

# Canon

## CLC 3220/iRC3220N

## CLC 2620/iRC2620N

### User's Guide



**Read this guide first.**

Please read this guide before operating this equipment.

After you finish reading this guide, store it in a safe place for future reference.

ENGLISH



**CLC3220/iR C3220N/  
CLC2620/iR C2620N  
User's Guide**



# Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information. The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

- **Basic Information**

**User's Guide  
(This Document)**



- **Basic Operations**
- **Troubleshooting**

**Reference Guide**



- **Copying and Mail Box Instructions**

**Copying and Mail Box  
Guide**



- **Sending and Fax Instructions**

**Sending and Facsimile  
Guide**



- **Installing the CD-ROM Software and Setting Up the  
Network Connection**

**Network Quick Start  
Guide**



- **Remote User Interface Instructions**

**Remote UI Guide**



- **Network Connectivity and Setup Instructions**

**Network Guide**



- **Color Network ScanGear Installation and  
Instructions**

**Color Network ScanGear  
User's Guide**



- **PS/PCL/UFR Printer Instructions**

**PS/PCL/UFR Printer  
Guide**



- **PCL Printer Driver Installation and Instructions**

**PCL Driver Guide**



- **PS Printer Driver Installation and Instructions**

**PS Driver Guide**



- **Mac OS X PS Printer Driver Installation and  
Instructions**

**Mac PS Driver Guide**



- **UFR Printer Driver Installation and Instructions**

**UFR Driver Guide**



- **Fax Driver Installation and Instructions**

## **Fax Driver Guide**



- **Installing MEAP Applications and Using the Login Service**

## **MEAP SMS Administrator Guide**



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- To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.
  - Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

# Contents

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<b>Preface</b> .....	<b>vi</b>
<b>How To Use This Manual</b> .....	<b>vi</b>
Symbols Used in This Manual .....	vi
<b>Legal Notices</b> .....	<b>vii</b>
Preventing Counterfeit Documents .....	vii
R&TTE Directive .....	vii
Laser Safety .....	vii
Additional Information .....	viii
Super G3 .....	ix
Abbreviations Used in This Manual .....	x
Trademarks .....	x
Copyright .....	xi
Disclaimers .....	xi
Legal Limitations on the Usage of Your Product and the Use of Images .....	xii
<b>Important Safety Instructions</b> .....	<b>xiii</b>
Installation .....	xiii
Power Supply .....	xiv
Handling .....	xv
Maintenance and Inspections .....	xvii
Consumables .....	xviii
Other Warnings .....	xviii
<b>About the Instruction Manual CD-ROM</b> .....	<b>xix</b>
Contents of Instruction Manual CD-ROM .....	xix
Documentation kit A: .....	xix
Documentation kit B: .....	xix
Documentation kit C: .....	xix
<b>User Manual CD-ROM Menu</b> .....	<b>xx</b>
System Requirements .....	xx
Using The CD-ROM Menu .....	xxi
<b>Periodic Inspection of the Breaker</b> .....	<b>xxii</b>
Checking the Breaker .....	xxii

## Chapter 1 Before You Start Using This Machine

---

<b>Installation Location and Handling</b> .....	<b>1-2</b>
Installation Precautions .....	1-2
Avoid Installing the Machine in the Following Locations .....	1-2
Select a Safe Power Supply .....	1-4
Provide Adequate Installation Space .....	1-5
Moving the Machine .....	1-5
Handling Precautions .....	1-6
<b>What This Machine Can Do</b> .....	<b>1-8</b>
<b>System Configuration and Parts</b> .....	<b>1-11</b>
Optional Equipment .....	1-11
External View and Internal View .....	1-12
Control Panel Parts .....	1-13

Touch Panel Display . . . . .	1-14
<b>Main Power and Control Panel Power . . . . .</b>	<b>1-18</b>
How to Turn ON the Main Power . . . . .	1-18
<b>Things You Must Do Before Using This Machine . . . . .</b>	<b>1-22</b>
Selecting the Type of Telephone Line . . . . .	1-22
Setting the Current Date and Time . . . . .	1-24
Registering This Machine's Fax Number . . . . .	1-27
Registering Sender Names . . . . .	1-28
Registering the Unit's Name . . . . .	1-30
<b>Displaying a Help Screen . . . . .</b>	<b>1-32</b>

## **Chapter 2 Routine Maintenance**

---

Loading Paper . . . . .	2-2
Replacing the Toner Cartridge . . . . .	2-5

## **Chapter 3 Troubleshooting**

---

Clearing Paper Jams . . . . .	3-2
List of Error Messages . . . . .	3-6
List of Error Codes without Messages . . . . .	3-6

## **Chapter 4 Appendix**

---

Multifunctional Operations . . . . .	4-2
Available Paper Stock . . . . .	4-4
Check Sheet for the Periodic Inspection of the Breaker . . . . .	4-6

# Preface

Thank you for purchasing the Canon CLC3220/iR C3220N/CLC2620/iR C2620N. Please read this manual thoroughly before operating the machine 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.

This paper manual contains the things you must read before using this machine and basic operations. For the further details of the operations, please refer to the attached CD-ROM manual.

## How To Use This Manual

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### Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.



#### **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 requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.



#### **NOTE**

Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.

# Legal Notices

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## Preventing Counterfeit Documents

This machine includes a function for aiding in the prevention of counterfeit documents. If you are copying documents that resemble paper money closely, you may be unable to get an appropriate image.

## R&TTE Directive

**CE 0197**

This equipment (F142500/F142504) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU and other countries adopting CE marking.

We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 V - 240 V, 50 Hz.

Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.

If you move to another EU country and are experiencing trouble please call the Canon Help Desk.

(For Europe Only)  
Canon Inc./Canon Europa N. V.

## Laser Safety

This product is certified as a Class 1 laser product under IEC60825-1:1993 and EN60825-1:1994. 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 cannot escape from the machine during any phase of user operation. Do not remove protective housings or external covers, except as directed by the equipment's Reference Guide.

## Additional Information

When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product. The reflected beam, even though visible or invisible, can permanently damage your eyes.

The labels shown below are attached to the laser scanner unit inside the machine.

	<b>DANGER</b> - Invisible laser radiation when open and interlocks defeated. AVOID DIRECT EXPOSURE TO BEAM.
	<b>CAUTION</b> - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN AND INTERLOCKS DEFEATED. AVOID EXPOSURE TO THE BEAM.
	<b>ATTENTION</b> - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE OU LORSQUE LE CONTACT DE SECURITE EST DEVEROUILLE. EVITEZ L'EXPOSITION AU FAISCEAU.
<b>VORSICHT</b>	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET UND SICHERHEITSVERRIEGELUNGEN ÜBERBRÜCKT. NICHT DEM STRAHL AUSSETZEN.
<b>PRECAUCIÓN</b>	- RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR Y CUANDO ESTÁN NEUTRALIZADOS LOS BLOQUEOS DE SEGURIDAD. EVITE LA EXPOSICIÓN AL HAZ.
<b>VARNING</b>	- KLAS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD OCH SPÄRRAR ÄR URKOPPLADE. STRÅLEN ÄR FARLIG.
<b>VAROITUS</b>	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTELYÄÄVÄTTUNÄ JA SUOLALUKITUKSET POISTETTUNA, VÄLTÄ ALTISTUMISTA SÄTEELLE.
<b>注意</b>	- 当打开或联动装置失效时，会有不可见的3B类激光辐射，请避免接触该激光束
<b>注意</b>	- 打開機蓋或鬆釋連結時有3B級不可視雷射光釋出，應避免曝射
<b>주의</b>	- 열리거나 인터록 고장의 경우 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
<b>注意</b>	- ここを開き、インタロックを解除するとクラス3B不可視レーザー放射がでます。ビームに身をさらさないこと。

This Product has been classified under IEC60825-1:1993 and EN60825-1:1994, which conform to the following classes;

**CLASS 1 LASER PRODUCT**  
**LASER KLASSE 1**  
**APPAREIL A RAYONNEMENT LASER DE CLASSE 1**  
**APPARECCHIO LASER DI CLASSE 1**  
**PRODUCTO LASER DE CLASE 1**  
**APARELHO A LASER DE CLASSE 1**



### CAUTION

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

## Super G3



Super G3 is a phrase used to describe the new generation of fax machines that use ITU-T V.34 standard 33.6 Kbps\* modems. Super G3 High Speed Fax machines allow transmission times of approximately 3 seconds\* per page which results in reduced telephone line charges.

\* Approximately 3 seconds per page fax transmission time based on CCITT/ITU-T No.1 Chart, (JBIG, Standard Mode) at 33.6 Kbps modem speed. The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speeds or slower, depending on telephone line conditions.

## Abbreviations Used in This Manual

In this manual, product names and model names are abbreviated as follows:

Microsoft® Windows® 95 operating system:	Windows 95
Microsoft® Windows® 98 operating system:	Windows 98
Microsoft® Windows® Millennium Edition operating system:	Windows Me
Microsoft® Windows NT® operating system:	Windows NT
Microsoft® Windows® 2000 operating system:	Windows 2000
Microsoft® Windows® XP operating system:	Windows XP
Microsoft® Windows™ Server 2003 operating system:	Windows Server 2003
Microsoft® Windows® operating system:	Windows

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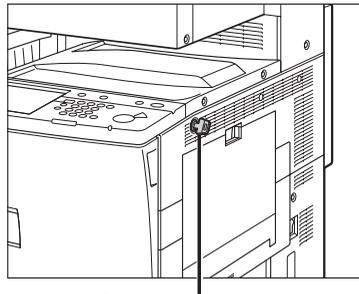
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- Paper Money
- Checks or Drafts Issued by Governmental Agencies
- Internal Revenue Stamps (cancelled or uncanceled)
- Money Orders
- Motor Vehicle Licenses and Certificates of Title
- Bonds or Other Certificates of Indebtedness
- Certificates of Deposit
- Travelers Checks
- Stock Certificates
- Postage Stamps (cancelled or uncanceled)
- Food Stamps
- Copyrighted Works/Works of Art without Permission of Copyright Owner
- Identifying Badges or Insignias
- Passports
- Selective Service or Draft Papers
- Immigration Papers

## ■ In Order to Avoid Unauthorized Use of the Machine

Unauthorized copies can be prevented by using the optional Key Switch Unit to manage the operation of the CLC3220/iR C3220N/CLC2620/iR C2620N. The use of this key should be strictly supervised.



### Security Key

When using the machine, insert the security key into the main unit, then turn it to the right.

# Important Safety Instructions

Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

## Installation

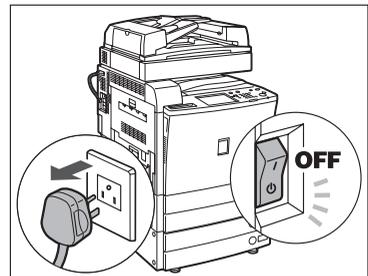
### WARNING

- Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it 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, it may result in a fire or electrical shock.

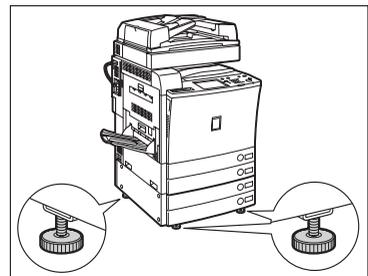
If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.

- Necklaces and other metal objects
- Cups, vases, flowerpots, and other containers filled with water or liquids



### CAUTION

- Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.



- Do not install the machine in the following locations:
  - A damp or dusty location
  - A location near water faucets or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames
- Do not remove the machine's leveling feet 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.
- Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.
- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.
- Do not connect the power cord to a multiplug 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 plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the power cord provided, 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, use one rated for voltages of 220-240 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

### CAUTION

- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.
- 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.

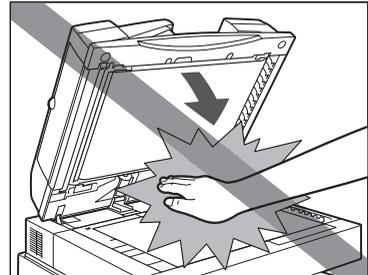
## Handling

### WARNING

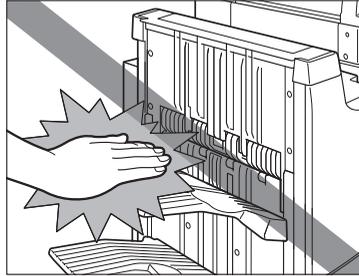
- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. 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, it may result in a fire or electrical shock.
- To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in 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, it 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 disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.

### CAUTION

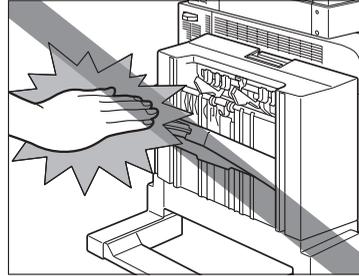
- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.
- Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.
- Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Do not touch the finisher while the machine is printing, as this may result in personal injury.
- Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord 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 when a finisher is attached, as this may result in personal injury.

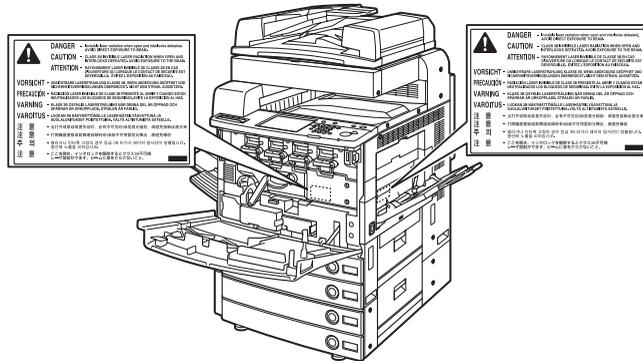


Finisher-N1/Saddle Finisher-N2



Finisher-M1

- The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.
- Never open covers other than those instructed in this manual.
- Do not remove the caution label attached to the cover of the laser scanner unit.



- If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.

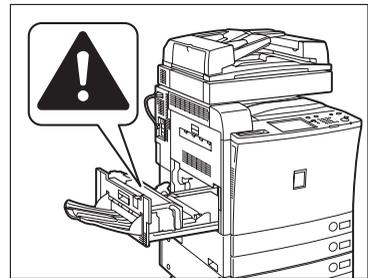
## Maintenance and Inspections

### WARNING

- When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock.
- Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire.
- Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner, or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.
- There are some areas inside the machine which are subject to high-voltages. 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.
- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

### CAUTION

- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.
- When removing jammed paper or replacing the toner cartridge, take care not to allow the toner 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 them 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 getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.



## Consumables

### WARNING

- Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.
- Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.
- When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.

### CAUTION

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

## Other Warnings

### WARNING

For cardiac pacemaker users:

This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

# About the Instruction Manual CD-ROM

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## Contents of Instruction Manual CD-ROM

### ***Documentation kit A:***

Instruction Manual CD-ROM Volume I-III

This contains the multilingual versions of the following guides.

■ **Reference Guide**

Contains the basic operation instructions, daily maintenance, and troubleshooting instructions.

■ **Copying and Mail Box Guide**

Contains the Copying and Mail Box function instructions.

■ **Sending and Facsimile Guide**

Contains the Sending and Facsimile function instructions.

■ **User's Guide (This Document)**

### ***Documentation kit B:***

Instruction Manual CD-ROM

This contains the English, French, Italian, and German versions of the following guides.

■ **Reference Guide**

Contains the basic operation instructions, daily maintenance, and troubleshooting instructions.

■ **Copying and Mail Box Guide**

Contains the Copying and Mail Box function instructions.

■ **Remote UI Guide**

Contains the Remote User Interface instructions.

■ **Network Guide**

Contains the Network Connectivity and setup instructions.

### ***Documentation kit C:***

Super G3 FAX Board CD-ROM/Color Universal Send Kit CD-ROM

This contains the English, French, Italian, and German versions of the following guides.

■ **Sending and Facsimile Guide**

Contains the Sending and Facsimile function instructions.

 **NOTE**

*The Super G3 FAX Board CD-ROM and Color Universal Send Kit CD-ROM come with the optional Color Universal Send Kit or Super G3 FAX Board.*

# User Manual CD-ROM Menu

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The User Manual CD-ROM Menu is software that enables you to select and view PDF Manuals included on the CD-ROM via your computer screen. Follow the instructions below to use the User Manual CD-ROM Menu.

## System Requirements

The User Manual CD-ROM Menu can be used in the following system environments.

	Windows	Macintosh
OS	Windows 95/98/Me Windows NT (Service Pack 3 or later) Windows 2000 (Service Pack 3 or later) Windows XP (Service Pack 1a) Windows Server 2003	Mac OS 9.x Mac OS X
Memory	The memory required to run the above operating systems	
Computer	A computer that can run the above operating systems	
Display	A resolution of 1024 × 768 pixels or higher	



### IMPORTANT

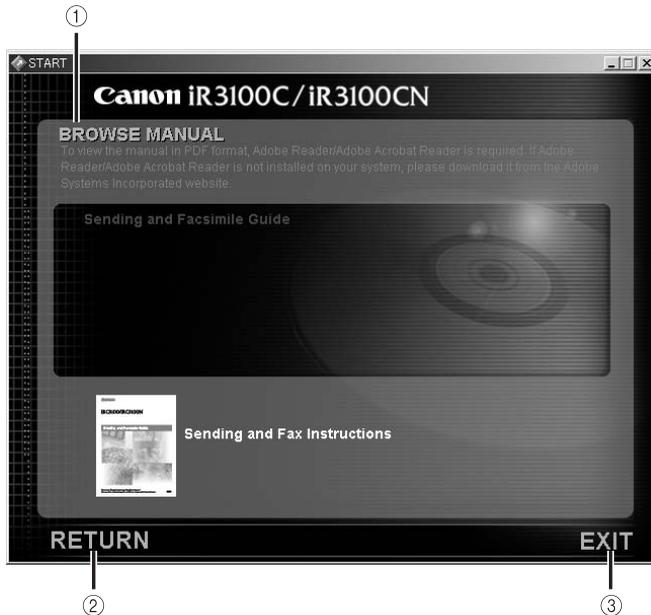
*Depending on the configuration of your computer, some functions may not operate correctly. If the PDF manual does not open from the CD-ROM Menu, open the PDF file directly from the [manuals] folder on the User Manual CD-ROM.*

## Using The CD-ROM Menu

This section describes how to use the CD-ROM Menu. When you insert the User Manual CD-ROM provided into the CD-ROM drive, the Language Selection screen is displayed. Clicking a language on this screen displays the following menu. (The sample screen shot shown here is for Windows users.)

 **NOTE**

*For Macintosh users, double-click the [START] icon to start the CD-ROM Menu. The Language Selection screen is displayed.*



**① BROWSE MANUAL**

You can read any of the listed guides by clicking on the desired guide. After clicking on the desired guide, Acrobat Reader starts, and the PDF manual is displayed.

**② RETURN**

Return to the Language Selection menu.

**③ EXIT**

Exit the CD-ROM menu.

The screen shot shown above may differ from the one you actually see, depending on the machine you are using.

# 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 inspecting the breaker.
- If a malfunction occurs after an inspection, contact your local authorized Canon dealer.

## Checking the Breaker

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



## IMPORTANT

*Briefly push the test button.*

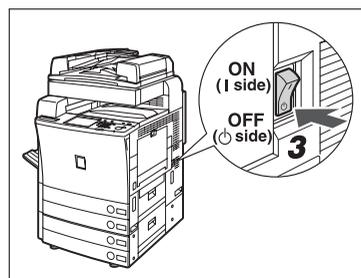
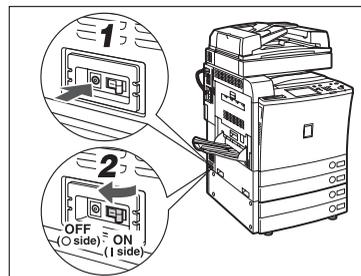
- 2 The breaker lever automatically switches to the OFF ("○" side) position. Confirm that the power is cut OFF.**



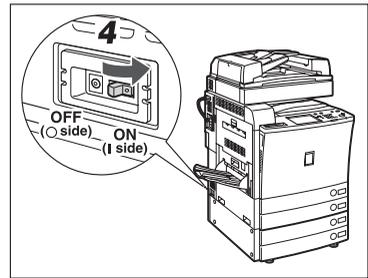
## IMPORTANT

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

- 3 Once you have confirmed that the power is OFF, press the main power switch to OFF ("⏻" side).**

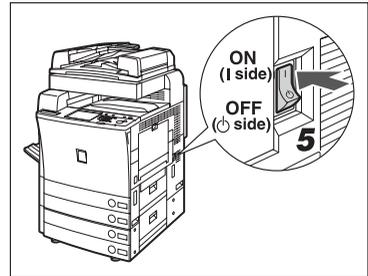


**4** Move the breaker lever to ON ("I" side).



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

**6** Fill in the check sheet, located on p. 4-6, to document your periodic inspections of the breaker.





# Before You Start Using This Machine

# 1

## CHAPTER

This chapter describes what you should know before using this machine, such as parts and their functions, and how to turn ON the main power.

---

Installation Location and Handling . . . . .	1-2
Installation Precautions . . . . .	1-2
Handling Precautions . . . . .	1-6
What This Machine Can Do . . . . .	1-8
System Configuration and Parts . . . . .	1-11
Optional Equipment . . . . .	1-11
External View and Internal View . . . . .	1-12
Control Panel Parts . . . . .	1-13
Touch Panel Display . . . . .	1-14
Main Power and Control Panel Power . . . . .	1-18
How to Turn ON the Main Power . . . . .	1-18
Things You Must Do Before Using This Machine . . . . .	1-22
Selecting the Type of Telephone Line . . . . .	1-22
Setting the Current Date and Time . . . . .	1-24
Registering This Machine's Fax Number . . . . .	1-27
Registering Sender Names . . . . .	1-28
Registering the Unit's Name . . . . .	1-30
Displaying a Help Screen . . . . .	1-32

# Installation Location and Handling

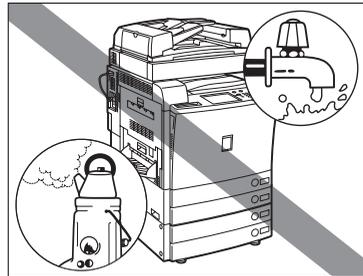
This section describes precautions for installation location and handling. We recommend that you read this section prior to using this machine.

## Installation Precautions

### *Avoid Installing the Machine in the Following Locations*

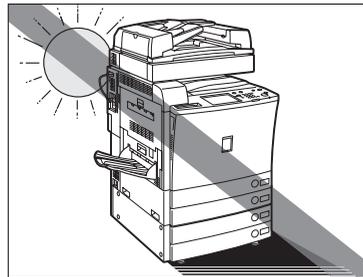
■ **Avoid locations subject to extremes of temperature and humidity, whether low or high.**

For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters, or stoves.



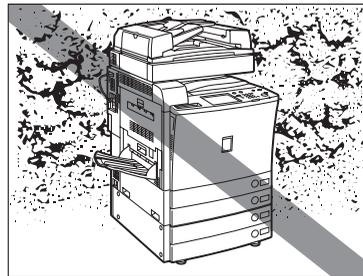
■ **Avoid installing the machine in direct sunlight.**

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



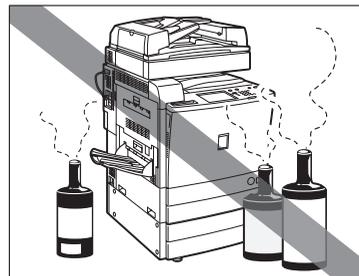
■ **Avoid poorly ventilated locations.**

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



- **Avoid locations where a considerable amount of dust accumulates.**

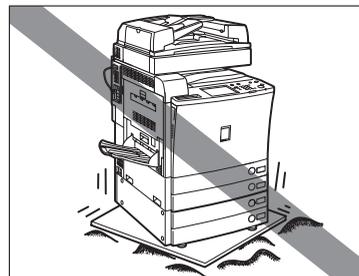
- **Avoid locations where ammonia gas is emitted.**



- **Avoid locations near volatile or flammable materials, such as alcohol or paint thinner.**

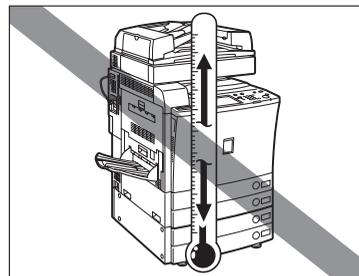
- **Avoid locations that are subject to vibration.**

For example, avoid installing the machine on unstable floors or stands.



- **Avoid exposing the machine to rapid changes in temperature.**

If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine. This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all.



- **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 similar electronic equipment.**

The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

■ **Do not remove the machine's leveling feet.**

Do not remove the machine's leveling feet after the machine has been installed. If you put weight on the front of the machine while the drawers or units within the machine are pulled out, the machine may fall forward. To prevent this from happening, make sure that the machine's leveling feet are in place.

### ***Select a Safe Power Supply***

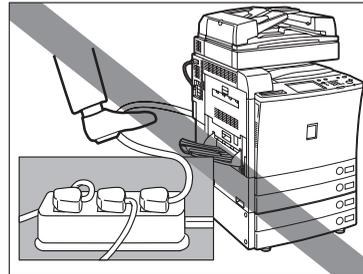
■ **Plug the machine into a 220-240 V AC outlet.**

■ **Make sure that the power supply for the machine is safe, and has a steady voltage.**

■ **Do not connect other electrical equipment to the same power outlet to which the machine is connected.**

■ **Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.**

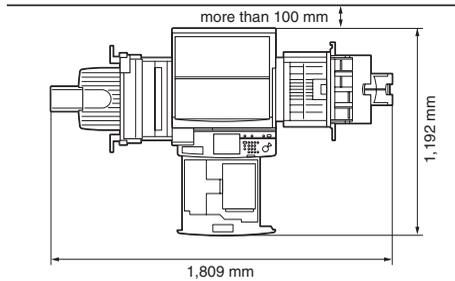
■ **The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock.**



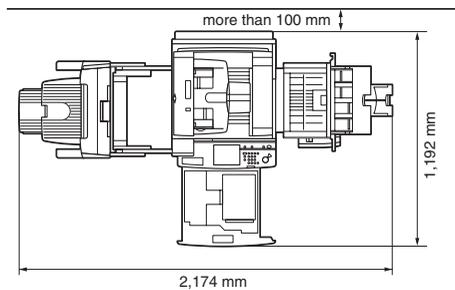
## Provide Adequate Installation Space

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

The optional Color Image Reader-C1 and Platen Cover Type G are attached.

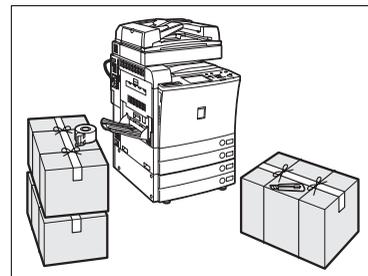


The optional Color Image Reader-C1, Feeder (DADF-K1), Finisher-M1, and Paper Deck-P1 are attached.



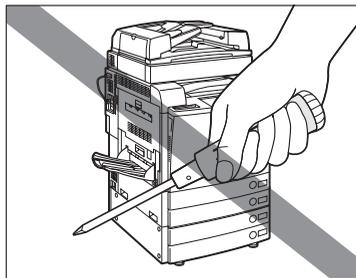
## Moving the Machine

- If you intend to move the machine, contact your local authorized Canon dealer beforehand.



## Handling Precautions

- Do not attempt to disassemble or modify the machine.

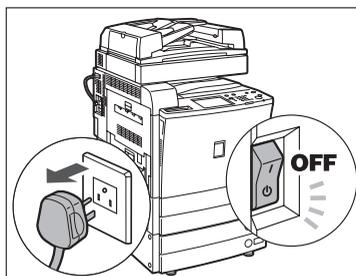


- Some parts inside the machine are subject to high-voltages and temperatures. Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.

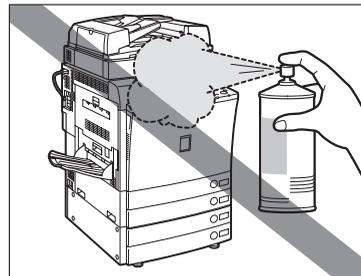
- Be careful not to spill liquid or drop any foreign objects, such as paper clips or staples inside the machine. If a foreign object comes into contact with electrical parts inside the machine, it might cause a short circuit and result in a fire or electrical shock.



- If there is smoke, or unusual noise, immediately turn the main power switch OFF, disconnect the power cord from the outlet, and call your local authorized Canon dealer. Using the machine in this state may cause a fire or electrical shock. Also, avoid placing objects around the power plug so that the machine can be disconnected whenever necessary.

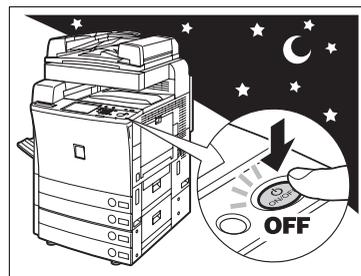


- Do not turn the main power switch OFF or open the front covers while the machine is in operation. This might result in paper jams.
- Do not use flammable sprays, such as spray glue, near the machine. There is a danger of ignition.



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

- For safety reasons, turn OFF the control panel power switch of the machine when it will not be used for a long period of time, such as overnight. As an added safety measure, turn OFF the main power switch, and disconnect the power cord when the machine will not be used for an extended period of time, such as during consecutive holidays.

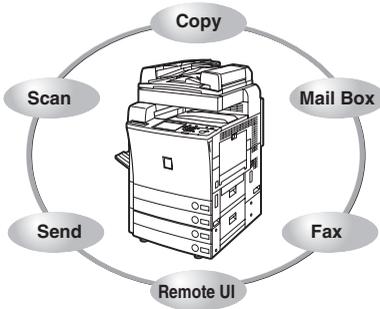


### CAUTION

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.)

# What This Machine Can Do

**All the elements you will ever need in a colour digital multitasking machine.**



The CLC3220/iR C3220N/CLC2620/iR C2620N incorporates a rich array of input and output features that can greatly enhance your efficiency. Equipped with features that meet the needs of document work in a digitized office, the CLC3220/iR C3220N/CLC2620/iR C2620N represents the ultimate in digital multitasking machines.

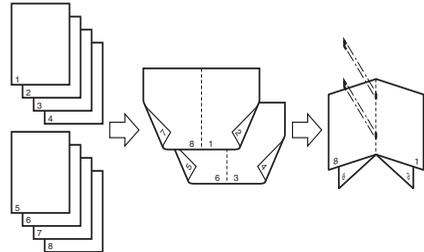
## Copying (optional)\*

See the *Copying and Mail Box Guide*

In addition to normal copying functions, convenient new functions, such as "Sample Set" which helps to avoid copy errors, "Booklet" for making copies into booklets, and "Different Size Originals" for copying originals of different sizes together in one copy operation, are provided to increase your productivity.

The Copy function corresponds to both colour and monochrome.

\*The optional Color Image Reader-C1 is required.

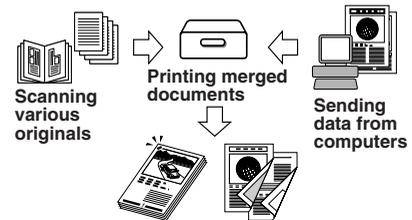


## Mail Box Function

See the *Copying and Mail Box Guide*

The Mail Box function enables you to save image or document data that has been scanned from the scanner unit, or created on a PC to the machine's internal hard disk. The saved data can be printed at a specified time, or merged with separately saved data or data created on a PC for simultaneous processing.

The Mail Box function corresponds to both colour and monochrome.



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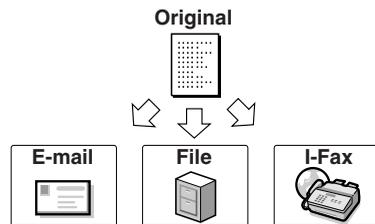
**Sending Function (optional)\*****See the *Sending and Facsimile Guide***

---

The Send function enables you to send scanned image or document data to file servers, or send it by e-mail or I-fax. A variety of file formats are supported (PDF, TIFF, and JPEG), which offer you greater flexibility in accommodating the digital workplace environments.

Transmission corresponds to both colour and monochrome. I-fax however, regardless of whether you are receiving or sending, is always in black-and-white.

\*The optional Color Universal Send Kit and Resolution Switching Board are required. Also, the optional Color Image Reader-C1 must be attached.



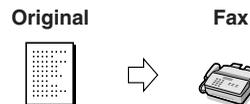
---

**Faxing (optional)\*****See the *Sending and Facsimile Guide***

---

In addition to normal facsimile functions, the machine offers you Super G3 compatibility, which enables you to transmit documents at high speeds, greatly reducing transmission costs as compared to conventional facsimile machines. In a mobile environment, you can also receive faxes remotely from the machine outside of the office. If the optional Super G3 FAX Board, Resolution Switching Board, and Fax Driver are installed, you can send facsimiles from your computer. Fax sending and receiving are only possible in monochrome.

\*The optional Super G3 FAX Board and Resolution Switching Board are required. Also, the Color Image Reader-C1 must be attached.



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**Printing (optional)\*****See the *PS/PCL/UFR Printer Guide***

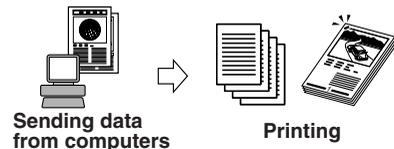
---

iR C3220N/iR C2620N comes with the colour printing feature utilizing UFR (Ultra Fast Rendering) Technology, which offers you PS/PCL compatible printing capabilities at maximized speeds.

The colour printing feature becomes available in CLC3220/CLC2620 if the optional Color Network Printer Unit is installed. Color Network Printer Unit enables you to use the machine not only as a PostScript printer when loaded with Adobe PostScript 3 software, however also as an emulation printer of PCL5.

Color Network Printer Unit can efficiently output various data types including large and complex files (such as combining colour graphics, photos, and text), Adobe PostScript 3 files, detailed graphics, etc.

\*The optional Color Network Printer Unit can only be installed in CLC3220/CLC2620.



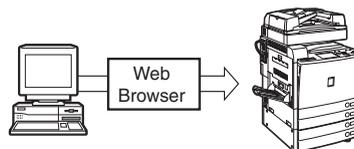
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## Using the Remote User Interface

See the *Remote UI Guide*

You can control functions, such as confirming the status of the machine, job operations, and printing instructions for data saved in inboxes, all from your PC's web browser.

The CLC3220/iR C3220N/CLC2620/iR C2620N come with a direct Ethernet connection interface. Once the Ethernet interface port is configured properly, the CLC3220/iR C3220N/CLC2620/iR C2620N can be controlled and set up through the Remote UI and network. Also, you can use the Remote UI to fax from your PC using the Ethernet connection. For instructions on configuring the Ethernet port, see the *Network Guide*.




---

## Scanning (optional)\*

See the *Color Network ScanGear User's Guide*

Scanning image data into computers is a function that is available if the CLC3220/iR C3220N/CLC2620/iR C2620N is upgraded with printer and network capabilities. You can scan images of up to A3 in size at a resolution of 600 x 600 dpi.

\*The optional Color Image Reader-C1 is required. In the case of CLC3220/CLC2620, the optional Color Network Printer Unit must be installed as well.




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## Network Interface

See the *Network Guide*

This machine can be connected to a network by using Ethernet (standard-equipped) or Token Ring (optional). Connecting to a network enables you to use utility software including Remote UI, NetSpot\*, NetSpot Console\*, etc. By using NetSpot, you can manage and make various settings for the printers and copiers connected to a network. Also, using NetSpot Console enables you to perform the same operations as NetSpot from a browser.

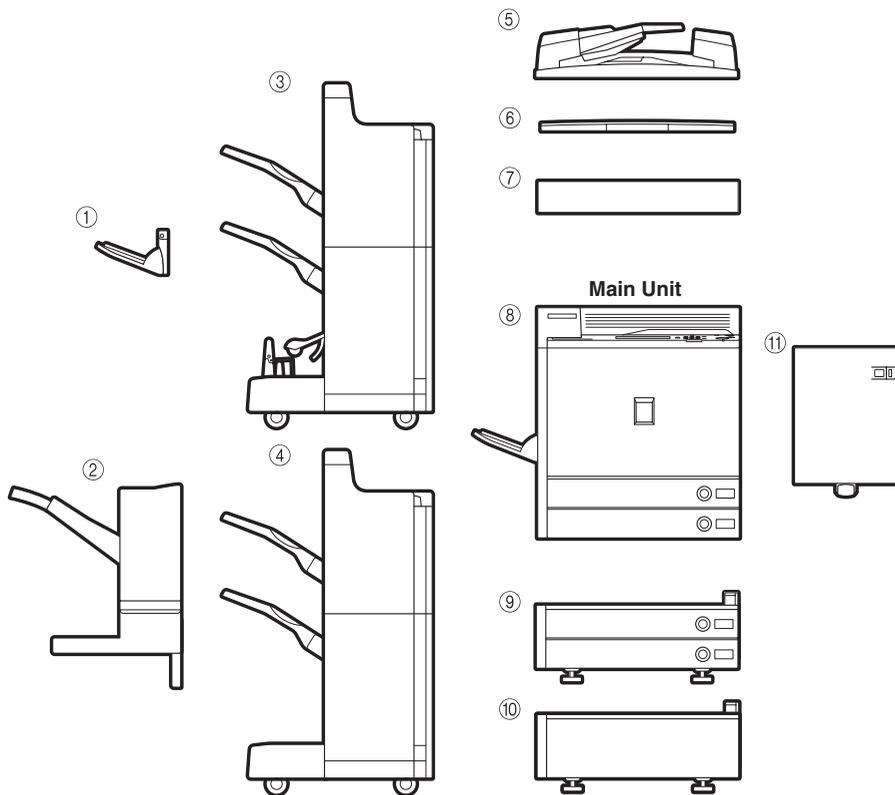
\* NetSpot and NetSpot Console can be installed from the CD-ROM that comes with the machine, or can be downloaded from our Web site (<http://www.canon.com>).

# System Configuration and Parts

## Optional Equipment

1

Before You Start Using This Machine



- ① Copy Tray Unit-H1
- ② Finisher-M1
- ③ Saddle Finisher-N2
- ④ Finisher-N1
- ⑤ Feeder (DADF-K1)
- ⑥ Platen Cover Type G

- ⑦ Color Image Reader-C1
- ⑧ Card Reader-D1
- ⑨ Cassette Feeding Unit-X1
- ⑩ Plain Pedestal-C1
- ⑪ Paper Deck-P1

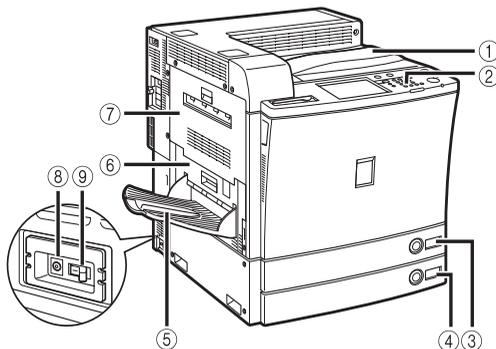
# External View and Internal View

1

Before You Start Using This Machine

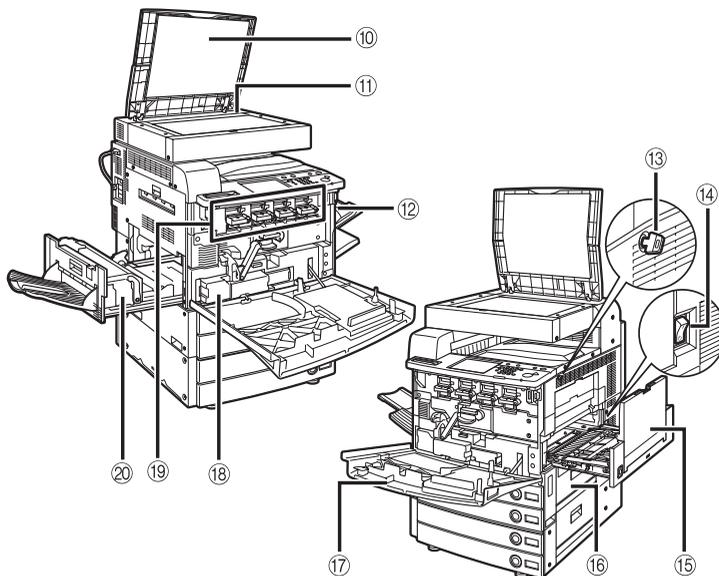
- ① Centre Output Tray
- ② Control Panel
- ③ Paper Drawer 1
- ④ Paper Drawer 2
- ⑤ Side Output Tray
- ⑥ Exit Slot Cover
- ⑦ Upper Left Cover
- ⑧ Test Button
- ⑨ Breaker

Without Optional Equipment

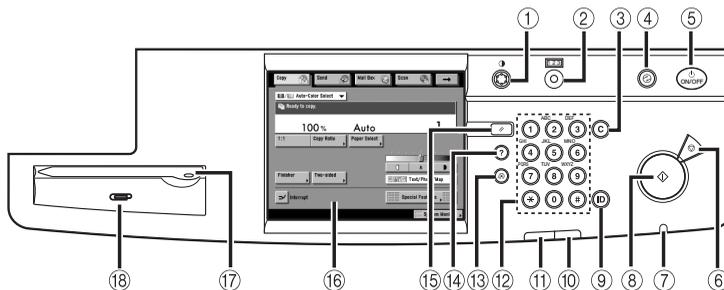


The optional Platen Cover Type G, Color Image Reader-C1, and Cassette Feeding Unit-X1 are attached.

- ⑩ Underside of Platen Cover (optional)
- ⑪ Platen Glass (optional Color Image Reader-C1)
- ⑫ Stack Bypass
- ⑬ Security Key (optional)
- ⑭ Main Power Switch
- ⑮ Transport Unit
- ⑯ Right Cover
- ⑰ Front Cover
- ⑱ Waste Toner Container
- ⑲ Toner Cartridges
- ⑳ Fixing Unit



# Control Panel Parts

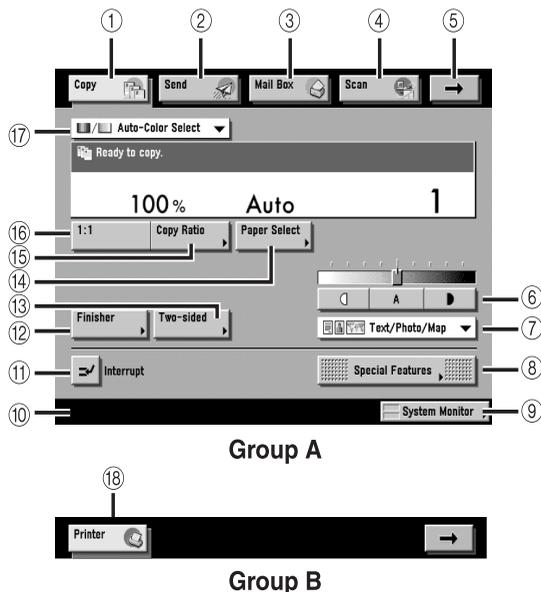


- ① **Display Contrast Dial**  
Use to adjust the brightness of the touch panel display.
- ② **Counter Check key**  
Press to display the copy and print count total on the touch panel display.
- ③ **Clear key**  
Press to clear entered values or characters.
- ④ **Energy Saver key**  
Press to set or cancel the Energy Saver mode.
- ⑤ **Control Panel Power Switch (Sub Power Supply)**  
Press to turn the control panel ON or OFF. When turned OFF, the machine is in the Sleep mode.
- ⑥ **Stop key**  
Press to stop a job in progress, such as a scan job, copy job, or fax job (scanning only).
- ⑦ **Main Power Indicator**  
Lights when the main power is turned ON.
- ⑧ **Start key**  
Press to start an operation.
- ⑨ **ID key**  
Press when setting or enabling Department ID Management.
- ⑩ **Error Indicator**  
Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.
- ⑪ **Processing/Data Indicator**  
Flashes or blinks green when the machine is performing operations, and maintains a steady green light, when fax data is stored in memory.
- ⑫ **Numeric keys**  
Press to enter numerical values.
- ⑬ **Additional Functions key**  
Press to specify additional functions.
- ⑭ **Help key**  
Press to display explanations of modes or functions on the touch panel display.
- ⑮ **Reset key**  
Press to restore the standard settings of the machine.
- ⑯ **Touch Panel Display**  
The settings screen for each function is shown on this display.
- ⑰ **Edit Pen**  
Use to designate areas on the original to copy or scan. If you lose the edit pen, contact your local authorized Canon dealer. Do not use an object with a sharp end, such as a pencil or ballpoint pen, in place of the edit pen.
- ⑱ **Clip Tray**  
Place paper clips here.

# Touch Panel Display

1

Before You Start Using This Machine



MEAP

## ① Copy

Press this key to access the machine's copying functions.

## ② Send

Press this key to access the machine's sending and facsimile functions if the optional Color Image Reader-C1, Color Universal Send Kit, and Resolution Switching Board, or Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed.

## ③ Mail Box

Press this key to access the machine's mailbox functions.

## ④ Scan

Press this key to use the network scan function.

## ⑤ →

Press this key to gain access to hidden function keys. The function keys are displayed on two screens. You can also customize the order of the function keys in Settings for Function Order in Common Settings (from the Additional Functions screen).

## ⑥ Adjust Contrast

Press [◀] or [▶] to manually control the copy exposure. Press [A] to select or cancel the automatic exposure control.

## ⑦ Original Type Selection

Press to make copies according to the type of original ([Text/Photo/Map], [Printed Image], [Photo], or [Text]).

## ⑧ Special Features

Press to select a Special Features mode.

## ⑨ System Monitor

Press to check the progress of a copy job, change the order of printing, or cancel printing.

## ⑩ Job/Print Status Display Area

The progress of jobs and copy operations, and the status of devices and consumables are displayed here.

## ⑪ Interrupt

Press to interrupt a copy job to make priority copies.

## ⑫ Finisher

Press to select the Collate, Group, or Staple mode.

## ⑬ Two-sided

Press to make [1▶2-Sided], [2▶2-Sided], [2▶1-Sided], or [Book▶2-Sided] copies.

## ⑭ Paper Select

Press to select the paper size/type and the paper source.

## ⑮ Copy Ratio

Press to reduce or enlarge the copy size.

## ⑯ 1:1

Press to make copies in the same size as your original.

## ⑰ Colour Mode

Press to select the colour mode for copying.

## ⑱ Printer

Press this key to access the machine's printing functions.

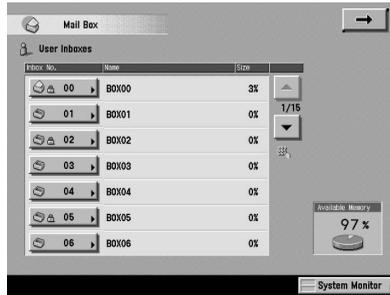
- [Send] appears if the optional Color Image Reader-C1, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board are installed, or only the optional Color Universal Send Kit, and Resolution Switching Board are installed. If only the optional Color Image Reader-C1, Super G3 FAX Board, and Resolution Switching Board are installed, [Fax] appears.
- [Scan] appears only if the optional Color Image Reader-C1 and Color Network Multi-PDL Printer Kit (standard-equipped in C3220N), or Color Image Reader-C1 and Color Network Printer Unit are installed.
- [Printer] appears only if the optional Color Network Printer Unit is installed in CLC3220/CLC2620.
- You can set the initial screen (the first screen that appears when the machine is turned ON) from the Additional Functions screen. The initial screen can be the Copy, Send or Fax, Mail Box, MEAP, or System Monitor screen.

**NOTE**

- The top of the touch panel display may differ according to the optional equipment that is attached to the machine.

Attached Optional Equipment	Displayed Function Keys
Color Image Reader-C1 (Only CLC3220/CLC2620)	
Color Image Reader-C1 and Color Network Multi-PDL Printer Kit (initial status of iR C3220N/iR C2620N)	
Color Image Reader-C1 and Color Network Printer Unit	
Color Image Reader-C1, Color Network Multi-PDL Printer Kit, Color Universal Send Kit, and Resolution Switching Board	
Color Image Reader-C1, Color Network Printer Unit, Color Universal Send Kit, and Resolution Switching Board	
Color Image Reader-C1, Color Network Multi-PDL Printer Kit, Super G3 FAX Board, and Resolution Switching Board	
Color Image Reader-C1, Color Network Printer Unit, Super G3 FAX Board, and Resolution Switching Board	
Color Image Reader-C1, Color Network Multi-PDL Printer Kit, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board	
Color Image Reader-C1, Color Network Printer Unit, Color Universal Send Kit, Super G3 FAX Board, and Resolution Switching Board	

- The touch panel display when no optional equipment is attached is shown below.



- The meanings of the icons that appears in the Job/Print Status Display Area (on the bottom left of the screen) are described below:

Icon (Type of Job)	Description
	Copy Job
	Send/Fax Job
	Mail Box Job
	Printer Job
	Report Job
	Network Scan Job
	Additional Functions Job

Icon (Machine Status)	Description
	Error
	Paper Jam
	Staple Jam
	Replace Toner Cartridge
	Replace Waste Toner Container

# Main Power and Control Panel Power

The machine is provided with two power switches, a main power switch and a control panel power switch, as well as a breaker that detects excess current or leakage current.

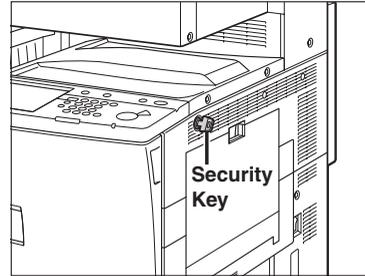
## How to Turn ON the Main Power

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

**⚠ WARNING**

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

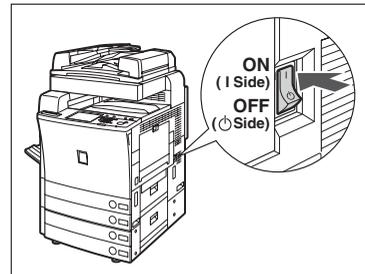
- 2 If the optional Security Key is inserted into the machine, make sure that it is in the ON position (turn it to the right).



- 3 Press the main power switch to ON ("I" side). The main power switch is located on the right side of the machine.

If you want to turn the main power OFF, make sure that you first turn the control panel power switch OFF, and then press the main power switch to the "⏻" side.

The main power indicator on the control panel lights when the main power switch is turned ON.



## IMPORTANT

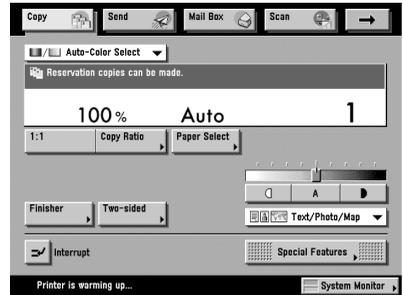
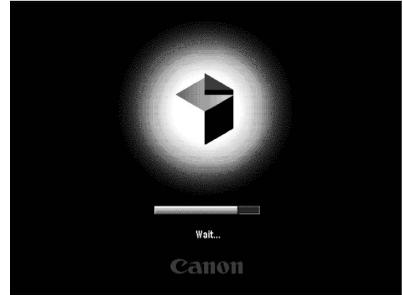
If the main power indicator on the control panel does not light even though the main power switch is ON, be sure to check the breaker to see if it is OFF. (See "When the Power Does Not Turn ON," in the Reference Guide.)

## 4 The screens are displayed while the system software is loading.

- If login authentication by a login service (SDL (Simple Device Login) or SSO (Single Sign-on)) is not set, and an application other than MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):

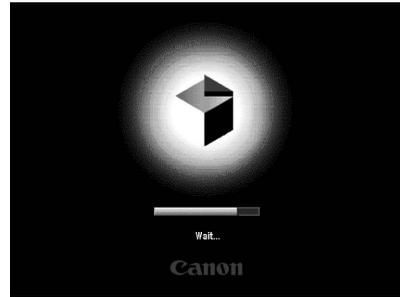
- The Start Up screen is displayed until the machine is ready to scan.
- The screen is displayed when the machine is ready to scan.

The machine is ready to scan in approximately 45 seconds (at a room temperature of 20°C) after the screen above appears.

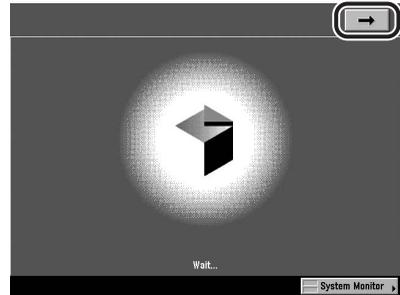


- If login authentication by the SDL or SSO login service is not set, and MEAP is selected as the initial function in Common Settings (from the Additional Functions screen):

The Start Up screen is displayed until the machine is ready to scan.



After the Start Up screen disappears, the MEAP Start Up screen is displayed. (The background colour of the screen is changed to brown.)  
Press [→] to switch to the Basic Features screen.

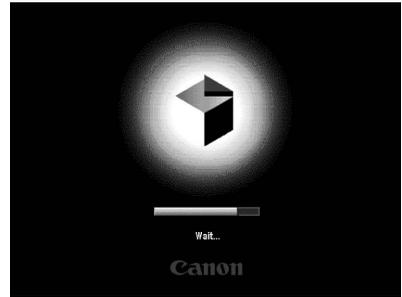


The MEAP Basic Features screen is displayed.



● **If login authentication by the SDL or SSO login service is set:**

- The Start Up screen is displayed until the machine is ready to scan.

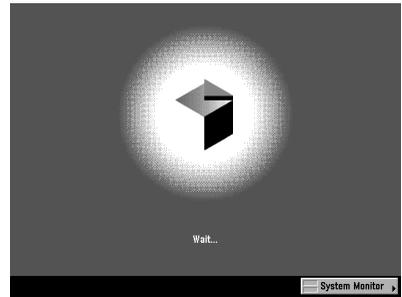


- After the Start Up screen disappears, the MEAP Start Up screen is displayed regardless of the Initial Function settings. (The background colour of the screen is changed to brown.)



**IMPORTANT**

- *If you turn OFF the main power, wait at least 10 seconds before turning the main power back ON.*
- *Do not turn the main power OFF if the optional Color Universal Send Kit or Super G3 FAX Board, and Resolution Switching Board are attached, and you want to be able to send or receive I-fax or fax documents. Sending or receiving I-fax or fax documents cannot be done when the power is turned OFF.*
- *If SSO or SDL is set as the login service, the machine will take longer to become ready to scan.*



# Things You Must Do Before Using This Machine

This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations. For the further details of the operations, see "Things You Must Do Before Using This Machine" in the *Sending and Facsimile Guide*.

## IMPORTANT

- If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.
- Network settings have to be specified in order to send scanned documents to an e-mail address, an I-fax address, or a file server. (See the Network Guide.)

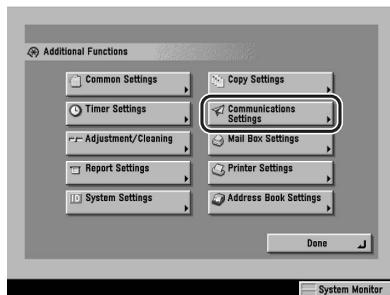
## Selecting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

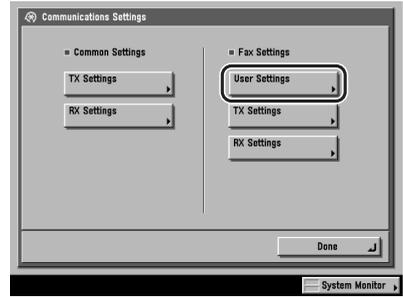
### NOTE

- For this setting, the optional Super G3 FAX Board is required.
- The default setting is 'Tone'.

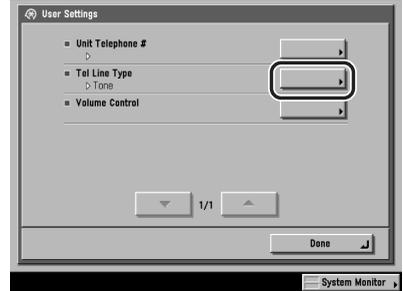
**1** Press  → [Communications Settings].



- 2** Press [User Settings] under <Fax Settings>.



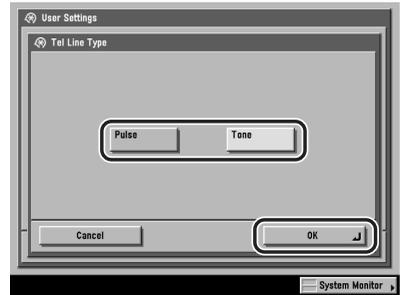
- 3** Press [Tel Line Type].



- 4** Select the type of telephone line → press [OK].

The selected mode is set.

- 5** Press [Done] repeatedly until the Send Basic Features screen appears.



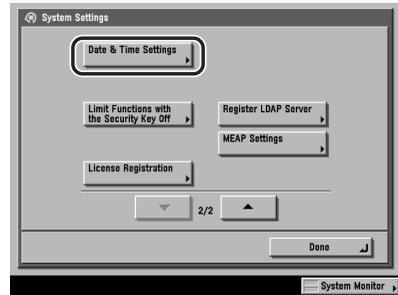
## Setting the Current Date and Time

You can set the current date and time. The current date and time settings are used as standard timer settings for functions that require them.

- GMT: The time at the Greenwich Observatory in England is called GMT (Greenwich Mean Time).
- Time Zone: The standard time zones of the world are expressed globally in terms of the difference in hours ( $\pm$  up to 12 hours) from GMT ( $\pm$  0 hours). A time zone is a region throughout which this time difference is the same.
- Daylight Saving Time: In some countries, time is advanced throughout the summer season. The period in which this is applied is called "Daylight Saving Time."

**1** Press  → [System Settings].

**2** Press [Date & Time Settings].



### 3 Enter the current date (day, month, year) and time using 0 - 9 (numeric keys).

#### ● If you are setting the Time Zone:

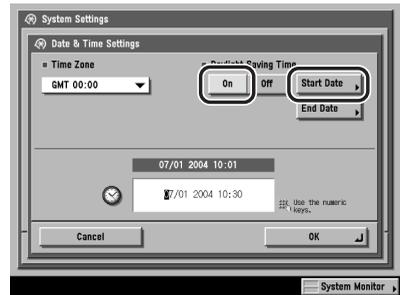
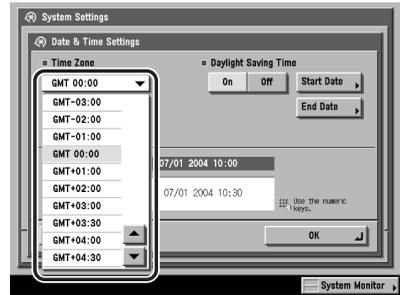
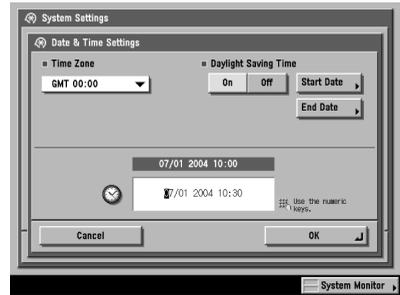
- Press the Time Zone drop-down list → select the time zone where the machine is located.

#### NOTE

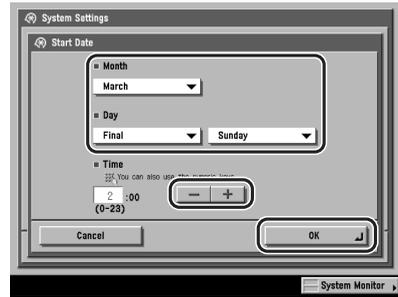
- The default setting is 'GMT 00:00'.
- If the desired time zone is not displayed, press [▼] or [▲] to scroll through the list.

#### ● If you are setting Daylight Saving Time:

- Press [On] → [Start Date].



- ❑ Select the month and day from the Month and Day drop-down lists, respectively.
- ❑ Press [-] or [+] to enter the time of day you want Daylight Saving Time to take effect → press [OK].

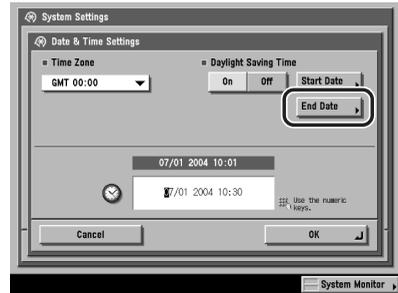


- ❑ Press [End Date] → make the settings in the same way as [Start Date] → press [OK].



#### NOTE

- If you set Daylight Saving Time, the machine automatically sets the standard time of the machine one hour forward at the specified date and time.
- The default setting is 'On'. Between 2:00 a.m. on the last Sunday of March and 3:00 a.m. on the last Sunday of October.
- The time can be set in one hour increments, from 0 to 23 hours.



## 4 Press [OK].

The selected mode is set.

## 5 Press [Done] repeatedly until the Send Basic Features screen appears.

## Registering This Machine's Fax Number

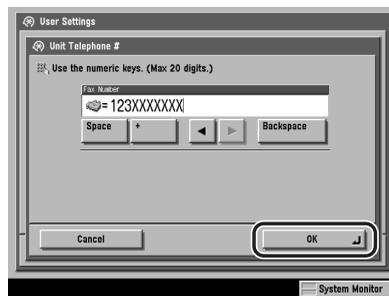
You must store the machine's fax number. This number is printed on the document that you fax to the receiving party.

The number may also be displayed on the touch panel display of the receiving party's machine, depending on their type of machine.

### NOTE

*For this setting, the optional Super G3 FAX Board is required.*

- 1** Press  → [Communications Settings] → [User Settings] under <Fax Settings>.
- 2** Press [Unit Telephone #].
- 3** Enter the unit's telephone number using  -  (numeric keys) → press [OK].  
The selected mode is set.
- 4** Press [Done] repeatedly until the Send Basic Features screen appears.



## Registering Sender Names

You can register any name as the sender's name, such as the section or department's name, or an individual's name.

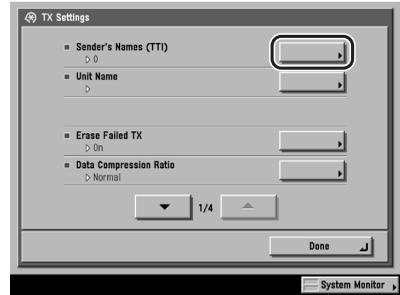


### NOTE

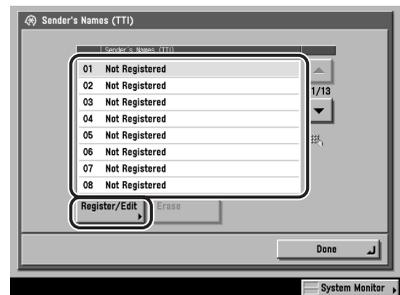
- You can set to display and print the sender's name instead of the name stored as the unit's name with the *Sender's Names* setting from the *Send Settings* screen. (See "Sending Documents," in the *Sending and Facsimile Guide*.)
- If *SDL* is set as the login service:
  - The login user name and e-mail address that you registered for *SDL* are displayed on the *From* field on the e-mail recipient's machine, instead of the unit name and e-mail address that you registered in the *Device Information* settings for this machine. (See "Sending Documents," in the *Sending and Facsimile Guide*.)
  - The unit name and e-mail address that you registered in the *Device Information* settings for this machine are displayed on the *From* field, and the login user name and e-mail address that you registered for *SDL* are displayed on the *Sender* field on the I-fax recipient's machine. (See "Sending Documents," in the *Sending and Facsimile Guide*.)
- If *SSO* is set as the login service:
  - The login user's Full name that you registered for *Active Directory*, and e-mail address that you registered for *Active Directory* or *NetSpot Accountant*, are displayed on the *From* field on the e-mail recipient's machine, instead of the unit name and e-mail address that you registered in the *Device Information* settings for this machine. (See "Sending Documents," in the *Sending and Facsimile Guide*.)
  - The unit name and e-mail address that you registered in the *Device Information* settings for this machine are displayed on the *From* field, and the login user's User login name that you registered for *Active Directory*, and the e-mail address that you registered for *Active Directory* or *NetSpot Accountant*, are displayed on the *Sender* field on the I-fax recipient's machine. (See "Sending Documents," in the *Sending and Facsimile Guide*.)

**1** Press  → [Communications Settings] → [TX Settings] under <Common Settings>.

**2** Press [Sender's Names (TTI)].



**3** Select the number under which you want to register the sender's name → press [Register/Edit].



**4** Enter the sender's name → press [OK].

You can enter up to 24 characters for the sender's name.

To cancel registering the sender's name, press [Cancel].

The selected mode is set.

**5** Press [Done] repeatedly until the Send Basic Features screen appears.

## Registering the Unit's Name

Your name or company's name must be registered as the unit's name (a department name is optional).

When you send a document, the recipient's machine displays or prints your name or company's name (and department's name, if applicable) as the sender's information on the recording paper.

Some fax models also display sender information on the touch panel display during transmission.



### NOTE

- If SDL is set as the login service:
  - The login user name and e-mail address that you registered for SDL are displayed on the From field on the e-mail recipient's machine, instead of the unit name and e-mail address that you registered in the Device Information settings for this machine. (See "Sending Documents," in the *Sending and Facsimile Guide*.)
  - The unit name and e-mail address that you registered in the Device Information settings for this machine are displayed on the From field, and the login user name and e-mail address that you registered for SDL are displayed on the Sender field on the I-fax recipient's machine. (See "Sending Documents," in the *Sending and Facsimile Guide*.)
- If SSO is set as the login service:
  - "The login user's Full name that you registered for Active Directory, and the e-mail address that you registered for Active Directory or NetSpot Accountant, are displayed on the From field on the e-mail recipient's machine, instead of the unit name and e-mail address that you registered in the Device Information settings for this machine. (See ""Sending Documents,"" in the *Sending and Facsimile Guide*.)"
  - The unit name and e-mail address that you registered in the Device Information settings for this machine are displayed on the From field, and the login user's User login name that you registered for Active Directory, and the e-mail address that you registered for Active Directory or NetSpot Accountant, are displayed on the Sender field on the I-fax recipient's machine. (See "Sending Documents," in the *Sending and Facsimile Guide*.)

- 
- 1** Press  → [Communications Settings] → [TX Settings] under <Common Settings>.
  - 2** Press [Unit Name].
  - 3** Enter a name → press [OK].  
The selected mode is set.
  - 4** Press [Done] repeatedly until the Send Basic Features screen appears.

# Displaying a Help Screen

Pressing **?** brings up a guidance screen with information about the various features that are available with your machine.

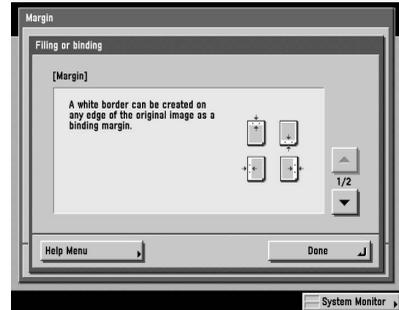
## ■ Usage Help

Pressing **?** after selecting a mode brings up a guide screen with an explanation of that mode. Use this help 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 **?** after pressing [Special Features] → [Margin], the Help Function screen appears as shown on the right.

To display the Help Menu screen, press [Help Menu].

To return to the screen for setting the Margin mode, press [Done].

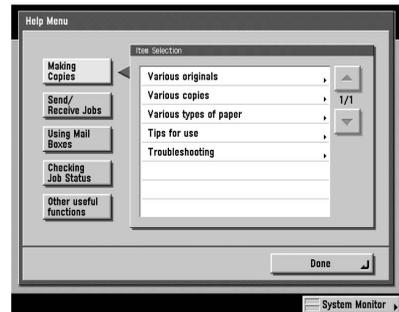


The Help Function Screen

## ■ Help Menu

To find the right mode for your particular needs or to find a simple description of a mode, press **?** while the Basic Features screen or Special Features screen is displayed. The Help Menu screen appears on the touch panel display, as shown on the right.

For example, if you are copying photo originals:



The Help Menu Screen

- 
- 1** Press [Making Copies] → [Various originals].
  - 2** Press [Photo original] or [Text & Printed image contained] → press [▼] or [▲] to read the detailed information on the selected mode.
  - 3** Press [Done] to return to the Various Originals screen.
  - 4** Press [Done] to return to the Help Menu screen.



# Routine Maintenance

# 2

## CHAPTER

This chapter describes how to load paper, and replace toner.

---

Loading Paper . . . . .	.2-2
Replacing the Toner Cartridge . . . . .	.2-5

# Loading Paper

If the selected paper has run out during printing, a screen prompting you to load paper appears on the touch panel display.



## IMPORTANT

- A screen prompting you to load paper also appears if the selected paper drawer is not fully inserted into the machine. Make sure that the paper drawer is properly in place.
- Do not load envelopes and paper of an irregular size into the paper drawers.
- Do not load the following types of paper into the paper drawers. Doing so may cause a paper jam.
  - Severely curled or wrinkled paper
  - Thin straw paper
  - Heavyweight paper (210 to 253 g/m<sup>2</sup>)
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of this paper either.)
- Fan the stack of paper well before loading it.
- Never place paper or any other items in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.

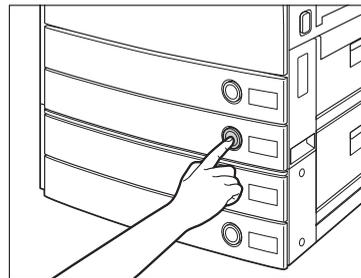


## NOTE

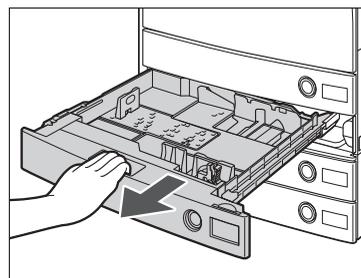
- If a message prompting you to load paper appears during printing, the remaining prints are automatically made after you load the correct paper. If you select another paper drawer, the remaining prints are made after you press [OK].
- To cancel printing, press [Cancel].
- The following paper sizes can be loaded into paper drawers 1, 2, 3, and 4:
  - 305 mm x 457 mm, A3, A4, A4R, and A5R
  - Paper drawers 3 and 4 can be used only if the optional Cassette Feeding Unit-X1 is attached.
- For more information on available paper stock that can be loaded into the paper drawers, see "Available Paper Stock," in the Reference Guide.



- 1 Press and release the button on the paper drawer in which you want to load paper.



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



- 3 Open a package of paper, and remove the paper stack.

 **CAUTION**

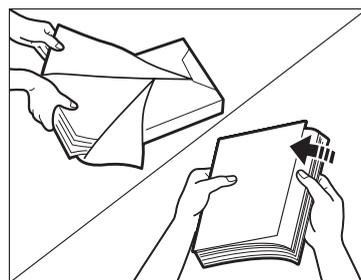
When loading paper, take care not to cut your hands on the edges of the paper.

 **IMPORTANT**

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

 **NOTE**

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding. Also, you should always fan paper that has just been removed from a newly opened paper package.

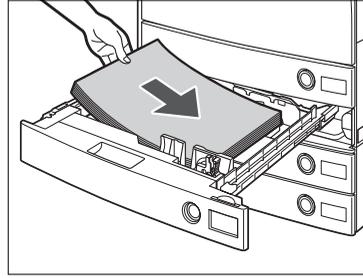


## 4 Load the paper stack into the paper drawer.

Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.

When loading paper into the paper drawer for the first time, set the paper size slide to match the paper size being loaded. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," in the *Reference Guide*.)

When loading paper into the paper drawer, make sure that the paper size setting is the same size of the paper that is being loaded.



### IMPORTANT

- Paper which has been rolled or curled must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit mark (≡) at the back of the paper drawer.
- When loading 305 mm x 457 mm paper in the paper drawer, remove the left guide and insert it into the holes in the front left side of paper drawer.

### NOTE

- Each paper drawer holds approximately 550 sheets of paper (80 g/m<sup>2</sup>).
- For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship between Original Orientation and Preprinted Paper Output Chart," in the *Reference Guide*.

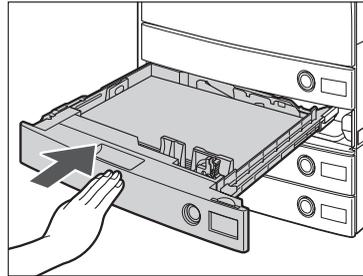
## 5 Gently push the paper drawer back into the machine until it clicks into place in the closed position.

### CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

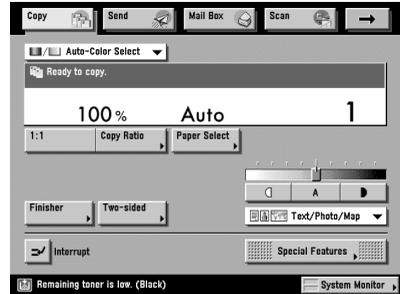
### IMPORTANT

You will not be able to make copies or print if you load paper that exceeds the loading limit, or if the paper drawer is not completely pushed into the machine. Always check that the paper drawers are in place. If a paper drawer is overloaded, decrease the amount of paper so that it does not exceed the loading limit.



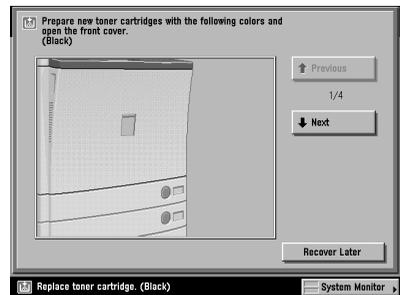
# Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display, as shown. You can continue printing, but at this time you should purchase new toner of the indicated colour so that you have it available when needed.



When the toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.

With [Recover Later], you can continue certain operations, such as mode settings and scanning of originals, even if you do not replace the toner cartridge immediately.



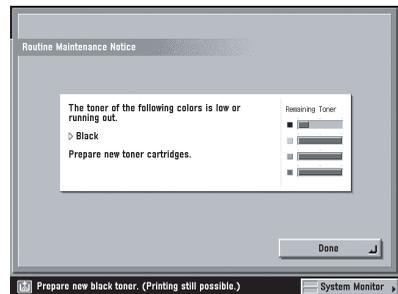
## CAUTION

- Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.
- If toner gets onto your hands or clothing, wash it off immediately with cold water. Do not use warm water as this may set the toner permanently, and you may not be able to remove the toner stains.



## IMPORTANT

- Use only the toner cartridges intended for use with this machine.
- Do not replace toner cartridges until the message prompting you to do so appears.
- If you continue copying or printing in black-and-white after cyan, magenta, or yellow toner runs out, do not remove the depleted toner cartridges from the machine.
- For the CLC2620/iR C2620N, you can display an error message informing the user that remaining toner is low. For instructions on displaying the remaining toner error message, see "Displaying the Remaining Toner Error Message," in the Reference Guide. For instructions on erasing the remaining toner error message, see "Erasing the Remaining Toner Error Message," in the Reference Guide.



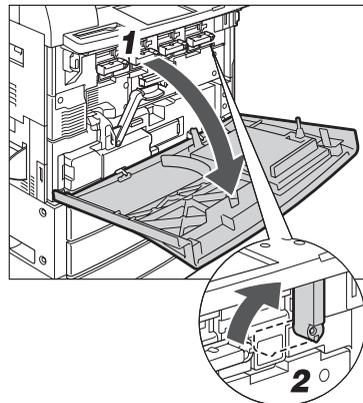
- The error message is displayed when the amount of remaining toner becomes less than 10%. You can hide the error message by pressing [Done], however it will be displayed again if the machine returns from the Sleep mode, Energy Saver mode, Low-power mode, or if you restart the machine (the main power is turned OFF, then back ON again).



## NOTE

- When the message <Remaining toner is low. (Black)> (on the CLC3220/iR C3320N) or <Black toner is low. Replacement not yet needed.> (on the CLC2620/iR C2620N) appears, approximately 10% of the toner is left. It is recommended that you get a new toner cartridge ready for replacement before the displayed toner runs out.
- If toner runs out during a print job, the remaining prints are made after you replace the toner cartridge.

- 1 Open the front cover of the main unit.
- 2 Turn the blue lever that corresponds with the toner colour you want to replace to the up position.



**3 Grip the handle on the toner cartridge, and pull the toner cartridge (only halfway) out of the toner supply port.**

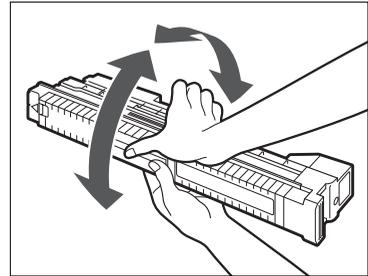
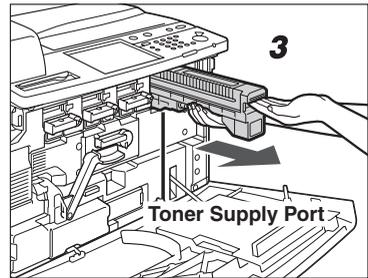
Pull the toner cartridge out halfway, then remove it completely while supporting it with your other hand from underneath.



**WARNING**

Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire.

**4 Hold the new toner cartridge in your hands, as shown below, and rotate it gently to the left and right several times.**

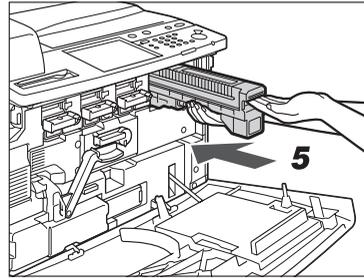


## 5 Push the new toner cartridge in as far as possible.

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

### IMPORTANT

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

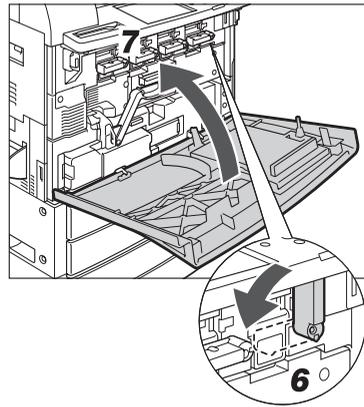


## 6 Return the blue lever or the toner supply port to its original position.

## 7 Close the front cover of the main unit.

### CAUTION

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



# Troubleshooting

# 3

## CHAPTER

This chapter explains what to do in response to a paper jam and an error message display.

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Clearing Paper Jams . . . . .	3-2
List of Error Messages . . . . .	3-6
List of Error Codes without Messages . . . . .	3-6

# Clearing Paper Jams

The screen indicating the location of the paper jam appears on the touch panel display, followed by instructions on how to clear the paper jam. This screen repeatedly appears on the touch panel display until the paper jam is entirely cleared.

## WARNING

There are some areas inside the machine which are subject to high-voltages. 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.

## CAUTION

- When removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- 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 them 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 getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.

## NOTE

- If you press [Recover Later], you can continue operating the machine, such as you can set mode settings and scan originals, even if the jammed paper is not removed immediately.
- If paper is jammed in several locations, remove the jammed paper in the order indicated on the touch panel display.

# 1 Inspect all paper jam locations indicated on the touch panel display, and remove any jammed paper.

See the appropriate pages below for instructions on finding and removing jammed paper. Or, you can follow the instructions on the touch panel display.

If jammed paper tears while it is being removed, be sure to remove any remaining pieces from inside the machine.

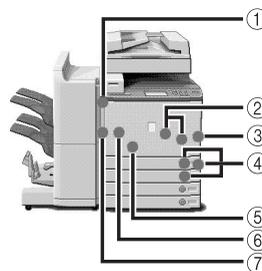
## IMPORTANT

- If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.
- If a paper jam occurs in the optional Feeder (DADF-K1), you cannot continue operating the machine. Follow the directions on the touch panel display to clear the paper jam. (See "Feeder (DADF-K1) (Optional)," in the Reference Guide.)
- If the MEAP screen is displayed, a message appears in the Job/Print monitor area. Press [System Monitor], and follow the procedures that appear on the touch panel display to help you remove the jammed paper.

### ● If a paper jam occurs inside the main unit:

See the instructions on the following pages.

- ① Upper Left Cover (See "Upper Left Cover," in the Reference Guide.)
- ② Transport Unit (See "Transport Unit (Inside the Main Unit)," in the Reference Guide.)
- ③ Stack Bypass (See "Stack Bypass," in the Reference Guide.)
- ④ Right Cover/Paper Drawers (See "Right Cover/Paper Drawers," in the Reference Guide.)
- ⑤ Duplexing Unit (See "Duplexing Unit (Inside the Main Unit)," in the Reference Guide.)
- ⑥ Fixing Unit (See "Fixing Unit (Inside the Main Unit)," in the Reference Guide.)
- ⑦ Exit Slot Cover (See "Exit Slot Cover," in the Reference Guide.)

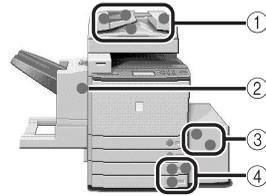


## NOTE

Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the touch panel display in the order that is given.

**● If a paper jam occurs inside an optional unit**

- See the instructions on the following pages.
- ① Feeder (DADF-K1) (See "Feeder (DADF-K1) (Optional)," in the *Reference Guide*.)
- ② Finisher-M1 (See "Finisher-M1 (Optional)," in the *Reference Guide*.)
- ③ Paper Deck-P1 (See "Paper Deck-P1 (Optional)," in the *Reference Guide*.)
- ④ Cassette Feeding Unit-X1 (See "Cassette Feeding Unit-X1 (Optional)," in the *Reference Guide*.)
- ⑤ Finisher-N1 (See "Finisher-N1/Saddle Finisher-N2 (Optional)," in the *Reference Guide*.)
- ⑥ Saddle Finisher-N2 (See "Finisher-N1/Saddle Finisher-N2 (Optional)," or "Saddle Stitcher Unit (Optional)," in the *Reference Guide*.)



**2** After you have removed all of the jammed paper at the locations indicated on the touch panel display, restore all levers and covers to their original positions.

**3** Continue to follow the procedure and instructions displayed on the touch panel display.

Once you have removed all of the jammed paper in locations other than the feeder, printing or copying resumes.

If there is paper that still needs to be removed, a screen indicating how to clear that paper jam appears on the touch panel display. Repeat the procedure from step 1.

 **NOTE**

*You do not have to re-enter the number of copies or prints, even if you are printing multiple sets. The machine automatically recalculates the number of copies or prints to make based on the number of sheets that have jammed.*

# List of Error Messages

## List of Error Codes without Messages

If a job or operation does not complete successfully, check the error code, and perform the necessary operations according to the error code displayed. You can check the error code on the Details screen under [Log] from the System Monitor screen. (See "Job Details," in the *Reference Guide*.)

If a send, receive, or fax job does not complete successfully, the error code is printed in the Results column on the Activity Report and Send Report. (See "Printing Communication Reports," in the *Sending and Facsimile Guide*.)

Perform the necessary procedures according to the error code.



### NOTE

If a send job is cancelled, <STOP> is printed in the Results column on the Send report.

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#### # 001

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**Cause** Paper or originals are jammed.

**Remedy** Remove any jammed paper or originals. (See "Clearing Paper Jams," or "Feeder (DADF-K1) (Optional)," in the *Reference Guide*.)

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#### # 009

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**Cause 1** There is no paper.

**Remedy** Load paper. (See "Paper Drawers," in the *Reference Guide*.)

**Cause 2** The paper drawer is not inserted correctly into the machine.

**Remedy** Insert the paper drawer properly. (See "Paper Drawers," in the *Reference Guide*.)

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#### # 037

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**Cause** Documents could not be received because there was insufficient memory available.

**Remedy** Erase unwanted documents and documents with errors from memory in order to increase the amount of available memory.

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**# 701**

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**Cause** The specified Department ID does not exist, or the password has changed.

**Remedy** Enter the correct Department ID or password using 0 - 9 (numeric keys) on the control panel, and try again.

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**# 703**

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**Cause** The hard disk is full, and no more images can be scanned.

**Remedy 1** Wait a few moments, and try scanning again after other send jobs are complete.

**Remedy 2** Erase documents stored in inboxes. If the machine still does not operate normally, turn the main power OFF, and then back ON again.

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**# 711**

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**Cause** The inbox memory is full.

**Remedy** Erase the unnecessary documents stored in the inbox.

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**# 712**

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**Cause** The maximum number of documents are already stored in the inbox.

**Remedy** Erase the unnecessary documents stored in the inbox.

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**# 749**

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**Cause** You could not execute the job because a service call message is being displayed.

**Remedy** Turn the main power OFF, wait for three or more seconds, and turn the main power back ON. If the machine still does not work normally, turn the main power OFF, disconnect the machine, and contact your local authorized Canon dealer.

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**# 816**

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**Cause** You cannot print because the set page limit total has been reached.

**Remedy** Contact your System Manager.

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**# 851**

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**Cause 1** There is insufficient memory remaining in the system.

**Remedy** Check the system's available memory, and delete any unnecessary documents stored in the inboxes.

**Cause 2** The scanned document cannot be stored because there are more than 100 documents in the specified inbox.

**Remedy** If there are a large number of documents, delete them from the specified inbox.

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**# 852**

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**Cause** An error occurred because the main power switch was turned OFF while a job was being processed.

**Remedy** Check to see if the main power switch is turned ON. Try processing the job again, if necessary.

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**# 853**

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**Cause 1** When trying to print a large number of pages, the job is not performed due to insufficient memory resources.

**Remedy** Reduce the number of pages to print, or perform the print job again when no other jobs are reserved.

**Cause 2** Originals have jammed in the optional feeder.

**Remedy** Clear the paper jam, and try feeding a smaller amount of originals through the feeder again.

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# Appendix

# 4

## CHAPTER

This chapter provides other useful information.

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Multifunctional Operations . . . . .	4-2
Available Paper Stock . . . . .	4-4
Check Sheet for the Periodic Inspection of the Breaker . . . . .	4-6

# Multifunctional Operations

The CLC3220/iR C3220N/CLC2620/iR C2620N offers the user many functions, such as printing, scanning, copying, and sending, which can be used together. The following table provides you with the details of multifunctional operations.

✓: Available

–: Unavailable

△: Available, but with conditions

		Receive			Send		Scan		Print			Copy: Scan and Print
		via Network	via Fax	Print Data	via Network	via Fax	Copy/Mail Box	Send	Copy	RX Document	Print Data	
Receive	via Network	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	via Fax	✓	–	✓	✓	–	✓	✓	✓	✓	✓	✓
	Print Data	✓	✓	✓ <sup>*3</sup>	✓	✓ <sup>*3</sup>	✓	✓ <sup>*3</sup>	✓	✓ <sup>*3</sup>	✓ <sup>*3</sup>	✓
Send	via Network	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓	✓
	via Fax	✓	–	✓ <sup>*3</sup>	✓	–	✓ <sup>*1</sup>	✓ <sup>*1*3</sup>	✓	✓ <sup>*1*3</sup>	✓ <sup>*1*3</sup>	✓ <sup>*1</sup>
Scan	Copy/Mail Box	✓	✓	✓	✓	✓ <sup>*1</sup>	–	–	✓	✓ <sup>*1</sup>	✓ <sup>*1</sup>	–
	Send	✓	✓	✓ <sup>*3</sup>	✓	✓ <sup>*1*3</sup>	–	–	✓	✓ <sup>*1*3</sup>	✓ <sup>*1*3</sup>	–
Print	Copy	✓	✓	✓	✓	✓	✓	✓	–	△ <sup>*2</sup>	△ <sup>*2</sup>	–
	RX Document	✓ <sup>*4</sup>	✓	✓ <sup>*3</sup>	✓ <sup>*4</sup>	✓ <sup>*1*3</sup>	✓ <sup>*1</sup>	✓ <sup>*1*3</sup>	△ <sup>*2</sup>	△ <sup>*2*3</sup>	△ <sup>*2*3</sup>	△ <sup>*2</sup>
	Print Data	✓	✓	✓ <sup>*3</sup>	✓	✓ <sup>*1*3</sup>	✓ <sup>*1</sup>	✓ <sup>*1*3</sup>	△ <sup>*2</sup>	△ <sup>*2*3</sup>	–	△ <sup>*2</sup>
Copy: Scan and Print		✓	✓	✓	✓	✓ <sup>*1</sup>	–	–	–	△ <sup>*2</sup>	△ <sup>*2</sup>	–

- \*1 The machine's performance may be affected if image processing, such as compression, enlargement/reduction, and rotation, are carried out.
- \*2 The output order of competing jobs varies, depending on whether an optional finisher is attached.  
When an optional finisher is attached: one set is output alternately for each job  
When an optional finisher is not attached: one page is output alternately for each job
- \*3 The machine's processing speed may be lowered.
- \*4 While a PDF (Compct) file or I-fax is being sent, memory conflicts may arise if a received print job or image data processing job is executed. The performance of all operations affected by this memory conflict may decrease, depending on the amount of available memory.



#### NOTE

- *The machine's performance may be affected if several network send and receive jobs are being carried out at the same time.*
- *The operation of printing data from an inbox is included in "Print Data" under "Print" in the table.*

# Available Paper Stock

The paper types that can be used with this machine are shown in the following table. Icons indicating the type of paper loaded in each paper drawer can be displayed on the paper selection screen if you store that information in the machine beforehand. (See "Identifying the Type of Paper in a Paper Source," in the *Reference Guide*.)

✓: Available    –: Unavailable

Paper Type	Paper Source		
	Paper Drawer (64 to 209 g/m <sup>2</sup> )	Stack Bypass (64 to 253 g/m <sup>2</sup> )	Paper Deck (64 to 209 g/m <sup>2</sup> )
Plain* <sup>1</sup> 	✓	✓	✓
Bond 	✓	✓	–
Letterhead 	–	✓	–
Recycled* <sup>2</sup> 	✓	✓	✓
Colour* <sup>1</sup> 	✓	✓	✓
Pre-punched 	–	✓	–
Heavy 1* <sup>3</sup> 	✓	✓	✓
Heavy 2* <sup>4</sup> 	–	✓	–
Tracing Paper* <sup>5</sup> 	–	✓	–
Glossy Paper* <sup>6</sup> 	–	✓	–
Transparency* <sup>7</sup> 	✓	✓	–
Labels 	–	✓	–
Envelopes 	–	✓	–
Tab Paper 	–	✓	–
Washi (JPN paper) 	–	✓	–

\*1 Plain and Color paper are from 64 to 105 g/m<sup>2</sup>.

\*2 Recycled paper is from 64 to 80 g/m<sup>2</sup>.

\*3 Heavy 1 paper is from 106 to 209 g/m<sup>2</sup>.

\*4 Heavy 2 paper is from 210 to 253 g/m<sup>2</sup>.

\*5 Some types of tracing paper cannot be used.

\*6 Glossy Paper is from 157 to 209 g/m<sup>2</sup>.

\*7 Use only A4 size transparencies made especially for this machine.

Paper Size	Width x Length	Paper Source			
		Paper Drawer 1, 2, 3, 4	Stack Bypass	Paper Deck	
<b>SRA3</b>	320 mm x 450 mm	—	✓	—	
	305 mm x 457 mm	✓	✓	—	
<b>A3</b>	297 mm x 420 mm	✓	✓	—	
<b>A4</b>	297 mm x 210 mm	✓	✓	✓	
<b>A4R</b>	210 mm x 297 mm	✓	✓	—	
<b>A5R</b>	148 mm x 210 mm	✓	✓	—	
<b>Envelope</b>	<b>ISO-B5</b>	176 mm x 250 mm	—	✓	—
	<b>ISO-C5</b>	162 mm x 229 mm	—	✓	—
	<b>COM 10</b>	104.7 mm x 241.3 mm	—	✓	—
	<b>Monarch</b>	98.4 mm x 190.5 mm	—	✓	—
	<b>Kakugata 2</b>	240 mm x 332 mm	—	✓	—
	<b>Nagagata 3</b>	120 mm x 235 mm	—	✓	—
<b>Irregular Size</b>	100 mm x 148 mm to 320 mm x 457 mm	—	✓	—	

 **NOTE**

- For instructions on loading paper, see the following sections:
  - Paper Drawers: "Loading Paper," in the Reference Guide
  - Paper Deck: "Loading Paper," in the Reference Guide
  - Stack Bypass: "Making Prints Using the Stack Bypass," in the Reference Guide
- Paper Drawers 3, 4 and the Paper Deck-P1 are optional.





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