP RX]  
[Always TLS], [On], [Off]

[POP]  
[On], [Off]

[POP Authentication Method]  
[Standard], [APOP], [POP AUTH]

[SMTP Authentication (SMTP AUTH)]  
[On], [Off]  
[User Name]  
[Password]

[POP Authentication Before Sending]  
[On], [Off]

[Display Authent. Screen When Sending]  
[On], [Off]

[Specify Port Number for SMTP TX/POP RX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set the port numbers to use for SMTP sending and POP receiving.

[SMTP TX]  
1 to 25 to 65535

[POP RX]  
1 to **110** to 65535

## [S/MIME Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Configure the S/MIME settings to encrypt e-mails and I-Faxes or add digital signatures. [▶Encrypting E-mail with S/MIME \(P. 845\)](#)

\* The public key certificate (S/MIME certificate) to be used for encryption needs be registered in advance. [▶](#)  
**Registering an S/MIME Certificate (P. 815)**

## [Encryption Settings]

[Always Encrypt], [Only Encrypt If Certificate], [**Do Not Encrypt**]

## [Add Digital Signatures]

[On], [**Off**]

## [Set Details]

## [Encryption Algorithm]

[**3DES**], [AES128], [AES256]

## [Signature Algorithm]

[**SHA1**], [SHA256], [SHA384], [SHA512]

## [Verify Signature upon Receipt]

[On], [**Off**]

## [Print Signature upon Receipt]

[On], [**Off**]

## [Confirm TLS Certificate for SMTP TX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to verify the server certificate when you send data to an SMTP server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [**Off**]

## [Add Items to Verify]

[CN]

On, **Off**

**IMPORTANT**

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

## [Confirm TLS Certificate for POP RX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set whether to verify the server certificate when you receive data from a POP3 server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [**Off**]  
 [Add Items to Verify]  
 [CN]  
 On, **Off**

#### IMPORTANT

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

### [Maximum Data Size for Sending]

**DeviceAdmin** NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set the maximum size of the data that can be sent by e-mail and I-Fax.

\* Set a value that does not exceed the maximum data size of the e-mail server.

0 to **3** to 99 MB (No limit when set to "0")

#### NOTE

- If the size of the data being sent exceeds the maximum limit, the data is divided and sent in multiple e-mails. A sending error occurs for I-Faxes.
- When I-Faxes are sent without going through a server, the maximum data size for sending is not limited, regardless of this setting.

### [Default Subject]

**DeviceAdmin** NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set the subject that is automatically used if you send an e-mail or I-Fax without specifying a subject.

**Attached Image**

### [Use Destination Name for Subject]

**DeviceAdmin** NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set whether to specify the [Name] of a destination registered in the Address Book of the machine as the subject when you send an e-mail.

[On], [Off]

## NOTE

- For sequential broadcast, even if this setting is set to [On], the [Default Subject] setting is used.
- If a group is specified as the destination, the [Default Subject] setting is used for the personal address list, user group address list, Remote Address Book, or LDAP server destination.

## [Specify Authentication User for Reply-To]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set whether to use the e-mail address of the login user as the Reply-To address when an e-mail or I-Fax is sent. When you select [Off], the e-mail address to be notified as the sender is specified for the Reply-To address.

[On], [Off]

## NOTE

- When you set the e-mail address in [Reply-to] in [Options] on the send screen, that address is used as the Reply-To address, even if you select [On] for this setting.

## [Specify Authentication User as Sender for E-Mail]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set whether to use the e-mail address of the login user as the sender (From or Return-Path) address when an e-mail is sent.

When you select [Off], the e-mail address set for the machine is specified for the sender.

\* If the e-mail addresses specified in From Header and Return-Path Header do not match, e-mail may not be able to be sent depending on the environment of the destination.

\* When both [From Header] and [Return-Path Header] are set to [Off], users without a registered e-mail address can send e-mail regardless of the [Allow Unregistered Users to Send E-Mail] setting.

[From Header]

[On], [Off]

[Return-Path Header]

[On], [Off]

## [Specify Authentication User as Sender for I-Fax]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set whether to use the e-mail address of the login user as the sender (From or Return-Path) address when an I-Fax is sent.

When you select [Off], the e-mail address set for the machine is specified for the sender.

\* If the e-mail addresses specified in From Header and Return-Path Header do not match, e-mail may not be able to be sent depending on the environment of the destination.

[From Header]  
[On], [Off]

[Return-Path Header]  
[On], [Off]

## [Allow Unregistered Users to Send E-Mail]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set whether to allow users without a registered e-mail address to send e-mail when user authentication is used. To prohibit unregistered users from sending e-mail, select [Off] for this setting, and set [Specify Authentication User as Sender for E-Mail] to [On]. [▶ \[Specify Authentication User as Sender for E-Mail\] \(P. 1098\)](#)

[On]\*1, [Off]\*2

\*1 Default value for North America

\*2 Default value for Europe, Asia/Oceania, and Latin America

### NOTE

- When this setting is set to [On], the e-mail address set on the machine is specified as the sender of e-mail sent by users without a registered e-mail address, regardless of the [Specify Authentication User as Sender for E-Mail] setting.

## [Full Mode TX Timeout]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set the amount of time that elapses before the machine terminates the "Awaiting result..." status, if no message disposition notification (MDN) is received after you send an I-Fax using the Full mode.

1 to 24 to 99 hr.

## [Print MDN/DSN upon Receipt]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

When you send an I-Fax using the Full mode, the recipient or e-mail server sends a delivery status notification (DSN) or message disposition notification (MDN) to the machine. Set whether to print these notification e-mails.

[On], [Off]

## NOTE

- You can also check whether an I-Fax was sent successfully in the TX report. [▶ Printing Reports Automatically on Sending, Receiving and When Error Occurs \(P. 917\)](#)

[Use Send via Server]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether I-Faxes can be sent without going through an e-mail server.

When you select [On], the [Send via Server] setting is displayed and can be changed when you enter an I-Fax destination.

\* If the destination is a device on the same local area network, you can reduce the burden on the e-mail server by sending directly to the device.

\* When you select [On], it is recommended that you also set [Allow MDN Not via Server] to [On] so that you can check the sending results when I-Faxes are sent without going through the e-mail server. [▶ \[Allow MDN Not via Server\] \(P. 1100\)](#)

[On], [Off]

[Allow MDN Not via Server]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether the message disposition notification (MDN) for an I-Fax can be sent directly from the recipient to the machine without going through an e-mail server.

[On], [Off]

[Restrict Destination Domain]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether to restrict e-mail and I-Fax sending destinations so that only addresses in specified domains can be used.

[▶ Restricting Sending Destinations to a Specific Domain \(P. 821\)](#)

[Restrict Sending to Domains]

[On], [Off]

[Register]

[Domain Name]

[Send to Subdomain]

[Details/Edit]

[Delete]

## [Auto Complete for Entering E-Mail Addresses]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Set whether to display registered e-mail addresses as choices while you are entering an e-mail address. E-mail addresses registered in the Address Book of the machine or on an LDAP server can be displayed when the characters that you enter match the initial characters of the e-mail address.

\* If multiple LDAP servers are registered, select the LDAP server to search from the pull-down menu.

[Off], [Address Book (Local)], [LDAP Server]

## NOTE

- E-mail addresses set with an access number are not displayed.

## [Auto Add Specified Domain to Dest. Without Domain]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [E-Mail/I-Fax Settings]

Register a domain name to be automatically appended to the address when you send e-mails and I-Faxes. If you enter the part of the e-mail address before the "@" symbol when sending, the "@" symbol followed by the domain name will be appended.

Example: When sending to "123@example.com"

Set "example.com" as the domain name for this item.

If you specify only "123" for the destination when sending, the destination will be changed to "123@example.com."

\* If a string containing the "@" symbol is specified as the destination, the domain name will not be appended when sending.

[Domain Name]

[When Sending E-Mail]

[On], [Off]

[When Sending I-Fax]

[On], [Off]

## NOTE

- If addresses without the domain name are registered in the Address Book, and the Address Book is exported to another machine, this setting needs to be configured the same on the other machine to which it is imported. If the setting is different, sending may not be performed correctly.



[Use Fax Server] **North America**

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [E-Mail/I-Fax Settings]

Set whether faxes can be sent using a fax server.

\* Depending on the region, this function may not be available.

[On], [Off]

#### NOTE

- To apply this setting, you will be required to restart the machine twice.
- When you set [Use Fax Server] to [On], the fax line cannot be used for sending.

# [Fax Settings]

Configure the settings for sending faxes.

\* Values in red text indicate the default setting for each item.

- ⚙ [Register Favorite Settings] (P. 1103)
- ⚙ [Edit Favorite Settings] (P. 1104)
- ⚙ [Display Confirmation for Favorite Settings] (P. 1104)
- ⚙ [Default Screen] (P. 1104)
- ⚙ [Restrict Address Book Use] (P. 1104)
- ⚙ [Change Default Settings] (P. 1105)
- ⚙ [Register Options Shortcuts] (P. 1105)
- ⚙ [Register Sender Name (TTI)] (P. 1105)
- ⚙ [Use Authentication User Name as Sender Name] (P. 1106)
- ⚙ [Off-Hook Alarm] (P. 1106)
- ⚙ [ECM TX] (P. 1106)
- ⚙ [Set Pause Time] (P. 1107)
- ⚙ [Auto Redial] (P. 1107)
- ⚙ [Check Dial Tone Before Sending] (P. 1107)
- ⚙ [Fax TX Result Report] (P. 1108)
- ⚙ [Fax Activity Report] (P. 1108)
- ⚙ [Set Line] (P. 1109)
- ⚙ [TX Start Speed] (P. 1109)
- ⚙ [PIN Code Access] [North America] (P. 1109)
- ⚙ [R-Key Setting] [Europe][Asia/Oceania][Americas] (230 V Machine Only) (P. 1109)
- ⚙ [Confirm Entered Fax Number] (P. 1110)
- ⚙ [Allow Fax Driver TX] (P. 1110)
- ⚙ [Confirm Before Sending When Fax Dest. Included] (P. 1110)
- ⚙ [Restrict Sequential Broadcast When Fax Dest. Included] (P. 1111)
- ⚙ [Remote Fax TX Settings] (P. 1111)
- ⚙ [Remote Fax Settings] (P. 1111)
- ⚙ [Auto Adjust Communication Speed When Using VoIP] (P. 1111)

## [Register Favorite Settings]

DeviceAdmin

NetworkAdmin

Remote UI

⚙ [Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. To register settings other than the default settings, configure the required settings on the fax screen, and then select this item.

\* This setting is the same as the setting in the fax screen ▶  ▶ [Register Favorite Settings]. ➤ **Registering and Recalling Favorite Settings (P. 190)**

[M1] to [M18]

[Show Comments]

[On], [Off]

[Name]

[Comment]

## [Edit Favorite Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Check or delete the settings of buttons registered as "Favorite Settings." You can also change the names of registered buttons.

\* This setting is the same as the setting in the fax screen ▶ [] ▶ [Edit Favorite Settings].

[M1] to [M18]

[Show Comments]

[On], [Off]

[Delete]

[Check Content]

[Rename]

## [Display Confirmation for Favorite Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to display the screen for confirming the settings when you call up "Favorite Settings" on the fax screen.

[On], [Off]

## [Default Screen]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Select the initial screen to be displayed when you press [Fax].

When you press [ Reset] on the fax screen, the screen selected here is displayed.

[Standard], [Favorite Settings], [Address Book]

## [Restrict Address Book Use]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to hide the Address Book and one-touch buttons on the fax screen.

[On], [Off]

[Change Default Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Change the default settings for faxing to those that are currently configured on the fax screen. [▶ Changing the Default Settings \(P. 195\)](#)

When you press [ Reset] on the fax screen, the settings are reset to the default settings configured here.

\* To restore the default settings to the factory default settings, press [Initialize].

\* This setting can be configured by each login user.

[Register]

[Initialize]

[Register Options Shortcuts]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Replace the shortcut buttons on the fax screen with other [Options] or [Favorite Settings] buttons. [▶ Customizing the Scan, Fax, and Copy Screens \(P. 187\)](#)

\* This setting can be configured by each login user.

Shortcut 1

[Density]

Shortcut 2

[Original Type]

Shortcut 3

[2-Sided Original Settings]

Shortcut 4

[Different Size Originals]

[Register Sender Name (TTI)]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Register the name to use as the sender name when you send a fax.

Select a number (01 to 99) and register the name.

You can select a registered name to use as the sender name when you send a fax. [▶ Selecting the Sender Name \(P. 542\)](#)

[Register/Edit]

[Delete]

#### NOTE

When Using the Login User Name as the Sender Name

- You do not need to register a name in [Register Sender Name (TTI)]. When you are logged in to the machine, the login user name is displayed in "100" in [Options] ▶ [Sender Name (TTI)] on the fax screen.

[Use Authentication User Name as Sender Name]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to use the login user name as the default setting for the sender name when sending faxes.

When you select [On] and are logged in to the machine, the login user name is set by default in [Options] ▶ [Sender Name (TTI)] on the fax screen.

[On], [Off]

#### NOTE

- When you select [Off], the unit name is set by default in [Sender Name (TTI)]. [▶ \[Register Unit Name\] \(P. 1094\)](#)

[Off-Hook Alarm]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to sound a warning tone when the handset is left off the hook.

\* This setting is applied only to Line 1 (the standard line).

\* This item is displayed only on machines with the option installed.

[On], [Off]

[ECM TX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

The Error Correction Mode (ECM) function checks for and corrects errors that may occur during image transmission, so as to prevent distorted images from being sent. Set whether to use the ECM function when you send a fax.

- The ECM function checks for errors on the sending side and the receiving side during communication. Therefore, the ECM function also needs to be enabled on the other party's device.
- With ECM transmission, communication may take more time than usual because the function checks for errors during communication. In addition, even when ECM transmission is enabled, errors may sometimes occur due to the status of the telephone line.
- To enable ECM transmission for a destination in the Address Book, you need to set [ECM TX] to [On] when registering the address. ➤ **Registering Destinations (Address Book) (P. 276)**
- Enable ECM reception if you want to reduce errors when the machine receives faxes. ➤ **[ECM RX] (P. 1126)**

[On], [Off]

## [Set Pause Time]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set the number of seconds to pause between numbers.

- When you send a fax to an international destination, enter the international access number, country code, and fax number of the destination in that order. If you are unable to connect, insert a pause between the numbers.
- If you still cannot connect after inserting a pause, change the pause time.

1 to 4 to 15 sec.

### NOTE

- If you add a pause at the end of the fax number, the pause time is 10 seconds (fixed).

## [Auto Redial]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether the machine automatically redials if a fax cannot be sent due to reasons such as the recipient's line being busy.

When you set the machine to automatically redial, you can also specify the number of redials, the interval between redials, and the pages to be sent when redialing is performed due to a sending error.

\* Depending on the region, some items may not be displayed or the default settings or configurable values may vary.

[On], [Off]

[Set Details]

[Redial Times]

1 to 2 to 10 times

[Redial Interval]

2 to 99 min.

[Redial When TX Error]

[Error and 1st Page], [All Pages], [Off]

## [Check Dial Tone Before Sending]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether the machine checks for a dial tone before dialing when you send a fax.

\* Depending on the region, this item may not be displayed or may have different default settings.

[On]<sup>\*1</sup>, [Off]<sup>\*2</sup>

\*1 Default value for Europe and the Americas

\*2 Default value for Asia/Oceania

## [Fax TX Result Report]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether the machine automatically prints fax TX reports.  **Printing Reports Automatically on Sending, Receiving and When Error Occurs (P. 917)**

- When you select [On], the machine prints a report each time you send.
- You can also set whether to include the sent data in the printed report.

[For Error Only], [On], [Off]  
 [Report with TX Image]  
 [On], [Off]

## [Fax Activity Report]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether the machine automatically prints and sends Fax Activity Reports.  **Printing and Checking a Communication Management Report (P. 913)**

- Configure the settings to print or send the report at either of the following times:
  - When a specified number of transmissions is completed
  - At a specified time
- When you set the machine to send the report, the report is sent in CSV format to the destination specified in [Destination].

[Print/Send for Each Specified No. of Transm.]

[Print], [Send], [Off]

40 to 1000 transmissions

[Print/Send at Specified Time]

[Print], [Send], [Off]

00:00 to 23:59

[Print Send/Receive Jobs Separately]

On, Off

[Destination]

[Set Line]

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Configure settings such as the fax number and unit name for each line, and the line that is given priority for use.

▶ **[Set Line] (P. 1112)**

[TX Start Speed]

DeviceAdmin NetworkAdmin Remote UI
[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

It may take some time for the machine to start sending a fax, such as when there is a poor telephone line connection. If this occurs, try lowering the communication start speed one setting at a time.

[33600 bps], [14400 bps], [9600 bps], [7200 bps], [4800 bps], [2400 bps]

**NOTE**

When the Destination or Line Is Prone to Errors

- Configure this setting together with the [Auto Adjust Communication Speed When Using VoIP] setting. ▶ **[Auto Adjust Communication Speed When Using VoIP] (P. 1111)**

[PIN Code Access] North America
DeviceAdmin NetworkAdmin Remote UI
[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to enable the use of personal identification number (PIN) codes.

PIN codes can be used to prevent unauthorized third parties from accessing the telephone line. In addition, some private branch exchange (PBX) systems require a PIN code to be entered when dialing a number to make a call or send a document by fax.

When you select [On], the machine automatically displays a screen for entering the PIN code when you press

[ Settings/Register].

\* Depending on the region, this function may not be available.

[On], [Off]

[R-Key Setting] Europe Asia/Oceania Americas (230 V Machine Only)
DeviceAdmin NetworkAdmin Remote UI
[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set the access method that uses the R-key when the machine is connected through a private branch exchange (PBX).



- Select [PSTN] when the machine is connected through a normal telephone line.
- Select [PBX] when the machine is connected through a PBX.
- You can select the following two types of access methods that use the R-key.
  - [Prefix]: Register an identification number to the R-key (up to 20 digits).  
If you register an external access code, you can more easily access the external line.
  - [Hooking]: Enter the identification number after pressing the R-key.

[PSTN], [PBX]

- When [PBX] is selected:  
[Prefix], [Hooking]  
[Code]

## [Confirm Entered Fax Number]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings]

Set whether a screen for re-entering the number is displayed when you enter a fax number. [▶ Checking the Fax Number Before Sending \(P. 825\)](#)

[On], [Off]

## [Allow Fax Driver TX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings]

Set whether to allow faxes to be sent from a computer (PC faxing). [▶ Prohibiting Fax Sending from a Computer \(P. 824\)](#)

[On], [Off]

## [Confirm Before Sending When Fax Dest. Included]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings]

Set whether to display a screen for confirming the destination when you send to a destination that includes a fax number. [▶ Checking the Fax Number Before Sending \(P. 825\)](#)

When you select to display the confirmation screen, you can also set whether to display it only when the destination includes multiple fax numbers (sequential broadcast).

[On], [Off]

Confirmation screen display target  
[Only for Seq. Broadcast], [All]

---

[Restrict Sequential Broadcast When Fax Dest. Included]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Set whether to prohibit sending to multiple destinations (sequential broadcast) when fax numbers are included for destinations. ▶ **Prohibiting Fax Sending to Multiple Destinations (P. 824)**

[On], [Off]

---

[Remote Fax TX Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Configure the Remote Fax client functions.

▶ **[Remote Fax TX Settings] (P. 1114)**

\* This item is displayed only on machines with the option installed.

---

[Remote Fax Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Configure the Remote Fax server functions.

▶ **[Remote Fax Settings] (P. 1116)**

---

[Auto Adjust Communication Speed When Using VoIP]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Select [On] to send and receive faxes more reliably in a VoIP communication environment that is prone to communication errors.

When you select [On], the communication speed for the following items is restricted to [14400 bps] or less:

- TX speed setting for each destination ▶ **Fax Destination Settings (P. 317)**
- TX start speed setting ▶ **[TX Start Speed] (P. 1109)**
- RX start speed setting ▶ **[RX Start Speed] (P. 1128)**

[On], [Off]

# [Set Line]

Configure settings such as the fax number and unit name for each line, and the line that is given priority for use.

\* Values in red text indicate the default setting for each item.

⚙️ [Line 1] to [Line X] (P. 1112)

⚙️ [Select TX Line] (P. 1113)

[Line 1] to [Line X]

⚙️ Settings/Register ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Configure settings such as the fax number, unit name, and line type for each line.

\* The number of lines displayed varies depending on the options that are installed.

\* The fax number and unit name are notified as sender information to the recipient. ⚙️ [TX Terminal ID] (P. 1086)

[Register Unit Telephone Number]

DeviceAdmin

NetworkAdmin

Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line X]

Register the fax number.

[Register Unit Name]

DeviceAdmin

NetworkAdmin

Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line X]

Register the name (unit name) to be notified to the other party.

[Select Line Type]

DeviceAdmin

NetworkAdmin

Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line X]

Set the type of telephone line that is connected.

[Pulse], [Tone]

[Edit Line Name for Select Line Screen]

DeviceAdmin

NetworkAdmin

Remote UI

[  Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line X]

Register the line name to be displayed when you select the line. [▶ Preparing the Machine to Send/Receive Faxes \(P. 494\)](#)

\* Select the line on the fax screen, in [Options] ▶ [Select Line].

#### [Default Address List When Selecting Line]

DeviceAdmin

NetworkAdmin

Remote UI

[  Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line] ▶ [Line 1] to [Line X]

Set the type of address list to be displayed as the default setting when you send a fax using the Address Book. The specified address list is displayed when you switch the line.

[Address List 1] to [Address List 10], [Address List for Administrator], [[All Address Lists](#)]

#### [Select TX Line]

DeviceAdmin

NetworkAdmin

Remote UI

[  Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Specify the line that is given priority for use when you send a fax. You can also prohibit the use of each line.

\* If you specify a line here, faxes are sent using the specified line.

\* This item is displayed only on machines with the option installed.

[Line 1]

[[Priority TX](#)], [Prohibit TX]

[Line X]<sup>\*1</sup>

[Priority TX], [Prohibit TX]

<sup>\*1</sup> The number of lines displayed varies depending on the options that are installed.

#### IMPORTANT

- [Line 1] is used for manually sending faxes and for tone dial services, even if you set [Line 1] to [Prohibit TX].

# [Remote Fax TX Settings]

Configure the Remote Fax client functions.

\* Values in red text indicate the default setting for each item.

- ④ [Remote Fax Server Address] (P. 1114)
- ④ [TX Timeout] (P. 1114)
- ④ [No. of TX Lines] (P. 1114)
- ④ [Select Priority Line] (P. 1114)
- ④ [Use IP Fax] (P. 1115)
- ④ [IP Fax Communication Mode Settings] (P. 1115)

## [Remote Fax Server Address]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings] ► [Remote Fax TX Settings]

Set the IP address or host name of the Remote Fax server machine.

## [TX Timeout]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings] ► [Remote Fax TX Settings]

Set the amount of time until timeout occurs when there is no response from the Remote Fax server machine after you send a fax.

If the Remote Fax server machine does not respond within the time set for TX timeout, the Remote Fax job is canceled.

1 to 24 to 99 hr. (in 1 hour increments)

## [No. of TX Lines]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings] ► [Remote Fax TX Settings]

Set the number of lines that can be selected when you send remote faxes. Set the number of lines to the same number of telephone lines connected to the Remote Fax server machine.

1 to 4 lines

## [Select Priority Line]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings] ► [Remote Fax TX Settings]

Specify the line to use when you send remote faxes.

[Auto], [Line 1] to [Line X]<sup>\*1</sup>

<sup>\*1</sup> Displayed according to the number of lines set in [No. of TX Lines].

---

[Use IP Fax]

---

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings] ► [Remote Fax TX Settings]

Set whether to use IP faxes.

[On], [Off]

---

[IP Fax Communication Mode Settings]

---

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Function Settings] ► [Send] ► [Fax Settings] ► [Remote Fax TX Settings]

Specify the communication mode to use when you send IP faxes.

[Use Intranet]  
[On], [Off]

[Use VoIP Gateway]  
[On], [Off]

# [Remote Fax Settings]

EK89-0U7

Configure the Remote Fax server functions.

\* Values in red text indicate the default setting for each item.

🔍 [Use Remote Fax] (P. 1116)

[Use Remote Fax]

DeviceAdmin   NetworkAdmin   Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Remote Fax Settings]

Set whether to use the machine as a Remote Fax server machine.

\* To use the machine as a Remote Fax server machine, set [Dedicated Port Settings] to [On]. 🔍 [Dedicated Port Settings] (P. 997)

[On], [Off]

# [Receive/Forward]

EK89-0U8

Configure the settings for receiving and forwarding e-mails, faxes, and I-Faxes.

- 🔍 [Output Report] (P. 1117)
- 🔍 [Common Settings] (P. 1117)
- 🔍 [Fax Settings] (P. 1117)

---

## [Output Report]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward]

Print the registered details related to the send and receive settings and the fax settings.

- 🔍 [Output Report] (P. 1118)

---

## [Common Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward]

Configure the settings common to the functions for receiving and forwarding faxes and I-Faxes.

- 🔍 [Common Settings] (P. 1119)

---

## [Fax Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward]

Configure the settings for receiving faxes.

- 🔍 [Fax Settings] (P. 1126)

\* This item is only displayed when your machine has a fax function.



# [Output Report]

EK89-0U9

Print the registered details related to the send and receive settings and the fax settings.

▶ [TX/RX User Data List] (P. 1118)

▶ [Fax User Data List] (P. 1118)

---

[TX/RX User Data List]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Output Report]

Print the registered details related to the send and receive settings. ▶ **Printing the Registration Information and Settings (P. 920)**

---

[Fax User Data List]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Output Report]

Print the registered details related to the fax settings. ▶ **Printing the Registration Information and Settings (P. 920)**

\* This item is only displayed when your machine has a fax function.

# [Common Settings]

Configure the settings common to the functions for receiving and forwarding faxes and I-Faxes.

\* Values in red text indicate the default setting for each item.

- ⓘ [Print on Both Sides] (P. 1119)
- ⓘ [Select Drawer] (P. 1119)
- ⓘ [Reduce Fax RX Size] (P. 1120)
- ⓘ [Print RX Page Footer] (P. 1120)
- ⓘ [Interrupt and Print RX Jobs] (P. 1121)
- ⓘ [Use Forwarding Settings] (P. 1121)
- ⓘ [Handle Files with Forwarding Errors] (P. 1121)
- ⓘ [Forwarding Settings] (P. 1121)
- ⓘ [Set Fax/I-Fax Inbox] (P. 1122)
- ⓘ [Always Send Notice for RX Errors] (P. 1122)

## [Print on Both Sides]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether to print received faxes and I-Faxes on both sides of the paper.

[On], [Off]

## [Select Drawer]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

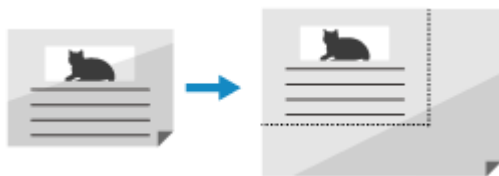
Set the rules for printing on another size of paper when paper of the same size as the received fax is not loaded. The printing method is determined based on these settings and the size of the loaded paper. Select [Off] for any printing methods that you do not want to use.

- [Switch A]:  
If a smaller size of paper is loaded, the received fax is divided and printed.
- [Switch B] and [Switch D]:  
If a larger size of paper is loaded, the received fax is printed at the same size as the original, with blank margins. For [Switch B] and [Switch D], the printed paper and margin layout are different.

[Switch B]



## [Switch D]



- [Switch C]:

If a smaller size of paper is loaded, the received fax is reduced and printed.

\* Depending on the size of the loaded paper, the received fax may not be printed even if a suitable print method is enabled.

\* The received fax is printed on paper in a paper source that is set for automatic selection. Exclude any paper sources that you do not want to use from automatic selection. [▶ Using the Appropriate Paper Source for Each Function \(P. 271\)](#)

## [Switch A]

[On], [Off]

## [Switch B]

[On], [Off]

## [Switch C]

[On], [Off]

## [Switch D]

[On], [Off]

## [Reduce Fax RX Size]

DeviceAdmin

NetworkAdmin

Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether to reduce the size of received faxes so that they fit on the paper when printed.

To reduce the size, select [On], set the reduction ratio, and select whether to maintain the aspect ratio.

When you select [Off], received faxes and I-Faxes that do not fit on the paper are divided and printed on separate pages.

- In [Reduction Mode], select whether the reduction ratio is adjusted automatically or fixed. When you select [Auto], the size is reduced by a reduction ratio ranging from the specified value to 100%.
- To maintain the aspect ratio, set [Reduction Direction] to [Vertical & Horizontal].

[On], [Off]

[Reduction Mode]

[Auto], [Fixed]

[Reduction %]

75 to 90 to 97%

[Reduction Direction]

[Vertical & Horizontal], [Vertical Only]

## [Print RX Page Footer]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether to add information such as the reception time and page numbers when printing.  
When you select [Print], information such as the reception time and page number is printed at the bottom of the page.

\* When an e-mail without a message is received, the sender (From) e-mail address and subject are printed at the top of the first page of the attached file.

[Print], [**Do Not Print**]

#### [Interrupt and Print RX Jobs]

DeviceAdmin NetworkAdmin **Remote UI**

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether the machine interrupts other jobs to print faxes or I-Faxes when they are received.

[On], [**Off**]

#### [Use Forwarding Settings]

DeviceAdmin NetworkAdmin **Remote UI**

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether received faxes and I-Faxes are stored in a Confidential Fax Inbox or forwarded to another destination such as a file server.

When you select [On], configure the forwarding conditions and forwarding destination in [Forwarding Settings]. [▶](#)  
**[Forwarding Settings] (P. 1121)**

[**On**], [Off]

#### [Handle Files with Forwarding Errors]

DeviceAdmin NetworkAdmin **Remote UI**

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set how the machine handles faxes and I-Faxes that fail to be forwarded.  
If Memory Lock is enabled when you select [Store/Print], the faxes and I-Faxes that fail to be forwarded will be stored.  
If Memory Lock is disabled, they will be printed. [▶](#) **Setting Memory Lock (P. 836)**

\* This setting is enabled when [Delete Failed TX Jobs] is set to [On]. [▶](#) **[Delete Failed TX Jobs] (P. 1087)**

[**Always Print**], [Store/Print], [Off]

#### [Forwarding Settings]

DeviceAdmin NetworkAdmin **Remote UI**

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set the conditions for forwarding received faxes and I-Faxes. When no conditions are specified, the machine forwards all faxes and I-Faxes to the specified destination. [▶Automatically Forwarding and Backing Up Received Faxes \(P. 505\)](#)

\* This setting is enabled when [Use Forwarding Settings] is set to [On]. [▶\[Use Forwarding Settings\] \(P. 1121\)](#)

[Receive Method]  
[Search]  
[Validate/Invalidate]  
[Delete]  
[Register]  
[Other Operations]  
    [Forward without Conditions]  
    [Details/Edit]  
    [Print List]  
    [E-Mail Priority]

---

## [Set Fax/I-Fax Inbox]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Configure the settings for the Memory RX Inbox (Memory RX Inbox and Divided Data RX Inbox) and Confidential Fax Inbox.

[▶\[Set Fax/I-Fax Inbox\] \(P. 1123\)](#)

---

## [Always Send Notice for RX Errors]

---

**DeviceAdmin**

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings]

Set whether to notify the sender if an error occurs while the machine is receiving an I-Fax.

[On], [Off]

# [Set Fax/I-Fax Inbox]

Configure the settings for the Memory RX Inbox (Memory RX Inbox and Divided Data RX Inbox) and Confidential Fax Inbox.

\* Values in red text indicate the default setting for each item.

- 🔗 [Set/Register Confidential Fax Inboxes] (P. 1123)
- 🔗 [Memory RX Inbox PIN] (P. 1123)
- 🔗 [Use Fax Memory Lock] (P. 1123)
- 🔗 [Use I-Fax Memory Lock] (P. 1124)
- 🔗 [Memory Lock Start Time] (P. 1124)
- 🔗 [Memory Lock End Time] (P. 1124)
- 🔗 [Divided Data RX Timeout] (P. 1125)
- 🔗 [Forward Temporarily Stored File to Memory RX Inbox] (P. 1125)

## [Set/Register Confidential Fax Inboxes]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set a name and PIN for each Confidential Fax Inbox. 🔗 **Setting Confidential Fax Inbox (P. 839)**

[Box No.]: 00 to 49  
 [Register Box Name]  
 [PIN]  
 [URL Send Settings]  
 [Initialize]

## [Memory RX Inbox PIN]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set a PIN for the Memory RX Inbox.

## [Use Fax Memory Lock]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set whether to store received faxes in the Memory RX Inbox. 🔗 **Setting Memory Lock (P. 836)**

\* This item is only displayed when your machine has a fax function.

[On], [Off]

## [Use I-Fax Memory Lock]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]Set whether to store received I-Faxes in the Memory RX Inbox. [▶Setting Memory Lock \(P. 836\)](#)

[On], [Off]

## [Memory Lock Start Time]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set the start time for Memory Lock when you use it only during specific time periods.  
 You can start Memory Lock at the same time every day or at different times depending on the day of the week.  
 By specifying the start time together with the end time, you can precisely set the time period for using Memory Lock.  
[▶\[Memory Lock End Time\] \(P. 1124\)](#)

[Everyday], [Specify Days], [Off]

- When [Everyday] is selected:
  - [1] to [5]
  - 00:00 to 23:59
- When [Specify Days] is selected:
  - [Sun] to [Sat]
  - [1] to [5]
  - 00:00 to 23:59

## [Memory Lock End Time]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set the end time for Memory Lock when you use it only during specific time periods.  
 You can end Memory Lock at the same time every day or at different times depending on the day of the week.  
 By specifying the end time together with the start time, you can precisely set the time period for using Memory Lock.  
[▶\[Memory Lock Start Time\] \(P. 1124\)](#)

[Everyday], [Specify Days], [Off]

- When [Everyday] is selected:
  - [1] to [5]
  - 00:00 to 23:59
- When [Specify Days] is selected:
  - [Sun] to [Sat]

[1] to [5]  
00:00 to 23:59

## [Divided Data RX Timeout]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Set the amount of time to wait until the reception of the remaining divided I-Fax data is canceled, when only part of the divided data has been received.

When the machine cancels the reception after the specified time has elapsed, the combined image created from the received data is printed with an error message, and the received data is deleted.

0 to 24 to 99 hr.

## [Forward Temporarily Stored File to Memory RX Inbox]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Common Settings] ▶ [Set Fax/I-Fax Inbox]

Configure the setting to forward received faxes and I-Faxes to the Memory RX Inbox if they cannot be printed due to an error or other problem that occurs with the machine.

When you select [Yes], Memory Lock is enabled. [▶Setting Memory Lock \(P. 836\)](#)

\* You can use the control panel or Remote UI to check the content of faxes forwarded to the Memory RX Inbox before printing them. You can also forward faxes to specified destinations. [▶Checking, Printing, and Forwarding Faxes Stored with Memory Lock \(P. 553\)](#)

### NOTE

- To restore the settings for printing received faxes immediately, set [Use Fax Memory Lock] and [Use I-Fax Memory Lock] to [Off].
  - ▶[Use Fax Memory Lock] (P. 1123)
  - ▶[Use I-Fax Memory Lock] (P. 1124)



# [Fax Settings]

Configure the settings for receiving faxes.

\* Values in red text indicate the default setting for each item.

- ⓘ [ECM RX] (P. 1126)
- ⓘ [RX Mode] (P. 1126)
- ⓘ [Remote RX] (P. 1127)
- ⓘ [Switch to Auto RX] (P. 1127)
- ⓘ [Fax RX Report] (P. 1127)
- ⓘ [Confidential Fax Inbox RX Report] (P. 1127)
- ⓘ [RX Start Speed] (P. 1128)
- ⓘ [RX Password] (P. 1128)

## [ECM RX]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

The Error Correction Mode (ECM) function checks for and corrects errors that may occur during image reception, so as to prevent distorted images from being received. Set whether to use the ECM function when you receive a fax.

- When ECM reception is enabled, the function checks for errors on the sending side and the receiving side during communication. Therefore, the ECM function also needs to be enabled on the other party's device.
- With ECM reception, communication may take more time than usual because the function checks for errors during communication. In addition, even when ECM reception is enabled, errors may sometimes occur due to the status of the telephone line.
- Enable ECM transmission if you want to reduce errors when the machine sends faxes. ⓘ [ECM TX] (P. 1106)

[On], [Off]

## [RX Mode]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Configure the fax reception mode. ⓘ **Preparing the Machine to Send/Receive Faxes (P. 494)**

[Auto RX], [Fax/Tel(Auto Switch)], [Answering Machine], [Manual RX], [Net Switch]<sup>\*1</sup>, [DRPD: Select Fax]<sup>\*1</sup>

When [Fax/Tel(Auto Switch)] is selected:

[Time Until Ringing Starts]

0 to 8<sup>\*2</sup> to 30 sec.

[Ringing Period]

15 to 22<sup>\*2</sup> to 300 sec.

[Action After Ringing Period Is Over]

[End Communication], [Receive]

When [DRPD: Select Fax] is selected:

[Double Ring], [Short-Short-Long], [Short-Long-Short], [Other Ring Type], [Normal Ring]

\*1 Depending on the region, this item may not be available.

\*2 Indicates items with default setting that may differ, depending on the region.

## [Remote RX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Select whether to receive faxes by dialing the specified number (remote reception ID) using the numeric buttons of a handset connected to the machine. [▶ Receiving Faxes by Operating a Handset \(Remote Reception\) \(P. 549\)](#)

If you select [On], you can change the remote reception ID to a number of your choice.

[On], [Off]

00 to **25** to 99 (Remote RX ID)

## [Switch to Auto RX]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

When manual reception is selected for the fax reception mode, select whether to automatically receive faxes after the incoming fax tone is emitted for a certain time.

If you select [On], you can also select the number of seconds that the machine emits the ring tone before switching to automatic reception.

[On], [Off]

[Ring Time Until Auto RX]

1 to **15** to 99 sec.

### NOTE

- If the machine has multiple lines, this setting only applies to Line 1 (the standard line).

## [Fax RX Report]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Set whether the machine automatically prints fax RX reports. [▶ Printing Reports Automatically on Sending, Receiving and When Error Occurs \(P. 917\)](#)

You can also configure the setting so that the machine automatically prints the report only when a reception error occurs.

[For Error Only], [On], [Off]

## [Confidential Fax Inbox RX Report]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Set whether the machine prints Confidential Fax Inbox RX reports. [▶ Printing Reports Automatically on Sending, Receiving and When Error Occurs \(P. 917\)](#)

When you select [On], the report is printed each time a received fax is stored in a Confidential Fax Inbox.

[On], [Off]

[RX Start Speed]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

It may take some time for the machine to start receiving a fax, such as when there is a poor telephone line connection. If this occurs, try lowering the communication start speed one setting at a time.

[33600 bps], [14400 bps], [9600 bps], [7200 bps], [4800 bps], [2400 bps]

**NOTE**

When the Destination or Line Is Prone to Errors

- Configure this setting together with the [Auto Adjust Communication Speed When Using VoIP] setting. [▶ \[Auto Adjust Communication Speed When Using VoIP\] \(P. 1111\)](#)

[RX Password]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Receive/Forward] ▶ [Fax Settings]

Set an ITU-T standard password.

The password you set is used for the password check performed when the machine receives a fax that is sent using the ITU-T standard.

- The machine does not receive faxes in the following cases:
  - When the password set for the fax does not match the password you set here
  - When no password is set for the fax
- If a subaddress is configured for the fax, priority is given to the subaddress password.

**NOTE**

- ITU-T stands for the International Telecommunication Union - Telecommunication Standardization Sector.

# [Store/Access Files]

---

Configure the settings for storing scanned data and using storage space and USB memory.

- 🔍 [Common Settings] (P. 1129)
- 🔍 [Network Settings] (P. 1129)
- 🔍 [Memory Media Settings] (P. 1129)

---

## [Common Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files]

Configure the settings common to the Scan and Store function and Access Stored Files function.

- 🔍 [Common Settings] (P. 1130)

---

## [Network Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files]

Configure the settings for storage locations on the network, such as the Advanced Space on another machine or a file server.

- 🔍 [Network Settings] (P. 1133)

---

## [Memory Media Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files]

Configure the settings for using USB memory.

- 🔍 [Memory Media Settings] (P. 1135)

# [Common Settings]

Configure the settings common to the Scan and Store function and Access Stored Files function.

\* Values in red text indicate the default setting for each item.

- ⚙️ [Scan and Store Settings] (P. 1130)
- ⚙️ [Access Stored Files Settings] (P. 1130)
- ⚙️ [Limit Box PIN to 7 Digits/Restrict Access] (P. 1130)

## [Scan and Store Settings]

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings]

Configure the settings for the Scan and Store function.

- ⚙️ [Scan and Store Settings] (P. 1131)

## [Access Stored Files Settings]

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings]

Configure the settings for the Access Stored Files function.

- ⚙️ [Access Stored Files Settings] (P. 1132)

## [Limit Box PIN to 7 Digits/Restrict Access]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings]

Select whether to enhance the security of the Memory RX Inbox and Confidential Fax Inbox.  
When you select [On], the length of the PIN for the boxes is fixed at seven digits, and access to the boxes via the network is prohibited.

[On], [Off]

# [Scan and Store Settings]

Configure the settings for the Scan and Store function.

- 🔗 [Register/Edit Favorite Settings] (P. 1131)
- 🔗 [Change Default Settings] (P. 1131)

## [Register/Edit Favorite Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Scan and Store Settings]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. You can also change the names of registered buttons. To register settings other than the default settings, configure the required settings on the scan screen in [Scan and Store], and then select this item.

\* This setting is the same as the setting in [Scan and Store] ▶ scan screen ▶ [☰] ▶ [Register/Edit Favorite Settings].

### 🔗 Registering and Recalling Favorite Settings (P. 190)

[M1] to [M9]  
[Register]  
[Rename]  
[Delete]  
[Check Content]

## [Change Default Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Scan and Store Settings]

Change the default settings for scanning with [Scan and Store] to those that are currently configured on the scan screen in [Scan and Store]. 🔗 **Changing the Default Settings (P. 195)**

When you press [🔧 Reset] on the scan screen in [Scan and Store], the settings are reset to the default settings configured here.

\* To restore the default settings to the factory default settings, press [Initialize].

\* This setting can be configured by each login user.

[Register]  
[Initialize]

# [Access Stored Files Settings]

Configure the settings for the Access Stored Files function.

- 🔗 [Register/Edit Favorite Settings] (P. 1132)
- 🔗 [Change Default Settings] (P. 1132)

## [Register/Edit Favorite Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings]

Register the settings that suit your purposes and the settings that you want to recall as "Favorite Settings" to buttons. You can also change the names of registered buttons.

To register settings other than the default settings, configure the required settings on the print screen in [Access Stored Files], and then select this item.

\* This setting is the same as the setting in [Access Stored Files] ▶ print screen ▶ [☰] ▶ [Register/Edit Favorite Settings]. 🔗 **Registering and Recalling Favorite Settings (P. 190)**

[M1] to [M9]  
[Register]  
[Rename]  
[Delete]  
[Check Content]

## [Change Default Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings]

Change the default settings for printing with [Access Stored Files] to those that are currently configured on the print screen in [Access Stored Files]. 🔗 **Changing the Default Settings (P. 195)**

When you press [🔧 Reset] on the print screen in [Access Stored Files], the settings are reset to the default settings configured here.

\* To restore the default settings to the factory default settings, press [Initialize].

\* This setting can be configured by each login user.

[Register]  
[Initialize]

# [Network Settings]

Configure the settings for storage locations on the network, such as the Advanced Space on another machine or a file server (Windows server).

\* Values in red text indicate the default setting for each item.

- [Network Place Settings] (P. 1133)
- [Protocol for External Reference] (P. 1133)
- [Confirm TLS Certificate for Network Access] (P. 1133)
- [Personal Folder Specification Method] (P. 1134)

## [Network Place Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Network Settings]

Register the Advanced Space of another machine or a Windows server as a connection destination. ▶ **Preparations for Using Another Machine or Server on the Network (P. 634)**

[Register]  
[Name]  
[Protocol]  
[Location]  
  
[Edit]  
  
[Details]  
  
[Delete]

## [Protocol for External Reference]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Network Settings]

Set the communication protocols that can be used when the machine connects to the Advanced Space of another machine or a Windows server.  
You can enhance security by disabling the protocols that are not used.

[SMB]  
[On], [Off]  
  
[WebDAV]  
[On], [Off]

## [Confirm TLS Certificate for Network Access]



DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Network Settings]

Set whether to verify the server certificate when the machine performs TLS encrypted communication with the Advanced Space of another machine or a Windows server. You can also add the Common Name (CN) to the verification items.

[On], [Off]

[Add Items to Verify]

[CN]

On, Off

**IMPORTANT**

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

## [Personal Folder Specification Method]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Network Settings]

Set how the Personal Folders are specified. [▶Configuring a Personal Folder \(P. 760\)](#)

\* This setting is the same as the setting in [Common Settings] for [Send]. [▶\[Personal Folder Specification Method\] \(P. 1091\)](#)

[Home Folder], [Register for Each User], [Use Login Server]

When [Home Folder] is selected:

[Set]

[Home Folder Settings]

[Protocol]

[Host Name]

[Folder Path]

[Use Authentication Info. of Each User]

On, Off

When [Use Login Server] is selected:

[Use Authentication Info. of Each User]

On, Off

# [Memory Media Settings]

Configure the settings for using USB memory.

\* Values in red text indicate the default setting for each item.

⚙️ [Use Scan/Print Function] (P. 1135)

⚙️ [Select Option When Connecting Memory Media] (P. 1135)

## [Use Scan/Print Function]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Memory Media Settings]

Set the functions that can be used when a USB memory device is inserted into the machine.

- To enable scanned data to be stored to the USB memory device, set [Use Scan Function] to [On].
- To enable the files in the USB memory device to be printed, set [Use Print Function] to [On].
- To prohibit users from storing scanned data and printing the files in the USB memory device, set each item to [Off].
  - ⚙️ **Restricting Use of Memory Media (P. 827)**

[Use Scan Function]  
[On], [Off]

[Use Print Function]  
[On], [Off]

## [Select Option When Connecting Memory Media]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Memory Media Settings]

Set whether to display shortcuts to the available functions when a USB memory device is inserted into the machine.

[On], [Off]

# [Print]

Configure the settings for processing and displaying the print data, and for Secure Print.

\* Values in red text indicate the default setting for each item.

- 🔗 [Forced Hold] (P. 1136)
- 🔗 [Job Storage Period] (P. 1136)
- 🔗 [Delete Job After Printing] (P. 1137)
- 🔗 [Only Allow Encrypted Print Jobs] (P. 1137)
- 🔗 [Include Domain as User Recognition Condition] (P. 1137)
- 🔗 [Display Other User Jobs] (P. 1137)
- 🔗 [Restrict Deletion of Other User Jobs] (P. 1137)
- 🔗 [Match Case for User Name] (P. 1138)
- 🔗 [Job List Display Settings] (P. 1138)
- 🔗 [Held Jobs Warning Settings] (P. 1139)
- 🔗 [PIN Settings for Secure Print Jobs] (P. 1139)
- 🔗 [Enable Auto Print Function When Logging In] (P. 1139)
- 🔗 [Auto Print User Jobs When Logging In] (P. 1140)

## [Forced Hold]

DeviceAdmin NetworkAdmin Remote UI

⚙ Settings/Register ▶ [Function Settings] ▶ [Print]

Configure the settings that enable the machine to temporarily hold print data sent from a computer to the machine, without printing it immediately. 🔗 **Preventing Documents from Being Printed Immediately from a Computer (Forced Hold) (P. 831)**

[On], [Off]  
[Validate/Invalidate]  
[Register]  
    [Condition Name]  
    [Job Condition]  
    [Job Action]  
    [ID for Substitution]  
[Details/Edit]  
[Delete]  
[Raise Priority]  
[Lower Priority]

## [Job Storage Period]

DeviceAdmin NetworkAdmin Remote UI

⚙ Settings/Register ▶ [Function Settings] ▶ [Print]

Set the amount of time until the document held in the machine is deleted. 🔗 **Changing the Storage Period for Held Documents (P. 834)**

10 min., 20 min., 30 min., 1 hr., 2 hr., 3 hr., 6 hr., 12 hr., 1 day, 2 days, 3 days, 30 days\*<sup>1</sup>, 365 days\*<sup>1</sup>

\*<sup>1</sup> This item is displayed only on machines with the option installed. [▶ Checking the Options Attached to the Machine \(P. 923\)](#)

### [Delete Job After Printing]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether to delete the document held in the machine after it is printed.

[On], [Off]

### [Only Allow Encrypted Print Jobs]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether to restrict printing from a computer so that only Encrypted Secure Print data can be printed. [▶ Restricting Printing from a Computer to Encrypted Secure Print \(P. 835\)](#)

[On], [Off]

### [Include Domain as User Recognition Condition]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether to include the domain when the machine determines the print data of the login user.  
If the machine does not correctly determine the print data of the login user, select [Off] to determine the data based on the user name only.

[On], [Off]

### [Display Other User Jobs]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether to display the jobs of users other than the login user.

[On], [Off]

### [Restrict Deletion of Other User Jobs]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Select whether to prohibit login users from deleting jobs other than their own.

[On], [Off]

[Match Case for User Name]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether the machine distinguishes between uppercase and lowercase characters when determining the user name for the print data.

[On], [Off]

## NOTE

- It is recommended that you configure this setting together with the setting for recognizing the user name during user authentication. ▶ **[Match Case for User Name] (P. 1156)**

[Job List Display Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set the types of documents to be displayed on the print screen.

When multiple types of print data are displayed, select the type on the print screen to display the corresponding print data. You can also set the type that is displayed by default.

- [Personal]:  
Documents of the login user
- [Shared]:  
Documents on hold based on certain conditions
- [Group]:  
Documents of the Department ID for the group to which the login user belongs

\* You cannot select [On] for [Group] only. Set either [Personal] or [Shared] to [On].

[Personal]

[On], [Off]

[Shared]

[On], [Off]

[Group]

[On], [Off]

Job type to display by default

[Personal], [Shared], [Group]

## [Held Jobs Warning Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether to display a warning when the held document is displayed or printed.  
You can also set conditions for displaying the warning.

[Display Warning on Job List Screen]

[On], [Off]

[Display Warning When Starting to Print]

[On], [Off]

[If Print Jobs with Specified Number of Pages or More Are Included]

On, Off

1 to 100 to 9999 pages

[If 1-Sided Print Jobs Are Included]

On, Off

## [PIN Settings for Secure Print Jobs]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether to require a PIN to be entered when operations are performed on documents protected with the Secure Print function.

- [Require PIN for Printing/Displaying User Jobs]:  
When this is set to [On], login users need to enter a PIN when they print their own held documents or display the preview screen.  
\* Depending on your country or region, this item may not be available.
- [Require PIN for Job Deletion]:  
Configure the setting to require users to enter a PIN when they delete print data held in the machine.

[Require PIN for Printing/Displaying User Jobs]

[On], [Off]

[Require PIN for Job Deletion]

[On], [Off]

## NOTE

- You are required to enter the PIN for documents protected with the Encrypted Secure Print function, regardless of this setting.

## [Enable Auto Print Function When Logging In]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether to enable the auto print function for held documents.

When you select [On], login users can configure the [Auto Print User Jobs When Logging In] setting. [▶\[Auto Print User Jobs When Logging In\] \(P. 1140\)](#)

[On], [Off]

#### IMPORTANT

- This setting is disabled when any of the following cases apply:
  - The user authentication function is disabled. [▶\[Use User Authentication\] \(P. 1154\)](#)
  - The personalization function is disabled. [▶\[Enable Use of Personal Settings\] \(P. 1168\)](#)
  - ACCESS MANAGEMENT SYSTEM is enabled. [▶\[Use ACCESS MANAGEMENT SYSTEM\] \(P. 1172\)](#)
  - The settings are configured not to display documents of the login user on the print screen of the machine. [▶\[Job List Display Settings\] \(P. 1138\)](#)
  - Printing from a computer is restricted to Encrypted Secure Print. [▶\[Only Allow Encrypted Print Jobs\] \(P. 1137\)](#)
  - The settings are configured to display a warning when starting to print held documents. [▶\[Held Jobs Warning Settings\] \(P. 1139\)](#)

[Auto Print User Jobs When Logging In]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Print]

Set whether the machine automatically prints your own held documents when you log in. [▶Printing Documents on Hold Automatically When Logging In \(P. 393\)](#)

\* This setting can be configured by each login user.

[On], [Off]

# [Set Destination]

Configure the settings for registering destinations and for the Address Book.

\* Values in red text indicate the default setting for each item.

- 🔗 [Address Lists] (P. 1141)
- 🔗 [Register Destinations] (P. 1141)
- 🔗 [Rename Address List] (P. 1142)
- 🔗 [Change Default Display of Address List] (P. 1142)
- 🔗 [Register One-Touch] (P. 1142)
- 🔗 [Change Default Display of Address Book] (P. 1142)
- 🔗 [Address Book PIN] (P. 1143)
- 🔗 [Manage Address Book Access Numbers] (P. 1143)
- 🔗 [Include Password When Exporting Address Book] (P. 1143)
- 🔗 [Register LDAP Server] (P. 1143)
- 🔗 [Auto Search When Using LDAP Server] (P. 1144)
- 🔗 [Confirm TLS Certificate for LDAP Server Access] (P. 1144)
- 🔗 [Change Default LDAP Search Conditions] (P. 1144)
- 🔗 [Register/Edit LDAP Search Attribute] (P. 1145)
- 🔗 [Settings for Search by Name When Using LDAP Server] (P. 1145)
- 🔗 [Acquire Remote Address Book] (P. 1145)
- 🔗 [Make Remote Address Book Open] (P. 1145)
- 🔗 [Use Personal Address List] (P. 1145)
- 🔗 [Use User Group Address List] (P. 1146)

## [Address Lists]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Set Destination]

Print a list of the destinations registered in each address list in the Address Book. 🔗 **Printing the Registration Information and Settings (P. 920)**

[Address List 1] to [Address List 10], [One-Touch], [Address List for Admin.]  
[Print List]

## [Register Destinations]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Set Destination]

Register destinations to the Address Book of the machine. 🔗 **Registering Destinations (Address Book) (P. 276)**

[Register New Destination]  
[Details/Edit]  
[Delete]



[Search by Name]

## [Rename Address List]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Rename Address Lists 1 to 10.

[Address List 1] to [Address List 10]  
[Rename]

## [Change Default Display of Address List]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set the type of address list to be displayed when you call up the Address Book.

[All Address Lists]  
[Personal Addr. List]  
[User Group Address List]  
[Address List 1] to [Address List 10]  
[One-Touch]  
[Address List for Admin.]

## [Register One-Touch]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]Register destinations to the one-touch buttons. [▶ Registering Destinations to One-Touch Buttons \(P. 286\)](#)[001] to [200]  
[Register/Edit]  
[Delete]

## [Change Default Display of Address Book]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Specify the Address Book to be initially displayed when you press [Address Book] on the scan or fax screen.

[Local], [LDAP Server], [Remote]

## [Address Book PIN]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Configure the setting to require users to enter the Address Book PIN when registering or editing destinations in the Address Book. ► **Restricting Address Book Registration and Editing by Setting a PIN (P. 849)**

## [Manage Address Book Access Numbers]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set whether to enable access number management, which ensures that the destination is displayed only when the correct access number is entered. ► **Hiding Destinations (Access Number Management) (P. 850)**  
When you select [On], access numbers can be set for destinations in the Address Book.

[On], [Off]

## [Include Password When Exporting Address Book]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set whether to include the following passwords configured for destinations when exporting the Address Book:

- Password for fax subaddress transmission
- Password for logging in to the file server or Advanced Space

[On], [Off]

## [Register LDAP Server]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Register the LDAP server information when you use an LDAP server to search for destinations. ► **Registering LDAP Servers (P. 135)**

[Register]

[Server Name]

[Server Address]

[Position to Start Search]

[Use TLS]

[Port Number]

[Max Addresses to Search]

[Search Timeout]

[Authentication Information]

[Details/Edit]

[Delete]

[Print List]

## [Auto Search When Using LDAP Server]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set whether to automatically start a search when you access an LDAP server to register or specify a destination. When you select [On], the search is started according to the default settings of the LDAP server search conditions. 

**[Change Default LDAP Search Conditions] (P. 1144)**

The LDAP server registered first (the one displayed at the top of the list) is the target of the automatic search.

[On], [Off]

## [Confirm TLS Certificate for LDAP Server Access]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set whether to verify the server certificate when you access an LDAP server using TLS encrypted communication. You can also add the Common Name (CN) to the verification items.

[On], [Off]

[Add Items to Verify]

[CN]

On, Off

**IMPORTANT**

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

## [Change Default LDAP Search Conditions]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Register the default settings for the LDAP server search conditions. You can configure the settings for each registered LDAP server.

[Register]

[Initialize]

**NOTE**

- You can add attributes for the search target.  **[Register/Edit LDAP Search Attribute] (P. 1145)**

## [Register/Edit LDAP Search Attribute]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set the attributes to use when searching an LDAP server.

You can register the display name and attribute name for [Not Registered 1] and [Not Registered 2].

\* You cannot edit or delete items other than the above.

[Not Registered 1], [Not Registered 2]

[Register/Edit]

[Display Name]

[Attribute Name]

[Delete]

## [Settings for Search by Name When Using LDAP Server]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set the attributes and conditions to use when searching for users by name on an LDAP server.

[Name Type for Search Attribute]

[**cn**], [commonname], [fullName], [displayName], [sn], [givenName], [Custom]

[Filter]

[Contains], [Does Not Contain], [Equals], [Differs from], [**Begins with**], [Ends with]

## [Acquire Remote Address Book]

[ Settings/Register] ► [Set Destination]

Configure the settings for using the Address Book of another machine on the network (Remote Address Book).

🔗 **[Acquire Remote Address Book] (P. 1147)**

## [Make Remote Address Book Open]

[ Settings/Register] ► [Set Destination]

Configure the setting to make the Address Book of this machine open to another machine on the network.

🔗 **[Make Remote Address Book Open] (P. 1149)**

## [Use Personal Address List]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set whether to use the personal address list of the login user.

[On], [Off]

[Use User Group Address List]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Set Destination]

Set whether to use address lists shared between specific users, such as people within the same department. To use user group address lists, select [On] or [On (Browse Only)] depending on whether destinations can be registered and edited.

\* You can enable the use of a user group address list by specifying the user group in the public view settings. [▶](#)  
**Sharing Destinations in a Group (User Group) (P. 756)**

[On], [On (Browse Only)], [Off]

**NOTE**

- If you log in to Remote UI with Administrator privileges, you can browse, register, and edit all user group address lists regardless of this setting.

# [Acquire Remote Address Book]

Configure the settings for using the Address Book of another machine on the network (Remote Address Book).

\* Values in red text indicate the default setting for each item.

- ⚙️ [Acquire Address Book] (P. 1147)
- ⚙️ [Remote Address Book Server Address] (P. 1147)
- ⚙️ [Communication Timeout] (P. 1147)
- ⚙️ [Fax TX Line Auto Select Adjustment] (P. 1148)

## [Acquire Address Book]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Set Destination] ▶ [Acquire Remote Address Book]

Set whether to use the Address Book of another machine, which is open to the public on the network, as a Remote Address Book.

[On], [Off]

### NOTE

- If the System Manager information is configured on the other machine (server machine) with the open Address Book, the System Manager ID and PIN of the server machine and this machine are required to match for using the Address Book as a Remote Address Book.

## [Remote Address Book Server Address]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Set Destination] ▶ [Acquire Remote Address Book]

Set the IP address (IPv4/IPv6) or host name of another machine (server machine) with an Address Book that is open. The Address Book of the specified server machine can be used as a Remote Address Book on this machine.

## [Communication Timeout]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Set Destination] ▶ [Acquire Remote Address Book]

Set the amount of time from when the machine starts retrieving the destinations until the timeout occurs, when you are using a Remote Address Book on the machine. If the specified amount of time elapses without receiving a response from the Canon multifunction machine (server machine) that holds the Address Book, the machine stops retrieving the destinations.

15 to 30 to 120 sec.

---

[Fax TX Line Auto Select Adjustment]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Set Destination] ▶ [Acquire Remote Address Book]

Set whether to disable the TX line setting registered to the destination and automatically select the line instead, when you send a fax to a destination retrieved from a Remote Address Book.

\* This item is only displayed when your machine has a fax function.

[On], [Off]

# [Make Remote Address Book Open]

EK89-0W4

Configure the setting to make the Address Book of this machine open to another machine on the network.

\* Values in red text indicate the default setting for each item.

## [Make Address Book Open]

DeviceAdmin   NetworkAdmin   Remote UI

[  Settings/Register ] ▶ [Set Destination] ▶ [Make Remote Address Book Open]

Set whether the Address Book of this machine can be used as a Remote Address Book on another machine.

[On], [Off]



# [Management Settings]

Configure the settings for managing items such as the users, system, and data of the machine.

- ⚙️ [User Management] (P. 1150)
- ⚙️ [Device Management] (P. 1150)
- ⚙️ [License/Other] (P. 1150)
- ⚙️ [Data Management] (P. 1150)
- ⚙️ [Security Settings] (P. 1150)

---

## [User Management]

---

[ Settings/Register] ▶ [Management Settings]

Register and manage the users who operate or manage the machine.

- ⚙️ [User Management] (P. 1151)

---

## [Device Management]

---

[ Settings/Register] ▶ [Management Settings]

Configure and manage the operations and information related to the hardware of the machine.

- ⚙️ [Device Management] (P. 1160)

---

## [License/Other]

---

[ Settings/Register] ▶ [Management Settings]

Configure and manage the operations and information related to the software of the machine.

- ⚙️ [License/Other] (P. 1170)

---

## [Data Management]

---

[ Settings/Register] ▶ [Management Settings]

Manage and initialize the settings and data of the machine.

- ⚙️ [Data Management] (P. 1176)

---

## [Security Settings]

---

[ Settings/Register] ▶ [Management Settings]

Configure and manage the security settings of the machine, such as the authentication functions and system verification.

- ⚙️ [Security Settings] (P. 1179)

# [User Management]

Register and manage the users who operate or manage the machine.

\* Values in red text indicate the default setting for each item.

- ⚙️ [Authentication Management] (P. 1151)
- ⚙️ [System Manager Information Settings] (P. 1151)
- ⚙️ [Department ID Management] (P. 1151)

## [Authentication Management]

[⚙️ Settings/Register] ▶ [Management Settings] ▶ [User Management]

Configure the settings for managing and authenticating the users of the machine.

- ⚙️ [Authentication Management] (P. 1153)

## [System Manager Information Settings]

DeviceAdmin   NetworkAdmin   Remote UI

[⚙️ Settings/Register] ▶ [Management Settings] ▶ [User Management]

Set the System Manager ID and System Manager PIN when you use Department ID Management. ➡ **Changing the Department ID and PIN for the Administrator (P. 741)**  
You can also configure settings such as the name and e-mail address of the system manager.

[System Manager ID]  
7654321

[System Manager PIN]  
7654321

[System Manager]

[E-Mail Address]

[Contact Information]

[Comment]

## [Department ID Management]

DeviceAdmin   NetworkAdmin   Remote UI

[⚙️ Settings/Register] ▶ [Management Settings] ▶ [User Management]

Configure the Department ID Management settings to assign and manage the "Department IDs" for users of the machine. ➡ **Managing Groups with Department ID (Department ID Management) (P. 739)**

[On], [Off]  
[Register PIN]  
[Register]  
[Department ID]  
[PIN]  
[Turn Limit On/Off and Set Page Limit]  
[Edit]  
[Delete]  
[Limit Functions]\*<sup>1</sup>  
[Page Totals]  
[Clear]  
[Print List]  
[Clear All Totals]  
[Large2 Count Management]  
[Allow Printer Jobs with Unknown IDs]  
[On], [Off]  
[Allow Remote Scan Jobs with Unknown IDs]  
[On], [Off]

\*<sup>1</sup> This item is displayed only when the login service is set to DepartmentID Authentication.

# [Authentication Management]

Configure the settings for managing and authenticating the users of the machine.

\* Values in red text indicate the default setting for each item.

- [Change Password] (P. 1153)
- [Change PIN] (P. 1153)
- [Register/Edit Authentication User] (P. 1154)
- [Use User Authentication] (P. 1154)
- [Keyboard Authentication] (P. 1154)
- [Login Screen Display Settings] (P. 1154)
- [Functions to Restrict] (P. 1155)
- [Restrict Job from Remote Device w/out User Authent.] (P. 1155)
- [Default Role When Registering User] (P. 1155)
- [Match Case for User Name] (P. 1156)
- [Allow Use of @ in User Name] (P. 1156)

## [Change Password]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [User Management] ► [Authentication Management]

Login users can change their own password used for login.

(Maximum 32 characters)

### NOTE

- Users with Administrator privileges can change their own password in [Register/Edit Authentication User]. ➤ **[Register/Edit Authentication User] (P. 1154)**
- You can display a password strength meter for checking the strength of the new password. ➤ **[Use Password Strength Indicator] (P. 1158)**

## [Change PIN]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [User Management] ► [Authentication Management]

Login users can change their own PIN used for login.

(Maximum 16 characters)

NOTE

- Users with Administrator privileges can change their PIN in [Register/Edit Authentication User]. [▶\[Register/Edit Authentication User\] \(P. 1154\)](#)

[Register/Edit Authentication User]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Register users in the local device (the machine). [▶Registering User Information to a Local Device \(P. 697\)](#)

[Register]  
[User Name]  
[Display Name]  
[PIN]  
[Password]  
[No Expiry for Password]  
[Change Password at Next Login]  
[Department ID]  
[E-Mail Address]  
[Set Role]  
  
[Details/Edit]  
  
[Delete]

[Use User Authentication]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether to enable user authentication. When you enable user authentication, you can also set which login methods to use. [▶Configuring the Login Method and Authentication System \(P. 727\)](#)

[On], [Off]

[Keyboard Authentication]

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Configure the settings for the login screen and authentication method when you use keyboard authentication. [▶\[Keyboard Authentication\] \(P. 1157\)](#)

[Login Screen Display Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Configure the settings for when to display the login screen. [▶ Configuring the Login Screen Display Method \(P. 728\)](#)  
When you select [Display When Function Is Selected], you can also specify the functions that require login.

[Displ When Dev Operation Start], **[Display When Function Is Selected]**  
[Require Authentication For]  
[Function]: **Not set**  
[Require Authentication in Settings/Registration For]\*<sup>1</sup>  
[All Items], **[Administrator Items Only]**

\*<sup>1</sup> This item is displayed only when ACCESS MANAGEMENT SYSTEM is enabled.

#### NOTE

- When you change these settings, the items in [Restrict Access to Other User Jobs] may be set to [On]. [▶ \[Restrict Access to Other User Jobs\] \(P. 1163\)](#)

#### [Functions to Restrict]

DeviceAdmin NetworkAdmin **Remote UI**

 Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether to restrict the use of specific functions when user authentication is used.

[Print from Drivers without AMS Printer Driver Add-in]  
[Restrict], **[Do Not Restrict]**  
  
[Remote Scan]  
[Restrict], **[Do Not Restrict]**

#### [Restrict Job from Remote Device w/out User Authent.]

DeviceAdmin NetworkAdmin **Remote UI**

 Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether to restrict operations such as printing or sending faxes from a computer when no authentication information is set.

[On], **[Off]**

#### [Default Role When Registering User]

DeviceAdmin NetworkAdmin **Remote UI**

 Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Change the privileges (role) to be assigned by default when a user is registered. The privileges that you specify here will be selected on the screen for registering users.

[Administrator], **[GeneralUser]**, [DeviceAdmin], [NetworkAdmin], [PowerUser]\*<sup>1</sup>, [LimitedUser]\*<sup>1</sup>

\*<sup>1</sup> This item is displayed only when ACCESS MANAGEMENT SYSTEM is enabled.

---

**[Match Case for User Name]**

---

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether the user names used for user authentication are case-sensitive.

[On], [Off]

**NOTE**

- It is recommended that you configure this setting together with the setting for determining the user name for the print data. [▶\[Match Case for User Name\] \(P. 1138\)](#)

---

**[Allow Use of @ in User Name]**

---

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management]

Set whether to allow the use of the "@" symbol in user names.

[On], [Off]

# [Keyboard Authentication]

Configure the settings for the login screen and authentication method when you use keyboard authentication.

\* Values in red text indicate the default setting for each item.

- ④ [Number of Caches for Login Users] (P. 1157)
- ④ [Display Button to Change Password on Settings Menu] (P. 1157)
- ④ [Use Numeric Keys for Authentication] (P. 1157)
- ④ [Restrict Password Reuse] (P. 1158)
- ④ [Settings for Password Change Prohibition Period] (P. 1158)
- ④ [Use Password Strength Indicator] (P. 1158)

## [Number of Caches for Login Users]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether to display the previous user login history on the login screen for keyboard authentication.

- Select [0] to hide the history.
- Select [1] to display only the most recently logged-in user in the history.

[0], [1], [Max (Maximum Number for Device)]

## [Display Button to Change Password on Settings Menu]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether to allow users to change the password on the login screen for keyboard authentication. When you select [On], users can change the password by using [] at the top right of the login screen.

[On], [Off]

## [Use Numeric Keys for Authentication]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether the numeric keys can be used on the login screen for keyboard authentication. When you select [On], users will be able to log in using only the numeric keys when the user name and password consist only of numbers.



\* If the user name or password contains characters other than numbers, enter them using the keyboard displayed on the screen.

[On], [Off]

## [Restrict Password Reuse]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether to restrict the use of passwords used in the past (passwords retained in the history) to prevent the reuse of passwords.

When you select [On], specify the number of old passwords to retain.

[On], [Off]

[Number of Prohibited Last Passwords]

1 to 24

## [Settings for Password Change Prohibition Period]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Set whether to specify the period to prohibit changes to the password.

When you select [On], specify the number of days the password cannot be changed.

[On], [Off]

[Prohibition Period]

1 to 179 (days)

## [Use Password Strength Indicator]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [User Management] ▶ [Authentication Management] ▶ [Keyboard Authentication]

Select whether to display a password strength meter on the password screen displayed when registering or editing user information.

When [On] is selected, the password strength can be adjusted to one of five levels.

- If the password strength is set to 1, there are no restrictions on password settings.
- If the password strength is set to 2 or higher, you will not be able to set a password with a strength lower than you set.
- If the entered password does not meet the minimum character length, an error message will be displayed.  **[Minimum Length Settings] (P. 1186)**

[On], [Off]

[Required Password Strength Level]

|              |
|--------------|
| Level 1 to 5 |
|--------------|

# [Device Management]

Configure and manage the operations and information related to the hardware of the machine.

\* Values in red text indicate the default setting for each item.

- ⚙️ [Device Information Settings] (P. 1160)
- ⚙️ [Import/Export from Address Book Management Software] (P. 1160)
- ⚙️ [Limited Functions Mode] (P. 1161)
- ⚙️ [Confirm Device Signature Certificate] (P. 1161)
- ⚙️ [Confirm User Signature Certificate] (P. 1161)
- ⚙️ [Certificate Settings] (P. 1162)
- ⚙️ [Display Job Status Before Authentication] (P. 1163)
- ⚙️ [Restrict Access to Other User Jobs] (P. 1163)
- ⚙️ [Display Job Log] (P. 1164)
- ⚙️ [Save Audit Log] (P. 1164)
- ⚙️ [Retrieve Network Authentication Log] (P. 1165)
- ⚙️ [Store Key Operation Log] (P. 1165)
- ⚙️ [Restrict Service Representative Access] (P. 1165)
- ⚙️ [E-Mail Notification Settings] (P. 1165)
- ⚙️ [Synchronize Custom Settings (Client)] (P. 1166)
- ⚙️ [Manage Personal Settings] (P. 1166)
- ⚙️ [Prohibit Initialization of Administrator Password] (P. 1166)
- ⚙️ [Restrict Special Mode Operations] (P. 1166)

## [Device Information Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Device Management]

Set the name used to identify the machine and the installation location.

The configured information is displayed on the Portal page of Remote UI. [▶ Remote UI Portal Page \(P. 903\)](#)

[Device Name]  
[Location]

## [Import/Export from Address Book Management Software]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Device Management]

Set whether to import or access the address books of address book management software.

\* When [Use User Authentication When Importing] is enabled, only address books using user authentication can be imported when using user authentication.

[Auto Print (100 Transmissions)]

[On], [Off]  
 [Specify Print Time]  
 [On], [Off]

---

## [Limited Functions Mode]

---

[ Settings/Register] ► [Management Settings] ► [Device Management]

Configure the settings to restrict the use of optional equipment.

🔒 **[Limited Functions Mode] (P. 1167)**

---

## [Confirm Device Signature Certificate]

---

**DeviceAdmin**   **NetworkAdmin**   **Remote UI**

[ Settings/Register] ► [Management Settings] ► [Device Management]

Display the details of the device signature certificate for the machine.

You can press [Verify Certificate] to verify whether the certificate is valid.

[Version]  
 [Serial Number]  
 [Signature Algorithm]  
 [Issued To]  
 [Validity Start Date]  
 [Validity End Date]  
 [Issuer]  
 [Public Key]  
 [Certificate Thumbprint]  
 [Issued To (Altn. Name)]  
 [Verify Certificate]

---

## [Confirm User Signature Certificate]

---

**DeviceAdmin**   **NetworkAdmin**   **Remote UI**

[ Settings/Register] ► [Management Settings] ► [Device Management]

Display the details of the user signature certificate for the login user.

You can press [Verify Certificate] to verify whether the certificate is valid.

\* This item is displayed only on machines with the option installed.

[Version]  
 [Serial Number]  
 [Signature Algorithm]  
 [Issued To]  
 [Validity Start Date]  
 [Validity End Date]  
 [Issuer]  
 [Public Key]  
 [Certificate Thumbprint]  
 [Issued To (Altn. Name)]  
 [Verify Certificate]

## [Certificate Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Device Management]

Manage information such as the keys and certificates, CA certificates, and certification revocation list (CRL) used by the machine, and configure the Online Certificate Status Protocol (OCSP) settings. [► Managing and Verifying a Key and Certificate \(P. 800\)](#)

## [Generate Key]

## [Generate Network Communication Key]

[Key Name]

[Signature Algorithm]

[Key Algorithm]

[Validity Start Date]

[Validity End Date]

[Country/Region]

[State]

[City]

[Organization]

[Organization Unit]

[Common Name]

[Issued To (Altn. Name)]

## [Generate/Update Device Signature Key]

## [Key and Certificate List]

[Key and Certificate List for Users]\*<sup>1</sup>[Certificate Details]\*<sup>2</sup>

[Delete]

[Key and Certificate List for This Device]\*<sup>1</sup>[Certificate Details]\*<sup>2</sup>

[Delete]

[Display Use Location]

## [CA Certificate List]

[Certificate Details]\*<sup>2</sup>

[Delete]

## [Certificate Revocation List (CRL)]

[CRL Details]\*<sup>3</sup>

[Delete]

## [Register Key and Certificate]

[Register]

[Delete]

## [Register CA Certificate]

[Register]

[Delete]

## [OCSP (Online Certificate Status Protocol) Settings]

## [Use OCSP (Online Certificate Status Protocol)]

[On], [Off]

## [Certificate Verification Level]

[Enable Unverified Certificates]

[On], [Off]

## [OCSP Responder Settings]

[URL]

[Retrieve from Certificate], [Custom], [Retrieve from Cert./Custom]

[Custom URL]  
 [Communication Timeout]  
 1 to 3 to 30 sec.

[Settings for Certificate Issuance Request (SCEP)]\*4  
 [Certificate Issuance Request Status]  
 [Communication Settings]  
 [Certificate Issuance Request]  
 [Settings for Certificate Issuance Auto Request]

\*1 This item is displayed only on machines with the option installed.

\*2 The following information can be checked:

- [Version]
- [Serial Number]
- [Signature Algorithm]
- [Issued To]
- [Validity Start Date]
- [Validity End Date]
- [Issuer]
- [Public Key]
- [Certificate Thumbprint]
- [Issued To (Altn. Name)]
- [Verify Certificate]

\*3 The following information can be checked:

- [Version]
- [Signature Algorithm]
- [Valid From]
- [Next Update]
- [Issuer]
- [Serial No. List]

\*4 This setting can only be configured using Remote UI.

## [Display Job Status Before Authentication]

DeviceAdmin NetworkAdmin Remote UI

 Settings/Register] ► [Management Settings] ► [Device Management]

Set whether to allow the [Status Monitor] screen to be displayed before login, when you are using a login service.

[On], [Off]

## [Restrict Access to Other User Jobs]

DeviceAdmin NetworkAdmin Remote UI

 Settings/Register] ► [Management Settings] ► [Device Management]

Set whether to restrict users from performing operations on the jobs of other users on the [Status Monitor] screen.

[Copy/Print]  
[On], [Off]

[Send]  
[On], [Off]

[Receive]  
[On], [Off]

[Store]  
[On], [Off]

#### NOTE

- When you change the settings in [Login Screen Display Settings], these items may be set to [On]. [▶\[Login Screen Display Settings\] \(P. 1154\)](#)

### [Display Job Log]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Device Management]

Set whether to display the logs for print, scan, fax, and copy jobs on the [Status Monitor] screen and in the Communication Management Reports.  
When you disable this setting, also set whether to allow the device management software to retrieve the job log information.

[On], [Off]  
[Retrieve Job Log with Management Software]  
[Allow], [Do Not Allow]

#### NOTE

- If you log in to Remote UI with Administrator privileges, you can configure the [Do Not Store Personal Information in Job Log] setting. When this setting is enabled, the machine does not write personal information to the job log and audit log.

### [Save Audit Log]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Device Management]

Set whether to record logs.

[▶Log Type \(P. 78\)](#)

[▶Management of Logs \(P. 873\)](#)

[On], [Off]

#### IMPORTANT

- When you select [On], you will not be able to adjust the time. [▶\[Adjust Time\] \(P. 989\)](#)

## [Retrieve Network Authentication Log]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Device Management]

Set whether to record a log for authentication operations performed over the network, such as when printing is performed from a computer or the Advanced Space is accessed.

[On], [Off]

## [Store Key Operation Log]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Device Management]

Set whether to store a log of the key operations performed by users.

[On], [Off]

## NOTE

- Items displayed with replacement characters, such as passwords and PINs, are masked. This prevents confidential information from being leaked to outside parties.
- For details on the output and analysis of the stored logs, contact your dealer or service representative.

## [Restrict Service Representative Access]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Device Management]

Set whether to restrict changes to the user information and security-related settings when the machine is being inspected or repaired by your dealer or service representative.

[On], [Off (Auth. Needed)], [Off]

## NOTE

- Your dealer or service representative will be able to change the user information and security-related settings when you select [Off], but you can check these operations in the log. [▶ Management of Logs \(P. 873\)](#)

## [E-Mail Notification Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Device Management]

Configure the setting to receive e-mail notifications in situations that require action, such as replacing a toner cartridge or removing jammed paper. [▶ Sending Error Notifications by E-mail \(P. 924\)](#)



\* This setting can only be configured using Remote UI.

---

## [Synchronize Custom Settings (Client)]

---

DeviceAdmin NetworkAdmin **Remote UI**

[ Settings/Register] ► [Management Settings] ► [Device Management]

Perform operations for using the machine as a client machine when you synchronize the personalized data of multiple Canon multifunction machines. [▶Starting and Stopping Synchronization \(Client Machine\) \(P. 770\)](#)

- Before starting synchronization:
  - [Enable]
  - [Pause]
- After starting synchronization:
  - [Disable]
  - [Resume]

---

## [Manage Personal Settings]

---

[ Settings/Register] ► [Management Settings] ► [Device Management]

Configure the settings for the personalization function, which enables login users to use the machine with their preferred settings.

[▶\[Manage Personal Settings\] \(P. 1168\)](#)

---

## [Prohibit Initialization of Administrator Password]

---

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [Device Management]

Set whether to prohibit the administrator password from being initialized.

When you select [On], the [Initialize Admin. Password] setting in [Counter/Device Information] ► [Device Info./Other] is disabled.

[On], [Off]

---

## [Restrict Special Mode Operations]

---

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [Device Management]

Set whether to restrict the use of Special Mode, which is provided so that your dealer or service representative can perform maintenance.

[On], [Off]

# [Limited Functions Mode]

Configure the settings to restrict the use of optional equipment.

\* Values in red text indicate the default setting for each item.

⚙️ [Finisher Tray A] (P. 1167)

⚙️ [Finisher Puncher] (P. 1167)

## [Finisher Tray A]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Management Settings] ▶ [Device Management] ▶ [Limited Functions Mode]

Set whether to disable the use of Finisher Tray A.

[On], [Off]

## [Finisher Puncher]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Management Settings] ▶ [Device Management] ▶ [Limited Functions Mode]

Set whether to disable the use of the puncher unit installed in the finisher.

[On], [Off]

# [Manage Personal Settings]

EK89-0WC

Configure the settings for the personalization function, which enables login users to use the machine with their preferred settings.

\* Values in red text indicate the default setting for each item.

- ▶ [Enable Use of Personal Settings] (P. 1168)
- ▶ [Action When Maximum Number of Users Exceeded] (P. 1168)
- ▶ [Use Default Screen After Startup/Restoration] (P. 1168)
- ▶ [Home Management Settings for Personal Use] (P. 1169)

## [Enable Use of Personal Settings]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Device Management] ▶ [Manage Personal Settings]

Set whether to use the personalization function.

- ▶ **Enabling and Disabling the Personalization Function (P. 736)**
- ▶ **Using the Personalization Function (P. 735)**

[On], [Off]

## [Action When Maximum Number of Users Exceeded]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Device Management] ▶ [Manage Personal Settings]

Set the action that the machine performs when the maximum number of personalization function users (the maximum number of user setting information) is reached.

\* Even when you select [Delete Oldest User Settings], some of the settings will not be deleted. ▶ **Deleting User Setting Information (P. 774)**

\* To delete user setting information completely, delete them manually. ▶ **Deleting User Setting Information (P. 774)**

[Delete Oldest User Settings], [Discard New User Settings]

## [Use Default Screen After Startup/Restoration]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Device Management] ▶ [Manage Personal Settings]

Set whether each login user can specify the screen to be displayed after login.

[On], [Off]

---

## [Home Management Settings for Personal Use]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Device Management] ► [Manage Personal Settings]

Set the items that each login user can change on the [Home] screen.

[Allow Registration/Editing of Personal Buttons]

[On], [Off]

[Allow Use of Move Buttons When Customizing for Personal Use]

[On], [Off]

[Allow Use of Home Screen Layout Set. When Customizing for Personal Use]

[On], [Off]

[Allow Use of Wallpaper Settings When Customizing for Personal Use]

[On], [Off]

# [License/Other]

Configure and manage the operations and information related to the software of the machine.

\* Values in red text indicate the default setting for each item.

- ⚙️ [Register License] (P. 1170)
- ⚙️ [MEAP Settings] (P. 1170)
- ⚙️ [Remote UI Settings] (P. 1170)
- ⚙️ [Delete Message Board Contents] (P. 1171)
- ⚙️ [Visual Message Settings] (P. 1171)
- ⚙️ [Remote Operation Settings] (P. 1172)
- ⚙️ [Use ACCESS MANAGEMENT SYSTEM] (P. 1172)
- ⚙️ [Register/Update Software] (P. 1173)
- ⚙️ [Start Setup Guide] (P. 1173)
- ⚙️ [Allow Jobs to Be Performed from Mobile Device] (P. 1173)

## [Register License]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Register the license key for a system option used with the machine. ⚙️ **Installing the System Options (P. 948)**

24 characters

## [MEAP Settings]

[⚙️ Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Configure the settings for MEAP functions.

- ⚙️ [MEAP Settings] (P. 1174)

## [Remote UI Settings]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Set whether to use Remote UI.  
You can also set whether to use TLS encryption for communication performed using Remote UI. ⚙️ **Using TLS (P. 788)**

[On], [Off]  
    [Use TLS]  
        [On], [Off]

## NOTE

- The [Use TLS] setting is the same as the [Use TLS] setting in [MEAP Settings]. [▶\[Use TLS\] \(P. 1174\)](#)

## [Delete Message Board Contents]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Delete the notice from the administrator displayed on the control panel.

\* Use Remote UI to configure the content to be displayed. [▶Displaying Text on the Control Panel and Remote UI \(P. 893\)](#)

## [Visual Message Settings]

DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Configure the settings for the Visual Message (notice screen) to be displayed on the control panel. [▶Displaying File or Website Content on the Control Panel \(Visual Message\) \(P. 895\)](#)

\* This item can only be configured using Remote UI.

## [Display Settings]

## [Display Timing and Content]

## [Display After Logout/Auto Reset]

On, Off

## [Content:]

[SMB]\*1, [HTTP/WebDAV]\*2

## [Display After Login]

On, Off

## [Content:]

[SMB]\*1, [HTTP/WebDAV]\*2

## [Display When Print Job Starts]

On, Off

## [Content]

[SMB]\*1, [HTTP/WebDAV]\*2

## [Content to Display When an Error Occurs]

[Display an error message, but do not display Visual Message content], [Do not display an error message or Visual Message content]

## [Proxy Settings]

## [Address Without Using Proxy:]

## [Security Settings]

## [Notify Server of Login Information When Content Is Displayed]

On, Off

## [Security Settings]

## [Address of Server Allowed to Receive Login Information:]

On, Off

\*1 Configure the following settings when you select [SMB]:

- [File Path]

- [User Name]
- [Password]

\*2 Configure the following settings when you select [HTTP/WebDAV]:

- [File Path]
- [User Name]
- [Password]
- [Confirm Certificate for TLS Communication]
- [Add CN to Verification Items]

---

## [Remote Operation Settings]

---

DeviceAdmin   NetworkAdmin   **Remote UI**

[ Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Set whether to enable Remote Operation.

Remote operation can also be enabled via the Remote UI. [▶ Remote UI Portal Page \(P. 903\)](#)

When you select [On], you can display the control panel screen on a computer and perform operations. This enables you to configure the machine settings and perform jobs when you are away from the machine. When it is enabled, the following can also be configured.

- Password for restricting remote operation
- User performing operations via the Remote UI
- Whether to perform operations without using the Remote UI
- Time until remote operation times out

[On], [Off]

[Password]

[Set Details]

[Users to Allow Operation Via Remote UI]

[Administrators Only], [All Users]

[Allow Operation Not Via Remote UI]

[On], [Off]

[Timeout]

0 min (no timeout), 1 to 15 to 150 mins

### IMPORTANT

- When using remote operation by connecting "Canon Remote Operation Viewer" or "Canon PRINT", [Allow Operation Not Via Remote UI] must be set to [On].
- If you are using remote operation with Safari, you need to register the TLS server certificate configured on the machine. Register using macOS Keychain Access and set the added certificate to "Always Trust".

### NOTE

- You cannot change or perform the following items when you connect to the machine using Remote Operation:
  - [Job Storage Period] [▶ \[Job Storage Period\] \(P. 1136\)](#)
- When [Remote Operation Settings] is set to [On], [Remote UI Settings] is also set to [On].

---

## [Use ACCESS MANAGEMENT SYSTEM]

---

DeviceAdmin   NetworkAdmin   **Remote UI**

[ Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Set whether to use the ACCESS MANAGEMENT SYSTEM function to manage access. [▶Using ACCESS MANAGEMENT SYSTEM \(P. 764\)](#)

[On], [Off]

[Register/Update Software]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Install system options and MEAP applications on the machine via the Internet. [▶Installing the System Options \(P. 948\)](#)

You can also periodically check the machine firmware and automatically perform updates. [▶Updating the Firmware Automatically When It Is Updated \(P. 944\)](#)

[Install Applications/Options]  
[Update Firmware]\*<sup>1</sup>  
[Software Management Settings]  
[Scheduled Update]

\*<sup>1</sup> For Europe only

[Start Setup Guide]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Configure the items required for using the machine by following the instructions on the screen. [▶Configuring the Default Settings \(Setup Guide\) \(P. 91\)](#)

[Allow Jobs to Be Performed from Mobile Device]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [License/Other]

Set whether to allow users to scan and send data as e-mails or faxes from mobile devices.

When [Authenticate with PIN Code for Scan Jobs] is set to [On], the PIN displayed on the machine will need to be entered when you perform scanning.

[On], [Off]  
[Authenticate with PIN Code for Scan Jobs]  
[On], [Off]



# [MEAP Settings]

Configure the settings for MEAP functions.

\* Values in red text indicate the default setting for each item.

- 🔗 [Print System Information] (P. 1174)
- 🔗 [Use TLS] (P. 1174)
- 🔗 [Confirm TLS Certificate Using MEAP Application] (P. 1174)
- 🔗 [Use DNS Caching] (P. 1175)
- 🔗 [Use Proxy Settings of This Device] (P. 1175)
- 🔗 [Add X-FRAME-OPTIONS to HTTP Header] (P. 1175)

## [Print System Information]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Print information such as the details of MEAP applications and licenses. 🔗 **Printing the Registration Information and Settings (P. 920)**

## [Use TLS]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Set whether to perform TLS encrypted communication when MEAP functions are used by accessing the machine from a web browser.

\* You need to configure the key and certificate before performing TLS encrypted communication. 🔗 **Using TLS (P. 788)**

[On], [Off]

### NOTE

- This setting is the same as the [Use TLS] setting in [Remote UI Settings]. 🔗 **[Remote UI Settings] (P. 1170)**

## [Confirm TLS Certificate Using MEAP Application]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [License/Other] ▶ [MEAP Settings]

Set whether to verify the server certificate when TLS encrypted communication is performed for a MEAP application. You can also add the Common Name (CN) to the verification items.

[On], [Off]  
 [Add Items to Verify]  
 [CN]  
 On, Off

**IMPORTANT**

- If you do not verify the certificate, TLS encrypted communication will be performed even when the certificate is invalid.

## [Use DNS Caching]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [License/Other] ► [MEAP Settings]

Set whether the DNS information retrieved in searches performed using a MEAP application is stored in the memory. When you select [On (Specify Period)], set the period of validity.

[On (Unltd. Use)], [On (Specify Period)], [Off]  
 [Period of Validity]  
 1 to 60 to 120 sec.

## [Use Proxy Settings of This Device]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [License/Other] ► [MEAP Settings]

Set whether the proxy settings of the machine are also used with MEAP applications. [▶ Using a Proxy \(P. 784\)](#)

[On], [Off]

## [Add X-FRAME-OPTIONS to HTTP Header]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [License/Other] ► [MEAP Settings]

Set whether to add X-FRAME-OPTIONS to the header when the HTTP server returns a response. By adding X-FRAME-OPTIONS, you can prevent the content from being embedded in other sites.

[On], [Off]

# [Data Management]

Manage and initialize the settings and data of the machine.

\* Values in red text indicate the default setting for each item.

- ▶ [Import/Export] (P. 1176)
- ▶ [Initialize All Data/Settings] (P. 1176)

---

## [Import/Export]

---

[ Settings/Register] ▶ [Management Settings] ▶ [Data Management]

Import and export settings using a USB memory device, or restrict the import and export operations from web applications other than Remote UI.

- ▶ [Import/Export] (P. 1177)

---

## [Initialize All Data/Settings]

---

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Data Management]

You can reset all settings to the factory settings and clear all stored data, including logs. ▶ **Initializing All Settings and Data (P. 967)**

# [Import/Export]

Import and export settings using a USB memory device, or restrict the import and export operations from web applications other than Remote UI.

\* Values in red text indicate the default setting for each item.

- ⓘ [Import from USB Memory] (P. 1177)
- ⓘ [Export to USB Memory] (P. 1177)
- ⓘ [Import Result Report] (P. 1178)
- ⓘ [Restrict Import/Export from Web Service] (P. 1178)

## [Import from USB Memory]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Management Settings] ▶ [Data Management] ▶ [Import/Export]

Import the Address Book and various settings.  
After the import is complete, you need to restart the machine.

- Use a USB memory device when you import using the control panel.
  - \* If another USB memory device is already connected to the machine, remove it before you connect the intended USB memory device.
- If you want to select individual items to import or export, perform the import or export operations by using Remote UI from a computer. ⓘ **Importing and Exporting Data Individually (P. 930)**

[Store Import Result in Device]  
On, Off

[Store Import Result in USB]  
On, Off

[Decryption Password]

## [Export to USB Memory]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Management Settings] ▶ [Data Management] ▶ [Import/Export]

- Export the Address Book and various settings.
- Use a USB memory device when you perform the export operation on the control panel. ⓘ **Inserting and Removing a USB Memory Device (P. 332)**
    - \* If another USB memory device is already connected to the machine, remove it before you connect the intended USB memory device.
  - If you want to select individual items to import or export, perform the import or export operations by using Remote UI from a computer. ⓘ **Importing and Exporting Data Individually (P. 930)**

[Encryption Password]

---

## [Import Result Report]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Data Management] ▶ [Import/Export]

Print a report of the import results.

### NOTE

- The import result report is printed in English if the display language of the machine is set to a language other than Japanese immediately after the import operation.

---

## [Restrict Import/Export from Web Service]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Data Management] ▶ [Import/Export]

Restrict the import and export operations from web applications other than Remote UI.

[On], [Off]

# [Security Settings]

Configure and manage the security settings of the machine, such as the authentication functions and system verification.

\* Values in red text indicate the default setting for each item.

- ④ [Authentication/Password Settings] (P. 1179)
- ④ [Encryption Settings] (P. 1179)
- ④ [System Verification Settings] (P. 1179)
- ④ [Recommended Security Set. for Usage Environment] (P. 1180)

## [Authentication/Password Settings]

[ Settings/Register] ▶ [Management Settings] ▶ [Security Settings]

Configure the settings for the authentication functions and password policy of the machine.

- ④ [Authentication/Password Settings] (P. 1182)

## [Encryption Settings]

[ Settings/Register] ▶ [Management Settings] ▶ [Security Settings]

Configure the encryption settings for the machine.

- ④ [Encryption Settings] (P. 1189)

## [System Verification Settings]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Management Settings] ▶ [Security Settings]

Set whether to use the system verification and protection functions.  
When you set [Verify System at Startup] to [On], the integrity of the firmware and MEAP applications is verified when the machine is started. When this setting is enabled, you can also set [Trellix Embedded Control] to [On] to prevent the unauthorized modification of programs and the execution of unauthorized programs, for improved system reliability.

|                                           |
|-------------------------------------------|
| [Verify System at Startup]<br>[On], [Off] |
| [Trellix Embedded Control]<br>[On], [Off] |

IMPORTANT

- If you press [OK] when [Verify System at Startup] is set to [On], the machine restarts regardless of whether you changed the setting. To keep the [On] setting without restarting the machine, press [No] on the confirmation screen, and then press [Cancel] on the [System Verification Settings] screen.

**NOTE**

When [Verify System at Startup] Is Set to [On]

- Startup takes longer than when [Off] is selected, because system verification is performed.
- The following events and results are recorded in the machine management log. [▶ Management of Logs \(P. 873\)](#)

|         |                                                      |
|---------|------------------------------------------------------|
| Events  | Firmware verification, MEAP application verification |
| Results | Success, Failure                                     |

- If an error code appears on the screen when you start the machine, contact your dealer or service representative.

When [Trellix Embedded Control] Is Set to [On]

- It takes a few minutes longer than normal for the machine to start the first time after you enable this setting.
- [Trellix System Monitor] is displayed on the functions and setting buttons on the [Home] screen. You can press [Trellix System Monitor] to check the log of an invalid operation.

---

**[Recommended Security Set. for Usage Environment]**


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DeviceAdmin

NetworkAdmin

Remote UI

 Settings/Register] ▶ [Management Settings] ▶ [Security Settings]

Configure the security settings according to the environment in which the machine is used.

- [Usage Environment Settings]:  
You can change to the recommended security settings simply by selecting the usage environment that matches the environment of the machine. If you do not know which type of usage environment is applicable, press [Check Recommendation] or see "Security Settings Navigator." You can also check the details of the various usage environments in "Security Settings Navigator." **Security Settings Navigator**
- [Security-Related Notification Settings]:  
Set whether to display a message on the control panel to notify the user if a security issue is detected in the settings or installation environment of the machine. [▶ Configuring Security Notification \(P. 860\)](#)

**[Usage Environment Settings]**

- [1. Intranet And Internet Connection]
- [2. Direct Internet Connection]
- [3. Internet Connection Prohibited]
- [4. Private (Home) Network]
- [5. Public Network]
- [6. Highly Confidential Info. Environment]

[Check Recommendation]

[Clear]

**[Security-Related Notification Settings]**

[When Recommended Usage Environment Is Updated]

[On], [Off]

[When Internet Security Issue Is Detected]

[On], [Off]

[When Encryption Method Vuln. Is Found for Selected Wireless LAN]

[On], [Off]

**IMPORTANT**

- If a security policy is applied to the machine, you cannot configure this setting.
- Recommended settings do not guarantee accuracy or integrity. They are for reference purposes only.

**NOTE**

When Changing to the Recommended Security Settings

- In situations such as when a required function no longer works, you can press [Clear] to cancel the setting changes and restore the original settings.
  - \* If you manually changed any settings for items that were changed in [Usage Environment Settings], the changed settings are not retained. The settings are reset to the values before [Usage Environment Settings] was executed.
- You can press [Print Set.Changes] to check the values of items that were changed.



# [Authentication/Password Settings]

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EK89-OWL

Configure the settings for the authentication functions and password policy of the machine.

🔗[Authentication Function Settings] (P. 1182)

🔗[Password Settings] (P. 1182)

---

## [Authentication Function Settings]

---

[ Settings/Register] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings]

Configure the settings for the authentication functions of the machine.

🔗[Authentication Function Settings] (P. 1183)

---

## [Password Settings]

---

[ Settings/Register] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings]

Configure the settings for the password policy of the machine.

🔗[Password Settings] (P. 1185)

# [Authentication Function Settings]

Configure the settings for the authentication functions of the machine.

\* Values in red text indicate the default setting for each item.

- ⚙️ [Prohibit Authentication Using Department ID and PIN] (P. 1183)
- ⚙️ [Lockout Settings] (P. 1183)

## [Prohibit Authentication Using Department ID and PIN]

DeviceAdmin   NetworkAdmin   Remote UI

⚙️ Settings/Register ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Authentication Function Settings]

Set whether to prohibit authentication with Department ID when the machine is operated from a computer via the driver or when the machine is accessed from device management software. Authentication with System Manager ID is also prohibited when this setting is enabled.  
When you select [On], the authentication method for accessing the machine is limited to User Authentication.

\* If jobs that are being processed or waiting to be processed are prohibited by this setting, these jobs will be forcibly canceled.

[On], [Off]

## [Lockout Settings]

DeviceAdmin   NetworkAdmin   Remote UI

⚙️ Settings/Register ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Authentication Function Settings]

Set whether to lock out users from logging in for a specified period of time if they enter an incorrect password when logging in.  
If you enable lockout, you can set the number of consecutive failed login attempts that result in the lockout in [Lockout Threshold], and the amount of time that elapses before the lockout is canceled in [Lockout Period].

\* This setting is not applied to Department ID Management authentication or authentication with a PIN.

[Enable Lockout]  
    [On], [Off]

[Lockout Threshold]  
    1 to 5 to 10 times

[Lockout Period]  
    1 to 3 to 60 min.

**NOTE**

- Lockout may occur before the specified number of times if the user performs the login operation from an operating system such as Windows, or from an application that uses any of the following protocols:
  - FTP
  - IPP
  - SNMPv3
  - SMB
  - WebDAV

# [Password Settings]

Configure the settings for the password policy of the machine.

\* Values in red text indicate the default setting for each item.

- [Prohibit Caching of Authentication Password] (P. 1185)
- [Display Warning When Default Password Is in Use] (P. 1185)
- [Allow Use of Default Password for Remote Access] (P. 1185)
- [Always Change Invalid Password When Logging In] (P. 1186)
- [Minimum Length Settings] (P. 1186)
- [Validity Period Settings] (P. 1186)
- [Prohibit Use of 3 or More Identical Consec. Characters] (P. 1187)
- [Use at Least 1 Uppercase Character] (P. 1187)
- [Use at Least 1 Lowercase Character] (P. 1187)
- [Use at Least 1 Digit] (P. 1187)
- [Use at Least 1 Symbol] (P. 1188)

## [Prohibit Caching of Authentication Password]

DeviceAdmin
NetworkAdmin
Remote UI

[
 Settings/Register]
▶ [Management Settings]
▶ [Security Settings]
▶ [Authentication/Password Settings]
▶ [Password Settings]

Set whether to prohibit the caching of passwords that users enter at login to an external authentication server.

[On], [Off]

## [Display Warning When Default Password Is in Use]

DeviceAdmin
NetworkAdmin
Remote UI

[
 Settings/Register]
▶ [Management Settings]
▶ [Security Settings]
▶ [Authentication/Password Settings]
▶ [Password Settings]

Set whether to display the screen for changing the password when an administrator logs in to the machine using the "Administrator" user name and default password.

[On], [Off]

NOTE

- When the password has expired, the screen for changing the password is displayed regardless of this setting.

## [Allow Use of Default Password for Remote Access]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Set whether to allow an administrator with the "Administrator" user name to log in to Remote UI using the default password.

[On], [Off]

### [Always Change Invalid Password When Logging In]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Select whether to force the administrator user with the user name "Administrator" to change their password when they log in to the machine with the default password.

[On], [Off]

#### NOTE

- If [Security Policy Settings] or [Password Settings Policy] is enabled, [On] is automatically selected for this setting. [Security Policy Items \(P. 867\)](#)

### [Minimum Length Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Set the minimum number of characters for the password used in user authentication.

If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

\* This setting does not apply to PINs.

[On], [Off]

1 to 8 to 32 characters

### [Validity Period Settings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Set the validity period for the password used in user authentication.

When the validity period expires, a screen prompting the user to change the password is displayed at login.

\* This setting does not apply to PINs.

[On], [Off]  
1 to 180 days

#### [Prohibit Use of 3 or More Identical Consec. Characters]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Set whether to prohibit passwords in which the same character is used consecutively three or more times. If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

\* This setting does not apply to PINs.

[On], [Off]

#### [Use at Least 1 Uppercase Character]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Set whether passwords are required to contain at least one uppercase letter in order to be registered. If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

\* This setting does not apply to PINs.

[On], [Off]

#### [Use at Least 1 Lowercase Character]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Set whether passwords are required to contain at least one lowercase letter in order to be registered. If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

\* This setting does not apply to PINs.

[On], [Off]

#### [Use at Least 1 Digit]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Set whether passwords are required to contain at least one number in order to be registered.  
If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

\* This setting does not apply to PINs.

[On], [Off]

---

[Use at Least 1 Symbol]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Management Settings] ► [Security Settings] ► [Authentication/Password Settings] ► [Password Settings]

Set whether passwords are required to contain at least one symbol in order to be registered.  
If a previously registered password does not meet this requirement, a screen prompting the user to change the password is displayed at login.

\* This setting does not apply to PINs.

[On], [Off]

# [Encryption Settings]

EK89-0WU

Configure the encryption settings for the machine.

\* Values in red text indicate the default setting for each item.

⚙️ [Prohibit Use of Weak Encryption] (P. 1189)

⚙️ [Format Encryption Method to FIPS 140] (P. 1189)

## [Prohibit Use of Weak Encryption]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Management Settings] ▶ [Security Settings] ▶ [Encryption Settings]

Set whether to prohibit the use of weak encryption, or a key and certificate with weak encryption.

- For details on the algorithms that are prohibited, see the following:

⚙️ Definition of "Weak Encryption" (P. 77)

- This setting prohibits the use of the following functions:
  - IPSec
  - TLS
  - Kerberos
  - S/MIME
  - SNMPv3
  - Wireless LAN

[On], [Off]  
[Prohibit Use of Key/Certificate with Weak Encryption]  
[On], [Off]

### IMPORTANT

- When you prohibit the use of weak encryption, the machine cannot be connected to the following wireless LAN routers:
  - Routers without security settings

## [Format Encryption Method to FIPS 140]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Management Settings] ▶ [Security Settings] ▶ [Encryption Settings]

Set whether to make the functions that use encryption comply with FIPS 140.

- For details on the algorithms that comply with FIPS 140, see the following:

⚙️ Algorithm Compliant with FIPS140 (P. 77)



- This setting is available for TLS encrypted communication and MEAP applications. However, the setting is not available for the following:
  - MEAP applications that do not use a FIPS provider

[On], [Off]

# Printer Settings Menu

---

EK89-0WW

Configure the settings related to the specifications of the printer functions, or initialize the printer function settings.

- ⦿ [Custom Settings] (P. 1191)
- ⦿ [Utility] (P. 1191)

---

## [Custom Settings]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Configure the settings common to the printer functions.

- ⦿ [Custom Settings] (P. 1192)

---

## [Utility]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Delete downloaded fonts and delete print data in which errors occurred during processing.

- ⦿ [Utility] (P. 1228)

# [Custom Settings]

EK89-0WX

Configure the settings common to the printer functions.

\* Values in red text indicate the default setting for each item.

- ⚙ [Number of Copies] (P. 1192)
- ⚙ [2-Sided Printing] (P. 1192)
- ⚙ [Paper Feed] (P. 1193)
- ⚙ [Paper Output] (P. 1193)
- ⚙ [Print Quality] (P. 1193)
- ⚙ [Layout] (P. 1193)
- ⚙ [Action for Jobs That Paper Type Is Not Specified for] (P. 1193)
- ⚙ [Auto Error Skip] (P. 1193)
- ⚙ [Timeout] (P. 1194)
- ⚙ [Print After Completing RIP] (P. 1194)
- ⚙ [Personality] (P. 1194)
- ⚙ [Mode Priority] (P. 1195)
- ⚙ [Auto Select] (P. 1195)
- ⚙ [Connection Recognition] (P. 1195)
- ⚙ [Initialize] (P. 1196)
- ⚙ [UFR II] (P. 1196)
- ⚙ [PCL] (P. 1196)
- ⚙ [PS] (P. 1196)
- ⚙ [Imaging] (P. 1196)
- ⚙ [PDF] (P. 1197)
- ⚙ [XPS] (P. 1197)

## [Number of Copies]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set the number of copies to print.

1 to 9999

## [2-Sided Printing]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to use 2-sided printing.

[On], [Off]

## [Paper Feed]

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Change the default settings for the paper source and the paper size and type to be used when printing.

 **[Paper Feed] (P. 1198)**

## [Paper Output]

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Configure the finishing settings for printing.

 **[Paper Output] (P. 1200)**

## [Print Quality]

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Adjust the print quality, such as the density and resolution, according to the data to be printed and the purpose of printing.

 **[Print Quality] (P. 1202)**

## [Layout]

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set the binding location, margins, and print position.

 **[Layout] (P. 1206)**

## [Action for Jobs That Paper Type Is Not Specified for]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Select whether to print jobs without a paper type set.

If you select [Continue Job], the job is printed with the paper type set in [Default Paper Type].

\* If the selected paper type is not loaded in a paper source, an error may occur when printing is performed.

[Continue Job], [Cancel Job]

## NOTE

- If envelope is selected as the paper size for the job, the paper type is set to [Envelope], regardless of the setting in [Default Paper Type].

## [Auto Error Skip]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to automatically skip errors that occur during printing.

The Auto Error Skip function enables the machine to temporarily clear the error and continue printing. Therefore, printing may not be performed correctly when an error is skipped.

It is recommended that you normally set this to [Off]. In this case, if printing stops due to an error that occurs, manually skip the error by pressing [Status Monitor] ▶ [Details] ▶ [Skip Error].

\* You may not be able to skip some types of errors.

[On], [Off]

[Timeout]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to cancel printing when a certain period of time has elapsed after the reception of print data is suspended.

To cancel printing, select [On] and set the amount of time from the start of reception standby until the timeout occurs. This setting applies to print data received via USB or the network.

\* When you set this item to [Off], you may not be able to perform copying until the printing that uses the Staple settings has been completed.

[Timeout]

[On], [Off]

[Timeout]

5 to 15 to 300 (sec.)

[Print After Completing RIP]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set whether to start printing after the conversion process (RIP process) required for printing is performed for all pages of the print data.

When you select [On], it takes a while for the machine to start printing. However, the amount of time from the start of printing to completion (the time that the printer function is used) is reduced. This makes it easier to perform other printing.

[On], [Off]

#### IMPORTANT

- When [On] is selected, you may not be able to perform printing if the print data has a large number of pages.

[Personality]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Normally, select [Auto] so that the machine automatically identifies the received print data and switches to the appropriate operating mode. In this case, you can specify the operating modes to which the machine can switch. [▶](#)  
**[Auto Select] (P. 1195)**

Set which operating mode the machine uses when the operating mode is not switched due to a reason such as an unknown print data format.

[Auto], [PS]<sup>\*1</sup>, [PCL]<sup>\*1</sup>, [XPS], [Imaging], [PDF]

<sup>\*1</sup> May not be displayed, depending on the options of the machine.

## [Mode Priority]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

When you set [Personality] to [Auto], select which operating mode is given priority as the one to which the machine switches.

This setting is applied when the machine cannot identify the operating mode of the print data.

If you select [None] and the machine cannot identify the operating mode of the print data, the machine will continue processing the data with the operating mode that was previously in use.

[None], [PS]<sup>\*1</sup>, [PCL]<sup>\*1</sup>, [XPS], [PDF]

<sup>\*1</sup> May not be displayed, depending on the options of the machine.

## [Auto Select]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set the operating modes that the machine can switch to, when you set [Personality] to [Auto].

[PS]<sup>\*1</sup>  
 [On], [Off]

[PCL]<sup>\*1</sup>  
 [On], [Off]

[XPS]  
 [On], [Off]

[Imaging]  
 [On], [Off]

[PDF]  
 [On], [Off]

<sup>\*1</sup> May not be displayed, depending on the options of the machine.

## [Connection Recognition]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set this to [Off] if problems such as garbled characters or incorrect overlay printing occur in the print results when you print over the network.

[On], [Off]

[Initialize]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Reset all items in [Custom Settings] to the factory default settings.

**IMPORTANT**

- Do not turn OFF the machine while initialization is being performed. Doing so may cause the memory of the machine to malfunction.

[UFR II]

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when the UFR II printer driver is used.

 [UFR II] (P. 1209)

[PCL]

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when the PCL printer driver is used.

 [PCL] (P. 1211)

\*Only displayed if the machine has the PCL printer driver function.

[PS]

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when the PS printer driver is used.

 [PS] (P. 1217)

\*Only displayed if the machine has the PS printer driver function.

[Imaging]

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when JPEG or TIFF format image files are printed.

🔍 **[Imaging] (P. 1220)**

---

[PDF]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when PDF format files are printed.

🔍 **[PDF] (P. 1223)**

---

[XPS]

---

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings]

Set how the machine processes the print data when XPS format files are printed.

🔍 **[XPS] (P. 1226)**



# [Paper Feed]

Change the default settings for the paper source and the paper size and type to be used when printing.

\* Values in red text indicate the default setting for each item.

- ⚙ [Default Paper Feed Source] (P. 1198)
- ⚙ [Default Paper Size] (P. 1198)
- ⚙ [Default Paper Type] (P. 1199)
- ⚙ [Paper Size Override] (P. 1199)

## [Default Paper Feed Source]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Feed]

Set the paper source to be used when you print from an operating system or mobile device for which a printer driver is not available.

[Auto], [MP Tray], Paper drawer<sup>\*1</sup>

<sup>\*1</sup> The number of paper drawers displayed varies depending on the model and options.

## [Default Paper Size]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Feed]

Set the paper size to be used when you print from an operating system or mobile device for which a printer driver is not available.

\* An error may occur if the specified size of paper is not loaded in the paper source when printing is performed.

\* The default setting varies depending on the region.

Europe North America

[A4], [A3], [A5], [A6], [B4], [B5], [8K], [16K], [Letter], [Legal], [11x17], [Statement], [Executive], [Env. NAGAGATA 3], [Env. NAGAGATA 4], [Env. YOGATANAGA3], [Env. KAKUGATA 2], [Env. No. 10], [Envelope ISO-C5], [Envelope DL], [Envelope Monarch], [305x457 mm]/[12x18], [320x450 mm (SRA3)]/[12\_5/8x17\_11/16], [297x900 mm]/[11.7x35.4], [297x1200 mm]/[11.7x47.2]

Asia/Oceania Latin America

[A4], [A3], [A5], [A6], [B4], [B5], [8K], [16K], [Letter], [Legal], [11x17], [Statement], [Executive], [Env. NAGAGATA 3], [Env. NAGAGATA 4], [Env. YOGATANAGA3], [Env. KAKUGATA 2], [Env. No. 10], [Envelope ISO-C5], [Envelope DL], [Envelope Monarch], [305x457 mm]/[12x18], [320x450 mm (SRA3)]/[12\_5/8x17\_11/16], [FOOLSCAP/FOLIO], [FOOLSCAP (Australia)], [LETTER (Government)], [LEGAL (Government)], [LETTER (Argentina)], [OFICIO], [OFICIO (Argentina)], [OFICIO (Brazil)], [OFICIO (Ecuador)], [OFICIO (Mexico)], [F4A], [LEGAL (India)], [297x900 mm]/[11.7x35.4], [297x1200 mm]/[11.7x47.2]

## [Default Paper Type]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Printer] ► [Printer Settings] ► [Custom Settings] ► [Paper Feed]

Set the paper type to be used when you print from an operating system or mobile device for which a printer driver is not available.

\* An error may occur if the specified type of paper is not loaded in the paper source when printing is performed.

\* The default setting varies depending on the region.

[Thin 2], [Thin 1], [Plain 1], [Plain 2], [Plain 3], [Heavy 1], [Heavy 2], [Heavy 3], [Heavy 4], [Heavy 5], [Heavy 6], [Heavy 7], [Color], [Recycled 1], [Recycled 2], [Recycled 3], [Pre-punched 1], [Pre-punched 2], [Transparency], [Tracing], [Labels], [Bond], [Letterhead 1], [Letterhead 2], [Letterhead 3], [Letterhead 4], [Letterhead 5], [Letterhead 6], [Letterhead 7], [1-Sided Coated 1], [1-Sided Coated 2], [1-Sided Coated 3], [1-Sided Coated 4], [2-Sided Coated 1], [2-Sided Coated 2], [2-Sided Coated 3], [2-Sided Coated 4], [Envelope]

## [Paper Size Override]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Printer] ► [Printer Settings] ► [Custom Settings] ► [Paper Feed]

Set whether the machine can print by substituting A4 and Letter size paper with each other, or A3 and 11" x 17" size paper with each other, if the size of paper specified in the print data is not loaded in the paper source.

[On], [Off]

# [Paper Output]

Configure the finishing settings for printing.

\* Values in red text indicate the default setting for each item.

⚙️ [Finishing] (P. 1200)

⚙️ [Punch] (P. 1201)

[Finishing]

DeviceAdmin

NetworkAdmin

Remote UI

⚙️ [Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Output]

Configure the settings for sorting and stapling the printed paper. ➡ **Options with Finishing Functions (P. 8)**

[Finishing]

[Off], [Collate], [**Group**], [Rotate+Collate]<sup>\*1</sup>, [Rotate+Group]<sup>\*1</sup>, [Offset+Collate]<sup>\*1</sup>, [Offset+Group]<sup>\*1</sup>, [Staple + Collate]<sup>\*1</sup>, [Staple + Group]<sup>\*1</sup>, [Eco(Stpl-Fr) + Collate]<sup>\*1\*2</sup>, [Eco (Stpl-Fr) + Group]<sup>\*1\*2</sup>

[Offset Copies]<sup>\*3</sup>

**1** to 9999 (copies)

[Binding Position]

[Corner (Upper-L)], [Double (Top)], [Corner (Upper-R)], [Double (Right)], [Corner (Lower-R)], [Double (Bottom)], [Corner (Lower-L)], [Double (Left)]

\*1 This item may not be displayed depending on the installed option.

\*2 Only a corner binding position can be set when using this item.

\*3 Set this item when you select [Offset+Collate].

## IMPORTANT

- You may not be able to perform printing if the print data has a large number of pages.

## NOTE

- When you select a "Rotate" setting, load the same size paper into the paper source in the portrait or landscape orientation. You can use the A4, B5, or Letter paper size.
- The positions in [Binding Position] correspond to the positions when a portrait image is printed on paper in portrait orientation. For a landscape image printed on paper in the landscape orientation, the staple position when the image is viewed upright is different from the specified binding position.
- When you select a "Staple" or "Eco (Staple-Free)" setting, the number of sheets that can be bound varies depending on the paper to be used. ➡ **Supported Options (P. 4)**
- When you configure the settings to perform stapling and hole punching at the same time, you need to configure the same setting for [Binding Position] and [Punch Position]. If the positions do not match, both settings will be disabled and the machine will not perform stapling and hole punching. ➡ **[Punch] (P. 1201)**
  - \* The settings are enabled when you set [Binding Position] to "Upper Left" and [Punch Position] to "Left."

## [Punch]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Paper Output]

Set whether to punch holes in the printed paper.

When you set the machine to punch holes, also set the position and number of holes to punch.

\* This setting is displayed only when the finisher and puncher unit are installed.

[Punch]

[On], [Off]

[Punch Position]

[Left], [Right], [Top], [Bottom]

[Punch Type]

[Finisher (2 Hole)], [Finisher (3 Hole)], [Finisher (4 Hole)]

\* Depending on your country or region, available punch type may differ.

## NOTE

- When you configure the settings to perform stapling and hole punching at the same time, you need to configure the same setting for [Binding Position] and [Punch Position]. If the positions do not match, both settings will be disabled and the machine will not perform stapling and hole punching.  **[Finishing] (P. 1200)**

\* The settings are enabled when you set [Binding Position] to "Upper Left" and [Punch Position] to "Left."

# [Print Quality]

EK89-0X1

Adjust the print quality, such as the density and resolution, according to the data to be printed and the purpose of printing.

\* Values in red text indicate the default setting for each item.

- ⦿ [Density] (P. 1202)
- ⦿ [Density (Fine Adjust)] (P. 1202)
- ⦿ [Toner Save] (P. 1202)
- ⦿ [Gradation] (P. 1203)
- ⦿ [Resolution] (P. 1203)
- ⦿ [Line Control] (P. 1203)
- ⦿ [Width Adjustment] (P. 1204)
- ⦿ [Advanced Smoothing] (P. 1204)
- ⦿ [Gradation Smoothing] (P. 1204)
- ⦿ [Enhance Text for B&W Print] (P. 1205)

## [Density]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Adjust the toner density when printing.

\* When [Toner Save] is set to [On], you cannot adjust the toner density. ⦿ [Toner Save] (P. 1202)

-8 to 0 to +8

## [Density (Fine Adjust)]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Adjust the toner density for printing, by setting the levels of the three density areas.

\* When [Toner Save] is set to [On], you cannot make fine adjustments to the toner density. ⦿ [Toner Save] (P. 1202)

[High]/[Medium]/[Low]  
-8 to 0 to +8

## [Toner Save]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set whether to save toner while printing.

Select [On] when you want to check the layout and finishing before printing, such as when you print a large job.

[On], [**Off**]

## [Gradation]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Configure the gradation used for print data.

Select [Standard] to express gradations using two levels (1 bit per pixel).

Select [High 1] to express gradations using four levels (2 bits per pixel).

Select [High 2] to express gradations using 16 levels (4 bits per pixel).

[Standard], [**High 1**], [High 2]

### NOTE

- When the resolution is set to 600 dpi, [High 1] and [High 2] can be selected.
- When the resolution is set to 1200 dpi, only [Standard] can be selected.
- When [On] is selected for [Error Diffusion (600dpi Only)] in [Halftones], this setting is disabled.

## [Resolution]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set the resolution to be used for print data processing.

To print at a higher resolution, select [1200 dpi].

However, select [600 dpi] when you print on Long Sheet paper. If you select [1200 dpi], printing cannot be performed because the machine does not have enough memory for processing.

\* This setting is applied when you print in PCL6 or PS mode or use Direct Print.

[1200 dpi], [**600 dpi**]

## [Line Control]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set the processing method used to reproduce lines.

- To render lines at the same resolution as the text, select [Res. Priority].
- To render lines so that the proper gradations are maintained, select [Grad. Priority].

[Res. Priority], [Grad. Priority]

## [Width Adjustment]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Select whether to adjust the width to print text and fine lines in bold.  
If you select [On] for [Width Adjustment], configure the target for adjustment.

\* Depending on the application, this setting may not be applied.

[Width Adjustment]

[On], [Off]

[Target for Width Adjust.]

[Text], [Line], [Text and Line], [All]

## [Advanced Smoothing]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Configure the settings for the smoothing process, to print the contours of graphics (illustrations created in applications) and text with a smoother finish.  
Set [Advanced Smoothing] to [Level 1] to enable the smoothing process, or set it to [Level 2] to print even more smoothly.  
You can also set whether to apply the smoothing process to graphics and text separately.

\* This setting is disabled when [Halftones] is set to [Error Diffusion].

\* When you print using a printer driver, this setting is applied if [Advanced Smoothing] is set to [Printer Default] in the printer driver.

[Advanced Smoothing]

[Off], [Level 1], [Level 2]

[Apply to Graphics]

[On], [Off]

[Apply to Text]

[On], [Off]

## [Gradation Smoothing]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Configure the settings for the smoothing process, to produce smoother printed gradations in images such as graphics (illustrations created in applications) and bitmap images.  
Set [Gradation Smoothing] to [Level 1] to enable the smoothing process, or set it to [Level 2] to print more smoothly.  
You can also set whether to apply the smoothing process to graphics and images separately.

\* When you print using a printer driver, the [Gradation Smoothing] setting in the printer driver is applied to the smoothing process for graphics data only. The settings you configure here are applied to the smoothing process for image data.

[Gradation Smoothing]  
[Off], [Level 1], [Level 2]

[Apply to Graphics]  
[On], [Off]

[Apply to Images]  
[On], [Off]

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## [Enhance Text for B&W Print]

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DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Print Quality]

Set whether to adjust the density of text to make it more legible when the document that contains colored text is printed in black and white.

- Although this setting is effective for light-colored text, it has no effect on the following types of data:
  - Text data rendered as a graphic or image
  - PDF data
- If [Off] is selected when you perform black and white printing for the document that contains light-colored text, the text will be printed more faintly and will be more difficult to see than when [On] is selected.
- If the text appears enhanced even when [Off] is selected, configure the settings so that the smoothing process is not performed. ▶ **[Advanced Smoothing] (P. 1204)**

[On], [Off]



# [Layout]

Set the binding location, margins, and print position.

\* Values in red text indicate the default setting for each item.

⚙️ [Binding Location] (P. 1206)

⚙️ [Gutter] (P. 1206)

⚙️ [Offset Short Edge] and [Offset Long Edge] (P. 1207)

## [Binding Location]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Layout]

Set whether to bind the paper on the long edge or the short edge when the printed document will be bound using a method such as staples.

Configure this setting together with the [Gutter] setting to adjust the margin of the binding position. ⚙️ [Gutter] (P. 1206)

- To bind the paper on the long edge, select [Long Edge].



- To bind the paper on the short edge, select [Short Edge].



[Long Edge], [Short Edge]

## [Gutter]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Layout]

Offset the print position to adjust the width of the margin that will form the gutter.

Specify the offset width in 0.5 mm (0.01") increments using a positive (+) or negative (-) value for the offset direction, in accordance with the edge specified in [Binding Location]. ⚙️ [Binding Location] (P. 1206)

When [Binding Location] Is Set to [Long Edge]

Specify a positive (+) value for the offset width when you bind on the left edge of the paper, or specify a negative (-) value when you bind on the right edge.



When a positive (+) value is specified



When a negative (-) value is specified

#### When [Binding Location] Is Set to [Short Edge]

Specify a positive (+) value for the offset width when you bind on the top edge of the paper, or specify a negative (-) value when you bind on the bottom edge.



When a positive (+) value is specified



When a negative (-) value is specified

-50.0 to 0.0 to +50.0 (mm) (-1.90 to 0.00 to +1.90 (inches))

#### NOTE

- If the print position has been adjusted, the adjustment values will be added here. ➤ **[Offset Short Edge] and [Offset Long Edge] (P. 1207)**

### [Offset Short Edge] and [Offset Long Edge]

DeviceAdmin

NetworkAdmin

Remote UI

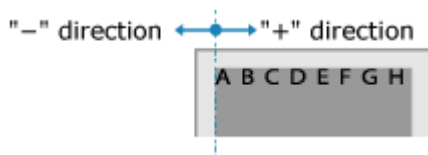
[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Layout]

Offset the print position for text and images. Configure these settings when text and images are printed off-center or outside the print range.

Specify the offset width in 0.5 mm (0.01") increments using a positive (+) or negative (-) value for the offset direction, for each paper edge direction and print side.

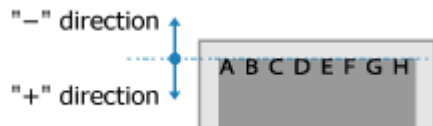
#### When Adjusting the Offset Along the Short Edge (Horizontally)

Specify the offset width as a positive (+) value to adjust the offset toward the right of the paper, or a negative (-) value to adjust the offset toward the left.



#### When Adjusting the Offset Along the Long Edge (Vertically)

Specify the offset width as a positive (+) value to adjust the offset toward the bottom of the paper, or a negative (-) value to adjust the offset toward the top.



-50.0 to 0.0 to +50.0 (mm) (-2.00 to 0.00 to +2.00 (inches))

#### NOTE

- If the margin has been adjusted, the adjustment values will be added here. [▶\[Gutter\] \(P. 1206\)](#)

# [UFR II]

Set how the machine processes the print data when the UFR II printer driver is used.

\* Values in red text indicate the default setting for each item.

⚙️ [Halftones] (P. 1209)

⚙️ [Paper Save] (P. 1209)

## [Halftones]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [UFR II]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.

You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text and fine lines with high resolution, select [On] for [Error Diffusion (600dpi Only)]. This setting is suitable for printing data such as CAD data.
- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.

\* When [On] is selected for [Error Diffusion (600dpi Only)], toner fixing performance and texture stability may decrease. Note that [Text], [Graphics], and [Image] are fixed to [Error Diffusion] and cannot be changed.

[Error Diffusion (600dpi Only)]  
[On], [Off]

[Text]  
[Resolution], [Gradation]

[Graphics]  
[Resolution], [Gradation]

[Image]  
[Resolution], [Gradation]

## [Paper Save]

DeviceAdmin NetworkAdmin Remote UI

⚙️ Settings/Register ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [UFR II]

Select [On] to disable the output of pages that are determined to be blank when printing.

\* Depending on the print data, a page may not be determined to be blank even when there is nothing in the print area.

[On], [Off]

# [PCL]

Set how the machine processes the print data when the PCL printer driver is used.

\* Values in red text indicate the default setting for each item.

- ⚙ [Paper Save] (P. 1211)
- ⚙ [Orientation] (P. 1211)
- ⚙ [Font Source] (P. 1212)
- ⚙ [Font Number] (P. 1212)
- ⚙ [Point Size] (P. 1212)
- ⚙ [Pitch] (P. 1213)
- ⚙ [Form Lines] (P. 1213)
- ⚙ [Character Code] (P. 1213)
- ⚙ [Custom Paper] (P. 1213)
- ⚙ [Unit of Measure] (P. 1214)
- ⚙ [X dimension] (P. 1214)
- ⚙ [Y dimension] (P. 1214)
- ⚙ [Append CR to LF] (P. 1215)
- ⚙ [Enlarge A4 Print Width] (P. 1215)
- ⚙ [Halftones] (P. 1215)
- ⚙ [BarDIMM] (P. 1216)
- ⚙ [FreeScape] (P. 1216)

## [Paper Save]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Select [On] to disable the output of pages that are determined to be blank when printing.

\* Depending on the print data, a page may not be determined to be blank even when there is nothing on it.

[On], [Off]

## [Orientation]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the orientation of the paper when printing.

The machine prints using the orientation selected here, regardless of the orientation of the paper loaded in the paper source.

[Portrait]



[Landscape]



[Portrait], [Landscape]

[Font Source]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set whether to use one of the machine's resident fonts or a font that has been installed.

\* The [Soft/External] setting is displayed when soft fonts or downloaded fonts are installed on the machine.

[Internal], [Soft/External]

[Font Number]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Specify the number of the font to use.  
The numbers that can be specified vary depending on the [Font Source] setting and the installed fonts. [▶\[Font Source\] \(P. 1212\)](#)

0 to 104 (when [Font Source] is set to [Internal])  
1 to 999 (when [Font Source] is set to [Soft/External])

[Point Size]

DeviceAdmin   NetworkAdmin   Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the font size in 0.25 point increments.

\* This setting is displayed when the font number corresponds to a proportional font. When you set [Font Source] to [Internal], the fonts numbered 1 to 78 are proportional fonts. [▶\[Font Number\] \(P. 1212\)](#)

4.00 to **12.00** to 999.75 (point)

## [Pitch]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the number of characters per inch to print.

\* This setting is displayed when the font number corresponds to a fixed-width scalable font. When you set [Font Source] to [Internal], the font numbered 0, as well those numbered 79 to 104, are fixed-width scalable fonts.  **[Font Number] (P. 1212)**

0.44 to **10.00** to 99.99 (dpi)

\* The "dpi" unit of measure represents the number of characters per inch.

## [Form Lines]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the number of lines to print on each page.

5 to **60** \*1 / **64** \*2 to 128 (lines)

\*1 Default value for North America.

\*2 Default value for Europe, Asia/Oceania, and Latin America.

## [Character Code]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the character code that is best suited to the computer that sends the print data.

[ARABIC8], [DESKTOP], [GREEK8], [HEBREW7], [HEBREW8], [ISO4], [ISO6], [ISO11], [ISO15], [ISO17], [ISO21], [ISO60], [ISO69], [ISOCYR], [ISOGRK], [ISOHEB], [ISOL1], [ISOL2], [ISOL5], [ISOL6], [ISOL9], [LEGAL], [MATH8], [MCTEXT], [MSPUBL], [**PC8**], [PC8DN], [PC8GRK], [PC8TK], [PC775], [PC850], [PC851], [PC852], [PC858], [PC862], [PC864], [PC866], [PC1004], [PIFONT], [PSMATH], [PSTEXT], [ROMAN8], [ROMAN9], [VNINTL], [VNMATH], [VNUS], [WIN30], [WINARB], [WINBALT], [WINCYR], [WINGRK], [WINL1], [WINL2], [WINL5]

## [Custom Paper]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]



Set whether to specify the paper size when the print data does not have a specified page size.

To specify the paper size, select [On] and set the unit of measure and size. [▶\[Unit of Measure\] \(P. 1214\)](#) , [▶\[X dimension\] \(P. 1214\)](#) , and [▶\[Y dimension\] \(P. 1214\)](#)

[On], [Off]

## [Unit of Measure]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Select the unit of measure to use for specifying the paper size. [▶\[X dimension\] \(P. 1214\)](#) and [▶\[Y dimension\] \(P. 1214\)](#)

\* You can specify this setting when [Custom Paper] is set to [On]. [▶\[Custom Paper\] \(P. 1213\)](#)

\* The default setting varies depending on the region.

[Millimeters], [Inches]

## [X dimension]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the page width to be applied when the print data does not have a specified page width.

\* You can specify this setting when [Custom Paper] is set to [On]. [▶\[Custom Paper\] \(P. 1213\)](#)

For ###NONE###

98.0 to 457.2 to 1300.0 (mm) (3.86 to 18.00 to 51.18 (inches))

For ###NONE###

148.0 to 482.6 to 1300.0 (mm) (5.83 to 19.00 to 51.18 (inches))

## [Y dimension]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the page length to be applied when the print data does not have a specified page length.

\* You can specify this setting when [Custom Paper] is set to [On]. [▶\[Custom Paper\] \(P. 1213\)](#)

For ###NONE###

98.0 to 320.0 (mm) (3.86 to 12.59 (inches))

For ###NONE###

90.0 to 330.2 (mm) (3.55 to 13.00 (inches))

[Append CR to LF]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set how the position of the text to be printed is moved when the machine receives a line feed (LF) code.

[Yes]

The position of the text to be printed is moved to the beginning of the next line.

[No]

The position of the text to be printed is moved to the next line, without changing the horizontal position.

[Yes], [No]

[Enlarge A4 Print Width]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set whether to expand the width of the print area to that of Letter size paper, when you print on A4 paper. When you select [On], the width of the print area is expanded, and the left and right margins are reduced from 4.2 mm (0.17") to 3.4 mm (0.13").

\* This setting is applied only when the page is in portrait orientation.

[On], [Off]

[Halftones]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.

You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text and fine lines with high resolution, select [On] for [Error Diffusion (600dpi Only)]. This setting is suitable for printing data such as CAD data.
- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.

\* When [On] is selected for [Error Diffusion (600dpi Only)], toner fixing performance and texture stability may decrease. Note that [Text], [Graphics], and [Image] are fixed to [Error Diffusion] and cannot be changed.

|                                 |
|---------------------------------|
| [Error Diffusion (600dpi Only)] |
| [On], [Off]                     |
| [Text]                          |
| [Resolution], [Gradation]       |
| [Graphics]                      |
| [Resolution], [Gradation]       |
| [Image]                         |
| [Resolution], [Gradation]       |

[BarDIMM]

|             |              |           |
|-------------|--------------|-----------|
| DeviceAdmin | NetworkAdmin | Remote UI |
|-------------|--------------|-----------|

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [  Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL] |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Set whether to enable the machine to print barcode data with the Barcode Printing Kit.

\* This setting is displayed when the license is registered for the optional Barcode Printing Kit. [Disable] is set if the license has not been registered.

\* When you select [Enable], the printing speed may decrease.

|                     |
|---------------------|
| [Enable], [Disable] |
|---------------------|

[FreeScape]

|             |              |           |
|-------------|--------------|-----------|
| DeviceAdmin | NetworkAdmin | Remote UI |
|-------------|--------------|-----------|

|                                                                                                                                                                                             |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [  Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PCL] |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Set the character used to denote the end of the barcode data.

\* You can specify this setting when [BarDIMM] is set to [Enable]. [▶\[BarDIMM\] \(P. 1216\)](#)

|                                                          |
|----------------------------------------------------------|
| [Off], [-], ["], [#], [\$], [/], [\], [?], [{}, {}], [ ] |
|----------------------------------------------------------|

# [PS]

Set how the machine processes the print data when the PS printer driver is used.

\* Values in red text indicate the default setting for each item.

- ⚙️ [Paper Save] (P. 1217)
- ⚙️ [Job Timeout] (P. 1217)
- ⚙️ [Print PS Errors] (P. 1217)
- ⚙️ [Line Refinement] (P. 1218)
- ⚙️ [Halftones] (P. 1218)
- ⚙️ [Brightness] (P. 1218)
- ⚙️ [Grayscale Conversion] (P. 1219)

## [Paper Save]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Select [On] to disable the output of pages that are determined to be blank when printing.

\* Depending on the print data, a page may not be determined to be blank even when there is nothing on it.

[On], [Off]

## [Job Timeout]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the amount of time from the start of reception standby, after print data reception is canceled, until the timeout.

0 to 3600 (sec.)

## [Print PS Errors]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to print the error details when an error occurs during printing.

[On], [Off]

## [Line Refinement]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set whether to use a uniform thickness for fine lines when printing.

When you select [On (Slim)], lines are finer than with [On], but lines may become too fine or faint.

[On], [On (Slim)], [Off]

## [Halftones]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.

You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text and fine lines with high resolution, select [On] for [Error Diffusion (600dpi Only)]. This setting is suitable for printing data such as CAD data.
- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.

\* When [On] is selected for [Error Diffusion (600dpi Only)], toner fixing performance and texture stability may decrease. Note that [Text], [Graphics], and [Image] are fixed to [Error Diffusion] and cannot be changed.

[Error Diffusion (600dpi Only)]

[On], [Off]

[Text]

[Resolution], [Gradation]

[Graphics]

[Resolution], [Gradation]

[Image]

[Resolution], [Gradation]

## [Brightness]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Adjust the brightness of the printed image in 5% increments. A larger value produces a darker print.

\* This setting is displayed only when [Toner Save] is set to [Off].  **[Toner Save] (P. 1202)**

\* When you print using a printer driver, this setting is not applied if [Toner Save] is set to [On] in the printer driver.

85 to 100 to 115 (%)

---

## [Grayscale Conversion]

---

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PS]

Set the conversion method for when you print color data in black and white.

- To perform black and white printing with smooth gradations that take color differences into consideration, select [sRGB].
- To perform black and white printing that looks similar to NTSC television images, select [NTSC].
- To perform black and white printing in which all colors have equal R, G, and B values according to the brightness, select [Uniform RGB].

[sRGB], [NTSC], [Uniform RGB]

# [Imaging]

Set how the machine processes the print data when JPEG or TIFF format image files are printed.

\* Values in red text indicate the default setting for each item.

- ⚙ [Image Orientation] (P. 1220)
- ⚙ [Zoom] (P. 1220)
- ⚙ [Print Position] (P. 1220)
- ⚙ [Show Warnings] (P. 1221)
- ⚙ [Enlarge Print Area] (P. 1221)
- ⚙ [Halftones] (P. 1221)
- ⚙ [Grayscale Conversion] (P. 1222)

## [Image Orientation]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set the orientation of the paper when printing.

The machine prints using the orientation selected here, regardless of the orientation of the paper loaded in the paper source.

When you select [Auto], images are printed in landscape orientation if the width is greater than the height, or in portrait orientation if the height is greater than the width.

[Auto], [Vertical], [Horizontal]

## [Zoom]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set whether to enlarge the image to match the printable area.

- When the image is larger than the printable area, the image is reduced to fit in the printable area regardless of this setting.
- The aspect ratio of the image is maintained when the image is enlarged or reduced.

[Off], [Auto]

### NOTE

- When you select [Auto], even if the print position in a tag of a TIFF file is specified, it will not be applied.

## [Print Position]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set the image print position.

When you select [Auto], the image is printed according to the print position specified in the tag of the TIFF data. If the print position is not specified or you print a JPEG image, the image is printed in the center.

[Auto], [Center], [Top Left]

## [Show Warnings]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set whether to display errors on the control panel when they are detected.

[On], [Off]

## NOTE

- Some errors may be displayed even when you select [Off].

## [Enlarge Print Area]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set whether to enlarge the print area to the edge of the paper without providing margins around the paper.

\* When you select [On], part of the edge of the printed image may not be printed, or the paper may be partly smudged, depending on the print data.

[On], [Off]

## [Halftones]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [Imaging]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.

- To print using a dither pattern with a high number of lines for emphasis on resolution, select [Resolution]. This setting reduces the appearance of jagged edges, making it suitable for printing general text and graphics.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.
- To print fine lines and small text at a high resolution, select [Error Diffusion]. This setting is suitable for printing data such as CAD data.



\* When you select [Error Diffusion], the fixing of the toner and stability of the texture may be reduced.

[Resolution], [Gradation], [Error Diffusion]

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## [Grayscale Conversion]

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DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Printer] ► [Printer Settings] ► [Custom Settings] ► [Imaging]

Set the conversion method for when you print color data in black and white.

- To perform black and white printing with smooth gradations that take color differences into consideration, select [sRGB].
- To perform black and white printing that looks similar to NTSC television images, select [NTSC].
- To perform black and white printing in which all colors have equal R, G, and B values according to the brightness, select [Uniform RGB].

[sRGB], [NTSC], [Uniform RGB]

# [PDF]

Set how the machine processes the print data when PDF format files are printed.

\* Values in red text indicate the default setting for each item.

- ⚙ [Paper Save] (P. 1223)
- ⚙ [Enlarge/Reduce to Fit Size] (P. 1223)
- ⚙ [Enlarge Print Area] (P. 1223)
- ⚙ [N on 1] (P. 1224)
- ⚙ [Comment Print] (P. 1224)
- ⚙ [Line Refinement] (P. 1224)
- ⚙ [Halftones] (P. 1224)
- ⚙ [Brightness] (P. 1225)
- ⚙ [Grayscale Conversion] (P. 1225)

## [Paper Save]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Select [On] to disable the output of pages that are determined to be blank when printing.

\* Depending on the print data, a page may not be determined to be blank even when there is nothing on it.

[On], [Off]

## [Enlarge/Reduce to Fit Size]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to enlarge or reduce the print data according to the paper to be used for printing.

\* When you select [On], the print data is enlarged or reduced while maintaining the aspect ratio of the print data.

[On], [Off]

## [Enlarge Print Area]

DeviceAdmin NetworkAdmin Remote UI

[⚙ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to enlarge the print area to the edge of the paper without providing margins around the paper.

\* When you select [On], part of the edge of the printed image may not be printed, or the paper may be partly smudged, depending on the print data.

[On], [Off]

[N on 1]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to reduce the size of print data with multiple pages, and arrange the pages on one side of a sheet of paper when the data is printed.

When you combine pages, select the number of pages to be combined.

**Example:** When combining four pages of print data onto one side of a sheet of paper  
Select [4 on 1].

[Off], [2 on 1], [4 on 1], [6 on 1], [8 on 1], [9 on 1], [16 on 1]

[Comment Print]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to print PDF comments.

When you select [Auto], the document and comments\*<sup>1</sup> are printed.

\*<sup>1</sup> This applies only to comments specified for printing in the PDF file.

[Off], [Auto]

[Line Refinement]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set whether to use a uniform thickness for fine lines when printing.

When you select [On (Slim)], lines are finer than with [On], but lines may become too fine or faint.

[On], [On (Slim)], [Off]

[Halftones]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [PDF]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.

You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text and fine lines with high resolution, select [On] for [Error Diffusion (600dpi Only)]. This setting is suitable for printing data such as CAD data.
- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.

\* When [On] is selected for [Error Diffusion (600dpi Only)], toner fixing performance and texture stability may decrease. Note that [Text], [Graphics], and [Image] are fixed to [Error Diffusion] and cannot be changed.

[Error Diffusion (600dpi Only)]

[On], [Off]

[Text]

[Resolution], [Gradation]

[Graphics]

[Resolution], [Gradation]

[Image]

[Resolution], [Gradation]

## [Brightness]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Printer] ► [Printer Settings] ► [Custom Settings] ► [PDF]

Adjust the brightness of the printed image in 5% increments. A larger value produces a darker print.

\* This setting is displayed only when [Toner Save] is set to [Off]. [▶ \[Toner Save\] \(P. 1202\)](#)

85 to 100 to 115 (%)

## [Grayscale Conversion]

DeviceAdmin

NetworkAdmin

Remote UI

[ Settings/Register] ► [Function Settings] ► [Printer] ► [Printer Settings] ► [Custom Settings] ► [PDF]

Set the conversion method for when you print color data in black and white.

- To perform black and white printing with smooth gradations that take color differences into consideration, select [sRGB].
- To perform black and white printing that looks similar to NTSC television images, select [NTSC].
- To perform black and white printing in which all colors have equal R, G, and B values according to the brightness, select [Uniform RGB].

[sRGB], [NTSC], [Uniform RGB]

# [XPS]

Set how the machine processes the print data when XPS format files are printed.

\* Values in red text indicate the default setting for each item.

- [Paper Save] (P. 1226)
- [Halftones] (P. 1226)
- [Grayscale Conversion] (P. 1227)

## [Paper Save]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS]

Select [On] to disable the output of pages that are determined to be blank when printing.

\* Depending on the print data, a page may not be determined to be blank even when there is nothing on it.

[On], [Off]

## [Halftones]

DeviceAdmin NetworkAdmin Remote UI

[ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS]

Set the printing method used to reproduce halftones (the intermediate range between the lighter and darker areas of an image), according to the content of the print data.  
You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To print text and fine lines with high resolution, select [On] for [Error Diffusion (600dpi Only)]. This setting is suitable for printing data such as CAD data.
- To print text with clear and detailed contours, select [Resolution]. This setting is suitable for printing data with text and fine lines.
- To smoothly print gradations and contours, select [Gradation]. This setting is suitable for printing data such as figures that use gradations.

\* When [On] is selected for [Error Diffusion (600dpi Only)], toner fixing performance and texture stability may decrease. Note that [Text], [Graphics], and [Image] are fixed to [Error Diffusion] and cannot be changed.

[Error Diffusion (600dpi Only)]  
[On], [Off]

[Text]  
[Resolution], [Gradation]

[Graphics]  
[Resolution], [Gradation]

|                                      |
|--------------------------------------|
| [Image]<br>[Resolution], [Gradation] |
|--------------------------------------|

[Grayscale Conversion]

|             |              |           |
|-------------|--------------|-----------|
| DeviceAdmin | NetworkAdmin | Remote UI |
|-------------|--------------|-----------|

|                                                                                                                                                                                           |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| [  Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Custom Settings] ▶ [XPS] |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

Set the conversion method for when you print color data in black and white. You can configure the settings separately for text, graphics (lines and figures), and images (photos).

- To perform black and white printing with smooth gradations that take color differences into consideration, select [sRGB].
- To perform black and white printing that looks similar to NTSC television images, select [NTSC].
- To perform black and white printing in which all colors have equal R, G, and B values according to the brightness, select [Uniform RGB].

|                                             |
|---------------------------------------------|
| [Text]<br>[sRGB], [NTSC], [Uniform RGB]     |
| [Graphics]<br>[sRGB], [NTSC], [Uniform RGB] |
| [Image]<br>[sRGB], [NTSC], [Uniform RGB]    |

# [Utility]

EK89-0XA

Delete downloaded fonts and delete print data in which errors occurred during processing.

- 🔍 [Initialize PCL Storage] (P. 1228)
- 🔍 [Initialize PS Storage] (P. 1228)
- 🔍 [Reset Printer] (P. 1228)

## [Initialize PCL Storage]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Utility]

Delete the information for all downloaded PCL fonts if a problem occurs when the fonts are downloaded. For details, see "Setting the Machine (PS/PCL/UFR II Printer)" at the online manual site.

<https://oip.manual.canon/>

### IMPORTANT

- Do not perform [Initialize PCL Storage] when the machine is operating normally.

## [Initialize PS Storage]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Utility]

Delete the information for all downloaded PostScript fonts if a problem occurs when the fonts are downloaded.

### IMPORTANT

- Do not perform [Initialize PS Storage] when the machine is operating normally.

## [Reset Printer]

DeviceAdmin NetworkAdmin Remote UI

[⚙️ Settings/Register] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Utility]

Delete jobs that are being processed if an error occurs during the process of generating the print image.

# Settings That Can Be Distributed, Imported, and Exported

EK89-0XC

Some menu items in [Settings/Registration] may not be supported by the import and export functions. You can check a list of the items supported by the import and export functions. See the list of the support status for importing and exporting settings for each item.

The lists also provide the names of the items when they are exported. ➤ **How to Read the Support Status Lists (P. 1230)**

- **[Preferences] (P. 1231)**
- **[Adjustment/Maintenance] (P. 1242)**
- **[Function Settings] (P. 1243)**
- **[Set Destination] (P. 1261)**
- **[Management Settings] (P. 1262)**
- **Printer Settings Menu (P. 1270)**
- **Volume Settings (P. 1275)**

## NOTE

- For details on how to perform the import and export operations, see the following:
  - **Importing and Exporting the Address Book and Settings (P. 926)**



# How to Read the Support Status Lists

The list includes the following information.

## Import All

Indicates which machine settings can be imported with the Import All function. The " — " symbol indicates items that cannot be imported with the Import All function.

**A:** This machine only

**B:** Same machine model

You can import settings exported from the machine, as well as from other models in the same series as the machine.

**C:** Different machine models

You can import settings exported from the machine, from other models in the same series as the machine, and from other models (those that support the Import All function) in a different series than the machine.

## Export All

Indicates the item in which the setting is included, which can be selected when using the Export All function. The " — " symbol indicates items that cannot be exported with the Export All function.

- Settings/Registration Basic Information
- Paper Type Management Settings
- Settings for Printer Settings
- Forwarding Settings
- Box Settings
- Department ID Management Settings
- Key Settings
- Certificate/Certificate Revocation List (CRL) Settings
- Visual Message Settings
- Home Settings
- Favorite Settings
- Address Book
- User Group Address List
- Authentication User Management
- Security Policy Settings
- Personal Setting Information
- MEAP Application Setting Information

# [Preferences]

---

EK89-0XF

You can check a list of the items supported by the import and export functions.

- 🔍 [Paper Settings] (P. 1232)
- 🔍 [Display Settings] (P. 1233)
- 🔍 [Timer/Energy Settings] (P. 1234)
- 🔍 [Network] (P. 1235)
- 🔍 [External Interface] (P. 1240)
- 🔍 [Accessibility] (P. 1241)

# [Paper Settings]

The items supported by the import and export functions are indicated below. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                      |                  | Import All      | Export All                              |
|---------------------------------------------------|------------------|-----------------|-----------------------------------------|
| [Paper Settings]                                  | [Paper Settings] | B               | Settings/Registration Basic Information |
|                                                   | [Custom Size]    | —               | Settings/Registration Basic Information |
|                                                   | [Envelope]       | B               | Settings/Registration Basic Information |
| [Paper Size Group for Auto Recognition in Drawer] |                  | B               | Settings/Registration Basic Information |
| [A5R/STMTR Paper Selection]                       |                  | B               | Settings/Registration Basic Information |
| [LGL/LGL (India) Paper Selection]                 |                  | B               | Settings/Registration Basic Information |
| [Paper Type Management Settings]                  |                  | A* <sup>1</sup> | Paper Type Management Settings          |
| [Register Favorite Paper (Multi-Purpose Tray)]    |                  | B               | Settings/Registration Basic Information |
| [Multi-Purpose Tray Defaults]                     |                  | B               | Settings/Registration Basic Information |
| [Register Custom Size]                            |                  | B               | Settings/Registration Basic Information |

\*<sup>1</sup> The following items are categorized as "C":

- [Name]
- [Category]
- [Basis Weight]
- [Finish]
- [Type]
- [Color]
- [Adj. Lead Edge Sec. Trnsfr. Volt]
- [Correct Tail End Toner Applic.]

# [Display Settings]

EK89-155

The items supported by the import and export functions are indicated below. [🔗How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                 | Import All | Export All                                                              |
|----------------------------------------------|------------|-------------------------------------------------------------------------|
| [Default Screen After Startup/Restoration]   | C          | Settings/Registration Basic Information<br>Personal Setting Information |
| [Default Screen (Status Monitor)]            | C          | Settings/Registration Basic Information                                 |
| [Display Fax Function]                       | C          | Settings/Registration Basic Information                                 |
| [Store Location Display Settings]            | C          | Settings/Registration Basic Information                                 |
| [Switch Language/Keyboard]                   | C          | Settings/Registration Basic Information<br>Personal Setting Information |
| [Display Switch Language/Keyboard Button]    | C          | Settings/Registration Basic Information                                 |
| [Use Keyboard Shift Lock Feature]            | C          | Settings/Registration Basic Information                                 |
| [Registered Characters for Keyboard]         | C          | Settings/Registration Basic Information                                 |
| [Display Remaining Paper Message]            | C          | Settings/Registration Basic Information                                 |
| [No. of Copies/Job Duration Status]          | C          | Settings/Registration Basic Information                                 |
| [Notify to Clean Original Scanning Area]     | C          | Settings/Registration Basic Information                                 |
| [Paper Type Selection Screen Priority]       | C          | Settings/Registration Basic Information                                 |
| [Change Default Display for Paper Type List] | C          | Settings/Registration Basic Information                                 |
| [Switch Millimeter/Inch Entry]               | C          | Settings/Registration Basic Information                                 |
| [Display Logged-in User Name]                | C          | Settings/Registration Basic Information                                 |
| [IP Address Display Settings]                | C          | Settings/Registration Basic Information                                 |
| [Display Scan for Mobile]                    | C          | Settings/Registration Basic Information                                 |
| [Display Mobile Portal]                      | C          | Settings/Registration Basic Information                                 |
| [Display QR Code on Mobile Portal]           | C          | Settings/Registration Basic Information                                 |

# [Timer/Energy Settings]

EK89-14X

The items supported by the import and export functions are indicated below. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                              |                           | Import All | Export All                              |
|-------------------------------------------|---------------------------|------------|-----------------------------------------|
| [Adjust Time]                             |                           | —          | —                                       |
| [Date/Time Settings]                      | [Time Zone]* <sup>1</sup> | C          | Settings/Registration Basic Information |
|                                           | [Daylight Saving Time]    | C          | Settings/Registration Basic Information |
|                                           | Date and time input       | —          | Settings/Registration Basic Information |
| [Time Format]                             |                           | C          | Settings/Registration Basic Information |
| [Quick Startup Settings for Main Power]   |                           | C          | Settings/Registration Basic Information |
| [Auto Reset Time]                         |                           | C          | Settings/Registration Basic Information |
| [Restrict Auto Reset Time]                |                           | C          | Settings/Registration Basic Information |
| [Function After Auto Reset]               |                           | C          | Settings/Registration Basic Information |
| [Auto Shutdown Time]                      |                           | C          | Settings/Registration Basic Information |
| [Auto Shutdown Weekly Timer]              |                           | C          | Settings/Registration Basic Information |
| [Auto Sleep Time]                         |                           | C          | Settings/Registration Basic Information |
| [Sleep Mode Energy Use]                   |                           | C          | Settings/Registration Basic Information |
| [Auto Sleep Weekly Timer]                 |                           | C          | Settings/Registration Basic Information |
| [Time Settings for Auto Adjust Gradation] |                           | C          | Settings/Registration Basic Information |
| [Sleep Mode Exit Time Settings]           |                           | C          | Settings/Registration Basic Information |

\*<sup>1</sup> If the time zone is imported to a multifunction machine with a firmware version older than the source machine that the time zone is imported from, the time zone city name may not be displayed in the same manner as the source machine. If that happens, configure the time zone again or import the time zone again after updating the firmware version.

# [Network]

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                 |                                      | Import All                   | Export All                              |
|----------------------------------------------|--------------------------------------|------------------------------|-----------------------------------------|
| [Output Report]                              |                                      | —                            | —                                       |
| [Confirm Network Connection Setting Changes] |                                      | C                            | Settings/Registration Basic Information |
| [TCP/IP Settings]                            |                                      | ▶[TCP/IP Settings] (P. 1237) |                                         |
| [SNMP Settings]                              |                                      | C                            | Settings/Registration Basic Information |
| [Format Host Resources MIB to RFC2790]       |                                      | C                            | Settings/Registration Basic Information |
| [Dedicated Port Settings]                    |                                      | C                            | Settings/Registration Basic Information |
| [Dedicated Port Authentication Method]       |                                      | C                            | Settings/Registration Basic Information |
| [Use Spool Function]                         |                                      | C                            | Settings/Registration Basic Information |
| [Waiting Time for Connection at Startup]     |                                      | C                            | Settings/Registration Basic Information |
| [Ethernet Driver Settings]                   | [Auto Detect]                        | C                            | Settings/Registration Basic Information |
|                                              | [Communication Mode]                 | C                            | Settings/Registration Basic Information |
|                                              | [Ethernet Type]                      | C                            | Settings/Registration Basic Information |
|                                              | [Current Transmission Speed]         | —                            | —                                       |
|                                              | [MAC Address]                        | —                            | —                                       |
| [IEEE 802.1X Settings]                       | [Use IEEE 802.1X]                    | C                            | Settings/Registration Basic Information |
|                                              | [Login Name]                         | C                            | Settings/Registration Basic Information |
|                                              | [Verify Authent. Server Certificate] | C                            | Settings/Registration Basic Information |
|                                              | [Verify Authentication Server Name]  | C                            | Settings/Registration Basic Information |
|                                              | [Authentication Server Name]         | C                            | Settings/Registration Basic Information |
|                                              | [Use TLS]                            | C                            | Settings/Registration Basic Information |
|                                              | [Key and Certificate]                | —                            | —                                       |
|                                              | [Use TTLS]                           | C                            | Settings/Registration Basic Information |
|                                              | [Use PEAP]                           | C                            | Settings/Registration Basic Information |
|                                              | [User Name]                          | C                            | Settings/Registration Basic Information |
|                                              | [Password]                           | C                            | Settings/Registration Basic Information |
|                                              | [Use Login Name as User Name]        | C                            | Settings/Registration Basic Information |
| [Firewall Settings]                          | [IPv4 Address Filter]                | C                            | Settings/Registration Basic Information |
|                                              | [IPv6 Address Filter]                | C                            | Settings/Registration Basic Information |

[Settings/Registration] Menu List

| Setting Item                           |                            | Import All                      | Export All                              |
|----------------------------------------|----------------------------|---------------------------------|-----------------------------------------|
|                                        | [MAC Address Filter]       | C                               | Settings/Registration Basic Information |
|                                        | [IP Address Block Log]     | —                               | —                                       |
| [Use Mopria]                           |                            | C                               | Settings/Registration Basic Information |
| [Use AirPrint]                         |                            | C                               | Settings/Registration Basic Information |
| [Display Errors for AirPrint]          |                            | C                               | Settings/Registration Basic Information |
| [Use IPP Everywhere]                   |                            | C                               | Settings/Registration Basic Information |
| [Universal Print Settings]             | [Basic Settings]           | C* <sup>1</sup>                 | Settings/Registration Basic Information |
|                                        | [Registration Status]      | —                               | —                                       |
| [Device Position Information Settings] |                            | —                               | —                                       |
| [Select Interface]                     |                            | C                               | Settings/Registration Basic Information |
| [Wireless LAN]                         | [Wireless LAN Settings]    | —                               | —                                       |
|                                        | [Wireless LAN Information] | —                               | —                                       |
|                                        | [Power Save Mode]          | C                               | Settings/Registration Basic Information |
| [Direct Connection Settings]           |                            | C                               | Settings/Registration Basic Information |
| [Sub Line Settings]                    |                            | 🔍 [Sub Line Settings] (P. 1239) |                                         |
| [Static Routing Settings]              |                            | C                               | Settings/Registration Basic Information |

\*<sup>1</sup> [Printer Name] is categorized as "A."

# [TCP/IP Settings]

EK89-0XR

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                 |                                         | Import All | Export All                              |
|----------------------------------------------|-----------------------------------------|------------|-----------------------------------------|
| [IPv4 Settings]                              | [Use IPv4]                              | C          | Settings/Registration Basic Information |
|                                              | [IP Address Settings]                   | C*1        | Settings/Registration Basic Information |
|                                              | [DHCP Option Settings]                  | C          | Settings/Registration Basic Information |
|                                              | [PING Command]                          | —          | —                                       |
| [IPv6 Settings]                              | [Use IPv6]                              | C          | Settings/Registration Basic Information |
|                                              | [Stateless Address Settings]            | C          | Settings/Registration Basic Information |
|                                              | [Manual Address Settings]               | A          | Settings/Registration Basic Information |
|                                              | [Use DHCPv6]                            | C          | Settings/Registration Basic Information |
|                                              | [PING Command]                          | —          | —                                       |
|                                              | [Only Retrieve Stateful Address Prefix] | C          | Settings/Registration Basic Information |
|                                              | [DHCP Option Settings]                  | C          | Settings/Registration Basic Information |
| [DNS Settings]                               | [DNS Server Address Settings]           | C          | Settings/Registration Basic Information |
|                                              | [DNS Host Name/Domain Name Settings]    | A          | Settings/Registration Basic Information |
|                                              | [DNS Dynamic Update Settings]           | C          | Settings/Registration Basic Information |
|                                              | [mDNS Settings]                         | C          | Settings/Registration Basic Information |
|                                              | [DNS Encryption Settings]               | C          | Settings/Registration Basic Information |
| [Computer Name/Workgroup Name Settings]      |                                         | A          | Settings/Registration Basic Information |
| [SMB Client Settings]                        |                                         | C          | Settings/Registration Basic Information |
| [Specify SMB Client Version]                 |                                         | C          | Settings/Registration Basic Information |
| [WINS Settings]                              |                                         | C          | Settings/Registration Basic Information |
| [LPD Print Settings]                         |                                         | C          | Settings/Registration Basic Information |
| [RAW Print Settings]                         |                                         | C          | Settings/Registration Basic Information |
| [SNTP Settings]                              | [Use SNTP]                              | C          | Settings/Registration Basic Information |
|                                              | [Polling Interval]                      | C          | Settings/Registration Basic Information |
|                                              | [NTP Server Address]                    | C          | Settings/Registration Basic Information |
|                                              | [Check NTP Server]                      | —          | —                                       |
| [FTP Print Settings]                         |                                         | C          | Settings/Registration Basic Information |
| [Use UTF-8 to Display Name of FTP Print Job] |                                         | C          | Settings/Registration Basic Information |



[Settings/Registration] Menu List

| Setting Item                                        |                                         | Import All | Export All                              |
|-----------------------------------------------------|-----------------------------------------|------------|-----------------------------------------|
| [WSD Settings]                                      |                                         | C          | Settings/Registration Basic Information |
| [Use FTP PASV Mode]                                 |                                         | C          | Settings/Registration Basic Information |
| [IPP Print Settings]                                |                                         | C          | Settings/Registration Basic Information |
| [Multicast Discovery Settings]                      |                                         | C          | Settings/Registration Basic Information |
| [Sleep Mode Notification Settings]                  |                                         | C          | Settings/Registration Basic Information |
| [Use HTTP]                                          |                                         | C          | Settings/Registration Basic Information |
| [Use WebDAV Server]                                 |                                         | C          | Settings/Registration Basic Information |
| [TLS Settings]                                      | [Key and Certificate]                   | —          | —                                       |
|                                                     | [Specify Allowed Versions]              | C          | Settings/Registration Basic Information |
|                                                     | [Encryption Algorithm Settings]         | C          | Settings/Registration Basic Information |
|                                                     | [Key Exchange Algorithm Settings]       | C          | Settings/Registration Basic Information |
|                                                     | [Signature Algorithm Settings]          | C          | Settings/Registration Basic Information |
|                                                     | [HMAC Algorithm Settings]               | C          | Settings/Registration Basic Information |
| [Proxy Settings]                                    |                                         | C          | Settings/Registration Basic Information |
| [Confirm Auth. Info. When in Auth. Management Mode] |                                         | C          | Settings/Registration Basic Information |
| [IPSec Settings]                                    | [Use IPSec]                             | C          | Settings/Registration Basic Information |
|                                                     | [Receive Non-Policy Packets]            | C          | Settings/Registration Basic Information |
|                                                     | [Policy On/Off]                         | C          | Settings/Registration Basic Information |
|                                                     | [Policy Name]                           | C          | Settings/Registration Basic Information |
|                                                     | [Selector Settings]                     | C          | Settings/Registration Basic Information |
|                                                     | [IKE Settings]                          | C          | Settings/Registration Basic Information |
|                                                     | [IPSec Network Settings]                | C          | Settings/Registration Basic Information |
|                                                     | [Only Allow 256-bit for AES Key Length] | —          | —                                       |
| [TCP/IP Option Settings]                            |                                         | C          | Settings/Registration Basic Information |
| [Use Network Link Scan]                             |                                         | C          | Settings/Registration Basic Information |

\*1 [IP Address] is categorized as "A."

# [Sub Line Settings]

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                          |                                      | Import All | Export All                              |
|-------------------------------------------------------|--------------------------------------|------------|-----------------------------------------|
| [IP Address Settings]                                 | [DHCP]                               | C          | Settings/Registration Basic Information |
|                                                       | [IP Address]                         | A          | Settings/Registration Basic Information |
|                                                       | [Subnet Mask]                        | C          | Settings/Registration Basic Information |
|                                                       | [Gateway Address]                    | C          | Settings/Registration Basic Information |
| [Priority Line for Communication with Mobile Devices] |                                      | C          | Settings/Registration Basic Information |
| [Ethernet Driver Settings]                            | [Auto Detect]                        | C          | Settings/Registration Basic Information |
|                                                       | [Communication Mode]                 | C          | Settings/Registration Basic Information |
|                                                       | [Ethernet Type]                      | C          | Settings/Registration Basic Information |
|                                                       | [Current Transmission Speed]         | —          | —                                       |
|                                                       | [MAC Address]                        | —          | —                                       |
| [IEEE 802.1X Settings]                                | [Use IEEE 802.1X]                    | C          | Settings/Registration Basic Information |
|                                                       | [Login Name]                         | C          | Settings/Registration Basic Information |
|                                                       | [Verify Authent. Server Certificate] | C          | Settings/Registration Basic Information |
|                                                       | [Verify Authentication Server Name]  | C          | Settings/Registration Basic Information |
|                                                       | [Authentication Server Name]         | C          | Settings/Registration Basic Information |
|                                                       | [Use TLS]                            | C          | Settings/Registration Basic Information |
|                                                       | [Key and Certificate]                | —          | —                                       |
|                                                       | [Use TTLS]                           | C          | Settings/Registration Basic Information |
|                                                       | [Use PEAP]                           | C          | Settings/Registration Basic Information |
|                                                       | [User Name]                          | C          | Settings/Registration Basic Information |
|                                                       | [Password]                           | C          | Settings/Registration Basic Information |
|                                                       | [Use Login Name as User Name]        | C          | Settings/Registration Basic Information |
| [Firewall Settings]                                   |                                      | C          | Settings/Registration Basic Information |
| [Settings for System Data Communication]              |                                      | C          | Settings/Registration Basic Information |

# [External Interface]

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item   |                                                | Import All | Export All                              |
|----------------|------------------------------------------------|------------|-----------------------------------------|
| [USB Settings] | [Use as USB Device]                            | C          | Settings/Registration Basic Information |
|                | [Use MEAP Driver for USB Input Device]         | C          | Settings/Registration Basic Information |
|                | [Use MEAP Driver for USB Storage Device]       | C          | Settings/Registration Basic Information |
|                | [Use USB Storage Device]                       | C          | Settings/Registration Basic Information |
|                | [Restrict Auto Installation of Printer Driver] | C          | Settings/Registration Basic Information |

# [Accessibility]

EK89-0XW

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                            | Import All | Export All                                                              |
|-----------------------------------------|------------|-------------------------------------------------------------------------|
| [Key Repetition Settings]               | C          | Settings/Registration Basic Information<br>Personal Setting Information |
| [Acceptance Delay for Repeated Presses] | C          | Settings/Registration Basic Information<br>Personal Setting Information |
| [Invert Screen Colors]                  | C          | Settings/Registration Basic Information<br>Personal Setting Information |
| [Use Flick Function]                    | C          | Settings/Registration Basic Information                                 |

# [Adjustment/Maintenance]

The following list shows the support status for the import and export functions. [▶ How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item           |                                               | Import All | Export All                              |
|------------------------|-----------------------------------------------|------------|-----------------------------------------|
| [Adjust Image Quality] | [Auto Adjust Gradation]                       | —          | —                                       |
|                        | [Correct Density]                             | C          | Settings/Registration Basic Information |
|                        | [Correct Shading]                             | —          | —                                       |
|                        | [Adjust Image Position for Each Paper Drawer] | A          | Settings/Registration Basic Information |
|                        | [Fine Adjust Zoom]                            | A          | Settings/Registration Basic Information |
|                        | [Dither Pattern Settings]                     | —          | —                                       |
|                        | [Correct Uneven Gloss]                        | A          | Settings/Registration Basic Information |
| [Adjust Action]        | [Switch Finisher Puncher Mode]                | B          | Settings/Registration Basic Information |
|                        | [Time Until Stapling Starts in Stapler Mode]  | C          | Settings/Registration Basic Information |
|                        | [Start Key Touch Recognition Delay]           | C          | Settings/Registration Basic Information |
| [Maintenance]          |                                               | —          | —                                       |

# [Function Settings]

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EK89-0XY

You can check lists that show which settings support the import and export functions.

- 🔍 [Common] (P. 1244)
- 🔍 [Copy] (P. 1248)
- 🔍 [Printer] (P. 1249)
- 🔍 [Send] (P. 1250)
- 🔍 [Receive/Forward] (P. 1255)
- 🔍 [Store/Access Files] (P. 1258)
- 🔍 [Print] (P. 1260)

# [Common]

EK89-157

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item            |                                                        | Import All                  | Export All                              |
|-------------------------|--------------------------------------------------------|-----------------------------|-----------------------------------------|
| [Paper Feed Settings]   | [Paper Source Auto Selection]                          | B                           | Settings/Registration Basic Information |
|                         | [Switch Paper Feed Method]                             | B                           | Settings/Registration Basic Information |
|                         | [Suspended Job Timeout]                                | C                           | Settings/Registration Basic Information |
| [Paper Output Settings] | [Output Tray Settings]                                 | A                           | Settings/Registration Basic Information |
|                         | [Use Optional Output Tray]                             | A                           | Settings/Registration Basic Information |
|                         | [Offset Jobs]                                          | C                           | Settings/Registration Basic Information |
|                         | [Job Separator Between Jobs]                           | C                           | Settings/Registration Basic Information |
|                         | [Job Separator Between Copies]                         | C                           | Settings/Registration Basic Information |
|                         | [Action When Too Many Sheets to Staple]                | B                           | Settings/Registration Basic Information |
|                         | [Enable Offset for Single-Sheet Print Jobs]            | C                           | Settings/Registration Basic Information |
| [Print Settings]        |                                                        | ▶[Print Settings] (P. 1246) |                                         |
| [Scan Settings]         | [Feeder Jam Recovery Method]                           | B                           | Settings/Registration Basic Information |
|                         | [Set Detection of Feeder Multi. Sheet Feed as Default] | C                           | Settings/Registration Basic Information |
|                         | [Streak Prevention]                                    | B                           | Settings/Registration Basic Information |
|                         | [Speed/Image Quality Priority for Black & White Scan]  | B                           | Settings/Registration Basic Information |
|                         | [LTRR/STMT Original Selection]                         | B                           | Settings/Registration Basic Information |
|                         | [Remote Scan Gamma Value]                              | B                           | Settings/Registration Basic Information |
|                         | [Auto Online]                                          | C                           | Settings/Registration Basic Information |

[Settings/Registration] Menu List

| Setting Item                |                                                        | Import All                 | Export All                              |
|-----------------------------|--------------------------------------------------------|----------------------------|-----------------------------------------|
|                             | [Auto Offline]                                         | C                          | Settings/Registration Basic Information |
|                             | [Auto Set Different Size Originals When Using Feeder]  | A                          | Settings/Registration Basic Information |
| [Generate File]             |                                                        | ▶[Generate File] (P. 1247) |                                         |
| [Set Authentication Method] | [Information Used for LDAP Server Authentication]      | C                          | Settings/Registration Basic Information |
|                             | [Information Used for SMTP Server Authentication]      | C                          | Settings/Registration Basic Information |
|                             | [Information Used for File TX/Browsing Authentication] | C                          | Settings/Registration Basic Information |



# [Print Settings]

EK89-0Y1

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                     | Import All | Export All                              |
|----------------------------------|------------|-----------------------------------------|
| [Print Priority]                 | C          | Settings/Registration Basic Information |
| [Output Report Default Settings] | C          | Settings/Registration Basic Information |
| [Auto Delete Suspended Jobs]     | C          | Settings/Registration Basic Information |

# [Generate File]

EK89-0Y2

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                               | Import All | Export All                              |
|--------------------------------------------|------------|-----------------------------------------|
| [Image Quality Level for Compact]          | B          | Settings/Registration Basic Information |
| [OCR (Text Searchable) Settings]           | C          | Settings/Registration Basic Information |
| [Trace & Smooth Settings]                  | C          | Settings/Registration Basic Information |
| [OOXML Settings]                           | C          | Settings/Registration Basic Information |
| [Include Background Images in Word File]   | C          | Settings/Registration Basic Information |
| [Specify Minimum PDF Version]              | C          | Settings/Registration Basic Information |
| [Format PDF to PDF/A]                      | C          | Settings/Registration Basic Information |
| [256-bit AES Settings for Encrypted PDF]   | C          | Settings/Registration Basic Information |
| [Rotate Scanned Image When Generating PDF] | C          | Settings/Registration Basic Information |

# [Copy]

EK89-0Y3

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                 | Import All | Export All                                        |
|----------------------------------------------|------------|---------------------------------------------------|
| [Register/Edit Favorite Settings]            | C          | Favorite Settings                                 |
| [Display Confirmation for Favorite Settings] | C          | Settings/Registration Basic Information           |
| [Change Default Settings]                    | C          | Favorite Settings<br>Personal Setting Information |
| [Register Options Shortcuts]                 | C          | Favorite Settings<br>Personal Setting Information |
| [Auto Collate]                               | B          | Settings/Registration Basic Information           |
| [Auto Recognize Original Orientation]        | C          | Settings/Registration Basic Information           |
| [Speed Priority for Copying from Feeder]     | B          | Settings/Registration Basic Information           |
| [Job Separator Between Groups]               | B          | Settings/Registration Basic Information           |

# [Printer]

The following list shows the support status for the import and export functions. [▶ How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                           | Import All                               | Export All                              |
|--------------------------------------------------------|------------------------------------------|-----------------------------------------|
| [Output Report]                                        | —                                        | —                                       |
| [Printer Settings]                                     | ▶ <b>Printer Settings Menu (P. 1270)</b> |                                         |
| [Restrict Printer Jobs]                                | C                                        | Settings for Printer Settings           |
| [PDL Selection (Plug and Play)]                        | C                                        | Settings for Printer Settings           |
| [Paper Feed Mode for Printer Driver Jobs with MP Tray] | C                                        | Settings/Registration Basic Information |
| [Envelope Flap Length Settings (Nagagata 3)]           | B                                        | Settings for Printer Settings           |
| [PS Password Settings]                                 | C                                        | Settings for Printer Settings           |
| [Virtual Printer Management]                           | C                                        | Settings/Registration Basic Information |
| [Preset Management for IPP Printing]                   | C                                        | Settings/Registration Basic Information |
| [Paper Feed Mode When Using PCL Emulation]             | C                                        | Settings/Registration Basic Information |
| [Print Template]                                       | C                                        | Settings/Registration Basic Information |

# [Send]

EK89-0Y5

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item            | Import All                                         | Export All |
|-------------------------|----------------------------------------------------|------------|
| [Output Report]         | —                                                  | —          |
| [Common Settings]       | <a href="#">▶[Common Settings] (P. 1251)</a>       |            |
| [E-Mail/I-Fax Settings] | <a href="#">▶[E-Mail/I-Fax Settings] (P. 1252)</a> |            |
| [Fax Settings]          | <a href="#">▶[Fax Settings] (P. 1253)</a>          |            |

# [Common Settings]

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                            | Import All | Export All                                        |
|---------------------------------------------------------|------------|---------------------------------------------------|
| [Register Favorite Settings]/[Edit Favorite Settings]   | C          | Favorite Settings*1                               |
| [Display Confirmation for Favorite Settings]            | C          | Settings/Registration Basic Information           |
| [Default Screen]                                        | C          | Settings/Registration Basic Information           |
| [Restrict Address Book Use]                             | C          | Settings/Registration Basic Information           |
| [Change Default Settings]                               | C          | Favorite Settings<br>Personal Setting Information |
| [Register Options Shortcuts]                            | C          | Favorite Settings<br>Personal Setting Information |
| [TX Result Report]                                      | C          | Settings/Registration Basic Information           |
| [TX Result Report]                                      | C          | Settings/Registration Basic Information           |
| [TX Terminal ID]                                        | C          | Settings/Registration Basic Information           |
| [Delete Failed TX Jobs]                                 | C          | Settings/Registration Basic Information           |
| [Retry Times]                                           | C          | Settings/Registration Basic Information           |
| [Data Compression Ratio]                                | C          | Settings/Registration Basic Information           |
| [YCbCr TX Gamma Value]                                  | C          | Settings/Registration Basic Information           |
| [Use Divided Chunk Send for WebDAV TX]                  | C          | Settings/Registration Basic Information           |
| [Confirm TLS Certificate for WebDAV TX]                 | C          | Settings/Registration Basic Information           |
| [Confirm TLS Certificate for FTPS TX]                   | C          | Settings/Registration Basic Information           |
| [Host Authentication for SFTP TX]                       | C          | Settings/Registration Basic Information           |
| [Restrict New Destinations]                             | C          | Settings/Registration Basic Information           |
| [Always Add Device Signature to Send]                   | C          | Settings/Registration Basic Information           |
| [Limit E-Mail to Send to Myself]                        | C          | Settings/Registration Basic Information           |
| [Restrict File TX to Personal Folder]                   | C          | Settings/Registration Basic Information           |
| [Personal Folder Specification Method]                  | C          | Settings/Registration Basic Information           |
| [Restrict Resending from Log]                           | C          | Settings/Registration Basic Information           |
| [Archive TX Document]                                   | C          | Settings/Registration Basic Information           |
| [Display Notification When Job Is Accepted]             | C          | Settings/Registration Basic Information           |
| [Job to Cancel When Stop is Pressed]                    | C          | Settings/Registration Basic Information           |
| [Display Warning for Dest. Set. Recalled from Timeline] | C          | Settings for Printer Settings                     |

\*1 [Show Comments] corresponds to "Settings/Registration Basic Information".

# [E-Mail/I-Fax Settings]

EK89-0Y7

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                        | Import All | Export All                              |
|-----------------------------------------------------|------------|-----------------------------------------|
| [Register Unit Name]                                | C          | Settings/Registration Basic Information |
| [Communication Settings]                            | C*1        | Settings/Registration Basic Information |
| [Specify Port Number for SMTP TX/POP RX]            | C          | Settings/Registration Basic Information |
| [S/MIME Settings]                                   | C          | Settings/Registration Basic Information |
| [Confirm TLS Certificate for SMTP TX]               | C          | Settings/Registration Basic Information |
| [Confirm TLS Certificate for POP RX]                | C          | Settings/Registration Basic Information |
| [Maximum Data Size for Sending]                     | C          | Settings/Registration Basic Information |
| [Default Subject]                                   | C          | Settings/Registration Basic Information |
| [Use Destination Name for Subject]                  | C          | Settings/Registration Basic Information |
| [Specify Authentication User for Reply-To]          | C          | Settings/Registration Basic Information |
| [Specify Authentication User as Sender for E-Mail]  | C          | Settings/Registration Basic Information |
| [Specify Authentication User as Sender for I-Fax]   | C          | Settings/Registration Basic Information |
| [Allow Unregistered Users to Send E-Mail]           | C          | Settings/Registration Basic Information |
| [Full Mode TX Timeout]                              | C          | Settings/Registration Basic Information |
| [Print MDN/DSN upon Receipt]                        | C          | Settings/Registration Basic Information |
| [Use Send via Server]                               | C          | Settings/Registration Basic Information |
| [Allow MDN Not via Server]                          | C          | Settings/Registration Basic Information |
| [Restrict Destination Domain]                       | C          | Settings/Registration Basic Information |
| [Auto Complete for Entering E-Mail Addresses]       | C          | Settings/Registration Basic Information |
| [Auto Add Specified Domain to Dest. Without Domain] | C          | Settings/Registration Basic Information |
| [Use Fax Server] <span>North America</span>         | C          | Settings/Registration Basic Information |

\*1 The following items are categorized as "A":

- [Use SMTP RX]
- [POP Login Name]
- [POP Password]

# [Fax Settings]

The following list shows the support status for the import and export functions. [▶ How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                                                                                     | Import All            | Export All                                        |
|------------------------------------------------------------------------------------------------------------------|-----------------------|---------------------------------------------------|
| [Register Favorite Settings]/[Edit Favorite Settings]                                                            | C                     | Favorite Settings* <sup>1</sup>                   |
| [Display Confirmation for Favorite Settings]                                                                     | C                     | Settings/Registration Basic Information           |
| [Default Screen]                                                                                                 | C                     | Settings/Registration Basic Information           |
| [Restrict Address Book Use]                                                                                      | C                     | Settings/Registration Basic Information           |
| [Change Default Settings]                                                                                        | C                     | Favorite Settings<br>Personal Setting Information |
| [Register Options Shortcuts]                                                                                     | C                     | Favorite Settings<br>Personal Setting Information |
| [Register Sender Name (TTI)]                                                                                     | C                     | Settings/Registration Basic Information           |
| [Use Authentication User Name as Sender Name]                                                                    | C                     | Settings/Registration Basic Information           |
| [Off-Hook Alarm]                                                                                                 | C                     | Settings/Registration Basic Information           |
| [ECM TX]                                                                                                         | C                     | Settings/Registration Basic Information           |
| [Set Pause Time]                                                                                                 | C                     | Settings/Registration Basic Information           |
| [Auto Redial]                                                                                                    | C                     | Settings/Registration Basic Information           |
| [Check Dial Tone Before Sending]                                                                                 | C                     | Settings/Registration Basic Information           |
| [Fax TX Result Report]                                                                                           | C                     | Settings/Registration Basic Information           |
| [Fax Activity Report]                                                                                            | C                     | Settings/Registration Basic Information           |
| [Set Line]                                                                                                       | ▶[Set Line] (P. 1254) |                                                   |
| [TX Start Speed]                                                                                                 | C                     | Settings/Registration Basic Information           |
| [PIN Code Access] <span>North America</span>                                                                     | C                     | Settings/Registration Basic Information           |
| [R-Key Setting] <span>Europe</span> <span>Asia/Oceania</span> <span>Americas</span> (for the 230 V machine only) | C                     | Settings/Registration Basic Information           |



## [Settings/Registration] Menu List

| Setting Item                                            | Import All | Export All                              |
|---------------------------------------------------------|------------|-----------------------------------------|
| [Confirm Entered Fax Number]                            | C          | Settings/Registration Basic Information |
| [Allow Fax Driver TX]                                   | C          | Settings/Registration Basic Information |
| [Confirm Before Sending When Fax Dest. Included]        | C          | Settings/Registration Basic Information |
| [Restrict Sequential Broadcast When Fax Dest. Included] | C          | Settings/Registration Basic Information |
| [Remote Fax TX Settings]                                | C          | Settings/Registration Basic Information |
| [Remote Fax Settings]                                   | C          | Settings/Registration Basic Information |
| [Auto Adjust Communication Speed When Using VoIP]       | C          | Settings/Registration Basic Information |

\*1 [Show Comments] corresponds to "Settings/Registration Basic Information".

### [Set Line]

| Setting Item           |                                            | Import All | Export All                              |
|------------------------|--------------------------------------------|------------|-----------------------------------------|
| [Line 1] to [Line X]*1 | [Register Unit Telephone Number]           | A          | Settings/Registration Basic Information |
|                        | [Register Unit Name]                       | A          | Settings/Registration Basic Information |
|                        | [Select Line Type]                         | C          | Settings/Registration Basic Information |
|                        | [Edit Line Name for Select Line Screen]    | C          | Settings/Registration Basic Information |
|                        | [Default Address List When Selecting Line] | C          | Settings/Registration Basic Information |
| [Select TX Line]       |                                            | C          | Settings/Registration Basic Information |

\*1 The number of lines displayed varies depending on the options that are installed.

# [Receive/Forward]

EK89-0Y9

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item      | Import All                                   | Export All |
|-------------------|----------------------------------------------|------------|
| [Output Report]   | —                                            | —          |
| [Common Settings] | <a href="#">▶[Common Settings] (P. 1256)</a> |            |
| [Fax Settings]    | <a href="#">▶[Fax Settings] (P. 1257)</a>    |            |

# [Common Settings]

The following list shows the support status for the import and export functions. [▶ How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                          |                                                      | Import All | Export All                              |
|---------------------------------------|------------------------------------------------------|------------|-----------------------------------------|
| [Print on Both Sides]                 |                                                      | C          | Settings/Registration Basic Information |
| [Select Drawer]                       |                                                      | C          | Settings/Registration Basic Information |
| [Reduce Fax RX Size]                  |                                                      | C          | Settings/Registration Basic Information |
| [Print RX Page Footer]                |                                                      | C          | Settings/Registration Basic Information |
| [Interrupt and Print RX Jobs]         |                                                      | C          | Settings/Registration Basic Information |
| [Use Forwarding Settings]             |                                                      | C          | Settings/Registration Basic Information |
| [Handle Files with Forwarding Errors] |                                                      | C          | Settings/Registration Basic Information |
| [Forwarding Settings]                 | [Receive Method]                                     | C*1        | Forwarding Settings                     |
| [Set Fax/I-Fax Inbox]                 | [Set/Register Confidential Fax Inboxes]              | C          | Box Settings                            |
|                                       | [Memory RX Inbox PIN]                                | C          | Box Settings                            |
|                                       | [Use Fax Memory Lock]                                | C          | Settings/Registration Basic Information |
|                                       | [Use I-Fax Memory Lock]                              | C          | Settings/Registration Basic Information |
|                                       | [Memory Lock Start Time]                             | C          | Settings/Registration Basic Information |
|                                       | [Memory Lock End Time]                               | C          | Settings/Registration Basic Information |
|                                       | [Divided Data RX Timeout]                            | C          | Settings/Registration Basic Information |
|                                       | [Forward Temporarily Stored File to Memory RX Inbox] | —          | —                                       |
| [Always Send Notice for RX Errors]    |                                                      | C          | Settings/Registration Basic Information |

\*1 [Receive Method] and [Validate/Invalidate] are categorized as " — ."

# [Fax Settings]

EK89-0YC

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                       | Import All | Export All                              |
|------------------------------------|------------|-----------------------------------------|
| [ECM RX]                           | C          | Settings/Registration Basic Information |
| [RX Mode]                          | C          | Settings/Registration Basic Information |
| [Remote RX]                        | C          | Settings/Registration Basic Information |
| [Switch to Auto RX]                | C          | Settings/Registration Basic Information |
| [Fax RX Result Report]             | C          | Settings/Registration Basic Information |
| [Confidential Fax Inbox RX Report] | C          | Settings/Registration Basic Information |
| [RX Start Speed]                   | C          | Settings/Registration Basic Information |
| [RX Password]                      | C          | Settings/Registration Basic Information |

# [Store/Access Files]

EK89-0YE

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item            | Import All                                    | Export All                              |
|-------------------------|-----------------------------------------------|-----------------------------------------|
| [Common Settings]       | <a href="#">▶</a> [Common Settings] (P. 1259) |                                         |
| [Network Settings]      | C                                             | Settings/Registration Basic Information |
| [Memory Media Settings] | C                                             | Settings/Registration Basic Information |

# [Common Settings]

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                |                                   | Import All | Export All                                        |
|---------------------------------------------|-----------------------------------|------------|---------------------------------------------------|
| [Scan and Store Settings]                   | [Register/Edit Favorite Settings] | C          | Favorite Settings                                 |
|                                             | [Change Default Settings]         | C          | Favorite Settings<br>Personal Setting Information |
| [Access Stored Files Settings]              | [Register/Edit Favorite Settings] | C          | Favorite Settings                                 |
|                                             | [Change Default Settings]         | C          | Favorite Settings<br>Personal Setting Information |
| [Limit Box PIN to 7 Digits/Restrict Access] |                                   | C          | Settings/Registration Basic Information           |

# [Print]

EK89-0YH

The following list shows the support status for the import and export functions. [▶ How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                   | Import All | Export All                                                              |
|------------------------------------------------|------------|-------------------------------------------------------------------------|
| [Forced Hold]                                  | C*1        | Settings/Registration Basic Information                                 |
| [Job Storage Period]                           | C          | Settings/Registration Basic Information                                 |
| [Delete Job After Printing]                    | C          | Settings/Registration Basic Information                                 |
| [Only Allow Encrypted Print Jobs]              | C          | Settings/Registration Basic Information                                 |
| [Include Domain as User Recognition Condition] | C          | Settings/Registration Basic Information                                 |
| [Display Other User Jobs]                      | C          | Settings/Registration Basic Information                                 |
| [Restrict Deletion of Other User Jobs]         | C          | Settings/Registration Basic Information                                 |
| [Match Case for User Name]                     | C          | Settings/Registration Basic Information                                 |
| [Job List Display Settings]                    | C          | Settings/Registration Basic Information                                 |
| [Held Jobs Warning Settings]                   | C          | Settings/Registration Basic Information                                 |
| [PIN Settings for Secure Print Jobs]           | C          | Settings/Registration Basic Information                                 |
| [Enable Auto Print Function When Logging In]   | C          | Settings/Registration Basic Information                                 |
| [Auto Print User Jobs When Logging In]         | —          | Settings/Registration Basic Information<br>Personal Setting Information |

\*1 Can only be imported to machines that support the Forced Hold function.

# [Set Destination]

EK89-0YL

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                         |                                      | Import All | Export All                              |
|------------------------------------------------------|--------------------------------------|------------|-----------------------------------------|
| [Address Lists]                                      |                                      | —          | —                                       |
| [Register Destinations]                              |                                      | C          | Address Book                            |
| [Rename Address List]                                |                                      | C          | Address Book                            |
| [Change Default Display of Address List]             |                                      | C          | Settings/Registration Basic Information |
| [Register One-Touch]                                 |                                      | C          | Address Book                            |
| [Change Default Display of Address Book]             |                                      | C          | Settings/Registration Basic Information |
| [Address Book PIN]                                   |                                      | C          | Settings/Registration Basic Information |
| [Manage Address Book Access Numbers]                 |                                      | C          | Settings/Registration Basic Information |
| [Include Password When Exporting Address Book]       |                                      | C          | Settings/Registration Basic Information |
| [Register LDAP Server]                               |                                      | B          | Settings/Registration Basic Information |
| [Auto Search When Using LDAP Server]                 |                                      | C          | Settings/Registration Basic Information |
| [Confirm TLS Certificate for LDAP Server Access]     |                                      | C          | Settings/Registration Basic Information |
| [Change Default LDAP Search Conditions]              |                                      | C          | Personal Setting Information            |
| [Register/Edit LDAP Search Attribute]                |                                      | B          | Settings/Registration Basic Information |
| [Settings for Search by Name When Using LDAP Server] |                                      | C          | Settings/Registration Basic Information |
| [Acquire Remote Address Book]                        | [Acquire Address Book]               | C          | Settings/Registration Basic Information |
|                                                      | [Remote Address Book Server Address] | C          | Settings/Registration Basic Information |
|                                                      | [Communication Timeout]              | C          | Settings/Registration Basic Information |
|                                                      | [Fax TX Line Auto Select Adjustment] | C          | Settings/Registration Basic Information |
| [Make Remote Address Book Open]                      |                                      | C          | Settings/Registration Basic Information |
| [Use Personal Address List]                          |                                      | C          | Settings/Registration Basic Information |
| [Use User Group Address List]                        |                                      | C          | Settings/Registration Basic Information |



# [Management Settings]

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EK89-0YR

You can check lists that show which settings support the import and export functions.

- 🔍 [User Management] (P. 1263)
- 🔍 [Device Management] (P. 1265)
- 🔍 [License/Other] (P. 1267)
- 🔍 [Data Management] (P. 1268)
- 🔍 [Security Settings] (P. 1269)

# [User Management]

EK89-0YS

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                          | Import All                                             | Export All                                      |
|---------------------------------------|--------------------------------------------------------|-------------------------------------------------|
| [Authentication Management]           | <a href="#">▶[Authentication Management] (P. 1264)</a> |                                                 |
| [System Manager Information Settings] | C                                                      | Department ID Management Settings               |
| [Department ID Management]            | C* <sup>1</sup>                                        | Department ID Management Settings* <sup>1</sup> |

\*<sup>1</sup> [Page Totals] is categorized as " — ."

# [Authentication Management]

EK89-0YU

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                          | Import All | Export All                              |
|-------------------------------------------------------|------------|-----------------------------------------|
| [Change Password]                                     | C          | Authentication User Management          |
| [Change PIN]                                          | C          | Authentication User Management          |
| [Register/Edit Authentication User]                   | C          | Authentication User Management          |
| [Use User Authentication]                             | C          | Settings/Registration Basic Information |
| [Keyboard Authentication]                             | C          | Settings/Registration Basic Information |
| [Login Screen Display Settings]                       | C          | Settings/Registration Basic Information |
| [Functions to Restrict]                               | C          | Settings/Registration Basic Information |
| [Restrict Job from Remote Device w/out User Authent.] | C          | Settings/Registration Basic Information |
| [Default Role When Registering User]                  | C          | Settings/Registration Basic Information |
| [Match Case for User Name]                            | C          | Settings/Registration Basic Information |
| [Allow Use of @ in User Name]                         | C          | Settings/Registration Basic Information |

# [Device Management]

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                        | Import All                                        | Export All                              |
|-----------------------------------------------------|---------------------------------------------------|-----------------------------------------|
| [Device Information Settings]                       | A                                                 | Settings/Registration Basic Information |
| [Import/Export from Addr. Book Management Software] | —                                                 | —                                       |
| [Limited Functions Mode]                            | —                                                 | —                                       |
| [Confirm Device Signature Certificate]              | —                                                 | —                                       |
| [Confirm User Signature Certificate]                | —                                                 | —                                       |
| [Certificate Settings]                              | <a href="#">▶[Certificate Settings] (P. 1266)</a> |                                         |
| [Display Job Status Before Authentication]          | C                                                 | Settings/Registration Basic Information |
| [Restrict Access to Other User Jobs]                | C                                                 | Settings/Registration Basic Information |
| [Display Job Log]                                   | C                                                 | Settings/Registration Basic Information |
| [Save Audit Log]                                    | C                                                 | Settings/Registration Basic Information |
| [Retrieve Network Authentication Log]               | C                                                 | Settings/Registration Basic Information |
| [Store Key Operation Log]                           | C                                                 | Settings/Registration Basic Information |
| [Restrict Service Representative Access]            | C                                                 | Settings/Registration Basic Information |
| [E-Mail Notification Settings]                      | B                                                 | Settings/Registration Basic Information |
| [Synchronize Custom Settings (Client)]              | —                                                 | —                                       |
| [Manage Personal Settings]                          | C                                                 | Settings/Registration Basic Information |
| [Prohibit Initialization of Administrator Password] | —                                                 | —                                       |
| [Restrict Special Mode Operations]                  | —                                                 | —                                       |

# [Certificate Settings]

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                         |                                        | Import All        | Export All                                             |
|------------------------------------------------------|----------------------------------------|-------------------|--------------------------------------------------------|
| [Generate Key]                                       | [Generate Network Communication Key]   | —                 | —                                                      |
|                                                      | [Generate/Update Device Signature Key] | C                 | Key Settings                                           |
| [Key and Certificate List]                           |                                        | C <sup>*1*2</sup> | Certificate/Certificate Revocation List (CRL) Settings |
| [CA Certificate List]                                |                                        | C <sup>*1</sup>   | Certificate/Certificate Revocation List (CRL) Settings |
| [Certificate Revocation List (CRL)]                  |                                        | C <sup>*1</sup>   | Certificate/Certificate Revocation List (CRL) Settings |
| [Register Key and Certificate]                       |                                        | —                 | —                                                      |
| [Register CA Certificate]                            |                                        | —                 | —                                                      |
| [OCSP (Online Certificate Status Protocol) Settings] |                                        | C                 | Settings/Registration Basic Information                |
| [Settings for Certificate Issuance Request (SCEP)]   |                                        | C                 | Settings/Registration Basic Information                |

<sup>\*1</sup> Only algorithms that can be imported from Remote UI are supported.

<sup>\*2</sup> Keys and certificates are exported in the PKCS#12 format.

# [License/Other]

EK89-100

The following list shows the support status for the import and export functions. [▶ How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                    | Import All      | Export All                                            |
|-------------------------------------------------|-----------------|-------------------------------------------------------|
| [Register License]                              | —               | —                                                     |
| [MEAP Settings]                                 | —               | —                                                     |
| [MEAP Settings]                                 | C* <sup>1</sup> | Settings/Registration Basic Information* <sup>1</sup> |
| [Remote UI Settings]                            | C               | Settings/Registration Basic Information               |
| [Delete Message Board Contents]                 | —               | —                                                     |
| [Visual Message Settings]                       | C               | Visual Message Settings                               |
| [Remote Operation Settings]                     | C               | Settings/Registration Basic Information               |
| [Use ACCESS MANAGEMENT SYSTEM]                  | C               | Settings/Registration Basic Information               |
| [Register/Update Software]                      | —               | —                                                     |
| [Start Setup Guide]                             | —               | —                                                     |
| [Allow Jobs to Be Performed from Mobile Device] | C               | Settings/Registration Basic Information               |

\*<sup>1</sup> [Print System Information] is categorized as " — ."

# [Data Management]

EK89-101

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                   |                                           | Import All | Export All                              |
|--------------------------------|-------------------------------------------|------------|-----------------------------------------|
| [Import/Export]                | [Import from USB Memory]                  | —          | —                                       |
|                                | [Export to USB Memory]                    | —          | —                                       |
|                                | [Import Result Report]                    | —          | —                                       |
|                                | [Restrict Import/Export from Web Service] | C          | Settings/Registration Basic Information |
| [Initialize All Data/Settings] |                                           | —          | —                                       |

# [Security Settings]

EK89-102

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                      | Import All | Export All                              |
|---------------------------------------------------|------------|-----------------------------------------|
| [Authentication/Password Settings]                | C          | Settings/Registration Basic Information |
| [Encryption Settings]                             | C          | Settings/Registration Basic Information |
| [System Verification Settings]                    | C          | Settings/Registration Basic Information |
| [Recommended Security Set. for Usage Environment] | —          | —                                       |



# Printer Settings Menu

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EK89-103

You can check lists that show which settings support the import and export functions, in [ Settings/Register] ► [Function Settings] ► [Printer] ► [Printer Settings].

ⓘ [Custom Settings] (P. 1271)

ⓘ [Utility] (P. 1274)

# [Custom Settings]

EK89-104

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                                           |                              | Import All | Export All                    |
|--------------------------------------------------------|------------------------------|------------|-------------------------------|
| [Number of Copies]                                     |                              | C          | Settings for Printer Settings |
| [2-Sided Printing]                                     |                              | C          | Settings for Printer Settings |
| [Paper Feed]                                           | [Default Paper Feed Source]  | B          | Settings for Printer Settings |
|                                                        | [Default Paper Size]         | B          | Settings for Printer Settings |
|                                                        | [Default Paper Type]         | B          | Settings for Printer Settings |
|                                                        | [Paper Size Override]        | C          | Settings for Printer Settings |
| [Paper Output]                                         | [Finishing]                  | C          | Settings for Printer Settings |
|                                                        | [Punch]                      | C          | Settings for Printer Settings |
| [Print Quality]                                        | [Density]                    | C          | Settings for Printer Settings |
|                                                        | [Density (Fine Adjust)]      | C          | Settings for Printer Settings |
|                                                        | [Toner Save]                 | C          | Settings for Printer Settings |
|                                                        | [Gradation]                  | B          | Settings for Printer Settings |
|                                                        | [Resolution]                 | B          | Settings for Printer Settings |
|                                                        | [Line Control]               | C          | Settings for Printer Settings |
|                                                        | [Width Adjustment]           | B          | Settings for Printer Settings |
|                                                        | [Advanced Smoothing]         | C          | Settings for Printer Settings |
|                                                        | [Gradation Smoothing]        | C          | Settings for Printer Settings |
|                                                        | [Enhance Text for B&W Print] | C          | Settings for Printer Settings |
| [Layout]                                               |                              | C          | Settings for Printer Settings |
| [Action for Jobs That Paper Type Is Not Specified for] |                              | C          | Settings for Printer Settings |
| [Auto Error Skip]                                      |                              | C          | Settings for Printer Settings |
| [Timeout]                                              |                              | C          | Settings for Printer Settings |
| [Print After Completing RIP]                           |                              | C          | Settings for Printer Settings |
| [Personality]                                          |                              | C          | Settings for Printer Settings |
| [Mode Priority]                                        |                              | C          | Settings for Printer Settings |
| [Auto Select]                                          |                              | C          | Settings for Printer Settings |
| [Connection Recognition]                               |                              | —          | —                             |
| [Initialize]                                           |                              | —          | —                             |

[Settings/Registration] Menu List

| Setting Item |                              | Import All | Export All                    |
|--------------|------------------------------|------------|-------------------------------|
| [UFR II]     | [Halftones]                  | B          | Settings for Printer Settings |
|              | [Paper Save]                 | C          | Settings for Printer Settings |
| [PCL]        | [Paper Save]                 | C          | Settings for Printer Settings |
|              | [Orientation]                | C          | Settings for Printer Settings |
|              | [Font Source]                | C          | Settings for Printer Settings |
|              | [Font Number]                | C          | Settings for Printer Settings |
|              | [Point Size]                 | C          | Settings for Printer Settings |
|              | [Pitch]                      | C          | Settings for Printer Settings |
|              | [Form Lines]                 | C          | Settings for Printer Settings |
|              | [Character Code]             | C          | Settings for Printer Settings |
|              | [Custom Paper]               | C          | Settings for Printer Settings |
|              | [Unit of Measure]            | C          | Settings for Printer Settings |
|              | [X dimension]                | B          | Settings for Printer Settings |
|              | [Y dimension]                | B          | Settings for Printer Settings |
|              | [Append CR to LF]            | C          | Settings for Printer Settings |
|              | [Enlarge A4 Print Width]     | C          | Settings for Printer Settings |
|              | [Halftones]                  | B          | Settings for Printer Settings |
|              | [BarDIMM]                    | C          | Settings for Printer Settings |
|              | [FreeScape]                  | C          | Settings for Printer Settings |
| [PS]         | [Paper Save]                 | C          | Settings for Printer Settings |
|              | [Job Timeout]                | C          | Settings for Printer Settings |
|              | [Print PS Errors]            | C          | Settings for Printer Settings |
|              | [Line Refinement]            | C          | Settings for Printer Settings |
|              | [Halftones]                  | B          | Settings for Printer Settings |
|              | [Brightness]                 | C          | Settings for Printer Settings |
|              | [Grayscale Conversion]       | C          | Settings for Printer Settings |
| [Imaging]    | [Image Orientation]          | C          | Settings for Printer Settings |
|              | [Zoom]                       | C          | Settings for Printer Settings |
|              | [Print Position]             | C          | Settings for Printer Settings |
|              | [Show Warnings]              | C          | Settings for Printer Settings |
|              | [Enlarge Print Area]         | C          | Settings for Printer Settings |
|              | [Halftones]                  | B          | Settings for Printer Settings |
|              | [Grayscale Conversion]       | C          | Settings for Printer Settings |
| [PDF]        | [Paper Save]                 | C          | Settings for Printer Settings |
|              | [Enlarge/Reduce to Fit Size] | C          | Settings for Printer Settings |

[Settings/Registration] Menu List

| Setting Item |                        | Import All | Export All                    |
|--------------|------------------------|------------|-------------------------------|
|              | [Enlarge Print Area]   | C          | Settings for Printer Settings |
|              | [N on 1]               | C          | Settings for Printer Settings |
|              | [Comment Print]        | C          | Settings for Printer Settings |
|              | [Line Refinement]      | C          | Settings for Printer Settings |
|              | [Halftones]            | B          | Settings for Printer Settings |
|              | [Brightness]           | C          | Settings for Printer Settings |
|              | [Grayscale Conversion] | C          | Settings for Printer Settings |
| [XPS]        | [Paper Save]           | C          | Settings for Printer Settings |
|              | [Halftones]            | B          | Settings for Printer Settings |
|              | [Grayscale Conversion] | C          | Settings for Printer Settings |

# [Utility]

EK89-105

The following list shows the support status for the import and export functions. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item             | Import All | Export All |
|--------------------------|------------|------------|
| [Initialize PCL Storage] | —          | —          |
| [Initialize PS Storage]  | —          | —          |
| [Reset Printer]          | —          | —          |

# Volume Settings

The following list shows which sound-related settings support the import and export functions. The sound-related settings are displayed when you press [Volume Settings] on the [Home] screen. [▶How to Read the Support Status Lists \(P. 1230\)](#)

| Setting Item                          | Import All | Export All                              |
|---------------------------------------|------------|-----------------------------------------|
| [Alarm Volume] <sup>*1</sup>          | C          | Settings/Registration Basic Information |
| [Monitor Volume] <sup>*1</sup>        | C          | Settings/Registration Basic Information |
| [Incoming Ring Volume] <sup>*1</sup>  | C          | Settings/Registration Basic Information |
| [Incoming Fax Ring] <sup>*1</sup>     | C          | Settings/Registration Basic Information |
| [Other Volume Settings] <sup>*2</sup> | C          | Settings/Registration Basic Information |

<sup>\*1</sup> Only displayed when your machine has a fax function.

<sup>\*2</sup> [Volume Settings] is displayed if your machine does not have a fax function.

# Adjustment and Maintenance

|                                                                 |             |
|-----------------------------------------------------------------|-------------|
| <b>Adjustment and Maintenance .....</b>                         | <b>1277</b> |
| <b>Cleaning the Machine .....</b>                               | <b>1279</b> |
| Cleaning the Surface of the Machine .....                       | 1281        |
| Cleaning the Platen Glass .....                                 | 1282        |
| Cleaning the Feeder .....                                       | 1284        |
| Cleaning the Inside of the Machine .....                        | 1289        |
| Cleaning the LED Printhead .....                                | 1290        |
| <b>Replacing Consumables and Parts .....</b>                    | <b>1293</b> |
| Replacing the Toner Cartridges .....                            | 1294        |
| Replacing the Waste Toner Container .....                       | 1297        |
| Adding Staples (Option) .....                                   | 1300        |
| Adding Staples to the Inner Finisher .....                      | 1301        |
| Replacing the Drum Unit .....                                   | 1304        |
| Checking the Remaining Amount of Consumables and Parts .....    | 1307        |
| List of Consumables and Parts .....                             | 1308        |
| <b>Disposing of Punch Waste (Option) .....</b>                  | <b>1312</b> |
| Disposing of Punch Waste in the Inner Finisher .....            | 1313        |
| <b>Registering Frequently Used Paper Types .....</b>            | <b>1315</b> |
| [Details/Edit] Screen .....                                     | 1317        |
| <b>Adjusting the Image Quality .....</b>                        | <b>1319</b> |
| Calibrating the Gradation .....                                 | 1321        |
| Correcting Density .....                                        | 1324        |
| Correcting Uneven Density .....                                 | 1325        |
| Smoothing Curves and Gradations (Dither Pattern Settings) ..... | 1330        |
| Adjusting the Transfer Condition of the Printed Image .....     | 1332        |
| Correcting Uneven Gloss .....                                   | 1334        |
| <b>Adjusting the Print Position .....</b>                       | <b>1335</b> |
| Adjusting the Print Position for Each Paper Source .....        | 1336        |
| <b>Adjusting the Print Size of the Copied Image .....</b>       | <b>1338</b> |

# Adjustment and Maintenance

EK89-107

To ensure safe and convenient use of the machine, daily maintenance that includes cleaning and replacement of consumables and parts is required.

If you notice a deterioration in the print quality or other problems, perform cleaning and adjustment to improve it.

## Performing Maintenance Operations

In addition to performing regular cleaning, operations are required according to the machine status and print quality.

For maintenance precautions, see "Important Safety Instructions" included with the machine.

When you perform maintenance work on the optional equipment, also refer to the precautions for using the optional equipment. [▶Precautions When Using Options \(P. 6\)](#)

[▶Cleaning the Machine \(P. 1279\)](#)

[▶Replacing Consumables and Parts \(P. 1293\)](#)

[▶Disposing of Punch Waste \(Option\) \(P. 1312\)](#)

## Adjusting the Image Quality and Appearance

If the print results or appearance is not as expected, register the paper type and perform adjustments according to the symptoms of the problems that occur.

### Registering Paper Types According to the Paper Characteristics

By registering paper types you frequently use according to the paper characteristics, you can prevent print quality degradation when using certain paper types. [▶Registering Frequently Used Paper Types \(P. 1315\)](#)

### Adjusting the Image Quality

If the gradation is not reproduced correctly when printed, adjust the image quality according to the symptoms that occur.

[▶Adjusting the Image Quality \(P. 1319\)](#)

### Adjusting the Position and Size

If the print position shifts or the size of the copied image differs from the original, adjust the position and size.

[▶Adjusting the Print Position \(P. 1335\)](#)

[▶Adjusting the Print Size of the Copied Image \(P. 1338\)](#)

## IMPORTANT

### About Maintenance

- The minimum holding period for performance parts for repairs, toner cartridges and the drum unit is seven (7) years after production of the machine model is discontinued.
- If a problem occurs during operation, see the following:

[▶Troubleshooting \(P. 1341\)](#)

If the problem still cannot be resolved or you think the machine needs to be checked, contact your dealer or service representative. [▶If the Problem Persists \(P. 1506\)](#)

### Installation

- If you find the machine's operation to be noisy in some operating modes or due to your surroundings, we recommend setting up the machine in a separate location from your office.
- Water droplets (condensation) may form inside the machine if the room where the machine is installed is heated rapidly, or if the machine is moved from a cool, dry location to a warm, humid location. Using the machine under these conditions may result in problems such as paper jams, poor print quality, or faults. Let the machine adjust to the ambient temperature and humidity for at least two hours before use.



- The machine may not operate properly when used at high altitudes (3,000 meters (3,280 yards) above sea level or higher).

## See Also

### [Checking the Required Troubleshooting Solutions from the Symptoms](#)

You can check the required maintenance operations and settings according to the status of the machine and the error description.

➤ **Paper and Staple Jams (P. 1472)**

➤ **Problems with Print Results (P. 1343)**

### [Checking the Number of Printed Pages and Machine Usage](#)

As a guide to when to perform maintenance, you can check the number of printed pages using the counter and check the usage of the machine from reports and lists.

➤ **Checking the Usage Status and Settings (P. 909)**

# Cleaning the Machine

To ensure efficient use of the machine, regularly clean the various parts and keep them clean. If the original or paper becomes dirty, or the print quality has deteriorated, clean the parts causing the problem according to the symptoms.

## Parts to Clean on a Regular Basis

Clean the surface (a), platen glass, and underside of the feeder (b) frequently.

➤ **Cleaning the Surface of the Machine (P. 1281)**

➤ **Cleaning the Platen Glass (P. 1282)**



## Parts to Clean When Symptoms Occur

If the following symptoms occur, clean the feeder (c) or inside the machine and pressure roller for fixing (d).

- Original becomes dirty, paper is jammed, smudges appear on printouts, or original size is not detected correctly.

➤ **Cleaning the Feeder (P. 1284)**

- Paper becomes dirty or print quality has deteriorated.

➤ **Cleaning the Inside of the Machine (P. 1289)**



If conditions do not improve, clean the LED printhead (  ).  **Cleaning the LED Printhead (P. 1290)**



# Cleaning the Surface of the Machine

EK89-109

Regularly clean the surface of the machine to keep it clean.

## NOTE

- Black dots in the surface of the machine are due to the use of recycled materials and are not a quality problem.

### 1 Turn OFF the power and remove the power cord from the outlet. ▶ **Turning OFF the Machine (P. 155)**

- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Before removing the power plug, confirm that the touch panel display and indicators have been off for three seconds or longer.

### 2 Wipe the surface of the machine.



Wipe with a soft cloth soaked in water or diluted neutral detergent and wrung out.

### 3 Allow the parts to fully dry.

### 4 Plug the power cord into the outlet, and turn ON the machine. ▶ **Turning ON the Machine (P. 154)**

# Cleaning the Platen Glass

EK89-10A

Regularly clean the platen glass and underside of the feeder to prevent originals from becoming dirty and printouts from appearing to be smudged.

If the platen glass or underside of the feeder is dirty, originals can become dirty and paper can become smudged after scanning, copying, or sending faxes.

## 1 Turn OFF the power and remove the power cord from the outlet. **▶Turning OFF the Machine (P. 155)**

- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Before removing the power plug, confirm that the touch panel display and indicators have been off for three seconds or longer.

## 2 Open the feeder.



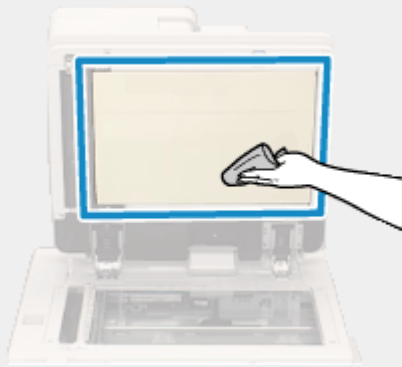
## 3 Wipe the platen glass and underside of the feeder.

### 1. Wipe the platen glass.



Use the supplied glass cleaning cloth to wipe. If the glass cleaning cloth is dirty, rinse it and allow it to dry before wiping.

2. Wipe the underside of the feeder.



Wipe with a soft cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

**If Still Dirty**

Wipe with a soft cloth soaked in diluted neutral detergent and wrung out. Next, wipe with a soft, dry cloth.

- 4 Gently close the feeder.

- 5 Plug the power cord into the outlet, and turn ON the machine. ➤ **Turning ON the Machine (P. 154)**

# Cleaning the Feeder

If the following symptoms occur when using the feeder, wipe clean the feeder:

- Originals become dirty
- Originals frequently jam
- Paper appears smudged after scanning, copying, or sending faxes
- Original size is not detected correctly

If you do not see an improvement after wiping the feeder, use paper to perform cleaning.

➤ **Cleaning the Feeder by Wiping (P. 1284)**

➤ **Cleaning the Feeder with Paper (P. 1287)**

## NOTE

Notification that the Document Feed Scanning Area Is Dirty

- You can configure the machine to display a message on the control panel screen to notify you when the original scanning area is dirty and needs to be cleaned. ➤ **[Notify to Clean Original Scanning Area] (P. 986)**

## Cleaning the Feeder by Wiping

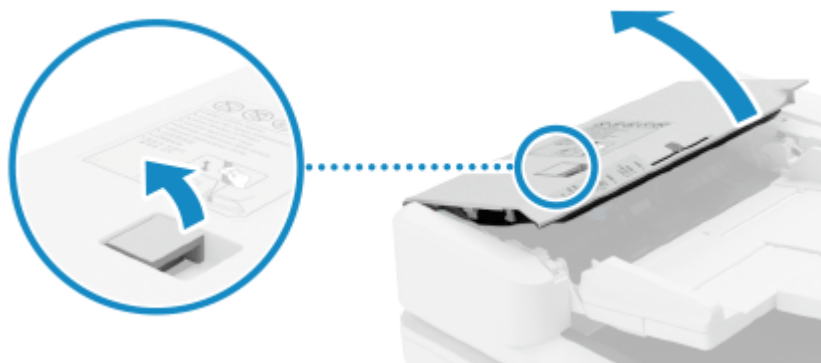
Wipe the rollers inside the feeder and the document feed scanning area to remove any adhering graphite powder and dust.

Spin the rollers while cleaning them.

**1** Turn OFF the power and remove the power cord from the outlet. ➤ **Turning OFF the Machine (P. 155)**

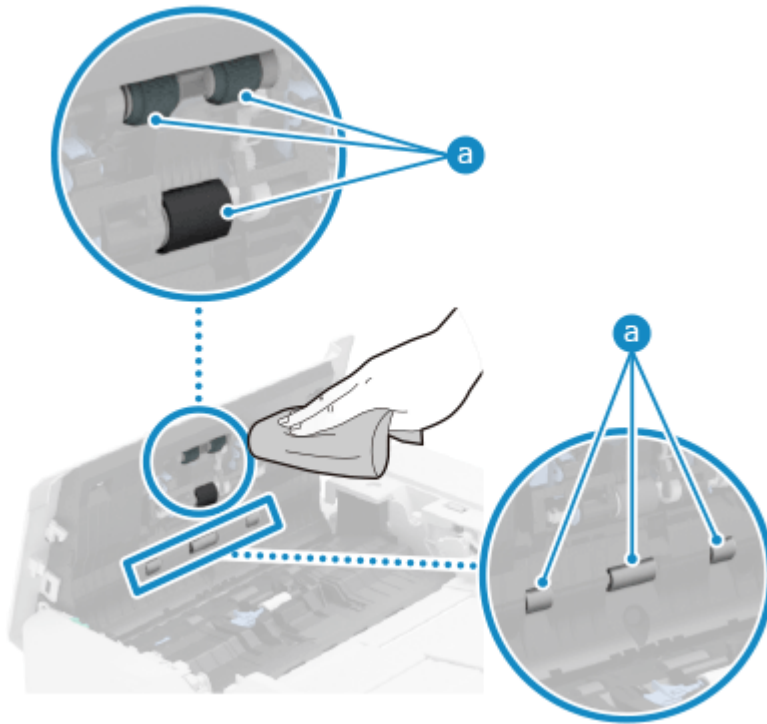
- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Before removing the power plug, confirm that the touch panel display and indicators have been off for three seconds or longer.

**2** Open the feeder cover.



Pull the feeder cover lever to open.

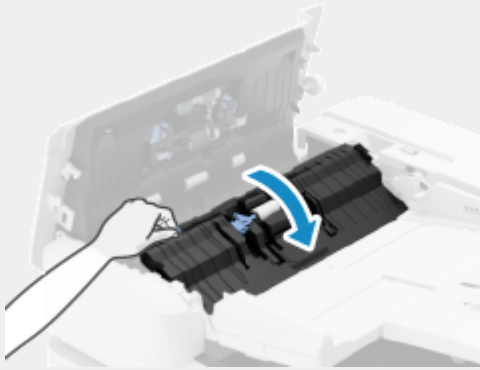
- 3 Wipe the rollers (a) inside the feeder and surrounding areas.



Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

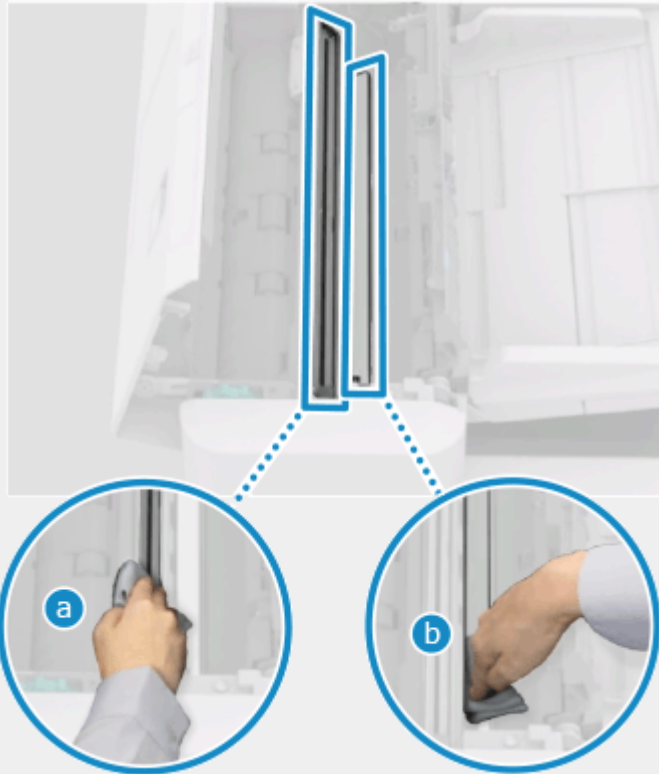
- 4 Clean the inside of the inside cover of the feeder.

1. Open the inside cover of the feeder.





2. Use the supplied glass cleaning cloth to wipe the thin glass part (a) and white plate part (b).



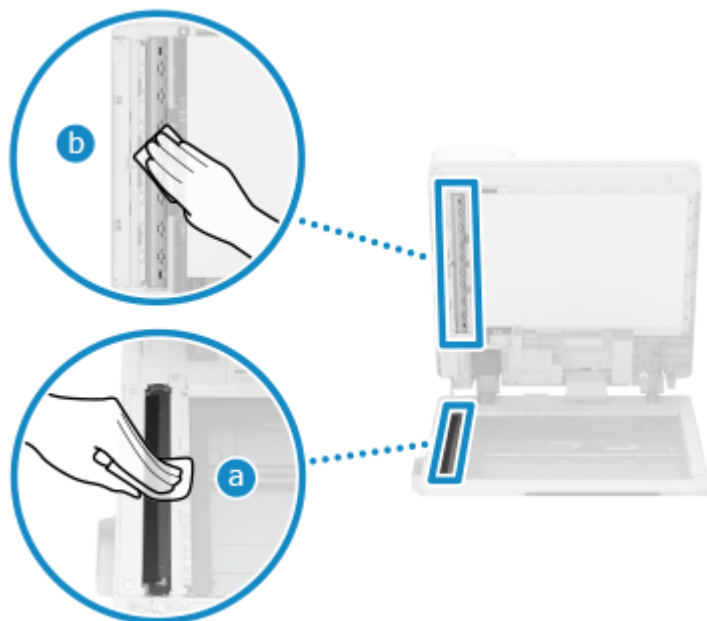
- Clean by wiping with a soft cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.
  - When the machine has fully dried, move to the next step.
3. Close the inside cover of the feeder.  
Be careful not to get your fingers caught in the gaps when you close the inside cover of the feeder.

- 5 Gently close the feeder cover.

- 6 Open the feeder.



- 7 Use the supplied glass cleaning cloth to wipe the thin glass part (a) and white plate part (b).



- If still dirty, clean by wiping with a soft cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.
- When the machine has fully dried, move to the next step.

- 8 Gently close the feeder.

- 9 Plug the power cord into the outlet, and turn ON the machine. ➤ **Turning ON the Machine (P. 154)**

## Cleaning the Feeder with Paper

Clean the feeder by running paper through the inside.

- 1 Load 10 sheets of A4 or LTR size plain paper into the feeder. ➤ **Placing Originals (P. 204)**



- 2 On the control panel, press [⚙ Settings/Register] in the [Home] screen or other screen. ➤ **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

3

Press [Adjustment/Maintenance] ► [Maintenance] ► [Clean Feeder].

→ The [Clean Feeder] screen is displayed.

4

Press [Connect].

→ The paper loaded in the feeder is fed to the machine, and cleaning starts.

Cleaning takes about 20 seconds.

The paper is output when cleaning is completed.

# Cleaning the Inside of the Machine

If the printout is smudged or is partially not printed, the inside of the machine may be dirty. In this case, clean the inside of the machine.

The inside of the machine cannot be cleaned when data is waiting to be printed or there is insufficient toner.

There are two types of cleaning inside the machine: cleaning inside the main unit and cleaning the pressure roller for fixing.

- Cleaning inside the main unit  
Perform this cleaning when the printed paper has streaks or is smudged, or when part of the image is not printed.
- Cleaning the pressure roller for fixing  
Perform this cleaning when the printed paper is smudged.

## Required Preparations

- Check that there is toner. ➤ **Checking the Remaining Amount of Consumables and Parts (P. 1307)**

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤  
**[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Clean Inside Main Unit] or [Clean Pressure Roller for Fixing].

→ The [Clean Inside Main Unit] screen or the [Clean Pressure Roller for Fixing] screen is displayed.

When Cleaning the Pressure Roller for Fixing  
Check that usable paper is loaded in the multi-purpose tray.

- 3 Press [Connect].

→ Cleaning starts.

When cleaning is complete, [Cleaning is complete.] is displayed.

When cleaning of the pressure roller for fixing is complete, a sheet of paper with a printed image (pattern) is output.

# Cleaning the LED Printhead

EK89-10F

If the printout is still smudged or has white streaks (lines) or white spots even after cleaning the machine surface, platen glass, and feeder, the LED printhead may be dirty. In this case, clean the LED printhead.

## 1 Turn OFF the power and remove the power cord from the outlet. ➤Turning OFF the Machine (P. 155)

- Check the operation status of the machine before turning it OFF. Turning OFF the machine during an operation may cancel the operation or result in data corruption or damage.
- Before removing the power plug, confirm that the touch panel display and indicators have been off for three seconds or longer.

## 2 Open the front cover of the machine.

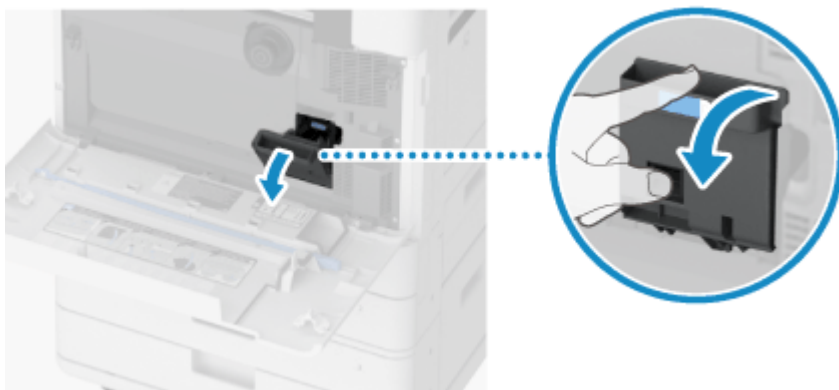
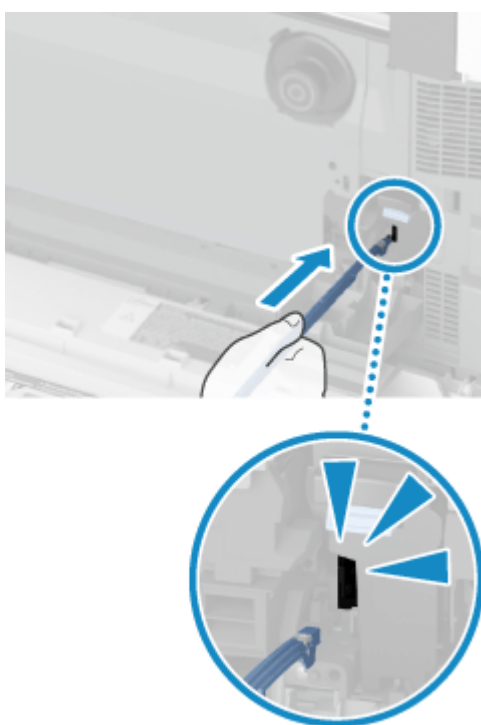


Open the cover while holding both sides.

## 3 Remove the cleaning rod from the inside of the front cover of the machine.



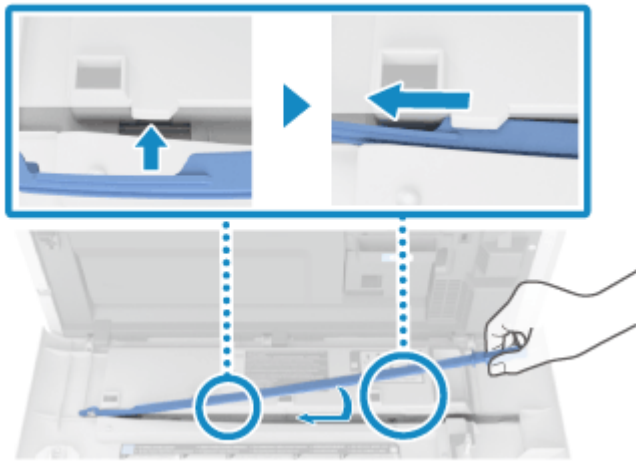
Slide the cleaning rod to the right to remove.

**4** Open the drum unit cover.**5** Insert the cleaning rod into the opening to clean them.

- Hold the cleaning rod with the rubber tip facing down, slowly insert the cleaning rod straight in until it touches the back of the opening, and then pull it out.
- Do not stop inserting the cleaning rod partway in, and do not move it back and forth. Otherwise, the image quality may be degraded.

**6** Close the drum unit cover.

- 7 Return the cleaning rod to the inside of the front cover of the machine.



Face the tip of the cleaning rod to the left, align the hole of the cleaning rod with the projection of the front cover of the machine, and slide the cleaning rod to the left.

- 8 Close the front cover of the machine.

- 9 Plug the power cord into the outlet, and turn ON the machine. ▶ **Turning ON the Machine (P. 154)**

# Replacing Consumables and Parts

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EK89-10H

If a message about consumables or parts appears on the screen of the control panel or Remote UI, replace the consumables or parts.

- **Replacing the Toner Cartridges (P. 1294)**
- **Replacing the Waste Toner Container (P. 1297)**
- **Adding Staples (Option) (P. 1300)**
- **Replacing the Drum Unit (P. 1304)**

You can check the current remaining amount of consumables and parts on the control panel and Remote UI. For the consumables and parts item names, see the list of consumables and parts.

- **Checking the Remaining Amount of Consumables and Parts (P. 1307)**
- **List of Consumables and Parts (P. 1308)**



# Replacing the Toner Cartridges

EK89-10J

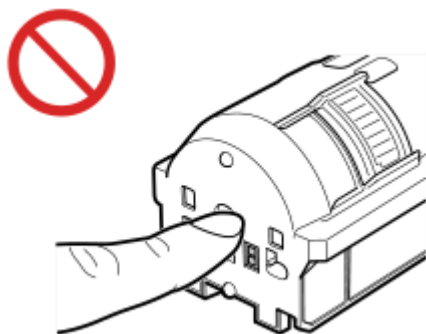
A message appears on the control panel when the amount of remaining toner is low or the toner runs out. In this case, replace the toner cartridge while following the message.

- If printing pauses due to the toner running out, printing resumes after the toner cartridge is replaced.
- You can play the replacement procedure video for the toner cartridges at any time by pressing [  Settings/Register] on the [Home] screen or other screen. [▶\[Replace Toner Cartridge\] \(P. 1050\)](#)

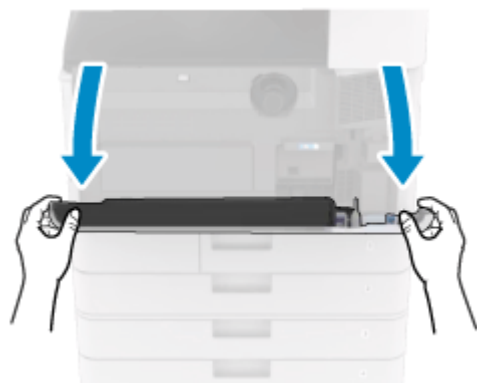
Check the precautions in "Important Safety Instructions" included with the machine before replacing the toner cartridge.

## CAUTION

- Do not touch the electrical contacts at the rear of the toner cartridge (the side without the toner color label).

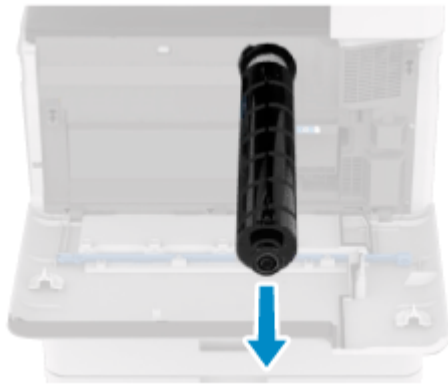


- 1 Open the front cover of the main unit.



Open the cover while holding both sides.

2 Pull out the toner cartridge.



- Be careful not to touch the lead edge of the toner cartridge or bump or otherwise impact the toner cartridge. Toner may leak.
- Prepare a piece of paper or cloth that can get dirty, and temporarily place the removed toner cartridge on it.

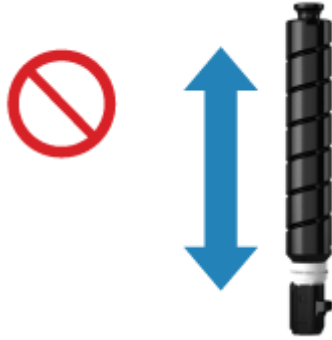
3 Remove the new toner cartridge from the box.



4 With the white part of the toner cartridge toward the top, shake the toner cartridge vertically about 10 times to evenly distribute the toner.



Do not hold the toner cartridge with the white part toward the bottom. The toner may not be supplied properly.



**5** Install the new toner cartridge.



- With the flat side of the toner cartridge facing down, slide and push the toner cartridge all the way in.
- An error message is displayed if the toner is not evenly distributed. In this case, pull out the toner cartridge, and shake it to distribute the toner.

**6** Close the front cover of the machine.

**NOTE**

Correcting Color and Density

- You can correct the print color and density if they are different from those before replacing the toner cartridge.
  - **Calibrating the Gradation (P. 1321)**
  - **Correcting Density (P. 1324)**

# Replacing the Waste Toner Container

EK89-10K

The waste toner container collects waste toner (excess toner generated during printing). A message appears on the control panel when the waste toner container is full or nearly full. In this case, follow the instructions of the message to replace the waste toner container.

- Do not replace the waste toner container before the message appears on the control panel.
- Waste toner cannot be reused. Do not mix the waste toner with new toner.
- You can press [  ] at the bottom right of the screen to display a step-by-step video of how to replace the waste toner container.

\* You can play the replacement procedure video at any time by pressing [  Settings/Register ] on the [Home] screen or other screen. ➤ **[Replace Waste Toner Container] (P. 1050)**

Check the precautions in "Important Safety Instructions" included with the machine before replacing the waste toner container.

## 1 Open the waste toner cover.



Open the cover while holding the left side.

## 2 Remove the waste toner container.

1. Pull out the waste toner container halfway.

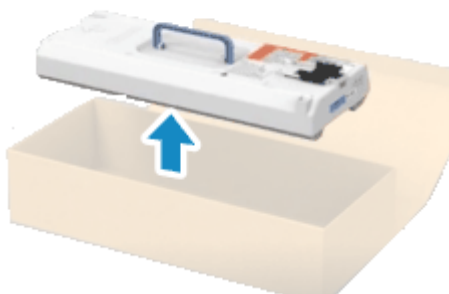


2. Hold the handle on top and pull the waste toner container straight out while being careful not to spill the toner inside.



Prepare a piece of paper or cloth that can get dirty, and temporarily place the removed waste toner container on it.

- 3 Remove the new waste toner container from the box.



- 4 Wrap the used waste toner container in the bag and place it in the box.



- The bag is in the box of the new waste toner container.
- After wrapping the waste toner container in the bag, twist close the opening of the bag and place it in the box so the toner does not spill.

**5** Install the new waste toner container.



Install it with the Canon logo facing the rear, and firmly push it in as far as it will go. If the waste toner container is not pushed all the way in, toner may scatter when the waste toner container is removed.

**6** Close the waste toner cover.

# Adding Staples (Option)

EK89-10L

When staples run out, [  ] is displayed at the bottom right of the screen. In this case, replace the staple case with a new one and add more staples.

## ④ Adding Staples to the Inner Finisher (P. 1301)

### IMPORTANT

- The machine may output paper and the option may operate even when you are replacing the staple case. Be careful when handling the option.

# Adding Staples to the Inner Finisher

EK89-10U

When staples in the inner finisher run out, [ ] is displayed at the bottom right of the screen. In this case, replace the staple case with a new one and add more staples.

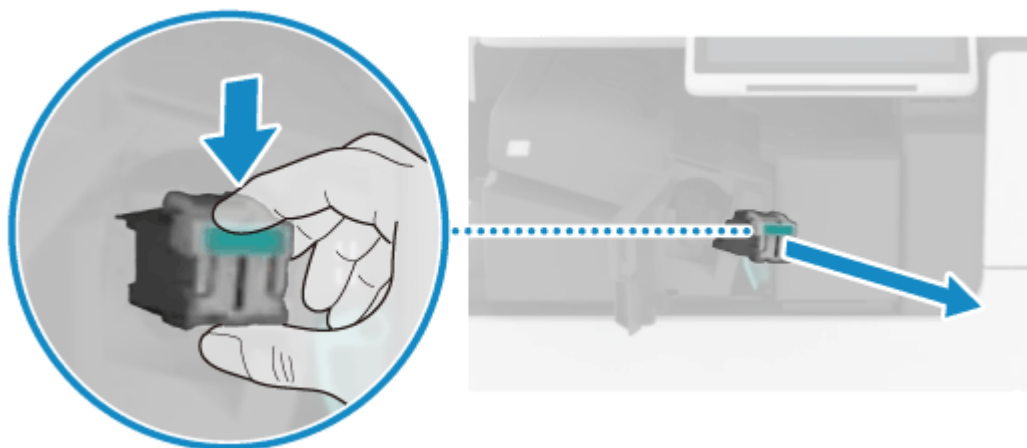
You can press [ ] to display a step-by-step video of how to replace the staple case.

\* You can play the replacement procedure video at any time by pressing [ Settings/Register] on the [Home] screen or other screen. ▶[Load Staples (Staples)] (P. 1050)

- 1 Open the left cover of the finisher.



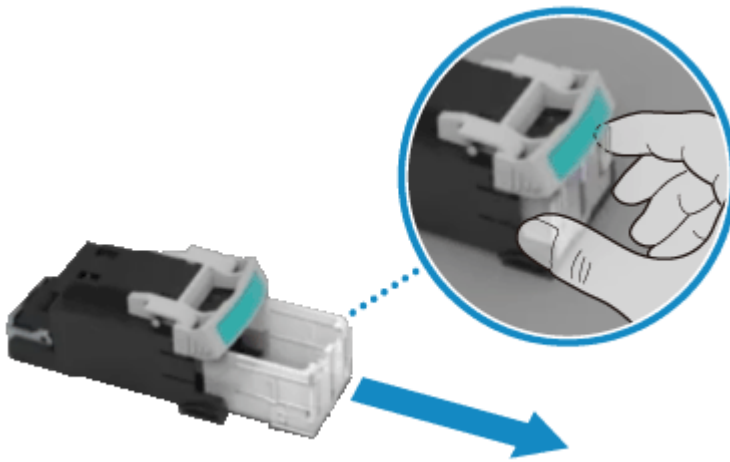
- 2 Remove the staple cartridge.



Lower the part of the staple cartridge with the green mark to unlock it, and pull it straight out.

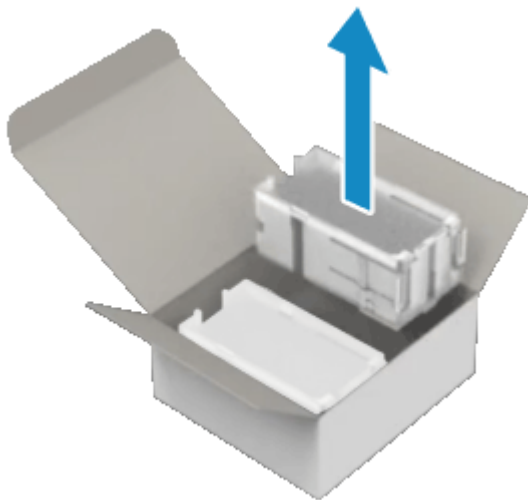


- 3 Remove the staple case from the staple cartridge.

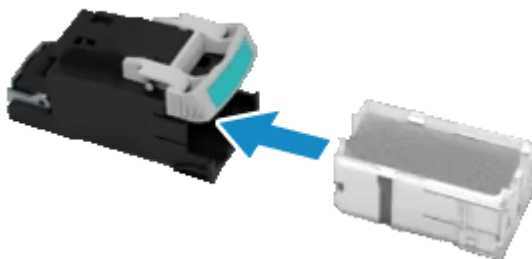


Hold the tabs on both sides of the staple case, release the lock, and remove the staple case in the direction of the arrow shown above.

- 4 Remove a new staple case from the box.



- 5 Load the new staple case in the staple cartridge.



Insert the front end of the staple case into the staple cartridge, and gently push in the staple case until you hear a click.

**6** Install the staple cartridge into the finisher.



Hold the staple cartridge so that the part with the green mark is facing toward you, firmly push in the staple cartridge as far as it will go.

**7** Close the left cover of the finisher.

**NOTE**

- Dry stapling may be performed automatically to reposition the staples after you replace the staple case.

# Replacing the Drum Unit

EK89-10W

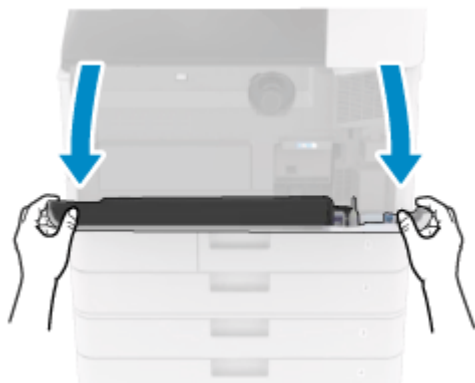
A message and the icon (  ) appear at the bottom right of the screen when the drum unit is reaching the end of its lifetime. In this case, replace the drum unit while following the message.

- The message that is displayed at the bottom of the screen instructing you to replace the drum unit varies depending on your contract.
- You can press [  ] to display a step-by-step video of how to replace the drum unit.

\* You can play the replacement procedure video at any time by pressing [  Settings/Register ] on the [Home] screen or other screen. ➤ **[Replace Drum Unit] (P. 1050)**

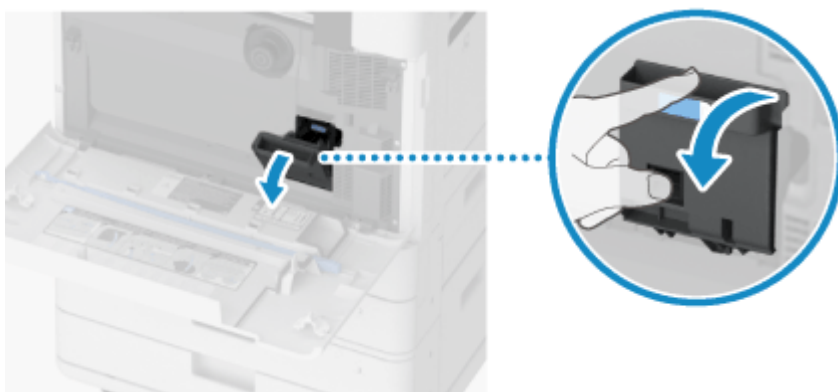
Check the precautions in "Important Safety Instructions" supplied with the machine before replacing the drum unit.

- 1 Open the front cover of the machine.

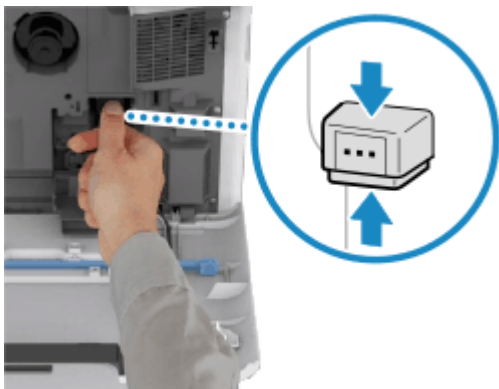


Open the cover while holding both sides.

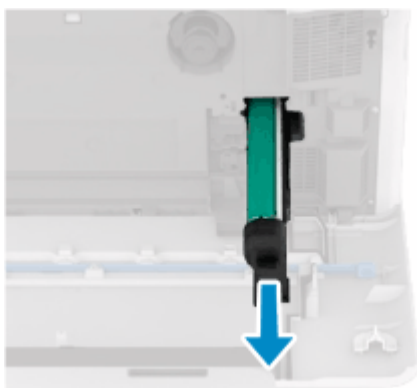
- 2 Open the drum unit cover.



- 3 Grasp the handle of the drum unit, and unlock it.



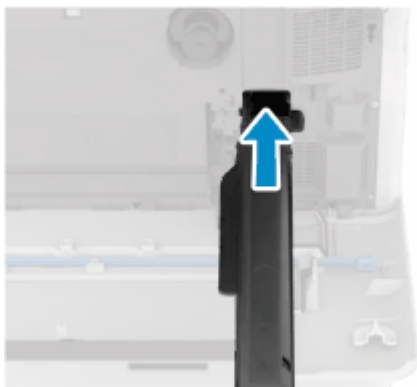
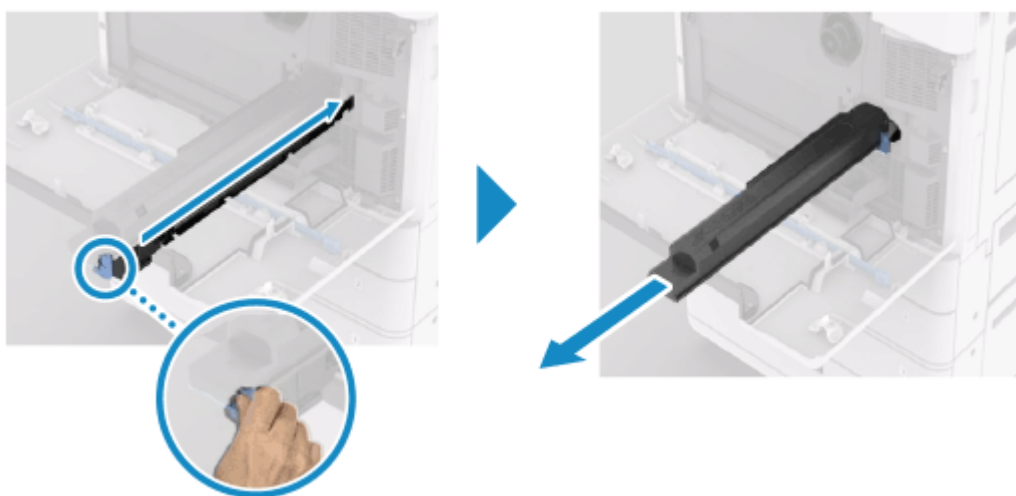
- 4 Remove the drum unit.



- Pull out the drum unit while supporting it with your hands.
- Do not tilt the drum unit. Toner inside the drum may spill.
- Prepare a piece of paper or cloth that can get dirty, and temporarily place the removed drum unit on it.

- 5 Remove the new drum unit from the box.



**6** Install the new drum unit.**7** Remove the protective cover.

- First, push the slider on the right side of the black protective cover toward the rear of the machine as far as it will go, and then pull out the protective cover.
- After removing the protective cover, check that the drum unit is pushed all the way into the machine. If the drum unit is not pushed all the way in, accidental operations may occur.

**8** Close the drum unit cover.**9** Close the front cover of the machine.**10** Press [Close].**NOTE**

## Calibrating the Gradation and Correcting the Density

- You can calibrate the gradation and correct the density if they are different from those before replacing the toner cartridge.
  - **Calibrating the Gradation (P. 1321)**
  - **Correcting Density (P. 1324)**

# Checking the Remaining Amount of Consumables and Parts

EK89-10X

You can check the current remaining toner level in increments of 10% and check the space available in the waste toner container. When you are using the optional finisher, you can also check the remaining amount of staples. Check the remaining amount of consumables and parts, for example, to see if you need to prepare a new toner cartridge, waste toner container, or staples before printing a large volume document.

\* The displayed value for the remaining amount of consumables and parts is for reference and may not indicate the actual amount remaining.

This section describes how to check this information using the control panel.

You can also use Remote UI from a computer to check this information. [Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

- 1 On the control panel, press [ Status Monitor] in the [Home] screen or other screen. [▶](#)  
**[Home] Screen (P. 165)**

→ The [Status Monitor] screen is displayed.

- 2 Press [Consumables/Others] to check the remaining amount of consumables and parts.

- You can use [Others] to check the following information:
  - Remaining amount of toner
  - Space available in the waste toner container
  - Staple supply status (when using the finisher)
  - Amount of punch waste (when using the finisher)
- When the remaining amount of toner or space available in the waste toner container is low and you need to prepare to replace these, press [Check Consumables] to check the following:
  - Item names of consumables and consumable parts
  - Remaining number of days until replacement (estimated) [Europe](#)

\* You can also check the remaining amount of consumables and parts by pressing [Operating Status] at the bottom of the [Status Monitor] screen.

## NOTE

Remaining Number of Days until Replacement [Europe](#)

- The remaining number of days is the estimated number of days until replacement based on usage. "1 year or more" may be displayed a little while after using the machine for the first time.
- Even if "Replacement Needed" is displayed in the remaining number of days, do not replace the consumables or parts until the message instructing you to replace these is displayed at the bottom of the control panel.

# List of Consumables and Parts

EK89-10Y

When replacing consumables and parts in the machine and making preparations to replace these, check the item name and contact your dealer to purchase the consumables and parts.

You can check the current remaining amount of consumables and parts on the control panel and Remote UI. [▶](#)

## Checking the Remaining Amount of Consumables and Parts (P. 1307)

In addition, precautions must be taken when handling and storing consumables and parts. See also the precautions in "Important Safety Instructions" included with the machine.

### Genuine Consumables

Canon continuously develops technology innovations in Canon manufactured Toner, Toner cartridge, and Parts, specifically designed for use in Canon Multi-Functional machines.

Experience the benefits of optimal print performance, print volume and high quality outputs, achieved through Canon's new advanced technologies. Therefore, the use of Canon genuine consumables is recommended for your Canon Multi-Functional machines.



[▶ Consumables \(P. 1308\)](#)

[▶ Parts \(P. 1310\)](#)

## Consumables

### Toner for Replacement



Confirm that the code on the front cover of the machine and the one on the package of the genuine toner are the same.

| Model Name         | Genuine Canon Toner                                                              |
|--------------------|----------------------------------------------------------------------------------|
| 4045 / 4030 / 4025 | <ul style="list-style-type: none"> <li>• Canon C-EXV 1011 Toner Black</li> </ul> |



## CAUTION

Store toner cartridges as described below

- Store unopened until immediately prior to use.
- Store toner cartridges in the following conditions:
  - Storage temperature range: 10 - 30 °C (50 - 86 °F)
  - Storage humidity range: 20% to 80% RH (relative humidity, condensation-free)\*

\* Even within the approved storage humidity range, water droplets (condensation) may develop inside the toner container if the temperatures inside and outside the toner container differ. Condensation will adversely affect the print quality.

- Do not store toner cartridges in the following locations:
  - Locations exposed to open flames
  - Locations exposed to direct sunlight
  - Locations exposed to excessively salty air
  - Locations heavily exposed to corrosive gases (e.g. aerosol sprays or ammonia)
  - Very hot and/or humid locations
  - Locations subject to dramatic changes in temperature and humidity likely to cause condensation
  - Very dusty locations
  - Locations within the reach of children
  - Locations close to products that emit magnetism
- When storing toner cartridges, do not store them upright or upside down.

### IMPORTANT

Be careful of counterfeit toners

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

<https://global.canon/ctc/>

### NOTE

- For collection of used toner cartridges, see "Important Safety Instructions" included with the machine.

## Drum Unit

| Model Name         | Model Number               |
|--------------------|----------------------------|
| 4045 / 4030 / 4025 | Canon C-EXV 1011 Drum Unit |



## CAUTION

Store drum units as described below

Storing drum units in an improper location or environment may cause problems such as data loss.

- Store unopened until immediately prior to use.
- Store drum units in the following conditions:
  - Storage temperature range: 10 - 30 °C (50 - 86 °F)
  - Storage humidity range: 20% to 80% RH (relative humidity, condensation-free)\*
 

\* Even within the approved storage humidity range, water droplets (condensation) may develop inside the drum unit if the temperatures inside and outside the drum unit differ. Condensation will adversely affect the print quality.
- Do not store drum units in the following locations:
  - Locations exposed to open flames
  - Locations exposed to direct sunlight or bright light for five minutes or more



- Locations heavily exposed to corrosive gases (e.g. aerosol sprays or ammonia)
- Very hot and/or humid locations
- Locations subject to dramatic changes in temperature and humidity likely to cause condensation
- Very dusty locations
- Locations within the reach of children
- Locations close to products that emit magnetism
- Store the packaging material safely for future use. It will be needed for situations such as storing the machine with the drum unit removed.
- Do not store drum units upright or upside down.

**IMPORTANT**

## Protective Cover

- Do not remove the gray protective cover until instructed to do so.

## Be Careful of Counterfeit Drum Units

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

For more information, see the website below.

<https://global.canon/ctc/>

## Staple Case for Replacement

Be sure to use the dedicated staple case for replacement. The staple case item name varies depending on the finisher.

| Finisher Name    | Genuine Canon Staple Case |
|------------------|---------------------------|
| Inner Finisher-N | Staple Cartridge-Z1       |

## Parts

### Waste Toner Container

Be sure to use the dedicated waste toner container.



WT-202

## Fixing Assembly

Follow the instructions of your dealer or service representative.

FX-504



## Secondary Transfer Outer Roller

Follow the instructions of your dealer or service representative.

TR-503



## ITB Unit

Follow the instructions of your dealer or service representative.

TB-508



## ADF Maintenance Kit

Follow the instructions of your dealer or service representative.

DR-501



# Disposing of Punch Waste (Option)

EK89-110

The punch waste tray in the finisher collects paper scraps when holes are punched. Dispose of the punch waste when the punch waste tray becomes full and the icon instructing you to dispose of punch waste is displayed on the control panel.

Check the amount of punch waste to see if you need to dispose of punch waste before punching holes in a large volume document. You can check the amount of punch waste in the same way as checking the remaining amount of consumables and parts. ➤ **Checking the Remaining Amount of Consumables and Parts (P. 1307)**

## ➤ Disposing of Punch Waste in the Inner Finisher (P. 1313)

### IMPORTANT

- The machine may output paper and the option may operate even when disposing of punch waste. Be careful when handling the option.

# Disposing of Punch Waste in the Inner Finisher

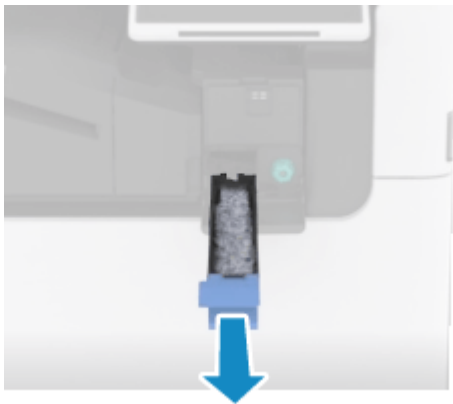
EK89-112

Dispose of the punch waste when the punch waste tray in the inner finisher becomes full and the icon instructing you to dispose of punch waste is displayed on the control panel.

- 1 Open the right cover of the finisher.



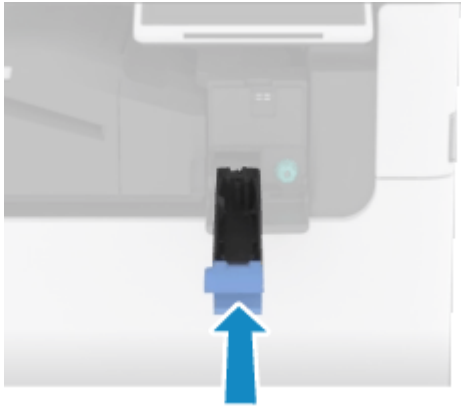
- 2 Pull out the punch waste tray.



- 3 Dispose of the punch waste.



- 4 Install the punch waste tray into the finisher.



Firmly push in the tray as far as it will go.

- 5 Close the right cover of the finisher.

# Registering Frequently Used Paper Types

EK89-113

You can copy one of the paper types already registered in the machine, change the name and paper information, and register it as a new paper type (custom type).

If misfeeds or print quality degradation occurs with a certain paper type, you may be able to solve the problem by using a custom paper type in which the paper information is changed according to the characteristics of the paper.

You can copy one of the paper types already registered in the machine, change the name and paper information, and register it as a new paper type (custom type).

If misfeeds or print quality degradation occurs with a certain paper type, you may be able to solve the problem by using a custom paper type in which the paper information is changed according to the characteristics of the paper.

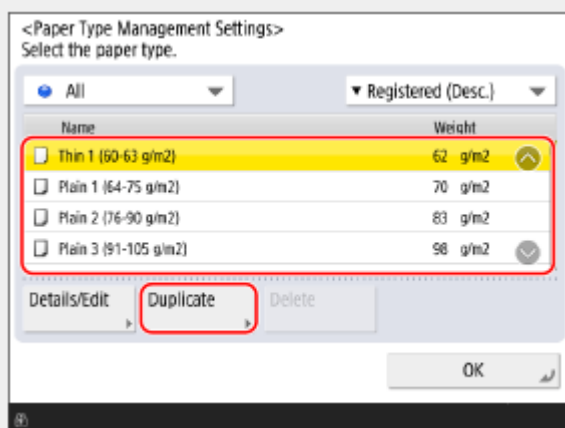
This section describes how to register frequently used paper types using the control panel.

You can also perform registration using Remote UI from a computer. [▶ Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or DeviceAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Paper Settings] ▶ [Paper Type Management Settings].  
→ The [Paper Type Management Settings] screen is displayed.
- 4 Copy a paper type.

1. Select a paper type from the list and press [Duplicate].



→ The [Duplicated Paper Type Name (Max 100 characters)] screen is displayed.

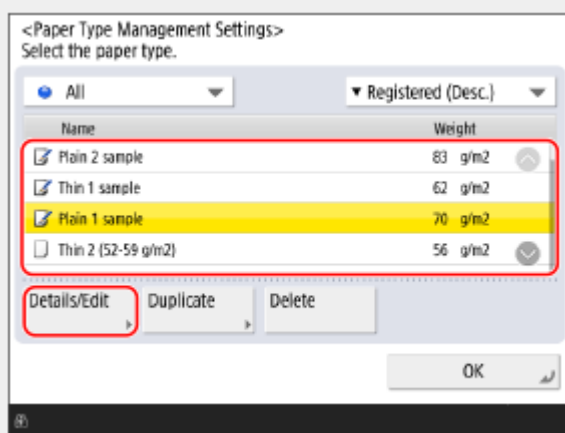
- Select one of the pre-registered paper types that is similar to the paper you want to register as a custom paper.

- Using the pulldown menu at the top left of the screen, you can filter the paper types so that only basic paper types (paper types registered as the default setting), or only custom paper types are displayed in the list.
  - From the pulldown menu at the top right of the screen, you can change the list order of the paper types.
2. Enter the name of the custom paper type.  
Enter a name that does not duplicate with any existing paper type.
  3. Press [OK].  
→ The custom paper type is registered.

## 5

Change the information of the registered custom paper.

1. Select the custom paper from the list, and press [Details/Edit].



- The [Details/Edit] screen is displayed.
2. Press [Change] for the item you want to change, and change the paper information.  
**▶ [Details/Edit] Screen (P. 1317)**  
 You can change the information such as basis weight and paper type, as well as the image quality and print position according to the characteristics of the paper.
  3. Press [OK].  
 → The changes are applied.

## 6

Press [OK].

## NOTE

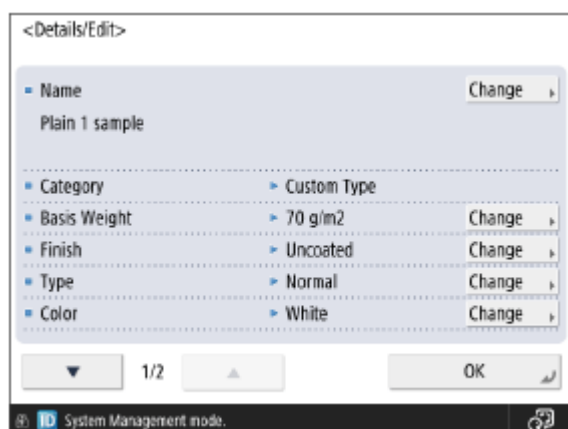
- When using the registered custom paper, change the paper setting of the paper drawer in which the paper is loaded.  
 ▶ **Setting the Paper Size and Type for the Paper Drawer (P. 251)**  
 ▶ **Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)**
- You cannot delete the paper types registered as the default settings.

# [Details/Edit] Screen

The [Details/Edit] screen is displayed when you press [ Settings/Register] ► [Preferences] ► [Paper Settings] ► [Paper Type Management Settings], select the paper type, and press [Details/Edit]. You can check and change the paper type information on this screen.

- \* You cannot change the paper type information registered by default.
- \* You can also check and change the paper type information on the same screen displayed in Remote UI. [► Managing the Machine from a Computer \(Remote UI\) \(P. 898\)](#)

Administrator or DeviceAdmin privileges are required.



You can press [Change] for each item to change the paper type information.

## IMPORTANT

- If the following information differs from the information of the paper to be actually used, a paper jam or print problem may be caused.
  - [Basis Weight]
  - [Finish]
  - [Type]
  - [Color]

### [Name]

You can change the name of the paper type.

### [Basis Weight]

You can change the paper weight.

### [Finish]

You can change the surface quality of the paper (such as fine paper and recycled paper).

### [Type]

You can change the type of paper (such as to letterhead paper or envelope).

### [Color]

You can change the paper color.

### [Use as Template Paper]

Set this to [On] when you use paper with a logo or other graphic design.

\* The loaded paper with this setting set to [On] will not be selected automatically in the following cases:

- When the settings are configured so that the paper type to be used is selected automatically for printing



- When [Paper Source Auto Selection] is set to [On], and [Consider Paper Type] is set to [Off], for copying [▶](#)

**[Paper Source Auto Selection] (P. 1057)**

\* When loading paper with this setting set to [On], pay attention to the orientation and which side is face up. [▶](#)

**Orientation for Loading Paper with a Logo (P. 244)**

**[Adjust Gloss]**

Adjust the glossiness of the printed image when using plain paper, coated paper, or other paper.

- Press [-] to decrease the glossiness, or press [+] to increase the glossiness.
- Adjust the value gradually to avoid problems that may occur when you change the adjustment value significantly.
- Depending on the paper, setting a [-] value may cause a fixing or printing error, and setting a [+] value may cause a paper jam.

**[Adjust Secondary Transfer Volt.]**

If the overall printed image is lighter in color or distorted compared to when printed on regular paper, you can adjust the secondary transfer voltage (voltage when the image is transferred onto the paper). [▶](#) **Adjusting the Transfer**

**Condition of the Printed Image (P. 1332)**

**[Adj. Lead Edge Sec. Trnsfr. Volt]**

If the printed image is lighter in color or distorted only in the leading edge area of the paper according to the feed direction compared to when printed on regular paper, you can adjust the lead edge secondary transfer voltage (voltage when the image is transferred onto the paper).

- When you set [Adjustment Level] to a [+] value, the effect on the print problem will be increased. If the set value is too large, white spots may occur in high density areas.
- When you set [Adjustment Range] to a [+] value, the adjusted distance from the leading edge of the paper becomes longer (by 1 mm for every "+1").
- Making this adjustment may affect the [Correct Tail End Toner Applic.] setting. Readjust the setting, as needed.

**[Correct Tail End Toner Applic.]**

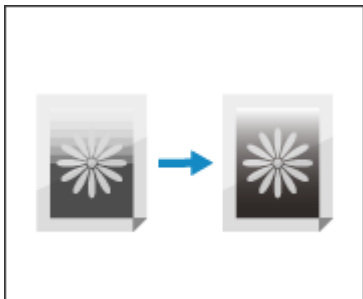
If you use curled paper or paper prone to curl during 2-sided printing, white spots or faint colors may occur in the image at the trailing edge area of the paper according to the feed direction. Low density images may also become lighter or deeper in color. If this happens, perform Correct Tail End Toner Application.

- When you set [Correction Level] to a [+] value, the effect on the print problem will be increased. If the set value is too large, white spots may occur in high density areas.
- When you set [Correction Amount] to a [+] value, the adjusted distance from the trailing edge toward the leading edge of the paper becomes longer (by 1 mm for every "+1").
- If the symptoms do not improve even after performing Correct Tail End Toner Application, perform adjustment using [Adjust Secondary Transfer Volt.] or [Adj. Lead Edge Sec. Trnsfr. Volt]. A certain effect can be expected by making the secondary transfer voltage smaller than the current value, but it may affect images.

# Adjusting the Image Quality

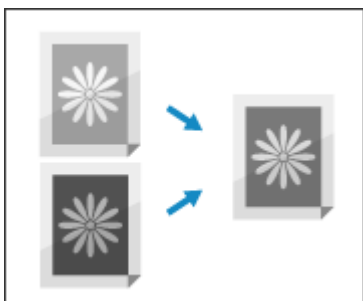
EK89-115

If the results are not as expected, such as when the printed gradation is not reproduced properly, adjust the image quality according to the symptoms that occur.



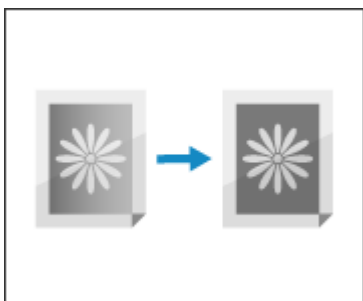
Gradation is not reproduced.

🔍 **Calibrating the Gradation (P. 1321)**



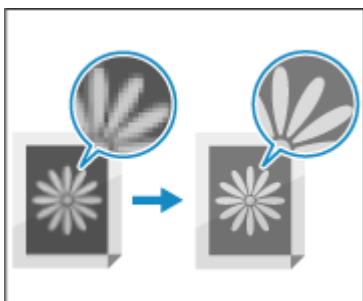
Density is faint or dark.

🔍 **Correcting Density (P. 1324)**



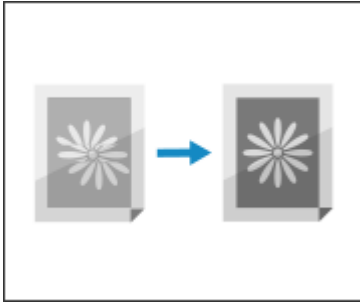
Density is uneven.

🔍 **Correcting Uneven Density (P. 1325)**



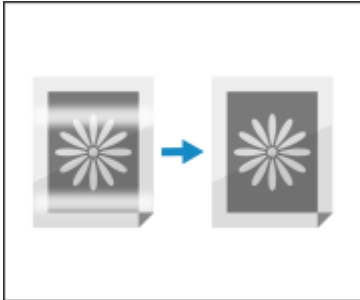
I want a smooth printed image.

🔍 **Smoothing Curves and Gradations (Dither Pattern Settings) (P. 1330)**



The printed image is faint or distorted.

🔧 **Adjusting the Transfer Condition of the Printed Image (P. 1332)**



Uneven gloss occurs.

🔧 **Correcting Uneven Gloss (P. 1334)**

# Calibrating the Gradation



Gradation is the gradual changing of the color depth and brightness. If the gradation is not reproduced correctly and the printed data greatly differs from the source data or original, calibrate the gradation (calibration).

You cannot perform calibration while printing or scanning or when there is insufficient toner.

Gradation can be calibrated in two ways: Quick Adjust or Full Adjust.

First, try Quick Adjust for simple calibration. If you do not see an improvement, perform Full Adjust to calibrate more accurately.

➤ **Simple Calibration (Quick Adjust) (P. 1321)**

➤ **Calibrating More Accurately (Full Adjust) (P. 1322)**

## IMPORTANT

- Toner is used during calibration.
  - Performing frequent calibration may affect the lifetime of the toner.
  - If the symptoms do not improve even after performing calibration, the remaining amount of toner may be low. It is recommended to check the remaining amount of toner, and replace any toner containers, as needed.
    - **Checking the Remaining Amount of Consumables and Parts (P. 1307)**
    - **Replacing the Toner Cartridges (P. 1294)**
- Full Adjust may not be performed in the low temperature operating environment. In this case, perform Quick Adjust on all paper types.

## Simple Calibration (Quick Adjust)

This section describes how to perform calibration (Quick Adjust) using the control panel.

You can also perform calibration (Quick Adjust) using Remote UI from a computer. ➤ **Managing the Machine from a Computer (Remote UI) (P. 898)**

Calibration will be applied to all paper types.

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤  
**[Home] Screen (P. 165)**  
 → The [Settings/Registration] screen is displayed.
- 2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Auto Adjust Gradation].  
 → The [Auto Adjust Gradation] screen is displayed.
- 3 Select the paper type to calibrate.

4 Press [Thin/Plain/Recycled] ► [Quick Adjust].

→ The [Quick Adjust] screen is displayed.

5 Press [Start].

→ Calibration is performed.

When calibration is complete, [Adjustment is complete.] is displayed.

If the result after performing Quick Adjust is not satisfactory, perform Full Adjust. ► **Calibrating More Accurately (Full Adjust) (P. 1322)**

#### NOTE

- You can configure the settings to perform Quick Adjust automatically at regular periods. ► **[Time Settings for Auto Adjust Gradation] (P. 994)**

## Calibrating More Accurately (Full Adjust)

Scan the test page printed with the machine on the feeder or platen glass to calibrate the gradation more accurately. The result calibrated here is used until Full Adjust is performed next time.

#### Paper Sizes and Types Usable for Calibration

- Size: A3, A4, 11" x 17", LTR, 320 x 450 mm (12 5/8" x 17 11/16") (SRA3), 305 x 457 mm (12" x 18"), 8K, 16K
- Type: Thin 1 and Thin 2, Plain 1 to Plain 3, Recycled 1 to Recycled 3, Heavy 1 to Heavy 7

Use the control panel to perform calibration (Full Adjust). You cannot perform calibration (Full Adjust) using Remote UI from a computer.

1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ► **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

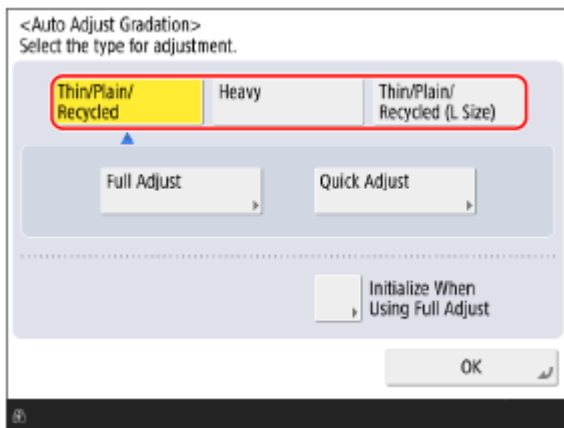
2 Press [Adjustment/Maintenance] ► [Adjust Image Quality] ► [Auto Adjust Gradation].

→ The [Auto Adjust Gradation] screen is displayed.

3 Configure the calibration settings.

- If you select [On] for [Initialize When Using Full Adjust], the previous Full Adjust data is initialized and calibrated.

## 4 Select the paper type to calibrate.



When using a 320 x 450 mm (12 5/8" x 17 11/16") (SRA3) or 305 x 457 mm (12" x 18") paper size, select [Thin/Plain/Recycled (L Size)].

## 5 Press [Full Adjust].

→ The [Select Paper] screen is displayed. You can check the usable paper sizes and currently selected paper type.

## 6 Select the paper source with the loaded usable paper, and press [OK].

## 7 Press [Start Printing].

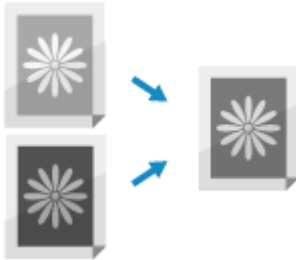
→ A test page is printed.

## 8 Scan the test page to perform calibration.

### Using the Platen Glass to Scan

1. Open the feeder.
2. Follow the instructions on the screen to place the test page on the platen glass.
3. Gently close the feeder.
4. Press [Start Scanning].
  - The test page is scanned, and calibration is performed.
  - When calibration is complete, [Adjustment is complete.] is displayed.
5. Remove the test page from the platen glass.

# Correcting Density



If the color density of the scanned data or print result differs significantly from the source data or original, perform correction so that the density when scanning is closer to that of the original. You can correct the density for each function.

Use the control panel to correct the density. You cannot perform correction using Remote UI from a computer.

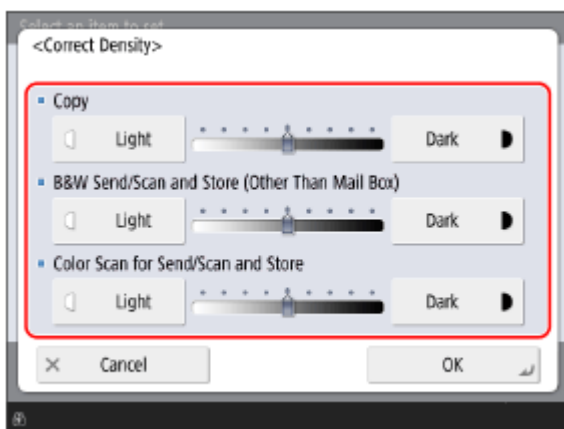
- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Adjustment/Maintenance] ► [Adjust Image Quality] ► [Correct Density].

→ The [Correct Density] screen is displayed.

- 3 Move the slider to the left or right to adjust the density for each function.



- The more you move the slider to the [Dark] side, the larger the area printed with maximum density.
- Move to the [Light] side mainly to adjust the intermediate density. Note that filled areas, text, and lines may be printed similar to halftone with missing dots.

- 4 Press [OK].

→ The adjustments are applied.

# Correcting Uneven Density



If the print result has uneven density, correct it so the density becomes uniform.  
You cannot perform correction while printing or scanning or when there is insufficient toner.

There are two methods for correcting uneven density: correct it automatically by scanning a printed test page with the machine, or correct it by manually entering density values. Measure the density values with a densitometer or perform a visual check.

➤ **Correcting Automatically by Scanning (P. 1325)**

➤ **Correcting by Entering Density Values (Checking with a Densitometer) (P. 1326)**

➤ **Entering Adjustment Values Manually (Visual Correction) (P. 1328)**

## IMPORTANT

- Toner is used during correction.
  - Performing frequent correction may affect the lifetime of the toner.
  - If the symptoms do not improve even after performing correction, the remaining amount of toner may be low. It is recommended to check the remaining amount of toner, and replace any toner containers, as needed.
    - **Checking the Remaining Amount of Consumables and Parts (P. 1307)**
    - **Replacing the Toner Cartridges (P. 1294)**

## Correcting Automatically by Scanning

Scan the printed test page with the machine, have the density values determined and corrected.  
Use the control panel to perform Full Adjust. You cannot perform correction using Remote UI from a computer.

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. ➤  
**[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Adjustment/Maintenance] ► [Adjust Image Quality] ► [Correct Shading].

→ The [Correct Shading] screen is displayed.

- 3 Press [Scanner Correction].

→ The [Select Paper] screen is displayed. You can check the usable paper sizes and currently selected paper type.

- 4 Select the paper source with the loaded usable paper, and press [OK].



- 5 Press [Start Printing].  
→ A test page is printed.
- 6 Open the feeder.
- 7 Follow the instructions on the screen to place the test page on the platen glass.
- 8 Gently close the feeder.
- 9 Press [Start Scanning].  
→ The test page is scanned, and correction is performed.  
When correction is complete, [Adjustment is complete.] is displayed.
- 10 Remove the test page from the platen glass.
- 11 Press [OK] ► [Close].

## Correcting by Entering Density Values (Checking with a Densitometer)

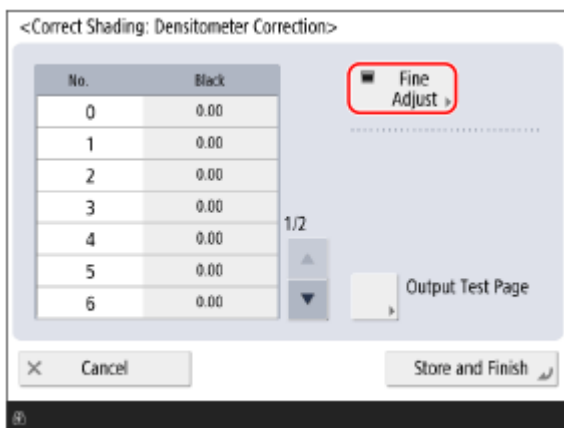
---

Measure the printed test page with a commercial densitometer and enter the measured density values to make corrections so that the density of halftone areas is uniform.

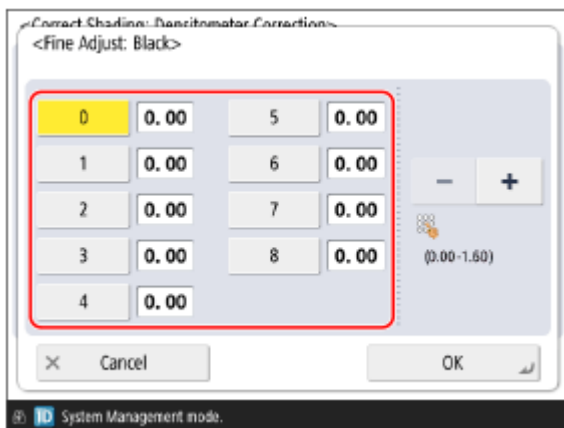
This correction uses the control panel. It cannot be performed using the Remote UI from a computer.

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen.   
**[Home] Screen (P. 165)**  
→ The [Settings/Registration] screen is displayed.
- 2 Press [Adjustment/Maintenance] ► [Adjust Image Quality] ► [Correct Shading].  
→ The [Correct Shading] screen is displayed.
- 3 Press [Densitometer Correction] ► [Start Printing].  
→ A test page is printed.

4 Press [Fine Adjust].



5 Enter the density values.



Measure color samples 0 to 8 on the test page with a densitometer, and enter the measured density value for each number.

6 Press [OK].

→ The screen in Step 4 is displayed again.

7 Press [Output Test Page] ► [Start Printing].

→ A test page after correction is printed.

8 Check the test page, and if there are no problems, press [Store and Finish].

→ The density values are stored.

If the test page after correction has uneven density, perform a visual correction. ► **Entering Adjustment Values Manually (Visual Correction) (P. 1328)**

9 Press [OK] ► [Close].

## Entering Adjustment Values Manually (Visual Correction)

If you do not have a densitometer or densitometer correction does not solve the problem, print a test page and manually check the adjustment values to enter.

Use the control panel to perform correction. You cannot perform correction using Remote UI from a computer.

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen.  **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

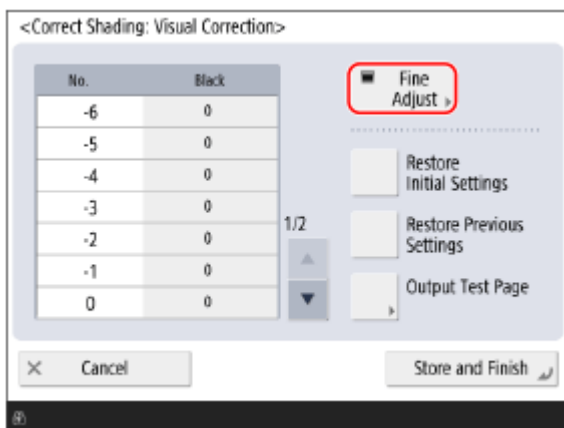
- 2 Press [Adjustment/Maintenance] ► [Adjust Image Quality] ► [Correct Shading].

→ The [Correct Shading] screen is displayed.

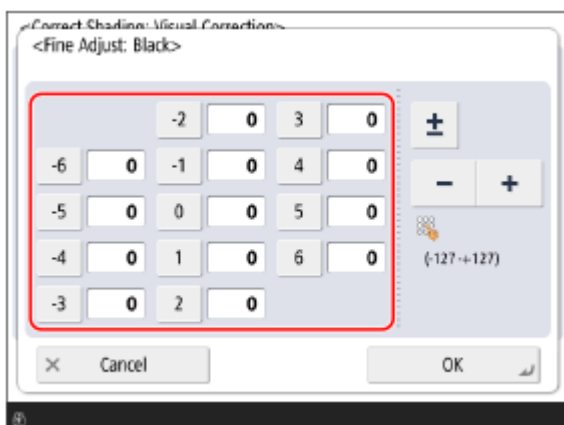
- 3 Press [Visual Correction] ► [Output Test Page] ► [Start Printing].

→ A test page is printed.

- 4 Press [Fine Adjust].



- 5 Enter the adjustment values.



Manually check the adjustment values to enter from the color samples on the test page, then enter the adjustment values.

\* Enter a positive value to increase the density, or a negative value to decrease the density.

\* The numbers of the color samples on the test page are from "-6" to "+6."

6 Press [OK].

→ The screen in Step 4 is displayed again.

7 Press [Output Test Page] ► [Start Printing].

→ A test page after correction is printed.

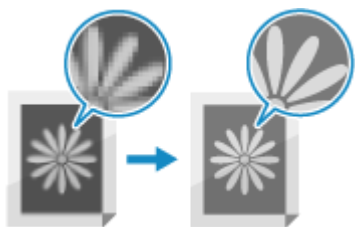
8 Check the test page, and if there are no problems, press [Store and Finish].

→ The adjustment values are saved.

9 Press [OK] ► [Close].

# Smoothing Curves and Gradations (Dither Pattern Settings)

EK89-119



Dithering is a technique for reproducing color and density using groups of small dots. The source data for drawing these dots is called a dither pattern. Using a dither pattern suitable for the image to print enables the gradations and curves of the printed image to be reproduced more smoothly. Perform Auto Adjust Gradation (Full Adjust) after setting the dither pattern. You cannot adjust the gradation while printing or scanning or when there is insufficient toner.

Use the control panel to set the dither pattern. You cannot configure the settings using Remote UI from a computer. Administrator or DeviceAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. [▶ \[Home\] Screen \(P. 165\)](#)  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Dither Pattern Settings].  
→ The [Dither Pattern Settings] screen is displayed.
- 4 Select the dither pattern.  
[Pattern 1]: The default setting  
[Pattern 2]: The setting to further enhance reproduction of highlight areas
- 5 Press [OK].  
→ A confirmation screen for performing Auto Adjust Gradation (Full Adjust) is displayed.
- 6 Press [Yes], and perform Auto Adjust Gradation (Full Adjust). [▶ Calibrating More Accurately \(Full Adjust\) \(P. 1322\)](#)  
→ The settings are applied.

## IMPORTANT

- Toner is used during adjustment of the gradation.
  - Performing frequent adjustment may affect the lifetime of the toner.

- If the symptoms do not improve even after performing adjustment, the remaining amount of toner may be low. It is recommended to check the remaining amount of toner, and replace any toner containers, as needed.
  - **Checking the Remaining Amount of Consumables and Parts (P. 1307)**
  - **Replacing the Toner Cartridges (P. 1294)**

# Adjusting the Transfer Condition of the Printed Image

EK89-11A

If the overall printed image is lighter in color or distorted compared to when printed on regular paper, you can adjust the secondary transfer voltage (voltage when the image is transferred onto the paper) for the registered custom paper.

## Cases in Which to Increase the Current Value

- When the paper is thicker than standard paper
- When the density in high density areas is insufficient
- When the density in high density areas of the image is uneven
- When the contours in high density areas of the image appear blurry

## Cases in Which to Decrease the Current Value

- When the paper is thinner than standard paper
- When the density in high density areas is normal, but small white spots appear in low density areas
- When small white spots appear in high density areas
- When the amount of toner in high density areas is reduced and small dark spots appear
- When dark spots appear in low density areas
- When streaks of uneven density appear in the paper feed direction in high density areas

This section describes how to make adjustments using the control panel.

To make adjustments using Remote UI from a computer, perform the operations from [Settings/Registration] ► [Paper Settings] ► [Paper Type Management Settings] on the Portal page. ► **Managing the Machine from a Computer (Remote UI) (P. 898)**

Administrator or DeviceAdmin privileges are required.

### Required Preparations

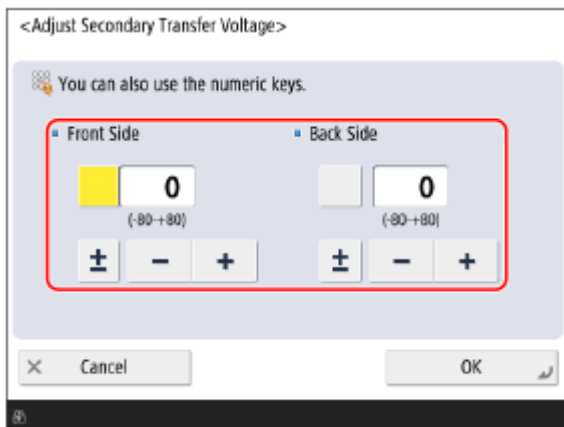
Register the paper type you want to adjust as custom paper types. ► **Registering Frequently Used Paper Types (P. 1315)**

- 1 Log in to the machine as an administrator. ► **Logging In to the Machine (P. 200)**
- 2 On the control panel, press [ Settings/Register] in the [Home] screen or other screen.  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ► [Paper Settings] ► [Paper Type Management Settings].  
→ The [Paper Type Management Settings] screen is displayed.
- 4 Select the registered custom paper type, and press [Details/Edit].  
→ The [Details/Edit] screen is displayed.

## 5 Press [Change] of [Adjust Secondary Transfer Volt.].

→ The [Adjust Secondary Transfer Volt.] screen is displayed.

## 6 Enter the adjustment value.



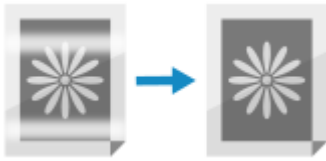
- Press the [Front Side] or [Back Side] button to select it, and then enter the value.
- You can press [±] to switch the entered value between positive and negative.
- Enter a value for [Back Side] in either of the following cases:
  - When [2nd Side of 2-Sided Page] is set to On for custom paper [▶\[Details/Edit\] Screen \(P. 1317\)](#)
  - When paper is loaded in the multi-purpose tray, and [2nd Side of 2-Sided Page] is set on the screen for setting the paper type [▶Setting the Paper Size and Type for the Multi-purpose Tray \(P. 255\)](#)

## 7 Press [OK].

→ The adjustment is applied.



# Correcting Uneven Gloss



If uneven gloss occurs in printed images, you can perform correction.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer. Administrator or DeviceAdmin privileges are required.

- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen.   
**[Home] Screen (P. 165)**  
→ The [Settings/Registration] screen is displayed.
- 2 Press [Adjustment/Maintenance] ► [Adjust Image Quality] ► [Correct Uneven Gloss].  
→ The [Correct Uneven Gloss] screen is displayed.
- 3 Select [On], then press [OK].
  - When [On] is selected, the productivity of the machine may be reduced.
  - Uneven gloss may occur if you use a paper type with [Adjust Gloss] selected.  **Registering Frequently Used Paper Types (P. 1315)**
- 4 Press [Close].

# Adjusting the Print Position

---

EK89-11F

If the print position is shifted, you can perform adjustments on the machine as follows:

- When printed image is slanting diagonally (Correct Image Misalignment)
- When printed image is distorted like a parallelogram (Correct Distortion (Parallelogram))
- When printed image is enlarged or reduced (Adjust Image Size)
- When image position is shifted left or right according to the feed direction (Adjust Left Edge Alignment)
- When image position is shifted toward the leading or trailing edge according to the feed direction (Adjust Lead Edge Alignment)

The print position can be adjusted for each paper source.

\* You can also perform adjustment for paper that can be used for 2-sided printing. [▶ Usable Paper for 2-Sided Printing \(P. 53\)](#)

## [Adjusting for Each Paper Source](#)

If the print position is shifted when you use a particular paper source, specify the paper source and adjust the print position.

[▶ Adjusting the Print Position for Each Paper Source \(P. 1336\)](#)

# Adjusting the Print Position for Each Paper Source

EK89-11H

If the print position is shifted when you use a particular paper source, specify the paper source and adjust the print position.

Check the shift amount of the image on the printed test page, and adjust the print position.

Use the control panel to perform adjustment. You cannot perform adjustment using Remote UI from a computer.

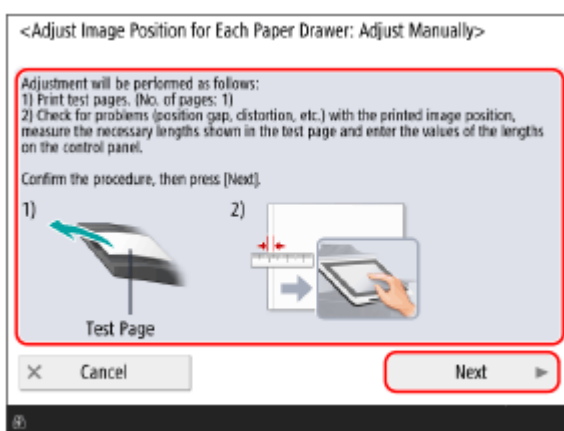
- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen.  **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Adjustment/Maintenance] ► [Adjust Image Quality] ► [Adjust Image Position for Each Paper Drawer].

→ The screen for selecting the adjustment method is displayed.

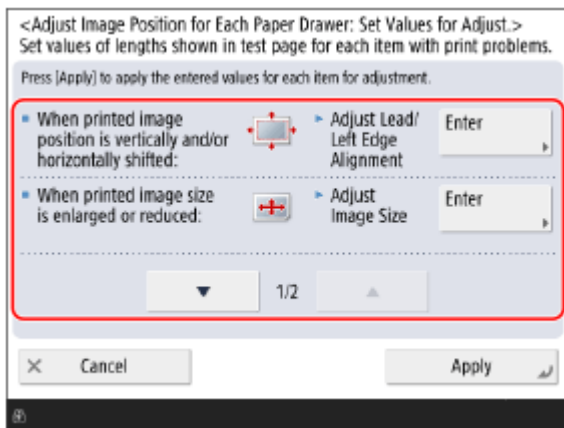
- 3 Check the instructions, and press [Next].



- 4 Select the paper source for which you want to adjust the print position, and press [Start Printing].

→ The test page is printed.

- 5 Measure the lengths on the test page, and adjust the print position for each item.



For any adjustment item you select, follow the instructions on the screen to measure each length on the front and back sides of the test page, and enter the values.

The front side has "1st side" printed on it, and the back side has "2nd side" printed on it.

1. Press [Enter] for the item that you want to adjust.
2. Measure the lengths on the front side, enter the values, and press [Next].
3. Measure the lengths on the back side, enter the values, and press [OK].

- 6 Press [Apply].

- 7 Press [Start Printing] to print the test page again, and check the adjustment results.

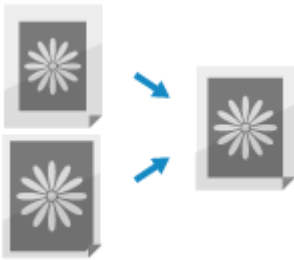
To end the adjustment without printing the test page, press [Close].

- 8 Press [Done].

If further adjustment is needed, press [Re-Adjust] and repeat Steps 5 to 7.

# Adjusting the Print Size of the Copied Image

EK89-11L



If the size of the copied image slightly differs from the original, you can adjust the vertical and horizontal magnification in 0.1% increments to better match the image size of the original.

Use the control panel to adjust the print size of the copied image. You cannot perform adjustment using Remote UI from a computer.

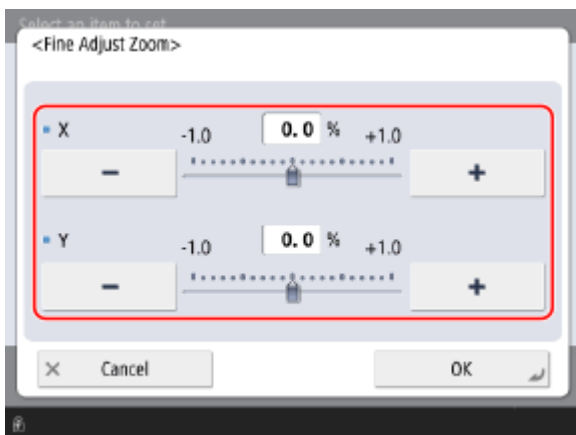
- 1 On the control panel, press [ Settings/Register] in the [Home] screen or other screen. **[Home] Screen (P. 165)**

→ The [Settings/Registration] screen is displayed.

- 2 Press [Adjustment/Maintenance] ► [Adjust Image Quality] ► [Fine Adjust Zoom].

→ The [Fine Adjust Zoom] screen is displayed.

- 3 Move the slider to the left or right to adjust the magnification for [X] (horizontal) and [Y] (vertical).



Move to the [+] side to increase the magnification or to the [-] side to decrease it.

- 4 Press [OK].

→ The adjustments are applied.

# Troubleshooting

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# Troubleshooting

EK89-11W

This chapter describes how to troubleshoot problems and answers frequently asked questions.

Select an item to check from the contents or the list below.

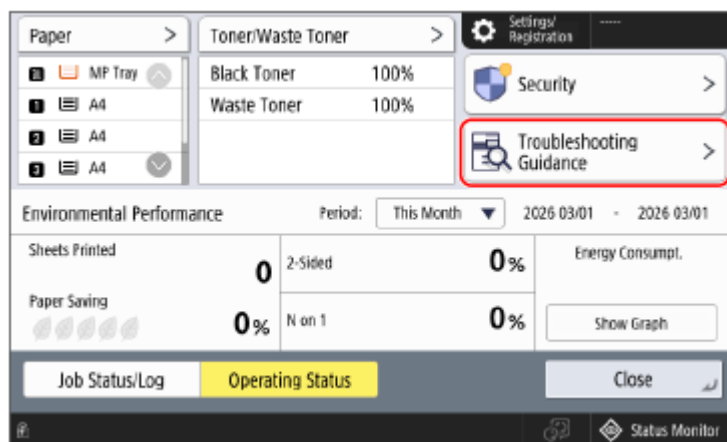
You can click [  ] at the top of the screen to search for the message or error code (three-digit number starting with "#") that appears on the control panel, and check how to troubleshoot problems.

## Frequently Asked Questions

- **System Manager Password or ID and PIN Are Lost (P. 1399)**
- **Cannot Connect to Wireless LAN (P. 1356)**
- **Cannot Find the IP Address of the Machine (P. 1359)**
- **Paper and Staple Jams (P. 1472)**
- **Adjusting the Volume for the Confirmation Sound and Fax Communication Sounds (P. 1397)**
- **Preventing Printing of the Communication Management Report and TX Report (P. 1400)**

## Troubleshooting Guidance

The support information for troubleshooting problems with printing, faxing, and sending scanned data can be checked in [Troubleshooting Guidance] in the operation status of the machine. ➤ **Checking the Operation Status of the Machine (P. 910)**



## Frequently Asked Questions About Operations

### [I Want to Scan an Original.](#)

Make preparations according to the store location and send method of the scanned data, and then scan the original.

- **Scanning (P. 404)**

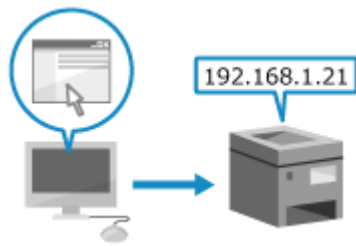




### I Want to Start Remote UI.

From a Web browser on a computer, access the IP address of the machine.

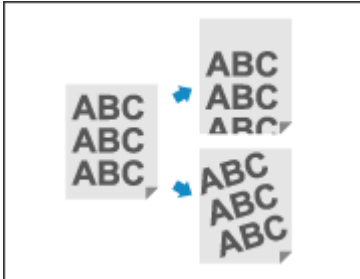
#### ▶ Starting Remote UI (P. 899)



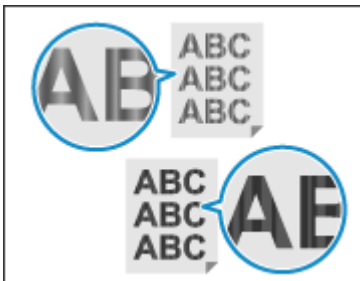
# Problems with Print Results

EK89-11X

If the print results show any of the symptoms below, check how to troubleshoot the problem based on the symptom.



Printouts Are Misaligned or Skewed (P. 1345)



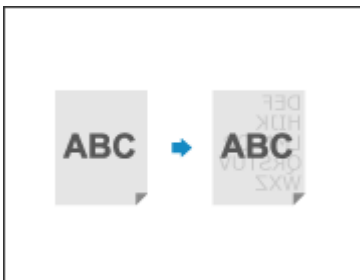
Printouts Are Uneven or Faded (P. 1346)



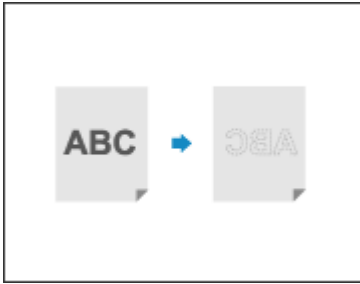
Black Streaks (Lines) Appear (P. 1348)



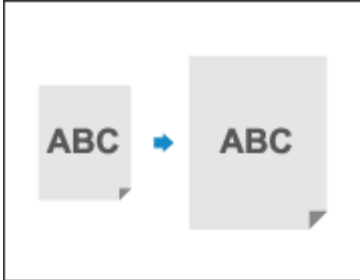
White Streaks (Lines) Appear (P. 1349)



🔍 **Bleed-Through Occurs (P. 1350)**



🔍 **Images Are Not Printed on the Intended Side of the Paper (P. 1351)**



🔍 **Images Are Not Printed in the Intended Size (P. 1353)**



🔍 **White Spots Appear (P. 1354)**

# Printouts Are Misaligned or Skewed

---

EK89-11Y

This symptom may occur when the paper guides are aligned but too loose or too tight. Check the paper guides, and align them with the width of the paper. [▶ Loading Paper \(P. 219\)](#)

# Printouts Are Uneven or Faded

---

EK89-120

Troubleshoot by checking in the following order:

- **Step 1: Checking the Paper (P. 1346)**
- **Step 2: Adjusting the Gradation (P. 1346)**
- **Step 3: Changing and Adjusting the Original Type for Copying (P. 1346)**

## Step 1: Checking the Paper

---

### Is the Paper Damp?

---

Replace with paper that is not damp.

## Step 2: Adjusting the Gradation

---

### Try Adjusting the Gradation.

---

Adjusting the gradation may improve the problem. ➤ **Calibrating the Gradation (P. 1321)**

## Step 3: Changing and Adjusting the Original Type for Copying

---

### Select the original type for copying again.

---

If you select [Text] for [Original Type] in the copy screen or if you adjust to give priority to text in [Adjust Level] after selecting [Text/Photo/Map] for [Original Type] in the copy screen, the problem may be improved. ➤ **Selecting the Original Type (P. 590)**

# Printouts Are Dirty or Darkened

---

EK89-121

These symptoms may occur when the pressure roller for fixing is dirty. In this case, clean the pressure roller for fixing.

🔧 **Cleaning the Inside of the Machine (P. 1289)**

# Black Streaks (Lines) Appear

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EK89-122

Clean the document feed scanning area if dirty. [▶ Cleaning the Feeder \(P. 1284\)](#)

# White Streaks (Lines) Appear

---

EK89-123

Troubleshoot by checking the items below.

## **Clean the LED Printhead.**

---

Cleaning the LED printhead may improve the problem. ➤ **Cleaning the LED Printhead (P. 1290)**

## **Is the Original Scanning Area Dirty?**

---

Clean the original scanning area if dirty. ➤ **Cleaning the Feeder (P. 1284)**

## **Cleaning the Inside of the Machine**

---

Cleaning the inside of the machine may solve this problem. ➤ **Cleaning the Inside of the Machine (P. 1289)**



# Bleed-Through Occurs

---

EK89-124

Troubleshoot by checking the items below.

## **Did You Specify a High Background Density?**

---

Adjusting the density according to the original may solve the problem. ➤ **Adjusting the Density (P. 591)**

## **Is the Original Type Setting Appropriate?**

---

Selecting the original type according to the content of the original will prevent the back side of the original or the next page from being visible. ➤ **Selecting the Original Type (P. 590)**

# Images Are Not Printed on the Intended Side of the Paper

EK89-125

Troubleshoot by checking the items below.

## Is the Paper Loaded Correctly?

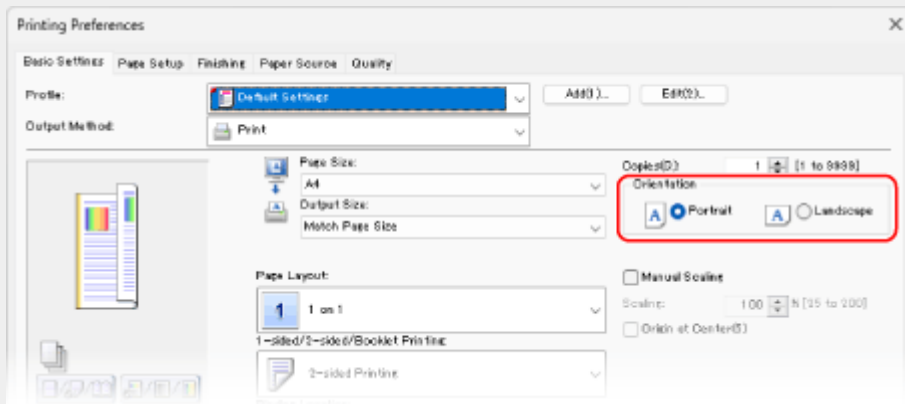
Check the orientation and the front and back sides of the loaded paper. Load the paper again if loaded incorrectly.

➤ **Loading Paper (P. 219)**

## Is 2-Sided Printing Set Correctly?

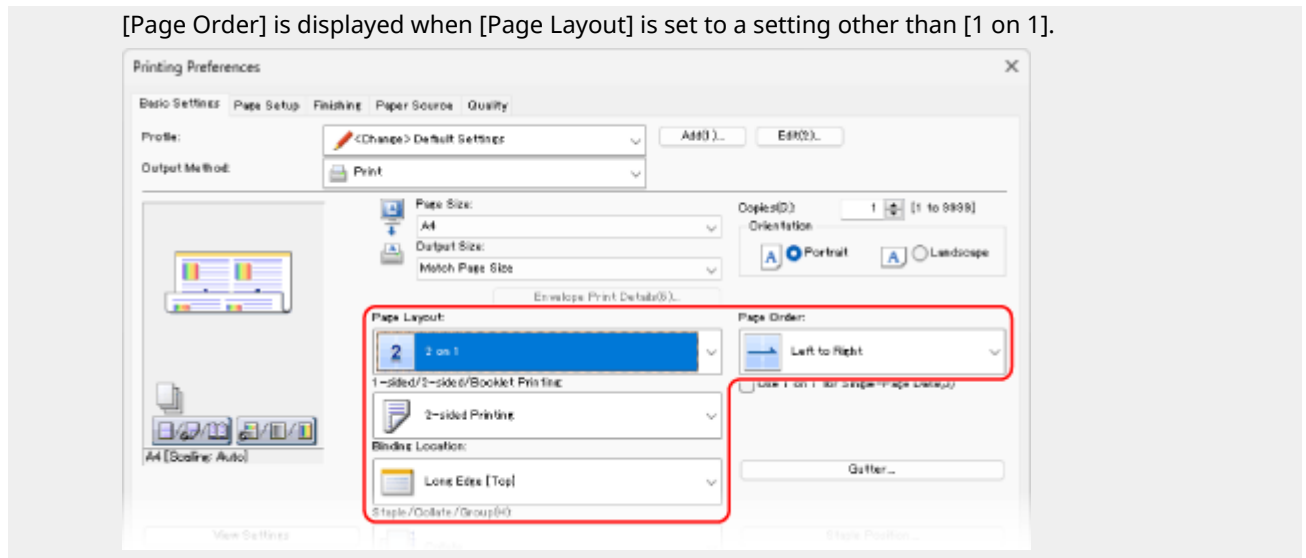
Check using the following procedure:

1. From the menu in the application, select the print command.
2. On the screen for printing, check or set the original orientation.
3. Select the printer driver of the machine, and click [Preferences] or [Properties].  
→ The [Printing Preferences] screen of the printer driver is displayed.
4. In [Orientation] on the [Basic Settings] tab, check that [Orientation] is set to the same orientation you set in Step 2.



5. While checking the print preview, click [Page Layout] ► [Page Order] ► [1-sided/2-sided/Booklet Printing] ► [Binding Location], and check or configure the setting.

[Page Order] is displayed when [Page Layout] is set to a setting other than [1 on 1].



# Images Are Not Printed in the Intended Size

EK89-126

Troubleshoot by checking the items below.

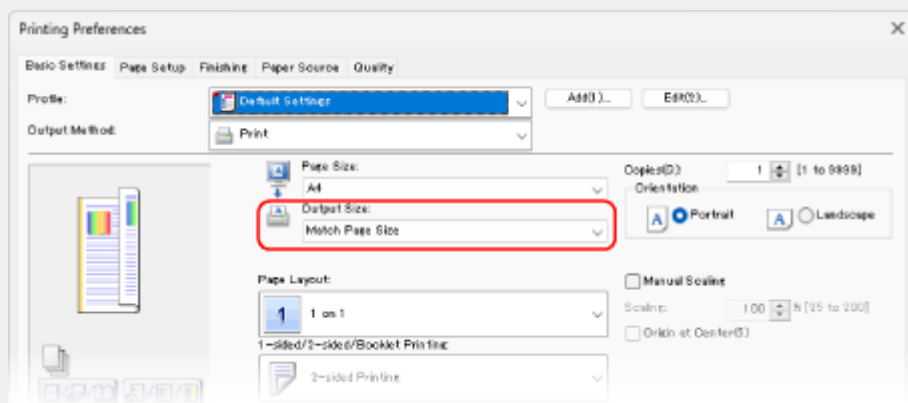
## Is the Size of the Loaded Paper Correct?

Replace the paper if the size of the loaded paper is different from the size of the paper you want to print on.

## Did You Correctly Set the Size of the Paper You Want to Print On?

Check using the following procedure:

1. From the menu in the application, select the print command.
2. Select the printer driver of the machine, and click [Preferences] or [Properties].  
→ The [Printing Preferences] screen of the printer driver is displayed.
3. In [Output Size] on the [Basic Settings] tab, check or set the paper size to print on.



# White Spots Appear

EK89-127

Troubleshoot by checking in the following order:

- **Step 1: Checking the Paper (P. 1354)**
- **Step 2: Checking the Toner Cartridge (P. 1354)**
- **Step 3: Clean the Inside of the Machine (P. 1354)**

## Step 1: Checking the Paper

### Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.

- **Usable Paper (P. 47)**
- **Loading Paper (P. 219)**

### Is the Paper Damp?

Replace with paper that is not damp.

## Step 2: Checking the Toner Cartridge

### Check the Remaining Amount of Toner in the Toner Cartridge.

Replace the toner cartridge.

\* Depending on the usage condition of the machine, the actual remaining amount of toner may be lower than indicated or the parts may be deteriorated.

- **Checking the Remaining Amount of Consumables and Parts (P. 1307)**
- **Replacing the Toner Cartridges (P. 1294)**

## Step 3: Clean the Inside of the Machine

This symptom may occur when the inside of the machine is dirty with paper dust. In this case, clean any paper dust from the transport route. ➤ **Cleaning the Inside of the Machine (P. 1289)**

# Setup and Network

---

EK89-128

The following is a list of problems that can occur during setup of the machine and use of the network. Check how to troubleshoot the problem based on the symptom.

- 🔍 **Cannot Connect to Wireless LAN (P. 1356)**
- 🔍 **Cannot Switch to Wireless LAN (P. 1358)**
- 🔍 **Cannot Find the IP Address of the Machine (P. 1359)**

# Cannot Connect to Wireless LAN

EK89-129

Troubleshoot by checking the status of the computer, wireless LAN router (access point), and machine in the following order:

- ➊ Step 1: Checking the Status of the Computer and Wireless LAN Router (P. 1356)
- ➋ Step 2: Checking the Status of the Machine and Wireless LAN Router (P. 1356)
- ➌ Step 3: Reconnecting to a Wireless LAN (P. 1357)

## Step 1: Checking the Status of the Computer and Wireless LAN Router

### Have You Configured the Settings of the Computer and Wireless LAN Router?

Configure the required settings if they have not been configured.

### Are the Power Cables and Ethernet Cable Connected Correctly?

If any cables are connected incorrectly or disconnected, connect them correctly.

### Is the Power of the Wireless LAN Router On?

If you cannot establish a connection even if the power is on, turn off the power of the computer and router and turn them on again.

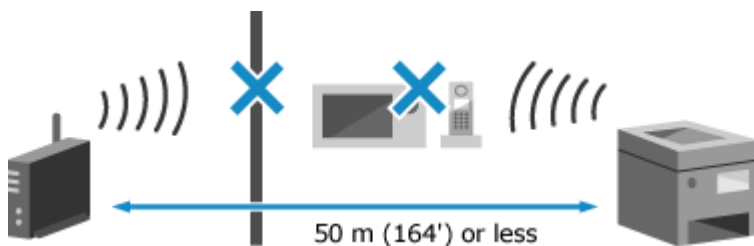
## Step 2: Checking the Status of the Machine and Wireless LAN Router

### Is the Power of the Machine ON?

If the power is ON, turn OFF the power and turn it ON again.

### Is the Location Appropriate?

- The machine and wireless LAN router should be installed in a location without walls or other obstructions between the devices and within 50 m (164') of each other.
- Do not install near a microwave oven, digital cordless telephone, or other device that generates radio waves.



## Step 3: Reconnecting to a Wireless LAN

---

Connect to the wireless LAN using the connection type according to your wireless LAN router. ➤ **Connecting to a Wireless LAN (P. 110)**

### NOTE

- If you cannot connect to the wireless LAN, use the manual setup method and try connecting. ➤ **Connecting to a Wireless LAN by Setting the Details (Manual Setup Mode) (P. 117)**
- If the wireless LAN router is configured as follows, change the settings on the router:
  - MAC address filtering is set.
  - When communicating with IEEE 802.11n only, WEP is selected or the encryption method for WPA/WPA2 is set to TKIP.



# Cannot Switch to Wireless LAN

EK89-12A

Troubleshoot by checking the items below.

Administrator or NetworkAdmin privileges are required.

- 1 Log in to the machine as an administrator. [▶ Logging In to the Machine \(P. 200\)](#)
- 2 On the control panel, in the [Home] screen or other screen, press [ Settings/Registration].  
→ The [Settings/Registration] screen is displayed.
- 3 Press [Preferences] ▶ [Network] ▶ [Select Interface].
- 4 Select the interface.  
Select either of the following:
  - Select [Wired LAN] for [Main Line], and select [Wireless LAN] for [Sub Line].
  - Select [Wireless LAN] for [Main Line], and select [Off] or [Wired LAN] for [Sub Line].
- 5 Press [OK].
- 6 Connect the machine to the wireless LAN. [▶ Connecting to a Wireless LAN \(P. 110\)](#)

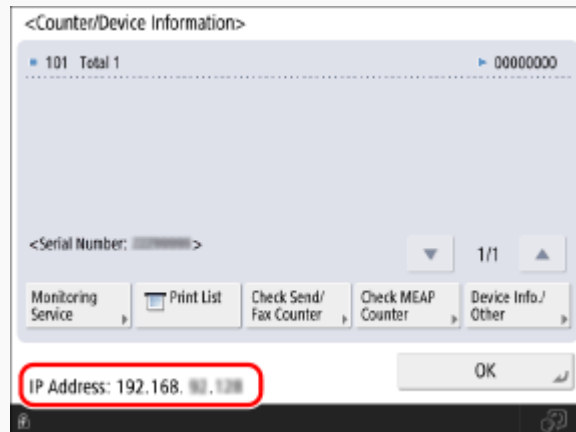
# Cannot Find the IP Address of the Machine

EK89-12C

Check the IP address using the procedures described below.

## Checking the IPv4 Address

The IP address is displayed on the [Counter/Device Information] screen, which is displayed by pressing the [Counter/Device Information] key on the control panel, and check the IPv4 address.



\* When the machine is connected to two different networks at the same time, the IPv4 addresses of the main and sub lines are displayed side by side.

## Checking the IPv6 Address

Administrator or NetworkAdmin privileges are required.

Log in to the machine as an administrator ► on the control panel, in the [Home] screen or other screen, click [⚙ Settings/Register] ► [Preferences] ► [Network] ► [TCP/IP Settings] ► [IPv6 Settings] ► select the IPv6 address setting ► check the IPv6 address.

### NOTE

If the IP Address Is Displayed as "0.0.0.0" or "Could not retrieve." Is Displayed

- A suitable IP address is not set. Set the IP address again.

► **Setting the IPv4 Address (P. 119)**

► **Setting IPv6 Addresses (P. 123)**

# Printing and Copying

EK89-12E

The following is a list of problems that can occur when printing and copying. Check how to troubleshoot the problem based on the symptom.

- **Cannot Print or Copy (P. 1361)**
- **Cannot Find the Print Server to Connect to (P. 1368)**
- **Cannot Connect to a Shared Printer (P. 1369)**
- **AirPrint Does Not Work (P. 1370)**

## Problems with Print Results

If the results are not as expected when you perform printing or copying, see the following:

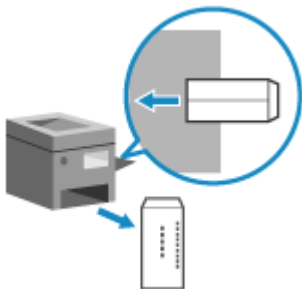
- **Problems with Print Results (P. 1343)**

## Frequently Asked Questions About Operations

### [I Want to Print on Envelopes from the Multi-Purpose Tray](#)

Load the envelopes into the multi-purpose tray with the correct orientation, set the paper size and paper type, and print.

- **Printing on Envelopes from the Multi-Purpose Tray (P. 1371)**



### [I Want to Print Data on a USB Memory Device](#)

Change the settings of the machine, and insert the USB memory device.

- **Printing Files in a USB Memory Device (P. 650)**



# Cannot Print or Copy

EK89-12F

Troubleshoot by checking the items below.

## Is the Processing/Data Indicator on the Control Panel Blinking or Lit?

If the indicator is blinking or lit, there is print data that is being processed or waiting to be processed. Wait until the process is completed or change the priority of the data you want to print on the screen for confirming the print status.

- [Viewing the Print Job Status and Log \(P. 400\)](#)
- [Printing Documents in Forced Hold State \(P. 391\)](#)

## Has an Error Occurred?

Check the print or copy processing status and log, and if a three-digit number starting with "#" (error code) is displayed, check how to troubleshoot the problem based on the error code.

- [Viewing the Print Job Status and Log \(P. 400\)](#)
- [Checking the Copy Status and Log \(P. 628\)](#)
- [An Error Code Is Displayed \(#xxx\) \(P. 1447\)](#)

## Can You Print a Test Page?

If you can print a test page, check if the print settings of the application are correct.

- [Printing a Test Page \(P. 1522\)](#)

## Is the Operation Mode to Be Used Subject to Auto Select?

Set all operation modes to be used to Auto Select. ➤ [\[Auto Select\] \(P. 1195\)](#)

## Is Forced Hold Settings Enabled?

If enabled, print data that meets the conditions is forcibly held and the machine must be operated to perform printing.

- [Configuring the Forced Hold Settings \(P. 831\)](#)
- [Printing Documents in Forced Hold State \(P. 391\)](#)

## Check the Network Connection Status and Settings.

Check the required items according to the usage environment.

- [Cannot Print \(Wireless LAN\) \(P. 1362\)](#)
- [Cannot Print \(Wired LAN\) \(P. 1364\)](#)
- [Cannot Print \(USB Connection\) \(P. 1366\)](#)
- [Cannot Print \(via Print Server\) \(P. 1367\)](#)

# Cannot Print (Wireless LAN)

Troubleshoot by checking the items below.

## Check the Wireless LAN Connection Status.

Check the connection status of the machine, and take action according to the status. [▶Checking the MAC Address and Connection Information of the Wireless LAN \(P. 148\)](#)

### If the Machine Is Not Connected to the Wireless LAN

Check the status of the computer and wireless LAN router (access point) and the status of the machine, and reconnect to the wireless LAN. [▶Cannot Connect to Wireless LAN \(P. 1356\)](#)

### If the Connection Is Poor

Change the following settings on the wireless LAN router, and try printing:

- Change the channel of the wireless LAN router. If there are multiple wireless LAN routers, separate the channels by five or more channels.
- Increase the transmit power level of the wireless LAN router if possible.

## Are the Machine and Computer Connected to the Same Wireless LAN Router?

- When you are using a computer connected to a wireless LAN, check that the SSID (network name) of the machine matches that of the computer.
  - [▶Checking the MAC Address and Connection Information of the Wireless LAN \(P. 148\)](#)
  - [▶Checking the Network Connection Information of the Computer \(P. 1518\)](#)
- If the SSID of the machine and the computer do not match, configure the wireless LAN connection settings on the machine again, and connect the machine to the SSID to which the computer is connected. [▶Connecting to a Wireless LAN \(P. 110\)](#)

## Is the Printer Port of the Computer Configured Correctly? (Windows)

Change the setting if it has not been configured correctly. If there is no available port, add a new port.

[▶Checking the Printer Port \(P. 1521\)](#)

[▶Checking the Network Connection Information of the Computer \(P. 1518\)](#)

## Can You Access Remote UI?

If you cannot access Remote UI, the firewall settings of the machine may be incorrect, preventing communication with the computer.

Use the following procedure to disable the firewall settings with the control panel, and then use Remote UI to configure the firewall again.

Administrator or NetworkAdmin privileges are required.

1. Log in to the machine as an administrator. [▶Logging In to the Machine \(P. 200\)](#)
2. Disable the firewall settings.

[To Disable IPv4 Address Filter](#)

Press [ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [ Settings/Registration] ▶ [Yes]

#### To Disable IPv6 Address Filter

Press [ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [ Settings/Registration] ▶ [Yes]

#### To Disable MAC Address Filter

Press [ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [ Settings/Registration] ▶ [Yes]

### 3. Configure the firewall correctly. **Setting Up a Firewall (P. 776)**

#### Reinstalling the Printer Driver

Uninstall the installed driver, and then reinstall it.

For details about uninstalling and installing drivers, see the driver manual at the online manual site.

<https://oip.manual.canon/>

#### Are You Using Resident Software?

If you are using resident software, such as security software, disable it and then try printing.

#### Can You Print from Another Computer in the Network?

If you cannot print from another computer, contact your dealer or service representative.  **If the Problem Persists (P. 1506)**

# Cannot Print (Wired LAN)

EK89-12J

Troubleshoot by checking the items below.

## Is the Printer Port of the Computer Configured Correctly? (Windows)

Change the setting if it has not been configured correctly. If there is no available port, add a new port.

➤ **Checking the Printer Port (P. 1521)**

➤ **Configuring a Printer Port (Windows Only) (P. 349)**

## Can You Access Remote UI?

If you cannot access Remote UI, the firewall settings of the machine may be incorrect, preventing communication with the computer.

Use the following procedure to disable the firewall settings with the control panel, and then use Remote UI to configure the firewall again.

Administrator or NetworkAdmin privileges are required.

1. Log in to the machine as an administrator. ➤ **Logging In to the Machine (P. 200)**
2. Disable the firewall settings.

### To Disable IPv4 Address Filter

Press [ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [ Settings/Register] ▶ [Yes]

### To Disable IPv6 Address Filter

Press [ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [ Settings/Register] ▶ [Yes]

### To Disable MAC Address Filter

Press [ Settings/Register] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ set [Use Filter] to [Off] ▶ press [OK] ▶ [ Settings/Register] ▶ [Yes]

3. Configure the firewall correctly. ➤ **Setting Up a Firewall (P. 776)**

## Reinstalling the Printer Driver

Uninstall the installed driver, and then reinstall it.

For details about uninstalling and installing drivers, see the driver manual at the online manual site.

<https://oip.manual.canon/>

### **Are You Using Resident Software?**

---

If you are using resident software, such as security software, disable it and then try printing.

### **Can You Print from Another Computer in the Network?**

---

If you cannot print from another computer, contact your dealer or service representative. ➤ **If the Problem Persists (P. 1506)**



# Cannot Print (USB Connection)

EK89-12K

Troubleshoot by checking the items below.

## Check the USB Cable.

---

- If you are using a long USB cable, replace it with a short USB cable.
- If you still cannot print using a short USB cable, the cable may be damaged. Replace with a new USB cable, and try printing.

## Are You Using a USB Hub?

---

If so, connect the machine directly to the computer using a USB cable.

## Try Using Another USB Port.

---

Connect the USB cable to another USB port on your computer.

## Is the Printer Port of the Computer Configured Correctly? (Windows)

---

If the printer port is not configured correctly or there is no available port, reinstall the printer driver. When you reinstall the driver, the correct port is configured automatically. ➤ **Checking the Printer Port (P. 1521)**  
For details about how to install the driver, see the driver manual at the online manual site.  
<https://oip.manual.canon/>

## Is Two-way Communication Between the Machine and Computer Enabled? (Windows)

---

Enable two-way communication if it is not enabled, and restart the computer and machine. ➤ **Checking Two-way Communication (P. 1522)**

## Is a Setting Preventing the Machine from Establishing a USB Connection to the Computer?

---

If usage of the USB port for computer connection on the back right side of the machine is restricted, cancel this setting. ➤ **Preventing Connection to a Computer via the USB Port (P. 853)**

## Are You Using Resident Software?

---

If you are using resident software, such as security software, disable it and then try printing.

## Can You Print via USB Connection from Another Computer?

---

If you cannot print from another computer, contact your dealer or service representative. ➤ **If the Problem Persists (P. 1506)**

# Cannot Print (via Print Server)

---

EK89-12L

Troubleshoot by checking the items below.

## Can You Print from the Print Server?

---

If you can print, check the connection between the computer and the print server. ➤ **Cannot Find the Print Server to Connect to (P. 1368)**

## Reinstalling the Printer Driver

---

Uninstall the installed driver, and then reinstall it.

For details about uninstalling and installing drivers, see the driver manual at the online manual site.

<https://oip.manual.canon/>

### Installing in Windows

Use a print server to install the printer driver.

Double-click the shared printer on the print server, and follow the instructions on the screen to install the printer driver. ➤ **Displaying a Shared Printer in the Print Server (P. 1515)**

## Are You Using Resident Software?

---

If you are using resident software, such as security software, disable it and then try printing.

## Can You Print via a Print Server from Another Computer?

---

If you cannot print from another computer, contact your dealer or service representative. ➤ **If the Problem Persists (P. 1506)**

# Cannot Find the Print Server to Connect to

---

EK89-12R

Troubleshoot by checking the items below.

## Are the Print Server and Computer Connected Correctly?

---

- Check the network settings of the print server and computer, and make sure they are connected correctly.
- If they are connected using an Ethernet cable, make sure the cable is connected correctly.

## Is the Print Server Started?

---

Start the print server if it has not been started.

## Do You Have Permission to Connect to the Print Server?

---

Check with the administrator of the print server, and ask for permission, if needed.

## Is Network Discovery Enabled? (Windows)

---

Enable network discovery if not enabled. [▶ Enabling Network Discovery \(P. 1514\)](#)

# Cannot Connect to a Shared Printer

---

EK89-12S

Check if a shared printer is displayed on the network computer. [▶ Displaying a Shared Printer in the Print Server \(P. 1515\)](#)

If it is not displayed, contact the network or print server administrator.

# AirPrint Does Not Work

---

EK89-12U

Troubleshoot by checking the items below.

---

## Is the Power of the Machine ON?

If the machine is ON, restart the machine, and try AirPrint again. [▶ Restarting the Machine \(P. 157\)](#)

---

## Does an Error Message Appear on the Control Panel?

Follow the instructions of the error message on the screen to fix the problem. [▶ A Message Appears \(P. 1403\)](#)

---

## When Using a Mac, Is it Correctly Connected to the Machine?

Connect the Mac to the network on the same LAN as the machine. [▶ Setting Up the Network \(P. 100\)](#)

When connecting via USB, directly connect the USB cable to the USB port for computer connection on the back right side of the machine. [▶ Rear Side \(P. 37\)](#)

---

## Are You Required to Enter the User Information and/or Department ID to Print from a Computer? (When Using User Authentication and/or Department ID Management on the Machine)

If you are required to enter user information and /or a Department ID to print from a computer, the machine blocks printing from an unknown Department ID, so AirPrint cannot be used. To enable use of AirPrint, cancel blocking of printing when the Department ID is unknown. [▶ Enabling Department ID Management \(P. 748\)](#)

---

## Are the Functions Usable with AirPrint Restricted?

If the protocol (IPP or Network Link Scan) for use with AirPrint has been disabled to restrict functions, cancel this restriction to enable the use of AirPrint. [▶ Setting the Functions and Security to Be Used with AirPrint \(P. 668\)](#)

---

## Is Bonjour Enabled on Your Apple Device?

Enable Bonjour if it is not enabled. For details, see the manual of your Apple device.

# Printing on Envelopes from the Multi-Purpose Tray

---

EK89-12W

Use the procedure below to print on envelopes. Envelopes can be printed only on the front side (non-glued side).

➤ **Step 1: Loading Envelopes in the Multi-purpose Tray (P. 1371)**

➤ **Step 2: Setting the Paper Size and Type (P. 1371)**

➤ **Step 3: Printing from a Computer (P. 1371)**

## Step 1: Loading Envelopes in the Multi-purpose Tray

---

Load envelopes in the multi-purpose tray while paying attention to the orientation and side of the envelopes. ➤

**Orientation for Loading Envelopes (Multi-purpose Tray) (P. 241)**

## Step 2: Setting the Paper Size and Type

---

Set the paper size and type according to the loaded envelopes. ➤ **Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)**

## Step 3: Printing from a Computer

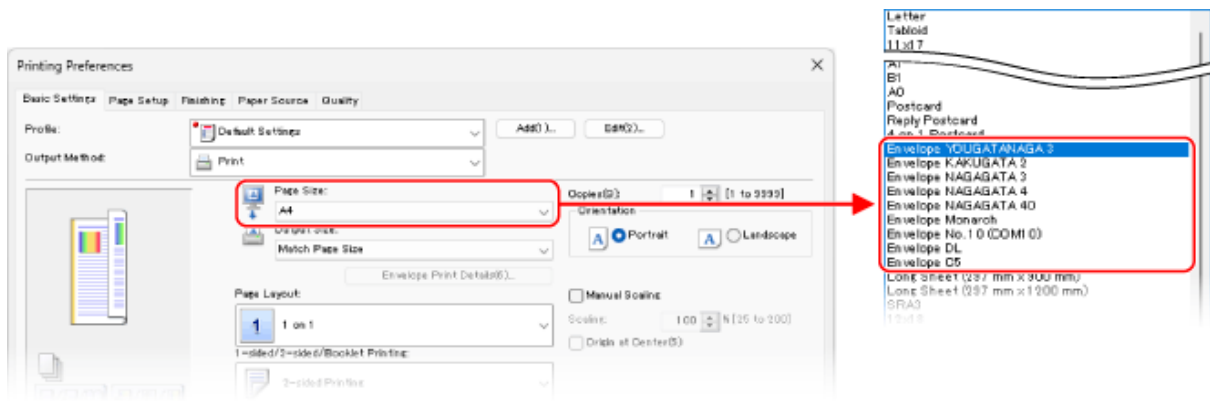
---

Use the printer driver of the computer to correctly set the paper size of the paper source and document and the paper size to print, and then perform printing.

### When Using Windows

- 1 On your computer, open the document you want to print.
- 2 From the menu in the application used to open the document, select the print command.
- 3 Select the printer driver of the machine, and click [More settings] or [Properties].  
→ The [Printing preferences] screen of the printer driver is displayed.
- 4 In [Page Size] on the [Basic Settings] tab, select the size of the envelope.

→ The [Information] screen is displayed.



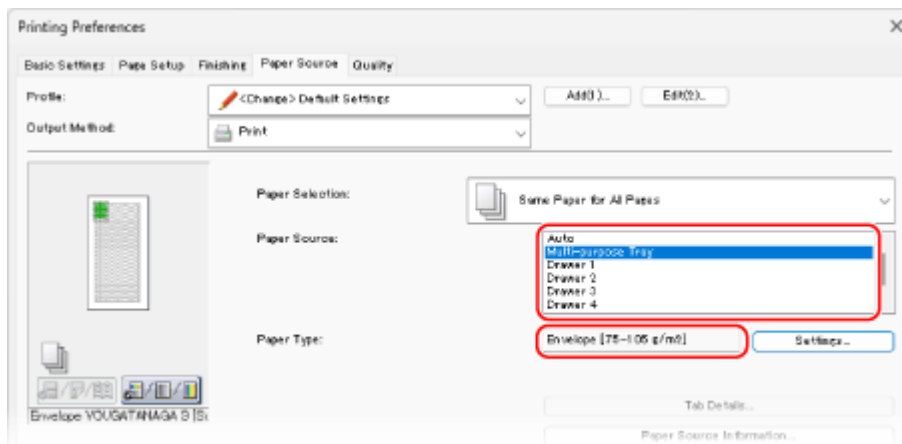
5 Click [Yes].

→ The [Print Envelope] screen is displayed.

6 Check the paper settings and the orientation of the print data, and click [Next].

7 Click [Finish].

8 In [Paper Source] and [Paper Type] on the [Paper Source] tab, select the multi-purpose tray and envelope.



- In [Paper Source], select [Multi-purpose Tray].
- In [Paper Type], select [Envelope].

9 Click [OK], and click [Print] or [OK].

→ Printing starts.

## When Using macOS

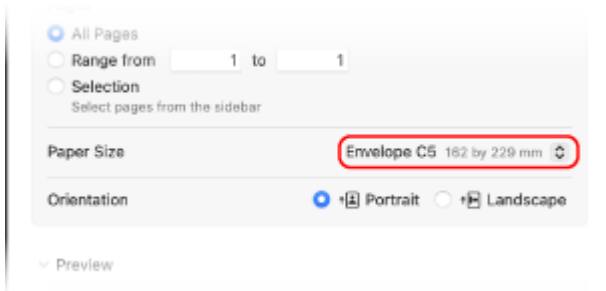
1 On your computer, open the document you want to print.

2 From the menu in the application, select the print command.

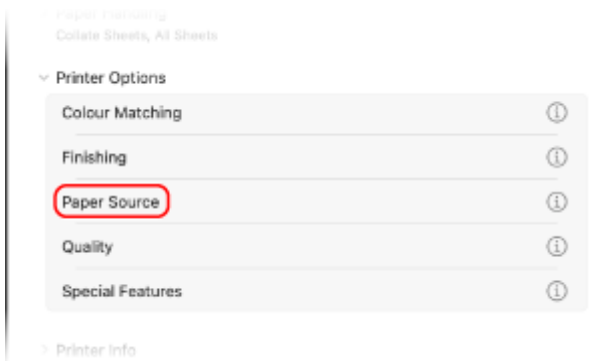
→ The printing dialog box is displayed.

3 In [Printer], select the printer driver of the machine.

4 In [Paper Size], select the size of the loaded envelopes.



5 Click [Printer Options] ► [Paper Source].



6 In [Paper Source], select [Multi-purpose Tray].

7 In [Paper Type], click [Settings], select the envelope, and click [OK].

8 Click [OK], and click [Print].

→ Printing starts.



# Scanning

EK89-12X

The following is a list of problems that can occur when scanning. Check how to troubleshoot the problem based on the symptom.

- **Cannot Send Scanned Data by E-mail (P. 1375)**
- **Cannot Save Scanned Data to a Shared Folder (P. 1376)**
- **Registering Shared Folder Information to an Address Book (P. 1379)**
- **Bleed-Through Occurs in the Scanned Data (P. 1382)**
- **Scanning Cannot Be Performed As Expected (Easy Scan and Send/Easy Scan) (P. 1383)**

## Frequently Asked Questions About Operations

### [I Want to Scan an Original.](#)

Make preparations according to the store location and send method of the scanned data, and then scan the original.

- **Scanning (P. 404)**



### [I Want to Store Data on a USB Memory Device](#)

Configure the settings to enable saving of scanned data to a USB memory device, and then insert the USB memory device into the machine.

- **Using a USB Memory Device (P. 645)**



# Cannot Send Scanned Data by E-mail

---

EK89-12Y

Check the status of the computer used as the store location and the machine in the following order:

- **Step 1: Checking the Occurrence of the Problem (P. 1375)**
- **Step 2: Checking the Information of the Destination (P. 1375)**

## Step 1: Checking the Occurrence of the Problem

---

### Checking the Information of the E-mail Server

If no e-mail can be sent, check the information of the e-mail server of the machine. If the machine cannot connect to the e-mail server, reconfigure the e-mail server information.

- **Configuring Information of the E-mail Server (P. 408)**

## Step 2: Checking the Information of the Destination

---

### Is the Destination Information Correct?

If e-mail cannot be sent to a specific e-mail address, check the information of destination. Change the registered details in the Address Book and one-touch buttons, as needed.

- **Editing and Deleting Destinations in the Address Book (Control Panel) (P. 295)**
- **Editing and Deleting Destinations in the Address Book (Remote UI) (P. 308)**

# Cannot Save Scanned Data to a Shared Folder

Check the saving method, shared folder of the store location, and status of the machine in the following order:

- **Step 1: Checking the Saving Method (P. 1376)**
- **Step 2: Checking the Occurrence of the Problem (P. 1377)**
- **Step 3: Checking the Status of the Computer with the Shared Folder (P. 1377)**
- **Step 4: Checking the Status of the Machine (P. 1377)**
- **Step 5: Checking the Shared Folder (P. 1378)**

## Step 1: Checking the Saving Method

To save scanned data to a shared folder, on the control panel in the [Home] screen, press [Scan and Send], specify the shared folder as the destination, and perform scanning.

\* You cannot use [Scan and Store] on the [Home] screen to save scanned data to a shared folder. Check in the following order:

### Prepare a shared folder that serves as the store location of the scanned data in advance.

You can also create a new shared folder. ➤ **Creating a Shared Folder (P. 1512)**

### Specify the prepared shared folder as the destination.

On the [Scan and Send] screen, press [New Destination] ► [File], and specify the following information:

\* If the shared folder of the store location is registered in the Address Book, press [Address Book] to select the shared folder.

[Protocol]

Select [Windows (SMB)].

[Host Name]

Enter the name or IP address of the computer with the shared folder, prefixed with "\\."

Examples:

\\192.168.100.50

\\[fe80:2e9e:fcff:fe4e:dbce]

\* You can confirm the computer name and IP address on the computer.

➤ **Checking the System Information of the Computer (P. 1517)**

➤ **Checking the Network Connection Information of the Computer (P. 1518)**

[Folder Path]

Enter the path to the folder to which to save the file. Use "\" as a separator.

[User Name] and [Password]

Enter the user name and password to access the shared folder.

\* When you are using the login user name of the computer with the shared folder, you can confirm the user name on that computer. ➤ **Checking the Login User Name for the Computer (P. 1516)**

**NOTE**

- By registering the shared folder information of the store location to the Address Book in advance, you can save the trouble of entering the information each time you send data. ➤ **Registering Shared Folder Information to an Address Book (P. 1379)**

## Step 2: Checking the Occurrence of the Problem

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### **Does the Problem Occur with All Shared Folders?**

---

If so, check the network connection status and settings of the machine. If the machine is not connected to a network, reconfigure the network settings.

➤ **Checking the Network Status and Settings (P. 146)**

➤ **Setting Up the Network (P. 100)**

## Step 3: Checking the Status of the Computer with the Shared Folder

---

### **Did You Change the Password of the Computer with the Shared Folder?**

---

If so, change the password used to access the shared folder using the information of the shared folder registered to the Address Book.

➤ **Registering Destinations to the Address Book (Control Panel) (P. 283)**

➤ **Registering Destinations to the Address Book (Remote UI) (P. 298)**

### **Did You Update Windows?**

---

If so, the security may have been strengthened, preventing communication between the machine and computer. If the shared folder on the computer does not have a password, set a password, and re-register the information for accessing the shared folder to the Address Book of the machine. ➤ **Preparing to Send and Save Scanned Data (P. 407)**

### **Did You Install or Update the Security Software?**

---

If so, the security may have been strengthened, preventing communication between the machine and computer. For a workaround, contact the software manufacturer.

## Step 4: Checking the Status of the Machine

---

### **Did You Change the IP Address of the Machine or Another Machine?**

---

If so, check whether the machine and the other machine have the same IP address. If they have the same IP address, change it to a different IP address.

➤ **Setting the IPv4 Address (P. 119)**

➤ **Setting IPv6 Addresses (P. 123)**

## Step 5: Checking the Shared Folder

### Do You Have Permission to Access the Shared Folder?

If you do not have permission to access the shared folder, on the computer, change the permission to enable saving of scanned data.

#### When Using Windows

1. Right-click the shared folder of the store location, and click [Properties].  
→ The properties screen of the shared folder is displayed.
2. On the [Security] tab, check that [Everyone] has the access permission of [Change].
3. If not, in the access permissions for [Everyone], select [Allow] for [Change].

#### When Using macOS

1. Click [🍏] ► [System Settings] ► [General] ► [Sharing].  
→ The [Sharing] screen is displayed.
2. Set [File Sharing] to on, and click ⓘ.



3. In [Shared Folders], select the shared folder of the store location.
4. In [Users], select [Everyone] ► [Read & Write].

### Checking the Attributes of the Shared Folder

On the computer, check that the attributes of the shared folder are not read only.

#### When Using Windows

1. Right-click the shared folder of the store location, and click [Properties].  
→ The properties screen of the shared folder is displayed.
2. On the [General] tab, check that the [Read-only] checkbox in [Attributes] is not selected.
3. If the checkbox is selected, clear the [Read-only] checkbox.

# Registering Shared Folder Information to an Address Book

EK89-131

By registering destinations (shared folder information) to the Address Book in advance when repeatedly saving scanned data to a specified shared folder, you can save the trouble of entering the information of destinations each time you send data.

This section describes how to register destinations to a common address list (Address Lists 1 to 10) using the control panel.

You can also register the settings using Remote UI from a computer. [▶Registering Destinations to the Address Book \(Remote UI\) \(P. 298\)](#)

\* To register destinations to a user-specific address list (personal address list or user group address list), you first need to log in.

[▶Address List Types \(P. 279\)](#)

[▶Logging In to the Machine \(P. 200\)](#)

## 1 Prepare a shared folder.

Prepare a shared folder that serves as the sending destination for the scanned data.

You can also create a new shared folder. [▶Creating a Shared Folder \(P. 1512\)](#)

## 2 Check the information of the prepared shared folder.

Check the following information of the shared folder prepared in Step [1](#):

- Name or IP address of the computer with the shared folder
  - [▶Checking the System Information of the Computer \(P. 1517\)](#)
  - [▶Checking the Network Connection Information of the Computer \(P. 1518\)](#)
- Path to the shared folder
- User name and password to access the shared folder

\* When you are using the login user name of the computer with the shared folder, you can confirm the user name on that computer. [▶Checking the Login User Name for the Computer \(P. 1516\)](#)

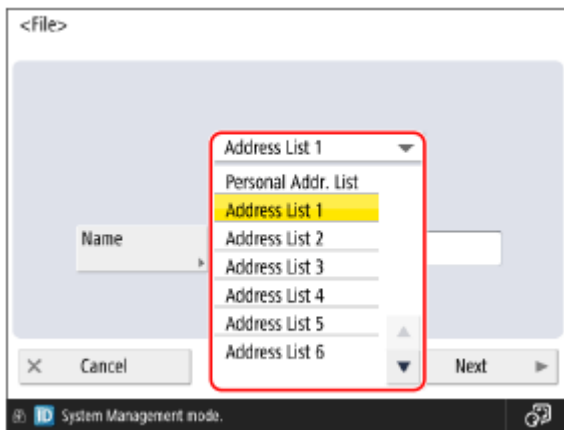
## 3 On the control panel, press [Dest./Fwd. Settings] in the [Home] screen. [▶\[Home\] Screen \(P. 165\)](#)

## 4 Press [Register Destinations].

- If the PIN input screen appears, enter the PIN set for the Address Book, and press [OK].

## 5 Press [Register New Destination] ▶ [File].

- 6 Select the address list in which to register the destination. ➤ **Address List Types (P. 279)**



- 7 Enter the name of the destination, and press [Next].

You can register a destination without entering a name. However, if you enter a name, you can search for the destination by its initial or name when you specify destinations.

1. Press [Name].
2. Enter the name, and press [OK].

- 8 In [Protocol], select [Windows (SMB)].

- 9 Configure the information of the shared folder.

Configure the information of the shared folder checked in Step 2.

[Host Name]

Enter the name or IP address of the computer with the shared folder, prefixed with "\\."

Examples:

\\192.168.100.50

\\[fe80:2e9e:fcff:fe4e:dbce]

[Folder Path]

Enter the path to the folder where you want to save the file. Use "\\" as a separator.

[User Name] and [Password]

Enter the user name and password to access the shared folder.

- 10 Press [OK].

➔ The destination is registered to the Address Book.

If destinations are managed with access numbers, press [Next], enter the access number to display the destination to be registered, and press [OK].

#### NOTE

Configuring Shared Folder Information by Searching for the Host

- In step 9, you can also select [Search Host] to configure the shared folder information. Follow the procedure below to do so.

Press [Search Host] ► enter the computer name or IP address confirmed in step 2 ► press [OK] ► [Start Searching] ► select the displayed computer ► enter the user name and password confirmed in step 2 ► press [OK] ► select the shared folder you prepared ► press [OK].

\* If the message 'No response from the server.' is displayed when selecting the information of the computer you searched for, the security functions of Windows or other software may be preventing communication.

If a Shared Folder Registered as a Destination Is Changed or Deleted

- Change the registered details of the destination, or delete the destination and register it again as a new destination. ► **Editing and Deleting Destinations in the Address Book (Control Panel) (P. 295)**



# Bleed-Through Occurs in the Scanned Data

EK89-132

Troubleshoot by checking the items below.

## **Did You Specify a High Background Density?**

Adjusting the density according to the original may solve the problem. [▶Adjusting the Density \(P. 460\)](#)

## **Is the Original Type Setting Appropriate?**

Selecting the original type according to the content of the original will prevent the back side of the original or the next page from being visible. [▶Selecting the Original Type \(P. 460\)](#)

# Scanning Cannot Be Performed As Expected (Easy Scan and Send/Easy Scan)

EK89-133

Troubleshoot by checking the items below.

## Required Pages Are Not Scanned.

### When You Want to Scan Blank Pages

If you also want to scan the back side of a 1-sided original or the blank pages of a 2-sided original, select [2-Sided Scan (Book Type)] or [2-Sided Scan (Calendar Type)] in the 2-sided scan settings for [Easy Scan and Send]/[Easy Scan]. [▶ Sending with Easy Scan and Send/Easy Scan \(P. 420\)](#)

### When the Back Side of a 2-Sided Original Is Not Scanned

Select [2-Sided Scan (Book Type)] or [2-Sided Scan (Calendar Type)] in the 2-sided scan settings for [Easy Scan and Send]/[Easy Scan]. [▶ Sending with Easy Scan and Send/Easy Scan \(P. 420\)](#)

## Unnecessary Pages Are Scanned.

### When Blank Pages Are Scanned

Clean the document feed scanning area. [▶ Cleaning the Feeder \(P. 1284\)](#)

If that does not work, perform the following operation:

- For 1-sided originals, select [1-Sided Scan] in the 2-sided scan settings for [Easy Scan and Send]/[Easy Scan].  
[▶ Sending with Easy Scan and Send/Easy Scan \(P. 420\)](#)
- For 2-sided originals, configure the Skip Blank Originals setting and use [Scan and Send] to perform scanning.  
[▶ Preventing Scanning of Blank Pages \(Skip Blank Originals\) \(P. 467\)](#)  
[▶ Configuring the Detailed Settings When Sending \(P. 426\)](#)

### When You Only Want to Scan One Side of a 2-Sided Original

Select [1-Sided Scan] in the 2-sided scan settings for [Easy Scan and Send]/[Easy Scan]. [▶ Sending with Easy Scan and Send/Easy Scan \(P. 420\)](#)

## Size Is Not As Expected.

Check the scan size of the scanned data, and take action according to the status.

- When you place a custom size original, you can select [Free Size] in the scan size setting for [Easy Scan and Send]/[Easy Scan] to scan at the same size as the original. [▶ Sending with Easy Scan and Send/Easy Scan \(P. 420\)](#)
- When you specify a particular original size, set the original size and use [Scan and Send] to perform scanning.  
[▶ Setting the Original Size \(P. 454\)](#)  
[▶ Configuring the Detailed Settings When Sending \(P. 426\)](#)

## Results Are Not in Color or Black & White As Expected.

Check the color of the scanned data, and take action according to the status. [▶ Sending with Easy Scan and Send/Easy Scan \(P. 420\)](#)

- When you select [Color] in the color settings for [Easy Scan and Send]/[Easy Scan], the machine scans in color, regardless of the color of the original.

- When you specify [Black & White] in the color settings for [Easy Scan and Send]/[Easy Scan], the machine scans in black and white, regardless of the color of the original.

### **I Want to Configure More Detailed Settings for Scanning and Sending.**

Easy Scan and Send/Easy Scan is a function that enables you to scan more quickly and easily. If you want to configure more detailed settings such as specifying the file format or sending to a destination not registered in the Address Book, use [Scan and Send] to perform scanning. For details on the [Scan and Send] operations and settings, see the following:

- **Configuring the Detailed Settings When Sending (P. 426)**
- **Scan Settings (P. 450)**

# Faxing

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EK89-134

The following is a list of frequently asked questions about faxing. Check the applicable item.

- **Cannot Send a Fax (P. 1386)**
- **Cannot Receive a Fax (P. 1389)**
- **Cannot Send or Receive a Fax via IP or Optical Line (P. 1391)**
- **Cannot Send a Fax to an International Destination (P. 1393)**

## Frequently Asked Questions About Operations

### [I Want to Send or Receive a Fax.](#)

You need to make preparations to send or receive faxes with the machine.

- **Faxing (P. 491)**

### [I Want to Forward or Save a Received Fax.](#)

Configure the settings to automatically forward or save received faxes to a computer, other fax machine, or other destination.

- **Automatically Forwarding and Backing Up Received Faxes (P. 505)**

### [I Want to Send a Fax from a Computer.](#)

You can send documents as faxes from a computer by using a fax driver.

- **Sending Faxes from a Computer (PC Faxing) (P. 523)**

# Cannot Send a Fax

Troubleshoot by checking in the following order:

- **Step 1: Checking the Original (P. 1386)**
- **Step 2: Checking the Status of the Machine (P. 1386)**
- **Step 3: Checking the Send Status (P. 1387)**

## Step 1: Checking the Original

### Is the Original Placed Correctly?

Place the original correctly while paying attention to the orientation of the side to be scanned.

#### When Placing It on the Platen Glass

Place the original with the side to be scanned face down. ➤ **Placing Originals on the Platen Glass (P. 204)**



#### When Placing Originals in the Feeder

Place the original with the side to be scanned face up. ➤ **Placing Originals in the Feeder (P. 206)**



## Step 2: Checking the Status of the Machine

### Is the Processing/Data Indicator on the Control Panel Lit or Blinking?

The Processing/Data indicator blinks when an operation is being performed, such as during communication or printing, and lights up when there is data waiting to be processed. Data is sent after the Processing/Data indicator turns off. ➤ **Control Panel (P. 39)**

### Is the Telephone Cord Connected Correctly?

Check that the supplied telephone cord is connected correctly to the telephone line jack (LINE) on the machine and the telephone line connector on the wall, and fix the connection, as needed.

## Are you taking a call using the handset connected to the machine?

If so, send the data after the call has finished.

## Has an Error Occurred?

Check the Fax TX processing status and log, and if a three-digit number starting with "#" (error code) is displayed, check how to troubleshoot the problem based on the error code.

➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

➤ **An Error Code Is Displayed (#xxx) (P. 1447)**

## Is [Cannot send because the memory is full. Wait a moment, then try again.] Displayed on the Control Panel?

If so, sending of the original cannot be performed due to insufficient available memory.

Try the following:

- If there is data waiting to be printed or sent, wait until the processing is completed.
- When sending an original with many pages, divide the original and send it.
- Change the set resolution to a lower resolution when scanning the original. ➤ **Setting the Resolution (P. 533)**
- Delete any unneeded files from the memory to increase the available capacity.
  - **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 553)**

## Step 3: Checking the Send Status

### Did You Specify a Correct Destination?

A telephone number may have been specified, or the fax number may be incorrect. Check that the specified destination is correct, and send again.

### Are You Sending a Fax via an IP or Optical Line?

A communication error may occur due to the quality of the line. Slowing down the sending speed may reduce communication errors. ➤ **Cannot Send or Receive a Fax via IP or Optical Line (P. 1391)**

### Is the Type of Telephone Line Configured Correctly?

The type of telephone line may not be automatically configured correctly. Configure the type of telephone line manually.

Administrator or DeviceAdmin privileges are required.

Log in to Remote UI as an administrator ➤ click [Settings/Registration] ➤ [Send] ➤ [Set Line] ➤ select the type of telephone line in the line being used ➤ click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings]. ➤ **[Select Line Type] (P. 1112)**

\* If you do not know the type of telephone line, contact your telephone company.

### Did You Specify an Overseas Destination?

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If so, you may not have been able to connect correctly to the destination. After entering the international access number or country code, enter the wait time (pause) or lower the communication start speed before sending the fax. **🔗Cannot Send a Fax to an International Destination (P. 1393)**

### Is the Other Party's Device Ready to Receive a Fax?

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The power of the other party's device may not be turned on, or the RX Mode may not be configured correctly. Have the other party check these.

# Cannot Receive a Fax

EK89-136

Troubleshoot by checking in the following order:

- **Step 1: Checking the Remaining Amount of Toner (P. 1389)**
- **Step 2: Checking the Reception Mode (P. 1389)**
- **Step 3: Checking the Fax Reception Environment (P. 1389)**
- **Step 4: Freeing Up Memory on the Machine (P. 1390)**
- **Step 5: Checking the Error (P. 1390)**

## Step 1: Checking the Remaining Amount of Toner

If the remaining amount of toner is low, the received data may be stored to the memory of the machine without being printed to prevent printing text that is difficult to read or images that are difficult to see.

Check the remaining amount of toner, and replace any toner cartridges, as needed.

- **Checking the Remaining Amount of Consumables and Parts (P. 1307)**
- **Replacing the Toner Cartridges (P. 1294)**

## Step 2: Checking the Reception Mode

### Is an appropriate reception mode selected?

Check whether the appropriate reception mode for faxes is selected, and change the reception mode if necessary.

- **Initial Settings for Reception (P. 495)**

## Step 3: Checking the Fax Reception Environment

### Are You Receiving a Fax via an IP or Optical Line?

A communication error may occur due to the quality of the line. Slowing down the RX speed may reduce communication errors. ➤ **Cannot Send or Receive a Fax via IP or Optical Line (P. 1391)**

### Are You Receiving a Fax from a Fax Information Service?

If so, perform the following operations according to the type of telephone line connected to the machine.

#### When Using a Tone Dialing Line

Configure the type of telephone line manually, and then call your service provider.

Administrator or DeviceAdmin privileges are required.

Log in to Remote UI as an administrator ➤ click [Settings/Registration] ➤ [Send] ➤ [Set Line] ➤ select [Tone] for the type of line being used ➤ click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings]. ➤ **[Select Line Type] (P. 1112)**



#### When Using a Pulse Dialing Line

After calling your service provider, press [] (Tone) on the numeric keys, and then enter the number to receive service.

\* If you do not know the type of telephone line, contact your telephone company.

## Step 4: Freeing Up Memory on the Machine

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Delete any unneeded files from the memory to increase the available capacity.

➤ **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 553)**

## Step 5: Checking the Error

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Check the Fax RX processing status and log, and if a three-digit number starting with "#" (error code) is displayed, check how to troubleshoot the problem based on the error code.

➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

➤ **An Error Code Is Displayed (#xxx) (P. 1447)**

# Cannot Send or Receive a Fax via IP or Optical Line

EK89-137

Troubleshoot by checking the items below.

## Checking the IP or Optical Line Provider

A communication error may occur due to the quality of the line. Contact the line provider.

## Lowering the Communication Start Speed and Checking the TX and RX Status

Use the following procedure to lower the communication start speed in phases, and check whether you can send and receive faxes.

Administrator or DeviceAdmin privileges are required.

### When You Cannot Send a Fax

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Send] ► [Communications Settings - Fax Settings] ► in [TX Start Speed], select the speed ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings].  **[TX Start Speed] (P. 1109)**

### When You Cannot Receive a Fax

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Receive/Forward] ► [RX Start Speed/RX Password] ► in [RX Start Speed], select the speed ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings].  **[RX Start Speed] (P. 1128)**

### NOTE

- You can also configure the sending speed for each destination in the detailed settings of the Address Book and one-touch buttons.
  -  **Registering Destinations to the Address Book (Control Panel) (P. 283)**
  -  **Registering Destinations to the Address Book (Remote UI) (P. 298)**

## Auto Adjusting the Communication Speed When Using VoIP

Configure this setting to send and receive faxes more reliably over a VoIP network where communication errors are likely to occur.

Administrator privileges are required.

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Send] ► [Settings for Communication Speed When Using VoIP] ► select the [Auto Adjust Communication Speed When Using VoIP] checkbox ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings].  **[Auto  
Adjust Communication Speed When Using VoIP] (P. 1111)**

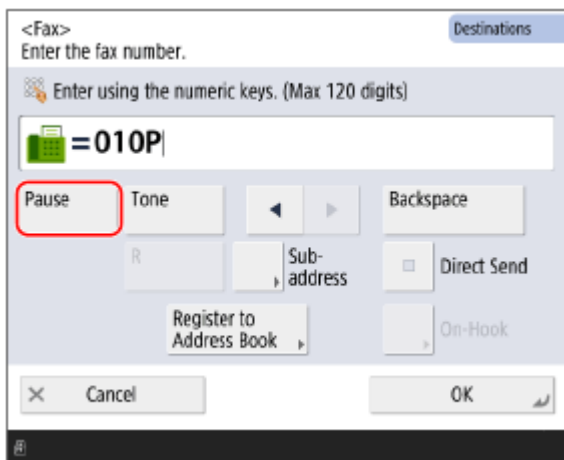
# Cannot Send a Fax to an International Destination

EK89-138

Troubleshoot by checking the items below.

## Entering the Wait Time (Pause)

- When sending a fax to an international destination, enter the international access number, country code, and fax number of the destination in that order. Press [Pause] in between the numbers to add a pause.



- If you still cannot send a fax after entering a pause, change the pause time.

Log in to Remote UI ► click [Settings/Registration] ► [Send] ► [TX Settings - Fax Settings] ► in [Set Pause Time], enter the pause time ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings]. ➤ **[Set Pause Time] (P. 1107)**

## Lowering the Communication Start Speed

Try sending a fax after lowering the communication start speed in phases.

Administrator or DeviceAdmin privileges are required.

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Send] ► [Communications Settings - Fax Settings] ► in [TX Start Speed], select the speed ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings]. ➤ **[TX Start Speed] (P. 1109)**

# Management Functions and Environment Settings

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EK89-13E

The following is a list of frequently asked questions about managing the machine and configuring the settings. Check the applicable item.

- ④ **Some Settings Imported from Another Machine Are Not Reflected (P. 1395)**
- ④ **A Long Original Is Not Displayed and Cannot Be Used (P. 1396)**
- ④ **Adjusting the Volume for the Confirmation Sound and Fax Communication Sounds (P. 1397)**
- ④ **Changing the Time Until Sleep Mode (P. 1398)**
- ④ **System Manager Password or ID and PIN Are Lost (P. 1399)**
- ④ **Preventing Printing of the Communication Management Report and TX Report (P. 1400)**

# Some Settings Imported from Another Machine Are Not Reflected

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EK89-13F

If a security policy has been applied to the machine, settings that violate the security policy cannot be imported.

🔗 [Checking the Security Policy Applied to the Machine \(P. 866\)](#)

# A Long Original Is Not Displayed and Cannot Be Used

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EK89-13H

Change the settings of the machine to enable the use of a long original. Contact your dealer or service representative.

# Adjusting the Volume for the Confirmation Sound and Fax Communication Sounds

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EK89-13J

The operating procedure varies depending on whether the machine has a fax function.

- **Adjusting the Volume (for Models with the Fax Function) (P. 336)**
- **Adjusting the Volume (for Models Without the Fax Function) (P. 339)**



# Changing the Time Until Sleep Mode

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EK89-13K

In addition to being able to change the amount of time until the machine enters Sleep Mode, you can also configure a specified time at which the machine enters Sleep Mode.

## 🔗 Reducing Power Consumption (Sleep Mode) (P. 159)

# System Manager Password or ID and PIN Are Lost

EK89-13L

Contact the administrator to check whether the "Administrator" password or System Manager ID and System Manager PIN when using Department ID Management were changed from the default settings.

## If Not Changed from the Default Settings

- "Administrator" password: 7654321
- System Manager ID: 7654321
- System Manager PIN: 7654321

\* If they have not been changed from the default settings, change them for enhanced security, and allow only certain administrators to know this information.

➤ **Administrator Privileges and Password (P. 31)**

➤ **Changing the Department ID and PIN for the Administrator (P. 741)**

## If You Lost the "Administrator" Password

You can perform the procedure below on the control panel to initialize the password for the "Administrator" user.

Press [Counter/Device Information] ➤ [Device Info./Other] ➤ [Initialize Admin. Password] ➤ enter the license key ➤ press [Start] ➤ [OK]

If the "Administrator" user has been disabled, it is enabled again so that you can log in with the default password.

## NOTE

- If you still cannot reset the "Administrator" password or recover your System Manager ID or PIN even after confirming the above information, contact your dealer or service representative. ➤ **If the Problem Persists (P. 1506)**

# Preventing Printing of the Communication Management Report and TX Report

EK89-13R

By default, the Communication Management Report is printed automatically when the specified number of communication results for sending scanned data or sending or receiving faxes is reached. In addition, the TX Report is printed automatically when a sending error occurs.

Depending on the settings, the report (Fax Activity Report or Fax TX Report) is printed in the same way, even if only for sending or receiving a fax or for sending results.

To prevent these reports from being printed automatically, configure the settings as shown below.

\* Fax Activity Report and Fax TX Report can also be configured to send the data of the reports instead of printing them.

Administrator or DeviceAdmin privileges are required.

## Communication Management Report

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Send] ► [TX Report/Communication Management Report] ► in [Print/Send Every Specified Number of Transmissions], select [Off] ► in [Print/Send at Specified Time], select [Off] ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings]. 

**[Communication Management Report] (P. 1086)**

## Fax Activity Report

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Send] ► [Fax TX Report/Fax Activity Report] ► in [Print/Send Every Specified Number of Transmissions], select [Off] ► in [Print/Send at Specified Time], select [Off] ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings].  **[Fax Activity Report] (P. 1108)**

## TX Report

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Send] ► [TX Report/Communication Management Report] ► in [TX Report], select [Off] ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings].  **[TX Result Report] (P. 1085)**

## Fax TX Report

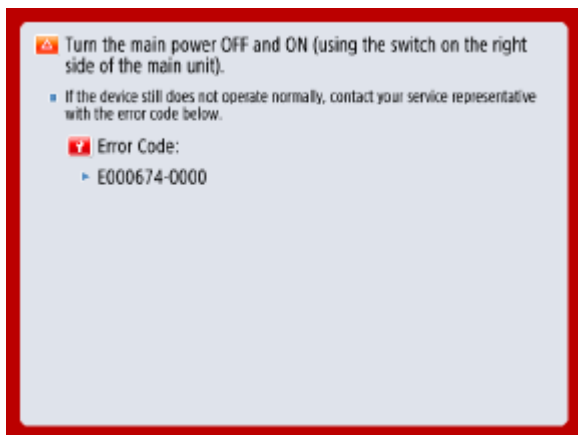
Log in to Remote UI as an administrator ► click [Settings/Registration] ► [Send] ► [Fax TX Report/Fax Activity Report] ► in [Fax TX Report], select [Off] ► click [OK]

On the control panel, press [ Settings/Register], and configure the setting in [Function Settings].  **[Fax TX Result Report] (P. 1108)**

# Error Screen with Red Borders Appears in Pop-Up Window

EK89-13S

If an error screen with red borders appears due to a problem, the machine may not be working properly.



- When Contacting Your Local Authorized Canon Dealer (P. 1401)
- Using the Machine with Limited Functions After an Error Occurs (P. 1402)

## When Contacting Your Local Authorized Canon Dealer

Before contacting your local authorized Canon dealer, restart the machine and check if the error message disappears. If the error message is displayed again, contact your local authorized Canon dealer and describe the symptoms.



### WARNING

- Do not plug in or unplug the power plug with wet hands. This can result in electric shock.
- Be sure to hold the power plug when unplugging the power cord. Pulling on the power cord can damage it by exposing or disconnecting the inside wiring of the power cord, which can cause a leakage of electricity, resulting in fire or electric shock.

### IMPORTANT

- Turning OFF the machine deletes any data waiting to be processed.
- Depending on the error, a message may appear asking you not to turn OFF the power of the machine, as the machine is saving the system information after the error occurred. In this case, do not turn OFF the machine until the data is saved.

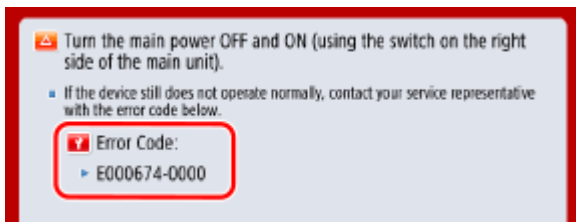
1

Restart the machine. ➤ **Restarting the Machine (P. 157)**

2

If the message reappears, make a note of the displayed error code.

Multiple error codes may be displayed.



3 Turn OFF the machine and unplug the power cord.

4 Contact your dealer or service representative.

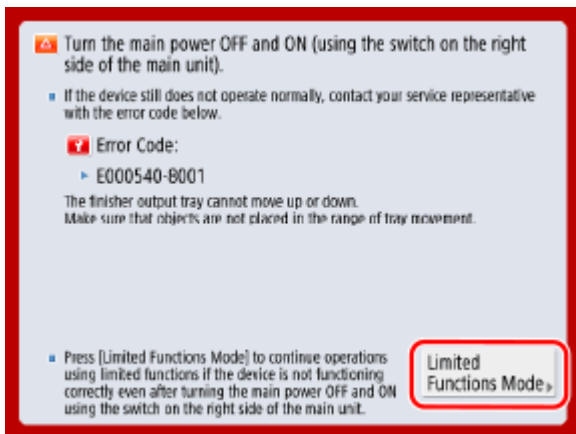
Provide the following information:

- Product name
- Dealer or service representative from whom you purchased the machine
- Details of the problem (such as operation details and their results, and phenomena)
- Displayed error code

## Using the Machine with Limited Functions After an Error Occurs

If [Limited Functions Mode] appears on the screen, you can press it and continue to use the machine prior to troubleshooting. However, the usable functions are limited.

1 Press [Limited Functions Mode].



2 Press [Yes].

→ The machine restarts and enters Limited Functions Mode.

If the problem is solved, the message "Call service representative." at the bottom left of the screen disappears.

Usable Functions When Print Functions are Limited  
Fax, Scan, Scanner, MEAP Application, Status Monitor, Remote UI

Usable Functions When Scan Functions are Limited  
Access Stored Files, Fax/I-Fax Inbox, Print, MEAP Application, Status Monitor, Remote UI

# A Message Appears

If a message appears on the control panel, select the message from the list below, and check how to troubleshoot the problem.

## 23 MEMORY FULL

There is insufficient memory to register overlay forms and external characters.

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data that could not be registered due to insufficient memory is not printed.

[Cancel Printing, Initialize the Printer Function, and Try Printing Again.](#)

Initializing the printer function increases the available memory. However, this deletes all print data in the memory of the machine. ➤[\[Reset Printer\] \(P. 1228\)](#)

## 27 JOB REJECT

The specified emulation does not exist.

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data that caused the error is not printed.

[Is the Specified Emulation Supported by the Machine?](#)

If supported, specify the operation mode, and try printing again. ➤[\[Personality\] \(P. 1194\)](#)

## 33 WORK FULL

Printing could not be performed because the dedicated work memory is insufficient.

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data with the error displayed is not printed correctly.

\* Registered data such as an overlay or macro may be deleted.

[Cancel Printing, Initialize the Machine, and Try Printing Again.](#)

Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. ➤[\[Reset Printer\] \(P. 1228\)](#)

## 52 IMAGEMODE REJECT

Image data that cannot be processed was received while printing an image.

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data that caused the error is not printed.

[Does the Printer Driver Support the Image Data Format?](#)

Try printing again using a printer driver that supports the image data format.

The Active Directory site information is invalid. Contact the system manager.

The Active Directory site information is not set correctly.

[Set the Active Directory Site Information Again.](#)

In Remote UI, check that [Timing of Site Information Retrieval] and [Site Access Range] are set correctly. [▶Registering Authentication Server Information \(P. 717\)](#)

Could not verify CRL.

The CA certificate of the certificate authority that issued the certification revocation list (CRL) could not be verified.

[Register the CA Certificate of the Certificate Authority That Issued the Certification Revocation List \(CRL\).](#)

[▶Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority \(P. 813\)](#)

D0-nn error (where "nn" is a two-digit alphanumeric character)

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

[▶Restarting the Machine Using the Power Switch \(P. 157\)](#)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Could not send the new PIN via e-mail. Check the settings.

The e-mail to reset the PIN or the attached file showing the new pattern could not be sent.

[Is the E-mail Address of the Login User Set Correctly?](#)

Check the e-mail address of the login user. [▶Registering User Information \(P. 697\)](#)

[Are the Network and E-mail Sending Settings Set Correctly?](#)

[▶Setting Up the Network \(P. 100\)](#)

[▶Configuring Information of the E-mail Server \(P. 408\)](#)

FF FONT FULL

Could not register the font information to the font information store area (font table) because there were too many fonts to register.

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data that could not be registered is not printed correctly.

[Cancel Printing, Initialize the Machine, and Try Printing Again.](#)

Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. [▶\[Reset Printer\] \(P. 1228\)](#)

FM DL SIZE ERROR n (where "n" is a one-digit alphanumeric character)

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

[▶Restarting the Machine Using the Power Switch \(P. 157\)](#)

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

FM DL SCALE ERROR n (where "n" is a one-digit alphanumeric character)

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔧 Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### FM DL FONT MEMORY FULL

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔧 Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### FM FILE ACCESS ERROR

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔧 Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### FM SC WORK MEM. ERROR n (where "n" is a one-digit alphanumeric character)

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔧 Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### FM ALIGNMENT ERROR

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔧 Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### FM FONT PARSE ERROR

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔧 Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### FM FONT MEMORY FULL



The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

🔗 **Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

## FM WORK MEMORY ERROR

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

🔗 **Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

IEEE 802.1X error. Set the correct authentication information.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

[Set the Authentication Method and Authentication Information \(Key and Certificate, User Name, Password, and CA Certificate\) Again.](#)

🔗 **Configuring the IEEE 802.1X Settings (P. 797)**

🔗 **Managing and Verifying a Key and Certificate (P. 800)**

IEEE 802.1X error. No reply from the destination.

An error occurred during communication with the authenticator (LAN switch).

[Check the Connection Status of the Authenticator \(LAN Switch\).](#)

Check the Ethernet cable and switch status.

[Check the Authentication Server Settings.](#)

🔗 **Configuring the IEEE 802.1X Settings (P. 797)**

IEEE 802.1X error. Cannot analyze the certificate.

Analysis of the server certificate sent from the authentication server failed.

[Check the Certificate of the Authentication Server, and Change the Setting, as Needed.](#)

🔗 **Configuring the IEEE 802.1X Settings (P. 797)**

IEEE 802.1X error. The certificate is incorrect.

A CA certificate that supports the certificate of the authentication server is not registered to the machine.

[Check the Certificate Information of the Authentication Server, and Register a Supported CA Certificate.](#)

🔗 **Configuring the IEEE 802.1X Settings (P. 797)**

🔗 **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

IEEE 802.1X error. The certificate has expired.

The server certificate sent from the authentication server has expired.

[Check the Period of Validity of the Authentication Server Certificate.](#)

**🔗 Configuring the IEEE 802.1X Settings (P. 797)**

IEEE 802.1X error. Change the authentication password.

The password has expired.

[Set a New Password.](#)

**🔗 Configuring the IEEE 802.1X Settings (P. 797)**

IEEE 802.1X error. Check the authentication settings.

The authentication method set on the machine does not match that set on the authentication server.

[Check the Authentication Method Set on the Authentication Server, and Set It Again.](#)

**🔗 Configuring the IEEE 802.1X Settings (P. 797)**

Set the IP address.

The IP address of the machine is not set.

[Set the IP Address Again, and Restart the Machine.](#)

**🔗 Setting the IPv4 Address (P. 119)**

**🔗 Setting IPv6 Addresses (P. 123)**

Could not retrieve the information from Microsoft Entra ID. The setting information for Microsoft Entra ID is incorrect. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

[Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.](#)

**🔗 Registering Authentication Server Information (P. 717)**

Could not retrieve the information from Microsoft Entra ID. There is not enough device information for access. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

[Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.](#)

**🔗 Registering Authentication Server Information (P. 717)**

Could not retrieve the information from Microsoft Entra ID. There is not enough user information for access. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

[Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.](#)

**🔗 Registering Authentication Server Information (P. 717)**

Could not log in because a Microsoft Entra ID error occurred. Contact the system manager.

The machine is not working properly due to an error on the Microsoft Entra ID server.

[Restart the Machine.](#)

**🔗 Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

A Microsoft Entra ID error occurred. Contact the system manager.

The machine is not working properly due to an error on the Microsoft Entra ID server.

[Restart the Machine.](#)

➤ **Restarting the Machine Using the Power Switch (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Cannot connect to Microsoft Entra ID. The verification of the server certificate retrieved from Microsoft Entra ID failed. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

[Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.](#)

➤ **Registering Authentication Server Information (P. 717)**

Cannot register PDF with Format to PDF/A as default. All other settings have been registered.

You tried to register the default settings for each function with the PDF format set to [Format to PDF/A]. You cannot register [Format to PDF/A] to the default settings.

➤ **Changing the Default Settings (P. 195)**

➤ **Configuring the File Format and Division Settings (P. 469)**

\* You can register the settings as the default settings of the machine but not for each function. ➤ **[Format PDF to PDF/A] (P. 1070)**

Check the server name in the SMB server settings.

A computer or another machine with the same name as the computer whose name is used to identify the machine on the network exists in the WINS database or the workgroup to which the machine belongs.

[Check to See if the Machine Is Registered with the Same Computer Name as the Computer or Another Machine.](#)

➤ **Setting the Computer Name and Workgroup Name (P. 132)**

## TCP/IP Error

The IP address is not set correctly or cannot be acquired automatically.

[The IP Address May Not Be Able to Be Acquired Automatically Using DHCP and Auto IP.](#)

Even though the IPv4 address is configured to be acquired automatically, if the IP address is displayed as "0.0.0.0," the address cannot be acquired automatically. Check the Ethernet cable connection and DHCP server settings.

[When Using a Sub Line, Correctly Set the IPv4 Address of the Sub Line.](#)

➤ **Setting the IPv4 Address of the Sub Line (P. 121)**

[When Setting the IPv4 Address Manually, Correctly Set the IPv4 Address.](#)

➤ **Setting the IPv4 Address (P. 119)**

➤ **Setting the IPv4 Address of the Sub Line (P. 121)**

[When Using a Stateless Address, Check That Each Address Has Been Acquired.](#)

➤ **Setting IPv6 Addresses (P. 123)**

If an address cannot be acquired, check the settings of the router and DHCPv6 server.

\* It may take a few minutes until the stateless address is set.

[Is the Address of the DNS Server Set Correctly?](#)

Check that the address of the DNS server is set correctly in IPv4 and IPv6. [▶Configuring DNS \(P. 128\)](#)

Out of resources. Wait a moment, then try again.

There were insufficient TCP/IP resources during or after continuous sending of the machine via FTP or Windows (SMB).

Wait a moment, and try operating again.

Check the TCP/IP.

The TCP or IP of the machine is not operating.

[Check the IPv4 Address, DHCP, and Auto IP Settings.](#)

[▶Setting the IPv4 Address \(P. 119\)](#)

[When Using a Sub Line, Also Check the IPv4 Address and DHCP Settings of the Sub Line.](#)

[▶Setting the IPv4 Address of the Sub Line \(P. 121\)](#)

Check the TCP/IP. (Main Line)

The IPv4 address of the main line is set to "0.0.0.0".

[Set a Correct IPv4 Address.](#)

[▶Setting the IPv4 Address \(P. 119\)](#)

Check the TCP/IP. (Sub Line)

The IPv4 address of the sub line is set to "0.0.0.0".

[Set a Correct IPv4 Address.](#)

[▶Setting the IPv4 Address of the Sub Line \(P. 121\)](#)

TLS Error

The WebDAV server or proxy server does not support TLS encrypted communication.

[Check the WebDAV Server Settings.](#)

When using TLS encrypted communication, configure TLS encrypted communication on the WebDAV server.

[When Using a Proxy Server, Check the Proxy Server Settings.](#)

When using TLS encrypted communication, configure TLS encrypted communication on the proxy server.

Cannot delete the default key because it is in use by TLS or other settings. Check the settings.

The key you are trying to delete is being used for encrypted TLS communication.

[Check the Functions Using TLS Encrypted Communication.](#)

If a function is using the key and certificate you tried to delete, disable the TLS encrypted communication setting. [▶Using TLS \(P. 788\)](#)

Universal Print: A server communication error occurred.

The network connection or server may have a problem.

[Check the Network Connection Status and Settings.](#)

If the machine is not connected to a network, reconfigure the network settings.

➤ **Checking the Network Status and Settings (P. 146)**

➤ **Setting Up the Network (P. 100)**

Check the network key (password) of the wireless LAN router, and configure the settings correctly on the machine.

[Is There an Error on the Server?](#)

Check that the server is operating properly.

[Is a Firewall Blocking Communication with the Server?](#)

Disable firewall blocking.

Universal Print: Could not authenticate with server.

An error occurred at server authentication.

[Restart the Machine.](#)

➤ **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Universal Print: The certificate has expired.

The certificate has expired.

Delete the machine from Microsoft Entra ID and the computer, re-register the machine, and update the certificate.

Universal Print: An internal error occurred.

The machine is not working properly due to an error.

[Restart the Machine.](#)

➤ **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Universal Print: The printer is not registered.

Could not communicate with the machine because it was deleted from Microsoft Entra ID.  
Re-register the machine to Microsoft Entra ID.

➤ **Registering the Machine for the Cloud Service (P. 365)**

Check the wired LAN adapter connected to the USB port.

Multiple USB-LAN adapters are connected, or the USB-LAN adapter is not connected or recognized.

[Check the Connection of the USB-LAN Adapter.](#)

➤ **Connecting to a Wired LAN (P. 108)**

[If You Reconnected the USB-LAN Adapter, Restart the Machine.](#)

➤ **Restarting the Machine (P. 157)**

The specified X and Y values are settings that cannot be combined. Enter settings again. For details, refer to the manual.

An unsupported combination of numbers for X and Y is specified.  
Check the X and Y values and enter settings again.

#### XPS Print Range Error

There are no pages that can be processed in the specified print range.  
Specify the page range correctly, and try printing again.

#### XPS Image Data Error

Failed to extend the image data.  
Replace the image data in the XPS file, and try printing again.

#### XPS Spool Memory Full

There is insufficient memory to process the XPS data.  
Restart the machine, and try printing again. If you still cannot print, divide the pages into multiple files, and print them separately.

#### XPS Data Error

An invalid command is specified due to corrupt data or another factor, and processing cannot continue.  
Try printing the XPS data in a format supported by the machine.

#### XPS Unsupport Image Err

Data contains an unsupported data format.  
Convert the data to TIFF or JPEG format, and try printing again.

#### XPS Font Error

Failed to analyze the font data.  
Replace the font data in the XPS file, and try printing again.

#### XPS Page Data Error

Cannot generate pages because the description is incorrect.  
Try printing the XPS data in a format supported by the machine.

#### XPS Memory Full

There is insufficient memory to process the XPS data.

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the page that caused the error may not printed correctly.

You do not have privileges to access the XXX page.

An unauthorized user tried to log in.  
Log in as an authorized user.

The account has expired. Contact the system manager.

The certificate or account may have expired.

[Check the Period of Validity of the Certificate Registered to the Machine.](#)

If the certificate has expired, register a new certificate. ➡ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

[Check the Period of Validity of the Account.](#)

If the account has expired, set the period of validity of the user account again. ➤ **Registering User Information to a Local Device (P. 697)**

Access point connection error. Check Wireless LAN Information.

The access point could not be found.

[Check the Wireless LAN Settings.](#)

➤ **Checking the MAC Address and Connection Information of the Wireless LAN (P. 148)**

AP Mode: Ended due to an error.

There has been no data transfer to or from the connected mobile device for more than three minutes.

[Reconnect the Mobile Device.](#)

➤ **Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 674)**

AP Mode: Ended because no other device could be found.

No connectable mobile device could be found.

[Enable Wi-Fi on the Mobile Device, and Try Connecting Again.](#)

- Enable Wi-Fi on the mobile device if disabled.
- Move the mobile device closer to the machine, and try connecting again. ➤ **Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 674)**
- If you cannot connect properly to the machine, contact your dealer or service representative.

\* Depending on the mobile device, it may not operate properly.

AP Mode: Max no. of devices that can connect has been reached.

Cannot connect because the maximum number of mobile devices that can be connected at the same time has been reached.

[Disconnect an Unnecessary Mobile Device.](#)

After disconnecting another mobile device, try connecting again. ➤ **Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 674)**

AP Mode: Connected to other devices.

Cannot connect because the machine is connected to another mobile device.

Reconnect after the other mobile device is disconnected. ➤ **Connecting a Mobile Device Directly to the Machine (Direct Connection) (P. 674)**

Cannot start this application because system resources (memory, threads, sockets, file descriptors, disk space, or screen size) required to start the application may not be available. <Resources>

Cannot use the application because required system resources, such as memory or disk capacity, may not be available.

Closing other applications may allow you to use the desired application.

Cannot download application logs because application logs do not exist.

The application log does not exist.

Cannot operate the log because it does not exist. Press [Back] to return to the previous screen.

The contents of the file for the application to install are incorrect or information is missing. Check the file.

The application cannot be installed because the contents of the specified file are incorrect or information is missing.  
If the file contents are incorrect, the application cannot be installed. If you still have problems after checking the file contents, contact the application developer or support department for the application.

The contents of the file for the license to install are incorrect or information is missing. Check the file.

The license file cannot be installed because the contents of the specified file are incorrect or information is missing.  
If the file contents are incorrect, the license file cannot be installed. If you still have problems after checking the file contents, contact the application developer or support department for the application.

Risk of security issues during internet connection has increased.

Unauthorized access from Remote UI is possible.

[Use of Two-Factor Authentication for Remote UI Is Recommended.](#)

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [User Management] ► [Authentication Management] ► [Basic Settings] ► [Edit...] ► select [All Users] or [Administrators Only] for [Always Require Two-Factor Authentication] in [Remote UI Authentication]

\* If you do not intend to use two-factor authentication and you want to prevent this message from appearing, disable the notification for when an Internet security issue is detected.

🔗 [Configuring Security Notification \(P. 860\)](#)

Could not delete application logs because an error occurred.

The log could not be deleted because an unknown error occurred.  
Press [Back] to return to the previous screen.

Could not download application logs because an error occurred.

The log could not be downloaded because an unknown error occurred.  
Press [Back] to return to the previous screen.

Could not delete authentication information because an error occurred.

The authentication information could not be deleted because an unknown error occurred.  
Contact your dealer or service representative.

Could not set authentication information because an error occurred.

The authentication information could not be set because an unknown error occurred.  
Contact your dealer or service representative.

An error occurred. Contact the system manager.

The selected user has already been deleted, or an unexpected error has occurred.  
Log in again, or log in with Administrator privileges and edit the user information.  
If you cannot log in, contact the administrator.

No response.

Sending could not be performed because a server error or a TCP/IP error occurred.

[Check the Network Connection Status and Settings.](#)

If the machine is not connected to a network, reconfigure the network settings.

🔗 [Checking the Network Status and Settings \(P. 146\)](#)

🔗 [Setting Up the Network \(P. 100\)](#)



### Is There an Error on the Server?

Check that the server is operating properly.

Reconsider your usage environment for recmnd. security settings.

The usage environment was checked in the Recommended Security Settings for Usage Environment, or the recommendation result changed due to a change in the connection environment.

[It Is Recommended That You Check the Recommended Usage Environment and Change to That Security Setting, As Needed.](#)

\* If you do not intend to change the security settings and you want to prevent this message from appearing, disable the notification for when the recommended usage environment is updated.

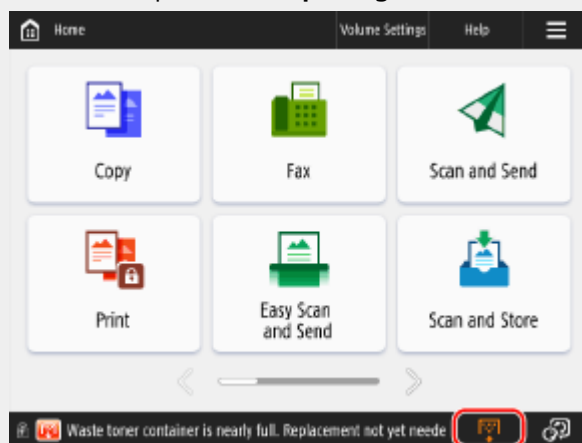
➤ [Configuring Security Notification \(P. 860\)](#)

Waste toner container is nearly full. Replacement not yet needed.

The waste toner container is nearly full.

[Prepare a New Waste Toner Container, and Replace the Old One, as Needed.](#)

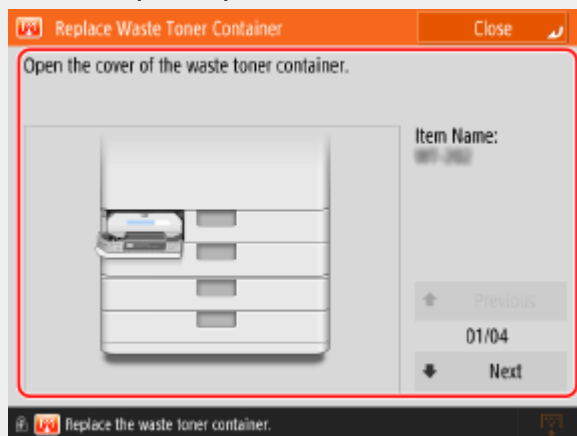
Prepare a new waste toner container for replacement at any time. When replacing the waste toner container at this time, press the icon displayed at the bottom right of the screen, and follow the video for how to replace it. ➤ [Replacing the Waste Toner Container \(P. 1297\)](#)



Replace the waste toner container.

Printing could not be performed because the waste toner container is full.

Follow the instructions on the screen to replace the waste toner container. ➤ [Replacing the Waste Toner Container \(P. 1297\)](#)



Cannot recall the button settings for some reason.

A Personal or Shared button with a function not supported by the machine was operated.

[Register the Personal or Shared Button to the Machine Again.](#)

If you cannot use a Personal or Shared button imported from another Canon multifunction machine, register the button to this machine again. ➤ **Adding Buttons to the [Home] Screen (Personal and Shared Buttons) (P. 183)**

Cannot recall the button settings because there is no response from the function for the button.

The operation could not be performed by pressing a button because the function to use is stopped. Enable the stopped function, and press the button again.

This function is currently unavailable because an error occurred in the optional storage.

The Optional Data Storage Kit could not be detected correctly.

[Check whether the Optional Data Storage Kit is displayed on the \[Check Device Configuration\] screen.](#)

If it is not displayed, contact your dealer or service representative. ➤ **Checking the Options Attached to the Machine (P. 923)**

Synchronize Custom Settings: Some settings are restricted.

The server machine was turned OFF or is not working properly during synchronization of personalized data.

\* A synchronization data error may have prevented the settings from being executed correctly during message display.

[Is the Server Machine Started?](#)

Start the server machine if it has not been started.

[Is the Server Machine Ready for Connection?](#)

If the Ethernet cable is connected properly, check the network connection status and settings of the server machine.

Synchronize Custom Settings: An error occurred.

An error occurred in the synchronization start process.

[Check the Settings and Synchronization Status of the Client Machine.](#)

- Check that the address of the server machine to be connected to is correct.
- Check that synchronization is started, and start it if it is stopped. ➤ **Starting and Stopping Synchronization (Client Machine) (P. 770)**

[Restart the Machine.](#)

➤ **Restarting the Machine (P. 157)**

If the problem persists even after restarting, send a ping command to the IP address to be set as the connection destination to see if there is an error.

Synchronize Custom Settings: Enabling synchronization...

The process for starting synchronization of the custom settings is being executed. Wait a moment until the process is complete.

Synchronize Custom Settings: Log in again for synchronization.

Synchronization data is inconsistent between the server and client machines used to synchronize the custom settings.

Log out and log in again.

Synchronize Custom Settings: Cannot find the server.

The server machine used to synchronize the custom settings could not be found with automatic discovery.

[Is the Server Machine Started?](#)

Start the server machine if it has not been started.

[Is the Network Cable Disconnected from the Server Machine?](#)

If the network cable does not have a problem, check the network settings.

[Check the Settings and Synchronization Status of the Client Machine.](#)

- Check whether the server machine meets the conditions for automatic discovery. If automatic discovery cannot be used, set the address of the server machine to be connected to and search depth (router). [▶Starting and Stopping Synchronization \(Client Machine\) \(P. 770\)](#)
- Check that synchronization is started, and start it if it is stopped. [▶Starting and Stopping Synchronization \(Client Machine\) \(P. 770\)](#)

[Restart the Machine.](#)

[▶Restarting the Machine \(P. 157\)](#)

Synchronize Custom Settings: Server authentication error.

Cannot perform authentication on the server machine.

[Did You Set the Correct Authentication User Account on the Client Machine?](#)

Set a user with Administrator privileges on the server machine. [▶Starting Synchronization on a Client Machine \(P. 770\)](#)

[Did Synchronization of the Custom Settings Stop?](#)

[▶\[Synchronize Custom Settings \(Client\)\] \(P. 1166\)](#)

[Restart the Machine.](#)

[▶Restarting the Machine \(P. 157\)](#)

Synchronize Custom Settings: Cannot identify the server.

Multiple server machines used to synchronize the custom settings were found with automatic discovery.

[To Enable Identification of the Server Machine, Set the Information of the Server Machine to Be Connected to on the Client Machine or Stop Any Unnecessary Server Machines.](#)

On the client machine, set the address of the server machine to be connected to and search depth (router). [▶Starting and Stopping Synchronization \(Client Machine\) \(P. 770\)](#)

[Stop Unnecessary Server Machines.](#)

Make sure that only one server machine is running on the same network.

Check the covers.

The cover of the optional equipment is open.  
Close the cover of the optional equipment.

An error occurred when auto exporting the audit log.

Could not export the audit log. An error occurred on the server, the machine is unable to connect to the server, or the auto export settings are not correct.

[Is There an Error on the Server?](#)

Check that the server is operating properly.

[Check the Network Connection Status and Settings.](#)

If the machine is not connected to a network, reconfigure the network settings.

➤ [Checking the Network Status and Settings \(P. 146\)](#)

➤ [Setting Up the Network \(P. 100\)](#)

[Is Auto Export Set Correctly?](#)

➤ [Exporting the Logs Automatically \(P. 874\)](#)

Failed to generate Device Signature Key. Set the e-mail address in Communication Settings.

The e-mail address of the machine was not set when using a device signature.

[Set the E-mail Address of the Machine Before Generating a Device Signature Key.](#)

➤ [Configuring Information of the E-mail Server \(P. 408\)](#)

➤ [Generating and Registering a Device Signature Key and Certificate \(P. 842\)](#)

The function may be stopped. Buttons could not be imported.

The imported buttons included buttons with unsupported functions.

Check the machine to make sure all necessary buttons have been imported.

Routing registration failed. Check Static Routing Settings.

The static routing settings contain an entry that failed to be registered to the routing table.

[Check That the Static Routing IP Address and Gateway Address Are Set Correctly.](#)

➤ [Configuring Static Routing \(P. 141\)](#)

Remove the original from the platen glass.

An original was left on the platen glass.

Remove the original from the platen glass, and place a new original on the platen glass.

The original scanning area (feeder) is dirty.

The document feed scanning area is dirty with dust or other debris.

[Clean the Document Feed Scanning Area.](#)

➤ [Cleaning the Feeder \(P. 1284\)](#)

Original scanning area (thin glass strip) is dirty.

The thin glass strip of the document feed scanning area is dirty with dust or other debris.

[Clean the Document Feed Scanning Area.](#)

➤ [Cleaning the Feeder \(P. 1284\)](#)

Return the originals to their correct order, then press the [Start] key.

Scanning was canceled because the feeder encountered an unknown problem.

[Reset All Originals, and Press \[!\[\]\(e7b6579409fe2daf20768eaca070665d\_img.jpg\) Start\].](#)

➤ [Placing Originals in the Feeder \(P. 206\)](#)

Return the originals to their correct order, then press the [Start] key. (The data size of the scanned original exceeds the limit. Settings will be automatically corrected and the originals will be scanned again.)

Scanning was canceled because the data size of the scanned original exceeds the limit of the machine.

[Reset All Originals, and Press \[!\[\]\(bd1a142de767a21e5362c595f844a4ff\_img.jpg\) Start\].](#)

➤ **Placing Originals in the Feeder (P. 206)**

\* If the message continues to appear, you may be able to perform scanning by adjusting the sharpness to a lower level and setting the original type to [Text].

The device is currently being used by another user. Wait a while, and then try to perform the operation again.

Another user is using the machine.  
Wait a moment, and try operating again.

The number of search results exceeds the limit. Change search conditions, then try again.

The number of destinations that meet the search conditions exceeds the search limit.

[Change the Search Conditions, and Search Again.](#)

➤ **Specifying Destinations (LDAP Server) (P. 327)**

[Increase the Maximum Number of Destinations to Search.](#)

➤ **Registering LDAP Servers (P. 135)**

The search condition includes characters that cannot be used with the selected server.

The search conditions contain characters or a combination of characters that cannot be used.

[Do the Search Conditions Contain a Backslash \("\"\)?](#)

Remove the backslash, and search again.

[Do the Search Conditions Contain a Correct Combination of Parentheses and Correctly Positioned Asterisk?](#)

Check the following, and search again:

- Is there an equal number of opening and closing parentheses ("(" and ")")?
- Is the asterisk ("\*") correctly positioned in between parentheses ("()")?

[Do the Search Conditions Contain non-ASCII Code Characters?](#)

When [LDAP Server Version and Character Code] is set to [ver.2 (JIS)], you can only use ASCII code (0x20 to 0x7E) characters. Remove the prohibited characters, and search again.

An error occurred when verifying.

The certificate is incorrect.

[Register the Correct Certificate, and Configure the Settings Again.](#)

➤ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

➤ **Using TLS (P. 788)**

This CRL is invalid.

The certification revocation list (CRL) may be corrupted, or you may be using a signature algorithm that is not supported by the machine.

[Register a Correct Certification Revocation List \(CRL\).](#)

➤ **Registering a CRL to Verify a Certificate (P. 816)**

This CRL has expired.

The valid from date of the certification revocation list (CRL) may be set to a date in the future.

[Check the Valid From Date of the Certificate Revocation List \(CRL\) Registered to the Machine.](#)

If the valid from date is set to a date in the future, use the certificate revocation list (CRL) after the valid from date. ➤ **Registering a CRL to Verify a Certificate (P. 816)**

[Check That the Date and Time Are Set Correctly on the Machine](#)

➤ **Setting the Date and Time (P. 882)**

This application does not support the security policy function.

The MEAP application you tried to start may not operate according to the security policy of the machine. Check the security functions of the application to determine whether to use the application.

Cannot register because the algorithm of this key is not supported.

You tried to register a key and certificate file of an unsupported encryption algorithm.

[Register a Key and Certificate File of a Supported Encryption Algorithm.](#)

➤ **Keys and Certificates (P. 76)**

➤ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

Cannot set as the default key because this key is corrupted or invalid.

The key registered to the machine is corrupted and cannot be set.

[Register the Key Again.](#)

➤ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

This certificate has been revoked.

The certificate is included in the certificate revocation list (CRL).

[Register a New Certificate.](#)

➤ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

This certificate is invalid.

The certificate is incorrect.

[Register the Correct Certificate, and Configure the Settings Again.](#)

➤ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

➤ **Using TLS (P. 788)**

This certificate has expired.

The certificate may have expired.

[Check the Period of Validity of the Certificate Registered to the Machine.](#)

If the certificate has expired, register a valid certificate. ➤ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

[Check That the Date and Time Are Set Correctly on the Machine](#)

## 🔗 **Setting the Date and Time (P. 882)**

Cannot print this job.

The job was canceled because the maximum number of sheets that can be stapled has been reached.

[Check the Number of Sheets That Can Be Stapled, and Try Again.](#)

### 🔗 **Supported Options (P. 4)**

\* You can change the processing method when the maximum number of sheets that can be stapled is reached.

### 🔗 **[Action When Too Many Sheets to Staple] (P. 1060)**

The specified application cannot be installed on this device.

You tried to install an application that is not an extension system application.  
Specify the application to install again.

This function is currently unavailable. You can use other functions from [Home].

You selected a function that is restricted in Limited Functions Mode.  
Select a usable function. 🔗 **Using the Machine with Limited Functions After an Error Occurs (P. 1402)**

No response from the server. Check the settings.

The specified server may not be set correctly, the power may be off, or there may be insufficient resources.  
Wait a moment, and specify the server again. If the server is still unresponsive, select another server.

Cannot start searching because the server version settings are incorrect. Check the settings.

The LDAP version settings on the LDAP server and the machine do not match.

[Check the Combination of the LDAP Server Version and Character Code.](#)

Check the LDAP server, and set the LDAP version. 🔗 **Registering LDAP Servers (P. 135)**

Check the server.

Failed to communicate with the WebDAV server, or the WebDAV server has insufficient disk space.

[Check the WebDAV Server and Proxy Server Settings.](#)

- Configure the settings correctly so as to access the WebDAV server via a proxy.
- Configure the settings to allow access to the sending destination.
- The proxy server may have failed to communicate with the upstream server. Check that the settings are configured to enable communication.

[Disable Divided Chunk Send.](#)

### 🔗 **[Use Divided Chunk Send for WebDAV TX] (P. 1088)**

[Check the Disk Space of the WebDAV Server.](#)

Ensure that there is sufficient disk space on the WebDAV server for requests from the machine.

The appropriate paper size, XX, is not available.

Paper of the optimal size is not loaded, or paper of a paper type that cannot be selected with paper source auto selection is loaded.

\* The paper size is displayed in XX of the message.

[Load Paper of the Displayed Size.](#)

➤ **Loading Paper (P. 219)**

[Specify the Paper Source Manually.](#)

Specify the paper source loaded with the paper of the displayed size.

[Configure the Settings to Automatically Select the Paper Source Loaded with Paper of the Optimal Size.](#)

➤ **Using the Appropriate Paper Source for Each Function (P. 271)**

Sub line was disconnected due to a subnet mask conflict.

There is a network address conflict of the main line and sub line.

[Check the IP Address and Subnet Mask Settings on the Main Line and Sub Line.](#)

➤ **Setting the IPv4 Address (P. 119)**

➤ **Setting the IPv4 Address of the Sub Line (P. 121)**

An unsupported wired LAN adapter has been connected.

The USB-LAN adapter is not connected, or the USB-LAN adapter which is not available for the machine is connected.

[Check the Connection of the USB-LAN Adapter.](#)

➤ **Connecting to a Wired LAN (P. 108)**

[The USB-LAN Adapter Which Is Available for the Machine.](#)

For details about the USB-LAN adapter which is available for the machine, contact your dealer or service representative.

There are too many subdirectories.

The hierarchy is too deep, exceeding the number of characters that can be set.  
Specify another destination.

Remove all the output paper.

The output tray is full.  
Remove all output paper from the output tray.

Cannot install this application because an applet included in the specified application has exceeded the area that can be displayed in the device panel.

The application cannot be installed because the applet display has exceeded the area that can be displayed on the screen of the machine.  
Install an application with an applet that fits into the display area of the machine.

The following information is missing in file for the specified application. Check the file. <Missing information>

The application cannot be installed because the file does not contain the information required for the application.  
If you still have problems after checking the file contents, contact the application developer or support department for the application about the missing information displayed on the screen.

The specified application does not support this device.

The specified application cannot be installed on the machine.  
Some applications can only be installed on certain models. Install applications supported by the machine.



The contents of the specified file are incorrect or information is missing. Check the file.

The specified file is not a license file, or there is insufficient file information.  
Specify a correct license file.

Cannot find the specified application. It may have been uninstalled by another user.

The specified application is not installed on the machine.  
Press [Back] to return to the previous screen.

The contents of the specified file may be incorrect.

You tried to register a button by specifying a different file at import.  
Specify the correct file, and import again.

The specified license does not match this device. Specify an installable license.

The specified license file cannot be installed on the machine.  
Specify a license file supported by the machine.

The default key is not set. Check TLS Settings.

The key and certificate (TLS server certificate) are not registered.

[Set the Key and Certificate to Use for TLS Encrypted Communication.](#)

[🔗 Using TLS \(P. 788\)](#)

The default key is not set. Check the Key and Certificate List settings in Certificate Settings.

The key and certificate (TLS server certificate) are not registered.

[Register the Key and Certificate to Use for TLS Encrypted Communication.](#)

[🔗 Managing and Verifying a Key and Certificate \(P. 800\)](#)

The combination of the allowed version and selected algorithm is inappropriate. Enter settings again.

The combination of the TLS version and algorithm cannot be set.

[Check the Combination of the TLS Version and Algorithm, and Set It Again.](#)

[🔗 Using TLS \(P. 788\)](#)

A wired LAN adapter that cannot be used has been connected.

A USB-LAN adapter that cannot be used on the machine has been connected.  
Contact your dealer or service representative about usable USB-LAN adapters.

Could not verify the certificate.

Could not verify the CA certificate of the certificate authority.

[Register a CA Certificate Issued by a Certificate Authority.](#)

[🔗 Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority \(P. 813\)](#)

The recommended usage environment info has been updated.

The usage environment was checked in the Recommended Security Settings for Usage Environment, or the recommendation result changed due to a change in the connection environment.

[It Is Recommended That You Check the Recommended Usage Environment and Change to That Security Setting, As Needed.](#)

\* If you do not intend to change the security settings and you want to prevent this message from appearing, disable the notification for when the recommended usage environment is updated.

[🔗Configuring Security Notification \(P. 860\)](#)

Could not perform the job because the scanned originals were all blank pages.

The scanned original was determined to contain blank pages only.

[If the Original Contains Pages That Are Not Blank, Check the Skip Blank Pages Setting.](#)

[🔗Preventing Copying of Blank Pages \(Skip Blank Pages\) \(P. 612\)](#)

Cannot connect.

Proxy authentication failed.

[Check That the Proxy Is Set Correctly.](#)

[🔗Using a Proxy \(P. 784\)](#)

Cannot edit/delete the paper because it is being used for other settings in Settings/Registration.

You tried to use [Paper Type Management Settings] to edit or delete paper registered with another setting.

[If the Paper Was Registered as "Favorite Paper," Cancel the Registration.](#)

[🔗Registering Frequently Used Paper Settings for the Multi-purpose Tray \(P. 264\)](#)

[If the Paper Is Set as the Paper to Be Adjusted or Corrected, Set Another Paper as the Paper to Be Adjusted or Corrected.](#)

[🔗Calibrating the Gradation \(P. 1321\)](#)

The job was processed before the settings were applied. Check the settings.

[ Start] was pressed without the paper size and paper type selected for the multi-purpose tray. Press [OK] to return to the paper settings screen.

[Specifying the Paper Size and Paper Type](#)

[🔗Setting the Paper Size and Type for the Multi-purpose Tray \(P. 255\)](#)

Check Computer Name in Settings/Registration.

A computer or another machine with the same name exists in the WINS database or workgroup to which this machine belongs.

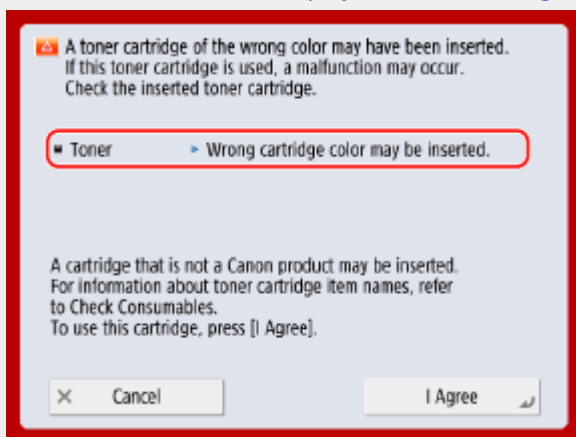
[Set \[Computer Name/Workgroup Name Settings\] So That It Does Not Have the Same Name of Another Computer or Machine.](#)

[🔗\[Computer Name/Workgroup Name Settings\] \(P. 1004\)](#)

A toner cartridge of the wrong color may have been inserted. If this toner cartridge is used, a malfunction may occur. Check the inserted toner cartridge.

The color of the inserted toner may be incorrect.

### Check the Status of the Displayed Toner Cartridge.



- To replace the toner cartridge, press [Cancel].
- To continue to use it as is, press [I Agree]. However, the warranty does not cover problems such as a machine malfunction or some functions not operating properly.
- For troubleshooting problems, contact your dealer or service representative from whom you purchased the toner cartridge.

Cannot change the settings because the selected key is being used.

The key and certificate you tried to delete are being used in TLS encrypted communications or [Restrict Receiving for Each Function] for device information distribution.

### Check the Functions Using TLS Encrypted Communication.

If a function is using the key and certificate you tried to delete, disable the TLS encrypted communication setting. [▶Using TLS \(P. 788\)](#)

Cannot find the selected server. Check the settings.

Could not identify the IP address, or the LDAP server authentication information is set to [Use (Security Authentication)], preventing identification of the host name.

### Check That the DNS Settings on the Machine and the Settings on the DNS Server Are Correct.

[▶Configuring DNS \(P. 128\)](#)

Cannot connect to the selected server. Check the settings.

Could not connect to the LDAP server.

### Check the Settings and Operation Status of the LDAP Server.

- Check that the server address and port number of the LDAP server are set correctly. [▶Registering LDAP Servers \(P. 135\)](#)
- When [Authentication Information] for the LDAP server is set to [Use (Security Authentication)], check to see if the UDP packet is being blocked by a filter. [▶Registering LDAP Servers \(P. 135\)](#)
- Check that the LDAP server is operating normally.

### Check That the Gateway Address of the TCP/IP Settings Is Set Correctly.

[▶Setting the IPv4 Address \(P. 119\)](#)

The setting item specified from Settings Menu cannot currently be used. Contact the system manager.

The selected setting item cannot be changed or is not supported.  
Contact the system manager.

The selected button may be unavailable. Contact the system manager.

The selected user does not exist, or the administrator privileges are disabled.

- Select another user with administrator privileges.
- Log in as an administrator, and register the button again.

Could not send.

Sending could not be performed because there is a problem with the data being sent or the server.

[Is There an Error on the WebDAV Server or Proxy Server?](#)

If there is an error, check the WebDAV server settings or the proxy server settings.

[Check That You Can Access the Specified File or Folder, and Check the Path to the Folder.](#)

- Check that the WebDAV server is set correctly to enable external access to the specified file or folder.
- Check that the destination is set correctly and whether the server (host name) or folder path is too long.

➤ [Shared Folder, File Server, and Advanced Space Destination Settings \(P. 315\)](#)

[Wait a Moment, and Try Sending Again.](#)

The WebDAV server may be busy.

[Disable Divided Chunk Send.](#)

➤ [\[Use Divided Chunk Send for WebDAV TX\] \(P. 1088\)](#)

[Reduce the Size of the Data Being Sent, and Try Sending Again.](#)

➤ [Scan Settings \(P. 450\)](#)

Session timed out. Wait a moment, then try to access the database again.

The session timed out because a fixed period of time has elapsed.

[Wait a Moment, and Try to Access the Database Again.](#)

If the session continues to time out, restart the machine. ➤ [Restarting the Machine \(P. 157\)](#)

Cannot complete searching due to timeout. Check the settings.

Could not complete the search within the specified time.

[Set a Longer Search Timeout Time.](#)

➤ [Registering LDAP Servers \(P. 135\)](#)

Could not execute because the file contains unsupported data.

Cannot generate pages because the description is incorrect.

Try printing the data in a format supported by the machine.

Direct Connection: Ended due to an error.

Failed to connect to the mobile device, or there has been no data transfer to or from the connected mobile device for a fixed period of time.

[Reconnect the Mobile Device.](#)

➤ [Connecting a Mobile Device Directly to the Machine \(Direct Connection\) \(P. 674\)](#)

Direct Connection: Ended because no other dev. could be found.

No connectable mobile device could be found.

[Check That Wi-Fi Is Enabled on the Mobile Device.](#)

- Enable Wi-Fi on the mobile device if disabled.
- Move the mobile device closer to the machine, and try connecting again.
- If you cannot connect properly to the machine, contact your dealer or service representative.

\* Depending on the mobile device, it may not operate properly.

Cannot log in because multi-factor authentication is enabled. Contact the system manager.

The Microsoft Entra ID server information is not set correctly.

[Check the Microsoft Entra ID Server Information and Change the Settings, As Needed.](#)

➤ **Registering Authentication Server Information (P. 717)**

Adjusting gradation... Wait a moment.

The machine is automatically adjusting the gradation.  
When the adjustment is completed, printing resumes automatically.

Could not access the database. Restart the device.

Failed to access the user database due to corruption of the user database or another factor.

[Restart the Machine.](#)

➤ **Restarting the Machine (P. 157)**

Digital Sig. Cert. Access Error

Unable to access the certificate when sending the user signature or device signature.

[Check the Contents of the User Certificate or Device Certificate Registered to the Machine.](#)

➤ **Registering a User Signature Key and Certificate (P. 843)**

➤ **Generating and Registering a Device Signature Key and Certificate (P. 842)**

Certificate Expiration Date Error

The certificate has expired.

[Check the Period of Validity of the Certificate Registered to the Machine.](#)

If the certificate has expired, register a valid certificate. ➤ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

[Check That the Date and Time Are Set Correctly on the Machine](#)

➤ **Setting the Date and Time (P. 882)**

Cannot log in because multiple users are registered under the same user name. Contact the system manager.

Could not identify the user name because case sensitivity is not enabled.

[Enable Case Sensitivity for the User Name.](#)

➤ **[Match Case for User Name] (P. 1156)**

[Register the User Using Another User Name.](#)

▶ **Registering User Information to a Local Device (P. 697)**

Cannot register because the amount of data for registered buttons has reached the limit.

Additional buttons cannot be registered because the maximum number of registered buttons has been reached.

[Overwrite a Registered Button, or Delete Unnecessary Buttons.](#)

▶ **Customizing the [Home] Screen (P. 181)**

Cannot import because the number of buttons for registration has exceeded the upper limit.

Additional buttons cannot be registered because the maximum number of registered Personal or Shared buttons has been reached during import.

[Delete Unnecessary Personal or Shared Buttons, and Try Importing Again.](#)

▶ **Customizing the [Home] Screen (P. 181)**

Could not register because the number of registered users has reached the limit.

Additional users cannot be registered because the maximum number of users has been reached.

[Delete Unnecessary Users.](#)

▶ **[Register/Edit Authentication User] (P. 1154)**

Replace the toner cartridge.

The toner has run out.

[Replace with a New Toner Cartridge.](#)

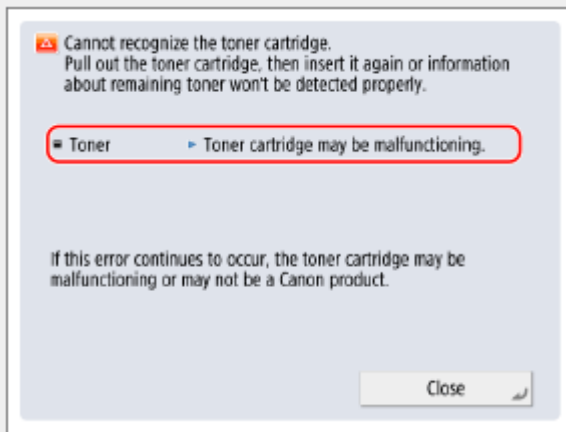
Follow the instructions on the screen to replace the toner cartridge. ▶ **Replacing the Toner Cartridges (P. 1294)**



Cannot recognize the toner cartridge. Pull out the toner cartridge, then insert it again or information about remaining toner won't be detected properly.

The toner cartridge is not inserted correctly, the toner cartridge has malfunctioned, or toner with an incorrect item name may have been inserted.

### Check the Status of the Displayed Toner Cartridge.



- Reinstall the toner cartridge.
- To continue to use it as is, press [Close]. However, the warranty does not cover problems such as a machine malfunction or some functions not operating properly.
- For troubleshooting problems, contact your dealer or service representative from whom you purchased the toner cartridge.

Toner is low. Replacement is not yet needed.

The toner cartridge is almost empty.

[Prepare a New Toner Cartridge for Replacement at Any Time.](#)

You do not need to replace the toner cartridge at this time.

Cleaning the drum... Wait a moment.

The drum inside the machine is being cleaned.  
When cleaning is completed, printing resumes automatically.

The entered PIN is incorrect.

An incorrect PIN was entered.

[Enter the PIN Again.](#)

If you lost your PIN, contact the administrator.

The authentication server is not running. Contact the system manager.

Failed to communicate with the authentication server for an unknown reason.

[Is an Ethernet Cable Disconnected from the Machine?](#)

➡ **Connecting to a Wired LAN (P. 108)**

[Is the Active Directory Server Started?](#)

Start the Active Directory server if it has not been started.

[Is the Key Distribution Center \(KDC\) Service of Active Directory Stopped?](#)

Check the status of the service using the following procedure:

1. Start the service in the Windows management tool of Active Directory.
2. Check the status of the Active Directory domain service, and start the service if it has not been started.

[Check Whether a Firewall Is Blocking Communication with the Active Directory Server.](#)

Unblock the Kerberos service port (default setting: 88) of Active Directory if blocked.

\* If Active Directory is specified as the login destination, communication is normally performed with the UDP protocol using port 88, but the communication data may be processed with the TCP protocol if it exceeds a certain size.

Cannot find the authentication server. Contact the system manager.

Failed to communicate with the authentication server for an unknown reason.

[Is an Ethernet Cable Disconnected from the Machine?](#)

➤ **Connecting to a Wired LAN (P. 108)**

[Is the DNS Server Set Correctly?](#)

Check the DNS Server Settings on the Machine and Set Them Again. When using a secondary DNS server, also check the settings of that server. ➤ **Configuring DNS (P. 128)**

[Is the Specified DNS Server Started?](#)

Start the DNS server if it has not been started.

[Is the Service of the Specified DNS Server Stopped?](#)

Check the status of the DNS server using the following procedure:

1. Start the service in the Windows management tool of the DNS server.
2. Check the status of the DNS server, and start the service if it has not been started.

[Check Whether a Host Record Exists in the DNS Server.](#)

Check whether the DNS server has a host record and whether the forwarder settings are correct.

No password is set on the authentication server side. Contact the system manager.

An appropriate password was not set on the server when configuring or upgrading Active Directory. Reset the password of the account, and configure the settings again.

Cannot log in because anonymous access to the authentication server is not allowed. Contact the system manager.

Anonymous access is not allowed on the LDAP server.

[Set the Authentication Information for Accessing the LDAP Server.](#)

On the information input screen of the LDAP server, select the [Use authentication information] checkbox, and then set the user name and password according to the information registered in the LDAP server. ➤ **Registering Authentication Server Information (P. 717)**

The account information necessary to log in to the authentication server is invalid. Contact the system manager.

Could not log in as an administrator.

[Are the User Name and Password Correct?](#)

Correctly set the account information with administrator privileges.

[Check That the Attributes Are Set Correctly.](#)

If the attributes are set correctly, check that the values of the attributes registered on the server are correct. ➤ **Registering Authentication Server Information (P. 717)**

A competing IP address was found on the network.

The same IPv4 address set for the machine exists on the same network as the machine.



[Change the IP Address of the Machine So That It Does Not Conflict with the IP Address of Another Device.](#)

🔗 **Setting the IPv4 Address (P. 119)**

An IP address conflict was detected on the network (Main Line).

The same IPv4 address set for the main line of the machine exists on the same network as the machine.

[Change the IP Address of the Main Line of the Machine So That It Does Not Conflict with the IP Address of Another Device.](#)

🔗 **Setting the IPv4 Address (P. 119)**

An IP address conflict was detected on the network (Sub Line).

The same IPv4 address set for the sub line of the machine exists on the same network as the machine.

[Change the IP Address of the Sub Line of the Machine So That It Does Not Conflict with the IP Address of Another Device.](#)

🔗 **Setting the IPv4 Address of the Sub Line (P. 121)**

Could not perform the operation because a network error occurred.

Could not save the scanned data or computer file to Advanced Space of the connection destination.

[Check Whether the Advanced Space Settings on the Store Location Are Configured to Prohibit Folder Creation and File Saving.](#)

Writing from external sources is disabled for the destinationAdvanced Space.

[Did You Try to Save a File Directly Under a Shared Space or Personal Space?](#)

Files cannot be saved directly under a Shared Space (share) or Personal Space (users) in Advanced Space. Save the file to a subfolder.

[Is the Store Location Full Path \(Folder Name Indicating the File Name and Save Destination\) Too Long?](#)

Shorten the folder name or file name or change the store location so that the number of characters of the path does not exceed 256 characters including "/"share" or "/"users".

[Delete Any Unnecessary Files from the Store Location, or Change the Store Location.](#)

The number of files and folders that can be saved may have exceeded the upper limit, or the storage capacity may be insufficient.

Check the network connection.

An Ethernet cable is not connected correctly to the machine.

[Is an Ethernet Cable Disconnected from the Machine?](#)

🔗 **Connecting to a Wired LAN (P. 108)**

If you reconnected the Ethernet cable, restart the machine. 🔗 **Restarting the Machine (P. 157)**

[To Use the Machine Without Connecting to the Network, Set \[Confirm Network Connection Setting Changes\] to \[Off\].](#)

🔗 **[Confirm Network Connection Setting Changes] (P. 995)**

Check the network connection. (Main Line)

The Ethernet cable of the main line is not connected correctly to the machine.

[Is an Ethernet Cable Disconnected from the Machine?](#)

➤ **Connecting to a Wired LAN (P. 108)**

If you reconnected the Ethernet cable, restart the machine. ➤ **Restarting the Machine (P. 157)**

To Use the Machine Without Connecting to the Network, Set [Confirm Network Connection Setting Changes] to [Off].

➤ **[Confirm Network Connection Setting Changes] (P. 995)**

Check the network connection. (Sub Line)

The Ethernet cable of the sub line is not connected correctly to the machine.

Is an Ethernet Cable Disconnected from the Machine?

➤ **Connecting to a Wired LAN (P. 108)**

If you reconnected the Ethernet cable, restart the machine. ➤ **Restarting the Machine (P. 157)**

To Use the Machine Without Connecting to the Network, Set [Confirm Network Connection Setting Changes] to [Off].

➤ **[Confirm Network Connection Setting Changes] (P. 995)**

A period longer than the password validity is set. Enter the settings again.

The password change prohibition period setting is longer than the password validity period.

Set a Password Change Prohibition Period That Is Shorter Than the Password Validity Period.

➤ **[Settings for Password Change Prohibition Period] (P. 1158)**

Eco (Staple-Free) is currently unavailable.

The Staple-Free unit has malfunctioned.  
Contact your dealer or service representative.

The job was canceled because features that cannot be used at the same time as Eco (Staple-Free) are set. Change the settings, then try again. Changing the staple position or paper type may allow Eco (Staple-Free) to be used.

The staple position is restricted depending on the paper type.  
Set the staple position to [Top Left] or [Bottom Right], or change the paper type.

Scanning was canceled because the originals were not correctly fed.

A paper jam occurred in the feeder because multiple originals were fed together or an original with an unusable type was fed.

Remove the Originals from the Feeder, and Place Them Again.

- Remove the jammed originals. ➤ **Paper Jams in the Feeder (P. 1474)**
- Check that the originals are appropriate, and place them again. ➤ **Placing Originals (P. 204)**

Remove the jammed originals from the feeder and any originals left in the feeder tray, then place them back in the feeder tray and press the [Start] key.

Scanning was canceled because the originals are jammed in the feeder.

Reset the Originals, and Press [ Start].

➤ **Placing Originals in the Feeder (P. 206)**

Remove the original from the feeder.

You are using a function that cannot be used to scan with the feeder.  
Place the original from the feeder onto the platen glass.

Cannot send because multiple destinations were specified.

Sequential broadcast is restricted.

[Set \[Restrict Sequential Broadcast When Fax Dest. Included\] to \[Off\].](#)

➡ **[Restrict Sequential Broadcast When Fax Dest. Included] (P. 1111)**

Performing multiple jobs...

Multiple jobs such as print and send jobs are being executed at the same time as the scan operation.  
Wait a moment until the scan operation resumes.

Cannot log in because an authentication error occurred in Department ID Management. Contact the system manager.

When using User Authentication, Department ID Management is enabled but Department IDs have not been assigned to users.

[Assign Department IDs to Users.](#)

➡ **Assigning a Department ID to a User (P. 744)**

If no administrator can log in, contact your dealer or service representative.

PDL Invalid DLG Input

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

➡ **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL DLG Rendering Error

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

➡ **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL DLG Unknown Error

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

➡ **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL DLG Memory Full

The work memory was insufficient for the system to process data (in particular, graphic and text processing).

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the page with the data that caused the error may not printed correctly.

#### PDL DLG Mem. Alloc. Err

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔍 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL GL Orig. Pt Unknown

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔍 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL GL Coord.Result

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔍 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL Invalid GL Input

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔍 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL GL Range Check

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔍 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL GL Memory Full

The work memory was insufficient for the system to process data (in particular, graphic and text processing).

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the page with the data that caused the error may not be printed correctly.

#### PDL GL Mem. Alloc. Err

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

🔗 **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL IMG Refer. Data Err

The TIFF or JPEG data includes data that cannot be processed by the machine.

[Cancel Printing, Initialize the Machine, and Try Printing Again.](#)

Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. 🔗 **[Reset Printer] (P. 1228)**

#### PDL IMG Initial. Err

There is insufficient memory for printing TIFF or JPEG data.

[Cancel Printing, Initialize the Machine, and Try Printing Again.](#)

Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. 🔗 **[Reset Printer] (P. 1228)**

#### PDL IMG Process. Error

An unknown error occurred while processing TIFF or JPEG data.

[Cancel Printing, Initialize the Machine, and Try Printing Again.](#)

All print data in the memory of the machine is deleted. 🔗 **[Reset Printer] (P. 1228)**

#### PDL IMG Invalid Data

The TIFF or JPEG data includes data that cannot be processed by the machine. In addition, data that cannot be processed by the machine may be sent because the machine has the same IP address as another device on the same network.

[Change the IP Address of the Machine So That It Does Not Conflict with the IP Address of Another Device.](#)

🔗 **Setting the IPv4 Address (P. 119)**

🔗 **Setting IPv6 Addresses (P. 123)**

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data that caused the error is not printed.

#### PDL IMG Work Memory Full

There is insufficient memory for processing TIFF or JPEG data.

[Cancel Printing, Initialize the Machine, and Try Printing Again.](#)

Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. 🔗 **[Reset Printer] (P. 1228)**

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data that caused the error is not printed.

#### PDL UFR II Work Mem Full

The memory required for processing the print data is insufficient. Or, the dedicated work memory for the UFR II mode could not be reserved.

[When printing TIFF or JPEG data, print the data again using the image mode.](#)

Change [Graphics] to [Images] in the UFR II printer driver. For details, see the help for the UFR II printer driver.

[Cancel Printing, Initialize the Machine, and Try Printing Again.](#)

Initializing the machine increases the available memory. However, this deletes all print data in the memory of the machine. ➤ **[Reset Printer] (P. 1228)**

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data that caused the error is not printed.

#### PDL UFR II Version Err

The machine received an unsupported version of UFR II data.

[Install the UFR II printer driver for the machine, then print again.](#) ➤ **Installing Software and Drivers to the Computer (P. 149)**

[Press \[Skip Error\] to Continue Printing.](#)

If you skip the error, the data that caused the error is not printed.

#### PDL UFR II Area Error

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

➤ **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL UFR II Admin Error

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

➤ **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL nn Rendering Error (where "nn" is the module name)

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

➤ **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL PDF Error

PDF data that cannot be processed by the machine was sent.

- Optimize the PDF with Adobe Acrobat, and try printing again.
- Open the PDF file in an application, and try printing again using the printer driver.
- If the above solutions do not fix the problem, make a note of the message and contact your dealer or service representative.

#### PDL PDF Data Decode Err

The encrypted PDF file cannot be decrypted.

[Is the Password for Printing Incorrect?](#)

Enter the correct password, and try printing again.

[Is Printing Not Allowed in the Security Settings of the PDF File?](#)

If printing is not allowed, change the PDF file to allow printing in an application for editing PDF files.

#### PDL PDF Memory Full

There is insufficient memory to process the PDF data.

- Optimize the PDF with Adobe Acrobat, and try printing again.
- Divide the pages of the PDF data with Adobe Acrobat into multiple files, and try printing again.
- Open the PDF file in an application, and try printing again using the printer driver.

#### PDL RIP Process. Error

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

 **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL XPS Error

An undefined error occurred.

[Restart the Machine.](#)

 **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL XPS Initialize Error

An unknown error, such as not being able to retrieve memory during initialization, occurred.

[Restart the Machine.](#)

 **Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL XPS Rendering Error

An error occurred in the rendering system.

[Restart the Machine.](#)

**🔗 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL Image Comp. Error

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔗 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL Rendering Timeout

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔗 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL Data Transfer Error

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔗 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

#### PDL Reg. Access Error

The printer function of the machine is not working properly due to an error.

[Restart the Machine.](#)

**🔗 Restarting the Machine (P. 157)**

If the message still appears after restarting the machine, make a note of the message and contact your dealer or service representative.

Cannot connect to the proxy server. Contact the system manager.

The proxy server information is not set correctly.

[Check the Proxy Server Information and Change the Settings, As Needed.](#)

**🔗 Using a Proxy (P. 784)**



Cannot change the password during the password change prohibition period. The current password needs to be used for the following number of days after it has been set: @1

You tried to change the password during the password change prohibition period.

[Change the Password Change Prohibition Period or Clear the Setting.](#)

🔗 **[Settings for Password Change Prohibition Period] (P. 1158)**

Register to Home will be canceled and you will be returned to the function screen because you do not have permission to register buttons. Log in as an administrator, then try again.

Registering Personal or Shared buttons is restricted in user authentication.

[Log In as an Administrator, and Register the Button Again.](#)

Shared buttons can be registered after logging in as an administrator.

[Allow Registration of Personal and Shared Buttons.](#)

To allow registration of buttons to a user, change the following settings:

- [Allow Home Screen Customization for Common Use]
- [Allow Registration/Editing of Personal Buttons]

🔗 **Configuring the Operations and Screen Displays Allowed for Users (P. 886)**

Load staples into the stapler unit.

There are no staples in the staple case of the stapler unit in the finisher.

[Load Staples \(Replace the Staple Case\).](#)

🔗 **Adding Staples (Option) (P. 1300)**

The password does not meet the policy requirements. Change the password.

The entered password violates the password policy.

[Enter a Password That Complies with the Password Policy.](#)

If you do not know the password policy, contact the administrator.

Timer settings for this device and the authentication server may not be synchronized. Contact the system manager.

The date and time settings of the machine and authentication server are different.  
Synchronize the date and time settings of the machine and authentication server.

Toner still remains in the following cartridges that have been pulled out

A non-empty toner cartridge was removed from the machine.

[Return the toner cartridge to the machine.](#)

🔗 **Replacing the Toner Cartridges (P. 1294)**

Check the access point selection for Wireless LAN Settings.

The wireless LAN of the connection destination is not safe because the access point is not encrypted or uses the WEP or WPA security standard.

[Use an Access Point That Supports a Security Standard Other Than WEP and WPA.](#)

🔗 **Connecting to a Wireless LAN (P. 110)**

\* If you do not intend to change the wireless LAN of the connection destination and you want to prevent this message from appearing, disable the notification for when an encryption method vulnerability is found for the selected wireless LAN.

**➤Configuring Security Notification (P. 860)**

Wireless LAN communication error. Turn main power OFF & ON.

An unknown error occurred when configuring the wireless LAN connection.

[Restart the Machine.](#)

**➤Restarting the Machine Using the Power Switch (P. 157)**

Wireless LAN communic. error. Check Wireless LAN Information.

An unknown error occurred when configuring the wireless LAN connection.

[Check the Wireless LAN Settings.](#)

**➤Checking the MAC Address and Connection Information of the Wireless LAN (P. 148)**

Wireless LAN access point connection vulnerability was detected.

The wireless LAN of the connection destination is not safe because the access point is not encrypted or uses the WEP or WPA security standard.

[Use an Access Point That Supports a Security Standard Other Than WEP and WPA.](#)

**➤Connecting to a Wireless LAN (P. 110)**

\* If you do not intend to change the wireless LAN of the connection destination and you want to prevent this message from appearing, disable the notification for when an encryption method vulnerability is found for the selected wireless LAN.

**➤Configuring Security Notification (P. 860)**

Cannot send because the memory is full. Wait a moment, then try again.

Could not send the fax because of insufficient memory.

[Lower the Resolution for Scanning the Original.](#)

**➤Adjusting Image Quality (P. 533)**

[Delete Any Unnecessary Files from the Memory to Increase the Available Memory.](#)

**➤Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 553)**

\* If the message frequently appears even after applying the above solutions, contact your dealer or service representative.

Could not perform the operation because the memory is full.

When using the Scan and Store function, scanning was canceled because the memory became full while scanning the original.

Delete any unnecessary data to increase the available memory, and try scanning the original again.

Scanning will be canceled because the memory is full. Wait a moment, then try again.

When using the Copy function, copying was canceled because the memory became full while scanning the original.

Copy the remaining originals after printing of the data in the memory is complete.

Scanning will be canceled because the memory is full. Do you want to send the scanned pages?

When using the Fax or Scan and Send function, scanning was canceled because the memory became full while scanning the original.

Press [Yes] to send the scanned pages. Scan the remaining originals after sending is complete.

Scanning will be canceled because the memory is full. Do you want to print the scanned pages?

When using the Copy function, copying was canceled because the memory became full while scanning the original.

Press [Yes] to print the scanned pages. Copy the remaining originals after printing is complete.

Scanning will be canceled because the memory is full. Do you want to store the scanned pages?

When using the Scan and Store function, scanning was canceled because the memory became full while scanning the original.

Press [Yes] to store the scanned pages. Scan the remaining originals after storing is complete.

The amount of data stored for registered users has reached the limit. You can perform operations, but no data (job setting logs, personal settings content, etc.) can be stored this time. To be able to store data from the next time you log in, unnecessary data must be deleted from other users. Contact the system manager or refer to the manual for details.

New user setting information could not be stored because the maximum number of registered users has been reached.

[Delete Unnecessary User Setting Information.](#)

➤ **Deleting User Setting Information (P. 774)**

\* You can configure the settings to automatically delete old user setting information when the maximum number of registered users is reached. ➤ **[Action When Maximum Number of Users Exceeded] (P. 1168)**

[If You Are Not Using the Personalization Function, Disable It.](#)

When the personalization function is enabled, user setting information is stored. If you are not using this function, delete the stored user setting information, and disable the personalization function.

➤ **Enabling and Disabling the Personalization Function (P. 736)**

Register to Home will be canceled because you are not logged in. Return to the function screen, log in, then try again.

Registering Shared buttons is restricted in user authentication.

[Log In as an Administrator, and Register the Button Again.](#)

Shared buttons can be registered after logging in as an administrator.

Check the user name, password, or settings.

An incorrect user name, password, or domain name was used for LDAP server authentication.

[Set the Correct Authentication Information of the LDAP Server.](#)

Correctly set the user name, password, and domain name according to the information registered in the LDAP server. ➤ **Registering LDAP Servers (P. 135)**

Load paper.

The paper source is out of paper, or the paper settings differ from the paper that is loaded.

[Load Paper in the Paper Source Displayed on the Control Panel.](#)

➤ **Loading Paper (P. 219)**

[Adjust the Paper Source Guides to the Edges of the Paper.](#)

Adjust the paper guides of the paper source to the edges of the paper.  
If the paper guides are not aligned properly, the loaded paper size is not detected correctly.

Press [  Status Monitor], and Check the Paper Settings in [Consumables/Others].

If the paper settings differ from the paper that is loaded, change the paper size and paper type settings.

If you are using the multi-purpose tray, reset the loaded paper, and change the settings.

➤ **Setting the Paper Size and Type for the Paper Drawer (P. 251)**

➤ **Setting the Paper Size and Type for the Multi-purpose Tray (P. 255)**

[Check the Paper Settings on the Printer Driver or Application.](#)

Check the paper settings on the [Printing Preferences] screen of the printer driver or the print screen of the application. If the paper settings differ from the paper that is loaded, match them with the paper or load the correct paper.

Scanning was canceled because the data size of the scanned original exceeds the limit. Scanning may be possible if sharpness is reduced, or Original Type is set to Text.

Scanning was canceled because the data size of the scanned original exceeds the limit of the machine.

[Change the Settings, and Try Scanning Again.](#)

Try scanning with the following settings: ➤ **Adjusting the Image Quality (P. 459)**

- Adjust the [Sharpness] setting to a lower level.
- Set [Original Type] to [Text].

Some applications require license confirmation.

The license file of a MEAP application will expire soon.  
Add a license file.

Always Require Two-Factor Auth. on Remote UI is recommended.

Unauthorized access from Remote UI is possible.

[Use of Two-Factor Authentication for Remote UI Is Recommended.](#)

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [User Management] ► [Authentication Management] ► [Basic Settings] ► [Edit...] ► select [All Users] or [Administrators Only] for [Always Require Two-Factor Authentication] in [Remote UI Authentication]

\* If you do not intend to use two-factor authentication and you want to prevent this message from appearing, disable the notification for when an Internet security issue is detected.

➤ **Configuring Security Notification (P. 860)**

Cooling... Wait a moment.

The inside of the machine is being cooled because the internal temperature increased.  
Wait a moment until the process is complete.

Information set by the currently logged-in user will not be stored.

New user setting information could not be stored because the maximum number of registered users has been reached.

[Delete Unnecessary User Setting Information.](#)

➤ **Deleting User Setting Information (P. 774)**

\* You can configure the settings to automatically delete old user setting information when the maximum number of registered users is reached. ➤ **[Action When Maximum Number of Users Exceeded] (P. 1168)**

Login failed. Anonymous access to the LDAP server is not allowed.

Anonymous access is not allowed on the LDAP server.

[Set the Authentication Information of the LDAP Server.](#)

On the information input screen of the LDAP server, select the [Use authentication information] checkbox, and then set the user name and password according to the information registered in the LDAP server. ➤ **Registering Authentication Server Information (P. 717)**

Login failed. The account information required to log in to the LDAP server is incorrect. Check the user information used to log in to the LDAP server.

The user name or password of the LDAP server is not set correctly.

[Set the Correct Authentication Information of the LDAP Server.](#)

Correctly set the user name and password according to the information registered in the LDAP server.

➤ **Registering Authentication Server Information (P. 717)**

Cannot log in. Check the login destination.

The login destination information entered on the mobile device is incorrect  
Check the login destination, and log in again.

Cannot store the password because the number of passwords stored for each user has reached the limit.

The login user password cannot be stored because the maximum number of passwords has been reached.  
Delete unnecessary password information.

# A Six-Digit Number Appears at Login

EK89-13W

A six-digit number may appear below a message when an error occurs at login. Check how to troubleshoot the problem from the list below.

- 🔗 **310001 to 310003 (P. 1443)**
- 🔗 **322XXX (P. 1443)**
- 🔗 **323XXX (P. 1444)**
- 🔗 **324XXX (P. 1445)**
- 🔗 **325XXX (P. 1445)**
- 🔗 **331000 to 332008 (P. 1445)**

## 310001 to 310003

| Six-digit number | Cause and solution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 310001           | <p>Failed to communicate with the authentication server.</p> <ul style="list-style-type: none"> <li>• Check the network cable connected to the machine and domain controller (Active Directory).</li> <li>• Check whether the domain controller is stopped.</li> <li>• Check that name resolution is working correctly with the DNS server set for the machine by the domain controller.</li> <li>• In the authentication server setting, increase the timeout time in [Authentication Timeout] to a value greater than the current setting. 🔗 <b>Registering Authentication Server Information (P. 717)</b></li> </ul> |
| 310002           | <p>The Active Directory site information is not set correctly when [Use access mode within sites] is enabled on the machine.<br/>Check that the site setting on Active Directory is set correctly.</p>                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 310003           | <p>The network environment is not ready.</p> <ul style="list-style-type: none"> <li>• Wait a moment, and try checking again.</li> <li>• Check that name resolution to the specified domain name is working correctly (can be converted to an IP address) with the DNS server set for the machine, and make adjustments, as needed.</li> <li>• The DNS server set for the machine cannot be found, or it is unable to communicate. Check the settings and communication environment.</li> </ul>                                                                                                                          |

## 322XXX

An error occurred at Kerberos authentication. "XXX" represents the displayed Kerberos error code.

| Six-digit number | Cause and solution                                                                                                                                                                                                                                                           |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 322000           | <p>A server error occurred at Kerberos authentication.<br/>In Active Directory, clear the [Do not require Kerberos preauthentication] checkbox, which is an account option for the login user account. Alternatively, check that Active Directory is operating properly.</p> |
| 322006           | <p>The target user does not exist on the authentication server.<br/>Check that the authentication user or search user exists on the domain controller to be authenticated.</p>                                                                                               |

| Six-digit number | Cause and solution                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 322012           | In Active Directory, the [Smart card is required for interactive logon] checkbox, which is an account option for the login user account, is selected.<br>In Active Directory, clear the [Smart card is required for interactive logon] checkbox, which is an account option for the login user account, and reset the password.<br>* You can specify the same password when resetting the password.                                                                                                                                                                               |
| 322014           | The password or encryption method for Kerberos authentication is not set correctly. <ul style="list-style-type: none"> <li>In the Active Directory management tool, reset the password for the authentication user or search user.</li> <li>Check that the encryption method for Kerberos authentication is set to a method (AES128-bit encryption and DES) supported by User Authentication.</li> </ul>                                                                                                                                                                          |
| 322018           | The account has expired.<br>Check the period of validity of the account. <a href="#">▶[Add User] and [Edit User Information] Screen (P. 704)</a>                                                                                                                                                                                                                                                                                                                                                                                                                                  |
| 322023           | The password has expired. <ul style="list-style-type: none"> <li>Change the password.</li> <li>In Active Directory, check the settings of the account options for the login user account.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                              |
| 322024           | An incorrect user name or password was used at keyboard authentication.<br>Check the user name and password of the authentication user or search user.                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 322029           | Failed to communicate with the writable domain controller. <ul style="list-style-type: none"> <li>Check the network cable of the writable domain controller.</li> <li>Check whether the writable domain controller is stopped.</li> <li>Check that name resolution is working correctly with the DNS server on the writable domain controller.</li> <li>In the authentication server setting, increase the timeout time in [Period Until Timeout] to a value greater than the current setting. <a href="#">▶Registering Authentication Server Information (P. 717)</a></li> </ul> |
| 322037           | The date and time settings of the machine and authentication server are different.<br>Synchronize the date and time settings of the machine and authentication server.                                                                                                                                                                                                                                                                                                                                                                                                            |

## 323XXX

An error occurred at LDAP server authentication (LDAPBind). "XXX" represents the LDAPBind error code.

| Six-digit number | Cause and solution                                                                                                                                                                                                                                                                                                                                                                           |
|------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 323000           | An error occurred at LDAP server authentication.<br>Check that Active Directory or the LDAP service is operating properly.                                                                                                                                                                                                                                                                   |
| 323008           | An error related to TLS-encrypted communication occurred at LDAP server authentication. <ul style="list-style-type: none"> <li>Check the communication settings of the LDAP server to see if TLS encrypted communication is set.</li> <li>Check that the communication settings on the machine match those on the LDAP server. <a href="#">▶Registering LDAP Servers (P. 135)</a></li> </ul> |
| 323048           | An anonymous user is being used for LDAP server authentication.<br>Check whether anonymous access is allowed on the LDAP server.                                                                                                                                                                                                                                                             |
| 323049<br>323053 | The user information for LDAP server authentication is not set correctly. <ul style="list-style-type: none"> <li>Check the user name and password of the authentication user or search user.</li> <li>Check whether the authentication user or search user is invalid or expired, or whether the account is locked.</li> </ul>                                                               |

## 324XXX

An error occurred at LDAP server search (LDAPSearch). "XXX" represents the LDAPSearch error code.

| Six-digit number | Cause and solution                                                                                                 |
|------------------|--------------------------------------------------------------------------------------------------------------------|
| 324000           | An error occurred at LDAP server search.<br>Check that Active Directory or the LDAP service is operating properly. |

## 325XXX

An LDAP server update error occurred. "XXX" represents the LDAPModify error code.

| Six-digit number | Cause and solution                                                                                                                                                                                                                                                                                                                                                |
|------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 325000           | An error occurred at LDAP server authentication.<br>Check that Active Directory or the LDAP service is operating properly.                                                                                                                                                                                                                                        |
| 325010           | Registration to a read-only domain controller was performed.<br>If the domain controller configured in the Active Directory settings is read-only, you cannot use functions for editing the user information (to register and delete cards, and to change the PIN). To use the function for registering user information, configure a writable domain controller. |
| 325050           | The search user set in the administrator settings page does not have update (write) permissions.<br>Check whether the search user has been granted write permissions for the user attribute to be changed.                                                                                                                                                        |
| 325067           | You tried to change a relative distinguished name (RDN) attribute, such as the common name (cn) attribute.<br>You cannot change a relative distinguished name (RDN) attribute, such as the common name (cn) attribute.<br>Specify another attribute to be changed.                                                                                                |

## 331000 to 332008

| Six-digit number | Cause and solution                                                                                                                                                                                                                                                           |
|------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 331000           | User authentication failed.<br>Check the user name and password. If you still cannot resolve the problem, contact your system manager.                                                                                                                                       |
| 331001           | The user name has not been entered.<br>Enter a user name.                                                                                                                                                                                                                    |
| 331002           | The user cannot be found.<br>Check the user name and password. If you still cannot resolve the problem, contact your system manager. The user may not exist on the LDAP server, or the search user may not have permission to read the attribute information of the account. |
| 331003           | You are using a card that has not been registered to the authentication server.<br>Check that you are using the correct card.                                                                                                                                                |
| 331004           | Multiple instances of the same card information have been registered to the authentication server.<br>Contact your system manager.                                                                                                                                           |
| 331005           | The account of the login user has expired.<br>Contact your system manager.                                                                                                                                                                                                   |
| 331006           | The validity value on the card does not match that on the server.                                                                                                                                                                                                            |



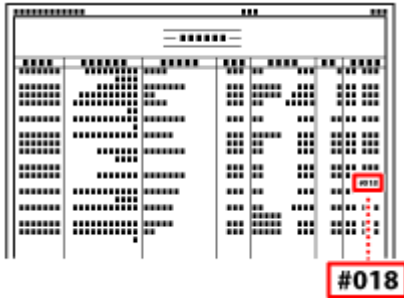
| Six-digit number | Cause and solution                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                  | Check that you are using the correct card. If you still cannot resolve the problem, contact your system manager.                                                                                                                                                                                                                                                                                                                                             |
| 331007           | A validity value outside the range is set on the server.<br>Check that the server is operating with the correct attribute of the validity value. <a href="#">▶ Registering Authentication Server Information (P. 717)</a>                                                                                                                                                                                                                                    |
| 331008           | The account of the login user is locked out.<br>Contact your system manager.                                                                                                                                                                                                                                                                                                                                                                                 |
| 331009           | The user ID of the account you are using to log in to the machine is invalid, or the server settings may be incorrect. <ul style="list-style-type: none"> <li>Check that the required attributes are set correctly. <a href="#">▶ Registering Authentication Server Information (P. 717)</a></li> <li>In Active Directory, clear the [Do not require Kerberos preauthentication] checkbox, which is an account option for the login user account.</li> </ul> |
| 331010           | A user without permission to use a function tried to log in to use a function that requires authentication.<br>Contact your system manager.                                                                                                                                                                                                                                                                                                                  |
| 331011           | Failed to log in to use a function that requires authentication.<br>Check which functions the login user is able to use.                                                                                                                                                                                                                                                                                                                                     |
| 331012           | The PIN of the login user is incorrect.<br>Enter the PIN again.                                                                                                                                                                                                                                                                                                                                                                                              |
| 331013           | The account of the login user is invalid.<br>Contact your system manager.                                                                                                                                                                                                                                                                                                                                                                                    |
| 332000           | Failed to update the user information.<br>Failed to update the user information. Check that the user is confirmed as the correct user and that the updates are set correctly.                                                                                                                                                                                                                                                                                |
| 332001           | The card information is already registered.<br>The card of the login user is already registered. Check that you are using the correct card, or contact your system manager.                                                                                                                                                                                                                                                                                  |
| 332002           | An invalid attribute was specified when updating the user information.<br>When using a function to edit card information, you are not allowed to register information to the sAMAccountName or userPrincipalName attribute in Active Directory. Try using another attribute.                                                                                                                                                                                 |
| 332003           | An invalid login name was specified when updating the user information.<br>You are not allowed to register a user name (login name) of the login user. Check the user name, and contact your system manager.                                                                                                                                                                                                                                                 |
| 332004           | An invalid display name was specified when updating the user information.<br>You are not allowed to register a display name of the login user. Check the display name attribute value on the server being referred to, and contact your system manager.                                                                                                                                                                                                      |
| 332005           | An invalid domain name was specified when updating the user information.<br>You are not allowed to register the domain name. Check the selected domain name, and contact your system manager.                                                                                                                                                                                                                                                                |
| 332006           | An invalid e-mail address was specified when updating the user information.<br>You are not allowed to register an e-mail address of the login user. Check the attribute value of the e-mail address on the server being referred to, and contact your system manager.                                                                                                                                                                                        |
| 332007           | An invalid role was specified when updating the user information.<br>Check the attribute value for determining permissions on the server being referred to, and contact your system manager.                                                                                                                                                                                                                                                                 |
| 332008           | The maximum number of users that can be registered has been reached when updating the user information.<br>Contact your system manager.                                                                                                                                                                                                                                                                                                                      |

# An Error Code Is Displayed (#xxx)

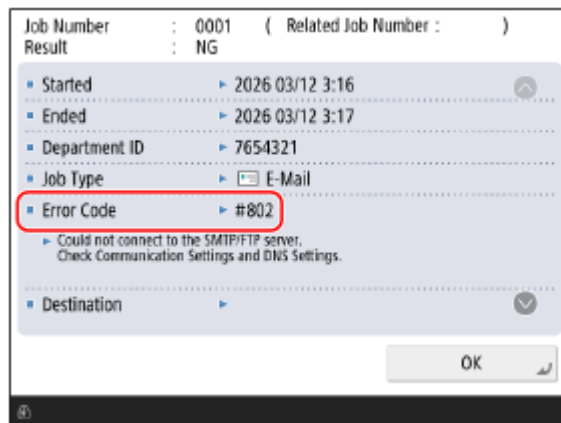
EK89-13X

If printing cannot be performed, scanned data or a fax cannot be sent or received, or another error occurs, an error code (a three-digit number starting with "#") is displayed on the detailed information screen of the report or job log.

## Report



## Job Log



Select the error code from the list below, and check how to troubleshoot the problem.

- ▶ #001 to #099 (P. 1447)
- ▶ #101 to #199 (P. 1452)
- ▶ #701 to #799 (P. 1452)
- ▶ #801 to #899 (P. 1458)
- ▶ #901 to #999 (P. 1469)

### NOTE

- If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative. ▶ **If the Problem Persists (P. 1506)**

## #001 to #099

### #001

Different size originals were scanned without configuring the settings to use different size originals, or the original is jammed in the feeder.

[Check the Original and Settings.](#)

▶ **Scanning Originals of Different Sizes (Different Size Originals) (P. 465)**

[Remove the Jammed Original.](#)

[🔍 Paper Jams in the Feeder \(P. 1474\)](#)

#003

The data volume is too large to send or receive a fax within the specified time (64 minutes).

[Divide the Original or Lower the Resolution.](#)

- When You Cannot Send a Fax
  - When sending an original with many pages, divide the original and send it.
  - Lower the resolution when scanning the original. [🔍 Setting the Resolution \(P. 533\)](#)
- When You Cannot Receive a Fax
 

Ask the other party to divide the original or lower the resolution and send the fax again.

#005

There was no response from the other party's device within the time limit (35 seconds), or the other party is not using a G3 device.

[Is the Other Party's Device Ready to Receive a Fax?](#)

The power of the other party's device may not be turned on, or the receiving mode may not be configured correctly. Have the other party check this.

[Is the Other Party Using a G3 Device?](#)

Have the other party check this.

#009

Paper has run out, or the paper deck or paper drawer is not inserted all the way.

[Load Paper.](#)

[🔍 Loading Paper \(P. 219\)](#)

[Insert the Paper Deck or Paper Drawer All the Way.](#)

#010

Paper has run out, or the paper deck or paper drawer is not inserted all the way.

[Load Paper.](#)

[🔍 Loading Paper \(P. 219\)](#)

[Insert the Paper Deck or Paper Drawer All the Way.](#)

#012

The other party's device is out of paper (recording paper).  
Have the other party add more paper.

#018

There was no response from the other party's device due to it being busy or another reason.

[Is the Other Party's Device Ready to Receive a Fax?](#)

The power of the other party's device may not be turned on, or the receiving mode may not be configured correctly. Have the other party check this.

### Is the Other Party Using Matching Communication Settings?

The machine may not be able to send if the settings of the other party's device do not match those of the machine. Have the other party check this.

#019

A fax could not be sent due to insufficient available memory. Alternatively, the image data cannot be found or is invalid.

### Is Any Other Data Being Processed or Waiting to Be Processed?

- If the Processing/Data indicator on the control panel is blinking or lit, there is data that is being processed or waiting to be processed. Wait until the processing of the other data is completed and the Processing/Data indicator turns off.
- Check the sending status, and resend or delete any data that had a sending error. ➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

### Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.

### Check the Status of the Server Machine If the Fax Was Sent from a Remote Fax Client Machine

- Wait for other sending to be completed on the server machine before sending again.
- Delete faxes with a forwarding error and any unnecessary data on the server machine to increase the available memory.

### Send the Fax Again.

- If you cannot send a normal fax, try using Direct Send. ➤ **Checking the Connection to the Recipient Before Sending (Direct Send) (P. 517)**
- If you cannot send using Direct Send, try using Direct Send again.

#022

Sending faxes from a computer is prohibited. Or, the destination specified for sending or forwarding has been deleted from the address book or the destination group specified for forwarding includes only a Mail Box unsupported by the machine.

\* If you specified a group containing a Mail Box, faxes are not forwarded to the Mail Box.

### To Cancel Restriction of Sending Faxes from a Computer, Enable Allow Fax Driver TX.

Log in to Remote UI as an administrator ➤ click [Settings/Registration] ➤ [Send] ➤ [Allow Fax Driver TX] ➤ select the [Allow Fax Driver TX] checkbox ➤ click [OK]

On the control panel, select [ Settings/Register], and then select [Function Settings] to change the setting. ➤ **[Allow Fax Driver TX] (P. 1110)**

### Check the Send or Forwarding Destination.

Check that the send or forwarding destination is registered to the Address Book or group, and specify the destination again.

- **Registering Destinations to the Address Book (Control Panel) (P. 283)**
- **Registering Destinations to the Address Book (Remote UI) (P. 298)**
- **Registering Groups to the Address Book (Control Panel) (P. 291)**
- **Registering Groups to the Address Book (Remote UI) (P. 304)**

### Check Whether the Fax That Could Not Be Forwarded Is Saved in the Memory.

Check the fax sending status, and if the fax that could not be forwarded remains in the memory, you can forward it again. ➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

#025

When a fax was sent from a remote fax client machine, a line that does not exist in the server machine was specified.

Configure the [No. of TX Lines] setting on the client machine according to the number of lines on the server machine. ➤ **[No. of TX Lines] (P. 1114)**

#033

The other party's device does not support confidential communication or a subaddress.  
Send without using confidential communication or a subaddress.

#034

The other party's machine does not have a Confidential Fax Inbox location or does not have sufficient available memory.  
Have the other party check this.

#035

The other party's device does not support the relay function or a subaddress.

- Send directly to the other party's device.
- Send without using a subaddress.

#037

Copying or fax sending or receiving failed due to insufficient available memory or because the maximum number of pages that can be processed at one time was exceeded. Alternatively, printing could not be performed due to the large file size.

#### Is Any Other Data Being Processed or Waiting to Be Processed?

- If the Processing/Data indicator on the control panel is blinking or lit, there is data that is being processed or waiting to be processed. Wait until the processing of the other data is completed and the Processing/Data indicator turns off.
- Check the sending status, and resend or delete any data that had a sending error. ➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

#### Delete Any Unnecessary Data from the Memory.

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.

#### When Copying, Divide the Original and Copy It.

When copying an original greater than 100 pages, divide it into batches, and copy it.

#### If You Received 999 Pages of a Fax, Have the Other Party Send the Subsequent Pages.

If the fax sent from the other party exceeds 1,000 pages, the machine prints or saves to memory pages 1 to 999 and deletes page 1,000 and beyond.

Have the other party resend page 1,000 and beyond.

#### When Sending a Fax, Divide the Original or Lower the Resolution.

- When sending an original with many pages or sending it to multiple destinations, divide the original and send it.
- Lower the resolution when scanning the original. ➤ **Setting the Resolution (P. 533)**

[If You Used Delayed Send or Redial Sending, Try Sending with Direct Send.](#)

➤ **Checking the Connection to the Recipient Before Sending (Direct Send) (P. 517)**

[When Printing, Reduce the File Size or Divide the File.](#)

Optimize the file to make it smaller, or divide the file and then print it.

#040

A fax could not be sent due to insufficient available memory.

[Is Any Other Data Being Processed or Waiting to Be Processed?](#)

- If the Processing/Data indicator on the control panel is blinking or lit, there is data that is being processed or waiting to be processed. Wait until the processing of the other data is completed and the Processing/Data indicator turns off.
- Check the sending status, and resend or delete any data that had a sending error. ➤ **Checking the Status and Log for Sent and Received Faxes (P. 559)**

[Delete Any Unnecessary Data from the Memory.](#)

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.

[Divide the Original or Lower the Resolution, and Send the Fax Again.](#)

- When sending an original with many pages, divide the original and send it.
- Lower the resolution when scanning the original. ➤ **Setting the Resolution (P. 533)**

[Check the Server Machine If the Fax Was Sent from a Remote Fax Client Machine](#)

- Wait until other sending from the server machine is completed.
- Delete faxes with a forwarding error and any unnecessary data on the server machine to increase the available memory.

#054

The sending process was canceled because the fax number and unit name were not registered.

[Register the Unit Telephone Number and Unit Name, and Send Again.](#)

➤ **Preparing the Machine to Send/Receive Faxes (P. 494)**

#080

A subaddress is not set in the other party's device.  
Have the other party check the subaddress, and send again.

#081

A password is not set in the other party's device.  
Have the other party check the password, and send again.

#099

The job was canceled.  
This does not indicate a malfunction. Perform the operation again, as needed.

## #101 to #199

### #102

The subaddress and password do not match, or the other party's device does not have sufficient available memory.

- Have the other party check the subaddress and password, and send again.
- Have the other party increase the available memory.

## #701 to #799

### #701

Authentication could not be performed due to incorrect entry of the Department ID or PIN. Alternatively, the user attempted to perform an operation restricted with Department ID Management without entering the Department ID.

#### Is the Department ID Set Correctly?

When using User Authentication, check the set Department ID, and reset the Department ID, as needed.

#### Enter the Correct Department ID and PIN.

- If you are using Department ID Management on a Remote Fax server machine, log in to the client machine with the Department ID and PIN registered to the server machine.
- If you lost your Department ID or PIN, contact the administrator.

#### To Cancel Restriction, Change the [Department ID Management] Setting.

Log in to Remote UI as an administrator ► click [Settings/Registration] ► [User Management] ► [Department ID Management] ► [Edit] ► select the [Allow Printer Jobs with Unknown IDs] and/or [Allow Remote Scan Jobs with Unknown IDs] checkboxes ► click [OK]

On the control panel, select [ Settings/Registration], and then select [Management Settings] to change the setting. ► **[Department ID Management] (P. 1151)**

### #702

Data could not be sent due to insufficient available memory.  
Wait for other sending to be completed before sending again.

### #703

The machine does not have sufficient available memory.

#### Is Any Other Data Being Processed or Waiting to Be Processed?

- If the Processing/Data indicator on the control panel is blinking or lit, there is data that is being processed or waiting to be processed. Wait until the processing of the other data is completed and the Processing/Data indicator turns off.
- Check the sending status, and resend or delete any data that had a sending error. ► **Checking the Status and Log for Sent and Received Faxes (P. 559)**

[Delete Any Unnecessary Data from the Memory.](#)

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.

[Divide the Original or Lower the Resolution, and Send the Fax Again.](#)

- When sending an original with many pages, divide the original and send it.
- Lower the resolution when scanning the original.
  - When sending scanned data: [▶Setting the Resolution \(P. 459\)](#)
  - When sending a fax: [▶Setting the Resolution \(P. 533\)](#)

[Restart the Machine, and Then Send or Save the Data Again.](#)

[▶Restarting the Machine \(P. 157\)](#)

#704

An unknown error occurred when retrieving destination information from the Address Book.

[Check the Destination Settings.](#)

[▶Registering Destinations to the Address Book \(Control Panel\) \(P. 283\)](#)

[▶Registering Destinations to the Address Book \(Remote UI\) \(P. 298\)](#)

[Restart the Machine.](#)

[▶Restarting the Machine \(P. 157\)](#)

#705

The sending process was canceled because the data size of the sent file exceeded the upper limit.

[Change the Maximum Data Size for Sending.](#)

[▶\[Maximum Data Size for Sending\] \(P. 1097\)](#)

[Lower the Resolution, and Send Again.](#)

Lower the resolution when scanning the original. [▶Setting the Resolution \(P. 459\)](#)

[When Sending an I-Fax, Divide the Original or Data and Send Again.](#)

- When sending an original with many pages, divide the original and send it.
- In the I-Fax destination settings, configure the setting to divide the data when sending it, depending on the destination conditions.

#706

An Address Book is being imported to or exported with Remote UI, or another sending process is being performed.

Wait for other process to be completed before sending again.

#711

The machine does not have sufficient available memory.

[Delete Any Unnecessary Data from the Memory.](#)

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.

#712

The machine does not have sufficient available memory.



[Delete Any Unnecessary Data from the Memory.](#)

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.

#713

The document in the Fax/I-Fax Inbox may have been deleted before the URL was sent.

- Check the Fax/I-Fax Inbox.
- Store the necessary documents in the Fax/I-Fax Inbox again.

#715

No available certificate could be found when sending an e-mail with an attached digital signature.

[When Using a Device Signature, Set the E-mail Address of the Machine, Generate and Register a Key and Certificate for the Device Signature.](#)

➤ **Configuring Information of the E-mail Server (P. 408)**

➤ **Generating and Registering a Device Signature Key and Certificate (P. 842)**

[When Using a User Signature, Register the Certificate for the User Signature Again.](#)

➤ **Registering a User Signature Key and Certificate (P. 843)**

[Is the Certificate Valid?](#)

Check whether the certificate is expired or a revoked certificate is being used. Also check whether the certificate chain is invalid.

#716

The public key certificate of the destination could not be found.

[Register the Public Key Certificate of the Destination to the Machine.](#)

➤ **Registering an S/MIME Certificate (P. 815)**

[Is the Certificate Valid?](#)

Check whether the certificate is expired or a revoked certificate is being used. Also check whether the certificate chain is invalid.

#751

The machine is unable to connect to the store location, or is unable to connect to the network due to a disconnection. Alternatively, the machine cannot send data to an SMB server (including Advanced Space on another machine open to the public on a network with SMB).

[Check the Store Location.](#)

- Check that the store location is operating properly.
- Check that the folder or file specified as the destination has not been changed or deleted.

[Can You Write and Overwrite Files to the Store Location?](#)

- Check the settings configured on the server, and change the settings, as needed. Alternatively, contact the server manager.
- If you cannot overwrite the file because another file with the same name is open, change the file name to be used when sending.  
If overwriting is enabled, close the file and send again.

[Check the Network Connection Status.](#)

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤ **Checking the Network Status and Settings (P. 146)**
- If the machine is not connected to a network, reconfigure the network settings. ➤ **Setting Up the Network (P. 100)**

#### Are the Settings Configured to Send or Forward Data to an SMB Server?

- If you performed Delayed Send to an SMB server, close the [Browse] screen displayed when the SMB server was specified and send again.
- If the settings are configured to forward data to an SMB server, scan a printed copy of the received file, and send it to the forwarding destination. ➤ **Sending Scanned Data (P. 420)**
- Increase the time of [Timeout] in the SMB client settings. ➤ **Configuring an SMB Client (P. 133)**

#752

The e-mail server is not set correctly or not operating properly. Alternatively, the machine is not connected correctly to the network.

#### Reconfigure the E-Mail Server Information.

- Reconfigure the SMTP or POP3 server name and the e-mail address and domain name of the machine.
- Reconfigure the port numbers to use for SMTP sending and POP receiving. ➤ **Configuring Information of the E-mail Server (P. 408)**

#### Check the Status of the E-Mail Server.

Check that the SMTP and POP3 servers are operating properly. For details on the status of SMTP and POP3 servers, contact your provider.

#### Check the Network Connection Status.

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤ **Checking the Network Status and Settings (P. 146)**
- If the machine is not connected to a network, reconfigure the network settings. ➤ **Setting Up the Network (P. 100)**

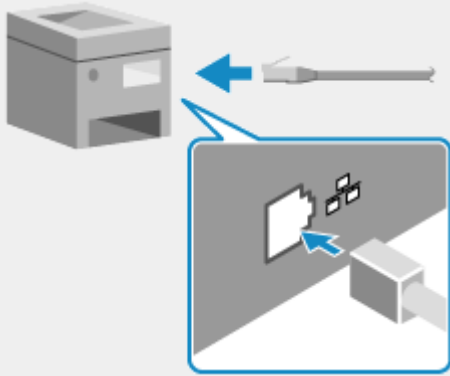
#753

The file could not be sent because the data size of the sent file exceeded the upper limit. Alternatively, the machine was unable to connect to the network due to a disconnected Ethernet cable or another reason.

#### Change the Maximum Data Size for Sending.

- ➤ **[Maximum Data Size for Sending] (P. 1097)**

Check That the Ethernet Cable Is Properly Connected.



Restart the Machine.

➤ **Restarting the Machine (P. 157)**

#755

The machine was unable to connect to the network because the TCP/IP settings are not configured correctly or because the wait time before connection has been set. Or, a fax could not be sent from a remote fax client machine because the TCP/IP is not operating properly.

Check the Network Connection Status.

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤ **Checking the Network Status and Settings (P. 146)**
- If the machine is not connected to a network, reconfigure the network settings. ➤ **Setting Up the Network (P. 100)**

\* When using a sub line, also check the sub line settings.

\* If a fax cannot be sent from a remote fax client machine, also check the client machine settings.

Is There a Set Wait Time Before Connection?

Check whether a wait time is set. ➤ **[Waiting Time for Connection at Startup] (P. 998)**

- When connected to a switching hub, the machine may not be able to connect to the network properly, even if the machine settings are configured properly. In this case, set a wait time until the machine starts communicating and try connecting again.
- If a wait time is set, a connection cannot be established immediately after turning ON the power of the machine. Sending starts after the wait time has elapsed.

#759

An error occurred when sending the URL of the Confidential Fax Inbox in which a file is saved.

Configure the Settings So That the URL Is Not Sent When Files Are Forwarded or Stored.

➤ **Automatically Forwarding and Backing Up Received Faxes (P. 505)**

Clear the URL Send Settings of the Corresponding Box.

- For Confidential Fax Inbox: ➤ **Setting Confidential Fax Inbox (P. 839)**

#761

A PDF or XPS file with a digital signature could not be sent because the certificate or key pair set on the machine is corrupted or cannot be accessed.

[When Using a Device Signature, Generate and Register a Key and Certificate for the Device Signature Again.](#)

➤ **Generating and Registering a Device Signature Key and Certificate (P. 842)**

[When Using a User Signature, Register the Key and Certificate for the User Signature Again.](#)

➤ **Registering a User Signature Key and Certificate (P. 843)**

#762

Data could not be sent because the e-mail and I-Fax destinations are restricted to specific domain addresses.

[Cancel Restriction of TX Destination Domain, or Register the Domain as a Permitted Domain, and Send Again.](#)

➤ **Restricting Sending Destinations to a Specific Domain (P. 821)**

#766

The user certificate to use when sending a PDF or XPS file with a digital signature has expired.

[Check the Period of Validity of the User Certificate.](#)

- When you are logged in as an administrator, all keys and certificates for user signatures registered in the machine are displayed. When you are not logged in as an administrator, only your own keys and certificates are displayed.
- If the period of validity has expired, delete the registered key and certificate, and register a valid key and certificate. ➤ **Registering a User Signature Key and Certificate (P. 843)**

[Are the Current Date and Time on the Machine Correct?](#)

Check the date and time settings. If the settings are not correct, set the time zone, and then set the current date and time. ➤ **Setting the Date and Time (P. 882)**

#771

The machine could not connect to the Remote Fax server machine.

[Check the Server Address Setting.](#)

Check the settings in [Remote Fax TX Settings] on the client machine. ➤ **[Remote Fax Server Address] (P. 1114)**

[Check the Status of the Server Machine.](#)

Check that the server machine is operating properly.

[Check the Network Connection Status.](#)

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤ **Checking the Network Status and Settings (P. 146)**
- If the machine is not connected to a network, reconfigure the network settings. ➤ **Setting Up the Network (P. 100)**

[Check the DNS Settings.](#)

- Check the DNS settings on the machine. ➤ **Configuring DNS (P. 128)**

- Check that the DNS server is operating properly.

## #773

Features that cannot be set at the same time are set when creating a PDF.

[Check the Set PDF Features.](#)

- When [Format PDF to PDF/A] is set to [On], you cannot use the following features: [▶\[Format PDF to PDF/A\] \(P. 1070\)](#)
  - Encryption
  - Visible Signatures
  - OCR (except PDF/A-1b)

## #801 to #899

### #801

Check how to troubleshoot the problem according to the sending destination or store location.

When Sending an E-Mail or I-Fax

The machine cannot connect to the SMTP server, or the information of the SMTP server is not set correctly. Alternatively, sending could not be performed because the data size for sending or the number of sent e-mails exceeded the upper limit.

[Check the Network Connection Status.](#)

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. [▶Checking the Network Status and Settings \(P. 146\)](#)
- If the machine is not connected to a network, reconfigure the network settings. [▶Setting Up the Network \(P. 100\)](#)

[Check That There Are No Spaces Included in the DNS Host Name Setting.](#)

[▶\[DNS Host Name/Domain Name Settings\] \(P. 1018\)](#)

[Reconfigure the Information of the SMTP Server.](#)

[▶Configuring Information of the E-mail Server \(P. 408\)](#)

[Specify the E-Mail Address of the Sending Destination Again.](#)

In the destination settings, specify the correct e-mail address.

\* When you are using a destination in the Address Book, check that the e-mail address registered to the Address Book is correct.

[Check the E-Mail Address Setting of the Sender.](#)

- The error may have occurred because the sender's e-mail address in the header differs from the one in the e-mail message.  
Configure the setting so that the e-mail address of the login user is used in the header.  
[▶\[Specify Authentication User as Sender for E-Mail\] \(P. 1098\)](#)
- The error may have occurred because an unauthorized MAIL FROM address was used.  
Check the privileges of the e-mail address specified as the sender.

#### Check the Status of the SMTP Server.

- If you receive an error message from the SMTP server when sending an I-Fax using the Full mode, check the details and take action.
- Check that the SMTP server is operating normally. For details on the SMTP server status, contact your provider.

#### Change the Maximum Data Size for Sending.

##### ➤[Maximum Data Size for Sending] (P. 1097)

#### Check the MTU Size (Maximum Size of Packets Sent by the Machine) Settings.

Depending on the usage environment, you may need to change the MTU size settings. Check that the MTU size settings match the usage environment. For details, contact your provider or network administrator.

##### ➤[TCP/IP Option Settings] (P. 1012)

#### Did You Exceed the Daily Maximum Number of E-Mails That Can Be Sent?

Depending on the e-mail server, there may be a limit on the number of e-mails that can be sent per day. For details, contact your provider.

#### When Storing to a Shared Folder or File Server

The machine is unable to connect to the store location, or the user name and password used to access the store location are not set correctly. Alternatively, the SMB version or authentication type is not set correctly.

#### Check the Network Connection Status.

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤**Checking the Network Status and Settings (P. 146)**
- If the machine is not connected to a network, reconfigure the network settings. ➤**Setting Up the Network (P. 100)**

#### Reconfigure the User Name and Password Used to Access the Store Location.

- In the destination settings, reconfigure the user name and password to be used to access the store location.
  - \* When you are using a destination in the Address Book, check that the information registered in the Address Book is correct.
- If you are unable to store the data even after configuring the settings correctly, your account may be locked out, preventing you from logging in for a certain period of time. Wait a while, and try storing the data again. Alternatively, contact the server manager.

#### Check the Status of the Store Location.

Check that the store location is operating properly.

#### When Storing to an SMB Server, Check the SMB Settings.

- Check that the SMB version is set to the same version as that of the SMB server to be connected.
  - [Specify SMB Client Version] (P. 1004)**
- Check that the authentication type is set to the same type as that of the SMB server to be connected.
  - [SMB Client Settings] (P. 1004)**
    - \* If the SMB server is a Canon multifunction machine, check the SMB version and authentication type of the server function and change the settings as required. Or, contact your server administrator.

#802

The SMTP, POP3, or FTP server name is not set correctly, or the machine could not connect to the DNS server.

[Correctly Set the SMTP or POP3 Server Name.](#)

➤ **Configuring Information of the E-mail Server (P. 408)**

[Check the DNS Server.](#)

- Check the DNS server address setting. ➤ **Configuring DNS (P. 128)**
- Check that the DNS server is operating properly.

#804

The destination is not set correctly.

[Reconfigure the Path to the Store Location.](#)

In the destination settings, reconfigure the path to the store location.

\* When you are using a destination in the Address Book, check that the information registered in the Address Book is correct.

[Check the Network Connection Status.](#)

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤ **Checking the Network Status and Settings (P. 146)**
- If the machine is not connected to a network, reconfigure the network settings. ➤ **Setting Up the Network (P. 100)**

[Check the Status of the Store Location.](#)

Check that the store location is operating properly.

#805

Data could not be sent to the SMB server due to insufficient available memory on the server.

[Increase the Available Memory on the SMB Server.](#)

Delete documents with an error and any unnecessary documents on the server machine to increase the available memory. Alternatively, contact the server manager.

#806

The destination of the e-mail or I-Fax is not set correctly. Alternatively, the user name and password used to access the store location are not set correctly.

[When Sending an E-Mail or I-Fax](#)

- In the destination settings, specify the correct e-mail address.
  - \* When you are using a destination in the Address Book, check that the e-mail address registered to the Address Book is correct.
- If you are unable to send the data even after specifying the e-mail address correctly, the IP address of the machine may be registered in the blacklist (DNSBL).  
Check whether the IP address of the machine is registered in the blacklist. For details, contact the blacklist management organization or the provider used by the destination.

#### When Storing to a Shared Folder or File Server

- In the destination settings, reconfigure the user name and password to be used to access the store location.
  - \* When you are using a destination in the Address Book, check that the information registered in the Address Book is correct.
- If you are unable to store the data even after configuring the settings correctly, your account may be locked out, preventing you from logging in for a certain period of time. Wait a while, and try storing the data again. Alternatively, contact the server manager.

#### #807

You do not have permission to access the specified folder.

- Set the access permission to the server folder. Alternatively, contact the server manager.
- Send to a folder with access permission.

#### #809

The file could not be saved because a file with the same name already exists on the FTP server, SFTP server, or SMB server.

##### Save the File Without Overwriting.

- Delete the file with the same name, and scan again.
- Change the file name.

##### Overwrite the File With the Same Name.

Configure the settings to enable overwriting the file with the same name. Alternatively contact the server manager.

#### #810

The machine cannot connect to the POP3 server when an I-Fax was received, or the information of the POP3 server is not set correctly.

##### Check the Network Connection Status.

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤ **Checking the Network Status and Settings (P. 146)**
- If the machine is not connected to a network, reconfigure the network settings. ➤ **Setting Up the Network (P. 100)**

##### Correctly set the information of the POP3 server.

##### ➤ **Configuring Information of the E-mail Server (P. 408)**

##### Check the Status of the POP3 Server.

- If you receive an error message from the POP3 server after receiving an I-Fax using the Full mode, check the details and take action.
- Check that the POP3 server is operating properly on the network. For details on the POP3 server status, contact your provider.

#### #813



The user name or password to be used for POP3 server authentication when receiving an I-Fax is not set correctly.

[Correctly Set the User Name and Password.](#)

🔗 **Configuring Information of the E-mail Server (P. 408)**

#816

The maximum number of pages that can be printed for the department has been reached.

[Check the Usage, and Reset the Count to Zero.](#)

🔗 **Confirming Usage by Department ID (P. 750)**

#818

The received data is in a file format that cannot be printed.  
Have the other party change the file format and resend the file.

#819

The received data cannot be processed due to invalid MIME information.  
Have the other party check the settings and resend the data.

#820

The received data cannot be processed due to invalid BASE64 or uuencode data.  
Have the other party check the settings and resend the data.

#821

The received data cannot be processed due to a TIFF analysis error.  
Have the other party check the settings and resend the data.

#822

The received data image cannot be processed because it cannot be decoded.  
Have the other party check the settings and resend the data.

#827

The received data cannot be processed because it includes unsupported MIME information.  
Have the other party check the settings and resend the data.

#828

HTML data was received.  
Have the other party resend the data in a format other than HTML.

#829

The received data exceeds the maximum size that can be received by the machine.

[Have the Other Party Check and Resend the Data.](#)

- When Receiving a Fax

If the fax sent from the other party exceeds 1,000 pages, the machine prints or saves to memory pages 1 to 999 and deletes page 1,000 and beyond.  
Have the other party resend page 1,000 and beyond.

- When Receiving an I-Fax

The machine cannot receive an e-mail that exceeds 2 GB. Have the other party reduce the size of the e-mail to 2 GB or less and resend it.

### #830

A Delivery Status Notification (DSN) error notification was received because the I-Fax address or destination condition settings were incorrect, or the data size of the sent file exceeded the upper limit.

[Check the Specified I-Fax Address and Destination Conditions.](#)

➤ [Sending I-Faxes \(P. 562\)](#)

[Change the Upper Limit Setting of the Size of Data to Be Sent.](#)

➤ [\[Maximum Data Size for Sending\] \(P. 1097\)](#)

[Check the Network Connection Status.](#)

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤ [Checking the Network Status and Settings \(P. 146\)](#)
- If the machine is not connected to a network, reconfigure the network settings. ➤ [Setting Up the Network \(P. 100\)](#)

[Check the Status of the E-mail Server and DNS Server.](#)

Check that the E-mail Server and DNS Server Are Operating Properly. For details about the e-mail server status, contact your provider.

### #832

DSN e-mail could not be sent because the e-mail settings or network settings were not configured, or there is a problem with the e-mail server or DNS server.

[Check the E-mail Server Information Settings, Network DNS Settings, and IP Address Settings.](#)

➤ [Configuring Information of the E-mail Server \(P. 408\)](#)

➤ [Configuring DNS \(P. 128\)](#)

➤ [Setting the IPv4 Address \(P. 119\)](#)

➤ [Setting IPv6 Addresses \(P. 123\)](#)

[Check the Status of the E-mail Server and DNS Server.](#)

Check that the e-mail server and DNS server are operating properly on the network. For details about the e-mail server status, contact your provider.

### #833

Message Disposition Notification (MDN) e-mail could not be sent because the TCP/IP settings were not configured, or there is a problem with the e-mail server or DNS server.

[Check the E-mail Server Information Settings, Network DNS Settings, and IP Address Settings.](#)

➤ [Configuring Information of the E-mail Server \(P. 408\)](#)

➤ [Configuring DNS \(P. 128\)](#)

➤ [Setting the IPv4 Address \(P. 119\)](#)

➤ [Setting IPv6 Addresses \(P. 123\)](#)

[Check the Status of the E-mail Server and DNS Server.](#)

Check that the e-mail server and DNS server are operating properly on the network. For details about the e-mail server status, contact your provider.

#834

An MDN error notification was received because the I-Fax address or destination condition settings were incorrect, or there is a problem with the e-mail server, network, or destination.

[Check the Specified I-Fax Address and Destination Conditions.](#)

➤ **Sending I-Faxes (P. 562)**

[Check the Network Connection Status.](#)

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. ➤ **Checking the Network Status and Settings (P. 146)**
- If the machine is not connected to a network, reconfigure the network settings. ➤ **Setting Up the Network (P. 100)**

[Check the Status of the E-mail Server.](#)

Check that the E-mail server is operating properly on the network. For details about the e-mail server status, contact your provider.

[Check the Status of the Destination.](#)

Check whether the destination has an error such as full memory.

#835

The maximum number of text lines that can be received with I-Fax was exceeded.  
Have the other party reduce the number of text lines in the message body, and resend the data.

#838

The license required to use the send function has expired.  
Purchase a license for the send function.

#839

The information to be used for SMTP authentication (SMTP AUTH) or OAuth 2.0 authentication is not set correctly. Alternatively, the error may have occurred due to the following:

- No authentication method is shared with the e-mail server
- SMTP authentication is disabled on the e-mail server
- The e-mail server handles the machine as an unauthorized device

[When Using SMTP Authentication, Reconfigure the User Name and Password.](#)

➤ **Configuring Information of the E-mail Server (P. 408)**

[When Using OAuth 2.0 Authentication, Reconfigure the OAuth 2.0 Authentication Settings.](#)

➤ **Using a Cloud Mail Server with OAuth 2.0 (P. 411)**

[Check the Authentication Methods Supported by the E-Mail Server.](#)

Authentication may fail if there are restricted authentication methods on the e-mail server side. For details on the authentication methods supported by the e-mail server, contact your provider.

[Disable SMTP Authentication.](#)

When SMTP authentication is disabled on the e-mail server, configure the settings so as not to use SMTP authentication. ➤ **[Communication Settings] (P. 1094)**

[Check Whether the E-Mail Server Handles the Machine as an Unauthorized Device.](#)

For details, contact your provider.

#841

Encrypted communication failed because no TLS version or algorithm was shared with the e-mail server, even though communication with the e-mail server was set to be encrypted.

[Check the Versions and Algorithms Supported by the E-Mail Server and Those Supported by the Machine.](#)

- For details on the versions and algorithms supported by the e-mail server, contact your provider.
- For details on the versions and algorithms supported by the machine, check the TLS settings. [▶\[TLS Settings\] \(P. 1009\)](#)

[Configure the Settings to Not Encrypt Communication with the SMTP Server.](#)

[▶Configuring Information of the E-mail Server \(P. 408\)](#)

#842

Authentication was requested using a client certificate from an SMTP server, or an error occurred when verifying a certificate.

[Configure the Settings to Not Request a Client Certificate.](#)

Change the settings on the SMTP server so as not to request a client certificate.

[Is an Appropriate CA Certificate Registered?](#)

Check that the CA certificate used for authentication of the SMTP server is registered to the machine.

[▶Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority \(P. 813\)](#)

[Check the SMTP Server Certificate.](#)

- Check that the server certificate is correct and is not a self-signed certificate.
- Check whether the server certificate has expired.

[Check the Date and Time Settings.](#)

If the current date and time settings on the machine are not correct, set the time zone, and then set the current date and time. [▶Setting the Date and Time \(P. 882\)](#)

[Configure the Settings to Not Encrypt Communication with the SMTP Server.](#)

[▶Configuring Information of the E-mail Server \(P. 408\)](#)

#843

The time of the Key Distribution Center (KDC) server greatly differs from the time set on the machine.

[Are the Current Date and Time on the Machine Correct?](#)

Check the date and time settings. If the settings are not correct, set the time zone, and then set the current date and time. [▶Setting the Date and Time \(P. 882\)](#)

[Are the Date and Time on the KDC Server Correct?](#)

Check the time on the KDC server.

#844

Encrypted communication with the POP3 server failed even though the settings were configured to encrypt communication with the POP3 server using POP authentication before sending data (POP before SMTP), or an error occurred when verifying a certificate.

[Is an Appropriate CA Certificate Registered?](#)

Check that the CA certificate used for authentication of the POP3 server is registered to the machine.

➤ **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority (P. 813)**

[Check the POP3 Server Certificate.](#)

Check that the server certificate is correct and is not a self-signed certificate.

[Configure the Settings to Not Encrypt Communication with the POP3 Server.](#)

➤ **Configuring Information of the E-mail Server (P. 408)**

If the problem persists, set [POP Authentication Before Sending] in [Communication Settings] to [Off], and switch to a setting other than POP before SMTP. ➤ **[Communication Settings] (P. 1094)**

#845

POP authentication failed even though the settings were configured to use POP authentication (POP AUTH) after exchanging the authentication protocol with the server by using POP authentication before sending data (POP before SMTP).

[Check the Authentication Methods Supported by the POP3 Server.](#)

For details on the authentication methods supported by the POP3 server, contact your provider.

[Check the POP3 Server Settings and the User Name and Password Used to Authenticate the POP3 Server.](#)

➤ **Configuring Information of the E-mail Server (P. 408)**

[Check the POP Authentication Settings on the POP3 Server.](#)

➤ **Configuring Information of the E-mail Server (P. 408)**

[Change the POP Authentication Method.](#)

Change [POP Authentication Method] to [Standard] or [APOP]. If you still cannot resolve the problem, configure the settings so as not to use POP Authentication Before Sending. ➤ **Configuring**

**Information of the E-mail Server (P. 408)**

#846

APOP authentication failed even though the settings were configured to use APOP authentication to encrypt the password at authentication by using POP authentication before sending data (POP before SMTP).

[Check the Authentication Methods Supported by the POP3 Server.](#)

For details on the authentication methods supported by the POP3 server, contact your provider.

[Check the POP3 Server Settings and the User Name and Password Used to Authenticate the POP3 Server.](#)

➤ **Configuring Information of the E-mail Server (P. 408)**

[Check the POP Authentication Settings on the POP3 Server.](#)

➤ **Configuring Information of the E-mail Server (P. 408)**

[Change the POP Authentication Method.](#)

Change [POP Authentication Method] to [Standard] or [POP AUTH]. If you still cannot resolve the problem, configure the settings so as not to use POP Authentication Before Sending. ➤ **Configuring**

**Information of the E-mail Server (P. 408)**

#847

The received file could not be saved to the Confidential Fax Inbox due to insufficient available memory.

[Delete Any Unnecessary Data from the Memory.](#)

- Check the faxes received in the Memory RX Inbox or Confidential Fax Inbox, print or forward the faxes as needed, and delete any that are unnecessary.

🔗 **Checking, Printing, and Forwarding Faxes Stored with Memory Lock (P. 553)**

🔗 **Checking and Printing Received Confidential Faxes (P. 555)**

#848

An error occurred when combining an e-mail that was divided and sent. The divided data may have been deleted.

[Have the Other Party Resend the E-mail.](#)

If the divided data was deleted, the e-mail cannot be combined even if the remaining divided data is received later.

#851

The printer job could not be stored because the memory is full.  
Check that there enough memory available, and try again.

#852

The power of the machine turned OFF during use for an unknown reason.  
Check that the power plug is firmly inserted into an outlet.

#853

The memory is full.  
Reduce the number of pages to print at one time, or print when there is less print data waiting to be printed.

#856

The executed operation was canceled because the storage area used for temporarily saving data is full.  
Contact your administrator.

#857

Reception of a job could not be completed because one of the following situations occurred while the job was being received:

- There was an instruction to stop the job from the computer.
- Sending from the computer was interrupted, and a timeout occurred.

Check the status of the computer and network. For details, contact the network administrator.

#858

Print data may be missing or corrupted.  
Check the status of the computer and network. For details, contact the network administrator.

#860

The machine could not recover after jammed paper was removed, or a PDL selection that cannot be used or settings that cannot be combined are included.  
Check the paper and print data settings.

#861

An error occurred while processing print data or image data.  
Check the image size, paper size, color, and other settings.

## #862

Settings that are not supported or cannot be combined are included.  
Check the print data settings.

\* Examples of settings that are not supported by the machine or that cannot be combined are described below.

- When you perform booklet printing, paper that cannot be used for booklet printing is specified.
- Paper that cannot be used with the current device configuration is specified.

## #863

Printing could not be performed because an initialization was performed during printing.  
Try printing again.

## #865

The functions required for printing are limited.  
The following settings and restrictions may have been configured by the administrator. For details, contact the administrator.

- The Forced Hold settings are configured.
  - \* When the Forced Hold settings are configured, documents of unknown users are deleted.
- Printing from a computer is prohibited.
- Printing from a computer is restricted to Encrypted Secure Print documents only.
- Cleartext authentication is prohibited.

The Optional Data Storage Kit cannot be detected correctly.

[Check whether the Optional Data Storage Kit is displayed on the \[Check Device Configuration\] screen.](#)  
If it is not displayed, contact your dealer or service representative. [▶Checking the Options Attached to the Machine \(P. 923\)](#)

## #866

Printing was canceled because the security-related settings were enabled.

[Perform Printing as a User with Appropriate Permission.](#)

- When you print from a printer driver, configure the user authentication information with appropriate permission.
- When you print from the control panel, log in as a user with appropriate permission.

### NOTE

#### Security-Related Settings

- The applicable security-related settings are as follows:
  - [▶\[Restrict Job from Remote Device w/out User Authent.\] \(P. 1155\)](#)
  - [▶\[Prohibit Authentication Using Department ID and PIN\] \(P. 1183\)](#)
- When you are using ACCESS MANAGEMENT SYSTEM, the following settings also apply:
  - [Print from Drivers without AMS Printer Driver Add-in] [▶\[Functions to Restrict\] \(P. 1155\)](#)
  - Restriction of the print function by the user role settings
    - \* For details on the user role settings, see the ACCESS MANAGEMENT SYSTEM manual at the online manual site.  
<https://oip.manual.canon/>

#889

The original cannot be scanned or printed because job restriction information was embedded. Check the embedded job restriction information.

#899

Sending from the machine was successful, but the destination may not have received the sent data because it was relayed through a server.

[Check That the Destination Received the Sent Data.](#)

Check that the destination received the sent data successfully, as needed.

[Did You Send the Data by Remote Fax?](#)

- Check the TX result of the Remote Fax server machine to see if the data was sent successfully to the destination.
- Check the server and network connection status.

## #901 to #999

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#919

A syntax error, an error exceeding the limits of the machine, or another PostScript error was detected.

[Configure the Settings to Print the Error Details, and Resolve the Cause.](#)

Configure the settings to print the error details, and then try printing again. [🔗\[Print PS Errors\] \(P. 1217\)](#)

After printing the error details, check the cause and resolve it.

#923

The specified side of the booklet cover or content pages cannot be printed.

[Change the Paper to a Paper Type That Can Be Printed on Both Sides, and Try Again.](#)

[🔗Usable Paper \(P. 47\)](#)

#924

A feature that cannot be used at the same time as Eco (Staple-Free) has been set. Changing the staple position or paper type may allow Eco (Staple-Free) to be used.

#925

An error occurred when receiving data sent from a fax driver. An image size that cannot be sent by the fax driver was specified. Specify a size that can be sent.

#927

An error occurred when receiving data sent from a fax driver. The sent data includes a font that cannot be processed by the machine. Check the sent data.

#928

An error occurred when receiving data sent from a fax driver. The memory is full or the maximum data size that can be processed at one time was exceeded.



Delete any unnecessary data, or change the data size.

#929

A network error occurred when receiving data sent from a fax driver.

[Check the Network Connection Status.](#)

- In the web browser of the computer connected to the network, enter the IPv4 or IPv6 address of the machine. If the Remote UI login screen is displayed, the machine is properly connected to the network.
- You can also perform a connection test on the control panel of the machine to check whether the machine can communicate with devices in the network. [▶Checking the Network Status and Settings \(P. 146\)](#)
- If the machine is not connected to a network, reconfigure the network settings. [▶Setting Up the Network \(P. 100\)](#)

#932

The maximum number of sheets that can be stapled with Eco (Staple-Free) has been reached. Stapling with Eco (Staple-Free) may be possible if the number of sheets is reduced. Check the number of sheets that can be stapled with Eco (Staple-Free), and try again. [▶Supported Options \(P. 4\)](#)

#933

The maximum number of sheets that can be stapled has been reached. Stapling may be possible if the number of sheets is reduced. Check the number of sheets that can be stapled, and try again. [▶Supported Options \(P. 4\)](#)

#934

The job was deleted by the Auto Delete Suspended Jobs function. Resolve the cause of the suspended job, and try printing or copying again.

- \* Disable the Auto Delete Suspended Jobs function, or change the time until the data is automatically deleted. [▶\[Auto Delete Suspended Jobs\] \(P. 1062\)](#)

#935

Printing was canceled after printing one copy without stapling with Eco (Staple-Free) because the maximum number of sheets that can be stapled with Eco (Staple-Free) has been reached. Check the number of sheets that can be stapled with Eco (Staple-Free), and try again. [▶Supported Options \(P. 4\)](#)

- \* You can change the processing method when the maximum number of sheets that can be stapled at the same time is reached. [▶\[Action When Too Many Sheets to Staple\] \(P. 1060\)](#)

#936

Printing was canceled after outputting one copy without stapling because the maximum number of sheets that can be stapled has been reached. Check the number of sheets that can be stapled, and try again. [▶Supported Options \(P. 4\)](#)

- \* You can change the processing method when the maximum number of sheets that can be stapled at the same time is reached. [▶\[Action When Too Many Sheets to Staple\] \(P. 1060\)](#)

#939

Printing was canceled because an error occurred while processing image data.

Execute the job again.

#943

Printing was canceled because an error occurred while the XPS data was being processed.  
Restart the machine and perform the job again.

#944

The job was canceled because a feature that cannot be used with the detected paper type has been set.  
Change the settings or paper to be used, and perform the operation again.

#945

Failed to connect to the SFTP server.  
Check the public key settings for SFTP host authentication.

#946

The user authentication methods of the machine and the SFTP server do not match.  
Enable the password authentication method on the SFTP server.

#995

Sending or receiving of a waiting job was canceled.  
Try sending or receiving again, as needed.

# Paper and Staple Jams

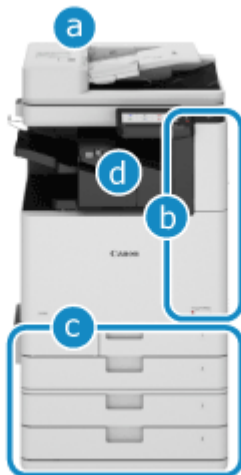
EK89-13Y

If a paper or staple jam occurs, a message, the location of the jam, and the procedure for clearing it are displayed on the control panel.

\* The screen is repeatedly displayed until the paper or staple jam has been removed. When you press [Close], the screen may close temporarily, and you may be able to perform another operation or setting.



See below for details about clearing paper and staple jams from various parts of the machine. Follow the instructions on the screen to check the location of the paper or staple jam and remove the jammed paper or staple. In some cases, there may not be a paper or staple jam, but be sure to check all locations.



## **a** Feeder

➤ **Paper Jams in the Feeder (P. 1474)**

## **b** Inside main unit

➤ **Paper Jams Inside the Main Unit (P. 1477)**

➤ **Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed) (P. 1487)**

## **c** Paper drawer

➤ **Paper Jams in the Paper Source (P. 1492)**

## **d** Inner finisher

➤ **Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed) (P. 1487)**

➤ **Paper Jams in the Inner Finisher (P. 1497)**

➤ **Staple Jams in the Inner Finisher (P. 1504)**

## **CAUTION**

Do Not Forcibly Remove Jammed Paper.

- Forcibly removing jammed paper may result in injury or damage to parts. If you cannot remove the jammed paper using the procedure for clearing it, contact your dealer or service representative. ➤ **If the Problem Persists (P. 1506)**

After Removing Jammed Paper

- Immediately remove your hands from the machine and optional equipment unit. Clothing and hands may become caught in the rollers of the machine.

## **IMPORTANT**

Precautions When Removing Jammed Paper and Staples

- Do not turn OFF the machine when removing jammed paper and staples. Turning OFF the machine may delete the data being printed or the fax being received.
- Removing paper at a location different from the paper jam location indicated on the screen may result in a paper jam or missing printed paper.
- If the paper tears, be sure to remove all parts in the machine and optional equipment unit so that no pieces remain.
- The optional equipment unit may perform printing while you are clearing the paper or staple jam. Be careful when handling the installed optional equipment unit.

# Paper Jams in the Feeder

EK89-140

Remove the original jammed inside or behind the feeder. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

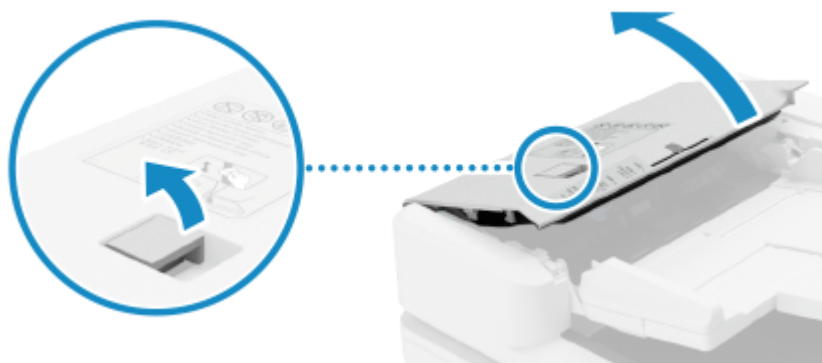
If the original tears, be sure to remove all parts so that no pieces remain.

If you cannot remove the original, do not try to remove it forcibly. Check the control panel and remove the jammed original at another location.

- 1 Remove the original from the original supply tray.



- 2 Pull the lever and open the feeder cover.



- 3 If an original is jammed inside the feeder cover, gently pull it out in the direction of the arrow.



- 4 Check whether an original is jammed in the original output tray.

1. Turn the green knob.



2. If the original was ejected, gently pull it out in the direction of the arrow.



5. Close the feeder cover.

6. Check whether an original is jammed behind the feeder.

1. Open the feeder.



2. If an original is jammed, gently pull it out in the direction of the arrow.



3. Close the feeder.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and you can scan the original.

Place the original in the feeder again according to the settings for how to resume operations when a paper jam occurs. ➤ **[Feeder Jam Recovery Method] (P. 1065)**

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and original. ➤ **Paper Jams That Occur Repeatedly (P. 1501)**

# Paper Jams Inside the Main Unit

EK89-141

Remove the paper jammed inside the main unit. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

If the paper tears, be sure to remove all parts so that no pieces remain.

If you cannot remove the paper, do not try to remove it forcibly. Check the control panel and remove the jammed paper at another location.

The operating procedure is different when you are using Long Sheet paper.

❶ If Paper Other Than Long Sheet Paper Is Jammed (P. 1477)

❷ If Long Sheet Paper Is Jammed [Asia/Oceania][Americas] (P. 1481)

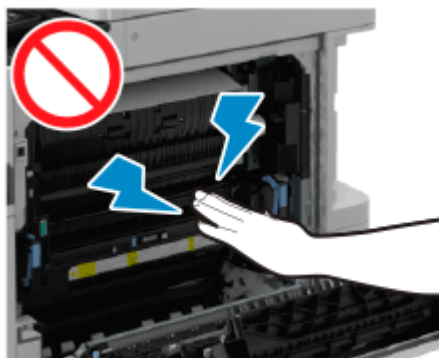
\* If the optional inner finisher is installed, see the following:

❸ Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed) (P. 1487)

## IMPORTANT

When Opening the Right Cover of the Main Unit

- Touching the inside of the main unit with an electrostatic charge on your hands may damage the components. Before performing work such as replacing parts or removing paper jams inside the main unit, grip the handle securely and open the right cover of the main unit. A metal plate located behind the handle discharges any static electricity.
- If you interrupt work such as replacing parts or removing paper jams inside the main unit, close the right cover of the main unit. When resuming work, grip the handle securely and open the right cover of the main unit. This ensures that any static electricity on your hands is discharged.



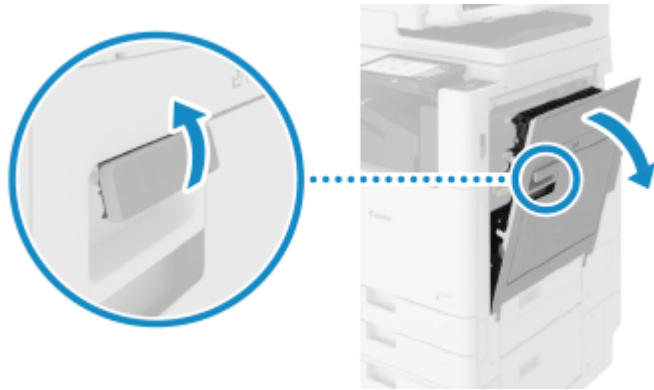
## If Paper Other Than Long Sheet Paper Is Jammed

### Required Preparations

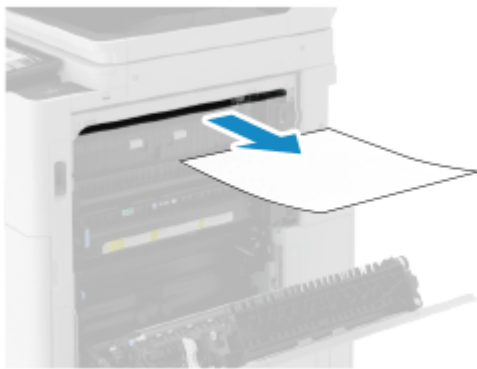
- Close the cover and paper drawer if they are open.



- 1 Pull the lever and open the right cover of the main unit.



- 2 If paper is jammed inside the reversing unit, gently pull it out in the direction of the arrow.

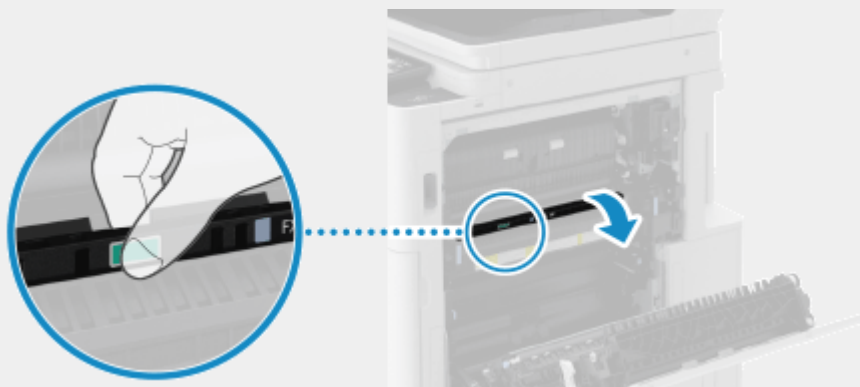


- 3 If paper is jammed in the output area, gently pull it out in the direction of the arrow.

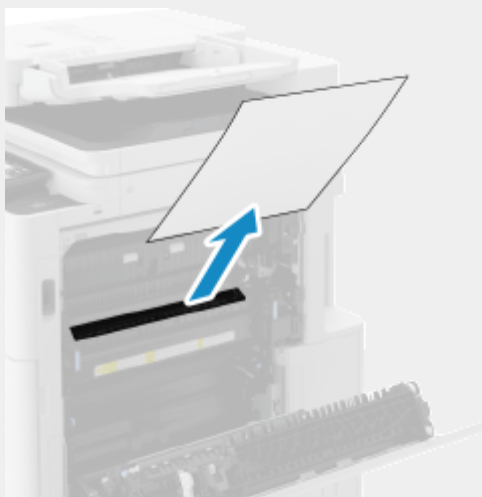


- 4 Check whether paper is jammed inside the fixing assembly.

1. Open the top cover of the fixing assembly.

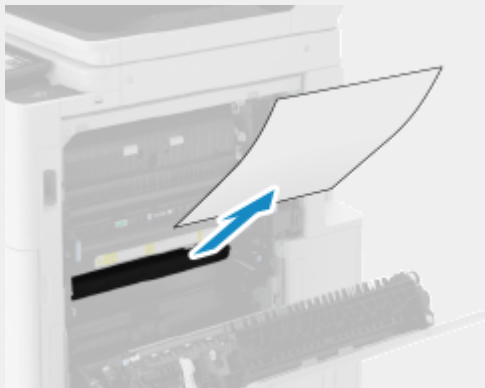


2. If paper is jammed, gently pull it out in the direction of the arrow.



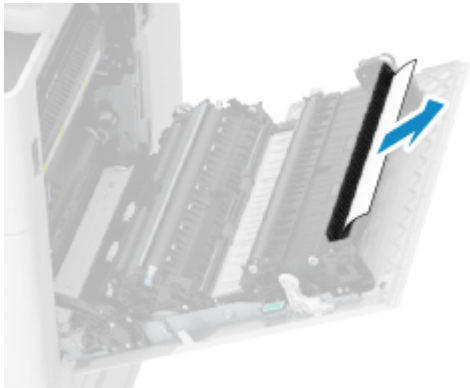
**If Paper Cannot Be Removed**

Gently pull out the paper from the bottom.



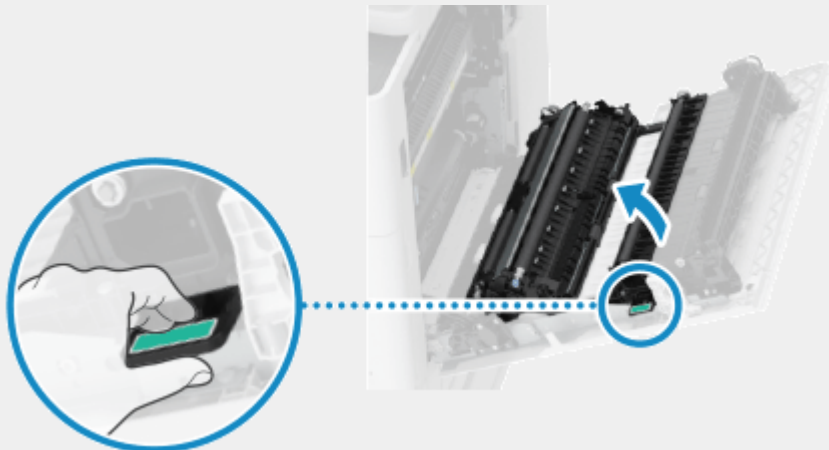
3. Close the top cover of the fixing assembly.

- 5 If paper is jammed in the output area inside the right cover of the main unit, gently pull it out in the direction of the arrow.

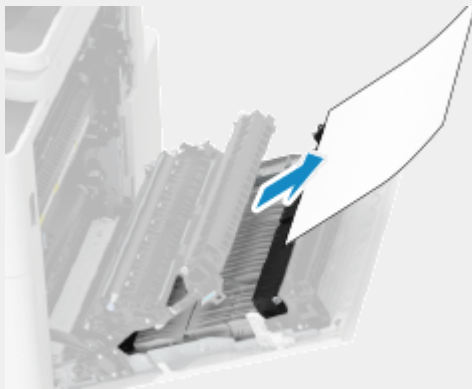


- 6 Check whether paper is jammed inside the duplex unit.

1. Raise the green lever and open the duplex unit.

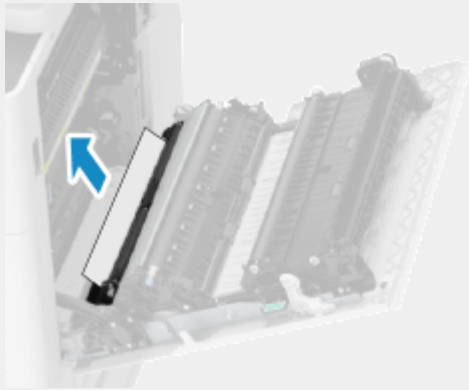


2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Close the duplex unit.

4. If paper is jammed at the bottom of the duplex unit, gently pull it out in the direction of the arrow.



- 7 If paper is jammed in the vicinity of paper drawer 1, gently pull it out in the direction of the arrow.



- 8 Gently close the right cover of the main unit until you hear a click.

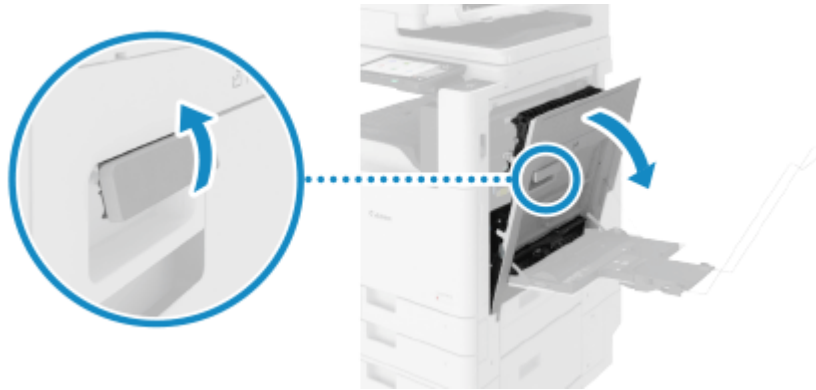
→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.

If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

## If Long Sheet Paper Is Jammed [Asia/Oceania](#) [Americas](#)

- 1 Remove any paper loaded in the multi-purpose tray.

- 2 Pull the lever and open the right cover of the main unit.



- 3 If paper is jammed in the multi-purpose tray, gently pull it out in the direction of the arrow.

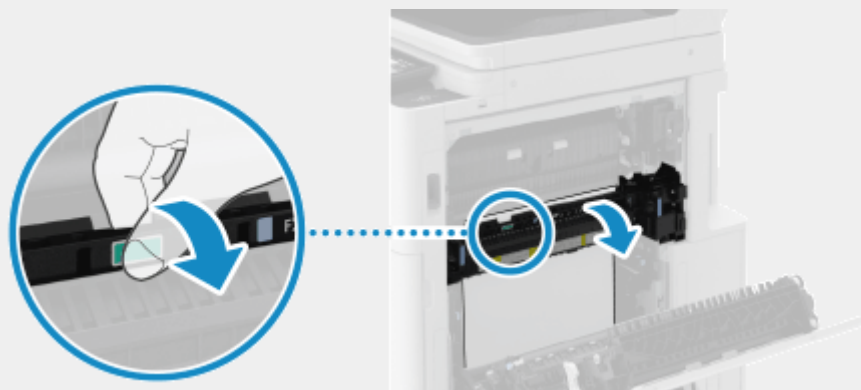


- 4 Check whether paper is jammed in the fixing assembly.

If You Cannot Grasp the Top Edge of the Paper



1. Hold the green lever and open the fixing assembly.



2. Gently pull out the paper in the direction of the arrow until the bottom edge of the paper comes out.

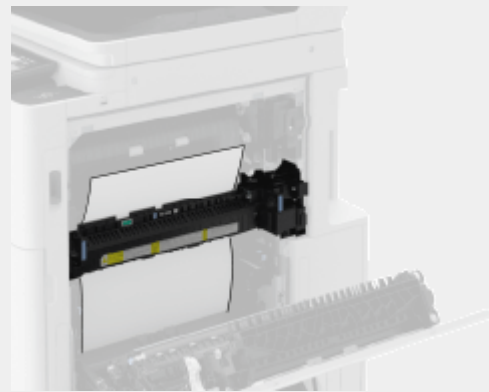


3. Gently pull out the remaining paper in the direction of the arrow.

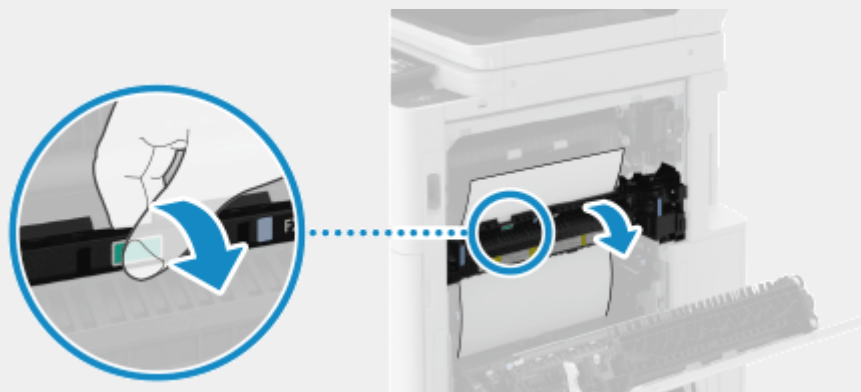


4. Close the fixing assembly.

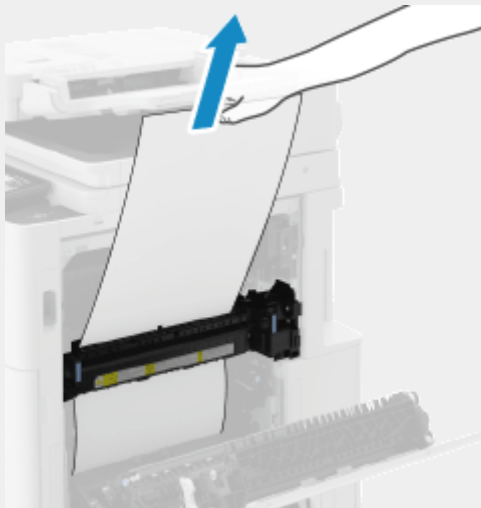
#### If You Can Grasp the Top Edge of the Paper



1. Hold the green lever and open the fixing assembly.



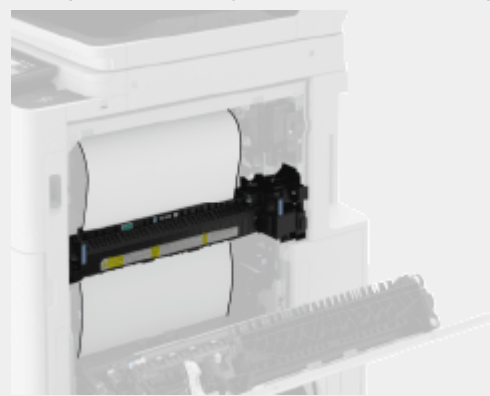
2. Gently pull out the paper in the direction of the arrow.



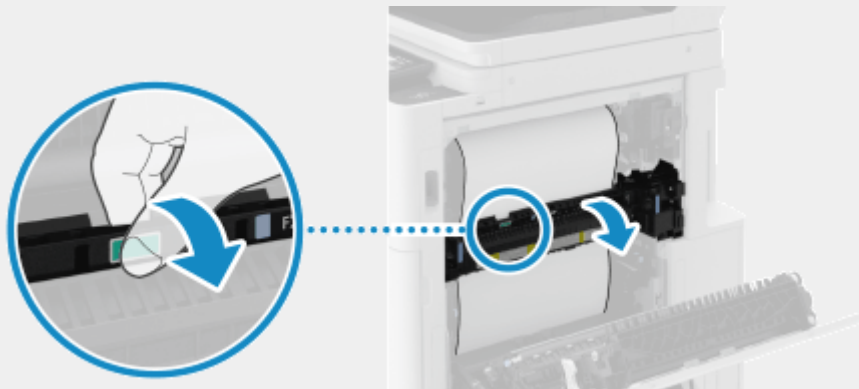
3. Close the fixing assembly.

- 5 Check whether paper is jammed in the output unit.

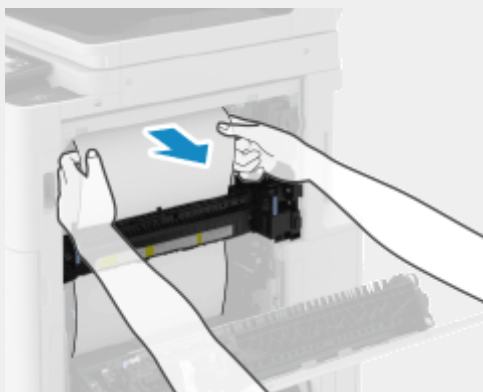
If Paper Is Partially Jammed in the Output Unit



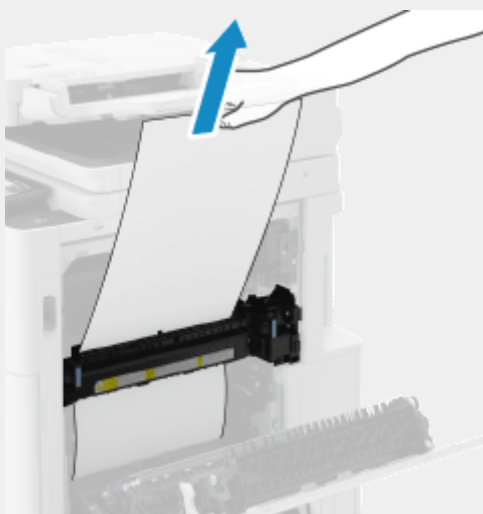
1. Hold the green lever and open the fixing assembly.



2. If the edge of the paper has entered at the top, pull the paper out slowly in the direction of the arrow until the edge comes out.



3. Gently pull out the remaining paper in the direction of the arrow.



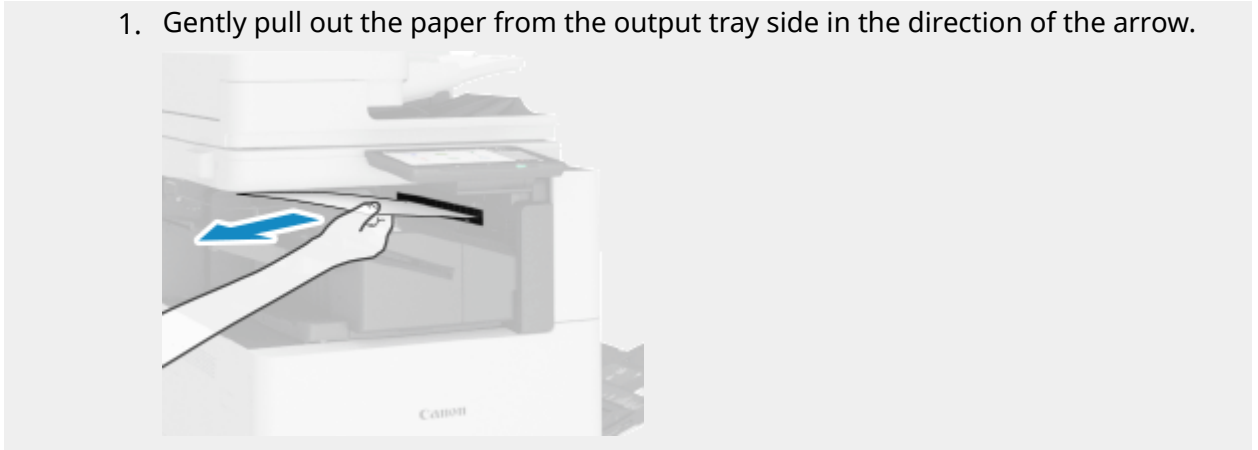
4. Close the fixing assembly.

#### If Only the Edge of the Paper Is Coming out of the Output Unit





1. Gently pull out the paper from the output tray side in the direction of the arrow.



- 6 Gently close the right cover of the main unit until you hear a click.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically. If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

#### NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. ➤ **Paper Jams That Occur Repeatedly (P. 1501)**

# Paper Jams Inside the Main Unit (When the Inner Finisher Is Installed)

EK89-142

Remove paper jammed inside the main unit or inner finisher when the inner finisher is installed. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

If the paper tears, be sure to remove all parts so that no pieces remain.

If you cannot remove the paper, do not try to remove it forcibly. Check the control panel and remove the jammed paper at another location.

Asia/Oceania

Americas

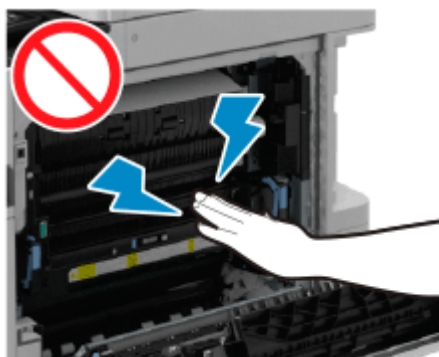
\* When you are using Long Sheet paper, see the following:

➤ **If Long Sheet Paper Is Jammed** [Asia/Oceania][Americas] (P. 1481)

## IMPORTANT

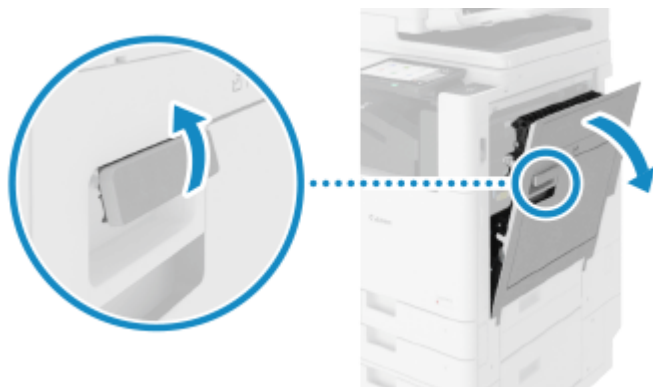
When Opening the Right Cover of the Main Unit

- Touching the inside of the main unit with an electrostatic charge on your hands may damage the components. Before performing work such as replacing parts or removing paper jams inside the main unit, grip the handle securely and open the right cover of the main unit. A metal plate located behind the handle discharges any static electricity.
- If you interrupt work such as replacing parts or removing paper jams inside the main unit, close the right cover of the main unit. When resuming work, grip the handle securely and open the right cover of the main unit. This ensures that any static electricity on your hands is discharged.

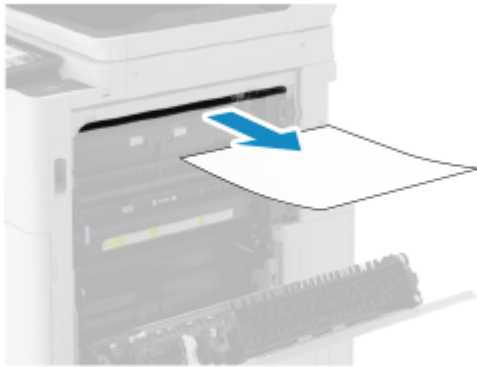


1

Pull the lever and open the right cover of the main unit.



- 2 If paper is jammed inside the reversing unit, gently pull it out in the direction of the arrow.



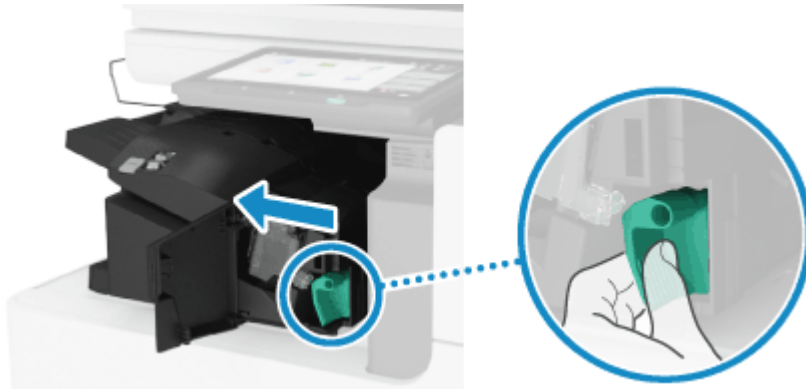
- 3 If paper is jammed in the output area, gently pull it out in the direction of the arrow.



- 4 Open the left cover of the inner finisher.

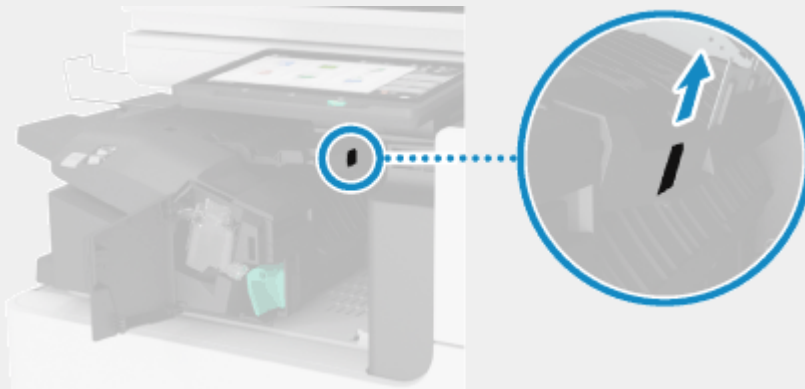


- 5 Hold the green lever and slide the inner finisher to the left.



- 6 Check whether paper is jammed inside the inner finisher.

1. Lift the green guide.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Lower the green guide.

When the Puncher Unit Is Installed  
Check for paper jammed inside the puncher unit.

1. Open the front cover of the puncher unit.



2. Turn the green knob.



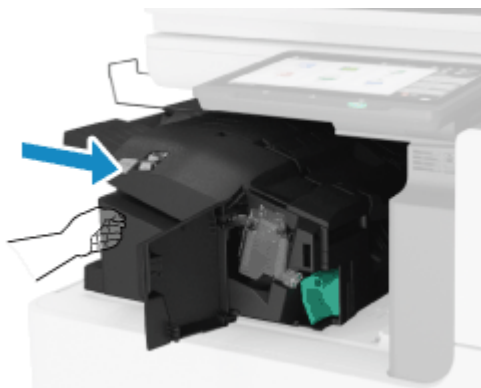
3. If the paper was ejected, gently pull it out in the direction of the arrow.



4. Close the front cover of the puncher unit.

7

- Slide the inner finisher to the right and push it in.



Be careful not to get your fingers caught in the gaps when pushing in the inner finisher.

8 Close the left cover of the inner finisher.

9 Gently close the right cover of the main unit until you hear a click.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.

If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

# Paper Jams in the Paper Source

EK89-143

Remove the paper jammed inside the paper source. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

If the paper tears, be sure to remove all parts so that no pieces remain.

If you cannot remove the paper, do not try to remove it forcibly. Check the control panel and remove the jammed paper at another location.

🔍 **Paper Jams in Paper Drawer 1 (P. 1492)**

🔍 **Paper Jams in Paper Drawer 2 (P. 1493)**

🔍 **Paper Jams in Paper Drawers 3 and 4 (Option) (P. 1494)**

## Paper Jams in Paper Drawer 1

This section describes how to clear paper jams in paper drawer 1. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

### Required Preparations

- Close the cover and paper drawer if they are open.

- 1 Pull out paper drawer 1 toward you.



- 2 If paper is jammed inside paper drawer 1, gently pull it out in the direction of the arrow.



- 3 Gently push paper drawer 1 into the machine until you hear a click.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.

If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

Be careful not to get your fingers caught in the gaps when pushing in the paper drawer.

#### NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. [▶ Paper Jams That Occur Repeatedly \(P. 1501\)](#)

## Paper Jams in Paper Drawer 2

This section describes how to clear paper jams in paper drawer 2. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

#### Required Preparations

- Close the cover and paper drawer if they are open.

### 1 Check whether paper is jammed inside the right cover of the paper drawer.

1. Open the right cover of the paper drawer.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Gently close the right cover of the paper drawer until you hear a click.

→ If the screen indicating a paper jam disappears, you can skip the remaining steps. Printing resumes automatically.



If the screen indicating a paper jam is still displayed, continue following the remaining steps on the screen to remove the jammed paper.

## 2 Check whether paper is jammed inside paper drawer 2.

1. Pull out paper drawer 2 toward you.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Gently push paper drawer 2 into the machine until you hear a click.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.

If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

Be careful not to get your fingers caught in the gaps when pushing in the paper drawer.

### NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. ➤ **Paper Jams That Occur Repeatedly (P. 1501)**

## Paper Jams in Paper Drawers 3 and 4 (Option)

This section describes how to clear paper jams in paper drawers 3 and 4. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

### Required Preparations

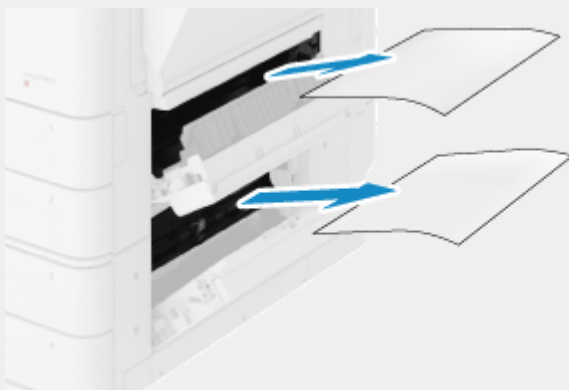
- Close the cover and paper drawer if they are open.

- 1 Check whether paper is jammed inside the right cover and lower cover on the right side of the paper drawer.

1. Open the right cover and lower cover on the right side of the paper drawer.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Gently close the right cover and lower cover on the right side of the paper drawer until you hear a click.

→ If the screen indicating a paper jam disappears, you can skip the remaining steps. Printing resumes automatically.

If the screen indicating a paper jam is still displayed, continue following the remaining steps on the screen to remove the jammed paper.

## 2

Check whether paper is jammed inside paper drawer 3 or 4.

1. Pull out paper drawer 3 or 4 toward you.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Gently push paper drawer 3 or 4 into the machine until you hear a click.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.

If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

Be careful not to get your fingers caught in the gaps when pushing the paper drawer.

#### NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. ➤ **Paper Jams That Occur Repeatedly (P. 1501)**

# Paper Jams in the Finisher (Option)

EK89-144

Remove the paper jammed inside the finisher. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

If the paper tears, be sure to remove all parts so that no pieces remain.

If you cannot remove the paper, do not try to remove it forcibly. Check the control panel and remove the jammed paper at another location.

## Paper Jams in the Inner Finisher (P. 1497)

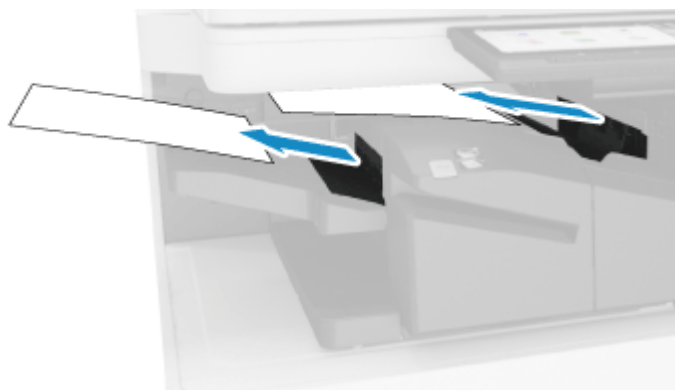
### Paper Jams in the Inner Finisher

This section describes how to clear paper jams in the inner finisher. Follow the instructions on the control panel to check the location of the paper jam and remove the jammed paper.

#### Required Preparations

- Remove any paper loaded in the tray.
- Close the cover and paper drawer if they are open.

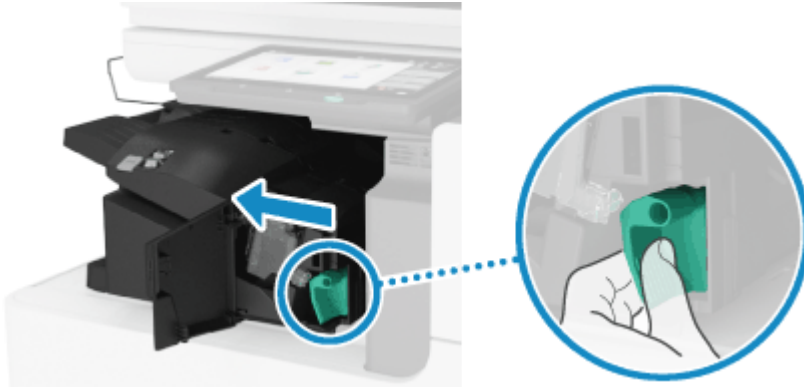
- 1 If paper is jammed in the output tray of the inner finisher, gently pull it out in the direction of the arrow.



- 2 Open the left cover of the inner finisher.

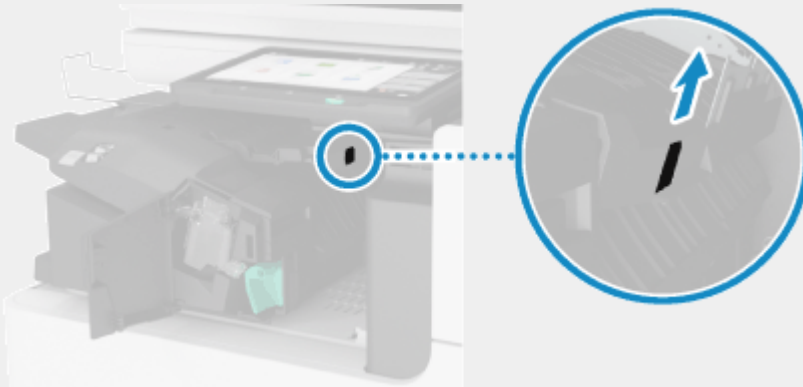


- 3 Hold the green lever and slide the inner finisher to the left.



- 4 Check whether paper is jammed inside the inner finisher.

1. Lift up the green guide.



2. If paper is jammed, gently pull it out in the direction of the arrow.



3. Lower the green guide.

When the Puncher Unit Is Installed  
Check for paper jammed inside the puncher unit.

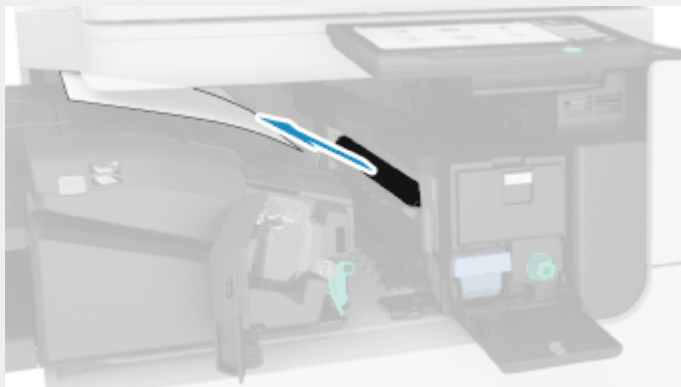
1. Open the front cover of the puncher unit.



2. Turn the green knob.



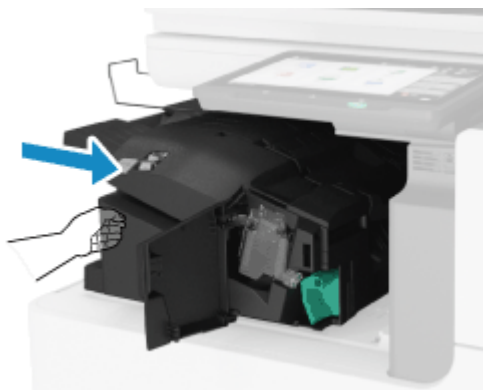
3. If the paper was ejected, gently pull it out in the direction of the arrow.



4. Close the front cover of the puncher unit.

5

- Slide the inner finisher to the right and push it in.



Be careful not to get your fingers caught in the gaps when pushing in the inner finisher.

6

Close the left cover of the inner finisher.

→ When the paper jam is cleared, the screen indicating a paper jam disappears, and printing resumes automatically.

If a screen indicating a paper jam at a different location appears, continue following the instructions on the screen to remove the jammed paper.

**NOTE**

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. ➔ **Paper Jams That Occur Repeatedly (P. 1501)**

# Paper Jams That Occur Repeatedly

EK89-145

Troubleshoot by checking the items below.

## Are There Paper Scraps or Foreign Objects Inside the Machine?

Remove any paper scraps or foreign objects. Do not pull forcibly when removing paper. [▶ Paper and Staple Jams \(P. 1472\)](#)

## Are You Using Appropriate Paper?

- Check that the paper in the machine is usable, and replace it with appropriate paper, as needed.
  - ▶ [Usable Paper \(P. 47\)](#)
  - ▶ [Loading Paper \(P. 219\)](#)
- If the loaded paper does not match the paper type setting, change the setting. On the control panel, press [ Status Monitor] ▶ [Consumables/Others], and check the paper type setting.

## Is Paper Loaded Correctly?

- Fan the paper thoroughly in small batches so that it is not stuck together.
- Align the edges by tapping the paper on a flat surface a few times before loading the paper. [▶ Loading Paper \(P. 219\)](#)
- Make sure the loaded paper does not exceed the load limit line ([a](#) and [b](#))\*<sup>1</sup>.

\*<sup>1</sup> For paper drawers, [a](#) is for other than envelopes and [b](#) is for envelopes.

Paper drawer 1

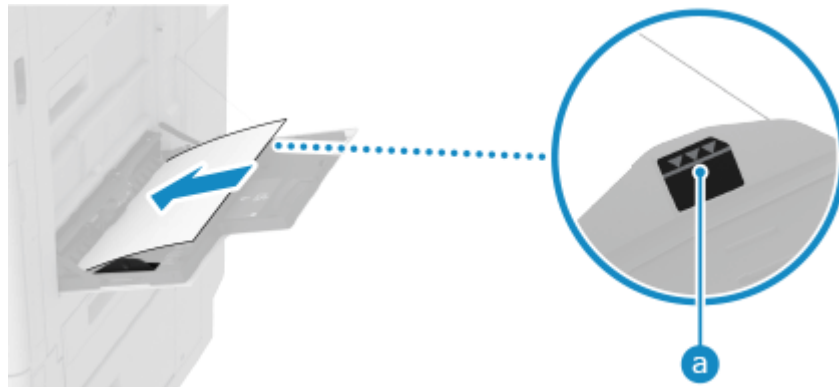




## Paper drawer 2

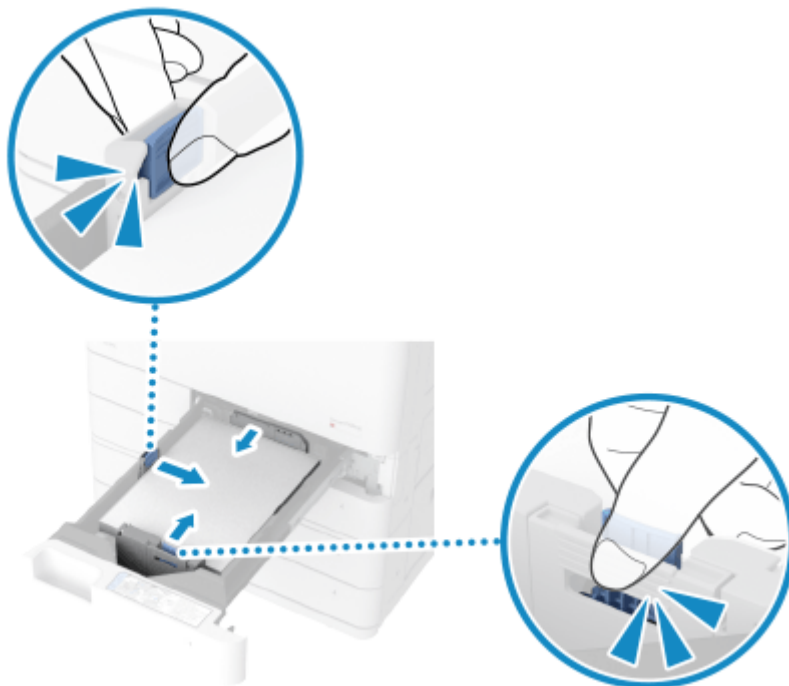


## Multi-purpose tray

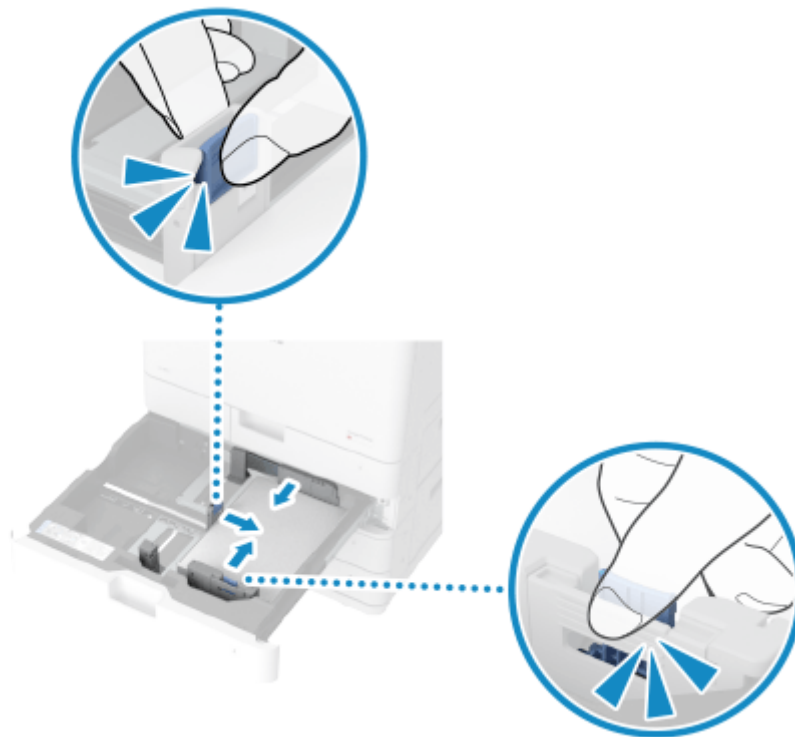


- Perfectly align the paper guides with the paper set in the paper source.

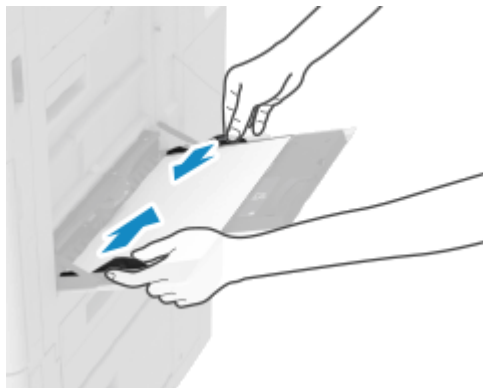
## Paper drawer 1



## Paper drawer 2



## Multi-purpose tray



### Are Multiple Overlapping Sheets of Paper Fed at the Same Time?

Depending on the condition of the cut surface of the paper, multiple overlapping sheets of paper may be fed at the same time, causing a paper jam. You can reduce the effect of the cut surface by changing the direction of the paper and loading it again. ➤ **Loading Paper (P. 219)**

# Staple Jams (Option)

EK89-146

Remove the jammed staple from the location where it occurred. Follow the instructions on the control panel to check the location of the staple and remove the jammed staple.

## ▶ Staple Jams in the Inner Finisher (P. 1504)

### Staple Jams in the Inner Finisher

This section describes how to clear staple jams in the inner finisher. Follow the instructions on the control panel to check the location of the staple and remove the jammed staple.

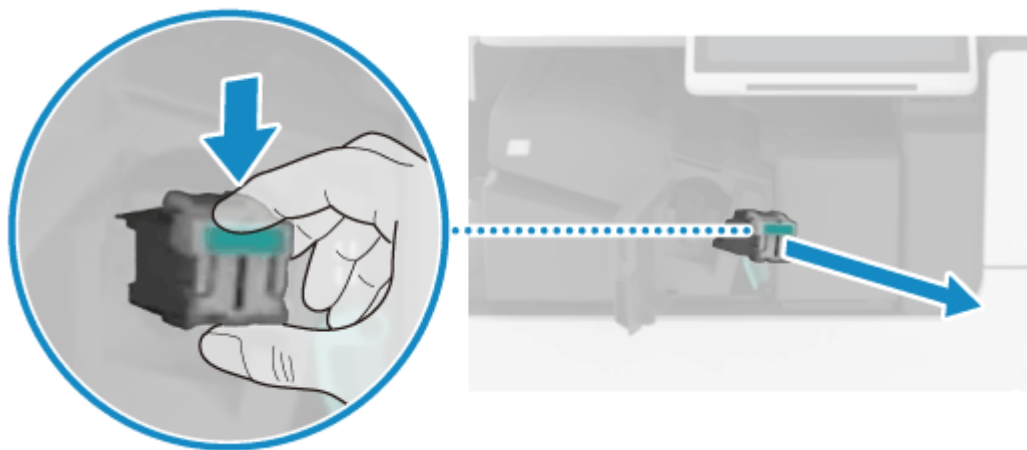
#### Required Preparations

- Close the cover and paper drawer if they are open.

- 1 Open the left cover of the finisher.



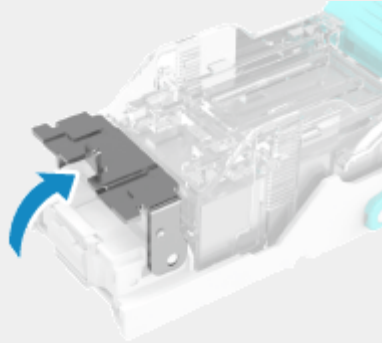
- 2 Pull out the staple cartridge.



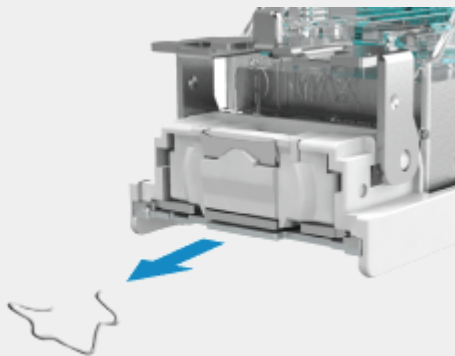
Lower the part of the staple cartridge with the green mark to unlock it, and pull it straight out.

### 3 Remove the jammed staples from the staple cartridge.

1. Lift the knob of the staple cartridge.



2. Remove all jammed staples and exposed staples.



3. Lower the knob of the staple cartridge.

### 4 Install the staple cartridge into the finisher.



Hold the staple cartridge so that the part with the green mark is facing toward you, firmly push in the staple cartridge as far as it will go, and raise the part with the green mark to lock it.

### 5 Close the left cover of the finisher.

→ Dry stapling may be performed automatically to reposition the staples.

# If the Problem Persists

EK89-147

If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative.

**IMPORTANT**

Do not disassemble or repair the machine yourself.

- Disassembling or repairing the machine yourself may void the warranty.

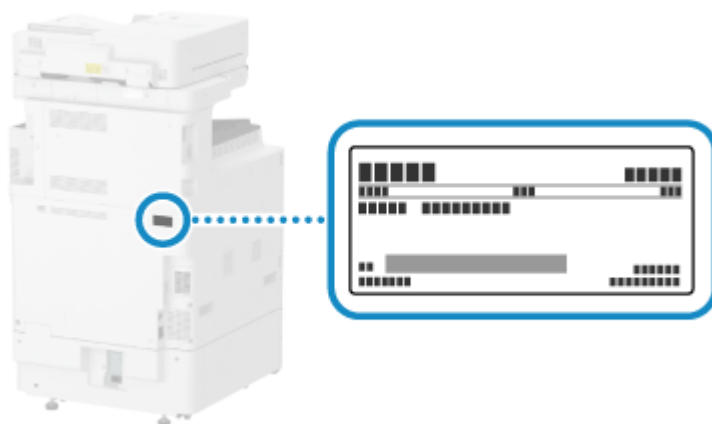
## Checks Before Contacting Your Dealer or Service Representative

- Product name (4045 / 4030 / 4025)
- Dealer purchased from
- Details of the problem (such as operation details and their results)
- Serial number

### How to Look Up the Serial Number

The serial number is displayed on the screen when you press the [Counter/Device Information] key on the control panel.

- You can also check the serial number on the Portal page of Remote UI. [Remote UI Portal Page \(P. 903\)](#)
- You can also check this information on the label on the back of the machine.



# Appendix

**Appendix** ..... 1508

**How to use the User's Guide** ..... 1509

**Operation Examples When Using a Computer** ..... 1512

**Environmental Information, Regulations, and Standards** ..... 1524

**Disclaimers** ..... 1527

# Appendix

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EK89-148

In this chapter, you can view the User's Guide (this manual) and the basic operations required when using the machine with a computer.

## User's Guide

This manual contains information on all functions of the machine and specifications as well as how to maintain the machine. You can search for specific information you need, and change the text size and layout.

➤ **How to use the User's Guide (P. 1509)**

## Basic Operations When Using with a Computer

In order to use the machine from a computer or check the information to be set on the machine, you may need to perform some operations on the computer. Operation examples using Windows and macOS are explained as follows:

➤ **Operation Examples When Using a Computer (P. 1512)**

## Other Information

➤ **Environmental Information, Regulations, and Standards (P. 1524)**

➤ **Disclaimers (P. 1527)**

# How to use the User's Guide

EK89-149

The User's Guide (this manual) contains information on all functions of the machine and specifications as well as how to maintain the machine.

In the User's Guide, you can find specific information you need, using the table of contents and search function.

\* Click [  ] or [  ] at the top of the screen to change between contents and search keyword display.

- **Description of the Functions and Options (P. 1509)**
- **Illustrations and Screens (P. 1509)**
- **Differences in Functions and Screens Depending on the Region (P. 1509)**
- **Symbols (P. 1510)**
- **Button Indicators (P. 1510)**
- **Search Function (P. 1511)**

## Description of the Functions and Options

The User's Guide explains the functions of multiple model series. It may include the information of functions not supported by the model and options you are using.

\* You can see the functions supported by the machine in a list. ➤ **Supported Options (P. 4)**

### If You Are Using a Printer-only Model

With a printer-only model, you cannot use functions other than printing.

The User's Guide also includes information such as the scan, fax, and copy functions and how to operate them.

Please read only the information you need for a printer-only model.

## Illustrations and Screens

In the User's Guide, unless otherwise stated, the following are used in the screens and illustrations.

### Machine Model

For illustrations, 4045 is used.

For screens, a representative model from multiple model series is used.

### Computer Operating System

Windows 11

macOS 13

- The screens may vary depending on the model and option.
- The operations and screens may vary depending on the operating system on the computer.
- The screens are subject to change due to updates of the driver and software versions.

## Differences in Functions and Screens Depending on the Region

Available options, functions, and screens may vary depending on the region.

In the User's Guide (this manual), the following labels are used to indicate information relevant to specific regions only. See the information with the label for the region where you are using the product.



**Europe**

Includes Europe, Middle East, Africa, and Russia.

**Asia/Oceania**

Includes South Asia, Southeast Asia, Hong Kong, Australia, and New Zealand.

**Americas**

Information relevant to only certain models in North and South Americas has the following labels.

**North America** : Canada and U.S.A.

**Latin America** : Latin America

**NOTE**

- The dimensions and weight are described in two different units. Refer to the unit relevant to the region where you are using the product.
- The screens used in the User's Guide may vary depending on the model, option, and version as well as region.  
 ➤ **Illustrations and Screens (P. 1509)**

## Symbols

The warnings and cautions are also listed in the "Important Safety Instructions" included with the machine. Refer to this information as well.

| Symbol                                                                                             | Meaning                                                                                                                                                                                                                                    |
|----------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|  <b>WARNING</b> | Indicates a warning concerning operations that may lead to death or serious personal injury if not performed correctly. To ensure that you use the machine safely, always observe these warnings.                                          |
|  <b>CAUTION</b> | Indicates a precaution for preventing the risk of personal injury or property damage other than a product fault due to improper use of the machine. To ensure that you use the machine safely, always observe these cautions.              |
|                 | Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.                                                                                                      |
| <b>IMPORTANT</b>                                                                                   | Indicates important requirements and restrictions for security and data protection as well as precautions that should be observed. Be sure to read these items to avoid malfunction, fault, or property damage due to incorrect operation. |
| <b>NOTE</b>                                                                                        | Indicates a clarification of an operation, or contains additional explanations for a procedure.                                                                                                                                            |

## Button Indicators

Buttons and other information displayed on the control panel and computer screen are described in square brackets [ ].

Examples:

[ Settings/Registration]

[ Stop]

[Cancel] ► [Yes]

[Ready to safely remove the memory media.]

## Search Function

---

1 Click [  ] at the top of the screen.

→ The search keyword input field is displayed at the top left of the screen.

2 Enter a keyword, and click [  ] or press the [Enter] key on the computer.

- Separate multiple keywords with spaces to search for pages that include all keywords.
- Enclose keywords in double quotation marks (") to search for pages that only contain complete matches including spaces.

3 Click the search result to view the page.

- Click [  ] to show or hide the search results.
- Click [  ] to show or hide the contents information.

# Operation Examples When Using a Computer

EK89-14C

When using the machine from a computer, you may need to configure the computer depending on the function. In addition, you may need the information of the computer to check the information to be set on the machine. In this case, use the operation examples below to configure the settings and check the required information on the computer.

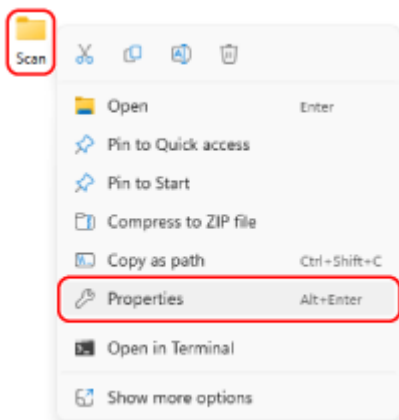
- **Creating a Shared Folder (P. 1512)**
- **Enabling Network Discovery (P. 1514)**
- **Displaying a Shared Printer in the Print Server (P. 1515)**
- **Checking the Login User Name for the Computer (P. 1516)**
- **Checking the System Information of the Computer (P. 1517)**
- **Checking the Network Connection Information of the Computer (P. 1518)**
- **Checking the Printer Port (P. 1521)**
- **Checking Two-way Communication (P. 1522)**
- **Printing a Test Page (P. 1522)**

## Creating a Shared Folder

- **When Using Windows (P. 1512)**
- **When Using macOS (P. 1513)**

### When Using Windows

- 1 Create a folder in any location (such as Desktop).
- 2 Right-click the created folder, and click [Properties].

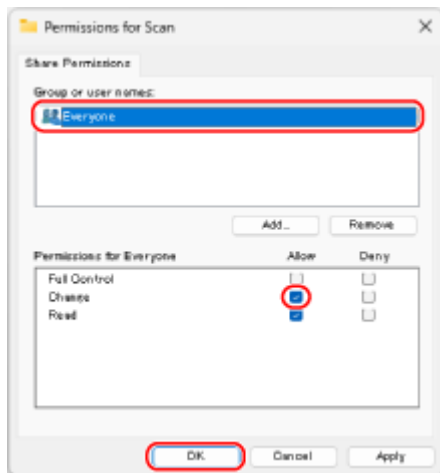


- 3 On the [Sharing] tab, click [Advanced Sharing].

→ The [Advanced Sharing] screen is displayed.

4 Select the [Share this folder] checkbox, and click [Permissions].

5 Configure the access permissions.



1. For [Group or user names], select [Everyone].
2. For [Permissions], select the [Allow] checkbox for [Change].
3. Click [OK].

6 Click [OK] ► [Close].

→ The created folder can be used as a shared folder.

#### NOTE

- By registering the information of the created shared folder to the Address Book of the machine in advance, you can save the trouble of entering the information each time you send data. [▶ Registering Shared Folder Information to an Address Book \(P. 1379\)](#)

## When Using macOS

1 Click [  ] ► [System Settings] ► [General] ► [Sharing].

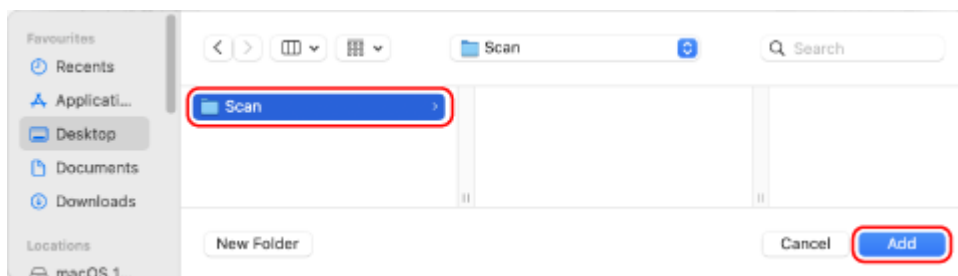
→ The [Sharing] screen is displayed.

2 Turn on [File Sharing], and click [  ].

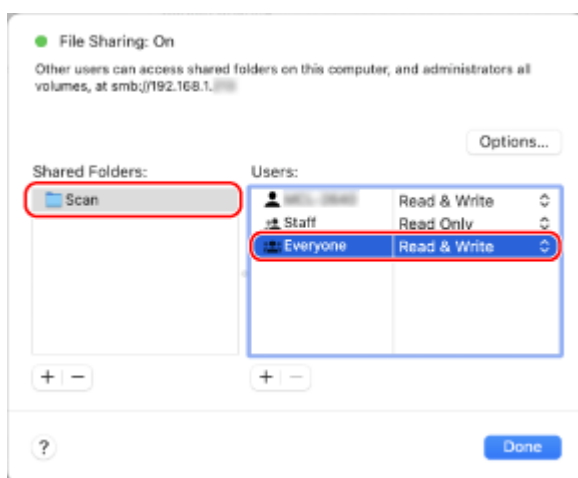


3 Under [Shared Folders], click [+].

4 Create a folder in any location (such as Desktop), and click [Add].



5 Configure the access permissions.



1. For [Shared Folders], select the created folder.
2. For [Users], select [Everyone] ► [Read & Write].

6 Click [Done].

→ The created folder can be used as a shared folder.

#### NOTE

- By registering the information of the created shared folder to the Address Book of the machine in advance, you can save the trouble of entering the information each time you send data. [▶ Registering Shared Folder Information to an Address Book \(P. 1379\)](#)

## Enabling Network Discovery

1 Right-click [  ] (Start), and click [Network Connections].

→ The [Network & Internet] screen is displayed.

2 Click [Advanced network settings] ► [Advanced sharing settings].

→ The [Advanced sharing settings] screen is displayed.

### 3 Set [Network Discovery] to [On].

## Displaying a Shared Printer in the Print Server

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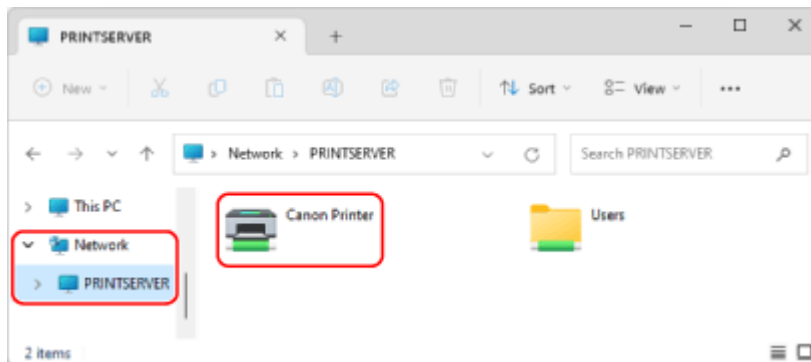
🔗 **When Using Windows (P. 1515)**

🔗 **When Using macOS (P. 1515)**

### When Using Windows

1 Right-click [  ] (Start), and click [File Explorer].

2 From [Network], select the print server to display the shared printer.



If nothing is displayed for [Network], enable network discovery. 🔗 **Enabling Network Discovery (P. 1514)**

### When Using macOS

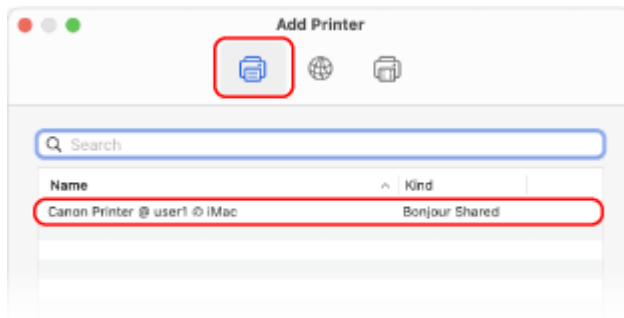
1 Click [  ] ► [System Settings] ► [Printers & Scanners].

→ The [Printers & Scanners] screen is displayed.

2 Click [Add Printer, Scanner, or Fax].

→ The [Add Printer] screen is displayed.

- 3 Click [  ] to display the shared printer.



## Checking the Login User Name for the Computer

---

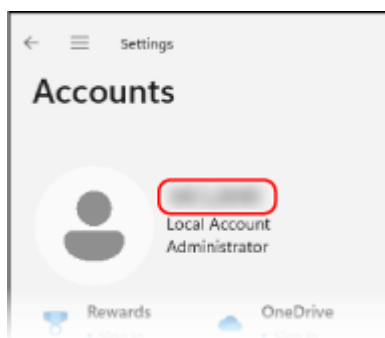
- When Using Windows (P. 1516)
- When Using macOS (P. 1516)

### When Using Windows

- 1 Click [  ] (Start) ► [  ] (Settings) ► [Accounts].

→ The [Accounts] screen is displayed.

- 2 Check the user name displayed on the right side of the icon image.

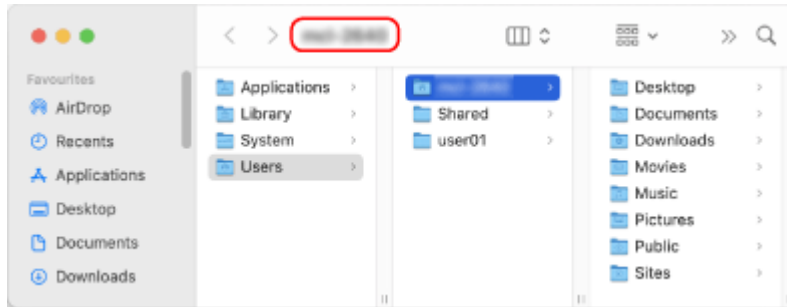


### When Using macOS

- 1 On the Desktop, click [Go] ► [Home].

→ The home folder screen is displayed.

- 2 Check the user name displayed at the top of the screen.



## Checking the System Information of the Computer

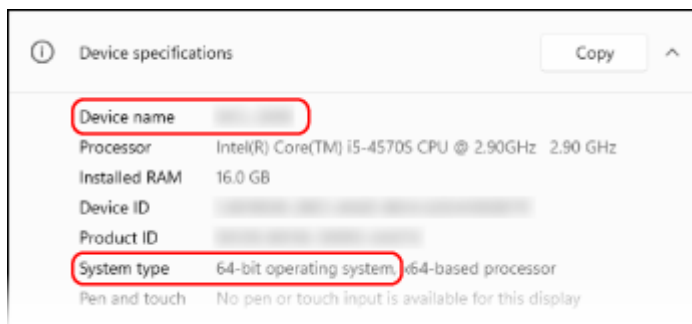
- When Using Windows (P. 1517)
- When Using macOS (P. 1517)

### When Using Windows

- 1 Right-click [  ] (Start), and click [System].

→ The [About] screen is displayed.

- 2 Under [Device specifications], check the computer name and operating system version.



- Check the computer name next to [Device name].
- Check the processor version next to [System type].
  - For a 32-bit operating system, [32-bit Operating System] is displayed.
  - For a 64-bit operating system, [64-bit Operating System] is displayed.

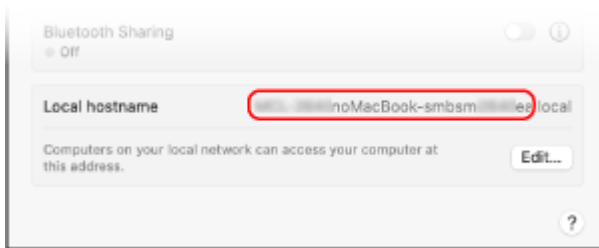
### When Using macOS

- 1 Click [  ] ► [System Settings] ► [General] ► [Sharing].

→ The [Sharing] screen is displayed.



- 2 Check the computer name next to [Local Hostname].



".local" at the end of the local host name is not included in the computer name.

## Checking the Network Connection Information of the Computer

🔗 When Using Windows (P. 1518)

🔗 When Using macOS (P. 1519)

### When Using Windows

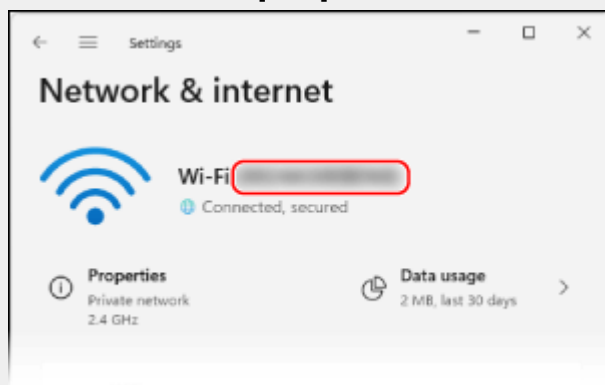
- 1 Right-click [  ] (Start), and click [Network Connections].

→ The [Network & Internet] screen is displayed.

- 2 Check the network connection information.

Checking the SSID (Network Name) of the Wireless LAN

Check the SSID under [Wi-Fi].



Checking the IP Address and DNS Server

1. Click [Properties] for the connected network.

2. Check the IP address and DNS server under [Properties].



## When Using macOS

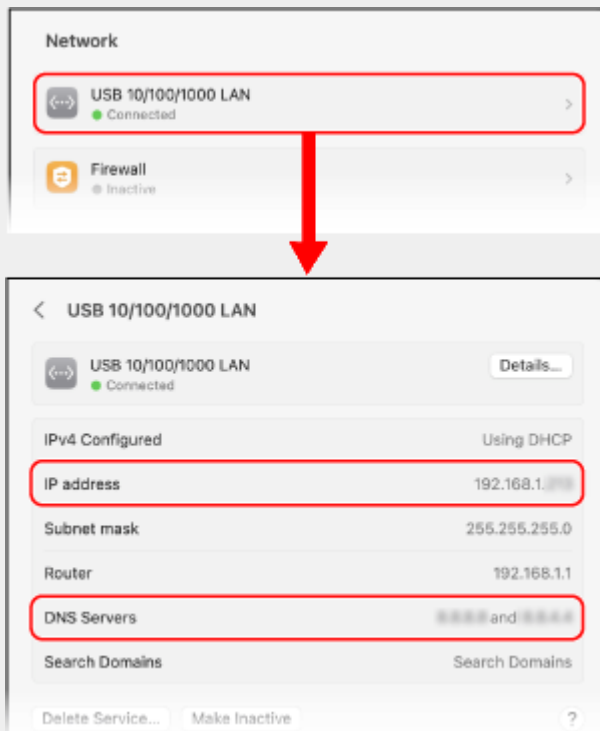
1 Click [🍏] ► [System Settings] ► [Network].

→ The [Network] screen is displayed.

2 Check the network connection information.

For Wired LAN

Click the network to view the details, and check the IP address and DNS server.



For Wireless LAN

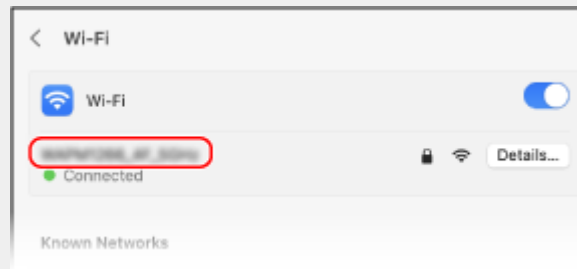
1. Click [Wi-Fi].

→ The [Wi-Fi] screen is displayed.

2. Check the network connection information.

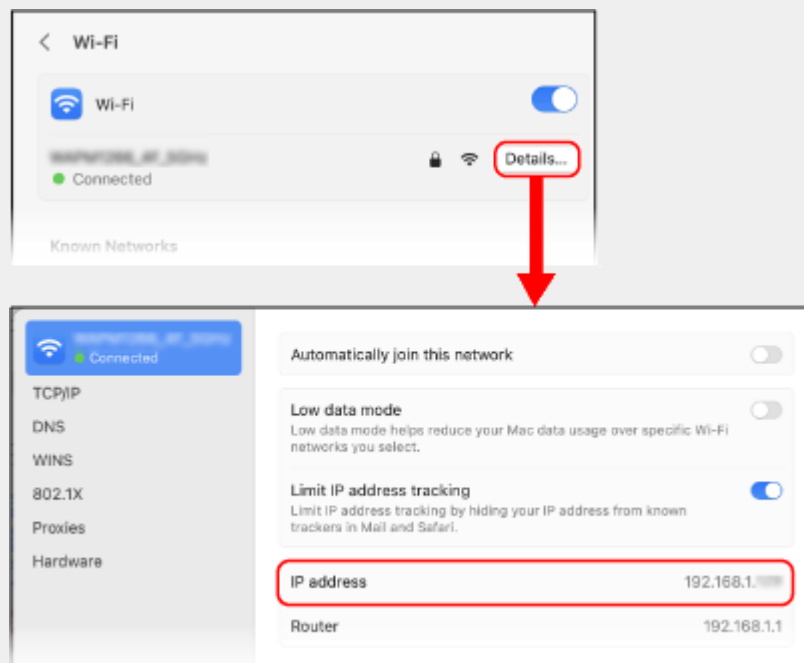
#### Checking the SSID (Network Name)

Check the SSID on the [Wi-Fi] screen.

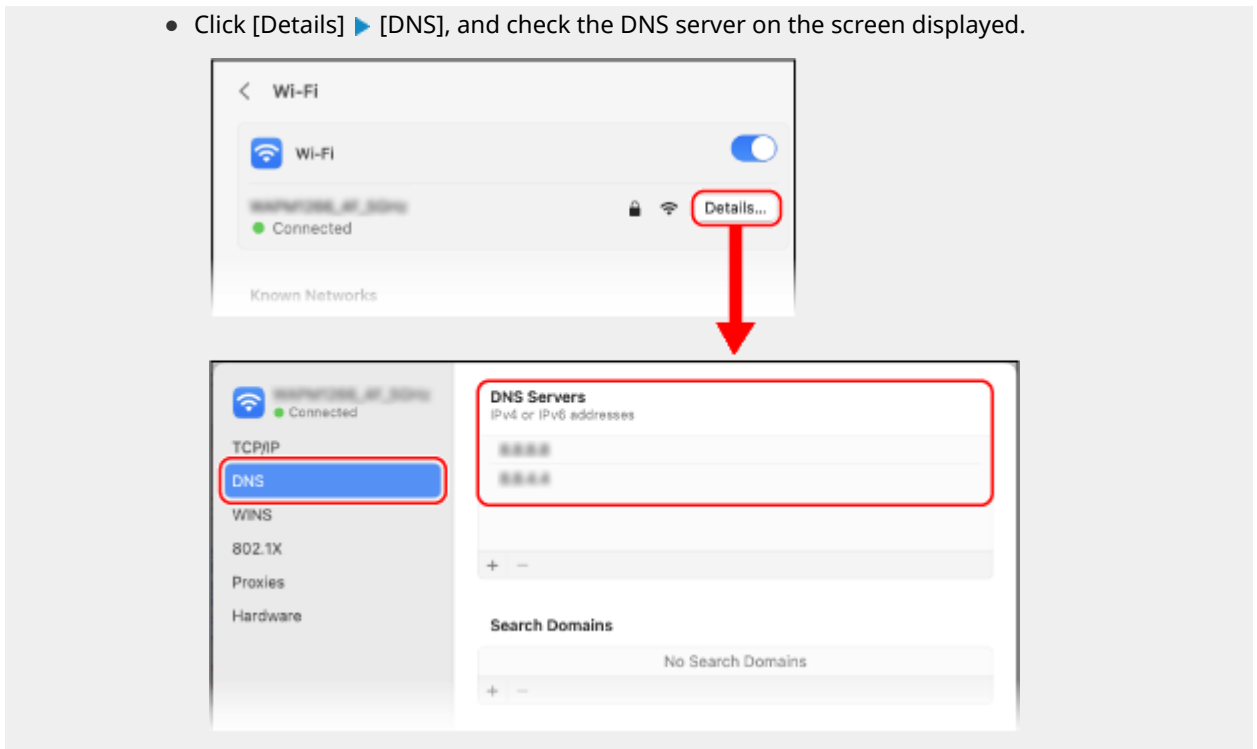


#### Checking the IP Address and DNS Server

- Click [Details] and check the IP address on the screen displayed.



- Click [Details] ► [DNS], and check the DNS server on the screen displayed.



## Checking the Printer Port

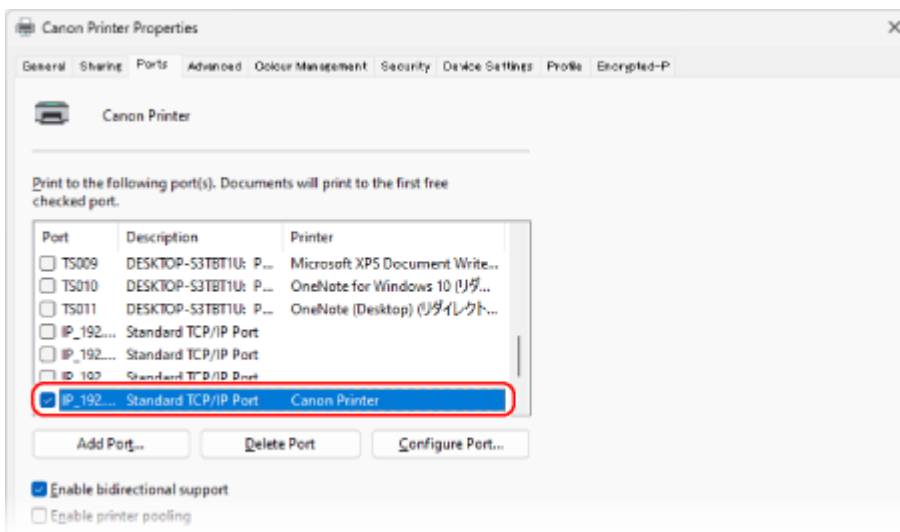
- 1 Click [  ] (Start) ► [  ] (Settings) ► [Bluetooth & devices] ► [Printers & scanners].

→ The [Printers & scanners] screen is displayed.

- 2 Click the printer driver of the machine ► [Printer properties].

→ The printer driver properties screen is displayed.

- 3 On the [Ports] tab, check the port being used.



## NOTE

- If the IP address of the machine is changed after installing the printer driver, a new port needs to be added. [▶](#)  
**Adding a Port (P. 349)**

## Checking Two-way Communication

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- 1 Click [  ] (Start) ▶ [  ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].  
→ The [Printers & scanners] screen is displayed.
- 2 Click the printer driver of the machine ▶ [Printer properties].  
→ The printer driver properties screen is displayed.
- 3 On the [Ports] tab, check that the [Enable bidirectional support] checkbox is selected.

## Printing a Test Page

---

## Required Preparations

- Load A4 or LTR size paper in the paper drawer. [▶ Loading Paper in the Paper Drawer \(P. 220\)](#)

[▶ When Using Windows \(P. 1522\)](#)

[▶ When Using macOS \(P. 1522\)](#)

### When Using Windows

- 1 Click [  ] (Start) ▶ [  ] (Settings) ▶ [Bluetooth & devices] ▶ [Printers & scanners].  
→ The [Printers & scanners] screen is displayed.
- 2 Click the printer driver of the machine ▶ [Printer properties].  
→ The printer driver properties screen is displayed.
- 3 On the [General] tab, click [Print Test Page].  
→ When the print data is sent correctly, a test page is printed from the machine.

### When Using macOS

- 1 Click [  ] ▶ [System Settings] ▶ [Printers & Scanners].  
→ The [Printers & Scanners] screen is displayed.

2 Select the machine, and click [Printer Queue].

3 From the [Printer] menu, click [Print Test Page].

→ When the print data is sent correctly, a test page is printed from the machine.

# Environmental Information, Regulations, and Standards

EK89-14E

## IPv6 Ready Logo



The protocol stack included in this product has obtained the IPv6 Ready Logo Phase-2 established by the IPv6 Forum.

## Product Information for the requirement of COMMISSION REGULATION(EU) 2023/826

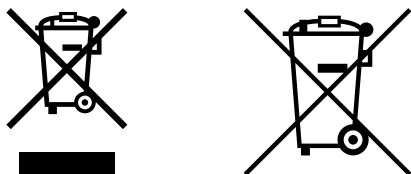
The power consumption in Off Mode or network standby and the transition time to Off or network standby are as follows:

| Model Name         | Power Consumption (Watt)              |                                             |                                                                                               | The Period of Time Before Equipment Automatically Switches Features into the Following Modes (Minutes) |                   |
|--------------------|---------------------------------------|---------------------------------------------|-----------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|-------------------|
|                    | Power Consumption in Plug-in Off Mode | Power Consumption in Networked Standby Mode | Power Consumption in Networked Standby Mode with All Network Ports Connected and/or Activated | Off                                                                                                    | Networked Standby |
| 4045 / 4030 / 4025 | 0.5W or less                          | 2.0W or less                                | 3.0W or less                                                                                  | 240 minutes                                                                                            | One minute        |

### NOTE

- The above value(s) are the actual values for a single machine, chosen arbitrarily, and may therefore differ from the value(s) of the actual machine used. Optional network ports are either not connected or not activated in the measurement.

## EU WEEE and Battery Directives



Only for European Union and EEA (Norway, Iceland and Liechtenstein)

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU), the Battery Regulation ((EU) 2023/1542) and/or national legislations implementing those Directive and Regulation.

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

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

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

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

## Environmental Information

Reducing your environmental impact while saving money

### Power Consumption and Activation Time

The amount of electricity a device consumes depends on the way the device is used. This product is designed and set in a way to allow you to reduce your electricity costs. After the last print it switches to Ready Mode. In this mode it can print again immediately if required. If the product is not used for a time, the device switches to its Power Save Mode.

The devices consume less power (Watt) in these modes.

If you wish to set a longer Activation Time or would like to completely deactivate the Power Save Mode, please consider that this device may then only switch to a lower energy level after a longer period of time or not at all. Canon does not recommend extending the Activation Times from the optimum ones set as default.

### Energy Star®

The Energy Star® programme is a voluntary scheme to promote the development and purchase of energy efficient models, which help to minimise environmental impact.

Products which meet the stringent requirements of the Energy Star® programme for both environmental benefits and the amount of energy consumption will carry the Energy Star® logo accordingly.

### Paper types

This product can be used to print on both recycled and virgin paper (certified to an environmental stewardship scheme), which complies with EN12281 or a similar quality standard. In addition it can support printing on media down to a weight of 64g/m<sup>2</sup>.

Lighter paper means less resources used and a lower environmental footprint for your printing needs.

### Duplex printing (Standard duplex printing products only)

Duplex printing capability enables you to print on both sides automatically, and therefore helps to reduce the use of valuable resources by reducing your paper consumption.

The duplex function has been auto enabled during the set up and driver installation and Canon strongly recommends that you do not disable this function. You should continue to use the duplex function to reduce the environmental impact of your work with this product at all times.



## When disposing of used toner cartridges

- To protect the environment and make more effective use of resources, Canon promotes the recovery and recycling of used toner cartridges. Please cooperate in the recovery of toner cartridges (resource reuse). For details on resource reuse, see the Canon website:  
[global.canon/ctc](http://global.canon/ctc)

When disposing of toner cartridges, pack them in their original packaging to prevent toner dispersal and dispose of the cartridges in accordance with your local government instructions.

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EK89-14F

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