imageCLASS

MF469x / MF465dw / MF461dw

User's Guide

USRMA-8730-00 2023-05 en

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About the Machine

965S-000

Before using the machine, check the basic information of the machine such as the supported functions and 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

The supported functions and options vary depending on the model. Check the list for details.
You can also check the specifications of the options.
Supported Functions and Options(P. 3)

Check the names of parts, usable paper, and specifications of functions, as needed.
Names of Parts and Their Functions(P. 15)
Usable Paper(P. 25)
Specifications(P. 30)

Information Required for Management Functions

When using the management functions, use the System Manager ID and PIN to log in.
The preset System Manager ID and PIN vary depending on the model.
System Manager ID and PIN(P. 12)

When using the machine in a network environment, check the examples of measures to prevent unauthorized access, and consider implementing these.
Measures to Prevent Unauthorized Access(P. 13)

Useful Tips

Introduces recommended functions useful for digitizing documents, reducing costs, and making operations more efficient.
Recommended Functions(P. 48)

Supported Functions and Options

965S-001

User's Guide (this manual) describes all functions of the model series including the machine. Some of the functions listed in User's Guide may not be available depending on your model. Use the table below to see which functions and options are supported by your model.

Supported Functions(P. 3)
Supported Options(P. 4)

Supported Functions

✔: Supported —: Not supported

Function	MF469x	MF465dw	MF461dw
Print	✔	✔	✔
Scan	✔	✔	✔
Fax	✔	✔	—
Copy	✔	✔	✔
2-sided Printing	✔	✔	✔
Forward received faxes	✔	✔	—
Send scanned data (e-Mail/SMB/FTP)	✔	✔	✔
Wired LAN connection	✔	✔	✔
Wireless LAN connection	✔	✔	✔
USB connection	✔	✔	✔
Remote UI	✔	✔	✔
Keys and certificates	✔	✔	✔
Linking with mobile devices	✔	✔	✔
Display	Touch panel	Touch panel	Touch panel
Feeder	✔ (2-sided scanning)	✔ (2-sided scanning)	✔ (2-sided scanning)

Function	MF469x	MF465dw	MF461dw
Default System Manager ID	7654321	Not specified	Not specified
Default System Manager PIN	7654321	Not specified	Not specified
Department ID Management	✔	✔	✔
Application Library	✔	✔	✔
uniFLOW Online Express	✔	—	—

NOTE

- For details about the types of available drivers, see the Canon website for your country or region, or see the supplied User Software CD-ROM/DVD-ROM.
  https://global.canon/en/support/

Supported Options

You can use various options to suit your purpose.

- Adding a paper drawer **Cassette Feeding Module-AH(P. 5)**
- Using the telephone and manually sending and receiving faxes **HANDSET KIT 3 / TELEPHONE 6 KIT(P. 8)**
- Using a card authentication system **Copy Card Reader-F(P. 6)**
- Creating barcodes **Barcode Printing Kit(P. 9)**
- Encrypting a PDF or adding a digital signature **Send PDF Security Feature Set(P. 9)**

✔: Supported — : Not supported

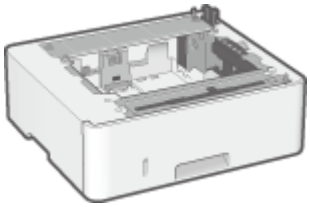
Option	MF469x	MF465dw	MF461dw
Cassette Feeding Module-AH	✔	✔	✔
HANDSET KIT 3 / TELEPHONE 6 KIT *1	✔	✔	—
Copy Card Reader-F	✔	—	—
Barcode Printing Kit	✔	—	—
Send PDF Security Feature Set	✔	—	—

*1 This optional item may not be available, depending on your country or region.

Cassette Feeding Module-AH

965S-002

When frequently using paper of varying sizes or types or when loading large quantities of paper at a time, install the optional Cassette Feeding Module-AH. This option reduces the work of loading paper.
For how to install Cassette Feeding Module-AH, see "Setup Guide." **Manuals of the Machine(P. 737)**



■ Specifications

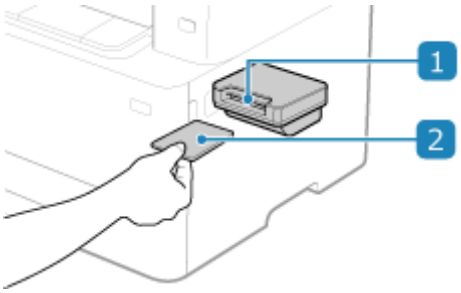
Paper size	Maximum: 216.0 mm x 355.6 mm Minimum: 105.0 mm x 148.0 mm
Paper basis weight	60 g/m² to 120 g/m²
Number of paper sources and paper capacity *1	Paper drawer x 1 550 sheets (80 g/m²), 640 sheets (64 g/m²)
Dimensions (W x D x H)	399 mm x 356 mm x 131 mm
Weight	Approx. 3.8 kg

*1 Varies depending on the installation environment and paper to be used.

Copy Card Reader-F

965S-003

When using a card authentication system for Department ID Management, install the optional Copy Card Reader-F. For details about Copy Card Reader-F, contact your dealer or service representative.



1 Card Slot

When the login screen below is displayed on the control panel, insert the card to log in. Remove the card to log out.



2 Control Card

You can use the cards shown below. Insert the card in the direction of the arrow on the card with the front side facing up.



■ Specifications

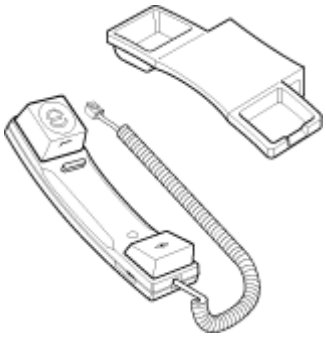
Card type	Magnetic card
Card reading method	Magnetic movement reading
Card read direction	Insertion direction
Store/Replay	Replay
Dimensions (W x D x H)	88 mm x 96 mm x 40 mm (Excluding installation plate and cable)

Weight	Approx. 200 g (Including installation plate and cable)

HANDSET KIT 3 / TELEPHONE 6 KIT

965S-004

When using a voice telephone with the machine[*1], install the optional HANDSET KIT 3 / TELEPHONE 6 KIT.
You can also use the handset to manually send and receive faxes.
For about installing HANDSET KIT 3 / TELEPHONE 6 KIT, see "Setup Guide." **Manuals of the Machine(P. 737)**



[*1] You must connect the machine to a telephone line.

System Options

965S-005

By installing the system options, you can boost performance of the machine.

Barcode Printing Kit(P. 9)
Send PDF Security Feature Set(P. 9)

Barcode Printing Kit

You can use Barcode Printing Kit to create barcodes in various formats.
For details about using the Barcode Printing Kit, see the Barcode Printing Guide at the online manual site.
https://oip.manual.canon/
* To use Barcode Printing Kit, you must obtain a license key and register it to the machine. **Registering License (MF469x)(P. 10)**
* To print barcodes, you must enable use of PCL. **[Personality](P. 527)**

Send PDF Security Feature Set

You can use Send PDF Security Feature Set to increase the security of PDF files. When scanning a document and converting it to a PDF file, you can use this option to create an encrypted PDF file and add a digital signature. **Scan Settings(P. 275)**
* To use Send PDF Security Feature Set, you must obtain a license key and register it to the machine. **Registering License (MF469x)(P. 10)**

Registering License (MF469x)

965S-006

Depending on the system option, you may have to obtain a license key and register it to the machine to start the system option.

Step 1: Obtaining a License Key(P. 10)
Step 2: Registering the License Key(P. 10)

Step 1: Obtaining a License Key

From a Web browser on a computer, access the following URL and follow the procedure on the screen to obtain a license key.
http://www.canon.com/lms/license/

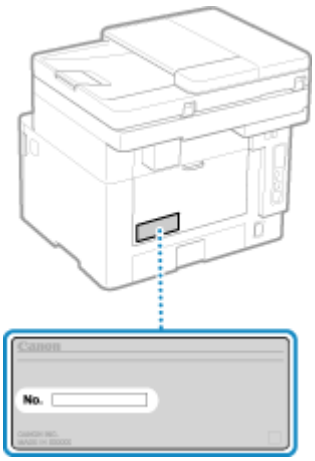
To obtain the license key, you must have the License Access Number and serial number of the machine. Prepare that information in advance.

Checking the License Access Number
Check the number in the License Access Number Certificate that is supplied with the package of the option.

How to Look Up the Serial Number

[Home] screen on the control panel ▶ [Status Monitor] ▶ [Device Information] ▶ [Serial Number]

- You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 446)**
- You can also check this information on the label on the back of the machine.



Step 2: Registering the License Key

Use the control panel to register the license key. You cannot register the license key using Remote UI from a computer. Administrator privileges are required.

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Management Settings] ▶ [License/Other] ▶ [Register License].

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

3 **Confirm the message, and press [OK].**

4 **Enter the license key, and press [Apply].**

➡ Registration starts. When registration is completed, the message [Installation is complete. Changes will be effective after the main power is turned OFF and ON.] is displayed.

5 **Press [Close].**

6 **Restart the machine.** **Restarting the Machine(P. 112)**

➡ The license is registered.

System Manager ID and PIN

965S-007

The machine has a System Manager Mode for viewing and changing important settings.
When System Manager ID and System Manager PIN are set, only those users who know this information are able to log into System Manager Mode.

For MF469x
The System Manager ID and System Manager PIN are set in advance as follows:

System Manager ID	7654321
System Manager PIN	7654321

- When the System Manager Mode login screen appears, enter the above ID and PIN to log in if the default settings have not been changed. To log in to Remote UI in System Manager Mode, you must change the System Manager PIN from the default setting.
- Change the default settings to protect the information, and allow only certain administrators to know this information.

For MF465dw / MF461dw
The System Manager ID and System Manager PIN are not set.
System Manager Mode is disabled, allowing anyone to see and change important settings. Set the System Manager ID and System Manager PIN to protect the information, and allow only certain administrators of this information.

For details about how to change and set the System Manager ID and System Manager PIN, see the following:
Setting the Department ID and PIN for the Administrator(P. 366)

Measures to Prevent Unauthorized Access

965S-008

Be sure to read this section before using the machine in a network environment.

Printers and multifunction machines can provide various useful functions when 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 can implement during setup when using the machine in a network environment.

Using a Private IP Address(P. 13)
Using a PIN to Protect Information(P. 13)
Precautions When Using Remote UI(P. 14)

NOTE

- There are additional 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. 365)**

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 assigned 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 assigned 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 an assigned global IP address.

Basically, assign 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 assign and confirm the IP address, see the following:
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 75)

If you want to assign 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.

Using a PIN to Protect Information

By setting up a PIN to protect the information stored in the machine, you can reduce the risk of information leakage or unauthorized use if a malicious third party attempts to gain unauthorized access.
You can set a PIN to the functions indicated below. Only users who know the PIN can use these functions and access the information on the machine.

Remote UI

You can require the user to enter the Remote UI Access PIN when using Remote UI.
Setting the PIN to Use for Remote UI(P. 431)

System Manager ID
You can require the user to enter the System Manager ID and System Manager PIN, when changing any important settings.
Setting the Department ID and PIN for the Administrator(P. 366)

Address Book
You can require the user to enter the Address Book PIN when adding new entries and editing existing ones.
Restricting Address Book Registration and Editing by Setting a PIN(P. 429)

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 browser.

Names of Parts and Their Functions

965S-009

Front Side

Check these parts on the front when operating the machine.

Front Side(P. 16)

- Use the control panel to operate the machine and configure the settings.
  Control Panel(P. 20)
- Place the original on the platen glass or in the feeder when scanning, sending a fax, or copying.
  Feeder(P. 22)
- Load printing and copying paper into the following paper sources:
  Multi-purpose Tray(P. 23)
  Paper Drawer(P. 24)

Rear Side

Check the rear parts when installing and connecting the machine and when clearing paper jams.

Rear Side(P. 18)

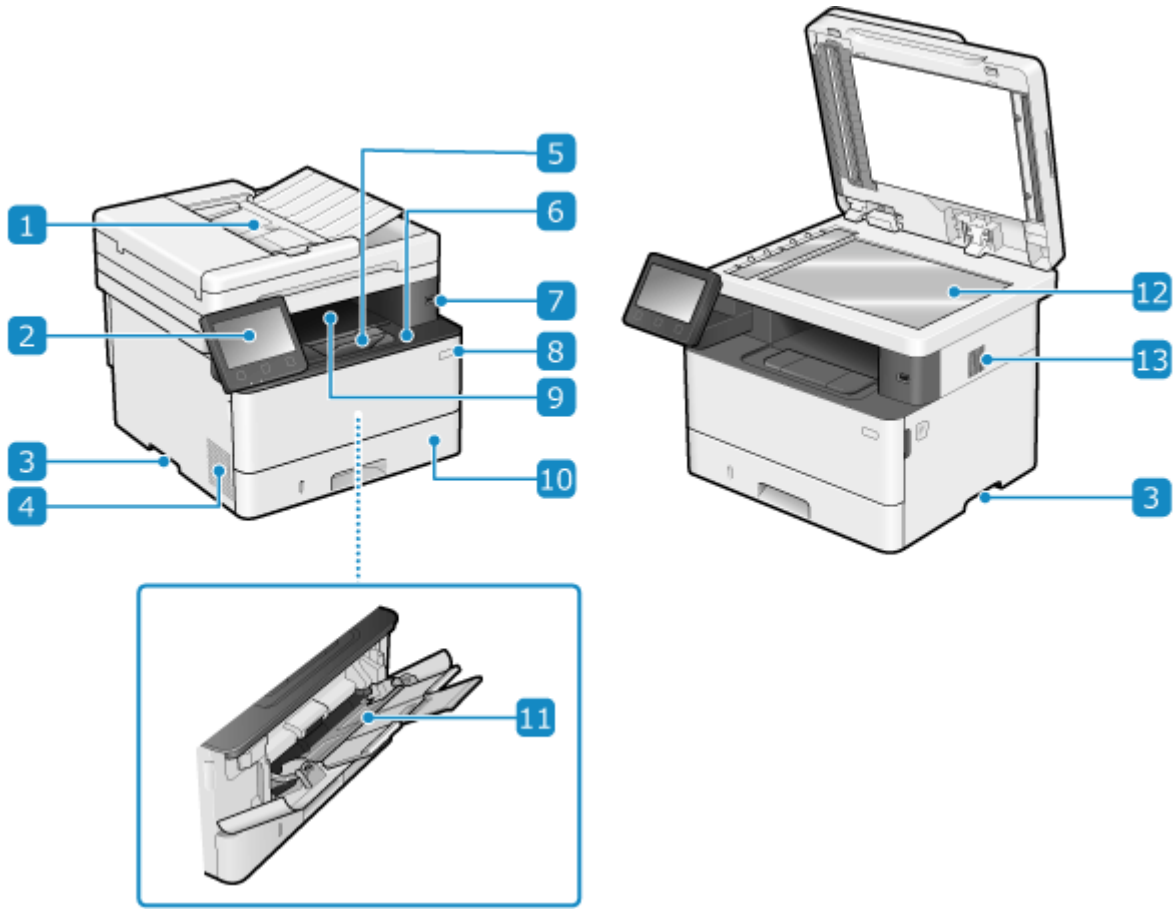
Interior

Check the interior of the machine when clearing paper jams.

Interior(P. 19)

Front Side

965S-00A



1 Feeder

You can place two or more sheets of originals in the feeder. The placed originals are fed and scanned one by one automatically. **Feeder(P. 22)**

2 Control panel

Use the display and keys to operate the machine and confirm the operations and status. **Control Panel(P. 20)**

3 Lift handles

Hold the lift handles when moving the machine.

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 Paper stopper

Open the paper stopper to prevent paper from falling out of the output tray.

6 Front cover

Open when replacing toner cartridge or when a paper jam occurs inside the machine.

7 USB port (for USB devices)

You can connect a commercial USB memory device or USB keyboard.

8 Power switch

Turns the power of the machine ON and OFF. **Turning ON and OFF the Machine(P. 107)**

9 Output tray

Printed and copied paper is ejected to the output tray.

10 Paper drawer

Load paper you usually use into the paper drawer. **Paper Drawer(P. 24)**

11 Multi-purpose tray

To temporarily use paper not loaded in the paper drawer, load it in the multi-purpose tray. **Multi-purpose Tray(P. 23)**

12 Platen glass

Place books, thick paper, thin paper, and other originals that cannot be placed in the feeder on the platen glass to copy or scan. The placed originals are scanned in a fixed position. **Placing Originals(P. 136)**

13 Speaker

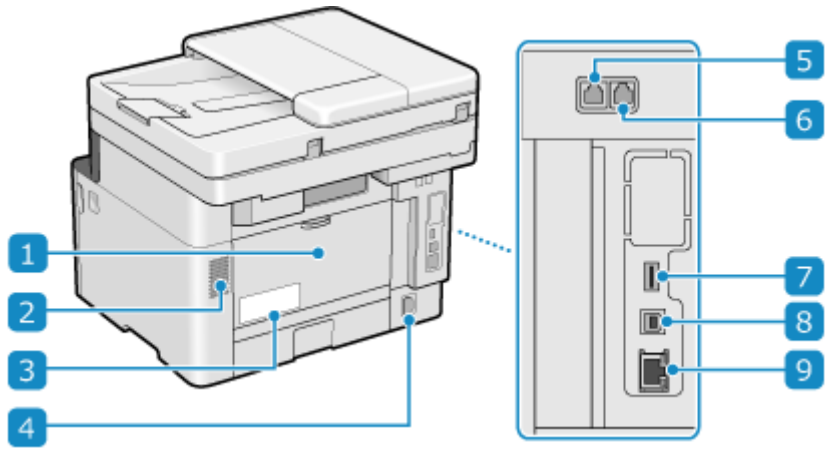
Emits sounds to notify you of the fax communication status as well as the operations and status of the machine.
Adjusting the Volume (For Models with a Fax Function)(P. 196)
Adjusting the Volume (For Models without a Fax Function)(P. 199)

NOTE

- To ensure efficient use of the machine, regularly clean the surface and platen glass.
  Cleaning the Surface of the Machine(P. 603)
  Cleaning the Platen Glass(P. 604)
- If the following symptoms occur when using the feeder, clean the feeder: **Cleaning the Feeder(P. 605)**
  - Originals become dirty
  - Originals frequently jam
  - Printouts appear smudged after scanning, copying, or sending faxes

Rear Side

965S-00C



1 Rear cover

Open the rear cover when a paper jam occurs inside the machine.

2 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.

3 Rating label

This label shows the serial number, which is needed when making inquiries about the machine.

4 Power socket

Connect the power cord to the power socket.

5 Telephone line jack (LINE)

Use the supplied telephone cord to connect the machine to the telephone line.

6 Handset jack (HAND SET)/External telephone jack (EXT.)

Connect the optional HANDSET KIT 3 / TELEPHONE 6 KIT or a commercial telephone to this jack.

7 USB port (for USB devices)

You can connect a commercial USB keyboard to the USB port.

8 USB port (for computer connection)

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

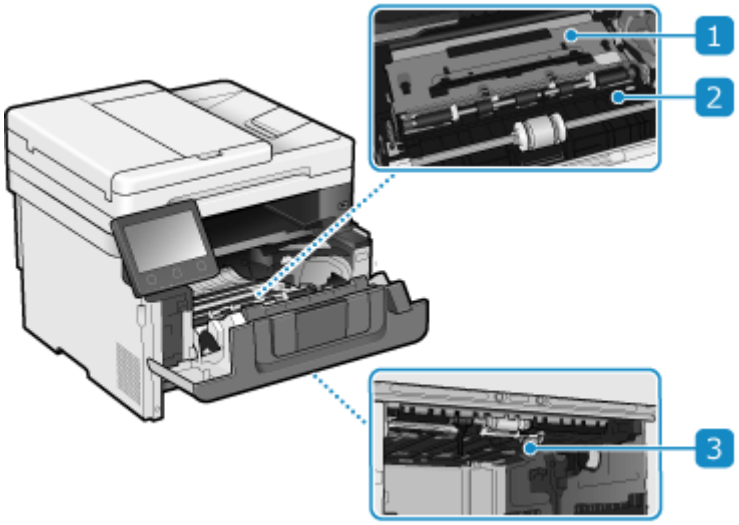
9 LAN port

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

Interior

965S-00E

Check the interior of the machine when clearing paper jams. **Paper Jams(P. 631)**



1 Transport guide (rear)

If a paper jam occurs inside the machine, lift the front of the transport guide and remove the paper.

2 Transport guide (front)

If a paper jam occurs inside the machine, lift the rear of the transport guide and remove the paper.

3 2-sided transport guide

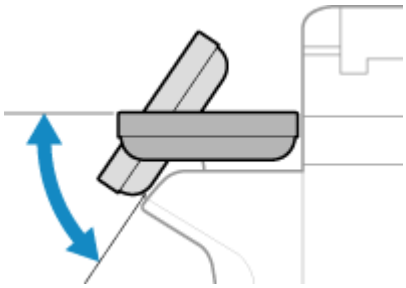
If a paper jam occurs during 2-sided printing, push this guide down and remove the paper.

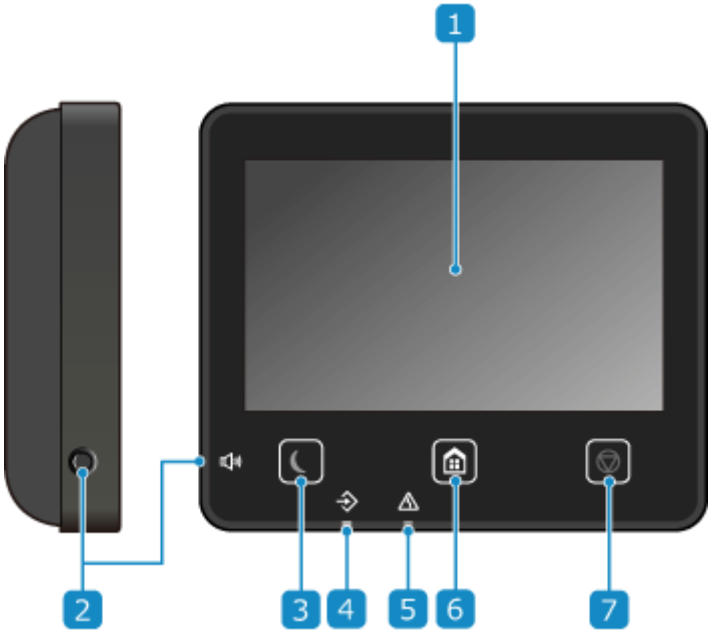
Control Panel

965S-00F

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

If the display is difficult to see, adjust the angle of the control panel, as shown on the right.





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. 116)**

2 Sound Volume key ( )

Adjusts the volume.
Adjusting the Volume (For Models with a Fax Function)(P. 196)
Adjusting the Volume (For Models without a Fax Function)(P. 199)

3 Energy Saver key ( )

Puts the machine into sleep mode to reduce power consumption. In sleep mode, lights up yellow-green.
Reducing Power Consumption (Sleep Mode)(P. 114)

4 Data indicator

Blinks when an operation is being performed, such as during communication or printing, and lights up when data is waiting to be processed.

5 Error indicator

Blinks or lights up when a paper jam or other error occurs.

6 Home key ( )

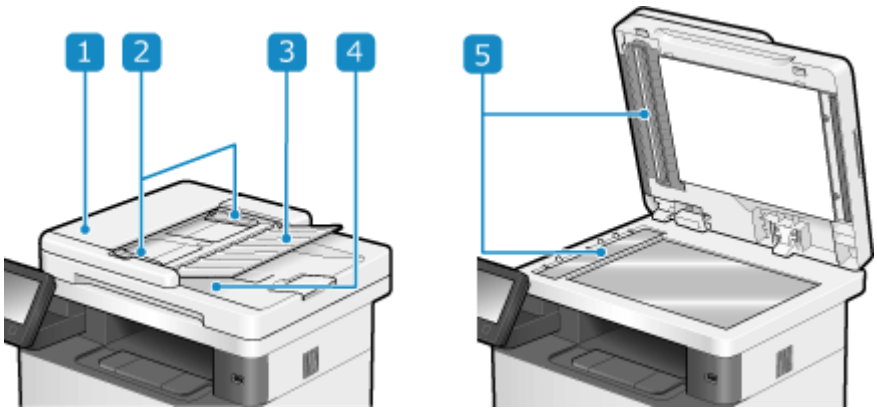
Displays the [Home] screen. **[Home] Screen(P. 119)**

7 Stop key ( )

Cancels an operation being executed.

Feeder

965S-00H



1 Feeder cover

Open the feeder cover when cleaning the inside of the feeder or clearing a paper jam inside the feeder.

2 Slide guides

Align the slide guides against the edges of the originals to properly place the original.

3 Original supply tray

You can place two or more sheets of originals in the original supply tray. **Placing Originals(P. 136)**

4 Original output tray

Scanned originals are output to the original output tray.

5 Document feed scanning area

Originals placed on the feeder are scanned.

IMPORTANT

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

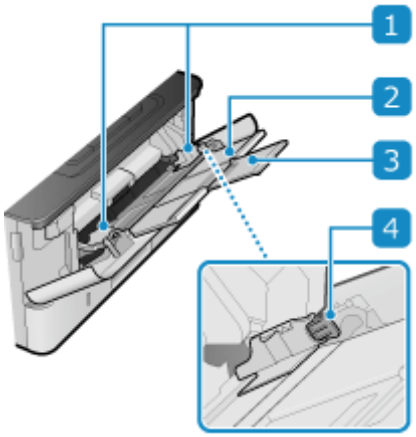
NOTE

- If the following symptoms occur when using the feeder, clean the feeder: **Cleaning the Feeder(P. 605)**
  - Originals become dirty
  - Originals frequently jam
  - Printouts appear smudged after scanning, copying, or sending faxes

Multi-purpose Tray

965S-00J

Load paper that you will temporarily use in the multi-purpose tray. **Loading Paper in the Multi-purpose Tray(P. 145)**



1 Paper guides

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

2 Paper tray

Pull out the paper tray when loading paper.

3 Extension tray

Open and use this tray when loading large paper sizes.

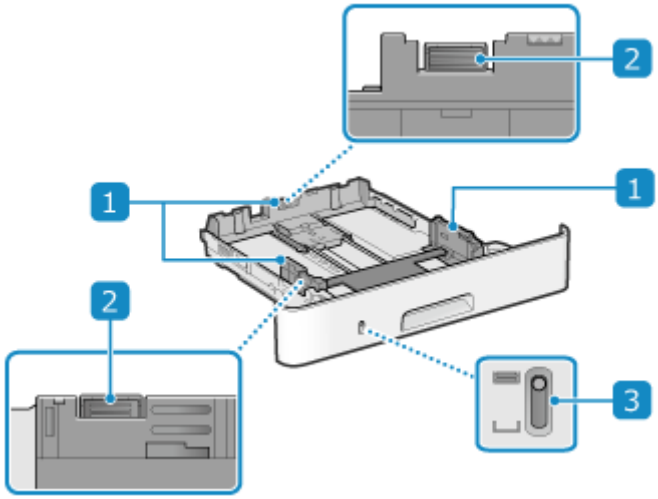
4 Lock release lever

Move the paper guides while pressing the lock release lever.

Paper Drawer

965S-00K

Load paper that you usually use into the paper drawer. **Loading Paper in the Paper Drawer(P. 140)**



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 pressing the lock release lever.

3 Remaining paper display

Shows the amount of paper remaining. The indicator moves down as the amount of paper decreases.

Usable Paper

965S-00L

The sizes and types of paper that can be used on the machine are shown below.

Usable Paper Sizes(P. 25)
Usable Paper Types(P. 26)
Unusable Paper(P. 28)

NOTE

- Precautions must be taken when handling and storing paper. **Precautions When Handling Paper(P. 29)**

Usable Paper Sizes

✔: Usable ×: Not usable

Paper Size	Paper Drawer 1	Paper Drawer 2 *1	Multi-purpose Tray	Automatic 2-sided Printing *2
A4 *3*4*5	✔	✔	✔	✔
B5 *3	✔	✔	✔	×
A5 *3*6	✔	✔	✔	×
A6	✔	✔	✔	×
Legal (LGL) *3*4	✔	✔	✔	✔
Letter (LTR) *3*4*5	✔	✔	✔	✔
Statement (STMT) *3	✔	✔	✔	×
Executive (EXEC)	✔	✔	✔	×
Oficio *3*4	✔	✔	✔	✔
Oficio (Brazil) *3*4	✔	✔	✔	✔
Oficio (Mexico) *3*4	✔	✔	✔	✔
Letter (Government) *3*4	✔	✔	✔	×
Legal (Government) *3*4	✔	✔	✔	×

Paper Size	Paper Drawer 1	Paper Drawer 2 *1	Multi-purpose Tray	Automatic 2-sided Printing *2
Foolscap/Folio *3*4	✔	✔	✔	✔
Foolscap (Australia) *3*4	✔	✔	✔	×
Legal (India) *4	✔	✔	✔	✔
3x5inch	×	×	✔	×
Envelope No.10 (COM10)	×	×	✔	×
Envelope Monarch	×	×	✔	×
Envelope C5	×	×	✔	×
Envelope DL	×	×	✔	×
Custom Paper Size	✔ *7	✔ *7	✔ *8	✔ *9

*1 The optional Cassette Feeding Module-AH

*2 Automatically prints on both sides without having to reload the paper.

*3 Enables printing of received faxes.

*4 Enables printing of received I-Faxes.

*5 Enables printing of reports and lists.

*6 Enables loading of paper in the portrait or landscape orientation.

*7 You can use a custom size from 105.0 mm x 148.0 mm to 216.0 mm x 355.6 mm.

*8 You can use a custom size from 76.2 mm x 127.0 mm to 216.0 mm x 355.6 mm.

*9 You can use a custom size from 210.0 mm x 279.4 mm to 216.0 mm x 355.6 mm.

Usable Paper Types

You can use non-chlorine paper.

✔: Usable ×: Not usable

Paper Type	Paper Weight	Paper Drawer 1	Paper Drawer 2 *1	Multi-purpose Tray	Automatic 2-sided Printing *2
Thin 1 *3	60 g/m²	✔	✔	✔	✔
Plain 1 *3*4	61 g/m² to 74 g/m²	✔	✔	✔	✔
Plain 2 *3*4	75 g/m² to 89 g/m²	✔	✔	✔	✔

Paper Type	Paper Weight	Paper Drawer 1	Paper Drawer 2 *1	Multi-purpose Tray	Automatic 2-sided Printing *2
Plain 3 *4	90 g/m² to 105 g/m²	✓	✓	✓	✓
Heavy 1	106 g/m² to 120 g/m²	✓	✓	✓	✓
Heavy 2	121 g/m² to 149 g/m²	×	×	✓	×
Heavy 3	150 g/m² to 199 g/m²	×	×	✓	×
Recycled 1 *3*4	61 g/m² to 74 g/m²	✓	✓	✓	✓
Recycled 2 *3*4	75 g/m² to 89 g/m²	✓	✓	✓	✓
Labels	—	×	×	✓	×
Color *3*4	61 g/m² to 74 g/m²	✓	✓	✓	✓
Letterhead 1	61 g/m² to 74 g/m²	✓	✓	✓	✓
Letterhead 2	75 g/m² to 89 g/m²	✓	✓	✓	✓
Letterhead 3	90 g/m² to 105 g/m²	✓	✓	✓	✓
Letterhead 4	106 g/m² to 120 g/m²	✓	✓	✓	✓
Letterhead 5	121 g/m² to 149 g/m²	×	×	✓	×
Letterhead 6	150 g/m² to 199 g/m²	×	×	✓	×
Bond 1	60 g/m² to 74 g/m²	✓	✓	✓	✓
Bond 2	75 g/m² to 104 g/m²	✓	✓	✓	✓
Bond 3	105 g/m² to 120 g/m²	✓	✓	✓	✓
Envelope *5	—	×	×	✓	×

*1 The optional Cassette Feeding Module-AH

*2 Automatically prints on both sides without having to reload the paper.

*3 Enables printing of received faxes and I-Faxes.

*4 Enables printing of reports and lists.

*5 When you specify a custom size, [Envelope 1] and [Envelope 2] are displayed for the paper type. If you cannot print properly with [Envelope 1], such as due to the toner coming off, try using [Envelope 2].

Unusable Paper

Before printing, check whether the paper to use is suitable. Do not use the following types of paper, as they can cause paper jams or printing errors:

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

[*1] 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.

Precautions When Handling Paper

965S-00R

To prevent paper jams and other errors and ensure beautiful 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

965S-00S

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. 31)
Feeder Specifications(P. 34)

Specifications of Functions
Print Specifications(P. 35)
Scan Specifications(P. 38)
Fax Specifications(P. 39)
Network Specifications(P. 40)
Security and Management Function Specifications(P. 41)

Operating Environment and Supported Software and Servers
Supported Environment(P. 46)

■ See Also

Specifications of Options
You can check the compatibility of options and their specifications.
Supported Options(P. 4)

Basic Specifications

965S-00U

Type	Desktop
Color Supported	Black and White
Scan Resolution	600 dpi x 600 dpi
Print Resolution	600 dpi x 600 dpi
Number of Tones	256
Copy Original	Maximum: 216.0 mm x 297.0 mm Sheet, Book (height 20 mm or less)
Copy Paper Size	Maximum: 216.0 mm x 355.6 mm Minimum (paper drawer): 105.0 mm x 148.0 mm Minimum (multi-purpose tray): 76.2 mm x 127.0 mm **Margin (when copying)** **Platen Glass** Top: 5 mm ± 2.0 mm Left and right: 5 mm ± 2.0 mm **Feeder** Top: 5 mm ± 3.0 mm Left and right: 5 mm ± 3.0 mm
Paper Type and Weight	**Usable Paper(P. 25)**
Warm-up time *1	**After powering ON** 14.0 seconds or less **After recovering from sleep mode** 4.0 seconds or less
First Copy Time (A4)	6.1 seconds or less
Continuous Copy Speed *2 (A4)	**MF469x / MF465dw** 40.0 sheets/minute **MF461dw** 36.0 sheets/minute

Original Scanning Speed (A4)	Full Color: 1.9 seconds/sheet Black and White: 1.8 seconds/sheet
Magnification	25% to 400% (in 1% increments)
Paper Feeding System and Paper Capacity *3	**Paper Drawer x 1** 250 sheets (64 g/m², 80 g/m²) **Multi-purpose Tray** 100 sheets (64 g/m², 80 g/m²)
Output System and Output Capacity *3	**Output Tray** 150 sheets (68 g/m²)
Number of Continuous Copies	999 sheets
Power supply	AC 220 V - 240 V, 3.1 A, 50 Hz/60 Hz
Power Consumption *1	**Maximum Power Consumption** 1,280 W or less **During Sleep Mode** Approx. 0.9 W (USB, wired LAN, or wireless LAN connection) **With Power Turned OFF** 0.1 W or less
Dimensions (W x D x H)	420 mm x 460 mm x 375 mm
Weight (Not including toner cartridges)	Approx. 15.6 kg
Maximum Occupancy Space	**MF469x** 563 mm x 881 mm x 794 mm **MF465dw** 481 mm x 881 mm x 794 mm **MF461dw** 420 mm x 881 mm x 794 mm * Provide a space of at least 100 mm around the machine.
Memory Capacity	RAM: 1 GB
Usage Environment	Temperature: 10 °C to 30 °C Humidity: 20% to 80% RH (no condensation)

*1 May vary depending the usage environment and usage conditions.

*2 Copy/print speeds are measured based on internal testing using A4 size paper copied/printed with 100% copy/print ratio to original on one-sided paper. Internal testing involved continuously copying/printing the same one page of content on plain paper (copy speed is tested by copying on the platen glass). Copy/print speeds may vary depending on paper type, paper size or paper feeding direction.
The device may automatically pause or slow down in order to adjust printer condition such as controlling temperature of a certain unit or limiting impact to image quality during continuous copying/printing.

*3 May vary depending on the installation environment and paper to be used.

Feeder Specifications

965S-00W

Feeder Type	Automatic 2-sided Document Feeder
Original Size and Type	**Original Size** Maximum: 216.0 mm x 355.6 mm Minimum: 48.0 mm x 85.0 mm **Original Weight** 50 g/m² to 105 g/m²
Original Storage Capacity (A4)	50 sheets (80 g/m²)
Original Scanning Speed (A4)	**Copying (300 dpi x 600 dpi)** **1-sided Scanning** 40 pages/minute **2-sided Scanning** 80 pages/minute **Scanning (300 dpi x 300 dpi)** *1 **1-sided Scanning** Full Color: 40 pages/minute Black and White: 50 pages/minute **2-sided Scanning** Full Color: 80 pages/minute Black and White: 100 pages/minute

*1 May vary depending the usage environment and usage conditions.

Print Specifications

965S-00X

UFR II Printer Function(P. 35)
PS Printer Function(P. 35)
PCL Printer Function(P. 36)
Memory Media Print Function(P. 37)

UFR II Printer Function

Type	Internal
Print Size	**Usable Paper(P. 25)**
Continuous Print Speed	Same as "Continuous Copy Speed" for main unit **Basic Specifications(P. 31)**
Resolution	**Data Processing** 1,200 dpi x 1,200 dpi, 600 dpi x 600 dpi
Page Description Language (PDL)	UFR II
Protocol Supported	TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD
Resident Fonts	None
Interface	**USB** USB 2.0 Hi-Speed **Wired LAN** 10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n

PS Printer Function

Model Type	Internal
Print Size	**Usable Paper(P. 25)**
Continuous Print Speed	Same as "Continuous Copy Speed" for main unit **Basic Specifications(P. 31)**
Resolution	**Data Processing**

	1,200 dpi x 1,200 dpi, 600 dpi x 600 dpi
Page Description Language (PDL)	Adobe®PostScript®3™
Protocol Supported	TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD
Resident Fonts	136 Roman
Interface	**USB** USB 2.0 Hi-Speed **Wired LAN** 10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n

PCL Printer Function

Type	Internal
Print Size	**Usable Paper(P. 25)**
Continuous Print Speed	Same as "Continuous Copy Speed" for main unit **Basic Specifications(P. 31)**
Resolution	**Data Processing** 1,200 dpi x 1,200 dpi, 600 dpi x 600 dpi
Page Description Language (PDL)	PCL6, PCL5
Protocol Supported	TCP/IP: LPD, Port9100, IPP, IPPS, FTP, WSD
Resident Fonts	**MF469x** 93 Roman, 10 Bitmap fonts, 2 OCR fonts, Barcode fonts*1 **MF465dw / MF461dw** 45 Roman, 10 Bitmap fonts
Interface	**USB** USB 2.0 Hi-Speed **Wired LAN** 10Base-T, 100Base-TX, 1000Base-T (IEEE 802.3 compliant) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n

*1 Require optional Barcode Printing Kit.

Memory Media Print Function

Printable Formats	PDF, TIFF/JPEG

Scan Specifications

965S-00Y

Type	Color Scanner
Original Scan Size	**Platen Glass** Same as "Copy Original" for main unit **Basic Specifications(P. 31)** **Feeder** Same as "Original Size and Type" for feeder **Feeder Specifications(P. 34)**
Resolution (Maximum)	600 dpi x 600 dpi
Original Scanning Speed	**Platen Glass** Same as "Original Scanning Speed" for main unit **Basic Specifications(P. 31)** **Feeder** Same as "Original Scanning Speed" for feeder **Feeder Specifications(P. 34)**
Interface	**USB** USB 2.0 Hi-Speed **Wired LAN** 10BASE-T, 100BASE-TX, 1000BASE-T (RJ-45) **Wireless LAN** IEEE 802.11b, IEEE 802.11g, IEEE 802.11n
Protocol Supported *1	**Push Scan** FTP (TCP/IP), SMB (TCP/IP), SMTP, POP3 **Pull Scan** TCP/IP, USB
Output Format *1	TIFF, JPEG (Single Page), PDF (Compact, Searchable), PDF (Encrypted, Digital Signature)

*1 Some formats are not available depending on the function.

Fax Specifications

965S-010

Line Used *1	Public Switched Telephone Network (PSTN), Facsimile Communication Network (PSTN)
Scan Line Density	**Normal Mode** G3: 8 pels/mm*2 x 3.85 line/mm **Fine Mode** G3: 8 pels/mm*2 x 7.7 line/mm **Superfine Mode** G3: 8 pels/mm*2 x 15.4 line/mm **Ultrafine Mode** G3: 16 pels/mm*2 x 15.4 line/mm
Transmission Speed *3	SuperG3: 33.6 Kbps G3: 14.4 Kbps
Compression Method	MH, MR, MMR, JBIG
Communication Mode	SuperG3, G3
Maximum Sending Original Size	A4
Recording Paper Size	**Usable Paper(P. 25)**
Transmission Time	Approx. 2.6 seconds*4

*1 Depending on your telephone line and region, you may not be able to perform data communication, such as when the sum of the resistance value of the telephone line and that of the machine exceeds 1,700 Ω. In this case, contact your dealer or service representative.

*2 Pels stands for picture elements (pixels).

*3 With Automatic Fallback function.

*4 Value obtained with Canon original test sheet of A4 size, standard ECM (JBIG) transmission.

Network Specifications

965S-011

■ Common

Protocol Supported	TCP/IP Frame type: Ethernet II Print applications: LPD, Raw, IPP, IPPS, FTP, WSD, Mopria, AirPrint, Windows10 Mobile Print, Windows11 Mobile Print

■ Wired LAN

Interface	10BASE-T, 100BASE-TX, 1000BASE-T (RJ-45)

■ Wireless LAN

Standard	IEEE 802.11b, IEEE 802.11g, IEEE 802.11n
Transmission Method	IEEE 802.11b (Modulation system: DS-SS) IEEE 802.11g (Modulation system: OFDM method) IEEE 802.11n (Modulation system: OFDM method)
Communication Mode	Infrastructure Mode Access Point Mode
Security (Encryption Method)	**Infrastructure Mode** 128 (104) / 64 (40) bit WEP WPA-PSK (TKIP / AES-CCMP) WPA2-PSK (TKIP / AES-CCMP) WPA-EAP (AES-CCMP) WPA2-EAP (AES-CCMP) **Access Point Mode** WPA2-PSK (AES-CCMP)
Setup Method	WPS (Wi-Fi Protected Setup), Manual setup

Security and Management Function Specifications

965S-012

Firewall(P. 41)
IPSec(P. 41)
Keys and Certificates(P. 42)
Definition of "Weak Encryption"(P. 43)
TLS(P. 44)

Firewall

- Up to 16 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
- Up to 32 MAC addresses can be specified.

IPSec

IPSec of the machine conforms to RFC2401, RFC2402, RFC2406, and RFC4305.

Operating system of connected device	Windows 8.1 Windows 10 Windows 11
Connection mode	Transport mode
Key exchange protocol	IKEv1 (main mode)
	Authentication method Pre-shared key Digital signature
	Hash algorithm (and key length) HMAC-SHA1-96 HMAC-SHA2 (256 bits or 384 bits)
	Encryption algorithm (and key length) 3DES-CBC AES-CBC (128 bits, 192 bits, 256 bits)
	Key exchange algorithm/group (and key length) Diffie-Hellman (DH) Group 14 (2048 bits) ECDH-P256 (256 bits) ECDH-P384 (384 bits)

ESP	**Hash algorithm** HMAC-SHA1-96
	Encryption algorithm (and key length) 3DES-CBC AES-CBC (128 bits, 192 bits, 256 bits)
	Hash/encryption algorithm (and key length) AES-GCM (128 bits, 192 bits, 256 bits)
AH	**Hash algorithm** HMAC-SHA1-96

NOTE

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

Keys and Certificates

The following keys and certificates are supported:

■ Self-generated Key and Self-signed Certificate or CSR

Public key algorithm (and key length)	RSA (512 bits, 1024 bits, 2048 bits, 4096 bits) DSA (1024Bits, 2048Bits, 3072Bits) ECDSA (P256, P384, P521)
Certificate signature algorithm	RSA: SHA-1*1, SHA-256, SHA-384*2, SHA-512*2 DSA: SHA-1*1 ECDSA: SHA-1*1, SHA-256, SHA-384, SHA-512
Certificate thumbprint algorithm	SHA1

*1 Available only when installed by using the Remote UI.

*2 SHA384-RSA and SHA512-RSA are available only when the RSA key length is 1024 bits or more.

■ Key and Certificate or CA Certificate for Installation

Format	**Key** PKCS#12*1 **CA certificate**

	X.509 DER format/PEM format
File extension	**Key** ".p12" or ".pfx" **CA certificate** ".cer" or ".pem"
Public key algorithm (and key length)	RSA (512 bits, 1024 bits, 2048 bits, 4096 bits) DSA (1024 bits, 2048 bits, 3072 bits) ECDSA (P256, P384, P521)
Certificate signature algorithm	RSA: SHA-1*2, SHA-256, SHA-384*3, SHA-512*3 DSA: SHA-1*2 ECDSA: SHA-1*2, SHA-256, SHA-384, SHA-512
Certificate thumbprint algorithm	SHA1

*1 Requirements for the certificate contained in a key are pursuant to CA certificates.

*2 Available only when installed by using the Remote UI.

*3 SHA384-RSA and SHA512-RSA are available only when the RSA key length is 1024 bits or more.

NOTE

- The machine does not support use of a certificate revocation list (CRL).

Definition of "Weak Encryption"

When [Prohibit Use of Weak Encrypt.] in [Encryption Settings] is set to [On], the use of the following algorithms is prohibited. **[Encryption Settings](P. 583)**

Hash	MD4, MD5, SHA-1
HMAC	HMAC-MD5
Common key encryption	RC2, RC4, DES
Public key encryption	RSA encryption (512 bits/1024 bits) RSA signature (512 bits/1024 bits) DSA (512 bits/1024 bits) DH (512 bits/1024 bits)

NOTE

- Even when [Prohibit Weak Encryp. Key/Cert.] in [Encryption Settings] is set to [On], the hash algorithm SHA-1, which is used for signing a root certificate, can be used.

TLS

The following combinations of the TLS version and algorithm are usable:

✔: Usable —: Not usable

Algorithm	TLS Version			
	TLS 1.3	TLS 1.2	TLS 1.1	TLS 1.0
Encryption Algorithm				
AES-CBC (256bit)	—	✔	✔	✔
AES-CBC (128bit)	—	✔	✔	✔
AES-GCM (256bit)	✔	✔	—	—
AES-GCM (128bit)	✔	✔	—	—
3DES-CBC	—	✔	✔	✔
CHACHA20-POLY1305	✔	—	—	—
Key Exchange Algorithm				
RSA	—	✔	✔	✔
ECDHE	✔	✔	✔	✔
X25519	✔	—	—	—
Signature Algorithm				
RSA	✔	✔	✔	✔
ECDSA	✔	✔	✔	✔
HMAC Algorithm				
SHA1	—	✔	✔	✔
SHA256	✔	✔	—	—

Algorithm	TLS Version			
	TLS 1.3	TLS 1.2	TLS 1.1	TLS 1.0
SHA384	✔	✔	—	—

Supported Environment

965S-013

Operating Environment(P. 46)
Supported Software and Servers(P. 46)

Operating Environment

System Environment for WSD Scan	Windows 8.1 Windows 10 Windows 11
Operating Conditions of Send Function Setting Tool	Microsoft Edge Google Chrome
AirPrint Operating Environment	**Using AirPrint Application to Print and Scan Data and Send Faxes(P. 356)**
Remote UI Operating Environment *1	**Windows** Microsoft Edge Google Chrome **macOS** Safari 11 Google Chrome **Android** Google Chrome UC Browser **iOS** Safari 11 UC Browser

*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 2013 Microsoft Exchange Server 2016 Microsoft Exchange Server 2019 Lotus Domino R7.0 Sendmail 8.15.2

E-mail/I-Fax Receiving Server Software	Microsoft Exchange Server 2013 Microsoft Exchange Server 2016 Microsoft Exchange Server 2019 Lotus Domino R7.0 Qpopper 4.1.0
File Servers Available for File Transmission	**SMB** Windows 8.1 Windows 10 Windows 11 Windows Server 2012 / Windows Server 2012 R2 Windows Server 2016 Windows Server 2019 Windows Server 2022 macOS 10.15 / 11.0 / 12.0 CentStream8 **FTP** Windows Server 2012: Internet Information Services 8.0 Windows 8.1 / Windows Server 2012 R2: Internet Information Services 8.5 Windows 10 / Windows 11 / Windows Server 2016 / Windows Server 2019 / Windows Server 2022 : Internet Information Services 10 CentStream8
Available LDAP Servers	Windows Server 2012 with Active Directory Windows Server 2012 R2 with Active Directory Windows Server 2016 with Active Directory Windows Server 2019 with Active Directory Windows Server 2022 with Active Directory

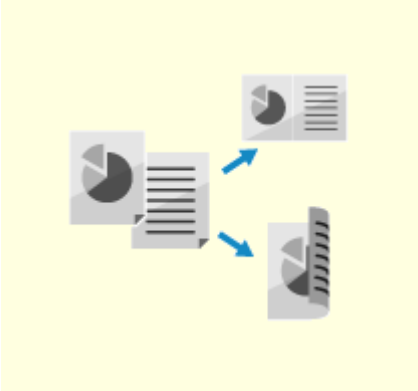
Recommended Functions

965S-014

This section introduces recommended functions that can be useful for your purpose and help you solve problems, such as to simplify document management and sharing, save paper and power, and improve operations.



Digitizing Documents(P. 49)



Cost Savings(P. 50)



Making Operations More Efficient(P. 51)

Digitizing Documents

965S-015

By digitizing paper documents, you do not have to worry about storage space and documents deteriorating, and you can view and use these documents on a computer or mobile device.

Scanning Paper Documents

You can use the scan function to scan documents and photos into data that can be saved and sent.

Scanning(P. 243)



Use the scan settings to convert these into data according to your purpose. You can convert the data into a text-searchable PDF, and divide and save the data into pages.

Scan Settings(P. 275)

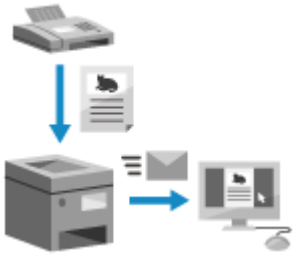
Digitizing Fax Documents

You can digitize received faxes and send faxes directly from a computer. You can also send and view faxes in a timely fashion even if you are away from the machine.

Forwarding and Saving Received Faxes as Data

Received faxes can be automatically forwarded to a specified computer or mobile device and saved.

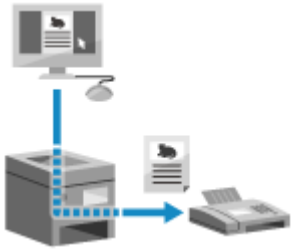
Auto Forwarding and Backing Up Received Faxes(P. 295)



Sending Faxes from a Computer

You can use a procedure similar to that for printing documents and photos to send faxes directly from a computer.

Sending Faxes from a Computer (PC Faxing)(P. 302)
Using AirPrint Application to Print and Scan Data and Send Faxes(P. 356)



Cost Savings

965S-016

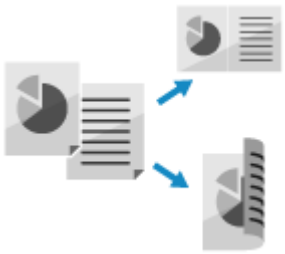
This machine can help you save costs on paper, power, and fax communication.

Saving Paper

Saving Paper When Printing

You can print on both sides of the paper, and print multiple pages on one sheet of paper.

Printing from a Computer(P. 220)
Preparing to Print from a USB Memory Device(P. 219)



Saving Paper When Faxing

Instead of immediately printing received faxes, you can temporarily save them in the memory of the machine and forward them automatically. You can view the faxes and print only those that are needed.

Saving Received Documents in the Machine (Memory Lock)(P. 425)
Auto Forwarding and Backing Up Received Faxes(P. 295)

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

Changing the Print Settings for Received Faxes(P. 310)

Saving Paper When Copying

You can copy on both sides of the paper, and copy multiple originals or the front and back of a card on a sheet of paper.

Additional Copying Features(P. 326)
Copying Both Sides of ID Cards onto One Sheet(P. 333)

Restricting and Managing the Number of Sheets of Paper

You can allocate a Department ID to each user or group to manage the number of pages printed and copied per Department ID.

Authenticating Users and Managing Groups with Department ID (Department ID Management)(P. 369)

Saving Energy

You can configure the machine to enter sleep mode when not in use to save energy. The power of the machine does not turn OFF, so it can quickly resume operations and receive faxes.

Reducing Power Consumption (Sleep Mode)(P. 114)

Saving Fax Communication Costs

If both the fax sending and receiving devices support I-Fax, you can send and receive faxes over the Internet to control costs.

Using Internet Fax (I-Fax)(P. 315)



Making Operations More Efficient

965S-017

You can print and share data even in an environment where a computer cannot be used. In addition, you can use the job logs and customize the control panel to make operations more efficient and reduce the amount of time using the machine.

Printing and Sharing Data Without Using a Computer

Printing Data from a Smartphone or Tablet

You can print data from a mobile device connected to the machine while using an application. The machine supports direct connection for easy connection setup without having to use a wireless LAN router.

Linking with Mobile Devices(P. 342)



Using a USB Memory Device

You can insert a USB memory device into the machine to display the data in the USB memory device on the control panel and print it on the machine. You can save scanned data to a USB memory device and share it with a computer not on the network.

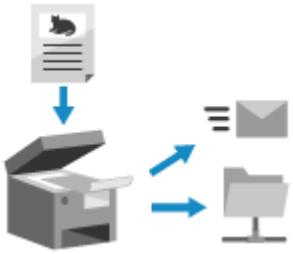
Preparing to Print from a USB Memory Device(P. 219)
Scanning (Saving to a USB Memory Device)(P. 263)



Saving and Sharing Paper Documents as Data

You can scan a document, send the data by e-mail, and save it to a shared folder. By just operating the machine, you can save and share data with a computer.

Scanning (Sending by E-mail)(P. 265)
Scanning (Saving to a Shared Folder or FTP Server)(P. 268)



Easy Touch Panel Operations

Using the Job Log to Send Data and Faxes

You can send scanned data or faxes to destinations specified in the past by calling up the TX Job Log for scan or fax jobs. In addition to calling up the destination, you can also call up the past settings to save the trouble of having to configure the settings again.

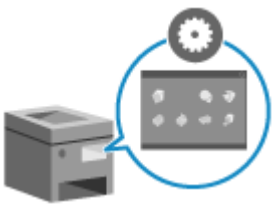
Specifying Destinations (TX Job Log)(P. 186)



Customizing the Control Panel for Greater Usability

You can rearrange the buttons on the [Home] screen for greater usability.

Customizing the [Home] Screen(P. 129)



You can register your favorite settings in the scan, fax, and copy functions for faster operations and change the default settings that are treated as standard when you use a function.

Registering Frequently Used Settings(P. 189)
Changing the Default Settings(P. 193)

One-touch Operation of Useful Functions



Use the Application Library to quickly execute an operation (such as "Print regular document" or "View consumables information") with a single touch of a button.
To use this function, you must click [Application Library] on the Portal Page of Remote UI, and configure the application. **Portal Page of Remote UI(P. 450)**
For more information, see the manual of the Application Library at the online manual site.
https://oip.manual.canon/

Setting Up

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Configuring the Default Settings (Setup Guide) 55
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Configuring the Fax Settings (Fax Setup Guide) 99
Installing Software and Drivers to the Computer 103

Setting Up

965S-018

After installing the machine, configure the required settings to enable use of the functions by performing the following steps.
Steps 1 to 3 are the machine settings.
Step 4 is the setting for using the machine from a computer. Configure this setting for each computer using the machine.

Step 1	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. Configure the settings by following the instructions on the screen. **Configuring the Default Settings (Setup Guide)(P. 55)**
Step 2	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. 58)**
Step 3	Set the items required to perform fax operations by following the instructions on the screen. **Configuring the Fax Settings (Fax Setup Guide)(P. 99)**
Step 4	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. 103)**

■ 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. 13)

Checking Available Functions
The functions available on the machine vary depending on the model. Check the functions that are available on your model.
Supported Functions and Options(P. 3)

Configuring the Settings Required to Use the Functions of the Machine
Additional settings may be required depending on your model. For details about the settings required for each function, see the following:
Printing Preparations(P. 204)
Preparations for Scanning(P. 245)
Preparations for Linking with Mobile Devices(P. 344)

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. 463)

Configuring the Default Settings (Setup Guide)

965S-019

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. Configure the settings using the procedure below by following the instructions on the screen.

Step 1: Setting the Display Language and Country or Region(P. 55)
Step 2: Setting the Date and Time(P. 55)
Step 3: Setting Remote UI(P. 56)
Step 4: Connecting to a Wireless LAN(P. 56)
Step 5: Viewing an Overview of the Application Library and Setup Method(P. 57)

NOTE

- These settings can only be configured one time using the Setup Guide when starting the machine for the first time. To change the settings configured with the Setup Guide at a later time, set the items in Steps 1 to 4 individually. For the details of each setting, see the following.
  Setting the Date and Time(P. 445)
  Setting the Department ID and PIN for the Administrator(P. 366)
  Setting the PIN to Use for Remote UI(P. 431)
  Connecting to a Wireless LAN(P. 62)

Step 1: Setting the Display Language and Country or Region

Set the language displayed on the control panel screen and reports to be printed. Next, set the country or region where the machine is used.

1 On the [Language] screen, select the display language.

2 Press [Yes].

➡ The display language is set, and the [Select Country/Region] screen is displayed.
Depending on the country or region, the [Select Country/Region] screen is not displayed and the [Time Zone] screen is displayed. When the [Time Zone] screen is displayed, proceed to "Step 2: Setting the Date and Time." **Step 2: Setting the Date and Time(P. 55)**

3 On the [Select Country/Region] screen, select the country or region.

➡ The country or region is set, and the [Time Zone] screen is displayed.

Step 2: Setting the Date and Time

The date and time are used as the reference for the functions using date and time information, and therefore, they need to be set accurately.

1 On the [Time Zone] screen, select your time zone.

Set the time zone (UTC*1) and Daylight Saving Time according to the region where this machine is installed.

*1 The UTC (Coordinated Universal Time) is a coordinated universal time that is standard for all parts of the world. Internet-based communication relies on the UTC being set correctly.

2 On the [Current Date/Time Settings] screen, enter the date and time, and press [Apply].

➡ The time and date are set, and the Remote UI confirmation screen is displayed.

Step 3: Setting Remote UI

With Remote UI, you can use a Web browser on a computer to check the operation status of the machine, change the settings, and perform other operations.
For MF469x, set the System Manager ID and Remote UI Access PIN to prevent unauthorized access to the machine.
For MF465dw / MF461dw, set the Remote UI Access PIN to prevent unauthorized access to the machine.

1 On the Remote UI confirmation screen, press [Yes].

For MF469x, to use System Manager Mode to view and change important settings, set the System Manager ID. **System Manager ID and PIN(P. 12)**
For MF469x, to set the System Manager ID at a later time, press [No] and proceed to 2.
For MF465dw / MF461dw, to set the Remote UI Access PIN at a later time, press [No] and proceed to "Step 4: Connecting to a Wireless LAN ." **Step 4: Connecting to a Wireless LAN(P. 56)**

■When Setting the System Manager ID

On the [Configure System Manager Mode] screen, press [Yes], and set the System Manager ID and PIN by following the instructions on the screen.

- Set the System Manager ID and PIN by specifying any number. You cannot set an ID or PIN consisting of all zeros, such as "00" or "0000000."
- Specify any number other than "7654321" for the System Manager PIN. You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

2 On the [Configure General User Mode] screen, press [Yes].

Restrict the use of Remote UI to only those users who know the Remote UI Access PIN.

3 Enter the Remote UI Access PIN, and press [Apply].

Specify any number. You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

4 Enter the PIN again, and press [Apply].

➡ After the message [Settings configured.] appears, the screen for confirming the wireless LAN connection is displayed.

Step 4: Connecting to a Wireless LAN

Connect to the network using wireless local area network (LAN).

1 On the screen for confirming the wireless LAN connection, press [Yes].

- If the machine is not connected to a wireless LAN, press [No], and proceed to "Step 5: Viewing an Overview of the Application Library and Setup Method." **Step 5: Viewing an Overview of the Application Library and Setup Method(P. 57)**

- When connecting to a wired LAN, configure the wired LAN connection settings after exiting the Setup Guide.
Selecting Wired or Wireless LAN(P. 60)

2 Select the Wireless LAN connection type, and connect to the Wireless LAN.

➡ When the connection to the wireless LAN is completed, the [Application Library] screen is displayed.

Depending on your wireless LAN router, the connection type and security standards 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. For the standards and procedure, see the following:
Connecting to a Wireless LAN(P. 62)

Step 5: Viewing an Overview of the Application Library and Setup Method

1 On the [Application Library] screen, you can see a description of each function.

- Press [See More Info.] to see an overview of each function in the Application Library. Press [About Remote UI] to see the setup method of the Application Library.
- For more information, see the manual of the Application Library. You can display the manual by pressing [User's Manual] and scanning the displayed QR code with a mobile device.

2 Press [End].

➡ The settings configured in the Setup Guide are applied.
When you exit the Setup Guide, the [Home] screen is displayed. **[Home] Screen(P. 119)**

Setting Up the Network

965S-01A

To operate the machine from a computer or to connect to a server, you must connect the machine to a network.
Use the procedure below to connect the machine to a network and configure the settings of the machine according to the network environment.

Administrator privileges are required to set up the network.
Depending on the model, the System Manager ID and System Manager PIN may be set by default. **System Manager ID and PIN(P. 12)**

IMPORTANT

- Connecting the machine to a network without proper security measures may leak information from the machine to third parties. **Protecting the Network(P. 382)**

■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	Select whether to use wired or wireless LAN and connect to the network. **To connect to a Wired LAN** **Selecting Wired or Wireless LAN(P. 60)** **Connecting to a Wired LAN(P. 61)** **To connect to a Wireless LAN** **Selecting Wired or Wireless LAN(P. 60)** **Connecting to a Wireless LAN(P. 62)**

▼

Step 2	Set the IP address. - By default, when the machine connects to a wired or wireless LAN, an IP address is obtained automatically and set to the machine. - To use a specific IP address, set this manually. **Setting IPv4 Addresses(P. 73)** **Setting IPv6 Addresses(P. 75)** * When setting an IP address manually, you cannot use the control panel to configure some IPv6 address settings. It is recommended to use the control panel to set the IPv4 address, and then use Remote UI to set the IPv6 address.

▼

Step 3	Configure the settings of the machine according to the network environment, as needed. **Configuring Your Machine for Your Network Environment(P. 77)** * You cannot use the control panel to configure some of the settings. It is recommended that you configure the settings using Remote UI in Step 3

■ Checks after Configuring the Network Settings

Check that 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. 96)

Selecting Wired or Wireless LAN

965S-01C

Set whether to connect the machine to the network using a wired or wireless LAN.
If you want to switch from wired LAN to wireless LAN, you can make the setting during the procedure for connecting to wireless LAN. **Connecting to a Wireless LAN(P. 62)**
* You cannot connect to a wired LAN and wireless LAN at the same time.

Use the control panel to configure the settings. On the control panel, you can also configure the settings by pressing [Menu] in the [Home] screen ▶ [Preferences]. You cannot configure the settings using Remote UI from a computer. Administrator privileges are required.

1 On the control panel, press [ ] (wired LAN) or [ ] (wireless LAN) in the [Home] screen. [Home] Screen(P. 119)

➡ The [Network] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

2 Press [Select Wired/Wireless LAN].

3 Select [Wired LAN] or [Wireless LAN].

➡ The message [Settings configured.] appears.
Next, connect to the wired or wireless LAN.
Connecting to a Wired LAN(P. 61)
Connecting to a Wireless LAN(P. 62)

IMPORTANT

When Switching between Wired and Wireless LAN

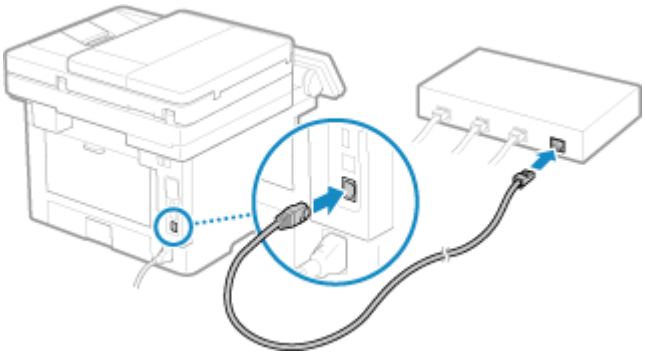
- Any installed drivers must be uninstalled and then reinstalled.
  For details about uninstalling and installing drivers, see the driver manual at the online manual site.
  https://oip.manual.canon/

Connecting to a Wired LAN

965S-01E

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.



➡ When the machine is connected to the wired LAN, [ ] appears on the [Home] screen and screen of each function.

Insert the connector all the way into the port until it clicks in place.

2 Wait a few minutes.

➡ By default, the IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 75)

Connecting to a Wireless LAN

965S-01F

Connect a computer to the machine via a wireless LAN router (access point).
Depending on your wireless LAN router, the connection type and security standards 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 must enter the security information of the wireless LAN router.

Checking the Connection Types and Security Standards Supported by the Machine(P. 62)
Wireless LAN Router Information Required for Connection(P. 63)

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. 382)**

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. 489)**

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 the manual setup method to connect.
The following connection types are supported by the machine:

Push Button Mode (WPS)



If the wireless LAN router has the above symbol on the package 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. 65)

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. 66)

* If the wireless LAN router is set up to use WEP authentication, you may not be able to connect with WPS. In this case, use the manual setup method to connect.

Access Point Setup Method

Search for the wireless LAN router from the machine, and enter the network key manually to connect.
Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 68)

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

- WEP authentication method: Open System
- Encryption for WPA/WPA2: AES-CCMP or TKIP is set automatically according to the selected wireless LAN router.

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

Manual Setup Method

In addition to the SSID 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 Method)(P. 70)

■ 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.

- WEP
- WPA-PSK
- WPA2-PSK
- WPA-EAP
- WPA2-EAP

Wireless LAN Router Information Required for Connection

When connecting with the access point setup method or the manual setup method, you must set the information below.
This information is listed on the main unit of the wireless LAN router. 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, WEP key, WPA/WPA2 passphrase, or pre-shared key (PSK).

Security Standards
These are required when connecting with the manual setup method. Check the following information:

Security Standards

- WEP
- WPA-PSK
- WPA2-PSK
- WPA-EAP
- WPA2-EAP

WEP Authentication Method

- Open System

- Shared Key

Encryption for WPA/WPA2

- TKIP
- AES-CCMP
- IEEE 802.1X Authentication

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

965S-01H

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.

Administrator privileges are required to connect to a wireless LAN.

1 On the control panel, press [Wireless LAN Settings] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**
- If the message [Do you want to enable the wireless LAN?] appears, press [Yes].
- If the message [Could not find the access point.] appears, press [Close].

2 Press [Other Connections].

3 Press [WPS Push Button Mode].

➡ The machine starts searching for an access point.

4 After the search for an access point starts, press the button on the wireless LAN router within two minutes.

Press the button within two minutes. (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.

5 When [Connected.] appears on the control panel, press [Close].

➡ When the machine is connected to the wireless LAN, [] appears on the [Home] screen and screen of each function.

6 Wait a few minutes.

➡ By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 75)

NOTE

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

- Press [Close], and repeat the procedure starting from Step 2.

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

965S-01J

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.

Administrator privileges are required to connect to a wireless LAN.

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 On the control panel, press [Wireless LAN Settings] in the [Home] screen. [Home] Screen(P. 119)

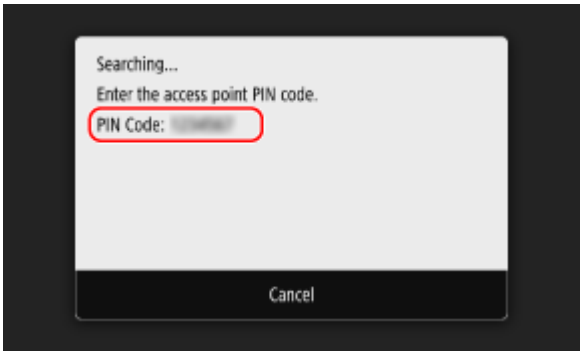
➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**
- If the message [Do you want to enable the wireless LAN?] appears, press [Yes].
- If the message [Could not find the access point.] appears, press [Close].

2 Press [Other Connections].

3 Press [WPS PIN Code Mode].

➡ A PIN code is generated.



Once this screen is displayed, you must register the WPS PIN code to the wireless LAN router within 10 minutes.

4 Access the wireless LAN router from a computer, and register the WPS PIN code to the router.

5 When [Connected.] appears on the control panel, press [Close].

➡ When the machine is connected to the wireless LAN, [] appears on the [Home] screen and screen of each function.

6 Wait a few minutes.

➡ By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 75)

NOTE

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

- Press [Close], and repeat the procedure starting from Step 2.

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

965S-01K

Search for a wireless LAN router (access point) to which to connect, and enter the network key.
When you connect with the access point setup method, the following authentication and encryption methods are set:

- WEP authentication method: Open System
- Encryption for WPA/WPA2: AES-CCMP or TKIP is set automatically according to the selected wireless LAN router.

To specify a different authentication or encryption method, use the manual setup method to connect. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 70)**

Administrator privileges are required to connect to a wireless LAN.

Required Preparations

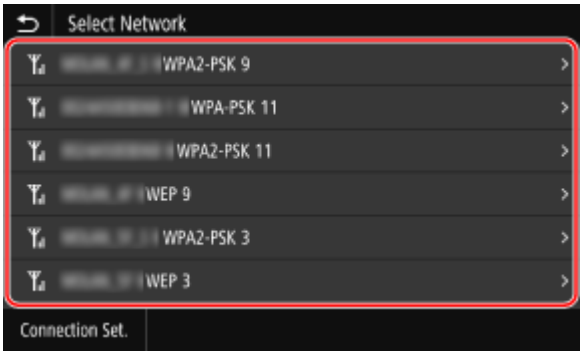
- Prepare the information of the wireless LAN router (SSID or network key) to which you want to connect, and keep it close by. **Wireless LAN Router Information Required for Connection(P. 63)**
- When connecting to a wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, set IEEE 802.1X. **Using IEEE 802.1X(P. 395)**

1 On the control panel, press [Wireless LAN Settings] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**
- If the message [Do you want to enable the wireless LAN?] appears, press [Yes].
- If the message [Could not find the access point.] appears, check that the router is discoverable. **Cannot Connect to Wireless LAN(P. 669)**

2 Select the SSID of the wireless LAN to which you want to connect.



➡ The Network Key input screen is displayed.
When selecting the SSID of the wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, the message [To connect, the values configured in IEEE 802.1X Settings will be applied.] appears. Press [OK], and proceed to Step 4.

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. 669)**

3 Enter the network key, and press [Apply].

4 When [Connected.] is displayed on the control panel, press [Close].

➡ When the machine is connected to the wireless LAN, [] appears on the [Home] screen and screen of each function.

5 Wait a few minutes.

➡ By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 75)

NOTE

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

- Press [Close], check the information (SSID or network key) of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step 2.

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

965S-01L

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

Administrator privileges are required to connect to a wireless LAN.

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. 63)**
- When connecting to a wireless LAN router supporting WPA-EAP or WPA2-EAP for the security standard, set IEEE 802.1X. **Using IEEE 802.1X(P. 395)**

1 On the control panel, press [Wireless LAN Settings] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Select Network] screen is displayed.

- If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**
- If the message [Do you want to enable the wireless LAN?] appears, press [Yes].
- If the message [Could not find the access point.] appears, press [Close].

2 Press [Other Connections].

3 Press [Manually Enter Network Name (SSID)].

➡ The SSID input screen is displayed.

4 Enter the SSID, and press [Apply].

➡ The [Security Settings] screen is displayed.

5 Select the security standard, and set the authentication and encryption.

■When using WEP

1 Press [WEP].

➡ The [802.11 Authentication] screen is displayed.

2 Select the authentication method.

[Open System]

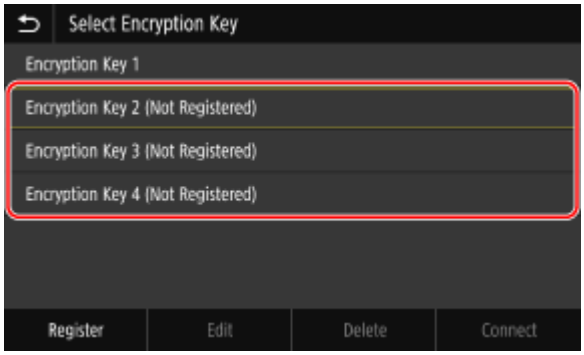
Uses open authentication.

* When you select this authentication method, an authentication error occurs when connected to a wireless LAN router that uses a shared key. The machine setting changes to [Shared Key] at this time, and an attempt to reconnect to the router is made.

[Shared Key]

Uses an encryption key for the password.

3 Select an encryption key that is not registered, and press [Register].



➠ The encryption key input screen is displayed.

4 Enter the network key, and press [Apply].

➠ The encryption key is registered to the [Select Encryption Key] screen.

5 Select a registered encryption key, and press [Connect].

■ When Using WPA-PSK or WPA2-PSK

1 Press [WPA/WPA2-PSK].

➠ The [WPA/WPA2 Encryption Method] screen is displayed.

2 Select the encryption method.

➠ The encryption key input screen is displayed.

When you select [Auto], AES-CCMP or TKIP is set automatically according to the wireless LAN router to which you want to connect.

3 Enter the network key, and press [Apply].

■ When Using WPA-EAP or WPA2-EAP

Press [WPA/WPA2-EAP] ▶ [OK].

■ When Not Using a Security Standard

Press [None].

6 When [Connected.] is displayed on the control panel, press [Close].

➠ When the machine is connected to the wireless LAN, [ ] appears on the [Home] screen and screen of each function.

7 Wait a few minutes.

➠ By default, an IP address is set automatically.
To use a specific IP address, set this manually.
Setting IPv4 Addresses(P. 73)

Setting IPv6 Addresses(P. 75)

NOTE

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

- Press [Close], check the information of the wireless LAN router to which you want to connect, and repeat the procedure starting from Step 2.

Setting IPv4 Addresses

965S-01R

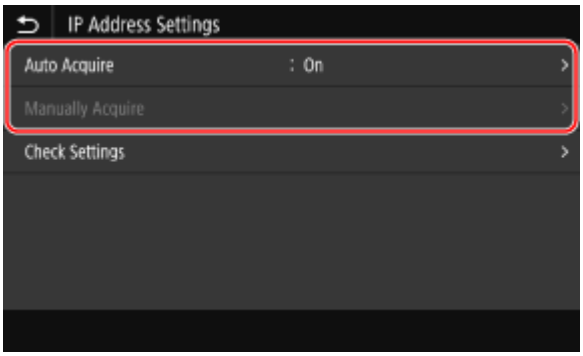
The machine's IPv4 address can either be assigned automatically using DHCP or entered manually.
By default, the IPv4 address is set automatically when connected to a wired or wireless LAN, but you can set it or change it manually according to your usage environment and purpose.

This section describes how to configure the settings using the control panel.
You can also set the IPv4 address using Remote UI from a computer after it has been set on the machine. **Managing the Machine from a Computer (Remote UI)(P. 446)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 On the control panel, press [Menu] in the [Home] screen. **[Home] Screen(P. 119)**

2 Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings] ▶ [IP Address Settings].
If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

3 Set the IP address.



■ When Manually Setting the IP Address

1. Press [Auto Acquire].
   ➠ The [IP Address Settings (Auto Acquire)] screen is displayed.
2. Set [Auto Acquire] to [Off], and press [Apply] ▶ [OK].
   ➠ The [IP Address Settings] screen is displayed.
3. Press [Manually Acquire].
   ➠ The IP address input screen is displayed.
4. Enter the IP address, subnet mask, and gateway address, and press [Apply].

■When Assigning an IP Address Automatically

1. Press [Auto Acquire].
   ➠ The [IP Address Settings (Auto Acquire)] screen is displayed.
2. Set [Auto Acquire] to [On].
3. Configure the Auto Acquire setting, as needed.

[Select Protocol]

Normally, set to [DHCP]. However, when [DHCP] is set in an environment where DHCP cannot be used, the machine will continue to confirm Auto Acquire in the network, creating unnecessary communication. When not using DHCP, set this to [Off].

[Auto IP]

Normally, set to [On]. Although priority is given to the IP address allocated with DHCP, if there is no response from DHCP, Auto IP will be used.

4 Press [Apply].

4 Press [OK].

5 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.
Perform a connection test to check whether the IPv4 address is correctly configured. **Checking the Network Status and Settings(P. 96)**

NOTE

Checking the Currently Set IP Address

- On the screen in Step 3, press [Check Settings] to check the current IP address setting. If the IP address is displayed as "0.0.0.0," it is not correctly configured.

If the IP Address Is Changed after Installing the Printer Driver

- In Windows, the required action depends on the port you are using.
  - If you are using an MFNP port, the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If you are using a standard TCP/IP port, you must add a new port. **Adding a Port(P. 208)**

  If you do not know which port is being used, see the following:
  Viewing the Printer Port(P. 748)
- 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 IPv6 Addresses

965S-01S

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.
  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 Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. You cannot use the control panel to configure some of the settings. **[IPv6 Settings](P. 491)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Set an IPv4 address to the machine. **Setting IPv4 Addresses(P. 73)**

IMPORTANT

- In an IPv6 environment, you cannot use the function for scanning originals and saving the data to a computer.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [Network Settings] ▶ [IPv6 Settings] ▶ [Edit].**

➡ The [Edit IPv6 Settings] screen is displayed.

4 **In [IP Address Settings], select the [Use IPv6] checkbox.**

5 **Set the IPv6 address to use.**

■When Using a Stateless Address

Select the [Use Stateless Address] checkbox.

■When Using a Manual Address

Select the [Use Manual Address] checkbox, and enter the IP address, prefix length, and default router address.

* You cannot enter a multicast address (address starting with "ff").

■When Using a Stateful Address

Select the [Use DHCPv6] checkbox.

6 Click [OK].

7 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

Perform a connection test to check whether the IPv6 address is correctly configured. **Checking the Network Status and Settings(P. 96)**

NOTE

If the IP Address Is Changed after Installing the Printer Driver

- You must add a new port. **Adding a Port(P. 208)**

Configuring Your Machine for Your Network Environment

965S-01U

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. 78)
Configuring DNS(P. 79)
Configuring SMB(P. 82)
Configuring WINS(P. 84)
Registering LDAP Servers(P. 85)
Configuring SNMP(P. 89)
Configuring SNTP(P. 92)
Configuring SLP Communication(P. 94)

■ 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. 382)

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. 395)**

Manually Configuring the Ethernet Settings

965S-01W

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.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Ethernet Driver Settings](P. 485)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] [Ethernet Driver Settings] [Edit].

The [Edit Ethernet Driver Settings] screen is displayed.

4 Clear the [Auto Detect] checkbox.

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, and click [OK].

7 Restart the machine. Restarting the Machine(P. 112)

The settings are applied.

Configuring DNS

965S-01X

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.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. You cannot use the control panel to configure some of the settings. **[TCP/IP Settings](P. 490)**
Administrator privileges are required. Depending on the item to be configured, you may have to restart the machine.

Required Preparations

- When configuring DNS for IPv6, configure the setting to use an IPv6 address. **Setting IPv6 Addresses(P. 75)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [IPv4 Settings] or [IPv6 Settings] ▶ [Edit].

➡ The [Edit IPv4 Settings] screen or [Edit IPv6 Settings] screen is displayed.

4 In [DHCP Option Settings], configure the DHCP option settings.

If you are not configuring the DHCP option settings, proceed to Step 5.

Select the checkboxes of the items to enable.

[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 a 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.

5 In [DNS Settings], 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. **Viewing the Network Connection Information of the Computer(P. 746)**
- If you are not configuring the DNS server information, proceed to Step 6.

[Primary DNS Server Address]
Enter the IP address of the DNS server.
* For IPv6, you cannot enter a multicast address (address starting with "ff").

[Secondary DNS Server Address]
When using a secondary DNS server, enter the IP address of that server.
* For IPv6, you cannot enter a multicast address (address starting with "ff").

[Use Same Host Name/Domain Name as IPv4] (IPv6 only)
Select the checkbox to use the same host and domain names as in IPv4.
To set the IPv6 host name and domain name individually, clear this checkbox, 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 domain name to which the machine belongs using single-byte alphanumeric characters.
Input example:
example.com

[DNS Dynamic Update]
Select the checkbox to automatically update the DNS records when the corresponding information of the host name and IP address is changed in a DHCP environment, for example.

To Specify the Type of Address to Register to the DNS Server (IPv6 only)

Depending on the type of address you want to register, select the [Register Manual Address], [Register Stateful Address], or [Register Stateless Address] checkbox.

To Specify the Interval between Updates

In [DNS Dynamic Update Interval], enter the interval at which to automatically update this information.

6 In [mDNS Settings], configure the mDNS settings.

If you are not configuring the mDNS settings, proceed to Step 7.

For IPv4

To use mDNS, select the [Use mDNS] checkbox, and enter the mDNS name.

For IPv6

To use mDNS, select the [Use mDNS] checkbox, and select whether to use the same mDNS name as IPv4.

- To use the mDNS name set with IPv4 also with IPv6, select the [Use Same mDNS Name as IPv4] checkbox.
- To configure the mDNS name of IPv6 individually, clear the [Use Same mDNS Name as IPv4] checkbox, and enter the mDNS name.

7 **Click [OK].**

8 **Restart the machine.** **Restarting the Machine(P. 112)**

➠ The settings are applied.

Configuring SMB

965S-01Y

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 configure the SMB client information when connecting to an SMB server.

Setting the Computer Name and Workgroup Name(P. 82)
Configuring an SMB Client(P. 82)

Setting the Computer Name and Workgroup Name

Set the computer name used to identify the machine in a network and the workgroup name to identify the group that the machine belongs to.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [Computer Name/Workgroup Name Settings] ▶ [Edit].

➡ The [Edit Computer Name/Workgroup Name Settings] screen is displayed.

4 Enter the computer name and workgroup name of the machine, and click [OK].

Enter using single-byte alphanumeric characters.

■In an Environment with WINS

- Select the [Use NetBIOS] checkbox.
- You cannot register names that start with an asterisk (*) to the WINS server.

5 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

Configuring an SMB Client

Configure the settings when connecting to an SMB server (such as the computer with the shared folder) and the version of SMB to use with the SMB client.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [Network Settings] ▶ [SMB Client Settings] ▶ [Edit].**

➠ The [Edit SMB Client Settings] screen is displayed.

4 **Configure the settings when connecting to an SMB server, and click [OK].**

[Authentication Type]

Select the checkbox according to the authentication protocol of the SMB server.

[Require SMB Signature for Connection]

Select this checkbox to request an SMB packet signature when connecting to the SMB server.

[Require Encryption for Connection]

Select this checkbox to connect only with the SMB server supporting SMB v3.0 encryption communications.

[Timeout]

Enter the wait time until the SMB server responds.

* If the machine times out before saving the scanned data, for example, is completed, lengthen the wait time.

5 **Click [Network Settings] ▶ [Specified SMB Client Versions] ▶ [Edit].**

➠ The [Edit Specified SMB Client Versions] screen is displayed.

6 **Select the checkbox of the version of the SMB server to which the machine will connect.**

If [Require Encryption for Connection] is selected in the setting when connecting to the SMB server, select the [3.0] checkbox.

7 **Click [OK].**

➠ The settings are applied.

8 **Log out from Remote UI.**

Configuring WINS

965S-020

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 Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[WINS Settings](P. 493)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Set the computer name and workgroup name. **Setting the Computer Name and Workgroup Name(P. 82)**
- Prepare the IPv4 address of the WINS server and keep it close by.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [Network Settings] ▶ [WINS Settings] ▶ [Edit].**

➡ The [Edit WINS Settings] screen is displayed.

4 **Select the [WINS Resolution] checkbox.**

5 **Enter the IPv4 address of the WINS server, and click [OK].**

If the IP address of the WINS server is obtained from a DHCP server, the obtained IP address has priority. **Configuring DNS(P. 79)**

6 **Restart the machine. Restarting the Machine(P. 112)**

➡ The settings are applied.

Registering LDAP Servers

965S-021

If you are using an LDAP server to search for destinations and perform authentication when sending data, register the LDAP server information to the machine. You can register up to five LDAP servers each for searching and for authentication.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
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 Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [LDAP Server Settings].

➡ The [LDAP Server Settings] screen is displayed.

4 Click [Register New Server] in [LDAP Server (For Search)] or [LDAP Server (For Authentication)].

➡ The [Register New LDAP Server (For Search)] screen or [Register New LDAP Server (For Authentication)] screen 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
- Click [Check Connection] to check whether the machine can connect to the LDAP server.

6 Configure the start search position, TLS use, and port number, as needed.

[Position to Start Search]

Specify the start search position in the directory information tree (DIT).

- Add "DC=" to each dot-delimited character string in the Active Directory domain name, and separate the entries with a comma.
  Input example: When the domain name is "john.example.com"

DC=john,DC=example,DC=com

- If left blank, the machine automatically starts search from an arbitrary position.

[Use TLS]

Select this checkbox to encrypt communication with the LDAP server using TLS.

- For an LDAP server for search, this is enabled only when [Use] or [Use (Security Authentication)] is selected in [Login Information] in 8 below.
- For an LDAP server for authentication, this is enabled only when [Use] is selected in [Login Information] in 8 below.

[Port Number]

Enter the port number used to communicate with the LDAP server.

7 Set the time until timeout and attributes, as needed.

■LDAP Server for Search

[Search Timeout]

Enter the time from search start to timeout in seconds.

■LDAP Server for Authentication

[Authentication/Attribute Acquisition Timeout]

Enter the time from start of authentication and attribute acquisition to timeout in seconds.

[User Name Attribute]

Enter the attribute name to be compared with a user name entered during authentication using single-byte alphanumeric characters.

Input example:
sAMAccountName

* This is not required if [Use (Security Authentication)] is selected in [Login Information] in Step 8.

[E-Mail Address Attribute]

Enter the attribute name to be used for obtaining an e-mail address from the authentication server, using single-byte alphanumeric characters.

Input example:
mail

8 Configure the login information of the LDAP server.

■LDAP Server for Search

[Login Information]
Specify whether to use the login Information for LDAP server authentication.

- When [Use] or [Use (Security Authentication)] is selected, set a user name and password.
- To use data obtained with the Kerberos protocol for the authentication password, select [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 5, select as follows according to the support status of your DNS server:
- If the DNS server supports only forward lookup, select [Do Not Use] or [Use].
- If you select [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Display Authentication Screen When Searching]

Specify whether to display the authentication screen for entering the user name and password when searching.

- To display the authentication screen, select this checkbox.
- To use the user name and password set here for authentication, clear this checkbox.

[Use Same Authentication Information as When Send Operation Started]

Set whether to use the authentication information for searching if authenticated when using the fax or scan function.
This checkbox is selected when the [Display Authentication Screen When Searching] checkbox is selected.

[User Name]

Enter the user name of the machine that is registered to the LDAP server.

- When [Use] is selected for [Login Information], enter the user name in the form "(Windows domain name)\(Windows user name)."
  Input example:
  example\user1
- When [Use (Security Authentication)] is selected for [Login Information], enter the Windows user name.
  Input example:
  user1

[Set/Change Password]

To set a password, select the checkbox, and enter the password using single-byte alphanumeric characters.

[Domain Name]

When [Use (Security Authentication)] is selected for [Login Information], enter the directory tree name in Active Directory using single-byte alphanumeric characters.

Input example:
example.com

■LDAP Server for Authentication

[Login Information]
Select whether to use System Manager ID or data obtained with the Kerberos protocol for authentication implemented by the LDAP server.

- To use System Manager ID, select [Use].
- To use data obtained with the Kerberos protocol for the authentication password, select [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, select as follows according to the support status of your DNS server:

- If the DNS server supports only forward lookup, select [Use].
- If you selected [Use (Security Authentication)], make sure that the DNS server supports reverse lookup.

[Use System Manager ID]

When [Use] is selected for [Login Information], select whether to use the System Manager ID for authentication.
To use the System Manager ID, select the checkbox and set the user name and password. If you clear the checkbox, logins are anonymous (no user name).

[User Name]

Enter the user name of the machine that is registered to the LDAP server in the form "(Windows domain name)\(Windows user name)."

Input example:
example\user1

[Set/Change Password]

To set a password, select the checkbox, and enter the password using single-byte alphanumeric characters.

[Domain Name]

When [Use (Security Authentication)] is selected for [Login Information], enter the directory tree name in Active Directory using single-byte alphanumeric characters.

Input example:
example.com

9 Select whether to verify the certificate when encrypting communication with the LDAP server using TLS.

- To verify the certificate, select the [Confirm TLS Certificate for LDAP Server Access] checkbox in [Confirm TLS Certificate for LDAP Server Access].
- To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox.

10 Click [OK].

➡ The LDAP server is registered.

11 Log out from Remote UI.

NOTE

Editing Registered Server Information

- To edit the registered information, click the server name you want to edit in [Registered LDAP Server] on the [LDAP Server Settings] screen.

Configuring SNMP

965S-022

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 at the same time. 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
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
SNMPv3 communicates using user information for SNMPv3. This protocol enables you to configure the authentication and encryption in 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 Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. However, the control panel can only be used to enable or disable SNMPv1 and SnMPv3. **[SNMP Settings](P. 484)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- To configure SNMPv3, you must enable TLS. **Using TLS(P. 389)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [SNMP Settings] ▶ [Edit].

➡ The [Edit SNMP Settings] screen is displayed.

4 In [SNMPv1 Settings], set SNMPv1.

■To Enable SNMPv1

1. Select the [Use SNMPv1] checkbox.
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

Select the [Use Community Name 1] or [Use Community Name 2] checkbox, and configure the community name and MIB Access Permission.
Enter the community name using single-byte alphanumeric characters.

To Configure a Dedicated Community

Dedicated Community is a preset community for Canon Device Management software.
To use Dedicated Community, select the [Use Dedicated Community] checkbox, and configure MIB Access Permission.
* For details, see the manual of the software you are using.

■To Disable SNMPv1

Clear the [Use SNMPv1] checkbox.

5 In [SNMPv3 Settings], configure SNMPv3.

■To Enable SNMPv3

1. Select the [Use SNMPv3] checkbox.
2. In [User Settings 1], [User Settings 2], or [User Settings 3], select the [Enable User] checkbox.
3. Configure the user.

[User Name]

Enter the user name using single-byte alphanumeric characters.

[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.

[Authentication Algorithm]

When [Authentication On/Encryption On] or [Authentication On/Encryption Off] is selected in [Security Settings], select the authentication algorithm according to the usage environment.
To set a password, select the [Set/Change Password] checkbox, and enter the same password in both [Authentication Password] and [Confirm] using single-byte alphanumeric characters.

[Encryption Algorithm]

When [Authentication On/Encryption On] is selected in [Security Settings], select the encryption algorithm according to the usage environment.
To set a password, select the [Set/Change Password] checkbox, and enter the same password in both [Encryption Password] and [Confirm] using single-byte alphanumeric characters.

■To Disable SNMPv3

Clear the [Use SNMPv3] checkbox.

6 In [Printer Management Information Acquisition Settings], select whether to obtain the printer management information.

To regularly obtain printer management information from the machine, such as protocols and ports, select the [Acquire Printer Management Information from Host] checkbox.

7 Click [OK].

8 Restart the machine. Restarting the Machine(P. 112)

➠ The settings are applied.

NOTE

Changing the Port Number

- To change the port number of the SNMP server, see the following: **Changing the Port Number(P. 386)**

Configuring SNTP

965S-023

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).

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- The time is adjusted based on the UTC (Coordinated Universal Time), so specify the time zone setting. **Setting the Date and Time(P. 445)**
- Prepare the IP address of the NTP or SNTP server and keep it close by.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [SNTP Settings] ▶ [Edit].

➡ The [Edit SNTP Settings] screen is displayed.

4 Select the [Use SNTP] checkbox.

5 In [NTP Server Name], enter the IP address of the NTP/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

6 In [Polling Interval], enter the interval at which to check the server and adjust the time.

7 Click [OK].

8 Restart the machine. Restarting the Machine(P. 112)

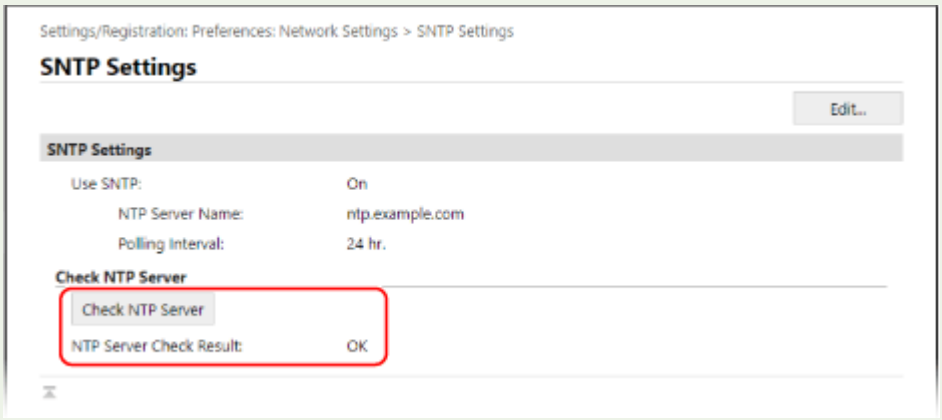
➡ The settings are applied.

NOTE

Testing Communication with the NTP or SNTP Server

- Test communication using the following procedure: If the machine is correctly communicating with the server, [OK] appears in [NTP Server Check Result].

> Log in to Remote UI in System Manager Mode ▶ click [Settings/Registration] ▶ [Network Settings] ▶ [SNTP Settings] ▶ [Check NTP Server].



* This tests the communication status and does not adjust the time.

Configuring SLP Communication

965S-024

When using the machine in an environment using a Service Location Protocol (SLP) with software installed to perform communication, configure the SLP communication settings, as needed.
* See the manual of the software to determine the settings that need to be configured.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Prepare the port number used for SLP communication with the software and keep it close by.
- Check the number of routers the SLP communication packets will traverse.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [Multicast Discovery Settings] ▶ [Edit].

➡ The [Edit Multicast Discovery Settings] screen is displayed.

4 Select the [Respond to Discovery] checkbox, enter the scope name, and click [OK].

For the scope name, enter the name of the scope to which the machine belongs using single-byte alphanumeric characters.

5 Click [Network Settings] ▶ [Sleep Mode Notification Settings] ▶ [Edit].

➡ The [Edit Sleep Mode Notification Settings] screen is displayed.

6 Select the [Notify] checkbox.

A notification of the power status of the machine is sent to the software. This helps reduce unneeded communication during sleep mode and power consumption.

7 Configuring Sleep Mode Notifications

[Port Number]

Enter the port number used for SLP communication with the software.

[Number of Routers to Traverse]

Enter the maximum number of routers that SLP communication packets can traverse.

[Notification Interval]

Enter the interval at which notifications are sent about the power status of the machine.

8 **Click [OK].**

9 **Restart the machine.** **Restarting the Machine(P. 112)**

➠ The settings are applied.

Checking the Network Status and Settings

965S-025

You can perform a connection test with devices in the network to check whether the machine is correctly 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. 96)
Viewing the IP address set to the machine(P. 97)
Viewing the MAC Address of the Wired LAN(P. 97)
Viewing the MAC Address and Connection Information of the Wireless LAN(P. 98)

NOTE

- If the IP address is displayed as "0.0.0.0," it is not correctly configured. Set the IP address again.
  Setting IPv4 Addresses(P. 73)
  Setting IPv6 Addresses(P. 75)
- 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 machine starts communicating and try connecting again. **[Wait Time for Conn. at Startup](P. 485)**
- You can print the System Manager Data List to view the network settings. **Printing and Viewing Reports and Lists(P. 457)**

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. 447)**

When using an IPv4 address, 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.

Required Preparations

- Prepare the IPv4 address of a device in the network to which you want to connect and keep it close by.

1 **On the control panel, press [Menu] in the [Home] screen.** **[Home] Screen(P. 119)**

2 **Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings] ▶ [PING Command].**
If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

3 **Enter the IPv4 address of a network device, and press [Apply].**

➡ If the machine is correctly connected to the network, [Received response from the host.] appears.

Viewing the IP address set to the machine

You can view the setting of IP address set to the machine such as the IPv4 address and the IPv6 address.

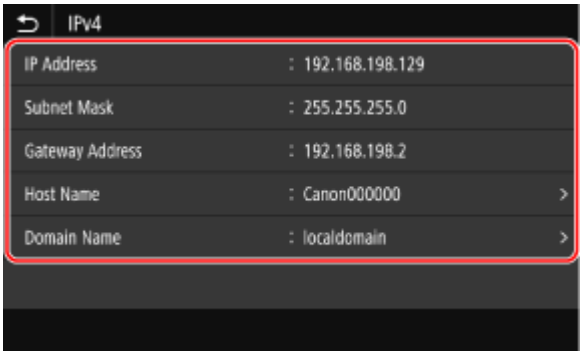
This section describes how to view the IP address using the control panel.
You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 446)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other location. **[Home] Screen(P. 119)**

➡ The [Status Monitor] screen is displayed.

2 Press [Network Information] ▶ [IPv4] or [IPv6].

3 View the setting.



For IPv6, select the item you want to view, and the setting of that item will be displayed.

Viewing the MAC Address of the Wired LAN

You can view the MAC address set to the machine when the machine is connected to the wired LAN.

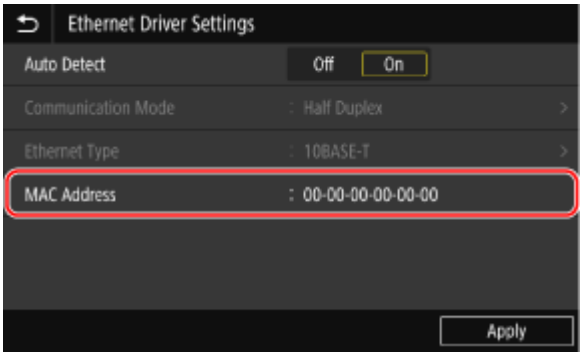
This section describes how to view this information using the control panel.
You can also use Remote UI from a computer to view the MAC address. **Managing the Machine from a Computer (Remote UI)(P. 446)**
Administrator privileges are required.

1 On the control panel, press [Menu] in the [Home] screen. **[Home] Screen(P. 119)**

2 Press [Preferences] ▶ [Network] ▶ [Ethernet Driver Settings].

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

3 View the MAC address.



Viewing the MAC Address and Connection Information of the Wireless LAN

In addition to the MAC address and connection information of the wireless LAN when the machine is connected to the wireless LAN, you can also view the security settings.

This section describes how to view this information using the control panel.
You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 446)**
Administrator privileges are required.

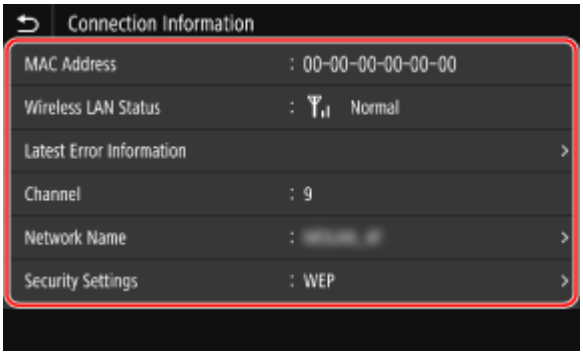
1 On the control panel, press [Wireless LAN Settings] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Select Network] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

2 Press [Connection Set.] ▶ [Connection Information].

3 View the MAC address and the settings.



- Press [Latest Error Information] to display error information related to the wireless LAN connection.
- Press [Security Settings] to display the WEP or WPA/WPA2-PSK details.

NOTE

Viewing Information with the [Status Monitor] Screen

- You can also view the wireless LAN status and error information with the following procedure:

On the control panel, [Home] or other location ▶ [Status Monitor] ▶ [Network Information] ▶ [Network Connection Type].

Configuring the Fax Settings (Fax Setup Guide)

965S-026

When you press [Fax] in the [Home] screen on the control panel for the first time, the screen (Fax Setup Guide) for setting the items so as to use the fax is displayed. Configure the fax settings using the procedure below by following the instructions on the screen.

The machine must be restarted to apply the settings configured with the Fax Setup Guide.

Step 1: Starting the Fax Setup Guide(P. 99)
Step 2: Registering the Fax Number and Unit Name(P. 99)
Step 3: Setting the RX Mode(P. 100)
Step 4: Connecting to Telephone Line(P. 101)

Step 1: Starting the Fax Setup Guide

1 On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Fax Setup Guide] screen is displayed.

■When the [Fax Setup Guide] Screen Is Not Displayed

If the [Fax Setup Guide] screen is not displayed after pressing [Fax] in the [Home] screen, or to reset the fax with the Fax Setup Guide, use the following procedure to display the [Fax Setup Guide].

[Home] screen on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Fax Setup Guide].

2 Press [Set Up Now] ▶ [Next].

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

Step 2: Registering the Fax Number and Unit Name

Register the fax number and unit name (name or company name). This information is printed together with the fax data at the destination.

1 On the [Register Unit Telephone Number] screen, enter the fax number of the machine, and press [Apply].

➡ After the message [Settings configured.] appears, the screen guiding you to register the unit name is displayed.

2 Press [Next].

➡ The [Register Unit Name (Fax)] screen is displayed.

3 Enter the name or company name, and press [Apply].

➡ After the message [Settings configured.] appears, the [RX Mode Settings] screen is displayed.

Step 3: Setting the RX Mode

Answer the questions on the screen to select the proper RX mode.

1 On the [RX Mode Settings] screen, press [Next].

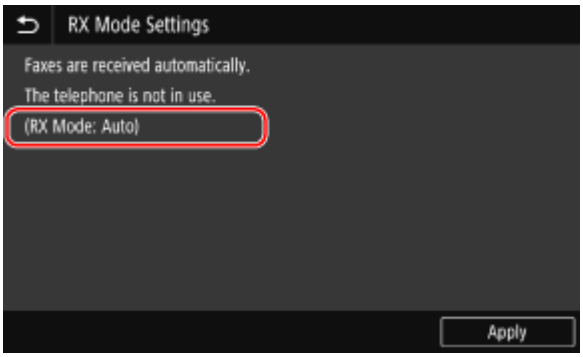
2 Answer the questions displayed on the screen by pressing [Yes] or [No].

➠ When you have completed answering all the questions, the selected RX mode is displayed on the screen.

When Connecting the Optional HANDSET KIT 3 / TELEPHONE 6 KIT

- For the question [Do you want to connect a telephone to the device?], press [Yes].
- For the question [Do you want to use the answering machine of the telephone to be connected to the device?], press [No].

3 Check the selected RX mode.



The RX modes operate as follows:

* In Australia and New Zealand, [Net Switch] is also available for the receiving mode. **Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 289)**

[Fax/Tel (Auto Switch)]

Enables use of both fax and telephone.

- Faxes are automatically received.
- When a telephone call is received, the machine rings. Pick up the handset to answer the call.

[Auto]

Used for fax only.

- Faxes are automatically received.
- Incoming telephone calls cannot be answered.

[Answering Machine]

Enables use of both fax and phone.

- Faxes are automatically received.
- When a telephone call is received, the answering machine function can be used to record messages. You can answer the call by picking up the handset before recording starts.

  * Set the answering machine so that the recording function activates after the machine rings one or two times.

  * When recording your message, it is recommended that you keep about four seconds of silence, or keep the entire message within 20 seconds.

[Manual]

Enables use of both fax and phone.

- The machine rings when receiving both fax and phone calls.
- If you hear a fax tone when picking up the handset, receive the fax manually. **Receiving Faxes(P. 308)**
- You can also configure the setting to receive faxes automatically after the machine rings for a certain period of time. **[Switch to Auto RX](P. 561)**

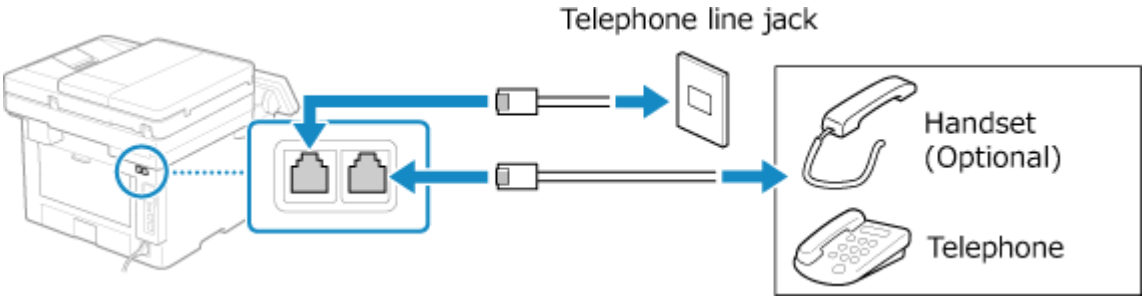
4 Press [Apply].

➡ The [Connect Telephone Line] screen is displayed.

Step 4: Connecting to Telephone Line

Use the supplied telephone cord to connect the machine to the telephone line.
When using a telephone or the optional HANDSET KIT 3 / TELEPHONE 6 KIT, connect it to the machine.

1 Connect the supplied telephone cord to the telephone line jack (LINE) on the machine and the telephone line connector on the wall.



Connect the handset or telephone to the handset/external telephone jack (HAND SET/EXT.) on the machine.

- When connecting a telephone with fax function, be sure to disable the fax auto receive setting on the telephone.
- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.

2 On the [Connect Telephone Line] screen, press [End].

➡ The screen confirming that you want to exit the Fax Setup Guide is displayed.

3 Press [Yes] ▶ [OK].

4 Restart the machine. **Restarting the Machine(P. 112)**

➡ The settings configured in the Fax Setup Guide are applied, and the type of telephone line is configured automatically.

NOTE

If the Type of Telephone Line Is Not Configured Automatically

- Configure the type of telephone line manually. **[Select Line Type](P. 552)**

  * If you do not know the type of your telephone line, contact your telephone company. Depending on your country, [Select Line Type] may not be available.

Making an Alert Sound When the Handset Is Not Properly Set on the Cradle

- You can select whether the machine makes an alert sound when the handset of a telephone or the optional HANDSET KIT 3 / TELEPHONE 6 KIT connected to the machine is not properly set on the cradle.

  Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ Select the [Off-Hook Alarm] checkbox and adjust the volume ▶ [OK]

  On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Off-Hook Alarm](P. 550)**

Installing Software and Drivers to the Computer

965S-027

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 the Firewall(P. 383)**

If the IP Address of the Machine Is Changed after Installing the Printer Driver

- In Windows, the required action depends on the port you are using.
  - If you are using an MFNP port, the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If you are using a standard TCP/IP port, you must add a new port. **Adding a Port(P. 208)**

  If you do not know which port is being used, see the following:

  Viewing the Printer Port(P. 748)
- 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 from a computer without installing software or drivers. **Using AirPrint Application to Print and Scan Data and Send Faxes(P. 356)**

Basic Operations

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[Volume Settings] Screen 200

Basic Operations

965S-028

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. 107)
Reducing Power Consumption (Sleep Mode)(P. 114)

Using the Operational 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. 116)

When the login screen is displayed, enter the required login information to continue operations.
Logging In to the Machine(P. 134)

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. 136)
Loading Paper(P. 139)

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 Job Log, and use other methods to specify them.
Registering Destinations (Address Book)(P. 164)
Specifying Destinations(P. 180)

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 errors.
Inserting and Removing a USB Memory Device(P. 187)

Customizing Functions and Settings

You can register frequently used settings for each function and change the settings for easier and more convenient use of the machine.
Registering Frequently Used Settings(P. 189)
Adjusting the Volume (For Models with a Fax Function)(P. 196)
Adjusting the Volume (For Models without a Fax Function)(P. 199)

Turning ON and OFF the Machine

965S-029

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.
You can also configure the machine to turn OFF automatically on days and times when not in use.

Turning ON the Machine(P. 108)
Turning OFF the Machine(P. 109)
Restarting the Machine(P. 112)

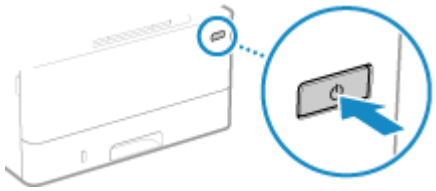
Turning ON the Machine

965S-02A

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 **Press the power switch.**



➡ The start screen is displayed on the control panel.

NOTE

Changing the Screen that Appears at Startup

- After the power is turned ON and the start 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. 476)**

Turning OFF the Machine

965S-02C

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. You can also configure the machine to turn OFF automatically on days and times when not in use.
Turning OFF the machine deletes any data waiting to be printed.

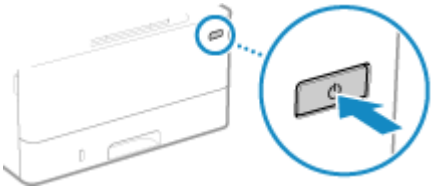
Turning OFF the Machine Using the Power Switch(P. 109)
Turning OFF the Machine Using Remote UI(P. 109)
Setting the Days of the Week and Time to Automatically Turn Off the Machine(P. 110)

NOTE

- The following data remains stored without being deleted even if the machine is turned OFF:
  - Received data saved in the memory
  - Data waiting to be sent
  - Reports to be printed automatically after data is sent or received

Turning OFF the Machine Using the Power Switch

1 Press the power switch.



➡ The control panel turns off, and the power turns OFF.
It may take a few minutes until the power turns OFF. Do not unplug the power cord until the power turns OFF.

NOTE

Turning ON the Machine Again

- Wait at least 10 seconds after turning OFF the power before turning ON the machine.

Turning OFF the Machine Using Remote UI

Administrator privileges are required to turn OFF the machine using Remote UI.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 **Click [Device Management] ▶ [Remote Shutdown].**

➡ The [Remote Shutdown] screen is displayed.

4 **In [Device Status], check that there are no functions operating, and then click [Execute].**

➡ 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.

Setting the Days of the Week and Time to Automatically Turn Off the Machine

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

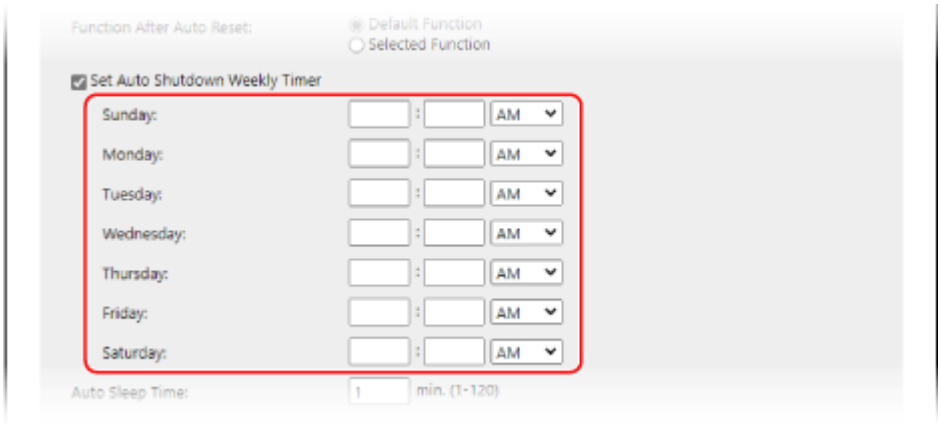
2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [Timer Settings] ▶ [Edit].**

➡ The [Edit Timer Settings] screen is displayed.

4 **Select the [Set Auto Shutdown Weekly Timer] checkbox.**

5 **Enter a time for each day of the week you want to turn OFF the machine.**



If you selected 12-hour format for the time display, select [AM] or [PM] after entering the time.

6 **Click [OK].**

➡ The settings are applied.

7 **Log out from Remote UI.**

NOTE

Cases When the Power Will Not Turn OFF at a Specified Time

- In the following cases, the power of the machine will not turn OFF at the specified time:
  - When the data indicator on the control panel is lit or blinking **Control Panel(P. 20)**
  - When the [Menu] screen or Check Counter screen is displayed on the control panel
  - When importing or exporting data
  - When updating the firmware
- One minute after the specified time, the power will turn OFF or the operation will be retried. The machine will retry to power OFF up to 10 times at 1-minute intervals. If the machine does not power OFF, the power will remain ON for that day.

Restarting the Machine

965S-02E

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 deletes any data waiting to be printed.

Restarting the Machine Using the Power Switch(P. 112)
Restarting the Machine Using Remote UI(P. 112)

NOTE

- The following data remains stored without being deleted even if the machine is restarted:
  - Received data saved in the memory
  - Data waiting to be sent
  - Reports to be printed automatically after data is sent or received

Restarting the Machine Using the Power Switch

1 Press the power switch.



➡ The control panel turns off, and the power turns OFF.
It may take a few minutes until the power turns OFF.

2 Wait at least 10 seconds after turning OFF the power before pressing the power switch.

➡ The machine starts up.

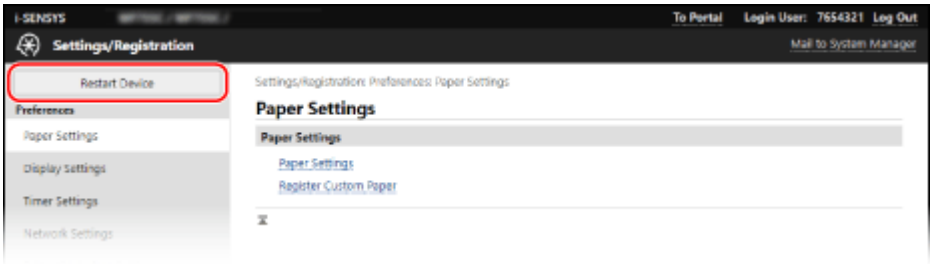
Restarting the Machine Using Remote UI

Administrator privileges are required to restart the machine using Remote UI.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Restart Device].



➠ The [Restart Device] screen is displayed.

4 In [Device Status], check that there are no functions operating, and then click [Execute].

➠ 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.

Reducing Power Consumption (Sleep Mode)

965S-02F

Sleep mode reduces power consumption by pausing certain operations inside the machine.
On the control panel, press [ ] to enter sleep mode. **Control Panel(P. 20)**
When the machine is in sleep mode, lights yellow-green.

■ Exiting Sleep Mode

Perform any of the following operations:

- Press any key on the control panel.
- Tap the display.
- When a telephone or optional HANDSET KIT 3 / TELEPHONE 6 KIT is connected, take the handset off the hook.

■ Configuring Auto Sleep Time

Auto Sleep Time 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 [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Timer/Energy Settings](P. 480)**

1 Log in to Remote UI. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Timer Settings] ▶ [Edit].

➡ The [Edit Timer Settings] screen is displayed.

4 Set Auto Sleep Time or the time to exit sleep mode.

■When Setting the Time until Sleep Mode

Enter the time in [Set Time].

* It is recommended to use the default setting to efficiently save power. **[Auto Sleep Time](P. 482)**

■When Entering Sleep Mode at a Specified Time

Select the [Use Auto Sleep Daily Timer] checkbox, and enter a time.
If you selected 12-hour format for the time display, select [AM] or [PM] after entering the time.

■When Exiting Sleep Mode at a Specified Time

Select the [Use Sleep Mode Exit Time Settings] checkbox, and enter a time.
If you selected 12-hour format for the time display, select [AM] or [PM] after entering the time.

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

IMPORTANT

Press 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.

NOTE

- The machine does not enter sleep mode in the following cases:
  - When the data indicator on the control panel is lit or blinking **Control Panel(P. 20)**
  - When the [Menu] screen, a paper jam or other error message[*1], or Direct Connection SSID or network key display screen is displayed on the control panel
  - When the machine is performing an adjustment, cleaning, or other operation
  - When the machine is importing, exporting, or processing data via an external device, such as a USB memory device, computer, or LDAP server
  - When a phone or optional HANDSET KIT 3 / TELEPHONE 6 KIT is connected, the handset is off the hook.
  - When the incoming fax ring is turned off

[*1] The machine may enter sleep mode depending on the message.

Using the Control Panel

965S-02H

Use the control panel to change the settings of the machine and use the scan, copy, and other functions.

Main Instructions
Check how to use the buttons and items displayed on the control panel, how to enter text, and how to display the various screens.
Screens Displayed on the Control Panel(P. 117)
How to Operate the Control Panel(P. 124)
Entering Characters(P. 127)

Making the [Home] Screen Easier to Use
You can add shortcut buttons for frequently used functions and rearrange the buttons.
Customizing the [Home] Screen(P. 129)

IMPORTANT

Regarding the Handling of the Touch Panel Display

- Do not press the touch panel display too hard. Doing so may break the touch panel display.
- Do not use an object with a sharp end, such as a mechanical pencil or ballpoint pen. Doing so may scratch the surface of the touch panel display or break it.
- Placing objects on the display or wiping the display may cause the touch panel to react and lead to a malfunction.

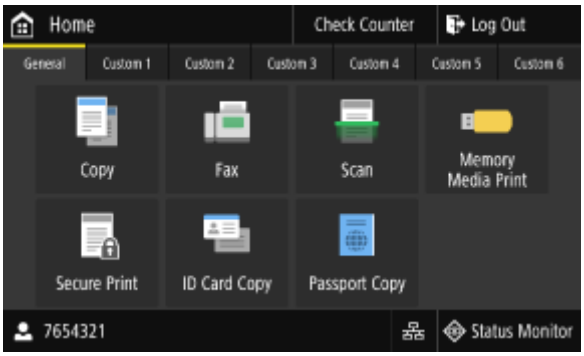
Screens Displayed on the Control Panel

965S-02J

The following are the main screens of the control panel.

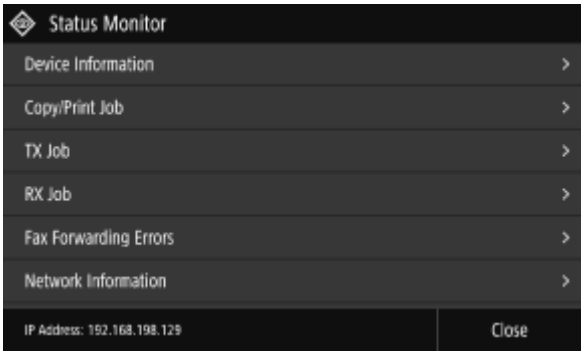
[Home] Screen

This screen is displayed when you press [ ] 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 immediately after logging in.
[Home] Screen(P. 119)



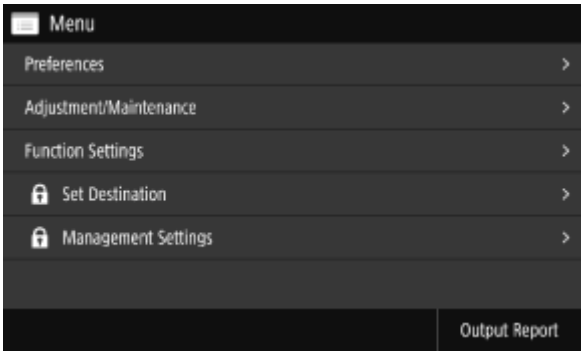
[Status Monitor] Screen

This screen is displayed when you press [Status Monitor] on the [Home] screen and other locations. Use this screen to check the information of the machine, usage and logs, network settings, and error information.
[Status Monitor] Screen(P. 122)



[Menu] Screen

This screen is displayed when you press [Menu] on the [Home] screen. Use this screen to configure the various settings of the machine.
When the System Manager ID is set, the login screen may be displayed when certain items are selected. Only users who know the System Manager ID and PIN can log in and change the settings.



Message Display

Messages are displayed on the screen when errors occur and the machine is out of paper or toner in the toner cartridge.
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. 704)
An Error Code Is Displayed(P. 723)

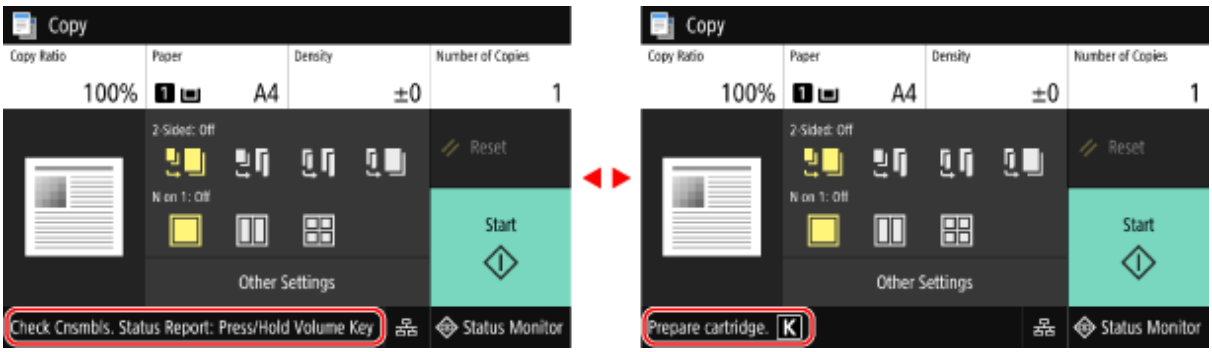
Display example:

- **When an Error Occurs**



- **When a Message Appears at the Bottom of the Screen**

  If the message is too long to display at once, it may be separated into smaller segments and displayed alternately.



NOTE

Changing the Screen Display

- You can change the control panel display such as by changing the display language and units, and show or hide messages. **[Display Settings](P. 476)**
- You can invert screen colors and adjust the brightness to make the screen easier to view. **[Accessibility](P. 499)**

Clearing the Settings Automatically

- By default, if no operations are performed after a certain period of time, 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.
  [Auto Reset Time](P. 481)
  [Function After Auto Reset](P. 481)

[Home] Screen

965S-02K

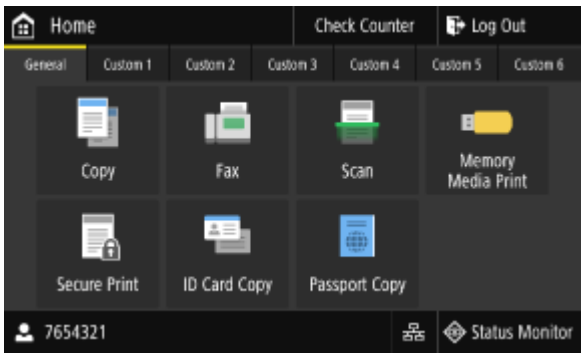
This screen is displayed when you press [] on the control panel.

The status of the machine and the login information are constantly displayed at the top and bottom of the screen for quick viewing and operations, as needed.

The function and setting buttons are displayed on separate tabs in the middle of the screen. Select a tab or flick the screen left or right to change the displayed function and setting buttons. Press these buttons to perform functions and change settings.

You can rearrange the buttons and change the tab names. **Rearranging the Buttons and Renaming the Tabs (Remote UI)(P. 131)**

* By default, the [General] to [Custom 6] tabs are displayed.



■Status of the Machine and Login Information

[Check Counter] (MF469x only)

You can check the total number of printed pages. **Checking the Number of Printed Pages (Check Counter)(P. 455)**

* For MF465dw / MF461dw, you can check the same information from [Status Monitor].

[Log Out]

This is displayed when the user is logged in. Press this to log out after completing operations on the machine. **Logging In to the Machine(P. 134)**

[]

Displays the logged in user name or Department ID.

[] / []

When connected to a wired LAN, [] is displayed. When connected to a wireless LAN, [] is displayed.

Press this icon to switch between using a wired LAN or wireless LAN to connect the machine to the network. **Selecting Wired or Wireless LAN(P. 60)**

[Status Monitor]

You can check the information of the machine, usage and logs, network settings, and error information. **[Status Monitor] Screen(P. 122)**

■Function and Setting Buttons



[Copy]

Copies originals. **Copying(P. 322)**



[Fax]
Faxes documents. **Faxing(P. 284)**



[Scan]
Scans originals. **Scanning(P. 243)**



[Memory Media Print]
Prints files from a USB memory device. **Printing from a USB Memory Device (Memory Media Print)(P. 231)**



[Secure Print]
Prints data temporarily saved in the memory of the machine. **Printing a Document Secured with a PIN (Secure Print)(P. 225)**



[ID Card Copy]
Copies the front and back sides of ID cards. **Copying Both Sides of ID Cards onto One Sheet(P. 333)**



[Passport Copy]
Copies multiple passports onto one sheet of paper. **Copying Multiple Passports onto One Sheet(P. 336)**



[Menu]
Configure the various settings of the machine. **Settings Menu Items(P. 473)**



[Address Book]
Register destinations when sending and saving scanned data and faxes. You can specify destinations from the Address Book, and call up the send function.
Registering Destinations (Address Book)(P. 164)
Specifying Destinations (Address Book)(P. 181)



[Paper Settings]
Set the paper size and type to use, and register frequently used paper. **Specifying the Paper Size and Type(P. 154)**



[Mobile Portal]
Connect mobile devices to the machine. **Connecting a Mobile Device to the Machine(P. 350)**



[Home Screen Settings]
Add shortcut buttons to the [Home] screen and rearrange the buttons. **Customizing the [Home] Screen(P. 129)**



[Update Firmware]
Updates the firmware via the Internet. **Updating the Firmware(P. 466)**



[Operation Guide]
View the basic operation guide and troubleshooting methods.



[Wireless LAN Settings]
Connects a computer to the machine via a wireless LAN router (access point). **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 68)**



[uniFLOW Online Setup] (MF469x only)
Installs applications for uniFLOW Online and uniFLOW Online Express.
For details about uniFLOW Online and uniFLOW Online Express, see the Canon website.
https://global.canon/



Shortcut Button (Scan)
Call up scan settings registered as Favorite Settings. The name of the button varies depending on the setting. **Adding Shortcut Buttons(P. 129)**



Shortcut Button (Fax)

Call up fax settings registered as Favorite Settings. The name of the button varies depending on the setting. **Adding Shortcut Buttons(P. 129)**



Shortcut Button (Copy)

Call up copy settings registered as Favorite Settings. The name of the button varies depending on the setting. **Adding Shortcut Buttons(P. 129)**

In addition to the above function and setting buttons, this screen also displays Application Library buttons.
Application Library enables you to perform operations with one touch.
To use this function, you must click [Application Library] on the Portal Page of Remote UI, and configure the application. **Portal Page of Remote UI(P. 450)**
For more information, see the manual of the Application Library at the online manual site.
https://oip.manual.canon/

[Status Monitor] Screen

965S-02L

This screen is displayed when you press [Status Monitor] on the [Home] screen and other locations.
Use this screen to check the information of the machine, usage and logs, network settings, and error information. You can also use this screen to remove USB memory devices from the machine.



[Error Information/Notification]
You can check the information of errors that occur on the machine. Take troubleshooting measures according to the error details.
A Message Appears(P. 704)
An Error Code Is Displayed(P. 723)

[Device Information]

[Paper Information]
Check the remaining amount of paper for each paper source.

[Cartridge Information]
Check the remaining amount of toner in the toner cartridge.
Other internal parts may reach the end of their lifetime before the toner runs out.

[Check Counter] (MF465dw / MF461dw only)
Check the total number of pages printed, faxed, and copied. **Checking the Number of Printed Pages (Check Counter)(P. 455)**

[Secure Print Memory Usage]
Check to see how much memory is used by the Secure Print data temporarily saved to the memory of the machine.

[Version Information]
Displays the firmware version information of the machine.

[Serial Number]
Displays the serial number of the machine.

[Copy/Print Job]
Displays the copy or print processing status and log.
Checking the Copy Status and Log(P. 340)
Viewing the Print Job Status and Log(P. 241)

[TX Job]
Displays the status and log of sent and saved scanned data and faxes.
Checking the Send and Save Status and Log of Scanned Data(P. 281)
Checking Sent and Received Faxes(P. 313)

[RX Job]
Displays the status and log of received faxes and I-Faxes. **Checking Sent and Received Faxes(P. 313)**

[Fax Forwarding Errors]
If a fax could not be forwarded but remains in the memory, you can print it or forward it to a different destination, and view its content. **Checking Faxes that Failed to Be Forwarded(P. 314)**

[Network Information]

[IPv4]
Check the IPv4 address and other settings. **Setting IPv4 Addresses(P. 73)**

[IPv6]
Check the IPv6 address and other settings. **Setting IPv6 Addresses(P. 75)**

[Network Connection Type]
Check whether the machine has a wired or wireless connection.
Displays the connection status and error information when connected by wireless LAN.

[Direct Connection Information]
Displays the connection status when directly connected to a device.

[IEEE 802.1X Error Information]
Displays the details of errors that occur with IEEE 802.1X authentication.

[Rmv. Mem. Media]
Displayed when a USB memory device is connected. Press to remove the USB memory device. **Removing the USB Memory Device(P. 188)**

[IP Address]
Displays the IPv4 address of the machine by default. You can also hide this. **[Display IP Address](P. 479)**

How to Operate the Control Panel

965S-02R

The control panel uses a touchscreen. Directly touch your finger to the buttons and items displayed on the screen to operate them.

Basic Touchscreen Operations (Tapping, Flicking, and Dragging)(P. 124)
Selecting Tabs and Items(P. 125)
Scrolling the Screen(P. 125)
Set the value using the [+] and [-] buttons or the slider.(P. 126)

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)

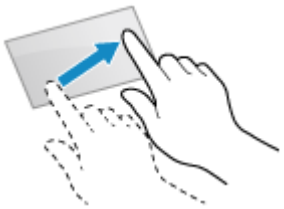
Tapping
Gently touch the screen with your fingertip and quickly release. Do this when selecting items and performing operations.
In the User's Guide, "press" and "select" refer to the tapping operation.



Flicking
Touch the screen and flick your fingertip. The screen moves in the direction you flicked your finger. For example, the [Home] screen moves to the tab in the direction you flicked your finger.

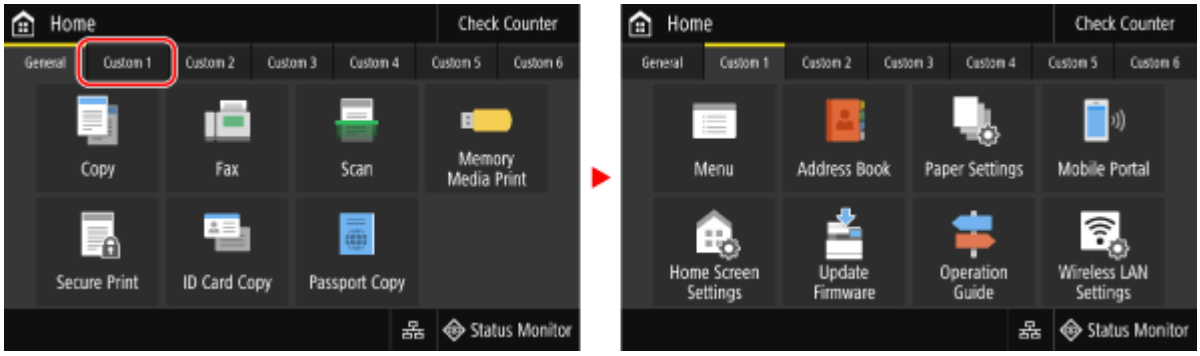


Dragging
Move your fingertip while touching the screen, and release it at the desired position. You can scroll lists and move the area you are touching to a desired position.

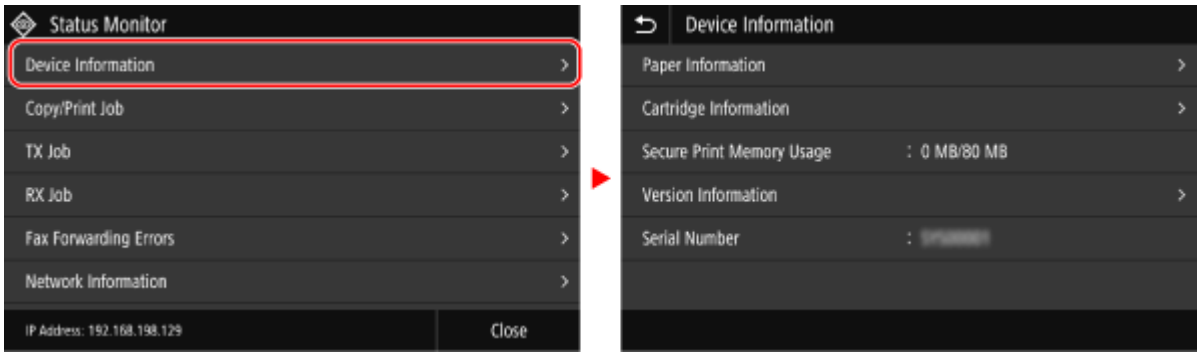


Selecting Tabs and Items

When you tap a tab, the screen for the selected tab is displayed.



When you tap an item name or button, the item can be selected. The selected screen is displayed, or the selected function is performed.



To Cancel a Selection

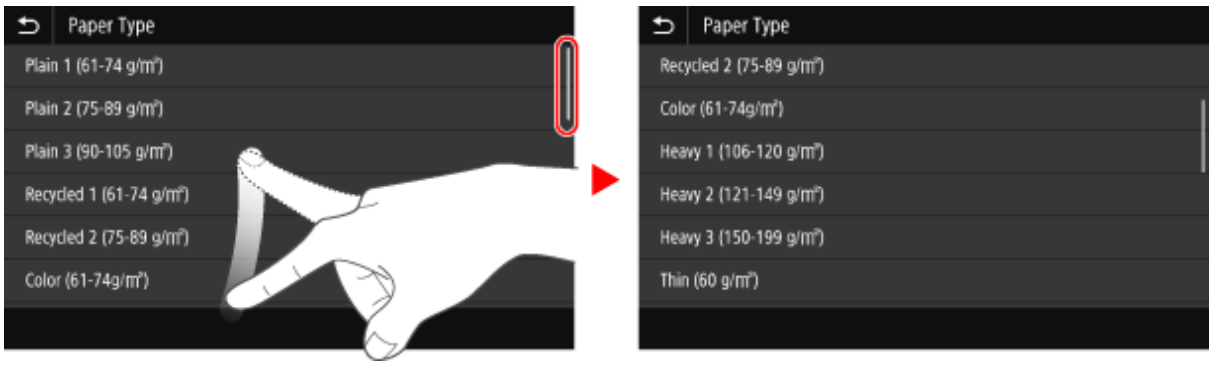
Drag your fingertip touching the screen away from the selected item or button and release it.

To Return to the Previous Screen

Tap [ ].

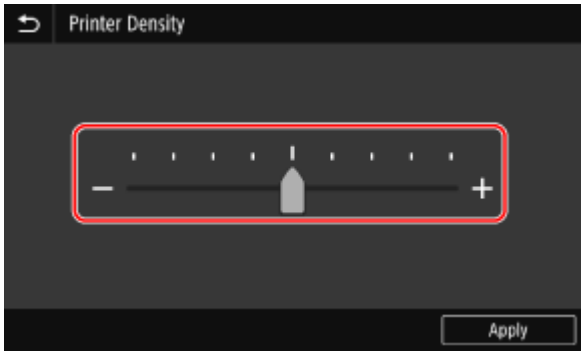
Scrolling the Screen

When the scroll bar appears on the screen, it indicates that there are items or information that cannot be completely displayed on the screen. Flick or drag to scroll the screen in the direction you moved your fingertip.
Release your finger from the screen, and in a few seconds, the scroll bar will disappear. Touch the screen to display the scroll bar again.



Set the value using the [+] and [-] buttons or the slider.

Tap the [+] and [-] buttons to adjust the value. When the slider is displayed as shown below, you can drag it to the left or right to adjust the value.



Entering Characters

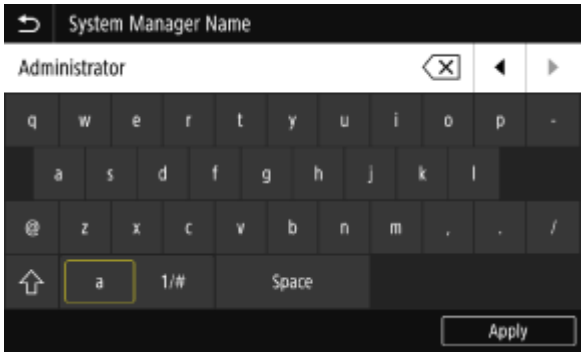
965S-02S

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. 127)
Entering Characters Using a USB Keyboard(P. 128)

Entering Characters Using the Control Panel

You can enter letters, numbers, and symbols using the control panel.
The type of characters that you can enter may be limited depending on the item.
If the value input range is limited, the value that you can enter is displayed in parentheses ( ) next to the input field.



Changing the Character Type

Select [a] or [1/#] for the type of character to enter.
You cannot change the character type for items whose character type is limited.

Entering Characters and Spaces

Tap the character or symbol to enter.
Press [ ] or [ ] to show characters that are not visible on the screen.

To enter uppercase characters, tap [ ].

To enter a space, tap [Space]. You can also enter a space by moving the cursor to the end of the characters and tapping [ ].

Deleting Characters

Tap [ ] to delete one character.

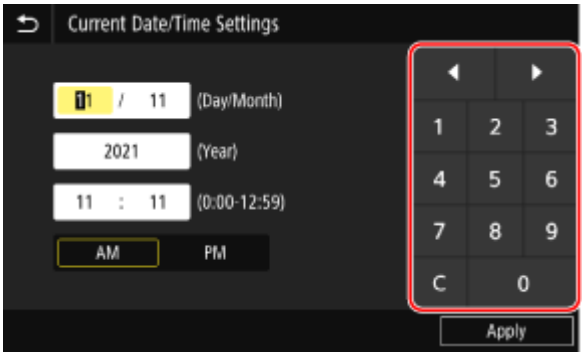
Tap and hold [ ] to continuously delete characters.

Moving the Cursor

Tap [ ] or [ ].

Entering Numbers Using the Numeric Keys

The numeric keys appear for items that only allow numbers.



Tap the numbers on the numeric keys to enter a value.

To delete a number, tap [C].
When [◀] and [▶] are displayed, you can tap these to move the cursor.

NOTE

- When [+] and [-] or a slider appears instead of the keyboard or numeric keys, tap or drag these to set the value. **Set the value using the [+] and [-] buttons or the slider.(P. 126)**

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 of the machine. **Front Side(P. 16)**
* You can still enter characters using the control panel when a USB keyboard is connected to the machine.

The connected USB keyboard can be disconnected from the machine at anytime. You do not need to cancel the connection first.

IMPORTANT

- [Backspace], [Home], [End], and other keys may not be usable. 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.

NOTE

- You can specify the USB keyboard layout (US layout or UK layout). **[English Keyboard Layout](P. 474)**

Customizing the [Home] Screen

965S-02U

You can quickly select frequently used functions from the [Home] screen of the control panel.

Adding Shortcut Buttons(P. 129)
Rearranging the Buttons(P. 130)

Adding Shortcut Buttons

Register frequently used scan, fax, or copy settings, and add shortcut buttons.
You can add buttons to the [Home] screen until it is full.

Add shortcut buttons using the control panel. You cannot add buttons using Remote UI from a computer.
Administrator privileges are required.

Required Preparations

- Register the settings to become shortcut buttons as Favorite Settings. **Registering and Calling Up Favorite Settings(P. 190)**

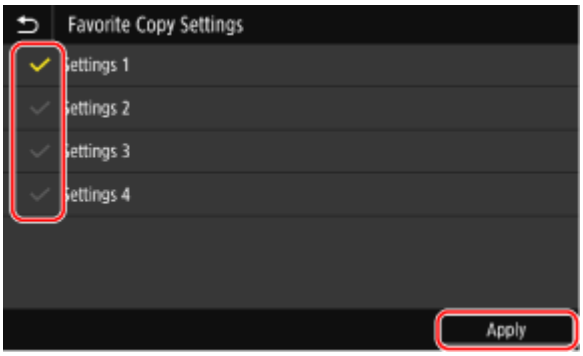
1 **On the control panel, press [Home Screen Settings] in the [Home] screen. [Home] Screen(P. 119)**
If the login screen appears, enter the System Manager ID and PIN, and then click [Log In]. **System Manager ID and PIN(P. 12)**

2 **Press [Select Button to Display].**

➡ The [Select Button to Display] screen is displayed.

3 **Select the function to add as a shortcut button.**

4 **Select the checkboxes of the settings you want to assign as shortcut buttons, and press [Apply].**



➡ A description of the shortcut buttons is displayed.

5 **Press [OK].**

➡ The shortcut buttons are added to the [Home] screen.

NOTE

Deleting Added Shortcut Buttons

- In Step 4, clear the checkboxes of the settings you want to delete, and press [Apply].

When the [Home] Screen Is Full and Shortcut Buttons Cannot Be Added

- Delete any unneeded shortcut buttons.

Rearranging the Buttons

You can rearrange the buttons on the [Home] screen and move buttons to other tabs.

This section describes how to change the display order using the control panel.
You can also change the display order using Remote UI from a computer. You can also rename tabs using Remote UI.
Rearranging the Buttons and Renaming the Tabs (Remote UI)(P. 131)
Administrator privileges are required.

1 Press and hold any button on the [Home] screen. [Home] Screen(P. 119)

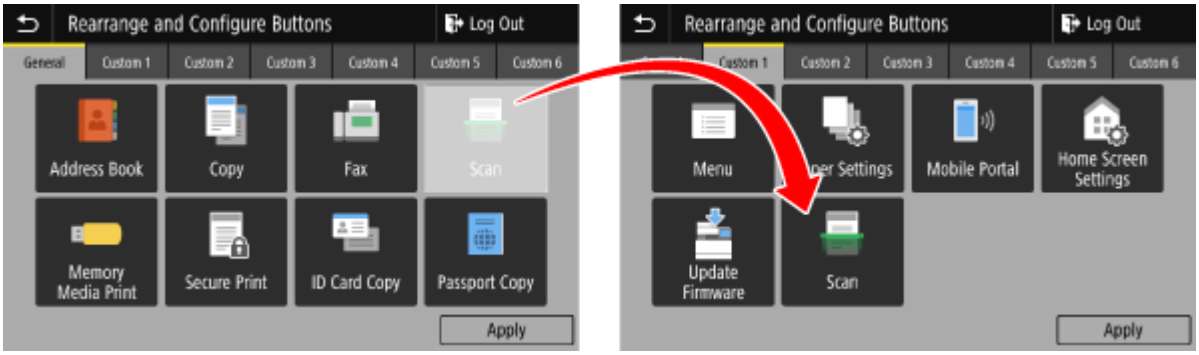
If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

2 Check the message, and press [Yes].

➡ The [Rearrange and Configure Buttons] screen is displayed.

3 Drag the button you want to rearrange, and release it at the desired location.

When you drag a button to another tab, the button moves to that tab.



4 Press [Apply].

➡ The location of the buttons on the [Home] screen is changed.

Rearranging the Buttons and Renaming the Tabs (Remote UI)

965S-02W

You can use Remote UI from a computer to reorder the buttons on the [Home] screen and rename the tabs.

Changing the Button Display Order(P. 131)
Renaming the Tabs(P. 132)

Changing the Button Display Order

Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Display Settings].

➡ The [Display Settings] screen is displayed.

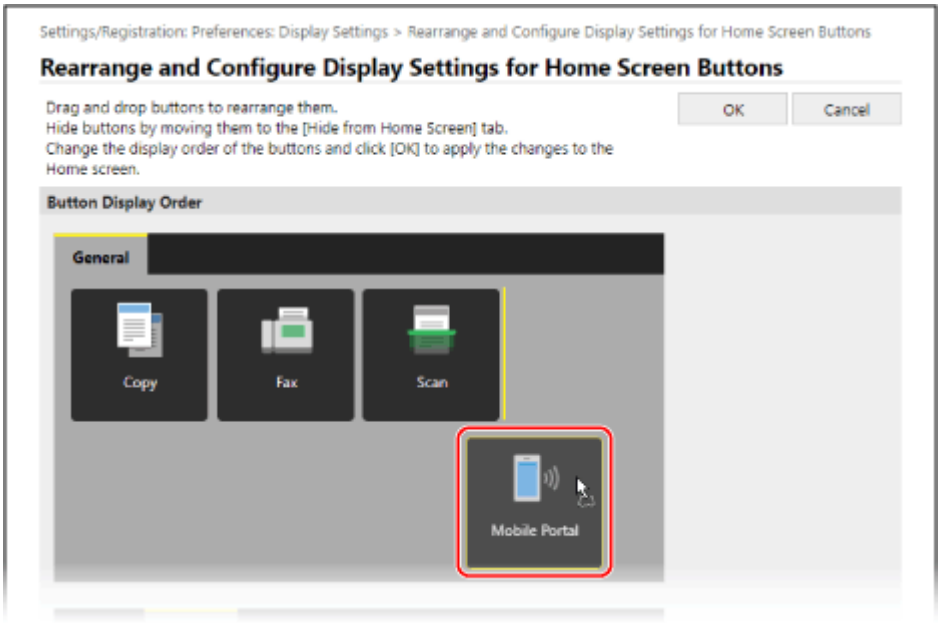
4 In [Rearrange and Configure Display Settings for Home Screen Buttons], select [Edit in Button View] or [Edit in List View].

- To change the display order by dragging the buttons, click [Edit in Button View].
- To change the display order using the list of button names, click [Edit in List View].

5 Rearrange the buttons.

■When Rearranging the Buttons by Dragging Them

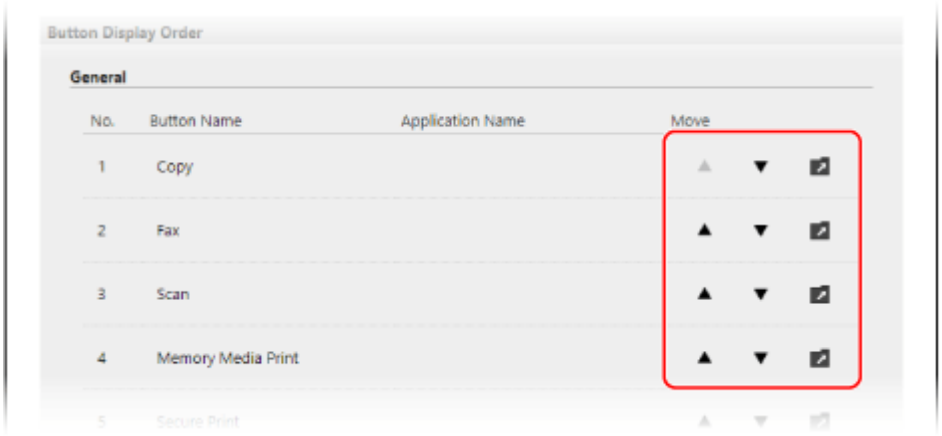
Drag the button you want to rearrange, and release it at the desired location.



■When Rearranging the Buttons Using the List of Button Names

Click [▲] or [▼] next to the name of the button you want to rearrange to move the button up or down.

Click [ ] to move a button to another tab.



6 Click [OK].

➠ The settings are applied.

7 Log out from Remote UI.

Renaming the Tabs

Rename the tabs using Remote UI from a computer. You cannot use the control panel to rename the tabs. Administrator privileges are required.

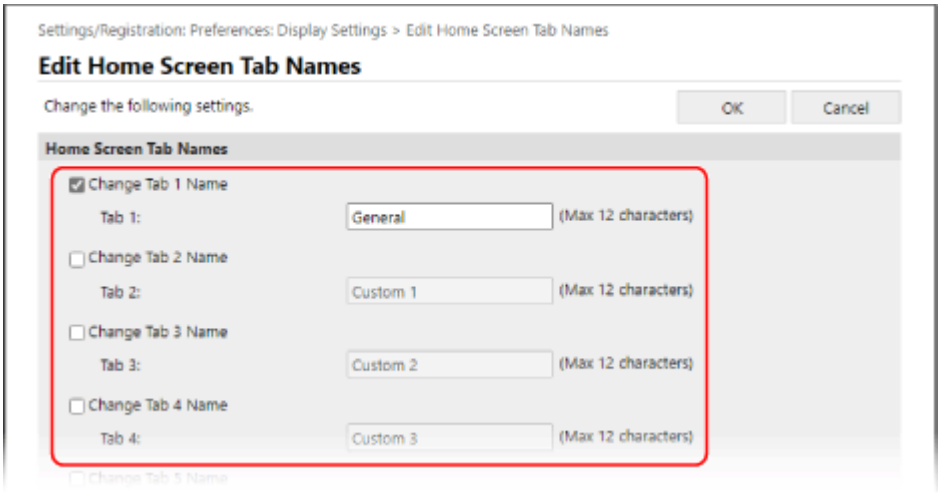
1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 **Click [Display Settings] ▶ [Edit] in [Home Screen Tab Names].**

➠ The [Edit Home Screen Tab Names] screen is displayed.

4 **Select the checkbox of the tab you want to rename, and enter the name.**



5 **Click [OK].**

➠ The settings are applied.

6 **Log out from Remote UI.**

Logging In to the Machine

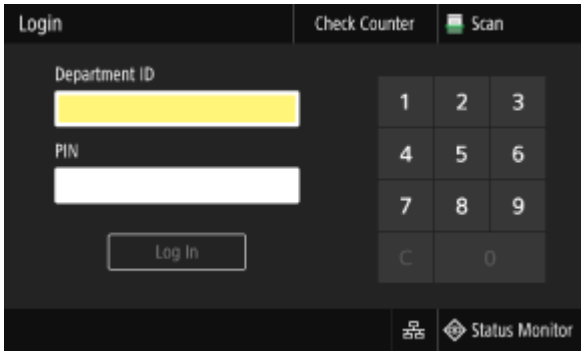
965S-02X

When the login screen is displayed on the control panel, enter the required login information to perform authentication. When authentication is successful, the screen changes, and you can continue operations. Depending on the set authentication function, the displayed login screen varies.

Logging In (Department ID Management, System Manager ID)(P. 134)
Logging In (Authenticated Sending)(P. 134)

Logging In (Department ID Management, System Manager ID)

When Department ID Management is set up, the following login screen is displayed. Enter the Department ID to log in. If a PIN is set, enter the PIN.
When the System Manager ID is set, the login screen is displayed for operations that require administrator privileges. Enter the System Manager ID and PIN to log in.



* When the Department ID is managed using a control card, a screen prompting you to place the card is displayed instead of the login screen. Use the card to log in. **Copy Card Reader-F(P. 6)**

1 Enter the Department ID or System Manager ID.

2 Enter the PIN.

If a PIN is not set, you can skip this step. Proceed to Step 3.

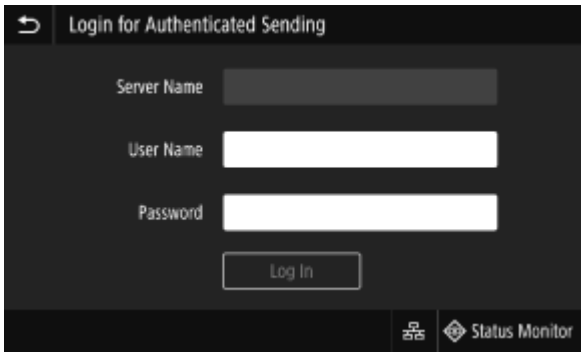
3 Press [Log In].

➡ When authentication is successful, the [Home] screen or other screen is displayed.

4 When you have completed your operations, press [Log Out].

Logging In (Authenticated Sending)

When authenticated sending (LDAP Server Authentication) is set, the Login for Authenticated Sending screen is displayed when performing scan and fax operations. Enter the user name and password managed with the LDAP server to log in.



1 **Enter the user name and password.**

2 **In [Server Name], select the LDAP server to perform authentication.**

3 **Press [Log In].**

➠ When authentication is successful, the scan or the fax screen is displayed.

4 **When you have completed your operations, press [Log Out].**

NOTE

When Logging In with Both Authenticated Sending and Department ID Management

- Depending on the LDAP server authentication settings, pressing [Log Out] on the control panel may display the screen for selecting the authentication used for logging out. To continue operations after scanning or faxing, log out only from authenticated sending. To end all operations, log out from all authentication.

Placing Originals

965S-02Y

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 fixed 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. 136)

Feeder
You can place two or more sheets of originals in the feeder. The placed originals are scanned automatically one sheet at a time.
Both sides of originals can be scanned at the same time.
Placing Originals in the Feeder(P. 137)

IMPORTANT

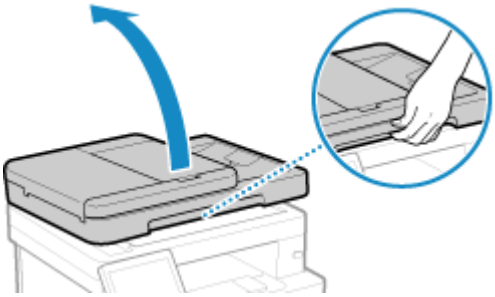
Place Dry Originals

- Before placing originals, make sure that any ink, correction fluid, or glue on them has completely dried.

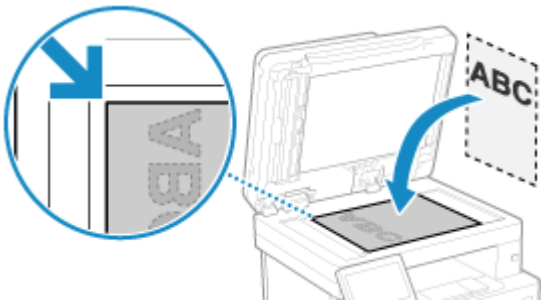
Placing Originals on the Platen Glass

For the size of the originals that can be placed on the platen glass, see the basic specifications of the machine. **Basic Specifications(P. 31)**

1 Open the feeder.



2 Place the side of the original to be scanned face down on the platen glass in the landscape orientation while aligning the corner of the original with the top left corner of the platen glass.



When scanning tracing paper, transparencies, and other transparent originals, place a sheet of plain white paper on top.

3 **Gently close the feeder.**

4 **When scanning of the original is complete, remove the original from the platen glass.**

Placing Originals in the Feeder

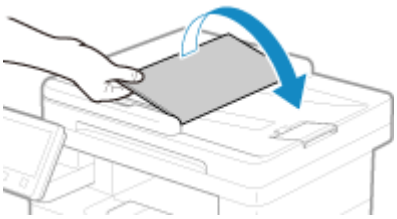
When scanning two or more sheets of originals, place only originals of the same size.
For the size of the originals that can be placed in the feeder, see the specifications of the feeder. **Feeder Specifications(P. 34)**

IMPORTANT

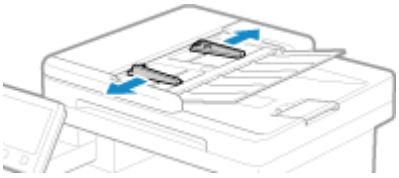
To prevent paper jams inside the feeder, do not place the following originals:

- Wrinkled, creased, curled, rolled, or torn paper
- Carbon paper, coated paper, thin translucent paper, thin paper, or transparencies
- Stapled or clipped paper
- Paper printed by a thermal transfer printer

1 **Open the original supply tray.**



2 **Spread the slide guides outward until they are slightly farther apart than the width of the original.**

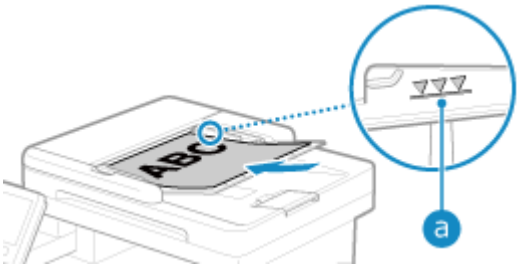


3 Fan the originals and align the edges.



Fan the originals in small batches, and align the edges by tapping the originals on a flat surface a few times.

4 Place the sides of the originals to be scanned face up in the feeder in the landscape orientation.



Make sure the placed originals do not exceed the load limit line (a). If they exceed the load limit line, there may be misfeeds or a paper jam.

5 Align the slide guides against the edges of the originals.



Slide guides that are aligned but too loose or too tight can cause misfeeds or a paper jam.

6 When scanning of the originals is complete, remove the ejected originals from below the feeder.

- Do not add originals or remove them during scanning.
- Leaving ejected originals below the feeder may cause a paper jam.

Loading Paper

965S-030

To ensure print quality, confirm the usable paper and how to handle and store paper, and prepare the appropriate paper for use with the machine. **Usable Paper(P. 25)** / **Precautions When Handling Paper(P. 29)**

Load the prepared paper in the machine, and then configure the paper size and type settings.

Loading Paper in the Machine

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. 140)
Loading Paper in the Multi-purpose Tray(P. 145)

When using envelopes or paper with logos, be careful of the orientation of the loaded paper and which side is face up.
Preparations and Orientation for Loading Envelopes(P. 148)
Orientation for Loading Paper with a Logo(P. 150)

Paper Settings

To ensure quality 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. 154)

Loading Paper in the Paper Drawer

965S-031

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 A4, B5, Legal, or Letter Size Paper
Load paper using the standard size method.
Loading Standard Size Paper(P. 140)

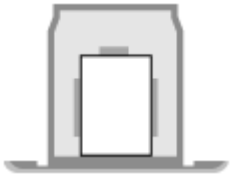
When Loading A5 Size Paper
The setting method varies depending on the orientation of the paper to be loaded.

Landscape orientation (A5)



Loading Non-standard Size Paper(P. 142)

Portrait orientation (A5R)



Loading Standard Size Paper(P. 140)

When Loading A6 Size Paper
Load paper in portrait orientation using the non-standard size method.
Loading Non-standard Size Paper(P. 142)

When Loading Custom Size Paper
Load paper using the non-standard size method.
Loading Non-standard Size Paper(P. 142)

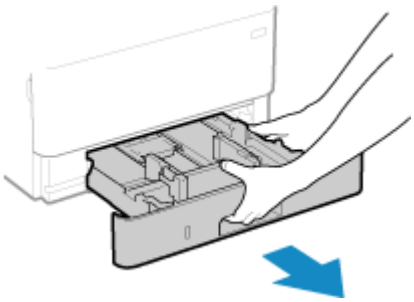
NOTE

- Load paper using the same procedure even when using the optional Cassette Feeding Module-AH.

Loading Standard Size Paper

You can load paper correctly by aligning the paper guides on the paper drawer with the markings.
When using paper with logos, be careful of the orientation of the loaded paper and which side is face up.
Orientation for Loading Paper with a Logo(P. 150)

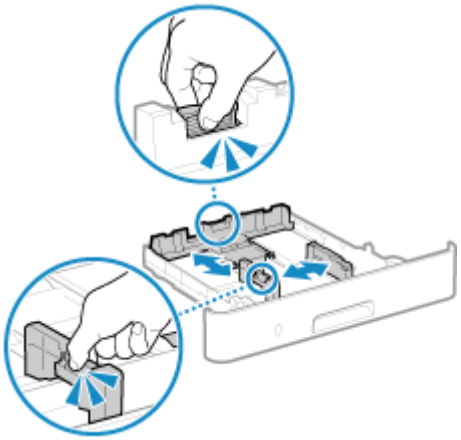
1 Pull out the paper drawer.



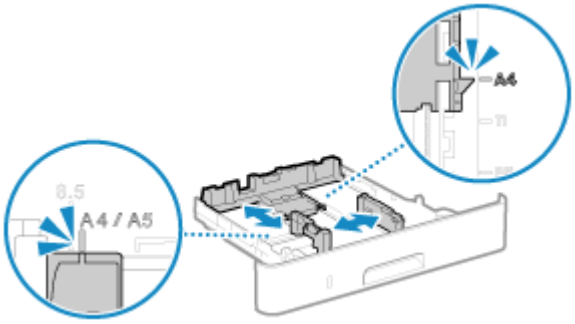
Always hold the paper drawer with both hands and pull it out gently. If you pull the drawer out with only one hand, it may be too heavy to hold, causing it to fall and be damaged.

2 Align the paper guides with the size of the paper to be loaded.

1 While pressing the lock release lever, move the paper guide.



2 Align the projections on the paper guides with the size markings of the paper to be loaded.



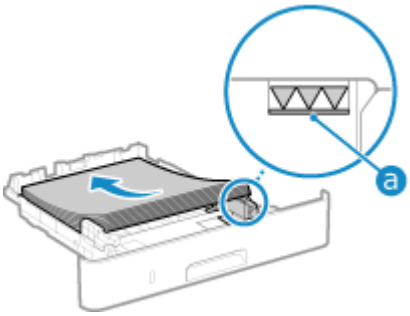
Paper guides that are aligned but too loose or too tight can cause misfeeds or a paper jam.

3 Fan the paper 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.

4 Load the paper with the print side face down.



- Align the paper with the paper guide on the rear edge of the paper drawer.
- 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 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 the printouts look faded, adjust the image quality. **[Manual Back Side Print (2-Sided Only)](P. 504)**

5 Load the paper drawer into the machine.

➡ By default, the Paper Settings confirmation screen is displayed. **[Notify to Check Paper Settings] (P. 577)**

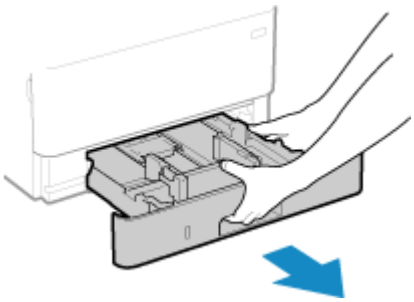
6 Set the paper size and type, as needed. **Setting the Paper Size and Type for the Paper Drawer(P. 155)**

By default, the paper size and type of the paper drawer are set to A4 and Plain 2. When paper of a different size or type is loaded, change the paper settings.

Loading Non-standard Size Paper

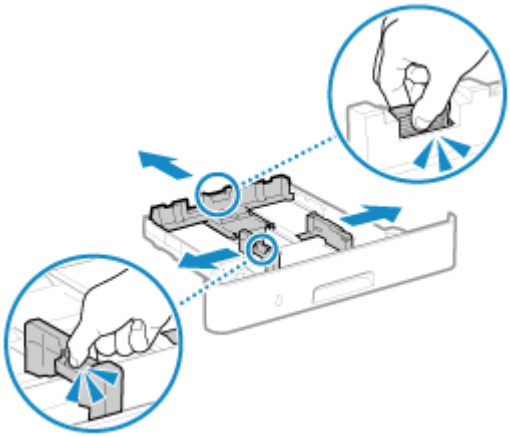
You can load paper correctly by aligning the paper guides on the paper drawer with the paper.
When using paper with logos, be careful of the orientation of the loaded paper and which side is face up. **Orientation for Loading Paper with a Logo(P. 150)**

1 Pull out the paper drawer.



Always hold the paper drawer with both hands and pull it out gently. If you pull the drawer out with only one hand, it may be too heavy to hold, causing it to fall and be damaged.

2 Slide the paper guides to the outside.



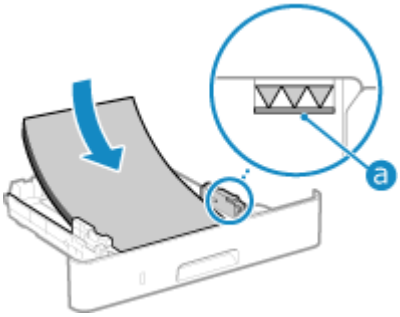
While pressing the lock release lever, move the paper guides.

3 Fan the paper 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.

4 Load the paper with the print side face down.



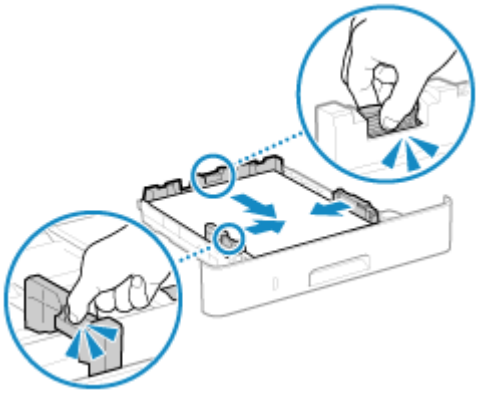
- Load the paper against the front side of the paper drawer.
- Make sure the loaded paper does not exceed the load limit line (a). If it exceeds the load limit line, there may be misfeeds or a paper jam.

■When 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 the printouts look faded, adjust the image quality. **[Manual Back Side Print (2-Sided Only)](P. 504)**

5 Align the paper guides with the width and length of the paper.



- While pressing the lock release lever, align the paper guides with the width and length of the paper.
- Paper guides that are aligned but too loose or too tight can cause misfeeds or a paper jam.

6 Load the paper drawer into the machine.

➠ By default, the Paper Settings confirmation screen is displayed. **[Notify to Check Paper Settings] (P. 577)**

7 Set the paper size and type. Setting the Paper Size and Type for the Paper Drawer(P. 155)

By default, the paper size and type of the paper drawer are set to A4 and Plain 2. When paper of a different size or type is loaded, change the paper settings.

Loading Paper in the Multi-purpose Tray

965S-032

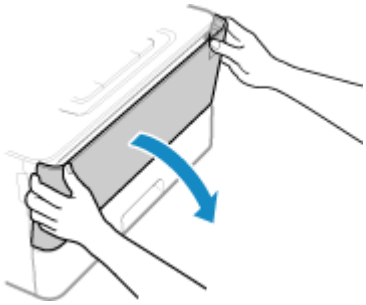
To temporarily use paper not loaded in the paper drawer, load it in the multi-purpose tray.
You can load paper correctly by aligning the paper guides on the multi-purpose tray with the paper.
When using envelopes or paper with logos, be careful of the orientation of the loaded paper and which side is face up.
Preparations and Orientation for Loading Envelopes(P. 148)
Orientation for Loading Paper with a Logo(P. 150)

IMPORTANT

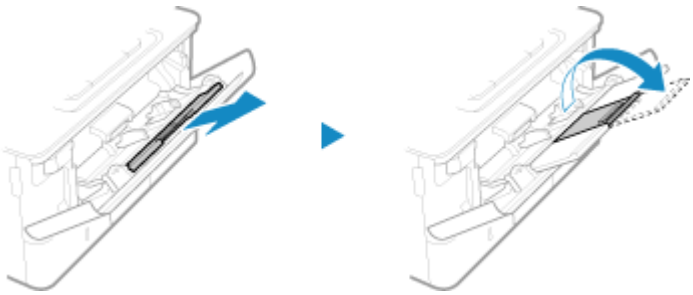
Do Not Remove the Paper Drawer

- If the paper drawer is removed, the machine cannot print even when paper is loaded in the multi-purpose tray. If you try to print with the paper drawer removed, an error message appears.

1 Hold both sides of the cover when opening it.

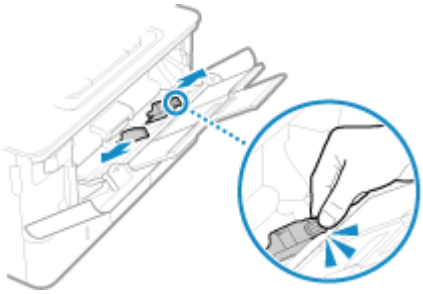


2 Pull out the paper tray and open the extension tray.



Open the extension tray when loading large paper sizes.

3 Spread the paper guides apart.



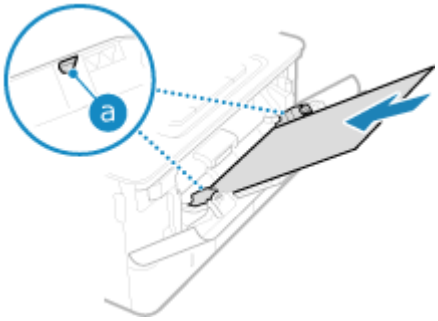
While pressing the lock release lever, move the paper guides.

4 Fan the paper 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.

5 Load the paper with the print side face up.



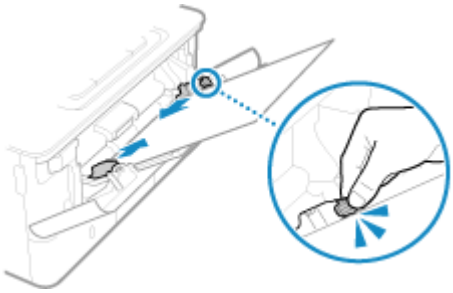
- Insert the paper until the edge of the paper is against the paper tray.
- Make sure the loaded paper does not exceed the load limit guide (a). If it exceeds the load limit guide, there may be misfeeds or a paper jam.

■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 up.

- You can use only paper printed with this machine.
- You cannot print on a side that has been previously printed on.
- You cannot load more than one sheet of paper. Load each sheet separately to print.
- If the printouts look faded, adjust the image quality. **[Manual Back Side Print (2-Sided Only)](P. 504)**

6 Align the paper guides with the width of the paper.



- While pressing the lock release lever, align the paper guides with the width of the paper.
- Paper guides that are aligned but too loose or too tight can cause misfeeds or a paper jam.

7 Set the paper size and type. Setting the Paper Size and Type for the Multi-purpose Tray(P. 157)

By default, when the machine detects paper loaded in the multi-purpose tray, the screen for setting the paper size and type is displayed on the control panel. Set the paper size and type each time you load paper.

NOTE

When Loading A5 or A6 Size Paper

- Set the paper size according to the orientation of the loaded paper.
- Load A6 paper in portrait orientation.

Landscape orientation (A5)



Portrait orientation (A5R or A6)



Preparations and Orientation for Loading Envelopes

965S-033

As envelopes have a different shape and thickness from regular paper, preparations must be made before loading envelopes.
Envelopes can be printed only on the front side (non-glued side). Load the envelope in the multi-purpose tray, taking care to check the orientation of the envelope and that the correct side is facing up.

Preparations before Loading Envelopes(P. 148)
Orientation of Envelopes(P. 149)

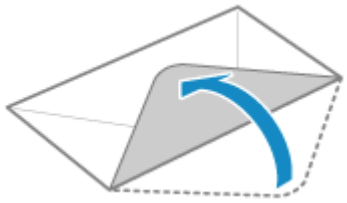
NOTE

- For the general procedure of loading envelopes in the multi-purpose tray, see the following:
Loading Paper in the Multi-purpose Tray(P. 145)

Preparations before Loading Envelopes

Align the envelopes regardless of the number of envelopes to be loaded.

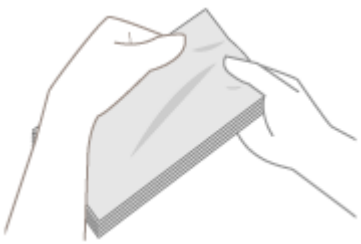
1 **Close the flap of each envelope.**



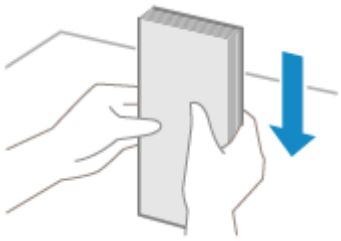
2 **Flatten them to remove any air, and make sure the edges are pressed tightly.**



3 **Loosen any stiff corners of the envelopes, and flatten any curls.**



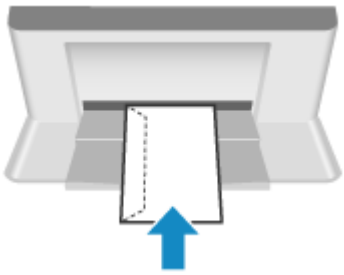
4 **Align the edges of the envelopes on a flat surface.**



➠ The envelopes are ready to be loaded.

Orientation of Envelopes

Insert the envelopes No. 10 (COM10), Monarch, ISO-C5, or DL from the short side with the front side (non-glued side) face up. Insert the envelope with the flap closed and on the left side.



Orientation for Loading Paper with a Logo

965S-034

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. 150)
Printing on Both Sides of Paper with a Logo(P. 152)

NOTE

- For the general procedure of loading paper, see the following:
  Loading Paper in the Paper Drawer(P. 140)
  Loading Paper in the Multi-purpose Tray(P. 145)
- You can configure the settings so that the orientation the paper is to be loaded and the side to print on do not change depending on whether you want to print on one or both sides. When this setting is configured, load the paper using the 2-sided printing method. **[Switch Paper Feed Method](P. 515)**

Printing on One Side of Paper with a Logo

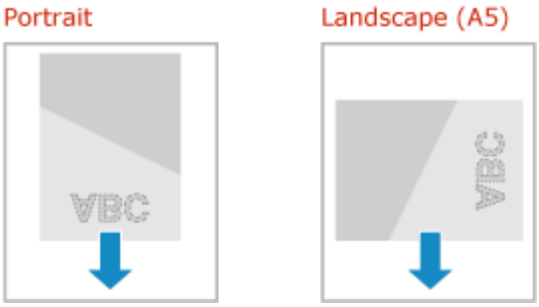
Paper with Logo in Portrait Orientation



Loading Paper with a Logo in the Paper Drawer

Load the paper with the logo side (side to be printed) face down.

Loading Orientation

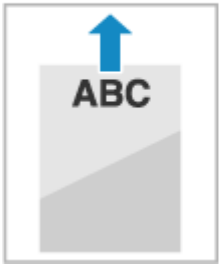


Loading Paper with a Logo in the Multi-purpose Tray

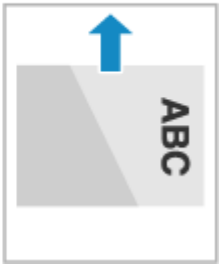
Load the paper with the logo side (side to be printed) face up.

Loading Orientation

Portrait



Landscape (A5)

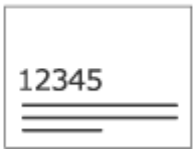


Paper with Logo in Landscape Orientation

Preprinted Paper



Document



Print Result

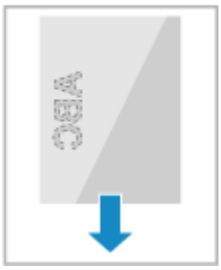


Loading Paper with a Logo in the Paper Drawer

Load the paper with the logo side (side to be printed) face down.

Loading Orientation

Portrait



Landscape (A5)

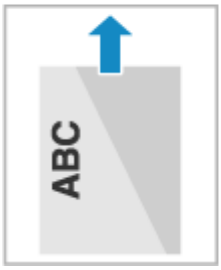


Loading Paper with a Logo in the Multi-purpose Tray

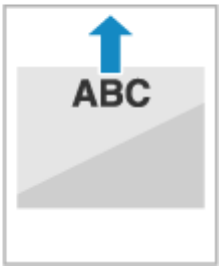
Load the paper with the logo side (side to be printed) face up.

Loading Orientation

Portrait

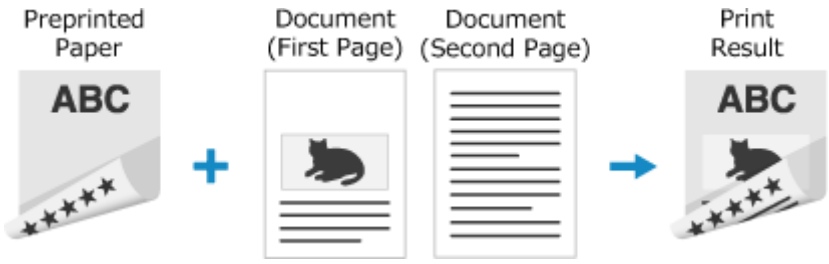


Landscape (A5)



Printing on Both Sides of Paper with a Logo

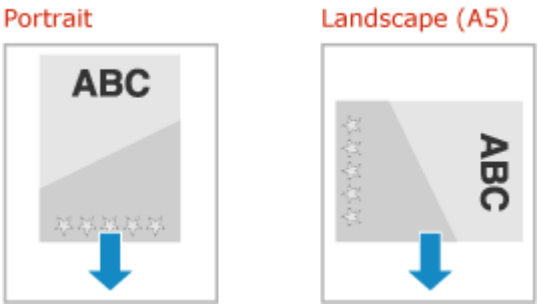
Paper with Logo in Portrait Orientation



Loading Paper with a Logo in the Paper Drawer

Load the paper with the logo side (side to be printed first) face up.

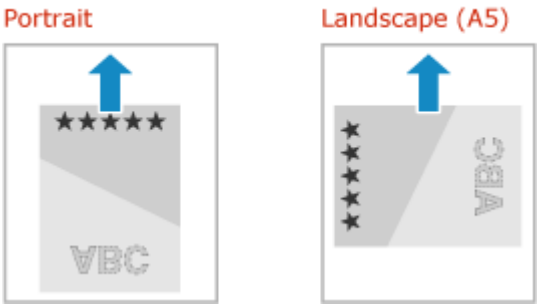
Loading Orientation



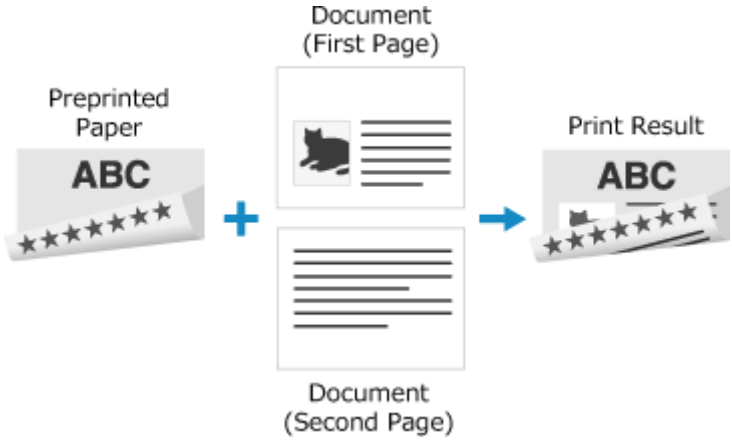
Loading Paper with a Logo in the Multi-purpose Tray

Load the paper with the logo side (side to be printed first) face down.

Loading Orientation



Paper with Logo in Landscape Orientation

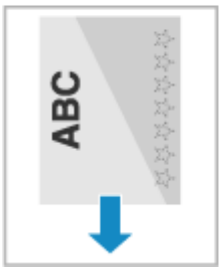


Loading Paper with a Logo in the Paper Drawer

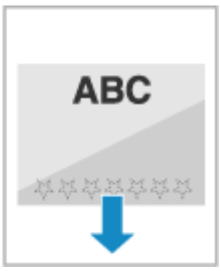
Load the paper with the logo side (side to be printed first) face up.

Loading Orientation

Portrait



Landscape (A5)

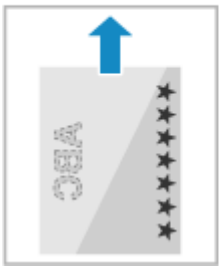


Loading Paper with a Logo in the Multi-purpose Tray

Load the paper with the logo side (side to be printed first) face down.

Loading Orientation

Portrait



Landscape (A5)



Specifying the Paper Size and Type

965S-035

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 hide unneeded paper settings to simplify the paper settings.

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. 155)
Setting the Paper Size and Type for the Multi-purpose Tray(P. 157)

If you always use the same paper in the multi-purpose tray, you can register the paper to use so you do not have to configure the settings each time.
Registering a Frequently Used Paper Size and Type for the Multi-purpose Tray(P. 159)

Simplifying the Paper Settings

You can register and set the paper size for easier settings.
Registering Non-standard Size Paper (Custom Paper)(P. 161)
Hiding Unused Paper Sizes(P. 162)

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. 163)

Setting the Paper Size and Type for the Paper Drawer

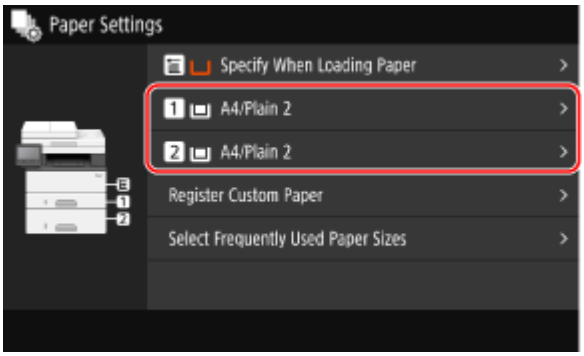
965S-036

By default, the paper size and type of the paper drawer are set to A4 and Plain 2. When paper of a different size or type is loaded, change the paper settings.

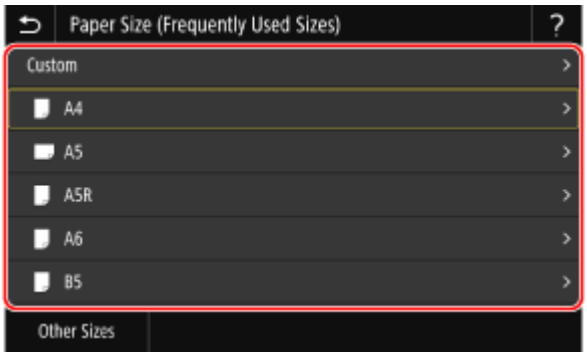
This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 446)**

1 On the control panel, press [Paper Settings] in the [Home] screen. [Home] Screen(P. 119)

2 Select the paper drawer whose setting you want to change.



3 Select the size of the paper loaded in the paper drawer.



You can scroll the screen to view paper sizes not displayed on the screen.

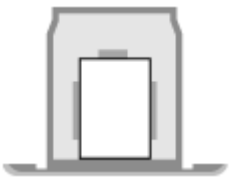
■When A5 Size Paper Is Loaded

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)



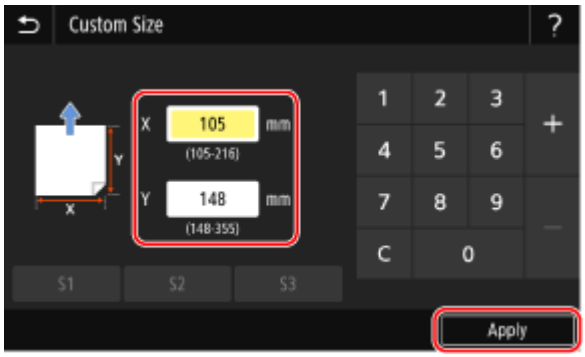
Portrait orientation (A5R)



■When Non-standard Size (Custom Size) Paper Is Loaded

1 Press [Custom].

2 Enter the values in [X] and [Y], and press [Apply].

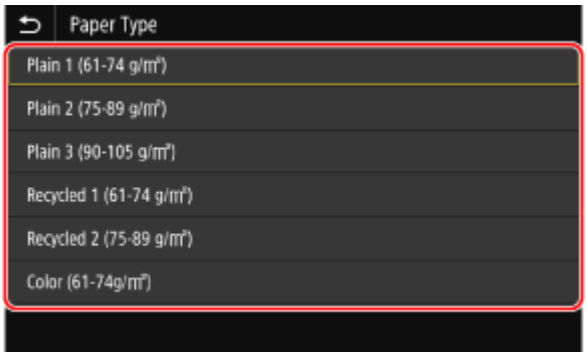


When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S3].

■If a Set Paper Size Is Not Displayed

Press [Other Sizes], and select the paper size from the displayed list.

4 Select the type of the paper loaded in the paper drawer.



➠ The paper size and type are set.

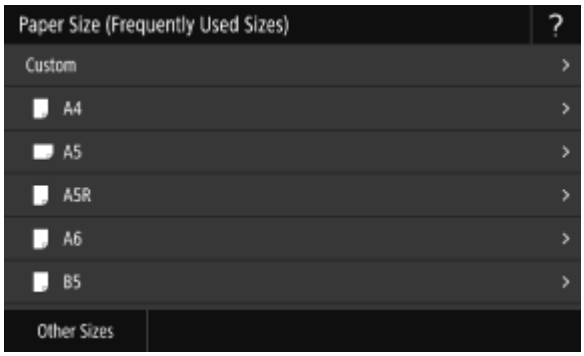
NOTE

- You can change the paper size displayed on the screen in Step 3. **Hiding Unused Paper Sizes(P. 162)**

Setting the Paper Size and Type for the Multi-purpose Tray

965S-037

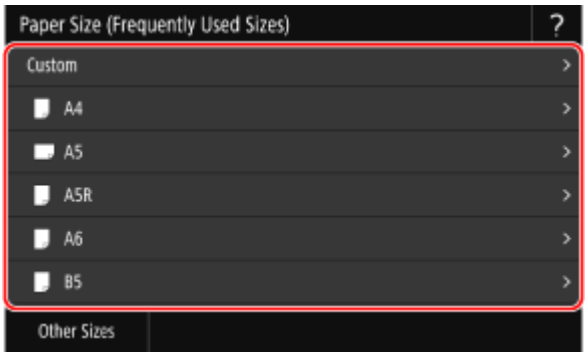
When paper is loaded in the multi-purpose tray, the following screen is displayed on the control panel. Set the paper size and type according to the loaded paper.



* If the paper size and type of the multi-purpose tray have been registered in advance, the above screen is not displayed. **Registering a Frequently Used Paper Size and Type for the Multi-purpose Tray(P. 159)**

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. 446)**

1 Select the size of the paper loaded in the multi-purpose tray.



You can scroll the screen to view paper sizes (such as envelopes) not displayed on the screen.

■When A5 Size Paper Is Loaded

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)

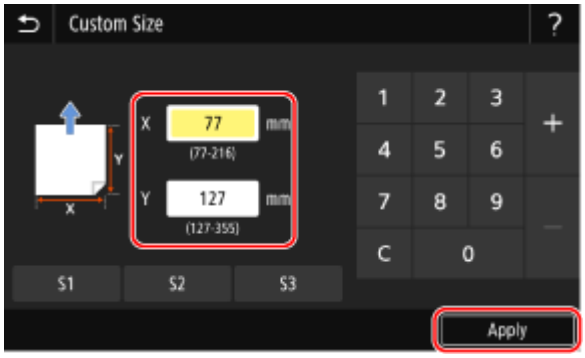


Portrait orientation (A5R)



■When Non-standard Size (Custom Size) Paper Is Loaded

1. Press [Custom].
2. Enter the values in [X] and [Y], and press [Apply].

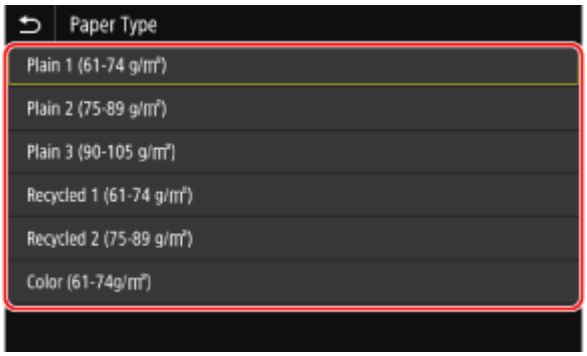


When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S3].

■If a Set Paper Size Is Not Displayed

Press [Other Sizes], and select the paper size from the displayed list.

2 Select the type of paper loaded in the multi-purpose tray.



➠ The paper size and type are set.

NOTE

- You can change the paper size displayed on the screen in Step 1. **Hiding Unused Paper Sizes(P. 162)**

Registering a Frequently Used Paper Size and Type for the Multi-purpose Tray

965S-038

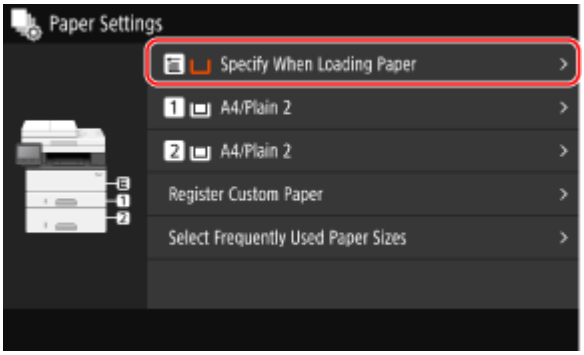
By default, when paper is loaded in the multi-purpose tray, the screen for setting the paper size and type is displayed on the control panel.
If you always use the same paper in the multi-purpose tray, you can register the paper size and type. This prevents the paper settings screen from being displayed, saving you the trouble of configuring the settings.

When Using Paper of a Size or Type Different from the Registered Paper
After canceling the registration in Step 3, load the paper in the multi-purpose tray. When the screen for setting the paper size and type is displayed on the control panel, configure the settings according to the paper to be used. **Setting the Paper Size and Type for the Multi-purpose Tray(P. 157)**

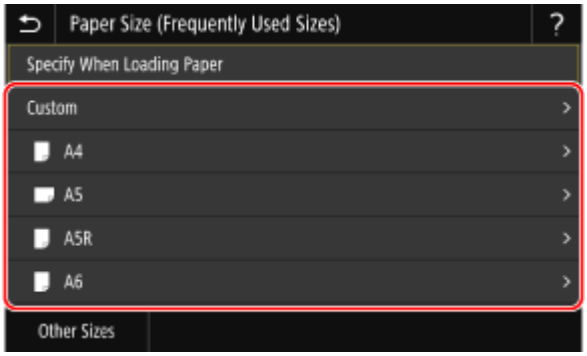
This section describes how to register the settings using the control panel.
You can also register the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 446)**

1 On the control panel, press [Paper Settings] in the [Home] screen. [Home] Screen(P. 119)

2 Select the multi-purpose tray.



3 Select the paper size to register.



You can scroll the screen to view paper sizes (such as envelopes) not displayed on the screen.

■When Registering A5 Size Paper

When paper is loaded in the landscape orientation, select [A5]. When paper is loaded in the portrait orientation, select [A5R].

Landscape orientation (A5)　　Portrait orientation (A5R)

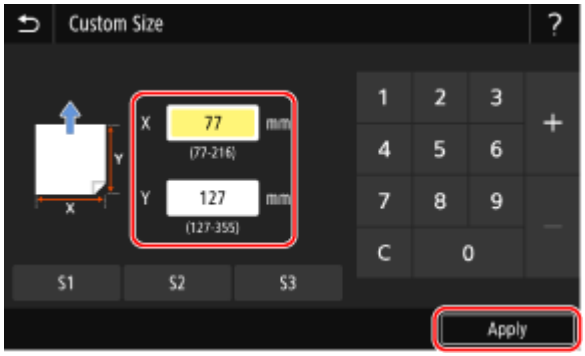




■When Registering Non-standard Size (Custom Size) Paper

1 Press [Custom].

2 Enter the values in [X] and [Y], and press [Apply].



When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S3].

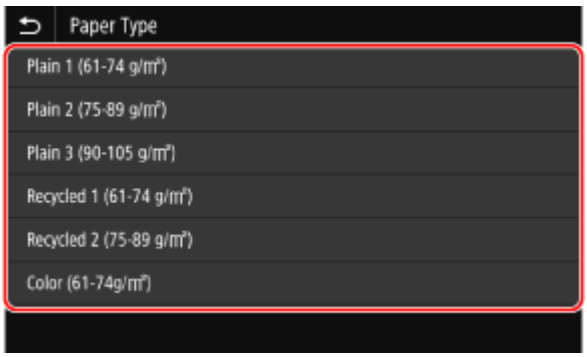
■If the Paper Size to Register Is Not Displayed

Press [Other Sizes], and select the paper size from the displayed list.

■To Cancel the Registered Paper

Press [Specify When Loading Paper]. You do not need to perform Step 4.
When paper is loaded in the multi-purpose tray, the screen for setting the paper size and type is displayed on the control panel.

4 Select the paper type to register.



➠ The paper size and type are registered.

NOTE

- You can change the paper size displayed on the screen in Step 3. **Hiding Unused Paper Sizes(P. 162)**

Registering Non-standard Size Paper (Custom Paper)

965S-039

Custom 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 paper on the size input screen, saving you the trouble of entering the size.
You can register up to three custom sizes.

This section describes how to register the settings using the control panel.
You can also register the settings using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 446)**

1 On the control panel, press [Paper Settings] in the [Home] screen. [Home] Screen(P. 119)

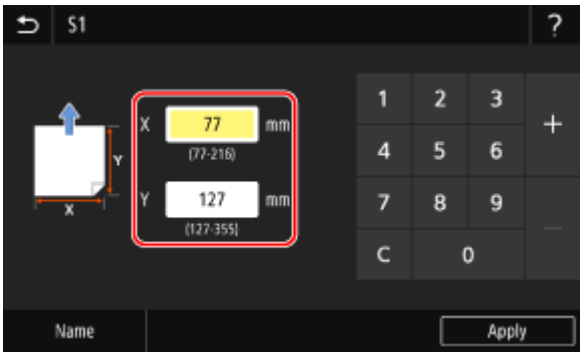
2 Press [Register Custom Paper].

➡ The [Register Custom Paper] screen is displayed.

3 Select from [S1] to [S3].

The size is registered to the selected number.

4 Enter the lengths for [X] and [Y].



Press [Name] to change the display name of [S1] to [S3].

5 Press [Apply].

➡ The custom paper is registered.

Hiding Unused Paper Sizes

965S-03A

The paper settings screen displays the registered frequently used paper sizes. If unused paper sizes are displayed, you can hide these for each paper source to make it easier to select a paper size.
To select a hidden paper size, press [Other Sizes] on the paper settings screen.

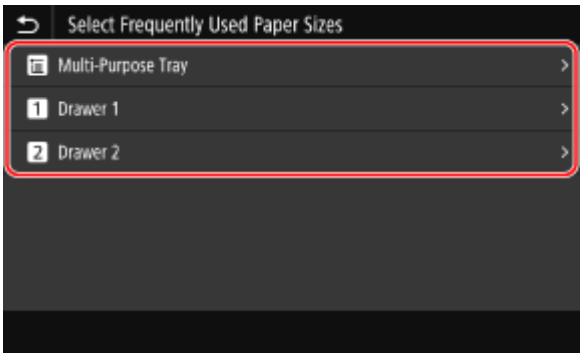
Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.

1 On the control panel, press [Paper Settings] in the [Home] screen. [Home] Screen(P. 119)

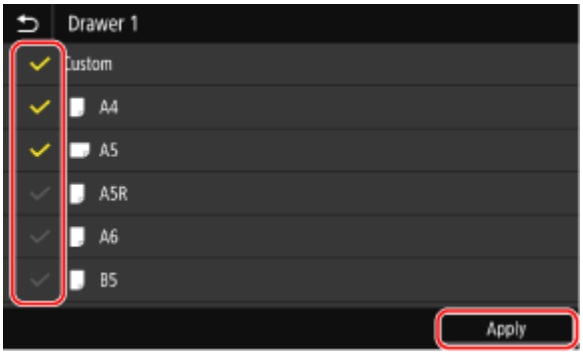
2 Press [Select Frequently Used Paper Sizes].

➡ The [Select Frequently Used Paper Sizes] screen is displayed.

3 Select a paper source.



4 Clear the checkboxes of the paper sizes to hide, and click [Apply].



➡ Paper sizes whose checkboxes are cleared are not displayed on the paper settings screen.

Using the Appropriate Paper Source for Each Function

965S-03C

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 paper while printing, it automatically selects another paper source loaded with the same size paper to continue printing.
You can use the appropriate paper source by setting the paper source that is selected automatically for each function, such as the copy, print, and fax reception functions.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Paper Source Auto Selection](P. 514)

1 **Log in to Remote UI.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [Common Settings] ▶ [Edit].**

➡ The [Edit Common Settings] screen is displayed.

4 **In [Paper Source Auto Selection], set the paper source to be selected automatically to [On].**

- Configure this setting for each function. For printing reports and lists and printing from memory media, set the paper source to [Other] to apply this setting.
- For each function, one of the paper drawers must be set for automatic selection. If the multi-purpose tray only is set for automatic selection, the setting cannot be completed.

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Registering Destinations (Address Book)

965S-03E

Register destinations for sending and saving scanned data and faxes to the Address Book of the machine.

Address Book Function

By registering destinations to the Address Book, you can save the trouble of entering the information of destinations each time you send or save data. The Address Book has a function for easily specifying destinations. Use this function when displaying the Address Book screen or specifying destinations.
Address Book Function(P. 165)

Destinations that Can Be Registered

- E-mail address (e-mail, I-Fax)
- File save locations (shared folder, FTP server)
- Fax number

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 Job Log or user information from the LDAP server.
You can register destinations either with the control panel or Remote UI, but the types of destinations that can be registered and the registration method vary.

Registering Using the Control Panel

Use the control panel to register destinations from the TX Job Log or LDAP server.
You cannot use the control panel to register file save locations (shared folder or FTP server).
Registering Destinations to the Address Book (Control Panel)(P. 167)

Registering Using Remote UI

Use Remote UI to register file save locations (shared folder or FTP server).
You cannot use Remote UI to register destinations from the TX Job Log or LDAP server.
Registering Destinations to the Address Book (Remote UI)(P. 174)

■ See Also

Importing and Exporting the Address Book

You can share and back up data in the Address Book.
Importing and Exporting the Address Book and Settings(P. 463)

Preventing Unauthorized Use of the Address Book

To prevent unauthorized adding of new entries to the Address Book and editing of existing entries, you can set a PIN and restrict the method for adding new entries.
Restricting Address Book Registration and Editing(P. 429)

Address Book Function

965S-03F

You can specify destinations registered in the Address Book by calling up the Address Book in the [Home] screen or the scan or fax screen on the control panel.
When registering destinations, select the function to quickly specify the destination.
You can also efficiently specify destinations from the Address Book screen, such as by grouping destinations or displaying them by type.

Function to Quickly Specify a Destination

When registering destinations, select and register either of the following:

- **Favorites**
  Register frequently used destinations to Favorites. You can register destinations regardless of their type, and display only the destinations registered to Favorites on the Address Book screen, making it easier to search for the desired destination.
  You can register up to 19 destinations to Favorites.
- **Coded Dial**
  Register a 3-digit number for each destination. You can then directly enter that number to specify a destination.
  You can register up to 281 destinations with Coded Dial numbers.

Registering a Group of Multiple Destinations

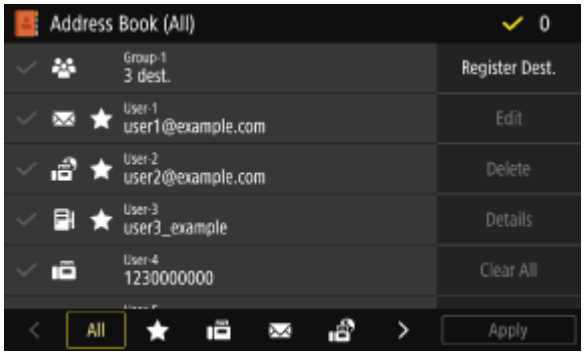
You can register multiple registered e-mail address or fax number destinations as a group to Favorites or Coded Dial. This saves you the trouble of specifying multiple destinations individually when sending data.
You can register up to 299 groups.
You can register only the same type of destinations for one group.
Registering Groups to the Address Book (Control Panel)(P. 170)
Registering Groups to the Address Book (Remote UI)(P. 178)

Classifying by Index

You can display the initials of the names and types of destinations (such as e-mail or fax) set at the time of registration by classifying them by index.

■Address Book Screen

When you call the Address Book from the [Home] screen or scan or fax screen, the following screen is displayed.



List of Registered Destinations

The types of destinations are indicated with the following symbols, and the destination information, such as the name, e-mail address, and fax number, are displayed:

[ ]: E-mail

[ ]: I-Fax

[ ]: File save location (shared folder or FTP server)

[ ]: Fax

- [ ] is displayed for group destinations.

- [★] is displayed next to the destination type symbol for destinations registered to Favorites.

Index

This is displayed at the bottom of the screen. You can filter destinations displayed in the list by selecting their type or the initials of a name.

- Tap [<] or [>] or flick the screen left or right to change the index display.
- To display all destinations registered to the Address Book, select [All].
- When specifying the destinations to be displayed by initials of the name, select [A-Z], [0-9], or [ABC] to [YZ].

Destination Operation Items

These are displayed on the right side of the screen. Press to register, edit, or delete a destination, or to specify a destination to which to send or save data.

- For items other than [Register Dest.], select the checkbox of a destination, and then perform the operation.
- When you call the Address Book from the [Home] screen, check the destination and press [Apply] to display the scan or fax screen with the specified destination entered.

Registering Destinations to the Address Book (Control Panel)

965S-03H

You can register destinations to the Address Book using the control panel.
You can use the following methods to register e-mail addresses (e-mail, I-Fax) and fax numbers:

- Register destinations by directly entering their information.
- Register destinations by calling up the TX Job Log.
- Register destinations by searching for user information managed with an LDAP server.

Required Preparations

- If you are using an LDAP server, register the LDAP server to be used for searching for destinations to the machine. **Registering LDAP Servers(P. 85)**

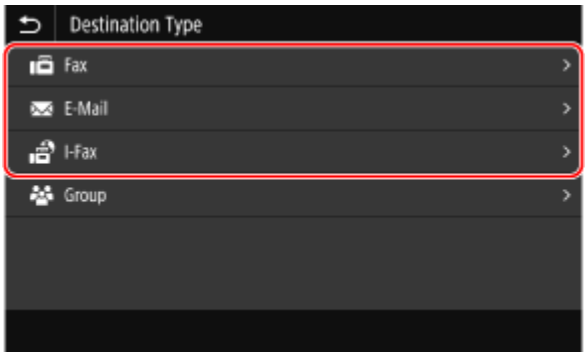
1 On the control panel, press [Address Book] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Register Dest.].

➡ The [Destination Type] screen is displayed.

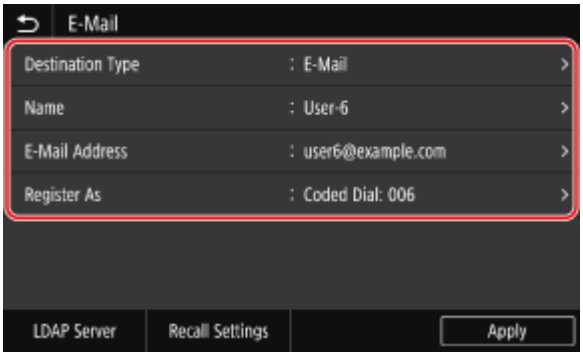
If the [Address Book PIN] screen is displayed, enter the PIN, and press [Apply].

3 Select the destination type.



When registering group destinations, see the following.
Registering Groups to the Address Book (Control Panel)(P. 170)

4 Enter the destination information.



You can register a destination without entering its name, but by entering the name, you can search for it by its initials when specifying the destination.

■When Directly Entering the Destination

- Press [Name] and enter the name, and then press [Apply].
- For destination information, press [E-Mail Address], [I-Fax Address], or [Fax Number], enter that information, and then press [Apply].
- When entering an international destination in [Fax Number], enter the international access number, country code, and fax number in that order. If you are unable to connect, press [Pause] in between the numbers to add a pause. You can change the pause time. **[Set Pause Time](P. 551)**

■When Entering the Destination by Calling Up the TX Job Log

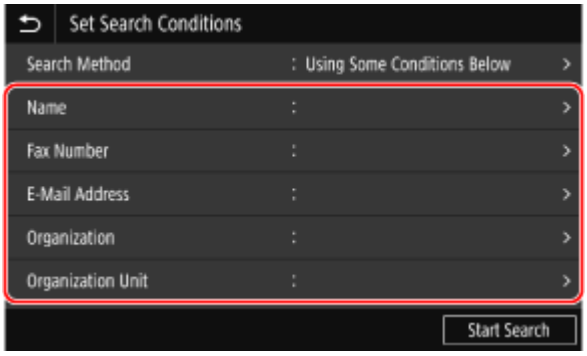
- Press [Name] and enter the name, and then press [Apply].
- For the TX Job Log, press [Recall Settings], and select a destination. The destination is entered in the registration screen of the Address Book.

■When Entering the Destination by Searching an LDAP Server

1 Press [LDAP Server].

2 Select the LDAP server.

3 Select the search item, and specify the search string.



- Enter the string to search for, and press [Apply].
- You can specify multiple search items.

4 Select [Search Method], and select the search conditions.

- To search for users who meet all items specified in Step 3, select [Using All Conditions Below].
- To search for users who meet any of the items specified in Step 3, select [Using Some Conditions Below].

5 Press [Start Search].

➠ The users who meet the search conditions are displayed.

When the authentication screen is displayed, enter the user name and password of the machine that is registered to the LDAP server, and press [Apply].

6 Select the user to register to the Address Book.

➡ The name and destination are entered in the registration screen of the Address Book.

5 Set the fax sending details, as needed.

If a fax number was registered in Step 4, set the details when a send error occurs or it takes time to send a fax to that number.
If you registered something other than a fax number, this step is not required. Proceed to Step 6.

1 Press [Fax Number] ▶ [Set Details].

2 Set the items, and press [Apply].

[ECM TX] *1

When an error occurs for an image being sent, the machine corrects the image so as not to send a distorted image.

[TX Speed] *1

If it takes time to start sending a fax, such as when there is a poor phone line connection, the machine lowers the communication start speed.

[Long Distance]

If a communication error occurs when sending a fax to an international destination, select [International (1)]. If the error does not improve, select [International (2)] and [International (3)] in that order.

*1 If this is not set here, the settings that appear when selecting [Menu] in the [Home] screen and then selecting [Function Settings] are applied.
[ECM TX](P. 551)
[TX Start Speed](P. 552)

6 Press [Register As], and select [Favorites] or [Coded Dial].

When [Coded Dial] is selected, select an unregistered number, or press [Use Numeric Keys] and enter a three-digit Coded Dial number.

7 Press [Apply].

➡ The destination is registered to the Address Book.

NOTE

Registering a Destination from the TX Job Log of a Scan or Fax Job

- In addition to calling up the TX Job Log from the Address Book, you can also register destinations from the TX Job Log of a scan or fax job to the Address Book.
Checking the Send and Save Status and Log of Scanned Data(P. 281)
Checking the Status and Log for Sent and Received Faxes(P. 313)

Registering Groups to the Address Book (Control Panel)

965S-03J

You can register a group of multiple destinations to the Address Book using the control panel.
You can register only the same type of destinations for a group. You cannot register file save locations (shared folder or FTP server) to a group.

Required Preparations

- Register the destinations to be added to a group to the Address Book of the machine. **Registering Destinations to the Address Book (Control Panel)(P. 167)**

1 On the control panel, press [Address Book] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Register Dest.].

➡ The [Destination Type] screen is displayed.

If the [Address Book PIN] screen is displayed, enter the PIN, and press [Apply].

3 Press [Group].

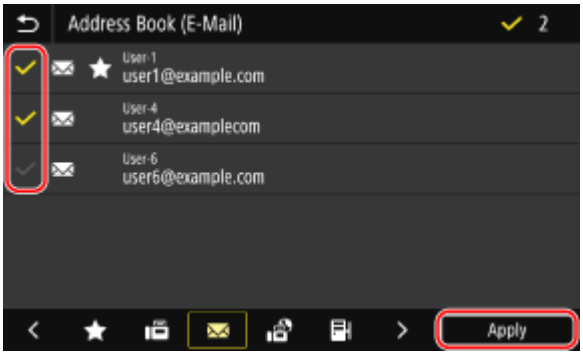
➡ The [Group] screen is displayed.

4 Press [Name] and enter the name, and then press [Apply].

You can register a destination without entering its name, but by entering the name, you can search for it by its initials when specifying the destination.

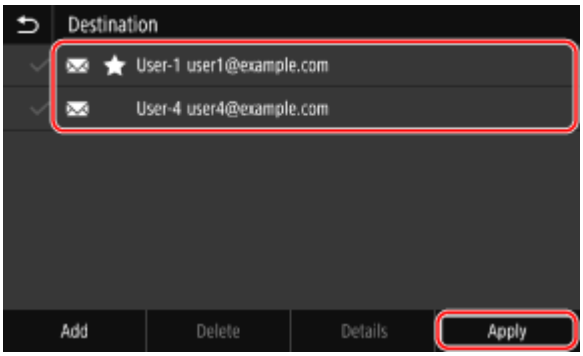
5 Press [Destination] ▶ [Add].

6 Select the checkboxes of the destinations to add to the group, and press [Apply].



- Select the index at the bottom of the screen of the Address Book to filter and display the destinations.
- You can select multiple destinations at the same time.

7 Check that the destinations to be added to the group are correct, and then press [Apply].



To view the information of a destination, select the checkbox of the destination, and press [Details].

* You cannot view the information by selecting the checkboxes of multiple destinations.

8 Press [Register As], and select [Favorites] or [Coded Dial].

When [Coded Dial] is selected, select an unregistered number, or press [Use Numeric Keys] and enter a three-digit Coded Dial number.

9 Press [Apply].

➠ The group is registered to the Address Book.

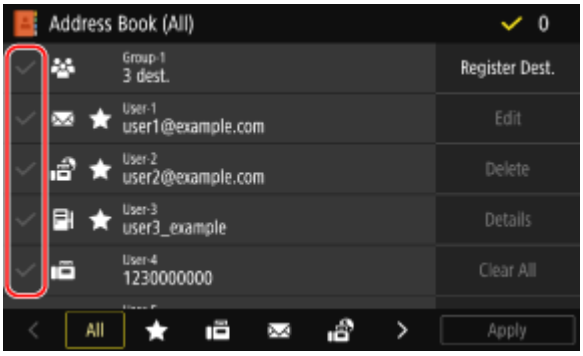
Editing and Deleting Destinations in the Address Book (Control Panel)

965S-03K

You can edit information of destinations registered in the Address Book or delete unused destinations.

1 On the control panel, press [Address Book] in the [Home] screen. [Home] Screen(P. 119)

2 Select the checkbox of the destination to edit or delete.



- Select the index at the bottom of the screen of the Address Book to filter and display the destinations.
- When deleting destinations, you can select the checkboxes of multiple destinations and delete them at the same time.
- To view the information of a destination, select the checkbox of the destination, and press [Details].
  * You cannot view the information by selecting the checkboxes of multiple destinations.

3 Edit or delete the destination.

■ When Editing a Destination

1. Press [Edit].
   If the [Address Book PIN] screen is displayed, enter the PIN, and press [Apply].
2. Edit the item, and press [Apply].
   ➡ The edited information is applied.

■ When Deleting a Destination

1. Press [Delete].
   If the [Address Book PIN] screen is displayed, enter the PIN, and press [Apply].
2. Press [Yes].
   ➡ The destination is deleted.

NOTE

- If the destination in the Address Book is specified with "Favorite Settings," the edit or delete operation is also applied to "Favorite Settings." **Registering and Calling Up Favorite Settings(P. 190)**

Registering Destinations to the Address Book (Remote UI)

965S-03L

You can register destinations to the Address Book using Remote UI from a computer.
Use Remote UI to register file save locations (shared folder or FTP server).

Administrator privileges are required to register destinations using Remote UI.

Required Preparations

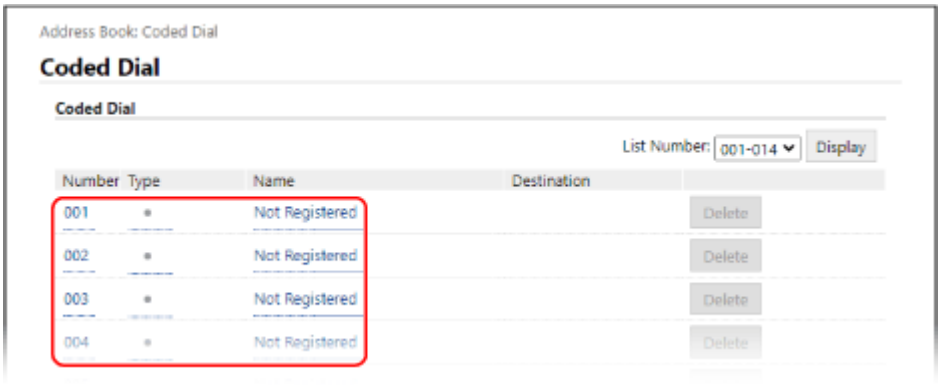
- When registering a shared folder as a destination, prepare the following information and keep it close by:
  - Name or IP address of the computer with the shared folder
    Viewing the System Information of the Computer(P. 744)
    Viewing the Network Connection Information of the Computer(P. 746)
  - Path to the shared folder
  - User name and password used for accessing the shared folder (if Restrict Access is set)
- When registering an FTP server as a destination, prepare the following information and keep it close by:
  - IP address of the FTP server
  - Path to the folder where to save the data.
  - User name and password used for accessing the FTP server (if Restrict Access is set)

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Address Book]. Portal Page of Remote UI(P. 450)

3 Click [Favorites] or [Coded Dial].

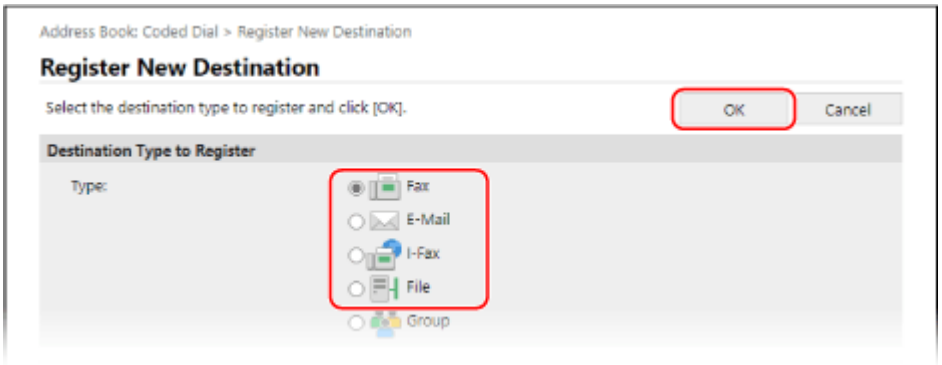
4 Click an item displayed as [Not Registered].



➠ The [Register New Destination] screen is displayed.

If the [Enter PIN] screen is displayed, enter the Address Book PIN, and then click [OK].

5 Select the destination type, and click [OK].

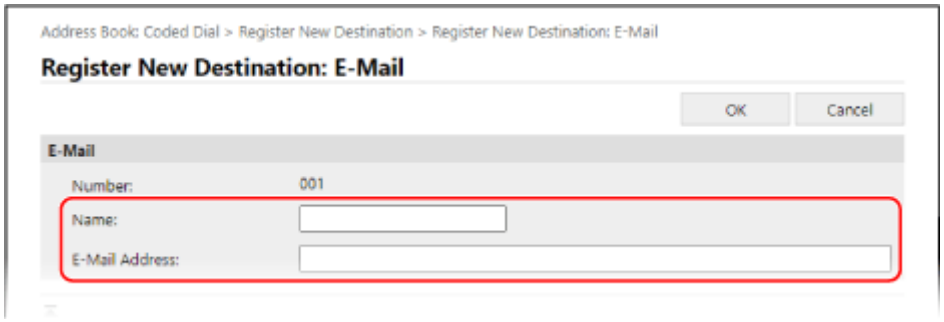


- When registering file save locations (shared folder or FTP server), select [File].
- When registering group destinations, see the following.
  Registering Groups to the Address Book (Remote UI)(P. 178)

6 Set the destination information.

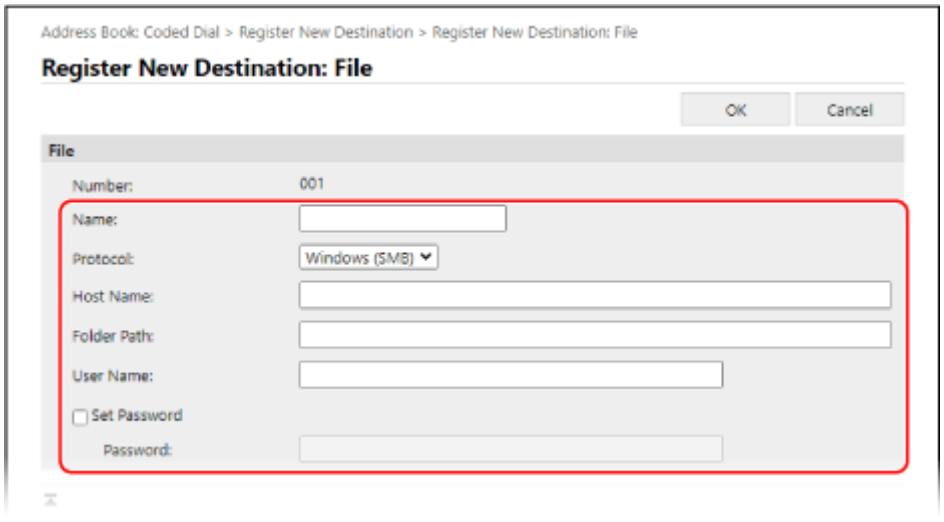
You can register a destination without entering its name, but by entering the name, you can search for it by its initials when specifying the destination.

■When Registering E-Mail Addresses (E-mail, I-Fax)



Enter the name and e-mail address.

■When Registering File Save Locations (Shared Folder, FTP Server)



1 Enter the name.

2 Select [Protocol].
When registering a shared folder, select [Windows (SMB)].

3 In [Host Name], enter the name or IP address of the computer.

Shared Folder

Enter the name or IP address of the computer with the shared folder.

FTP Server

Enter the IP address of the FTP server.

* When using a DNS server, you can enter the host name or FQDN instead of the computer name or IP address.

4 Enter the path to the folder.

Shared Folder

Enter the path to the shared folder. Use "\" as a separator.

Input example: when the shared folder path is C:\users\public\share
users\public\share

FTP Server

Enter the path to the folder to which to save the file. Use "/" as a separator. Specifying "/" at the start creates an absolute path, and omitting this creates a relative path from the current directory of the user logged into the FTP server.

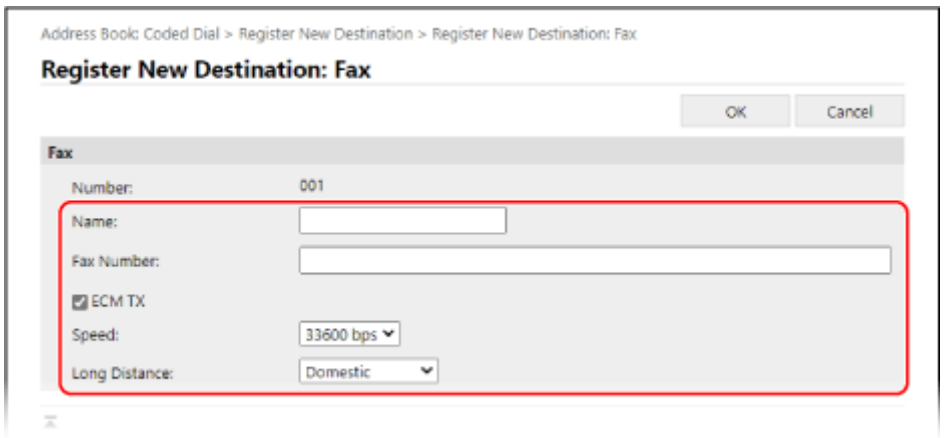
If there is no folder at the entered path, a folder with the entered name is created when the file is saved for the first time.

* However, if there is no parent folder, or you do not have write permission to the parent folder, a sending error occurs without a folder being created.

5 Enter the user name and password, as needed.

- If Restrict Access is enabled for the shared folder or FTP server, enter the user name and password used for accessing the shared folder or FTP server.
- To enter a password, select the [Set Password] checkbox, and then enter the password.

■When Registering a Fax Number



1 Enter the name and fax number.

2 Set the fax sending details, as needed.
If a send error occurs or it takes time to send a fax to a registered fax number, set the fax sending details.

[ECM TX] *1

When this is selected and an error occurs for an image being sent, the machine corrects the image so as not to send a distorted image.

[Speed] *1

If it takes time to start sending a fax, such as when there is a poor phone line connection, the machine lowers the communication start speed.

[Long Distance]

If a communication error occurs when sending a fax to an international destination, select [International (1)]. If the error does not improve, select [International (2)] and [International (3)] in that order.

*1 If this is not set here, the setting in [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] is applied.
[ECM TX](P. 551)
[TX Start Speed](P. 552)

7 Click [OK].

➡ The destination is registered to the Address Book.

8 Log out from Remote UI.

NOTE

Editing or Deleting Registered Destinations

- You can edit the registered information by clicking the destination you want to edit in the screen in Step 4.
- In Step 4, click [Delete] to the right of the destination you want to delete, and the destination will be deleted.
- If the destination in the Address Book is specified with "Favorite Settings," the edit or delete operation is also applied to "Favorite Settings." **Registering and Calling Up Favorite Settings(P. 190)**

Registering Groups to the Address Book (Remote UI)

965S-03R

You can register a group of multiple destinations to the Address Book using Remote UI from a computer.
You can register only the same type of destinations for a group. You cannot register file save locations (shared folder or FTP server) to a group.

Administrator privileges are required to register a group using Remote UI.

Required Preparations

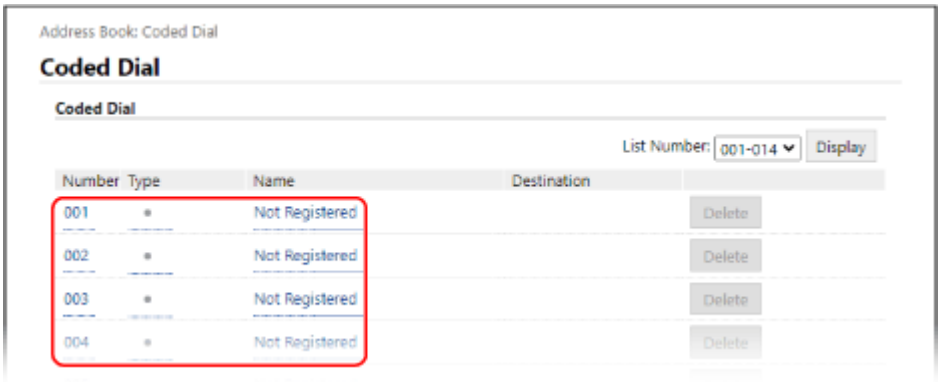
- Register the destinations to be added to a group to the Address Book of the machine. **Registering Destinations to the Address Book (Remote UI)(P. 174)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Address Book]. Portal Page of Remote UI(P. 450)

3 Click [Favorites] or [Coded Dial].

4 Click an item displayed as [Not Registered].



➡ The [Register New Destination] screen is displayed.

If the [Enter PIN] screen is displayed, enter the Address Book PIN, and then click [OK].

5 Select [Group], and click [OK].

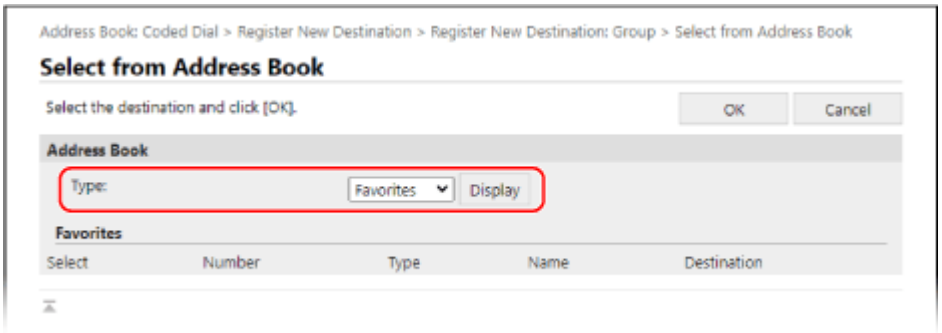
➡ The [Register New Destination: Group] screen is displayed.

6 In [Group], enter the group name.

You can register a group without entering its name, but by entering the name, you can search for it by its initials when specifying the destination.

7 In [Member Settings], click [Select from Address Book].

8 Change the display of the Address Book, as needed.



In [Type], select [Favorites] or [Coded Dial], and click [Display] to change the display of the Address Book.

9 Select the checkboxes of the destinations to add to the group, and click [OK].

➠ The destinations are added to [Member List] on the [Register New Destination: Group] screen.

You can select multiple destinations at the same time.

10 Click [OK].

➠ The group is registered to the Address Book.

11 Log out from Remote UI.

Specifying Destinations

965S-03S

When sending or saving scanned data or faxes, specify destinations using the method below.
The method of specifying destinations and the number of destinations that can be specified vary depending on the function and destination.

Specifying Destinations

When sending scanned data by e-mail or I-Fax, you can specify destinations for the Cc and Bcc fields only from the Address Book.

Using the Address Book

Specify a destination registered to the Address Book of the machine.
Specifying Destinations (Address Book)(P. 181)

Directly Entering a Destination

Enter the destination using the keyboard or numeric keys on the control panel.
Specifying Destinations (Direct Input)(P. 183)

Using the LDAP Server

Search for and specify the destination from the user information managed with an LDAP server.
Specifying Destinations (LDAP Server)(P. 184)

Using the Address Book on a Mobile Device

When sending scanned data by e-mail, you can specify a destination registered to the address book on a mobile device.
Specifying Destinations (Address Book on a Mobile Device)(P. 185)

Using the TX Job Log

You can call up the TX Job Log of scan or fax jobs and specify destinations that were specified in the past.
Specifying Destinations (TX Job Log)(P. 186)

Specifying Multiple Destinations

You can specify multiple destinations by repeating the operation of specifying a destination.
However, you cannot specify multiple file save locations (shared folder or FTP server) as destinations.

When Removing a Specific Destination after Specifying Multiple Destinations

Use the following procedure:

On the scan or fax screen, select [Confirm Destination] ▶ select the checkbox of the destination or group to remove ▶ [Remove from Dest.] ▶ [Yes].

If you selected the checkbox of a group, you can press [Details] ▶ [Destination] to view the destinations registered to that group. You cannot individually remove destinations registered to a group.

Confirming Destinations

The screen for confirming whether a specified destination is correct may be displayed depending on the settings of the machine.
In addition, the method for specifying destinations may be restricted, and sending may be restricted to only specific destinations.
Preventing Sending Data by Mistake and Leaking Information(P. 413)

Specifying Destinations (Address Book)

965S-03U

When specifying destinations with the Address Book, use the [Home] screen or the scan or fax screen on the control panel.
When specifying destinations by calling up the Address Book from the [Home] screen, use the destination list.
When specifying destinations on the scan or fax screen, in addition to using the destination list, you can also enter the Coded Dial number to specify a destination.

Specifying Destinations from a List(P. 181)
Specifying Destinations with Coded Dial Numbers(P. 181)

Specifying Destinations from a List

1 In the [Home] screen or the scan or fax screen, press [Address Book].

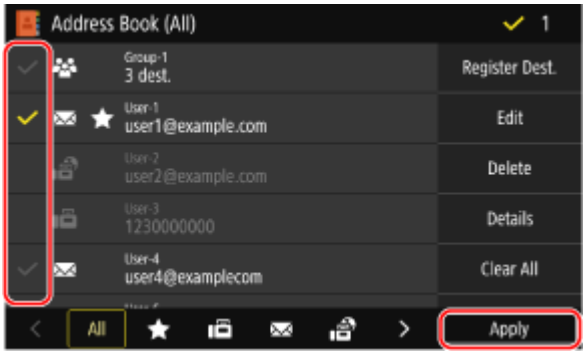
➡ The Address Book is displayed.

For the scan screen, on the [Specify Destination] tab, press [Address Book].

■When the [To/Cc/Bcc] screen is displayed

Select the type (To, Cc, or Bcc) of destination to be specified.

2 Select the checkboxes of the destinations to specify, and press [Apply].



➡ The destinations are specified.
When destinations are specified by calling up the Address Book from the [Home] screen, the scan or fax screen is displayed with the specified destinations entered.

Select the index at the bottom of the screen of the Address Book to filter and display the destinations.

Specifying Destinations with Coded Dial Numbers

You can enter a three-digit Coded Dial number to specify a destination.

1 On the [Specify Destination] tab of the scan or fax screen, press [Coded Dial].

➡ The [Enter Coded Dial Number] screen is displayed.

■When the [To/Cc/Bcc] screen is displayed

Select the type (To, Cc, or Bcc) of destination to be specified.

2 Enter a three-digit Coded Dial number.

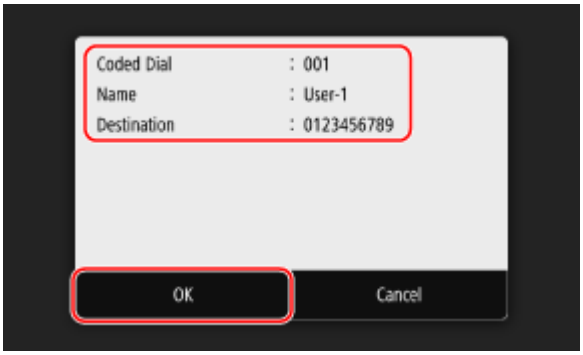


➠ The destination is specified.

If you entered an incorrect number, press [C] to clear the numbers.

■When the Confirm Destination Screen Is Displayed

Check that the destination is correct, and then press [OK].



Specifying Destinations (Direct Input)

965S-03W

To specify a destination not registered to the Address Book or LDAP server, directly enter the destination using the scan or fax screen of the control panel.

■ Using the Scan Screen

1 On the [Specify Destination] tab of the scan screen, press [Use Keyboard].

2 Enter an e-mail address, and press [Apply].

➡ The destination is specified.

■ Using the Fax Screen

On the [Enter Dest.] tab of the fax screen, enter a fax number.

- If the machine is connected via Private Branch Exchange (PBX), press [R] before entering the destination with the numeric keys. If [R] is not available, you must register the R-key setting. **[R-Key Setting](P. 553)**
- If you entered an incorrect fax number, press [⌫] to clear the number.
- To enter a second and subsequent destinations, press [Next Dest.]. If the [Confirm] screen is displayed, enter the fax number again, and press [Apply].
- When sending a fax to an international destination, enter the international access number, country code, and fax number in that order. If you are unable to connect, press [Pause] in between the numbers to add a pause. You can change the pause time. **[Set Pause Time](P. 551)**

Specifying Destinations (LDAP Server)

965S-03X

When user information is managed by an LDAP server, you can search for that information using the scan or fax screen of the control panel and specify a destination.
When you are logged in with authenticated sending (LDAP server authentication), you can also specify the e-mail address of the logged-in user.

Required Preparations

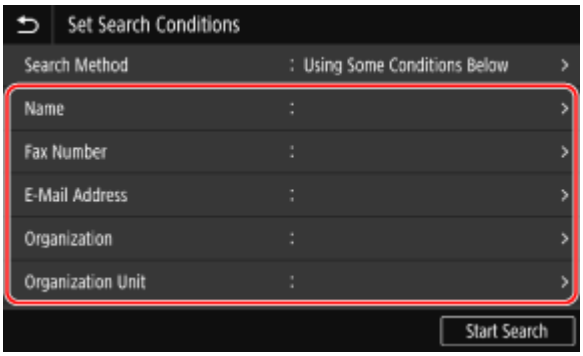
- Register the LDAP server to be used for searching for information to the machine. **Registering LDAP Servers(P. 85)**

1 On the [Specify Destination] tab of the scan or fax screen, press [LDAP Server].

When you are logged in with authenticated sending and you want to specify the e-mail address of the logged-in user, press [Specify Myself as Destination]. The operations thereafter are not required.

2 Select the LDAP server.

3 Select the search item, and specify the search string.



- Enter the string to search for, and press [Apply].
- You can specify multiple search items.

4 Select [Search Method], and select the search conditions.

- To search for users who meet all items specified in Step 3, select [Using All Conditions Below].
- To search for users who meet any of the items specified in Step 3, select [Using Some Conditions Below].

5 Press [Start Search].

➠ The users who meet the search conditions are displayed.

When the authentication screen is displayed, enter the user name and password of the machine that is registered to the LDAP server, and press [Apply].

6 Select the checkboxes of the users to specify as destinations, and press [Apply].

➠ The destinations are specified.

Specifying Destinations (Address Book on a Mobile Device)

965S-03Y

When sending scanned data by e-mail, you can specify destinations registered to the Address Book on a mobile device using the scan screen of the control panel.

Required Preparations

- Install Canon PRINT Business to the mobile device. **Using a Dedicated Application to Print and Scan (Canon PRINT Business)(P. 355)**
- Configure the settings to enable the machine to connect to the Address Book on the mobile device. **[Link Mobile Device Addr. Book](P. 545)**

1 On the [Specify Destination] tab of the scan screen, press [Mobile Portal].

2 Connect to the mobile device. Connecting a Mobile Device to the Machine(P. 350)

3 Send the destination information from the mobile device to the machine.

- For details about sending, see the Canon PRINT Business manual at the online manual site.
- You can also send the subject, message, and file name entered on the mobile device to the machine.

4 Confirm the destination information displayed on the screen of the machine, and press [OK].

➠ The destinations are specified.

Specifying Destinations (TX Job Log)

965S-040

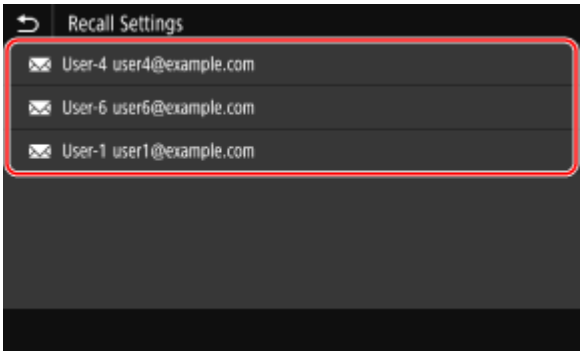
You can specify destinations used in the past by calling up the TX Job Log from the scan or fax screen of the control panel. You can also apply the scan settings used to send data together with the destinations.
When you call up the TX Job Log, the specified destinations and scan settings are overwritten.

IMPORTANT

- You cannot use the TX Job Log when sending from the log is restricted. **Prohibiting the Use of Destinations in the Send Log(P. 414)**

1 On the [Specify Destination] tab of the scan or fax screen, press [Recall Settings].

2 Select the log you want to call up.



➠ The destinations and scan settings of the selected log are applied.

When there are multiple destinations in the log, only the first destination is displayed, but all of the destinations are applied.

3 Change the destinations and scan settings, as needed.

You can change and send the called up destinations and scan settings.

NOTE

- The TX Job Log is cleared in the following cases:
  - When the power is turned OFF
  - When entry of new destinations is restricted **Sending Only to Registered Destinations(P. 415)**

Inserting and Removing a USB Memory Device

965S-041

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 FAT16 (up to 2 GB) or FAT32 (up to 32 GB) file system.

Inserting a USB Memory Device(P. 187)
Removing the USB Memory Device(P. 188)

IMPORTANT

Saving Data to a USB Memory Device

- Data may not be able to be saved properly depending on the USB memory device.

Unsupported Devices

- USB memory devices with a security function
- USB memory devices that do not conform to USB standards
- USB card readers
- USB memory devices connected via an extension cable
- USB memory devices connected via a USB hub

Handling USB Memory Devices

- Do not remove the USB memory device or subject it to shocks or vibration or turn OFF the machine while data is being imported or exported.

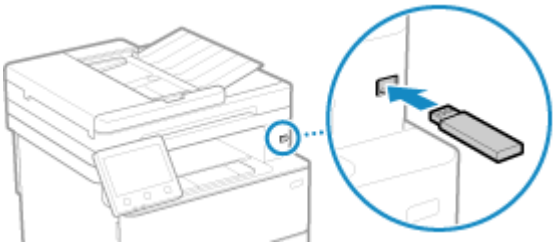
Inserting a USB Memory Device

Confirm the orientation of the USB memory device, and insert it into the USB port on the front of the machine.

IMPORTANT

Confirm the Orientation of the USB Memory Device before Inserting

- Make sure that the USB memory device is correctly oriented before inserting it into the USB port on the machine. If you attempt to insert it in the incorrect orientation, the memory device and the machine may be damaged.



Removing the USB Memory Device

Use the control panel to eject the USB memory device from the machine. You cannot eject the memory device using Remote UI from a computer.

IMPORTANT

Follow the Procedure to Remove the USB Memory Device

- If you do not remove the USB memory device while following the procedure, the memory device and the machine may be damaged.

1 On the control panel, press [Status Monitor] in the [Home] screen or other location.
[Home] Screen(P. 119)

➡ The [Status Monitor] screen is displayed.

2 Press [Rmv. Mem. Media].

3 Make sure that [The memory media can be safely removed.] is displayed, and then remove the USB memory device.

Registering Frequently Used Settings

965S-042

You can register frequently used settings and values for each function by using the method below.

Registering Favorite Settings for Ease of Operation

You can register settings according to your purpose and settings you want to recall for the scan, fax, and copy functions. You can call up registered settings using the shortcut buttons added to the [Home] screen on the control panel and the screen of each function.
This saves the trouble of having to repeatedly configure the settings and prevents setting errors.
Registering and Calling Up Favorite Settings(P. 190)

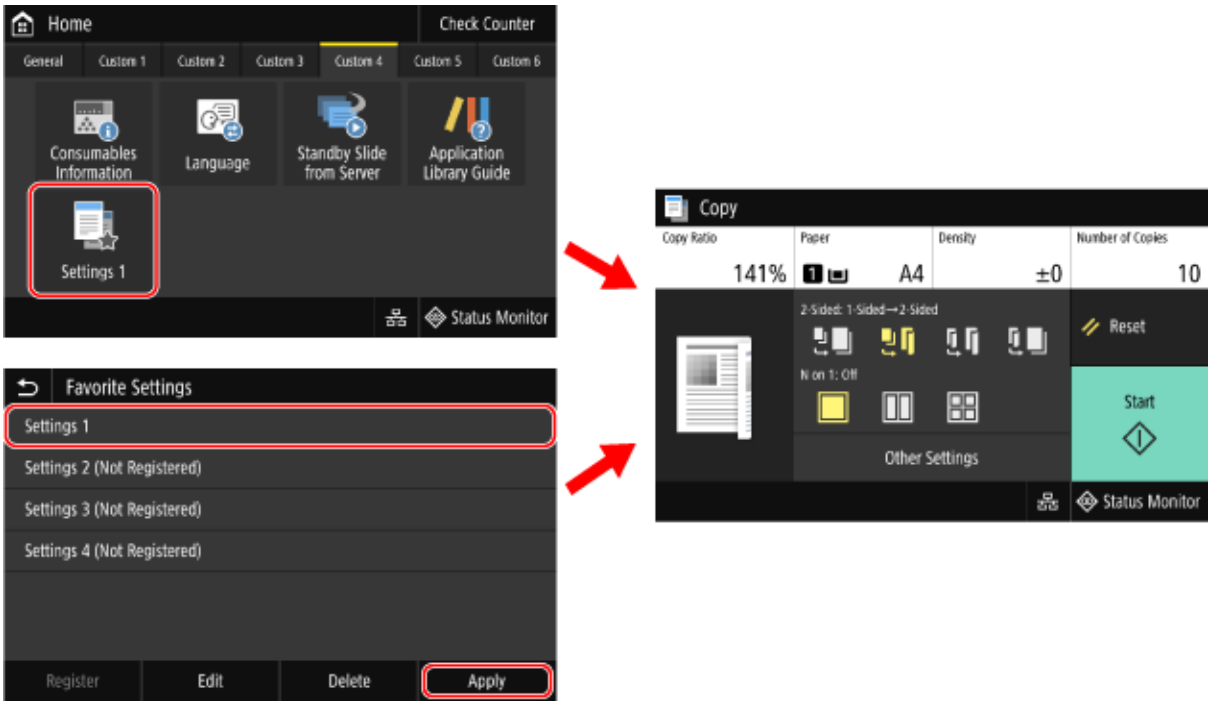
Changing the Default Settings

You can change the default settings for each function. If the settings are not changed, the initial settings will be used.
By configuring the settings as standard or to save paper, for example, you can increase work efficiency and reduce costs.
Changing the Default Settings(P. 193)

Registering and Calling Up Favorite Settings

965S-043

You can register settings according to your purpose and settings you want to recall as "Favorite Settings" for the scan, fax, and copy 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 call up registered settings for quick operation using the shortcut buttons added to the [Home] screen on the control panel and the screen of each function. You can also change the settings after calling them up, as needed.



Registering Favorite Settings(P. 190)
Calling Up Registered Favorite Settings(P. 191)

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.

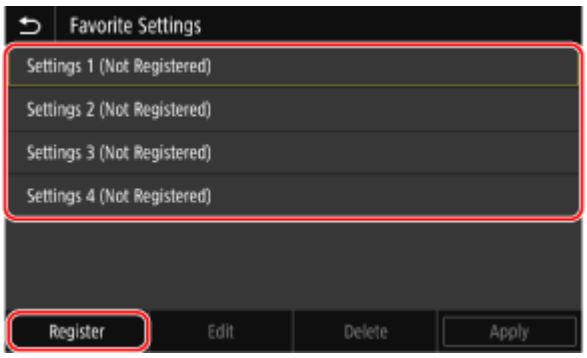
1 On the control panel, press [Copy] in the [Home] screen. [Home] Screen(P. 119)

➥ The copy screen is displayed.

2 Set the details to be registered. Copying(P. 322)

3 Press [Other Settings] ▶ [Favorite Settings].

4 Select an item that is not registered, and press [Register].



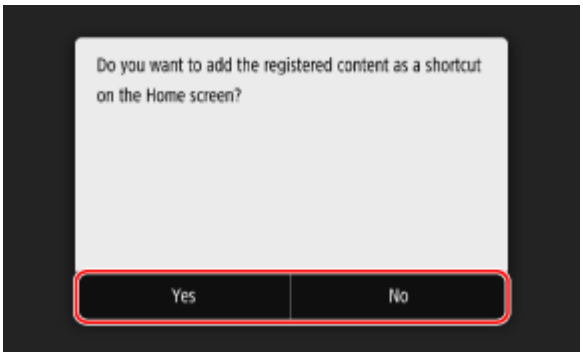
➠ The information set in Step 2 is displayed.

5 Check the settings, and click [Register].



- To change the settings, select the item to change, and change the setting.
- Press [Name] to change the registered name of the Favorite Setting.

6 Select whether to add a shortcut button to the [Home] screen.



- When you select [Yes], a message about the shortcut button appears. Press [OK] to add a shortcut button to the [Home] screen.
- When you select [No], the Favorite Setting is registered but a shortcut button is not added. You can add a shortcut button to the [Home] screen at a later time. **Adding Shortcut Buttons(P. 129)**

Calling Up Registered Favorite Settings

When using the scan, fax, or copy function, call up the setting according to your purpose from the registered Favorite Settings.

■When Shortcut Buttons Have Been Added to the [Home] Screen

Press a shortcut button on the [Home] screen of the control panel to call up the setting.

■Calling Up Favorite Settings from a Function Screen

Use the following procedure to call up a Favorite Setting. This section describes the copy procedure as an example.

1 On the control panel, press [Copy] in the [Home] screen. [Home] Screen(P. 119)

➡The copy screen is displayed.

2 Press [Other Settings] ▶ [Favorite Settings].

➡The [Favorite Settings] screen is displayed.

3 Select the setting to use, and press [Apply].

➡The setting is called up.
The copy settings are completed, so you can just press [Start] to copy.

Changing the Default Settings

965S-044

You can change the default settings for scan, copy, and other functions called up using the control panel.
You can also reset the settings to the settings set here by pressing [Reset] on any function screen.

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. 446)**

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Function Settings].

3 Select the default setting item you want to change.

Select from the following items according to the function you want to change.

Memory Media Print

[Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings] ▶ [Change Default Settings (Memory Media Print)]

Scan (Save to USB Memory Device)

[Store/Access Files] ▶ [Common Settings] ▶ [Scan and Store Settings] ▶ [USB Memory Settings] ▶ [Change Default Settings (USB Memory)]

Scan (Send E-mail)

[Send] ▶ [Scan and Send Settings] ▶ [E-Mail Settings] ▶ [Change Default Settings (E-Mail)]

Scan (Save to Shared Folder or FTP Server)

[Send] ▶ [Scan and Send Settings] ▶ [File Settings] ▶ [Change Default Settings (File)]

Fax

[Send] ▶ [Fax Settings] ▶ [Change Default Settings (Fax)]

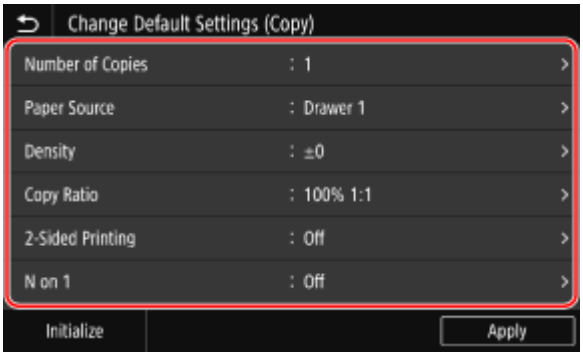
I-Fax

[Send] ▶ [Scan and Send Settings] ▶ [I-Fax Settings] ▶ [Change Default Settings (I-Fax)]

Copy

[Copy] ▶ [Change Default Settings (Copy)]

4 Select the setting items to change, and change the default settings.



For details about the setting items of each function, see the following:
[Change Default Settings (Memory Media Print)](P. 567)

[USB Memory Settings](P. 566)
[Change Default Settings (E-Mail)](P. 543)
[Change Default Settings (File)](P. 547)
[Change Default Settings (Fax)](P. 550)
[Change Default Settings (I-Fax)](P. 545)
[Change Default Settings (Copy)](P. 519)

5 **Press [Apply].**

➡ The default settings are changed.

NOTE

Restoring Default Settings to the Factory Settings

- On the screen in Step 4, press [Initialize] ▶ [Yes].

Adjusting the Sound Volume

965S-045

You can adjust the volume of the sounds emitted by the machine and set whether the machine emits sounds notifying you of operations and statuses.
The sounds that can be adjusted and the operating procedure vary depending on whether the machine has a fax function.

Adjusting the Volume (For Models with a Fax Function)(P. 196)
Adjusting the Volume (For Models without a Fax Function)(P. 199)

Adjusting the Volume (For Models with a Fax Function)

965S-046

You can adjust the volume of sounds emitted by the machine.
You can also set whether the machine emits sounds notifying you of operations and statuses.

Adjusting the Fax Volume(P. 196)
Adjusting Other Fax Function Sounds(P. 196)
Setting the Notification Sounds for Operations and Statuses(P. 197)

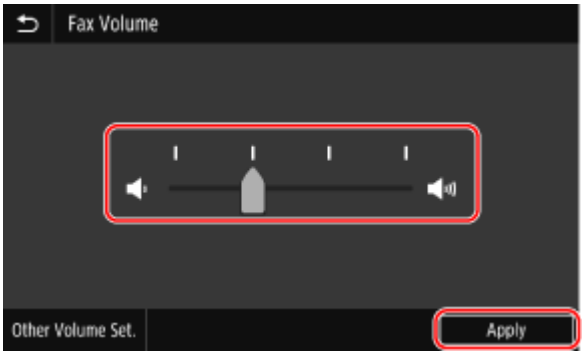
Adjusting the Fax Volume

You can adjust the volume of the tone emitted when sending and receiving faxes.

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. 446)**

1 Press the Sound Volume key ( ) on the control panel. **Control Panel(P. 20)**

2 Drag the slider to the left or right to adjust the volume, and press [Apply].



➡ The volume is adjusted.

- Dragging the slider to the right increases the volume.
- Dragging the slider to the far left mutes the sound.

Adjusting Other Fax Function Sounds

You can adjust the volume of the incoming fax sound and the sounds notifying you when faxes are successfully sent and received, and when originals are successfully scanned.
You can also configure the setting to emit a sound only when an error occurs.

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. 446)**

1 Press the Sound Volume key ( ) on the control panel. **Control Panel(P. 20)**

➡ The [Fax Volume] screen is displayed.

2 Press [Other Volume Set.].

➡ The [Volume Settings] screen is displayed.

3 Select the item whose volume you want to adjust.

[Ring Tone]

Adjust the volume of the sound notifying you of incoming faxes.

[TX Done Tone]

Adjust the volume of the sound notifying you that sending of a fax is complete.

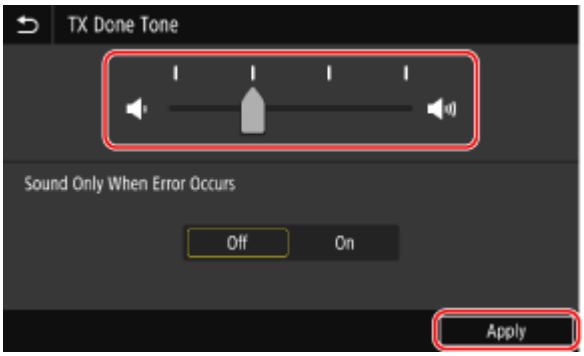
[RX Done Tone]

Adjust the volume of the sound notifying you that receiving of a fax is complete.

[Scanning Done Tone]

Adjust the volume of the sound notifying you that scanning of a fax original is complete.

4 Drag the slider to the left or right to adjust the volume, and press [Apply].



- Dragging the slider to the right increases the volume.
- Dragging the slider to the far left mutes the sound.
- To emit a completion sound only when an error occurs, set [Sound Only When Error Occurs] to [On].

5 Press [Apply] ▶ [Apply].

➡ The volume is adjusted.

Setting the Notification Sounds for Operations and Statuses

You can also set whether the machine emits sounds notifying you of operations and statuses, such as when operating the control panel and errors are 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. 446)**

1 Press the Sound Volume key ( ) on the control panel. Control Panel(P. 20)

➡ The [Fax Volume] screen is displayed.

2 Press [Other Volume Set.].

➡ The [Volume Settings] screen is displayed.

3 Set whether notification sounds are emitted. [Volume Settings] Screen(P. 200)

To emit notification sounds, select [On].

4 Press [Apply] ▶ [Apply].

➡ The notification sound settings are applied.

Adjusting the Volume (For Models without a Fax Function)

965S-047

You can also set whether the machine emits sounds notifying you of operations and statuses, such as when operating the control panel and errors are 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. 446)**

1 Press the Sound Volume key ( ) on the control panel. Control Panel(P. 20)

➡ The [Volume Settings] screen is displayed.

2 Set whether notification sounds are emitted. [Volume Settings] Screen(P. 200)

To emit notification sounds, select [On].

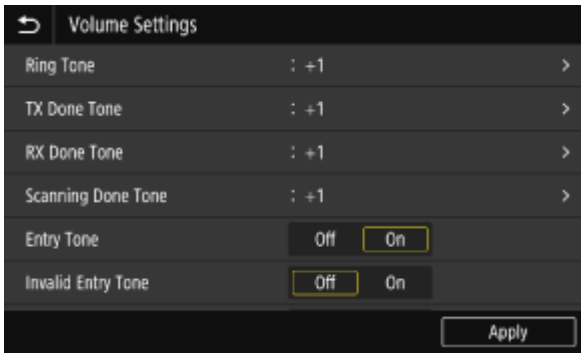
3 Press [Apply].

➡ The notification sound settings are applied.

[Volume Settings] Screen

965S-048

When you press the Sound Volume key ( ) on the control panel, or the Sound Volume key ( ) ▶ [Other Volume Set.], the [Volume Settings] screen is displayed.
You can adjust the volume of notification sounds, such as when faxes are successfully sent and received, and set whether the machine emits sounds notifying you of operations and statuses.



[Ring Tone], [TX Done Tone], [RX Done Tone], [Scanning Done Tone] (For Models with a Fax Function)
You can adjust the volume of the incoming fax sound and the sounds notifying you when faxes are successfully sent and received, and when originals are successfully scanned.

[Entry Tone]
Set whether to emit a sound when you press the keys and buttons on the control panel.

[Invalid Entry Tone]
Set whether to emit a sound when an invalid key is pressed, such as when you enter a value outside the setting range.

[Restock Supplies Tone]
Set whether to emit a sound when the toner cartridge is nearing the end of its lifetime.

[Warning Tone]
Set whether to emit a sound when the machine has a paper jam or other malfunction.

[Job Done Tone]
Set whether to emit a sound when the copy, scan, or other operation on the machine is completed.

[Energy Saver Alert]
Set whether to emit a sound when the machine enters and exits sleep mode.

[Original in Feeder Detection Tone]
Set whether to emit a sound when the machine detects an original that has been placed on the feeder.

Printing

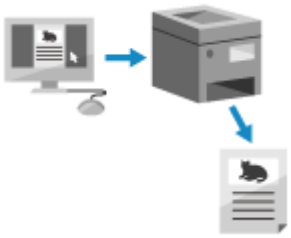
Printing 202
Printing Preparations 204
Preparing to Print from a Computer 205
Configuring a Printer Port (Windows) 208
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Printing a Document Secured with a PIN (Secure Print) 225
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Canceling Printing 238
Viewing the Print Job Status and Log 241

Printing

965S-049

You can print documents and photos from a computer or print files directly from a USB memory device inserted into the machine.

Printing from a Computer



You can print documents and photos via a printer driver installed on a computer connected to the machine.

Preparing to Print from a Computer(P. 205)
Printing from a Computer(P. 220)

Setting Up a Print Server

By setting up a print server on a network, you can reduce the load on the computer that you print from. In Windows, you can install the printer driver via the print server, which saves you the trouble of downloading the printer driver to each computer on the network or using a CD/DVD-ROM.

Setting Up a Print Server(P. 211)

Printing with a PIN

When printing from a computer, you can send print data to the machine after setting a PIN. Printing is not performed until the PIN is entered on the machine, thereby preventing unattended printed documents and information theft.

Printing a Document Secured with a PIN (Secure Print)(P. 225)

Printing with the Standard Functions of the Operating System and Cloud Service

You can print without having to install a dedicated application or printer driver.

Windows

This machine is compatible with Universal Print, a cloud service by Microsoft. You can print documents from a remote location as long as your computer is connected to the Internet.

Preparations for Using Universal Print(P. 214)
Printing with Universal Print(P. 230)

macOS

You can use AirPrint to print data. **Using AirPrint Application to Print and Scan Data and Send Faxes(P. 356)**

Chrome OS

Use the print function that is standard in the operating system. **Printing from Chromebook or Other Device with Chrome OS(P. 362)**

Directly Printing from a USB Memory Device



You can print PDF, JPEG, and TIFF files directly from a USB memory device inserted into the machine without using a computer.
This is convenient when printing files on a computer without a network connection or when printing files from an external device.

Preparing to Print from a USB Memory Device(P. 219)
Printing from a USB Memory Device (Memory Media Print)(P. 231)

■ See Also

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. 342)

When Results Are Not as Expected

If the print density varies or the image position is shifted, adjust the print quality and position according to the symptoms that occur.

Adjusting the Print Quality and Position(P. 618)

Printing Preparations

965S-04A

To print from the machine, you must make printing preparations according to your printing method and usage environment.

Preparing to Print from a Computer(P. 205)
Setting Up a Print Server(P. 211)
Preparations for Using Universal Print(P. 214)
Preparing to Print from a USB Memory Device(P. 219)

Preparing to Print from a Computer

965S-04C

Make the following preparations for the computer that will be used to print.

Step 1: Installing the Driver to the Computer(P. 205)
Step 2: Using a Driver to Set the Department ID and PIN(P. 205)
Step 3: Configuring the Option Settings of the Machine Using the Driver(P. 205)

Step 1: Installing the Driver to the Computer

Install the printer driver to the computer that will be used to print. **Installing Software and Drivers to the Computer(P. 103)**

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. 743)**

NOTE

Changing the Port Type and Number (Windows)

- If the machine is configured not to use LPD or RAW, or if the port number was changed, the settings on the computer may also have to be changed. **Changing the Port Type and Number(P. 210)**

If the IP Address of the Machine Is Changed after Installing the Printer Driver

- In Windows, the required action depends on the port you are using.
  - If you are using an MFNP port, the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If you are using a standard TCP/IP port, you must add a new port. **Adding a Port(P. 208)**

  If you do not know which port is being used, see the following:
  Viewing the Printer Port(P. 748)
- 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.

Step 2: Using a Driver to Set the Department ID and PIN

When Department ID Management is enabled on the machine, set the Department ID and PIN by specifying the printer driver. **Setting the Department ID and PIN on a Computer(P. 375)**
* You can skip this step when not using Department ID Management. Proceed to Step 3.

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. 206)
When Using macOS(P. 206)

■When Using Windows

Administrator privileges are required on each computer.

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➠ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Manage] ▶ [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.

NOTE

When [Could not get device information.] Appears

- Specify the option settings manually. For more information on how to configure the option settings manually, click [Help] on the [Device Settings] tab to display help.

■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [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].**

➡ The settings are applied.

NOTE

When the Option Information Cannot Be Obtained

- Specify the option settings manually. For details about configuring the option settings manually, see the manual of the driver at the online manual site.
https://oip.manual.canon/

Configuring a Printer Port (Windows)

965S-04E

If the IP address of the machine 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 or port number of the printer driver differ 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. 208)
Changing the Port Type and Number(P. 210)

Adding a Port

The machine supports two types of ports: "MFNP Port" and "Standard TCP/IP Port." Select and add the port to use according to your usage environment.

MFNP Port (only for IPv4 environment)
You can only add this port when a printer driver is installed using the installer. The connection is maintained as long as the machine and computer belong to the same subnet, even if the IP address of the machine is changed.

Standard TCP/IP Port
This is a standard Windows port. You must add a new port every time the IP address of the machine is changed. Select this type of port when you cannot add an MFNP port.

Administrator privileges are required on each computer.

Required Preparations

- Prepare the following information and keep it close by. **Checking the Network Status and Settings(P. 96)**
  - When adding an MFNP port: the IP address or MAC address of the machine
  - When adding a standard TCP/IP port: the IP address or DNS name (host name) of the machine

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].

➡ The printer driver properties screen is displayed.

4 On the [Ports] tab, click [Add Port].

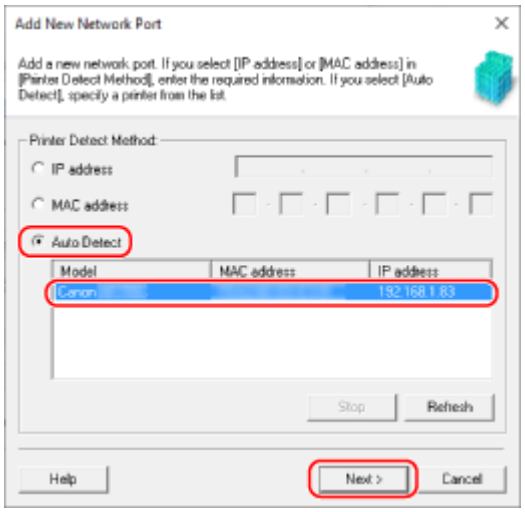
➡ The [Printer Ports] screen is displayed.

5 Add a new port.

■When Adding an MFNP Port

1 Select [Canon MFNP Port], and click [New Port].

2 Select [Auto Detect] and the machine, and click [Next].



If the machine is not displayed, click [Refresh]. If the machine is still not displayed, select [IP address] or [MAC address], enter the IP address or MAC address of the machine, and then click [Next].

3 Click [Add].

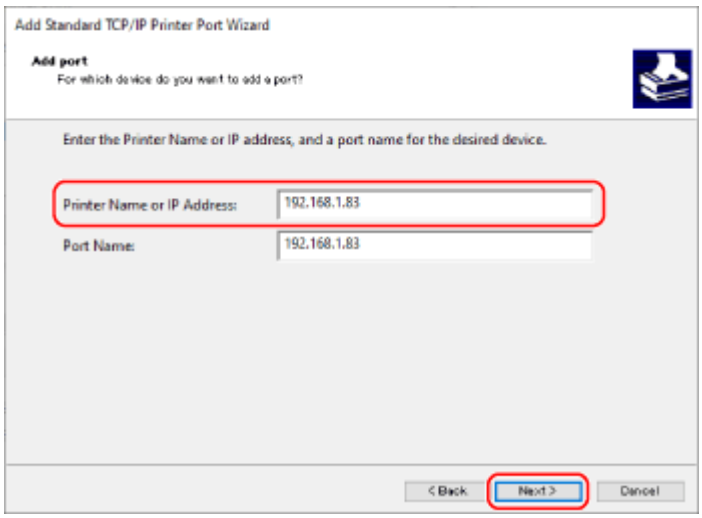
■When Adding a Standard TCP/IP Port

1 Select [Standard TCP/IP Port], and click [New Port].

➠ The [Add Standard TCP/IP Printer Port Wizard] screen is displayed.

2 Click [Next].

3 Enter the IP address or DNS name (host name), and then click [Next].



The port name is entered automatically, so change it, as needed.

When [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].

6 Click [Finish].

➡ A new port is added, and the [Printer Ports] screen is displayed.

7 Click [Close] ▶ [Close].

Changing the Port Type and Number

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.
If the LPD or RAW port number was changed, the settings on the computer may have to be changed to match the settings on the machine.
* You do not need to change the port type or number 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) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].

➡ The printer driver properties screen is displayed.

4 On the [Ports] tab, click [Configure Port].

➡ The [Configure Port] screen or [Configure Standard TCP/IP Port Monitor] screen is displayed.

5 Set the port type and number.

■For an MFNP Port

In [Protocol Type], select [RAW] or [LPR], and change the port number.

■For a Standard TCP/IP Port

In [Protocol Type], select [Raw] or [LPR].

- When [Raw] is selected, change the port number.
- When [LPR] is selected, enter "Ip" for [Queue Name].

6 Click [OK] ▶ [Close].

➡ The settings are applied.

Setting Up a Print Server

965S-04F

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/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. 211)
Configuring the Settings for Sharing the Printer(P. 211)

Enabling the Print Server to Print from the Machine

Install the printer driver to the computer that will be the print server, and configure the settings according to your usage environment. **Preparing to Print from a Computer(P. 205)**

Using a Print Server While Using 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. 211)
When Using macOS(P. 213)

■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). **Viewing the System Information of the Computer(P. 744)**

1 Log on to the computer that will be the print server, using an administrator account.

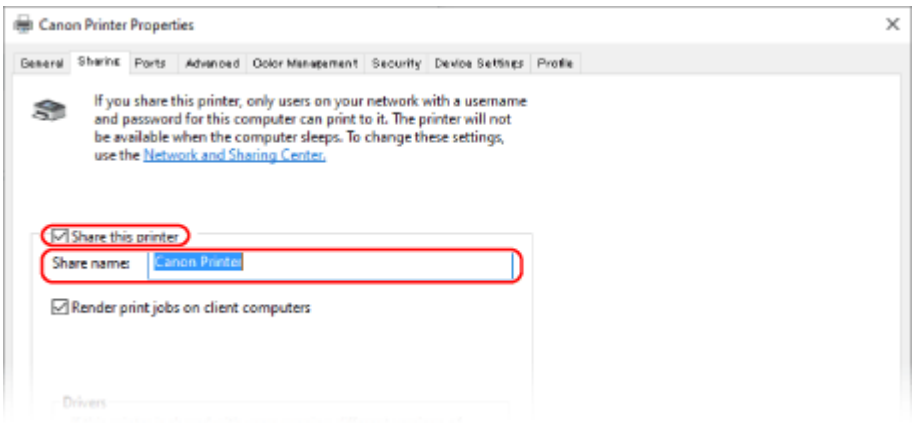
2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

3 Click the printer driver of the machine ▶ [Manage] ▶ [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].

- 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], specify the folder where the driver is located, and click [OK].

When Specifying the Folder of the Downloaded Driver

- If the print server computer has a 32-bit operating system, specify the [x64] folder with the decompressed driver ▶ [Driver] folder.
- If the print server computer has a 64-bit operating system, specify the [32BIT] folder with the decompressed driver ▶ [Driver] folder.

When Specifying the Folder in the Supplied CD/DVD-ROM

- If the print server computer has a 32-bit operating system, specify [intdrv] in the CD/DVD-ROM ▶ [UFRII] ▶ [x64] ▶ [Driver] folder.
- If the print server computer has a 64-bit operating system, specify [intdrv] in the CD/DVD-ROM ▶ [UFRII] ▶ [32BIT] ▶ [Driver] folder.

4 Install the additional driver while following the instructions on the screen.

6 Click [OK].

➡ The settings are applied.

■When Using macOS

1 **Click [ ] ▶ [System Preferences] ▶ [Sharing].**

➡ The [Sharing] screen is displayed.

2 **Select the [Printer Sharing] checkbox.**

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 **Close the [Sharing] screen.**

➡ The settings are applied.

Preparations for Using Universal Print

965S-04H

Configure the machine to be able to use Microsoft's cloud service, Universal Print, and register the machine to each computer that will be used to print.
You must be a registered user of Microsoft 365 and use Azure Active Directory.

Registering the Machine to Cloud Service(P. 215)
Registering the Machine to the Computer(P. 218)

Registering the Machine to Cloud Service

965S-04J

Register the machine to the cloud-based authentication and management service, Azure Active Directory, and set the members or groups that will use the machine.

Step 1: Registering the Machine to Azure Active Directory(P. 215)
Step 2: Specifying the Members and Groups to Use the Machine(P. 217)

Step 1: Registering the Machine to Azure Active Directory

Configure this setting using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [Universal Print Settings].

➡ The [Universal Print Settings] screen is displayed.

4 Click [Edit] in [Basic Settings].

5 Select the [Use Universal Print] checkbox, and enter the printer name.

- For the printer name, enter a name to identify the machine, using single-byte alphanumeric characters.
- To verify the certificate sent from the server, select the [Verify Server Certificate] checkbox.
  To add a Common Name (CN) to the verification items, select the [Add CN to Verification Items] checkbox as well.

6 Change Application ID and the URL of Azure Active Directory according to usage environment.

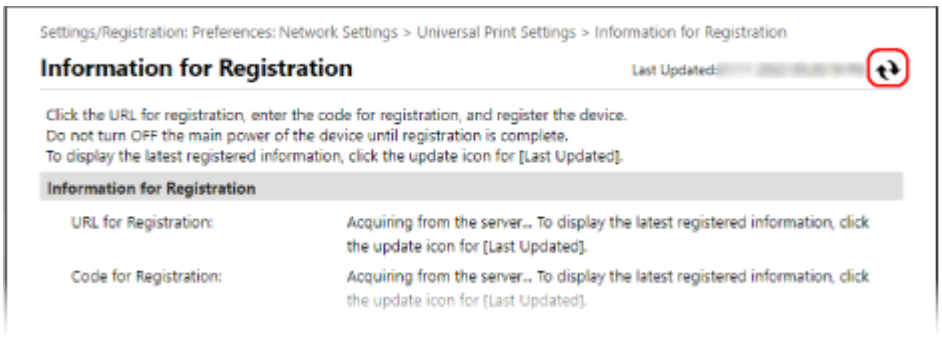
7 Click [OK].

➡ The [Universal Print Settings] screen is displayed.

8 Click [Register] in [Registration Status].

➡ The [Information for Registration] screen is displayed.

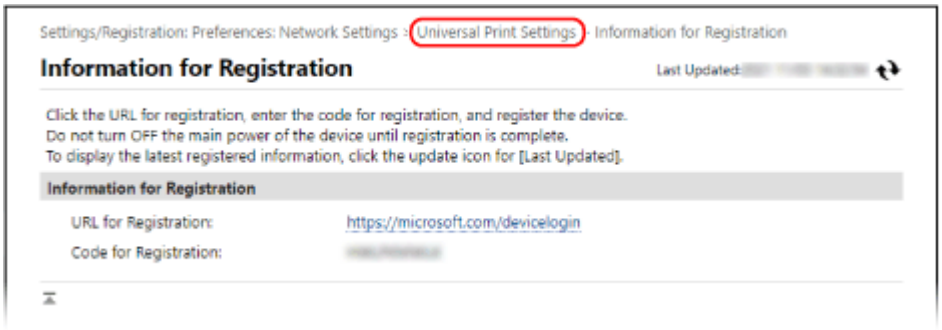
9 **Wait several seconds, and then click [↻].**



10 **Click the link displayed in [URL for Registration].**

11 **Register the machine according to the instructions on the screen.**

12 **Click [Universal Print Settings] at the top of the Remote UI screen.**



➠ The [Universal Print Settings] screen is displayed.

13 **Wait a few minutes, and then click [↻].**

➠ When registration is complete, [Registered] is displayed in [Registration Status].

14 **Log out from Remote UI.**

NOTE

Canceling the Registration

- Click [Unregister] on the [Universal Print Settings] screen ▶ [OK]. On the Azure Active Directory device management screen, select the machine and click [Delete].

Step 2: Specifying the Members and Groups to Use the Machine

1 **Display the Universal Print management screen of Azure Active Directory in a Web browser on a 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 **From the list, select the members and groups who will use the printer.**

Registering the Machine to the Computer

965S-04K

Register the machine, which is registered to Azure Active Directory, to the computer to be used for Universal Print.

Required Preparations

- Register the machine to Azure Active Directory. **Registering the Machine to Cloud Service(P. 215)**

1 **Click [ ] (Start) ▶ [ ] (Settings) ▶ [Accounts].**

➡ The [Your info] screen is displayed.

2 **Click [Access work or school] ▶ [Connect].**

3 **Follow the on-screen instructions to sign in to your Microsoft 365 account.**

4 **Click [Home] ▶ [Devices] ▶ [Printers & scanners].**

➡ The [Printers & scanners] screen is displayed.

5 **Click [Add a printer or scanner].**

➡ The printer list screen is displayed.

6 **Select the machine and click [Add device].**

➡ The machine is registered to 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 Print from a USB Memory Device

965S-04L

Configure the settings to be able to print data from a USB memory device.
By default, MF469x cannot print from a USB memory device.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Memory Media Settings](P. 564)
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Store/Access Files Settings] ▶ [Memory Media Settings] ▶ [Edit].

➡ The [Edit Memory Media Settings] screen is displayed.

4 Select the [Memory Media Print] checkbox, and click [OK].

5 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

NOTE

Selecting an Operation When a USB Memory Device Is Connected

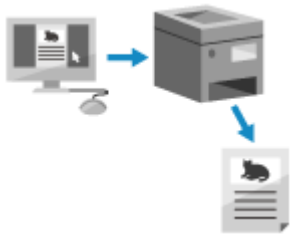
- You can configure the settings to display a screen for selecting and immediately executing an operation (scanning from a USB memory device or Memory Media Print) when a USB memory device is inserted into the machine.

  Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Store/Access Files Settings] ▶ [Edit] in [Display Screen When Memory Media is Connected] ▶ select the [Display Screen When Memory Media is Connected] checkbox ▶ [OK]

  Using the control panel, configure the settings in the [Home] screen from [Menu] ▶ [Function Settings]. **[Screen When Mem. Med. Conn](P. 565)**

Printing from a Computer

965S-04R



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 quality.

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 from a Computer(P. 205)**
- If the document or paper to print is a non-standard size, register the size to the printer driver. **Registering Non-standard Size Paper to the Computer (Custom Size)(P. 223)**

When Using Windows(P. 220)
When Using macOS(P. 221)

■When Using Windows

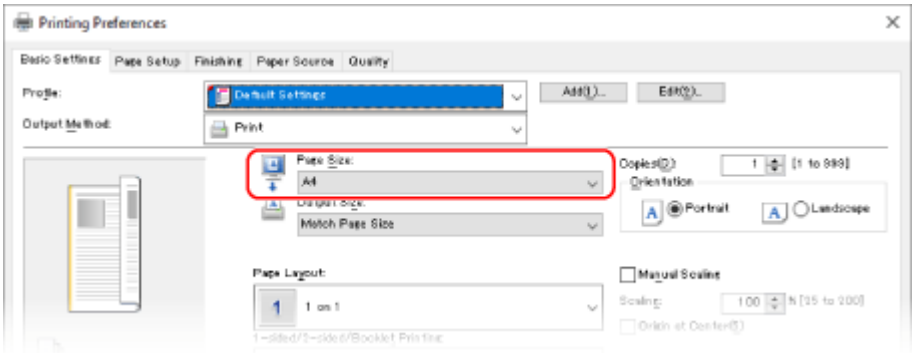
1 On your computer, open the document you want to print.

2 In the application used to open the document, select the command to print.

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 [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]

In [Output Size], select the paper size to print on. The document is enlarged or reduced to match the paper size in [Output Size].

5 Configure the other print settings, as needed.

Configure 2-sided printing and adjust the image quality and other settings to suit your document and purpose. For more information, 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. 238)**
- Use [Status Monitor] to view the print job status and log. **Viewing the Print Job Status and Log(P. 241)**

When Using macOS

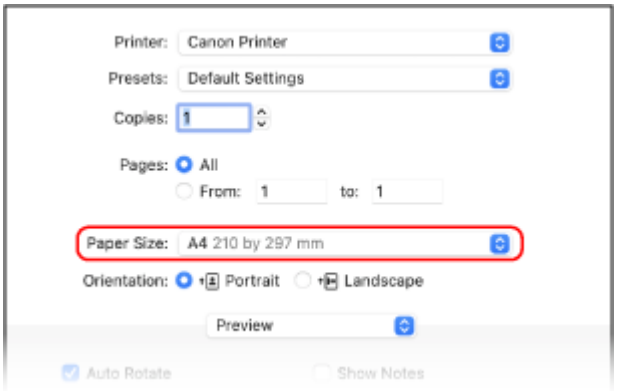
1 On your computer, open the document you want to print.

2 From the menu in the application used to open the document, click [Print].

➠ The printing dialog box appears.

3 In [Printer], select the printer driver of the machine.

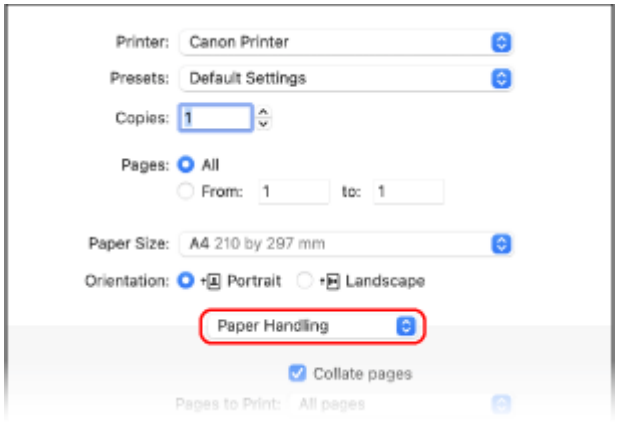
4 In [Paper Size] of the print options, select the paper size of the document.



If print options are not displayed, click [Show Details] in the printing dialog box.

When Printing on Paper of a Size Different from [Paper Size]

1 From the print options pop-up menu, select [Paper Handling].



2 Select the [Scale to fit paper size] checkbox, and in [Destination Paper Size], select the paper size to print on.
The document is enlarged or reduced to match the paper size in [Destination Paper Size].

5 Configure the other print settings, as needed.

Configure 2-sided printing and adjust the image quality 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. 238)**
- Use [Status Monitor] to view the print job status and log. **Viewing the Print Job Status and Log(P. 241)**

Registering Non-standard Size Paper to the Computer (Custom Size)

965S-04S

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. 223)
When Using macOS(P. 223)

■When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

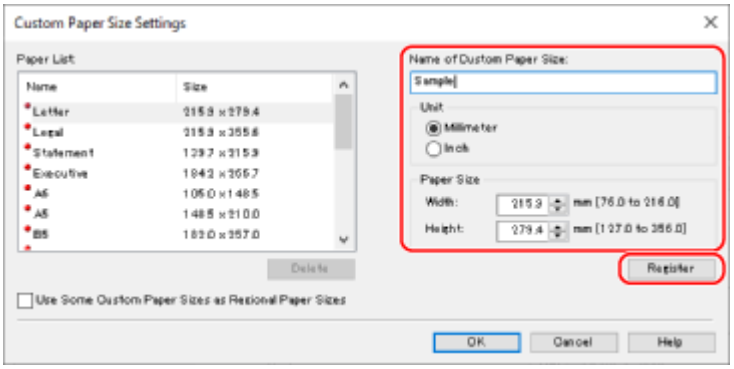
➠ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [Manage] ▶ [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

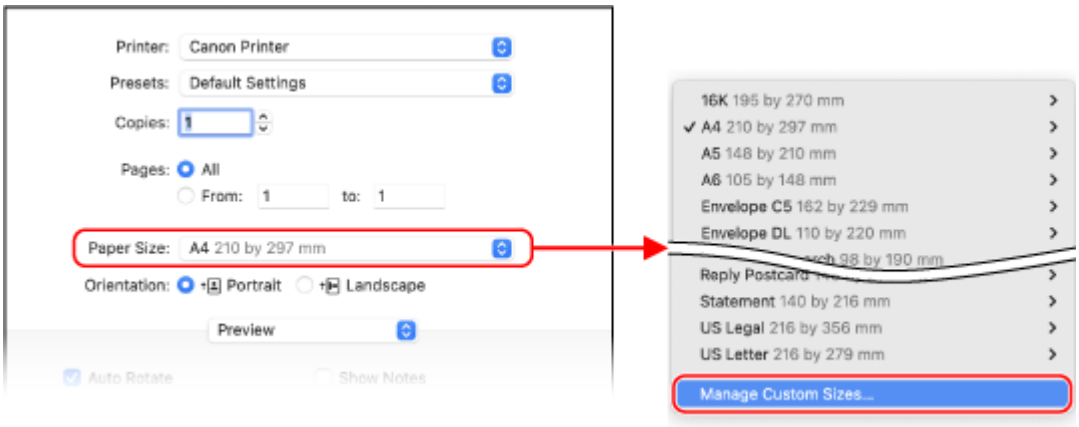
1 On your computer, open the document you want to print.

2 From the menu in the application used to open the document, click [Print].

➠ The printing dialog box appears.

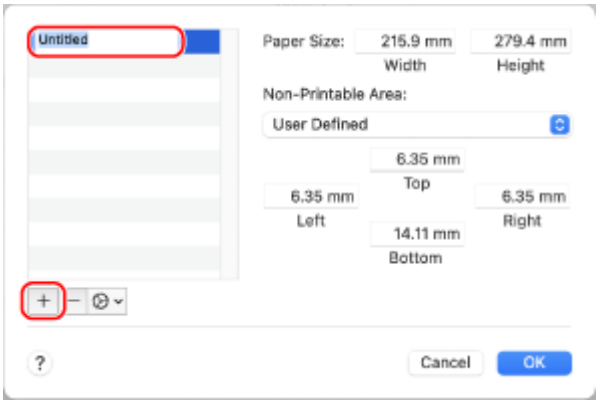
3 In [Printer], select the printer driver of the machine.

4 In [Paper Size] of the print options, select [Manage Custom Sizes].



If print options are not displayed, click [Show Details] in the printing dialog box.

5 Click [+] at the bottom left, double-click [Untitled], and enter the custom size paper name.



6 Enter the paper size, and click [OK].

➠ The custom size paper is registered.

Printing a Document Secured with a PIN (Secure Print)

965S-04U

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 unattended printed documents and information theft. You can also confirm the print data before printing to prevent unwanted printing.

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. 225)
Step 2: Printing Secure Data by Entering a PIN or Password(P. 227)

NOTE

- You can change the period of time that the secure data is saved. **Changing the Time Period That Print Data with a PIN (Secure Data) Is Saved(P. 228)**

Step 1: Sending Secure Data from a Computer

You can send secure data from a computer to the machine using a printer driver.

In Windows, you can send encrypted secure data (using Encrypted Secure Print), thereby preventing eavesdropping during communication. Secure data is encrypted with an alphanumeric password instead of a PIN.
For details about sending secure data using the Encrypted Secure Print function, see the manual of the driver at the online manual site.
https://oip.manual.canon/

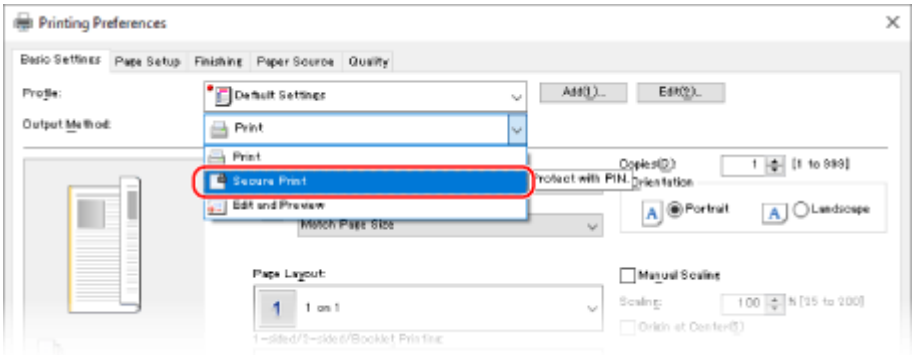
When Using Windows(P. 225)
When Using macOS(P. 226)

■When Using Windows

This section describes how to send regular secure data.

1 **Display the [Printing preferences] screen of the printer driver. Printing from a Computer(P. 220)**

2 **In [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 reappears.

5 Click [OK], and click [Print] or [OK].

➡ The secure data is sent to the machine.

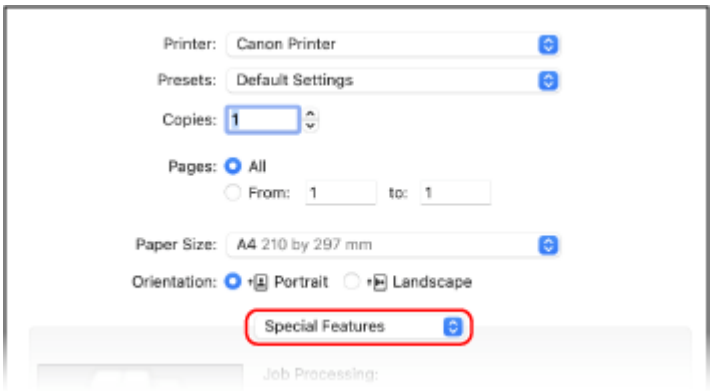
■When Using macOS

Required Preparations

- Enable Secure Print in the settings of the printer registered to the computer. **Enabling Secure Print in a Printer Driver (macOS)(P. 229)**

1 Display the printing dialog box, and select the printer driver of the machine. Printing from a Computer(P. 220)

2 From the print options pop-up menu, select [Special Features].



If print options are not displayed, click [Show Details] in the printing dialog box.

3 In [Job Processing], select [Secured Print].

4 Click [Print].

➡ The [Secured Print] screen is displayed.

5 Enter the document name, user name, and PIN, and click [OK].

➡ The secure data is sent to the machine.

Step 2: Printing Secure Data by Entering a PIN or Password

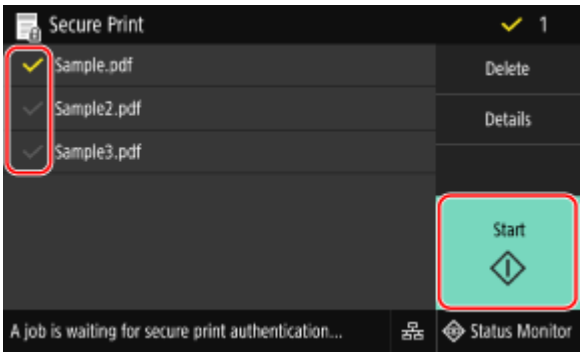
Print the secure data sent to the machine. If the secure data is left without printing, it will remain in the memory of the machine, and you may not be able to print other data. Print the sent secure data as soon as possible.

1 On the control panel, press [Secure Print] in the [Home] screen. [Home] Screen(P. 119)

➡ The Secure Print screen is displayed.

If the screen for selecting the user is displayed, select your user name.

2 Select the checkbox of the secure data to print, and press [Start].



3 Enter the PIN or password, and press [Apply].

➡ Printing starts.

- If you selected multiple files of secure data in Step 2 above, only secure data that matches the entered PIN or password is printed.
- To cancel printing, use the control panel to cancel printing. **When Canceling Printing with the Control Panel(P. 239)**
- Use [Status Monitor] to view the print job status and log. **Viewing the Print Job Status and Log(P. 241)**

NOTE

- You can use the following procedure to view the memory usage of saved secure data.

  On the control panel, in the [Home] screen or other location, click [Status Monitor] ▶ [Device Information] ▶ [Secure Print Memory Usage].

Changing the Time Period That Print Data with a PIN (Secure Data) Is Saved

965S-04W

You can change the period of time until the print data that was sent with a PIN or password (secure data) and is temporarily saved in the memory of the machine is deleted.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Secure Print](P. 512)**
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [Secure Print Settings] ▸ [Edit].**

➡ The [Edit Secure Print Settings] screen is displayed.

4 **In [Secure Print Deletion Time], enter the period of time the secure data is saved (until it is deleted), and click [OK].**

➡ The settings are applied.

5 **Log out from Remote UI.**

Enabling Secure Print in a Printer Driver (macOS)

965S-04X

To send secure data from a macOS computer to the machine, you must enable Secure Print in the settings of the printer registered to the computer.

1 Click [ ] ▶ [System Preferences] ▶ [Printers & Scanners].

➡ The [Printers & Scanners] screen is displayed.

2 Select the machine, and click [Options & Supplies].

3 On the [Options] tab, select the [Secured Print] checkbox, and click [OK].

➡ The settings are applied.

Printing with Universal Print

965S-04Y

Universal Print is a Microsoft service that enables you to print documents via the cloud. There is no need to install a printer driver to print documents from your computer. You can also print documents from a remote location as long as your computer is connected to the Internet.

To use Universal Print, you must be a registered user of Microsoft 365 and use Azure Active Directory.

Required Preparations

- Register the machine to Azure Active Directory, and set the members or groups that will use the machine. **Registering the Machine to Cloud Service(P. 215)**
- To each computer that will use Universal Print, register the machine that is registered to Azure Active Directory. **Registering the Machine to the Computer(P. 218)**

For details about how to print with Universal Print and the supported operating systems, see the Microsoft website.
https://docs.microsoft.com/

Printing from a USB Memory Device (Memory Media Print)

965S-050



With Memory Media Print, you can print PDF, JPEG, and TIFF files directly from a USB memory device inserted into the machine without using a computer or printer driver. You can also preview JPEG and TIFF image files on the control panel before printing.
This is convenient when printing files on a computer without a network connection or from an external device.

Required Preparations

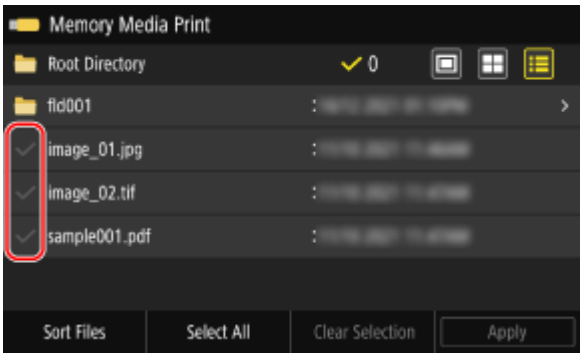
- Configure the settings to print data from a USB memory device. **Preparing to Print from a USB Memory Device(P. 219)**
  * By default, MF469x does not allow printing.

1 **Insert a USB memory device into the USB port on the machine. Inserting and Removing a USB Memory Device(P. 187)**
If the memory media operation screen appears, press [Memory Media Print], and proceed to step 3.

2 **On the control panel, press [Memory Media Print] in the [Home] screen. [Home] Screen(P. 119)**

➡ The files and folders of the USB memory device are displayed.

3 **Select the checkboxes of the files to print. Screen for Selecting Files in USB Memory Device(P. 233)**



You can select multiple files.

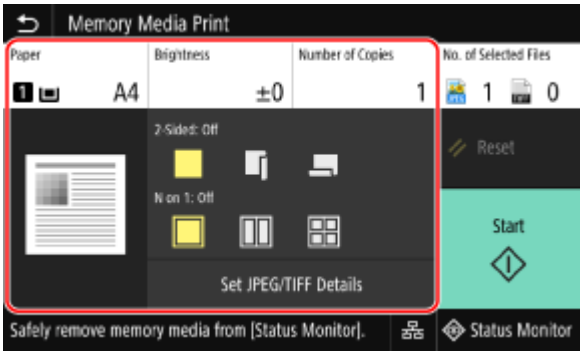
* Only files in the same folder can be selected at the same time. If you move the folder, the file selection is canceled.

* You cannot select both PDF files and image files (JPEG or TIFF files) at the same time.

4 **Press [Apply].**

➡ The Memory Media Print settings screen is displayed.

5 Configure the print settings. Memory Media Print Settings(P. 234)



6 Press [Start].

➠ Printing starts.

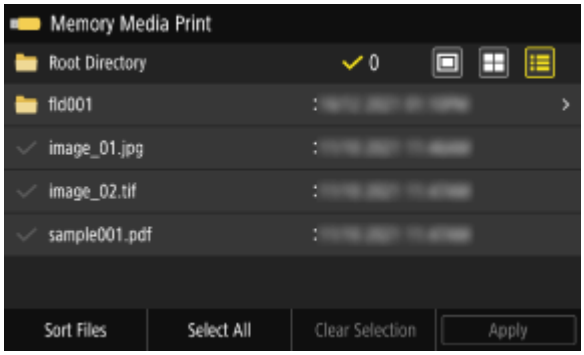
- To cancel printing, use the control panel to cancel printing. **When Canceling Printing with the Control Panel(P. 239)**
- Use [Status Monitor] to view the print job status and log. **Viewing the Print Job Status and Log(P. 241)**

7 When printing is completed, remove the USB memory device. Removing the USB Memory Device(P. 188)

Screen for Selecting Files in USB Memory Device

965S-051

Insert the USB memory device into the machine, and in the [Home] screen, press [Memory Media Print] to display the files and folders in the USB memory device.



Select the checkboxes of the files to print.
To select all displayed files, press [Select All] at the bottom of the screen. If there are both PDF files and image files (JPEG or TIFF files), a screen for selecting the file type is displayed. Use this screen to select the file type you want to print.
You can also use the following method to change the display of the file selection screen.

Moving Files to a Folder

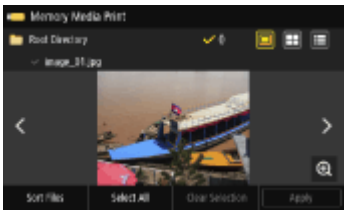
Select a folder. To navigate up one level, press [ ].

* Folders and files deeper than five levels are not displayed.

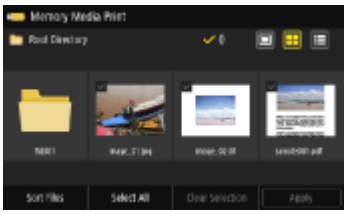
Changing the File Display Method

Press [ ], [ ], or [ ] at the top right of the screen to change the way files are displayed.

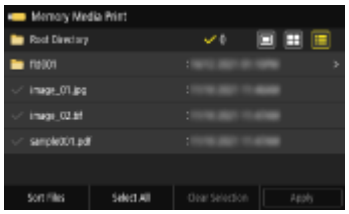
(Preview)



(Thumbnail)



(Details)



Changing the File Display Order

You can arrange files by file name or when last updated.
Press [Sort Files] at the bottom of the screen, and select the file display order.

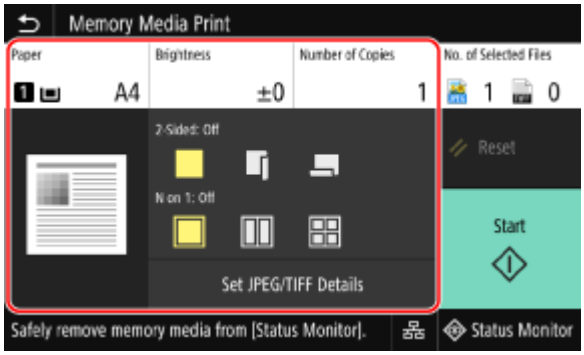
NOTE

- You can also change the default file display method and display order settings.
  [Default Display Settings](P. 569)
  [File Sort Default Settings](P. 570)

Memory Media Print Settings

965S-052

You can use the Memory Media Print settings screen to select the paper to use, set 2-sided printing, and configure other settings. You can also display the details settings screen to adjust the image quality and configure other detailed print settings.



[Paper]
Select the paper to use for printing.
Select the paper source with the loaded paper to use, and press [Close].
* If the paper loaded in the paper source does not match the setting of the paper size or paper type, you can use [Change Paper Settings] to change the paper settings.

[Brightness]
Adjust the brightness of the printed image.
Drag the slider to the left or right to adjust the brightness, and then press [Close].
Press [+] to increase the brightness and [-] to lower it.

[Number of Copies]
Specify the number of copies to print.
Use the numeric keys to enter the number of copies, and then press [Close].

[2-Sided Printing]
Use the button to select whether to use 2-sided printing.


Prints on one side.


Prints on both sides of the paper with the same top and bottom orientation on the front and back sides.
Printed pages are opened horizontally when the paper is bound.




Prints on both sides of the paper with the reverse top and bottom orientation on the front and back sides.
Printed pages are opened vertically when the paper is bound.



[N on 1] (PDF or JPEG file)
Specify whether to reduce the size of a multiple-page document and arrange the pages on one side of a sheet of paper.
N on 1 is convenient when you want to save paper by printing on fewer sheets of paper than the original.
Use the button to select the number of pages to be combined.


Pages are not combined.


Combines a 2-page document onto one side of a sheet of paper.


Combines a 4-page document onto one side of a sheet of paper.


Combines an 8-page document onto one side of a sheet of paper. (PDF files only)

* For a PDF file, you can print 9 or 16 pages of a document on one side of a sheet of paper by using [N on 1] on the details settings screen. **[Set PDF Details] Screen(P. 235)**

[Set PDF Details]/[Set JPEG/TIFF Details]
Adjust the image quality and configure other detailed print settings.
[Set PDF Details] Screen(P. 235)
[Set JPEG/TIFF Details] Screen(P. 236)

NOTE

Printing with the Same Settings

- You can change the default Memory Media Print settings. **Changing the Default Settings(P. 193)**

[Set PDF Details] Screen

Use this screen to configure detailed print settings for PDF files, such as specifying the pages to print and adjusting the image quality.
To display the screen, press [Set PDF Details] on the Memory Media Print settings screen.

[2-Sided Printing]
Specify whether to use 2-sided printing. When using 2-sided printing, select how printed pages are opened when the paper is bound.
* This is the same setting as [2-Sided Printing] on the Memory Media Print settings screen.

[N on 1]
Specify whether to reduce the size of a multiple-page document and arrange the pages on one side of a sheet of paper.
When combining pages, use the button to select the number of pages to be combined.

Example: When combining a 4-page document onto one side of a sheet of paper
Select [4 on 1].

* This is the same setting as [N on 1] on the Memory Media Print settings screen. However, [9 on 1] and [16 on 1] are only available for [N on 1] on the [Set PDF Details] screen.

[Print Range]
Print all pages, or specify a range of pages to print. When specifying a range of pages, press [Specified Pages], and enter the starting and ending pages.

[Enlarge/Reduce to Fit Paper Size]
Specify whether to enlarge or reduce the document according to the paper to be used for printing.
* The document is enlarged or reduced while maintaining the aspect ratio.

[Enlarge Print Area]
Specify whether to enlarge the print area to the edge of the paper without providing margins around the paper.
* When [Enlarge Print Area] is set to [On], 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 PDF comments.
When you select [Auto], the document and comments*1 are printed.

*1 Only comments specified for printing in the PDF file.

[Password to Open Document]
When printing a password-protected PDF file, enter the password to open the file.

[Other Settings]
Configure and adjust image quality settings and other detailed print settings.

[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. 536)

[Grayscale Conversion]
Specify the conversion method when printing color data in black and white. For details about the settings, see the following:
[Grayscale Conversion](P. 536)

[Print Quality]
Adjust the print quality, such as the density and resolution, according to the document and purpose of printing.

[Density]

Adjust the toner density during printing.
For more precise adjustment, you can adjust the levels in [Fine Adjust].

* When [Toner Save] is set to [On], you cannot adjust the toner density.

[Toner Save]

Specify whether to print while saving toner.
To print after checking the layout and appearance, such as before printing a large job, select [On].

[Image Refinement]

Specify whether to use smoothing processing that will produce smoother printed outlines in text and figures.

[Resolution]

Specify the resolution to be used for print data processing.
To print with a higher resolution, specify [1200 dpi] in this setting.

[Set JPEG/TIFF Details] Screen

Use this screen to configure detailed print settings for JPEG and TIFF files, such adjusting the image quality.
To display the screen, press [Set JPEG/TIFF Details] on the Memory Media Print settings screen.

[2-Sided Printing]
Specify whether to use 2-sided printing. When using 2-sided printing, select how printed pages are opened when the paper is bound.
* This is the same setting as [2-Sided Printing] on the Memory Media Print settings screen.

[N on 1] (JPEG file)
Specify whether to reduce the size of a multiple-page image and arrange the pages on one side of a sheet of paper.
When combining pages, use the button to select the number of pages to be combined.

Example: When combining a 4-page image onto one side of a sheet of paper
Select [4 on 1].

* This is the same setting as [N on 1] on the Memory Media Print settings screen.

[Original Type]
Select whether to prioritize smoothness of a photo or clarity of text when printing.

[Halftones]
Set the printing method when reproducing halftones (the intermediate range between the lighter and darker areas of an image), according to the image content.

To Print Images with Fine Gradations, Such as Digital Camera Photos
Set to [Gradation]. Reproduces the gradation with a smooth finish.

To Print Images with Fine Lines and Small Text, Such as CAD Images
Set to [Error Diffusion]. Prints fine lines and small text with high resolution.

* When you set to [Error Diffusion], the fixing of the toner and stability of the texture may be reduced.

[Print Quality]
Adjust the toner density and the amount used according to the document being printed and the purpose.

[Density]
Adjust the toner density used when printing.
For more precise adjustment, you can adjust the levels of the three density areas in [Fine Adjust].
*Note that you cannot adjust the toner density if [Toner Save] is set to [On].

[Toner Save]
Specify whether to save toner when printing.
Specify [On] in this setting when you only want to check the layout or other finishing prior to the final print, such as before printing a very large job.

Canceling Printing

965S-053

You can cancel printing from a computer. To cancel printing after the print data has been sent to the machine, use the control panel or Remote UI.
To cancel printing when using Memory Media Print, use the control panel or Remote UI.

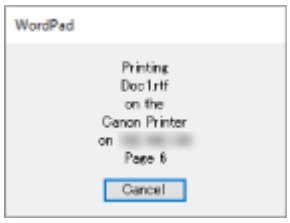
Canceling Printing from a Computer(P. 238)
Canceling Printing with the Control Panel or Remote UI(P. 239)

Canceling Printing from a Computer

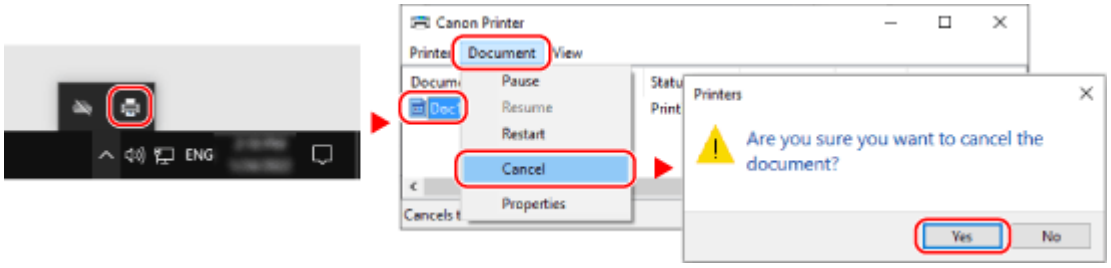
When Using Windows(P. 238)
When Using macOS(P. 238)

■When Using Windows

If the printing screen is displayed, click [Cancel].



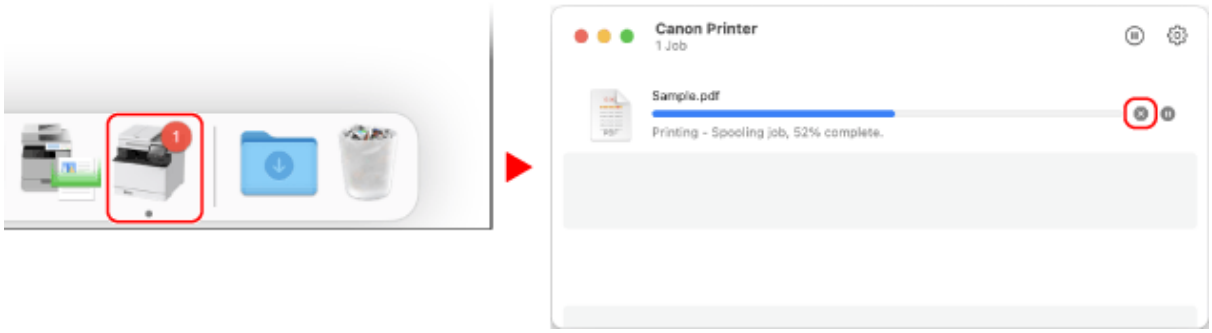
If the above screen is not displayed, double-click the printer icon in the Windows notification area, select the document to cancel, and click [Document] ▶ [Cancel] ▶ [Yes].



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 with the Control Panel or Remote UI(P. 239)**

■When Using macOS

Click the printer icon in the Dock, select the document to cancel, and click [⊗].



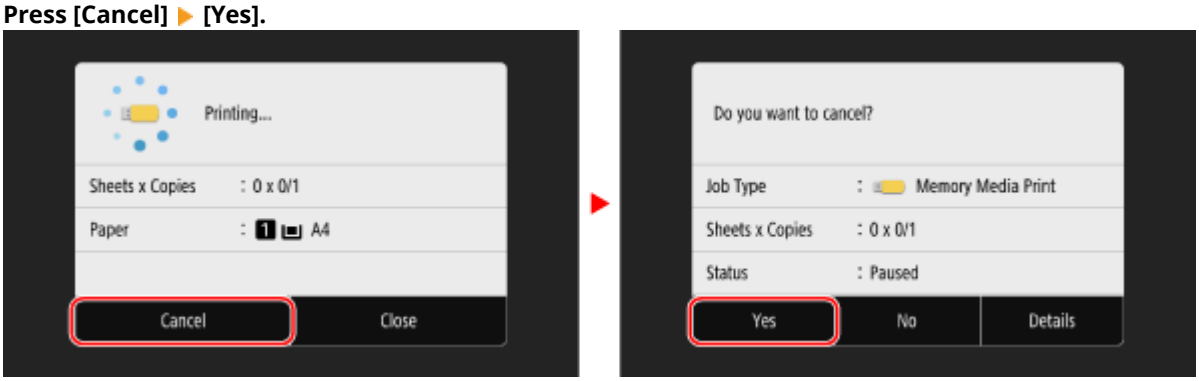
Canceling Printing with the Control Panel or Remote UI

When Canceling Printing with the Control Panel(P. 239)
Canceling Printing with Remote UI(P. 240)

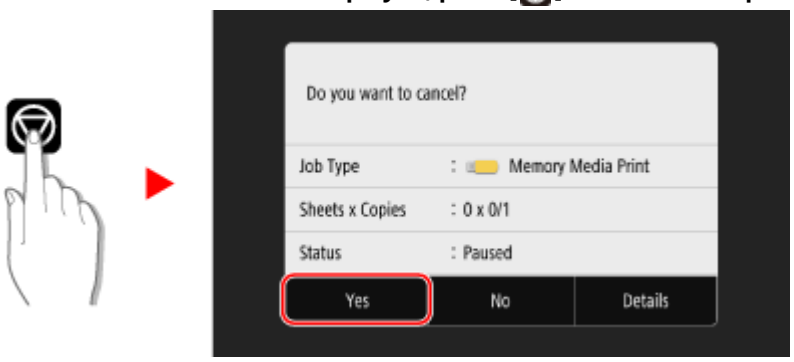
■When Canceling Printing with the Control Panel

Follow the instructions on screen to cancel printing.

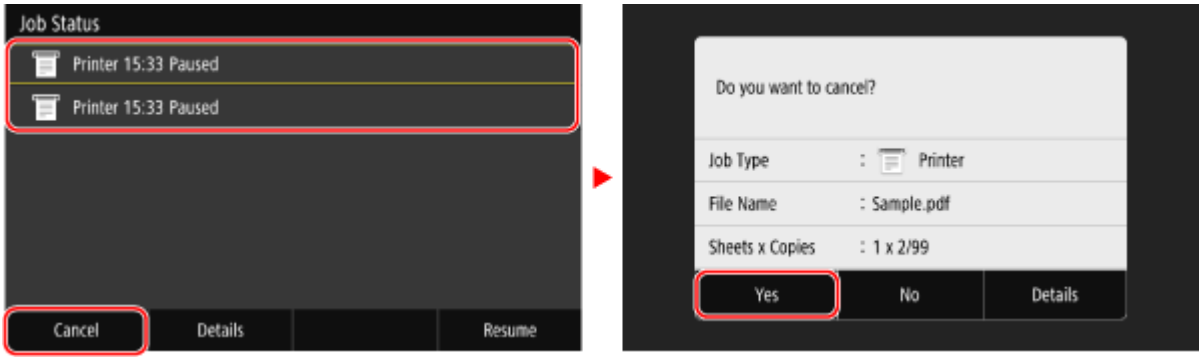
Press [Cancel] ▶ [Yes].



If the above screen is not displayed, press [ ] on the control panel ▶ [Yes].



If the job list screen is displayed, select the job to cancel, and press [Cancel] ▶ [Yes].



■ Canceling Printing with Remote UI

You can cancel printing with [Status Monitor/Cancel] ▶ [Job Status] screen in [Print] of Remote UI. **Checking Usage and Logs with Remote UI(P. 452)**

Viewing the Print Job Status and Log

965S-054

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 cause of errors that occurred.
* If the log is set to not be displayed, you can only check the print job status. **[Display Job Log](P. 576)**

This section describes how to view this information using the control panel.
You can also check this information using Remote UI from a computer. **Checking Usage and Logs with Remote UI(P. 452)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other location. **[Home] Screen(P. 119)**

➡ The [Status Monitor] screen is displayed.

2 Press [Copy/Print Job].

3 Check the print job status and log on the [Copy/Print Job Status] or [Print Job Log] tab.

■Viewing the Print Job Status

1. On the [Copy/Print Job Status] tab, check the job being processed or waiting to be processed.
2. Select a job to view its details.

   ➡ The job details are displayed.
3. View the file name, user name, and other information.
   Depending on the type of characters being used, the file name and user name may not be correctly displayed.

■Viewing the Print Job Log

1. On the [Print Job Log] tab, check the completed print jobs.
2. Select a job to view its details.

   ➡ The job details are displayed.
3. View the file name, user name, and other information.
   Depending on the type of characters being used, the file name and user name may not be correctly displayed.

If Print Job Log Displays Error Information

Printing was canceled, or an error occurred.
If a three-digit number starting with "#" (error code) is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed(P. 723)**

Scanning

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Preparations for Scanning 245
Preparing to Save Scanned Data to a Computer 246
Preparing to Save Scanned Data to a USB Memory Device 248
Preparing to Send Scanned Data by E-mail 249
Configuring the Basic Settings for Sending E-mail (Send Function Setting Tool) 250
Using the Downloaded Send Function Setting Tool 252
Configuring Detailed Information of the E-mail Server (Remote UI) 253
Preparing to Save Scanned Data to a Shared Folder 255
Registering a Shared Folder to the Address Book (Send Function Setting Tool) 256
Preparing to Save Scanned Data to an FTP Server 258
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Starting MF Scan Utility 274
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Checking the Send and Save Status and Log of Scanned Data 281

Scanning

965S-055

You can scan documents, photos, and other printed material ("originals") and convert them into data. This converted data ("scanned data") can be saved as an image or PDF file and sent using the following methods.

Saving to a Computer

Save scanned data to a computer connected to the machine.
You can configure the scan settings and save scanned data to a computer using the scanner driver and application installed on the computer.

The following two methods are available.

Scanning from the Machine



Scan using the format and save destination preset with the application.
This method saves scanned data to a computer by just operating the machine and is convenient when scanning multiple originals.

Preparing to Save Scanned Data to a Computer(P. 246)
Scanning (Saving to a Computer)(P. 261)

Scanning from a Computer



Scan using the format and save destination specified when scanning.
This method lets you see the scanned data immediately on the computer screen so you can check the image quality and make adjustments.

Preparing to Save Scanned Data to a Computer(P. 246)
Scanning from a Computer (Saving to a Computer)(P. 271)

* In macOS, you can use the AirPrint function, which is standard in the OS, to scan data from a computer without having to install a scanner driver or application. **Using AirPrint Application to Print and Scan Data and Send Faxes(P. 356)**

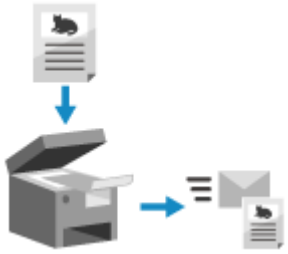
Saving to a USB Memory Device



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.

Preparing to Save Scanned Data to a USB Memory Device(P. 248)
Scanning (Saving to a USB Memory Device)(P. 263)

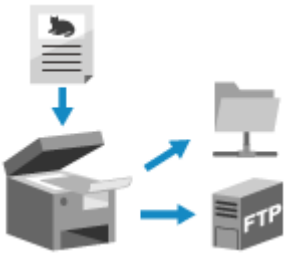
Sending by E-mail



You can send scanned data by e-mail as an attachment.
Just like when sending a regular e-mail, you can add a subject and message and specify multiple destinations.

Preparing to Send Scanned Data by E-mail(P. 249)
Scanning (Sending by E-mail)(P. 265)

Saving to a Shared Folder or FTP Server



You can save scanned data to a shared folder on a computer or FTP server.
This is convenient for sharing the scanned data of a paper document on a network.

Preparing to Save Scanned Data to a Shared Folder(P. 255)
Preparing to Save Scanned Data to an FTP Server(P. 258)
Scanning (Saving to a Shared Folder or FTP Server)(P. 268)

NOTE

- To add a digital signature to a PDF file when saving or sending scanned data in PDF format, you must generate a key and certificate in advance. **Preparing to Add a Digital Signature to a PDF File(P. 260)**

■ 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 to use this feature.
Using Internet Fax (I-Fax)(P. 315)

Preparations for Scanning

965S-056

You must set the scanned data save destination and sending method before scanning.

Preparing to Save Scanned Data to a Computer(P. 246)
Preparing to Save Scanned Data to a USB Memory Device(P. 248)
Preparing to Send Scanned Data by E-mail(P. 249)
Preparing to Save Scanned Data to a Shared Folder(P. 255)
Preparing to Save Scanned Data to an FTP Server(P. 258)
Preparing to Add a Digital Signature to a PDF File(P. 260)

Preparing to Save Scanned Data to a Computer

965S-057

Make the following preparations for each computer to which to save scanned data.

Step 1: Installing the Driver and Application to the Computer(P. 246)
Step 2: Registering the Machine with a Computer(P. 246)

Step 1: Installing the Driver and Application to the Computer

Install the following driver and application on the computer to which to save scanned data. **Installing Software and Drivers to the Computer(P. 103)**

ScanGear MF
This scanner driver is required to save scanned data to a computer.
When scanning with a computer, you can use this driver to adjust the scan settings while checking the results.

MF Scan Utility
This is the application for scanning.
Use this to easily scan photos and documents from a computer. You can also change the scan settings for when performing scanning operations with the machine.

Step 2: Registering the Machine with a Computer

For both of the following cases, you must register the machine with the computer used as the save destination.

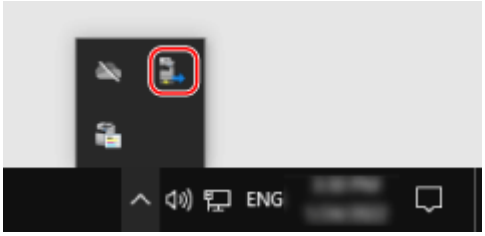
- Performing scanning operations with the machine
- Setting a computer connected to a network as the save destination

You do not have to register the machine when scanning from a computer or saving scanned data to a USB-connected computer.

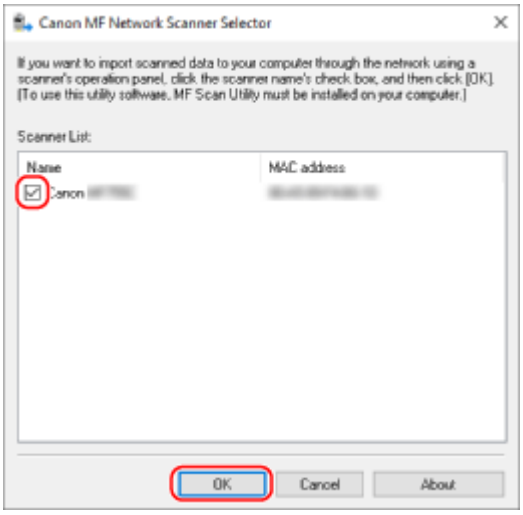
When Using Windows(P. 246)
When Using macOS(P. 247)

■When Using Windows

1 Click [ ] (Canon MF Network Scanner Selector) displayed in the Windows notification area.



2 Select the checkbox for this machine, and click [OK].



■When Using macOS

Use MF Scan Utility to register the machine.

1 From the OS Applications folder, double-click [Canon MF Utilities] ▶ [Canon MF Scan Utility].

➠ MF Scan Utility starts.

2 Click [Canon MF Scan Utility] ▶ [Network Scanner Settings].

3 Click [+] at the bottom left.

4 Add the machine on each tab according to the connection method.

■Connecting with Bonjour

On the [Bonjour] tab, select the Bonjour name, and then click [Add].

■Connecting with TCP/IP

On the [IP] tab, enter the IP address of the machine, and then click [Add].

5 Restart MF Scan Utility.

➠ The added machine is displayed in [Product Name:] on the [Canon MF Scan Utility] main dialog box.

Preparing to Save Scanned Data to a USB Memory Device

965S-058

This enables saving of scanned data to a USB memory device.
MF469x does not allow saving by default.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Memory Media Settings](P. 564)
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Store/Access Files Settings] ▶ [Memory Media Settings] ▶ [Edit].

➡ The [Edit Memory Media Settings] screen is displayed.

4 Select the [Store to Memory Media] checkbox, and click [OK].

5 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

NOTE

Selecting an Operation When a USB Memory Device Is Connected

- You can configure the settings to display a screen for selecting and immediately executing an operation (scanning from a USB memory device or Memory Media Print) when a USB memory device is inserted into the machine.

  Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Store/Access Files Settings] ▶ [Edit] of [Display Screen When Memory Media is Connected] ▶ select the [Display Screen When Memory Media is Connected] checkbox ▶ [OK]

  Using the control panel, configure the settings in the [Home] screen from [Menu] ▶ [Function Settings]. **[Screen When Mem. Med. Conn](P. 565)**

Preparing to Send Scanned Data by E-mail

965S-059

Configure the settings of the e-mail server to be used to send e-mail. Depending on the settings, use either of the following methods to configure the settings from a computer. You cannot use the control panel to configure the settings.

Configuring the Basic Settings for Sending E-mail (Windows)

Configure the basic settings of the e-mail server. You can also register destination e-mail addresses to Favorites in the Address Book. Use Send Function Setting Tool to configure the settings.

Configuring the Basic Settings for Sending E-mail (Send Function Setting Tool)(P. 250)

* Favorites is a list of destinations that can be recalled with [] in the Address Book. **Address Book Function(P. 165)**

Configuring Detailed Information of the E-mail Server

In addition to the basic information of the e-mail server, you can also configure POP authentication before sending and encryption communication settings. Use Remote UI to configure the settings.

Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

* Register destination e-mail addresses to the Address Book as needed. **Registering Destinations to the Address Book (Control Panel)(P. 167)** / **Registering Destinations to the Address Book (Remote UI)(P. 174)**

Configuring the Basic Settings for Sending E-mail (Send Function Setting Tool)

965S-05A

From a computer, configure the basic settings of the e-mail server using the Send Function Setting Tool. You can also register destination e-mail addresses to Favorites in the Address Book.
* Favorites is a list of destinations that can be recalled with [★] in the Address Book. **Address Book Function(P. 165)**

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

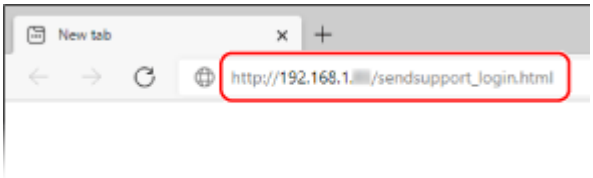
If the SMTP port number of the e-mail server is other than 25, you must change the port number setting. **Changing the Port Number(P. 386)**

Required Preparations

- Connect the computer you are using to configure the settings to the machine over a network.
- Prepare the following information and keep it close by.
  - IP address of the machine **Checking the Network Status and Settings(P. 96)**
  - E-mail address to register as a destination
  - Setting information of the e-mail server (SMTP server name, authentication setting, user name and password to be used for authentication)
    * 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.

1 From a Web browser on a computer, access the following URL.

http://<IP address of this machine>/sendsupport_login.html



➡ The [Start Settings] screen for the Send Function Setting Tool is displayed.

You can also use the downloaded file to start the Send Function Setting Tool. **Using the Downloaded Send Function Setting Tool(P. 252)**

■When the [Start Settings] Screen of Send Function Setting Tool Is Not Displayed

When a message such as [Cannot continue the settings because the function to perform settings for the device is restricted.] is displayed and the [Start Settings] screen is not displayed, see the following:
Cannot Access Remote UI or Send Function Setting Tool(P. 699)

2 Click [Start].

If the login screen appears, enter the System Manager ID and PIN, and then click [Logon].

3 Click [Send to E-mail Settings].

➡ The [Send to E-mail Settings] screen is displayed.

If the [Enter Address Book Password] screen appears, enter the PIN, and then click [OK].

4 For [Registration], select a Favorites number, and enter the name to be displayed in the Address Book.

Previously registered Favorites numbers are not displayed.

5 For [Send Destination Settings], enter the e-mail address to be registered.

6 For [SMTP Server Settings], configure the e-mail server information.

[SMTP Server]

Enter the SMTP server name (the host name or IP address) to be used for sending e-mail, using single-byte alphanumeric characters.

Input example: Host name
smtp.example.com

[SMTP Authentication]

When using SMTP authentication, select [Set], and enter the user name and password for authentication using single-byte alphanumeric characters.

7 Click [Next] ▶ [Register].

8 Restart the machine. Restarting the Machine(P. 112)

➠ The settings are applied.

Using the Downloaded Send Function Setting Tool

965S-05C

You can use the downloaded Send Function Setting Tool to automatically search for and start the configuration of the machine.

Required Preparations

- Download the Send Function Setting Tool from the Canon website for your country/region.
  https://global.canon/en/support/
- Double-click the downloaded file to extract the data.

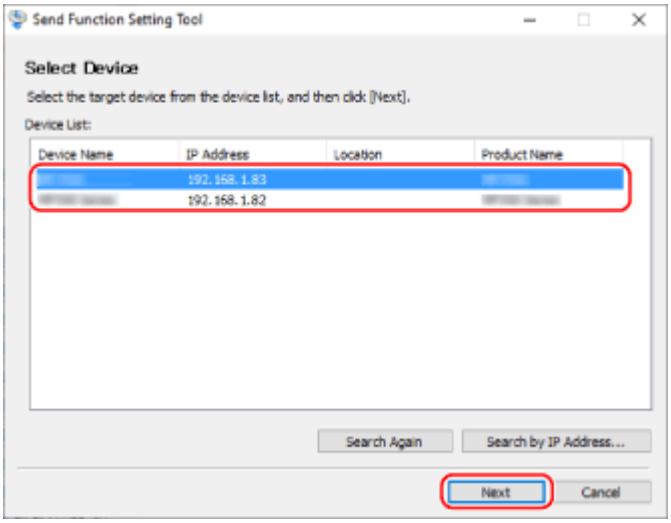
1 **In the extracted Send Function Setting Tool folder, open [SendSetting] ▶ [english], and double-click [SendSetting.exe].**

➠ A description of the Send Function Setting Tool is displayed.

2 **Click [Next].**

If a dialog box to cancel the Windows firewall appears, click [Yes].

3 **From [Device List], select the machine, and click [Next].**



If the machine is not displayed in [Device List], click [Search Again]. If the machine is still not displayed, click [Search by IP Address], enter the IP address of the machine, and then click [OK].

4 **Click [OK].**

➠ The [Start Settings] screen of the Send Function Setting Tool is displayed.

Configuring Detailed Information of the E-mail Server (Remote UI)

965S-05E

Use Remote UI from a computer to 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 POP authentication before sending, SMTP authentication, and encryption communication settings.

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

If the SMTP port number of the e-mail server is other than 25 and/or the POP3 port number is other than 110, you must change the port number setting. **Changing the Port Number(P. 386)**

Required Preparations

- Connect the computer you are using to configure the settings to the machine over a network.
- Prepare the following information and keep it close by.
  - IP address of the machine **Checking the Network Status and Settings(P. 96)**
  - E-mail address of the machine
  - Setting information of the e-mail server (SMTP/POP3 server name, 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.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [TX Settings] ▶ [E-Mail/I-Fax Settings] ▶ [Edit].

➡ The [Edit E-Mail/I-Fax Settings] screen is displayed.

4 Enter the basic settings of the e-mail server.

[SMTP Server]

Enter the SMTP server name (the host name or IP address) to be used for sending e-mail and I-Fax, 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 I-Faxes or when using POP authentication before sending (POP before SMTP), enter the POP3 server name (the host name or IP address) using single-byte alphanumeric characters.

Input example: Host name
pop.example.com

[User Name]

Enter the user name used for authenticating the POP3 server using single-byte alphanumeric characters.

[Set/Change Password]

To set a password to use when authenticating the POP3 server, select this checkbox, and enter the password using single-byte alphanumeric characters.

[POP RX]

Select this checkbox to receive I-Faxes.

[POP Interval]

Enter the interval at which to connect automatically to the POP3 server to receive I-Faxes.
To not receive I-Faxes automatically, enter [0]. In this case, I-Faxes must be manually received. **Receiving I-Faxes(P. 318)**

5 Configure the authentication and encryption settings for sending e-mail and I-Faxes according to your usage environment.

■When using POP authentication (POP before SMTP) before sending

Select the [Use POP Authentication Before Sending] checkbox.
To use APOP authentication to encrypt password at authentication, also select the [Use APOP Authentication] checkbox.

■When using SMTP authentication

Select the [Use SMTP Authentication (SMTP AUTH)] checkbox, and enter the user name to be used for SMTP authentication using single-byte alphanumeric characters.
To set a password to use for SMTP authentication, select the [Set/Change Password] checkbox, and enter the password using single-byte alphanumeric characters.

■When encrypting communication with the e-mail server

Select the [Use TLS for SMTP TX] and/or [Use TLS for POP] checkboxes.
Configure whether to verify a certificate for TLS encryption communication or whether to add a common name (CN) to the verification items.

6 Click [OK].

By clicking [Check SMTP Connection] or [Check POP Connection], you can check the connection with the SMTP or POP3 server using the current settings.

7 Restart the machine. Restarting the Machine(P. 112)

➠ The settings are applied.

Preparing to Save Scanned Data to a Shared Folder

965S-05F

- **Create a shared folder as a save location of the scanned data as needed. Creating a Shared Folder(P. 741)**

- **Register the shared folder information to the Address Book**

  Register the information for accessing the shared folder to the Address Book of the machine. Register from a computer using either of the following methods. You must register each shared folder that serves as a save location. You cannot use the control panel to register this information.

  Using the Send Function Setting Tool (Windows)
  Register the shared folder information to Favorites in the Address Book.
  Registering a Shared Folder to the Address Book (Send Function Setting Tool)(P. 256)

  Using Remote UI
  Register the shared folder information to Favorites in the Address Book or Coded Dial.
  Registering Destinations to the Address Book (Remote UI)(P. 174)

  * Favorites is a list of destinations that can be recalled with [ ] in the Address Book. **Address Book Function(P. 165)**
  * Coded Dial is a destination with a three-digit number that can be directly recalled from the Address Book.

Registering a Shared Folder to the Address Book (Send Function Setting Tool)

965S-05H

Use the Send Function Setting Tool from a computer to register the shared folder information to Favorites in the Address Book.
* Favorites is a list of destinations that can be recalled with [ ] in the Address Book. **Address Book Function(P. 165)**

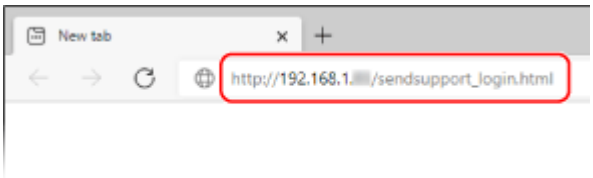
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Connect the computer you are using to configure the settings to the machine over a network.
- Prepare the following information and keep it close by.
  - IP address of the machine **Checking the Network Status and Settings(P. 96)**
  - Name or IP address of the computer with the shared folder
    Viewing the System Information of the Computer(P. 744)
    Viewing the Network Connection Information of the Computer(P. 746)
  - Path to the shared folder
  - User name and password used for accessing the shared folder (if Restrict Access is set)

1 From a Web browser on a computer, access the following URL.

http://<IP address of this machine>/sendsupport_login.html



➡ The [Start Settings] screen of the Send Function Setting Tool is displayed.

You can also use the downloaded file to start the Send Function Setting Tool. **Using the Downloaded Send Function Setting Tool(P. 252)**

2 Click [Start].

If the login screen appears, enter the System Manager ID and PIN, and then click [Logon].

3 Click [Store to Shared Folder Settings].

➡ The [Store to Shared Folder Settings] screen is displayed.

If the [Enter Address Book Password] screen appears, enter the PIN, and then click [OK].

4 For [Registration], select a Favorites number, and enter the name to be displayed in the Address Book.

Previously registered Favorites numbers are not displayed.

5 Enter the shared folder information in [Store Destination Settings].

[Computer Name of Store Destination]

Enter the name or IP address of the computer with the shared folder.

* When using a DNS server, you can enter the host name or FQDN instead of the computer name or IP address.

[Shared Folder Name on Store Destination Computer]

Enter the path to the shared folder. Use "\" as a separator.

Input example: when the shared folder path is C:\users\public\share
users\public\share

If there is no folder at the entered path, a folder with the entered name is created when scanned data is saved for the first time.

* However, if there is no parent folder, or you do not have write permission to the parent folder, a sending error occurs without a folder being created.

6 In [Status of Settings for Shared Folder], specify whether to enable Restrict Access for the shared folder.

If Restrict Access is enabled for the shared folder, select [Set], and enter the user name and password used for accessing the shared folder using single-byte alphanumeric characters.

7 Click [Next] ▶ [Register].

8 Restart the machine. Restarting the Machine(P. 112)

➠ The settings are applied.

Preparing to Save Scanned Data to an FTP Server

965S-05J

- **Configure PASV mode as needed.**

  Configure PASV mode when there is a firewall between the machine and the FTP server that serves as the save location of the scanned data.
  Configuring FTP PASV Mode(P. 259)

- **Register FTP server information to the Address Book.**

  Register the information for accessing the FTP server to the Address Book of the machine. Use Remote UI from a computer to register the information. You must register each FTP server that serves as a save location. You cannot use the control panel to register this information.
  Registering Destinations to the Address Book (Remote UI)(P. 174)

Configuring FTP PASV Mode

965S-05K

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 [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Use FTP PASV Mode](P. 495)**
Administrator privileges are required. The machine must be restarted to apply the settings.

Required Preparations

- Check that PASV mode has been configured on the FTP server.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [Network Settings] ▶ [FTP PASV Mode Settings] ▶ [Edit].**

➡ The [Edit FTP PASV Mode Settings] screen is displayed.

4 **Select the [Use FTP PASV Mode] checkbox, and click [OK].**

5 **Restart the machine. Restarting the Machine(P. 112)**

➡ The settings are applied.

Preparing to Add a Digital Signature to a PDF File

965S-05L

Adding a digital signature when saving or sending scanned data as a PDF file can be used to prove that the document is guaranteed by the author and has not been tampered with.
To add a digital signature, you must generate a key and certificate for device signature that shows that the scanned data (PDF file) was created with the machine.

This section describes how to configure the settings using Remote UI from a computer.
You cannot use the control panel to configure the settings.
Administrator privileges are required.

IMPORTANT

- Only one key and certificate for device signature are generated. They cannot be deleted.
- To add a digital signature to a PDF file, you must use the optional Send PDF Security Feature Set. **Send PDF Security Feature Set(P. 9)**

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [Device Management] ▶ [Key and Certificate Settings] ▶ [Generate Key].**

➡ The [Generate Key] screen is displayed.

4 **Select [Device Signature], and click [OK].**

5 **Click [OK].**

➡ The key and certificate for device signature are added to [Registered Key and Certificate] on the [Key and Certificate Settings] screen.

NOTE

Validity of the Key and Certificate

- The key and certificate for device signature are valid for five years. Update the key and certificate when they expire.

Updating the Key and Certificate

- In [Registered Key and Certificate] on the [Key and Certificate Settings] screen, click [Update] to the right of the key and certificate for device signature to update these.

Scanning (Saving to a Computer)

965S-05R



You can scan an original and save the scanned data to a computer connected to the machine. By just operating the machine, you can save scanned data to a computer. The original is scanned and the data is saved according to the settings of MF Scan Utility installed on the computer.

Required Preparations

- Make preparations such as installing the scanner driver (ScanGear MF) and application (MF Scan Utility) to the computer used as the save location. **Preparing to Save Scanned Data to a Computer(P. 246)**
- If the ScanGear MF screen appears on the computer used as the save location, close the screen.

1 Place the original. Placing Originals(P. 136)

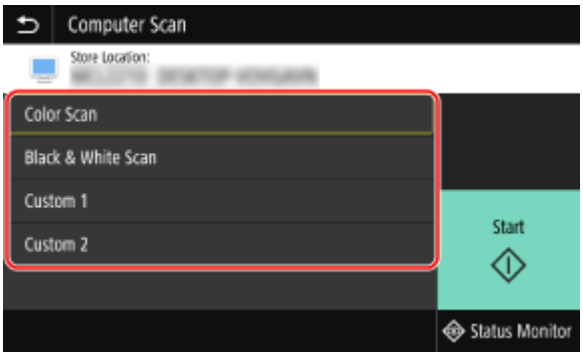
2 On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 119)

➠ The scan type selection screen is displayed.

3 Press [Computer].

➠ The screen to select the computer to be used as the save location is displayed.
When you are using the machine only with a USB-connected computer, the scan screen is displayed. Proceed to step 5.

4 Select the scan setting, and press [Start].



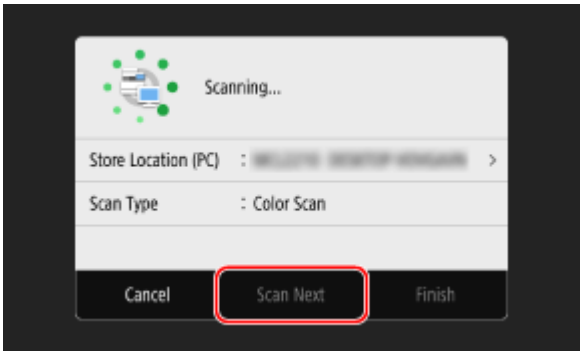
➠ Scanning of the original starts.

- The scanned data format, save location on the computer, and other settings are set for each scan setting. The original is scanned according to the selected scan setting.
- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning(P. 280)**
- When scanning is completed, the destination folder is displayed on the screen of the selected computer.

* By default, a subfolder with the scanning date is created in the [Documents] folder (Windows) or the [Pictures] folder (macOS), and the scanned data is saved to that folder.

■When [Scan Next] appears

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 them on the platen glass, and press [Scan Next].
Press [Finish] to save the scanned data.



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

NOTE

Checking or Changing Scan Setting or Save Location

- You can check and change the scan setting selected in step 5 by using the MF Scan Utility on the computer used as the save location. **Starting MF Scan Utility(P. 274)**

Scanning (Saving to a USB Memory Device)

965S-05S



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

- The settings enable saving of scanned data to a USB memory device. **Preparing to Save Scanned Data to a USB Memory Device(P. 248)**
  * MF469x does not allow saving of data by default.

1 **Place the original. Placing Originals(P. 136)**

2 **Insert a USB memory device into the USB port on the machine. Inserting and Removing a USB Memory Device(P. 187)**
If the memory media operation screen appears, press [USB Scan], and proceed to step 5.

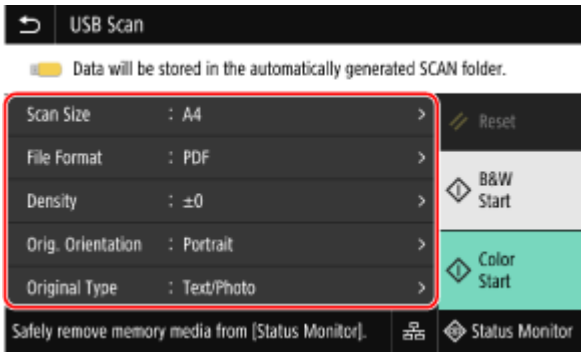
3 **On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 119)**

➡ The scan type selection screen is displayed.

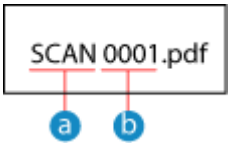
4 **Press [USB Memory].**

➡ The scan screen is displayed.

5 **Configure the scan settings. Scan Settings(P. 275)**



Scanned data is saved with the following file name.



a Default string (Can be changed. **Setting File / Division(P. 277)**)

b Four-digit number

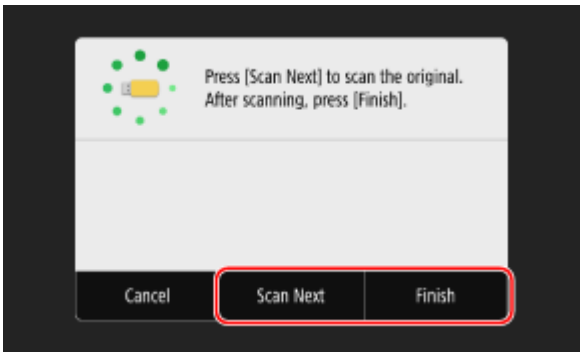
6 Press [Start B&W] or [Start Color].

➡ Scanning of the original starts.

- To scan the original in black and white, press [Start B&W], and to scan in color, press [Start Color].
- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning(P. 280)**
- When scanning is completed, a folder with the name "SCAN_nn" (where nn is a number) is created on the USB memory device, and the scanned data is saved to that folder.

■When [Scan Next] appears

After the original is placed on the platen glass and is scanned in PDF or TIFF format, the screen for scanning additional originals is displayed.
To continue scanning originals, place on the platen glass, and press [Scan Next].
Press [Finish] to save the scanned data.

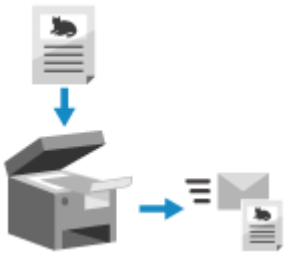


* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

7 When scanning is completed, remove the USB memory device. **Removing the USB Memory Device(P. 188)**

Scanning (Sending by E-mail)

965S-05U



You can scan an original and send the scanned data by e-mail as an attachment. Just like when sending 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 e-mail. **Preparing to Send Scanned Data by E-mail(P. 249)**

1 Place the original. Placing Originals(P. 136)

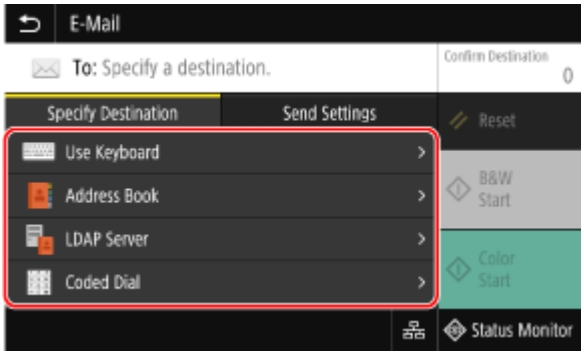
2 On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 119)

➠ The scan type selection screen is displayed.

3 Press [E-Mail].

➠ The scan screen is displayed.

4 On the [Specify Destination] tab, specify the destination. Specifying Destinations(P. 180)

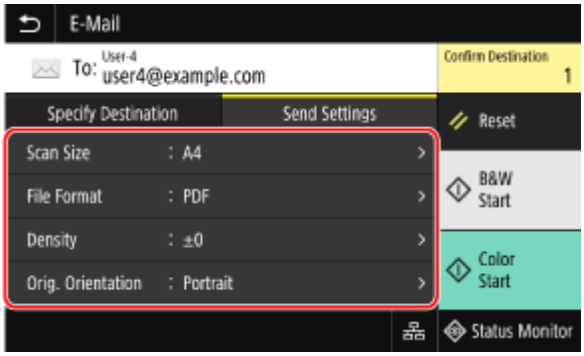


Use [Address Book] or [Coded Dial] to specify the Cc and Bcc destinations.

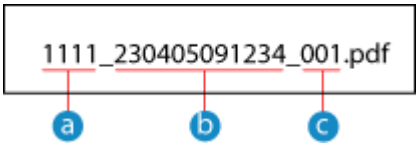
■ If you can only specify [Specify Myself as Destination]

If the destination when sending is restricted due to the Authentication Settings for Send Function, you cannot specify another destination. For details, contact the administrator.

5 Configure the scan settings on the [Send Settings] tab. Scan Settings(P. 275)



- You can also set the subject and main body of the e-mail on the [Send Settings] tab. **E-mail and I-Fax Settings(P. 279)**
- Scanned data is sent with the following file name. You can also use the [Send Settings] tab to specify a custom string and add it to the start. **Setting File / Division(P. 277)**



a Communications management number

b Date sent (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

6 Press [Start B&W] or [Start Color].

➡ Scanning of the original starts.

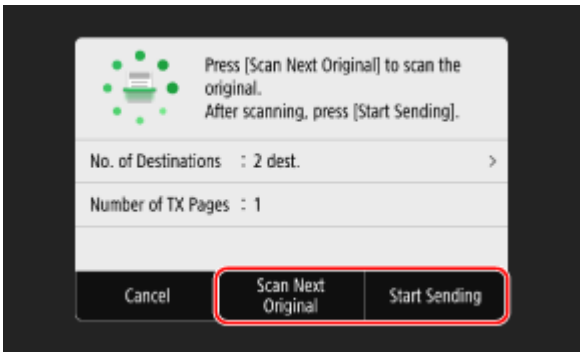
- To scan the original in black and white, press [Start B&W], and to scan in color, press [Start Color].
- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning(P. 280)**
- When scanning is completed, the scanned data is sent. Press [Status Monitor] to view the sending status and log.

■When [Confirm Destination] appears

Check that the destination is correct, and then press [Start Scanning].

■When [Scan Next Original] appears

After the original is placed on the platen glass and is scanned in PDF or TIFF format, the screen for scanning additional originals is displayed.
To continue scanning originals, place on the platen glass, and press [Scan Next Original].
When scanning of all documents is completed, press [Start Sending] or [Preview & Send].

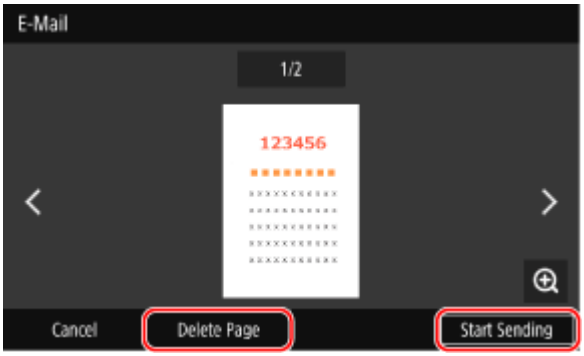


* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

■When the preview screen appears

Press [Start Sending] after previewing the scanned data.

If there are pages you do not want to send, open the page and press [Delete Page].



■When [SMTP Authentication] appears

Enter the user name and password to be used for SMTP authentication, and then press [Apply].

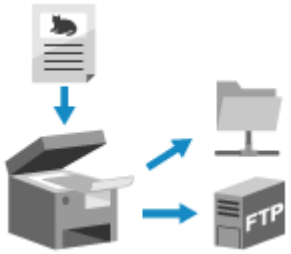
NOTE

When a Sending Error Occurs

- Depending on the e-mail server settings, a notification e-mail may be sent to the e-mail address set on the machine when a sending error occurs. If notification e-mails are left in the server, the mailbox may become full, so it is recommended to periodically empty the mailbox. **Clearing the Mail Box(P. 462)**

Scanning (Saving to a Shared Folder or FTP Server)

965S-05W



You can scan an original and save the scanned data to a shared folder on a computer or FTP server.
This is convenient for sharing the scanned data of a paper document on a network.

Required Preparations

- Register the information for accessing the shared folder and/or FTP server to the Address Book of the machine.
  Preparing to Save Scanned Data to a Shared Folder(P. 255)
  Preparing to Save Scanned Data to an FTP Server(P. 258)

1 **Place the original.** **Placing Originals(P. 136)**

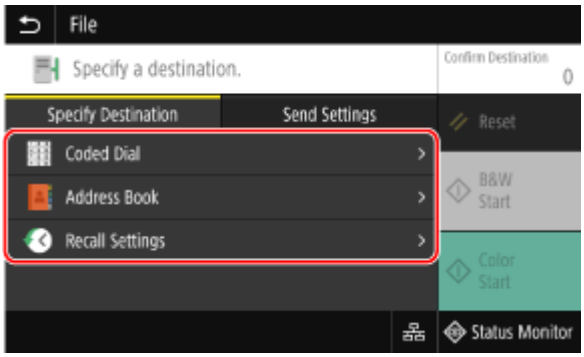
2 **On the control panel, press [Scan] in the [Home] screen.** **[Home] Screen(P. 119)**

➡ The scan type selection screen is displayed.

3 **Press [File].**

➡ The scan screen is displayed.

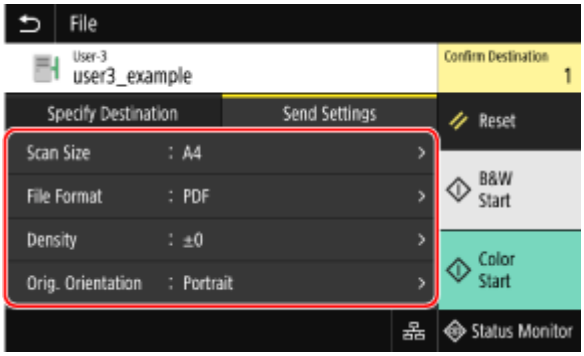
4 **On the [Specify Destination] tab, specify the destination.** **Specifying Destinations(P. 180)**



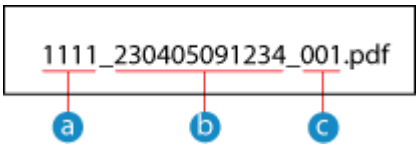
■ If you can only specify [Specify Myself as Destination]

If the destination when sending is restricted due to the Authentication Settings for Send Function, you cannot specify another destination. For details, contact the administrator.

5 **Configure the scan settings on the [Send Settings] tab.** **Scan Settings(P. 275)**



Scanned data is saved with the following file name. You can also use the [Send Settings] tab to add a specified custom string to the start. **Setting File / Division(P. 277)**



a Communications management number

b Date saved (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

6 Press [Start B&W] or [Start Color].

➠ Scanning of the original starts.

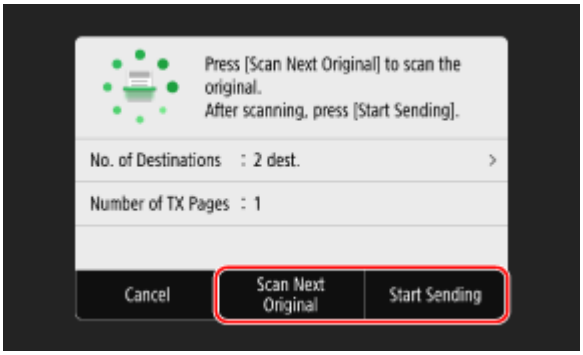
- To scan the original in black and white, press [Start B&W], and to scan in color, press [Start Color].
- To cancel scanning, press [Cancel] ▶ [Yes]. **Canceling Scanning(P. 280)**
- When scanning is completed, the scanned data is saved. Use [Status Monitor] to view the save status and log. **Checking the Send and Save Status and Log of Scanned Data(P. 281)**

■When [Confirm Destination] appears

Check that the destination is correct, and then press [Start Scanning].

■When [Scan Next Original] appears

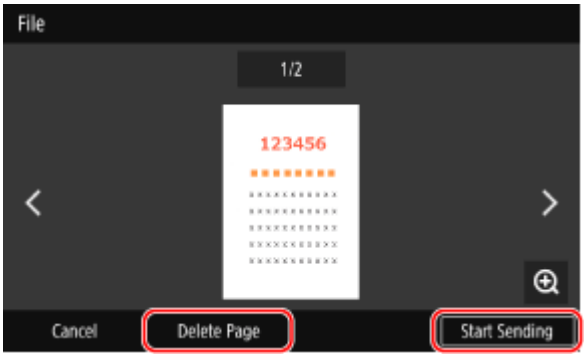
After the original is placed on the platen glass and is scanned in PDF or TIFF format, the screen for scanning additional originals is displayed.
To continue scanning originals, place on the platen glass, and press [Scan Next Original].
When scanning of all documents is completed, press [Start Sending] or [Preview & Send].



* If the original has different size pages, part of the image may be missing, or the image may be scanned smaller.

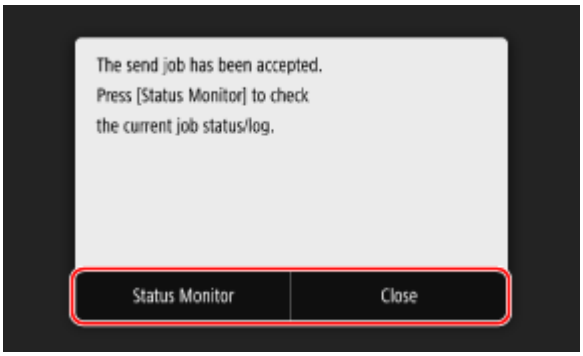
■When the preview screen appears

Preview the scanned data before press [Start Sending].
If there are pages you do not want to send, open the page and press [Delete Page].



■When [Status Monitor] appears

To view the save status and log, press [Status Monitor]. **Checking the Send and Save Status and Log of Scanned Data(P. 281)**
Pressing [Close] displays the scan screen.



■When [File Authentication] appears

Enter the user name and password to be used to access the shared folder or FTP server, and then press [Apply].

Scanning from a Computer (Saving to a Computer)

965S-05X



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.

Use either of the following applications to perform scanning.

Dedicated application (MF Scan Utility)
Scan easily using the setting to suit your purpose. Send scanned data to a specified application to display it and send it by e-mail. You can also use the ScanGear MF screen to configure advanced settings.
Using a Dedicated Application to Perform Scanning - MF Scan Utility(P. 271)

Other TWAIN- and WIA-supported Applications
You can also use image processing software, document software, and other applications that support TWAIN*1 or WIA*2. 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 Other TWAIN- and WIA-supported Applications(P. 272)

*1 TWAIN is a standard for connecting a scanner or other image input device to a computer.

*2 WIA is a function that comes standard in Windows.

Using a Dedicated Application to Perform Scanning - MF Scan Utility

After placing an original on the machine, scan using MF Scan Utility on a computer.

Required Preparations

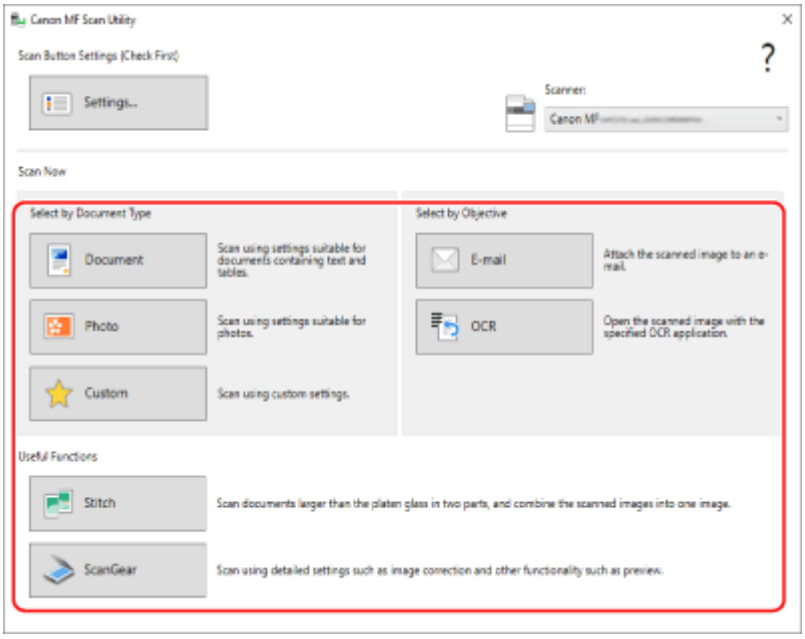
- Install the scanner driver (ScanGear MF) and application (MF Scan Utility) on the computer. **Installing Software and Drivers to the Computer(P. 103)**

1 **Place the original on the machine.** **Placing Originals(P. 136)**

2 **Start MF Scan Utility on a computer.** **Starting MF Scan Utility(P. 274)**

3 **For [Product Name], select the machine.**

4 **Click the button corresponding to the original type and purpose to start scanning.**



Click [ScanGear] to display ScanGear MF and configure the advanced scan settings. For more information, click [ ] on ScanGear MF to display help.

NOTE

When Scanning Cannot Be Performed

- The machine may not be online (scan standby mode). On the control panel, select [Scan] in the [Home] screen, and press [Remote Scanner] to turn the machine online, and then repeat the operation.

Scanning Using Other TWAIN- and WIA-supported Applications

After placing an original on the machine, scan using other TWAIN- and WIA-supported application on your computer. 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 (ScanGear MF) on the computer. **Installing Software and Drivers to the Computer(P. 103)**

1 Place the original on the machine. Placing Originals(P. 136)

2 On the computer, start the application used to import the scanned data.

3 In the application, select the command to start the scanning operation.

4 Select the scanner driver (ScanGear MF or WIA) of the machine, and configure the scan settings.

For more advanced scan settings, select ScanGear MF. For more information, click [ ] on ScanGear MF to display help.

5 Start scanning.

➠ When scanning is completed, the scanned data is imported to the application.

If the next pages of the original are not scanned or an error message appears after scanning is completed, place the originals on the machine one at a time and perform scanning.

NOTE

When Scanning Cannot Be Performed

- The machine may not be online (scan standby mode). On the control panel, select [Scan] in the [Home] screen, and press [Remote Scanner] to turn the machine online, and then repeat the operation.

Starting MF Scan Utility

965S-05Y

Start MF Scan Utility installed on the computer.

■When Using Windows

Click [ ] (Start) ▶ [Canon] ▶ [MF Scan Utility].

■When Using macOS

From the OS Applications folder, double-click [Canon MF Utilities] ▶ [Canon MF Scan Utility].

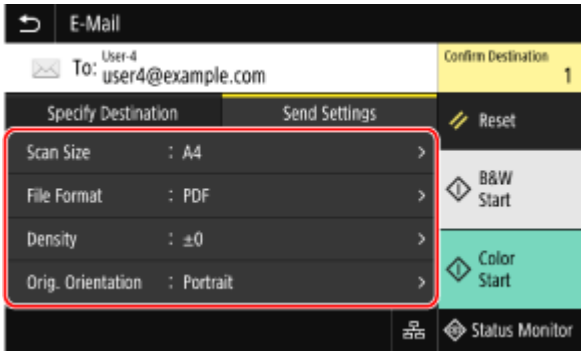
NOTE

- For more information on the operations and settings of MF Scan Utility, click [Instructions] on the MF Scan Utility screen to display help.

Scan Settings

965S-060

When scanning with the machine, you can use the [Send Settings] tab on the scanning screen to set the original size and adjust the image quality.



If the scanned data does not appear as expected, you can change the settings and scan again.
* To start scanning, select the scanning color (black and white or color) by pressing [Start B&W] or [Start Color].
* To save scanned data to a computer, configure the settings with MF Scan Utility or ScanGear MF installed on the computer. You cannot use the control panel to configure the settings.

Setting the Original Size and Orientation(P. 275)
Adjusting Image Quality(P. 276)
2-Sided Scan Settings(P. 277)
Setting Preview(P. 277)
Skipping Blank Pages(P. 277)
Setting File / Division(P. 277)
E-mail and I-Fax Settings(P. 279)

NOTE

Registering Favorite Settings

- You can register frequently used scan settings as Favorite Settings to easily call up these settings as needed when scanning. **Registering and Calling Up Favorite Settings(P. 190)**
- You can also change the default scan settings. **Changing the Default Settings(P. 193)**

Recalling Past Settings - TX Job Log

- You can use the TX Job Log to recall the scan settings used to send or save scanned data in the past. **Specifying Destinations (TX Job Log)(P. 186)**

  * TX Job Log is not available when saving scanned data to a USB memory device.

Setting the Original Size and Orientation

Set the size and orientation according to the original to be scanned.

[Scan Size]
Select the size of the placed original.

Configuring Custom Sizes
Select [Specify Custom Size], enter the dimensions in [X] and [Y], and press [Apply].
When frequently used non-standard sizes are registered, you can call these up by pressing [S1] to [S3].

Registering a Non-standard Size

Use the following procedure to register sizes when frequently using 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 three non-standard sizes.

[Specify Custom Size] ▶ [Register Size] ▶ select [S1] to [S3] ▶ enter the dimensions in [X] and [Y] ▶ [Apply]

On the size input screen, press [Name] to change the display name of [S1] to [S3].

[Orig. Orientation]
Select [Portrait] or [Landscape] to suit the placed original.

[Portrait] **[Landscape]**



Adjusting Image Quality

You can adjust the image quality such as when the scanned data image is not clear or the text is difficult to read.

[Density]
Adjust the density to suit the original.
Press [+] to increase the density and [-] to lower it.

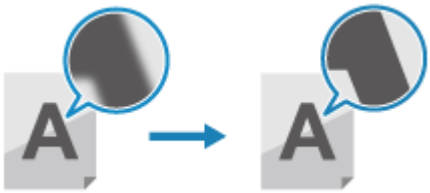
[Original Type]
Select the original type.
Scanning is performed using the image quality to suit the content of the original.

[Sharpness]
Adjust the sharpness.
Emphasize the contours and lines to make them clearer, or weaken them to make them softer.

Adjustment example:

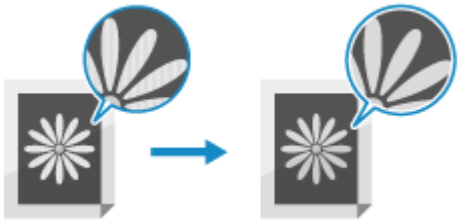
- **To make blurry text or shapes clearer**

  Press [+].



- **To reduce moiré (vertical pattern noise) in pictures**

  Press [-].



NOTE

When the File Format of the Scanned Data Is JPEG

- The image quality varies depending on the compression ratio selected in [Data Size]. **Setting File / Division(P. 277)**

2-Sided Scan Settings

When scanning a 2-sided original, place the original on the feeder, and set [2-Sided Original].

[2-Sided Original]
When scanning a 2-sided original, select [Book Type] or [Calendar Type]. Select this according to the top and bottom orientation of the front and back sides of the placed original.

[Book Type]



Top and bottom have same orientation

[Calendar Type]



Top and bottom have opposite orientation

To cancel scanning of a 2-sided original, select [Off].

Setting Preview

To preview the scanned data before sending or saving it, enable [Preview].
* This setting is not available when saving the scanned data to a USB memory device.

[Preview]
To preview the scanned data before sending or saving it, select [On].
You can preview the scanned data on the control panel after scanning is completed. You can delete pages you do not want to send or save.

Skipping Blank Pages

Enable [Skip Blank Orig.] to skip blank pages of an original automatically.
* This setting is not available when sending scanned data by I-Fax.

[Skip Blank Orig.]
To automatically delete pages that have been determined to be blank when scanning, select [On].
When both [On (Preview)] and [On (No Preview)] are displayed, select whether to check the preview image of the scanned data before sending or saving the data.
* When [Skip Blank Orig.] is set to [On], scanning is canceled when all pages of the scanned original are determined to be blank.

[Adjust Recog Level]
Adjust the accuracy for detecting blank pages.
Selecting [+] increases the sensitivity level for detecting blank pages.

Setting File / Division

Set the scanned data format and file name.
You can compress data and enable recognition of text in an original. You can also combine multiple originals into one file or create separate files for each original.
* The scanned data format setting is not available when sending scanned data by I-Fax. The scanned data is sent in TIFF format.

IMPORTANT

- To add encryption or a digital signature to a PDF file, you must use the optional Send PDF Security Feature Set. **System Options(P. 9)**

[File Format]
Select the scanned data format from PDF, JPEG, or TIFF according to your purpose and environment.

Reducing the Data Size

- **When using PDF format**
  Select [PDF (Compact)] or [PDF (Compact/OCR)].
  The data size is reduced, but the image quality and the number of sheets that can be scanned at a time may also be reduced depending on the original type.
- **When using JPEG format**
  Select [JPEG], and set [Data Size] to [Small: Memory Priority].

Enabling Recognition of Text in an Original

Select [PDF (OCR)] or [PDF (Compact/OCR)].
By default, [Orig. Orientation] is detected automatically according to the orientation of text detected when the PDF is created. **[OCR (Text Searchable) Settings](P. 518)**

Combining Multiple Originals into One File

Select PDF or TIFF format.

Dividing the Original into Separate Files

- **When using PDF format**
  Select [Set PDF Details] ▶ select PDF format ▶ press [Divide into Pages] ▶ [On].
- **When using TIFF format**
  Press [Set TIFF Details] ▶ [Divide into Pages] ▶ [On].
- **When using JPEG format**
  Select [JPEG].

Enhancing PDF File Security

You can enhance the security of a PDF file by setting a password to encrypt the file and adding a digital signature. You can encrypt and digitally sign the same file.
* To add a digital signature, you must generate a key and certificate for device signature. **Preparing to Add a Digital Signature to a PDF File(P. 260)**

- **When Encrypting the File**
  Select [Set PDF Details] ▶ select PDF format ▶ [Encryption] ▶ select encryption level ▶ enter a password, press [Apply] ▶ confirm the password, and press [Apply].
  * If you set the encryption level to [Acrobat 9.0 or Equivalent/256-bit AES] instead of [Acrobat 10.0 or Equivalent/256-bit AES], you must configure separate settings. **[256-bit AES Set. (Encrypt. PDF)](P. 518)**
- **When Adding a Digital Signature**
  Select [Set PDF Details] ▶ select PDF format ▶ press [Digital Signatures] ▶ [Top Left].

[Data Size]
Select the data size when using JPEG format for the scanned data. The compression ratio varies according to the selected data size.

[Small: Memory Priority]
Increases the compression ratio but lowers the image quality.

[Large: Image Quality Priority]
Lowers the compression ratio but increases the data size.

[File Name]
Specify a string to add to the start of the file name of the scanned data.

E-mail and I-Fax Settings

You can configure the e-mail settings when sending scanned data by e-mail or I-Fax.

[Subject/Message]
Set the subject and main body of the e-mail.

[Reply To]
Select an e-mail address (Reply-To) from the Address Book to be used for e-mail recipients to reply to.
If no e-mail address is selected here, the e-mail address of the machine is used as the Reply-To e-mail address.
* If the e-mail address you want to use is not registered in the Address Book, register it, and then select it. **Address Book Function(P. 165)**

[Priority]
Select the priority level.

NOTE

E-mail Sender

- The e-mail address of the machine becomes the sender e-mail address (From) regardless of the [Reply To] setting.
- To send the sender's name along with the e-mail address of the machine, use the following procedure to set the unit name.

  Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Scan and Send Settings] ▶ [Edit] under [Unit Name Settings] ▶ enter the unit name ▶ [OK].

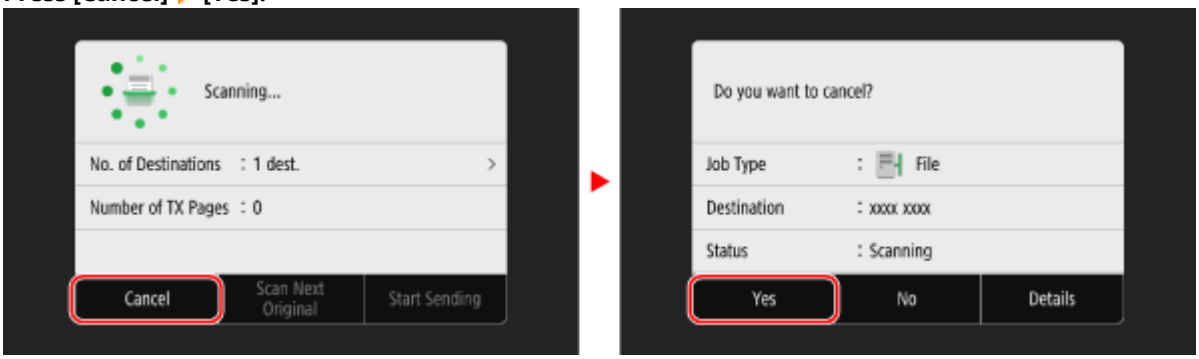
  On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Register Unit Name](P. 543)**
- The e-mail sender is the setting shared with the machine.

Canceling Scanning

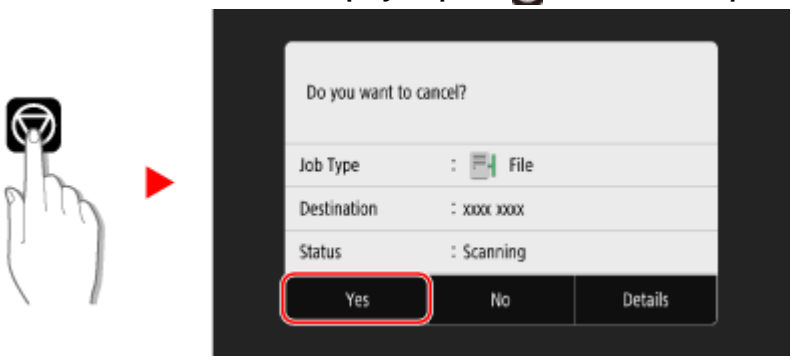
965S-061

Follow the instructions on screen to cancel a scanning operation.

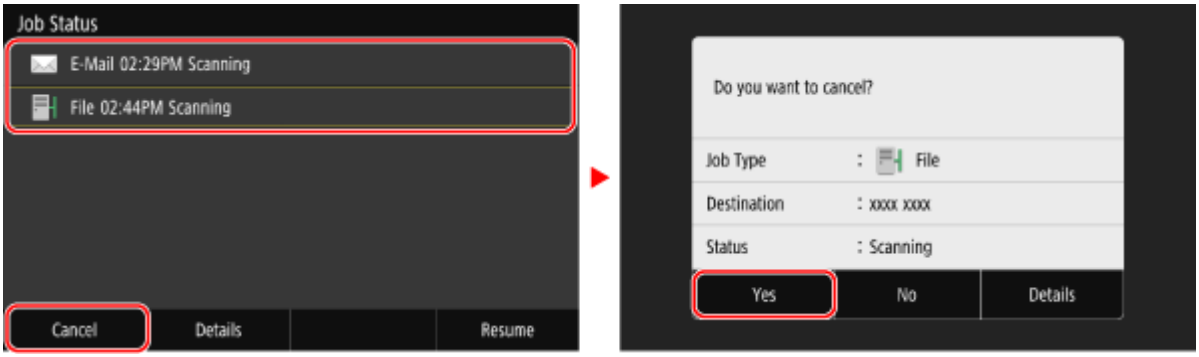
Press [Cancel] ▶ [Yes].



If the above screen is not displayed, press on the control panel, and then press [Yes].



If the job list screen is displayed, select the job to cancel, and press [Cancel] ▶[Yes].



Checking the Send and Save Status and Log of Scanned Data

965S-062

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 scan job was performed correctly and the cause of errors that occur.
* If the log is hidden, you can only check the send and save status. **[Display Job Log](P. 576)**

This section describes how to check the status and log using the control panel.
You can also use Remote UI from a computer to check the status and log. **Checking Usage and Logs with Remote UI(P. 452)**

1 On the control panel, press [Status Monitor] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Status Monitor] screen is displayed.

2 Press [TX Job].

3 Check the status and log on the [TX Job Status] or [TX Job Log] tab.

■Checking the Send and Save Status

1. On the [TX Job Status] tab, check the job being processed or waiting to be processed.
2. Select a job to view its details.

   ➡ The job details are displayed.
3. Check the number of pages and the destination.
   For jobs with multiple destinations, press [Destination] to display the list of destinations.

■Checking the Send and Save Log

1. On the [TX Job Log] tab, check the completed send and save jobs.
2. Select a job to view its details.

   ➡ The job details are displayed.
3. Check the number of pages and the destination.
   For jobs with multiple destinations, press [Destination] to display the list of destinations.

If Send or Save Log Displays [Error]

Sending or saving was canceled, or an error occurred.
If a three-digit number starting with "#" (error code) is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed(P. 723)**

NOTE

Registering Destinations to the Address Book

- On the screen displaying the job details, press [Regst to Add Book] to register the destination to the Address Book.

  * This operation is not available when there are multiple destinations.

Faxing

Faxing 284
Preparing to Send and Receive Faxes 286
Preparing to Send Faxes from a Computer 287
Changing Fax RX Mode and Setting the Action when Receiving a Fax 289
Changing the Fax Number and Unit Name 291
Forwarding Faxes and Configuring the Backup Settings 292
Backing Up Sent Faxes 293
Auto Forwarding and Backing Up Received Faxes 295
Sending Faxes 297
Sending a Fax after a Phone Conversation (Manual Sending) 300
Sending Faxes from a Computer (PC Faxing) 302
Securely Sending PC Faxes 305
Fax Original Scan Settings 306
Receiving Faxes 308
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Changing the Print Settings for Received Faxes 310
Canceling Fax Sending 312
Checking the Status and Log for Sent and Received Faxes 313
Using Internet Fax (I-Fax) 315
Changing the Print Settings of the Received I-Fax 319

Faxing

965S-063

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 phone line.

Sending Faxes

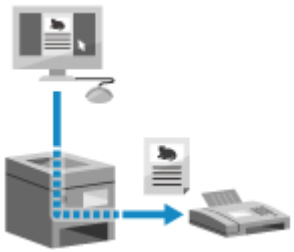
The following two methods are available:

Sending a Fax from the Machine



You can scan a document, photo, or other printed materials (originals) with the machine, converting it to a black and white image, and then send it.
Sending Faxes(P. 297)
Sent faxes can also be forwarded or saved automatically to a specific destination.
Backing Up Sent Faxes(P. 293)

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 connected to the machine.
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. 287)
Sending Faxes from a Computer (PC Faxing)(P. 302)

* 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 Application to Print and Scan Data and Send Faxes(P. 356)**

Receiving Faxes

When the machine is set to receive faxes automatically, faxes are received without the incoming ringing. If the machine rings, you can pick up the handset to determine whether it is a call or a fax. If it is a fax, you can receive it.
Receiving Faxes(P. 308)

Received faxes can also be forwarded or saved automatically to a specific destination.
Auto Forwarding and Backing Up Received Faxes(P. 295)

Sending and Receiving Faxes by Internet Fax



Internet Fax (I-Fax) is a function for sending and receiving faxes via the Internet. This lets you send a fax without using a phone line to lower 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. 315)

■ See Also

Restricting Printing of Received Faxes

You can temporarily save received faxes in the memory of the machine without printing them.
Saving Received Documents in the Machine (Memory Lock)(P. 425)

Preparing to Send and Receive Faxes

965S-064

To send and receive faxes with the machine, you must use the control panel (Fax Setup Guide) to configure the initial settings. You cannot configure the initial settings using Remote UI from a computer. **Configuring the Fax Settings (Fax Setup Guide)(P. 99)**

When Sending Faxes from a Computer
You must make the necessary preparations on each computer used to send faxes.
Preparing to Send Faxes from a Computer(P. 287)

To Change the Initial Settings
You can change the settings configured with Fax Setup Guide individually.
Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 289)
Changing the Fax Number and Unit Name(P. 291)

NOTE

- The sender's information, including the sent date and time and fax number of the machine, is printed together with the fax data at the destination. You can change the print position and the mark added to the fax number or choose to not print this. **[TX Terminal ID](P. 546)**
- To automatically forward or save sent and received faxes, you must configure separate settings. **Forwarding Faxes and Configuring the Backup Settings(P. 292)**

Preparing to Send Faxes from a Computer

965S-065

Make the following preparations for each computer used to send faxes.

Step 1: Installing the Driver to the Computer(P. 287)
Step 2: Using a Driver to Set the Department ID and PIN(P. 287)
Step 3: Configuring the Settings for Secure Sending(P. 287)
Step 4: Test Fax Sending(P. 288)

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. 103)**

Step 2: Using a Driver to Set the Department ID and PIN

When Department ID Management is enabled on the machine, set the Department ID and PIN by specifying the fax driver. **Setting the Department ID and PIN on a Computer(P. 375)**
* You can skip this step when not using Department ID Management. Proceed to Step 3.

Step 3: Configuring the Settings for Secure Sending

While sending faxes from a computer can be convenient, there is a risk of sending them to incorrect numbers. To reduce this risk, it is recommended that you configure the following settings using the fax driver.

When Using Windows(P. 287)
When Using macOS(P. 288)

■When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

2 Click the fax driver of the machine ▶ [Manage] ▶ [Printing preferences].

➡ The [Printing preferences] screen of the fax driver is displayed.

3 Configure the settings for secure sending.

- Enable confirmation of fax number.
- Set an external connecting number.
- Keep a TX Job Log.

For more information, 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 fax number.
- Set an external connecting number.

For more information, click [?] in the print dialog box to display help.

Step 4: Test Fax Sending

When installation and setup are complete, you can test to see if you can send faxes correctly. **Sending Faxes from a Computer (PC Faxing)(P. 302)**

Changing Fax RX Mode and Setting the Action when Receiving a Fax

965S-066

You can change the RX mode from the default setting.
When [Fax/Tel (Auto Switch)] is enabled to determine whether the incoming call is a fax, you can also configure settings such as the ring time.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.

1 On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 119)

2 On the [TX/RX Settings] tab, press [RX Mode].

➡ The [RX Mode] screen is displayed.

3 Select the RX mode.

■When Using a Telephone or the Optional HANDSET KIT 3 / TELEPHONE 6 KIT Without Connecting to the Machine

Select [Auto]. Used for fax only.

- Faxes are automatically received.
- Incoming telephone calls cannot be answered.

■When Connecting a Regular Telephone or HANDSET KIT 3 / TELEPHONE 6 KIT

When Automatically Receiving Faxes
Select [Fax/Tel (Auto Switch)]. Enables use of both fax and phone.

- Faxes are automatically received.
- When a telephone call is received, the machine rings. Pick up the handset to answer the call.

When Manually Receiving Faxes
Select [Manual]. Enables use of both fax and phone.

- The machine rings when receiving both fax and phone calls.
- If you hear a fax tone when picking up the handset, receive the fax manually. **Receiving Faxes(P. 308)**
- You can also configure the setting to receive faxes automatically after the machine rings for a certain period of time. **[Switch to Auto RX](P. 561)**

■When Connecting an Answering Machine

Select [Answering Machine]. Enables use of both fax and phone.

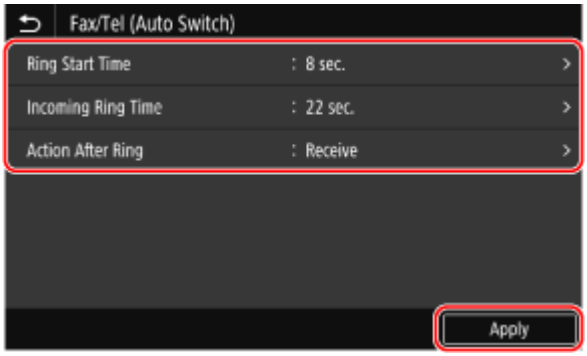
- Faxes are automatically received.
- When a telephone call is received, the answering machine function can be used to record messages. You can answer the call by picking up the handset before recording starts.

  * Set the answering machine so that the recording function activates after the machine rings one or two times.

  * When recording your message, it is recommended that you keep about four seconds of silence, or keep the entire message within 20 seconds.

4 Set the ring time and action when receiving a fax, and press [Apply].

Set this when [Fax/Tel (Auto Switch)] is selected for RX mode. If you selected another RX mode, this step is not required.



[Ring Start Time]

Specify the time to determine whether an incoming call is a fax or a phone call. The machine does not ring at this time.
Reception starts when the machine determines that the call is a fax.

[Incoming Ring Time]

Specify the ring time for incoming calls when it is determined that the call is not a fax.

[Action After Ring]

Select the action to take when the handset is not picked up while ringing.
Select [End] to disconnect the call, or select [Receive] to receive the fax.

NOTE

Connecting a Telephone or the Optional HANDSET KIT 3 / TELEPHONE 6 KIT

- For details about connecting a telephone or the optional HANDSET KIT 3 / TELEPHONE 6 KIT, use the procedure to connect to the telephone line. **Step 4: Connecting to Telephone Line(P. 101)**

[Net Switch]

- In Australia and New Zealand, [Net Switch] appears as an RX mode. In this mode, the machine distinguishes between receiving phone calls and faxes. To use this mode, you must subscribe to a network switch service.
- You must connect the machine to an external telephone or optional handset kit in advance.

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 FaxAbilty service beforehand.

Changing the Fax Number and Unit Name

965S-067

You can change the information registered to the machine such as when the fax number changes after a move or you want to change the name notified to the destination.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Set Line](P. 552)**
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].**

➡ The [Edit Fax TX Settings] screen is displayed.

4 **Change the fax number and unit name.**

- Enter the fax number in [Unit Telephone Number] in [Set Line].
- Enter the unit name in [Unit Name] in [Basic Settings].

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Forwarding Faxes and Configuring the Backup Settings

965S-068

Faxes can be forwarded and saved automatically to a specific destination when they are sent and received.
This is convenient when you want to check received faxes from a remote location or you want to back up faxes you sent or received.

Backing Up Sent Faxes(P. 293)
Auto Forwarding and Backing Up Received Faxes(P. 295)

NOTE

Forwarding Essential Faxes Only

- You can also select a specific fax from the RX Job Log and send it to a specific destination. **Checking the Status and Log for Sent and Received Faxes(P. 313)**

Backing Up Sent Faxes

965S-069

You can configure the settings to automatically forward and save a sent fax to a destination specified in advance. The following can be specified as forwarding and save destinations:

- Fax number
- E-mail address (e-mail/I-Fax)
- Shared folder on a computer
- FTP server

For destinations other than a fax number, the fax is forwarded or saved as a black and white PDF file.
* When specifying an I-Fax destination, the destination device must be able to view PDF files.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Archive TX Document](P. 553)**
Administrator privileges are required.

Required Preparations

- When specifying a backup destination other than a fax number, prepare the fax to be sent or saved to that destination.
  - The required preparations are the same as when sending and saving scanned data.
    Preparing to Send Scanned Data by E-mail(P. 249)
    Preparing to Save Scanned Data to a Shared Folder(P. 255)
    Preparing to Save Scanned Data to an FTP Server(P. 258)
  - When specifying an I-Fax e-mail address as the destination, configure the information of the e-mail server.
    Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)
- Register the destination to be specified to the Address Book of the machine. **Registering Destinations (Address Book)(P. 164)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].

➡ The [Edit Fax TX Settings] screen is displayed.

4 In [Communication Management Settings], select the [Archive TX Document] checkbox, and click [Select from Address Book].

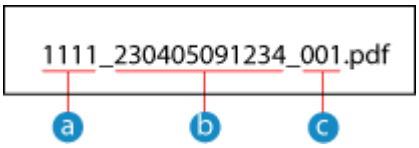
➡ The [Select from Address Book] screen is displayed.

5 Select the destination, and click [OK].

➡ The [Edit Fax TX Settings] screen reappears.

6 Enter any string in [File Name], as needed.

- If you selected a fax number as the destination, this step is not required. Proceed to Step 7.
- If you selected a destination other than a fax number, a PDF file is forwarded or saved with the following file name.



a Communications management number

b Date sent (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

When you enter a string in [File Name], the specified string is appended to the start of the above file name.

7 Click [OK].

➡ The settings are applied.

8 Log out from Remote UI.

NOTE

Backing Up Received Faxes

- The above section describes the settings for forwarding and saving sent faxes. To back up received faxes, separate settings are required. **Auto Forwarding and Backing Up Received Faxes(P. 295)**

Auto Forwarding and Backing Up Received Faxes

965S-06A

You can configure the settings to automatically forward and save a received fax to a destination specified in advance. You can also specify whether to print the received fax on the machine.
The following can be specified as forwarding and save destinations:

- Fax number
- E-mail address (e-mail/I-Fax)
- Shared folder on a computer
- FTP server

For destinations other than a fax number, the fax is forwarded or saved as a black and white PDF file.
* When specifying an I-Fax destination, the destination device must be able to view PDF files.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Forwarding Settings](P. 562)**
Administrator privileges are required.

Required Preparations

- When specifying a forwarding or backup destination other than a fax number, prepare the fax to be sent or saved to that destination.
  - The required preparations are the same as when sending and saving scanned data.
    Preparing to Send Scanned Data by E-mail(P. 249)
    Preparing to Save Scanned Data to a Shared Folder(P. 255)
    Preparing to Save Scanned Data to an FTP Server(P. 258)
  - When specifying an I-Fax e-mail address as the destination, configure the information of the e-mail server.
    Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)
- Register the destination to be specified to the Address Book of the machine. **Registering Destinations (Address Book)(P. 164)**

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] in [Forwarding Settings].**

➡ The [Edit Forwarding Settings] screen is displayed.

4 **Select the [Use Forwarding Function] checkbox, and click [Select from Address Book].**

➡ The [Select from Address Book] screen is displayed.

5 **Select the destination, and click [OK].**

➡ The [Edit Forwarding Settings] screen reappears.

6 Set whether to print faxes or save them in memory.

■When Printing Faxes on the Machine

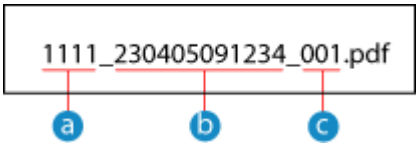
In [Print Images], select [On]. To print only when forwarding fails, select [Print Only When Error Occurs].

■When Saving Faxes that Cannot Be Forwarded to the Memory of the Machine

In [Store Images in Memory], select [Store Only When Error Occurs].
Faxes saved to the memory can be viewed in [Status Monitor]. **Checking Faxes that Failed to Be Forwarded(P. 314)**

7 Enter any string in [File Name], as needed.

- If you selected a fax number as the destination, this step is not required. Proceed to Step 8.
- If you selected a destination other than a fax number, a PDF file is forwarded or saved with the following file name.



a Communications management number

b Date sent (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

When you enter a string in [File Name], the specified string is appended to the start of the above file name.

8 Click [OK].

➡ The settings are applied.

9 Log out from Remote UI.

NOTE

Backing Up Sent Faxes

- The above section describes the settings for forwarding and saving received faxes. To back up sent faxes, separate settings are required. **Backing Up Sent Faxes(P. 293)**

Sending Faxes

965S-06C



You can scan a document, photo, or other printed materials (originals) with the machine, converting it to a black and white image, and then send it.
You can also send a fax after a phone conversation. **Sending a Fax after a Phone Conversation (Manual Sending)(P. 300)**

1 Place the original. Placing Originals(P. 136)

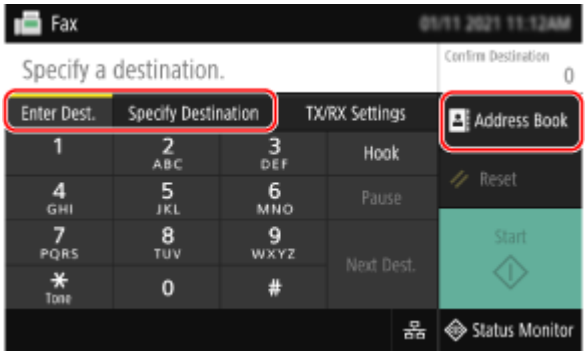
2 On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 119)

➡ The Fax screen appears.

3 Press [Reset].

If the destination setting for the previously sent fax remains, a fax may be sent to an incorrect destination. Reset the setting before operating.

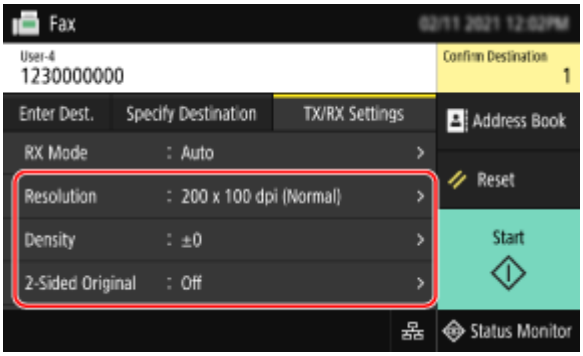
4 Specify the destination on the [Enter Dest.] tab, [Specify Destination] tab, or [Address Book]. Specifying Destinations(P. 180)



Enter the fax number with the numeric keys, or select a registered destination.

* If the machine is connected via Private Branch Exchange (PBX), press [R] before entering the destination with the numeric keys. If [R] is not available, you must register the R-key setting. **[R-Key Setting](P. 553)**

5 On the [TX/RX Settings] tab, configure the original scan settings. Fax Original Scan Settings(P. 306)



6 Press [Start].

➠ Scanning of the original starts.

- To cancel sending of a fax, press [Cancel] ▶ [Yes]. **Canceling Fax Sending(P. 312)**
- When scanning of the original is completed, the fax is sent. Use [Status Monitor] to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 313)**

■When [Confirm] appears

Enter the fax number again, and press [Apply].

■When [Confirm Destination] appears

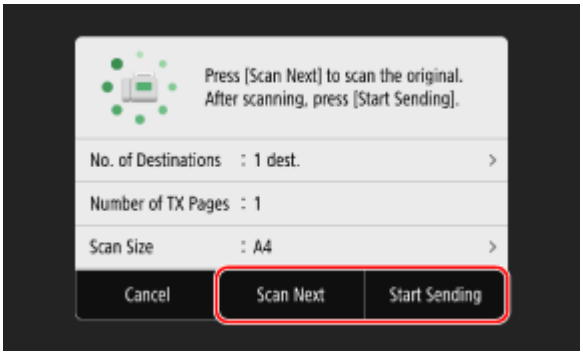
Check that the destination is correct, and then press [Start Scanning].

■When [Scan Size] appears

Select the size of the placed original.

■When [Scan Next] appears

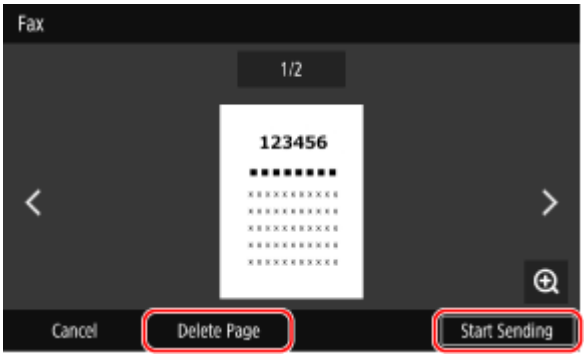
When an original is placed on the platen glass and scanned, the screen for scanning additional originals is displayed.
To scan additional originals, place them on the platen glass, and press [Scan Next].
When scanning of all documents is completed, press [Start Sending] or [Preview & Send].



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

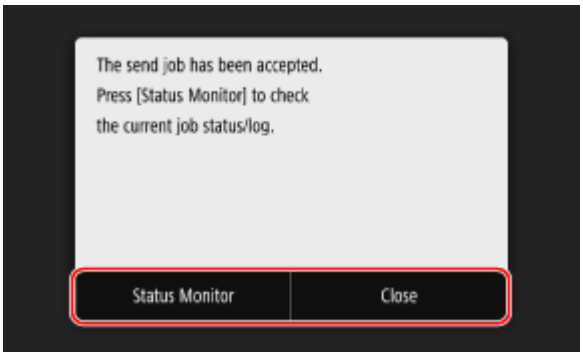
■When the preview screen appears

Press [Start Sending] after previewing the scanned data.
If there are pages you do not want to send, open the page and press [Delete Page].



■When [Status Monitor] appears

To view the sending status and log, press [Status Monitor]. **Checking the Status and Log for Sent and Received Faxes(P. 313)**
Pressing [Close] displays the fax screen.



Select the size of the placed original.

Sending a Fax after a Phone Conversation (Manual Sending)

965S-06E

You can send a fax after a phone conversation. To make a phone call, an external telephone or optional HANDSET KIT 3 / TELEPHONE 6 KIT is required. This section describes how to send a fax after a phone conversation.
When sending a fax during an incoming call, first pick up the handset to answer the call, and then perform the steps below. You do not need to perform Steps 4 and 5 to make a phone call.

IMPORTANT

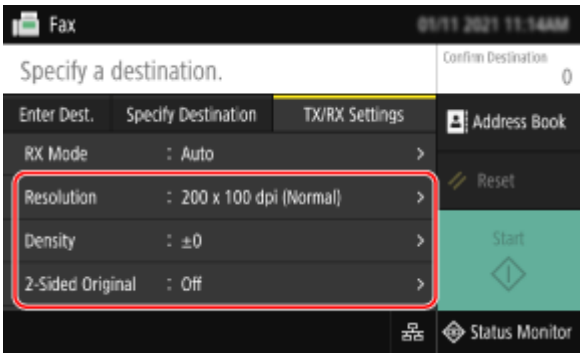
- The pages that can be scanned and sent for manual sending are restricted as follows:
  - When an original is placed on the feeder, only one side is scanned.
  - When an original is placed on the platen glass, only one page of the placed original can be sent.

1 **Place the original. Placing Originals(P. 136)**

2 **On the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 119)**

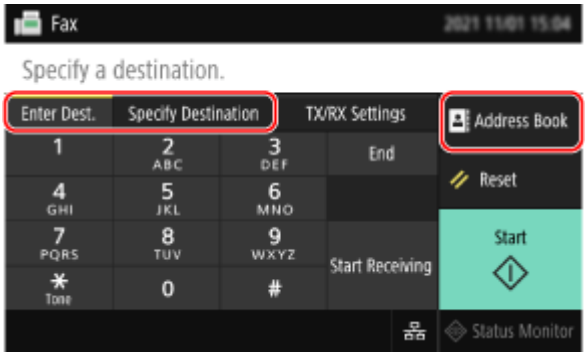
➡ The fax screen appears.

3 **On the [TX/RX Settings] tab, configure the original scan settings. Fax Original Scan Settings(P. 306)**



4 **Pick up the handset.**

5 **Specify the destination on the [Enter Dest.] tab, [Specify Destination] tab, or [Address Book]. Specifying Destinations(P. 180)**



Enter the fax number with the numeric keys or select a registered destination to make a phone call.

6 After the phone conversation, ask the recipient to set their fax machine to receive your fax.

7 When you hear a beep, press [Start], and hang up the handset.

➡ Scanning of the original starts.

- To cancel sending of a fax, press [Cancel] ▶ [Yes]. **Canceling Fax Sending(P. 312)**
- When scanning of the original is completed, the fax is sent. Use [Status Monitor] to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 313)**

■When [Scan Size] appears

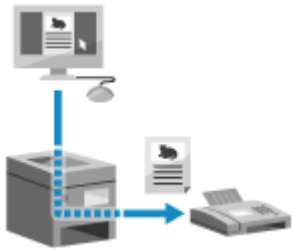
Select the size of the placed original.

NOTE

- The destinations and the settings in Manual Sending are not left in the TX Job Log.

Sending Faxes from a Computer (PC Faxing)

965S-06F



You can send a document as a fax from a computer using a fax driver.
As it is easy to send a document, be sure to thoroughly check the item you are sending beforehand. **Securely Sending PC Faxes(P. 305)**

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 to the computer and configure the settings according to your usage environment and purpose. **Preparing to Send Faxes from a Computer(P. 287)**

When Using Windows(P. 302)
When Using macOS(P. 303)

■When Using Windows

1 Open the document you are sending on your computer.

2 In the application used to open the document, select the command to print.

3 Select the fax driver of the machine, and click [Print].

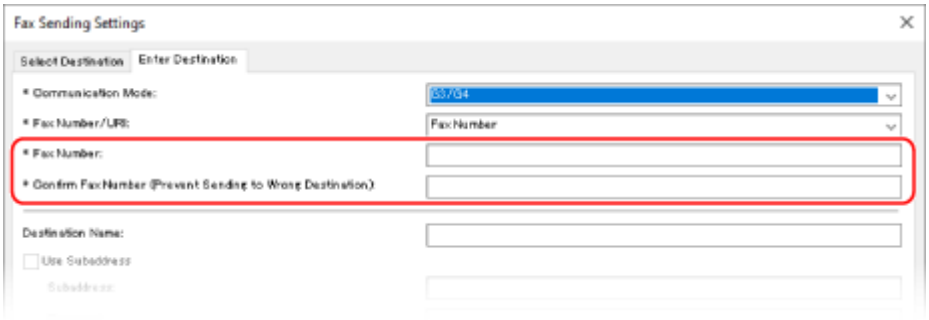
➡ The [Fax Sending Settings] screen of the fax driver appears.

4 Specify a destination.

- This section describes how to enter a fax number. You can specify a destination registered to the Address Book from the [Select Destination] tab.
- If an outside line number is required, enter this number before the fax number. If the outside line number has been set in advance, you do not need to enter it here. **Step 2: Using a Driver to Set the Department ID and PIN(P. 287)**

■When Entering One Fax Number

On the [Enter Destination] tab, enter a fax number. When [Confirm Fax Number (Prevent Sending to Wrong Destination)] can be entered, enter the same fax number.



■When Entering Multiple Fax Numbers

1. In [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].
   When [Confirm Fax Number (Prevent Sending to Wrong Destination)] can be entered, enter the same fax number.

3. Repeat Step 2, and after entering all destinations, click [OK].

5 Configure the cover sheet, the setting for saving the TX Job Log, and other fax setting, as needed.

- To configure the cover sheet details, click [Cover Sheet].
- To save the TX Job Log to the computer, select the [Store Sent Fax Information and Image] checkbox.
- For more information about the other fax settings, click [Help] on the [Fax Sending Settings] screen to display help.

6 Click [Send].

➠ A screen confirming the send destination is displayed.

7 Check that the destination is correct, and click [OK].

➠ The fax is sent via the machine.

- Use [Status Monitor] on the control panel to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 313)**
- When sending a fax with the [Store Sent Fax Information and Image] checkbox selected, you can view the log also from the [Sent Fax Information and Image] tab of the fax driver.

■When Using macOS

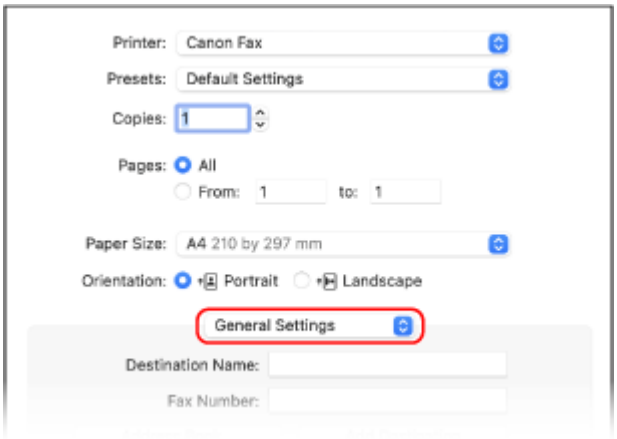
1 Open the document you are sending on your computer.

2 In the application used to open the document, click [Print].

➠ The printing dialog box appears.

3 In [Printer], select the fax driver of the machine.

4 From the print options pop-up menu, select [General Settings].



If print options are not displayed, click [Show Details] in the printing dialog box.

5 Enter the fax number, and click [Add Destination].

- To specify multiple destinations, repeat this step. You can specify a destination registered to the Address Book from [Address Book].
- If an outside line number is required, enter this number before the fax number.

6 Configure the cover sheet and other fax settings, as needed.

- To set the cover sheet details, select [Cover Sheet] from the pop-up menu of the print option.
- For more information about the other fax settings, click [?] in the printing dialog box to display help.

7 Click [Print].

➠ The fax is sent via the machine.

Use [Status Monitor] on the control panel to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 313)**

Securely Sending PC Faxes

965S-06H

While sending faxes from a computer can be convenient, there is a risk of sending it to an incorrect number. To reduce this risk, it is recommended that you check the following when sending faxes.

Checking the Content You Are Sending(P. 305)
Confirming the Destination(P. 305)
Confirming TX Job Log after Sending(P. 305)

Checking the Content You Are Sending

Unlike when scanning a document and sending it, 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 document sticking beyond the paper may be divided and sent separately.

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. When you cannot preview the document with the print function of the application or you want to send only certain pages of the document, you can check the content to be sent before sending.

Confirming the Destination

You can require the user to enter the fax number twice when specifying a destination or require the user to confirm the destination before sending to reduce the risk of sending a fax to an incorrect destination. For details about the settings to confirm the destination, see the procedures when preparing to send PC faxes. **Step 3: Configuring the Settings for Secure Sending(P. 287)**

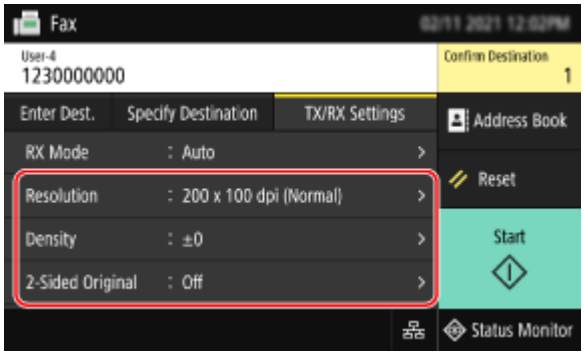
Confirming TX Job Log after Sending

When the machine is set to save a TX Job Log, you can check the log to confirm whether the intended content was sent correctly. For details about the settings to confirm the TX job log after sending PC faxes, see the procedures when preparing to send PC faxes. **Step 3: Configuring the Settings for Secure Sending(P. 287)**

Fax Original Scan Settings

965S-06J

When sending a fax using the machine, you can use the [TX/RX Settings] tab to adjust the image quality and set 2-sided scanning.



If the recipient cannot read the text or the sent fax was not as intended, the settings can be adjusted and the fax resent.

Adjusting Image Quality(P. 306)
2-sided Scan Settings(P. 307)
Setting Preview(P. 307)

NOTE

Registering Favorite Settings

- You can register frequently used settings for scanning fax originals to easily call up these settings as needed when sending. **Registering and Calling Up Favorite Settings(P. 190)**
- You can also change the default settings for scanning fax originals. **Changing the Default Settings(P. 193)**

Recalling Past Settings (TX Job Log)

- You can use the TX Job Log to recall the settings used to send faxes in the past. **Specifying Destinations (TX Job Log)(P. 186)**

Adjusting Image Quality

You can adjust the image quality such as when the fax image is not clear or the text is difficult to read.

[Resolution]
Select the resolution for scanning originals.
The higher the resolution, the sharper the image, but the longer it takes to send the data.

[Density]
Adjust the density to suit the original.
Press [+] to increase the density and [-] to lower it.

[Sharpness]
Adjust the sharpness.
Emphasize the contours and lines to make them clearer, or weaken them to make them softer.

Adjustment example:

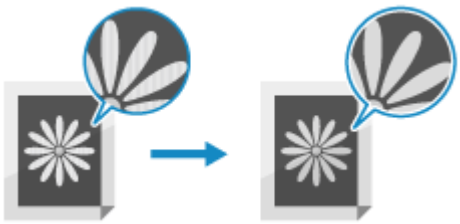
- **To make blurry text or shapes clearer**

Press [+].



- **To reduce moiré (vertical pattern noise) in photos**

  Press [-].



2-sided Scan Settings

When scanning a 2-sided original, place the original on the feeder, and set [2-Sided Original].
* 2-sided scanning is not available when sending a fax after a phone conversation.

[2-Sided Original]
To perform 2-sided scanning, select [Book Type] or [Calendar Type]. Select this according to the top and bottom orientation of the front and back sides of the placed original.

[Book Type]



Top and bottom have same orientation

[Calendar Type]



Top and bottom have opposite orientation

To cancel scanning of a 2-sided original, select [Off].

Setting Preview

To send the scanned originals after after previewing the data, enable [Preview].

[Preview]
To preview the scanned data before sending it, select [On].
You can preview the scanned data on the control panel after scanning is completed. You can delete pages you do not want to send.

Receiving Faxes

965S-06K

When the RX mode is set to receive faxes manually, you must perform operations to receive them.
When the RX mode is not set to receive faxes manually, you do not need to perform operations to receive them. When there is an incoming fax, it is automatically received without ringing and then printed once receiving is completed.
Place A4 or letter size paper in the paper source to prevent the image from being missing or divided.
You can also change the settings to print a received fax on both sides of the paper and print the received date and time and page number. **Changing the Print Settings for Received Faxes(P. 310)**

■When the Machine Rings

Receive the fax manually.
If a telephone is connected to the machine, you can receive the fax by operating the telephone without operating the machine. **Receiving Faxes via Telephone (Remote RX)(P. 309)**

1 When the machine rings, pick up the handset.

If it is a phone call, you can take the call.

2 If you hear a beep, on the control panel, press [Fax] in the [Home] screen. [Home] Screen(P. 119)

➡ The fax screen appears.

3 Press [Start Receiving], and hang up the handset.

➡ The machine starts receiving the fax. When receiving is completed, the fax is printed automatically.

NOTE

When a Fax Is Not Received or Printed

Cannot Receive a Fax(P. 692)

To Not Print a Received Fax

- Save the received fax to the memory of the machine or forward it to a specific destination.
  Saving Received Documents in the Machine (Memory Lock)(P. 425)
  Auto Forwarding and Backing Up Received Faxes(P. 295)

Receiving Faxes via Telephone (Remote RX)

965S-06L

Remote RX allows you to use the numeric keys of the telephone connected to the machine to receive faxes by dialing a predetermined number (Remote RX ID).
The Remote RX ID is set to [25] by default. You can change this to a custom number. **[Remote RX](P. 561)**

1 When the machine rings, pick up the handset of the telephone.

If it is a phone call, you can take the call.

2 When you hear a beep, dial the Remote RX ID using the numeric keys of the telephone.

➡ The machine starts receiving the fax. When receiving is completed, the fax is printed automatically.

If you do not hear a set of tones when entering the Remote RX ID, press the tone button (*) of the telephone, and then enter the Remote RX ID again.

3 Hang up the handset.

Changing the Print Settings for Received Faxes

965S-06R

Received faxes are printed on one side of the paper by default. You can change the settings to print on both sides of the paper, and print the received date and time and page number.

Printing on Both Sides(P. 310)
Printing the Received Date and Time and Page Number(P. 310)

Printing on Both Sides

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Print on Both Sides](P. 560)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] in [Basic Settings].**

➡ The [Edit Basic Settings] screen is displayed.

4 **Select the [Print on Both Sides] checkbox.**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Printing the Received Date and Time and Page Number

Select whether to print the following information at the bottom of received faxes:

- Reception date and time
- Received reception number
- Page number

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Print RX Page Footer](P. 558)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [RX/Forwarding Settings] ▶ [Common Settings] ▶ [Edit] in [Common Settings].**

➠ The [Edit Common Settings] screen is displayed.

4 **Select the [Add RX Page Footer] checkbox.**

5 **Click [OK].**

➠ The settings are applied.

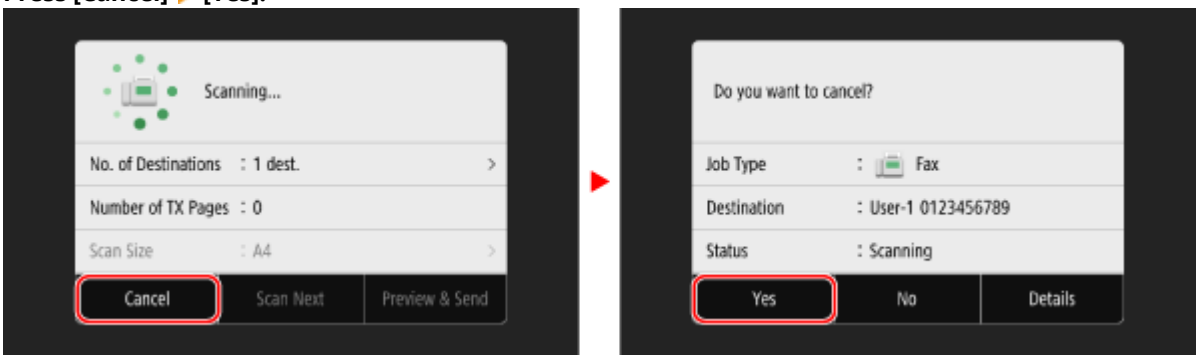
6 **Log out from Remote UI.**

Canceling Fax Sending

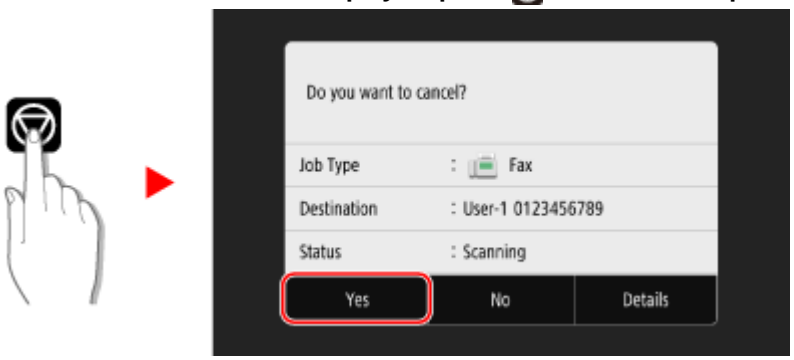
965S-06S

You can cancel sending of a fax by following the on-screen instructions.

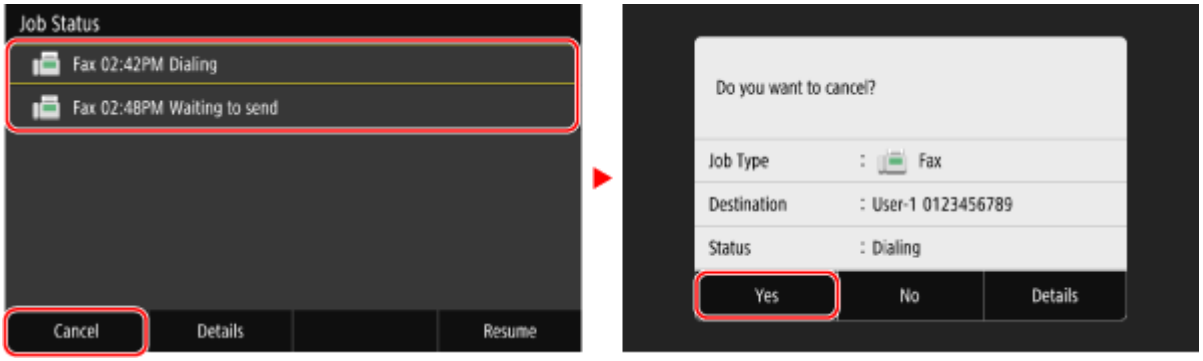
Press [Cancel] ▶ [Yes].



If the above screen is not displayed, press on the control panel, and then press [Yes].



If a job list screen is displayed, select the job to cancel, and press [Cancel] ▶ [Yes].



Checking the Status and Log for Sent and Received Faxes

965S-06U

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.
When the settings are configured to save faxes that could not be forwarded, these faxes can be printed on the machine or forwarded to a different destination instead.
* If the log is set to not be displayed, you can only check the send and receive status. **[Display Job Log](P. 576)**

Checking Sent and Received Faxes(P. 313)
Checking Faxes that Failed to Be Forwarded(P. 314)

Checking Sent and Received Faxes

You can check the status and log of sent and received faxes.
You can also check the number of pages of the fax and the fax numbers of the destination and sender, and forward faxes waiting to be received and printed.

This section describes how to check the status and log using the control panel.
You can also use Remote UI from a computer to check the status and log. To print faxes saved in the memory, use Remote UI. **Checking Usage and Logs with Remote UI(P. 452)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other location.

[Home] Screen(P. 119)

➡ The [Status Monitor] screen is displayed.

2 Press [TX Job] or [RX Job].

3 Check the status and log on each tab.

■When Checking the Status of Sent and Received Faxes

1. On the [TX Job Status] and [RX Job Status] tabs, check the jobs being processed or waiting to be processed.
   Faxes saved in the memory are displayed in the [RX Job Status] tab as [Waiting to print].
2. Select a job to view its details.

   ➡ The job details are displayed.
3. View the number of pages, the fax numbers of the destination and sender, and other information.
   - When there are multiple fax destinations, press [Destination] to display them in a list.
   - Press [Forward] to forward faxes waiting to be received or printed to a destination registered in the Address Book. You cannot forward faxes being received or printed.

■When Checking the Log of Sent and Received Faxes

1. On the [TX Job Log] and [RX Job Log] tabs, check the completed sent and received jobs.

2 Select a job to view its details.

➡ The job details are displayed.

3 View the number of pages and the fax numbers of the destination and sender.
When there are multiple fax destinations, press [Destination] to display them in a list.

When the TX/RX Job Log displays [Error]

Sending or receiving was canceled, or an error occurred.
If a three-digit number starting with "#" (error code) is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed(P. 723)**

NOTE

Registering Destinations to the Address Book

- On the screen displaying the job details, press [Regst to Add Book] to register the destination to the Address Book.

  * This operation is not available when there are multiple destinations.

Checking Faxes that Failed to Be Forwarded

If a fax could not be forwarded but remains in the memory, you can print it or forward it to a different destination, and view its content.

This section describes how to check the fax content using the control panel.
You can also use Remote UI from a computer to check the fax content. To preview the fax content, use the Remote UI.
Checking Usage and Logs with Remote UI(P. 452)

Required Preparations

- Configure the settings to save faxes that could not be forwarded in the memory of the machine. **Auto Forwarding and Backing Up Received Faxes(P. 295)**

1 On the control panel, press [Status Monitor] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Status Monitor] screen is displayed.

2 Press [Fax Forwarding Errors].

➡ A list of jobs of faxes that could not be forwarded is displayed.

3 Select a job you want to check.

➡ The job details are displayed.

4 Print or forward the fax to a different destination, and view the fax content.

- To print with the machine, press [Print] ▶ [Yes].
- To send or save the fax to a destination different from the one set as the forwarding destination, press [Forward], select the checkbox of a destination registered in the Address Book, and press [Apply].

Using Internet Fax (I-Fax)

965S-06W



Internet Fax (I-Fax) is a function for sending and receiving faxes via the Internet. This lets you send a fax without using a phone line to lower 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. 315)
Receiving I-Faxes(P. 318)

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 sending 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 Detailed Information of the E-mail Server (Remote UI)(P. 253)**

1 **Place the original. Placing Originals(P. 136)**

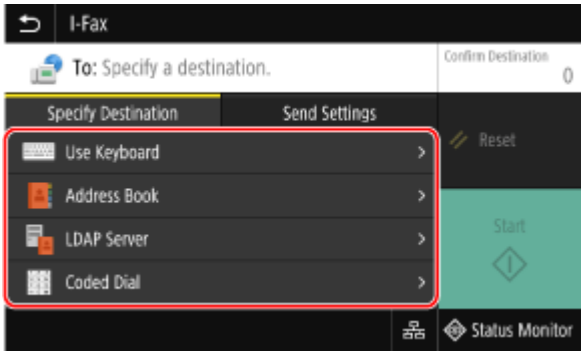
2 **On the control panel, press [Scan] in the [Home] screen. [Home] Screen(P. 119)**

➡ The scan type selection screen is displayed.

3 **Press [I-Fax].**

➡ The scan screen is displayed.

4 **On the [Specify Destination] tab, specify the destination. Specifying Destinations(P. 180)**

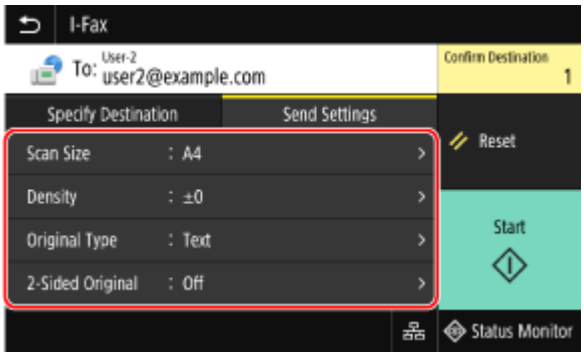


Use [Address Book] or [Coded Dial] to specify the Cc and Bcc destinations.

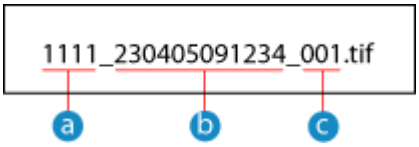
■ If you can only specify [Specify Myself as Destination]

If the destination when sending is restricted due to the Authentication Settings for Send Function, you cannot specify another destination. For details, contact the administrator.

5 Configure the scan settings on the [Send Settings] tab. ▶Scan Settings(P. 275)



- You can also set the subject and main body of the e-mail on the [Send Settings] tab. ▶**E-mail and I-Fax Settings(P. 279)**
- Scanned data is sent with the following file name. You can also use the [Send Settings] tab to specify a custom string and add it to the start. ▶**Setting File / Division(P. 277)**



a Communications management number

b Date sent (in this example, "April 5, 2023, 9:12:34 AM")

c File sequence number (if one file, then "001")

6 Press [Start].

➠ Scanning of the original starts.

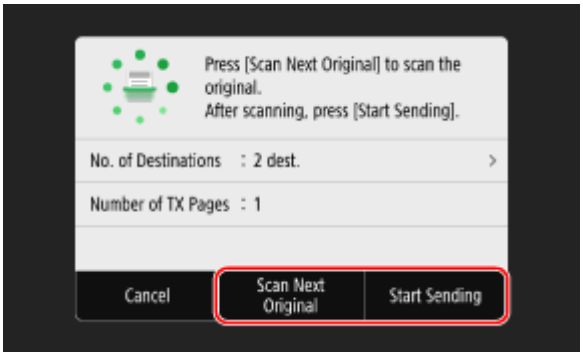
- To cancel scanning, press [Cancel] ▶ [Yes]. ▶**Canceling Scanning(P. 280)**
- When scanning is completed, the scanned data is sent. Use [Status Monitor] to view the sending status and log. ▶**Checking the Send and Save Status and Log of Scanned Data(P. 281)**

■When [Confirm Destination] appears

Check that the destination is correct, and then press [Start Scanning].

■When [Scan Next Original] appears

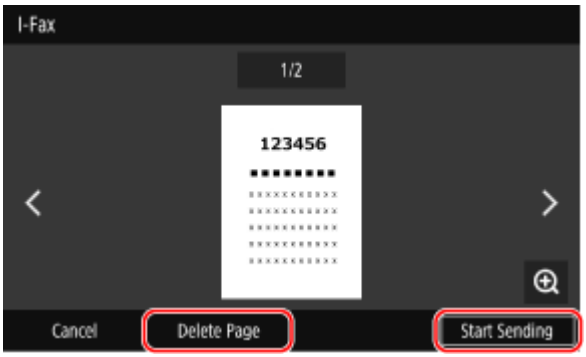
When an original is placed on the platen glass and is scanned, the screen for scanning additional originals is displayed.
To continue scanning originals, place on the platen glass, and press [Scan Next Original].
When scanning of all documents is completed, press [Start Sending] or [Preview & Send].



* If the size of the original is different, part of the image may be missing, or the image may be scanned smaller.

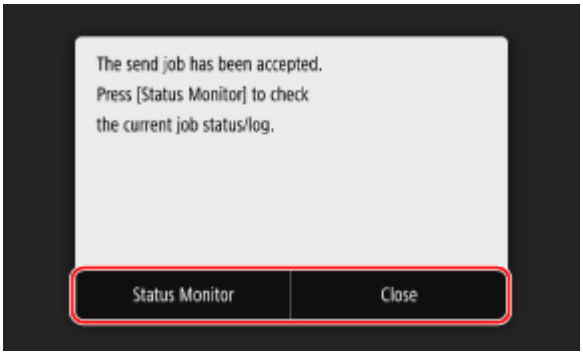
■When the preview screen appears

Preview the scanned data before press [Start Sending].
If there are pages you do not want to send, open the page and press [Delete Page].



■When [Status Monitor] appears

To view the sending status and log, press [Status Monitor]. **Checking the Send and Save Status and Log of Scanned Data(P. 281)**
Pressing [Close] displays the scan screen.



■When [SMTP Authentication] appears

Enter the user name and password to be used for SMTP authentication, and then press [Apply].

NOTE

When a Sending Error Occurs

- Depending on the e-mail server settings, a notification e-mail may be sent to the e-mail address set on the machine when a sending error occurs. If notification e-mails are left in the server, the mailbox may become full, so it is recommended to periodically empty the mailbox. **Clearing the Mail Box(P. 462)**

Receiving I-Faxes

When there is an I-Fax, it is automatically received from the set mail server and then it is printed automatically once receiving is completed.
You can change the paper size to print and configure the settings to print on both sides of the paper. **Changing the Print Settings of the Received I-Fax(P. 319)**

Required Preparations

- On the machine, configure the settings of the e-mail server to be used to receive I-Faxes. **Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)**

■ 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.

1 On the control panel, press [Status Monitor] in the [Home] screen. **[Home] Screen(P. 119)**

➡ The [Status Monitor] screen is displayed.

2 Press [RX Job] ▶ [Check I-Fax RX].

➡ The machine connects to the server. When you receive an I-Fax, printing starts automatically.

NOTE

When an I-Fax Is Not Received or Printed

Cannot Receive a Fax(P. 692)

Changing the Print Settings of the Received I-Fax

965S-06X

Received I-Faxes are printed on A4 size paper on one side by default. You can change the settings to print on both sides and on different size paper. You can print the received date and time and page number as well.

Printing on Both Sides and on Different Size Paper(P. 319)
Printing the Received Date and Time and Page Number(P. 319)

Printing on Both Sides and on Different Size Paper

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[I-Fax Settings](P. 559)
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [RX/Forwarding Settings] ▶ [I-Fax Settings] ▶ [Edit].

➡ The [Edit I-Fax Settings] screen is displayed.

4 Change the print settings.

[Print on Both Sides]

Select this checkbox to print on both sides of the paper.

[RX Print Size]

Select the paper size for printing the received data.

5 Click [OK].

➡ The settings are applied.

6 Log out from Remote UI.

Printing the Received Date and Time and Page Number

Select whether to print the following information at the bottom of received faxes:

- Reception date and time
- Received reception number
- Page number

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Print RX Page Footer](P. 558)
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [RX/Forwarding Settings] ▶ [Common Settings] ▶ [Edit] in [Common Settings].

➡ The [Edit Common Settings] screen is displayed.

4 Select the [Add RX Page Footer] checkbox.

5 Click [OK].

➡ The settings are applied.

6 Log out from Remote UI.

Copying

Copying 322
Copy Operations 323
Additional Copying Features 326
Copying Both Sides of ID Cards onto One Sheet 333
Copying Multiple Passports onto One Sheet 336
Canceling Copy Operations 339
Checking the Copy Status and Log 340

Copying

965S-06Y

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

You can set the copy ratio (for enlarging or reducing), number of copies, and other basic settings.
Copy Operations(P. 323)

Copying According to Your Original and Purpose

You can perform 2-sided copying and adjust the image quality and other settings to suit your original and purpose.
Additional Copying Features(P. 326)

Copying for Specific Operations

You can use the following copy functions quickly from the [Home] screen.

ID Card Copy



Copies the front and back sides of a driver's license or other ID card on the same sheet of paper at 100% magnification. This is convenient, for example, when copying ID cards at reception.
Copying Both Sides of ID Cards onto One Sheet(P. 333)

Passport Copy



Copies multiple passports together onto one sheet of paper.
Copying Multiple Passports onto One Sheet(P. 336)

■ See Also

When Results Are Not as Expected

If the print density varies or the image position is shifted, adjust the print quality and position according to the symptoms that occur.
Adjusting the Print Quality and Position(P. 618)

Copy Operations

965S-070

This section describes the basic copy operations when copying documents, photos, and other printed materials ("originals").

IMPORTANT

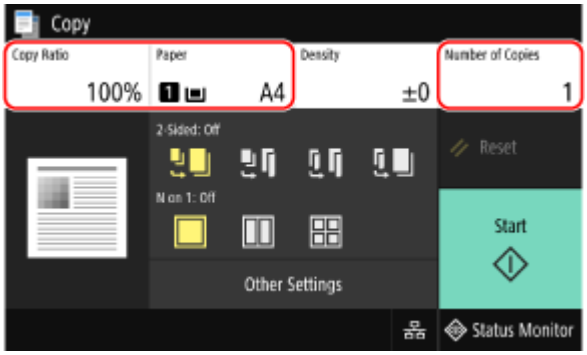
- When copying originals that have text or images extending to the edges without margins, the copy may printed with an area missing around the edge. For the size of the margin, see the basic specifications. **Basic Specifications(P. 31)**

1 Place the original. Placing Originals(P. 136)

2 On the control panel, press [Copy] in the [Home] screen. [Home] Screen(P. 119)

➠ The copy screen is displayed.

3 Set the Copy Ratio, Paper, and Number of Copies.



[Copy Ratio]

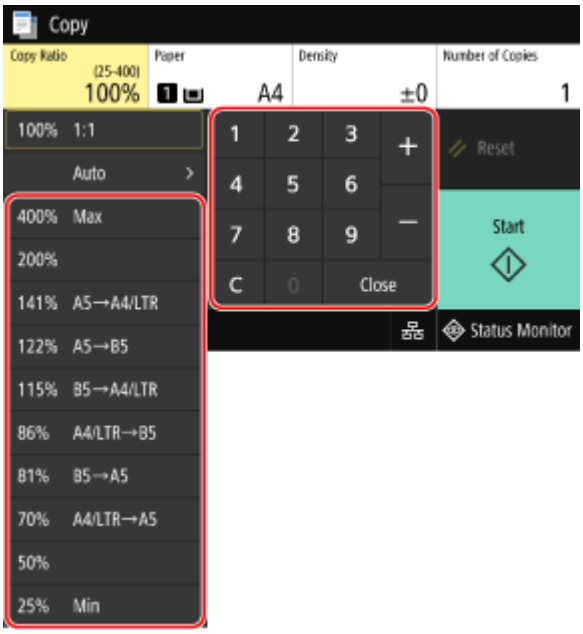
Set the ratio for enlarging or reducing copies.

Automatically Setting the Copy Ratio According to the Paper Size

Press [Auto], and select the size of the placed original.
The copy ratio is set automatically according to the size of the paper used for copying.

Manually Setting the Copy Ratio

Select a fixed copy ratio from the list or enter a custom ratio using the numeric keys, and press [Close].
You can specify a value from 25% to 400% in 1% increments.



[Paper]

Select the paper to use for copying.
Select the paper source with the loaded paper to use, and press [Close].

* If the paper loaded in the paper source does not match the setting of the paper size or paper type, you can use [Change Paper Settings] to change the paper settings.

[Number of Copies]

Specify the number of copies.
Use the numeric keys to enter the number of copies, and then press [Close].

4 Configure the other copy settings, as needed. Additional Copying Features(P. 326)

You can perform 2-sided copying and adjust the image quality and other settings to suit your original and purpose.

5 Press [Start].

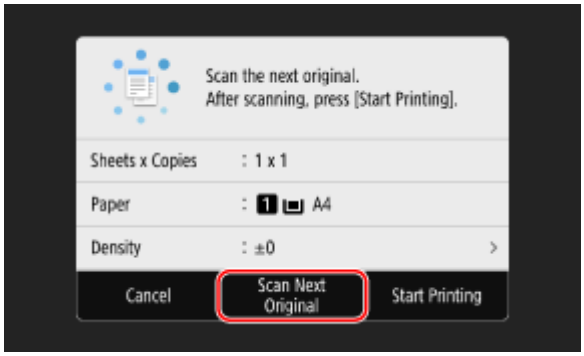
➠ Copying starts.

- To cancel copying, press [Cancel] ▶ [Yes]. **Canceling Copy Operations(P. 339)**
- Use [Status Monitor] to view the copy job status and log. **Viewing the Print Job Status and Log(P. 241)**

■When [Scan Next Original] appears

When an original is placed on the platen glass and copied using 2-sided copying or N on 1, the screen is displayed for scanning the next original.

1 Place the next original on the platen glass, 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.

- You can also press [Density], and [Original Type] to change the settings for each original.
- If the size of the original is different, part of the image may be missing, or the image may be printed smaller on the paper.

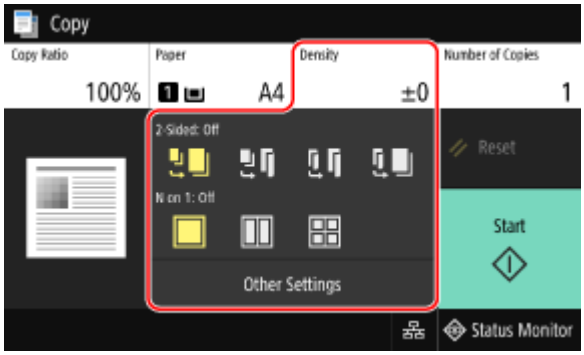
2 Press [Start Printing].

➡ The scanned originals are printed.

Additional Copying Features

965S-071

In addition to basic copy settings, the machine also has settings for 2-sided copying, image quality adjustment, and other settings according to your original and purpose. Use the copy screen to configure these settings.



* To make copies using the ID Card Copy function, you can simply adjust the density and image quality.

Making 2-sided Copies(P. 326)
Copying Multiple Originals onto One Sheet (N on 1)(P. 327)
Collating Copies by Page (Collate)(P. 328)
Adjusting the Density(P. 329)
Adjusting the Image Quality(P. 330)

NOTE

Registering Favorite Settings

- You can register frequently used copy settings as Favorite Settings to easily call up these settings as needed when copying. **Registering Favorite Settings(P. 190)**
- You can also change the default copy settings. **Changing the Default Settings(P. 193)**

Reserving Copying

- You can scan an original even while the machine is printing. On the printing or waiting screen, press [Close] or [ ], configure the copy settings, and then press [Start]. You can reserve up to 10 copy jobs.

Basic Copy Operations

- For the basic operations when copying, see the following:
Copy Operations(P. 323)

Making 2-sided Copies

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(P. 25)**

1 Use the [2-Sided] button on the copy screen to select the type of 1-sided or 2-sided copying.



Copies 1-sided originals to separate sheets of paper.

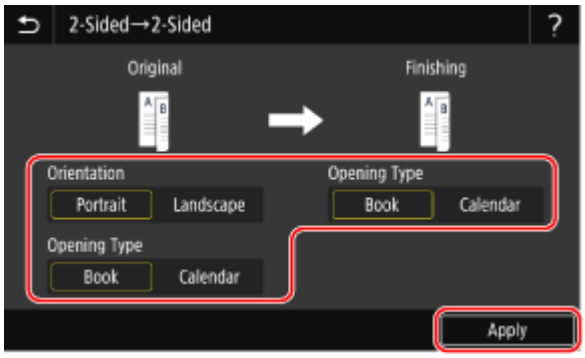
Copies two 1-sided originals on both sides of one sheet of paper.

Copies the front and back of 2-sided originals on both sides of one sheet of paper.

Copies the front and back of 2-sided originals on two separate sheets of paper.

2 Set the original orientation and opening type, and copy opening type, as needed.

1. Press [Other Settings] ▶ [2-Sided Printing].
   - The [2-Sided] screen is displayed.
2. Press [Orig./Fin. Type].
3. Set the orientation and opening type, and press [Apply].



   - The [Other Settings] screen reappears.
4. Press [ ].
   - The copy screen is displayed.

Copying Multiple Originals onto One Sheet (N on 1)

You can reduce the size of a multiple-page original and arrange the pages on one sheet of paper when copying.
N on 1 is convenient when you want to save paper by copying on fewer sheets of paper than the original.
* This cannot be set at the same time as Erase Frame.

1 Use the [N on 1] button on the copy screen to select the number of pages to be combined.

- When N on 1 is set, the currently selected original size is displayed to the right of the button.
  To change the setting of the original size, press [Auto] in [Copy Ratio].

Pages are not combined.

Combines a 2-page original onto one sheet of paper.

Combines a 4-page original onto one sheet of paper.

2 Configure the layout (page order) when combining originals, as needed.

1. Press [Other Settings] on the copy screen ▶ [N on 1].
   ➡ The [N on 1] screen is displayed.
2. Press [Layout], and select the page order.
   ➡ The [Scan Size] screen is displayed.
3. Select the size of the placed original.
   ➡ The [Output Size] screen is displayed.
4. Select the paper source with the loaded paper to use for copying.
   ➡ The [Other Settings] screen reappears.
5. Press [ ].
   ➡ The copy screen is displayed.

NOTE

- When combining pages, the copy ratio is set automatically according to the following. You can also change the copy ratio setting manually.
  - Number of pages to be combined
  - Original size setting
  - Size of paper used for copying
- When pages are combined, a margin may be created around the copied images.

Collating Copies by Page (Collate)

When copying multiple copies of a multi-page original, you can collate the copies in the page order of the original. This is convenient when copying handouts for meetings.

When Copying without Collating
The copies are grouped by the page of the original in the number of specified copies and not collated.
For example, when you are making three copies of a three-page original, the printouts are arranged in the following order: 1, 1, 1, 2, 2, 2, 3, 3, 3.



When Copying with Collating
The copies are collated into sets in the page order of the original.
For example, when you are making three copies of a three-page original, the printouts are arranged in the following order: 1, 2, 3, 1, 2, 3, 1, 2, 3.



1 **Press [Other Settings] on the copy screen ▶ [Collate].**

➡ The [Sort Files] screen is displayed.

2 **Press [On].**

➡ The [Other Settings] screen reappears.

3 **Press [ ].**

➡ The copy screen is displayed.

Adjusting the Density

You can adjust the density to suit the original when copying.
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 **Press [Density] on the copy screen to adjust the density.**

■Adjusting the Density of the Entire Original

Drag the slider to the left or right to adjust the density.
Press [+] to increase the density and [-] to lower it.

■Adjusting the Density of the Background

1. Press [Adjust Background Density] ▶ [Adjust (Manual)].
   ➡ The [Adjust Overall Density] screen is displayed.
2. Drag the slider to the left or right to adjust the density.
   - Press [+] to increase the density and [-] to lower it.
3. Press [Apply].

2 **Press [Close].**

NOTE

- When you adjust the density of the background, parts other than the background may also be affected.

- When you set [Adjust Background Density] to [Auto], automatic adjustment is performed so that the background color becomes white. In this case, [Original Type] is automatically set to [Text]. **Selecting the Image Quality for the Original Type (P. 330)**

Adjusting the 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.
* Erase Frame is not available when making copies using the ID Card Copy function.

■ Selecting the Image Quality for the Original Type

1 Press [Other Settings] on the copy screen ▶ [Original Type].

➡ The [Original Type] screen is displayed.

2 Select the original type.

➡ The [Other Settings] screen reappears.

■ Copying Originals with Large Volumes of Text such as Research Papers

Select [Text].

■ When Copying Originals with Both Text and Photos

Select [Text/Photo].

Giving Priority to Image Quality over Speed

Select [Text/Photo/Map (Quality)], adjust to make text or photos more visible, and press [Apply].

■ Copying Photos Containing Halftone Dots such as in Magazines

Select [Photo].

3 Press [ ].

➡ The copy screen is displayed.

■ Erasing Dark Borders and Shadows around Edges of the Original (Erase Frame)

This function erases the dark borders and shadows that appear around the edges in the copied image when copying originals that are smaller than the paper size or thick originals.
* This cannot be set at the same time as N on 1.

1 Press [Other Settings] on the copy screen ▶ [Erase Frame].

➡ The [Erase Frame] screen is displayed.

2 Press [On].

➠ The screen for specifying the frame width to erase is displayed.

3 Enter the frame width to erase, and press [Next].

➠ The [Scan Size] screen is displayed.

When you are copying at an enlarged or reduced size, the function automatically changes the size of the frame width to erase to match the copy ratio setting.

4 Select the size of the placed original.

➠ The [Other Settings] screen reappears.

5 Press [ ].

➠ The copy screen is displayed.

■ Adjusting the Sharpness

You can emphasize the contours and lines to make them clearer in the copied image, or weaken them to make them softer.

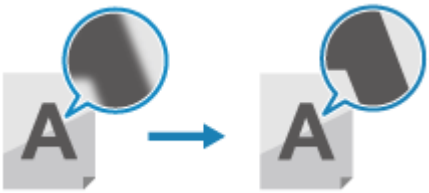
1 Press [Other Settings] on the copy screen ▸ [Sharpness].

➠ The [Sharpness] screen is displayed.

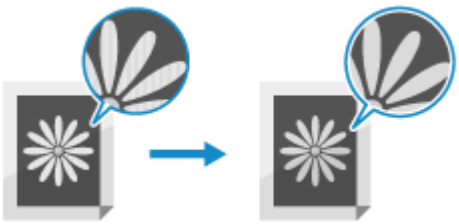
2 Drag the slider to the left or right to adjust the sharpness.

Adjustment example:

- **To Make Blurry Text or Shapes Clearer**
  Press [+].



- **To reduce moiré (vertical pattern noise) in photos**
  Press [-].



3 Press [Apply].

➡ The [Other Settings] screen reappears.

4 **Press [ ].**

➡ The copy screen is displayed.

Copying Both Sides of ID Cards onto One Sheet

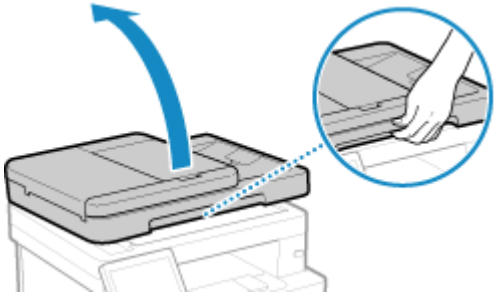
965S-072



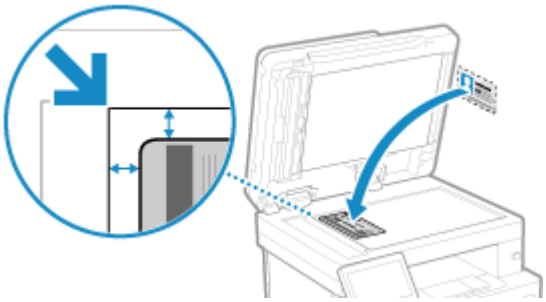
You can use the ID Card Copy function to copy the front and back sides of a driver's license or other ID card on the same sheet of paper at 100% magnification. This can be quickly performed from the [Home] screen on the control panel and is convenient, for example, when copying ID cards at reception.

1 Place the ID card on the platen glass.

1 Open the feeder.



2 Place the front of the ID card face down on the platen glass in the portrait orientation while aligning the corner of the ID card with the top left corner of the platen glass.



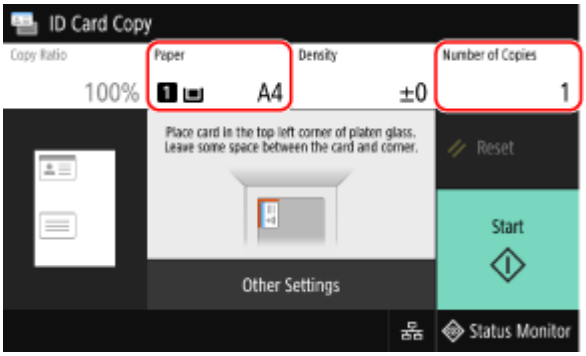
Place the ID card slightly away from the edge of the platen glass.

3 Gently close the feeder.

2 On the control panel, press [ID Card Copy] in the [Home] screen. [Home] Screen(P. 119)

➡ The copy screen is displayed.

3 Set the paper size and type and number of copies.



[Paper]

Select the paper to use for copying.
Select the paper source with the loaded paper to use, and press [Close].

* If the paper loaded in the paper source does not match the setting of the paper size or paper type, you can use [Change Paper Settings] to change the paper settings.

[Number of Copies]

Specify the number of copies.
Use the numeric keys to enter the number of copies, and then press [Close].

* When you make copies using the ID Card Copy function, the copy ratio is fixed at 100%.

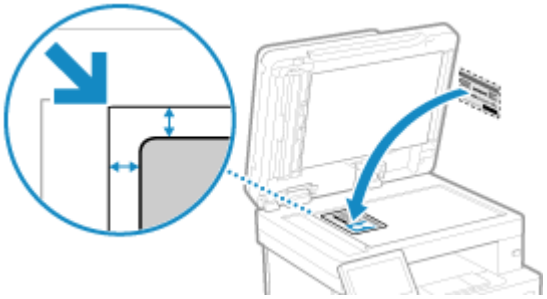
4 Adjust the density and image quality, as needed.

Adjusting the Density(P. 329)
Adjusting the Image Quality(P. 330)

5 Press [Start].

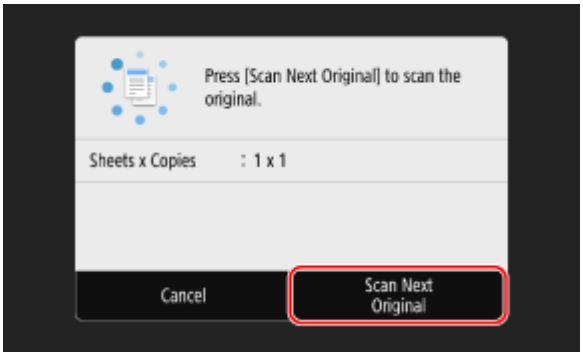
➠ The front of the ID card is scanned.

6 When [Scan Next Original] is displayed, turn over the ID card and place it on the platen glass.



Place the back of the ID card face down in the same way as the front.

7 Press [Scan Next Original].



➠ The back of the ID card is scanned and copying starts.

- To cancel copying, press [Cancel] ▶ [Yes]. **Canceling Copy Operations(P. 339)**
- Use [Status Monitor] to view the copy job status and log. **Viewing the Print Job Status and Log(P. 241)**

Copying Multiple Passports onto One Sheet

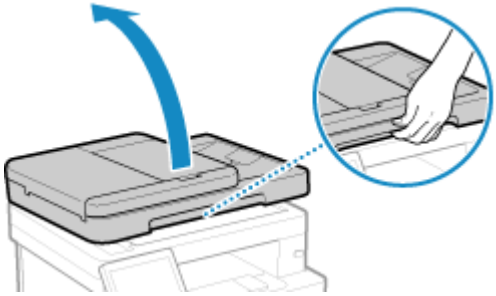
965S-073



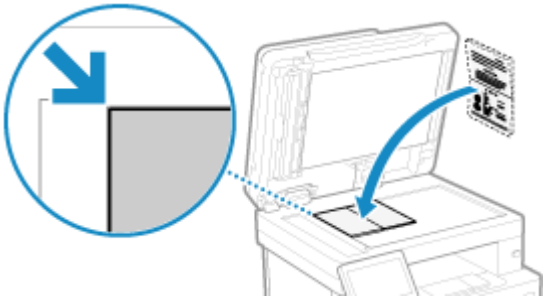
You can use the Passport Copy function to copy multiple passports together onto one sheet of paper. This can be quickly performed from the [Home] screen on the control panel.

1 Place a passport on the platen glass.

1 Open the feeder.



2 Place the page to be scanned face down while aligning the corner of the passport with the top left corner of the platen glass, as shown.



3 Gently close the feeder.

2 On the control panel, press [Passport Copy] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Passport Copy] screen is displayed.

3 Select a combination of the number of passports and whether to use 2-sided printing.

[2 on 1 (2-Sided)]

Combines two passports onto one side of a sheet of paper by copying with 2-sided printing. Copies four passports onto both sides of a sheet of paper with 2-sided printing.

[4 on 1 (2-Sided)]

Combines four passports onto one side of a sheet of paper by copying with 2-sided printing. Copies eight passports onto both sides of a sheet of paper with 2-sided printing.

[2 on 1]

Combines two passports onto one side of a sheet of paper.

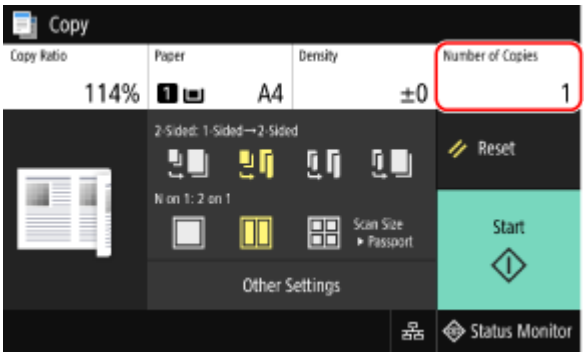
[4 on 1]

Combines four passports onto one side of a sheet of paper.

4 Select the paper source with the loaded paper to use for copying.

➠ The copy screen is displayed.

5 Set the number of copies.



Press [Number of Copies], use the numeric keys to enter the number of copies, and then press [Close].

* When you use Passport Copy to make copies, the copy ratio is set automatically according to the size of the paper used for copying and the number of passports to combine. You can also press [Copy Ratio] to change the copy ratio manually.

* You can press [Paper] to change the paper source (paper used for copying) selected in 4.

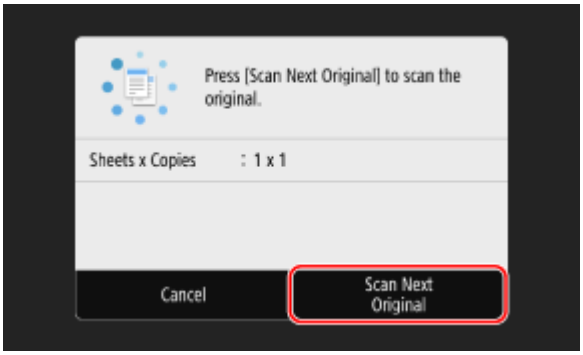
6 Configure the other copy settings, as needed. Additional Copying Features(P. 326)

- You can adjust the density and image quality.
- You can change the number of passports to combine (N on 1) and the 2-sided copy settings selected in 3.

7 Press [Start].

➠ The first passport is scanned.

8 When [Scan Next Original] is displayed, place the next passport on the platen glass, and press [Scan Next Original].



➠ The next passport is scanned, and the same screen is displayed.
Repeat this process until scanning of all passports is completed.

You can also press [Density] to change the settings for each passport.

9 Press [Start Printing].

➡ The scanned passports are printed.

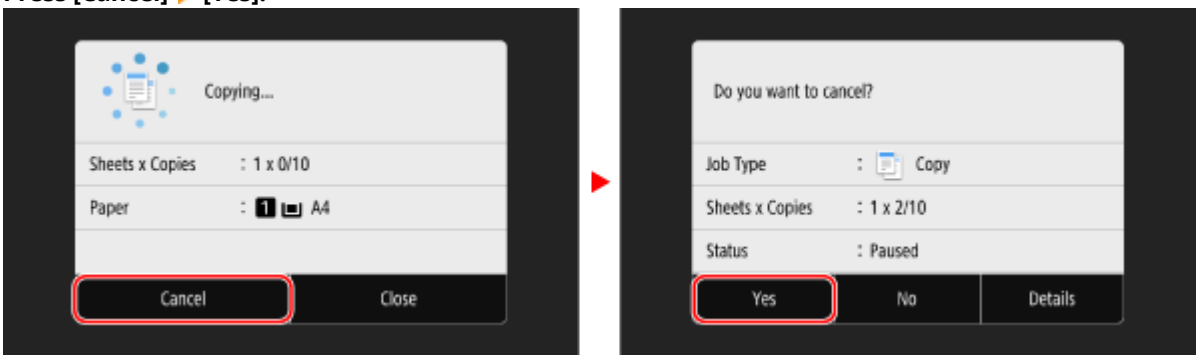
- To cancel copying, press [Cancel] ▶ [Yes]. **Canceling Copy Operations(P. 339)**
- Use [Status Monitor] to view the copy job status and log. **Viewing the Print Job Status and Log(P. 241)**

Canceling Copy Operations

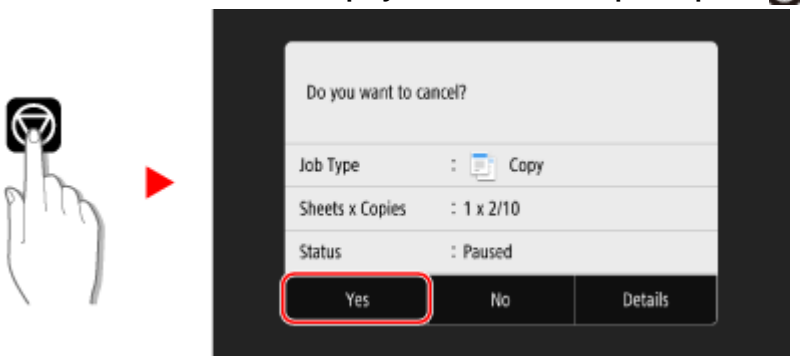
965S-074

Follow the instructions on screen to cancel a copy operation.

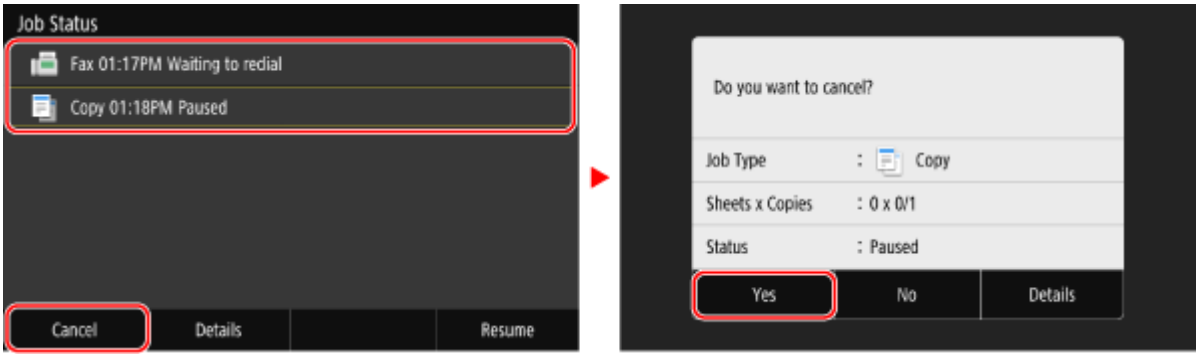
Press [Cancel] ▶ [Yes].



If the above screen is not displayed, on the control panel, press ▶ [Yes].



If the job list screen is displayed, select the job to cancel, and press [Cancel] ▶ [Yes].



Checking the Copy Status and Log

965S-075

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. 576)**

This section describes how to view this information using the control panel.
You can also check this information using Remote UI from a computer. **Checking Usage and Logs with Remote UI(P. 452)**

1 On the control panel, press [Status Monitor] in the [Home] screen or other location. **[Home] Screen(P. 119)**

➡ The [Status Monitor] screen is displayed.

2 Press [Copy/Print Job].

3 Check the status and log on the [Copy/Print Job Status] or [Copy Job Log] tab.

■Checking the Copy Status

1 On the [Copy/Print Job Status] tab, check the job being processed or waiting to be processed.

2 Select a job to view its details.

➡ The job details are displayed.

3 Check the number of originals, number of copies, and other settings.

■Checking the Copy Job Log

1 On the [Copy Job Log] tab, check the completed copy jobs.

2 Select a job to view its details.

➡ The job details are displayed.

3 Check the number of printed pages, number of copies, and other items.

If Copy Job Log Displays [Error]

Copying was canceled, or an error occurred.
If a three-digit number starting with "#" (error code) is displayed, you can check the cause and solution using the error code. **An Error Code Is Displayed(P. 723)**

Linking with Mobile Devices

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Linking with Mobile Devices

965S-076

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 Business (iPhone, iPad only)

Dedicated Canon application. Enables printing and scanning. It also supports Department ID Management.
Using a Dedicated Application to Print and Scan (Canon PRINT Business)(P. 355)

AirPrint

This function is standard in Apple operating systems. You can print from applications that support AirPrint instead of 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. 347)
Using AirPrint Application to Print and Scan Data and Send Faxes(P. 356)

Android Devices

Canon PRINT Business

Dedicated Canon application. Enables printing and scanning. It also supports Department ID Management.
Using a Dedicated Application to Print and Scan (Canon PRINT Business)(P. 355)

Canon Print Service

Dedicated Canon plugin. Enables printing from any application. It also supports Department ID Management.
Using a Dedicated Plugin to Print (Canon Print Service)(P. 360)

Mopria ® Print Service

Common plugin for Mopria® certified printers and multifunction machines. Enables printing from any application without having to install a dedicated plugin or application for individual manufacturers.
Using a Common Plugin to Print (Mopria® Print Service)(P. 360)

Chromebook or Other Device with Chrome OS

You can use the function standard equipped in the Chrome operating system to print without having to install a dedicated application or printer driver.
Printing from Chromebook or Other Device with Chrome OS(P. 362)

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 and Mopria® Print Service. **Security Policy Items(P. 439)**

NOTE

Using the Address Book on a Mobile Device

- When sending scanned data by e-mail with the machine, you can use Canon PRINT Business to specify a destination registered to the Address Book on a mobile device. **Specifying Destinations (Address Book on a Mobile Device)(P. 185)**

■ See Also

Managing the Machine from a Mobile Device (Remote UI)

You can use Remote UI from a Web browser on a mobile device. With Remote UI, you can check the operation status of the machine, change the machine settings, and register destinations to the Address Book. For details about starting and operating Remote UI, see the instructions for using Remote UI on a computer.

Managing the Machine from a Computer (Remote UI)(P. 446)

* Some display items are omitted in the mobile version of Remote UI. To check all items, tap [PC Version] at the bottom of the screen and switch to the computer version of Remote UI.

Preparations for Linking with Mobile Devices

965S-077

To directly connect a mobile device to the machine or to use AirPrint, you must first configure the settings on the machine.

Preparations for Direct Connection(P. 345)
Preparations for Using AirPrint(P. 347)

Preparations for Direct Connection

965S-078

Enable the Direct Connection function on the machine. If the machine is not connected to a network, you need to check the Network Connection Type settings.

Enabling the Direct Connection Function(P. 345)
Checking the Network Connection Type of the Machine(P. 346)

Enabling the Direct Connection Function

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Direct Connection Settings](P. 483)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [Direct Connection Settings] ▶ [Edit].

➡ The [Edit Direct Connection Settings] screen is displayed.

4 Select the [Use Direct Connection] checkbox.

5 Configure the Direct Connection function, as needed.

When connecting multiple mobile devices at the same time, you must specify the SSID and network key.

■To Terminate the Connection Automatically

Select the [Terminate Direct Connection Session] checkbox, and 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.

■To Change the IP Address for Connection

In [IP Address for Direct Connection], enter any IP address.

■To specify the SSID and Network Key (When Connecting Multiple Mobile Devices at the Same Time)

By default, the SSID and network key of the machine are automatically assigned a random character string each time direct connection is performed.
To specify the SSID and network key manually, in [Access Point Mode Settings], select the [Specify SSID to Use] or [Specify Network Key to Use] checkbox, and enter an SSID or 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 [Access Point Mode Settings], specify the SSID and network key, and select the [Always Keep Enabled If SSID/Network Key Is Specified] checkbox in [Keep Connection Enabled].

6 **Click [OK].**

7 **Restart the machine.** **Restarting the Machine(P. 112)**

➡ The settings are applied.

Checking the Network Connection Type of the Machine

If the machine is not connected to a network (wired or wireless LAN), check that the network connection type is set to wired LAN.
If the machine is connected to a network, you do not have to check this.

1 **On the control panel, press [Status Monitor] in the [Home] screen or other location.** **[Home] Screen(P. 119)**

➡ The [Status Monitor] screen is displayed.

2 **Press [Network Information] ▶ [Network Connection Type].**

➡ The [Network Connection Type] screen is displayed.

3 **Check that [Wired LAN] is displayed.**

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 [Wireless LAN] Is Displayed in [Connection Type]

When the machine is not connected to a wireless LAN, a direct connection cannot be established. Connect the machine to a wireless LAN or switch the connection type to wired LAN.
Connecting to a Wireless LAN(P. 62)
Selecting Wired or Wireless LAN(P. 60)

Preparations for Using AirPrint

965S-079

Set the basic information that is required to use AirPrint. 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. 347)
Setting the Functions and Security to Be Used with AirPrint(P. 348)

NOTE

When Using Department ID Management

- Department IDs cannot be set with AirPrint. To use AirPrint while using Department ID Management, configure the settings so as not to restrict the following operations: **Enabling Department ID Management(P. 374)**
  - Printing and sending faxes from a computer with an unknown Department ID
  - Scanning and saving data to a computer

Setting the Basic Information of AirPrint

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [AirPrint Settings] ▶ [Edit].

➡ The [Edit AirPrint Settings] screen is displayed.

4 Select the [Use AirPrint] checkbox, and enter the printer name.

- For the printer name, enter a name to identify the machine, using single-byte alphanumeric characters.
- If mDNS of IPv4 is set, the mDNS name 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 register the machine on the Mac.

5 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 in the location. When you change the location in AirPrint Settings, the location in Device Information Settings is also changed.

6 **Click [OK].**

➡ The settings are applied.

7 **Log out from Remote UI.**

NOTE

- When the AirPrint function is enabled, the following network settings are also enabled:
  - **[Use HTTP](P. 495)**
  - **[IPP Print Settings](P. 495)**
  - **[mDNS Settings](P. 493)**
  - **[Network Link Scan Settings](P. 496)**

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.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

Required Preparations

- When encrypting communication with TLS, specify the key and certificate to use for TLS encrypted communication. **Using TLS(P. 389)**

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [Network Settings] ▶ [IPP Print Settings] or [Network Link Scan Settings] ▶ [Edit].**

➡ The [Edit IPP Print Settings] screen or [Edit 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 Printing] or [Use Network Link Scan] checkboxes.

- When you clear the [Use IPP Printing] checkbox, printing and sending faxes with AirPrint are no longer possible.
- When you clear the [Use Network Link Scan] checkbox, scanning is no longer possible with AirPrint.

■When Encrypting Communication with TLS

Select the [Allow Only When Using TLS] or [Use TLS] checkbox.

■When Setting IPP Authentication

Select the [Use Authentication] checkbox, and set the user name to be used for IPP authentication using single-byte alphanumeric characters.
To set a password, select the [Set/Change Password] checkbox, and enter the same password in both [Password] and [Confirm] using single-byte alphanumeric characters.
Printing or sending faxes with AirPrint now requires authentication, and only users who know the user name and password of IPP authentication can use these functions.

5 Click [OK].

➠ The settings are applied.

6 Log out from Remote UI.

Connecting a Mobile Device to the Machine

965S-07A

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. 351)



Connecting Directly (Direct Connection)

Connect a mobile device directly to the machine via Wi-Fi. You can directly connect to the machine without using wireless LAN router. You must manually connect the mobile device each time you use the machine.

Preparations for Direct Connection(P. 345)
Connecting a Mobile Device Directly to the Machine (Direct Connection)(P. 352)



Connecting a Mobile Device via Wireless LAN Router (LAN Connection)

965S-07C

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. 58)**
  * 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 IPv4 Addresses(P. 73)**

Connect the mobile device to either of the following wireless LAN routers:

- A wireless LAN router connected to the machine
- (When the machine is connected to a wired LAN) A wireless LAN router on the network connected to the machine

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)

965S-07E

Connect a mobile device directly to the machine via Wi-Fi. You can directly connect it to the machine without using wireless LAN router. You must manually connect the mobile device each time you use the machine.
By default, only one mobile device can be directly connected to the machine at any one time. Setting a fixed SSID and network key enables you to connect up to five mobile devices at the same time.



To establish a direct connection, you must use the control panel to put the machine into waiting state and then connect it using either of the following methods:

Manually Configuring the Wi-Fi Settings



Search for the machine on the mobile device, and enter the network key manually to connect.

Scanning QR Codes with Canon PRINT Business



Use Canon PRINT Business to easily connect by simply scanning the QR code displayed on the screen of the machine with a mobile device.

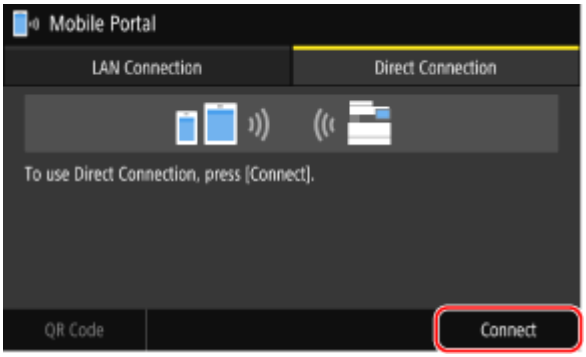
Required Preparations

- Make preparations such as enabling the Direct Connection function on the machine. **Preparations for Direct Connection(P. 345)**
- To connect by scanning the QR code, install Canon PRINT Business on the mobile device.

1 On the control panel, press [Mobile Portal] in the [Home] screen. [Home] Screen(P. 119)

➡ The [Mobile Portal] screen is displayed.

2 On the [Direct Connection] tab, press [Connect].



➡ The machine enters waiting state for Direct Connection.

Within 5 minutes of pressing [Connect], you must directly connect the mobile device.

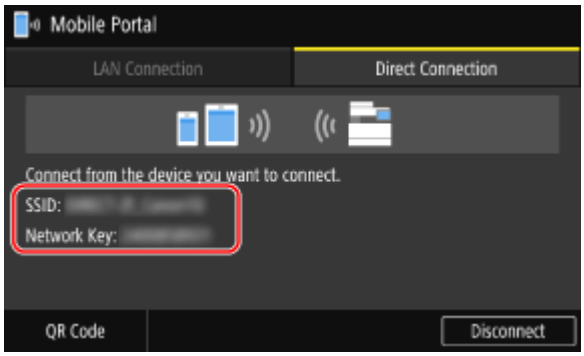
■When [Disconnect] Is Displayed

- You can skip this step when [Connect from the device you want to connect.] is displayed. Proceed to Step 3.
- When [Maximum number of wireless devices connected using Direct Connection has been reached.] is displayed, you cannot connect a new mobile device until a connected mobile device is disconnected. To disconnect a connected mobile device, press [Disconnect] ▶ [Yes].
  * By default, only one mobile device can be directly connected to the machine at any one time.

3 Directly connect the mobile device.

■Manually Configuring the Wi-Fi Settings

1. Check the SSID and network key of the machine displayed on the [Direct Connection] tab.



2. In the Wi-Fi settings of the mobile device, select the SSID of the machine, and enter the network key.
   For details about how to configure the Wi-Fi settings, see the manual of the mobile device.

■Scanning QR Codes with Canon PRINT Business

1. On the [Direct Connection] tab, press [QR Code].

   ➡ A QR code is displayed.

2. On the mobile device, start Canon PRINT Business, and scan the QR code.
   For details about scanning a QR code, see Help in Canon PRINT Business.

4 When [Connected.] appears on the control panel, press [Close].

➡ The [Mobile Portal] screen reappears.

By default, only one mobile device can be directly connected to the machine at any one time. [Maximum number of wireless devices connected using Direct Connection has been reached.] is displayed on the screen.

5 When you have completed your operations on the mobile device, press [Disconnect] on the [Direct Connection] tab.

➡ 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 with 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

Checking a Mobile Device Connected to the Machine

- On the [Direct Connection] tab, press [Connection Info] to display the information of the mobile device connected to the machine with Direct Connection.

If the Direct Connection Is Automatically Disconnected

- The direct connection is automatically terminated in the following cases:
  - When the Direct Connection Termination is set
  - When no data is sent or received between the mobile device and the machine for a while
  - When you are using the machine via a wireless LAN connection and the connection drops out

Using a Dedicated Application to Print and Scan (Canon PRINT Business)

965S-07F

You can use the dedicated Canon application Canon PRINT Business to print and scan.
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/gomp/

Usage

- Connect a mobile device to the machine. **Connecting a Mobile Device to the Machine(P. 350)**
- Register the machine to Canon PRINT Business.
  When the mobile device is connected to the machine via LAN, the IP address information of the machine or displaying of the QR code is required to register the machine to Canon PRINT Business. You can view the IP address and display the QR code with [Home] screen ▶ [Mobile Portal] ▶ [LAN Connection] tab.
- For details about registering the machine, printing, and scanning, see the Help menu item in the application.

Using AirPrint Application to Print and Scan Data and Send Faxes

965S-07H

AirPrint is a print function standard in Apple operating systems. You can print from applications that support AirPrint instead of 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. 356)
When Using a Mac(P. 357)

IMPORTANT

When Using Department ID Management on the Machine

- You cannot use AirPrint when the following operations are restricted: **Enabling Department ID Management(P. 374)**
  - Printing and sending faxes from a computer with an unknown Department ID
  - Scanning and saving data to a computer

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. 347)**
- Connect the machine to an iPhone, iPad, or iPod touch. **Connecting a Mobile Device to the Machine(P. 350)**

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 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.

6 Tap [Print].

➡ Printing starts.

Use [Status Monitor] on the control panel to view the print job status and log. **Viewing the Print Job Status and Log(P. 241)**

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: OS X 10.7 or later*1
- Scanning: OS X 10.9 or later*2
- Sending faxes: OS X 10.9 or later

*1 When printing from a Mac connected to the machine via USB, OS X 10.9 or later.

*2 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. 347)**
- Connect the machine to a Mac. **Setting Up the Network(P. 58)**
  When connecting via USB, connect to the USB port for computer connection on the back of the machine with a USB cable. **Rear Side(P. 18)**
- In [System Preferences] ▶ [Printers & Scanners] on the Mac, click [+] to register the machine.

Using AirPrint to Print Data(P. 358)
Using AirPrint to Scan Data(P. 358)
Using AirPrint to Send Faxes(P. 359)

■Using AirPrint to Print Data

1 Open the document you want to print on your Mac.

2 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.

5 Click [Print].

➡ Printing starts.

Use [Status Monitor] on the control panel to view the print job status and log. **Viewing the Print Job Status and Log(P. 241)**

■Using AirPrint to Scan Data

1 Place the original on the machine. Placing Originals(P. 136)

2 On your Mac, Click [System Preferences] ▶ [Printers & Scanners].

➡ The [Printers & Scanners] screen is displayed.

3 Select the machine.

4 On the [Scan] tab, 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 control panel, select [Scan] in the [Home] screen, and press [Remote Scanner] to turn the machine online, and then repeat the operation.

■ Using AirPrint to Send Faxes

1 **Open the document you are sending 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.**

Select the printer whose name ends with "Fax."

4 **In [To], enter the fax number.**

5 **Click [Fax].**

➡ The fax is sent via the machine.

Use [Status Monitor] on the control panel to view the sending status and log. **Checking the Status and Log for Sent and Received Faxes(P. 313)**

Printing from an Android Device

965S-07J

Install a plugin on a mobile device to enable printing from an application that has a print function.
This machine supports Canon plugins as well as Mopria®, which is supported by various manufacturers.

Using a Dedicated Plugin to Print (Canon Print Service)(P. 360)
Using a Common Plugin to Print (Mopria® Print Service)(P. 360)

Using a Dedicated Plugin to Print (Canon Print Service)

You can use the dedicated Canon plugin Canon Print Service to print 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. 350)**
- Register the machine to Canon Print Service.
  When the mobile device is connected to the machine via LAN, the IP address information of the machine is required to register the machine to Canon Print Service. You can view the IP address with [Home] screen ▶ [Mobile Portal] ▶ [LAN Connection] tab.
- For details about registering the machine and the printing method, see the Canon Print Service manual in "Mobile Apps" at the online manual site.
  https://oip.manual.canon/

Using a Common Plugin to Print (Mopria® Print Service)

The machine supports Mopria® Print Service, a plugin that enables printing from any application on a Mopria® certified printer or multifunction machine.
You can print on a Mopria® certified printer available from various manufacturers, which is convenient when printing on the go, without having to install a dedicated application or plugin.

Usage

- Connect a mobile device to the machine. **Connecting a Mobile Device to the Machine(P. 350)**
- For details about how to print and Mopria® certified printers, see the following website:
  https://mopria.org/

IMPORTANT

When Using Department ID Management on the Machine

- You cannot use Mopria® Print Service to print when printing from a computer with an unknown Department ID is restricted. **Enabling Department ID Management(P. 374)**

NOTE

- By using Mopria® Scan, you can directly import scanned data to an Android device. For information on how to scan, see the following website:
  https://mopria.org/

Printing from Chromebook or Other Device with Chrome OS

965S-07K

You can use a Chromebook or other device equipped with Chrome OS to print without having to install a dedicated application or printer driver.

IMPORTANT

Printing from a Chrome OS Device

- Printing from a Chrome OS device may not be supported depending on your country or region.

When Using Department ID Management on the Machine

- You cannot print from a device equipped with Chrome OS when printing from a computer with an unknown Department ID is restricted. **Enabling Department ID Management(P. 374)**

Usage

- Connect a Chromebook to the machine.
  Connecting a Mobile Device via Wireless LAN Router (LAN Connection)(P. 351)
  When connecting via USB, connect to the USB port for computer connection on the back of the machine with a USB cable. **Rear Side(P. 18)**
- For details about how to print using the Chromebook, see Chromebook Help.
  https://support.google.com/chromebook/answer/7225252

NOTE

- You can also scan from a Chrome OS device without installing dedicated software.
  For information on how to scan, see the Chromebook Help page.
  https://support.google.com/chromebook/answer/7225252/

Security

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Security

965S-07L

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 sending data by mistake and 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.

Creating an Administrator System

Use an administrator account to manage the machine and configure the settings. Operate the machine using a system in which only a specific administrator(s) knows the ID and PIN.

Setting the Department ID and PIN for the Administrator(P. 366)

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. 368)

Network Settings

Applying the network security settings according to the usage environment can reduce the threat of unauthorized access and eavesdropping.

Protecting the Network(P. 382)

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 and Leaking Information(P. 413)
Preventing Unauthorized Use(P. 428)

Integrated Management Using a Security Policy

Applying a security policy that exists for other devices to this machine can allow for sharing of the information security level within your organization.

Applying a Security Policy(P. 437)

Setting the Department ID and PIN for the Administrator

965S-07R

Set the System Manager ID and System Manager PIN to create an administrator account.
By creating an administrator account, only those users who know these credentials can log in to System Manager Mode to view and change important settings. **System Manager ID and PIN(P. 12)**

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer after the System Manager ID and PIN have been set on the machine. **Managing the Machine from a Computer (Remote UI)(P. 446)**
Administrator privileges are required.

1 **On the control panel, press [Menu] in the [Home] screen.** **[Home] Screen(P. 119)**

2 **Press [Management Settings] ▶ [User Management] ▶ [System Manager Information Settings].**

➡ The [System Manager Information Settings] screen is displayed.

If the login screen appears, enter the currently set System Manager ID and PIN, and then press [Log In].

3 **Press [System Manager ID and PIN], enter the System Manager ID, and press [Apply].**

Specify any number. You cannot set a System Manager ID consisting of all zeros, such as "00" or "0000000."

4 **Enter the System Manager PIN, and press [Apply].**

Specify any number other than "7654321." You cannot set a PIN consisting of all zeros, such as "00" or "0000000."

5 **Enter the PIN again, and press [Apply].**

➡ The settings are applied.

IMPORTANT

- Do not forget the System Manager ID and PIN. If you forget your System Manager ID and PIN, contact your dealer or service representative. **If the Problem Persists(P. 734)**

NOTE

Setting the System Manager Information

- On the [System Manager Information Settings] screen, press [System Manager Name] to set the name of the system manager.
- You can also configure the e-mail address and other system manager information by using Remote UI from a computer.
  - The set information is displayed in [Status Monitor/Cancel] ▶ [Device Information] of Remote UI. **Checking Usage and Logs with Remote UI(P. 452)**

- The set e-mail address becomes the destination that is selected by clicking [Mail to System Manager] on the Portal page of Remote UI. **Portal Page of Remote UI(P. 450)**

Clearing the System Manager ID and PIN Settings

- Clear the entered values of the System Manager ID and PIN, and then click [Apply] with the fields left empty.

Authenticating Users and Managing Groups

965S-07S

Managing the users and groups that use the machine and performing authentication of its use can prevent operation by third parties and unauthorized access.

Department ID Management
Use Department ID Management to manage users for all functions of the machine. Only users who know the Department ID and PIN can use the machine. It is also possible to track usage of the machine by Department ID to help with managing costs.
Authenticating Users and Managing Groups with Department ID (Department ID Management) (P. 369)

LDAP Server Authentication
LDAP server authentication can be used for send and save functions when using an LDAP server.
Performing User Authentication with an LDAP Server When Sending or Saving Data(P. 379)

* You can also use Department ID Management and LDAP server authentication together at the same time.

Authenticating Users and Managing Groups with Department ID (Department ID Management)

965S-07U

Department ID Management is a function for managing users and groups by allocating a Department ID to each user or group.
When using Department ID Management, it is recommended to create an administrator account and a system for management and operation by a specific user.

What You Can Do with Department ID Management(P. 369)
Operation Examples(P. 369)
Department ID Management Procedure(P. 370)

What You Can Do with Department ID Management

By using Department ID Management, you can do the following:

Enhance Security

- Set a PIN for Department ID to require authentication by entering the Department ID and PIN when a user logs in.
- Restrict operations for an unknown Department ID.

Monitor Device Usage and Manage Costs

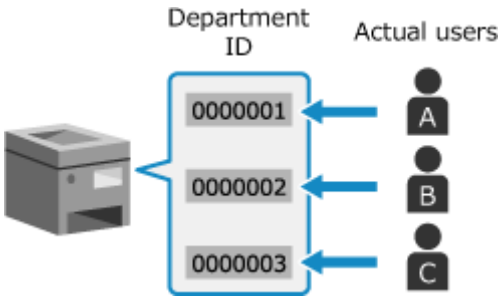
- Tally and keep track of the number of printed pages by Department ID.
- Set the maximum number of pages that can be printed by Department ID to control the number of sheets of paper that can be used.
- Restrict copy, print, scan, or fax functions by Department ID.

Operation Examples

Assign Department IDs to users and groups according to usage environment and purpose. In addition, setting a PIN to a Department ID can prevent unauthorized access and enable stricter management.

Example 1: Managing individual users by assigning them each a Department ID

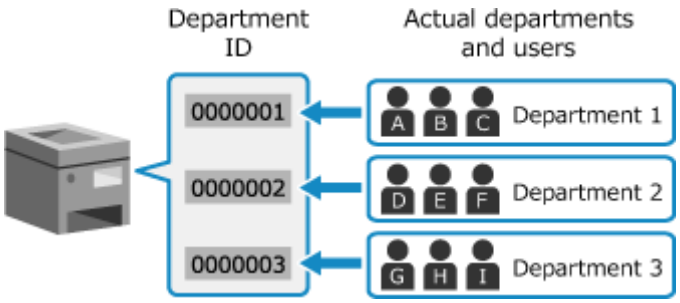
Use this method to manage individual users by assigning them each a separate Department ID.
This is useful when there are few people who use the machine and you want to limit the number of pages to be printed and function access for each user.
Users log in with their own Department ID.



Example 2: Managing users as a group

Use this method to manage multiple users in a group by assigning each group a separate Department ID.
This is useful when there are many people or groups that use the machine, such as office departments and school classes.

Users log in with the Department ID of the group to which they belong.



Department ID Management Procedure

To use Department ID Management, follow the procedure below.
Administrator privileges are required.

Step 1	**Set up Department ID Management.** **Setting the Department ID and PIN for the Administrator(P. 366)** **Registering a Department ID and PIN(P. 372)**
Step 2	**Start Department ID Management.** Restrict operations for unknown Department IDs, as needed. **Enabling Department ID Management(P. 374)**
Step 3	**Set the Department ID and PIN on each computer using the machine.** **Setting the Department ID and PIN on a Computer(P. 375)**
Step 4	**Perform Department ID Management.** **Confirming Usage by Department ID(P. 378)**

■When Using the Optional Copy Card Reader-F

When Copy Card Reader is installed on the machine, the procedure for using Department ID Management varies as described below.

Setting up Department ID Management
The Department ID assigned to the control card is already registered. You cannot register a Department ID not assigned to the control card.

Starting Department ID Management
Enabling Department ID Management lets users login with a control card and enables management of users via the control card.

- When Copy Card Reader is installed, you cannot log in from the control panel by entering a Department ID.
- When the System Manager ID is set, after logging in with a control card, log in to System Manager Mode using the screen that appears when administrator privileges are required.
- Log in to Remote UI using the Department ID of the control card. When the System Manager ID is set, you can log in to System Manager Mode by entering the System Manager ID and System Manager PIN.

Department ID Settings

Set a PIN and/or restrict use of functions for the Department ID of the control card, as needed.

- You cannot limit the number of pages to be printed.
- The PIN set for the Department ID of the control card is used when logging in to Remote UI and authenticating the driver on a computer.

IMPORTANT

- Do not delete the preregistered Department IDs. This prevents the control card from working.

Registering a Department ID and PIN

965S-07W

Register the Department ID used by a group or user to be managed.
To perform authentication at login, set a PIN.
Limit the number of pages that can be printed and usable functions for each Department ID, as needed.

This section describes how to register a Department ID and PIN using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to register this information. **[Department ID Management](P. 574)**
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [User Management] ▶ [Department ID Management].

➡ The [Department ID Management] screen is displayed.

4 Click [Register New Department].

➡ The [Register New Department] screen is displayed.

5 In [New Department], set the Department ID and PIN.

- Enter numbers in [Department ID].
- To set a PIN, select the [Set PIN] checkbox, and enter the same number in [PIN] and [Confirm].

  * You cannot set a Department ID or PIN consisting of all zeros, such as "00" or "0000000."

6 Configure [Restrict Functions] as needed.

- To limit the number of pages that can be printed, select the desired item and enter the maximum number of pages in [Number of Pages].
- To restrict the usable functions, select the items you want to restrict.

  * Select [Restrict Scan] to restrict the following scan functions.
    - Saving scanned data to a USB memory device
    - Sending e-mails
    - Saving scanned data to a shared folder or FTP server

7 Click [OK].

➡ The registered Department ID is added to [Department ID Page Total] on the [Department ID Management] screen.

8 **Log out from Remote UI.**

NOTE

Editing a Registered Department ID

- To edit the registered information, click the Department ID you want to edit in [Department ID Page Total] on the [Department ID Management] screen.

Enabling Department ID Management

965S-07X

After registering a Department ID, configure the settings to enable Department ID Management. Once Department ID Management is started, a login screen appears when operating the machine.

By default, the following functions can be operated without having to log in.

- Printing and sending faxes from a computer
- Scanning and saving data to a computer

You can also restrict these operations as needed.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to configure the settings. **[Department ID Management](P. 574)**
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [User Management] ▶ [Department ID Management] ▶ [Edit].

➡ The [Edit Department ID Management] screen is displayed.

4 Select the [Department ID Management] checkbox.

5 To restrict printing from a computer with an unknown Department ID, clear the item.

■To restrict printing and sending faxes from a computer with an unknown Department ID

Clear the [Allow Print Jobs with Unknown IDs] checkbox.

* When this checkbox is cleared, you must set the Department ID on the driver to be able to print or send faxes from a computer. **Setting the Department ID and PIN on a Computer(P. 375)**

■To restrict scanned data to be saved to a computer

Clear the [Allow Scan Jobs with Unknown IDs] checkbox.

* The Department ID cannot be set on the driver or application for scanned data to be saved to a computer. Therefore, when this checkbox is cleared, users can no longer save scanned data to the computer during Department ID Management.

6 Click [OK].

➡ The settings are applied.

7 Log out from Remote UI.

Setting the Department ID and PIN on a Computer

965S-07Y

When restricting printing and sending faxes from a computer with an unknown Department ID, you must set the Department ID and PIN on each computer using the machine. If you want to include printing from a computer in the usage for each Department ID even when these are not restricted, set the Department ID and PIN for each computer.

When Using Windows(P. 375)
When Using macOS(P. 376)

■When Using Windows

Administrator privileges are required on each computer.

1 Log on to the computer using an administrator account.

2 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➠ The [Printers & scanners] screen is displayed.

3 Click the driver of the machine ▶ [Manage] ▶ [Printer properties].

➠ The driver properties screen is displayed.

4 On the [Device Settings] tab, set [User Management] to [Department ID Management].

5 Click [Settings] at the bottom right.

➠ The [Department ID/PIN Settings] screen is displayed.

6 Set the Department ID and PIN.

- To set a PIN, select the [Allow PIN Settings] checkbox, and enter a PIN.
- Click [Verify] to confirm that the Department ID and PIN have been entered correctly.
  * This is not available when the machine is connected to the computer via the USB or Web Services on Devices (WSD) port.

7 Set the authentication process and applicable range, as needed.

■Confirming the Department ID and PIN when printing or sending faxes

Select the [Confirm Department ID/PIN When Printing] and/or [Confirm Department ID/PIN When Sending Faxes] checkboxes.

■When the machine is connected to the computer via the USB or WSD port

Select the [Authenticate Department ID/PIN at Device] checkbox.

8 **Click [OK] ▶ [OK].**

➡ The settings are applied.

■When Using macOS

1 **Click [ ] ▶ [System Preferences] ▶ [Printers & Scanners].**

➡ The [Printers & Scanners] screen is displayed.

2 **Select the machine, and click [Options & Supplies].**

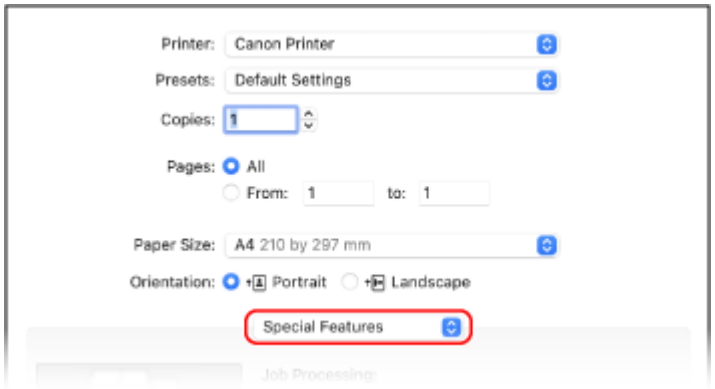
3 **On the [Options] tab, select the [Department ID Management] checkbox, and click [OK].**

4 **On the driver setting screen, set the Department ID and PIN.**

You must set the Department ID and PIN each time you print or send a fax.

■When using a printer driver

1. Display the printing dialog box, and select the printer driver of the machine. **Printing from a Computer(P. 220)**
2. From the print options pop-up menu, select [Special Features].



If print options are not displayed, click [Show Details] in the printing dialog box.

3. Select the [Use Department ID Management] checkbox, and click [Settings].

➡ The [Department ID/PIN Settings] screen is displayed.

4. Enter the Department ID and PIN.
5. Set the authentication process and applicable range, as needed.

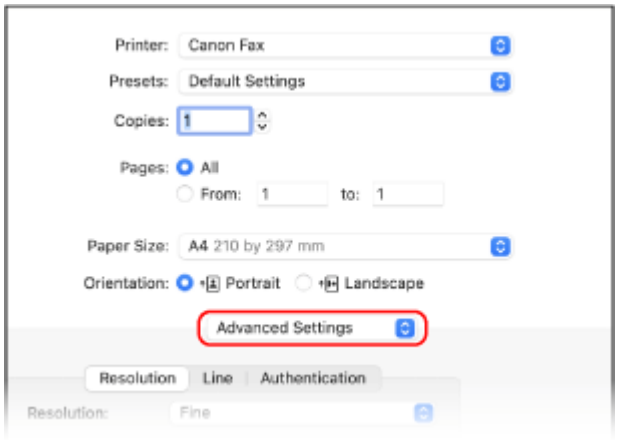
Confirming the Department ID and PIN when printing

Select the [Confirm Department ID/PIN When Printing] checkbox.

6. Click [OK].

■When using a fax driver

1. Display the printing dialog box, and select the fax driver of the machine. **Sending Faxes from a Computer (PC Faxing)(P. 302)**
2. From the print options pop-up menu, select [Advanced Settings].



If print options are not displayed, click [Show Details] at the bottom of the screen.

3. On the [Authentication] tab, select the [Use Department ID Management] checkbox, and enter the Department ID and PIN.

Confirming Usage by Department ID

965S-080

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 view this information using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to view this information. **[Department ID Management](P. 574)**
Administrator privileges are required.

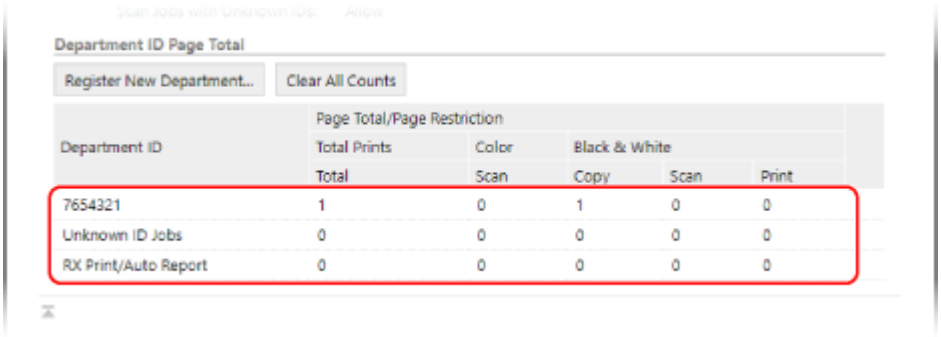
1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [User Management] ▶ [Department ID Management].**

➠ The [Department ID Management] screen is displayed.

4 **In [Department ID Page Total], view the usage.**



■Resetting the count for a specific Department ID only

For the Department ID with the count 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.**

Performing User Authentication with an LDAP Server When Sending or Saving Data

965S-081

You can use LDAP server authentication when using the send and save functions of the machine.
The machine can display a login screen when sending or saving faxes or scanned data to restrict these functions to only those users managed by an LDAP server.
You can also restrict the send and save destinations and prohibit sending and saving for each function.
For the specifications of LDAP server authentication of the machine, see the specifications of the authentication function. **Supported Software and Servers(P. 46)**

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

Required Preparations

- Register the LDAP server to be used for authentication in the machine. **Registering LDAP Servers(P. 85)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [TX Settings] ▶ [Authentication Settings for Send Function] ▶ [Edit].

➡ The [Edit Authentication Settings for Send Function] screen is displayed.

4 Select the [Use User Authentication] checkbox in [Basic Settings].

■During Department ID Management

Set the action when logging out after being logged in with both authentication and Department ID Management.
To display the screen to select the logout authentication after pressing the logout button, select the [Display Confirmation Screen When Logging Out] checkbox.
When this checkbox is cleared, you are logged out from both without the screen being displayed.

5 In [E-Mail/I-Fax Sending Settings], specify whether to allow sending of e-mails and I-Faxes.

- When [Do Not Allow] is selected, you cannot send scanned data by e-mails or I-Fax.
- When [Only Allow Sending to Myself] is selected, you can only send e-mails and I-Faxes to the e-mail addresses of the users authenticated with the LDAP server.

■When [Allow] or [Only Allow Sending to Myself] is selected

Configure the settings to display the authentication screen and specify the sender.

[Authentication Method]
Specify whether to display the authentication screen of the SMTP server when sending data.

[Display the authentication screen using the same user name as when the sending operation started]

Displays the authentication screen using the same user name and password entered on the login screen for authenticated sending.

[Display the authentication screen without any authentication information]

Displays the authentication screen without a user name and password.

[Use device-specific authentication information and do not display the authentication screen]

Perform SMTP server authentication using the user name and password set in the mail server details without displaying the authentication screen.

[Specify Authentication User Destination as Sender]
Select this checkbox to set the e-mail address of the user authenticated on the LDAP server as the sender. When this checkbox is cleared, the e-mail address of the machine set in the details of the mail server becomes the sender. **Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)**

6 In [File Sending Settings], specify whether to allow saving of scanned data to a shared folder or FTP server.

- When [Do Not Allow] is selected, you cannot save scanned data to a shared folder or FTP server.
- When [Only Allow Sending to Myself or Specified Folder] is selected, you can only save data to a folder registered in the LDAP server or a folder specified with [Specify Destination Folder].

■When [Allow] is selected

Configure the settings to display the authentication screen.

[When Sending File to Destination Registered in Address Book]

[Authentication Method]

Specify whether to display the authentication screen of the server when sending data.

[Display the authentication screen using the same authentication information as when the sending operation started]

Displays the authentication screen using the same user name and password entered on the login screen for authenticated sending.

[Display the authentication screen without any authentication information]

Displays the authentication screen without a user name and password.

[Use the authentication information from the address book and do not display the authentication screen]

Perform server authentication using the user name and password set in the Address Book without displaying the authentication screen.

■When [Only Allow Sending to Myself or Specified Folder] is selected

Configure the settings to display the authentication screen and the settings of the destination folder.

[When Sending File to Myself]

[Authentication Method]

Specify whether to display the authentication screen of the server when sending data.

[Use the same authentication information as when the sending operation started]

Performs server authentication using the same user name and password entered on the login screen for authenticated sending.
To display the authentication screen using the same user name and password when sending data, select the [Display Authentication Screen] checkbox.

[Display the authentication screen without any authentication information]

Displays the authentication screen without a user name and password.

[Specify Destination Folder]

To specify the store location, select this checkbox, and enter [Host Name] and [Folder Path].
When this checkbox is cleared, the store location is set using the authenticated user information registered in the LDAP server.

[Host Name]

Enter the host name for the shared folder or FTP server to be used as the store location.

[Folder Path]

Enter the path to the store location excluding the host name.
To add a user name authenticated with the LDAP server to the path, select the [Add User Name] checkbox.

7 In [Fax Sending Settings], specify whether to allow sending of faxes.

When [Do Not Allow] is selected, you cannot use the fax function.

8 Click [OK].

➠ The settings are applied.

9 Log out from Remote UI.

Protecting the Network

965S-082

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 the Firewall Settings

Allows communications only with devices that have a specific IP address or MAC address to prevent unauthorized access.

Setting the Firewall(P. 383)

Port Control

If the port number being used by a communicating device, such as a computer or server, is changed, change the setting on the machine too. In addition, if it is clear that there is an unneeded protocol, use of the protocol is prohibited on the machine and that port is closed to prevent intrusion from the outside.

Changing the Port Number(P. 386)

Using a Proxy Server

Using a proxy server to connect the machine to a network not only facilitates managing communication with external networks but blocks unauthorized access and consolidates anti-virus protection for enhanced security.

Using a Proxy(P. 387)

Encryption of Communication Using TLS

You can use TLS to encrypt communication when using Remote UI. This reduces the risks of data eavesdropping and tampering during communication.

Using TLS(P. 389)

Encryption of Communication Using IPSec

Use Internet Protocol Security (IPSec) to encrypt data at the IP protocol level. This reduces the risk of data eavesdropping and tampering during communication without relying on an application or network configuration.

Using IPSec(P. 391)

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. 395)

Managing and Verifying the Key and Certificate

You can generate a key and certificate used to encrypt communication and register a key and certificate obtained from a certification authority. By configuring the settings to check the revocation status of a certificate (using OCSP), you can check to see if a certificate received from a certification authority has been revoked.

Managing and Verifying a Key and Certificate(P. 397)

■ See Also

For the network settings at setup, see the following.

Configuring Your Machine for Your Network Environment(P. 77)

Setting the Firewall

965S-083

Set up the 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.
For the number of addresses that can be specified and the protocols whose communication can be restricted, see the firewall specifications. **Firewall(P. 41)**

Setting IP Address Filtering(P. 383)
Setting MAC Address Filtering(P. 384)

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 IP Address Filtering

Set IPv4 address filtering or IPv6 address filtering according to your usage environment.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. However, the control panel can only be used to enable or disable the filter. **[Firewall Settings](P. 486)**
Administrator privileges are required. The machine must be restarted to apply the settings.

IMPORTANT

- If you set an incorrect IP address, you will no longer be able to access Remote UI. If this happens, use the control panel to disable the firewall settings, and then use Remote UI to set the IP address again.

1 Log in to Remote UI in System Manager Mode. **Starting Remote UI(P. 447)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Portal Page of Remote UI(P. 450)**

3 Click [Network Settings] ▶ [Firewall Settings].

➥ The [Firewall Settings] screen is displayed.

4 Click [Edit] for the IP address send or receive filter.

- To restrict sending of data from the machine to other devices, click [Edit] for the send filter.
- To restrict receiving of data from other devices, click [Edit] for the receive filter.

5 **Select the [Use Filter] checkbox.**

➡ The IP address 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].**

- In [Address to Register], enter an IP address, and then click [Add].
- You can also specify a range of IP addresses by using a hyphen (-) or prefix length.

Input example:

- **One IPv4 address**
  192.168.0.10
- **One IPv6 address**
  fe80::10
- **Specifying a range**
  192.168.0.10-192.168.0.20
  192.168.0.32/27
  fe80::1234/64

8 **Click [OK].**

9 **Restart the machine. Restarting the Machine(P. 112)**

➡ The settings are applied.

Setting MAC Address Filtering

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. You cannot use the control panel to configure some of the settings. **[Firewall Settings](P. 486)**
Administrator privileges are required. The machine must be restarted to apply the settings.

IMPORTANT

- If you set an incorrect MAC address, you will no longer be able to access Remote UI. If this happens, use the control panel to disable the firewall settings, and then use Remote UI to set the MAC address again.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 Click [Network Settings] ▶ [Firewall Settings].

➡ The [Firewall Settings] screen is displayed.

4 Click [Edit] for the MAC address send or receive filter.

- To restrict sending of data from the machine to other devices, click [Edit] for the send filter.
- To restrict receiving of data from other devices, click [Edit] for the receive filter.

5 Select the [Use Filter] checkbox.

➡ The MAC address 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].

- In [Address to Register], enter a MAC address, and then click [Add].
- Enter MAC addresses without separating with hyphens (-) or colons (:).

Input example:
123A456B789C

8 Click [OK].

9 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

Changing the Port Number

965S-084

Typically, conventional port numbers are used for major protocols, but these port numbers may be changed to enhance security. As the port numbers must be the same on communicating devices, such as a computer or server, when the port number is changed, the setting on the machine also needs to be changed.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Port Number Settings](P. 496)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [Port Number Settings] ▶ [Edit].

➡ The [Edit Port Number Settings] screen is displayed.

4 Change the port number of the protocol, and click [OK].

5 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

NOTE

Protocol Settings

- For the protocol settings and settings of the functions using the protocol, see the following:
  LPD/RAW/WSD **Configuring LPD, RAW, or WSD(P. 434)**
  HTTP **Disabling HTTP Communication(P. 436)**
  Multicast Discovery **Configuring SLP Communication(P. 94)**
  POP3/SMTP **Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)**
  FTP **Scanning (Saving to a Shared Folder or FTP Server)(P. 268)**
  SNMP **Configuring SNMP(P. 89)**

Changing the Port Number of the Proxy Server or LDAP Server

- To change the port number of the proxy server or LDAP server, see the following:
  Using a Proxy(P. 387)
  Registering LDAP Servers(P. 85)

Changing the Port Number of the Printer Driver (Windows)

- When the port number of the print protocol (LPD or RAW) is changed on the machine, change the port number setting on the computer too. **Configuring a Printer Port (Windows)(P. 208)**

Using a Proxy

965S-085

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.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

Required Preparations

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

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [Proxy Settings] ▶ [Edit].

➡ The [Edit 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 a proxy server also specified 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, and enter the user name to be used for authentication using single-byte alphanumeric characters.
To set a password to use for authentication, select the [Set/Change Password] checkbox, and enter the password using single-byte alphanumeric characters.

7 Click [OK].

➡ The settings are applied.

8 **Log out from Remote UI.**

Using TLS

965S-086

Transport Layer Security (TLS) is a mechanism for encrypting data sent or 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 encrypted communication for Remote UI, specify the key and certificate (server certificate) you want to use, and then enable TLS on Remote UI.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to configure the settings. However, the control panel can only be used to enable or disable TLS on Remote UI. **[Remote UI](P. 580)**
Administrator 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. 397)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 In [Network Settings], click [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. To the right of the key and certificate to use, click [Register Default Key].
   - When you click the key name (or certificate icon), the certificate details appear.
   - On the certificate details screen, click [Verify Certificate] to verify that the certificate is valid.

5 Set the TLS version and algorithm.

1. Click [TLS Details] ▶ [Edit].

   ➡ The [Edit TLS Details] screen is displayed.

2. Set the usable version and algorithm, and click [OK].
   Some combinations of versions and algorithms cannot be used. For the supported combinations of versions and algorithms, see the TLS specifications. **TLS(P. 44)**

   [Allowed Versions]

   Specify the maximum and minimum versions of TLS.

[Algorithm Settings]

Select the checkbox of the algorithm to use for TLS.

6 Enable TLS on Remote UI.

1. Click [License/Other] ▶ [Remote UI Settings] ▶ [Edit].
   - The [Edit Remote UI Settings] screen is displayed.
2. Select the [Use TLS] checkbox, and click [OK].

7 Restart the machine. Restarting the Machine(P. 112)

- The settings are applied.

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 TLS to Encrypt Sent and Received E-mails and I-Faxes

- If the SMTP server and POP3 server support TLS, TLS can be used for communication with these servers. **Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)**

Using IPSec

965S-087

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. 391)
IPSec Policy Configuration(P. 391)
Setting IPSec(P. 391)

IPSec Applicable Conditions and Supported Modes

Packets where IPSec does not apply

- 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 mode)

The IKE mode supported by the machine is only the main mode that is used to encrypt packets. The non-encrypting aggressive mode is not supported.

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.

Using IPSec together with IP address filtering

The IP address filter settings are applied first. **Setting the Firewall(P. 383)**

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 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.

IKE

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 key word, called Shared Key, for communication between the machine and other devices.
- **Digital Signature Method**
  The machine and the other devices authenticate each other by mutually verifying their digital signatures.

ESP/AH

Specify the settings for ESP/AH, which is the protocol used for IPSec communication. ESP and AH can be used at the same time. Use Perfect Forward Secrecy (PFS) for even greater security.

Setting IPSec

Enable the use of IPSec, and then create and register the IPSec policy. If multiple policies have been created, specify the order in which they are applied.

This section describes how to configure the settings using Remote UI from a computer.

On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. However, the control panel can only be used to enable or disable IPSec. **[Use IPSec](P. 495)**
Administrator privileges are required. The machine must be restarted to apply the settings.

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. 41)**
- 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. 389)**
  - When using the digital signature method, prepare the key and certificate to use. **Managing and Verifying a Key and Certificate(P. 397)**
- When using PFS, check that PFS is enabled on the communicating device.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings] ▶ [IPSec Settings] ▶ [Edit].

➡ The [Edit IPSec Settings] screen is displayed.

4 Select the [Use IPSec] checkbox, and click [OK].

To only receive packets that meet the policy, clear the [Receive Non-Policy Packets] checkbox.

5 Click [Register New Policy].

➡ The [Register New IPSec Policy] screen is displayed.

6 In [Policy Settings], enter the policy name, and select the [Enable Policy] checkbox.

For the policy name, enter a name to identify the policy using single-byte alphanumeric characters.

7 In [Selector Settings], set the selector.

[Local Address Settings]

Select the type of IP address of the machine to which the policy is applied.

- To apply IPSec to all IP packets, select [All IP Addresses].
- To apply IPSec to IP packets sent and received using an IPv4 or IPv6 address, select [IPv4 Address] or [IPv6 Address].

[Remote Address Settings]

Select the type of IP address of the communicating device to which the policy is applied.

- To apply IPSec to all IP packets, select [All IP Addresses].
- To apply IPSec to IP packets sent and received using an IPv4 or IPv6 address, select [All IPv4 Addresses] or [All IPv6 Addresses].

- To specify an IPv4 or IPv6 address to which IPSec is applied, select [IPv4 Manual Settings] or [IPv6 Manual Settings].

[Addresses to Set Manually]

When [IPv4 Manual Settings] or [IPv6 Manual Settings] is selected, enter the IP address. You can also specify a range of IP addresses by using a hyphen (-).

Input example:

- **One IPv4 address**
  192.168.0.10
- **One IPv6 address**
  fe80::10
- **Range specification**
  192.168.0.10-192.168.0.20

[Subnet Settings]

When [IPv4 Manual Settings] is selected, you can use a subnet mask to specify the range of IPv4 addresses.

Input example:
255.255.255.240

[Prefix Length]

When [IPv6 Manual Settings] is selected, you can use a prefix length to specify the range of IPv6 addresses. Enter the prefix length with a range of 0 to 128.

[Port Settings]

Set the port to which IPSec is applied in [Local Port] on the machine and [Remote Port] on the communicating device.

- To apply IPSec to all port numbers, select [All Ports].
- To apply IPSec to a specific protocol such as HTTP or WSD, select [Single Port], and enter the port number of the protocol.

8 In [IKE Settings], set IKE.

[IKE Mode]

The machine only supports the main mode.

[Authentication Method]

Select the authentication method of the machine.

- When [Pre-Shared Key Method] is selected, click [Shared Key Settings] ▶ enter the string to use as the shared key using single-byte alphanumeric characters ▶ click [OK].
- When [Digital Signature Method] is selected, click [Key and Certificate] ▶ [Register Default Key] to the right of the key and certificate to use.

[Validity]

Enter the valid period of IKE SA (ISAKMP SA) to use as the control communication path in minutes.

[Authentication/Encryption Algorithm]

Select the algorithm to use for key exchange.

9 In [IPSec Network Settings], configure the IPSec network settings.

[Use PFS]

Select this checkbox to configure PFS for the session key.

[Validity]

Specify the valid period of IPSec SA to use as the data communication path by time, size, or both.

- When the [Specify by Time] checkbox is selected, enter the valid period in minutes.
- When the [Specify by Size] checkbox is selected, enter the valid period in megabytes.
- When both are selected, the item whose specified value is reached first is applied.

[Authentication/Encryption Algorithm]

Select this checkbox according to the IPSec header (ESP and AH) to be used and its algorithm.

[ESP Authentication]

When [ESP] is selected, select the authentication algorithm. To perform ESP authentication, select [SHA1]. Otherwise, select [Do Not Use].

[ESP Encryption]

When [ESP] is selected, select the encryption algorithm. If you do not want to specify the algorithm, select [NULL]. To disable encryption, select [Do Not Use].

[Connection Mode]

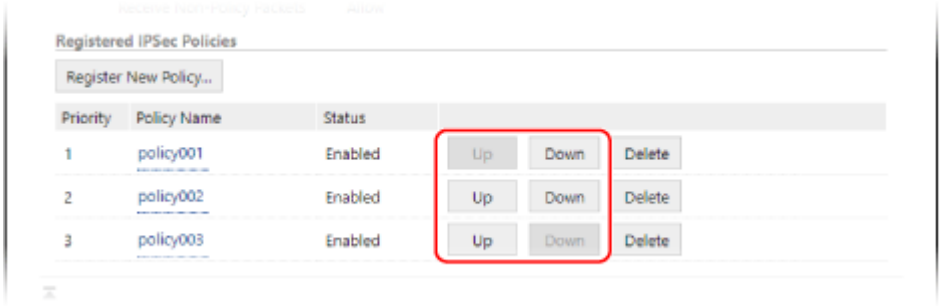
The machine only supports the transport mode.

10 Click [OK].

➠ The newly registered policy is added to [Registered IPSec Policies] on the [IPSec Settings] screen.

■When multiple policies are registered

Click [Up] or [Down] to the right of the policy name to set the priority. Higher level policies have priority in application to IPSec communication.



11 Restart the machine. Restarting the Machine(P. 112)

➠ The settings are applied.

NOTE

Editing Registered Policies

- To edit the registered information, click the policy name you want to edit in [Registered IPSec Policies] on the [IPSec Settings] screen.

Using IEEE 802.1X

965S-088

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. 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.

IEEE 802.1X Authentication Methods(P. 395)
Setting IEEE 802.1X(P. 395)

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.

Setting IEEE 802.1X

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 [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. However, the control panel can only be used to enable or disable IEEE 802.1X. **[Use IEEE 802.1X](P. 486)**
Administrator privileges are required. The machine must be restarted to apply the 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. 397)**

  * 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, TLS-encrypt communication using Remote UI. **Using TLS(P. 389)**

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [Network Settings] ▶ [IEEE 802.1X Settings] ▶ [Edit].**

➡ The [Edit IEEE 802.1X Settings] screen is displayed.

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 single-byte alphanumeric characters.

■When verifying the certificate of an authentication server

Select the [Verify Authentication Server Certificate] checkbox.
When verifying 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. In [Name of Key to Use], click [Key and Certificate].

   ➡ The [Key and Certificate Settings] screen is displayed.
3. To the right of the key and certificate to use, click [Register Default Key].
   - 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 using TTLS or PEAP

1. Select the [Use TTLS] or [Use PEAP] checkbox.
   When using TTLS, 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. In [User Name/Password Settings], click [Change User Name/Password].

   ➡ The [Change User Name/Password] screen is displayed.
4. Set the user name and password, and select the [OK] checkbox.
   - Enter the user name using single-byte alphanumeric characters.
   - To set a password, select the [Change Password] checkbox, and enter the same password in both [Password] and [Confirm] using single-byte alphanumeric characters.

6 Click [OK].

7 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

Managing and Verifying a Key and Certificate

965S-089

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 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. 398)

Registering a Certificate Issued by a Certificate Authority in a Self-generated Key

When a key is generated on the machine, generate a Certificate Signing Request (CSR), have the certificate authority issue a certificate, and then register that certificate in the key.

Generating a Key and Certificate Signing Request (CSR) and Obtaining and Registering a Certificate(P. 400)

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 request that a certificate be issued at a specified date and time.

Generating a Key and Obtaining and Registering a Certificate from an SCEP Server(P. 403)

Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority

Register a key and certificate obtained from an issuing authority or a CA certificate issued by a certificate 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. 410)

Verifying a Certificate

You can configure the settings to verify the validity of a certificate that the machine receives from a certificate authority, using the Online Certificate Status Protocol (OCSP).

Verifying a Received Certificate with OCSP(P. 412)

Generating a Key and Certificate

965S-08A

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 algorithm of the keys and certificates that can be generated with this machine, see the specifications of the self-generated key and self-signed certificate. **Keys and Certificates(P. 42)**

Generate a key and certificate 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 in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Device Management] ▶ [Key and Certificate Settings] ▶ [Generate Key].

➡ The [Generate Key] screen is displayed.

4 Select [Network Communication], and click [OK].

➡ The [Generate Network Communication Key] screen is displayed.

5 In [Key Settings], enter the name of the key, and select the signature and key algorithm.

- Enter the key name using single-byte alphanumeric characters.
- For the key 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)]/[Validity End Date (YYYY/MM/DD)]

Enter the start and end dates of the certificate validity period.

[Country/Region]

Select [Select Country/Region], 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]/[Organization Unit]

Enter the items as needed using single-byte alphanumeric characters.

[Common Name]

Enter the name of the certificate subject as needed using single-byte alphanumeric characters. This corresponds to the Common Name (CN).

7 Click [OK].

➡ The generated key and certificate are added to [Registered Key and Certificate] on the [Key and Certificate Settings] screen.

8 Log out from Remote UI.

NOTE

Viewing and Verifying Detailed Information of a Generated Certificate

- When you click the key name (or certificate icon) in [Registered Key and Certificate] on the [Key and Certificate Settings] screen, the certificate details appear.
- 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 Certificate Signing Request (CSR) and Obtaining and Registering a Certificate

965S-08C

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). The machine generates a CSR at the same time it generates a key.
For more information about the keys that can be generated by the machine and the CSR algorithm, see self-generated key and CSR specifications. **Keys and Certificates(P. 42)**

Generating a Key and CSR(P. 400)
Registering a Certificate Issued by a Certificate Authority to a Key(P. 401)

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 in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Device Management] ▶ [Key and Certificate Settings] ▶ [Generate Key].

➡ The [Generate Key] screen is displayed.

4 Select [Key and Certificate Signing Request (CSR)], and click [OK].

➡ The [Generate Key and Certificate Signing Request (CSR)] screen is displayed.

5 In [Key Settings], enter the name of the key, and select the signature algorithm and key algorithm.

- Enter the key name using single-byte alphanumeric characters.
- For the key 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], and either select the country or region from the pulldown menu, or select [Enter Internet Country Code] and enter the country code.

[State]/[City]/[Organization]/[Organization Unit]

Enter the items as needed using single-byte alphanumeric characters.

[Common Name]

Enter the name of the certificate subject as needed using single-byte alphanumeric characters. This corresponds to the Common Name (CN).

7 Click [OK].

➡ The [Key and Certificate Signing Request (CSR) Details] screen is displayed.

8 Click [Store in File] to save 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 it. Administrator privileges are required.

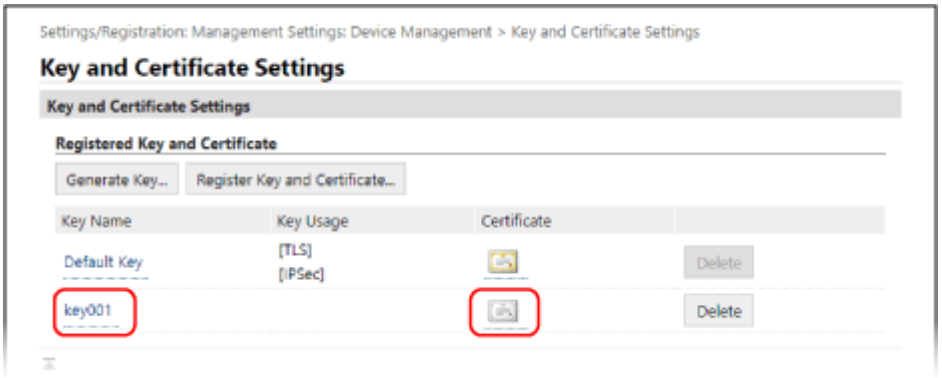
1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

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 **In [Specify File], click [Browse], and specify the file of the certificate issued by the certificate authority.**

7 **Click [Register].**

➠ The icon of the certificate displayed in [Registered Key and Certificate] 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

- Click the key name (or certificate icon) in [Registered Key and Certificate] on the [Key and Certificate Settings] screen 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

965S-08E

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 algorithm 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. 42)**
This machine supports Network Device Enrollment Service (NDES) in Windows Server 2008 R2, 2012 R2, and 2016 for the SCEP server. Communication using HTTPS 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 request certificate issuance at a specified date and time.

Configuring the SCEP Server Communication Settings(P. 403)
Generating a Key and Requesting Certificate Issuance(P. 404)
Requesting Certificate Issuance at a Specified Date and Time(P. 405)

Configuring the SCEP Server Communication Settings

Configure the communication settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

Required Preparations

- Prepare the URL and port number of the SCEP server.
  * Communication using HTTPS is not supported.

1 Log in to Remote UI in System Manager Mode. **Starting Remote UI(P. 447)**

2 On the Portal page of Remote UI, click [Settings/Registration]. **Portal Page of Remote UI(P. 450)**

3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)].

➡ The [Settings for Certificate Issuance Request (SCEP)] screen is displayed.

4 In [Communication Settings], click [Edit].

➡ The [Edit Communication Settings] screen is displayed.

5 Set the SCEP server information.

[SCEP Server URL]

Enter the URL of the connecting SCEP server.

[Port Number]

Enter the port number used to communicate with the SCEP server.

[Communication Timeout]

Enter the time from search start to timeout in seconds.

6 Click [OK].

➡ The settings are applied.

7 Log out from Remote UI.

Generating a Key and Requesting Certificate Issuance

Configure the settings for generating a key and requesting the issuance of a certificate using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required. The machine must be restarted after obtaining a key.
* 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. 405)**

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)] ▶ [Certificate Issuance Request].

➡ The [Certificate Issuance Request] screen is displayed.

4 Set the items for a key and certificate.

[Key Name]

Enter the key name using single-byte 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 using single-byte alphanumeric characters, as needed.

[Common Name]

Enter the name of the certificate subject using single-byte alphanumeric characters.
This is also called the Common Name (CN).

[Challenge Password]

When the SCEP server has a password, enter the password for the request data used for the issuance request using single-byte alphanumeric characters.

[Key Usage]

Select the usage of the generated key. If the usage is not decided, select [None].

5 Click [Issuance Request] ▶ [OK].

➡ The request to issue a certificate is sent to the SCEP server.

6 When the message that says a certificate is acquired appears, click [Restart].

➡ The machine restarts, and the key and certificate are registered.

NOTE

Viewing Issuance Request Status and Error Information

- You can view detailed information on the [Settings for Certificate Issuance Request (SCEP)] screen.
  If a certificate is not issued, an error is displayed in the certificate 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. 408)

Viewing and Verifying Detailed Information of a Registered Certificate

- In [Settings/Registration] ▶ [Device Management] ▶ [Key and Certificate Settings] ▶ [Registered Key and Certificate], 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.

Requesting Certificate Issuance at a Specified Date and Time

The request for certificate issuance occurs at the specified date and time. You can also set the request for certificate issuance to occur regularly.

Configure the settings using Remote UI from a computer. You cannot use the control panel to configure the settings. Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)].

➡ The [Settings for Certificate Issuance Request (SCEP)] screen is displayed.

4 In [Settings for Certificate Issuance Auto Request], click [Edit].

➠ The [Edit Settings for Certificate Issuance Auto Request] screen is displayed.

5 Select the [Enable Timer for Certificate Issuance Auto Request] checkbox, and enter the start date and time to request issuance of a certificate.

6 Set other items at the time of issuance auto request, as needed.

[Auto Adjust Issuance Request Time]

To adjust the certificate issuance request time, select this checkbox.
The start time for issuing 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]

To restart the machine after obtaining a certificate, select the checkbox.

[Delete Old Key and Certificate]

To overwrite the key and certificate with the same location where the key will be used, select the checkbox.

7 In [Settings for Key and Certificate To Be Issued], set the items for a key and certificate.

[Key Name]

Enter the key name using single-byte 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 using single-byte alphanumeric characters, as needed.

[Common Name]

Enter the name of the certificate subject using single-byte alphanumeric characters.
This is also called the Common Name (CN).

[Challenge Password]

When the SCEP server has a password, enter the password for the request data used for the issuance request using single-byte alphanumeric characters.

[Key Usage]

Select the the usage of the generated key. If the usage is not decided, select [None].

8 Click [OK].

➡ The settings are applied.

9 Log out from Remote UI.

NOTE

Viewing Issuance Request Status and Error Information

- You can view detailed information on the [Settings for Certificate Issuance Request (SCEP)] screen.
  If a certificate is not issued, an error is displayed in the certificate 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. 408)

Viewing and Verifying Detailed Information of a Registered Certificate

- In [Settings/Registration] ▶ [Device Management] ▶ [Key and Certificate Settings] ▶ [Registered Key and Certificate], 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.

If an Error Is Displayed in the Certificate Issuance Request Status

965S-08F

If a certificate is not issued, an error is displayed in the certificate issuance request status. Select the message from the list below, and check how to troubleshoot the problem.

Key and Certificate Registration Limit Error(P. 408)
Communication Error (SCEP ERROR - Fail Info 0: Unrecognized or Unsupported Algorithm)(P. 408)
Communication Error (SCEP ERROR - Fail Info 1: CMS Message Integrity Verification Failure)(P. 408)
Communication Error (SCEP ERROR - Fail Info 2: Forbidden or Unsupported Transaction)(P. 409)
Communication Error (SCEP ERROR - Fail Info 3: Excessive Time Difference Between CMS signingTime and System Time)(P. 409)
Communication Error (SCEP ERROR - Fail Info 4: No Certificate Identified That Matches Provided Criteria)(P. 409)
Communication Error (TCP ERROR)(P. 409)
Communication Error (HTTP ERROR <HTTP status code>)(P. 409)
Deferred(P. 409)

NOTE

- If the problem persists even after trying the troubleshooting methods, contact the 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 (SCEP ERROR - Fail Info 0: Unrecognized or Unsupported Algorithm)

The algorithm of the certificate is unknown or is not supported.

Set the [Signature Algorithm] and [Key Length (bit)] of the Certificate Issuance Request Correctly.
Generating a Key and Obtaining and Registering a Certificate from an SCEP Server(P. 403)

Communication Error (SCEP ERROR - Fail Info 1: CMS Message Integrity Verification Failure)

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. 403)

Communication Error (SCEP ERROR - Fail Info 2: Forbidden or Unsupported Transaction)

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. 403)

Communication Error (SCEP ERROR - Fail Info 3: Excessive Time Difference Between CMS signingTime and System Time)

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.
If the settings are not correct, set the time zone, and then set the current date and time.
Request certificate issuance again.

Setting the Date and Time(P. 445)

Generating a Key and Obtaining and Registering a Certificate from an SCEP Server(P. 403)

Communication Error (SCEP ERROR - Fail Info 4: No Certificate Identified That Matches Provided Criteria)

Unable to identify if the certificate matches the standard.

Contact the SCEP Server Administrator.

Communication Error (TCP ERROR)

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. 403)

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. 403)

Deferred

SCEP server returned a deferred status.

Wait a Moment, and Request Certificate Issuance.
Generating a Key and Obtaining and Registering a Certificate from an SCEP Server(P. 403)

Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority

965S-08H

Install and register a key and certificate or CA certificate obtained from a digital certificate issuing authority to the machine before starting to use them.

Register the key and certificate or CA certificate using Remote UI from a computer. You cannot use the control panel to register these.
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. 42)**
- When registering a key and certificate, check the password for the private key set in the file.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

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 [Browse] in [Specify File], and specify the file to be installed.
3. Click [Start Installation].

The installed file is added to [Installed Key and Certificate] on the [Register Key and Certificate] screen or [Installed CA Certificate] on the [Register CA Certificate] screen.

6 Registering the key and certificate or CA certificate.

When registering a key and certificate

1. To the right of the key and certificate file to register, click [Register].

➡ The [Enter Private Key Password] screen is displayed.

2 Enter the key name password using single-byte alphanumeric characters, and click [OK].

➡ The registered key and certificate are added to [Registered Key and Certificate] on the [Key and Certificate Settings] screen.

■ When registering a CA certificate

To the right of the CA certificate file to register, click [Register].

➡ The registered CA certificate is added to [Registered CA Certificate] on the [CA Certificate Settings] screen.

7 Log out from Remote UI.

NOTE

Viewing and Verifying Detailed Information of a Registered Certificate

- When you click the key name (or certificate icon) in [Registered Key and Certificate] on the [Key and Certificate Settings] screen, the certificate details appear.
- 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 issued to location in [Registered CA Certificate] on the [CA Certificate Settings] screen, the CA certificate details appear.
- On the CA certificate details screen, click [Verify Certificate] to verify that the CA certificate is valid.

When the Key and Certificate or CA 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.
- A preinstalled CA certificate cannot be deleted. If a preinstalled CA certificate is not required, click [Disable] to the right of the CA certificate.

Verifying a Received Certificate with OCSP

965S-08J

Online Certificate Status Protocol (OCSP) is a protocol for inquiring to an OCSP responder (server that supports OCSP) about the revocation status of a certificate received from 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.

Configure these settings using Remote UI from a computer. You cannot use the control panel to configure the settings.
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Device Management] ▶ [OCSP (Online Certificate Status Protocol) Settings] ▶ [Edit].

➡ The [Edit OCSP (Online Certificate Status Protocol) Settings] screen is displayed.

4 Select the [Use OCSP (Online Certificate Status Protocol)] checkbox.

5 Set the certificate verification level and the OCSP responder.

[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]

Specify the URL of the OCSP responder.

[Custom URL]

When [Use Custom URL] or [Use Certificate URL (Use Custom URL If Certificate URL Cannot Be Retrieved)] is selected, enter the URL of the OCSP responder.

[Communication Timeout]

Enter the time from search start to timeout in seconds.

6 Click [OK].

➡ The settings are applied.

7 Log out from Remote UI.

Preventing Sending Data by Mistake and Leaking Information

965S-08K

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 and mobile devices are easy and convenient, these can lead to operation errors and information theft.
You can take measures to prevent sending data by mistake and leaking information, according to the usage status of the function, to ensure safer use of the machine.

Restricting and Confirming the Destination

You can restrict the destinations to which scanned data and faxes are sent and have a screen confirming the destination displayed when sending these.

Limiting Available Destinations(P. 414)
Confirming the Destination before Sending(P. 416)

Appropriately Restricting Functions

You can restrict access to part or all of a function when sending a fax or using memory media and mobile devices.

Restricting Fax Sending(P. 418)
Restricting Use of Memory Media(P. 420)
Restricting Use from a Mobile Device(P. 422)

Preventing Unattended Printed Documents and Information Theft

You can store print data sent from a computer or received faxes on the machine without printing them immediately.

Restricting Printing(P. 423)

■ See Also

When an LDAP server is installed, you can apply LDAP server authentication to restrict the users who can use the send and save functions and the send destinations. You can also prohibit use of functions.

Performing User Authentication with an LDAP Server When Sending or Saving Data(P. 379)

Limiting Available Destinations

965S-08L

You can prevent sending faxes or scanned data by mistake and leaking data by not allowing users to use destinations in the send function log and by limiting send destinations to those registered in the Address Book or LDAP server.

Prohibiting the Use of Destinations in the Send Log(P. 414)
Sending Only to Registered Destinations(P. 415)

IMPORTANT

You cannot limit 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 the computer. **Prohibit Fax Sending from a Computer(P. 418)**

Prohibiting the Use of Destinations in the Send Log

Prevent specifying destinations in the TX Job Log of scan or fax jobs.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Restrict Resending from Log](P. 541)**
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [TX Settings] ▶ [Common Settings] ▶ [Edit].**

➡ The [Edit Common Settings] screen is displayed.

4 **In [Common Settings], 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

This limits the available send destinations to the following:

- Destinations in the Address Book.
- Destinations registered to the LDAP server

When this function is enabled, users cannot enter a destination using the numeric keys or register or edit the Address Book. In addition, the TX Job Log recorded before enabling this function is deleted, leaving only the aforementioned available destinations in the TX Job Log.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Restrict New Destinations](P. 541)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [TX Settings] ▶ [Restrict New Destinations] ▶ [Edit].**

➡ The [Edit Settings for New Destinations Restrictions] screen is displayed.

4 **Select the [Restrict New Destinations] checkbox.**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Confirming the Destination before Sending

965S-08R

Configure the settings to display a screen confirming the destination before an e-mail, fax, or I-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 specifying a destination with a coded dial number**
  When a destination is specified with a coded dial number, the registered destination and destination name are displayed on the confirmation screen. When a group is registered to a coded dial number, the group name and number of destinations are displayed.
- **When sending an e-mail, fax, or I-Fax**
  When you press [Start] to send an e-mail, fax, or I-Fax, a screen confirming the destination is displayed. Set whether to display this only when sending to multiple destinations (Sequential Broadcast) or whenever sending a fax, e-mail, or I-Fax.
- **When entering a fax number using the numeric keys**
  When you enter a fax number using the numeric keys and press [Start], a screen appears prompting you to enter the number again. When you enter a second and subsequent destinations, they are displayed before the next destination is entered.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Common Settings](P. 541) / **[Confirm Entered Fax Number](P. 553)**
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [TX Settings].

➡ The [TX Settings] screen is displayed.

4 Configure the setting so that the screen confirming the destination is displayed.

■To display the screen when specifying the destination using a coded dial number

1. Click [Common Settings] ▶ [Edit].
   ➡ The [Edit Common Settings] screen is displayed.
2. In [Common Settings], select the [Confirm When Using Coded Dial TX] checkbox.
3. Click [OK].

■To display the screen when sending an e-mail, fax, or I-Fax

1. Click [Common Settings] ▶ [Edit].
   ➡ The [Edit Common Settings] screen is displayed.

2 In [Common Settings], select the [Confirm Destination Before Sending] checkbox, and select the item to display.

3 Click [OK].

■To display the screen when entering a fax number using the numeric keys

1 Click [Fax TX Settings] ▶ [Edit].

➠ The [Edit Fax TX Settings] screen is displayed.

2 In [Basic Settings], select the [Confirm Entered Fax Number] checkbox.

3 Click [OK].

5 Log out from Remote UI.

Restricting Fax Sending

965S-08S

You can prohibit fax sending from a computer (PC faxing) and the function for collectively sending a fax to multiple destinations (Sequential Broadcast) to prevent information leakage via fax.

Prohibit Fax Sending from a Computer(P. 418)
Prohibiting Fax Sending to Multiple Destinations(P. 418)

Prohibit 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 [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Allow Fax Driver TX](P. 554)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].**

➡ The [Edit Fax TX Settings] screen is displayed.

4 **In [Basic Settings], 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

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Restrict Sequential Broadcast](P. 554)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].**

➠ The [Edit Fax TX Settings] screen is displayed.

4 **In [Basic Settings], set [Restrict Sequential Broadcast] to [Reject Sequential Broadcast].**

5 **Click [OK].**

➠ The settings are applied.

6 **Log out from Remote UI.**

Restricting Use of Memory Media

965S-08U

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. 420)
Preventing All Use of Memory Media(P. 420)

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 of the machine. To also restrict computer connections, see the following.
  Preventing Connection to Computer via USB Port(P. 433)

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 [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Memory Media Settings](P. 564)
Administrator privileges are required. The machine must be restarted to apply the settings.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [Store/Access Files Settings] ▶ [Memory Media Settings] ▶ [Edit].**

➡ The [Edit Memory Media Settings] screen is displayed.

4 **Clear the checkbox of the functions you want to restrict, and click [OK].**

■To prevent saving scanned data to memory media
Clear the [Store to Memory Media] checkbox.

■To prevent printing data saved in memory media
Clear the [Memory Media Print] checkbox.

5 **Restart the machine.** **Restarting the Machine(P. 112)**

➡ 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 [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[USB Settings](P. 498)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [External Interface Settings] [Edit].

The [Edit External Interface Settings] screen is displayed.

4 Clear the [Use USB Storage Device] checkbox, and click [OK].

5 Restart the machine. Restarting the Machine(P. 112)

The settings are applied.

Restricting Use from a Mobile Device

965S-08W

The machine supports the Mopria® plugin, which is supported by various manufacturers.
Mopria® enables printing from any application, such as on a smartphone, or a device equipped with Chrome OS without having to install a dedicated Canon plugin.
Printing from a mobile device can be easy and convenient, but it can also lead to information leakage. You can also prohibit use of Mopria®.

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 in System Manager Mode. Starting Remote UI(P. 447)**

2. **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3. **Click [Network Settings] ▶ [Mopria Settings] ▶ [Edit].**

   ➡ The [Edit Mopria Settings] screen is displayed.

4. **Clear the [Use Mopria] checkbox, and click [OK].**

   ➡ The settings are applied.

5. **Log out from Remote UI.**

NOTE

- When the Mopria® setting is enabled, the following network settings are also enabled:
  - HTTP **[Use HTTP](P. 495)**
  - IPP printing **[IPP Print Settings](P. 495)**
  - mDNS (IPv4/IPv6) **[mDNS Settings](P. 493)**
  - Network Link Scan **[Network Link Scan Settings](P. 496)**

Restricting Printing

965S-08X

You can require users to enter a PIN before printing and configure the machine not to immediately print received faxes. This can prevent not only unattended printed documents and information theft, but also unneeded printing, thereby saving paper.

Restricting Printing from a Computer to Secure Print(P. 424)
Saving Received Documents in the Machine (Memory Lock)(P. 425)

■ See Also

By using the Department ID Management function, you can restrict the number of pages that can be printed and the print function for each Department ID. You can also restrict printing from an unknown Department ID.

Authenticating Users and Managing Groups with Department ID (Department ID Management)(P. 369)

Restricting Printing from a Computer to Secure Print

965S-08Y

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.
Restricting printing from a computer to Secure Print can prevent unattended printed documents and information theft. You can also confirm the print data before printing to prevent unwanted printing.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Secure Print](P. 512)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [Secure Print Settings] ▶ [Edit].**

➡ The [Edit Secure Print Settings] screen is displayed.

4 **Check that the [Secure Print] checkbox is selected.**

5 **Select the [Restrict Printer Jobs] checkbox.**

6 **Click [OK].**

➡ The settings are applied.

7 **Log out from Remote UI.**

NOTE

- For details about printing with Secure Print and the time period that Secure Print data is saved, see the following:
  Printing a Document Secured with a PIN (Secure Print)(P. 225)
  Changing the Time Period That Print Data with a PIN (Secure Data) Is Saved(P. 228)

Saving Received Documents in the Machine (Memory Lock)

965S-090

Memory Lock temporarily saves received faxes in the memory of the machine without printing them immediately. Faxes saved in the memory can be printed later, thereby preventing unattended printed documents and information theft. In addition, unneeded faxes can be deleted without printing to help save paper.

Setting Memory Lock(P. 425)
Viewing and Printing Faxes Saved in the Memory(P. 426)

Setting Memory Lock

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Fax Memory Lock Settings](P. 557)
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode.

Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration].

Portal Page of Remote UI(P. 450)

3 In [RX/Forwarding Settings], click [Common Settings].

➡ The [Common Settings] screen is displayed.

4 In [Memory Lock Settings], click [Edit].

➡ The [Edit Memory Lock Settings] screen is displayed.

5 Select the [Use Memory Lock] checkbox.

6 Configure the functions related to Memory Lock, as needed.

■To enable fax preview

Select the [Use Fax Preview] checkbox.
You can preview the fax on Remote UI. When you enable preview, you can also see the details of the fax and print with the Memory Lock setting enabled.

* This cannot be set at the same time as [Specify Memory Lock Time].

■To print an RX Result Report to provide notification of Memory Lock

Select the [Print Report] checkbox.

* To use this function, RX Result Report must be enabled. **Printing and Viewing Reports and Lists(P. 457)**

■To enable Memory Lock only at a specified time period

Select the [Specify Memory Lock Time] checkbox and enter a start and end time.

7 Click [OK].

➡ The settings are applied.

8 Log out from Remote UI.

IMPORTANT

- When Memory Lock is disabled, all faxes saved in the memory are printed automatically. Memory Lock is disabled in the following cases:
  - When the [Use Memory Lock] checkbox is cleared
  - When the end time of [Specify Memory Lock Time] has been reached

Viewing and Printing Faxes Saved in the Memory

When you enable preview in Memory Lock, you can see the details of the fax and print with the Memory Lock setting enabled.

This section describes how to view this information and print using Remote UI from a computer.
On the control panel, select [Status Monitor] in the [Home] screen to view this information. You cannot use the control panel to view some items. In addition, you cannot use the control panel to print documents. **Checking the Status and Log for Sent and Received Faxes(P. 313)**
Administrator privileges are required.

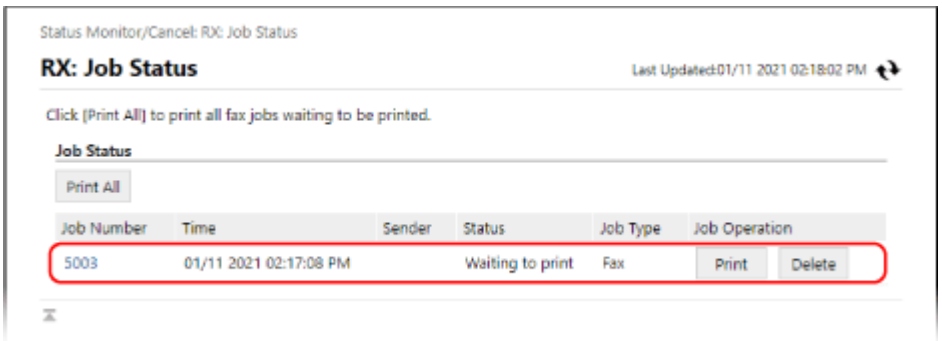
1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Status Monitor/Cancel]. Portal Page of Remote UI(P. 450)

3 In [RX], click [Job Status].

➡ The [RX: Job Status] screen is displayed.

4 View or print the fax.



- When you click the job number, the [Job Details] screen is displayed. You can view the reception time and number of pages, and preview the fax.

- When you click [Print All], all faxes saved in the memory are printed.

5 Log out from Remote UI after viewing the information or printing.

Preventing Unauthorized Use

965S-091

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 Address Book Registration and Editing(P. 429)
Restricting Use of Remote UI(P. 431)

Disabling Unused Functions

You can disable unused functions to prevent intrusion from the outside.

Preventing Connection to Computer via USB Port(P. 433)
Configuring LPD, RAW, or WSD(P. 434)
Disabling HTTP Communication(P. 436)

■ See Also

For details about the administrator account and how to manage users and groups with access to the machine, see the following.

Setting the Department ID and PIN for the Administrator(P. 366)
Authenticating Users and Managing Groups with Department ID (Department ID Management)(P. 369)

Restricting Address Book Registration and Editing

965S-092

To prevent unauthorized adding of new entries in the Address Book and editing of existing entries, you can set a PIN and restrict the method for adding new entries.

Restricting Address Book Registration and Editing by Setting a PIN(P. 429)
Prohibiting Registering Fax Sending Log Destinations to Address Book(P. 430)

NOTE

- To better prevent sending data by mistake and information leakage, allow to send only to registered destinations, and prohibit the adding and editing of entries in the Address Book. **Limiting Available Destinations(P. 414)**

Restricting Address Book Registration and Editing by Setting a PIN

You can require the entry of PIN to add a new entry to the Address Book or edit existing entries.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Set Destination] to configure the settings. **[Address Book PIN](P. 571)**
Administrator privileges are required.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Address Book PIN] ▶ [Edit].

➡ The [Edit Address Book PIN] screen is displayed.

4 Select the [Set/Change 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

Clearing the PIN Setting

- Clear the entered values of [Address Book PIN], and then click [OK] with the fields left empty.

Prohibiting Registering Fax Sending Log Destinations to Address Book

You can restrict the registration of destinations in the fax sending log to Address Book.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings.
[Register Log Dest to Addr Book](P. 554)
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [TX Settings] ▶ [Fax TX Settings] ▶ [Edit].**

➡ The [Edit Fax TX Settings] screen is displayed.

4 **Select the [Restrict Registration of Log Destinations to Address Book] checkbox.**

5 **Click [OK].**

➡ The settings are applied.

6 **Log out from Remote UI.**

Restricting Use of Remote UI

965S-093

While Remote UI is convenient for operating the machine from a computer, it also poses a risk of third-party access to the machine.
You can configure the setting to require users to enter a PIN (Remote UI Access PIN) when using Remote UI to prevent unauthorized access by a third party.
If you do not use Remote UI, it is recommended that you disable the function.

Setting the PIN to Use for Remote UI(P. 431)
Disabling Remote UI(P. 431)

Setting the PIN to Use for Remote UI

You can restrict the use of Remote UI to only those users who know the Remote UI Access PIN.
This setting is not required when using Department ID Management, as Department ID authentication is performed.

This section describes how to configure the settings using the control panel.
You can also configure the settings using Remote UI from a computer after the Remote UI Access PIN has been set on the machine. **Managing the Machine from a Computer (Remote UI)(P. 446)**
Administrator privileges are required.

1 **On the control panel, press [Menu] in the [Home] screen.** **[Home] Screen(P. 119)**

2 **Press [Management Settings] ▶ [License/Other]*1 ▶ [Remote UI Settings] ▶ [Restrict Access].**

➡ The [Restrict Access] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

*1 Depending on the model, [Remote UI Settings/Update Firmware] may appear.

3 **Set [Restrict Access] to [On], enter the Remote UI Access PIN, and press [Apply].**

4 **Enter the same number, and press [Apply].**

➡ The settings are applied.

NOTE

When [Management Settings] of the Settings Menu Is Initialized

- Use the settings menu on the control panel to reset the Remote UI Access PIN. **[Restrict Access](P. 580)**

Disabling Remote UI

You can disable Remote UI to reduce the risk of unauthorized access to the machine via the network.

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 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Management Settings] ▶ [License/Other]*1 ▶ [Remote UI Settings] ▶ [Remote UI].

➡ The [Remote UI Settings] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

*1 Depending on the model, [Remote UI Settings/Update Firmware] may appear.

3 Set [Use Remote UI] to [Off], and press [Apply] ▶ [OK].

4 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

Preventing Connection to Computer via USB Port

965S-094

You can disable the USB port for computer connection on the back of the machine to reduce the risk of an external connection without going through a network with security measures.

This section describes how to configure the settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[USB Settings](P. 498)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [External Interface Settings] ▶ [Edit].

➡ The [Edit External Interface Settings] screen is displayed.

4 Clear the [Use as USB Device] checkbox, and click [OK].

5 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

NOTE

- Even if you use this setting to restrict the use of the rear USB port, memory media can still be connected to the USB port on the front of the machine. To also restrict USB connection of memory media, see the following.
  Restricting Use of Memory Media(P. 420)

Configuring LPD, RAW, or WSD

965S-095

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 [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[TCP/IP Settings](P. 490)**
Administrator privileges are required. The machine must be restarted to apply the settings.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Network Settings].

4 Configure LPD, RAW, or WSD.

■When Configuring LPD

1. Click [LPD Settings] ▶ [Edit].
   ➡ The [Edit LPD Settings] screen is displayed.
2. Set whether to use LPD.
   When not using LPD, clear the [Use LPD Printing] 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 Configuring RAW

1. Click [RAW Settings] ▶ [Edit].
   ➡ The [Edit RAW Settings] screen is displayed.
2. Set whether to use RAW.

When not using RAW, clear the [Use RAW Printing] 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 Configuring WSD

1 Click [WSD Settings] ▶ [Edit].

➡ The [Edit WSD Settings] screen is displayed.

2 Set whether to use WSD for each function.
When not using WSD, clear the checkbox of the function for restricting use of WSD.

Using WSD to Print Data

Select the [Use WSD Printing] 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 Scanning] checkbox. You can perform scanning from a computer without having to install a scanner driver.
To be able to specify a computer connected via WSD as the store location when scanning from the machine, also select the [Use Computer Scanning] checkbox.

When Responding to a Search Request of the Machine by Multicast Discovery

Select the [Use Multicast Discovery] checkbox.
To keep the machine in sleep mode without responding to received multicast discovery packets, clear the checkbox.

5 Click [OK].

6 Restart the machine. Restarting the Machine(P. 112)

➡ The settings are applied.

NOTE

Adding a WSD Network Device

- Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners] ▶ [Add printers & scanners], 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/

Changing the Port Number

- To change the port number of each protocol, see the following:
Changing the Port Number(P. 386)

Disabling HTTP Communication

965S-096

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.

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. 446)**
Administrator privileges are required.

1 **On the control panel, press [Menu] in the [Home] screen.** **[Home] Screen(P. 119)**

2 **Press [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [Use HTTP].**

➡ The [Use HTTP] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then click [Log In]. **System Manager ID and PIN(P. 12)**

3 **Press [Off] ▶ [Yes].**

Applying a Security Policy

965S-097

Canon multifunction machines and printers have a security policy function for collectively configuring and managing multiple security settings according to a policy.
You cannot edit the security policy with the machine, but you can apply a security policy that has been edited with another device or device management software.

Applying a Security Policy to the Machine(P. 437)
Checking the Security Policy Applied to the Machine(P. 438)

Applying a Security Policy to the Machine

You can import a security policy exported from another device or the device management software to the machine and apply it.
* If you cannot import a security policy exported from another machine to this machine, use the device management software.

Import the security policy using Remote UI from a computer. You cannot use the control panel to import it.
Administrator privileges are required. When a security policy is imported, the machine restarts automatically.

IMPORTANT

Do not turn OFF the machine until the import is complete.

- It may take a few minutes until the process is completed. Turning OFF the machine during processing may cause data corruption or damage the machine.

Do not operate the machine during import.

- Before import, check that the machine is not printing or performing other operations.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Data Management] [Import].

The [Import] screen is displayed.

4 Click [Browse] in [File Path], and specify the file to be imported.

Import the device configuration information file (*.dcm).

5 In [Decryption Password], enter the password set at export.

6 Select the [Settings/Registration] checkbox in [Select Item to Import].

7 **Click [Start Importing] ▶ [OK].**

➡ The security policy is imported to the machine.
When the import is complete, the machine restarts automatically.

8 **Click [OK].**

NOTE

Exporting a Security Policy

- You can export the security policy applied to the machine and apply it to another device (Canon device that supports security policy setting). **Importing and Exporting the Address Book and Settings(P. 463)**

  * If you cannot import a security policy exported from another machine to this machine, use the device management software.

Applying a Password-protected Security Policy

- When applying a security policy that is protected with a password from another device to the machine, the same password is set for the security policy on the machine. Thereafter, you can only import a security policy with the same password.

  * The security policy exported from the machine is also set with the same password.

Checking the Security Policy Applied to the Machine

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 this information.
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**

3 **Click [Security Settings] ▶ [Confirm Security Policy].**

➡ The [Confirm Security Policy] screen is displayed.

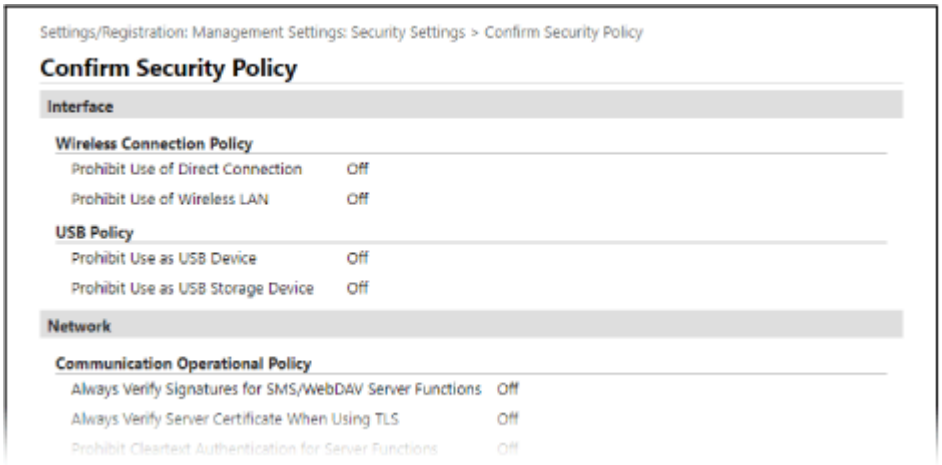
4 **Check the security policy items and their usage. Security Policy Items(P. 439)**

5 **Log out from Remote UI after viewing the usage.**

Security Policy Items

965S-098

You can check the security policy items and their usage from Remote UI on the [Confirm Security Policy] screen.
The content set on another device or software is applied to the security policy for the machine. Therefore, there may be function items in the security policy that are not available on the machine, but these do not affect the settings or operation of the machine.



[Interface](P. 439)
[Network](P. 439)
[Authentication](P. 441)
[Key/Certificate](P. 442)
[Log] (P. 442)
[Job](P. 442)
[Storage] (P. 442)

[Interface]

[Wireless Connection Policy]
You can disable the wireless connection to prevent unauthorized access.

[Prohibit Use of Direct Connection]
You can prohibit access from mobile devices. **[Direct Connection Settings](P. 483)**

[Prohibit Use of Wireless LAN]
You can prohibit wireless access via a wireless LAN router or access point. **[Select Wired/Wireless LAN] (P. 483)**

[USB Policy]
You can disable the USB connection to prevent unauthorized access and data theft.

[Prohibit Use as USB Device]
You can prohibit a computer from connecting to the machine via the USB port. **[USB Settings](P. 498)**

[Prohibit Use as USB Storage Device]
You can prohibit the use of USB memory devices with the machine. **[USB Settings](P. 498)**

[Network]

[Communication Operational Policy]

You can require a signature or certificate verification for safer communication.

[Always Verify Signatures for SMS/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]
This verifies the certificate including Common Nae (CN) when using TLS-encrypted communication.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)
Registering LDAP Servers(P. 85)
* This does not apply to communication with an IEEE 802.1X network.

[Prohibit Cleartext Authentication for Server Functions]
You can limit 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. **[Dedicated Port Auth. Method](P. 485)**
* 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]
You can prohibit use of SNMPv1 when obtaining device information from a computer. **[SNMP Settings](P. 484)**

[Port Usage Policy]
You can close unused ports to prevent external intrusion.

[Restrict LPD Port (Port Number: 515)]
You can prohibit printing using the LPD protocol. **[LPD Settings](P. 494)**

[Restrict RAW Port (Port Number: 9100)]
You can prohibit printing using the RAW protocol. **[RAW Settings](P. 494)**

[Restrict FTP Port (Port Number: 21)]
As this function is not available on the machine, it is not applied to the security policy.

[Restrict WSD Port (Port Number: 3702, 60000)]
You can prohibit the use of functions using the WSD protocol. **[WSD Settings](P. 494)**

[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)]
You can disable certain print functions that use mobile apps and prohibit related printing. **Linking with Mobile Devices(P. 342)**

[Restrict SMB Port (Port Number: 137, 138, 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)]
As this function is not available on the machine, it is not applied to the security policy.

[Restrict Dedicated Port (Port Number: 9002, 9006, 9007, 9011-9015, 9017-9019, 9022, 9023, 9025, 20317, 47545-47547)]
You can prohibit the use of dedicated ports. **[Use Dedicated Port](P. 485)**

[Restrict Remote Operator's Software Port (Port Number: 5900)]
As this function is not available on the machine, it is not applied to the security policy.

[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)]

You can disable 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. 493)
Linking with Mobile Devices(P. 342)

[Restrict SLP Port (Port Number: 427)]
You can disable response to discovery in Multicast Discovery Settings as well as network discovery and automatic settings using SLP. **Configuring SLP Communication(P. 94)**

[Restrict SNMP Port (Port Number: 161)]
You can prohibit the use of functions using the SNMP protocol. This prohibits the machine from obtaining device information from a computer using SNMP and configuring related settings.
[SNMP Settings](P. 484)
[Scan w/Canon PRINT Business](P. 576)

[Authentication]

[Authentication Operational Policy]
As this function is not available on the machine, it is not applied to the security policy.

[Prohibit Guest Users to Use Device]

[Force Setting of Auto Logout]

[Password Operational Policy]
As this function is not available on the machine, it is not applied to the security policy.

[Prohibit Caching of Password for External Servers]

[Display Warning When Default Password Is in Use]

[Prohibit Use of Default Password for Remote Access]

[Password Settings Policy]
As this function is not available on the machine, it is not applied to the security policy.

[Minimum Number of Characters for Password]

[Password Validity Period]

[Prohibit Use of 3 or More Identical Consecutive Characters]

[Force Use of at Least 1 Uppercase Character]

[Force Use of at Least 1 Lowercase Character]

[Force Use of at Least 1 Digit]

[Force Use of at Least 1 Symbol]

[Lockout Policy]
You can prohibit login for a while when the wrong password is entered a certain number of times in a row.

[Enable Lockout]
This enables Lockout. Set the Lockout threshold and Lockout period separately on the machine. **[Lockout](P. 584)**

[Key/Certificate]

By preventing weak encryption and encrypting user passwords and keys within a certain hardware, you can protect sensitive data.

[Prohibit Use of Weak Encryption]
You can prohibit the use of weak encryption. **[Encryption Settings](P. 583)**

[Prohibit Use of Key/Certificate with Weak Encryption]
You can prohibit the 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]

As this function is not available on the machine, it is not applied to the security policy.

[Force Recording of Audit Log]

[Force SNTP Settings]

[Job]

[Printing Policy]
As this function is not available on the machine, it is not applied to the security policy.

[Prohibit Immediate Printing of Received Jobs]

[Sending/Receiving Policy]
You can restrict the use of destinations when sending and the processing methods of received data.

[Allow Sending Only to Registered Addresses]
You can prevent users from specifying new destinations. Users can only send data to destinations registered in the Address Book. **[Restrict New Destinations](P. 541)**

[Force Confirmation of Fax Number]
You must confirm the entered fax number. **[Confirm Entered Fax Number](P. 553)**

[Prohibit Auto Forwarding]
You can prohibit auto forwarding of faxes. **[Forwarding Settings](P. 562)**

[Storage]

As this function is not available on the machine, it is not applied to the security policy.

[Force Complete Deletion of Data]

Managing the Machine

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Managing the Machine

965S-099

This section describes the management functions that are required to operate the machine.

Monitoring the Operation Status and Usage of the Machine, and Configuring the Settings

Setting the Date and Time

Set the date and time for the machine. The date and time are used as the reference for the functions using date and time information, and therefore, they need to be set accurately.

Setting the Date and Time(P. 445)

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 from a remote location and efficiently perform time-consuming settings and registration on your computer.

Managing the Machine from a Computer (Remote UI)(P. 446)

Monitoring the Usage (Control Panel)

You can use the control panel of the machine to check the total number of printed pages and print communication results, settings, and other reports and lists.

Monitoring the Usage(P. 454)

Managing Servers, Various Data, and Firmware

Clearing the Server Mail Box

Delete mail from the server mail box as needed so that the mail box does not become full with notification mail sent to the e-mail address of the machine.

Clearing the Mail Box(P. 462)

Managing the Address Book and Settings

You can use the import and export functions to regularly back up the Address Book and settings. In addition, you can share the Address Book and settings with other devices to save time on registering destinations and configuring the settings.

Importing and Exporting the Address Book and Settings(P. 463)

Updating the Firmware

Update the firmware to add new functions to the machine and to fix bugs. By updating to the latest firmware, you can use the machine with more stable and comfortable operations.

Updating the Firmware(P. 466)

Initializing the Settings and Data

You can 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.

Initializing the Settings and Data(P. 469)

■ See Also

For the settings required to operate the machine, such as the network settings and fax settings, see the following:

Setting Up(P. 54)

Setting the Date and Time

965S-09A

Set the date and time for the machine. The date and time set here are used as the reference for the functions using 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 [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Timer/Energy Settings](P. 480)**

1 Log in to Remote UI. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Timer Settings] ▶ [Edit].

➡ The [Edit Timer Settings] screen is displayed.

4 Enter the current date and time.

5 Set the time zone according to the region where the machine is used.

Communicating over the Internet is premised on setting the UTC (Coordinated Universal Time) correctly. The UTC is a coordinated universal time that is standard for all parts of the world. There is a time difference depending on the country or region where the machine is used.

6 Set daylight saving time as needed.

- Select the [Use Daylight Saving Time] checkbox if the machine is in a country or region with daylight saving time, and then set the start and end dates.

7 Click [OK].

➡ The settings are applied.

8 Log out from Remote UI.

NOTE

- Adjust the time regularly when the clock is noticeably incorrect.
- You can also specify to automatically synchronize the date and time with a server on the network using SNTP. **Configuring SNTP(P. 92)**

Managing the Machine from a Computer (Remote UI)

965S-09C

With Remote UI, you can use a Web browser on a computer to check the function operation status of the machine, change the machine settings, and register destinations to the Address Book. You can manage the machine from a remote location and efficiently perform time-consuming settings and registration on your computer.

Remote UI has the following two modes. The functions available with Remote UI vary depending on the mode you logged in to.

- **System Manager Mode**
  You can use all functions of Remote UI.
- **General User Mode**
  You can monitor usage, view logs, cancel printing, and change some settings.

Starting Remote UI(P. 447)
Portal Page of Remote UI(P. 450)
Checking Usage and Logs with Remote UI(P. 452)

See Also

It is recommended that you set up the following functions to prevent unauthorized use of Remote UI by a third party:

System Manager ID
Set the System Manager ID, which is the exclusive administrator account, so that only users with the ID can log in to System Manager Mode.
Setting the Department ID and PIN for the Administrator(P. 366)

Remote UI Access PIN
If Department ID Management is not set up, configure this setting to require PIN entry when logging in to Remote UI so that only users with the PIN can use Remote UI.
Setting the PIN to Use for Remote UI(P. 431)

Starting Remote UI

965S-09E

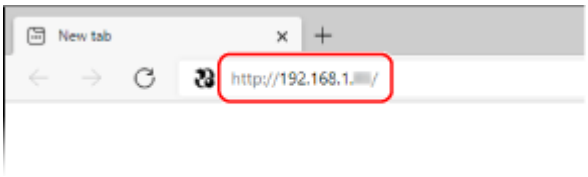
To use Remote UI, enter the IP address of the machine into a Web browser on a computer, and log in with System Manager Mode or General User Mode. The functions available with Remote UI vary depending on the mode you logged in to.
When Department ID Management is set up, you must log in with the Department ID. The mode to which you are logging in varies depending on the System Manager ID settings.

Required Preparations

- Check the operating environment of Remote UI. **Supported Environment(P. 46)**
- Connect the computer you are using to operate Remote UI to the machine over a network. **Setting Up the Network(P. 58)**
- Check the IP address of the machine. **Checking the Network Status and Settings(P. 96)**

1 From a Web browser on a computer, access the following URL.

http://<IP address of the machine>/



➡ The Remote UI login screen appears.
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.

When entering an IPv6 address, enclose the IP address in brackets [ ].

Example:

http://[fe80:2e9e:fcff:fe4e:dbce]/

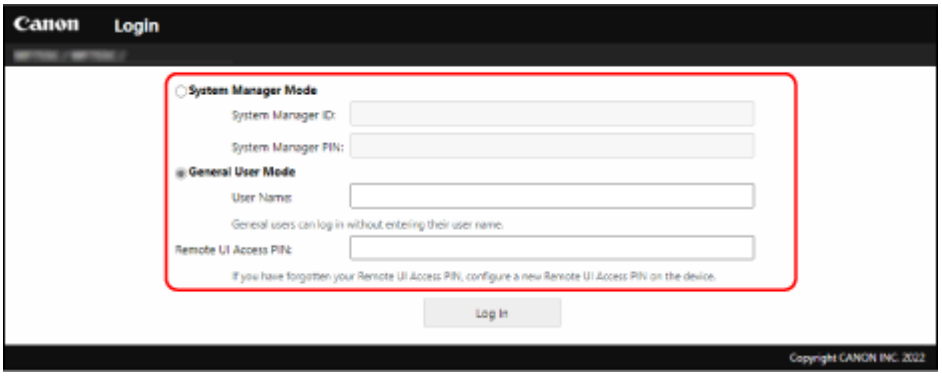
■If the Remote UI Login Screen Is Not Displayed

When a message such as [Cannot access Remote UI.] is displayed and the login screen is not displayed, see the following:
Cannot Access Remote UI or Send Function Setting Tool(P. 699)

2 Enter the items required for login.

■When Department ID Management is not set up

Select [System Manager Mode] or [General User Mode], and enter the required items according to the setting status.



[System Manager Mode]

When the System Manager ID is set, enter the System Manager ID and System Manager PIN. **System Manager ID and PIN(P. 12)**

* When logging in with System Manager Mode, you must change the System Manager PIN from the default setting. **Setting the Department ID and PIN for the Administrator(P. 366)**

[General User Mode]

You can log in without entering a user name, but enter a print user name when checking and canceling jobs waiting to be printed.

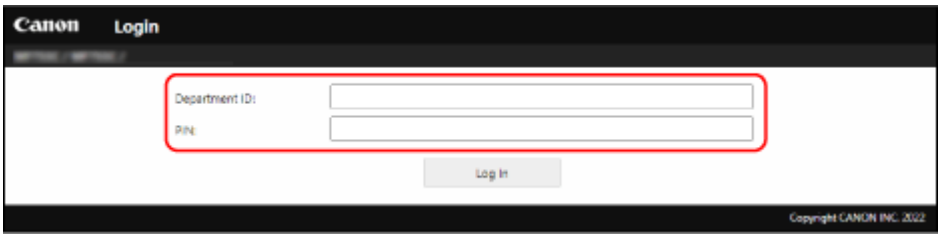
* If a user name is not set in the printer driver, the logon user name of the computer that sent the print data is set automatically.

[Remote UI Access PIN]

When the Remote UI Access PIN is set, enter the PIN.

■When Department ID Management is set

Enter the Department ID and PIN.



When the System Manager ID is set

When logging in with System Manager Mode, enter the System Manager ID and System Manager PIN.
When a Department ID other than the System Manager ID is entered, you will log in with General User Mode.

When the System Manager ID is not set

No matter which Department ID is entered, you will log in with System Manager Mode. **System Manager ID and PIN(P. 12)**

* When logging in with System Manager Mode, you must change the System Manager PIN from the default setting. **Setting the Department ID and PIN for the Administrator(P. 366)**

3 Click [Log In].

➡ The Portal page of Remote UI appears. **Portal Page of Remote UI(P. 450)**

4 When you have completed your operations, click [Log Out].

➡ The login screen appears after logging out from Remote UI.

IMPORTANT

- Do not access other websites when using Remote UI.

NOTE

Setting the Time Until the User Is Automatically Logged Out

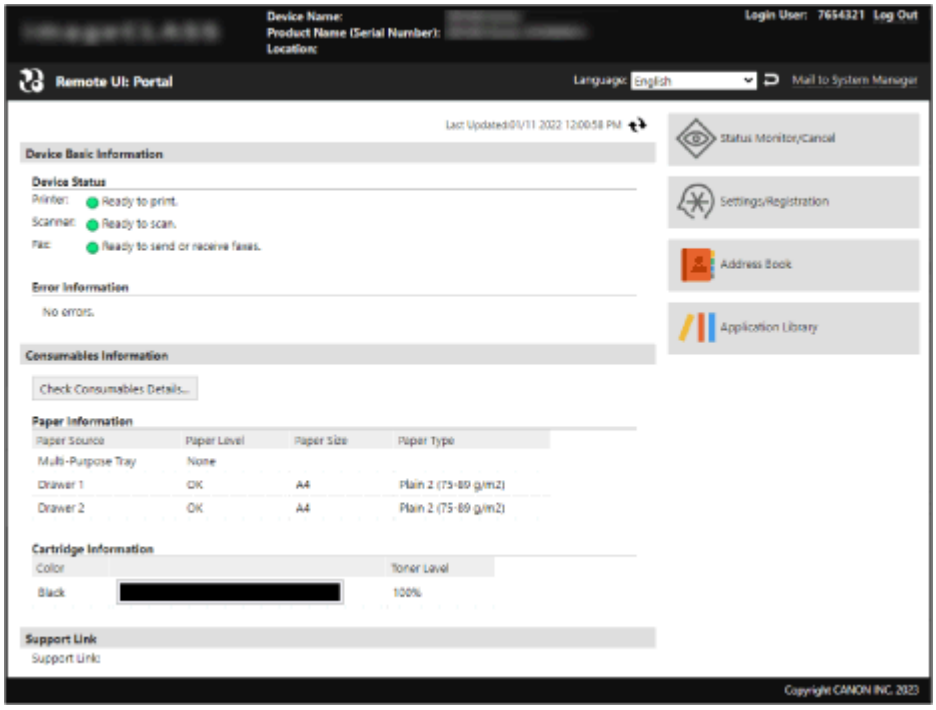
- The user is automatically logged out from Remote UI if no operations are performed for a certain period of time. Use the following procedure to set the time until the user is logged out.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Session Settings] ▶ [Edit] ▶ enter the time until the user is logged out ▶ [OK]

Portal Page of Remote UI

965S-09F

When you log in to Remote UI, the Portal page (Remote UI top page) appears. From here you can check the operations status of the machine, view various information, and change the settings with button operations.



[Device Name]
Displays the device name set in [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].

[Product Name]/[Product Name (Serial Number)]
Displays the product name of the machine.
Depending on the model, the serial number may also be displayed.

[Location]
Displays the installation location set in [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].

[Login User]
Displays the information of the logged in user.

[Log Out]
You are logged out of Remote UI, and the login screen is displayed.

[Language]
You can change 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, the entered information may not be displayed correctly, or you may not be able to reference a folder, server, or other specified destination.

[Mail to System Manager]
Creates e-mail for the administrator indicated in [Settings/Registration] ▶ [User Management] ▶ [System Manager Information].

[Last Updated]
Displays the date and time that the information displayed on the Portal page was last updated.
Click [ ] to the right of the date and time to update these.

[Device Basic Information]
Displays the current status and error information of the machine.

When an error occurs, this displays a link to the error information screen.

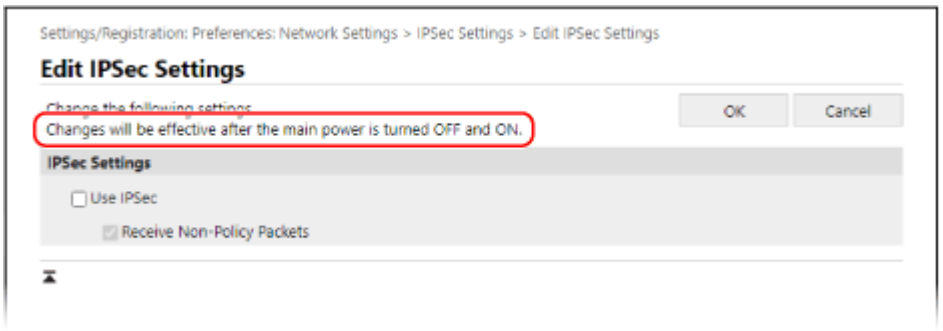
[Consumables Information]
Displays the paper source information and remaining amount of ink in the toner cartridge.
Click [Check Consumables Details] to display the toner cartridge name.

[Support Link]
Displays a link to support information for this machine that is set in [Settings/Registration] ▶ [License/Other] ▶ [Support Link].

[Status Monitor/Cancel]
Click this to display the [Status Monitor/Cancel] screen.
From here, you can check the status and logs of a function, operation status of the machine, and error information. **Checking Usage and Logs with Remote UI(P. 452)**

[Settings/Registration]
Click this to display the [Settings/Registration] screen.
If you logged in with System Manager Mode, you can change any settings and perform operations such as saving and importing data.

- The items that can be set in the [Settings/Registration] screen are nearly the same as those of the control panel, but some items can only be set with either the control panel or Remote UI. **Settings Menu Items(P. 473)**
- Depending on the item, you may have to restart the machine for the settings to be applied. If a restart is required, a message appears at the top of the screen.



[Address Book]
Click this to display the [Address Book] screen.
If you logged in with System Manager Mode, you can register and edit destinations in the Address Book. **Registering Destinations to the Address Book (Remote UI)(P. 174)**

[Application Library] (System Manager Mode only)
Click this to display the setting screen for the Application Library.
For details about the Application Library, see the manual of the Application Library at the online manual site.

Checking Usage and Logs with Remote UI

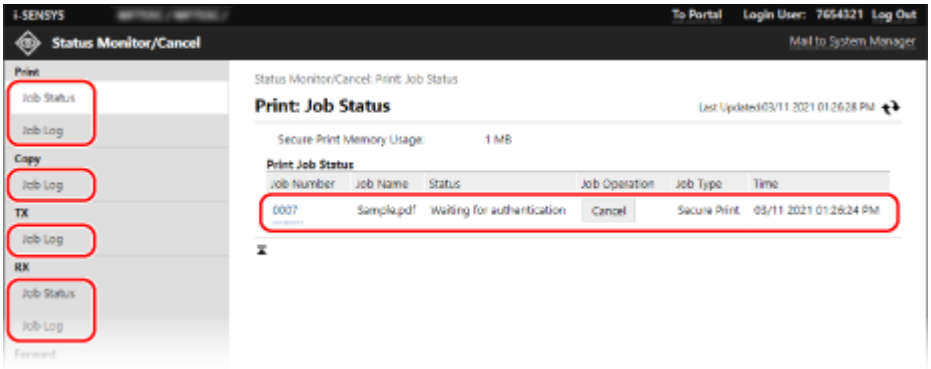
965S-09H

From Status Monitor/Cancel in Remote UI, you can check the status and logs of a function, operation status of the machine, and error information.

1 Log in to Remote UI. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Status Monitor/Cancel]. Portal Page of Remote UI(P. 450)

3 Select an item to view the status or log.



[Print]

[Job Status]

Displays the status (Printing or Waiting) of printed data.
This displays the status of all print jobs regardless of the Department ID Management setting.
If you entered your user name in [User Name] when you logged in with General User Mode, only the print job status for that user is visible.

- Click [Job Number] for paused prints and secure prints to display print details and view the user name and number of printed sheets.
- Click [Cancel] in [Job Operation] to delete the print data for jobs that are printing or waiting.

[Job Log]

Displays the print job log.

[Copy]

[Job Log]

Displays the copy job log.

[TX]

[Job Log]

Displays the TX job log for scan and fax jobs.

[RX]

[Job Status]

Displays the RX job status for fax and I-Fax jobs.
With preview in Memory Lock enabled, you can view the fax details and print the fax when logged in with System Manager Mode. **Saving Received Documents in the Machine (Memory Lock)(P. 425)**

[Job Log]

Displays the RX job log for fax and I-Fax jobs.

[Forward]

[Forwarding Errors]

Displays information of the data being forwarded that ended with an error.
With preview in Memory Lock enable, you can perform the following operations when logged in with System Manager Mode. **Saving Received Documents in the Machine (Memory Lock)(P. 425)**

- Click [Job Number] to view details and a preview of the data to be forwarded.
- Click [Delete] to delete the data to be forwarded.

* If data cannot be forwarded but remains in the memory, it can be printed. **Checking Faxes that Failed to Be Forwarded(P. 314)**

[Error Information]

Displays information of errors occurring on the machine.

* You can view the same information by clicking the link displayed in [Error Information] on the Portal page.

[Consumables]

Displays the paper size and type of each paper source and the toner cartridge name.

* You can view the same information by clicking [Check Consumables Details] on the Portal page.

[Device Features]

Displays the specifications of the machine and the 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 and system manager information.

- [Device Name] and [Location] display the information set in [Settings/Registration] ▶ [Device Management] ▶ [Device Information Settings].
- [System Manager Information] displays the information set in [Settings/Registration] ▶ [User Management] ▶ [System Manager Information].

[Check Counter]

Displays the total number of pages copied and printed to date. **Checking the Number of Printed Pages (Check Counter)(P. 455)**

[Cartridge Log]

Displays a usage record for the toner cartridge.

[Eco Information]

Displays the average number of sheets output and average power consumption per month.
You can change the settings of the following items in [Device Settings Status] to save paper and power.

- [N on 1 in Copy Settings]
- [2-Sided in Copy Settings]
- [Use Fax Preview in Memory Lock Settings] **Saving Received Documents in the Machine (Memory Lock)(P. 425)**

4 Log out from Remote UI after viewing the usage.

Monitoring the Usage

965S-09J

You can use the control panel of the machine to check the total number of copied and printed pages and print communication results, settings, and other reports and lists.

Checking the Number of Printed Pages (Check Counter)(P. 455)
Printing and Viewing Reports and Lists(P. 457)

■ See Also

You can also check the counter using Remote UI from a computer. In Remote UI, you can also check the status and logs of a function, operation status of the machine, and error information.
Checking Usage and Logs with Remote UI(P. 452)

Checking the Number of Printed Pages (Check Counter)

965S-09K

You can display a counter showing the total number of pages copied and printed to date.
The number of printed pages includes received faxes and printed reports and lists.

For MF469x(P. 455)
For MF465dw / MF461dw(P. 455)

For MF469x

This section describes how to check the number of printed pages using the control panel.
You can also check this information using Remote UI from a computer. **Checking Usage and Logs with Remote UI(P. 452)**

1 On the control panel, press [Check Counter] in the [Home] screen. [Home] Screen(P. 119)

2 Check the number of printed pages.



[101: Total 1]

Displays the total number of pages copied and printed.

[201: Copy (Total 1)]

Displays the total number of pages copied.

NOTE

Operations Available on the Check Counter Screen

- Press [Monitoring Service] to check the connection to the monitoring server. Perform this operation to send the information of the machine regularly to the monitoring server.
- Press [Check Dev. Config.] to check the configuration of options on the machine.

For MF465dw / MF461dw

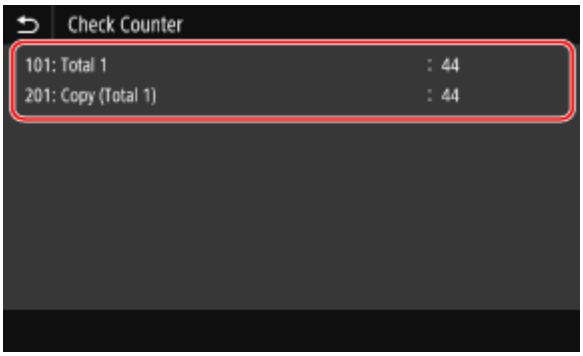
This section describes how to check the number of printed pages using the control panel.
You can also check this information using Remote UI from a computer. **Checking Usage and Logs with Remote UI(P. 452)**

1 **On the control panel, press [Status Monitor] in the [Home] screen or other location.**
[Home] Screen(P. 119)

➡ The [Status Monitor] screen is displayed.

2 **Press [Device Information] ▶ [Check Counter].**

3 **Check the number of printed pages.**



[101: Total 1]

Displays the total number of pages copied and printed.

[201: Copy (Total 1)]

Displays the total number of pages copied.

Printing and Viewing Reports and Lists

965S-09L

You can print and view reports and lists including machine usage, communication results, and settings.

Types of Reports and Lists(P. 457)
Printing Reports and Lists(P. 458)

NOTE

2-Sided Printing of Reports and Lists

- Reports and lists are printed on paper on one side by default. You can change the setting to print on both sides. **Changing the Report and List Print Settings(P. 460)**

Types of Reports and Lists

Machine Usage Reports

You can print and view the following reports related to usage of the machine including power consumption and status of consumables:

- **Eco Report**
  Displays the number of printed pages and power consumption per month. You can see how to save paper and power based on this information.
- **Consumables Status Report**
  Displays the status of consumables installed in the machine.
- **PCL Font List**
  Displays the fonts available in PCL mode.
- **PS Font List**
  Displays the fonts available in PS mode.
- **Cartridge Log Report**
  Displays a log of toner cartridge usage.
- **Department ID Management Report**
  Displays the number of printed pages and other usage for each Department ID when Department ID Management is enabled.

Communication Results Reports

You can print and view the following reports related to communication results including sending and receiving results and saving results.
With the exception of communication management reports, communication results reports cannot be printed manually. You must configure the settings in advance to print the reports automatically. **Changing the Report and List Print Settings(P. 460)**

- **Communication Management Report**
  Displays all communication results for faxes and scanned data.
  By default, this is printed automatically after every 40 communication events.
  You can also configure the settings to print sending and saving results and receiving results in a different format.
- **Fax TX Result Report**
  Displays the fax sending results.
  By default, this is printed automatically only when an error occurs.
  This can be set to print part of the original in the report.
  * The results reports do not include sending results of faxes sent from a computer.
- **E-mail, I-Fax, File Sending Result Report**

Displays the sending results of e-mails and I-Faxes and the saving results of e-mails and I-Faxes to the shared folder and FTP server.
By default, this is printed automatically only when an error occurs.
* When an error occurs during sending or saving, the error code is not displayed in the e-mail, I-Fax, or file sending result report. To view the error code, print a communication management report.

- **RX Result Report**
  Displays the receiving results for faxes and I-Faxes.
  By default, this is not printed automatically.

Settings Lists
You can print and view the following lists that summarize the registration information and settings of the machine:

- **Address Book List**
  Displays the destination information registered in the Address Book by [Coded Dial], [Favorites], and [Group].
- **User Data List**
  Displays the serial number and other machine information as well as the settings that do not require administrator privileges.
- **System Manager Data List**
  Displays the serial number and other machine information as well as the settings that require administrator privileges.
- **IPSec Policy List**
  Displays the settings of the IPSec policies registered to the machine.

Printing Reports and Lists

Print reports and lists using the control panel. You cannot print these using Remote UI from a computer.
Administrator privileges are required to print the following reports and lists:

- Department ID Management Report
- System Manager Data List
- IPSec Policy List

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Output Report] ▶ [Print List].

➡ The [Print List] screen is displayed.

3 Select the report or list to print.

➡ A screen confirming the paper available for printing is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

■To Print Address Book List
Select [Address Book List], and select the items to print.

4 Check that printable paper is set in the machine, and press [Start].

➠ The report or list is printed.

Changing the Report and List Print Settings

965S-09R

Reports and lists are printed on paper on one side by default. You can change the setting to print on both sides. You can also change the setting to automatically print communication results reports.

Use the control panel to configure the settings. You cannot configure the settings using Remote UI from a computer.

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Output Report] ▶ [Report Settings].

➡ The [Report Settings] screen is displayed.

3 Change the report and list print settings.

■To Print Reports and Lists on Both Sides

1 Press [Default Settings for Report Output].

➡ The [Default Settings for Report Output] screen is displayed.

2 Set [2-Sided Printing] to [On], and press [Apply].

■To Change the Communication Management Report Settings

1 Press [Communication Management Report].

➡ The [Communication Management Report] screen is displayed.

2 Configure the report settings.

- To print automatically after every 40 communication events, set [Auto Print (40 Transmissions)] to [On].
- To configure the settings to print sending and saving results and receiving results in a different format, set [Separate TX/RX] to [On].

3 Press [Apply].

■To Change the Fax TX Result Report Settings

1 Press [Fax TX Result Report].

➡ The [Fax TX Result Report] screen is displayed.

2 Select whether to print this report automatically.

- To print automatically after each send job, select [On]. To print automatically only when an error occurs, select [Only When Error Occurs].
- When [On] or [Only When Error Occurs] is selected, in [Include TX Image], select whether to print part of the original on the report, and press [Apply].

■To Change the E-mail, I-Fax, or File Sending Result Report Settings

1. Press [E-Mail/I-Fax/File TX Result Report].

   ➡ The [E-Mail/I-Fax/File TX Result Report] screen is displayed.

2. Select whether to print this report automatically.
   To print automatically after each send or save job, select [On]. To print automatically only when an error occurs, select [Only When Error Occurs].

■To Change the RX Result Report Settings

1. Press [RX Result Report].

   ➡ The [RX Result Report] screen is displayed.

2. Select whether to print this report automatically.
   To print automatically after each receive job, select [On]. To print automatically only when an error occurs, select [Only When Error Occurs].

Clearing the Mail Box

965S-09S

When scanned data is sent by e-mail and a send error occurs, the mail server may send an error notification e-mail to the e-mail address of the machine. Delete all mail from the server mail box, as needed, so that the mail box does not become full with notification mail.

Clear the mail box using Remote UI from a computer. You cannot use the control panel to clear the mail box. Administrator privileges are required.

IMPORTANT

- When the mail box is cleared, all mail in the e-mail inbox of the server is deleted. Be careful not to delete needed unread mail.

1. **Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)**
2. **On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)**
3. **Click [TX Settings] [E-Mail/I-Fax Settings].**

   The [E-Mail/I-Fax Settings] screen is displayed.
4. **In [Clear Mail Box], click [Clear].**
5. **Click [OK].**

   All mail in the mail box on the server is deleted.
6. **Log out from Remote UI.**

Importing and Exporting the Address Book and Settings

965S-09U

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 the import and export functions to back up the Address Book and settings in case of an accident.
In addition, an exported file can be imported to another device[*1] to enable sharing of the Address Book and settings with another device without having to register destinations or configure settings.

Some items cannot be imported or exported. **Settings that Can Be Imported and Exported(P. 585)**

[*1] If you export the settings from this machine and cannot import them to another machine, use the device management software.

Exporting the Address Book and Settings(P. 463)
Importing the Address Book and Settings(P. 464)

IMPORTANT

Do Not Turn OFF the Machine until the Import or Export Is Complete.

- It may take a few minutes until the process is completed. Turning OFF the machine during processing may cause data corruption or damage the machine.

Do Not Operate the Machine during Import or Export.

- Before import or export, check that the machine is not printing or performing other operations.

Exporting the Address Book and Settings

Select the items to export and write them to a file. When exporting the Address Book, select the file format that suits your needs.

This section describes how to export the Address Book and settings using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to export. When exporting from the control panel, use a USB memory device. **[Import/Export](P. 581)**
Administrator privileges are required.

1 **Log in to Remote UI in System Manager Mode.** **Starting Remote UI(P. 447)**

2 **On the Portal page of Remote UI, click [Settings/Registration].** **Portal Page of Remote UI(P. 450)**

3 **Click [Data Management] ▸ [Export].**

➡ The [Export] screen is displayed.

4 **In [Select Item to Export], select the items to export.**

■When Importing the Address Book to a Fax Driver or a Different Model

Select the [Address Book (ABK)] checkbox.
If a PIN is set for the Address Book, enter the Address Book PIN.

* The Address Book is exported as a Canon Address Book file (*.abk). When this file format is selected, the settings of the machine cannot be exported at the same time.

■When Backing Up or Importing the Address Book to the Same Model

Select the [Address Book] checkbox.
If a PIN is set for the Address Book, enter the Address Book PIN.

* The data is exported as a device configuration information file (*.dcm). When this file format is selected, the settings of the machine can be exported at the same time.

■When Exporting the Settings of the Machine

Select the [Settings/Registration] checkbox.

■When Exporting the Settings of the Application Library

Select the [Application Library Settings Information] checkbox.

5 In [Encryption Password], set a password.

- Enter the same password in [Encryption Password] and [Confirm] using single-byte alphanumeric characters.
- A password is required to import exported data.
- If you selected [Address Book (ABK)] in Step 4, this step is not required. Proceed to Step 6.

6 Click [Start Exporting] to save the exported data as a file to a computer.

7 Log out from Remote UI.

Importing the Address Book and Settings

Specify the exported file and select the items to be imported.

File formats for import

- Device configuration information file (*.dcm)
- Canon Address Book file (*.abk)

This section describes how to import files using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to import. When importing from the control panel, use a USB memory device. **[Import/Export](P. 581)**
Administrator privileges are required. Depending on the items to be imported, the machine restarts automatically.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Data Management] ▶ [Import].

➡ The [Import] screen is displayed.

4 **Click [Browse] in [File Path], and specify the file to be imported.**

5 **Enter the decryption password.**

■When a Device Configuration Information File (*.dcm) Is Specified

Enter the password set at export.

■When a Canon Address Book File (*.abk) Is Specified

Enter a custom string regardless of the the password set at export.

6 **In [Select Item to Import], select the items to import.**

■Importing the Address Book Data

Select the [Address Book] checkbox.
If a PIN is set for the Address Book of the machine, enter the Address Book PIN.

* When importing the data, the Address Book currently registered to the machine is overwritten.

■When Importing the Settings of the Machine

Select the [Settings/Registration] checkbox.

■When Importing the Settings of the Application Library

Select the [Application Library Settings Information] checkbox.

7 **Click [Start Importing] ▶ [OK].**

➠ The selected file is imported to the machine.

8 **When the screen indicating that importing has completed appears, click [OK].**

When [Settings/Registration] is selected in Step 6 and the import is complete, the machine restarts automatically.

9 **Log out from Remote UI.**

Updating the Firmware

965S-09W

When functions are added or the software version is upgraded, the firmware of the machine is updated.
Check the version of the firmware, and update the firmware via the Internet or a computer according to the usage environment of the machine.

✔: Can be updated —: Cannot be updated

Usage environment of the machine	Connection via Internet	Connection via computer
Wired LAN connection	✔	✔
Wireless LAN connection	✔	—
USB connection	—	✔
Use IPv6	—	—

* You cannot update the firmware in an IPv6 Environment. Connect the machine to a computer via USB, and update from the computer.

Checking the Firmware Version(P. 466)
Updating the Firmware via the Internet(P. 467)
Updating the Firmware via a Computer(P. 467)

Checking the Firmware Version

Check the current version of the firmware before updating it, and then check the version after updating to see if the update was performed correctly.

This section describes how to check the firmware version using the control panel.
You can also use Remote UI from a computer to check the firmware version. **Managing the Machine from a Computer (Remote UI)(P. 446)**
Administrator privileges are required.

1 On the control panel, press [Menu] in the [Home] screen. **[Home] Screen(P. 119)**

2 Press [Management Settings] ▶ [License/Other][*1] ▶ [Update Firmware].

➡ The [Update Firmware] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then click [Log In]. **System Manager ID and PIN(P. 12)**

[*1] Depending on the model, [Remote UI Settings/Update Firmware] may appear.

3 Select [Version Information].

➡ Displays the current version of the firmware.

Updating the Firmware via the Internet

Use the control panel to update the firmware via the Internet. You cannot update it using Remote UI from a computer. Administrator privileges are required. When the firmware has been updated, the machine restarts automatically.

Required Preparations

- Connect the machine to the Internet. **Setting Up the Network(P. 58)**

1 On the control panel, press [Update Firmware] in the [Home] screen. [Home] Screen(P. 119)

➡ The machine accesses the Canon server to see if new firmware is available.
When [This is the latest firmware version.] appears, no update is available.

If the login screen appears, enter the System Manager ID and PIN, and then click [Log In]. **System Manager ID and PIN(P. 12)**

2 In the licensing screen, press [Accept].

➡ The firmware update confirmation screen is displayed.

3 Press [OK].

➡ Downloading of the firmware starts.
When the download is complete, the machine restarts automatically, and the firmware is updated.

IMPORTANT

- Do not turn OFF the machine until the restart is complete.

Updating the Firmware via a Computer

Update the firmware from a computer connected to the machine via wired LAN or USB.

Required Preparations

- Download the latest firmware from the Canon website for your country/region to the computer performing the update.
https://global.canon/en/support/

■How to Update from a Computer

See the "User Support Tool Operation Guide" included with the firmware.

■To Put the Machine into Update Waiting State (Download Mode)

Use the following procedure.

Use the control panel to perform this operation. You cannot perform this operation using Remote UI from a computer. Administrator privileges are required.

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Management Settings] ▶ [License/Other]*1 ▶ [Update Firmware].

➡ The [Update Firmware] screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then click [Log In]. **System Manager ID and PIN(P. 12)**

*1 Depending on the model, [Remote UI Settings/Update Firmware] may appear.

3 Press [Via PC] ▶ [Yes].

➡ Switches the machine to download mode and puts it into update waiting state.

Initializing the Settings and Data

965S-09X

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 initialize the following items separately:

- Settings menu: Initializes the settings of [Menu] in the [Home] screen.
- Key and Certificate: Initializes the settings of the key and certificate as well as CA certificate, and clears everything except the pre-installed key and certificate.
- Address Book: Clears the destinations registered in the Address Book.

Initializing Specific Settings and Data(P. 469)

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. 470)

Initializing Specific Settings and Data

This section describes how to initialize settings and data using Remote UI from a computer.
On the control panel, select [Menu] in the [Home] screen, and then perform initialization from [Preferences] or [Management Settings]. **[Initialize Network Settings](P. 487)** / **[Data Management](P. 581)**
Administrator privileges are required. Depending on the item to be initialized, you may have to restart the machine.

1 Log in to Remote UI in System Manager Mode. Starting Remote UI(P. 447)

2 On the Portal page of Remote UI, click [Settings/Registration]. Portal Page of Remote UI(P. 450)

3 Click [Data Management].

➡ The [Data Management] screen is displayed.

4 Select the item to initialize.

■Initializing the Settings Menu
Click [Initialize Menu], and select the setting to be initialized from [Menu to Initialize].

■When Initializing a Key and Certificate
Click [Initialize Key and Certificate].

■When Initializing the Address Book
Click [Initialize Address Book].
If the [Enter PIN] screen appears, enter the Address Book PIN, and then click [OK].

5 Click [Initialize] ▶ [OK].

➡ The specified item is initialized.

6 Log out from Remote UI.

■When the Settings Menu Is Initialized

When any of the following is initialized, restart the machine to apply the initialized settings. **Restarting the Machine(P. 112)**

- [Preferences]
- [Function Settings]
- [Management Settings]
- [Network Settings]

NOTE

When Initializing a Key and Certificate

- Functions using a key and certificate such as TLS or IKE of IPSec are disabled. To use these functions again, you must set the key and certificate, and then enable the function.

When [Management Settings] of the Settings Menu Is Initialized

- This also initializes the Remote UI Access PIN. To use Remote UI, you must set the Remote UI Access PIN again. **Setting the PIN to Use for Remote UI(P. 431)**

Initializing All Settings and Data

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.

IMPORTANT

- Before initialization, check that there is no data being processed or waiting to be processed. This data is deleted when the initialization is performed.

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Management Settings] ▶ [Initialize All Data/Settings].

➡ The initialization confirmation screen is displayed.

If the login screen appears, enter the System Manager ID and PIN, and then click [Log In]. **System Manager ID and PIN(P. 12)**

3 Press [Yes] ▶ [Yes].

➡ All settings and data are initialized.

When initialization is complete, the machine restarts automatically.

Settings Menu Items

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Settings Menu Items

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This section describes the items available in the settings menu displayed when you press [Menu] in the [Home] screen on the control panel.
From the settings menu, you can run functions and modify the settings according to the machine's operating environment or its usage.
Administrator privileges are required to view or change some settings. Note also that the machine may need to be restarted for changed settings to take effect.

[Preferences](P. 474)
[Adjustment/Maintenance](P. 500)
[Function Settings](P. 511)
[Set Destination](P. 571)
[Management Settings](P. 572)

Support for Importing and Exporting Setting Data

The settings menu items can be used with the Import and Export functions to regularly back up your settings or share them with other machines.
Check this list to see which settings can be imported and exported.
Settings that Can Be Imported and Exported(P. 585)

■ See Also

If a Login Screen Appears

If a System Manager ID has been set, a login screen may appear when certain items are selected. Once you enter the required information and the login is authenticated, you can view or change the settings.
Logging In to the Machine(P. 134)

If the Machine Must be Restarted

After changing the settings, restart the machine.
Restarting the Machine(P. 112)

Settings Not Included in the Menus

The Paper Settings items appear when you press [Paper Settings] in the [Home] screen.
Specifying the Paper Size and Type(P. 154)

The volume adjustment items appear when you press the Sound Volume key ( ).
Adjusting the Sound Volume(P. 195)

Configuring Settings from Remote UI

The settings menu items can also be specified from a computer using Remote UI. In Remote UI, specify the settings from [Settings/Registration] in the Portal page.
The items that can be specified in [Settings/Registration] in Remote UI are almost identical to those in the control panel settings menu, but there are also items that can be specified only from the control panel or only from Remote UI. Note also that some of the item names differ in Remote UI.
Managing the Machine from a Computer (Remote UI)(P. 446)

Checking the Settings

You can check a list of the current settings by printing them out.
Printing and Viewing Reports and Lists(P. 457)

[Preferences]

965S-0A0

These are settings used to configure features such as the control panel screen displays and the network settings according to the environment in which the machine is used.
* Values in bold red text indicate the default setting for each item.

[Display Settings](P. 474)
[English Keyboard Layout](P. 474)
[Timer/Energy Settings](P. 474)
[Network](P. 474)
[External Interface](P. 474)
[Accessibility](P. 475)

[Display Settings]

[Menu] ▶ [Preferences]

Configure the control panel screen displays.
[Display Settings](P. 476)

[English Keyboard Layout]

[Menu] ▶ [Preferences]

Specify the layout for a USB keyboard connected to the machine.

[USA Layout]
[**UK Layout**]

[Timer/Energy Settings]

[Menu] ▶ [Preferences]

Set the date and time and specify the Energy Saver settings.
[Timer/Energy Settings](P. 480)

[Network]

[Menu] ▶ [Preferences]

Configure the network environment for the machine.
[Network](P. 483)

[External Interface]

[Menu] ▶ [Preferences]

Configure the USB connection.
[External Interface](P. 498)

[Accessibility]

[Menu] ▶ [Preferences]

Configure control panel screen features such as screen color inversion and message display time to make the screen easier to see.
[Accessibility](P. 499)

[Display Settings]

965S-0JH

Configure the control panel screen displays.
* Values in bold red text are the default settings for each item.

- **[Default Screen After Startup/Restoration](P. 476)**
- **[Home Screen Button Display Settings](P. 476)**
- **[Language](P. 477)**
- **[Remote UI Language](P. 477)**
- **[Notify to Clean Orig. Scan Area](P. 477)**
- **[Millimeter/Inch Entry Switch](P. 478)**
- **[Display Timing for Cart. Prep.](P. 478)**
- **[Display Notif. to Clean Fixing Assembly] (P. 478)**
- **[Show Warnings](P. 478)**
- **[Action When Warning](P. 479)**
- **[Display IP Address](P. 479)**

[Default Screen After Startup/Restoration]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Specify the screen displayed after the start screen appears when the machine is turned ON and immediately after an Auto Reset.
Setting this for the [Status Monitor] enables you to also specify the screen displayed immediately after the [Status Monitor] screen is closed.

- [**Home**]
- [Copy]
- [Fax]*1
- [Scan]
- [Secure Print]
- [Status Monitor]
  - [**Home**]
  - [Copy]
  - [Fax]*1
  - [Scan]
  - [Secure Print]

*1 May not be displayed depending on the model, the installed options, and other settings.

[Home Screen Button Display Settings]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Add shortcut buttons and rearrange the buttons so that you can run frequently used functions more quickly from the [Home] screen of the control panel. **Customizing the [Home] Screen(P. 129)**

- [Select Button to Display]
  - [Favorite Copy Settings]
  - [Favorite Fax Settings]*1
  - [Favorite Scan Settings]

[Set Display Order]

*1 May not be displayed depending on the model, the installed options, and other settings.

[Language]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Change the language shown on the control panel and used in printed reports.

* Depending on your country or region, the [Language] setting may not be available, or its content or default setting may be different.

[Bahasa Melayu]
[Deutsch]
[**English**]
[Español]
[Français]
[Italiano]
[Português]
[Tiếng Việt Nam]
[ภาษาไทย]
[日本語]
[中文(繁體)]
[中文(简体)]
[한국어]

[Remote UI Language]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Change the language shown on Remote UI screens.

* Depending on your country or region, the [Remote UI Language] setting may not be available, or its content or default setting may be different.

[**English**]
[Japanese]
[French]
[Spanish]
[German]
[Italian]
[Portuguese]
[Chinese (Simplified)]
[Chinese (Traditional)]
[Korean]

[Notify to Clean Orig. Scan Area]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Specify whether a message is displayed to notify you if soiling is detected during feeder use.

[Off]
[**On**]

[Millimeter/Inch Entry Switch]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Change the units shown on the screen for entering length and width.

* Depending on your country or region, the [Millimeter/Inch Entry Switch] setting may not be displayed, or its content or default setting may be different.

[**Millimeter**]
[Inch]

[Display Timing for Cart. Prep.]

[Menu] ▶ [Preferences] ▶ [Display Settings]

When the toner in a toner cartridge runs low, a message appears notifying you to prepare a new toner cartridge. To manually specify when this message appears (the toner level in a cartridge), set [Auto] to [Off] and specify the timing in [Custom].
When [Auto] is set to [On], the machine automatically decides when to display the message.

[Auto]
  [Off]
    [Custom]
      2 to **20** to 99 (%)
  [**On**]

[Display Notif. to Clean Fixing Assembly]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Select whether to notify you by displaying a message when the fixing assembly requires cleaning.

[**Off**]

[On]
  [1000 to 50000]

[Show Warnings]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Specify whether a notification message is displayed when a toner cartridge is low on toner.

* If the machine is configured to stop printing when a toner cartridge is low on toner, this cannot be set to [Off]. **[Action When Warning](P. 479)**

* If the machine is configured not to print incoming faxes and I-Faxes when a toner cartridge is low on toner, the message appears even when this is set to [Off]. **[Continue Print. When Cart. Low](P. 557)**

[Off]

[**On**]

[Action When Warning]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Specify whether to continue printing when a toner cartridge is low on toner.
If this is set to [Stop Printing], a notification message appears when the toner cartridge runs low on toner. **[Show Warnings](P. 478)**

[Low Cartridge Level]
[**Continue Printing**]
[Stop Printing]

[Display IP Address]

[Menu] ▶ [Preferences] ▶ [Display Settings]

Specify whether to display the machine's IPv4 address in the [Status Monitor] screen. **[Status Monitor] Screen(P. 122)**

[Off]
[**On**]

[Timer/Energy Settings]

965S-0A2

Set the date and time and specify the Energy Saver settings.
* Values in bold red text are the default settings for each item.

[Current Date/Time Settings](P. 480)
[Date/Time Settings](P. 480)
[Date Format](P. 481)
[Time Format](P. 481)
[Auto Reset Time](P. 481)
[Function After Auto Reset](P. 481)
[Auto Sleep Time](P. 482)
[Auto Sleep Daily Timer](P. 482)
[Sleep Mode Exit Time Settings](P. 482)

[Current Date/Time Settings]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the date and time for the machine. The date and time set here are used as a reference for the functions that use date and time information. **Setting the Date and Time(P. 445)**
Before configuring this setting, check that the correct time zone is selected. **[Date/Time Settings](P. 480)**

* The current date and time cannot be changed for one hour after Daylight Saving Time is set.

[Date/Time Settings]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the time zone (UTC*1) and Daylight Saving Time according to the region where the machine is installed.

*1 The UTC (Coordinated Universal Time) is a coordinated universal time that is standard for all parts of the world. Internet-based communication relies on the UTC being set correctly.

* Depending on your country or region, the [Date/Time Settings] setting may not be displayed, or its content or default setting may be different.

* When you change the time zone, the current time setting is automatically changed accordingly. **[Current Date/Time Settings](P. 480)** .

* If daylight saving time is enabled, specify the dates from which and to which daylight saving time is in effect.

[Time Zone]
[(UTC-12:00) International Date Line West] to [**(UTC) Coordinated Universal Time**] to [(UTC+14:00) Kiritimati Island]

[Daylight Saving Time Settings]
[**Off**]
[On]
[Start Date]: Month, Week, Day
[End Date]: Month, Week, Day

[Date Format]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the order in which the year, month, and day are displayed.

* Depending on your country or region, the [Date Format] setting may not be available, or its content or default setting may be different.

[YYYY MM/DD]
[MM/DD/YYYY]
[**DD/MM YYYY**]

[Time Format]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set 12 Hour or 24 Hour as the format for displayed time.

[**12 Hour (AM/PM)**]
[24 Hour]

[Auto Reset Time]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

If the control panel is not used for a set period, a function called “Auto Reset Time” automatically restores the default settings. This setting specifies whether Auto Reset is invoked.
If you enable Auto Reset, you can then set the time after which it is triggered.

* You can also change the screen that is displayed after an Auto Reset. **[Function After Auto Reset](P. 481)**

[Set This Function]
  [Off]
  [**On**]
    [Set Time]
      1 to **2** to 9 (min.)

NOTE

Situations Where Auto Reset is Not Triggered

- When the Error lamp on the control panel is flashing **Control Panel(P. 20)**
- When the [Menu] screen or an error message[*1] is displayed on the control panel
- When processing of some sort (such as printing or sending and receiving faxes) is in progress

[*1] Auto Reset is performed for some messages.

[Function After Auto Reset]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the screen displayed after an Auto Reset.

- To view the specified screen, set to [Default Function]. Specify the displayed screen in [Default Screen After Startup/Restoration]. **[Default Screen After Startup/Restoration](P. 476)**
- To display the screen for the function being used before the Auto Reset, set to [Selected Function].

[**Default Function**]
[Selected Function]

[Auto Sleep Time]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Set the time after which the machine automatically goes into sleep mode. **Reducing Power Consumption (Sleep Mode)(P. 114)**

* Use of the default settings is recommended to achieve the most effective power savings.

1 to 120 (min.)

[Auto Sleep Daily Timer]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Configure the machine to automatically enter sleep mode at a specified time. **Reducing Power Consumption (Sleep Mode)(P. 114)**

[Set This Function]
[**Off**]
[On]
(0:00 to 12:59 AM/PM)

[Sleep Mode Exit Time Settings]

[Menu] ▶ [Preferences] ▶ [Timer/Energy Settings]

Configure the machine to automatically exit sleep mode at a specified time. **Reducing Power Consumption (Sleep Mode)(P. 114)**

[Set This Function]
[**Off**]
[On]
(0:00 to 12:59 AM/PM)

[Network]

965S-0A3

Specify the settings for the machine's network environment.
* Values in bold red text are the default settings for each item.

- **[Select Wired/Wireless LAN](P. 483)**
- **[Wireless LAN Settings](P. 483)**
- **[Direct Connection Settings](P. 483)**
- **[Easy Connection via PC](P. 484)**
- **[TCP/IP Settings](P. 484)**
- **[SNMP Settings](P. 484)**
- **[Use Dedicated Port](P. 485)**
- **[Dedicated Port Auth. Method](P. 485)**
- **[Wait Time for Conn. at Startup](P. 485)**
- **[Ethernet Driver Settings](P. 485)**
- **[Use IEEE 802.1X](P. 486)**
- **[Firewall Settings](P. 486)**
- **[Device Settings Management](P. 487)**
- **[Monitoring Service](P. 487)**
- **[RMT-SW](P. 487)**
- **[Initialize Network Settings](P. 487)**

[Select Wired/Wireless LAN]

[Menu] ▶ [Preferences] ▶ [Network]

Set whether to connect the machine to the network using a wired or wireless LAN. **Selecting Wired or Wireless LAN(P. 60)**

* If you are switching from a wired LAN to a wireless LAN, you can make the change within the procedure for configuring the wireless LAN.

[**Wired LAN**]
[Wireless LAN]

[Wireless LAN Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify the settings for connecting the machine to a wireless LAN and to save energy while the machine is connected to a wireless LAN.
[Wireless LAN Settings](P. 488)

[Direct Connection Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify the settings for using a direct connection and for the connection function. **Enabling the Direct Connection Function(P. 345)**

[Use Direct Connection]
  [**Off**]
  [On]
    [Direct Connection Termination]
      [Automatically Terminate Session]
        [**Off**]
        [On]
          [Time Until Session Terminates]
            1 to 60 (min.)

[Access Point Mode Settings]
[Use Custom SSID]
[**Off**]
[On]
[SSID]
[Use Custom Network Key]
[**Off**]
[On]
[Network Key]
[Keep Enabled If SSID/Ntwk Key Spcfd][*1]
[**Off**]
[On]
[Config. IP Address For Direct Conn.]
192.168.22.1

[*1] May not be displayed depending on the model, the installed options, and other settings.

[Easy Connection via PC]

[Menu] ▶ [Preferences] ▶ [Network]

Start cableless setup mode.
To configure the network settings using the Canon Laser NW Device Setup Utility, select cableless setup mode.

* You can download the Canon Laser NW Device Setup Utility from the Canon website for your country/region.
https://global.canon/en/support/

[TCP/IP Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify the settings for using the machine on a TCP/IP network.
[TCP/IP Settings](P. 490)

[SNMP Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify the settings for setting up, monitoring, and controlling the machine using SNMP management software.
Configuring SNMP(P. 89)
To ensure compliance with the protocol's advanced specifications (RFC2790) when the machine's status is being monitored, set [Format Host Rsrcs. MIB to RFC2790] to [On].

[SNMPv1 Settings]
[Off]
[**On**]

[SNMPv3 Settings]
[**Off**]
[On]

[Acquire Printer Mngt. Info. from Host]
[**Off**]

[On]

[Format Host Rsrcs. MIB to RFC2790]
[Off]
[**On**]

[Use Dedicated Port]

[Menu] ▶ [Preferences] ▶ [Network]

Specify whether to use a dedicated port.
Use a dedicated port for tasks such as printing from a computer, scanning using the MF Scan Utility, and configuring or browsing the machine's settings.

[Off]
[**On**]

[Dedicated Port Auth. Method]

[Menu] ▶ [Preferences] ▶ [Network]

Set the authentication method when using a dedicated port.
If you specify [Mode 2], communication via the dedicated port will be limited to secure authentication methods only. This may mean that you cannot connect to the machine from device management software, drivers or other software.

[**Mode 1**]
[Mode 2]

[Wait Time for Conn. at Startup]

[Menu] ▶ [Preferences] ▶ [Network]

Set the waiting time until a connection is established when the machine starts up.
If the machine is connected via a device such as a switching hub, you may not be able to connect to the network even when the setting on the machine is correct. If so, set the waiting time and reconnect.

0 to 300 (sec.)

[Ethernet Driver Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Set the Ethernet communication method. **Manually Configuring the Ethernet Settings(P. 78)**
This also allows you to check the MAC address on a wired LAN. **Viewing the MAC Address of the Wired LAN(P. 97)**

* If the [Communication Mode] is set to [Half Duplex], [1000BASE-T] cannot be selected.

[Auto Detect]
[Off]
[Communication Mode]
[**Half Duplex**]
[Full Duplex]
[Ethernet Type]
[**10BASE-T**]

[100BASE-TX]
[1000BASE-T]
[**On**]

[MAC Address]

[Use IEEE 802.1X]

[Menu] ▶ [Preferences] ▶ [Network]

Specify whether to use IEEE 802.1X.
Use Remote UI from a computer to set the IEEE 802.1X authentication method. **Using IEEE 802.1X(P. 395)**

* [Use IEEE 802.1X] may not be displayed depending on the model, the installed options, and other settings.

[**Off**]
[On]

[Firewall Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Specify whether to enable an IP address filter and MAC address filter.
Use Remote UI from a computer to set the default policy for filtering and the exception addresses. **Setting the Firewall(P. 383)**

[IPv4 Address Filter]
[Outbound Filter]
[**Off**]
[On]
[Inbound Filter]
[**Off**]
[On]

[IPv6 Address Filter]
[Outbound Filter]
[**Off**]
[On]
[Inbound Filter]
[**Off**]
[On]

[MAC Address Filter]
[Outbound Filter]
[**Off**]
[On]
[Inbound Filter]
[**Off**]
[On]

[Device Settings Management]

[Menu] ▶ [Preferences] ▶ [Network]

Select whether to use the device management software to manage Address Book destinations, settings, and other data in the machine. For more information, see the manual of the software you are using.

[Off]
[**On**]

[Monitoring Service]

[Menu] ▶ [Preferences] ▶ [Network]

Check that the machine can communicate with the monitoring server.
Perform this operation to regularly send machine information to the monitoring server. For details, contact your dealer or service representative.

* [Monitoring Service] may not be displayed depending on the model, the installed options, and other settings.

[RMT-SW]

[Menu] ▶ [Preferences] ▶ [Network]

Normally, use the machine with this set to [Off].
When your service representative carries out device maintenance remotely, he or she may change this to [On].

[**Off**]
[On]

[Initialize Network Settings]

[Menu] ▶ [Preferences] ▶ [Network]

Use this to restore the network settings to the factory settings. **Initializing Specific Settings and Data(P. 469)**

[Wireless LAN Settings]

965S-0A4

Specify the settings for connecting the machine to a wireless LAN and to save energy while the machine is connected to a wireless LAN.
* Values in bold red text are the default settings for each item.

[Select Network](P. 488)
[Other Connections](P. 488)
[Connection Set.](P. 489)

[Select Network]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings]

Select a wireless LAN router (access point) from the displayed list and enter the network key to connect. **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 68)**

[Other Connections]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings]

Connect to the wireless LAN by a method other than selecting the wireless LAN router from a list.

[Manually Enter Network Name (SSID)]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Other Connections]

Connect to a wireless LAN router by manually entering all the router information, such as the SSID, network key and security settings. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 70)**

[Security Settings]
- [None]
- [WEP]
  - [**Open System**]
    - Encryption keys 1 to 4
  - [Shared Key]
    - Encryption keys 1 to 4
- [**WPA/WPA2-PSK**]
  - [**Auto**]
  - [AES-CCMP]
- [WPA/WPA2-EAP]

[WPS Push Button Mode]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Other Connections]

Connect to a wireless LAN by pressing a button on a LAN router that supports WPS push button mode. **Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)(P. 65)**

[WPS PIN Code Mode]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Other Connections]

Connect to a wireless LAN router that supports WPS PIN code mode by registering a PIN code generated by the machine. Use a computer or similar device to register the PIN code. **Connecting to a Wireless LAN by Entering a PIN Code (WPS PIN Code Mode)(P. 66)**

[Connection Set.]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings]

Configure the setting to save power when connecting by wireless LAN, and check the wireless LAN connection information.

[Power Save Mode]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Connection Set.]

Specify whether to periodically set the machine to Power Save Mode according to signals sent from the wireless LAN router.

[Off]
[**On**]

[Connection Information]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [Wireless LAN Settings] ▶ [Connection Set.]

Check data such as the security settings, as well as the wireless LAN MAC address and other connection information. **Viewing the MAC Address and Connection Information of the Wireless LAN(P. 98)**

[MAC Address]
[Wireless LAN Status]
[Latest Error Information]
[Channel]
[Network Name]
[Security Settings]
[Power Save Mode]

[TCP/IP Settings]

965S-0A5

Specify the settings to use the machine on a TCP/IP network.
* Values in bold red text are the default settings for each item.

- **[IPv4 Settings](P. 490)**
- **[IPv6 Settings](P. 491)**
- **[DNS Settings](P. 492)**
- **[WINS Settings](P. 493)**
- **[LPD Settings](P. 494)**
- **[RAW Settings](P. 494)**
- **[WSD Settings](P. 494)**
- **[Use FTP PASV Mode](P. 495)**
- **[IPP Print Settings](P. 495)**
- **[Use HTTP](P. 495)**
- **[Use IPSec](P. 495)**
- **[Network Link Scan Settings](P. 496)**
- **[Port Number Settings](P. 496)**
- **[MTU Size](P. 497)**

[IPv4 Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify the settings to use the machine in an IPv4 environment.

[IP Address Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Set the IPv4 address either automatically or manually. **Setting IPv4 Addresses(P. 73)**

[Auto Acquire]
  [Auto Acquire]
    [Off]
    [**On**]
      [Select Protocol]
        [Off]
        [**DHCP**]
      [Auto IP]
        [Off]
        [**On**]

[Manually Acquire]*1
  [IP Address]: 0.0.0.0
  [Subnet Mask]: 0.0.0.0
  [Gateway Address]: 0.0.0.0

[Check Settings]

*1 May not be displayed depending on the model, the installed options, and other settings.

[DHCP Option Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 Settings]

Specify the settings for using a DHCP server in an IPv4 environment with a Domain Name System (DNS) implemented. **Configuring DNS(P. 79)**

[Acquire Host Name]
[Off]
[**On**]

[DNS Dynamic Update]
[**Off**]
[On]

[Acquire DNS Server Address]
[Off]
[**On**]

[Acquire Domain Name]
[Off]
[**On**]

[Acquire WINS Server Address]
[Off]
[**On**]

[Acquire SMTP Server Address]
[**Off**]
[On]

[Acquire POP Server Address]
[**Off**]
[On]

[PING Command]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [IPv4 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. 96)**

[IPv6 Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify the settings for using the machine in an IPv6 environment.
You can set multiple IPv6 addresses and use them at the same time. **Setting IPv6 Addresses(P. 75)**

[Use IPv6]
[**Off**]
[On]
[Stateless Address Settings]
[Stateless Address Settings]
[Off]
[**On**]
[Check Settings]
[DHCPv6 Settings]
[Use DHCPv6]
[**Off**]

[On]
[Check Settings]
[DHCP Option Settings]
[Acquire DNS Server Address]
[Off]
[**On**]
[Acquire Domain Name]
[Off]
[**On**]

[Check IPv6 Settings]

[DNS Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify the DNS settings when using the machine in an environment with a Domain Name System (DNS) implemented.
Configuring DNS(P. 79)
The settings for mDNS (multicast DNS) used by functions such as Bonjour are also specified here.

[IPv4 DNS Server Address Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Set the IP address for an IPv4 DNS server.

[Primary DNS Server]: 0.0.0.0
[Secondary DNS Server]: 0.0.0.0

[DNS Host Name/Domain Name Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Specify the host name to be registered for the machine on the DNS server and the name of the domain to which it belongs.

[IPv4]
[Host Name]
[Domain Name]

[IPv6]
[Use IPv4 Host/Domain]
[Off]
[Host Name]
[Domain Name]
[**On**]

[DNS Dynamic Update Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Specify whether settings are automatically updated when the correspondence between host names and IP addresses is changed in environments such as DHCP.
If you enable automatic updating, you can also specify the interval between updates.

[IPv4]
[DNS Dynamic Update]

[Off]
[On]
[DNS Dynamic Update Interval]
0 to **24** to 48 (hr.)

[IPv6]
[DNS Dynamic Update]
[Off]
[On]
[Register Manual Address]
[Off]
[On]
[Register Stateful Address]
[Off]
[On]
[Register Stateless Address]
[Off]
[On]
[DNS Dynamic Update Interval]
0 to **24** to 48 (hr.)

[mDNS Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings] ▶ [DNS Settings]

Specify the mDNS settings to use DNS functions in an environment with no DNS installed.

[IPv4]
[Use mDNS]
[Off]
[**On**]
[mDNS Name]

[IPv6]
[Use mDNS]
[Off]
[**On**]
[Use Same mDNS Name as IPv4]
[Off]
[mDNS Name]
[**On**]

[WINS Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Configure WINS (Windows Internet Name Service) when using the machine in a network environment that uses both NetBIOS and TCP/IP. **Configuring WINS(P. 84)**

[WINS Resolution]
[**Off**]
[On]

[WINS Server Address]: 0.0.0.0

[LPD Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use the LPD protocol. **Configuring LPD, RAW, or WSD(P. 434)**
If the LPD protocol is used, you can also set the time from the start of reception standby, after print data reception is canceled, to the timeout.

[Use LPD Printing]
[Off]
[**On**]
[RX Timeout]
1 to **5** to 60 (min.)

[RAW Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use the RAW protocol. **Configuring LPD, RAW, or WSD(P. 434)**
If the RAW protocol is used, you can also set the time from the start of reception standby, after print data reception is canceled, to the timeout.

[Use RAW Printing]
[Off]
[**On**]
[RX Timeout]
1 to **5** to 60 (min.)

[WSD Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use the WSD protocol. You can specify this setting for each of the functions that use the WSD protocol. **Configuring LPD, RAW, or WSD(P. 434)**

[Use WSD Printing]
[Off]
[**On**]

[Use WSD Browsing]
[Off]
[**On**]

[Use WSD Scanning]
[**Off**]
[On]

[Use Computer Scanning]
[**Off**]
[On]

[Use Multicast Discovery]
[Off]
[**On**]

[Use FTP PASV Mode]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify that PASV mode be used if a firewall is installed between the machine and the FTP server. **Configuring FTP PASV Mode(P. 259)**

[**Off**]
[On]

[IPP Print Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use IPP (Internet Printing Protocol). You can use IPP when printing and sending fax with AirPrint. **Setting the Functions and Security to Be Used with AirPrint(P. 348)**
When using IPP, you can also specify whether TLS encryption is used for communication.

[Use IPP Printing]
[Off]
[**On**]
[Allow IPP Printing Only w/TLS]
[**Off**]
[On]

[Use HTTP]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use HTTP. **Disabling HTTP Communication(P. 436)**

[Off]
[**On**]

[Use IPSec]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use IPSec (IP Security Protocol).
Use Remote UI from a computer to specify setting such as the IPSec policy, selector, and IKE. **Using IPSec(P. 391)**

[**Off**]
[On]

[Network Link Scan Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify whether to use Network Link Scan. You can use Network Link Scan when scanning documents with AirPrint. **Setting the Functions and Security to Be Used with AirPrint(P. 348)**
When using Network Link Scan, you can also specify whether TLS encryption is used for communication.

* Setting [Use Network Link Scan] to [On] enables HTTP communication. **[Use HTTP](P. 495)**

[Use Network Link Scan]
[Off]
[**On**]
[Use TLS]
[**Off**]
[On]

[Port Number Settings]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

Specify the port number for the protocol used in accordance with the port numbers for the computer, server or other device. **Changing the Port Number(P. 386)**

[LPD]
1 to **515** to 65535

[RAW]
1 to **9100** to 65535

[WSD Multicast Discovery]
1 to **3702** to 65535

[HTTP]
1 to **80** to 65535

[Multicast Discovery]
1 to **427** to 65535

[POP3]
1 to **110** to 65535

[SMTP TX]
1 to **25** to 65535

[FTP]
1 to **21** to 65535

[SNMP]
1 to **161** to 65535

[MTU Size]

[Menu] ▶ [Preferences] ▶ [Network] ▶ [TCP/IP Settings]

If communication slows down due to the size of the packets sent, use this to change the maximum size for outgoing packets.

[1300]
[1400]
[**1500**]

[External Interface]

965S-0A6

Specify the settings for USB connections.
* Values in bold red text are the default settings for each item.

[USB Settings](P. 498)

[USB Settings]

[Menu] ▶ [Preferences] ▶ [External Interface]

Specify the settings for using the USB ports and USB memory devices.

- Specify whether to use the USB port for connecting to the computer in [Use as USB Device]. **Preventing Connection to Computer via USB Port(P. 433)**
- Specify whether to use memory media such as USB memory devices in [Use USB Storage Device]. **Preventing All Use of Memory Media(P. 420)**

[Use as USB Device]
[Off]
[**On**]

[Use USB Storage Device]
[Off]
[**On**]

[Accessibility]

965S-0A7

Configure control panel screen features such as screen color inversion and message display time to make the screen easier to see.
* Values in bold red text are the default settings for each item.

[Invert Screen Colors](P. 499)
[Brightness](P. 499)
[Message Display Time](P. 499)

[Invert Screen Colors]

[Menu] ▶ [Preferences] ▶ [Accessibility]

Specify whether light and dark on the control panel screen are reversed.
Use this setting when the display is still difficult to see even after you have adjusted the brightness. **[Brightness] (P. 499)**

[**Off**]
[On]

[Brightness]

[Menu] ▶ [Preferences] ▶ [Accessibility]

Adjust the brightness of the control panel screen when it is difficult to see.

5 levels

[Message Display Time]

[Menu] ▶ [Preferences] ▶ [Accessibility]

Set the number of seconds for which each message is displayed when 2 messages are displayed alternately on the control panel screen.

1 to **2** to 5 (sec.)

[Adjustment/Maintenance]

965S-0A8

Use this setting to adjust the print or scanning quality and when cleaning the machine.

[Adjust Image Quality](P. 500)
[Maintenance](P. 500)

[Adjust Image Quality]

[Menu] ▶ [Adjustment/Maintenance]

Use this setting to adjust the image quality or print position and for special processing according to the paper used.
[Adjust Image Quality](P. 501)

[Maintenance]

[Menu] ▶ [Adjustment/Maintenance]

Carry out maintenance to clean the machine and to control condensation.
[Maintenance](P. 509)

[Adjust Image Quality]

965S-0A9

Use this setting to adjust the image quality or print position and for special processing according to the paper used.
* Values in bold red text are the default settings for each item.

[Adjust Copy Image](P. 501)
[Printer Density](P. 501)
[Toner Save](P. 501)
[Black Text Processing for Color](P. 501)
[Adjust Print Position](P. 502)
[Special Processing](P. 502)
[Remove Streaks from Scan Area](P. 503)

[Adjust Copy Image]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Adjust the gradation and density for copying. **Calibrating the Gradation of Copy Images(P. 619)**

[Printer Density]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

If printed text or fine lines appear faded, adjust the density. **Adjusting the Print Density(P. 623)**

9 levels

[Toner Save]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Specify whether to adjust the print quality to save toner.
To give priority to print quality, select [Off].

[**Off**]
[On]

[Black Text Processing for Color]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

When you are scanning originals in color, make adjustments to give priority to reproducing color text that is close to black or making black text easier to see. **Adjusting the Reproducibility of Near Black Color Text(P. 621)**

[Feeder]
7 levels

[Platen Glass]
7 levels

[Adjust Print Position]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Adjust the print position if text or images are printed off-center or outside the printable range. **Adjusting the Print Position(P. 624)**

[Multi-Purpose Tray]
[Adjust Vertically (Front Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Horizontally (Front Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Vertically (Back Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Horizontally (Back Side)]
-5.0 to **0.0** to +5.0 (mm)

[Drawer 1]
[Adjust Vertically (Front Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Horizontally (Front Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Vertically (Back Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Horizontally (Back Side)]
-5.0 to **0.0** to +5.0 (mm)

[Drawer 2][*1]
[Adjust Vertically (Front Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Horizontally (Front Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Vertically (Back Side)]
-5.0 to **0.0** to +5.0 (mm)
[Adjust Horizontally (Back Side)]
-5.0 to **0.0** to +5.0 (mm)

[*1] May not be displayed depending on the model, the installed options, and other settings.

[Special Processing]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Use a range of processes to resolve problems that arise due to factors such as the paper type, the material used, or its condition.
[Special Processing](P. 504)

[Remove Streaks from Scan Area]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality]

Specify whether stained areas are omitted from scanning when streaks are detected during feeder use.

* Note that if soiled areas are not scanned, images and text in soiled areas will also not be scanned. If streak-shaped unscanned areas appear when scanning originals with this set to [On], clean the feeder. **Cleaning the Feeder(P. 605)**

[Off]
[**On**]

[Special Processing]

965S-0AC

Use a range of processes to resolve problems that arise due to factors such as the paper type, the material used, or its condition.
* Values in bold red text are the default settings for each item.

- **[Special Paper Processing](P. 504)**
- **[Reduce Ppr. Sticking at Output](P. 506)**
- **[High Humidity Mode](P. 506)**
- **[Low Humidity Mode](P. 506)**
- **[Reduce Ghosting 1](P. 506)**
- **[Rdc Condens. (Consec 2-Sd Prt)](P. 507)**
- **[Rdc. Wrinkles(Humidity)/Streaks](P. 507)**
- **[Quiet Mode](P. 507)**
- **[Correct Blurry Image](P. 507)**
- **[Correct Blurry Image for Copy](P. 508)**
- **[Rdc Blnk Space Dark. After Rplc Cart.](P. 508)**

[Special Paper Processing]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Specify special processing for the paper in the following situations:

- If you are using the back of printed paper
- If you are printing on envelopes with a rough surface
- If the paper curls during printing
- If the paper creases or wrinkles when printed

[Manual Back Side Print (2-Sided Only)]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing]

If you are using paper that has already been printed on, images or text may be blurred. If so, specifying [On] for that paper source may improve the print results.

* When this is set to [On], if some time has passed since the front side of the paper was printed, or depending on the operating environment humidity, changes in image quality may occur.

[Multi-Purpose Tray]
[**Off**]
[On]

[Drawer 1]
[**Off**]
[On]

[Drawer 2]*1
[**Off**]
[On]

*1 May not be displayed depending on the model, the installed options, and other settings.

[Rough Surface Envelope Mode]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing]

Specify [On] if you are printing on envelopes with a rough surface.
* This setting is only available when the paper type is set to [Envelope 2].

* Specifying [On] decreases the printing speed.

* Specifying [On] disables the [Paper Curl Correction] setting.

[**Off**]
[On]

[Paper Wrinkle Correction]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing]

Depending on the paper used, printing may cause paper wrinkling. In this event, specifying [On] may correct the paper wrinkling.

* Specifying [On] may cause faded printing or make printing slower.

[**Off**]
[On]

[Paper Curl Correction]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing]

Depending on paper used, the paper may curl during printing. If so, specifying [On] in this setting may alleviate paper curling.

* Specifying [On] in this setting may lead to faded print or make printing slower.

[**Off**]
[On]

[Rdc. Tnr Flaking from Heavy Sml. Ppr]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing]

Printing photos or other halftone images on small-sized heavy paper may result in streaked stains on the back of the paper. If this occurs, specifying [On] may improve the print results.

* Specifying [On] may make printing slower.

[**Off**]
[On]

[Reduce Thin Paper Curling]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing]

The paper may curl when you print on thin paper. If this occurs, specifying [On] may correct the paper curling.
* This setting is only available when the paper type is set to [Thin].

* If you specify [On], you will no longer be able to use automatic 2-sided printing with the [Thin] setting.

* Specifying [On] may cause the toner not to adhere fully to the paper, resulting in faded printing.

[**Off**]
[On]

[Reduce Ppr. Sticking at Output]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

In 2-sided printing involving multiple pages, printed paper sheets may stick together. If so, specifying [On] in this setting may reduce the likelihood of paper sheets sticking together.

* Specifying [On] in this setting slows down the print speed.

[**Off**]
[On]

[High Humidity Mode]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Printing in a high-humidity environment may cause uneven print density. If so, specifying [On] may improve the print results.

* Specifying [On] may create variations in the print density in environments with low humidity.

[**Off**]
[On]

[Low Humidity Mode]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Printing in a low-humidity environment may lead to blurred images and/or text. If so, specifying [Mode 1] may correct the problem. If this does not correct the problem, select [Mode 2].

* Enabling this setting may lead to faint or uneven printing in high-humidity environments.

[**Off**]
[Mode 1]
[Mode 2]

[Reduce Ghosting 1]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

If you print on small-sized paper and then continue printing on a larger sized paper, ghost images may appear in the unprinted sections of the paper. If this occurs, specifying [On] may improve the print results.

* When you select [On], the printing speed may decrease.

[**Off**]
[On]

[Rdc Condens. (Consec 2-Sd Prt)]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

In 2-sided printing, water droplets inside the machine may result in images being printed faintly. If so, specifying [On] in this setting may reduce the amount of condensation inside the machine.

* Specifying [On] in this setting makes printing slower.

[**Off**]
[On]

[Rdc. Wrinkles(Humidity)/Streaks]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Printing on damp paper may make the paper wrinkle or printing may lead to streaks at the edges of the paper when printing halftone images such as photos. If this occurs, specifying [On] may improve the print results.

* When you select [On], the printing speed will decrease.

[**Off**]
[On]

[Quiet Mode]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

If the operation sound during printing is loud, selecting [On] may reduce the operation sound.

* When you select [On], the printing speed will decrease.

[**Off**]
[On]

[Correct Blurry Image]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Depending on the paper type and operating environment, smudges may appear on the printed paper. If this occurs, selecting [Mode 1] may improve the print results. If that does not work, try selecting [Mode 2], [Mode 3] and then [Mode 4] in that order.

* Enabling this setting may reduce the print density or slow down printing. It may also make outlines less distinct or make them slightly rougher.

[Off]
[**Mode 1**]
[Mode 2]
[Mode 3]
[Mode 4]

[Correct Blurry Image for Copy]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Depending on the paper type and operating environment, copied text or images may appear blurry. If this occurs, selecting [Mode 1] may improve the copy results. If that does not work, try selecting [Mode 2] and then [Mode 3].

* When this setting is enabled, the print density may decrease.

[Off]
[**Mode 1**]
[Mode 2]
[Mode 3]

[Rdc Blnk Space Dark. After Rplc Cart.]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing]

Black streaks may appear immediately after replacing a toner cartridge, and printing may generally be darker when printing on heavy paper. If this occurs, specifying [On] may improve the print results. This setting is enabled the next time you replace a toner cartridge.

* If you specify [On], it will take some time for the toner to be evenly distributed immediately after toner cartridge replacement.

[**Off**]
[On]

[Maintenance]

965S-0AE

Carry out maintenance to clean the machine and control condensation.
* Values in bold red text are the default settings for each item.

[Clean Fixing Assembly](P. 509)
[Clean Feeder](P. 509)
[Control Condensation](P. 509)

[Clean Fixing Assembly]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

Perform this operation to clean the fixing assembly if black streaks appear on printed paper following procedures such as toner cartridge replacement. **Cleaning the Fixing Assembly(P. 608)**

[Clean Feeder]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

If wiping and cleaning the feeder does not remedy the problems listed below, perform this operation to clean the feeder. **Cleaning the Feeder with Paper(P. 606)**

- Originals become dirty
- Originals frequently jam
- Printouts appear smudged after scanning, copying, or sending faxes

[Control Condensation]

[Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance]

In environments subject to sudden temperature changes, condensation may form and cause images and/or text to be faint or blurred. If so, specifying [On] may improve the print results.
During condensation removal, a blank sheet of paper may be output without printing correctly. If you set this to [On], you can set whether to restrict printing.

* If you set this to [On], you must keep the machine ON to continuously remove the condensation.

Models with a fax function

[**Off**]

[On]
[**Use Fax Memory Lock**]
[Use Fax Memory Lock + Do Not Allow Job Printing During Process]

Models without a fax function

[**Off**]

[On]
[**Allow Job Printing During Process**]

[Do Not Allow Job Printing During Process]

[Function Settings]

965S-0AF

Specify the settings for printing, scanning, faxing, and copying.
* Values in bold red text are the default settings for each item.

[Common](P. 511)
[Copy](P. 511)
[Printer](P. 511)
[Send](P. 511)
[Receive/Forward] or [Receive](P. 511)
[Store/Access Files](P. 512)
[Secure Print](P. 512)

[Common]

[Menu] ▶ [Function Settings]

Specify the settings for function operation, such as the paper source, printing, and scanning.
[Common](P. 513)

[Copy]

[Menu] ▶ [Function Settings]

Specify the settings for copying.
[Copy](P. 519)

[Printer]

[Menu] ▶ [Function Settings]

Specify the printer settings.
[Printer](P. 521)

[Send]

[Menu] ▶ [Function Settings]

Specify the settings for sending faxes and scanned data.
[Send](P. 540)

[Receive/Forward] or [Receive]

[Menu] ▶ [Function Settings]

Specify the settings for receiving and forwarding e-mails, faxes and I-Faxes.
[Receive/Forward] or [Receive](P. 556)

[Store/Access Files]

[Menu] ▶ [Function Settings]

Specify the settings for saving scanned data and using USB memory devices.
[Store/Access Files](P. 564)

[Secure Print]

[Menu] ▶ [Function Settings]

Specify whether to use the Secure Print function, which assigns a PIN for printing. **Printing a Document Secured with a PIN (Secure Print)(P. 225)**

- To restrict printing from a computer to Secure Print jobs only, specify [Restrict Printer Jobs] also. **Restricting Printing from a Computer to Secure Print(P. 424)**
- To change the period of time until the print data that was sent with a PIN (secure data) and is temporarily saved in the memory of the machine is deleted, specify the [Secure Print Deletion Time] setting also. **Changing the Time Period That Print Data with a PIN (Secure Data) Is Saved(P. 228)**

[Use Secure Print]
[Off]
[**On**]
[Restrict Printer Jobs]
[**Off**]
[On]
[Secure Print Deletion Time]
10 to **30** to 240 (min.)

[Common]

965S-0AH

Specify the settings for function operations, such as the paper source, printing and scanning.

[Paper Feed Settings](P. 513)
[Print Settings](P. 513)
[Scan Settings](P. 513)
[Generate File](P. 513)
[Fax Setup Guide](P. 513)

[Paper Feed Settings]

[Menu] ▶ [Function Settings] ▶ [Common]

Specify the settings for the paper source.
[Paper Feed Settings](P. 514)

[Print Settings]

[Menu] ▶ [Function Settings] ▶ [Common]

Specify the settings for printing.
[Print Settings](P. 516)

[Scan Settings]

[Menu] ▶ [Function Settings] ▶ [Common]

Specify the settings for scanning.
[Scan Settings](P. 517)

[Generate File]

[Menu] ▶ [Function Settings] ▶ [Common]

Specify the settings for scan file generation.
[Generate File](P. 518)

[Fax Setup Guide]

[Menu] ▶ [Function Settings] ▶ [Common]

Configure the settings for faxing by following the instructions on the screen. **Configuring the Fax Settings (Fax Setup Guide)(P. 99)**

* [Fax Setup Guide] may not be displayed depending on the model, the installed options, and other settings.

[Paper Feed Settings]

965S-0AJ

Specify the settings for the paper source.
* Values in bold red text are the default settings for each item.

[Paper Source Auto Selection](P. 514)
[Switch Paper Feed Method](P. 515)

[Paper Source Auto Selection]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

Specify the settings for each function so that the machine automatically selects the correct paper source for the size of the paper to be printed. **Using the Appropriate Paper Source for Each Function(P. 163)**

[Copy]
[Multi-Purpose Tray]
[**Off**]
[On]
[Drawer 1]
[Off]
[**On**]
[Drawer 2]*1
[Off]
[**On**]

[Printer]
[Multi-Purpose Tray]
[Off]
[**On**]
[Drawer 1]
[Off]
[**On**]
[Drawer 2]*1
[Off]
[**On**]

[Receive/Fax] or [Receive]
[Multi-Purpose Tray]
[**Off**]
[On]
[Drawer 1]
[Off]
[**On**]
[Drawer 2]*1
[Off]
[**On**]

[Other]

[Multi-Purpose Tray]
[**Off**]
[On]
[Drawer 1]
[Off]
[**On**]
[Drawer 2]*1
[Off]
[**On**]

*1 May not be displayed depending on the model, the installed options, and other settings.

[Switch Paper Feed Method]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings]

When printing on paper with a logo, specify the paper loading method for each paper source.
When this type of paper is used, the default setting is that the paper is loaded differently depending on whether printing is 1-sided or 2-sided. For the paper source for which [Print Side Priority] is set, always load the paper for 2-sided printing, regardless of whether printing is 1-sided or 2-sided. **Orientation for Loading Paper with a Logo(P. 150)**

* If you specify [Print Side Priority] in this setting, 1-sided printing will be slower. If you are using paper without a pre-printed logo, or if you are not using 2-sided printing for paper with a pre-printed logo, specify [Speed Priority].

[Multi-Purpose Tray]
[**Speed Priority**]
[Print Side Priority]

[Drawer 1]
[**Speed Priority**]
[Print Side Priority]

[Drawer 2]*1
[**Speed Priority**]
[Print Side Priority]

*1 May not be displayed depending on the model, the installed options, and other settings.

NOTE

- If you specify [Print Side Priority] for a paper source containing a paper that cannot be used for 2-sided printing, that setting is disabled and the machine operates using the [Speed Priority] setting.

[Print Settings]

965S-0AK

Specify the settings for printing.
* Values in bold red text are the default settings for each item.

[Auto Delete Suspended Jobs](P. 516)

[Auto Delete Suspended Jobs]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Print Settings]

Specify whether to automatically delete the print or copy job when an error occurs and printing stops.
If you specify automatic deletion, you can also specify the time before the job is deleted.

[Set This Function]
[**Off**]
[On]
[Set Time]
0 to **5** to 240 (min.)

[Scan Settings]

965S-0AL

Specify the settings for scanning.
* Values in bold red text are the default settings for each item.

[Speed/Img Qlty Priority for Scan](P. 517)
[Auto Online](P. 517)
[Auto Offline](P. 517)

[Speed/Img Qlty Priority for Scan]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Select whether to give priority to speed or print quality when scanning originals.

[**Speed Priority**]
[Image Quality Priority]

[Auto Online]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Specify whether the machine automatically goes online (scan standby mode) when you are scanning from a computer. If you specify [Off] in this setting, you must press [Scan] ▶ [Remote Scanner] in the control panel [Home] screen to bring the machine online before performing the scan.

[Off]
[**On**]

[Auto Offline]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Scan Settings]

Specify whether the machine automatically reverts to offline mode if no scan is performed for a set time after the machine is brought online (scan standby mode).
If you specify automatic reversion to offline mode, you can also specify the time before the machine goes offline.

[Set This Function]
  [Off]
  [**On**]
    [Set Time]
      1 to **5** to 60 (min.)

[Generate File]

965S-0AR

Specify the settings for scan file generation.
* Values in bold red text are the default settings for each item.

[Output File Image Settings](P. 518)
[OCR (Text Searchable) Settings](P. 518)
[256-bit AES Set. (Encrypt. PDF)](P. 518)

[Output File Image Settings]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Specify the gamma value used when a scan file is converted to YCbCr for transmission.
Setting a gamma value that matches that of the display used by the recipient ensures that image display is faithful to the original.

[YCbCr TX Gamma Value]
[Gamma 1.0]
[Gamma 1.4]
[**Gamma 1.8**]
[Gamma 2.2]

NOTE

- For information on the display's gamma value, see the manual for the display.

[OCR (Text Searchable) Settings]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Specify whether the machine automatically detects the original's text and its direction when it generates a "searchable PDF" to allow text searching of the characters in the original.
Specifying [On] in this setting ensures that the generated PDF is displayed with the correct orientation on a computer or similar device.

[Smart Scan]
[Off]
[**On**]

[256-bit AES Set. (Encrypt. PDF)]

[Menu] ▶ [Function Settings] ▶ [Common] ▶ [Generate File]

Select the supported version of Acrobat when creating an encrypted PDF file with the encryption level set to 256-bit.

* [256-bit AES Set. (Encrypt. PDF)] may not be displayed depending on the model, the installed options, and othersettings.

[Acrobat 9.0 or Equivalent]
[**Acrobat 10.0 or Equivalent**]

[Copy]

965S-0AS

Specify the settings for copying.
* Values in bold red text are the default settings for each item.

[Change Default Settings (Copy)](P. 519)

[Change Default Settings (Copy)]

[Menu] ▶ [Function Settings] ▶ [Copy]

Change the default settings for copying. **Changing the Default Settings(P. 193)**
The values specified here are also restored when you press [Reset] in the copy screen.

[Number of Copies]
1 to 999

[Paper Source]
[Multi-Purpose Tray]
[**Drawer 1**]
[Drawer 2]*1

[Density]
9 levels
[Adjust Background Density]
[Auto]
[**Adjust (Manual)**]
9 levels

[Copy Ratio]
Custom Ratio
[**100% 1:1**]
[Auto]
[400% Max]
[200%]
[141% A5->A4/LTR]
[122% A5->B5]
[115% B5->A4/LTR]
[86% A4/LTR->B5]
[81% B5->A5]
[70% A4/LTR->A5]
[50%]
[25% Min]

[2-Sided Printing]
[**Off**]
[1-Sided->2-Sided]
[2-Sided->2-Sided]
[2-Sided->1-Sided]

[Orig./Fin. Type]

[N on 1]
[**Off**]
[2 on 1]
[4 on 1]
[Layout]

[Original Type]
[Text]
[**Text/Photo**]
[Text/Photo (High Quality)]
[Photo]

[Collate]
[**Off**]
[On]

[Erase Frame]
[**Off**]
[On]
1 to **4** to 50 (mm)
[Scan Size]

[Sharpness]
7 levels

*1 May not be displayed depending on the model, the installed options, and other settings.

[Printer]

965S-0AU

Specify the printer settings.

[Printer Settings](P. 521)
[PDL Selection (Plug and Play)](P. 521)

[Printer Settings]

[Menu] ▶ [Function Settings] ▶ [Printer]

Specify the settings for printer operation and for processing print data.
[Printer Settings](P. 522)

[PDL Selection (Plug and Play)]

[Menu] ▶ [Function Settings] ▶ [Printer]

Specify which Page Description Language (PDL) to use when connecting the machine to a computer using Plug and Play.
[PDL Selection (Plug and Play)](P. 539)

[Printer Settings]

965S-0AW

Specify the settings for printer operation and for processing print data.
* Values in bold red text are the default settings for each item.

- **[Prioritize Driver Settings When Printing](P. 522)**
- **[Copies](P. 523)**
- **[2-Sided Printing](P. 523)**
- **[Default Paper](P. 523)**
- **[Paper Size Override](P. 524)**
- **[Print Quality](P. 524)**
- **[Layout](P. 525)**
- **[Auto Skip Error](P. 526)**
- **[Timeout](P. 526)**
- **[Personality](P. 527)**
- **[Prioritize MP Tray](P. 527)**
- **[UFR II](P. 527)**
- **[PCL](P. 528)**
- **[PS](P. 533)**
- **[Imaging Settings](P. 534)**
- **[PDF](P. 535)**
- **[XPS](P. 537)**

NOTE

If the Control Panel and Printer Driver Have the Same Settings

- Priority is given to the printer driver settings. The control panel settings are valid for operating systems such as UNIX, PS, and PCL printing where printer drivers cannot be used and when printing from mobile devices.

[Prioritize Driver Settings When Printing]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify for each paper source whether the printer driver settings are given priority over the paper size and type specified in [Paper Settings] in the [Home] screen.

- If you specify [On] in this setting, the machine will print from the paper source specified by the printer driver, regardless of the paper setting on the machine.
- Specifying [On] allows you to specify the settings below.
  - In [Priority Target], specify whether to prioritize both the paper size and the paper type, or just the paper type.
  - In [Action When Size Mismatch], specify whether to print anyway or to display an error message and stop printing when the size of the paper loaded differs greatly from the printer driver setting.

    * Several sheets of paper may be printed even if the machine is configured to cancel printing when an error message is displayed.
- Note that specifying [On] in this setting when the paper loaded in the machine does not match the paper specified by the printer driver could lead to paper jams or printing errors.

[Multi-Purpose Tray]
  [Prioritize Driver Settings]
    [**Off**]
    [On]
      [Priority Target]
        [**Paper Size and Type**]
        [Paper Type Only]
      [Action When Size Mismatch]
        [**Force Output**]

[Display Error]

[Drawer 1]
[Prioritize Driver Settings]
[**Off**]
[On]
[Priority Target]
[**Paper Size and Type**]
[Paper Type Only]
[Action When Size Mismatch]
[**Force Output**]
[Display Error]

[Drawer 2]*1
[Prioritize Driver Settings]
[**Off**]
[On]
[Priority Target]
[**Paper Size and Type**]
[Paper Type Only]
[Action When Size Mismatch]
[**Force Output**]
[Display Error]

*1 May not be displayed depending on the model, the installed options, and other settings.

[Copies]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the number of copies to be printed.

1 to 999

[2-Sided Printing]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify whether to print on both sides of the paper.

[**Off**]
[On]

[Default Paper]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the paper size and type to be used when printing from a mobile device or an OS that does not support the printer driver.
See below for the papers that can be specified.

Usable Paper(P. 25)

[Paper Size Override]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify whether the machine substitutes A4 size paper for Letter size paper and vice-versa when printing.
Specifying [On] in this setting means that if, for example, printing on A4 size paper is specified on the computer and there is only Letter size paper loaded, the job is printed on Letter size paper instead.

* Print settings are specified in an application or printer driver, but this setting can only be specified on the control panel.

[**Off**]
[On]

[Print Quality]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Adjust print quality settings such as the density and resolution according to the document being printed and the purpose.

[Density]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Print Quality]

Adjust the toner density used when printing.
For more precise adjustment, you can adjust the levels of the three density areas in [Fine Adjust].

* Note that you cannot adjust the toner density if [Toner Save] is set to [On]. **[Toner Save](P. 524)**

* [Density] may not be displayed depending on the model, the installed options, and other settings.

17 levels

[Fine Adjust]
[High]/[Medium]/[Low]
17 levels

[Toner Save]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Print Quality]

Specify whether to save toner when printing.
Specify [On] in this setting when you only want to check the layout or other finishing prior to the final print, such as before printing a very large job.

[**Off**]
[On]

[Image Refinement]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Print Quality]

Specify whether to use smoothing processing that will produce smoother printed outlines in text and figures.

[Off]
[**On**]

[Resolution]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Print Quality]

Specify the resolution used to process print data.
To print with a higher resolution, specify [1200 dpi] in this setting.

[1200 dpi]
[**600 dpi**]

[Layout]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the gutter direction or margin and the print position.

[Binding Location]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Layout]

Specify whether the gutter will be on the long edge or the short edge when the printed document will be bound using a method such as staples.
Use this setting in conjunction with the [Gutter] setting to adjust the binding position and margins. **[Gutter] (P. 525)**

- To bind the paper on the long edge, specify [Long Edge] in this setting.



- To bind the paper on the short edge, specify [Short Edge] in this setting.



[**Long Edge**]
[Short Edge]

[Gutter]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer 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 increments in the plus (+) or minus (-) offset direction, in accordance with the edge specified in [Binding Location]. **[Binding Location](P. 525)**

If [Binding Location] is set to [Long Edge]
Specify the offset width by selecting a positive (+) value to bind on the left edge of the paper or a negative (-) value to bind on the right edge.



Specified as a positive (+) value



Specified as a negative (-) value

If [Binding Location] is set to [Short Edge]

Specify the offset width by selecting a positive (+) value to bind on the top edge of the paper or a negative (-) value to bind on the bottom edge.



Specified as a positive (+) value



Specified as a negative (-) value

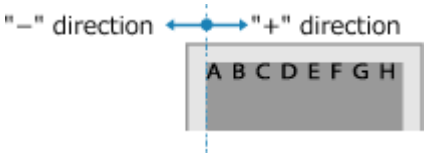
-50.0 to **00.0** to +50.0 (mm)

[Offset Short Edge] or [Offset Long Edge]

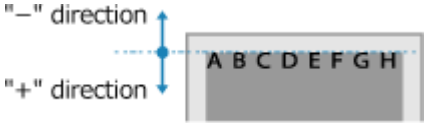
[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Layout]

Offset the print position of text and images. Use this setting when the printed text and images are shifted towards one edge of the paper or when they extend beyond the print range.
Specify the offset width as a positive (+) or negative (-) value in 0.5 mm increments for each paper edge direction and print side.

To Offset Along the Short Edge (Horizontally)
Specify the adjustment width by selecting a positive (+) value to adjust to the right on the paper or a negative (-) value to adjust to the left on the paper.



To Offset Along the Long Edge (Vertically)
Specify the adjustment width by selecting a positive (+) value to adjust down on the paper or a negative (-) value to adjust up on the paper.



-50.0 to **00.0** to +50.0 (mm)

[Auto Skip Error]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify whether to continue printing if an error occurs during printing.
It is recommended that the [Off] setting normally be used so that printing stops when an error occurs.

[**Off**]
[On]

[Timeout]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the time from the start of waiting to receive print data until reception times out when print data reception is interrupted.

5 to **15** to 300 (sec.)

[Personality]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

This should normally be set to [Auto], in which the machine automatically identifies the received print data and switches to the appropriate operating mode.
If the machine doesn't switch to the appropriate operating mode for some reason (such as an unknown print data format), set the operating mode manually.

[**Auto**]
[PS]
[PCL]
[PDF]
[XPS]
[Imaging]

[Prioritize MP Tray]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify whether to give priority to paper feeding from the multi-purpose tray over feeding from the paper drawer when the machine automatically selects the correct paper source for the size of the paper to be printed.
If you specify [On] in this setting and the same paper is loaded into both the multi-purpose tray and the paper drawer, paper is fed from the multi-purpose tray.

[**Off**]
[On]

[UFR II]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the print data processing method used when the UFR II Printer Driver is used.

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [UFR II]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the print data content.

To print at high definition with clear text outlines
Specify [Resolution]. This is useful for printing files with text and fine lines.
To print at a higher resolution than the [Resolution] setting, specify [High Resolution]. This is useful for printing data with fine lines and small text, such as CAD files.
* Selecting [High Resolution] may reduce the consistency of textures.

To print with highlighted contrast between light and dark areas
Specify [Color Tone]. This is useful for printing image files such as photos.

To print with smoother gradations and outlines
Specify [Gradation]. This is useful for printing files such as figures that use tonal gradations.

[Resolution/Gradation]
[Text]
[**Resolution**]
[Color Tone]

[Gradation]
[High Resolution]
[Graphics]
[Resolution]
[**Color Tone**]
[Gradation]
[High Resolution]
[Image]
[Resolution]
[**Color Tone**]
[Gradation]
[High Resolution]

[Paper Save]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [UFR II]

Specify whether to disable output for blank pages included in the print data.

[Off]
[**On**]

[PCL]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the PCL printing settings, such as page layout and print quality.

[Paper Save]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify whether to disable output for blank pages included in print data.

[**Off**]
[On]

[Orientation]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select [Portrait] (vertical orientation) or [Landscape] (horizontal orientation) as the page orientation.

[**Portrait**]
[Landscape]

[Font Number]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the font to use by selecting a corresponding font ID number.

* You can print the PCL font list with font samples from the control panel. **Printing and Viewing Reports and Lists(P. 457)**

MF469x

0 to 104

MF465dw / MF461dw

0 to 54

[Point Size]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Set the font size in points, adjustable in 0.25 increments.

- You can specify this setting only when a proportionally-spaced scalable font is selected in [Font Number].

* [Point Size] may not be displayed depending on the model, the installed options, and other settings.

4.00 to **12.00** to 999.75 (point)

[Pitch]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Set the font pitch, or cpi (characters per inch), adjustable in 0.01 increments.

- You can specify this setting only when a fixed-pitch scalable font or a bitmap font is selected in [Font Number].

* [Pitch] may not be displayed depending on the model, the installed options, and other settings.

0.44 to **10.00** to 99.99 (cpi)

[Form Lines]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Set the number of lines printed on one page from 5 to 128.

- This setting is automatically changed according to the settings specified in [Default Paper Size] and [Orientation].

* Depending on your country or region, the [Form Lines] setting may not be available, or its content or default setting may be different.

5 to **64** to 128 (lines)

[Character Code]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select the character code that is best suited to the computer you are sending print data from.

- The specified setting is ignored when the character code is controlled by the font specified in [Font Number].

MF469x

[ARABIC8]	[PC850]
[DESKTOP]	[PC851]
[GREEK8]	[PC852]
[HEBREW7]	[PC858]
[HEBREW8]	[PC862]
[ISO4]	[PC864]
[ISO6]	[PC866]
[ISO11]	

[ISO15]
[ISO17]
[ISO21]
[ISO60]
[ISO69]
[ISOCYR]
[ISOGRK]
[ISOHEB]
[ISOL1]
[ISOL2]
[ISOL5]
[ISOL6]
[ISOL9]
[LEGAL]
[MATH8]
[MCTEXT]
[MSPUBL]
[PC775]
[**PC8**]
[PC8DN]
[PC8GRK]
[PC8TK]
[PC1004]
[PIFONT]
[PSMATH]
[PSTEXT]
[ROMAN8]
[ROMAN9]
[VNINTL]
[VNMATH]
[VNUS]
[WIN30]
[WINARB]
[WINBALT]
[WINCYR]
[WINGRK]
[WINL1]
[WINL2]
[WINL5]

MF465dw / MF461dw

[DESKTOP]
[ISO11]
[ISO15]
[ISO17]
[ISO21]
[ISO4]
[ISO6]
[ISO60]
[ISO69]
[ISOL1]
[ISOL2]
[ISOL5]
[ISOL6]
[ISOL9]
[LEGAL]
[MATH8]
[MCTEXT]
[MSPUBL]
[PC1004]
[PC775]
[**PC8**]
[PC850]
[PC852]
[PC858]
[PC8DN]
[PC8TK]
[PIFONT]
[PSMATH]
[PSTEXT]
[ROMAN8]
[ROMAN9]
[VNINTL]
[VNMATH]
[VNUS]
[WIN30]
[WINBALT]
[WINL1]
[WINL2]
[WINL5]

[Custom Paper]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify whether to set a custom paper size.
Specify [On] to set the dimensions of the paper in [X dimension] and [Y dimension].

[**Off**]
[On]

[Unit of Measure]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select the unit of measurement used to set custom paper sizes.

* Depending on your country or region, the [Unit of Measure] setting may not be displayed, or its content or default setting may be different.

[**Millimeter**]
[Inch]

[X dimension]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the horizontal dimension (short edge) of the custom paper.

* [X dimension] may not be displayed depending on the model, the installed options, and other settings.

77 to **216** (mm)

[Y dimension]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the vertical dimension (long edge) of the custom paper.

* [Y dimension] may not be displayed depending on the model, the installed options, and other settings.

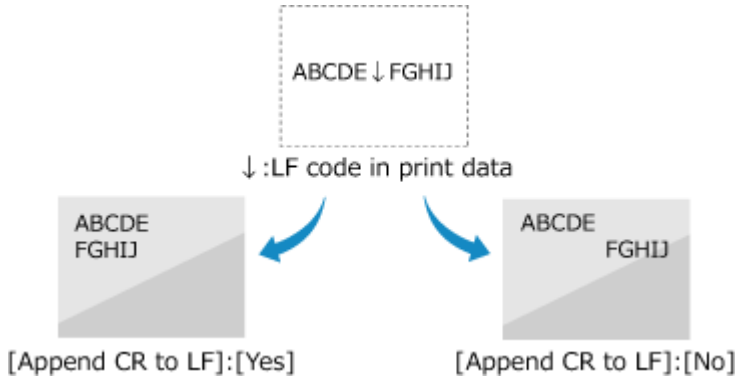
127 to **355** (mm)

[Append CR to LF]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select whether to append a carriage return (CR) when the machine receives a line feed code (LF).

- If [Yes] is selected, the print position moves to the beginning of the next line when the machine receives an LF code.
- If [No] is selected, the print position moves to the next line, just under the received LF code.



[Yes]
[**No**]

[Enlarge A4 Print Width]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Select whether to expand the width of the printable area of A4 size paper in portrait orientation to that of Letter size.

[**Off**]
[On]

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the print data content.

To print at high definition with clear text outlines
Specify [Resolution]. This is useful for printing files with text and fine lines.
To print at a higher resolution than the [Resolution] setting, specify [High Resolution]. This is useful for printing data with fine lines and small text, such as CAD files.
* Selecting [High Resolution] may reduce the consistency of textures.

To print with highlighted contrast between light and dark areas
Specify [Color Tone]. This is useful for printing image files such as photos.

To print with smoother gradations and outlines
Specify [Gradation]. This is useful for printing files such as figures that use tonal gradations.

[Resolution/Gradation]
  [Text]
    [**Resolution**]
    [Color Tone]
    [Gradation]
    [High Resolution]
  [Graphics]
    [Resolution]
    [**Color Tone**]
    [Gradation]
    [High Resolution]
  [Image]
    [Resolution]
    [**Color Tone**]
    [Gradation]
    [High Resolution]

[BarDIMM] (MF469x)

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

This setting enables you to print bar codes supported by the Barcode Printing Kit.

- If [Enable] is selected, the machine will generate bar codes when it receives bar code commands from the host computer.
- If [Disable] is selected, bar codes will not be generated, even if bar code commands are sent from the host computer.

* To enable the BarDIMM menu, it is necessary to activate the Barcode Printing Kit. When you are not printing bar codes, make sure to disable the BarDIMM menu. Otherwise, the processing speed of regular print jobs may be reduced.

* The default setting is [Disable]. If you activate the Barcode Printing Kit, it changes to [Enable].

* [BarDIMM] may not be displayed depending on the model, the installed options, and other settings.

[**Disable**]

[Enable]

[FreeScape] (MF469x)

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PCL]

Specify the AEC (Alternate Escape Code) to be used for bar code commands when the host computer does not support the standard Escape Code.

* This setting is available only when [BarDIMM] is enabled.

* [BarDIMM] may not be displayed depending on the model, the installed options, and other settings.

[Off]
[~]
["]
[#]
[$]
[/]
[\]
[?]
[{]
[}]
[|]

[PS]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the PS printing settings such as page layout and print quality.

[Job Timeout]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PS]

This setting enables you to specify the amount of time before a job times out.

- If a job has not finished within the set time limit, the job is automatically canceled.

0 to 3600 (sec.)

[Print PS Errors]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PS]

This setting determines whether an error page is printed when an error is encountered.

[**Off**]
[On]

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PS]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the print data content.

To print with smoother gradations and outlines
Specify [Resolution]. This is useful for printing files such as figures that use tonal gradations.

To print with highlighted contrast between light and dark areas
Specify [Gradation]. This is useful for printing image files such as photos.

To print at high definition with clear text outlines
Specify [High Resolution]. This is useful for printing files with text and fine lines.

[Resolution/Gradation]
[Text]
[**Resolution**]
[Gradation]
[High Resolution]
[Graphics]
[**Resolution**]
[Gradation]
[High Resolution]
[Image]
[**Resolution**]
[Gradation]
[High Resolution]

[Grayscale Conversion]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PS]

Specify the conversion method when printing color data in black and white.

- Specify [sRGB] for black and white printing with smooth gradations to represent different colors.
- Specify [NTSC] for black and white printing that looks similar to NTSC television images.
- Specify [Uniform RGB] for uniform black and white printing of RGB over the entire document, based on the brightness.

[sRGB]
[**NTSC**]
[Uniform RGB]

[PS Password Settings]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PS]

You can specify the password that restricts the use of the control command prepared by the PS printer.

- [SystemParamsPassword] is a password that allows changes to the system parameter, and [StartJobPassword] is a password that allows the startjob and exitserver operators to perform. For more information, check the PostScript language specifications.

* If [StartJobPassword] is set but [SystemParamsPassword] is not set, password check will not be performed while performing the startjob or exitserver operator.

[SystemParamsPassword]
[StartJobPassword]

[Imaging Settings]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the print data processing method used for printing JPEG or TIFF format image files.

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [Imaging Settings]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the image content.

To print with highlighted contrast between light and dark areas
Specify [Gradation]. This is useful for printing image files such as photos.

To print with smoother gradations and outlines
Specify [Resolution]. This is useful for printing files such as figures that use tonal gradations.

To print at high definition with clear text outlines
Specify [High Resolution]. This is useful for printing files with text and fine lines.

[**Gradation**]
[Resolution]
[High Resolution]

[PDF]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the print data processing method used for printing PDF format files.

[Enlarge/Reduce to Fit Paper Size]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PDF]

Specify whether to enlarge or reduce documents to fit the paper used for printing.

* If you specify [On] in this setting, documents are enlarged or reduced while maintaining their aspect ratio.

[**Off**]
[On]

[Enlarge Print Area]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PDF]

Specify whether to print with the print area enlarged so that it occupies the entire paper, leaving no margins around the edges of the paper.

* In some documents, specifying [On] in this setting may lead to images being printed with some of the edges cut off, or to smudging on some parts of the paper.

[**Off**]
[On]

[N on 1]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PDF]

Specify whether to reduce the size of a multi-page original and print the pages arranged on one sheet of paper. To print multiple pages on one sheet (N on 1), select the number of pages to be combined.
Example: To print a 4-page document on one side of the paper
Select [4 on 1].

[**Off**]
[2 on 1]

[4 on 1]
[6 on 1]
[8 on 1]
[9 on 1]
[16 on 1]

[Print Comments]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PDF]

Specify whether to print the comments in a PDF file.
If you specify [Auto] in this setting, the document and comments*1 are printed.

*1 This only applies to comments specified for printing within the PDF file.

[Off]
[**Auto**]

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PDF]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the print data content.

To print with smoother gradations and outlines
Specify [Resolution]. This is useful for printing files such as figures that use tonal gradations.

To print with highlighted contrast between light and dark areas
Specify [Gradation]. This is useful for printing image files such as photos.

To print at high definition with clear text outlines
Specify [High Resolution]. This is useful for printing files with text and fine lines.

[Resolution/Gradation]
  [Text]
    [**Resolution**]
    [Gradation]
    [High Resolution]
  [Graphics]
    [**Resolution**]
    [Gradation]
    [High Resolution]
  [Image]
    [**Resolution**]
    [Gradation]
    [High Resolution]

[Grayscale Conversion]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [PDF]

Specify the conversion method when printing color data in black and white.

- Specify [sRGB] for black and white printing with smooth gradations to represent different colors.
- Specify [NTSC] for black and white printing that looks similar to NTSC television images.
- Specify [Uniform RGB] for uniform black and white printing of RGB over the entire document, based on the brightness.

[sRGB]
[**NTSC**]
[Uniform RGB]

[XPS]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings]

Specify the print data processing used for printing XPS format files.

[Halftones]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [XPS]

Specify the print method used to reproduce halftones (intermediate areas between light and dark areas) according to the print data content.

To print with smoother gradations and outlines
Specify [Resolution]. This is useful for printing files such as figures that use tonal gradations.

To print with highlighted contrast between light and dark areas
Specify [Gradation]. This is useful for printing image files such as photos.

To print at high definition with clear text outlines
Specify [High Resolution]. This is useful for printing files with text and fine lines.

[Resolution/Gradation]
[Text]
[**Resolution**]
[Gradation]
[High Resolution]
[Graphics]
[**Resolution**]
[Gradation]
[High Resolution]
[Image]
[**Resolution**]
[Gradation]
[High Resolution]

[Grayscale Conversion]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [XPS]

Specify the conversion method used when printing color data in black and white. This can be set separately for text, graphics (lines or figures), and images (photos).

- Specify [sRGB] for black and white printing with smooth gradations to represent different colors.
- Specify [NTSC] for black and white printing that looks similar to NTSC television images.
- Specify [Uniform RGB] for uniform black and white printing of RGB over the entire document, based on the brightness.

[Text]
[sRGB]
[**NTSC**]
[Uniform RGB]

[Graphics]
[sRGB]
[**NTSC**]
[Uniform RGB]

[Image]
[sRGB]
[**NTSC**]
[Uniform RGB]

[Paper Save]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [XPS]

Specify whether to disable output for blank pages included in the print data.

[**Off**]
[On]

[Compressed Image Output]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [Printer Settings] ▶ [XPS]

If the machine runs short of memory during printing, image quality may suffer. Specify whether to continue printing when this occurs.

- To continue printing even with degraded image quality, specify [Output] in this setting.
- To stop printing and display an error when image quality is severely degraded, specify [Display Error].

[**Output**]
[Display Error]

[PDL Selection (Plug and Play)]

965S-0AX

Specify which Page Description Language (PDL) to use when the machine is connected to a computer using Plug and Play.
* Values in bold red text are the default settings for each item.

[Network](P. 539)
[USB](P. 539)

[Network]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [PDL Selection (Plug and Play)]

Specify the Page Description Language (PDL) to use when the machine is connected to a networked computer using Plug and Play.

- To connect the machine as a fax machine, specify [FAX] in this setting.
- When connecting the machine as a printer, select from the following:
  - When connecting as a UFR II printer: [UFR II]
  - When connecting as a PCL6 printer: [PCL6]
  - When connecting as a PS printer: [PS]

[FAX]*1
[**UFR II**]
[PCL6]
[PS]

*1 May not be displayed depending on the model, the installed options, and other settings.

[USB]

[Menu] ▶ [Function Settings] ▶ [Printer] ▶ [PDL Selection (Plug and Play)]

Specify the Page Description Language (PDL) to use when the machine is connected to a computer via USB using Plug and Play.

- When connecting the machine as a printer, select from the following:
  - When connecting as a UFR II printer: [UFR II]
  - When connecting as a PCL6 printer: [PCL6]
  - When connecting as a PS printer: [PS]

[**UFR II**]
[PCL6]
[PS]

[Send]

965S-0AY

Specify the settings for sending scanned data and faxes.

[Common Settings](P. 540)
[Scan and Send Settings](P. 540)
[Fax Settings](P. 540)

[Common Settings]

[Menu] ▶ [Function Settings] ▶ [Send]

Specify the settings for restricting the transmission of scanned data and faxes, and for displaying a destination confirmation screen.
[Common Settings](P. 541)

[Scan and Send Settings]

[Menu] ▶ [Function Settings] ▶ [Send]

Specify the settings for sending scanned data and I-Faxes.
[Scan and Send Settings](P. 543)

[Fax Settings]

[Menu] ▶ [Function Settings] ▶ [Send]

Specify the settings for sending faxes.
[Fax Settings](P. 550)

* [Fax Settings] may not be displayed depending on the model, the installed options, and other settings.

[Common Settings]

965S-0C0

Specify the settings for restricting the transmission of scanned data and faxes, and for displaying the confirmation screen when sending data.
* Values in bold red text are the default settings for each item.

[Restrict New Destinations](P. 541)
[Restrict Resending from Log](P. 541)
[Confirm When Coded Dial TX](P. 541)
[Confirm Dest. Before Sending](P. 541)
[Display Notif. When Job Is Accepted](P. 542)

[Restrict New Destinations]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Specify whether to restrict the destinations that can be specified when sending scanned data and faxes to destinations that are registered in the Address Book or on the LDAP server. **Limiting Available Destinations(P. 414)**

[**Off**]
[On]

[Restrict Resending from Log]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Specify whether to prohibit the specification of destinations from the TX Job Log for scan or fax jobs. **Limiting Available Destinations(P. 414)**

[**Off**]
[On]

[Confirm When Coded Dial TX]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Specify whether the registered destination confirmation screen is shown when the destination is specified using a Coded Dial number. **Confirming the Destination before Sending(P. 416)**

[**Off**]
[On]

[Confirm Dest. Before Sending]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Specify whether a destination confirmation screen is shown when you send an e-mail, fax, or I-Fax. **Confirming the Destination before Sending(P. 416)**

[**Off**]
[On]
[Only for Sequential Broadcast]

[Display Notif. When Job Is Accepted]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Common Settings]

Processes handled by the machine, including sending scanned data and faxes are managed as jobs. Select whether to display the screen for confirming reception as a job after scan or fax operations are performed.
When you select [On], you can display a screen to view the sending status and log.

[Off]
[**On**]

[Scan and Send Settings]

965S-0C1

Specify the settings for sending scanned data and I-Faxes.
* Values in bold red text are the default settings for each item.

[Register Unit Name](P. 543)
[E-Mail Settings](P. 543)
[I-Fax Settings](P. 545)
[File Settings](P. 547)

[Register Unit Name]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings]

Register an e-mail or I-Fax sender.
Registered sender names are posted to the destination along with the e-mail address of the machine.
If the sender name is not registered, only the machine's e-mail address is posted.

[E-Mail Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings]

Specify the settings for sending e-mail.

[Change Default Settings (E-Mail)]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [E-Mail Settings]

Change the default settings for sending scanned data via e-mail. **Changing the Default Settings(P. 193)**
When you press [Reset] in the e-mail send screen, the settings revert to the values specified here.

[Scan Size]
- [**A4**]
- [A5R]
- [A6]
- [B5]
- [LTR]
- [LGL]
- [STMT]
- [EXEC]
- [FOOLSCAP/FOLIO (215.9x330.2 mm)]
- [OFICIO (215.9x317.5 mm)]
- [LETTER (Government) (203.2x266.7 mm)]
- [LEGAL (Government) (203.2x330.2 mm)]
- [LEGAL (India) (215.0x345.0 mm)]
- [FOOLSCAP (Australia) (206.0x337.0 mm)]
- [OFICIO (Brazil) (215.9x355.0 mm)]
- [OFICIO (Mexico) (215.9x341.0 mm)]
- [Specify Custom Size]

[File Format]

[PDF]
[PDF (Compact)]
[PDF (Compact/OCR)]
[PDF (OCR)]
[Set PDF Details]
[PDF]/[PDF (Compact)]/[PDF (Compact/OCR)]/[PDF (OCR)]
[Encryption]*1
[None]
[Acrobat 7.0 or Later/128-bit AES]
[Acrobat 9.0 or Equivalent/256-bit AES]*1
[Acrobat 10.0 or Equivalent/256-bit AES]*1
[Digital Signatures]*1
[None]
[Top Left]
[Divide into Pages]
[Off]
[On]
[JPEG]
[TIFF]
[Set TIFF Details]
[Divide into Pages]
[Off]
[On]

[Density]
9 levels

[Original Orientation]
[Portrait]
[Landscape]

[Original Type]
[Text]
[Text/Photo]
[Photo]

[2-Sided Original]
[Off]
[Book Type]
[Calendar Type]

[Sharpness]
7 levels

[Data Size]
[Small: Memory Priority]
[Standard]
[Large: Image Quality Priority]

[Preview]

[Off]
[On]

[Skip Blank Orig.]
[Off]
[On (Preview)]
[On (No Preview)]

[Subject/Message]
[Subject]
[Message]

[Reply To]
[None]
[Specify from Address Book]

[Priority]
[Low]
[Standard]
[High]

*1 May not be displayed or available depending on the model, the installed options, and other settings.

[Link Mobile Device Addr. Book]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [E-Mail Settings]

Specify whether destinations registered in the Address Book on a mobile device can be specified if you are sending scanned data via e-mail. **Specifying Destinations (Address Book on a Mobile Device)(P. 185)**
Set [Use Remote UI Access PIN] to [On] to require that a PIN be entered when sending destinations from a mobile device to the machine as the destination. For this, use the same PIN as Remote UI access PIN. **Setting the PIN to Use for Remote UI(P. 431)**

[Link Mobile Device Address Book]
[Off]
[On]
[Use Remote UI Access PIN]
[Off]
[On]

[I-Fax Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings]

Specify the settings for sending I-Faxes.

[Change Default Settings (I-Fax)]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [I-Fax Settings]

Change the default settings for sending I-Faxes. **Changing the Default Settings(P. 193)**
When you press [Reset] in the I-Fax send screen, the settings revert to the values specified here.

[Scan Size]
[A4]

[A5R]
[A6]
[B5]
[LTR]
[LGL]
[STMT]
[EXEC]
[FOOLSCAP/FOLIO (215.9x330.2 mm)]
[OFICIO (215.9x317.5 mm)]
[LETTER (Government) (203.2x266.7 mm)]
[LEGAL (Government) (203.2x330.2 mm)]
[LEGAL (India) (215.0x345.0 mm)]
[FOOLSCAP (Australia) (206.0x337.0 mm)]
[OFICIO (Brazil) (215.9x355.0 mm)]
[OFICIO (Mexico) (215.9x341.0 mm)]
[Specify Custom Size]

[Density]
9 levels

[Original Type]
[**Text**]
[Text/Photo]
[Photo]

[2-Sided Original]
[**Off**]
[Book Type]
[Calendar Type]

[Sharpness]
7 levels

[Preview]
[**Off**]
[On]

[Subject/Message]
[Subject]
[Message]

[Reply To]
[**None**]
[Specify from Address Book]

[TX Terminal ID]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [I-Fax Settings]

Specify whether to include sender information such as the transmission date and time and the machine's e-mail address in I-Fax headers.
If you specify [On] in this setting, you can specify the print position for the sender information.

Set [Print Position] to [Inside Image Area] to align the print position with the top of the text or images on transmitted pages. To print the sender information beyond the top of the text or images on transmitted pages, specify [Outside Image Area].

[Add TX Terminal ID]
[Off]
[**On**]
[Print Position]
[Inside Image Area]
[**Outside Image Area**]

[File Settings]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings]

Specify the operation settings used for saving scanned data to a shared folder or on the FTP server.

[Change Default Settings (File)]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Scan and Send Settings] ▶ [File Settings]

Change the default settings for saving scanned data to a shared folder or FTP server. **Changing the Default Settings(P. 193)**
When you press [Reset] in the shared folder or FTP server save screen, the settings revert to the values specified here.

[Scan Size]
[**A4**]
[A5R]
[A6]
[B5]
[LTR]
[LGL]
[STMT]
[EXEC]
[FOOLSCAP/FOLIO (215.9x330.2 mm)]
[OFICIO (215.9x317.5 mm)]
[LETTER (Government) (203.2x266.7 mm)]
[LEGAL (Government) (203.2x330.2 mm)]
[LEGAL (India) (215.0x345.0 mm)]
[FOOLSCAP (Australia) (206.0x337.0 mm)]
[OFICIO (Brazil) (215.9x355.0 mm)]
[OFICIO (Mexico) (215.9x341.0 mm)]
[Specify Custom Size]

[File Format]
[**PDF**]
[PDF (Compact)]
[PDF (Compact/OCR)]
[PDF (OCR)]
[Set PDF Details]
[PDF]/[PDF (Compact)]/[PDF (Compact/OCR)]/[PDF (OCR)]

[Encryption]*1
[None]
[Acrobat 7.0 or Later/128-bit AES]
[Acrobat 9.0 or Equivalent/256-bit AES]*1
[Acrobat 10.0 or Equivalent/256-bit AES]*1
[Digital Signatures]*1
[None]
[Top Left]
[Divide into Pages]
[Off]
[On]
[JPEG]
[TIFF]
[Set TIFF Details]
[Divide into Pages]
[Off]
[On]

[Density]
9 levels

[Original Orientation]
[Portrait]
[Landscape]

[Original Type]
[Text]
[Text/Photo]
[Photo]

[2-Sided Original]
[Off]
[Book Type]
[Calendar Type]

[Sharpness]
7 levels

[Data Size]
[Small: Memory Priority]
[Standard]
[Large: Image Quality Priority]

[Preview]
[Off]
[On]

[Skip Blank Orig.]
[Off]
[On (Preview)]

[On (No Preview)]

*1 May not be displayed or available depending on the model, the installed options, and other settings.

[Fax Settings]

965S-0C2

Specify the settings for sending faxes.
* Values in bold red text are the default settings for each item.
* [Fax Settings] may not be displayed depending on the model, the installed options, and other settings.

- **[Change Default Settings (Fax)](P. 550)**
- **[Off-Hook Alarm](P. 550)**
- **[ECM TX](P. 551)**
- **[Set Pause Time](P. 551)**
- **[Auto Redial](P. 551)**
- **[Check Dial Tone Before Send](P. 552)**
- **[Set Line](P. 552)**
- **[TX Start Speed](P. 552)**
- **[R-Key Setting](P. 553)**
- **[Archive TX Document](P. 553)**
- **[Confirm Entered Fax Number](P. 553)**
- **[Allow Fax Driver TX](P. 554)**
- **[Use Addr. Book When On-Hook](P. 554)**
- **[Restrict Sequential Broadcast](P. 554)**
- **[Register Log Dest to Addr Book](P. 554)**
- **[TX Terminal ID](P. 554)**
- **[Auto Adjust VoIP Comm. Speed](P. 555)**

[Change Default Settings (Fax)]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Change the default settings for sending Faxes. **Changing the Default Settings(P. 193)**
When you press [Reset] in the fax send screen, the settings revert to the values specified here.

[Resolution]
[**200 x 100 dpi (Normal)**]
[200 x 200 dpi (Fine)]
[200 x 200 dpi (Photo)]
[200 x 400 dpi (Superfine)]
[400 x 400 dpi (Ultrafine)]

[Density]
9 levels

[2-Sided Original]
[**Off**]
[Book Type]
[Calendar Type]

[Sharpness]
7 levels

[Preview]
[**Off**]
[On]

[Off-Hook Alarm]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Adjust the volume of the alarm tone sounded when a telephone or the optional HANDSET KIT 3 / TELEPHONE 6 KIT is connected and the receiver or handset is left off the hook.

- Dragging the slider to the right increases the volume.
- Dragging the slider to the far left mutes the sound.

4 levels

[ECM TX]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

ECM (Error Correction Mode) is a function that conducts checking and correction to ensure that corrupted images are not sent when an error occurs during image transmission. Here, specify whether the ECM function is used for transmissions.

- If you use ECM transmission, error checking is carried out by both the sender and recipient during communication, so the ECM function must also be enabled at the receiving end.
- ECM transmission may slow down communication because error checking and corrections are carried out during transmission. Note also that even when ECM transmission is enabled, errors may still occur depending on the state of the phone lines.
- Enable ECM reception on the machine to reduce the number of errors that occur when the machine receives data. **[ECM RX](P. 560)**

[Off]
[**On**]

[Set Pause Time]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify the number of seconds (wait time) in the pause inserted between numbers.

- To send a fax to an overseas destination, enter the international access number, country code, and fax number in that order. If the call will not connect, insert a pause between the different numbers.
- If you still cannot connect after inserting a pause, change the pause time.

1 to **2** to 15 (sec.)

[Auto Redial]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether the machine automatically redials if it fails to make a connection for reasons such as the line being busy.
If you specify Auto Redial, you can also specify the number of redials, the interval between redials, and whether to redial if a transmission error occurs.

* Depending on your country or region, the [Auto Redial] setting may not be displayed, or its content or default setting may be different.

[Use Auto Redial]
  [Off]
  [**On**]
    [Number of Times to Redial]

1 to **2** to 10 (time(s))
[Redial Interval]
2 to 99 (min.)
[Redial When Error Occurs]
[Off]
[**On**]

[Check Dial Tone Before Send]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to check for a dial tone before dialing when sending a fax.

[**Off**]
[On]

[Set Line]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify the machine's fax number, unit name, and the number of lines.

* The fax number and unit name are sent to the recipient as sender information. **[TX Terminal ID](P. 554)**

[Register Unit Tel. Number]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Register the fax number of the machine. **Changing the Fax Number and Unit Name(P. 291)**

[Register Unit Name]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

Register the name (unit name) sent to the other party. **Changing the Fax Number and Unit Name(P. 291)**

[Select Line Type]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings] ▶ [Set Line]

If the machine is connected to a Private Branch Exchange (PBX) or to a line that is shared with a home phone or business phone, the line type may not be selected automatically. If so, select [Manual] and specify the line type.

* Normally, if you connect the machine to a phone line and restart the machine, the line type is selected automatically. **Configuring the Fax Settings (Fax Setup Guide)(P. 99)**

* Depending on your country or region, the [Select Line Type] setting may not be displayed, or its content or default setting may be different.

[Pulse]
[**Tone**]

[TX Start Speed]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

It may take some time for transmission to begin due to factors such as a poor phone line connection. If this occurs, adjust the initial communication speed to a lower level.

[**33600 bps**]
[14400 bps]
[9600 bps]
[7200 bps]
[4800 bps]
[2400 bps]

[R-Key Setting]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

If the machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. If you set the machine to [PBX], the [R] key will be displayed on the Fax Basic Features screen. If you assign an outside line access number to the [R] key, you can easily access the outside line.

* Select [PBX] when you want the machine to be connected through a PBX (Private Branch Exchange). Set the function of the [R] key displayed on the Fax Basic Features screen to [Prefix] or [Hooking]. If you select [Prefix], register the prefix code on the next screen. Enter the prefix code using the numeric keys, select [Pause], and then select [Apply]. If you do not insert a pause, the prefix code is not registered.

[**PSTN**]

[PBX]
  [Prefix]
    Prefix Code
  [**Hooking**]

[Archive TX Document]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether the content of sent faxes is automatically forwarded or saved to a preset destination. **Backing Up Sent Faxes(P. 293)**
If you specify [On] in this setting, also specify the forwarding or save destination and, if needed, the file name.

[Archive TX Document]
  [**Off**]
  [On]
    [Archive Address]
    [File Name]

[Confirm Entered Fax Number]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether a screen for re-entering the number appears when you enter a fax number using the numeric keys. **Confirming the Destination before Sending(P. 416)**

[**Off**]
[On]

[Allow Fax Driver TX]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to allow faxes to be sent from a computer (PC faxing). **Prohibit Fax Sending from a Computer(P. 418)**

[Off]
[**On**]

[Use Addr. Book When On-Hook]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

When sending faxes manually, specify [Always Allow] to enter a specific number with the numeric keys, and then specify a destination registered in the Address Book.

[**Do Not Allow After Num. Key Use**]
[Always Allow]

[Restrict Sequential Broadcast]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to prohibit fax transmission to multiple destinations (Sequential Broadcast). **Prohibiting Fax Sending to Multiple Destinations(P. 418)**

[**Off**]
[On]

[Register Log Dest to Addr Book]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to restrict destinations remaining in the TX Job Log so they cannot be registered in the Address Book. **Prohibiting Registering Fax Sending Log Destinations to Address Book(P. 430)**

[**Allow**]
[Do Not Allow]

[TX Terminal ID]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

Specify whether to include sender information such as the transmission date and time and the machine's fax number in fax headers.
If you specify [On] in this setting, you can also specify the print position for the sender information and mark the fax number.

- Set [Print Position] to [Inside Image Area] to align the print position with the top of the text or images on transmitted pages. To print the sender information beyond the top of the text or images on transmitted pages, specify [Outside Image Area].

- To post the machine's fax number as a telephone number, set [Mark Number As] to [Tel].

[Add TX Terminal ID]
[Off]
[**On**]
[Print Position]
[Inside Image Area]
[**Outside Image Area**]
[Mark Number As]
[**Fax**]
[Tel]

[Auto Adjust VoIP Comm. Speed]

[Menu] ▶ [Function Settings] ▶ [Send] ▶ [Fax Settings]

For more secure fax transmission and reception in VoIP communication systems that are prone to communication errors, specify [On] in this setting.

* Specifying [On] will lower the communication speed.

[**Off**]
[On]

[Receive/Forward] or [Receive]

965S-0C3

Specify the settings for receiving and forwarding e-mail, faxes, and I-Faxes.

[Common Settings](P. 556)
[I-Fax Settings](P. 556)
[Fax Settings](P. 556)

[Common Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward]

Specify the settings for Memory Lock operation with faxes and I-Faxes.
[Common Settings](P. 557)

[I-Fax Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward]

Specify the settings for printing received I-Faxes.
[I-Fax Settings](P. 559)

[Fax Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward]

Specify the settings for receiving and forwarding faxes.
[Fax Settings](P. 560)

* [Fax Settings] may not be displayed depending on the model, the installed options, and other settings.

[Common Settings]

965S-0C4

Specify the settings for Memory Lock operation with faxes and I-Faxes.
* Values in bold red text are the default settings for each item.

[Set Fax Inbox](P. 557)
[Continue Print. When Cart. Low](P. 557)
[Print RX Page Footer](P. 558)

[Set Fax Inbox]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Common Settings]

Specify the settings for fax Memory Lock.

* [Set Fax Inbox] may not be displayed depending on the model, the installed options, and other settings.

[Fax Memory Lock Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Common Settings] ▶ [Set Fax Inbox]

Instead of immediately printing received faxes, you can temporarily save them in the machine's memory. **Saving Received Documents in the Machine (Memory Lock)(P. 425)**

- [Use Memory Lock]
  - [**Off**]
  - [On]
    - [Use Fax Preview]
      - [**Off**]
      - [On]
    - [Report Print]
      - [Off]
      - [**On**]
    - [Set Memory Lock Time]
      - [**Off**]
      - [On]
    - [Memory Lock Time]
      - [Memory Lock Start Time]
      - [Memory Lock End Time]

[Continue Print. When Cart. Low]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Common Settings]

Specify whether to print received faxes and I-Faxes when a toner cartridge is low on toner.

- Printing when a toner cartridge is low on toner may lead to print results that are faint or faded. For this reason, this should normally be set to [Off]. When this setting is used and toner is low, received faxes and I-Faxes are stored in the machine's memory.
- If [On] is specified in this setting, received faxes and I-Faxes are not stored in the machine's memory. If this leads to print results that are too faint to read, you will need to ask the sender to re-send the fax or I-Fax.

[**Off**]
[On]

[Print RX Page Footer]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Common Settings]

Select whether to print the received date and time, page number, and other reception information at the bottom of faxes or I-Faxes.
Changing the Print Settings for Received Faxes(P. 310)
Changing the Print Settings of the Received I-Fax(P. 319)

[**Off**]
[On]

[I-Fax Settings]

965S-0C5

Specify the settings for printing received I-Faxes.
* Values in bold red text are the default settings for each item.

[Print on Both Sides](P. 559)
[RX Print Size](P. 559)

[Print on Both Sides]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [I-Fax Settings]

Specify whether to use 2-sided printing for received I-Faxes.

[**Off**]
[On]

[RX Print Size]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [I-Fax Settings]

Specify the paper size for printing received I-Faxes.

[**A4**]
[LTR]
[LGL]
[FOOLSCAP/FOLIO (215.9x330.2 mm)]
[OFICIO (215.9x317.5 mm)]
[LETTER (Government) (203.2x266.7 mm)]
[LEGAL (Government) (203.2x330.2 mm)]
[LEGAL (India) (215.0x345.0 mm)]
[FOOLSCAP (Australia) (206.0x337.0 mm)]
[OFICIO (Brazil) (215.9x355.0 mm)]
[OFICIO (Mexico) (215.9x341.0 mm)]

[Fax Settings]

965S-0C6

Specify the settings for receiving and forwarding faxes.
* Values in bold red text are the default settings for each item.
* [Fax Settings] may not be displayed depending on the model, the installed options, and other settings.

[Print on Both Sides](P. 560)
[ECM RX](P. 560)
[Incoming Ring](P. 560)
[Remote RX](P. 561)
[Switch to Auto RX](P. 561)
[RX Start Speed](P. 561)
[Use Reduce RX Size](P. 562)
[Forwarding Settings](P. 562)

[Print on Both Sides]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

Specify whether to use 2-sided printing for received Faxes.

[**Off**]
[On]

[ECM RX]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

ECM (Error Correction Mode) is a function that conducts checking and correction to ensure that corrupted images are not sent when an error occurs during image reception. Here, specify whether the ECM function is used for reception.

- If you use ECM reception, error checking is carried out by both the sender and recipient during communication, so the ECM function must also be enabled at the sender's end.
- ECM reception may slow down communication because error checking and correction are conducted during communication. Note also that even when ECM reception is enabled, errors may still occur depending on the state of the phone lines.
- Enable ECM transmission on the machine to reduce the number of errors that occur when the machine sends data. **[ECM TX](P. 551)**

[Off]
[**On**]

[Incoming Ring]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

Specify whether the machine sounds an incoming ring tone if a fax is received when the fax RX mode is set to [Auto] or [Fax/Tel (Auto Switch)].
If you specify [On] in this setting, you can also specify the number of times the incoming ring tone sounds.

* Specifying [Off] will prevent the use of sleep mode.

[Use Incoming Ring]
[Off]
[**On**]
[Number of Rings]*1
1 to **2** to 99 (time(s))

*1 Depending on your country or region, the setting may not be displayed, or its content or default setting may be different.

[Remote RX]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

Specify whether a telephone connected to the machine can be used to receive faxes (Remote RX). **Receiving Faxes via Telephone (Remote RX)(P. 309)**
If you specify [On] in this setting, you can also specify the number used for the external telephone (Remote RX ID).

[Use Remote RX]
[Off]
[**On**]
[Remote RX ID]
00 to **25** to 99

[Switch to Auto RX]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

Specify whether the machine switches to automatic receive mode (Auto RX) after a set period of time if you do not pick up the receiver for an incoming fax when the fax receive mode is set to [Manual].
If you specify [On] in this setting, you can also specify how long (in seconds) the incoming ring tone sounds before the machine switches to Auto RX.

[Use Switch to Auto RX]
[**Off**]
[On]
[Ring Time Until Auto RX]
1 to **15** to 99 (sec.)

[RX Start Speed]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

It may take some time for reception to begin due to factors such as a poor phone line connection. If this occurs, adjust the initial communication speed to a lower level.

[**33600 bps**]
[14400 bps]
[9600 bps]
[7200 bps]
[4800 bps]
[2400 bps]

[Use Reduce RX Size]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

Specify whether to reduce images when printing or saving received faxes.

- Set the reduction ratio to [Auto] in this setting to reduce images to fit the paper size.
- When specifying the reduction ratio, set a value between [97%] and [75%].
- To maintain the aspect ratio in reduced images, set the reduction direction to [Vertical/Horizontal]. To reduce images in the vertical direction only, specify [Vertical Only].

[Use Reduce RX Size]
[Off]
[**On**]
[Reduction Ratio]
[**Auto**]
[97%]
[95%]
[90%]
[75%]
[Reduction Direction]
[Vertical/Horizontal]
[**Vertical Only**]

[Forwarding Settings]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

Specify the settings for forwarding faxes. **Auto Forwarding and Backing Up Received Faxes(P. 295)**

[Forwarding Function]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

▶ [Forwarding Settings]

Specify whether the content of received faxes is automatically forwarded or saved to a preset destination.
If you specify [On] in this setting, also specify the forwarding or save destination and, if needed, the file name.

[Use Forwarding Function]
[**Off**]
[On]
[Forwarding Destination]
[File Name]

[Print Images]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

▶ [Forwarding Settings]

Specify whether to print forwarded faxes.
You can also opt to print only faxes that cannot be forwarded.

[Off]
[**On**]
[Only When Error Occurs]

[Store Images in Memory]

[Menu] ▶ [Function Settings] ▶ [Receive/Forward] or [Receive] ▶ [Fax Settings]

▶ [Forwarding Settings]

Specify whether faxes that could not be forwarded due to an error are stored in the machine's memory.

[**Off**]
[Only When Error Occurs]

[Store/Access Files]

965S-0C7

Specify the settings for saving scanned data and for using a USB memory device.
* Values in bold red text are the default settings for each item.

[Common Settings](P. 564)
[Memory Media Settings](P. 564)
[Screen When Mem. Med. Conn](P. 565)

[Common Settings]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files]

Specify the settings for saving to a USB memory device and for Memory Media Print.
[Common Settings](P. 566)

[Memory Media Settings]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files]

Specify the functions that can be used when a USB memory device is plugged into the machine.

- To allow scanned data to be saved to a USB memory device, set [Use Scan Function] to [On].
- To allow data in a USB memory device to be printed, set [Use Print Function] to [On].
- To restrict the saving of scanned data and the printing of data in a USB memory device, specify [Off] in the respective settings. **Restricting Use of Memory Media(P. 420)**

For MF469x

[Use Scan Function]
[**Off**]
[On]

[Use Print Function]
[**Off**]
[On]

For MF465dw / MF461dw

[Use Scan Function]
[Off]
[**On**]

[Use Print Function]
[Off]
[**On**]

[Screen When Mem. Med. Conn]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files]

You can configure the settings to display the operation (scanning from a USB memory device or Memory Media Print) screen when a USB memory device is inserted into the machine.

[**Off**]
[On]

[Common Settings]

965S-0C8

Specify the settings for saving to USB memory devices and for Memory Media Print.
* Values in bold red text are the default settings for each item.

[Scan and Store Settings](P. 566)
[Access Stored Files Settings](P. 567)

[Scan and Store Settings]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings]

Specify the settings for functions that save scanned data to a USB memory device.

[USB Memory Settings]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Scan and Store Settings]

Change the default settings used for saving scanned data to a USB memory device. **Changing the Default Settings(P. 193)**
When you press [Reset] in the USB memory device save screen, the settings revert to the values specified here.

[Change Default Settings (USB Memory)]
- [Scan Size]
  - [**A4**]
  - [A5R]
  - [A6]
  - [B5]
  - [LTR]
  - [LGL]
  - [STMT]
  - [EXEC]
  - [FOOLSCAP/FOLIO (215.9x330.2 mm)]
  - [OFICIO (215.9x317.5 mm)]
  - [LETTER (Government) (203.2x266.7 mm)]
  - [LEGAL (Government) (203.2x330.2 mm)]
  - [LEGAL (India) (215.0x345.0 mm)]
  - [FOOLSCAP (Australia) (206.0x337.0 mm)]
  - [OFICIO (Brazil) (215.9x355.0 mm)]
  - [OFICIO (Mexico) (215.9x341.0 mm)]
  - [Specify Custom Size]
- [File Format]
  - [**PDF**]
  - [PDF (Compact)]
  - [PDF (Compact/OCR)]
  - [PDF (OCR)]
  - [Set PDF Details]
    - [PDF]/[PDF (Compact)]/[PDF (Compact/OCR)]/[PDF (OCR)]
      - [Encryption]*1
        - [**None**]

[Acrobat 7.0 or Later/128-bit AES]
[Acrobat 9.0 or Equivalent/256-bit AES]*1
[Acrobat 10.0 or Equivalent/256-bit AES]*1
[Digital Signatures]*1
[None]
[Top Left]
[Divide into Pages]
[Off]
[On]
[JPEG]
[TIFF]
[Set TIFF Details]
[Divide into Pages]
[Off]
[On]
[Density]
9 levels
[Original Orientation]
[Portrait]
[Landscape]
[Original Type]
[Text]
[Text/Photo]
[Photo]
[2-Sided Original]
[Off]
[Book Type]
[Calendar Type]
[Sharpness]
7 levels
[Data Size]
[Small: Memory Priority]
[Standard]
[Large: Image Quality Priority]
[Skip Blank Orig.]
[Off]
[On]

*1 May not be displayed or available depending on the model, the installed options, and other settings.

[Access Stored Files Settings]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings]

Specify the settings for printing and displaying files in a USB memory device.

[Change Default Settings (Memory Media Print)]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings]

Change the default settings for Memory Media Print. **Changing the Default Settings(P. 193)**
When you press [Reset] in the Memory Media print screen, the settings revert to the values specified here.

[Paper]
[Multi-Purpose Tray]
[**Drawer 1**]
[Drawer 2]*1

[Number of Copies]
1 to 999

[2-Sided Printing]
[**Off**]
[Book Type]
[Calendar Type]

[Print Quality]
[Density]*1
17 levels
[Fine Adjust]
[High]/[Medium]/[Low]
17 levels
[Toner Save]
[**Off**]
[On]
[Image Refinement]
[Off]
[**On**]
[Resolution]
[1200 dpi]
[**600 dpi**]

[Set JPEG/TIFF Details]
[Brightness]
5 levels
[N on 1]
[**Off**]
[2 on 1]
[4 on 1]
[Original Type]
[**Photo Priority**]
[Text Priority]
[Halftones]
[Gradation]
[**Error Diffusion**]

[Set PDF Details]
[N on 1]
[**Off**]
[2 on 1]

[4 on 1]
[6 on 1]
[8 on 1]
[9 on 1]
[16 on 1]
[Print Range]
[**All Pages**]
[Specified Pages]
[Enlarge/Reduce to Fit Paper Size]
[**Off**]
[On]
[Enlarge Print Area]
[**Off**]
[On]
[Print Comments]
[Off]
[**Auto**]
[Other Settings]
[Halftones]
[Resolution/Gradation]
[Text]
[**Resolution**]
[Gradation]
[High Resolution]
[Graphics]
[**Resolution**]
[Gradation]
[High Resolution]
[Image]
[**Resolution**]
[Gradation]
[High Resolution]
[Grayscale Conversion]
[sRGB]
[**NTSC**]
[Uniform RGB]

*1 May not be displayed depending on the model, the installed options, and other settings.

[Default Display Settings]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings]

Specify how files in a USB memory device are displayed.
Files in the file selection screen for a USB memory device are displayed as specified here. **Screen for Selecting Files in USB Memory Device(P. 233)**

[Preview]
[Thumbnail]
[**Details**]

[File Sort Default Settings]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings]

Specify the display order for files in a USB memory device.

[**Name (Ascending)**]
[Name (Descending)]
[Date/Time (Ascending)]
[Date/Time (Descending)]

[File Name Display Format]

[Menu] ▶ [Function Settings] ▶ [Store/Access Files] ▶ [Common Settings] ▶ [Access Stored Files Settings]

Specify the display format for files in a USB memory device.

- Specify [Short File Name] in this setting to use abbreviated file names in the display. File names are truncated to a maximum of eight characters. Numbers are added to the ends of file names to distinguish between files with similar names.
- To show the file names in full, specify [Long File Name] in this setting. Up to 40 characters are shown unabbreviated.

* The character count for file names does not include the file extension.

[Short File Name]
[**Long File Name**]

[Set Destination]

965S-0C9

Specify the settings for the Address Book PIN.

[Address Book PIN](P. 571)

[Address Book PIN]

[Menu] ▶ [Set Destination]

Specify that a PIN must be entered to add new entries to the Address Book or edit existing entries. **Restricting Address Book Registration and Editing by Setting a PIN(P. 429)**

[Management Settings]

965S-0CA

Specify the settings for managing the machine users, the system, and other data.

[User Management](P. 572)
[Device Management](P. 572)
[License/Other] or [Remote UI Settings/Update Firmware](P. 572)
[Data Management](P. 572)
[Security Settings](P. 572)
[Initialize All Data/Settings](P. 572)

[User Management]

[Menu] ▶ [Management Settings]

Register and manage information on the machine's administrator and users.
[User Management](P. 574)

[Device Management]

[Menu] ▶ [Management Settings]

Specify and manage the settings for information and operations relating to the machine's hardware.
[Device Management](P. 575)

[License/Other] or [Remote UI Settings/Update Firmware]

[Menu] ▶ [Management Settings]

Specify and manage the settings for information and operations relating to the machine's software.
[License/Other] or [Remote UI Settings/Update Firmware](P. 578)

[Data Management]

[Menu] ▶ [Management Settings]

Manage or initialize stored data and the machine's settings.
[Data Management](P. 581)

[Security Settings]

[Menu] ▶ [Management Settings]

Specify and manage the security settings, such as the machine's authentication functions and system verification.
[Security Settings](P. 583)

[Initialize All Data/Settings]

[Menu] ▶ [Management Settings]

Initialize the settings and registered data to reset the machine to the factory settings. **Initializing the Settings and Data(P. 469)**

[User Management]

965S-0CC

Register and manage information on the machine's administrator and users.
* Values in bold red text are the default settings for each item.

[System Manager Information Settings](P. 574)
[Department ID Management](P. 574)

[System Manager Information Settings]

[Menu] ▶ [Management Settings] ▶ [User Management]

Specify a System Manager ID and System Manager PIN to create a dedicated administrator account.
If needed, you can also specify the administrator's name.
Use Remote UI from a computer to specify other administrator information, such as the e-mail address. **Setting the Department ID and PIN for the Administrator(P. 366)**

* The default settings for the System Manager ID and PIN differ depending on the model. **System Manager ID and PIN(P. 12)**

[System Manager ID and PIN]
  [System Manager ID]
  [System Manager PIN]

[System Manager Name]

[Department ID Management]

[Menu] ▶ [Management Settings] ▶ [User Management]

To enhance security and manage function use and costs, assign a Department ID to users and groups that use the machine. **Authenticating Users and Managing Groups with Department ID (Department ID Management)(P. 369)**

[Enable Dept. ID Management]
  [**Off**]
  [On]
    [Allow Print Jobs (Unknown IDs)]
      [Off]
      [**On**]
    [Allow Scan Jobs (Unknown IDs)]
      [Off]
      [**On**]

[Register/Edit]

[Count Mngt.]

[Device Management]

965S-0CE

Specify and manage settings for information and operations relating to the machine's hardware.
* Values in bold red text are the default settings for each item.

[Device Information Settings](P. 575)
[Select Country/Region](P. 575)
[Display Job Log](P. 576)
[Display Consumables Information (RUI/Toner Status)](P. 576)
[Scan w/Canon PRINT Business](P. 576)
[Notify to Check Paper Settings](P. 577)
[Canon Genuine Mode](P. 577)
[Displ. uniFLOW Online Setup Button](P. 577)

[Device Information Settings]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify a name to identify the machine and the installation location.
The information specified here appears in the Remote UI Portal page. **Portal Page of Remote UI(P. 450)**

[Device Name]
[Location]

[Select Country/Region]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify the country or region where the machine is used. The default setting may vary depending on the setting selected at initial power-ON.

* Depending on your country or region, the [Select Country/Region] setting may not be available, or its content or default setting may be different.

[Hong Kong (HK)]
[Singapore (SG)]
[Malaysia (MY)]
[Thailand (TH)]
[Vietnam (VN)]
[Argentina (AR)]
[Chile (CL)]
[Other (Asia)]
[Other (Latin America)]
[Australia (AU)]
[Korea (KR)]
[India (IN)]
[New Zealand (NZ)]
[Other]

[Display Job Log]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether the logs for printing, scanning, faxing, and copying are shown on the Status Monitor screen and in the communication management reports.
[Status Monitor] Screen(P. 122)
Checking Usage and Logs with Remote UI(P. 452)
Printing and Viewing Reports and Lists(P. 457)

[Off]
[**On**]

[Display Consumables Information (RUI/Toner Status)]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether a button that accesses sites for purchasing toner cartridges is displayed in Toner Status and Remote UI. You can also specify whether Toner Status is used.

- Specify whether to show the button in Remote UI in [Displ. Consmbls. Purchase Btn.].
- Specify whether to use Toner Status in [Toner Status] in the [Toner Status Settings].
- If you opt to use Toner Status, use [Displ. Consmbls. Purchase Btn.] in the [Toner Status Settings] to specify whether to show the button.

Toner Status sends notification of the remaining amount of toner in the machine to the computer on which the tool is installed. Download Toner Status from the Canon website for your country/region, and install it on your computer.
https://global.canon/en/support/
* If the machine is supplied with a CD-ROM or DVD-ROM, you can also use this to install Toner Status.

[Displ. Cnsmbls. Purch. Btn.(RUI)]
[Off]
[**On**]

[Toner Status Settings]
[Toner Status]
[Off]
[**On**]
[Displ. Consmbls. Purchase Btn.]
[Off]
[**On**]

[Scan w/Canon PRINT Business]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether the machine's scanning functions can be used from a mobile device with Canon PRINT Business installed.

[Off]
[**On**]

[Notify to Check Paper Settings]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether the Notify to Check Paper Settings screen appears when the paper drawer is loaded into the machine.
Loading Paper in the Paper Drawer(P. 140)

[Off]
[**On**]

[Canon Genuine Mode]

[Menu] ▶ [Management Settings] ▶ [Device Management]

Specify whether to switch to Canon Genuine Mode.

- Normally, there is no need to change this setting.
- Your Canon service representative may change this setting. If this setting is not displayed, contact the machine's administrator.

[**Off**]
[On]

[Displ. uniFLOW Online Setup Button]

[Menu] ▶ [Management Settings] ▶ [Device Management]

On the [Home] screen of the control panel, select whether to display the buttons for installing the uniFLOW Online and uniFLOW Online Express applications.

* [Displ. mdsFLOW Online Setup Button] may not be displayed depending on the model, the installed options, and other settings.

[Off]
[**On**]

[License/Other] or [Remote UI Settings/Update Firmware]

965S-0CF

Specify and manage the settings for information and operations relating to the machine's software.

[Register License](P. 578)
[Remote UI Settings](P. 578)
[Remote Operation Settings](P. 578)
[Update Firmware](P. 578)

[Register License]

[Menu] ▶ [Management Settings] ▶ [License/Other]/[Remote UI Settings/Update Firmware]

To use the system options with the machine, register your license key.

* [Register License] may not be displayed depending on the model, the installed options, and other settings.

[Remote UI Settings]

[Menu] ▶ [Management Settings] ▶ [License/Other]/[Remote UI Settings/Update Firmware]

Specify the settings for using Remote UI and for Restrict Access for Remote UI.
[Remote UI Settings](P. 580)

[Remote Operation Settings]

[Menu] ▶ [Management Settings] ▶ [License/Other]/[Remote UI Settings/Update Firmware]

Specify whether to enable remote operation.
Specifying [On] displays a screen on the computer that matches the screen on this machine's touch panel display, allowing you to configure the machine and run jobs remotely.

* If you specify [On], you should also set a password as a security measure.

[**Off**]
[On]
[Password]

[Update Firmware]

[Menu] ▶ [Management Settings] ▶ [License/Other]/[Remote UI Settings/Update Firmware]

Check the machine's firmware version and update the firmware via the Internet or a computer. **Updating the Firmware(P. 466)**

[Via PC]
[Via Internet]
[Version Information]

[Notification]
[Off]
[**On**]

[Remote UI Settings]

965S-0CH

Specify the settings for using Remote UI and for Restrict Access for Remote UI.
* Values in bold red text are the default settings for each item.

[Remote UI](P. 580)
[Restrict Access](P. 580)

[Remote UI]

[Menu] ▶ [Management Settings] ▶ [License/Other]/[Remote UI Settings/Update Firmware] ▶ [Remote UI Settings]

Specify whether to use Remote UI. **Disabling Remote UI(P. 431)**
If you opt to use Remote UI, you can also specify whether to use TLS encryption for communication when using Remote UI. **Using TLS(P. 389)**

[Use Remote UI]
  [Off]
  [**On**]
    [Use TLS]
      [**Off**]
      [On]

[Restrict Access]

[Menu] ▶ [Management Settings] ▶ [License/Other]/[Remote UI Settings/Update Firmware] ▶ [Remote UI Settings]

When using Remote UI, set this setting to [On], and set the Remote UI Access PIN. **Setting the PIN to Use for Remote UI(P. 431)**

[**Off**]

[On]
  [Remote UI Access PIN]

[Data Management]

965S-0CJ

Manage or initialize the data and settings on the machine.
* Values in bold red text are the default settings for each item.

[Import/Export](P. 581)
[Enable Prod. Ext'd Survey Prog.](P. 581)
[Initialize Key and Certificate](P. 581)
[Initialize Address Book](P. 582)
[Initialize Menu](P. 582)

[Import/Export]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Import or export the Address Book and various settings.
When importing is completed, the machine restarts automatically.

- To import or export using the control panel, use a USB memory device. **Inserting and Removing a USB Memory Device(P. 187)**
- To import or export particular items, use Remote UI from a computer. **Importing and Exporting the Address Book and Settings(P. 463)**

[Import]
[Export]

NOTE

If the [Address Book PIN] screen appears during import or export

- Enter the Address Book PIN and press [Apply]. If you skip this step, the Address Book data is not imported or exported.

[Enable Prod. Ext'd Survey Prog.]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Specify whether to use the Product Extended Survey Program (a program for surveying machine usage).

The Product Extended Survey Program is installed at the same time as the drivers. It automatically sends monthly updates of information on device usage to Canon over a 10-year period. The program does not send personal information or any information other than that shown above.

[Off]
[**On**]

[Initialize Key and Certificate]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Initialize the key and certificate settings and CA certificate settings, and delete all keys and certificates other than pre-installed ones. **Initializing Specific Settings and Data(P. 469)**

[Initialize Address Book]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Delete the destinations registered in the Address Book. **Initializing Specific Settings and Data(P. 469)**

[Initialize Menu]

[Menu] ▶ [Management Settings] ▶ [Data Management]

Initialize the [Menu] settings in the [Home] screen. Select the settings to be initialized. **Initializing Specific Settings and Data(P. 469)**

[Preferences]
[Adjustment/Maintenance]
[Function Settings]
[Set Destination]
[Management Settings]
[Initialize All]

[Security Settings]

965S-0CK

Specify and manage security settings such as the machine's authentication functions and system verification.
* Values in bold red text are the default settings for each item.

[Authentication/Password Settings](P. 583)
[Encryption Settings](P. 583)
[Verify System at Startup](P. 583)

[Authentication/Password Settings]

[Menu] ▶ [Management Settings] ▶ [Security Settings]

Configure the authentication functions for the machine.
[Authentication/Password Settings](P. 584)

[Encryption Settings]

[Menu] ▶ [Management Settings] ▶ [Security Settings]

Specify whether to restrict the use of weak encryption or keys and certificates that use weak encryption.

[Prohibit Use of Weak Encrypt.]
[**Off**]
[On]
[Prohibit Weak Encryp. Key/Cert.]
[**Off**]
[On]

[Verify System at Startup]

[Menu] ▶ [Management Settings] ▶ [Security Settings]

Verify that the system and the applications have not been tampered with when starting up the machine or running applications (Application Library).

If Tampering is Detected

- The machine switches to update standby mode. You need to update the firmware. **Updating the Firmware(P. 466)**
- If applications added to the machine have been tampered with, the affected applications must be re-installed.
- If the screen remains blank after some time, system recovery may not be possible. Contact your dealer or service representative. **If the Problem Persists(P. 734)**

[**Off**]
[On]

[Authentication/Password Settings]

965S-0CL

Specify the settings for the machine's authentication functions.
* Values in bold red text are the default settings for each item.

[Authentication Function Settings](P. 584)

[Authentication Function Settings]

[Menu] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings]

Specify the settings for enhanced security using the authentication functions.

[Lockout]

[Menu] ▶ [Management Settings] ▶ [Security Settings] ▶ [Authentication/Password Settings] ▶ [Authentication Function Settings]

Specify whether to switch to a state that does not permit login (lockout) for a set period if authentication fails. If you use lockout, you can also specify how many consecutive times authentication fails before lockout is invoked in [Lockout Threshold] and specify the length of the lockout period in [Lockout Period].

* This does not apply to Department ID authentication.

[Enable Lockout]
[**Off**]
[On]
[Lockout Threshold]
1 to 10 (time(s))
[Lockout Period]
1 to 60 (min.)

Settings that Can Be Imported and Exported

965S-0CR

You can view a list of support for importing and exporting the machine's settings.

[Preferences](P. 586)
[Adjustment/Maintenance](P. 590)
[Function Settings](P. 591)
[Set Destination](P. 595)
[Management Settings](P. 596)

NOTE

- See the following for information on how to import and export data.
  Importing and Exporting the Address Book and Settings(P. 463)

[Preferences]

965S-0CS

Support for importing and exporting the [Preferences] is as shown below.

✔: Can be imported or exported
—: Cannot be imported or exported

[Display Settings](P. 586)
[English Keyboard Layout](P. 587)
[Timer/Energy Settings](P. 587)
[Network](P. 587)
[External Interface](P. 589)
[Accessibility](P. 589)

[Display Settings]

Setting	Import and Export
[Default Screen After Startup/Restoration]	✔
[Home Screen Button Display Settings]	—
[Language]	✔
[Remote UI Language]	✔
[Notify to Clean Orig. Scan Area]	✔
[Millimeter/Inch Entry Switch]	✔
[Display Timing for Cart. Prep.]	✔
[Display Notif. to Clean Fixing Assembly]	✔
[Show Warnings]	✔
[Action When Warning]	✔
[Display IP Address]	✔

[English Keyboard Layout]

Setting	Import and Export
[English Keyboard Layout]	✔

[Timer/Energy Settings]

Setting	Import and Export
[Current Date/Time Settings]	—
[Date/Time Settings]	✔
[Date Format]	✔
[Time Format]	✔
[Auto Reset Time]	✔
[Function After Auto Reset]	✔
[Auto Sleep Time]	✔
[Auto Sleep Daily Timer]	✔
[Sleep Mode Exit Time Settings]	✔

[Network]

Setting		Import and Export
[Select Wired/Wireless LAN]		✔
[Wireless LAN Settings]	[Manually Enter Network Name (SSID)]	✔
	[WPS Push Button Mode]	—
	[WPS PIN Code Mode]	—
	[Power Save Mode]	✔

Setting		Import and Export
	[Connection Information]	—
[Direct Connection Settings]		—
[Easy Connection via PC]		—
[TCP/IP Settings]	[IPv4 Settings]	✓*1
	[IPv6 Settings]	✓
	[DNS Settings]	✓
	[WINS Settings]	✓
	[LPD Settings]	✓
	[RAW Settings]	✓
	[WSD Settings]	✓
	[Use FTP PASV Mode]	✓
	[IPP Print Settings]	✓
	[Use HTTP]	✓
	[Use IPSec]	—
	[Network Link Scan Settings]	✓
	[Port Number Settings]	✓
	[MTU Size]	✓
[SNMP Settings]		✓
[Use Dedicated Port]		✓
[Dedicated Port Auth. Method]		✓
[Wait Time for Conn. at Startup]		✓
[Ethernet Driver Settings]		✓
[Use IEEE 802.1X]		—

Setting	Import and Export
[Firewall Settings]	✓
[Device Settings Management]	✓
[Monitoring Service]	—
[RMT-SW]	✓
[Initialize Network Settings]	—

*1 The [PING Command] is " — ."

[External Interface]

Setting	Import and Export
[USB Settings]	✓

[Accessibility]

Setting	Import and Export
[Invert Screen Colors]	✓
[Brightness]	✓
[Message Display Time]	✓

[Adjustment/Maintenance]

965S-0CU

Support for importing and exporting the [Adjustment/Maintenance] is as shown below.

✔: Can be imported or exported
—: Cannot be imported or exported

[Adjust Image Quality](P. 590)
[Maintenance](P. 590)

[Adjust Image Quality]

Setting	Import and Export
[Adjust Copy Image]	—
[Printer Density]	✔
[Toner Save]	✔
[Black Text Processing for Color]	✔
[Adjust Print Position]	✔
[Special Processing]	✔
[Remove Streaks from Scan Area]	✔

[Maintenance]

Setting	Import and Export
[Clean Fixing Assembly]	—
[Clean Feeder]	—
[Control Condensation]	✔

[Function Settings]

965S-0CW

Support for importing and exporting the [Function Settings] is as shown below.

✔: Can be imported or exported
—: Cannot be imported or exported

[Common](P. 591)
[Copy](P. 591)
[Printer](P. 591)
[Send](P. 592)
[Receive/Forward] or [Receive](P. 593)
[Store/Access Files](P. 594)
[Secure Print](P. 594)

[Common]

Setting	Import and Export
[Paper Feed Settings]	✔
[Print Settings]	✔
[Scan Settings]	✔*1
[Generate File]	✔
[Fax Setup Guide]	—

*1 The [Auto Online] is " — ."

[Copy]

Setting	Import and Export
[Change Default Settings (Copy)]	✔

[Printer]

Setting		Import and Export
[Printer Settings]	[Prioritize Driver Settings When Printing]	✔

Setting		Import and Export
	[Copies]	✓
	[2-Sided Printing]	✓
	[Default Paper]	✓
	[Paper Size Override]	✓
	[Print Quality]	✓
	[Layout]	✓
	[Auto Skip Error]	✓
	[Timeout]	✓
	[Personality]	✓
	[Prioritize MP Tray]	✓
	[UFR II]	✓
	[PCL]	✓
	[PS]	✓
	[Imaging Settings]	✓
	[PDF]	✓
	[XPS]	✓
[PDL Selection (Plug and Play)]	[Network]	—
	[USB]	✓

[Send]

Setting	Import and Export
[Common Settings]	✓
[Scan and Send Settings]	✓

Setting		Import and Export
[Fax Settings]	[Change Default Settings (Fax)]	✓
	[Off-Hook Alarm]	✓
	[ECM TX]	✓
	[Set Pause Time]	✓
	[Auto Redial]	✓
	[Check Dial Tone Before Send]	✓
	[Set Line]	✓
	[TX Start Speed]	✓
	[R-Key Setting]	✓
	[Archive TX Document]	—
	[Confirm Entered Fax Number]	✓
	[Allow Fax Driver TX]	✓
	[Use Addr. Book When On-Hook]	✓
	[Restrict Sequential Broadcast]	✓
	[Register Log Dest to Addr Book]	✓
	[TX Terminal ID]	✓
	[Auto Adjust VoIP Comm. Speed]	✓

[Receive/Forward] or [Receive]

Setting		Import and Export
[Common Settings]		✓
[I-Fax Settings]		✓
[Fax Settings]	[Print on Both Sides]	✓

Setting		Import and Export
	[ECM RX]	✔
	[Incoming Ring]	✔
	[Remote RX]	✔
	[Switch to Auto RX]	✔
	[RX Start Speed]	✔
	[Use Reduce RX Size]	✔
	[Forwarding Settings]	✔*1

*1 [Use Forwarding Function] and [Forwarding Destination] in [Forwarding Function] are " — ."

[Store/Access Files]

Setting	Import and Export
[Common Settings]	✔
[Memory Media Settings]	✔
[Screen When Mem. Med. Conn]	✔

[Secure Print]

Setting	Import and Export
[Secure Print]	✔

[Set Destination]

965S-0CX

Support for importing and exporting the [Set Destination] is as shown below.

✔: Can be imported or exported
—: Cannot be imported or exported

[Address Book PIN](P. 595)

[Address Book PIN]

Setting	Import and Export
[Address Book PIN]	✔

[Management Settings]

965S-0CY

Support for importing and exporting the [Management Settings] is as shown below.

✔: Can be imported or exported
—: Cannot be imported or exported

[User Management](P. 596)
[Device Management](P. 596)
[License/Other] or [Remote UI Settings/Update Firmware](P. 597)
[Data Management](P. 597)
[Security Settings](P. 597)
[Initialize All Data/Settings](P. 598)

[User Management]

Setting	Import and Export
[System Manager Information Settings]	✔
[Department ID Management]	✔*1

*1 The [Count Mngt.] is " — ."

[Device Management]

Setting	Import and Export
[Device Information Settings]	✔
[Select Country/Region]	—
[Display Job Log]	✔
[Display Consumables Information (RUI/Toner Status)]	✔
[Scan w/Canon PRINT Business]	✔
[Notify to Check Paper Settings]	✔
[Canon Genuine Mode]	✔
[Displ. uniFLOW Online Setup Button]	✔

[License/Other] or [Remote UI Settings/Update Firmware]

Setting	Import and Export
[Register License]	—
[Remote UI Settings]	—
[Remote Operation Settings]	—
[Update Firmware]	—

[Data Management]

Setting	Import and Export
[Import/Export]	—
[Enable Prod. Ext'd Survey Prog.]	✓
[Initialize Key and Certificate]	—
[Initialize Address Book]	—
[Initialize Menu]	—

[Security Settings]

Setting	Import and Export
[Authentication/Password Settings]	—
[Encryption Settings]	—
[Verify System at Startup]	✓

[Initialize All Data/Settings]

Setting	Import and Export
[Initialize All Data/Settings]	—

Maintenance

Maintenance 600
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Cleaning the Surface of the Machine 603
Cleaning the Platen Glass 604
Cleaning the Feeder 605
Cleaning the Fixing Assembly 608
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Replacing the Toner Cartridge 610
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List of Consumables 616
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Adjusting the Print Position 624
Moving the Machine 626

Maintenance

965S-0E0

To ensure safe and convenient use of the machine, daily maintenance that includes cleaning and replacement of consumables is required.
If you notice a deterioration in the print quality or frequent paper jams, perform cleaning and adjustment to improve it.

Performing Maintenance Operations

In addition to performing regular maintenance, operations are required according to the machine status and print quality.

Cleaning

Regularly clean the various parts of the machine. If the original or paper becomes dirty, or the print quality has deteriorated, clean the parts causing the problem according to the symptoms.
Cleaning the Machine(P. 602)

Replacing Consumables

If a message about consumables appears on the screen of the control panel or Remote UI, or the print quality deteriorates, replace the consumables.
Replacing Consumables(P. 609)

Adjusting the Print Quality and Position

If the print density varies, the image position is shifted, or the print results are otherwise not as expected, adjust the print quality and position according to the symptoms that occur.
Adjusting the Print Quality and Position(P. 618)

Changing the Installation Location

When moving the machine, perform the prescribed procedure to prevent accident or damage.
Moving the Machine(P. 626)

IMPORTANT

Maintenance and Inspections

- The minimum holding period for performance parts for repairs and toner cartridge is seven (7) years after production of the machine model is discontinued.
- If a problem occurs during operation, see the following:
  Troubleshooting(P. 630)

  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. 734)**

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.
- Machines with storage devices such as hard disks may not operate properly when used at high altitudes (3,000 meters 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 Jams(P. 631)
Problems with Printing Results(P. 643)
Paper and Paper Feeding Problems(P. 663)

Viewing the Number of Printed Pages and Machine Usage

As a guide to when to perform maintenance, you can view the number of printed pages using the counter and view the usage of the machine from reports and lists.

Monitoring the Usage(P. 454)

Cleaning the Machine

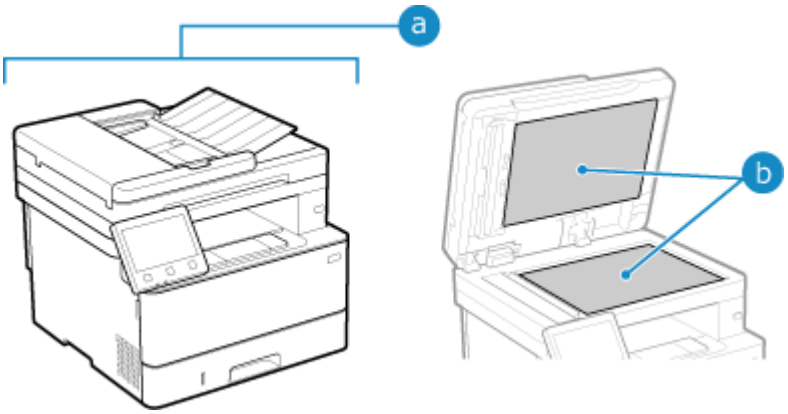
965S-0E1

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 the underside of the feeder (b) frequently.

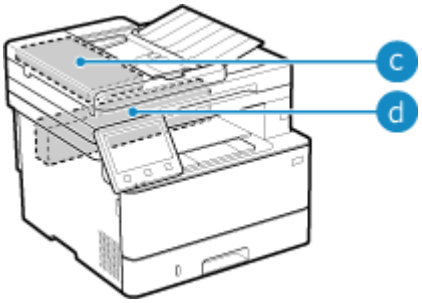
Cleaning the Surface of the Machine(P. 603)
Cleaning the Platen Glass(P. 604)



Parts to Clean When Symptoms Occur

If the following symptoms occur, clean the feeder (c) or fixing assembly (d) inside the machine.

- Original becomes dirty, paper is jammed, or smudges appear on printouts.
  Cleaning the Feeder(P. 605)
- Paper becomes dirty or print quality has deteriorated.
  Cleaning the Fixing Assembly(P. 608)



Cleaning the Surface of the Machine

965S-0E2

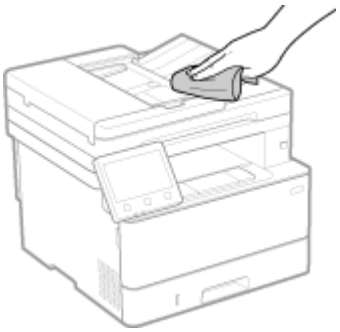
Regularly clean the surface of the machine to keep it clean. In addition, remove dust from the ventilation holes to ensure efficient ventilation and cooling of the inside of the machine.

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. 109)**
Turning OFF the machine deletes any data waiting to be printed.

2 **Wipe the surface of the machine and the ventilation slots.**



- Wipe with a soft cloth soaked in water or diluted neutral detergent and wrung out.
- For the location of the ventilation slots, see the part names on the front of the machine. **Front Side(P. 16)**

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. 108)**

Cleaning the Platen Glass

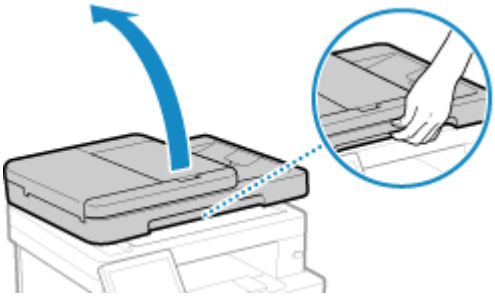
965S-0E3

Regularly clean the platen glass and rear of the feeder to prevent originals from becoming dirty and printouts from appearing to be smudged.
If the platen glass or rear of the feeder is dirty, originals can become dirty and printouts can become smudged after scanning, copying, or sending faxes.

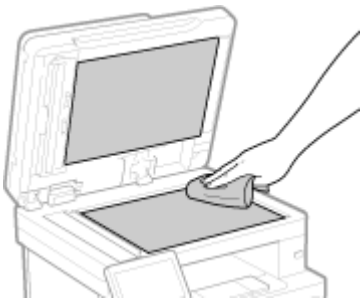
1 **Turn OFF the power and remove the power cord from the outlet. Turning OFF the Machine(P. 109)**

Turning OFF the machine deletes any data waiting to be printed.

2 **Open the feeder.**



3 **Wipe the platen glass and rear of the feeder.**



Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

4 **Allow the parts to fully dry.**

5 **Gently close the feeder.**

6 **Plug the power cord into the outlet, and turn ON the machine. Turning ON the Machine(P. 108)**

Cleaning the Feeder

965S-0E4

If the following symptoms occur when using the feeder, wipe clean the feeder:

- Originals become dirty
- Originals frequently jam
- Printouts appear smudged after scanning, copying, or sending faxes

If you do not see an improvement after wiping the feeder, use paper to perform cleaning.

Cleaning the Feeder by Wiping(P. 605)
Cleaning the Feeder with Paper(P. 606)

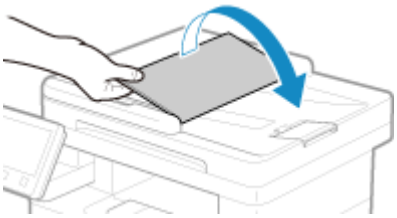
Cleaning the Feeder by Wiping

Wipe the rollers inside the feeder and the feeder original scanning area to remove any adhering graphite powder and dust.

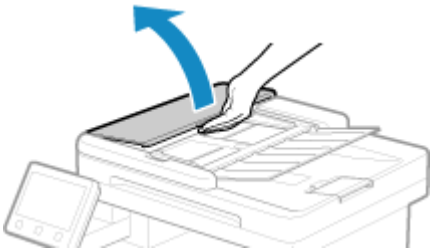
1 **Turn OFF the power and remove the power cord from the outlet. Turning OFF the Machine(P. 109)**

Turning OFF the machine deletes any data waiting to be printed.

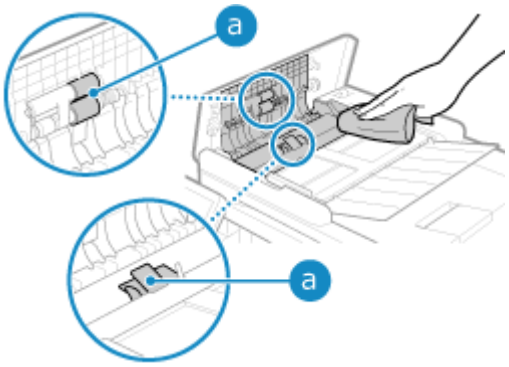
2 **Open the original supply tray.**



3 **Open the feeder cover.**



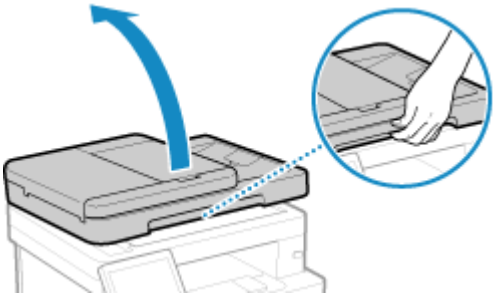
4 **Wipe the rollers (a) inside the feeder and surrounding areas.**



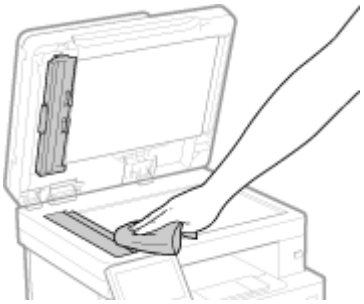
Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

5 **Close the feeder cover and original supply tray.**

6 **Open the feeder.**



7 **Wipe the feeder original scanning area.**



Wipe with a cloth soaked in water and wrung out. Next, wipe with a soft, dry cloth.

8 **Allow the parts to fully dry.**

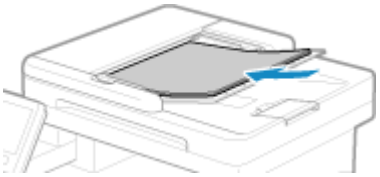
9 **Gently close the feeder.**

10 **Plug the power cord into the outlet, and turn ON the machine.** **Turning ON the Machine(P. 108)**

Cleaning the Feeder with Paper

Clean the feeder by running paper through the inside.

1 **Load 10 sheets of A4 or letter size plain paper into the feeder. Placing Originals(P. 136)**



2 **On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)**

3 **Press [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Clean Feeder].**

➠ The [Clean Feeder] screen is displayed.

4 **Press [Start].**

➠ The paper loaded in the feeder is fed to the machine, and cleaning starts.
The paper is output when cleaning is completed.

Cleaning the Fixing Assembly

965S-0E5

If the printout is smudged, the fixing assembly may be dirty. In this case, you can clean the fixing assembly using paper.
The fixing assembly cannot be cleaned when data is waiting to be printed or a toner cartridge has reached the end of its lifetime.

Required Preparations

- Check that there is enough amount of toner remaining in the toner cartridge. **Checking the Remaining Amount of Consumables(P. 615)**

1 **On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)**

2 **Press [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Clean Fixing Assembly].**

➡ The available paper sizes and types are displayed on the confirmation screen.

3 **Check that available paper is loaded, and then press [OK] ▶ [Start].**

➡ The paper is fed to the machine, and cleaning starts.
When cleaning is completed, a sheet of paper with a printed image (pattern) is output.

Replacing Consumables

965S-0E7

If a message about consumables appears on the screen of the control panel or Remote UI, or the print quality deteriorates, replace the consumables.
You can view the current remaining amount of consumables on the control panel and Remote UI. For the consumable item names and number of sheets that can be printed, see the list of consumables.

Replacing the Toner Cartridge(P. 610)
Checking the Remaining Amount of Consumables(P. 615)
List of Consumables(P. 616)

Replacing the Toner Cartridge

965S-0E8

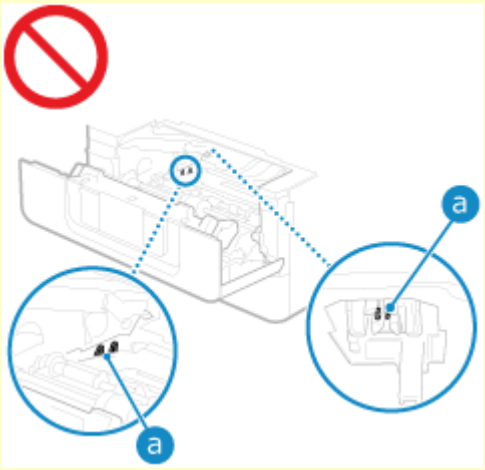
Replace the toner cartridge at the appropriate time according to messages that appear and a change in print quality.

Before replacing the toner cartridge, check the precautions in Important Safety Instructions. **Manuals of the Machine(P. 737)**

When to Replace the Toner Cartridge(P. 611)
Before Replacing Toner Cartridge(P. 611)
Replacing Toner Cartridge(P. 613)

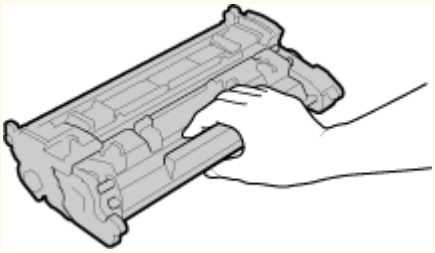
CAUTION

- Do not touch the contacts (a) inside the machine. Doing so may result in a fault.

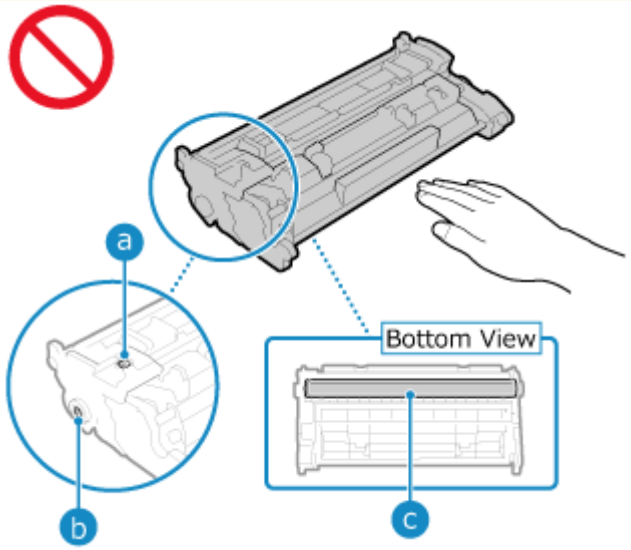


IMPORTANT

- Be sure to hold the toner cartridge using the handle.



- Do not touch the toner cartridge memory (a) or the electrical contacts (b). To avoid scratching the surface of the drum inside the machine or exposing it to light, do not open the drum protective shutter (c).



When to Replace the Toner Cartridge

When a Message Appears on the Screen of the Control Panel or Remote UI

Follow the message on the screen to prepare a new toner cartridge and replace the old one. Print quality may suffer if you continue using the toner cartridge without replacing it.

For details about the message and how to resolve it, see the following:

A Message Appears(P. 704)

When Print Quality Deteriorates

If printouts show any of the symptoms below, the toner cartridge is near the end of their lifetime. It is recommended to replace the toner cartridge even if a message does not appear.

Streaks appear



Printing is uneven



Toner smudges and splatters appear



White spots appear



Partially faded



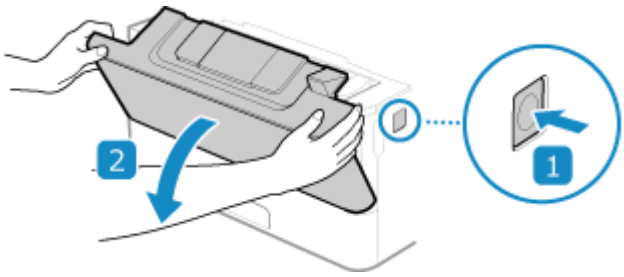
The entire background is darkened



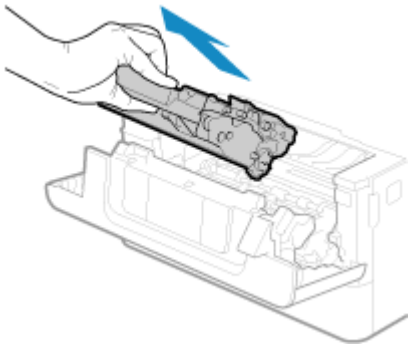
Before Replacing Toner Cartridge

Perform the following procedure before replacing the toner cartridge. The message on the screen may disappear, and the print quality may improve.

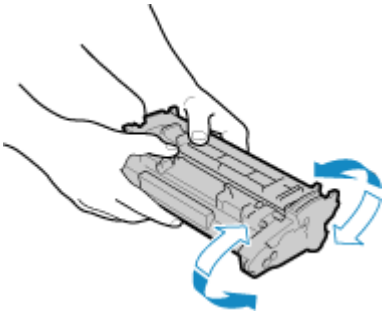
1 Open the front cover.



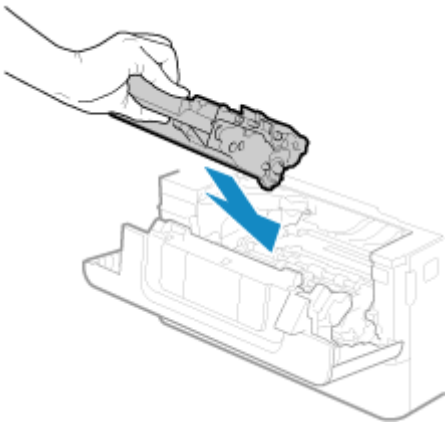
2 **Remove the toner cartridge.**



3 **Shake the toner cartridge five or six times to evenly distribute the toner inside the cartridge.**



4 **Install the toner cartridge.**

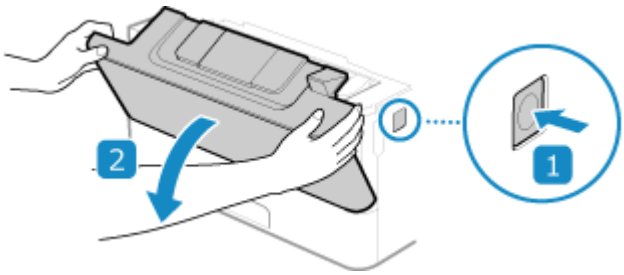


Fully push it in until it cannot go any further.

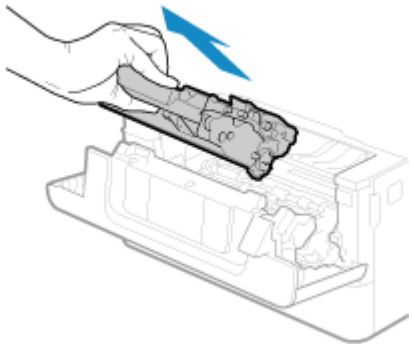
5 **Close the front cover.**

Replacing Toner Cartridge

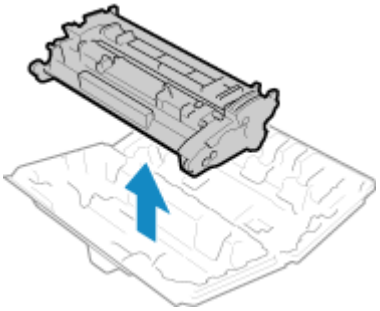
1 **Open the front cover.**



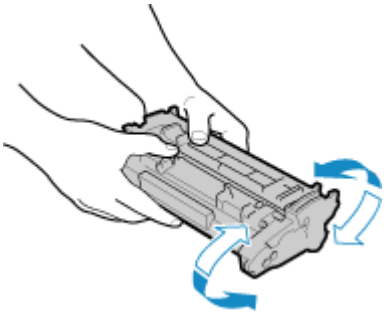
2 **Remove the toner cartridge.**



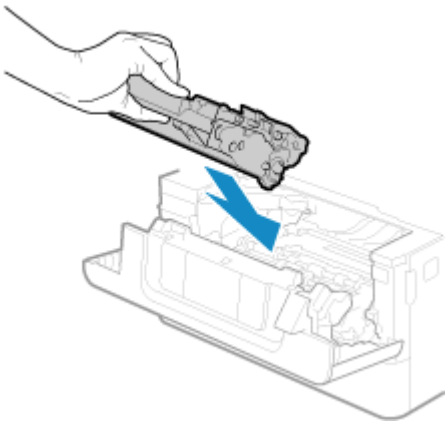
3 **Remove the replacement toner cartridge from the protective case.**



4 **Shake the toner cartridge five or six times to evenly distribute the toner inside the cartridge.**



5 Install the toner cartridge.



Fully push it in until it cannot go any further.

6 Close the front cover.

Checking the Remaining Amount of Consumables

965S-0E9

You can view the percentage of the current remaining amount of toner in the toner cartridge in increments of 10%. Check the remaining amount of toner in the toner cartridge, for example, to see if you need to prepare a new toner cartridge before printing a large volume document.
* The displayed value for the remaining amount of toner in the toner cartridge is for reference and may not indicate the actual amount remaining.

This section describes how to view this information using the control panel.
You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 446)**

1 **On the control panel, press [Status Monitor] in the [Home] screen or other location.** **[Home] Screen(P. 119)**

2 **Press [Device Information] ▶ [Cartridge Information].**

➡ The remaining amount of toner in the toner cartridge is displayed.

3 **Check the remaining amount of toner in the toner cartridge.**

NOTE

- You can configure the settings to notify you to prepare a new toner cartridge when the current toner cartridge reaches a specified amount. **[Display Timing for Cart. Prep.](P. 478)**

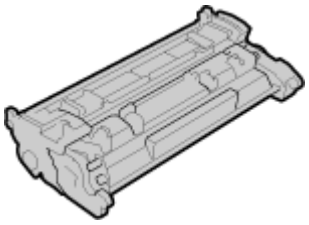
List of Consumables

965S-0EA

The item names of the machine consumables and number of sheets that can be printed are shown below.
In addition, precautions must be taken when handling and storing consumables. See also "Important Safety Instructions." **Manuals of the Machine(P. 737)**

For optimum print quality, using Canon genuine Toner, Cartridge and Parts is recommended.

■Toner Cartridge



Supplied Toner Cartridge

The average number of sheets that can be printed[*1] with the supplied toner cartridge is shown below.

[*1] The average yield is based on "ISO/IEC 19752" (the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by International Organization for Standardization (ISO)) when printing A4 size plain paper with the default print density setting.

3,000 sheets

Replacement Toner Cartridge

The Canon genuine toner cartridge for replacement and average number of sheets that can be printed[*1] are shown below.

For optimum print quality, using Canon genuine toner cartridges is recommended.

[*1] The average yield is based on "ISO/IEC 19752" (the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by International Organization for Standardization (ISO)) when printing A4 size plain paper with the default print density setting.

Canon Cartridge 070
3,000 sheets

Canon Cartridge 070 H
10,200 sheets

CAUTION

Store toner cartridges as described below. Storing toner cartridges in an improper location or environment may cause problems such as data loss.

- Store unopened until immediately prior to use.

CAUTION

- Do not store toner cartridges upright or upside down.
- Do not store toner cartridges in the following locations:
  - Locations exposed to open flames
  - Locations exposed to direct sunlight or bright light for five minutes or more
  - 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 affected by magnetism (e.g. floppy disks or disk drives)
- Store the packaging material safely for future use. It will be needed for situations such as storing the machine with the toner cartridges removed.
- Canon reserves the right to reposition, reshape, add, or remove packaging material without notice.
- Store toner cartridges in the following conditions:
  - Storage temperature range: 0 - 35 °C
  - Storage humidity range: 35% to 85% RH (relative humidity, condensation-free)*1

*1 Even within the approved storage humidity range, water droplets (condensation) may develop inside the toner cartridge if the temperatures inside and outside the toner cartridge differ. Condensation will adversely affect the print quality.

IMPORTANT

Be careful of counterfeit toner cartridges

- Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner cartridge 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 cartridge.
  For more information, see **https://global.canon/ctc/** .

NOTE

- The toner cartridge may need to be replaced before reaching the average number of sheets that can be printed depending on the installation environment, paper size to be printed, and original type.

Adjusting the Print Quality and Position

965S-0EC

If the print density varies, the image position is shifted, or the print results are otherwise not as expected, adjust the print quality and position according to the symptoms that occur.

Gradation is not reproduced during copying or memory media print. **Calibrating the Gradation of Copy Images(P. 619)**



Black or near-black colors are not reproduced. **Adjusting the Reproducibility of Near Black Color Text(P. 621)**



Printed image is too light/dark. **Adjusting the Print Density(P. 623)**



Printed position is closer to one side or sticking out. **Adjusting the Print Position(P. 624)**



Calibrating the Gradation of Copy Images

965S-0EE

Gradation is the gradual changing of the color depth and brightness. If the gradation is not reproduced correctly and the print results for copying or memory media print differ greatly from the source data or original, calibrate the gradation.
To calibrate the gradation for copy images, scan a calibration image (image used for calibration) printed by the machine by placing the image on the platen glass.
You cannot perform calibration while printing or scanning or when a toner cartridge has reached the end of its lifetime.



Use the control panel to perform calibration. You cannot perform calibration using Remote UI from a computer.

IMPORTANT

- The toner cartridge is used during calibration.
  - Performing frequent calibration affects the lifetime of the toner cartridge.
  - If the print results are still unsatisfactory after calibration is performed, the remaining amount of toner in the toner cartridge may be low. It is recommended that you check the amount of toner remaining in the toner cartridge and replace any toner cartridge that is low on toner.
    Checking the Remaining Amount of Consumables(P. 615)
    Replacing Toner Cartridge(P. 613)

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Adjust Copy Image].

➡ The available paper sizes and types are displayed on the confirmation screen.

3 Check that available paper is loaded, and then press [OK].

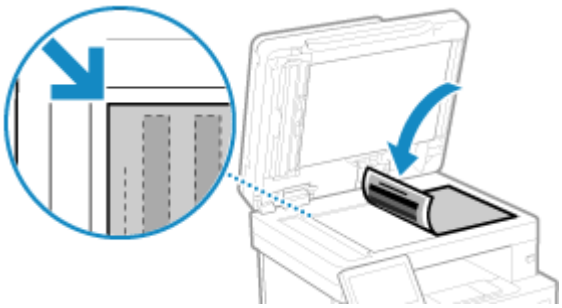
➡ The [Steps] screen is displayed.

4 Check the operating procedure, and press [Start].

➡ The calibration image is printed.

5 Place the paper with the calibration image printed on the platen glass.

1. Open the feeder.
2. Place the paper on the platen glass in the landscape orientation while aligning the corner of the paper with the top left corner of the platen glass.



Place the print side of the calibration image face down with the fine black line on the left.

3 Gently close the feeder.

6 Press [Start Scanning].

➡ The calibration image is scanned, and calibration is performed.
When calibration is completed, the message [Finished.] appears, and then the [Adjust Image Quality] screen is displayed.

7 Remove the paper with the printed calibration image from the platen glass.

NOTE

When [Could not perform correction.] Appears

- Check that operations are performed with the procedure above. In particular, check the following:
  - In 3, check that available paper is loaded in the paper drawer.
  - In 5, check that the calibration image is properly set. Be careful of the print side and the position of the black band.
- Remove any jammed paper. **Paper Jams(P. 631)**
- Check the remaining amount of toner in the toner cartridge, and replace any toner cartridge, as needed.
  Checking the Remaining Amount of Consumables(P. 615)
  Replacing Toner Cartridge(P. 613)

Adjusting the Reproducibility of Near Black Color Text

965S-0EH

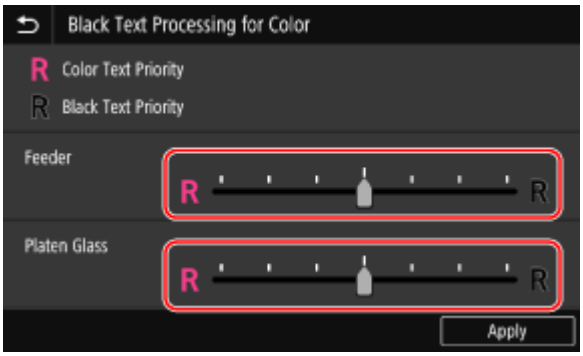
When scanning originals in color, you can make adjustments with priority given to reproducing near black color text (color text) or making black text easier to see.
You can make individual adjustments for scanning with the feeder and platen glass.
* When the original type is set to other than [Photo] for scanning or copying, this adjustment is applied. **Scan Settings(P. 275)** / **Additional Copying Features(P. 326)**

Use the control panel to perform adjustment. You cannot perform adjustment using Remote UI from a computer.

1 **On the control panel, press [Menu] in the [Home] screen.** **[Home] Screen(P. 119)**

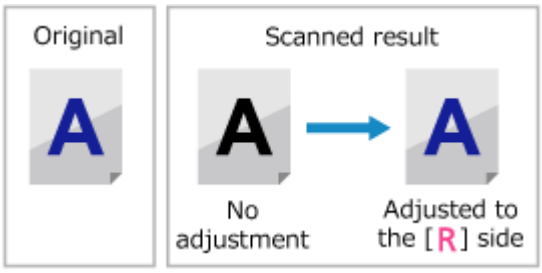
2 **Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Black Text Processing for Color].**

3 **In [Feeder] or [Platen Glass], perform adjustment with priority given to reproducing either color text or black text.**



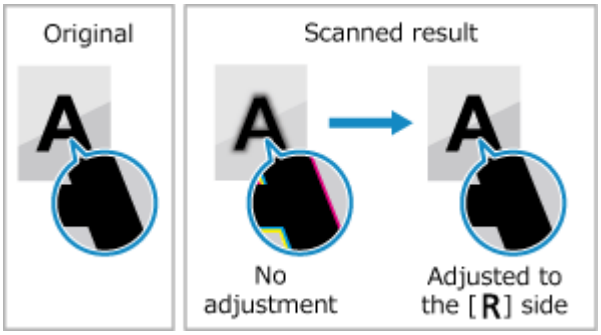
■When Giving Priority to Reproducing Color Text

Move the slider to [R] to make color text appear closer to the color of the original.



■When Giving Priority to Visibility of Black Text

Move the slider to [R] to make black text easier to see.

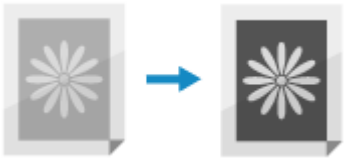


4 **Press [Apply].**

Adjusting the Print Density

965S-0JJ

If print results are too dark or too faint, adjust the print density.

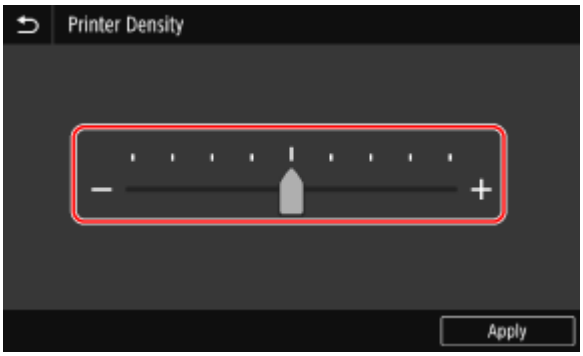


Use the control panel to perform adjustment. You cannot perform adjustment using Remote UI from a computer.

1 **On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)**

2 **Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Printer Density].**

3 **Adjust the density.**



Specify [+] to increase the density and [-] to reduce it.

4 **Press [Apply].**

Adjusting the Print Position

965S-0EJ

If text or images are printed off-center or outside of the printable range, you can adjust the print position to improve printing results.
You can specify the adjustment direction and width for each paper source and print side (front and back side).



Use the control panel to perform adjustment. You cannot perform adjustment using Remote UI from a computer.

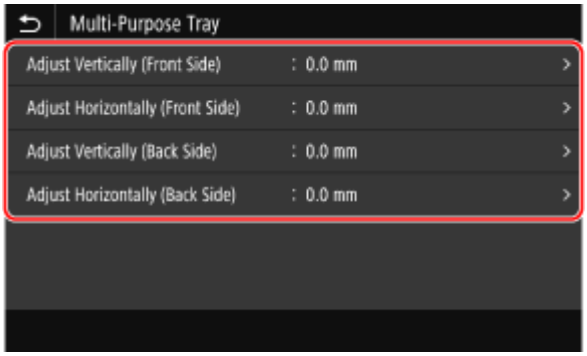
1 **On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)**

2 **Press [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Adjust Print Position].**

➡ The [Adjust Print Position] screen is displayed.

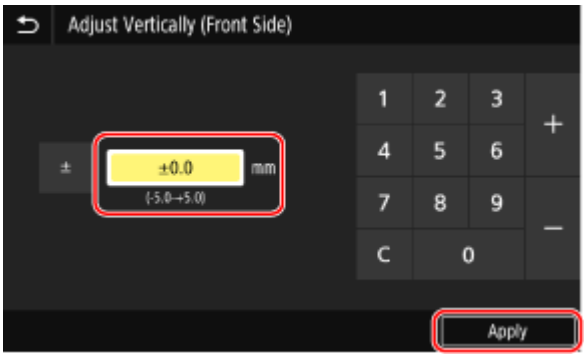
3 **Select the paper source for which you want to adjust the print position.**

4 **Select a combination of the adjustment direction and print side.**



Example: When adjusting the print position of the front side of the paper in the vertical direction
Select [Adjust Vertically (Front Side)].

5 **Enter the adjustment value, and press [Apply].**



Specify the adjustment direction using + and -, and specify the adjustment width in units of 0.1 mm.

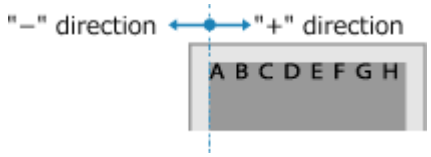
■When Adjusting Vertically

Specify the adjustment width by selecting a positive value to adjust down on the paper or a negative value to adjust up on the paper.



■When Adjusting Horizontally

Specify the adjustment width by selecting a positive value to adjust to the right on the paper or a negative value to adjust to the left on the paper.



Moving the Machine

965S-0EK

The machine is a heavy object. When moving the machine for cleaning or to change locations, be sure to perform the procedure below to prevent injury, accident, or damage to the machine.

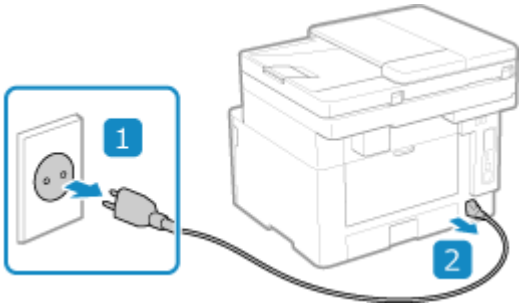
IMPORTANT

- If the machine is to be transported for relocation, removals, etc., take the following steps to prevent damage and faults during transportation:
  - Remove the toner cartridge.
  - Securely pack the machine in the original packaging (box) and packing materials.

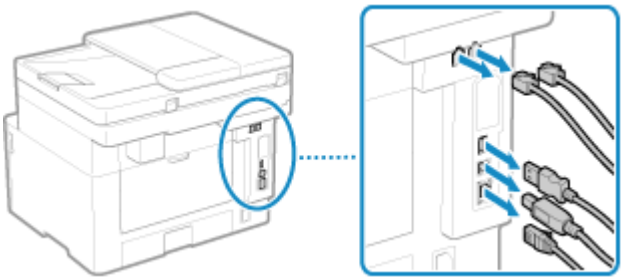
1 Turn OFF the machine. Turning OFF the Machine(P. 109)

Turning OFF the machine deletes any data waiting to be printed.

2 Unplug the power cord in the order shown.



3 Unplug all cables and cords connected to the machine.

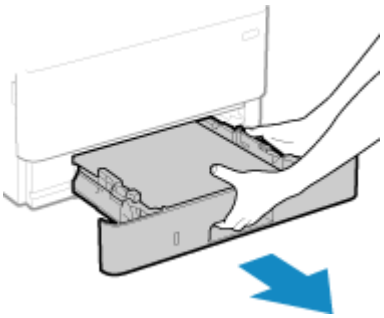


* The number of connected cables and cords varies depending on the usage environment.

4 When the optional HANDSET KIT 3 / TELEPHONE 6 KIT is installed, remove the handset from the base.

5 When moving the machine a long distance, remove the toner cartridge to prevent spilling of toner. Replacing Toner Cartridge(P. 613)

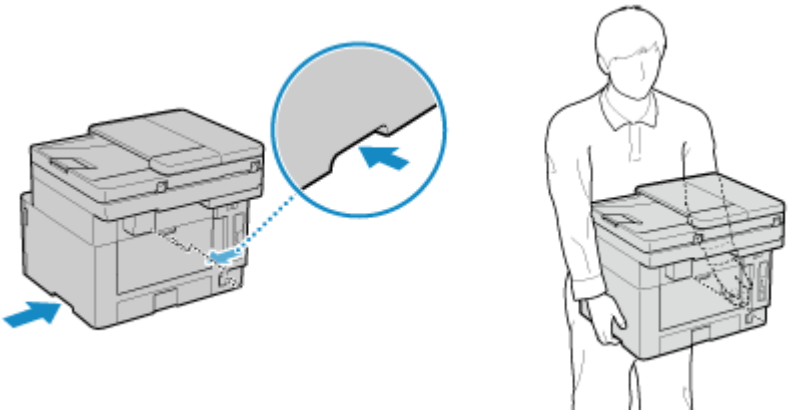
6 Pull out the paper drawer.



Make sure to hold the paper drawer with both hands, and pull it out gently. Otherwise, you may damage the paper drawer by dropping it, if it slides out too easily.

7 Close the front cover, multi-purpose tray, and any other covers or trays.

8 Grab the lift handles, and lift up the machine to move it.



- The machine is a heavy object. For the dimensions and weight of the machine, see the basic specifications. **Basic Specifications(P. 31)**
- When the optional Cassette Feeding Module-AH is installed, remove it and move it separately, rather than lifting it with the machine.

9 Gently lower the machine.

For the installation procedure after moving, see "Setup Guide." **Manuals of the Machine(P. 737)**

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Troubleshooting

965S-0EL

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

- **Lost Department ID or PIN for the Administrator(P. 702)**
- **Cannot Print or Copy(P. 677)**
- **Cannot Send or Receive a Fax via Optical Line(P. 695)**
- **[The memory is full.] Is Displayed on the Control Panel, and the Operation Cannot Be Performed.(P. 721)**
- **Error Code "#801" Is Displayed(P. 728)**

■ Frequently Asked Questions about Operations

I Want to Scan an Original.
Make preparations according to the scanned data save destination and sending method, and then scan the original.
Scanning(P. 243)

I Want to Send Scanned Data by E-mail.
You can scan an original and send the scanned data by e-mail as an attachment.
Scanning (Sending by E-mail)(P. 265)

I Want to Forward a Received Fax.
Configure the settings to automatically forward received faxes to a computer or other fax machine.
Auto Forwarding and Backing Up Received Faxes(P. 295)

I Want to Send a Fax from a Computer.
You can send a document as a fax from a computer using a fax driver.
Sending Faxes from a Computer (PC Faxing)(P. 302)

I Want to Print on an Envelope.
Load the envelope in the multi-purpose tray, taking care to check the orientation of the envelope and that the correct side faces up.
Then, set the paper size and type according to the placed envelope.
Next, use the print driver of the computer to set the paper size of the document and the paper size to print, and then perform printing.
Preparations and Orientation for Loading Envelopes(P. 148)
Specifying the Paper Size and Type(P. 154)
Printing from a Computer(P. 220)

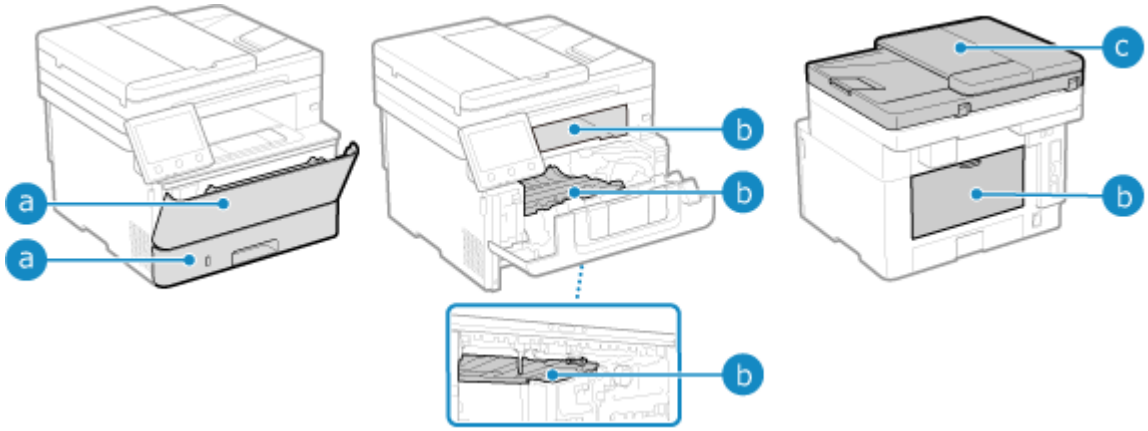
Paper Jams

965S-0ER

If paper jams in the machine, [Paper jammed.] appears on control panel. Press [Next], and follow the displayed instructions on how to clear the paper jam.



For details about clearing paper jams from various parts of the machine, see below.



a Multi-purpose tray and paper drawer

Paper Jams in a Paper Source(P. 638)

b Output Tray, inside the machine, 2-sided transport guide, and Rear Side

Paper Jams Inside the Machine(P. 633)

c Feeder

Paper Jams in the Feeder(P. 640)

CAUTION

Do not forcibly remove the jammed paper from the machine.

- Forcibly removing the paper may result in personal injury or damage parts of the machine. If you cannot remove the paper, contact your dealer or service representative. **If the Problem Persists(P. 734)**

When All Paper Jams Have Been Cleared

- Immediately remove your hands from the machine and optional equipment so that your clothing and hands do not get caught in the rollers.

IMPORTANT

When clearing paper jams, do not turn the power OFF.

- Turning OFF the machine may delete the data being printed or the fax being received.

When the Paper Gets Torn

- Be sure to remove it so that no pieces remain.

Paper Jams Inside the Machine

965S-0ES

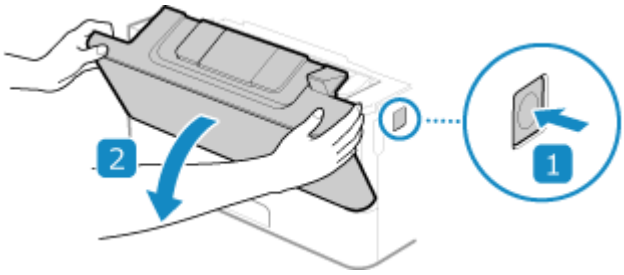
Remove the jammed paper from the location where it occurred. If the paper tears, ensure that no pieces are left behind.

Paper jam inside the machine or in the rear side(P. 633)
Paper jam in the 2-sided transport guide(P. 636)

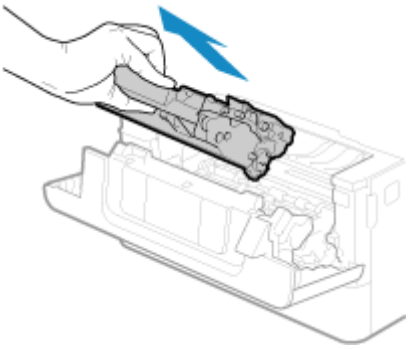
Paper jam inside the machine or in the rear side

Removing paper jammed inside the machine or in the rear side.
If you cannot remove the paper, do not try to remove it forcibly. Check the control panel, and remove the jammed paper from another location.

1 Open the front cover

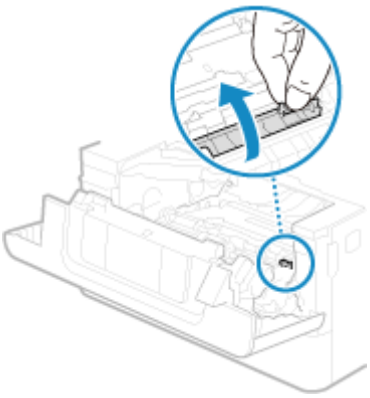


2 Remove the toner cartridge



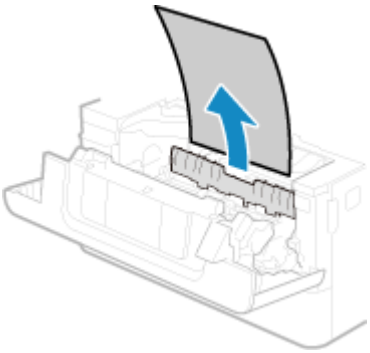
3 Removing paper jammed inside the machine

1 While holding the green knob on the front, lift up the transport guide



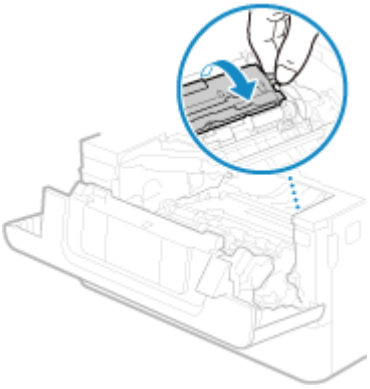
Do not release the transport guide until you have returned it to its original position in step 3.

2 Gently pull out the paper.



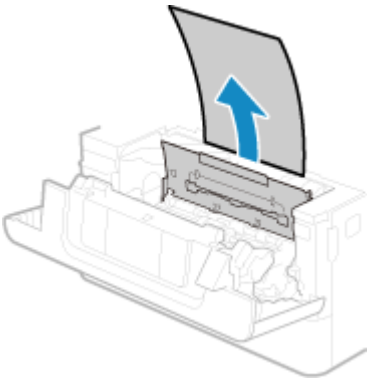
3 Slowly return the transport guide to its original position

4 While holding the green knob at the back, lift up the transport guide



Do not release the transport guide until you have returned it to its original position in step 6.

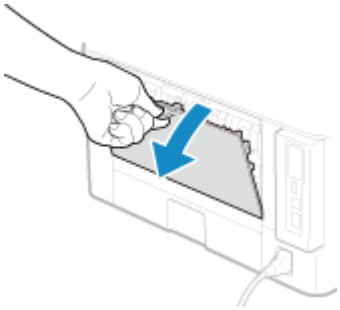
5 Gently pull out the paper.



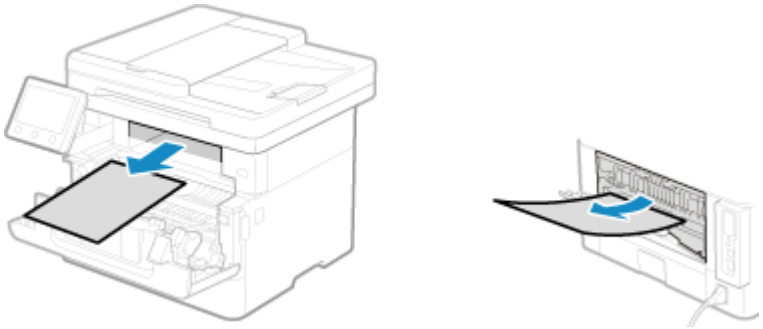
6 Slowly return the transport guide to its original position

4 Removing paper jammed in the rear side

1 Open the rear cover.



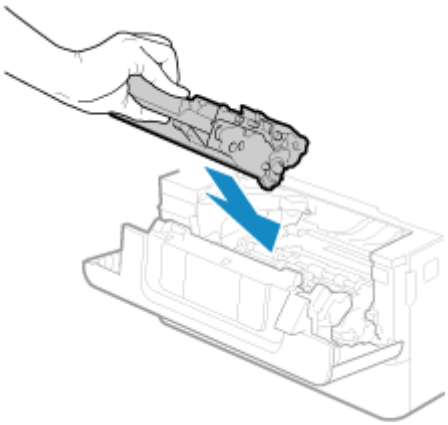
2 Gently pull out the paper.



Pull the jammed paper out in whichever direction makes removal easiest.

3 Close the rear cover.

5 Install the toner cartridge



6 Close the rear cover.

➠ The message [Paper jammed.] disappears, and printing resumes automatically.
If printing does not resume automatically, try printing again.

NOTE

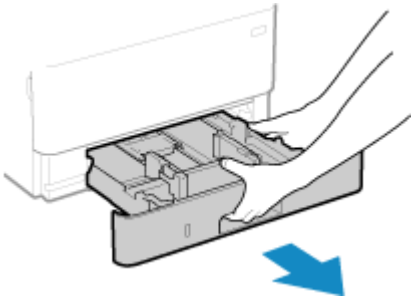
If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly(P. 641)**

Paper jam in the 2-sided transport guide

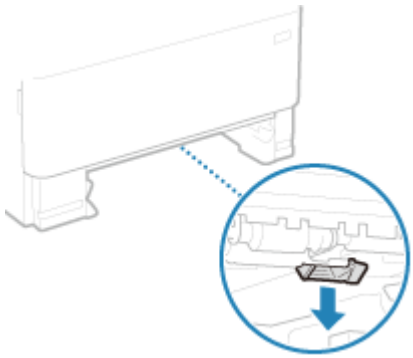
If you cannot remove the paper, do not try to remove it forcibly. Check the control panel, and remove the jammed paper from another location.

1 Pull out the paper drawer

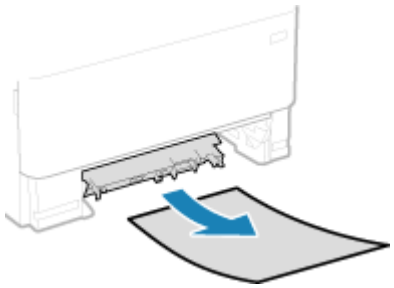


Always hold the paper drawer with both hands and pull it out gently. If you pull the drawer out with only one hand, it may be too heavy to hold, causing it to fall and be damaged.

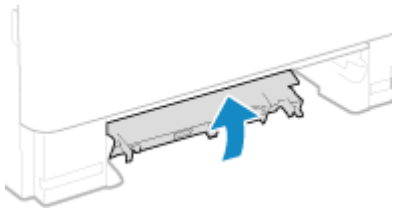
2 While holding the green knob, lower the 2-sided transport guide



3 Gently pull out the paper



4 Return the 2-sided transport guide



Close it firmly until you hear a click.

5 Load the paper drawer into the machine

6 Press [Next] on the control panel. When [Is all of the jammed paper removed?] appears, press [Yes].

➡ The message [Paper jammed.] disappears, and printing resumes automatically.
If printing does not resume automatically, try printing again.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly(P. 641)**

Paper Jams in a Paper Source

965S-0EU

Remove the jammed paper from the location where it occurred. If the paper tears, be sure to remove the parts so that no pieces remain.

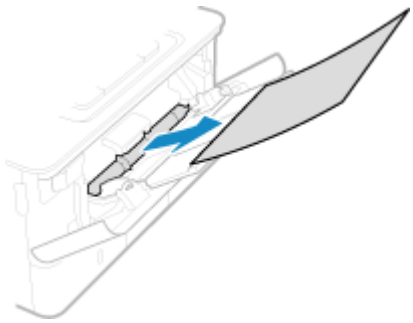
Paper Jams in the Multi-purpose Tray(P. 638)
Paper Jams in the Paper Drawer(P. 638)

Paper Jams in the Multi-purpose Tray

Remove the jammed paper from the multi-purpose tray.
If you cannot remove the paper, do not try to remove it forcibly. Check the control panel, and remove the jammed paper from another location.

1 If there is other paper loaded in the multi-purpose tray, remove that paper.

2 Gently pull out the paper.



3 Press [Next] on the control panel. When [Is all of the jammed paper removed?] appears, press [Yes].

➠ The message [Paper jammed.] disappears, and printing resumes automatically.
If printing does not resume automatically, try printing again.

■If the Troubleshooting Method for the Output Tray Appears on the Screen

Remove the jammed paper from the output tray or rear side. **Paper Jams Inside the Machine(P. 633)**

NOTE

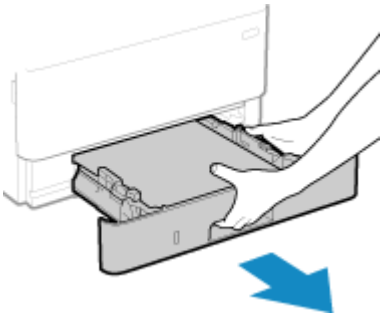
If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly(P. 641)**

Paper Jams in the Paper Drawer

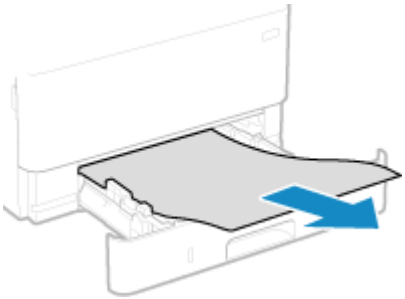
Remove the paper loaded in the paper drawer.
If you cannot remove the paper, do not try to remove it forcibly. Check the control panel, and remove the jammed paper from another location.

1 **Pull out the paper drawer.**



Always hold the paper drawer with both hands and pull it out gently. If you pull the drawer out with only one hand, it may be too heavy to hold, causing it to fall and be damaged.

2 **Gently pull out the paper.**



3 **Load the paper drawer into the machine.**

4 **If the optional Cassette Feeding Module-AH is installed, remove the paper while following 1 to 3 above.**

5 **Press [Next] on the control panel. When [Is all of the jammed paper removed?] appears, press [Yes].**

➠ The message [Paper jammed.] disappears, and printing resumes automatically.
If printing does not resume automatically, try printing again.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and paper. **Paper Jams That Occur Repeatedly(P. 641)**

Paper Jams in the Feeder

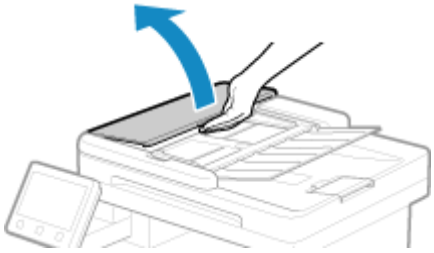
965S-0EW

Remove the original jammed inside or at the rear side of the feeder. If the original tears, be sure to remove the parts so that no pieces remain.

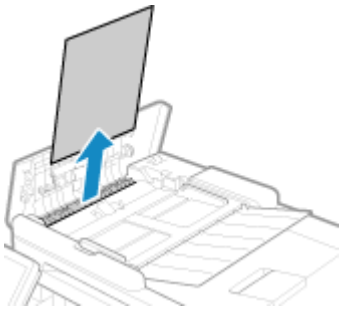
1 If another original is placed in the feeder, remove that original.

2 Remove the original jammed inside the feeder.

1 Open the feeder cover.



2 Gently pull out the original.



3 Close the feeder cover.

3 Place the original in the feeder again.

➠ The message [Paper jammed.] disappears, and you can scan the original.
Jobs in which an original jammed are canceled automatically. The job does not resume even if you place the original again, so execute the job again.

NOTE

If Paper Jams Occur Repeatedly

- Check the status of the machine and original. **Paper Jams That Occur Repeatedly(P. 641)**

Paper Jams That Occur Repeatedly

965S-0EX

Troubleshoot by checking the items below.

Are There Paper Scraps or Foreign Objects Inside the Machine?

Remove any paper scraps or foreign objects. **Paper Jams(P. 631)**

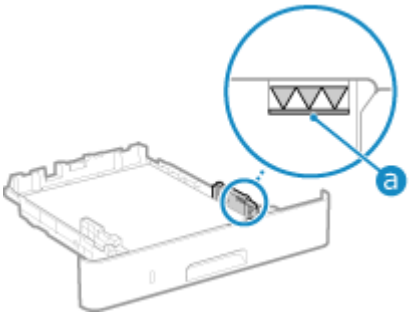
Are You Using Appropriate Paper?

Check whether the paper in the machine is usable, and replace it with appropriate paper, as needed.
Usable Paper(P. 25)
Loading Paper(P. 139)

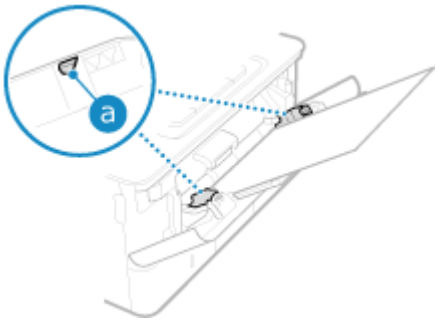
Is Paper Loaded Correctly?

- 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. 139)**
- Make sure the loaded paper does not exceed the load limit line or load limit guide (a).

Paper Drawer

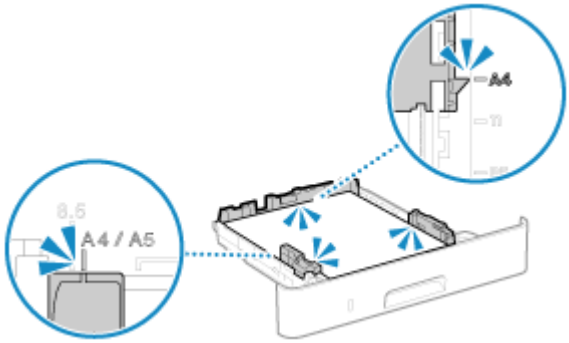


Multi-purpose Tray

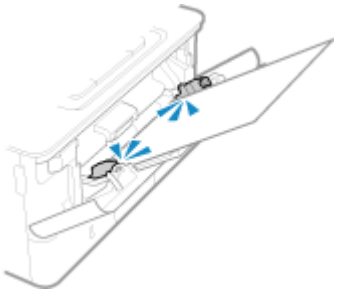


- Check that the paper guides are aligned with the markings and are not too loose or too tight.

Paper Drawer



Multi-purpose Tray



Do Paper Jams Occur When Printing on the Back Side of Printed Paper?

Flatten the edges of the paper to thoroughly remove any curls.

* When printing on the back side of printed paper, you can only use paper printed with this machine. Do not use paper printed with another printer or multifunction machine, as this can cause paper jams or damage the machine.

Do Paper Jams Occur When Printing on Paper in the Optional Cassette Feeding Module-AH?

Reinstall Cassette Feeding Module-AH. For details about installing Cassette Feeding Module-AH, see "Setup Guide." **Manuals of the Machine(P. 737)**

Problems with Printing Results

965S-0EY

If printouts show any of the symptoms below, check how to troubleshoot the problem based on the symptom.



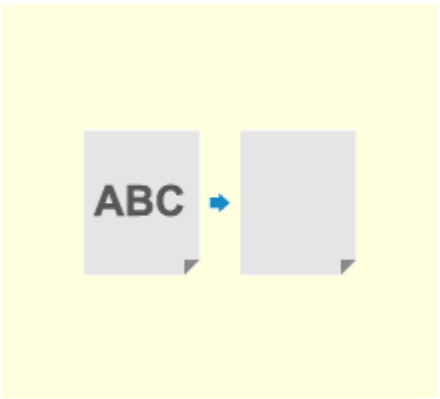
Toner Smudges and Splatters Appear(P. 645)



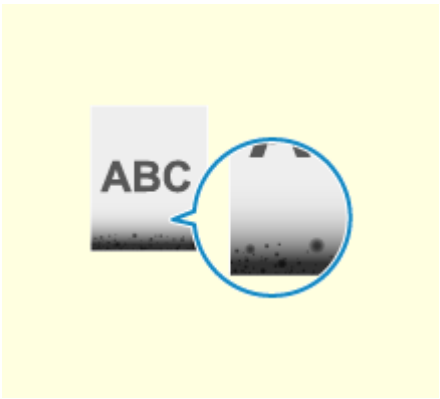
Streaks Appear(P. 646)



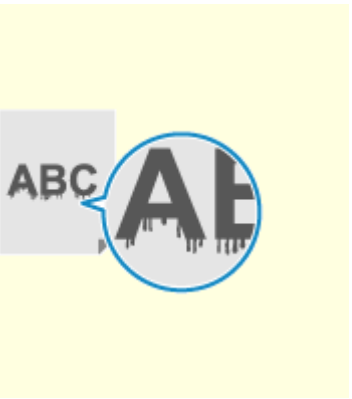
Printing Is Uneven(P. 648)



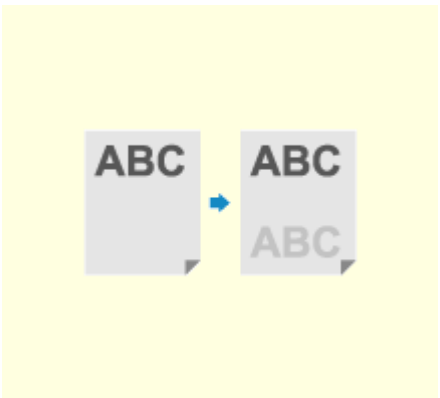
Printed Paper Is Blank(P. 649)



Smudge Marks Appear on the Edge of Printouts(P. 650)



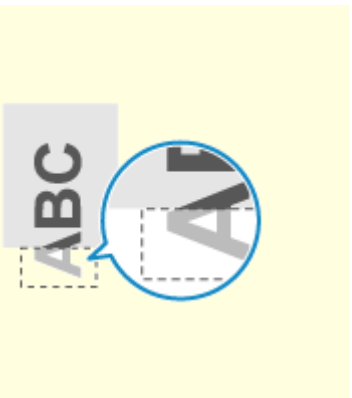
Text or Images Are Blurry(P. 651)



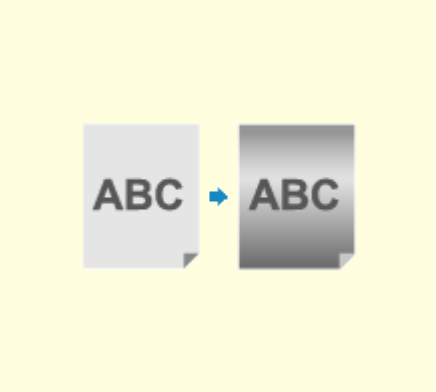
Printouts Have Ghost Images(P. 653)



Printouts Are Faded(P. 654)



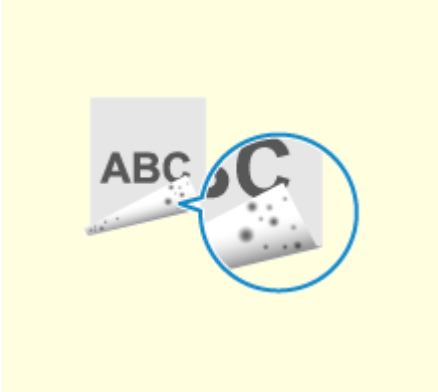
The Edge of the Page Is Not Printed(P. 656)



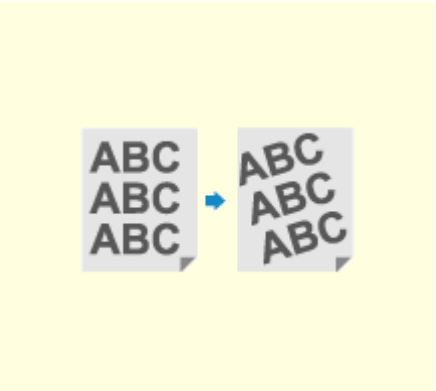
The Background Is Generally Dark(P. 657)



White Spots Appear(P. 658)



Smudge Marks Appear on the Back Side of Printouts(P. 660)



Printouts Are Skewed(P. 661)



The Printed Barcode Cannot be Scanned(P. 662)

Toner Smudges and Splatters Appear

965S-0F0

Troubleshoot by checking in the following order:

Step 1: Checking the Paper(P. 645)
Step 2: Checking the Toner Cartridge(P. 645)
Step 3: Checking the Usage Environment of the Machine(P. 645)
Step 4: Checking the Maintenance Status(P. 645)

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. 25)
Loading Paper(P. 139)

Step 2: Checking the Toner Cartridge

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge and replace the cartridge that is low on toner.
Checking the Remaining Amount of Consumables(P. 615)
Replacing the Toner Cartridge(P. 610)

* 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. If the problem persists, replace the toner cartridge.

Step 3: Checking the Usage Environment of the Machine

Are You Using the Machine in an Environment with Low Humidity?

Setting [Low Humidity Mode] to [Mode 1] may solve the problem. If that does not work, select [Mode 2].

[Home] screen on the control panel▶[Menu]▶[Adjustment/Maintenance]▶[Adjust Image Quality]▶[Special Processing]▶[Low Humidity Mode] > [Mode 1] or [Mode 2]

* Enabling this setting may reduce the density or create fading in a humid environment.

Step 4: Checking the Maintenance Status

Have You Cleaned the Fixing Assembly?

These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly.
Cleaning the Fixing Assembly(P. 608)

Streaks Appear

965S-0F1

Troubleshoot by checking in the following order:

Step 1: Checking the Paper(P. 646)
Step 2: Checking the Platen Glass(P. 646)
Step 3: Checking the Toner Cartridge(P. 646)
Step 4: Checking the Usage Environment of the Machine(P. 646)
Step 5: Checking the Maintenance Status(P. 647)
Step 6: Checking for Streaking at the Paper Edges(P. 647)

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. 25)
Loading Paper(P. 139)

Step 2: Checking the Platen Glass

Is the Platen Glass Dirty?

Clean the platen glass or rear side of the feeder if dirty.
Cleaning the Platen Glass(P. 604)
Cleaning the Feeder(P. 605)

Step 3: Checking the Toner Cartridge

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge and replace the cartridge that are low on toner.
Checking the Remaining Amount of Consumables(P. 615)
Replacing the Toner Cartridge(P. 610)

* 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. If the problem persists, replace the toner cartridge.

Step 4: Checking the Usage Environment of the Machine

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.
* If you set this to [On], you must keep the machine ON to continuously remove the condensation. The Auto Shutdown Time setting is disabled.

Is the Machine Installed in a Location Subject to Strong Wind Such as from an Air Conditioner?

If so, adjust the air direction and volume of the air conditioner.
If that does not work, setting [Switch Paper Feed Method] to [Print Side Priority] may improve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings] ▶ [Switch Paper Feed Method] ▶ [Print Side Priority]

* When you select [Print Side Priority], the printing speed for 1-Sided printing will decrease.

Step 5: Checking the Maintenance Status

Have You Cleaned the Fixing Assembly?

These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly.
Cleaning the Fixing Assembly(P. 608)

Step 6: Checking for Streaking at the Paper Edges

Do Streaks Appear at the Paper Edges?

Setting [Rdc. Wrinkles(Humidity)/Streaks] to [On] may solve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Rdc. Wrinkles(Humidity)/Streaks] ▶ [On]

* Specifying [On] decreases the printing speed.

Printing Is Uneven

965S-0F2

Troubleshoot by checking in the following order:

Step 1: Checking the Paper(P. 648)
Step 2: Checking the Toner Cartridge(P. 648)
Step 3: Checking the Usage Environment of the Machine(P. 648)

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. 25)
Loading Paper(P. 139)

Step 2: Checking the Toner Cartridge

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge and replace the cartridge that are low on toner.
Checking the Remaining Amount of Consumables(P. 615)
Replacing the Toner Cartridge(P. 610)

* 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. If the problem persists, replace the toner cartridge.

Step 3: Checking the Usage Environment of the Machine

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.
* If you set this to [On], you must keep the machine ON to continuously remove the condensation. The Auto Shutdown Time setting is disabled.

Is the Machine Installed in a Location Subject to Strong Wind Such as from an Air Conditioner?

If so, adjust the air direction and volume of the air conditioner.
If that does not work, setting [Switch Paper Feed Method] to [Print Side Priority] may improve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings] ▶ [Switch Paper Feed Method] ▶ [Print Side Priority]

* When you select [Print Side Priority], the printing speed for 1-Sided printing will decrease.

Printed Paper Is Blank

965S-0F3

Troubleshoot by checking the following steps:

Step 1: Checking the Original (Copying Only)(P. 649)
Step 2: Checking the Status of the Machine(P. 649)

Step 1: Checking the Original (Copying Only)

Is 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. 136)**



When Placing Originals in the Feeder

Place the original with the side to be scanned face up. **Placing Originals in the Feeder(P. 137)**



Step 2: Checking the Status of the Machine

Is Condensation Removal Being Performed?

Check the control panel, and wait for condensation removal to finish.

Smudge Marks Appear on the Edge of Printouts

965S-0F4

Troubleshoot by checking in the following order:

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. 25)
  Loading Paper(P. 139)
- Set the paper size and type correctly according to the loaded paper. **Specifying the Paper Size and Type(P. 154)**

Are You Printing to the Edge of the Paper Without Margins?

This symptom may occur when the margin is set to none in the printer driver. To print with this machine, a margin of 5 mm (10 mm at the top and bottom of an envelope) is required.

On the [Printing preferences] screen of the printer driver, configure the following setting to provide a margin.

[Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

Have You Cleaned the Fixing Assembly?

These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly. **Cleaning the Fixing Assembly(P. 608)**

Text or Images Are Blurry

965S-0F5

Troubleshoot by checking the following steps:

Step 1: Checking the Paper(P. 651)
Step 2: Checking the Usage Environment of the Machine(P. 651)

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. 25)
Loading Paper(P. 139)

Is the Paper Stained According to the Paper Type or Usage Environment?

Setting [Correct Blurry Image] to [Mode 1] may solve the problem. If that does not work, try specifying [Mode 2], [Mode 3] and then [Mode 4] in sequence.

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Correct Blurry Image] ▶ select the mode

* Enabling this setting may lower the print density or slow down printing. It may also make outlines less distinct or make them slightly rougher.

Is the Paper Stained During Copying According to the Paper Type or Usage Environment?

Setting [Correct Blurry Image for Copy] to [Mode 1] may solve the problem. If that does not work, try selecting [Mode 2] and then [Mode 3].

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Correct Blurry Image for Copy] ▶ select the mode

* When this setting is enabled, the print density may decrease.

Step 2: Checking the Usage Environment of the Machine

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.
* If you set this to [On], you must keep the machine ON to continuously remove the condensation. The automatic shutdown setting is disabled.

Are You Using the Machine in an Environment with Low Humidity?

Setting [Low Humidity Mode] to [Mode 1] may solve the problem. If that does not work, specify [Mode 2].

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Low Humidity Mode] ▶ [Mode 1] or [Mode 2]

* Setting this to [On] may reduce the density or create fading in a humid environment.

Printouts Have Ghost Images

965S-0F6

Troubleshoot by checking the following steps:

Step 1: Checking the Paper and Toner Cartridge(P. 653)
Step 2: Checking the Occurrence of Ghost Images(P. 653)
Step 3: Checking the Maintenance Status of the Machine(P. 653)

Step 1: Checking the Paper and Toner Cartridge

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. 25)
Loading Paper(P. 139)

Have the Toner Cartridge Reached the End of Their Lifetime?

Parts inside the toner cartridge may have deteriorated. If this symptom occurs, it is recommended to replace the toner cartridge regardless of the remaining amount of toner or messages displayed. **Replacing the Toner Cartridge(P. 610)**

Step 2: Checking the Occurrence of Ghost Images

Do Ghost Images Appear on the Same Page?

Setting [High Humidity Mode] to [On] may solve the problem.

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [High Humidity Mode] ▶ [On]

* Specifying [On]may lead to variations in the print density in environments with low humidity.

Do Ghost Images Appear in Unprinted Sections?

If you print on small-sized paper and then continue printing on a larger sized paper, ghost images may appear in the unprinted sections of the paper. In this event, setting [Reduce Ghosting 1] to [On] may improve the print results.

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Reduce Ghosting 1] ▶ [On]

* When you select [On], the printing speed may decrease.

Step 3: Checking the Maintenance Status of the Machine

Have You Cleaned the Fixing Assembly?

These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly. **Cleaning the Fixing Assembly(P. 608)**

Printouts Are Faded

965S-0F7

Troubleshoot by checking the following steps:

Step 1: Checking the Paper and Toner Cartridge(P. 654)
Step 2: Checking the Usage Environment of the Machine(P. 654)

Step 1: Checking the Paper and Toner Cartridge

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. 25)
  Loading Paper(P. 139)
- Set the paper size and type correctly according to the loaded paper. **Specifying the Paper Size and Type(P. 154)**

Is Printing Faded When Printing Envelopes?

When printing on envelopes with a rough surface, setting [Rough Surface Envelope Mode] to [On] may solve the problem.

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing] ▶ [Rough Surface Envelope Mode] ▶ [On]

* This setting is only available when the paper type is set to [Rough Surface Envelope Mode].
* Specifying [On] decreases the printing speed.
* Specifying [On] disables the [Paper Curl Correction] setting.

Have the Toner Cartridge Reached the End of Their Lifetime?

Parts inside the toner cartridge may have deteriorated. If this symptom occurs, it is recommended to replace the toner cartridge regardless of the remaining amount of toner or messages displayed. **Replacing the Toner Cartridge(P. 610)**

* 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. If the problem persists, replace the toner cartridge.

Step 2: Checking the Usage Environment of the Machine

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.
* If you set this to [On], you must keep the machine ON to continuously remove the condensation. The automatic shutdown setting is disabled.

Is the Machine Installed in a Location Subject to Strong Wind Such as from an Air Conditioner?

If so, adjust the air direction and volume of the air conditioner.
If that does not work, setting [Switch Paper Feed Method] to [Print Side Priority] may improve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings] ▶ [Switch Paper Feed Method] ▶ [Print Side Priority]

* When you select [Print Side Priority], the printing speed for 1-Sided printing will decrease.

The Edge of the Page Is Not Printed

965S-0F8

Troubleshoot by checking in the following order:

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. 25)
Loading Paper(P. 139)

Are the Paper Guides Correctly Aligned with the Paper?

Paper guides that are aligned but too loose or too tight can cause part of the page to not be printed. Check the paper guides, and align them with the width of the paper. **Loading Paper(P. 139)**

Are You Printing to the Edge of the Paper Without Margins?

This symptom may occur when the margin is set to none in the printer driver. To print with this machine, a margin of 5 mm (10 mm at the top and bottom of an envelope) is required.

On the [Printing preferences] screen of the printer driver, configure the following setting to provide a margin.

[Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

The Background Is Generally Dark

965S-0F9

Troubleshoot by checking in the following order:

Are White Areas Generally Dark When Copying?

Adjusting the density of the background may solve the problem.

[Home] screen on the control ▶ [Copy] ▶ [Density] ▶ [Adjust Background Density] ▶ [Adjust (Manual)] ▶ adjust the background density.

* Parts other than the background may also be affected depending on the color of the original.

Are You Using the Machine in an Appropriate Environment?

- Re-install the machine in an appropriate environment.
  Moving the Machine(P. 626)
- Keep the toner cartridge in a suitable location and try printing again after 2-3 hours. If the problem persists, replace the toner cartridge.
  Replacing the Toner Cartridge(P. 610)

White Spots Appear

965S-0FA

Troubleshoot by checking the following steps:

Step 1: Checking the Paper(P. 658)
Step 2: Checking the Toner Cartridge(P. 658)
Step 3: Checking the Occurrence of White Spots(P. 658)
Step 4: Checking the Usage Environment of the Machine(P. 658)

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. 25)
Loading Paper(P. 139)

Are You Using Paper That Has Absorbed Moisture?

Check the precautions, and replace the paper with dry paper.
Precautions When Handling Paper(P. 29)
Loading Paper(P. 139)

Step 2: Checking the Toner Cartridge

Check the Remaining Amount of Toner in the Toner Cartridge.

Check the remaining amount of toner in the toner cartridge and replace the cartridge that are low on toner.
Checking the Remaining Amount of Consumables(P. 615)
Replacing the Toner Cartridge(P. 610)

* 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. If the problem persists, replace the toner cartridge.

Step 3: Checking the Occurrence of White Spots

Are Dark Characters and Lines Hollowed Out?

Setting [High Humidity Mode] to [On] may solve the problem.

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [High Humidity Mode] ▶ [On]

* Specifying [On] may lead to variations in the print density in environments with low humidity.

Step 4: Checking the Usage Environment of the Machine

Are You Using the Machine in an Environment with Sudden Temperature Changes?

Sudden temperature changes can create condensation, which can result in faded or blurry images and text. Setting [Control Condensation] to [On] may solve the problem.

[Home] on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Maintenance] ▶ [Control Condensation] ▶ [On]

* During condensation removal, a blank sheet of paper may be output without being printed correctly. If you set this to [On], you can set whether to restrict printing.
* If you set this to [On], you must keep the machine ON to continuously remove the condensation. The automatic shutdown setting is disabled.

Are You Using the Machine in a Humid Environment?

Setting [High Humidity Mode] to [On] may solve the problem.

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [High Humidity Mode] ▶ [On]

* Specifying [On] may lead to variations in the print density in environments with low humidity.

Smudge Marks Appear on the Back Side of Printouts

965S-0FC

Troubleshoot by checking in the following order:

Are You Using Paper That Is Smaller Than the Size of the Print Data?

Replace with paper that is the same size as the print data. **Loading Paper(P. 139)**

Does staining occur when you print photos or other halftone images on small-sized heavy paper?

Setting [Rdc. Tnr Flaking from Heavy Sml. Ppr] to [On] may solve the problem.

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing] ▶ [Rdc. Tnr Flaking from Heavy Sml. Ppr] ▶ [On]

* Specifying [On] may make printing slower.

Have You Cleaned the Fixing Assembly?

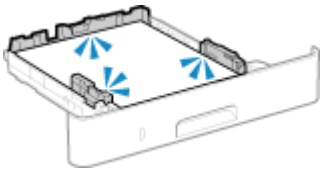
These symptoms may occur when the fixing assembly is dirty. In this case, clean the fixing assembly. **Cleaning the Fixing Assembly(P. 608)**

Printouts Are Skewed

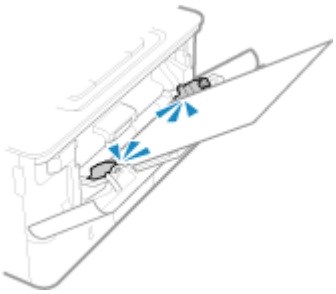
965S-0FE

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. 139)**

Paper Drawer



Multi-purpose Tray



The Printed Barcode Cannot be Scanned

965S-0JK

Troubleshoot by checking in the following order:

Are You Using a Very Small Barcode or One With Thick Lines?

- Enlarge the barcode.
- If the barcode lines are perpendicular to the output feed direction, rotate the image 90° so that the lines are parallel.

Try using Barcode Adjustment Mode

Setting [Barcode Adjustment Mode] to [Mode 1] in the printer driver may solve the problem. If that does not work, try selecting [Mode 2] and then [Mode 3] in sequence.

- Specify the settings below in the [Printing preferences] screen of the printer driver.

  [Finishing] tab ▶ [Advanced Settings] ▶ [Barcode Adjustment Mode] ▶ select the mode

  * When this setting is enabled, the print density may decrease.
- If setting [Barcode Adjustment Mode] to [Mode 3] does not work, changing the [Printer Density] may solve the problem. **Adjusting the Print Density(P. 623)**

Paper and Paper Feeding Problems

965S-0FF

Check how to troubleshoot the problem based on the symptom.

Paper Creases(P. 664)
Paper Curls(P. 665)
Paper Is Not Fed or Two or More Sheets Are Fed Together(P. 666)

Paper Creases

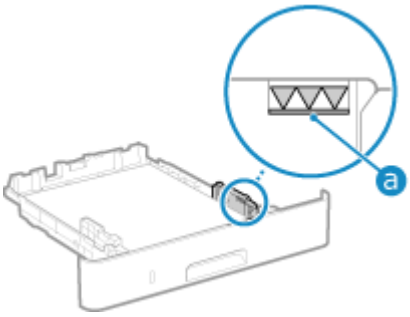
965S-0FH

Troubleshoot by checking the items below.

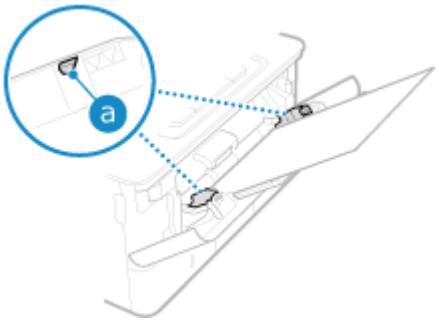
Is Paper Loaded Correctly?

- Make sure the loaded paper does not exceed the load limit line or load limit guide (a).

Paper Drawer

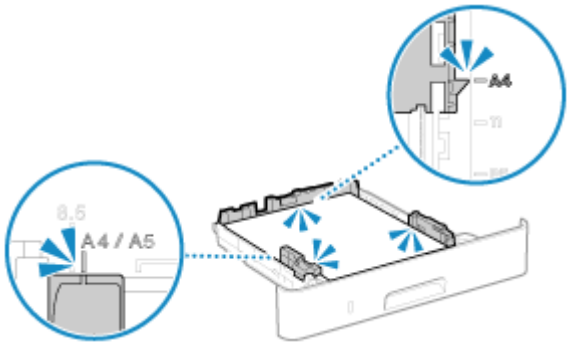


Multi-purpose Tray

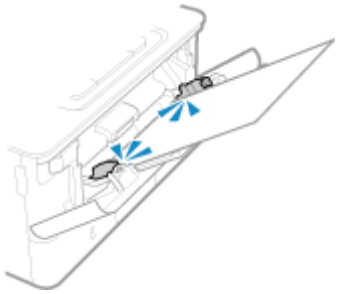


- Check that the paper guides are aligned with the markings and are not too loose or too tight.

Paper Drawer



Multi-purpose Tray



Are You Using Paper That Has Absorbed Moisture?

Check the precautions, and replace the paper with dry paper.
Precautions When Handling Paper(P. 29)
Loading Paper(P. 139)

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. 25)
Loading Paper(P. 139)

Does This Occur When Printing on Plain Paper or Thin Paper?

Setting [Paper Wrinkle Correction] to [On] may solve the problem.

[Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing] ▶ [Paper Wrinkle Correction] ▶ [On]

Specifying [On] may lead to faded printouts or slower printing speeds.

Paper Curls

965S-0FJ

Troubleshoot by checking the items below.

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. 25)
  Loading Paper(P. 139)
- Set the paper size and type correctly according to the loaded paper. **Specifying the Paper Size and Type(P. 154)**
- Setting [Paper Curl Correction] to [On] may improve the problem.

  [Home] screen on the control panel ▶ [Menu] ▶ [Adjustment/Maintenance] ▶ [Adjust Image Quality] ▶ [Special Processing] ▶ [Special Paper Processing] ▶ [Paper Curl Correction] ▶ [On]

  * When you select [On], this may result in faded printouts and slower printing speeds.
- Setting [Switch Paper Feed Method] to [Print Side Priority] may improve the problem.

  [Home] screen on the control panel ▶ [Menu] ▶ [Function Settings] ▶ [Common] ▶ [Paper Feed Settings] ▶ [Switch Paper Feed Method] ▶ [Print Side Priority]

  * When you select [Print Side Priority], the printing speed for 1-Sided printing will decrease.
- Load the paper with the side to be printed (paper front and back) reversed.

  * In rare cases, the symptom may worsen depending on the paper used. In this case, print on the original side of the paper.

Are You Using Paper That Has Absorbed Moisture?

Try the following in the order below:

- Check the precautions, and replace the paper with dry paper.
  Precautions When Handling Paper(P. 29)
  Loading Paper(P. 139)
- Change the paper type setting to a thinner paper. **Specifying the Paper Size and Type(P. 154)**

Paper Is Not Fed or Two or More Sheets Are Fed Together

965S-0FK

Troubleshoot by checking the items below.

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. 25)
Loading Paper(P. 139)

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. 139)**
- Do not load paper of different sizes or types together.

Setting Up

965S-0FR

This is a list of problems that can occur during setup of the machine. Check how to troubleshoot the problem based on the symptom.

■ Problems During Driver Installation

The Machine Connected via WSD Port Is Not Displayed During Driver Installation(P. 668)

■ Problems with Wireless LAN and Wired LAN Connection

Cannot Connect to Wireless LAN

Check whether the machine can connect to the network.

Cannot Connect to Wireless LAN(P. 669)

Cannot Connect to Wired LAN

The IP address setting may have failed. Set the IP address again.

Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 75)

Cannot Connect to Wireless LAN and Wired LAN at the Same Time

You cannot connect the machine to a wireless LAN and wired LAN at the same time. You can connect to USB and wireless LAN or USB and wired LAN at the same time.

■ Problems with USB Connection

The Computer Cannot Communicate with the Machine

Try the following:

- Replace the USB cable. If the USB cable is long, replace it with a short cable.
- If you are using a USB hub, connect the machine directly to the computer using a USB cable.

The Machine Connected via WSD Port Is Not Displayed During Driver Installation

965S-0FS

Troubleshoot by checking the items below.

Check the Settings of the Machine.

Configure the settings below if they have not been configured.
The machine must be restarted to apply the settings.

WSD Printing and Multicast Discovery Settings

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Network Settings] ▶ [WSD Settings] ▶ [Edit] ▶ select the [Use WSD Printing] and [Use Multicast Discovery] checkboxes ▶ [OK] ▶ restart the machine.

On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[WSD Settings](P. 494)**

Selecting the Page Description Language

Select the page description language (PDL) of the installed driver.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Printer Settings] ▶ [PDL Selection (Plug and Play)] ▶ [Edit] ▶ select the PDL in [Network] ▶ [OK] ▶ restart the machine.

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Network](P. 539)**

Check the OS Network Settings.

Configure the settings below if they have not been configured.

In Windows, click [ ] (Start) ▶ [ ] (Settings) ▶ [Network & Internet] ▶ [Status] ▶ [Change connection properties] ▶ [Network profile] ▶ [Private]

Check Whether the Driver Is Installed.

Use the following procedure to check whether the driver of the machine is displayed.

In Windows, click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners] ▶ check whether the driver is displayed.

If the driver is displayed, it is installed. In this case, uninstall the 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/

Cannot Connect to Wireless LAN

965S-0FU

Troubleshoot by checking the status of the computer, wireless LAN router (access point), and machine with the steps below.

Step 1: Checking the Status of the Computer and Wireless LAN Router(P. 669)
Step 2: Checking the Status of the Machine and Wireless LAN Router(P. 669)
Step 3: Reconnecting to a Wireless LAN(P. 669)

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 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 it on again.

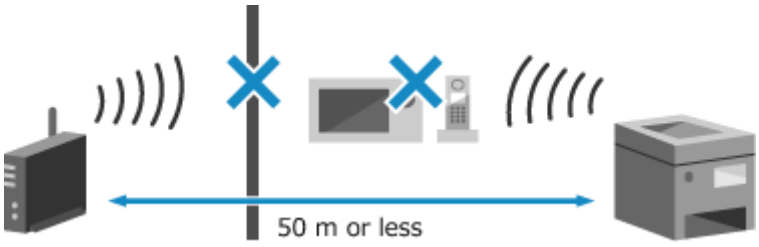
Step 2: Checking the Status of the Machine and Wireless LAN Router

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 range of 50 m.
- Do not install near a microwave oven, 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. 62)**

Network

965S-0FW

This is a list of problems that can occur with the network. Check how to troubleshoot the problem based on the symptom.

Cannot Switch to Wireless LAN(P. 671)
Cannot Find the Print Server to Connect to(P. 672)
Cannot Connect to a Shared Printer(P. 673)
Cannot Find the IP Address of the Machine(P. 674)
AirPrint Does Not Work(P. 675)

Cannot Switch to Wireless LAN

965S-0FX

Use the network settings to switch from wired LAN connection to wireless LAN connection.

1 On the control panel, press [Menu] in the [Home] screen. [Home] Screen(P. 119)

2 Press [Preferences] ▶ [Network] ▶ [Select Wired/Wireless LAN].

If the login screen appears, enter the System Manager ID and PIN, and then press [Log In]. **System Manager ID and PIN(P. 12)**

3 Press [Wireless LAN].

➠ The message [Settings configured.] appears.

4 Connect the machine to the wireless LAN. Connecting to a Wireless LAN(P. 62)

5 Install the driver to the computer that will use the machine.

When switching the machine from wired LAN connection to wireless LAN connection, any installed drivers must be uninstalled and then reinstalled.
For details about uninstalling and installing drivers, see the driver manual at the online manual site.
https://oip.manual.canon/

Cannot Find the Print Server to Connect to

965S-0FY

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.

Are there Any Restrictions with Connecting 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. 743)**

Cannot Connect to a Shared Printer

965S-0H0

Check if a shared printer is displayed on the network computer. **Displaying a Shared Printer in the Print Server(P. 743)**

If it is not displayed, contact the network or print server administrator.

Cannot Find the IP Address of the Machine

965S-0H1

View the IP address using the following procedure:

Viewing the IPv4 Address

[Home] screen on the control panel ▶ [Status Monitor] ▶ [Network Information] ▶ [IPv4] ▶ view the setting.

Viewing the IPv6 Address

[Home] screen on the control panel ▶ [Status Monitor] ▶ [Network Information] ▶ [IPv6] ▶ view the setting.

NOTE

If the IP Address Is Displayed as "0.0.0.0"

- A suitable IP address is not set. Set the IP address again.
  Setting IPv4 Addresses(P. 73)
  Setting IPv6 Addresses(P. 75)

AirPrint Does Not Work

965S-0H2

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. 112)**

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. 704)**

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. 58)**
When connecting via USB, directly connect the Mac to the USB port for computer connection on the back of the machine with a USB cable. **Rear Side(P. 18)**

Are You Required to Enter the Department ID and PIN to Print from a Computer? (When Using Department ID Management on the Machine)

If you are required to enter a Department ID and PIN 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. 374)**

Have the Functions Usable with AirPrint Been 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. 348)**

Is Bonjour Enabled on Your Apple Device?

Enable Bonjour if it is not enabled. For details, see the manual of your Apple device.

Printing and Copying

965S-0H3

This 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. 677)
Printing Is Slow(P. 683)

■ Problems with Printing Results

If the printing or copying results are not as expected, see the following:
Problems with Printing Results(P. 643)

■ Frequently Asked Questions about Operations

I Want to Print on an Envelope.

Place the envelope in the multi-purpose tray while paying attention to the orientation and side of the envelope.
Then, set the paper size and type according to the placed envelope.
Next, use the printer driver of the computer to set the paper size of the document and the paper size to print, and then perform printing.

Preparations and Orientation for Loading Envelopes(P. 148)
Specifying the Paper Size and Type(P. 154)
Printing from a Computer(P. 220)

Cannot Print or Copy

965S-0H4

Troubleshoot by checking the items below.

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. 241)
Checking the Copy Status and Log(P. 340)
An Error Code Is Displayed(P. 723)

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. 749)

Check the Network Status and Settings.

Check the required items according to the usage environment.
Cannot Print (Wireless LAN)(P. 678)
Cannot Print (Wired LAN)(P. 680)
Cannot Print (USB Connection)(P. 681)
Cannot Print (via Print Server)(P. 682)

Cannot Print (Wireless LAN)

965S-0H5

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. **Viewing the MAC Address and Connection Information of the Wireless LAN(P. 98)**

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. 669)**

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 wireless output 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 (identifier of the wireless LAN router) of the machine matches that of the computer.
  Viewing the MAC Address and Connection Information of the Wireless LAN(P. 98)
  Viewing the Network Connection Information of the Computer(P. 746)
- 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. 62)**

Is the Printer Port of the Computer Configured Correctly? (Windows)

Change the settings if they have not been configured correctly. If there is no available port, add a new port.
Viewing the Printer Port(P. 748)
Configuring a Printer Port (Windows)(P. 208)

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

1 Disable the firewall settings.

To Disable IPv4 Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ [Apply] ▶ Restart the machine.

To Disable IPv6 Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ [Apply] ▶ Restart the machine.

To Disable MAC Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ [Apply] ▶ Restart the machine.

2 Configure the firewall correctly. **Setting the Firewall(P. 383)**

Reinstall 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. 734)**

Cannot Print (Wired LAN)

965S-0H6

Troubleshoot by checking the items below.

Is the Printer Port of the Computer Configured Correctly? (Windows)

Change the settings if they have not been configured correctly. If there is no available port, add a new port.
Viewing the Printer Port(P. 748)
Configuring a Printer Port (Windows)(P. 208)

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

1 Disable the firewall settings.

To Disable IPv4 Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv4 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ [Apply] ▶ Restart the machine.

To Disable IPv6 Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [IPv6 Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ [Apply] ▶ Restart the machine.

To Disable MAC Address Filter

[Home] screen on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Firewall Settings] ▶ [MAC Address Filter] ▶ [Outbound Filter] or [Inbound Filter] ▶ [Off] ▶ [Apply] ▶ Restart the machine.

2 Configure the firewall correctly. **Setting the Firewall(P. 383)**

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. 734)**

Cannot Print (USB Connection)

965S-0H7

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 with a short USB cable, the cable may be damaged. Replace with a new USB cable, and try printing.

Are You Using a USB Hub?

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. **Viewing the Printer Port(P. 748)**
For details about installing the driver, see the manual of the driver 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. **Viewing Two-way Communication(P. 749)**

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 of the machine is restricted, cancel this setting. **Preventing Connection to Computer via USB Port(P. 433)**

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. 734)**

Cannot Print (via Print Server)

965S-0H8

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. 672)**

Reinstall 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. 743)**

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. 734)**

Printing Is Slow

965S-0H9

It takes time until the first page is printed. The printing speed may be slower after continuous printing or printing on narrow paper to allow for adjustments of the temperature or image quality of the machine.

In all other cases, an error may have occurred. Troubleshoot by checking the items below.

Check the Paper Orientation.

This symptom may occur depending on the paper orientation. Change the paper orientation if possible. **Loading Paper(P. 139)**

Does the Machine Have Sufficient Free Memory?

Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 426)**

Is Secure Print Enabled?

This symptom may occur when Secure Print is enabled. Use the procedure below to disable Secure Print. The machine must be restarted to apply the settings.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Secure Print Settings] ▶ [Edit] ▶ clear the [Secure Print] checkbox ▶ [OK] ▶ restart the machine.

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Secure Print](P. 512)**

Scanning

965S-0HA

If you have problems when scanning, restart the machine and computer.

If the problem persists even after restarting, check the following troubleshooting methods.
Cannot Save Scanned Data to a Computer(P. 685)
Cannot Save Scanned Data to a Shared Folder(P. 687)

■ Frequently Asked Questions about Operations

I Want to Scan an Original.
Make preparations according to the scanned data save destination and sending method, and then scan the original.
Scanning(P. 243)

I Want to Send Scanned Data by E-mail.
You can scan an original and send the scanned data by e-mail as an attachment.
Scanning (Sending by E-mail)(P. 265)

Cannot Save Scanned Data to a Computer

965S-0HC

Use the following steps to check the status of the computer used as the store location and the machine:

Step 1: Checking the Occurrence of the Problem(P. 685)
Step 2: Checking the Status of the Computer(P. 685)
Step 3: Checking the Status of the Machine(P. 685)
Step 4: Checking the Store Location of the Scanned Data(P. 686)

Step 1: Checking the Occurrence of the Problem

Check using the following in the order below:

Does the Problem Occur on All Computers?

If so, check the network 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. 96)
Setting Up the Network(P. 58)

Are You Saving Scanned Data to the Computer for the First Time?

If so, make preparations such as installing the scanner driver (ScanGear MF) and application (MF Scan Utility) to the computer used as the store location. **Preparing to Save Scanned Data to a Computer(P. 246)**

On the Screen for Selecting the Computer to Be Used as the Store Location, Is the Computer Displayed? (Only When Scanning from the Machine)

If the computer to be used as the store location is not displayed, scanned data communication may be blocked due to the security software settings.
For details about the security software settings, contact the software manufacturer.

Step 2: Checking the Status of the Computer

Did You Install and 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.

Reinstall the Scanner 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/

Step 3: Checking the Status of the Machine

Was the IP Address of the Machine or Other Device Changed?

If so, check whether the machine and other device have the same IP address. If they have the same IP address, change it to a different IP address.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 75)

Step 4: Checking the Store Location of the Scanned Data

Check the Attributes of the Store Location (Windows).

On the computer, check that the attributes of the store location are not read only.

1. Right-click the store location, and click [Properties].
   - The properties screen of the store location 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.

Cannot Save Scanned Data to a Shared Folder

965S-0HE

Use the following steps to check the status of the shared folder of the store location and the machine:

Step 1: Checking the Occurrence of the Problem(P. 687)
Step 2: Checking the Status of the Computer with the Shared Folder(P. 687)
Step 3: Checking the Status of the Machine(P. 687)
Step 4: Checking the Shared Folder(P. 688)

Step 1: Checking the Occurrence of the Problem

Check using the following in the order below:

Does the Problem Occur with All Shared Folders?

If so, check the network 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. 96)
Setting Up the Network(P. 58)

Are You Saving Scanned Data to the Shared Folder for the First Time?

If so, register the information for accessing the shared folder to the Address Book of the machine. **Preparing to Save Scanned Data to a Shared Folder(P. 255)**

Step 2: 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 (Remote UI)(P. 174)**

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 register the information for accessing the shared folder to the Address Book of the machine. **Preparing to Save Scanned Data to a Shared Folder(P. 255)**

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 3: Checking the Status of the Machine

Was the IP Address of the Machine or Other Device Changed?

If so, check whether the machine and other device have the same IP address. If they have the same IP address, change it to a different IP address.
Setting IPv4 Addresses(P. 73)
Setting IPv6 Addresses(P. 75)

Step 4: 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 [Change] in [Everyone] is set to [Allow].
3. If not, set [Change] in [Everyone] to [Allow].

When Using macOS

1. Click [ ] ▶ [System Preferences] ▶ [Sharing].
   - The [Sharing] screen is displayed.
2. Select [File Sharing], and in [Shared Folders], select the shared folder of the store location.
3. Check that [Everyone] in [Users] has the access permission of [Read & Write].
4. If not, select [Read & Write] from the [Everyone] pop-up menu.

Check the Attributes of the Shared Folder (Windows).

On the computer, check that the attributes of the shared folder are not read only.

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.

Faxing and Using the Telephone

965S-0HF

This is a list of problems that can occur when faxing and using the telephone. Check how to troubleshoot the problem based on the symptom.

Cannot Send a Fax(P. 690)
Cannot Receive a Fax(P. 692)
Machine Does Not Automatically Switch Between Telephone and Fax(P. 694)
Cannot Send or Receive a Fax via Optical Line(P. 695)
Cannot Send a Fax to an International Destination(P. 696)
Other Party's Telephone or Fax Number Is Not Displayed(P. 697)

■ Frequently Asked Questions about Operations

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.
Auto Forwarding and Backing Up Received Faxes(P. 295)

I Want to Send a Fax from a Computer.
You can send a document as a fax from a computer using a fax driver.
Sending Faxes from a Computer (PC Faxing)(P. 302)

Cannot Send a Fax

965S-0HH

Troubleshoot by checking the following steps:

Step 1: Checking the Original(P. 690)
Step 2: Checking the Status of the Machine(P. 690)
Step 3: Checking the Send Status(P. 691)

Step 1: Checking the Original

Is 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. 136)**



When Placing Originals in the Feeder

Place the original with the side to be scanned face up. **Placing Originals in the Feeder(P. 137)**



Step 2: Checking the Status of the Machine

Is the Data Indicator on the Control Panel Lit or Blinking?

If so, data is being processed. Data is sent after the data indicator turns off. **Control Panel(P. 20)**

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.
For details about the connection method, see the procedure for connecting to the telephone line. **Step 4: Connecting to Telephone Line(P. 101)**

Are You Talking on a Telephone Connected to the Machine?

Send the fax after the call is completed.

Has an Error Occurred?

Check the fax sending status and log, and if a three-digit number (error code) starting with "#" is displayed, check how to troubleshoot the problem based on the error code.
Checking the Status and Log for Sent and Received Faxes(P. 313)
An Error Code Is Displayed(P. 723)

Is [The memory is full.] Displayed on the Control Panel?

If so, scanning 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.
- Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 426)**
- Change the set resolution to a lower resolution when scanning the original.

[Home] screen on the control panel ▶ [Fax] ▶ [TX/RX Settings] ▶ [Resolution] ▶ Select the resolution.

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 Optical Line

The machine conforms to analog line standards, and sending of faxes via optical line cannot be guaranteed. You may be able to perform operations via optical line, so see the following.
Cannot Send or Receive a Fax via Optical Line(P. 695)

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.

Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [Select Line Type], select [Manual] ▶ in [Line], select the type of telephone line ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Select Line Type](P. 552)**

* If you do not know the type of telephone line, contact your telephone company.

Did You Specify an Overseas Destination?

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) and lower the communication start speed before sending the fax. **Cannot Send a Fax to an International Destination(P. 696)**

Is the Send Destination Ready to Receive a Fax?

The power of the receiving 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

965S-0HJ

Troubleshoot by checking the following steps:

Step 1: Checking the Remaining Amount of Toner in the Toner Cartridge(P. 692)
Step 2: Checking the RX Mode Setting(P. 692)
Step 3: Checking the Fax Reception Environment(P. 693)
Step 4: Free Up Memory on the Machine(P. 693)

Step 1: Checking the Remaining Amount of Toner in the Toner Cartridge

If the remaining amount of toner in the toner cartridge is low, the received data may be saved 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 in the toner cartridge and replace the cartridge that are low on toner.
  Checking the Remaining Amount of Consumables(P. 615)
  Replacing the Toner Cartridge(P. 610)

- To print the received data even when the amount of toner in the toner cartridge is low, enable [Continue Printing When Amount in Cartridge Is Low].

  Log in to Remote UI ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] or [RX Settings] ▶ [Common Settings] ▶ [Edit] in [Common Settings] ▶ select the [Continue Printing When Amount in Cartridge Is Low] checkbox ▶ [OK]

  On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Continue Print. When Cart. Low](P. 557)**

  * When this setting is enabled, the print result may be light or faded. The received data is not saved to the memory, so if the printed content is illegible, you may have to request the sender to send the data again.

Step 2: Checking the RX Mode Setting

Is the RX Mode Set Appropriately?

Check that the RX Mode is set according to your fax purpose, and change the setting, as needed. **Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 289)**

Is the RX Mode Set to [Answering Machine]?

If so, check the following, and connect the telephone correctly:

- An answering machine is connected to the machine.
- The power is turned on with a message recorded properly.

Is the RX Mode Set to [Manual]?

If so, press [Start Receiving] before hanging up the receiver when receiving a fax. Hanging up the receiver beforehand may end the call.
If a telephone is connected to the machine, you can receive the fax by operating the telephone without operating the machine. **Receiving Faxes via Telephone (Remote RX)(P. 309)**

Step 3: Checking the Fax Reception Environment

Are You Receiving a Fax via an Optical Line?

The machine conforms to analog line standards, and receiving of faxes via optical line cannot be guaranteed. You may be able to perform operations via optical line, so see the following:
Cannot Send or Receive a Fax via Optical Line(P. 695)

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.

Log in to Remote UI ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [Select Line Type], select [Manual] ▶ in [Line], select [Tone] ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Select Line Type](P. 552)**

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: Free Up Memory on the Machine

Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 426)**

Machine Does Not Automatically Switch Between Telephone and Fax

965S-0HK

Troubleshoot by checking the items below.

Is the RX Mode Set Appropriately?

- Check that the RX Mode is set according to your fax purpose, and change the setting, as needed. **Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 289)**
- When a regular telephone or optional HANDSET KIT 3 / TELEPHONE 6 KIT is connected, set the RX Mode to [Fax/Tel (Auto Switch)].

Is the Ring Start Time Too Short When the RX Mode Is Set to [Fax/Tel (Auto Switch)]?

If the time until ringing starts after receiving a fax is too short, the machine may not be able to determine that it is a fax and you may hear an incoming ring when the fax is received. Check the [Ring Start Time] setting, and increase the time, as needed.

[Home] screen on the control panel ▶ [Fax] ▶ [TX/RX Settings] ▶ [RX Mode] ▶ [Fax/Tel (Auto Switch)] ▶ [Ring Start Time] ▶ enter a time ▶ [Apply]

Is the Line Status of the Sender Good?

If the line status of the sender is poor, the machine may not switch to fax at a fast communication start speed. Check the [RX Start Speed] setting, and decrease the speed, as needed.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] in [Basic Settings] ▶ in [RX Start Speed], select the speed ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[RX Start Speed](P. 561)**

Does the Machine Have Sufficient Free Memory?

Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 426)**

Does the Sender's Fax Machine Support a Fax Identification Signal (CNG Signal)[*1]?

If it does not support this signal, the machine will not switch automatically to fax receiving mode. Change the RX Mode to [Manual] to receive faxes manually. **Changing Fax RX Mode and Setting the Action when Receiving a Fax(P. 289)**

[*1] The fax identification signal (CNG signal) is a beeping sound transmitted by the sending fax machine.

Cannot Send or Receive a Fax via Optical Line

965S-0HL

The machine conforms to analog line standards, and sending and receiving of faxes via optical line cannot be guaranteed. You may be able to perform operations via optical line, so use the following steps:

Check the Optical Line Provider.

Check with the optical line provider that the following two items are guaranteed:

- Call quality equivalent to analog line level
- Guaranteed operation of Super G3 (fax communication standard)

Lower the Communication Start Speed and Check the Sending and Receiving Status.

Use the following procedure to lower the communication start speed in phases and check whether you can send and receive faxes:

Cannot Send a Fax

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [TX Start Speed], select the speed ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[TX Start Speed](P. 552)**

Cannot Receive a Fax

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] ▶ [Fax RX Settings] ▶ [Edit] in [Basic Settings] ▶ in [RX Start Speed], select the speed ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[RX Start Speed](P. 561)**

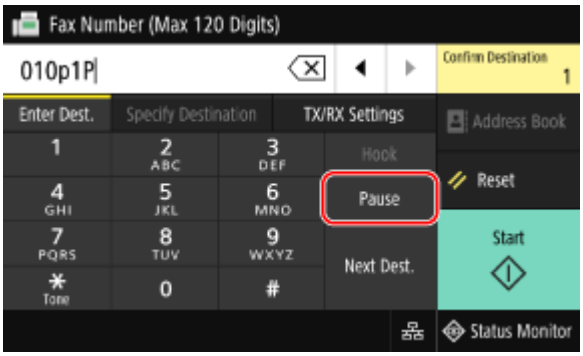
Cannot Send a Fax to an International Destination

965S-0HR

Troubleshoot by checking the items below.

Enter 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 ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [Set Pause Time], enter the pause time ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Set Pause Time](P. 551)**

Lower the Communication Start Speed.

Try sending a fax after lowering the communication start speed in phases.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [TX Start Speed], select the speed ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[TX Start Speed](P. 552)**

Other Party's Telephone or Fax Number Is Not Displayed

965S-0HS

Troubleshoot by checking the items below.

Is the Machine Connected to a Telephone That Supports Number Display?

The machine does not support number display. When a telephone that supports number display is connected to the machine, the other party's number can be displayed on the display of the telephone.

* The other party's number may not be displayed even if a telephone that supports number display is connected to the machine. For details, see the manual of the telephone.

Is the RX Mode Set to [Auto] or [Fax/Tel (Auto Switch)]?

If so , when the settings are configured so that the machine rings when receiving a fax, the other party's number can be displayed on a connected telephone that supports number display while the machine is ringing.

Log in to Remote UI ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] or [RX Settings] ▶ [Fax RX Settings] ▶ [Edit] ▶ select the [Use Incoming Ring] checkbox ▶ enter the number of rings ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Incoming Ring](P. 560)**

Management Functions and Environment Settings

965S-0HU

This is a list of frequently asked questions about management functions. Check the applicable item.

Cannot Access Remote UI or Send Function Setting Tool(P. 699)
Changing the Volume of the Confirmation Sound and Warning Tone(P. 700)
Changing the Time Until Sleep Mode(P. 701)
Lost Department ID or PIN for the Administrator(P. 702)
Checking the Items That Can Be Configured on the Machine and Their Settings(P. 703)

Cannot Access Remote UI or Send Function Setting Tool

965S-0HW

If the message [Cannot access Remote UI.] or [Cannot continue the settings because the function to perform settings for the device is restricted.] appears and you cannot access Remote UI or Send Function Setting Tool, troubleshoot by checking the items below.

Set the Remote UI Access PIN.

To access the Remote UI and Send Function Setting Tool, you must set the Remote UI Access PIN.

Administrator privileges are required to configure the setting.

[Home] screen on the control panel ▶ [Menu] ▶ [Management Settings] ▶ [License/Other] or [Remote UI Settings/Update Firmware] ▶ [Remote UI Settings] ▶ [Restrict Access] ▶ [On] ▶ enter the PIN ▶ [Apply] ▶ enter the PIN again ▶ [Apply]

* You cannot set a PIN consisting of all zeros, such as "00" or "0000000."
* A Remote UI PIN is not required when Department ID Management is enabled.

Change the System Manager PIN.

When logging in with System Manager Mode or accessing Send Function Setting Tool, you must change the System Manager PIN from the default settings.

Administrator privileges are required to change the settings.

[Home] screen on the control panel ▶ [Menu] ▶ [Management Settings] ▶ [User Management] ▶ [System Manager Information Settings] ▶ [System Manager ID and PIN] ▶ enter the System Manager ID ▶ [Apply] ▶ enter the PIN ▶ [Apply] ▶ enter the PIN again ▶ [Apply]

* You cannot set a System Manager ID or PIN consisting of all zeros, such as "00" or "0000000."
* Only allow certain administrators to have access to the System Manager ID and PIN after the settings are changed.

Changing the Volume of the Confirmation Sound and Warning Tone

965S-0HX

You can change the communication and completion tones for faxes, and change the volume of the machine's confirmation and warning tones.

Adjusting the Volume (For Models with a Fax Function)(P. 196)
Adjusting the Volume (For Models without a Fax Function)(P. 199)

Changing the Time Until Sleep Mode

965S-0HY

In addition to being able to change the time until the machine enters sleep mode, you can also configure a specified time the machine enters sleep mode.

Reducing Power Consumption (Sleep Mode)(P. 114)

Lost Department ID or PIN for the Administrator

965S-0J0

Contact the administrator to check whether the System Manager ID and System Manager PIN were changed from the default settings.

If they have not been changed from the default settings, they are listed below.

For MF469x

- **System Manager ID:** 7654321
- **System Manager PIN:** 7654321

For MF465dw / MF461dw

The System Manager ID and System Manager PIN are not set.

* If they have not been changed from the default settings, change them for enhanced security, and allow only certain administrators to know this information. **Setting the Department ID and PIN for the Administrator(P. 366)**

NOTE

- If you still cannot recover your System Manager ID and PIN even after confirming the above information, contact your dealer or service representative. **If the Problem Persists(P. 734)**

Checking the Items That Can Be Configured on the Machine and Their Settings

965S-0J1

You can print the User Data List and System Manager Data List to check the items that can be configured on the machine and their settings.
Printing and Viewing Reports and Lists(P. 457)

User Data List
Displays the settings that do not require administrator privileges.

System Manager Data List
Displays the settings that require administrator privileges.

A Message Appears

965S-0J2

If a message appears on the control panel, select the message from the list below, and check how to troubleshoot the problem.

- **An error occurred during certificate verification.(P. 705)**
- **Cannot access the file or folder. Wait a moment and try again, or check the settings from Remote UI.(P. 705)**
- **Cannot analyze the authentication server certificate.(P. 706)**
- **Cannot change the destination type of destinations registered to a group.(P. 706)**
- **Cannot find the access point.(P. 706)**
- **Cannot print. A non-Canon or counterfeit cartridge may be inserted.(P. 707)**
- **Cannot print RX data.(P. 707)**
- **Cannot receive the fax. Make sure the fax was sent correctly by the sender.(P. 707)**
- **Cannot recognize the image.(P. 707)**
- **Cannot send because more than one destination is specified.(P. 708)**
- **Cannot specify group destinations when on-hook.(P. 708)**
- **Cannot specify group destinations, or multiple destinations at the same time.(P. 708)**
- **Cannot use these settings. Sending to the specified destination is restricted.(P. 708)**
- **Cartridge communication error. Cannot print. A non-Canon or counterfeit cartridge may be inserted.(P. 708)**
- **Cartridge Communication Error Problems resulting from the use of non-Canon cartridges are not covered under the warranty.(P. 709)**
- **Change the authentication password.(P. 709)**
- **Check the authentication settings.(P. 709)**
- **Copying is restricted.(P. 709)**
- **Could not connect.(P. 709)**
- **Could not connect. Check the encryption key.(P. 710)**
- **Could not connect. The maximum number of devices that can connect to the access point has been reached.(P. 710)**
- **Could not connect using Easy Connection via PC. The device will restart.(P. 710)**
- **Could not connect using the wireless LAN. Turn the main power OFF and ON, then configure the settings again.(P. 710)**
- **Could not connect using WPS. Wait a moment, then configure the settings again.(P. 711)**
- **Could not detect any connections from wireless devices.(P. 711)**
- **Could not perform cleaning.(P. 711)**
- **Could not perform correction.(P. 712)**
- **Could not perform IEEE 802.1X authentication. Cannot analyze the authentication server certificate.(P. 712)**
- **Could not perform IEEE 802.1X authentication. Change the authentication password.(P. 712)**
- **Could not perform IEEE 802.1X authentication. Check the authentication settings.(P. 712)**
- **Could not perform IEEE 802.1X authentication. Configure the correct authentication information.(P. 713)**
- **Could not perform IEEE 802.1X authentication. Configure the information required for authentication.(P. 713)**
- **Could not perform IEEE 802.1X authentication. No reply from the destination.(P. 713)**
- **Could not perform IEEE 802.1X authentication. The authentication server certificate has expired.(P. 713)**
- **Could not perform IEEE 802.1X authentication. The authentication server certificate is incorrect.(P. 713)**
- **Could not perform Open System authentication. Check the encryption key settings.(P. 714)**
- **Could not perform Shared Key authentication. Check the encryption key settings.(P. 714)**
- **Direct Connection terminated.(P. 714)**
- **Easy Connection via PC ended due to timeout The device will restart.(P. 714)**
- **End of Cartridge Lifetime(P. 715)**
- **Faxing is restricted.(P. 715)**

Load paper.(P. 715)
Low Cartridge Level(P. 715)
Memory Full (Secure Print)(P. 716)
Memory Full (Skip Error)(P. 716)
Memory Media Print is restricted.(P. 716)
No reply from the destination.(P. 716)
No response from the host.(P. 716)
Paper jammed.(P. 717)
Paper Settings and Loaded Size Mismatch(P. 717)
Prepare cartridge.(P. 717)
Printing is restricted.(P. 718)
Problems resulting from the use of non-Canon cartridges are not covered under the warranty. The amount remaining in the cartridge cannot be displayed correctly.(P. 718)
Remote scanning is restricted.(P. 718)
Scanning is restricted.(P. 719)
Set the correct authentication information.(P. 719)
Set the information necessary for authentication.(P. 719)
Specifying and registering new destinations is restricted.(P. 719)
The authentication server certificate has expired.(P. 719)
The authentication server certificate is incorrect.(P. 720)
The computer is restricted.(P. 720)
The encryption key is not set correctly. Check the encryption key settings.(P. 720)
The fax number has too many digits.(P. 720)
The memory is full.(P. 721)
The memory is full. Enter the original type settings again.(P. 721)
The memory is full. Scanning will be canceled. Do you want to print?(P. 721)
The number of entered characters is incorrect or invalid characters are used.(P. 721)
The USB memory is restricted.(P. 722)
Use Remote UI to set the information necessary for authentication.(P. 722)

NOTE

- If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative. **If the Problem Persists(P. 734)**

An error occurred during certificate verification.

An error occurred during verification due to an expired certificate or incorrect information.

Install the Correct Key and Certificate or CA Certificate.
Check the expiration date, certification authority, and other information, and then install the key and certificate or CA certificate. **Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 410)**

Are the Current Date and Time on the Machine Correct?
Check the date and time settings on the machine. If the settings are not correct, set the time zone, and then set the current date and time. **Setting the Date and Time(P. 445)**

Cannot access the file or folder. Wait a moment and try again, or check the settings from Remote UI.

You do not have permission to access the folder, or the user name or password to be used to access the folder is not set correctly.

Set the Correct Path to the Folder.

- If Restrict Access is enabled, set the user name and password correctly.
- Use Remote UI to display the Address Book, click the applicable destination, and set the information of the shared folder correctly. **Registering Destinations to the Address Book (Remote UI)(P. 174)**

Cannot analyze the authentication server certificate.

The certificate of the authentication server may not be correct, or it may be a format unsupported by the machine.

Check the Certificate of the Authentication Server, and Change the Setting, as Needed.
Setting IEEE 802.1X(P. 395)

Cannot change the destination type of destinations registered to a group.

The selected destination is registered to a group, so you cannot change the destination type.

Delete the Destination from the Group, Change the Destination Type, and Then Register It to the Group Again.

1. Delete the destination from the group.

Deleting Using Remote UI

Log in to Remote UI in System Manager Mode ▶ [Address Book] ▶ [Favorites] or [Coded Dial] ▶ select the group to which the destination is registered ▶ [Edit] ▶ select the destination ▶ [Delete] ▶ [OK]

Deleting Using the Control Panel

[Home] screen on the control panel ▶ [Address Book] ▶ select the group to which the destination is registered ▶ [Edit] ▶ [Destination] ▶ select the destination ▶ [Delete] ▶ [Yes] ▶ [Apply] ▶ [Apply]

2. Change the destination type.
Registering Destinations to the Address Book (Remote UI)(P. 174)
Editing and Deleting Destinations in the Address Book (Control Panel)(P. 172)
3. Register the destination to the group again.
Registering Groups to the Address Book (Remote UI)(P. 178)
Registering Groups to the Address Book (Control Panel)(P. 170)

Cannot find the access point.

An error occurred, preventing the machine from detecting the wireless LAN router (access point).

Is Connection Type Configured Correctly?
Select the connection type (WPS) according to the method supported by the wireless LAN router. **Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)(P. 65)**

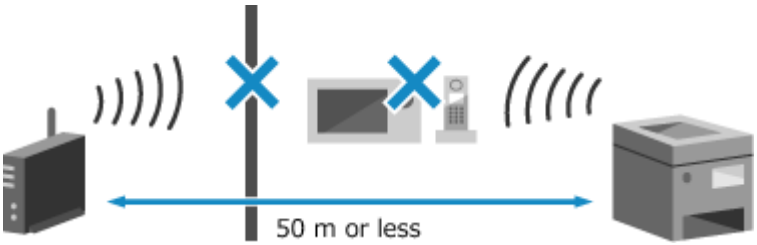
Did You Connect Within the Fixed Time?
When connecting by pressing a button on the wireless LAN router, set the connection type on the control panel of the machine, and then press the button on the wireless LAN router within one or two minutes. **Connecting to a Wireless LAN by Using the Router Button (Push Button Mode)(P. 65)**

Are the SSID and Network Key Configured Correctly?
When entering the wireless LAN router information manually, check the SSID and network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 70)**

Are the Machine and Wireless LAN Router Located Appropriately?

- The machine and wireless LAN router should be installed in a location without walls or other obstructions between the devices and within range of 50 m.

- Do not install near a microwave oven, digital cordless telephone, or other device that generates radio waves.



Check the Security Settings of the Wireless LAN Router.
For details, see the manual of the wireless LAN router or contact the manufacturer.

Cannot print. A non-Canon or counterfeit cartridge may be inserted.

Printing cannot be performed due to the use of a toner cartridge whose print quality cannot be guaranteed.

Replace with a New Toner Cartridge.
Replacing the Toner Cartridge(P. 610)

For optimum print quality, using Canon genuine toner cartridges is recommended. **List of Consumables(P. 616)**

Cannot print RX data.

Received data cannot be printed for some reason.

Do the Cause and Solution Appear on the Control Panel?
If so, follow the instructions on the screen.

Is the Front Cover, Rear Cover, or Feeder Cover Open on the Machine?
Close the covers if they are open.

Is Paper Loaded?
Load paper if not loaded. **Loading Paper(P. 139)**

Is Paper Jammed?
If so, remove any jammed paper. **Paper Jams(P. 631)**

Have the Toner Cartridge Reached the End of Their Lifetime?
Check the remaining amount of toner in the toner cartridge and replace any cartridge that are low on toner.
Checking the Remaining Amount of Consumables(P. 615)
Replacing the Toner Cartridge(P. 610)

Cannot receive the fax. Make sure the fax was sent correctly by the sender.

Operations were not performed within the fixed time when receiving a fax manually, and the machine timed out.

When You Hear a Beep During Fax Reception, Press [Start Receiving] Within 35 Seconds.

[Home] screen on the control panel ▶ [Fax] ▶ [Start Receiving]

Cannot recognize the image.

In Memory Media Print, you selected an image for which a preview cannot be displayed.

Does the Machine Have Sufficient Free Memory?

- If the machine does not have sufficient free memory, previews of JPEG and TIFF images cannot be displayed.

- Check the faxes received in the memory of the machine, and print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 426)**

Cannot send because more than one destination is specified.

Sending of faxes to multiple destinations is restricted.

To Cancel Restriction, Change the [Restrict Sequential Broadcast] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ in [Restrict Sequential Broadcast], select [Off] ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Restrict Sequential Broadcast](P. 554)**

Cannot specify group destinations when on-hook.

If you press [Hook] when sending a fax, you cannot specify a group destination.
Specify the destination without pressing [Hook].

Cannot specify group destinations, or multiple destinations at the same time.

You cannot specify multiple destinations or group destinations when the handset is off the hook.
Return the handset, and then specify the destination.

Cannot use these settings. Sending to the specified destination is restricted.

Sending or saving to a destination registered to a specified favorite setting is restricted due to Department ID Management.

Log In with a Department ID That Does Not Restrict the Sending or Saving Function.
For the Department ID and PIN, contact the system administrator.

To Cancel Restriction, Change the [Restrict Functions] Setting of Your Department ID.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ select the Department ID to edit ▶ clear the [Restrict Scan] and [Restrict Fax] checkboxes ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to change the setting. **[Department ID Management](P. 574)**

Cartridge communication error. Cannot print. A non-Canon or counterfeit cartridge may be inserted.

Printing cannot be performed due to incorrect installation of the toner cartridge, a damaged toner cartridge, or the use of a toner cartridge whose print quality cannot be guaranteed.

Reinstall the Toner Cartridge or Replace with New Toner Cartridge.
Replacing the Toner Cartridge(P. 610)

- For optimum print quality, using Canon genuine toner cartridges is recommended. **List of Consumables(P. 616)**

- If the message still appears after repeatedly reinstalling the toner cartridge, contact your dealer or service representative. **If the Problem Persists(P. 734)**

Cartridge Communication Error Problems resulting from the use of non-Canon cartridges are not covered under the warranty.

Printing cannot be performed due to incorrect installation of the toner cartridge, a damaged toner cartridge, or the use of a non-Canon toner cartridge, resulting in a communication error.

Reinstall the Toner Cartridge.
Replacing the Toner Cartridge(P. 610)

- For optimum print quality, using Canon genuine toner cartridges is recommended. **List of Consumables(P. 616)**
- If the message still appears after repeatedly reinstalling the toner cartridge, contact your dealer or service representative. **If the Problem Persists(P. 734)**

Change the authentication password.

The password has expired.
Set a new password.

Check the authentication settings.

The authentication method set on the machine does not match that set on the RADIUS server.

Check the Authentication Method Set on the RADIUS Server, and Set This Correctly.
Setting IEEE 802.1X(P. 395)

Copying is restricted.

Copying is restricted due to Department ID Management.

Log In with a Department ID That Does Not Restrict Copying.
For the Department ID and PIN, contact the system administrator.

To Cancel Restriction, Change the [Restrict Functions] Setting of Your Department ID.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ select the Department ID to edit ▶ clear the [Restrict Black & White Copy] checkboxes ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to change the setting. **[Department ID Management](P. 574)**

Could not connect.

An error occurred, preventing the machine from establishing a direct connection.

Wait a Moment, and Try Connecting Again.
If you still cannot establish a connection, restart the machine.

Set the IP Address for Connection to Something Other Than "192.168.22.xx".
The machine must be restarted to apply the settings.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Direct Connection Settings] ▶ [Edit] ▶ in [IP Address for Direct Connection], enter the IP address ▶ [OK] ▶ restart the machine

On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to configure the settings. **[Direct Connection Settings](P. 483)**

Is the Subnet Mask Configured Correctly?

Check the IPv4 subnet mask settings. Change the settings if they have not been configured correctly. For details, contact the network administrator.

Viewing the IP address set to the machine(P. 97)
Setting IPv4 Addresses(P. 73)

Could not connect. Check the encryption key.

The network key (encryption key) of the wireless LAN router (access point) is not configured correctly, preventing connection.

Reset the Network Key.

Check the network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN(P. 62)**

Could not connect. The maximum number of devices that can connect to the access point has been reached.

The maximum number of devices that can be connected to the wireless LAN router (access point) has been reached, preventing connection.

Reduce the Number of Devices (Clients) Connected to the Wireless LAN Router.

For the maximum number of connections, see the manual of the wireless LAN router or contact the manufacturer.

Could not connect using Easy Connection via PC. The device will restart.

An error occurred, preventing the machine from connecting in Access Point Mode. Alternatively, an error occurred when starting cableless setup mode.

Restart the Machine, and Start Cableless Setup Mode Again.

Administrator privileges are required.

[Home] on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Easy Connection via PC] ▶ [Yes] ▶ start the settings on the computer

Could not connect using the wireless LAN. Turn the main power OFF and ON, then configure the settings again.

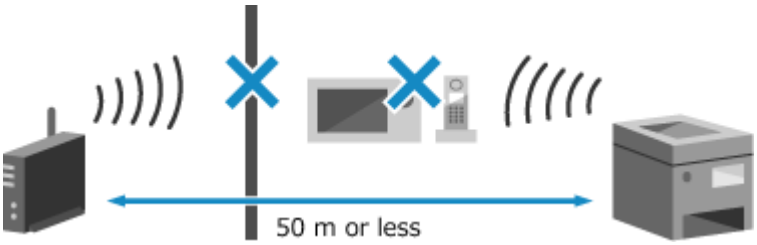
An error occurred, preventing the machine from connecting to the wireless LAN.

Restart the Machine, and Configure the Wireless LAN Connection Again.

Connecting to a Wireless LAN(P. 62)

Are the Machine and Wireless LAN Router (Access Point) Located Appropriately?

- The machine and wireless LAN router should be installed in a location without walls or other obstructions between the devices and within range of 50 m.
- Do not install near a microwave oven, digital cordless telephone, or other device that generates radio waves.



Check the Security Settings of the Wireless LAN Router.
For details, see the manual of the wireless LAN router or contact the manufacturer.

Could not connect using WPS. Wait a moment, then configure the settings again.

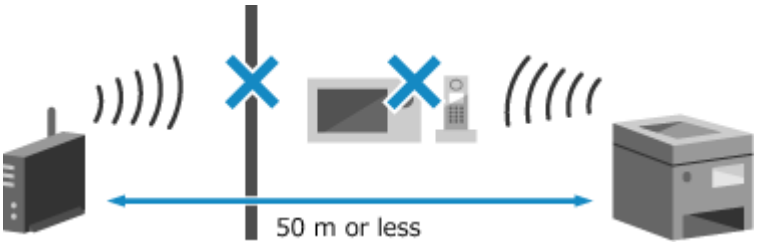
An error occurred, preventing the machine from establishing a WPS connection.

Wait a Moment, and Configure the Settings Again.
If you still cannot establish a WPS connection, check whether the wireless LAN router (access point) supports WPS.

If It Supports WPS

Check that the machine and wireless LAN router are located appropriately.

- The machine and wireless LAN router should be installed in a location without walls or other obstructions between the devices and within range of 50 m.
- Do not install near a microwave oven, digital cordless telephone, or other device that generates radio waves.



If It Does Not Support WPS

Connect using a different connection type. **Connecting to a Wireless LAN(P. 62)**

Could not detect any connections from wireless devices.

An error occurred, preventing the machine from detecting mobile devices.

Did You Connect Within the Fixed Time?
Connect the mobile device to the machine within five minutes of the SSID and network key being displayed.

Could not perform cleaning.

Cleaning could not be performed due to jammed paper, loading of incorrect paper, or another problem.

Load Correct Paper in the Paper Drawer.
Follow the instructions on the control panel during cleaning, and load usable paper. **Loading Paper in the Paper Drawer(P. 140)**

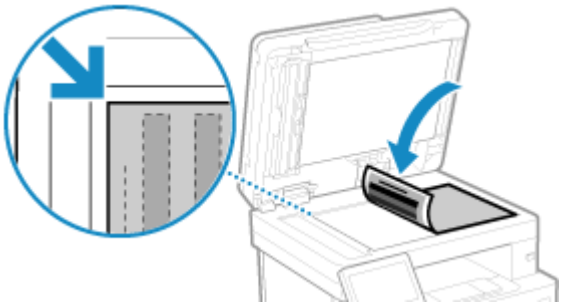
Is Paper Jammed?
If so, remove any jammed paper. **Paper Jams(P. 631)**

Could not perform correction.

Correction could not be performed due to jammed paper, loading of incorrect paper, or another problem.

Load Correct Paper in the Paper Drawer.
Follow the instructions on the control panel during correction, and load usable paper. **Loading Paper in the Paper Drawer(P. 140)**

Place the Paper with the Printed Calibration Image on the Platen Glass.
Place the print side of the calibration image face down with the black band at the back of the machine.



Is Paper Jammed?
Remove any jammed paper. **Paper Jams(P. 631)**

Check the Remaining Amount of Toner in the Toner Cartridge.
A sufficient amount of toner in the toner cartridge is required to perform correction. Check the remaining amount of toner in the toner cartridge and replace any cartridge that are low on toner.
Checking the Remaining Amount of Consumables(P. 615)
Replacing the Toner Cartridge(P. 610)

Could not perform IEEE 802.1X authentication. Cannot analyze the authentication server certificate.

Check the certificate of the authentication server, and change the setting, as needed.

Check the Certificate of the RADIUS Server, and Change the Setting, as Needed.
Setting IEEE 802.1X(P. 395)

Could not perform IEEE 802.1X authentication. Change the authentication password.

The password has expired.

Set a New Password.
Setting IEEE 802.1X(P. 395)

Could not perform IEEE 802.1X authentication. Check the authentication settings.

The authentication method set on the machine does not match that set on the RADIUS server.

Check the Authentication Method Set on the RADIUS Server, and Set This Correctly.
Setting IEEE 802.1X(P. 395)

Could not perform IEEE 802.1X authentication. Configure 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 (Keys and Certificates, Password, CA Certificate) Correctly.
Setting IEEE 802.1X(P. 395)
Managing and Verifying a Key and Certificate(P. 397)

Could not perform IEEE 802.1X authentication. Configure the information required for authentication.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Set the Authentication Method and Authentication Information (Keys and Certificates, Password, CA Certificate) Correctly.
Setting IEEE 802.1X(P. 395)
Managing and Verifying a Key and Certificate(P. 397)

Could not perform IEEE 802.1X authentication. No reply from the destination.

The network connection may have a problem.

Check the Network Status and Settings.

- Check the Ethernet cable and switch status.
- Check the network key of the wireless LAN router, and configure the settings correctly on the machine.

Could not perform IEEE 802.1X authentication. The authentication server certificate has expired.

The server certificate sent from the RADIUS server has expired.

Check the Expiry Date of the RADIUS Server.
Setting IEEE 802.1X(P. 395)

Could not perform IEEE 802.1X authentication. The authentication server 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.
Setting IEEE 802.1X(P. 395)
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 410)

Could not perform Open System authentication. Check the encryption key settings.

The WEP authentication methods of the machine and wireless LAN router (access point) do not match, or MAC address filtering of the wireless LAN router is set to prevent a connection to the machine, thereby preventing Open System Authentication.

Use the Manual Setup Method to Change the WEP Authentication Method to [Shared Key], and Connect Again.
Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 70)

In the MAC address filtering setting of the wireless LAN router, allow the connection to the machine.
Check the MAC address of the machine, and configure the wireless LAN router to allow a connection from that MAC address. **Viewing the MAC Address and Connection Information of the Wireless LAN(P. 98)**
For the setup method, see the manual of the wireless LAN router or contact the manufacturer.

Could not perform Shared Key authentication. Check the encryption key settings.

The network key (encryption key) of the wireless LAN router (access point) is not configured correctly, or the WEP authentication methods of the machine and wireless LAN router do not match, preventing Shared Key Authentication.

Reset the Network Key.
Check the network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN(P. 62)**

Match the WEP Authentication Method on the Machine and Wireless LAN Router.
The machine may be set to Shared Key Authentication, and the wireless LAN router may be set to Open System Authentication. Change the WEP setting according to the authentication method you are using.

When Using Open System Authentication

Connect to the wireless LAN using either of the following methods:

- Connect with the access point setup method. **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 68)**
- Using the Manual Setup Method, connect with the WEP authentication method set to [Open System]. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 70)**

When Using Shared Key Authentication

On the wireless LAN router, change the WEP authentication method to "Shared Key", and connect again.
For the setup method, see the manual of the wireless LAN router or contact the manufacturer.

Direct Connection terminated.

The connection with a mobile device was terminated.

Directly Connect Again.
Connecting a Mobile Device Directly to the Machine (Direct Connection)(P. 352)

Easy Connection via PC ended due to timeout The device will restart.

30 minutes have elapsed since the start of the cableless setup mode without connecting to the computer.

Restart the Machine, and Start Cableless Setup Mode Again.
Administrator privileges are required.

[Home] on the control panel ▶ [Menu] ▶ [Preferences] ▶ [Network] ▶ [Easy Connection via PC] ▶ [Yes] ▶ start the settings on the computer

End of Cartridge Lifetime

The toner cartridge has reached the end of their lifetime.

It Is Recommended to Replace with New Toner Cartridge.
Press [Display Cartridge Replacement Steps] and replace the toner cartridge while following the instructions on the screen. **Replacing the Toner Cartridge(P. 610)**

Faxing is restricted.

Faxing is restricted due to Department ID Management.

Log In with a Department ID That Does Not Restrict Faxing.
For the Department ID and PIN, contact the system administrator.

To Cancel Restriction, Change the [Restrict Functions] Setting of Your Department ID.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ select the Department ID to edit ▶ clear the [Restrict Fax] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to change the setting. **[Department ID Management](P. 574)**

Load paper.

Correct paper is not loaded.

Is Paper Loaded in the Paper Drawer or Multi-purpose Tray?
Load paper if not loaded. **Loading Paper(P. 139)**

Are You Using Appropriate Paper When Printing Reports, Lists, and Received Data?

- Check that the paper is usable, and replace it with paper to suit your purpose.
  Usable Paper(P. 25)
  Loading Paper(P. 139)
- Set the paper size and type correctly according to the loaded paper. **Specifying the Paper Size and Type(P. 154)**

Low Cartridge Level

It is nearing the time to replace the toner cartridge.

Prepare New Toner Cartridge, and Replace the Old Ones, as Needed.
When printing large printing jobs, it is recommended to press [Display Cartridge Replacement Steps] and replace the toner cartridge while following the instructions on the screen. **Replacing the Toner Cartridge(P. 610)**

To Continue Printing, Use the Procedure Below.

When Faxing, I-Faxing, or Printing an Auto Report

In the following cases, the data may be saved 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:

- When receiving a Fax or I-Fax
- When communication results reports are set to be printed automatically

To continue printing, enable [Continue Printing When Amount in Cartridge Is Low].

Log in to Remote UI ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] or [RX Settings] ▶ [Common Settings] ▶ [Edit] in [Common Settings] ▶ select the [Continue Printing When Amount in Cartridge Is Low] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Continue Print. When Cart. Low](P. 557)**

* When this setting is enabled, the printing results may be light or faded.

NOTE

- You can manually specify when this message appears (when toner is low). **[Display Timing for Cart. Prep.](P. 478)**

Memory Full (Secure Print)

The memory is full with Secure Print data that has not been printed.

Print the Secure Print Data Saved to the Memory.
For details about how to print, see the procedure for when using the Secure Print function. **Step 2: Printing Secure Data by Entering a PIN or Password(P. 227)**

Memory Full (Skip Error)

The memory is full with data that has not been printed due to an error.

Cancel Printing of the Data with an Error, or Press [Skip Error] on the [Status Monitor] Screen.
Canceling Printing with the Control Panel or Remote UI(P. 239)
Viewing the Print Job Status and Log(P. 241)

Memory Media Print is restricted.

The settings are configured to not print data from a USB memory device.

To Cancel Restriction, Change the [Memory Media Settings] Setting.
The machine must be restarted to apply the settings.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Store/Access Files Settings] ▶ [Memory Media Settings] ▶ [Edit] ▶ select the [Memory Media Print] checkbox ▶ [OK] ▶ restart the machine.

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Memory Media Settings](P. 564)**

No reply from the destination.

The Ethernet cable may not be connected or there may be a problem with the switch.
Check the Ethernet cable and switch status.

No response from the host.

The machine is not connected correctly to the network.

Check the Settings of the Machine and Network, and Connect Again.

When Connected via Wireless LAN

Configure the settings correctly according to your usage environment. **Connecting to a Wireless LAN(P. 62)**

When Connected via Wired LAN

Check that the Ethernet cable is properly connected. **Connecting to a Wired LAN(P. 61)**

Paper jammed.

Paper jammed in the machine during printing.

Remove the Jammed Paper, and If Printing Does Not Resume Automatically, Try Printing Again.
Paper Jams(P. 631)

Paper Settings and Loaded Size Mismatch

The size of the paper loaded in the machine does not match that set on the control panel or printer driver.

Match the Size of the Loaded Paper with the Paper Size Setting.

When Using the Loaded Paper

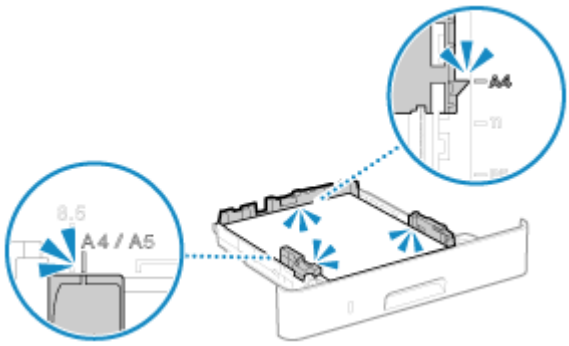
- Change the paper size setting on the control panel to match the size of the loaded paper.
  Setting the Paper Size and Type for the Paper Drawer(P. 155)
  Setting the Paper Size and Type for the Multi-purpose Tray(P. 157)
- When printing from a computer, change the paper size setting on the printer driver to match the size of the loaded paper. **Printing from a Computer(P. 220)**

When Reloading Paper

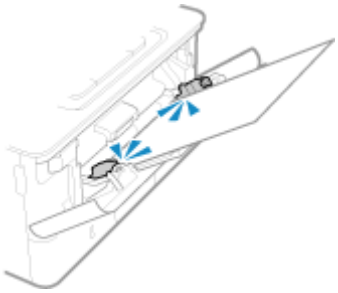
Load paper of the size set on the control panel or printer driver. **Loading Paper(P. 139)**

Check That the Paper Guides Are Aligned with the Markings and Are Not Too Loose or Too Tight.

Paper Drawer



Multi-purpose Tray



Prepare cartridge.

It is nearing the time to replace the toner cartridge.

Prepare New Toner Cartridge, and Replace the Old Ones, as Needed.
When printing large jobs, it is recommended to replace the toner cartridge. **Replacing the Toner Cartridge(P. 610)**

To Continue Printing, Use the Procedure Below.

When Faxing, I-Faxing, or Printing an Auto Report

In the following cases, the data may be saved 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:

- When receiving a Fax or I-Fax
- When communication results reports are set to be printed automatically

To continue printing, enable [Continue Printing When Amount in Cartridge Is Low].

Log in to Remote UI ▶ [Settings/Registration] ▶ [RX/Forwarding Settings] or [RX Settings] ▶ [Common Settings] ▶ [Edit] in [Common Settings] ▶ select the [Continue Printing When Amount in Cartridge Is Low] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Continue Print. When Cart. Low](P. 557)**

* When this setting is enabled, the printing results may be light or faded.

NOTE

- You can manually specify when this message appears (when toner is low). **[Display Timing for Cart. Prep.](P. 478)**

Printing is restricted.

Printing is restricted due to Department ID Management.

Log In with a Department ID That Does Not Restrict Printing.
For the Department ID and PIN, contact the system administrator.

To Cancel Restriction, Change the [Restrict Functions] Setting of Your Department ID.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ select the Department ID to edit ▶ clear the [Restrict Black & White Print] checkboxes ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to change the setting. **[Department ID Management](P. 574)**

Problems resulting from the use of non-Canon cartridges are not covered under the warranty. The amount remaining in the cartridge cannot be displayed correctly.

The remaining amount of toner is not correctly displayed due to the use of a toner cartridge whose print quality cannot be guaranteed.

Replace with a New Toner Cartridge.
Replacing the Toner Cartridge(P. 610)

For optimum print quality, using Canon genuine toner cartridges is recommended. **List of Consumables(P. 616)**

Remote scanning is restricted.

Scanning from a computer is restricted due to Department ID Management.

To Cancel Restriction, Change the [Department ID Management] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ [Edit] ▶ select the [Allow Scan Jobs with Unknown IDs] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to change the setting. **[Department ID Management](P. 574)**

Scanning is restricted.

Scanning is restricted due to Department ID Management.

Log In with a Department ID That Does Not Restrict Scanning.
For the Department ID and PIN, contact the system administrator.

To Cancel Restriction, Change the [Restrict Functions] Setting of Your Department ID.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ select the Department ID to edit ▶ clear the [Restrict Scan] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to change the setting. **[Department ID Management](P. 574)**

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 (Keys and Certificates, Password, CA Certificate) Correctly.
Setting IEEE 802.1X(P. 395)
Managing and Verifying a Key and Certificate(P. 397)

Set the information necessary for authentication.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Set the Authentication Method and Authentication Information (Keys and Certificates, Password, CA Certificate) Correctly.
Setting IEEE 802.1X(P. 395)
Managing and Verifying a Key and Certificate(P. 397)

Specifying and registering new destinations is restricted.

Destinations that can be specified for sending are restricted to those destinations registered in the Address Book.

To Cancel Restriction, Change the [Restrict New Destinations] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Restrict New Destinations] ▶ [Edit] ▶ clear the [Restrict New Destinations] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Restrict New Destinations](P. 541)**

The authentication server certificate has expired.

The server certificate sent from the RADIUS server has expired.

Check the Expiry Date of the RADIUS Server.
Setting IEEE 802.1X(P. 395)

The authentication server 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.
Setting IEEE 802.1X(P. 395)
Registering a Key and Certificate or CA Certificate Obtained from an Issuing Authority(P. 410)

The computer is restricted.

Saving of scanned data to a computer is restricted due to Department ID Management.

To Cancel Restriction, Change the [Department ID Management] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ [Edit] ▶ select the [Allow Scan Jobs with Unknown IDs] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to change the setting. **[Department ID Management](P. 574)**

The encryption key is not set correctly. Check the encryption key settings.

The network key (encryption key) of the wireless LAN router (access point) is not configured correctly on the machine. Alternatively, the WEP authentication method of the machine does not match that of the wireless LAN router.

Reset the Network Key.
Check the network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN(P. 62)**

Match the WEP Authentication Method on the Machine and Wireless LAN Router.
The machine may be set to Shared Key Authentication, and the wireless LAN router may be set to Open System Authentication. Change the WEP setting according to the authentication method you are using.

When Using Open System Authentication

Connect to the wireless LAN using either of the following methods:

- Connect with the access point setup method. **Connecting to a Wireless LAN by Searching for a Router (Access Point Setup Method)(P. 68)**
- Using the Manual Setup Method, connect with the WEP authentication method set to [Open System]. **Connecting to a Wireless LAN by Setting the Details (Manual Setup Method)(P. 70)**

When Using Shared Key Authentication

On the wireless LAN router, change the WEP authentication method to "Shared Key", and connect again. For the setup method, see the manual of the wireless LAN router or contact the manufacturer.

The fax number has too many digits.

Sending of a fax cannot be performed because the specified fax number has too many digits.

Specify a Fax Number That Does Not Exceed the Maximum Number of Digits to Send a Fax.
If the settings are configured to send a fax after entering a designated number before you specify a destination registered in the Address Book, the maximum number of digits to send a fax may be exceeded.
[Use Addr. Book When On-Hook](P. 554)

The memory is full.

Scanning or faxing cannot be performed due to insufficient available memory. If there is data waiting to be printed or sent, wait until the processing is completed.

Check the Received Faxes Saved in the Memory.

Print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 426)**

When Scanning, Change the Data Size to a Small File Format.

[Home] screen on the control panel ▶ [Scan] ▶ select the scan type ▶ [Send Settings] tab*1 ▶ [File Format] ▶ select the file format.

*1 You can skip this step when saving data to a USB memory device.

For details about the file formats, see the following:

Setting File / Division(P. 277)

When Saving Scanned Data to a USB Memory Device, Delete Any Unneeded Files from the Device, or Use a Different USB Memory Device.

Inserting and Removing a USB Memory Device(P. 187)

When Sending Faxes, Divide the Original or Lower the Resolution.

- 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.

[Home] screen on the control panel ▶ [Fax] ▶ [TX/RX Settings] tab ▶ [Resolution] ▶ select the resolution.

The memory is full. Enter the original type settings again.

Scanning of the original cannot be performed due to insufficient available memory when copying.

To Copy, Change the [Original Type] Setting.

[Home] screen on the control panel ▶ [Copy] ▶ [Other Settings] ▶ [Original Type] ▶ [Text/Photo].

The memory is full. Scanning will be canceled. Do you want to print?

Reading of the original cannot be performed due to insufficient available memory. Alternatively, all the pages could not be read when sorting and copying.

Divide the Original Before Copying.

Print up to the pages that were read or cancel the job, and then divide the original before copying.

Try Configuring the Setting as Follows.

[Home] screen on the control panel ▶ [Copy] ▶ [Other Settings] ▶ [Original Type] ▶ [Text/Photo].

The number of entered characters is incorrect or invalid characters are used.

The network key of the wireless LAN router (access point) is not configured correctly on the machine.

Reset the Network Key.

Check the network key of the wireless LAN router, and configure the settings correctly on the machine. **Connecting to a Wireless LAN(P. 62)**

The USB memory is restricted.

Saving of scanned originals to a USB memory device is restricted.

To Cancel Restriction, Change the [Memory Media Settings] Setting.
The machine must be restarted to apply the settings.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Store/Access Files Settings] ▶ [Memory Media Settings] ▶ [Edit] ▶ select the [Store to Memory Media] checkbox ▶ [OK] ▶ restart the machine.

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Memory Media Settings](P. 564)**

Use Remote UI to set the information necessary for authentication.

The authentication method or authentication information of IEEE 802.1X is not set correctly.

Check the IEEE 802.1X Setting, and Set This Correctly.
Check the following, and change the setting, as needed. **Setting IEEE 802.1X(P. 395)**

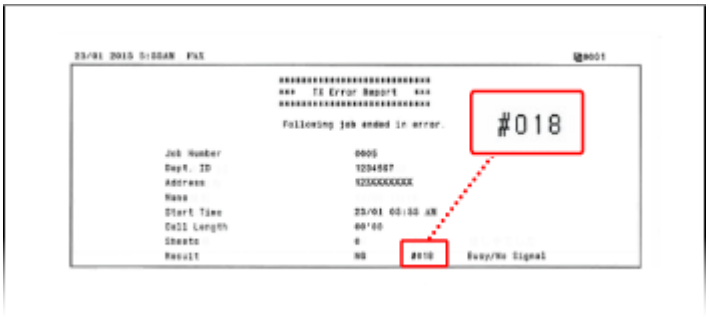
- The login name is specified correctly.
- At least one of the following checkboxes is selected: [Use TLS], [Use TTLS], and [Use PEAP].
- When using TLS, a key and certificate are registered.
- When using TTLS or PEAP, the user name and password are set correctly.

An Error Code Is Displayed

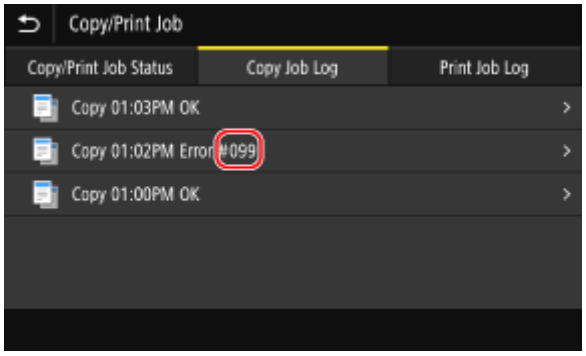
965S-0J3

If printing cannot be performed, or scanned data or a fax cannot be sent or received, or another error occurs, an error code (three-digit number starting with "#") is displayed in 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
#001(P. 723) #003(P. 724) #005(P. 724) #012(P. 724) #018(P. 724) #022(P. 724) #037(P. 725) #099(P. 725)

#401 to #499
#401(P. 726) #406(P. 726) #408(P. 726)

#701 to #799
#701(P. 726) #703(P. 726) #751(P. 727) #752(P. 727) #753(P. 727) #755(P. 727) #766(P. 728)

#801 to #899
#801(P. 728) #802(P. 728) #804(P. 729) #806(P. 729) #808(P. 729) #809(P. 729) #810(P. 729) #813(P. 730) #816(P. 730) #818(P. 730) #819(P. 730) #820(P. 730) #821(P. 730) #822(P. 730) #827(P. 730) #829(P. 731) #839(P. 731) #841(P. 731) #844(P. 731) #846(P. 732) #852(P. 732) #853(P. 732) #861(P. 732) #863(P. 733)

#901 to #999
#934(P. 733) #995(P. 733)

NOTE

- If the problem persists even after trying the troubleshooting methods, contact your dealer or service representative. **If the Problem Persists(P. 734)**

#001

The original is jammed in the feeder.

Remove the Jammed Original.
Paper Jams in the Feeder(P. 640)

#003

The data volume is too large to send or receive a fax.

Divide the Original or Lower the Resolution.

Cannot Send a Fax

- 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.

> [Home] screen on the control panel ▶ [Fax] ▶ [TX/RX Settings] tab ▶ [Resolution] ▶ select the resolution.

Cannot Receive a Fax

Ask the sender 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.

Did You Specify an Overseas Destination?

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. 696)**

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 RX Mode may not be configured correctly. Have the other party check these.

#012

The receiving 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.

Did You Specify an Overseas Destination?

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. 696)**

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 RX Mode may not be configured correctly. Have the other party check these.

#022

Sending of faxes from a computer is restricted. Alternatively, the destination specified as the forwarding destination may have been deleted from the Address Book.

To Cancel Restriction of Sending Faxes from a Computer, Change the [Fax TX Settings] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [TX Settings] ▶ [Fax TX Settings] ▶ [Edit] ▶ select the [Allow Fax Driver TX] checkbox ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to change the setting. **[Allow Fax Driver TX](P. 554)**

Register the Forwarding Destination to the Address Book.
Registering Destinations to the Address Book (Remote UI)(P. 174)

Check Whether the Fax That Could Not Be Forwarded Is Saved in the Memory.
If the fax is saved in the memory, you can try forwarding it again. **Checking Faxes that Failed to Be Forwarded(P. 314)**

#037

Sending of a fax failed due to insufficient available memory or the maximum number of destinations to which a fax can be sent was exceeded. Alternatively, printing could not be performed due to the file size.
If there is data waiting to be printed or sent by fax, wait until the processing is completed.

Check Received Data Saved to the Memory.
Print or forward them as needed, and delete any unnecessary data.
Viewing and Printing Faxes Saved in the Memory(P. 426)
Checking Faxes that Failed to Be Forwarded(P. 314)

When Sending Faxes, Divide the Original or Lower the Resolution.

- 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.

[Home] screen on the control panel ▶ [Fax] ▶ [TX/RX Settings] tab ▶ [Resolution] ▶ select the resolution.

When Sending a Fax Using Windows, Are You Trying to Send the Fax to Multiple Destinations?
Sending of the fax may have failed due to the maximum number of destinations that can be specified at a time was exceeded.
Use the following procedure to change the fax driver setting and increase the number of destinations that can be specified at a time.

1. Log on to the computer using an administrator account.
2. [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ click [Printers & scanners]

   ➡ The [Printers & scanners] screen is displayed.
3. Select the fax driver of the machine ▶ [Manage] ▶ click [Printer properties]

   ➡ The fax driver properties screen is displayed.
4. On the [Device Settings] tab, select the [Set the number of destinations that can be specified at once to 2000] checkbox.
5. Click [OK].

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.

#099

The job was canceled.
This does not indicate a malfunction. Perform the operation again, as needed.

#401

The USB memory device does not have sufficient free memory.

Delete Any Unneeded Files from the USB Memory Device, or Use a Different USB Memory Device.
Inserting and Removing a USB Memory Device(P. 187)

#406

An error occurred when saving data to a USB memory device.

Has the USB Memory Device Been Removed?
Confirm the orientation of the USB memory device, and insert it correctly into the machine. **Inserting and Removing a USB Memory Device(P. 187)**

Divide the Original.
When saving an original with many pages, divide the original before saving it.

#408

The USB memory device may have been removed, or the USB memory device was formatted with an unsupported file system.

Has the USB Memory Device Been Removed?
Confirm the orientation of the USB memory device, and insert it correctly into the machine. **Inserting and Removing a USB Memory Device(P. 187)**

Was the USB Memory Device Formatted with a Supported File System?
You can use a USB memory device with a FAT16 or FAT32 file system.

#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.

Enter the Correct Department ID and PIN.
If you lost your Department ID or PIN, contact the system administrator.

To Cancel Restriction, Change the [Department ID Management] Setting.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ [Edit] ▶ select the [Allow Print Jobs with Unknown IDs], Allow Scan Jobs with Unknown IDs], and [Allow Black & White Copy Jobs] checkboxes ▶ [OK]

On the control panel, select [Menu] in the [Home] screen, and then select [Management Settings] to change the setting. **[Department ID Management](P. 574)**

#703

The machine does not have sufficient free memory.

Is Any Other Data Being Sent?
Wait for sending to be completed before sending again.

Are You Sending an Original with Many Pages?
Divide the original and send it.

Check the Received Faxes Saved in the Memory.
Print or forward them as needed, and delete any unnecessary faxes. **Viewing and Printing Faxes Saved in the Memory(P. 426)**

Restart the Machine, and Then Send or Save the Data Again.
Restarting the Machine(P. 112)

#751

The machine was unable to connect to the store location, or unable to connect to the network due to a disconnection.

Check the Store Location.
Check that the FTP server is started.

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 96)
Setting Up the Network(P. 58)

#752

The SMTP/POP3 server name is not configured correctly, or the machine is not connected correctly to the network.

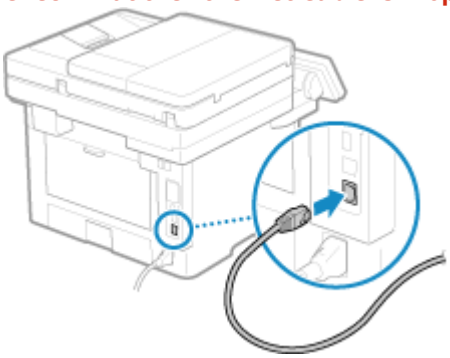
Configure the SMTP or POP3 Server Name Correctly.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 96)
Setting Up the Network(P. 58)

#753

The machine was unable to connect to the network due to a disconnected Ethernet cable.

Check That the Ethernet Cable Is Properly Connected.



#755

The TCP/IP is not configured correctly, or the machine was unable to connect to the network due to the set wait time before connection.

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 96)
Setting Up the Network(P. 58)

Is There a Set Wait Time Before Connection?
Check whether a wait time is set.

Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Waiting Time for Connection at Startup]

On the control panel, select [Menu] in the [Home] screen, and then select [Preferences] to view this information. **[Wait Time for Conn. at Startup](P. 485)**

- 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.
- To change the wait time, click [Edit] on the above [Waiting Time for Connection at Startup] screen, enter the wait time, and then click [OK].

#766

The certificate has expired.

Renew the certificate, or use a certificate that is not expired.
Managing and Verifying a Key and Certificate(P. 397)

Are the current date and time on the machine correct?
Check the date and time setitngs. If the settings are not correct, set the time zone, and then set the current date and time. **Setting the Date and Time(P. 445)**

#801

The machine cannot connect to the SMTP server, or the information of the SMTP server or shared folder is not set correctly.

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 96)
Setting Up the Network(P. 58)

Set the information of the SMTP server or shared folder correctly.

When Sending an E-mail or I-Fax

Set the information of the SMTP server correctly. **Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)**

When Saving to a Shared Folder

Use Remote UI to display the Address Book, click the applicable destination, and set the information of the shared folder correctly. **Registering Destinations to the Address Book (Remote UI)(P. 174)**

When Sending an E-mail or I-Fax, Check the Status of the SMTP Server.

- If you receive an error message from the SMTP server, check the details and take action.
- Check that the SMTP server is operating properly on the network. For details about the SMTP server status, contact your provider.

When Saving to a Shared Folder, Check the Status of the Shared Folder and Computer.
Check that both the shared folder and the computer with the shared folder are operating properly.

#802

The SMTP, POP3, or FTP server name is not set correctly.

When Sending an E-mail and Sending and Receiving an I-Fax, Correctly Set the SMTP or POP3 Server Name.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

When Saving to an FTP Server, Set the FTP Server Name Correctly.
Use Remote UI to display the Address Book, click the applicable destination, and set the server name correctly. **Registering Destinations to the Address Book (Remote UI)(P. 174)**

#804

You do not have permission to access the shared folder or FTP server, or the destination is not set correctly.

Does the Sending User (User Name Registered as a Destination) Have Write Permission for the Store Location?
If the user does not have permission, grant write permission to the sending user for the store location. For details, contact the network administrator.

Set the Correct Path to the Shared Folder or FTP Server.
Use Remote UI to display the Address Book, click the applicable destination, and set the server name correctly. **Registering Destinations to the Address Book (Remote UI)(P. 174)**

#806

The user name or password to be used to access the shared folder or FTP server is not set correctly. Alternatively, the destination of the e-mail or I-Fax is not set correctly.

When Saving to a Shared Folder or FTP Server, Correctly Set the User Name and Password to Be Used to Access the Server.
Use Remote UI to display the Address Book, click the applicable destination, and set the user name and password correctly. **Registering Destinations to the Address Book (Remote UI)(P. 174)**

When Sending an E-mail or I-Fax, Specify a Correct E-Mail Address Before Sending.
When you are using a destination in the Address Book, check that the e-mail address registered in the Address Book is correct. **Registering Destinations (Address Book)(P. 164)**

#808

An error or timeout occurred on the FTP server.

Set the information of the FTP server correctly.
Use Remote UI to display the Address Book, click the applicable destination, and set the information correctly. **Registering Destinations to the Address Book (Remote UI)(P. 174)**

#809

The file could not be saved because a file with the same name already exists on the FTP server or SMB server. Delete the file, and scan again.

#810

The machine cannot connect to the POP3 server, or the information of the POP3 server is not set correctly.

Check the Network Status and Settings.
If the machine is not connected to a network, reconfigure the network settings.
Checking the Network Status and Settings(P. 96)
Setting Up the Network(P. 58)

Set the information of the POP3 server correctly.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

Check the Status of the POP3 Server.
Check that the POP3 server is operating properly on the network. For details about the POP3 server status, contact your provider.

#813

The user name or password to be used for POP3 server authentication is not set correctly.

Set the User Name and Password Correctly.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

#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. 378)

#818

The received data is in a format that cannot be printed.
Have the sender change the file format and resend the file.

#819

The received data has invalid MIME information and cannot be processed.
Have the sender check the settings and resend the data.

#820

The received data has invalid BASE64 or uuencode data and cannot be processed.
Have the sender check the settings and resend the data.

#821

The received data has a TIFF analysis error and cannot be processed.
Have the sender check the settings and resend the data.

#822

The file format is unsupported, and printing cannot be performed.

Save using a supported file format.
The following file formats can be printed from a USB memory device:

- JPEG (DCF, Exif2.21 or earlier, JFIF)
- TIFF (JPEG, MH, MR, MMR compression)
- PDF

#827

The received data includes unsupported MIME information and cannot be processed.
Have the sender check the settings and resend the data.

#829

The received data exceeds the maximum size that can be received by the machine.

Have the Sender Check and Resend the Data.

When Receiving a Fax

The machine prints or saves to memory pages 1 to 999 and deletes page 1,000 and beyond. Have the sender resend page 1,000 and beyond.

When Receiving an I-Fax

The machine cannot receive an e-mail that exceeds 24 MB. Have the sender reduce the size of the e-mail to 24 MB or less and resend it.

#839

The user name or password to be used for SMTP authentication is not set correctly.

Set the User Name and Password Correctly.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

#841

Communication with the SMTP server is set to be encrypted, but there is no encryption algorithm shared with the SMTP server, so encrypted communication failed. Alternatively, a verify certificate error occurred.

Check the Algorithms Supported by the SMTP Server and Those Supported by the Machine.

- For details about the algorithms supported by the SMTP server, contact your provider.
- For details about the algorithms supported by the machine, see the following:
  Keys and Certificates(P. 42)

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. 410)

Check the SMTP Server Certificate.
Check that the server certificate is correct and is not a self-signed certificate.

Disable Encryption When Communicating with the SMTP Server
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

#844

Communication with the POP3 server is set to be encrypted using POP authentication before sending data (POP before SMTP), but encrypted communication failed. Alternatively, a verify certificate error occurred.

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. 410)

Check the POP3 Server Certificate.
Check that the server certificate is correct and is not a self-signed certificate.

Disable Encryption When Communicating with the POP3 Server
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

#846

APOP authentication is set to be used to encrypt the password at authentication using POP authentication before sending data (POP before SMTP), but APOP authentication failed.

Disable APOP Authentication.
Configuring Detailed Information of the E-mail Server (Remote UI)(P. 253)

#852

The power of the machine turned OFF for some reason.
Make sure the power plug is firmly inserted into an outlet.

#853

Printing or Secure Print failed for some reason.
If the operation was canceled when print data was being sent from a computer to the machine, try printing again. Otherwise, check the following:

Are You Printing a Large Job?
The data volume may have exceeded the processing capacity of the machine. Reduce the number of pages to print, or print when there is no print data being printed or waiting to be printed.

Is the Data to Be Printed Corrupted?
If the data is corrupted or otherwise damaged, fix the data.

Are You Trying to Print a PDF File from a USB Memory Device?
When printing a password-protected PDF file, enter the password before printing.

[Home] screen on the control panel ▶ [Memory Media Print] ▶ select the file to print ▶ [Apply] ▶ [Set PDF Details] ▶ [Password to Open Document] ▶ enter the password ▶ [Apply]

Are You Trying to Print with Secure Print?
The machine may be configured not to use the Secure Print function. Try either of the following methods:

- Enable Secure Print.

  The machine must be restarted to apply the settings.

  Log in to Remote UI in System Manager Mode ▶ [Settings/Registration] ▶ [Secure Print Settings] ▶ [Edit] ▶ select the [Secure Print] checkbox ▶ [OK] ▶ restart the machine

  On the control panel, select [Menu] in the [Home] screen, and then select [Function Settings] to configure the settings. **[Secure Print](P. 512)**

- Print without using the Secure Print function.

Was the Secure Print Data Left for a While?
If printing of the Secure Print data is not performed after a set period of time, the data is deleted from the memory automatically. If the save period elapses and the data is deleted automatically, try printing with Secure Print again.

* You can change the save period (time until the data is deleted). **Changing the Time Period That Print Data with a PIN (Secure Data) Is Saved(P. 228)**

#861

You are using an unsupported printer driver, or the data you are trying to print is corrupted.

Use the printer driver of the machine, and try printing again.
Printing from a Computer(P. 220)

Is the Data to Be Printed Corrupted?

If the data is corrupted or otherwise damaged, fix the data.

#863

An error occurred, preventing printing.

Restart the Machine, and Then Print the Data Again.
Restarting the Machine(P. 112)

#934

The job was deleted by the Auto Delete Suspended Jobs function.

Resolve the Error That Caused the Job to Be Suspended.
Resolve the error, 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. 516)**

#995

Sending or receiving of a waiting job was canceled.
Try sending or receiving again, as needed.

If the Problem Persists

965S-0J4

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.

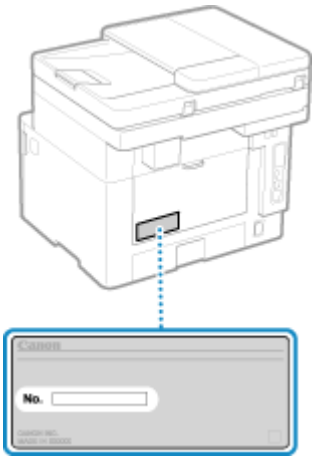
Checks Before Contacting Us

- Product name (MF469x / MF465dw / MF461dw)
- Dealer purchased from
- Details of the problem (such as operation details and their results)
- Serial number

How to Look Up the Serial Number

[Home] screen on the control panel ▶ [Status Monitor] ▶ [Device Information] ▶ [Serial Number]

- You can also check this information using Remote UI from a computer. **Managing the Machine from a Computer (Remote UI)(P. 446)**
- You can also check this information on the label on the back of the machine.



Appendix

Appendix 736
- **Manuals of the Machine** 737
- **Using the User's Guide** 738
- **Manual Display Settings** 740
- **Operation Examples When Using a Computer** 741
- **Environmental Information, Regulations, and Standards** 751
- **Notice** 752
- **Trademarks and Copyrights** 753
- **Third-party Software** 755

Appendix

965S-0J5

In this chapter, you can view the manuals of the machine and the basic operations required when using the machine with a computer.

Manuals of the Machine

Manuals are provided according to your purpose.

Manuals of the Machine(P. 737)

The 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 and change the text size and layout.

Using the User's Guide(P. 738)
Manual Display Settings(P. 740)

Basic Operations When Using with a Computer

You must set up a computer to use the machine from the computer and view information set on the machine from the computer. The operations are introduced using Windows and macOS operation examples.

Operation Examples When Using a Computer(P. 741)

Other Information

Environmental Information, Regulations, and Standards(P. 751)
Notice(P. 752)
Trademarks and Copyrights(P. 753)
Third-party Software(P. 755)

Manuals of the Machine

965S-0J6

The manuals below are provided with the machine. Use these according to your purpose.
Click on the icon to display the corresponding manual (PDF).

Important Safety Instructions
This contains required information to prevent injury and accidental damage to property.



Setup Guide
This explains the process from unpacking the machine to setting it up so that it is ready to use.



User's Guide (this manual)
This describes all the functions of the machine in detail. It also contains the specifications and describes how to maintain the machine. The User's Guide is displayed in a Web browser.
Using the User's Guide(P. 738)

Send Setting Guide
This describes the preparations and settings for sending scanned data by e-mail and saving it to a shared folder. The Send Setting Guide is provided on the supplied CD/DVD-ROM.

* You can also display the Send Setting Guide at startup when using the downloaded Send Function Setting Tool.

NOTE

- For details about the drivers, software, and manual of the Application Library, see the online manual site.
https://oip.manual.canon/

Using the User's Guide

965S-0J7

The 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 use the User's Guide to find useful information through the contents and search function.
* Click [ ] or [ ] at the top of the screen to change between contents and search keyword display.

Screens and Illustrations(P. 738)
Symbols(P. 738)
Key and Button Indicators(P. 739)
Search Function(P. 739)

NOTE

- The User's Guide describes the various functions of all model series including the machine. You can view a table indicating which functions and options are supported for each model. **Supported Functions and Options(P. 3)**

Screens and Illustrations

In the User's Guide, unless otherwise stated, the following are used in the screens and illustrations.

Model
MF469x

Toner Cartridge
Canon Cartridge 070

Computer Operating System
Windows 10

macOS 11

- The operations and screens may vary depending on the computer operating system.
- The screens are subject to change due to updates of the drivers and software.

Symbols

The warnings and cautions are also listed in the Important Safety Instructions supplied with the machine. See this for more information. **Manuals of the Machine(P. 737)**

WARNING 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.

CAUTION 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.

IMPORTANT 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.

NOTE Indicates a clarification of an operation, or contains additional explanations for a procedure.

Key and Button Indicators

The control panel keys and buttons displayed on the screen are indicated as follows:

control panel Keys
Indicated with an icon.

Example: Home key



Buttons Displayed on the control panel and Computer Screen
Enclosed in square brackets [ ].

Example:
[C]
[Cancel] ▶ [Yes]
[The memory media can be safely removed.]

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 display the contents.

Manual Display Settings

965S-0J8

Operation Examples When Using a Computer

965S-0J9

When using the machine from a computer, you must configure the settings of the computer according to the function you are using. In addition, you may need the computer information to view the information set on the machine. In this case, use the operation examples below to check the required settings and information on the computer.

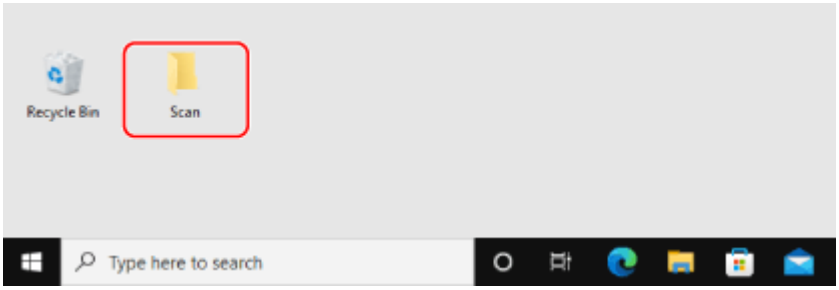
Creating a Shared Folder(P. 741)
Enabling Network Discovery(P. 743)
Displaying a Shared Printer in the Print Server(P. 743)
Viewing the System Information of the Computer(P. 744)
Viewing the Network Connection Information of the Computer(P. 746)
Viewing the Printer Port(P. 748)
Viewing Two-way Communication(P. 749)
Printing a Test Page(P. 749)

Creating a Shared Folder

When Using Windows(P. 741)
When Using macOS(P. 742)

■When Using Windows

1 Create a folder in any location (such as Desktop).



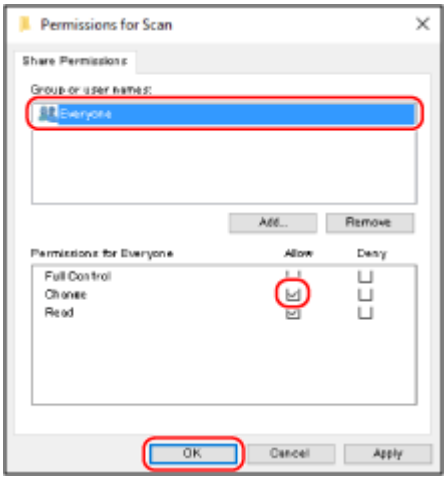
2 Right-click the created folder, and click [Properties].

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 privilege.



1 In [Group or user names], select [Everyone].

2 In [Permissions], select the [Allow] checkbox in [Change].

3 Click [OK].

6 Click [OK] ▶ [Close].

➠ The created folder can be used as a shared folder.

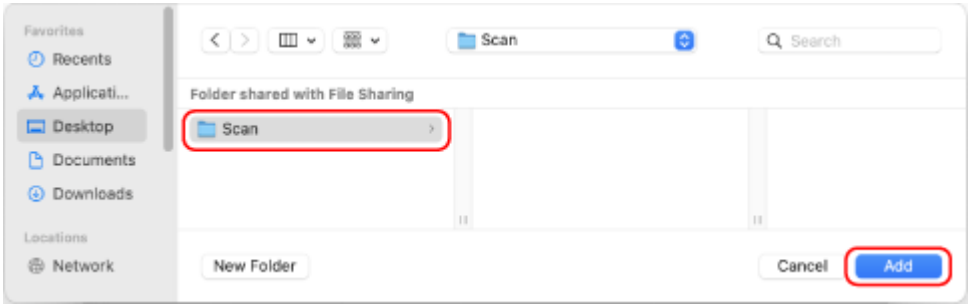
■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [Sharing].

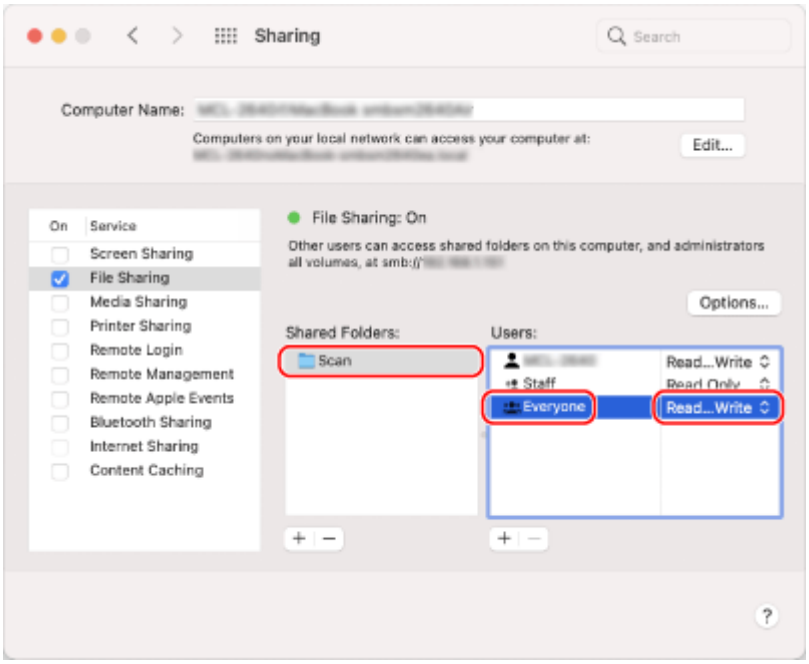
➠ The [Sharing] screen is displayed.

2 Select the [File Sharing] checkbox, and click [+] in [Shared Folders].

3 Create a folder in any location (such as Desktop), and click [Add].



4 Configure the access privilege.



1 In [Shared Folders], select the created folder.

2 In [Users], select [Everyone] ▶ [Read & Write].

5 Close the screen.

➠ The created folder can be used as a shared folder.

Enabling Network Discovery

1 Right-click [⊞] (Start), and click [Network Connections].

➠ The [Status] screen is displayed.

2 Click [Network and Sharing Center] ▶ [Change advanced sharing settings].

➠ The [Advanced sharing settings] screen is displayed.

3 In [Network discovery], select [Turn on network discovery], and click [Save changes].

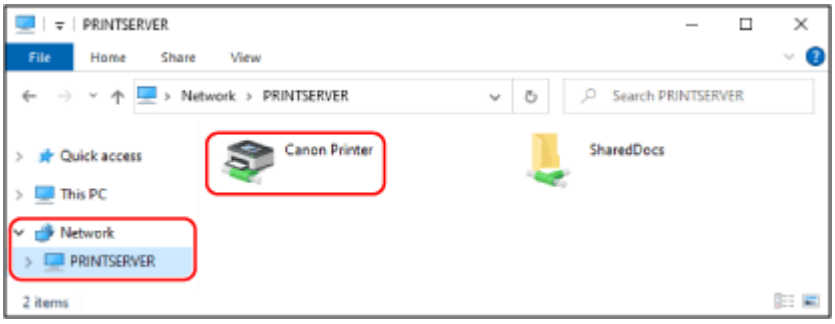
Displaying a Shared Printer in the Print Server

When Using Windows(P. 744)
When Using macOS(P. 744)

■When Using Windows

1 Right-click [⊞] (Start), and click [File Explorer].

2 In [Network], select the print server to display the shared printer.



If nothing is displayed in [Network], enable network discovery. **Enabling Network Discovery(P. 743)**

■When Using macOS

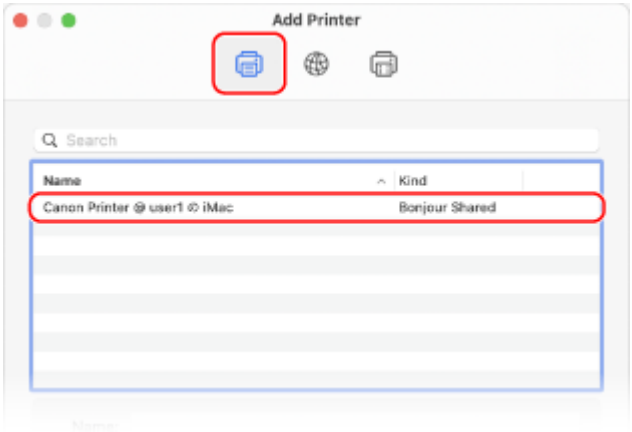
1 Click [ ] ▶ [System Preferences] ▶ [Printers & Scanners].

➠ The [Printers & Scanners] screen is displayed.

2 Click [+] at the bottom left.

➠ The [Add] screen is displayed.

3 Click [ ], to display the shared printer.



Viewing the System Information of the Computer

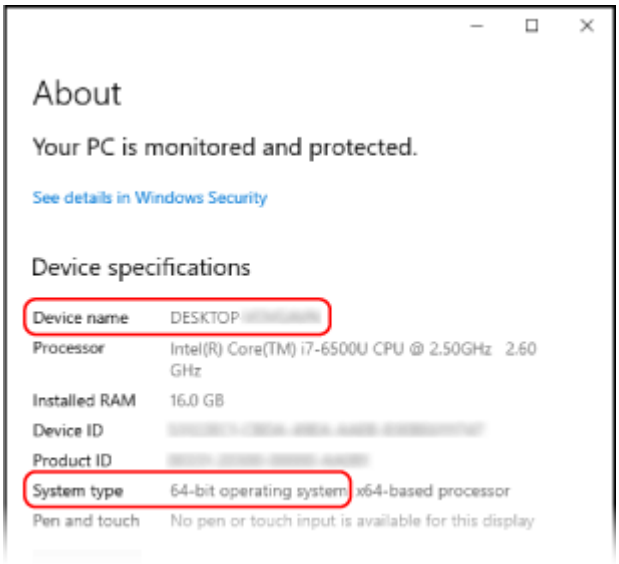
When Using Windows(P. 745)
When Using macOS(P. 745)

■When Using Windows

1 Right-click [⊞] (Start), and click [System].

➠ The [About] screen is displayed.

2 In [Device specifications], view the computer name and operating system version.



- The computer name is displayed in [Device name].
- The operating system version is displayed in [System type].
  If the computer has a 32-bit operating system, "32-bit Operating System" is displayed.
  If the computer has a 64-bit operating system, "64-bit Operating System" is displayed.

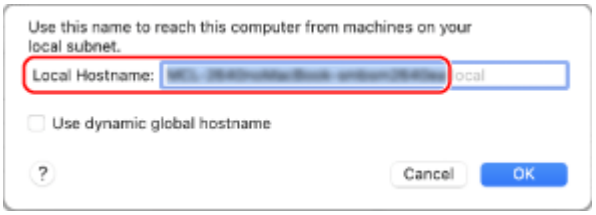
■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [Sharing].

➠ The [Sharing] screen is displayed.
The name displayed in [Computer Name] on the [Sharing] screen may not be usable on the network. Use the following procedure to view the computer name used on the network.

2 Click [Edit].

3 In [Local Hostname], view the computer name.



Parts displayed in gray are not included in the computer name.

4 **Click [Cancel].**

Viewing the Network Connection Information of the Computer

When Using Windows(P. 746)
When Using macOS(P. 747)

■When Using Windows

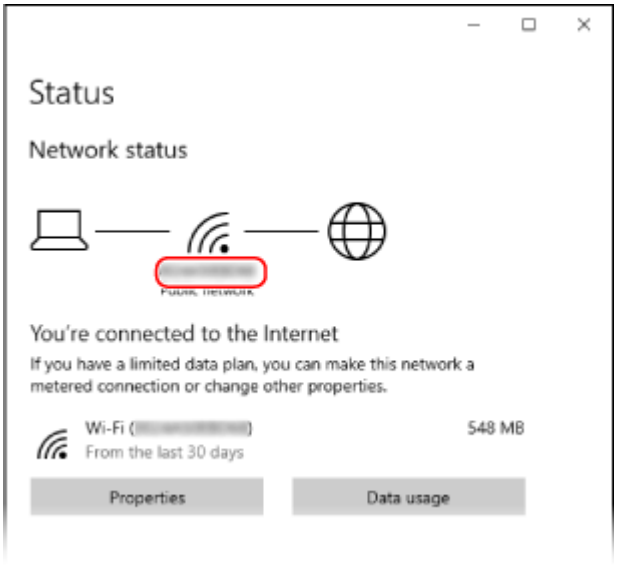
1 **Right-click [⊞] (Start), and click [Network Connections].**

➠ The [Status] screen is displayed.

2 **View the network connection information.**

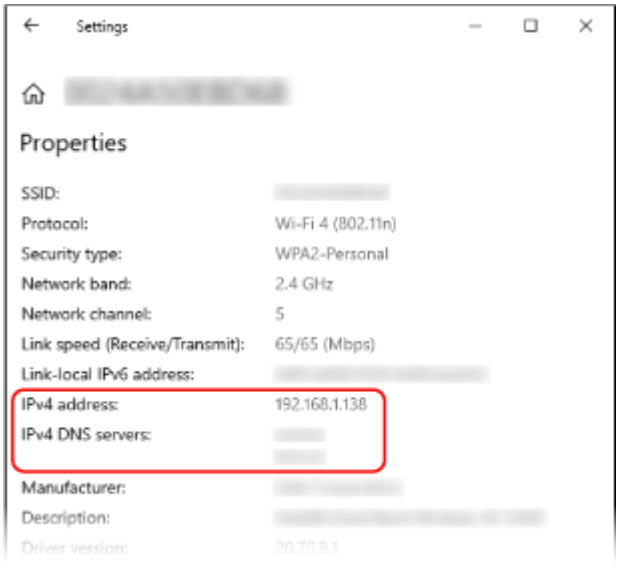
■Viewing the SSID of the Wired LAN

View the SSID in [Network status].



■Viewing the IP Address and DNS Server

1. Click [Properties] for the connected network.
2. In [Properties], view the IP address and DNS server.



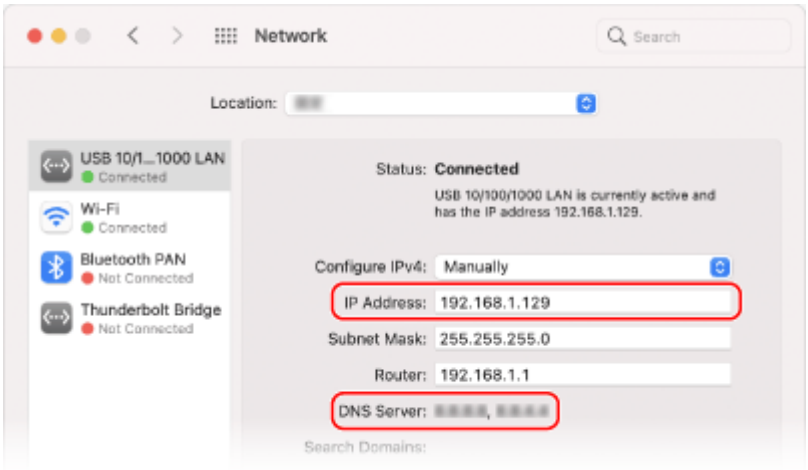
■When Using macOS

1 Click [ ] ▶ [System Preferences] ▶ [Network].

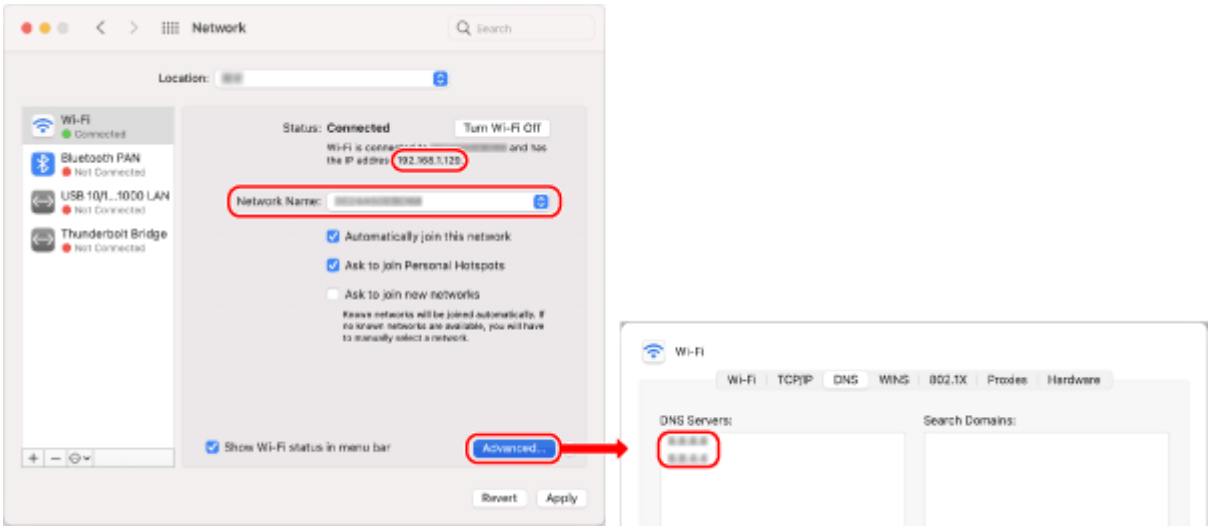
➠ The [Network] screen is displayed.

2 View the IP address, DNS server, and other information.

■For Wired LAN



■For Wireless LAN



- View the SSID in [Network Name].
- View the IP address in [Status].
- Click [Advanced], and view the DNS server on the [DNS] tab.

Viewing the Printer Port

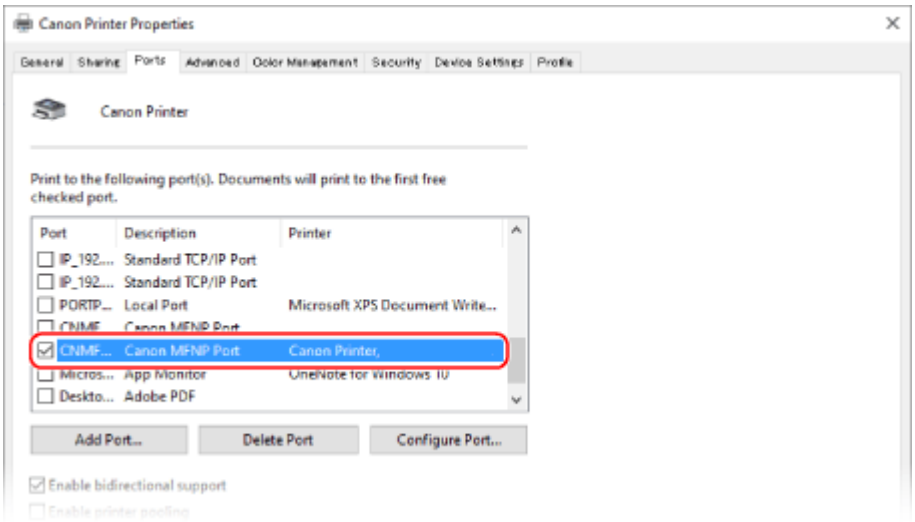
1 **Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].**

➠ The [Printers & scanners] screen is displayed.

2 **Click the printer driver of the machine ▶ [Manage] ▶ [Printer properties].**

➠ The printer driver properties screen is displayed.

3 **On the [Ports] tab, view the port being used.**



NOTE

If the IP Address of the Machine Is Changed

- The required action depends on the port you are using.
  - If [Canon MFNP Port] is displayed in [Description], the connection is maintained as long as the machine and computer belong to the same subnet, so no action is required on the computer.
  - If [Standard TCP/IP Port] is displayed in [Description], you must add a new port. **Adding a Port(P. 208)**

Viewing Two-way Communication

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [Manage] ▶ [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 size paper in the paper drawer. **Loading Paper in the Paper Drawer(P. 140)**

When Using Windows(P. 749)
When Using macOS(P. 750)

■When Using Windows

1 Click [ ] (Start) ▶ [ ] (Settings) ▶ [Devices] ▶ [Printers & scanners].

➡ The [Printers & scanners] screen is displayed.

2 Click the printer driver of the machine ▶ [Manage] ▶ [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 Preferences] ▶ [Printers & Scanners].

➡ The [Printers & Scanners] screen is displayed.

2 Select the machine, and click [Open Print 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.

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965S-0JA

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