



imagePRESS

V1350

User's Guide

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Introduction (About the Machine)

E0SS-000

This chapter provides essential information for using the machine, such as parts and paper loading methods. You can also refer to this section for information on topics such as maintenance procedures for the main unit, dealing with paper or staple jams, and the machine specifications.

■ Manuals for the Machine

This section describes the different manuals you can refer to for information on how to use the User's Guide (this manual) and the machine's functions and operating procedures.

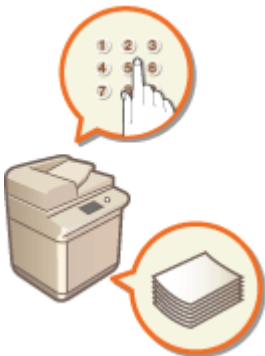


▶ **Using User's Guide(P. 4)**

▶ **Manuals and Their Contents(P. 10)**

■ Parts and Their Functions

This section describes the exterior and interior parts of the machine and their functions.



▶ **Parts and Their Functions(P. 21)**

■ Turning ON the Machine

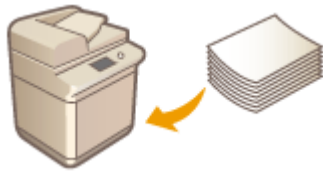
This section describes how to turn the machine ON or OFF.



▶ **Main Power and Energy Saver Key(P. 30)**

■ Loading Paper

This section describes how to load the paper used for printing.



▶ **Loading Paper(P. 33)**

■ **Machine Specifications**

See this section for the specifications for the main unit and optional equipment units.



▶ **Hardware Specifications(P. 76)**

■ **Basis Weight**

See this section for basis weight according to the paper type.

▶ **Basis Weight Chart(P. 107)**

■ **Additional Information**

See this section for disclaimers and copyright information.

▶ **Notice(P. 108)**

Using User's Guide

E0SS-001

The User's Guide is a manual that can be viewed on your computer or smartphone, etc. This section describes the screen layout of the User's Guide and how to view the User's Guide. It also describes how to make settings for the display of the User's Guide.

■ Screen Layout of User's Guide

This section explains the User's Guide screen layout and how to use the buttons on the screen. ▶ **Screen Layout of User's Guide(P. 5)**

■ Viewing User's Guide

This section describes what you should be familiar to when viewing the User's Guide, including the meanings of the marks used in the User's Guide and how the keys on the control panel and the buttons on the computer screen are represented in the User's Guide. ▶ **Viewing User's Guide(P. 8)**

■ Setting the Display of the User's Guide

You can change the character size used in the User's Guide, and switch the screen layout to one that is appropriate to the device on which the User's Guide is displayed.

NOTE

- If you are unable to view the manual in PDF format, download Adobe Acrobat Reader from the Adobe Systems website (<https://get.adobe.com/reader/>).

How to find the topic you are looking for

Search the contents

- You can find the page you are looking for by selecting the topic from the Contents on the left side of the screen.

Search by keyword

- Perform a search by entering a keyword, such as "print" or "setting," and the pages containing the keyword are displayed. You can find the page you are looking for from those results. You can also enter phrases such as "connecting to a network." The keyword search also supports the AND Boolean to search for multiple keywords. For the details of the search screen and how to operate the screen, see ▶ **Search(P. 6)** .

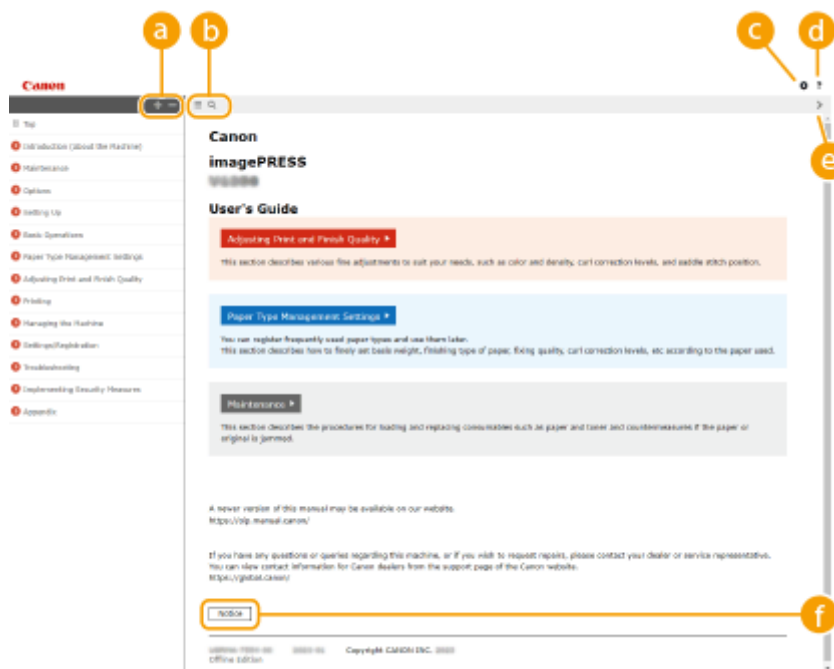
Screen Layout of User's Guide

E0SS-002

The User's Guide is divided into different screens, and the content of each screen varies.

Top Page

Appears when the User's Guide starts. ▶ **Inserting Tab Paper(P. 483)** ▶ **Inserting Tab Paper(P. 483)**



Click  to display all items underneath chapters. Click  to return to the original list.



Click to switch between the table of contents and the search display. When the table of contents is displayed, each click on  switches between hiding and showing the display. When the search display is shown, each click on  switches between hiding and showing the display.



Click to specify settings such as text size, layout, and display method for the User's Guide.



Click to display information on how to view the User's Guide, how to perform a search, and other information.



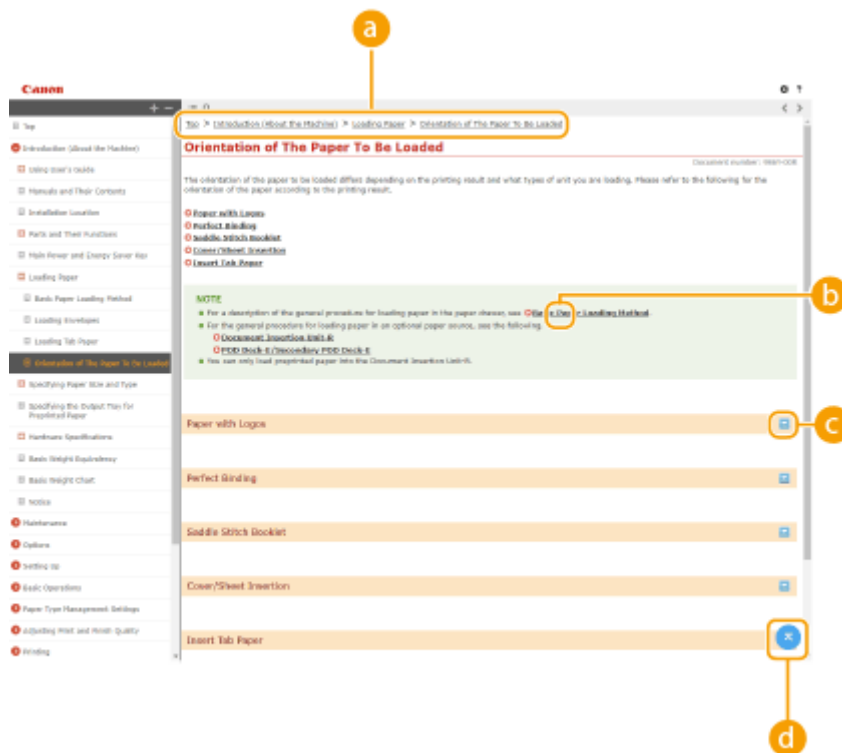
Click to display the previous or following topic.



Click to view important information you should know when using the machine.

Topic Page

Contains information about how to configure and use the machine.



a Navigation

See what chapter topic you are currently viewing.



Click to go to the corresponding page. To return to the previous page, click "Back" on your Web browser.



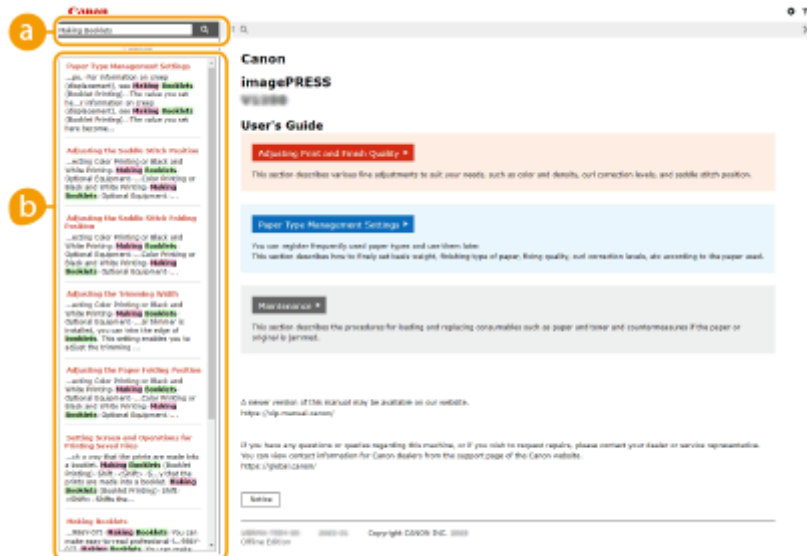
Click  to display the hidden detailed descriptions. Click  to close the detailed descriptions.



Click to return to the page top.

Search

Click  to display the search screen. Contains a text box to perform a search by keyword and find the page you are looking for.



a [Enter keyword(s) here]

Enter a keyword or keywords and click  to display the search results. You can search for pages containing all the keywords by separating the keywords by a space (blank). Also you can only search for pages containing an exact phrase by enclosing the keywords in double quotation marks.

b Search result

Displays the search results of the pages that contain the specified keywords. From the results, locate the page you are looking for and click the topic title of the page.

NOTE:

- The keywords appear in bold in the pages displayed as search results.

Viewing User's Guide

E0SS-003

This section describes the marks, buttons, screens, and other items used in the User's Guide. The warnings and cautions are also given in the "Important Safety Instructions" included with the machine. See also these instructions.

Marks

Cautions regarding safety, restrictions and cautions regarding the handling of the machine, useful tips, and other information are indicated using the marks below.



CAUTION

Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to 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 operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

NOTE

Indicates a clarification of an operation, or contains additional explanations for a procedure.

TIPS

Indicates useful functions or tips for using the machine.

Keys and buttons

Buttons displayed on the touch panel display and buttons on the computer screen are indicated as follows.

Type	Example
Buttons on the touch panel display*	<Function Settings> <Cancel>   
Buttons and other text interfaces displayed on the computer display	[Preferences] [OK]

* Operation to touch a button on the touch panel display is indicated as "Press" in the User's Guide.

Screen

Screens used in the User's Guide may differ from the screen display of your machine depending on the model, optional equipment, and version.

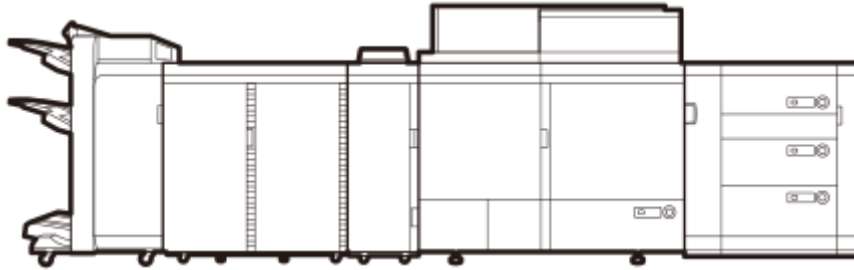
NOTE

- Depending on the OS you are using, a portion of the indicated screen content may differ from your computer.
- The screen content for drivers and software may differ due to version upgrades.

Illustrations

Illustrations used in the User's Guide are from "imagePRESS V1350" with the following options installed unless otherwise specifically noted.

- Flat Control Panel-A
- POD Deck-E
- Booklet Finisher-AF



Manuals and Their Contents

E0SS-005

The manuals listed below are included with the machine. Refer to them as necessary.

Important Safety Instructions	 	The content described in this manual is for the prevention of damage to property and injury to users of the machine and others.
User's Guide (This Manual)		This manual describes all the functions of the machine in a manual that is viewed using a Web browser. You can browse information by category or enter a keyword to search for pages on a specific topic. ▶ Using User's Guide(P. 4)
Troubleshooting (FAQ)		This manual describes operating instructions useful for printing and remedies for problems during printing in a manual that is viewed using a Web browser. It can be viewed from the online manual Web site.
ACCESS MANAGEMENT SYSTEM		This manual, viewable using a Web browser, describes how to use ACCESS MANAGEMENT SYSTEM. It can be viewed from the online manual Web site.
Web Access		This manual, viewable using a Web browser, describes how to use the Web Access functions of the operation panel. It can be viewed from the online manual Web site. Web Access

Installation Location

E0SS-006

- ▶ **Selecting and Configuring an Installation Location(P. 11)**
- ▶ **Floor Structure(P. 12)**
- ▶ **Installation Space(P. 15)**
- ▶ **Installation Environment(P. 17)**
- ▶ **Power Supply(P. 18)**

Selecting and Configuring an Installation Location

- ▶ **Installation Location(P. 11)**
- ▶ **Direct Sunlight(P. 12)**
- ▶ **Lighting(P. 12)**
- ▶ **Delivery Pathway(P. 12)**

■ Installation Location

Avoid installing the machine in the following locations.

- Locations where a considerable amount of dust accumulates.
- Locations near volatile or flammable materials, such as alcohol or paint thinner.
- Locations where the machine is exposed to rapid changes in temperature.
If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.
- Locations near computers or other precision electronic equipment.
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.
- Locations near televisions, radios, or similar electronic equipment.
The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.
- Locations near ultrasonic humidifiers or sprinkler humidifiers.

Be careful with the installation layout and operating environment when installing the machine in the following locations.

- Locations near equipment (*) which releases volatile substances.
Volatile substances may get inside the machine and affect the image quality.
If you are using such equipment, consult your local authorized Canon dealer or service representative before use.
*Example: equipment which uses hot melt adhesives (bookbinding machines or laminators), aroma equipment, diazo copying machines etc.
- Installing multiple machines
If you install multiple machines nearby, consult your local authorized Canon dealer or service representative about the installation layout before the installation so that the air intake section of a machine does not approach the exhaust section of other machines.
- Do not remove the leveling feet.

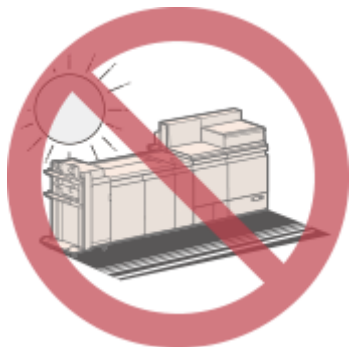
Do not remove the leveling feet after the machine has been installed.

If you put weight on the front of the machine while the drawers, paper decks, or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the leveling feet are in place.

■ Direct Sunlight

Avoid installing the machine in direct sunlight.

If this is unavoidable, use curtains to shade the machine. Be sure that the curtains do not block the machine's ventilation slots or louvers, or interfere with the electrical cord or power supply.



■ Lighting

We recommend installing the machine in a location with at least 500 lux (75 cm above the floor) for normal operation and maintenance.

■ Delivery Pathway

The dimensions of the imagePRESS V1350 Marking Engine are 1,391 mm (W) x 1,130 mm (D) x 1,456 mm (H). Also, the weight of the Marking Engine is approximately 700 kg.

With these dimensions and weight in mind, check to make sure that there is enough moving space and required floor strength to deliver the machine.

Floor Structure

▶ **Floor Structure(P. 12)**

▶ **Standard Values of Floor Structure(P. 13)**

▶ **Measuring Methods for Each Standard Value(P. 13)**

■ Floor Structure

The floor on which this machine will be installed must have a floor load of at least 560 kg/m². Even if the floor does not have this level of floor load, the machine can be installed near a pillar or beam. Consult with your building contractor before installing the machine.

The weight of the machine will be primarily focused on the floor through the adjuster and wheels. We recommend the use of a mat to distribute the weight.

We also recommend the use of a mat when installing the machine on carpet or wood flooring. For information about mats, contact your dealer.

Do not install the machine on an unstable floor or platform.

■ Standard Values of Floor Structure

Be sure to install the imagePRESS V1350 and optional equipment on the floor which satisfies the following standard.

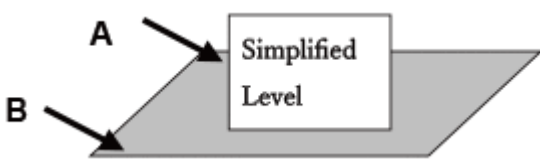
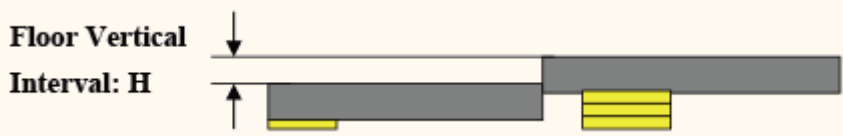
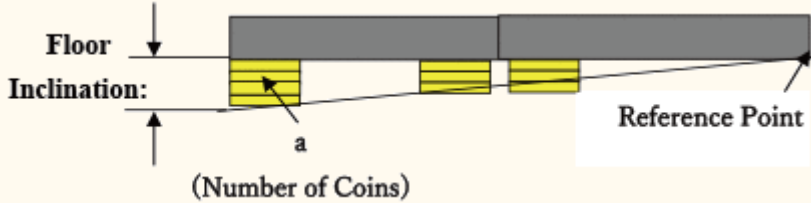
Floor Stiffness	The amount of sinking in the floor must be 4 mm or less, if the load of 1,200 kg/m ² is applied to it. If this is not satisfied, use the floor plates partially. * Use the floor plates if the machine is installed on the mat, wooden floor, or rubber floor. * Depending on the amount of sinking in the floor, stack the floor plates to reduce the inequality of height of the joints.
Floor Flatness	The flatness in arbitrary rectangular area 1,100 mm x 530 mm must be 4 mm or less.
Floor Vertical Interval	The vertical interval between arbitrary two points of 1,000 mm interval must be 3 mm or less. (The amount of sinking in the floor is not included.)
Floor Inclination	The inclination between arbitrary two points of 1,600 mm interval must be 3 mm or less.

■ Measuring Methods for Each Standard Value

The standard values are measured according to the following procedures.

Use the iron plate as a floor plate, which corresponds to 890 mm x 487.5 mm in size, 13 kg in weight, and 4 mm in thickness.

Floor Withstand Load	Confirm the specifications of the floor withstand load to the contractor of the building where the machine is scheduled to be installed.
Floor Stiffness	Prepare one floor plate and put it on the place where the machine is scheduled to be installed. Measure the amount of sinking in the floor when two adults (approximately 150 kg) step onto the plate. From this measurements, estimate the amount of sinking in the floor when the machine is installed by doing proportional calculation.  Calculation Method Each parameter is specified as follows: t: the height from the floor to the upper surface of the floor plate Δt: the height from the floor to the upper surface of the floor plate when the load is applied Ts (mm/kgf): the constant of the estimated amount of sinking in the floor Ts (ME): the amount of sinking in the floor where this machine is installed First of all, calculate the constant of the estimated amount of sinking in the floor. $Ts \text{ (mm/kgf)} = (t - \Delta t) / 150$ Using this constant, estimate the amount of sinking in the floor where this machine is installed. $Ts \text{ (ME)} = (700 \text{ (kgf)/2}) \times Ts \text{ (mm/kgf)}$ Example In the case of t = 4 mm Δt = 3 mm The constant of estimated amount of sinking in the floor is calculated as shown below. $(4 - 3) / 150 = 0.006$ In this example, the estimated amount of sinking in the floor where this machine is installed is 2.1 mm with the following formula. $Ts \text{ (ME)} = (700 \text{ (kgf)/2}) \times 0.006 = 2.1$

Floor Flatness	Put one floor plate on the floor where the machine is scheduled to be installed, and put the simplified level on the center of it. To make the floor plate horizontal, insert some spacers (coins) under A or B of the floor plate, as shown in the illustration below. Calculate the floor flatness from the spacer's thickness and the number of them.  Calculation Method Use coins which have same thickness as a spacer. Each parameter is specified as follows: t (mm): the thickness of the spacer a: the number of the spacers inserted under A b: the number of the spacers inserted under B When $a > b$, the floor flatness is calculated by the following formula. $t \times a$ (mm) Example The coins of 1 mm in thickness are used as a spacer. If two spacers are inserted under A, and nothing is inserted under B to make the floor plate horizontal, the floor flatness is 2 mm.
Floor Vertical Interval (This method is used when there is a step in the floor.)	Arrange two floor plates next to each other and put them on the floor where the machine is scheduled to be installed. According to the measuring method of the "Floor Flatness", set one floor plate horizontally. And then, set another one horizontally in the same way. Measure the difference of height between two floor plates. ! IMPORTANT Attention for Measuring Put the two floor plates with each long side aligned. 
Floor Inclination (This method is used when the floor inclines gently.)	Arrange two floor plates next to each other and put them on the floor where the machine is scheduled to be installed. According to the measuring method of the "Floor Flatness", set one floor plate horizontally. And then, insert the spacers (coins) under another floor plate to set plate horizontally with its height same as the one that you have set first. In this case, insert the spacers at the arbitrary position of the floor plate edge. Measure the floor inclination with the thickness of the spacers that are located most away from the reference point (the point determined as a bench mark of the height). (See the illustration below.) ! IMPORTANT Attention for Measuring Put the two floor plates with each long side aligned. 

Calculation Method

- Use coins which have same thickness as a spacer. Each parameter is specified as follows.
 - t (mm): the thickness of the spacer
 - a: the number of the spacers
 - The floor flatness is calculated by the following formula.

$$S = t \times a \text{ (mm)}$$

Example

- The coins of 1 mm in thickness are used as a spacer. If three spacers are inserted under the position that is most away from the reference point, the floor inclination is 3 mm (= 1 mm x 3).

Installation Space

- ▶ **Necessary Installation Space(P. 15)**
- ▶ **Minimum Space Required for Turning(P. 16)**
- ▶ **Size and Weight of Each Component(P. 17)**

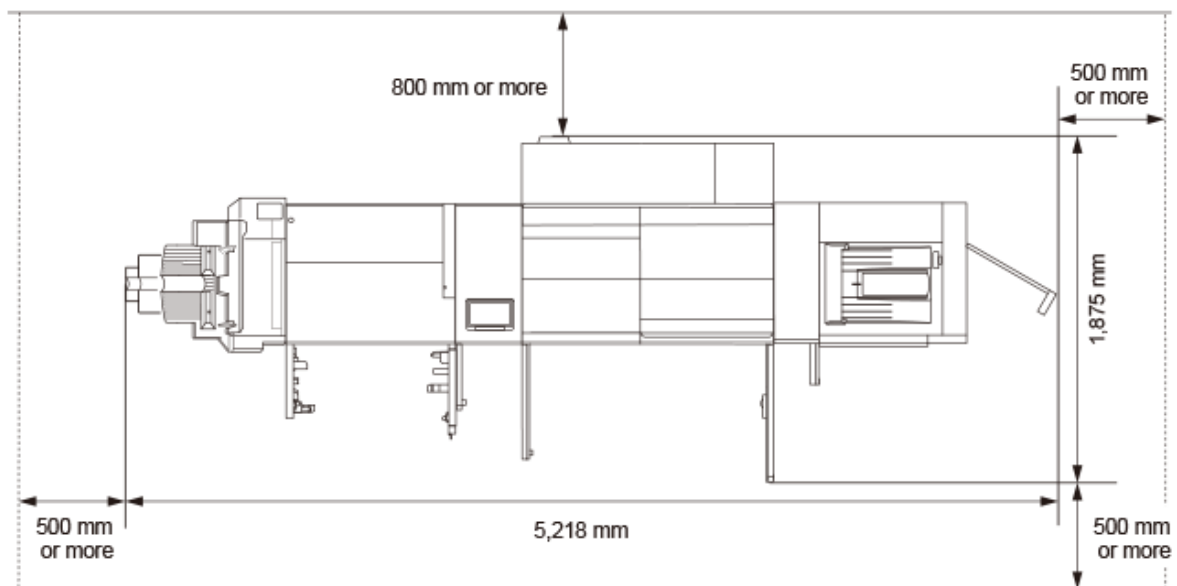
■ Necessary Installation Space

Keep the back of the machine at least 800 mm away from a wall.

Also, the space of 5 mm between each equipment is necessary to connect them.

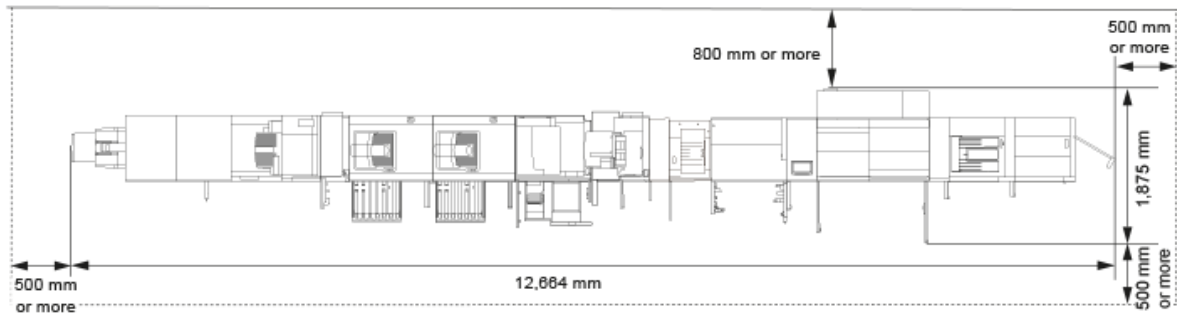
Standard (minimum) configuration

imagePRESS V1350 + Booklet Finisher-AF + POD Deck-E



Full option (maximum) configuration

imagePRESS V1350 + Two-Knife Booklet Trimmer-B + Booklet Trimmer-G + Booklet Finisher-AF + Paper Folding Unit-K + High Capacity Stacker-J x 2 + Perfect Binder-F + Multi Function Professional Puncher-C + Document Insertion Unit-R + Inspection Unit-C + Sensing Unit-B + POD Deck-E + Secondary POD Deck-E



■ Minimum Space Required for Turning

The following is the minimum width required for turning the imagePRESS V1350 and each equipment at the corner of a corridor.

	Dimension when Transporting (Width x Length)	Minimum Corridor Width Required*
imagePRESS V1350 (Marking Engine)	1,391 mm x 1,130 mm	2,293 mm
imagePRESS V1350 (Fixing Station)	936 mm x 775 mm	1,716 mm
imagePRESS V1350 (Buffer Pass Station)	366 mm x 775 mm	1,358 mm
POD Deck-E	982 mm x 792 mm	1,762 mm
Secondary POD Deck-E	745 mm x 792 mm	1,587 mm
Sensing Unit-B	750 mm x 515 mm	1,410 mm
Inspection Unit-B	450 mm x 792 mm	1,411 mm
Inspection Unit-C	750 mm x 515 mm	1,410 mm
Document Insertion Unit-R	823 mm x 793 mm	1,643 mm
Static Eliminator-A	450 mm x 792 mm	1,411 mm
Multi Function Professional Puncher-C	445 mm x 795 mm	1,411 mm
High Capacity Stacker-J	899 mm x 745 mm	1,668 mm
Paper Folding Unit-K	502 mm x 793 mm	1,439 mm
Staple Finisher-AF	800 mm x 792 mm	1,626 mm
Booklet Finisher-AF	800 mm x 792 mm	1,626 mm
Booklet Trimmer-G	1,835 mm x 790 mm	2,498 mm
Two-Knife Booklet Trimmer-B	536 mm x 770 mm	1,439 mm

* Minimum width required for turning is the diagonal length of the machine (equipment) + about 500 mm.

■ Size and Weight of Each Component

	Dimensions (W x D x H)	Weight
imagePRESS V1350 (Marking Engine, Fixing Station, Buffer Pass Station, and Power Supply Unit)	2,691 mm x 1,165 mm x 1,456 mm	Approx. 1,065 kg
POD Deck-E	982 mm x 792 mm x 1,095 mm	Approx. 250 kg
POD Deck-E + Secondary POD Deck-E	1,794 mm x 792 mm x 1,095 mm	Approx. 482 kg
Sensing Unit-B	515 mm x 750 mm x 1,228 mm	Approx. 100.5 kg
Inspection Unit-B	250 mm x 792 mm x 1,040 mm	Approx. 49.5 kg
Inspection Unit-C	515 mm x 842 mm x 1,080 mm	Approx. 84.9 kg
Document Insertion Unit-R	746 mm x 793 mm x 1,407 mm	Approx. 61 kg
Static Eliminator-A	250 mm x 792 mm x 1,040 mm	Approx. 50 kg
Multi Function Professional Puncher-C	445 mm x 795 mm x 1,040 mm	Approx. 102 kg
High Capacity Stacker-J	899 mm x 745 mm (1,250 mm*) x 1,141 mm (To the top of the top tray) * When the eject tray is moved out of the stacker.	Approx. 120 kg
High Capacity Stacker-J x 2	1,803 mm x 745 mm (1,250 mm*) x 1,141 mm (To the top of the top tray) * When the eject tray is moved out of the stacker.	Approx. 240 kg
Paper Folding Unit-K	336 mm x 793 mm x 1,190 mm	Approx. 71 kg
Staple Finisher-AF	800 mm x 792 mm x 1,239 mm	Approx. 133 kg (Including inner Puncher)
Booklet Finisher-AF	800 mm x 792 mm x 1,239 mm	Approx. 183 kg (Including inner Puncher)
Booklet Trimmer-G	2,095 mm x 790 mm x 1,040 mm (Including conveyer and output tray)	Approx. 178 kg (Including conveyer and output tray)
Two-Knife Booklet Trimmer-B	536 mm x 770 mm x 1,040 mm (Not including conveyer and output tray)	Approx. 145 kg (Not including conveyer and output tray)

Installation Environment

- ▶ **Temperature and Humidity Conditions(P. 18)**
- ▶ **Temperature Gradient(P. 18)**
- ▶ **Ventilation(P. 18)**
- ▶ **Elevation Limitations(P. 18)**

! IMPORTANT

- Blocking the machine's ventilation slots or louvers may adversely affect the quality of the image. Do not block the ventilation slots or louvers.

■ Temperature and Humidity Conditions

Do not install the machine in locations with high or low heat and humidity, such as places with a water faucet, water heater, humidifier, air conditioner, heater, or a stove.

During operation, the permissible humidity range is 15 to 60% (with a room temperature of 20 to 27°C).

There is a risk that the paper feed and image quality may be affected if the machine is used in a location that does not satisfy these specifications.

■ Temperature Gradient

Using an air conditioner during the winter or sudden temperature changes may have an adverse affect on image positioning, as this may cause the paper to bend or contract, and cause a malfunction of the machine due to condensation. In order to avoid these issues, control the temperature gradient so that it does not exceed 10°C/H.

■ Ventilation

Ensure that there is an air exchange rate of at least 2 times/h and at least 110 m³ of space in the location where the machine will be installed.

This machine generates a slight amount of ozone etc. during normal use. Although sensitivity to ozone etc. may vary, this amount is not harmful. Ozone etc. may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation.



■ Elevation Limitations

Install this machine at an elevation of 4,000 m or less.

*Atmospheric pressure at 4,000 m: 607.8 hPa (reference value)

Power Supply

▶ Power Supply Conditions(P. 19)

▶ Maximum Energy Consumption(P. 19)

■ Power Supply Conditions

Use these components within the power supply specifications listed below.

The power supply for components not listed in the table is supplied by the imagePRESS V1350 or other components.

	Power Supply	Power Supply Cord/ Plug Specifications	The Length of the Power Cord
imagePRESS V1350 (Marking Engine)	3 Phase 380-415 V AC, 50/60 Hz, 13.5 A	C532P6S/HUBBELL 4P5W	3 m
POD Deck-E	220-240 V AC, 50/60 Hz, 5.0 A	IEC 60884-1, VDE 0620 UK :BS 1363 Oceania: AS/NZS 3112	2 m
Secondary POD Deck-E	220-240 V AC, 50/60 Hz, 5.0 A	IEC 60884-1, VDE 0620 UK :BS 1363 Oceania: AS/NZS 3112	2 m
Sensing Unit-B	100-240 V AC, 50/60 Hz, 2.5 A	CEE 7/7	1.9 m
Inspection Unit-B	100-240 V AC, 50/60 Hz, 1.4 A	CEE 7/7	1.9 m
Inspection Unit-C	100-240 V AC, 50/60 Hz, 2.5 A	CEE 7/7	1.9 m
Document Insertion Unit-R	100-240 V AC, 50/60 Hz, 1.0 A	CEE 7/7	2 m
Static Eliminator-A	100-240 V AC, 50/60 Hz, 1.0 A	CEE 7/7	1.9 m
Multi Function Professional Puncher-C	230V AC, 50 Hz, 2.0 A	CEE 7/7	2.4 m
High Capacity Stacker-J	90-264 V AC, 47-63 Hz, 10 A	CEE 7/7	4.2 m
Paper Folding Unit-K	From the finisher	From the finisher	-
Staple Finisher-AF	220-240 V AC, 50/60 Hz, 8.0 A	CEE 7/7	2 m
Booklet Finisher-AF	220-240 V AC, 50/60 Hz, 8.0 A	CEE 7/7	2 m
Booklet Trimmer-G	From the finisher	From the finisher	-
Two-Knife Booklet Trimmer-B	220-240 V AC, 60 Hz, 2.3 A	CEE 7/7	2 m

■ Maximum Energy Consumption

The maximum energy consumption of the imagePRESS V1350 and other components is listed below.

	Maximum Energy Consumption
imagePRESS V1350 (Marking Engine)	10,000 W *Including all options powered by main unit.
POD Deck-E	1,000 W
Secondary POD Deck-E	1,000 W
Sensing Unit-B	500 W
Inspection Unit-B	700 W
Inspection Unit-C	500 W

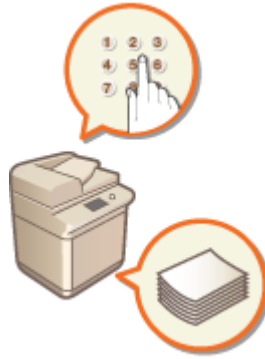
Introduction (About the Machine)

Document Insertion Unit-R	120 W or less
Static Eliminator-A	100 W or less
Multi Function Professional Puncher-C	480 W
High Capacity Stacker-J	220 W
Paper Folding Unit-K	Included in the finisher
Staple Finisher-AF	500 W or less
Booklet Finisher-AF	500 W or less
Booklet Trimmer-G	300 W
Two-Knife Booklet Trimmer-B	440 W

Parts and Their Functions

E0SS-007

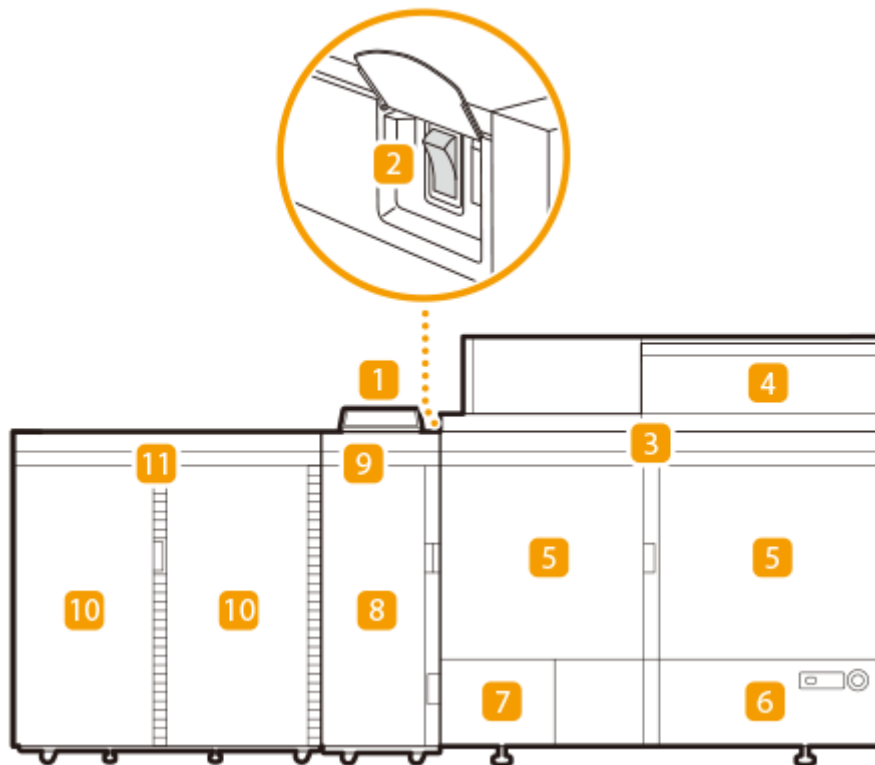
This section describes the parts of the machine (front side, back side, and interior) and how they function. This section also describes how to load paper, as well as the names and usage of the buttons on the control panel. Read this section for tips on how to use the machine properly.



- ▶ **Front Side(P. 22)**
- ▶ **Back Side(P. 24)**
- ▶ **Interior(P. 25)**
- ▶ **Control Panel (Optional)(P. 28)**
- ▶ **Paper Deck(P. 27)**

Front Side

E0SS-008



1 Control panel (Optional)

The control panel consists of the indicators, touch panel display, etc. You can perform all the operations and specify settings from the control panel. ▶ **Control Panel (Optional)(P. 28)**

2 Main power switch

Press to the "I" side to turn the power ON. ▶ **Main Power and Energy Saver Key(P. 30)**

3 Marking engine

4 Toner replacement cover

Open this cover when replacing the toner cartridge. ▶ **Replacing the Toner Cartridge(P. 125)**

5 Front-right cover/Front-left cover of the marking engine

Open this cover when clearing a paper jam. ▶ **Paper Jams in the Marking Engine (Inside the Main Unit) (P. 165)**

6 Paper deck

Load the type of paper that you frequently use. ▶ **Paper Deck(P. 27)**

7 Waste toner container cover

Open this cover when replacing the waste toner container.

▶ **Replacing the Waste Toner Container(P. 131)**

8 Buffer Pass Station front cover

Open these covers to clear a paper jam.

9 Buffer Pass Station

10 Front-right cover/Front-left cover of the fixing station

Open these covers to clear a paper jam. ▶ **Paper Jams in the Fixing Station (Inside the Main Unit)(P. 181)**

! IMPORTANT:

- The area around the top of the fixing unit front cover may become hot some time after the machine has been put into sleep mode or after the shutdown process has commenced. Although this is not a malfunction, please use caution when touching this area.

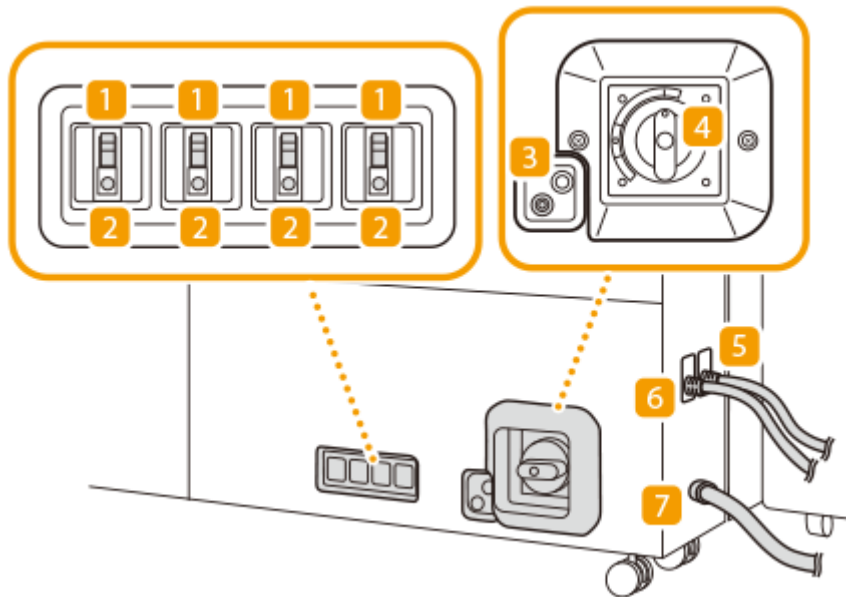
11 Fixing station

NOTE

- For more information about the configuration of optional equipment installed on the machine, see ▶ **Options(P. 252)** .

Back Side

E0SS-009



1 Sub breaker

Detects excess current or leakage current.

2 Test button (Sub breaker)

Press this button to periodically test the circuit breaker.

3 Test button (Main breaker)

Press this button to periodically test the circuit breaker.

4 Main breaker

Detects excess current or leakage current.

5 Sub power cord 1

Sub power cord on the Buffer Pass Station side.

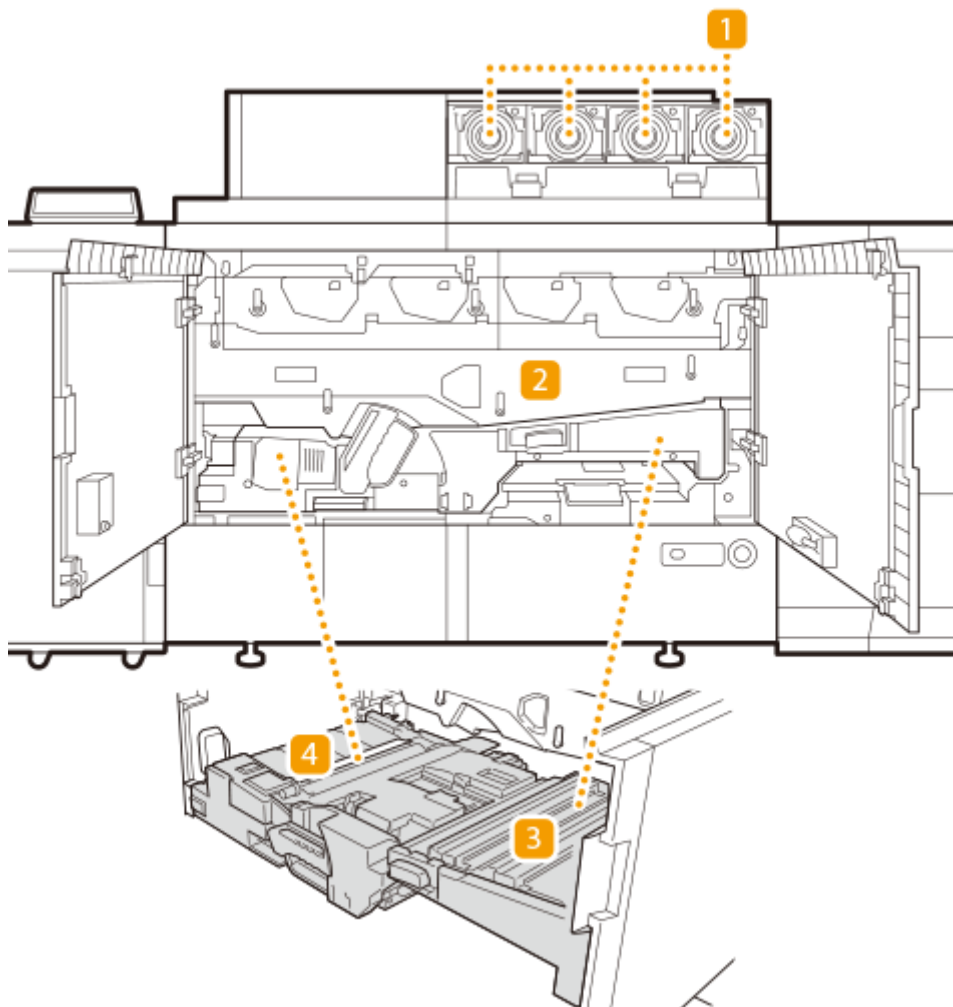
6 Sub power cord 2

Sub power cord on the Buffer Pass Station side.

7 Main power cord

Interior

■ Marking engine



1 Toner Cartridge

Open the cover to replace the toner cartridge. ▶ **Replacing the Toner Cartridge(P. 125)**

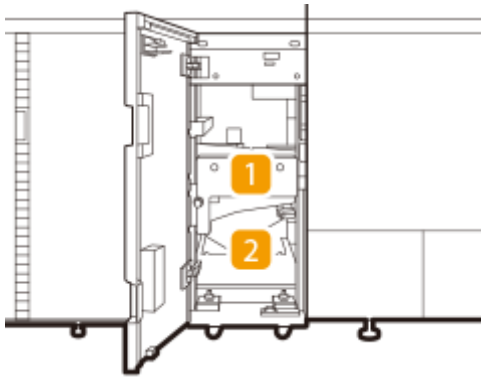
2 ITB (Intermediate Transfer Belt)

Transfers the toner to the paper.

3 Feeding Unit

Delivers paper that is fed from the paper deck to the fixing station via the toner transfer position. Also, the Feeding Unit delivers paper from the fixing station when the 2nd side of 2-Sided page mode is set. Pull out this unit to clear a paper jam inside the unit.

■ Buffer pass station



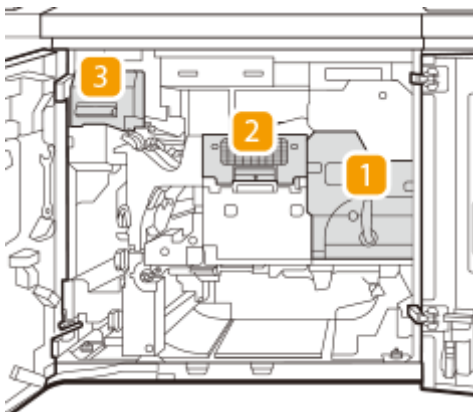
1 Transport Unit

Conveys paper between the marking engine and the fixing station.

2 Decurler Unit

Corrects paper curling caused by heat.

■ Fixing station



1 Fixing unit

Fixes toner that has transferred to paper. Pull out this unit to clear a paper jam inside the unit.

2 Cooling Unit

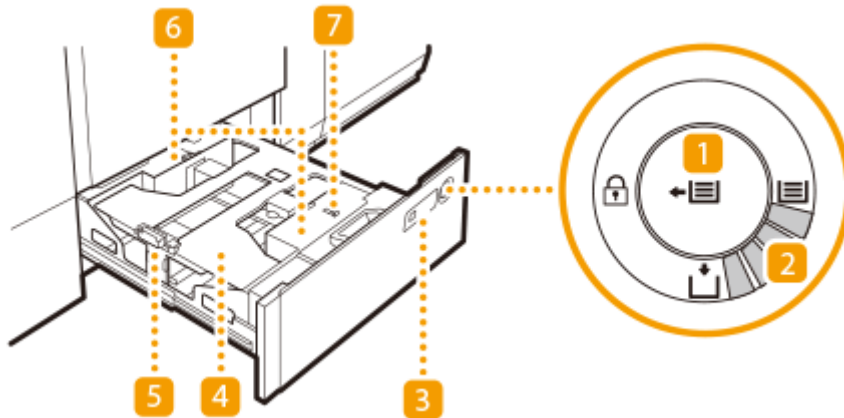
Output paper is cooled down through this part.

3 Decurler Unit

Corrects paper curling caused by heat. Pull out this unit to clear a paper jam inside the unit.

Paper Deck

E0SS-00C



1 Open button

Press to open the paper deck.

2 Paper supply indicator

Displays the amount of paper remaining.

3 Size plate

This plate is used to identify the paper size. It is replaced when the paper size is changed.

4 Lifter

It goes up or down depending on the amount of paper loaded.

5 Rear edge retainer

Move it to match the rear edge of the paper.

6 Size change plates

Move it to match the width of the paper.

7 Size change plates locking lever

Lock/unlock the side change plates.

LINKS

➤ [Loading Paper\(P. 33\)](#)

➤ [Optional Equipment\(P. 254\)](#)

Control Panel OP

E0SS-00E

This section describes the names and usage of the keys on the control panel (Optional).



1 Touch panel display

In addition to the numeric keys, each button, and the settings screen for each function, the error status is also shown on this display.  **Using the Touch Panel Display(P. 317)**

2 Processing/Data indicator

Blinks while operations such as sending or printing are being performed. Lights up green when there are documents waiting to be processed.

3 Error indicator

Blinks or lights up when an error such as a paper jam occurs.

IMPORTANT:

- If the Error indicator blinks, follow the instructions that appear on the touch panel display.
 -  **Clearing Paper Jams(P. 161)**
 -  **Clearing Staple Jams (Optional)(P. 244)**
- If the Error indicator maintains a steady red light, contact your local authorized Canon dealer.

4 Main Power indicator

Lights up when the machine is turned ON.  **Main Power and Energy Saver Key(P. 30)**

■ Adjusting the Angle of the Touch Panel Display

You can adjust the angle of the control panel if the touch panel display cannot be seen clearly. If you want to make an angle, pull out the storage leg.

When the storage leg is stored



When the storage leg is pulled out



Main Power and Energy Saver Key

This section describes how to use the main power switch and the Energy Saver key.

- ▶ **How to Turn ON the Main Power(P. 30)**
- ▶ **Energy Saver Key(P. 31)**
- ▶ **Shutting Down the Machine(P. 31)**

How to Turn ON the Main Power

This section explains how to turn ON the main power.

- 1 Make sure that the power plug is firmly inserted into the power outlet.**

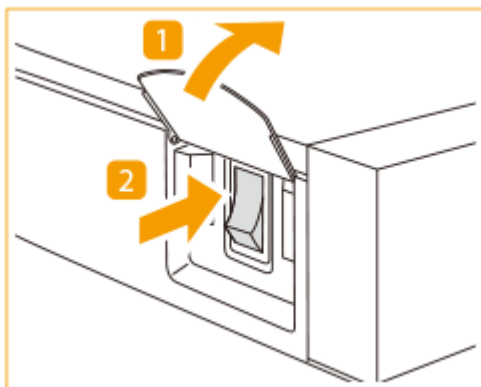
CAUTION

- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

- 2 Open the main power switch cover and press the main power switch toward "I".**

The main power indicator on the control panel lights when you turn ON the main power switch. Various screens appear when system software is loading.

- 1** Open the main power switch cover.
- 2** Press the main power switch to the "I" side.



IMPORTANT

- If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF.
- If you want to turn OFF the main power and then back ON again, wait for at least 10 seconds after the main power indicator is turned OFF before turning ON the main power.

NOTE

- You can change the default display that appears after the machine is turned ON from <Default Screen after Startup/Restoration> on the Settings/Registration screen. ▶<Default Screen after Startup/Restoration>(P. 707)
- The response of the keys may not be optimal immediately after you turn ON the main power of the machine.

Energy Saver Key

If the machine is idle for a certain period of time, the machine will enter the Auto Sleep mode to minimize energy consumption.

If you touch the touch panel display, the machine exits sleep mode.



NOTE

- The machine can print documents from a personal computer when it is in the Sleep mode.

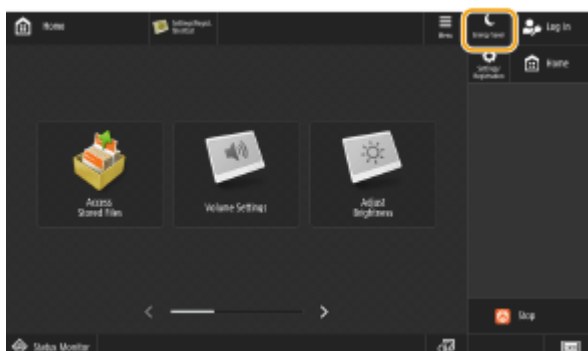
Shutting Down the Machine

This machine performs a procedure to protect the hard disk when the machine is shut down. This enables the machine to be shut down safely, even if there are any jobs being processed.

When the machine shuts down, it also performs an internal cooling down process, which enables the machine to be shut down safely. Follow the instructions below to safely shutdown the machine.

1 Turn OFF the main power.

1 Press (Energy Saver).



2 Press <Shutdown>.



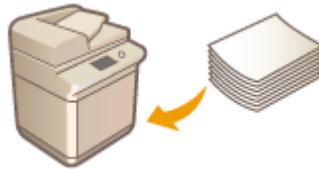
If you need to immediately operate the machine after starting the shutdown process, press <Restart> → <Yes>.

! IMPORTANT

- If the message <Backing up stored data from Remote UI...> is displayed on the touch panel display, do not turn the main power OFF. This may cause the machine to fail to back up the stored data.
- The machine may take some time to completely shutdown. Do not unplug the power cord until the main power indicator of the machine is OFF.
- If the main power is turned OFF during printing, a paper jam may occur.
- The machine may continue to operate during or after the shutdown process. Do not unplug the power cord until the device sounds stop. When the shutdown process completes, the main power switch of the machine switches to the " O " side automatically.
- You can also force the shutdown of the machine (omitting the normal job cancellation process) by pressing <Forced OFF>. However, since pressing <Forced OFF> stops the shutdown operation before it is complete, which may result in damaging parts of the machine, or destroying data which is being processed, it is not recommended. Note that Canon will not be liable for any damages resulting from the loss of data on the hard disk drive. For more information, contact your local authorized Canon dealer.

Loading Paper

The paper source to use and the paper loading method to follow vary depending on the type and size of paper you use. For more information about available paper types and sizes, see [▶Available Paper\(P. 80\)](#) . To obtain the optimum printing results, make sure to correctly specify the size and type of paper that is loaded. [▶Specifying Paper Size and Type\(P. 68\)](#)



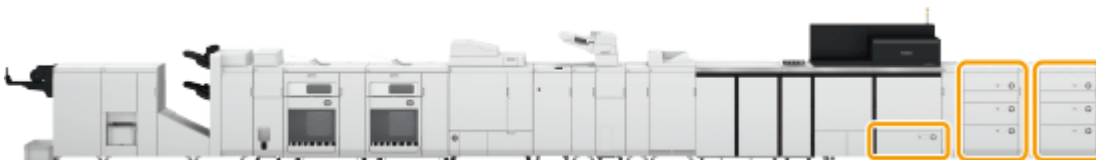
- ▶Basic Paper Loading Method(P. 34)
- ▶Loading Envelopes(P. 45)
- ▶Orientation of The Paper To Be Loaded(P. 62)
- ▶Loading Tab Paper(P. 51)

For more information about the method of loading paper for each option, see [▶Options\(P. 252\)](#) .

! IMPORTANT

- Before using any paper, confirm the precautions regarding paper and the correct way to store it. [▶Available Paper\(P. 80\)](#)
- Loading paper while stock remains may cause a multiple sheet feed or a paper jam. If there is paper remaining, it is recommended that you wait until all of it has been used before loading more paper.
- Do not load different sizes or types of paper together.

The locations of the paper deck and each option unit for paper feeding are indicated in the following illustration.



LINKS

- ▶Registering Free Size Paper (Custom Size Paper)(P. 72)
- ▶POD Deck-E/Secondary POD Deck-E(P. 258)

Basic Paper Loading Method

This section describes the method for loading paper that is used relatively frequently such as plain paper or recycled paper. Load the paper you usually use into the paper deck.

▶ **Loading Paper in the Paper Deck(P. 34)**

▶ **Changing the Paper Size for the Paper Deck(P. 39)**



CAUTION

- When handling paper, take care not to cut your hands on the edges of the paper.

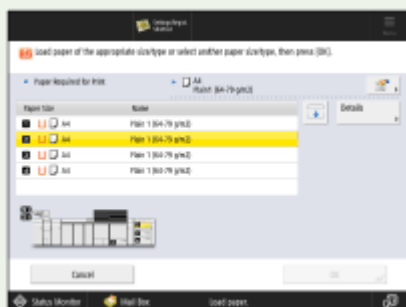


IMPORTANT

- If the machine is in the Sleep mode (the touch panel is not displayed), you may be unable to open the paper deck. In this case, touch the touch panel to reactivate the machine, and then press the open button on the paper deck.

NOTE

- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- Paper may overlap when it is fed or a paper jam may occur, depending on the cut surface of the paper. Changing the paper orientation and loading it again may reduce the effect of the cut surface.
- If paper runs out and printing is stopped, load a new paper stack. Printing restarts after the new paper stack is loaded.



Loading Paper in the Paper Deck



CAUTION

- The lifter inside the paper decks rises and descends automatically. When loading paper, be careful not to get your fingers caught, as this may result in personal injury.

▶ **Changing the Paper Size for the Paper Deck(P. 39)**

! IMPORTANT

- A screen prompting you to load paper also appears if the selected paper deck is not fully inserted into the machine. Make sure that the paper deck is properly in place.
- Do not load the following types of paper into the paper deck. Doing so may cause a paper jam.
 - Severely curled or wrinkled paper
 - Thin straw paper
 - Heavy paper (more than 500 g/m²)
 - Thin paper (less than 60 g/m²)
 - Paper which has been printed on using a thermal transfer Printer
 - The reverse side of paper which has been printed on using a thermal transfer Printer
- When paper stock is not enough in the paper source, using coated paper whose weight is 90 g/m² or less or uncoated paper whose weight is 60 g/m², may cause the paper to get wrinkled or corners to fold. Avoid using the paper when is displayed for the remaining amount of paper. If paper gets wrinkled with the paper being fed in a vertical (Portrait) orientation, feed the paper in a horizontal (landscape) orientation.
- Make sure that you fan the sheets of paper well before placing them. Thin paper, recycled paper, prepunched paper, heavy paper, transparencies, clear film, translucent film, and tab papers should be fanned particularly well before loading it.
- If paper runs out and printing is stopped when you are printing with the staple setting, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)
- Do not lift up the lifter inside the paper decks while the main power is ON, as this may result in a malfunction or damage to the machine. If you need to lift up the lifter, for example, if you drop objects, turn OFF the main power with the paper decks open. For instructions on shutting down the machine, see "Shutting Down the Machine."



NOTE

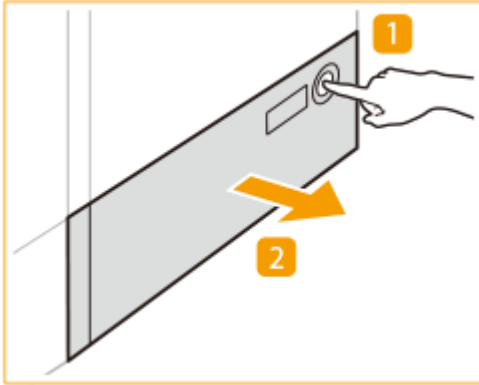
- You can load custom size paper if both of the paper sides are between 182 mm and 487.7 mm in length, and between 182 mm and 330.2 mm in width. You cannot load custom size paper if either one of the sides is smaller or larger than the paper sizes that can be loaded.
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select a different paper source, the remaining prints are made after you press <OK>.
- To cancel printing, press <Cancel>.
- When changing the paper to load into the paper deck from plain paper to coated paper, you may have to wait a moment because temperature control of the warm air which fans a paper is required.

1 Open the paper deck.

1 Press open button.

2 Open the paper deck.

- The inside lifter automatically rises, and prepares the paper deck for printing.

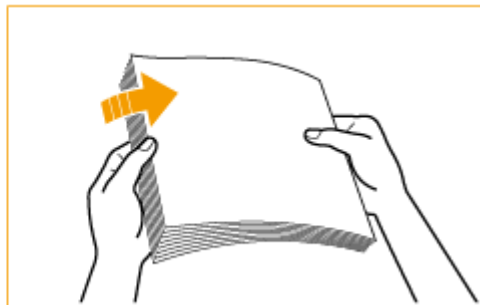
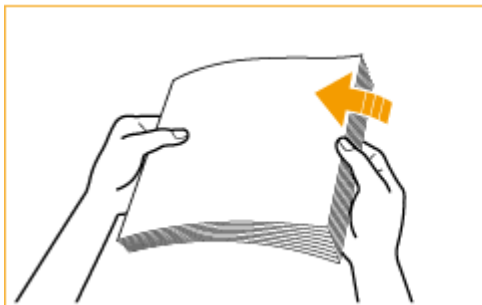
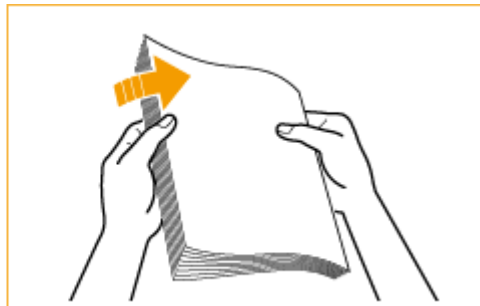
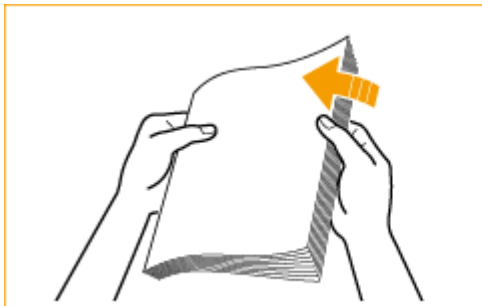


NOTE:

- It may take some time for the paper deck to open, even if you press the open button.

2 Prepare the paper to load.

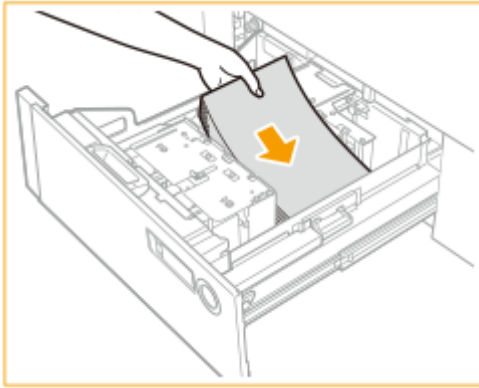
- Fan the sheets several times and align the edges to facilitate feeding.



NOTE:

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

3 Load the paper stack against the right wall of the paper deck.



! IMPORTANT:

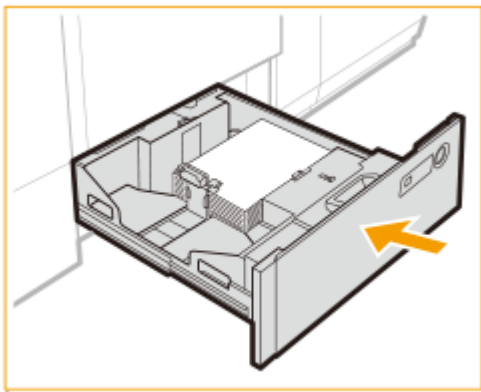
- Make sure that the height of the paper stack does not exceed the loading limit mark (▲▲▲▲).

NOTE:

- Set the paper with the side to be printed side down.
- Loading a thick stack of paper at once may cause printing problems due to the edge of the paper being damaged or curled. Load the paper in stacks no thicker than 20 mm at a time.
- When you load paper with a logo mark, pay attention to the loading orientation.

4 Gently push the paper deck back into the machine until it clicks into place in the closed position.

- The inside lifter automatically ascends, and prepares the paper deck for printing.



! IMPORTANT

- In the following situations, adjust the size change plates to match the paper size being loaded. ▶
Changing the Paper Size for the Paper Deck(P. 39)
 - When you load paper into the paper deck for the first time.
 - When you load paper and the edges of the paper stack may become curled in the paper deck or there are gaps between the edge of paper and the size change plates, because the size of paper being loaded does not match the paper size that the size change plates currently set for.
- Do not give a strong shock to the rear edge retainer when loading paper into the paper deck, as this may result in a malfunction or damage to the machine.



- Do not give a strong shock to the paper deck when opening/closing the paper deck, as this may result in a malfunction, damage to the machine or the image misalignment.



- Do not load incompatible paper. Doing so may result in paper jams. **Available Paper(P. 80)**
- Paper which is curled must be straightened out before loading it into the paper deck unit.
- Never place paper or any other items in the empty part of the paper deck unit next to the paper stack, as this may result in a malfunction or damage to the machine.
- A paper blower is attached inside of the paper deck. Do not insert paper clips or other foreign objects into the blower port.
- You will not be able to make prints if you load paper that exceeds the loading limit mark (), or if the paper drawer is not completely pushed into the paper deck unit.
- If the first output sheet cannot be output onto the output tray smoothly, we recommend that you place a blank sheet of the same or larger size than the output paper on the output tray in advance.

NOTE

- When loading paper into the paper deck, make sure that the paper size setting is the same size of the paper that is being loaded.
- If problems occur when printing, try turning the paper stack over, and reload it. However, textured paper, paper coated on one side, and paper printed differently on the front and reverse sides cannot be turned over. Replace such paper with new paper.
- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- Make sure you loaded paper properly into the stack area when opening the paper deck. If the paper is loaded improperly or paper remains in the stack area, load the paper properly again. It may cause paper to be folded or paper jams to occur.
- Check the Specialty Media Handling Guide and make appropriate settings for the paper to be loaded into the paper deck.

Changing the Paper Size for the Paper Deck

1 Press  ► <Preferences> ► <Paper Settings> ► <Paper Settings> and register the desired paper size.

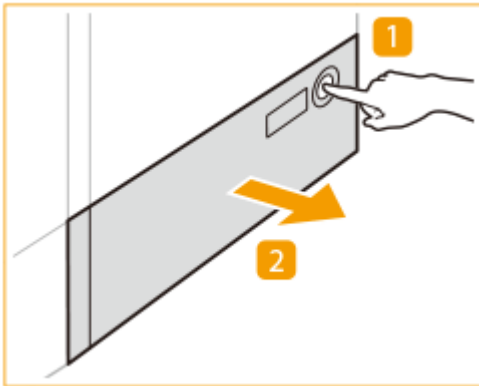
- If you want to load free size paper, see [Specifying Paper Size and Type in the Paper Deck\(P. 69\)](#) , and register the paper size.

2 Open the paper deck.

1 Press the open button.

2 Open the paper deck.

- The inside lifter automatically descends to the paper loading position.



NOTE:

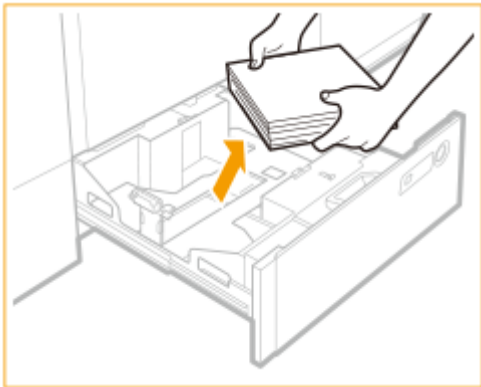
- It may take some time for the paper deck to open, even if you press the open button.

3 Slide the rear edge retainer until it does not catch on the paper to set.

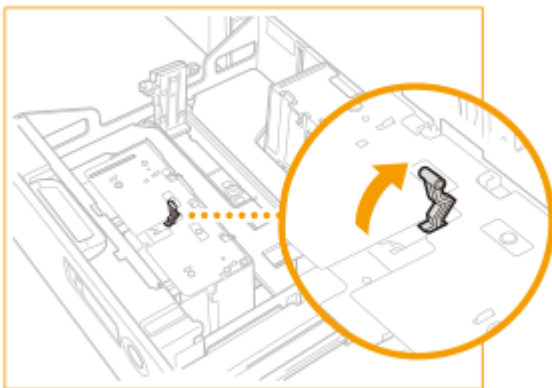
- The rear edge retainer slides by holding.



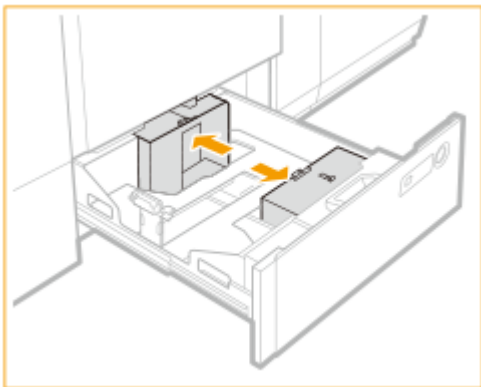
4 Remove all of the loading paper.



5 Remove the size change plates lock.

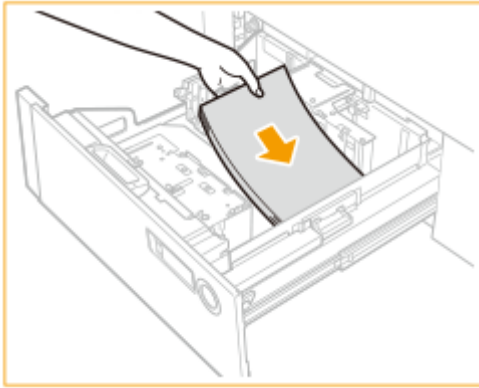


6 Slide the outer size change plate and inner size change plate until it does not catch on the paper to set.



7 Load the desired paper to approximately 10 mm in height.

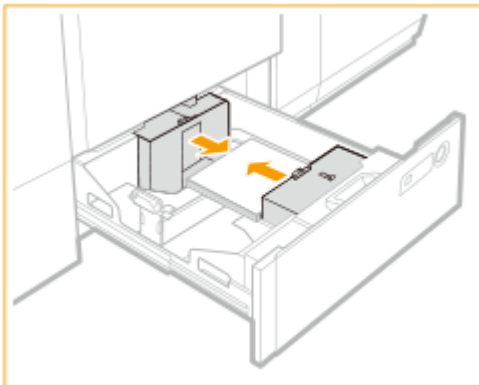
- Load the paper stack against the right wall of the paper deck.



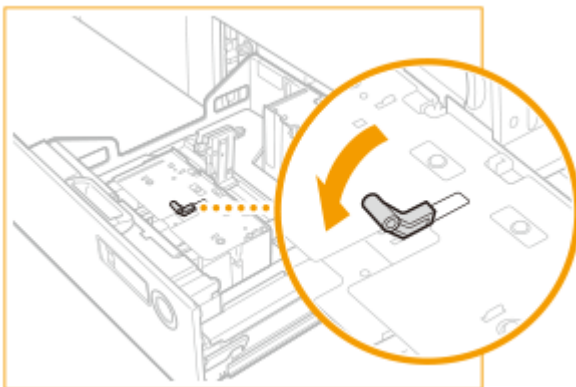
NOTE:

- To load paper more than 150 g/m², first close the paper deck to raise the inside lifter, open the paper deck, and then load the paper. If you try to load paper more than 150 g/m² when the inside lifter is at its lowest position, the paper may not be loaded properly, and paper jams may occur.
- Set the paper with the side to be printed side down.
- Set the paper flush against the right side wall of the paper deck.
- When you load paper with a logo mark, pay attention to the loading orientation. **▶ Loading Envelopes in POD Deck-E(P. 269)**

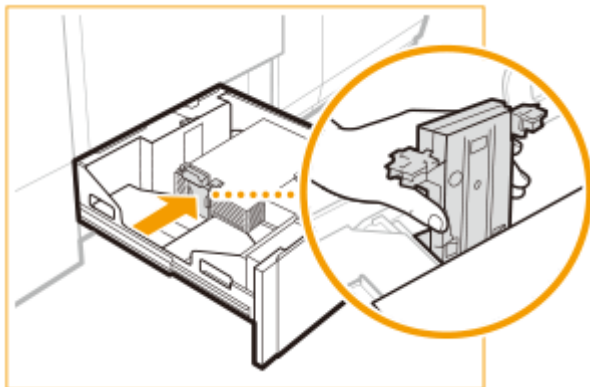
- 8 Slide the outer size change plate and inner size change plate to align them with the desired paper size.**



- 9 Lock the lever of the size change plate and fix it.**



- 10 Slide the rear edge retainer to align it with the desired paper size.**

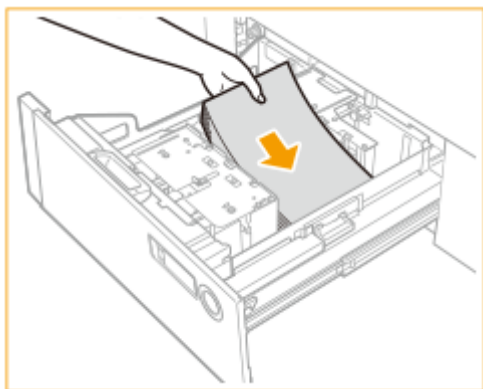


NOTE:

- If the rear edge retainer detaches from the loaded paper, slide the rear edge retainer to align it with the desired paper size.

11 Load all remaining paper into the paper deck.

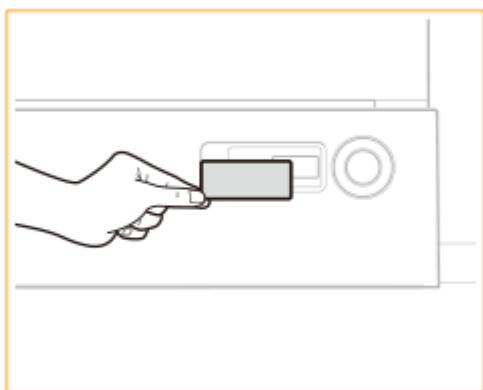
- Load the paper stack against the right wall of the paper deck.



12 Gently push the paper deck back into the machine until it clicks into place in the closed position.

- The inside lifter automatically ascends, and prepares the paper deck for printing.

13 Change the paper deck's size plate to match the new paper size.



! IMPORTANT

- Do not give a strong shock to the rear edge retainer when loading paper into the paper deck, as this may result in a malfunction or damage to the machine.



- Do not give a strong shock to the paper deck when opening/closing the paper deck, as this may result in a malfunction, damage to the machine or the image misalignment.



- Adjust the outer size change plate, inner size change plate, and rear edge retainer correctly to avoid causing a paper jam, dirty prints, or making the inside of the machine dirty.
- Do not load incompatible paper in the paper deck. Doing so may result in paper jams. **Available Paper(P. 80)**
- Paper which is curled must be straightened out before loading it into the paper deck unit.
- Never place paper or any other items in the empty part of the paper deck unit next to the paper stack, as this may result in a malfunction or damage to the machine.
- A paper blower is attached inside of the paper deck. Do not insert paper clips or other foreign objects into the blower port.
- You will not be able to make prints if you load paper that exceeds the loading limit mark (), or if the paper drawer is not completely pushed into the paper deck unit.
- Make sure that the height of the paper stack does not exceed the loading limit mark ().
- Always check that the paper deck unit is in place.
- If the first output sheet cannot be output onto the output tray smoothly, we recommend that you place a blank sheet of the same or larger size than the output paper on the output tray in advance.

NOTE

- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.

- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, textured paper, single-sided coated paper, and paper already printed on cannot be turned over. Change to new paper.
- When loading paper, make sure that the height of the paper stack does not exceed 20 mm. If the height of the paper stack exceeds 20 mm, the edges of the paper stack may become curled or creased, and poor print quality may result.
- Check the Specialty Media Handling Guide and make appropriate settings for the paper to be loaded into the paper deck.

Loading Envelopes

Load envelopes in the paper deck. When printing on envelopes, to prevent paper jams and wrinkles, make sure to flatten any curls on envelopes before loading them. Also pay attention to the orientation of envelopes and which side is face up.

▶ **Before Loading Envelopes(P. 45)**

▶ **Loading the Envelopes in the Paper Deck(P. 48)**

IMPORTANT

- Do not load the following types of envelopes inside the envelope cassette. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.
 - Curled, creased, or folded envelopes
 - Very thick or thin envelopes
 - Damp or wet envelopes
 - Torn envelopes
 - Irregularly shaped envelopes
 - Envelopes with clasps or windows
 - Envelopes that have already been sealed
 - Envelopes with holes or perforations
 - Envelopes with specially coated surfaces
 - Envelopes made of surface treated colored paper
 - Envelopes that are self-sticking, which use ink, glue, or other substances that can melt, burn, vaporize, or emit smells under the heat of a fixing unit (approximately 200°C). Depending on the materials used for the seal, the glue may melt under the fixing unit's heat, sealing the envelopes.
- If you are printing on envelopes, empty the output tray when up to 10 printed envelopes accumulate in the tray.
- Envelopes should be stored in a place away from high-temperatures and humidity.
- If there is a temperature difference between the location where the envelopes are stored and the location where the envelopes are being printed, leave the envelopes in the printing location at room temperature before you use them.

NOTE

- This section describes how to load envelopes with the proper orientation, as well as procedures that you need to complete before loading envelopes. For a description of the general procedure for loading envelopes in the paper drawer, see ▶ **Basic Paper Loading Method(P. 34)** .
- You can also load envelopes in the optional "POD Deck-E/Secondary POD Deck-E."
- When you load envelopes into the paper deck, make sure to register the paper. ▶ **Specifying Paper Size and Type in the Paper Deck(P. 69)**

Before Loading Envelopes

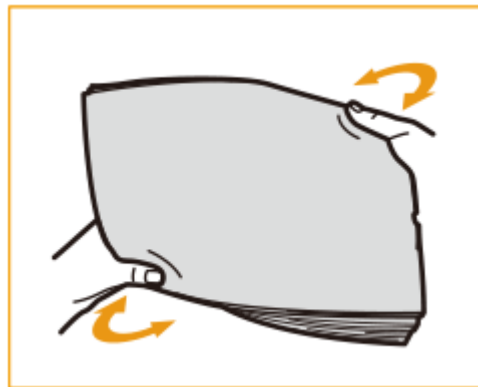
Follow the procedure below to prepare the envelopes before loading.

! IMPORTANT

- Do not use envelopes that have glue attached to their flaps, as the glue may melt due to the heat and pressure of the fixing unit.
- Envelopes may be creased, depending on the type of envelopes or the conditions in which they are stored, such as a high humidity environment.
- Streaks may appear where envelopes overlap.
- Using curled, creased, or folded envelopes may cause paper jams. Load envelopes after following the procedure below.
- Take special care to remove curls in the direction that the envelopes will be fed.
- Do not print on the back side of the envelopes (the side with the flap).
- If the envelopes become filled with air, flatten them by hand before loading them into the Envelope Feeder Attachment-F.

1 Flatten any curls.

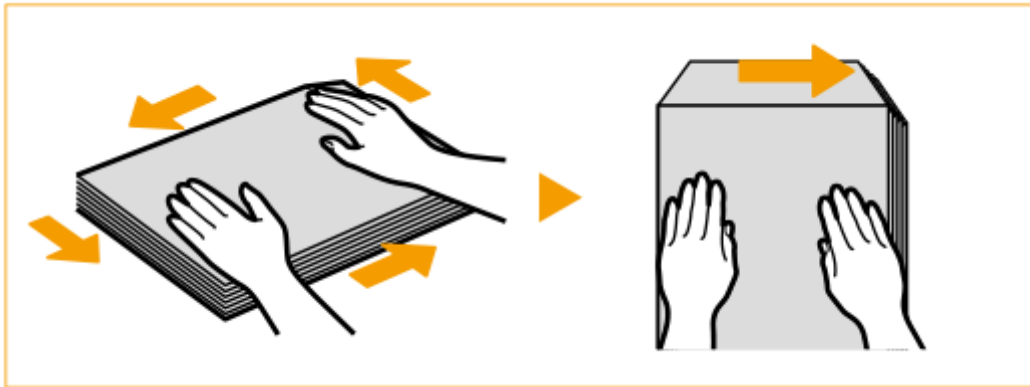
- Pick up about five envelopes. Fan the envelopes well, flatten any curls, and then loosen the stiff areas in the four corners.



- Repeat this step five times for each set of five envelopes.

2 Smooth the envelopes out, and remove any air inside them.

- Place the envelopes on a clean and flat surface, and move your hands in the direction of the arrows to remove the air inside the envelopes.



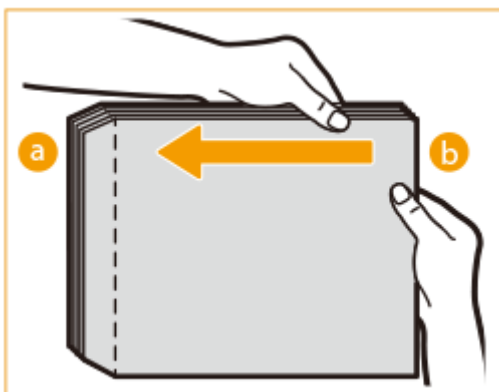
- Repeat this step five times for each set of five envelopes.

NOTE:

- It is recommended that you use something hard such as a ruler or a pencil to remove curls.

3 Press down on the three sides except for the flap **a.**

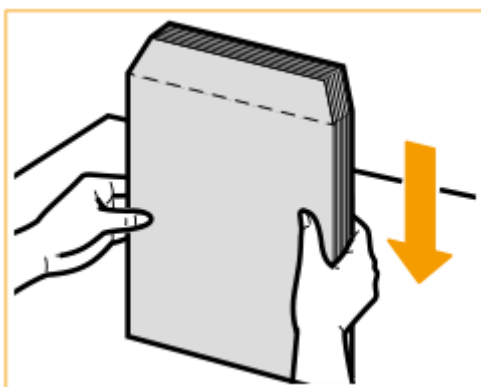
- In particular, carefully press down on the side facing the direction **b** in which the envelopes will be fed.



! IMPORTANT:

- Failure to firmly press down on the flap may result in a paper jam. If this happens, press down firmly on the three sides of each individual envelope.

4 Align the envelopes on a flat surface.



Loading the Envelopes in the Paper Deck

! IMPORTANT

- Do not print on both sides of an envelope. Doing so may cause paper jams, dirty prints, or make the inside of the machine dirty.

NOTE

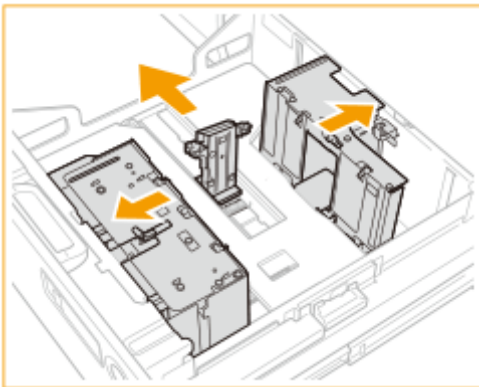
- For information on envelope that can be loaded to the paper drawer attached the Envelope Feeder Attachment-F, see [Available Paper\(P. 80\)](#) .

1 Press  ► <Preferences> ► <Paper Settings> ► <Paper Settings> and register the desired paper size.

- See [Specifying Paper Size and Type in the Paper Deck\(P. 69\)](#) , and register the paper size.

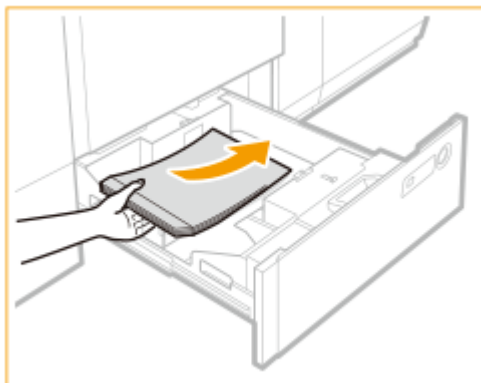
2 Slide the rear edge retainer and size change plates to a position that does not interfere with setting the envelopes.

- Size change plates must be unlocked before sliding.

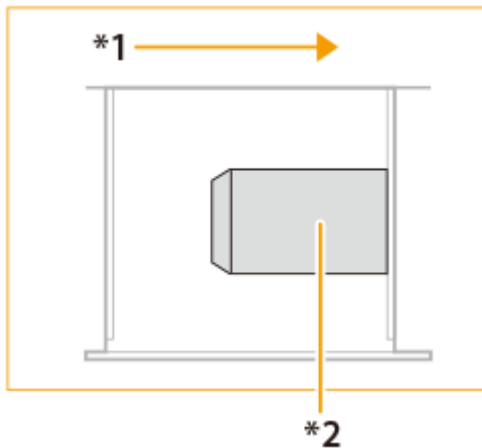


3 Load the envelopes.

- Load the envelopes as indicated below, with the front side of the envelopes (the side without the glued areas) face down. Load 10 envelopes at a time.



- Load the envelopes so that their flaps are on the left side.



*1 Feeding Direction

*2 Print Side Down

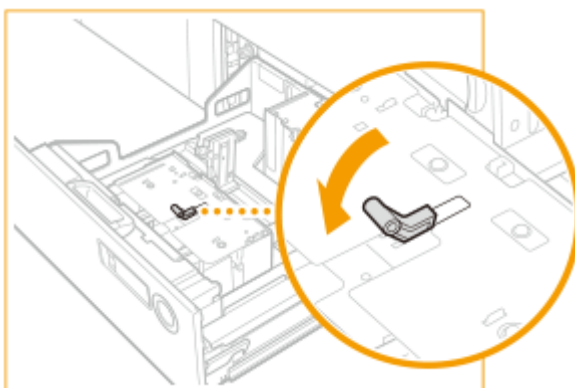
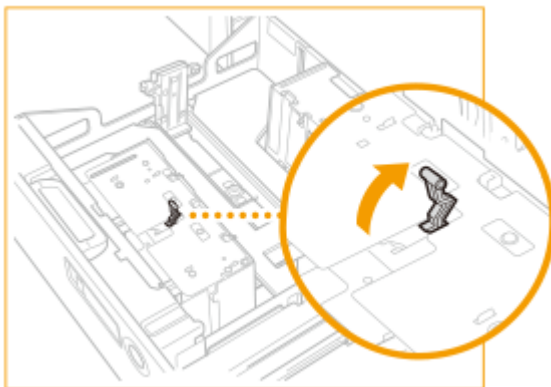
! IMPORTANT:

- Envelopes may not be able to be fed properly if they are loaded at an angle.
- Do not print on the back side (the glued side) of the envelopes.

4 Slide the size change plates (front) and size change plates (back) to match the paper size.

NOTE:

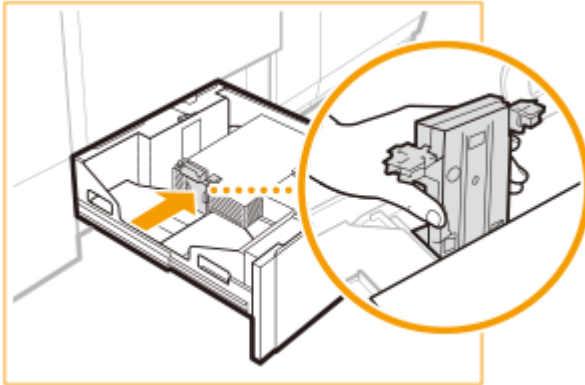
- Unlock when adjusting the size change plates. When you have finished making adjustments, lock it again.



! IMPORTANT

- Envelopes which have been rolled or curled must be straightened out prior to use.
- The maximum number of envelopes that can be set is 10.

5 Squeeze the lever on the outer size change plate. Without releasing the lever, slide the paper holder plate to align it with the desired paper size.



6 Firmly push the paper deck into the machine.

! IMPORTANT

- Envelopes which are curled must be straightened out before loading them into the paper deck.
- Always check that the paper deck is in place.
- Never place paper or any other items in the empty part of the paper deck. Doing so may cause paper jams.

7 Change the paper size label of the paper deck as necessary.

Loading Tab Paper

This section describes how to load tab paper.
You can load tab paper to the following paper source:

- Paper deck of the main unit
- POD Deck-E/Secondary POD Deck-E
- Document Insertion Unit-R

▶ **How to Load Tab Paper(P. 51)**

▶ **Loading Tab Paper(P. 52)**

▶ **Refill Tab Paper(P. 58)**

▶ **Take the attachment from the paper deck(P. 60)**

! IMPORTANT

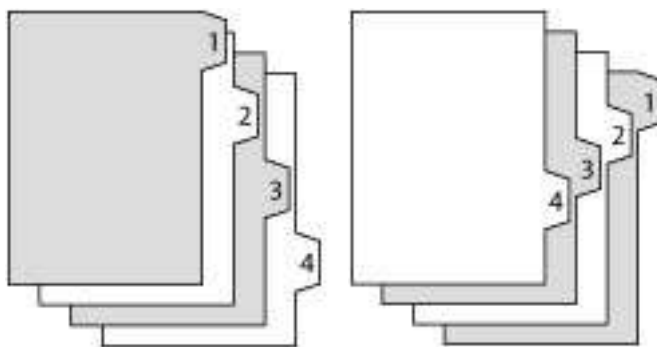
- Only A4 tab paper can be used.
- Only 1-sided printing is supported for tab paper. 2-sided printing is not supported.

NOTE

- When you load tab paper into the paper deck or POD Deck-E/Secondary POD Deck-E, make sure to register the paper type. ▶ **Specifying Paper Size and Type in the Paper Deck(P. 69)**
- Make sure that you fan the sheets of tab paper well before placing them. Otherwise multiple sheets of tab paper may be fed at a time and images may not be printed correctly on the tab paper.

How to Load Tab Paper

When you load tab paper, the proper feeding direction differs depending on the paper source.
Follow the instructions below to load the tab paper in a correct way.
There are two kinds of tab paper: right order tab paper and reverse order tab paper.



Right Order Tab Paper

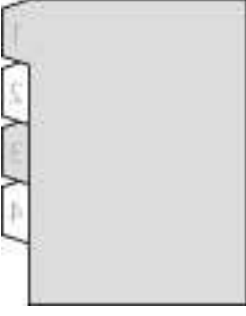
Reverse Order Tab Paper

! IMPORTANT

- You cannot make prints on tab paper that is loaded in the Document Insertion Unit-R.

NOTE

- You can use tab paper set in the Document Insertion Unit-R for Add Cover, Insert Sheets or Job Separator.
- If you want to insert printed tab paper as a chapter pages, insert a blank paper where the tab paper will be inserted.

Paper Source	How to Load Tab Paper	
Paper Deck of the main unit		Reverse Order/Face Down
POD Deck-E/Secondary POD Deck-E		Reverse Order/Face Down
Document Insertion Unit-R		Reverse Order/Face Down

NOTE

- The procedure for loading tab paper into the POD Deck-E/Secondary POD Deck-E is the same as the one for loading tab paper into the paper decks of the main unit. As an example, the procedure for the paper decks of the main unit is explained in this section.
- For more information on aligning the size change plate for the Document Insertion Unit-R, see [▶ Loading Paper into the Document Insertion Unit-R\(P. 277\)](#)

Loading Tab Paper



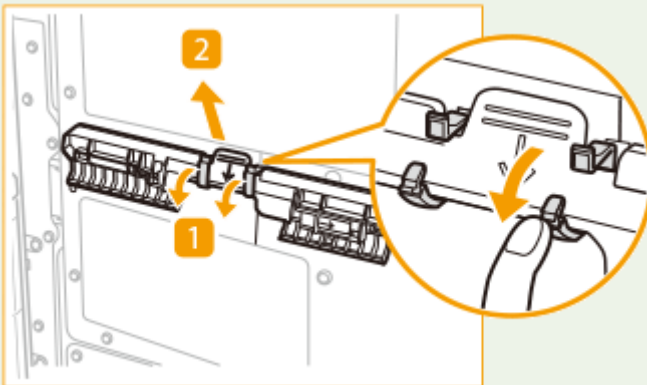
- Make sure that you fan the sheets of tab paper well before placing them. Also, <Suspend Job When Multiple Sheet Feed Detected> must be set to <On> To confirm the setting, press <Settings/Registration> ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings> ▶ <Suspend Job When Multiple Sheet Feed Detected>. If <Suspend Job When Multiple Sheet Feed Detected> is set to <Off> when a multiple sheet feed is detected, the sheets are output to the escape tray and the subsequent loading order may be altered.

NOTE

- When loading tab paper into the paper deck, the Tab Feeding Attachment-E (optional) is required.
 - The Tab Feeding Attachment-E is attached to the POD Deck-E. Detach it by following the instructions below.
1. Open the front right cover of the POD Deck.

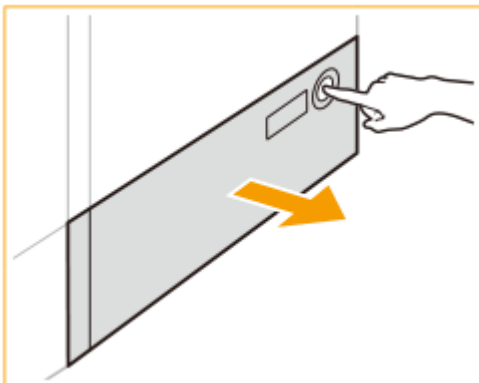


2. Press the tab area, and remove the attachment for tab paper.



1 Pull out the paper deck.

- 1 Press the button on the paper deck and then pull it out.

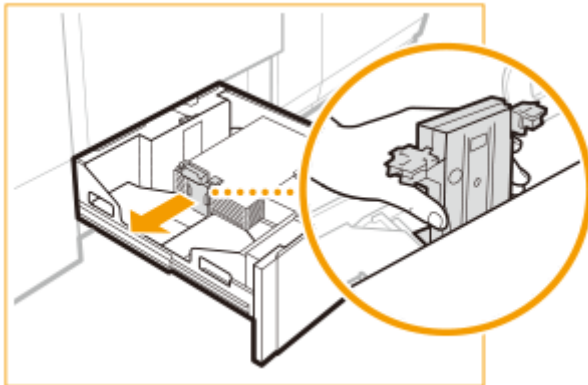


- 2 Check that the inside lifter descends to the paper loading position.

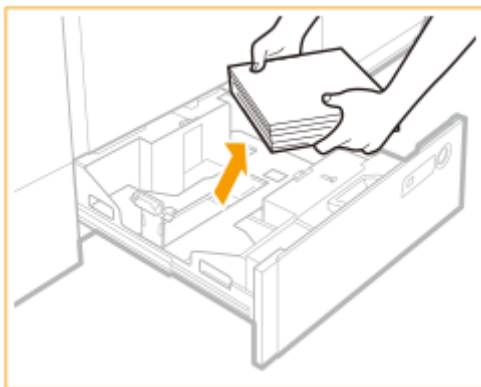
! IMPORTANT

- If the machine is in the Sleep mode (the touch panel is not displayed, and the main power lamp is lit), You may be unable to open the paper deck. In this case, touch the touch panel display to reactivate the machine, and then press open button on the paper deck.

- 2 Squeeze the lever on the paper holder plate. Without releasing the lever, slide the paper holder plate until it does not catch on the paper to set.



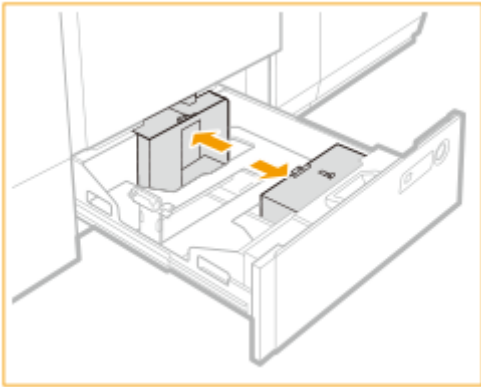
- 3 Remove all of the loading paper.



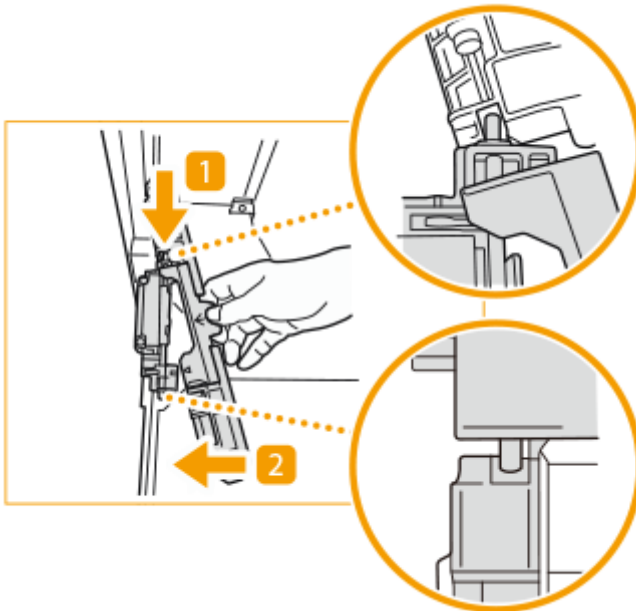
- 4 Remove the size change plates lock.



- 5** Slide the outer size change plate and inner size change plate until it does not catch on the paper to set.



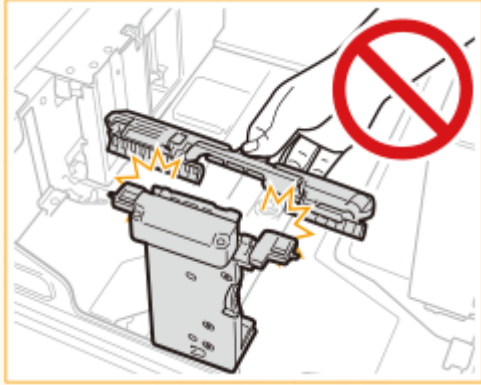
- 6** As shown below, install the attachment to the rear edge retainer.



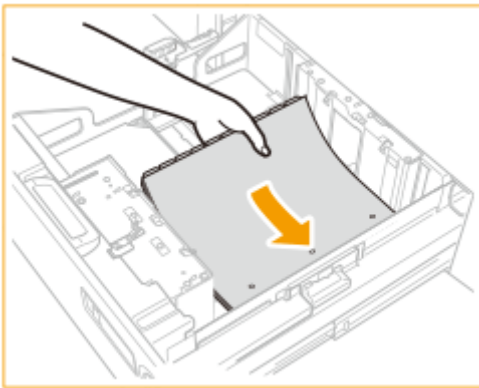
Set the attachment so that the bar of the rear edge retainer fits into it.

IMPORTANT

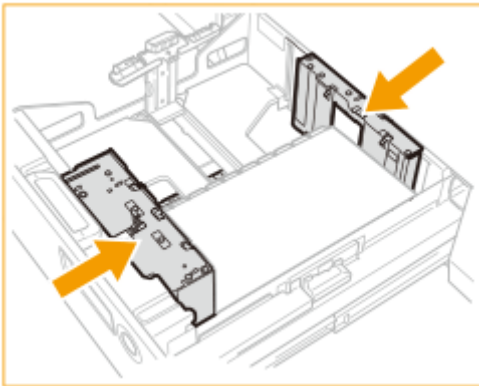
- When attaching the Tab Feeding Attachment-E, take care not to apply too much pressure on the rear edge retainer.



7 Load approximately 10 sheets of tab paper.



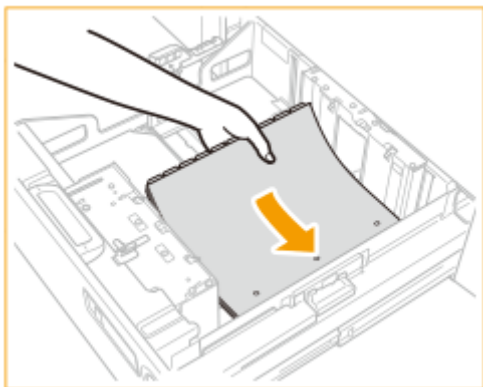
8 Adjust the outer size change plate and the inner size change plate to align completely with the tab paper.



9 Lock the lever of the size change plate and fix it.



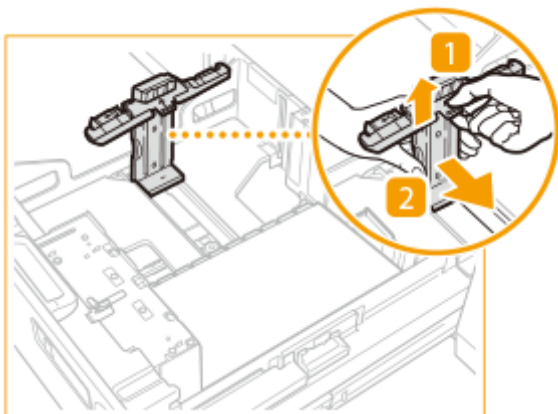
10 Load all remaining tab paper.



! IMPORTANT

- Do not subject the paper holder plate to shock when loading tab paper into the paper deck, as this may result in a malfunction or damage to the machine.
- If the tab paper is curled, image blurring may occur. In this case, straighten out the curled paper, and reload it.
- Make sure that the height of the tab paper stack does not exceed the loading limit mark () at the back of the paper deck.

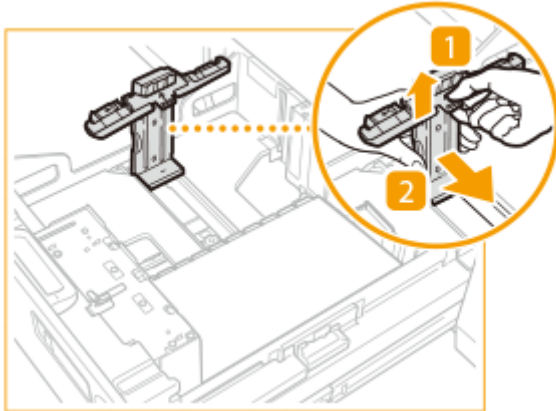
11 While lifting the attachment, align the rear edge retainer with the tab paper.



! IMPORTANT

- When aligning the rear edge retainer with the tab paper, do so with the attachment lifted. Failure to do so, the edges of the tab paper may become curled or creased.

12 The rear edge retainer is aligned with the size of the tab paper, lower the attachment.



13 Gently push the paper deck back into the machine until it clicks into place in the closed position.

- The inside lifter automatically rises, and prepares the paper deck for feeding.

! IMPORTANT

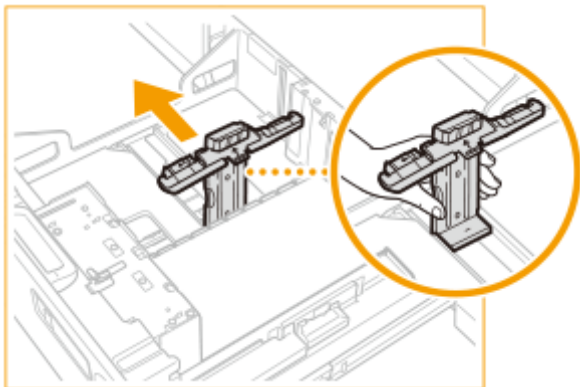
- Never place paper or any other items in the open part of the paper deck next to the paper stack. Doing so may cause a paper jam or damage the paper deck.

NOTE

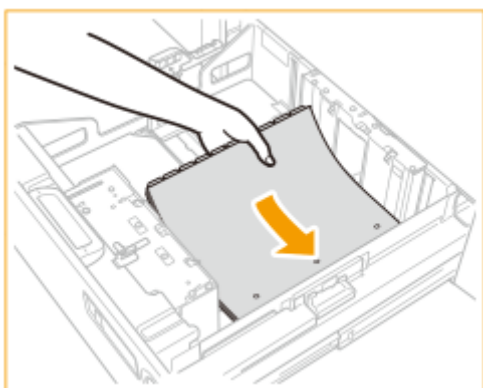
- If you set the tab paper, be sure to use the <Preferences> (Settings/Registration) in the <Paper Settings> to register the tab paper.

Refill Tab Paper

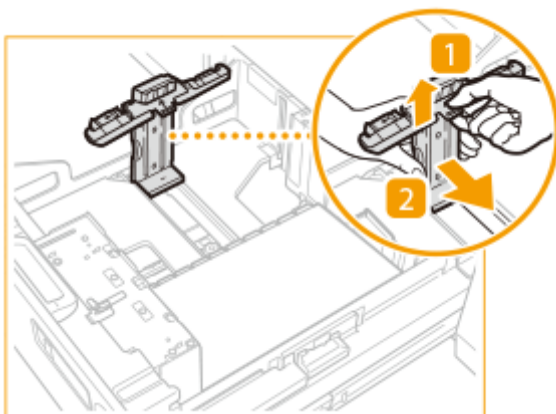
1 Squeeze the lever on the paper holder plate and slide the paper holder plate.



2 Load the tab paper.



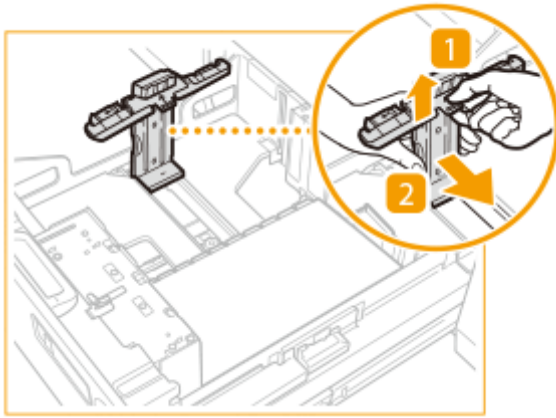
3 While lifting the attachment, align the rear edge retainer with the tab paper.



! IMPORTANT

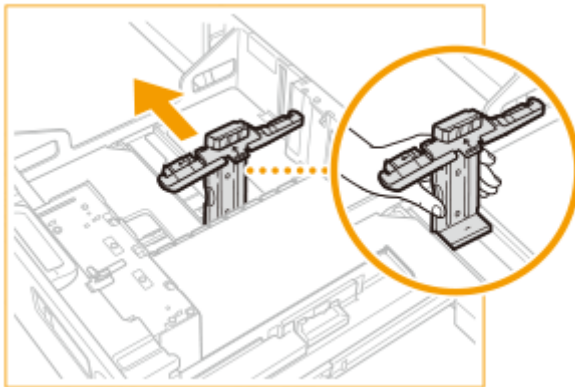
- When aligning the rear edge retainer with the tab paper, do so with the attachment lifted. Failure to do so, the edges of the tab paper may become curled or creased.

4 The rear edge retainer is aligned with the size of the tab paper, lower the attachment.

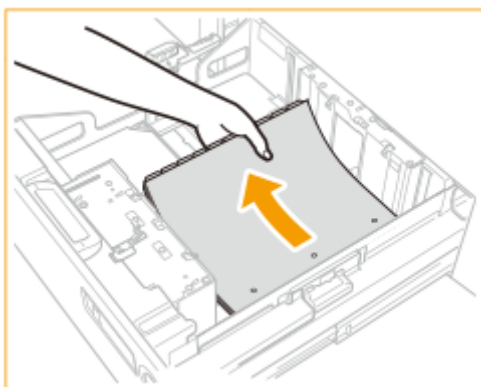


Take the attachment from the paper deck

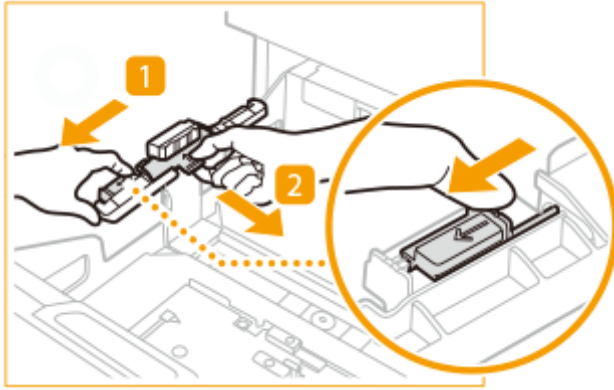
- 1** Squeeze the lever on the paper holder plate and slide the paper holder plate.



- 2** Remove all paper from the paper deck.



- 3** Remove the attachment.



NOTE

- Make sure the attachment is stored after use.
- After using the attachment for the POD Deck-E, store it in its original position.

Orientation of The Paper To Be Loaded

E0SS-00R

The orientation of the paper to be loaded differs depending on the printing result and what types of unit you are loading. Please refer to the following for the orientation of the paper according to the printing result.

- ▶ **Paper with Logos(P. 62)**
- ▶ **Perfect Binding(P. 63)**
- ▶ **Saddle Stitch Booklet(P. 64)**
- ▶ **Cover/Sheet Insertion(P. 64)**
- ▶ **Insert Tab Paper(P. 67)**

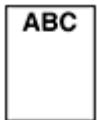
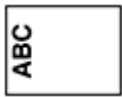
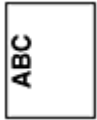
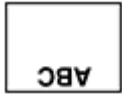
NOTE

- For a description of the general procedure for loading paper in the paper drawer, see ▶ **Basic Paper Loading Method(P. 34)** .
- For the general procedure for loading paper in an optional paper source, see the following.
 - ▶ **Document Insertion Unit-R(P. 277)**
 - ▶ **POD Deck-E/Secondary POD Deck-E(P. 258)**
- You can only load preprinted paper into the Document Insertion Unit-R.

Paper with Logos

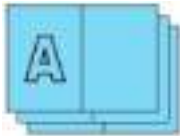
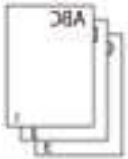
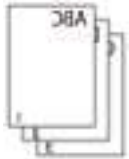
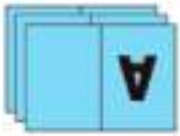
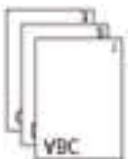
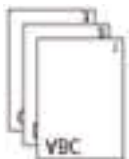
NOTE

- The loading method varies depending on the size of the paper with the logo and the paper source that is used.

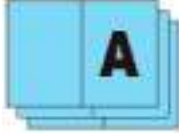
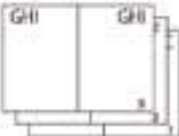
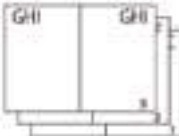
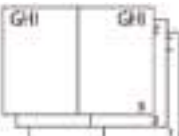
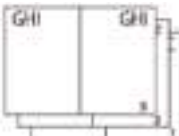
Finished Image	Paper Size	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/ Secondary POD Deck-E
 Portrait orientation	A4, B5	 Face Up	 Face Down	 Face Down
	A3, B4	 Face Up	 Face Down	 Face Down
 Landscape orientation	A4, B5	 Face Up	 Face Down	 Face Down
	A3, B4	 Face Up	 Face Down	 Face Down

Finished Image	Paper Size	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/ Secondary POD Deck-E
		Face Up	Face Down	Face Down

Perfect Binding

Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/Secondary POD Deck-E
 Opens to the Left	Front Cover Sheet	 Face Up	 Face Down	 Face Down
	Paper Insertion	 Normal Order/Face Up (Chapter page is unavailable)	 Reverse Order/Face Down	 Reverse Order/Face Down
	Main Document	-	 Reverse Order/Face Down	 Reverse Order/Face Down
 Opens to the Right	Front Cover Sheet	 Face Up and Upside Down	 Face Down and Upside Down	 Face Down and Upside Down
	Paper Insertion	 Normal Order/Face Up and Upside Down (Chapter page is unavailable)	 Reverse Order/Face Down and Upside Down	 Reverse Order/Face Down and Upside Down
	Main Document	-	 Reverse Order/Face Down and Upside Down	 Reverse Order/Face Down and Upside Down

Saddle Stitch Booklet

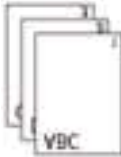
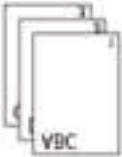
Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/Secondary POD Deck-E
 Opens to the Left*1	Front Cover Sheet	 Face Up	 Face Up	 Face Up
	Main Document	-	 Reverse Order/Face Up	 Reverse Order/Face Up
 Opens to the Right*1	Front Cover Sheet	 Face Up	 Face Up	 Face Up
	Main Document	-	 Reverse Order/Face Up	 Reverse Order/Face Up

*1 When the Trimmer is not attached, the prints are output from the Finisher.

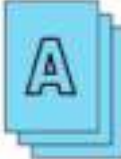
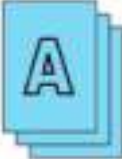
Cover/Sheet Insertion

■ To staple/hole punch on the right side

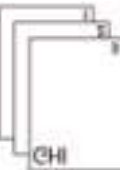
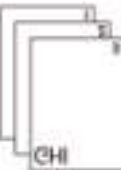
Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/Secondary POD Deck-E
	Front Cover Sheet	 Face Up and Upside Down	 Face Down and Upside Down	 Face Down and Upside Down
	Back Cover Sheet	 Face Up and Upside Down	 Face Up and Upside Down	 Face Up and Upside Down

Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/Secondary POD Deck-E
		Face Down and Upside Down		
	Paper Insertion	 Normal Order/Face Up and Upside Down	 Reverse Order/Face Down and Upside Down	 Normal Order/Face Up and Upside Down
	Main Document	-	 Reverse Order/Face Down and Upside Down	 Normal Order/Face Up and Upside Down

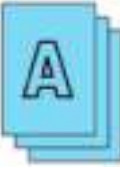
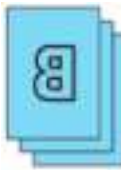
■ To staple/hole punch on the left side

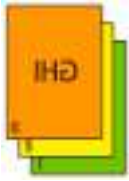
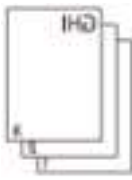
Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3 :POD Deck-E/Secondary POD Deck-E
	Front Cover Sheet	 Face Up	 Face Down	 Face Down
	Back Cover Sheet	 Face Down	 Face Up	 Face Up
	Paper Insertion	 Normal Order/Face Up	 Reverse Order/Face Down	 Reverse Order/Face Down
	Main Document	-	 Reverse Order/Face Down	 Reverse Order/Face Down

■ To print from the last page with an upside down orientation

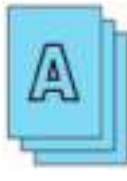
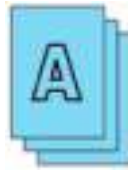
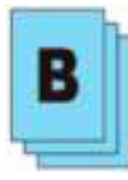
Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/Secondary POD Deck-E
	Front Cover Sheet	 Face Down and Upside Down	 Face Up and Upside Down	 Face Up and Upside Down
	Back Cover Sheet	 Face Up and Upside Down	 Face Down and Upside Down	 Face Down and Upside Down
	Paper Insertion	 Reverse Order/Face Up and Upside Down	 Normal Order/Face Down and Upside Down	 Normal Order/Face Down and Upside Down
	Main Document	-	 Normal Order/Face Down and Upside Down	 Normal Order/Face Down and Upside Down

■ To print from the last page

Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/Secondary POD Deck-E
	Front Cover Sheet	 Face Down	 Face Up	 Face Up
	Back Cover Sheet	 Face Up	 Face Down	 Face Down

Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/Secondary POD Deck-E
	Paper Insertion	 Reverse Order/Face Up	 Normal Order/Face Down	 Normal Order/Face Down
	Main Document	-	 Normal Order/Face Down	 Normal Order/Face Down

Insert Tab Paper

Finished Image	Paper Type	1:Document Insertion Unit-R	2:Paper deck of the main unit	3:POD Deck-E/Secondary POD Deck-E
	Front Cover Sheet	 Face Up	 Face Down	 Face Down
	Back Cover Sheet	 Face Down	 Face Up	 Face Up
	Paper Insertion	 Normal Order/Face Up	 Reverse Order/Face Down	 Reverse Order/Face Down
	Tab Paper	 Reverse Order/Face Down	 Reverse Order/Face Down	 Reverse Order/Face Down
	Main Document	-	 Reverse Order/Face Down	 Reverse Order/Face Down

Specifying Paper Size and Type

E0SS-00S

You must specify the paper size and type settings to match the paper that is loaded. Make sure to change the paper settings when you load paper that is different from the previously loaded paper.

- ▶ **Specifying Paper Size and Type in the Paper Deck(P. 69)**
- ▶ **Registering Free Size Paper (Custom Size Paper)(P. 72)**
- ▶ **Automatically Selecting the Appropriate Paper Source for a Specific Function (P. 73)**

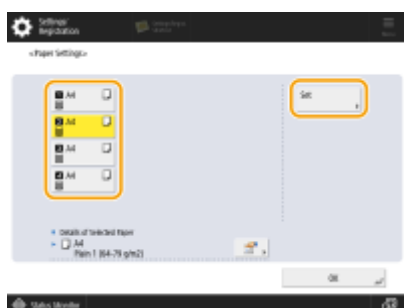
IMPORTANT

- If the setting does not match the size and type of loaded paper, a paper jam or printing error may occur.

Specifying Paper Size and Type in the Paper Deck

E05S-00U

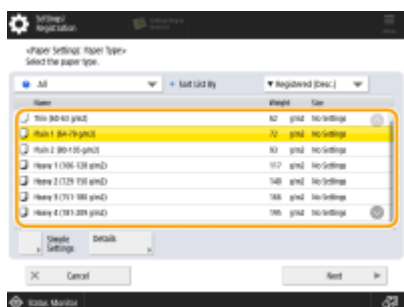
- 1 Load the paper in the paper deck. ▶ **Basic Paper Loading Method(P. 34)**
- 2 Press  (Settings/Registration).
- 3 Press <Preferences> ▶ <Paper Settings> ▶ <Paper Settings>.
- 4 Select the button for the paper deck in which paper is loaded and press <Set>.



- The paper sources are represented by the following icons, respectively. Note that the paper source indications differ depending on the options installed.

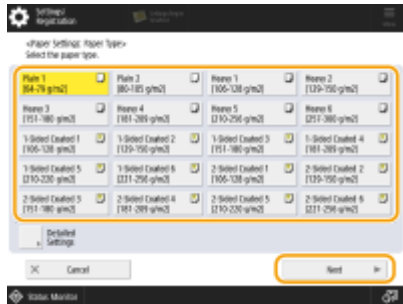
- 1: Paper deck
- 2: POD Deck-E (upper deck)
- 3: POD Deck-E (middle deck)
- 4: POD Deck-E (lower deck)

- 5 Select the same paper type as the one you loaded ▶ press <Next>.



NOTE:

- If the paper type of the paper that you have loaded is not listed on the detailed setting screen, you can register it in the paper type list. ▶ **Paper Type Management Settings(P. 359)**
- While you are registering the custom paper type for a paper source, the paper type settings are protected and you cannot change the detailed information for custom paper type or delete the custom paper type in <Paper Type Management Settings> in <Preferences> (Settings/Registration).
- You can also select the paper type from the simple setting screen by pressing <Simple Settings>.



6 Select the paper size and press <OK>.



■When loading custom size paper

Specify the size of paper loaded in the paper deck.

- 1 Select the paper deck in which paper is loaded and press <Custom Size>.
- 2 Specify the length of the <X> side and <Y> side.



- Press <X> or <Y> to enter the length of each side using the numeric keys.

NOTE:

- If you register the paper size you use frequently on buttons <S1> to <S5>, you can call them up with one touch. ► **Registering Free Size Paper (Custom Size Paper)(P. 72)**

- 3 Press <OK>.

■When loading envelopes

Specify the type of envelopes loaded in the paper deck.

- 1 Select the paper deck in which envelopes are loaded and press <Envelope>.
- 2 Select the type of envelopes loaded in the paper deck.



! IMPORTANT:

- If the envelope type is not set correctly, a paper jam will occur.

NOTE:

- When using custom size envelopes, press <Custom> ► <Next> ► enter the envelope dimensions. Press <X> or <Y> ► use the numeric keys to enter the length of the respective dimension.

3 Press <OK>.

7 Press <OK>.

8 Change the paper size label of the paper deck as necessary.

LINKS

▶ **Hardware Specifications(P. 76)**

Registering Free Size Paper (Custom Size Paper)

E0SS-00W

You can register up to five frequently used free sizes of paper. The paper sizes registered here are displayed on the paper size selection screen for the paper deck. [▶Specifying Paper Size and Type in the Paper Deck\(P. 69\)](#)

- 1 Press  (Settings/Registration).
- 2 Press <Preferences> ▶ <Paper Settings> ▶ <Register Custom Size>.
- 3 Select a button from <S1> to <S5> and press <Register/Edit>.



- You can assign an easy to remember name to the button by pressing <Rename>.

- 4 Set the paper size and press <OK>.



- Specify the length of the <X> side and <Y> side. Press <X> or <Y> to enter the length of each side using the numeric keys.

- 5 Press <Close>.

LINKS

[▶Basic Paper Loading Method\(P. 34\)](#)

Automatically Selecting the Appropriate Paper Source for a Specific Function

Paper sources in which <Paper Source Auto Selection> are set to <On> will be automatically selected when <Select Paper> is set to <Auto>. Paper sources in which <Paper Source Auto Selection> are set to <Off> will not be selected unless they are selected manually.

NOTE

- To the paper source to be selected automatically, one of the following paper types must be selected for each paper source.
 - If <Consider Paper Type> is set to <On>
 - 1-Sided Printing: Thin, Plain, Recycled
 - 2-Sided Printing: Thin*, Plain, Recycled
 - If <Consider Paper Type> is set to <Off>
 - 1-Sided Printing: Thin, Plain, Recycled, Heavy*, Color* (in white), coated paper
 - 2-Sided Printing: Thin, Plain, Recycled, Heavy*, Color* (in white), coated paper

* Only paper that can be printed on both sides are available. For more information, see **Paper Available for Two-Sided Printing(P. 87)** .

- When one of the following modes is set, a paper source will not be selected automatically.
 - Booklet
 - N on 1, Poster
 - Repeat Images
 - Print on Tab
 - Rotate Collate, Rotate Group
- It is necessary to select at least one paper source. However, you cannot set only the multi-purpose tray to <On>.

1 Press  (Settings/Registration).

2 Press <Function Settings> ► <Common> ► <Paper Feed Settings> ► <Paper Source Auto Selection>.

3 Select the function.

- <Other> enables you to make settings for a paper source that is used for outputting reports.

NOTE:

- If you select the <Optimal Productivity> check box, the machine automatically switches from one paper source to another before the paper in the first paper source runs out.

4 Select <On> for each paper source that you want to be selected automatically.

If you selected <Printer> in step 3

Set whether to put multiple paper sources in a group. If paper source grouping is specified, paper source selection is automatically performed within a group when you print by specifying any paper source belonging to that group. To specify paper source grouping, select the <Use Group> check box, press <Change> to select a group which you want to put each paper source in, and press <OK>.

NOTE:

- When paper runs out during printing and there is paper of the same size placed horizontally (A4R and LTRR) in another source that is set for automatic selection, the operation differs according to the function, as indicated below.
- <Printer> and <Access Stored Files>: The machine stops printing without switching to a source of paper placed horizontally.
- Functions other than the above: The machine switches to a source of paper placed horizontally and continues printing.

5 Press <OK> ► <OK>.

Specifying the Output Tray for Preprinted Paper

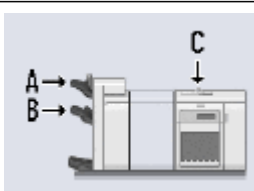
E0SS-00Y

You can specify which output tray to output preprinted paper to. Specifying the output tray for each function can reduce the time needed to search for the output paper. You can also specify the output tray priority when multiple output trays are specified for the same function.

NOTE

- This setting is available only if your machine has multiple output trays.

Available Functions by Device Configuration and Output Tray

Device Configuration	Available Functions by Output Tray and Default Priority	Tray Location
Staple Finisher-AF and High Capacity Stacker-J or Booklet Finisher-AF and High Capacity Stacker-J	<Tray A> 1 Access Stored Files, 1 Printer, 2 Other <Tray B> 2 Access Stored Files, 2 Printer, 3 Other <Tray C> 1 Other	



IMPORTANT

- If a certain tray reaches its stacking limit, the machine automatically uses another tray that is designated for the same function.

NOTE

- The priority order of the output trays is determined by the order of the selected output trays. The priority is displayed as "1," "2," and "3."
- Select <Other> when printing reports.
- Paper may not be output to the output tray specified with this setting, depending on the paper that is used and the finishing functions that are set.
- The paper sizes that can be output to each output tray differ according to the device configuration. For details, see **Optional Equipment(P. 254)**.
- When an output tray that does not support the Offset mode is selected in the output tray setting, the prints will not be output to the output tray according to the specified settings if <Offset> is enabled. Perform one of the procedures below to solve this problem.
 - Specify an output tray that supports the Offset mode in the output tray settings.
 - Manually disable <Collate> before executing the job.
- <Tray Home Position> may be able to be set, depending on the finisher that is attached. The tray movement time can be reduced by having the specified tray wait at a position close to the paper outlet. It is recommended that you specify a tray with frequently used functions with high priority set. When <Off> is selected, the output tray stops at the position where the print operation finishes.

Hardware Specifications

E0SS-010

This section presents the specifications of the main unit and optional equipment of this product. Note that the specifications are subject to change without notice for product improvement or future release.

■ Machine Specifications

- ▶ **Main Unit(P. 77)**
- ▶ **Available Paper(P. 80)**

■ Specifications of Optional Equipment

- ▶ **POD Deck-E/Secondary POD Deck-E(P. 258)**
- ▶ **Staple Finisher-AF(P. 94)**
- ▶ **Booklet Finisher-AF(P. 98)**
- ▶ **Document Insertion Unit-R(P. 103)**
- ▶ **Paper Folding Unit-K(P. 104)**
- ▶ **Sensing Unit-B(P. 105)**

Main Unit

E0SS-011

Name	imagePRESS V1350
Type	Console
Color Supported	Full Color
Resolution for Writing	2,400 dpi x 2,400 dpi
Number of Tones	256 Gradation levels
Print Size	Paper Size Max: 330.2 mm x 487.7 mm* min: 182.0 mm x 182.0 mm * Long sheet: 330.2 mm x 762.0 mm (by service mode) Margin Top: 2.5 mm ±0.5 mm Left: 2.5 mm ±0.5 mm Right: 2.5 mm (reference) Bottom: 2.5 mm (reference) Paper Weight 60 g/m² to 500 g/m² (Plain, Heavy) 70 g/m² to 500 g/m² (Coated) Paper Type ▶ Available Paper(P. 80)
Warm-Up Time (After Powering ON)	420 seconds or less
First Print Time	• Full Color: 25 seconds or less • Black-and-White: 25 seconds or less
Print Speed	• Full Color: 1-Sided • A4: 137 ppm • LTR: 135 ppm 2-Sided • A4: 136 ppm • LTR: 134 ppm • Black-and-White: 1-Sided • A4: 130 ppm • LTR: 127 ppm 2-Sided • A4: 130 ppm

	● LTR: 126 ppm
Paper Feeding System/Capacity	1,000 sheets
Power Source	3 Phase 380-415 V AC, 50/60 Hz, 13.5 A
Power Consumption	Maximum Power Consumption 10,000 W *Including all options powered by main unit. When the machine is in the Sleep mode When power consumption in the Sleep mode is low (DeepSleep): 6 W Accumulation of all power cords When power consumption in the Sleep mode is high (Sleep1): 24 W (reference value) Accumulation of all power cords When the main power switch is turned OFF 4 W Accumulation of all power cords
Dimensions (W x D x H)	2,691 mm x 1,165 mm x 1,456 mm
Weight	Approximately 1,065 kg
Installation Space (W x D)	4,743 mm x 1,152 mm (When the Booklet Finisher-AF (with the auxiliary booklet tray extended) and POD Deck-E are attached.)
Memory Capacity	RAM: ● Main CPU: 2 GB ● Image processing CPU: 2 GB + 2 GB (Reserved for image processing) SSD: ● 1 TB

■ Control panel

Name	Flat Control Panel-A
Screen Size	10.1 inch
Touch Panel	Resistive
Resolution	WSVGA
Hardware Key	Keyless
Power Source	12 V

Power Consumption	Maximum Power Consumption 7.11 W
Dimensions (W x D x H)	260.6 mm x 171.9 mm x 60.9 mm
Weight	Approximately 1.2 kg

Available Paper

E0SS-012

The paper types that can be used with this machine are shown in the following table.
For available paper with options attached, see the specifications of respective options.
Also, confirm the precautions regarding paper use.

IMPORTANT

- For high-quality printouts, use paper that is recommended for this machine. Using other types of paper may cause problems such as paper jams.
- If you use the type of paper that is not recommended for this machine, contact your dealer or service representative.
- You can use various types of paper for this machine, however, you may not be able to get the sufficient image quality and paper feeding depending on the paper characteristics (stiffness, thickness, air permeability, smoothness, moisture absorbency, etc.). For the paper thickness, please use plain paper whose thickness is 630 μm or less as a reference.
- If you want to use Synthetic (Polypropylene) paper and Synthetic (Polyester) paper, contact your dealer or service representative.

 **Supported Paper Sizes(P. 80)**

 **Supported Paper Types(P. 83)**

 **Unusable Paper (P. 88)**

 **Precautions Regarding Paper (P. 88)**

 **Guidelines for Using the Preprinted Paper(P. 89)**

 **Precautions Regarding the Curling of Paper(P. 90)**

 **Storing Paper Printed With the Machine(P. 92)**

Supported Paper Sizes

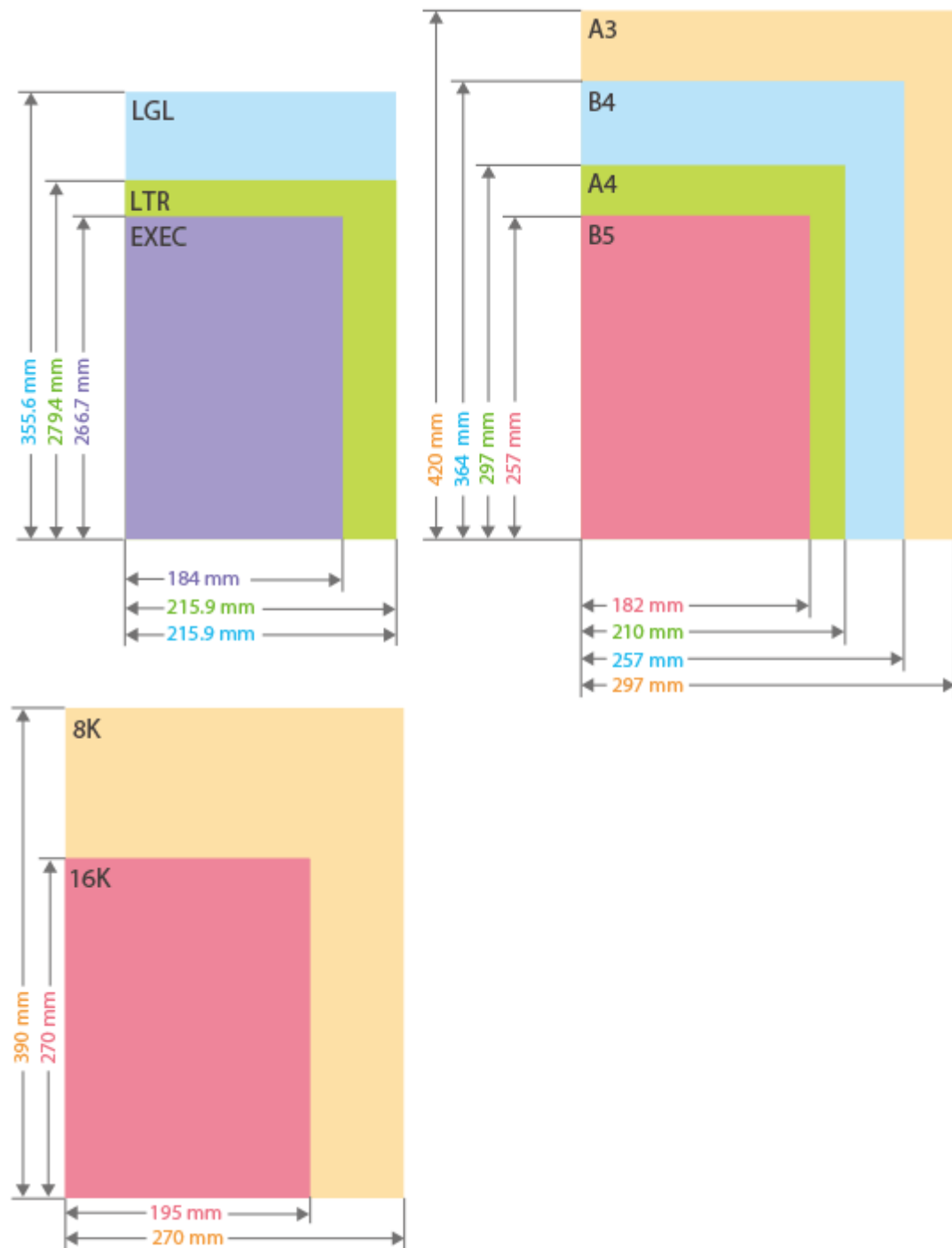
Paper Sizes	Paper Source (Standard)	Paper Source (Optional)	
	Paper Deck of the Main Unit	POD Deck-E	Document Insertion Unit-R
A4	✓	✓	✓
A4R	✓	✓	✓
A3	✓	✓	✓
B4	✓	✓	✓
B5	✓	✓	✓
B5R	✓	✓	✓
305x457 mm	✓	✓	✓

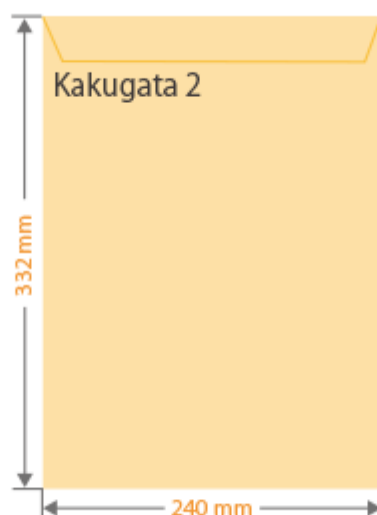
Paper Sizes	Paper Source (Standard)	Paper Source (Optional)	
	Paper Deck of the Main Unit	POD Deck-E	Document Insertion Unit-R
320x450 mm (SRA3)	✓	✓	✓
330x483 mm	✓	✓	✓
16K	✓	✓	✓
16KR	✓	✓	✓
8K	✓	✓	✓
LTR	✓	✓	✓
LTRR	✓	✓	✓
LGL	✓	✓	✓
11x17	✓	✓	✓
EXEC	✓	✓	✓
Custom Size (182 mm x 182 mm to 330.2 mm x 487.7 mm)	✓	✓	✓
Kakugata 2	✓	✓	-

NOTE

Paper sizes supported by this machine

- The following table shows most of the sizes of paper and envelope that can be used with the machine.





- Other supported paper sizes are as follows.

305 mm x 457 mm

320 mm x 450 mm (SRA3)

330 mm x 483 mm

11" x 17" (279.4 mm x 431.8 mm)

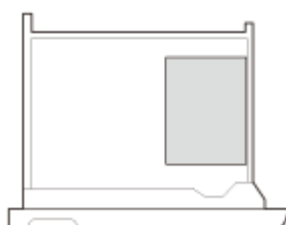
"Vertical" side and "Horizontal" side of paper

- In the User's Guide, regardless of the paper orientation, the side of paper perpendicular (a) to the front of the machine is referred to as the "vertical" side while the side parallel (b) to the front of the machine is referred to as the "horizontal" side.

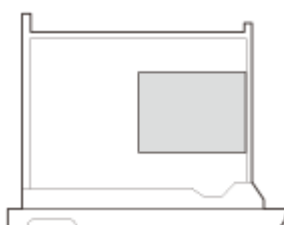


- In the User's Guide, loading paper with the longer side perpendicular to the front of the machine is referred to as placing in "portrait orientation" while loading paper with the longer side horizontal to the front of the machine is referred to as placing in "landscape orientation."

Portrait orientation



Landscape orientation



- "A4R," "B5R," and "LTRR" refer to A4 / B5 / LTR size paper placed in landscape orientation, respectively.

Supported Paper Types

Chlorine-free paper can be used with this machine.

Paper Type	Basis Weight	Paper Source (Standard)	Paper Source (Optional)	
		Paper Deck of the Main Unit	POD Deck-E	Document Insertion Unit-R
Thin	60 to 63 g/m ²	✓	✓	✓
Plain 1	64 to 79 g/m ²	✓	✓	✓
Plain 2	80 to 105 g/m ²	✓	✓	✓
Heavy 1	106 to 128 g/m ²	✓	✓	✓
Heavy 2	129 to 150 g/m ²	✓	✓	✓
Heavy 3	151 to 180 g/m ²	✓	✓	✓
Heavy 4	181 to 209 g/m ²	✓	✓	✓
Heavy 5	210 to 256 g/m ²	✓	✓	✓
Heavy 6	257 to 300 g/m ²	✓	✓	✓
Heavy 7	301 to 325 g/m ²	✓	✓	-
Heavy 8	326 to 400 g/m ²	✓	✓	-
Heavy 9 ^{*1}	401 to 450 g/m ²	✓	✓	-
Heavy 10 ^{*1}	451 to 500 g/m ²	✓	✓	-
Color	64 to 79 g/m ²	✓	✓	✓
Recycled 1	64 to 79 g/m ²	✓	✓	✓
Recycled 2	80 to 105 g/m ²	✓	✓	✓
Recycled 3	210 to 256 g/m ²	✓	✓	✓
Pre-punched 1	64 to 79 g/m ²	✓	✓	✓
Pre-punched 2	80 to 105 g/m ²	✓	✓	✓
Transparency	151 to 180 g/m ²	✓	✓	-
Clear Film	151 to 180 g/m ²	✓	✓	-

Paper Type	Basis Weight	Paper Source (Standard)	Paper Source (Optional)	
		Paper Deck of the Main Unit	POD Deck-E	Document Insertion Unit-R
Translucent Film	151 to 180 g/m ²	✓	✓	-
Labels	151 to 180 g/m ²	✓	✓	-
Tab 1	151 to 180 g/m ²	✓ *2	✓ *2	✓
Tab 2	181 to 209 g/m ²	✓ *2	✓ *2	✓
Bond	80 to 105 g/m ²	✓	✓	✓
1-Sided Coated Thin 2	70 to 79 g/m ²	✓	✓	✓
1-Sided Coated Thin 1	80 to 105 g/m ²	✓	✓	✓
1-Sided Coated 1	106 to 128 g/m ²	✓	✓	✓
1-Sided Coated 2	129 to 150 g/m ²	✓	✓	✓
1-Sided Coated 3	151 to 180 g/m ²	✓	✓	✓
1-Sided Coated 4	181 to 209 g/m ²	✓	✓	✓
1-Sided Coated 5	210 to 220 g/m ²	✓	✓	✓
1-Sided Coated 6	221 to 256 g/m ²	✓	✓	✓
1-Sided Coated 7	257 to 300 g/m ²	✓	✓	✓
1-Sided Coated 8	301 to 325 g/m ²	✓	✓	-
1-Sided Coated 9	326 to 400 g/m ²	✓	✓	-
1-Sided Coated 10 *1	401 to 450 g/m ²	✓	✓	-
1-Sided Coated 11 *1	451 to 500 g/m ²	✓	✓	-
2-Sided Coated Thin 2	70 to 79 g/m ²	✓	✓	✓
2-Sided Coated Thin 1	80 to 105 g/m ²	✓	✓	✓
2-Sided Coated 1	106 to 128 g/m ²	✓	✓	✓

Paper Type	Basis Weight	Paper Source (Standard)	Paper Source (Optional)	
		Paper Deck of the Main Unit	POD Deck-E	Document Insertion Unit-R
2-Sided Coated 2	129 to 150 g/m ²	✓	✓	✓
2-Sided Coated 3	151 to 180 g/m ²	✓	✓	✓
2-Sided Coated 4	181 to 209 g/m ²	✓	✓	✓
2-Sided Coated 5	210 to 220 g/m ²	✓	✓	✓
2-Sided Coated 6	221 to 256 g/m ²	✓	✓	✓
2-Sided Coated 7	257 to 300 g/m ²	✓	✓	✓
2-Sided Coated 8	301 to 325 g/m ²	✓	✓	-
2-Sided Coated 9	326 to 400 g/m ²	✓	✓	-
2-Sided Coated 10 ^{*1}	401 to 450 g/m ²	✓	✓	-
2-Sided Coated 11 ^{*1}	451 to 500 g/m ²	✓	✓	-
Matte Coated Thin 2	70 to 79 g/m ²	✓	✓	✓
Matte Coated Thin 1	80 to 105 g/m ²	✓	✓	✓
Matte Coated 1	106 to 128 g/m ²	✓	✓	✓
Matte Coated 2	129 to 150 g/m ²	✓	✓	✓
Matte Coated 3	151 to 180 g/m ²	✓	✓	✓
Matte Coated 4	181 to 209 g/m ²	✓	✓	✓
Matte Coated 5	210 to 220 g/m ²	✓	✓	✓
Matte Coated 6	221 to 256 g/m ²	✓	✓	✓
Matte Coated 7	257 to 300 g/m ²	✓	✓	✓
Matte Coated 8	301 to 325 g/m ²	✓	✓	-
Matte Coated 9	326 to 400 g/m ²	✓	✓	-

Paper Type	Basis Weight	Paper Source (Standard)	Paper Source (Optional)	
		Paper Deck of the Main Unit	POD Deck-E	Document Insertion Unit-R
Matte Coated 10 ^{*1}	401 to 450 g/m ²	✓	✓	-
Matte Coated 11 ^{*1}	451 to 500 g/m ²	✓	✓	-
Textured 1	80 to 105 g/m ²	✓	✓	✓
Textured 2	106 to 128 g/m ²	✓	✓	✓
Textured 3	129 to 150 g/m ²	✓	✓	✓
Textured 4	151 to 180 g/m ²	✓	✓	✓
Textured 5	181 to 209 g/m ²	✓	✓	✓
Textured 6	210 to 256 g/m ²	✓	✓	✓
Textured 7	257 to 300 g/m ²	✓	✓	✓
Vellum 1 ^{*3}	80 to 105 g/m ²	✓	✓	✓
Vellum 2 ^{*3}	106 to 128 g/m ²	✓	✓	-
Synthetic (Polypropylene)	151 to 180 g/m ²	✓	✓	✓
Synthetic (Polyester)	151 to 180 g/m ²	✓	✓	✓
Envelope ^{*4}	70 to 128 g/m ²	✓	✓	-

*1 Paper with a basis weight of 400 g/m² to 500 g/m² can only be used for B4 size paper or larger.

*2 The optional "Tab Feeding Attachment-E" is required.

*3 Some types of vellums cannot be used.

*4 The printed envelopes may be creased depending on how envelope is pasted together or the position of the flap.

■ Paper Available for Two-Sided Printing

- When performing 2-sided printing, you cannot use the following paper types.

Paper type: Transparency, Labels, Tab 1 to Tab 2, and Envelope

If using other paper, use <2nd Side of 2-Sided Page> to print on the back side of printed paper.

■ Paper Not Available for Finishing

- Finishing functions are not available when making printing on transparency, clear film, labels, or envelope.

■ Using Heavy Paper for Saddle Stitching

- If you are using Heavy 7 to Heavy 10 paper for a cover for <Booklet>, you can print on <Front Cover> and <Back Cover>.

■ Paper when using High Capacity Stacker-J

- When the "High Capacity Stacker-J" is attached, the minimum paper size that can be fed in the machine is 182 x 182 mm (including the envelopes). Also, the envelopes cannot be stacked on the "High Capacity Stacker-J."

■ Print Misalignment on Pre-printed Paper, Bordered Paper, or Color Paper

- If you are using pre-printed paper, bordered paper, or color paper, and the printed image is misaligned vertically as seen from the paper feeding direction, set to <Off> for <Auto Adjust L/R Edge Alignment> in <Paper Settings> in <Preferences> (Settings/Registration). ➡ **Paper Type Management Settings(P. 359)**

Unusable Paper

IMPORTANT

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 Regarding Paper

IMPORTANT

When using paper

- Only use paper that has fully acclimatized to the environment in which this machine is installed. Using paper that has been stored under different temperature or humidity may cause paper jams or result in poor print quality.
- When you cut paper, the cutting sides of the paper must be made smooth using a polishing tool. To smooth the cutting sides of the paper, place it on a level surface, and move the polishing tool perpendicularly

against the edges approximately three times. If you do not smooth all four sides of the paper, streaks may appear in images, or paper feeding may be adversely affected.



Paper handling and storage

- Use paper soon after it is unpacked as the moisture absorption condition of paper may affect the image quality and paper feeding. Wrap any remaining paper in its original package and store it on a flat surface.
- Keep the paper wrapped in its original package to protect the paper from moisture or dryness.
- Do not store the paper in such a way that may cause it to curl or fold.
- Do not store the paper vertically or stack too much paper.
- Do not store the paper in direct sunlight, or in a place subject to high humidity, dryness, or drastic changes in temperature or humidity.
- The permissible humidity range for paper storage is 25% to 75% (with a room temperature of 15°C to 27.5°C). Storing paper in a location that does not meet these specifications may affect the paper feed and image quality.

Guidelines for Using the Preprinted Paper

The use of paper which has already been printed on by another machine (preprinted paper) may lead to a reduction in the life cycle of parts or an increased frequency in cleaning. For information on the guidelines for using the preprinted paper such as the ink used on the preprinted paper, application of the spray powder, and safety, contact the distributor, the place where the preprinted paper was purchased, or your local authorized Canon dealer.

■ Using Paper Printed by an Offset Printer

- Depending on the type, ink used by offset printers may contain substances (such as solvents or wax) which cause it to soften or melt at high temperatures. The machine has a high toner fixing temperature, so using paper that has been printed with these types of ink may cause the ink to stick to the fixing unit, etc., causing output paper to appear dirty or the lifespan of parts to decrease. In order to prevent ink from melting, it is recommended that you use paper printed with heat-resistant oil-based (oxidation-polymerization-type) ink or UV-curable ink.
- If the ink melts, the problem may be resolved by lowering the temperature of the fixing unit. However, this may cause a decrease in fixation. For more information, contact your dealer or service representative.
- Dry preprinted paper for a sufficient period (72 hours or longer) before use.
- Do not print on portions where ink is already present, or portions which are varnished. Doing so may result in a dirty output with the toner not adhering to the inked surface (especially when coated paper is used) or an output with the moiré effect (a shimmering, wavy pattern), depending on the screen frequency and screen angles. If you must print on an inked surface, you may be able to improve the print result by printing on the area where the image density is very light. Also, for the moiré effect, you can improve the print result by adjusting the screen frequency. For more information, contact your dealer or service representative.
- Spray powders are particles that are applied to help prevent bleeding when printing using oil based ink. Feeding the paper with spray powders into the machine may cause the spray powders to scatter inside the machine resulting in dirty output or reducing the transfer performance of rollers and belts. Therefore, if you are using oil base inked paper, avoid using paper with heavy amounts of spray powders. If the problem

continues to occur, we recommend you remove the spray powders. If the inside of the machine becomes dirty from the spray powders, contact your dealer or service representative.

■ Using Paper Printed by a Full Color Laser Printer

- Do not use the paper that was printed with a full color laser printer. Since the toner adhering temperature for this machine is higher than the general color laser printer, if the toner of the pre-printed media melts, the paper may get jammed in the fixing unit and damage the machine. Also, even under the specified condition, the quality of the output prints may degrade due to reasons such as changes in the glossiness. If you must use a full color laser printed media, narrow the printing range and lighten the image density. However, if you are using a full color laser printed media, make sure you contact your dealer or service representative.
- You can use paper printed from a full color laser printer only if the paper is being used as the cover or sheet insertion by feeding it from the "Document Insertion Unit-R." In this case, be careful of the paper curl and paper sticking together.

■ Other Precautions

- By feeding the preprinted paper into the machine, the quality of the paper may change. If the paper is still not fed correctly, perform <Adjust Paper Separation Fan Level>.
- Wrap the preprinted paper in its original package, and store it in a dry place, away from direct sunlight.

Precautions Regarding the Curling of Paper

If paper jams or poor print quality occur, paper curl is often the cause. The paper stiffness, direction of curl, and amount of curl have a strong influence on how well the paper is transported through the machine. If paper is curled, always adjust the curl amount to the appropriate level as described below.

■ The Relationship Between Paper Grain and Curling Direction

The stiffness of paper varies depending on the direction of the paper grain (the fibers which make up the paper). Paper is more likely to curl parallel to the direction of its grain.

Direction of the paper grain

Long grain

Short grain



a : High tendency to curl

b : Low tendency to curl

NOTE

- For thin paper of 60 g/m² to 63 g/m², it is recommended that you use paper which has paper grain running parallel to the direction in which it is to be fed.

■ Correcting Curling

To help prevent problems caused by curling, it is necessary to ensure that curling is corrected and kept within the appropriate allowable range. The amount of curl that may cause problems depends on the paper type and weight.

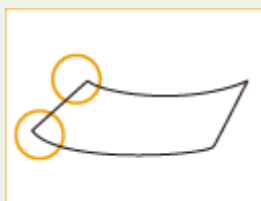
NOTE

How to Measure Curling

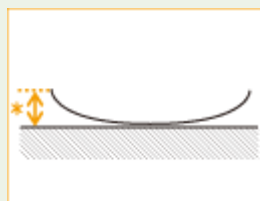
As shown in the diagrams below, place paper on a flat surface with the curls face-up and measure the amount of curling on both corners of the leading edge of the paper.

- **If the curl is perpendicular to the feeding direction**

Curl measurement points Side view of paper facing the feeding direction



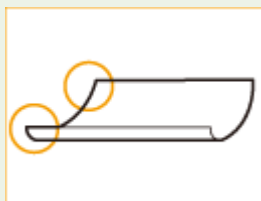
Feeding direction



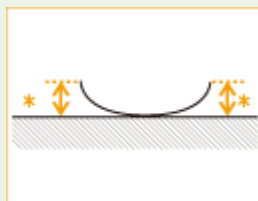
*Measure the curling amount (in mm)

- **If the curl is parallel to the feeding direction**

Curl measurement points Front view of paper facing the feeding direction



Feeding direction



*Measure the curling amount (in mm)

Acceptable curl range when the curl is perpendicular to the feeding direction

If you feed paper from the main unit, "POD Deck-E," or "Secondary POD Deck-E"

- Maintaining a curl amount of 5 mm or less for both upward and downward curling is recommended.
- For paper heavier than 350 g/m², it cannot be used that curls downward.

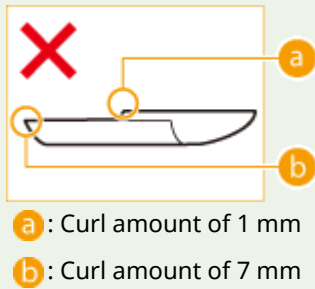
Acceptable curl range when the curl is parallel to the feeding direction

If you feed paper from the main unit, "POD Deck-E," or "Secondary POD Deck-E"

- Paper that appears curled when viewed from the front of the feeding direction may cause gaps to appear between the side regulation plates inside the Paper Deck, thus causing the paper to be fed diagonally. If must use curled paper, ensure that the curling amount is kept at 5 mm or less.
- For heavy paper (106 g/m² to 500 g/m²), it cannot be used that curls. Furthermore, using heavy paper (106 g/m² to 500 g/m²) may still cause feeding problems, even if the paper is not curled. When using paper smaller than A4 size, it is recommended that you use paper with the paper grain parallel to the longer side. When using paper larger than B4 size, it is recommended that you use paper with the paper grain parallel to the shorter side.

NOTE

- For heavy and small-sized paper, the difference in curl amount for both sides must be kept at 5 mm or less.



Storing Paper Printed With the Machine

Be aware of the following precautions when handling and storing paper printed using the machine.

■ Storing Printed Paper

- Store the paper on a flat surface.
- Do not store paper together with items made from PVC (polyvinyl chloride), such as clear folders. The toner may melt, causing paper to become stuck to PVC-based material.
- Store paper so that it does not become folded or wrinkled. Doing so may cause the toner to come off.
- If you intend to store paper for long periods (two or more years), preserve them in a binder, etc.
- Long-term storage may cause paper to discolor, which in turn may cause print to appear discolored.
- Do not store paper in places with high temperatures.

■ Precautions when sticking printouts with adhesive

- Be sure to use insoluble adhesive.
- Test the adhesive on an unneeded printout before using.
- Before stacking printouts that stuck with adhesive, check that the adhesive completely dried.

POD Deck-E/Secondary POD Deck-E

E0SS-013

Paper Size/Weight/Type	 Available Paper(P. 80)
Paper Deck Capacity	Output Capacity 1,000 sheets (80 g/m²) x 2 2,000 sheets (80 g/m²) x 1 Escape Tray Capacity 150 sheets (80 g/m²) Envelopes - Kakugata 2: 10 sheets
Power Source	220-240 V AC, 50/60 Hz, 5.0 A
Maximum Power Consumption	1,000 W
Dimensions (W x D x H)	POD Deck-E only: 982 mm x 792 mm x 1,095 mm^{*1} POD Deck-E and Secondary POD Deck-E: 1,794 mm x 792 mm x 1,095 mm^{*1}
Weight	POD Deck-E only: - Approximately 250 kg POD Deck-E and Secondary POD Deck-E: - Approximately 482 kg

*1 There will be a 5 mm gap in the width direction when connected to the main unit or other optional equipment.

Staple Finisher-AF

E0SS-014

Paper Size/Weight/Type	Paper Size ● Tray A Non Sort ● 320 x 450 mm (SRA3), A3, A4, A4R, B4, B5, B5R, 330 x 483 mm, 305 x 457 mm, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR, Custom (182.0 mm x 182.0 mm to 330.2 mm x 487.7 mm), Long Sheet (210.0 mm x 487.8 mm to 330.2 mm x 762.0 mm) ● Envelope (Kakugata 2) ● Custom Envelope (9" x 12", 10" x 13", 182.0 mm x 182.0 mm to 330.2 mm x 487.7 mm) ● Z-fold (A3, A4R, B4, 11" x 17", LGL, LTRR) ● Half fold (A4R, LTRR) Offset ● A3, A4, A4R, B4, B5, B5R, 305 x 457 mm, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR, Custom (182.0 mm x 182.0 mm to 314.8 mm x 457.2 mm) ● Tray B Non Sort ● 320 x 450 mm (SRA3), A3, A4, A4R, B4, B5, B5R, 330 x 483 mm, 305 x 457 mm, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR, Custom (182.0 mm x 182.0 mm to 330.2 mm x 487.7 mm) ● Z-fold (A3, B4, 11" x 17") Offset ● A3, A4, A4R, B4, B5, B5R, 305 x 457 mm, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR, Custom (182.0 mm x 182.0 mm to 314.8 mm x 457.2 mm) Staple ● A3, A4, A4R, B4, B5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K^{*1}, Custom (210.0 mm x 182.0 mm to 297.0 mm x 431.8 mm) Paper Type ● Tray A Non Sort ● All paper that can be fed in the main unit ➤ Available Paper(P. 80) Offset ● All paper that can be fed in the main unit ➤ Available Paper(P. 80) Except for specialty media (Labels, Synthetic) and paper of 451 g/m² or more. ● Tray B Non Sort ● All paper that can be fed in the main unit ➤ Available Paper(P. 80) Except for specialty media (Synthetic) Offset ● All paper that can be fed in the main unit ➤ Available Paper(P. 80) Except for specialty media (Vellum, Transparency, Clear Film, Translucent Film, Labels, Synthetic) and paper of 451 g/m² or more. Staple ● All paper that can be fed in the main unit ➤ Available Paper(P. 80) Except for specialty media (Vellum, Transparency, Clear Film, Translucent Film, Labels, Synthetic) and paper of 326 g/m² or more.

Capacity Per Tray (Tray A)	Non Sort Mode (Simple Stacking) Common specification for 64 g/m² / 75 g/m² / 80 g/m² 147.0 mm^{*2*3*4*5} in height (equivalent to 1,000 sheets) Envelopes • Kakugata 2: 130 mm or 300 sheets • Other than Kakugata 2: 130 mm or 150 sheets Z-fold • A3, B4, 11" x 17": 30 sheets Half fold • A4R, LTRR: 50 sheets Long sheet (210.0 mm x 487.8 mm to 330.2 mm x 762.0 mm): When the Long Sheet Tray is not attached • hold by hand When the "Finisher Long Sheet Catch Tray-B" is attached (487.8 mm to 762.0 mm) • 64 g/m² to 150 g/m²: 300 sheets • 151 g/m² to 300 g/m²: 150 sheets • 301 g/m² to 350 g/m²: 120 sheets Non Sort Mode (Different Size Stacking) Same as Non Sort mode (Simple stacking) If sheets are already stacked before stacking long sheets, the pre-stacked sheets are counted as long sheets. Offset Common specification for 64 g/m² / 75 g/m² / 80 g/m² 147.0 mm^{*4*5} (equivalent to 1,000 Sheets) Z-fold • A3, B4, 11" x 17": 30 sheets^{*6} Half fold • A4R, LTRR: 50 sheets
Capacity Per Tray (Tray B)	Non Sort Mode (Simple Stacking) Common specification for 64 g/m² / 75 g/m² / 80 g/m² A4, B5, LTR, EXEC: 285 mm (equivalent to 2,000 sheets)^{*3*7*8} Other than those above: 147.0 mm (equivalent to 1,000 sheets)^{*2*8} Z-fold • A3, B4, 11" x 17": 30 sheets^{*6} High Capacity Stack mode • A4, B5, LTR, EXEC: 490 mm (equivalent to 4,000 sheets)^{*9} • A4R, LTRR, B5R: 285 mm (equivalent to 2,000 sheets) • A3, B4, LGL: 216 mm (equivalent to 1,500 sheets)^{*9*10*11} • 320 x 450 mm (SRA3), 330 x 483 mm, 305 x 457 mm: 147 mm (equivalent to 1,000 sheets)^{*10*11} Non Sort Mode (Different Size Stacking) Same as the non sort mode (simple stacking) Offset Same as the non sort mode (simple stacking) If Z-fold sheets are continuously stacked in shift sort mode, 1) $N \leq 5$: Neat stack 2) $N > 5$: The neat stack does not work from the 6th sheet.

Stapling	Binding Position Corner(Front), Corner(Rear), Double Pitch Between Staples 120 mm (staple position adjustment: 120 mm to 150 mm^{*12*13}) Max. Stapling Capacity/Available Staple Size Corner Stapling and Double Stapling A4, B5, LTR, EXEC, 16K: • Uncoated paper 60 g/m² to 80 g/m²: 100 sheets 80.1 g/m² to 81.4 g/m²: 80 sheets 81.5 g/m² to 105 g/m²: 60 sheets 105.1 g/m² to 200 g/m²: 20 sheets 200 g/m² over is only for front and back covers • Coated paper 70 g/m² to 105.9 g/m²: 40 sheets 106.0 g/m² to 200 g/m²: 15 sheets 200 g/m² over is only for front and back covers If the paper thickness is less than 11 mm, the front /back cover is more than 300 g/m², or gloss coated paper is used for the body, the maximum number of sheets is minus 10 sheets. 2 sheets (front/back covers (60 g/m² to 325 g/m²)) are included. A3, A4R, B4, B5R, 11" x 17", LGL, LTRR, 8K, 16KR: • Uncoated paper 60 g/m² to 81.4 g/m²: 50 sheets 81.5 g/m² to 105 g/m²: 30 sheets 105.1 g/m² to 200 g/m²: 10 sheets 200 g/m² over is only for front and back covers • Coated paper 70 g/m² to 105.9 g/m²: 30 sheets 106.0 g/m² to 200 g/m²: 10 sheets 200 g/m² over is only for front and back covers If the paper thickness is less than 5.5 mm 2 sheets (front/back covers (60 g/m² to 325 g/m²)) are included.
Punch	Paper Size Puncher Unit-BS • 2 hole punch: 11" x 17", LGL, LTR, LTRR, EXEC, Custom (182.0 mm x 182.0 mm to 297.0 mm x 432.0 mm) • 3 hole punch: 11" x 17", LTR, EXEC, Custom (240.0 mm x 182.0 mm to 297.0 mm x 432.0 mm) Puncher Unit-BT • 2 hole punch: A3, A4, A4R, B4, B5, B5R, Custom (182.0 mm x 182.0 mm to 297.0 mm x 432.0 mm: However, 182.0 mm to 203.0 mm in width is only available for 257.0 mm x 270.0 mm in length.) • 4 hole punch: A3, A4, B4, B5, Custom (257.0 mm x 182.0 mm to 297.0 mm x 432.0 mm) Puncher Unit-BU • 4 hole punch: A3, A4, B4, B5, 11" x 17", LTR, EXEC, 8K, 16K, Custom (257.0 mm x 182.0 mm to 297.0 mm x 432.0 mm) Paper Type Thin (60 g/m² to 63 g/m²), Plain (64 g/m² to 105 g/m²), Recycled, Color, Heavy (106 g/m² to 300 g/m²), Coated (70 g/m² to 209 g/m²), Embossed, Bond, Letterhead, Index

	Punch Holes Puncher Unit-BS • 2 Holes, 3 Holes Puncher Unit-BT • 2 Holes, 4 Holes Puncher Unit-BU • 4 Holes Waste Capacity 6,000 sheets (64 g/m² / 75 g/m² / 80 g/m²)
Power Source	220-240 V AC, 50/60 Hz, 8.0 A
Maximum Power Consumption	500 W or less
Dimensions (W x D x H)	800 mm x 792 mm x 1,239 mm ^{*14}
Weight	Approximately 133 kg (Including the inner puncher)

*1 In addition to the paper sizes above, B5R, 16KR, Custom (182.0 mm x 182.0 mm to 297.0 mm x 431.8 mm) are supported by the double staple.

*2 Up to 2,000 sheets for paper under 64 g/m²

*3 Up to 1,000 sheets for larger than A3 / 11" x 17"

*4 105 mm or 200 sheets for 326 g/m² to 400 g/m²

*5 401 g/m² or more: 30 mm

*6 If Z-fold sheets are continuously stacked,

1) $N \leq 5$: Neat stack

2) $N > 5$: The neat stack does not work.

*7 Up to 2,000 sheets for paper under 64 g/m²

*8 210 mm or 400 sheets for 326 g/m² or heavier and smaller than LTR
105 mm or 200 sheets for LTR or larger

*9 Except when sheets are stacked in the saddle tray or using the trimmer

*10 Coated paper: 147 mm (equivalent to 1,000 sheets)

*11 Overlarge and parts of coated media are supported by service mode.

*12 A4R, LGL, LTRR are not supported.

*13 120 mm when shift is selected.

*14 There will be a 5 mm gap in the width direction when connected to the main unit or other optional equipment.

Booklet Finisher-AF

E0SS-015

Paper Size/Weight/Type	Paper Size Tray A Non Sort 320 x 450 mm (SRA3), A3, A4, A4R, B4, B5, B5R, 330 x 483 mm, 305 x 457 mm, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR, Custom (182.0 mm x 182.0 mm to 330.2 mm x 487.7 mm), Long Sheet (210.0 mm x 487.8 mm to 330.2 mm x 762.0 mm) - Envelope (Kakugata 2) - Custom Envelope (9" x 12", 10" x 13", 182.0 mm x 182.0 mm to 330.2 mm x 487.7 mm) - Z-fold (A3, A4R, B4, 11" x 17", LGL, LTRR) - Half fold (A4R, LTRR) Offset - A3, A4, A4R, B4, B5, B5R, 305 x 457 mm, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR, Custom (182.0 mm x 182.0 mm to 314.8 mm x 457.2 mm) Tray B Non Sort 320 x 450 mm (SRA3), A3, A4, A4R, B4, B5, B5R, 330 x 483 mm, 305 x 457 mm, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR, Custom (182.0 mm x 182.0 mm to 330.2 mm x 487.7 mm) - Z-fold (A3, B4, 11" x 17") Offset - A3, A4, A4R, B4, B5, B5R, 305 x 457 mm, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K, 16KR, Custom (182.0 mm x 182.0 mm to 314.8 mm x 457.2 mm) Staple - A3, A4, A4R, B4, B5, 11" x 17", LGL, LTR, LTRR, EXEC, 8K, 16K^{*1}, Custom (210.0 mm x 182.0 mm to 297.0 mm x 431.8 mm) Paper Type Tray A Non Sort - All paper that can be fed in the main unit ▶Available Paper(P. 80) Offset - All paper that can be fed in the main unit ▶Available Paper(P. 80) Except for specialty media (Labels, Synthetic) and paper of 451 g/m² or more. Tray B Non Sort - All paper that can be fed in the main unit ▶Available Paper(P. 80) Except for specialty media (Synthetic) Offset - All paper that can be fed in the main unit ▶Available Paper(P. 80) Except for specialty media (Vellum, Transparency, Clear Film, Translucent Film, Labels, Synthetic) and paper of 451 g/m² or more. Staple - All paper that can be fed in the main unit ▶Available Paper(P. 80) Except for specialty media (Vellum, Transparency, Clear Film, Translucent Film, Labels, Synthetic) and paper of 326 g/m² or more.

Capacity Per Tray (Tray A)	Non Sort Mode (Simple Stacking) Common specification for 64 g/m² / 75 g/m² / 80 g/m² 147.0 mm^{*2*3*4*5} in height (equivalent to 1,000 sheets) Envelopes • Kakugata 2: 130 mm or 300 sheets • Other than Kakugata 2: 130 mm or 150 sheets Z-fold • A3, B4, 11" x 17": 30 sheets Half fold • A4R, LTRR: 50 sheets Long sheet (210.0 mm x 487.8 mm to 330.2 mm x 762.0 mm): When the Long Sheet Tray is not attached • hold by hand When the "Finisher Long Sheet Catch Tray-B" is attached (487.8 mm to 762.0 mm) • 64 g/m² to 150 g/m²: 300 sheets • 151 g/m² to 300 g/m²: 150 sheets • 301 g/m² to 350 g/m²: 120 sheets Non Sort Mode (Different Size Stacking) Same as Non Sort mode (Simple stacking) If sheets are already stacked before stacking long sheets, the pre-stacked sheets are counted as long sheets. Offset Common specification for 64 g/m² / 75 g/m² / 80 g/m² 147.0 mm^{*4*5} (equivalent to 1,000 sheets) Z-fold • A3, B4, 11" x 17: 30 sheets^{*6} Half fold • A4R, LTRR: 50 sheets
Capacity Per Tray (Tray B)	Non Sort Mode (Simple Stacking) Common specification for 64 g/m² / 75 g/m² / 80 g/m² A4, B5, LTR, EXEC: 285 mm (equivalent to 2,000 sheets)^{*3*7*8} Other than those above: 147.0 mm (equivalent to 1,000 sheets)^{*2*8} Z-fold • A3, B4, 11" x 17": 30 sheets^{*6} High Capacity Stack mode • A4, B5, LTR, EXEC: 490 mm (equivalent to 4,000 sheets)^{*9} • A4R, LTRR, B5R: 285 mm (equivalent to 2,000 sheets) • A3, B4, LGL: 216 mm (equivalent to 1,500 sheets)^{*9*10*11} • 320 x 450 mm (SRA3), 330 x 483 mm, 305 x 457 mm: 147 mm (equivalent to 1,000 sheets)^{*10*11} Non Sort Mode (Different Size Stacking) Same as the non sort mode (simple stacking) Offset Same as the non sort mode (simple stacking) If Z-fold sheets are continuously stacked in shift sort mode, 1) $N \leq 5$: Neat stack 2) $N > 5$: The neat stack does not work from the 6th sheet.

Stapling	Binding Position Corner(Front), Corner(Rear), Double Pitch Between Staples 120 mm (staple position adjustment: 120 mm to 150 mm^{*12*13}) Max. Stapling Capacity/Available Staple Size Corner Stapling and Double Stapling A4, B5, LTR, EXEC, 16K: • Uncoated paper 60 g/m² to 80 g/m²: 100 sheets 80.1 g/m² to 81.4 g/m²: 80 sheets 81.5 g/m² to 105 g/m²: 60 sheets 105.1 g/m² to 200 g/m²: 20 sheets 200 g/m² over is only for front and back covers • Coated paper 70 g/m² to 105.9 g/m²: 40 sheets 106.0 g/m² to 200 g/m²: 15 sheets 200 g/m² over is only for front and back covers If the paper thickness is less than 11 mm, the front /back cover is more than 300 g/m², or gloss coated paper is used for the body, the maximum number of sheets is minus 10 sheets. 2 sheets (front/back covers (60 g/m² to 325 g/m²)) are included. A3, A4R, B4, B5R, 11" x 17", LGL, LTRR, 8K, 16KR: • Uncoated paper 60 g/m² to 81.4 g/m²: 50 sheets 81.5 g/m² to 105 g/m²: 30 sheets 105.1 g/m² to 200 g/m²: 10 sheets 200 g/m² over is only for front and back covers • Coated paper 70 g/m² to 105.9 g/m²: 30 sheets 106.0 g/m² to 200 g/m²: 10 sheets 200 g/m² over is only for front and back covers If the paper thickness is less than 5.5 mm 2 sheets (front/back covers (60 g/m² to 325 g/m²)) are included.
Saddle Stitch	Paper Size 320 x 450 mm (SRA3), A3, A4R, B4, 330 x 483mm, 305 x 457mm, 11" x 17", LGL, LTRR, Custom (210 mm x 279.4 mm to 330.2 mm x 487.7 mm) Paper Type Thin (60 g/m² to 79 g/m²), Plain (80 g/m² to 105 g/m²), Recycled, Color, Heavy (106 g/m² to 300 g/m²), Coated (70 g/m² to 300 g/m²), Bond, Embossed Paper weight for body: 60 g/m² to 220 g/m² Paper weight for cover: 64 g/m² to 300 g/m² *The paper used for covers should be the same as or heavier than the paper for the body. Capacity Continuous by the belt conveyor Saddle Stitch (Coated) Coated (Including cover *14): 2 sheets to 10 sheets (70 g/m² to 128 g/m²), 2 sheets to 5 sheets (129 g/m² to 209 g/m²), 2 sheets to 4 sheets (210 g/m² to 220 g/m²) Saddle Stitch (Other than Coated) Uncoated (Including cover *14):

Introduction (About the Machine)

	2 sheets to 25 sheets (60 g/m² to 80 g/m²), 2 sheets to 15 sheets (81 g/m² to 105 g/m²), 2 sheets to 5 sheets (106 g/m² to 209 g/m²), 2 sheets to 4 sheets (210 g/m² to 220 g/m²) Saddle Fold 5 sheets (60 g/m² to 209 g/m²), 1 sheet (210 g/m² to 300 g/m² over)
Punch	Paper Size Puncher Unit-BS • 2 hole punch: 11" x 17", LGL, LTR, LTRR, EXEC, Custom (182.0 mm x 182.0 mm to 297.0 mm x 432.0 mm) • 3 hole punch: 11" x 17", LTR, EXEC, Custom (240.0 mm x 182.0 mm to 297.0 mm x 432.0 mm) Puncher Unit-BT • 2 hole punch: A3, A4, A4R, B4, B5, B5R, Custom (182.0 mm x 182.0 mm to 297.0 mm x 432.0 mm: However, 182.0 mm to 203.0 mm in width is only available for 257.0 mm x 270.0 mm in length.) • 4 hole punch: A3, A4, B4, B5, Custom (257.0 mm x 182.0 mm to 297.0 mm x 432.0 mm) Puncher Unit-BU • 4 hole punch: A3, A4, B4, B5, 11" x 17", LTR, EXEC, 8K, 16K, Custom (257.0 mm x 182.0 mm to 297.0 mm x 432.0 mm) Paper Type Thin (60 g/m² to 63 g/m²), Plain (64 g/m² to 105 g/m²), Recycled, Color, Heavy (106 g/m² to 300 g/m²), Coated (70 g/m² to 209 g/m²), Embossed, Bond, Letterhead, Index Punch Holes Puncher Unit-BS • 2 Holes, 3 Holes Puncher Unit-BT • 2 Holes, 4 Holes Puncher Unit-BU • 4 Holes Waste Capacity 6,000 sheets (64 g/m² / 75 g/m² / 80 g/m²)
Power Source	220-240 V AC, 50/60 Hz, 8.0 A
Maximum Power Consumption	500 W or less
Dimensions (W x D x H)	800 mm x 792 mm x 1,239 mm ^{*15}
Weight	Approximately 183 kg (Including the inner puncher)

*1 In addition to the paper sizes above, B5R, 16KR, Custom (182.0 mm x 182.0 mm to 297.0 mm x 431.8 mm) are supported by the double staple.

*2 Up to 2,000 sheets for paper under 64 g/m²

*3 Up to 1,000 sheets for larger than A3 / 11" x 17"

*4 105mm or 200 sheets for 326 g/m² to 400 g/m²

*5 401 g/m² or more : 30 mm

*6 If Z-fold sheets are continuously stacked,

1) N≤5: Neat stack

2) N>5: The neat stack does not work.

- *7 Up to 2,000 sheets for paper under 64 g/m²
- *8 210 mm or 400 sheets for 326 g/m² or heavier and smaller than LTR
105 mm or 200 sheets for LTR or larger
- *9 Except when sheets are stacked in the saddle tray or using the trimmer
- *10 Coated paper: 147 mm (equivalent to 1,000 sheets)
- *11 Overlarge and parts of coated media are supported by service mode.
- *12 A4R, LGL, LTRR are not supported.
- *13 120 mm when shift is selected.
- *14 The paper used for covers should be the same as or heavier than the paper for the body.
- *15 There will be a 5 mm gap in the width direction when connected to the main unit or other optional equipment.

Document Insertion Unit-R

E0SS-016

Paper Size/Weight/Type	🔴 Available Paper(P. 80)
Capacity Per Tray	Upper/Lower Tray 200 sheets (24 mm or less in height) (64 g/m ² / 75 g/m ² / 80 g/m ²)
Power Source	100-240 V AC, 50/60 Hz, 1.0 A
Maximum Power Consumption	120 W or less
Dimensions (W x D x H)	746 mm x 793 mm x 1,407 mm ^{*1}
Weight	Approximately 61 kg

^{*1} There will be a 5 mm gap in the width direction when connected to the main unit or other optional equipment.

Paper Folding Unit-K

E0SS-017

Paper Size/Weight/Type	Paper Size • Z-fold: A3, A4R, B4, 11" x 17", LGL, LTRR • C-fold, Accordion Z-fold, Half fold: A4R, LTRR • Double parallel fold: A4R, LGL, LTRR Paper Weight 60 g/m² to 105 g/m²*1 Paper Type Thin (60 g/m² to 63 g/m²), Plain (64 g/m² to 105 g/m²)*1, Coated (70 g/m² to 105 g/m²), Recycled, Color, Embossed, Bond
Capacity of the tray of the Paper Folding Unit	Z-fold and Half fold: Finisher tray / Depends on the finisher specification C-fold, Accordion Z-fold: Tray in the folding unit / 60mm in height (equivalent to 40 sheets) Double parallel fold: Tray in the folding unit / 60mm in height (equivalent to 25 sheets) *The number of sheets is a reference value.
Power Source	From the finisher
Maximum Power Consumption	Included in the finisher Stand alone Reference value: 150 W
Dimensions (W x D x H)	336 mm x 793 mm x 1,190 mm*2
Weight	Approximately 71 kg

*1 Double parallel: 60 g/m² to 90 g/m²

*2 There will be a 5 mm gap in the width direction when connected to the main unit or other optional equipment.

Sensing Unit-B

E0SS-018

Automatic Adjustment of the Image Position	For Periodic Adjustment Paper Size: All paper sizes supported by the engine Paper Type: Thin, Plain, Recycled, Color^{*1}, Thick, Coated, Embossed^{*2}, Translucent^{*1}, Label^{*3}, Pre-punched^{*4}, Synthetic For Adjustment by Printing Markers Over Parts of User's Images Paper Size: All paper sizes supported by the engine Paper Type: Thin, Plain, Recycled, Color^{*1}, Thick, Coated, Embossed^{*2}, Translucent^{*1}, Label^{*3} Margins required for printing registration adjustment marks: • Cross track direction: 9.21 mm (3.5 mm (Print Margin) + 4.71 mm (Registration Adjustment Mark) + 1 mm (White Area)) • Paper feed direction: 9.5 mm (4.0 mm (Print Margin) + 4.5 mm (Registration Adjustment Mark) + 1 mm (White Area)) For Adjustment by Inserting Adjustment Pages Paper Size: All paper sizes supported by the engine Paper Type: Thin, Plain, Recycled, Color^{*1}, Thick, Coated, Embossed^{*2}, Translucent^{*1}, Label^{*3}, Pre-punched^{*4}, Synthetic Interval for Inserting: 50 pages to 9,999 pages (Default: 1,000 pages), Common counter with gradation adjustment Specified for each media Number of Insertable Sheets: 3 sheets
Shading Correction	Paper Size 320 x 450 mm (SRA3), A3, 330 x 483 mm, 305 x 457 mm, 11" x 17", 8K Paper Type Thin, Plain, Thick, Coated
Adjustment of the Secondary Transfer Voltage	Paper Size 182 mm x 210 mm to 330.2 mm x 762.0 mm Paper Type Thin, Plain, Recycled, Thick, Coated, Embossed, Label^{*5}, Synthetic
No Adjustment (Through Path)	Paper Size All paper sizes that can be supported by the engine Paper Type All paper types that can be supported by the engine

Sample Tray Capacity	250 sheets (80 g/m ²) Height: up to 27.5 mm, 1 sheet for paper over 762 mm
Power Source	100-240 V AC, 50/60 Hz, 2.5 A
Maximum Power Consumption	500 W
Dimensions (W x D x H)	515 mm x 750 mm x 1,228 mm* ⁶
Weight	Approximately 100.5 kg

*1 Adjustment may not be possible depending on the base color of the paper/film.

*2 Adjustment may not be possible if the emboss is deep.

*3 Adjustment marks cannot be printed on the perforation part.

*4 Adjustment marks cannot be printed on the pre-punched part.

*5 An adjustment chart cannot be printed on the perforation part.

*6 There will be a 5 mm gap in the width direction when connected to the main unit or other optional equipment.

Basis Weight Chart

E0SS-019

Thin	Thin (60 g/m ² to 63 g/m ²)
Plain	Plain 1 (64 g/m ² to 79 g/m ²) Plain 2 (80 g/m ² to 105 g/m ²)
Heavy	Heavy 1 (106 g/m ² to 128 g/m ²) Heavy 2 (129 g/m ² to 150 g/m ²) Heavy 3 (151 g/m ² to 180 g/m ²) Heavy 4 (181 g/m ² to 220 g/m ²) Heavy 5 (221 g/m ² to 256 g/m ²) Heavy 6 (257 g/m ² to 300 g/m ²) Heavy 7 (301 g/m ² to 325 g/m ²) Heavy 8 (326 g/m ² to 400 g/m ²) Heavy 9 (401 g/m ² to 450 g/m ²) Heavy 10 (451 g/m ² to 500 g/m ²)
Coated (1-Sided / 2-Sided / Matte)	Coated Thin 2 (70 g/m ² to 79 g/m ²) Coated Thin 1 (80 g/m ² to 105 g/m ²) Coated 1 (106 g/m ² to 128 g/m ²) Coated 2 (129 g/m ² to 150 g/m ²) Coated 3 (151 g/m ² to 180 g/m ²) Coated 4 (181 g/m ² to 209 g/m ²) Coated 5 (210 g/m ² to 220 g/m ²) Coated 6 (221 g/m ² to 256 g/m ²) Coated 7 (257 g/m ² to 300 g/m ²) Coated 8 (301 g/m ² to 325 g/m ²) Coated 9 (326 g/m ² to 400 g/m ²) Coated 10 (401 g/m ² to 450 g/m ²) Coated 11 (451 g/m ² to 500 g/m ²)

Notice

E0SS-01A

■ IPv6 Ready Logo



The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-2 established by the IPv6 Forum.

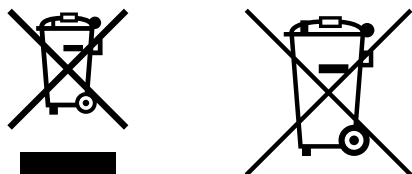
■ When disposing of used toner cartridges

To protect the environment and make more effective use of resources, Canon promotes the recovery and recycling of used toner cartridges. Please cooperate in the recovery of toner cartridges (resource reuse). For details on resource reuse, see the Canon website:

global.canon/ctc

When disposing of toner cartridges, pack them in their original packaging to prevent toner dispersal and dispose of the cartridges in accordance with your local government instructions.

■ EU WEEE and Battery Directives



Only for European Union and EEA (Norway, Iceland and Liechtenstein)

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU), the Battery Directive (2006/66/EC) and/or national legislation implementing those Directives.

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

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

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

For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit www.canon-europe.com/sustainability/approach/.

■ 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).

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■ Third-Party Software

For details about third-party software included in the manual, click the following icon:



For details about third-party software in the machine, see "Third-Party Software" at the online manual site.

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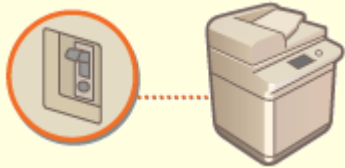
Staple Jams in the Stapler Unit (Staple Finisher-AF/Booklet Finisher-AF) 245

Staple Jams in the Saddle Stitcher Unit (Booklet Finisher-AF) 248

Maintenance

This section describes the maintenance and management of the machine, such as regular cleaning and the replacement of consumables. It also describes the maintenance service provided by Canon. For information on precautions to take during maintenance, see Important Safety Instructions and **Options(P. 252)**.

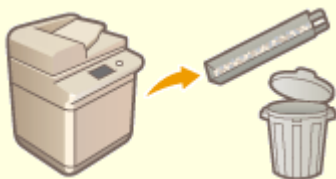
■ Basic Cleaning



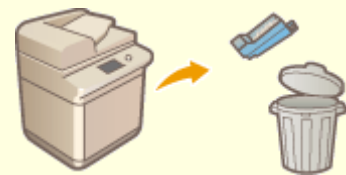
▶ Inspecting the Breaker(P. 116)



▶ Regular Cleaning(P. 121)

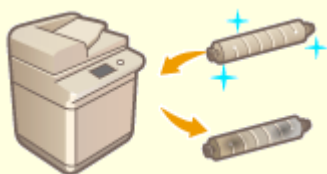


▶ Emptying the Punch Waste (Optional)(P. 148)

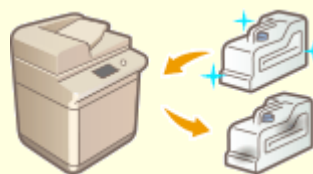


▶ Discarding Staple Waste (Optional) (P. 151)

■ Replacing Consumables



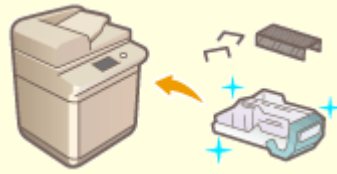
▶ Replacing the Toner Cartridge(P. 125)



▶ Replacing the Waste Toner Container(P. 131)



▶ Replacing the Cleaning Web Unit(P. 135)



▶ Loading Staples (Optional)(P. 141)



▶ Replacement Parts(P. 154)

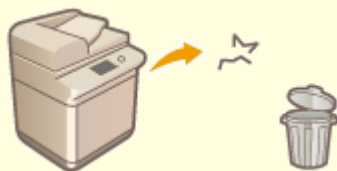


▶ Checking the Remaining Amount of Consumables(P. 157)

■ Clearing Paper Jams or Staple Jams



▶ Clearing Paper Jams(P. 161)



▶ Clearing Staple Jams (Optional)(P. 244)

Inspecting the Breaker

E0SS-01E

This machine has a breaker that detects excess current or leakage current.

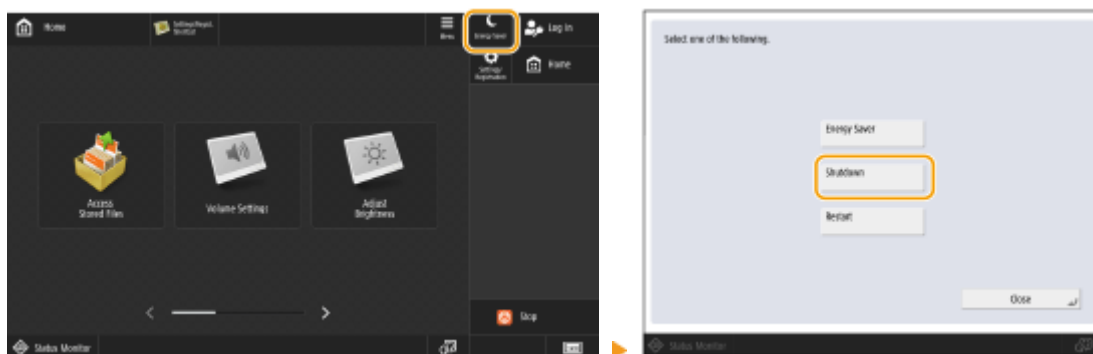
Before testing the breaker, turn off the main power switch on this machine and check that the subsequent shutdown process is completed. Be sure to test the breaker about once a month.

▶ **Inspecting the Main Breaker(P. 116)**

▶ **Inspecting the Sub Breaker(P. 118)**

Inspecting the Main Breaker

1 Turn OFF the main power. ▶ **Main Power and Energy Saver Key(P. 30)**

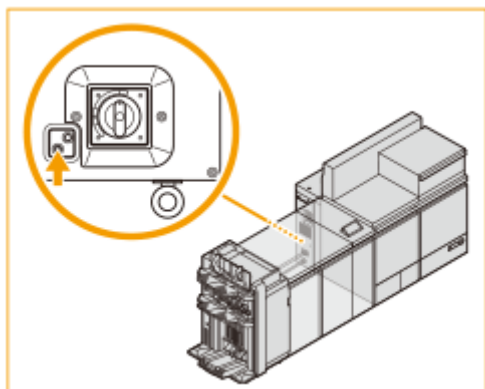


! IMPORTANT:

- Make sure that the main power is turned OFF, before inspecting the breaker.
- The machine may take some time to completely shutdown. Start the inspection until the main power indicator (▶ **Control Panel (Optional)(P. 28)**) is OFF.

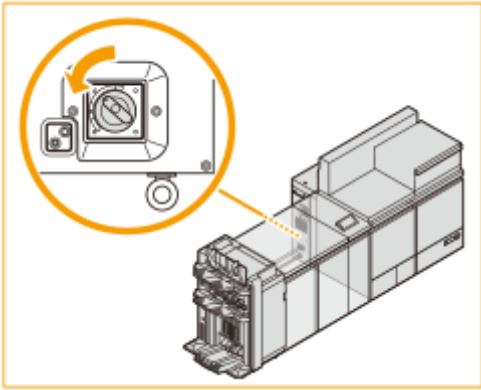
2 Push the test button located on the rear of the machine.

- Push the test button with the tip of a ball-point pen or a similar object. Briefly push the test button.

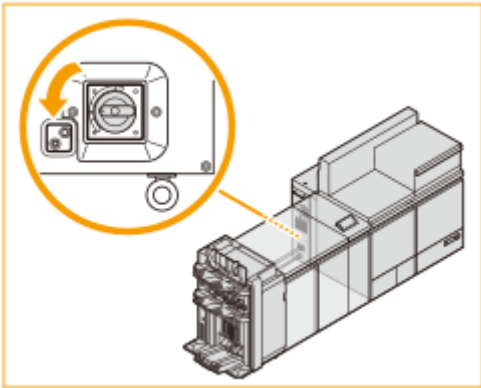


3 Confirm that the breaker dial is in the TRIP position.

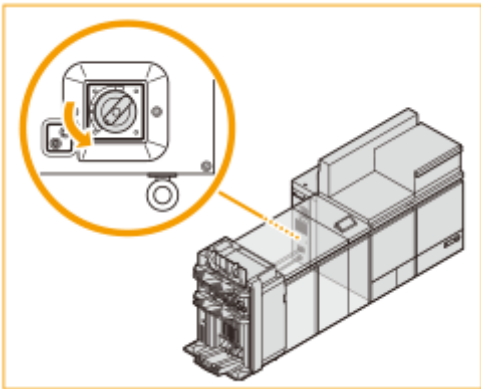
- If a TRIP does not occur, please return to step 2. If a TRIP does not occur after repeated attempts, contact your local authorized Canon dealer.



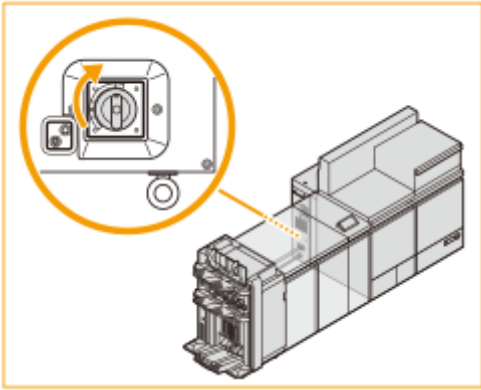
4 Turn the breaker dial to OFF ("○" side).



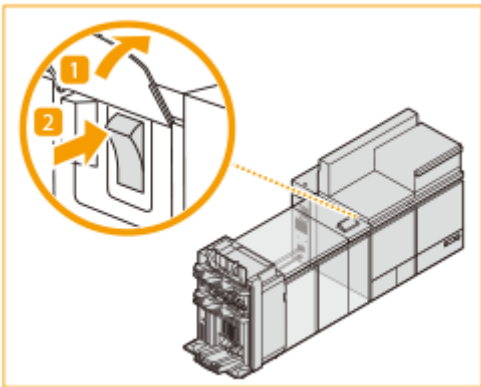
5 Turn the breaker dial all the way down until it stops.



6 Turn the breaker dial to ON ("|" side).



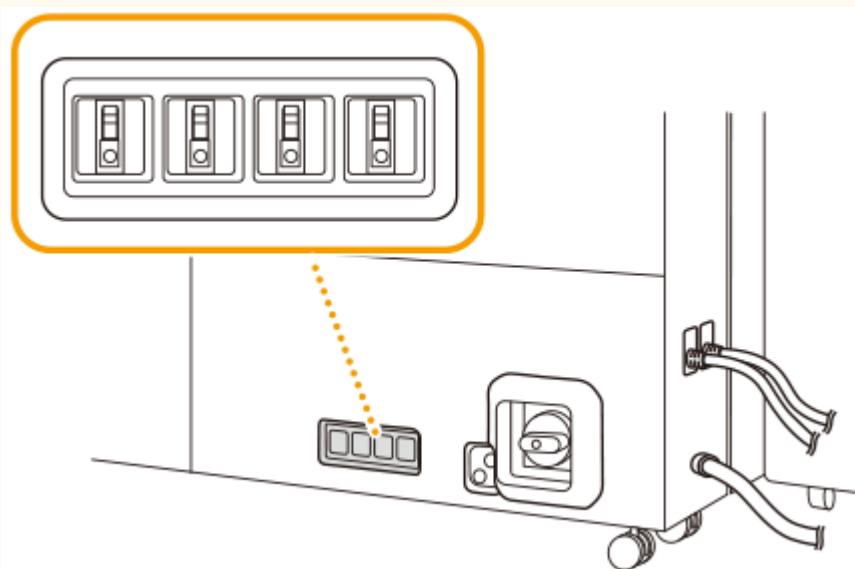
7 Turn ON the main power.



Inspecting the Sub Breaker

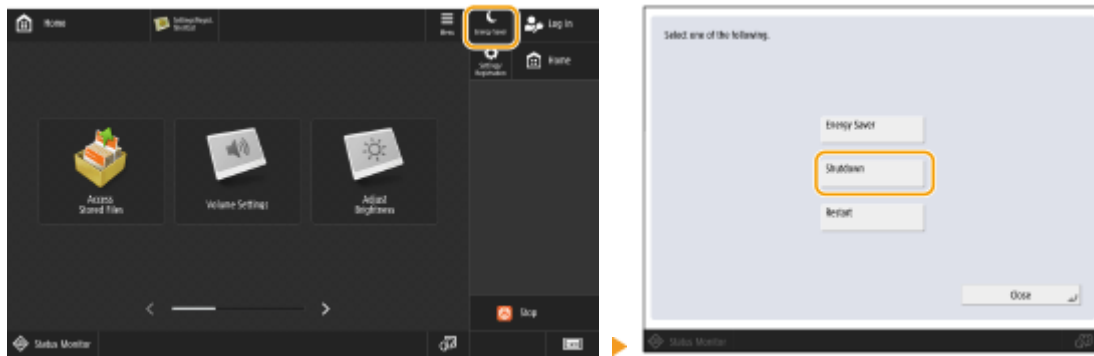
! IMPORTANT

- Four sub-breakers are installed. Be sure to test all the breakers.



- You can start the inspection from any breaker. The procedure is all the same.

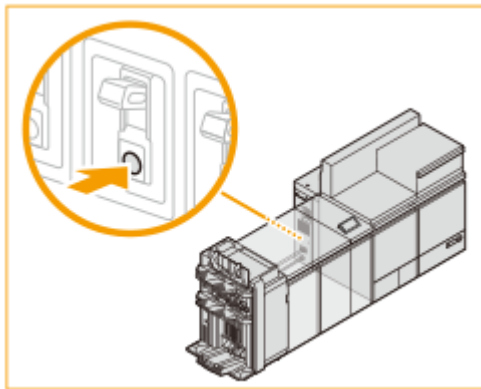
1 Turn OFF the main power. (▶Main Power and Energy Saver Key(P. 30))



! IMPORTANT:

- Make sure that the main power is turned OFF, before inspecting the breaker.
- The machine may take some time to completely shutdown. Start the inspection until the main power indicator (▶Control Panel (Optional)(P. 28)) is OFF.

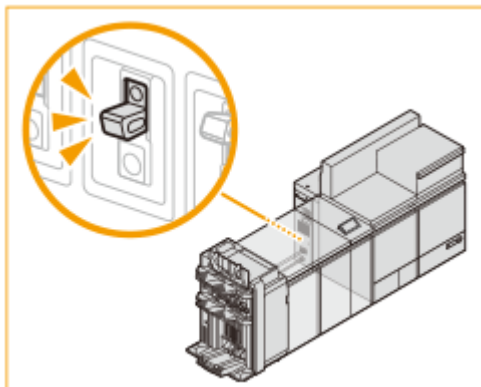
2 Push the test button with the tip of a ball-point pen or a similar object.



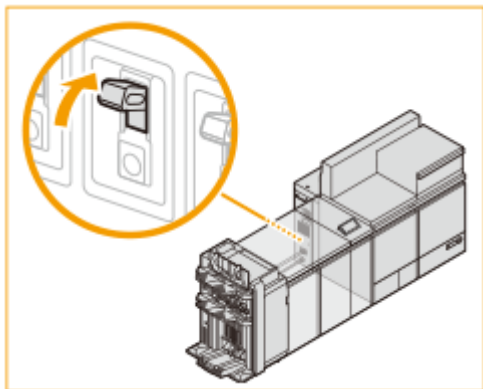
! IMPORTANT:

- Briefly push the test button.

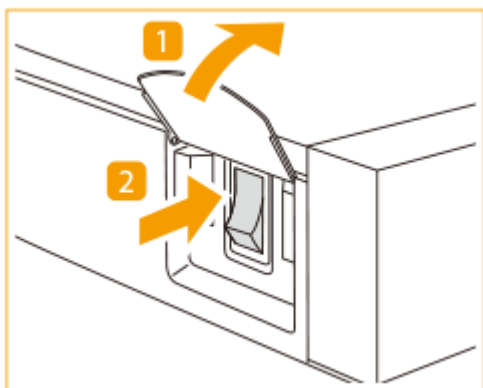
3 Confirm that the breaker dial is in the OFF ("O" side) position.



4 Switch the breaker lever to ON ("I" side).



5 Turn ON the main power. ▶ Main Power and Energy Saver Key(P. 30)



Regular Cleaning

E0SS-01F

It is recommended that you periodically clean the machine to prevent loss of print quality and enable you to use the machine comfortably and safely. Clean the machine in the order indicated by **a** to **c** below.



a Exterior ▶ **Cleaning the Exterior(P. 122)**

b Interior

▶ **<Clean Inside Main Unit>(P. 760)**

▶ **<Clean Wire>(P. 760)**

▶ **<Clean Roller>(P. 761)**

▶ **<Clean Belt>(P. 761)**

c Sensing Unit-B (Optional) ▶ **Cleaning the Scanning Glass of the Sensing Unit-B (Optional)(P. 123)**

CAUTION

- When cleaning the machine, turn the main power OFF and disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.
- Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.

IMPORTANT

- When cleaning with a cloth, do not dampen it too much, as this may break the machine.
- Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may result in damage to the plastic parts.

Cleaning the Exterior

E0SS-01H

Periodically wipe the surface of the machine to keep it clean.

1 Turn the power OFF, and remove the power plug from the power outlet.

▶ Main Power and Energy Saver Key(P. 30)

! IMPORTANT:

- Check the operation status of the machine before turning the power OFF. You can turn the power OFF even if the machine is executing an operation, but this may cause the operation to be interrupted or data to become damaged.

2 Wipe the surface of the machine.

- Wet a soft cloth with water or diluted mild detergent, wring the cloth out well, and wipe the machine.



- Wait until the moisture has completely dried before proceeding to the next step.

3 Insert the power plug into the power outlet, and turn the power ON.

▶ Main Power and Energy Saver Key(P. 30)

Cleaning the Scanning Glass of the Sensing Unit-B + OP

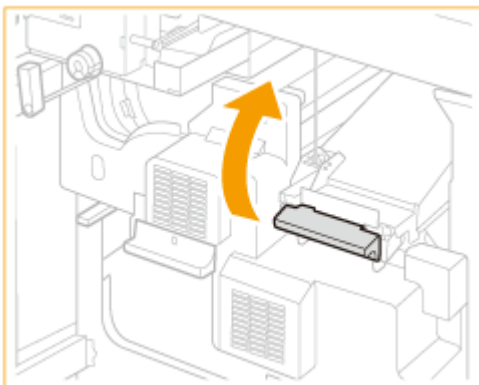
E0SS-01J

If the scanning glass becomes dirty, the scanning process cannot be performed correctly, which results in errors.

1 Open the front cover of the "Sensing Unit-B."

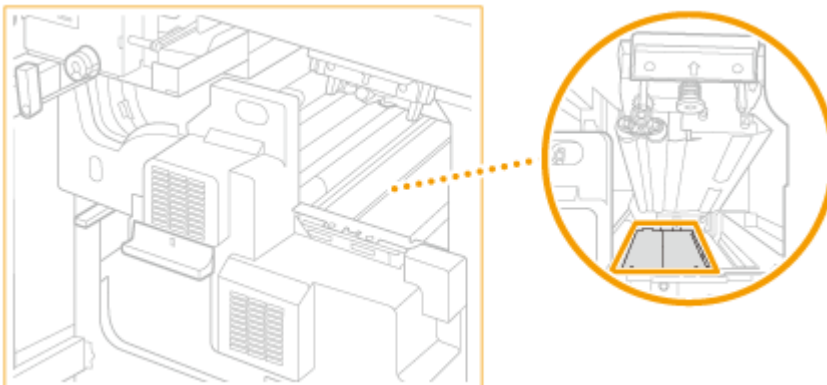


2 Raise the handle of the A3 guide and open the guide.



3 Clean the glass section.

- Use the supplied glass cleaning sheet to wipe the surface. If you cannot remove the dirt, soak a soft cloth in water, wring it out well, and use it to wipe the surface. Finally, wipe the surface with a dry soft cloth.



- Proceed to the next step after the surface have got dry completely.

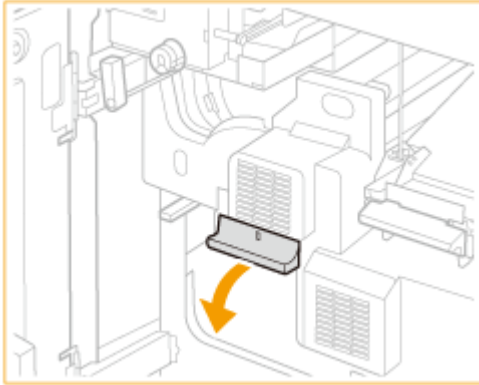
4 Lower the handle of the A3 guide and close the guide.

NOTE:

If you continue experiencing errors after cleaning the scanning sensor

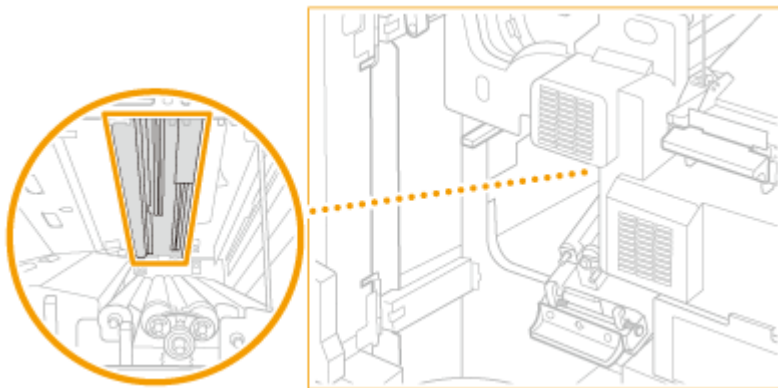
Contact your local authorized Canon dealer.

5 Lower the handle of the A2 guide and open the guide.



6 Clean the glass section.

- Use the supplied glass cleaning sheet to wipe the surface. If you cannot remove the dirt, soak a soft cloth in water, wring it out well, and use it to wipe the surface. Finally, wipe the surface with a dry soft cloth.



- Proceed to the next step after the surface have got dry completely.

7 Raise the handle of the A2 guide and close the guide.

NOTE:

If you continue experiencing errors after cleaning the scanning sensor

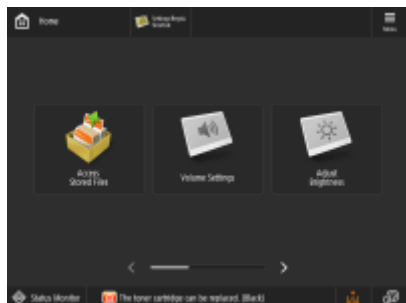
- Contact your local authorized Canon dealer.

8 Close the front cover of the "Sensing Unit-B."

Replacing the Toner Cartridge

E0SS-01K

When the message for replacing the toner cartridge is displayed on the touch panel display, press [] on the bottom right and replace the toner cartridge for the displayed color.

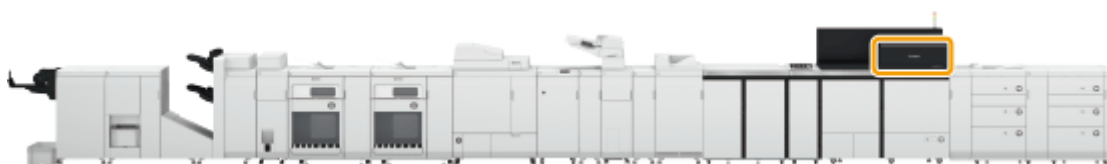


When the Black toner or all of the toners run out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge appears on the touch panel display. Follow the procedure described below to replace the toner cartridge.

If you press <Close>, you can continue operations, such as setting modes, even if you do not replace the toner cartridge immediately.



The location of the toner cartridge is indicated in the following illustration.



WARNING

- Do not burn or throw used toner cartridges into open flames, as this may cause the toner to ignite, resulting in burns or a fire.
- If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation. Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

CAUTION

- If toner is ingested, consult a physician immediately.
- If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

Store toner containers as described below

- Store toner containers in the following conditions:
 - Storage temperature range: 20-27 °C
 - Storage humidity range: 15 % to 60 %RH (relative humidity, condensation-free)*

* Even within the approved storage humidity range, water droplets (condensation) may develop inside the toner container if the temperatures inside and outside the toner container differ. Condensation will adversely affect the print quality.

- Store unopened until immediately prior to use.
- Do not store toner containers in the following locations:
 - Locations exposed to open Flames
 - Locations exposed to direct sunlight
 - Locations exposed to excessively salty air
 - Locations heavily exposed to corrosive gases (e.g. aerosol sprays or ammonia)
 - Very hot and/or humid Locations
 - Locations subject to dramatic changes in temperature and humidity likely to cause condensation
 - Very dusty Locations
 - Locations within the reach of Children
 - Locations close to products that emit magnetism
- If toner is ingested, consult a physician immediately.
- If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

IMPORTANT

- Use only toner cartridges intended for use with this machine.
- For information on the supported Canon genuine toner, see  **Replacement Parts(P. 154)** .
- Do not replace toner cartridges until the message prompting you to do so appears.
- You can replace a toner cartridge while the machine is printing.
- The color of the toner to be replaced is displayed on the touch panel display. If multiple toner cartridges must be replaced, replace the toner cartridges in the following order:Black, Yellow, Magenta, Cyan.
- If you continue printing in black-and-white after cyan, magenta, or yellow toner runs out, do not remove the depleted toner cartridges from the machine.
- You can display an error message informing the user that the remaining toner is low. For instructions on displaying the remaining toner error message, see  **<Display Remaining Toner Error Message>(P. 714)** . For instructions on deleting the remaining toner error message, see  **<Delete Remaining Toner Error>(P. 715)** .

NOTE

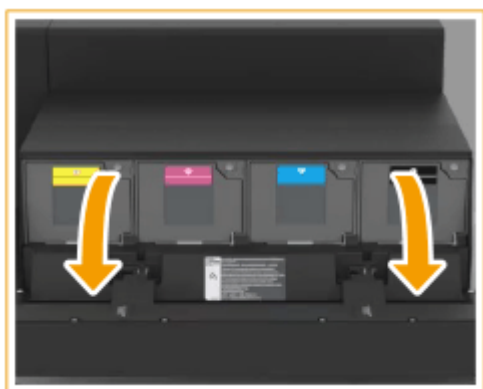
- Complete instructions on how to replace the toner cartridge can be accessed by pressing <Previous> or <Next> on the touch panel display.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.
- If black toner is left, you can continue printing in black-and-white. However, if a job is interrupted because cyan, magenta, or yellow toner runs out, printing in black-and-white is only possible for functions other than the function being used for the interrupted job.
- After replacing toner cartridges, if printed colors are different from the colors printed before you replaced the toner cartridges, perform <Auto Adjust Gradation> in <Adjustment/Maintenance> (Settings/Registration). **▶Adjusting Gradation(P. 413)**

1 Press [].

NOTE

- If the Black toner or all of the toners run out, this step is not necessary.

2 Open the outer toner replacement cover.



! IMPORTANT

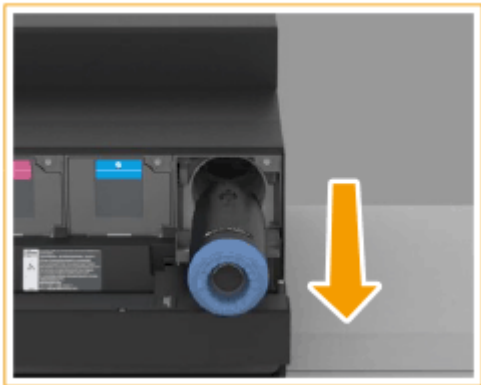
- The toner cartridge is attached in order of yellow, magenta, cyan, and black from the left.

3 Press the open button of the toner cartridge you want to replace, and then open the inner toner replacement cover.



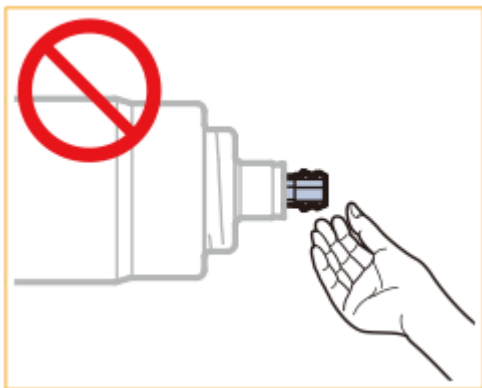
4 Remove the toner cartridge.

- Pull the toner cartridge out halfway, and then remove it completely while supporting it and keeping it straight with your other hand from underneath.

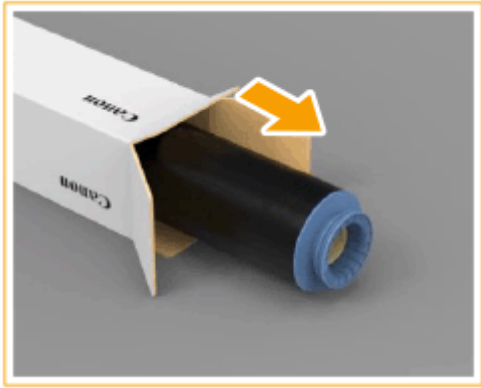


CAUTION

- Do not touch the tip of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner cartridge to leak.



5 Remove the new toner cartridge from the box.

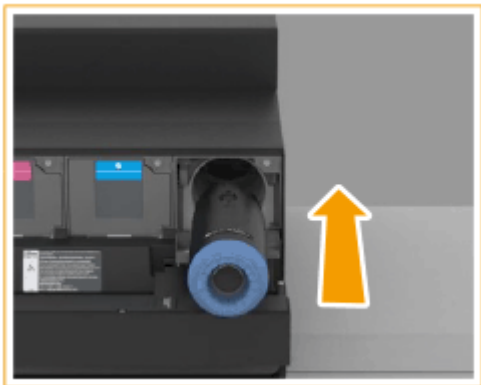


- 6** Twist the orange protective cap of the new toner cartridge in the direction of the arrow (counterclockwise) to remove it.



- 7** Push the new toner cartridge into the machine as far as it will go.

- Support the new toner cartridge with one hand from underneath, while pushing it into the machine with your other hand.



! IMPORTANT

- When replacing toner cartridges, make sure that the color of the toner cartridge matches the color of the toner supply port. If the color is different, the toner cartridge will not fit into the port.

- 8** Close the inner toner replacement cover.



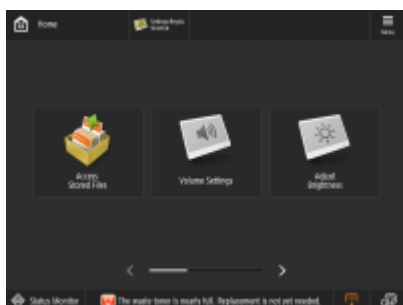
9 Close the outer toner replacement cover.



Replacing the Waste Toner Container

E0SS-01L

When the waste toner container nears capacity, a message appears on the touch panel display.



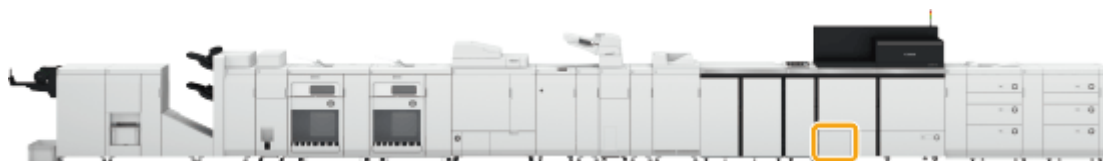
In this case, you should prepare a new waste toner container.

You can replace the waste toner container immediately by pressing [].

When the waste toner container is full, a screen with instructions on how to replace the waste toner container appears on the touch panel display. Follow the procedure described below to replace the waste toner container.



The location of the waste toner container is indicated in the following Illustration.



WARNING

- Do not burn or throw used waste toner containers into open flames. Also, do not store waste toner containers in places exposed to open flames, as this may cause the toner to ignite, resulting in burns or a fire.
- If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation. Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.



CAUTION

- If toner is ingested, consult a physician immediately.
- If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing it off with warm water will set the toner, and make it impossible to remove the toner stains.

! IMPORTANT

- Do not replace the waste toner container before the message prompting you to replace it appears on the touch panel display.
- A message prompting you to prepare a new waste toner container can appear before the replacement message, however, do not replace the waste toner container at this time.
- The used waste toner container will be collected by your service representative. Keep the toner opening closed using the cap removed from the waste toner container.
- Used toner cannot be reused. Do not mix new and used toner together.
- Make sure to use the dedicated waste toner container for this machine.

NOTE

- The waste toner container is a container for collecting unused toner that remains when printing.
- For details about each message, see [▶Countermeasures for Each Message\(P. 875\)](#) .
- For information on the model number of the waste toner container, see [▶Consumable Parts\(P. 155\)](#) .
- Complete instructions on how to replace the waste toner container can be accessed by pressing <Previous> or <Next> on the touch panel display.
- The waste toner container can be replaced even while the machine is in operation.
- You can check the current amount of space remaining in the waste toner container.
[▶Checking the Space Remaining in the Waste Toner Container\(P. 157\)](#)

Procedure for Replacing the Waste Toner Container

1 Press [].

NOTE

- This procedure is not necessary if the instructions to replace the waste toner container appear on the touch panel display.

2 Pull out the waste toner container tray.



3 Remove the cap attached to the container to close the waste toner opening.

- 1 Remove the cap attached to the waste toner container.



- 2 Close the waste toner container's opening.



4 Remove the waste toner container.



CAUTION

- Do not tilt the waste toner container when removing it. Doing so may cause waste toner to spill.

5 Set the new waste toner container.



IMPORTANT

- Do not push into the waste toner unit while the cap is attached to the waste toner container's opening. It can cause damage.

6 Gently push the waste toner container tray into the machine.



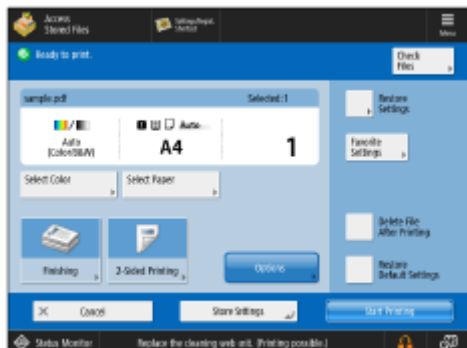
CAUTION

- When closing the waste toner container, be careful not to get your fingers caught, as this may result in personal injury.

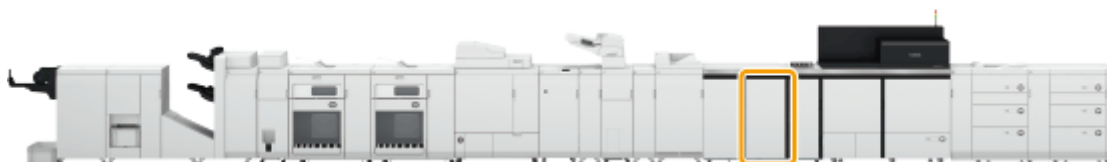
Replacing the Cleaning Web Unit

E0SS-01R

When the replacement message for the cleaning web unit is displayed, press [] on the lower right of the screen, and replace the cleaning web unit of the corresponding fixing part.



The location of the fixing part is indicated in the following illustration.



CAUTION

- The fixing part remains hot after printing. Wait until it cools before replacing the cleaning web unit.



IMPORTANT

- Your local authorized Canon dealer will dispose of the cleaning web unit. Store the removed cleaning web unit in the box.

NOTE

- Prepare a new cleaning web unit before starting the replacement process.
- Press <Previous> and <Next> displayed on the touch panel display to review the replacement process.
- Jobs that are interrupted by replacing the cleaning web unit restart automatically after replacement is complete.

1 Press [].

NOTE

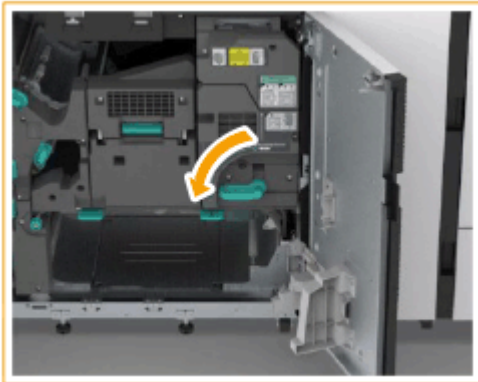
- This step is not necessary if there is no cleaning web unit set.

2 Open the front cover of the Fixing Station.

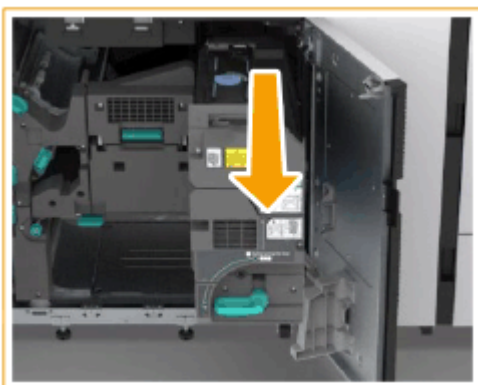
- Open the left side of the front cover first.



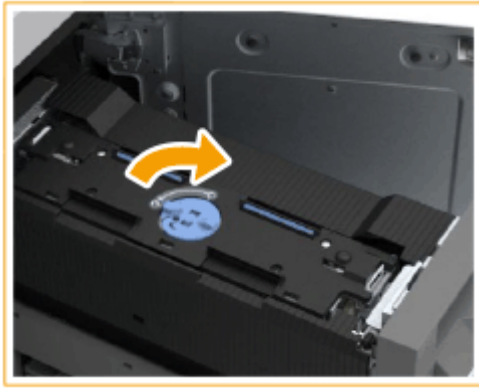
3 Push the C1 lever for pulling out the fixing part down.



4 Pull the fixing part out until it stops.



5 Turn the knob on the cleaning web unit to release the lock.

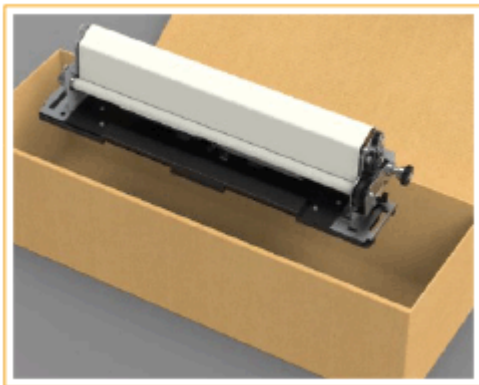


6 Remove the cleaning web unit completely.

- Hold the top of the cleaning web unit, and remove by lifting straight up.

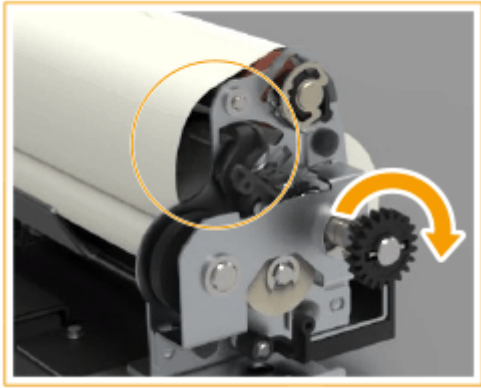


7 Remove the new cleaning web unit from its box.



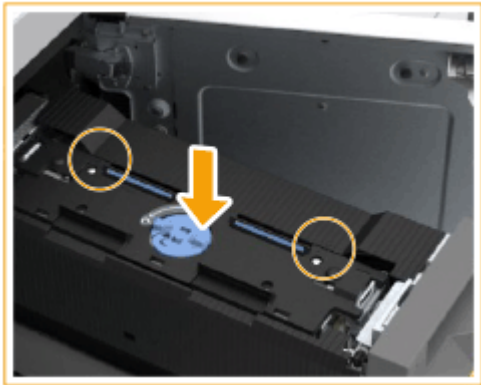
8 Turn gears to take up slack in web Sheets.

- Turn the gear in the direction of the arrow until the slack is removed.



9 Set the new cleaning web unit to the fixing part.

- Insert the cleaning web unit so it is straight and that the positions of the  symbols each that are printed on the cleaning web unit and fixing part match.



! IMPORTANT

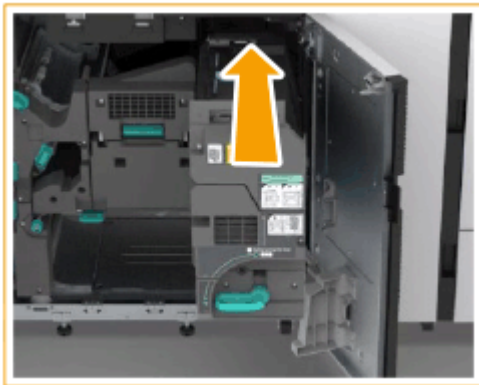
- Do not touch the roller part and web sheet when holding the new cleaning web unit. Errors or print stains may occur if the web sheets is creased or sagging.



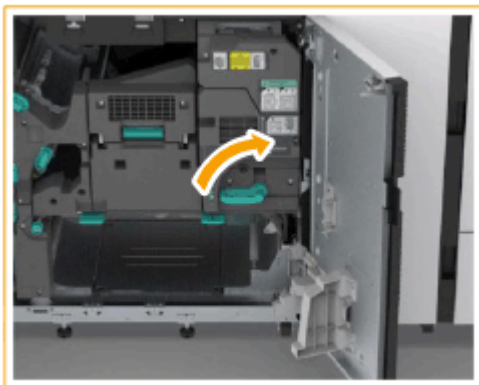
10 Turn the knob on the cleaning web unit to lock it.



11 Return the fixing part to the previous position until a click sound is heard.



12 Return the C1 lever to its original position.



13 Close the front cover of the Fixing Station.

- Close the left side of the front cover first.

IMPORTANT

- If the screen display does not change even after replacement, check that the knob on the cleaning web unit is set to the LOCK position.
- If the cleaning web unit is replaced before the replacement message is displayed, initialize the cleaning web unit.  **<Initialize After Replacing Parts>(P. 767)**

- The cleaning web unit is initialized automatically in the regular replacement process. Do not initialize it from the menu.

Loading Staples ⊕ OP

E0SS-01S

When the staples in the finisher have run out, an icon prompting you to replenish the staples is displayed on the bottom right of the screen. Press the icon, and follow the instructions on the screen to replace the staple case.

▶ **Replacing the Staple Case in the Stapler Unit (Staple Finisher-AF/Booklet Finisher-AF)(P. 142)**

▶ **Replacing the Staple Case in the Saddle Stitcher Unit (Booklet Finisher-AF)(P. 144)**

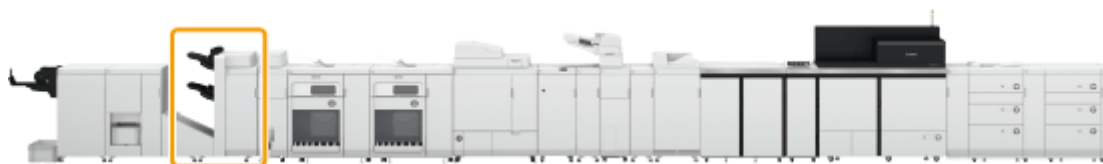
! IMPORTANT

- Prints may be output to optional equipment while you are replacing the staple. Take care when handling the optional equipment installed to the machine.

NOTE

- For information on the product number for the staple case, see ▶ **Consumables(P. 154)** .
- You can check the current amount of staples remaining. ▶ **Checking the Remaining Amount of Staples and Saddle Stitch Staples(P. 158)**

The location of the "Staple Finisher-AF" or "Booklet Finisher-AF" is indicated in the following illustration.



Replacing the Staple Case in the Stapler Unit (Staple Finisher-AF/Booklet Finisher-AF)

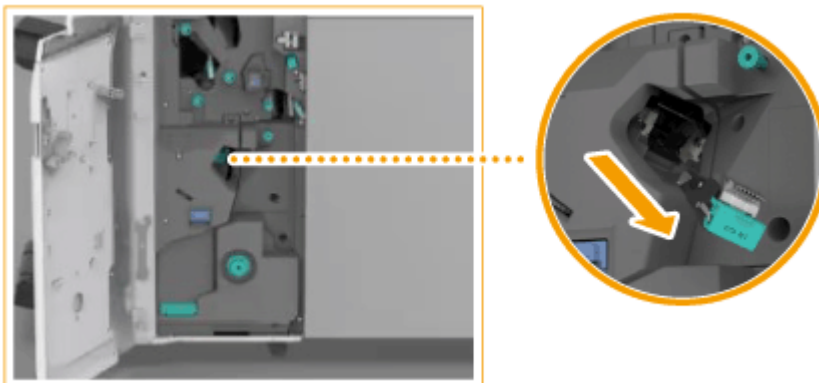
E0SS-01U

- 1 Open the front cover of the finisher.



- 2 Pull out the staple cartridge from the stapler unit.

- Pull it out by holding the green tab of the staple case.



- 3 Remove the empty staple case from the staple cartridge.



4 Take out a new staple case from the box.



! IMPORTANT:

- Remove the seal that holds the staples together after you place the staple cartridge into the staple case.

5 Insert the new staple case.



6 Hold the green tab, and push the staple case back into the stapler unit until it is securely in place.



7 Close the front cover of the finisher.

Replacing the Staple Case in the Saddle Stitcher Unit (Booklet Finisher-AF)

E0SS-01W

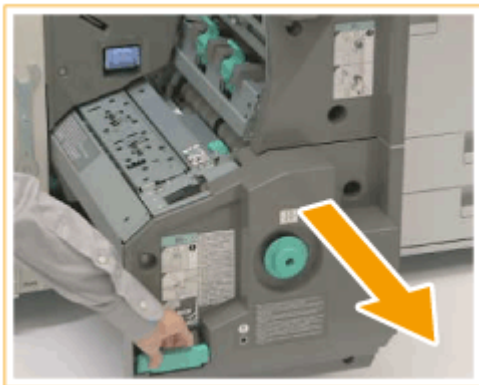
CAUTION

- Be careful not to get hurt by staples.

1 Open the front cover of the finisher.



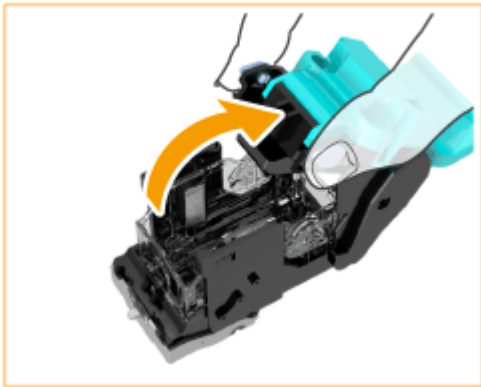
2 Pull out the saddle stitcher unit.



3 Pull out the two staple cartridges.

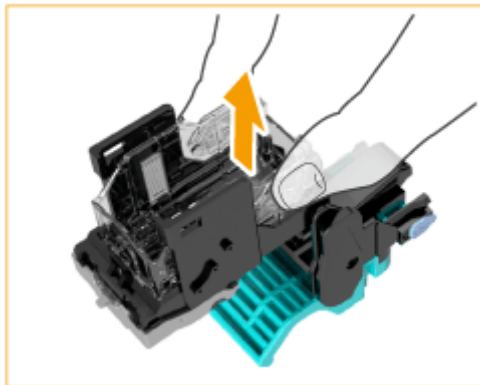


4 Press the blue parts on both sides of the staple cartridge cover, and open it.



5 Remove the empty staple case.

1 Hold both sides of the empty staple case.



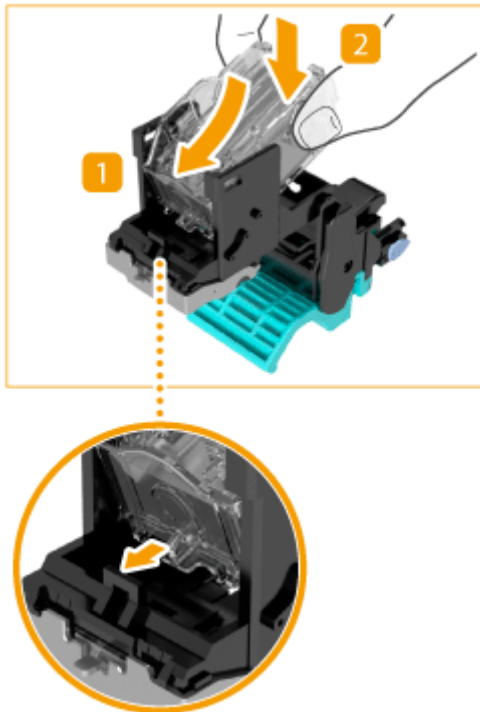
2 Lift and pull out the empty staple case.

6 Take out a new staple case from the box.



7 Insert the new staple case in the staple cartridge.

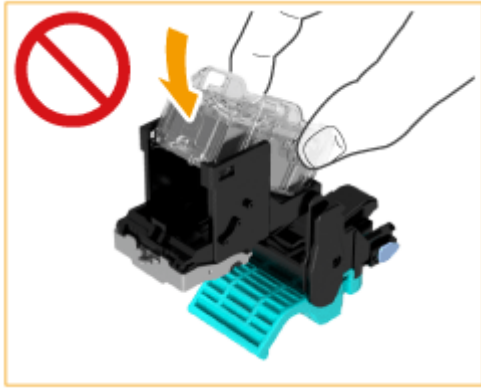
- 1 Diagonally insert the tab on the front of the staple case into the hole in the staple cartridge, as shown in the illustration.



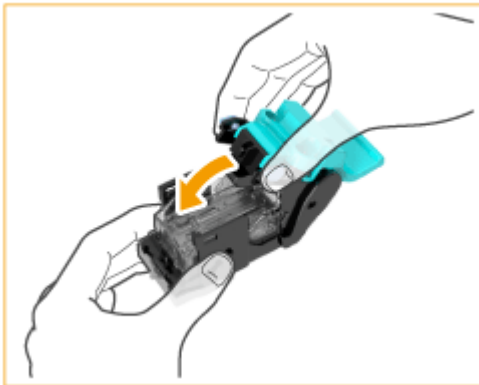
- 2 Push down on the back of the staple case until it clicks into place.

! IMPORTANT:

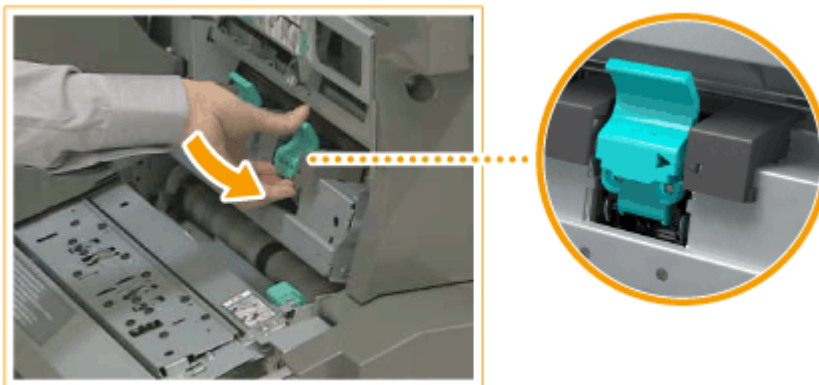
- Make sure to insert the front part of the staple case first. Do not attempt to insert the back side of the staple case first, as shown in the illustration below.



8 Close the staple cartridge cover.



9 Insert the two staple cartridge into the saddle stitcher unit.



- Make sure that the staple cartridges are inserted so that the setting position marks are aligned as shown in the illustration above.

10 Push the saddle stitcher unit back into the machine, and close the front cover of the finisher.

NOTE:

- If stapling does not work after staples are replenished, perform staple repositioning manually. ▶<Saddle Stitch Staple Repositioning>(P. 749)

Emptying the Punch Waste ⊕ OP

E0SS-01X

When the punch waste in the finisher is full, an icon is displayed on the bottom right of the screen. Press the icon and follow the instructions on the screen to empty the punch waste.

Discarding the Punch Waste (Staple Finisher-AF/Booklet Finisher-AF)(P. 149)

IMPORTANT

- Prints may be output to optional equipment while you are emptying the punch waste. Take care when handling the optional equipment installed to the machine.

NOTE

- For information on how to discard punch waste in the "Multi Function Professional Puncher-C," see the instruction manual of the "Multi Function Professional Puncher-C."

The location of the "Staple Finisher-AF" or "Booklet Finisher-AF" is indicated in the following illustration.



Discarding the Punch Waste (Staple Finisher-AF/Booklet Finisher-AF)

E0SS-01Y

Follow the procedure described in this section to discard punch waste from the "Puncher Unit-BT"/"Puncher Unit-BU" that is installed in the optional "Staple Finisher-AF"/"Booklet Finisher-AF."

1 Open the front cover of the finisher.



2 Pull out the punch waste tray.

- Make sure that the guide (A2) is closed before pulling out the punch waste tray so that it does not block the punch waste tray. **Paper Jams in the Staple Finisher-AF/Booklet Finisher-AF(P. 215)**

1 Hold the punch waste tray handle and gently pull it toward you.



2 Pull it out completely, supporting it with your hand.

NOTE:

- Make sure that the guide (A2) is closed before pulling out the punch waste tray so that it does not block the punch waste tray.
- If the guide is open, close the guide as shown in the illustration below.



3 Discard the punch waste.



4 Return the punch waste tray to its original position.



- Make sure to insert the punch waste tray as far as it will go.

5 Close the front cover of the finisher.

Discarding Staple Waste OP

E0SS-020

When the stapler unit inside the finisher becomes full of staple waste, an icon appears at the bottom-right of the touch panel display. Press the icon, and follow the on-screen instructions to discard staple waste.

Discarding Staple Waste (Staple Finisher-AF/Booklet Finisher-AF)(P. 152)

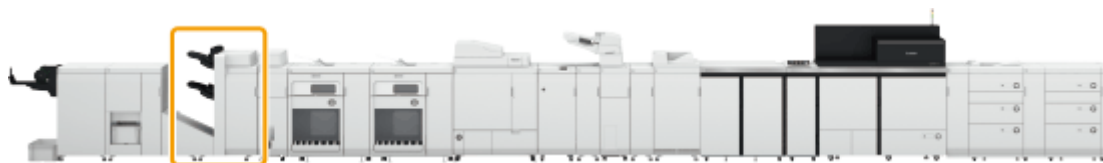
CAUTION

- When discarding the staple waste, be careful not to touch the staple waste, as this may result in personal injury.

IMPORTANT

- Take care when handling the optional equipment that is attached to the machine. Printing may be performed while staple waste is being discarded.

The location of the "Staple Finisher-AF" or "Booklet Finisher-AF" is indicated in the following illustration.



Discarding Staple Waste (Staple Finisher-AF/Booklet Finisher-AF)

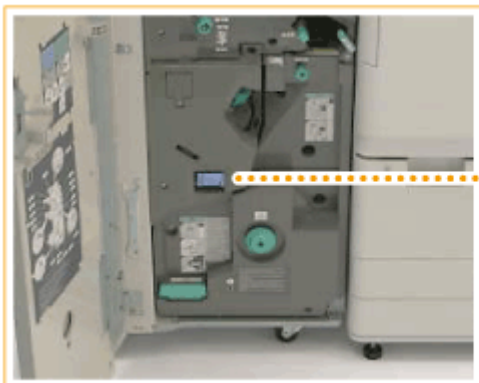
E0SS-021

- 1 Open the front cover of the finisher.



- 2 Pull out the staple waste tray.

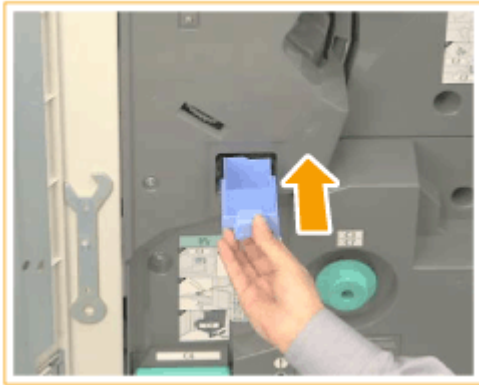
- Hold the light blue tab of the staple waste tray and pull it straight out.



- 3 Discard the staple waste.



4 Return the staple waste tray to its original position.



- Make sure to insert the staple waste tray as far as it will go.

5 Close the front cover of the finisher.

Replacement Parts

E0SS-022

This section describes the replacement parts used by the machine. Purchase the replacement parts from the authorized Canon dealer that you purchased the machine from. Follow the precautions when handling and storing the replacement parts.

Genuine Consumables

Canon continuously develops technology innovations in Canon manufactured Toner, Toner cartridge, and Parts, specifically designed for use in Canon Multi-Functional machines.

Experience the benefits of optimal print performance, print volume and high quality outputs, achieved through Canon's new advanced technologies. Therefore, the use of Canon genuine consumables is recommended for your Canon Multi-Functional machines.



▶ **Consumables(P. 154)**

▶ **Consumable Parts(P. 155)**

NOTE

- For information on handling and storing the replacement parts, follow the precautions indicated in the Important Safety Instructions included with the machine.
- You can check the current amount of the replacement parts remaining.

▶ **Checking the Remaining Amount of Consumables(P. 157)**

Consumables

■ Toner Cartridge for Replacement

Model name	Genuine Canon toner
imagePRESS V1350	• Canon imagePRESS Toner T14 Black • Canon imagePRESS Toner T14 Cyan • Canon imagePRESS Toner T14 Magenta • Canon imagePRESS Toner T14 Yellow

! IMPORTANT

Be careful of counterfeit toners

- Please be aware that there are counterfeit Canon toners in the marketplace. Use of counterfeit toner may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner.
For more information, see global.canon/ctc.

■ Staple Case for Replacement

Make sure to use the dedicated replacement staple case for this machine. Also note that the product number of the staple case to use differs according to the finisher.

Staples

Finisher name	Genuine Canon staple case
Staple Finisher-AF Booklet Finisher-AF	 • Staple-N1

Saddle Staples

Finisher name	Genuine Canon staple case
Booklet Finisher-AF	 • Staple-P1

Consumable Parts

■ Waste Toner Container

Make sure to use the dedicated waste toner container for this machine.



- WT-402

Checking the Remaining Amount of Consumables

E0SS-023

When you press  (Status Monitor), the Status Monitor screen is displayed, allowing you to check the toner level or other status indications.



- ▶ Checking the Remaining Toner Level(P. 157)
- ▶ Checking the Space Remaining in the Waste Toner Container(P. 157)
- ▶ Checking the Remaining Amount of Staples and Saddle Stitch Staples(P. 158)
- ▶ Checking the Amount of Remaining Glue(P. 158)
- ▶ Checking the Amount of Staple Waste(P. 158)
- ▶ Checking the Amount of Punch Waste(P. 158)
- ▶ Checking the Amount of Trim Waste(P. 158)
- ▶ Checking the Item Name of Consumables(P. 159)

TIPS

- You can check the remaining amount of consumables from the Remote UI. ▶ **Checking the Machine Status(P. 601)**

NOTE

- Some items may not be displayed depending on the installation status of optional equipment.

Checking the Remaining Toner Level

It is recommended that you check the remaining toner level before printing a large job to determine whether or not to prepare a new toner cartridge.



Press  (Status Monitor) ▶ <Toner/Other> ▶ Checking the Remaining Toner Level.

Checking the Space Remaining in the Waste Toner Container

It is recommended that you check the space remaining in the waste toner container before performing a large job to determine whether or not to prepare a new waste toner container.



Press  (Status Monitor) ► <Toner/Other> ► check <Waste Toner Container>.

Checking the Remaining Amount of Staples and Saddle Stitch Staples

It is recommended that you check the remaining amount of staples and saddle stitch staples before performing an operation which will consume a large number of staples, especially when printing a large number of booklets, in order to determine whether to prepare a new staple case.



Press  (Status Monitor) ► <Toner/Other> ► check <Remaining Staples> and <Saddle Staples>.

Checking the Amount of Remaining Glue

Make sure to check the amount of remaining glue to determine if you need to add glue, especially when glue consumption increases, such as before perfect binding.



Press  (Status Monitor) ► <Toner/Other> ► check <Remaining Glue>.

Checking the Amount of Staple Waste

Check whether the staple waste is full, especially before performing an operation that will consume a large amount of staples, such as printing a large number of booklets.



Press  (Status Monitor) ► <Toner/Other> ► Check <Staple Waste>.

Checking the Amount of Punch Waste

Check whether the punch waste is full, especially before punching a large number of holes.



Press  (Status Monitor) ► <Consumables/Others> ► <Punch Waste> and/or <Toner/Other>.

Checking the Amount of Trim Waste

Check whether the trim waste is full, especially before performing an operation that will greatly increase the trim waste, such as printing a large number of booklets.



Press (Status Monitor) ► <Toner/Other> ► Check <Booklet Trim Waste> and/or <Perfect Binder Waste>.

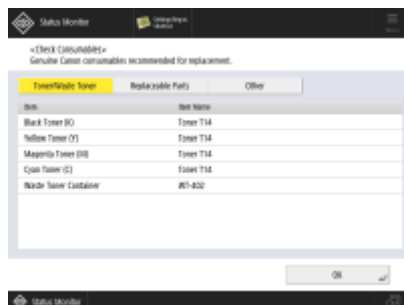
Checking the Item Name of Consumables

Check the Item Name of consumables.



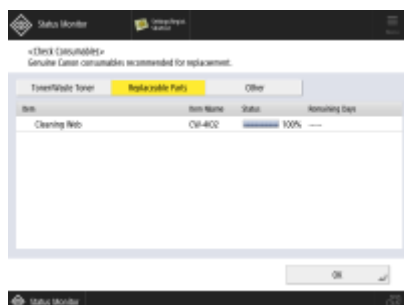
Press (Status Monitor) ► <Toner/Other> ► <Check Consumables>.

■ <Toner/Waste Toner> Screen



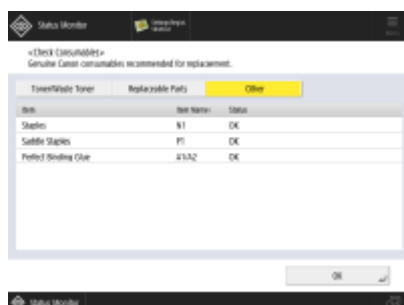
<Item>, <Item Name> are displayed.

■ <Replaceable Parts> Screen



<Item>, <Item Name>, <Status>, <Remaining Days> are displayed.

■ <Other> Screen



<Item>, <Item Name>, and <Status> are displayed.

LINKS

- ▶ **Replacing the Toner Cartridge(P. 125)**
- ▶ **Replacing the Waste Toner Container(P. 131)**
- ▶ **Loading Staples (Optional)(P. 141)**
- ▶ **Emptying the Punch Waste (Optional)(P. 148)**
- ▶ **Countermeasures for Each Message(P. 875)**

Clearing Paper Jams

E0SS-024

If a paper jam occurs, a message, the location of the paper jam, and the procedure for clearing it are displayed on the screen. If you do not know how to clear the paper jam from viewing the screen, see **Paper Jam Locations(P. 162)** to clear the paper jam. For information on cautions when clearing paper jams, see Important Safety Instructions.

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.
- 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

Cautions when clearing paper jams

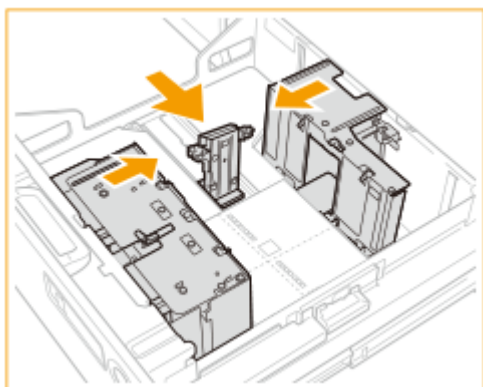
- When clearing paper jams, do not turn the power OFF. Data being printed is erased when you turn the power OFF.
- When the paper gets torn, be sure to remove all of it so that no pieces remain.
- Prints may be output to optional equipment while you are clearing paper jams. Take care when handling optional equipment that is installed.

■ If Paper Jams Frequently Occur

If paper jams frequently occur even though there are no problems with the machine and its optional equipment, check the following.

Is the rear edge retainer and size change plate misaligned?

- Match the rear edge retainer and the size change plate with the loaded paper.



Is the paper type correct?

- On the <Status Monitor> screen, check the paper type. ▶<Status Monitor> Screen(P. 319)
- If the paper loaded in a paper source differs from the paper type setting, see ▶Loading Paper(P. 33) to set the paper type again.

Do pieces of paper remain in the machine?

- Pieces of paper may remain in the machine after removing a paper jam. Open the location where the paper was jammed, and remove any pieces of paper (do not forcibly pull the paper when removing it).

Paper Jam Locations

For information on locations where a paper jam can occur and how to resolve it, see 1 to 11 in the figure below and the reference.

The B to W symbols at the top of the figure indicate the unit number displayed on the screen when a paper jam occurs.



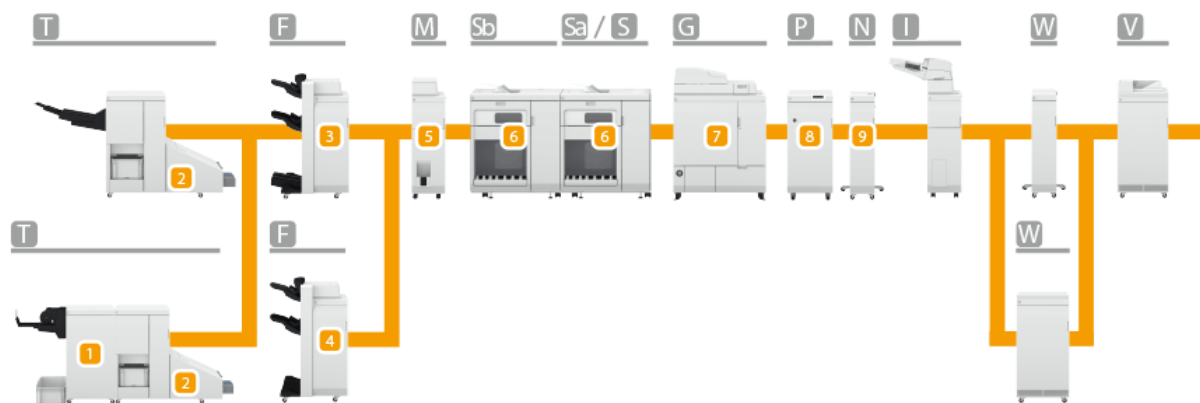
■ Inspection, Main Unit, and Paper Source Area



Paper jam location	Unit number	Unit name	Reference

1	I	Document Insertion Unit-R	▶ Paper Jams in the Document Insertion Unit-R(P. 228)
2	W	Inspection Unit-B	See the User's Guide for the "Inspection Unit-B."
3	V	Sensing Unit-B	▶ Paper Jams in the Sensing Unit-B(P. 237)
4	C	Fixing Station	▶ Paper Jams in the Marking Engine (Inside the Main Unit)(P. 165)
5	B	Buffer Pass Station	▶ Paper Jams in the Buffer Pass Station(P. 178)
6	B	Marking Engine	▶ Paper Jams in the Marking Engine (Inside the Main Unit)(P. 165)
7	B	Marking Engine (Paper source)	▶ Paper Jams in the Feeding Unit(P. 172)
8	B	POD Deck-E (Buffer path unit)	▶ Paper Jams in the Buffer Pass Unit(P. 198)
9	D Da Db	POD Deck-E/Secondary POD Deck-E (Paper deck)	▶ Paper Jams in the Paper Decks(P. 212)
10	D Da Db	POD Deck-E/Secondary POD Deck-E (Right front cover/ horizontal path)	▶ Paper Jams in the Front Right Cover/ Horizontal Pass(P. 205)
11	W	Inspection Unit-C	See the User's Guide for the "Inspection Unit-C."

■ Output Area



Paper jam location	Unit number	Unit name	Reference
1	T	Two-Knife Booklet Trimmer-B	See the instruction manual for the "Two-Knife Booklet Trimmer-B."
2	T	Booklet Trimmer-G	See the instruction manual for the "Booklet Trimmer-G."
3	F	Booklet Finisher-AF	▶ Paper Jams in a Finisher (Optional)(P. 214)

4	F	Staple Finisher-AF	• Paper Jams in a Finisher (Optional)(P. 214)
5	M	Paper Folding Unit-K	• Paper Jams in the Paper Folding Unit-K(P. 233)
6	S Sa Sb	High Capacity Stacker-J	See the instruction manual for the "High Capacity Stacker-J."
7	G	Perfect Binder-F	See the instruction manual for the "Perfect Binder-F."
8	P	Multi Function Professional Puncher-C	See the instruction manual for the Multi Function Professional Puncher-C."
9	N	Static Eliminator-A	See the instruction manual for the "Static Eliminator-A."

NOTE

- Paper may not actually be jammed in the location you check. Even in this case, follow the instructions on the screen to check all the locations.
- The screen indicating that there is a paper jam is repeatedly displayed until you clear the paper jam.
- If you press <Close> on the screen indicating that there is a paper jam, you may be able to continue to perform operations and specify settings without immediately removing the paper jam.
- Do not remove paper from a location other than that displayed as a paper jam location on the screen. This may cause paper jams in other locations or missing pages in output documents.

Paper Jams in the Marking Engine (Inside the Main Unit)

E0SS-025

If a paper jam occurs in the marking engine, a screen prompting you to remove the jammed paper appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.

- ▶ **Paper Jams in the Lower Feeding Unit/Paper Decks of the Main Unit(P. 166)**
- ▶ **Paper Jams in the Feeding Unit(P. 172)**
- ▶ **Paper Jams in the Buffer Pass Station(P. 178)**

Paper Jams in the Lower Feeding Unit/Paper Decks of the Main Unit

E0SS-026

This section describes how to clear a paper jam which occurs in the lower feeding unit/paper decks of the main unit. Check the paper jam location on the screen, and follow the procedure below to remove the paper.

The location of the lower feeding unit/paper decks of the main unit is indicated in the following illustration.



CAUTION

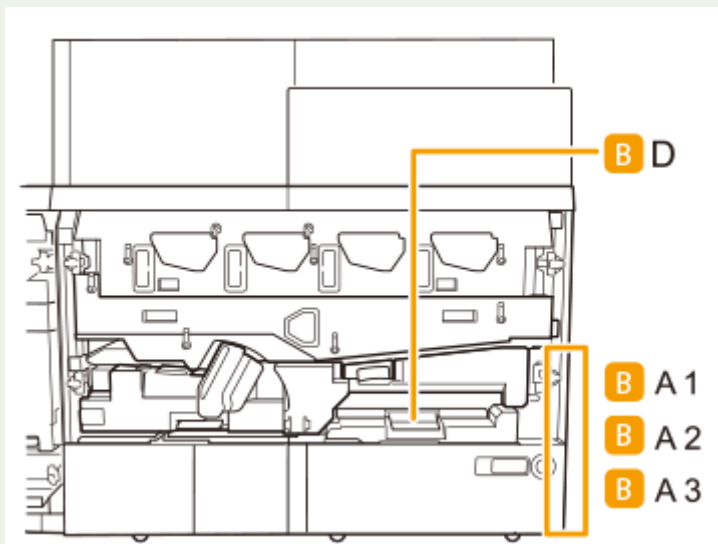
- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

IMPORTANT

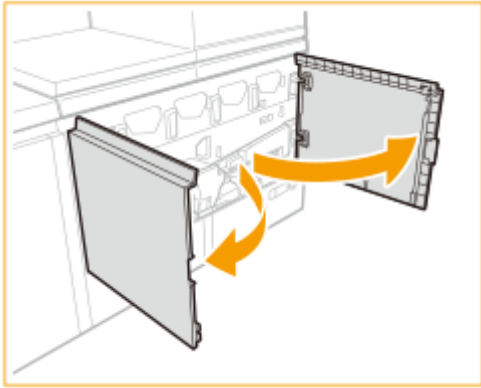
- Make sure to perform all procedures without omitting.

NOTE

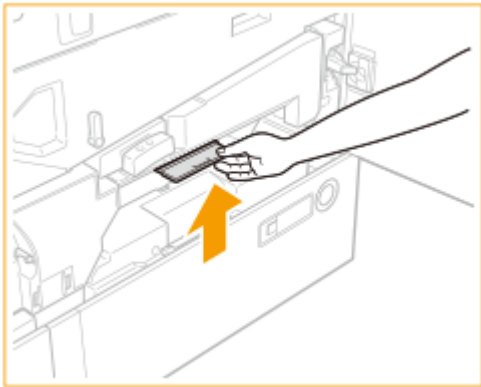
- The following illustration indicates the location of the paper jam. Please refer to it to remove the jammed paper.



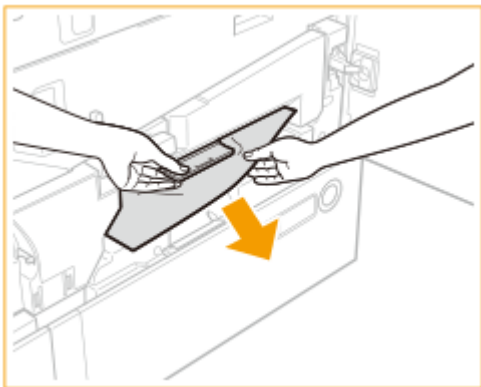
- 1** Open the marking engine front cover in the order of left and right.



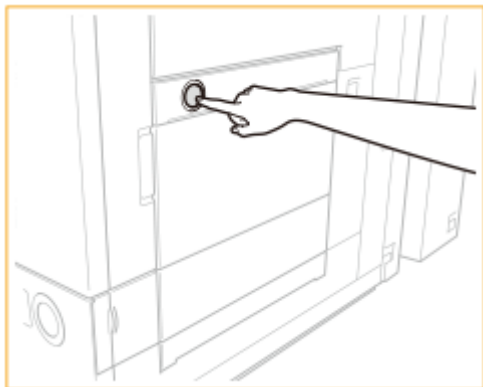
2 Lift up the guide (D).



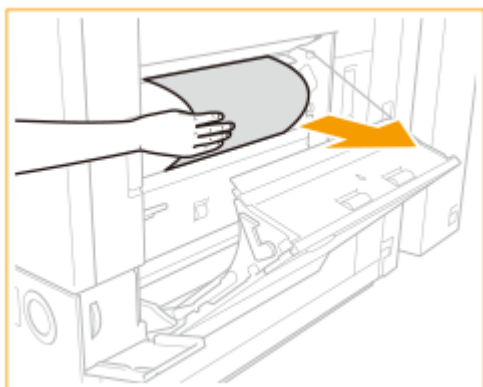
3 Remove any jammed paper, and place back the guide (D).



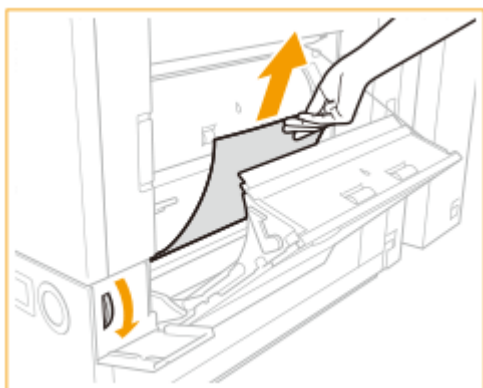
4 Press the button (A1) to open the right under cover.



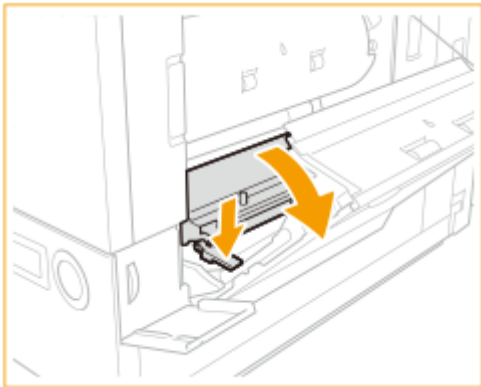
5 Remove any jammed paper.



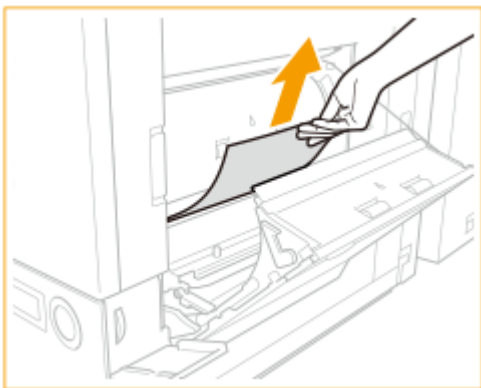
6 Turn the dial (A2) in the direction of the arrow, and remove any jammed paper.



7 Push the lever to open the guide (A3).



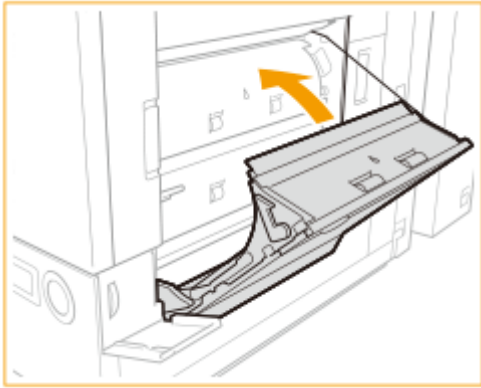
8 Remove any jammed paper.



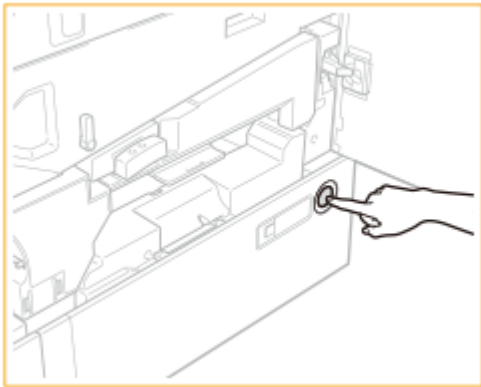
9 Close the guide (A3).



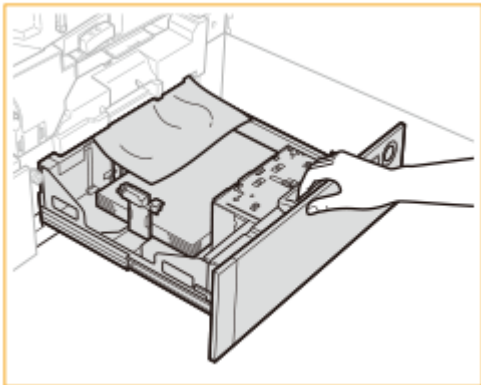
10 Close the right under cover.



11 Push the button on the right paper deck.



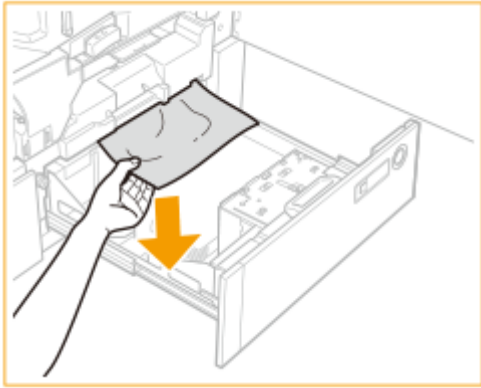
12 Grip the handle, and pull out the paper deck until it stops.



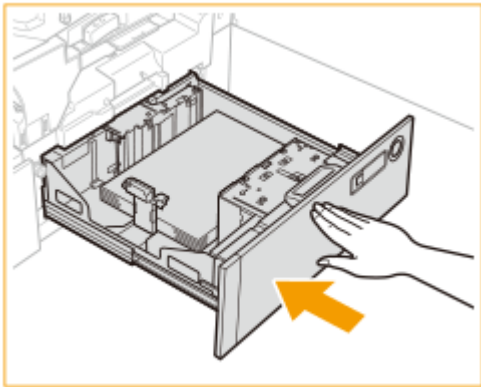
! IMPORTANT

- Do not pull out the paper deck by force.

13 Remove any jammed paper.



14 Close the right paper deck.



15 Close the marking engine front cover in the order of right and left.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in the Feeding Unit

E0SS-027

This section describes how to clear a paper jam which occurs in the feeding unit. Check the paper jam location on the screen, and follow the procedure below to remove the paper.

The location of the feeding unit is indicated in the following illustration.

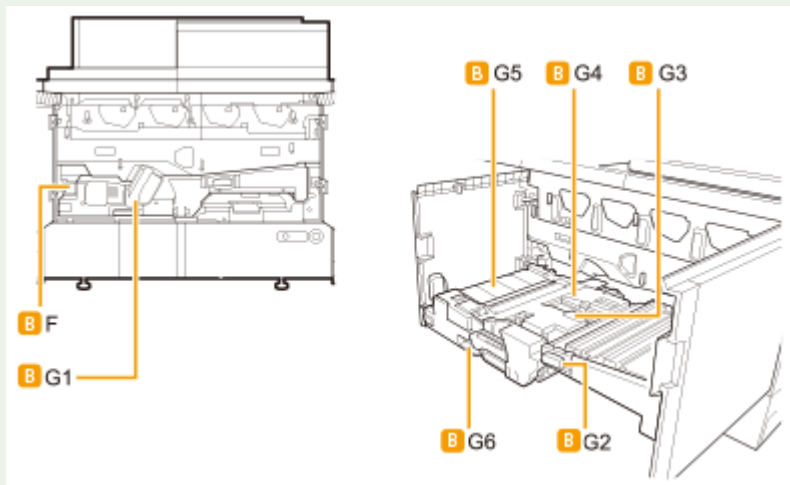


CAUTION

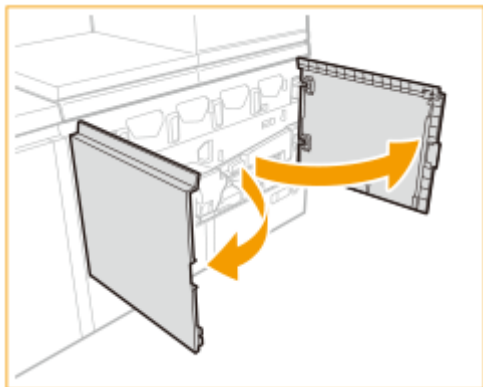
- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

NOTE

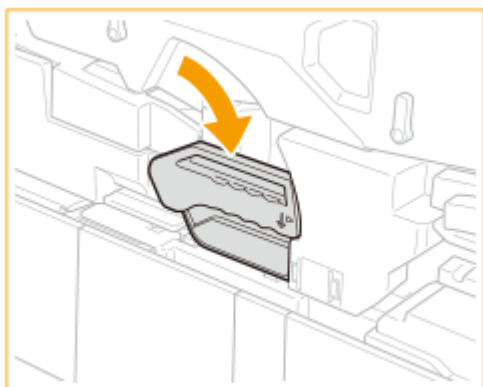
- The following illustration indicates the location of the paper jam. Please refer to it to remove the jammed paper.



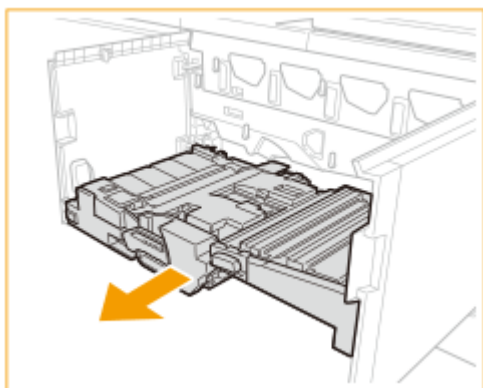
- 1 Open the marking engine front cover in the order of left and right.



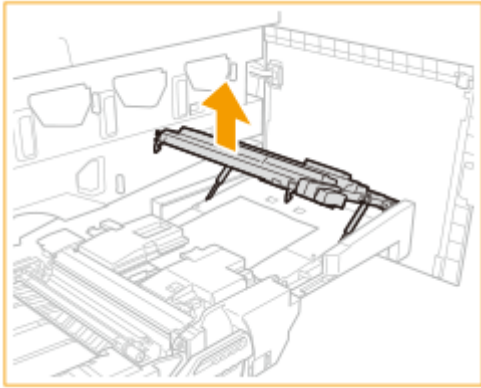
2 Tilt the lever (G1) to the right.



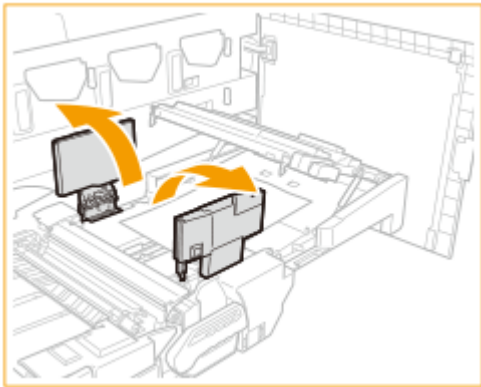
3 Grip the lever (G1), and pull out the feeding unit.



4 Open the guide (G2).



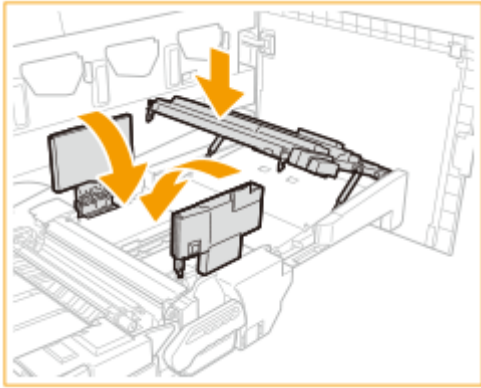
5 Open the guide (G3), and push the lever to open the guide (G4).



6 Remove any jammed paper.



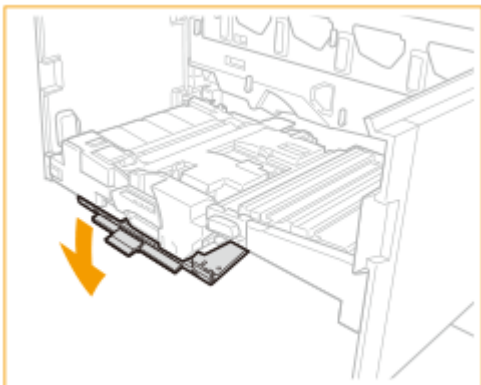
7 Close the guides (G4, G3, and G2).



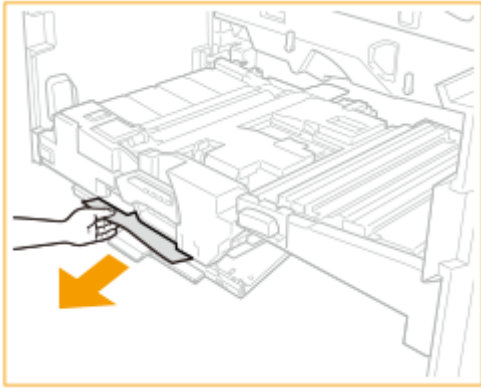
8 Remove any jammed paper from the (G5).



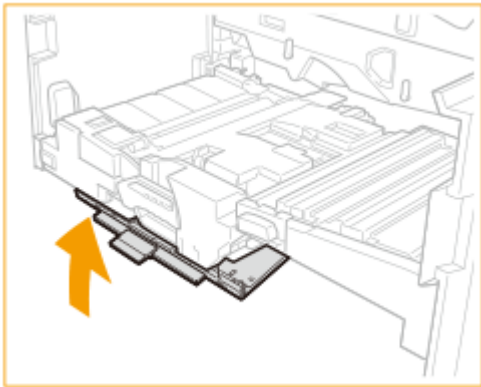
9 Open the guide (G6).



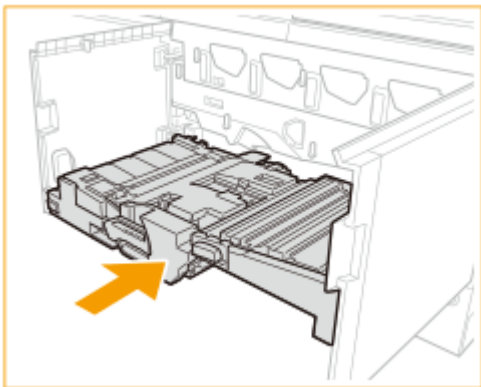
10 Remove any jammed paper.



11 Close the guide (G6).



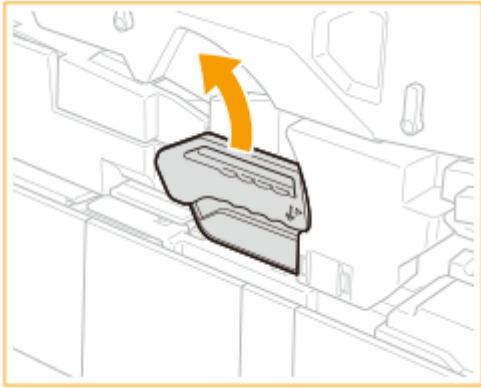
12 Close the feeding unit.



! IMPORTANT

- Make sure that the feeding unit is returned to its original position properly.

13 Return the lever (G1) to its original position.



14 Close the marking engine front cover in the order of right and left.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in the Buffer Pass Station

E0SS-028

This section describes how to clear a paper jam which occurs in the Buffer Pass Station. Check the paper jam location on the screen, and follow the procedure below to remove the paper.

The location of the Buffer Pass Station is indicated in the following illustration.

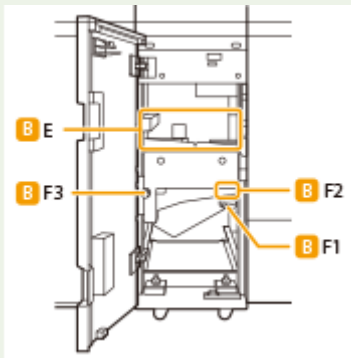


CAUTION

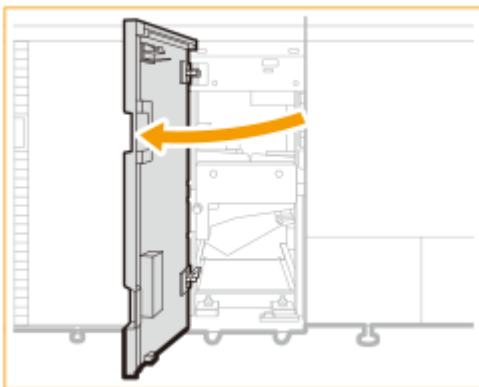
- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

NOTE

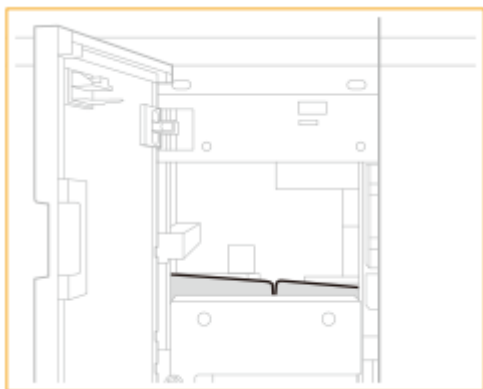
- The following illustration indicates the location of the paper jam. Please refer to it to remove the jammed paper.



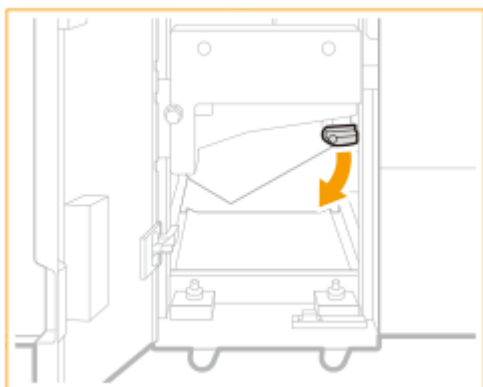
1 Open the front cover.



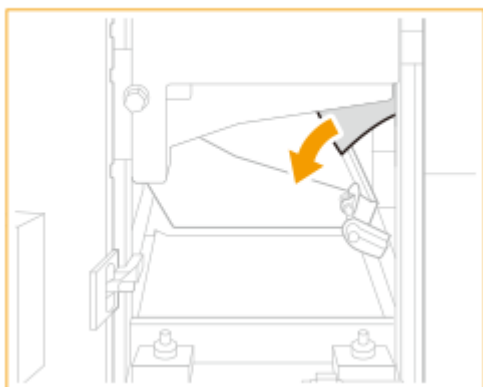
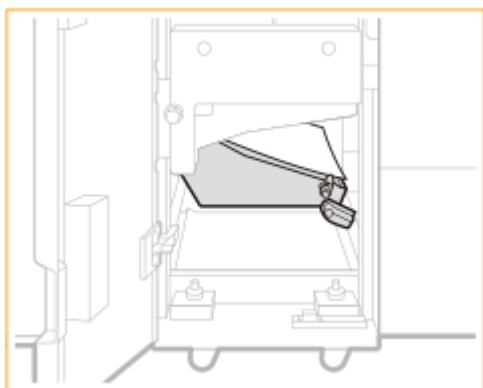
2 Remove jammed paper.



3 Open the decaler unit (F1).

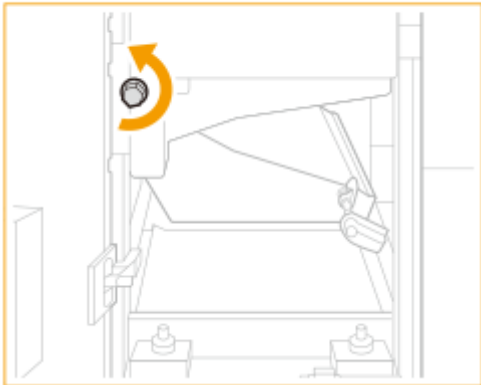


4 Remove jammed paper.

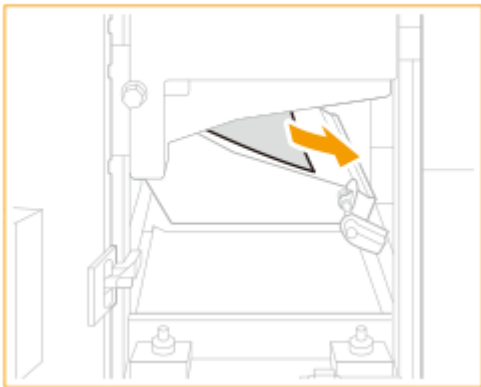


5 Turn the paper feed dial (F3) counterclockwise.

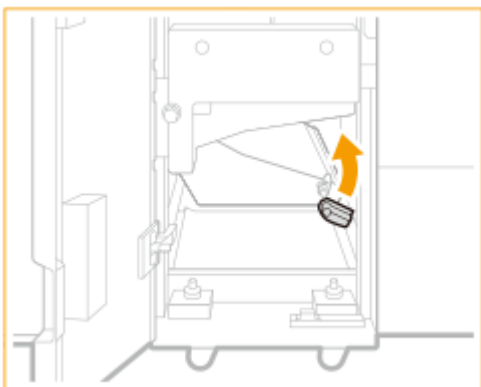
- If there is jammed paper, it will be sent out to a position where it can be removed.



6 Remove jammed paper.



7 Close the decaler unit (F1).



8 Close the front cover.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in the Fixing Station (Inside the Main Unit)

E0SS-029

If a paper jam occurs in the fixing station, a screen prompting you to remove the jammed paper appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.

▶ Paper Jams in the Fixing Station(P. 182)

Paper Jams in the Fixing Station

E0SS-02A

This section describes how to clear a paper jam which occurs in the fixing unit. Check the paper jam location on the screen, and follow the procedure below to remove the paper.

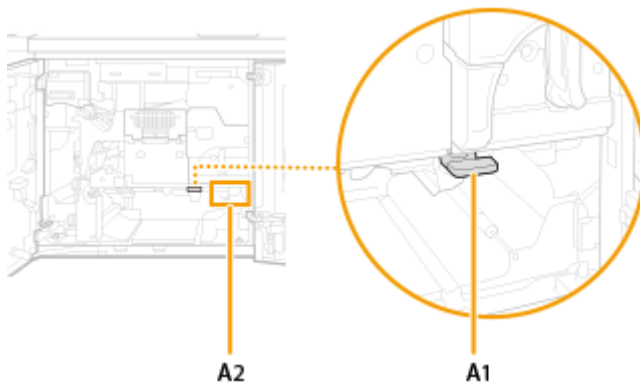
The location of the fixing unit is indicated in the following illustration.



- ▶ **Paper Jams at the 2-sided Guide (Right) (A1) and 2-sided Outlet Unit (A2)(P. 182)**
- ▶ **Paper Jams in Each Unit(P. 184)**

Paper Jams at the 2-sided Guide (Right) (A1) and 2-sided Outlet Unit (A2)

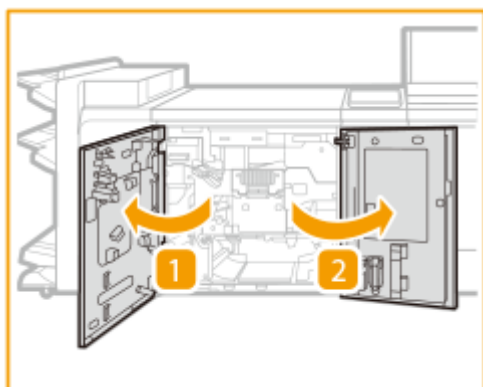
Paper jam locations are indicated by number such as guide (A1) or unit (A2), which is shown in the illustration below.

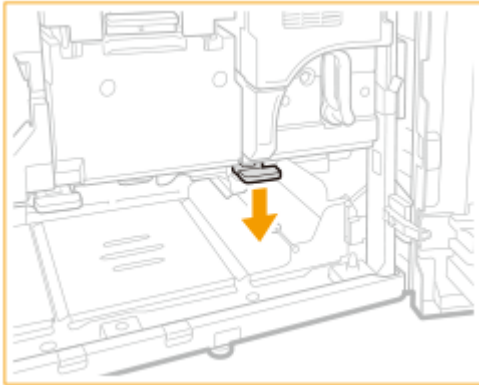
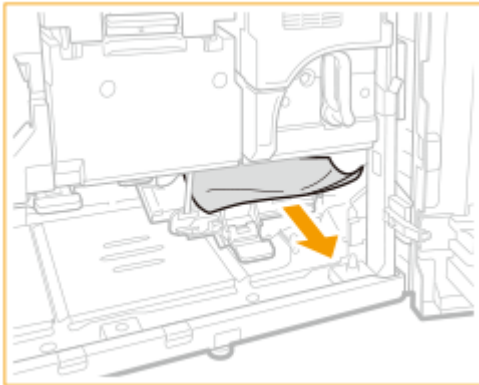


CAUTION

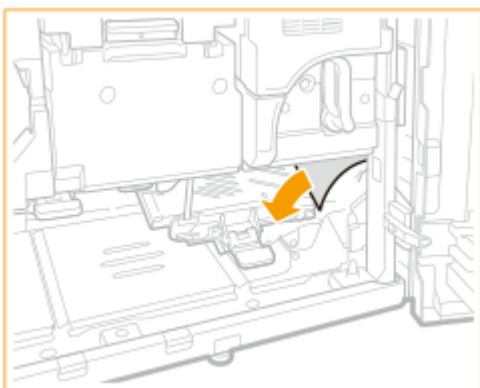
- There is a hot part around the 2-sided guide (right) (A1) and 2-sided outlet unit (A2). Be careful not to touch the guide when removing the paper.
- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

1 Open the fixing station front cover in the order of left and right.



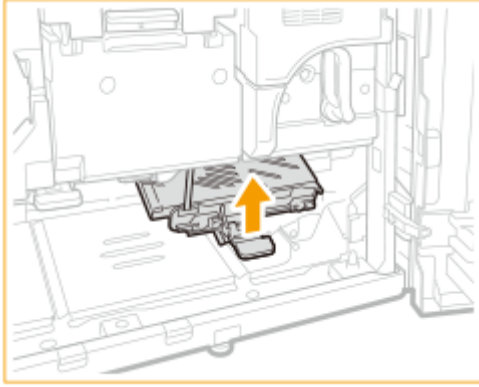
2 Open the guide (A1) (a).**3 If paper is jammed, gently pull it out in the direction of the arrow.****NOTE:**

- If the front LED on the unit (A2) is blinking and the back LED is lit, remove the jammed paper from the unit (A2).



- The LEDs do not turn off when you remove the jammed paper. Visually check that there is no paper left.

4 Close the guide (A1) (a).

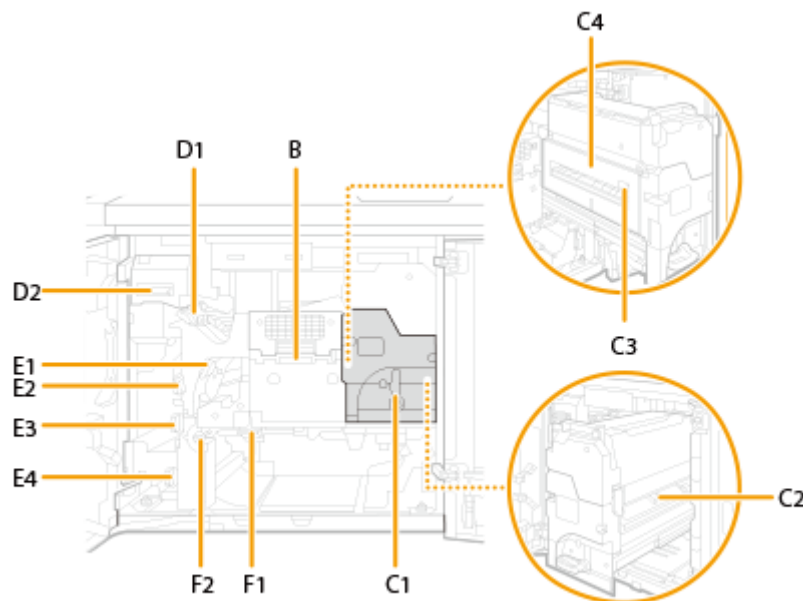


5 Close the fixing station front cover in the order of right and left.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in Each Unit

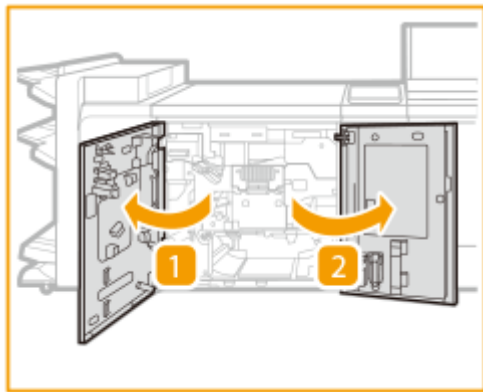
The positions of each unit and the "lever (C1)" and "guide (D1)" in the procedure are as shown in the figure.



CAUTION

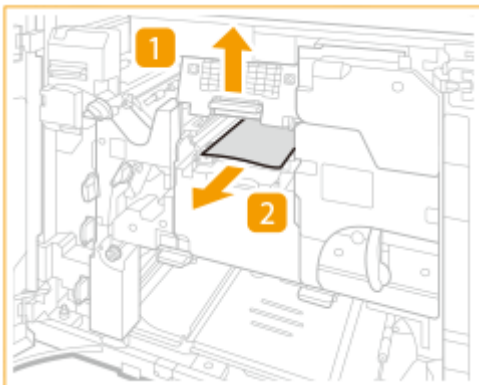
- There is a hot part around the fixing unit. Be careful not to touch the guide when removing the paper.
- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

1 Open the fixing station front cover in the order of left and right.



2 Check whether paper is jammed in the cooling unit.

- 1 Open the lever (B).
- 2 If paper is jammed, gently pull it out in the direction of the arrow.

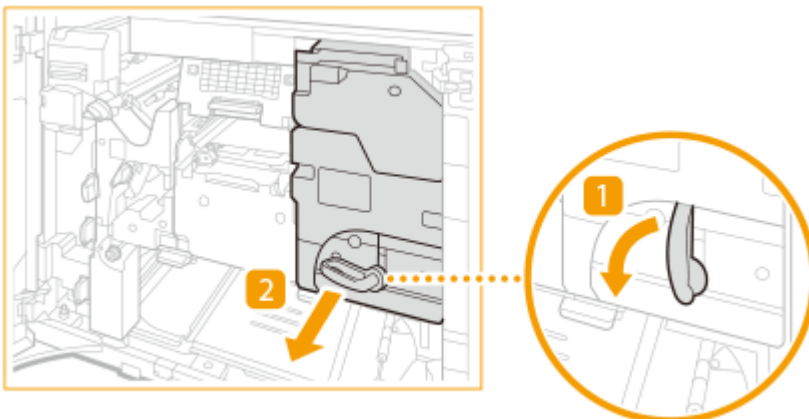


NOTE:

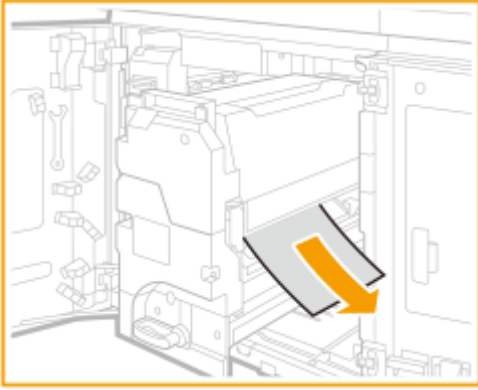
- Leave the lever (B) open. Close after checking for a paper jam in the fixing unit.

3 Check whether paper is jammed in the fixing unit.

- 1 Tilt the lever (C1) to the left to release the lock.
- 2 Holding the lever (C1), pull the fixing unit out.

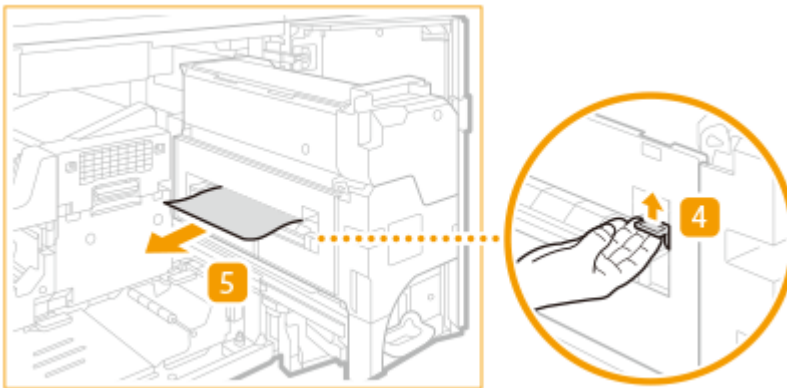


- 3** If paper is jammed at the entrance of the fixing unit, gently pull it out in the direction of the arrow.



- 4** Open the guide (C3).

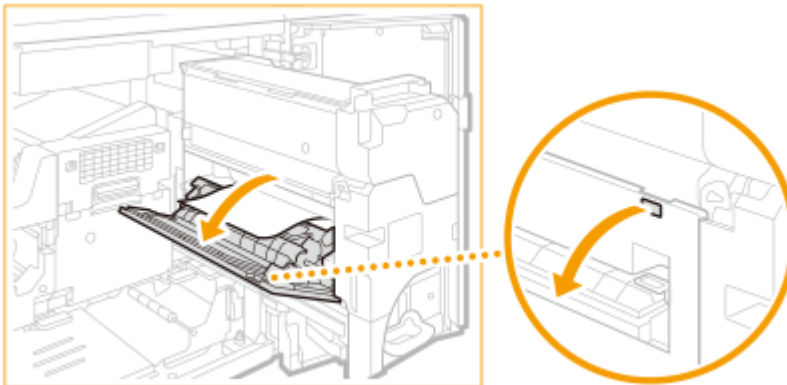
- 5** If paper is jammed, gently pull it out in the direction of the arrow keeping the guide (C3) open by hand.



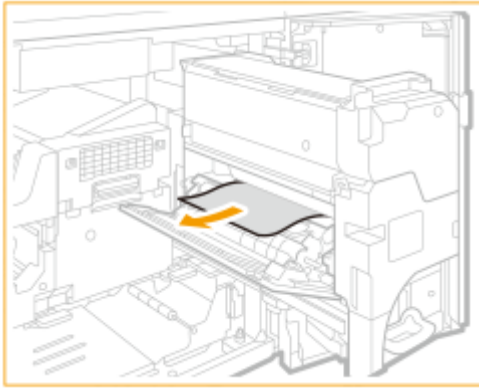
NOTE:

- When you release the guide (C3), it closes.

- 6** Open the cover (C4).



- 7** If paper is jammed, gently pull it out in the direction of the arrow.



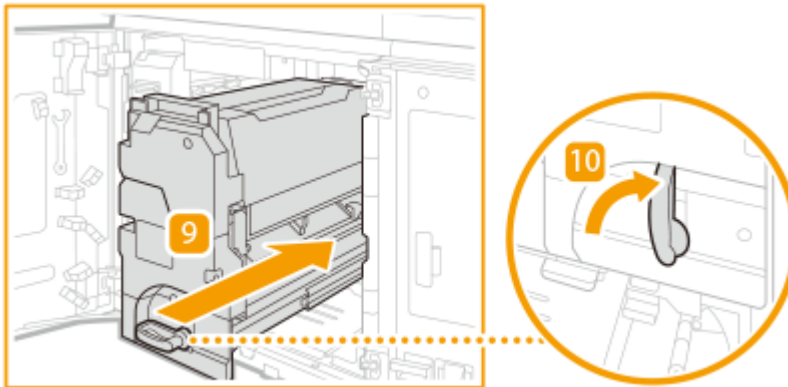
8 Close the cover (C4).

9 Gently push the fixing unit back into the machine holding the lever (C1).

NOTE:

- When pushing in the fixing unit, the lever (C1) you hold may move so that it pops up, but this is not a malfunction. Push it all the way in and proceed to the next step.

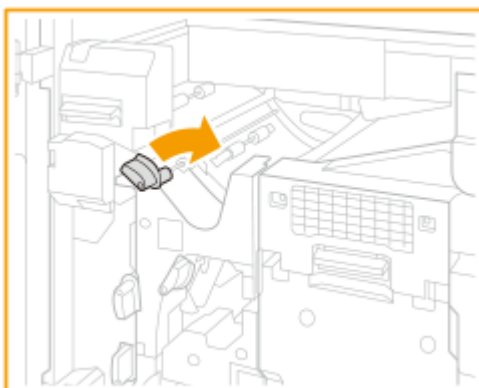
10 Turn the lever (C1) to the right to lock.



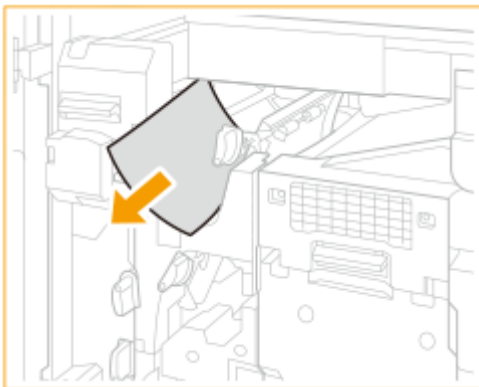
11 Close the lever (B) of the cooling unit.

4 Check whether paper is jammed in the upper feeding guide.

1 Open the guide (D1).



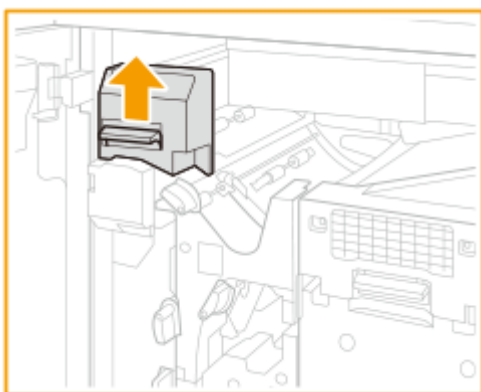
2 If paper is jammed, gently pull it out in the direction of the arrow.



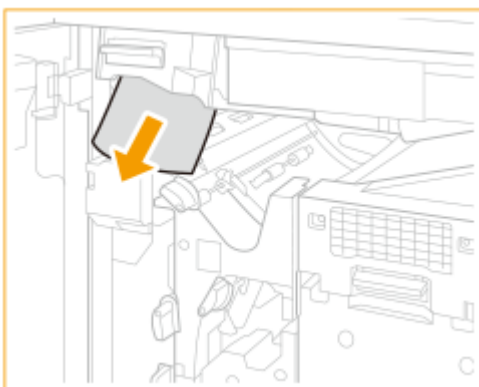
3 Close the guide (D1).

5 Check whether paper is jammed in the decala unit.

1 Open the lever (D2).



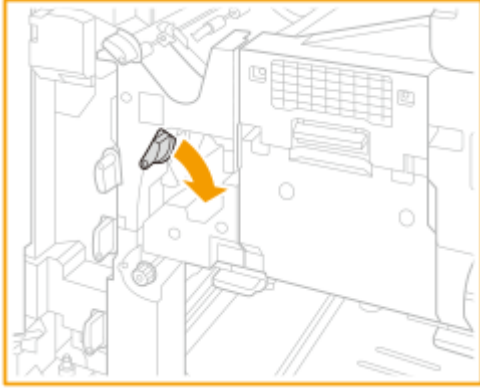
2 If paper is jammed, gently pull it out in the direction of the arrow.



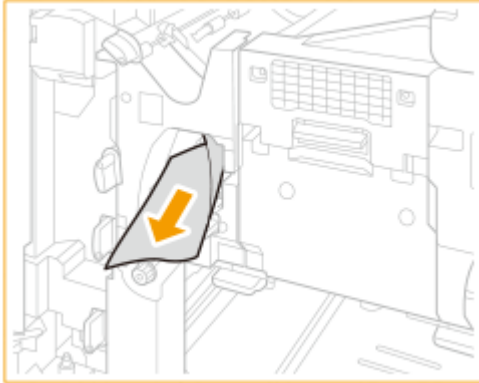
3 Close the lever (D2).

6 Check whether paper is jammed in the inverted pull-in guide (right).

1 Open the guide (E1).



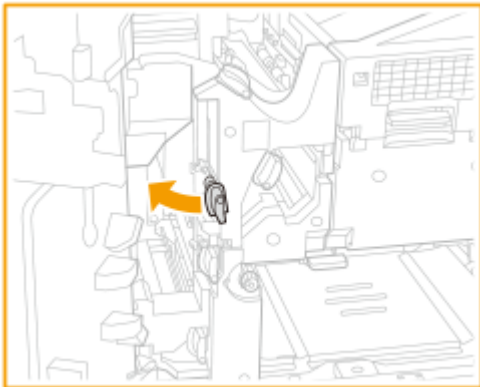
- 2** If paper is jammed, gently pull it out in the direction of the arrow.



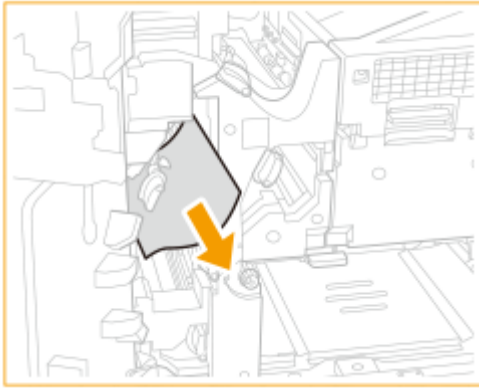
- 3** Close the E1 guide (E1).

- 7** Check whether paper is jammed in the inverted upper vertical path guide (left).

- 1** Open the guide (E2).



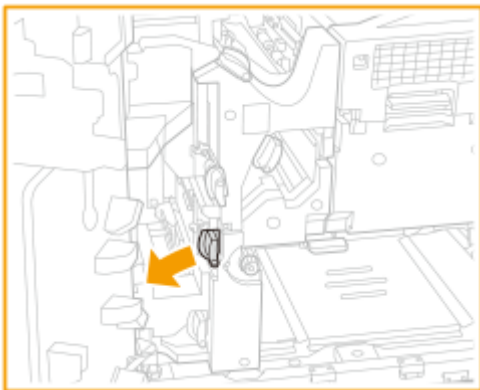
- 2** If paper is jammed, gently pull it out in the direction of the arrow.



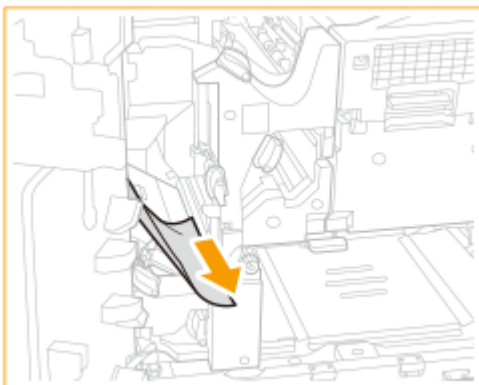
3 Close the guide (E2).

8 Check whether paper is jammed in the path guide (left).

1 Open the guide (E3).



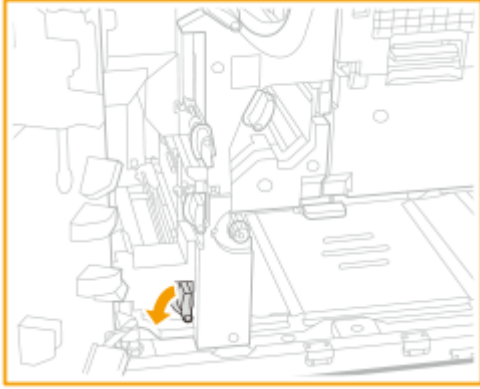
2 If paper is jammed, gently pull it out in the direction of the arrow.



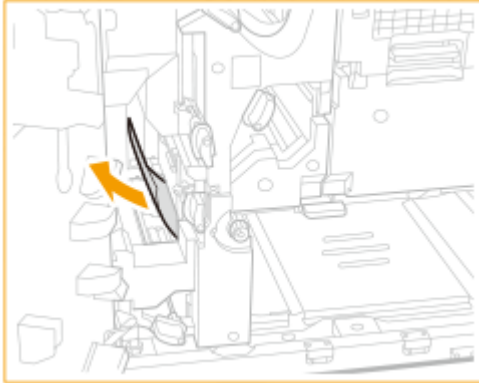
3 Close the guide (E3).

9 Check whether paper is jammed in the inversion shift (left) or 2-sided inversion part.

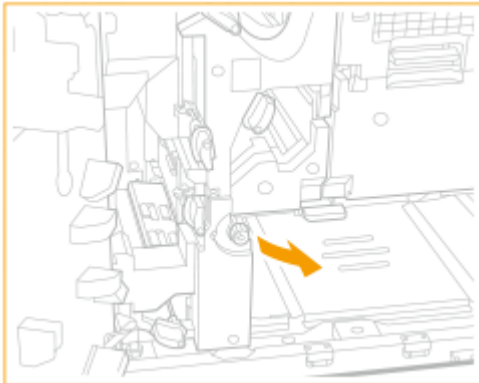
1 Open the guide (E4).



- 2** If paper is jammed in the inversion shift (left), gently pull it out in the direction of the arrow.



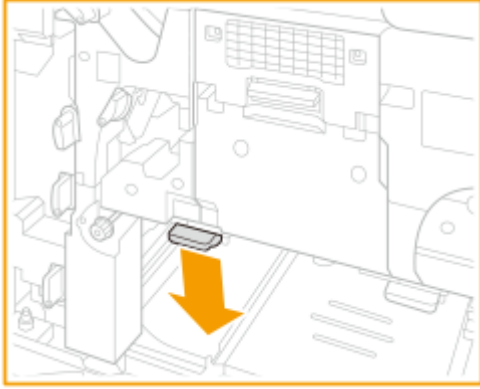
- 3** If paper is jammed in the 2-sided inversion part, gently pull it out in the direction of the arrow.



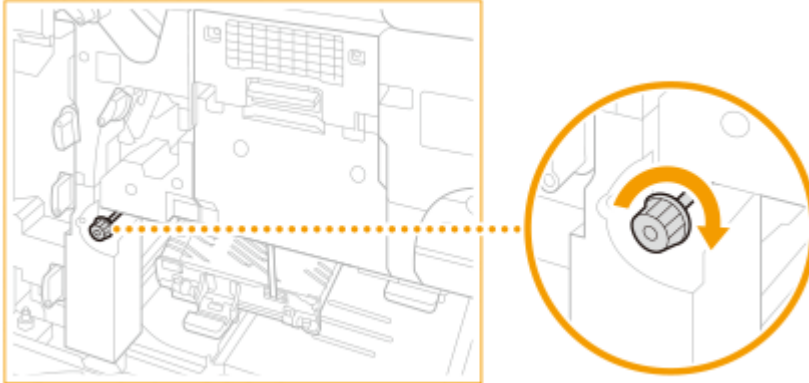
- 4** Close the guide (E4).

10 Check whether paper is jammed in the 2-sided guide (right).

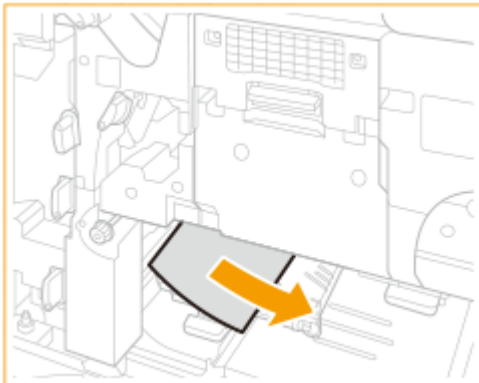
- 1** Open the guide (F1).



2 Turn the knob (F2) clockwise.



3 If paper is jammed, gently pull it out in the direction of the arrow.



4 Close the guide (F1).

11 Close the fixing station front cover in the order of right and left.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jam in the Between the Main Unit and the POD Deck-E OP

E0SS-02C

If a paper jam occurs between the main unit and the POD Deck-E, a screen prompting you to remove the jammed paper appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.

- ▶ **Paper Jams in the Main Unit Side(P. 194)**
- ▶ **Paper Jams in the Buffer Pass Unit(P. 198)**

Paper Jams in the Main Unit Side

E0SS-02E

This section describes how to clear a paper jam which occurs in the main unit. Check the paper jam location on the screen, and follow the procedure in the reference indicated below to remove the paper.

The location of the main unit is indicated in the following illustration.

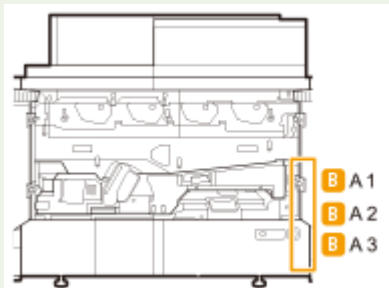


CAUTION

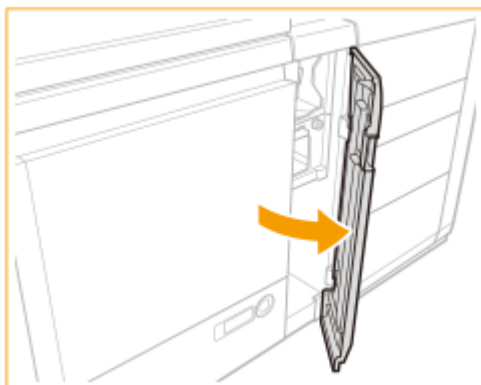
- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

NOTE

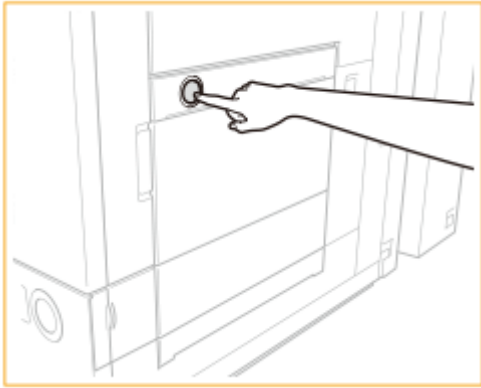
The following illustration indicates the location of the paper jam. Please refer to it to remove the jammed paper.



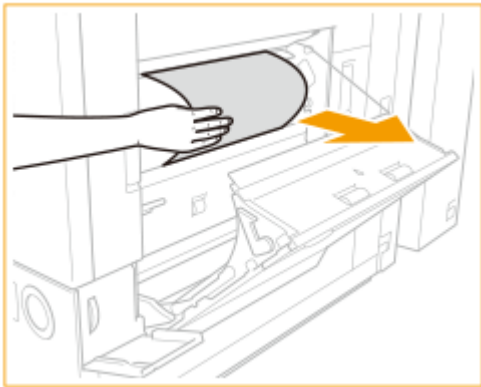
- 1** Open the front cover of the buffer pass unit.



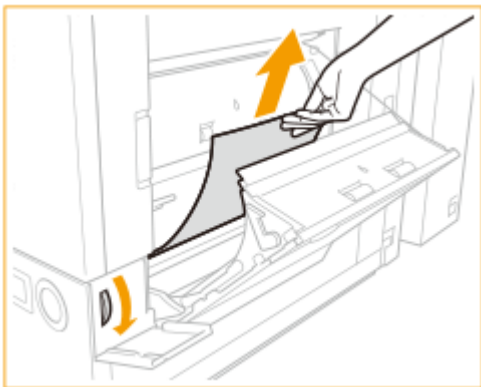
- 2** Press the button (A1) to open the cover.



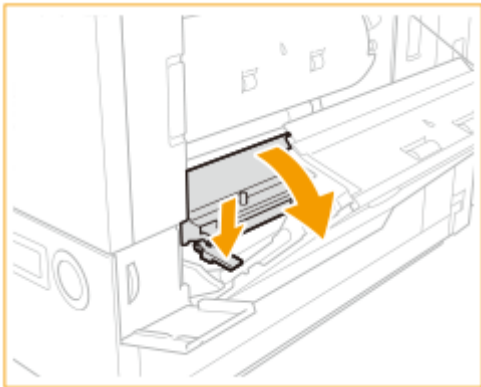
3 Remove any jammed paper.



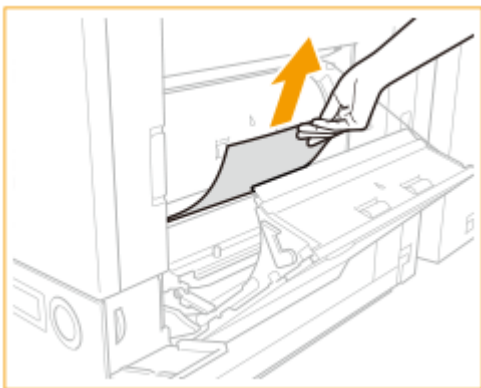
4 Turn the dial (A2) in the direction of the arrow, and remove any jammed paper.



5 Push the lever to open the guide (A3).



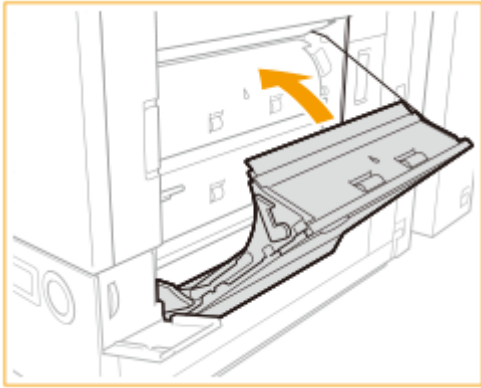
6 Remove any jammed paper.



7 Close the guide (-A3).



8 Close the cover until it clicks into place.



9 Close the front cover of the buffer pass unit.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in the Buffer Pass Unit

E0SS-02F

This section describes how to clear a paper jam which occurs in the buffer pass unit between POD Deck-E and the main unit. Check the paper jam location on the screen, and follow the procedure below to remove the paper.

The location of paper jam in the buffer pass unit is indicated in the following illustration.

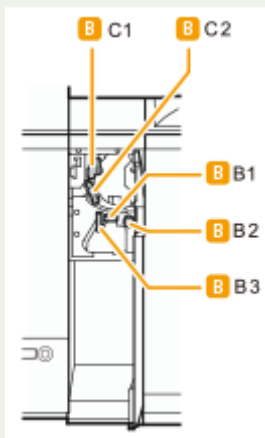


CAUTION

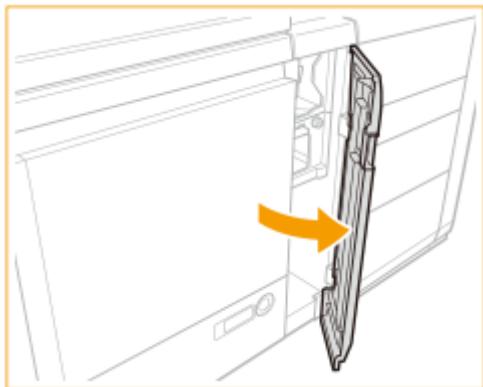
- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

NOTE

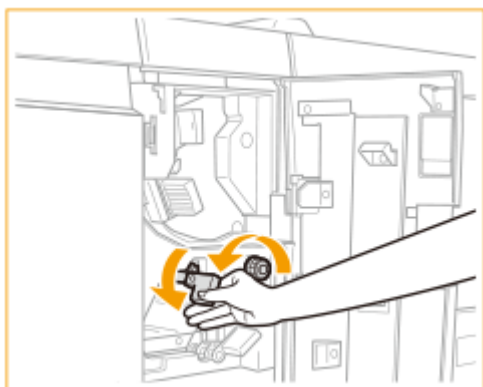
- The following illustration indicates the location of the paper jam. Please refer to it to remove the jammed paper.



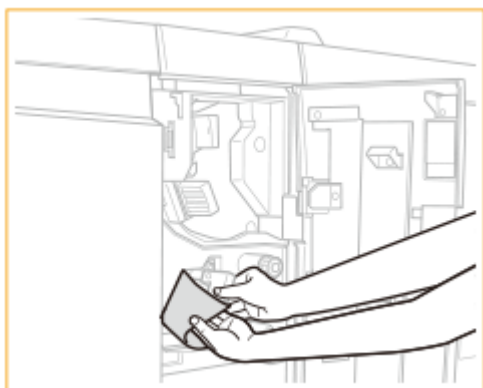
- 1** Open the front cover of the buffer pass unit.



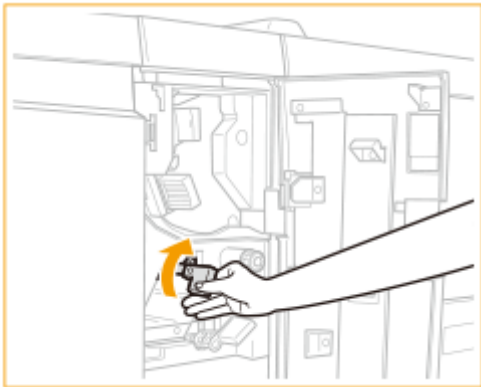
2 Open the guide (B1), and turn the dial (B2).



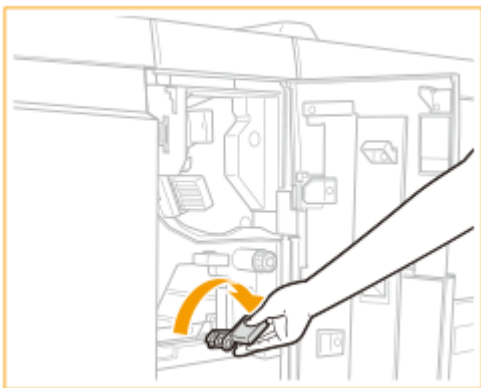
3 Remove any jammed paper.



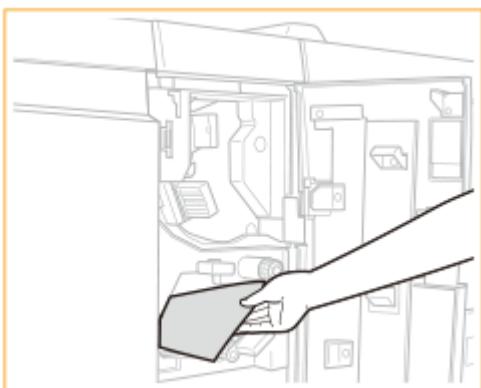
4 Close the guide (B1).



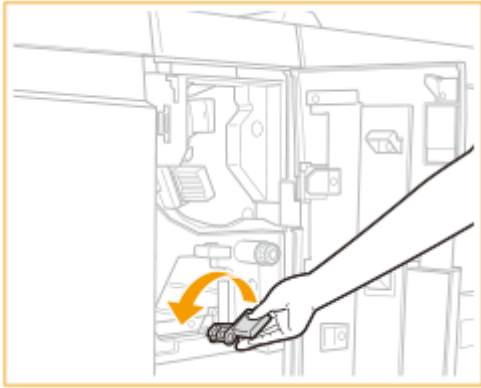
5 Open the guide (B3).



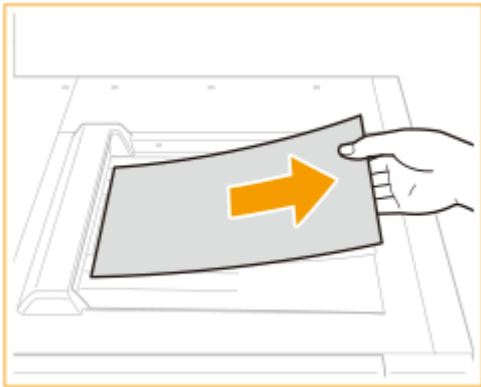
6 Remove any jammed paper.



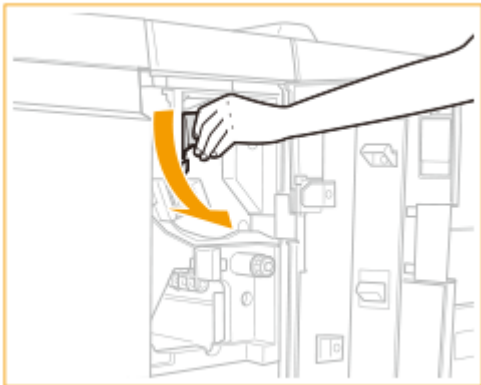
7 Close the guide (B3).



8 Remove any jammed paper from the escape tray output exit.



9 Open the guide (C1).



10 Open the guide (C2).



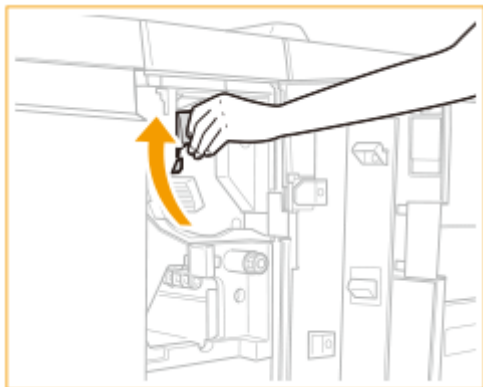
11 Remove any jammed paper.



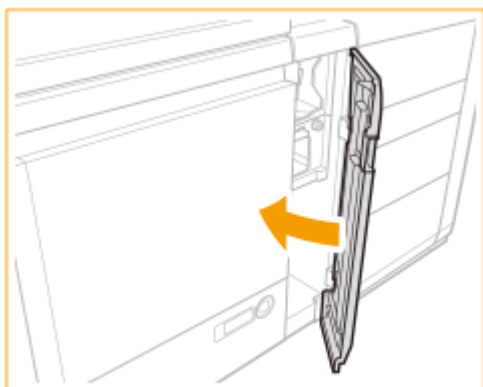
12 Close the guide (C2).



13 Close the guide (C1).



14 Close the front cover of the buffer pass unit.



- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in the POD Deck OP

E0SS-02H

If a paper jam occurs in the "POD Deck-E/Secondary POD Deck-E", a screen prompting you to remove the jammed paper appears on the touch panel display. Check the location of the paper jam, and follow the procedure described below, while referring to the directions that appear on the touch panel display, to remove the jammed paper.

▶ **Paper Jams in the Front Right Cover/Horizontal Pass(P. 205)**

▶ **Paper Jams in the Paper Decks(P. 212)**

Paper Jams in the Front Right Cover/Horizontal Pass

E0SS-02J

This section describes how to clear a paper jam which occurs in the POD Deck-E/Secondary POD Deck-E side. Check the paper jam location on the screen, and follow the procedure below to remove the paper.

The location of the front right cover/horizontal pass is indicated in the following illustration.



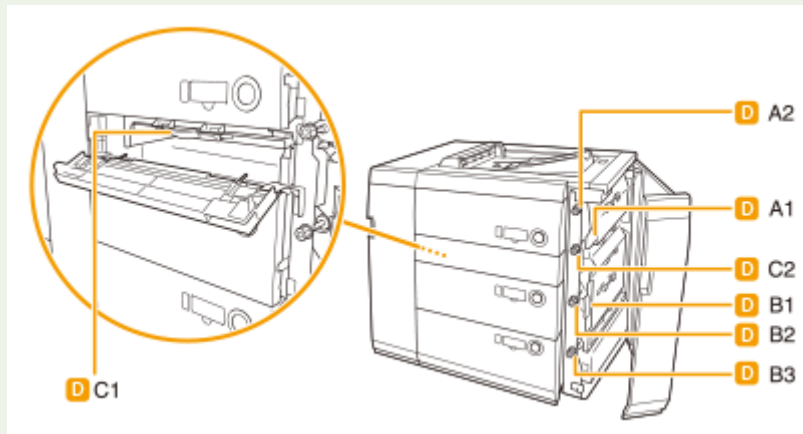
CAUTION

- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

NOTE

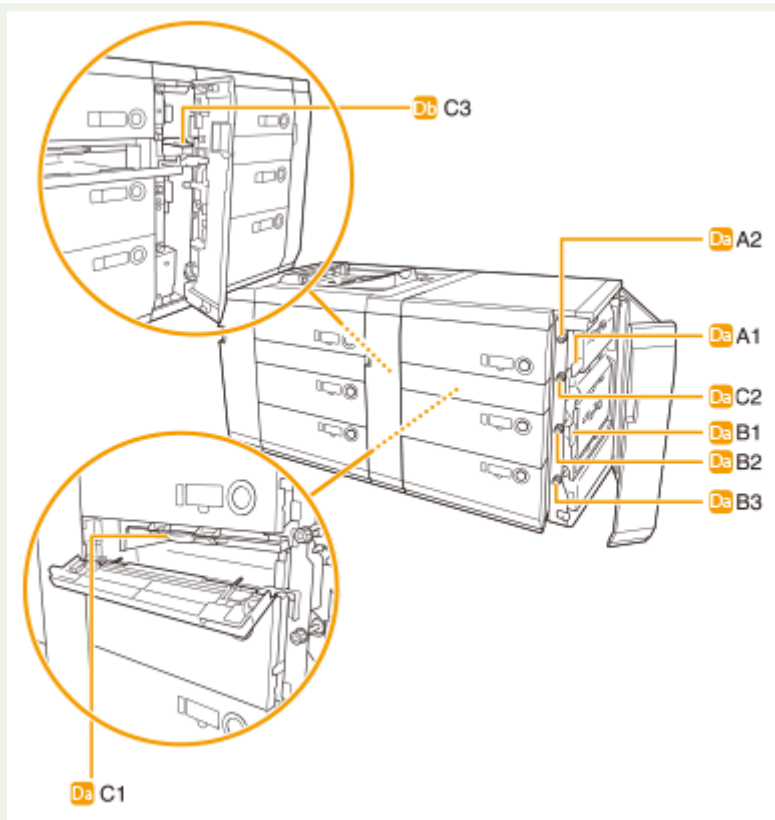
- You can clear a paper jam which occurs when the POD Deck-E/Secondary POD Deck-E is attached, by following the same procedure for clearing a jam paper when only the POD Deck-E is attached.
- The following illustration indicates the location of the paper jam. Please refer to it to remove the jammed paper.

If only the POD Deck-E is attached:



If the POD Deck-E/Secondary POD Deck-E is attached:

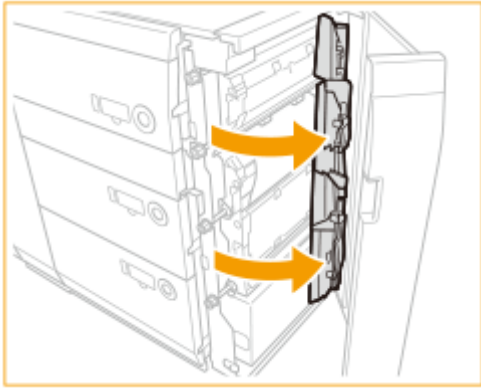
The labels on the Secondary POD Deck-E side are indicated with Da- (ex: Da-A1), and on the POD Deck-E side are indicated as Db-.



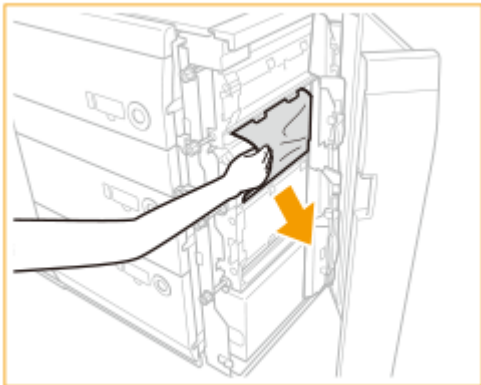
- 1** Open the front right cover of the POD Deck.



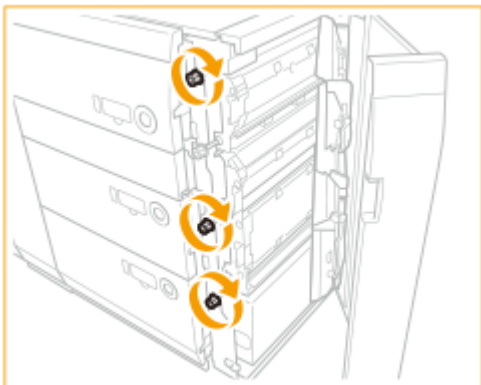
- 2** Open the guides (A1 and B1).



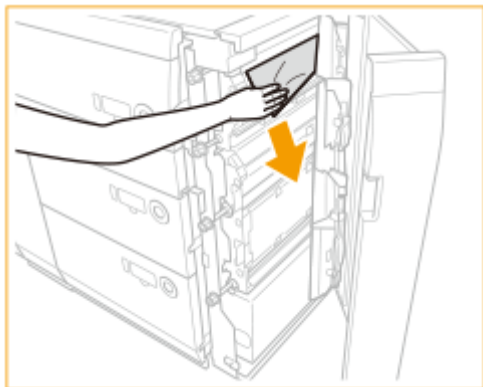
3 Remove any jammed paper.



4 Turn the dials (A2, B2, and B3) in the direction of the arrow (clockwise), in the locations where paper jam has occurred.



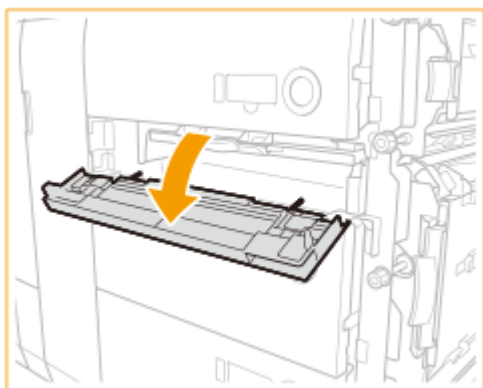
5 Remove any jammed paper.



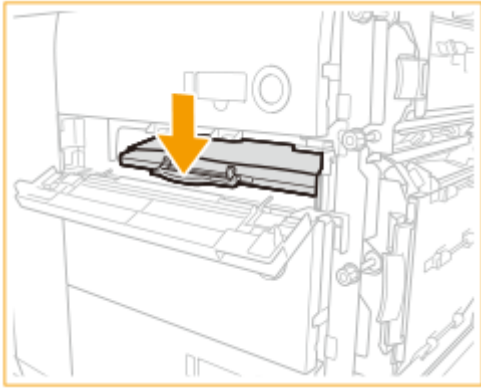
6 Close the guides (A1 and B1).



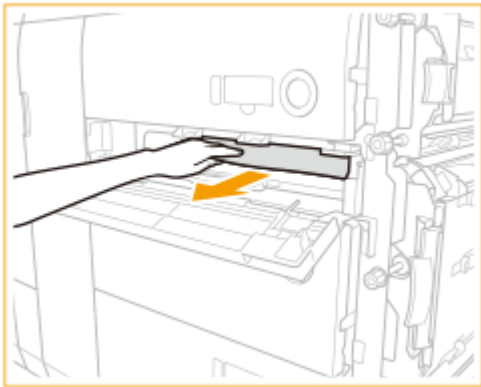
7 Open the horizontal pass cover.



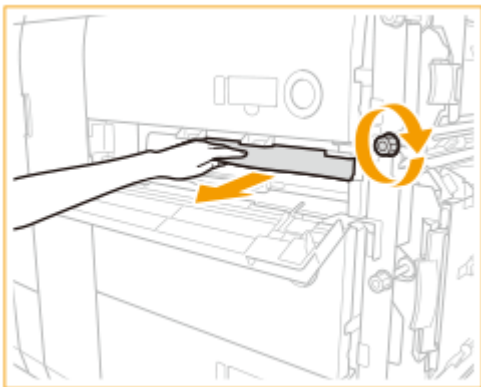
8 Open the guide (C1).



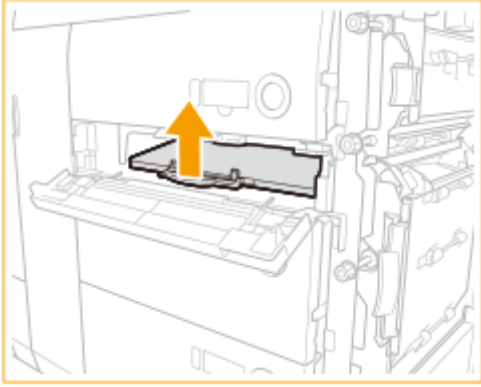
9 Remove any jammed paper.



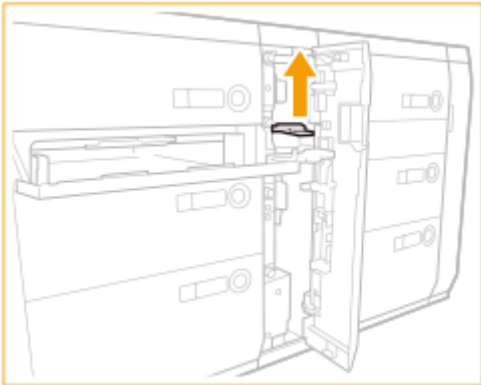
10 Turn the dial (C2) in the direction of the arrow (clockwise), and remove any jammed paper.



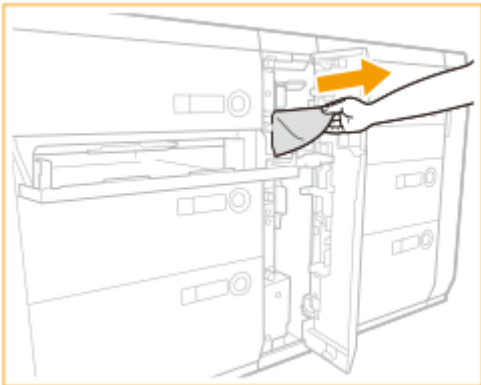
11 Close the guide (C1).



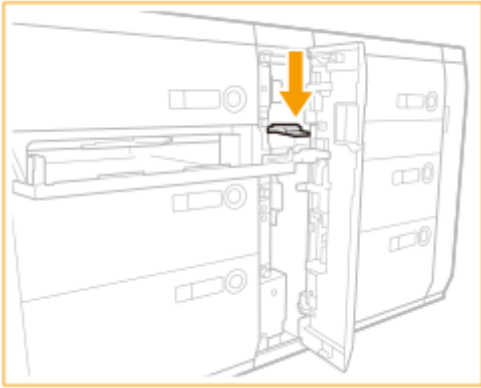
12 Open the guide (C3) (only when the POD Deck-E/Secondary POD Deck-E is attached).



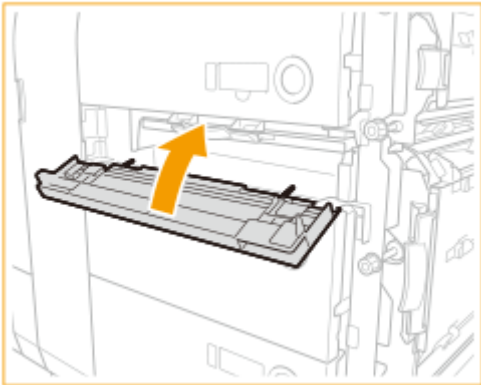
13 Remove any jammed paper (only when the POD Deck-E/Secondary POD Deck-E is attached).



14 Close the guide (C3) (only when the POD Deck-E/Secondary POD Deck-E is attached).



15 Close the horizontal pass cover.



16 Close the front right cover of the POD Deck.

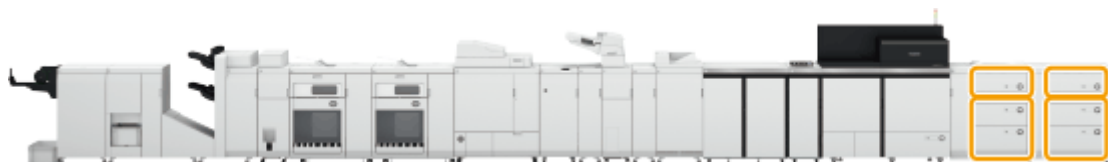
- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in the Paper Decks

E0SS-02K

This section describes how to clear a paper jam which occurs in the paper deck of the POD Deck-E/Secondary POD Deck-E. Check the paper jam location on the screen, and follow the procedure below to remove the paper.

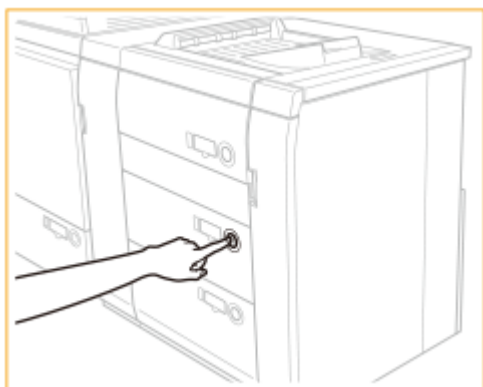
The location of the paper decks is indicated in the following illustration.



CAUTION

- When opening and closing each guide or cover, be careful not to get your fingers caught in the gap.

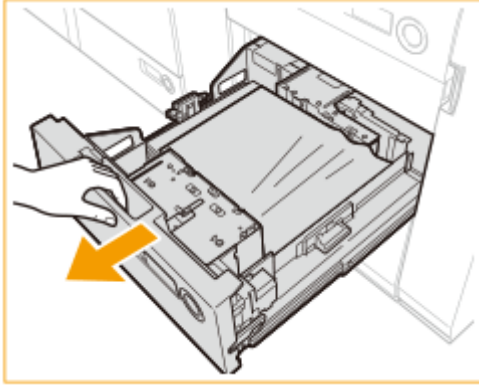
1 Push the open button of the paper deck indicated on the touch panel display.



IMPORTANT

- If the machine is in the Sleep mode (the touch panel is not displayed), you may be unable to open the paper deck. In this case, touch the touch panel, and then press the open button on the paper deck.

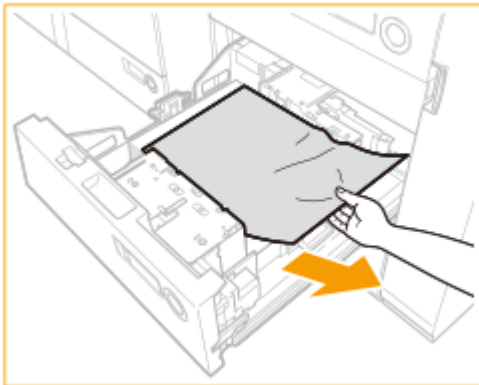
2 Grip the handle, and pull out the paper deck until it stops.



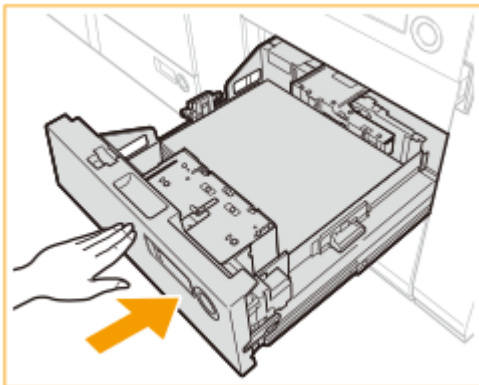
! IMPORTANT:

- Do not pull out the paper deck by force.

3 Remove any jammed paper.



4 Gently push the paper deck back into the machine until it clicks into place in the closed position.



- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in a Finisher OP

E0SS-02L

This section describes the method for clearing paper jams in a finisher. Check the paper jam location on the screen, and follow the procedure in the reference indicated below to remove the paper.

Paper Jams in the Staple Finisher-AF/Booklet Finisher-AF(P. 215)

NOTE

Confirm before handling

- Remove any paper loaded in a tray.

Paper Jams in the Staple Finisher-AF/Booklet Finisher-AF

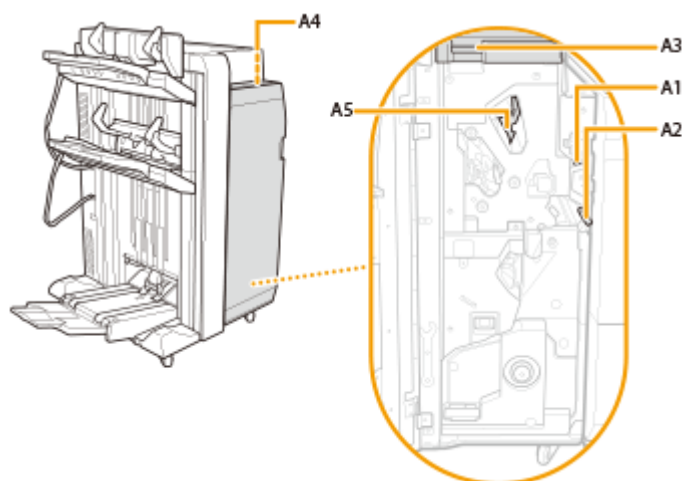
E0SS-02R

Check the paper jam location on the screen, and follow the procedure below to remove the paper. The "Staple Finisher-AF" and "Booklet Finisher-AF" are optional products. **Optional Equipment(P. 254)**

- ▶ **Inside the Top Cover(P. 215)**
- ▶ **Inside the Front Cover(P. 219)**
- ▶ **Saddle Stitcher Unit of the Booklet Finisher-AF(P. 221)**

Inside the Top Cover

Paper jam locations are indicated by numbers such as A1 or A2, which are shown in the illustration below.



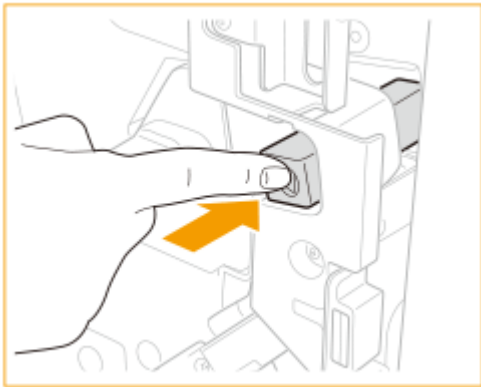
! IMPORTANT

- If the "Document Insertion Unit-R" is adjacently attached to the finisher, part of the document insertion unit may interfere with the finisher when clearing jams. Lift up the document insertion unit before removing jams from the finisher.
- Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard the punch waste/trim waste/staple waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.

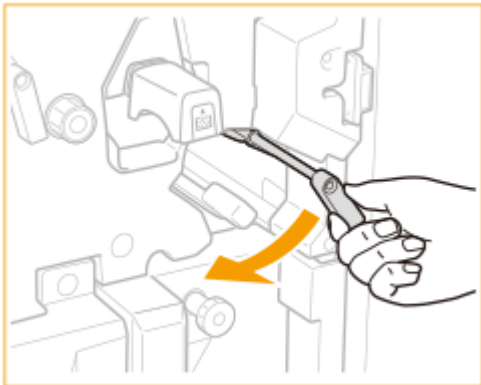
1 Open the front cover of the finisher.



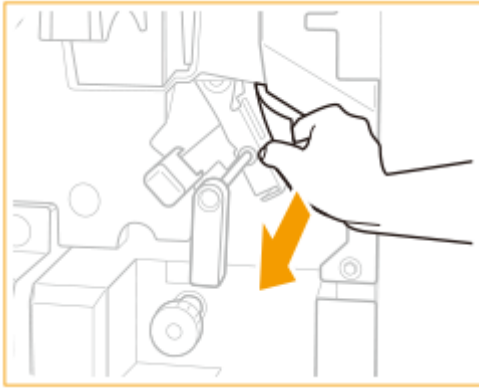
- 2** If the "Puncher Unit-BS," "Puncher Unit-BT" or "Puncher Unit-BU" is attached, press the button (A1) as far as it will go.



- 3** Open the guide (A2).

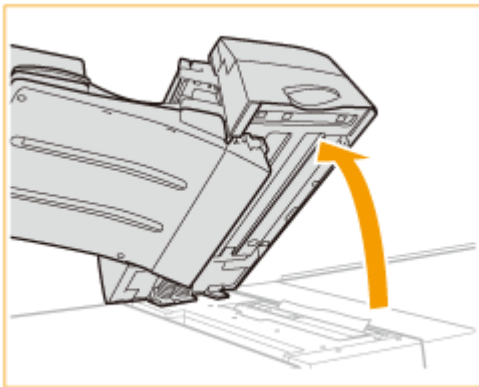


- 4** If paper is jammed, gently pull it out in the direction of the arrow.



5 Close the guide (A2).

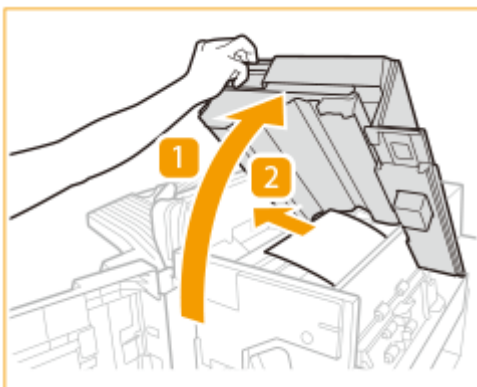
6 If the "Document Insertion Unit-R" is adjacently attached to the finisher, open the document insertion unit.



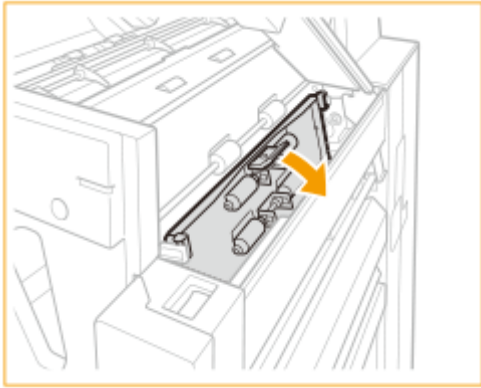
7 Check whether paper is jammed in the upper cover (A3).

1 Open the upper cover (A3).

2 If paper is jammed, gently pull it out in the direction of the arrow.

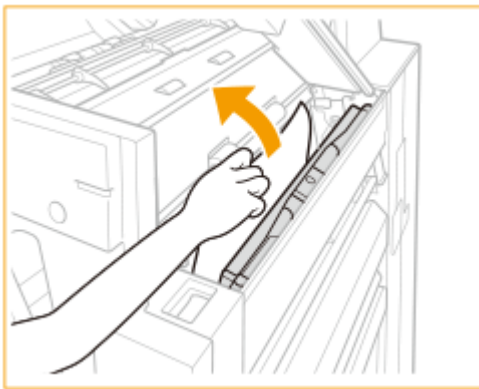


8 Open the guide (A4).



9 Check whether paper is jammed.

- 1 If paper is jammed, gently pull it out in the direction of the arrow.



- 2 Close the guide (A4).
 - Gently close the guide until they click.

10 Close the upper cover (A3).

- After closing the upper cover of the finisher, press down on the location indicated by the labels to make sure the cover is securely closed.

11 If paper is jammed in the A5 guide (located in the hollow area), gently pull it out in the direction of the arrow.

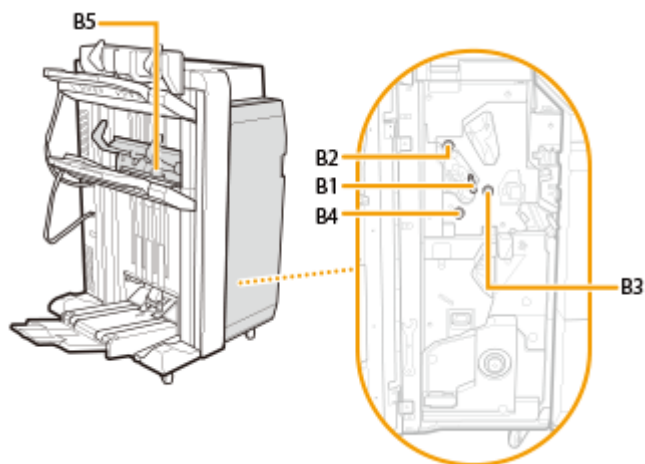


12 Close the front cover of the finisher.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Inside the Front Cover

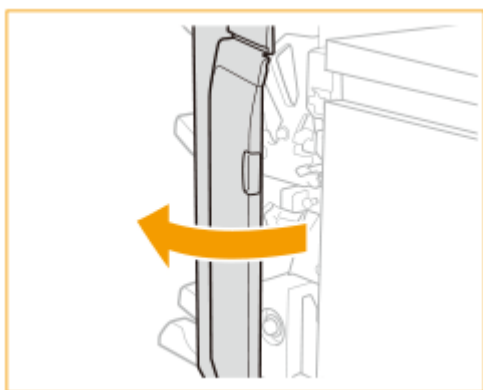
Paper jam locations are indicated by numbers such as B1 or B2, which are shown in the illustration below.



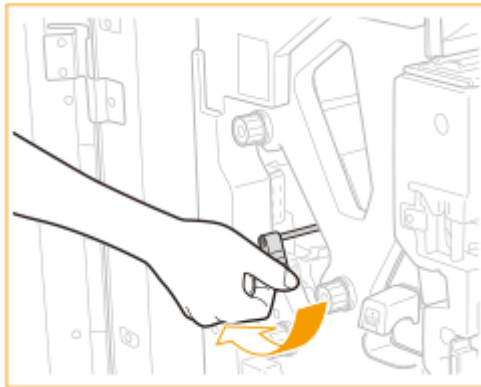
! IMPORTANT

- Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard the punch waste/trim waste/staple waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.

1 Open the front cover of the finisher.

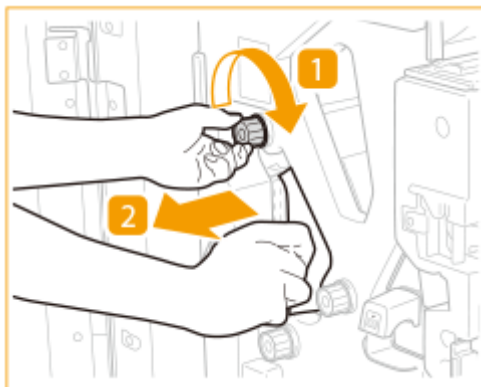


2 Open the guide (B1).



3 Turn the knob (B2), and check whether paper is jammed.

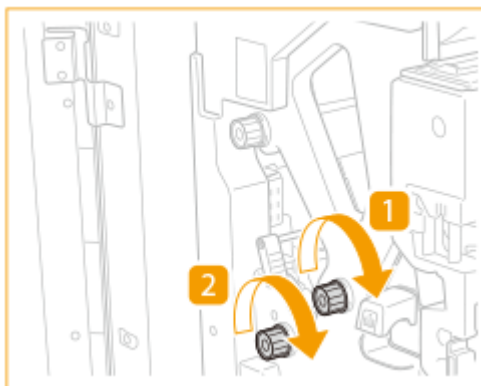
- 1 Turn the knob (B2).
- 2 If paper is jammed, gently pull it out in the direction of the arrow.



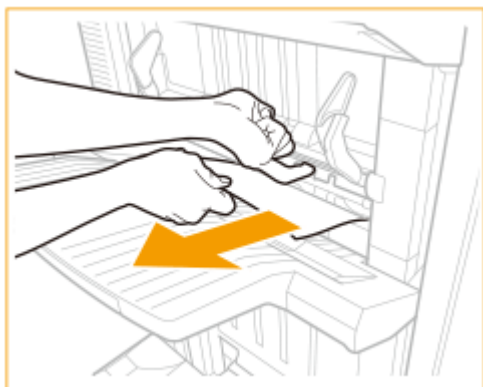
4 Close the guide (B1).

5 Turn the knobs (B3, B4), and check whether paper is jammed.

- 1 Turn the knob (B3) in the direction of the arrow.
 - If paper is jammed, it is fed to the output slot.
- 2 Turn the knob (B4) in the direction of the arrow.
 - If paper is jammed, it is fed to the output slot.



- 6** Lift up the B5 guide (located in the opening of the lower paper outlet), and gently pull out the jammed paper in the direction of the arrow.



NOTE:

When long sheet is jammed

- When long sheet is jammed in the output area of the upper tray (Tray A), gently pull out the jammed paper along the tray.



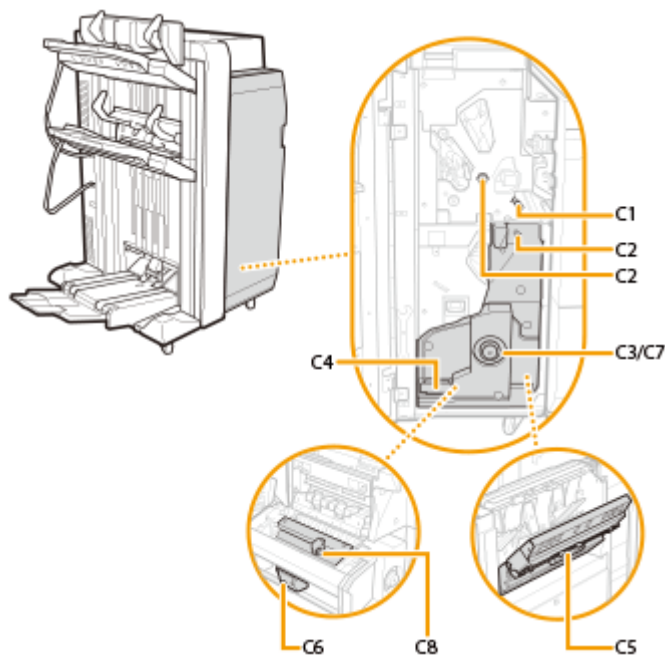
- After you remove jammed long sheet, a screen may appear prompting you to open the front cover of the finisher or paper folding unit. You can make this screen disappear by opening and then closing the front cover in question.

7 Close the front cover of the finisher.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Saddle Stitcher Unit of the Booklet Finisher-AF

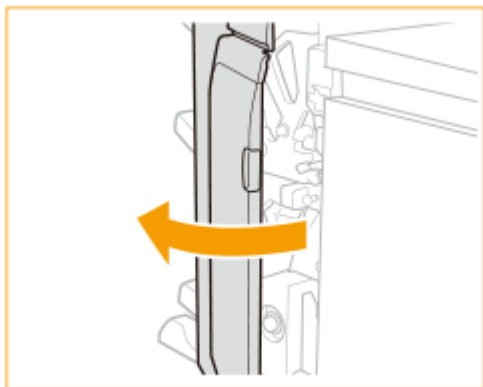
Paper jam locations are indicated by numbers such as C1 or C2, which are shown in the illustration below.



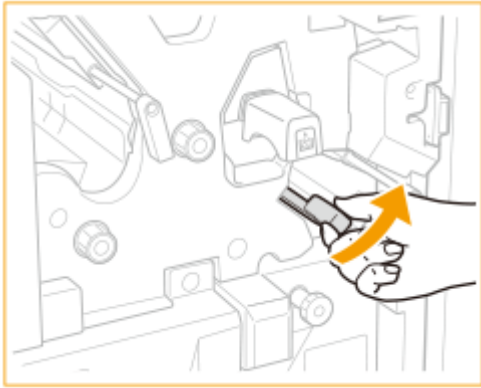
! IMPORTANT

- Take care when handling the optional equipment that is attached to the machine. When an optional unit's cover is opened to replace a staple cartridge, discard the punch waste/trim waste/staple waste, or clear paper or staple jams, prints may still be output if other optional units are operating normally, and are not involved in the paper or staple jam removal procedure.

1 Open the front cover of the finisher.



2 Open the guide (C1).

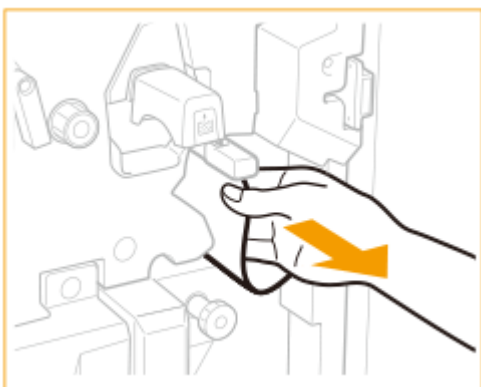


3 Turn the dial, and check whether paper is jammed.

- 1 Turn the upper dial (C2) in the direction of the arrow.
 - If paper is jammed, it is fed to the guide (C1).
- 2 Turn the lower dial (C2) in the direction of the arrow.
 - If paper is jammed, it is fed to the guide (C1).



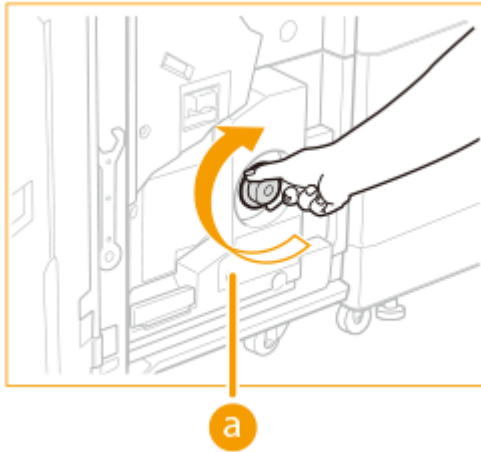
4 Remove the jammed paper from the C1 guide by gently pulling in the direction of the arrow.



5 Close the guide (C1).

6 While pushing in the dial (C3), turn it in the direction of the arrow until the lamp (a) turns off.

- This procedure is not required if the lamp is off.



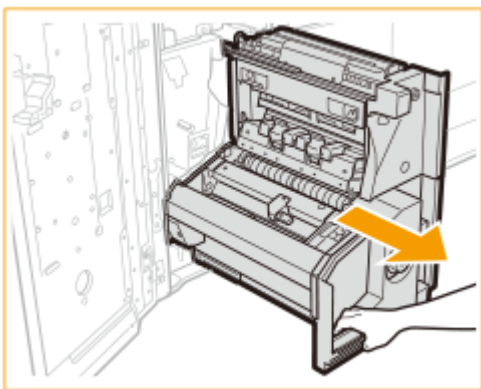
- Turning the dial (C3) feeds the jammed paper to the delivery guide of the booklet tray.
- If the "Booklet Trimmer-G" is attached, turning the dial feeds the jammed paper to the feeding belt of the "Booklet Trimmer-G".

7 If there is jammed paper on the conveyor of the booklet tray, remove it.



- If the "Booklet Trimmer-G," is attached, remove the paper on the feeding belt of the "Booklet Trimmer-G."

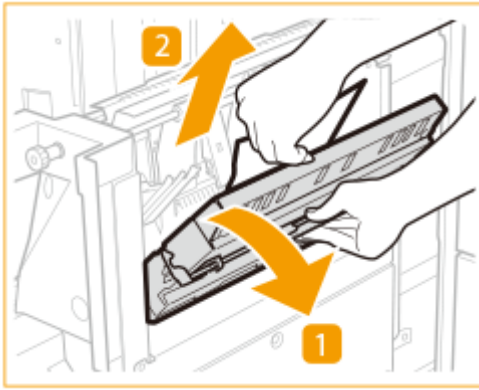
8 Pull out the saddle stitcher unit (C4).



9 Check whether paper is jammed in the saddle stitcher unit.

1 Open the right cover of the saddle stitcher unit (C5).

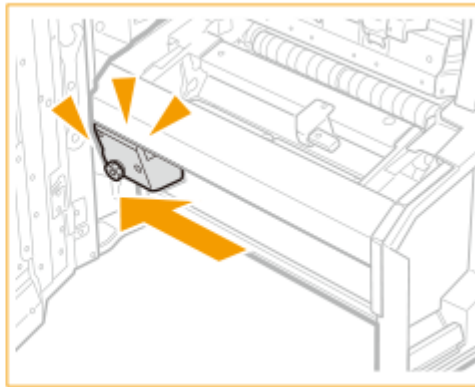
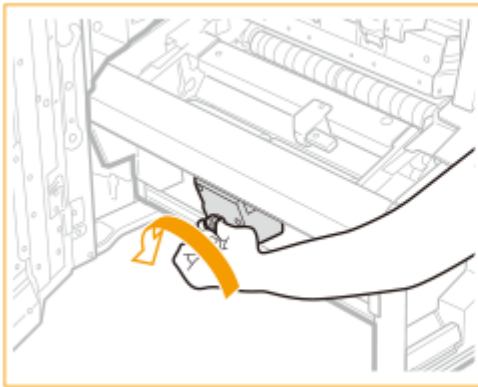
- 2** If paper is jammed, gently pull it out in the direction of the arrow.



- 3** Close the right cover of the stitcher unit (C5).

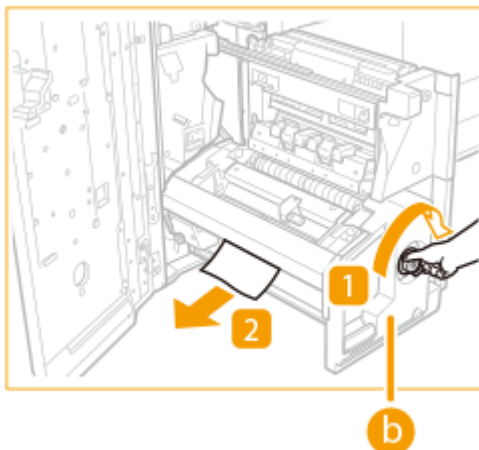
10 Check that the pressing unit is fully in position.

- If the pressing unit is not fully in position, turn the dial (C6) to move it all the way in.
- The pressing unit is for ensuring a clean fold in the center of the paper to create a booklet. If the pressing unit is not in its proper position, the paper to be saddle stitched cannot be fed to the booklet tray.



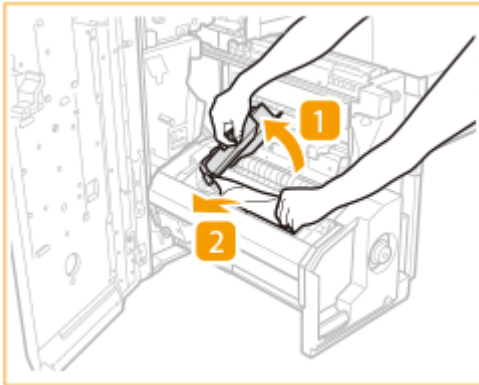
11 Check whether paper is jammed in the output area of the saddle stitcher unit.

- 1** While pushing in the dial (C7), turn it in the direction of the arrow until the lamp (b) turns off.
- 2** If paper is jammed in the output area of the saddle stitcher unit, gently pull it out in the direction of the arrow.



12 Open the guide (C8), and check whether paper is jammed.

- If paper is jammed, open the C8 guide and gently pull out the paper in the direction of the arrow.



13 Close the guide (C8).

14 Push the saddle stitcher unit and close the front cover of the finisher.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

Paper Jams in the Other Optional Equipment OP

E0SS-02S

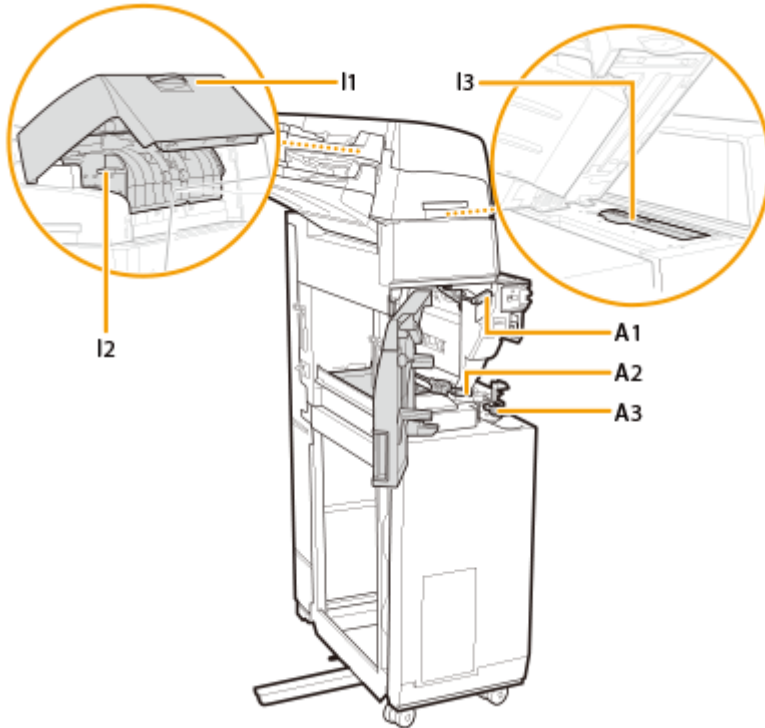
This section describes the method for clearing paper jams. Check the paper jam location on the screen, and follow the procedure in the reference indicated below to remove the paper.

-  **Paper Jams in the Document Insertion Unit-R(P. 228)**
-  **Paper Jams in the Paper Folding Unit-K(P. 233)**
-  **Paper Jams in the Sensing Unit-B(P. 237)**

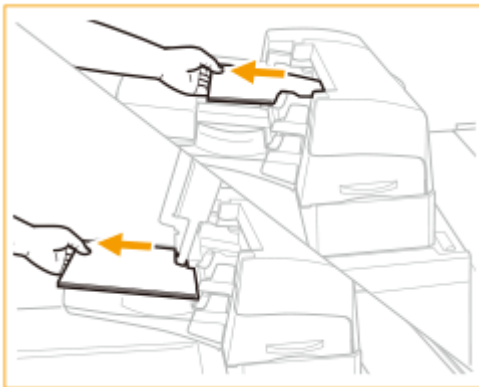
Paper Jams in the Document Insertion Unit-R

E0SS-02U

Paper jam locations are indicated by numbers such as I1, which are shown in the illustration below. The "Document Insertion Unit-R" is optional products. **Optional Equipment(P. 254)**

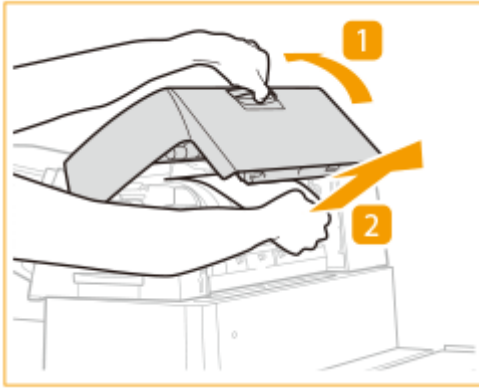


- 1** Remove the paper that is not jammed from the document insertion unit.



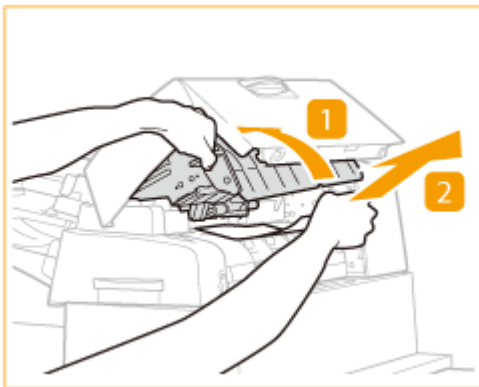
- 2** Check whether paper is jammed in the upper cover (I1) of the document insertion unit.

- 1** Open the upper cover (I1) of the document insertion unit.
- 2** If paper is jammed, gently pull it out in the direction of the arrow.



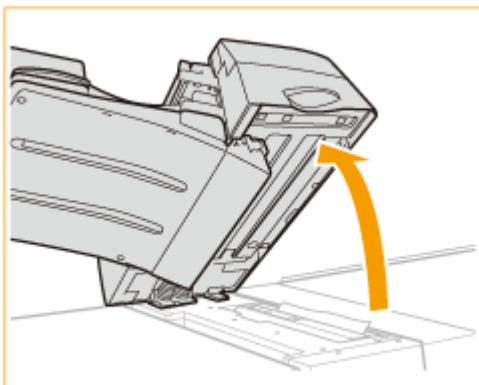
3 Check whether paper is jammed in the guide (I2).

- 1** Open the guide (I2).
- 2** If paper is jammed, gently pull it out in the direction of the arrow.



4 Close the guide (I2) and the upper cover (I1).

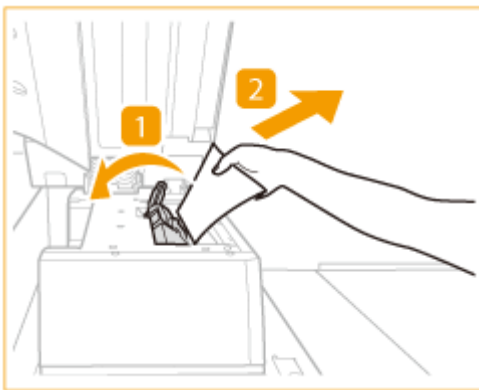
5 While pressing the handle lever, open the document insertion unit.



6 Check whether paper is jammed in the guide (I3).

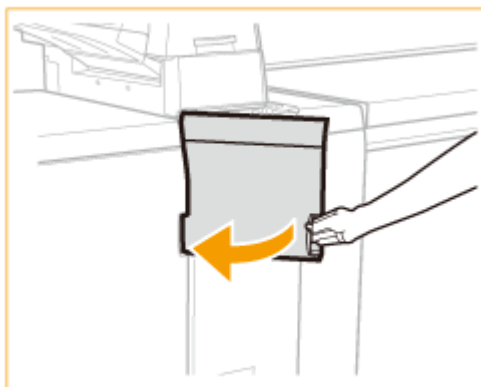
- 1** Open the guide (I3).

- 2** If paper is jammed, gently pull it out in the direction of the arrow.

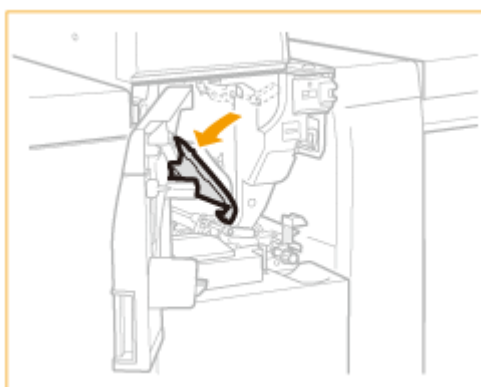


- 7** Close the guide (I3) and the document insertion unit.

- 8** Open the front cover of the document insertion unit.

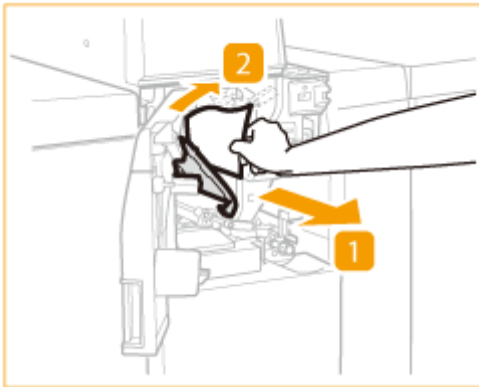


- 9** Open the guide (A1).



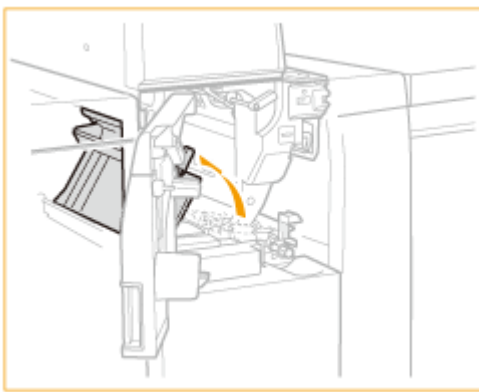
- 10** Check whether paper is jammed in the guide (A1).

- 1** If paper is jammed, gently pull it out in the direction of the arrow.



2 Close the guide (A1).

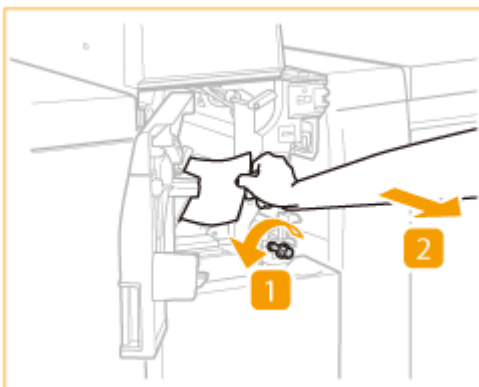
11 Open the guide (A2).



12 Check whether paper is jammed in the guide (A2).

1 Turn the knob (A3).

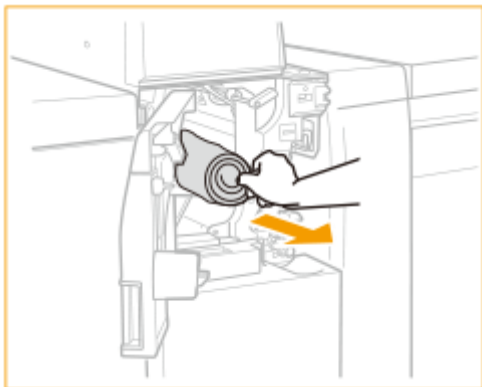
2 If paper is jammed, gently pull it out in the direction of the arrow.



NOTE:

When long sheet is jammed

- Draw out the end of the paper, and then gently pull out the paper while bending it. In this case, you do not need to turn the knob (A3).

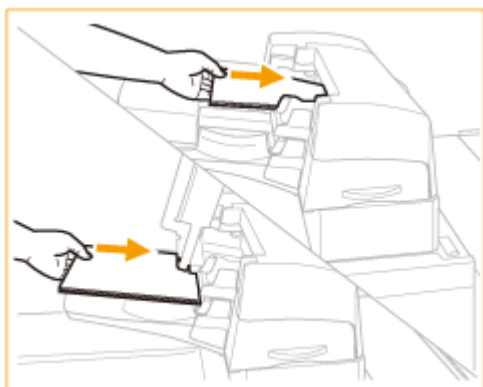


13 Close the guide (A2) and the front cover.

NOTE:

- After you remove jammed long paper and then close the front cover of the insertion unit, a screen may appear prompting you to open the front cover of the "Paper Folding Unit-K." You can make this screen disappear by opening and then closing the front cover of the "Paper Folding Unit-K."

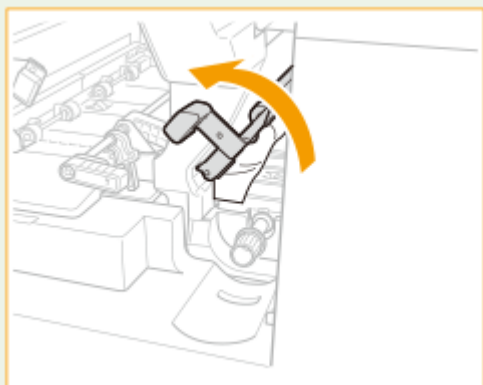
14 Replace the paper in the document insertion unit.



- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

NOTE

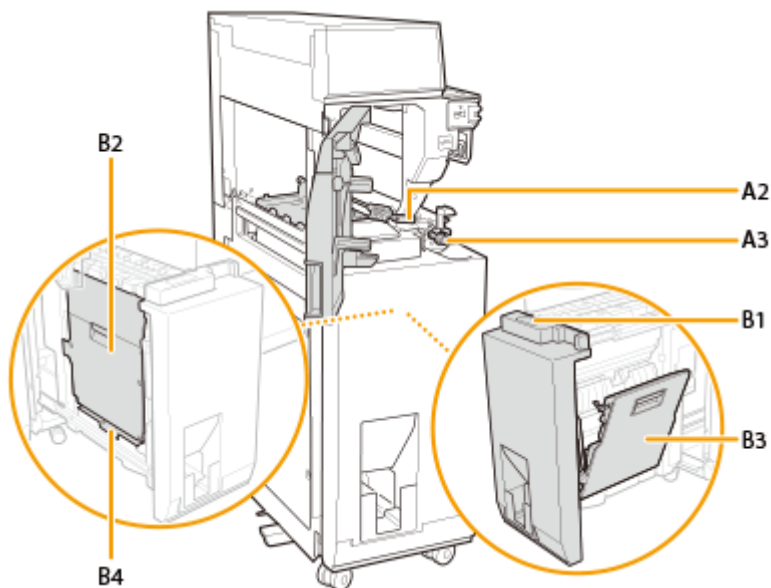
- If the paper jam message is repeatedly displayed, open the entrance guide located above the knob (A3) on the inside of the front cover, and check whether or not paper remains.



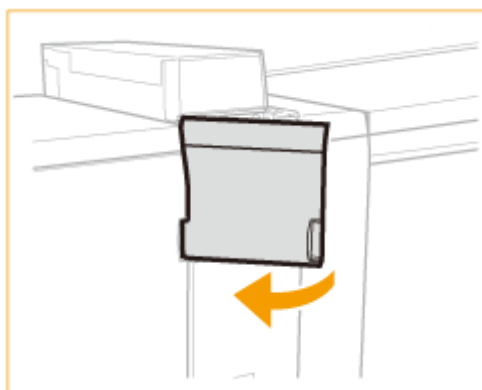
Paper Jams in the Paper Folding Unit-K

E0SS-02W

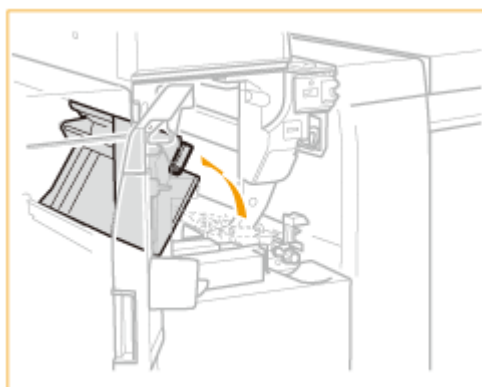
Paper jam locations are indicated by numbers such as A2, which are shown in the illustration below. The "Paper Folding Unit-K" is optional products.  **Optional Equipment(P. 254)**



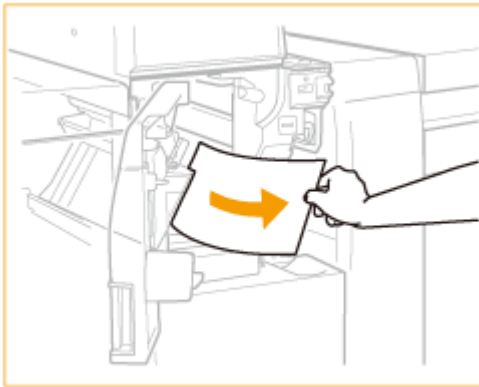
1 Open the front cover.



2 Open the guide (A2).

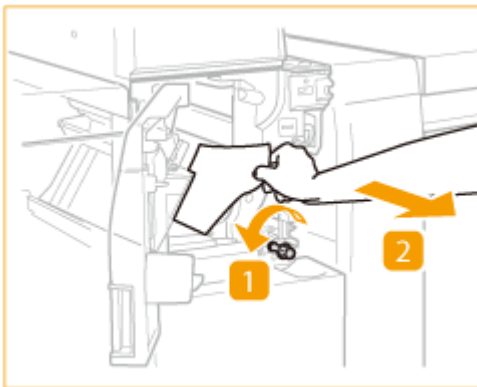


- 3** If paper is jammed, gently pull it out in the direction of the arrow.



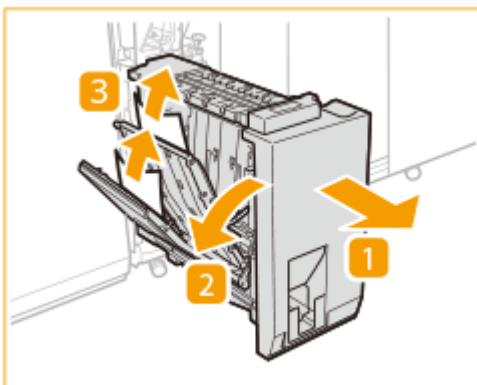
- 4** Turn the knob (A3), and check whether paper is jammed.

- 1 Turn the knob (A3).
- 2 If paper is jammed, gently pull it out in the direction of the arrow.



- 5** Check whether paper is jammed in the left guide (B2).

- 1 Pull out the paper folding unit (B1).
- 2 Open the guide (B2).
- 3 If paper is jammed, gently pull it out in the direction of the arrow.



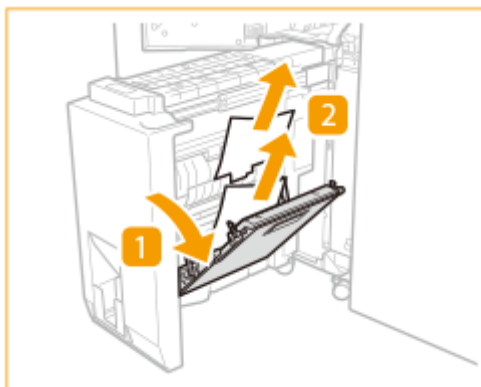
4 Close the guide (B2).

6 Check whether paper is jammed in the right guide (B3).

1 Open the guide (B3).

- Open the guide as far as it will go.

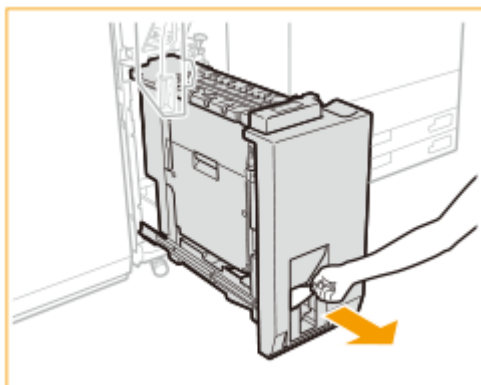
2 If paper is jammed, gently pull it out in the direction of the arrow.



3 Close the guide (B3).

7 Check whether paper is jammed in the exit slot.

1 If paper is jammed, gently pull it out in the direction of the arrow.



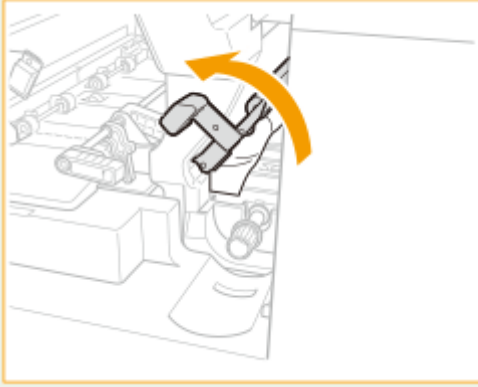
2 Return the paper folding unit (B1) to its original position.

8 Close the guide (A2) and the front cover.

- Continue following the instructions on the screen to proceed with the interrupted operation or continue clearing paper jams.

NOTE

- If the paper jam message is repeatedly displayed, open the entrance guide located above the knob (A3) on the inside of the front cover, and check whether or not paper remains.



Paper Jams in the Sensing Unit-B

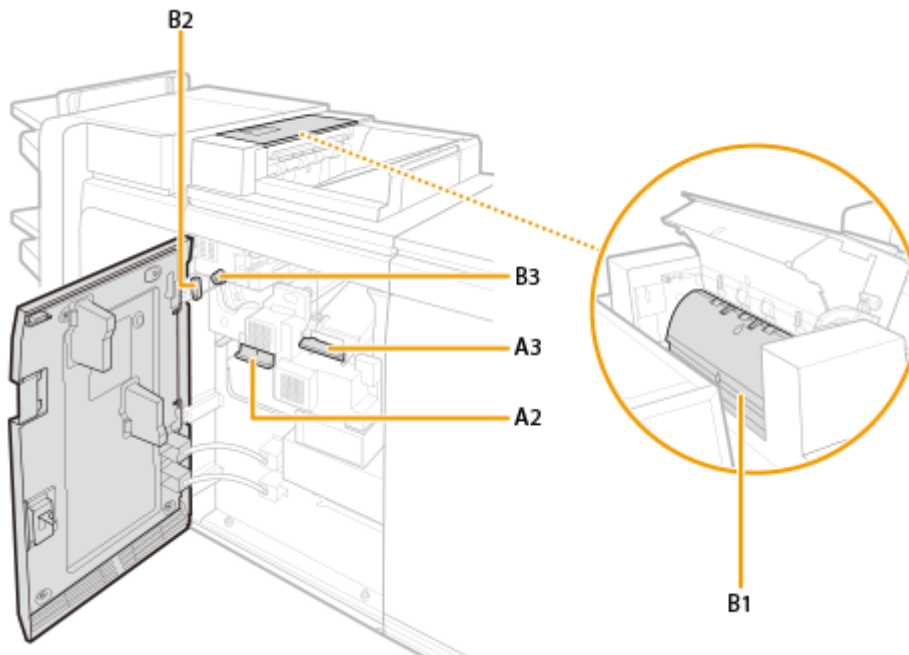
E0SS-02X

Check the paper jam location on the screen, and follow the procedure below to remove the paper. The "Sensing Unit-B" is optional products. **Optional Equipment(P. 254)**

- ◻ For jobs where paper is fed to the next unit(P. 237)
- ◻ For jobs where paper is output to the output tray(P. 239)

For jobs where paper is fed to the next unit

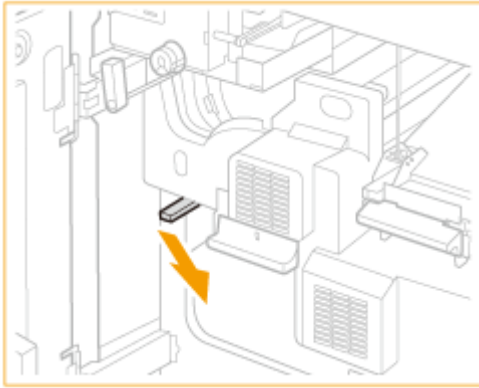
Paper jam locations are indicated by numbers such as A1 or A2, which are shown in the illustration below.



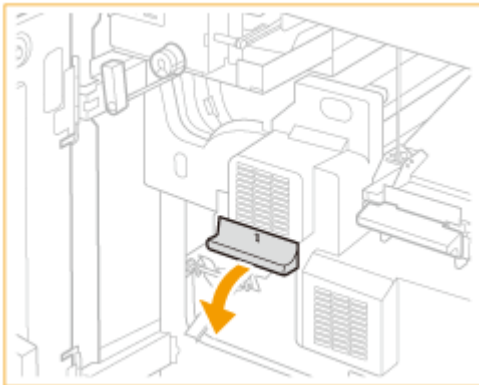
- 1** Open the front cover of the "Sensing Unit-B."



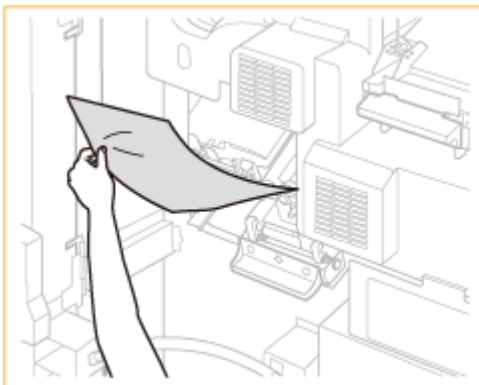
- 2** Lower the handle of the A1 guide and open the guide.



3 Lower the handle of the A2 guide and open the guide.



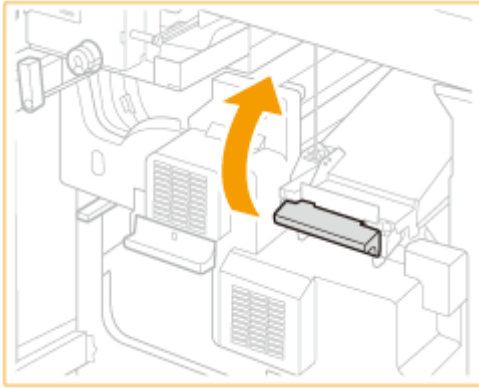
4 Remove any paper left inside the A1 and A2 guides.



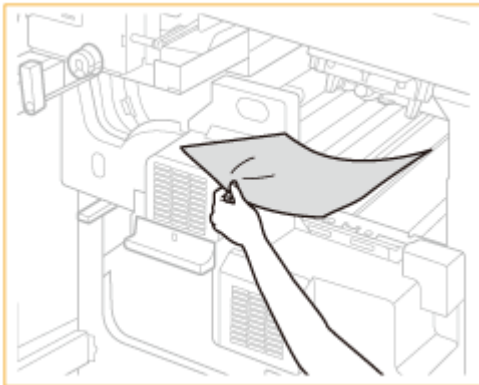
5 Raise the handle of the A2 guide and close the guide.

6 Raise the handle of the A1 guide and close the guide.

7 Raise the handle of the A3 guide and open the guide.



8 Remove any jammed paper.

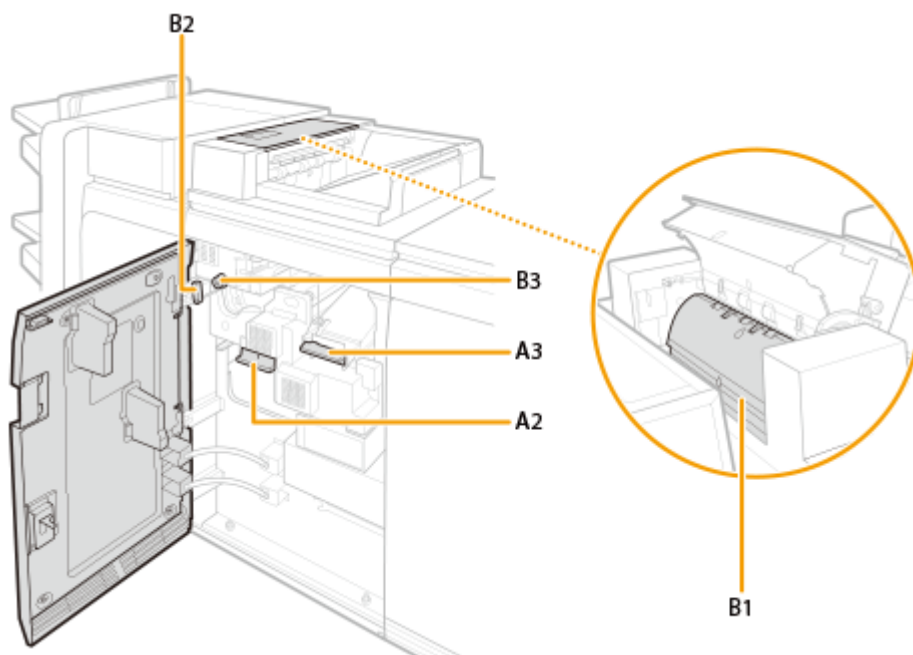


9 Lower the handle of the A3 guide and close the guide.

10 Close the front cover of the "Sensing Unit-B."

For jobs where paper is output to the output tray

Paper jam locations are indicated by numbers such as A1 or A2, which are shown in the illustration below.



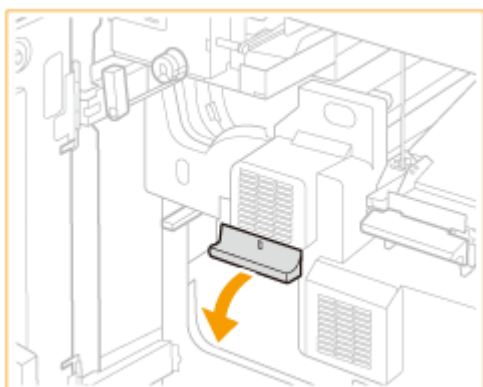
NOTE

- For instructions related to formats smaller than B5, refer to **▶ For jobs where paper is fed to the next unit (P. 237)**

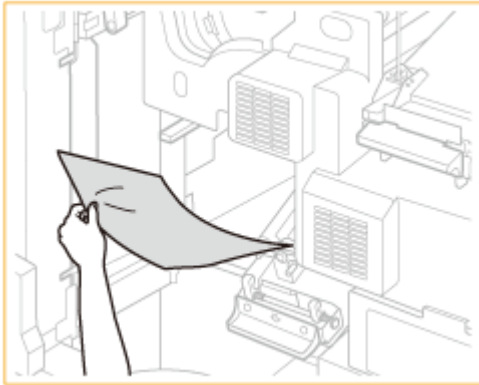
1 Open the front cover of the "Sensing Unit-B."



2 Lower the handle of the A2 guide and open the guide.

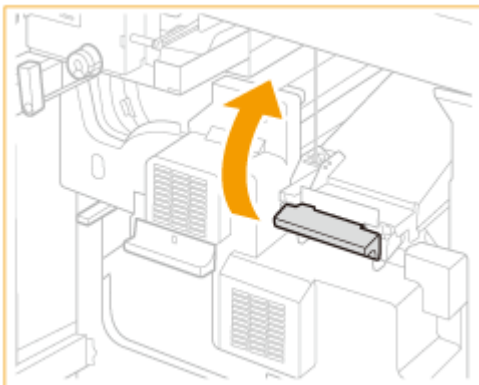


3 Remove any jammed paper.

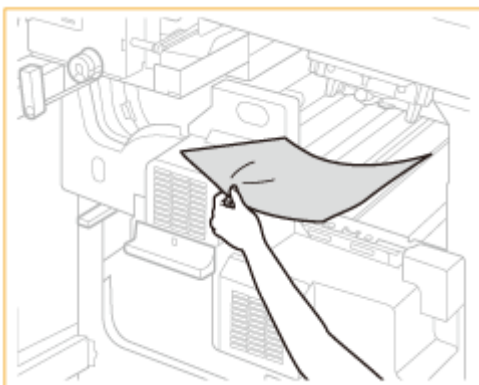


4 Raise the handle of the A2 guide and close the guide.

5 Raise the handle of the A3 guide and open the guide.

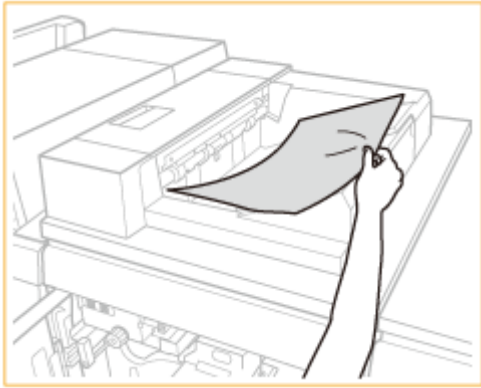


6 Remove any jammed paper.

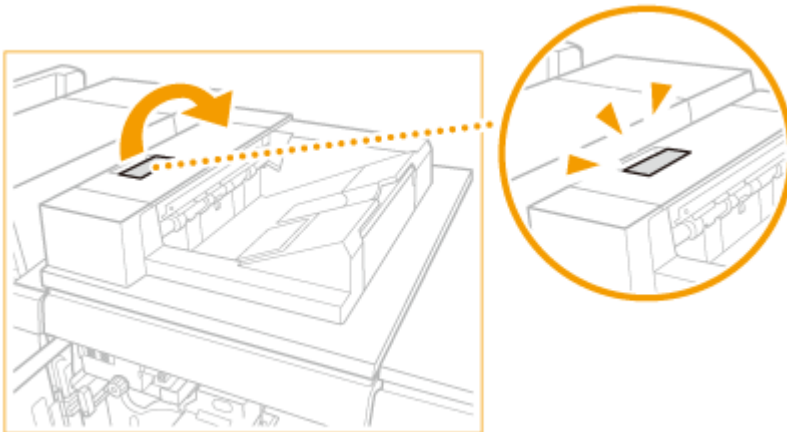


7 Lower the handle of the A3 guide and close the guide.

8 Remove any paper left in the output area.



- 9** Pull the lever of the paper output feed guide to open the cover.

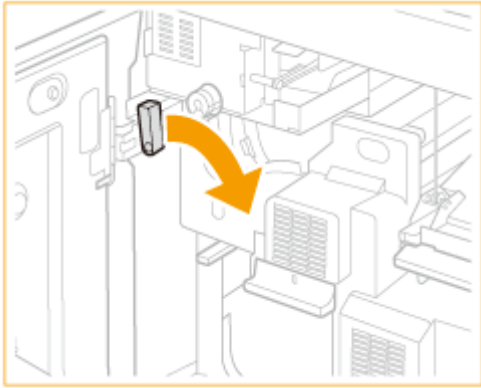


- 10** Remove any paper left inside B1.

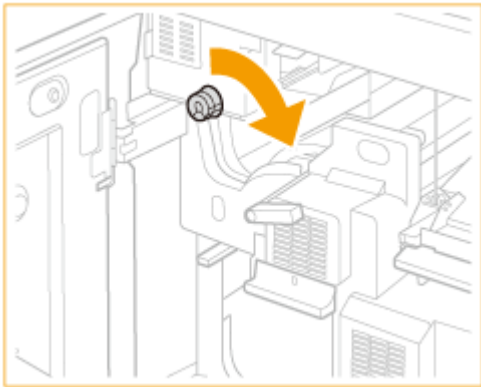


- 11** Close the cover of the paper output feed guide.

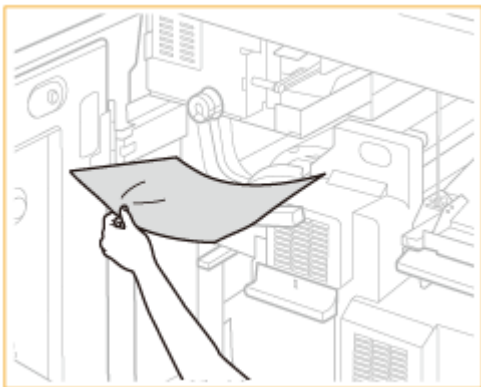
- 12** Push the lever of the B2 guide to the right and open the guide.



13 Turn the B3 knob to the right and move the paper into the guide.



14 Remove the paper.



15 Push the lever of the B2 guide to the left and close the guide.

16 Close the front cover of the "Sensing Unit-B."

Clearing Staple Jams ⊕ OP

E0SS-02Y

If a staple jam occurs, the <Staples are jammed.> message appears on the touch panel display, along with the location of the staple jam and solutions. If it is difficult to find solutions on the display, see the link below.

▶ **Staple Jams in the Stapler Unit (Staple Finisher-AF/Booklet Finisher-AF)(P. 245)**

▶ **Staple Jams in the Saddle Stitcher Unit (Booklet Finisher-AF)(P. 248)**

IMPORTANT

- Prints may be output to optional equipment while you are clearing staple jams. Take care when handling optional equipment that is installed.

The location of the "Staple Finisher-AF" or "Booklet Finisher-AF" is indicated in the following illustration.

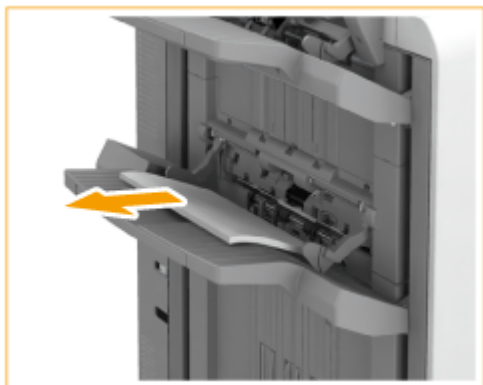


Staple Jams in the Stapler Unit (Staple Finisher-AF/Booklet Finisher-AF)

E0SS-030

Follow the procedure described in this section to clear the staple jam. The "Staple Finisher-AF" and "Booklet Finisher-AF" are optional. ➤ **Optional Equipment(P. 254)**

- 1 Remove the paper waiting to be stapled from the delivery tray.**



- 2 Wait several seconds until the stapler unit stops moving.**

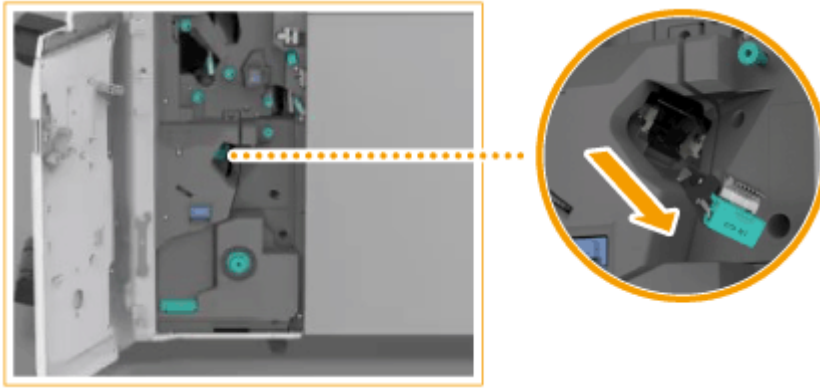
- Make sure that the stapler unit stops moving, and then proceed to the next step.

- 3 Open the front cover of the finisher.**

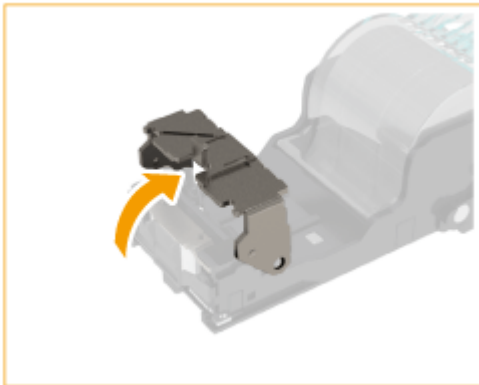


- 4 Pull out the staple case from the stapler unit.**

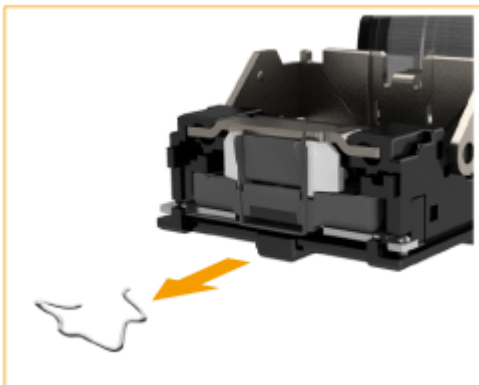
- Pull it out by holding the green tab.



5 Push up the bracket on the staple case.



6 Remove all the jammed and protruding staples from the staple case.



7 Return the bracket on the staple case to its original position.

8 Hold the green tab, and push the staple case back into the stapler unit until it is securely in place.



9 Close the front cover of the finisher.

Staple Jams in the Saddle Stitcher Unit (Booklet Finisher-AF)

E0SS-031

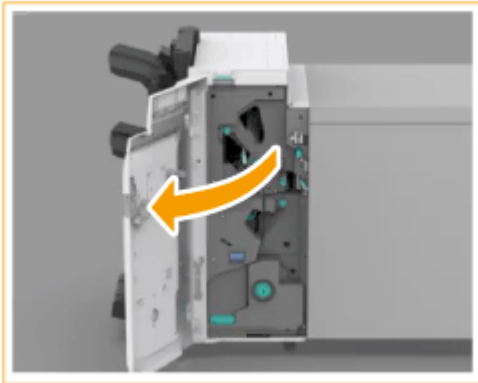
Follow the procedure described in this section to clear the staple jam. The "Booklet Finisher-AF" is optional. **Optional Equipment(P. 254)**

NOTE

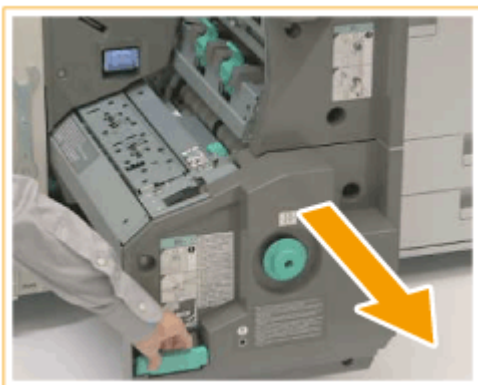
Check before clearing staple jams

- If a paper jam occurs at the same time as a staple jam, remove the jammed paper before removing the jammed staples.
- Before clearing the staple jam, remove all output paper from the booklet tray.

1 Open the front cover of the finisher.



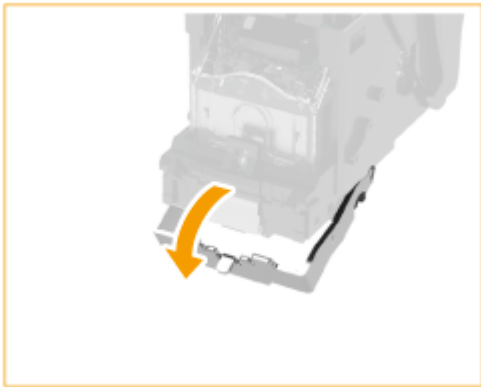
2 Pull out the saddle stitcher unit.



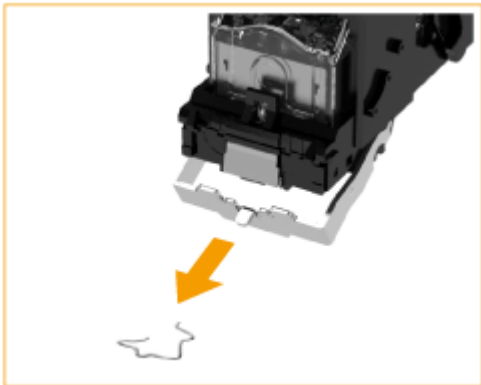
3 Pull out the two staple cases.



- 4** Hold both sides of the staple case, and lower the bracket.

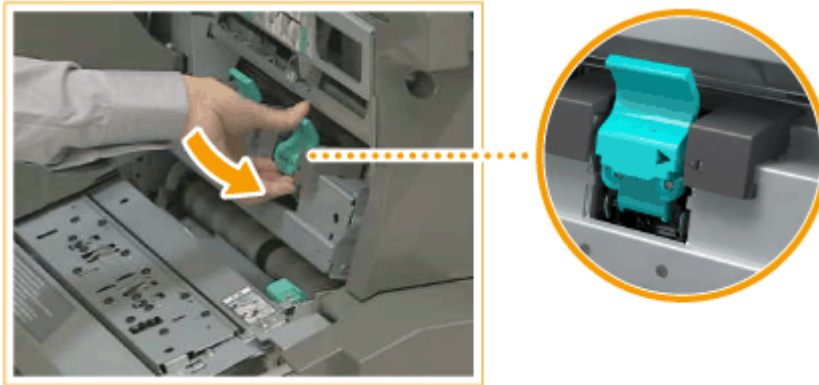


- 5** Remove all the jammed and protruding staples from the staple case.



- 6** Return the bracket on the staple case to its original position.

- 7** Insert the two staple cases into the saddle stitcher unit.



- Make sure that the staple cases are inserted so that the setting position marks are aligned as shown in the illustration above.

8 Push the saddle stitcher unit back into the machine, and close the front cover of the finisher.

! IMPORTANT

- After clearing a staple jam, make sure to adjust the staple position. ▶<**Saddle Stitch Staple Repositioning>(P. 749)**

Options

Options	252
Optional Equipment	254
POD Deck-E/Secondary POD Deck-E	258
Staple Finisher-AF/Booklet Finisher-AF	273
Document Insertion Unit-R	277
Paper Folding Unit-K	282
Finisher Long Sheet Catch Tray-B	284
High Capacity Stacker-J	285
Sensing Unit-B	286
Operator Attention Light-A	288
Outputting Paper to the Finisher/Stacker	289
Caution When Outputting Paper to the Finisher/Stacker	290
To Stack Paper More Neatly	291
Optional Equipment Supporting Specific Functions	294

Options

E0SS-032

The functionality of the machine can be expanded by installing options to the machine.

■ Available Options

- ▶ **Optional Equipment(P. 254)**
- ▶ **System Options(P. 993)**

■ Finding Options According to Your Purposes

To load a large amount of paper into paper decks

- ▶ **POD Deck-E/Secondary POD Deck-E(P. 258)**

To use functions such as folding and stapling, or install an output tray

- ▶ **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**
- ▶ **Document Insertion Unit-R(P. 277)**
- ▶ **Paper Folding Unit-K(P. 282)**

NOTE:

- For the optional equipment enabling you to use functions such as collating and stapling, see ▶ **Optional Equipment Supporting Specific Functions(P. 294)** .

To load long sheet paper

- ▶ **Finisher Long Sheet Catch Tray-B(P. 284)**

To stack a large amount of paper

- ▶ **High Capacity Stacker-J(P. 285)**

To adjust the image position, colors, and other settings automatically

- ▶ **Sensing Unit-B(P. 286)**

To check the status of the machine from a distance

- ▶ **Operator Attention Light-A(P. 288)**

■ Handling of the Options

CAUTION

- Do not place your hand in the part of the tray where stapling is performed (near the rollers) if a finisher is attached, as this may result in personal injury.



- Do not place your fingers or hands on the finisher when the finisher is in use. Doing so may result in personal injury or damage to the finisher.
- When removing paper from the tray of the finisher, do not place your hands on the output tray of the finisher. The tray may move upward and your hands may get caught.



IMPORTANT

- The trays of the finisher move during printing. Do not place anything under the trays, as doing so may damage the trays.
- Do not place anything other than output paper in the trays of the finisher, as doing so may damage the trays.

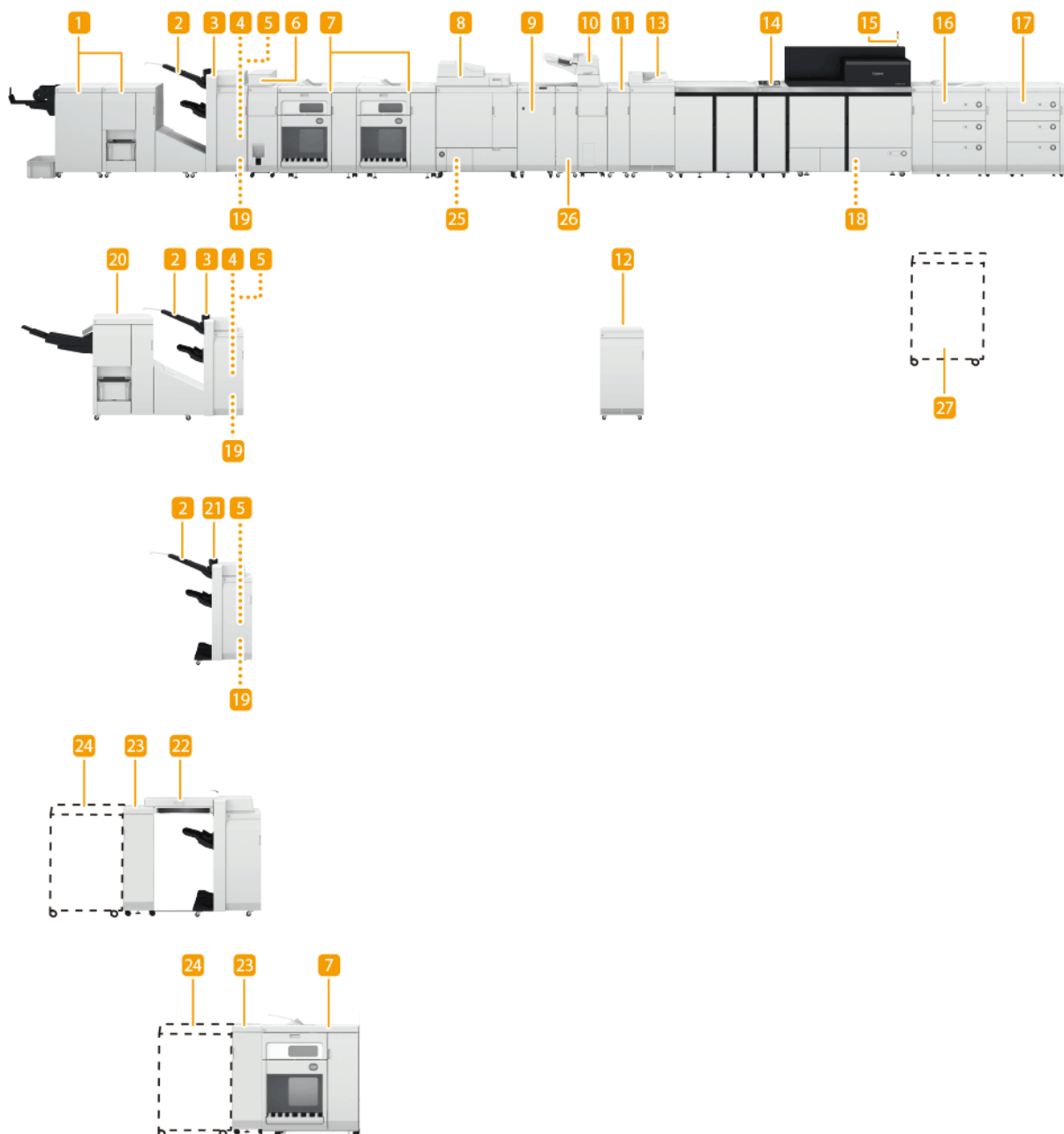
NOTE

- Some of the settings may not be displayed depending on the configuration of optional equipment installed on the machine.

Optional Equipment

E0SS-033

By combining options, you can use functions more efficiently.



1 Booklet Trimmer-G and Two-Knife Booklet Trimmer-B

The "Booklet Trimmer-G" and "Two-Knife Booklet Trimmer-B" trim the fore edge and top/bottom of saddle stitched prints for neat output. For more information, see the manual for the "Booklet Trimmer-G" and "Two-Knife Booklet Trimmer-B."

2 Finisher Long Sheet Catch Tray-B

You can use this with paper whose length for the feeding direction is up to 762 mm. You can load a paper up to 300 sheets for paper shorter than 762 mm.

► **Finisher Long Sheet Catch Tray-B(P. 284)**

3 Booklet Finisher-AF

You can perform collating, grouping, offsetting, stapling (Corner/Double/Booklet), and saddle folding with this option. ▶ **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

4 Staple-P1

The "Staple-P1" can be attached to the "Booklet Finisher-AF" for saddle stitching.

5 Staple-N1

The "Staple-N1" can be attached to the "Staple Finisher-AF" or "Booklet Finisher-AF" for stapling (Corner and Double).

6 Paper Folding Unit-K

If the "Paper Folding Unit-K" is attached to the "Staple Finisher-AF" or "Booklet Finisher-AF," the paper can be folded in 5 different ways (Z-Fold, Half Fold, C-Fold, Accordion Z-Fold, and Double Parallel Fold). ▶ **Paper Folding Unit-K(P. 282)**

7 High Capacity Stacker-J

The "High Capacity Stacker-J" enables you to continuously stack a large amount of paper. Up to two stackers can be attached to the machine. For more information, see the manual for the "High Capacity Stacker-J."

8 Perfect Binder-F

The "Perfect Binder-F" is equipped with the following features: book binding, gluing, trimming, and stacking. For more information, see the manual for the "Perfect Binder-F."

9 Multi Function Professional Puncher-C

The "Multi Function Professional Puncher-C" punches several types of hole. For more information on the "Multi Function Professional Puncher-C," see the manual of the "Multi Function Professional Puncher-C."

10 Document Insertion Unit-R

If the "Document Insertion Unit-R" is attached, a different type of paper from the body of the document can be inserted for a cover or insert. ▶ **Document Insertion Unit-R(P. 277)**

11 Inspection Unit-B

Installing the "Inspection Unit-B" enables the machine to inspect the quality of printed images based on master images and settings. For more information, see the manual for the "Inspection Unit-B."

12 Inspection Unit-C

Installing the "Inspection Unit-C" enables the machine to inspect the quality of printed images based on master images and settings. For more information, see the manual for the "Inspection Unit-C."

13 Sensing Unit-B

Installing the "Sensing Unit-B" enables the machine to automatically perform adjustment of the image position, color adjustment, and more.

▶ **Sensing Unit-B(P. 286)**

14 Flat Control Panel-A

The large size touch panel display enables you to operate the machine efficiently. You can also adjust the angle of the control panel to enable you to see the touch panel display more clearly. ➤ **Control Panel (Optional)(P. 28)**

15 Operator Attention Light-A

When an error occurs or the remaining amount of consumables is running low, three colored indicators blink so that you can check the status of the machine from a distance. ➤ **Operator Attention Light-A(P. 288)**

16 POD Deck-E

If the "POD Deck-E" is attached, it can provide three additional paper sources. Up to 1,000 sheets of paper (80 g/m²) each can be loaded into the upper and middle decks, and up to 2,000 sheets of paper (80 g/m²) can be loaded into the lower deck of the "POD Deck-E." ➤ **POD Deck-E/Secondary POD Deck-E(P. 258)**

17 Secondary POD Deck-E

If the "Secondary POD Deck-E" is attached to the "POD Deck-E," it can provide three additional paper sources. (A total of six paper sources) Up to 1,000 sheets of paper (80 g/m²) each can be loaded into the upper and middle decks, and up to 2,000 sheets of paper (80 g/m²) can be loaded into the lower deck of the "Secondary POD Deck-E." ➤ **POD Deck-E/Secondary POD Deck-E(P. 258)**

18 Tab Feeding Attachment-E

Attach the "Tab Feeding Attachment-E" to load tab paper into the paper decks of this machine. ➤ **Loading Tab Paper(P. 51)**

19 Puncher Unit-BS/Puncher Unit-BT/Puncher Unit-BU

The "Puncher Unit-BS"/"Puncher Unit-BT"/"Puncher Unit-BU" is equipped with the Hole Punch mode. The "Puncher Unit-BS"/"Puncher Unit-BT"/"Puncher Unit-BU" can be attached only if the "Staple Finisher-AF" or "Booklet Finisher-AF" is attached. ➤ **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

20 Booklet Trimmer-G

The "Booklet Trimmer-G" trims the fore edge of saddle stitched prints for neat output. Also, the waste container can be emptied while the machine is in operation. For more information, see the manual for the "Booklet Trimmer-G."

21 Staple Finisher-AF

You can perform collating, grouping, and stapling (Corner/Double) with this option. ➤ **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

22 Finisher Bridge-A

Use the "Finisher Bridge-A" as a bridge to connect the "Staple Finisher-AF"/"Booklet Finisher-AF" to the "DFD Adapter-B."

23 DFD Adapter-B

Use the "DFD Adapter-B" to connect external finishers.

24 External Finisher

Various types of external finishers can be attached by connecting to the "DFD Adapter-B."

25 Perfect Binder Continuous Kit-B

If the "Perfect Binder Continuous Kit-B" is attached to the "Perfect Binder-F," paper output can be performed at any time.

26 Static Eliminator-A

Installing the "Static Eliminator-A" enables the machine to eliminate the static electricity on the paper and prevent the paper from sticking in the output area and stacking errors. For more information, see the manual for the "Static Eliminator-A."

27 External Paper Source

The external paper source enables continuous feeding of long sheets.

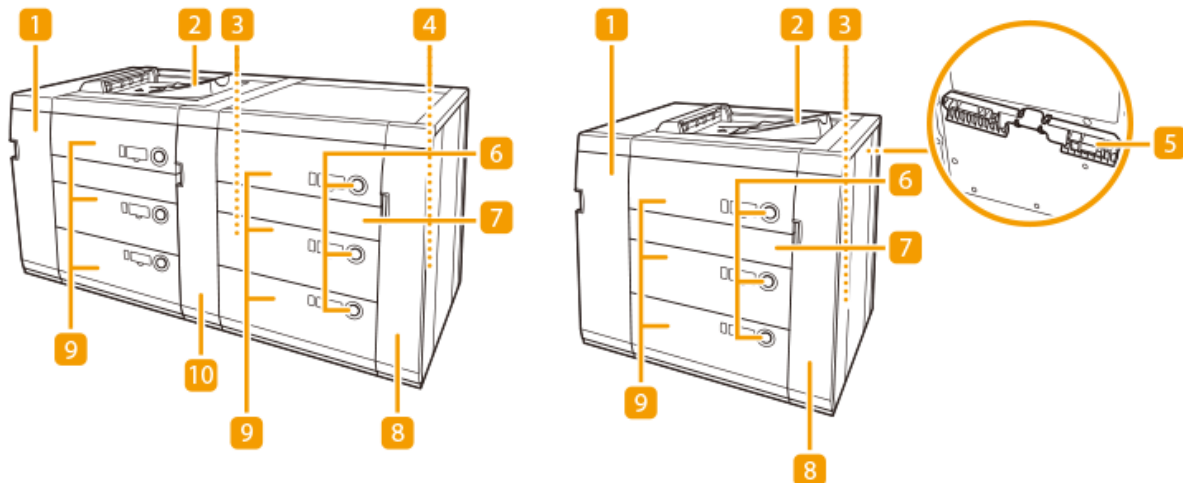
NOTE

- For information on the combination of options that can be installed on the machine, contact your dealer or service representative.
- Available optional products may differ depending on your country or region.
- Some of the settings may not be displayed depending on the configuration of optional equipment installed on the machine.

POD Deck-E/Secondary POD Deck-E

If the "POD Deck-E" is attached, it can provide three additional paper sources. If the "Secondary POD Deck-E" is also attached, it can provide a total of six additional paper sources.

Up to 1,000 sheets of paper (80 g/m²) each can be loaded into the upper and middle decks, and up to 2,000 sheets of paper (80 g/m²) can be loaded into the lower deck of the "POD Deck-E"/"Secondary POD Deck-E."



1 Front cover (Buffer Pass)

Open this when a paper jam occurs. ▶ **Paper Jams in the Buffer Pass Unit(P. 198)**

2 Escape tray

Outputs any subsequent paper when a paper jam occurs. Minimizes the paper jam removal procedures.

3 Main Power Switch of the POD Deck-E

Press to the "I" side to turn ON the "POD Deck-E."

4 Main Power Switch of the Secondary POD Deck-E

Press to the "I" side to turn ON the "Secondary POD Deck-E."

5 Tab Feeding Attachment-E

Use the "Tab Feeding Attachment-E" to load the tab paper into the paper deck.

6 Open button

Press to open the paper deck when you need to load paper or check for a paper jam.

The paper supply indicator enables you to check the amount of paper remaining in the paper deck.

7 Horizontal Pass Cover

Open this cover to remove jammed paper. ▶ **Paper Jams in the Front Right Cover/Horizontal Pass(P. 205)**

8 Front Right Cover

Open this cover to remove jammed paper. ▶ **Paper Jams in the Front Right Cover/Horizontal Pass(P. 205)**

9 Paper deck

Load Paper. ▶ **Loading Paper into the POD Deck-E(P. 259)**

10 Tandem Pass Cover

Open this cover to remove jammed paper. ▶ **Paper Jams in the Front Right Cover/Horizontal Pass(P. 205)**

**CAUTION**

- Be sure to ground the "POD Deck-E"/"Secondary POD Deck-E" before connecting its power plug to the power source. Also, be sure to remove the power plug from the power source before disconnecting the ground connection.
- Do not place heavy objects on the "POD Deck-E"/"Secondary POD Deck-E." That may result in damage.
- When handling paper, take care not to cut your hands on the edges of the paper.

**IMPORTANT**

- If the machine is in the Sleep mode, you may be unable to open the paper deck. In this event, reactivate the machine and then press the open button on the "POD Deck-E"/"Secondary POD Deck-E."

NOTE

- For information on basis weight and paper size that can be used, see items for the "POD Deck-E" in ▶ **Available Paper(P. 80)** .

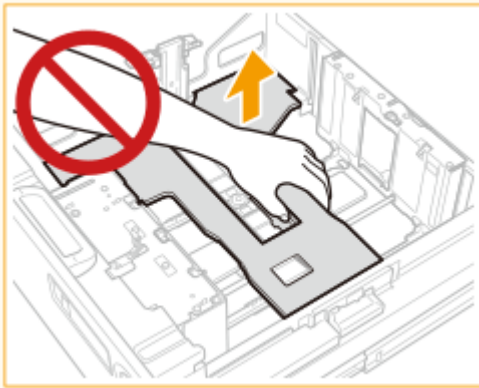
Loading Paper into the POD Deck-E**CAUTION**

- The lifter inside the paper decks rises and descends automatically. When loading paper, be careful not to get your fingers caught, as this may result in personal injury.

**IMPORTANT**

- A screen prompting you to load paper also appears if the selected paper deck is not fully inserted into the machine. Make sure that the paper deck is properly in place.
- Do not load the following types of paper into the paper deck. Doing so may cause a paper jam.
 - Severely curled or wrinkled paper
 - Thin straw paper

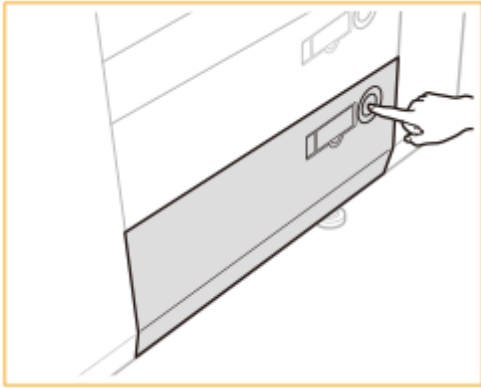
- Heavy paper (more than 500 g/m²)
- Thin paper (less than 60 g/m²)
- Paper which has been printed on using a thermal transfer printer
- The reverse side of paper which has been printed on using a thermal transfer Printer
- When paper stock is not enough in the paper source, using coated paper whose weight is 90 g/m² or less or uncoated paper whose weight is 60 g/m², may cause the paper to get wrinkled or corners to fold. Avoid using the paper when [] is displayed for the remaining amount of paper. If paper gets wrinkled with the paper being fed in a vertical (portrait) orientation, feed the paper in a horizontal (landscape) orientation.
- Make sure that you fan the sheets of paper well before placing them. Thin paper, recycled paper, pre-punched paper, heavy paper, transparencies, clear film, translucent film, and tab papers should be fanned particularly well before loading it.
- If paper runs out and printing is stopped when you are printing with the staple setting, do not remove the output sheets that are waiting to be stapled. (Printing and stapling resume after you clear the paper jam.)
- Do not lift up the lifter inside the paper decks while the main power is ON, as this may result in a malfunction or damage to the machine. If you need to lift up the lifter, for example, if you drop objects, turn OFF the main power with the paper decks open. For instructions on shutting down the machine, see  **Shutting Down the Machine(P. 31)** .



NOTE

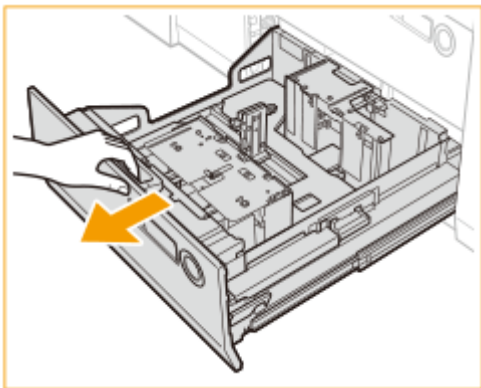
- The optional "Tab Feeding Attachment-E" is required to set tab paper in the paper deck.
- You can load custom size paper if both of the paper sides are between 182 mm and 487.7 mm in length, and between 182 mm and 330.2 mm in width. You cannot load custom size paper if either one of the sides is smaller or larger than the paper sizes that can be loaded.
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select a different paper source, the remaining prints are made after you press <OK>.
- To cancel printing, press <Cancel>.
- When changing the paper to load into the "POD Deck-E" from plain paper to coated paper, you may wait a moment because temperature control of the warm air which fans a paper is required.
- Check the Specialty Media Handling Guide and make appropriate settings for the paper to be loaded into the "POD Deck-E."

1 Press the button on the paper deck in which you want to load paper.



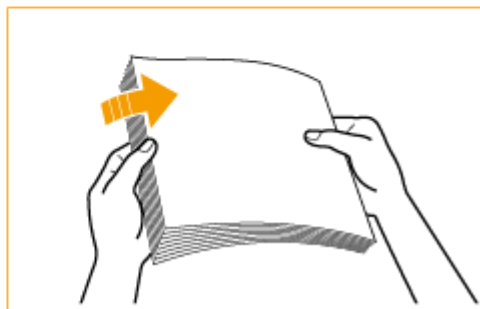
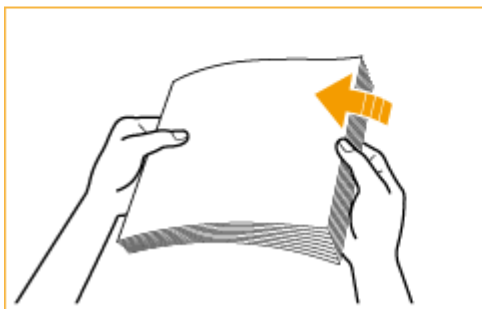
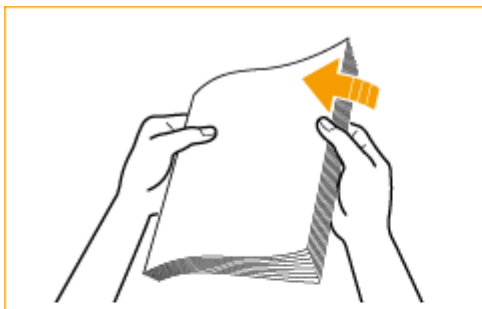
2 Grip the handle, and pull out the paper deck until it stops.

- The inside lifter automatically descends to the paper loading position.



3 Prepare the paper to load.

- Fan the sheets several times and align the edges to facilitate feeding.

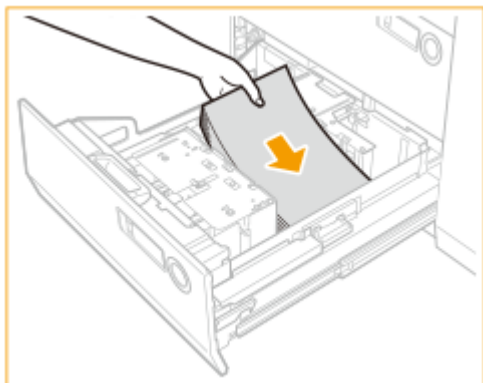


NOTE:

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

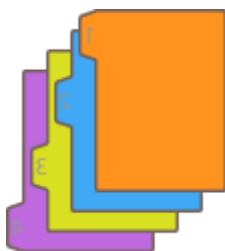
4 Make sure that the inside lifter has lowered, and then load the paper stack into the paper deck.

- Even out the edges of the paper stack. Load the paper stack against the right wall of the paper deck.



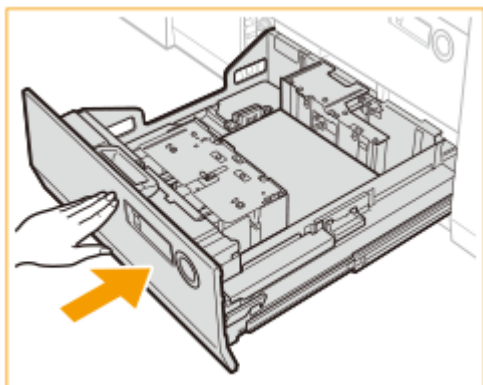
NOTE:

- Loading a thick stack of paper at once may cause printing problems due to the edge of the paper being damaged or curled. Load the paper in stacks no thicker than 20 mm at a time.
- When you load paper with a logo mark, pay attention to the loading orientation. ▶ **Orientation of The Paper To Be Loaded(P. 62)**
- When you load tab paper into the paper deck, load reverse order tab paper face down with the tabs on the left side.
- For more information about the method of loading tab paper, see ▶ **Loading Tab Paper(P. 51)** .



5 Gently push the paper deck back into the machine until it clicks into place in the closed position.

- The inside lifter automatically rises, and prepares the paper deck for printing.



CAUTION

- When closing the paper deck, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

- Do not load paper into the paper deck that has been previously printed onto, as this may result in a malfunction or damage to the machine.
- In the following situations, adjust the size change plates to match the paper size being loaded.  **Changing the Paper Size for the POD Deck-E(P. 264)**
 - When you load paper into the paper deck for the first time.
 - When you load paper and the edges of the paper stack may become curled in the paper deck or there are gaps between the edge of paper and the size change plates, because the size of paper being loaded does not match the paper size that the size change plates currently set for.
- Do not give a strong shock to the rear edge retainer when loading paper into the paper deck, as this may result in a malfunction or damage to the machine.



- Do not give a strong shock to the paper deck when opening/closing the paper deck, as this may result in a malfunction, damage to the machine or the image misalignment.

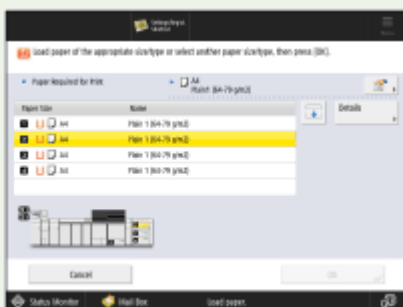


- Do not load incompatible paper in the "POD Deck-E." Doing so may result in paper jams.  **Available Paper(P. 80)**
- Paper which is curled must be straightened out before loading it into the paper deck unit.
- Never place paper or any other items in the empty part of the paper deck unit next to the paper stack, as this may result in a malfunction or damage to the machine.
- A paper blower is attached inside of the "POD Deck-E." Do not insert paper clips or other foreign objects into the blower port.

- You will not be able to make prints if you load paper that exceeds the loading limit mark (▲▲▲▲), or if the paper drawer is not completely pushed into the paper deck unit.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▲▲▲▲).
- Always check that the paper deck unit is in place.
- If the first output sheet cannot be output onto the output tray smoothly, we recommend that you place a blank sheet of the same or larger size than the output paper on the output tray in advance.

NOTE

- When loading paper into the paper deck, make sure that the paper size setting is the same size of the paper that is being loaded.
- If there are instructions on the paper package about which side of the paper to load, follow those instructions.
- When paper is loaded in the paper deck, the side facing down is the one printed on.
- If problems occur when printing, try turning the paper stack over, and reload it. However, textured paper, paper coated on one side, and paper printed differently on the front and reverse sides cannot be turned over. Replace such paper with new paper.
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see ▶ **Orientation of The Paper To Be Loaded(P. 62)** .
- Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.
- If paper runs out and printing is stopped, load a new paper stack. Printing restarts after the new paper stack is loaded.



- Make sure you loaded paper properly into the stack area when opening the paper deck. If the paper is loaded improperly or paper remains in the stack area, load the paper properly again. It may cause paper to be folded or paper jams to occur.

Changing the Paper Size for the POD Deck-E

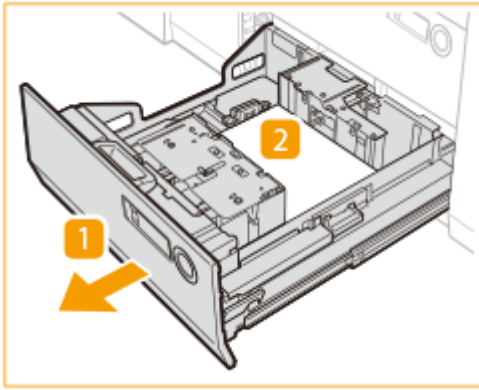
- 1 Press  (**Settings/Registration**) ▶ **<Preferences>** ▶ **<Paper Settings>** ▶ **<Paper Settings>** and register the desired paper size.

- If you want to load free size paper, see ▶ **Specifying Paper Size and Type in the Paper Deck(P. 69)** , and register the paper size.

2 Open the paper deck.

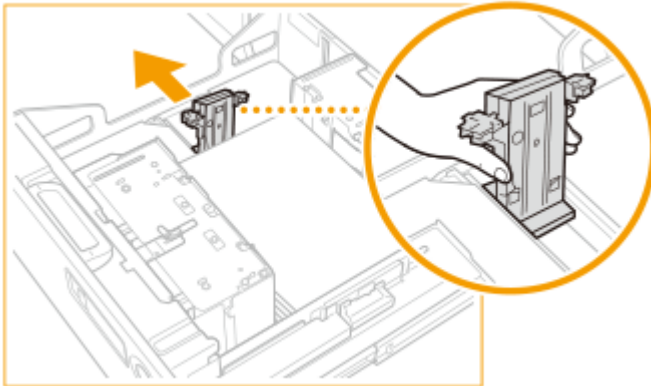
- 1 Press the button on the paper deck that you want to change the paper size and then pull out the paper deck.

- 2** Check that the inside lifter descends to the paper loading position.

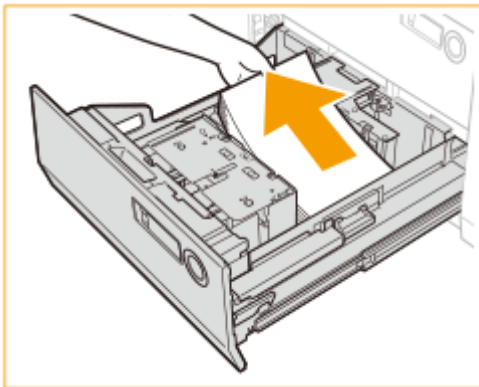


- 3** Slide the rear edge retainer until it does not catch on the paper to set.

- The rear edge retainer slides by holding as the diagram shows.

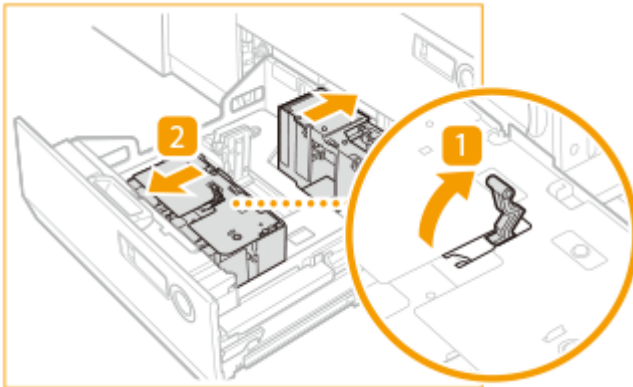


- 4** Remove all set paper.



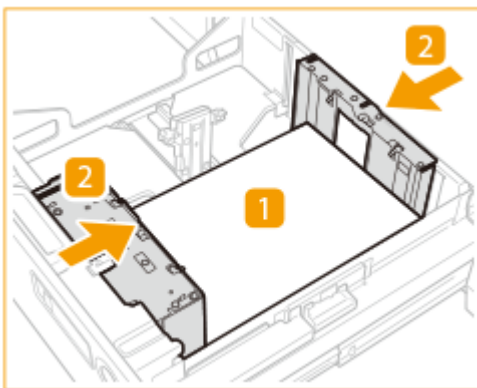
- 5** Move the size change plates to a position where it does not catch on the paper.

- 1** Remove the size change plates lock.
- 2** Slide the size change plates to a position where it does not catch on the set paper.

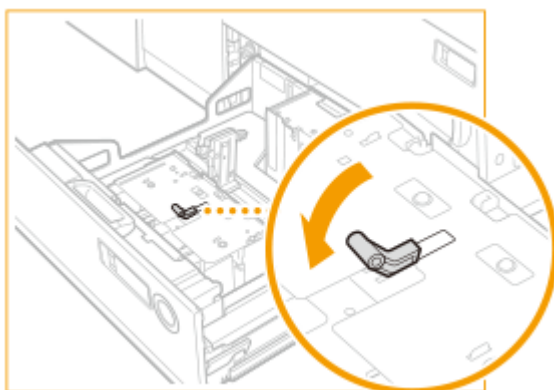


6 Adjust the position of the size change plates to align with paper.

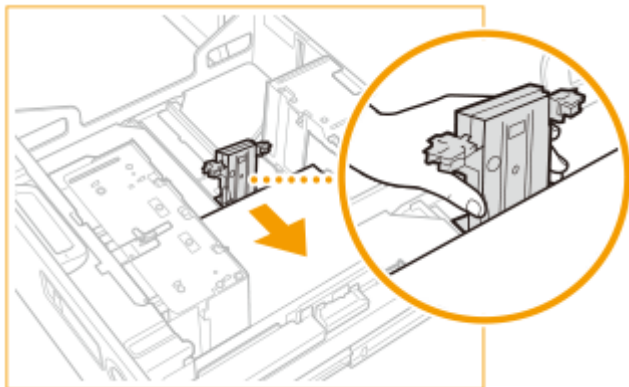
- 1 Set the paper of the target size to approximately 10 mm high.
- 2 Slide the size change plates (front) and size change plates (back) to match the paper size.



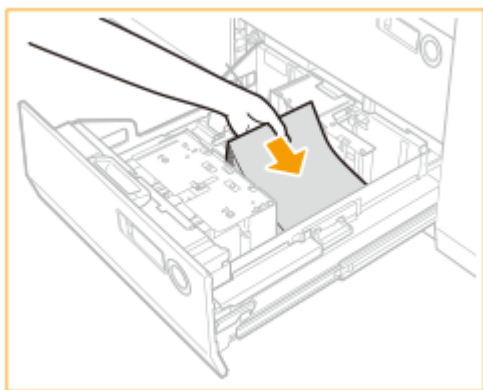
7 Lock the lever of the size change plate and fix it.



- 8 Squeeze the lever on the outer size change plate as shown below. Without releasing the lever, slide the paper holder plate to align it with the desired paper size.



9 Load all remaining paper whose size you want to change into the paper deck.

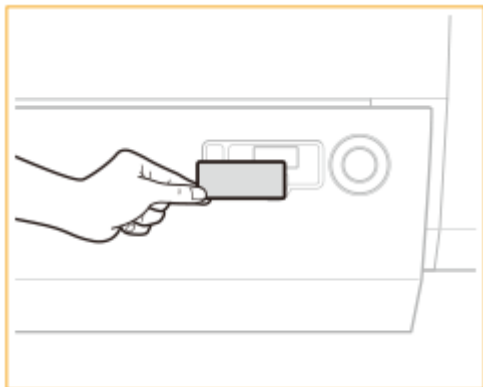


NOTE:

- When you load paper with a logo mark, pay attention to the loading orientation. ▶ **Orientation of The Paper To Be Loaded(P. 62)**
- When you load tab paper into the paper deck, load reverse order tab paper face down with the tabs on the left side.
- For more information about the method of loading tab paper, see ▶ **Loading Tab Paper(P. 51)** .



10 Change the paper deck's size plate to match the new paper size.



11 Gently push the paper deck back into the machine until it clicks into place in the closed position.

- The inside lifter automatically rises, and prepares the paper deck for printing.

! IMPORTANT

- Do not load paper into the paper deck that has been previously printed onto, as this may result in a malfunction or damage to the machine.
- Do not give a strong shock to the rear edge retainer when loading paper into the paper deck, as this may result in a malfunction or damage to the machine.



- Do not give a strong shock to the paper deck when opening/closing the paper deck, as this may result in a malfunction, damage to the machine or the image misalignment.



- Adjust the outer size change plate, inner size change plate, and rear edge retainer correctly to avoid causing a paper jam, dirty prints, or making the inside of the machine dirty.
- Do not load incompatible paper in the "POD Deck-E." Doing so may result in paper jams. ▶ **Available Paper(P. 80)**

- Paper which is curled must be straightened out before loading it into the paper deck unit.
- Never place paper or any other items in the empty part of the paper deck unit next to the paper stack, as this may result in a malfunction or damage to the machine.
- A paper blower is attached inside of the "POD Deck-E." Do not insert paper clips or other foreign objects into the blower port.
- You will not be able to make prints if you load paper that exceeds the loading limit mark (▲▲▲▲), or if the paper drawer is not completely pushed into the paper deck unit.
- Make sure that the height of the paper stack does not exceed the loading limit mark (▲▲▲▲).
- Always check that the paper deck unit is in place.
- If the first output sheet cannot be output onto the output tray smoothly, we recommend that you place a blank sheet of the same or larger size than the output paper on the output tray in advance.

NOTE

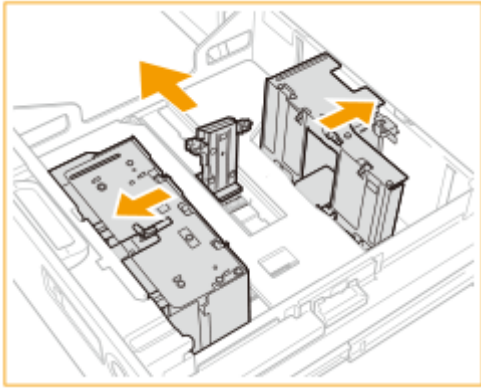
- If there are instructions on the package of paper about which side of the paper to load, follow those instructions.
- When paper is loaded into the "POD Deck-E," the side facing down is the one printed on.
- If problems occur, such as poor print quality or paper jams, try turning the paper stack over, and reload it. However, textured paper, single-sided coated paper, and paper already printed on cannot be turned over. Change to new paper.
- When loading paper, make sure that the height of the paper stack does not exceed 20 mm. If the height of the paper stack exceeds 20 mm, the edges of the paper stack may become curled or creased, and poor print quality may result.

Loading Envelopes in POD Deck-E

■ Available Envelope Type and Loading Limit

Envelope Type	Upper, Middle and Lower Decks Loading Limit	Loading Limit Mark
Kakugata 2	10 sheets	-

- 1 Prepare for loading envelopes.** ▶ Before Loading Envelopes(P. 45)
- 2 Press  (Settings/Registration) ▶ <Preferences> ▶ <Paper Settings> ▶ <Paper Settings> and register the desired paper size.**
- 3 Slide the rear edge retainer and size change plates to a position that does not interfere with setting the envelopes.**
 - Size change plates must be unlocked before sliding.

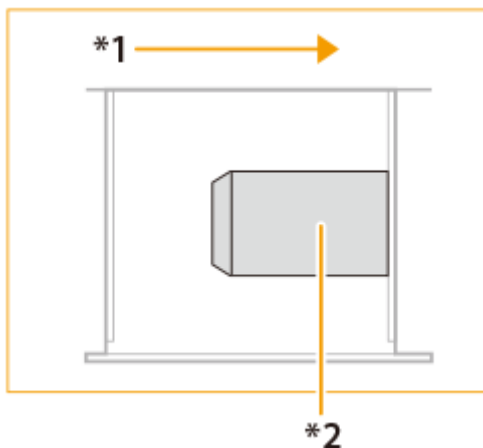


4 Load the envelopes.

■ Envelope Feeding Direction

If you are using Kakugata 2

Load the envelopes so that their flaps are on the left side.



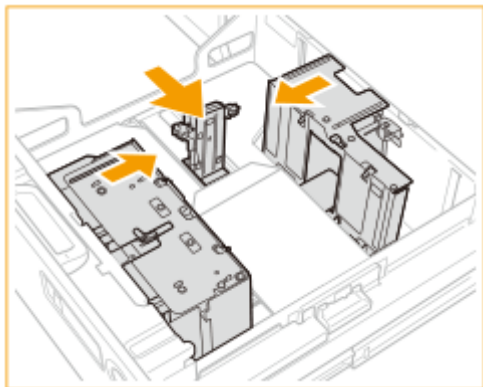
*1 Feeding Direction

*2 Print Side Down

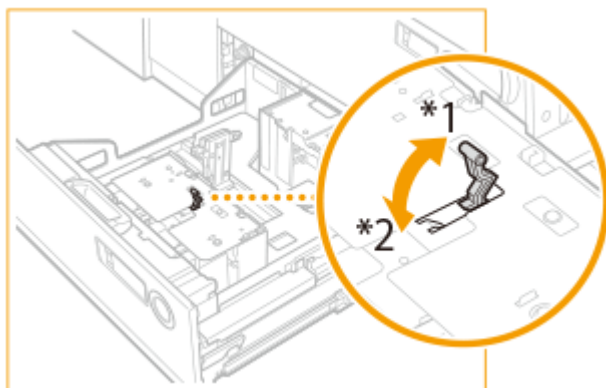
! IMPORTANT:

- Envelopes may not be able to be fed properly if they are loaded at an angle.
- Do not print on the back side (the glued side) of the envelopes.

5 Adjust the position of the size change plate and paper holder plate.

**NOTE:**

- When adjusting the size change plate, release the lock. After adjustment, re-lock it.



*1 Unlocked

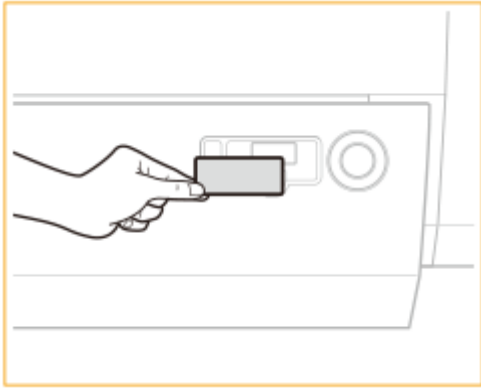
*2 Locked

6 Firmly push the paper deck into the machine.

IMPORTANT

- Do not load paper into the paper deck that has been previously printed onto, as this may result in a malfunction or damage to the machine.
- Envelopes which are curled must be straightened out before loading them into the paper deck.
- Always check that the paper deck is in place.
- Never place paper or any other items in the empty part of the paper deck. Doing so may cause paper jams.

7 Change the size plate of the paper deck as necessary.



Staple Finisher-AF/Booklet Finisher-AF

E0SS-035

Installing "Staple Finisher-AF" or "Booklet Finisher-AF" enables you to use the following finish functions.

Collate

The prints are automatically collated into sets arranged in page order.

Group

All printouts of the same original page are grouped together into sets.

Offset

Each printout group is shifted in alternating layers.

Staple + Collate

The printouts are collated into sets arranged in page order and stapled (Corner/Double). You can fold and staple the printouts by using "Booklet Finisher-AF."

Staple + Group

All printouts of the same original page are grouped together into sets and stapled (Corner/Double).

Saddle Fold ("Booklet Finisher-AF" only)

The printouts are folded into half its size.

TIPS

- If you install the "Puncher Unit-BS," "Puncher Unit-BT" or "Puncher Unit-BU" in the "Staple Finisher-AF" or "Booklet Finisher-AF," you can punch holes in your printouts.
- If you install the "Booklet Trimmer-G" in the "Booklet Finisher-AF," you can trim the fore edge of saddle stitched output paper for neat output. For detailed information, see the "Booklet Trimmer-G" user's manual. Also, If you install the "Two-Knife Booklet Trimmer-B," you can trim the top/bottom of saddle stitched output paper for neat output. For detailed information, see the "Two-Knife Booklet Trimmer-B" user's manual.
- If you install the "Multi Function Professional Puncher-C" in the "Booklet Finisher-AF," you can punch several types of holes. For more information on the "Multi Function Professional Puncher-C," see the manual of the "Multi Function Professional Puncher-C."

External View



Booklet Finisher-AF



Staple Finisher-AF

1 Output Tray A

The prints are output to this tray. You can specify functions for which the tray is used by configuring <Output Tray Settings>. ▶<Output Tray Settings>(P. 773)

- If <High Volume Stack Mode> is set to <On>, the prints are preferentially output to the tray B regardless of the settings of <Output Tray Settings>. ▶<Paper Output Settings>(P. 773)

2 Top cover

Open to remove jammed paper.

3 Front cover

Open to remove jammed paper, clear a staple jam in the stapler unit and saddle stitcher unit, or replace the staple cartridge. If the "Puncher Unit-BS," "Puncher Unit-BT" or "Puncher Unit-BU" is installed, open to discard punch waste.

4 Booklet tray (Booklet Finisher-AF only)

The printouts that are saddle stitched are output to this tray.

5 Auxiliary Booklet Tray (Booklet Finisher-AF only)

Adjust to the paper to be output on the booklet tray.

6 Output Tray B

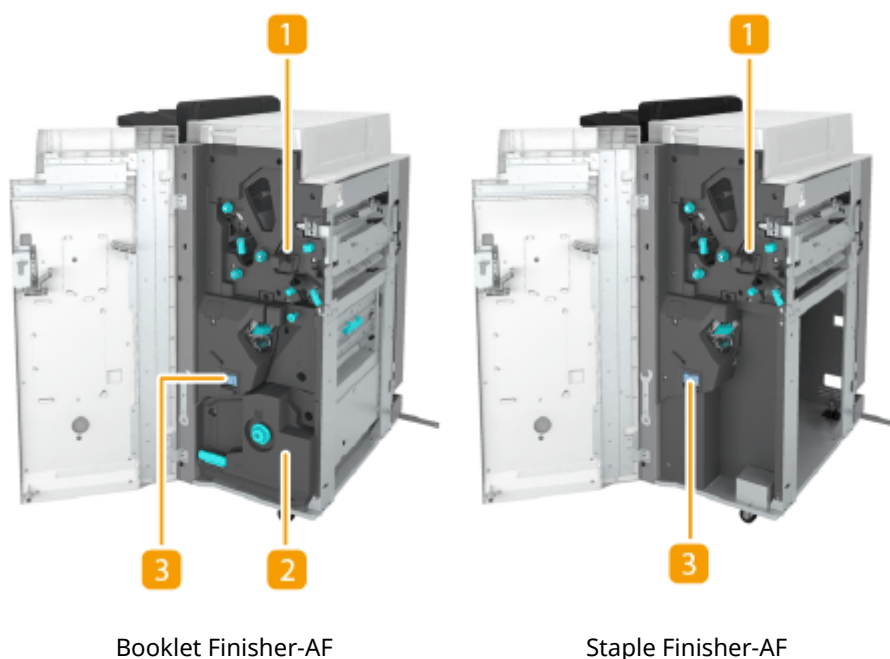
The prints are output to this tray. You can specify functions for which the tray is used by configuring <Output Tray Settings>. ▶<Output Tray Settings>(P. 773)

- If <High Volume Stack Mode> is set to <On>, the prints are preferentially output to the tray B regardless of the settings of <Output Tray Settings>. ▶<Paper Output Settings>(P. 773)

NOTE

- Output Tray A and B align output paper with their two alignment guides. You can adjust the position of these guides. For more information, see [▶Paper Alignment on Finisher Tray A/B\(P. 450\)](#) .
- If the "Finisher Long Sheet Catch Tray-B" (optional) is attached, the Output tray-A is replaced with it.

Internal View



1 Punch waste tray (When the "Puncher Unit-BS," "Puncher Unit-BT" or "Puncher Unit-BU" is attached.)

Pull out to discard punch waste. [▶Discarding the Punch Waste \(Staple Finisher-AF/Booklet Finisher-AF\) \(P. 149\)](#)

2 Saddle stitcher unit (Booklet Finisher-AF only)

Pull out to remove jammed paper or clear a staple jam in the saddle stitcher unit, or to replace the staple cartridge.

3 Staple waste tray

Pull out to discard stapler waste. [▶Discarding Staple Waste \(Staple Finisher-AF/Booklet Finisher-AF\) \(P. 152\)](#)

NOTE

- For information on the output, see [▶Caution When Outputting Paper to the Finisher/Stacker\(P. 290\)](#) .
- For information on the paper sizes that can be used for Staple, Saddle Stitch, Hole Punch, and Saddle Fold, see [▶Staple Finisher-AF\(P. 94\)](#) and [▶Booklet Finisher-AF\(P. 98\)](#) .
- To replace the staple cartridge of the stapler unit or saddle stitcher unit, see [▶Loading Staples \(Optional\) \(P. 141\)](#) .

- For how to clear a paper jam or a staple jam, see  **Clearing Paper Jams(P. 161)** and  **Clearing Staple Jams (Optional)(P. 244)** .
- The maximum number of bindable sheets may not be possible, depending on the paper type. In this case, change the paper type, or reduce the number of sheets to bind.

Collate and group

- If you select <Offset> in combination with the collate or group function, each printout group is shifted.
- The output trays move downward as the output paper stacks accumulate. Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops. Remove all of the output paper from the trays to resume printing.

Staplers

- When you are using the Staple mode, do not remove the stack of paper from the output tray during the job. Remove the stack of paper when the job has been completed.
- If the <Load staples into the stapler unit.> message appears, almost all of the staples have been used. To proceed, replace the staple cartridge.
- If a tray reaches the lowest position limit, printing stops temporarily. Remove all of the output paper from the tray to resume printing.

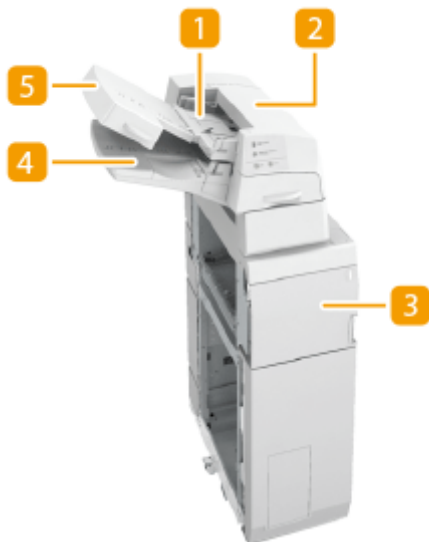
Saddle stitch

- The accuracy of folds may vary depending on the paper type and the number of sheets.

Document Insertion Unit-R

E0SS-036

If the "Document Insertion Unit-R" is attached to the "Staple Finisher-AF" or "Booklet Finisher-AF," you can use paper different than the main document pages for a cover or sheet insertion.



1 Upper tray

You can load paper you want to use as a cover, sheet insertion, or job separator, etc. ➤ **Loading Paper into the Document Insertion Unit-R(P. 277)**

2 Upper cover

Open to remove jammed paper. ➤ **Paper Jams in the Document Insertion Unit-R(P. 228)**

3 Front cover

Open to remove jammed paper. ➤ **Paper Jams in the Document Insertion Unit-R(P. 228)**

4 Lower tray

You can load paper you want to use as a cover, sheet insertion, or job separator, etc. ➤ **Loading Paper into the Document Insertion Unit-R(P. 277)**

5 Tray cover

Lift to load paper in the lower tray. ➤ **Loading Paper into the Document Insertion Unit-R(P. 277)**

Loading Paper into the Document Insertion Unit-R

NOTE

- For information on basis weight and paper size that can be used, see items for the "Document Insertion Unit-R" in ➤ **Available Paper(P. 80)** .

- If you are loading preprinted paper to use as the cover page into the document insertion unit, you must load the paper face up.

1 Adjust the slide guides to fit the paper size.

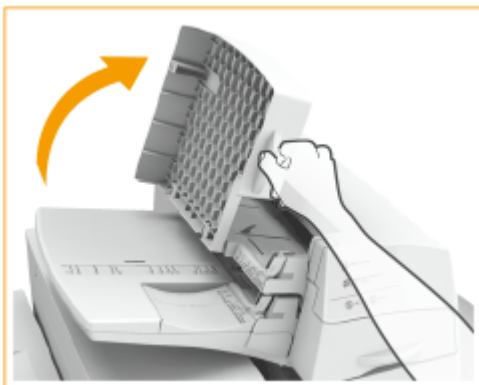
■To load paper in the upper tray:

- 1** Adjust the slide guide.



■To load paper in the lower tray:

- 1** Open the tray cover.

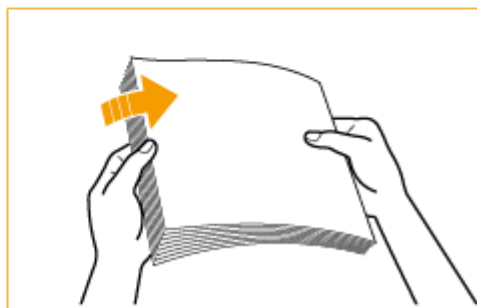
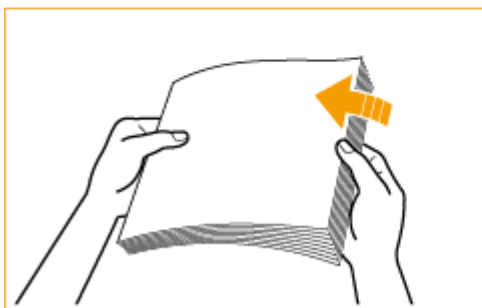
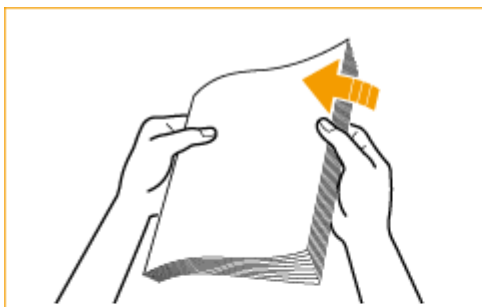


- 2** Adjust the slide guide.



2 Prepare the paper to load.

- Fan the sheets several times and align the edges to facilitate feeding.



3 Load the paper stack into the "Document Insertion Unit-R."

■ If you want to load paper into the upper tray:

- 1 Load the paper face up.



■ If you want to load paper into the lower tray:

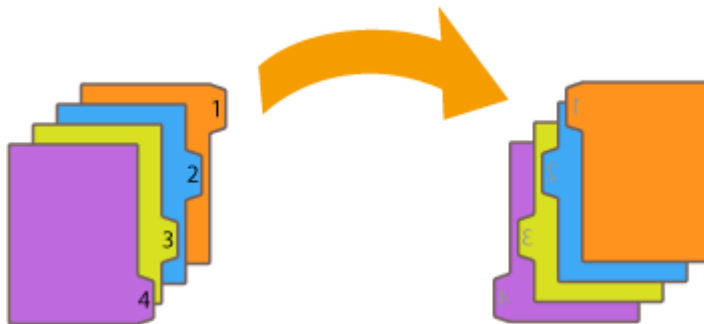
- 1 Load the paper face up.



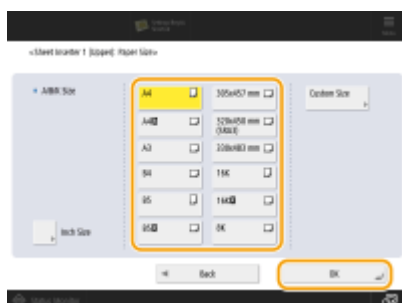
- 2 Close the tray cover.

! IMPORTANT:

- When you load tab paper, load it in reverse tab order and face down with the tabs on the opposite side of the feeding direction.



- 4 Select the paper size and press <Next>.



- Select the same paper size that is loaded in the "Document Insertion Unit-R."

5 Select the paper type and press <OK>.

IMPORTANT

- Make sure that the height of the paper stack does not exceed the loading limit mark (▼▼▼▼).

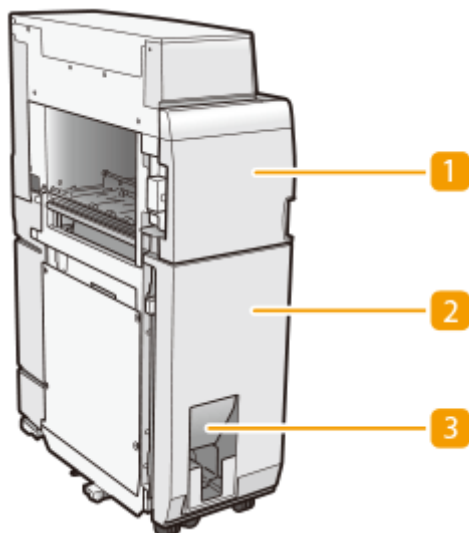
NOTE

- You cannot make prints on paper that is loaded in the "Document Insertion Unit-R."
- If the automatic switch for the insertion unit is set to 'On', when the selected tray of the insertion unit runs out of paper during print job, the machine automatically selects another tray of the insertion unit and continues printing.

Paper Folding Unit-K

E0SS-037

If the "Paper Folding Unit-K" is attached to the "Staple Finisher-AF" or "Booklet Finisher-AF," the paper can be folded in 5 different ways (Z-Fold, C-Fold, Half Fold, Accordion Z-Fold, Double Parallel Fold).



1 Front cover

Open to remove jammed paper. ▶ **Paper Jams in the Paper Folding Unit-K(P. 233)**

2 Folding unit

Pull out to remove jammed paper. ▶ **Paper Jams in the Paper Folding Unit-K(P. 233)**

3 Exit slot

Paper folded in C-fold, accordion Z-fold, or double parallel fold is output to this slot.

NOTE:

- Printout folded in Z-Fold or in half fold is output to the output tray of the finisher. ▶ **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

Folding types

Z-Fold

You can fold the right half of the paper into three sections.



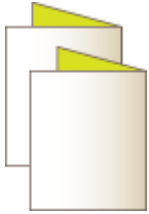
C-Fold

You can divide the paper into three sections so that it folds in the shape of a C.



Half Fold

You can fold the paper into two sections.



Accordion Z-Fold

You can divide the paper into three sections so that it folds in the shape of a Z.



Double Parallel Fold

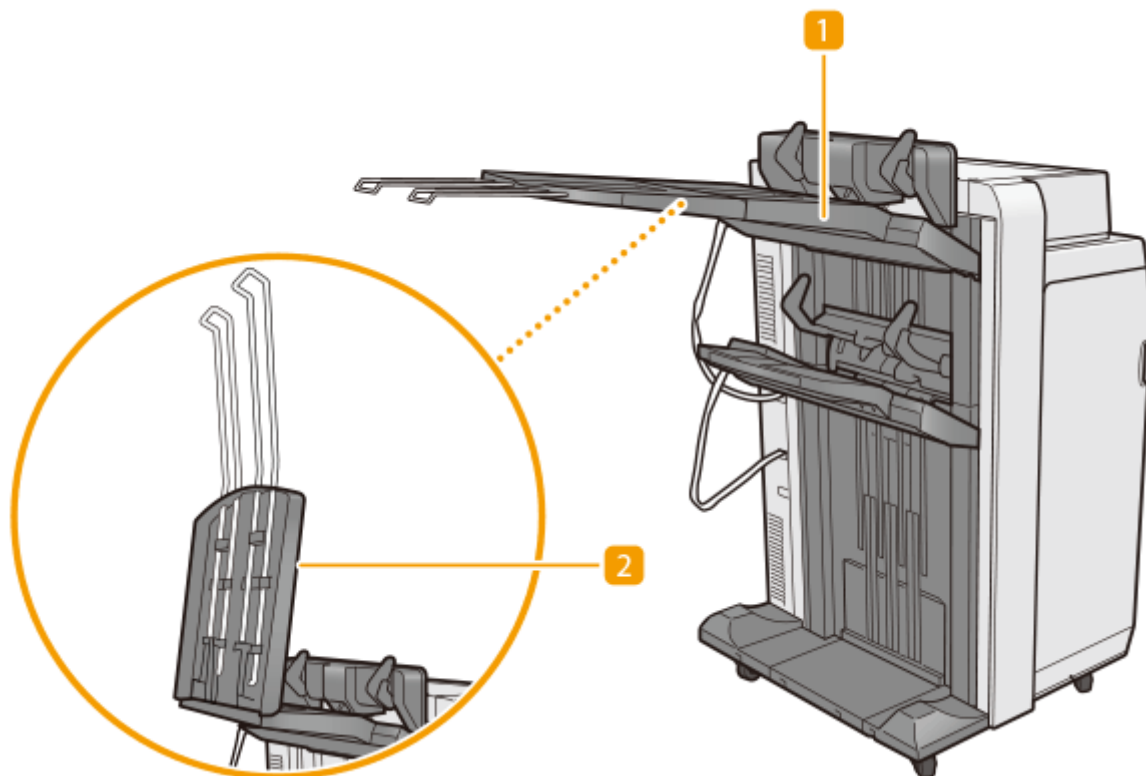
You can fold the paper in half and then in half once more.



Finisher Long Sheet Catch Tray-B

E0SS-038

When printing on paper whose length for the feeding direction is up to 762 mm, attach the "Finisher Long Sheet Catch Tray-B" to the "Staple Finisher-AF"/"Booklet Finisher-AF."



1 Long sheet output tray

Attach this on the output side (to the finisher).

2 Extension long sheet output tray

Supports long sheet paper.

NOTE

- For the maintenance work on the trimmer, make sure to fold up the extension long sheet output tray to provide working space.
- When returning the extension long sheet output tray to the original state, move it slowly because the wire is long.

! IMPORTANT

- After the maintenance work is done, make sure to set back the extension long sheet output tray into place. Otherwise, paper jams occur, and the paper output cannot be performed properly.

High Capacity Stacker-J

E0SS-039

The "High Capacity Stacker-J" enables you to continuously stack a large amount of paper. Up to two stackers can be attached to this machine.

The "High Capacity Stacker-J" is equipped with two trays. You can remove output paper on one tray while outputting paper to the other tray.

For more information, see the manual that you can download from the website of Canon Production Printing Systems Inc.

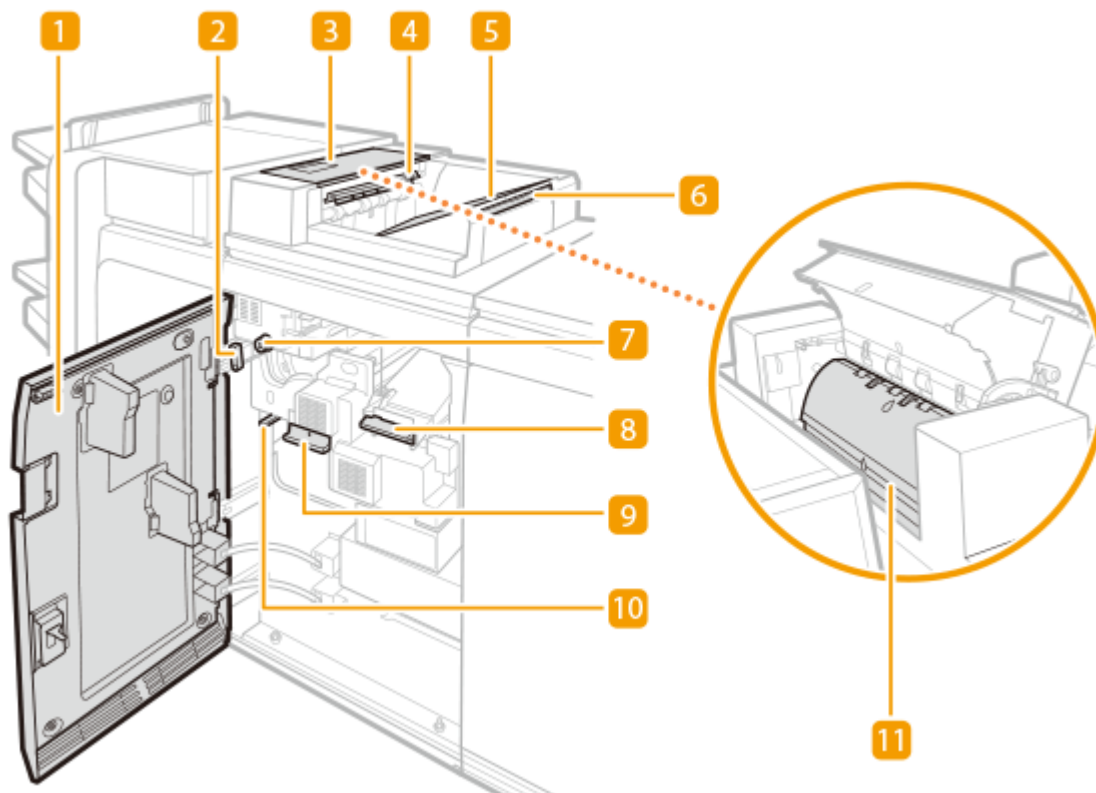
IMPORTANT

- When the "High Capacity Stacker-J" is attached to this machine, the stack capacity is 3000 sheets (80 g/m²). The maximum stack height is 302 mm. The maximum stack capacity differs, depending on the content of the print or sheet type.
- If the "High Capacity Stacker-J" is attached, you can use external finishers. For more information, contact your dealer or service representative.

Sensing Unit-B

E0SS-03A

With the "Sensing Unit-B" connected, the image position, colors, and other settings can be adjusted automatically.



1 Front cover

Open this cover to clear a paper jam or carry out maintenance work.

2 B2 guide

Open this guide to clear a paper jam.

3 Paper output feed guide

Open this guide to clear a paper jam.

4 Output area

This is the outlet for printed paper sheets such as test pages for the "Sensing Unit-B" functions.

5 Output tray

This is the output tray for printed paper sheets.

NOTE:

- Using this output tray for printing final products is not recommended. Use it when printing test pages and similar materials.

6 Output tray extension

Pull this tray out when printing on large paper sheets.

7 B3 knob

When a paper jam occurs, turn this knob to move the paper.

8 A3 guide

Open this guide to clean the scanning glass or clear a paper jam.

9 A2 guide

Open this guide to clean the scanning glass or clear a paper jam.

10 A1 guide

Open this guide to clear a paper jam.

11 B1

Check this area when clearing a paper jam.

Operator Attention Light-A

E0SS-03C

When an error occurs or the remaining amount of consumables is running low, three colored indicators blink so that you can check the status of the machine from a distance.



1 Red light

The light blinks to notify the user in the following cases:

- When a job is stopped due to the lack of paper, toner, staples, or glue for perfect binding
- When a job is stopped because there is no space for the waste toner container or staple waste tray
- When the cover on the machine is open ➤ **Front Side(P. 22)**

2 Orange light

The light blinks to notify the user in advance in the following cases:

- When the remaining amount of paper, toner, staples, or glue for perfect binding is running low during job execution
- When the free space for the waste toner container or staple waste tray is running low during job execution

3 Green light

The light blinks during job execution.

NOTE

- You can check the job execution status and the error status with the Processing/Data Indicator and Error Indicator on "Flat Control Panel-A." ➤ **Control Panel (Optional)(P. 28)**

Outputting Paper to the Finisher/Stacker

E0SS-03E

Depending on the content of the print, sheet type, sheet size or sheet condition, the maximum stack capacity differs and stacked sheets may not be aligned.

- ▶ **Caution When Outputting Paper to the Finisher/Stacker(P. 290)**
- ▶ **To Stack Paper More Neatly(P. 291)**

Caution When Outputting Paper to the Finisher/Stacker

E0SS-03F

Precautions for the optional Finisher/Stacker

- When the paper is delivered to the output tray, the output paper may not be aligned. In this case, set the curl correction and set <Gloss> to <-> side in the Gloss/Fine Black Adjustment mode simultaneously. For more information on the settings, see **▶Curl Correction for Each Paper Drawer (P. 447)** and **▶Adjust Gloss/Fine Black(P. 364)** .
- If the width of the paper you are using is small, the paper may be stapled (corner/double) with uneven edges. In this case, check the width of the paper.
- When the Thin paper whose length is less than 140 mm is output, the corner of paper may be folded. In this case, perform curl correction to curl the paper upward.
- Special types of paper, such as coated paper and embossed paper, may be loaded on the output tray with uneven edges. In this case, perform curl correction to curl the paper upward.
- If paper that is curled upward is used with the staple mode, the paper may be stapled with uneven edges. In this case, perform curl correction to curl the paper downward.
- When the curled paper is output, the output paper may not be loaded properly on the output tray, and may fall from the tray. In this case, the remedies shown below may be able to prevent the situation.
 - Changing whether the printed paper is output face up or face down
 - Changing the paper loading direction
 - Changing the output destination
- When the following paper is output on the upper tray of the finisher, remove the accumulated paper from the tray before its height reaches approximately 30 mm.
 - Paper of B4 size or larger and basis weight of 401 g/m² or heavier
 - Hard paper with a gap between the back edge of the paper and the tray
 If you continue outputting without removing the accumulated paper, the accumulated paper may fall from the upper tray.
 This can be prevented by changing the output destination to the lower tray.

Precautions for the Saddle Stitch Mode

- If paper that is less than 64 g/m² is used for the cover page, the paper may be creased when saddle stitched.
- If paper that is less than 64 g/m² is used for the cover page when the "Booklet Trimmer-G" is used, the paper may be trimmed with uneven edges.
- When the saddle stitch mode is set, if a paper jam occurred because of the thickness of the stack, reduce the number of pages in the main document.
- If the width of the paper you are using is small, the paper may be saddle stitched with uneven edges. In this case, check the width of the paper.
- If the width of the paper you are using is small when the "Booklet Trimmer-G" is used, parts of the paper may tore off during trimming or the paper may not be trimmed because the trim location cannot be reached. Also, a booklet that is saddle stitched with uneven edges may be trimmed with prints unaligned. In this case, check the width of the paper.
- If the optional "Booklet Trimmer-G"/"Booklet Trimmer-G" and "Two-Knife Booklet Trimmer-B" are attached and more than 20 sheets (including 1 cover sheet) are saddle stitched, do not set the Saddle Press setting to off. If the Saddle Press setting is set to off, paper jam may occur.

To Stack Paper More Neatly

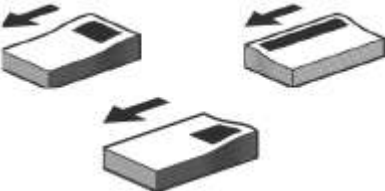
E0SS-03H

To stack paper in the output area more neatly, printed paper must be uncurled. This section explains possible situation and what to do in response to each type of paper curl.

! IMPORTANT

- Paper curls occur in a variety of circumstances such as images to be printed, image positions, tonner density, paper characteristics, temperature, and humidity. If the prints are curled, they may not be stacked flatly and neatly in the output tray.
In these cases, press  (Status Monitor) ► <Pause All Print Jobs> to pause the current print job, remove the outputs on the output tray, and resume the print job. ► **Canceling Print Jobs(P. 354)**
- The paper curl may not be corrected even though you adjust the curl correction by following the procedure of ► **Curl Correction for Each Paper Drawer (P. 447)**

If the height of the leading edge of the stacked paper to the feeding direction is lower than that of the center or the tail end

Status in the Output Area	Remedy
The whole part or the corners of the tail end of paper is curled upward. 	Correct the paper curl, ► (→ Curl Correction for Each Paper Drawer (P. 447)), or stack the fewer sheets of paper in output tray.
The leading end of paper is curled downward.  * This status tends to occur when the stack volume is high.	Correct the paper curl, ► (→ Curl Correction for Each Paper Drawer (P. 447)), or stack the fewer sheets of paper in output tray.
Toner density is high on a part of paper. 	Stack the fewer sheets of paper in output tray.

 : Feeding direction

If the height of the tail end of the stacked paper is lower than that of the center or the height of the leading edge of the stacked paper is higher than that of the center to the feeding direction

Status in the Output Area	Remedy
The tail end of the paper is curled downward. 	Correct the paper curl, ► (→ Curl Correction for Each Paper Drawer) (P. 447) , or stack the fewer sheets of paper in output tray.
The leading edge of paper is curled upward. 	Correct the paper curl, ► (→ Curl Correction for Each Paper Drawer) (P. 447) , or stack the fewer sheets of paper in output tray.

↙ : Feeding direction

If the height of the left and right edges of the stacked paper to the feeding direction are lower than that of the center

Status in the Output Area	Remedy
The border parallel to the feeding direction is curled downward. 	Correct the paper curl, ► (→ Curl Correction for Each Paper Drawer) (P. 447) , or stack the fewer sheets of paper in output tray.
Toner density is high on the center of paper. 	Stack the fewer sheets of paper in output tray.
The center of paper is perforated or creased. 	Stack the fewer sheets of paper in output tray.

↙ : Feeding direction

If the height of the center of the stacked paper is lower than that of the left edge and right edge or the height of the leading edge or tail end is higher than that of the center to the feeding direction

Status in the Output Area	Remedy
The border parallel to the feeding unit curls upward. 	Correct the paper curl, ► (→ Curl Correction for Each Paper Drawer) (P. 447) , or stack the fewer sheets of paper in output tray.
The leading edge and tail end of paper are curled upward. 	Correct the paper curl, ► (→ Curl Correction for Each Paper Drawer) (P. 447) , or stack the fewer sheets of paper in output tray.
Either or both corners of the leading edge are curled excessively. 	Stack the fewer sheets of paper in output tray.

➡ : Feeding direction

Optional Equipment Supporting Specific Functions

E0SS-03J

The optional equipment enabling you to use the finishing functions of the machine are as follows. Install items of optional equipment that are relevant to the functions you want to use.

- ▶ Using the Sorting Functions(P. 294)
- ▶ Using the Stapling Function(P. 294)
- ▶ Using the Folding Function(P. 294)
- ▶ Using the Hole Punching Function(P. 295)
- ▶ Using the Booklet Function(P. 295)

Using the Sorting Functions

Function	Staple Finisher-AF	Booklet Finisher-AF	Paper Folding Unit-K	Perfect Binder-F
Collate	✓	✓	—	—
Group	✓	✓	—	—
Offset	✓	✓	—	—

Using the Stapling Function

Function	Staple Finisher-AF	Booklet Finisher-AF	Paper Folding Unit-K	Perfect Binder-F
Staple + Collate (Corner/Double)	✓	✓	—	—
Staple + Collate (Saddle Stitch)	—	✓	—	—
Staple + Group (Corner/Double)	✓	✓	—	—
Trim	—	✓*1	—	—

*1 Can be used only when "Booklet Trimmer-G"/"Booklet Trimmer-G" and "Two-Knife Booklet Trimmer-B" are installed.

Using the Folding Function

Function	Staple Finisher-AF	Booklet Finisher-AF	Paper Folding Unit-K*1	Perfect Binder-F
Z-Fold	—	—	✓	—
C-Fold	—	—	✓	—
Half Fold	—	—	✓	—

Function	Staple Finisher-AF	Booklet Finisher-AF	Paper Folding Unit-K *1	Perfect Binder-F
Accordion Z-Fold	—	—	✓	—
Saddle Fold	—	✓	—	—
Double Parallel Fold	—	—	✓	—

*1 Installing this option requires "Staple Finisher-AF" or "Booklet Finisher-AF."

Using the Hole Punching Function

Function	Staple Finisher-AF	Booklet Finisher-AF	Paper Folding Unit-K	Perfect Binder-F
Hole Punch	✓ *1	✓ *1	—	—

*1 Can be used only when "Puncher Unit-BS," "Puncher Unit-BT" or "Puncher Unit-BU" is installed.

Using the Booklet Function

Function	Staple Finisher-AF	Booklet Finisher-AF	Paper Folding Unit-K	Perfect Binder-F
Saddle Stitch Booklet	—	✓	—	—
Perfect Binding	—	—	—	✓

NOTE

- For details on these functions, see [▶ Useful Print Functions\(P. 469\)](#) .
- Finishing functions may not be available depending the paper type. [▶ Available Paper\(P. 80\)](#)

Setting Up

Setting Up	297
Preparations Required Before Use	298
Preventing Unauthorized Access	299
Logging in as an Administrator	301
Setting the Date/Time	303
Setting up the Network Environment	305
Canceling the Network Setting Lock	307
Connecting to a Wired LAN	308
Adapting to the Network Environment	310
Making SMB Settings	311
Other Network Settings	313

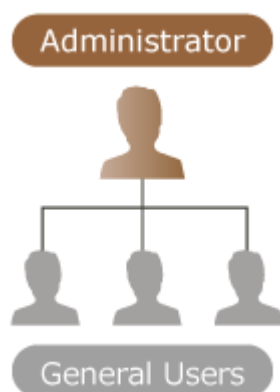
Setting Up

E0SS-03K

Setting up the usage environment is required before using each function of the machine. First, confirm the processes to complete "setting up" prior to actual setup. **▶ Preparations Required Before Use(P. 298)**

■ Administrators and General Users

To manage the machine, it is recommended to construct a system in which someone is appointed as an administrator and general users operate the machine under the management of an administrator. Administrators decide the rules for using the machine and operate important setups such as networks and security. Administrators set the access for each user when necessary.



Preparations Required Before Use

E0SS-03L

Set up the machine. For details, click a link to display the corresponding pages. To use the machine safely, at the same time, confirm **Preventing Unauthorized Access(P. 299)** .

Step 1

▶Setting the Date/Time(P. 303)



Step 2

▶Setting up the Network Environment(P. 305)



TIPS

Setting from the Remote UI

- When you complete setup for the network environment, you can set up the machine from Remote UI efficiently. **Starting the Remote UI(P. 595)**

Saving setup time by importing data from other machines

- If you have any other Canon multifunction printer and save (export) its registered setup data to a computer beforehand, setup contents such as address book and paper type setting can be immediately used by importing them to the machine. **Importing/Exporting the Setting Data(P. 629)**

Preventing Unauthorized Access

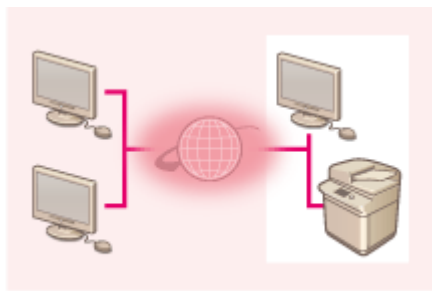
E0SS-03R

This section describes preventive measures against unauthorized access from external networks. For administrators and users that are using the machine in a network environment, make sure to read this section before use. Connecting to networks enables you to use various functions such as printing, remote operation from a computer, etc. However, for protection against unauthorized access from an external network, security measures are essential. This section describes some countermeasures against unauthorized access, which must be implemented before using the machine with a network environment.

- **Implementing Private IP Addresses(P. 299)**
- **Limiting Communication via a Firewall(P. 300)**
- **Setting up TLS Encryption Communication(P. 300)**
- **Managing the Machine's Information via Passwords(P. 300)**

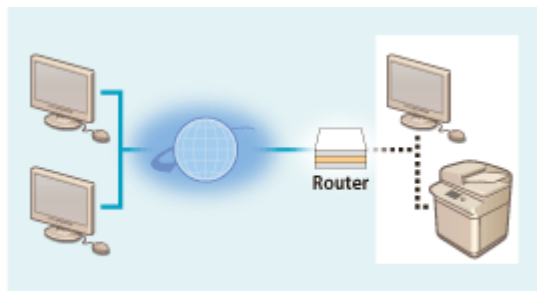
Implementing Private IP Addresses

An IP address is a number that is assigned to a computer on a network. A "global IP address" is used for Internet connections. A "private IP address" is used for local area networks such as an office LAN. If your IP address is a global IP address, unauthorized users on the Internet can attempt to access your local network and risks such as information leakage become larger. If your address is a private address, only users on a local area network such as the office LAN have access.



【Global IP address】

Accessible from outside your network



【Private IP address】

Accessible only from within a local area network

Generally, when setting up an IP address, use a private IP address. For a private IP address, any addresses in the following ranges can be used. Confirm if the IP address that is currently set is a private IP address.

■ Ranges of Private IP Addresses

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

For information on how to confirm IP addresses, see the instruction manual of the "imagePRESS Server."

NOTE

- Even if a global IP address is set for the machine, risk of unauthorized access can be reduced by using a firewall. Consult your network administrator when you want to operate the machine using a global IP address.

Limiting Communication via a Firewall

A firewall is a system that prevents unauthorized access from external networks in order to prevent attacks or invasion into the local area network. Access from outside your local network that has potential to be a risk can be shut out beforehand by limiting communication from a specific external IP address in your network environment. For information on the firewall settings, see the manual of the "imagePRESS Server."

Setting up TLS Encryption Communication

For TLS communication, see [▶Starting the Remote UI\(P. 595\)](#) .

Managing the Machine's Information via Passwords

Even if the machine receives unauthorized access from a malicious third party, risk of information leakage can be greatly reduced when various information resources in the machine are protected by passwords.

Password for each function / PIN code setting

- Personal authentication management using User Authentication [▶Configuring the Personal Authentication Management Settings\(P. 535\)](#)
- PIN code setting for system management contents [▶Changing the System Manager ID and PIN\(P. 571\)](#)

These are examples of preventing unauthorized access. For other details, see [▶Managing the Machine\(P. 530\)](#) and carry out necessary settings according to your environment.

Logging in as an Administrator

E0SS-03S

Log in as an administrator, otherwise important items regarding the network and security cannot be set. To set up the user management after the setup is complete, you need to log in as an administrator. The default user name for the administrator is "Administrator" and the default password is "7654321". When you are going to operate the machine as "Administrator," change the current password to improve the security. The changed password should be known by the administrator only.

NOTE

- You can disable "Administrator" and make a setting to grant administrator privilege to specific users.

Initializing the administrator password

If you have forgotten the password for "Administrator," it can be returned to the default password. Press  (Counter/Device Information) ▶ <Device Info./Other> ▶ <Initialize Admin. Password> ▶ enter the license key ▶ press <Start> ▶ <OK>.

- If "Administrator" is disabled, it is enabled when initializing the password.  **Registering User Information in the Local Device(P. 538)**
- You can prohibit initialization of the administrator password.  **<Prohibit Initialization of Administrator Password>(P. 830)**

1 Press  (Settings/Registration).

2 Press <Log In>.

3 Log in with the procedure.

■Keyboard authentication

1 Set the user name and password.

- Enter the name of a user with administrator privilege, and press <Next>.
- Set the password and press <OK>.

2 Press <Log In>.

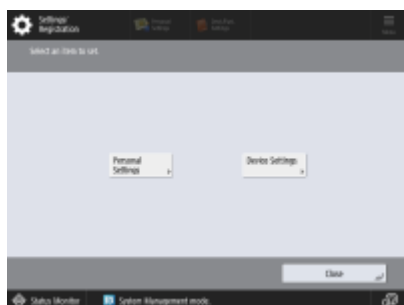
- If you have not changed the administrator password, the message prompting you to change to a new password is displayed. Press <Yes> and set a new password. You need to enter the new password twice to confirm it.
- If you have already changed the administrator password, the functions will be available after you successfully log in.

NOTE

- Log out after use.

■ When logged in as an administrator

After pressing  (Settings/Registration), the following screen is displayed.



- If you set to <Personal Settings> and change the items that can be personalized, settings are registered as the personal settings for the users who log into the machine.
- If you set to <Device Settings>, settings are registered as the machine's settings.
- <Personal Settings> and <Device Settings> are only displayed on the <Settings/Registration> screen if you log in with administrator privileges.

LINKS

▶ **Logging into the Machine(P. 331)**

▶ **Starting the Remote UI(P. 595)**

Setting the Date/Time

E05S-03U

Adjust the machine's date/time. These settings should be made properly as the date/time is used in cases such as sending an e-mail automatically at a specified time.

1 Press  (Settings/Registration).

2 Press <Preferences> ▶ <Timer/Energy Settings> ▶ <Date/Time Settings>.

3 Enter the date/time.



a <Time Zone>

Select the time zone for your area.

NOTE:

- UTC is an acronym for Universal Coordinated Time. The standard (time zone) for each country is determined on the basis of UTC. For communication via the Internet, precise time zone setting is essential.

b <Daylight Saving Time>

To set daylight saving time, press <On> and set the date/time for <Start Date> and <End Date>. To set the date, specify the day of the week and the week of the month.

NOTE:

- If daylight saving time is set, the time can be put forward an hour compared to the time zone or time during a specified period in the summer.

c Date and time

Enter 4 digits for the year, 4 digits for the month and day, and 4 digits for the time in the same way that the current time appears on the display.

NOTE:

- The order of the date and time may differ, depending on the country/region.
- Time is entered in 24-hour notation.
- If you make a mistake, press  (Clear) and enter again from the year.

4 Press <OK>.

 IMPORTANT

- If you changed the setting of <Time Zone> or <Daylight Saving Time>, you need to restart the machine by turning the power OFF. Press the power switch to turn OFF the machine ( **Shutting Down the Machine(P. 31)**). When 10 or more seconds have elapsed after the main power indicator turned off, turn ON the machine again ( **How to Turn ON the Main Power(P. 30)**).

Setting up the Network Environment

E0SS-03W

The machine can be connected to a network via the "imagePRESS Server." Carry out the necessary setup required for your environment.

! IMPORTANT

- This section describes the network connection with a LAN cable and network settings on the control panel. For details about the network settings, see the manual of the "imagePRESS Server."

For safe use

- If you connect the machine to a network without appropriate security measures, there are risks that the machine might receive unauthorized access from third parties. Set up network security to secure important data and information. ➤ **Configuring the Network Security Settings(P. 580)**

■ Confirm before handling

Follow the procedure below to make a connection to a network.



Confirm first.

- Are the machine and the "imagePRESS Server" properly connected? For details, see the instruction manual of the "imagePRESS Server" and ➤ **Connecting to a Wired LAN(P. 308)** .
- Is setup of the "imagePRESS Server" network completed? If the setup is not completed, you cannot use the devices on a network even after completing the following steps.

NOTE:

- Depending on your environment, you may need to change the settings of the network communication system (half-duplex/full-duplex) and Ethernet type (1000BASE-T/100BASE-TX/10BASE-T). For details, contact the network administrator.



Enable the network settings of the machine.

- **Canceling the Network Setting Lock(P. 307)**



Connect the machine to a router.

- Is the LAN cable connector plugged into the proper place securely? Insert the connector until it clicks.

- **Connecting to a Wired LAN(P. 308)**

**Confirm that proper connection is completed.**

- Start the Remote UI from a computer ([▶Starting the Remote UI\(P. 595\)](#)). If the Remote UI screen is displayed, the connection is completed.

NOTE

When <Sleep Mode Energy Use> is set to <Low>

- Depending on the utility software, communication may fail if the machine is in sleep mode. Return the machine from sleep status ([▶Entering Sleep Mode\(P. 356\)](#)), or set <Sleep Mode Energy Use> to <Compensate for Network Comm.>. [▶<Sleep Mode Energy Use>\(P. 721\)](#)

LINKS

[▶Adapting to the Network Environment\(P. 310\)](#)

Canceling the Network Setting Lock

E05S-03X

By default, a security lock is applied to the network settings in order to prevent unintended changes. Unlock the security lock to change them.



 (Settings/Registration) ▶ <Preferences> ▶ <Network> ▶ <Confirm Network Connection Setting Changes> ▶ <On> ▶ <OK>

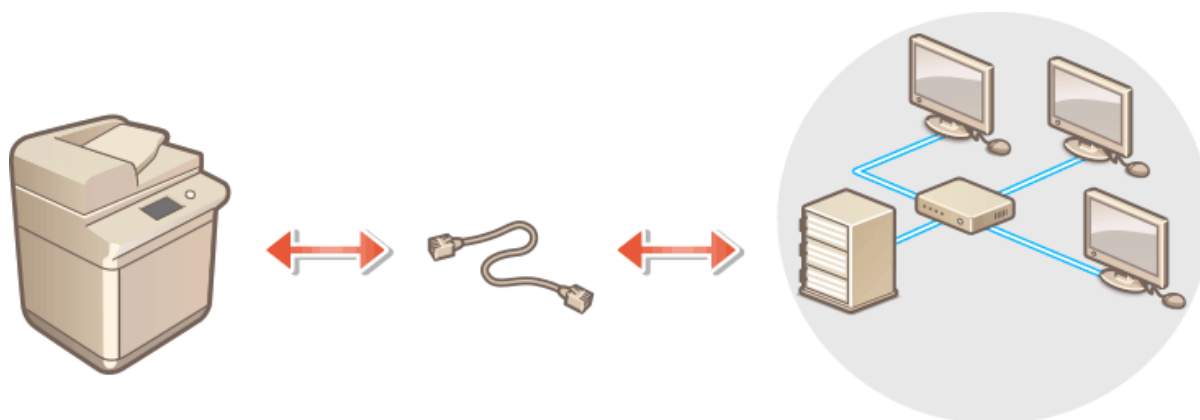
NOTE

- If <Off> is selected, you cannot view or change the network settings. Also, error messages related to the network are not displayed.

Connecting to a Wired LAN

E0SS-03Y

Connect the machine to a "imagePRESS Server" using a LAN cable.



CAUTION

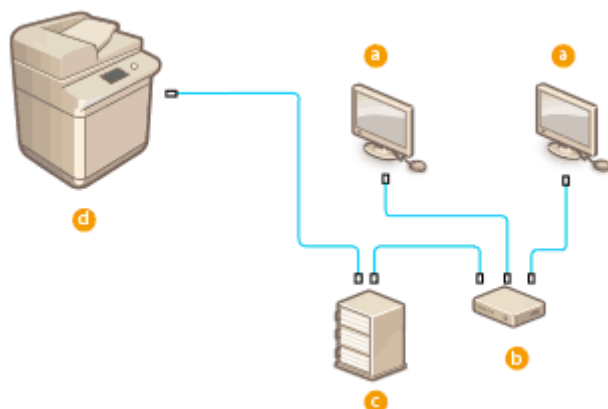
- When connecting the network cable, be sure to turn OFF the machine's main power switch on the upper left side of the machine, and then disconnect the power cord from the power outlet. ( **Shutting Down the Machine(P. 31)**) Otherwise, it may cause electric shock.

NOTE

- A router and LAN cable are not included with the machine, so please prepare them separately.
- The machine supports 1000BASE-T/100BASE-TX/10BASE-T Ethernet.
- To make a connection using 100BASE-TX/10BASE-T, use a category 5 twisted pair cable. It is recommended to use an enhanced category 5 twisted pair cable to make a connection using 1000BASE-T.
- If devices supporting 1000BASE-T, 100BASE-TX and 10BASE-T are used together, a device (such as a switching hub) supporting all of the Ethernet types you use is necessary. For more information, contact your dealer or service representative.

1 Connect the machine to a "imagePRESS Server" using a LAN cable.

- Push the connector in until it clicks into place.

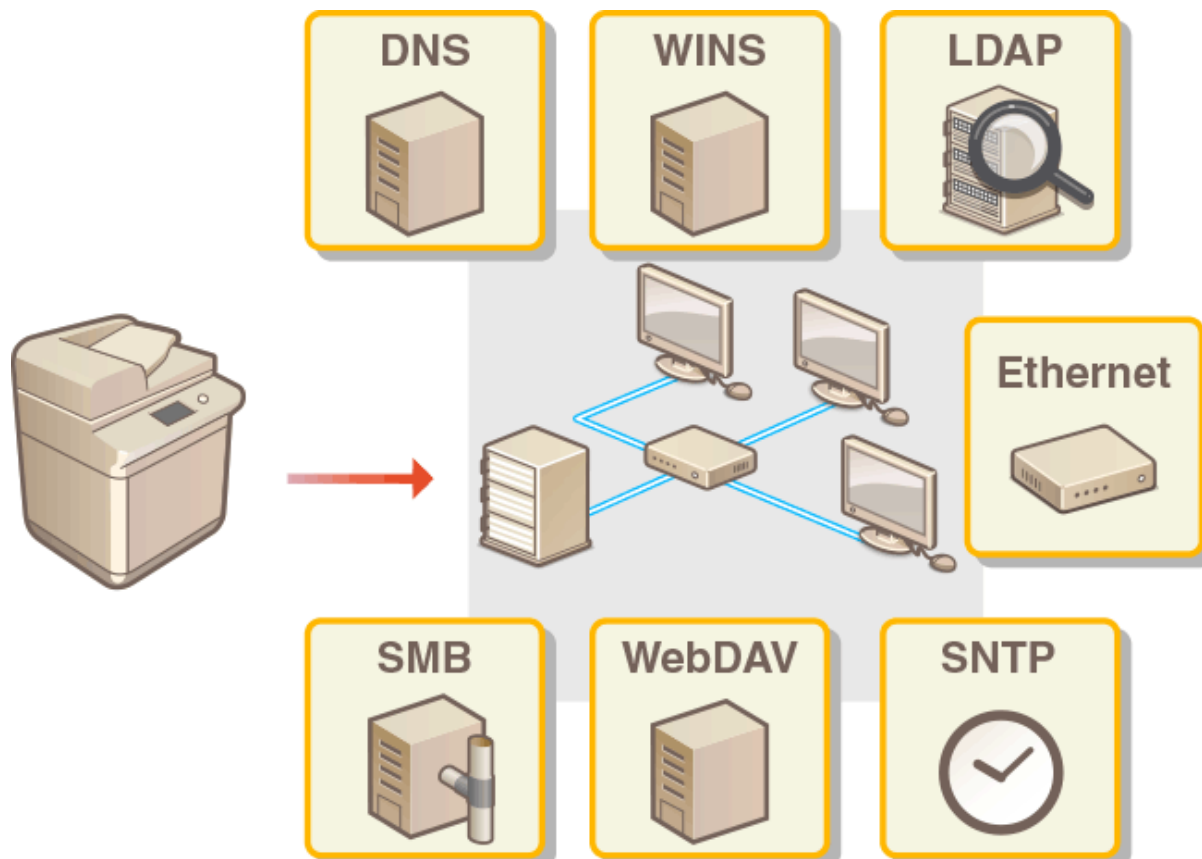


- a Computer**
- b Router or hub**
- c imagePRESS Server**
- d This machine**

Adapting to the Network Environment

E0SS-040

The scale and form of a network varies depending on the purpose and use. The machine adopts various technologies for adapting to as many environments as possible. Consult your network administrator and carry out necessary settings according to your environment.



- ▶ **Making SMB Settings(P. 311)**
- ▶ **Other Network Settings(P. 313)**

Making SMB Settings

E0SS-041

This section describes setup steps to share files and printers among multiple devices on the network utilizing the SMB protocol.

➤ **Setting the SMB Server(P. 311)**

➤ **Setting the SMB Client(P. 311)**

Setting the SMB Server

To send data from the machine to a computer on your network, you need to specify the settings of the computer (file server) for receiving data. You can send data over an SMB protocol to a Windows or shared folder (UNIX/Linux/macOS). For information on how to set up the file server and shared folder, contact the network administrator.

! IMPORTANT

- Use the same version of SMB with the SMB server and SMB client. SMB cannot be used if the versions differ.
- Samba 4.0 or later is supported.

Setting the SMB Client

This section describes how to specify the settings to use when the machine connects to a network as an SMB client.

1 Press  (**Settings/Registration**).

2 Press **<Preferences>** ► **<Network>** ► **<TCP/IP Settings>** ► **<SMB Client Settings>**.

3 Specify the required settings.



a **<Authentication Type>**

Select the authentication protocol version. Select either **<NTLMv1>** or **<NTLMv2>**, according to the destination SMB server. You can also select both.

b **<Require SMB Signature for Connection>**

To request an SMB packet signature when connecting to an SMB server, press **<On>**.

c **<Require Encryption for Connection>**

To request a connection with SMB 3.0/3.1 encrypted communication when connecting to an SMB server, press <On>.

 <Timeout>

Set the time until the SMB connection destination responds.

- When sending to an SMB server, the network connection was lost or the response on the server side was slow, causing a wait time timeout on the machine side before the data could be sent or forwarding could be completed. If this happens, you may be able to avoid a timeout by increasing the wait time.

4 Press <OK>.

5 Press <Specify SMB Client Version>, and select the SMB version used by the SMB client.

6 Press <OK>.

7 Press  (Settings/Registration) ▶ <Yes>.

IMPORTANT

- When <1.0> in <Specify SMB Client Version> is set to <On>, it is considered as vulnerable communication and may cause communication problems. Do not set <1.0> to <On> unless it is necessary.
- When <Require Encryption for Connection> is set to <On>, the machine can only connect to SMB servers that support SMB 3.0/3.1 encrypted communication. The machine cannot connect to SMB servers that do not support SMB 3.0/3.1 encrypted communication.
- Use the same version of SMB with the SMB server and SMB client. SMB cannot be used if the versions differ.

NOTE

- Depending on the network settings, an error may be displayed when sending to the SMB server. In this case, adjust the time in <Timeout>.

Other Network Settings

E0SS-042

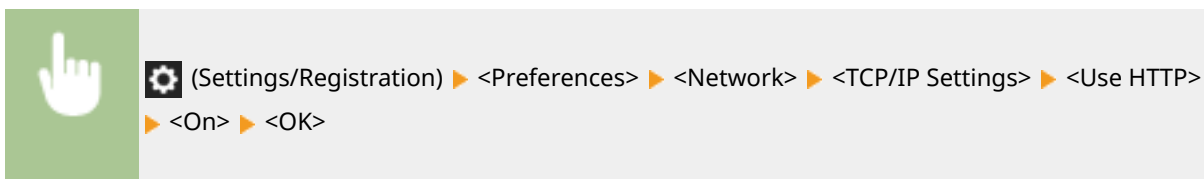
Set the following according to your network environment.

▶ **Setting HTTP(P. 313)**

▶ **Setting a Proxy(P. 313)**

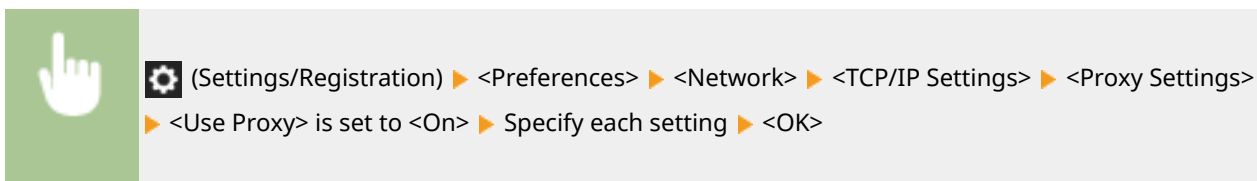
Setting HTTP

Select <On> to use the Remote UI and Department ID Management PIN confirmation.



Setting a Proxy

Select <On> to connect the network via a proxy server. Using proxy authentication makes communication more secure.



LINKS

▶ **<Network>(P. 725)**

Basic Operations

Basic Operations	315
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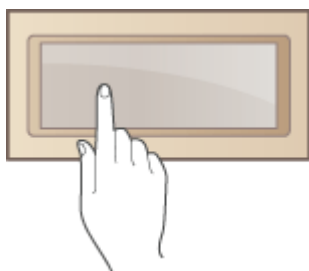
Basic Operations

E0SS-043

This chapter describes basic operations that are common to the use of all functions, such as how to use the control panel. This chapter also provides information on how to read and use the touch panel display, which is the main way of controlling operations from the main unit.

■ Using the Touch Panel Display

This section describes how to use the buttons on the touch panel display to perform various operations, such as adjusting and checking the settings. This section also describes how to enter text and numbers, which are necessary for operations such as registering information in the Address Book.



▶ Using the Touch Panel Display(P. 317)

■ Logging into the Machine

This section describes how to log in when a login screen is displayed.



▶ Logging into the Machine(P. 331)

■ Customizing the Touch Panel Display

This section describes how to arrange buttons and customize menus, making it easier to use the screens displayed on the touch panel.



▶ Customizing the Touch Panel Display(P. 335)

■ Canceling Jobs

This section describes how to cancel active print jobs.



▶ **Canceling Print Jobs(P. 354)**

■ Specifying the Sound Settings

This section describes how to specify the settings for sounds, such as those produced when entry or when an error occurs.



▶ **Setting Sounds(P. 355)**

■ Entering Sleep Mode

This section describes how to set sleep mode.



▶ **Entering Sleep Mode(P. 356)**

Using the Touch Panel Display

E0SS-044

The display of the machine is a touch panel that can be operated by touching directly with your fingers. The screen is used not only for basic functions but also to display various settings, text input, communication status and error messages. In this manual, however, "touch" is indicated as "press."



- ▶ **Basic Screens on the Touch Panel Display(P. 318)**
- ▶ **Basic Operation of the Touch Panel Display(P. 324)**
- ▶ **Entering Characters(P. 329)**

! IMPORTANT

Note the following when handling the touch panel display.

- Do not press too hard on the display. Doing so may break the display.
- Do not use a sharp object, such as a mechanical pencil or ballpoint pen. Doing so may break or scratch the surface of the touch panel display.
- Do not place objects on the display or wipe the display. Doing so may cause the touch panel to react and result in a malfunction.
- Do not pull strongly or bend the cable connected to the control panel. Do not put anything on the cable. If you do so, the display may turn off or may malfunction.

NOTE

- Peel off the protective film from the touch panel display before use.
- You can customize menus and rearrange frequently used buttons for easier access. You can also combine multiple settings into one button to simplify operations. ▶ **Customizing the Touch Panel Display(P. 335)**

Adjust the brightness of the touch panel display

If it is hard to see the content of the touch panel display, perform the following operation on the <Home> screen to adjust the brightness.



<Adjust Brightness> ▶ adjust the brightness with <+> or <-> ▶ <Close>

LINKS

- ▶ **Control Panel (Optional)(P. 28)**

Basic Screens on the Touch Panel Display

E0SS-045

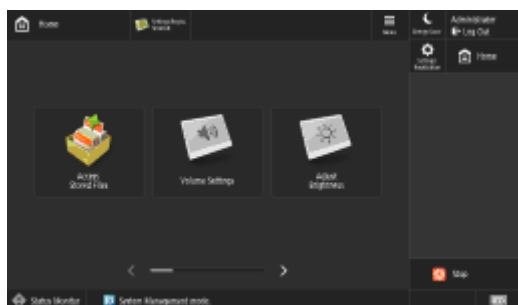
This section describes the various screens displayed on the touch panel display.

NOTE

- The <Status Monitor> screen is displayed when starting up or restoring with the default settings. If you want to change the screen displayed at startup or restoration, see **<Default Screen after Startup/Restoration>(P. 707)**.

<Home> Screen

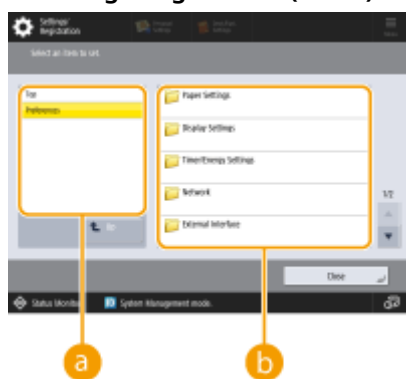
The <Home> screen is displayed when you press . The <Home> screen displays a list of function buttons and acts as the entrance to various functions. **<Items Displayed on the <Home> Screen(P. 321)>**



<Settings/Registration> Screen

Press  (Settings/Registration) to display the <Settings/Registration> screen. Press this key first to make changes for each setting, such as paper settings, display settings, and network settings.

<Settings/Registration(P. 700)>



a Current menu level

You can check which level is being displayed for the entire Settings/Registration menu.

b Setting item list

Setting items that belong to the current menu level are displayed in a list.

NOTE:

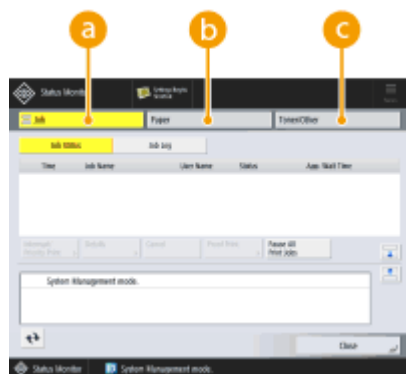
- When there is no menu under the lower level, the setting screen is displayed.

<Status Monitor> Screen

When you press  (Status Monitor), the <Status Monitor> screen is displayed. You can check not only the operating status, but also the detailed information of the paper in the paper source and the information on the main unit such as the remaining amount of toner.

NOTE:

- You can also change the default screen of <Status Monitor>. ▶<Default Screen (Status Monitor)>(P. 708)



a <Job>

The current status or log of the selected item is displayed. You can cancel printing on this screen.

- ▶<Canceling Print Jobs>(P. 354)

b <Paper>

You can check the detailed information of the paper. You can also register or set the type of paper to be loaded in the paper source such as a paper drawer.

- ▶<Paper Type Management Settings>(P. 359)

c <Toner/Other>

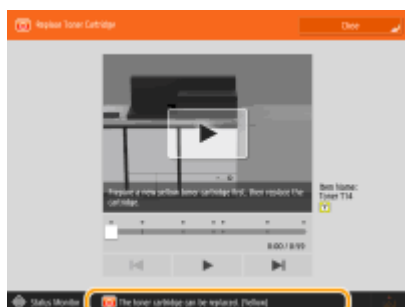
You can check the status of the machine, such as the remaining amount of toner and memory levels.

- ▶<Hardware Specifications>(P. 76)
- ▶<Checking the Remaining Amount of Consumables>(P. 157)

Error Screen

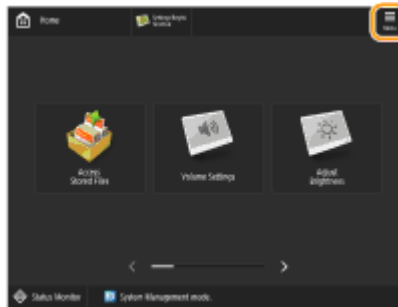
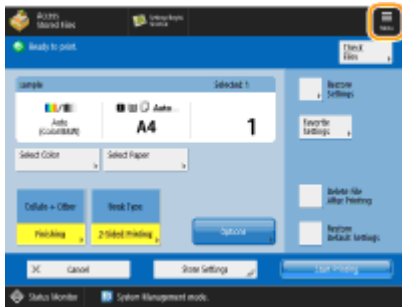
In some cases when an error occurs, instructions on how to respond to the error are displayed. Follow the on-screen instructions to solve the problem. ▶<Countermeasures for Each Message>(P. 875)

Example: When toner runs out



(Items shown on the screen may differ depending on your model and options.)

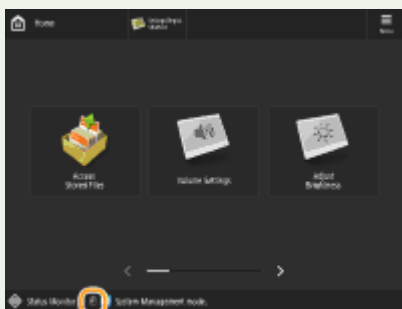
- Press  displayed on the <Home> screen and the Basic Features screen to customize the screen such as rearranging buttons or creating a shortcut key. ▶ **Customizing the Touch Panel Display(P. 335)**



- You can change settings regarding the screen display, such as which screen appears immediately after turning ON the machine, and whether the message appears for remaining paper and toner. ▶ **<Display Settings>(P. 707)**
- You can set the screen to be displayed when a certain amount of time has passed without operation. ▶ **<Function After Auto Reset>(P. 720)**

NOTE

-  indicates that data on the storage device is encrypted. ▶ **Managing Storage Device Data(P. 685)**



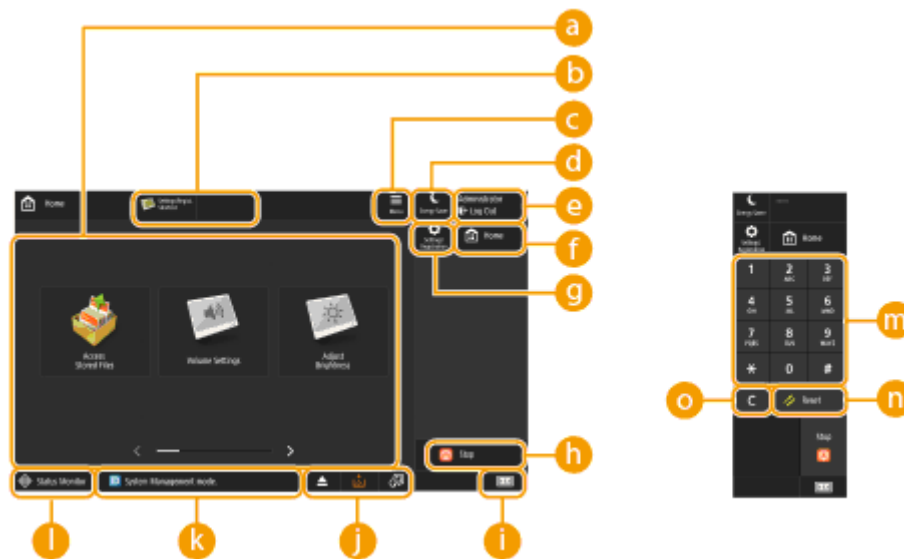
LINKS

- ▶ **Control Panel (Optional)(P. 28)**

Items Displayed on the <Home> Screen

E0SS-046

This section describes the items displayed on the <Home> screen.



a Function buttons

These buttons enable you to open the basic function screens, such as "Access Stored Files." When frequently used settings are registered as <Personal>/<Shared>, they are added as buttons.

NOTE:

- When you press and hold a button, you can change the display position of the button.

b Shortcuts

You can assign shortcuts to frequently used function buttons. ► **Creating a Shortcut for a Frequently Used Function(P. 340)**

c <Menu>

This button enables you to customize and manage the <Home> screen. Customizing the <Home> screen enables you to change the background and button size. ► **Customizing the <Home> Screen(P. 338)**

NOTE:

- You can also display <Menu> by pressing and holding the background of the <Home> screen.

d <Energy Saver>

Press to put the machine into sleep mode. ► **Entering Sleep Mode(P. 356)**

e <Log In>/<Log Out>

You can log in/log out by pressing this button. ► **Logging into the Machine(P. 331)**

f <Home>

You can display the <Home> screen by pressing this button.

g <Settings/Registration>

Press to start specifying many of the settings for the machine, such as <Preferences> or <Set Destination>. ▶ **Settings/Registration(P. 700)**

h <Stop>

Stops a print job. ▶ **Canceling Print Jobs(P. 354)**

i Counter/Device Information

Press to display the total number of pages used for printing on the touch panel display. You can also check the serial number and IP address of the machine, and the device information of optional products. You can also use this item to check the version information of the security chip used for encryption of data in storage.

▶ **Checking the Number of Pages for Print(P. 692)**

j Button display area

Depending on the mode and usage status of the machine, the following three types of buttons appear from left to right. Note that the buttons displayed differ depending on your model and the installed options.

- Button to the procedure for recovery/replacement/supply



: Paper jam recovery procedure screen



: Staple jam recovery procedure screen or staple cartridge replacement procedure screen



: Toner cartridge replacement procedure screen



: Waste toner container replacement procedure screen



: Staple waste/punch waste/trim waste removal procedure screen



: Replacement part replacement procedure screen

- <Switch Language/Keyboard> button



: Display language/keyboard switching screen

k Status display area

The status of the machine, processes that are executing, errors, etc. are displayed via messages and icons. ▶ **Countermeasures for Each Message(P. 875)**

l <Status Monitor>

You can check the printer status and cancel printing. It also enables you to check detailed information on paper and the amount of remaining toner, etc. ▶ **Using the Touch Panel Display(P. 317)**

m Numeric keys ([0] to [9], [*], [#])

Press to enter numerical values, *, and #. ▶ **Entering Characters(P. 329)**

 <Reset>

Press to cancel the settings and restore the previously specified settings.

 <C>

Press to clear entered values or characters.

NOTE:

-  to  are displayed on screens other than the <Home> screen.

Basic Operation of the Touch Panel Display

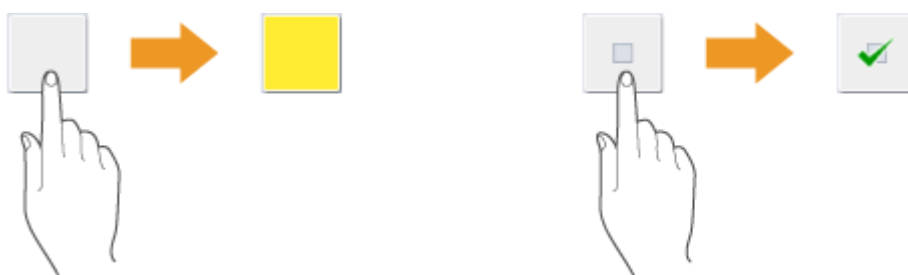
E0SS-047

Even though functions and settings are different, the operation methods for buttons displayed on the screen and the procedure to select items are the same. This section describes the operation methods for buttons frequently displayed on the screen as well as how to select items.

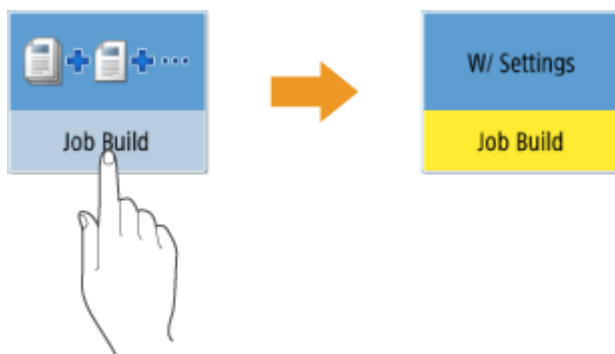
- ▶ **Selecting a Button(P. 324)**
- ▶ **Selecting an Item from Drop-down List(P. 325)**
- ▶ **Adjusting a Value to Increase or Decrease(P. 325)**
- ▶ **Applying/Canceling Settings(P. 325)**
- ▶ **Switching Pages(P. 326)**
- ▶ **Changing the Display Order in the List(P. 326)**

Selecting a Button

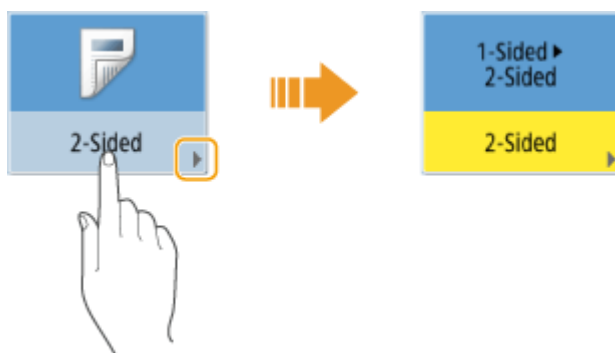
When you press a button, the button color may change or a check mark may be added to indicate that it has been selected.



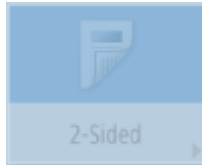
- Press the function setting button to display the setting status in the upper section of a button and the color of the lower section is changed.



- Press a button in which ► is located in the lower-right to display the setting screen. When the setting is made, the setting status is displayed in the upper section of the button and the color of lower section is changed.

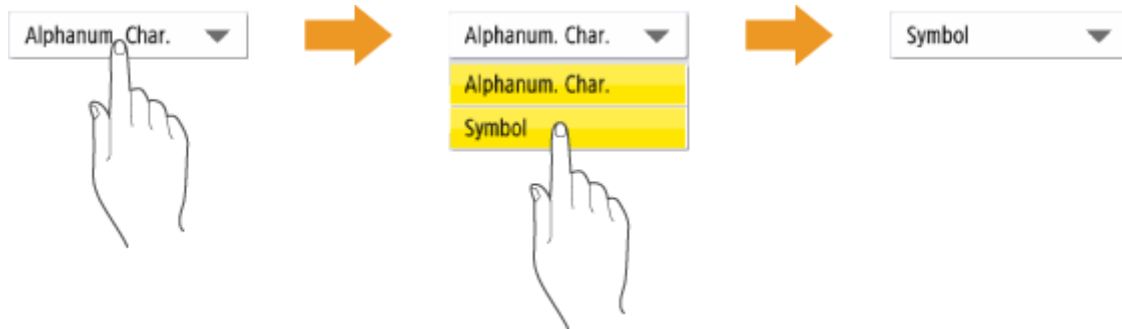


- When a button is displayed in a lighter color, you cannot select that button. Such displays appear depending on login status or because its related function cannot be used as another function has been set.



Selecting an Item from Drop-down List

Press a button in which ▼ is located in the right to display the drop-down list. Press the item on a list to select an item.



Adjusting a Value to Increase or Decrease

Press the <-> or <+> buttons to decrease or increase values, such as when adjusting the density. Each time you press the button, the slider (a) moves to increase or decrease the numerical value. By holding down the button, you can change the value quickly.



Applying/Canceling Settings

Press <OK> to apply settings and press <Cancel Settings> to discard the changes and restore the previous settings.

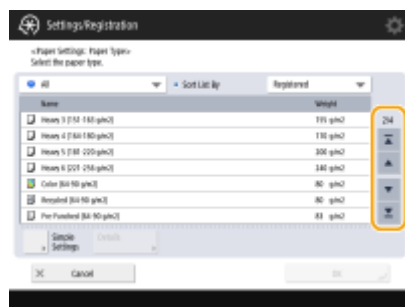


- In addition, buttons such as <Cancel> which cancels the setting and returns to the previous screen, <Next> which applies the setting to proceed to the next screen, <Back> which returns to the previous setting screen and <Close> which closes the screen currently open are displayed.



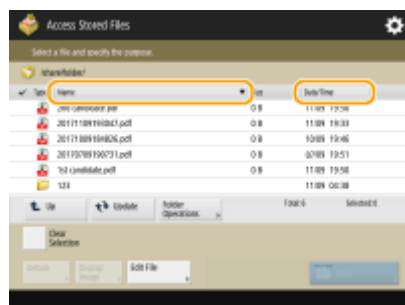
Switching Pages

When a list display is two pages or more, press  /  or  /  to switch the page. Press  to jump to the first page, press  to jump to the last page.



Changing the Display Order in the List

When there are multiple jobs/files in a list, you can press <Name> or <Date/Time> to sort the list of items. When  is displayed, items are displayed in ascending order, or when  is displayed, items are displayed in descending order.



NOTE:

- Sorting conditions differ depending on the function you are using.
- If you log in with personal authentication management, the sorting condition that was last used is retained. ➡ **List of Items That Can Be Personalized(P. 333)**

TIPS

Use the Help function

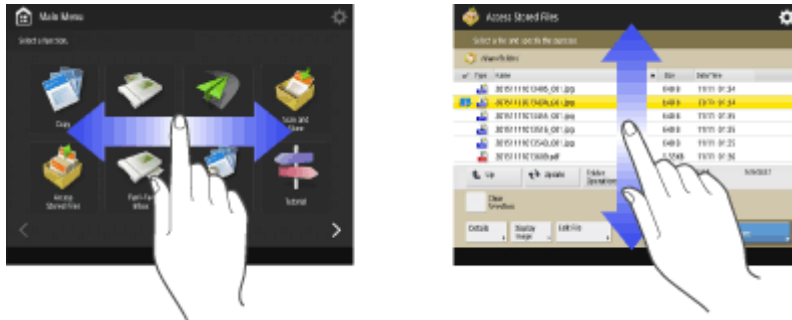
Depending on the function being displayed, is sometimes displayed on the upper-right of the screen. Press to check the description and operation method of the function.



- Press <End> to return to the previous screen.

Operate in the same manner as with a smartphone (flick/pinch/drag-and-drop)

On some screens, you can switch the page or scroll by flicking your finger up/down or left/right on the screen as you would with a smartphone.



You can also zoom in or out on the screen by using two fingers to pinch out or pinch in. You can drag the enlarged screen with your finger. **Customizing the Screen Display Appearance and the Operational Conditions(P. 352)**

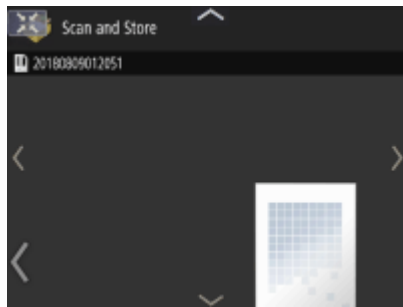


If <Enable Screen Magnification> is set to <On>, the entire screen is zoomed in/out when performing pinch operations on the preview screen. If <Enable Screen Magnification> is set to <Off>, only the preview image is zoomed in/out.

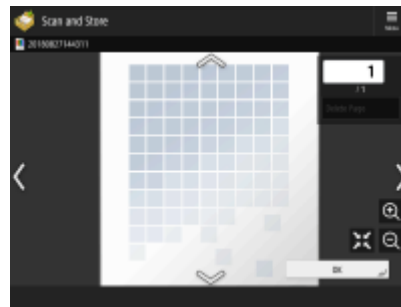


Preview screen

Preview screenPreview screen



or



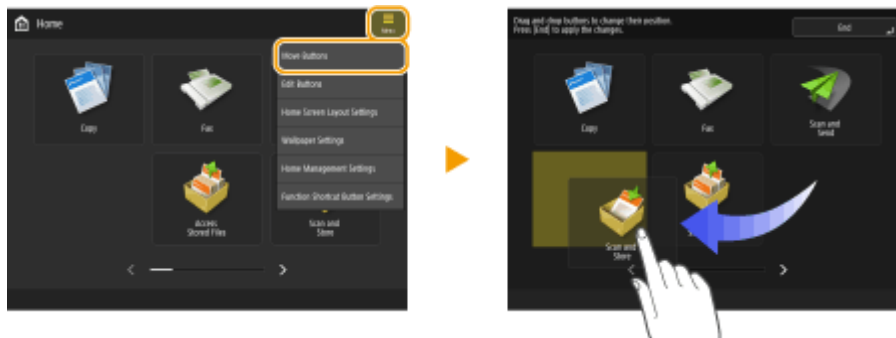
If <Enable Screen Magnification> is set to <On>

If <Enable Screen Magnification> is set to <Off>

NOTE:

- You can also disable flick and pinch operations. **<Use Flick/Pinch Function>(P. 737)**

On screens with movable buttons, the buttons can be dragged and dropped to move them.



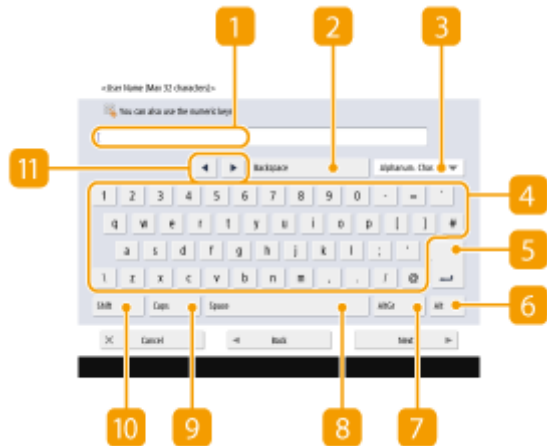
LINKS

- <Control Panel (Optional)>(P. 28)**
- <Entering Characters>(P. 329)**

Entering Characters

For screens that require alphanumeric entries, enter characters using the keys on the touch panel display. To enter numbers, you can also use the numeric keys.

Example: <Alphanum. Char.> mode



1 Character input field

Characters entered are displayed.

2 <Backspace> button

Each time you press the button, you can delete a character to the left of the cursor one by one.

NOTE:

- If a character you want to delete is not to the left of the cursor, press ◀ or ▶ (11) to move the cursor.
- Press **C** (Clear) on the control panel if you want to delete all the characters you entered.

3 Entry mode button

Select the entry mode from the drop-down list.

<Alphanum. Char.>	Alphanumeric character entry mode
<Symbol>	Symbol entry mode

NOTE:

- You may not be able to select the entry mode because the type of characters that you can enter is predetermined for some screens.

4 Character input button

The same keyboard layout as that of a computer.

5 Enter button

Press to start a new line.

6 <Alt> button

Press to display only the numeric keys.

7 <AltGr> button

Press to display characters with accent marks.

8 <Space> button

Press to enter a space.

9 <Caps> button

Press to enter uppercase characters.

10 <Shift> button

Press to enter uppercase characters or symbols.

11 Cursor button

Move the cursor in the input field.

NOTE

When displaying the numeric keys

- When <  You can use numeric keys.> is displayed, you can enter numerical values using the numeric keys.

Example: <Delete Page> setting screen



- When <  Enter using the numeric keys.> is displayed, only the numeric keys can be used for entering numbers.

Logging into the Machine

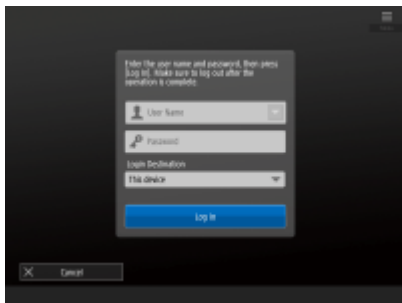
When the login screen is displayed, registered authorized users are required to log in to continue operating the machine. To log in, each user must enter his or her own user name and password. This ensures the security of the machine. Also, the users can use the machine as conveniently as possible by customizing (personalizing) the display and the settings according to their preferences. The items displayed on the login screen vary depending on the user management settings. Perform the login operation based on the items that are displayed.

▶When the User Name and Password Input Screen Is Displayed(P. 331)

NOTE

- For the functions and settings that can be personalized, see ▶**List of Items That Can Be Personalized(P. 333)** .
- If you are not using the Personalization function, set <Enable Use of Personal Settings> (▶<**Enable Use of Personal Settings>(P. 834)**) to <Off>.
- If <Auto Reset Time> is set, the user is automatically logged out when no operations are performed for a specified period. ▶<**Auto Reset Time>(P. 718)**
- Depending on the Visual Message settings, the Visual Message screen may appear prior to login. To log in, first close the Visual Message screen. ▶**Configuring the Visual Message Function(P. 652)**

When the User Name and Password Input Screen Is Displayed



Use the on-screen keyboard to enter the user name and password.

1 Press <User Name>.

- If the login user's cache is remaining, you can also select the user name from the login history drop-down list. When a user name is selected, press <Password> and proceed to step 3.

2 Enter the user name and press <Next>.

3 Enter the password and press <OK>.

4 Select the login destination from the <Login Destination> drop-down list, and press <Log In>.

➡ When login is successful, the machine functions become available.

- Log out after use.

NOTE

- You can specify whether to save passwords entered during login in the cache. ▶<**Prohibit Caching of Authentication Password**>(P. 855)
- If you set <Display Button to Change Password on Settings Menu> to <On>, the password can be changed from  on the top right of the login screen. ▶<**Display Button to Change Password on Settings Menu**>(P. 814)
- You can specify whether to save or delete the login user's cache. ▶<**Number of Caches for Login Users**>(P. 814)

LINKS

- ▶Using the Touch Panel Display(P. 317)
- ▶Customizing the Touch Panel Display(P. 335)
- ▶Managing Users(P. 532)
- ▶Starting the Remote UI(P. 595)

List of Items That Can Be Personalized

E0SS-04A

The following items can be personalized for each login user.

Category	Setting Value	Corresponding Settings
Display language *1*2	Display language and keyboard layout	➤<Switch Language/Keyboard>(P. 709)
Accessibility *1*2	Key Repetition Settings	➤<Key Repetition Settings>(P. 736)
	Acceptance Delay for Repeated Presses	➤<Key Repetition Settings>(P. 736)
	Reversed Display (Color)	➤<Reversed Display (Color)>(P. 737)
	Enable Screen Magnification (pinch)	➤<Enable Screen Magnification>(P. 737)
Initial screen *1*2	Screen displayed after logging in	➤<Default Screen after Startup/ Restoration>(P. 707)
Home *1*2	Personal buttons	Personal buttons (➤<Registering Personal Buttons/ Shared Buttons>(P. 345))
	Home settings	➤<Customizing the <Home> Screen>(P. 338)
Default job settings *1*2*3	Access Stored Files	➤<Change Default Settings>(P. 797)
Conditions for changing the list order *4	Access Stored Files	➤<Editing Files in the Mail Box>(P. 456)
Other	Keychain*1	-
Web Access *5	Cookie	For details, see "Web Access" via the online manual Web site. ➤<Manuals and Their Contents>(P. 10)

*1 Deleted when <Delete Oldest User Settings> is specified. ➤<Action When Maximum Number of Users Exceeded>(P. 834)

*2 When a client machine synchronizes custom settings for the first time, the synchronization of this item may not finish before the machine starts up.

*3 When synchronizing custom settings, this item can be specified for individual machines within the scope of data sharing. ➤<Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)>(P. 665)

*4 This item cannot be imported from another machine or exported to another machine. ➤<Importing/Exporting the Setting Data>(P. 629)

*5 This item does not support custom setting synchronization.

■ Items That Cannot Be Personalized but Can Be Synchronized by Synchronizing Custom Settings

The following items cannot be personalized but can be shared between multiple Canon multifunction printers by synchronizing custom settings.

- Home settings (when not logged in) ➤<Customizing the <Home> Screen>(P. 338)

NOTE

- Set <Shared across All Devices> to share the <Shared> and <Wallpaper Settings> (when not logged in) settings of the <Home> screen with all client machines using synchronization of custom settings. If you want to manage these settings for each client machine separately, select <Device-Specific (Not Shared)> when starting the service for the first time (when no client machines are connected to the server machine). The data may be initialized if the scope of data sharing is changed after the service is started.
- For information on the keychain, see [▶Managing Users\(P. 532\)](#) .
- When the <Switch Language/Keyboard>, <Accessibility>, and <Personal SSID and Network Key Settings> settings could not be reflected immediately after logging in, they can be reflected when it becomes possible. For more information, see [▶Starting Setting Synchronization\(P. 662\)](#) .

Customizing the Touch Panel Display

E0SS-04C

In order to more easily use the <Home> screen and the Basic Features screen of each function, you can customize the screen by rearranging buttons or creating shortcut buttons. In addition, you can work more efficiently by registering the settings already specified for frequently used functions to <Personal>/<Shared>, or the Personal Settings to customize the operation environment to your preferences.



Customizing the <Home> Screen

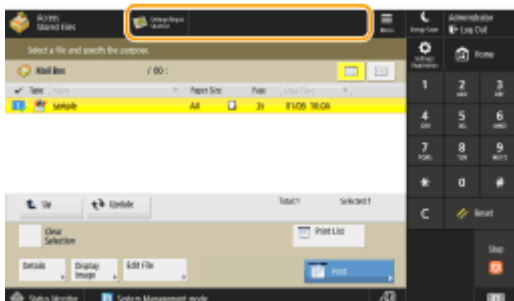
The order, size, and number of buttons displayed on the <Home> screen can be changed, and the background image can be changed. <Home Management Settings> enables you to display/hide the function buttons.



▶ Customizing the <Home> Screen(P. 338)

Creating a Shortcut

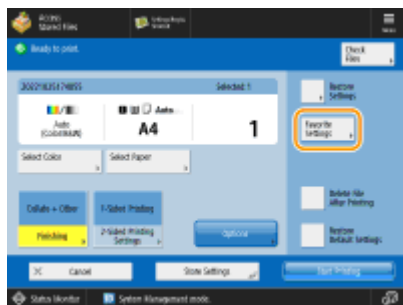
Function shortcut buttons can be displayed on each function screen. Registering frequently used functions is convenient because it enables functions to be continuously used without returning to the <Home> screen.



▶ Creating a Shortcut for a Frequently Used Function(P. 340)

Registering Favorite Settings

If you frequently use the same combination of settings, it is convenient that you have those settings registered as <Favorite Settings>.

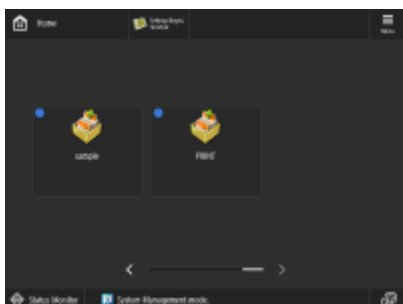


(Items shown on the screen may differ depending on your model and options.)

▶ Registering a Combination of Frequently Used Functions(P. 342)

Creating the <Personal>/<Shared> Button

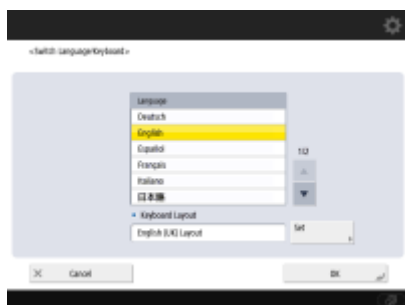
It is possible to freely register frequently used functions and setting procedures on the <Home> screen.



▶ Registering Frequently Used Settings as Personal Buttons/Shared Buttons on the <Home> Screen(P. 344)

Changing the Language Displayed

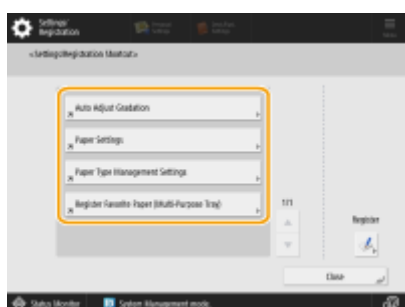
You can change the language displayed on the touch panel display and keyboard.



▶ Switching the Displayed Language(P. 349)

Creating the Settings/Registration Shortcut

You can create a shortcut for any setting item that is displayed with a press of  (Settings/Registration). If you frequently use a setting item provided at a very deep level, you can conveniently use the shortcut for that item to quickly switch the display.



▶ Registering Shortcuts for Frequently Used Settings/Registered Items(P. 351)

Settings for Each User (Personal Settings)

The displays and operation environment can be changed for each user.



▶ **Customizing the Screen Display Appearance and the Operational Conditions(P. 352)**

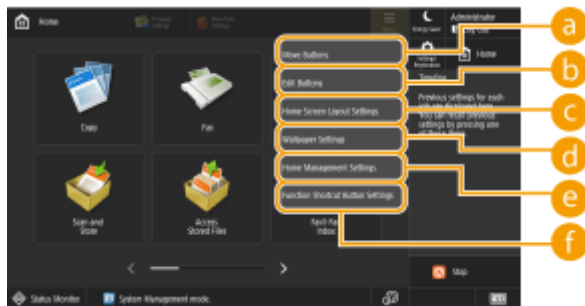
LINKS

▶ **Using the Touch Panel Display(P. 317)**

Customizing the <Home> Screen

E0SS-04E

This section describes what can be customized and managed from the items displayed when <Menu> is pressed on the <Home> screen.



NOTE:

- Depending on the setting for <Allow Home Screen Customization for Common Use> and the privileges of the login user, a screen for selecting either <Customize for Personal Use> or <Customize for Common Use> may be displayed when <Move Buttons>, <Edit Buttons>, <Home Screen Layout Settings>, or <Wallpaper Settings> is selected.
 - <Customize for Personal Use>: Select this to customize the Home screen for the current login user. The default settings for <Customize for Personal Use> follow the settings for <Customize for Common Use>.
 - <Customize for Common Use>: Select this to customize the Home screen for the users who have no personalized screen, such as non-login users, Guest users, etc. The settings in <Customize for Common Use> are applied until the authenticated user configures <Customize for Personal Use>.
 - If the settings in <Customize for Common Use> are changed, the changes are also reflected to <Customize for Personal Use> until the authenticated user configures <Customize for Personal Use>.
 - <Home> screen settings can be imported/exported between machines that support the <Home> screen.
- Importing/Exporting the Setting Data(P. 629)**
- <Home> screen settings are not imported to machines that support the <Quick Menu> screen but do not support the <Home> screen.
 - Even if any of the settings in <Home Management Settings for Personal Use> is disabled when exporting, personal settings are exported if they are already configured.

<Move Buttons>

You can move function buttons and Personal buttons/Shared buttons.

<Edit Buttons>

Only <Move:> can be used for function buttons.

<Rename>, <Delete>, and <Move> can be used for Personal buttons/Shared buttons.

<Home Screen Layout Settings>

You can select one of the following items for the size and number of buttons displayed on a single screen.

- <3 large buttons per page>
- <6 large buttons per page>
- <9 medium buttons per page>
- <4 medium-small buttons per page>

- <12 medium-small buttons per page>
- <15 small buttons per page>

d <Wallpaper Settings>

You can change the background image.

e <Home Management Settings>

The following settings are available. (Red and bold text indicates the default setting.)

- <Allow Home Screen Customization for Common Use>: <On>/<Off>
- <Allow Non-Authentication Users to Use Timeline>: <On>/<Off>
- <Restrict Function Display>: Select the functions or MEAP applications to hide on the <Home> screen.
- <Home Management Settings for Personal Use>: The following settings can be configured.
 - <Allow Registration/Editing of Personal Buttons>: <On>/<Off>
 - <Allow Use of Move Buttons When Customizing for Personal Use>: <On>/<Off>
 - <Allow Use of Home Screen Layout Settings When Customizing for Personal Use>: <On>/<Off>
 - <Allow Use of Wallpaper Settings When Customizing for Personal Use>: <On>/<Off>

NOTE:

- Operating this setting requires administrator privileges.
- <Allow Home Screen Customization for Common Use>
When set to On, General users and users that are not logged in can register shared buttons and customize the Home screen for common use.
- <Return to Home After Job is Performed>
When set to On, the Home screen will be displayed after performing jobs using Shared buttons or Personal buttons.
- When <Enable Use of Personal Settings> is disabled, <Home Management Settings for Personal Use> is grayed out and personal settings cannot be used. ➤<Enable Use of Personal Settings>(P. 834)
- <Allow Registration/Editing of Personal Buttons>
Disable this to hide personal buttons.
- If <Allow Use of Move Buttons When Customizing for Personal Use> is disabled after moving buttons on the personalized screen with <Allow Use of Move Buttons When Customizing for Personal Use> enabled, buttons become unable to be moved on the personalized screen but their position is retained.
- <Allow Use of Home Screen Layout Settings When Customizing for Personal Use>
Disable this to apply the settings in <Device Settings>.
- <Allow Use of Wallpaper Settings When Customizing for Personal Use>
Disable this to apply the settings in <Device Settings>.

f <Function Shortcut Button Settings>

You can register function buttons as shortcuts. Select the registration destination, and then the function to register.

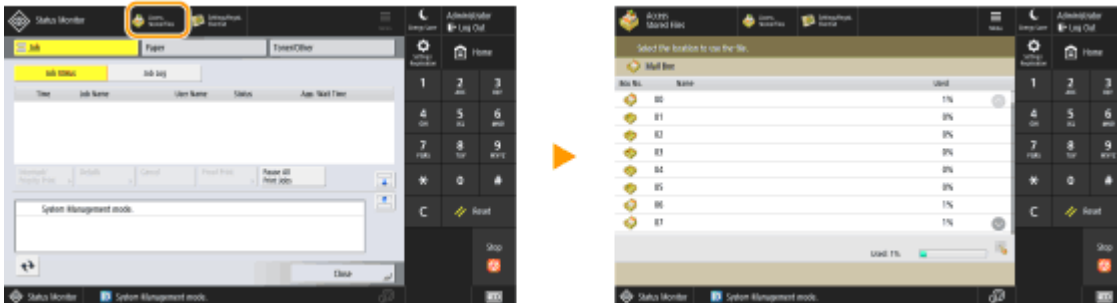
NOTE:

- Operating this setting requires administrator privileges.
- If you do not use shortcuts, select <Unassigned> from the list.

Creating a Shortcut for a Frequently Used Function

E0SS-04F

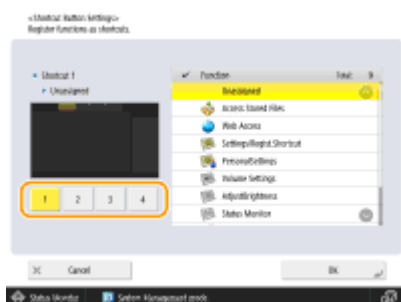
You can create a shortcut button for the functions on the <Home> screen. Use this button to access a different function without returning to the <Home> screen. To create a shortcut, log in with administrator privileges. **▶Logging into the Machine(P. 331)**



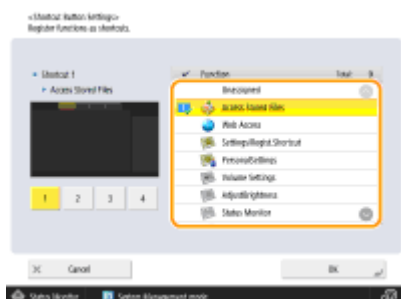
NOTE

- Shortcuts that can be registered: 4
- <Settings/Regist. Shortcut> is registered to <1> by default. If you register another function to <1>, it is replaced to that function as a shortcut.

- 1 Press . **▶<Home> Screen(P. 318)**
- 2 Press <Function Shortcut Button Settings>.
- 3 Select a number for the shortcut to be created.



- 4 Select the function you want to create a shortcut for.



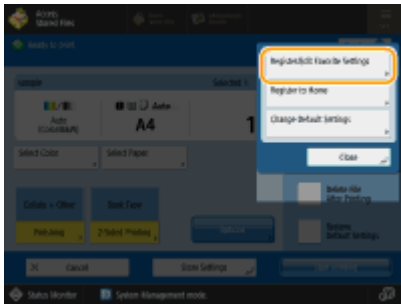
- Select the function from the list. You can check the position of the shortcut selected and the function assigned to it in the preview screen on the left of the list.
- If you do not use shortcuts, select <Unassigned> from the list.

5 Press <OK>.

Registering a Combination of Frequently Used Functions

E05S-04H

If you use the same settings every time for a basic function or want to save complicated settings, you can register settings as favorite settings, which can then be conveniently recalled.



▶ Registering Settings(P. 342)

▶ Recalling Registered Settings(P. 343)

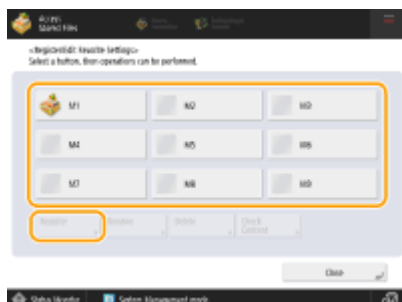
NOTE

- The settings stored in memory are not deleted, even if the main power is turned OFF.

Registering Settings

Example: Print Function

- 1** Press <Access Stored Files>, select a mail box, select a file to print, press <Print> and specify the settings you want to register.
▶ <Home> Screen(P. 318)
- 2** Press ▶ <Register/Edit Favorite Settings>.
- 3** Select a button, and press <Register>.



- To change a button name, select the button, press <Rename>, and enter the new name.
- To delete registered settings, select the button and press <Delete>.
- The name for the button is not deleted. To change a key name, press <Rename>.

- If an address included in a favorite settings button is deleted from the address book, it is also deleted from the settings registered in the favorite settings button.

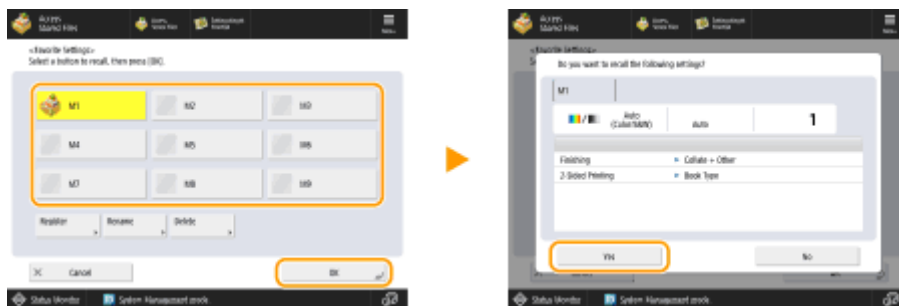
4 Press <Yes> ► <Close>.

- For certain functions, press <Next>, enter a comment as necessary, and press <OK>. You can set <Show Comments> to <On> to display comments.

Recalling Registered Settings

Example: Print Function

- 1 Press <Access Stored Files>, select a mail box, select a file to print and press <Print>.
◀<Home> Screen(P. 318)
- 2 Press <Change Print Settings> and <Favorite Settings>.
- 3 Select the button ► press <OK> ► <Yes>.



(Items shown on the screen may differ depending on your model and options.)

- You can also change the settings you recall after pressing <Yes>.

4 Press <Start Printing>.

►►► Printing starts.

NOTE

- The limit to the number of <Favorite Settings> you can register is as follows.
 - Access Stored Files: 9

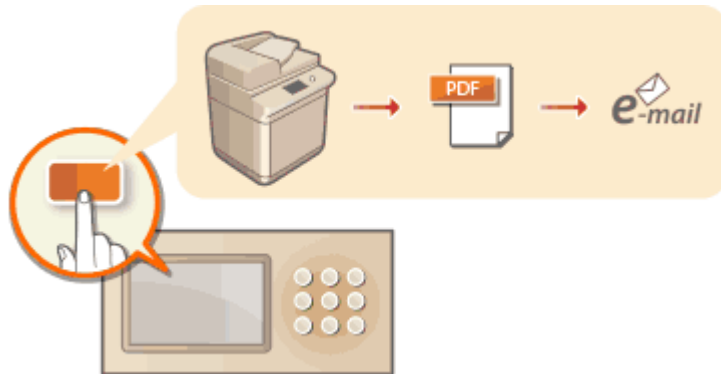
Registering Frequently Used Settings as Personal Buttons/Shared Buttons on the <Home> Screen

E0SS-04J

Frequently used settings can be registered to the <Home> screen as Personal buttons/Shared buttons to recall those settings with a single button.

Shared buttons can be used by all users.

Personal buttons can only be used by login users.



▶ **Registering Personal Buttons/Shared Buttons(P. 345)**

Registering Personal Buttons/Shared Buttons

E0SS-04K

You can register Personal buttons for your own use, or Shared buttons that can be shared with all users.

NOTE

- To register a Personal button, you need to log in with personal authentication management. [▶Configuring the Personal Authentication Management Settings\(P. 535\)](#)
- To register a Shared button, you need to log in with administrator rights.
- For information on the maximum number of Personal buttons and Shared buttons that can be registered, see [▶Management Functions\(P. 985\)](#) .
- Personal buttons cannot be changed to Shared buttons, and vice-versa. To do so, recall the settings and register another button from <Menu>.
- Press and hold a button to change its name/comment or move/delete it. The same operations (changing the name/comment of a button or moving/deleting a button) can be performed from <Menu> on the <Home> screen. [▶Customizing the <Home> Screen\(P. 338\)](#)
- Personal buttons can be shared between multiple devices by synchronizing personalized data. [▶List of Items That Can Be Personalized\(P. 333\)](#)

Settings that can be registered in Personal buttons/Shared buttons

Functions and settings that can be registered in Personal buttons/Shared buttons are indicated below.

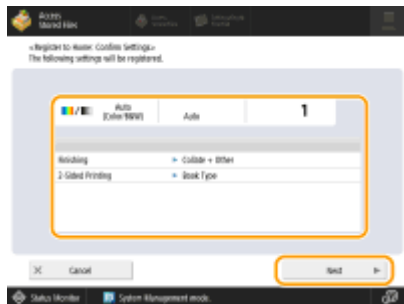
- Save locations for the <Access Stored Files> functions [▶Using Storage Space\(P. 453\)](#)
- Access to a server and the login password can be registered to Personal buttons/Shared buttons. This is convenient for skipping password entry when recalling the registered button. If you want to set password in the settings stored in the registered button, as you often import settings in a Personal button or Shared button to another machine and you want to prevent users from pretending to be other users, exclude a password when registering.

Importing/exporting the registered buttons

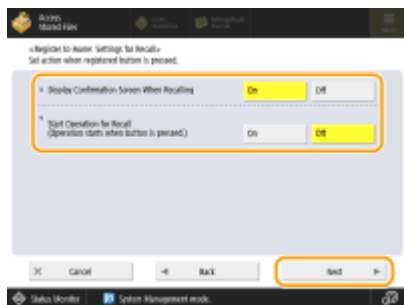
- You can import and export the registered Personal/Shared buttons from the Remote UI. [▶Importing/Exporting All Settings\(P. 632\)](#)
- Depending on the model from which the buttons are being imported, you may not be able to import all the settings for Shared/Personal buttons. For more information, contact your dealer or service representative.

Example: Registering print function

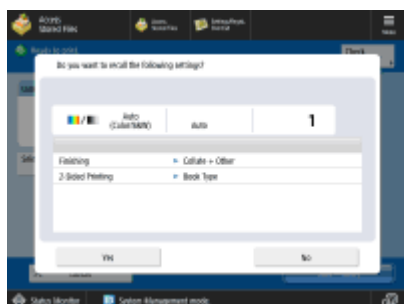
- 1** Press <Access Stored Files>, select a mail box, select a file to print, press <Print> and specify the print settings. [▶<Home> Screen\(P. 318\)](#)
- 2** Press  ▶ <Register to Home> when the setting is complete.
- 3** Confirm the settings and press <Next>.



4 Specify the action that is performed when the registered button is pressed, and press <Next>.



- The setting described below results in a different operation immediately after pressing the registered button. For more information, see [▶Executing Personal Buttons/Shared Buttons\(P. 347\)](#).
- If you select <On> for <Display Confirmation Screen When Recalling>, the confirmation screen below is displayed when you press the registered button. Select <Off> if you do not want to display the confirmation screen.



- If you select <On> for <Start Operation for Recall (Operation starts when button is pressed.)>, printing starts when you press the registered button without pressing <Start Printing>. Select <Off> if you want to start printing manually by pressing <Start Printing>.

NOTE:

- If you select <On> for both <Display Confirmation Screen When Recalling> and <Start Operation for Recall (Operation starts when button is pressed.)>, printing starts after you select <Yes> on the confirmation screen.

5 Enter the button name and a comment, select <Personal> or <Shared>, and press <OK>.



- Press <Name> or <Comment> to enter. It is convenient if you enter a setting name in <Name> and a memo in <Comment>.

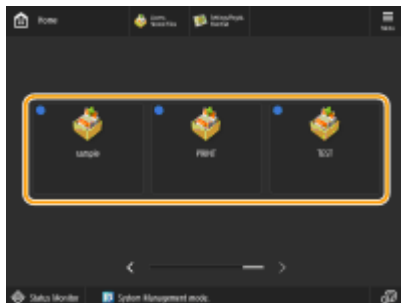
NOTE:

- To register a button for yourself only, press <Personal>. To register a button to share with other users, press <Shared>.
- If <4 medium-small buttons per page>, <12 medium-small buttons per page>, or <15 small buttons per page> is selected in <Home Screen Layout Settings>, <Comment> is not displayed for Shared/Personal buttons. **▶Customizing the <Home> Screen(P. 338)**

■Executing Personal Buttons/Shared Buttons

This section describes how to execute Personal buttons/Shared buttons. The procedure for executing the function differs according to the settings specified when registering the Personal button/Shared button and the registered function.

1 Press the button you want to use.



- Each icon indicates the function type as shown below.

 <Access Stored Files>

NOTE:

- You can also execute the content of the button with the following procedure: press and hold the Personal button/Shared button ▶ press <Recall>.

2 Perform the following operation according to the content registered in the button.

■When <Display Confirmation Screen When Recalling> is set to <On>

A confirmation screen asking whether to recall the settings is displayed.

- If <Start Operation for Recall (Operation starts when button is pressed.)> is set to <On>, operations registered in the button start when you press <Yes>.

- If <Start Operation for Recall (Operation starts when button is pressed.)> is set to <Off>, the setting screen is displayed when you press <Yes>. This enables you to change the settings before pressing <Start Printing> to start.

■ When <Display Confirmation Screen When Recalling> is set to <Off>

- If <Start Operation for Recall (Operation starts when button is pressed.)> is set to <On>, operations registered in the button start immediately.
- If <Start Operation for Recall (Operation starts when button is pressed.)> is set to <Off>, the setting screen is displayed. This enables you to change the settings before pressing <Start Printing> to start.

■ When you select <Access Stored Files> function button

The specified save folder is displayed. Select a file in the folder for printing.

▶ Making Simple Edits to Files(P. 454)

LINKS

▶ Customizing the <Home> Screen(P. 338)

▶ Creating a Shortcut for a Frequently Used Function(P. 340)

Switching the Displayed Language

E0SS-04L

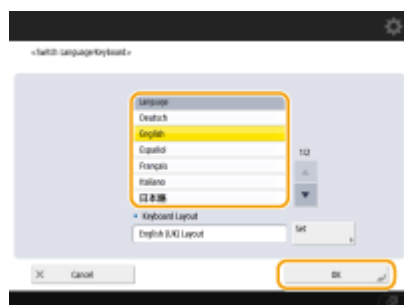
You can change the language and keyboard layout displayed on the touch panel display. If you switch languages frequently, it is convenient to use the <Switch Language/Keyboard> button. Follow the procedure below to show this button on the touch panel display.

➤ **Switching the Displayed Language and Keyboard Layout(P. 349)**

➤ **Showing the <Switch Language/Keyboard> Button on the Touch Panel Display(P. 349)**

Switching the Displayed Language and Keyboard Layout

- 1** Press  (Settings/Registration).
- 2** Press <Preferences> ▶ <Display Settings> ▶ <Switch Language/Keyboard>.
- 3** Select a language from the list and press <OK>.



NOTE

- For some languages, the keyboard layout can be changed. After selecting the language, press <Set>, select the layout type, and press <OK>.

Showing the <Switch Language/Keyboard> Button on the Touch Panel Display

- 1** Press  (Settings/Registration).
- 2** Press <Preferences> ▶ <Display Settings> ▶ <Display Switch Language/Keyboard Button>.
- 3** Press <On> ▶ <OK>.

- If you set it to <On>,  appears at the bottom of the touch panel display. You can switch the currently displayed language to another by pressing the <Switch Language/Keyboard> button, selecting the desired language from the list, and then press <OK>.

NOTE

- You can change the displayed language for each login user. ▶ **Customizing the Screen Display Appearance and the Operational Conditions(P. 352)**

Registering Shortcuts for Frequently Used Settings/ Registered Items

E0SS-04R

You can register shortcuts for the settings that are displayed when you press  (Settings/Registration), in <Settings/Regist. Shortcut>. This allows you to quickly display even those settings that are configured deep in the menu hierarchy.

NOTE

- To register a shortcut of the settings/registration, you need to log in with administrator rights.
- If <Settings/Regist. Shortcut> is not displayed on the <Home> screen, press  ▶ <Home Management Settings> ▶ <Restrict Function Display> ▶ <Set> ▶ set <Settings/Regist. Shortcut> to be displayed.
- Shortcuts that can be registered: 10

1 Press <Settings/Regist. Shortcut>.  <Home> Screen(P. 318)

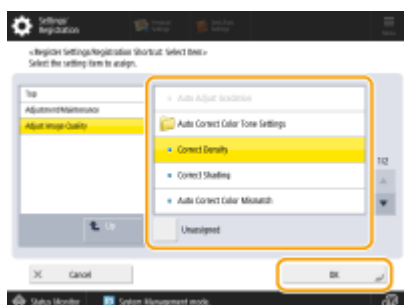
2 Press <Register>.

3 Select the button in which you want to register settings.



- You can select the assigned button to change the registered settings.

4 Select the settings to register as shortcuts and press <OK>.



- If you do not want to register settings, select <Unassigned>.

Customizing the Screen Display Appearance and the Operational Conditions

E0SS-04S

Individual users can customize the operational conditions to meet their preferences. For example, users who are English speakers can make a setting so that the English version of touch panel display appears when logging in, and other users can make a setting for enlarging the characters on the touch panel display to make them easier to see. Because these settings are only enabled when the user who configured the settings logs in, they do not affect the settings of other users.

NOTE

- To use personal settings, you need to log in with personal authentication management. [▶Managing Users\(P. 532\)](#)

Available settings

The settings listed below can be configured.

- The language used on the touch panel display
- Accessibility functions for users who have difficulty seeing or performing input operations on the touch panel display

1 Press <Personal Settings>. [▶<Home> Screen\(P. 318\)](#)

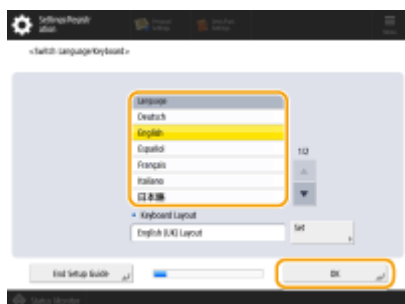
- When the login screen is displayed, log in. [▶Logging into the Machine\(P. 331\)](#)

2 Press the setting button that you want to configure.



■To set the displayed language

Press <Switch Language/Keyboard>, select a language from the list, and press <OK>.



■ To set accessibility

Press <Accessibility>, and select the setting you want to configure.



- Press <Key Repetition Settings> to change the speed at which the same character is entered repeatedly when a button is held down. This setting may prevent users from inadvertently entering the same character more than once when performing input operations slowly.
- Press <Acceptance Delay for Repeated Presses> to specify the amount of time during which the machine does not accept the second and subsequent key inputs when a key on the on-screen keyboard is unintentionally pressed repeatedly. Configure this setting in cases such as when you intend to enter a single character, but the same character is entered repeatedly.
- Press <Reversed Display (Color)> ► <On> ► <OK> to invert the screen colors and make text easier to read.
- Press <Enable Screen Magnification> ► <On> ► <OK> to enable you to zoom in or out on some screens by pinching out or in.

NOTE

Set the screen that is displayed when the machine starts

- If the machine is configured so that users are required to log in when it starts up (► **Specifying When to Display the Login Screen(P. 566)**), <Default Screen after Startup/Restoration> is displayed as an item in <Personal Settings>. The screen that is displayed after the machine starts up can be set for each user.

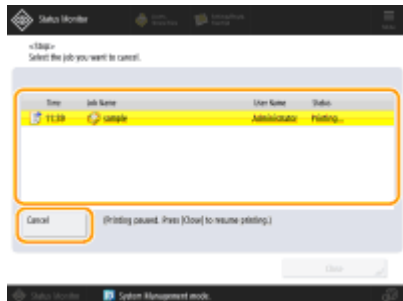
LINKS

- **List of Items That Can Be Personalized(P. 333)**
- **Switching the Displayed Language(P. 349)**
- **<Accessibility>(P. 736)**

Canceling Print Jobs

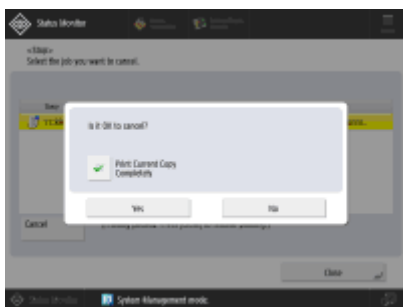
E05S-04U

If you press  (Stop) on the control panel while a print job is being processed and a screen that leads to <Print Jobs> is being displayed, the ongoing send/print job is paused, and <Print Jobs> appears.



Select the job that you want to cancel, and press <Cancel>.

If you press the <Cancel> key while print jobs are being processed, the screen to select canceling immediately or canceling print jobs after the current print job is complete is displayed. Select the one according to your application.



NOTE

- Screens that lead to <Print Jobs>
 - <Home> screen
 - Top screens of <Status Monitor> (<Job>, <Paper>, <Toner/Other>)
 - <Visual Message Settings> screen

Setting Sounds

E0SS-04W

The machine produces sounds in a variety of situations, such as when control panel keys or touch panel buttons are pressed, or when a malfunction occurs. You can specify whether or not set each sound individually.

- 1 Press <Volume Settings>. ▶<Home> Screen(P. 318)**
- 2 Set each confirmation sound/warning sound and press <Close>.**



Setting Items	Description
<Entry Tone>	Sound produced each time a key on the control panel or a button on the touch panel display is pressed
<Invalid Entry Tone>	Sound produced when an invalid key/button operation is performed, or when you enter a number outside the valid setting range
<Restock Supplies Tone>	Sound produced when the amount of toner is low
<Error Tone>	Sound produced when a malfunction such as paper jam or operational error occurs
<Job Done Tone>	Sound produced when an operation is complete
<Sleep Mode Tone>	Sound produced when the machine enters sleep mode, or when the machine is turned OFF if you set <Quick Startup Settings for Main Power> to <On>. (Depending on the situations, the machine does not startup quickly and the tone does not sound.)
<Login Tone>	Sound produced when login is successful

Entering Sleep Mode

E0SS-04X

The sleep mode function reduces power consumption by temporarily disabling some internal operations of the machine. You can put the machine into sleep mode by pressing  (Energy Saver) on the screen. When the machine is in the sleep mode, the touch panel display turns off.

IMPORTANT

- If the machine is in the Sleep mode, you may be unable to open the paper deck. In this event, reactivate the machine and then press the open button on the "POD Deck-E"/"Secondary POD Deck-E."

Press the  (Energy Saver) 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 may not enter sleep mode depending on the machine's operation status and conditions.
- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.

Exiting Sleep Mode

If you touch the touch panel display, the machine exits sleep mode.

NOTE

- The machine exits the sleep mode when one of the following operations is performed:
 - When a cover on the machine is opened/closed
- After the machine exits the sleep mode, it may take time until the machine is ready to be operated.

When You Want to Set the Auto Sleep Timer

You can use the <Auto Sleep Time> setting to automatically put the machine into sleep mode. If you want to change the amount of time that elapses before the machine enters auto sleep mode, follow the procedure below.



 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings> ► <Auto Sleep Time>
 ►  or  to set the amount of time that elapses before the machine automatically enters sleep mode ► <OK>.

NOTE

- You can set the time range to automatically enter sleep mode by the day of the week.  <Auto Sleep Weekly Timer>(P. 722)

Energy Consumption in Sleep Mode

You can set the amount of energy that the machine consumes when it is in sleep mode. Follow the procedure below to set the amount of energy consumed in sleep mode.



 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings> ► set <Sleep Mode Energy Use> to <Low> or <High>.

Paper Type Management Settings

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Paper Type Management Settings

E0SS-04Y

You can register and edit detailed information of frequently used paper types as the <Custom Type>.

To register a new paper type, first duplicate the paper type that resembles the new type in order to copy all of the internal operational parameters. This procedure copies the suitable settings to the new paper type from the registered custom paper easily.

You can also improve printing quality and paper feeding trouble by editing the custom paper, depending on the characteristics.

NOTE

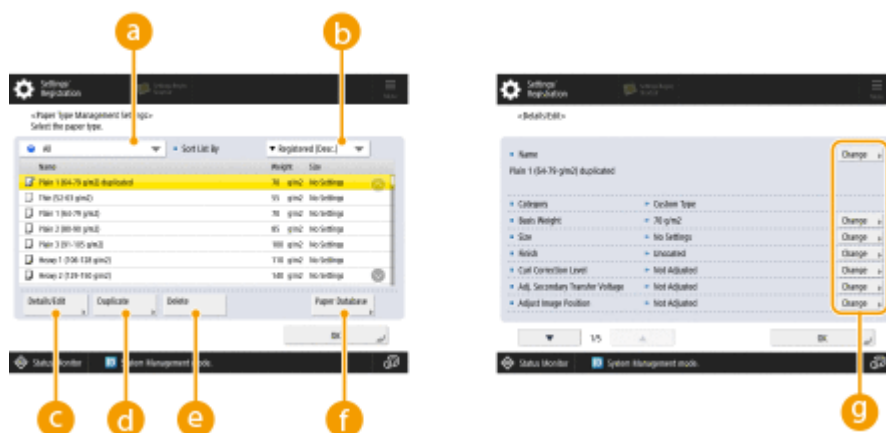
- It is necessary to log in as an administrator to register custom paper types or change the settings of registered custom paper types. ▶ **Logging into the Machine(P. 331)**
- When you register the custom paper type, you cannot specify the paper source. For more information on registering the paper source, see ▶ **Specifying Paper Size and Type in the Paper Deck(P. 69)** .
- You can import/export the registered custom paper type information, and share it with another Canon machine. ▶ **Importing/Exporting the Settings Individually(P. 636)**

▶ **Registering frequently used paper types(P. 359)**

▶ **Items that can be specified(P. 360)**

Registering frequently used paper types

- 1 Press  (Settings/Registration) .
- 2 Press <Preferences> ▶ <Paper Settings> ▶ <Paper Type Management Settings>.
- 3 Specify the settings.



a Paper type drop-down list

Enables you to select the paper type to display.

b <Sort List By>

Enables you to change the display order of the list.

c <Details/Edit>

Displays details for the selected paper type on the <Details/Edit> screen. If you select a custom paper type, you can edit it.

d <Duplicate>

Duplicates the selected paper type as a custom paper type.

e <Delete>

Deletes the selected custom paper type.

f <Paper Database>

Enables you to select from the database that stores commercially available paper types that are evaluated by Canon.

g <Change>

Appears on the <Details/Edit> screen for the custom paper type and enables you to change the settings for the selected item.

! IMPORTANT:

- You can only edit/delete custom paper types.

4 Press <OK> .

Items that can be specified

The following items can be specified.

■ Name

You can change the name of the custom paper type.

NOTE

- When you register the settings for the custom paper type, make sure to change its name. You cannot change the settings of the default paper types registered in the machine.

■ Basis Weight

You can change the basis weight of the custom paper type.

! IMPORTANT

- If you enter a value that is different from the actual weight of the set paper, paper jams may occur, and the quality of the image may be adversely affected.

■ Size

You can change the size of the custom paper type you have registered.

IMPORTANT

- If you select the paper size which is different from the actual paper size, paper jams may occur, and the quality of the image may be adversely affected.

■ Finish

You can change the Finish setting of Custom Type you have registered.

IMPORTANT

- If you select a finishing type which is different from that of the loaded paper, paper jams may occur, and the quality of the image may be adversely affected.

■ Curl Correction Level

You can adjust the curl correction level for custom paper type.  **Adjusting the Level of Curl Correction(P. 373)**

■ Adj. Secondary Transfer Voltage

You can adjust the Secondary Transfer Voltage (the voltage that transfers toner to the paper) when image blurring occurs.  **Changing the Secondary Transfer Voltage(P. 375)**

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

■ Adjust Image Position

If the printed image is not properly located on the paper, you can adjust the position of the image using either of the following methods.  **Adjusting the Image Position(P. 379)**

- Setting the automatic adjustment
- Using a Test Page

■ Adjustment Page Interrupt. Interval

You can change the interval for automatic adjustment (the interval for adjustment page interruption).  **Setting an Interruption Interval for Adjustment Pages (Optional)(P. 398)**

■ Type

You can change the Type setting of Custom Type you have registered.

IMPORTANT

- If you select a paper type which is different from that of the loaded paper, paper jams may occur, and the quality of the image may be adversely affected.

■ Color

You can change the colour of the custom paper type.

IMPORTANT

- If you select a color which is different from that of the loaded paper, paper jams may occur, and the quality of the image may be adversely affected.

■ 2nd Side of 2-Sided Page

You can set whether the back side of the custom paper type is previously printed or not. If the back side of the paper is not previously printed, select <Off>.

IMPORTANT

- If you set the information of the back side of the custom paper type incorrectly, paper jams may occur, and the quality of the image may be adversely affected.

■ Adjust Creep Correction

If you want to change the creep (displacement) correction for each page in a booklet, adjust the creep correction width for the registered custom paper type.

NOTE

- For information on creep (displacement), see  **Making Booklets (Booklet Printing)(P. 502)** .
- The value you set here becomes the default correction width when the selected paper type is used for saddle stitching with automatic "Adjust Creep (Displacement) Correction".

■ Adj. Fan Level for Paper Separation

You can change the level of the paper separation fan for registered custom paper. This setting is applied to the paper loaded in the "POD Deck-E" or "Secondary POD Deck-E".

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

■ Adjust Lead/Tail Margins

You can adjust the lead edge and tail end margins.

Depending on the paper type, if the lead edge and tail end margins are small, the paper is hard to be removed from the roller surface of the fixing unit. For that reason, the quality of the image may be adversely affected, output paper may be folded or bent at the corner, or the paper feeding troubles may occur. In this case, you may improve the conditions by expanding the margin.

■ Toner Amount Reduction Mode

You can adjust the total amount of toner used for each paper type.

If you set this mode to <On>, you can reduce the total amount of toner usage while retaining the CMYK values specified in Color Balance settings. As a result, you may prevent the quality of image from being affected adversely, and reduce the frequency of paper jams and paper feeding troubles.

IMPORTANT

- Depending on the paper type, if the total amount of toner usage is reduced, density, colour, and glossiness may change.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

■ Static Elimination Adjust. Value

You can specify the static elimination adjustment value when the Static Elimination Switch on the Static Eliminator-A is set to AUTO. Removing static may help prevent output sheets of paper from sticking together or from being misaligned. For more information, see the manual for the Static Eliminator on the online manual site.

■ Adjust Antistatic Bias

If the printed image is blurred or a paper jam occurs on the transfer unit, the static electricity on the Intermediate Transfer Belt may be the cause of the problem. In this case, adjust the antistatic bias to <-> side in order to remove the static electricity. The adjustment can be made on the front and back sides individually.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- If the result is unsatisfactory even after pressing <->, press <+>. If the condition is not improved even after adjusting the value in both <-> and <+> directions, adjust the setting value in <Adj. Secondary Transfer Voltage>. The condition may be improved by adjusting the Secondary Transfer Voltage value toward <-> side.

■ Adjust ITB Image Clearing

When automatic cleaning is not sufficient to remove the toner residue on the transfer belt, toner residue may transfer to the paper, and this could adversely affect the quality of the image. In this case, adjust the image clear level of the ITB for the custom paper type.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- If the result is unsatisfactory even after pressing <+>, press <->. If the condition is not improved even after you have adjusted the value in both <-> and <+> directions, adjust the Secondary Transfer Voltage value. The condition may be improved by adjusting the value of Secondary Transfer Voltage value in the <-> direction. However, note that changing the value of Secondary Transfer Voltage value abruptly may greatly affect the output result. Make sure to check the output result while adjusting the value.

■ Adj. Secondary Transfer Belt Speed

When the speed of the secondary transfer belt is not suitable, image problems such as roughness and vertical streaks may occur during double-sided printing on thin paper or printing on thick paper. In this case, adjust the secondary transfer belt speed.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

■ Adjust Gloss/Fine Black

This mode enables you to adjust the glossiness and fine black of the custom paper type. This mode can also be used to improve the conditions listed below, that are caused by the inferior black quality of the plain paper type being used.

- Tiny white grainy dots that appear on the black printed areas make the surface look like rough.
- The paper fiber direction partly shows on the printed surface.

! IMPORTANT

- Depending on the paper, if the value in this mode is increased, a paper jam may occur. If the value is decreased, the quality of the image could be adversely affected or toner may not be applied properly to the image.
- Make sure to change the value in small increments as changing the value abruptly may cause some troubles.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- Adjusting this mode may affect the paper curl status. Readjust the <Curl Correction Level> setting, if necessary.
- Press <+> to increase the gloss, and press <-> to decrease the gloss.
- Press <+> to improve the fine black and erase the tiny white grainy dots on the black printed area.
- Values of the <Gloss> and <Fine Black> are directly related to each other.
- You cannot adjust the Fine Black setting for the following paper types:
 - Transparency/clear/translucent film
 - Coated
 - Vellum

- Result of the adjustment may turn out to be the opposite of what you wish because of paper characteristics. Make sure to check the output result while adjusting the value.

■ Change Fold/Stitch Position

If the fold position slightly deviates from the center of the paper, you can change the saddle stitch position of the registered custom paper type.

This mode can be set when the Booklet Finisher-AF is attached. **▶Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- If both the saddle stitch position and the fold position deviate from the center of the paper, first adjust the fold position to match the saddle stitch position in <Adjust Saddle Stitch Fold Position>, and then adjust the saddle stitch position and fold position in <Change Fold/Stitch Position>. <Adjust Saddle Stitch Fold Position> only adjusts the fold position and <Change Fold/Stitch Position> adjusts both the saddle stitch position and fold position. For information on adjusting the paper fold position, see **▶Adjust Saddle Stitch Fold Position(P. 365)** .
- Follow the guidelines below to perform adjustment.
 - If you want the saddle stitch position of the fold to move right (if you are facing the paper), increase the set value.
 - If you want the saddle stitch position of the fold to move left (if you are facing the paper), decrease the set value.
- When you want to perform <Adjust by Measuring Output Paper>, see operations after step 2 in **▶Adjusting the Saddle Stitch Fold Position and Staple Position(P. 438)** .

■ Adjust Saddle Stitch Fold Position

If the paper is saddle stitched in the center but the fold position deviates from the center of the paper, you can change the fold position of the registered custom paper type.

This mode can be set when the Booklet Finisher-AF is attached. **▶Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- If both the saddle stitch position and the fold position deviate from the center of the paper, first adjust the fold position to match the saddle stitch position in <Adjust Saddle Stitch Fold Position>, and then adjust the saddle stitch position and fold position in <Change Fold/Stitch Position>. <Adjust Saddle Stitch Fold Position> only adjusts the fold position and <Change Fold/Stitch Position> adjusts both the saddle stitch position and fold position. For information on adjusting the paper fold position, see **▶Change Fold/Stitch Position(P. 365)** .
- Follow the guidelines below to perform adjustment.
 - If you want the position of the fold to move right (if you are facing the paper), increase the set value.
 - If you want the position of the fold to move left (if you are facing the paper), decrease the set value.
- When you want to perform <Adjust by Measuring Output Paper>, see operations after step 2 in **▶Adjusting the Saddle Stitch Fold Position and Staple Position(P. 438)** .

■ Adjust Saddle Fold Position

If the saddle fold position deviates from the center of the paper, you can change the saddle fold position of the registered custom paper type.

This mode can be set when the Booklet Finisher-AF is attached.  **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- Follow the guidelines below to perform adjustment.
 - If you want the position of the fold to move left, increase the set value.
 - If you want the position of the fold to move right, decrease the set value.

■ Adjust Hole Punch Position

If the hole punch position of the paper differs according to the paper type, you can change the hole punch position of the registered custom paper type. For example, if the positions of the punch holes on multiple paper types in the Sheet Insertion mode are not exactly the same, you can use this mode to make fine adjustments.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- Follow the guidelines below to perform adjustment.
 - If you want the positions of the punch holes to shift down toward the bottom, increase the setting value.
 - If you want the positions of the punch holes to shift up toward the top, decrease the setting value.

■ Correct Tail End Toner Application

When curled paper or paper susceptible to curling is used for two-sided printing, toner may not be adequately applied or the color may become faint on the tail end (from the feeding direction) of the paper. For low density images, the color may become fainter or denser. In these cases, change the <Correct Tail End Toner Application> settings of the custom paper type.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- If the entire image becomes fainter or corrupt, rather than only the tail edge, change <Adjust Secondary Transfer Voltage>.
- Adjusting <Correct Tail End Toner Application> may affect the settings of <Adjust Lead Edge Secondary Transfer Voltage> and <Adjust Image Position>. Readjust these settings, if necessary.
- Follow the guidelines below to perform adjustment.
 - <Correction Level>: Increasing this in the positive direction increases the effect for tail end image problems. Increasing the value too high may cause toner to be missing in high density areas.
 - <Correction Amount>: Increasing this in the positive direction increases the distance where control is performed from the tail end of the paper in the lead edge direction when seen from the tail end of the paper. The distance increases in 1 mm increments.

- If performing adjustment does not improve the problem, adjust <Adjust Secondary Transfer Voltage> or <Adj. Lead Edge Sec. Transfer Volt.>. In this case, decreasing the secondary transfer voltage from the current value can have an effect, but adjustment should be performed gradually as it may affect the image.

■ Adjust Fixing Pressure

When using long originals, envelopes, paper which has absorbed moisture, or thin paper, paper feeding troubles may occur or the quality of the image may be adversely affected. If these conditions are not improved even after adjusting the fixing speed, adjust the fixing pressure.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- If the result is unsatisfactory even after pressing <+>, press <->.

■ Dtct. L/R Edge Misalign. by Sensor

This function enables you to prevent the printed image from being misaligned vertically as seen from the paper feeding direction.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- If you set this function to <Off>, you may be able to adjust the misaligned image as described below.
 - When using pre-printed paper, bordered paper, or color paper, the printed image is not aligned with the left edge or the image position varies greatly depending on the paper type; or paper is jammed in the feed roller area.

■ Adjust Primary Transfer Voltage

Normally do not change this setting, as it may cause variation in color.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- If there is variation in the density of black image areas, increasing the primary transfer voltage for black may improve the problem.
- Avoid changing the primary transfer voltage for yellow, magenta, and cyan where possible, as it may cause variation in color.

■ Adjust Fan for Paper Conveyance

If a paper jam often occurs or the output paper is creased and it has a wave like appearance, you may be able to solve the problem by increasing the fan level for paper conveyance before fixation.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- Adjust the fan when the paper which length of the parallel edge to the feeding direction is shorter than 200 mm jammed in the paper conveyance before fixation repeatedly.
- Set to +1 when a plain paper or a thin paper is used.
- Set to -1 when temperature/humidity is high and heavy paper is used.

■ Detect Multiple Sheet Feed

If the multiple sheet feed detection is set for each paper in advance, you do not have to worry about this setting even when switching paper.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- Multiple sheet feeding may not be detected depending on the paper type you use.
- If you select <Auto>, the multiple sheet feed detection is automatically disabled according to media shapes.

■ Paper Fiber Direction Settings

If the output paper is curled, or if paper jams occur frequently after the paper passes through the fixing units under conditions where the temperature and humidity are high, set the fiber direction to improve the condition.

IMPORTANT

- If you set the fiber direction incorrectly, paper jams may occur, and the quality of the image may be adversely affected.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- Details of each item are shown below:
 - <Perpendicular>: Select when using paper with a fiber direction that is perpendicular to the feeding direction.
 - <Parallel>: Select when using paper with a fiber direction that is parallel to the feeding direction.

■ Adj. Lead Edge Sec. Transfer Volt.

If the image on the leading edge is faint or irregular compared to when printing on standard paper, you can change the leading edge secondary transfer voltage (the voltage when transferring the toner image to the paper) of the registered custom paper.

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

- If the entire image becomes fainter or corrupt, rather than only the lead edge, change <Adjust Secondary Transfer Voltage>.
- Adjusting <Adjust Secondary Transfer Voltage> may affect the settings of <Correct Tail End Toner Application> and <Adjust Image Position>. Readjust these settings, if necessary.
- Follow the guidelines below to perform adjustment.
 - <Adjustment Level>: Decreasing this in the negative direction increases the effect for lead edge image problems. Increasing the value too high may cause toner to be missing in high density areas.
 - <Adjustment Range>: Increasing this in the positive direction increases the distance where control is performed from the lead edge of the paper. The distance increases in +1 mm increments.

■ Adjust Paper Conveyance

If image problems or paper jams occur while printing, adjusting the paper conveying speed may improve the problem.

🔴 Adjusting Speed of Paper Conveyance(P. 404)

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- This mode may affect paper feeding. Since increasing the value to a great extent may cause paper jams, adjusting the values in small increments is recommended.

■ Use as Template Paper

You can set this mode to <On> to use preprinted paper (paper which has logos already printed on it), such as a letterhead.

! IMPORTANT

- The custom paper type with <On> set for <Use as Template Paper> is not automatically selected in the following cases.
 - When the paper type for printing is set to <Auto>

NOTE

- Methods for loading paper if <Use as Template Paper> is set to <On>:
 - Paper drawer of the main unit: the side with a logo facing down
 - Paper source other than a paper drawer of the main unit: the side with a logo facing up

■ Adjust Temp. to Prevent Wrinkles

You can change the wrinkle correction level in the registered user settings if wrinkles appear or the paper seems thin and worn. 🔴 Changing the Wrinkle Correction Level(P. 405)

■ Embossing Depth

You can select <Deep> when printing on textured paper that has significant unevenness.

NOTE

- Specifying <Deep> may cause printing speed to become slower than normal.

■ Adjust Paper Convey. Support Plate

If there are uneven densities that scratch in the entire halftone image, or there are horizontal streaks of uneven densities at the front or rear end, the condition may be improved by configuring the paper conveyance support plate settings. ➡ **Adjusting Paper Conveyance Support Plate(P. 406)**

NOTE

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

■ Rdc. Corner Bending for 2-Sd. Print

If folded corners occur during 2-sided printing, changing the setting may improve the problem.

NOTE

Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

Registering Custom Paper Types

E0SS-050

You can register up to 200 custom paper types, besides the default paper types registered in the machine.

If you use a new paper type, duplicate a registered paper that closely matches the characteristics of the new paper type, and then change the necessary settings, such as the name. This procedure copies the suitable settings to the new paper type from the registered custom paper easily.

You can also improve printing quality and paper feeding trouble by editing the custom paper, depending on the characteristics.

➤ **Registering Custom Paper Types by Duplicating(P. 371)**

➤ **Registering Custom Paper Types from the Paper Database(P. 371)**

NOTE

- When you register the custom paper type, you cannot specify the paper source. For more information on registering the paper source, see ➤ **Specifying Paper Size and Type(P. 68)** .

Registering Custom Paper Types by Duplicating

You can duplicate a similar paper type setting that has already been registered, and assign it a new name after changing its settings.

- 1 Press  (Settings/Registration).**
- 2 Press <Preferences> ▶ <Paper Settings> ▶ <Paper Type Management Settings>.**
- 3 Select a paper type that closely matches the characteristics of the paper type you want to register from the list ▶ press <Duplicate>.**
- 4 Enter a name ▶ press <OK>.**

NOTE

- When you register the new custom paper type, make sure to change its name. You cannot change the settings of the default paper types registered in the machine.

Registering Custom Paper Types from the Paper Database

The Paper Database contains information on the appropriate setting values for commercially available paper types which are evaluated by Canon.

To use a specific type of paper, select that paper type and set appropriate values in the setting items under <Paper Type Management Settings>. You can also register a new custom paper type by duplicating and editing the paper type registered in the Paper Database.

This section describes how to select the paper type by entering a specific paper number that can be obtained from the Specialty Media Handling Guide.

! IMPORTANT

- If you try to register a paper type with the same name as a paper type that is already registered, a message appears, and you cannot register the paper.

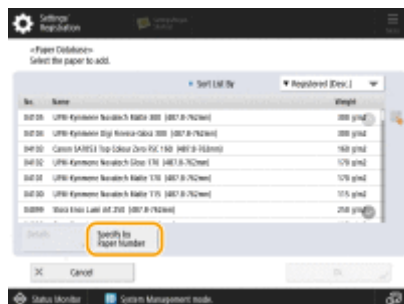
NOTE

- For more information on the Specialty Media Handling Guide, contact your local authorized Canon dealer.

1 Press  (Settings/Registration).

2 Press <Preferences> ► Paper Settings> ► Paper Type Management Settings>

3 Press <Paper Database> ► <Specify by Paper Number>



NOTE

- You can use the Sort List drop-down list to sort the list by registration date, name, or basis weight, in ascending or descending order.
- Detailed information for the selected paper can be displayed by pressing <Details>
- You can change pages by pressing []/[] for selecting and registering paper types displayed in other pages.

4 Enter the paper number using numeric keys ► press <OK>.

5 Press <OK>.

The registered paper is displayed on the Paper Type Management Settings screen.

Adjusting the Level of Curl Correction

E0SS-051

You can adjust the curl correction level for custom paper type.

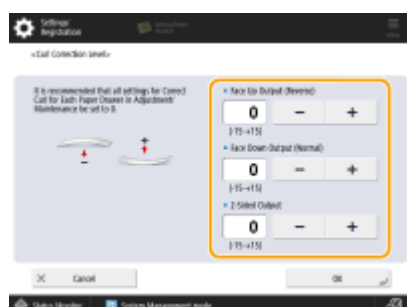
! IMPORTANT

- This mode may affect paper feeding. Since increasing the value to a great extent may cause paper jams, adjusting the values in small increments is recommended.
- Depending on the characteristic of the paper type, such as heavy paper, you may not be able to correct the paper curl properly even if you adjust the curl correction level.
- If folded corners occur during 2-sided printing, adjust the amount of correction for <2-Sided Output>.

- 1 Press  **Settings/Registration**.
- 2 Press **<Preferences>** ▶ **<Paper Settings>** ▶ **<Paper Type Management Settings>**.
- 3 Select the paper type that you want to edit from the list ▶ press **<Details/Edit>**.
- 4 Press **<Change>** for **<Curl Correction Level>**.
- 5 Press **<->** or **<+>** to adjust the level of correction.

1-sided printing: Adjust the value of <Face Up Output (Reverse)> or <Face Down Output (Normal)>, according to how paper is specified to face when output*1.

2-sided printing: Adjust the value of <2-Sided Output>.



*1 Check face up/face down of the output paper. For the face up output, adjust the setting for "Face Up Output (Reverse)." For the face down output, adjust the setting for "Face Down Output (Normal)."

- 6 Press **[OK]**.

Paper curl is negated by adjusting the paper in the opposite direction to which it is curled. Make test prints on the paper that you have adjusted, and check the curl correction level.

NOTE

- To determine the direction of the paper curl or folded corners, place the paper in the same direction as it is output to the tray.

Curl Direction of Printed Paper or folded corners	Adjustment Direction
When the paper curls upward  When corners are folded onto the front side 	Curl downward (Press [-]) 
When the paper curls downward  When corners are folded onto the back side 	Curl upward (Press [+]) 

Changing the Secondary Transfer Voltage

E0SS-052

When image blurring occurs on the custom paper type more obviously than standard paper types, you can adjust the Secondary Transfer Voltage (the voltage that transfers toner to the paper).

- ▶ **Changing the Secondary Transfer Voltage Automatically (Optional)(P. 375)**
- ▶ **Specifying/Outputting Chart(P. 375)**
- ▶ **Adjusting the Secondary Transfer Voltage Manually(P. 376)**

NOTE

- Adjusting the Secondary Transfer Voltage may affect the settings in <Adj. Lead Edge Sec. Transfer Volt.>, <Correct Tail End Toner Application> and <Adjust Image Position>. Readjust these settings, if necessary.

Changing the Secondary Transfer Voltage Automatically (Optional)

When the "Sensing Unit-B" is installed, you can automatically adjust the secondary transfer voltage.

- 1 Press <Change> for <Adj. Secondary Transfer Voltage>.**
- 2 Press <Adjust Automatically>.**
- 3 Select <Chart Print Type> and <Print Side>, and press <Next>.**
 - Chart Print Type
Select <For Fine Adjustment> when making fine adjustments, and select <For Coarse Adjustment> when large adjustments are required.
 - Print Side
Select the side to adjust the secondary transfer voltage for.
- 4 Select the paper source with the custom paper type, and press <Start Adjusting>.**
 - The adjustment result is displayed.
 ▶▶▶ The chart are output.

Specifying/Outputting Chart

To adjust the secondary transfer voltage manually, output chart paper first.

- 1 Press <Change> for <Adj. Secondary Transfer Voltage>.**
- 2 Press <Adjust Manually>.**

3 Press <Chart Print Settings>.

4 Specify the chart settings, and press <Next>.



a <Chart Print Type>

To perform fine adjustment, select <For Fine Adjustment>. If major adjustment is required, select <For Coarse Adjustment>.

NOTE

- If <For Fine Adjustment> is selected, charts with adjustment values in increments of ± 1 are output.
- If <For Coarse Adjustment> is selected, charts with adjustment values in increments corresponding to the status of the machine are output.

b <Print Side>

Select a print side to adjust secondary transfer voltage for.

NOTE

- In the following case, select <Front Side Only>.
 - When <2nd Side of 2-Sided Page> is set to <On> for the custom paper type.
- For information on the paper that can be used for chart when <Both Sides> is selected, see Paper Available for Two-Sided Copying/Two-Sided Printing.

5 Select the paper source with the custom paper type, and press <OK>.

6 Press <Chart Print>.

⇒ The chart is output.

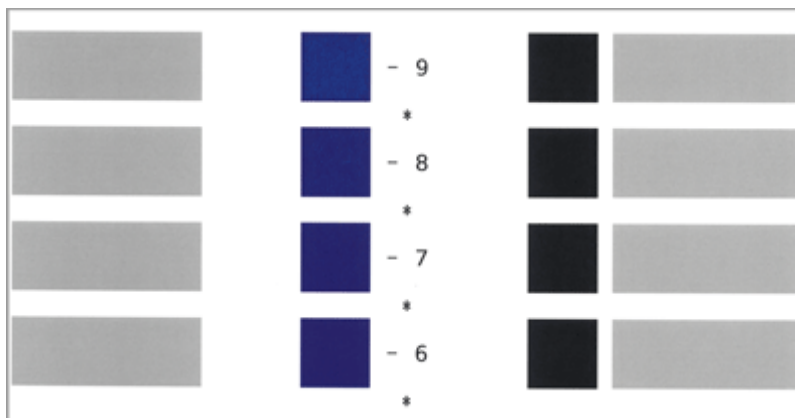
Adjusting the Secondary Transfer Voltage Manually

You can adjust the secondary transfer voltage by using the output chart.

You can manually adjust the secondary transfer voltage by visually checking and determining the optimal patch from the chart.

1 Check the optimal patch from the output chart.

- The numbers in magenta on the chart indicate the current settings.



- Check the patches in the order from the negative values to the positive values, select the patch with density that seems even (-8 in the sample), compare it with the two patches above (-7 and -6 in the sample), and then select the optimal patch.

NOTE:

- The single asterisk (*) printed near the value on the chart indicates the value for the front side.
- If you cannot tell the difference among the selected three patches, select the one in the middle (-7 in the example).

2 On the <Adjust Secondary Transfer Voltage> screen, enter the value that is checked with the chart.

- Select <Front Side> or <Back Side> and enter the value by using <-> or <+>.



NOTE:

- In the following case, adjust the value of <Back Side>.
 - When <2nd Side of 2-Sided Page> is set to <On> for the custom paper type.

3 Press <OK>

	Adjustment in <-> Direction is Recommended for Following Cases	Adjustment in <+> Direction is Recommended for Following Cases
Basis Weight	Light (thin paper)	Heavy (thick paper)
Poor Images	- Although the density in the high density areas is normal, tiny white spots may appear in the low density areas. - White spots appear in high density areas. - Enough toner is not applied in high density areas, and tiny dense spots appear. - Dense spots may appear in low-density areas.	- High-density parts may not be sufficiently dense. - High-density images may be uneven in density. - Outlines in high density images may blur.

Paper Type Management Settings

	Adjustment in <-> Direction is Recommended for Following Cases	Adjustment in <+> Direction is Recommended for Following Cases
	• In high-density images, streaks of uneven density may appear along the feeding direction.	

Adjusting the Image Position

E0SS-053

You can adjust the printed image position, which is misaligned or distorted, by confirming test pages and specifying setting values.

You can automatically adjust the image position by installing the "Sensing Unit-B." ➤ **Adjusting the Image Position Automatically (Optional)(P. 396)**

- **Outputting a Test Page(P. 379)**
- **Adjusting Lead Edge Alignment of the Image(P. 379)**
- **Adjusting Left Edge Alignment of the Image(P. 381)**
- **Adjusting the Zoom Ratio of the Image(P. 382)**
- **Correct Image Misalignment(P. 384)**
- **Correct Distortion (Trapezoid)(P. 388)**
- **Correct Distortion (Parallelogram)(P. 390)**

Outputting a Test Page

Print a test page when adjusting the position of images.

- 1 Press <Change> for <Adjust Image Position>.**
 - When the Sensing Unit is not attached, proceed to step 3.
- 2 Press <Adjust Manually>.**
- 3 Press <Output Test Page>.**
- 4 Enter the number of test pages to make ► press <Next>.**
- 5 Select a paper source that contains a custom paper type ► press <Start Printing>.**
 - A test page is printed.

NOTE:

For information on paper that can be used as test pages, see ➤ **Paper Available for Two-Sided Printing(P. 87)** .

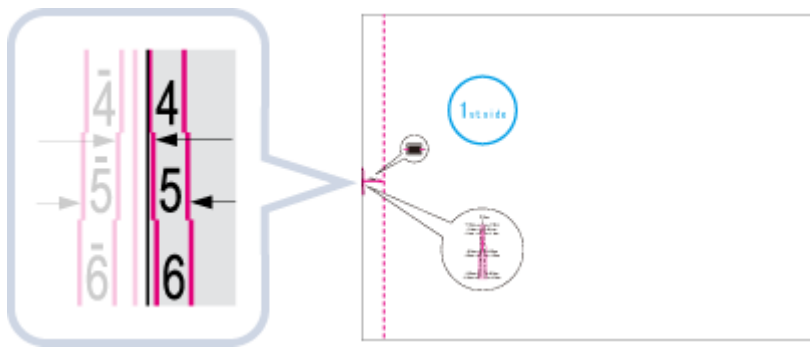
- Make sure that a sufficient supply of paper is loaded in the paper source before outputting the test pages.

Adjusting Lead Edge Alignment of the Image

This setting enables you to adjust the image position, by checking whether the register mark and the image at the leading edge toward the feeding direction are aligned on the test page.

- 1 Check the position of the lead edge image on the front side of the test page.**

- In the example below, adjustment is required because the center line of the register mark is 0.4 mm outside the edge of the test page. Follow the procedure described below to adjust the position of the lead edge image on the front side of the test page.



NOTE:

- The test page with "1st side" printed on it is the front side.

2 In the <Adjust Image Position> screen, enter the value confirmed on the test page that aligns the center line of the register mark with the edge of the paper.

- In case of the example described above, set "+ 0.4" for <Front Side>.
- Use <-> and <+> in <Front Side> in <Lead Edge (e) Alignment> to enter the value.



a <+>

Press when the center line of the register mark is located outside the edge of the test page (the center line of the register mark is NOT printed). The image is shifted to the backwards as seen from the feeding direction of the paper, according to the entered value.

b <->

Press when the center line of the register mark is located inside of the edge of the test page. The image is shifted to the forwards as seen from the feeding direction of the paper, according to the entered value.

3 Turn over the test page ► check the lead edge image on the back side of the test page.

4 Enter the value confirmed on the test page that aligns the center line of the register mark with the edge of the paper.

Use <-> and <+> in <Back Side> in <Lead Edge (e) Alignment> to enter the value.

5 Print the test page again, and check the image position ► press <OK>.

- Repeat the correction again, if necessary.

! IMPORTANT:

- When you open the <Adjust Image Position> screen again after you close that screen by pressing <OK>, the values on screen are returned to <0>. However, the adjusted value is still effective. If you repeat steps, read off the value of register marks from new test page and input the new value.

NOTE:

- To restore the accumulated value, press <Restore Initial Settings>.

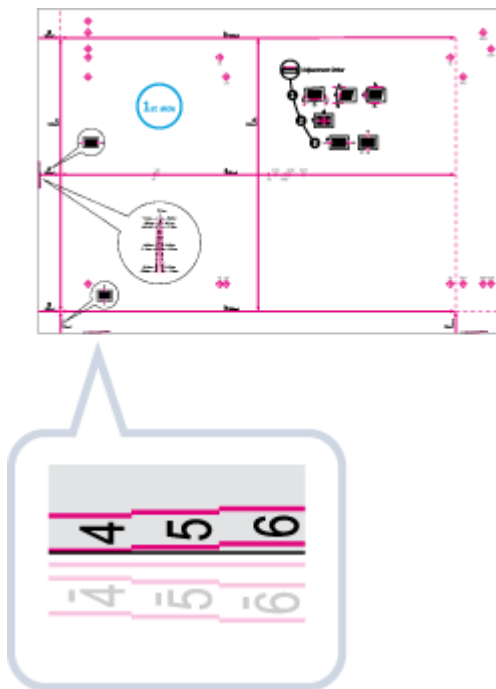
6 Press <OK>.

Adjusting Left Edge Alignment of the Image

This setting enables you to adjust the image position, by checking whether the register marks on the test page align with the image at the left edge of the paper toward the feeding direction.

1 Check the position of the left edge image on the front side of the test page.

- In the example below, adjustment is required because the center line of the register mark is 0.4 mm outside the edge of the test page. Follow the procedure described below to adjust the position of the lead edge image on the front side of the test page.



2 In the <Adjust Image Position> screen, enter the value confirmed on the test page that aligns the center line of the register mark with the edge of the paper.

- In case of the example described above, set "+ 0.4" for <Front Side>.
- Use <-> and <+> in <Front Side> in <Left Edge (i) Alignment> to enter the value.



a <+>

Press when the center line of the register mark is located outside the edge of the test page (the center line of the register mark is NOT printed). The image is shifted to the right as seen from the feeding direction of the paper, according to the entered value.

b <->

Press when the center line of the register mark is located inside of the edge of the test page. The image is shifted to the left as seen from the feeding direction of the paper, according to the entered value.

NOTE

- If you print the test page using paper whose vertical side toward the feeding direction is 304 mm or more in length, the register mark on the left edge will not be printed properly. In this case, measure the length of <i> mark. If the measured length is shorter than 20 mm, enter the difference value with <+>, if the measured length is longer than 20 mm, enter the difference value with <->.

3 Turn over the test page ► check the left edge image on the back side of the test page.

4 Enter the value confirmed on the test page that aligns the center line of the register mark with the edge of the paper.

- Use <-> and <+> in <Back Side> in <Left Edge (i) Alignment> to enter the value.

5 Perform the test page again, and check the image position ► press <OK>.

- Repeat the correction again, if necessary.

! IMPORTANT:

- When you open the <Adjust Image Position> screen again after you close that screen by pressing <OK>, the values on screen are returned to <0>. However, the adjusted value is still effective. If you repeat steps, read off the value of register marks from new test page and input the new value.

NOTE:

- To restore the accumulated value, press <Restore Initial Settings>.

6 Press <OK>.

Adjusting the Zoom Ratio of the Image

Depending on the paper type, the heat generated by the fixing unit may cause the paper to expand or shrink slightly. In this case, images may also be enlarged or reduced accordingly. This function enables you to set the zoom ratio of the image for each paper, or enlarge the reduced image to match the zoom ratio of the image on the second side of

the paper. You can adjust the zoom ratio of the image either by entering the enlargement/reduction ratio, or by entering the value of the test page you measured manually.

1 Check the images on the output test page.

2 Enlarge or reduce images on the <Adjust Image Position> screen.

■If you enter the enlargement/reduction ratio (%)

- 1 Set the enlargement/reduction ratio (%) for <Zoom (f)> and <Zoom (d)> on <Adjust Image Position> screen ► press <OK>.



a <Zoom (f)>

Enlarges or reduces the image in the direction that is parallel to the feeding direction according to the inputted ratio.

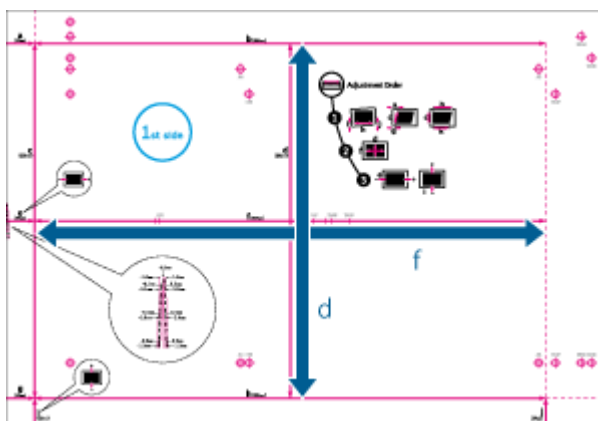
b <Zoom (d)>

Enlarges or reduces the image in the direction that is perpendicular to the feeding direction according to the inputted ratio.

►►► As necessary, try printing out the test page paper again and then check the correction amount.

■If you enter the value of the test page you measured manually

- 1 Measure the length of the <f> and <d> marks on the test page manually.
 - The default values are <f> = 360.0 mm and <d> = 250.0 mm.



NOTE

- If you print the test page using paper smaller than 270 mm x 380 mm, you cannot measure the length of <f> and <d> as the entire image will not be printed on the paper. In this case, calculate the

expanding/reducing percentage by comparing the measured length of 'f/2' and 'd/2' with the default values (f/2: 180 mm, d/2: 125 mm). By using the calculated percentage, adjust the zoom ratio.

2 Press <Adjust Using Test Page>.

3 Enter the length of the test page on both front and back sides ► press <OK>.

- For example, if the measured length of <f> is 360.4 mm, enter 360.4. The difference in length (0.4 mm in this case), is automatically reduced, so that the image is printed in the correct size.



a <f>

Enter the measured length of <f> mark on the test page.

b <d>

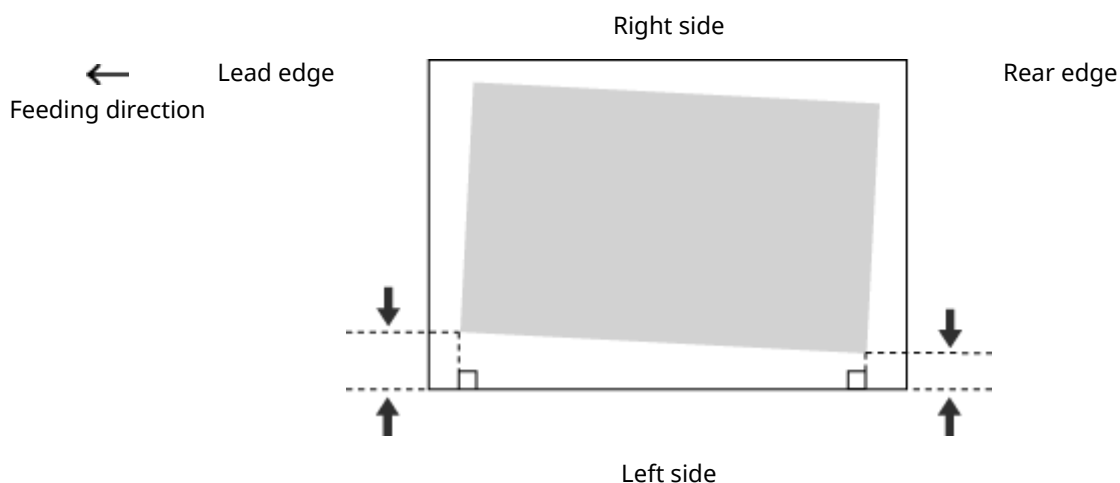
Enter the measured length of <d> mark on the test page.

►►► As necessary, try printing the test page again and then check the correction amount.

3 Press <OK>.

Correct Image Misalignment

This setting enables you to correct the misaligned image position by adjusting the margin on the left side of the paper to the feeding direction.



NOTE

- If the printed image is misaligned, make sure to specify the <Correct Image Misalignment> mode first.

1 Press <Change> for <Adjust Image Position>.

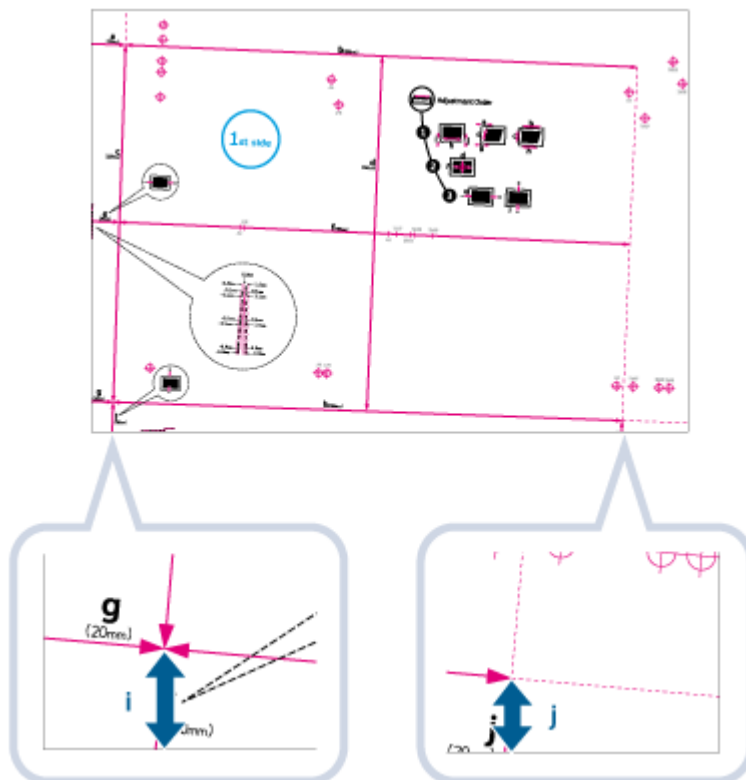
2 Press <Set Details> ► <Correct Image Misalignment>.

- If you want to enter the values of the test page you measured manually

■If you want to enter the values of the test page you measured manually

1 Measure the length of <i> and <j> on the test page.

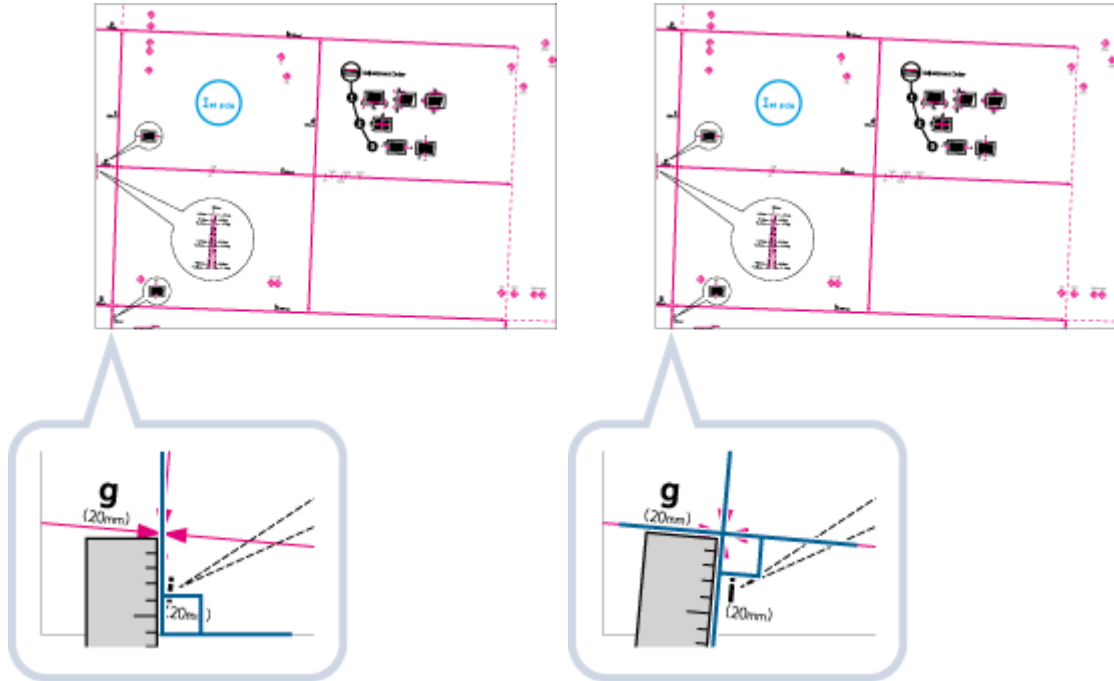
- <i> is printed on the front left edge of the feeding direction, while <j> is printed on the rear left edge.



- Example: <i> = 21.0 mm, and <j> = 20.5 mm
Measure the length of the <i> and <j> marks correctly as shown below.

Correct measuring method

Incorrect measuring method



- 2 On the <Correct Image Misalignment> screen, enter the actual <i> and <j> values for the front and back sides



a <i>

Enter the measured length of <i> mark on the test page.

b <j>

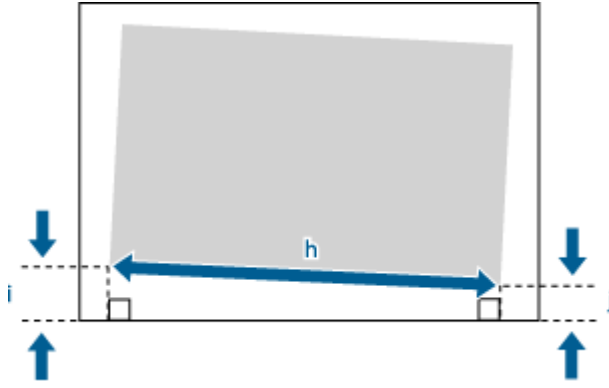
Enter the measured length of <j> mark on the test page.

- Following the example, setting a length of 21.0 mm for <i> and 20.5 mm for <j> causes the skewed difference of 0.5 mm to be automatically corrected.

- 3 Perform the test page again, and check the image position ► press <OK>

■If you want to enter the values of the output paper you measured manually

- 1 Check the image position on the output paper.



- In this example, the length of $\langle h \rangle$ is 360.0 mm, $\langle i \rangle$ is 21.0 mm, and $\langle j \rangle$ is 20.5 mm.

2 Measure and enter values of the following items ► press $\langle \text{OK} \rangle$.

- Using the following three numerical values, a device automatically adjusts so that printing area and a paper may become parallel.



a $\langle h \rangle$

Enter the measured length of the left side on the printing area.

b $\langle i \rangle$

Enter the measured length from the left side lead edge of the printing area to the left side edge of the paper.

c $\langle j \rangle$

Enter the measured length from the left side tail end of the printing area to the left side edge of the paper.

- Following the example, setting a length of 360.0 mm for $\langle h \rangle$, 21.0 mm for $\langle i \rangle$, and 20.5 mm for $\langle j \rangle$ causes the alignment difference of 0.5 mm to be automatically corrected.

3 Output the print again, and check the image position ► press $\langle \text{OK} \rangle$.
Repeat the correction again, if necessary.

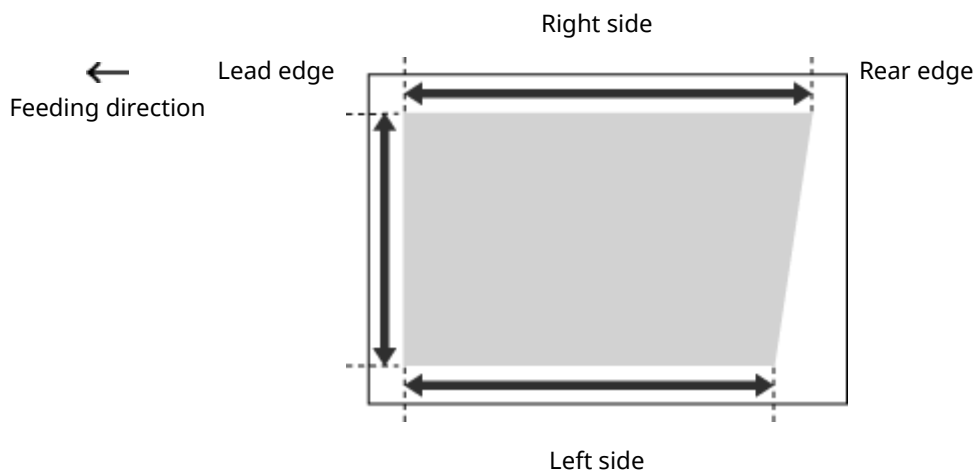
3 Press $\langle \text{OK} \rangle$ ► $\langle \text{OK} \rangle$.

NOTE

- To restore the accumulated value, press $\langle \text{Restore Initial Settings} \rangle$.
- If register marks are printed on the output paper, the printed area is equal to the area inside the register marks.

Correct Distortion (Trapezoid)

This setting enables you to correct the image shape by equalizing the length of the right and left side of the printing area when the image is printed like a trapezoid.



NOTE

- Make sure to specify the <Correct Image Misalignment> mode and then the <Corr. Distortion (Trapezoid)> mode, before specifying the <Corr. Distortion (Parallelogram)> mode.

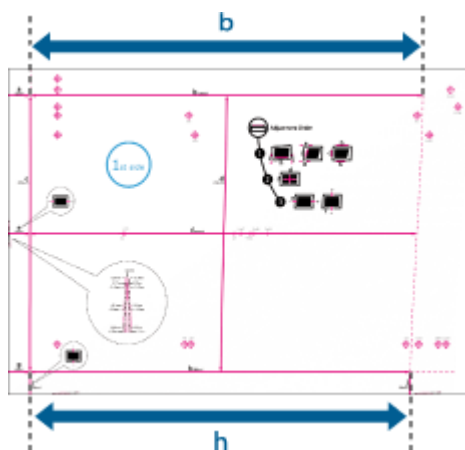
1 Press <Change> for <Adjust Image Position>.

2 Press <Set Details> ► <Corr. Distortion (Trapezoid)>.

■ If you want to enter the values of the test page you measured manually

1 Measure the length of the and <h> marks on the test page.

- The mark is printed on the right side and the mark <h> is printed on the left side of the feeding direction.



- In this example, the length of is 360.0 mm, and <h> is 355.5 mm.

2 On the <Corr. Distortion (Trapezoid)> screen, enter "250.0" for <c> for both the front and back sides.



- 3 Enter the and <h> values for front and back sides.



a

Enter the measured length of mark on the test page.

b <h>

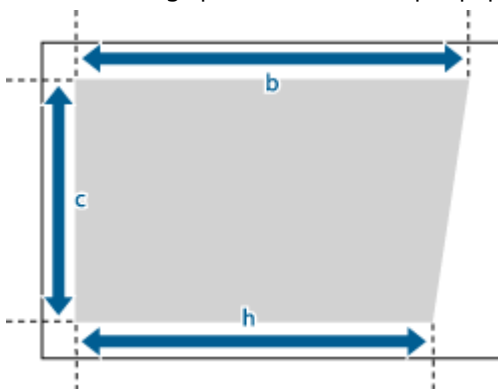
Enter the measured length of <h> mark on the test page.

Following the example, setting a length of 360.0 mm for and 355.5 mm for <h> causes the distortion difference of 0.5 mm to be automatically corrected

- 4 Perform the test page again, and check the image position ► press <OK>.
 - Repeat the correction again, if necessary.

■If you want to enter the values of the output paper you measured manually

- 1 Check the image position on the output paper.



- In this example, the length of <c> is 250.0 mm, is 360.0 mm, and <h> is 355.5 mm.

- 2 Measure and enter values of the following items ► press <OK>.

- Using the following three numerical values, a device automatically adjusts so that the distorted printing area may be corrected.



a <c>

Enter the measured length of the lead edge of the printing area in relation to the feeding direction.

b

Enter the measured length from the right side lead edge of the printing area to the right side tail end of the printing area.

c <h>

Enter the measured length from the left side lead edge of the printing area to the left side tail end of the printing area.

Following the example, setting a length of 250.0 mm for <c>, 360.0 mm for , and 355.5 mm for <h> causes the alignment difference of 0.5 mm to be automatically corrected.

3 Output the print again, and check the image position ► press <OK>.

- Repeat the correction again, if necessary.

3 Press <OK> ► <OK>.

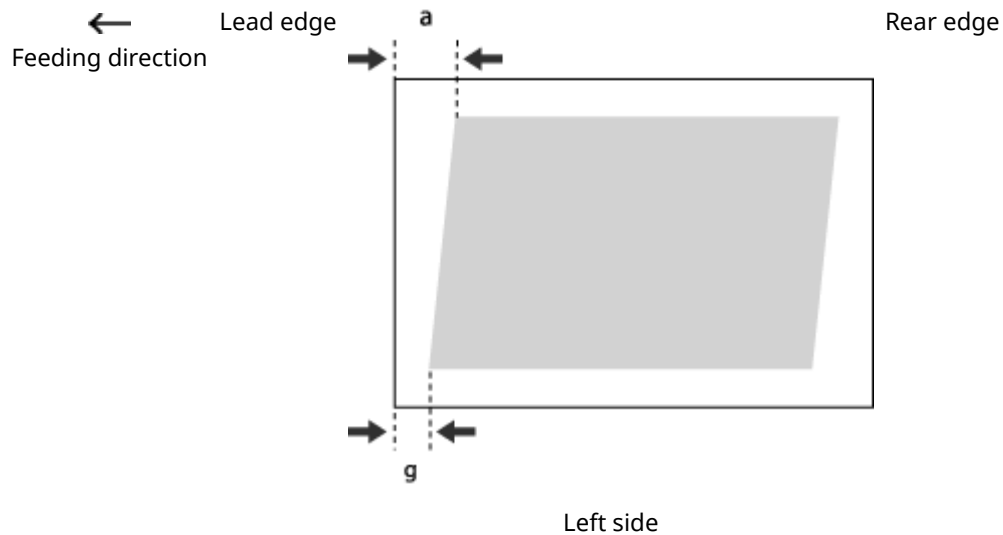
NOTE

- To restore the accumulated value, press <Restore Initial Settings>.
- If register marks are printed on the output paper, the printed area is equal to the area inside the register marks.

Correct Distortion (Parallelogram)

This setting enables you to correct the image shape by equalizing the length from the <a> and <g> to the lead edge of the paper when the image is printed like a parallelogram.

Right side



NOTE

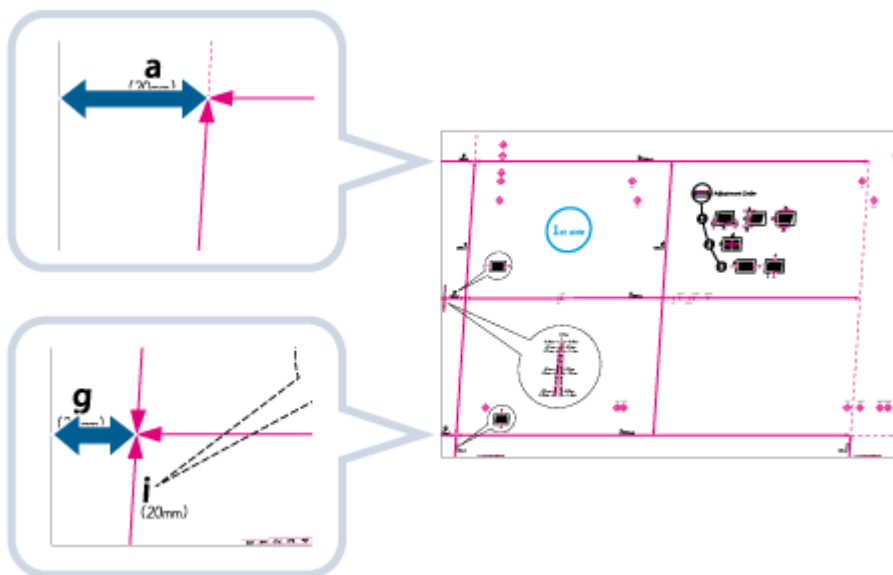
Make sure to specify the <Correct Image Misalignment> mode first, before specifying the <Corr. Distortion (Parallelogram)> mode.

1 Press <Change> for <Adjust Image Position>.

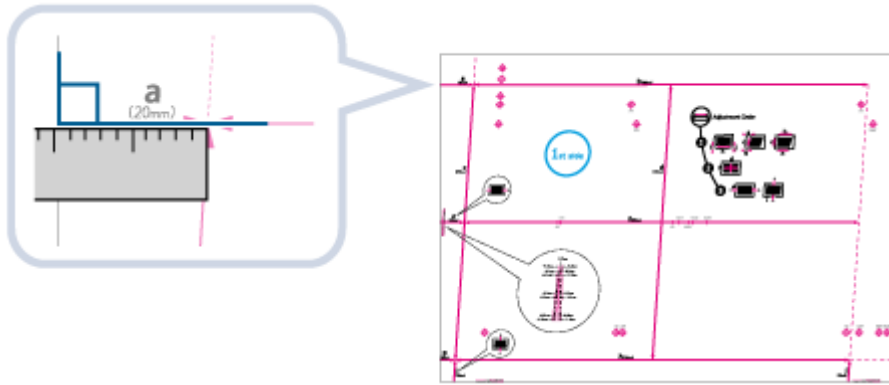
2 Press <Set Details> ► <Corr. Distortion (Parallelogram)>.

■ If you want to enter the values of the test page you measured manually

- 1** Measure the length of the <g> and <a> marks on the test page.
 - The mark <g> is printed on the left side lead edge, and the mark <a> is printed on the right side lead edge of the feeding direction.



- In this example, the length of <g> is 20.5 mm, and <a> is 21.0 mm. Measure the length of the <g> and <a> marks correctly as shown below.



- 2 On the <Corr. Distortion (Parallelogram)> screen, enter "250.0" for <c> for both the front and back sides.
- 3 Enter the <g> and <a> values for Front Side and Back Side ► press <OK>.



a <g>

Enter the measured length of <g> mark on the test page.

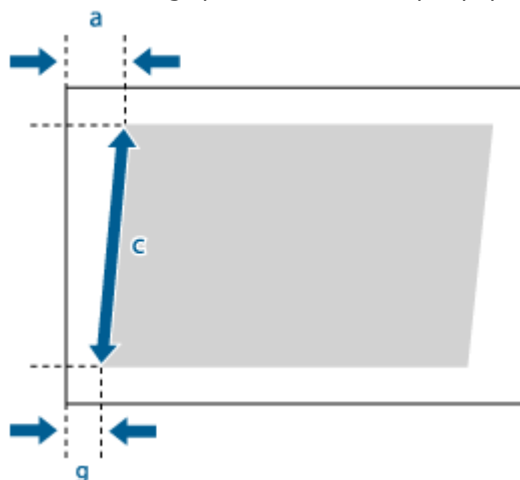
b <a>

Enter the measured length of <a> mark on the test page.

► Following the example, enter 20.5 for <g> and 21.0 for <a>. The difference between <g> and <a> (0.5 mm) is automatically corrected.

■If you want to enter the values of the output paper you measured manually

- 1 Check the image position on the output paper.



- In this example, the length of <c> is 250.0 mm, <g> is 20.5 mm, and <a> is 21.0 mm.

- 2 Measure and enter values of the following items ► press <OK>.
 - Using the following three numerical values, a device automatically adjusts so that printing area and a paper may become parallel.



a <c>

Enter the measured length of the lead edge of the printing area in relation to the feeding direction.

b <g>

Enter the measured length from the left side lead edge of the printing area to the lead edge of the output paper.

c <a>

Enter the measured length from the right side lead edge of the printing area to the lead edge of the output paper.

Following the example, enter 250.0 for <c>, 20.5 for <g>, and 21.0 for <a>. The difference between <g> and <a> (0.5 mm) is automatically corrected.

3 Perform the test page again, and check the image position ► press <OK>.

- Repeat the correction again, if necessary.

3 Press <OK> ► <OK>.

NOTE

- To restore the accumulated value, press <Restore Initial Settings>
- If register marks are printed on the output paper, the printed area is equal to the area inside the register marks.

Correct Misalignment

If the printed image is slanted on the particular paper (such as thin paper) only, this feature may enable you to adjust the transferring position of the paper.

The skew correction roller is located in the feeding unit of the marking engine. It adjusts the registered position of fed paper by pushing the paper diagonally against the wall inside the feeding unit. If the setting of skew correction level is incorrect, the printed image is slanted.

1 Check the front side and back side of the test page.

You can check whether the printed image is skewed, by comparing the length from "i" and "j" register marks to the left side edge of paper to the feeding direction.

2 Press <Correct Misalignment> on the <Adjust Image Position> screen.



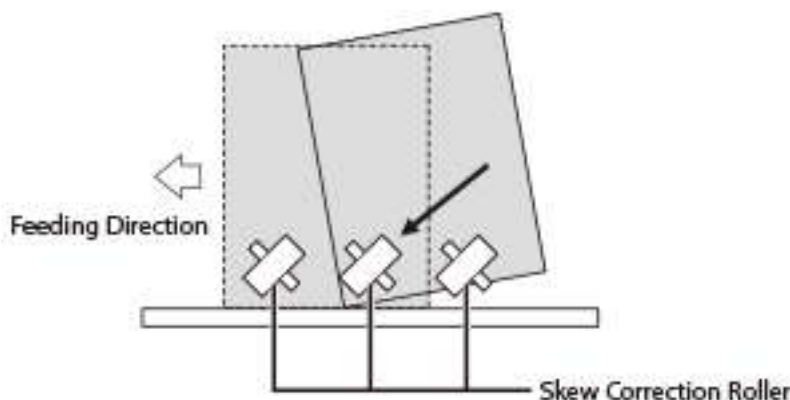
3 Press <Front Side> or <Back Side> of the desired item (<Conveyance Power: Front>, <Conveyance Power: Rear>, <Conveyance Speed: Rear>), then perform the adjustment by pressing <+> or <-> ► press <OK>.

You can make adjustment for standard size paper and long sheet paper.

<Conveyance Power: Rear> and <Conveyance Speed: Rear> are valid only when adjusting long sheet paper.

■ Adjustment for <Conveyance Power: Front>:

To increase the pressure and speed of the skew correction roller to push the paper, as shown below, press <+>. Setting the value with too high and too low may cause a paper jam. And if you set the value with too low, the image on the paper such as thin paper may be slanted.



■ Adjustment for <Conveyance Power: Rear>:

If the image alignment varies greatly for thick sheets, press <+>. If a paper jam occurs for thin sheets, press <->. If the condition is not improved, adjust the setting value in <Conveyance Speed: Rear> below.

■ Adjustment for <Conveyance Speed: Rear>:

If the image alignment varies greatly for thick sheets, press <+>. If a paper jam occurs for thin sheets, press <->. (Make this adjustment if the condition is not improved even though you made the <Conveyance Power: Rear> adjustment.)

NOTE:

- When printing on the first side (front side), white streaks, which are vertical to the feeding direction, appear about 30 mm from the bottom edge of the paper, decrease the setting value of the back side for <Correct Misalignment>. If the streaks appear even after the adjustment, increase the value for <Gloss> in <Adjust Gloss/Fine Black>. For more information on adjusting <Gloss>, see ► **Adjust Gloss/Fine Black(P. 364)** .

4 Press <OK>.

Print a test page again and check the image position as needed. If you need to make a further adjustment, repeat steps above.

Automatically Correcting the Back Side Lead Edge Alignment of the Image

In this feature, the paper length is measured. Based on the measured paper length, the position of the image on the second side is adjusted to match the position of the image on the first side. However, setting this feature to 'Off' may result in a more accurate registration for some paper types.

- Setting Back Side Lead Edge Alignment Correction to 'On' results in a more accurate registration for the following paper types:
 - Paper with expansion and contraction after printing
 - Paper with the different width and length
- Setting Back Side Lead Edge Alignment Correction to 'Off' results in a more accurate registration for the following paper type:
 - Paper with the same width and length

1 Press <Auto Adj. Back Side Lead Edge Align.> on the <Adjust Image Position> screen.



2 Press <On> or <Off> ► press <OK>.

Details of each item are shown below:

[On]: The paper length is accurately measured for two-sided printing. The measured value is then calculated to adjust the position of the image on the second side.

[Off]: The paper length is not measured for two-sided printing. The value set for the Lead Edge Alignment Adjustment mode is used directly to adjust the image position.

NOTE

- If you switch between [On] and [Off], check the image position set for the back side of the Lead Edge Alignment Adjustment mode again.

Adjusting the Image Position Automatically (Optional)

E0SS-054

If the "Sensing Unit-B" is equipped, you can perform periodic automatic adjustment of the image position at any point during the printing process for the custom paper type.

! IMPORTANT

- In the following cases, you may not be able to adjust the image accurately enough by using the automatic adjustment function.
 - When you use paper sheets that have not been properly cut
 - When you feed paper or switch between paper decks during the printing process
- The Sensing Unit may not be able to detect markers on colored paper, translucent film, label paper, pre-punched paper, paper that has logos or patterns already printed on it (preprinted paper), or long sheets.
- The paper sheets in the paper deck may shrink or stretch due to changes in temperature and humidity. If you need to print a job with automatic adjustment of the image position, we recommend doing so as quickly as possible before the conditions for the initial adjustment change.
- When performing automatic adjustment by printing markers in the margin area, the markers may not be detected if the images are too close. Make sure you leave a gap that is about 1 mm wide.
- Do not use this function with paper that has logos or patterns already printed on it (preprinted paper) or if the paper sheets are dirty.

NOTE

- We recommend using a single paper deck for jobs with automatic adjustment.
- When you perform the procedure for automatic adjustment of the image position with the custom paper type, the adjustment settings are saved after the job is printed.

1 Press <Change> under <Adjust Image Position>.

2 Press <Adjust Automatically>.



3 Set the number of test pages you want to print, and then press <Next>.



NOTE:

- If you want to prioritize accuracy, we recommend setting the number of test pages to 10.

4 Select the location of the paper you want to adjust, and then press <Start Adjusting>.



- ➡ The test pages are printed, and the window shown in step 2 reappears on the screen after the adjustment procedure is completed.

Setting an Interruption Interval for Adjustment Pages (Optional)

E0SS-055

If the "Sensing Unit-B" is equipped, you can start a job where an adjustment page is output every time a specific number of sheets are printed, and have the machine carry out automatic adjustment. For more information, refer to the manual for your drivers.

! IMPORTANT

- Do not use this function with paper that has logos or patterns already printed on it (preprinted paper) or if the paper sheets are dirty.
- You need to add enough paper sheets to the paper deck to print the adjustment pages.
- If a paper jam occurs during a job with automatic adjustment, the adjustment pages may not be printed.

NOTE

- Automatic adjustment will not be carried out for any jobs you start by interrupting the job in progress.
- Such jobs may not start in the interruption time intervals you set. Keep in mind that the interval setting is merely an estimate.
- The interruption correction function reduces the fluctuations within jobs with large numbers of sheets. If you wish to prioritize accuracy by adjusting the interruption intervals, increase the interruption frequency. However, that will also require more adjustment pages and therefore decrease productivity.
- The adjustment may not be as effective for jobs where multiple types of paper are used simultaneously.
- When you start a job with automatic color adjustment, a standard test page is printed before the specified interruption interval in order to carry out the adjustment process.

1 Press <Change> under <Adjustment Page Interrupt. Interval>.

2 Set a value between 50 and 9999 sheets as the interruption interval for adjustment pages, and then press <OK>.



➡ The settings are applied, and the <Details/Edit> window for the corresponding custom paper type reappears on the screen.

Adjusting Fan Level for Paper Separation

E0SS-056

You can adjust the fan level of the side fan and the overhead fan for the custom paper type. This setting is applied to the paper that is loaded in the POD Deck-E/Secondary POD Deck-E.

IMPORTANT

- This function is displayed only if the settings are made available by your local authorized Canon dealer. Even if this function is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.
- This adjustment for the fan level is not required since it is automatically adjusted by the main unit. However, the adjustment may prevent paper jam, multi-sheet feeding or corner fold.

- 1 Press  Settings/Registration.**
- 2 Press <Preferences> ► <Paper Settings> ► <Paper Type Management Settings>.**
- 3 Select the paper type that you want to edit from the list ► press <Details/Edit>.**
- 4 Press <Change> for <Adj. Fan Level for Paper Separation>.**
- 5 Press <-> or <+> to adjust <Side Fan> or <Overhead Fan> level ► <OK>.**

You can also use the numeric keys to set the level.

Details of each item are shown below:

- [-5] to [-1]: Select when high-density areas are not printed evenly, or when the amount of curl is at an unusually high level due to a lack of moisture, paper characteristics, and variable humid conditions.
- [0]: The default setting.
- [1] to [5]: Select when paper jams occur frequently, or when the temperature and humidity are high.

- 6 Press <OK>.**

Adjusting Secondary Transfer Belt Speed

E0SS-057

When the speed of the secondary transfer belt is not suitable, image problems such as roughness and vertical streaks may occur during double-sided printing on thin paper or printing on thick paper. In this case, adjust the secondary transfer belt speed.

IMPORTANT

- This function is displayed only if the settings are made available by your local authorized Canon dealer. Even if this function is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.
- Adjusting this function affects the zoom ratio setting (<Zoom (f)>). Always readjust the zoom ratio after adjusting this function. ➤ (→ **Adjusting the Zoom Ratio of the Image**) (P. 382)

- 1** Press  **Settings/Registration.**
- 2** Press **[Preferences]** → **[Paper Settings]** → **[Paper Type Management Settings].**
- 3** Select the paper type that you want to edit from the list → press **[Details/Edit].**
- 4** Press **[Change]** for **<Adj. Secondary Transfer Belt Speed>.**
- 5** Press **[-]** or **[+]** to adjust the secondary transfer belt speed → **[OK].**

You can also use the numeric keys.

If image problems occur on thin paper, press **[+]** to adjust.

If image problems occur on thick paper, press **[+]** or **[-]** to adjust. If the problem persists, adjust to the reverse side.

- 6** Press **[OK].**

Changing the Tail End White Patch Correction

E0SS-058

When paper with curls or paper that tends to curl is used for 2-Sided printing, toner may not be applied on the tail end of the paper and the area where toner is not applied may remain white or the color may be faint. Also, when low density image is used, the color may be faint or dense. In these cases, change the Tail End White Patch Correction of the custom paper type.

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.
- This function is enabled only when <Correct Tail End Toner Application> in <Adjustment/Maintenance> is set to <On>.  **Disabling Tail End Toner Correction(P. 428)**

1 Press  **Settings/Registration.**

2 Press [Preferences] → [Paper Settings] → [Paper Type Management Settings].

3 Select the paper type that you want to edit from the list → press [Details/Edit].

4 Press <Change> for <Correct Tail End Toner Application>.

5 Press <Front Side> or <Back Side>  <-> or <+> for <Correction Level> or <Correction Amount> to adjust the correction level and correction amount  <OK>.

Details of each item are shown below:

- <Correction Level>: Press <-> to decrease the value if high density images on the tail end of the paper are faint, or press <+> to increase the value if white patches appear in halftone images on the tail end.
- <Correction Amount>: Depending on the paper type and paper curl, the size of the area on the tail end of the paper where white patches appear may differ. You can use this feature to adjust the starting position to correct the area.

When entering the offset value, the position 0 mm from the tail end of the paper is usually regarded as 0 mm. Adjust the correction start position by pressing <-> to move it closer to the tail end of the paper or <+> to move it further away.

6 Press <OK>.

NOTE

- If adjusting the value does not eliminate the white patches, you can try to decrease the Secondary Transfer Voltage. However, note that decreasing the Secondary Transfer Voltage may adversely affect the images. Make sure to check the output result while adjusting the Secondary Transfer Voltage.

Adjusting the Fan Level for Paper Conveyance Before Fixation

E0SS-059

If a paper jam often occurs or the output paper is creased and it has a wave like appearance, you may be able to solve the problem by increasing the fan level for paper conveyance before fixation.

IMPORTANT

This function is displayed only if the settings are made available by your local authorized Canon dealer. Even if this function is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.

- 1** Press  **Settings/Registration.**
- 2** Press **[Preferences] ▶ [Paper Settings] ▶ [Paper Type Management Settings].**
- 3** Select the paper type that you want to edit from the list ▶ press **[Details/Edit].**
- 4** Press **[Change]** for **[Adjust Fan for Paper Conveyance].**
- 5** Press **[+]** to set the fan level ▶ **[OK].**

NOTE

It is recommended that you increase the value one by one while checking the fan level.

- 6** Press **[OK].**

Adjusting Speed of Paper Conveyance

E0SS-05A

If problems such as poor print quality or paper jams occur, adjust the speed of paper conveyance. Doing so may improve the situation.

IMPORTANT

- Do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your local authorized Canon dealer.
- This setting affects how the paper is conveyed inside the machine. Making a large adjustment suddenly may become a cause of paper jams. Start with a small adjustment and increase the amount of adjustment gradually.
- Depending on the type of print quality problem, related items may need to be adjusted at the same time.

- 1** Press  **Settings/Registration.**
- 2** Press **<Preferences>** ► **<Paper Settings>** ► **<Paper Type Management Settings>.**
- 3** Select the paper type to adjust from the list ► press **<Details/Edit>.**
- 4** Press **<Change>** for **<Adjust Paper Conveyance>.**
- 5** Select items to be adjusted ► press **<->** or **<+>** to adjust the correction amount
► press **<OK>.**
You can also use numeric keys to enter values.
- 6** Press **<OK>.**

Changing the Wrinkle Correction Level

E0SS-05C

Using paper that has been stored a long period stacked and in low-temperature conditions may allow uneven moisture content to cause paper to wrinkle. This can affect transportation through the printer, causing images to appear rubbed or uneven in density. This may be corrected if you adjust <Adjust Temp. to Prevent Wrinkles> from "0" so it is "1".

NOTE

- The <Adjust Temp. to Prevent Wrinkles> function is only effective for the following types of paper when <Productivity/Image Quality Priority for Printing> is set to <Standard Gloss> in <Quality Priority>: Coated Thin (1-Sided Coated Thin, 2-Sided Coated Thin, Matte Coated Thin) 1 to 3 and Coated (1-Sided Coated, 2-Sided Coated, Matte Coat) 1 to 3.
- Setting the value for <Adjust Temp. to Prevent Wrinkles> to 1 slows down printing speed and affects productivity.

- 1** Press  **Settings/Registration.**
- 2** Press <Preferences> ► <Paper Settings> ► <Paper Type Management Settings>.
- 3** Select the paper type that you want to edit from the list ► press <Details/Edit>.
- 4** Press <Change> for <Adjust Temp. to Prevent Wrinkles>.
- 5** Press <+> to set the fan level ► <OK>.

NOTE

- You may improve the image quality by setting this function to "1". However, the productivity may be decreased as the print speed is adversely affected.

- 6** Press <OK>.

Adjusting Paper Conveyance Support Plate

E0SS-05E

If there are uneven densities that scratch in the entire halftone image, or there are horizontal streaks of uneven densities at the front or rear end, the condition may be improved by configuring the paper conveyance support plate settings.

- 1** Press  (Settings/Registration).
- 2** Press <Preferences> ► <Paper Settings> ► <Paper Type Management Settings>.
- 3** Select the paper type that you want to edit from the list ► press <Details/Edit>.
- 4** Press <Change> for <Adjust Paper Convey. Support Plate>.
- 5** Adjust by pressing <-> or <+> and press <OK>.



You can also use the numeric keys.

You can also use the numeric keys.

- When specifying toward the <+> direction:
If there are horizontal streaks of uneven densities at the front or rear end of the halftone image, the image quality may be improved.
- When specifying toward the <-> direction:
If there are uneven densities that scratch the toner image in the entire halftone image, the image quality may be improved.

- 6** Press <OK>.

Reducing a Folded Corner when Printing on Both Sides

E0SS-05F

If a corner is folded when printing on both sides of thin paper or plain paper, change the curl correction setting on the first side of two-sided printing for registered custom paper.

! IMPORTANT

- This mode may affect paper feeding. Since increasing the value to a great extent may cause paper jams, adjusting the values in small increments is recommended.
- If a corner is folded while printing on both sides, inappropriate curl correction settings on the first side of two-sided printing may result in a paper jam.

- 1 Press  **Settings/Registration.**
- 2 Press **<Preferences>** ► **<Paper Settings>** ► **<Paper Type Management Settings>.**
- 3 Select the paper type that you want to edit from the list ► press **<Details/Edit>.**
- 4 Press **<Change>** for **<Rdc. Corner Bending for 2-Sd. Print>.**
- 5 Press **<->** or **<+>** to adjust the curl correction.



- 6 Press **[OK].**

Paper curl is negated by adjusting the paper in the opposite direction to which it is curled. Make test prints on the paper that you have adjusted, and check the curl correction level.

NOTE

- To determine the direction of the paper curl or folded corners, place the paper in the same direction as it is output to the tray.

Curl Direction of Printed Paper or folded corners	Adjustment Direction
When the paper curls upward  When corners are folded onto the front side 	Curl downward (Press [-]) 
When the paper curls downward  When corners are folded onto the back side 	Curl upward (Press [+]) 

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Adjusting Print and Finish Quality

E0SS-05H

Adjust various settings if printing results are not satisfactory, such as "the brightness or density is different from the original" or "the paper folding position is misaligned," or if you are concerned about the accuracy of the finish.

■ If printing results are not satisfactory

▶ **Adjust Image Quality(P. 411)**

■ If you are concerned about the accuracy of the finish

▶ **Adjust Action(P. 435)**

Adjust Image Quality

E0SS-05J

This section describes how to adjust image quality for copying and printing.

■ Auto Adjust Gradation

If color gradation reproducibility has become so poor that the printed gradation differs markedly from the print data, make adjustments to improve color gradation reproducibility.

▶ Adjusting Gradation(P. 413)

■ Correct Shading

If the image areas of the printing have uneven density, this correction adjusts the printing so that the density is even.

▶ Correcting Uneven Density(P. 419)

■ Auto Correct Color Mismatch

If the colors of printing run or blur, color mismatch (color misregistration) may have occurred. The problem may be improved by performing color mismatch correction.

▶ Correcting Color Mismatch(P. 422)

■ Dither Settings

A dither pattern suitable for an image is set to enable the gradations and curves in the image to be reproduced as smoothly as possible in the print.

▶ Dither Settings(P. 423)

■ Color Balance

This setting enables you to perform fine adjustment to the density and strength of the color balance.

▶ Adjusting Color Balance(P. 424)

■ Correct Color Cast

You can remove the color cast of any color that appears on a white background during printing.

▶ Color Cast Correction(P. 425)

■ Correct White Gap

When an area of intense colors which are same as the halftone area is printed immediately after a halftone area, a white gap may occur between the images. This mode can be used to eliminate the white gap between the two areas.

▶ White Gap Correction(P. 426)

■ Correct Uneven Gloss for 2-Sided Printing

Uneven image gloss may occur on the rear side of the page when performing 2-sided printing on thin paper. Turn this setting <ON> to prevent uneven image gloss.

▶<Correct Uneven Gloss for 2-Sided Printing>(P. 744)

■ Correct Tail End Toner Application

You can disable <Correct Tail End Toner Application> in <Preferences>.

▶<Disabling Tail End Toner Correction>(P. 428)

■ Settings for Mixed Paper Type Printing

When printing a job using multiple paper types, you can improve the productivity of the entire job by specifying <Productivity Priority>.

▶<Settings for Mixed Paper Type Printing>(P. 745)

■ Low Temperature Environment Mode

If you print high-density images on heavy paper continuously in the low-temperature environment, toner may not be properly applied to the images as the fixing unit is not fully warmed up. You can solve this problem by slowing down the print speed.

▶<Low Temperature Environment Mode>(P. 430)

■ Correct Uneven Gloss

When the temperature of the pressure belt rises excessively, uneven gloss may occur. This mode enables you to reduce the uneven gloss by adjusting the temperature rise level of the pressure roller.

▶<Uneven Gloss Correction>(P. 431)

■ Adjust Drum Temperature

In a high-temperature or high-humidity environment, partial distortions, or thin white lines may appear on printed images. You can prevent this problem by adjusting the photoconductor drum temperature.

▶<Adjusting Drum Temperature>(P. 432)

■ Special Smoothing

This setting smoothes jagged outlines of dark color characters, lines, figures, photos, images, and gradations by correcting color displacement that occurs in the output.

▶<Special Smoothing>(P. 433)

■ High Gloss Mode

Enabling this setting may improve the fixation of toner by decreasing the print speed.

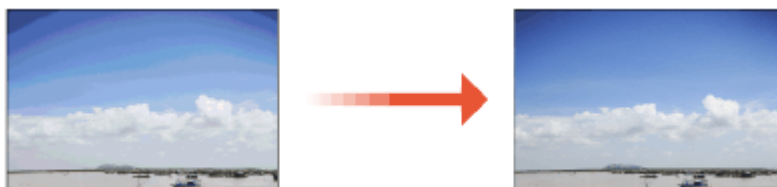
▶<High Gloss Mode>(P. 434)

Adjusting Gradation

E0SS-05K

The maximum density and balance of the CMYK toner that is originally output will vary due to fluctuations in the operating environment (temperature and humidity) and continuous output. The automatic gradation adjustment is a function that always maintains an optimal density balance. There are two types of adjustments: **Full Adjustment(P. 413)** and **Quick Adjustment(P. 414)**.

When you want to perform adjustment to paper thicker than Heavy 6 by selecting <By Paper Type Group> in the adjustment level, see **Performing Automatic Gradation Adjustment to Paper Thicker than Heavy 6(P. 417)**.



! IMPORTANT

- Make sure to perform this function in the stable room environment (i.e. temperature and humidity). The color may become unstable due to the rapid changes in room environment, especially soon after staring up an air conditioner during summer or winter season.
- It is recommended that you select <Full Adjust> when performing an automatic gradation adjustment. Select <Quick Adjust> for a quick, but less complete adjustment between regular full adjustment recalibrations.
- This machine adjusts the toner and print speed according to the paper type. To make effective adjustments, select the correct paper type.
- The automatic gradation adjustment cannot be performed on pre-printed paper, bordered paper, or color paper, etc.

Full Adjustment

Correct the gradation of an image accurately and optimize reproducibility during printing. Optimized information will be retained until the next accurate correction.

The gradation adjustment is performed by automatically repeating the operation of loading a test page. This consumes 3 to 11 sheets of paper. The number of sheets to be consumed will differ depending on the number of sheets that are specified in <Number of Sheets to Output for Test Page>.

! IMPORTANT

- You can use the following paper. Make sure that the following paper is loaded in the paper source before operating.
 - Size: A3, 11" x 17", 320 mm x 450 mm(SRA3), 12" x 18" or 13" x 19"
 - Basis Weight/Finish/Whiteness: Canon SAT023 Top Colour Zero FSC (100 g/m²)* or the paper type registered/selected as paper to adjust

* The name of the paper is subject to change without notice. For more information, contact your local authorized Canon dealer.

- 1** Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Auto Adjust Gradation>.
- 2** Press <Full Adjust>.
- 3** Select the paper source that the paper for the test print is loaded, and press <OK>.
- 4** Press <Start Printing>.

►► The first test page is output.

Quick Adjustment

This adjustment maintains the optimized status that was acquired by <Full Adjust>. If the result of this adjustment is not satisfactory, perform <Full Adjust>.

- 1** Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Auto Adjust Gradation>.
- 2** Press <Quick Adjust>.
- 3** Press <Start>.

Registering Paper for Calibration

If you perform automatic gradation adjustment for a custom paper type, registering a custom paper type for calibration is required beforehand.

In this procedure, you need to scan the printed test pages 2 times, 1 time for base paper and 1 time for a custom paper type. The number of sheets required for the registration is 2 sheets of paper.

IMPORTANT

- Make sure to register paper to adjust in the stable room environment (i.e. temperature and humidity).
- If the rapid changes in room environment occur after the registration of paper to adjust, accurate recalibrations of the gradation, density, and color settings of the machine cannot be made for paper already registered to adjust. In this case, register again that paper to adjust.
- Make sure to register paper whose finish and whiteness are equivalent to the Canon SAT023 Top Colour Zero FSC (100 g/m²) as paper to adjust. Accurate recalibrations of the gradation, density, and color settings of the machine may not be made if you register and use paper other than that condition as paper to adjust.
- To perform the procedure described in this section, you must log in to the machine as an administrator. ► **Logging in as an Administrator(P. 301)**

- Confirm that both paper to use as a basis and a custom paper type to register to adjust, described in the following table, are set in paper sources correctly before starting this procedure.

Size	A3 or 11" x 17", 305 mm x 457 mm, 320 mm x 450 mm(SRA3), or 330 mm x 483 mm
Basis Weight/Finish/Whiteness	Paper to use as a basis: - Canon SAT023 Top Colour Zero FSC (100 g/m²) - Thin, Plain 1 to Plain 3 or Heavy 1 to Heavy 6/Uncoated that has the same whiteness of the Canon SAT023 Top Colour Zero FSC (100 g/m²) and that is already registered as paper to adjust - Custom paper type equivalent to the above basis weight/finish/whiteness and already registered as paper to adjust Custom paper type to register to adjust: - Custom paper type equivalent to the basis weight/finish/whiteness of paper to use as a basis (Before loading custom paper type, you need to register the characteristics of custom paper type and register paper source in which you load custom paper type. (See  Paper Type Management Settings(P. 359) and  Specifying Paper Size and Type in the Paper Deck(P. 69)))

* The name of the paper is subject to change without notice. For more information, contact your local authorized Canon dealer.

NOTE

<Custom Type> registered in <Paper Information> of <Paper to Adjust 1>, <Paper to Adjust 2>, and <Paper to Adjust 3> becomes unable to be changed or deleted. If you want to delete or change <Custom Type>, first register another <Custom Type> as the paper to adjust.  **Paper Type Management Settings(P. 359)**

- Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Auto Adjust Gradation>.
- Press <Register Paper to Adjust>.
- Select the destination for registering new paper to adjust, and press <Next>.

NOTE

- You can register up to three type of paper to adjust and you can overwrite them. When overwriting, you cannot restore the paper settings previously registered.

- Select the type for the paper to use as a basis, and press <Next>.
- Select the paper source contains the type of paper to use as a basis, and press <Next>.

IMPORTANT

- This machine adjusts the toner and print speed according to the paper type. To make effective adjustments, select the correct paper type.

6 Press <Start Printing>.

▮ First test page is output.

Selecting Paper for Calibration

You can select the type of paper for calibration.

IMPORTANT

- To perform the procedure described in this section, you must log in to the machine as an administrator. ▶ **Logging in as an Administrator(P. 301)**

1 Press  (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Adjust Gradation>.

2 Press <Select Paper to Adjust> ▶ select the type of paper to adjust press ▶ <OK>.

IMPORTANT

- This machine adjusts the toner and print speed according to the paper type. To make effective adjustments, select the correct paper type.
- To perform the auto gradation adjustment to some custom paper type, select that custom paper type, which is registered in advance, for paper to adjust.

Initializing Standard Values for Calibration

If you perform automatic gradation adjustment but cannot adjust gradation, density, or color correctly, or scanned error message appears for the test page, set <Initialize When Using Full Adjust> to <On>, and then perform <Full Adjust>.

1 Press  (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Adjust Gradation>.

2 Press <Initialize When Using Full Adjust> ▶ <On> ▶ <OK>.

3 Perform Full Adjust by following steps 2 to 4 in **Full Adjustment(P. 413)** ▶ **Full Adjustment.**

Performing Automatic Gradation Adjustment to Paper Thicker than Heavy 6

When printing on paper thicker than Heavy 6, the printing speed is slower than printing on less thick paper. If you need more accurate adjustment, perform automatic gradation adjustment for Heavy 6 by changing to <By Paper Type Group> in <Adjustment Level>.

■ Changing adjustment level

- 1 Press  (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Adjust Gradation>.
- 2 Press <Adjustment Level>.
- 3 Press <By Paper Type Group> ▶ <OK>.

■ Registering a custom paper type you want to use as paper to adjust

Follow the procedure below to register the custom paper type you want to use as paper to adjust.

- 1 Press  (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Adjust Gradation>.
- 2 Press <Heavy 6> ▶ <Register Paper to Adjust>.
- 3 Select one from <Paper to Adjust 1>, <Paper to Adjust 2>, and <Paper to Adjust 3> ▶ press <Next>.
- 4 Select <Standard> ▶ press <Next>.
- 5 Select the paper source where the paper used as a basis for adjustment is loaded ▶ press <Next> ▶ <Start Printing>.
 - The color chart is printed on the paper used as a basis and is measured.
 - After measurement, a screen is displayed which prompts you to select the paper source where a custom paper type is loaded.
- 6 Select the paper source where a custom paper type is loaded ▶ press <Next> ▶ <Start Printing>.
 - The color chart is printed on the custom paper type and is measured.
 - After measurement, the measurement results are registered on the paper to adjust.

■ Selecting the registered paper to adjust and performing full adjustment

Using the information registered on the paper to adjust, automatic gradation adjustment is performed on the custom paper type.

- 1 Press  (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Adjust Gradation>.
- 2 Press <Heavy 6> ▶ <Register Paper to Adjust>.
- 3 Select the information of the registered paper to adjust ▶ press <OK>.
- 4 Press <Full Adjust>.
- 5 Select the paper source where the custom paper type is loaded ▶ press <OK>.

6 Press <Start Printing>.

▮▶ The test page is output and adjustment is automatically performed.

Correcting Uneven Density

If the density is uneven when printing, perform <Correct Shading>. There are various methods for correcting the density: Correction with the automatic adjustment using the Sensing Unit, **▶Correction with a Densitometer(P. 419)** using a commercial measuring instrument, **▶Visual Correction(P. 420)**, and correction using a print server.



NOTE

- For more information on the <Print Server Correction>, see the manual of the imagePRESS Server.

Automatic shading correction (Optional)

This mode enables you to automatically correct the slightly uneven densities that occur in the halftone density area of a printed image.

This mode can be set when the "Sensing Unit-B" are attached.

- 1** Press  (Settings/Registration) ▶<Adjustment/Maintenance> ▶<Adjust Image Quality> ▶<Correct Shading> ▶<Auto Correct>.
- 2** Select the <Full Adjust> or <Quick Adjust>.
- 3** Select the paper source in which the paper type to use for test page is set, and press <OK>.
- 4** Press <Start Correcting>.

➡ The test page is printed, and the <Correct Shading> window reappears on the screen after the adjustment procedure is completed.

NOTE:

- If there is no paper available for printing test pages, a message reminding you to add more paper will appear on the screen. Add paper according to the on-screen instructions.

Correction with a Densitometer

Measure a test page you have output with a commercial densitometer and enter the measured density values to correct the density of halftone areas.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Correct Shading> ► <Densitometer Correction>.

2 Press <Start Printing>.

⇒ A test page is printed.

3 Measure the test page with a densitometer.

- Measure marks 0 to 8 (or 1 to 7) printed on the test page, and make a note of the density values that are detected.

NOTE:

Range of marks

- Depending on the size of the paper used for the test page, the mark may be output in the range of 0 to 8 or 1 to 7.

4 Press <Fine Adjust>, and then enter the density values.

- Enter the density values you measured and made a note of in step 3 in 0 to 8 (or 1 to 7).
- Press <Fine Adjust> for each color and enter the density for all the colors.

5 Press <OK>.

6 Press <Output Test Page> ► <Start Printing>.

⇒ A test page after correction is output.

7 If there is no problem with the test page, press <Store and Finish>.

- If the density of the test page after correction is uneven, perform the procedure indicated in  **Visual Correction(P. 420)** .

Visual Correction

Visually measure a test page you have output to perform correction using the density adjustment values you determine. Use this procedure when you do not have a densitometer or when correction is not effective.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Correct Shading> ► <Visual Correction>.

2 Press <Output Test Page> ► <Start Printing>.

⇒ A test page is printed.

3 Visually check the test page to determine the density adjustment values.

NOTE

- The range of marks printed may be -6 to +6 or -5 to +5, depending on the paper size used for the test page.

4 Select the density area you want to adjust from the drop-down list.

- The drop-down list appears only when the Sensing Unit is attached. When the drop-down list does not appear, proceed to step 5.

5 Press <Fine Adjust>, and then enter the density values.

- Enter the density values according to the results that you visually checked in step 3 from -6 to +6 (or -5 to +5).
- Enter a plus value to increase the density, or a minus value to decrease the density.
- Press <Fine Adjust> for each color and enter the density for all the colors.

NOTE

Adjustment guidelines

- When the Sensing Unit-B is attached
 - To adjust a 0.05 density difference, increase or decrease the value by about 30.
- When the Sensing Unit-B is not attached
 - To adjust a 0.05 density difference, increase or decrease the value by about 4.

6 Press <OK>.

7 Press <Output Test Page> ► <Start Printing>.

►► A test page after correction is output.

8 If there is no problem with the test page, press <Store and Finish>.

Correcting Color Mismatch

E0SS-05R

If the print positions slightly shift for the respective colors, use the following procedure to perform color print mismatch correction.



- 1** Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Auto Correct Color Mismatch>.
- 2** Press <Start>.

Dither Settings

E0SS-05S

If you want to change the gradation pattern of a printed image, specify the dither settings.

If you select the proper setting value for printing, you can make printed images with both smooth gradation and outlines.

The dither settings can be selected for each of the following:

- Gradation
Select the setting value used when <Gradation> is selected for <Halftones> in the printer setting items.
- Resolution
Select the setting value used when <Resolution> is selected for <Halftones> in the printer setting items.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Dither Settings>.

2 Select the value for <Gradation> and <Resolution> ► press <OK>.

- To restore the default settings, press <Restore Initial Settings>.

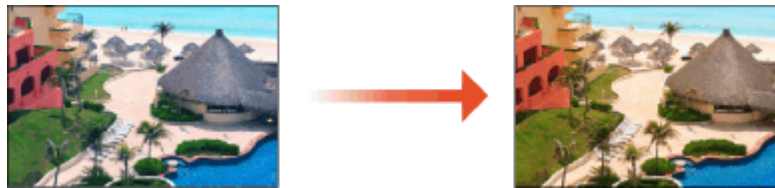
3 Perform the automatic gradation adjustment (Full Adjust).

- For more information on the automatic gradation adjustment, see  **Adjusting Gradation(P. 413)** .

Adjusting Color Balance

E05S-05U

You can perform fine adjustments to the strength and density of the color balance.



1 Press  (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Color Balance>.

2 Select the paper type.

3 Adjust the color balance.



4 Press <Fine Adjust Density>.

5 Select the color to adjust, then adjust the density.



6 Press <OK>.

Color Cast Correction

You can remove the color cast of any color that appears on a white background during printing.

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Correct Color Cast>.

2 Select the color of which a color cast occurs ► press <+> to adjust.

- When you set a positive value <+>, the color cast will be removed, but the following problems may occur.
 - Color fading occurs at the tail end of the output image.
 - Glossy grains occur.
 - Fine lines are printed more fine.
- If you set to a negative value <-> when these problems occur, these may be improved.

IMPORTANT:

- If the color cast is not removed even if you enter '+2' as the setting value, contact your local authorized Canon dealer.

3 Press <OK>.

4 Perform the automatic gradation adjustment.

- For more information on the automatic gradation adjustment, see  **Adjusting Gradation(P. 413)** .

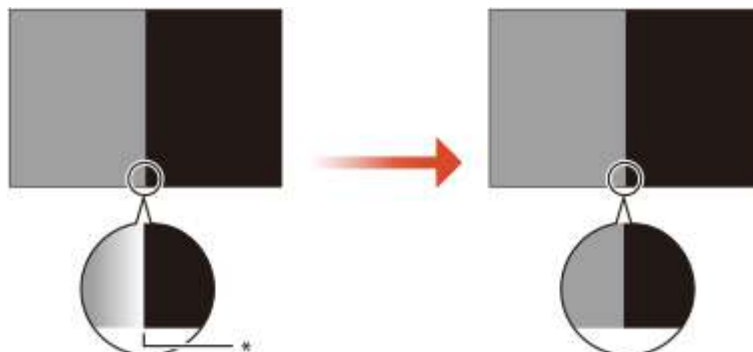
IMPORTANT:

- After changing the settings, make sure to perform the automatic gradation adjustment first, and then perform the color balance adjustment as the color balance may become unstable.

White Gap Correction

E0SS-05X

When an area of intense colors which are same as the halftone area is printed immediately after a halftone area, a white gap may occur between the images. This mode can be used to eliminate the white gap between the two areas.



* White Gap

! IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

1 Press (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Correct White Gap>

2 Press <-> or <+> to change the setting value to 1 or 2 ► press <OK>.

Details of each item are shown below.

- 1 and 2: Select to eliminate the white gap. If "1" is selected as a setting value, you can eliminate the white gap more effective than "2". However, the image tends to have a jagged appearance or the density of the image tends to be light.
- 3: This is the default setting. Select when you want to leave the original image as it is.
- 4: Do not select normally. If you select this setting value, contact your dealer or service representative.

NOTE:

- If you select "1" or "2" as a setting value, the image may have a jagged appearance, lighter density, or stripe pattern. If these print results may occur, you may be able to eliminate the white gap by specifying the dither settings see **Dither Settings(P. 423)** , instead of specifying the white gap correction. For more information, contact your dealer or service representative.

3 Perform the automatic gradation adjustment.

- For more information on the automatic gradation adjustment, see **Adjusting Gradation(P. 413)**

IMPORTANT

- After changing the settings, make sure to perform the automatic gradation adjustment first, and then perform the color balance adjustment as the color balance may become unstable.

Disabling Tail End Toner Correction

E0SS-05Y

You can disable <Correct Tail End Toner Application> in <Preferences>.  **Changing the Tail End White Patch Correction(P. 401)**

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Correct Tail End Toner Application>.

2 Select <Off> to disable the function ► press <OK>.

Select <On> to enable <Correct Tail End Toner Application> in <Preferences>.

Selecting Productivity Priority/Image Quality Priority of a Job with a Mixed Paper Types

E0SS-060

You can specify productivity priority or image quality priority for a job with mixed paper types.

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Settings for Mixed Paper Type Printing>.

2 Select productivity priority or image quality priority ► press <OK>.

- When <Productivity Priority> is selected:
Select <Higher Spd. for Each Ppr. Type> or <Fixed Adj. for Each Ppr. Type>.
 - <Higher Spd. for Each Ppr. Type>: Depending on paper types used in a job, a print speed and a fixing temperature suitable for each paper type in the job are specified to minimize the print speed of the whole job
 - <Fixed Adj. for Each Ppr. Type>: A print speed and a fixing temperature designated for each paper type are specified.
- When <Quality Priority> is selected:
Select <Faster Printing for Thin/Plain> or <Same Print Spd. as for Heavy>.
 - <Faster Printing for Thin/Plain>: A print speed and a fixing temperature which prioritize image quality are specified for thin paper and plain paper respectively
 - <Same Print Spd. as for Heavy>: A print speed and a fixing temperature for thick paper which prioritizes image quality are specified throughout a job

Low Temperature Environment Mode

E0SS-061

If you print high-density images on heavy paper continuously in the low-temperature environment, toner may not be properly applied to the images as the fixing unit is not fully warmed up.

You can solve this problem by slowing down the print speed.

IMPORTANT

- This function is displayed only if the settings are made available by your local authorized Canon dealer. Even if this function is displayed, do not allow anyone to change the settings except for the system manager. For more information on changing the settings, contact your dealer or service representative.

NOTE

- If you increase the value of the settings, toner is properly applied but the print speed may be adversely affected.

-
- 1** Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Low Temperature Environment Mode>.
 - 2** Press <-> or <+> to adjust the level of low temperature environment mode ► press <OK>.

Uneven Gloss Correction

E0SS-062

When the temperature of the pressure belt rises excessively, uneven gloss may occur. This mode enables you to reduce the uneven gloss by adjusting the temperature rise level of the pressure roller.

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

NOTE

- Changing this setting may have an effect on the paper curl. If necessary, adjust the [Curl Correction Level] in Paper Type Management Settings.  **Curl Correction for Each Paper Drawer (P. 447)**
- Increasing the value requires the machine to take a long time to control the temperature. This may result in a slight decrease of the machine's productivity.

1 Press  (Settings/Registration)  **<Adjustment/Maintenance>**  **<Adjust Image Quality>**  **<Correct Uneven Gloss>**.

2 Press **<->** or **<+>** to set the level of temperature management  **press <OK>**.

- Increase the value to increase the control over excessive temperature rise.

Adjusting Drum Temperature

E0SS-063

In a high-temperature or high-humidity environment, partial distortions, or thin white lines may appear on printed images.

You can prevent this problem by adjusting the photoconductor drum temperature.

IMPORTANT

- Be sure to contact your dealer or service representative before adjusting the photoconductor drum temperature. Increasing the drum temperature may cause the developer to deteriorate.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <Adjust Drum Temperature>.

2 Select <Standard> or <High>.

Details of each item are shown below.

<Standard>: The default setting.

<High>: Increases the temperature of the photoconductive drum.

3 Press <OK>.

Special Smoothing

E0SS-064

This setting smooths jagged outlines of dark color characters, lines, figures, photos, images, and gradations by correcting color displacement that occurs in the output.

1 Press  (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Special Smoothing>.

2 Press <On> ▶ <OK>.

- Press <Off> if you do not want to perform special smoothing.

 IMPORTANT:

- Make sure to set this settings to <Off> when you do not perform the correction. Depending on the types of originals, this function may cause other color displacement or jagged outlines.

High Gloss Mode

E0SS-065

Enabling this setting may improve the fixation of toner by decreasing the print speed.

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality> ► <High Gloss Mode>.

2 Press <On> ► <OK>.

- When this setting is enabled, <Adjustment Level> cannot be selected on the <Auto Adjust Gradation> screen.

Adjust Action

This section describes how to adjust image quality for copying and printing.

■ Saddle Stitch Staple Repositioning

Feeds papers to the saddle stitcher unit and staples them several times, and performs the saddle stitch staple repositioning procedure. The machine performs this adjustment procedure if stapling has not been performed after you clear a staple jam or replace the staple cartridge.

▶<Saddle Stitch Staple Repositioning>(P. 749)

■ Adjust Saddle Stitch Fold Position/Stitch Position

You can adjust the saddle fold position and the saddle stitch position at the same time.

▶Adjusting the Saddle Stitch Fold Position and Staple Position(P. 438)

■ Adjust Double Staple Width

You can adjust the double staple width.

▶Double Staple Width Adjustment(P. 440)

■ Speed/Precision Priority for Double Staple

You can set whether to give priority to the double stapling speed or to precision.

▶<Speed/Precision Priority for Double Staple>(P. 750)

■ Adjust Trim Width

This function enables you to adjust the trimming width of Saddle Stitch printouts in 0.1 mm increments for each paper size.

▶Adjusting the Trimming Width(P. 441)

■ Fine Adjust Perfect Binding Finishing Size

You can make fine adjustments to the trimming width of the Perfect Binder.

▶Perfect Binding Finishing Size Fine Adjustment(P. 442)

■ Adjust Perfect Binding Glue Application

When you make a booklet in the Perfect Binding mode, you must use the correct amount of glue or the bound booklet may be poorly finished, as shown the illustration below. In this case, adjust the amount of glue to improve the finishing condition of the booklet.

▶Adjusting the Amount of Glue for Perfect Binding(P. 443)

■ Color/B&W Priority for First Print Time

You can set whether priority is given to color or black-and-white printing for the first print time.

▶<Color/B&W Priority for First Print Time>(P. 752)

■ Adjust Fold Position

You can adjust the paper fold position when configuring the fold function.

▶Adjusting the Paper Folding Position(P. 445)

■ Correct Curl for Each Paper Drawer

This mode enables you to adjust the curl correction level of each paper source.

▶Curl Correction for Each Paper Drawer (P. 447)

■ Alignment Adjustment When Stapling

The printed paper may shrink because of temperature, humidity, or a characteristic of the paper type. In this case, this mode enables you to align copied or printed papers by adjusting the position of the alignment guide inside the finisher so as to staple the aligned papers.

▶Paper Alignment When Stapling(P. 449)

■ Finisher Tray A Alignment Adjustment

You can adjust paper alignment when outputting on Tray A of a finisher.

▶Paper Alignment on Finisher Tray A/B(P. 450)

■ Finisher Tray B Alignment Adjustment

You can adjust paper alignment when outputting on Tray B of a finisher.

▶Paper Alignment on Finisher Tray A/B(P. 450)

■ Finisher Output Priority Settings

You can give a priority to productivity or alignment for the output paper.

▶<Finisher Output Priority Settings>(P. 755)

■ Switch Saddle Fold Mode

You can set whether to prioritize productivity or alignment when using Saddle Fold.

▶<Switch Saddle Fold Mode>(P. 755)

■ Start Key Touch Recognition Delay

Adjust the touch time required to begin startup processing.

▶<Start Key Touch Recognition Delay>(P. 756)

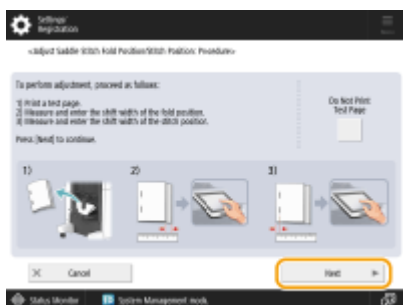
Adjusting the Saddle Stitch Fold Position and Staple Position

E0SS-067

Adjust the saddle stitch fold position and staple position so that they are at the center of the paper. Print a test page, check the current state of the fold position and the shift width on the test page, and then perform adjustment.



- 1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action> ► <Adjust Saddle Stitch Fold Position/Stitch Position>.
- 2 Check the displayed instructions, and press <Next>.

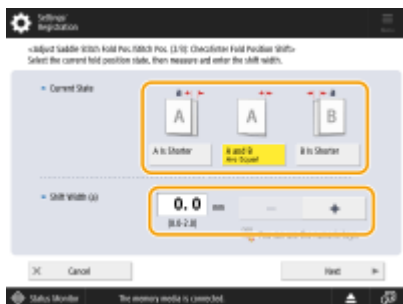


- If the test page has already been printed, press <Do Not Print Test Page> to select it, and then press <Next>.

- 3 Select the paper source with the loaded usable paper, and press <Start Printing>.

⇒ A test page is printed.

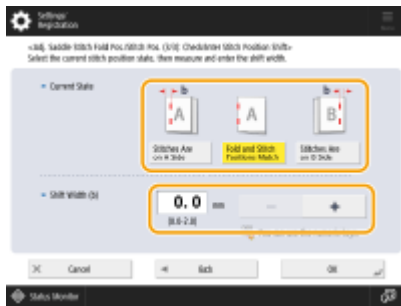
- 4 Select the current state of the fold position and set the shift width.



- Check the current state of the fold position and the shift width on the test page.

- 5 Press <Next>.

6 Select the current state of the staple position and set the shift width.



- Check the current state of the staple position and the shift width on the test page.

7 Press <OK>.

8 Check the test page, and if there are no problems, press <Done>.

⇒ The settings are applied.

9 Press <Done>.

- If further adjustment is needed, press <Re-Adjust> and repeat Steps 4 to 8.

LINKS

- ▶ Selecting Color Printing or Black and White Printing(P. 471)
- ▶ Making Booklets(P. 501)
- ▶ Optional Equipment(P. 254)

Double Staple Width Adjustment

E0SS-068

You can adjust the double staple width.

This mode can be set when the Staple Finisher-AF or Booklet Finisher-AF is attached.  **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

NOTE

- This item is only valid <Offset> is not set.

- 1** Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action> ► <Adjust Double Staple Width>.
- 2** Press <-> or <+> to adjust the staple width ► <OK>.

Adjusting the Trimming Width

E0SS-069

If the optional trimmer is installed, you can trim the edge of booklets. This setting enables you to adjust the trimming width.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action> ► <Adjust Trim Width>.

2 Adjust the trimming width.



3 Press <OK>.

LINKS

- ▶ Selecting Color Printing or Black and White Printing(P. 471)
- ▶ Making Booklets(P. 501)
- ▶ Optional Equipment(P. 254)

Perfect Binding Finishing Size Fine Adjustment

E0SS-06A

You can make fine adjustments to the trimming width of the Perfect Binder.

This mode can be set when the Perfect Binder-F is attached. For information on the Perfect Binder-F, see the manual provided with the optional product.

1 Press  **Settings/Registration** ► **<Adjustment/Maintenance>** ► **<Adjust Action>** ► **<Fine Adjust Perfect Binding Finishing Size>**.

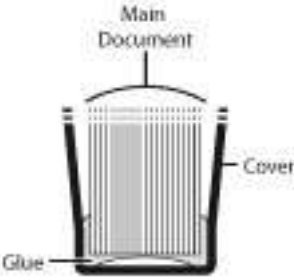
2 Press **<->** or **<+>** to adjust the trimming width ► press **<OK>**.

- You can switch between positive and negative values by pressing **<±>**.
- If you are making an adjustment in either the horizontal or vertical (top + bottom) direction, press **<->** or **<+>** to enter a value for that direction only.

Adjusting the Amount of Glue for Perfect Binding

E0SS-06C

When you make a booklet in the Perfect Binding mode, you must use the correct amount of glue or the bound booklet may be poorly finished, as shown the illustration below. In this case, adjust the amount of glue to improve the finishing condition of the booklet.

Amount of Glue	Finishing Condition	
Too Little		Cover and main document are not attached.
		Cover detaches from the main document.
Normal		Moderate
Too Much		Glue protrudes from between the cover and main document.

This mode can be set when the Perfect Binder-F is attached. For information on the Perfect Binder-F, see the manual provided with the optional product.

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action> ► <Adjust Perfect Binding Glue Application>.

2 Select the paper type and number of sheets of the main document ► press <-> or <+> to adjust the amount of glue.
Details of each item are shown below.

- -6 to -1: Decreases the amount of glue. Depending on the paper type, if you decrease the amount of glue by too much, the cover and main document may not be attached firmly.
- 0: This is the default value.

- +1 to +6: Increases the amount of glue. Depending on the paper type, if you increase the amount of glue by too much, the glue may protrude from the booklet, and remain inside the Perfect Binder-F. If the glue remains in the Perfect Binder-F, it may cause booklet jams.

 IMPORTANT:

- If you make a booklet containing both plain paper and other paper for the main document, press <-> or <+> under <Non-Coated> even if the number of sheets for plain paper is one.
- Changing the settings in small increments is recommended.

3 Press <OK>.

 IMPORTANT

- Make a sample booklet every time you change the settings, and check the bound booklet. If the finishing condition has not improved, change the settings again.

NOTE

- If you make a booklet containing both plain paper and coated paper, it is recommended to make a sample booklet beforehand. Check the bound booklet, adjust the amount of glue, if necessary, and make booklets continuously.

Adjusting the Paper Folding Position

E0SS-06E

When you are folding paper using an option with a fold function and the fold position is not where you intended, you can make fine adjustments to the fold position.

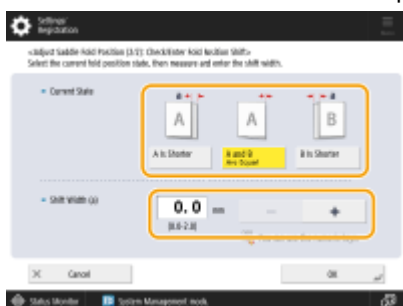


- 1 Press (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action> ► <Adjust Fold Position>.

2 Adjust the folding position.

■When Adjusting the Saddle Fold Position

- 1 Check the displayed instructions, and press <Next>.
- 2 Select the paper source with the loaded usable paper, and press <Start Printing>.
- ▶▶▶ The test page is output.
- 3 Select the current state of the fold position, and adjust the shift width.



- Check the current state of the fold position and the shift width on the test page, then select the current state and set the shift width.
- 4 Press <OK>.
 - 5 Press <Start Printing> to print the test page again, and check the adjustment results.
 - To end the adjustment without printing the test page, press <Done>.
 - 6 Press <Done>.
 - If further adjustment is needed, press <Re-Adjust> and repeat Steps 3 to 5.

■When Adjusting a Position Other than the Saddle Fold

- 1 Select the fold position to adjust.

3 Press <OK>.

LINKS

- ▶ **Selecting Color Printing or Black and White Printing(P. 471)**
- ▶ **Making Booklets(P. 501)**
- ▶ **Optional Equipment(P. 254)**

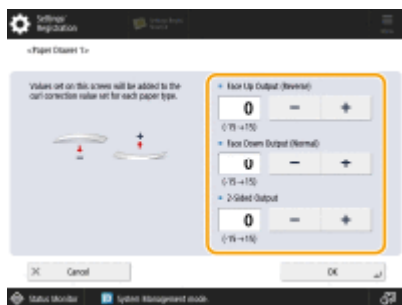
Curl Correction for Each Paper Drawer

E0SS-06F

Even if you do not use this setting, curl correction is always performed according to the characteristics of the paper. If you are printing using the optional finisher and the curl is not corrected, adjust the curl correction for the printing conditions and the state of the paper (moisture level, etc.).



- 1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action> ► <Correct Curl for Each Paper Drawer>.
- 2 Select the paper source and press <Set>.
- 3 Correct the curl correction level.



- Adjust the paper curl separately for face up output, face down output, and 2-sided output.

! IMPORTANT:

- This mode may affect paper feeding. Since increasing the value to a great extent may cause paper jams, adjusting the values in small increments is recommended.
- The entered value is added to the correction value set for each paper.
- To adjust the curl correction in <Preferences> ► <Paper Type Management Settings>, it is necessary to return the value set in <Adjustment/Maintenance> to 0.

NOTE:

- If the environment where the paper is stored is different, the condition of the paper, such as the moisture in the paper, may differ even if it is the same type of paper. If the condition of the paper is different from usual, a better result can be achieved by adjusting the curl correction of each paper source.
- To determine the direction of the paper curl, place the paper in the direction where the paper is output to the output tray.
- Adjust the curl correction level in the direction opposite to that of printed paper.

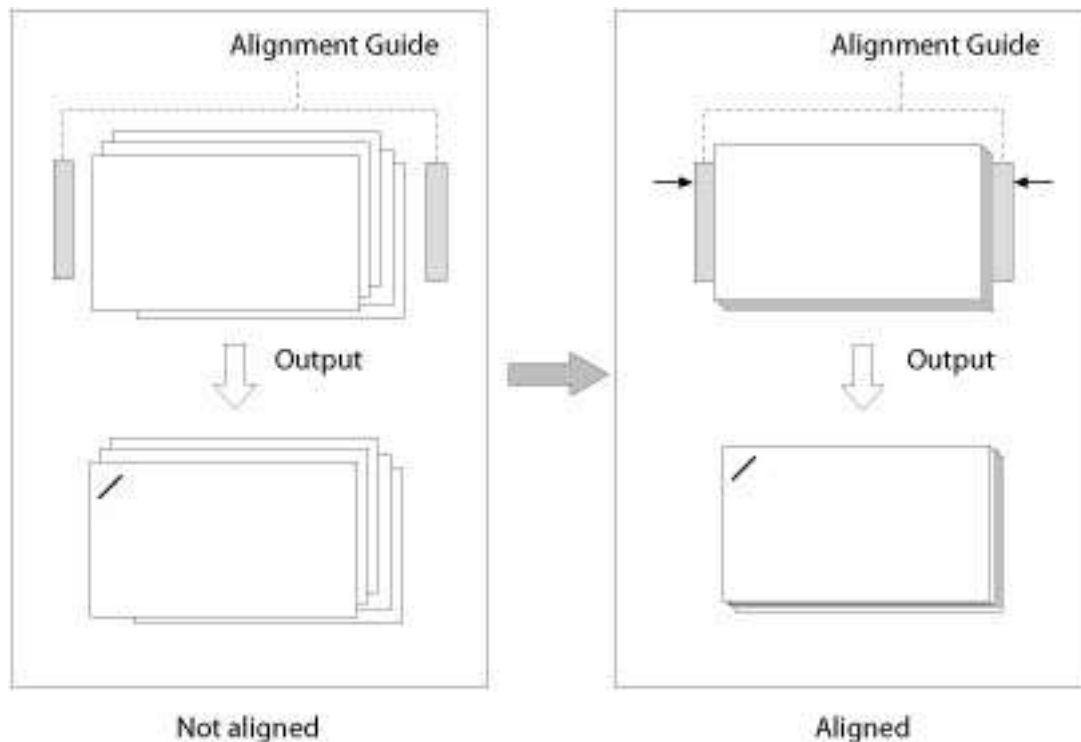
Curl Direction of Printed Paper	Adjustment Direction
When the paper curls upward	Curl downward (Press <->)

Curl Direction of Printed Paper	Adjustment Direction
	
When the paper curls downward	Curl upward (Press <+>)
	

4 Press <OK>.

Paper Alignment When Stapling

The printed paper may shrink because of temperature, humidity, or a characteristic of the paper type. In this case, this mode enables you to align copied or printed papers by adjusting the position of the alignment guide inside the finisher so as to staple the aligned papers.



This mode can be set when the Staple Finisher-AF or Booklet Finisher-AF is attached. **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

1 Press (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Action> ▶ <Alignment Adjustment When Stapling>.

2 Press <-> or <+> to adjust the alignment guide's position ▶ press <OK>.

- Press <+> to set the alignment guide's position closer to the paper.
- You can switch between positive and negative values by pressing <±>.

NOTE:

- If the alignment guide's position is too close to the paper, a paper jam or paper crease may occur. Make sure to perform fine adjustment of the alignment guide's position.

Paper Alignment on Finisher Tray A/B

E0SS-06J

You can adjust paper alignment when outputting on Tray A or B of a finisher.

This mode can be set when the Staple Finisher-AF or Booklet Finisher-AF is attached.  **Staple Finisher-AF/Booklet Finisher-AF(P. 273)**

IMPORTANT

- You cannot align output paper in the following situations:
 - when using paper smaller than A5R
 - when using different size paper together
- If you set <Align Output Paper of Diff. Sizes (Diff. Widths)> to <On>, you can align output paper by paper width.  **<Align Output Paper of Diff. Sizes (Diff. Widths)> *(P. 778)**

1 Press  (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action> ► <Finisher Tray A Alignment Adjustment> or <Finisher Tray B Alignment Adjustment>.

2 Press <-> or <+> to adjust the paper alignment ► <OK>.

- You can switch between positive and negative values by pressing <±>.



NOTE:

- If the alignment guide's position is too close to the paper, a paper jam or paper crease may occur. Make sure to perform fine adjustment of the alignment guide's position.

Printing

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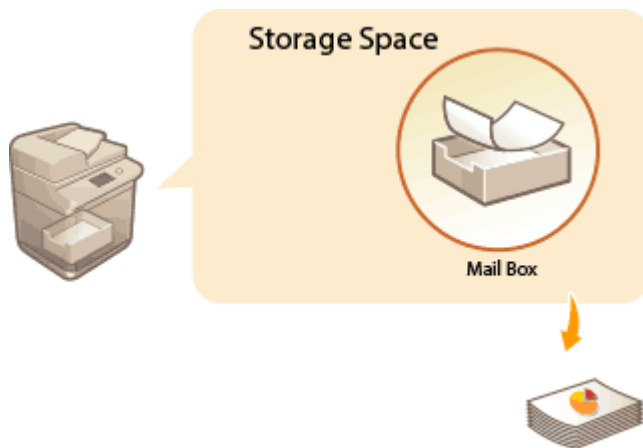
Printing

E0SS-06K

This chapter describes each function of copy and scan and how to use "storage space" to save, share, and edit scanned documents.

■ Using Storage Space

This chapter describes how to use "storage space" to save, share, and edit scanned documents.

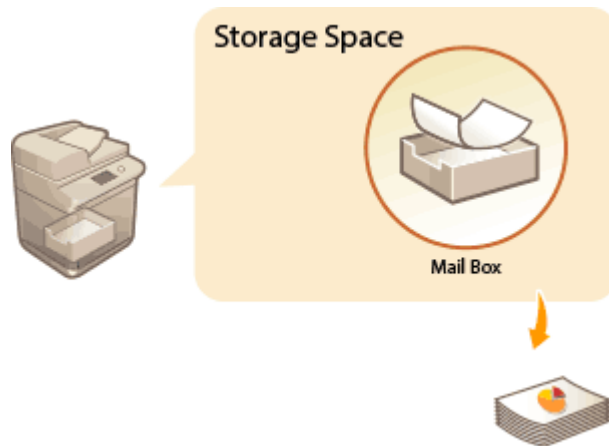


▶ **Using Storage Space(P. 453)**

Using Storage Space

E0SS-06L

The storage device installed in the machine has "storage space" to save, share, and edit documents.



▶ Setting Screen and Operations for Printing Saved Files(P. 464)

■ Editing Files without a Computer

By saving documents in a temporary storage space, "Mail Box," you can make simple edits to files, such as combining files and deleting pages from files. As the Mail Box does not require any special settings, you can get started using it quickly and easily. Once files are edited, you can handle them according to your purposes, such as printing.

▶ Making Simple Edits to Files(P. 454)



Making Simple Edits to Files

E0SS-06R

The storage device installed in the machine has a temporary data storage space called "Mail Box." By saving documents in the Mail Box, you can make simple edits to files, such as combining files and deleting pages from files, from the machine. Edited documents can be saved to retain print settings such as 2-sided printing, allowing you to print without having to specify the settings again.



- ▶ **Saving Documents in the Mail Box(P. 455)**
- ▶ **Editing Files in the Mail Box(P. 456)**
- ▶ **Specifying the Mail Box Settings(P. 460)**
- ▶ **Printing Files in the Mail Box(P. 462)**

! IMPORTANT

- The machine is set to automatically delete saved files after a certain period of time. You can extend the period of time, or choose to store files indefinitely. ▶ **Specifying the Mail Box Settings(P. 460)**

NOTE

- To prevent unauthorized access or incorrect operations, you can set a password for the Mail Box. ▶ **Specifying the Mail Box Settings(P. 460)**

Saving Documents in the Mail Box

E0SS-06S

For saving documents in the Mail Box, send files on a computer from the printer driver. Print settings are saved together with documents that are saved from a printer driver, allowing you to always print documents with the same finishing, as well as saving you the trouble of specifying settings.

NOTE

- We recommend that you delete unwanted files or image data from your Mail Box to make space for storing new documents.
- For information on how to send a file on your computer, see the manual of your printer driver.

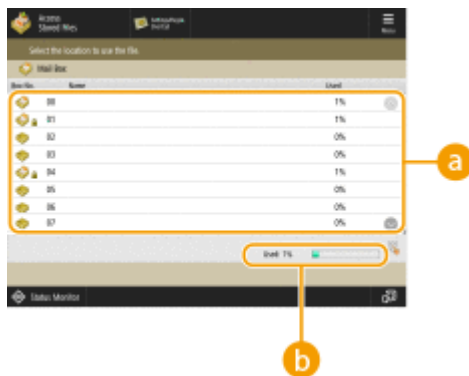
Editing Files in the Mail Box

You can edit documents saved in the Mail Box. This storage space enables you to rename and delete saved files, as well as combine multiple files into a single file or insert a file into another one.

1 Press <Access Stored Files>. ▶<Home> Screen(P. 318)

2 Select the desired box.

- You can also enter the box number using the numeric keys to directly specify the desired box.



a Mail box list

Displays icons indicating the statuses of the boxes, box numbers, box names, and the amount of memory consumed by each box.

- Icon types displayed are as follows:

📁 Mail box with files saved

📁 Mail box with no files saved

🔒 Mail box with passwords set ▶ **Specifying the Mail Box Settings(P. 460)**

b <Used>

Displays the total amount of memory consumed by all the boxes.

3 Operate files.



a Mail box information

Displays the number and name of the box displayed. You can change the display format, depending on the model of your machine.

b Files saved in the box

Displays whether files are selected, icons indicating the file type, names, scanning sizes, number of pages, and saved dates/times.

- Press <Name> or <Date/Time> to sort the list of files and folders by name or date/time in ascending (▲) or descending (▼) order.
- If you log in with personal authentication management, the sorting condition that was last used is retained. ▶ **List of Items That Can Be Personalized(P. 333)**
- When files are selected, numbered icons are displayed in the order you select the files. If you are printing multiple files at the same time, they are printed in that order.

NOTE:

- The files below retain their print settings. However, note that combining files or editing files (e.g. inserting pages) clears all the print settings.
 - Files saved from the printer driver

c Total number of files and number of selected files

Displays the total number of files saved and the number of files in the selection.

d <Print List>

Prints a list of documents saved in the box displayed. You can check the names, paper sizes, and the number of pages of documents.

e <Print>

Prints files. ▶ **Printing Files in the Mail Box(P. 462)**

f <Edit File>

Press to rename files or combine multiple files.

g <Display Image>

Displays the preview image of a file. You can also print after checking the preview image and deleting unnecessary pages.

h <Details>

Displays the detailed information of a file, such as the number of pages and paper size.

i <Select All (Max 100 Files)>/<Clear Selection>

If files are not selected in **b**, <Select All (Max 100 Files)> is displayed. If one or more files are selected, <Clear Selection> is displayed. Press <Select All (Max 100 Files)> to select up to 100 files in the box at the same time or <Clear Selection> to deselect them.

j Display switch button

Press <Up> to move to the upper level from the current one. To update the contents of the displayed screen, press <Update>.

■ To change a file name

- 1 Select a file and press <Edit File> ▶ <Change File Name>.
- 2 Enter a file name and press <OK>.

■To display the preview image of a file

- 1 Select a file and press <Display Image>.
- 2 After checking the preview image, press <Back>.
 - To print the file, press <Print>.

■To check the detailed information of a file

- 1 Select a file and press <Details>.
- 2 After checking the detailed information, press <OK>.

■To delete a file

- 1 Select a file and press <Edit File> ► <Delete>.
- 2 Press <Yes>.

■To move/duplicate files to another box

- 1 Select a file and press <Edit File> ► <Move/Duplicate>.
- 2 Select the box and press <Move> or <Duplicate>.
 - When a file is duplicated, the file name will be the same as that of the original file.

■To combine multiple files into one file

The files in the same box can be combined into one file. Note that if the resolution settings of each file do not match, you cannot combine files.

- 1 Select the files to combine, and press <Edit File> ► <Merge Multiple Files>.
 - The files are combined in the order they are selected.
- 2 Enter a file name.
 - Press <File Name>, enter the name, and press <OK>.

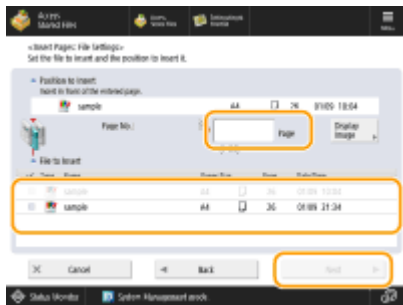
NOTE

- If you do not specify anything, the saved date and time is automatically assigned as a file name. For example, if a file is saved at 1:05:12 p.m. on October 30, 2015, its name will be "20151030130512."
- 3 Press <Start Merging>.
 - All the print settings for each file are canceled, and the settings registered in <Change Default Settings> are applied to a new file. ►<Change Default Settings>(P. 797)

■To insert a file into another one

The files in the same box can be inserted. Note that if the resolution settings of each file do not match, you cannot insert files.

- 1 Select the file where you want to insert another file, and press <Edit File> ► <Insert Pages>.
- 2 Specify the file to insert and the position to insert it, and press <Next>.



- Enter the page number where you want to insert the file using the numeric keys.

- 3 Enter a file name.

- Press <File Name After Insertion>, enter the name, and press <OK>.

NOTE

- If you do not specify anything, the saved date and time is automatically assigned as a file name. For example, if a file is saved at 1:05:12 p.m. on October 30, 2015, its name will be "20151030130512."

- 4 Check the page order and press <Start Inserting>.

- All the print settings for each file are canceled, and the settings registered in <Change Default Settings> are applied to a new file. ► <Change Default Settings>(P. 797)

■To delete pages

- 1 Select a file and press <Edit File> ► <Delete Page>.
- 2 Specify the pages to delete.



- To delete only one page, press <Single Page> and enter the corresponding page number.
- To delete multiple pages at the same time, press <Multiple Pages> ► <First Page> or <Last Page> and enter the corresponding page numbers.

- 3 Press <Start Deleting> ► <Yes>.

Specifying the Mail Box Settings

E0SS-06W

You can set a password and name for the Mail Box as well as change the period of time before files are automatically deleted.

- 1 Press  (Settings/Registration).
- 2 Press <Function Settings> ► <Store/Access Files> ► <Mail Box Settings> ► <Set/Register Mail Boxes>.
- 3 Select the desired box.
- 4 Specify the settings necessary and press <OK>.



(Items shown on the screen may differ depending on your model and options.)

a <Register Box Name>

Enter a name for the box.

b <PIN>

Set a password for the box. Enter a number of up to seven digits, press <Confirm>, enter the same password, and then press <OK>.

! IMPORTANT:

- Passwords with only "0" are not allowed.
- If you forget your password, there is no way to retrieve it. Be careful not to forget the password.

c <Time Until File Auto Delete>

Press <->/<+> to change the period of time until saved files are automatically deleted. When set to "0," files will not be deleted.

d <Initialize>

Restores all the settings to the factory default values. Note that you cannot initialize the settings when files are stored in the box.

e <Print When Storing from Printer Driver>

Specify whether to print a file when it is sent from a computer and saved in the box.

NOTE

- <Time Until File Auto Delete> and <Print When Storing from Printer Driver> can be specified for all boxes at the same time. See  <**Time Until File Auto Delete**>(P. 800) and  <**Print When Storing from Printer Driver**>(P. 800) .

Printing Files in the Mail Box

E0SS-06X

Follow the procedures below to print files in the Mail Box. As files remain saved with the print settings, you can always print with the same result. By setting the period of time for saving in the Mail Box to an indefinite period of time ( **Specifying the Mail Box Settings(P. 460)**), and saving documents you use in a daily routine such as a cover sheet with the print settings, you can save the trouble of printing from a computer.

1 Press <Access Stored Files>. <Home> Screen(P. 318)

2 Select the desired box.

- For information on the items on the screen and instructions on how to use them, see  **Editing Files in the Mail Box(P. 456)** .

3 Select a file and press <Print>.

NOTE:

- You can select and print up to 100 files in one mail box at a time. However, if there are reserved jobs in the mail box, the number of files you can select and print varies, depending on the number of files reserved.

4 Enter the number of prints using the numeric keys.

- If you select multiple files in step 3, press <Change No. of Copies> and enter the number of prints.

5 Press <Change Print Settings> and specify the print settings as necessary.

- For print settings, see  **Setting Screen and Operations for Printing Saved Files(P. 464)** .

IMPORTANT:

- On the File Selection screen, files for which an icon with  are displayed have been saved together with the print settings specified when they were saved. To print with these settings, do not press <Change Print Settings>. The specified settings may become disabled.

6 Press <Start Printing>.

 Printing starts.

- To cancel printing, press <Cancel>.

NOTE

- Depending on the file saved from a computer, printing may not be available as the machine does not support the settings of the file.
- You can also display the file preview image and print from this screen.  **Editing Files in the Mail Box(P. 456)**
- The maximum number print jobs that can be reserved is 100.

LINKS

- ▶ **Saving Documents in the Mail Box(P. 455)**
- ▶ **Loading Paper(P. 33)**

Setting Screen and Operations for Printing Saved Files

E0SS-06Y

When you press <Access Stored Files> on the <Home> screen, and select the Mail Box to print files, the following setting screen is displayed.

■ Print Screen/Print Settings Screen



(Items shown on the screen may differ depending on your model and options.)

1 Current setting status and setting buttons

Displays setting status such as paper size to print on and the number of prints. Make sure to confirm the settings in order to print properly. To change the settings, press the button under the display section. To change the number of prints, enter the number using the numeric keys.

- You can select the color mode for printing by pressing <Select Color>.
- Depending on the settings you are specifying, the <Print Sample> button is displayed, which enables you to check the print result of a file.
- If you select multiple files, the <Change No. of Copies> button appears. Press this button when changing the number of copies.
- You can select the paper size/type and the paper source by pressing <Select Paper>.

NOTE:

- <Print Sample> appears only if you set to make multiple prints and one of the following settings at the same time. Note that the available functions may differ depending on your model and the installed options.
 - <Collate (Page Order)>
 - <Offset>
 - <Staple + Collate>
 - <Booklet>
 - <Front Cover>
 - <Insert Sheets>
 - <Merge Files and Print> when multiple files are selected

2 Number of selected files

Displays the number of selected files.

- When selecting multiple files, the <Change No. of Copies> button appears. To change the number of prints, press this button.

3 <Change Print Settings>

To change the specified print settings, press this button to display the print settings screen.

NOTE:

- The print settings used for the files below are those current when the files were saved.
 - Files saved from the printer driver

4 <Check Files>

Can be used to check the types and names of selected files.

- Select a file in the <Check Files> screen and press <Details> to display information such as the file size and update date/time.
- Select a file in the <Check Files> screen and press <Display Image> to display a preview image of the file.

5

Press this icon to register the current settings in <Favorite Settings> of 10 or to change the factory default print settings.

6 <Delete File After Printing>

Deletes a file automatically after it is printed.

7 <Start Printing>

Starts printing.

8 <Cancel>

Cancels print settings and returns to the file selection screen.

9 <Restore Settings>

Press to specify the settings again from the beginning and return to the print screen.

10 <Favorite Settings>

Register frequently used scan settings here in advance to easily recall them when necessary.

11 <Merge Files and Print>

Prints multiple selected files as one file. The file is printed using the settings registered in <Change Default Settings> instead of the print settings stored in each file. ▶<Change Default Settings>(P. 797)

12 <Restore Default Settings>

Changes print settings into setting values registered in <Change Default Settings>. ▶<Change Default Settings>(P. 797)

13 <Options>

Enables you to specify the settings of functions that are not displayed in 1 / 15. For details about each setting item, see ▶Options(P. 466) .

14 <Store Settings>

Resaves a file with the print settings you changed.

- This key cannot be used if multiple files are selected.
- If there are already print settings stored, the information is overwritten.

15 <2-Sided Printing Settings>

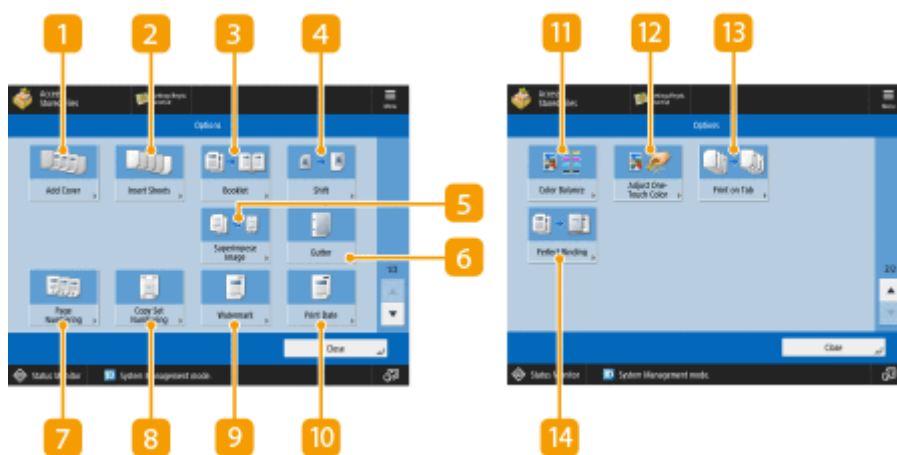
Select the type of 2-sided printing. Select <Book Type> when printing the front and back sides in the same top-bottom orientation. Select <Calendar Type> when printing the front and back sides in opposite top-bottom orientations.

16 <Finishing>

Select the finishing method.

- ▶Finishing by Collating/Grouping(P. 474)
- ▶Finishing with the Stapler(P. 476)
- ▶Other Finishing Functions(P. 478)

■ Options



(Items shown on the screen may differ depending on your model and options.)

1 <Add Cover>

Adds covers. ▶Adding a Cover and Back Cover(P. 508)

2 <Insert Sheets>/<Job Separator>

Inserts blank sheets between the specified pages. When selecting multiple documents, you can select <Job Separator> which can separate each document. ▶ **Inserting Sheets and Chapter Pages (Insert Sheets) (P. 481)**

3 <Booklet>

Prints a document with several pages in such a way that the prints are made into a booklet. ▶ **Making Booklets (Booklet Printing)(P. 502)**

4 <Shift>

Shifts the image to the specified location on the paper. ▶ **Shifting the Image(P. 485)**

5 <Superimpose Image>

Superimposes an image stored in memory on the original image for printing. ▶ **Superimposing Images(P. 487)**

6 <Gutter>

Creates gutters along the sides of the paper. ▶ **Setting Binding Margins(P. 506)**

7 <Page Numbering>

Adds page numbers. ▶ **Attaching Numbers and Symbols to Printouts(P. 489)**

8 <Copy Set Numbering>

Adds the number of sets. ▶ **Attaching Numbers and Symbols to Printouts(P. 489)**

9 <Watermark>

Adds watermarks. ▶ **Attaching Numbers and Symbols to Printouts(P. 489)**

10 <Print Date>

Adds the date. ▶ **Attaching Numbers and Symbols to Printouts(P. 489)**

11 <Color Balance>

Enables you to adjust the color balance. ▶ **Adjusting the Color(P. 492)**

12 <Adjust One-Touch Color>

Enables you to adjust the contrast. ▶ **One Touch Color Mode(P. 495)**

13 <Print on Tab>

Prints on the tabs of tab paper. ▶ **Inserting Tab Paper(P. 483)**

<Perfect Binding>

Prints the cover page and main document glued together.  **Perfect Binding(P. 510)**

LINKS

 **Printing Files in the Mail Box(P. 462)**

Useful Print Functions

E0SS-070

You can select the color mode for printing. You can attach page numbers and dates when printing. In addition, attaching serial numbers or "CONFIDENTIAL" to important material calls attention to the handling of the material.



▶ Selecting Color Printing or Black and White Printing(P. 471)



▶ Selecting Print Paper(P. 473)



▶ Finishing by Collating/ Grouping(P. 474)



▶ Finishing with the Stapler(P. 476)



▶ Other Finishing Functions(P. 478)



▶ 2-Sided Printing(P. 480)



▶ Inserting Sheets and Chapter Pages (Insert Sheets)(P. 481)



▶ Shifting the Image(P. 485)



▶ Superimposing Images(P. 487)



▶ **Attaching Numbers and Symbols to Printouts(P. 489)**



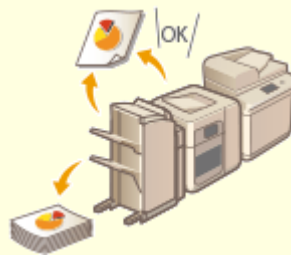
▶ **Adjusting the Color(P. 492)**



▶ **One Touch Color Mode(P. 495)**



▶ **Checking the Print Results(P. 497)**



▶ **Confirming Prints during Printing(P. 499)**

Selecting Color Printing or Black and White Printing

E0SS-071



You can select the color mode for printing. For example, this enables you to save toner by printing color originals in black and white, or printing tickets with a single color such as red or blue to indicate the date they are distributed.

- 1** Press **<Access Stored Files>**. **<Home> Screen(P. 318)**
- 2** Select a mail box, select a file you want to print and press **<Print>**.
- 3** Press **<Select Color>**.
- 4** Select the color to print with.



a <Auto (Color/B&W)>

Automatically detects the color of the original. Color pages are printed in four colors (CMYK), and black and white pages are printed in black (K) only.

b <Black & White>

Prints in black (K) only, regardless of the color of the original.

c <Two Colors>

Prints in black and the color you specify. Select **<Red>**, **<Green>**, **<Blue>**, **<Yellow>**, **<Magenta>**, or **<Cyan>**.

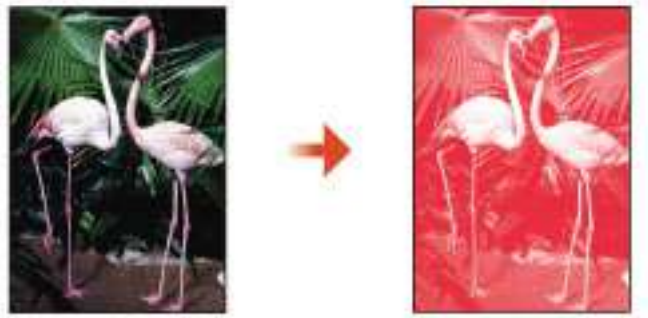
NOTE:

- You can set whether to replace a chromatic color other than the specified color (or approximate color) with black or the specified color. **<Conversion Color by Specific Color for Two Colors Print>(P. 783)**

d <Single Color>

Prints with the color you specify only. Select **<Red>**, **<Green>**, **<Blue>**, **<Yellow>**, **<Magenta>**, or **<Cyan>**.

Example: If you print with red



5 Press <OK>.

! IMPORTANT:

- When the Auto (Color/B&W) mode is set, black-and-white prints are output at the same speed as colour prints.
- If a black-and-white document is printed in the <Full Color>, <Single Color>, or <Two Colors> mode, it is counted as a color print.

Selecting Print Paper

E0SS-072



If you want to print on custom size originals, you need to select paper manually.

- 1** Press **<Access Stored Files>**. **<Home> Screen(P. 318)**
- 2** Select a mail box, select a file you want to print and press **<Print>**.
- 3** Press **<Change Print Settings>** and **<Select Paper>**.
- 4** Select paper and press **<OK>**.

- Pressing **<Details>** enables you to confirm detailed information of the paper selected.

NOTE

When the screen to select the size of the original is displayed

- If **<Paper Source Auto Selection>** is set to **<Off>** for a particular paper source, you cannot print on paper loaded in that paper source when **<Select Paper>** is set to **<Auto>**. **<Paper Source Auto Selection>(P. 770)**
Also, even if **<Paper Source Auto Selection>** is set to **<On>** for a paper source, depending on the paper type, automatic paper selection may not be performed. To use paper loaded in a paper drawer for which automatic paper selection cannot be performed, manually specify the paper drawer.

IMPORTANT

- Be sure to correctly set the paper type. If the type of paper is not set correctly, it may adversely affect image quality. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.
- Take care when printing an original with an image that extends all the way to the edges. If you print on the same size paper, the periphery of the original image may be cut off slightly on the printout. For more information on how much may be cut off, see **Hardware Specifications(P. 76)** .

Finishing by Collating/Grouping

E0SS-073



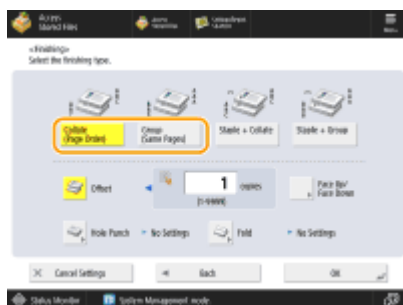
You can select collating or grouping for the order of printouts. Select "Collate" to print in sequential page order. Select "Group" to print bundles of each page, as in 10 sheets for the first page, 10 sheets for the second page, and so forth.

- 1** Press <Access Stored Files>. <Home> Screen(P. 318)
- 2** Select a mail box, select a file you want to print and press <Print>.
- 3** Press <Change Print Settings> and <Finishing>.
- 4** Select the output destination and press <Next>.

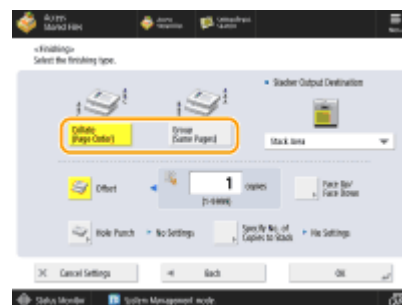


- This screen is only displayed when both the finisher and the "High Capacity Stacker-J" are attached.

- 5** Press <Collate (Page Order)> or <Group (Same Pages)>.

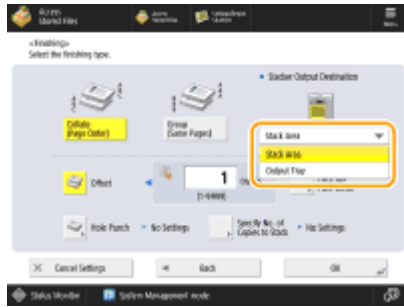


When the Output Destination Is Set to the Finisher



When the Output Destination is set to the Stack Area of the Stacker

- If you select <Stacker>, select the output destination from the drop-down list.



6 Set <Offset> as necessary.

- If you do not want to use offset (a function to shift the paper output position), press .
- If you selected <Collate (Page Order)>, specify how many copies to be printed in each position using the numeric keys.

7 Press <OK>.

8 Press <Start Printing>.

⇒ Printing starts.

NOTE

- Depending on finishing functions, the installation of optional devices is needed. ▶ **Optional Equipment(P. 254)**
- Depending on the paper type, you cannot use finishing functions. ▶ **Hardware Specifications(P. 76)**

Finishing with the Stapler

E0SS-074



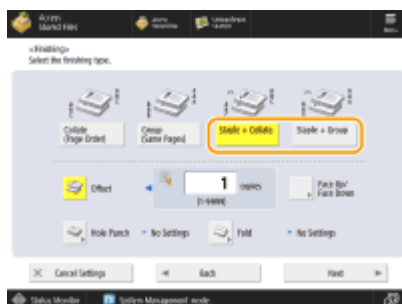
You can bind each copy with the stapler after a collate or group output.

- 1** Press <Access Stored Files>. ▶<Home> Screen(P. 318)
- 2** Select a mail box, select a file you want to print and press <Print>.
- 3** Press <Change Print Settings> and <Finishing>.
- 4** Select <Finisher> and press <Next>.



- This screen is only displayed when both the finisher and the "High Capacity Stacker-J" are attached. If this screen is not displayed, proceed to the next step.

- 5** Select <Staple + Collate> or <Staple + Group> and press <Next>.



- 6** Select how to staple.



- To staple in one location in the corner of the page, select <Corner> for the staple position.



- To staple in two locations in the side of the page, select <Double> for the staple position.



- To staple in the section where the paper is folded in half, select <Saddle Stitch>. Depending on the option, you can attach a cover or change the folding position. When trimming the edges of the output sheets, you can adjust the trimming position.



7 Press <OK>.

8 Press <Start Printing>.

▢▢▢▢ Printing starts.

NOTE

- Depending on finishing functions, the installation of optional devices is needed. ▶ **Optional Equipment(P. 254)**
- Depending on the paper type, you cannot use finishing functions. ▶ **Hardware Specifications(P. 76)**
- You can specify the procedure to perform when there are too many sheets to staple at once. ▶ **<Action When Too Many Sheets to Staple>(P. 780)**
- <Saddle Stitch> can be set only if 2-Sided Printing is set.

Other Finishing Functions

E0SS-075



Installing options enables you to use other finishing functions. Note that the available functions may differ depending on your model and the installed options. ▶
Optional Equipment(P. 254)

Hole Punch

You can make punch holes for filing. You can also set the punch position (left/right).



Z-Fold

You can fold the right half of the paper into three sections.



NOTE:

- If you specify the Z-Fold mode with the Staple mode, and the number of sheets that are Z-folded exceeds 10, the prints will be collated, but not stapled.

C-Fold

You can divide the paper into three sections so that it folds in the shape of a C.



NOTE:

- If you want the printed side to be folded inside when printing only on one side of paper, select <Face Up (Reverse Order)> for <Face Up/Face Down>.

Half Fold

You can fold each sheet of paper in half.



Accordion Z-Fold

You can divide the paper into three sections so that it folds in the shape of a Z.



NOTE:

- If you want the printed side to be folded inside when printing only on one side of paper, select <Face Up (Reverse Order)> for <Face Up/Face Down>.

Saddle Fold

Using the booklet finisher, you can fold the output sheets in half. You can specify how many sheets to fold together and which page to start printing on.



Double Parallel Fold

You can fold the paper in half and then in half once more.



NOTE:

- If you want the printed side to be folded inside when printing only on one side of paper, select <Face Up (Reverse Order)> for <Face Up/Face Down>.

NOTE

- Depending on the paper type, you cannot use finishing functions. ▶ **Hardware Specifications(P. 76)**

2-Sided Printing

E0SS-076



You can print originals on both sides of the paper.

- 1** Press <Access Stored Files>.  <Home> Screen(P. 318)
- 2** Select a mail box, select a file you want to print and press <Print>.
- 3** Press <Change Print Settings>.
- 4** Press <2-Sided Printing>.



- 5** Select <Book Type> or <Calendar Type> and press <OK>.
 - Select <Book Type> to make the front and back sides of the printout have the same top-bottom orientation. Select <Calendar Type> to make the front and back sides of the printout have opposite top-bottom orientations.

Inserting Sheets and Chapter Pages (Insert Sheets)

E0SS-077



You can insert sheets between content pages. For example, when you make a large amount of prints, you can easily check the number of output sheets by inserting colored paper every 50 pages. Inserted sheets can be used as chapter pages if you print on them. On models that support tab paper, you can also print on the header section of third-party tab paper and insert specified pages.

▶ **Inserting Sheets(P. 481)**

▶ **Inserting Tab Paper(P. 483)**

NOTE

- You can specify the range for the insert sheet from 1 to 30,000 pages.
- You can insert up to 100 insert sheets.

Inserting Sheets

Specify the page to insert the sheets, set the number of the sheets, and select whether to print on the sheets.

! IMPORTANT

- When inserting special types of paper such as heavy paper, make sure to set the paper size and the paper type properly before operation. ▶ **Specifying Paper Size and Type(P. 68)**

- 1 Load paper used for sheets insertion. ▶ **Loading Paper(P. 33)****
- 2 Press <Access Stored Files>. ▶ **<Home> Screen(P. 318)****
- 3 Select a mail box, select a file you want to print and press <Print>.**
- 4 Press <Change Print Settings>, <Options> and <Insert Sheets>.**
- 5 Press <Sheets> ▶ **<Add>.****
- 6 Specify the page to insert the sheet.**



- Enter the page to insert the sheet using the numeric keys. For example, when printing 100 pages, if you want to insert the sheet after the 50th page, enter "51."

7 Specify detailed settings.

- Press <Change> in <Select Paper> and select the paper to insert.
- To insert two or more sheets, press <Number of Sheets to Insert> and enter the number of sheets using the numeric keys.
- To print on the sheets, select <Print on Front Side>, <Print on Back Side>, or <Print on Both Sides> in <Print Settings>.

8 Press <OK>.

➡ The screen returns to the screen in step 5 and the setting you specified is shown in the first line of the list.

■ Inserting the sheet in another page

Select the second line onwards in the list, press <Add>, and repeat steps 6 to 8.

■ Editing or deleting the sheet

Select the sheet from the list, press <Details/Edit> or <Delete>.

9 Press <OK> ► <Close>.

10 Press <Start Printing>.

➡ Printing starts.

NOTE

- If inserting the sheet only, it is not counted as a copy number. If you print on the sheet, it is counted as a print number.

Adding a chapter title

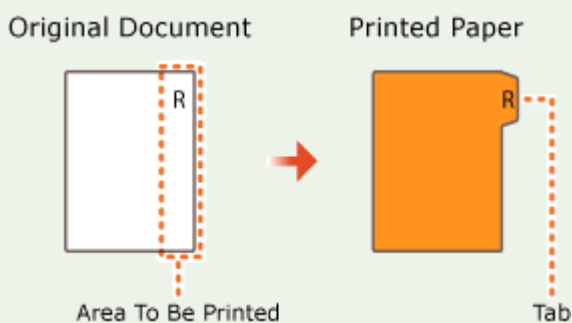
- Using the function to print on the sheet, you can insert chapter pages in essays, reports, etc. Include the original to be printed on the chapter page in the original document.
- If you do not copy anything on the back side of the chapter page and leave it blank, select <Chapter Pages> in step 5. You do not need to configure <Print Settings> because <Chapter Pages> is set to print only on one side by default.

Inserting Tab Paper

Specify the page to insert the tab paper, set the number of sheets, and select whether to print on the tab paper. If you want to print on the tab paper, include the original to be printed on the tab in the original document.

NOTE

- If <Print on Both Sides> is selected for the front cover in the <Front Cover> and tab paper is set to insert in front of the first page, the front cover is output first, and then the tab paper is output. The front cover outputs as a blank paper and prints are made starting from the tab paper.
- If you select <Leave Blank> for sheet insertion, you can set a sheet and tab paper for the same page. In this case, the paper for the sheet insertion is output first, and then the tab paper is output.
- When you print on the tab, place the original as in the following illustration. Do not arrange unnecessary characters or images in the tab area.



- 1 Load tab paper.**
- 2 Press <Access Stored Files>.  <Home> Screen(P. 318)**
- 3 Select a mail box, select a file you want to print and press <Print>.**
- 4 Press <Change Print Settings>, <Options> and <Insert Sheets>.**
- 5 Press <Tab>.**
- 6 To print on the tab, set the printing position and press <OK>.**
 - If you will not print on the tab, just press <OK> without setting anything.
 - To print properly on the tab, the print position needs to be shifted slightly as in the following illustration. Enter how far to shift.



7 Press <Add>.

8 Configure the settings for the tab paper.



- Press <Tab Settings> to enter the number of sheets using the numeric keys.
- Select the paper size in <Select Paper> to match the tab paper you loaded. To change the paper, press <Change>.
- Press <Print Settings> to set whether to print on the tab.

9 Specify the page to insert the tab paper.

- Press <Page No.> to enter the page to insert the tab paper using the numeric keys.
- If you will not print on the tab and insert the tab paper before the fifth page, enter "5."
- If you print on the tab and print the fifth page of the original on the tab, enter "5."

10 Press <OK>.

⇒ Returns to step 6. The setting you specified is shown in the first line of the list on the screen.

■ Inserting the tab paper in another page

Select the second line onwards in the list, press <Add> and repeat steps 8 to 10.

■ Editing or deleting tab paper

Select the tab paper from the list and press <Details/Edit> or <Delete>.

11 Press <OK> ► <Close>.

12 Press <Start Printing>.

⇒ Printing starts.

Shifting the Image

E0SS-078



This function enables you to print with the entire image shifted towards an edge or the center of the page. Shift the image when you want to make blank space on the page to input or arrange text and images on material.

Specifying Moving Distance

If no blank space exists because the original image and the output paper are the same size, or if you want to shift images by a few millimeters, specify the moving distance.

- 1** Press **<Access Stored Files>**. **>>><Home> Screen(P. 318)**
- 2** Select a mail box, select a file you want to print and press **<Print>**.
- 3** Press **<Change Print Settings>**, **<Options>** and **<Shift>**.
- 4** Specify the moving distance.



- Press **<Set>** in **<Front Side>** and specify the moving distance. Press the up/down/left/right buttons indicating directions and enter the moving distance using the numeric keys.
- If you want to move the image on the back side when printing both sides, the **<Back Side>** setting is needed. To move to the same position as the front side, press **<Same as Front Side>**. To move symmetrically, press **<Opposite to Front Side>**. To move to a position different from the front side, press **<Set>** and enter the moving distance.

- 5** Press **<OK>** **>>><Close>**.

- 6** Press **<Start Printing>**.

➡ Printing starts.

LINKS

▶ **Setting Binding Margins(P. 506)**

Superimposing Images

E0SS-079



You can register images such as logos and decorated frames as image forms, and superimpose them on the output. This function enables you to print company logos on handouts for meetings or unify the design of business proposals by adding frames.

Superimposing the Form Image

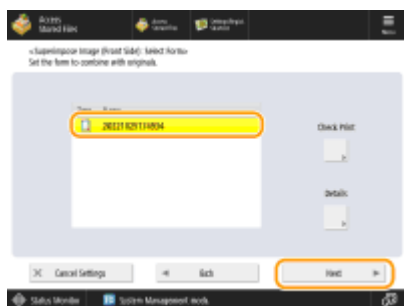
Superimpose the form image onto the document to output.

- 1** Press **<Access Stored Files>**. **<Home> Screen(P. 318)**
- 2** Select a mail box, select a file you want to print and press **<Print>**.
- 3** Press **<Change Print Settings>**, **<Options>** and **<Superimpose Image>**.
- 4** Press **<Set>** in **<Front Side>**.

NOTE:

- If you want to superimpose the form image on the back side when making a 2-sided print, configure **<Back Side>**. To superimpose the same form image as the front side, press **<Same as Front Side>**. To superimpose a form image different from the front side, press **<Set>** and proceed to step 5.

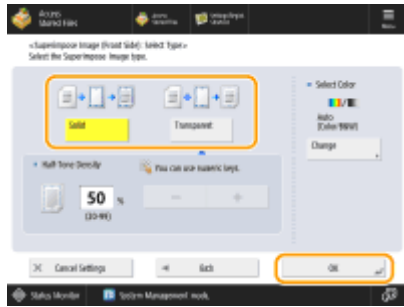
- 5** Select the form image to superimpose and press **<Next>**.



NOTE:

- If you want to print a form image by itself to check the output, select the form image from the list and press **<Check Print>**. If you want to confirm the size of the form image and the overlap setting, press **<Details>**.

- 6** Select how the image overlaps and press **<OK>**.



- To superimpose the form image without adjusting the density, press <Solid>. To superimpose the form image with the density decreased, press <Transparent> and adjust the density.

7 Press <OK> ► <Close>.

8 Press <Start Printing>.

▢► Printing starts.

NOTE

- If you changed the image position (► **Shifting the Image(P. 485)**), the settings are applied to both the form image and document.

Attaching Numbers and Symbols to Printouts

E0SS-07A



You can attach page numbers, management numbers, or dates, etc. when printing. You can also attach stamps which read "Confidential," etc. This allows for easier management in situations such as when you distribute multiple copies of documents.

- 1** Press <Access Stored Files>. <Home> Screen(P. 318)
- 2** Select a mail box, select a file you want to print and press <Print>.
- 3** Press <Change Print Settings> and <Options> and press <Page Numbering>, <Copy Set Numbering>, <Watermark>, or <Print Date>.
- 4** Select the printing format.



- There are no settings to select if you specified <Copy Set Numbering>, <Watermark>, or <Print Date> in step 3. Proceed to step 5.

- 5** Select the printing position.



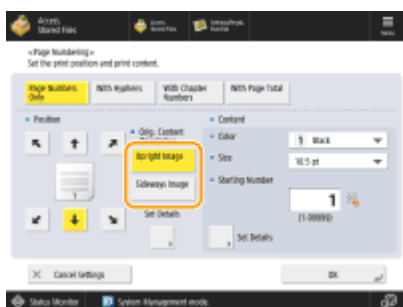
NOTE:

Finely adjust the page number position

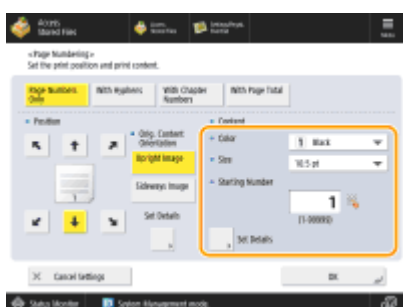
- In <Set Details>, you can adjust the printing position and change the print position when performing two-sided printing.
- Enter a positive (+) value for X to move the printing position to the left, or a minus (-) value for Y to move the printing position upward.

- Press <Set Details>, specify each setting, and press <OK>.

6 Select the orientation of the printed original.



7 Specify the content to print.



8 Press <OK> ► <Close>.

9 Press <Start Printing>.

►►► Printing starts.

NOTE

- Numbers and symbols are not printed on covers (► **Adding a Cover and Back Cover(P. 508)**) or insert sheets (► **Inserting Sheets and Chapter Pages (Insert Sheets)(P. 481)**).
- Copy set numbers are printed on all printed pages.
- Copy set numbers can be printed together with dates or text. ► **<Copy Set Numbering Option Settings>(P. 785)**
- The text for <Page Numbering> and <Watermark> can also be selected from the text which has been registered in ► **<Register Characters for Page Numbering/Watermark>(P. 785)** .
- If you set any two of <Page Numbering>, <Watermark>, <Print Date>, or <Copy Set Numbering> to print in the same position, a message asking whether to print with these settings appears when you press <Start Printing>.
- If you select <With Chapter Numbers> in combination with <Insert Sheets>, the chapter numbers are counted at the following times:
 - After each chapter page is inserted
 - After each sheet insertion is inserted
- If you set <Copy Set Numbering Option Settings> to <On>, the settings you can specify change as follows. ► **<Copy Set Numbering Option Settings>(P. 785)**

- You can no longer select <Full Surface> and <Numbers in 5 Locations> for print positions in the Copy Set Numbering mode.
- The number sizes of the Copy Set Numbering mode become <10.5 pt>, <12.0 pt>, and <14.0 pt>.

LINKS

 **<Print Settings>(P. 782)**

Adjusting the Color

E0SS-07C



Adjust the density of yellow, magenta, cyan, and black separately.

- 1** Press <Access Stored Files>. <Home> Screen(P. 318)
- 2** Select a mail box, select a file you want to print and press <Print>.
- 3** Press <Change Print Settings>, <Options> and <Color Balance>.
- 4** Press <-> or <+> for each color to adjust the color balance.



(Items shown on the screen may differ depending on your model and options.)

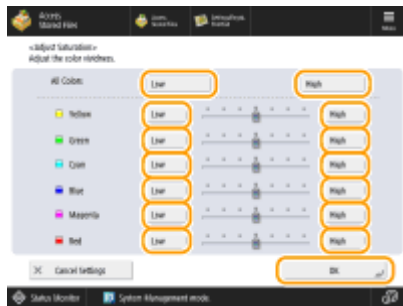
5 Perform other adjustment.

- If four settings appear (<Adjust Saturation>, <Adjust Hue>, <Fine Adjust Density>, <Adjust Black Hue>)



a <Adjust Saturation>

To set the saturation for all colors, use the <Low> or <High> button for <All Colors>. To set each color separately, use the <Low> or <High> button for each color. When adjustment is complete, press <OK>.



b <Adjust Hue>

To set the hue for all colors, use the or button for <All Colors>. To set each color separately, use the buttons to the left and right of each color. When adjustment is complete, press <OK>.



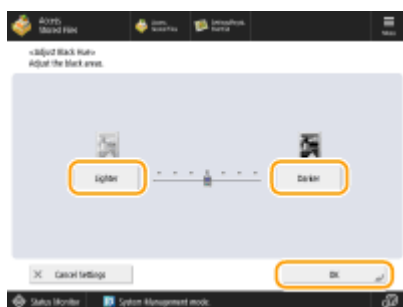
c <Fine Adjust Density>

Select a color and adjust its density level by its density area using the <-> or <+> button. When adjustment is complete, press <OK>.



d <Adjust Black Hue>

Adjust towards the side of <Lighter> to prevent the image from becoming over-darkened. Adjust towards the side of <Darker> if text and images are too light. When adjustment is complete, press <OK>.



6 Press <OK> ► <Close>.

7 Press <Start Printing>.

▢▢▢▢ Printing starts.

TIPS

- You can register up to four settings after adjustment. After adjusting the color, press <Recall/Register> ► select a button from <C1> to <C4> ► press <Register> ► <Yes> ► <OK>.

NOTE

- To recall registered settings, press <Recall/Register>, select a button, and press <OK>.
- You can change the button names of <C1> to <C4>. Select the button to change, press <Rename>, and enter a new name.
- To delete registered settings, select the button ► press <Delete> ► <Yes>.

One Touch Color Mode

E0SS-07E

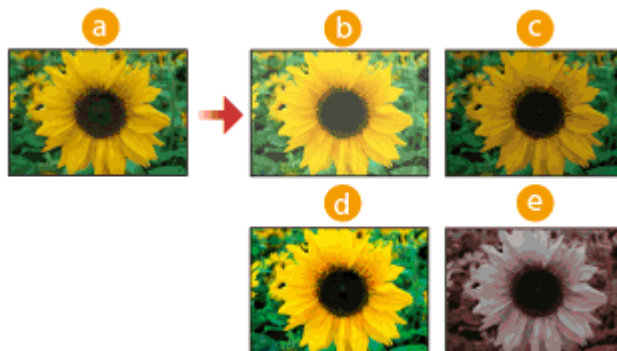


You can intuitively select the image quality with a single button, such as having subtle colors or having a retro finish like an old photograph.

- 1** Press <Access Stored Files>.  <Home> Screen(P. 318)
- 2** Select a mail box, select a file you want to print and press <Print>.
- 3** Press <Change Print Settings>, <Options> and <Adjust OneTouch Color>.
- 4** Select the desired image quality.



Example adjustment:



- a** Original
- b** Lighten Image
- c** Darken Image
- d** Highlight Reproduction
- e** Sepia Tone

- If you select <Highlight Reproduction>, the image quality is adjusted so that highlights are not blown out.
- You can select multiple types of image quality at the same time. However, <Lighten Image>, <Darken Image>, and <Highlight Reproduction> cannot be selected at the same time.

5 Press <OK> ► <Close>.

6 Press <Start Printing>.

■► Printing starts.

NOTE

- The settings in <Options> ► <Color Balance> automatically change according to the image quality you select.
- If you select <Sepia Tone>, <Single Color (Sepia Tone)> is displayed in <Select Color> on the Basic Features screen.

Checking the Print Results

E0SS-07F



Prior to a large amount of printing, you can check the print result by printing a print sample. Confirming the print results beforehand enables you to eliminate output mistakes.

▶ Checking the Print Result by Printing a Sample (Print Sample)(P. 497)

NOTE

- <Print Sample> appears only if you set to make multiple copies and one of the following settings at the same time.
 - Collate (Page Order)
 - Offset
 - Staple + Collate
 - Booklet
 - Front Cover
 - Insert Sheets

Checking the Print Result by Printing a Sample (Print Sample)

When you specified multiple numbers of copies, you can first make a copy of your whole original to check the result and then start making the rest of the copies. You can also copy only specific pages of your original.

- 1** Press <Access Stored Files>. ▶<Home> Screen(P. 318)
- 2** Select a mail box, select a file you want to print and press <Print>.
- 3** Enter the number of copies, and specify the print settings according to your purpose and objective. ▶Useful Print Functions(P. 469)
- 4** Press <Print Sample> on the print screen. ▶Setting Screen and Operations for Printing Saved Files(P. 464)
- 5** Select pages for the print sample and press <OK>.



- If you want to print all of the pages, select <All Pages>.
- To print specific pages, select <Specified Pages>. Enter the pages by pressing <Start Page> or <End Page>.

NOTE:

If you select <All Pages>

- If you select <All Pages>, the machine's counter counts the sample set as a print.

If you select <Specified Pages>

- Settings such as finishing and booklet are not performed.
- Specify the pages based on the output page numbers.

6 Press <Start Printing>.

➡ The print sample is printed. Check the result.

■ If there is no problem with the print result

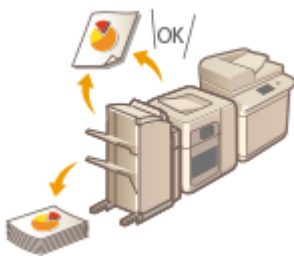
Press <Start Printing> to print the number of copies you specified. If you selected <All Pages> in step 5, the number of copies minus one is printed. If you select <Specified Pages> in step 5, the total number of copies is printed.

■ If you want to change settings

Press <Change Settings> to change the settings. <Print Sample> is displayed after the settings are changed. Print a sample again.

Confirming Prints during Printing

E05S-07H

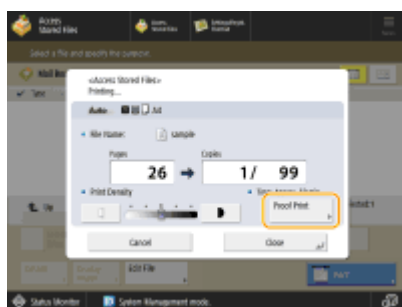


This mode enables you to output the entire print set or a single page to another output tray while printing a copy job. This mode is useful when you want to check the output several times while making a large amount of prints.

! IMPORTANT

- <Proof Print> appears while you are making multiple copies in the Collate, Offset, or Staple mode.
- <Proof Print> can be used when the "Staple Finisher-AF," the "Booklet Finisher-AF," or the "High Capacity Stacker-J" is attached.

1 Press <Proof Print> on the pop-up screen that appears while the machine is printing.



The Proof Print mode can also be used on the Status Monitor/Cancel screen.

2 Select <All Pages> or <1 Page (Random)> ► press <Start Printing>.



a <All Pages>: Prints the entire print set.

b <1 Page (Random)>: Prints a page which follows by the currently printing page. One sheet of paper, which includes one page when performing 1-sided printing, and two pages when performing 2-sided printing, is output.

3 Check the output sample.

Check the sample that is output to another output tray.

NOTE:

- When proof printing is complete, the machine automatically resumes the job. If you need to adjust the settings, press <Cancel> or  (Stop) and then make a necessary adjustment.

NOTE

- You cannot select <Proof Print> for the following jobs.
 - A job to which the Group or Offset Group mode is set
 - A job which is waiting to be copied or paused
 - A job which is currently sample printing
 - A job which is currently proof printing
- If the remaining copy is the last or nearly last, you cannot make proof print by selecting <All Pages>.
- If the pages in one copy are few, you may not be able to make proof print by selecting <1 Page (Random)>.
- It may take time to output even if you select <Proof Print>.

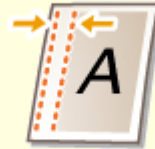
Making Booklets

E0SS-07J

You can make easy-to-read professional-looking booklets with binding margins and covers. In addition, you can efficiently configure the settings for making booklets such as page layout, 2-sided printing, and adding covers.



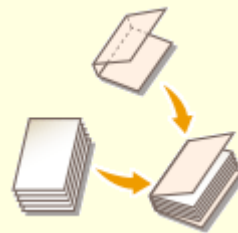
▶ Making Booklets (Booklet Printing)(P. 502)



▶ Setting Binding Margins(P. 506)



▶ Adding a Cover and Back Cover(P. 508)



▶ Perfect Binding(P. 510)

Making Booklets (Booklet Printing)



You can set the print layout so that the printouts turn into a booklet when they are folded in half. Using options enables you to automatically process operations such as folding in half and stapling in the crease (Saddle Stitch). **Optional Equipment(P. 254)**

! IMPORTANT

Paper

There are restrictions for paper that can be used with this function. Take note of the following. For information on restrictions on paper for each option, see **Hardware Specifications(P. 76)**.

- Depending on paper size and type, booklet printing may not be available.
- The number of sheets to be printed using saddle stitch is limited.
- Paper that can be used for the content and cover pages is limited.

- 1 Press <Access Stored Files>. **Optional** <Home> Screen(P. 318)**
- 2 Select a mail box, select a file you want to print and press <Print>.**
- 3 Press <Change Print Settings> and <Options>.**
- 4 Press <Booklet>.**
- 5 Press <Booklet Scan>.**

NOTE:

- When you copy an original that is already in booklet format, such as one printed from the machine using booklet copying, press <Do Not Booklet Scan>.

- 6 Select how to bind the booklet.**



7 Set the original size and the output size.



- Press <Change> in <Layout Size> and select the paper size for the booklet.

8 <Add Cover> ► Specify the cover settings and press <OK>.

- Select whether to print onto the cover and the back cover.
- Press <Change> in <Paper Size> and select the paper size of the cover and the paper source.

NOTE:

- Make sure to use the same size paper for the cover and content pages.
- If you use heavy paper for the cover, you may be unable to print even if you select <Print>, depending on the thickness of the paper. For more information, see **Available Paper(P. 80)**.

9 <Opening Type> ► Select the opening type and press <OK>.

10 Press <Set Details> and specify detailed settings as necessary.

■When the number of pages is large

When the number of pages is large and the booklet cannot be stapled together, you can divide it into volumes so that they can be stapled.

- 1 Press <Divided Booklet>.
- 2 Enter the number of pages per volume.
- 3 Press <OK> ► <OK>.

■When the inner pages protrude after being folded in half

If a stack of paper is folded in half, the inner pages protrude as the number of pages increases. You can correct this paper shift. Optional products are required to use this function.

Without correction



The red sections are shifting

With correction



The red sections are aligned

- 1 Press <Creep Correction>.
- 2 Press <Auto> or <Manual>.
 - If you select <Manual>, enter the value for correction with / .
- 3 Press <OK> <OK>.

NOTE:

- If <Trim> is displayed, you can trim the protruding part to align the edge of the booklet.



- If you can select <Adjust Trim Width>, you can adjust the trimming position.

■When Adjusting the Saddle Stitch Fold Position and Staple Position

Adjust the saddle stitch fold position and staple position so that they are at the center of the paper. Print a test page, check the current state of the fold position and the shift width on the test page, and then perform adjustment.



- 1 Press <Adjust Saddle Stitch Fold Position/Stitch Position> <Next>.
- 2 Select the paper source with the loaded usable paper, and press <Start Printing>.
 - A test page is printed.
- 3 Select the current state of the fold position and set the shift width, and press <Next>.
 - Check the current state of the fold position and the shift width on the test page.
- 4 Select the current state of the staple position and set the shift width.
 - Check the current state of the staple position and the shift width on the test page.
- 5 Press <OK>.
- 6 Press <Start Printing> to print the test page again, and check the adjustment results.
 - To end the adjustment without printing the test page, press <Done>.
- 7 Press <Done>.
 - If further adjustment is needed, press <Re-Adjust> and repeat Steps 3 to 6.

■ Adjusting the folding position of the paper

When you selected <Fold Only> in step 6, you can shift the folding position from the center.



- 1 Press <Adjust Fold Position>.
- 2 Select the paper for printing and enter the folding position of the paper.
- 3 Press <OK> ► <Close> ► <OK>.

■ Compressing the saddle stitched booklet spine

This mode enables you to compress a saddle stitched booklet spine.



- 1 Press <Saddle Press>.
- 2 Adjust the strength of the saddle press.
- 3 Press <OK> ► <Close> ► <OK>.

11 Press <OK> ► <Close>.

12 Press <Start Printing>.

■ Printing starts.

LINKS

- Adding a Cover and Back Cover(P. 508)
- Hardware Specifications(P. 76)

Setting Binding Margins

E0SS-07L



You can make binding margins for stapling or punching holes. You can set binding margins on the front side and back side of pages individually.

! IMPORTANT

- When the margin is set, images are shifted by the margin width and printed. An original whose image extends all the way to the edges of the sheet may be partially cut off on the copy.

- 1 Press <Access Stored Files>. ▶ <Home> Screen(P. 318)
- 2 Select a mail box, select a file you want to print and press <Print>.
- 3 Press <Change Print Settings> and <Options>.
- 4 Press <Gutter>.
- 5 Select the margin position.



6 Enter the margin width.

- Press <Front Side> or <Back Side> and enter each margin width.
- If you enter a number smaller than 0, the margin is set on the opposite side of the position specified in step 5.
- If you press <±>, the value switches between <-> and <+>.

7 Press <OK> ▶ <Close>.

8 Press <Start Printing>.

➡ Printing starts.

Adding a Cover and Back Cover

E0SS-07R

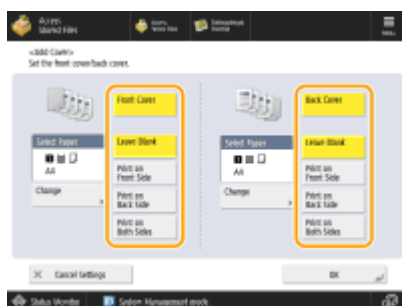


When making a booklet, you can add a front cover and a back cover using paper different from the body such as heavy paper and colored paper. You can specify whether to print on the cover and the back cover as well.

! IMPORTANT

- When using special paper such as heavy paper for the cover and the back cover, make sure to set the paper size and paper type properly. [Specifying Paper Size and Type\(P. 68\)](#)

- 1 Press **<Access Stored Files>**. [<Home> Screen\(P. 318\)](#)
- 2 Select a mail box, select a file you want to print and press **<Print>**.
- 3 Press **<Change Print Settings>** and **<Options>**.
- 4 Press **<Add Cover>**.
- 5 Specify the settings for the cover and back cover.



- To add a cover, press **<Front Cover>**. When printing on the cover, you can set where to print, the front side, the back side, or both sides.
- To add a back cover, press **<Back Cover>**. When printing on the back cover, you can set where to print, the front side, the back side, or both sides.

- 6 Press **<Change>** and select the paper to use.
- 7 Press **<OK>** [▶ <Close>](#).

8 Press <Start Printing>.

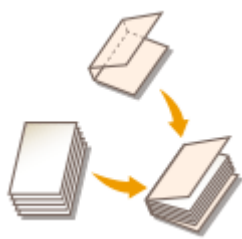
▮▮▮▮▮ Printing starts.

LINKS

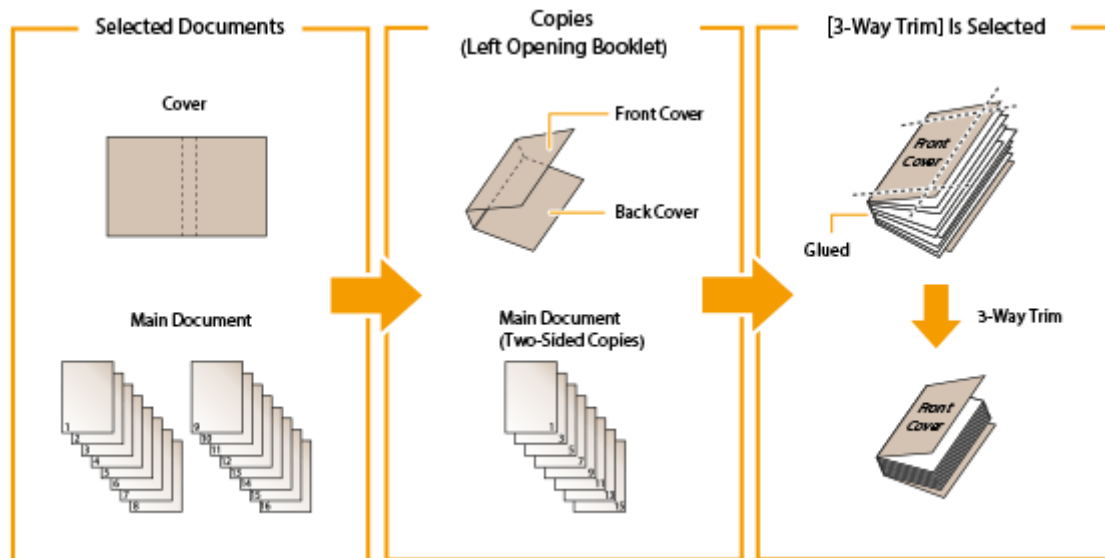
▶ **Making Booklets (Booklet Printing)(P. 502)**

Perfect Binding

E0SS-07S



Printouts are glued together to make a booklet.



The following paper sizes are recommended for the cover page and the main document when using the Perfect Binding mode.

Finishing Size	Main Document Size	Cover Page Size
COM (178 mm x 229 mm)	LTR (216 mm x 279 mm)	11" x 17" (279 mm x 432 mm)
B5 (182 mm x 257 mm)	A4 (210 mm x 297 mm)	A3 (297 mm x 420 mm)
A4 (210 mm x 297 mm)	226 mm x 310 mm	SRA3 (320 mm x 450 mm)
LTR (216 mm x 279 mm)	9" x 12" (229 mm x 305 mm)	13" x 19" (330 mm x 482 mm)

The table below shows the available finishing size according to the trimming setting.

Trimming Setting		X (Horizontal)	Y (Vertical)
Do Not Trim		182.0 mm to 216.0 mm	257.0 mm to 297.0 mm
Specify by Finishing Size	Vertical Trim	138.0 mm to 216.0 mm	257.0 mm to 297.0 mm
	3-Way Trim	138.0 mm to 216.0 mm	203.0 mm to 297.0 mm
Specify by Trim Width	Vertical	6.5 mm to 49.5 mm	-

	Trim		
	3-Way Trim	6.5 mm to 49.5 mm	6.5 mm to 39.5 mm

The number of sheets that can be bound differs according to the type of paper used for the main document. A job is canceled if you use a number of sheets other than below. These numbers may differ according to the paper you are using.

Paper	Maximum Number of Sheets	Minimum Number of Sheets
60 g/m ² to 63 g/m ²	200	30
64 g/m ² to 79 g/m ²	200	10
80 g/m ² to 105 g/m ²	150	10
106 g/m ² to 163 g/m ²	10 (as sheet insertions)	

The available basis weight for the cover page differs, depending on the paper source. Use the paper shown in the table below.

Paper Source	Basis Weight
Main Unit	90 g/m ² to 300 g/m ²
Document Insertion Unit-R	90 g/m ² to 300 g/m ²

The table below shows the custom paper sizes that you can specify for the main document and the cover page. If you enter a value outside the setting range, a message prompting you to enter an appropriate value appears on the screen.

Main Document

Trimming Setting		X (Horizontal)	Y (Vertical)
Do Not Trim		Width of the Finishing Size (182.0 mm to 216.0 mm)	Width of the Finishing Size (257.0 mm to 297.0 mm)
Specify by Finishing Size	Vertical Trim	Width of the Finishing Size + 6.5 mm to 49.5 mm (182.0 mm to 228.6 mm)	Width of the Finishing Size (257.0 mm to 297.0 mm)
Specify by Trim Width			
Specify by Finishing Size	3-Way Trim	Width of the Finishing Size + 6.5 mm to 49.5 mm (182.0 mm to 228.6 mm)	Width of the Finishing Size + 13.0 mm to 79.0 mm (257.0 mm to 320.0 mm)
Specify by Trim Width			

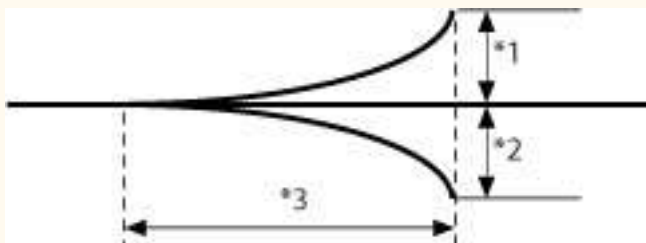
Cover Page

Trimming Setting		X (Horizontal)	Y (Vertical)
Do Not Trim		364.0 mm to Twice the Size of the Main Document + 30.5 mm (364.0 mm to 462.5 mm)	Width of the Finishing Size (257.0 mm to 297.0 mm)
Specify by Finishing Size	Vertical Trim	364.0 mm to Twice the Size of the Main Document + 30.5 mm	Width of the Finishing Size (257.0 mm to 297.0 mm)

Specify by Trim Width		(364.0 mm to 487.7 mm)	
Specify by Finishing Size	3-Way Trim	364.0 mm to Twice the Size of the Main Document + 30.5 mm (364.0 mm to 487.7 mm)	Width of the Finishing Size + 13.0 mm to 79.0 mm (257.0 mm to 330.2 mm)
Specify by Trim Width			

! IMPORTANT

- The Perfect Binding mode can be set only if the "Perfect Binder-F" is attached.
- If the thickness of a booklet bound using the Perfect Binding mode exceeds 25 mm, a paper jam may occur.
- Be sure to correctly set the paper type. When printing on special types of paper, such as heavy paper, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty and require a service repair, or the paper could jam.
- Before performing perfect binding, we recommend you to check the curl state of a using paper type. You need to print out the main document and a cover to the finisher or stacker, and check that curl is within the following specified value.



*1 Height of Curl: Less than +3 mm

*2 Height of Curl: Less than -3 mm

*3 Length of Curl: More than 15 mm

If you use the paper type that curls easily exceeding the specified value for perfect binding, the following problems may occur:

- The finishing size of output is different from the specified one.
- Paper jam occurs.
- Error occurs.
- Binding quality deteriorates. (For example, glue is not applied correctly, and sheets come off.)

NOTE

- The stacking limit of the optional "Perfect Binder-F" is 1000 sheets, or 127 mm in height of paper stack. If the paper stack exceeds the limit, printing stops temporarily. Printing resumes when the output in the stacker is removed. If, however, the "Perfect Binder Continuous Kit-B" is attached, the output in the stacker is automatically ejected.
- Gluing becomes possible about 440 seconds after the internal heater of the optional "Perfect Binder-F" is turned on.

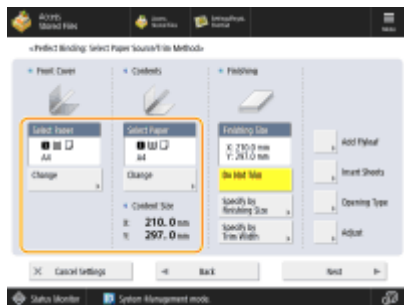
1 Press <Access Stored Files>. <Home> Screen(P. 318)

2 Select a mail box, select a file you want to print and press <Print>.

3 Press <Change Print Settings> and <Options>.

4 Press <Change Print Settings> and <Perfect Binding>.

5 Select the paper to use for the cover page and the main document.

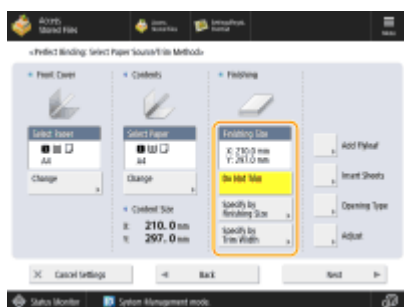


- Press <Change> for <Select Paper> ► select the paper to use ► press <OK>.

! IMPORTANT:

- If you are using paper from 80 g/m² to 105 g/m² for the main document and the output is more than 150 sheets, the booklet may not be made because of its thickness. In this case, a paper jam may occur. Reduce the number of pages in the main document.
- Be sure to correctly set the paper type. If the type of paper is not set correctly, the job may be canceled.
- Be sure to correctly set the finishing size. If the size of the cover matches either of the following conditions, a paper jam may occur.
 - Trimmed: Trimming width of the fore edge of the cover is more than 50 mm.
 - Not Trimmed: Length of the finishing size exceeds the width of the stacker (about 297 mm), or the depth of the finishing size exceeds the height of the stacker (about 221 mm).

6 Set finishing size.



- If you do not want to trim the edge of the booklet, select <Do Not Trim>.
- If you want to trim the edge of the booklet by specifying the finishing size, press <Specify by Finishing Size> ► select <Vertical Trim> or <3-Way Trim> then input the desired finishing size ► press <OK>.
- If you want to trim the edge of the booklet by specifying the trim width, press <Specify by Trim Width> ► select <Vertical Trim> or <3-Way Trim> then input the desired trim width ► press <OK>.

NOTE:

- If you want to register and edit the configured finishing size, press <Reg.>.

7 Specify the perfect binding print settings.



- ▶ **Adding Flyleaves:(P. 514)**
- ▶ **Inserting Sheets:(P. 514)**
- ▶ **Selecting the Finishing Format:(P. 515)**

Adding Flyleaves:

- 1 Press <Add Flyleaf>.
- 2 Select the copy settings in <Front Flyleaf> and <Back Flyleaf> ▶ press <OK>.
 - Press <Leave Blank> if you do not want to copy on the flyleaf.
 - If you feed paper for the flyleaf from the "Document Insertion Unit-R," select <Leave Blank>.
 - To set the paper for the flyleaf, press <Change> for <Select Paper> ▶ select the paper source ▶ press <OK>.

! IMPORTANT:

- You must select the same paper size for the flyleaf as that used for the main document.
- If you load preprinted paper to use as the flyleaf into the document insertion unit, you must load the paper face up.

Inserting Sheets:

- 1 Press <Insert Sheets>.
- 2 Select the type of sheet insertions ▶ press <Add>.
- 3 Specify the detailed settings for the sheet insertions ▶ press <OK>.
 - To select the paper for the sheet insertions, press <Change> for <Select Paper> ▶ select the paper source ▶ press <OK>.

! IMPORTANT:

- If you set a different paper size for the front flyleaf, back flyleaf, or insert sheets, the paper sizes for the other features are automatically changed to the new paper size. However, changing the paper source for a feature to a source with the same paper size does not change the settings for the other features.
- Before feeding paper from the "Document Insertion Unit-R," load paper into the "Document Insertion Unit-R" and specify the paper size.

NOTE:

- You can insert a total of up to 100 sheet insertions.

- 4 Press <OK>.

Selecting the Finishing Format:

- 1 Press <Opening Type> ► select the finishing format ► press <OK>.

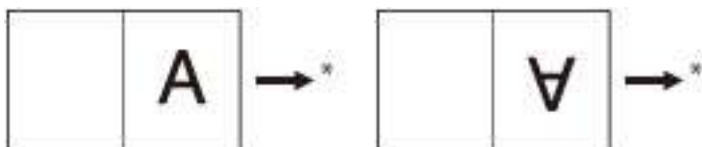
<Left Opening>: A booklet that opens to the left is created.

<Right Opening>: A booklet that opens to the right is created.

! IMPORTANT:

- To place paper for the cover page in the optional "Document Insertion Unit-R," load the paper as shown in the illustration below:

Booklets that open to the left Booklets that open to the right



* Feeding Direction to the Sheet Inserter

- For instructions on loading paper into the "Document Insertion Unit-R," see ► **Loading Paper into the Document Insertion Unit-R (P. 277)** .

8 Press <Adjust> ► select the item to adjust.

If you do not want to specify the detailed settings, proceed to step 9.

- ► **Adjusting the Image Location of the Main Document: (P. 515)**
- ► **Adjusting the Trim Angle: (P. 515)**
- ► **Adjusting the Image Location of the Cover Page: (P. 516)**
- ► **Adjusting the Trim Location: (P. 516)**
- ► **Adjusting slightly the Finishing Size: (P. 516)**

Adjusting the Image Location of the Main Document:

- 1 Press <Content Image Position>.
- 2 Press <-> or <+> to shift the image for the main document vertically ► <OK>.

NOTE:

- If you enter a value other than 0, you can switch between the positive and negative adjustment amount by pressing <±>.

Example: (+)1.0 ► <±> ► -1.0

-5.0 ► <±> ► (+)5.0

- 3 Press <Close>.

Adjusting the Trim Angle:

- 1 Press <Trim Angle>.
- 2 Press <-> or <+> to adjust the trim angle ► <OK>.

NOTE:

- If you enter a value other than 0, you can switch between the positive and negative adjustment amount by pressing <±>.

Example: (+)1.0 ► <±> ► -1.0

-5.0 ► <±> ► (+)5.0

- 3 Press <Close>.

Adjusting the Image Location of the Cover Page:

- 1 Press <Cover Image Position>.
- 2 Press <-> or <+> to shift the image on the cover page ► <OK>.

NOTE:

- If you enter a value other than 0, you can switch between the positive and negative adjustment amount by pressing <±>.

Example: (+)1.0 ► <±> ► -1.0

-5.0 ► <±> ► (+)5.0

- 3 Press <Close>.

Adjusting the Trim Location:

- 1 Press <Trim Position>.
- 2 Press <-> or <+> to shift the trim location ► <OK>.

NOTE:

- If you enter a value other than 0, you can switch between the positive and negative adjustment amount by pressing <±>.

Example: (+)1.0 ► <±> ► -1.0

-5.0 ► <±> ► (+)5.0

- If the amount of the trimming is between 6.0 mm to 50.0 mm, each setting can be applied.

- 3 Press <Close>.

Adjusting slightly the Finishing Size:

- 1 Press <Fine Adjust Finishing Size>.
- 2 Press <-> or <+> to reduce a difference between the finishing size and the trim location that the machine performs ► <OK>.

NOTE:

- If you enter a value other than 0, you can switch between the positive and negative adjustment amount by pressing <±>.

Example: (+)0.1 ► <±> ► -0.1

-0.5 ► <±> ► (+)0.5

3 Press <Close>.

9 Press <Next>.

10 Select the sides of the document to print on ► press <OK>.



1 Select <Print> or <Leave Blank> for the front cover.

2 Select <Print on Front Side> or <Print on Both Sides> for the main document.

NOTE:

- Cover Paper that is fed from the optional "Document Insertion Unit-R" cannot be printed on.

11 Press <Close>.

Restrictions on Combinations of Print Functions

E0SS-07U

The following tables show the combinations of settings that are unavailable when printing and using more than one function at a time.

■ Functions that Cannot Be Used in Combination

"Functions that Cannot Be Used in Combination" indicate the following:

- Functions that cannot be set because the buttons for them are greyed out when the function on the left column is set.
- Functions that cannot be set because the buttons for them are not displayed (depending on the optional products available for use) when the function on the left column is set.
- Functions that cannot be set in combination with the function on the left column because a message appears when <Start Printing> is pressed and printing does not start.
- Functions that cannot be set in combination with the function on the left column because a message appears on the operation guide of the touch panel display and printing starts without the supposedly set functions being activated. (**Example:** If you selected and tried to print on paper to which the Finish mode cannot be applied.)
- Functions that cannot be set in combination with the function on the left column because the paper source that contains the paper to be used for printing cannot be selected.

■ Functions that Have Priority when Set Last

"Functions that Have Priority when Set Last" indicate the following:

- The function that you set last is enabled, and the function that you set first is canceled or the buttons for them are greyed out, when the function on the left column is set in combination with these functions.

NOTE

- For information on the paper sizes and types that can be used with the <2-Sided>, <Finishing>, and <Booklet> functions, and on the optional product required to use each function, see **▶Available Paper(P. 80)** .
- For information on the optional product required to use each function, see **▶Optional Equipment(P. 254)** and **▶System Options(P. 993)** .

▶Print Screen(P. 519)

▶<Options> Screen (1/2)(P. 523)

▶<Options> Screen (2/2)(P. 526)

Print Screen

E0SS-07W

Function		Functions that Cannot Be Used in Combination	Functions that Have Priority when Set Last
Select Color	Auto (Color/B&W)		Black & White, Single Color, Two Colors, Adjust OneTouch Color (Sepia Tone)
	Black & White		Auto (Color/B&W), Single Color, Two Colors, Adjust OneTouch Color (Sepia Tone)
	Single Color	Adjust OneTouch Color (Sepia Tone), Superimpose Image	Auto (Color/B&W), Black & White, Two Colors
	Two Colors	Adjust OneTouch Color (Sepia Tone), Superimpose Image	Auto (Color/B&W), Black & White, Single Color
Select Paper	Auto		Select Paper (Paper source), Print on Tab, Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Perfect Binding
	Paper source		Select Paper (Auto), Select Paper (Custom Size)
	Custom Size	Page Numbering ^{*1} , Copy Set Numbering ^{*1} , Watermark ^{*1} , Print Date ^{*1}	Select Paper (Auto), Select Paper (Paper source)
Print Sample			Group (Same Pages), Staple + Group (Corner, Double)

Finishing	Collate (Page Order)		Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Group (Same Pages), Staple + Collate (Corner, Double), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Perfect Binding
	Group (Same Pages)		Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Print on Tab, Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Fold (Saddle Fold), Sample Print, Copy Set Numbering, Merge Job Blocks, Perfect Binding
	Offset*2		Perfect Binding
	Staple + Collate*2	Corner, Double	Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold)
		Saddle Stitch*2	Select Paper (Auto), Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Offset, Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Double Parallel Fold), Hole Punch, Superimpose Image, Page Numbering, Copy Set Numbering, Watermark, Print Date, Perfect Binding

	Staple + Group*2*3	Corner, Double	Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Print Sample, Copy Set Numbering, Perfect Binding	Collate (Page Order), Group (Same Pages), Staple + Collate (Corner, Double), Staple + Collate (Saddle Stitch)
	Saddle Fold*2		Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Group (Same Pages), Offset, Staple + Collate (Corner, Double), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Hole Punch, Perfect Binding	Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold)
	Z-Fold*2		Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Staple+Collate (Saddle Stitch), Perfect Binding	Fold (Saddle Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold)
	C-Fold*2		Add Cover, Insert Sheets (Sheets, Chapter Pages) Insert Sheets (Tab) , Booklet Scan (Fold + Saddle Stitch, Fold Only) Booklet Scan (Do Not Fold) Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only) Do Not Booklet Scan (Do Not Fold) Offset, Staple+Collate (Corner, Double) Staple + Group (Corner, Double), Staple+Collate (Saddle Stitch), Hole Punch, Perfect Binding	Fold (Saddle Fold), Fold (Z-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold)
	Accordion Z-Fold*2		Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Offset, Staple+Collate (Corner, Double), Staple + Group (Corner, Double), Staple+Collate (Saddle Stitch), Hole Punch, Perfect Binding	Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Half Fold), Fold (Double Parallel Fold)

	Half Fold* ²	Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold) , Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Offset, Staple+Collate (Corner, Double), Staple + Group (Corner, Double), Staple+Collate (Saddle Stitch), Hole Punch, Perfect Binding	Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Double Parallel Fold)
	Double Parallel Fold* ²	Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Offset, Staple+Collate (Corner, Double), Staple + Group (Corner, Double), Staple+Collate (Saddle Stitch), Hole Punch, Perfect Binding	Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold)
	Hole Punch* ²	Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Perfect Binding	
2-Sided Printing		Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Perfect Binding	

*1 You cannot use this with the paper whose length for the feeding direction is longer than 630 mm.

*2 Optional products are required to use this function.

*3 You cannot set this function with saddle stitching.

<Options> Screen (1/2)

E0SS-07X

Function		Functions that Cannot Be Used in Combination	Functions that Have Priority when Set Last
Add Cover		Booklet Scan(Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Group (Same Pages), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Superimpose Image, Perfect Binding	
Insert Sheets	Sheets, Chapter Pages	Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Group (Same Pages), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Superimpose Image, Perfect Binding	
	Tab*1	Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Group (Same Pages), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Superimpose Image, Perfect Binding	
Booklet	Booklet Scan	Fold + Saddle Stitch, Fold Only*2	Booklet Scan (Do Not Fold), Do Not Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold)
		Do Not Fold	Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold)

Printing

	Do Not Booklet Scan	Fold + Saddle Stitch, Fold Only*2	Select Paper (Auto), 2-Sided Printing, Shift (By Numeric Keys), Gutter, Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Collate (Page Order), Group (Same Pages), Offset, Staple + Collate (Corner, Double), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Hole Punch, Superimpose Image, Page Numbering, Copy Set Numbering, Watermark, Print Date, Perfect Binding	Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Do Not Fold)
		Do Not Fold	Select Paper (Auto), 2-Sided Printing, Shift (By Numeric Keys), Gutter, Mirror Image, Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Group (Same Pages), Staple + Collate (Corner, Double), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Hole Punch, Superimpose Image, Page Numbering, Copy Set Numbering, Watermark, Print Date, Perfect Binding	Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only)
Shift			Insert Sheets (Tab), Print on Tab, Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Page Numbering, Copy Set Numbering, Watermark, Print Date, Perfect Binding	Shift (By Position)
Superimpose Image			Single Color, Two Colors, Adjust OneTouch Color (Sepia Tone), Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Page Numbering, Copy Set Numbering, Watermark, Print Date, Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Staple + Collate (Saddle Stitch) Fold (Saddle Fold), Perfect Binding	
Gutter			Insert Sheets (Tab), Print on Tab, Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Perfect Binding	
Page Numbering*3*4			Adjust OneTouch Color (Sepia Tone), Shift (By Numeric Keys), Print on Tab, Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Superimpose Image	
Copy Set Numbering*3*4			Adjust OneTouch Color (Sepia Tone), Shift (By Numeric Keys), Print on Tab, Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Group (Same Pages), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Superimpose Image	
Watermark*3*4			Adjust OneTouch Color (Sepia Tone), Shift (By Numeric Keys), Print on Tab, Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Superimpose Image	

Print Date*3*4		Adjust OneTouch Color (Sepia Tone), Shift (By Numeric Keys), Print on Tab, Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Superimpose Image	

*1 You cannot set this mode with the following settings in <Finishing>.

- <Top Right> or <Bottom Right> in <Corner>
<Right> in <Double>

*2 Optional products are required to use this function.

*3 You can set this function with up to three functions out of <Watermark>, <Print Date>, <Page Numbering>, and <Copy Set Numbering>.

*4 You cannot set this function with saddle stitching.

*5 You can only select <Black>, <White>, or colors set in <Two Colors> for <Color>, if you set this function with <Two Colors>.

<Options> Screen (2/2)

E0SS-07Y

Function		Functions that Cannot Be Used in Combination	Functions that Have Priority when Set Last
Color Balance	Yellow, Magenta, Cyan, Black		Adjust OneTouch Color (Lighten Image, Darken Image, Highlight Reproduction)
	Adjust Saturation		
	Adjust Hue		
	Fine Adjust Density		
	Adjust Black Hue		
Adjust OneTouch Color	Lighten Image, Darken Image, Highlight Reproduction		Color Balance (Yellow, Magenta, Cyan, Black)
	Sepia Tone	Single Color, Two Colors, Superimpose Image, Page Numbering, Copy Set Numbering, Watermark, Print Date	Auto (Color/B&W), Black & White
Print on Tab ^{*1}		Select Paper (Auto), Select Paper (Paper source), 2-Sided Printing, Shift (By Numeric Keys), Gutter, Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Group (Same Pages), Staple + Group (Corner, Double), Staple + Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Hole Punch, Page Numbering, Copy Set Numbering, Watermark, Print Date, Merge Job Blocks, Perfect Binding	

Perfect Binding		Select Paper (Auto), 2-Sided Printing, Shift (By Numeric Keys), Gutter, Add Cover, Insert Sheets (Sheets, Chapter Pages), Insert Sheets (Tab), Print on Tab, Booklet Scan (Fold + Saddle Stitch, Fold Only), Booklet Scan (Do Not Fold), Do Not Booklet Scan (Fold + Saddle Stitch, Fold Only), Do Not Booklet Scan (Do Not Fold), Collate (Page Order), Group (Same Pages), Offset, Staple+Collate (Corner, Double), Staple + Group (Corner, Double), Staple+Collate (Saddle Stitch), Fold (Saddle Fold), Fold (Z-Fold), Fold (C-Fold), Fold (Accordion Z-Fold), Fold (Half Fold), Fold (Double Parallel Fold), Hole Punch, Superimpose Image, Watermark, Print Date	

*1 You cannot set this mode with the following settings in <Finishing>.

- <Top Right> or <Bottom Right> in <Corner>
<Right> in <Double>

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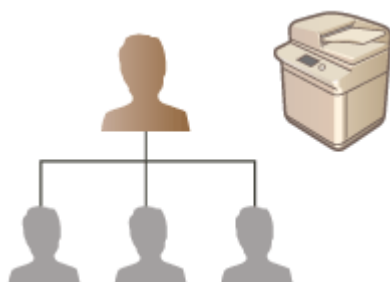
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Managing the Machine

E0SS-080

To reduce the various risks associated with using this machine, such as the leakage of personal information or unauthorized use by third parties, constant and effective security measures are required. Designate an administrator to handle important machine settings, such as the user management and security settings, to ensure that the machine is used safely.

■ Configuring the Basic Management System



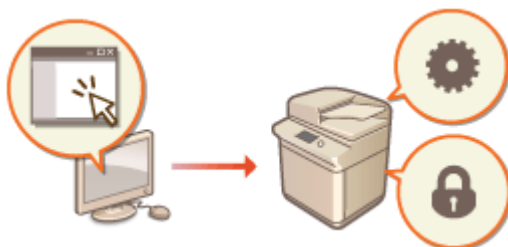
- ▶ Managing Users(P. 532)
- ▶ Configuring the Network Security Settings(P. 580)
- ▶ Managing Storage Device Data(P. 685)

■ Limiting Risks from Negligence, Operation Errors, and Misuse



- ▶ Restricting the Machine's Functions(P. 589)
- ▶ Increasing the Security of Documents(P. 591)

■ Ensuring Effective Management



- ▶ Managing the Machine from a Computer (Remote UI) (P. 593)
- ▶ Synchronizing Settings for Multiple Canon Multifunction Printers(P. 659)
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■ Managing the System Configuration and Settings



- ▶ **Installing System Options(P. 657)**
- ▶ **Initializing All Data/Settings(P. 686)**

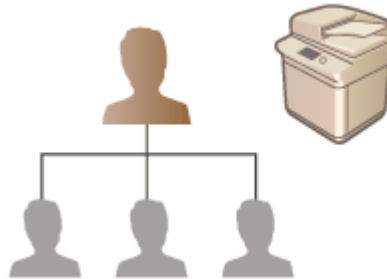
■ Others



- ▶ **Checking the Number of Pages for Print(P. 692)**
- ▶ **Printing Reports and Lists(P. 693)**
- ▶ **Paper Type Management Settings(P. 359)**

Managing Users

You can ensure a higher level of security and efficiency by utilizing a user authentication application (login service) to manage the users of the machine ([▶Login Service\(P. 532\)](#)). It is recommended that the administrator manage all users in accordance with your operating environment and required security measures. [▶User Management Functions\(P. 532\)](#)



- ▶[Configuring the Personal Authentication Management Settings\(P. 535\)](#)
- ▶[Using Other Convenient Personal Authentication Management Functions\(P. 569\)](#)
- ▶[Deleting User Setting Information\(P. 578\)](#)

Login Service

A user authentication application (login service) called "User Authentication" is used as the primary method of managing the users of the machine. With the User Authentication login service, personal authentication can be performed for users based on the user name and password registered for each user. The user information is checked either on the database inside the machine or on an external authentication server. With the ability to precisely define which functions are available to each user, you can personalize machine operations and improve security by limiting access to certain functions. It may also be possible to use Department ID Management to manage groups, depending on the device used for authentication.

NOTE

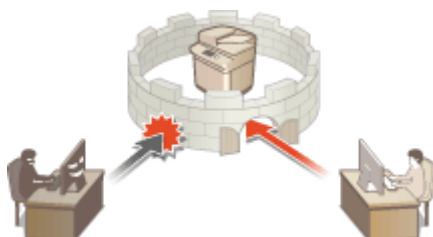
- If you are not using the Personalization function, set <Enable Use of Personal Settings> ([▶<Enable Use of Personal Settings>\(P. 834\)](#)) to <Off>.

User Management Functions

User management can provide the advantages described below. To protect important data and reduce costs, you can limit access to the machine and define the range of operations that are available to users.

Preventing Unauthorized Use by Third Parties

Because machine usage is limited to approved users, information leakage due to unauthorized use by third parties is prevented, even if the machine is located in a busy area that is open to outside parties.



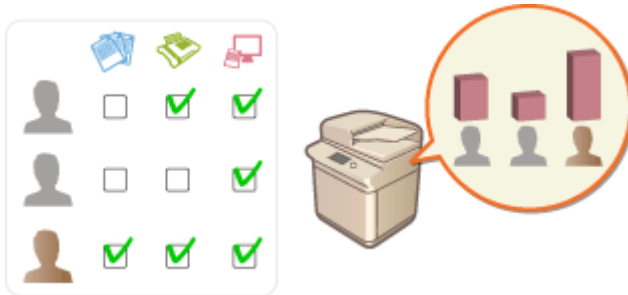
Setting the Privilege Levels

With personal authentication management, you can define the range of available operations by specifying the role (privilege level) for each user. For example, you can select the Administrator role to allow full access privileges, the NetworkAdmin role to allow configuration of network-related settings, or the DeviceAdmin role to allow the configuration of device information settings and the settings for keys and certificates that are required when using particular functions. By selecting and assigning various privilege levels to administrators, you can operate more effectively as a team in handling a wide range of machine management tasks.



Setting Usage Restrictions

Personal authentication management enables a user with Administrator privileges to manage the range of operations that are available to users. The ability to set function restrictions for each user provides you with more precise control in user management.



Managing Groups of Users

Users can be assigned to groups based on Department ID (Department ID Management), enabling you to check the total number of printed pages for each Department ID. You can also set specific limits for each Department ID, such as a maximum of 500 printed pages. This function can help boost cost awareness and provide hints on how to improve your operations.



Optimizing the Settings for Each User

Various settings can be saved for each user and applied at login. Users can create Personal buttons, and they can specify a Personal folder on the network. It is also possible for the machine to remember passwords once they have been entered, enabling users to log in again without entering the password.

NOTE

Associating User Accounts with Keychains for Smooth Operations

- When authentication information different from the authentication information used when logging in is required, the authentication information has to be entered once, but does not need to be entered again once authentication is successful. This authentication information is called a keychain. Since keychains are

associated with user accounts, authentication information does not need to be entered again, even if the power of the machine is turned OFF.

Associating User Accounts with Department IDs to Restrict the Number of Prints

- User Authentication user accounts can be associated with Department IDs. By specifying print restrictions for Department IDs in advance, you can apply restrictions on the number of prints for each department that a user belongs to. For information on associating user accounts with Department IDs, see [▶Registering User Information in the Local Device\(P. 538\)](#) . For information on specifying restrictions according to department, see [▶Configuring the Department ID Management Settings\(P. 573\)](#) .

Configuring the Personal Authentication Management Settings

E0SS-082

The User Authentication login service performs personal authentication based on the information registered for each user, enabling you to limit the users who can access the machine. User information registration (authentication) can be performed on this machine and on an external server. You can configure the authentication system to use only this machine as the authentication device, or you can additionally specify an Active Directory/LDAP Server/Microsoft Entra ID on the network as an authentication device to utilize the existing user information registered on the server ([▶ Authentication Device\(P. 535\)](#)). Administrators can also specify which functions are available to each individual user, such as "user B is allowed to use all machine functions." For the user login method, you can enter authentication information, or select a user ([▶ Login Method\(P. 535\)](#)). Before configuring the user authentication settings, decide the authentication device and login method. [▶ Configuring Personal Authentication Management with User Authentication\(P. 536\)](#)



- [▶ Registering User Information in the Local Device\(P. 538\)](#)
- [▶ Importing/Exporting User Data\(P. 542\)](#)
- [▶ Registering Server Information\(P. 551\)](#)
- [▶ Configuring the Authentication Functions\(P. 561\)](#)
- [▶ Using Personal Authentication to Manage Printing via a Computer\(P. 568\)](#)

Authentication Device

The authentication devices described below can be used for personal authentication management. Each type of authentication device requires a different environment and settings. Confirm your system environment before configuring. [▶ System Specifications\(P. 983\)](#)

Local Device (This Machine)

User information is managed on the database inside the machine. User information is registered and edited via the control panel or the Remote UI. When the local device is configured as a standalone authentication device, Department ID Management can also be performed at the same time. [▶ Registering User Information in the Local Device\(P. 538\)](#)

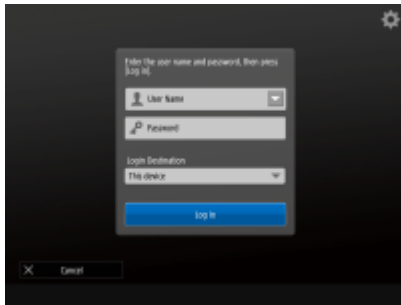
Active Directory/LDAP Server/Microsoft Entra ID

In addition to the local devices, you can use a Windows Server with Active Directory installed, a cloud server using Microsoft Entra ID, or an LDAP server as an external authentication server. One advantage of using this type of device is that the users registered on the server can be added as general users without any changes. To provide administrator privileges to a user, the user must be assigned to a specific administrator group on the Active Directory/LDAP Server/Microsoft Entra ID. To specify the additional authentication device, you must register the information of the server used for authentication. [▶ Registering Server Information\(P. 551\)](#)

Login Method

The user login methods described below are available for personal authentication management. It is also possible to use these methods in combination with each other. For more information on login operations, see [▶ Logging into the Machine\(P. 331\)](#) .

Keyboard Authentication



With this method, users log in by entering their user name and password using the keyboard displayed on the control panel. This method is available regardless of the authentication device that is used.

Configuring Personal Authentication Management with User Authentication

Configure the personal authentication management settings in the order described below.



Check the basic configuration.

- Is the machine properly connected to the computer? ▶ **Setting up the Network Environment(P. 305)**
- If you are using an authentication server, have the DNS settings been configured for the machine?
- If you are using an authentication server, have the date and time been properly set? ▶ **Setting the Date/Time(P. 303)**



Check the login service.

- Log in to the Remote UI with Administrator privileges, click [Settings/Registration] ▶ [User Management] ▶ [Authentication Management] ▶ [Authentication Service Information], and check that the login service is indicated as User Authentication.



Configure the authentication server settings.

- Register user information on the local device and specify the authentication server.
- ▶ **Registering User Information in the Local Device(P. 538)**
- ▶ **Registering Server Information(P. 551)**



Select the user authentication system.

- ▶ **Configuring the Authentication Functions(P. 561)**
- ▶ **Using Personal Authentication to Manage Printing via a Computer(P. 568)**

 IMPORTANT

- Make sure to log out after you finish using the Remote UI. If you close the Remote UI without logging out, it may take a long time to log in next time.
- If you want to limit authentication method to User Authentication (restrict use of System Manager ID for authentication) when the machine is accessed from a device management software or driver, make sure to set <Prohibit Authentication Using Department ID and PIN> to <On>.  **<Prohibit Authentication Using Department ID and PIN>(P. 853)**

Registering User Information in the Local Device



To perform personal authentication management, you must first register user information in the database of the machine.

1 Start the Remote UI. ▶Starting the Remote UI(P. 595)

2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)

3 Click [User Management] ▶ [Authentication Management].

NOTE:

Disabling "Administrator"

- "Administrator" is registered as the default administrator name (user name). This user cannot be deleted but it can be disabled after adding a user with "Administrator" privileges. ▶**Logging in as an Administrator(P. 301)**

4 Click [Add User].

NOTE:

To edit user information

- Click [Edit] for the user information that you want to edit, make the necessary changes, and click [Update].

To delete user information

- Select the check box for the user information that you want to delete, and click [Delete] ▶ [OK].

5 Enter the necessary information.

a [User Name:] / [Password:] / [Confirm:]

Enter the user name and password. For confirmation, enter the password again in [Confirm:]. Single-byte or double-byte characters can be used for the user name.

b [No Expiry for Password]

Select the check box to set the password of the user to register to have no expiration date. If you set the password expiration period on the imagePRESS Server, you cannot set the password expiration period indefinitely on the remote UI. For more information, see the manual of the imagePRESS Server.

c [Change Password at Next Login]

Select this check box to force registered users to change their passwords the first time they log in. Once a user has changed their password, the checkbox is cleared automatically.

d [Displayed As:]

Enter the name of the user. The display name is displayed as the user name for forced hold printing and used as the sender name when sending e-mail.

e [E-Mail Address:]

Enter the e-mail address that the user is using on devices such as computers.

NOTE:

- It is also possible for general users to change their own password and PIN.
- Selecting the [Allow e-mail address settings] check box enables general users to specify e-mail addresses.
- ▶ **Configuring the User Login Methods and Authentication Devices(P. 561)**
- The following data can be imported as an icon image.
 - File extension: .jpg, .jpeg, or .png
- If the imported image is 54 pixels x 54 pixels or larger, the image is resized.
- The resize process is performed with the aspect ratio retained. The background color is applied to the blank areas if the imported image is not a square.

6 Specify other required settings.

a [Department ID:]

When using Department ID Management, you must click [Department ID Settings...] and select the Department ID from the list to assign to the user. First, register the necessary Department IDs in [Register New Department...] on the list screen. If the Department ID that you specify here is later deleted, make sure to change this setting. **▶Configuring the Department ID Management Settings(P. 573)**

b [Select Role to Set:]

The user privileges (roles) listed below can be selected. Also specify the settings here when adding an administrator. The available setting items vary depending on the privileges (**▶Settings/Registration(P. 700)**). In addition, you can create your own roles. **▶Using ACCESS MANAGEMENT SYSTEM(P. 577)**

[Administrator]	Allows all operations as an administrator of the machine.
[GeneralUser]	Allows general user privileges.
[DeviceAdmin]	Allows operations that are available to general users, along with the ability to change settings related to basic functions such as printing.
[NetworkAdmin]	Allows operations that are available to general users, along with the ability to change network-related settings.

c [Set expiration for the user account]

When setting a period of validity for the account, select the check box and enter a value for [Expiration].

d [Disable the user account]

Select the check box to temporarily disable the account.

e [User Group Association]

When you want to assign the user to a group, select a registered user group from the list and click [Add]. This setting is not displayed when using Department IDs as user groups. **▶Configuring the User Login Methods and Authentication Devices(P. 561)**

7 Click [Add].

NOTE

Configuring settings via the control panel

- You can also register user information by pressing  (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management> ▶ <Register/Edit Authentication User>. **▶<Register/Edit Authentication User>(P. 809)**

Creating user groups

- Address Lists in the Address Book can be shared between users who are registered in a user group. ▶
Registering User Groups(P. 604)

TIPS

Check for unregistered Department IDs

- If you click [Check Unregistered Department ID...] on the screen displayed in step 4, you can find out Department IDs that are not registered in the machine by checking Department IDs assigned to the users against Department IDs registered in the machine.

Batch settings for Department IDs

- If you click [Batch Settings for Department ID...] on the screen displayed in step 4, you can create new Department IDs and apply settings for all users.
- If the user name is comprised of numbers and is seven digits or fewer, the same number is assigned to the same user as the Department ID. If the password of the same user is registered as a number that is seven digits or fewer, it is also set as the PIN for that Department ID.
- If the user name and password do not meet the above conditions, a Department ID is automatically assigned starting from 0000001, and 0 (none) is set for the PIN.

Registering the Department ID as the User Name

- If you click [Add User Using Department ID...] on the screen in step 4, a new user with the same name as the Department ID is registered. When keyboard authentication is used, authentication can be performed using numeric key entry only.

LINKS

- ▶ **Registering Server Information(P. 551)**
- ▶ **Configuring the Authentication Functions(P. 561)**
- ▶ **Using Personal Authentication to Manage Printing via a Computer(P. 568)**

Importing/Exporting User Data

E0SS-084

You can save user information stored in the machine to a computer (export), as well as load user information from other machines into the machine you are using (import). This is useful when you want to register multiple users at once.

- ▶ **Exporting User Data(P. 542)**
- ▶ **Automatically Importing User Data(P. 542)**
- ▶ **Manually Importing User Data(P. 544)**

NOTE

- For information on editing a CSV file for importing, see ▶ **Adding and Editing User Information in a CSV File(P. 546)** .
- If duplicates of data exist in a CSV file for importing, the version of the data that was read first will be prioritized and registered.
- It is recommended that you export the registered/edited user data to make a backup copy.

Exporting User Data

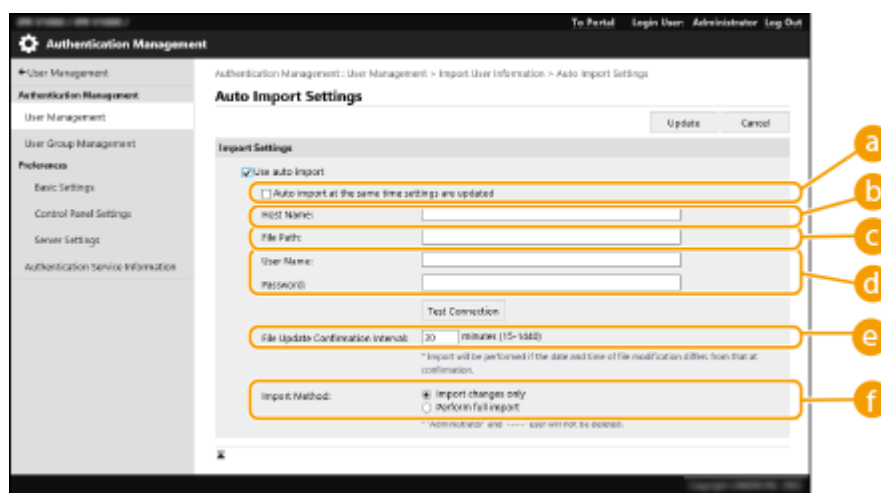
- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 Click [User Management] ▶ [Authentication Management].**
- 4 Click [Export].**
- 5 Select the file format, and click [Start Export].**
 - User information created in the file format that can be used with User Authentication is exported. The file extension is "csv."
- 6 Follow the instructions on the screen to specify the location to store the file.**

■▶ The csv file is stored.

Automatically Importing User Data

You can automatically update user data by periodically importing import files stored in a specified location.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Click [User Management] ▶ [Authentication Management].
- 4 Click [Import] ▶ [Auto Import Settings...].
- 5 Select the check box for [Use auto import] and specify the required settings.



a [Auto import at the same time settings are updated]

Click the [Update] button to start importing.

b [Host Name:]

Enter the host name of the server to access, along with the path that require authentication.

Example:

- \\Host Name
- \\IP Address\Shared Folder Name

c [File Path:]

Enter the path of the file for importing.

d [User Name:]/[Password:]

Enter the user name and password required to log in to the computer in which the file for importing is stored.

e [File Update Confirmation Interval:]

You can specify the interval in minutes for checking for files to import.

NOTE:

- If the operation cannot be performed at the specified time because the machine is turned OFF or is completely in the Sleep mode, the operation is performed and information is reflected when the machine recovers.

f [Import Method:]

Select whether to import only updated or added user data, or all user data.

NOTE:

- If you select [Perform full import] and a user with the same user name is already registered, the user information is overwritten.
- When performing a complete import, any users not listed in the imported files are deleted from the machine. However, "-----" and "Administrator", which are registered by default, will remain even if they are not listed in the imported files.
- "User Authentication Format" is the only file format that is supported. Also, the "uid" column is required.
- Note that if you are using a server that does not support SMB 3.0/3.1 encrypted communication, user data travels unencrypted across communication paths while it is being obtained.

6 Click [Connection Test], confirm that you can connect, and then click [Update].

Manually Importing User Data

You can manually specify data for importing and update user information.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Click [User Management] ▶ [Authentication Management].
- 4 Click [Import] ▶ [Manual Import Settings...]
- 5 Specify the required settings.

The screenshot shows the 'Manual Import Settings' page. On the left is a sidebar with 'Authentication Management' selected. The main area has a 'Manual Import Settings' title and a 'Start Import' button. Below are four sections: 'Import Settings' with 'File Path' (callout a) and 'File Format' (callout b); 'Import Method' with 'Import changes only' (callout c) and 'Perform full import'; and 'Application Timing' with 'Apply immediately' (callout d) and 'Specify the date and time'.

a [File Path:]

Specify the path of the file for importing.

b [File Format:]

Select the file format for importing.

- <Simple Device Login Format>:

Imports user information exported from a Canon machine using the Local Device Authentication of SSO-H. The file extension is "ldif."

- <User Authentication Format>:

Imports user information created in the file format that can be used with User Authentication. The file extension is "csv."

[Import Method:]

Select whether to import only updated or added user data, or all user data.

NOTE:

- If you select [Perform full import] and a user with the same user name is already registered, the user information is overwritten.
- When performing a complete import, any users not listed in the imported files are deleted from the machine. However, "-----" and "Administrator", which are registered by default, will remain even if they are not listed in the imported files.

[Application Timing:]

Select [Apply immediately] or [Specify the date and time]. If you select [Specify the date and time], enter the desired date and time or the time only.

NOTE:

- If the user information cannot be reflected at the specified time because the machine is turned OFF or is completely in the Sleep mode, the information is reflected when the machine recovers.

6 Click [Start Import]

NOTE:

- If the Department ID (dept_id) and PIN (dept_pin) are written in the imported CSV file, [Check Unregistered Department ID] will be displayed after importing is complete. Perform Department ID registration.

Adding and Editing User Information in a CSV File

E0SS-085

This section describes the content of each column in a CSV file used for importing or exporting. Refer to this section when editing CSV files.

However, if "No" is written in the "Change Required" section for a particular column, do not change the content of that column.

Column Name	Change Required	Valid Characters	Invalid Characters	Compatibility With Remote UI Screen	Notes
uid	Yes	1 to 32 characters	Control characters, single-byte spaces, and the following characters: \\ : * ? < > [] ; , = + @ "		- Must be input when importing. "@" may be available depending on a setting.  <Allow Use of @ in User Name>(P. 813)
password	Yes	0 to 32 characters within the ISO885915 character set	Control characters		- Output as "*****" (* x 8) when exporting. - When updating the password, "*****" will be deleted and overwritten by the new password. However, when importing changes, even if you leave the field unspecified (blank), it will not be overwritten as empty (blank), but will instead retain the existing value. - If this item is omitted when importing changes, the existing user will carry over the original password.
cn	Yes	0 to 32 characters	Control characters		N/A
cn;lang-ja;phonetic	Yes	0 to 32 characters	Control characters	See "Notes."	Displayed as "phonetic" if the display language is set to "Japanese."
mail	Yes	Combination of 0 to 256 alphanumeric characters and symbols	Control characters		N/A
avatorImgPath	No	-	-		Cannot be changed. Automatically assigned when specifying icon images.
dept_id	Yes	A number up to seven digits	Non-single-byte numeric characters		N/A

Managing the Machine

Column Name	Change Required	Valid Characters	Invalid Characters	Compatibility With Remote UI Screen	Notes
dept_pin	Yes	A number up to seven digits	Non-single-byte numeric characters		N/A
roleName	Yes	0 to 32 characters	Control characters, single-byte spaces, and the following characters: \\ / : * ? < > [] ; , = + @ " &		If this item is omitted, or if a name is specified that is not registered in role management, it will be changed to the initial role setting.
accountExpires	Yes	See "Notes."	See "Notes."		YYYYMMDD format. "235959" is automatically added as the time after importing.
accountDisabled	Yes	1 or 0	Any character besides "1" (disable) or "0" (enable)		N/A
group	Yes	0 to 64 characters. You can specify up to 10 items.	Control characters, single-byte spaces, and special symbols.		The "Group name" registered in the user group management is written here. If the user belongs to multiple groups, group names are connected with a " ".
createDate	Yes	See "Notes."	See "Notes."	- (N/A)	- Output in the "YYYYMMDDhhmmssmmm" format when exporting. (The "T" is added in order to prevent corruption of the text.) - When importing, input the information in one of the following formats. - YYYYMMDDhhmmssmmm - YYYYMMDDhhmmssmmm - YYYYMMDD - YYYYMMDD - Used for sorting in the Picture Login registration order. - If you omit this item, the date and time of importing is used for the date and time of registration for new users. For existing users, the original registration date and time are carried over.
lastLoginDate	Yes	See "Notes."	See "Notes."	- (N/A)	The date and time that the user last logged in are stored.

Column Name	Change Required	Valid Characters	Invalid Characters	Compatibility With Remote UI Screen	Notes
					- Output in the "YYYYMMDDhhmmssmmm" format when exporting. (The "T" is added in order to prevent corruption of the text.) - When importing, input the information in one of the following formats. - YYYYMMDDhhmmssmmm - YYYYMMDDhhmmssmmm - YYYYMMDD - YYYYMMDD - Used for determining whether a user has logged in and whether to perform automatic user deletion. - If you omit this item, the date and time that the user last logged in are blank for new users. For existing users, date and time that the user last logged in are carried over.
dc	No	0 to 32 characters	Control characters	- (N/A)	Cannot be changed. It will be automatically assigned for the following users. Users registered following server authentication
uuid	No	-	-	-	Cannot be changed. Automatically assigned during user registration.
sdl_digest	No	-	-	-	Cannot be changed. Automatically generated when registering/changing password.
uac_advbox_digest1	No	-	-	-	Cannot be changed. Automatically generated when registering/changing password.
uac_advbox_digest2	No	-	-	-	Cannot be changed. Automatically generated when registering/changing password.
pin_digest	No	-	-	-	Cannot be changed. Automatically generated when registering/changing PIN.
server_user_gp_key	No	-	-	-	Cannot be changed. This is the group to which the user who is registered after completing server authentication belongs.
server_user_gp_value	No	-	-	-	Cannot be changed. This is the group to which the user who is registered after completing server authentication belongs.

Column Name	Change Required	Valid Characters	Invalid Characters	Compatibility With Remote UI Screen	Notes
non_expire_password	Yes	1 or 0	Any character besides "1" (enable) or "0" (disable)	c	If this item is not entered, "0" (disabled) is reflected.
next_password_change_required	Yes	1 or 0	Any character besides "1" (enable) or "0" (disable)	d	If this item is not entered, "0" (disabled) is reflected.
second_factor	Yes	1 or 2	Other than "1" (PIN) or "2" (pattern)	-	N/A
CharSet	-	-	-	-	For UTF8, "CharSet:UTF8" will be written in the column line.

Authentication Management

Authentication Management: User Management > Add User

Add User

Authentication Information

User Name: [Text Field] (Maximum 32)

Keyboard Authentication

Password: [Text Field] (Maximum 32)

Confirm: [Text Field]

☐ No Expiry for Password

☒ Change Password at Next Login

Remote UI Authentication

* Two-Factor Authentication can be used. (After a user is added, that user can enable Two-Factor Authentication.)

User Information

Displayed As: [Text Field] (Maximum 32)

E-Mail Address: [Text Field] (Maximum 64)

Icon: [Image Field] (Icon Settings...)

Department ID Settings

Department ID: [Text Field] (Not set)

Department ID Settings: [Link]

Role Settings

Select Role to Set: [Dropdown Menu] (GeneralUser)

User Account Settings

☐ Set expiration for the user account

Expiration: [Text Field] / [Text Field] Specify with Calendar

☐ Disable the user account

User Group Association

Registered User Groups: [Text Field]

Associate User Groups: [Text Field]

NOTE

- The line at the beginning of the file is the column line.

- Items names may not appear in sequence.
- The encodings supported by CSV files are UTF-8, SJIS, BIG5, GB2312, and Korean.
- Text strings in exported CSV files are surrounded by "[" and "]" if any of the following conditions apply. When editing a CSV file and adding new text strings that meet the following conditions, surround any such text strings with "[" and "]".
 - Numbers starting with "0"
 - Numbers greater than 12 digits
 - Text strings surrounded by "[" and "]"

Registering Server Information

E0SS-086



To specify an Active Directory/LDAP Server/Microsoft Entra ID as an additional authentication device, you must register the information of the server used for authentication. Conduct a connection test as necessary.

- 1** Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2** Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)
- 3** Click [User Management] ▶ [Authentication Management].
- 4** Click [Server Settings] ▶ [Edit...].
- 5** Set the authentication server and domain information.

The screenshot shows the 'Edit Server Settings' page in the Authentication Management portal. The page is divided into sections for different authentication methods. Callouts 'a' through 'h' point to specific fields:

- a**: [Use Active Directory] checkbox
- b**: [Retrieve Automatically] checkbox
- c**: [Only at first time] radio button
- d**: [Number of Caches for Service Ticket] input field
- e**: [Use LDAP server] checkbox
- f**: [Use Microsoft Entra ID] checkbox
- g**: [Period Until Timeout] input field
- h**: [Default Domain of Login] dropdown menu

a [Use Active Directory]

Select the check box when using Active Directory.

b [Set Domain List:]

Select whether the Active Directory information of the login destination is retrieved automatically or entered manually. To enter it manually, select [Set Manually] and add the domain of the login destination in [Active Directory Management...].

c [Use access mode within sites]

Select the check box if there are multiple Active Directory servers and you want to assign access priority to the Active Directory located in the same site as the machine. Change the settings for [Timing of Site Information Retrieval:] and [Site Access Range:] as necessary.

! IMPORTANT:

- Even when [Only site to which device belongs] in [Site Access Range:] is set, the machine may access sites outside the site it belongs to when performing domain controller access during the startup process. However, access to domain controllers in the same site as the machine is prioritized. As an exception, if domain controllers in the same site cannot be accessed but domain controllers outside the site can be accessed, priority is given to accessing domain controllers outside the site.

d [Number of Caches for Service Ticket:]

Specify the number of service tickets that the machine can hold. A service ticket is an Active Directory function that acts as a record of a previous login, which reduces the amount of time it takes for the same user to log in next time.

e [Use LDAP server]

Select the check box when using an LDAP server.

f [Use Microsoft Entra ID]

Select the check box when using Microsoft Entra ID.

g [Period Before Timeout]

Specify the time limit for attempting to connect to the authentication server and the time limit for waiting for a response. When [Save authentication information for login users] is enabled, if you cannot log in within the time limit specified here, login is attempted using the authentication information saved in the cache.

h [Default Domain of Login Destination:]

Specify the domain that has connection priority.

■ Manually specifying the Active Directory domain

- 1 Select the check box for [Use Active Directory] and select [Set Manually] for [Set Domain List:].
- 2 Click [Active Directory Management...] ► [OK].
- 3 Click [Add Domain...].
- 4 Enter the necessary information.

a [Domain Name:]

Enter the domain name of the Active Directory that is the login destination (**Example:** company.domain.com).

b [NetBIOS Name]

Enter the NetBIOS domain name (**Example:** company).

c [Primary Host Name or IP Address:] / [Secondary Host Name or IP Address:]

Enter the host name of the Active Directory server or the IPv4 address. When using a secondary server, specify the name in [Secondary Host Name or IP Address:].

- **Example:**
Using a host name: ad-server1
Using an IPv4 address: 192.168.18.138

d [User Name:] / [Password:]

Enter the user name and password to use for accessing and searching the Active Directory server.

e [Starting Point for Search:]

Specify the location (level) to access and search for user information during Active Directory Server authentication.

f [Login Name:] / [Displayed As] / [E-Mail Address]

Specify the data fields (attribute names) for the login name, display name, and e-mail address of each user account on the Active Directory server (**Example:** SAMAccountName, cn, mail).

- 5 Click [Connection Test] to confirm that connection is possible, and then click [Add].

NOTE:

To edit server information

- Click [Edit] for the server information that you want to edit, make the necessary changes, and click [Update].

■ Registering LDAP server information

- 1 Select the check box for [Use LDAP server] and click [LDAP Server Management...] ► [OK].
- 2 Click [Add Server...].

3 Enter the LDAP server information.

The screenshot shows the 'Add LDAP Server' form in the Authentication Management interface. The form is titled 'Add LDAP Server' and includes the following fields and labels:

- a** [Server Name]: Text input field for the server name (Maximum 24 Characters).
- b** [Primary Address]: Text input field for the primary address (Maximum 48 Characters).
- c** [Port:]: Text input field for the port number (1-65535).
- d** [Secondary Address:]: Text input field for the secondary address (Maximum 48 Characters).
- e** [Comments]: Text input field for comments (Maximum 64 Characters).
- f** [Use TLS]: Check box for using TLS encryption.
- g** [Use authentication information]: Check box for using authentication information. Below this check box is a note: "Set the information of the user logging in to the authentication screen." and fields for User Name (Maximum 128 Characters) and Password (Maximum 128 Characters).
- h** [Starting Point for Search:]: Text input field for the starting point for search (Maximum 128 Characters).

At the bottom of the form, there is a section for 'Attribute to Verify at Authentication' with a field for 'User Name (Keyboard Authentication)'.

a [Server Name]

Enter the name for the LDAP server. The name "localhost" cannot be used. The server name may not include spaces.

b [Primary Address]

Enter the IP address or host name of the LDAP server (**Example:** ldap.example.com). The loopback address (127.0.0.1) cannot be used.

c [Port:]

Enter the port number used for communicating with the LDAP server. Use the same setting that is configured on the server. If you do not enter a number, it is automatically set to "636" when the check box is selected for [Use TLS], or it is set to "389" when the check box is cleared.

d [Secondary Address:] / [Port:]

When using a secondary server in your environment, enter the IP address and the port number.

e [Comments]

Enter a description or note as necessary.

f [Use TLS]

Select the check box when using TLS encryption for communications with the LDAP server.

g [Use authentication information]

Clear the check box to allow anonymous access to the LDAP server, only if the LDAP server is set to allow anonymous access. When using the user name and password for authentication, select the check box and enter values for [User Name:] and [Password:].

NOTE

- If this check box is selected, when you want to change the settings in <Primary Address> or <Secondary Address> of an LDAP server, entering the password specified in <Password:> in <Use authentication information> is required.

h [Starting Point for Search:]

Specify the location (level) to search for user information when LDAP server authentication is performed.

4 Specify how to set the attribute names and domain name.

Starting Point for Search: (Maximum 125 Characters)

Attribute to Verify at Authentication

User name (Keyboard Authentication) (Maximum 64 Characters) **a**

Attribute to Set for Login Account

Login Name: (Maximum 64 Characters) **b**

Display Name: (Maximum 64 Characters)

E-Mail Address: (Maximum 64 Characters)

Domain Name Setting Method

☒ Specify the domain name

Domain Name: (Maximum 64 Characters) **c**

☐ Specify the attribute name for domain name acquisition

Attribute Name: (Maximum 64 Characters)

a [User Name (Keyboard Authentication):]

Specify the LDAP data field (attribute name) for the user name on the LDAP server (**Example:** uid).

b [Login Name:] / [Display Name] / [E-Mail Address]

Specify the LDAP data fields (attribute names) for the login name, display name, and e-mail address of each user account on the LDAP server (**Example:** uid, cn, mail).

c [Specify the domain name] / [Specify the attribute name for domain name acquisition]

Select how to set the domain name of the login destination. To specify the domain name directly, select [Specify the domain name] and enter the domain name. To specify an LDAP data field (attribute name) from which to acquire the domain name on the LDAP server, select [Specify the attribute name for domain name acquisition] and enter the attribute name (**Example:** dc).

- Click [Connection Test] to confirm that connection is possible, and then click [Add].

NOTE:

To edit server information

- Click [Edit] for the server information that you want to edit, make the necessary changes, and click [Update].

■ Specifying the Microsoft Entra ID Information

- Select the [Use Microsoft Entra ID] checkbox.
- Click [Domain Settings].
 ► The [Microsoft Entra ID Domain Settings] screen is displayed.
- Specify the Microsoft Entra ID information.

Authentication Management: Preferences > Server Settings > Edit Server Settings > Microsoft Entra ID Domain Settings

Test Connection Update Cancel

Login Destination Name: Microsoft Entra ID (Maximum 30 characters) **a**

Domain Name: (Maximum 255 characters) **b**

Application ID: (Maximum 64 characters) **c**

Secret: (Maximum 64 characters) **d**

Key Name: Not set.

Key and Certificate: Key and Certificate... Export Certificate... **e**

Microsoft Entra ID Authentication URL: https://login.microsoftonline.com (Maximum 255 characters) **f**

Microsoft Entra ID API URL: https://graph.microsoft.com (Maximum 255 characters)

a [Login Destination Name]

Enter the name to be displayed at the login destination.

* You cannot use control characters or spaces.

b [Domain Name]

Enter the domain name of the Microsoft Entra ID that is the login destination.

c [Application ID]

Enter the application (client) ID.

d [Secret]

Enter the secret generated by Microsoft Entra ID. You do not need to enter this when [Key and Certificate] is used.

e [Key and Certificate]

Press [Key and Certificate] when you use a key and certificate. You can press [Export Certificate] to export the certificate to be registered to Microsoft Entra ID.

f [Microsoft Entra ID Authentication URL] and [Microsoft Entra ID API URL]

Enter the URLs. Depending on your cloud environment, you may need to change the settings.

4 Specify the attributes.

a [Login Name]

From the pulldown menu, select the attribute for the login name of each user account on the server.

*To specify an attribute not displayed in the pulldown menu, you can enter it directly.

• [WindowsLogonName]:

displayName is obtained from Microsoft Entra ID. displayName is changed as follows to create the login name:

- Spaces and the following characters are deleted from displayName: * + , . / : ; < > = ? \ [] | .
- "@" and any subsequent characters are deleted.
- Character strings exceeding 20 characters are shortened to 20 characters or less.

Example:

When displayName is "user.001@example.com," the login name becomes "user001."

• [displayName]:

displayName obtained from Microsoft Entra ID becomes the login name.

• [userPrincipalName]:

userPrincipalName obtained from Microsoft Entra ID becomes the login name.

- [userPrincipalName-Prefix]:

The portion before "@" in userPrincipalName obtained from Microsoft Entra ID becomes the login name.

Example:

When userPrincipalName is "user.002@mail.test," the login name becomes "user.002."

b [Display Name] and [E-Mail Address]

Enter the attributes for the display name and e-mail address of each user account on the server.

- 5 Specify the domain name of the login destination in [Domain Name] under [Domain Name to Set for Login Account].
- 6 Specify the settings in [Autocomplete for Entering User Name When Using Keyboard Authentication] under [Domain Name to Autocomplete].
 - Enter the name of the domain for which to perform autocomplete. Normally, set the same name as entered in [Domain Name].
- 7 Click [Connection Test] to test the connection.
- 8 Click [Update].

➡ The screen returns to the [Edit Server Settings] screen.

6 Enter the user information and set the privileges.

Default Domain of Login Destination: [Dropdown]

Cache for User Information

☐ Save authentication information for login users

☐ Save user information when using keyboard authentication

Retention Period: 30 days (1-90)

Role Association

User Attribute to Browse: [memberOf]

☐ Retrieve role name to apply from (User Attribute to Browse)

Condition	Search Criteria	Character String	Role
Administrator	Exact Match	Canon Peripheral Admins	Administrator
1	[Dropdown]		[Dropdown]
2	[Dropdown]		[Dropdown]
3	[Dropdown]		[Dropdown]
4	[Dropdown]		[Dropdown]
5	[Dropdown]		[Dropdown]
6	[Dropdown]		[Dropdown]
7	[Dropdown]		[Dropdown]
8	[Dropdown]		[Dropdown]
9	[Dropdown]		[Dropdown]

a [Save authentication information for login users]

Select the check box to save the authentication information of users who log in via the control panel. Select the [Save user information when using keyboard authentication] check box to save the information of users who log in using keyboard authentication to the cache. After the settings are configured, the saved authentication information can be used for login, even if the machine is unable to connect to the server. Change the [Retention Period:] setting as necessary.

b [User Attribute to Browse:]

Enter the data field (attribute name) on the referenced server that is used to determine user privileges (roles). Normally, you can use the preset value of "memberOf", which indicates the group that the user belongs to.

c [Retrieve role name to apply from [User Attribute to Browse]]

Select the check box to use the character string registered in the data field on the server specified in [User Attribute to Browse:] for the role name. Before configuring, check the role names that can be selected on the machine, and register them on the server.

[Conditions]

You can set the conditions that determine user privileges. The conditions below are applied in the order that they are listed.

[Search Criteria]	Select the search criteria for [Character String].
[Character String]	Enter the character string that is registered to the attribute specified in [User Attribute to Browse:]. To set the privileges based on the group that user belongs to, enter the group name.
[Role]	Select the privileges that apply to users who match the criteria.

NOTE:

The [Conditions] settings when using Active Directory servers

- "Canon Peripheral Admins" is set in advance as the Administrator user group. Assign different privileges to the other groups created on the server.

7 Click [Update].

8 Restart the machine. Restarting the Machine(P. 603)

NOTE

DNS Settings

The following settings are required if the port number used for Kerberos on the Active Directory side is changed.

- Information for the Kerberos service of Active Directory must be registered as an SRV record as follows:
 - Service: "_kerberos"
 - Protocol: "_udp"
 - Port number: The port number used by the Kerberos service of the Active Directory domain (zone)
- Host offering this service: Host name of the domain controller that is actually providing the Kerberos service of the Active Directory domain (zone)

■ Registering an Application in Microsoft Entra ID

Use the following procedure to register an application in Microsoft Entra ID.

The registration process may change with service updates. For more information, see the Microsoft website.

1 Log in to Microsoft Entra ID.

2 In the navigation menu, click [Microsoft Entra ID].

3 Register the application.

- 1 In the navigation menu, click [App registrations] ► [New registration].
- 2 Enter the name of the application.
 - You can enter any name.

Input example:
Canon <printer name> Login
- 3 Select the type of account, and click [Register].
 - The application (client) ID is generated.
 - Make a note of the generated ID.

4 Create a secret or register a certificate.

■ When Creating a Secret

- 1 In the navigation menu, click [Certificates & secrets].
- 2 Click [New Scanclient secret].
- 3 In the [Add a client secret] dialog box, enter the description and expiry date, and click [Add].
 - A secret ID and value are created.
 - Make a note of the created secret value. You do not need the secret ID.
 - * The secret value is only displayed once. If you are unable to make a note of the value, create a new client secret.

■ When Registering a Certificate

The certificate of the machine needs to be exported in advance. You can export the certificate when configuring the Microsoft Entra ID information. [🔗 Specifying the Microsoft Entra ID Information\(P. 555\)](#)

- 1 In the navigation menu, click [Certificates & secrets].
- 2 Click [Upload certificate].
- 3 Select the file, and click [Add].
 - After the certificate is uploaded, make a note of the Thumbprint value.

5 In the navigation menu, click [API permissions].

6 Click [Add a permissions].

7 Under [Request API permissions], select [Microsoft Graph].

8 Under the type of permissions, select [Delegated permissions], and grant permissions.

- Grant the following permissions:

- User.Read.All
- Group.Read.All
- GroupMember.Read.All

9 Under the type of permissions, select [Application permissions], and grant permissions.

- Grant the following permissions:
 - User.Read.All
 - User.ReadWrite.All (when registering or deleting an IC card to or from the machine)
 - Group.Read.All
 - GroupMember.Read.All

* Use permissions when using IC card authentication or when you cannot log in to the machine due to a multifactor authentication error. This is not required depending on the function and environment used.

10 Click [Grant admin consent confirmation], and click [Yes].

⇒ Admin consent is granted to the selected permissions.

LINKS

- ▶ **Registering User Information in the Local Device(P. 538)**
- ▶ **Configuring the Authentication Functions(P. 561)**
- ▶ **Using Personal Authentication to Manage Printing via a Computer(P. 568)**

Configuring the Authentication Functions

E0SS-087

You can configure the user login methods, authentication devices, and other authentication functions based on your system environment and needs. You can also specify how the login screen is displayed.

- ▶ **Configuring the User Login Methods and Authentication Devices(P. 561)**
- ▶ **Specifying When to Display the Login Screen(P. 566)**

Configuring the User Login Methods and Authentication Devices

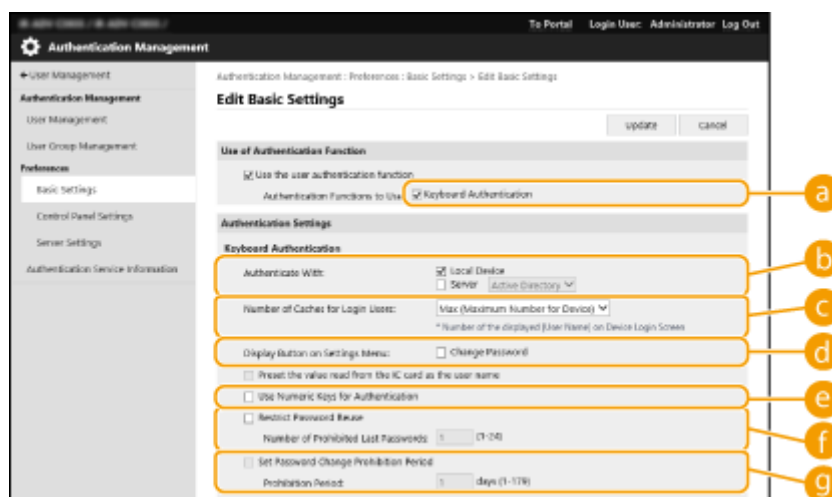
Specify the user login methods (▶ **Login Method(P. 535)**) and authentication devices (▶ **Authentication Device(P. 535)**). Note that the authentication devices need to be set up before configuring the settings below.

- ▶ **Registering User Information in the Local Device(P. 538)**
- ▶ **Registering Server Information(P. 551)**

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)**
- 3 Click [User Management] ▶ [Authentication Management].**
- 4 Click [Basic Settings] ▶ [Edit...].**
- 5 Select the check box for [Use the user authentication function] and specify the required settings.**
 - Select the login methods that you want to use, and specify detailed settings such as authentication device settings.

■ Using keyboard authentication

Configure the settings below when using keyboard authentication.



a [Authentication Functions to Use:]

Select the check box for [Keyboard Authentication].

b [Authenticate With:]

Select the user authentication device.

- Select the check box for [Local Device] if you are using the database inside this machine to manage user information.
- When using an external authentication server, select [Server] and specify the type of server. If [Microsoft Entra ID] for the server type, you can check the connection to the server by pressing [Check Server Connection] in the Menu that appears when you press  on the top right corner of the login screen.

c [Number of Caches for Login Users:]

The names of users who previously logged in can be displayed in a drop-down list on the login screen on the machine. Select [0] to hide the login history, and select [1] to display only the name of the user who logged in most recently.

d [Display Button on Settings Menu:]

Select the check box to add the <Change Password> button to the menu that is displayed when pressing  on the top right corner of the login screen.

e [Use Numeric Keys for Authentication]

If this function is enabled and the user name and password are comprised of numbers only, authentication can be performed with numeric key entry only.

f [Restrict Password Reuse]

Select this check box to prohibit the re-use of a password that has already been used. The password history count should also be configured to match this setting.

g [Set Password Change Prohibition Period]

Select this check box to specify the period for which password changes are prohibited. You can also specify the expiry period.

■ Configuring detailed settings for authentication functions

You can configure detailed settings for the personal authentication functions.

Remote UI Authentication
* This is dependent on whether a distribution, Active and Manager. The local device is affected even if the Remote UI is selected.

Authentication Mode: **a**

Always Require Two-Factor Authentication: ☐ All Users **b**
☐ Administrators Only
☒ OFF
* Login destinations other than this device cannot be used.
 * A one-time password generation application (Google Authenticator, Microsoft Authenticator, etc.) must be installed on your mobile device.
 * (Data/Time Settings) for this device and your mobile device must match.

Other Authentication
* Configure these settings if using a web device to log in, or if setting application authentication information with Service Management Service.

Authenticate With: ☐ Local Device **c**
Web Service Authentication Method: ☒ Use OAuth-MD5/MDS
☐ Use OAuth-MD5
* External communication with applications not supporting OAuth-MD5.

Integrated Authentication
* Setting changes are effective after clicking [Apply Setting Changes] in Settings/Registration.

☐ Disable integrated authentication **d**
☐ Disable integrated authentication using credentials for local device authentication
☐ Disable integrated authentication using credentials for LDAP server authentication

Other Settings

User Recognition Settings

☐ Match Case for User Name **e**
* When set to ON, already registered users may be unable to log in because the device may become unable to recognize the differences in their user names.

☐ Allow Use of @ in User Name **f**
* When set to ON, the @ sign and all following characters will be removed if an @ sign is included in the user name of a new job.

User Group Management Settings

☐ Use department ID as user group **g**

Department ID Settings for Users

☐ Automatically set the department ID at user registration **h**
* When the user name and its PIN/password are 7 digits or less, but PIN/password will be also used as the PIN for the department ID.
 * Nothing will be set if more than 1000 users are registered, either by import or normal registration.

☐ Automatically Delete Department ID at User Deletion **i**
* Use caution information for the department ID will also be deleted.

Set Default Role
* Set the role to apply when a role cannot be set.

Default Role When Registering User: **j**

Setting Changes by Users Without Administrator Privileges

☐ Allow e-mail address settings **k**
* Remote UI only.

Device Settings
* Setting changes are effective after clicking [Apply Setting Changes] in Settings/Registration.

Functions to Restrict: ☐ Remote job without user authentication **l**
☐ Remote scan

Auto Delete Users

☐ Delete users that have not logged in for the specified period **m**
* Except Administrator, ..., and users with the Administrator role.

Auto Delete After: days (0-100)
Auto Delete Time: :

Communication Mode for Kerberos Authentication Settings

communication mode for Kerberos Authentication: ☒ Use HTTP **n**
☐ Use TCP

a [Authentication Mode:]

Select the authentication mode to use for Remote UI login. When [Guest Authentication Mode] is selected, unregistered users can also log in by clicking [Log In (Guest)]. Select [Administrator Authentication Mode] to only allow users with Administrator privileges to log in.

b [Always Require Two-Factor Authentication]

You can require users logging in to the Remote UI to use two-factor authentication. Select [All Users] or [Administrators Only] to set the users to which this applies.

c [Web Service Authentication Method:]

Select the local device authentication method to use for communications with Web service applications.

d [Disable integrated authentication]

Integrated authentication is a function that enables the authentication information used when logging in to be used when logging in at other times. Select the check box to disable the integrated authentication function.

- To disable the integrated authentication function only for logged-in users who are registered in the local device, select the check box for [Disable integrated authentication using credentials for local device authentication].
- To disable the integrated authentication function only for logged-in users who are registered in the LDAP server, select the check box for [Disable integrated authentication using credentials for LDAP server authentication].

NOTE:

- When integrated authentication is disabled, a separate user name and password must be registered in order to access the folders and boxes listed below.
 - Personal folder
 - LDAP server
 - Shared folder/FTP server/WebDAV server
- Integrated authentication is valid while the session is valid.

[Match Case for User Name]

If this function is set, you can set whether user names are case-sensitive.

NOTE:

- It is recommended that this is set together with <Function Settings> ► <Print> ► <Match Case for User Name>.

[Allow Use of @ in User Name]

Select whether to allow "@" to be used in user names.

[Use department ID as user group]

Select the check box to use Department IDs as the user groups (► **Registering User Information in the Local Device(P. 538)**) to which users are registered.

[Automatically set the department ID at user registration]

Select the check box to automatically allocate a Department ID when you register/edit a user via the Remote UI. A new Department ID will not be allocated if one has already been allocated. This setting can only be specified from the Remote UI.

NOTE:

- If the user name is comprised of numbers and is seven digits or fewer, the same number is assigned to the same user as the Department ID. If the password of the same user is registered as a number that is seven digits or fewer, it is also set as the PIN for that Department ID.
- If the user name and password do not meet the above conditions, a Department ID is automatically assigned starting from 0000001, and 0 (none) is set for the PIN.
- In the following cases, the Department ID is not registered automatically.
 - If a user is registered from the control panel of the machine
 - If 1,000 Department IDs are already registered
 - If 1,001 or more users are already registered

i [Automatically Delete Department ID at User Deletion]

If this check box is selected, when a user is deleted, the department ID assigned to the user is automatically deleted. Counter information assigned to the corresponding department ID is also deleted. If multiple users are registered to the department ID, it is not automatically deleted.

j [Default Role When Registering User:]

Select the role to apply to users in situations such as when no privileges are set.

k [Allow e-mail address settings]

Select the check box to enable users without Administrator privileges to specify their own e-mail addresses in their user accounts.

l [Functions to Restrict:]

Select the check boxes for functions that cannot be used when personal authentication management is enabled.

m [Delete users that have not logged in for the specified period]

Select the check box to delete users registered in the local device who have not logged in to the machine for a specified period of time. Make sure to also specify the number of days before automatic deletion and the time it is executed.

NOTE:

- If you set [Auto Delete After:] to [0], all accounts other than the administrator are deleted at the time set in [Auto Delete Time:].
- If the accounts cannot be deleted at the specified time because the machine is turned OFF or is completely in sleep mode, the accounts are deleted the next time that the machine starts.
- If a user has never logged in before, the date and time that the user was registered is displayed as the time that the user last logged in.

n [Communication Mode for Kerberos Authentication]

Select the communication method used for Kerberos authentication.

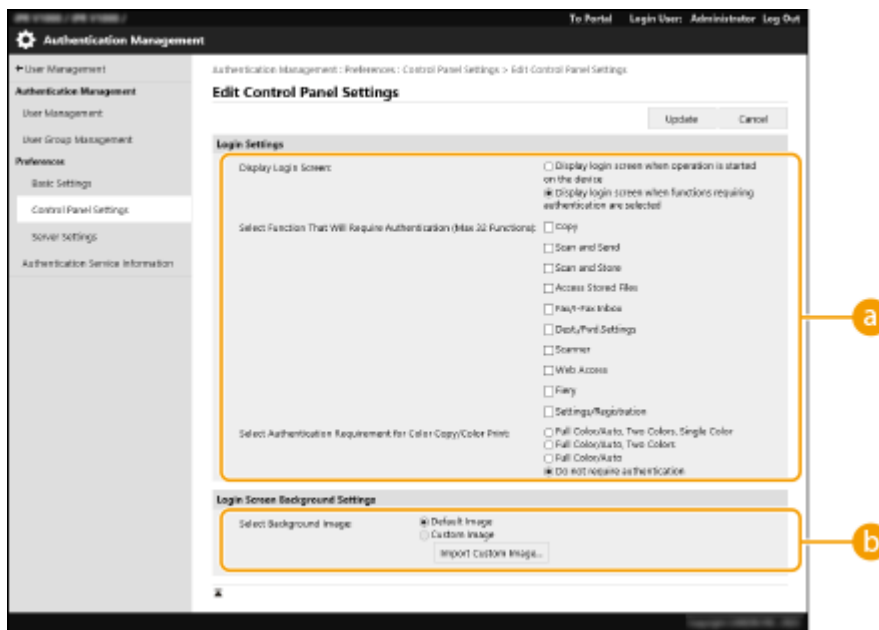
6 Click [Update].**7 Restart the machine. ▶ Restarting the Machine(P. 603)****NOTE**

- The authentication method selected for [Web Service Authentication Method:] is also used for personal authentication during the device information distribution. ▶ **Performing User Authentication when Distributing Device Information(P. 679)**

Specifying When to Display the Login Screen

You can specify when to display the login screen by selecting either "when you start using the machine" or "after a function button is pressed." If "after a function button is pressed" is selected, you can specify the functions that require user login. Functions that are not specified are available to unregistered users.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Click [User Management] ▶ [Authentication Management].
- 4 Click [Control Panel Settings] ▶ [Edit...].
- 5 Configure the settings as necessary.



a [Login Settings]

In [Display Login Screen:], select when the login screen is displayed.

If you selected [Display login screen when functions requiring authentication are selected], also select the functions to display the login screen for.

NOTE:

- If you change this setting, <Restrict Access to Other User Jobs> may be set to <On>. The relationship between the settings is indicated below. ▶ Restrict Access to Other User Jobs>(P. 826)
- When the [Display login screen when operation is started on the device] check box is selected:
 - <> and <Store> in <Restrict Access to Other User Jobs> are set to <On>
- When the [Display login screen when functions requiring authentication are selected] check box is selected and the [Access Stored Files] check box is selected in [Select Function That Will Require Authentication]:
 - <Print> in <Restrict Access to Other User Jobs> is set to <On>

- If you want to set <Restrict Access to Other User Jobs> to <Off>, set it to <Off> after this setting is complete.

b [Login Screen Background Settings]

You can specify a background image for the login screen.

6 Click [Update].

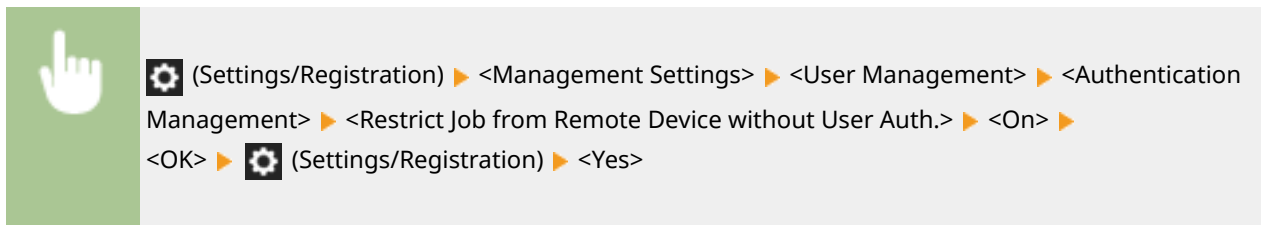
LINKS

- ▶ **Registering User Information in the Local Device(P. 538)**
- ▶ **Registering Server Information(P. 551)**
- ▶ **Using Personal Authentication to Manage Printing via a Computer(P. 568)**

Using Personal Authentication to Manage Printing via a Computer

E0SS-088

You can apply personal authentication management to printing via a computer. This can provide greater security, as the machine does not accept these operations unless the user is identified.



LINKS

- ▶ **Registering User Information in the Local Device(P. 538)**
- ▶ **Registering Server Information(P. 551)**
- ▶ **Configuring the Authentication Functions(P. 561)**

Using Other Convenient Personal Authentication Management Functions

E0SS-089

Personal authentication management provides a variety of advantages in addition to user authentication. This section describes some of the other convenient functions that use personal authentication to expand the capabilities of multifunctional printers, such as managing user groups or creating Personal folders for individual users.

Department ID Management

Users registered in the machine can be organized into groups such as the departments that they belong to, and managed based on their Department ID. This function lets you check the total number of pages used for each Department ID, or set maximum limits on the number of pages that each group can use for printing, which can help reduce costs. ➤ **Setting the Department ID Management(P. 570)**



ACCESS MANAGEMENT SYSTEM

An environment that uses ACCESS MANAGEMENT SYSTEM can provide more precise control in user management, by allowing you to create new privilege levels and define which functions are available to each privilege level. ➤ **Using ACCESS MANAGEMENT SYSTEM(P. 577)**

Setting the Department ID Management

E0SS-08A

Users can be organized into groups such as the departments that they belong to, and managed based on their Department ID. First, create all of the Department IDs that are to be managed, and assign users to each one ([▶ Registering User Information in the Local Device\(P. 538\)](#)). After assigning users to Department IDs, enable Department ID Management. To perform the same type of management for printing documents from a computer, configure the additional required settings. Administrator privileges are required in order to configure these settings.



- ▶ [Changing the System Manager ID and PIN\(P. 571\)](#)
- ▶ [Configuring the Department ID Management Settings\(P. 573\)](#)
- ▶ [Using Department IDs to Manage Printing via Computer\(P. 576\)](#)

Changing the System Manager ID and PIN

E0SS-08C

When Department ID Management is enabled, Department IDs must be set for users before they can log in. The System Manager ID and System Manager PIN are both set to "7654321" by default, but it is recommended to change them for security reasons. Follow the procedure below to change them.

! IMPORTANT

- Make sure that you do not forget the System Manager PIN. If you forget the System Manager PIN, contact your dealer or service representative.

NOTE

- This setting is not a default User Authentication administrator setting. To specify this setting for a user with administrator privileges in User Authentication, set [Select Role to Set:] to "Administrator". **Registering User Information in the Local Device(P. 538)**

- 1 Press  (Settings/Registration).
- 2 Press <Management Settings> ▶ <User Management> ▶ <System Manager Information Settings>.
- 3 Make the necessary changes to the System Manager settings, and press <OK>.



a <System Manager ID>

Enter a number of 7 digits or less for the new System Manager ID.

b <System Manager PIN>

Enter a number of 7 digits or less for the new System Manager PIN, and press <Confirm>. For confirmation, enter the PIN again and press <OK>.

c <System Manager> / <E-Mail Address> / <Contact Information> / <Comment>

Enter information about the administrator as necessary.

NOTE:

- You cannot register a System Manager ID or PIN consisting only of 0s, such as "00" or "0000000".
- Even if you enter fewer than seven digits, zeros are added to the start of the number, and a seven digit number is set.

- You can also make entering seven digits a requirement for the System Manager ID and System Manager PIN. For more information, contact your dealer or service representative.

LINKS

- ▶ **Configuring the Department ID Management Settings(P. 573)**
- ▶ **Registering User Information in the Local Device(P. 538)**

Configuring the Department ID Management Settings

E0SS-08E

You can organize and manage users in groups based on Department ID. Follow the procedure below to configure Department ID Management and enable the machine to count the number of pages used for printing.

! IMPORTANT

- Make sure that Department IDs have been set for the users registered in the machine. ▶ **Registering User Information in the Local Device(P. 538)**
- Department ID Management is only valid for users who are registered to the local device.
- If you login as a user with Administrator privileges, a System Manager ID and PIN are automatically assigned, and managed as Department ID.

NOTE

- For information on the number of Department IDs that you can register, see ▶ **Management Functions(P. 985)** .

1 Press  (Settings/Registration).

2 Press <Management Settings> ▶ <User Management> ▶ <Department ID Management>.

3 Press <On>.

⇒ Department ID Management is enabled.



- To disable Department ID Management, press <Off>.

■ Registering Department IDs and PINs

1 Press <Register PIN>.

2 Press <Register>.

NOTE:

To edit Department ID settings

- Select the Department ID that you want to edit, and press <Edit> to display the Edit screen.

To delete Department ID settings

- Select the Department ID that you want to delete, and press <Delete> ► <Yes>.

3 Enter the Department ID and PIN, and press <OK>.



a <Department ID>

Enter a number of 7 digits or less for the Department ID.

b <PIN>

Enter a number of 7 digits or less for the PIN, and press <Confirm>. For confirmation, enter the PIN again and press <OK>. If you do not want to set a PIN, leave this item blank.

NOTE:

- You cannot register a Department ID or PIN consisting only of 0s, such as "00" or "0000000".
- Even if you enter fewer than seven digits, zeros are added to the start of the number, and a seven digit number is set.
- You can press <Turn Limit On/Off and Set Page Limit> to set the total number of pages that the department is allowed to use for scanning.
- You can also make entering seven digits a requirement for Department IDs and PINs. For more information, contact your dealer or service representative.
- The machine stops printing if any one of the color or black-and-white page limits is reached while printing a document that contains both color and black-and-white areas.

4 Press <OK>.

4 Press <OK>.

NOTE

To check the page counts

- If you want to check the total number of pages used by each Department ID for prints, press <Page Totals> on the screen displayed in step 3. The page counts do not include blank pages or sample prints used for checking items such as gradation adjustment.

Logging In Using a Department ID and PIN

- By registering a user with the same name as a department ID, login operations can be performed using a registered department ID and PIN. ► **Registering User Information in the Local Device(P. 538)**
The login screen can either be displayed when starting an operation or after a function is selected. ► **Specifying When to Display the Login Screen(P. 566)**

Changing the Login Service

- The machine uses "User Authentication" (personal authentication management) as the login service. However, you can change the login service to "DepartmentID Authentication" using SMS.  **Changing Login Services(P. 975)**

LINKS

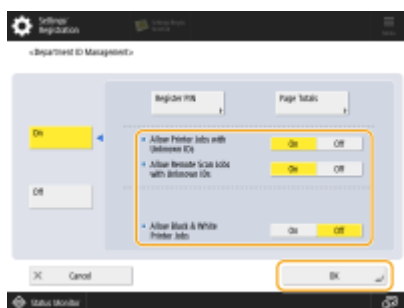
-  **Using Department IDs to Manage Printing via Computer(P. 576)**

Using Department IDs to Manage Printing via Computer

E0SS-08F

You can use Department ID Management to manage printing operations performed via a computer. Use this function when you would like to improve security or monitor the number of pages that are printed.

- 1** Press  (Settings/Registration).
- 2** Press <Management Settings> ► <User Management> ► <Department ID Management>.
- 3** Select <Off> for the functions that you want to manage, then press <OK>.



- If <Off> is selected, a Department ID must be entered when executing a corresponding job.

Using ACCESS MANAGEMENT SYSTEM

E05S-08H

In an environment that uses ACCESS MANAGEMENT SYSTEM, it is possible to define which functions are available to each privilege level (role), as well as create new roles. This provides more precise control in user management by enabling you to specify which functions are available to each individual user. For example, you can allow user B to use all functions. Follow the procedure below to enable ACCESS MANAGEMENT SYSTEM functions.



⚙️ (Settings/Registration) ▶ <Management Settings> ▶ <License/Other> ▶ <Use ACCESS MANAGEMENT SYSTEM> ▶ <On> ▶ <OK> ▶ ⚙️ (Settings/Registration) ▶ <Yes>

NOTE

- If this setting is set to <On>, <Use User Authentication> in Settings/Registration is also set to <On>. To set <Use User Authentication> to <Off>, first set this setting to <Off>.
- If you set this function to <On>, the following settings in Settings/Registration are disabled.
 - Setting a PIN for Address Book
 - Restricting New Destinations
- Similar restrictions can be set for roles using the ACCESS MANAGEMENT SYSTEM. For details, see ACCESS MANAGEMENT SYSTEM Administrator Guide.
- Even if you change this setting from <Off> to <On>, the following settings in Settings/Registration do not automatically return to their previous values. Change the settings manually.
 - Setting a PIN for Address Book
 - Restricting New Destinations
- For more information on system requirements and how to create and edit roles, see ACCESS MANAGEMENT SYSTEM Administrator Guide.

Deleting User Setting Information

E0SS-08J

You can delete unnecessary user setting information. User setting information is a type of table that includes data about where and what settings have been configured for users. Setting information is registered automatically, and some setting information must be manually deleted because it remains even after a user has been deleted. To delete user setting information, log in to the Remote UI with Administrator privileges. Note, however, that it may not be possible to delete setting information for the user who is using a MEAP application.

NOTE

- You can also set to automatically delete user setting information when the maximum amount of information that can be registered has been reached. [▶<Action When Maximum Number of Users Exceeded>\(P. 834\)](#)
- For information on the maximum amount of user setting information that can be registered, see [▶System Specifications\(P. 983\)](#) .
- The User Setting Information that the User Setting Information Management can link with User Authentication is as follows:
 - Information of Personal buttons/Shared buttons ([▶Registering Frequently Used Settings as Personal Buttons/Shared Buttons on the <Home> Screen\(P. 344\)](#))
 - Keychain information ([▶Managing Users\(P. 532\)](#))

1 Start the Remote UI. [▶Starting the Remote UI\(P. 595\)](#)

2 Click [User Setting Information Management Service] on the portal page. [▶Remote UI Screen\(P. 597\)](#)

3 Delete the user setting information.

■Deleting the setting information for all users

Click [Delete All User Setting Information] ▶ [Yes].

■Deleting the setting information for individual users

1 Click [Select User and Delete Setting Information].

2 Select the check box for the user with the setting information that you want to delete, and click [Delete] ▶ [Yes].

■Deleting the shared setting information of all users

Click [Delete Shared Setting Information of All Users] ▶ [Yes].

■Deleting the setting information for all user groups

Click [Delete All User Group Setting Information] ▶ [Yes].

■Deleting the setting information for individual user groups

1 Click [Select User Group and Delete Setting Information].

- 2 Select the check box for the user group with the setting information that you want to delete, and click [Delete] ► [Yes].

NOTE

- The changed user setting information is enabled when the machine is restarted. It may take some time until the old user setting information is deleted. Wait for a while and restart the machine.

LINKS

► **Configuring the Personal Authentication Management Settings(P. 535)**

Configuring the Network Security Settings

E0SS-08K

Authorized users may incur unanticipated losses from attacks by malicious third parties, such as sniffing, spoofing, and tampering of data as it flows over a network. To protect your important and valuable information from these attacks, the machine supports the following features to enhance security and secrecy.

- For information on the firewall settings, IPSec communication, and IEEE 802.1X authentication, see the manual of the imagePRESS Server.

Proxy Settings

You can provide greater security by using a proxy server for connections outside the network, such as when browsing websites. ➤ **Setting a Proxy(P. 581)**



TLS Encrypted Communication

TLS is a protocol for encryption for data sent over a network and is often used for communication via a Web browser or an e-mail application. TLS enables secure network communication when accessing the machine in a variety of situations, such as when using the Remote UI or distributing device information. ➤ **Configuring the Key and Certificate for TLS(P. 583)**



Setting a Proxy

E0SS-08L

You can set a proxy to handle communication in place of the machine, and use it when connecting to devices outside the network, such as when browsing websites. Security is enhanced when using a proxy, because the machine does not directly access resources outside the network. Administrator or NetworkAdmin privileges are required in order to configure these settings.



- 1** Press  (Settings/Registration).
- 2** Press <Preferences> ► <Network> ► <TCP/IP Settings> ► <Proxy Settings>.
- 3** Set <Use Proxy> to <On>, configure the necessary settings, and press <OK>.



a <Server Address>

Enter the address of the proxy server to use. Specify the IP address or host name depending on your environment.

b <Port Number>

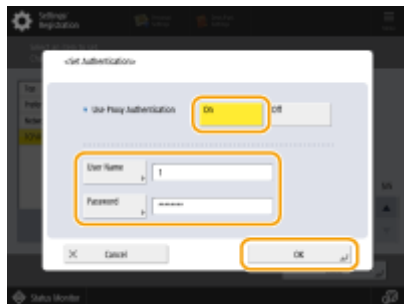
Enter the port number of the proxy server to use.

c <Use Proxy within Same Domain>

Select <On> if you want to use the proxy server even when communicating with devices in the same domain.

d <Set Authentication>

To use the proxy server authentication function, press this and configure the authentication information. On the screen that is displayed, press <On>, enter the user name and password to use for proxy authentication, and press <OK>.



4 Press  (Settings/Registration) ► <Yes>.

Configuring the Key and Certificate for TLS

E0SS-08R

You can use TLS encrypted communication to prevent sniffing, spoofing, and tampering of data that is exchanged between the machine and other devices such as computers. When configuring the settings for TLS encrypted communication, you must specify a key and certificate (server certificate) to use for encryption. You can use the key and certificate that are preinstalled in the machine, or you can generate your own or acquire them from a certification authority. Administrator or NetworkAdmin privileges are required in order to configure these settings.



Generating the Key and Certificate for Network Communication(P. 586)

NOTE

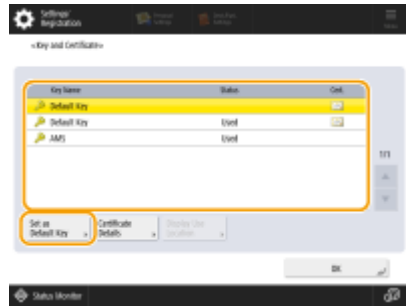
- If you want to use a key and certificate that you generate yourself, generate the key and certificate before performing the procedure below. **Generating the Key and Certificate for Network Communication(P. 586)**
- If you want to use a key and certificate that you acquire from a certification authority (CA), register the key and certificate before performing the procedure below. **Registering a Key and Certificate(P. 606)**
- If you set <Format Encryption Method to FIPS 140> to <On>, you can make the TLS communication encryption method comply with the United States government-approved FIPS (Federal Information Processing Standards) 140. **<Format Encryption Method to FIPS 140>(P. 860)**
- If <Format Encryption Method to FIPS 140> is set to <On>, an error will occur when you try to specify a certificate for TLS that uses an algorithm not recognized by FIPS (lower than RSA2048bit).
- A communication error will occur if you set <Format Encryption Method to FIPS 140> to <On>, and send to a remote party that does not support FIPS-recognized encryption algorithms.
- If <Format Encryption Method to FIPS 140> is set to <On>, <CHACHA20- POLY1305> and <X25519> switch to <Off>.
- If <CHACHA20- POLY1305> or <X25519> is set to <On>, <Format Encryption Method to FIPS 140> switches to <Off>.

1 Press  (Settings/Registration).

2 Press <Preferences> ► <Network> ► <TCP/IP Settings> ► <TLS Settings>.

3 Press <Key and Certificate>.

4 Select the key and certificate to use for TLS encrypted communication, and press <Set as Default Key>.



- If you want to use the preinstalled key and certificate, select <Default Key>.

NOTE:

- TLS encrypted communication cannot use <Device Signature Key>, which is used for the device signature, or <AMS>, which is used for access restrictions.

5 Press <OK>.

6 Press <Specify Allowed Versions>.

7 Specify <Maximum Version> and <Minimum Version> ► press <OK>.

8 Set each algorithm ► press <OK>.



The following combinations of TLS version and algorithm are available.

✓ : Available

- : Unavailable

Algorithm	TLS Version			
	<TLS 1.3>	<TLS 1.2>	<TLS 1.1>	<TLS 1.0>
<Encryption Algorithm Settings>				
<AES-CBC (256-bit)>	-	✓	✓	✓
<AES-GCM (256-bit)>	✓	✓	-	-
<3DES-CBC>	-	✓	✓	✓
<AES-CBC (128-bit)>	-	✓	✓	✓
<AES-GCM (128-bit)>	✓	✓	-	-

<CHACHA20- POLY1305>	✓	-	-	-
<Key Exchange Algorithm Settings>				
<RSA>	-	✓	✓	✓
<ECDHE>	✓	✓	✓	✓
<X25519>	✓	-	-	-
<Signature Algorithm Settings>				
<RSA>	✓	✓	✓	✓
<ECDSA>	✓	✓	✓	✓
<HMAC Algorithm Settings>				
<SHA1>	-	✓	✓	✓
<SHA256>	✓	✓	-	-
<SHA384>	✓	✓	-	-

9 Press  (Settings/Registration) ► <Yes>.

► The machine restarts, and the settings are applied.

LINKS

- ▶ Starting the Remote UI(P. 595)
- ▶ Distributing the Device Information to Other Canon Multifunction Printers(P. 675)
- ▶ MEAP(P. 963)

Generating the Key and Certificate for Network Communication



The machine can generate the key and certificate (server certificate) used for TLS encrypted communication. If you want to start using TLS encrypted communication immediately, it is convenient to use the key and certificate that are preinstalled in the machine. If necessary, have an administrator generate a key and certificate. Note, however, that TLS encrypted communication is not enabled simply by generating a key and certificate. ▶ **Configuring the Key and Certificate for TLS(P. 583)**

NOTE

- If you want to use a server certificate with a CA signature, you can generate the key along with a CSR, instead of the certificate. ▶ **Generating a Key and CSR(P. 612)**

1 Press  (Settings/Registration).

2 Press <Management Settings> ▶ <Device Management> ▶ <Certificate Settings> ▶ <Generate Key>.

3 Configure the necessary items for the key, and press <Next>.



a <Key Name>

Enter a name for the key. Use a name that will be easy to find when displayed in a list.

b <Signature Algorithm>

Select the hash algorithm to use for the signature. The available hash algorithms vary depending on the key length (▶ **System Specifications(P. 983)**). A key length of 1024 bits or more can support SHA384 and SHA512 hash algorithms. If <RSA> is selected for **c**, and <Key Length (bit)> is set to <1024> or more for **d**, the SHA384 and SHA512 hash algorithms can be selected.

c <Key Algorithm>

Select the key algorithm. If <RSA> is selected, <Key Length (bit)> is displayed as a setting item for **d**. If <ECDSA> is selected, <Key Type> is displayed instead.

d <Key Length (bit)> / <Key Type>

Specify the key length if <RSA> is selected for **c**, or specify the key type if <ECDSA> is selected. In both cases, a higher value provides greater security but reduces the communication processing speed.

4 Configure the necessary items for the certificate, and press <Next>.

a <Validity Start Date> / <Validity End Date>

Enter the validity start and end date.

b <Country/Region> / <State> / <City> / <Organization> / <Organization Unit>

Select the country code from the list, and enter the location and the organization name.

c <Common Name>

Enter the IP address or FQDN.

- When performing IPPS printing in a Windows environment, make sure to enter the machine's IP address.
- A DNS server is required in order to enter the FQDN of the machine. Enter the IP address if a DNS server is not used.

5 Specify an alternative name if necessary.

If you do not want to specify an alternative name, go to step 6.

Press <Issued To (Altn. Name)>, specify an IP address or a domain name, and press <OK>.

a <Do Not Set>

An alternative name is not specified.

b <IP Address>

Specify an IP address as an alternative name. Only IPv4 addresses can be set in <IP Address>.

c <Domain Name>

Specify a domain name as an alternative name.

6 Press <Generate Key>.

NOTE

Managing keys and certificates

You can check the detailed settings or delete keys and certificates on the screen that is displayed when you press  (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ <Certificate Settings> ▶ <Key and Certificate List>. If the list of keys and certificates is not displayed, press <Key and Certificate List for This Device> to display it.

- If  is displayed, the key is corrupted or invalid.
- If  is not displayed, the certificate for the key does not exist.
- If you select a key and certificate and press <Certificate Details>, detailed information about the certificate is displayed. You can also press <Verify Certificate> on this screen to check whether the certificate is valid.
- To delete keys and certificates, select the ones that you want to delete, and press <Delete> ▶ <Yes>.

LINKS

▶ **Registering a Key and Certificate for Network Communication(P. 606)**

Restricting the Machine's Functions

E05S-08U

You can restrict the use of certain functions that may lead to information leaks or that are subject to misuse. It is also possible to completely disable the use of individual functions.

Restricting Printing from a Computer

You can prohibit all users from printing documents from a computer, or only allow printing if the user is authorized on the machine. ➤ **Restricting Printing from a Computer(P. 590)**



Restricting Printing from a Computer

E0SS-08W

You can prohibit users from printing documents from a computer. However, even when printing from a computer is prohibited, you can allow users to save documents in the temporary storage space of the machine (Mail Box), as well as print documents saved in the Mail Box.

▶ Prohibiting Printing from a Computer (P. 590)

Prohibiting Printing from a Computer

You can prohibit users from printing documents from a computer. However, even when printing from a computer is prohibited, you can allow users to save documents in the temporary storage space of the machine (Mail Box), as well as print documents saved in the Mail Box.



⚙ (Settings/Registration) ▶ <Function Settings> ▶ <Printer> ▶ <Restrict Printer Jobs> ▶ <On> ▶
<OK>

Increasing the Security of Documents

E0SS-08X

The machine is equipped with security functions designed to prevent paper and electronic documents from leakage and tampering. Designate an administrator to implement measures that minimize the risk of unauthorized printing, which can lead to leakage of sensitive documents and information, or the falsification of official documents.

Force Print of Recognition Information

You can configure the machine to always print information such as the name of the logged in user on printed or copied documents. This enables you to identify the user responsible for the output of each document. ▶

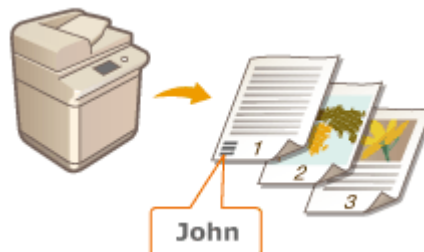
Printing User Information on Documents(P. 592)



Printing User Information on Documents

E0SS-08Y

You can configure the machine to forcibly print user information such as the name of the logged in user on printed or copied documents. This function enables you to identify who output each document simply by checking the printed information, which can discourage unauthorized copying. Administrator or DeviceAdmin privileges are required in order to configure these settings.



- 1** Press  (Settings/Registration).
- 2** Press <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Forced Print of Recognition Information>.
- 3** Press <On> and select the functions that forcibly print the user information.

- In <Target Function>, press <On> for each function that you want to apply this setting to.



- 4** Specify the print position and original's orientation, and press <OK>.

- Press the arrow buttons to select the print position. To precisely adjust the position, press <Set Details> and specify the location.
- Select <Upright Image> to orient the original vertically, or select <Sideways Image> to orient the original horizontally.



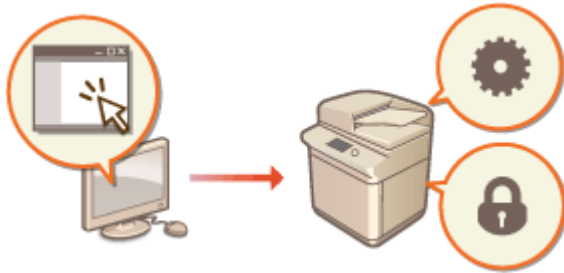
Managing the Machine from a Computer (Remote UI)

E0SS-090

You can remotely operate the machine from your computer's Web browser to perform operations such as checking the printing status, changing the machine settings, or editing the Address Book. This convenient feature enables you to remain at your desk while operating the machine. To perform remote operation, enter the IP address of the imagePRESS Server in your Web browser and open the Remote UI portal page. For more information on the system requirements for the Remote UI, see **System Specifications(P. 983)**.

How to Use the Remote UI

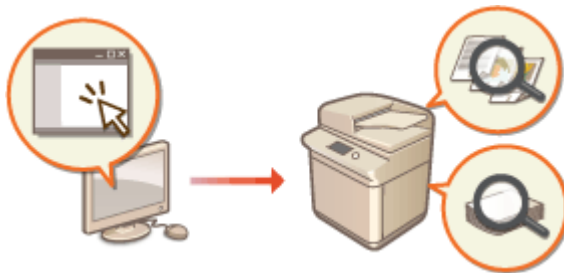
This section describes the Remote UI login procedure and the features of the Remote UI main screen.



▶ Starting the Remote UI(P. 595)

Checking the Status of Waiting Documents and the Machine

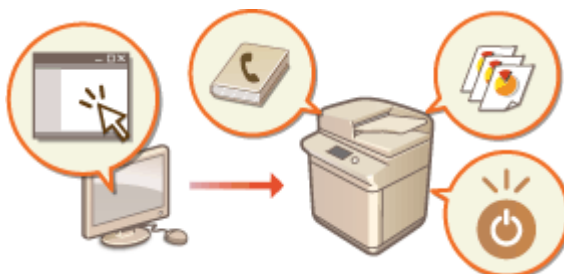
This section describes how to check the status of printed documents, as well as error information and the remaining amount of paper.



▶ Checking the Status and Logs(P. 600)

Other Functions Available Using the Remote UI

This section describes various other convenient functions that can be performed via computer using the Remote UI, such as editing the Address Book, checking files that have been saved on the machine, and backing up the machine settings in case they are needed.



- ▶ Turning OFF/Restarting the Machine(P. 603)
- ▶ Registering User Groups(P. 604)
- ▶ Registering a Key and Certificate for Network Communication(P. 606)
- ▶ Configuring the Expiration Check Method for Received Certificates(P. 610)
- ▶ Generating a Key and Certificate Signing Request (CSR)(P. 612)
- ▶ Retrieving/Updating a Certificate from an SCEP Server(P. 615)
- ▶ Managing Stored Files(P. 621)
- ▶ Managing the Logs(P. 624)
- ▶ Importing/Exporting the Setting Data(P. 629)
- ▶ Backing Up/Restoring Data(P. 639)
- ▶ Updating the Firmware(P. 643)

- ▶ **Updating the Firmware (Distribution)(P. 645)**
- ▶ **Setting Scheduled Updates(P. 648)**
- ▶ **Displaying Messages from the Administrator(P. 650)**
- ▶ **Configuring the Visual Message Function(P. 652)**

IMPORTANT

- Do not access other websites when the browser is accessing the Remote UI of your printer. Do not forget to close the web browser if you step away from the computer or after you finish changing settings.

When using a proxy server

- You cannot access the machine via a proxy server. If a proxy server is used in your environment, configure your Web browser to bypass the proxy server and access the machine directly.

Starting the Remote UI

E0SS-091

The portal page appears when you start the Remote UI. You can check the current status of the device including consumable information on the portal page.

Before You Start the Remote UI

Before starting the Remote UI, the administrator should perform the following:

■ Specify the Network Settings

Configure the settings in <Network Settings> from <Fiery> in the machine's control panel. For details on how to configure the settings, see the manual of the imagePRESS Server.

Check the IP address of the imagePRESS Server beforehand. If the IP address is not known, contact your network administrator.

■ Enable the Remote UI

Set <Remote UI> to <On>. It is also recommended that <Device Information Settings> ( (Settings/Registration) ► <Management Settings> ► <Device Information Settings>) is configured.



 (Settings/Registration) ► <Management Settings> ► <License/Other> ► <Remote UI> ► <On>
(Set On/Off of <Use TLS> if necessary)

! IMPORTANT

- Before changing the settings of the machine, set your Web browser to enable all cookies and use JavaScript.
- The Remote UI setting is made effective only after turning the machine's main power OFF, and then ON.
- Connection via a proxy server is not possible. If your system environment has a proxy server, perform the following setting.
(As these settings differ depending on the network environment, contact your network administrator.)
 - Enter the IP address of the imagePRESS Server into Exceptions in the Web browser proxy server settings.
- If the control panel of the machine is being used for a particular operation and if you use the same operation on the Remote UI, the last setting is activated.
- If multiple Remote UIs are running simultaneously, the latest setting that was made is enabled. It is recommended that only one Remote UI be running at a time.
- To enter characters from a Web browser, use the characters that you can enter from the touch panel display of the machine. If you use the other characters, they may not be displayed/recognized properly on the machine.

NOTE

- By setting <Remote UI> to <On>, you can open a necessary port. However, it is recommended that it is set to <Off>, if a port is not used. If you leave the port open, an unauthorized user may access the machine.

■ Changing the Default Password

For security reasons, you cannot log in to the Remote UI using the default password (7654321) for the Administrator user. Log in to the Remote UI after changing the password of the Administrator user from the control panel.



 (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management> ▶ <Register/Edit Authentication User> ▶ change the password for "Administrator"

! IMPORTANT

- When both the machine and the Active Directory server are set as user authentication devices ( **Configuring the User Login Methods and Authentication Devices(P. 561)**), the time setting of the Active Directory server needs to match that of the machine.

NOTE

Using TLS encryption for communication

- When you want to encrypt the Remote UI communication, configure the TLS key and certificate ( **Configuring the Key and Certificate for TLS(P. 583)**), go to the <Remote UI> setting ( **<Remote UI>(P. 837)**) and set <Use TLS> to <On>, then turn the machine OFF and back ON.

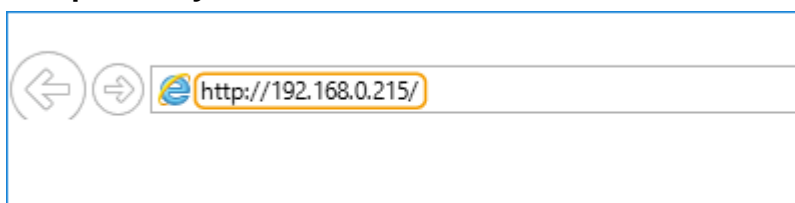
Logging in to the Remote UI using the default password of the Administrator user

- You can also set to allow logging in to the Remote UI using the default password of the Administrator user. ( (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings> ▶ <Allow Use of Default Password for Remote Access> ▶ <On>)

Starting the Remote UI

1 Start the Web browser.

2 Enter the IP address of the imagePRESS Server, and press the [ENTER] key on the computer keyboard.



- Enter "http://<IP address of the imagePRESS Server>/" in the address input field.

3 Click [Launch Remote UI] in the WebTools screen.

NOTE:

- If the Remote UI does not start properly and an error message appears, delete the cache files of your Web browser.

- When you use WebTools connecting directly the monitor or keyboard to the imagePRESS Server, you cannot start the Remote UI.

4 Log in to the Remote UI.

- Enter a registered user name and password in [User Name] and [Password], select the login destination in [Login Destination], and click [Log In].
- If [Log In (Guest)] is displayed, unregistered users can click this button and log in as general users.

NOTE:

- With some user authentication settings, the Remote UI may skip the login screen and display the main screen (portal page) directly. ▶ **Remote UI Screen(P. 597)**

5 Check that the Remote UI portal page is displayed. ▶ **Remote UI Screen(P. 597)**

! IMPORTANT

- When using the Remote UI to operate the machine, do not use the Web browser's [Back] button. The page may not change properly if you use the [Back] button.

Setting the Timeout Time after Logging In to the Remote UI

The user is automatically logged out if no operations are performed for a certain period of time after logging in to the Remote UI. You can set the time until the user is logged out.



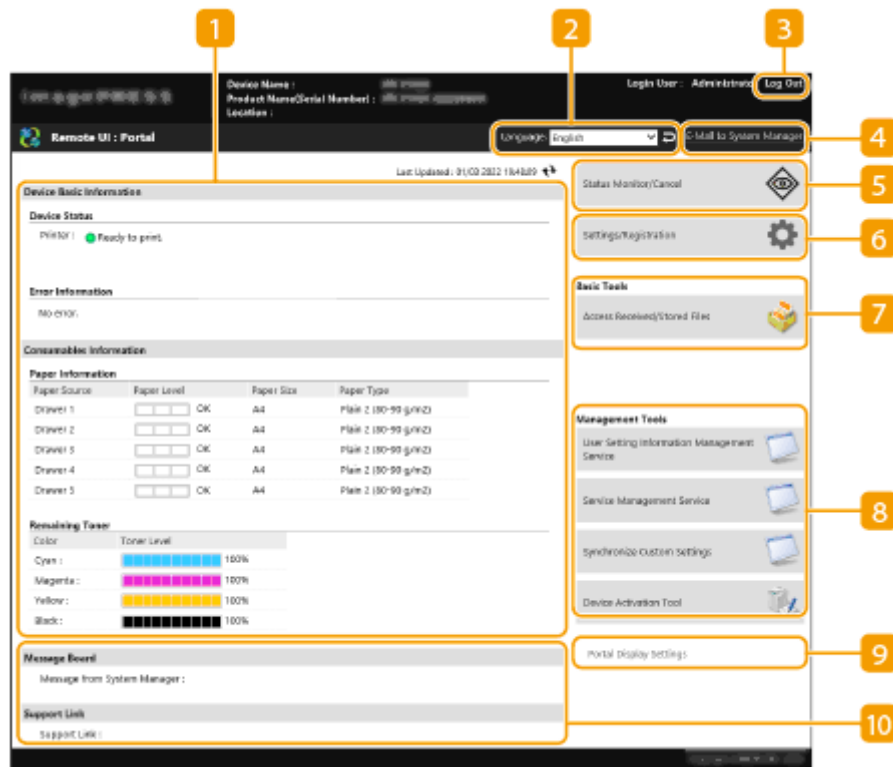
Start the Remote UI ▶ [Settings/Registration] ▶ [Network Settings] ▶ [Session Settings] ▶ [Timeout After Logging in to Remote UI] ▶ set the timeout time after login ▶ [OK]

Remote UI Screen

The portal page shown below is displayed when you log in to the Remote UI. This section describes the items displayed on the portal page and the basic operations.

! IMPORTANT

- Some display items and functions are only available if you log in with Administrator privileges.
- If multiple users are operating the Remote UI at the same time or the control panel of the machine is being operated at the same time as the Remote UI, the last operation that is performed is effective.



1 Device information

The current machine status is displayed, along with information about errors, consumables, etc.

2 Display language

You can switch the language that is displayed on the Remote UI screen.

3 [Log Out]

Log out from the Remote UI and return to the login page.

4 [E-Mail to System Manager]

Create an e-mail message to send to the administrator. The administrator's e-mail address can be set in [Settings/Registration] ► [User Management] ► [System Manager/Contact Person Information Settings].

5 [Status Monitor/Cancel]

You can check the status of jobs or cancel processing. You can also check detailed information about the amount of remaining toner and paper, etc. ► **Checking the Status and Logs(P. 600)**

6 [Settings/Registration]

You can change the machine settings. You can save the setting details to a computer, or import them from a computer to the machine. ► **Importing/Exporting the Setting Data(P. 629)**

NOTE:

- You can use either the control panel or the Remote UI to change most machine settings, but some settings can only be changed using one or the other.

7 [Basic Tools]

You can perform operations such as printing documents or registering/editing destinations.

▶ **Managing Stored Files(P. 621)**

8 [Management Tools]

You can perform management for items such as MEAP applications (▶ **MEAP(P. 963)**) or user setting information (▶ **Deleting User Setting Information(P. 578)**).

9 [Portal Display Settings]

You can change the order in which the [Basic Tools] and [Management Tools] buttons are displayed on the portal page.

10 Messages/support

Messages from the administrator are displayed, along with links to machine support information. ▶ **Displaying Messages from the Administrator(P. 650)**

NOTE

- To update the current page with the latest information, click  .

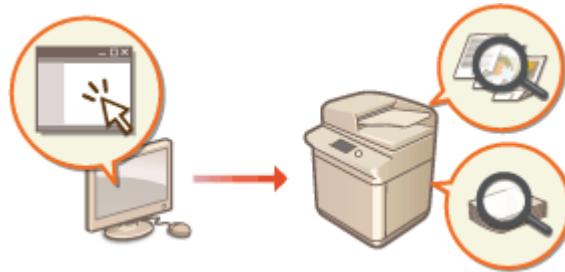
LINKS

▶ **Settings/Registration(P. 700)**

Checking the Status and Logs

E0SS-092

You can use the Remote UI to check the status of documents that are waiting to be processed, as well as the logs for documents that have been processed. You can also check the status of the machine, such as error information and the remaining amount of consumables.



- ▶ **Checking the Status of Prints(P. 600)**
- ▶ **Checking the Job Log(P. 601)**
- ▶ **Checking the Machine Status(P. 601)**

NOTE

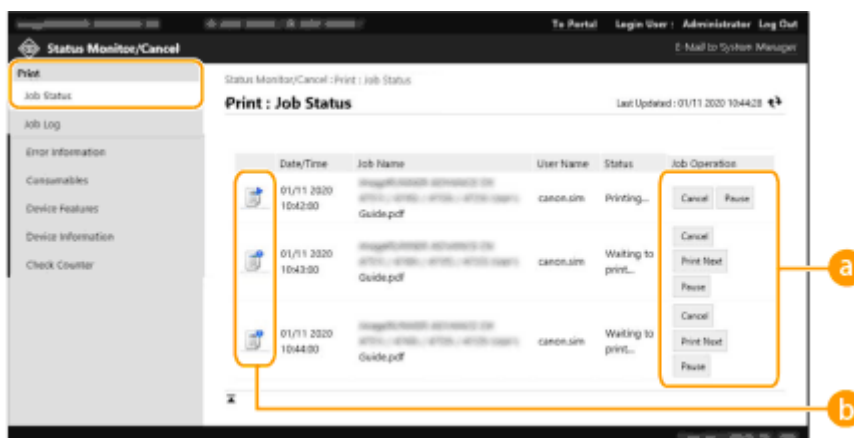
- When personal authentication management is used, you can restrict users from performing operations on the jobs of other users on the <Status Monitor> screen. ▶ **<Restrict Access to Other User Jobs>(P. 826)**

Checking the Status of Prints

You can check the status of documents that are waiting to be printed. You can also output a document before the others, or cancel a document.



Start the Remote UI ▶ [Status Monitor/Cancel] ▶ [Job Status]



a Operation buttons

- [Cancel]: Printing is canceled. The canceled document is deleted and cannot be recovered.
- [Print Next]: The document is output immediately after the current document is complete.

- [Pause]: Documents that are being printed from a computer are paused. Press [Resume] to resume printing a document that was paused.

b Document icon

Click the icon to display detailed information about the document.

Checking the Job Log

You can display a log for documents that were printed.



Start the Remote UI ► [Status Monitor/Cancel] ► [Job Log]

Job No. (Return Job No.)	Result	Start Time	End Time	Job Type	Destination	User Name	Subaddress	Color
5006	OK	08/11 2020 15:02:36	08/11 2020 15:02:50	File	0441112222			EC
5005	OK	08/11 2020 15:02:15	08/11 2020 15:02:29	File	0441112222			EC
5004	OK	08/11 2020 15:01:51	08/11 2020 15:02:06	File	0441112222			EC
5003	OK	08/11 2020 15:01:26	08/11 2020 15:01:41	File	0441112222			EC
5002	OK	08/11 2020 14:45:55	08/11 2020 14:46:09	File	0441112222			EC

a [Store in CSV Format...]

The log data can be exported and saved as a CSV file (*.csv) on the computer.

b [Function Selection]

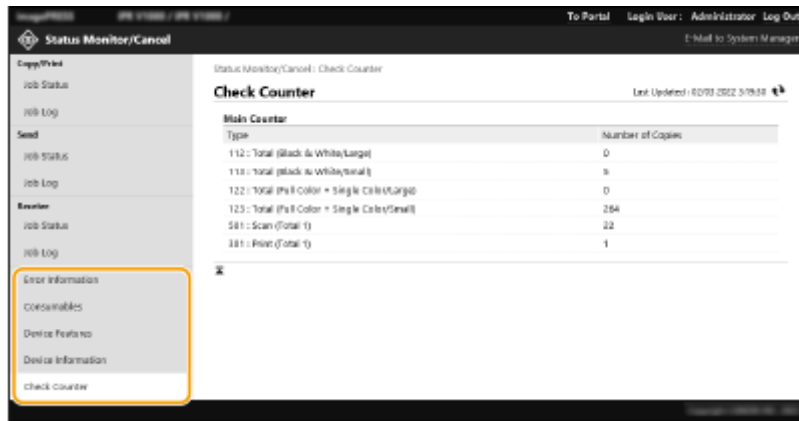
Select the function that you want to check, and click [Display].

Checking the Machine Status

You can check a variety of information about the machine, such as error information, the amount of remaining paper and toner, information about attached optional equipment, and the total number of pages that have been printed up to now.



Start the Remote UI ► [Status Monitor/Cancel] ► Select the item that you want to check



LINKS

▶ Starting the Remote UI(P. 595)

Turning OFF/Restarting the Machine

E0SS-093

You can use the Remote UI to shut down or restart the machine.

IMPORTANT

- When the machine is turned OFF or restarted, any documents that are being printed are canceled.

▶ **Turning OFF the Machine(P. 603)**

▶ **Restarting the Machine(P. 603)**

Turning OFF the Machine



Start the Remote UI ▶ [Settings/Registration] ▶ [Device Management] ▶ [Remote Shutdown] ▶ [Start]

Restarting the Machine



Start the Remote UI ▶ [Settings/Registration] ▶ [Restart Device] ▶ [Perform Restart] ▶ [OK]

NOTE

If optional equipment is not recognized after restart

- The machine may not recognize optional equipment after it is restarted. If this happens, turn OFF the power of the optional equipment, and then turn it back ON.

LINKS

▶ **Starting the Remote UI(P. 595)**

▶ **How to Turn ON the Main Power(P. 30)**

▶ **Shutting Down the Machine(P. 31)**

Registering User Groups

E0SS-094

Register user groups. User group address lists can be shared between registered user groups.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 Click [User Management] ▶ [Authentication Management] ▶ [User Group Management].**
- 4 Click [Add Group (Local Device Users)...] or [Add Group (Other Users)...].**
 - Select [Add Group (Other Users)...] if Server Authentication is set.

■Adding Groups to a Local Device

- 1** Enter the group ID and user group name.
- 2** Select the users to include in the user group, and click [Add >>].

The screenshot shows the 'Add Group (Local Device Users)' window. It has a sidebar with navigation options like 'User Management', 'Authentication Management', and 'User Group Management'. The main area contains fields for 'Group ID' and 'User Group Name'. Below these is a section titled 'User to Register to User Group' with two columns: 'Local Device Users' and 'Users to Register'. The 'Local Device Users' column lists 'Administrator', 'DeviceAdmin', 'GeneralUser', and 'NetworkAdmin'. An 'Add >>' button is located at the bottom right of the 'Local Device Users' list.

- 3** Click [Add].

■Adding Groups to an Authentication Server

- 1** Enter the group ID, user group name, attribute name, and attribute value.
- 2** Click [Add].

NOTE:

- For [Attribute Name:], enter the "Attribute Name" (such as company name, department or position) managed by the server authentication destination (Active Directory, LDAP server, Microsoft Entra ID, etc.). For example, enter "company" or "department".
- For [Attributes:], input the values you wish to extract as a group from the values listed for "Attribute Name" in the server. For example, you may enter "Company A" for the company name, and "Sales 1" for the department name.

Registering a Key and Certificate for Network Communication

E0SS-095

You can use the Remote UI to register keys/certificates, CA certificates, and S/MIME certificates to the machine from your computer. Designate an administrator to register these items.



- ▶ [Registering a Key and Certificate\(P. 606\)](#)
- ▶ [Registering a CA Certificate\(P. 607\)](#)
- ▶ [Registering an S/MIME Certificate\(P. 609\)](#)

NOTE

The communication methods listed below use a key/certificate or CA certificate. If you want to use a registered key and certificate in actual communication, you need to specify the key and certificate in the settings for each communication method. However, an X.509 DER format CA certificate does not need to be specified in the settings for each communication method. You can use it simply by registering it to the machine.

- TLS encrypted communication ▶ [Configuring the Key and Certificate for TLS\(P. 583\)](#)
- IPSec
- IEEE 802.1X

Registering a Key and Certificate

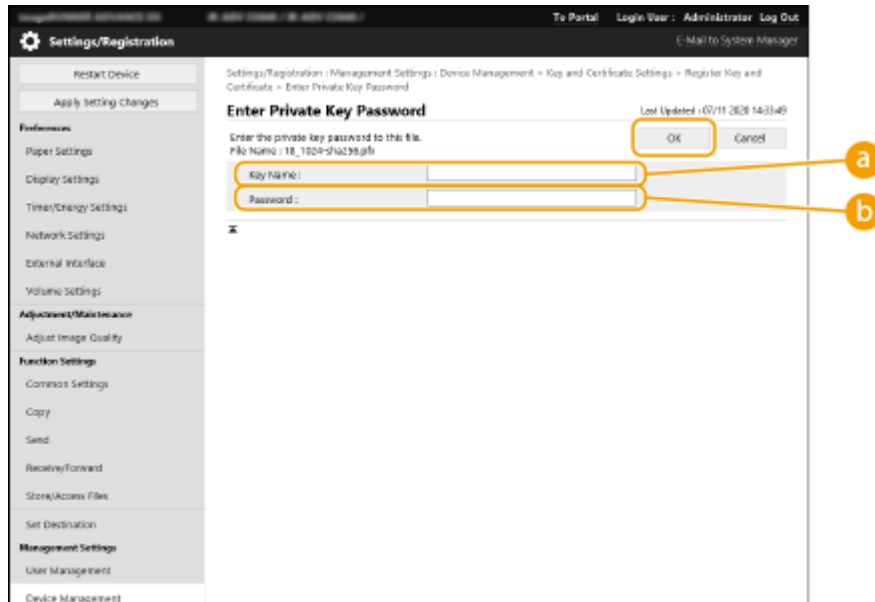
Keys and certificates (server certificates) can be registered via the Remote UI. For information on the keys and certificates that can be registered on the machine, see ▶ [System Specifications\(P. 983\)](#) .

- 1** Start the Remote UI. ▶ [Starting the Remote UI\(P. 595\)](#)
- 2** Click [Settings/Registration] on the portal page. ▶ [Remote UI Screen\(P. 597\)](#)
- 3** Click [Device Management] ▶ [Key and Certificate Settings].
- 4** Click [Register Key and Certificate...].
- 5** Click [Install...].
- 6** Install the key and certificate.

- Click [Browse...], specify the files (key and certificate) to install, and click [Start Installation].

7 Register the key and certificate.

- 1 Select the key and certificate that you want to register, and click [Register].
- 2 Enter the key name and password, and click [OK].



a [Key Name]

Use alphanumeric characters to enter the name of the key that was registered to the machine.

b [Password]

Use alphanumeric characters to enter the password of the private key that is set for the file to register.

NOTE

Managing keys and certificates

You can check the detailed settings or delete keys and certificates on the screen displayed in step 4.

- If  is displayed, the key is corrupted or invalid.
- If  is displayed, the certificate for the key does not exist.
- Click a key name to display detailed information about the certificate. You can also click [Verify Certificate] on this screen to check whether the certificate is valid.
- To delete a key and certificate, select the one that you want to delete, and click [Delete] ► [OK].

Registering a CA Certificate

X.509 DER format CA certificates are preinstalled in the machine. You can register a new CA certificate if it is required by a particular function. For information on the CA certificates that can be registered on the machine, see **System Specifications(P. 983)** .

1 Start the Remote UI. Starting the Remote UI(P. 595)

2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)

3 Click [Device Management] ▶ [CA Certificate Settings].

4 Click [Register CA Certificate...].

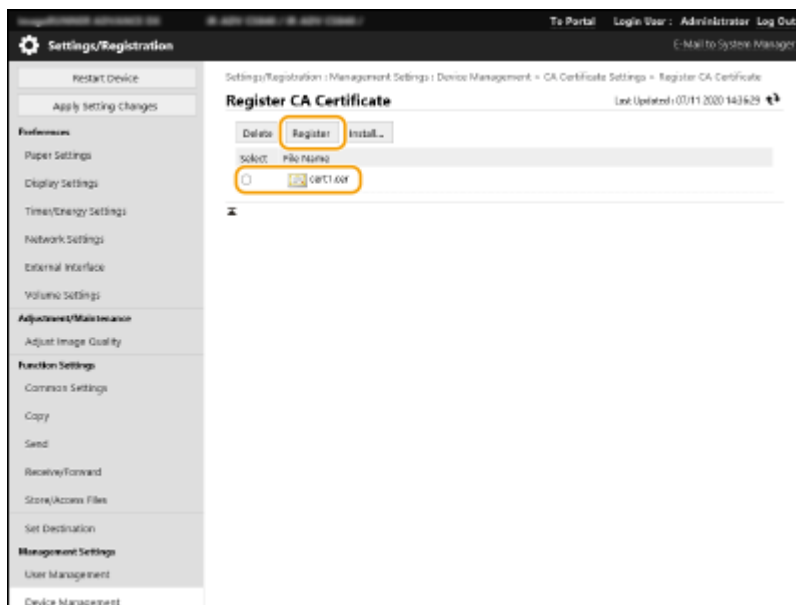
5 Click [Install...].

6 Install the CA certificate.

- Click [Browse...], specify the file (CA certificate) to install, and click [Start Installation].

7 Register the CA certificate.

- Select the CA certificate that you want to register, and click [Register...].



NOTE

Managing CA certificates

You can check the detailed settings or delete CA certificates on the screen displayed in step 4.

- Click  to display detailed information about the CA certificate. You can also click [Verify Certificate] on this screen to check whether the CA certificate is valid.
- To delete a CA certificate, select the one that you want to delete, and click [Delete] ▶ [OK].

Registering an S/MIME Certificate

You can register a public key certificate (S/MIME certificate) to use for encrypting with S/MIME. For information on the S/MIME certificates that can be registered on the machine, see [▶System Specifications\(P. 983\)](#) .

- 1 Start the Remote UI.** [▶Starting the Remote UI\(P. 595\)](#)
- 2 Click [Settings/Registration] on the portal page.** [▶Remote UI Screen\(P. 597\)](#)
- 3 Click [Device Management] ▶ [S/MIME Certificate Settings].**
- 4 Click [Register S/MIME Certificate...].**
- 5 Register the S/MIME certificate.**
 - Click [Browse...], specify the file (S/MIME certificate) to register, and click [Register].

NOTE

Managing S/MIME certificates

You can check the detailed settings or delete S/MIME certificates on the screen displayed in step 4.

- Click  to display detailed information about the S/MIME certificate. You can also click [Verify Certificate] on this screen to check whether the S/MIME certificate is valid.
- To delete an S/MIME certificate, select the one that you want to delete, and click [Delete] ▶ [OK].

Configuring the Expiration Check Method for Received Certificates

E0SS-096

There are two methods for verifying whether certificates received from the other party in communication are valid: Comparing with the certificate revocation list (CRL) registered in the machine and querying an OCSP (online certificate status protocol) responder (a server that supports OCSP). Set the method for checking the expiration of certificates according to your environment. This registration can only be performed by the administrator.

- ▶ **Registering a Certificate Revocation List (CRL)(P. 610)**
- ▶ **Configuring the Online Certificate Status Protocol (OCSP)(P. 610)**

Registering a Certificate Revocation List (CRL)

You can use the Remote UI to register a certificate revocation list (CRL). For information on the CRLs that can be registered on the machine, see ▶ **System Specifications(P. 983)** .

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 Click [Device Management] ▶ [Certificate Revocation List (CRL) Settings].**
- 4 Click [Register CRL...].**
- 5 Register the CRL.**
 - Click [Browse...], specify the file (CRL) to register, and click [Register].

NOTE

Managing CRLs

You can check the detailed settings or delete CRLs on the screen displayed in step 4.

- Click  to display detailed information about it. You can also click [Verify CRL] on this screen to check whether the CRL is valid.
- To delete a CRL, select the one that you want to delete, and click [Delete] ▶ [OK].

Configuring the Online Certificate Status Protocol (OCSP)

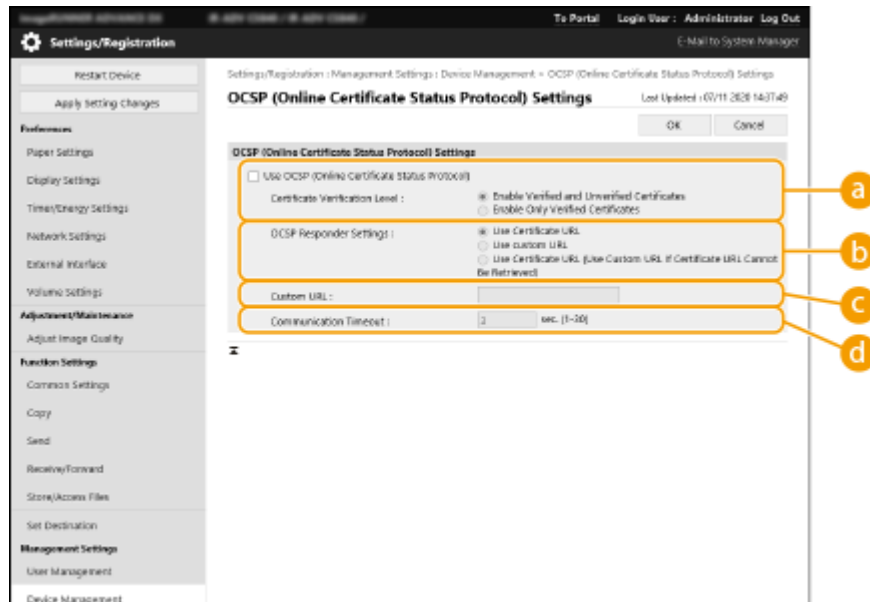
You can configure the certificate verification level and the OCSP responder to connect to.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**

2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)

3 Click [Device Management] ▶ [OCSP (Online Certificate Status Protocol) Settings].

4 Select the check box for [Use OCSP (Online Certificate Status Protocol)], and configure the online certificate status protocol (OCSP).



a [Certificate Verification Level]

Set whether to disable certificates in situations such as the following:

- When the machine cannot connect to the OCSP responder
- When a timeout occurs
- When expiration cannot be checked, such as when the result of checking the expiration of a certificate via the OCSP responder is unknown

b [OCSP Responder Settings]

Specify the URL for connecting to the OCSP responder.

c [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 (ASCII code only, maximum 255 characters).

d [Communication Timeout]

Set the time until communication with the OCSP responder times out. The connection is canceled if there is no response from the OCSP responder within the set time.

5 Click [OK].

Generating a Key and Certificate Signing Request (CSR)

E0SS-097

Certificates generated on this machine do not have a CA signature, which may cause communication errors with some communication peers. To request a certificate with a CA signature, certificate signing request (CSR) data is required. A user who logs in with administrator privileges can generate a CSR.

▶ **Generating a Key and CSR(P. 612)**

▶ **Registering a Certificate to a Key(P. 613)**

Generating a Key and CSR

You can generate a key and CSR on the machine. You can also display the CSR data on the screen and export it as a file.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 Click [Device Management] ▶ [Key and Certificate Settings].**
- 4 Click [Generate Key...].**
- 5 Click [Key and Certificate Signing Request (CSR)].**
- 6 Configure the necessary items for the key and certificate.**

The screenshot shows the 'Generate Key and Certificate Signing Request (CSR)' screen. The left sidebar contains a menu with 'Settings/Registration' selected. The main area has a title bar with 'To Portal', 'Login User: Administrator', and 'Log Out'. Below the title bar, there's a breadcrumb trail: 'Settings/Registration > Management Settings > Device Management > Key and Certificate Settings > Generate Key > Generate Key and Certificate Signing Request (CSR)'. The main content area is titled 'Generate Key and Certificate Signing Request (CSR)' and includes a 'Last Updated' timestamp. The form is divided into two sections: 'Generate Key' and 'Certificate Signing Request (CSR) Settings'. The 'Generate Key' section has fields for 'Key Name' (labeled a), 'Signature Algorithm' (labeled b), and 'Key Algorithm' (labeled c). The 'Certificate Signing Request (CSR) Settings' section has fields for 'Country/Region' (labeled d), 'State' (labeled e), 'City' (labeled f), 'Organization' (labeled g), 'Organization Unit' (labeled h), 'Common Name' (labeled g), and 'Issued To (Alternate Name)' (labeled h). The 'Issued To' section has radio buttons for 'Do Not Set', 'IP Address', and 'Domain Name'.

a [Key Name]

Enter a name for the key. Use a name that will be easy to find when displayed in a list.

b [Signature Algorithm]

Select the hash algorithm to use for the signature.

c [Key Algorithm]

Select the key algorithm, and specify the key length if [RSA] is selected, or specify the key type if [ECDSA] is selected.

d [Country/Region]

Select the country code from the list, or enter it directly.

e [State]/[City]

Enter the location.

f [Organization]/[Organization Unit]

Enter the organization name.

g [Common Name]

Enter the IP address or FQDN.

- When performing IPPS printing in a Windows environment, make sure to enter the machine's IP address.
- A DNS server is required in order to enter the FQDN of the machine. Enter the IP address if a DNS server is not used.

h [Issued To (Alternate Name)]

Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.

Only IPv4 addresses can be set in [IP Address].

7 Click [OK].

⇒ The CSR data is displayed.

- If you want to save the CSR data to a file, click [Store in File] and specify the save location.

NOTE

- The key that generated the CSR is displayed on the key and certificate list screen, but you cannot use it by itself. To use this key, you need to register the certificate that is later issued based on the CSR. ➤ **Registering a Certificate to a Key(P. 613)**

Registering a Certificate to a Key

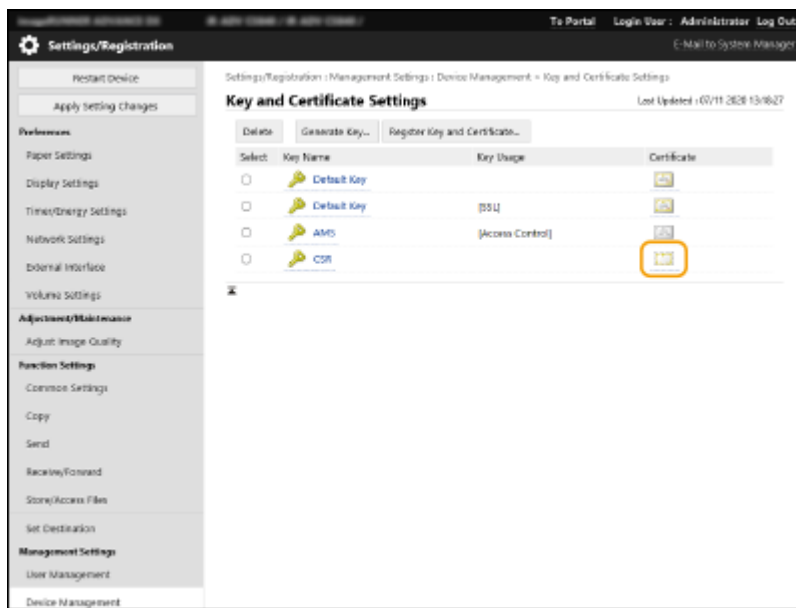
You can register the certificate that was applied for and issued based on the CSR.

1 Start the Remote UI. ➤ **Starting the Remote UI(P. 595)**

2 Click [Settings/Registration] on the portal page. ➤ **Remote UI Screen(P. 597)**

3 Click [Device Management] ▶ **[Key and Certificate Settings].**

4 In the [Certificate] list, click  for the certificate that you want to register.



5 Click [Register Certificate...].

6 Register the certificate.

- Click [Browse...], specify the file (certificate) to register, and click [Register].

Retrieving/Updating a Certificate from an SCEP Server

E0SS-098

A request for issuing the certificate required for keys generated with the machine can be sent to an SCEP (Simple Certificate Enrollment Protocol) server that manages certificates. Certificates issued from the SCEP server are automatically registered to the machine. Administrator privileges are required to send a request for issuing a certificate.

- ▶ **Specifying the Communication Settings of the SCEP Server(P. 615)**
- ▶ **Requesting a Certificate to Be Issued(P. 616)**
- ▶ **Requesting a Certificate to Be Issued at the Specified Time(P. 617)**
- ▶ **Checking the Status of Requesting a Certificate to Be Issued(P. 619)**

Specifying the Communication Settings of the SCEP Server

You can specify the settings for communicating with the SCEP server.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)].**
- 4 Click [Communication Settings].**
- 5 Set the required communication settings.**

The screenshot shows the 'Settings for Certificate Issuance Request (SCEP)' page. On the left is a sidebar with a 'Device Management' section containing links for 'Settings for Certificate Issuance Request (SCEP)', 'Certificate Issuance Request Status', 'Communication Settings', 'Certificate Issuance Request', 'Settings for Certificate Issuance Auto Request', and 'Auto Request'. The main area is titled 'Settings for Certificate Issuance Request (SCEP) : Communication Settings' and contains a form with the following fields:

- SCEP Server URL:** A text input field containing '172.23.14.14' with a dropdown arrow on the right. Callout 'a' points to this field.
- Port Number:** A text input field containing '80' with a dropdown arrow on the right. Callout 'b' points to this field.
- Communication Timeout:** A text input field containing '10' with a dropdown arrow on the right. Callout 'c' points to this field.

Buttons for 'Update' and 'Cancel' are located at the top right of the form area.

a [SCEP Server URL:]

Specify the URL of the SCEP server to connect to.

b [Port Number:]

Enter the port number to use for communicating with the SCEP server.

c [Communication Timeout:]

Enter the timeout time for communication with the SCEP server. The connection is canceled if there is no response from the SCEP server within the set time.

6 Click [Update].**NOTE**

- The settings cannot be updated when [Enable Timer for Certificate Issuance Auto Request] is selected.
▶ **Requesting a Certificate to Be Issued at the Specified Time(P. 617)**
- For information on the supported versions of SCEP, see ▶ **Management Functions(P. 985)**.

Requesting a Certificate to Be Issued

You can manually request a certificate to be issued.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)**
- 3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)].**
- 4 Click [Certificate Issuance Request].**
- 5 Set the items required for requesting a certificate to be issued.**

a [Key Name:]

Enter the name for the key. Enter a name that will be easy to find when displayed in a list.

b [Signature Algorithm:]

Select the hash function to use for the signature.

c [Key Length (bit):]

Select the key length.

d [Organization:]

Enter the organization name.

e [Common Name:]

Enter the IP address or FQDN.

- When performing IPPS printing in a Windows environment, make sure to enter the IP address of the machine.
- A DNS server is required to enter the FQDN of the machine. Enter the IP address of the machine if a DNS server is not used.

f [Issued To (Alternate Name)]

Enter the IP address or domain to be set for the Subject Alternative Name (SAN), as needed.

If you are not configuring the [Issued To (Alternate Name)] setting, select the [Do Not Set] checkbox.

Only IPv4 addresses can be set in [IP Address].

g [Challenge Password:]

When a password is set on the SCEP server side, enter the challenge password included in the request data (PKCS#9) for requesting a certificate to be issued.

h [Key Use Location:]

Select the destination where the key will be used. When [IPSec] is selected, select the IPSec of the destination from the drop-down list.

NOTE:

- When selecting something other than [None], enable the various functions in advance. If a certificate is successfully obtained with the various functions disabled, the certificate is assigned as the destination, but the various functions are not automatically enabled.

6 Click [Send Request].**7 Click [Restart].****NOTE**

- A manual request for issuing a certificate cannot be sent when [Enable Timer for Certificate Issuance Auto Request] is selected. ➤ **Requesting a Certificate to Be Issued at the Specified Time(P. 617)**
- The information set here is not saved to the storage of the machine.

Requesting a Certificate to Be Issued at the Specified Time

You can set to automatically request a certificate to be issued at a specified time.

1 Start the Remote UI. ➤ Starting the Remote UI(P. 595)

- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Click [Device Management] ▶ [Settings for Certificate Issuance Request (SCEP)].
- 4 Click [Settings for Certificate Issuance Auto Request].
- 5 Set the items required for requesting a certificate to be issued.

Settings for Certificate Issuance Request (SCEP)

Settings for Certificate Issuance Request (SCEP) : Certificate Issuance Auto Request Settings

Settings for Certificate Issuance Auto Request

☐ Enable Timer for Certificate Issuance Auto Request
Request Start Date/Time: [] / [] / [] (DD/MM/YYYY)

☐ Auto Adjust Issuance Request Time

☐ Perform Polling When Communication Error Occurs or When Issuance Request is Deferred
Polling Repetitions: [3] (1-10)
Polling Interval: [1] hr. (1-24)

☐ Send Periodic Issuance Requests
Request Interval Every: [6 months]
Next Request Date/Time: [] / [] / []

☐ Automatically Restart Device After Acquiring Certificate

☒ Delete Old Key and Certificate

Settings for Key and Certificate To Be Issued

Key Name: []
Signature Algorithm: [SHA256]
Key Length (bit): [2048]
Organization: []
Common Name: []
Challenge Password: []
Key Use Location: ☒ None
☐ TLS
☐ IEEE 802.1X
☐ IPSec

a [Enable Timer for Certificate Issuance Auto Request]

Select this to automatically request a certificate to be issued at a specified time, and specify the start date/time in [Request Start Date/Time:].

b [Auto Adjust Issuance Request Time]

Select this to adjust the time to send the request. This reduces load on the SCEP server when multiple multifunction printers send a request at the same time. The time is randomly adjusted 1 to 600 seconds from the time specified in [Request Start Date/Time:].

c [Perform Polling When Communication Error Occurs or When Issuance Request Is Deferred]

Select this to check the status of the SCEP server when a communication error has occurred or when a certificate issue request is pending. Specify the number of polling times and polling interval.

NOTE:

- In the following cases, polling is not performed and an error occurs.
 - When the machine has exceeded the limit of keys and certificates it can hold
 - When an error is included in the retrieved response data
 - When an error occurs on the SCEP server side

d [Send Periodic Issuance Requests]

Select this to periodically send an automatic request for a certificate to be issued, and specify the interval in [Request Interval: Every:].

When an automatic request for a certificate to be issued is performed successfully, the next date/time to issue a request is displayed in [Next Request Date/Time:].

e [Automatically Restart Device After Acquiring Certificate]

Select this to restart the machine after the certificate is retrieved.

! IMPORTANT:

- The machine is restarted even during batch importing/exporting.

f [Delete Old Key and Certificate]

Select this to overwrite the old key and certificate.

NOTE:

- The key and certificate with the same destination for use are overwritten.
- The default key is not overwritten.

g [Settings for Key and Certificate To Be Issued]

Enter the information for the key to generate. For information on the settings, see step 5 of **Requesting a Certificate to Be Issued(P. 616)** .

6 Click [Update].

Checking the Status of Requesting a Certificate to Be Issued

The certificate requested and issued based on the CSR is registered in the key.



Start the Remote UI ► click [Settings/Registration] ► [Device Management] ► [Settings for Certificate Issuance Request (SCEP)].

- The following statuses are displayed in [Status].
 - [To Be Processed]: The next date/time to issue a request is displayed in [Request Date/Time].
 - [Processing...]: Polling is being performed.
 - [Error]: An error such as a communication error or key upper limit exceeded error has occurred.
 - [Successful]: The date/time that the certificate was successfully issued is displayed in [Request Date/Time].
- The information displayed in [Details] in [Error] is indicated below.

[Details]	Cause
Deferred	The pending status was returned from the SCEP server.
Key and Certificate Registration Limit Error	The limit to the number of keys and certificates that can be registered in the machine was reached.
Communication Error (TOP ERROR)	Connection to the SCEP server failed/a communication timeout occurred.
Communication Error (TOP ERROR <HTTP status code>)	An HTTP error occurred.
Communication Error (SCEP ERROR Fail Info 0)	Unrecognized or unsupported algorithm.

[Details]	Cause
Communication Error (SCEP ERROR Fail Info 1)	Integrity check (meaning signature verification of the CMS message) failed.
Communication Error (SCEP ERROR Fail Info 2)	Transaction not permitted or supported.
Communication Error (SCEP ERROR Fail Info 3)	The signingTime attribute from the CMS authenticatedAttributes was not sufficiently close to the system time.
Communication Error (SCEP ERROR Fail Info 4)	No certificate could be identified matching the provided criteria.

NOTE

- History for the last 20 certificates is displayed. When the number of certificates exceeds 20, the oldest information is overwritten.
- This setting can be imported/exported with models that support batch importing of this setting.  **Importing/Exporting the Setting Data(P. 629)**
- When performing batch exporting, this setting is included in [Settings/Registration Basic Information].  **Importing/Exporting All Settings(P. 632)**

LINKS

-  **Configuring the Key and Certificate for TLS(P. 583)**

Managing Stored Files

E0SS-099



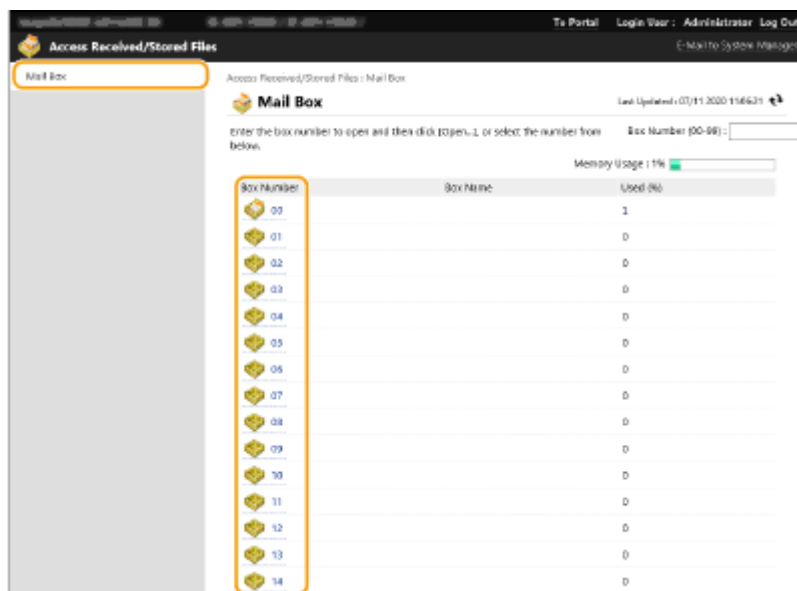
You can use the Remote UI to print or delete files that are stored in the Mail Box.

Managing Files Stored in a Mail Box(P. 621)

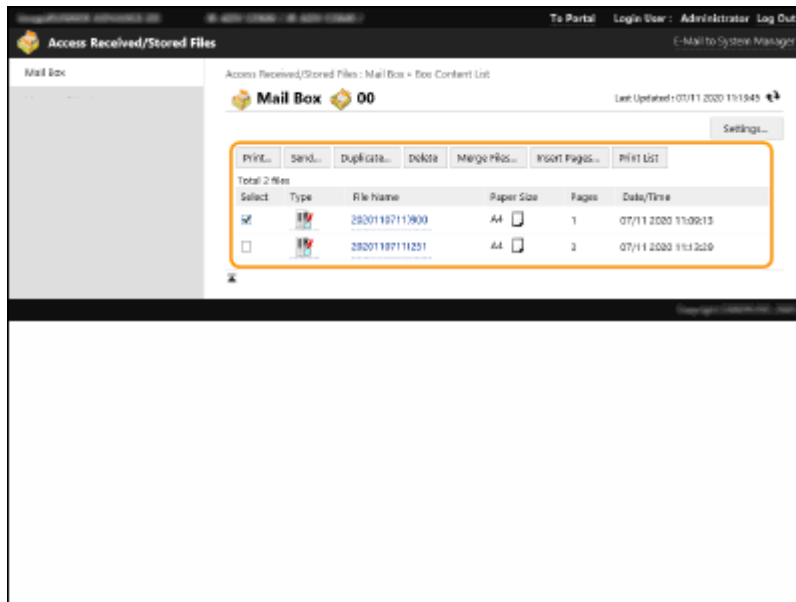
Managing Files Stored in a Mail Box

You can print documents that are stored in a Mail Box. You can also edit stored documents by deleting specific pages.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Access Received/Stored Files] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 On the [Mail Box] page, click the number of the desired Mail Box.**
 - If the page for entering a PIN is displayed, enter the PIN and click [OK].
 - You can also specify a Mail Box by entering its number in [Box Number (00-99)] and clicking [Open...].



- 4 Specify the file to manage, and perform the desired operation.**
 - You can click the [Type] icon or file name to display the file details.
 - You can click [Print List] to print a list of the files in the Mail Box.



■ Printing a file

- 1 Select the check box for a file that you want to print, and click [Print...].
 - You can select multiple files.
- 2 Click [Start Printing].
 - You can click [Move to Top], [Move Up], [Move Down], or [Move to Bottom] to change the order in which files are printed.
 - You can click [Change Print Settings...] to change the print settings.
 - If you select the check box for [Delete File After Printing], files are automatically deleted after they are printed.

■ Merging multiple files into one

- 1 Select the check box for all of the files that you want to merge.
- 2 Click [Merge Files...] and enter a file name in [File Name].
 - You can click [Move to Top], [Move Up], [Move Down], or [Move to Bottom] to change the order in which files are merged.
- 3 Click [Start].

■ Inserting a file into another file

- 1 Select the check box for the file that you want to insert the second file into, and click [Insert Pages...].
- 2 Select the file to insert, and click [Next].
- 3 Enter the new file name in [File Name After Insertion], and specify the insertion location (page) in [Select Insertion Location].
 - The file is inserted before the page specified in [Select Insertion Location].
- 4 Click [Insert].

■ Duplicating a file in another Mail Box

- 1 Select the check box for a file that you want to duplicate, and click [Duplicate...].
- 2 Select the number of the destination Mail Box in [Target Box], and click [Start].

■ Changing a file name

- 1 Click a [Type] icon or file name.
- 2 Click [Change File Name...], enter the new name in [File Name], and click [OK].

■ Deleting pages from a file

- 1 Click a [Type] icon or file name.
- 2 Select the check box for the pages that you want to delete, and click [Delete Page] ► [OK].
 - You can also click [Delete Pages Consecutively...] and specify a range of pages to delete.

■ Deleting a file

- 1 Select the check box for the file that you want to delete.
- 2 Click [Delete] ► [OK].

NOTE

To change the settings of a Mail Box

- You can click [Settings...] on the screen displayed in step 4 to change the name and PIN for the selected Mail Box. ► **Specifying the Mail Box Settings(P. 460)**

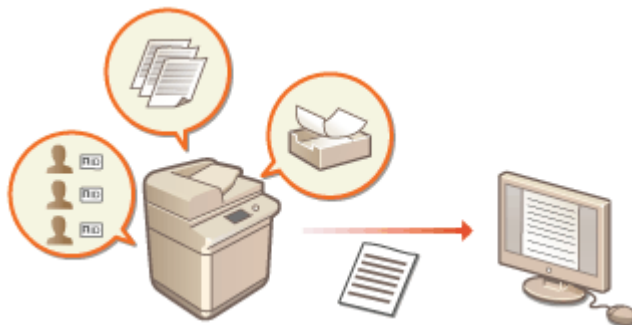
LINKS

- **Making Simple Edits to Files(P. 454)**

Managing the Logs

E0SS-09A

You can use the logs to check or analyze how the machine is being used. A variety of information about each operation is recorded in the logs, such as the operation date/time, user name, operation type, function type, and operation result. For more information on the types of logs, see [System Specifications\(P. 983\)](#) . Administrator privileges are required in order to manage the logs.



- ▶ [Starting Log Recording\(P. 624\)](#)
- ▶ [Exporting Logs Automatically\(P. 625\)](#)
- ▶ [Exporting a Log as a File\(P. 626\)](#)
- ▶ [Deleting the Logs\(P. 627\)](#)
- ▶ [Sending Logs via the Syslog Protocol\(P. 627\)](#)

! IMPORTANT

- If Audit Log Collection is enabled and an error occurs in the storage device managed by this function, initialization is automatically performed and then an error screen appears.
- If you can obtain the audit log from before the error occurred, click [Download Audit Log] to obtain the log, and then click [OK].
- If you cannot obtain the audit log from before the error occurred, click [OK].
- When initialization is completed, Audit Log Collection is resumed, and the automatic initialization process is recorded in the log.

Starting Log Recording

Follow the procedure below to start recording logs.



Start the Remote UI ▶ [Settings/Registration] ▶ [Device Management] ▶ [Export/Clear Audit Log] ▶ [Audit Log Information] ▶ Click [Start] for [Audit Log Collection]

NOTE

- If <Sleep Mode Energy Use> is set to <High>, logs are not collected when the machine enters the Sleep mode.
- When generating a network connection log, mail box authentication log, mail box document operation log, or machine management log, click [Device Management] ▶ [Save Audit Log] ▶ select the check box for [Save Audit Log] ▶ click [OK] ▶ [Apply Setting Changes].

- If the power of the machine is turned OFF while collecting logs due to a power outage, etc., collection starts again when the machine restarts, from the log that was being collected before the power turned OFF.
- If you stop log collection while logs are being collected, the logs for the period that log collection was stopped are not collected when log collection is next started.

Exporting Logs Automatically

You can set the machine to automatically export audit logs to a specified folder at a predetermined time each day, or when the number of audit logs reaches 95% of the maximum number (approximately 38,000).

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 Click [Device Management] ▶ [Export/Clear Audit Log] ▶ [Settings for Auto Export Audit Logs].**
- 4 Select the check box for [Use Auto Export] and specify the required settings.**

a [User Name:] / [Password:]

Enter the user name and password necessary for logging into a server to which logs are exported.

b [SMB Server Name:]

Enter the host name of the SMB server to export log files to, along with the path that requires authentication.

- \\Host Name
- \\IP Address\Shared Folder Name

c [Destination Folder Path:]

Enter the path for the folder in which to store the log files.

d [Perform At:]

You can specify the time at which to perform exporting.

5 Click [Check Connection], confirm that you can connect, and then click [Update].

- Audit logs will now be automatically exported. The file extension is ".csv."

NOTE

- After automatic exporting of the audit logs has succeeded, the collected audit logs are automatically deleted. Audit logs cannot be deleted manually.
- After automatic exporting and deleting of the audit logs have succeeded, each log is generated. If other log collections do not occur by the next automatic export time, the audit log will not be automatically exported.
- You can also manually export audit logs from the Remote UI. ► **Exporting a Log as a File(P. 626)**
- If automatic exporting fails, the machine will retry multiple times. An error message is displayed on the control panel of the machine if automatic exporting fails even once.
- Specify an SMB server for Windows Server 2012 or later, or Windows 8 or later.
- If the machine is turned OFF, exporting will not be performed, even at the specified time. Also, it will not be performed when the machine recovers.
- If the machine is in the Sleep mode, it will automatically recover and perform exporting at the specified time.
- Note that if you are using a server that does not support SMB 3.0/3.1 encrypted communication, audit log data travels unencrypted across communication paths while it is being automatically exported.
- Depending on your environment, automatic exporting of logs may be performed later than the specified time.

6 Follow the instructions on the screen to specify the location to store the files.

►► The csv files are stored.

Exporting a Log as a File

The various logs can be exported and saved to a computer as CSV files, which can be opened using a CSV file editor or a text editor.

! IMPORTANT

- When exporting logs as files, use TLS or IPsec. For details, see the manual for imagePRESS Server.



Start the Remote UI ► [Settings/Registration] ► [Device Management] ► [Export/Clear Audit Log] ► [Export Audit Logs] ► [Export] ► Follow the on-screen instructions to save the file

- If you want to automatically delete all logs after they are exported, select the check box for [Delete logs from device after export] before clicking [Export]. If you then click [Cancel], exporting is canceled and the logs are deleted, even if they were not finished being exported as files.
- Log collection is stopped while the export process is being performed.

Deleting the Logs

You can delete all of the collected logs.



Start the Remote UI ► [Settings/Registration] ► [Device Management] ► [Export/Clear Audit Log] ► [Delete Audit Logs] ► [Delete] ► [Yes]

NOTE

- If [Settings for Auto Export Audit Logs] is enabled, you cannot manually delete audit logs.

Sending Logs via the Syslog Protocol

Syslog Information can be sent to an SIEM (security information/event management) system. Linking with an SIEM system enables various information analyzed from realtime alert information to be centrally managed.

- 1 Start the Remote UI. ►Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ►Remote UI Screen(P. 597)**
- 3 Click [Device Management] ► [Export/Clear Audit Log] ► [Syslog Settings].**
- 4 Select [Use Syslog Send], and specify the required settings.**

The screenshot shows the 'Syslog Settings' page. The left sidebar has a menu with 'Export/Clear Audit Log' selected. The main content area is titled 'Syslog Settings' and contains the following fields:

- ☐ Use Syslog Send
- Syslog Server Address: (Maximum 128 Characters)
- Syslog Server Port Number: (1-65535)
- Protocol: (UDP)
- Connection Type: ☒ UDP ☐ TCP
- ☐ Use TLS
- ☐ Confirm TLS Certificate
- ☐ Add CN to Verification Items

Labels a through f are placed to the right of the form, pointing to the following elements:

- a: Syslog Server Address
- b: Syslog Server Port Number
- c: Protocol
- d: Connection Type
- e: Use TLS
- f: Confirm TLS Certificate

a [Syslog Server Address:]

Specify the address of the Syslog server to connect to. Enter the necessary information, such as IP address and host name, according to your environment.

b [Syslog Server Port Number:]

Enter the port number used by the Syslog server for Syslog communication. If left blank, the port number defined in RFC (UDP: 514, TCP: 1468, TCP (TLS): 6514) is used.

c [Facility:]

Specify the type of log messages to send. Select one of the following: [Local0] to [Local7], [Log Alert], [Log Audit], [Security Messages], or [LPR] defined in RFC.

d [Connection Type:]

Specify the communication type ([UDP]/[TCP]).

e [Use TLS]

Select this to use TLS to encrypt information communicated with the Syslog server.

NOTE:

- When [TCP] is selected in [Connection Type:], you can set to use TLS.

f [Confirm TLS Certificate]/[Add CN to Verification Items]

Set whether to verify the TLS server certificate sent when connecting and its CN (Common Name).

5 Click [Update].**NOTE**

- A slight time lag occurs after the error for some audit logs, because Syslog transmission is performed after polling every 30 seconds.
- The supported RFCs are 5424 (Syslog format), 5425 (TLS), and 5426 (UDP).

LINKS

▶ **Starting the Remote UI(P. 595)**

▶ **Configuring the Key and Certificate for TLS(P. 583)**

Importing/Exporting the Setting Data

E0SS-09C

Machine data such as Address Book destinations, user setting information, and various setting values can be exported and saved to a computer. Exported data can also be imported into the machine from a computer. Data exported from the machine can be imported into other Canon multifunction printers, making it easier to configure the settings on a new machine, such as when you purchase a replacement. For more information on the setting items that can be imported, see **▶Settings/Registration(P. 700)** . When importing or exporting, you can specify whether to import or export all of the machine data, or only particular data.



▶Importing/Exporting All Settings(P. 632)

▶Importing/Exporting the Settings Individually(P. 636)

! IMPORTANT

Designate an administrator to manage operations

- Designate an administrator with Administrator privileges to perform data import/export operations. When data is imported, Address Book information, user settings, network settings, and other data are overwritten, which may prevent some functions from working properly or cause problems with machine operation. Exercise caution when importing data.

Do not turn OFF the machine until importing or exporting is complete

- It may take several minutes for the process to complete. Do not turn OFF the machine before the process is complete. Doing so may result in data loss or cause the machine to malfunction.
- The following functions/processes cannot be carried out while importing/exporting data:
 - Report print jobs
 - Individual Importing/Individual Exporting
 - Device Information Delivery
 - Mail Box Backup
 - Batch Importing/Batch Exporting
 - Importing/Exporting from/to the iW Function Flow
 - Importing/Exporting Personal button/Shared button
 - Update process for the Register/Update Software function
 - Synchronizing Custom Settings*
 - Operating from the touch panel display of the machine
 - Operating from the Remote UI
 - Retrieving Web page content with the Web Access
 - Displaying the error screen of the Web Access
 - Putting the machine to the sleep mode

* If the settings are being synchronized (including when currently being paused/entering a paused state), the synchronization process of data related to personalized setting values, and group management data is paused.

- Importing/exporting data cannot be performed while the following functions/processes are being carried out:

- Report print jobs
- Individual Importing/Individual Exporting
- Device Information Delivery
- Mail Box Backup
- Batch Importing/Batch Exporting
- Importing/Exporting from/to the iW Function Flow
- Importing/Exporting Personal button/Shared button
- Update process for the Register/Update Software function
- Synchronizing Custom Settings*
- Retrieving Web page content with the Web Access
- Displaying the error screen of the Web Access
- Processing the shutdown of the machine
- Displaying error code

* If the settings are being synchronized (including when currently being paused/entering a paused state), you cannot import/export data related to personalized setting values, and group management data.

Do not import or export in different display languages

- If the display language differs between the exporting machine and the importing machine, the setting values may corrupt, causing malfunction of the machine.

Do not edit exported files.

- Do not open and edit exported XML files, as this may cause the machine to malfunction.

NOTE

When importing to a Canon multifunction printer other than this machine

- Some settings may not be imported. ➤ **Settings/Registration(P. 700)**

When using a password to protect the security policy settings

- The security policy settings can only be imported if the security policy setting password on the exporting machine matches that of the importing machine, or if no password has been set for the importing machine. If no password has been set for the importing machine, the password configured for the exporting machine is set to the importing machine.

When synchronizing custom settings

- If synchronization of custom settings (client) is started, the importing and exporting of data subject to synchronization (including the Address Book) become restricted. For information on synchronization of custom settings, see ➤ **Synchronizing Settings for Multiple Canon Multifunction Printers(P. 659)** . For information on the data subject to synchronization of custom settings, see ➤ **List of Items That Can Be Personalized(P. 333)** . For information on conditions and restrictions when importing and exporting during synchronization of custom settings, see ➤ **Conditions for Removing Restrictions on the Importing/Exporting of Settings and Other Items(P. 631)** .

Importing Data after Starting Synchronization of Custom Settings (Client)

Follow the procedure below to import the data, and then synchronize the data.

- 1 Stop synchronization of custom settings on a client machine. ➤ Starting Setting Synchronization(P. 662)**

- 2** To import data for existing users/groups, back up the data, and delete the data for the users/groups that will be imported from the server machine. ▶ **Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)**
- 3** Import the data to add to the client machine that has synchronization stopped.
- 4** Synchronize the client machine with the server machine.

Conditions for Removing Restrictions on the Importing/Exporting of Settings and Other Items

Importing/exporting becomes possible if the corresponding conditions are met for the items described below.

Batch Importing/Batch Exporting

	Export	Import
Personal Setting Information	Only possible if both conditions a and b are met	Unavailable
User Group Address List	Only possible if both conditions a and b are met	Unavailable

Individual Importing/Individual Exporting

	Export	Import
Personal Setting Information (all)	Only possible if both conditions a and b are met	Only possible if condition b is met
User Group Address List (all)	Only possible if both conditions a and b are met	Only possible if condition b is met
User Group Address List 01 to User Group Address List 20	Not possible (there is no function for exporting individual Address Books)	Only possible if condition b is met

a: Execution is only possible for 15 minutes following successful preparation for exporting user data during synchronization of custom settings (server).

b: Execution is only possible if the connection destination of the server/client machine is "localhost:8443".

NOTE

- For instructions on preparing to export user data, see ▶ **Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)** . For instructions on importing Address Lists, see ▶ **Importing Settings Individually(P. 637)** .

Importing/Exporting All Settings

E0SS-09E

You can export all of the setting data from the machine and save it to a computer, and then import it when configuring the settings on a new machine, such as when you purchase a replacement. If you want to configure the same settings on two or more Canon multifunction printers*, you can simply export all settings from one machine and import them all to the others, eliminating the need to configure each machine separately. To perform these operations, log in to the Remote UI with Administrator privileges.

* ImagePRESS series, imageRUNNER ADVANCE series, and imageRUNNER series multifunction machines (Some supported models) that support importing/exporting all settings

➤ **Exporting All Settings(P. 632)**

➤ **Importing All Settings(P. 633)**

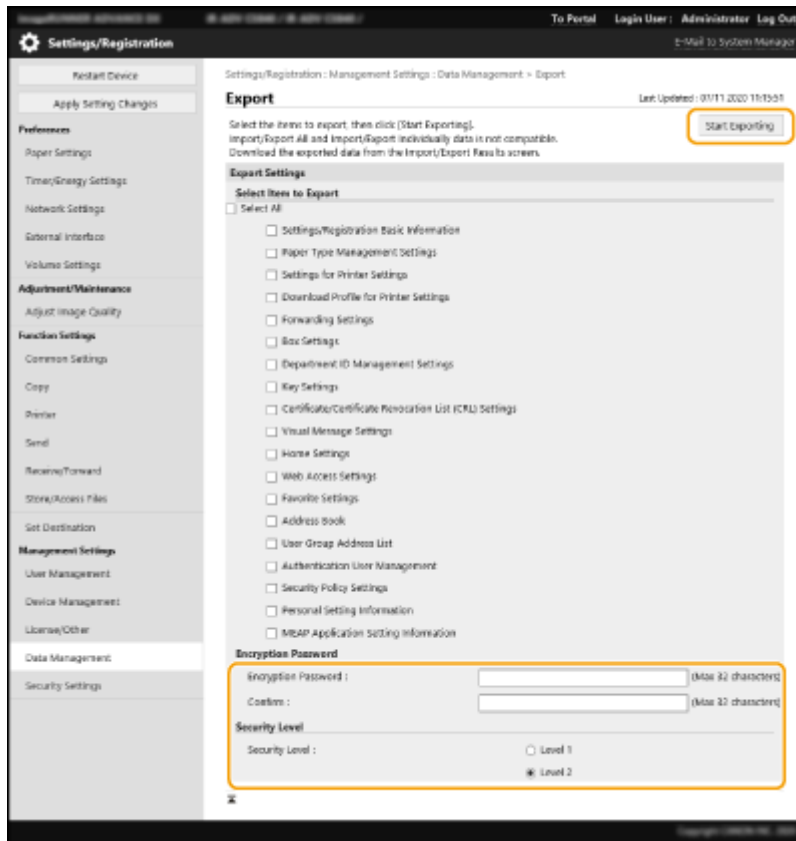
Exporting All Settings

- 1 Start the Remote UI. ➤Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ➤Remote UI Screen(P. 597)**
- 3 Click [Data Management] ► [Export].**
- 4 Select the check box for [Select All].**

NOTE:

- Specific items can also be exported. For information on which Settings/Registration items correspond with which items of the batch export function of the Remote UI, see ➤**Settings/Registration(P. 700)** .

- 5 Enter the password in [Encryption Password] ►select the security level from [Security Level] click [Start Exporting] ► [OK].**
 - The password in [Encryption Password] will be required when importing the exported setting data. Use alphanumeric characters.
 - For confirmation, enter the password again in [Confirm].
 - To encrypt all the settings data, select [Level 2] in [Security Level].



! IMPORTANT:

- It may take some time for the screen to change. Do not click [Start Exporting] more than once.
- When importing settings data to another model that does not support the setting in [Security Level], select [Level 1].

6 Click [Check Status].

- If the [Cannot be used when exporting.] message is displayed, do not use the Remote UI to perform the operations.

7 Click [Start Downloading].

8 Follow the on-screen instructions to specify where to save the data.

NOTE

To export all setting data without using a computer

- You can export all setting data to memory media such as a USB memory device. ▶<Export to USB Memory>(P. 847)

Importing All Settings

You can import all setting data that was exported to a computer. When importing, the previously configured setting values are overwritten. Note, however, that some machine models may not be able to import all setting items. ▶<Settings/Registration(P. 700)

IMPORTANT

Check the System Manager information

- When importing the Department ID Management settings to a different multifunctional printer with Department ID Management enabled, the System Manager information is overwritten, which may prevent you from logging in with the previous System Manager ID and PIN. Before performing this operation, make sure to check the System Manager information that is saved on the exporting machine.

NOTE

When applying security policy settings

- The security policy settings can only be imported if the security policy setting password of the exporting machine matches that of the importing machine, or if no password has been set for the importing machine. If no password has been set for the importing machine, the password configured for the exporting machine is automatically set to the importing machine.

1 Start the Remote UI. ▶Starting the Remote UI(P. 595)

2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)

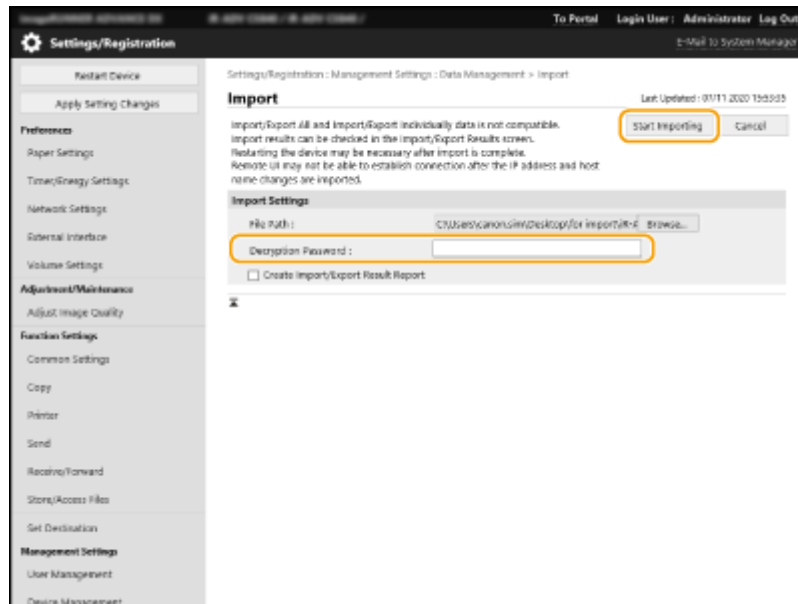
3 Click [Data Management] ▶ [Import].

4 Click [Browse...], and specify the file to import.

5 Enter the password in [Decryption Password], and click [Start Importing] ▶ [OK].

- In [Decryption Password], enter the same password that was entered when the setting data was exported.
- Select the check box for [Create Import/Export Result Report] if you want to output the import results as a CSV file.

➡ The data of the selected file is imported into the machine.



6 Click [OK] ► [Check Status].

- The machine may need to be restarted, depending on the imported data. Click [Perform Restart].
- If you select the check box for [Create Import/Export Result Report] in the previous step, click [Settings/Registration] ► [Data Management] ► [Import/Export Results] ► [Create Report] to export the import results.

NOTE

To import all setting data without using a computer

- You can import all setting data from memory media such as a USB memory device. ▶<Import from USB Memory>(P. 847)
- Only one report file is saved. The next time a batch import is executed, the existing report file is deleted.
- Reports are created in the following language.
 - If the display language of the machine is set to Japanese immediately after the import process: Japanese
 - If the display language of the machine is set to something other than Japanese immediately after the import process: English

Importing/Exporting the Settings Individually

E0SS-09F

You can select particular settings to import or export, such as address lists in the Address Book, or printer settings. Administrator privileges are required in order to perform these operations.

▶ **Exporting Settings Individually**(P. 636)

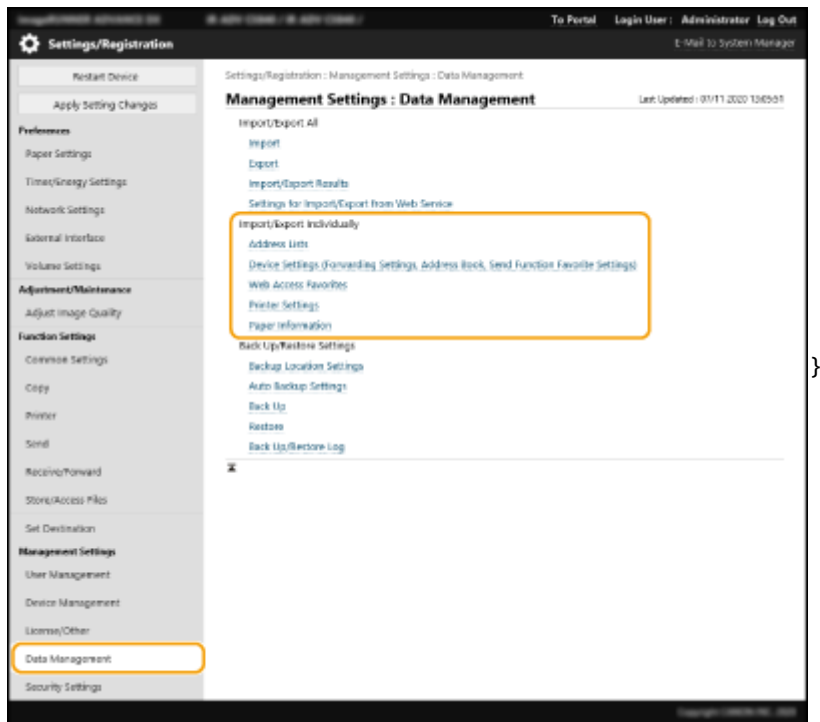
▶ **Importing Settings Individually**(P. 637)

Exporting Settings Individually

- 1 Start the Remote UI.** ▶ **Starting the Remote UI**(P. 595)
- 2 Click [Settings/Registration] on the portal page.** ▶ **Remote UI Screen**(P. 597)
- 3 Click [Data Management], and select the settings to export.**
 - **When exporting Web Access favorites**
 - 1** Click [Web Access Favorites] in [Import/Export Individually].
 - 2** Click [Export...].
 - **When exporting printer settings**
 - 1** Click [Printer Settings] in [Import/Export Individually].
 - 2** Click [Export...].
 - **When exporting paper information**
 - 1** Click [Paper Information] in [Import/Export Individually].
 - 2** Click [Export...].
 - 3** Select the paper setting information in [Category].
- 4 Click [Start Exporting].**
- 5 Follow the on-screen instructions to specify where to save the data.**

Importing Settings Individually

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Click [Data Management], and select the settings to import.



■When importing Web Access favorites

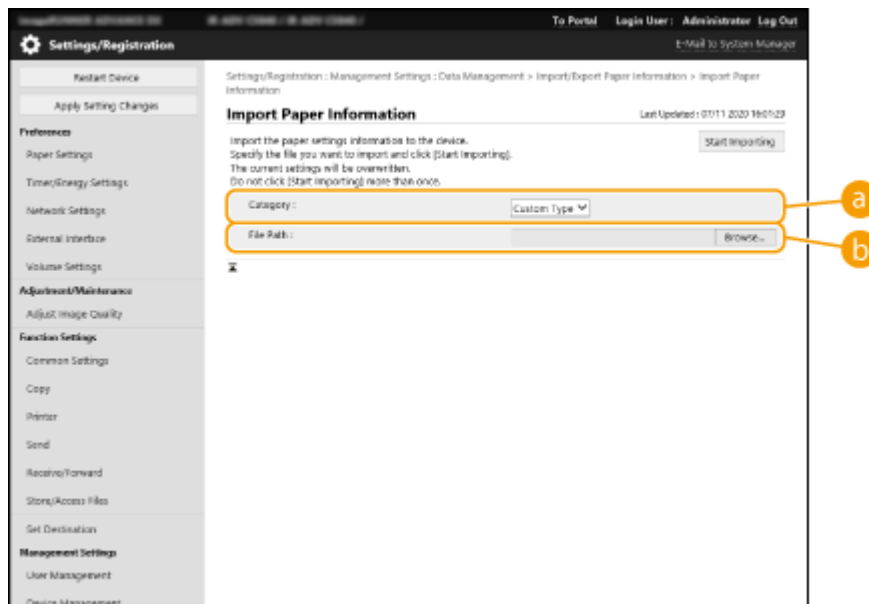
- 1 Click [Web Access Favorites] in [Import/Export Individually].
- 2 Click [Import...].
- 3 Click [Browse...], and specify the setting data to import.
 - Only 20 favorites are imported in the order that they were registered, starting from the top.

■When importing printer settings

- 1 Click [Printer Settings] in [Import/Export Individually].
- 2 Click [Import...].
- 3 Click [Browse...], and specify the setting data to import.

■ When importing paper information

- 1 Click [Paper Information] in [Import/Export Individually].
- 2 Click [Import...].
- 3 Configure the necessary settings.



a [Category]

Select the paper setting information.

b [File Path]

Click [Browse...], and specify the file to import.

4 Click [Start Importing] ► [OK].

- The machine may need to be restarted depending on the settings to import. ► **Restarting the Machine(P. 603)**

LINKS

► **Importing/Exporting All Settings(P. 632)**

Backing Up/Restoring Data

E0SS-09H

You can back up the data saved on the machine to an external storage device or SMB server. If you perform backup before updating the firmware or initializing the settings, you can restore the settings if a problem occurs. Administrator privileges are required in order to perform these operations.

▶ **Backing Up Data(P. 639)**

▶ **Restoring Backup Data(P. 642)**

IMPORTANT

- To restore backed up data, the storage device of the machine needs to have enough available space for the backed up data.
- Data cannot be backed up or restored if more than one external storage device is connected to the machine. Disconnect any unnecessary external storage devices so that only one is connected.
- It may take some time to back up or restore the saved data. Do not turn OFF the machine until the backup or restore process is complete. Doing so may cause the machine to malfunction.
- Data may be lost if a problem occurs with the storage device. Periodically back up/export sensitive data. Please note that Canon is not liable for any damages caused by loss of data.

NOTE

Connecting an external storage device

- When using an external storage device to back up or restore data, it is recommended that you connect it to the USB port at the rear of right side of the main unit. ▶ **Parts and Their Functions(P. 21)**
- For more information on the external storage devices that can be used with the machine, see ▶ **System Specifications(P. 983)** .

Display language during backup/restore process

- If you change the display language and back up or restore data without restarting the machine first, the data may not be backed up or restored properly.

Backing Up Data

IMPORTANT

- Do not change or delete the backed-up data. Doing so may prevent you from being able to restore the data properly.
- Do not perform backup while the machine is being operated via the control panel or the Remote UI.

1 Start the Remote UI. ▶ **Starting the Remote UI(P. 595)**

2 Click [Settings/Registration] on the portal page. ▶ **Remote UI Screen(P. 597)**

3 Click [Data Management] ► [Backup Location Settings].

NOTE:

Auto Backup

- You can click [Auto Backup Settings] and configure the machine to automatically back up data on a specified day and time. Follow the on-screen instructions to configure the settings.

4 Configure the necessary settings.

■ When backing up to an external storage device

a [Backup Location]

Select [USB Storage Device].

b [Folder Path]

Enter the path to the folder on the external storage device in which to save the backed-up data.

c [Encrypt Backup Data]

If you select the check box and enter a password, you can encrypt the backed-up data. The password specified here will be required when restoring the encrypted backup data.

■ When backing up to an SMB server

a [Backup Location]

Select [SMB Server].

b [Host IP Address]

Specify the location of the SMB server. Use the following format: \\Name of server\Name of shared folder

c [User Name]

Enter the user name for accessing the SMB server.

d [Password]/[Confirm]

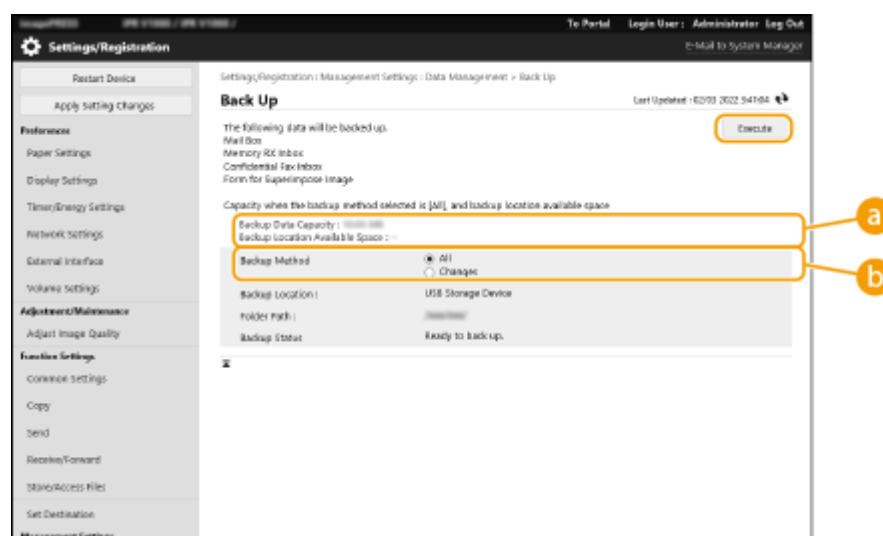
Enter the password for accessing the SMB server. For confirmation, enter the same password again in [Confirm].

e [Folder Path]

If the backup folder is at a level below **b**, add the rest of the path that follows **b**. Make sure that the user limit of the specified folder is set to allow two or more users. If the user limit is set to allow one user, you will not be able to restore the backed-up data properly.

f [Encrypt Backup Data]

If you select the check box and enter a password, you can encrypt the backed-up data. The password specified here will be required when restoring the encrypted backup data.

5 Click [OK].**6 Click [Back Up].****7 Select the backup method, and click [Execute] ► [OK].****a [Backup Data Capacity]/[Backup Location Available Space]**

If [Backup Location Available Space] is not enough for [Backup Data Capacity], set a different backup destination.

b [Backup Method]

Select [All] to perform standard backup. If you only want to back up the data that has been changed since the previous backup, select [Changes].

! IMPORTANT:

- Backup can be performed a limited number of times in the same folder. If backup can no longer be performed, specify a different backup destination folder.

NOTE

- After performing backup, you can click [Back Up/Restore Log] on the screen displayed in step 6, and check the results of the backup in [Result].
- If the [A server error has occurred.] message is displayed, the network settings may not be configured properly. Check the network settings.
- The backed-up data can be restored not only to the machine but also to upgrades of the same model.

Restoring Backup Data

- 1 Start the Remote UI.** ▶ Starting the Remote UI(P. 595)
- 2 Click [Settings/Registration] on the portal page.** ▶ Remote UI Screen(P. 597)
- 3 Click [Data Management] ▶ [Restore].**
- 4 Click [Display Backup Data].**
- 5 Select the backup data to restore, and click [Execute] ▶ [OK].**
 - Enter the password if one was set when backing up the data.
- 6 Click [Restart Main Unit].**
 - After the machine restarts, the backup data is restored.

IMPORTANT

- The backup data may not be fully restored when certain machine settings are used.

NOTE

Restoring saved data

- Restoration is performed after all of the data stored in the machine, or documents that are being sent, received, or stored, are erased.
- After you restore backup data, the machine may print documents automatically.
- If you back up data from an optional storage device and restore it on the standard-equipped storage device, some of the data may not be restored.

Updating the Firmware

E0SS-09J



New firmware is periodically released to add new functions or resolve issues with existing functions. If new firmware is available, follow the procedure below to update it on the machine. Administrator privileges are required in order to update the firmware.

▶ **Checking the Firmware Version(P. 643)**

▶ **Running the Firmware Update(P. 644)**

! IMPORTANT

- Do not perform the following operations while updating the firmware. Doing so may cause a critical error.
 - Turn OFF the main power
 - Remove the LAN cable
 - Perform communication (such as printing) with the machine from another computer or application^{*1}
 - Configure the sleep settings of your computer^{*2}

^{*1} When updating the firmware in a network environment, ensure that other users do not perform operations such as printing.

^{*2} The firmware may not be updated correctly if the computer enters the sleep mode.

NOTE

Preparing to update the firmware

- Download the latest firmware from the Canon website (<https://global.canon/>).
- Back up the machine data and settings in case the firmware update is not performed properly.

▶ **Backing Up/Restoring Data(P. 639)**

▶ **Importing/Exporting the Setting Data(P. 629)**

Note regarding the update process

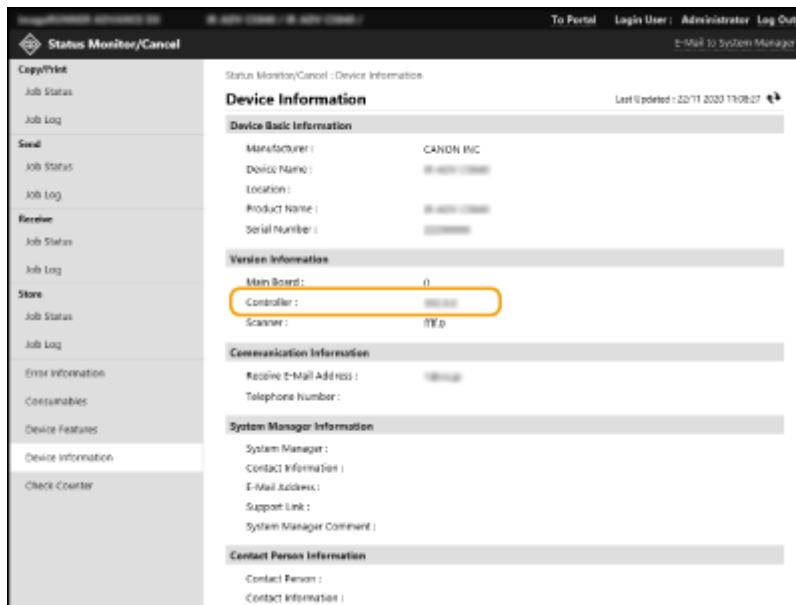
- The machine restarts several times.
- The update process is interrupted if jobs remain.
- The screen switches several times during the update process. It may take some time for the screen to switch, but do not close the browser until the update process is complete.

Checking the Firmware Version

Check the firmware version of the machine before updating the firmware and after updating the firmware.

1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)

- 2 Click [Status Monitor/Cancel] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Click [Device Information].
- 4 Check the version shown in [Controller] in [Version Information].



Running the Firmware Update

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Click [License/Other] ▶ [Register/Update Software].
- 4 Click [Manual Update].
- 5 Click [Browse...], select the firmware update to use, and click [Update].
- 6 Click [Yes].

➡ When the [The firmware is updated. Restart the device.] message appears, turn the machine OFF and back ON. ▶ Turning OFF/Restarting the Machine(P. 603)

Updating the Firmware (Distribution)

E0SS-09K



If the machine has access to the Internet, you can download the latest firmware for the machine from Canon's distribution server. This might be more flexible and convenient than the other update method ([▶Updating the Firmware\(P. 643\)](#)) because both manual and automatic update options are available, enabling you to download the firmware at a specified time or as soon as the latest version is available. Administrator privileges are required in order to perform these operations.

NOTE

Preparing to update the firmware

- Back up the machine data and settings in case the firmware update is not performed properly.
 - ▶[Backing Up/Restoring Data\(P. 639\)](#)
 - ▶[Importing/Exporting the Setting Data\(P. 629\)](#)

- 1 Start the Remote UI.** [▶Starting the Remote UI\(P. 595\)](#)
- 2 Click [Settings/Registration] on the portal page.** [▶Remote UI Screen\(P. 597\)](#)
- 3 Click [License/Other] ▶ [Register/Update Software].**
- 4 Perform a communication test.**
 - Test whether you can access the distribution server over the network.
 - 1** Click [Display Logs/Communication Test].
 - 2** Click [Communication Test] ▶ [Yes].
 - ▶▶ The results of the communication test are displayed.
 - If [Could not connect to distribution server. Check the distribution server and network.] is displayed, check that the LAN cable is connected and the network settings are configured properly.
- 5 Click [Distributed Update] ▶ [Confirm New Firmware].**
- 6 Configure the necessary settings.**

a [Current Version]/[Applicable Firmware]

You can check the current firmware version and new one respectively.

b [Release Note]

Important information is displayed. Make sure to read and understand the contents.

c [Distribution Schedule]

To download the firmware immediately, select [Distribute now]. To automatically download the firmware at a specified date and time, select [Distribute at specified date and time] and specify the date and time in [Year]/[Month]/[Date]/[Time]. You can schedule a time within a week in advance.

d [Timing to Apply]

To automatically apply the firmware immediately after downloading is complete, select [Apply immediately after distribution]. To automatically apply the firmware at a specified date and time, select [Apply at specified date and time] and specify the date and time in [Year]/[Month]/[Date]/[Time]. You can also select [Apply manually] to manually apply the firmware.

e [Updated Module Only]

Select [On] to perform an incremental update (download only the difference between the current and new firmware versions). If you want to download the entire firmware, select [Off]. Note that some firmware versions do not support incremental update.

f [E-Mail Address]

Enter your e-mail address. The distribution server sends the update status to the e-mail address entered here.

g [Comments]

Enter a description or note to add to the e-mail. If you manage multiple machines, enter the device name so that you can easily identify the received update status.

7 Click [Execute] ► [OK].

- If the license agreement screen is displayed, check the information and click [I Agree].
- If [Apply immediately after distribution] or [Apply at specified date and time] is selected in the previous step, the machine automatically restarts immediately after the firmware is applied. If [Apply manually] is selected, you need to apply the downloaded firmware manually. ► **Applying the Downloaded Firmware(P. 647)**

IMPORTANT

- Changing the distributed update settings again may delete the downloaded firmware or cancel the scheduled settings.

NOTE

Canceling the distribution schedule

- On the screen displayed in step 5, click [Delete Scheduled Distribution] ► [Yes].

TIPS

Automatically check for new firmware (scheduled update)

- If you click [Scheduled Update Settings] ► [Edit] in step 5, you can set the machine to periodically access the distribution server for new firmware. If new firmware is available, it is downloaded to update the firmware on the machine.

■ Applying the Downloaded Firmware

- 1 Start the Remote UI.** ▶ **Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page.** ▶ **Remote UI Screen(P. 597)**
- 3 Click [License/Other] ► [Register/Update Software].**
- 4 Click [Distributed Update] ► [Apply Firmware] ► [OK].**

- The machine automatically restarts immediately after the firmware is applied.

NOTE:

To delete the firmware

- Click [Delete Firmware] ► [OK].

NOTE

Configuring settings via the control panel

- You can also access and configure the distributed update settings by pressing  (Settings/Registration) ► <Management Settings> ► <License/Other> ► <Register/Update Software> ► <Update Firmware>. ▶ **<License/Other>(P. 837)**

Setting Scheduled Updates

E0SS-09L



You can set the machine to regularly check for new applicable firmware and automatically update the firmware of the machine.

NOTE

- This operation can only be performed by a user with the required privileges.
- If the downloading of the firmware is not complete, or the downloaded firmware has not been applied, you cannot perform a scheduled update.

- 1 Start the Remote UI.** ▶ Starting the Remote UI(P. 595)
- 2 Click [Settings/Registration] on the portal page.** ▶ Remote UI Screen(P. 597)
- 3 Click [License/Other] ▶ [Register/Update Software].**
- 4 Click [Scheduled Update Settings] ▶ [Edit...].**
- 5 Select the check box for [Enable scheduled update settings], and configure the necessary settings.**

a [Update Schedule]

[Confirm]

Select the cycle ([Biweekly] or [Weekly], a day ([Sun] to [Sat]), and the time). The time is displayed in 24-hour notation. The firmware check may take up to 3 hours to complete from the specified time.

[Apply at]

Select the time to apply downloaded firmware.

b [E-Mail]

Enter the e-mail address of the administrator. You can receive e-mails regarding the update status that is sent from the distribution server.

c [Comments]

Enter the comment that will automatically be added to the e-mail. If the model name is entered, you can identify which device status the e-mail is about.

NOTE

- If previously downloaded firmware has not been applied by scheduled update, the next scheduled update is not performed.
- If Scheduled Update is set, a firmware update is applied at the specified time after the new firmware is downloaded from the distribution server. After application is complete, the machine automatically restarts.

6 Click [Set].

Displaying Messages from the Administrator

E05S-09R



You can display messages to users on the touch panel display. Messages can be displayed at the bottom of the touch panel display or in a separate pop-up window, and you can select which display method to use based on the type of message or user. When a message is displayed in a pop-up window, you can also display the same message on the Remote UI portal page. Administrator privileges are required in order to configure these settings.

- 1** Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2** Click [Settings/Registration] on the portal page. ▶ Remote UI Screen(P. 597)
- 3** Click [License/Other] ▶ [Message Board/Support Link].
- 4** Enter the message, and click [OK].

a [Enable Status Display]

To display the message at the bottom of the touch panel display, select the check box and enter the message in [Message]. Use this setting for displaying operational tips and other low-priority messages.

b [Enable Pop-up Window]

To display the message in a pop-up window on the touch panel display, select the check box and enter the message in [Message]. Use this setting for displaying high-priority messages.

c [Display]

Select the display method for the pop-up window.

[All Times]	The pop-up window is displayed continuously, and the machine cannot be operated. Use this setting for messages such as an out-of-service notice.
[Display When Auto Reset]	The pop-up window is displayed when no operations are performed for a specified period of time, or when the machine is restarted. Use this setting for messages such as a maintenance schedule notice.

[Remote UI]

If you select the check box, the message shown in the pop-up window is also displayed on the Remote UI portal page.

NOTE

Canceling the message display

- Clear the check boxes for [Enable Status Display], [Enable Pop-up Window], and [Remote UI]. If you also want to delete the message contents, remove the text that was entered in the [Message] text boxes.

LINKS

 <Timer/Energy Settings>(P. 717)

Configuring the Visual Message Function

E0SS-09S

The Visual Message function enables you to display simple content and messages on the touch panel display. Displaying messages from the administrator or event notifications, etc. on the touch panel display enables the machine to be used as an information sharing tool in the office.

NOTE

- When the Visual Message function is set, content can be checked from <Visual Message> on the Home, regardless of the timing. The last content displayed is displayed.
- Set a file saved on a file server on the same network as the content to display.
- You can also set a website on the internet as the content via a proxy server. The proxy settings used for this function are the same as the settings in [▶<Proxy Settings>\(P. 732\)](#) .
 - If a proxy is set, the specified content may not appear. When this occurs, set an exception address so that the proxy server is not used. [▶Setting Exception Addresses Where a Proxy Server Is Not Used\(P. 655\)](#)
- The content is displayed when printing starts if the forced hold print function is enabled and the [Display When Print Job Starts] check box is selected.

- 1 Start the Remote UI.** [▶Starting the Remote UI\(P. 595\)](#)
- 2 Click [Settings/Registration] on the portal page.** [▶Remote UI Screen\(P. 597\)](#)
- 3 Click [License/Other] ▶ [Visual Message Settings] ▶ [Display Settings].**
- 4 Set the display timing and content.**

■ Setting the Display Timing

a [Display After Logout/Auto Reset]

Select this check box to display the content after logging out or after the auto reset mode activates. The setting to display the content after logging out is enabled when <Login Screen Display Settings> is set to <Display When Device Operation Starts>. To display the content after the auto reset mode activates, set <Auto Reset Time> to 1 minute or longer.

b [Display After Login]

Select this check box to display the content after logging in. This is enabled when <Login Screen Display Settings> is set to <Display When Device Operation Starts>.

c [Display When Print Job Starts]

Select this check box to display the content when printing starts. This is enabled when forced hold printing is set.

■ Setting the Content for Each Display Timing

d [SMB]

Select the check box to access the content to display via [SMB].

e [HTTP/WebDAV]

Select the check box to access the content to display via [HTTP/WebDAV].

f [File Path:]

Enter the path to the content to display.

Example:

- **[SMB]** : \\server01\share\signage.jpg
- **[HTTP/WebDAV]** : https://webdav-server1/signage.html

g [User Name:]/[Password:]

Enter the user name and password necessary for logging into the file server.

h [Confirm Certificate for TLS Communication]/[Add CN to Verification Items]

Set whether to verify the TLS server certificate sent when connecting and its CN (Common Name).

5 Set the screen display for errors.

- If content does not appear for some reason, select whether to display an error message screen.

The screenshot shows a configuration window with several fields: 'File Path' (with an example URL), 'User Name', and 'Password'. Below these are two checkboxes: 'Confirm Certificate for TLS Communication' and 'Add CN to Verification Items'. At the bottom, a section titled 'Content to Display When an Error Occurs' is highlighted with a yellow box. It contains two radio buttons: 'Display an error message, but do not display Visual Message content' (which is selected) and 'Do not display an error message or Visual Message content'.

6 Click [OK].

NOTE

- To display the content after the Auto Reset mode initiates, set <Auto Reset Time> to one minute or longer.
- For information on the file formats and data sizes that can be displayed, see **Management Functions(P. 985)** .
- This setting can only be specified by a user with Administrator privileges.
- This setting is not included in Device Information Distribution. **Distributing the Device Information to Other Canon Multifunction Printers(P. 675)**
- This setting can be imported/exported. The same setting can be imported to multiple devices (only Canon devices that support the Visual Message function) to display the same notice or information on multiple devices. **Importing/Exporting the Setting Data(P. 629)**
- If you are going to perform login operations, perform them after closing the Visual Message screen. **Logging into the Machine(P. 331)**

Setting Exception Addresses Where a Proxy Server Is Not Used

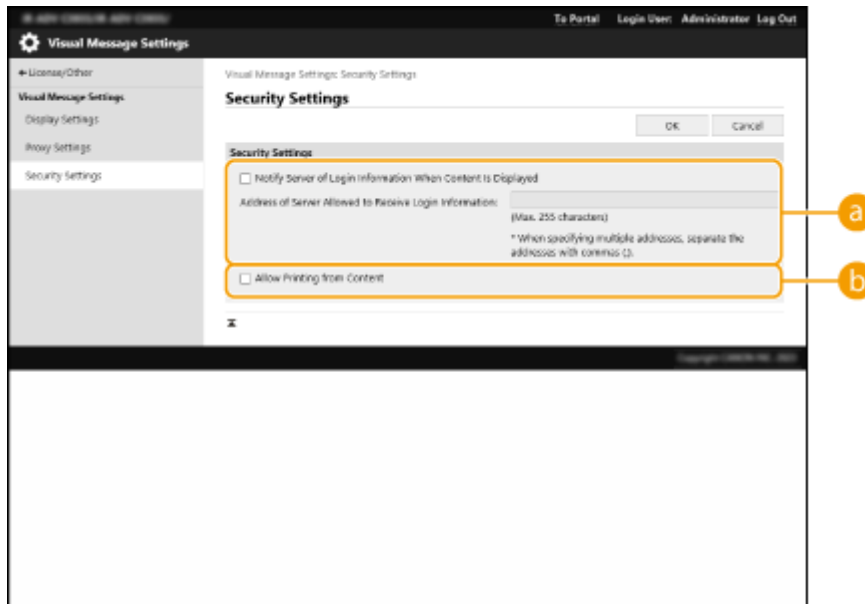
Specify the proxy settings in the Visual Message function to match the settings in <Proxy Settings>. If a proxy is set, the specified content may not appear. When this occurs, set an exception address so that the proxy server is not used.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 Click [License/Other] ▶ [Visual Message Settings] ▶ [Proxy Settings].**
- 4 In [Address Without Using Proxy], enter the addresses for which a proxy server will not be used.**
 - You can specify multiple addresses separated by a comma (,).
 - You can specify up to 255 characters (ASCII code only).
- 5 Click [OK].**

Using the Visual Message Function for Greater Convenience

You can post login information (user name and domain name) to the server for users who display content. You can also collect that information and print out linked PDF files in the content for checking.

- 1 Start the Remote UI. ▶Starting the Remote UI(P. 595)**
- 2 Click [Settings/Registration] on the portal page. ▶Remote UI Screen(P. 597)**
- 3 Click [License/Other] ▶[Visual Message Settings] ▶ [Security Settings].**
- 4 You can print the Visual Message displayed on the touch panel display or provide notifications of login information.**



a [Notify Server of Login Information When Content Is Displayed]

Select this check box to post the user information (user name and domain name) to the Web server when the user displays the Visual Message, and enter the Web server path.

b [Allow Printing from Content]

Select this check box to specify the function that prints PDF content included in the HTML displayed in the Visual Message.

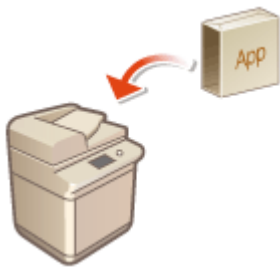
5 Click [OK].

LINKS

- ▶<Login Screen Display Settings>(P. 810)
- ▶<Use User Authentication>(P. 810)
- ▶<Auto Reset Time>(P. 718)

Installing System Options

E0SS-09U



When using system options, you may need to log in with Administrator privileges to register licenses. To register a license, you will need the number that is printed on the license access number certificate. Make sure you have it with you before you start. You can perform license registration even if the machine is not connected to the network.

1 Perform a communication test.

- Test whether you can register the license over the network.

1 Press (Settings/Registration).

2 Press <Management Settings> ► <License/Other> ► <Register/Update Software> ► <Software Management Settings>.

3 Press <Test Communication>.

⇒ The <Do you want to test communication?> message is displayed.

4 Press <Yes>.

⇒ The results of the communication test are displayed.

- If <NG> is displayed, check that the LAN cable is connected and the network settings are configured properly.
- If you cannot connect to the network, register the license offline. **When Registration Cannot Be Performed over the Network(P. 658)**

2 Press (Settings/Registration).

3 Press <Management Settings> ► <License/Other> ► <Register/Update Software> ► <Install Applications/Options>.

4 Press <License Access Number>, and enter the license access number.

5 Confirm the number, and press <Enable>.

6 Select the function to install, and press <Install>.

- If the license agreement screen is displayed, check the information and press <I Agree>.

7 Press (Settings/Registration) ► <Yes>.

■ When Registration Cannot Be Performed over the Network

If for some reason the machine is unable to connect to the network, register the license offline. First obtain a license key using a computer connected to the network, then register it by entering it into the machine. To obtain a license key, you will need the number that is printed on the license access number certificate, along with the serial number of the machine.

1 Access the license issuing website (<http://www.canon.com/lms/license/>) and obtain the license key.

- Follow the on-screen instructions and enter the license access number and serial number to obtain the license key.

2 Press (Settings/Registration).

3 Press <Management Settings> ► <License/Other> ► <Register License>.

4 Enter the license key.

5 Press <Enable> ► <OK>.

6 Press (Settings/Registration) ► <Yes>.

NOTE

Registering a license for a MEAP application

- You may also need to register a license when using a MEAP application. For more information, see  **Installing MEAP Applications(P. 965)** .

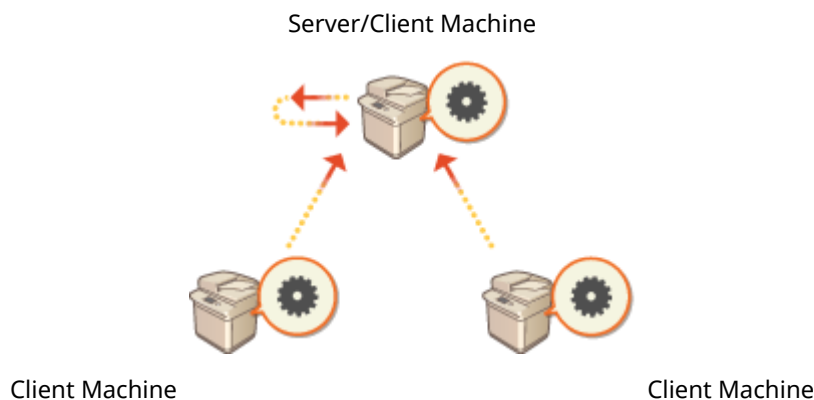
Confirming the serial number

- The serial number is displayed in the bottom left of the screen when you press the  (Counter/Device Information). It can also be confirmed from the Remote UI portal page.

Synchronizing Settings for Multiple Canon Multifunction Printers

E0SS-09W

You can synchronize the personalized data of multiple Canon multifunction printers on a network. This enables the address book and Personal button/Shared button, etc. specified and registered on a single machine to be used on other machines that are synchronized. For information on the items subject to synchronization, see [List of Items That Can Be Personalized\(P. 333\)](#)



- ▶ [Starting Setting Synchronization\(P. 662\)](#)
- ▶ [Specifying Detailed Synchronization Settings \(Server Machine or Server/Client Machine\)\(P. 665\)](#)
- ▶ [Switching the Machines to Synchronize\(P. 670\)](#)

NOTE

- Up to 10 machines including the server machine can be synchronized.
- Synchronized values may not be reflected, depending on the optional products and the machine configuration.
- A server machine can either be used as a server machine that does not synchronize its own data, or as both a server and client machine (server/client machine).
- If you do not start client functions on the server machine, data specified on the server machine will not be reflected in client machines.

Procedure for Synchronizing

Specify synchronization as indicated below.



Initial Check

- Are the machines to synchronize correctly connected to the network?





Exporting the User Data

- It is recommended that you export the user data for backup purposes. ▶ **Importing/Exporting the Setting Data(P. 629)**



Specifying the Server Machine Settings

- Start synchronization on the server machine. ▶ **Starting Setting Synchronization(P. 662)**



Specifying the Detailed Synchronization Settings

- Specify the detailed synchronization settings on the server machine. ▶ **Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine) (P. 665)**



Starting Synchronization

- Specify the connection destination on the client machines and start synchronization. ▶ **Starting Setting Synchronization(P. 662)**



Checking Synchronization

- Check the detailed synchronization settings, registered users, and connected machines on the server machine. ▶ **Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)**

NOTE

- To change the scope of sharing, etc. after starting synchronization, shut down all the client machines, change the settings on the server machine, and start all the client machines again. ▶ **Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)**
- Synchronization starts after the client machines are restarted.
- When a client machine starts and connects to the server machine, the user data registered in both the server machine and client machine is overwritten with the user data in the server machine, and the user data set in the client machine is deleted. To use the user data in a client machine to be connected to, delete the corresponding data from the server machine via <Delete User Data> in <Synchronize Custom Settings (Server)> before starting the client machine.

- If different data exists for the same user in multiple client machines that are started in succession, the user data in the client machine that first connected to the server is used for synchronization.



: Data of user 1



: Other data of user 1



: Data of user 2



: Data of user 3

		
User data of client machine A • The first client machine that connected to the server. • Has the data of user 1 and user 2 registered.	User data of client machine B • Has the other data of user 1 and the data of user 3 registered.	User data registered in the server machine • The data of user 1 registered in the server machine is synchronized using the data of client machine A.

- If a problem occurs in the server machine or a client machine after starting synchronization, the data with [Device-Specific (Not Shared)] set for its scope of sharing in the machine with the problem returns to its default settings and is not restored.
- A machine operating as a server machine will not completely enter sleep mode while one or more machines connected as a client machine are operating.
- If a machine operating as the server machine is also connected as a client machine and is set to connect to localhost via a proxy server, that machine will not completely enter sleep mode.
- To synchronize custom settings between machines, the machine authentication settings and group management settings must be the same. For information on specifying the same authentication settings, see the instructions for the login application. For group management settings, it is recommended that the settings in one machine are exported and imported into the other machines. When Department IDs are used for group management, set the same Department IDs for each machine.
- If a machine you are using is an older version, registered shortcuts and keychains may not be synchronized.
- While custom settings are synchronized, **<Action When Maximum Number of Users Exceeded>(P. 834)** for both client machines and server machines is set to <Delete Oldest User Settings> and cannot be changed.
- Set the correct time in the SNTP settings before enabling the server functions in the machine operating as the server machine. For information on the SNTP settings, see the manual of the imagePRESS Server.
- If synchronization of custom settings (client) is started, the data subject to synchronization (including the Address Book) becomes unable to be imported or exported. For information on importing/exporting settings data, see **<Importing/Exporting the Setting Data>(P. 629)** . For information on the data subject to synchronization of custom settings, see **<List of Items That Can Be Personalized>(P. 333)** .

Starting Setting Synchronization

E0SS-09X

Use the Remote UI to specify the settings for starting synchronization and start synchronization. Administrator privileges are required for registration.

Synchronizing Custom Settings

Specify the settings for the server machine and each client machine. Decide which machine to use as the server machine in advance.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Synchronize Custom Settings] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Click [Change Connection Destination...].
- 4 Specify the required settings.

a [Service]

Select [Start] to use the machine as the server machine.

b [Service]

Select [Start] to use the machine as a client machine.

NOTE:

- To use the machine as a server/client machine, select [Start] for [Service] in both [Synchronize Custom Settings (Server)] and [Synchronize Custom Settings (Client)].

- 5 If the machine is a client machine, specify the other required settings.

a [Destination Server Address:]

Enter the IP address or host name of the server machine. When specifying the port number, "8443" must be specified. The port number can be omitted. If this is left blank, the server machine is automatically discovered.

- Example settings (IPv4):
Using an IP address: 192.168.18.138
Using a host name: v4.server.canon.com
- Example settings (IPv6):
Using an IP address: fe80::65f0:82cb:b3d6:e6bc
Using a host name: v6.server.canon.com
When specifying the port number: [fe80::65f0:82cb:b3d6:e6bc]:8443

b [Search Depth (Router):]

Enter the number of routers to hop (the number of routers to communicate through). If this value is too small, the server machine may not be discovered with network discovery. If you do not want to communicate through routers, specify "1".

c [User Account ID for Authentication:]/[New Password:]

Enter the ID and password of a user account with Administrator privileges for the machine to use as the server machine.

d [Allow custom settings to be applied during operation]

Select the check box to reflect the <Switch Language/Keyboard>, <Accessibility>, and <Personal SSID and Network Key Settings> settings when it becomes possible if they could not be reflected immediately after logging in.

NOTE

- In the following cases, synchronization can be set without performing step 5.
 - When the machines to synchronize are within the same router.
 - When <Use User Authentication> is set to <On> on the server machine (see [▶<Use User Authentication>\(P. 810\)](#)) and User Authentication is set as the login service (see [▶Changing Login Services\(P. 975\)](#))
 - When nothing is entered in [User Account ID for Authentication:] on the client machines (the item is null)
 - When the service for synchronizing custom settings is started on the server machine (if the machine is a server/client machine, the setting can be changed by starting the server service and the client service at the same time)

- When there is only one server machine for synchronizing custom settings on the same network
- The client machine cannot connect via search in the following cases. Enter the IPv4 address for the destination server address.
- If the network settings of the server machine include both IPv4 and IPv6, IPv6 is prioritized, and IPv6 is disabled on the client device

6 Click [Change].

7 Restart the machine. ▶Turning OFF/Restarting the Machine(P. 603)

- This operation is not required for a server machine or server/client machine.
- If the machine is a server machine or server/client machine, continue to specify the detailed synchronization settings. ▶**Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine) (P. 665)**

NOTE

Checking the Communication Log for Synchronization

- You can check the communication log from the screen for synchronizing custom settings. The log can also be downloaded as a file.
- "Warning" is recorded as the level when the server machine cannot communicate temporarily.
- "Error" is recorded as the level when the maximum amount of data that can be registered has been exceeded or authentication with the server machine fails.

Simple Synchronization Settings

- Synchronization of custom settings can be started from the control panel for Canon multifunction printers within the same router.
 - For the server machine:
Press  (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ set <Synchronize Custom Settings (Server)> to <Enable>.
 - For a client machine:
Press  (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ set <Synchronize Custom Settings (Client)> to <Enable>.
- If the machine is used as a server/client machine, also set <Synchronize Custom Settings (Client)> to <Enable>.
- User Authentication must be enabled as the authentication method.

Note When Canceling Synchronization

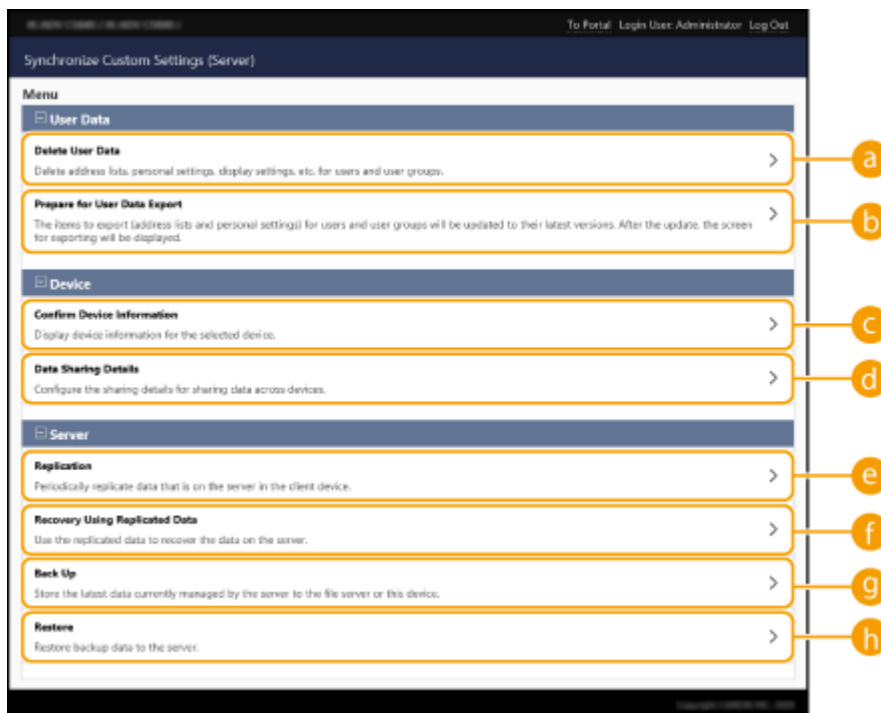
- When a client machine cancels synchronization of custom settings, the client machine will become unable to retrieve the settings for each user registered in the server machine. Therefore note that the personalized data of a machine that was a client machine may not have the latest data after synchronization of custom settings has been canceled.

Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)

EOSS-09Y

You can set the scope of sharing data to synchronize and manage the machines to synchronize. You can also delete user data and back up/restore synchronization data. This setting is only for the server machine or server/client machine.

- 1 Start the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Synchronize Custom Settings (Server)] on the portal page. ▶ Remote UI Screen(P. 597)
- 3 Perform the desired operation on the [Synchronize Custom Settings (Server)] screen.



[User Data]

You can delete or update the user data that can be exported from the server machine.

a [Delete User Data]

Deletes user data by searching for a user name or group ID. Search with the search conditions left blank to display all the user data.

NOTE:

- If custom setting synchronization (client) is started, the data in the server machine is prioritized when synchronizing the user data registered in both the server machine and client machines. To use the user data in a connected client machine, delete the corresponding user data from the server machine with this setting before starting custom setting synchronization (client).

b [Prepare for User Data Export]

If the server address of both the sever/client machine and the connection destination for custom setting synchronization (client) is localhost:8443, you can specify the user names and group IDs on the server/client machine and set the user data and group data on the client machines to match that of the server machine. In addition, for a period of 15 minutes following the successful execution of this function, you can use some import and export functions, even if custom setting synchronization (client) is in progress.  **Conditions for Removing Restrictions on the Importing/Exporting of Settings and Other Items(P. 631)**

NOTE:

- On the user data export preparation screen, if you click [Search] without entering a user name or user group ID, all user names and user group IDs will be displayed.
- The maximum number of user names and user group IDs which can be selected is as follows. Note that users who are logged in via the touch panel display are included in the count.
 - Users: 500
 - User groups: 50
- It is recommended that no users log in during the period between successful execution of [Prepare for User Data Export] and completion of exporting user data. If exporting is performed after a user not specified in [Prepare for User Data Export] logs in following successful completion of [Prepare for User Data Export], user data specified in [Prepare for User Data Export] may be overwritten.

[Device]

Enables you to check the device information that is synchronized and set the scope of data sharing.

[Confirm Device Information]

Displays [Device Name], [Serial Number], and [Location] of synchronized machines. The machines can also be filtered.

[Data Sharing Details]

Set whether to share the synchronized data with all machines or retain settings in individual machines without sharing. For information on the items that are synchronized when [Device-Specific (Not Shared)] is set for all the items, see  **List of Items That Can Be Personalized(P. 333)** .

NOTE:

- If this setting is changed from [Shared across All Devices] to [Device-Specific (Not Shared)] after starting operation, the shared data is synchronized on all machines before switching. (All machines will have the same data at first when the setting is switched.)
- If this setting is changed from [Device-Specific (Not Shared)] to [Shared across All Devices] after starting operation, the data in each machine is initialized before synchronization.
- The settings in shared buttons are also initialized when this setting is changed from [Device-Specific (Not Shared)] to [Shared across All Devices].
- The default job settings and setting history of the users registered in the server machine are initialized when [Device-Specific (Not Shared)] is selected for [Data Sharing Details]. Configure these settings again if they were changed from their default values.

[Server]

Enables you to periodically create replication data on another Canon multifunction printer to manage the server machine data and back up the server machine data.

NOTE

Difference between replication and backing up

- Replication involves periodically sending replicated data to the machine set as the replication destination automatically.

- Backing up enables you to save the latest data stored on the server machine. The data can be saved to an SMB server on the network in addition to the storage device of the machine operating as the server machine.

[Replication]

Enables you to periodically copy the synchronization data stored on the server machine to a Canon multifunction printer. Specify a Canon multifunction printer on the same network as the destination. When the replication settings are correct, replication is executed at the following times.

- When replication is started
- At the interval set on the replication screen
- When the updated data exceeds the specified number
- When a machine with custom setting synchronization (client) started is restarted

NOTE:

- When replacing a server machine that has executed the replication function, stop replication before replacing the machine. For more information, see  **Changing the Server Machine (Server/Client Machine) (When Replication Is Set)(P. 672)** .
- The backup and restore functions cannot be used while the replication function is executing. Stop replication before executing a backup.
- The [Interval:] setting of the replication function specifies the interval for executing the replication function and does not guarantee the time that the data is backed up. If the replication destination cannot be connected to via the network, the data is not replicated until the next replication.

[Recovery Using Replicated Data]

Use replicated data stored in another Canon multifunction printer to restore the server machine.

NOTE:

- It is recommended that you stop replication on the replication settings screen before performing recovery using replicated data.
- When performing recovery using replicated data, confirm that the time that the data was replicated indicated on the confirmation dialog is the expected time, and select [Yes].

[Back Up]

Enables you to back up the synchronization data stored on the server machine. You can select [Device] or [Network] as the destination to store the backup data.

NOTE:

- Backup data saved to [Device] cannot be restored if the storage device fails.

[Restore]

Enables you to restore synchronization data that has been backed up.

4 Restart the machine to start synchronization. **Turning OFF/Restarting the Machine(P. 603)**

- This operation is not required for the server machine.

IMPORTANT

- Data backed up to [Device] is automatically deleted when the next backup/restore/replication/recovery from replication data is performed. (The data is deleted even if the next backup/restore operation is performed for a network destination.)

- When recovery/restoration using replicated data is performed on a machine with different network settings (such as IP address, or host name) that will be changed to a server machine, synchronization of settings cannot be performed because network settings differ, and therefore data changed during this period cannot be reflected. When changing to a new server machine, it is recommended that you use the same network settings as the old server machine.

NOTE

Changing the Scope of Sharing Data after Synchronization Has Been Started

- To change the scope of sharing data after synchronization has been started, stop synchronization on all the client machines, change the scope of sharing, then start synchronization on all the client machines again. [▶Starting Setting Synchronization\(P. 662\)](#)

If the Data in a Specific Client Machine Differs from the Server Machine

- If the data is correctly synchronized in multiple client machines but not synchronized in a specific client machine, follow the instructions displayed on the control panel. [▶Countermeasures for Each Message\(P. 875\)](#)
- If the data in a specific client machine differs from the server machine but a message is not displayed, delete the user settings information, and log in again. ([▶Deleting User Setting Information\(P. 578\)](#)) If the message <Synchronize Custom Settings: Log in again for synchronization.> is displayed when logging in, log in again.

Check whether replication is executed periodically.

- The replicated data may not be sent due to a reason such as there being a problem in the network connection with the replication destination, the power of the machine specified as the replication destination being turned OFF, or the authentication information having been changed. Log in to the Remote UI as an administrator, select [Synchronize Custom Settings (Server)] ▶ [Server] ▶ click [Replication] ▶ check the displayed message.
 - The following message is displayed if replication has been executed correctly.
[Waiting for replication... To change the [Destination Device for Replication], first perform [Stop Replication], then change device. Last Replication : <yyyy/mm/dd hh:mm>]
 - The following message is displayed if replication has not been executed correctly.
[Could not perform replication after <yyyy/mm/dd hh:mm> because an error occurred. Check the settings for [Destination Device for Replication] and the status of the destination device.]

■ If an error occurs when starting replication

The following messages are displayed if replication does not execute correctly when starting replication.

[The [Address] is incorrect.]

In this case, check whether the machine set as the replication destination is connected to the same network.

[The authentication information is incorrect.]

In this case, check whether the System Manager ID and password of the machine set as the replication destination are set correctly.

[A device that cannot be used as the destination for replication is set. Select a different device.]

In this case, check the network status of the machine set as the replication destination. A machine cannot be set as the replication destination in the following cases.

- If the machine has started custom setting synchronization (server)
- If another server is set as the replication destination

- If the version of the machine is old
- If <Department ID Management> is enabled on the machine

■ If an error code is displayed

If a problem occurs during data backup/restoration, an error code is displayed on the screen after executing the backup and the result field of the execution log. The cause of each error code is indicated below.

DBBU01	Failed to generate the backup file (device).
DBBU05	Failed to generate the backup file (network).
DBBU06	Failed to generate the backup file due to lack of free space.
DBBU08	Cannot find the network destination.
DBBU07	Cannot access the network destination.
DBBU02	Failed to save the backup data.
DBRS01	Failed to restore data from the machine.
DBRS02	Failed to restore data from the network destination.
DBRS08	Cannot find the network destination.
DBRS07	Cannot access the network destination.

NOTE

- If DBBU02 or DBRS02 is displayed, an error with an unidentified cause may have occurred. Check the following.
 - Whether the settings are entered correctly
 - The access privileges for the SMB server
 - The network environment

Switching the Machines to Synchronize

E0SS-0A0

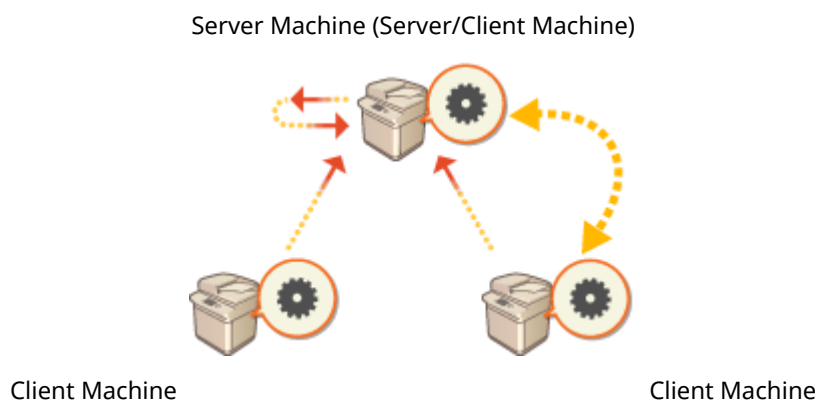
This section describes the procedure for switching the machines to synchronize after starting synchronization of custom settings.

- ▶ **Changing the Server Machine (Server/Client Machine)(P. 670)**
- ▶ **Changing the Server Machine (Server/Client Machine) (When Replication Is Set)(P. 672)**
- ▶ **Changing a Client Machine(P. 673)**

Changing the Server Machine (Server/Client Machine)

■ Changing a Synchronized Client Machine to the Server Machine

Follow this procedure to change a client machine to the server machine.



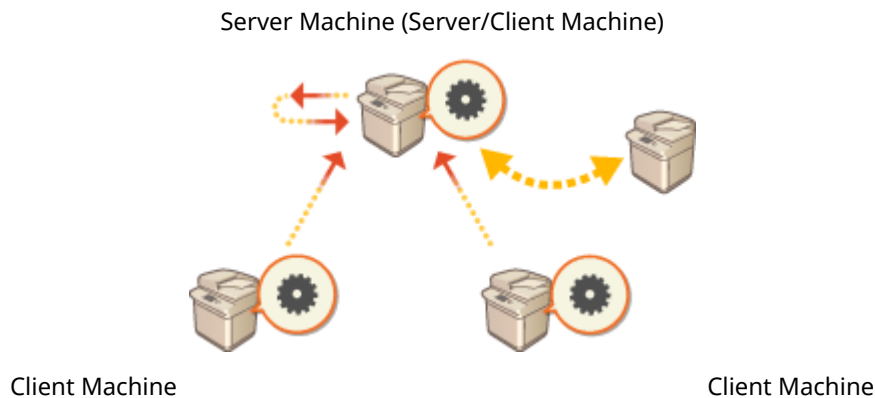
- 1 Stop synchronization in [Synchronize Custom Settings] in the Remote UI of each client machine. ▶ Starting Setting Synchronization(P. 662)**
- 2 Create backup data in [Synchronize Custom Settings (Server)] ▶ [Back Up] ▶ [Network] in the Remote UI of the server machine (server/client machine). ▶ Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)**
- 3 Stop synchronization in [Synchronize Custom Settings] in the Remote UI of the server machine (server/client machine). ▶ Starting Setting Synchronization(P. 662)**
- 4 Start synchronization in [Synchronize Custom Settings] in the Remote UI of the new server machine (server/client machine). ▶ Starting Setting Synchronization(P. 662)**
- 5 Restore the backup data from step 2 in [Synchronize Custom Settings (Server)] in the Remote UI of the new server machine (server/client machine). ▶ Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)**

6 Change the address of the destination server in [Synchronize Custom Settings] in the Remote UI of each client machine, and start synchronization of custom settings. ▶ Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)

- The client machines must be restarted after configuring synchronization.

■ Changing an Unsynchronized Client Machine to the Server Machine

Follow this procedure to change a new machine to the server machine.



NOTE

- If the machine is used as a server/client machine, it is recommended that you stop [Synchronize Custom Settings (Client)] in advance.

1 Create backup data in [Synchronize Custom Settings (Server)] ▶ [Back Up] ▶ [Network] in the Remote UI of the server machine (server/client machine). ▶ Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)

NOTE:

- If you cannot access [Synchronize Custom Settings (Server)], use past backup data.

2 Start synchronization in [Synchronize Custom Settings] in the Remote UI of the new server machine (server/client machine). ▶ Starting Setting Synchronization(P. 662)

3 Restore the backup data from step 1 in [Synchronize Custom Settings (Server)] in the Remote UI of the new server machine (server/client machine). ▶ Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)

NOTE:

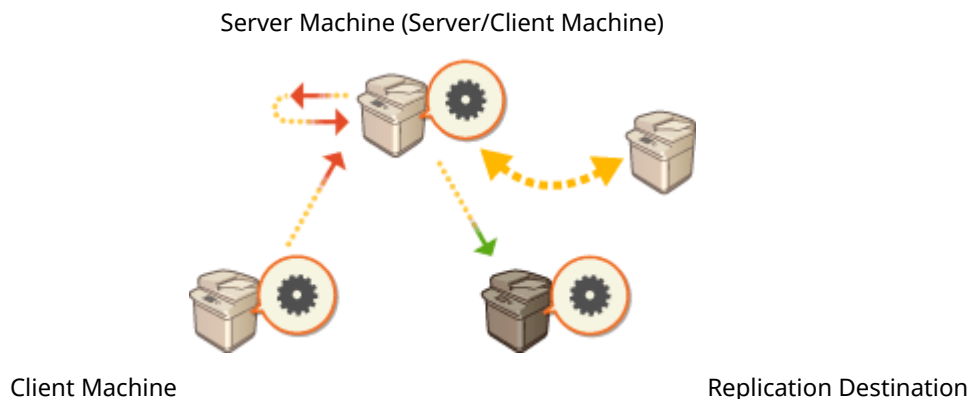
- When changing to a new server machine (server/client machine), it is recommended that you use the same network settings (such as IP address and host name) as the old server machine.

- If the network settings (IP address and host name) of the new server machine (server/client machine) differ from the settings of the previous server machine (server/client machine), it is necessary to set the destination server machine (server/client machine) from the client machine again.

Changing the Server Machine (Server/Client Machine) (When Replication Is Set)

■ When Restoring the Replication Data to a New Server Machine

Follow this procedure to restore a server that has had its storage device replaced, etc.



- 1 From the Remote UI of the server machine (server/client machine), click [Synchronize Custom Settings (Server)] ▶ [Replication] ▶ [Stopped] to stop replication.**

NOTE:

- If synchronization cannot be stopped because the server machine is not working, etc., this step is not necessary.

- 2 From the Remote UI of the new server machine (server/client machine), click [Synchronize Custom Settings (Server)] ▶ [Recovery Using Replicated Data] ▶ specify the machine to use as the replication destination ▶ restore the replication data.**

NOTE:

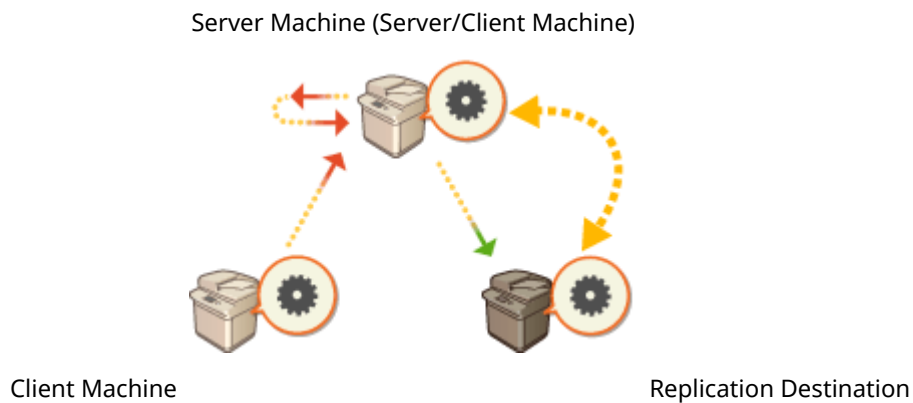
- If the IP address and host name of the server machine have not changed, the subsequent steps are not required.

- 3 Stop synchronization in [Synchronize Custom Settings] in the Remote UI of each client machine. ▶ Starting Setting Synchronization(P. 662)**
- 4 Change the address of the destination server in [Synchronize Custom Settings] in the Remote UI of each client machine, and start synchronization of custom settings. ▶ Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)**

- The client machines must be restarted after configuring synchronization.

■ When Using the Machine Set as the Replication Destination as a New Server Machine

Follow this procedure to use the Canon multifunction printer set as the replication destination as a server machine.



- 1 From the Remote UI of the server machine (server/client machine), click [Synchronize Custom Settings (Server)] ► [Replication] ► [Stopped] to stop replication.**

NOTE:

- If synchronization cannot be stopped because the server machine is not working, etc., this step is not necessary.

- 2 Start synchronization in [Synchronize Custom Settings] in the Remote UI of the machine set as the replication destination (the new server machine). ►Starting Setting Synchronization(P. 662)**
- 3 Stop synchronization in [Synchronize Custom Settings] in the Remote UI of each client machine. ►Starting Setting Synchronization(P. 662)**
- 4 Change the address of the destination server in [Synchronize Custom Settings] in the Remote UI of each client machine, and start synchronization of custom settings. ►Specifying Detailed Synchronization Settings (Server Machine or Server/Client Machine)(P. 665)**

- The client machines must be restarted after configuring synchronization.

NOTE

When Replication Cannot Be Stopped on the Server Machine

- If replication could not be stopped from the server machine because the server machine is not working, etc., the machine that was set as the replication destination cannot be set as the replication destination by another server machine. Start synchronization as the server machine in [Synchronize Custom Settings] in the Remote UI for the replication destination machine, then stop synchronization from [Synchronize Custom Settings (Server)]. ►Starting Setting Synchronization(P. 662)

Changing a Client Machine

Follow this procedure to change a client machine to a new machine.



- 1 Stop synchronization from [Synchronize Custom Settings] in the Remote UI of the target client machine. ▶Starting Setting Synchronization(P. 662)**

NOTE:

- If the client machine cannot be operated, delete the target client machine in [Synchronize Custom Settings (Server)] ▶ [Confirm Device Information] in the Remote UI of the server machine (server/client machine).

- ## 2 Configuring Synchronization on a New Client Machine. ▶ Starting Setting Synchronization(P. 662)

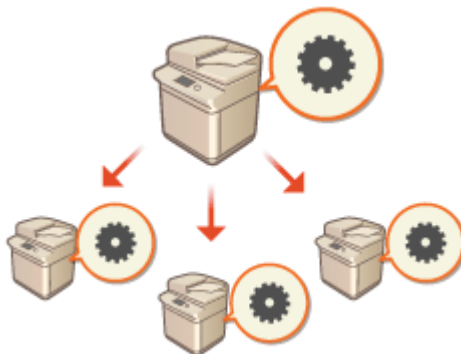
NOTE:

- If synchronization was not correctly stopped on a client machine or if the client machine was not deleted in [Synchronize Custom Settings (Server)] ► [Confirm Device Information] in the Remote UI of the server machine (server/client machine), that client machine will be counted as still in use.

Distributing the Device Information to Other Canon Multifunction Printers

E0SS-0A1

Various machine settings (device information) can be sent over the network and automatically applied to other Canon multifunction printers. With this function, you can designate a host machine whose registered information (such as the settings in the Settings/Registration menu and address lists) is distributed to other client machines, enabling you to configure the same settings as the host machine. This makes it easier to incorporate new multifunctional printers into your system, and it enables you to operate multiple machines with the same settings, which simplifies management operations even when you increase the number of machines. For more information on the machine information that can be distributed, see [▶Settings/Registration\(P. 700\)](#) .



- ▶[Registering the Device Information Destinations\(P. 677\)](#)
- ▶[Performing User Authentication when Distributing Device Information\(P. 679\)](#)
- ▶[Distributing the Device Information\(P. 681\)](#)
- ▶[Checking the Results of Device Information Distribution\(P. 684\)](#)

NOTE

- If both the host and client machines are imagePRESS series, imageRUNNER ADVANCE series, and imageRUNNER series (Some supported models), the device information can be distributed. It is also possible to receive some setting information from models other than those in this series. However, some information may not be distributed properly. ▶[<Device Information Distribution Settings>\(P. 818\)](#)
- Some device information may not be distributed properly when certain optional equipment is attached to the machine.

Configuring the Distribution Settings

Follow the procedure below to perform distribution.



Check the basic configuration.

- Are the host and client machines connected properly over the network?
- Are the TLS key and certificate configured on the client machine?

▶[Configuring the Key and Certificate for TLS\(P. 583\)](#)

NOTE:

- When automatically searching for the client machines, make sure that the SLP communication is available between the machines. ▶[Setting a Proxy\(P. 313\)](#)



2



Register the distribution destination of the device information.

- On the host machine, register the client machines that will receive the distributed device information. ▶ **Registering the Device Information Destinations(P. 677)**
- To perform user authentication when device information is received, configure the necessary settings on the host and client machines. ▶ **Performing User Authentication when Distributing Device Information(P. 679)**



3



Distribute the device information.

- ▶ **Distributing the Device Information(P. 681)**



4



On the host and client machines, check the results of device information distribution.

- ▶ **Checking the Results of Device Information Distribution(P. 684)**

Registering the Device Information Destinations

E0SS-0A2

On the host machine, register the client machines that will receive the distributed device information. Administrator privileges are required in order to perform registration.

- 1 Press  (Settings/Registration).
- 2 Press <Management Settings> ► <Device Management> ► <Device Information Distribution Settings> ► <Register Destinations>.
- 3 Register the destination client machines.

- 1 Press <Auto Search/Register>.
- 2 Search for the destination client machines.
 - Press <->/<+> for <Search Depth (Router)> to specify the search range, then press <Start Auto Search>.



►► The multifunctional printers on the network are displayed.

- 3 Select the device information destinations (clients) in <Destination>, and press <OK>.
 - Press <Display Host Name> to display the host names for the multifunctional printers shown in <Destination>.

■ Registering destinations manually

When destinations (clients) cannot be searched automatically, you can register them manually by entering the IP address or domain name.

- 1 Press <Register>.
- 2 Enter the IP address or domain name of a destination (client), and press <OK>.
 - When entering the domain name, make sure to enter the entire name, including the domain, subdomain, and host name.

NOTE:

- If a connection cannot be established with a specified destination, or if it is configured not to receive device information, the <Could not retrieve the device information details. Do you want to register the device as a destination?> message is displayed. If you press <Yes>, the destination can be registered but the device information cannot be distributed.

4 Press <OK>.

LINKS

- ▶ **Performing User Authentication when Distributing Device Information(P. 679)**
- ▶ **Distributing the Device Information(P. 681)**
- ▶ **Checking the Results of Device Information Distribution(P. 684)**

Performing User Authentication when Distributing Device Information

EOSS-0A3

You can prevent a client machine from receiving unauthorized device information by performing user authentication when device information is received. With these settings, it will be necessary to use the personal authentication management function (**▶Configuring the Personal Authentication Management Settings(P. 535)**) on both the host machine and client machines that send and receive the device information. Administrator privileges are required in order to configure these settings.

▶Configuring the Authentication Information on the Host Machine(P. 679)

▶Starting the Authentication Function on the Client Machine(P. 679)

Configuring the Authentication Information on the Host Machine

On the host machine that distributes the device information, you can set the user name and password used for authentication. You can also specify the domain based on the authentication device.

- 1** Press  (Settings/Registration).
- 2** Press <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Set MEAP Authentication>.
- 3** Configure the necessary information, and press <OK>.



a <User Name>/<Password>

Enter the user name and password of an administrator with Administrator privileges. Make sure that this administrator is registered as a user on the client machine and on the authentication server used by the client machine.

b <Login Destination>

If the administrator specified in **a** is registered on the authentication server, enter the NetBIOS domain name of the authentication server.

Starting the Authentication Function on the Client Machine

You can configure the client machine so that personal authentication is performed when receiving the device information. Make sure that the administrator with the authentication information configured on the host machine (**▶Configuring the Authentication Information on the Host Machine(P. 679)**) is registered on the client machine before performing this procedure.

▶Registering User Information in the Local Device(P. 538)

Registering Server Information(P. 551)

- 1** Press  (Settings/Registration).
- 2** Press <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Use MEAP Authentication When Receive>.
- 3** Select <On>, and press <OK> ▶ <OK>.
- 4** Press  (Settings/Registration) ▶ <Yes>.

Distributing the Device Information

You can distribute device information to the client machines that are registered as destinations. You can also specify a time at which to automatically distribute the device information. To perform these operations, log in with Administrator privileges. Also, because TLS encryption is used when distributing device information to the client machines, make sure to configure the TLS settings on the client machines before performing the procedures described below. [▶Configuring the Key and Certificate for TLS\(P. 583\)](#)

IMPORTANT

- If the System Manager ID and PIN of the client machine are different from that of the host machine, the device information cannot be distributed. [▶Changing the System Manager ID and PIN\(P. 571\)](#)
- It may take several minutes to prepare for the device information distribution process, or to update the information after it is received. Do not turn OFF the machine until the preparation or update process is complete. Doing so may cause the machine to malfunction.
- The setting update screen is displayed on the client machine that receives the device information, and no operations can be performed until the update is complete. It is recommended that you distribute the device information at a time when there are no users.

[▶Distributing the Device Information Manually\(P. 681\)](#)

[▶Distributing Automatically at a Specified Time\(P. 682\)](#)

Distributing the Device Information Manually

1 Press  (Settings/Registration).

2 Press <Management Settings> ▶ <Device Management> ▶ <Device Information Distribution Settings> ▶ <Manual Distribution>.

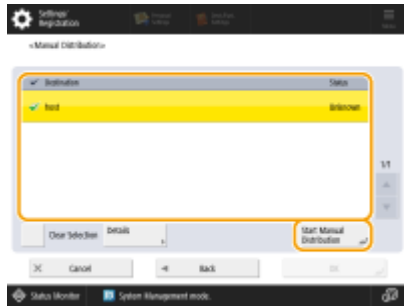
3 Press <On> for the information to distribute, and press <Next>.

- If <On> is selected for <Settings/Registration Value>, the screen for setting whether or not to distribute the <Network Settings> device information is displayed. To distribute this information, press <Include> ▶ <OK>.

4 Select the destinations, and press <Start Manual Distribution>.

▢ The device information is distributed. When distribution is complete, the distribution results are displayed in <Status>.

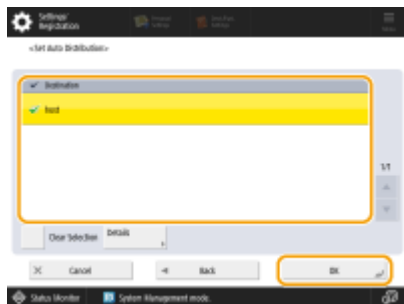
- To cancel distribution, press <Cancel>. Note, however, that the distribution process that is currently being performed cannot be canceled. The next and subsequent distribution processes are canceled.



Distributing Automatically at a Specified Time

You can specify a time at which to automatically distribute the device information. By configuring the time so that distribution is performed late at night or on a holiday, you can update the device information without affecting your business operations.

- 1 Press  (Settings/Registration).
- 2 Press <Management Settings> ► <Device Management> ► <Device Information Distribution Settings> ► <Set Auto Distribution>.
- 3 Select <Everyday> or <Specify Days>, then specify the distribution times.
 - For <Everyday>, select a number and enter a time.
 - For <Specify Days>, select a day and enter a time.
- 4 Press <Next>.
- 5 Press <On> for the information to distribute, and press <Next>.
 - If <On> is selected for <Settings/Registration Value>, the screen for setting whether or not to distribute the <Network Settings> device information is displayed. To distribute this information, press <Include> ► <OK>.
- 6 Select the destinations, and press <OK>.
 - The device information is set to be distributed automatically at the specified time.



NOTE

Distribution and update of device information

- The device information may not be distributed or updated when the client machine is processing other data.
- If a client machine is unable to receive the automatically distributed device information at the specified time, distribution is not performed again until the next specified time.

Receiving device information from different Canon multifunction printer models

- When the machine is used as a client machine, it can receive device information from different Canon multifunction printer models by setting <Restrict Receiving Device Information> in <Receiving Settings> to <Off>. Note, however, that some of the information may not be distributed correctly.

Selecting the functions to receive device information for

- When the machine is used as a client machine, you can restrict the functions to receive information for by setting <Restrict Receiving for Each Function> in <Receiving Settings> to <Off>.

Restoring the previous device information

- You can perform operations on the client machine to restore the device information that existed before the update was performed. However, you can only restore the information that existed immediately prior to the update. Information older than that cannot be restored.  **<Device Information Distribution Settings>(P. 818)**

LINKS

-  **Registering the Device Information Destinations(P. 677)**

Checking the Results of Device Information Distribution

EOSS-0A5

You can check information such as the date and time that device information was distributed, the results of distribution, and the status of the other machines. For client machines, you can check the reception status of device information. You can also print the details. Administrator privileges are required in order to perform these operations.

1 Press  (Settings/Registration).

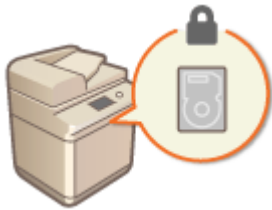
2 Press <Management Settings> ► <Device Management> ► <Device Information Distribution Settings> ► <Communication Log>.

3 Check the communication log, and press <OK>.

- The log of previously distributed device information is displayed in a list. <OK> indicates that device information was distributed/received properly. <NG> indicates that distribution was canceled or an error occurred.
- To display the details of an item in the list, select the item and press <Details>.
- To print a Device Information Communication Log Report, press <Print List>.  **Outputting a Communication Result Report(P. 694)**
- To specify how to print the Device Information Communication Log Report, press <Report Settings>.

Managing Storage Device Data

E0SS-0A6



Information such as files in the Mail Box, Address Book data, existing job data, and password information are saved to the storage device of the machine. The machine encrypts this information, preventing it from being read by unauthorized users. The machine is also equipped with the Canon MFP Security Chip, which complies with the FIPS 140 Level 2 security standard established by the U.S. government. The Canon MFP Security Chip is certified as a cryptographic module under the Cryptographic Module Validation Program (CMVP) established by the U.S. and Canada. The certification given to the Canon MFP Security Chip ensures that results of the standardized test show the conformity of the test subject with the prescribed standards.

The TPM setting can also be used to encrypt the password information and certificate information managed in the memory.

▶ **Initializing All Data/Settings(P. 686)**

▶ **Using TPM(P. 688)**

! IMPORTANT

- Storage device data encryption on the machine may not be able to protect data from all unauthorized activity. Exercise caution when managing data.
- Encrypted data cannot be read even if you remove the storage device and install it in another Canon multifunction printer.

NOTE

- This machine generates 256-bit encryption keys using a NIST SP 800-90A random number generation method. For encryption, the machine uses an AES algorithm in accordance with FIPS PUB 197.

Initializing All Data/Settings

E0SS-0A7



You can restore all of the machine settings to the factory default setting. All data stored in the storage device is completely erased, preventing external leakage of confidential data when replacing or disposing of the storage device. Administrator privileges are required in order to perform initialization.

! IMPORTANT

- Before initializing, make sure that there are no documents being processed or waiting to be processed. These documents will be deleted when initialization is performed.
- Do not turn OFF the machine during initialization. Doing so may lead to defects in the memory of the machine.
- Initialization may take 30 minutes or more to complete. The machine cannot be used during the initialization process.

NOTE

Before performing initialization

Back up your important data or export it as a file.

- Data saved on the machine ▶ **Backing Up/Restoring Data(P. 639)**
- Machine setting information ▶ **Importing/Exporting the Setting Data(P. 629)**
- User authentication information registered in the local device for personal authentication management ▶ **Registering User Information in the Local Device(P. 538)**
- MEAP application license files ▶ **Managing MEAP Applications(P. 968)**
- Data stored by MEAP applications (For information on how to back up the data, see the manual for each MEAP application.)

When using a password to protect the security policy settings

- You need to enter the password to initialize the machine settings. For information on the security policy settings, see the manual of the imagePRESS Server.

1 Press  (Settings/Registration).

2 Press <Management Settings> ▶ <Data Management> ▶ <Initialize All Data/Settings>.

3 Press <Yes>.

➡ Initialization is performed. After the process is complete, the machine restarts and the Initialize All Data/Settings Report is printed.

- When the <A security policy is applied to this device.> message is displayed, a password must be entered by the security administrator. For more information, contact your security administrator.

NOTE

- Although the job log information can be deleted by initializing all data/settings, the result of printing the Initialize All Data/Settings Report is recorded in the print log.

TIPS

- It is also possible to individually select some machine settings and restore their factory default values. ▶
Settings/Registration(P. 700)

Using TPM

If the TPM setting is activated and backed up on to the USB memory, you can safely store in the TPM chip the encryption key (TPM key) that encrypts confidential information such as the password, public key pair for SSL communication, and user certificate that are stored in the machine. Doing so, you can prevent important information for the machine from leaking. Also, you can recover the system if the TPM chip fails by restoring the TPM key.

▶ **Setting TPM(P. 688)**

▶ **Backing Up the TPM Key(P. 689)**

▶ **Restoring the TPM Key(P. 690)**

IMPORTANT

- Before activating the TPM setting, an administrator must confirm that the Administrator password has been changed from its default setting. If the password has not been changed from its default setting, third parties other than an administrator can make backups, which may result in the TPM backup key from being taken away. Since the TPM key can only be backed up once, this will make the TPM key unable to be restored.
- Backup the TPM key immediately on to the USB memory after the TPM setting is activated.
- For security reasons, you can only backup the TPM key once. Manage the password set during the backup so that it is not forgotten.
- The security provided by TPM does not guarantee complete protection of the data and hardware. Note that Canon will not be liable for any failure or damages resulting from the use of this mode.
- You cannot access the machine while backing up or restoring data in the USB memory.
- Do not remove the USB memory while backing up or restoring data. Doing so may cause damage to the USB memory, USB port, or the data inside of the USB memory. Also if the USB memory is removed when restoring, the machine may be damaged.
- To use USB memory, press  (Settings/Registration) ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings> ▶ set <Use MEAP Driver for USB Storage Device> to <Off>.

Setting TPM

This section explains how to activate the TPM setting.

1 Press  (Settings/Registration).

2 Press <Management Settings> ▶ <Data Management> ▶ <TPM Settings>.

3 Press <Yes>.

- Setting changes are reflected after the machine restarts.

NOTE

- If the TPM setting is activated, it may take longer to start the machine.

Backing Up the TPM Key

If the TPM setting is activated and the TPM chip fails, you cannot recover the confidential information since each type of confidential information is uniquely encrypted with the TPM key. Thus, immediately backup when the TPM setting is activated.

For backing up, use the commercially available USB memory.

- 1** Press  (Settings/Registration).
- 2** Press <Management Settings> ► <Data Management> ► <TPM Settings>.
- 3** Press <Back Up TPM Key>.
- 4** Press <Password>.
- 5** Enter the password ► press <OK>.
- 6** Enter the password again on the confirmation screen ► press <OK> ► <OK>.
- 7** Connect the USB memory to the machine ► press <OK>.

- If the error screen appears, follow the instructions on the screen and backup again.

IMPORTANT

- Before backing up, make sure that writing is allowed for the memory media connected to the machine.
- You cannot back up the TPM key for the following cases:
 - The password is incorrect
 - USB memory is not connected
 - Multiple USB storage devices are connected
 - Not enough free space in the connected USB memory
 - TPM key does not exist on the machine
- Use USB memory that meets the following conditions:
 - Not set to read-only
 - Not partitioned
 - Less than 60 GB capacity
 - Not encrypted
- For the backup of the TPM key, it is recommended that you use a USB memory with free space of 10 MB or more.
- Do not connect any other memory media.

- The data on the machine is backed up on the USB memory after it has been encrypted. You cannot manage or browse the backed up data on the computer.
- For information on the USB memory that can be used with the machine and how to use it, see **Front Side(P. 22)** .

Restoring the TPM Key

If the TPM chip fails, you can use the previously backed up data of the TPM key to restore the TPM key on to the new TPM chip. For information on TPM chip failure, contact your dealer or service representative.

- 1 Press  (Settings/Registration).**
 - 2 Press <Management Settings> ▶ <Data Management> ▶ <TPM Settings>.**
 - 3 Press <Restore TPM Key>.**
 - 4 Press <Password>.**
 - 5 Enter the password you specified when backing up ▶ press <OK> ▶ <OK>.**
 - 6 Connect the USB memory to the machine ▶ press <OK>.**
 - If an error screen is displayed, follow the instructions on the screen to perform the restoration process again.
- ! IMPORTANT:**
- Before restoring, make sure that the memory media you used for backing up is connected to the machine.
 - Do not connect any other memory media.
- 7 Press <OK> to restart the system.**

! IMPORTANT

- Restoring of the TPM key recovers access to the storage device/SRAM that became inaccessible due to TPM chip failure, and does not recover the content of the memory itself.
- If initialization is performed following the steps for " **Initializing All Data/Settings(P. 686)** ," all of the data encrypted by the TPM key is completely erased and the TPM setting becomes inactive.
- You cannot restore the TPM key for the following cases:
 - USB memory is not connected
 - Multiple USB storage devices are connected
 - A TPM key does not exist on the USB memory
 - The TPM key on the USB memory is not correct

- The password set during the backup was not entered

Checking the Number of Pages for Print

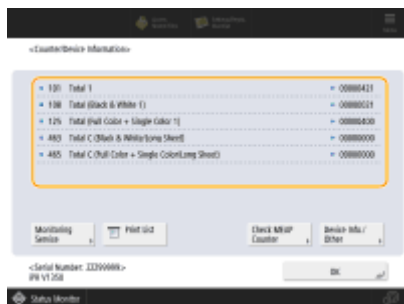
E0SS-0A9

On the touch panel display, you can check the total number of pages for printing.

1 Press (Counter/Device Information).

- ▶ Items Displayed on the <Home> Screen(P. 321)
- ▶ Control Panel (Optional)(P. 28)

2 Check the total number of copied, scanned, and printed pages.



(Items shown on the screen may differ depending on your model and options.)

NOTE

- Press <Monitoring Service> ▶ <Communication Test> to check communication with the remote monitoring server. When this function is executed, information on the machine is periodically sent to the remote monitoring server. It is necessary to enable communication between the machine and the server providing the service in order to use this function.
- You can print a list that shows the number of pages used for copying, printing, and scanning.
 - ▶ **Printing a Report on the Number of Copied and Printed Pages(P. 693)**
- On this screen, you can also check the counter information for each MEAP application. Press <Check MEAP Counter> on the screen in step 2. If you press <Device Info./Other> ▶ <Check Device Configuration> on the same screen, you can check the options installed in the machine and the version of the security chip for storage device data encryption.
- For information on the count conditions, contact your dealer or service representative.

Printing Reports and Lists

E0SS-0AA

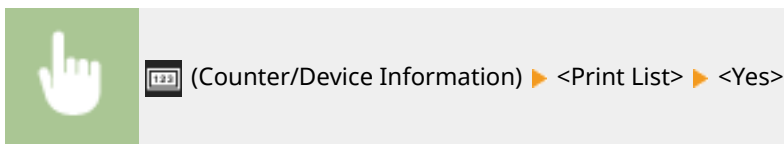
You can print reports and lists to check information such as the total number of copied pages, communication results, and machine settings.

- ▶ **Printing a Report on the Number of Copied and Printed Pages(P. 693)**
- ▶ **Printing a List of Usage History(P. 694)**
- ▶ **Outputting a Communication Result Report(P. 694)**
- ▶ **Printing a List of Settings(P. 695)**

Printing a Report on the Number of Copied and Printed Pages

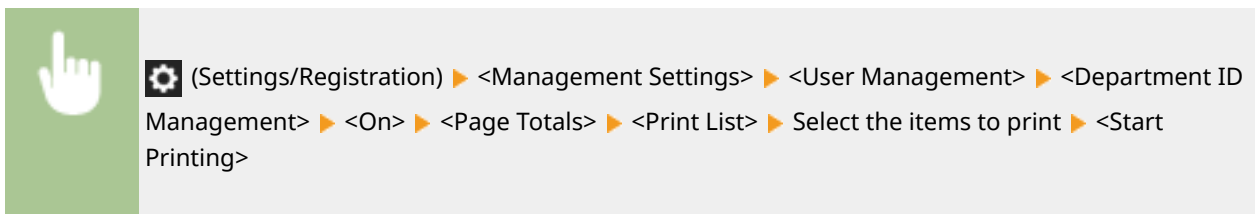
Counter Report

You can print a report to check the total number of all printed pages.



Page Count List

You can print a list to check the total number of pages* that were copied, printed, and scanned for each Department ID. To print this list, you need to log in with administrator privileges. ▶ **Logging into the Machine(P. 331)**



NOTE

- Department ID Management must be set in order to calculate the Page Count List for each Department ID. ▶ **Setting the Department ID Management(P. 570)**
- With the Remote UI Page Count List, you can check how many pages have been printed by individual user names linked to a Department ID. To display the list, ▶ **Starting the Remote UI(P. 595)** ▶ click [Settings/Registration] ▶ [User Management] ▶ [Department ID Management]. However, note that user names will not be displayed if multiple users are allocated to the same Department ID, or if you are using DepartmentID Authentication as the login service.
- The Page Count List can also be saved as a CSV file using the Remote UI. ▶ **Starting the Remote UI(P. 595)** ▶ click [Settings/Registration] ▶ [User Management] ▶ [Department ID Management] ▶ [Store in CSV Format...].

* In this report, the numbers are based on printed sides of the page. For example, the count is 1 if you print on one side of a page, and the count is 2 if you print on both sides of the page.

Printing a List of Usage History

When you press  (Status Monitor), the Status Monitor screen is displayed, allowing you to check the usage history for each function, such as copying, printing, sending e-mail, sending/receiving I-faxes, etc. From this screen, you can also print the usage history for each function.

NOTE

- If "NG" appears in the "RESULT" column in the printed list, check the three-digit number preceded by "#" to find the reason and solutions.

Countermeasures for Each Error Code(P. 912)

- If  (Settings/Registration) ► <Management Settings> ► <Device Management> ► <Restrict Access to Other User Jobs> is set to <On>, jobs other than those of the logged-in user are displayed as "***" and cannot be operated. If you log in with administrator privileges, the jobs of all users are displayed.

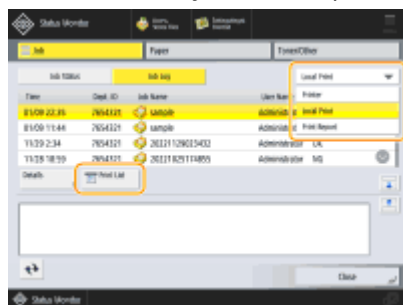
1 Press  (Status Monitor).

2 Display the usage history of each function and print a list.

■ Print log

1 Press <Job> ► <Job Log>.

2 Select the items you want to print, and press <Print List>.



3 Press <Yes>.

Outputting a Communication Result Report

You can print a list of results for sending/receiving e-mail, or I-fax, and results for storing items in the file server or Mail Box (machine's temporary storage space). A report is set to be printed automatically or printed only when an error occurs. However, you can change the setting to print only at a specified time or not to print at all. In addition, you can send the report to a specified destination as a CSV file.

NOTE

- If "NG" appears in the "RESULT" column in the printed list, check the three-digit number preceded by "#" to find the reason and solutions.

Countermeasures for Each Error Code(P. 912)

- If  (Settings/Registration) ► <Management Settings> ► <Device Management> ► <Restrict Access to Other User Jobs> is set to <On>, jobs other than those of the logged-in user are displayed as "****" and cannot be operated. If you log in with administrator privileges, the jobs of all users are displayed.

Device Information Communication Log Report

You can configure the machine to automatically print the report when the specified number of results for device information distribution or reception is reached. You can also configure the setting to print the report at a specified time. You are required to log in with administrator privileges to change the report setting.



 (Settings/Registration) ► <Management Settings> ► <Device Management> ► <Device Information Distribution Settings> ► <Communication Log> ► Report Settings ► Set the report ► <OK>

NOTE

- When you are logged in with administrator privileges, you can manually print the device information communication history as a list. Press  (Settings/Registration) ► <Management Settings> ► <Device Management> ► <Device Information Distribution Settings> ► <Communication Log> ► <Print List> ► <Yes>.

When setting to print a report at a specified time

- If a report is set to print at a specified time, the 100 most recent results are printed, with the most recent results first. If the number of results exceeds 100, the older results are not printed.

Printing a List of Settings

Information and settings registered in the machine such as registered destinations, send/receive settings, forwarding conditions, files in a Mail Box, etc. can be printed as a list.

Mail Box File List

You can print a list of temporarily saved files in a Mail Box on the machine.



<Access Stored Files> ( <Home> Screen(P. 318)) ► Select the mail box to print ► <Print List> ► <Yes>

Network Setting List

You can print a list of the settings configured for <Network> in <Preferences> under Settings/Registration.



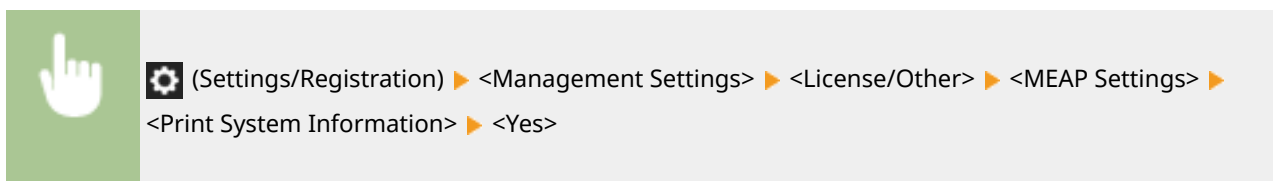
 (Settings/Registration) ► <Preferences> ► <Network> ► <Output Report> ► <Yes>

NOTE

- Items that have been changed from their default settings are printed with an asterisk (*) next to them.
- The following items are automatically generated from unique information of the machine by default and when the settings are initialized, and have an asterisk (*) next to them.
 - IPv4 Host Name
 - IPv6 Host Name
 - mDNS Name (mDNS Settings)
 - Current Transmission Speed (Ethernet Driver Settings)

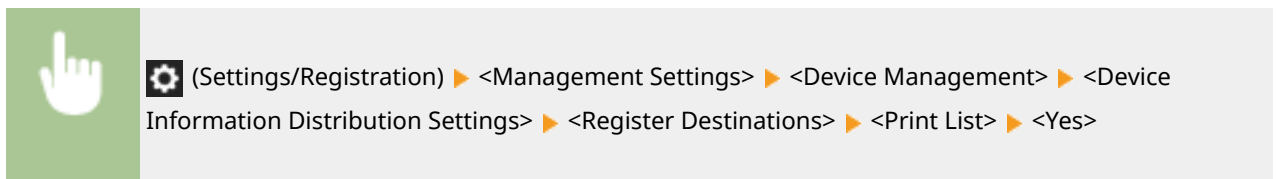
System Information list

You can print a list of information such as MEAP applications and licenses. You are required to log in with administrator privileges to print this list.



Device Information Distribution Destination List

You can print a list of devices registered as information distribution destinations. You are required to log in with administrator privileges to print this list.



Checking the Options Installed on This Machine

E0SS-0AC

You can check the optional equipment and functions installed on this machine.

- 1** Press  (Counter/Device Information) or the [Counter/Device Information] key (models with an upright control panel).
 - ▶ Items Displayed on the <Home> Screen(P. 321)
 - ▶ Control Panel (Optional)(P. 28)

- 2** Press <Device Info./Other> ▶ <Check Device Configuration>.

- 3** Check the optional equipment and functions.



NOTE

- Some of the functions shown are provided as standard.

- 4** Press <OK>.

Settings/Registration

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Settings/Registration

E0SS-0AE

You can customize the machine based on your environment and needs by configuring settings described in this chapter. To start configuration, press  (Settings/Registration).

This section describes what each item in the Settings/Registration menu can configure. Note that the items available differ depending on the user privileges at login and the devices being used.

- ▶<Preferences>(P. 703)
- ▶<Adjustment/Maintenance>(P. 739)
- ▶<Function Settings>(P. 768)
- ▶<Management Settings>(P. 805)
- ▶<Volume Settings (Volume Settings)>(P. 862)

NOTE

- The sound settings (Adjust Volume) appear when you press <Volume Settings>.
- Some of the settings may not be displayed depending on the configuration of optional equipment installed on the machine.
- Some changes may not be reflected immediately, depending on the settings. In this case, it is necessary to perform one of the following.
 - Press <Yes> on the screen confirming whether you want to make changes.
 - Press  (Settings/Registration) ▶ <Apply Set. Changes>.
 - Restart the machine.
- The items that administrators can set differ from those available to general users. The items that can be set also differ depending on the function limitations applied by users with administrator privileges.

■ Lists of Settings

Setting items and values are written under Setting Description. The factory defaults are written in **bold red characters**.

"DeviceAdmin" and "NetworkAdmin"

The "DeviceAdmin" and "NetworkAdmin" items are written for each item in the Settings/Registration table. If the administrator role is specified for the machine, users with Administrator privileges can change all of the settings, while general users are restricted and can change only some of the settings. Meanwhile, users with DeviceAdmin or NetworkAdmin privileges can change certain settings even while those settings are restricted. For those settings, "Yes" or "No" indicates whether the settings can be changed with DeviceAdmin and NetworkAdmin privileges.

"Can be set in Remote UI" and "Device Information Delivery Available"

The "Can be set in Remote UI" and "Device Information Delivery Available" items are written for each item in the Settings/Registration table. "Yes" or "No" indicates if the settings can/cannot be set in the Remote UI or are/are not available for Device Information Distribution.

Import All Function

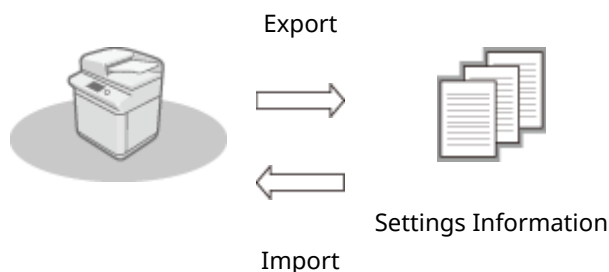
The "Import All Function" item is written in the Settings/Registration table. Depending on whether a setting item can be batch imported, "A", "B", "C", or "No" is written.

- **Meanings of A, B, and C**

Case A

Importing all to your machine

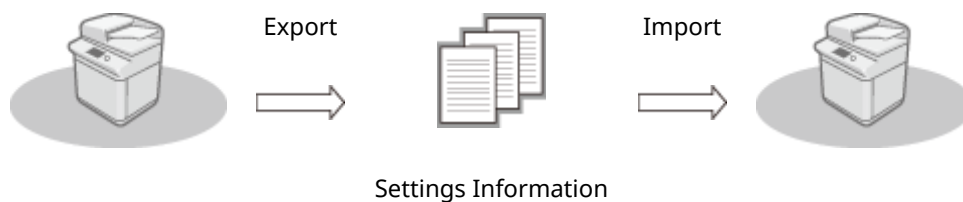
Restoring the settings information to your machine for backups.



Case B

Importing all to the same model machine

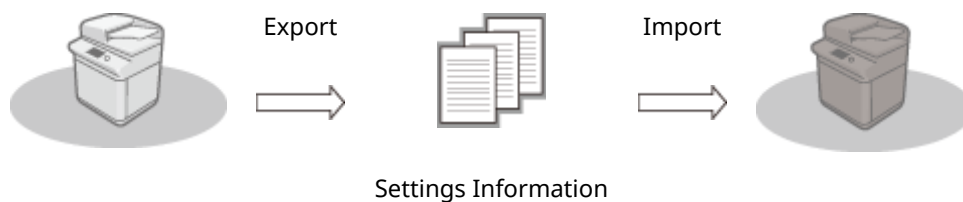
Applies to machines of the same series as this machine.



Case C

Importing all to the different model machine

Applies to models that support batch importing.



Name of Item When Exporting with the Remote UI

This section indicates which Settings/Registration items correspond with which items of the batch export function of the Remote UI. "-" is indicated for items that are not imported/exported. **▶Importing/Exporting All Settings(P. 632)**

- **Items Available for Batch Export from Remote UI**

- Settings/Registration Basic Information
- Paper Type Management Settings
- Settings for Printer Settings

- Download Profile for Printer Settings
- Forwarding Settings
- Box Settings
- Department ID Management Settings
- Key Settings
- Certificate/Certificate Revocation List (CRL) Settings
- Visual Message Settings
- Home Settings
- Web Access Settings
- Favorite Settings
- Address Book
- User Group Address List
- Authentication User Management
- Security Policy Settings
- Personal Setting Information*
- MEAP Application Setting Information

* For information on the settings that are included in [Personal Setting Information], see **▶List of Items That Can Be Personalized(P. 333)** . Select an item in "Name of Item When Exporting with the Remote UI" listed on the Settings/Registration table when exporting the value (which you set from <Device Settings>) from the Remote UI. **▶<Personal Settings> and <Device Settings>(P. 702)**

■ <Personal Settings> and <Device Settings>

When User Authentication (**▶Managing Users(P. 532)**) is enabled, <Personal Settings> and <Device Settings> are displayed on the screen after you log in with Administrator privileges by pressing  (Settings/Registration). If you select <Personal Settings> and change the items that can be personalized, settings are registered as the personal settings for the user who is logged into the machine (**▶List of Items That Can Be Personalized(P. 333)**). If you select <Device Settings>, settings are registered as the settings of the machine. If you log in as a user without Administrator privileges, just like when selecting <Personal Settings>, if you change settings that can be personalized, settings are registered as personal settings without being registered as device settings.



<Preferences>

Specify the settings for the machine's operating environment.

- ▶<Paper Settings>(P. 703)
- ▶<Display Settings>(P. 703)
- ▶<Timer/Energy Settings>(P. 703)
- ▶<Network>(P. 703)
- ▶<External Interface>(P. 703)
- ▶<Accessibility>(P. 704)

<Paper Settings>

 (Settings/Registration) ▶ <Preferences>

Specify the settings for the paper used.

- ▶<Paper Settings>(P. 705)

<Display Settings>

 (Settings/Registration) ▶ <Preferences>

Specify the settings for the touch panel display.

- ▶<Display Settings>(P. 707)

<Timer/Energy Settings>

 (Settings/Registration) ▶ <Preferences>

Specify the settings for the time, power consumption, etc.

- ▶<Timer/Energy Settings>(P. 717)

<Network>

 (Settings/Registration) ▶ <Preferences>

Specify the network settings.

- ▶<Network>(P. 725)

<External Interface>

 (Settings/Registration) ▶ <Preferences>

Specify the settings for external interfaces.

- ▶<External Interface>(P. 734)

<Accessibility>

 (Settings/Registration) ▶ <Preferences>

Specify the settings for the accessibility functions for people who have difficulty seeing the display or entering data.

 <Accessibility>(P. 736)

<Paper Settings>

EOSS-0AH

Specify the settings for the paper used.

- ▶<Paper Settings>(P. 705)
- ▶<Paper Type Management Settings>(P. 706)
- ▶<Register Custom Size>(P. 706)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function(P. 700)** .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Paper Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Paper Settings>

You can register the paper size and type for each paper source. This setting enables you to achieve the appropriate print results. ▶**Specifying Paper Size and Type in the Paper Deck(P. 69)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Paper Settings>	Select paper source <Set> For information on the available paper, see ▶ Available Paper(P. 80) . <Custom Size>, <Envelope>	Yes	Yes	Yes*1	No	B*2	Settings/Registration Basic Information

*1 <Custom Size> and <Envelope> cannot be set from the Remote UI.

*2 <Custom Size> cannot be imported with the Import All function.

NOTE

- If you have changed the size or type of paper loaded in the paper source, make sure to change this setting as well.

- If you have changed the size or type of paper loaded in the paper source, make sure to change the settings of <Paper Size Group for Auto Recognition in Drawer>.

<Paper Type Management Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Paper Settings>

You can register/edit various customer paper types (user defined paper types), besides the default paper types registered in the machine.  **Paper Type Management Settings(P. 359)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Paper Type Management Settings>	Select paper type <Details/Edit> • For information on <Details/Edit>, see  Items that can be specified(P. 360) . <Duplicate>, <Delete>, <Paper Database>	Yes	No	Yes	No	C* ¹	Paper Type Management Settings

*1 <Use as Template Paper>, <2nd Side of 2-Sided Page>, <Adjust Image Position>, <Adjust Gloss>, <Adj. Secondary Transfer Voltage>, and <Toner Amount Reduction Mode> are categorized as "A".

<Register Custom Size>

 (Settings/Registration) ▶ <Preferences> ▶ <Paper Settings>

You can register frequently used free sizes of paper. The paper sizes registered here are displayed on the paper size selection screen for the paper drawer.  **Registering Free Size Paper (Custom Size Paper)(P. 72)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Register Custom Size>	<S1> to <S5>: <Register/Edit>, <Rename>, <Delete>	Yes	Yes	No	Yes	B	Settings/Registration Basic Information

<Display Settings>

E0SS-0AJ

Specify the settings for the touch panel display.

- ▶<Default Screen after Startup/Restoration>(P. 707)
- ▶<Default Screen (Status Monitor)>(P. 708)
- ▶<Store Location Display Settings>(P. 709)
- ▶<Switch Language/Keyboard On/Off>(P. 709)
- ▶<Switch Language/Keyboard>(P. 709)
- ▶<Display Switch Language/Keyboard Button>(P. 710)
- ▶<Use Keyboard Shift Lock Feature>(P. 710)
- ▶<Registered Characters for Keyboard>(P. 711)
- ▶<Display Remaining Paper Message>(P. 711)
- ▶<No. of Copies/Job Duration Status>(P. 711)

- ▶<Change Display of Paper List Screen>(P. 712)
- ▶<Paper Type Selection Screen Priority>(P. 712)
- ▶<Change Default Display for Paper Type List>(P. 713)
- ▶<Switch Millimeter/Inch Entry>(P. 713)
- ▶<ID/User Name Display On/Off>(P. 713)
- ▶<Display Logged-in User Name>(P. 714)
- ▶<Display Remaining Toner Error Message>(P. 714)
- ▶<Delete Remaining Toner Error>(P. 715)
- ▶<Edit Puncher Unit Die Name>(P. 716)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Default Screen after Startup/Restoration>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

You can set the default screen displayed at startup/restoration.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Default Screen after Startup/Restoration>	<Home>, <Access Stored Files>, <Fiery> The order of the settings may differ from that displayed on the actual machine.	No	No	No	No	C	Settings/Registration Basic Information

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<Open Status Monitor Screen>: <On>, <Off>						

IMPORTANT

- Depending on the authentication method specified in personal authentication management, the Log In screen may be displayed before the screen set in <Default Screen after Startup/Restoration> is displayed.

NOTE

- When the login service is changed to Department ID Authentication and <Limit Functions> for <Department ID Management> is used, the <Home> screen or the login screen for entering the Department ID/PIN may be displayed before the screen set in <Default Screen after Startup/Restoration>, depending on the settings.

<Default Screen (Status Monitor)>

 (Settings/Registration) ► <Preferences> ► <Display Settings>

You can change the screen that is displayed when you press  (Status Monitor).

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Default Screen (Status Monitor)>	<Default Status Type>: <Job>, <Paper>, <Toner/ Other>	Yes	Yes	No	No	C	Settings/ Registration Basic Information
	<Status/Log>: <Job Status>, <Job Log>						
	<Details> (Job Log): <Printer>, <Local Print>, <Print Report>						

<Store Location Display Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

You can prevent the box from being displayed as a destination.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Store Location Display Settings>	<Mail Box>: <On>, <Off>	No	No	No	No	C	Settings/ Registration Basic Information

IMPORTANT

- If you set <Store Location Display Settings> to <Off>, <Access Stored Files> cannot be used.

<Switch Language/Keyboard On/Off>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

You can enable the function for switching the language and the keyboard layout that appears on the touch panel display.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Switch Language/Keyboard On/Off>	<On>, <Off>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

NOTE

- If <Switch Language/Keyboard On/Off> is set to <On>, some characters are restricted and cannot be entered. To be able to enter all characters, set <Switch Language/Keyboard On/Off> to <Off>.

<Switch Language/Keyboard>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

You can select the language/keyboard displayed on the touch panel display.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Switch Language/Keyboard>	<Language>, <Keyboard Layout>	Yes	Yes	No	No	C	Settings/Registration Basic Information

NOTE

- To use this function, you must set <Switch Language/Keyboard On/Off> to <On>.
- Some messages may not be displayed properly in the selected language. In this case, restart the machine. Some messages may not change even after the machine is restarted.
- If Server Authentication + Local Device Authentication are set using personal authentication management, and there is a difference between the language set on the machine and the one set in Active Directory, the sender's full name will not appear in e-mail messages sent to the recipient.

<Display Switch Language/Keyboard Button>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

You can display the button that enables you to switch the language and keyboard layout. The button is displayed on the bottom line of the touch panel display.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Switch Language/Keyboard Button>	<On>, <Off>	Yes	Yes	No	No	C	Settings/Registration Basic Information

<Use Keyboard Shift Lock Feature>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

If you press <Offset> on the keyboard screen, you can enter an uppercase letter. You can specify the shift lock settings for entering uppercase letters continuously or for entering text which begins with an uppercase letter.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use Keyboard Shift Lock Feature>	<On>, <Off>	Yes	Yes	No	Yes	C	Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
							Basic Information

<Registered Characters for Keyboard>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

You can register strings often used when entering E-Mail destinations using the keyboard.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Registered Characters for Keyboard>	<Register/ Edit>, <Delete>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

<Display Remaining Paper Message>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

You can set to display a message indicating that the remaining paper loaded in a paper source is low.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Remaining Paper Message>	<On>, <Off>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

<No. of Copies/Job Duration Status>

 (Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

The number of copies specified and the approximate time before the current job completes are displayed on the bottom line of the touch panel display.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<No. of Copies/Job Duration Status>	<On>, <Off>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

NOTE

- The accuracy of the approximate times that appear on the bottom line of the touch panel display may vary, depending on the status of the machine.
- The approximate time does not appear when the wait time is less than one minute.

<Change Display of Paper List Screen>

 (Settings/Registration) ► <Preferences> ► <Display Settings>

You can set whether or not to display the illustration of the paper source on the screen such as paper selection.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Change Display of Paper List Screen>	<With Illustrations>, <No Illustrations>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

<Paper Type Selection Screen Priority>

 (Settings/Registration) ► <Preferences> ► <Display Settings>

You can set whether to prioritize the simple (<Simple>) or detailed (<Detailed>) setting screen when you display the screen to select the paper type.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Paper Type Selection Screen Priority>	<Simple>, <Detailed>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

<Change Default Display for Paper Type List>

 (Settings/Registration) ► <Preferences> ► <Display Settings>

You can set how to display the content in the list about paper type by default.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Change Default Display for Paper Type List>	<Category>: <All>, <Standard Type>, <Custom Type> <Sort>: <Registered (Asc.)>, <Registered (Desc.)>, <Name (Asc.)>, <Name (Desc.)>, <Weight (Asc.)>, <Weight (Desc.)>,	Yes	Yes	No	No	C	Settings/Registration Basic Information

<Switch Millimeter/Inch Entry>

 (Settings/Registration) ► <Preferences> ► <Display Settings>

You can set whether to enter numeric values in millimeters or inches on the various numeric entry screens.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Switch Millimeter/Inch Entry>	<mm>, <Inch>	Yes	Yes	No	Yes	C	Settings/Registration Basic Information

<ID/User Name Display On/Off>

 (Settings/Registration) ► <Preferences> ► <Display Settings>

If you are using Department ID Management, you can display the Department ID that is currently logged in to the machine on the bottom line of the touch panel display.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<ID/User Name Display On/Off>	<On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information

IMPORTANT

- If you set <ID/User Name Display On/Off> to <On>, and you are not using Department ID Management, the Department ID does not appear.

<Display Logged-in User Name>

 (Settings/Registration) ► <Preferences> ► <Display Settings>

You can select whether to display the user name/display name on the touch panel display.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Logged-in User Name>	<At Screen Top> (<User Name>, <Display Name>), <At Screen Bottom>, <Off>	No	No	No	No	C	Settings/Registration Basic Information

NOTE

- If DepartmentID Authentication is set as the login service and <Department ID Management> is set to <On>, the Department ID is displayed when <At Screen Bottom> is selected. It is not displayed on the top of the screen.
- If User Authentication is set as the login service, <User Name> is displayed when <At Screen Bottom> is selected.

<Display Remaining Toner Error Message>

 (Settings/Registration) ► <Preferences> ► <Display Settings>

Displays a warning screen that enables you to identify which color is running low when remaining toner is low. This message is useful, as it enables you to prepare a new toner cartridge in advance, etc.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Remaining Toner Error Message>	<On>, <Off>	Yes	No	No	No	C	Settings/ Registration Basic Information

NOTE

- The following warning screen is displayed.



- If you press <Close> on the warning screen to close the screen, you can perform normal operations. However, the warning screen will appear every time the machine returns from sleep mode or when the main power is turned ON.
- If you have already prepared a new toner cartridge, etc., and the notification becomes unnecessary, perform the <Delete Remaining Toner Error> operation.
- The message indicating the status remains on the bottom of the screen, regardless of this setting.

<Delete Remaining Toner Error>

(Settings/Registration) ▶ <Preferences> ▶ <Display Settings>

You can delete the warning screen which appears when the remaining toner is low if <Display Remaining Toner Error Message> is set to <On>.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Delete Remaining Toner Error>	<Yes>, <No>	Yes	Yes	No	No	No	-

NOTE

- The warning screen will appear again when a different color toner becomes low, if <Display Remaining Toner Error Message> is set to <On>.

<Edit Puncher Unit Die Name> *

 (Settings/Registration) ► <Preferences> ► <Display Settings>

You can change the name of puncher die in the "Multi Function Professional Puncher-C."

This mode can be set when the "Multi Function Professional Puncher-C" is attached. For more information on the "Multi Function Professional Puncher-C," consult the instruction manual that comes with it.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Edit Puncher Unit Die Name>	Select the puncher die that you want to edit from the list: <Edit>	No	Yes	No	No	C	Settings/ Registration Basic Information

<Timer/Energy Settings>

E0SS-0AK

Specify the settings for the time, power consumption, etc.

- ▶<Adjust Time>(P. 717)
- ▶<Date/Time Settings>(P. 717)
- ▶<Time Format>(P. 718)
- ▶<Auto Reset Time>(P. 718)
- ▶<Restrict Auto Reset Time>(P. 719)
- ▶<Function After Auto Reset>(P. 720)
- ▶<Auto Shutdown Time>(P. 720)
- ▶<Auto Shutdown Weekly Timer>(P. 721)
- ▶<Auto Sleep Time>(P. 721)
- ▶<Sleep Mode Energy Use>(P. 721)
- ▶<Auto Sleep Weekly Timer>(P. 722)
- ▶<Time Settings for Auto Adjust Gradation>(P. 723)
- ▶<Sleep Mode Exit Time Settings>(P. 723)
- ▶<Perfect Binder Energy Saver Mode Time>(P. 723)
- ▶<Exit Perfect Binder Energy Saver Mode>(P. 724)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Adjust Time>

 (Settings/Registration) ▶ <Preferences> ▶ <Timer/Energy Settings>

You can adjust the time in minutes.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Time>	00:00 to 23:59, in one minute increments	Yes	Yes	No	No	No	-

NOTE

- Even if you change the time from 23:59 to 00:00, the date will not be changed.

<Date/Time Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Timer/Energy Settings>

Setting the current date and time is very important. For instructions on how to configure the setting, see ▶**Setting the Date/Time**(P. 303) .

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Date/Time Settings>	Date and Time Setting (12 digit number)	No	No	Yes	No	No	-
	<Time Zone>: UTC-12:00 to UTC+00:00 to UTC+14:00	No	No	Yes	No	C	Settings/ Registration Basic Information
	<Daylight Saving Time>: <On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information
	<Start Date> (<Month>/ <Day>/<Time> (0 to 23)), <End Date> (<Month>/ <Day>/<Time> (0 to 23))	No	No	Yes	No	C	Settings/ Registration Basic Information

<Time Format>

 (Settings/Registration) ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set whether to display the time in 24-hour notation or 12-hour notation.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Time Format>	<24 Hour> , <12 Hour>	No	No	Yes	No	C	Settings/ Registration Basic Information

<Auto Reset Time>

 (Settings/Registration) ▶ <Preferences> ▶ <Timer/Energy Settings>

You can specify the time period in which you are logged out and the touch panel display returns to the default setting automatically.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Reset Time>	0 min=Off, 10 to 50 seconds in 10 second increments, 1 to 2 to 9 minutes in one minute increments	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- If the login service is being used, the machine automatically logs out the user when the Auto Reset Time elapses.
- The screen displayed after the Auto Reset initiates differs depending on the following settings.
 - Setting 1: The settings in [Visual Message Settings] (when [When to Display] is set to [After Logout/Auto Reset])
 - When Visual Message is not set or after the displayed Visual Message screen is closed, the screen that is specified in Setting 2 is displayed.
 - Setting 2: The settings in <Function After Auto Reset>
 - When <Initial Function> is set, the screen specified in <Default Screen after Startup/Restoration> (Setting 3) is displayed.
 - When <Selected Function> is set, the function before the Auto Reset initiates is displayed. (The specified settings and entered values for each function will be cleared.) However, the <Selected Function> settings may not be correctly reflected, and the screen specified in <Default Screen after Startup/Restoration> may be displayed.
 - Setting 3: The settings in <Default Screen after Startup/Restoration>

<Restrict Auto Reset Time>



(Settings/Registration) ► <Preferences> ► <Timer/Energy Settings>

If you set this function to <On>, general users become unable to set <Auto Reset Time> and <Function After Auto Reset>.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Restrict Auto Reset Time>	<On>, < Off >	No	No	Yes	Yes	C	Settings/Registration Basic Information

<Function After Auto Reset>

 (Settings/Registration) ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set whether the default screen set for <Default Screen after Startup/Restoration> in <Preferences> or the immediately previous screen is displayed at startup after the Auto Reset initiates.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Function After Auto Reset>	<Initial Function>, <Selected Function>	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- If Visual Message is set to be displayed after the Auto Reset mode initiates, the Visual Message screen is displayed first, regardless of this setting.  **Configuring the Visual Message Function(P. 652)**

<Auto Shutdown Time>

 (Settings/Registration) ▶ <Preferences> ▶ <Timer/Energy Settings>

With the Auto Shutdown, if the touch panel display of the machine is idle for a certain period of time after it has entered the Sleep mode, the machine automatically shuts down.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Shutdown Time>	0 hr=Off, 1 to 4 to 8 hours in one hour increments	No	No	Yes	Yes	C	Settings/Registration Basic Information

IMPORTANT

- Even when operating the machine from the Remote UI, the machine automatically shuts down if the touch panel display of the machine is idle for a certain period of time. A malfunction may occur particularly if the machine automatically shuts down while importing. Set <Auto Shutdown Time> to <0> when importing data.

NOTE

- The Auto Shutdown may not be performed, depending on the usage conditions of the machine.

<Auto Shutdown Weekly Timer>

 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings>

You can set the time that the machine automatically shuts down each day of the week. If you use this function, you do not have to shut down the machine manually every day.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Shutdown Weekly Timer>	Sun to Sat, 00:00 to 23:59, in one minute increments	No	No	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- If both <Auto Shutdown Time> and <Auto Shutdown Weekly Timer> are set, priority is given to <Auto Shutdown Time>.

<Auto Sleep Time>

 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings>

You can set the time until the machine automatically enters the Sleep mode if no operations are performed.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Sleep Time>	10 secs, 1 min , 2 mins, 10 mins, 15 mins, 20 mins, 30 mins, 40 mins, 50 mins, 1 hr, 90 mins, 2 hrs	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

<Sleep Mode Energy Use>

 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings>

You can set the amount of energy that the machine consumes when it is in the Sleep mode.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Sleep Mode Energy Use>	<Low>, <High>	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

IMPORTANT

- If the machine is connected to a computer using a USB cable, depending on the timing for entering the sleep mode, the machine may be unable to receive data correctly. Reactivate the machine from the sleep mode, then execute the job again.
- The energy consumption level may be the same as when <High> is set even when <Low> is set, depending on the status of the machine.

NOTE

- If the energy consumption level is set to <Low>, communication failure may occur, depending on the network utility software you are using. To avoid this, press the Energy Saver key to cancel the Sleep mode before using the machine.

<Auto Sleep Weekly Timer>

 (Settings/Registration) ▶ <Preferences> ▶ <Timer/Energy Settings>

You can set the time that the machine automatically enters the Sleep mode each day of the week.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Sleep Weekly Timer>	<Sunday> to <Saturday>, 00:00 to 23:59, in one minute increments	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- If you set both the <Auto Sleep Time> and <Auto Sleep Weekly Timer>, the <Auto Sleep Time> setting is given priority.

<Time Settings for Auto Adjust Gradation>

 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings>

You can automatically perform the automatic gradation adjustment at a set time every day.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Time Settings for Auto Adjust Gradation>	<Sunday> to <Saturday>, 00:00 to 23:59, in one minute increments	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

<Sleep Mode Exit Time Settings>

 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings>

You can set the time at which the machine recovers from the Energy Saver/Sleep mode.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Sleep Mode Exit Time Settings>	00:00 to 23:59, in one minute increments	Yes	Yes	No	Yes	C	Settings/Registration Basic Information

<Perfect Binder Energy Saver Mode Time> *

 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings>

You can set the amount of time for the "Perfect Binder-F" to enter the Energy Saver mode.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Perfect Binder Energy Saver Mode Time>	0=Off, 10 min., 15 min. , 20 min., 30 min., 40 min., 50 min., 1 hr., 90 min., 2 hr., 3 hr., 4 hr.	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

<Exit Perfect Binder Energy Saver Mode> *

 (Settings/Registration) ► <Preferences> ► <Timer/Energy Settings>

You can set whether to automatically deactivate the Energy Saver mode of the "Perfect Binder-F" when the Energy Saver mode of the main unit is deactivated.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Exit Perfect Binder Energy Saver Mode>	<Synchronize with Main Unit>, < Do Not Sync. with Main Unit >	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

<Network>

E0SS-0AL

Specify the network settings.

- ▶<Output Report>(P. 725)
- ▶<Confirm Network Connection Setting Changes>(P. 725)
- ▶<TCP/IP Settings>(P. 726)
- ▶<Format Host Resources MIB to RFC2790>(P. 726)
- ▶<Dedicated Port Authentication Method>(P. 726)
- ▶<Sleep Mode Priority Settings>(P. 726)
- ▶[Session Settings](P. 727)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<Output Report>

 (Settings/Registration) ▶ <Preferences> ▶ <Network>

You can print the settings in <Network>. ▶**Printing a List of Settings**(P. 695)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Output Report>	<Yes>, <No>	Yes	Yes	Yes	No	No	-

<Confirm Network Connection Setting Changes>

 (Settings/Registration) ▶ <Preferences> ▶ <Network>

If this setting is set to <Off>, you cannot change settings related to the network. Also, if errors related to the network connections occur, various messages will not appear. ▶**Canceling the Network Setting Lock**(P. 307)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Confirm Network Connection Setting Changes>	<On>, <Off>	No	Yes	No	Yes	No	-

<TCP/IP Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Network>

Specify the settings that enable the machine to be used on a TCP/IP network.

 <TCP/IP Settings>(P. 728)

<Format Host Resources MIB to RFC2790>

 (Settings/Registration) ▶ <Preferences> ▶ <Network>

Specify whether the host resources MIB is compliant with the specifications of RFC2790.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Format Host Resources MIB to RFC2790>	< On >, <Off>	No	Yes	No	No	C	Settings/ Registration Basic Information

<Dedicated Port Authentication Method>

 (Settings/Registration) ▶ <Preferences> ▶ <Network>

Specify the authentication method for the dedicated port.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Dedicated Port Authentication Method>	< Mode 1 >, <Mode 2>	No	Yes	Yes	No	C	Settings/ Registration Basic Information

NOTE

- If the setting is set to <Mode 2>, communication using a dedicated port uses a secure mode. Accordingly, you may not be able to connect from device management software or drivers, etc.

<Sleep Mode Priority Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Network>

Put a priority on either the speed of waking from sleep mode or saving power consumption during sleep mode.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Sleep Mode Priority Settings>	<Exit Speed>, <Energy Saving>	No	Yes	Yes	No	C	Settings/Registration Basic Information

[Session Settings]

Start the Remote UI ► [Settings/Registration] ► [Network Settings] ► [Session Settings]

The user is automatically logged out if no operations are performed for a certain period of time after logging in to the Remote UI. You can set the time until the user is logged out.  **Setting the Timeout Time after Logging In to the Remote UI(P. 597)**

NOTE

- This setting can only be specified from the Remote UI.

<TCP/IP Settings>

E0SS-0AR

Specify the settings that enable the machine to be used on a TCP/IP network.

▶<SMB Client Settings>(P. 728)

▶<Specify SMB Client Version>(P. 728)

▶<Use HTTP>(P. 729)

▶<TLS Settings>(P. 730)

▶<Proxy Settings>(P. 732)

▶<TCP/IP Option Settings>(P. 733)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<SMB Client Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify the settings to use when the machine connects to a network as an SMB client. ▶**Setting the SMB Client**(P. 311)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<SMB Client Settings>	<Authentication Type>: ▶<NTLMv1>, ▶<NTLMv2>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Require SMB Signature for Connection>: <On>, ▶<Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Require Encryption for Connection>: <On>, ▶<Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Timeout>: 3 to ▶30 to 300 sec.	No	Yes	Yes	No	C	Settings/ Registration Basic Information

<Specify SMB Client Version>

 (Settings/Registration) ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify the version of SMB to use with the SMB client. ▶**Setting the SMB Client**(P. 311)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Specify SMB Client Version>	<1.0>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<2.0>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<3.0>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<3.1>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information

IMPORTANT

- Use the same version of SMB with the SMB server and SMB client. SMB cannot be used if the versions differ.

<Use HTTP>

 (Settings/Registration) ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Enable or disable HTTP setting.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use HTTP>	<On>, <Off>	No	Yes	Yes	Yes	C	Settings/Registration Basic Information

IMPORTANT

- By specifying this setting as <On>, you can open a necessary port. However, it is recommended that you specify it as <Off>, if a port is not used. If you leave the port open, an unauthorized user may access the machine.

NOTE

If you set this to <Off>, the following settings are also set to <Off>.

- <Remote UI>

<TLS Settings>



(Settings/Registration) ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

You can set a key pair, TLS version, and encryption algorithm to use after confirming that a machine uses TLS encrypted communication. **▶ Configuring the Key and Certificate for TLS(P. 583)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Key and Certificate>	<Set as Default Key>: <Yes>, <No>	No	Yes	Yes	No	No	-
	<Certificate Details> (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>)	No	Yes	Yes	No	No	-
	<Display Use Location> (Displays what the key pair is being used for)	No	Yes	Yes	No	No	-
<Specify Allowed Versions>	<Maximum Version>: <TLS 1.0>, <TLS 1.1>, <TLS 1.2>, <TLS 1.3>	No	Yes	Yes	No	C	Settings/Registration Basic Information

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<Minimum Version>: <TLS 1.0>, <TLS 1.1>, <TLS 1.2>, <TLS 1.3>	No	Yes	Yes	No	C	Settings/Registration Basic Information
<Encryption Algorithm Settings>	<AES-CBC (256-bit)>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<AES-GCM (256-bit)>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<3DES-CBC>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<AES-CBC (128-bit)>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<AES-GCM (128-bit)>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<CHACHA20-POLY1305>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
<Key Exchange Algorithm Settings>	<RSA>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<ECDHE>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
	<X25519>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information
<Signature Algorithm Settings>	<RSA>: <On>, <Off>	No	Yes	Yes	No	C	Settings/Registration Basic Information

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<ECDSA>: <On>, <Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
<HMAC Algorithm Settings>	<SHA1>: <On>, <Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<SHA256>: <On>, <Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<SHA384>: <On>, <Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information

<Proxy Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Network> ▶ <TCP/IP Settings>

Specify settings for the proxy.  **Setting a Proxy(P. 581)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Proxy Settings>	<Use Proxy>: <On>, <Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Server Address> (IP Address or FQDN)	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Port Number>: 1 to 80 to 65535	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Use Proxy within Same Domain>: <On>, <Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Set Authentication>	<Use Proxy Authentication>: <On>, <Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<User Name> (24 characters maximum)	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Password> (24 characters maximum)	No	Yes	Yes	No	C	Settings/ Registration Basic Information

<TCP/IP Option Settings>

Start the Remote UI ► <Settings/Registration> ► <Network Settings>

Specify the TCP option window scale and MTU size.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<TCP/IP Option Settings>	<Use Window Scale Option>: <On>, <Off>	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<MTU Size>: 600 to 1500 bytes (600-1500)	No	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Minimum Value of MSS>: 48 to 560 bytes	No	Yes	Yes	No	C	Settings/ Registration Basic Information

NOTE

- This setting can only be specified from the Remote UI.

<External Interface>

E0SS-0AS

Specify the settings for external interfaces.

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see **Import All Function(P. 700)** .

<USB Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <External Interface>

Specify the USB connection settings.

<Use as USB Device>

 (Settings/Registration) ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings>

You can set whether to use the machine as a USB device.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use as USB Device>	<On>, <Off>	No	No	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- If this is set to <Off>, print and scan jobs from a computer connected via USB cable cannot be performed.

<Use MEAP Driver for USB Input Device>

 (Settings/Registration) ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings>

You can set whether to use the MEAP driver for USB input device connections.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use MEAP Driver for USB Input Device>	<On>, <Off>	No	No	Yes	Yes	C	Settings/Registration Basic Information

! IMPORTANT

- Depending on the type of MEAP application that uses device such as a keyboard or card reader, you may need to set this to <On>. To check whether you need to set this to <On>, see the manual for the MEAP application you are using, or contact your dealer or service representative.

<Use MEAP Driver for USB Storage Device>

 (Settings/Registration) ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings>

You can set whether to use the MEAP driver for USB external storage.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use MEAP Driver for USB Storage Device>	<On>, <Off>	No	No	Yes	Yes	C	Settings/Registration Basic Information

! IMPORTANT

- Depending on the type of MEAP application that uses USB external memory device, you may need to set this to <On>. To check whether you need to set this to <On>, see the manual for the MEAP application you are using, or contact your dealer or service representative.

<Use USB Storage Device>

 (Settings/Registration) ▶ <Preferences> ▶ <External Interface> ▶ <USB Settings>

You can set whether to allow the use of USB external storage devices.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use USB Storage Device>	<On>, <Off>	Yes	No	Yes	No	C	Settings/Registration Basic Information

<Accessibility>

EOSS-0AU

Specify the settings for the accessibility functions for people who have difficulty seeing the display or entering data.

- ▶<Key Repetition Settings>(P. 736)
- ▶<Acceptance Delay for Repeated Presses>(P. 736)
- ▶<Reversed Display (Color)>(P. 737)
- ▶<Enable Screen Magnification>(P. 737)
- ▶<Use Flick/Pinch Function>(P. 737)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

<Key Repetition Settings>

 (Settings/Registration) ▶ <Preferences> ▶ <Accessibility>

You can set the amount of time before characters start repeating when you hold down a key on the touch panel display, as well as the interval between repetitions.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Key Repetition Settings>	<Standard>, <Slightly Slow>, <Slow>	Yes	Yes	No	No	C	Settings/Registration Basic Information

<Acceptance Delay for Repeated Presses>

 (Settings/Registration) ▶ <Preferences> ▶ <Accessibility>

You can specify the amount of time during which the machine does not accept the second and subsequent key inputs when a key on the on-screen keyboard is unintentionally pressed repeatedly. Configure this setting in cases such as when you intend to enter a single character, but the same character is entered repeatedly.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Acceptance Delay for Repeated Presses>	<On>, <Off> <On>:0.1 to 1.0 sec.	Yes	Yes	No	No	C	Settings/Registration Basic Information

<Reversed Display (Color)>

 (Settings/Registration) ▶ <Preferences> ▶ <Accessibility>

You can invert the screen colors of the touch panel display. If you find it hard to view the display even after adjusting the brightness, try specifying this setting.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Reversed Display (Color)>	<On>, <Off>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

<Enable Screen Magnification>

 (Settings/Registration) ▶ <Preferences> ▶ <Accessibility>

On the <Home> screen and the Basic Features Screen of each function, you can zoom in or out by spreading two fingers apart (zoom in) or pinching two fingers together (zoom out).

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Enable Screen Magnification>	<On>, <Off>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

IMPORTANT

- If <Enable Screen Magnification> is set to <On> and you want to enlarge or reduce the preview image of a saved file, use the zoom in/zoom out buttons at the top of the preview screen.

<Use Flick/Pinch Function>

 (Settings/Registration) ▶ <Preferences> ▶ <Accessibility>

You can set whether to use flick and pinch operations.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use Flick/Pinch Function>	<On>, <Off>	Yes	Yes	No	No	C	Settings/ Registration Basic Information

NOTE

- The following functions are not affected by this setting.
 - Flick operations on the <Display Image> screen
 - MEAP applications

<Adjustment/Maintenance>

E0SS-0AW

Specify the settings for adjustments such as the image quality and for the machine's auto cleaning function.

⦿<Adjust Image Quality>(P. 739)

⦿<Adjust Action>(P. 739)

⦿<Maintenance>(P. 739)

<Adjust Image Quality>

⚙ (Settings/Registration) ▶ <Adjustment/Maintenance>

Specify the image quality adjustment for printing.

⦿<Adjust Image Quality>(P. 740)

<Adjust Action>

⚙ (Settings/Registration) ▶ <Adjustment/Maintenance>

Specify the settings for adjusting the machine's actions.

⦿<Adjust Action>(P. 749)

<Maintenance>

⚙ (Settings/Registration) ▶ <Adjustment/Maintenance>

Specify the settings for the machine's auto cleaning function.

⦿<Maintenance>(P. 760)

<Adjust Image Quality>

E0SS-0AX

Specify the image quality adjustment for printing.

- ▶<Auto Adjust Gradation>(P. 740)
- ▶<Correct Shading>(P. 741)
- ▶<Auto Correct Color Mismatch>(P. 742)
- ▶<Dither Settings>(P. 742)
- ▶<Color Balance>(P. 743)
- ▶<Correct Color Cast>(P. 743)
- ▶<Correct White Gap>(P. 744)
- ▶<Correct Uneven Gloss for 2-Sided Printing>(P. 744)
- ▶<Correct Tail End Toner Application>(P. 745)
- ▶<Settings for Mixed Paper Type Printing>(P. 745)
- ▶<Low Temperature Environment Mode>(P. 746)
- ▶<Correct Uneven Gloss>(P. 746)
- ▶<Adjust Drum Temperature>(P. 747)
- ▶<Special Smoothing>(P. 747)
- ▶<High Gloss Mode>(P. 747)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Auto Adjust Gradation>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

If the gradation of the printing is significantly different from the original document, this correction adjusts the printing so that it more closely matches the original document. ▶**Adjusting Gradation**(P. 413)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Adjust Gradation>	<Full Adjust>, <Quick Adjust>	Yes	Yes	No	No	No	-
	When <Full Adjust> is set: Paper Select, <Start Printing>						
	When <Quick Adjust> is set: <Start>						
	<Register Paper to Adjust>: <Paper to Adjust 1>, <Paper to Adjust 2>, <Paper to Adjust 3>						

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<Select Paper to Adjust>: <Standard>, <Paper to Adjust 1>, <Paper to Adjust 2>, <Paper to Adjust 3> <Number of Sheets to Output for Test Page>: 1 to 5 <Initialize When Using Full Adjust>: <On>, <Off>						

! IMPORTANT

- It is recommended that you select <Full Adjust> when performing an automatic gradation adjustment. Select <Quick Adjust> for a quick, but less complete adjustment between regular full adjustment recalibrations.

NOTE

- Test pages are not counted as part of the print total page counts.

<Correct Shading>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality>

If the image areas of the printing have uneven density, this correction adjusts the printing so that the density is even.

🔴 Correcting Uneven Density(P. 419)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Correct Shading>	When <Auto Correct>*1 is set: <Full Adjust>, <Quick Adjust>	Yes	Yes	No	No	No	-
	When <Densitometer Correction> is set: <Start Printing>						

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	When <Visual Correction> is set: <Density Area> (<High (Dark Area)>, <Medium>, <Low (Light Area)>), <Fine Adjust>, <Restore Initial Settings>, <Restore Previous Settings>, <Output Test Page>						
	When <Print Server Correction> is set: <Start Printing>						

*1 Only appears if you have the "Sensing Unit-B" (Optional) installed.

*2 Only appears if you don't have the "Sensing Unit-B" (Optional) installed.

<Auto Correct Color Mismatch>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality>

If the colors of printing run or blur, color mismatch (color misregistration) may have occurred. This correction adjusts the printing so that color mismatch does not occur.  **Correcting Color Mismatch(P. 422)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Correct Color Mismatch>	<Start>	Yes	Yes	No	No	No	-

<Dither Settings>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality>

If you want to change the gradation pattern of a printed image, specify the dither settings. If you select the proper setting value for printing, you can make printed images with both smooth gradation and outlines.  **Dither Settings(P. 423)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Dither Settings>	<Gradation>: <140-dot>, <170-line>, <170-dot>, <190-dot> , <200-line>, <210-dot>, <230-dot> <Resolution>: <140-dot>, <170-line>, <170-dot>, <190-dot>, <200-line>, <210-dot>, <230-dot>	Yes	No	No	No	No	-

<Color Balance>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality>

This setting enables you to perform fine adjustment to the density and strength of the color balance.  **Adjusting Color Balance(P. 424)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Color Balance>	<Non-Coated>, <Coated>	Yes	No	No	No	A	Settings/Registration Basic Information
	Color Balance (for each color): -8 to 0 to +8						
	<Fine Adjust Density> (for each color): <High (Dark Area)>: -8 to 0 to +8 <Medium>: -8 to 0 to +8 <Low (Light Area)>: -8 to 0 to +8						

<Correct Color Cast>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Image Quality>

You can remove the color cast of any color that appears on a white background during printing.  **Color Cast Correction(P. 425)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Correct Color Cast>	Each Color: -2 to 0 to +2	Yes	No	No	No	No	-

<Correct White Gap>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

When an area of intense colors which are same as the halftone area is printed immediately after a halftone area, a white gap may occur between the images. This mode can be used to eliminate the white gap between the two areas.

 **White Gap Correction(P. 426)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Correct White Gap>	1 to 3 to 4	Yes	No	No	No	No	-

<Correct Uneven Gloss for 2-Sided Printing>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

Uneven image gloss may occur on the rear side of the page when performing double-sided printing on thin paper. Turn this setting <On> to prevent uneven image gloss.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Correct Uneven Gloss for 2-Sided Printing>	< On >, <Off>	Yes	No	No	No	A	Settings/Registration Basic Information

IMPORTANT

Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

NOTE

When this function is turned <On>, it takes longer to control the temperature increase, which may decrease productivity.

<Correct Tail End Toner Application>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

You can disable <Correct Tail End Toner Application> in <Paper Type Management Settings>.  **Disabling Tail End Toner Correction(P. 428)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Correct Tail End Toner Application>	< On >, <Off>	Yes	No	No	No	A	Settings/Registration Basic Information

<Settings for Mixed Paper Type Printing>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

You can specify productivity priority or image quality priority for a job with mixed paper types.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Settings for Mixed Paper Type Printing>	<Productivity Priority>, < Quality Priority >	Yes	No	No	No	A	Settings/Registration Basic Information
	< Productivity Priority > is set: < Higher Spd. for Each Ppr. Type >, <Fixed Adj. for Each Ppr. Type> < Quality Priority > is set: < Faster Printing for Thin/Plain >, < Same Print Spd. as for Heavy >						

! IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

NOTE

- Adjusting this function may cause paper jams or poor image quality depending on the paper type.
- Adjusting this function may affect the paper curl. Readjust <Curl Correction Level> if necessary. **▶Curl Correction Level(P. 361)**
- If gloss cannot be permitted for a specific type of paper when <Productivity Priority> is selected and the most frequently used paper type is set, adjust the gloss on that paper.
- If gloss cannot be permitted for most types of paper when <Productivity Priority> is selected and the frequently used paper type is set, change to the <Quality Priority> mode.
- If gloss cannot be permitted on most types of paper after changing to the <Quality Priority> mode, adjust the gloss of the specific type of paper being used.

<Low Temperature Environment Mode>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

If you print high-density images on heavy paper continuously in the low-temperature environment, toner may not be properly applied to the images as the fixing unit is not fully warmed up. You can solve this problem by slowing down the print speed. **▶Low Temperature Environment Mode(P. 430)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Low Temperature Environment Mode>	0 to +4	Yes	No	No	No	A	Settings/Registration Basic Information

<Correct Uneven Gloss>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

When the temperature of the pressure roller rises excessively, uneven gloss may occur. This mode enables you to reduce the uneven gloss by adjusting the temperature rise level of the pressure roller. **▶Uneven Gloss Correction(P. 431)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Correct Uneven Gloss>	0 to +2 to +4	Yes	No	No	No	A	Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
							Basic Information

<Adjust Drum Temperature>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

In a high-temperature or high-humidity environment, partial distortions, or thin white lines may appear on printed images. You can prevent this problem by adjusting the photoconductor drum temperature.  **Adjusting Drum Temperature(P. 432)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Drum Temperature>	<Standard>, <High>	Yes	No	No	No	A	Settings/Registration Basic Information

<Special Smoothing>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

This setting smoothes jagged outlines of dark color characters, lines, figures, photos, images, and gradations by correcting color displacement that occurs in the output.  **Special Smoothing(P. 433)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Special Smoothing>	<On>, <Off>	Yes	No	No	No	A	Settings/Registration Basic Information

<High Gloss Mode>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Image Quality>

Enabling this setting may improve the fixation of toner by decreasing the print speed.  **High Gloss Mode(P. 434)**

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<High Gloss Mode>	<On>, <Off>	Yes	No	No	No	A	Settings/ Registration Basic Information

<Adjust Action>

E0SS-0AY

Specify the settings for adjusting the machine's actions.

- ▶<Saddle Stitch Staple Repositioning>(P. 749)
- ▶<Adjust Saddle Stitch Fold Position/Stitch Position>(P. 750)
- ▶<Adjust Double Staple Width>(P. 750)
- ▶<Speed/Precision Priority for Double Staple>(P. 750)
- ▶<Adjust Trim Width>(P. 751)
- ▶<Fine Adjust Perfect Binding Finishing Size>(P. 751)
- ▶<Adjust Perfect Binding Glue Application>(P. 752)
- ▶<Color/B&W Priority for First Print Time>(P. 752)

- ▶<Adjust Fold Position>(P. 753)
- ▶<Correct Curl for Each Paper Drawer>(P. 753)
- ▶<Alignment Adjustment When Stapling>(P. 754)
- ▶<Finisher Tray A Alignment Adjustment>(P. 754)
- ▶<Finisher Tray B Alignment Adjustment>(P. 755)
- ▶<Finisher Output Priority Settings>(P. 755)
- ▶<Switch Saddle Fold Mode>(P. 755)
- ▶<Start Key Touch Recognition Delay>(P. 756)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Saddle Stitch Staple Repositioning> *

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

Feeds papers to the saddle stitcher unit and staples them several times, and performs the saddle stitch staple repositioning procedure. The machine performs this adjustment procedure if stapling has not been performed after you clear a staple jam or replace the staple cartridge.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Saddle Stitch Staple Repositioning>	<Start>	Yes	Yes	No	No	B	Settings/Registration Basic Information

IMPORTANT

- Make sure to remove all output booklets from the booklet tray before performing the saddle stitch staple repositioning procedure.
- When performing saddle stitch staple repositioning, always use plain paper.

NOTE

- Paper that is required for the saddle stitch staple repositioning procedure is automatically fed to the saddle stitcher unit by the machine.
- 305 mm x 457 mm, A3, B4, A4R, 11" x 17", LGL, LTRR, or custom paper sizes equivalent to these paper sizes can be used. (Make the paper source to which transparencies are registered unavailable.)

<Adjust Saddle Stitch Fold Position/Stitch Position> *

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

Adjust the saddle stitch fold position and staple position so that they are at the center of the paper. Print a test page, check the current state of the fold position and the shift width on the test page, and then perform adjustment. 

Adjusting the Saddle Stitch Fold Position and Staple Position(P. 438)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Saddle Stitch Fold Position/Stitch Position>	Adjust Saddle Stitch Fold Position/Stitch Position	Yes	Yes	No	No	No	-

<Adjust Double Staple Width> *

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

You can adjust the double staple width.  **Double Staple Width Adjustment(P. 440)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Double Staple Width>	120 mm to 150 mm (in 1 mm increments)	Yes	Yes	No	No	No	-

<Speed/Precision Priority for Double Staple> *

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

You can set whether to give priority to the double stapling speed or to precision.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Speed/Precision Priority for Double Staple>	<Speed Priority>, <Precision Priority>	Yes	Yes	No	No	No	-

IMPORTANT

- The <Speed/Precision Priority for Double Staple> function is enabled only when using the following paper:
 - Paper size: The width for the feeding direction is from 182 mm to 215.9 mm
 - Paper type: Thin 1, Plain 1 to 2, Heavy 1, Color 1 to 2, Recycled 1 to 3, Pre-Punched 1 to 2
 - Paper weight: 64 g/m² to 128 g/m²
- If you select <Speed Priority>, stapled output paper may not be aligned due to the temperature, humidity, or characteristics of the paper type.

<Adjust Trim Width> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

This function enables you to adjust the trimming width of Saddle Stitch printouts in 0.1 mm increments for each paper size.  **Adjusting the Trimming Width(P. 441)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Trim Width>	2.0 mm to 28.0 mm (in 0.1 mm increments)	Yes	Yes	No	No	No	-

<Fine Adjust Perfect Binding Finishing Size> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can make fine adjustments to the trimming width of the Perfect Binder.  **Perfect Binding Finishing Size Fine Adjustment(P. 442)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Fine Adjust Perfect Binding Finishing Size>	<Horizontal>: -0.5 mm to 0.0 mm to +0.5 mm (in 0.1 mm increments) <Vertical (Top + Bottom)>: -1.0 mm to 0.0 mm to +1.0 mm (in 0.1 mm increments)	Yes	Yes	No	No	A	Settings/Registration Basic Information

<Adjust Perfect Binding Glue Application> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

When you make a booklet in the Perfect Binding mode, you must use the correct amount of glue or the bound booklet may be poorly finished. In this case, adjust the amount of glue to improve the finishing condition of the booklet. 

Adjusting the Amount of Glue for Perfect Binding(P. 443)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Perfect Binding Glue Application>	<Non-Coated>: <50 or Less>, <51-100>, <101-150>, <151 or More> <Coated>: <50 or Less>, <51-100>, <101-150>, <151 or More> Setting range: -6 to 0 to +6	Yes	Yes	No	No	A	Settings/Registration Basic Information

<Color/B&W Priority for First Print Time>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can set whether priority is given to color or black-and-white printing for the first print time.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Color/B&W Priority for First Print Time>	<Color Priority>, <Black & White Priority>	No	No	No	No	No	-

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

NOTE

- The settings are only effective after the first job is processed and you have restarted the machine (by turning the main power switch OFF and then ON again). For instructions on restarting (turning the main power switch OFF and then ON) the machine, see  **How to Turn ON the Main Power(P. 30)** .

<Adjust Fold Position> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can adjust the paper folding position.  **<Adjust Fold Position>(P. 757)**

<Correct Curl for Each Paper Drawer>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

This function enables you to adjust the curl correction level of each paper source.  **Curl Correction for Each Paper Drawer (P. 447)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Correct Curl for Each Paper Drawer>	Select the paper source <Face Up Output (Reverse)>: -15 to 0 to +15 <Face Down Output (Normal)>: -15 to 0 to +15 <2-Sided Output>: -15 to 0 to +15	Yes	Yes	No	No	No	-

<Alignment Adjustment When Stapling> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

The copied or printed paper may shrink because of temperature, humidity, or a characteristic of the paper type. In this case, this function enables you to align copied or printed papers by adjusting the position of the alignment guide inside the finisher so as to staple the aligned papers.  **Paper Alignment When Stapling(P. 449)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Alignment Adjustment When Stapling>	-3.0 mm to 0.0 mm to +3.0 mm (in 0.1 mm increments)	Yes	Yes	No	No	A	Settings/Registration Basic Information

<Finisher Tray A Alignment Adjustment> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can adjust paper alignment when outputting on Tray A of a finisher.  **Paper Alignment on Finisher Tray A/B(P. 450)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Finisher Tray A Alignment Adjustment>	-3.0 mm to 0.0 mm to +3.0 mm (in 0.1 mm increments)	Yes	Yes	No	No	A	Settings/ Registration Basic Information

<Finisher Tray B Alignment Adjustment> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can adjust paper alignment when outputting on Tray B of a finisher.  **Paper Alignment on Finisher Tray A/ B(P. 450)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Finisher Tray B Alignment Adjustment>	-3.0 mm to 0.0 mm to +3.0 mm (in 0.1 mm increments)	Yes	Yes	No	No	A	Settings/ Registration Basic Information

<Finisher Output Priority Settings> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can give a priority to productivity or alignment for the output paper.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Finisher Output Priority Settings>	< Productivity Priority >, <Alignment Priority>	Yes	Yes	No	No	No	-

<Switch Saddle Fold Mode> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can set whether to prioritize productivity or alignment when using Saddle Fold.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Switch Saddle Fold Mode>	<Productivity Priority>, <Alignment Priority>	Yes	Yes	No	No	No	-

IMPORTANT

- <Switch Saddle Fold Mode> is enabled when using the following paper.
 - Paper type: Thin paper, plane paper, heavy paper, coated paper
 - Basis weight: Thin paper: 52 to 63 g/m², plane paper: 64 to 105 g/m², heavy paper: 106 to 209 g/m², coated paper: 106 to 209 g/m²
- When <Productivity Priority> is selected, the edges of the saddle fold may not be aligned due to the temperature, humidity, paper characteristics or image density.

<Start Key Touch Recognition Delay>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

Adjust the touch time required to begin startup processing.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Start Key Touch Recognition Delay>	-1 to 0 to +7	No	No	No	No	C	Settings/Registration Basic Information

<Adjust Fold Position>

You can adjust the folding positions of the paper.

- ▶<Adjust Z-Fold Position>(P. 757)
- ▶<Adjust C-Fold Position>(P. 757)
- ▶<Adjust Accordion Z-Fold Position>(P. 758)
- ▶<Adjust Double Parallel Fold Position>(P. 758)
- ▶<Adjust Half Fold Position>(P. 758)
- ▶<Adjust Saddle Fold Position>(P. 759)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Adjust Z-Fold Position> *

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

You can adjust the Z-folding positions of the paper.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Z-Fold Position>	-2.0 mm to 0 mm to +1.5 mm (in 0.1 mm increments)	Yes	Yes	No	No	No	-

<Adjust C-Fold Position> *

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Adjust Action>

You can adjust the C-folding positions of the paper.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust C-Fold Position>	-7.0 mm to -1.0 mm to +5.0 mm (in 0.5 mm increments)	Yes	Yes	No	No	No	-

<Adjust Accordion Z-Fold Position> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can adjust the accordion Z-folding positions of the paper.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Accordion Z-Fold Position	-7.0 mm to -1.0 mm to +5.0 mm (in 0.5 mm increments)	Yes	Yes	No	No	No	-

<Adjust Double Parallel Fold Position> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can adjust the double parallel folding positions of the paper.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Double Parallel Fold Position>	<A>: -2.0 mm to -1.0 mm to +5.0 mm : 0.0 mm to 1.0 mm to +5.0 mm (in 0.5 mm increments)	Yes	Yes	No	No	No	-

<Adjust Half Fold Position> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can adjust the half folding positions of the paper.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Half Fold Position>	-2.0 mm to 0.0 mm to +2.0 mm (in 0.5 mm increments)	Yes	Yes	No	No	No	-

<Adjust Saddle Fold Position> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Adjust Action>

You can adjust the saddle folding positions of the paper.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Adjust Saddle Fold Position>	<Current State>: <A Is Shorter> <A and B Are Equal> <B Is Shorter> <Shift Width (a)> 0.0 to 3.0 (mm) (0.00 to 0.07 (")) (inn 0.1 mm (0.01") increments)	Yes	Yes	No	No	No	-

<Maintenance>

Specify the settings for the machine's auto cleaning function.

- ▶<Clean Inside Main Unit>(P. 760)
- ▶<Clean Wire>(P. 760)
- ▶<Clean Roller>(P. 761)
- ▶<Clean Belt>(P. 761)
- ▶<Refresh Fixing Area>(P. 761)
- ▶<Fixing Area Auto Refresh Level>(P. 762)
- ▶<Check Maintenance Method>(P. 762)
- ▶<Initialize After Puncher Unit Die Lubrication>(P. 762)
- ▶<Initialize After Replacing Parts>(P. 763)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Clean Inside Main Unit>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance>

If streaks appear on printed paper or part of the image is missing, execute <Clean Inside Main Unit>.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Clean Inside Main Unit>	Start Cleaning	Yes	Yes	No	No	No	-

<Clean Wire>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance>

If dirt or streaks appear on printed output, clean the corona assembly wires inside the main unit.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Clean Wire>	Start Cleaning	Yes	Yes	No	No	No	-

<Clean Roller>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance>

If dirt or streaks appear on printed output, clean the roller inside of the main unit.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Clean Roller>	Start Cleaning	Yes	Yes	No	No	No	-

<Clean Belt>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance>

If streaks (both vertical and horizontal) or spots (both light and dark shades) appear on printed output, clean the belt.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Clean Belt>	Start Cleaning	Yes	Yes	No	No	No	-

<Refresh Fixing Area>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance>

When paper with a longer width is used after printing 100 or more sheets of paper with a shorter width (for example, when you use A3 paper after A4R paper), luster streak may appear on both edges in the feeding direction. In addition, patches of uneven gloss may appear in the high density areas of the printed heavy paper or coated paper. In this case, the streaks and patches of uneven gloss may be reduced by refreshing the fixing area.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Refresh Fixing Area>	Start Refresh	Yes	Yes	No	No	No	-

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

<Fixing Area Auto Refresh Level>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Maintenance>

The fixing area is refreshed automatically every several sheets of paper is printed. You can adjust the frequency and the time used for each refreshing.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Fixing Area Auto Refresh Level>	<Level (-5-+5)>: -5 to 0 to +5	Yes	Yes	No	No	No	-

IMPORTANT

- Users other than the administrators should not change the settings. For instructions on changing the settings, contact your dealer or service representative.

<Check Maintenance Method>

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Maintenance>

For information on how to replace consumables and remove jammed paper, see the sample video.

 <Check Maintenance Method>(P. 764)

<Initialize After Puncher Unit Die Lubrication> *

 (Settings/Registration) ► <Adjustment/Maintenance> ► <Maintenance>

You can clear the warning message about lubrication of the "Multi Function Professional Puncher-C" from the screen.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Initialize After Puncher Unit Die Lubrication>	<Yes>, <No>	Yes	Yes	No	No	No	-

IMPORTANT

- Clear the warning message after lubrication. Continuing to use the die without lubricating it may cause paper jams and shorten its lifetime.
- After lubrication, print a few pages to check that the output paper is not greasy before performing jobs.

<Initialize After Replacing Parts>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance>

You must initialize the printer after replacing parts. Initialize the printer for each replaced part.

 **<Initialize After Replacing Parts>(P. 767)**

<Check Maintenance Method>

E0SS-0C2

For information on how to replace consumables and remove jammed paper, see the sample video.

- ▶<Replace Toner Cartridge>(P. 764)
- ▶<Replace Waste Toner Container>(P. 764)
- ▶<Load Staples (Staples)>(P. 765)
- ▶<Load Staples (Saddle Staples)>(P. 765)
- ▶< Add Glue >(P. 765)
- ▶< Replace Cleaning Web Unit >(P. 766)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

<Replace Toner Cartridge>

⚙ (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Check Maintenance Method>

Plays the sample video explaining the method for replacing toner cartridges. You can play this sample video even when replacement is not necessary, so that you may understand the process in advance.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Replace Toner Cartridge>	Displays the toner cartridge replacement method	Yes	Yes	No	No	No	-

<Replace Waste Toner Container>

⚙ (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Check Maintenance Method>

Plays the sample video explaining the method for replacing the waste toner container. You can play this sample video even when replacement is not necessary, so that you may understand the process in advance.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Replace Waste Toner Container>	Displays the waste toner container replacement method	Yes	Yes	No	No	No	-

<Load Staples (Staples)>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Check Maintenance Method>

Plays the sample video explaining the method for loading staples. You can play this sample video even when replacement is not necessary, so that you may understand the process in advance.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Load Staples (Staples)>	Displays the staple cartridge replacement method	Yes	Yes	No	No	No	-

<Load Staples (Saddle Staples)>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Check Maintenance Method>

Plays the sample video explaining the method for loading saddle stitch staples. You can play this sample video even when replacement is not necessary, so that you may understand the process in advance.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Load Staples (Saddle Staples)>	Displays the saddle staples cartridge replacement method	Yes	Yes	No	No	No	-

< Add Glue >

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Check Maintenance Method>

Plays the sample video explaining the method for replenishing glue. You can play this sample video even when replenishing is not necessary, so that you may understand the process in advance.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Add Glue>	Displays the method for replenishing glue	Yes	Yes	No	No	No	-

< Replace Cleaning Web Unit >

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Check Maintenance Method>

Plays the sample video explaining the method for replacing a cleaning web unit. You can play this sample video even when replenishing is not necessary, so that you may understand the process in advance.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Replace Cleaning Web Unit>	Displays the method for replacing a cleaning web unit	Yes	Yes	No	No	No	-

<Initialize After Replacing Parts>

E0SS-0C3

You must initialize the printer after replacing parts. Initialize the printer for each replaced part.

<Cleaning Web Unit>

 (Settings/Registration) ▶ <Adjustment/Maintenance> ▶ <Maintenance> ▶ <Initialize After Replacing Parts>

After replacing the cleaning web unit, execute <Cleaning Web Unit> to perform initialization.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Cleaning Web Unit>	Yes, No	Yes	Yes	No	No	No	-

<Function Settings>

E0SS-0C4

Specify the function settings for printing and other operations.

 <Common>(P. 768)

 <Printer>(P. 768)

 <Store/Access Files>(P. 768)

 <Web Access>(P. 768)

NOTE

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Common>

 (Settings/Registration) ▶ <Function Settings>

Specify the settings for the print function.

 <Common>(P. 769)

<Printer>

 (Settings/Registration) ▶ <Function Settings>

Specify the settings for the printer functions.

 <Printer>(P. 791)

<Store/Access Files> *

 (Settings/Registration) ▶ <Function Settings>

Specify the settings used when you use the stored files.

 <Store/Access Files>(P. 794)

<Web Access>

 (Settings/Registration) ▶ <Function Settings>

Specify the settings for the web browser function.

 <Web Access>(P. 802)

<Common>

E0SS-0C5

Specify settings that are common to all the functions, such as Paper Feed Settings, Paper Output Settings, Print Settings, Scan Settings, and Generate File.

- ◀<Paper Feed Settings>(P. 769)
- ◀<Paper Output Settings>(P. 769)
- ◀<Print Settings>(P. 769)
- ◀<Register Finishing Size>(P. 769)

NOTE

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Paper Feed Settings>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common>

Specify the Paper Feed Settings that are common to all the functions.

- ◀<Paper Feed Settings>(P. 770)

<Paper Output Settings>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common>

Specify the Paper Output Settings that are common to all the functions.

- ◀<Paper Output Settings>(P. 773)

<Print Settings>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common>

Specify the Print Settings that are common to all the functions.

- ◀<Print Settings>(P. 782)

<Register Finishing Size> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common>

Register the finishing size of the book binding that is common to each function.

- ◀<Register Finishing Size>(P. 789)

<Paper Feed Settings>

Specify the Paper Feed Settings that are common to all the functions.

- ▶<Paper Source Auto Selection>(P. 770)
- ▶<Suspend Job When Multiple Sheet Feed Detected>(P. 770)
- ▶<Suspended Job Timeout>(P. 771)
- ▶<Auto Switch Inserter Paper Source>(P. 771)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Paper Source Auto Selection>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>

You can configure the paper source that will be used when printing with <Select Paper> set to <Auto>. This setting also functions when the paper in the current paper source runs out during printing. ▶**Automatically Selecting the Appropriate Paper Source for a Specific Function** (P. 73)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Paper Source Auto Selection>	<Printer>, <Access Stored Files>, <Other> <Optimal Productivity>: <On>, <Off>	Yes	Yes	Yes	No	B	Settings/Registration Basic Information
	Other: <On>, <Off>	Yes	Yes	Yes	No	B	Settings/Registration Basic Information
	<Printer>: <Use Group>: <On>, <Off>	Yes	Yes	Yes	No	B	Settings/Registration Basic Information

<Suspend Job When Multiple Sheet Feed Detected>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>

Multi-sheet feeding refers to feeding of multiple sheets of paper at a time from the paper feeding section. This setting enables you to set the machine to suspend the job when multi-sheet feeding is detected.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Suspend Job When Multiple Sheet Feed Detected>	<On>, <Off>	Yes	Yes	Yes	No	B	Settings/ Registration Basic Information

IMPORTANT

- Depending on the size of paper or operation mode of the machine, paper may remain inside the machine. In this case, the job may not be restarted automatically.
- When set to <Off>, because detected paper is output to the escape tray, the following pages may become out of order and incorrect output may be produced.

<Suspended Job Timeout>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>

If this setting is set to <On> and a job is suspended due to a lack of paper, etc., the machine automatically prints the next job after the specified time period.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Suspended Job Timeout>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information
	0 to 5 to 999min.	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

NOTE

- If a job is suspended because paper has run out during the job, the next job is not processed even after the designated suspension time elapses.

<Auto Switch Inserter Paper Source> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Feed Settings>

If the automatic switch for the insertion unit is set to <On>, when the selected tray of the insertion unit runs out of paper during print job, the machine automatically selects another tray of the insertion unit and continues printing.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Switch Inserter Paper Source>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

NOTE

- If either the paper size or type is different one tray from another, the automatic switch for the insertion unit cannot be performed even when it is set to <On>.

<Paper Output Settings>

E0SS-0C7

Specify the Paper Output Settings that are common to all the functions.

- ▶<Output Tray Settings>(P. 773)
- ▶<Stacker Output Tray Settings>(P. 774)
- ▶<Specify Maximum Number of Sheets to Load in Stacker>(P. 774)
- ▶<Auto Eject Paper on Stacker Tray at Job End>(P. 774)
- ▶<High Volume Stack Mode>(P. 775)
- ▶<Offset Jobs>(P. 775)
- ▶<Job Separator Between Jobs>(P. 776)
- ▶<Job Separator Between Copies>(P. 776)
- ▶<Job Separator After Removing Stacker Paper Jam>(P. 777)
- ▶<Different Paper Sizes for Output Tray>(P. 777)
- ▶<Align Output Paper of Diff. Sizes (Diff. Widths)>(P. 778)
- ▶<Unprocessed Tab Paper Forced Output>(P. 778)
- ▶<Normal/Reverse Order Output with External Finisher>(P. 779)
- ▶<Face Up/Face Down Output with External Finisher>(P. 779)
- ▶<Image Orientation When Output with External Finisher>(P. 780)
- ▶<Action When Too Many Sheets to Staple>(P. 780)
- ▶<Enable Offset for Single-Sheet Print Jobs>(P. 781)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Output Tray Settings> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can set the tray to output to for each function. ▶**Specifying the Output Tray for Preprinted Paper**(P. 75)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Output Tray Settings>	<Tray A>: <Access Stored Files>, <Printer>, <Other> <Tray B>: <Access Stored Files>, <Printer>, <Other> <Tray C>: <Other>	Yes	Yes	Yes	No	A	Settings/ Registration Basic Information

<Stacker Output Tray Settings> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can specify the stacker output tray when multiple stackers are attached.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Stacker Output Tray Settings>	< Output Tray (Stacker a) >, <Output Tray (Stacker b)>	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

<Specify Maximum Number of Sheets to Load in Stacker> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can specify the maximum number of sheets to load in the stacker.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Specify Maximum Number of Sheets to Load in Stacker>	<On>, < Off > Set value: 1 to 2000 to 3000	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- Up to 3000 sheets can be specified.
- If the number of sheets is set at almost limit of loading, printing may stop before reaching the loading limit you specify due to paper conditions such as curled paper or the paper thickness.

<Auto Eject Paper on Stacker Tray at Job End> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

If <Auto Eject Paper on Stacker Tray at Job End> is set to <On>, the tray automatically moves to the outside of the stacker when the job is complete. This function is useful if you remove the stack of paper in each job.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Auto Eject Paper on Stacker Tray at Job End>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

<High Volume Stack Mode> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

If your machine has multiple output trays, and is equipped with a finisher, you can fix the tray designation settings.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<High Volume Stack Mode>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

NOTE

- If <High Volume Stack Mode> is set to <On>, the output order for Tray B is set to <1>, so that a priority to Tray B cannot be changed. However, if the output order for Tray C is set to <1> when the "High Capacity Stacker-J" is attached, the priority is given to Tray C. ▶<Output Tray Settings>(P. 773)
- If <High Volume Stack Mode> is change from <On> to <Off>, the output order is not changed. ▶<Output Tray Settings>(P. 773)
- The <High Volume Stack Mode> cannot be set while you are printing.
- If the <Limited Functions Mode> for a finisher is set to <On>, the <High Volume Stack Mode> is not available.
- If a Finishing mode is set, the output trays move downward as the stack of paper that is output increases in quantity and thickness. Once an output tray has reached its stacking limit, subsequent prints are automatically delivered to the next available tray. If all of the available trays have reached their stacking limits, printing stops temporarily. Remove all of the output paper from the trays. The trays move upward, and printing resumes.

<Offset Jobs> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

This enables you to shift the output for each job when multiple jobs are printed consecutively.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Offset Jobs>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

<Job Separator Between Jobs>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

This enables you to insert the specified paper at the start of each job when multiple jobs are printed consecutively.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Job Separator Between Jobs>	<On>, <Off>	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Change> (Select Paper Source)	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

<Job Separator Between Copies>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

This enables you to insert the specified paper each number of copy sets to divide the sets. If you set this, paper is inserted when printing with Collate (Page Order), Offset, or Staple.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Job Separator Between Copies>	<On>, <Off>	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information
	<Copies> (1 to 10 to 9999)	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<Change> (Select Paper Source)	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

IMPORTANT

- You cannot insert job separation sheets between copy sets in the following cases. Note that the available functions and papers differ depending on installed options.
 - If you are using the Group, Booklet, Saddle Stitch, or Fold mode.
 - If you are using tab paper.

<Job Separator After Removing Stacker Paper Jam> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

When you restart a print job after clearing a paper jam in the stacker, this mode enables you to insert a blank page before the first page of each print job from a selected paper deck.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Job Separator After Removing Stacker Paper Jam>	<On>, <Off> <Change>: Select paper source	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

<Different Paper Sizes for Output Tray> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can output different sized papers to the same output tray of the finisher.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Different Paper Sizes for Output Tray>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

NOTE

- If you set both the Different Size Originals and Staple modes, outputs are stapled and collated, regardless of the Different Paper Sizes settings.
- If you set <Different Paper Sizes for Output Tray> to <Off>, printing may stop when the message <Remove the paper from the output tray.> appears. To resume printing, remove all of the paper from the output tray.
- Even if you set <Different Paper Sizes for Output Tray> to <Off>, different paper size may be output to the same output tray if there is only a small amount of paper in the paper tray.

<Align Output Paper of Diff. Sizes (Diff. Widths)> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can select whether to align the output paper by paper width when paper with different width is used for printing.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Align Output Paper of Diff. Sizes (Diff. Widths)>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

IMPORTANT

- If you use paper smaller than STMTR, the output paper cannot be aligned.

NOTE

- If you set <Align Output Paper of Diff. Sizes (Diff. Widths)> to <On>, the machine automatically suspend the print job when paper with different width is output so that you can remove the output paper.
- When <Align Output Paper of Diff. Sizes (Diff. Widths)> is set to <On>, printing stops temporarily if all of the available output trays have reached their stacking limits. If you remove the output paper from the trays, the trays move upward and printing resumes.
- Even when <Align Output Paper of Diff. Sizes (Diff. Widths)> is set to <Off>, you can align output paper if you are using paper with the same width.

<Unprocessed Tab Paper Forced Output>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can set whether to force to output excess tab paper that was not used.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Unprocessed Tab Paper Forced Output>	<On>, <Off>	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

NOTE

- If <Unprocessed Tab Paper Forced Output> is set to <On>, the extra amount of tab paper sheets that were not required for the job are forced out of the machine.

Example: If the number of tabs is set to <5> and the machine estimates that seven sheets of tab paper are needed for the print job, you must prepare two sets of tab paper each containing five tabs (10 total). Therefore, if the machine only uses seven tab paper sheets, three tab paper sheets will remain.

<Normal/Reverse Order Output with External Finisher> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can change the output order for delivering paper from the "High Capacity Stacker-J" to the external finisher.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Normal/Reverse Order Output with External Finisher>	<Normal Order>, <Reverse Order>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

<Face Up/Face Down Output with External Finisher> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can specify whether to output face up or face down for delivering paper from the "High Capacity Stacker-J" to the external finisher.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Face Up/Face Down Output with External Finisher>	<Face Up>, <Face Down>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

! IMPORTANT

- This settings for the imagePRESS Server are given priority in this mode.

<Image Orientation When Output with External Finisher> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can change the output image orientation for delivering paper from the "High Capacity Stacker-J" to the external finisher.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Image Orientation When Output with External Finisher>	< Do Not Rotate >, <Rotate 180 Degrees>	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

<Action When Too Many Sheets to Staple> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

You can specify the procedure to perform when there are too many sheets to staple.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Action When Too Many Sheets to Staple>	<Corner/Double>: <Print without Stapling>, < Cancel Printing > <Saddle Stitch>: <Print without Stapling>, < Cancel Printing >	Yes	Yes	No	No	B	Settings/Registration Basic Information

NOTE

- For information on printing using stapling, see  **Finishing with the Stapler(P. 476)** .

<Enable Offset for Single-Sheet Print Jobs> *



(Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Paper Output Settings>

Specifying <On> in this setting allows you to output single-page print jobs with the sheet offset in the following situations:

- Shift is specified when job is received
- Printing of multiple copies is specified when job is received

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Enable Offset for Single-Sheet Print Jobs>	<On>, <Off>	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

<Print Settings>

E0SS-0C8

Specify the Print Settings that are common to all the functions.

- ▶<Print Priority>(P. 782)
- ▶<Conversion Color by Specific Color for Two Colors Print>(P. 783)
- ▶<Output Report Default Settings>(P. 783)
- ▶<Register Form>(P. 784)
- ▶<Image Quality Priority for Superimpose Image>(P. 784)
- ▶<Register Characters for Page Numbering/Watermark>(P. 785)
- ▶<Copy Set Numbering Option Settings>(P. 785)
- ▶<Forced Print of Recognition Information>(P. 786)
- ▶<Quickly Exit Sleep Mode for Print Job>(P. 787)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Print Priority>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

A job that has a higher set priority can be set to print after the job currently being processed is complete.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Print Priority>	<Printer>: 1, 2, 3	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information
	<Access Stored File>, <Other>: 1, 2, 3	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- If the same printing priority has been specified for multiple functions, printing starts with the first processed print job.
- Priority printing does not take place until the current job is complete. However, if the current job is paused, the printing of another job may start, depending on its settings.

<Conversion Color by Specific Color for Two Colors Print>

⚙️ (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

You can select the specified color to use when printing using the two-color mode, which prints in black and a specified color. The two-color mode can be set for printing. This setting is reflected in the two-color mode for printing.

- All Chromatic Colors: When specifying the color to use for all chromatic colors other than black in the original (or image data).
- Approximate Colors Only: When using the color for only the specified color (or approximate color) and using black for all other chromatic colors in the original (or image data).

■ Example Replaced Colors and Settings

When the two-color mode is specified for an original (or image data) including the following colors, the colors are replaced as indicated below.

- Colors included in the original (or image data): Red, orange, blue, black
- Red specified for the two-color mode

Original (or image data)	"All Chromatic Colors"	"Approximate Colors Only"
		
Red	Red	Red
Orange	Red	Red
Blue	Red	Black
Black	Black	Black

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Conversion Color by Specific Color for Two Colors Print>	<All Chromatic Colors>, <Approximate Colors Only>	Yes	Yes	Yes	No	C	Settings/Registration Basic Information

<Output Report Default Settings>

⚙️ (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

Specify the default settings used when reports are printed.

<Output Report Default Settings>(P. 788)

<Register Form> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

You can register image forms and superimpose them on output using the Superimpose Image function.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Register Form>	<Delete>, <Check Print>, <Details>	Yes	Yes	Yes	No	No	-

NOTE

- For information on the Superimpose Image function, see [▶Superimposing Images\(P. 487\)](#) .
- You can register up to 100 image forms. However, this number varies depending on the capacity of the storage device.
- Image forms can be registered in the machine from a computer. For details, see the instructions manual for imagePRESS Server.

<Image Quality Priority for Superimpose Image> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

This mode enables you to set the machine to automatically select whether the print quality of your original has priority or the print quality of the stored image form has priority.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Image Quality Priority for Superimpose Image>	<Auto>, <Original Priority>, <Form Priority>	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- The following image processing is performed according to the settings, as indicated below.
 - <Auto>: The form image after superimposition is processed so that the image quality is the same as when only the form is printed. The original image after superimposition is processed so that the image quality is the same as when only the original is printed. However, if the print areas of the form image and original image overlap, the image is processed with the image quality of the form image prioritized.

- <Original Priority>: The original image after superimposition is processed so that the image quality is the same as when only the original is printed.
- <Form Priority>: The form image after superimposition is processed so that the image quality is the same as when only the form is printed.

<Register Characters for Page Numbering/Watermark> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

You can register/edit/delete user-defined text for <Page Numbering>/<Watermark>. It is useful if you always use the same text or watermark for <Page Numbering> and <Watermark> in the User Inbox function.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Register Characters for Page Numbering/Watermark>	<Register>, <Edit>, <Delete>	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

NOTE

- For information on <Page Numbering> and <Watermark>, see  **Attaching Numbers and Symbols to Printouts(P. 489)** .
- You can register up to 30 user-defined text strings for watermarks and page numbers.

<Copy Set Numbering Option Settings>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

In addition to Copy Set Numbering, you can add User Name, Date, and Text on the printout.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Copy Set Numbering Option Settings>	Select Option <Number Option>: <On>, <Off>	Yes	No	Yes	Yes	B	Settings/Registration Basic Information
	• <ID/User Name>: <On>, <Off> • <Date>: <On>, <Off> • <Text>: <On>, <Off>	Yes	No	Yes	Yes	B	Settings/Registration Basic Information

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	Date Settings (<dd/mm/yyyy>, <yyyy/mm/dd>, <mm/dd/yyyy>, <yyyy.mm.dd>, <mm.dd.yyyy>, <dd.mm.yyyy>)	Yes	No	Yes	Yes	B	Settings/Registration Basic Information
	Set Characters (<Enter>, Select from the registered characters)	Yes	No	Yes	Yes	B	Settings/Registration Basic Information
	Alignment Settings (<Align Left>, <Align Center>, <Align Right>)	Yes	No	Yes	Yes	B	Settings/Registration Basic Information

<Forced Print of Recognition Information>



(Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings>

You can force to print the user ID, date, IP address, or serial number of the machine on the printout. **Printing User Information on Documents(P. 592)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Forced Print of Recognition Information>	<On>, <Off>	Yes	No	Yes	No	B	Settings/Registration Basic Information
	<Target Function>: <Printer> (<On>, <Off>), <Access Stored Files> (<On>, <Off>)	Yes	No	Yes	No	B	Settings/Registration Basic Information

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<Position>: <Top Left>, <Top Right>, <Bottom Left>, <Bottom Right>	Yes	No	Yes	No	B	Settings/ Registration Basic Information
	<Orig Content Orient.>: <Upright Image>, <Sideways Image>	Yes	No	Yes	No	B	Settings/ Registration Basic Information
	<Set Details>	Yes	No	Yes	No	B	Settings/ Registration Basic Information

NOTE

- IPv6 addresses cannot be printed.

<Quickly Exit Sleep Mode for Print Job>



(Settings/Registration) ► <Function Settings> ► <Common> ► <Print Settings>

If you perform LPD/RAW printing while the machine is in sleep mode, it may take some time to start printing. If this setting is set to <On>, this time can be reduced.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Quickly Exit Sleep Mode for Print Job>	<On>, <Off>	Yes	No	Yes	No	C	Settings/ Registration Basic Information

<Output Report Default Settings>

E0SS-0C9

Specify the default settings used when reports are printed.

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see **Import All Function(P. 700)** .

<2-Sided Printing>

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Print Settings> ▶ <Output Report Default Settings>

Specify whether to print the report on both sides of the paper.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<2-Sided Printing>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings/ Registration Basic Information

<Register Finishing Size>

E0SS-0CA

This section describes how to register finishing size.

▶<Perfect Binding Finishing Size>(P. 789)

▶<Finishing Size for Finishing/Booklet (Trim)>(P. 789)

NOTE

- For information on the items ("A," "B," "C," and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Perfect Binding Finishing Size> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Register Finishing Size>

You can register finishing sizes for the perfect binding, assign them names, and edit or delete them as necessary. This mode is useful for registering frequently used finishing sizes.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Perfect Binding Finishing Size>	<S1> to <S5>: <Register/ Edit>, <Delete>, <Rename>	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

NOTE

- This mode can be set when the "Perfect Binder-F" is attached. For more information, see the instruction manual for the "Perfect Binder-F."
- If you select a button that already has settings stored in it, the settings are displayed.
- You can also name buttons with no settings stored in them.
- If you press <Delete>, the registered values will be deleted and become <Not Registered>. The name remains the same.
- If you press <OK> without entering any characters, the button name reverts to its current name (default S1 to S5).

<Finishing Size for Finishing/Booklet (Trim)> *

 (Settings/Registration) ▶ <Function Settings> ▶ <Common> ▶ <Register Finishing Size>

You can register finishing sizes for the finishing/Booklet (Trim), assign them names, and edit or delete them as necessary. This mode is useful for registering frequently used finishing sizes.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Finishing Size for Finishing/Booklet (Trim)>	<S1> to <S5>: <Register/Edit>, <Delete>, <Rename>	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

NOTE

- This mode can be set when the "Booklet Trimmer-G" and "Two-Knife Booklet Trimmer-B" are attached. For more information, see the instruction manual for the each device.
- If you select a button that already has settings stored in it, the settings are displayed.
- You can also name buttons with no settings stored in them.
- If you press <Delete>, the registered values will be deleted and become <Not Registered>. The name remains the same.
- If you press <OK> without entering any characters, the button name reverts to its current name (default S1 to S5).

<Printer>

E0SS-0CC

Specify the settings for the printer functions.

▶<Printer Settings>(P. 791)

▶<Restrict Printer Jobs>(P. 791)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

<Printer Settings>

⚙ (Settings/Registration) ▶ <Function Settings> ▶ <Printer>

Specify the printer settings.

- For more information, see Setting the Machine (PS/PCL/UFR II Printer).

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Custom Settings>	▶<Custom Settings>(P. 792)	-	-	-	-	-	-

<Restrict Printer Jobs>

⚙ (Settings/Registration) ▶ <Function Settings> ▶ <Printer>

If this setting is set to <On>, you can restrict jobs from the printer driver.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Restrict Printer Jobs>	<On>, <Off>	Yes	No	Yes	Yes	C	Settings for Printer Settings

Custom Settings

E0SS-OCE

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see **Import All Function(P. 700)** .

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Print Quality>							
<Density (Fine Adjust)>*1	<Cyan>: <High>: -8 to +8; 0 <Medium>: -8 to +8; 0 <Low>: -8 to +8; 0 <Magenta>: <High>: -8 to +8; 0 <Medium>: -8 to +8; 0 <Low>: -8 to +8; 0 <Yellow>: <High>: -8 to +8; 0 <Medium>: -8 to +8; 0 <Low>: -8 to +8; 0 <Black>: <High>: -8 to +8; 0 <Medium>: -8 to +8; 0 <Low>: -8 to +8; 0	Yes	Yes	Yes	Yes	C	Settings for Printer Settings
<Copy Set Numbering>*1							
<Copy Set Numbering>	<On>, <Off>	Yes	Yes	Yes	Yes	C	Settings for Printer Settings
<Print Position>*1	< 5 Locations >, <Top Left>, <Bottom Left>, <Top Right>, <Bottom Right>, <Full Surface>	Yes	Yes	Yes	Yes	C	Settings for Printer Settings

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Starting Number>*1	1 to 9999; 1	Yes	Yes	Yes	Yes	C	Settings for Printer Settings
<Number Size>*1	<Small(12 point)>, <Medium(24 point)>, < Large(36 point) >	Yes	Yes	Yes	Yes	C	Settings for Printer Settings
<Density>*1	1 to 5; 3	Yes	Yes	Yes	Yes	C	Settings for Printer Settings
<Color>*1	<Yellow>, <Magenta>, <Cyan>, < Black >, <Red>, <Green>, <Blue>	Yes	Yes	Yes	Yes	B	Settings for Printer Settings
<Number Position Vertical>*1 <Number Position Horizontal>*1	-8 mm to +8 mm; 0 mm	Yes	Yes	Yes	Yes	C	Settings for Printer Settings
<Initialize>	<Yes>, <No>	Yes	Yes	No	No	No	-

*1 Indicates items that appear only when the appropriate optional product is available for use or the appropriate setting is specified.

<Store/Access Files>

Specify the settings used when you use the stored files.

▶<Common Settings>(P. 794)

▶<Mail Box Settings>(P. 794)

<Common Settings>

 (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files>

Specify the common settings used when you use the stored files.

▶<Common Settings>(P. 795)

<Mail Box Settings>

 (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files>

Specify the mail box settings.

▶<Mail Box Settings>(P. 798)

<Common Settings>

Specify the common settings used when you use the stored files.

▶<Access Stored Files Settings>(P. 795)

▶<Limit Box PIN to 7 Digits/Restrict Access>(P. 795)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<Access Stored Files Settings>

⚙ (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings>

Specify the common settings used when you use stored files.

▶<Access Stored Files Settings>(P. 796)

<Limit Box PIN to 7 Digits/Restrict Access>

⚙ (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings>

If you set this setting to <On>, users are forced to set a seven-digit PIN, thus enhancing security. The PIN for User Inboxes can set using at least one digit.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Limit Box PIN to 7 Digits/Restrict Access>	<On>, <Off>	Yes	No	Yes	No	C	Settings/Registration Basic Information

<Access Stored Files Settings>

E0SS-0CJ

Specify the common settings used when you use stored files.

➤<Register/Edit Favorite Settings>(P. 796)

➤<Change Default Settings>(P. 797)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ➤**Import All Function**(P. 700) .

<Register/Edit Favorite Settings>

 (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Common Settings> ▶ <Access Stored Files Settings>

You can register frequently used settings in a button of the machine for later use when printing. You can also assign your favorite name to a button and check registered settings. ➤**Registering a Combination of Frequently Used Functions**(P. 342)

■ When Registering Settings

Begin by specifying the settings you want to register. Use the procedure below to register the settings for a preset state by pressing  (Settings/Registration).

- 1 Press <Access Stored Files>. ➤<Home> Screen(P. 318)
- 2 Press the location of the file to use and select a mail box.
- 3 Select a file and press <Print>.
- 4 Specify the print settings to register.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Register/Edit Favorite Settings>	<Register>, <Rename>, <Delete>, <Check Content> (<M1> to <M9>)	Yes	Yes	No	No	C	Favorite Settings

<Change Default Settings>

 (Settings/Registration) ► <Function Settings> ► <Store/Access Files> ► <Common Settings> ► <Access Stored Files Settings>

You can change the settings registered as default for the <Access Stored Files> function.

■ When Registering Settings

Begin by specifying the settings you want to register. Use the procedure below to register the settings for a preset state by pressing  (Settings/Registration).

- 1** Press <Access Stored Files>.  <Home> Screen(P. 318)
- 2** Press the location of the file to use and select a mail box.
- 3** Select a file and press <Print>.
- 4** Specify the print settings to register.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Change Default Settings>	<Register>, <Initialize>	Yes	Yes	No	No	C	Favorite Settings

<Mail Box Settings>

E0SS-0CK

Specify the mail box settings.

🔴<Set/Register Mail Boxes>(P. 798)

🔴<Settings for All Mail Boxes>(P. 798)

🔴<Box Security Settings>(P. 799)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see 🔴**Import All Function**(P. 700) .

<Set/Register Mail Boxes>

⚙️ (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings>

You can set a PIN and name for a Mail Box as well as specify the period of time before files in a Mail Box are automatically deleted. 🔴**Specifying the Mail Box Settings**(P. 460)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Set/Register Mail Boxes>	<Box No.>: 00 to 99	Yes	Yes	Yes	No	C	Box Settings
	<Register Box Name>	Yes	Yes	Yes	No	C	Box Settings
	<PIN>	Yes	Yes	Yes	No	C	Box Settings
	<Time Until File Auto Delete>: 0 = Off/1, 2, 3, 6, 12 hr./1, 2, 3 , 7, 30 days	Yes	Yes	Yes	No	C	Box Settings
	<Print When Storing from Printer Driver>: <On>, < Off >	Yes	Yes	Yes	No	C	Box Settings
	<Initialize>	Yes	Yes	Yes	No	No	-

<Settings for All Mail Boxes>

⚙️ (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings>

Specify settings that are applied collectively to all mail boxes.

▶<Settings for All Mail Boxes>(P. 800)

<Box Security Settings>

 (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings>

Specify the mail box security settings.

▶<Box Security Settings>(P. 801)

<Settings for All Mail Boxes>

E0SS-0CL

Specify settings that are applied collectively to all mail boxes.

▶<Time Until File Auto Delete>(P. 800)

▶<Print When Storing from Printer Driver>(P. 800)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<Time Until File Auto Delete>

 (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings> ▶ <Settings for All Mail Boxes>

You can specify the period of time before files in boxes are automatically deleted.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Time Until File Auto Delete>	0 = Off/1, 2, 3, 6, 12 hr./1, 2, 3 , 7, 30 days	Yes	No	No	No	No	-

<Print When Storing from Printer Driver>

 (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings> ▶ <Settings for All Mail Boxes>

You can select whether to print a file upon saving from a computer.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Print When Storing from Printer Driver>	<On>, < Off >	Yes	No	Yes	No	No	-

<Box Security Settings>

E0SS-OCR

Specify the mail box security settings.

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see **Import All Function(P. 700)** .

<Display Print When Storing from Printer Driver>

 (Settings/Registration) ▶ <Function Settings> ▶ <Store/Access Files> ▶ <Mail Box Settings> ▶ <Box Security Settings>

If you set this setting to <Off>, the settings for <Print When Storing from Printer Driver> cannot be changed.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Print When Storing from Printer Driver>	<On>, <Off>	Yes	No	Yes	Yes	C	Settings/Registration Basic Information

<Web Access>

E0SS-0CS

Specify the settings for the Web Access function.

- For details, see "Web Access" on the online manual website. **Web Access**

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see **Import All Function(P. 700)**.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Settings>							
<Security>							
<TLS Version Settings>	< Attempt All Versions >, <TLS 1.3>, <TLS 1.2>, <TLS 1.1>, <TLS 1.0>	Yes	Yes	No	No	C	Web Access Settings
<Use JavaScript>	< On >, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Display Mixed HTTPS/HTTP Pg>	< On >, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Server Address to Exempt from Warning>	(NULL)	Yes	Yes	No	No	C	Web Access Settings
<Server Address to Allow for Sharing Info>	(NULL)	Yes	Yes	No	No	C	Web Access Settings
<Server Addr. to Allow for Simple PDF Print>	(NULL)	Yes	Yes	No	No	C	Web Access Settings
<Restrict Share Device Information>	< On >, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Display Warning When No Root Certificate>	<On>, < Off >	Yes	Yes	No	No	C	Web Access Settings
<Display Warning When No Match for Cert. CN>	<On>, < Off >	Yes	Yes	No	No	C	Web Access Settings
<Displ Warning when Entering Secured Page>	<On>, < Off >	Yes	Yes	No	No	C	Web Access Settings
<Displ. Warning when Leaving Secured Page>	<On>, < Off >	Yes	Yes	No	No	C	Web Access Settings

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Cache>							
<Use Cache>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Clear Cache>	<Yes>, <No>	Yes	Yes	No	No	No	-
<Cookie>							
<Cookie Handling>	<Accept>, <Block>	Yes	Yes	No	No	C	Web Access Settings
<Delete Cookies>	<Yes>, <No>	Yes	Yes	No	No	No	-
<Local Storage>							
<Clear Local Storage>	<Yes>, <No>	Yes	Yes	No	No	No	-
<Privacy Policy and Regulations>							
<Restrict URL Entry>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Restrict Add/Edit Favorites>	<On>, <Off>	Yes	Yes	No	No	No	-
<Restrict Storing in Mail Box/Printing>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Restrict File Upload>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Hide Screen Top Display>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Hide Buttons in Toolbar>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Hide Address in Toolbar>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Hide Web Access Button>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Proxy Settings>							
<Use a proxy server>	(Display Only)	Yes	Yes	No	No	No	-
<Proxy Server Address>	(Display Only)	Yes	Yes	No	No	No	-
<Port Number>	(Display Only)	Yes	Yes	No	No	No	-
<Use proxy auth.>	(Display Only)	Yes	Yes	No	No	No	-
<Address Without Using Proxy>	(NULL)	Yes	Yes	No	No	C	Web Access Settings

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use HTTP1.1 for proxy connection>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<Exit Sleep Mode When Displ. Web Access Scrn>							
<Printer>	<On>, <Off>	Yes	Yes	No	No	C	Web Access Settings
<User Agent>							
<User Agent>	User Agent Information <Restore Initial Settings>	Yes	Yes	No	No	C	Web Access Settings
<Version>							
<About>	(Display Only)	Yes	Yes	No	No	No	-

<Management Settings>

E0SS-0CU

Specify the settings for operating and managing the machine, including user and hardware management and the security settings.

- ▶<User Management>(P. 805)
- ▶<Device Management>(P. 805)
- ▶<License/Other>(P. 805)
- ▶<Data Management>(P. 805)
- ▶<Security Settings>(P. 805)

<User Management>

 (Settings/Registration) ▶ <Management Settings>

Specify the settings for managing the users of the machine.

- ▶<User Management>(P. 806)

<Device Management>

 (Settings/Registration) ▶ <Management Settings>

Specify the settings for managing the hardware and optional equipment.

- ▶<Device Management>(P. 817)

<License/Other>

 (Settings/Registration) ▶ <Management Settings>

Specify the settings for registering licenses and for the software that can be used on the machine.

- ▶<License/Other>(P. 837)

<Data Management>

 (Settings/Registration) ▶ <Management Settings>

Specify the data management settings, including how to import, export, and initialize settings data.

- ▶<Data Management>(P. 845)

<Security Settings>

 (Settings/Registration) ▶ <Management Settings>

Specify the settings for enhancing the machine's security.

- ▶<Security Settings>(P. 850)

<User Management>

E0SS-0CW

Specify the settings for managing the users of the machine.

- ▶<Authentication Management>(P. 806)
- ▶<System Manager Information Settings>(P. 806)
- ▶<Department ID Management>(P. 807)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<Authentication Management>

 (Settings/Registration) ▶ <Management Settings> ▶ <User Management>

Specify the settings for managing the users of the machine using the authentication application.

- ▶<Authentication Management>(P. 809)

<System Manager Information Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <User Management>

Set the System Manager information for the machine. ▶**Changing the System Manager ID and PIN**(P. 571)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<System Manager Information Settings>	<System Manager ID>: 7654321 (Seven digits maximum) <System Manager PIN>: 7654321 (Seven digits maximum) <System Manager> <E-Mail Address> <Contact Information> <Comment>	No	No	Yes	Yes	C	Department ID Management Settings

<Department ID Management>

 (Settings/Registration) ► <Management Settings> ► <User Management>

Select whether to manage users in groups by assigning users to Department IDs.  **Configuring the Department ID Management Settings(P. 573)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Department ID Management>	<On>, <Off>	No	No	Yes	Yes	C	Department ID Management Settings
<Register PIN>	<Register>, <Edit>, <Delete>, <Limit Functions>*1	No	No	Yes	Yes	C	Department ID Management Settings
	When <Register>/<Edit> is selected: <Department ID>, <PIN>, <Turn Limit On/Off and Set Page Limit>	No	No	Yes	Yes	C	Department ID Management Settings
	When <Turn Limit On/Off and Set Page Limit> is selected: • <Total Print Limit>: <On>, <Off> Page Limit (0 to 999999) • <Total Color Print Limit>: <On>, <Off> Page Limit (0 to 999999) • <Total Black & White Print Limit>: <On>, <Off> Page Limit (0 to 999999) • <Color Print Limit>: <On>, <Off> Page Limit (0 to 999999)	No	No	Yes	Yes	C	Department ID Management Settings

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	• <Black & White Print Limit>: <On>, <Off> Page Limit (0 to 999999)						
<Page Totals>	<Clear>, <Print List>, <Clear All Totals>, <Large 2 Count Management>	No	No	Yes	No	No	-
<Allow Printer Jobs with Unknown IDs>	<On>, <Off>	No	No	Yes	Yes	C	Department ID Management Settings
<Allow Black & White Printer Jobs>	<On>, <Off>	No	No	Yes	Yes	C	Department ID Management Settings

*1 Indicates items that appear only if DepartmentID Authentication is set as the login service.

<Authentication Management>

E0SS-OCX

Specify the settings for managing the users of the machine using the authentication application.

- ▶<Change Password>(P. 809)
- ▶<Register/Edit Authentication User>(P. 809)
- ▶<Use User Authentication>(P. 810)
- ▶<Keyboard Authentication>(P. 810)
- ▶<Login Screen Display Settings>(P. 810)
- ▶<Functions to Restrict>(P. 811)
- ▶<Restrict Job from Remote Device without User Auth.>(P. 812)
- ▶<Default Role When Registering User>(P. 812)
- ▶<Match Case for User Name>(P. 813)
- ▶<Allow Use of @ in User Name>(P. 813)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

Item marked with an asterisk (*)

- Appears only when system options are enabled.

<Change Password>

 (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

The users registered in the machine can change their own login password.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Change Password>	(32 characters maximum)	Yes	Yes	Yes	No	C	Authentication User Management

NOTE

- This item only appears when User Authentication is used and a user has logged in with privileges other than Administrator.
- If the user logged in with Administrator privileges, this item changes the password in ▶<Register/Edit Authentication User>(P. 809) .

<Register/Edit Authentication User>

 (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>

Select to register users in the machine and specify the user information, such as the password and privilege level. ▶<Registering User Information in the Local Device>(P. 538)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Register/Edit Authentication User>	<Register>, <Details/Edit>, <Delete>	No	No	Yes	No	C	Authentication User Management

<Use User Authentication>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management>

Select whether to enable the personal authentication management function. You can also select which login methods to use for user authentication.  **Configuring the User Login Methods and Authentication Devices(P. 561)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use User Authentication>	<On>, <Off> When <On> is selected: • <Picture Login>*1: <On>, <Off> • <Keyboard Authentication>: <On>, <Off>	No	No	Yes	Yes	C	Settings/Registration Basic Information

*1 Indicates items that appear only when the appropriate optional equipment is available for use.

<Keyboard Authentication>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management>

Specify the keyboard authentication settings.

 **<Keyboard Authentication>(P. 814)**

<Login Screen Display Settings>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management>

Specify when to display the login screen by selecting either "when you start using the machine" or "after a function button is pressed." If "after a function button is pressed" is selected, you can specify the functions that require user login.  **Specifying When to Display the Login Screen(P. 566)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Login Screen Display Settings>	<Displ When Dev Operation Start>, <Display When Func Is Selected>	No	No	Yes	No	C	Settings/Registration Basic Information
	When <Display When Func Is Selected> is selected: <Require Authentication For>: <Functions>, <Color Print> (<None (No Authentication Required)>), <Full Color>, <Full Color/Two Colors>, <Full Color/Two Colors/Single Color>)	No	No	Yes	No	C	Settings/Registration Basic Information
	<Require Authentication in Settings/Registration For>*1: <All Items>, <Administrator Items Only>	No	No	Yes	No	C	Settings/Registration Basic Information

*1 Indicates items that appear only if ACCESS MANAGEMENT SYSTEM is enabled.

NOTE

- If you change this setting, **<Restrict Access to Other User Jobs>(P. 826)** may be set to <On>. For more information, see **<Specifying When to Display the Login Screen>(P. 566)**.

<Functions to Restrict>



(Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management>

Select whether to restrict use of particular functions when personal authentication management is enabled. **<Configuring the User Login Methods and Authentication Devices>(P. 561)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Functions to Restrict>	<Print from Drivers without AMS Printer Driver Add-in>: <Restrict>, <Do Not Restrict>	No	No	Yes	No	C	Settings/Registration Basic Information

<Restrict Job from Remote Device without User Auth.>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management>

Select whether to apply personal authentication management to printing and remote scanning via a computer.  **Using Personal Authentication to Manage Printing via a Computer(P. 568)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Restrict Job from Remote Device without User Auth.>	<On>,<Off>	No	No	Yes	No	C	Settings/Registration Basic Information

<Default Role When Registering User>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management>

Select the role to apply to users in situations such as when no privileges are set.  **Configuring the User Login Methods and Authentication Devices(P. 561)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Default Role When Registering User>	<Administrator>, <GeneralUser>, <DeviceAdmin>, <NetworkAdmin>, <PowerUser>*1, <LimitedUser>*1	No	No	Yes	Yes	C	Settings/Registration Basic Information

*1 Indicates items that appear only if ACCESS MANAGEMENT SYSTEM is enabled.

<Match Case for User Name>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management>

Select whether user names are case-sensitive.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Match Case for User Name>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

<Allow Use of @ in User Name>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management>

Select whether to allow "@" to be used in user names.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Allow Use of @ in User Name>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

<Keyboard Authentication>

Specify the keyboard authentication settings.

- ▶<Number of Caches for Login Users>(P. 814)
- ▶<Display Button to Change Password on Settings Menu>(P. 814)
- ▶<Use Numeric Keys for Authentication>(P. 815)
- ▶<Restrict Password Reuse>(P. 815)
- ▶<Settings for Password Change Prohibition Period>(P. 815)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<Number of Caches for Login Users>

 (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>
▶ <Keyboard Authentication>

Select whether to display the names of users who previously logged in in a drop-down list on the login screen. Select <0> to hide the login history, and select <1> to display only the name of the user who logged in most recently. ▶

Configuring the User Login Methods and Authentication Devices(P. 561)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Number of Caches for Login Users>	<0>, <1>, <Max (Maximum No. for Device)>	No	No	Yes	Yes	C	Settings/ Registration Basic Information

<Display Button to Change Password on Settings Menu>

 (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Authentication Management>
▶ <Keyboard Authentication>

Select whether to allow users to change passwords by using  on the top right corner of the login screen. ▶

Configuring the User Login Methods and Authentication Devices(P. 561)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Button to Change Password on Settings Menu>	<On>, <Off>	No	No	Yes	Yes	C	Settings/ Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
							Basic Information

<Use Numeric Keys for Authentication>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management> ► <Keyboard Authentication>

If the user name and password are comprised of numbers only, authentication can be performed with numeric key entry only.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use Numeric Keys for Authentication>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

<Restrict Password Reuse>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management> ► <Keyboard Authentication>

Specify whether to prohibit the re-use of a password that has already been used.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Restrict Password Reuse>	<On>, <Off> When <On> is set: <Number of Prohibited Last Passwords>: 1 to 24	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

<Settings for Password Change Prohibition Period>

 (Settings/Registration) ► <Management Settings> ► <User Management> ► <Authentication Management> ► <Keyboard Authentication>

You can specify the period for which password changes are prohibited.

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Settings for Password Change Prohibition Period>	<On>, <Off> When <On> is set: <Prohibition Period>: 1 to 179	No	No	Yes	No	C	Settings/ Registration Basic Information

<Device Management>

E0SS-0EO

Specify the settings for managing the hardware and optional equipment.

- ▶<Device Information Settings>(P. 817)
- ▶<Device Information Distribution Settings>(P. 818)
- ▶<Limited Functions Mode>(P. 821)
- ▶<Confirm Device Signature Certificate>(P. 821)
- ▶<Confirm User Signature Certificate>(P. 821)
- ▶<Certificate Settings>(P. 822)
- ▶<Display Job Status Before Authentication>(P. 826)
- ▶<Restrict Access to Other User Jobs>(P. 826)
- ▶<Display Job Log>(P. 826)
- ▶<Save Audit Log>(P. 827)

- ▶<Retrieve Network Authentication Log>(P. 828)
- ▶<Store Key Operation Log>(P. 828)
- ▶<Restrict Service Representative Access>(P. 828)
- ▶<Synchronize Custom Settings (Client)>(P. 829)
- ▶<Synchronize Custom Settings (Server)>(P. 829)
- ▶<Manage Personal Settings>(P. 830)
- ▶<Prohibit Initialization of Administrator Password>(P. 830)
- ▶<Restrict Special Mode Operations>(P. 830)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

Item marked with an asterisk (*)

- Only appears if you have the option installed.

<Device Information Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management>

Enter the name and the installation location to identify the machine.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Device Information Settings>	<Device Name>	No	No	Yes	No	A	Settings/Registration Basic Information
	<Location>	No	No	Yes	No	A	Settings/Registration Basic Information

<Device Information Distribution Settings>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Set the machine to send various machine settings (device information) over the network and automatically apply to other Canon multifunction printers.  **Distributing the Device Information to Other Canon Multifunction Printers(P. 675)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Transmitting Settings>							
<Register Destinations>	<Auto Search/ Register>, <Register>, <Details>, <Delete>, <Print List>	No	No	No	No	B*1	Settings/ Registration Basic Information
	<Auto Search/ Register>: • <Search Depth (Router)>: 1 to 8	No	No	No	No	No	-
	• <Display Host Name>: <On>, <Off>	No	No	No	No	No	-
	• <Start Auto Search>	No	No	No	No	No	-
<Set Auto Distribution>	<Everyday> (1 to 5), <Specify Days> (<Sun> to <Sat>, 1 to 5), <Off>	No	No	No	No	B	Settings/ Registration Basic Information
	<Settings/ Registration Value>: <On>, <Off>	No	No	No	No	B	Settings/ Registration Basic Information
	<Department ID>: <On>, <Off>	No	No	No	No	B	Settings/ Registration Basic Information
	<Web Access Favorites>: <On>, <Off>	No	No	No	No	B	Settings/ Registration Basic Information
	<Printer Settings>: <On>, <Off>	No	No	No	No	B	Settings/ Registration Basic Information

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<Paper Information>: <On>, <Off>	No	No	No	No	B	Settings/Registration Basic Information
	<iW Function Flow>*2: <On>, <Off>	No	No	No	No	B	Settings/Registration Basic Information
<Manual Distribution>	<Settings/Registration Value>: <On>, <Off>	No	No	No	No	No	-
	<Department ID>: <On>, <Off>	No	No	No	No	No	-
	<Web Access Favorites>: <On>, <Off>	No	No	No	No	No	-
	<Printer Settings>: <On>, <Off>	No	No	No	No	No	-
	<Paper Information>: <On>, <Off>	No	No	No	No	No	-
	<iW Function Flow>*2: <On>, <Off>	No	No	No	No	No	-
<Set MEAP Authentication>	<User Name>, <Password>, <Login Destination>	No	No	No	No	C	Settings/Registration Basic Information
<Receiving Settings>							
<Restrict Receiving Device Information>	<On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information
<Restore Data>	<Settings/Regist. Value>, <Department ID>, <Web Access Favorites>, <Printer Settings>, <Paper Information>	No	No	No	No	No	-
<Restrict Receiving for Each Function>	<Settings/Registration Value>: <On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<Department ID>: <On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information
	<Web Access Favorites>: <On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information
	<Printer Settings>: <On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information
	<Paper Information>: <On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information
	<iW Function Flow>*2: <On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information
<Set Paper Information>	<All>, <Basic Only>	No	No	No	No	C	Settings/Registration Basic Information
<Use MEAP Authentication When Receiving>	<On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information
<Communication Log>	<Details>, <Print List>, <Report Settings>	No	No	No	No	No	-
	<Report Settings> • <Auto Print (100 Transmissions)>: <On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information
	• <Specify Print Time>: <On> (00:00 to 23:59), <Off>	No	No	No	No	C	Settings/Registration Basic Information
	• <Separate Report Type>: <On>, <Off>	No	No	No	No	C	Settings/Registration Basic Information

*1 Imports the registered distribution destination.

*2 Indicates items that appear only when the appropriate optional equipment is available for use.

<Limited Functions Mode>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Specify the settings used to restrict the use of optional equipment.

 <Limited Functions Mode>(P. 832)

<Confirm Device Signature Certificate>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Check the detailed settings of a device signature certificate. You can also check whether the certificate is valid.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Confirm Device Signature Certificate>	<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>	Yes	Yes	Yes	No	No	-

<Confirm User Signature Certificate> *

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Check the detailed settings of a user signature certificate available for the logged-in user. You can also check whether the certificate is valid.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Confirm User Signature Certificate>	<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>	Yes	Yes	Yes	No	No	-

<Certificate Settings>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

You can manage the keys/certificates, CA certificates, or certification revocation list (CRL) used in the machine. You can also set the Online Certificate Status Protocol (OCSP).

- 🔴 **Generating the Key and Certificate for Network Communication(P. 586)**
- 🔴 **Generating a Key and Certificate Signing Request (CSR)(P. 612)**
- 🔴 **Configuring the Expiration Check Method for Received Certificates(P. 610)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Generate Key>							
<Generate Network Communication Key>	<Key Name>	Yes	Yes	Yes	No	No	-
	<Signature Algorithm>: <SHA256>, <SHA384>, <SHA512>	Yes	Yes	Yes	No	No	-
	<Key Algorithm>: <RSA>, <ECDSA>	Yes	Yes	Yes	No	No	-
	When <RSA> is selected: <Key Length (bit)>: <512>, <1024>, <2048>, <4096>	Yes	Yes	Yes	No	No	-
	When <ECDSA> is selected	Yes	Yes	Yes	No	No	-

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	<Key Type>: <P256>, <P384>, <P521>						
	<Validity Start Date>: Date, Month, Year (01/01/2000 - 31/12/2037)	Yes	Yes	Yes	No	No	-
	<Validity End Date>: Date, Month, Year (01/01/2000 - 31/12/2037)	Yes	Yes	Yes	No	No	-
	<Country/Region>: Country/Region name and code	Yes	Yes	Yes	No	No	-
	<State>	Yes	Yes	Yes	No	No	-
	<City>	Yes	Yes	Yes	No	No	-
	<Organization>	Yes	Yes	Yes	No	No	-
	<Organization Unit>	Yes	Yes	Yes	No	No	-
	<Common Name> (IP address of the machine or FQDN (41 characters maximum))	Yes	Yes	Yes	No	No	-
	<Issued To (Altn. Name)>: <Do Not Set>, <IP Address>, <Domain Name>	Yes	Yes	Yes	No	No	-
<Generate/Update Device Signature Key>	<Yes>, <No>	Yes	Yes	Yes	No	C	Key Settings
<Generate/Update Key for Access Control>	<Yes>, <No>	Yes	Yes	Yes	No	No	-
<Key and Certificate List>							

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Key and Certificate List for Users>*1	<Certificate Details>: (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>)	Yes	Yes	Yes	No	C*2*3	Certificate/ Certificate Revocation List (CRL) Settings
	<Delete>	Yes	Yes	Yes	No	No	-
<Key and Certificate List for This Device>*1	<Certificate Details>: (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>)	Yes	Yes	Yes	No	C*2*3	Certificate/ Certificate Revocation List (CRL) Settings
	<Delete>	Yes	Yes	Yes	No	No	-
	<Display Use Location> (Key and Certificate)	Yes	Yes	Yes	No	C	Certificate/ Certificate Revocation List (CRL) Settings
<CA Certificate List>	<Certificate Details>: (<Version>, <Serial Number>, <Signature Algorithm>, <Issued To>, <Validity Start Date>, <Validity End Date>, <Issuer>, <Public Key>, <Certificate Thumbprint>, <Issued To (Altn. Name)>, <Verify Certificate>)	Yes	Yes	Yes	No	C*2	Certificate/ Certificate Revocation List (CRL) Settings
	<Delete>	Yes	Yes	Yes	No	No	-

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Certificate Revocation List (CRL)>	<CRL Details>: <Version>, <Signature Algorithm>,<Valid From>,<Next Update>,<Issuer>,<Serial No. List>	Yes	Yes	Yes	No	C*2	Certificate/ Certificate Revocation List (CRL) Settings
	<Delete>	Yes	Yes	Yes	No	No	-
<Register Key and Certificate>	<Register>	Yes	Yes	Yes	No	No	-
	<Delete>	Yes	Yes	Yes	No	No	-
<Register CA Certificate>	<Register>	Yes	Yes	Yes	No	No	-
	<Delete>	Yes	Yes	Yes	No	No	-
<OCSP (Online Certificate Status Protocol) Settings>	<Use OCSP (Online Certificate Status Protocol)>: <On>, <Off> When <On> is selected: <Certificate Verification Level>: <Enable Unverified Certificates>: <On>, <Off> <OCSP Responder Settings>: <URL>: <Retrieve from Certificate>, <Custom>, <Retrieve from Cert. + Custom> <Custom URL> <Communication Timeout>: 1 to 3 to 30 sec.	Yes	Yes	Yes	No	C	Settings/ Registration Basic Information

*1 Indicates items that appear only when the appropriate optional equipment is available for use.

*2 Supports only algorithms that can be imported from the Remote UI.

*3 Keys and certificates are exported in the PKCS#12 format.

<Display Job Status Before Authentication>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Select whether to restrict access to the <Status Monitor> screen when using a login service.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Job Status Before Authentication>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

<Restrict Access to Other User Jobs>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Select whether to restrict users from performing operations on the jobs of other users on the <Status Monitor> screen when User Authentication is used.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Restrict Access to Other User Jobs>	<Print>: <On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- If you change  <Login Screen Display Settings>(P. 810) , this setting may be set to <On>. For more information, see  <Specifying When to Display the Login Screen>(P. 566) .

<Display Job Log>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Select whether to display job logs on the <Status Monitor> screen. You can also select whether to allow device management software to retrieve job logs from the machine.  <Basic Screens on the Touch Panel Display>(P. 318)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Job Log>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information
	When <Off> is selected: <Retrieve Job Log with Management Software>: <Allow>, <Do Not Allow>	No	No	Yes	No	C	Settings/ Registration Basic Information

NOTE

- If you log in to the Remote UI with Administrator privileges, you can configure the <Do Not Store Personal Information in Job Log> setting. When this setting is enabled, the machine does not write personal information to the job log and audit log.

<Save Audit Log>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Select whether to start log recording.  **Starting Log Recording(P. 624)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Save Audit Log>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

IMPORTANT

- If this is set to <On>, the  **<Adjust Time>(P. 717)** setting cannot be used.

NOTE

- For information on the types of logs, see  **System Specifications(P. 983)** .

<Retrieve Network Authentication Log>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management>

Select whether to start log recording for authentication performed when the machine is accessed via the network, such as when printing from a computer or remote scan.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Retrieve Network Authentication Log>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

<Store Key Operation Log>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management>

Select whether to save a log of the key operations performed by users. By analyzing the stored logs, you can survey how the machine is being used.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Store Key Operation Log>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

NOTE

- When the log is output, PINs, passwords, and information obfuscated by the settings for <Restrict Access to Other User Jobs>, etc., are output as masked characters. Therefore, confidential information cannot be leaked externally.
- For information on interpreting and outputting saved logs, contact your dealer or service representative.

<Restrict Service Representative Access>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management>

You can set the machine to restrict changes in user information or security-related settings when the machine is inspected or repaired by your dealer or service representative.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Restrict Service Representative Access>	<On>, <Off (Auth. Needed)>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- Even when this is not set to <On>, you can check the audit log for past operations if the service representative has changed user information or security-related settings.

<Synchronize Custom Settings (Client)>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

You can synchronize the personalized data of multiple Canon multifunction printers on a network. Even for the server machine, it is necessary to enable this setting if you wish to operate the machine as the client machine.  **Starting Setting Synchronization(P. 662)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Synchronize Custom Settings (Client)>	Before synchronizing: <Enable>, <Pause> After synchronizing: <Disable>, <Resume>	No	No	Yes	No	No	-

<Synchronize Custom Settings (Server)>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

You can synchronize the personalized data of multiple Canon multifunction printers on a network. However, it is also necessary to enable this setting in a single machine to function as the server for the multifunction printers performing synchronization.  **Starting Setting Synchronization(P. 662)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Synchronize Custom Settings (Server)>	Before synchronizing: <Enable> After synchronizing: <Disable>	No	No	Yes	No	A	Settings/ Registration Basic Information

<Manage Personal Settings>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Specify the preferences (Personal Settings) for each user.

 <Manage Personal Settings>(P. 834)

<Prohibit Initialization of Administrator Password>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Specify whether to restrict operations of <Initialize Admin. Password>.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Prohibit Initialization of Administrator Password>	<On>, <Off>	No	No	No	No	No	-

NOTE

- For information on using <Initialize Admin. Password>, see  <Logging in as an Administrator>(P. 301) .

<Restrict Special Mode Operations>

 (Settings/Registration) ► <Management Settings> ► <Device Management>

Select whether to restrict use of Special Mode, which is provided for the purpose of maintenance by service representatives.

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Restrict Special Mode Operations>	<On>, <Off>	No	No	No	No	No	-

<Limited Functions Mode>

E0SS-0E1

Specify the settings used to restrict the use of optional equipment.

- ▶<Finisher Tray A/B>(P. 832)
- ▶<Finisher Saddle Stitch Unit>(P. 832)
- ▶<Folding Unit>(P. 832)
- ▶<Finisher Puncher>(P. 833)
- ▶<Stacker>(P. 833)
- ▶<Perfect Binder>(P. 833)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

<Finisher Tray A/B> *

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ <Limited Functions Mode>

Select whether to disable Output Tray A/B of the finisher.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Finisher Tray A/B>	<On>, <Off>	Yes	No	No	No	No	-

<Finisher Saddle Stitch Unit>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ <Limited Functions Mode>

Select whether to disable the saddle stitcher unit of the finisher.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Finisher Saddle Stitch Unit>	<On>, <Off>	Yes	No	No	No	No	-

<Folding Unit>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ <Limited Functions Mode>

Select whether to disable "Paper Folding Unit-K."

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Folding Unit>	<On>, <Off>	Yes	No	No	No	No	-

<Finisher Puncher>

 (Settings/Registration) ► <Management Settings> ► <Device Management> ► <Limited Functions Mode>

Select whether to disable the puncher unit that is installed in the finisher.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Finisher Puncher>	<On>, <Off>	Yes	No	No	No	No	-

<Stacker>

 (Settings/Registration) ► <Management Settings> ► <Device Management> ► <Limited Functions Mode>

Select whether to disable "High Capacity Stacker-J."

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Stacker>	<On>, <Off>	Yes	No	No	No	No	-
<Stacker a (Right)>*1	<On>, <Off>	Yes	No	No	No	No	-
<Stacker b (Left)>*1	<On>, <Off>	Yes	No	No	No	No	-

*1 Displayed when multiple stackers are attached.

<Perfect Binder>

 (Settings/Registration) ► <Management Settings> ► <Device Management> ► <Limited Functions Mode>

Select whether to disable "Perfect Binder-F."

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Perfect Binder>	<On>, <Off>	Yes	No	No	No	No	-

<Manage Personal Settings>

E0SS-0E2

Specify the preferences (Personal Settings) for each user.

- ▶<Enable Use of Personal Settings>(P. 834)
- ▶<Action When Maximum Number of Users Exceeded>(P. 834)
- ▶<Use Default Screen After Startup/Restoration>(P. 835)
- ▶<Home Management Settings for Personal Use>(P. 835)

NOTE

- For information on the items ("A," "B," "C," and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<Enable Use of Personal Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ <Manage Personal Settings>

Select whether to enable users that are logged into the machine to use the Personalization function, such as the display language, accessibility settings, and the screen to display after startup/restoration.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Enable Use of Personal Settings>	< On >, <Off>	No	No	No	No	C	Settings/ Registration Basic Information

<Action When Maximum Number of Users Exceeded>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ <Manage Personal Settings>

Select how the machine processes personal settings for users or groups (user setting information) when the number for which the machine can save various settings exceeds the limit.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Action When Maximum Number of Users Exceeded>	<Delete Oldest User Settings>, < Discard New User Settings >	No	No	No	No	C	Settings/ Registration Basic Information

NOTE

- For information on the data deleted when <Delete Oldest User Settings> is specified, see [▶List of Items That Can Be Personalized\(P. 333\)](#) .
- To completely erase data manually instead of deleting it automatically, follow the procedure described in [▶Deleting User Setting Information\(P. 578\)](#) .
- For information on the limit of user or group personal settings (user setting information) that the machine can save, see [▶System Specifications\(P. 983\)](#) .

<Use Default Screen After Startup/Restoration>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ <Manage Personal Settings>

Select whether to enable each user to set the screen displayed on startup/restoration.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use Default Screen After Startup/Restoration>	< On >, <Off>	No	No	No	No	C	Settings/ Registration Basic Information

<Home Management Settings for Personal Use>

 (Settings/Registration) ▶ <Management Settings> ▶ <Device Management> ▶ <Manage Personal Settings>

You can restrict personal settings on the <Home> screen.

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Home Management Settings for Personal Use>	<Allow Registration/ Editing of Personal Buttons>: <On>, <Off> <Allow Use of Move Buttons When Customizing for Personal Use>: <On>, <Off> <Allow Use of Home Screen Layout Settings When Customizing for Personal Use>: <On>, <Off> <Allow Use of Wallpaper Settings When Customizing for Personal Use>: <On>, <Off>	No	No	No	No	C	Settings/ Registration Basic Information

<License/Other>

Specify the settings for registering licenses and for the software that can be used on the machine.

- ▶<Register License>(P. 837)
- ▶<MEAP Settings>(P. 837)
- ▶<Remote UI>(P. 837)
- ▶<Delete Message Board Contents>(P. 838)
- ▶[Visual Message Settings](P. 838)
- ▶<Remote Operation Settings>(P. 840)
- ▶<Use ACCESS MANAGEMENT SYSTEM>(P. 840)
- ▶<Register/Update Software>(P. 841)

NOTE

- For information on the items ("A," "B," "C," and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

<Register License>

⚙ (Settings/Registration) ▶ <Management Settings> ▶ <License/Other>

Enter the license key for a system option that can be used on the machine. ▶<Installing System Options>(P. 657)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Register License>	24 characters maximum	No	No	No	No	No	-

<MEAP Settings>

⚙ (Settings/Registration) ▶ <Management Settings> ▶ <License/Other>

Specify the MEAP settings.

- ▶<MEAP Settings>(P. 842)

<Remote UI>

⚙ (Settings/Registration) ▶ <Management Settings> ▶ <License/Other>

Select whether to use the Remote UI to operate the machine and change settings.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Remote UI>	<On>, <Off>	No	No	No	Yes	C	Settings/Registration Basic Information
	When <On> is selected: <Use TLS>: <On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

<Delete Message Board Contents>

 (Settings/Registration) ► <Management Settings> ► <License/Other>

Select to delete messages from the administrator that are displayed on the control panel.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Delete Message Board Contents>	<Yes>, <No>	No	No	No	No	No	-

IMPORTANT

- When <OK> is displayed on a message board, press <OK> to operate the machine. To clear a message board without <OK> displayed, you need to use the Remote UI.

[Visual Message Settings]

Specify the Visual Message settings.  **Configuring the Visual Message Function(P. 652)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Settings>	<Display Timing and Content> Display timing: <Display After Logout/Auto	No	No	No	Yes	C	Visual Message Settings

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
	Reset>, <Display After Login>, <Display When Print Job Starts> Content: <SMB>, <HTTP/WebDAV> When <SMB> is selected: <File Path:> <User Name:> <Password:> When <HTTP/WebDAV> is selected: <File Path:> <User Name:> <Password:> <Confirm Certificate for TLS Communication>: On, Off <Add CN to Verification Items>: On, Off						
	<Content to Display When an Error Occurs>: <Display an error message, but do not display Visual Message content>, <Do not display an error message or Visual Message content>	No	No	Yes	No	C	Visual Message Settings
<Proxy Settings>	<Address Without Using Proxy>	No	No	Yes	No	C	Visual Message Settings
<Security Settings>	<Notify Server of Login Information When Content Is Displayed> <Allow Printing from Content>	No	No	Yes	No	C	Visual Message Settings

NOTE

- This setting can only be specified from the Remote UI.

<Remote Operation Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <License/Other>

Select whether to enable the Remote Operation function. This function enables you to specify settings and process jobs from a computer by displaying the screen of the touch panel display on the computer screen.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Remote Operation Settings>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information
	When <On> is selected: <Password>: 8 characters maximum (Only alphanumeric characters)	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- When remote operation is performed, the following settings cannot be changed or executed.
 - <Time Until File Auto Delete> in  <Set/Register Mail Boxes>(P. 798)
 - <Initialize> in  <Set/Register Mail Boxes>(P. 798)
 -  <Time Until File Auto Delete>(P. 800)

<Use ACCESS MANAGEMENT SYSTEM>

 (Settings/Registration) ▶ <Management Settings> ▶ <License/Other>

Select whether to use ACCESS MANAGEMENT SYSTEM.  **Using ACCESS MANAGEMENT SYSTEM(P. 577)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use ACCESS MANAGEMENT SYSTEM>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

<Register/Update Software>

 (Settings/Registration) ► <Management Settings> ► <License/Other>

You can install system options/MEAP applications in the machine.  **Installing System Options(P. 657)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Register/Update Software>	<Install Applications/Options>, <Update Firmware>, <Software Management Settings>, <Scheduled Update>	No	No	Yes	No	No	-

<MEAP Settings>

E0SS-0E4

Specify the MEAP settings.

- ▶<Print System Information>(P. 842)
- ▶<Use TLS>(P. 842)
- ▶<Confirm TLS Certificate Using MEAP Application>(P. 843)
- ▶<Use DNS Caching>(P. 843)
- ▶<Use Proxy Settings of This Device>(P. 844)
- ▶<Add X-FRAME-OPTIONS to HTTP Header>(P. 844)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<Print System Information>

 (Settings/Registration) ▶ <Management Settings> ▶ <License/Other> ▶ <MEAP Settings>

You can print information for MEAP applications and certain system applications as a report. ▶**Printing a List of Settings**(P. 695)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Print System Information>	<Yes>, <No>	No	No	No	No	No	-

<Use TLS>

 (Settings/Registration) ▶ <Management Settings> ▶ <License/Other> ▶ <MEAP Settings>

Select whether to use TLS communication when a MEAP application is used by accessing the machine via a Web browser.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use TLS>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- You need to configure the key and certificate before setting this setting to <On>.  **Configuring the Key and Certificate for TLS(P. 583)**
- Changes made for this setting are also applied to <Use TLS> in  **Remote UI(P. 837)** .

<Confirm TLS Certificate Using MEAP Application>

 (Settings/Registration) ► <Management Settings> ► <License/Other> ► <MEAP Settings>

Select whether to verify TLS server certificates and their common names (CN) when TLS communication is used for a MEAP application.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Confirm TLS Certificate Using MEAP Application>	<On>, <Off> When <On> is selected: • <Add Items to Verify>: <CN>: On, Off	No	No	Yes	No	C	Settings/Registration Basic Information

<Use DNS Caching>

 (Settings/Registration) ► <Management Settings> ► <License/Other> ► <MEAP Settings>

Select whether to save DNS information from successful searches via a MEAP application to memory. You can also set an expiration date if you choose to save information temporarily.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use DNS Caching>	<On (Unlimited Use)>, <On (Specify Period)>, <Off> When <On (Specify Period)> is selected: • <Period of Validity>: 1 to 60 to 120 sec.	No	No	Yes	No	C	Settings/Registration Basic Information

<Use Proxy Settings of This Device>

 (Settings/Registration) ▶ <Management Settings> ▶ <License/Other> ▶ <MEAP Settings>

Select whether to use the proxy settings of the machine with MEAP applications.  **Setting a Proxy(P. 581)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use Proxy Settings of This Device>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

<Add X-FRAME-OPTIONS to HTTP Header>

 (Settings/Registration) ▶ <Management Settings> ▶ <License/Other> ▶ <MEAP Settings>

When the HTTP server returns a response, it appends X-FRAME-OPTIONS to the header to prevent contents created by other servers from overlapping.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Add X-FRAME-OPTIONS to HTTP Header>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

<Data Management>

E0SS-0E5

Specify the data management settings, including how to import, export, and initialize settings data.

🔍 <Import/Export>(P. 845)

🔍 <Initialize All Data/Settings>(P. 845)

🔍 <TPM Settings>(P. 845)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see 🔍 **Import All Function(P. 700)** .

<Import/Export>

⚙️ (Settings/Registration) ▶ <Management Settings> ▶ <Data Management>

Specify the settings for importing/exporting settings data.

🔍 <Import/Export>(P. 847)

<Initialize All Data/Settings>

⚙️ (Settings/Registration) ▶ <Management Settings> ▶ <Data Management>

Select to restore all of the machine settings to the factory default values and completely erase the data stored in the machine. It is not normally necessary to use this setting, but it is useful to erase personal or confidential information when disposing of the machine. 🔍 **Initializing All Data/Settings(P. 686)**

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Initialize All Data/Settings>	<Yes>, <No>	No	No	No	No	No	-

<TPM Settings>

⚙️ (Settings/Registration) ▶ <Management Settings> ▶ <Data Management>

If the TPM setting is activated, you can safely store in the TPM chip encryption key (TPM key) that encrypts confidential information such as the password, public key pair for TLS communication, and user certificate stored in the machine. Doing so, you can prevent important information for the machine from leaking. Also, you can recover the system if the TPM chip fails by restoring the TPM key. 🔍 **Using TPM(P. 688)**

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<TPM Settings>	<Use TPM>: <On>, <Off>	No	No	No	No	C*1	Settings/ Registration Basic Information
	<Back Up TPM Key> <Password>: (12 characters maximum) <Restore TPM Key>	No	No	No	No	No	-

*1 If <TPM Settings> is set to <On>, make sure to back up the TPM key in the import destination machine.

<Import/Export>

E0SS-0E6

Specify the settings for importing/exporting settings data.

- ▶<Import from USB Memory>(P. 847)
- ▶<Export to USB Memory>(P. 847)
- ▶<Import Result Report>(P. 848)
- ▶<Restrict Import/Export from Web Service>(P. 848)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

<Import from USB Memory>

 (Settings/Registration) ▶ <Management Settings> ▶ <Data Management> ▶ <Import/Export>

You can import all the settings information from a USB memory device.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Import from USB Memory>	<Store Import Result in Device>: <On>, <Off> <Store Import Result in USB>: <On>, <Off> <Decryption Password>	No	No	No	No	No	-

NOTE

- If USB memory is already connected to the machine, that USB memory will be recognized as the media to use for importing, even if you connect new USB memory. Press  ▶ remove the connected USB memory ▶ insert the desired USB memory.

<Export to USB Memory>

 (Settings/Registration) ▶ <Management Settings> ▶ <Data Management> ▶ <Import/Export>

You can export all the settings information into a USB memory device.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Export to USB Memory>	<Encryption Password>	No	No	No	No	No	-

NOTE

- You cannot select which settings to export when exporting to USB memory. All settings are batch exported.
- If USB memory is already connected to the machine, that USB memory will be recognized as the media to use for exporting, even if you connect new USB memory. Press  remove the connected USB memory  insert the desired USB memory.

<Import Result Report>

 (Settings/Registration)  <Management Settings>  <Data Management>  <Import/Export>

Select to print a report of import results.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Import Result Report>	<Yes>, <No>	No	No	No	No	No	-

NOTE

- Reports are printed in the following language.
 - If the display language of the machine is set to Japanese immediately after the import process: Japanese
 - If the display language of the machine is set to something other than Japanese immediately after the import process: English

<Restrict Import/Export from Web Service>

 (Settings/Registration)  <Management Settings>  <Data Management>  <Import/Export>

Select whether to restrict import and export operations with Web applications other than the Remote UI.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Restrict Import/Export from Web Service>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration

Settings/Registration

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
							Basic Information

<Security Settings>

Specify the settings for enhancing the machine's security.

- ▶ <Authentication/Password Settings>(P. 850)
- ▶ <Encryption Settings>(P. 850)
- ▶ <System Verification Settings>(P. 850)

<Authentication/Password Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings>

Specify the settings for enhancing the effective security of the password and the authentication function.

- ▶ <Authentication/Password Settings>(P. 852)

<Encryption Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings>

Specify the settings for enhancing the effective encryption security.

- ▶ <Encryption Settings>(P. 860)

<System Verification Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings>

Specify whether to use the system verification and protection functions.

- <Verify System at Startup>: Verifies the integrity of the firmware and MEAP applications when the machine starts up.
- <Trellix Embedded Control>: Improves system reliability while the machine is running by using the Trellix Embedded Control to prevent unauthorized program modification or execution. This is only available when <Verify System at Startup> is <On>.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<System Verification Settings>	<Verify System at Startup>: <On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information
	<Trellix Embedded Control>: <On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

IMPORTANT

- With <Verify System at Startup>, the machine is restarted when you change the setting from <Off> ► <On> or when you press <OK> without changing the setting from <On>. To maintain the <On> setting without restarting the machine, press <No> in the confirmation screen, and then press <Cancel> in the <System Verification Settings> screen.

NOTE

When <Verify System at Startup> is set to <On>

- Startup takes longer than when it is set to <Off> because system verification is performed.
- The following events and results are recorded to the device management log.  **Managing the Logs(P. 624)**

Event	Firmware verification, MEAP application verification
Result	Success, Failure

- If an error code appears on the screen when you switch the machine on, contact your dealer or service representative.

When <Trellix Embedded Control> is set to <On>

- The machine takes several minutes to restart after you specify this setting for the first time.
- <System Verif. Mntr.> appears in the <Home> screen, and you can use this to check the log entries for unauthorized operation, etc.

<Authentication/Password Settings>

E0SS-0E8

Specify the settings for enhancing the effective security of the password and the authentication function.

▶<Authentication Function Settings>(P. 852)

▶<Password Settings>(P. 852)

<Authentication Function Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings>

Specify the settings for enhancing the effective security of the authentication function.

▶<Authentication Function Settings>(P. 853)

<Password Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings>

Specify the settings for enhancing the effective security of the password.

▶<Password Settings>(P. 855)

<Authentication Function Settings>

E0SS-0E9

Specify the settings for enhancing the effective security of the authentication function.

▶<Prohibit Authentication Using Department ID and PIN>(P. 853)

▶<Lockout Settings>(P. 853)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶Import All Function(P. 700) .

<Prohibit Authentication Using Department ID and PIN>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings>
▶ <Authentication Function Settings>

Select whether to prohibit authentication with a Department ID and PIN when operating from the printer/scanner. If <On> is selected, authentication with System Manager ID and PIN is also prohibited when operating from a device management software.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Prohibit Authentication Using Department ID and PIN>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

IMPORTANT

- Jobs that are restricted by this setting are forcibly canceled on the machine.

<Lockout Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings>
▶ <Authentication Function Settings>

Select whether to block users from logging in for a specified period of time after a certain number of consecutive invalid login attempts. This setting does not apply to authentication with a Department ID or PIN, or authentication for the Mail Box.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Lockout Settings>	<Enable Lockout>: <On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information
	When <On> is selected: <Lockout Threshold>: 1 to 10 times <Lockout Period>: 1 to 60 min.	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- Users may be blocked from logging in before a specified number of consecutive invalid login attempts if login operations are performed on Windows or other operating systems, or from applications that use FTP, IPP, SNMPv3, SMB, or WebDAV.

<Password Settings>

E0SS-0EA

Specify the settings for enhancing the effective security of the password.

▶<Prohibit Caching of Authentication Password>(P. 855)

▶<Display Warning When Default Password Is in Use>(P. 855)

▶<Allow Use of Default Password for Remote Access>(P. 856)

▶<Minimum Length Settings>(P. 856)

▶<Validity Period Settings>(P. 857)

▶<Prohibit Use of 3 or More Identical Consecutive Char.>(P. 857)

▶<Use at Least 1 Uppercase Character>(P. 858)

▶<Use at Least 1 Lowercase Character>(P. 858)

▶<Use at Least 1 Digit>(P. 859)

▶<Use at Least 1 Symbol>(P. 859)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶<Import All Function>(P. 700) .

<Prohibit Caching of Authentication Password>

⚙ (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

Select whether to prohibit caching of a password that is entered at login.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Prohibit Caching of Authentication Password>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

<Display Warning When Default Password Is in Use>

⚙ (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

Select whether to display the screen for changing the password when the Administrator logs in to the machine using the default user name and password.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Display Warning When Default Password Is in Use>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

NOTE

- If the password has expired, the screen for changing the password appears, regardless of this setting.

<Allow Use of Default Password for Remote Access>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

Select whether to allow the default password to be used when logging in from the Remote UI.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Allow Use of Default Password for Remote Access>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

<Minimum Length Settings>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings>

You can set the minimum number of characters required when registering a password to prevent the simplification of passwords. When a password length is set, a user cannot be registered with a blank password.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Minimum Length Settings>	<On> (1 to 32 Characters), <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.

- Password restriction settings are valid for passwords that are registered/edited after the restrictions are set. When a password that is already registered exceeds the restrictions for these settings, a screen prompting to change the password is displayed when user authentication is performed.

<Validity Period Settings>

 (Settings/Registration) ► <Management Settings> ► <Security Settings> ► <Authentication/Password Settings> ► <Password Settings>

You can set a password expiration period to force users to periodically change their password, in order to prevent the simplification of passwords.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Validity Period Settings>	<On> (1 to 180 days), <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.
- Password restriction settings are valid for passwords that are registered/edited after the restrictions are set. When a password that is already registered exceeds the restrictions for these settings, a screen prompting to change the password is displayed when user authentication is performed.

<Prohibit Use of 3 or More Identical Consecutive Char.>

 (Settings/Registration) ► <Management Settings> ► <Security Settings> ► <Authentication/Password Settings> ► <Password Settings>

You can restrict passwords so that the same character cannot be used consecutively three or more times.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Prohibit Use of 3 or More Identical Consecutive Char.>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.

- Password restriction settings are valid for passwords that are registered/edited after the restrictions are set. When a password that is already registered exceeds the restrictions for these settings, a screen prompting to change the password is displayed when user authentication is performed.

<Use at Least 1 Uppercase Character>

 (Settings/Registration) ► <Management Settings> ► <Security Settings> ► <Authentication/Password Settings> ► <Password Settings>

You can restrict passwords so that only passwords which include at least one uppercase character can be registered.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use at Least 1 Uppercase Character>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.
- Password restriction settings are valid for passwords that are registered/edited after the restrictions are set. When a password that is already registered exceeds the restrictions for these settings, a screen prompting to change the password is displayed when user authentication is performed.

<Use at Least 1 Lowercase Character>

 (Settings/Registration) ► <Management Settings> ► <Security Settings> ► <Authentication/Password Settings> ► <Password Settings>

You can restrict passwords so that only passwords which include at least one lowercase character can be registered.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use at Least 1 Lowercase Character>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.
- Password restriction settings are valid for passwords that are registered/edited after the restrictions are set. When a password that is already registered exceeds the restrictions for these settings, a screen prompting to change the password is displayed when user authentication is performed.

<Use at Least 1 Digit>

 (Settings/Registration) ► <Management Settings> ► <Security Settings> ► <Authentication/Password Settings> ► <Password Settings>

You can restrict passwords so that only passwords which include at least one number can be registered.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use at Least 1 Digit>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.
- Password restriction settings are valid for passwords that are registered/edited after the restrictions are set. When a password that is already registered exceeds the restrictions for these settings, a screen prompting to change the password is displayed when user authentication is performed.

<Use at Least 1 Symbol>

 (Settings/Registration) ► <Management Settings> ► <Security Settings> ► <Authentication/Password Settings> ► <Password Settings>

You can restrict passwords so that only passwords which include at least one symbol can be registered.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Use at Least 1 Symbol>	<On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- This setting applies to personal authentication management, not to Department ID and PIN.
- Password restriction settings are valid for passwords that are registered/edited after the restrictions are set. When a password that is already registered exceeds the restrictions for these settings, a screen prompting to change the password is displayed when user authentication is performed.

<Encryption Settings>

Specify the settings for enhancing the effective encryption security.

▶<Prohibit Use of Weak Encryption>(P. 860)

▶<Format Encryption Method to FIPS 140>(P. 860)

NOTE

- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see ▶**Import All Function**(P. 700) .

<Prohibit Use of Weak Encryption>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Encryption Settings>

Select whether to restrict the use of weak encryption, or a key and certificate with weak encryption. ▶**Management Functions**(P. 985)

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Prohibit Use of Weak Encryption>	<On>, <Off> <On> is selected: <Prohibit Use of Key/Certificate with Weak Encryption>: <On>, <Off>	No	No	Yes	No	C	Settings/Registration Basic Information

NOTE

- This setting applies to functions such as IPSec, TLS, Kerberos, S/MIME, and SNMPv3.
- The machine may not be able to communicate with devices that only support weak encryption.
- Even if the use of weak encryption is restricted, it may be allowed depending on the certificate (root certificate).
- For information on the algorithms prohibited when this setting is set to <On>, see ▶**System Specifications**(P. 983) .

<Format Encryption Method to FIPS 140>

 (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Encryption Settings>

Specify whether to make the function using encryption comply with FIPS 140.

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Format Encryption Method to FIPS 140>	<On>, <Off>	No	No	Yes	No	C	Settings/ Registration Basic Information

NOTE

- This setting is available for TLS and MEAP applications.
- This setting is not available for TLS communication using the machine's touch panel Web Access function.
- This setting is only available for MEAP applications that use a FIPS provider.
- For information on the algorithms prohibited when this setting is set to <On>, see  **System Specifications(P. 983)** .

Volume Settings (Volume Settings)

E0SS-0EE

Specify the settings for tones emitted by the machine, such as the tone for entry and the confirmation tones notifying you of the machine's status.

- For detailed information on the settings, see [▶Setting Sounds\(P. 355\)](#) .

NOTE

- The item for sound settings (volume adjustment) appears when you press <Volume Settings> on the <Home> screen.
- For information on the items ("A", "B", "C", and "No") in the "Import All Function" column, see [▶Import All Function\(P. 700\)](#) .

Item	Setting Description	DeviceAdmin	NetworkAdmin	Can be set in Remote UI	Device Information Delivery Available	Import All Function	Name of Item When Exporting with the Remote UI
<Volume Settings>	<Entry Tone>: 0 to 2 to 3 <Invalid Entry Tone>: 0 to 3 <Restock Supplies Tone>: 0 to 3 <Error Tone>: 0 to 2 to 3 <Job Done Tone>: 0 to 2 to 3 <Sleep Mode Tone>: 0 to 3 <Login Tone>: 0 to 2 to 3	Yes	Yes	Yes	Yes	C	Settings/Registration Basic Information

Troubleshooting

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Troubleshooting

E0SS-0EF

If a problem occurs while you are using the machine, check this chapter before contacting your dealer or service representative.

■ What kind of problem do you have?



▶ If the Machine Does Not Operate(P. 865)



▶ Cannot Print(P. 867)



▶ Problems with Printing Results(P. 868)



▶ Problems with the Network(P. 869)



▶ Problems with MEAP(P. 870)



▶ Other Problems(P. 871)



▶ A Message or a Number Starting with "#" (an Error Code) Is Displayed(P. 872)

■ When a paper jam/staple jam* occurs

The procedures for clearing paper jams and staple jams* are described in ▶ Maintenance(P. 114) .

* Machines with a stapling function only

If the Machine Does Not Operate

E0SS-0EH

If a problem occurs while you are using the machine, check the following before contacting your dealer or service representative.

- ▶ **Check This First(P. 865)**
- ▶ **If the machine does not respond to computer operations(P. 865)**
- ▶ **When the authentication screen (login screen) is displayed(P. 865)**

Check This First

→ Is a message displayed on the touch panel display?

- A message is displayed on the touch panel display when an error or a problem occurs while operating the machine.
 - ▶ **A Message or a Number Starting with "#" (an Error Code) Is Displayed(P. 872)**

→ Has the Main Power indicator gone out?

- If the Main Power indicator does not light up even though the power switch is ON, check the power plug.

→ Is the machine in the Sleep mode?

- When the machine is in the Sleep mode, the touch panel display turns off. Touch the touch panel display to cancel the Sleep mode.

→ Is the machine connected to a computer correctly?

- Check the network connection of the machine and the computer.
 - ▶ **Setting up the Network Environment(P. 305)**

If the machine does not respond to computer operations

→ Restart the machine.

- If the machine does not respond even though its power is turned ON, turn the power OFF (▶ **Shutting Down the Machine(P. 31)**). Confirm that the power cord is connected correctly, wait 10 or more seconds after the main power indicator turns off, and then turn the power back ON (▶ **How to Turn ON the Main Power(P. 30)**).

When the authentication screen (login screen) is displayed

→ Log in as a registered user.

- When the authentication screen (login screen) is displayed, you must log in as a registered user to continue operating the machine.

▶ **Logging into the Machine(P. 331)**

Cannot Print

E0SS-0EJ

Check This First

→ Is the Processing/Data indicator (on the control panel) flashing or lit?

- If it is flashing or lit, there is a document that is being processed or waiting to be processed. Wait for the processing to finish or select the document that you want to prioritize from the screen for checking the printing status.

→ Is a message displayed on the touch panel display?

- A message is displayed on the touch panel display when an error or a problem occurs while operating the machine.
▶ **A Message or a Number Starting with "#" (an Error Code) Is Displayed(P. 872)**

→ Are you printing via a print server using the LPR command?

- When continuously printing PDF data using the LPR command, execute one job at a time at the interval set in <Timeout>. ▶ **Custom Settings(P. 792)**

Problems with Printing Results

E0SS-0EK

- ▶ The printed image is displaced or skewed.(P. 868)
- ▶ Images are uneven or faint.(P. 868)
- ▶ Images are not printed on the intended side of the paper.(P. 868)
- ▶ Images are not printed in the intended size.(P. 868)

The printed image is displaced or skewed.

→ Are the paper guides misaligned?

- Match the paper guides with the paper loaded in the paper source.

Images are uneven or faint.

→ Is the paper damp?

- Replace the paper with paper that is not damp.

→ Are the gradation and density set appropriately?

- Perform gradation adjustment.
- ▶ **Adjusting Gradation(P. 413)**

Images are not printed on the intended side of the paper.

→ Is the orientation of the loaded paper correct?

- Check the orientation and side of the paper that is facing up. Load the paper again if it is incorrectly orientated.
- ▶ **Loading Paper(P. 33)**

Images are not printed in the intended size.

→ Do the original size and size of the paper that is loaded match?

- Replace the paper that is loaded with paper of the size you want to print on.

Problems with the Network

E0SS-0EL

Problems with Connections

→ Cannot set up the network.

- Check whether <Confirm Network Connection Setting Changes> is set to <On>.
 - ▶<Confirm Network Connection Setting Changes>(P. 725)

→ Cannot recognize the machine from a computer.

- When using Canon software such as iW Management Console, set <Set Dedicated Community> to <On>, and select <Read/Write> for <MIB Access Permission>. Also set <Dedicated Port Settings> to <On>.
- The machine cannot be recognized when utility software is used to access the machine with a community name other than the SNMP community name set in the machine. Check the SNMP community name.
- If the message "An error has occurred." is displayed in the Web browser and the Remote UI cannot be started, invalid cache data may remain. Clear the cache of the Web browser.
- If the machine enters the Sleep mode, it may not be able to be recognized from a computer. Cancel the Sleep mode or change <Sleep Mode Energy Use> to <High>.
 - ▶Exiting Sleep Mode(P. 356)
 - ▶<Sleep Mode Energy Use>(P. 721)

→ The Remote UI is not displayed.

- Are <Use HTTP> and <Remote UI> set to <On>?
 - ▶<Use HTTP>(P. 729)
 - ▶Starting the Remote UI(P. 595)
- If you are connected with wired LAN, restart the Remote UI after checking whether the IP address is set correctly and the cable is connected correctly.
 - ▶Connecting to a Wired LAN(P. 308)
 - ▶Starting the Remote UI(P. 595)

Problems with MEAP

E0SS-0ER

- ▶ **User authentication fails when Windows Server firewall is set.(P. 870)**
- ▶ **Cannot log in to Active Directory.(P. 870)**
- ▶ **Startup is slow.(P. 870)**
- ▶ **Login is slow.(P. 870)**

User authentication fails when Windows Server firewall is set.

→ Communication using LDAP server authentication is blocked by the firewall.

- Stop blocking port 389.

* Communication is performed with the TCP protocol using port 389 by default. If you have changed the port, stop blocking the new port.

Cannot log in to Active Directory.

→ Did you perform user registration before installing Active Directory?

- After installation, accounts are automatically generated in the "Users" folder, but since a user logon name is not set, you cannot log in to the Active Directory of User Authentication because the user information cannot be retrieved even if a key is generated. Perform the following operations to change the settings.

- 1 Start the "Active Directory Users and Computers." management tool of Active Directory.**
- 2 Right-click the user registered before installing Active Directory.**
- 3 Select [Properties] from the pop-up menu.**
- 4 Select the [Account] tab, specify [User logon name], and click [OK].**
- 5 Right-click the user you changed the settings for.**
- 6 Select [Reset Password] from the pop-up menu.**
- 7 Enter the new password in the [Reset Password] dialog box, and click [OK].**

Startup is slow.

- A host that name resolution cannot be performed for (an address that cannot be identified) is set in the SRV record retrieved with automatic domain retrieval.

Login is slow.

- Multiple domain controllers manage the specified domain. Login may be slow because User Authentication performs the authentication process for all domain controllers until login succeeds. Check the domain controller and make changes if necessary.

Other Problems

E0SS-0ES

- ▶ Cannot press a button, select an item, or an item is not displayed.(P. 871)
- ▶ Log files are garbled.(P. 871)
- ▶ Log events are not recorded even though log collection was started.(P. 871)
- ▶ The setting for K-size paper is not displayed.(P. 871)

Cannot press a button, select an item, or an item is not displayed.

- Some settings can only be used by the administrator. They cannot be used by general users.
 - ▶ **Settings/Registration(P. 700)**
- The system administrator limits the functions that general users can use to prevent unauthorized use, and restricts the use of functions.
- The functions that can be used with User Authentication are managed by the administrator. These functions can be used by logging in using an ID with access privileges.
 - ▶ **Logging into the Machine(P. 331)**
- Functions cannot be used because the optional equipment or system options that they require are not installed.
- The buttons displayed on the screen have been changed. Press ◀ or ▶ at the bottom of the screen to switch the display, or press <Options> and search for the desired button. For a Basic Features screen, press <Options> and search for the desired button.
 - ▶ **Customizing the <Home> Screen(P. 338)**
- The settings are managed with security policy settings. To change the settings, it is necessary to log in to the Remote UI with administrator privileges.

Log files are garbled.

- When opening CSV files with Microsoft Excel, the content may not be recognized as text strings and may become garbled as a result. If this happens, open the files with a CSV file editor or text editor.

Log events are not recorded even though log collection was started.

- Results may not be reflected in a log file if it is retrieved immediately after log collection is started. Since it takes some time to collect logs, retrieve the log file again after waiting a while.

The setting for K-size paper is not displayed.

- You can use K-size paper by changing the machine settings. For more information, contact your dealer or service representative.

A Message or a Number Starting with "#" (an Error Code) Is Displayed

E0SS-0EU

If a message is displayed on the screen of the machine or the Remote UI, or a number starting with "#" (an error code) is displayed on the details screen for job log or a communication management report, refer to the following to check the remedy.

- ▶ **A Message Saying to Contact a Local Authorized Canon Dealer Is Displayed(P. 873)**
- ▶ **Countermeasures for Each Message(P. 875)**
- ▶ **Countermeasures for Each Error Code(P. 912)**

A Message Saying to Contact a Local Authorized Canon Dealer Is Displayed

EOSS-0EW

If the machine cannot operate normally due to a problem, a message is displayed on the touch panel display. Check the reference according to the displayed message.

- ▶ When a message saying to contact your dealer or service representative is displayed(P. 873)
- ▶ When the <Limited Function Mode> button is displayed(P. 874)
- ▶ When the <This function is currently unavailable. You can use other functions from [Home].> message is displayed(P. 874)
- ▶ When the <Color printing is currently unavailable.> message is displayed(P. 874)

When a message saying to contact your dealer or service representative is displayed

1 Restart the machine.

- Press the power switch to turn the power OFF (▶ Shutting Down the Machine(P. 31)), wait for longer than 10 seconds after the Main Power indicator turns off, and then turn the power ON again (▶ How to Turn ON the Main Power(P. 30)).

! IMPORTANT

- Note that data waiting to be processed is erased when you turn the power OFF.

2 If the message is still displayed, prepare the following information.

- Product name
- The dealer or service representative where you purchased the machine
- The problem (the specific operation you performed and the result and symptom, etc.)
- Code displayed on the touch panel display
Multiple codes may be displayed.



3 Turn the power of the machine OFF, pull out the power plug, and contact your dealer or service representative.

! WARNING

- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

CAUTION

- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

When the <Limited Function Mode> button is displayed

You can continue to use the machine before resolving the problem by limiting functions.

1 Press <Limited Function Mode>.



2 Press <Yes> to restart the machine.

- The machine is restarted with the Limited Functions mode.
- When the problem is resolved, the message prompting you to contact your local authorized Canon dealer disappears from the bottom left of the screen.

Functions available when the Print function is limited:

MEAP Application, Status Monitor, Remote UI

NOTE

- Depending on the error, the process for storing system information is performed after the error occurs. Do not turn OFF the machine until the process is complete.

When the <This function is currently unavailable. You can use other functions from [Home].> message is displayed

This message is displayed when you select a restricted function while in limited function mode or if the Print function is restricted. Select a different function from the <Home> screen. For the available functions, see (▶ **When the <Limited Function Mode> button is displayed(P. 874)**).

When the <Color printing is currently unavailable.> message is displayed

You cannot use the color printing function because use of it is restricted. However, you can use the black and white printing function. Change the settings related to printing as necessary.

Countermeasures for Each Message

E0SS-0EX

If an error occurs during scanning or printing, or if a problem occurs with the network connection or settings, a message appears on the machine display or the Remote UI screen. For details about each message and solutions to the problems, refer to the messages below. Also, if a six-digit number is displayed when you are logging in, see **▶If a six-digit number is displayed when you are logging in(P. 905)**.

23 MEMORY FULL

There is insufficient memory to register overlay forms and external characters, etc.

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the print data in the memory of the machine. **▶Custom Settings(P. 792)**
- Press <Skip Error>, and continue printing. However, the data that could not be registered due to a lack of memory will not be printed.

27 JOB REJECT

The specified emulation does not exist.

- Specify emulation that the machine supports.
- Press <Skip Error> to skip the printing that an error occurred for. You can perform the following printing.

33 WORK FULL

Could not print because the dedicated work memory was insufficient.

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine. **▶Custom Settings(P. 792)**
- Press <Skip Error>, and continue printing. However, the data for which an error was displayed will not be printed correctly. Also note that registered data such as overlay forms and macros may be deleted.

52 IMAGEMODE REJECT

Data that cannot be processed was sent while printing an image.

- Press <Skip Error> to skip the printing that an error occurred for. However, the data for which an error was displayed will not be printed.
- Perform printing again using a printer driver that supports the data format of the image.

The Active Directory site information is invalid. Contact the system manager.

The site information of Active Directory is not set correctly.

- Check whether [Timing of Site Information Retrieval:] and [Site Access Range:] are set correctly in [Use of Access Mode within Sites:].

Could not verify CRL.

Could not confirm the CA certificate of the certificate authority that issued the certificate revocation list (CRL).

- Register the CA certificate of the certificate authority that issued the certificate revocation list (CRL).

▶ Registering a CA Certificate(P. 607)

D1 Replot Buffer Full

Could not redraw because data could not be registered to the replot buffer.

- Press <Skip Error>, and continue printing. However, the data that caused the error will not be printed correctly. For information on the replot buffer, see Print.

D1 Div. Print. Bffr Full

Could not perform divided printing because data could not be registered to the buffer for divided printing.

- Cancel printing, set <Divide Mode> to <No> and <Enlarge/Reduce> to <Auto> in the HP-GL setup menu, specify the output paper size, and perform printing again. However, the data will be enlarged/reduced when printed. For more details, see Print.
- Press <Skip Error>, and continue printing. However, the data that could not be registered will not be printed correctly. For information on divided printing, see Print.

D1 Polygon Buffer Full

Could not draw because data could not be registered to the polygon buffer.

- Press <Skip Error>, and continue printing. However, the data that could not be registered will not be printed correctly. For information on the polygon buffer, see Print.

D0-nn error (nn is two alphanumeric characters)

The printer stopped operating normally due to an unknown problem.

- Restart the machine. Press the power switch to turn OFF the machine (▶ **Shutting Down the Machine(P. 31)**). When 10 or more seconds have elapsed after the main power indicator turned off, turn ON the machine again (▶ **How to Turn ON the Main Power(P. 30)**). If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FF FONT FULL

Could not register font information in the font table because there were too many fonts to register.

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine. ▶ **Custom Settings(P. 792)**
- Press <Skip Error>, and continue printing. However, the data that could not be registered will not be printed correctly.

FM DL SIZE ERROR n (n is a single alphanumeric character)

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FM DL SCALE ERROR n (n is a single alphanumeric character)

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FM DL FONT MEMORY FULL

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FM FILE ACCESS ERROR

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FM SC WORK MEM. ERROR n (n is a single alphanumeric character)

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FM ALIGNMENT ERROR

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FM FONT PARSE ERROR

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FM FONT MEMORY FULL

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

FM WORK MEMORY ERROR

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

IEEE 802.1X error. Set the correct authentication information.

The client authentication information is not set correctly.

- Check whether the authentication method and authentication information (key and certificate, user name and password, and CA certificate) are set correctly.

IEEE 802.1X error. No reply from the destination.

An error occurred while communicating with the authenticator.

- Check whether the authenticator (LAN switch) and RADIUS server are set correctly.

IEEE 802.1X error. Cannot analyze the certificate.

Failed to analyze the server certificate sent from the RADIUS server.

- Check the content of the server certificate of the RADIUS server.

IEEE 802.1X error. The certificate is incorrect.

An error occurred when using the server certificate sent from the RADIUS server as a CA certificate for validation.

- Check the content of the server certificate of the RADIUS server and the CA certificate registered in the machine.

▶ **Registering a CA Certificate(P. 607)**

IEEE 802.1X error. The certificate has expired.

The server certificate sent from the RADIUS server has expired.

- Check the expiration date of the server certificate of the RADIUS server.

IEEE 802.1X error. Change the authentication password.

The password has expired.

- Set a new password.

IEEE 802.1X error. Check the authentication settings.

The authentication method set in the machine and the authentication method set in the RADIUS server do not match.

- Check the authentication method set in the machine and the RADIUS server, and set the correct authentication method.

Set the IP address.

The IP address of the machine is not set.

- Set the IP address in <TCP/IP Settings>, and restart the machine.

Cannot set PDF (Format to PDF/A) as default. All other settings have been set.

You tried to register a default value for <Access Stored File>, while the <Format PDF to PDF/A> settings for the <PDF> file format was changed.

- You cannot register default settings if you change the <Format PDF to PDF/A> setting for the <PDF> file format. Register default settings after changing settings other than the <Format PDF to PDF/A> setting.

Check the server name in the SMB server settings.

A computer or printer with the same name as the SMB server is registered in the WINS database.

- If <WINS Resolution> is set to <On> in <WINS Settings>, do not register a computer or printer with the same name as the SMB server in <Computer Name/Workgroup Name Settings> in <TCP/IP Settings>.

A computer or printer with the same name as the SMB server exists in the workgroup that the machine belongs to.

- Do not register a computer or printer with the same name as the SMB server in <Computer Name/Workgroup Name Settings> in <TCP/IP Settings>.

TLS Error

The WebDAV server does not support TLS encrypted communication.

- Set TLS on the WebDAV server side, according to your environment.

The proxy server does not support TLS encrypted communication.

- If the WebDAV client connects to the internet via a proxy, set TLS on the proxy server side.

Cannot delete the default key because it is in use by TLS or other settings. Check the settings.

The key and certificate you are trying to delete is being used in TLS encrypted communications or the Restrict Receiving for Each Function mode of Device Information Distribution.

- Set all TLS settings to <Off> to stop TLS encrypted communication. Also set all settings in <Restrict Receiving for Each Function> to <On>.
- ▶<Device Information Distribution Settings>(P. 818)

TCP/IP Error

Could not automatically retrieve the address with DHCP and Auto IP.

- If the address cannot be automatically retrieved with DHCP and Auto IP, <IP Address> in <IPv4 Settings> is set to 0.0.0.0. Set the correct IPv4 address.

0.0.0.0 is set as a fixed IPv4 address in <IP Address> in <IPv4 Settings>.

- Set the correct IPv4 address.

The IPv6 address is not set correctly.

- Check the following. It may take several minutes until the stateless address is decided.
- Check whether <Use IPv6> is set to <On> in <IPv6 Settings>.
- When using a stateless address or DHCPv6, check whether each address has been retrieved.
- If the address has not been retrieved, check the settings of the router and the DHCPv6 server.

The address of the DNS server is not set correctly.

- Check whether the address of the DNS server is set correctly in <IPv4> or <IPv6>.

Could not send to the TCP/IP protocol stack.

- Check whether the IPv4 address or IPv6 address is set correctly in <IPv4 Settings> or <IPv6 Settings>.

Out of resources. Wait a moment, then try again.

TCP/IP resources were insufficient while continuously sending or after continuously sending with FTP or Windows (SMB).

- Try again after waiting a while.

Check the TCP/IP.

The TCP/IP of the machine is not operating.

- Check the IP address, DHCP, and Auto IP settings in <TCP/IP Settings>.

Check the TCP/IP. (Main Line)

The IP address of the main line is set to "0.0.0.0".

- Set a different IP address.

Check the wired LAN adapter connected to the USB port.

Multiple USB-LAN adapters are connected, or the USB-LAN adapter is not connected/recognized.

- Check the connection of the USB-LAN adapter.
- If you reconnected the USB-LAN adapter, restart the machine.
 **Front Side(P. 22)**

XPS Print Range Error

There are no pages that can be processed in the specified range for printing.

- Specify a correct page range.

XPS Image Data Error

Failed to extend the image data.

- Replace the image data in the XPS file and try printing again.

XPS Spool Memory Full

There is insufficient memory to process the XPS data.

- Restart the machine and try printing again. If you still cannot print, divide the pages into multiple files and print them separately.

XPS Data Error

An invalid command is specified due to corrupt data, etc. and processing cannot continue.

- Perform printing again using XPS data in a format supported by the machine.

XPS Unsupport Image Err

An unsupported data format is included.

- Convert the data to the TIFF or JPEG format and try printing again.

XPS Font Error

Failed to analyze the font data.

- Replace the font data in the XPS file and try printing again.

XPS Page Data Error

Cannot generate pages because the descriptions are incorrect.

- Perform printing again using XPS data in a format supported by the machine.

XPS Memory Full

There is insufficient memory to process the XPS data.

- Press <Skip Error>, and continue printing. However, pages that include the data that caused the error may not be printed correctly.

You do not have privileges to access the XXX page.

You tried to log in as a user without the required privileges.

- Log in as a user with the required privileges.

The account has expired. Contact the system manager.

The certificate may have expired.

- Confirm the expiration date of for the certificate registered in the machine. If the certificate has expired, register a certificate within the validity period.
 **Registering a Key and Certificate for Network Communication(P. 606)**

The expiration date of the account has expired.

- Confirm the expiration date of the corresponding account.

Cannot start this application because system resources (memory, threads, sockets, file descriptors, disk space, or screen size) required to start the application may not be available. <Resources>

The application cannot be used because the required system resources, such as memory and disk space, may not be able to be secured.

- You may be able to use the desired application by closing other applications.

Cannot download application logs because application logs do not exist.

The application log does not exist.

- The operation cannot be performed because the log does not exist. Use the [Back] button to return to the previous page.

The contents of the file for the application to install are incorrect or information is missing. Check the file.

The application could not be installed because the content of the specified file is invalid or information is insufficient.

- An application cannot be installed if the content of the file is invalid. Check the content of the file, and if there is no problem, contact the developer of the application or the support department for the application.

The contents of the file for the license to install are incorrect or information is missing. Check the file.

The license file could not be installed because the content of the specified file is invalid or information is insufficient.

- A license file cannot be installed if the content of the file is invalid. Check the content of the file, and if there is no problem, contact the developer of the application or the support department for the application.

Could not delete application logs because an error occurred.

The log could not be deleted because an unknown error occurred.

- Use the [Back] button to return to the previous page.

Could not download application logs because an error occurred.

The log could not be downloaded because an unknown error occurred.

- Use the [Back] button to return to the previous page.

Could not delete authentication information because an error occurred.

The authentication information could not be deleted because an unknown error occurred.

- Contact your dealer or service representative.

Could not set authentication information because an error occurred.

The authentication information could not be set because an unspecified error occurred.

- Contact your dealer or service representative.

An error occurred. Contact the system manager.

The selected user has already been deleted.

- Log in as the Administrator and register the button again.

An unexpected system error occurred.

- Check the operations and log in again. If you still cannot log in, consult your system administrator.

No response.

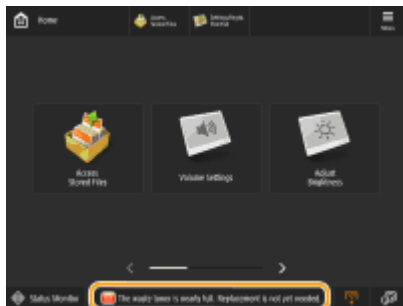
The machine is not connected to the network correctly.

- Check the machine and network settings, and try connecting again.
▶Setting up the Network Environment(P. 305)

The waste toner is nearly full. Replacement is not yet needed.

The waste toner container is almost full.

- You can continue printing for a while, but you should have a new one available so that you can make replacement as soon as it is needed. If you decide to replace the waste toner container at the time when this message is displayed, press the icon at the bottom right of the screen to display a motion video to give the instructions for waste toner container replacement. Follow these instructions to replace the waste toner container.



Replace waste toner container.

The waste toner container is full.

- Follow the instructions on the screen to replace the waste toner container.

Insert the waste toner container.

The waste toner container is not properly set.

- Follow the instructions on the screen to set the waste toner container.



Cannot recall the settings because the function for the button does not exist.

A personal button or shared button that includes a function not supported by the machine was used.

- If you have imported personal buttons/shared buttons registered in another imageRUNNER ADVANCE series device, buttons not supported by the machine may be included. Register the personal buttons/shared buttons again in the machine.

Cannot recall the settings because the function for the button is disabled. Enable the function, then try again.

The operation could not be executed by pressing the button because the function to use has been stopped.

- Press the button after enabling the function that was stopped to be used.

Synchronize Custom Settings: Log in again for synchronization.

There is an inconsistency between the synchronization data of the server machine and that of the client machine synchronizing custom settings.

- Log out, and then log in again.

Synchronize Custom Settings: Some settings are restricted.

The client machine was synchronizing custom settings, but the server machine is turned OFF or is not operating normally.

- Turn the server machine ON.
- If the server machine is operating normally, check that its network cable is connected before checking the network settings.

NOTE

- Data may not be able to be synchronized correctly while this message is displayed, but can be synchronized after the problem is resolved.

Synchronize Custom Settings: An error occurred.

An error occurred during synchronization startup.

- Confirm that the address of the destination server is correct for the synchronization of custom settings (client).
- If the synchronization of custom settings (client) is complete, restart synchronization.
- Restart the machine.
- If the problem is not resolved even after restarting the machine, check the followings.
 1. You can ping the IP address set for the destination
 2. The address of the destination server is correctly displayed

Synchronize Custom Settings: Enabling synchronization...

Processing to begin synchronization of custom settings is being performed.

- Wait until processing is complete.

Synchronize Custom Settings: Server authentication error.

Authentication with the server machine could not be achieved.

- Check that the authentication user ID and new password for the synchronization of custom settings (client) are the same as the authentication user ID and password with administrator privileges in the server machine.
- If the synchronization of custom settings (client) is complete, restart synchronization.
- Restart the machine.

Synchronize Custom Settings: Cannot find the server.

The server machine for synchronization of custom settings could not be found using Auto Search.

- Confirm that the server machine is turned ON.
- If the server machine is operating normally, check that its network cable is connected before checking the network settings.
- Confirm the usable conditions for Auto Search. ➤ **Starting Setting Synchronization(P. 662)**
- Without using Auto Search, manually specify the server address of the destination for the synchronization of custom settings (client), and the search depth (router).
- If the synchronization of custom settings (client) is complete, restart synchronization.
- Restart the machine.

Synchronize Custom Settings: Cannot identify the server.

Multiple server machines for the synchronization of custom settings were found using Auto Search.

- Manually specify the server machine or shut down all unnecessary server machines that are currently running so that only one remains.

When specifying the server machine manually

- Without using Auto Search, manually specify the server address of the destination for the synchronization of custom settings (client), and the search depth (router). ➤ **Starting Setting Synchronization(P. 662)**

When shutting down unnecessary servers that are currently running

- Even if the network settings of the server machine include both IPv4 and IPv6, if IPv6 is prioritized and the client machine disables IPv6, the client machine cannot connect via search. Enter the IPv4 address for the destination server address.
- If the synchronization of custom settings (client) is complete, restart synchronization and then restart the machine.

Check the covers.

The cover of optional equipment is open.

- Check whether the covers of optional equipment are closed.

An error occurred when auto exporting the audit log.

The data could not be exported because a server error occurred.

- Check that the server is functioning normally.

The machine is not connected to the network correctly.

- Check the settings of the machine and the network, and try connecting again.

The automatic export settings are incorrect.

- Check that the automatic export settings are correct (➤ **Exporting Logs Automatically(P. 625)**).

The function may be stopped. Buttons could not be imported.

When importing data, buttons with functions not supported by the machine were included.

- Check whether all the buttons have been imported to the machine.

Routing registration failed. Check Static Routing Settings.

There is an entry that routing table registration failed for in the static routing settings.

- Check the registered destination address and gateway address, and specify the correct settings.

The device is currently being used by another user. Wait a while, and then try to perform the operation again.

You cannot use the machine when it is being used by another user.

- Try again after waiting a while.

An error occurred when verifying.

The certificate is invalid.

- Register the correct certificate and specify the settings again.
 - ▶ **Configuring the Key and Certificate for TLS(P. 583)**
 - ▶ **Registering a Key and Certificate for Network Communication(P. 606)**

This CRL is invalid.

The certificate revocation list (CRL) may be corrupt, or a signing algorithm not supported by the machine may be used.

- Register the correct certificate revocation list (CRL).
 - ▶ **Registering a Certificate Revocation List (CRL)(P. 610)**

This CRL has expired.

The start date for the certificate revocation list (CRL) may be set to a date in the future.

- Check the start date of the certificate registered in the machine. If the start date is set to a date in the future, use the certificate on a day after that date.
 - ▶ **Registering a Certificate Revocation List (CRL)(P. 610)**

The date and time set on the machine may be incorrect.

- Check the date and time setting of the machine.
 - ▶ **Setting the Date/Time(P. 303)**

This application does not support the security policy function.

The MEAP application you tried to start may not operate according to the security policy settings of the machine.

- Check the security functions of the application to see whether it can be used.

Cannot register because the algorithm of this key is not supported.

You tried to register the key and certificate file of an unsupported encryption algorithm.

- Register the key and certificate file of a supported encryption algorithm.
 - ▶ **Registering a Key and Certificate(P. 606)**
 - ▶ **System Specifications(P. 983)**

Cannot set as the default key because this key is corrupted or invalid.

The key specified for the machine cannot be set because it is corrupted.

- Register the key again.
 - ▶ **Registering a Key and Certificate for Network Communication(P. 606)**

▶ **Registering a Key and Certificate(P. 606)**

This certificate has been revoked.

The certificate is included in the certificate revocation list (CRL).

- Register a new certificate.
- ▶ **Registering a Key and Certificate for Network Communication(P. 606)**

This certificate is invalid.

The certificate is invalid.

- Register the correct certificate and specify the settings again.
- ▶ **Configuring the Key and Certificate for TLS(P. 583)**
- ▶ **Registering a Key and Certificate for Network Communication(P. 606)**

This certificate has expired.

The certificate may have expired.

- Check the expiration date of the certificate registered in the machine. If the certificate has expired, register a valid certificate.
- ▶ **Registering a Key and Certificate for Network Communication(P. 606)**

The date and time set on the machine may be incorrect.

- Check the date and time setting of the machine.
- ▶ **Setting the Date/Time(P. 303)**

Cannot print this job.

The job was canceled because there are too many sheets to staple.

- Check the maximum number of sheets of paper that can be stapled together, and execute the job again.
- You can specify the procedure to perform when there are too many sheets to staple at once.
- ▶ **<Action When Too Many Sheets to Staple>(P. 780)**

The specified application cannot be installed on this device.

You cannot install applications other than Enhanced System Applications.

- Specify the application to install again.

No response from the server. Check the settings.

The specified server may have a problem such as not being specified correctly, not being turned on, or having insufficient resources.

- Try specifying the server again after waiting a while. If there is still no response from the server, select another server.

Check the server.

You tried to access the server without using a proxy.

- Check whether the WebDAV server settings are correct.
- Check whether the proxy settings are correct.

▶Setting a Proxy(P. 581)

Access to the destination is not allowed.

- Check whether the WebDAV server settings are correct.

The proxy server failed to communicate with an upstream server.

- Check whether the WebDAV server and proxy server settings are correct.

An HTTP protocol version not supported by the WebDAV server was used in a request from the WebDAV client.

- Check whether the WebDAV server settings are correct.

The disk space of the WebDAV server is insufficient for the request from the WebDAV client.

- Make sufficient disk space for the request available on the WebDAV server.

The appropriate paper size, A4, is not available.

Paper of the optimal size selected with Automatic Paper Selection has not been loaded.

- Load paper of the displayed size.

<Paper Source Auto Selection> is set to <Off>.

- Specify the paper drawer manually.
- Set a paper source loaded with the optimal paper size to <On> in <Paper Source Auto Selection>.

▶<Paper Source Auto Selection>(P. 770)

Paper of a type that cannot be selected with Automatic Paper Selection is loaded.

- Specify the paper drawer manually.

Sub line was disconnected due to a subnet mask conflict.

The network addresses of the main line and sub line conflict.

- Check the IP address and subnet mask settings of the main line and sub line.

There are too many subdirectories.

The maximum number of characters was exceeded because the number of levels was too deep.

- The destination cannot be specified. Specify another destination.

Remove all the output paper.

Paper has accumulated in the output tray.

- Remove all paper from the output tray.

Cannot install this application because an applet included in the specified application has exceeded the area that can be displayed in the device panel.

The application could not be installed because its applet exceeds the area that can be displayed on the screen of the machine.

- Install the applet for an application that can fit in the display area of the machine.

The following information is missing in file for the specified application. Check the file.
<Missing information>

The application cannot be installed because the required information is not included in the file.

- An application cannot be installed if the content of the file is invalid. Check the content of the file, and if there is no problem, contact the developer of the application or the support department for the application regarding the information displayed on the screen.

The specified application does not support this device.

The specified application cannot be installed to the machine.

- Some applications can only be installed to certain devices. Install an application that is supported by the machine.

The contents of the specified file are incorrect or information is missing. Check the file.

The specified file is not a license file.

- Check whether the specified file is a license file.

The specified file contains insufficient information.

- Check the content of the file.

Cannot find the specified application. It may have been uninstalled by another user.

The specified application is not installed to the machine.

- Use the [Back] button to return to the previous page.

The contents of the specified file may be incorrect.

You tried to register a button by specifying a different file when importing.

- Register the correct file and try importing again.

The specified license does not match this device. Specify an installable license.

The specified license file cannot be installed to the machine.

- Specify a license file that can be installed.

The default key is not set. Check TLS Settings.

The key and certificate (TLS server certificate) are not registered.

- To use TLS encrypted communication, first register the key to be used.
 **Configuring the Key and Certificate for TLS(P. 583)**

The default key is not set. Check the Key and Certificate List settings in Certificate Settings.

The key and certificate (TLS server certificate) are not registered.

- Register a key and certificate for performing TLS encrypted communication.
 **Generating the Key and Certificate for Network Communication(P. 586)**

► **Registering a Key and Certificate(P. 606)**

The combination of the allowed version and selected algorithm is inappropriate. Enter settings again.

The selected settings cannot be used together.

- Set a valid combination.
- **Configuring the Key and Certificate for TLS(P. 583)**

Cannot print because the ambient temperature is too low.

The temperature in the machine's environment is less than 10°C.

- Adjust the temperature of the environment to a suitable temperature.

A wired LAN adapter that cannot be used has been connected.

A USB-LAN adapter that cannot be used with the machine is connected.

- For information on the USB-LAN adapters that can be used, contact your dealer or service representative.

Could not verify the certificate.

The CA certificate of a certificate authority could not be confirmed.

- Register a CA certificate issued by a certificate authority.

The upper (lower) ionizer of the static eliminator needs to be cleaned.

The ionizer of the Static Eliminator is dirty.

- Your dealer or service representative is automatically notified of this message.

Static eliminator upper (lower) ionizer needs cleaning. Call dealer/serv rep

The ionizer of the Static Eliminator is dirty.

- Contact your dealer or service representative.

Clean the upper (lower) ionizer of the static eliminator.

The ionizer of the Static Eliminator is dirty.

- Clean the ionizer.

The upper (lower) ionizer of the static eliminator needs to be checked.

The ionizer of the Static Eliminator may be malfunctioning.

- Your dealer or service representative is automatically notified of this message.

Static eliminator upper (lower) ionizer needs check. (Call dealer/serv. rep.)

The ionizer of the Static Eliminator may be malfunctioning.

- Contact your dealer or service representative.

The static eliminator needs to be checked.

An error has occurred in the high-voltage components of the Static Eliminator.

- Your dealer or service representative is automatically notified of this message.

The static eliminator needs to be checked. (Call dealer/service rep.)

An error has occurred in the high-voltage components of the Static Eliminator.

- Contact your dealer or service representative.

The internal storage needs to be replaced. (Call service rep.)

The storage device has failed. Alternatively, a storage device is not installed.

- Contact your dealer or service representative.

Remove the paper from the booklet tray.

Paper remains in the booklet tray.

- Remove the paper remaining in the booklet tray. Printing starts automatically.

Cannot connect.

Failed to perform proxy authentication.

- Check whether the proxy settings are correct.
 **Setting a Proxy(P. 581)**

Cannot edit/delete the paper because it is being used for other settings in Settings/Registration.

You tried to edit or delete paper that was registered in another setting via <Paper Type Management Settings>.

- The paper is set as a target for automatic gradation adjustment. To edit or delete paper via <Paper Type Management Settings>, it is necessary to set another type of paper as a target for correction and perform gradation correction again.
 **Adjusting Gradation(P. 413)**

Check Computer Name in Settings/Registration.

A computer or printer with the same name is registered in the WINS database.

- When <WINS Resolution> in <WINS Settings> is set to <On>, do not register a computer or printer with a name already listed in <Computer Name/Workgroup Name Settings> in <TCP/IP Settings>.

A printer or computer with the same name already exists in the same workgroup as this machine.

- Do not register a computer or printer with a name already listed in <Computer Name/Workgroup Name Settings> in <TCP/IP Settings>.

An error occurred in the sensing unit.

A scanning error occurred in the sensing unit.

- Clean the scanning area. ➤ **Cleaning the Scanning Glass of the Sensing Unit-B (Optional)(P. 123)**

Cannot change the settings because the selected key is being used.

The key and certificate you are trying to delete is being used in TLS encrypted communications or the Restrict Receiving for Each Function mode of Device Information Distribution.

- Set all TLS settings to <Off> to stop TLS encrypted communication. Also set all settings in <Restrict Receiving for Each Function> to <On>.
- **<Device Information Distribution Settings>(P. 818)**

Cannot find the selected server. Check the settings.

The IP address could not be identified.

- Check whether the settings in <DNS Settings> are correct.
- Check whether the settings on the DNS server side are correct.

Cannot connect to the selected server. Check the settings.

Could not connect to the IP address/port.

- Check whether the gateway address set in <TCP/IP Settings> is correct.

The setting item specified from Settings Menu cannot currently be used. Contact the system manager.

The selected settings menu cannot be changed or is not available.

- Contact your system administrator.

The selected button may be unavailable. Contact the system manager.

The selected user does not exist.

- Log in as the Administrator and register the button again.

"Administrator" has been disabled.

- Select a user with administrator privileges.

Session timed out. Wait a moment, then try to access the database again.

The session timed out because the specified length of time elapsed.

- Try accessing again after waiting a while. If the session continues to time out, restart the machine.

Could not execute because the file contains unsupported data.

The page cannot be generated due to incorrect content.

- Try printing again using data in a format compatible with the machine.

Direct Connection: Ended due to an error.

Failed to connect to the mobile device, or no data was sent or received between the machine and the connected mobile device for a certain period of time.

- Check the connection between the machine and the mobile device.

Direct Connection: Ended because no other device could be found.

Cannot find a mobile device capable of connection.

- Check the network settings of the mobile device, and then connect by holding it near the machine. Depending on your mobile device, the machine may not operate correctly. If you cannot successfully connect, contact your dealer or service representative.

Adjusting gradation... Wait a moment.

The machine is performing auto adjustment.

- Printing will automatically resume when the adjustment is complete. Wait a while.

Could not access the database. Restart the device.

Failed to access the user database because it is corrupt, etc.

- Restart the machine.

The cleaning web is nearly low. (Printing possible.)

The replacement time for the displayed cleaning web unit is due.

- Prepare a cleaning web unit.

Replace the cleaning web unit. (Printing possible.)

The cleaning web of displayed number is low. Printing will become not possible soon.

- Prepare a cleaning web unit. When printing a large amount, it is recommended to replace the cleaning web unit. ➤ **Replacing the Cleaning Web Unit(P. 135)**

Replace the cleaning web unit.

Printing cannot be done, because the cleaning web of displayed number is out.

- Replace with a cleaning web. ➤ **Replacing the Cleaning Web Unit(P. 135)**

Certificate Expiration Date Error

The certificate has expired.

- Check the expiration date of the certificate.

Cannot log in because multiple users are registered under the same user name. Contact the system manager.

The user name could not be distinguished because user names are set to be not case-sensitive.

- Change the settings to make user names case-sensitive, or register another user name.

Cannot register any new buttons because the number of registered buttons has reached the limit. Buttons already registered can be overwritten.

The button cannot be registered because the maximum number of buttons has been exceeded.

- Overwrite an existing button or delete unnecessary buttons.
 **Customizing the <Home> Screen(P. 338)**

Cannot import because the number of buttons for registration has exceeded the upper limit.

Buttons cannot be registered while importing because the maximum number of personal buttons/shared buttons has been exceeded.

- Delete unnecessary personal buttons/shared buttons, and import the data again.

Could not register because the number of registered users has reached the limit.

Cannot register the user because the number of users has exceeded the upper limit.

- Delete any unnecessary users.

Could not retrieve the device information details. Do you want to register the device as a destination?

Could not connect with the client machine due to an unknown reason when registering the destination client machine for distributing device information.

- Check whether the client machine is turned ON.
- Check the client machine and network settings, and try connecting again.
 **Setting up the Network Environment(P. 305)**
- Set the key and certificate to use for TLS in the client machine.
 **Configuring the Key and Certificate for TLS(P. 583)**
- Set a setting in <Restrict Receiving for Each Function> to <Off> in the client machine.
 **<Device Information Distribution Settings>(P. 818)**
- Set <Use HTTP> to <On> in the client machine.
 **<Use HTTP>(P. 729)**

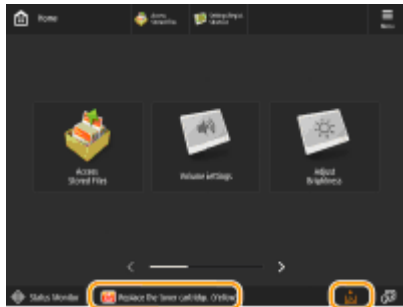
NOTE

- If you select <Yes> in the above message, the client machine will be registered with <Distributable Settings> blank in <Details>, but device information cannot be distributed.

Replace the toner cartridge. (XXXX)

The toner in the toner cartridge has run out.

- Pressing the icon displayed at the bottom right of the screen displays a motion video to give the instructions for toner cartridge replacement. Follow these instructions to replace the toner cartridge.



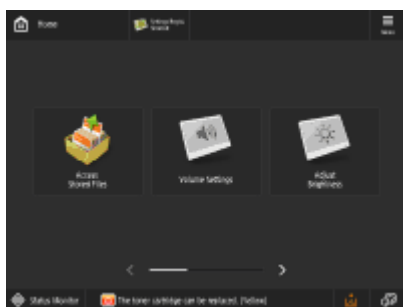
NOTE

- The "XXXX" in the message indicates the toner color.
- When black toner has run out completely, it is not necessary to press the icon on the lower-right corner of the screen. The toner cartridge replacement screen is automatically displayed, which allows you to perform the replacement procedure in accordance with the instructions given by motion video.

The toner cartridge can be replaced. (XXXX)

Toner in the toner cartridge is running out.

- You can continue printing, but at this time you should prepare a new toner cartridge to have it available when needed.



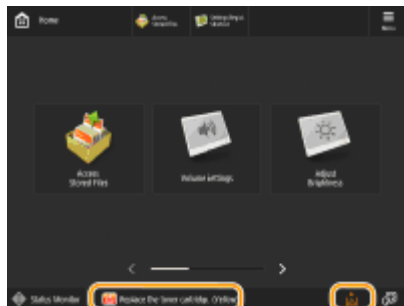
NOTE

- This message may not be displayed depending on your contract.
- The "XXXX" in the message indicates the toner color.
- When <Display Remaining Toner Error Message> is <On>, <Maintenance Notice> is displayed. If you press <Close>, the message will disappear. But if the machine returns from the sleep mode or the main power of the machine is turned ON, the message will be displayed again. To clear this message,  (Settings/Registration) → <Preferences> → <Display Settings> → <Delete Remaining Toner Error> → Press <Yes>.

Replace the toner cartridge. (XXXX)

The toner in the toner cartridge has run out.

- There is a little toner left in the machine, but printing will soon be impossible. Press the icon at the bottom right of the screen to display a motion video to give the instructions for toner cartridge replacement. Follow these instructions to replace the toner cartridge.



NOTE

- The "XXXX" in the message indicates the toner color.

Cleaning the drum... Wait a moment.

The machine is cleaning the drum.

- Printing will automatically resume when the adjustment is complete. Wait a while.

Load staples into the saddle stitch unit.

There are no staples in the staple case in the finisher's saddle stitch unit.

- Replenish the staples (replace the staple case).
▶ **Maintenance(P. 114)**

The entered PIN is incorrect.

An incorrect PIN was entered.

- Enter the PIN again.
- If you do not know the correct PIN, contact the administrator.

The authentication server is not running. Contact the system manager.

The LAN cable is disconnected.

- Connect the LAN cable.

The Active Directory server is not running.

- Start the Active Directory server.

The KDC service of Active Directory is stopped.

- Follow the procedure below to check the status of the service.
1. Start the "Service" management tool of Active Directory.
2. Check whether the Active Directory server is operating normally.

Communication with the Active Directory * server is blocked by the firewall.

- Stop blocking the default port 88.

* If Active Directory is set as the login destination, communication is normally performed with the UDP protocol using port 88, but the data may be processed with the TCP protocol if it exceeds a certain size.

Cannot find the authentication server. Contact the system manager.

The LAN cable is disconnected.

- Connect the LAN cable.

The primary/secondary DNS server settings of the machine are incorrect or not set.

- Check and adjust the DNS server settings of the machine.

The DNS server specified in the machine is not running or its service is stopped.

- Follow the procedure below to check the status and settings of the DNS server.
 1. Check whether the DNS server specified in the machine is running.
 2. Start the "Service" management tool of the DNS server.
 3. Check the status in [DNS Server], and if [Enable] is not displayed, right-click and select [Enable].

Check whether the host record exists in the DNS server.

- Check whether a host record exists in the DNS server, and whether the forwarder settings are correct.

No password is set on the authentication server side. Contact the system manager.

An appropriate password was not set on the server side when configuring or upgrading Active Directory.

- Reset the password of the corresponding account, and specify the settings again.

The account information necessary to log in to the authentication server is invalid. Contact the system manager.

The user name or password is not set correctly.

- Confirm the authentication user ID and password, and whether the user has administrator privileges.

The attributes specified in the server settings are not set correctly.

- Confirm that the attributes are correct. Also, make sure that the fields (attribute names) do not contain invalid values.

▶ Registering Server Information(P. 551)

The administrator account information specified in the server settings is not set correctly. Alternatively, the user could not log in as an administrator.

- Specify the correct administrator account information.

The information for the server settings is insufficient.

- Confirm that the attributes necessary for logging in are set correctly.

▶ Registering Server Information(P. 551)

A competing IP address was found on the network.

The IPv4 address set for the machine already exists in the same network as the machine.

- Change the IP address of the machine in <IP Address> in <IPv4 Settings> so that it does not conflict with the IP address of another device.

Check the network connection.

The cable is not connected to the machine correctly.

- Check whether the LAN cable is connected correctly. If you had to connect it again, restart the machine.
 - ▶ Connecting to a Wired LAN(P. 308)

The machine is not connected to the network.

- If you want to use the machine without connecting to a network, set <Confirm Network Connection Setting Changes> to <Off>.
 **<Confirm Network Connection Setting Changes>(P. 725)**

Check the network connection. (Main Line)

The machine and the LAN cable of the main line are not connected correctly.

- Check whether the LAN cable is connected correctly. If you had to connect it again, restart the machine.
 **Connecting to a Wired LAN(P. 308)**

The machine is not connected to the network.

- If you want to use the machine without connecting to a network, set <Confirm Network Connection Setting Changes> to <Off>.
 **<Confirm Network Connection Setting Changes>(P. 725)**

Check the network connection. (Sub Line)

The machine and the LAN cable of the sub line are not connected correctly.

- Check whether the LAN cable is connected correctly. If you had to connect it again, restart the machine.
 **Front Side(P. 22)**

The machine is not connected to the network.

- If you want to use the machine without connecting to a network, set <Confirm Network Connection Setting Changes> to <Off>.
 **<Confirm Network Connection Setting Changes>(P. 725)**

Check the punch waste tray.

The punch waste tray in the finisher is full.

- Empty the punch waste tray.
 **Maintenance(P. 114)**

The alignment function of the finisher needs to be checked. Contact your service representative. Printing is still possible.

The paper alignment function of the finisher is broken.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.
- Output the paper to a tray with a working paper alignment function.
 **<Output Tray Settings>(P. 773)**

The finisher output trays cannot move up or down.

The output tray of the finisher is not operational.

- Remove any objects that may be obstructing the operation of the output tray.
- Restart the machine. If the message does not disappear after restarting the machine, write down the message displayed and contact your dealer or service representative.

The front cover of the finisher is open.

The front cover of the finisher is open.

- Check whether the front cover of the staple finisher/booklet finisher is closed.

Cannot register any more forms.

The maximum number of registered image forms for the Superimpose Image mode has been reached.

- Delete any unnecessary image forms and try registering again.

Cannot log in because an authentication error occurred in Department ID Management. Contact the system manager.

When using User Authentication, Department ID Management is enabled but Department IDs have not been assigned to users.

- If you are a general user, ask your administrator to assign you a Department ID.
- If you are an administrator user, ask the Department ID Management administrator to assign you a Department ID. If no administrator users can log in, contact your dealer or service representative.

PDL Invalid DLG Input

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL DLG Rendering Error

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL DLG Unknown Error

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL DLG Memory Full

The work memory was insufficient when the system was processing data (in particular, graphic processing and text processing).

- Press <Skip Error>, and continue printing. However, pages that include the data that caused the error may not be printed correctly.

PDL DLG Mem. Alloc. Err

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL GL Orig. Pt Unknown

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL GL Coord.Result

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Invalid GL Input

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL GL Range Check

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL GL Memory Full

The work memory was insufficient when the system was processing data (in particular, graphic processing and text processing).

- Press <Skip Error>, and continue printing. However, pages that include the data that caused the error may not be printed correctly.

PDL GL Mem. Alloc. Err

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL IMG Refer. Data Err

The TIFF or JPEG data includes data that cannot be processed with the machine.

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine.  **Custom Settings(P. 792)**

PDL IMG Initial. Err

The memory for printing the TIFF or JPEG data was insufficient.

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine. **▶Custom Settings(P. 792)**

PDL IMG Process. Error

An unknown problem occurred while processing the TIFF or JPEG data.

- Cancel printing, initialize the printer, and try printing again. However, note that initializing the printer will erase all the data in the memory of the machine. **▶Custom Settings(P. 792)**

PDL IMG Invalid Data

The TIFF or JPEG data includes data that cannot be processed with the machine.

- Cancel printing, and check the TIFF or JPEG data.
- Press <Skip Error>, and continue printing. However, the data that caused the error will not be printed.

Data that cannot be processed by the machine because the machine has the same IP address as another device, etc. was sent.

- Cancel printing, check the IP address in <TCP/IP Settings>, and change the IP address if necessary.

PDL IMG Work Memory Full

The memory for processing the TIFF or JPEG data was insufficient.

- Cancel printing, initialize the printer to increase the free memory, and then try printing again. However, note that initializing the printer will erase all the data in the memory of the machine. **▶Custom Settings(P. 792)**
- Press <Skip Error>, and continue printing. However, the data that caused the error will not be printed.

PDL nn Rendering Error (nn is the module name)

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL PDF Error

PDF data that cannot be processed with the machine was sent.

- Cancel printing, optimize the PDF using Adobe Acrobat, and try printing again.
- Cancel printing, open the PDF file in an application, and try printing again using the printer driver.
- If the above-mentioned remedies do not solve the problem, make a note of the message and contact your dealer or service representative.

PDL PDF Data Decode Err

The password for printing the PDF file is incorrect.

- Enter the correct password, and try printing again.

Printing is not allowed in the security settings of the PDF file.

- Change the PDF file to allow printing in an application for editing PDF files.

If the PDF file is linked with a policy server, the policy server cannot be accessed.

- Check whether the policy server is turned on.
- Check whether the machine, policy server, and network are operating normally.

PDL PDF Memory Full

There is insufficient memory to process the PDF data.

- Cancel printing, optimize the PDF by adjusting settings such as the image resolution using Adobe Acrobat (to reduce the size of the data to print at one time), and perform printing again.
- Cancel printing, divide the pages of the PDF data in Adobe Acrobat into multiple files, and try printing again.
- Cancel printing, open the PDF file in an application, and try printing again using the printer driver.

PDL RIP Process. Error

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL XPS Error

An undefined error occurred.

- Restart the machine and try again. If the message is still displayed, make a note of the message and contact your dealer or service representative.

PDL XPS Initialize Error

An unknown error such as not being able to retrieve memory during initialization occurred.

- Restart the machine and try again. If the message is still displayed, make a note of the message and contact your dealer or service representative.

PDL XPS Rendering Error

An error occurred in the rendering system.

- Restart the machine and try again. If the message is still displayed, make a note of the message and contact your dealer or service representative.

PDL Image Comp. Error

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Rendering Timeout

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Data Transfer Error

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

PDL Reg. Access Error

The printer stopped operating normally due to an unknown problem.

- Restart the machine. If the message is still displayed after restarting the machine, make a note of the message and contact your dealer or service representative.

Cannot recall the button settings because other operations are being performed.

The <Personal>/<Shared> cannot be called when another function is being executed.

- Call the <Personal>/<Shared> after the operations for the other function are complete.

Register to Home will be canceled and you will be returned to the function screen because you do not have permission to register buttons. Log in as an administrator, then try again.

Registering personal buttons/shared buttons is restricted in user authentication.

- Register the button after logging in as an administrator.
- Check the following settings.

<Allow Home Screen Customization for Common Use>

<Allow Registration/Editing of Personal Buttons>

► **Customizing the <Home> Screen(P. 338)**

Load staples into the stapler unit.

There are no staples in the staple case in the finisher's stapler unit.

- Replenish the staples (replace the staple case).
- **Maintenance(P. 114)**

The password does not meet the policy requirements. Change the password.

The entered password violates the password policy.

- Enter a password that complies with the password policy. If you do not know the password policy, consult your system administrator.

Timer settings for this device and the authentication server may not be synchronized. Contact the system manager.

The date and time settings of the machine and the authentication server are different.

- Synchronize the date and time settings of the machine and the authentication server.

The amount of data stored for registered users has reached the limit. You can perform operations, but no data (job setting logs, personal settings content, etc.) can be stored

this time. To be able to store data from the next time you log in, unnecessary data must be deleted from other users. Contact the system manager or refer to the manual for details.

The user setting information could not be saved because the maximum number of users who can be registered was exceeded.

- To save new user setting information, delete any unnecessary user setting information.

▶ **Deleting User Setting Information(P. 578)**

NOTE:

- If you are not using the Personalization function, delete user setting information, and then set <Enable Use of Personal Settings> (▶<Enable Use of Personal Settings>(P. 834)) to <Off>.
- You can specify settings to automatically delete old user setting information if the number of users who can be registered is exceeded.
▶<Action When Maximum Number of Users Exceeded>(P. 834)

Register to Home will be canceled because you are not logged in. Return to the function screen, log in, then try again.

Registering shared buttons is restricted in user authentication.

- Register the button after logging in as an administrator.

Load paper.

The paper in the paper source has run out.

- Load paper in the paper source displayed on the touch panel display.

▶ **Loading Paper(P. 33)**

The paper guides in the paper source are in the wrong position.

- Adjust the paper guides according to the edges of the paper. Depending on the cut edge of the paper, multiple sheets of paper may be fed together when printing, which can cause paper jams. This can be reduced by changing the orientation of the loaded paper.

The paper settings differ from the paper that is loaded.

- Check the paper settings in <Consumables/Others> in  (Status Monitor). If the paper settings are incorrect, match them with the paper that is loaded. Paper settings can be specified for all the paper sizes and types set in the paper drawers in  (Settings/Registration) ▶ <Preferences> ▶ <Paper Settings>.

The paper settings of the driver or application differ from the paper that is loaded.

- Check the paper settings on the [Printing Preferences] screen of the printer driver, and if the paper settings are incorrect, match them with the paper that is loaded.

Some applications require license confirmation.

The license file of a MEAP application will expire soon.

- Add a license file.

Cooling... Wait a moment.

Cooling is being performed since the main unit's internal temperature has risen above the predetermined level.

- Wait a moment.

Information set by the currently logged-in user will not be stored.

The user setting information cannot be saved because the maximum number of users who can be registered was exceeded.

- To save new user setting information, delete any unnecessary user setting information.
 **Deleting User Setting Information(P. 578)**
- You can specify settings to automatically delete old user setting information if the number of users who can be registered is exceeded.
 **<Action When Maximum Number of Users Exceeded>(P. 834)**

Login failed. Anonymous access to the authentication server is not allowed. Contact the system manager.

Anonymous access is not allowed in the LDAP server.

- Select the check box in [Use authentication information] on the screen for entering information on the LDAP server, and set the user name and password according to the information registered in the LDAP server.
 **Registering Server Information(P. 551)**

Login failed. The account information necessary to log in to the authentication server is invalid. Contact the system manager.

The user name or password is not set correctly.

- On the screen for entering the information for the LDAP server, set the correct settings according to the settings registered in the LDAP server.
 **Registering Server Information(P. 551)**

Cannot log in. Check the login destination.

The login destination information entered on the mobile device side is incorrect.

- Confirm that you have specified the correct login destination, and then log in again.

Cannot store the password because the number of passwords stored for each user has reached the limit.

The login user password cannot be registered because the maximum number of passwords has been exceeded.

- Delete unnecessary password information.

If a six-digit number is displayed when you are logging in

If an error occurs when you are logging in, a six-digit number may be displayed below the message. Take the necessary measure depending on the six-digit number displayed.

310001

Communication with the authentication server failed.

- Check the network cables from the machine and the domain controller (Active Directory).
- Check whether the domain controller is down.
- Check whether name resolution is working correctly with the DNS server set for the machine on the domain controller.
- Try again after augmenting the current value of [Period Until Timeout:] in the Active Directory settings.

310002

When [Use access mode within sites] is enabled on the machine, the site information of Active Directory is not set correctly.

- Check whether the site setting on Active Directory is valid.

310003

The network environment is not yet ready.

- Check again after a while.
- Check whether name resolution to the specified domain name is working correctly (the address can be identified) with the DNS server set for the machine, and then make adjustments as necessary.
- The DNS server set for the machine cannot be found, or it is currently unable to communicate. Check the configuration and the communication environment.

322000

A server error has occurred during Kerberos authentication.

- In Active Directory, clear the check box for [Do not require Kerberos preauthentication], which is an account option for the logged-in user account. Alternatively, check whether Active Directory is used properly.

322006

The objective user does not exist on the authentication server.

- Check whether the authentication user or search user exists on the domain controller to authenticate.

322012

In Active Directory, the check box for [Smart card is required for interactive logon], which is an account option for the logged-in user account, is selected.

- In Active Directory, clear the check box for [Smart card is required for interactive logon], which is an account option for the logged-in user account. After clearing the check box, be sure to reset the password. When resetting the password, you can use the same password instead of a new one.

322014

The password or the encryption method for Kerberos authentication is not set correctly.

- Reset the password for the authentication user or search user. For more information, see  **Cannot log in to Active Directory.(P. 870)** .

- Check whether the encryption method for Kerberos authentication is set to a method (AES128-bit encryption and DES) supported by User Authentication.

322018

The validity period of the account has expired.

- Check the validity period of the account in question.

322023

The validity period of the password has expired.

- Change the password.
- In Active Directory, check the setting of the account options for the logged-in user account.

322024

The user name or password is wrong when keyboard authentication is performed.

- Check the password of the authentication user or search user.

322029

The attempt to communicate with the writable domain controller failed.

- Check the network cable from the writable domain controller.
- Check whether the writable domain controller is down.
- Check whether name resolution is working correctly with the DNS server on the writable domain controller.
- Try again after augmenting the current value of [Period Until Timeout:] in the Active Directory settings.

322037

The date and time settings are not identical between the machine and the authentication server.

- Ensure that the date and time settings are identical between the machine and the authentication server.

322xxx

A Kerberos authentication error.

- A Kerberos error code is displayed in place of xxx.

323000

An error has occurred during LDAP server authentication.

- Check whether Active Directory or LDAP service is used properly.

323008

An LDAP server authentication error has occurred in relation to TLS/non-TLS communication.

- Check the communication settings (TLS/non-TLS) of the server.
- Check whether the communication settings on the device side are identical to those on the server side.

323048

You are attempting to log in as an anonymous user for LDAP server authentication.

- Check whether the LDAP service setting permits anonymous user authentication.

323049/323053

The user information for LDAP server authentication is not set correctly.

- Check the user name and password of the authentication user or search user.
- Check whether the authentication user or search user is invalid, whether their validity period has expired, and whether they are account-locked.

323xxx

An LDAP server authentication (LDAPBind) error.

- An LDAPBind error code is displayed in place of xxx.

324000

An error has occurred during LDAP server search.

- Check whether Active Directory or LDAP service is used properly.

324xxx

LDAP server search (LDAPSearch) error.

- An LDAPSearch error code is displayed in place of xxx.

325000

An error has occurred during LDAP server authentication.

- Check whether Active Directory or LDAP service is used properly.

325010

You have attempted to perform registration to a read-only domain controller.

- If the domain controller configured in Active Directory is of the read-only type, no user information editing functions (registering/deleting cards, changing PIN) are available. To use the user information registration function, configure a writable domain controller.

325050

The search user set in the Administrator settings page does not have update authority (write access).

- Check whether the search user is granted write access to the user attribute that you are going to modify.

325067

You are attempting to modify an attribute of a Relative Distinguished Name (RDN) such as cn attribute.

- You are attempting to modify an attribute of a Relative Distinguished Name (RDN) such as cn attribute. The information of such attribute cannot be modified, so specify another attribute.

325xxx

An LDAP server update error.

- An LDAPModify error code is displayed in place of xxx.

331000

User authentication failed.

- Check the user name and password. If the user name and password are correct, contact your system manager.

331001

The user name has not been entered.

- Enter the user name.

331002

Cannot find the user.

- Check the user name and password. If the user name and password are correct, contact your system manager. The user may not exist on the LDAP server, or the search user may not have read access to attribute information of the relevant account.

331003

You are using a card that is not registered on the authentication server.

- Check whether you are using a valid card.

331004

Card information is double registered on the authentication server.

- Contact your system manager.

331005

The validity period of the logged-in user has expired.

- Contact your system manager.

331006

The validity value of the card and that on the authentication server are different from each other.

- Check whether you are using a valid card. If you are using a valid card, contact your system manager.

331007

A validity value outside the range is set on the authentication server.

- Check whether the server is operated with the correct attribute of validity value.

331008

The account of the logged-in user is locked out.

- Contact your system manager.

331009

The user ID of the account you are using to log in to the machine is invalid. Or the Active Directory settings may not be correct.

- Check whether all of the required attributes are set correctly.
- In Active Directory, clear the check box for [Do not require Kerberos preauthentication], which is an account option for the logged-in user account.

331010

To perform authentication for a specific function, you have attempted to log in as a user who is not permitted to use that function.

- Contact your system manager.

331011

Login to perform authentication for a specific function failed.

- Check which functions the logged-in user is able to use.

331012

The PIN of the logged-in user is invalid.

- Enter the PIN again.

331013

The account of the logged-in user is invalid.

- Contact your system manager.

332000

User information updating failed.

- Updating the user information failed. Check whether the user information you used for updating is valid and whether invalid information is not specified for updating.

332001

Already registered card information.

- The card of the logged-in user is already registered. Check whether you are using a valid card. Or contact your system manager.

332002

An invalid attribute was specified for user information updating.

- When card information editing functions are used, it is not permitted to make registration with sAMAccountName or userPrincipalName attribute in the Active Directory settings. One solution is to use other attribute.

332003

An invalid login name was specified for user information updating.

- It is not permitted to register the name of the logged-in user (login name). Check the user name and contact your system manager.

332004

An invalid display name was specified for user information updating.

- It is not permitted to register the display name of the logged-in user. Check the display name attribute value on the server being referred to, and contact your system manager.

332005

An invalid domain name was specified for user information updating.

- It is not permitted to register the domain name for the logged-in user. Check the domain name you have selected and contact your system manager.

332006

An invalid email address was specified for user information updating.

- It is not permitted to register the email address of the logged-in user. Check the email address attribute value on the server being referred to, and contact your system manager.

332007

An invalid role was specified for user information updating.

- Check the attribute value for determining the privileges on the side of the server being referred to, and contact your system manager.

332008

The maximum registerable number of users was exceeded during user information updating.

- Contact your system manager.

Countermeasures for Each Error Code

E0SS-0EY

When printing is not completed normally or other operations fail, a number starting with "#" (an error code) is displayed on the details screen for job log or a communication management report (▶ **Printing Reports and Lists**(P. 693)). Perform the countermeasure required for the error code.

NOTE

- Some error codes may not be displayed, depending on your machine.

#001 to #800

▶#001(P. 913)	▶#003(P. 913)	▶#005(P. 913)	▶#009(P. 913)	▶#010(P. 913)
▶#011(P. 914)	▶#012(P. 914)	▶#018(P. 914)	▶#022(P. 914)	▶#025(P. 914)
▶#033(P. 914)	▶#034(P. 915)	▶#035(P. 915)	▶#037(P. 915)	▶#040(P. 915)
▶#054(P. 916)	▶#080(P. 916)	▶#081(P. 916)	▶#082(P. 916)	▶#083(P. 916)
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■ #001

Different size originals were scanned without setting the Different Size Originals mode.

- Check the originals and the settings and scan the originals again.

A paper jam occurred.

- After removing the paper jam, check the documents and the settings, and then scan again.

■ #003

Communication that exceeds the specified time (64 minutes) causes an error.

- Lower the resolution and try sending again.
- When receiving a document, ask the other party to lower the resolution when scanning or divide the document into multiple parts.

■ #005

There was no response from the other party for 35 seconds.

- Check that the other party can communicate, and try sending again.

The device of the other party is not a model that supports G3.

- Check the device of the other party.

■ #009

Paper has run out.

- Load paper.
▶Loading Paper(P. 33)

The paper deck/paper drawer is not inserted correctly.

- Insert the paper deck/paper drawer in all the way.
▶Basic Paper Loading Method(P. 34)

■ #010

Paper has run out.

- Load paper.
▶Loading Paper(P. 33)

■ #011

The document to send was not placed correctly.

- Place the original correctly and try sending again from the start of the procedure.

■ #012

Could not send because the device of the other party does not have any paper.

- Tell the other party to load paper.

■ #018

There was no response when redialing.

- Check that the other party can communicate, and redial again.

Could not send because the other party was making a call, etc.

- Check that the other party can communicate, and try sending again.

Could not send because the settings of the device of the other party do not match.

- Check the settings of the other party, and try sending again.

■ #022

Forwarding could not be performed because the content of the group destination specified as the forwarding destination was deleted or only included a Mail Box.

- Specify another destination, and try sending again.

When sending to a destination registered in the address book, sending could not be performed because the destination was deleted from the address book while the machine was waiting to send.

- Specify another destination, and try sending again.

Sending from the fax driver is not allowed.

- Set <Allow Fax Driver TX> to <On>, and try sending again.

■ #025

When sending a fax from a remote fax client machine, a line that does not exist in the remote fax server machine was specified.

- Check the number of lines in the server machine, and try sending again after matching the remote fax transmission settings of the client machine with the number of lines on the server machine.

■ #033

The device of the other party does not support confidential communication or subaddresses.

- Send without using confidential communication or subaddresses.

■ #034

The confidential storage location in the device of the other party specified for confidential communication was not found.

- Check the confidential storage location in the device of the other party, and try sending again.

The memory was insufficient in the device of the other party.

- Ask the other party to free up some space.

■ #035

The device of the other party does not support the forwarding function or subaddresses.

- Directly send to the other party.

■ #037

The document could not be copied or received because there was insufficient memory available.

- Organize documents in the Memory RX Inbox to make more memory available.
- If you are copying a document with more than 100 pages in one operation, divide the document into two or more parts and then copy.

Data containing more than 1,000 pages was received.

- The machine deletes any pages after the 999th page, and prints or stores the remaining 999 pages. Tell the other party to send the 1,000th and subsequent pages again.

When performing delayed sending or redial sending, the image data of the document to send was not found in memory.

- Scan the original again, and try sending again.
- Select direct sending when sending again.

Could not send to multiple destinations because the machine had insufficient free memory.

- Delete unnecessary documents and error documents to free up space.
- Divide the document into two or more parts, and then try sending the document again.
- Lower the resolution and try sending again.

■ #040

When sending a fax from a remote fax client machine, sending could not be performed because the memory of the remote fax server machine was insufficient.

- Delete unnecessary documents and error documents from the remote fax server machine to free up space.
- Divide the document into two or more parts, and then try sending the document again.
- Lower the resolution and try sending again.

The document could not be sent because the memory of the machine is full.

- Delete unnecessary documents and documents with errors to make more memory available.
- Divide the sending operation into multiple batches instead of sending the document to all destinations at once.
- Lower the resolution, and then send the document again.

■ #054

The sending process was canceled because the unit telephone number and unit name were not registered.

- Try sending again after registering the unit telephone number and unit name.

■ #080

A subaddress is not set in the device of the other party.

- Check the subaddress of the other party, and try sending again.

■ #081

A password is not set in the device of the other party.

- Check the password of the other party, and try sending again.

■ #082

Polling transmission is not configured in the device of the other party.

- Tell the other party to configure polling transmission, and perform polling reception again.

■ #083

The subaddress and password of the machine and the device of the other party did not match when performing polling reception.

- Check that the subaddress and password of the machine and the device of the other party match, and try sending again.

■ #084

Cannot perform polling reception because the password is not supported by the device of the other party.

- Perform polling reception without using a password.

■ #099

The operation was canceled before it was complete.

- Perform the operation again.

■ #102

The subaddress and password do not match.

- Check the subaddress and password of the other party, and try sending again.

There was insufficient memory in the recipient's machine.

- Ask the recipient to make more memory available.

■ #107

The document could not be sent because there was insufficient memory available.

- Lower the resolution or divide the document into two or more parts, and then try sending the document again.
- Delete unnecessary files to make more memory available.
- If this problem occurs frequently, contact your dealer or service representative.

■ #401

The memory media or file server is full, or the number of files that can be saved in the root directory (the top level folder inside the memory media) has been exceeded.

- Delete unnecessary files from the memory media or file server, or create a new folder and move existing files to that folder to create room in the root directory.

■ #402

The image transfer failed when transferring to the memory media because an invalid character (such as \) was included in the specified filename.

- Change the filename to the correct filename.

■ #403

The file could not be saved because a file with the same name already exists. Normally, automatic renaming is performed to append a number between 1 and 999 to the filename when a file with the same name exists, but the file could not be saved because files with the numbers 1 to 999 appended to them already exist.

- Change the filename and save the file again.

■ #404

Writing failed because the write protect switch of the memory media was enabled.

- Disable the write protect switch of the memory media.

■ #406

Writing failed due to one of the following possible causes:

- **Memory media was removed while the file was being written to it.**
- **The Advanced Space of another machine on the network was deleted while the file was being written to it.**
- Check that the memory media is inserted or that the Advanced Space of another machine on the network is available, and read the file again.

The image transfer failed when transferring to the memory media because an unspecified error occurred. (The connected memory media may be formatted with an unsupported file system.)

- Check the status of the memory media and confirm that it is formatted with a file system supported by the machine (FAT32/exFAT). Then, try performing the procedure again.

The size of the file exceeded the upper limit.

- Lower the resolution or reduce the number of pages, and perform the operation again.

■ #407

The length of the full path to the specified file (or folder) exceeds the maximum supported length.

- Change the filename so that the length of the full path is within 256 characters, or change the destination folder.

■ #409

The file could not be saved because the maximum number of files that can be saved in the destination has been reached.

- Change the destination to save the file.

■ #410

Storing cannot be performed because there are too many jobs waiting to be stored.

- Perform the operation again when the other jobs are complete.

■ #411

The file are already locked by the other operations.

- Wait a while, and perform the operation again.

■ #701

The Department ID does not exist, or the PIN was changed.

- If you are using User Authentication, assign Department IDs to users. If you are using DepartmentID Authentication, enter the new Department ID and PIN to log in again.

■ #702

Sending could not be performed because the memory was full.

- Wait a while. Try sending again after the other sending is complete.

■ #703

An error occurred while converting the image.

- Lower the resolution, and then send the document again.

Could not write because the image area of the memory is full.

- Try sending again after the other sending is complete.
- Delete unnecessary files in the Mail Box and Fax/I-Fax Inbox. If there is still a problem, restart the machine.

▶ **How to Turn ON the Main Power(P. 30)**

■ #704

An unknown error occurred when retrieving destination information from the address book.

- Check the destination settings. If there is still a problem, restart the machine.
 **Shutting Down the Machine(P. 31)**

■ #706

An address book was being imported/exported from the Remote UI or another sending component was in use.

- Try sending again after the other operation is complete.

■ #711

The memory is full. You may be able to send if you delete unnecessary files in mail boxes.

- Try sending again after deleting unnecessary files in mail boxes.

■ #712

The memory is full. Try executing again after deleting unnecessary files in mail boxes.

- Try sending again after deleting unnecessary files in mail boxes.

■ #713

The document in Mail Box or Fax/I-Fax Inbox was deleted before sending the URL.

- Try sending again after saving the required document in the Mail Box or Fax/I-Fax Inbox.

■ #716

The destination public key certificate could not be found.

- Register the destination public key certificate in the machine.
 **Registering an S/MIME Certificate(P. 609)**
- Check whether an expired certificate or revoked certificate is being used. In addition, check whether the certificate chain is invalid.

■ #749

The operation could not be performed because a service call message is displayed.

- Turn the main power OFF, and turn the main power ON again. If the operation still cannot be performed correctly, turn the main power switch OFF, remove the power plug from the outlet, and contact your dealer or service representative.
 **Shutting Down the Machine(P. 31)**
 **How to Turn ON the Main Power(P. 30)**

■ #751

The server is not running or the network is disconnected (either you could not connect to the destination, or the connection was lost before the job could be completed).

- Check whether the server is operating normally.
- Check the status of the network.

The IP address is not set.

- Check <TCP/IP Settings> in <Preferences>.
- ▶<TCP/IP Settings>(P. 728)

Could not send to an SMB server (including the Advanced Space of another imageRUNNER ADVANCE series open to the public with SMB) because the server is being browsed.

- If an error occurs with delayed sending, close the <Browse> screen displayed when specifying the SMB server, and scan and send the document again.
- You can avoid errors by using FTP as the protocol for sending to servers.

■ #752

The server is not running or the network is disconnected.

- Check whether the SMTP server is operating normally.
- Check the status of the network.

■ #753

A TCP/IP error (Socket or Select error, etc.) occurred when sending e-mail or when sending a fax from a remote fax client machine.

- Check the status of the network cable and connector. If there is still a problem, restart the machine.
- ▶How to Turn ON the Main Power(P. 30)

■ #754

The client machine is not functioning or the network is down when device information is being delivered.

- Check the client machine and network.

The destination setting is incorrect.

- Check the destination settings.

■ #755

Could not send a fax from a remote fax client machine because TCP/IP is not operating correctly.

- Check <TCP/IP Settings> in <Preferences>.
- ▶<TCP/IP Settings>(P. 728)

The IP address is not set.

- Check <TCP/IP Settings> in <Preferences>.
- ▶<TCP/IP Settings>(P. 728)
- If you selected <Wired LAN + Wired LAN> in <Select Interface>, also check <Sub Line Settings> in <Preferences>.

When the machine was turned ON, an IP address was not assigned to the machine by DHCP or Auto IP.

- Check <TCP/IP Settings> in <Preferences>.
 - ▶<TCP/IP Settings>(P. 728)
- If you selected <Wired LAN + Wired LAN> in <Select Interface>, also check <Sub Line Settings> in <Preferences>.

■ #759

An error occurred when sending the URL of the Mail Box in which a file was saved.

- Contact your administrator.

■ #766

The certificate to use when sending a PDF/XPS file with a digital signature has expired.

- Update the certificate or use a certificate that has not expired.
- If the certificate has not expired, set the time of the machine correctly.
 - ▶Setting the Date/Time(P. 303)

■ #769

The number of trials allowed for the send function reached the upper limit.

- If you want to continue using this function, purchase the official optional product.

■ #770

When sending with WebDAV, sending could not be performed because TLS communication was not supported on the WebDAV server side or proxy server side.

- Check the WebDAV server settings.
- Check the proxy server if you are sending via a proxy.

Sending could not be performed because a validation error occurred when validating the TLS server certificate when sending with WebDAV because <Confirm TLS Certificate for WebDAV TX> is set to <On>.

- Check whether the CA certificate used to sign the TLS server certificate on the WebDAV server side is registered in the machine.
- Check whether the TLS server certificate on the WebDAV server side is correct.
- Check whether the TLS server certificate is a self-signed certificate.

The operation could not be completed because a validation error occurred when validating the TLS server certificate when accessing another server because <Confirm TLS Certificate for Network Access> is set to <On>.

- Check whether the CA certificate used to sign the TLS server certificate of the Advanced Space of the other imageRUNNER ADVANCE series machine disclosed as a WebDAV server is registered in the machine.
- Check whether the TLS server certificate of the Advanced Space of the other imageRUNNER ADVANCE series machine disclosed as a WebDAV server is correct.
- Check whether the TLS server certificate is a self-signed certificate.

■ #771

The remote fax server address setting is incorrect.

- Check <Remote Fax TX Settings>.

The remote fax server is not running.

- Check whether the remote fax server is operating normally.

The network is disconnected.

- Check the status of the network.

Could not connect to the remote fax server because the DNS server could not be connected to.

- Check the DNS server name setting.
- Check whether the DNS server is operating normally.

■ #772

Cannot start the Rights Management Server.

- Check the Rights Management Server.

The network is disconnected.

- Check the status of the network.

■ #773

A PDF function that cannot be set is selected when <Optimize PDF for Web> is set to <On>.

- Set one of the following: Device Signature, User Signature, or Reader Extensions.

PDF functions that are not available when <Format PDF to PDF/A> is set to <On > are selected.

- Cancel the Encrypt, and Visible Signatures settings.

■ #801

A timeout error occurred due to a problem on the mail server side when communicating with the SMTP server to send an e-mail or send or receive an I-fax.

- Check whether the SMTP server is operating normally.
- Check the status of the network.

An error was returned from the SMTP server when connecting with SMTP. The address setting is incorrect. An error occurred due to a problem on the server side when sending to a file server.

- Check whether SMTP is operating normally, the status of the network, the destination settings, and the status and settings of the file server.

You sent to a destination that does not have write privileges.

- Check the destination settings.

A file with the same name existed when sending to a file server that does not allow files to be overwritten.

- Change the settings of the file server to enable files to be overwritten. Alternatively, contact the server administrator.
- Change the filename.

The folder name or password specified when sending to a file server was incorrect.

- Check the folder name or password.

■ #802

The DNS server address specified in <DNS Settings> is incorrect.

- Check the DNS server address specified in the DNS settings.

Connection to the DNS server failed.

- Check that the DNS server is functioning normally.

The settings for the FTP server specified as the destination are incorrect.

- Check the FTP server specified as the destination.

Connection to the FTP server failed.

- Check that the FTP server is functioning normally.

■ #803

The connection was interrupted due to reasons on the recipient's side before all of the pages could be sent.

- Re-enter the group destination, and try sending again.

■ #804

When sending to a file server, no folders matched the specified path.

- Check the destination.

You do not have access privileges for the folder or file. Alternatively, the folder or file may have been deleted by another operation.

- Allow access to the folder on the server side. Alternatively, contact the server administrator.

■ #805

Could not send to the SMB server because there was insufficient free space on the server side.

- Delete unnecessary documents and error documents from the server to free up space. Alternatively, contact the server administrator.

■ #806

The user name or password specified when sending to a file server was incorrect.

- Check the user name or password.

The destination specified when sending an e-mail/I-fax was incorrect.

- Check the e-mail/I-fax destination.

■ #807

You do not have access privileges for the specified directory.

- Set access privileges for the server directory or send to a directory that you have access privileges for. Alternatively, contact your administrator.

■ #809

When sending to an SMB server, a file with the same name already exists and overwriting of files is not allowed.

- Change the filename and try sending again.
- Change the settings of the SMB server to enable files to be overwritten. Alternatively, contact the server administrator.

When sending to an SMB server, the response on the server side was slow, causing a wait time timeout on the machine side before the data could be sent or forwarding could be completed.

- Set a longer timeout time in <Timeout> on the SMB client.
 **Setting the SMB Client(P. 311)**

■ #815

You cannot log on to the file server because the machine is printing a document sent to that server. Simultaneous connections are not possible.

- Wait for a few moments before trying to send the data again. Alternatively, stop the PServer.

■ #816

Printing could not be performed because the maximum number of prints set in Department ID Management was exceeded.

- Contact your System Manager.

■ #818

The received data was in a file format that cannot be printed.

- Tell the other party to change the file format and send again.

■ #819

Data that cannot be handled was received. The MIME information is invalid.

- Tell the other party to check the settings and send again.

■ #820

Data that cannot be handled was received. The BASE64 or uuencode is invalid.

- Tell the other party to check the settings and send again.

■ #821

Data that cannot be handled was received. A TIFF analysis error occurred.

- Tell the other party to check the settings and send again.

■ #822

Data that cannot be handled was received. The image cannot be decoded.

- Tell the other party to check the settings and send again.

■ #825

The Department ID and PIN of a job being executed or a reserved job were deleted, or the PIN was changed.

- Execute the job again using the changed Department ID and PIN.

Device information could not be delivered because the System Manager is registered on the destination client machine but not on the host machine. Or device information could not be delivered because the System Manager ID and System Manager PIN registered in the client machine differ from the System Manager ID and System Manager PIN registered in the host machine.

- Register the same System Manager ID and System Manager PIN in both the host machine and the destination client machine, and then try delivering the device information again.

■ #827

Data that cannot be handled was received. Unsupported MIME information was included.

- Tell the other party to check the settings and send again.

■ #828

HTML data was received.

- Tell the other party to change to a format other than HTML and send again.

■ #829

Data containing more than 1,000 pages was received.

- The machine deletes any pages after the 999th page, and prints or stores the remaining 999 pages. Tell the other party to send the 1,000th and subsequent pages again.

■ #830

A DSN error notification was received because the I-fax address or destination conditions were incorrect.

- Check the specified I-fax address and the destination conditions.

A DSN error notification was received because the size of the file that was sent exceeded the size allowed by the mail server.

- Check the status of the mail server, DNS server, and network.

■ #831

An I-fax document could not be received using SMTP because of the Receive Filter setting in Firewall Settings.

- Reset the Receive Filter setting in Firewall Settings.

■ #832

DSN mail could not be sent due to a problem with the mail server or DNS server.

- Check the status of the mail server and DNS server.

■ #833

MDN (Message Disposition Notification) mail could not be sent due to a problem with the mail server or DNS server.

- Check the status of the mail server and DNS server.

■ #834

An MDN error notification was received because the I-fax address or destination conditions were incorrect.

- Check the specified I-fax address and the destination conditions.

An MDN error notification was received because a problem occurred in the mail server or network.

- Check the status of the mail server and network.

An MDN error notification was received because a problem such as a full memory occurred at the other party.

- Check the conditions and status of the other party.

■ #835

The maximum number of text lines that can be received with I-fax was exceeded.

- Tell the other party to reduce the number of text lines in the message body and send again.

■ #837

A connection request was received from a host whose connection is restricted by the Receive Filter settings in Firewall Settings.

- Check the Receive Filter settings in Firewall Settings. This may also represent a hacking attempt via unauthorized access.

■ #838

The license required to use the send function has expired.

- Purchase a license for the send function.

■ #841

An encryption algorithm shared with the mail server does not exist for e-mail and I-fax transmission.

- Add a common encryption algorithm to the mail server settings.

■ #842

The mail server requested authentication using a client certificate for e-mail and I-fax transmission.

- Change mail server settings so that a client certificate is not requested.

Sending could not be performed because a validation error occurred when validating the TLS server certificate when sending with SMTP because <Confirm TLS Certificate for SMTP TX> is set to <On>.

- Use the Remote UI to check whether the CA certificate used to sign the TLS server certificate on the SMTP server side is registered in the machine.
- Check whether the TLS server certificate on the SMTP server side is correct.
- Check whether the TLS server certificate is a self-signed certificate.

■ #843

There is a great difference between the time of the KDC (Key Distribution Center) server and the time set in the machine.

- Adjust the current date and time in <Date/Time Settings>.
 **Setting the Date/Time(P. 303)**
- Adjust the current time set in the KDC (Key Distribution Center) server.

■ #844

Failed to perform TLS encrypted communication with the POP server when sending with POP before SMTP.

- Check the TLS encrypted communication settings of the POP server.

Sending could not be performed because a validation error occurred when validating the TLS server certificate when communicating with the POP server because <Confirm TLS Certificate for POP RX> is set to <On>.

- Use the Remote UI to check whether the CA certificate used to sign the TLS server certificate on the POP server side is registered in the machine.
- Check whether the TLS server certificate on the POP server side is correct.
- Check whether the TLS server certificate is a self-signed certificate.

■ #845

Failed to perform POP authentication (POP AUTH) when sending with POP before SMTP.

- Check the POP authentication settings of the POP server.

■ #846

Failed to perform POP authentication (APOP) when sending with POP before SMTP.

- Check the APOP settings of the POP server.

■ #847

Could not save the received file in a Confidential Fax Inbox because the memory of the Mail Box or Fax/I-Fax Inbox was full.

- Delete unnecessary files in the Confidential Fax Inbox or Memory RX Inbox.

■ #848

An error occurred when combining an e-mail that was divided and sent.

- The divided data may have been deleted. If you delete divided data, it cannot be combined to form a completed document, even if the remaining data is received later. Ask the sender to send the data again.

■ #849

Device information could not be delivered because the destination client machine is executing a job.

- Deliver the device information again after the destination client machine has finished executing its job.

■ #850

Device information could not be delivered because the destination client machine is operating a screen related to the device information.

- Check the device information that was not delivered, and then deliver the device information again.
 **Checking the Results of Device Information Distribution(P. 684)**

■ #851

The printer job could not be stored in the Mail Box because the memory is full.

- Check the amount of available memory, and execute the job again.

■ #852

The power was turned OFF while the job was being executed.

- Check that the power cable and plug are securely connected, and execute the job again.

■ #853

The memory is full.

- Reduce the number of pages or check that the number of jobs waiting to be processed has decreased, and execute the job again.

■ #854

Device information was delivered from a machine of a different model group with <Restrict Receiving Device Information> set to <On> on the destination client machine.

- Set <Restrict Receiving Device Information> to <Off>, and deliver the device information again
 **Distributing the Device Information(P. 681)**

■ #855

Device information could not be delivered because it included a language that cannot be handled by the destination client machine.

- Contact your dealer or service representative.

■ #856

The executed operation was canceled because the storage area used for temporarily saving data is full.

- Contact your administrator.

■ #857

Printing was canceled due to the job being canceled while being received, or due to timeout.

- If timeout has occurred, check the status of the network.

■ #858

The data is invalid.

- Check that the print protocol is supported by the machine, as well as the print settings.

■ #859

A compression error occurred with the image data.

- Check the original and the settings, and then try scanning again.

■ #860

Recovery failed after a paper jam, or an incompatible page description language or settings which cannot be combined were included.

- Check the paper or job settings.

■ #861

An error occurred while processing the print data or image data.

- Check the image size and paper size, as well as the color specification settings.

■ #862

Settings are included which are not supported, cannot be combined, or otherwise exceed the limits of the machine.

- Check the job settings.

■ #863

The job was canceled because initialization operations were performed while the print data was being processed.

- Execute the job again.

■ #864

Could not correctly recognize the external controller, or an error occurred while forwarding print data.

- Check the controller and the print data.

■ #865

The required functions for printing are currently restricted.

- Check the machine and the job settings.

■ #866

The job was canceled by the security related settings.

- If you are executing a job from the printer driver, use the user information of the appropriate privileges.
- If you are executing a job from the control panel, login as a user with the appropriate privileges.

NOTE

The security related settings are as follows.

- <Restrict Job from Remote Device without User Auth.> is <On>
- <Prohibit Authentication Using Department ID and PIN> is <On>
- <Use ACCESS MANAGEMENT SYSTEM> is <On>
 - <Print from Drivers without AMS Printer Driver Add-in> is <Restrict>
 - The print function is restricted by the user role settings*

*For information on the user roll settings, see the ACCESS MANAGEMENT SYSTEM Administrator Guide.

■ #868

When sending with WebDAV, communication with the destination failed, and access via a proxy was requested (received HTTP Error 305: Use Proxy).

- Check the WebDAV server settings.
- Check the proxy settings.
-  **Setting a Proxy(P. 581)**

■ #869

When sending with WebDAV, a response indicating that authentication failed was received from the destination (received HTTP Error 401: Unauthorized).

- Check the user name or password.
- Check the WebDAV server security settings.

■ #870

When sending with WebDAV, a response indicating that the request was rejected was received from the destination (received HTTP Error 403: Forbidden).

- Try sending again after waiting a while.
- Check the destination settings.
- Check the WebDAV server settings.

■ #871

When sending with WebDAV, a response indicating that the specified folder was not found was received from the destination (HTTP Error 404: Not Found/409: Conflict/410: Gone).

- Check the destination settings.

■ #872

When sending with WebDAV, a response indicating that access is not allowed was received from the destination (received HTTP Error 405: Method Not Allowed).

- Check the WebDAV server settings.

■ #873

When sending with WebDAV, a response indicating that proxy authentication failed was received from the destination (received HTTP Error 407: Proxy Authentication Required).

- Check the proxy settings.
- ▶ **Setting a Proxy(P. 581)**

■ #874

When sending with WebDAV, a response indicating that a timeout occurred was received from the destination (received HTTP Error 408: Request Timeout).

- Try sending again after waiting a while.
- Check the WebDAV server settings.

■ #875

When sending with WebDAV, a response indicating that chunk transmission was refused was received from the destination (received HTTP Error 411: Length Required).

- Check the WebDAV server settings.

■ #876

When sending with WebDAV, a response indicating that the size of the data was too large was received from the destination (received HTTP Error 413: Request Entity Too Large).

- Check the WebDAV server settings.

■ #877

When sending with WebDAV, a response indicating that the URI (host name and path to folder) was too long was received from the destination (received HTTP Error 414: Request-URI Too Long).

- Check the WebDAV server settings.

■ #878

When sending with WebDAV, a response indicating that an unexpected situation preventing the request from being executed occurred on the server side was received from the destination (received HTTP Error 500: Internal Server Error).

- Check the WebDAV server settings.

■ #879

When sending with WebDAV, a response indicating that the server does not support the necessary functions to execute the request was received from the destination (received HTTP Error 501: Not Implemented).

- Check the WebDAV server settings.

■ #880

When sending with WebDAV, a response indicating that communication with an upstream server failed was received from the proxy server (received HTTP Error 502: Bad Gateway).

- Check the WebDAV server settings.
- Check the proxy server settings.

■ #881

When sending with WebDAV, a response indicating that requests currently cannot be handled was received from the destination (received HTTP Error 503: Service Unavailable).

- Check the WebDAV server settings.

■ #882

When sending with WebDAV, a response indicating that communication with an upstream server failed was received from the proxy server (received HTTP Error 504: Gateway Timeout).

- Check the WebDAV server settings.
- Check the proxy server settings.

■ #883

When sending with WebDAV, a response indicating that the server does not support the necessary functions to execute the request was received from the destination (received HTTP Error 505: HTTP Version Not Supported).

- Check the WebDAV server settings.

■ #884

When sending with WebDAV, a response indicating that disk space required for the request could not be secured on the server side was received from the destination (received HTTP Error 507: Insufficient Storage).

- Check the WebDAV server settings.

■ #885

When sending with WebDAV, an unexpected error response was received from the server.

- Check the WebDAV server settings.
- Check the proxy server settings.

■ #889

The original could not be scanned or printed because it was embedded with job restriction information.

- Check the job restriction information or contact your administrator.

■ #899

E-mail or I-fax transmission completed normally. However, the transmission may not have been received by the other party because it is relayed by multiple servers.

- Ask whether the other party received the transmission, as necessary.

The fax was sent normally from the remote fax client. However, reception may be incomplete because the transmission was relayed via a remote fax server.

- Check whether the fax was sent in the transmission results of the remote fax server.
- Check the status of the server and network.
- Ask the recipient to check that the document was received properly.

■ #904

Destinations registered in <Favorite Settings> are not updated when the Address Book is retrieved using device information delivery from an iR/imagePRESS series machine connected to the network.

- Register <Favorite Settings> again from the touch panel display of the machine.

■ #905

The job could not be executed because a network error occurred.

- Check the path length and access privileges of the server, and whether the file or folder is in use.

■ #910

Printing was canceled due to the finishing size that cannot be specified for the perfect binding booklet. Specify a finishing size that can be specified for the perfect binding booklet, and execute the job again.

- Specify a finishing size that can be specified for the perfect binding booklet, and execute the job again.

■ #911

Printing was canceled due to the paper size that cannot be specified for the body of the perfect binding booklet. Specify a paper size that can be specified for the body of the perfect binding booklet, and execute the job again.

- Specify a paper size that can be specified for the body of the perfect binding booklet, and execute the job again.

■ #912

Printing was canceled due to the aspect ratio that cannot be specified for the body of the perfect binding booklet. Specify an aspect ratio that can be specified for the body of the perfect binding booklet, and execute the job again.

- Specify an aspect ratio that can be specified for the body of the perfect binding booklet, and execute the job again.

■ #913

Printing was canceled due to the paper type that cannot be used for the cover of the perfect binding booklet. Specify a paper type that can be used for the cover of the perfect binding booklet, and execute the job again.

- Specify a paper type that can be used for the cover of the perfect binding booklet, and execute the job again.

■ #914

Printing was canceled due to the paper size that cannot be used for the cover of the perfect binding booklet. Specify a paper size that can be used for the cover of the perfect binding booklet, and execute the job again.

- Specify a paper size that can be used for the cover of the perfect binding booklet, and execute the job again.

■ #915

Printing was canceled due to the combination that cannot be specified for the body and the finishing size of the perfect binding booklet. Specify a combination that can be specified for the body and the finishing size of the perfect binding booklet, and execute the job again.

- Specify a combination that can be specified for the body and the finishing size of the perfect binding booklet, and execute the job again.

■ #916

Printing was canceled due to the combination of paper sizes that cannot be specified for the body and the cover of the perfect binding booklet. Specify a combination of paper sizes that can be specified for the body and the cover of the perfect binding booklet, and execute the job again.

- Specify a combination of paper sizes that can be specified for the body and the cover of the perfect binding booklet, and execute the job again.

■ #917

Printing was canceled due to the combination that cannot be specified for the cover and the finishing size of the perfect binding booklet. Specify a combination that can be specified for the cover and the finishing size of the perfect binding booklet, and execute the job again.

- Specify a combination that can be specified for the cover and the finishing size of the perfect binding booklet, and execute the job again.

■ #918

Could not recognize the QR code in the original.

- Check whether the QR code is in the correct position and scan the original again.

■ #922

The maximum number of sheets that can be saddle-stitched has been exceeded. Saddle-stitching may be able to be performed by reducing the number of sheets.

- Check the maximum number of sheets that can be saddle-stitched, and execute again.

■ #923

Could not print on the specified side of the cover, or body of the booklet.

- Change to a paper type that is compatible with two-sided printing, and execute the job again.

■ #924

A function was specified which cannot be combined with the Eco (Staple-Free) mode.

- If you change the staple position or the paper type, it may be possible to bind with the Eco (Staple-Free) mode.

■ #925

A transmission error occurred from the fax driver.

- An image size that cannot be sent was specified. Check the size of the image.

■ #927

A transmission error occurred from the fax driver.

- Font that cannot be processed is included in the data received by the machine from a computer. Check the received data.

■ #928

A transmission error occurred from the fax driver.

- The memory is full, or the data size has exceeded the size that can be processed at one time. Delete unnecessary data or check the data size.

■ #929

A transmission error occurred from the fax driver.

- A network error occurred when the machine was receiving data from a computer. Check the network connections and settings.

■ #931

The job was canceled because saddle folding could not be performed.

- Check the setting combinations as well as the type of paper you are using and the number of sheets.

■ #932

The maximum number of sheets that can be stapled with the Eco (Staple-Free) mode has been exceeded. Stapling with the Eco (Staple-Free) mode may be able to be performed by reducing the number of sheets.

- Check the maximum number of sheets that can be stapled with the Eco (Staple-Free) mode, and execute again.

■ #933

The maximum number of sheets that can be stapled has been exceeded. Stapling may be able to be performed by reducing the number of sheets.

- Check the maximum number of sheets that can be stapled, and execute again.

■ #934

An error occurred for a print job, and the job was deleted because the specified time period elapsed.

- Resolve the error and execute the job again.
- You can also change the time period before deletion or disable automatic deletion from <Auto Delete Suspended Jobs> (Settings/Registration).

■ #935

The job was canceled and one copy was output without being bound because the maximum number of sheets of paper that can be bound with the Eco (Staple-Free) mode was exceeded.

- Check the maximum number of sheets of paper that can be bound with the Eco (Staple-Free) mode, and execute the job again.
- You can specify the procedure to perform when there are too many sheets to staple at once.
▶<Action When Too Many Sheets to Staple>(P. 780)

■ #936

The job was canceled and one copy was output without being stapled because the maximum number of sheets of paper that can be stapled together was exceeded.

- Check the maximum number of sheets of paper that can be stapled together, and execute the job again.
- You can specify the procedure to perform when there are too many sheets to staple at once.
▶<Action When Too Many Sheets to Staple>(P. 780)

■ #937

The document was output without being saddle stitched because the maximum number of sheets of paper that can be saddle stitched was exceeded.

- Saddle stitching may be possible if you reduce the number of sheets of paper.
- You can specify the procedure to perform when there are too many sheets to staple at once.
 **<Action When Too Many Sheets to Staple>(P. 780)**

■ #939

Printing was canceled due to an error that occurred while processing the image data.

- Execute the job again.

■ #940

Printing was canceled because an error occurred in the inspection unit. Check the status of the machine and inspection unit and the print settings.

- Check the status of the machine and inspection unit and the print settings, and execute the job again.

■ #942

The job was canceled because the saddle C-fold could not be executed. Check the combination of settings, the type of paper used, and the number of sheets.

- Check the combination of settings that can be used for the saddle C-fold, the type of paper, and the number of sheets, and execute the job again.

■ #995

Reserved communication jobs were cleared.

- Perform the operation again, as necessary.

Implementing Security Measures

Implementing Security Measures 939

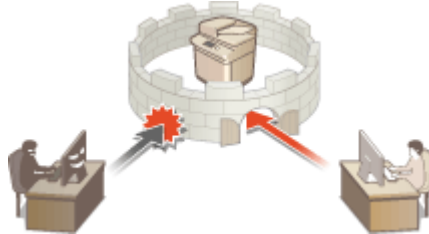
Various Security Functions 940

Implementing Security Measures

E0SS-0F0

Saving important data to the machine and sharing information via the machine enable the machine to be used more effectively. It also raises the value the machine provides as an information asset.

The machine provides various functions for enhancing security, such as preventing information leaks, preventing unauthorized access, and protecting confidential information. Using these security functions together enables you to use the machine securely.



► Various Security Functions(P. 940)

Various Security Functions

E0SS-0F1

Do you feel uneasy about the following problems?

- Unattended output
- Unauthorized access
- Forgetting to erase confidential data on the machine

The machine provides various security functions for minimize the risk of information leakage and unauthorized access. This section describes functions that are effective in certain situations.

- ▶ **Preventing Documents Leaks and Modification(P. 940)**
- ▶ **Preventing Unauthorized Access to the Network(P. 940)**
- ▶ **Preventing Leaks of Confidential Information during Operation of the Machine(P. 941)**

! IMPORTANT

- Implementing security measures does not guarantee that all information will be protected.

NOTE

- Using the Import All function enables multiple devices to be managed with the same settings. ▶ **Importing/Exporting the Setting Data(P. 629)**

Preventing Documents Leaks and Modification



When managing confidential documents, it is necessary to handle problems such as leaks, loss, and modification. The machine is equipped with security functions designed to prevent paper and electronic documents from leakage and tampering, such as embedding invisible text in output, not starting printing until the user logs in at the device, and attaching a signature to PDF documents.

Use the following functions as security measures for preventing document leaks and modification, etc.

Forced Print of Recognition Information

You can configure the machine to always print information such as the name of the logged in user on printed documents. This enables you to identify the user responsible for the output of each document. ▶ **Printing User Information on Documents(P. 592)**

Preventing Unauthorized Access to the Network



Although Cloud services have made it easier to exchange data via the Internet, communication can still be intercepted or modified by malicious third parties due to network vulnerabilities. The machine provides various measures for increasing network security, such as only allowing communication with specific IP addresses and encrypting data for communication.

Use the following functions as security measures for preventing unauthorized network access, etc.

Firewall Settings

Unauthorized access by third parties, as well as network attacks and breaches, can be blocked by only allowing communication with devices that have a specific IP address. For information on the firewall settings, see the manual of the imagePRESS Server.

Proxy Settings

You can provide greater security by using a proxy server for connections outside the network, such as when browsing websites. ➤ **Setting a Proxy(P. 581)**

TLS Settings

TLS is a protocol for encryption for data sent over a network and is often used for communication via a Web browser or an e-mail application. TLS enables secure network communication when accessing the machine in a variety of situations, such as when using the Remote UI or distributing device information. ➤ **Configuring the Key and Certificate for TLS(P. 583)**

IPSec Settings

While TLS only encrypts data used on a specific application, such as a Web browser or an e-mail application, IPSec encrypts the whole (or payloads of) IP packets. This enables IPSec to offer a more versatile security system than TLS. For information on the IPSec settings, see the manual of the imagePRESS Server.

IEEE 802.1X Settings

If a device tries to connect and start communicating on an 802.1X network, the device must go through user authentication in order to prove that the connection is made by an authorized user. Authentication information is sent to and checked by a RADIUS server, which permits or rejects communication to the network depending on the authentication result. If authentication fails, a LAN switch (or an access point) blocks access from the outside of the network. The machine can connect to an 802.1X network as a client device. For information on the IEEE 802.1X settings, see the manual of the imagePRESS Server.

Preventing Leaks of Confidential Information during Operation of the Machine



The machine generates value as an information asset by storing important data. Preventing confidential information from remaining on the machine after disposal is another important security measure. The machine provides various measures for increasing security of operation, such as preventing unregistered users from operating the machine, encrypting the data on the storage device, and completely erasing temporary job data when the machine is started.

Use the following functions as security measures for preventing leaks of confidential information during operation of the machine.

Verify System at Startup

The integrity of the firmware, system, and MEAP applications in the machine are verified during startup. ➤ **<System Verification Settings>(P. 850)**

Trellix Embedded Control

When the machine is operating, the Trellix Embedded Control function is used to prevent unauthorized program modification and the execution of unauthorized programs, for improved system reliability. ➤ **<System Verification Settings>(P. 850)**

Personal Authentication Management

A user name and password can be used to perform personal authentication of users. Preventing unauthorized access by third parties and setting usage restrictions can maintain a higher level of security and enable more efficient operation of the machine. ➤ **Managing Users(P. 532)**

Storage Device Data Encryption

You can prevent leakage due to removal of the storage device by automatically encrypting data on the storage device. ➤ **Managing Storage Device Data(P. 685)**

Initialize All Data/Settings

You can restore all of the machine settings to the factory default values. All of the data that remains on the storage device is overwritten with 0 (null) data, which prevents the leakage of sensitive data when replacing or disposing of the storage device. ➤ **Initializing All Data/Settings(P. 686)**

Security Policy Settings

A security policy describes company-wide rules regarding information security. With this machine, multiple settings related to a security policy can be set together. For information on the security policy settings, see the manual of the imagePRESS Server.

Allow Use of Default Password for Remote Access

You can set the machine to not allow users to log in to the Remote UI using the default password (7654321) of the "Administrator" user for security reasons. ➤ **<Allow Use of Default Password for Remote Access>(P. 856)**

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Appendix

E0SS-0F2

This chapter provides useful information and items that customers should be aware of, such as the machine's system specifications and functions for more effective use of the machine. Read this chapter as necessary.

■ System Specifications

You can check the specifications of the network environment, etc.



▶ **System Specifications(P. 983)**

■ Enhancing Functions of the Machine

Refer to this section when you use the MEAP application, the dedicated application for enhancing functions.



▶ **MEAP(P. 963)**

■ Additional Information

Read this chapter to learn useful information on using the machine.



- ▶ **Feature Highlights(P. 945)**
- ▶ **The List of System Functions and Items(P. 958)**
- ▶ **Basic Windows Operations(P. 980)**

Feature Highlights

E0SS-0F3

This section highlights five ways in which you can use the machine to its fullest potential.

Simple operations and customizable functions for greater ease-of-use

▶ **Operability(P. 946)**

Clearer images thanks to high-quality image printing and corrective functions

▶ **Image Quality(P. 951)**

Expanded capabilities and easier management

▶ **Manageability(P. 952)**

Convenience and peace of mind

▶ **Reliability(P. 956)**

An energy-saving design that's environmentally friendly

▶ **Office Compatibility(P. 957)**

Operability

E0SS-0F4



This section describes how to use simple operations and customizable functions to operate the machine more easily.



User-Friendly Operation Screens

The touch panel display can be operated with smartphone-like operations such as flick and pinch-in/pinch-out operations.

▶ **Basic Operation of the Touch Panel Display(P. 324)**



User Friendly Customization (Personalization)

The operation screens, settings, and functions of the machine can be customized according to user preferences. This is called "personalization."

The user must be logged in to personal authentication in order to use personalization.

▶ **Utilizing Personalization(P. 947)**

▶ **List of Items That Can Be Personalized(P. 333)**

Utilizing Personalization

E0SS-0F5

Have you ever experienced the following?

- Frequently configuring the same combination of settings

The machine has a personalization function that enables settings to be registered for each login user by using personal authentication management. For example, the initial screen after logging in can be set to the Access Stored Files Basic Features screen.

The customized settings can also be synchronized with other Canon machines on the same network and used on any machine.

The personalization function helps to improve operability and security, and reduce costs.

NOTE

- The user must be in a position to use the personal authentication function in order to use personalization. For information on personal authentication, contact your device administrator. **▶Managing Users(P. 532)**
- The settings that were personalized for each user can be synchronized with other Canon machines on the same network and used on all synchronized machines. **▶Synchronizing Settings for Multiple Canon Multifunction Printers(P. 659)**
- For details on the settings that can be personalized, see **▶List of Items That Can Be Personalized(P. 333)** .

■Screen Personalization



▶Changing the Display Language for Each User (Switch Language/Keyboard)(P. 948)



▶Displaying a Frequently Used Screen as the Initial Screen (Default Screen after Startup/ Restoration / Default Screen (Status Monitor))(P. 949)



▶Preventing Repeated Entry of the Same Character (Key Repetition Settings)(P. 949)



▶ **Improving the Screen Visibility**
(Reversed Display (Color) / Enable
Screen Magnification)(P. 949)

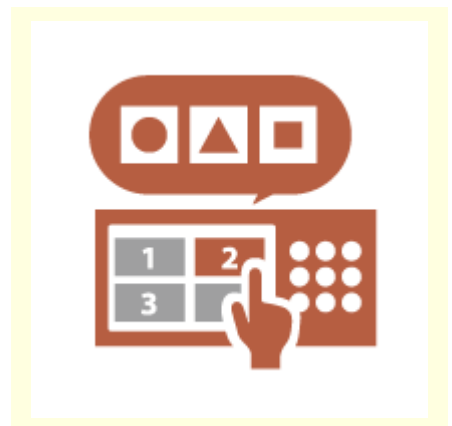
■ Setting Personalization



▶ **Specifying Frequently Used**
Settings as the Default Settings
(Change Default Settings)(P. 950)



▶ **Making the Job List Easy to See**
(Sorting the Job List)(P. 950)



▶ **Enabling Multiple Settings to Be**
Set with a Single Button
(<Personal>/<Shared>)(P. 950)

Screen Personalization

Changing the Display Language for Each User (Switch Language/Keyboard)



The language of the screen can be changed to the liking of each login user.

For example, the machine can display the screen in English for a certain user, and then switch the display language to French when another user logs in.

The keyboard layout of the touch panel display can also be changed.

▶ **Customizing the Screen Display Appearance and the Operational**
Conditions(P. 352)

Displaying a Frequently Used Screen as the Initial Screen (Default Screen after Startup/Restoration / Default Screen (Status Monitor))



The screen displayed after logging in and after the machine returns from sleep mode can be set.

For example, the destination selection screen for <Access Stored Files>, and the <Status Monitor> screen for checking the job status can be set as the initial screen.

▶<Default Screen after Startup/Restoration>(P. 707)

A frequently used job status/log screen can be registered as the default screen displayed when <Status Monitor> is pressed.

▶<Default Screen (Status Monitor)>(P. 708)

Preventing Repeated Entry of the Same Character (Key Repetition Settings)

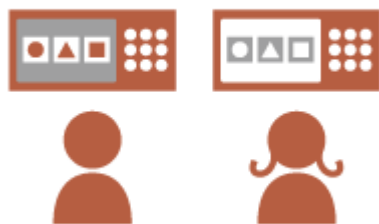


This setting enables you to adjust the time until entry of the same character is repeated.

For example, if you press and hold the <a> key for a certain period of time, the letter "a" begins to be entered repeatedly. This can be prevented for people who want to work slowly, by adjusting the response speed of the touch panel display.

▶Customizing the Screen Display Appearance and the Operational Conditions(P. 352)

Improving the Screen Visibility (Reversed Display (Color) / Enable Screen Magnification)



The screen can be enlarged or displayed with reversed colors.

For example, the screen colors can be reversed to make it easier to read for users that have trouble with the default colors.

Some screens can also be enlarged or reduced by pinching out or pinching in with two fingers.

▶Customizing the Screen Display Appearance and the Operational Conditions(P. 352)

Setting Personalization

Specifying Frequently Used Settings as the Default Settings (Change Default Settings)

Frequently used settings can be set by default to eliminate the need to specify it every time the user operates the machine.

▶<Change Default Settings>(P. 797) (Access Stored Files)



Making the Job List Easy to See (Sorting the Job List)

The job list can be sorted using the order of names, dates, etc., to make it easier to find the desired job or document.

The sorting order is retained for the next time the user logs in.

▶Changing the Display Order in the List(P. 326)



Enabling Multiple Settings to Be Set with a Single Button (<Personal>/<Shared>)

<Personal> buttons and <Shared> buttons can be used to eliminate the need to set the same combination of settings separately.

By registering the settings in a <Shared> button, they can be conveniently used by other users.

▶Registering Frequently Used Settings as Personal Buttons/Shared Buttons on the <Home> Screen(P. 344)

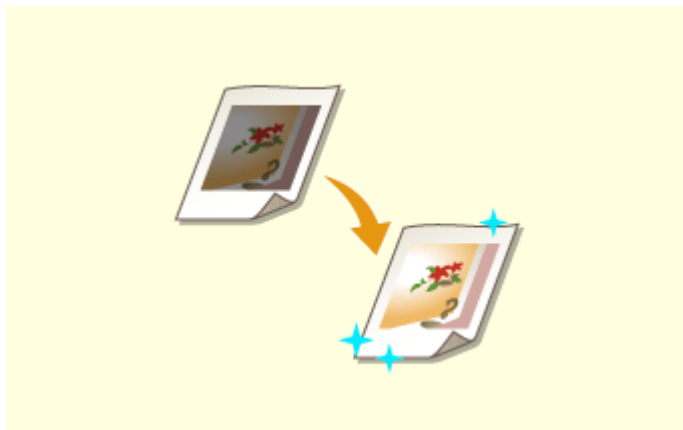


Image Quality

E0SS-0F6



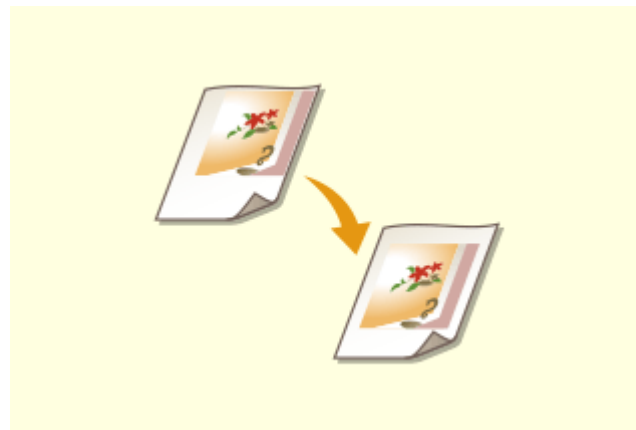
This section describes functions that help to produce crisp and clear images, such as high-quality image printing and corrective functions.



Adjusting the Quality of Printing and Finishing

You can achieve more satisfying print results by using corrective functions such as gradation adjustment and density correction.

▶ **Adjusting Print and Finish Quality(P. 410)**



Configuring the Automatic Adjustment Settings

The image position and color settings can be adjusted automatically during the printing process.

▶ **Configuring the Automatic Adjustment Settings(P. 953)**

Manageability

E0SS-0F7



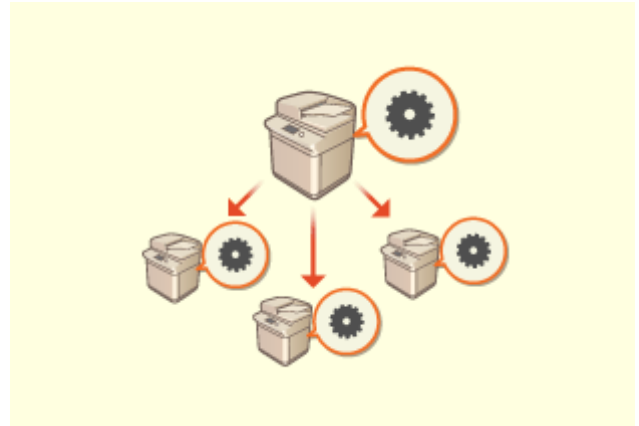
This section describes how to expand the capabilities of the machine and make management easier.



Using the Control Panel as a Tool for Sharing Information (Visual Message Function)

Content and messages set by the administrator can be displayed on the touch panel display to inform users. This function is useful for sharing information in the office.

▶ **Configuring the Visual Message Function(P. 652)**



Sharing Settings between Multiple Machines

Personalized settings can be synchronized and shared between multiple machines. Settings specified on a single machine are reflected in all synchronized machines.

▶ **Synchronizing Settings for Multiple Canon Multifunction Printers(P. 659)**

Configuring the Automatic Adjustment Settings

E0SS-0F8

If the "Sensing Unit-B" is equipped, the image position and color settings can be adjusted automatically during the printing process.

- ▶ **Automatic adjustment of the image position or colors for every Printing process(P. 954)**
- ▶ **Automatic adjustment of the image position and colors during the printing process(P. 955)**

■ Automatic adjustment of the image position

This function allows you to print adjustment pages periodically during the printing process or print markers in the margin area and adjust the image position automatically. You can also print a test page to adjust the image position automatically when you start using new paper.

IMPORTANT

- In the following cases, you may not be able to adjust the image accurately enough by using the automatic adjustment function.
 - When you use paper sheets that have not been properly cut
 - When you feed paper or switch between paper decks during the printing process
- The Sensing Unit may not be able to detect markers on colored paper, translucent film, label paper, pre-punched paper, paper that has logos or patterns already printed on it (preprinted paper), or long sheets.
- The paper sheets in the paper deck may shrink or stretch due to changes in temperature and humidity. If you need to print a job with automatic adjustment of the image position, we recommend doing so as quickly as possible before the conditions for the initial adjustment change.
- When performing automatic adjustment by printing markers in the margin area, the markers may not be detected if the images are too close. Make sure you leave a gap that is about 1 mm wide.

NOTE

- Before printing a job with automatic adjustment of the image position, we recommend carrying out ▶ **Adjusting the Image Position Automatically (Optional)(P. 396)** .
- We recommend using a single paper deck for jobs with automatic adjustment.
- When you perform the procedure for automatic adjustment of the image position with the custom paper type, the adjustment settings are saved after the job is printed.

■ Automatic color adjustment

This function allows you to print adjustment pages periodically during the printing process or print patches in the margin area and adjust the colors automatically.

IMPORTANT

- The Sensing Unit may not be able to detect patches on colored paper, translucent film, label paper, pre-punched paper, paper that has logos or patterns already printed on it (preprinted paper), or long sheets.
- You may not be able to adjust the colors with the automatic adjustment function if the label paper, pre-punched paper, paper that has logos or patterns already printed on it (preprinted paper), transparent paper,

watermarked paper, long sheets, or any other types of paper sheets are dirty or if they emit large quantities of paper dust.

- The automatic color adjustment function may not effectively prevent color fluctuations. Use this function for continuous printing operations with the same type of media (same finish, same basis weight, and same size) and with the specified minimum amount of sheets.
 - Adjustment by printing patches in the margin area: 500 sheets or more
 - Adjustment by inserting adjustment pages: 1000 sheets or more
- When performing automatic adjustment by printing patches in the margin area, the patches may not be detected if the images are too close. Make sure you leave a gap that is about 1 mm wide.

NOTE

- Before starting to print with the automatic color adjustment function, we recommend performing automatic gradation adjustment.
- When performing automatic color adjustment with new paper, we recommend printing a test page before printing the final product.

Automatic adjustment of the image position or colors for every Printing process

If you start a job where an adjustment page is output every time a specific number of sheets are printed, automatic adjustment will be carried out with adjustment pages printed in the specified interval. For more information, refer to the manual for your drivers.

IMPORTANT

- Do not use this function with paper that has logos or patterns already printed on it (preprinted paper) or if the paper sheets are dirty.
- You need to add enough paper sheets to the paper deck to print the adjustment pages.
- If a paper jam occurs during a job with automatic adjustment, the adjustment pages may not be printed.

NOTE

- Automatic adjustment will not be carried out for any jobs you start by interrupting the job in progress.
- Such jobs may not start in the interruption time intervals you set. Keep in mind that the interval setting is merely an estimate.
- The interruption correction function reduces the fluctuations within jobs with large numbers of sheets. If you wish to prioritize accuracy by adjusting the interruption intervals, increase the interruption frequency. However, that will also require more adjustment pages and therefore decrease productivity.
- The adjustment may not be as effective for jobs where multiple types of paper are used simultaneously.
- When you start a job with automatic color adjustment, a standard test page is printed before the specified interruption interval in order to carry out the adjustment process.

■ Configuring the interval for automatic adjustment

Temporarily interrupt printing to print an adjustment page at a preset interval.  **Setting an Interruption Interval for Adjustment Pages (Optional)(P. 398)**

Automatic adjustment of the image position and colors during the printing process

If you start a job where adjustment patches or markers are printed in the paper margin area, automatic adjustment will be carried out during the printing process. For more information, refer to the manual for your drivers.

IMPORTANT

- Patches and markers will be printed over parts of your images. Do not use this function when printing with a bleed smaller than the following dimensions.
 - Automatic adjustment of the image position: 9.21 mm or more along the leading edge and 9.5 mm or more along the horizontal length
 - Automatic color adjustment: 8.5 mm or more along the leading edge*

* Paper with 327.8 mm or more along the leading edge requires a margin of 9.7 mm or more.

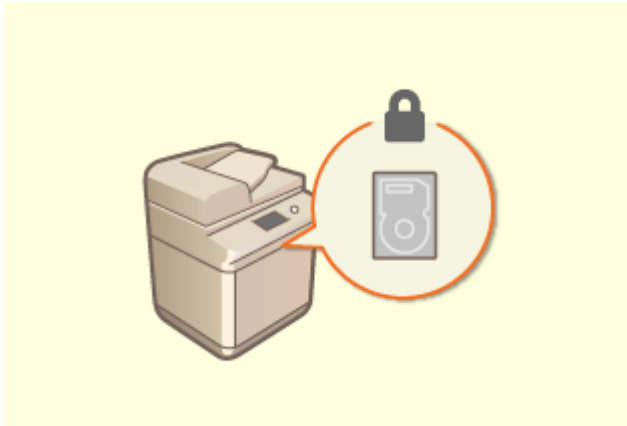
- Automatic adjustment is carried out based on the characteristics of the printed paper scanned by the Sensing Unit. Therefore, if you switch to a different paper deck, add more paper to it, or make any other changes to the paper stack, the adjustment based on the characteristics of the new paper will not take effect immediately.

Reliability

E0SS-0F9



This section describes how to use the machine with greater convenience and peace of mind.



Preventing Storage device Information Leakage

You can prevent leakage due to removal of the storage device by automatically encrypting data on the storage device.

► **Managing Storage Device Data(P. 685)**



Digitizing and Managing Communication Management Reports

In addition to printing logs for sending and receiving (communication management reports), you can also save them as CSV files and manage them on a computer.

► **Outputting a Communication Result Report(P. 694)**



Confirming Maintenance Procedures on the Touch Panel Display (Videos)

You can confirm procedures for replenishing consumables and cleaning by viewing videos on the touch panel display.

► **<Maintenance>(P. 760)**

Office Compatibility

E0SS-0FA



This section describes how to use the machine in an environmentally-friendly manner.



Using the Sleep Mode to Save Power During Standby

The machine saves power by switching to the Sleep mode or Energy Saver mode when not in use. Users can also save power by only starting up the functions they require when the machine recovers from the Sleep mode.

▶ **Entering Sleep Mode(P. 356)**

▶ **<Timer/Energy Settings>(P. 717)**

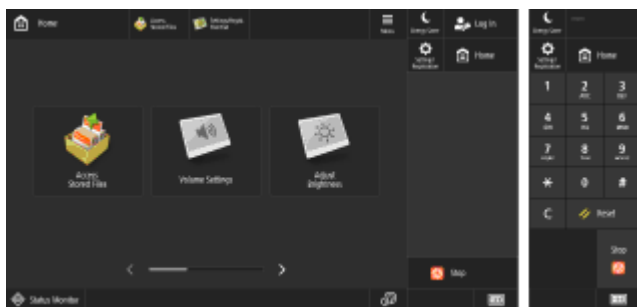
The List of System Functions and Items

E0SS-0FC

- ▶ Home(P. 959)
- ▶ Access Stored Files(P. 960)
- ▶ Visual Message(P. 652)

Home

EOSS-0FE



(Items shown on the screen may differ depending on your model and options.)

■ Shortcut

- ▶ Log In(P. 331)
- ▶ Home(P. 321)
- ▶ Status Monitor(P. 318)
- ▶ Energy Saver(P. 321)
- ▶ Settings/Registration(P. 700)
- ▶ Numeric keys(P. 322)
- ▶ Clear(P. 323)
- ▶ Reset(P. 322)
- ▶ Stop(P. 322)
- ▶ Counter/Device Information(P. 322)

■ Function button list

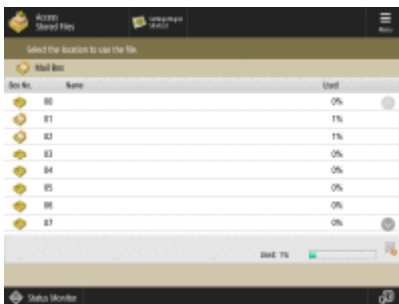
- ▶ Access Stored Files(P. 453)
- ▶ Settings/Regist. Shortcut(P. 351)
- ▶ Personal Settings(P. 352)
- ▶ Volume Settings(P. 355)
- ▶ Adjust Brightness(P. 317)
- ▶ Status Monitor(P. 318)
- ▶ Fiery(P. 595)

Access Stored Files

EOSS-OFF

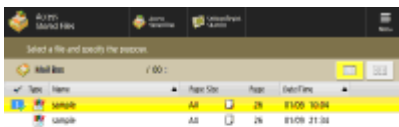
- ▶ Storage Selection Screen(P. 960)
- ▶ File Selection Screen(P. 960)
- ▶ Print Screen(P. 961)
- ▶ Print Settings Screen(P. 961)
- ▶ Print Settings Screen Options(P. 962)

Storage Selection Screen



- ▶ Mail Box(P. 456)

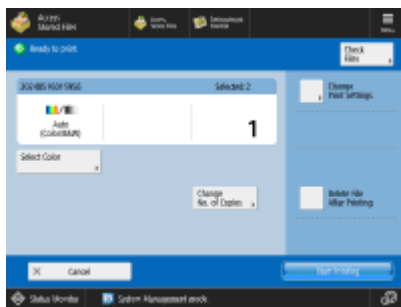
File Selection Screen



(Items shown on the screen may differ depending on your model and options.)

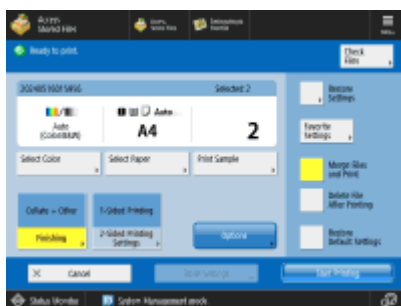
- ▶ List(P. 456)
- ▶ Thumbnail(P. 456)
- ▶ Up(P. 457)
- ▶ Update(P. 457)
- ▶ Select All (Max 100 Files)(P. 457) / ▶ Clear Selection(P. 457)
- ▶ Print List(P. 457)
- ▶ Details(P. 457)
- ▶ Display Image(P. 457)
- ▶ Edit File(P. 457)
- ▶ Print(P. 462)

Print Screen



- ▶ Check Files(P. 465)
- ▶ Select Color(P. 464)
- ▶ Change Print Settings(P. 465)
- ▶ Change No. of Copies(P. 462)
- ▶ Delete File After Printing(P. 465)

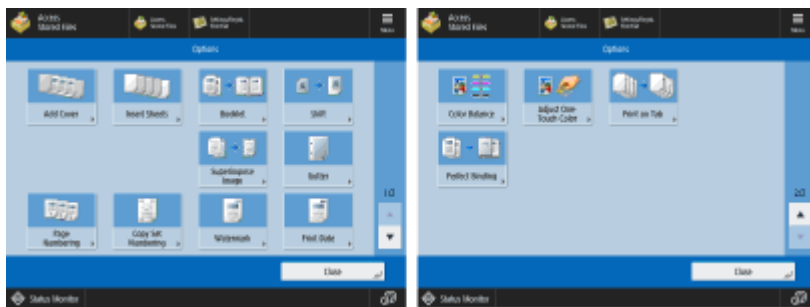
Print Settings Screen



(Items shown on the screen may differ depending on your model and options.)

- ▶ Check Files(P. 465)
- ▶ Select Color(P. 464)
- ▶ Select Paper(P. 464)
- ▶ Print Sample(P. 464)
- ▶ Finishing(P. 466)
- ▶ 2-Sided Printing Settings(P. 466)
- ▶ Options(P. 466)
- ▶ Restore Settings(P. 465)
- ▶ Favorite Settings(P. 465)
- ▶ Merge Files and Print(P. 465)
- ▶ Delete File After Printing(P. 465)
- ▶ Restore Default Settings(P. 465)
- ▶ Store Settings(P. 466)

Print Settings Screen Options



(Items shown on the screen may differ depending on your model and options.)

- ▶ Add Cover(P. 466)
- ▶ Insert Sheets(P. 466) / ▶ Job Separator(P. 466)
- ▶ Booklet(P. 467)
- ▶ Shift(P. 467)
- ▶ Superimpose Image(P. 467)
- ▶ Gutter(P. 467)
- ▶ Page Numbering(P. 467)
- ▶ Copy Set Numbering(P. 467)
- ▶ Watermark(P. 467)
- ▶ Print Date(P. 467)
- ▶ Color Balance(P. 467)
- ▶ Adjust One-Touch Color(P. 467)
- ▶ Print on Tab(P. 467)
- ▶ Perfect Binding(P. 510)

MEAP

E0SS-0FH

MEAP (Multifunctional Embedded Application Platform) is a framework for enhancing and optimizing various functions installed on the machine such as "Communication," "Authentication" and "Output." For instance, user management using IC cards and collaboration with software which streamlines file processing becomes possible through MEAP. To enhance functions as stated before, you are required to install a dedicated application called a "MEAP application" on the machine. You can install MEAP applications and check their usage status by displaying the SMS (Service Management Service) from the Remote UI. In order to install a MEAP application, you are required to log in as an administrator ([▶Logging into the Machine\(P. 331\)](#)).



NOTE

- SMS will always use encrypted TLS communications, regardless of the setting of <Use TLS> in <MEAP Settings>. Therefore, if the default key for SSL is not set in advance, you cannot log in to SMS. [▶Configuring the Key and Certificate for TLS\(P. 583\)](#)
- Multiple users cannot log in to SMS at the same time.

■ Installing MEAP Applications

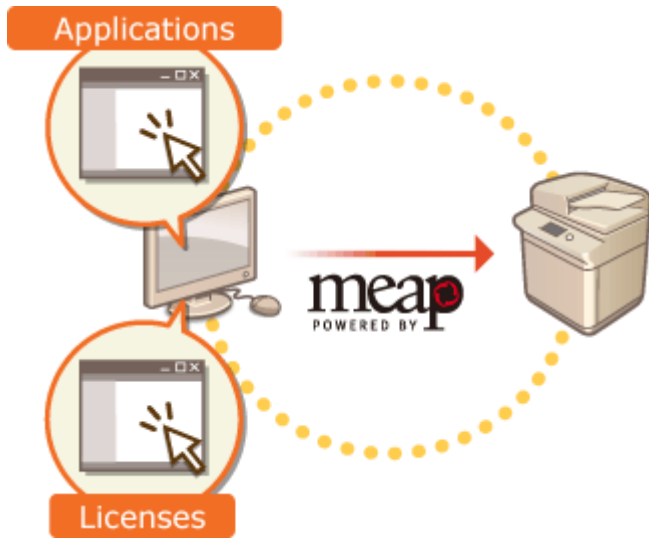
You can install MEAP applications and configure the necessary settings to use the MEAP applications.



[▶Installing MEAP Applications\(P. 965\)](#)

■ Managing MEAP Applications

This section describes how to check the MEAP applications you installed, how to uninstall the applications, and how to manage the licenses.



- Managing MEAP Applications(P. 968)
- Managing MEAP Application Licenses(P. 973)

Installing MEAP Applications

E0SS-0FJ

Before installing a MEAP application, you must acquire the "license file" using a computer. After acquiring the license file, display the SMS from the Remote UI to install the MEAP application.



▶ **Acquiring the License File(P. 965)**

▶ **Installing the Application(P. 966)**

NOTE

- You can check the number of applications installed and the storage device space being used. ▶ **Managing MEAP Applications(P. 968)**
- If your MEAP application does not come with a License Access Number, your license file will be provided by your MEAP Application provider. The license key and license file described in this section are not required. For more information, see the manual provided with each MEAP application.
- Depending on the MEAP application, it may require a specific condition for installation. For more information, see the user's manual for the MEAP application to be used.
- The maximum number of MEAP applications that can be installed on this machine is 19.

Acquiring the License File

! IMPORTANT

The following information is required for acquiring a license file.

- The "license access number" attached to the package of the MEAP application.
- The "serial number" of the machine displayed in the lower left of the screen when pressing  (Counter/Device Information) or the [Counter/Device Information] key* (Models with an upright control panel).

* You can also check the serial number through the SMS screen. ▶ **Managing MEAP Applications(P. 968)**

1 Open a Web browser to access <http://www.canon.com/lms/license/>

2 Follow the on-screen instructions to acquire the license file.

Canon Language: English

License Management System

Welcome to License Management System.
This web site will assist you in issuing and managing licenses needed to install various Canon products.

License Issuance

License Access Number Entry

Enter the License Access Number of the Canon product you purchased.

License Access Number:

The License Access Number is packaged with the option you purchased.

[Next](#)

➡ After acquiring the license file, display the SMS to install the MEAP application.

Installing the Application

- 1 Log in to the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Service Management Service] on the portal page.
- 3 Click [Install MEAP Application].

Service Management Service

Device Serial Number: 22298999

MEAP Application Management

[Install MEAP Application](#)

System Management

Enhanced System Application Management

System Application Management

System Information

MEAP Application Information

Check License

Change Password

MEAP Application Setting Information Management

MEAP Application Log Management

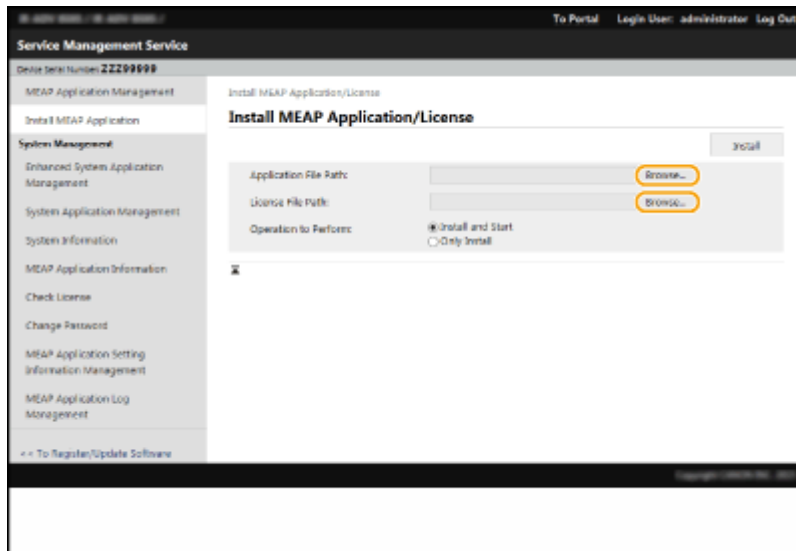
<< To Register/Update Software

MEAP Application Management

Updated On 11/11 2015 9:05:06

Application Name	Updated	Status	License
Resource Information			
Resource Name	Amount used	Remaining	Percent Used
Storage	15486 KB	4178808 KB	0%
Memory	600 KB	281000 KB	0%
Threads	5	440	1%
Sockets	0	344	0%
File Descriptors	10	891	0%

- 4 Click [Browse...], specify the application file and the license file, and click [OK].



- Files with a ".jar" extension are application files.
- Files with an ".lic" extension are license files.

5 Select the operation to perform after installation.

- To start the application after installation, select [Install and Start]. If you do not want to start the application after installation, select [Only Install].

6 Click [Install] ► [Yes].

- When the licensing screen is displayed, confirm the contents and click [I Accept].
- When installation is complete, the MEAP Application Management screen is displayed.

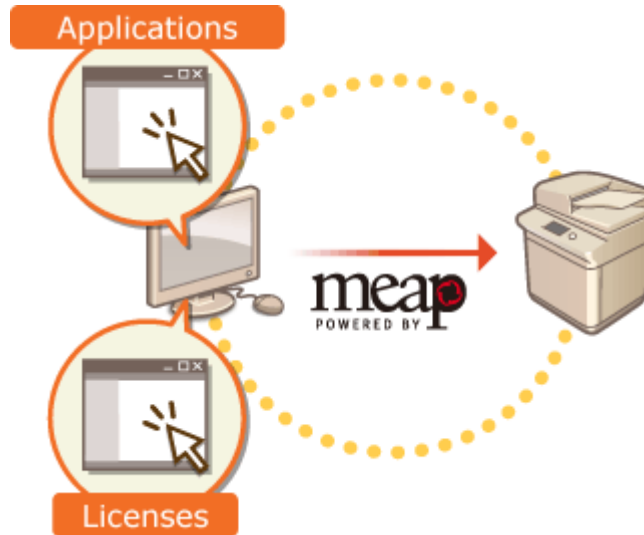
NOTE

- Depending on the MEAP application, the user's manual or related software can be downloaded from the following URL. <http://canon.com/fau/downloads>
- You can upgrade the MEAP application version in the same procedure as the installation. Stop the MEAP application on the SMS screen before installing. ► **Managing MEAP Applications(P. 968)**
- The maximum amount of storage device that applications can use is approximately 4 GB.
- If the machine is performing its shutdown process while an application is being installed, an error message may be displayed on the Install page for SMS, and the installation may be cancelled. In this case, try installing the MEAP application again after restarting the machine (turn the main power switch Off, and then On). For instructions on turning On/Off the machine, see ► **Shutting Down the Machine(P. 31)** , ► **How to Turn ON the Main Power(P. 30)** .

Managing MEAP Applications

E0SS-0FK

In addition to checking details and changing settings, you can upgrade MEAP applications or uninstall applications by using the SMS from the Remote UI.



! IMPORTANT

- While you are operating on the SMS screen, do not use the [Back] button on your Web browser, the SMS screen may not operate properly.

- 1 Log in to the Remote UI. ▶ Starting the Remote UI(P. 595)**
- 2 Click [Service Management Service] on the portal page.**
- 3 Configure the settings on the SMS screen.**

MEAP Application Management

Application Name	Updated	Status	License
ConfigSample	11/11 2015 9:27:20	Started	Unnecessary
BasicApplet-Service	11/11 2015 9:27:07	Started	Unnecessary
AuthenticationTest	11/11 2015 9:26:52	Started	Unnecessary
Bundle	11/11 2015 9:26:31	Started	Installed

Resource Information

Resource Name	Amount Used	Remaining	Percent Used
Storage	15750 KB	4178256 KB	0%
Memory	2393 KB	278207 KB	1%
Threads	10	440	2%
Sockets	1	343	0%
File Descriptors	15	328	4%

a [Device Serial Number: <Serial Number>]

The machine's serial number is displayed. Use this number when acquiring a license file. ▶ **Acquiring the License File(P. 965)**

b Menu

If you click an item, the management page for the item appears.

- [MEAP Application Management]: The management of installed MEAP applications is mainly performed on this page.
- [Install MEAP Application]: A page for the installation and update of MEAP applications is displayed. ▶ **Installing MEAP Applications(P. 965)**
- [System Management]: A page for managing applications and information related to the MEAP system is displayed.

[Enhanced System Application Management]	Installs, uninstalls, and manages system applications that can be enhanced. You can change the login service from this page. ▶ Changing Login Services(P. 975)
[System Application Management]	Starts and stops the usage of installed system applications. Changing the SMS login method is performed from this page.
[System Information]	Displays the version and the operation status of a system application.
[MEAP Application Information]	Displays a list of applications (excluding system applications) currently installed and already uninstalled.
[Check License]	Displays the detailed information of license files before installation.
[Change Password]	Normally, it is not necessary to change this setting. Configure this setting especially when you use the "DepartmentID Authentication" login service. You must enter between 8 and 32 alphanumeric characters for the password.
[MEAP Application Setting Information Management]	Displays or deletes information related to MEAP application settings. If there is setting information that is shared between the applications, [Shared Setting Information of Applications] is displayed. It can be deleted in the same way as other items.
[MEAP Application Log Management]	Downloads or deletes log data such as the usage history of MEAP applications.

c [Resource Information]

Displays the usage amount, remaining amount, and the usage rate of storage device space as well as memory that is used by a MEAP application and system applications.

d [MEAP Application Management]

Displays a MEAP application name and its version, the date of update, operation status, and the license status.

- If you click a MEAP application name, detailed information such as the company's name and the memory usage amount for each application is displayed. License management is performed from here. ▶ **Managing MEAP Application Licenses(P. 973)**
- For the operation status, one of the following is displayed.

[Installed]	The MEAP application has been installed, but it is not ready for use. Even if you restart the machine after stopping the use of the MEAP application, [Installed] is displayed.
[Started]	The MEAP application is ready for use.
[Stopped]	The MEAP application is not ready for use.
[Starting]	The MEAP application is starting.

[Starting]	The MEAP application is stopping.

- If you click the [Start] / [Stop] button located on the right side of the operation status, you can start/stop the use of the MEAP application.
- If you click [Uninstall], the MEAP application is uninstalled.
- For the license status, one of the following is displayed.

Depending on the MEAP application, the license file may have a term of validity. In addition, the maximum number (counter) for printing is predetermined.

[Installed]	The valid license is installed.
[Not Installed]	Unable to use the MEAP application as the license file is not installed or is disabled.
[Over Limit]	Some counters set for the MEAP application exceed the maximum value.
[Invalid]	The validity for the license file has expired or all counters set for the MEAP application exceed the maximum value.
[Unnecessary]	You can use the MEAP application even if you do not have a license file.

NOTE

If [Over Limit] or [Invalid] appears

- If the validity of the license file expires or a counter exceeds the maximum value, the MEAP application cannot be used. By adding a license, you can extend the validity or increase the counter's maximum value.
- **Managing MEAP Application Licenses(P. 973)**

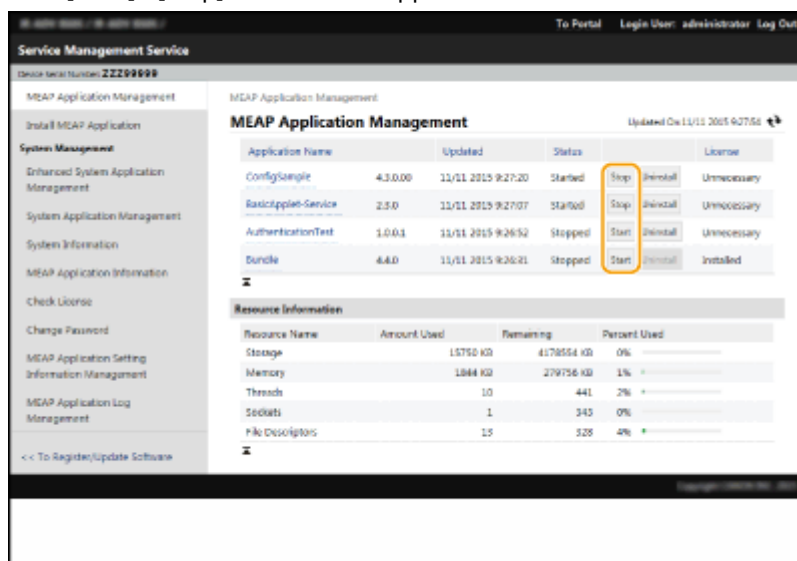
e [To Portal]/[Log Out]

Click to display the portal page of the Remote UI or the login screen of the Remote UI.

■ Starting or stopping the use of a MEAP application

If you selected [Only Install] in the installation of the MEAP application, you need to start the MEAP application. When you update a MEAP application, stop the MEAP application.

- 1 Click [MEAP Application Management].
- 2 Click [Start] / [Stop] for the MEAP application to be used.



NOTE

- Depending on the MEAP application, you need to restart the machine. Follow the on-screen instructions and restart the machine.
- When the resources required for memory, threads, sockets, or file descriptors has run out, the application will not start, even if you click [Start].

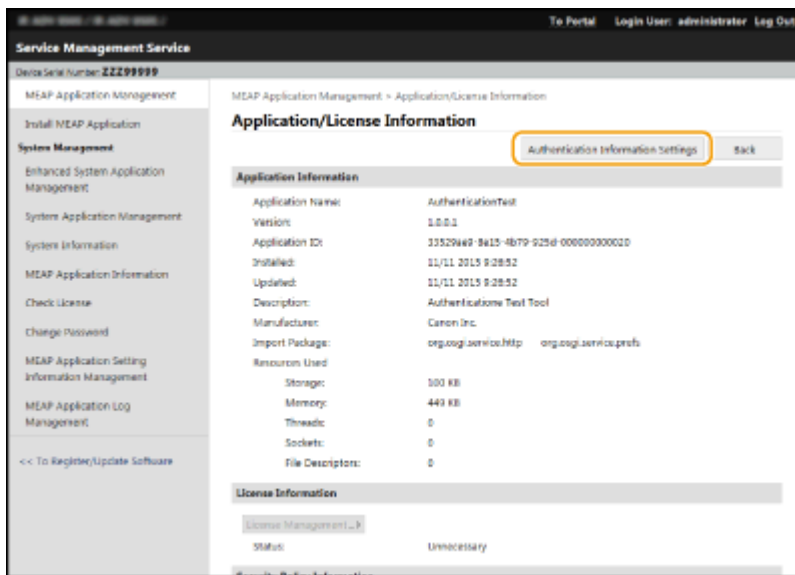
■Configuring the MEAP application's authentication information

Depending on the MEAP application, you may need to configure authentication information.

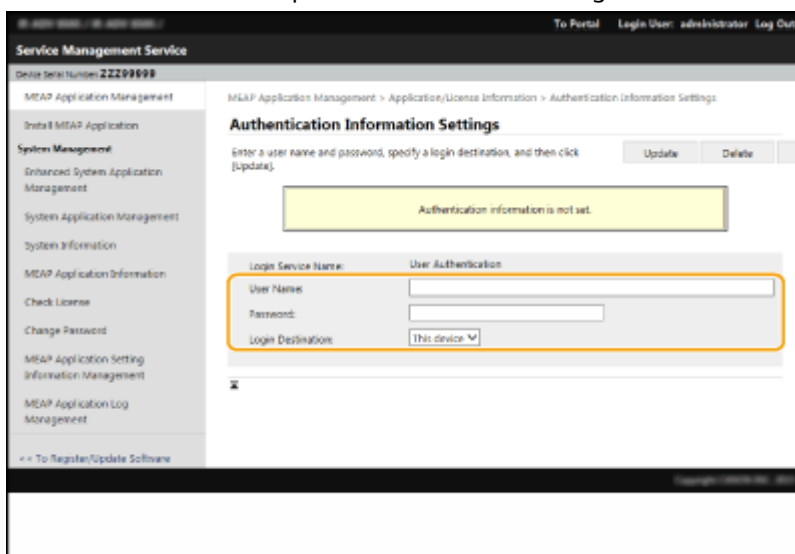
NOTE

- If the login application is changed, reconfirm the authentication information in [Set MEAP Authentication]. It may be necessary to re-enter the authentication information.

- 1 Click [MEAP Application Management] ► click an application to set the authentication information.
- 2 Click [Authentication Information Settings].



- 3 Enter the user name and password and select the login destination.



- 4 Click [Update].
- The [Authentication information has been set. Department ID: <ID>] message is displayed.

NOTE

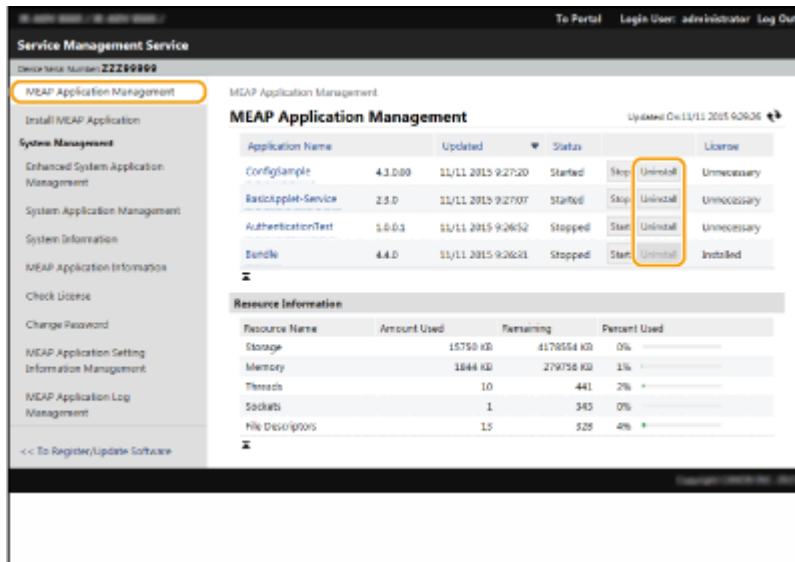
To cancel authentication information

- Click [Delete] ► [Yes] on the authentication information page in step 3.

■ Uninstalling a MEAP application

When uninstalling a MEAP application, you need to delete the corresponding license files in advance. ► **Managing MEAP Application Licenses(P. 973)**

- 1 Click [MEAP Application Management] ► [Uninstall] for the application to be uninstalled.



- 2 Click [Yes].

- If you uninstall a MEAP application, you may be required to restart the machine. Follow the on-screen instructions to restart the machine.

! IMPORTANT

- If the "Export Package of this application will be unavailable." message is displayed, the MEAP application you are uninstalling is linked with other applications. If this MEAP application is uninstalled, other applications may not be able to be used.

- 4 When you finish the operation, click [Log Out].

! IMPORTANT

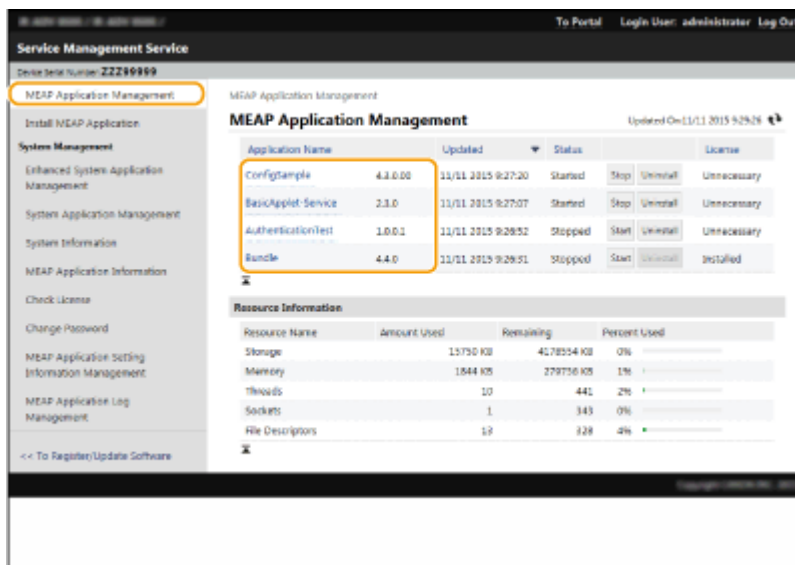
- When you close the SMS, make sure to log out. If you close the Web browser without logging out, you cannot use the SMS for some time.

Managing MEAP Application Licenses

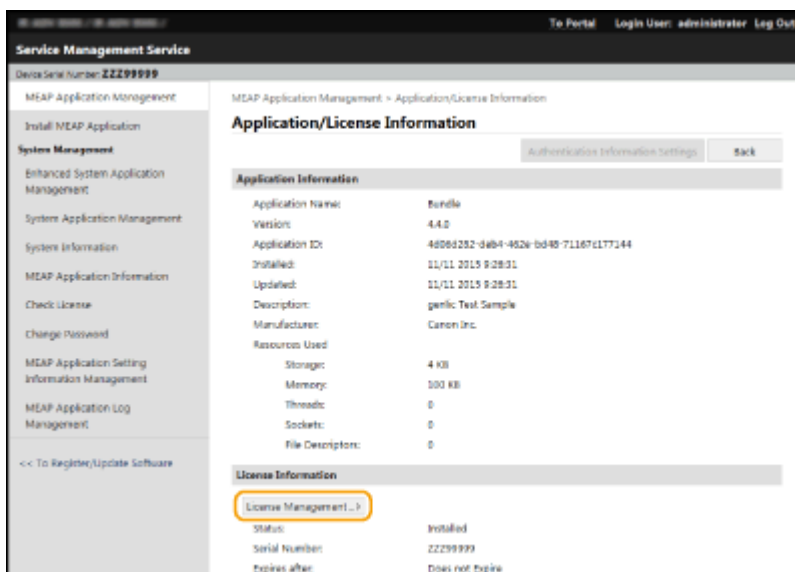
EOSS-OFL

License file operation may be required at times other than installing a MEAP application. For example, even when the licensed counter value or usage period is exceeded or has expired, you can continue to use the MEAP application by adding a license file. In addition, if you want to delete a MEAP application, you are required to delete the license file in advance.

- 1 Log in to the Remote UI. ▶ Starting the Remote UI(P. 595)
- 2 Click [Service Management Service] on the portal page.
- 3 Click [MEAP Application Management], and click the application to manage the license.



- 4 Click [License Management] and perform the intended operation.



■ Adding a license file

- 1 Click [Browse...], select the license file to install, and click [OK].
- 2 Click [Install] ► [Yes].

■ Installation starts.

NOTE

- Depending on the MEAP application, you may need to restart (stop and start) the application. ► **Managing MEAP Applications(P. 968)**

■ Saving the license file on a computer

You can save a backup file on your computer before deleting the license file. If you want to save, you are required to disable the license file in advance.

- 1 Click [Disable] ► [Yes].
- 2 Click [Download], and specify the location to save the license file.

NOTE

- The disabled license file and the license file saved on your computer can be installed on the same machine again.

■ Deleting the license file

Before deleting the license file, you are required to disable the license file in advance.

- 1 Click [Disable] ► [Yes].
- 2 Click [Delete] ► [Yes].

! IMPORTANT

- Once you have deleted the disabled license file, you cannot download it from the machine.

NOTE

- When there is an application with a license that will expire soon, you can also check the expiration date of the license from <Check License> for MEAP on the Home of the control panel.

Changing Login Services

E0SS-0FR

The application to implement user authentication is called the "Login Service." The machine is set to use "User Authentication (personal authentication management)" for the login service by default. If you want to use "DepartmentID Authentication," change the login service in the SMS.

▶ **Changing the Login Service(P. 975)**

▶ **Setting When Using DepartmentID Authentication(P. 976)**

Changing the Login Service

- 1 Log in to the Remote UI. ▶ Starting the Remote UI(P. 595)**
- 2 Click [Service Management Service] on the portal page.**
- 3 Click [System Application Management] ▶ [Start] in [SMS Installer Service (Password Authentication)].**
 ➡ The status becomes [Started].
- 4 Click [Enhanced System Application Management] ▶ [Switch] in [DepartmentID Authentication].**
 ➡ The status becomes [Start after Restart].
- 5 Restart the machine. ▶ Restarting the Machine(P. 603)**
 ➡ The machine restarts and the changed settings are reflected.

IMPORTANT

When DepartmentID Authentication is started

- If you click [Service Management Service] on the portal page of the Remote UI, the login screen to the SMS is displayed. For security purposes, the machine is configured not to permit login with the default password dedicated for the SMS. Press  (Settings/Registration) ▶ <Management Settings> ▶ <Security Settings> ▶ <Authentication/Password Settings> ▶ <Password Settings> ▶ temporarily set <Allow Use of Default Password for Remote Access> to <On>.
- After logging in to the SMS with the default password, restore the original security level by changing the default password and then resetting <Allow Use of Default Password for Remote Access> to <Off>.
- "MeapSmsLogin" is set as the login password dedicated for the SMS. If you log in with "MeapSmsLogin," the screen for changing the password is displayed. For security purposes, follow the on-screen instructions to change the password.
- The password for the SMS can be changed with [Change Password] in [System Management].

- Make sure that you do not forget your password. Otherwise, you will not be able to access SMS. In this case, contact your dealer or service representative.

Return to User Authentication

- Select [Enhanced System Application Management] ► [User Authentication], click [Switch], and restart the machine. If you will not use SMS Installer Service (Password Authentication), after restart of the machine select [System Application Management] ► [SMS Installer Service (Password Authentication)], and click [Stop].

Setting When Using DepartmentID Authentication

When implementing Department ID Management with the DepartmentID Authentication, make sure that the administrator (system administrator) manages the Department IDs and PINs. To enhance security, log in with the system administrator's ID (System Manager ID) and make sure to change the system administrator's ID and PIN. Which users become administrator or general users depends on whether Department ID Management and System Manager Settings are set, as indicated in the table below.

Department ID Management	System Manager Settings	Administrator	General Users
On	Set	System Manager	Users authenticated with a Department ID and PIN not for the System Manager
	Not Set	Users authenticated with a Department ID and PIN	None
Off	Set	System Manager	Users other than the System Manager
	Not Set	All users	None

■ Changing the System Manager ID and PIN

- 1 Press  (Settings/Registration) ► <Log In>.
- 2 Enter <System Manager ID> and <System Manager PIN> and press <Log In>.
 - Immediately after the DepartmentID Authentication has started, both the System Manager ID and PIN are set as "7654321."
 - You cannot register a Department ID or PIN consisting only of 0s, such as "00" or "0000000".
 - Even if you enter fewer than seven digits, zeros are added to the start of the number, and a seven digit number is set. However, the zeros at the start of the number can be omitted when logging in. For example, even if you enter <2>, <02>, or <002>, the PIN is set as <0000002>. However, you can log in by entering <2>, <02>, or <002>.
- 3 Press <Management Settings> ► <User Management> ► <System Manager Information Settings>.
- 4 Enter the necessary information and press <OK>.
 - Enter the same PIN again for confirmation, and press <OK>.

■ Enabling Department ID Management

To enable Department ID Management with the DepartmentID Authentication, you need to register the Department ID and PIN.

- 1 Press  (Settings/Registration) ► <Management Settings> ► <User Management> ► <Department ID Management>.
- 2 Press <On>.
 - If you want to manage only with the System Manager ID and PIN without implementing Department ID Management, press <Off>.

IMPORTANT

- If you want to return the login service to the User Authentication and use the Department IDs, set Department ID Management of the DepartmentID Authentication to <Off> and start the User Authentication. Then assign Department IDs to users and set Department ID Management of the User Authentication to <On>.
- 3 Press <Register PIN> ► <Register>.
 - 4 Enter <Department ID> and <PIN> ► press <OK>.
 - Enter the same PIN again for confirmation, and press <OK>.
 - You cannot register a Department ID or PIN consisting only of 0s, such as "00" or "0000000".
 - Even if you enter fewer than seven digits, zeros are added to the start of the number, and a seven digit number is set. However, the zeros at the start of the number can be omitted when logging in. For example, even if you enter <2>, <02>, or <002>, the PIN is set as <0000002>. However, you can log in by entering <2>, <02>, or <002>.
 - If you do not set a PIN, you can use the machine by entering only the Department ID.
 - 5 Press <OK> ► <OK>.

■ Login Operation When Department ID Management Using the DepartmentID Authentication is Enabled

When Department ID Management is enabled, you need to log in to use the machine.

Logging in from the control panel

Enter <Department ID> and <PIN> ► press <Log In>.



NOTE

When Department ID Management is not implemented

- When only the System Manager ID and PIN are set without Department ID Management, you need to log in to the machine only when you want to configure the settings that require the administrator's authority. Press  (Settings/Registration) ► <Log In>, enter <System Manager ID> and <System Manager PIN>, and press <Log In>.

Logging in from the Remote UI

Enter the Department ID in [Department ID] and PIN in [PIN], and click [Log In].



NOTE

When Department ID Management is not implemented

- When only the System Manager ID and PIN are set without Department ID Management, the login methods differ between the system administrator and general users. For the system administrator, enter [System Manager ID]/[System Manager PIN], and then click [Log In (Administrator)]. General users do not need to enter the Department ID and PIN. Click [Log In (General User)].

■ Implementing Function Restrictions and User Management

Configure the settings as necessary.

Checking page totals



 (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <Page Totals> ▶ Check the page total

Setting the maximum number of pages for print



 (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <Register PIN> ▶ Select Department ID ▶ <Edit> ▶ <Turn Limit On/Off and Set Page Limit> ▶ Press <On> for functions to restrict ▶ Enter the number of pages ▶ <OK> ▶ <OK> ▶ <OK> ▶ <OK>

Setting Department ID Management on functions other than print



⚙️ (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <Register PIN> ▶ <Limit Functions> ▶ Press <On> for functions to set Department ID Management on ▶ <OK> ▶ <OK> ▶ <OK>

Deleting Department IDs



⚙️ (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ <Register PIN> ▶ Select the Department ID ▶ <Delete> ▶ <Yes> ▶ <OK> ▶ <OK>

Blocking Printer Jobs When Department ID is Unknown



⚙️ (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ Set <Allow Printer Jobs with Unknown IDs> to <Off> ▶ <OK>

Not authenticate black and white print jobs when using Department ID Management



⚙️ (Settings/Registration) ▶ <Management Settings> ▶ <User Management> ▶ <Department ID Management> ▶ Set <Allow Black & White Printer Jobs> to <Off> ▶ <OK>

LINKS

🔗 **Configuring the Personal Authentication Management Settings(P. 535)**

Basic Windows Operations

- ▶ **Displaying the Printer Folder(P. 980)**
- ▶ **Displaying Shared Printers in the Print Server(P. 980)**
- ▶ **Checking the LPR/RAW Printer Port(P. 981)**
- ▶ **When Printing from the Microsoft Store App(P. 982)**

NOTE

- Depending on the computer that you use, the operation may differ.

■ Displaying the Printer Folder

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ select [Control Panel] ▶ [View devices and printers].

Windows 10

[

Windows Server 2012

Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View devices and printers].

Windows Server 2016

Right-click [

■ Displaying Shared Printers in the Print Server

1 Open Windows Explorer.

Windows 8.1/Server 2012 R2

Right-click [Start] ▶ select [File Explorer].

Windows 10/Server 2016

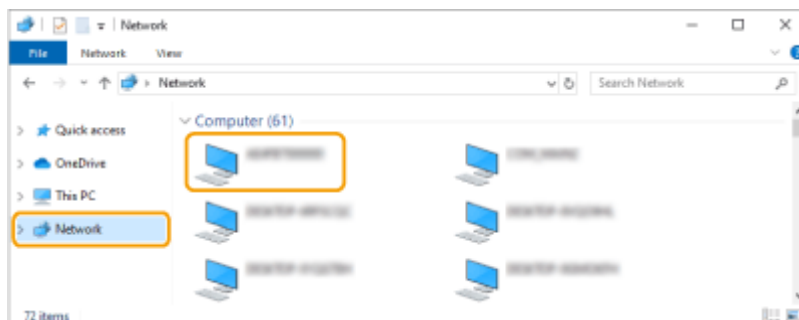
Right-click [

Windows Server 2012

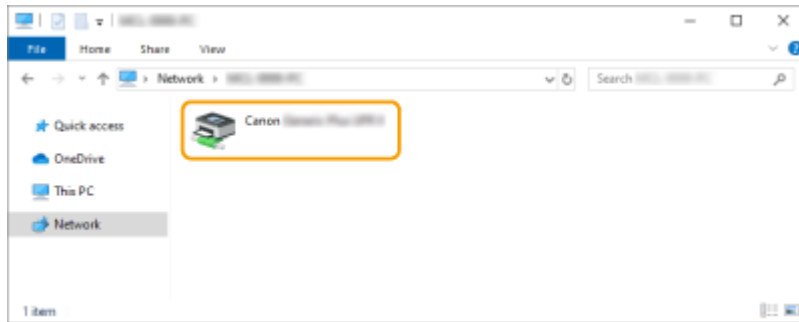
Right-click the lower-left corner of the screen ▶ select [File Explorer].

2 Select the print server from [Network].

- To view computers on the network, you may need to turn on network discovery or search the network for computers.



⇒ The shared printer is displayed.

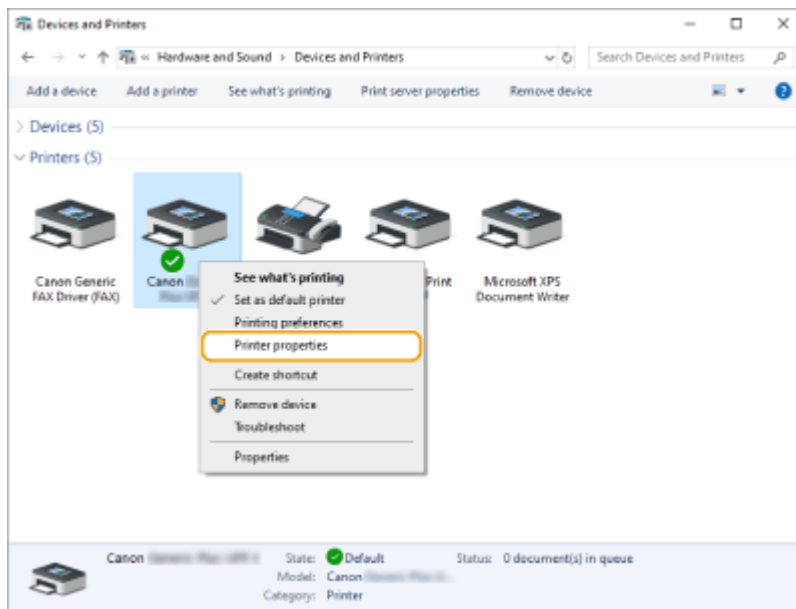


n

■ Checking the LPR/RAW Printer Port

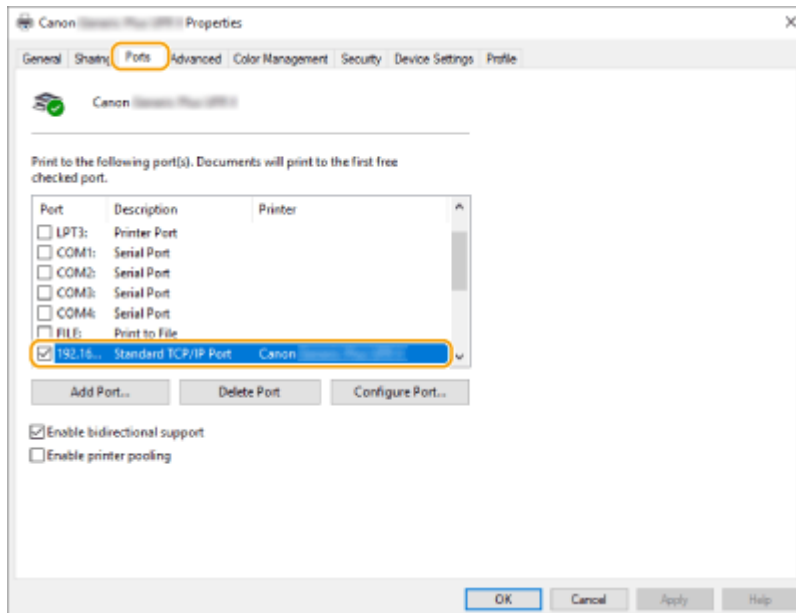
1 Open the printer folder. ▶ Displaying the Printer Folder(P. 980)

2 Right-click your printer icon of the machine and click [Printer properties].



3 Check the port settings.

- Click the [Ports] tab.
- Make sure that the correct port is selected for the printer.



■ When Printing from the Microsoft Store App

Windows 8.1/Server 2012 R2

Display the charms on the right side of the screen ► Tap or click [Devices] ► [Print] ► The driver that you use ► [Print].

Windows 10

Tap or click [Print] on the application ► The driver that you use ► [Print].

Windows Server 2012

Display the charms on the right side of the screen ► Tap or click [Devices] ► The driver that you use ► [Print].

NOTE

- If you print using this method, only a limited number of print settings are available.
- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, go to the desktop and follow the instructions in the displayed dialog box. This message appears when the machine is set to display the user name during printing and similar instances.

System Specifications

E0SS-0FU

This section presents the system specifications for this product. Specifications are subject to change without notice for product improvement or future release.

■ Functional Specifications

▶ **Storage Space Functions(P. 984)**

▶ **Management Functions(P. 985)**

■ Environment To Use the Machine

▶ **System Environment(P. 991)**

▶ **Network Environment(P. 992)**

▶ **System Options(P. 993)**

Storage Space Functions

E0SS-0FW

■ Mail Box

Number of Boxes	100 boxes
File Format for Storing	Proprietary format
Resolution for Storing	● Printer Driver: (Black and White/Color) 600 dpi x 600 dpi, 1200 dpi x 1200 dpi
Disk Capacity	Standard: approximately 65 GB Maximum: 98 GB (optional)
Storage Capacity	2,000 files or 10,000 pages (standard) / 15,000 pages (maximum)
Data Storage Period	3 days (can be changed from the Settings/Registration screen)

Management Functions

E0SS-0FX

■ Information Registered in User Authentication

Up to 5,001 users can be registered.

■ Registering Department IDs

Up to 1,000 Department IDs can be registered.

■ Authentication Functions

- When an Active Directory server is specified as an authentication server, the following system environment is required.

Software (operating system):	Windows Server 2012 ^{*1} /Windows Server 2012 R2 ^{*1} /Windows Server 2016 ^{*1} / Windows Server 2019 ^{*1}

^{*1} Users cannot log in with Active Directory authentication if Kerberos Armoring is enabled for KDC-related policies (group policies). Make sure to disable Kerberos Armoring.

- Kerberos encryption methods for the Active Directory authentication supported by the current version of User Authentication are as follows.

Encryption method	128-bit AES (Advanced Encryption Standard) 256-bit AES (Advanced Encryption Standard) - DES (Data Encryption Standard) - RC4

NOTE

- The available encryption methods may vary, depending on the Active Directory settings.
- Of the available encryption methods, the one with the highest cipher strength is automatically selected.
- When specifying an Active Directory server as an authentication server, use the following ports^{*1} on the server.

To communicate with a DNS server:	port number 53
To communicate with a KDC (Key Distribution Center):	port number 88
To communicate with a server for LDAP directory service (can be changed to an arbitrary port number for the LDAP service):	port number 389

^{*1} The above port numbers are default values. These numbers may vary depending on the selected settings.

- When specifying an LDAP server as an authentication server, the following system environment is required.

Software:	OpenLDAP
Operating system:	Requirements are pursuant to the product specifications of the LDAP server.

- When specifying an LDAP server as an authentication server, use the following ports*¹ on the server.

To communicate with the LDAP server using LDAP (when TLS is enabled):	port number 636
To communicate with the LDAP server using LDAP (when TLS is disabled):	port number 389

*¹ The port numbers can be changed according to the LDAP server settings.

■ Firewall Settings

- When specifying IP addresses in firewall settings, up to 16 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
- When specifying MAC addresses in firewall settings, up to 100 MAC addresses can be specified.
- The exception addresses and exception port numbers that can be used for communication using the sub line and are registered by default are indicated below.

Exception addresses:	0.0.0.1 to 255.255.255.255
Exception port numbers:	53, 67, 68, 80, 161, 443, 515*, 631*, 3702, 5353, 5357, 5358, 8000*, 8080, 8443*, 9013, 9100*, 10443*, 20010*, 47545

* Inbound filter only

■ Registration of Certificates (User Signature Keys/Certificates, CA Certificates, S/MIME Certificates)

- The algorithms and formats of keys and certificates that can be registered are as follows.

RSA signature algorithm:	SHA-1/SHA-256/SHA-384* ¹ /SHA-512* ¹ /MD2* ² /MD5* ²
RSA public-key algorithm (key length):	RSA (512 bits* ² /1024 bits/2048 bits/4096 bits* ²)
DSA signature algorithm:	SHA-1
DSA public-key algorithm (key length):	DSA (1024 bits/2048 bits/3072 bits)
ECDSA signature algorithm:	SHA-1/SHA-256/SHA-384/SHA-512
ECDSA public-key algorithm (key length):	ECDSA (P256/P384/P521)
Certificate format:	User Signature Keys/Certificates: PKCS#12* ³ Keys, Certificates: PKCS#12* ⁴

	CA Certificates, S/MIME Certificates: X.509 DER/PEM
File extension:	User Signature Keys/Certificates: pfx/p12 Keys, Certificates: pfx/p12*4 CA Certificates, S/MIME Certificates: cer/pem
Maximum number of registerable certificates:	User Signature Keys/Certificates: 100 (one user certificate per user) Keys, Certificates: 6*4 CA Certificates: 150 S/MIME Certificates: 2,000

*1 Available only when the key algorithm is 1024 bits or more.

*2 Cannot be used for user signatures

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

*4 Used for TLS, IEEE802.1x, IPsec, and device signatures.

■ Registration of Certificate Revocation Lists (CRL)

Up to 50 certificate revocation lists (CRL) can be registered. Note, however, that CRL cannot be registered in the following cases.

- The data size of the CRL exceeds 1 MB.
- An unsupported signature algorithm is being used.
- The number of revoked certificates registered in one CRL file exceeds 1,000.

■ Definition of "Weak Encryption"

When <Prohibit Use of Weak Encryption> is set to <On>, the use of the following algorithms are prohibited.

Hash:	MD4, MD5, SHA-1
HMAC:	HMAC-MD5
Common key cryptosystem:	RC2, RC4, DES
Public key cryptosystem:	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 Use of Key/Certificate with Weak Encryption> is set to <On>, the hash algorithm SHA-1, which is used for signing a root certificate, can be used.

■ FIPS 140 Standard Algorithm

When <Format Encryption Method to FIPS 140> is set to <On>, the following algorithms are prohibited from use.

Hash:	MD4, MD5, SHA-1 (for a purpose other than TLS)
Common key cryptosystem:	RC2, RC4, DES, PBE
Public key cryptosystem:	RSA encryption (512 bits/1024 bits), RSA signature (512 bits/1024 bits), DSA signature (512 bits/1024 bits), DH (512 bits/1024 bits)

■ Log Management

- The following types of logs can be managed on the machine. Collected logs can be exported in the CSV file format.

Log Type	Number Indicated as "Log Type" in the CSV File	Description
User Authentication Log	4098	This log contains information related to the authentication status of user authentication (login/logout and user authentication success/failure), the registering/changing/deleting of user information managed with User Authentication, and the management (adding/editing/deleting) of roles with the ACCESS MANAGEMENT SYSTEM.
Job Log	1001	This log contains information related to the completion of print jobs.
Transmission Log	8193	The log contains information related to transmissions.
Mail Box Operation Log	8197	This log contains information related to the operations performed on data in the Mail Box.
Mail Box Authentication Log	8199	This log contains information related to the authentication status of the Mail Box.
Machine Management Log	8198	This log contains information related to the starting/shutting down of the machine, changes made to the settings by using the  (Settings/Registration), changes made to the settings by using the Device Information Delivery function, and the time setting. The Machine Management Log also records changes in user information or security-related settings when the machine is inspected or repaired by your dealer or service representative.
Network Authentication Log	8200	This log is recorded when IPsec communication fails.
Export/Import All Log	8202	This log contains information related to the importing/exporting of the settings by using the Export All/Import All function.
Mail Box Backup Log	8203	Log for backups of the following: • User Inboxes • Mail Box • Memory RX Inbox • Confidential Fax Inbox • Any held data

		Form registered for the Superimpose Images function
Application/Software Management Screen Operation Log	3101	This is an operation log for SMS (Service Management Service), software registration/updates, and MEAP application installers, etc.
Security Policy Log	8204	This log contains information related to the setting status of the security policy settings.
Group Management Log	8205	This log contains information related to the setting status (registering/editing/deleting) of the user groups.
System Maintenance Log	8206	This log contains information related to firmware updates and backup/restoration of the MEAP application, etc.
Authentication Print Log	8207	This log contains information and the operation history related to the forced hold print jobs.
Setting Synchronization Log	8208	This log contains information related to the synchronization of machine settings.  Synchronizing Settings for Multiple Canon Multifunction Printers(P. 659)
Log for Audit Log Management	3001	This log contains information related to the starting and ending of this function (the Audit Log Management function), as well as the exporting of logs, etc.

NOTE

- Logs can contain up to 40,000 records. When the number of records exceeds 40,000, they are deleted, with the oldest records first.

■ Import/Export of the Setting Data

See  **Settings/Registration(P. 700)** .

■ Data Backup/Restoration

To back up or restore data, you can use an external storage device that meets the following requirements.

Interface:	USB 2.0/USB 3.0
File system:	FAT32/exFAT
Partition size:	more than 32 GB (Must not be divided into multiple partitions)
Power supply:	must supply power from an external power source

■ Number of machines and users supported by synchronization of custom settings (server)

- Number of synchronizable machines in a group: 10
- Number of synchronizable users for personalized setting values: 1,000

■ Maximum number of users whose setting information can be saved in the machine

- Users: 500
- Groups: 50

■ Max. Buttons Registered on the <Home> Screen

- Max. number of Personal buttons: 60 per user (total of 12,000 for all users)
- Max. number of Shared buttons: 60

■ Images That Can Be Imported for Login Screen Background

- File Size: 1,024 KB
- File Extension: jpg, jpeg, or png
- Image Size: 800 pixels x 486 pixels or smaller

■ Visual Message Specifications

File Format	JPEG, PNG, BMP, GIF, Animated GIF, and HTML (on the intranet/internet)
Communication Protocol	SMB, WebDAV, HTTP
Maximum size of the contents	Max. 10 MB
Image Size	Other than HTML: 799 pixels x 509 pixels* * If the image is larger than the above size, it is displayed in a reduced size without changing its aspect ratio. If the image is smaller than the above size, it is displayed without changing the size. HTML: over 799 pixels x 509 pixels can be used (by scrolling through them)

■ SCEP Server Support

Only the Network Device Enrollment Service (NDES) of Windows Server 2008 R2/2012 R2/2016 is supported.

System Environment

E0SS-0FY

System requirements for the Remote UI ^{*1}	Windows • Microsoft Edge • Google Chrome Mac OS • Safari 11 or later • Google Chrome
System requirements for the User's Guide	Windows • Internet Explorer 9 and later • Microsoft Edge • Firefox • Firefox ESR • Google Chrome (Online browsing only) Mac OS • Safari • Firefox • Google Chrome (Online browsing only) Linux • Firefox iOS • Safari (Online browsing only) Android • Google Chrome (Online browsing only)

^{*1} Before changing the settings of the machine, set your Web browser to enable all cookies and use JavaScript.

Network Environment

E0SS-0H0

■ Wired LAN Specifications

Interface (Primary line/Secondary line)	10Base-T/100Base-TX/1000Base-T (RJ-45)
Protocol Supported	TCP/IP • Frame type: Ethernet II • Print applications: LPD/Raw/IPP/IPPS/FTP/WSD/Windows 10 Mobile Print/Universal Print

System Options

E0SS-0H1

By installing system-related options, you can further enhance the performance of the machine.

■ imagePRESS Server

imagePRESS Server is a printer controller which attaches to the back of the machine. imagePRESS Server supports Adobe Genuine PostScript 3 and PCL5e, and is suited for office environments in which larger print volumes are frequently processed, or for users who use Adobe PostScript or other PostScript applications.

■ 1TB SSD

The 1TB SSD is necessary when using the Mirroring function of the Memory Mirroring Kit.

■ Memory Mirroring Kit

The Memory Mirroring Kit enables you to back up the data on the storage device of the machine to the additional optional storage device. Even if one storage device should fail, you can access the other storage device to reduce the risk of data loss.

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