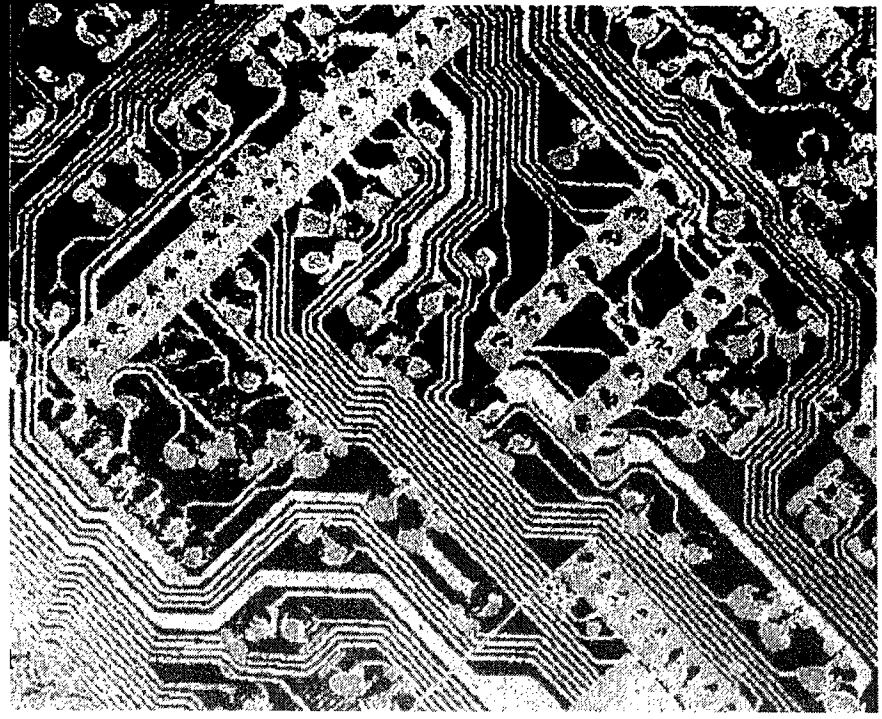
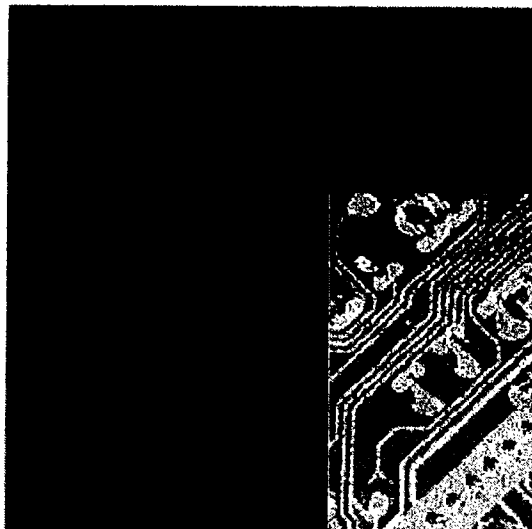


Canon

imageRUNNER

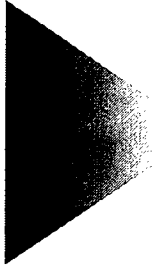
5000 Series

User's Guide



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

ENGLISH




imageRUNNER
5 0 0 0 Series
User's Guide

PREFACE

Thank you for purchasing the Canon imageRUNNER 5000 Series. This Manual describes the method of using the imageRUNNER 5000 Series, its Copy and Mail Box functions, and the parts that are common to each function.

Please read this manual thoroughly before operating the imageRUNNER 5000 Series in order to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual store it in a safe place for future reference.

CAUTION:

In this manual, CAUTION MESSAGES with this  symbol indicate that neglecting the suggested procedure or practice could result in personal injury.

NOTICE:

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, some of the data contained herein may not exactly reflect the current model of the particular product with which this manual has been included. If you have a need for an exact specification, please contact Canon for the current specification.

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International Energy Star-Program



As an ENERGY STAR® Partner, *Canon USA, Inc.* has determined that this copier model meets the ENERGY STAR® Program for energy efficiency.

The International ENERGY STAR® Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, displays, printers, facsimiles, and copiers. Their standards and logos are uniform among participating nations.

Note:

This equipment has been tested and found to comply with the limits for a Class A digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference when the equipment is operated in a commercial environment. This equipment generates, uses, and can radiate radio frequency energy and, if not installed and used in accordance with the Operator's Manual, may cause harmful interference to radio communications. Operation of this equipment in a residential area is likely to cause harmful interference in which case the user will be required to correct the interference at his own expense.

Do not make any changes or modifications to the equipment unless otherwise specified in the manual. If such changes or modifications should be made, you could be required to stop operation of the equipment.

How This Manual is Organized

1 CHAPTER

Before You Start Using This Machine

This chapter describes the name and function of each part of the machine, and also the method of placing an original after switching ON the machine.

2 CHAPTER

Basic Copying

This chapter describes the basic copy functions.

3 CHAPTER

Useful Copy Functions

This chapter describes more advanced copy functions.

4 CHAPTER

Using the Mail Box Functions

This chapter describes the Mail Box functions that enable you to temporarily store or print data.

5 CHAPTER

Printing Efficiently

This chapter describes how to make the next copy, or a print from another function, while a print is being made, how to check the printing status, and how to change or cancel printing.

6 CHAPTER

Setting and Adjusting Common Settings to Suit Your Needs

This chapter describes the default settings and how to change them to suit your needs.

7 CHAPTER

Loading Paper and Adding Toner

This chapter describes how to load paper and add toner.

8 CHAPTER

Troubleshooting

This chapter describes what to do when there is a paper jam or a problem with print quality.

9 CHAPTER

Handling Options

This chapter describes the use of options and what to do if there is a paper jam in an optional unit.

10 CHAPTER

Operation When User Restrictions are Enabled and How to Enter Alphabet Characters

This chapter describes how to use the Control Card, enter characters, etc.

11 CHAPTER

Appendix

This chapter describes the specifications of this machine and optional units, index, etc.

Some information in this manual is also relevant when using the Printer functions etc. of the imageRUNNER 5000 Series. Please use this manual in combination with the other manuals (printer manual etc.) when using the printer functions.

Safety Information

A. Laser Safety

This Product complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the Product does not produce hazardous laser radiation.

Since radiation emitted inside the Product is completely confined within protective housings and external covers, the laser beam can not escape from the machine during any phase of user operation.

B. CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States. The label shown below indicates compliance with the CDRH regulations and must be attached to laser products marketed in the United States.

DANGER:	INVISIBLE LASER RADIATION WHEN OPEN. AVOID DIRECT EXPOSURE TO BEAM.
VORSICHT:	UNSICHTBARE LASERSTRAHLUNG, WENN ABDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNG ÜBERBRÜKT NICHT DEM STRAHL AUSSETZEN.
CAUTION:	INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO BEAM.
ATTENTION:	RAYONNEMENT LASER EN CAS D'OUVERTURE EXPOSITION DANGEREUSE AU FAISCEAU.

CAUTION

- Use of controls, adjustments or performance of procedures other than those specified in the manual may result in hazardous radiation exposure.

CANON INC. 3-30-2 SHIMOMARUKO, OHTA-KU, TOKYO, JAPAN CANON U.S.A., INC ONE CANON PLAZA, LAKE SUCCESS, N.Y. 11042, U.S.A. CANON CANADA INC. 6390 DIXIE ROAD MISSISSAUGA, ONTARIO L5T, 1P7, CANADA MANUFACTURED: THIS PRODUCT CONFORMS WITH DHHS RADIATION PERFORMANCE STANDARD, 21 CFR CHAPTER 1 SUBCHAPTER J.

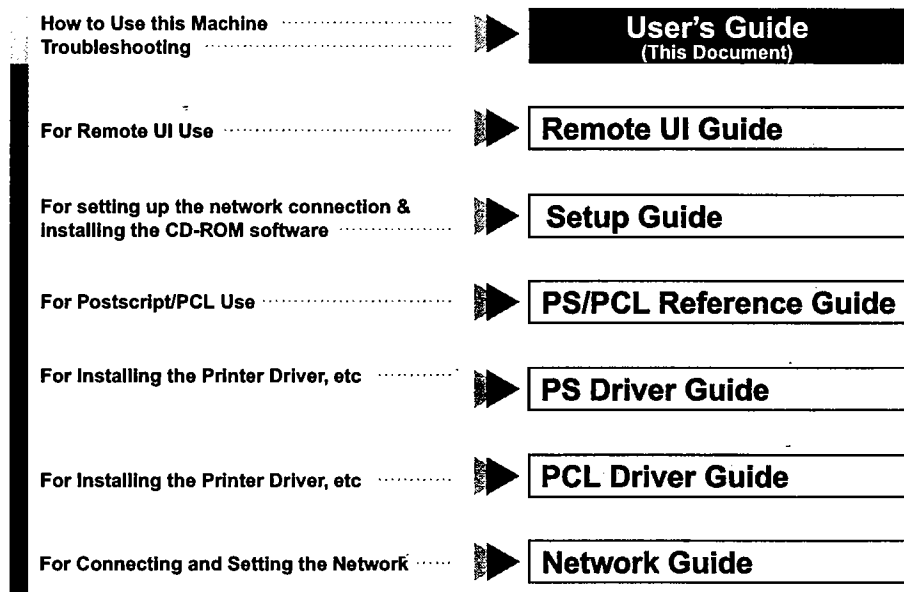
Functions of This Machine and Related Manuals

This machine can also be used in a network or as a printer, when the Network Multi-PDL Printer Kit (option) is attached. Refer to the instruction manual for the relevant function as well as this manual.



IMPORTANT

- You can use the Remote UI when the Network Multi-PDL Printer Kit is attached.
- The Printer function may be attached as standard depending on the system configuration.

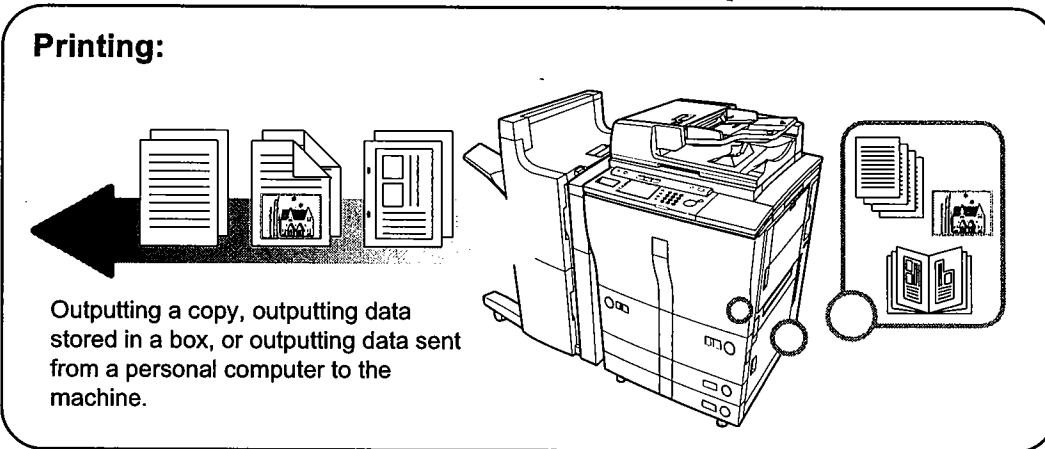
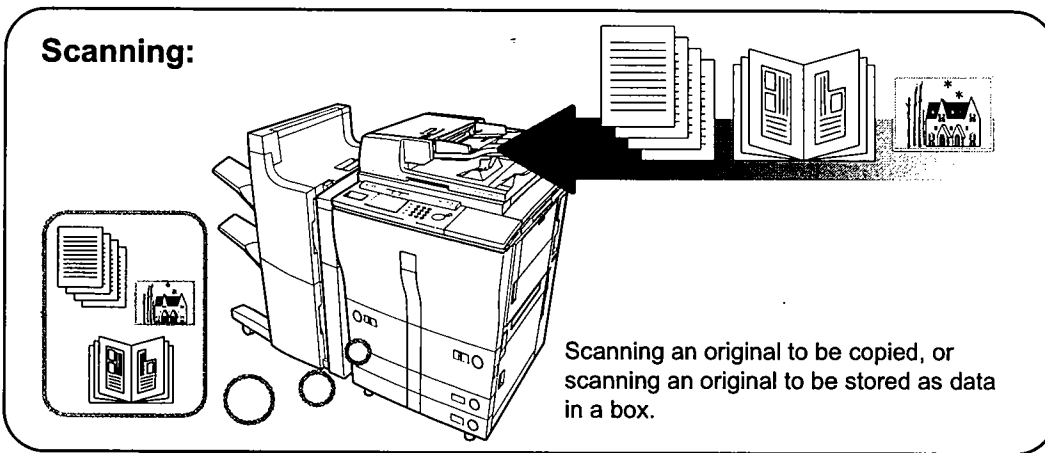


The manuals supplied with option equipment are included in the list above.
Depending on the system configuration and product purchased, some manuals may be unavailable (irrelevant).
Specifications are subject to change without notice for product improvement or future release.

Operation of the Machine and Terms Used in This Manual

This machine makes effective use of a memory in order to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can scan the next person's original to make a copy without any need to wait. You can also print from this machine by using a function other than the Copy function. In this machine, these operations take place in a complex way, so not only copies but also various kinds of prints may sometimes have to wait their turn before they can be output.

To avoid confusion when reading this manual, the terms "scanning", "printing" and "copying" used in this manual are defined as set out below. There are some cases in which the scanning of an original when making a copy, and the process of making a print are described separately.



Copying:

Printing data scanned from an original, followed by finishing (stapling, etc.).


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How to Use This Manual

The descriptions in this manual are presented using the following general format.

2

3 Useful Copy Functions

6

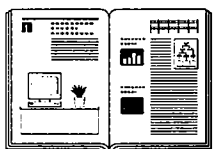
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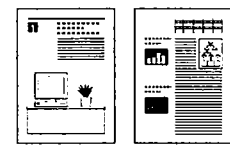
Making Copies of Facing Pages in a Book (Two-page Separation) 1

This feature enables you to copy facing pages in a book or magazine on separate sheets of paper.

Original



Copy



IMPORTANT

- Place the original on the platen glass. You cannot place the original in the feeder and copy it in the Two-page Separation mode.
- In the Two-page Separation mode, combined use with the Saddle Stitch, Two-sided, Cover/Sheet Insertion, Booklet, Transparency Interleaving, Different Size Originals, Image Combination, Image Separation, and Image Repeat modes cannot be set.
- When copying facing pages with the two-sided mode, copy them with the Book + 2-Sided mode. (See "Making Two-sided Copies from Facing Pages in a Book (Book + 2-Sided)," on p. 2-43.)


Copying Facing Pages onto Two Separate Sheets 5

1 Place your original on the platen glass and press the [Special Features] key.
(See "Placing Originals," on p. 1-11.)

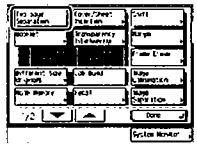
NOTE

- If you want to make copies in page order, begin copying from the first pages and work your way forward.
- Place the original face down so that the original's top edge is against the back edge of the platen glass.

9



2 Press the [Two-page Separation] key.



3-2 Making Copies of Facing Pages in a Book (Two-page Separation)

3

4

5

9

The above sample page does not actually exist in this manual.

<p>1 Section Title</p> <p>2 Chapter Title</p> <p>3 Description of modes and examples of output</p> <p>4 IMPORTANT Indicates operational warnings. Be certain to read these items so that you operate the machine correctly.</p> <p>5 Subsection Title</p> <p>6 Operation Instructions Numbered steps describe how to set and operate various functions.</p>	<p>7 Reference Page and chapter numbers containing related items are provided.</p> <p>8 NOTE Indicates notes for operation or additional explanations. Reading these is recommended.</p> <p>9 Illustrations Illustrations to help you identify keys and parts of the machine.</p>
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How to Use This Manual

15

Symbols Used in This Manual

 **WARNING**


Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machine safely, always pay attention to these warnings.

 **CAUTION**

Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.

 **IMPORTANT**

Indicates operational warnings and restrictions. Be certain to read these items to operate the machine correctly, and to avoid damage to the machine.

 **NOTE**

Indicates notes for operation or additional explanations. Reading these is recommended.

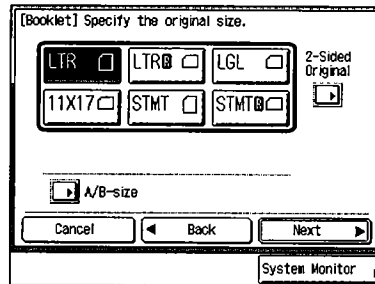
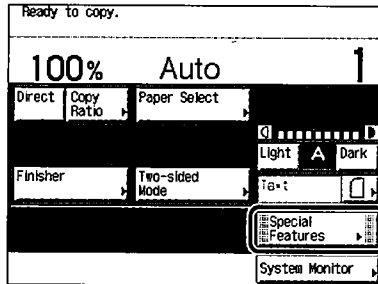
The following symbols, key names and unit names are used in this manual.

Key on control panel  key Key on touch panel display [OK] key

Unless otherwise mentioned, screenshots of the touch panel display and illustrations used in this manual are those taken when the Saddle Finisher-F2, and the Paper Deck-G1 are attached to the imageRUNNER 5000.

Note that functions that cannot be used depending on the model or options are not displayed in the touch panel display.

The keys which are to be operated are marked with  as shown below in this manual.



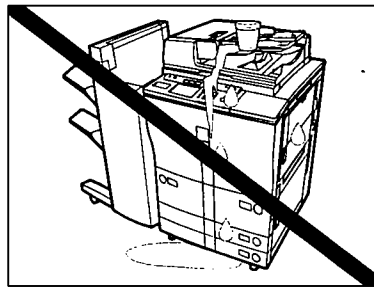
When multiple keys which should be operated are displayed in a touch panel display, all keys are marked. Select the key which suit your needs.

Safety Considerations

Installation

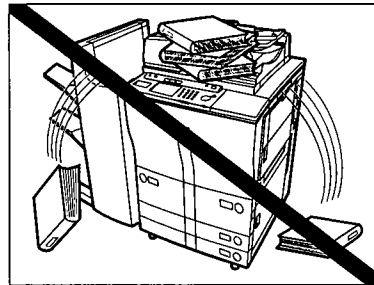
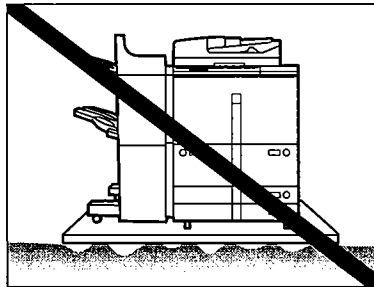
WARNING

- Do not install the machine near alcohol, paint thinner or other inflammable substances. If inflammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.
 - Necklaces and other metal objects
 - Cups, vases, flowerpots and other containers filled with water or liquidsIf these items are dropped or spilled inside the machine, immediately turn OFF the main power switch and unplug the power plug from the outlet. Then, contact your service representative.

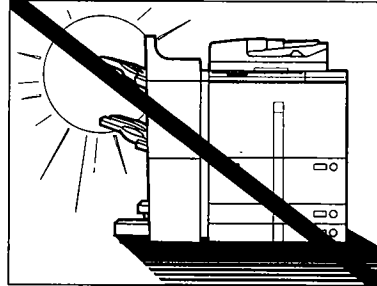


CAUTION

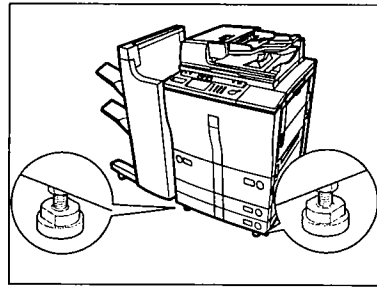
- Do not install the machine in unstable locations such as on unsteady platforms or on inclined floors, or in locations which are subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- Do not install the machine in such a way that the ventilation ports are blocked by objects. If the ventilation ports are blocked, heat will build up inside the machine and may result in a fire.
- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.



- Do not install the machine in the following locations.
 - A damp or dusty location
 - A location which is exposed to direct sunlight
 - A location subject to high temperatures
 - A location that is subject to open flames



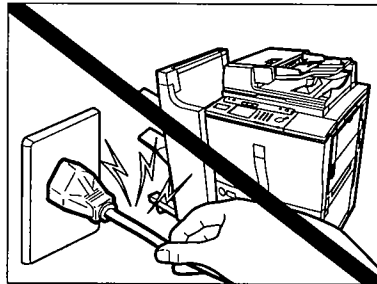
- Do not remove the machine's fixing stoppers after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.



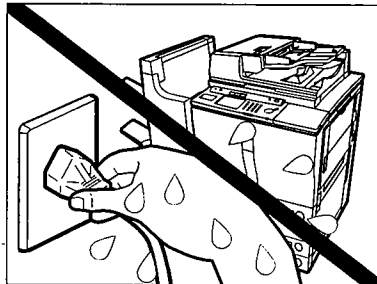
Power Supply

WARNING

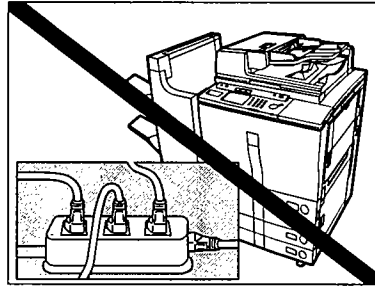
- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.



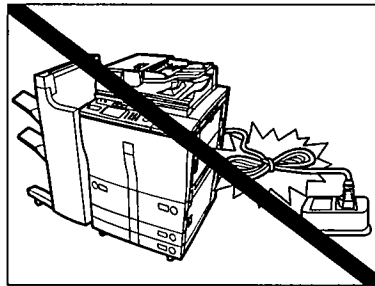
- Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.



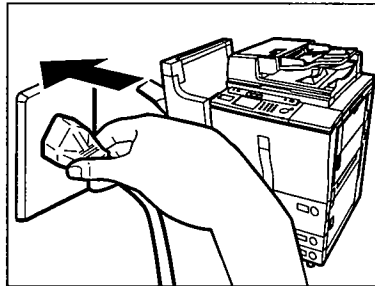
- Do not plug the machine into a multi-plug power strip, as this may cause a fire or electrical shock.



- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.

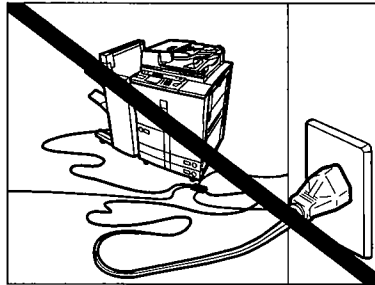


- Insert the power cord completely into the outlet, as failure to do so may result in a fire or electrical shock.

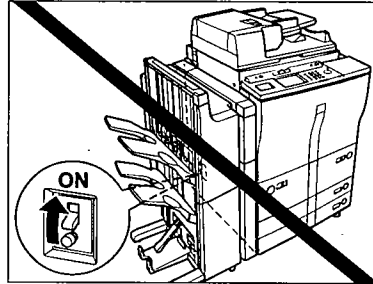


- Do not use power cords other than the provided power cord, as this may result in a fire or electrical shock.

- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, untie the cord binding and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power and extension cords.

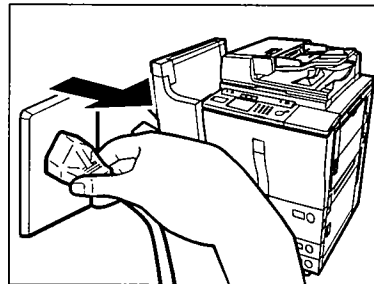


- If the breaker drops to the OFF position when you turn ON the power switch or when the copier is already ON, do not push the breaker back to the ON position. Doing so may lead to a fire, electrical shock, smoke, or the tripping of other breakers in the facility. When this happens, unplug the power plug immediately and contact your service representative.



⚠ CAUTION

- Do not use power supplies with voltages other than 120 V AC, as this may result in a fire or electrical shock.
- Always grasp the plug portion when unplugging the power plug. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

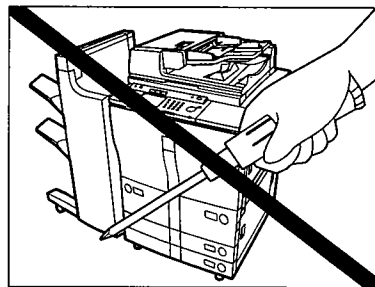


- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

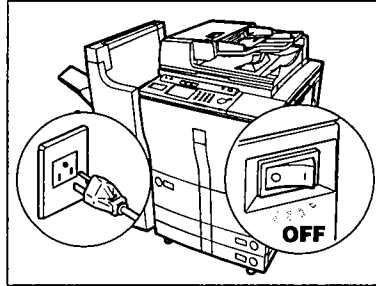
Handling

⚠ WARNING

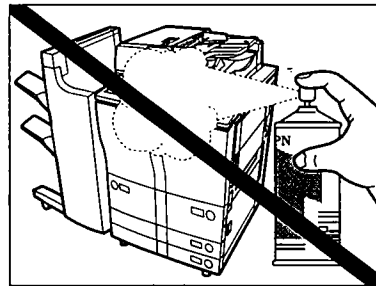
- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.



- If the machine makes strange noises, or emits smoke, heat or unusual smells, immediately turn OFF the main power switch and unplug the power plug from the outlet. Then, contact your service representative. Continued use of the machine in this condition may result in a fire or electrical shock.

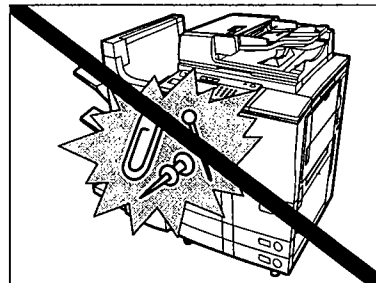


- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, this may result in a fire or electrical shock.



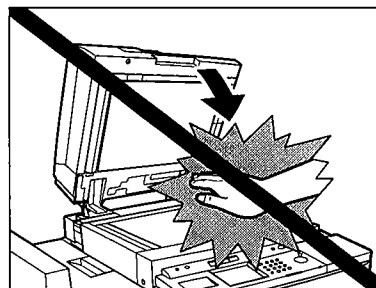
- When moving the machine, first turn OFF the power switch, and then unplug the power plug. Failure to do so will damage the power cord which may cause a fire or electrical shock.

- Do not drop paper clips, staples or other metal objects inside the machine. Also, do not spill water, liquids or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch and unplug the power plug from the socket. Then, contact your service representative.

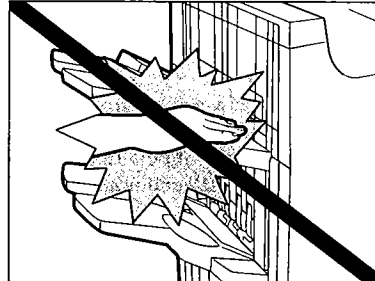


⚠ CAUTION

- Close the Feeder gently to avoid catching your hand, as this may result in personal injury.



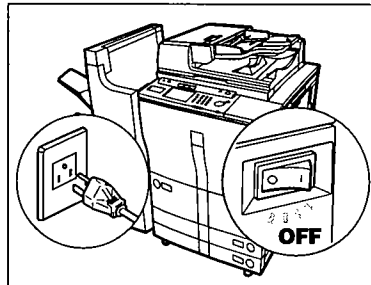
- Do not touch the Finisher while the machine is printing, as this may result in personal injury.
- Turn OFF the power switch for safety when the machine will not be used for a long period of time such as overnight. Also, unplug the power plug for safety when the machine will not be used for an extended period of time such as during consecutive holidays.
- Do not place your hand in the part of the tray where stapling is performed while a Finisher is attached, as this may result in personal injury.



Maintenance and Inspections

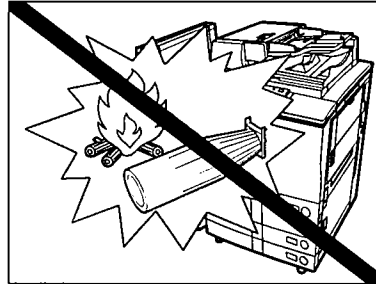
WARNING

- When cleaning the machine, first turn OFF the main power switch and unplug the power plug. Failure to observe these steps may result in a fire or electrical shock.




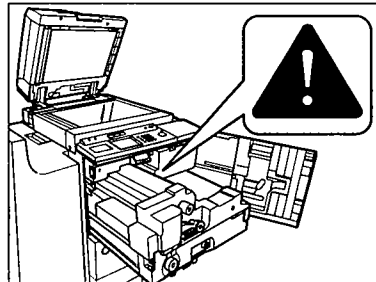
- Clean the machine using a firmly wrung-out cloth dampened with a mild cleansing detergent. Do not use alcohol, benzene, paint thinner or other flammable substances. If flammable substances come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.

- Do not throw used toner bottles into open flames, as this may ignite the toner remaining inside the bottles and result in burns or a fire.



⚠ CAUTION

- Unplug the power plug from the outlet at least once a year, and clean the area around the base of the plug's metal pins to ensure all dust is removed. If dust accumulates in this area, it may result in a fire.
- There are some areas inside the machine which are subject to high voltages and high temperatures. Take adequate precautions when performing internal inspections to avoid burns or electrical shock.
- The symbol  inside the machine indicates that the area is subject to high temperature, and not to be touched without care.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.

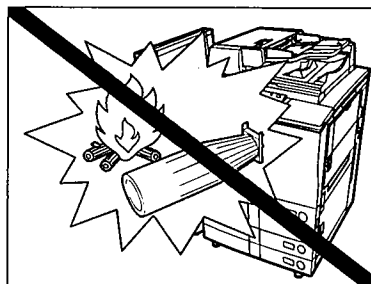


- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.
- When removing used toner bottles from the toner supply port, remove the bottles carefully to prevent toner from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.

Consumables

WARNING

- Do not throw toner bottles into open flames, as this may cause the toner to ignite and result in burns or a fire.



- Do not store toner bottles or paper in places exposed to open flames, as this may cause the toner or paper to ignite and result in burns or a fire.
- When discarding the toner bottles, put the bottles in a bag to prevent the toner from scattering, and dispose of it as a non-flammable.

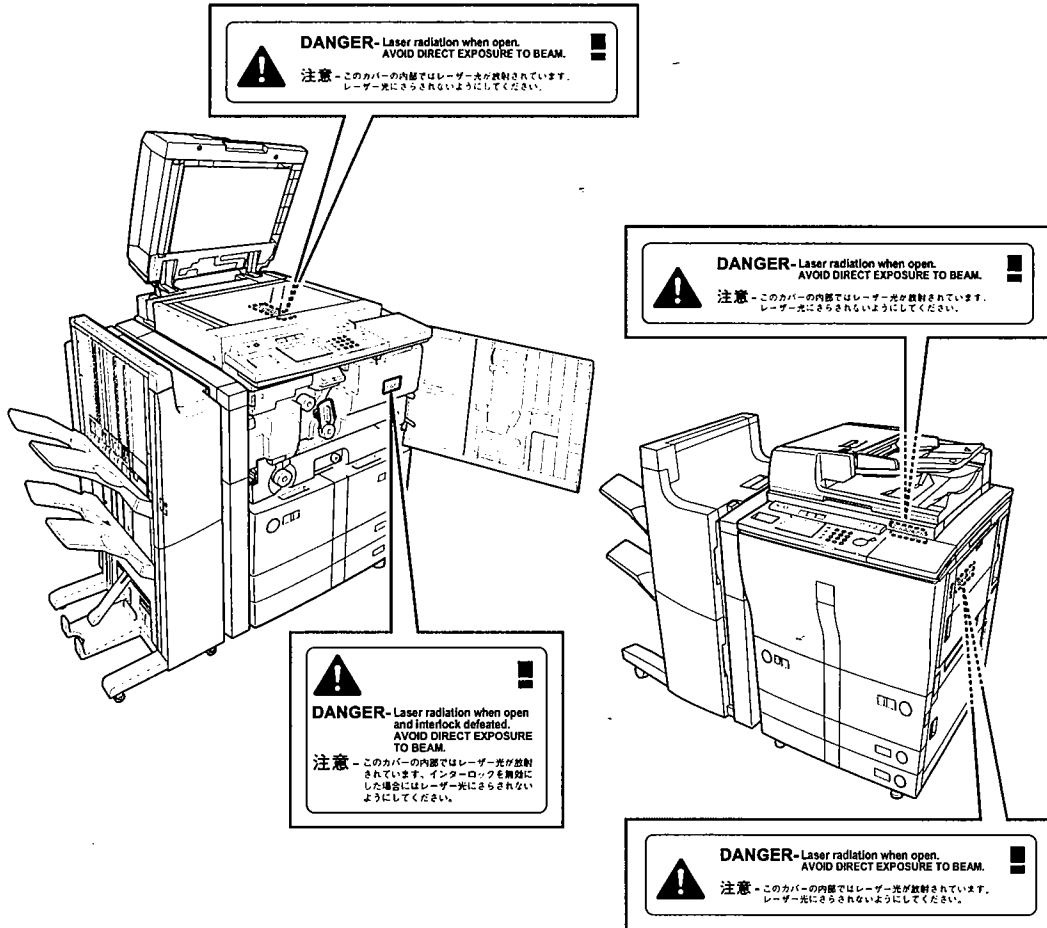
CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Warning Indications

⚠ CAUTION

- The laser unit inside the machine emits laser light. Under no circumstances open the cover of the laser unit or remove the label attached to the cover. If the laser light escapes from the machine, exposure may cause serious damage to your eyes.



Periodic Inspection of the Breaker

This machine has a breaker that detects excess current or leakage current. Be sure to test the breaker once or twice a month using the following procedure.



IMPORTANT

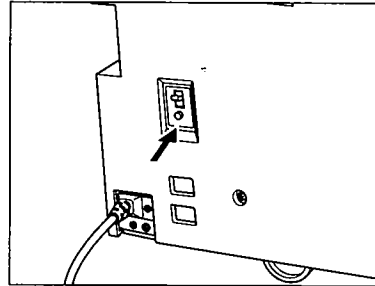
- Make sure that the main power is turned ON, and the machine is neither printing nor scanning before starting periodic inspection of the breaker.
- If a malfunction occurs after a periodic inspection, contact your service representative.

- 1 Press the test button located at the bottom left of this machine.**



NOTE

- Push the test button with the tip of the ball-point pen, etc.
- For details of the location of the breaker when the Finisher is attached, see "Internal View," on p. 1-3.

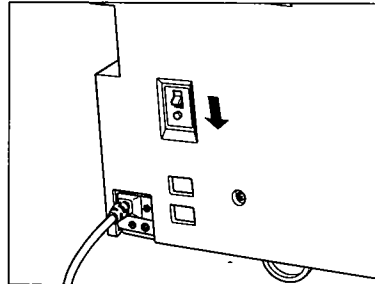


- 2 The breaker lever automatically goes to OFF ("○" side). Confirm that the power is cut OFF.**

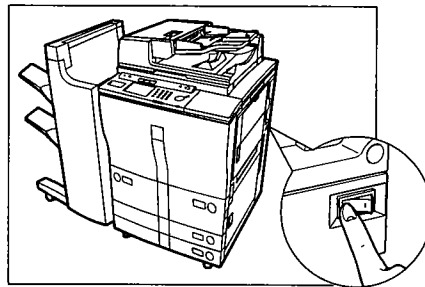


IMPORTANT

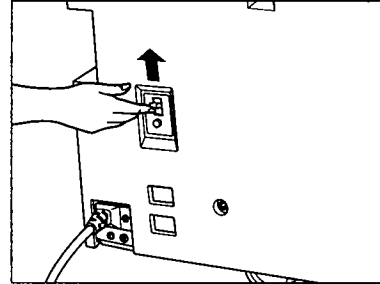
- Do not use the test button to turn the power ON and OFF.
- If the breaker lever does not go to OFF ("○" side), repeat step 1.
- If the breaker lever does not go to OFF ("○" side) despite carrying out the above procedure two or three times, contact your service representative.



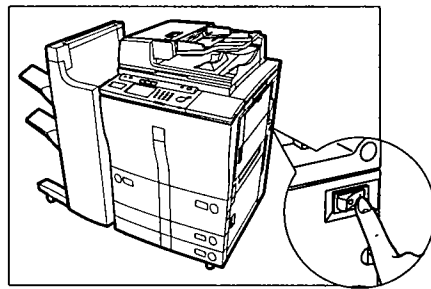
- 3 Once you confirmed that the above operation takes place, press the main power switch to OFF ("○" side).**



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



5 Press the main power switch to ON ("I" side)

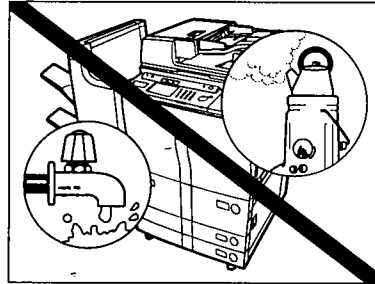


6 Fill in the check sheet for the periodic inspection of the breaker at the end of this manual.

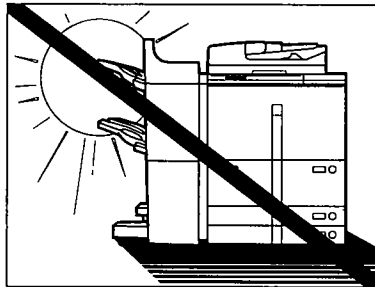
Installation Precautions

Avoid Installing the Machine in the Following Locations

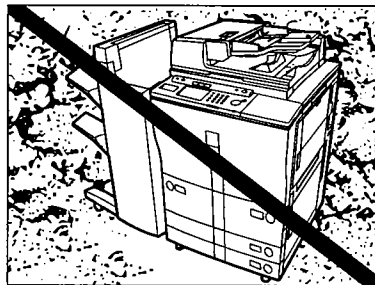
- **Avoid locations which are subject to low temperatures and low humidity, or high temperatures and high humidity.**
For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters and stoves.



- **Avoid installing the machine in the direct sunlight.**
If unavoidable, shade the machine using curtains.



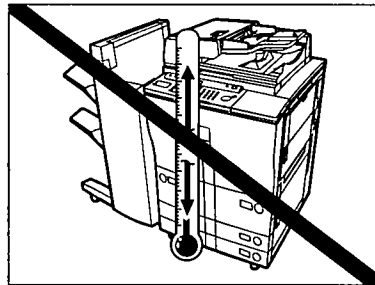
- **Avoid poorly ventilated locations.**
During use, the machine generates ozone. However, the amount of ozone generated is not enough to affect the human body. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making a large quantity of prints, be sure to ventilate the room to make the working environment as comfortable as possible.
- **Avoid locations where a considerable amount of dust accumulates.**



- **Avoid locations where ammonia gas is emitted.**
- **Avoid locations near volatile flammables, such as alcohol or paint thinner.**
- **Avoid locations which are subject to vibrations.**
For example, avoid installing the machine on unstable floors or stands.

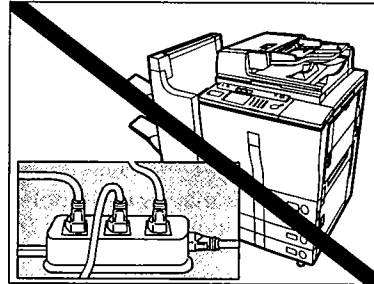


- **Avoid rapid changes in temperature.**
If the room in which the machine is installed is rapidly heated from a low temperature, condensation may form inside the machine. This can adversely affect print quality or result in an inability to obtain print images.
- **Avoid installing the machine near computers or other precision electronic equipment.**
Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment.
- **Avoid installing the machine near televisions, radios or other similar electronic equipment.**
The machine might interfere with sound and picture signal reception, etc. Plug the machine into a dedicated power outlet and maintain as much space as possible between the machine and other electronic equipment.
- **About the machine's fixing stoppers.**
 - Do not remove the machine's fixing stoppers after the machine has been installed.
 - If you put weight on the front of the machine while the paper drawers or units within the machine are pulled out all the way, the machine might fall forward. To prevent this from happening, make sure that the machine's fixing stoppers are set in place.



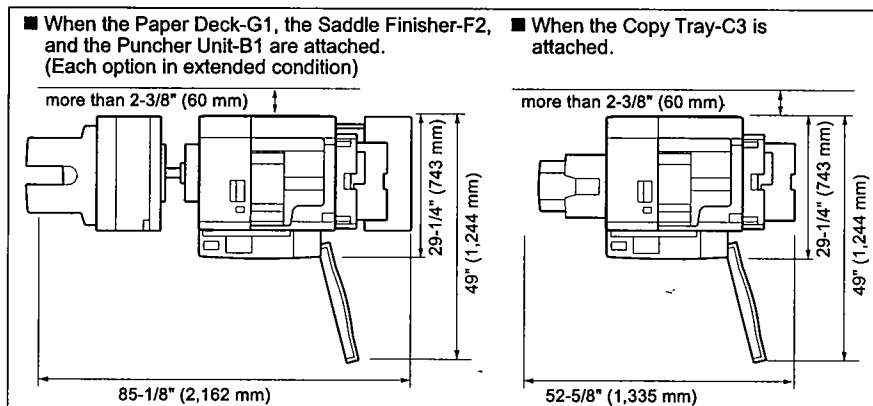
Select a Safe Power Supply

- Plug the machine into a 120V AC outlet.
- Do not plug other electrical equipment into the outlet to which the machine is connected.
- Do not plug the machine into a multi-plug power strip. Doing so might cause a fire.
- The power cable may become damaged if it is often stepped on or heavy objects are placed on it. Continued use of a damaged power cable can lead to an accident.



Provide Adequate Installation Space

- Provide enough space on each side of the machine for unrestricted operation.

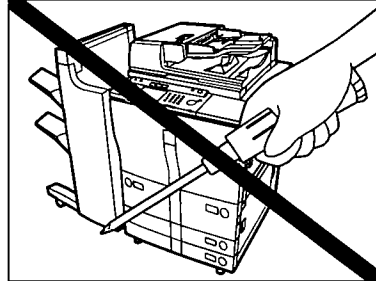


Moving the Machine

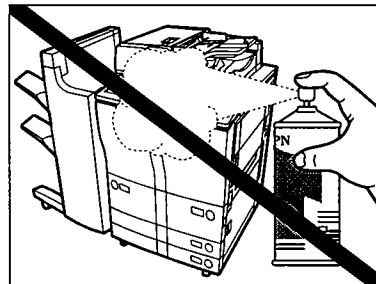
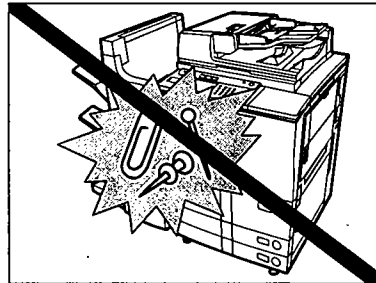
- If you intend to move the machine, contact your service representative beforehand.

Handling Precautions

- Do not attempt to disassemble or modify the machine.
- Some parts inside the machine are subject to high voltages and temperatures. Take adequate precaution when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.



- Be careful not to drop any foreign objects such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or an electrical shock.
- If there is unusual noise or smoke, immediately turn the main power switch OFF, then call your service representative. Using the machine in this state might cause a fire or an electric shock. Also, avoid placing objects around the plug so that the machine can be unplugged whenever necessary.
- Do not turn the main power switch OFF or open the front door during the operation. This might result in paper jams.
- To avoid danger of ignition, do not use flammable aerosol products near the machine.
- If the machine will not be used for a prolonged period of time, for example during the night, turn the main power switch OFF.
- There may be an accident or a defect with the hard disk in the machine, causing loss, destruction or alternation of data received or stored on the hard disk. You are recommended not to store data on the hard disk without having copies or print-outs of such data outside.



CAUTION

- CANON RECOMMENDS THAT DATA STORED ON THE PRODUCT'S HARD DISK DRIVE BE DUPLICATED OR BACKED UP TO PREVENT ITS LOSS IN THE EVENT OF FAILURE OR OTHER MALFUNCTION OF THE HARD DISK DRIVE. NEITHER CANON NOR ANY SERVICE PROVIDER WILL BE LIABLE FOR DAMAGES FOR LOSS OF DATA STORED ON THE PRODUCT'S HARD DISK DRIVE (SEE THE TERMS OF THE PRODUCT'S LIMITED WARRANTY FOR MORE DETAILS).

Legal Limitations on Scanner Usage and the Use and Printing of Scanned Images

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- Paper money
- Travelers Cheques
- Money Orders
- Food Stamps
- Certificates of Deposit
- Passports
- Postage Stamps (canceled or uncanceled)
- Immigration Papers
- Identifying badges or insignias
- Internal Revenue Stamps (canceled or uncanceled)
- Selective Service or draft papers
- Bonds or other certificates of indebtedness
- Checks or drafts drawn by Governmental agencies
- Stock Certificates
- Motor Vehicle Licenses and Certificates of Title
- Copyrighted Works/Works of Art without Permission of Copyright Owner

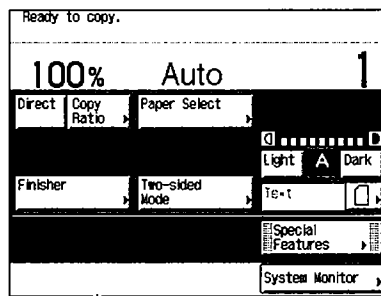
What the imageRUNNER 5000 Series Can Do

Most operations for using this machine are done from the touch panel display. By pressing the keys following the messages in the touch panel display, you can utilize the functions of this machine.

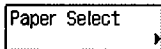
Various Kinds of Copies

Basic Features Screen

The screen below, which appears when the machine is ready to make copies, is called the Basic Features screen.



Job/Print monitor area
Displays the current status of the copy job or other functions.

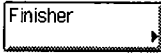


Press to select the paper and the feeding position of the paper. (See "Selecting the Copy Paper Size (Paper Select)," on p. 2-9.)



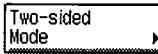
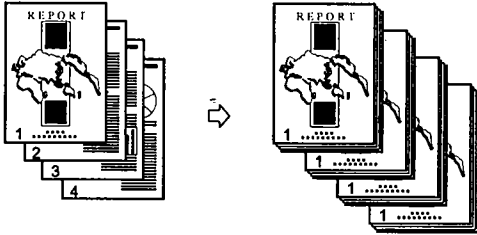
Press to make copies at a different copy ratio. (See "Changing the Copy Ratio (Copy Ratio)," on p. 2-16.)





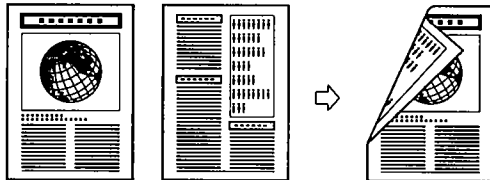
Press to select or cancel Collate, Group, or Staple collate modes. (See "Collating Copies (Finisher)," on p. 2-48.)

- When you select the [Collate] key.

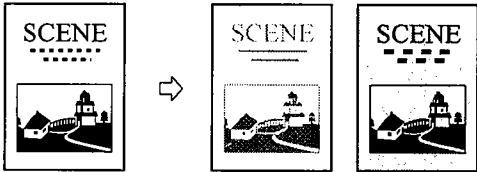


Press to select or cancel the Two-sided mode. You can copy one-sided/ two-sided originals and facing pages of an original, such as books, on both the front and back sides of the paper, and make one-sided copies from two-sided originals. (See "Two-sided Copying (Two-sided Mode)," on p. 2-38.)

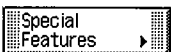
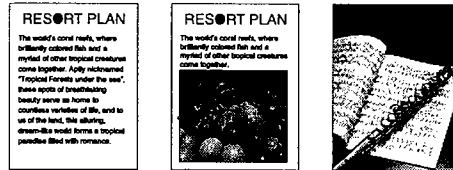
- When you select the [1 ▶ 2-Sided] key.



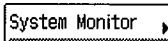
Press the [Light] or [Dark] key to manually control the copy exposure. Press the [A] key to select or cancel Auto Exposure Control. (See "Adjusting Exposure and Image Quality (Copy Exposure)," on p. 2-32.)



Press to copy originals specifying the image quality (text only, text and photo, photo only). You can also select the type of photo (printed image/photo) when you set the photo mode in the Additional Functions beforehand. (See "Selecting Image Quality," on p. 2-33.)




Press to select the Special Features mode. (See Chapter 3 "Useful Copy Functions".)

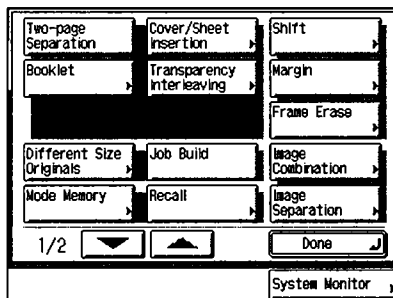


Press to check the printing status, change the printing sequence or cancel printing. (See "Checking and Changing Printing Status," on p. 5-13.)

Special Features Screen

When you press the [Special Features] key in the Basic Features screen, the Special Features screen appears in the touch panel display. The Special Features screen displays special functions available for copying. In some functions, when a function is selected, a more detailed screen for the selected mode appears. To close the Special Features screen and return to the Basic Features screen, press the [Done] key. Pressing the  key after selecting a function brings up a help screen with guidance information.

Special Features Screen 1/2



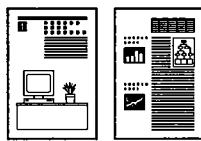
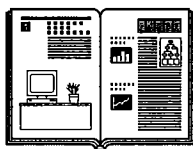
Two-page Separation

Press to select or cancel the Two-page Separation mode. This mode enables you to copy two pages of an opened book onto separate copy sheets. (See "Making Copies of Facing Pages in a Book onto Two Separate Copy Sheets (Two-page Separation)," on p. 3-2.)

Cover/Sheet Insertion

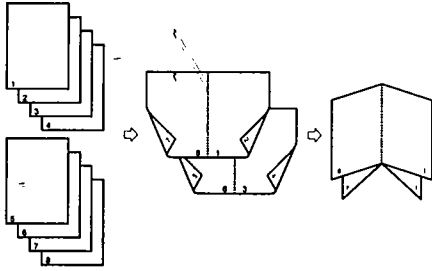
Press to add covers. Also press to add insertion sheets or chapter pages between specified pages. (See "Adding Front and Back Covers, Insertion Sheets and Chapter Pages to Copy Sets (Cover/Sheet Insertion)," on p. 3-4.)

- When you select the [Front Cover] key.



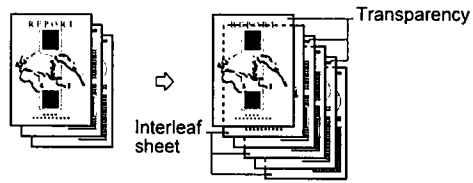
Booklet

Press when making copies of several originals to form a booklet. (See "Making Copies for Use as a Booklet (Booklet)," on p. 3-9.)



Transparency Interleaving

Press to select or cancel the Transparency Interleaving mode. This mode enables you to insert a sheet between each transparency when copying transparencies. (See "Making Copies with Sheets of Paper Interleaved between Transparencies (Transparency Interleaving)," on p. 3-13.)



Shift

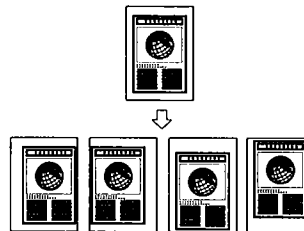
Press to select or cancel the Shift mode. This mode enables you to shift the position of the original image on the copy sheet. (See "Making Copies with Original Image Shifted (Shift)," on p. 3-16.)

- When you select the [Center Shift Corner Shift] key.



Margin

Press to select or cancel the Margin mode. This mode enables you to create margins along the sides of copies. (See "Making Copies with Margins (Margin)," on p. 3-21.)



Frame Erase

Press to select or cancel the Frame Erase mode. This mode enables you to eliminate dark border areas and lines that appear around original images, or shadows from punched holes. (See "Erasing Shadows and Frame Lines from Copies (Frame Erase)," on p. 3-24.)

- When you select the [Original Frame Erase] key.

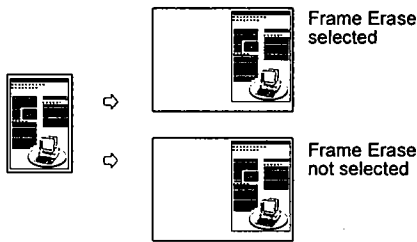


Image Combination

Press to select or cancel the Image Combination mode. This mode enables you to automatically reduce two, four or eight originals to fit on a one-sided or two-sided copy sheet. (See "Reducing Two, Four or Eight Originals to Fit on a Single Copy Sheet (Image Combination)," on p. 3-33.)

- When you select the [2 On 1] key.

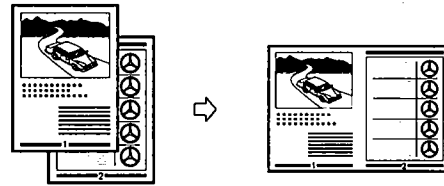
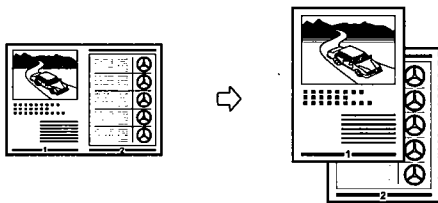


Image Separation

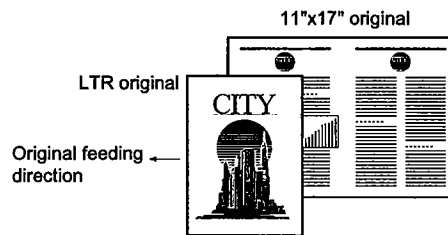
Press to select or cancel the Image Separation mode. This mode enables you to divide an original into 2 or 4 sections and enlarge each section onto a copy sheet of specified size. (See "Dividing an Original Into Equal Sections and Enlarging Each Section on a Separate Copy Sheet (Image Separation)," on p. 3-38.)

- When you select the [1 to 2] key.



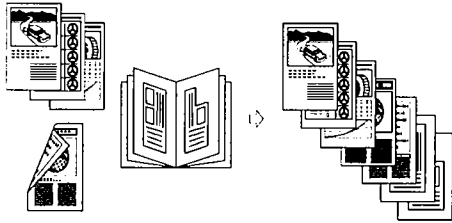
Different Size Originals

Press to make copies feeding different-size originals together in one group in the feeder. (See "Feeding Different-size Originals Together in the Feeder (Different Size Originals)," on p. 3-43.)



Job Build

Press to divide the originals into several parts and scan them, then subsequently print them all together. This is convenient when you cannot load all of the originals that you want to copy at one time. (See "Copying Separately-Set Originals (Job Build)," on p. 3-45.)



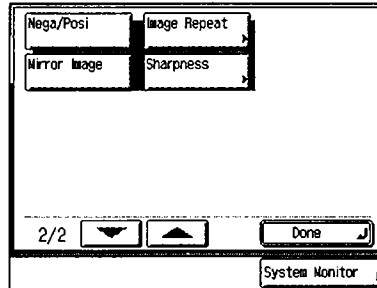
Mode Memory

Press to store or recall copy jobs. (See "Storing/ Recalling Often Used Copy Settings in Memory (Mode Memory)," on p. 3-48.)

Recall

Press to recall a previously set copy job. (See "Recalling a Previous Copy Job (Recall)," on p. 3-58.)

Special Features Screen 2/2



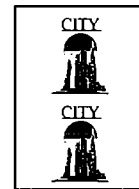
Nega/Posi

Press to make copies with the entire black/white image inverted. (See "Inverting Original Images (Nega/Posi)," on p. 3-60.)



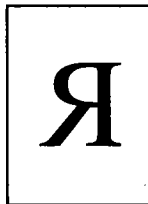
Image Repeat

Press to copy an original with the image repeated in the vertical or horizontal direction. (See "Making Copies with the Original Image Repeated (Image Repeat)," on p. 3-62.)



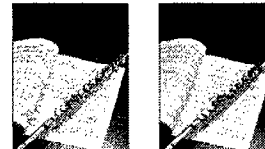
Mirror Image

Press to copy the image of the original reversed as reflection of the mirror. (See "Making Copies with Image Reversed (Mirror Image)," on p. 3-65.)




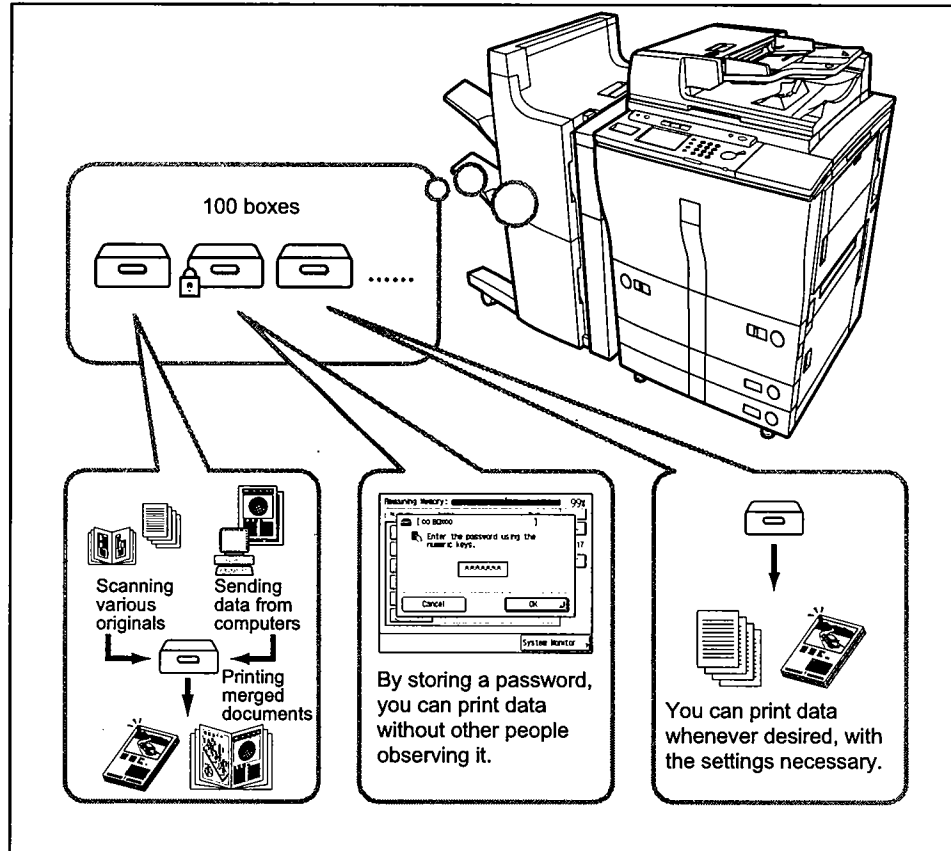
Sharpness

Press to select or cancel the Sharpness mode. This mode enables you to make copies of original images with the contrast reproduced more sharply. (See "Making Sharp Contrast Copies (Sharpness)," on p. 3-67.)



You can Store Data and Print it at Your Convenience

When you press the  key, the Box selection screen appears. The Mail Box function enables you to store data scanned using this machine, or data sent from a personal computer as if storing documents in binders. The documents (data) stored in a box can be printed whenever necessary. Also, when you set the Merge Documents mode, you can print documents stored separately together as one document.



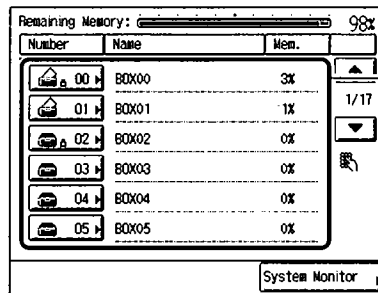
IMPORTANT

- Each box can store up to 100 items of document or image data.
- You can store a total of up to 1,000 items of document or image data, or up to 3,700 pages (LTR-size Canon Standard Chart) of document or image data, in all boxes. Depending on the conditions under which the hard disk is used, it may not be possible to attain the above values in some cases.

NOTE

- For details on how to use the Mail Box, see Chapter 4 "Using the Mail Box Functions".

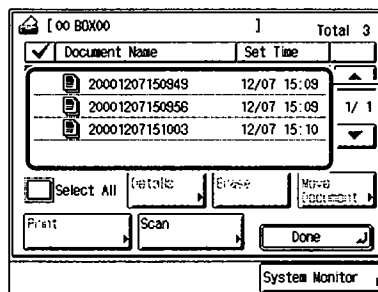
Box Selection Screen



You can store a name of a box or a password in the Mail Box Settings of the Additional Functions. (See "Setting Specifications of the Mail Box Function (Mail Box Settings)," on p. 6-46.)

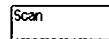
↓ Select a box

Document Selection Screen

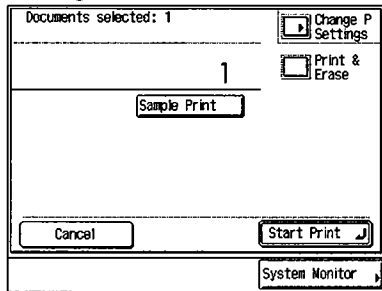


Originals scanned in the same way as a Copy function, or documents sent from a personal computer are stored in a box.

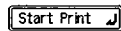
Select a document and



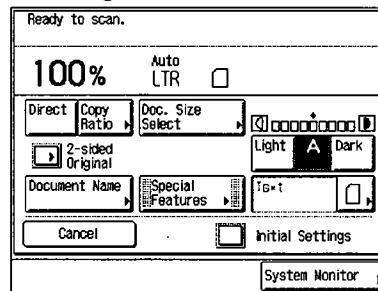
Printing Screen



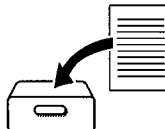
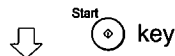
Prints documents stored in a box. When you press the [Change P Settings] key, you can change the print settings. (See "Printing Documents Stored in the Box," on p. 4-6.)



Scanning Screen



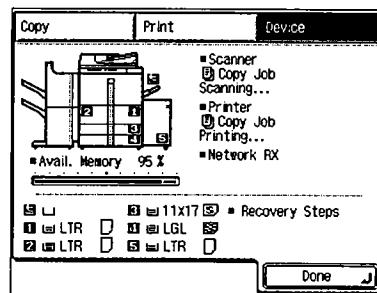
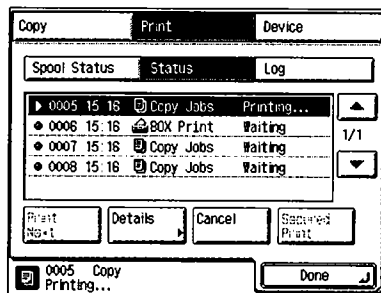
You can set various settings when scanning originals. (See "Storing Originals in the Box," on p. 4-3.)



You can Check, Change, and Cancel the Print Jobs







System Monitor Screen

By using the System Monitor screen, you can check the status of a printing document, cancel printing, or specify the printing priority.



NOTE

- For a description of functions, see Chapter 5 "Printing Efficiently".
- The status of each icon displayed in the screen is as follows:

 : Copy job	 : Error
 : Printer job	 : Paper jam
 : Box job	 : Add toner




When you press the [Secured Print] key, you can print the document sent from a computer with a password. To print the document with a password, you need to enter that password. As these documents will not be printed unless the password is entered, you can print classified documents preventing other people from observing them. (See "Printing Secured Documents," on p. 5-20.)

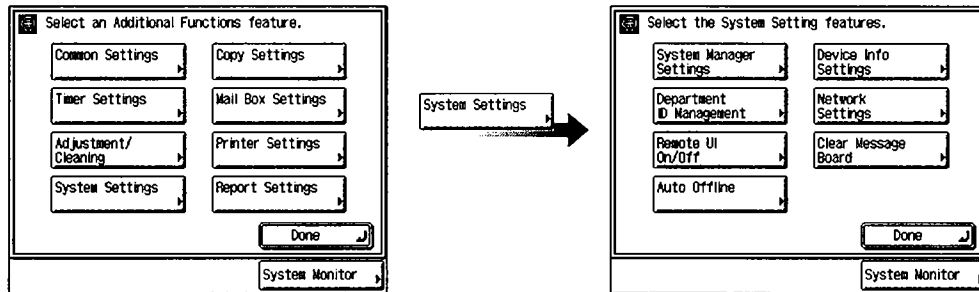


When you press the [Print Next] key, you can change the printing order of the selected document to be printed after the current print job is completed. (See "Priority Printing," on p. 5-16.)


Setting the Specifications According to the Method of Use

Additional Functions Screen

When you press the  key, the Additional Functions screen appears in the touch panel display. With Additional Functions, you can set the specifications common to all functions. By pressing the [Copy Settings] key, you can change the default settings of copy functions. For example, you can set Auto Orientation to On or Off, or set the Auto Collate to On or Off.




NOTE


- Settings made in the Additional Functions screen will not be changed even when you press the  key.
- For details on how to set custom settings, see Chapter 6 "Setting and Adjusting Common Settings to Suit Your Needs".
- When the Network Multi-PDL Printer Kit is not attached, [Printer Settings], [Network Settings], [Remote UI] and [Clear Message Board] keys are not displayed.
- When the Network Multi-PDL Network Kit is not attached, [Report Settings], [Network Settings], [Remote UI] and [Clear Message Board] keys are not displayed.
- When the Network Scan function is not enabled, the [Auto Offline] key is not displayed.
- For details of the following settings, refer to the instruction manual for the relevant function.
 - [Printer Settings] (See the PS/PCL Reference Guide.)
 - [Remote UI On/Off] (See the Remote UI Guide.)
 - [Network Settings] (See the Network Guide.)


Displaying a Guide Screen

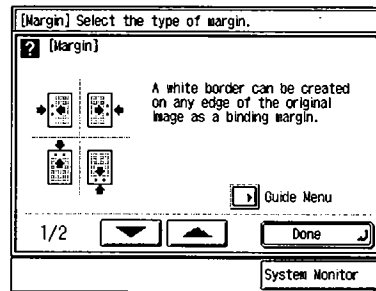
Guide Function Screen

Pressing the  key brings up a guide screen with information about the various features that are available with your machine.


Usage Guide



Pressing the  key after selecting a function brings up a guide screen with an explanation for that function. Use this guide function if you do not understand how to use the mode you are setting.

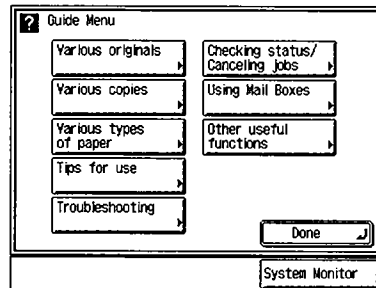
(In this example, the Margin mode has been selected.)
If you press the  key while setting [Margin], the touch panel display changes to the Guide Function Screen shown on the right. To return to the display for [Margin], press the [Done] key.



Information Guide

This machine supports many functions.
To find the right function for your particular needs or to find a simple description of a function, press the  key while the Basic Features screen or Special Features screen is displayed. The Information Guide screen appears in the touch panel display as shown on the right.

Example: When copying photo originals:
Press the [Various originals] key.
You can display simple explanations of the various types of originals using the  or  key. Press the [Done] key to return to the Various originals menu screen. To return the display to the Guide Menu, press the [Guide Menu] key.



You can Read the Messages From the System Manager

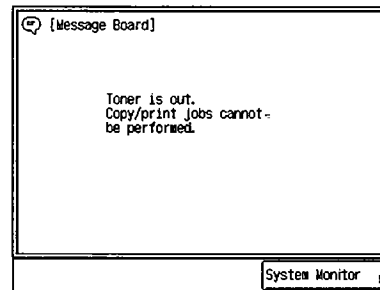
A message board is used to display messages for the users of this machine. The messages are sent from the system manager using the utility software.

NOTE

- The message board can be used when the network printer function is attached.

The following three types of message board are available:

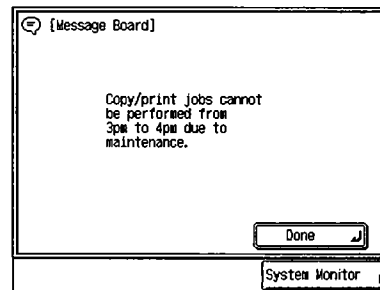
A message board without the [Done] key.



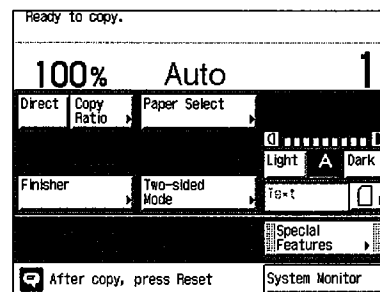
A message board with the [Done] key.

NOTE

- If you press the [Done] key and close the message board, you can perform normal operation. The message appears again when the main power is turned back ON, or after Auto Clear has taken place. You can set the Auto Clear Time from 0 to 9 minutes, in one-minute increments. You can also cancel this function. (See "Setting the Time Taken for Display to Return to Basic Screen after Finishing Operations," on p. 6-27.)



A message board which the message appears in the Job/ Print monitor area.



NOTE

- For details on how to erase the message board, see "Erasing a Message Board," on p. 6-73.

Functions that Conserve Power Consumption



You can conserve power consumption efficiently using the following functions when the machine is not operated.



NOTE

- There will be a slight delay when starting to use the machine next time.
- The touch panel display will turn OFF when the machine enters one of these functions.
- You can print data sent from a computer even when the machine enters one of these functions.

Energy Saver Mode


When the machine will not be used for a long time, you can press the  key to put the machine in Energy Saver mode. This reduces the temperature of machine's fixing unit and thereby conserves energy. To start operations again, press the  key once more. Pressing the control panel power switch also reactivates the machine.



NOTE

- The following Energy Saver Mode settings can be selected: -10% mode, -25% mode, -50% mode, and None mode. (See "Changing the Energy Saver Mode Setting," on p. 6-14.)

Low-Power Mode

If the machine is not operated (no keys are pressed) for a period of about 15 minutes after prints have been made or a key operation performed, the machine automatically enters the Low-Power mode. The Low-Power mode reduces energy consumption by lowering the fixation temperature. This function meets the ENERGY STAR® Program for energy efficiency. To start operations again, press the  key once more. Pressing the control panel power switch also reactivates the machine.



NOTE

- The Low-Power Mode Time can be set from 10 minutes to 4 hours. (See "Setting the Low-Power Mode Time," on p. 6-30.)

Sleep Mode

The Sleep mode reduces more power consumption than the Energy Saver mode and the Low-Power mode. You can set the machine to enter the Sleep mode whenever you desire by pressing the control panel power switch. However there will be a slight delay when starting to use the machine next time. To reactivate the machine, press the control panel power switch. The Basic Features screen will appear on the touch panel display.




NOTE

- Turn the control panel power switch OFF when not using your machine for a prolonged period of time, for example at night.
- The Auto Sleep Time can be set from 10 minutes to 4 hours. (See "Setting the Time to Initiate Auto Sleep after Finishing Operations," on p. 6-26.)

Quiet Mode


If this machine is not operated (no keys are pressed) for a certain period of time after prints have been made or the key operation performed, the device sounds from this machine are stopped, and the machine enters the Quiet mode.

 NOTE

- The Quiet Mode settings are in the range from 0 to 9 minutes in one-minute increments. (See "Setting the Time Taken for the Unit to Quiet Down after Last Task," on p. 6-28.)

Daily Timer

At the time and day of the week set with the daily timer, the control panel power switch automatically turns OFF. To reactivate the machine, press the control panel power switch.

 NOTE

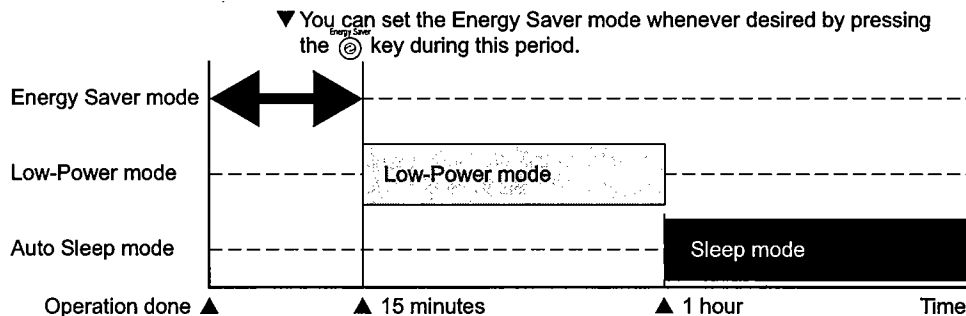
- The Daily Timer settings are in the range from Sunday to Saturday and from 00:00 to 23:59. (See "Setting the Time That the Unit's Power Turns OFF on Different Days of the Week," on p. 6-29.)

Precedence relation of each function

- You can set the machine to enter the Energy Saver mode when the machine is neither in the Low-Power mode nor the Sleep mode.
- If the machine is not operated for a period of about 15 minutes while the machine is in the Energy Saver mode, the machine automatically enters the Low-Power mode.
- If the machine is not operated for a period of about 1 hour when the machine is in the Low-Power mode, or at the time and day of the week set with the Daily Timer, the machine automatically enters the Sleep mode.
- If the time set for the Auto Sleep mode to take place is shorter than that of the Low-Power mode, the Auto Sleep mode has priority. (The machine enters the Sleep mode.)
- Even when the machine is in the Low-Power mode, the Daily Timer will be performed at the time and day of the week set with the Daily Timer. (The machine enters the Sleep mode.)
- Even before the time set with the Auto Sleep mode, the Daily Timer will be performed at the time and day of the week set with the Daily Timer. (The machine enters the Sleep mode.)

In the case of default settings :

(Low-Power mode : 15 minutes, Auto Sleep mode : 1 hour, Daily Timer : no setting)



Other Useful Functions

Auto Drawer Switching Function

If a paper drawer runs out of paper during printing, the machine automatically locates another paper drawer loaded with the same size paper, and begins feeding paper from that paper drawer.



NOTE

- You can set whether or not a paper drawer is subject to Auto Drawer Switching for each function. (See "Setting a Paper Drawer for Auto Paper Selection/ Auto Drawer Switching," on p. 6-10.)

Auto Clear Function

If the machine is not operated for a period of about 2 minutes after prints have been made or a key operation performed, it automatically returns the Settings to the Standard mode.



NOTE

- You can set the Auto Clear Time from 0 to 9 minutes, in one-minute increments. (See "Setting the Time Taken for Display to Return to Basic Screen after Finishing Operations," on p. 6-27.)

Copy Waiting Time Display Function

When you turn On the Job Duration Display in the Additional Functions, the display shows the copy waiting time depending on the selected copy mode.







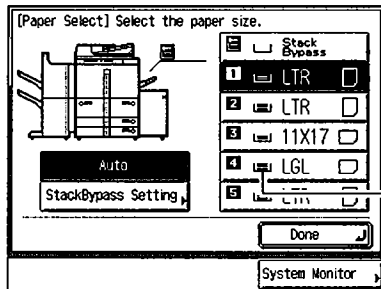
NOTE

- The job duration time is not displayed for the Transparency Interleaving, Cover/Sheet Insertion, Different Size Originals, Rotate Collating and Rotate Grouping modes, or when the copy waiting time is less than one minute. (See "Setting the Job Duration Display," on p. 6-39.)

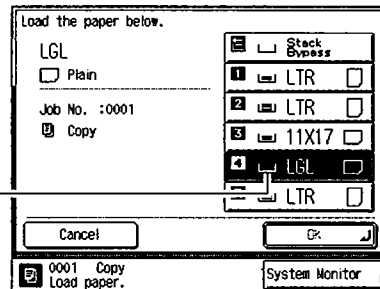
Paper Supply Indicator Function

This function shows the remaining amount of paper in each paper drawer when selecting the paper source (see "Selecting the Copy Paper Size (Paper Select)," on p. 2-9, "Selecting the Print Paper Size (Paper Select)," on p. 4-61) or when paper in one paper drawer has run out during printing. There are four different indicators as shown below.

Display	Remaining paper
	Paper drawer is approximately 50% - 100% full.
	Paper drawer is approximately 10% - 50% full.
	Paper drawer is less than approximately 10% full.
	Paper drawer is empty.



Display when selecting paper

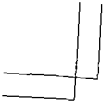


Display when paper has run out

Paper Supply indicator

Paper Output

When scanning and printing one original, and when printing on free-size paper or other available paper set in the stack bypass, the papers are output face up. In other cases, papers are output face down in page order. For details of other available papers, see "Available Paper Stock," on p. 1-17.



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Before You Start Using This Machine

1 CHAPTER

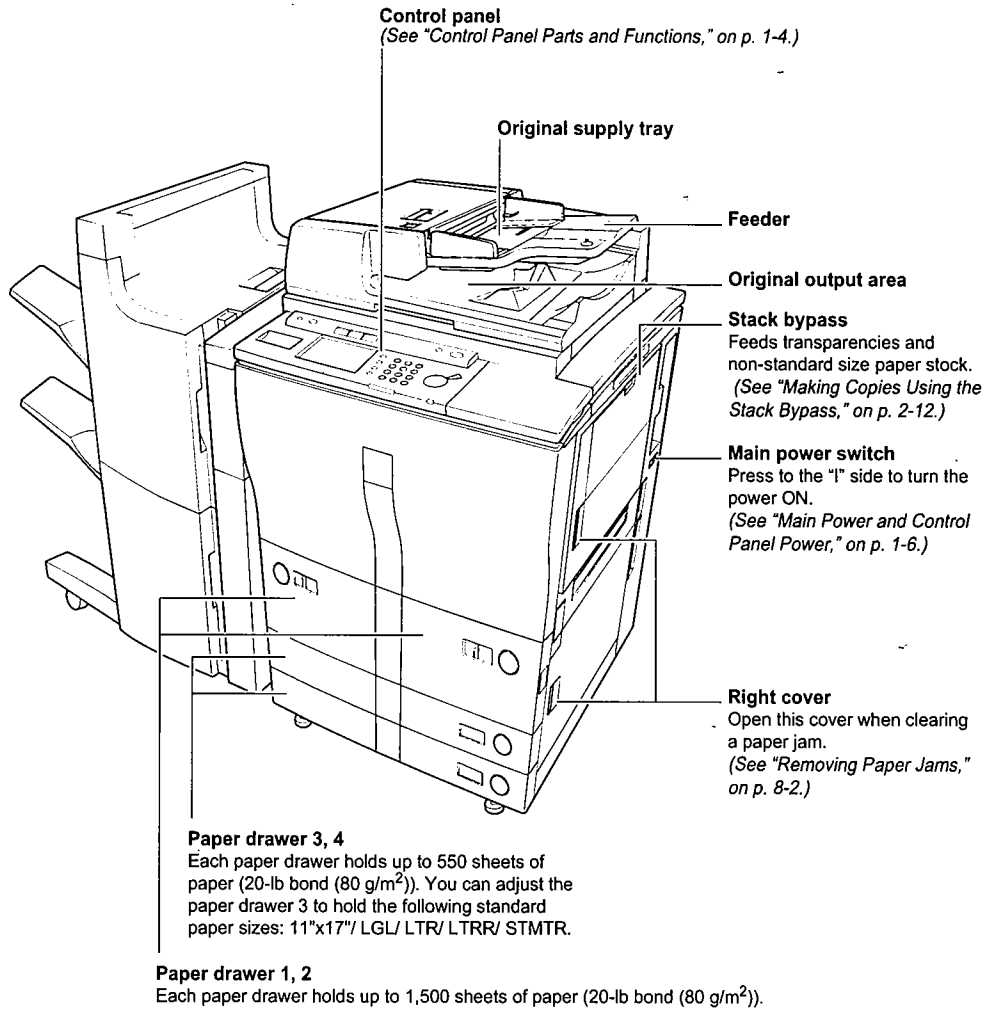
This chapter describes what you should know before using this machine.

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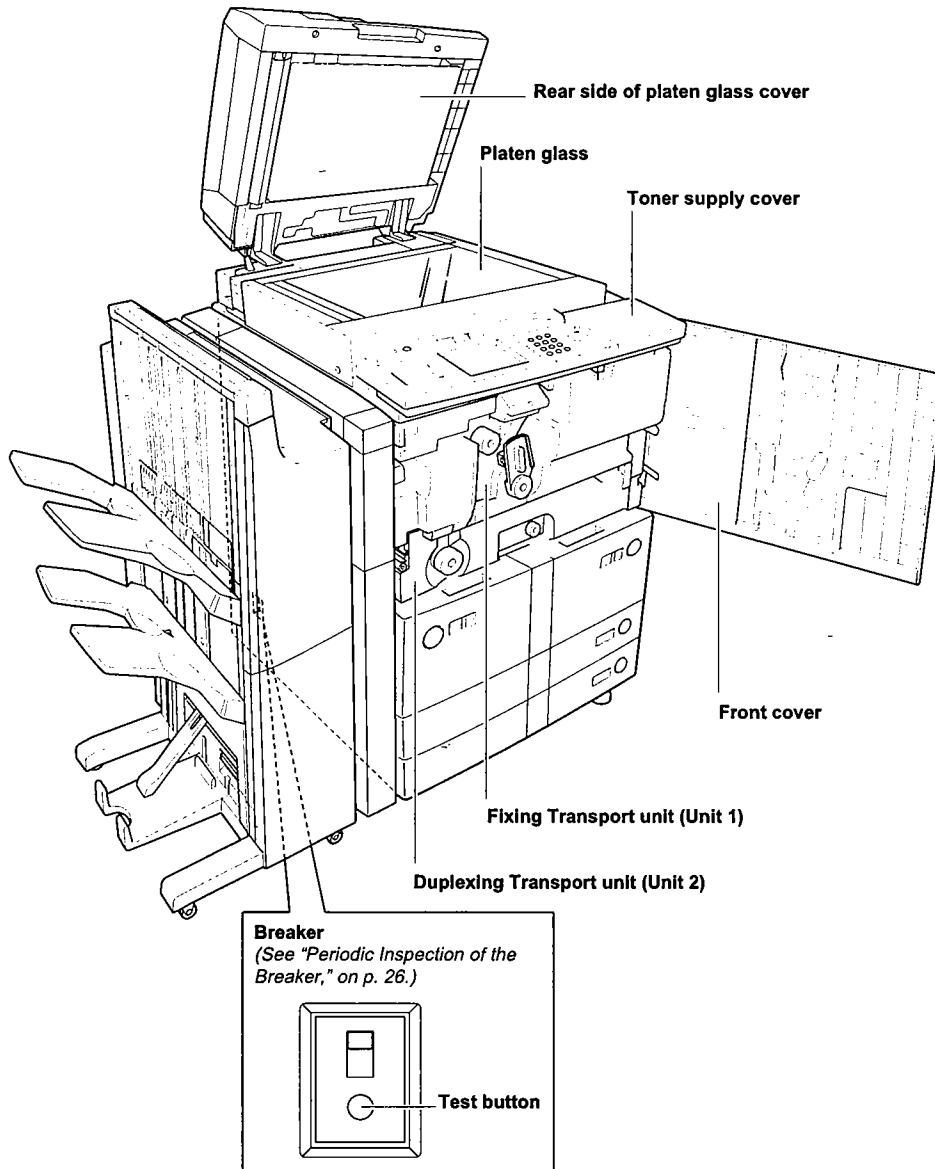
Parts and Their Functions

External View

1 Before You Start Using This Machine

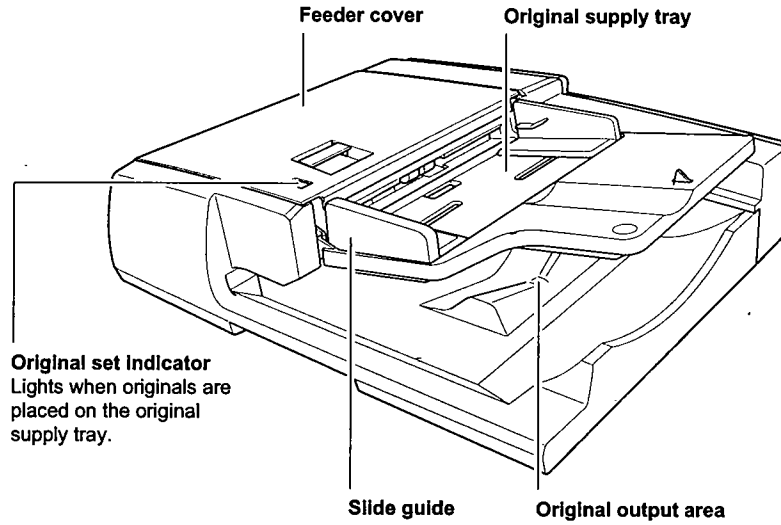


Internal View



1 Before You Start Using This Machine

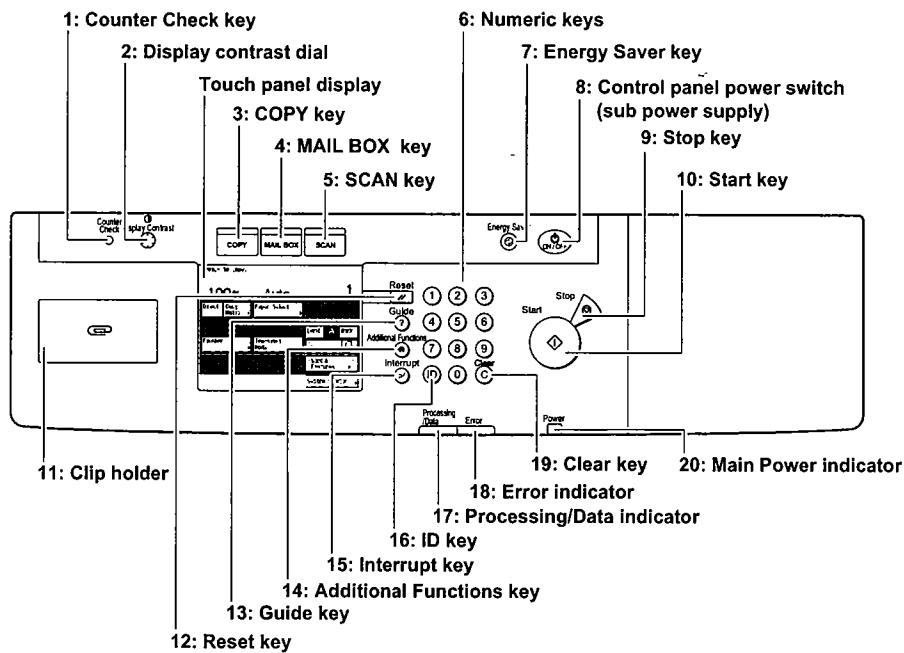
Feeder



IMPORTANT

- If the paper delivery slot is blocked, printing may not be correctly performed. Therefore, do not place objects in the original output area.

Control Panel Parts and Functions



1: Counter Check key	The value of the charging counter is displayed in the touch panel.
2: Display contrast dial	Use to adjust the brightness of the touch panel display.
3: COPY key	Press to use the Copy function. The Copy Basic Features screen appears in the touch panel display.
4: MAIL BOX key	Press to use the Mail Box function. The Box selection screen appears in the touch panel.
5: SCAN key	Press when the function is extended.
6: Numeric keys	Press to enter numerical values.
7: Energy Saver key	Press to place the machine in the Energy Saver mode.
8: Control panel power switch (sub power supply)	Press to turn the control panel ON or OFF. When set to OFF, the machine is in the Sleep mode.
9: Stop key	Press to temporarily stop a scanning operation or an output operation of the copy function.
10: Start key	Press to start an operation.
11: Clip holder	Place paper clips here.
12: Reset key	Press to return the settings to the Standard mode.
13: Guide key	Press to display explanations of modes or functions in the touch panel display.
14: Additional Functions key	Press to set additional functions.
15: Interrupt key	Press to interrupt a continuous copy job when you need to make priority copies.
16: ID key	Press when setting the Department ID Management function.
17: Processing/Data indicator	Flashes when this machine is performing operations.
18: Error indicator	Flashes or lights when there is trouble in this machine. When the indicator flashes, follow the message which appears in the display. When it lights, contact your service representative.
19: Clear key	Press to clear incorrectly entered values or characters.
20: Main Power indicator	Lights when the main power is turned ON.

Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch.

Turning the Power ON

- 1 Make sure that the power plug is firmly inserted into the power outlet, and press the power switch to ON ("I" side).

The main power switch is located on the right side of the machine. The main power indicator on the control panel lights when the main power switch is turned ON.

WARNING

- Never remove or insert the power plug with wet hands. This can cause electrical shock.

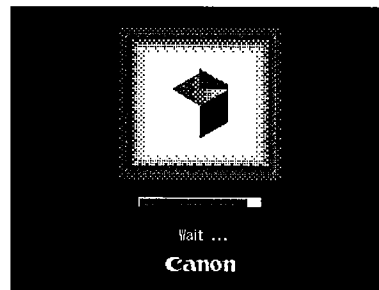
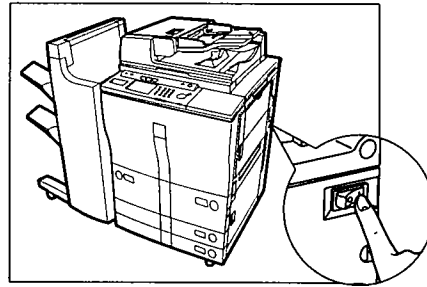
IMPORTANT

- If you turn OFF the main power, wait at least three seconds before turning the main power back ON.
- 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. (See "When the Power does not Turn ON," on p. 8-36.)


NOTE

- When turning OFF the main power, press the main power switch to the "O" side.

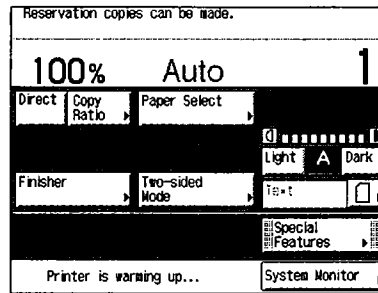
The screen on the right is displayed until the machine becomes ready to scan.



The screen on the right is displayed when the machine becomes ready to scan.

 **NOTE**

- In this status, jobs can be reserved. (See "Reserving a Job while the Machine is Warming Up," on p. 5-5.)



2 The machine becomes ready to print after about 5 minutes. (at a room temperature of 68°F).

Standard mode is set in the touch panel.

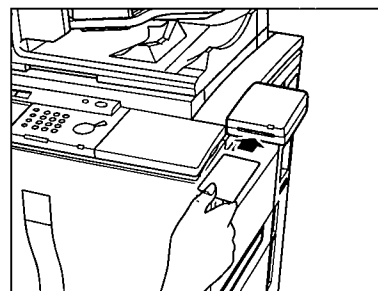
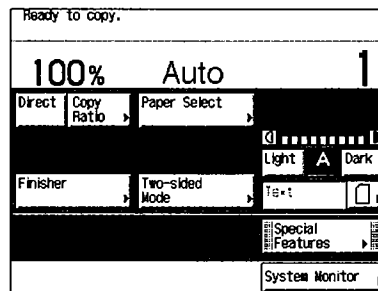
 **IMPORTANT**

- If you scan originals while the machine is warming up, it will take longer than the time mentioned above for the machine to become ready to print.

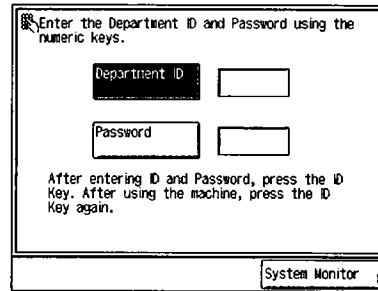
 **NOTE**

- The standard copy settings are as follows:
 - Copy ratio: Direct (100%)
 - Paper selection: Auto Paper Selection
 - Copy exposure: Auto Exposure Control
 - Copy quantity: 1
 - Copy function: 1→1-sided copy
- You can change the standard copy settings. (See "Changing the Current Standard Settings," on p. 6-42.)
- You can choose which functions to display in the Basic Features screen according to the Additional Functions settings. (See "Selecting the Initial Function at Power ON," on p. 6-6.)

If the message "You must insert a control card." appears, insert a control card. (See "Operations before Using Copy or Mail Box Functions," on p. 10-3.)




If the message "Enter the Department ID and Password using the numeric keys." appears, enter the Department ID and Password. (See "Operations after Turning the Power ON," on p. 10-4.)



Control Panel Power Switch

Press the control panel power switch to cancel the Sleep mode and resume normal machine operations.

 NOTE

- The machine can receive documents from a personal computer, and print them out even in the Sleep mode.

