Canon

Starter Guide

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

Set Up the Machine

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the MF6580, and also the menus described in this manual are based on the model MF6580.

Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.
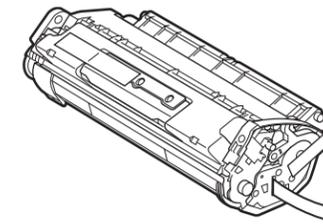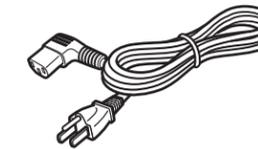
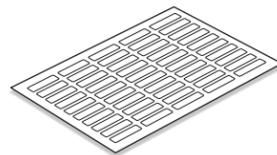## Do You Have Everything?

●Machine
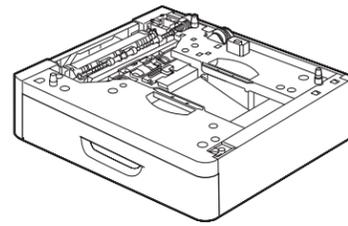
●Paper Cassette (optional)**

●Toner Cartridge

●Power Cord

●Telephone Cable*

●Destination Labels*
●Starter Guide
●Basic Guide
●User Software CD

●Limited Warranty Notice
●Registration Card
●Unpacking Instructions

* MF6550/ MF6560/ MF6580 Only
**MF6560/ MF6580 Only

Before Setting Up the Machine

● Remove all shipping tape on the machine.
● When moving the machine, be sure at least two people carry it using the provided hand grips on the left and right sides, as seen in the illustration right.
● The machine illustration may differ slightly from your machine.
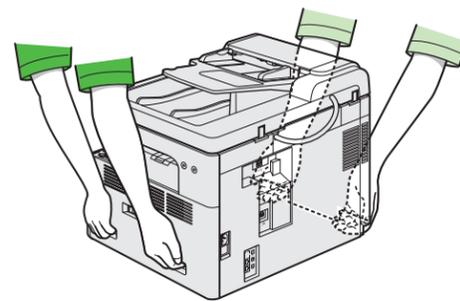
Manuals for the Machine

● Starter Guide (This Document): Machine set-up and software installation
● Basic Guide: Basic features, maintenance, machine settings, and specifications
● Advanced Guide (in User Software CD): Advanced features, network and remote user interface, system monitor, and reports and lists
● Scanner Driver Guide (in User Software CD): Scanner settings from a computer
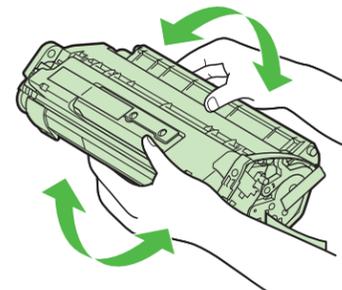
Install Toner Cartridge

1
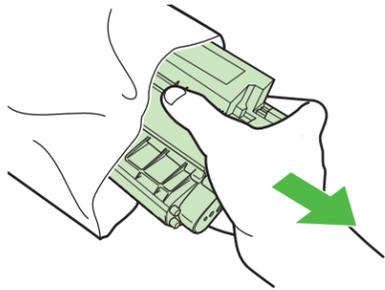
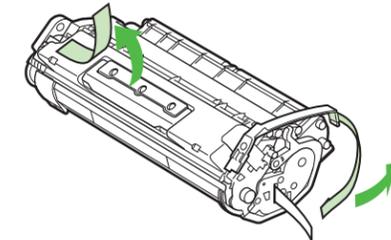Remove the toner cartridge from the bag. Keep the bag for future use.
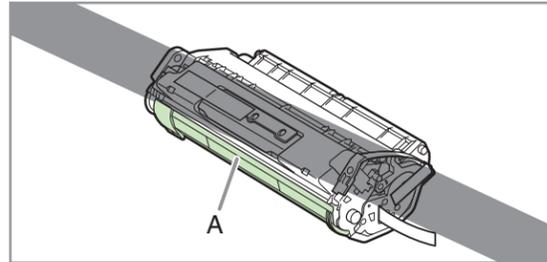
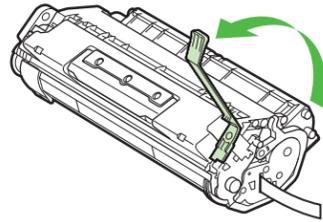⚠ **CAUTION**

Do not open the drum protective shutter (A).

2

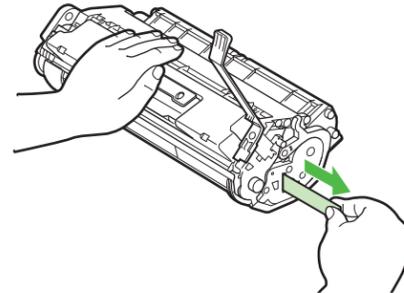Gently rock the toner cartridge 5 or 6 times to distribute toner evenly.

3

Remove the seals (2 places).

4
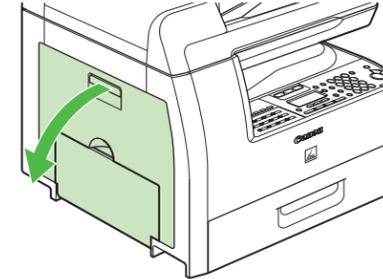
Raise the blue plastic pull tab as in the illustration above.

5

Pull out the seal completely.

📎 **NOTE**

Do not pull out the seal at an angle.

6

Open the left cover.

7
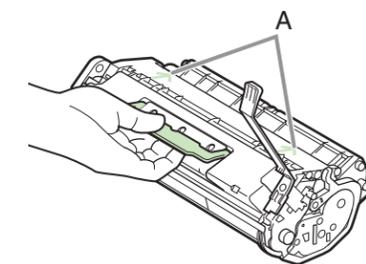
Hold the toner cartridge by its handle. Insert the toner cartridge into the machine with the arrows (A) on the toner cartridge pointing toward the machine.

8
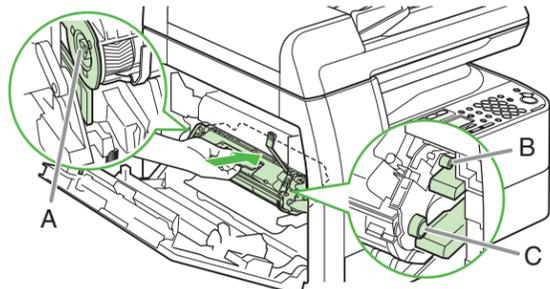
The left edge (A) and the right side protrusions (B, C) of the toner cartridge should be aligned with the guides inside the machine. The Blue plastic pull tab should be pulled up as illustrated in step 4.

9
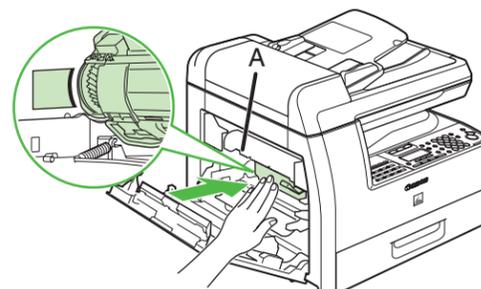
Push the toner cartridge to make sure it is properly set in the machine.

⚠ **CAUTION**

Do not touch the fixing assembly (A) as it becomes very hot during use.

10

Close the left cover.

⚠ **CAUTION**

– Be careful not to get your fingers caught.
– If you cannot close the left cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

Load Paper

1

Pull out the paper cassette until it stops.

2

Even the edges of the paper stack.

3
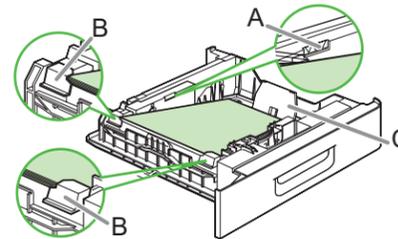
Load the paper stack print side up.

📎 **NOTE**

Make sure the back edge of the paper stack touches the rear paper end guide (C), the paper stack should not exceed the load limit mark (A), and the load is under the hooks (B) on the paper guides.

4
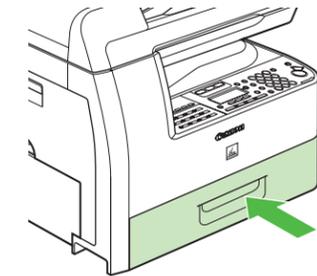
Gently insert the paper cassette as far as it will go.

⚠️ **CAUTION**

Be careful not to get your fingers caught.
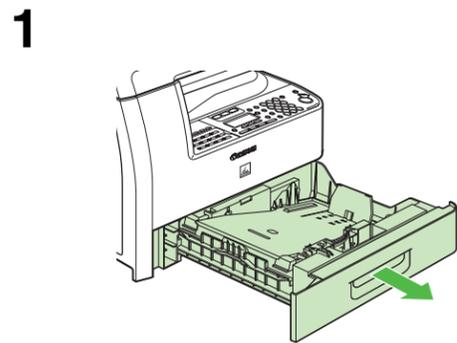
📎 **NOTE**

For loading paper in the multi-purpose tray, see Chapter 3, "Print Media," in the Basic Guide.

Set Up the Paper Cassette to Fit the Paper Size

1
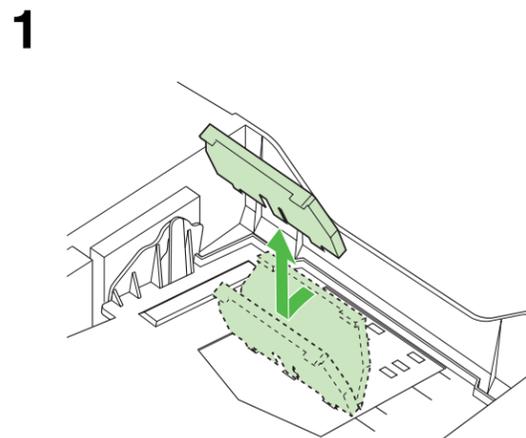
Incline the rear paper end guide until it is unlocked, then remove it from the paper cassette.

2
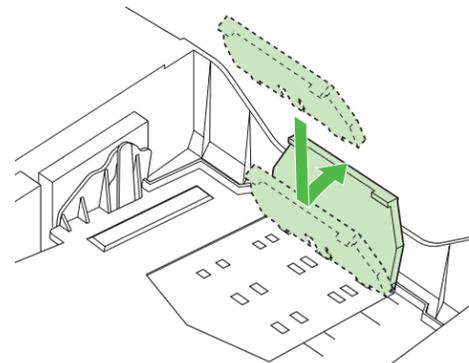
Attach the guide to the slots of the desired paper size.

Connect Telephone Cables (MF6550/MF6560/MF6580 Only)
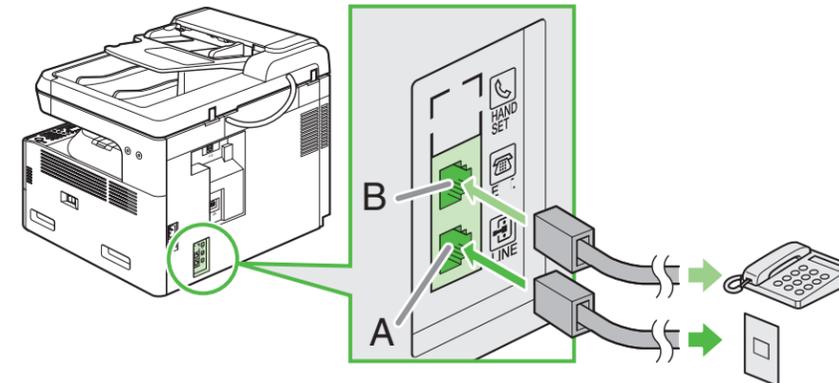
Connect the supplied telephone cable to the line jack (A) and the wall jack. Connect your external telephone to the external device jack (B) if required.

Connect Power Cord and Turn On the Machine

1

Main power switch

Connect the power cord into the rear socket and the wall outlet and press the [I] side of the main power switch to ON.
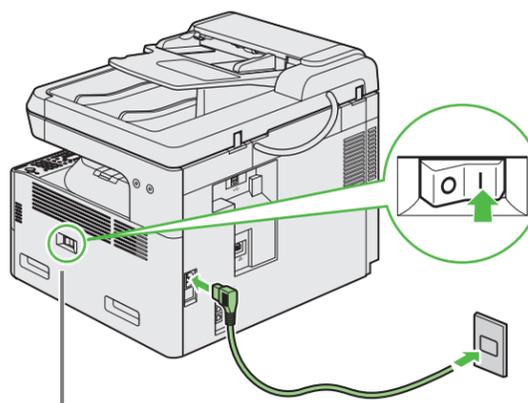
2

Without optional cassette

```
100%        LTR
◁ A ▶ TEXT        01
```

With optional cassette

```
100%    AUTO
◁ A ▶ TEXT        01
```

The machine enters standby mode.

What if...

● **<CLOSE COVER LEFT COVER> is displayed:**
Make sure that the left cover is closed properly.
(See "Install Toner Cartridge," on p. 3.)

● **<TONER IS NOT SET INSTALL TONER> is displayed:**
Make sure that the toner cartridge is installed properly.
(See "Install Toner Cartridge," on p. 3.)

Set the Date and Time

[◄─]   [+►]   Numeric Keys   [Clear]   [Stop]

[OK]   [Additional Functions]

● Entering Information
– Numeric keys: Enter letters and numbers.
– [◄─] and [+►]: Move the cursor position.
– [Clear]: Deletes the character at the cursor position, or the entire entry if held for more than one second.
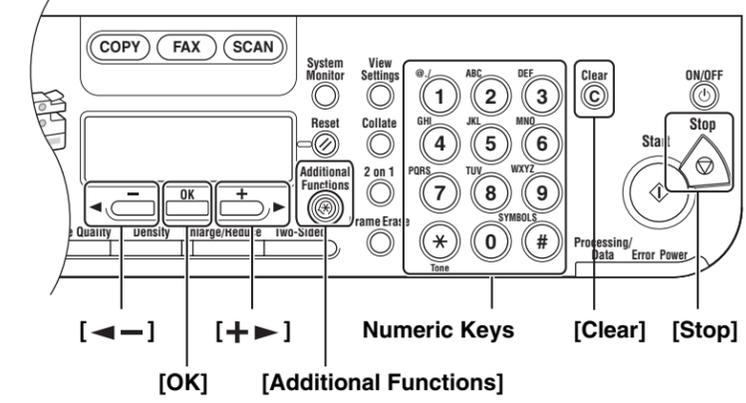
1 Press [Additional Functions].

2 Use [◄─] or [+►] to select <6. TIMER SETTINGS>, then press [OK].

3 Confirm that <1. DATE&TIME SETTING> is displayed, then press [OK].

4 Use the numeric keys to enter the date (month/day/year) and time (in 24-hour format), then press [OK].

5 Press [Stop] to return to standby mode.

Ex.
```
DATE&TIME SETTING
12/31/´06 11:19
```

Guidelines for Entering Information

The sender information you register in the machine appears in the header of each page received by your recipient.

Date and time **Fax/telephone number** **Unit name** **Page number**

12/31/2006 10:50 FAX 123XXXXXXX   CANON   001

✎ **NOTE**

Before sending a fax, you MUST register your fax number, user name, and the current date and time in the machine.

Entering Information

Use the following keys to enter information in the machine.
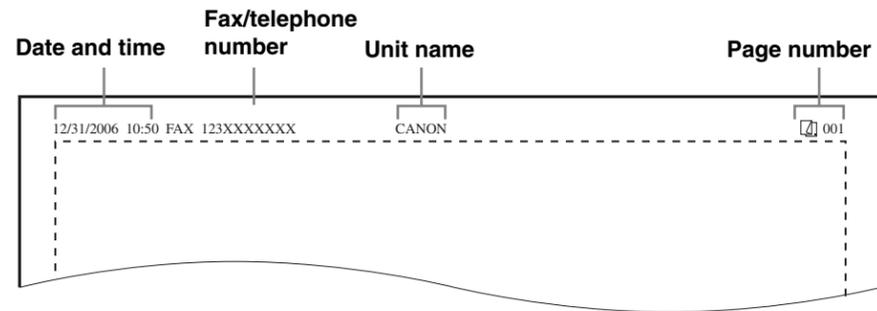
[◀—] [+▶] [✳] [#] [Clear]
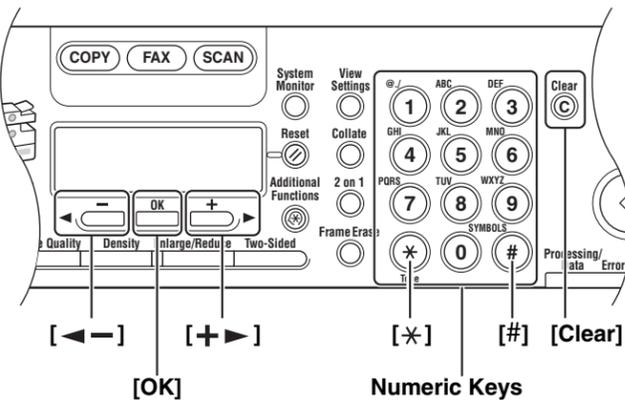
[OK] Numeric Keys

- Use the numeric keys to enter characters. Press the numeric key repeatedly until the required character appears.
- Press [#] to enter symbols.
- Press [✳] to switch among input modes:
  – [:A]: Letter (uppercase) mode
  – [:a]: Letter (lowercase) mode
  – [:1]: Number mode
- Press [◀—] or [+▶] to move the cursor.
- Press [Clear] to delete the character at the cursor position. Hold [Clear] to delete the entire entry.
- Press [OK] to confirm the entry.

You can enter the following characters in each input mode:

	:A	:a	:1
[1]	@ . - _ /	@ . - _ /	1
[2]	ABC	abc	2
[3]	DEF	def	3
[4]	GHI	ghi	4
[5]	JKL	jkl	5
[6]	MNO	mno	6
[7]	PQRS	pqrs	7
[8]	TUV	tuv	8
[9]	WXYZ	wxyz	9
[0]			0
[✳]	:A → :a → :1		
[#]	– . ✳ # ! " , ; : ^ ` _ = /	' ? $ @ % & + \ ~ ( ) [ ] { } < >		

[OK] **[Additional Functions]** **[◄─]** **[+►]** **[✱]** **[#]** **[Clear]** **[Stop]**
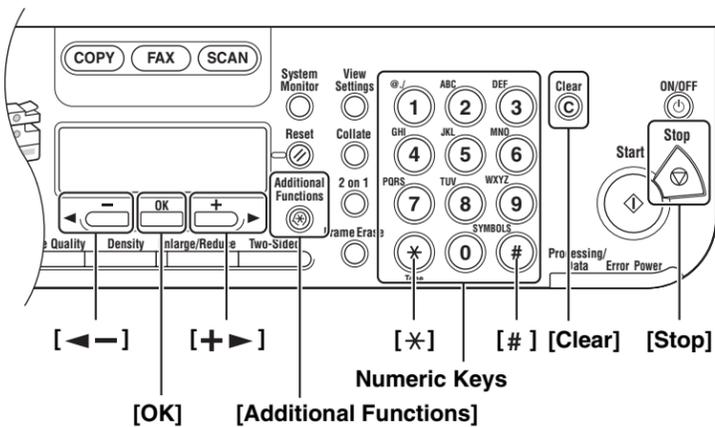
Numeric Keys

● Entering Information
- Numeric keys: Enter letters and numbers.
- [#]: Enter symbols.
- [✱]: Switches letter and number input modes.
- [◄─] and [+►]: Move the cursor position.
- [Clear]: Deletes the character at the cursor position, or the entire entry if held for more than one second.

Register Sender Information

1 Press [Additional Functions].

2 Use [◄─] or [+►] to select <3. FAX SETTINGS>, then press [OK].

3 Use [◄─] or [+►] to select <2. USER SETTINGS>, then press [OK].

4 Confirm that <1. UNIT TELEPHONE #> is displayed, then press [OK].

5 Use the numeric keys to enter your fax/telephone number (max. 20 digits, including spaces), then press [OK].

```
UNIT TELEPHON#
_
```

6 Confirm that <2. UNIT NAME> is displayed, then press [OK].

7 Use the numeric keys to enter the unit name (up to 24 characters), then press [OK].

Ex.
```
UNIT NAME      :A
_
```

8 Press [Stop] to return to standby mode.

Set the Telephone Line Type

1 Press [Additional Functions].

2 Use [◄─] or [+►] to select <3. FAX SETTINGS>, then press [OK].

3 Use [◄─] or [+►] to select <2. USER SETTINGS>, then press [OK].

4 Use [◄─] or [+►] to select <5. TEL LINE TYPE>, then press [OK].

5 Use [◄─] or [+►] to select the telephone line type, then press [OK].
<TOUCH TONE>: Tone dialing (default)
<ROTARY PULSE>: Pulse dialing

6 Press [Stop] to return to standby mode.

Set the Machine for Receiving Faxes (MF6550/MF6560/MF6580 Only)

Select the Receive Mode that Suits Your Needs

Follow the chart below to determine the correct receive mode for your needs.

Do you intend to use the machine to receive voice calls? → No → **<FaxOnly>**
Answers all calls as faxes.

↓ Yes

Do you intend to use an answering machine with the machine? → Yes → **<AnsMode>**
Receives faxes automatically and records voice messages.

↓ No

Do you intend to receive faxes automatically? → No → **<Manual>**
Does not answer any calls. You have to manually receive faxes.

↓ Yes

Do you subscribe to a DRPD service? → No → **<FaxTel>**
Switches between fax and voice calls automatically if a telephone is connected to the machine.

↓ Yes

<DRPD>
Distinguishes between fax and voice calls, if you want to use an external phone.

📎 **NOTE**
– The answering machine must be connected directly to the machine for <AnsMode> to work.
– An external telephone must be connected to the machine for <FaxTel>, <Manual> or <DRPD> to work.
– Voice mail is not supported with <AnsMode>.
– The <DRPD> mode requires subscription to a DRPD (Distinctive Ring Pattern Detection) service. Contact your telephone company for availability.

Set the Receive Mode

1 Press [Additional Functions].

2 Use [◄ −] or [+ ►] to select <3. FAX SETTINGS>, then press [OK].

3 Confirm that <1. RX MODE> is displayed, then press [OK].

4 Use [◄ −] or [+ ►] to select the receive mode, then press [OK].

5 Press [Stop] to return to standby mode.

📎 **NOTE**
For details, see the Advanced Guide (in User Software CD).

Installing/Uninstalling Software

Installation Procedure

Before Installation:

• **Do not connect the USB cable before installing the software. If you connect the USB cable before installing the software and the Found New Hardware Wizard screen appears, click [Cancel].**

• **For Windows 2000/XP/Server 2003, logon as Administrator to install the software.**

• **Make sure the machine is turned on before connecting the USB cable.**

• **On the screen shown at each step, click on the circled button to proceed.**

System Requirements

Microsoft Windows 98/98SE
CPU: Intel Pentium/66 MHz or faster
Memory: 128 MB or more
Available Hard Disk Space: 460 MB or more

Microsoft Windows Me
CPU: Intel Pentium/150 MHz or faster
Memory: 128 MB or more
Available Hard Disk Space: 460 MB or more

Microsoft Windows 2000
CPU: Intel Pentium/133 MHz or faster
Memory: 128 MB or more
Available Hard Disk Space: 460 MB or more

Microsoft Windows XP (32-bit version)
CPU: Intel Pentium/Celeron series
233 MHz or faster
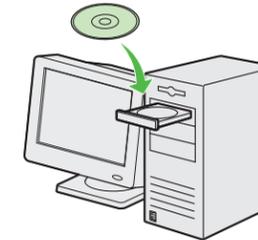Memory: 128 MB or more
Available Hard Disk Space: 460 MB or more

Microsoft Windows Server 2003 (32-bit version)*
CPU: Intel Pentium/Celeron series
133 MHz or faster
Memory: 128 MB or more
Available Hard Disk Space: 460 MB or more
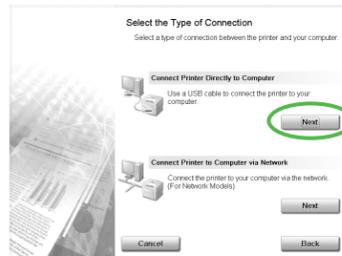* Only for network connection.

For USB Connection

1

2

Canon MF6500 Series CD-ROM Setup
Easy Installation
Custom Installation
Additional Software Programs
Display Manuals
Online User Registration
Exit

3

If the MF6500 Series CD-ROM Setup screen is not displayed, on the Windows desktop double-click [My Computer]. Open the CD-ROM icon, then double-click [MInst (MInst.exe)].
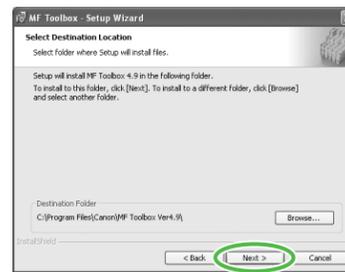
4
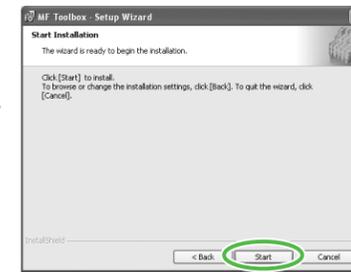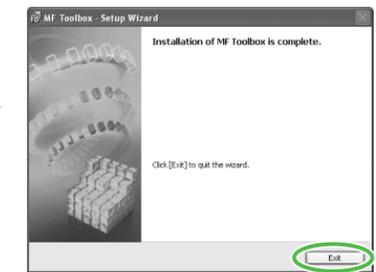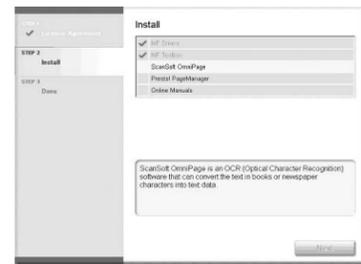
NOTE
Installation of PageManager and OmniPage is required only for the MF6530/6531/6550. (PageManager and OmniPage are not supplied with the MF6560/6580.)
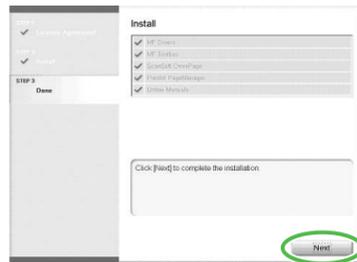
5
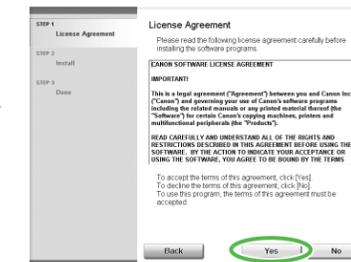
6

7
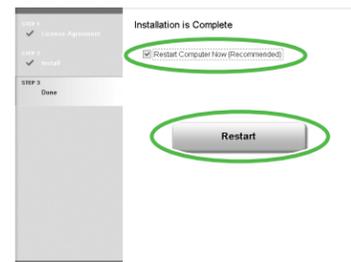
8

9

10

11

12

13

When you install PageManager and OmniPage, follow the on-screen instructions.
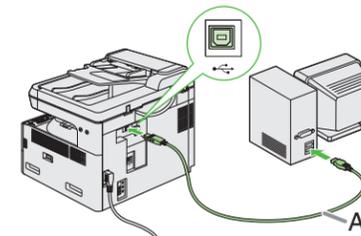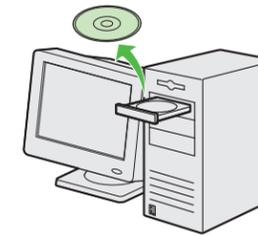
14

15

Connect the machine and your computer with a USB cable (A).

16

You have now completed installation.

For Network Connection (MF6580 Only)

Specify the IP Address Manually

NOTE

– This machine is set by default to automatically draw an IP address using DHCP. If your network server or router is configured to provide a DHCP address, all you need to do is connect a network cable and turn on the machine. The machine will draw an IP address automatically.

– This machine also supports automatic IP addresses using BOOTP and RARP protocols. For definitions and an explanation of each, please refer to the Advanced Guide.

1 Press [Additional Functions].

2 Use [◄ —] or [+ ►] to select <9. SYSTEM SETTINGS>, then press [OK].

3 Use [◄ —] or [+ ►] to select <2. NETWORK SETTINGS>, then press [OK].

4 Confirm that <1. TCP/IP SETTINGS> is displayed, then press [OK].

---

5 Confirm that <1. IP ADDRESS AUTO.> is displayed, then press [OK].

6 Use [◄ —] or [+ ►] to select <OFF>, then press [OK].

7 Confirm that <2. IP ADDRESS> is displayed, then press [OK].

8 Use the numeric keys to enter the IP address number, then press [OK].

Ex.
```
IP ADDRESS
000.000.000.000
```

9 Confirm that <3. SUBNET MASK> is displayed, then press [OK].

10 Use the numeric keys to enter the subnet mask number, then press [OK].

Ex.
```
SUBNET MASK
000.000.000.000
```

11 Confirm that <4. GATEWAY ADDRESS> is displayed, then press [OK].

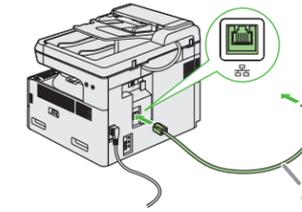**12** Use the numeric keys to enter the gateway address number, then press [OK].

Ex.

```
GATEWAY ADDRESS
000.000.000.000
```

13 Press [Stop] to return to standby mode.

14 Restart the machine.

15

Connect the machine and your network router or a hub with a category 5 rated (Cat 5) twisted-pair LAN cable (A).

Install Software

1
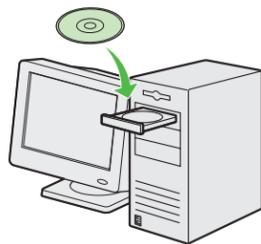
2

If the MF6500 Series CD-ROM Setup screen is not displayed, on the Windows desktop double-click [My Computer]. Open the CD-ROM icon, then double-click [MInst (MInst.exe)].

3
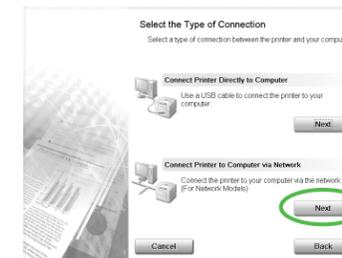
While installing the software on a computer running Windows Server 2003, the display in this step does not appear.

4

5

6

7

8

9

10

Repeat this step for each driver that you have selected.

11

12

13

14

15

16

17

You have now completed installation.

Uninstallation Procedure

Before you remove the driver, make sure of the following:
● You have the installation software available for installation.
● No application is running on your computer.

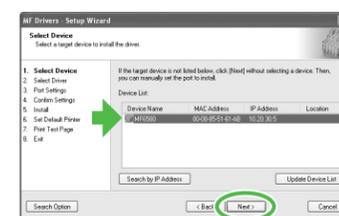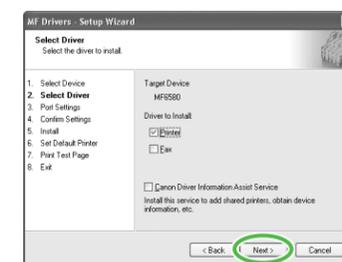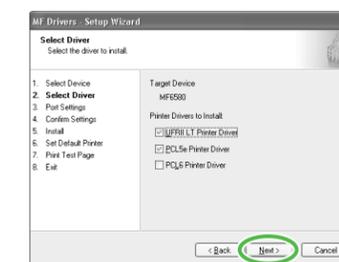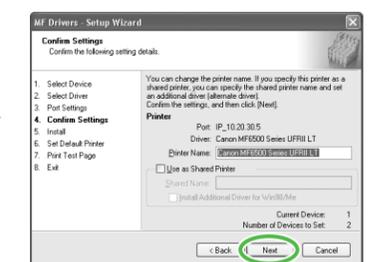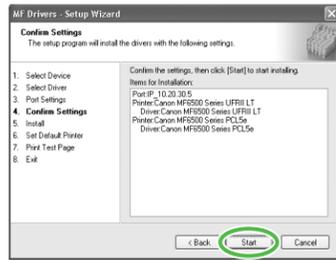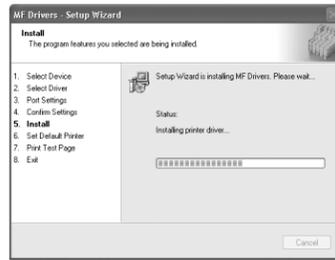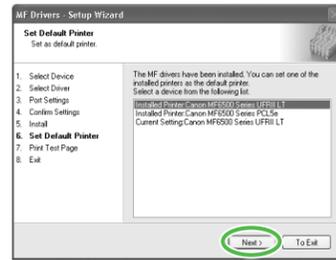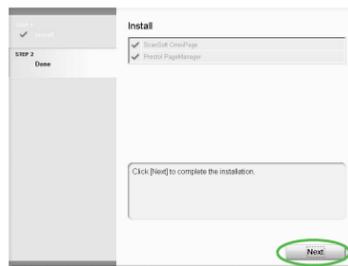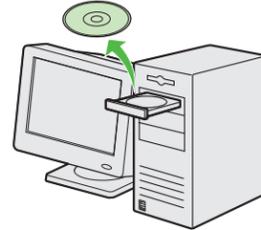✎ **NOTE**
– To uninstall the software in Windows 2000/XP/Server 2003, you must be the user with administrative privileges.
– When removing the software, first remove the MF Toolbox, and then the MF drivers.

Removing the MF Toolbox

1 Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox Uninstall].

2 Follow the on-screen instructions.

When the Repair or Remove program selection screen is displayed, check [Remove], then click [Next >].
If asked to confirm removal of an application etc., click [OK].
Restart your computer if asked to do so.

3 Click [Exit].

3 Click [Yes].

Uninstallation proceeds automatically and next dialog box appears.

4 Click [Exit].

✎ **NOTE**
Restart your computer if asked to do so.

Removing the MF Drivers

1 Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF6500 Series] → [Uninstall Drivers].

The [MF Drivers Uninstaller] dialog box appears.

2 Click [Delete].

Bundled on the User Software CD

When you install the following programs, click on the [Additional Software Programs] button in step 2 of "Installation Procedure – For USB Connection" or in step 2 of "Installation Procedure – For Network Connection – Install Software," then follow the instructions that appear on the screen.

● **Canon Cover Sheet Editor**
The Canon Cover Sheet Editor enables you to create original fax cover sheet templates for use with Canon fax driver. For details, see the online help for this program.

● **NetSpot Device Installer (NSDI)**
NetSpot Device Installer enables you to set up the machine for network operations.
For details, see the Readme file and online help for this program.

Using Help

The user software CD includes programs (driver software and application software) which the supplied instruction guides do not cover. When you utilize such programs, refer to online help and context sensitive help following the instructions below.

Online Help

You can locate additional help in the online help file provided with the driver software. In the [Properties] dialog box, you can click [Help] to display information about every feature and option in the drivers.
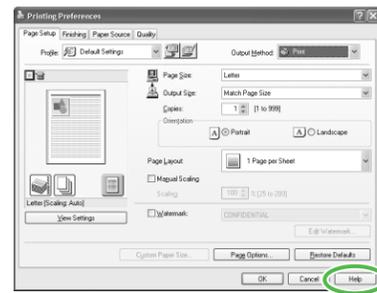
In the help dialog box, you can click [Contents], then double-click your desired title to display information.
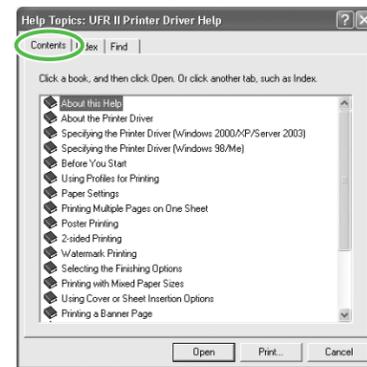
In the help dialog box, you can click [Index], then double-click your desired keyword in the list to display information. To search the desired keyword quickly, enter a keyword in the upper text box. The nearest keyword is located in the list below.
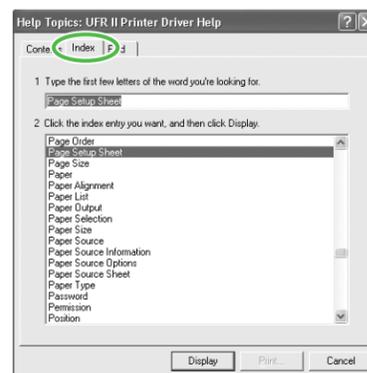
Context Sensitive Help

Context sensitive help displays an explanation of each item in the current dialog box. Use one of the following methods to show context sensitive help.

– Click ![] (Help) in the title bar of the dialog box → click the desired item.
– Right-click the desired item → select [What's this?]
– Select the desired item → press [F1]
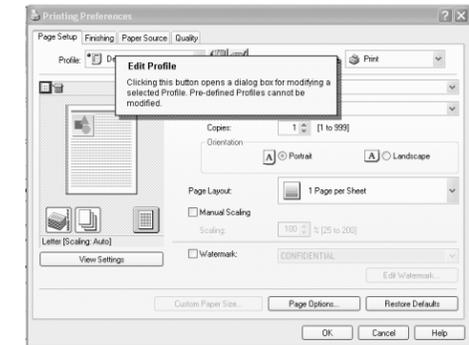
Contacting Service Center

If you have a problem with your machine and you cannot solve it by referring to the manuals, please contact our Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday.

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A Tip for Saving Paper

The machine comes with useful features that can be combined to reduce the volume of paper used when copying.

Copying regularly

1/4

Copying with features combined

■ Collate Copying
(See the Advanced Guide.)

■ Two-Sided Copying
(See the Advanced Guide.)

■ 2 on 1 Combination
(See the Advanced Guide.)

Combinations of Features

To get the best use of the machine's copy features, try other combinations listed in this table.

●: Available

	2 on 1 Combination	Original Frame Erase	Book Frame Erase	Binding Hole Erase	1 to 2-Sided	2 to 2-Sided	2 to 1-Sided	Collate
2 on 1 Combination		–	–	●	●	●	●	●
Original Frame Erase	–		–	–	●	●	●	●
Book Frame Erase	–	–		–	●	●	●	●
Binding Hole Erase	●	–	–		●	●	●	●
1 to 2-Sided	●	●	●	●		–	–	●
2 to 2-Sided	●	●	●	●	–		–	●
2 to 1-Sided	●	●	●	●	–	–		●
Collate	●	●	●	●	●	●	●	

Canon

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