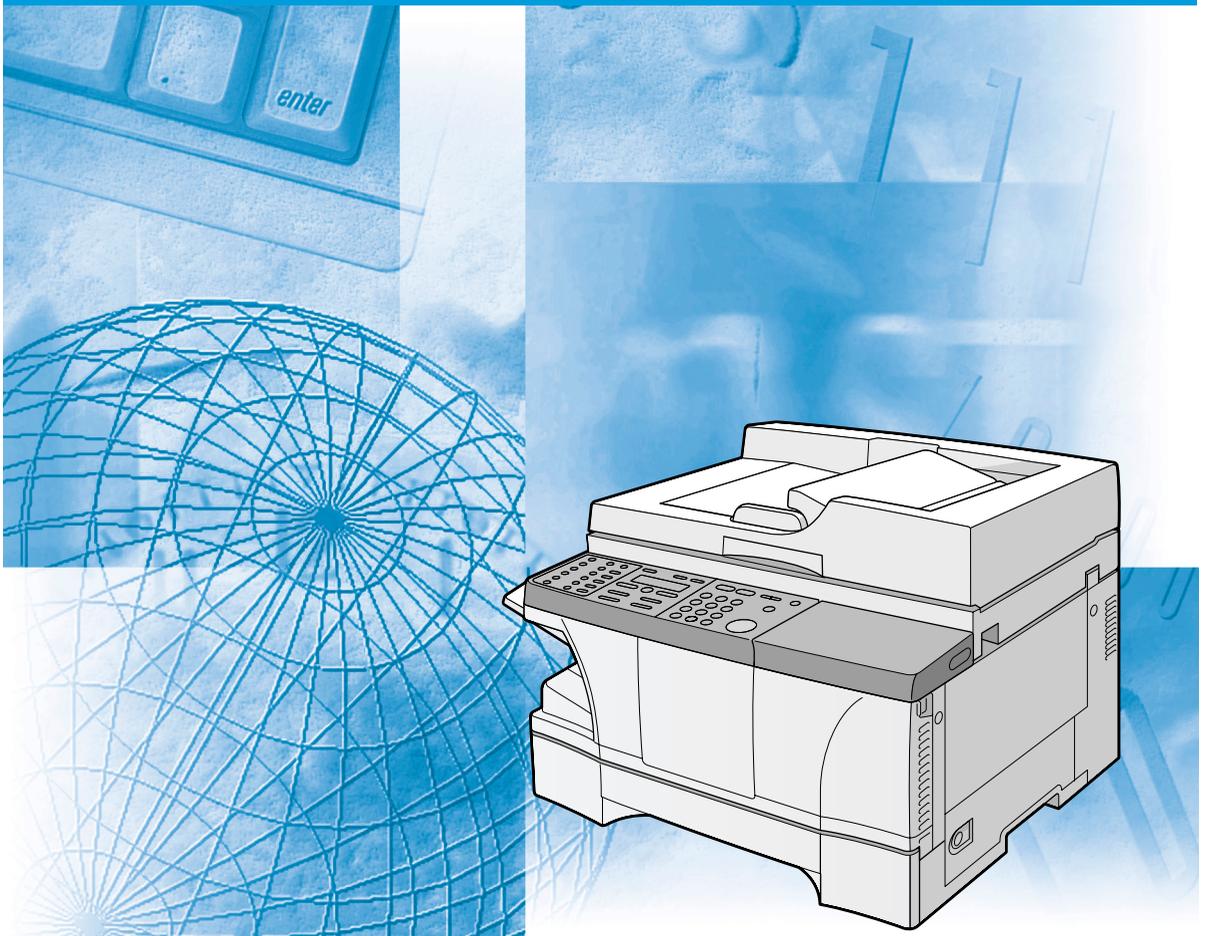


Canon

imageRUNNER

1 6 7 0 F / 1 6 3 0 / 1 6 1 0

Reference Guide



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

ENG

**imageRUNNER
1670F/1630/1610
Reference Guide**



Manuals for the Machine

The manuals for this machine are listed below. Please see them for detailed information.



Guides with this symbol are printed manuals.



Guides with this symbol are PDF manuals included on the accompanying CD-ROM. (See footnote.)

- **Setup Instructions**
- **Getting Started**

Quick Start Guide



- **Basic Operations**
- **Copy Instructions**
- **Troubleshooting**

Reference Guide (This Document)



- **Fax Instructions**
(for imageRUNNER 1670F only)

Facsimile Guide



- **Printer Instructions**
- **Using the CAPT Software**

Printer Guide





How This Manual Is Organized

Chapter 1 Before You Start Using This Machine

Chapter 2 Document Handling

Chapter 3 Using the Copy Functions

Chapter 4 Customizing Settings

Chapter 5 Routine Maintenance

Chapter 6 Troubleshooting

Chapter 7 Appendix

Includes the specifications of the machine and the index.

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Preface

Thank you for purchasing the Canon imageRUNNER 1670F/1630/1610. 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.

How to Use This Manual

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**

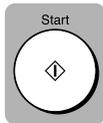
Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine.

 **NOTE**

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

Keys Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are shown in this manual. The control panel keys on the machine are indicated within brackets when they appear in text.



Press [Start].



Press [Set].



Press [Receive Mode].



Press [Stop/Reset].

Terms Used in This Manual

Machine	The word “machine” refers to the imageRUNNER 1670F/1630/1610 models.	
Default	A setting that remains in effect unless you change it.	
Document or fax*	The original sheet(s) of paper you copy, send, or receive with the machine.	
Menu	A list of settings from which you select an item to set up or change. A menu has a title which appears in the LCD.	
<table border="1"><tr><td>SCANNING COPY NO. 0001</td></tr></table>	SCANNING COPY NO. 0001	LCD display. The contents of the LCD vary depending on the current settings.
SCANNING COPY NO. 0001		

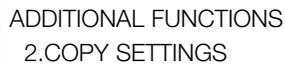
*Only for the imageRUNNER 1670F model.

Displays Used in This Manual

Available menus and the settings displayed differ depending on the machine type and the standby display (Copy mode or Fax mode*). This guide shows the display of the imageRUNNER 1670F model as an example.

*Only for the imageRUNNER 1670F model.

- Information in the LCD appears in this typeface and style:



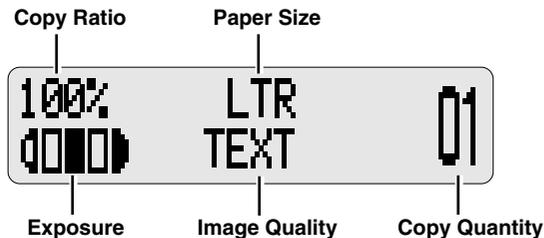
ADDITIONAL FUNCTIONS
2.COPY SETTINGS

- Menu items that appear in the LCD are offset by the < > symbols within text.
For example:

Press [◀] or [▶] until <2.COPY SETTINGS> appears.

Standby Display

The standby display differs depending on whether the machine is in the Copy mode or Fax mode. In Copy mode, the display looks like this:



NOTE

- When the machine is plugged in, the LCD displays <PLEASE WAIT> for a while, then the Copy mode standby display appears.
- The Fax mode standby display appears only with the imageRUNNER 1670F model. See “Displays Used in This Manual,” in the *Facsimile Guide* for details.

Legal Notices

FCC (Federal Communications Commission)

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

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

Use of shielded cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

Laser Safety

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

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

CDRH Regulations

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

⚠ CAUTION

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

This label is attached to the laser scanner unit inside the fax machine and is not in a user access area.

	DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	CAUTION - CLASS 3B, INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION	- RAYONNEMENT LASER INVISIBLE DE CLASSE 3B. EN CAS D'OUVERTURE EVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEOFFNET, NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN	- RADIACIÓN LASER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING	- KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
주의	- 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注意	- ここを開くとクラス3B不可視レーザー放射が出ます。 ビームに身をさらさないこと。
	RU5-8126

International Energy Star Program



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

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

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Other product and company names herein may be the trademarks of their respective owners.

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

Important Safety Instructions

Read these safety instructions thoroughly before using your machine, and keep them handy in case you need to refer to them later.

⚠ WARNING

For cardiac pacemaker users:

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

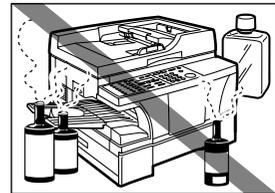
⚠ CAUTION

- 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.
- Follow all warnings and instructions marked on the machine.

Location

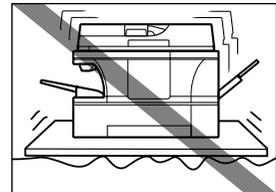
⚠ WARNING

Do not place 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.



⚠ CAUTION

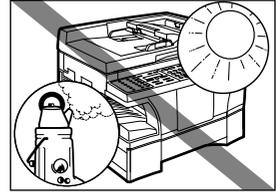
- Do not block or cover the ventilation port or any openings on the machine with objects, as this may result in a fire.
- Place the machine on a flat, stable, vibration free surface that is strong enough to support its weight (approx. 52.9 lb/24.0 kg).



- Make sure the area is free from dust.
- Avoid poorly ventilated locations.

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

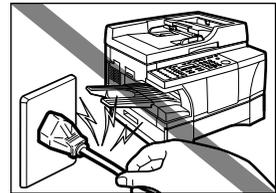
- Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.
- Make sure the machine is approximately four inches (10 cm) away from walls and other equipment for proper ventilation.
- Make sure the location is not affected by extreme temperature changes, and always stays between 68°F and 77°F (20°C and 25°C).
- Make sure the relative humidity of the area is between 40% and 70%.
- Keep the machine away from direct sunlight.
- Do not use or store the machine outdoors.



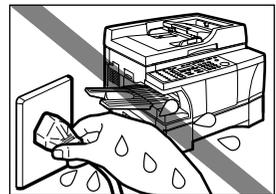
Power Supply

⚠ WARNING

- Do not damage or modify the power cord or power plug. Also, do not place heavy objects on the power cord, pull on it, or extensively bend it. These actions may cause electrical damage and result in a fire or electrical shock.

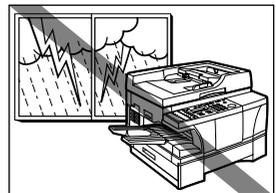


- Do not insert or disconnect the power plug with wet hands, as this may result in electrical shock.



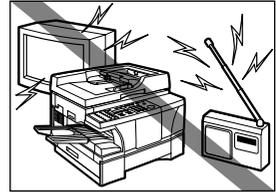
⚠ CAUTION

During electrical storms, disconnect the telephone line and unplug the power cord from the power outlet. Electrical storms may cause damage to the machine and result in fire or electrical shock.



IMPORTANT

- If dust accumulates around the plug of the power cord when it is connected to a power outlet, unplug the machine and wipe the plug with a clean, dry cloth.
- For the imageRUNNER 1670F model, do not plug the machine into the same circuit with appliances such as an air conditioner, television or copier. These devices generate an electrical noise, and may interfere with your machine's ability to telecommunicate.

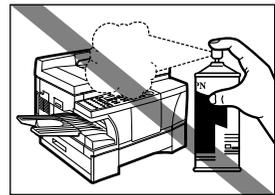
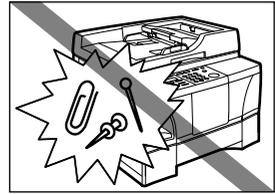


- Connect the machine to a standard 120 V AC/60 Hz, three-prong grounded outlet. Operate the machine only from the type of power supply indicated on the machine's label. If you are not sure of the type of power available, consult your local power company.
- Use only the power cord that came with the machine.
- Disconnect the machine in the following conditions:
 - When the power cord or plug is damaged or frayed.
 - If liquid has spilled into the machine.
 - If the machine has been exposed to rain or water.
 - If the machine does not operate normally when you have followed the instructions in the guides included with your machine. Adjust only those controls that are covered by the instructions in the guides; improper adjustment of other controls may result in damage and will often require extensive work by a qualified technician to restore the product to normal operation.
 - If the machine has been dropped or damaged.
 - If the machine exhibits a distinct change in performance, indicating a need for servicing.

Handling

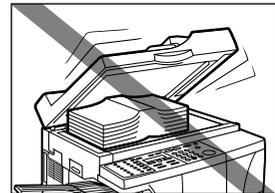
⚠ WARNING

- Do not drop paper clips, staples, or other metal objects inside the machine. Also do not spill water, liquid, or flammable substances inside the machine. If these items come into contact with high voltage parts inside the machine, fire or electrical shock may occur. If these items are dropped or spilled in the machine, disconnect the power cord immediately with dry hands. Then contact your local authorized Canon dealer.
- Do not use any highly flammable spray near the machine. If gas from a spray comes into contact with the electrical components inside the machine, it may result in fire.

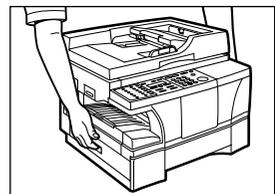


⚠ CAUTION

- Close the ADF, the platen glass cover, or the platen unit gently to avoid catching your hand. Failing to do so may result in personal injury.
- Do not press down hard on the ADF or the platen glass when using the platen glass to scan thick books. This may damage the platen glass and/or result in personal injury.



- Do not subject the machine to strong physical shock or vibration.
- Disconnect the machine before moving it.
- Do not lift the machine by any of its attachments.
- If the machine exhibits a distinct change in performance, this indicates a need for servicing.



Maintenance

⚠ WARNING

Do not throw the toner cartridge or the drum cartridge into open flames. Toner powder is flammable.

Keep the machine clean. Dust accumulation may prevent the machine from operating properly.

⚠ WARNING

Do not service the machine yourself except as specifically described in this guide. If further servicing is required, contact your local authorized Canon dealer.

Before You Start Using This Machine

1

CHAPTER

This chapter describes Canon's Customer Support features, presents an overview of the machine and its parts, and describes using the Energy Saver mode.

Customer Support	1-2
Parts and Their Functions	1-3
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Front View of ADF	1-4
Internal View	1-4
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Using the Energy Saver Mode	1-7
Turning the Energy Saver Feature On or Off	1-7
Using the Menus and Keys	1-8
Menu Key Summary Table	1-10

Customer Support

1

Before You Start Using This Machine

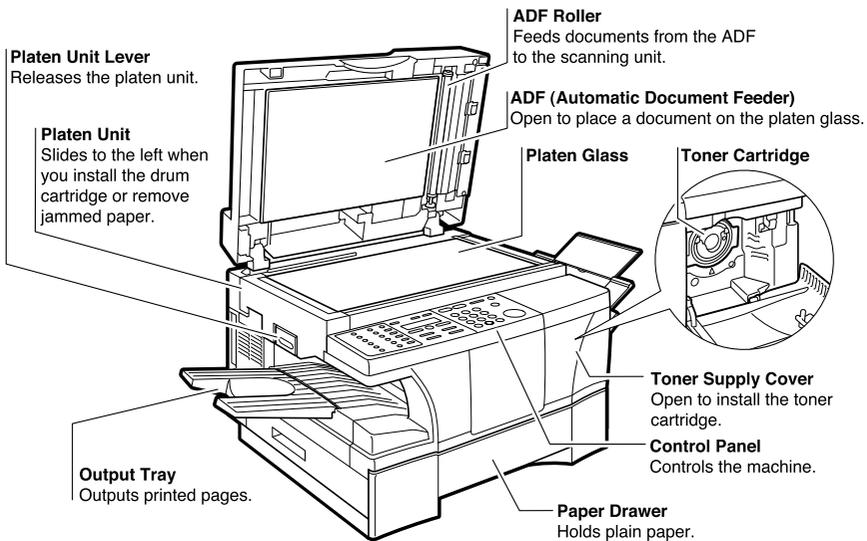
Your machine is designed with the latest technology to provide trouble free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 6, "Troubleshooting." If you cannot solve the problem or if you think your machine needs servicing, contact your local authorized Canon dealer.

Parts and Their Functions

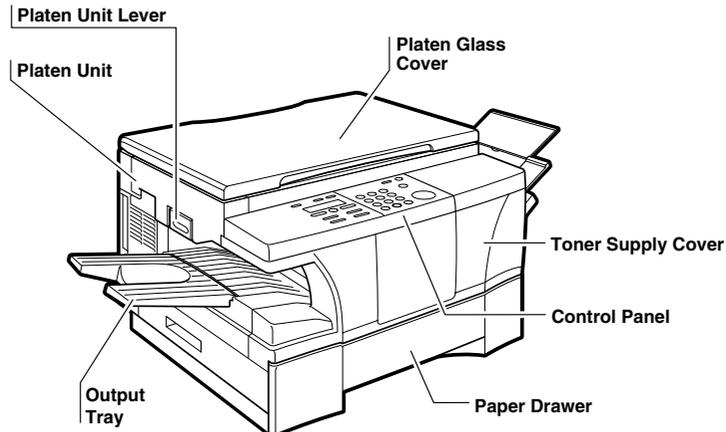
This section describes the main components of the machine.

External View

imageRUNNER 1670F/1630

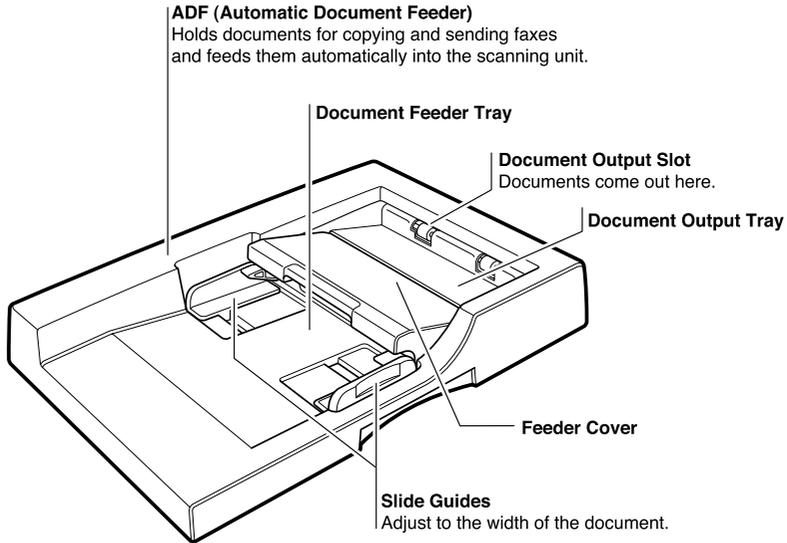


imageRUNNER 1610

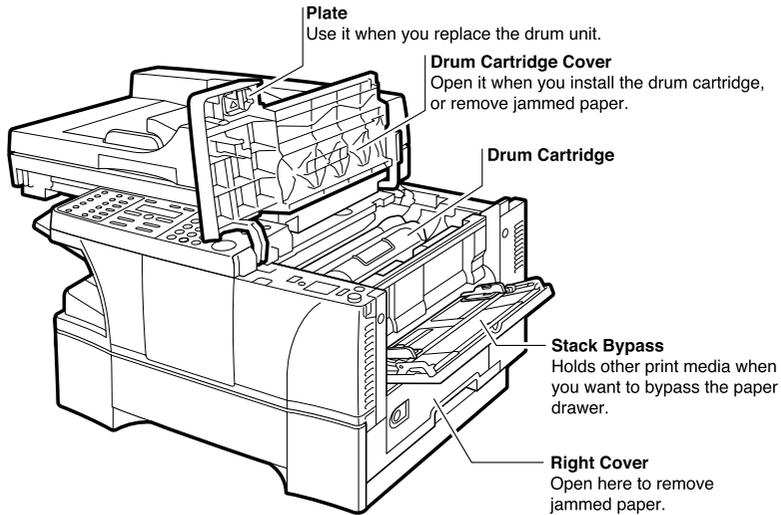


Front View of the ADF

imageRUNNER 1670F/1630



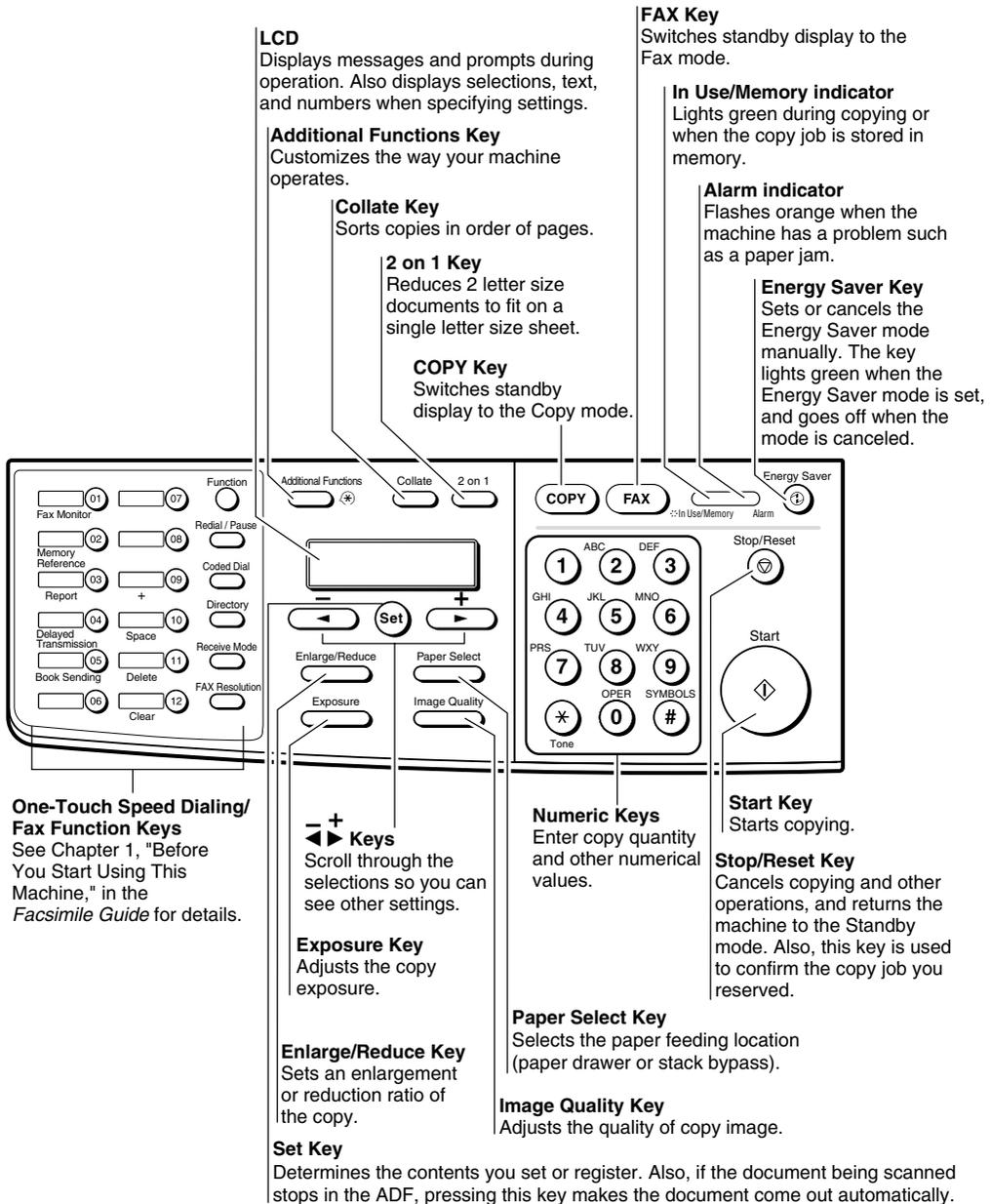
Internal View



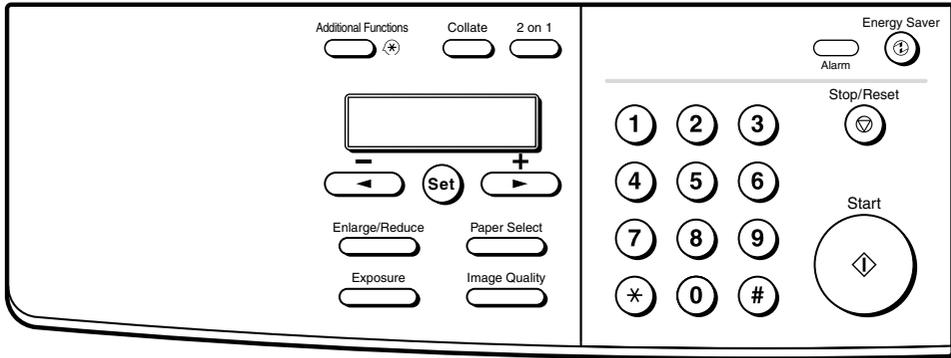
Control Panel

This section describes the keys used when making copies and setting the Additional Functions.

imageRUNNER 1670F



imageRUNNER 1630/1610



1

Before You Start Using This Machine

Using the Energy Saver Mode

This machine provides an Energy Saver mode. When no operations are performed for about five minutes, the machine automatically enters the Energy Saver mode.

NOTE

- You can specify the time until the machine enters the Energy Saver mode from 3 to 30 minutes. You can also turn off the Energy Saver mode. (See Chapter 4, “Customizing Settings.”)
- The Energy Saver mode does not activate when the machine is in the following states:
 - When printing out copies or faxes* or other pages
 - When sending or receiving faxes*
 - While a copy job is saved in memory or when the reserve copy or other functions are operating, or when the In Use/Memory indicator lights up*
 - When paper jams occur
 - When the platen unit is not returned to the original position
 - When an error code appears and the Alarm indicator flashes
 - When <PRESS SET KEY> is displayed
 - When the toner is empty
 - When the waste toner is full

* Only for the imageRUNNER 1670F model

Turning the Energy Saver Feature On or Off

Energy Saver



1 Press [Energy Saver].

If the machine is in the Energy Saver mode when you press [Energy Saver], the Energy Saver key light goes off and the machine enters the Standby mode.

NOTE

The machine returns to the Full Power mode immediately. However, this time may vary according to room temperature and circumstances.

If the machine is in the Full Power mode when you press [Energy Saver], the Energy Saver key light goes on and the machine enters the Energy Saver mode.

NOTE

Always wait about five seconds after an operation completes before pressing [Energy Saver].

Using the Menus and Keys

This machine has a menu system that you use to specify or register various settings. These settings allow you to customize the way your machine operates. This section provides a brief overview on how to use the control panel keys to open menus and make selections.

This section describes how to display and operate the menus from the control panel. See Chapter 4, “Customizing Settings,” for a description of the menu items and settings.



NOTE

If you pause and do not press a key for two minutes, the machine returns to the Standby mode automatically. You must then start the procedure from the beginning. You can use the <AUTO CLEAR> setting to change this timeframe. (See “Timer Settings,” on p. 4-7.)



1 Press [Additional Functions].

ADDITIONAL FUNCTIONS
1.COMMON SETTINGS



2 Press [◀] or [▶] to display the desired menu.

You can select from eight submenus.



ADDITIONAL FUNCTIONS
1.COMMON SETTINGS



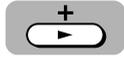
NOTE

Displaying menus with [◀] or [▶] is rotational. If you press [▶] when the last menu is displayed, the display rotates to the first menu name. If you press [◀] when the first menu is displayed, the display rotates to the last menu.

Open a Menu and Select an Item



- 1** Press [**◀**] or [**▶**] until the menu you want to open is displayed → press [**Set**].



ADDITIONAL FUNCTIONS
2.COPY SETTINGS



COPY SETTINGS
1.STD. IMAGEQUALITY



- 2** Press [**◀**] or [**▶**] to browse through the menu items → press [**Set**] to go to the next level.



COPY SETTINGS
3.STD ZOOM RATIO



STD ZOOM RATIO
100%

Return to Previous Level



- 1** Press [**Additional Functions**] to return to the previous level and continue browsing.

If you continue to press [Additional Functions], the machine returns to the Standby mode.

Return to Standby Mode



- 1** Press [**Stop/Reset**] to return to the Standby mode.



NOTE

If you do not press a key for two minutes, the machine automatically returns to the Standby mode.

Menu Key Summary Table

Key	Description
◀▶	<p>These keys display the next or previous menu item, or move the cursor left or right.</p> <p>Press [▶] to display the next item in the menu. If you press [▶] when the last item is displayed, the display rotates to the first item on the menu.</p> <p>Press [◀] to display the previous item in the menu. If you press [◀] when the first item is displayed, the display rotates to the last item on the menu.</p>
Set	Press [Set] to select the current item and display the next level of the menu.
Stop/Reset	After you are finished making settings or registering information, press [Stop/Reset] to return the machine to the Standby mode.

Document Handling

2

CHAPTER

This chapter describes the type of documents you can use with the machine, the scan area of the machine, and how to place originals for scanning.

Acceptable Originals	2-2
Problem Documents	2-3
Scan Area	2-4
Placing Originals	2-5
Platen Glass	2-5
ADF (Automatic Document Feeder)	2-7

Acceptable Originals

The documents placed on the platen glass or loaded into the ADF must meet the requirements shown in the table below.

2

Document Handling

Document	Platen Glass	ADF
Type of document	Plain paper Thick documents Photographs Small documents (e.g. index cards) Special types of paper (such as tracing paper ^{*1} or transparencies ^{*1}) Book	Plain paper (Multiple page documents of the same size, thickness, and weight or one page documents)
Size (W × L)	Max. 8.5" × 14" (Max. 216 mm × 356 mm)	Max. 8.5" × 14" (Max. 216 mm × 356 mm) Min. 5.5" × 5" (Min. 139.7 mm × 128 mm)
Quantity	1 sheet	Max. 30 letter or smaller size sheets ^{*2} Max. 15 legal size sheets ^{*2}
Weight	Max. 4.4 lb (2 kg)	15 to 32 lb bond. (50 to 128 g/m ²)

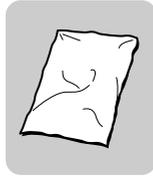
^{*1} When copying a transparent document such as tracing paper or transparencies, place a plain piece of white paper behind the document.

^{*2} 20 lb bond (80 g/m²) paper.

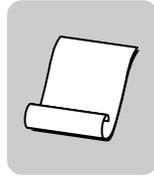
Problem Documents

To ensure the quality of your copies and the faxes you are sending, follow these guidelines:

- Make sure any glue, ink, or correction fluid on the document is completely dry before placing the document on the platen glass or loading it into the ADF.
- Remove all fasteners (such as staples or paper clips) before loading the document into the ADF.
- To prevent document jams in the ADF, do not use any of the following:



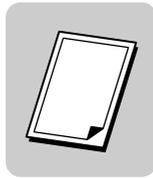
**Wrinkled or
Creased Paper**



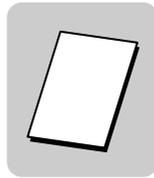
**Curled or Rolled
Paper**



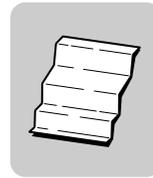
Torn Paper



**Carbon Paper or
Carbon-backed Paper**



Coated Paper



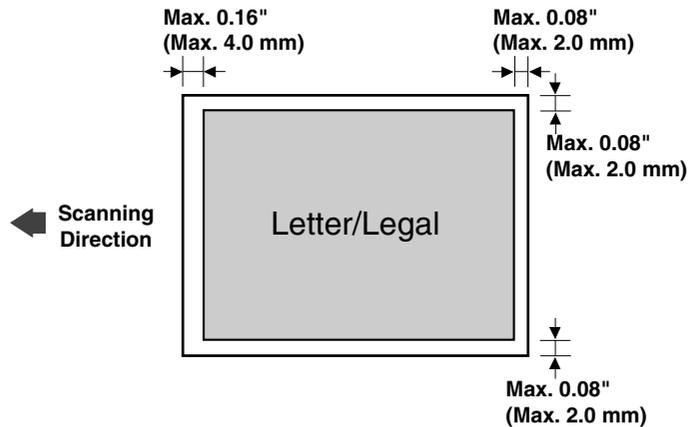
**Onion Skin or
Thin Paper**

Scan Area

The shaded area in the illustration below shows the scan area of a document. Make sure your document's text and graphics are within this area.

NOTE

The scanning limit of documents set on the platen glass will differ depending on the <MAX.SCAN LENGTH> of <330 mm> or <356 mm> specified in <COPY SETTINGS>, from the <ADDITIONAL FUNCTIONS> menu.

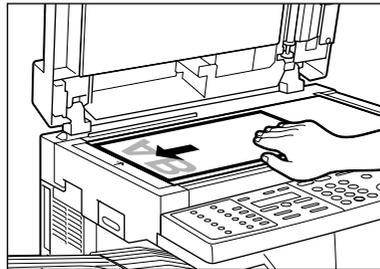


Placing Originals

For scanning, place your documents on the platen glass or load them into the ADF. Where you set up your documents depends on the size and type of documents you have.

Platen Glass

- 1** Open the ADF/platen glass cover.
- 2** Place your document face down on the platen glass. Align the document with the appropriate paper size marks.



- 3** Gently lower the ADF/platen glass cover.

The document is now ready for scanning.

Orientation

Use the size indicators on the left side of the platen glass to position a document.

- If your document conforms to a standard paper size (such as LTR or STMT), align the document between the appropriate paper size marks.
- If you do not know the size of your document, or if your document does not match any of the paper size marks, align the center of your document with the → mark.

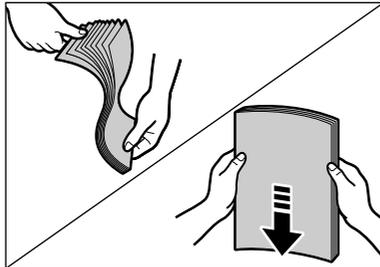
The illustration below shows how to place a letter size original:



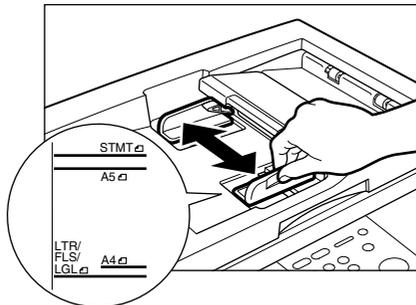
ADF (Automatic Document Feeder)

The imageRUNNER 1670F/1630 models have an ADF.

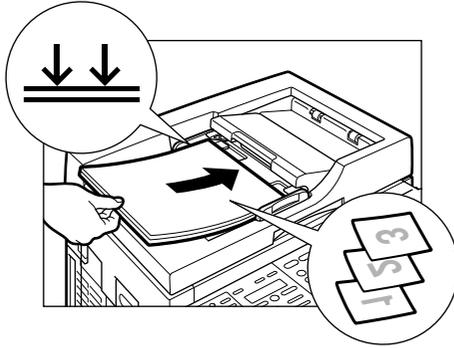
- 1** Make sure there is no document on the platen glass.
- 2** For multiple page documents, fan the edges that will feed into the machine first; then tap the edges on a flat surface to even the stack.



- 3** Adjust the slide guides to the width of the document.



4 Load the documents face down in the ADF.



DOCUMENT READY

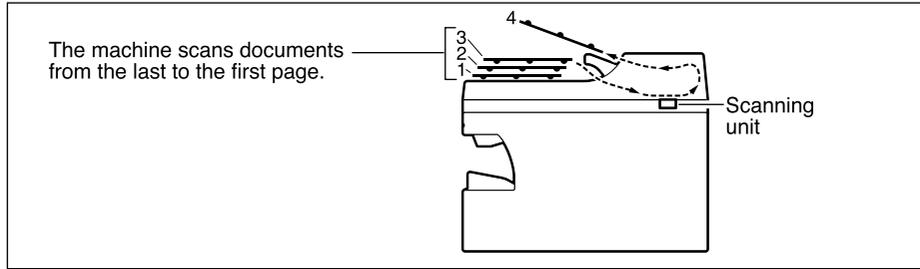
The document is now ready for scanning.



NOTE

- For a multiple page document, the pages are fed one by one from the top of the stack (from the last page).
- Wait until all pages of your document have been scanned before starting a new job.
- You can set 30 sheets of letter size (20 lb (80 g/m²)) documents in the ADF. If more than 30 sheets (LTR) of documents are set in the ADF, paper jams may occur.
- You can set 15 sheets of legal size (20 lb (80 g/m²)) documents in the ADF.

Paper Path



NOTE

When documents are set in the ADF, the scanning unit moves to the position shown in the figure above and it is fixed there. When a document is placed on the platen glass, the scanning unit moves to scan it.

Using the Copy Functions

3

CHAPTER

This chapter describes the copy features available with the machine.

Copying Documents	3-2
Canceling a Copy Job	3-4
While Scanning Documents in the ADF	3-4
After Scanning Documents	3-4
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Selecting the Paper Feed Location	3-6
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Copying Documents

COPY

1 Press [COPY] to set the machine to the Copy mode.



NOTE

For the imageRUNNER 1630/1610 models, this operation is not required.

2 Prepare the document and place it on the platen glass or load it face down in the ADF.

3 Set the desired copy features.

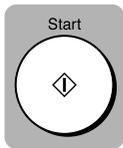
You can set these copy features (as described in this chapter).

- Copy quantity (p. 3-5)
- Paper feeding location (paper drawer or stack bypass) (p. 3-6)
- Enlarging/reducing (p. 3-10)
- Exposure (p. 3-12)
- Image quality (p. 3-14)
- Collate (p. 3-15)
- 2 on 1 (p. 3-17)



NOTE

You cannot change settings during copying.



4 Press [Start] to begin copying.

SCANNING	
COPY NO.	0001

If the paper in the paper drawer or stack bypass runs out during copying, the LCD displays <SUPPLY REC. PAPER>. Load paper in the paper drawer or stack bypass. When paper is loaded, the machine automatically resumes copying.



NOTE

- If you load paper while making copies, do not load a different paper size.
- You can reserve the next copy job while the machine is outputting copies. (See “Reserved Copying,” on p. 3-21.)
- After the machine finishes copying, the setting will remain. However, if you press [Stop/Reset], or if no key is pressed for two minutes, the paper feeding location will be reset to the paper drawer, and other settings will also be reset to the default settings. You can specify the time until the machine enters the <AUTO CLEAR> mode. (See “Timer Settings,” on p. 4-7.)
- The capacity of the output tray is 100 sheets (20 lb (80 g/m²)) of paper. To prevent paper jams, remove paper from the output tray before the count reaches 100.

Canceling a Copy Job

While Scanning Documents in the ADF

Stop/Reset



1 Press [Stop/Reset].

STOP KEY PRESSED
PRESS SET KEY

Set



2 Press [Set].

The document that has stopped in the ADF will come out.

After Scanning Documents

Stop/Reset



1 Press [Stop/Reset].

CANCEL COPYING?
<YES NO>

-

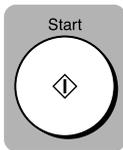


2 Press [◀] for (Yes).

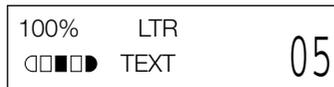
If you do not want to cancel the copy job, press [▶] for (No).

Making Multiple Copies

You can make multiple copies.



- 1 Use the numeric keys to enter the number of copies you want → press [Start].**



The LCD displays the number of copies you entered.

You can make up to 99 copies.

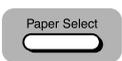


NOTE

- You can reserve the next copy job while the machine is outputting copies. (See “Reserved Copying,” on p. 3-21.)
- The LCD keeps on displaying the specified number of copies until copying finishes. When the auto clear function activates, the LCD returns to the standby display and the number of copies returns to 01 (factory default setting).

Selecting the Paper Feed Location

When making copies on paper that cannot be loaded in the paper drawer, such as thick paper, transparencies, labels, envelopes, or tracing paper, you can use the stack bypass.



1 Press [Paper Select] to select the paper feed location (paper drawer or stack bypass).



- * If you select a paper type other than <PLAIN PAPER> in <BYPASS PAPERTYPE>. (See “Common Settings,” on p. 4-4.)
- # If you set <COPY POWER LEVEL> to <HIGH> or <LOW>. (See “Common Settings,” on p. 4-4.)



NOTE

- If you do not load paper in the stack bypass before you press [Paper Select], the message <SUPPLY REC. PAPER S.B.:> appears until you load paper or press [Stop/Reset]. (See “Loading Paper in the Stack Bypass,” on p. 5-9.)
- When making copies on letter size paper after having continuously copied on paper smaller than letter size paper, the copies may be dirty. To prevent copies from being dirty, wait about one minute before making copies.
- When making copies of a small size or using thick paper, the copy speed may be slightly slower than usual.
- If you intend to make a copy and print with a thermal transfer printer on one sheet of paper, make the copy first. Failure to do so may make copies dirty or cause a paper jam.
- When copying onto transparencies, remove each transparency from the output tray as it is output.

Specifying the Paper Size

The default paper size is <FREE SIZE>. Normally, you can make copies in this setting. However, the copy images or the back of the paper may become dirty. If this happens, you can prevent the paper from getting dirty by specifying the paper size according to the following instructions.

NOTE

- Press [◀] or [▶] to display/select the following menu items. Press [Set] after each selection.
- To set ADDITIONAL FUNCTIONS, see “Accessing the Additional Functions Menu,” on p. 4-2.

To Specify the Paper Size Every Time You Load Paper

Additional Functions



1 Press [Additional Functions].

2 Select <COMMON SETTINGS> → <STACK BYPASS SIZE> → <OFF> → <SET ON LOADING>.

Fixed Paper Size

Additional Functions



1 Press [Additional Functions].

2 Select <COMMON SETTINGS> → <STACK BYPASS SIZE> → <ON>.

3 Choose the appropriate paper size from:

<LTR>
<STMT>
<CUSTOM PAPER SIZE>
<A4>
<B5>
<A5>
<LGL>

When you select <CUSTOM PAPER SIZE>, specify the width and length of the paper in millimeters.

- Available setting range in length: 5" (127 mm) to 14" (356 mm)
- Available setting range in width: 3" (76 mm) to 8 1/2" (216 mm)
- Refer to the following conversion table for inches and millimeters.

Inch	Millimeter	Inch	Millimeter	Inch	Millimeter
3"	76	6 3/4"	171	10 1/2"	267
3 1/4"	83	7"	178	10 3/4"	273
3 1/2"	89	7 1/4"	184	11"	279
3 3/4"	95	7 1/2"	191	11 1/4"	286
4"	102	7 3/4"	197	11 1/2"	292
4 1/4"	108	8"	203	11 3/4"	298
4 1/2"	114	8 1/4"	210	12"	305
4 3/4"	121	8 1/2"	216	12 1/4"	311
5"	127	8 3/4"	222	12 1/2"	318
5 1/4"	133	9"	229	12 3/4"	324
5 1/2"	140	9 1/4"	235	13"	330
5 3/4"	146	9 1/2"	241	13 1/4"	337
6"	152	9 3/4"	248	13 1/2"	343
6 1/4"	159	10"	254	13 3/4"	349
6 1/2"	165	10 1/4"	260	14"	356

NOTE

- To specify the paper size every time you load the paper into the stack bypass, follow this procedure:
 - When <STACK BYPASS SIZE> is set to <SET ON LOADING> (from the <ADDITIONAL FUNCTIONS> menu), the machine selects the stack bypass as the paper feeding location. In this setting, you can also select the type of paper or envelope loaded in the stack bypass.
- To specify settings in the <ADDITIONAL FUNCTIONS> menu, see “Accessing the Additional Functions Menu,” on p. 4-2.

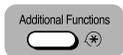
Specifying the Paper Type

The default paper type is <PLAIN PAPER>. When making copies on paper other than plain paper, you can specify the paper type according to the types available. Specifying the correct paper type can prevent poor copy quality and may prevent the copy image from being printed incorrectly.



NOTE

To set ADDITIONAL FUNCTIONS, see “Accessing the Additional Functions Menu,” on p. 4-2.



1 Press [Additional Functions].

2 Select <COMMON SETTINGS> → <BYPASS PAPERTYPE>.

3 Choose the paper type from the following:

- PLAIN PAPER (20 lb bond or 80 g/m²)
- TRACING PAPER (16 - 17 lb bond (56 - 63 g/m²)): Thin paper, tracing paper
- TRANSPARENCY: Transparencies
- SPECIAL PAPER 1 (21 - 32 lb bond (81 - 128 g/m²)): Thick paper*
- SPECIAL PAPER 2: Envelopes

* If the images are dirty even when making copies in the <SPECIAL PAPER 1> setting, try the following:

Press [Additional Functions] select <COMMON SETTINGS> → <COPY POWER LEVEL> → <HIGH>

Changing the Copy (Zoom) Ratio

You can enlarge or reduce the copy size using preset copy ratios or using custom copy ratios.

NOTE

When the <MAX. SCAN LENGTH> is set to <356 mm> in <COPY SETTINGS> (from the <ADDITIONAL FUNCTIONS> menu), the shadow of the ADF roller appears on reduced copies when using the platen glass. In this case, set the <MAX.SCAN LENGTH> to <330 mm>. (See “Copy Settings,” on p. 4-6.)

3

Using the Copy Functions

Enlarging/Reducing Using Preset Copy Ratios



1 Press [Enlarge/Reduce].

```
PRESET RATIO
-      100%      +
```



2 Press [◀] or [▶] to select the copy ratio.



```
PRESET RATIO
-  78%  LGL → LTR  +
```

You can select from the following:

<200% MAX.>
<129% STMT → LTR>
<100%>
<78% LGL → LTR>
<64% LTR → STMT>
<50% MIN.>



3 Press [Set].

```
78%      LTR
□□■□■ TEXT      01
```



NOTE

- If the <PAPER SIZE GROUP> option in <COPY SETTINGS> (from the <ADDITIONAL FUNCTIONS> menu) is set to <A> or <AB>, the preset copy ratios will be as follows:
 - A: 50%, 70%, 100%, 141% and 200%
 - AB: 50%, 70%, 81%, 86%, 100%, 115%, 141% and 200%
- Enlarging or reducing using preset copy ratios is not available with the 2 on 1 copy function.
- To reset the copy ratio, press [Enlarge/Reduce] several times to display the <DIRECT 100%> ratio → press [Set].

Enlarging/Reducing Using Custom Copy Ratios

Enlarge/Reduce



1 Press [Enlarge/Reduce] twice.

ZOOM 50-200%
- 100% +



2 Use the numeric keys to enter the copy ratio.

ZOOM 50-200%
- 100% +

- You can enter the copy ratio from 50% to 200%, selectable in 1% increments.
- Even after entering the copy ratio, you can use [◀] or [▶] to adjust the copy ratio. To increase the copy ratio, press [▶]. To decrease the copy ratio, press [◀].

Set

3 Press [Set].

80% LTR
□□■▶ TEXT 01



NOTE

- Enlarging or reducing using custom copy ratios is not available with the 2 on 1 copy function.
- To reset the copy ratio, press [Enlarge/Reduce] several times to display the <DIRECT 100%> ratio → press [Set].

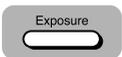
Copy Exposure Adjustments

You can adjust the copy exposure automatically or manually according to the lightness or darkness of your document.

Automatic Adjustment

3

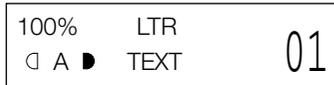
Using the Copy Functions



1 Press [Exposure] to select the auto mode.



2 Press [Set].



The copy exposure is adjusted automatically.



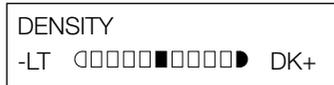
NOTE

Image quality mode automatically changes to <TEXT> when <AUTO EXPOSURE> is set.

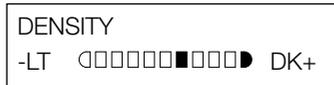
Manual Adjustment



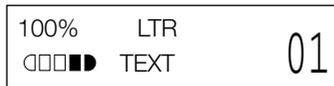
1 Press [Exposure] twice to select the manual mode.



2 Press [◀] or [▶] to adjust the copy exposure. For a lighter copy exposure, press [◀]. For a darker copy exposure, press [▶].



3 Press [Set].



NOTE

When setting the exposure to a lighter copy, the indicator moves to the left. When setting the exposure to a darker copy, the indicator moves to the right.

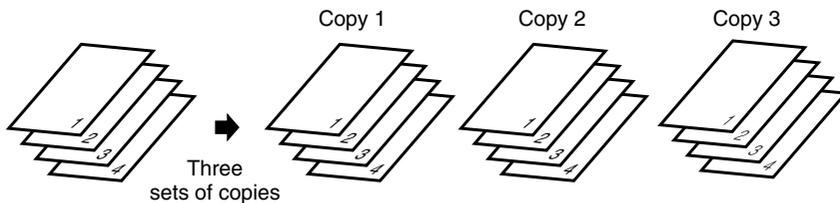
Special Copying Features

The machine has the following SPECIAL COPY features. These features allow you to sort copies in page order and create special copies easily.

- Collate Copy – Sorts copies in page order
- 2 on 1 – Reduces 2 letter size documents to fit on a single letter size page
- Reserve Copy – Reserves the next job while the machine is printing
- Two-sided copy – Makes copies on both sides of the paper

Collating Copies

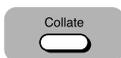
The collate copy feature allows you to sort copies in page order. It is convenient when you make multiple copies of multiple page documents.



When Loading Documents in the ADF

The imageRUNNER 1670F/1630 models have an ADF.

1 Load documents face down in the ADF.

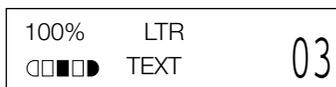


2 Press [Collate].

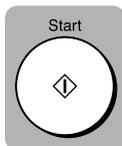
The Collate key lights green.



- 3 Use the numeric keys to set the copy quantity → press [Start].**



The machine begins scanning from the last page of the document. After scanning, the scanned documents will come out in order.



NOTE

When scanning multiple page documents, the messages <MEMORY FULL> and <PRESS SET KEY> may appear in the LCD, and the document being scanned stops in the ADF. Press [Set] to make the document come out automatically. In this case, reduce the number of pages to be scanned or change image quality mode to <TEXT>.

When Placing a Document on the Platen Glass

- 1 Place the last page of a document on the platen glass.**

NOTE

If you start with the first page of the document, the printing will be performed in reverse order.

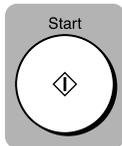
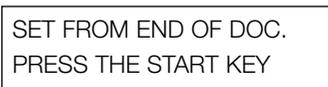
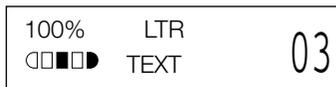


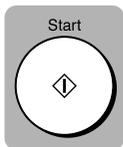
- 2 Press [Collate].**

The Collate key lights green.



- 3 Use the numeric keys to set the copy quantity → press [Start].**

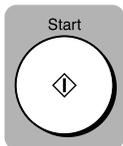




4 Press [Start].

SCANNING
COPY NO. 0015

The machine begins scanning.



5 Place the next page of the document on the platen glass → press [Start].

NEXT PAGE : [START]
FINISH SCAN : [SET]

Repeat this step to scan all documents.



6 Press [Set].

The machine begins printing out the copies.

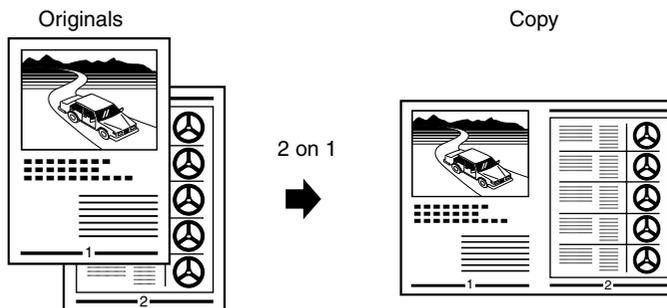


NOTE

When scanning multiple page documents, the message <MEMORY FULL> may appear in the LCD and scanning is canceled. In this case, reduce the number of pages to be scanned or change the image quality mode to <TEXT>.

Image Combination (2 on 1 Copy)

Use 2 on 1 to reduce two sheets to fit on one sheet. Two letter size documents are automatically reduced to fit on a single letter size page.



 **NOTE**

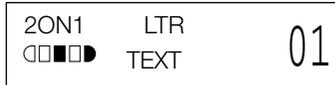
- The 2 on 1 copy function is not available with an enlarging or reducing function.
- If letter size paper is not loaded in the paper drawer, the message <LOAD LTR SIZE PAPER> appears in the LCD and the 2 on 1 copy is canceled. In this case, load letter size paper in the paper drawer or stack bypass and set the 2 on 1 copy again.
- To make a 2 on 1 copy reducing two letter size documents to fit on one letter size page, set <PAPER SIZE GROUP> to <INCH> in <COPY SETTINGS> from the <ADDITIONAL FUNCTIONS> menu. Be sure to load letter size paper in the paper drawer or stack bypass.

When Loading Documents in the ADF

The imageRUNNER 1670F/1630 models have an ADF.



1 Press [2 on 1].



2ON1 appears in the LCD.

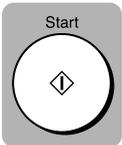
2 Load documents face down in the ADF.

 **NOTE**

If you are making a 2 on 1 copy of a document with an odd number of pages, add one blank letter size paper to the pages being scanned.



3 Use the numeric keys to set the copy quantity.



4 Press [Start].



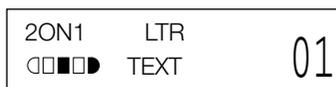
NOTE

When scanning multiple page documents, the messages <MEMORY FULL> and <PRESS SET KEY> may appear in the LCD, and the document being scanned stops in the ADF. Press [Set] to make the document come out automatically. In this case, reduce the number of pages to be scanned or change image quality mode to <TEXT>.

When Placing a Document on the Platen Glass



1 Press [2 on 1].



2ON1 appears in the LCD.



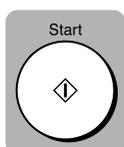
2 Use the numeric keys to set the copy quantity.

3 Place the last page of a document on the platen glass.

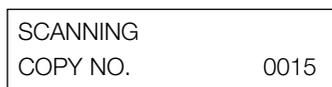
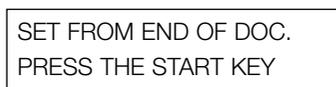


NOTE

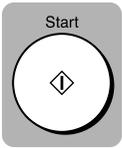
- If you start with the first page of the document, the printing will be performed in reverse order.
- If the document has an odd number of pages, first place a blank sheet of paper on the platen glass and then scan the document.



4 Press [Start] twice.



The machine begins scanning.



5 Place the next page of the document on the platen glass → press [Start].

NEXT PAGE : [START]
FINISH SCAN : [SET]

Repeat this step to scan all documents.



6 Press [Set] to finish the 2 on 1 copy function.



NOTE

- After scanning every two sheets, the quantity of copies of the document specified in step 2 will print out.
- When scanning multiple page documents, the messages <MEMORY FULL> and <PRESS SET KEY> may appear in the LCD, and the document being scanned stops in the ADF. Press [Set] to make the document come out automatically. In this case, reduce the number of pages to be scanned or change image quality mode to <TEXT>.

Reserved Copying

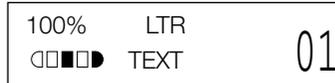
You can set the machine to scan originals even while it is printing a job. By having the machine scan the originals first, copying will start automatically once the machine is available.

Reserving the Next Copy Job

Stop/Reset



1 Press [Stop/Reset] twice while the machine is printing.



NOTE

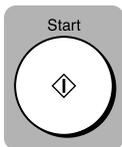
Make sure that the machine has finished scanning all the documents → press [Stop/Reset]. To reserve the next copy job, return the machine to Standby mode.

2 Place the document to be reserved face down on the platen glass or in the ADF.

3 Set the desired copy features.

You can set these copy features (as described in this chapter).

- Copy quantity (p. 3-5)
- Paper feeding location (paper drawer or stack bypass) (p. 3-6)
- Enlarging/reducing (p. 3-10)
- Exposure (p. 3-12)
- Image quality (p. 3-14)
- Collate (p. 3-15)
- 2 on 1 (p. 3-17)



4 Press [Start].

The machine begins scanning.



NOTE

- After printing of the current copy job is complete, the next copy job begins.
- If the machine's memory becomes full while scanning, the message <MEMORY FULL> appears in the LCD. When the ADF is used for scanning, the document being scanned stops in the ADF. In this case, press [Set] to make the document come out automatically.

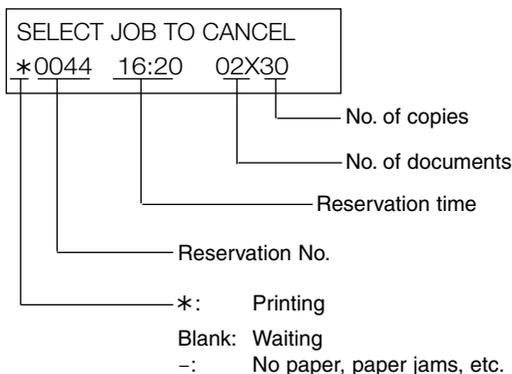
All of the scanned documents will be erased if the message <MEMORY FULL> appears, so divide the document and copy each part separately, or select a lower image quality mode and make copies again.

- If the available memory decreases, the messages <SCANNING>, <PLEASE WAIT>, and <MAKING SPACE IN MEM> appear alternately. If memory space becomes available, the scanning begins again automatically.
- Make sure the paper drawer or stack bypass is not empty.

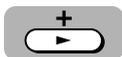
Confirming the Copy Job You Reserved



1 Press [Stop/Reset] while the machine is printing.



2 Press [◀] or [▶] to confirm the reservation number, time, and number of documents.



NOTE

You can confirm the copy job you reserved only when more than two copy jobs have already been reserved.



3 Press [Stop/Reset] to return the machine to the Standby mode.

Deleting the Copy Job You Reserved



1 Press [Stop/Reset] while the machine is printing.

```
SELECT JOB TO CANCEL
*0044 16:20 02X30
```



2 Press [◀] or [▶] to display the job to be deleted.



```
SELECT JOB TO CANCEL
0045 16:40 01X20
```



3 Press [Set].

```
CANCEL COPYING?
<YES          NO>
```



4 Press [◀] (Yes).

The reserved copy job is deleted.



NOTE

- To cancel deleting the copy job, press [▶] (No).
- Once the copy job is deleted, it is impossible to restore the job.



5 Press [Stop/Reset] to return to the Standby mode.

Two-Sided Copying

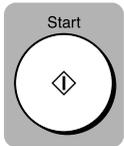
Using the stack bypass, you can copy two documents on opposite sides of a single sheet.

When Loading Documents in the ADF

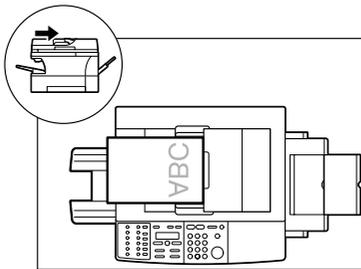
The imageRUNNER 1670F/1630 models have an ADF.

3

Using the Copy Functions



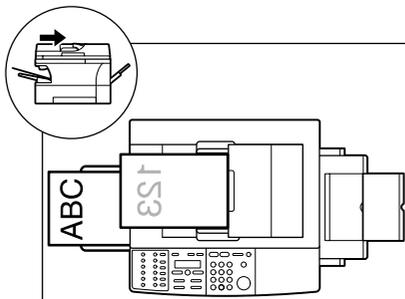
- 1** Load the first page of the document face down in the ADF → press [Start] to begin copying.



NOTE

Make sure to open the stack bypass and pull out the paper tray. (See “Loading Paper in the Stack Bypass,” on p. 5-9.)

- 2** Load the next page of the document in the ADF.



Portrait orientation documents:



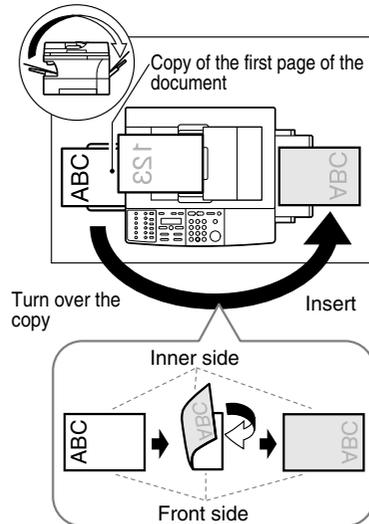
Load the page so that the top edge is opposite to the top edge of the previous page.

Landscape orientation documents:



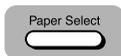
Load the page so that the orientation is the same as the previous page.

- 3** Turn over the copy you made in step 1 to make sure that the inner and front side of it will remain in the same position as shown below → insert it into the stack bypass.

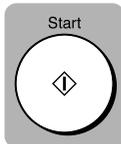


NOTE

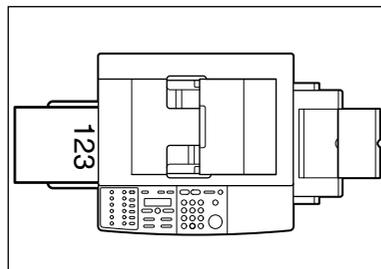
If the copied sheet is curled, uncurl it before inserting it into the stack bypass. Failure to do so may cause paper creases and paper jams.



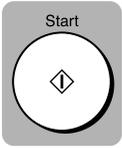
- 4** Press [Paper Select] to select the stack bypass.



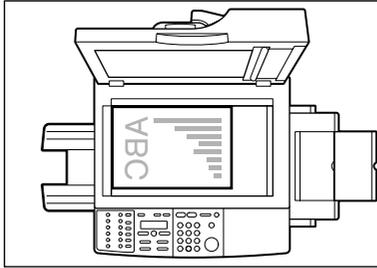
- 5** Press [Start] to copy the next page to finish making your two-sided copy.



When Placing a Document on the Platen Glass



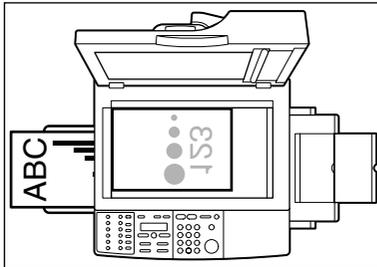
- 1 Place the first page of the document face down on the platen glass → press [Start] to begin copying.**



NOTE

Make sure to open the stack bypass and pull out the paper tray. (See “Loading Paper in the Stack Bypass,” on p. 5-9.)

- 2 Place the next page of the document on the platen glass.**



Portrait orientation documents:



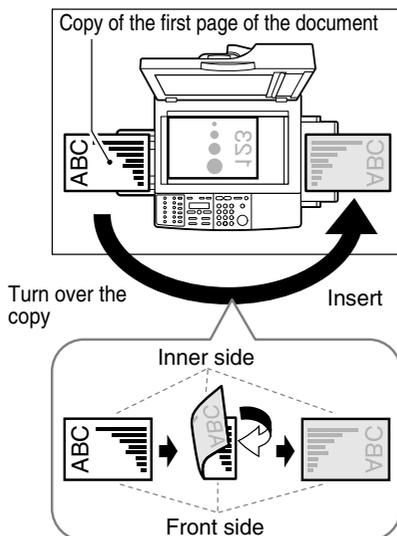
Place the page so that the top edge is opposite to the top edge of the previous page.

Landscape orientation documents:



Place the page so that the orientation is the same as the previous page.

- 3** Turn over the copy you made in step 1 to make sure that the inner and front side of it will remain in the same position as shown below → insert it into the stack bypass.

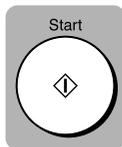


NOTE

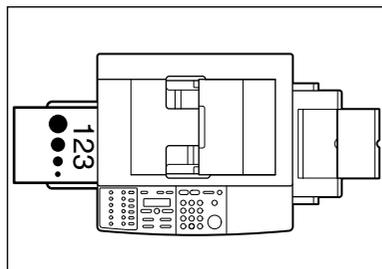
If the copied sheet is curled, uncurl it before inserting it into the stack bypass. Failure to do so may cause paper creases and paper jams.



- 4** Press [Paper Select] to select the stack bypass.



- 5** Press [Start] to copy the next page to finish making your two-sided copy.



Customizing Settings

4

CHAPTER

This chapter describes the Additional Functions menu of the machine.

About Additional Functions	4-2
Accessing the Additional Functions Menu	4-2
Additional Functions Menu Settings	4-4
Common Settings	4-4
Copy Settings	4-6
Timer Settings	4-7
Adjust/Clean	4-8
Print Lists	4-8
Count Check	4-8

About Additional Functions

The <ADDITIONAL FUNCTIONS> menus allow you to specify or register various settings. These settings allow you to customize the way your machine operates. Available menus differ depending on the machine type.

This chapter explains how you access the menus and describes the contents of the menus related to the common settings, copy settings, timer settings, adjustment and cleaning, print list, and count check.



NOTE

To specify or register the settings of the fax functions, see Chapter 6, “Customizing Fax Settings,” in the *Facsimile Guide*.

Accessing the Additional Functions Menu



1 Press [Additional Functions].

The [Additional Functions] button blinks.



2 Press [◀] or [▶] to display the menu you want to change.

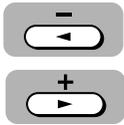


ADDITIONAL FUNCTIONS
2.COPY SETTINGS



3 Press [Set].

COPY SETTINGS
1.STD. IMAGEQUALITY



4 Press [◀] or [▶] to display the function menu you want to change.

COPY SETTINGS
2.STANDARD EXPOSURE



5 Press [Set].

STANDARD EXPOSURE
MANUAL



NOTE

- For details of the submenus, see “Additional Functions Menu Settings,” starting on p. 4-4.
- Press [◀] or [▶] to display the setting or value you want → press [Set] to enter the setting.
- If you press [Stop/Reset] before [Set] is pressed, the item you have selected will not be registered.
- Press [Stop/Reset] to exit the <ADDITIONAL FUNCTIONS> menu.
- If you press [Additional Functions], the display returns to the previous screen.

Additional Functions Menu Settings

Common Settings

Setting Item	Descriptions
<p>STACK BYPASS SIZE</p> <p>OFF</p> <p>ON</p>	<p>Selects the size of paper in the stack bypass.</p> <p>Select when you set to FREE SIZE or SET ON LOADING.</p> <p>FREE SIZE: Free size (default) SET ON LOADING: Select when specifying the paper size each time you use the stack bypass. The paper or envelope type can also be specified in SET ON LOADING.</p> <p>LTR, STMT, CUSTOM PAPER SIZE (length and width can be specified in millimeters), A4, B5, A5, LGL</p>
DRAWER PAPER SIZE	<p>Select the size of paper loaded in the paper drawer.</p> <p>LTR/LGL (default), FOLIO, FOOLSCAP, A4</p>
PRINT EXPOSURE	<p>The exposure can be adjusted to one of five levels. (Default is center.)</p>
BYPASS PAPERTYPE	<p>Select the paper type.</p> <p>PLAIN PAPER (default), TRACING PAPER, TRANSPARENCY, SPECIAL PAPER 1, SPECIAL PAPER 2</p> <p>If you select a paper type other than PLAIN PAPER and select the stack bypass with [Paper Select], * will appear on the standby display.</p>
<p>COPY POWER LEVEL</p> <p>HIGH</p> <p>NORMAL</p> <p>LOW</p>	<p>Sets a copy power level.</p> <p>Sets a high copy power level. Select this setting when making copies on thick paper or when the humidity is high. (If you set this to HIGH and select the stack bypass with [Paper Select], # will appear on the standby display.)</p> <p>Sets a normal copy power level. (This is the default.)</p> <p>Sets a low copy power level. Select this setting to ensure correct copying when making copies in Photo mode after making a large number of copies in high-temperature and high-humidity conditions. In other modes, copies may not be reproduced clearly. (If you set this to LOW, # will appear on the standby display.)</p>

Setting Item	Descriptions
TONER SAVER MODE	Sets the toner save mode.
ON	The toner save mode is turned ON.
OFF (default)	The toner save mode is turned OFF.
PRT FEED INTERVAL	Sets a paper feeding interval. When successively making copies from photo originals containing halftones on letter, legal, A4 or B5 size paper, black bands may appear on copies. To avoid this, select LONG INTERVAL.
LONG INTERVAL	Printing is performed at a slightly longer feeding interval while adjustments are made to the drum unit.
NORMAL INTERVAL (default)	Printing is performed at a normal feeding interval.
DISPLAY LANGUAGE	Select the message language. ENGLISH (default), FRENCH, SPANISH, PORTUGUESE



NOTE

For the imageRUNNER 1670F, <DEFAULT SETTINGS>, <SW AFTER AUTO CLR>, and <VOLUME CONTROL> are also displayed. (See Chapter 6, “Customizing Fax Settings,” in the *Facsimile Guide* for details.)

Copy Settings

Setting Item	Descriptions
STD. IMAGEQUALITY	Select the document type. TEXT ORIGINAL (default): Character mode TEXT/PHOTO*1: Text/photo mode PHOTO*1: Photo mode
STANDARD EXPOSURE AUTO*2 MANUAL (default)	Selects the auto or manual mode of exposure setting. The exposure is adjusted automatically. The exposure is adjusted manually. The exposure can be adjusted in nine steps. (Default is center.)
STD ZOOM RATIO	Selects the copy ratio. 50 to 200% (Default is 100%)
STANDARD COPY QTY	Selects the copy quantity. 01 to 99 (Default is 01)
AUTO SORT*3 ON OFF (default)	Sets the auto sort. The auto sort function is turned ON. The auto sort function is turned OFF.
MAX. SCAN LENGTH*3 330 mm 356 mm (default)	Selects the maximum scanning length. Select when not using the legal size document (when the document size is smaller than the letter or A4 size). Select when using the legal size document.
PAPER SIZE GROUP INCH (default) A AB	The paper size group can be selected. If the paper size group is changed, the preset copy ratios, 2 on 1 copy ratio and 2 on 1 paper size will change. Preset copy ratios: 50%, 64%, 78%, 100%, 129%, 200% 2 on 1 copy ratio: 64%, LTR size Preset copy ratios: 50%, 70%, 100%, 141%, 200% 2 on 1 copy ratio: 70%, A4 size Preset copy ratios: 50%, 70%, 81%, 86%, 100%, 115%, 141%, 200% 2 on 1 copy ratio: 70%, A4 size

*1 STANDARD EXPOSURE automatically changes to MANUAL when TEXT/PHOTO or PHOTO is selected.

*2 STD.IMAGEQUALITY automatically changes to TEXT ORIGINAL when AUTO is selected.

*3 MAX. SCAN LENGTH and AUTO SORT are available for the imageRUNNER 1670F/1630 models only.

Setting Item	Descriptions
SHARPNESS	Black and white of an image can be sharpened. When you want to make characters and lines clear, select a big number. When you make copies of photographs, select a small number. 1 to 9 (Default is 5.)

Timer Settings

Setting Item	Descriptions
DATE/TIME SETTING	Enter the current date and time.
AUTO CLEAR	Sets the auto clear function. If the machine remains idle for a certain period of time, the display returns to the Standby mode.
ON (default)	The auto clear function is turned on. 1 to 9 MIN. (Default is 2 MIN.)
OFF	The auto clear function is turned off.
ENERGY SAVER	The energy saver mode can be set.
ON (default)	The energy saver mode is set. 3 to 30 MIN. (Default is 5 MIN.)
OFF	The energy saver mode is turned off.
DAILY TIMER SET	The time of each day to execute the energy saver function can be set.
1.SUN, 2.MON, 3.TUE, 4.WED, 5.THU, 6.FRI, 7.SAT	Enter the desired time for the desired day. You can adjust the time by 1 minute increments in the range of 00:00 to 23:59. If you want to clear the settings, press #.
DATE SETUP	Set the format for the DATE & TIME settings menu and how the date is displayed in the LCD. MM/DD/YYYY (default), DD/MM YYYY, YYYY MM/DD

Adjust/Clean

Setting Item	Descriptions
ROLLER CLEANING	Select when the printed paper is dirty.
CLEAN ADF ROLLER*	Select when the documents have black streaks and appear dirty after they were fed out of the ADF.
RESTART PRINTER	Restarts the printer functions. (See the <i>Printer Guide</i> .)
MIX TONER	Select when performing the machine's initial setup. (For details, contact your local authorized Canon dealer.)

* CLEAN ADF ROLLER is available for the imageRUNNER 1670F/1630 models only.

4

Print Lists

Setting Item	Descriptions
USER DATA	Prints out a list of items set or registered in Additional Functions.
CANCEL REPORT	Cancels printout of the report.

NOTE

For the imageRUNNER 1670F model, <SPEED DIAL LIST> is also displayed. (See Chapter 6, "Customizing Fax Settings," in the *Facsimile Guide* for details.)

Count Check

You can check the count information. (For details, contact your local authorized Canon dealer.)

Setting Item	Description
COUNT CHECK	Select the count item to be checked.
101: TOTAL T1	Shows the TOTAL counter.
201: COPY T1	Shows the COPY counter.

NOTE

Count items other than TOTAL and COPY can be set, however "000:" will be displayed until your local authorized Canon dealer sets the counter.

Routine Maintenance

5

CHAPTER

This chapter describes how to maintain each part of the machine appropriately.

Paper Handling	5-2
Print Media Requirements	5-2
Printable Areas	5-4
Loading Paper	5-5
Loading Paper in the Paper Drawer	5-5
Adjusting the Paper Drawer for a Different Paper Size	5-7
Loading Paper in the Stack Bypass	5-9
Loading Envelopes in the Stack Bypass	5-11
Routine Cleaning	5-14
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Cleaning the Scanning Area	5-15
Cleaning the Read Area of the Platen Glass	5-15
Cleaning the Rollers Inside the Main Unit	5-16
Cleaning the ADF Roller	5-17
Replacing the Toner Cartridge	5-19
Repacking and Transporting the Machine	5-22
Lifting the Machine	5-23
Transporting the Machine by Car	5-24

Paper Handling

Print Media Requirements

For high quality copies, use paper and transparencies recommended by Canon. Some types of paper available at office supply stores may not be suitable for this machine. If you have any questions about paper and transparencies, consult your local authorized Canon dealer.

Paper Storage

In order to prevent paper jams, follow these procedures:

- To prevent moisture buildup, store remaining paper wrapped tightly in its original package. Store paper in a dry location, out of direct sunlight.
- To prevent curling, store paper flat, not upright.
- After copying, do not leave paper in the stack bypass.

Unacceptable Paper

Do not copy on the following types of copy stock; doing so will result in paper jams.

- Severely curled or wrinkled paper
- Transparencies for full color copiers or printers
- Paper that has already been copied using a digital full color copier. (Do not copy on the reverse side.)
- Paper that has been printed on using a thermal transfer printer. (Do not copy on the reverse side.)

IMPORTANT

Do not attempt to make copies on full color transparencies. Doing so may result in copier malfunction.

Acceptable Paper

Paper	Paper Drawer	Stack Bypass
Paper size	Legal, Letter	Legal (8 1/2" × 14") - 3" × 5"
Paper weight	17 - 20 lb bond (64 - 80 g/m ²)	16 - 32 lb bond (56 - 128 g/m ²)
Type of paper	Plain paper Colored paper Recycled paper	Plain paper (17 - 20 lb bond (64 - 80 g/m ²)) Thick paper (21 - 32 lb bond (81 - 128 g/m ²)) Colored paper Labels Transparencies Recycled paper Tracing paper Envelopes

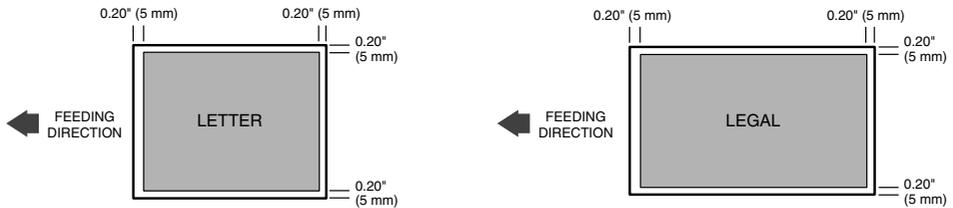
Printable Areas

Please note that the term “printing area” represents both the recommended area for optimum print quality and the entire area where the machine can technically print.

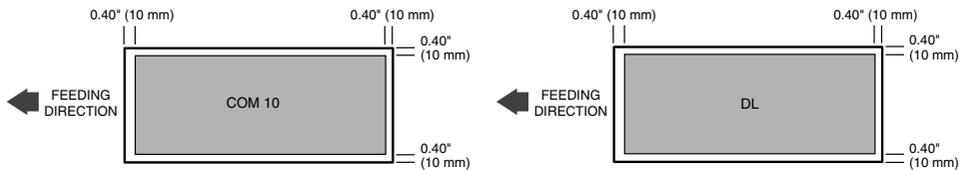
NOTE

- The printing area is shown by light shading. Canon recommends that you print within this area.
- The printing area is 0.20" (5 mm) inside from all four edges of the paper when using this machine as a printer. (For envelopes, the printing area is 0.40" (10 mm) from all four edges of the envelopes.)

Paper



Envelopes



Loading Paper

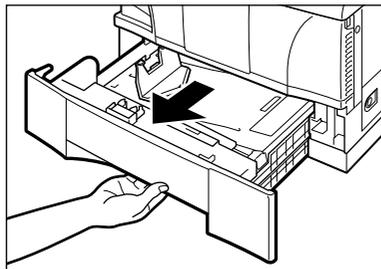
Loading Paper in the Paper Drawer

This section describes how to load paper in the paper drawer.

⚠ CAUTION

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

- 1** Grip the paper drawer handle, and pull it towards you until the paper drawer comes to a stop.

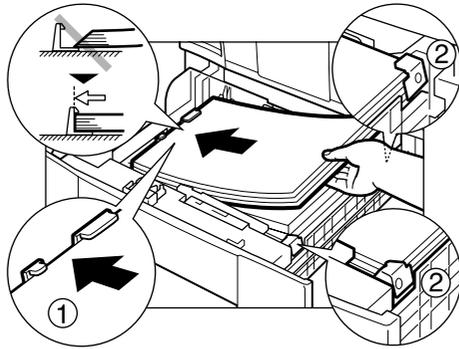


- 2** Open a package of paper, and remove a stack of paper.

✎ NOTE

- If the paper is curled, uncurl it before placing it in the paper drawer. Failure to do so may cause paper creases and/or a paper jam.
- 17 to 20 lb bond (64 to 80 g/m²) paper is acceptable.
- The paper drawer holds up to approximately 500 sheets of 20 lb bond (80 g/m²) paper.

3 Load the paper stack under the paper drawer's length guide ① and width guides ②.



NOTE

- Make sure that the paper stack does not exceed the length and width guides in the paper drawer. Failure to do so may cause paper jams.
- Do not load more paper when there is still paper left in the paper drawer.
- Only load one size of paper into the paper drawer. Do not load different sizes of paper into the paper drawer at the same time.
- The paper drawer is for plain paper, colored paper, or recycled paper only. Loading other paper in the paper drawer may cause a paper jam.
- Do not load labels or transparencies into the paper drawer.

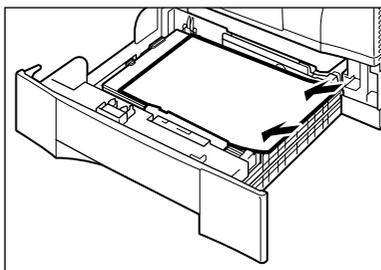
4 Gently insert the paper drawer as far as it will go.

NOTE

- If copies are curled, or a paper jam occurs, remove the paper stack from the paper drawer. Turn it over and then place it back in the paper drawer.
- If paper runs out while you are making copies, do not load a different paper size.

IMPORTANT

- When closing the paper drawer, make sure to push it in completely. If you attempt to copy when the paper drawer is not pushed in completely, paper jams may occur.
- Sometimes, when you pull out the paper drawer, paper may stick out, as shown in the illustration below. Make sure that the paper is neatly and correctly loaded into the paper drawer before you push the paper drawer back into the machine.



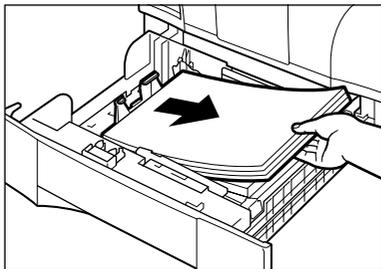
Adjusting the Paper Drawer for a Different Paper Size

If you want to load a different paper size in the paper drawer, follow the procedure described below to adjust the paper drawer guides.

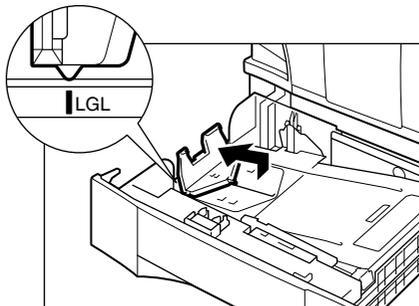
You can adjust the paper drawer to hold the following standard paper sizes: legal and letter.

If you want to make copies on any other size paper, use the stack bypass.

1 Pull out the paper drawer, and remove all loaded paper.



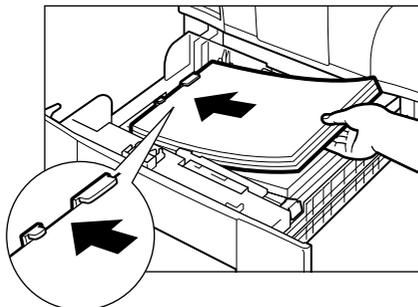
- 2** Slide the length guide while lifting it up slightly, and align the length guide with the length mark for the paper you plan to load in the paper drawer.



NOTE

Be sure to align the length guide with the LGL or LTR mark.

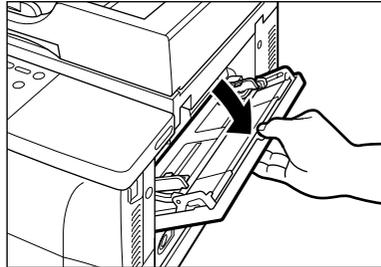
- 3** Load the paper.



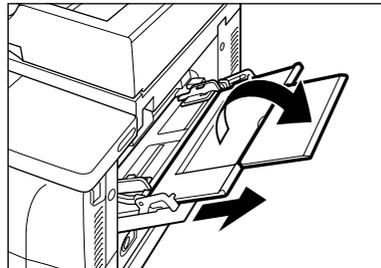
Loading Paper in the Stack Bypass

Use the stack bypass when you want to print on special paper, such as envelopes, transparencies, labels or heavy paper. You can place up to 100 sheets of 20 lb bond (80 g/m²) paper (which is a stack approximately 3/16" or 10 mm high) in the stack bypass. The paper will be automatically fed into the machine.

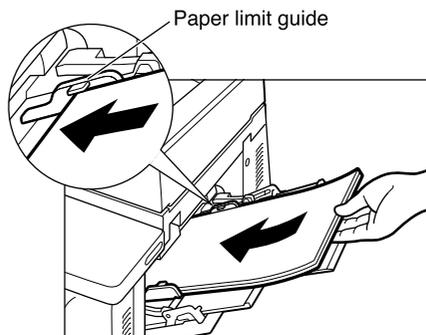
1 Open the stack bypass.



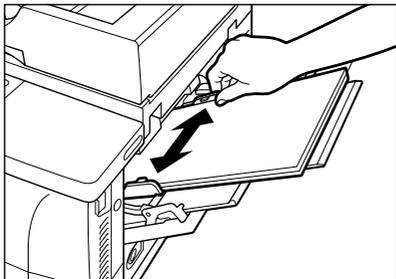
2 Pull out the paper tray and open the extension on the tray.



3 Load the paper stack facing up into the stack bypass.



4 Adjust the slide guides to fit the size of the paper stack.



IMPORTANT

If the slide guides are not adjusted correctly for the paper size, the quality of your print images may be adversely affected.

NOTE

- When making copies on letter size paper after having continuously copied on paper smaller than letter size paper, the copies may be dirty. To prevent copies from becoming dirty, wait about one minute before making copies.
- Insert the paper stack into the machine as far as it will go.
- If the paper is curled, uncurl it before placing it in the stack bypass. Failure to do so may cause paper creases and/or paper jams.
- 16 to 32 lb bond (56 to 128 g/m²) paper is acceptable.
- Make sure that the paper stack does not exceed the paper limit guide.
- Some types of paper may not feed properly into the stack bypass. For high quality copies, be sure to use the paper and transparencies recommended by Canon.
- Load transparencies one by one.
- When making copies of a small size document or thick paper, the copy speed may be slightly slower than usual.
- To specify the paper size every time you load the paper into the stack bypass, follow these steps:

Press [◀] or [▶] to display/select the following menu items. Press [Set].

– Press [Additional Functions] → <COMMON SETTINGS> → <STACK BYPASS SIZE> → <OFF> → <SET ON LOADING>

– Load the paper into the stack bypass → select the paper size using [◀] or [▶] → press [Set].

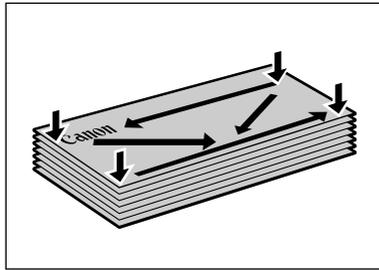
For details, see “Selecting the Paper Feeding Location,” on p. 3-6.

Loading Envelopes in the Stack Bypass

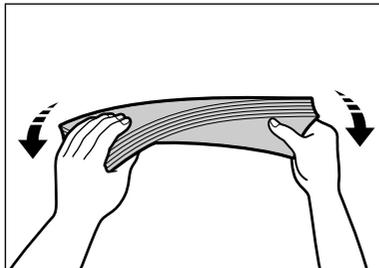
Canon recommends using these envelopes: COM10, MONARCH, DL, ISO-B5, ISO-C5, YOGATA #4, or YOGATA #2. Using other envelopes may affect the quality of the copy image.

- 1 Arrange the stack of envelopes on a firm, clean surface, and press down firmly on the edges to make the folds crisp.**

Press all the way around the envelopes to remove any curls and expel air from inside the envelopes. Also, press firmly on the area that corresponds to the edges of the back flap.

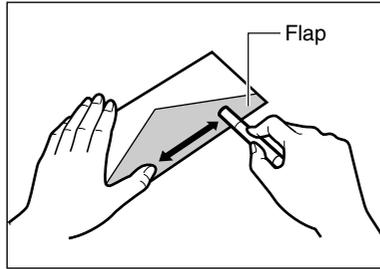


- 2 Remove any curling from the envelopes by holding the edges diagonally and bending them gently.**



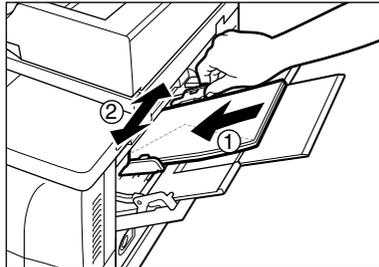
3 Run a pen or other rounded object along the back flaps to flatten them.

The flaps should not bulge more than 0.2" (5 mm).



4 Insert the stack of envelopes into the stack bypass ①, and adjust the slide guides to fit the size of the envelope ②.

- Position the envelopes with the print side up (flaps should not be visible) and load the envelope so that the right edge (stamp side) feeds first in the stack bypass.
- If the envelope to be loaded has a flap on the short edge, this edge must enter the machine first. Not loading it this way may result in paper jams.
- Make sure the stack does not exceed the paper limit guide.



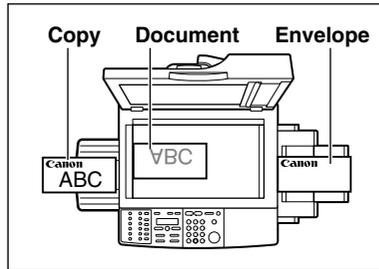
The machine is now ready to print.



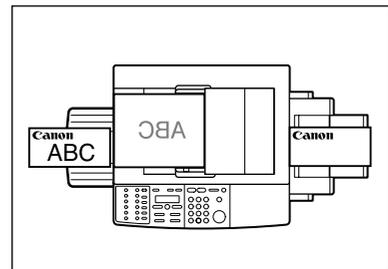
NOTE

- If you are making copies on envelopes, the orientation of a document and the loading position of the envelope are reversed.

Document on the Platen Glass



Document on the ADF



- To select the type of envelope to be loaded in the stack bypass, follow the procedure below:

Press [◀] or [▶] to display/select the following menu items. Press [Set] after each selection.

– Press [Additional Functions] → <COMMON SETTINGS> → <STACK BYPASS SIZE> → <OFF> → <SET ON LOADING>

– When done, press [Stop/Reset].

– Load the envelope into the stack bypass → select <ENVELOPE> → press [Set].

– Press [◀] or [▶] to select the type of envelope (<COM10>, <MONARCH>, <DL>, <ISO-B5>, <ISO-C5>, <YOGATA #4>, or <YOGATA #2>) → press [Set].

Routine Cleaning

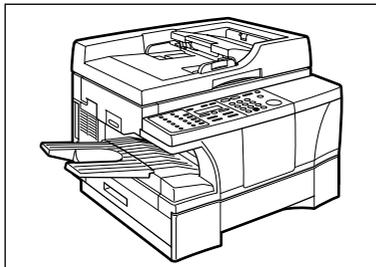
Your machine requires little periodic maintenance. This section describes the necessary cleaning procedures for your machine.

⚠ CAUTION

- When cleaning the machine's exterior or the platen glass, be sure to disconnect the power cord before cleaning the machine.
- For the imageRUNNER 1670F, print any received faxes stored in memory before disconnecting the power cord, because documents in memory are backed up only for about two hours when the power cord is disconnected. (See Chapter 5, "Special Sending and Receiving Features," in the *Facsimile Guide* for details.)
- Use a soft cloth to avoid scratching the components. Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.
- Do not use volatile liquids such as thinner, benzene, acetone, or any other chemical cleaner to clean the interior of the machine; these can damage the machine's components.

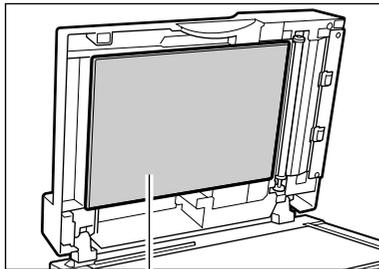
Cleaning the Exterior

Wipe the machine's exterior with a clean, soft, lint free cloth moistened with water or diluted dishwashing detergent solution.

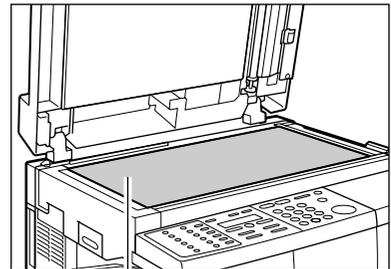


Cleaning the Scanning Area

Wipe the scanning area (shaded area) with a clean, soft, lint free cloth moistened with water. Then wipe the area with a clean, soft, dry, lint free cloth.



Rear Side of the ADF

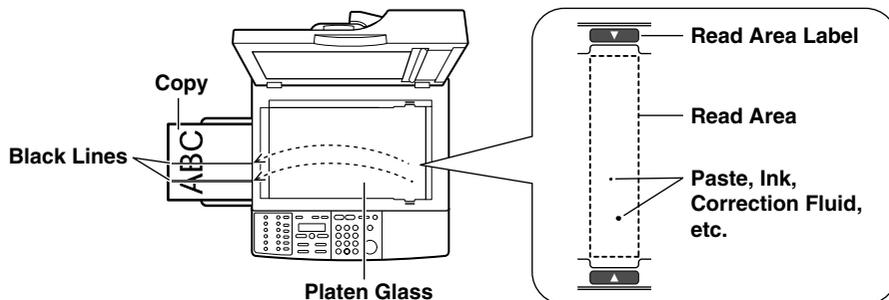


Platen Glass

Cleaning the Read Area of the Platen Glass

Black lines may appear in copies (as shown in the illustration below) when the ADF is used to feed documents. This is caused by paste, ink, correction fluid, or other foreign matter in the read area (between ▼ and ▲) of the platen glass. Use a clean soft cloth to wipe the read area clean. Take particular care to clean at the locations where the black lines are appearing on copies.

If you have trouble getting the glass clean, wipe the area with a cloth moistened with water or a mild neutral detergent, and then wipe the glass dry with another cloth.



IMPORTANT

Paste, ink, correction fluid, and other foreign matter can soil the platen glass when you send a document through the ADF while the paste, ink, or correction fluid on the original is still wet. This is what causes black lines on copies. Whenever you load a document in the ADF, always check to make sure that any paste, ink, or correction fluid on the document is completely dry.

Cleaning the Rollers Inside the Main Unit

If the rollers inside the main unit are dirty, the copy quality will deteriorate. In this case, you can clean the rollers using the <ADJUST/CLEAN> setting from the <ADDITIONAL FUNCTIONS> menu.



NOTE

While the In Use/Memory indicator is lit, the machine does not clean the roller even if you perform the procedure below (imageRUNNER 1670F model only).

5

Routine Maintenance



1 Press [Additional Functions].



2 Press [◀] or [▶] to select <ADJUST/CLEAN> → press [Set].



3 Press [◀] or [▶] to select <ROLLER CLEANING>.



ADJUST/CLEAN
1.ROLLER CLEANING

4 Set letter size paper in the stack bypass.



IMPORTANT

You must use a plain sheet of letter size paper.



5 Press [Set].

The machine begins cleaning the rollers.



NOTE

It takes about three minutes to clean the roller.

Cleaning the ADF Roller

The imageRUNNER 1670F/1630 models have an ADF.

If the ADF roller is dirty, your documents will be dirty after you feed them into the ADF. You can clean the ADF roller using the <ADJUST/CLEAN> setting from the <ADDITIONAL FUNCTIONS> menu.

NOTE

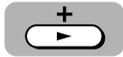
If a paper jam occurs in the ADF, remove jammed paper from the ADF (see “Removing Jammed Paper from the ADF,” on p. 6-6), then perform the procedure below.



1 Press [Additional Functions].



2 Press [◀] or [▶] to select <ADJUST/CLEAN> → press [Set].



3 Press [◀] or [▶] to select <CLEAN ADF ROLLER>.



ADJUST/CLEAN
2.CLEAN ADF ROLLER

4 Open the ADF.

If you attempt to clean the ADF roller when the ADF is closed, the message <OPEN THE ADF> appears.

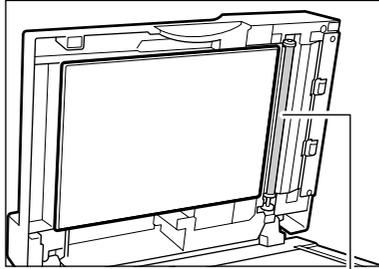


5 Press [Set].

START CLEAN	: [SET]
END CLEAN	: [STOP]

Set

- 6** Each time you press [Set], the ADF roller rotates about 1/3 of the roller. Wipe the ADF roller with a dry cloth.



ADF Roller

Repeat this step until the ADF roller is clean.

⚠ CAUTION

Do not touch the ADF roller while it is being rotated. Your fingers or clothing may be pinched in the roller, resulting in personal injury.

Stop/Reset



- 7** Press [Stop/Reset] to finish the cleaning.

The LCD returns the machine to the Standby mode.

Replacing the Toner Cartridge

This section describes how to remove the used toner cartridge and replace it with a new one.

When the message <TONER LEVEL LOW> or <TONER EMPTY> appears in the LCD, replace the toner cartridge.

⚠ WARNING

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

⚠ CAUTION

When you remove the toner cartridge from the machine or the sealing tape from the toner cartridge, handle it carefully. Otherwise, the toner may scatter and get into your eyes or mouth. In this case, rinse out your eyes or mouth thoroughly with water immediately and consult a doctor.

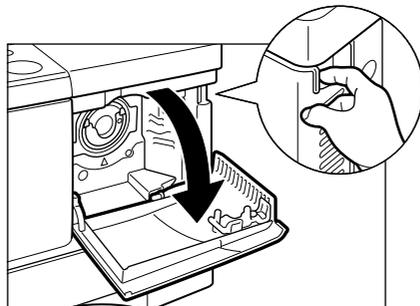
🖐 IMPORTANT

There are some areas inside the machine that are subject to high-voltages and high-temperatures. Take adequate precautions when performing internal inspections to avoid burns or electrical shock.

📝 NOTE

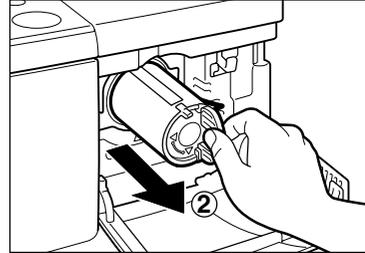
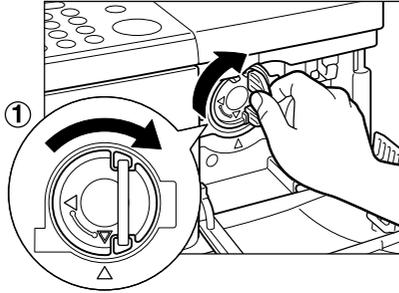
When removing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.

1 Open the toner supply cover.



2 Pull the toner cartridge lever towards you.

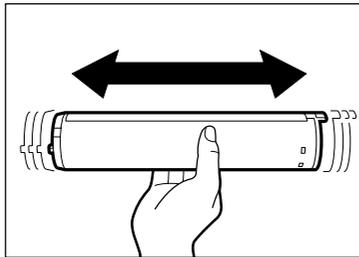
3 Holding the lever, turn it clockwise so that the ▼ mark on the toner cartridge aligns with the ▲ mark on the machine ①. Holding the toner cartridge lever, keep the toner cartridge level and pull it out slowly from the machine ②.



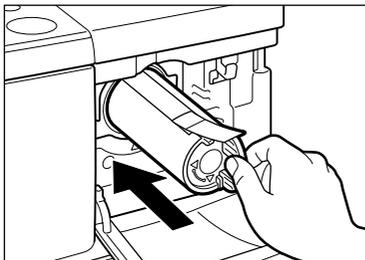
ⓘ IMPORTANT

Please throw away the used toner cartridge without rocking it.

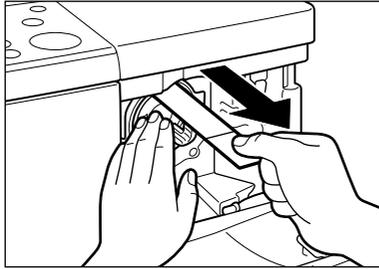
4 Unpack and rock the new toner cartridge five or six times to distribute the toner evenly.



5 Holding the toner cartridge lever, insert the toner cartridge slowly into the machine as far as it will go.



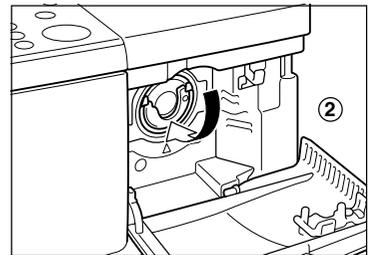
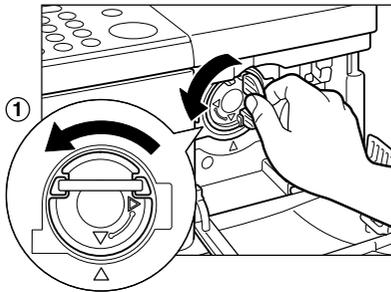
- 6** Holding the toner cartridge steady with one hand, firmly and slowly pull the sealing tape tab with the other hand to remove the sealing tape completely. Throw the tape away.



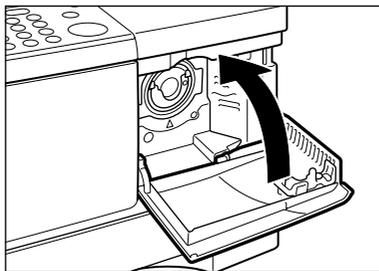
IMPORTANT

To avoid breaking the tape, do not pull it at an angle.

- 7** Holding the toner cartridge lever, turn it counterclockwise so that the ∇ mark on the toner cartridge aligns with the Δ mark on the machine ①. Close the toner cartridge lever ②.



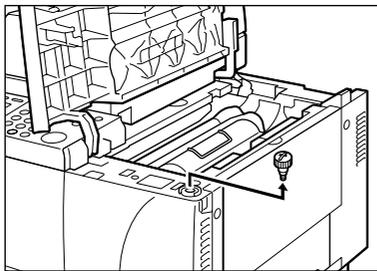
- 8** Close the toner supply cover.



Repacking and Transporting the Machine

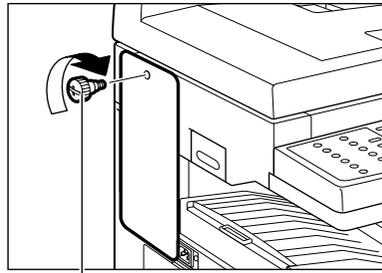
Be sure to disconnect the power cord before transporting the machine. If the machine is likely to be subjected to vibration (for example, when transporting over long distances), be sure to take the precautions described below. If you do not follow these precautions, the machine may be damaged or the quality of your copy images may be adversely affected.

- 1** Disconnect the power cord.
- 2** If the machine is connected to a telephone or PC, remove the telephone line or cable.
- 3** Lift the platen unit lever, slide the platen unit and open the drum cartridge cover.
- 4** Pull out the shipping attachment inserted in the holder when installing the machine. (The removed shipping attachment is needed in step 6.)



- 5** Close the drum cartridge cover and slide the platen unit to the original position.

- 6 Attach the shipping attachment on the left side of the machine using a coin.**



Shipping Attachment



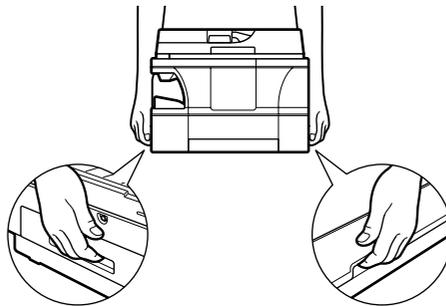
NOTE

Affix the label that was removed from the machine during unpacking.

Lifting the Machine

Be sure to lift the machine using the handles on each side.

- 1 Remove the output tray and close the stack bypass.**
- 2 Grip the handles on the sides of the machine and lift up the machine.**



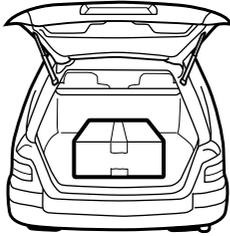
⚠ CAUTION

When carrying this machine, be sure to hold it in the designated places as shown in the illustration. Dropping the machine may cause personal injury.

Transporting the Machine by Car

1 Pack the machine, using the original packing material and box.

2 Place the machine on a level, stable surface.



5  **IMPORTANT**

- Do not leave the machine inside a car for a long period of time; the temperature can become very high or low.
- Avoid rough roads; excessive vibration may damage the machine or adversely affect the quality of your copy images.
- Place a cover over the machine. Do not leave the machine in direct sunlight.
- When moving the machine, use the original shipping box that it was packed in when you purchased it.
- When using the original shipping box, do not place the power cord or other objects on the ADF; this may damage the ADF.

Troubleshooting

6

CHAPTER

This chapter describes the LCD display messages and the corrective actions you can take in the event that trouble occurs.

Clearing Paper Jams	6-2
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Removing Jammed Paper from the ADF	6-6
Removing Jammed Paper from the Stack Bypass	6-8
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Clearing Paper Jams

This section describes how to remove jammed paper from the main unit, paper drawer, ADF, and stack bypass.

Removing Jammed Paper from Inside the Main Unit

When print media jams inside the main unit, the LCD displays the messages <REC. PAPER JAM> and <SLIDE PLATEN LEFT>.

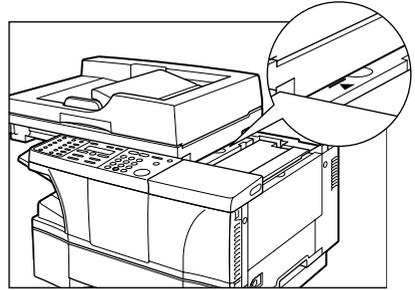
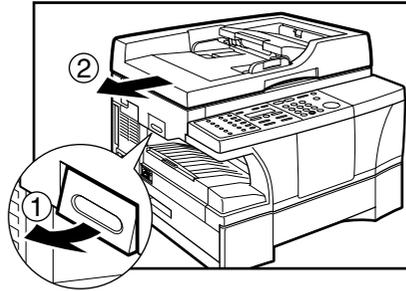
CAUTION

There are some areas inside the machine and drum cartridge that are subject to high-voltages and high-temperatures. Take adequate precaution when performing internal inspections to avoid burns or electrical shock.

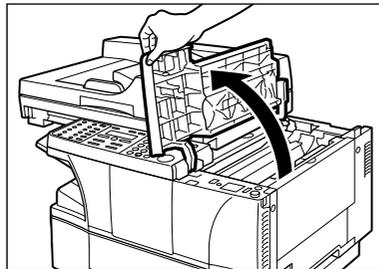
NOTE

When removing copy paper that has become jammed inside the machine, take care not to allow the toner on the jammed copy paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.

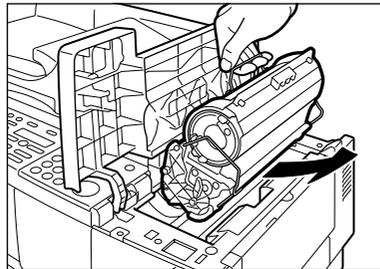
-
- 1** Lift the platen unit lever ① and slide the platen unit ② until the  mark appears.



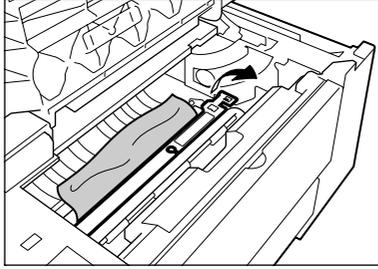
- 2** Open the drum cartridge cover.



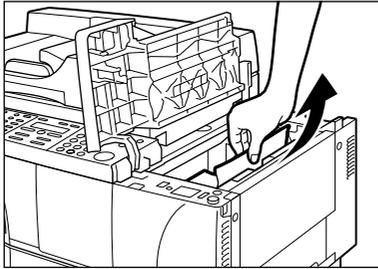
- 3** Remove the drum cartridge from the machine.



4 Flip the transfer guide.



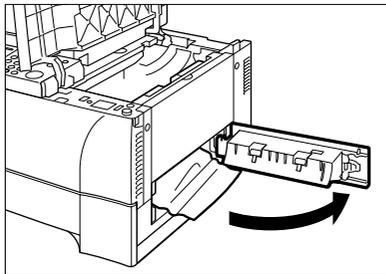
5 Gently remove any jammed paper from inside the main unit.



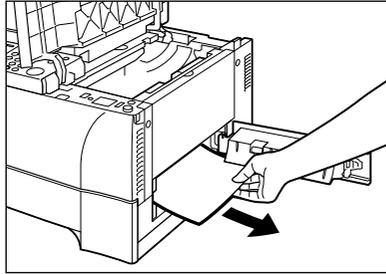
NOTE

Be sure to remove jammed paper from inside the main unit even when the jammed paper has been partially output.

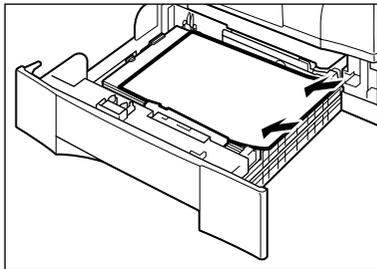
6 Open the right cover.



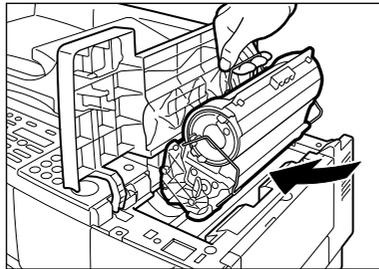
- 7** Gently remove any jammed paper from inside the main unit, then close the right cover.



- 8** Pull out the cassette and reset any paper stuck out of the cassette. Then, push the cassette back into the main unit.



- 9** Return the transfer guide to the original position. Then re-install the cartridge back into the machine and close the cartridge cover.



10 Slide the platen unit to the original position.



NOTE

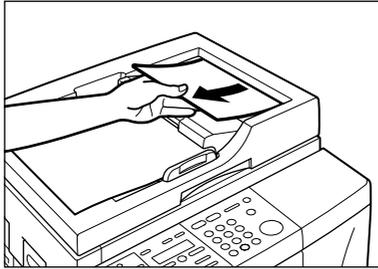
The printout will start again.

Removing Jammed Paper from the ADF

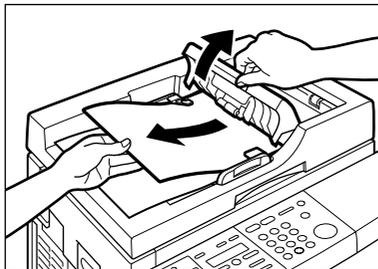
The imageRUNNER 1670F/1630 models have an ADF.

When print media jams in the ADF, the LCD displays the messages <CHECK DOCUMENT> and <OPEN THE ADF>.

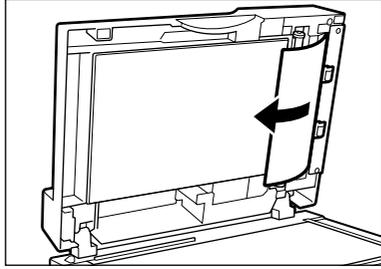
- 1 Gently remove the jammed paper from the document output slot of the ADF.



- 2 Open the feeder cover and gently remove the jammed paper from the ADF.



3 Open the ADF, then pull the paper out straight.



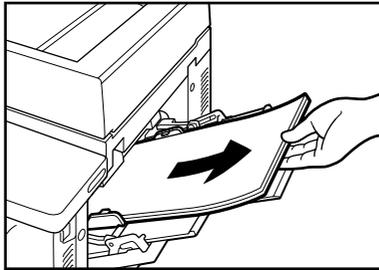
NOTE

- Open the ADF and make sure there is no document left.
- After removing jammed paper, even the edges of the document and reload it in the ADF.

Removing Jammed Paper from the Stack Bypass

When print media jams in the stack bypass, the LCD displays the messages <REC. PAPER JAM> and <SLIDE PLATEN LEFT>.

- 1 Gently remove the jammed paper from the stack bypass.**



NOTE

- Be sure to check for any jammed paper inside the machine. (See “Removing Jammed Paper from Inside the Main Unit,” starting on p. 6-2.)
- If the LCD continues displaying the error message, slide the platen unit to the left and then slide it back to the original position, or open and close the toner supply cover.

List of LCD Display Messages

The following messages are displayed in the LCD when the machine performs a function or if it encounters an error. This section describes the general messages and those related to copy functions. For the messages related to fax functions, see Chapter 8, “Troubleshooting,” in the *Facsimile Guide*.

CHANGE DOCUMENT

Cause When collating copies or making a 2 on 1 copy of documents using the platen glass, you pressed [Start] before replacing a document.

Remedy Replace the document → press [Start].

CHECK DOCUMENT OPEN THE ADF

Cause There is a paper jam in the ADF.

Remedy Remove the document you are trying to copy or send from the ADF. (See “Removing Jammed Paper from the ADF,” on p. 6-6.)
Make sure that the document is not too long or too short. (See “Acceptable Originals,” on p. 2-2.)

CHECK PRINTER

Cause An abnormality has occurred in the printer.

Remedy Disconnect the machine from the power supply and wait for 10 minutes, then reconnect it. If the message remains, disconnect the machine and call your local authorized Canon dealer.

CHECK TONER/DRUM CRG

Cause The toner or drum cartridge is not installed.

Remedy Install the toner or drum cartridge correctly.

DOCUMENT TOO LONG

Cause 1 The document is longer than 14" (356 mm).

Remedy Reduce the length of the document to within 14" (356 mm), and copy it again.

Cause 2 The ADF roller rotates without feeding documents.

Remedy Fan the edge of the paper stack that will feed into the machine first, then tap the edge of multiple page documents on a flat surface to even the stack.

INCORRECT PAPER SIZE

Cause The size of the paper in the paper drawer and that specified in the <DRAWER PAPER SIZE> setting (from the <ADDITIONAL FUNCTIONS> menu) are different. This message is displayed when the report is output.

Remedy Load the correct paper size or change the <DRAWER PAPER SIZE> setting in the <ADDITIONAL FUNCTIONS> menu. (See "Common Settings," on p. 4-4.) Then reset the machine by sliding the platen unit to the left and then back to the original position.

LOAD LTR SIZE PAPER

Cause <PAPER SIZE GROUP> is set to <INCH>, 2 on 1 copy is set, and paper other than letter size paper is set in the paper drawer/stack bypass.

Remedy Load letter size paper in the paper drawer/stack bypass. (See "Loading Paper in the Paper Drawer," on p. 5-5.)

MEMORY FULL

Cause The machine's memory is full because collate copy or 2 on 1 copy was set when a large document was loaded.

Remedy Divide the document and copy each part separately.
If the messages <MEMORY FULL> and <PRESS SET KEY> appear while scanning documents using the ADF, the document being scanned stops in the ADF. In this case, press [Set] to make the document come out automatically.

PLATEN/COVER IS OPEN
CLOSE PLATEN/COVER

Cause The platen unit or toner supply cover is not closed correctly.

Remedy Slide the platen unit or toner supply cover to the original position.

**REC. PAPER JAM
SLIDE PLATEN LEFT**

Cause There is a paper jam.

Remedy Clear the paper jam and reload paper in the paper drawer or stack bypass. (See “Clearing Paper Jams,” on p. 6-2.)

REMOVE DOC. ON GLASS

Cause A document has been left on the platen glass.

Remedy Remove or change the document from the platen glass.

SCANNING ↔ MAKING SPACE IN MEM ↔ PLEASE WAIT

Cause Memory is getting low during scanning because the document has many graphics or photos.

Remedy When memory space becomes available as printing continues, scanning resumes automatically.

START AGAIN

Cause The paper in the paper drawer has run out, the toner has run out, paper jams have occurred, or the paper size setting is wrong while the report is printing.

Remedy After loading paper in the paper drawer, replacing the toner cartridge, clearing jams, or specifying the correct paper size, print the report again.

**STOP KEY PRESSED
PRESS SET KEY**

Cause The document has stopped in the ADF because you pressed [Stop/Reset] while scanning.

Remedy Press [Set] to make the document come out automatically.

SUPPLY REC. PAPER

Cause No paper is loaded in the paper drawer or stack bypass.

Remedy Load paper in the paper drawer or stack bypass. Make sure the paper stack in the paper drawer or stack bypass does not exceed the paper limit guides. If you run out of paper while making copies, do not load a different paper size. (See “Loading Paper,” on p. 5-5.)

SYSTEM ERRORExxx

Cause An error of some kind has occurred in the machine. (xxx stands for a number.)

Remedy Disconnect the machine from the power supply and wait for 10 minutes, then reconnect it. If this does not solve the problem, disconnect the machine and call your local authorized Canon dealer.

TONER EMPTY

Cause The toner cartridge is empty.

Remedy Replace the toner cartridge with a new one. (See “Replacing the Toner Cartridge,” on p. 5-19.)

TONER LEVEL LOW

Cause The toner inside the toner cartridge is running low.

Remedy Prepare a new toner cartridge, or replace the toner cartridge with a new one. (See “Replacing the Toner Cartridge,” on p. 5-19.)

WASTE TONER FULL

Cause The waste toner in the drum unit is full.

Remedy Replace the drum unit. (For details, contact your local authorized Canon dealer.)

If Trouble Occurs

If an error occurs during copying, or there is an abnormality in the machine, check the following points.

Paper Feeding Problems

Paper does not feed correctly.

Cause 1 The paper drawer or stack bypass may contain too many sheets.

Remedy Make sure the paper stack in the paper drawer or stack bypass does not exceed the paper limit guides. (See “Loading Paper,” on p. 5-5.)

Cause 2 Paper may not be loaded correctly.

Remedy Make sure the paper stack is loaded properly in the paper drawer or stack bypass, and that the length guide of the paper drawer and the slide guides of the stack bypass are adjusted correctly. (See “Loading Paper,” on p. 5-5.)

Paper feeds skewed. (Printing is skewed.)

Cause Paper may not be loaded correctly.

Remedy 1 Make sure the paper stack is loaded properly in the paper drawer or stack bypass, and that the length guide of the paper drawer and the slide guides of the stack bypass are adjusted correctly. (See “Loading Paper,” on p. 5-5.)

Remedy 2 Make sure the paper exit path is clear.

Multiple sheets feed into the machine at the same time.

Cause 1 Paper may not be loaded correctly.

Remedy Make sure the paper stack is loaded properly in the paper drawer or stack bypass, and that the length guide of the paper drawer and the slide guides of the stack bypass are adjusted correctly. (See “Loading Paper,” on p. 5-5.)

Cause 2 Sheets of paper may be sticking together.

Remedy Be sure to fan the paper stack before loading it in the paper drawer or stack bypass. This keeps the sheets of paper from sticking together.

Cause 3 The paper drawer or stack bypass may contain too many sheets.

Remedy 1 Make sure the paper stack in the paper drawer or stack bypass does not exceed the paper limit guides. (See “Loading Paper,” on p. 5-5.)

Remedy 2 Do not force the paper stack into the paper drawer or stack bypass.

Cause 4 Different types of paper may be loaded in the paper drawer or stack bypass.

Remedy 1 Load only one type of paper.

Remedy 2 Make sure you load paper that meets the paper requirements for the machine. (See “Paper Handling,” on p. 5-2.)

Transparencies do not feed correctly.

Cause 1 Transparencies are loaded in the paper drawer.

Remedy Do not load transparencies in the paper drawer. Load them in the stack bypass.

Cause 2 Transparencies may not be loaded in the stack bypass correctly.

Remedy Make sure they are loaded properly. The transparencies should be loaded one by one in the stack bypass. (See “Loading Paper in the Stack Bypass,” on p. 5-9.)

Cause 3 Transparencies for color copiers may be loaded in the stack bypass.

Remedy Do not use any transparencies for color copiers. They will cause a paper jam. Please use transparencies recommended by Canon.

Repeated paper jams occur.

Cause 1 The paper you are using may be causing the jams.

Remedy 1 Be sure to fan the paper stack before loading it in the paper drawer or stack bypass. This keeps the sheets of paper from sticking together.

Remedy 2 Check that the size, thickness, and type of the paper you are using and your printing environment are within the specifications of the machine. (See “Paper Handling,” on p. 5-2.)

Envelopes do not feed correctly.

Cause 1 Envelopes are loaded in the paper drawer.

Remedy Do not load the envelopes in the paper drawer. Load them in the stack bypass.

Cause 2 Envelopes may not be loaded correctly.

Remedy Make sure the envelopes are loaded properly. Do not load more than 10 envelopes in the stack bypass. (See “Loading Envelopes in the Stack Bypass,” on p. 5-11.)

Cause 3 The envelopes you are using may not meet the requirements for the machine.

Remedy Envelopes must be COM10, MONARCH, DL, ISO-B5, ISO-C5, YOGATA #4, or YOGATA #2 envelopes.

Copying Problems

The machine will not make a copy.

Cause 1 The toner cartridge may not be installed properly.

Remedy Make sure the toner cartridge is installed properly.

Cause 2 The sealing tape may not be removed from the toner cartridge.

Remedy Remove the sealing tape from the toner cartridge.

Cause 3 The paper drawer may not be inserted completely into the main unit.

Remedy Insert the paper drawer as far as it will go. (See “Loading Paper in the Paper Drawer,” on p. 5-5.)

Cause 4 The document may not have been loaded correctly.

Remedy 1 Remove the document, even the stack it if necessary, and load it in the ADF correctly. (See “ADF (Automatic Document Feeder),” on p. 2-7.)

Remedy 2 Make sure the ADF is closed.

Cause 5 The document may be left on the platen glass.

Remedy Remove the document from the platen glass, and load it in the ADF again.

Cause 6 <TONER EMPTY> is displayed.

Remedy Replace the toner cartridge. (See “Replacing the Toner Cartridge,” on p. 5-19.)

Cause 7 <WASTE TONER FULL> is displayed.

Remedy Replace the drum unit. (For details, contact your local authorized Canon dealer.)

The message <MEMORY FULL> or <MAKING SPACE IN MEM> appears in the LCD when making copies of a multiple page document.

Cause 1 Paper in the paper drawer or stack bypass may have run out.

Remedy If there is no paper and the machine's memory becomes full during copying, the messages <MAKING SPACE IN MEM> and <SUPPLY REC. PAPER> are displayed alternately. If paper is loaded, the copying resumes automatically.

Cause 2 The document you are copying may have too many graphics or photos.

Remedy When making copies of such documents, separate the documents into smaller stacks or feed them one by one.

Cause 3 The machine's memory is full.

Remedy Print or delete any documents stored in memory to free up space in the machine's memory, then start again. (See Chapter 5, "Special Sending and Receiving Features," in the *Facsimile Guide*).

Documents have black streaks or appear dirty after you feed them in the ADF.

Cause The ADF roller is dirty.

Remedy Clean the ADF roller. (See "Cleaning the ADF Roller," on p. 5-17.)

Print Quality Problems

The print quality is not what you expect; print is not clear, has missing dots, or white streaks.

Cause 1 The size, thickness, and type of the paper you are using are not within the specifications of the machine.

Remedy Check that the paper you are using is supported by the specifications of the machine. (See "Paper Handling," on p. 5-2.)

Cause 2 The toner cartridge may not be installed properly.

Remedy Make sure the toner cartridge is installed properly.

Cause 3 The toner in the toner cartridge may be low.

Remedy Replace the toner cartridge if necessary. (See "Replacing the Toner Cartridge," on p. 5-19.)

Cause 4 The copy exposure may not be adjusted correctly.

Remedy Adjust the exposure correctly. (See "Copy Exposure Adjustments," on p. 3-12.)

Copies are dirty.

- Cause 1** The platen glass or rear side of the ADF/platen glass cover may be dirty.
- Remedy** Clean the platen glass or rear side of the ADF/platen glass cover. (See “Cleaning the Read Area of the Platen Glass,” on p. 5-15.)
- Cause 2** The rollers inside the machine are dirty.
- Remedy** Clean the rollers. (See “Cleaning the Rollers Inside the Main Unit,” on p. 5-16.)
- Cause 3** There may be a scratch on the drum unit.
- Remedy** Replace the drum unit. (For details, contact your local authorized Canon dealer.)
- Cause 4** Condensation has built up inside the machine.
- Remedy** Allow at least two hours for the machine to adjust to room temperature before attempting to use it.
- Cause 5** The machine may be installed in a location where the floor or foundation is unstable.
- Remedy** Install the machine in a proper location.

Black lines are on the copy.

- Cause** The read area of the platen glass is dirty.
- Remedy** Clean the read area of the platen glass. (See “Cleaning the Read Area of the Platen Glass,” on p. 5-15.)

Copies are too dark or too light.

- Cause 1** The copy exposure may not be adjusted correctly.
- Remedy** Adjust the copy exposure correctly using the <PRINT EXPOSURE> setting in <COMMON SETTINGS> from the <ADDITIONAL FUNCTIONS> menu. (See “Common Settings,” on p. 4-4.)
- Cause 2** <TONER SAVER MODE> may be set to <ON> in <COMMON SETTINGS> from the <ADDITIONAL FUNCTIONS> menu.
- Remedy** Set <TONER SAVER MODE> to <OFF>. (See “Common Settings,” on p. 4-4.)

The copy images are partly missing or shaded when you make copies on thick paper.

- Cause** The <BYPASS PAPERTYPE> or <COPY POWER LEVEL> settings in <COMMON SETTINGS> (from the <ADDITIONAL FUNCTIONS> menu) may not be set correctly.
- Remedy 1** Select <SPECIAL PAPER 1> in <BYPASS PAPERTYPE>. (See “Common Settings,” on p. 4-4.)
- Remedy 2** Set <COPY POWER LEVEL> to <HIGH>. (See “Common Settings,” on p. 4-4.)

The copy images are missing when you make copies on envelopes.

Cause The <BYPASS PAPERTYPE> setting in <COMMON SETTINGS> (from the <ADDITIONAL FUNCTIONS> menu) may not be set correctly.

Remedy Select <SPECIAL PAPER 2> in <BYPASS PAPERTYPE>. (See “Common Settings,” on p. 4-4.)

The copy images are missing when you make copies using the 2 on 1 function.

Cause The documents may not be letter size.

Remedy Be sure to use two sheets of letter size documents when you make copies using the 2 on 1 function.

The copy images are missing when you make copies.

Cause <330 mm> may be selected in <MAX. SCAN LENGTH> in <COPY SETTINGS> from the <ADDITIONAL FUNCTIONS> menu. (Only for the imageRUNNER 1670F/1630 models.)

Remedy Select <356 mm> in <MAX. SCAN LENGTH>. (See “Copy Settings,” on p. 4-6.)

The edges of copies are dirty when you make copies using the stack bypass.

Cause The <STACK BYPASS SIZE> setting in <COMMON SETTINGS> (from the <ADDITIONAL FUNCTIONS> menu) may not be set correctly.

Remedy Set <STACK BYPASS SIZE> to <ON> and specify the size. (See “Common Settings,” on p. 4-4.)

The copies are dirty only when you use thin paper or tracing paper.

Cause A mode other than <TRACING PAPER> may be set for <BYPASS PAPERTYPE> in <COMMON SETTINGS> from the <ADDITIONAL FUNCTIONS> menu.

Remedy Select <TRACING PAPER>. (See “Common Settings,” on p. 4-4.)

There are shaded parts on the bottoms of copies.

Cause You made copies of a letter size document on legal size paper using the platen glass. (Only for the imageRUNNER 1670F/1630 models.)

Remedy Select <330 mm> in <MAX. SCAN LENGTH>. (See “Copy Settings,” on p. 4-6.)

A copy of a large size document cannot be made using the platen glass.

Cause <330 mm> may be selected in <MAX. SCAN LENGTH> in <COPY SETTINGS> from the <ADDITIONAL FUNCTIONS> menu. (Only for the imageRUNNER 1670F/1630 models.)

Remedy Select <356 mm> in <MAX. SCAN LENGTH>. (See “Copy Settings,” on p. 4-6.)

Printing Problems

The Alarm indicator flashes.

Cause The machine may have a paper jam.

Remedy 1 Clear the paper jam. (See “Clearing Paper Jams,” on p. 6-2.)

Remedy 2 If the machine has no paper jam, disconnect the machine from the power supply and wait 10 minutes, then reconnect it. If the problem is fixed, the Alarm indicator will turn off, and the LCD will return to the Standby mode. If the Alarm indicator remains lit, disconnect the machine, and call your local authorized Canon dealer.

Printout does not match paper size.

Cause Paper may not be loaded and aligned correctly in the paper drawer or in the stack bypass.

Remedy Make sure the paper is loaded and aligned correctly. (See “Loading Paper,” on p. 5-5.)

General Problems

The machine has no power.

Cause The power cord may not be connected securely.

Remedy Check that the power cord is connected securely into the machine and into the wall outlet. Insert the power cord straight into the power cord connector on the left side of the machine. Do not insert it at an angle. Otherwise, the machine may not be properly connected to the power supply and may not turn on. If this happens, disconnect the power cord, and reconnect it correctly after a minute or more.

Nothing appears in the LCD.

Cause 1 The power cord may not be connected securely.

Remedy Check that the power cord is connected securely into the machine and into the wall outlet. Insert the power cord straight into the power cord connector on the left side of the machine. Do not insert it at an angle. Otherwise, the machine may not be properly connected to the power supply and may not turn on. If this happens, disconnect the power cord, and reconnect it correctly after a minute or more. If the LCD remains blank, disconnect the machine and wait more than 10 minutes until the temperature inside the machine lowers, then reconnect it. If the LCD remains blank, disconnect the machine, and call your local authorized Canon dealer.

Cause 2 The [Energy Saver] key lights up.

Remedy The Energy Saver mode is activated. To restore the machine from the Energy Saver mode, press [Energy Saver].

The letter “E” and numbers appear in the LCD.

Cause An abnormality has occurred in the machine.

Remedy Disconnect the machine from the power supply and wait more than 10 minutes, then reconnect it. If the message is still displayed, disconnect the machine and call your local authorized Canon dealer.

If You Cannot Solve the Problem

If you have a problem with your machine and you cannot solve it by referring to the information in this chapter, call your local authorized Canon dealer.

⚠ CAUTION

If the machine makes strange noises, emits smoke or strange smells, unplug the power cord immediately, and then call your local authorized Canon dealer. Do not attempt to disassemble or repair the machine yourself.

🔑 IMPORTANT

Attempting to repair the machine yourself may void the limited warranty.

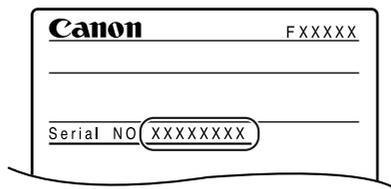
If you need to call your local authorized Canon dealer, make sure you have the following information:

- Product name

imageRUNNER 1670F/1630/1610

- Serial number

The serial number is on the label located at the back of the machine.



- CAPT software version number (see the *Printer Guide*).
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

Appendix

7

CHAPTER

This chapter includes the specifications of the machine and the index.

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Specifications

Type:	Personal Desktop
Platen:	Stationary
	Automatic Document Feeder: 30 sheets (letter size, 20 lb bond (80 g/m ²)) 15 sheets (legal size, 20 lb bond (80 g/m ²))
Photoconductive Material:	Organic Photosensitive Conductor
Copying System:	Indirect Electrostatic Transfer System
Developing System:	Toner Projection System
Fixing System:	Canon's RAPID Fusing System™
Resolution:	Approx. 1200 dpi × 600 dpi
Number of Tones:	256
Acceptable Originals:	Up to legal size Sheets, books, and three dimensional objects (up to 4.4 lb (2 kg))
Acceptable Copy Stock:	Paper Drawer Feeding: 17 to 20 lb bond (64 to 80 g/m ²) Stack Bypass: 16 to 32 lb bond (56 to 128 g/m ²) Plain paper, colored paper, recycled paper, transparencies*, tracing paper*, labels*, envelopes*, and heavy paper* (up to 32 lb bond (128 g/m ²)) *Asterisk indicates copy stocks that need to be fed through the stack bypass.
Copy Sizes:	Legal (8 1/2" × 14") to 3" × 5" Automatic Document Feeder: Legal (8 1/2" × 14") to Statement (5 1/2" × 8 1/2")
Non-image Area:	0.20" (5 mm) at leading edge, 0.18" (4.5 mm) at trailing edge, left and right side
Warm-up Time:	1 sec.
First Copy Time:	13 sec. for letter size, direct, manual exposure control, paper drawer feeding, platen glass selected (except just after being restored from the Energy Saver mode or plugging in the power supply)

Copy Speed:	Direct:	LTR	16 cpm
		LGL	12 cpm
	Reduction:	LGL → LTR (78%)	16 cpm
		LTR → STMT (64%)	13 cpm
		Min. (50%)	
	Enlargement:	STMT → LTR (129%)	16 cpm
		Max. (200%)	
Magnification:	1:1 ±1.0%, 1:2.000, 1:1.294, 1:0.786, 1:0.647, 1:0.500 Zoom: 0.500 to 2.000 in 1% increments		
Paper Feeding System:	Paper Drawer Feeding: 500 sheets of 20 lb bond (80 g/m ²) Stack Bypass: 100 sheets; stack approx. 3/8" (10 mm) high		
Multiple Copies:	1- 99		
Power Requirements:	120 V, 60 Hz Power requirements differ depending on the country in which you purchased the copier.		
Power Consumption:	0.85 kW (max.)		
Dimensions (W × D × H):	1670F/1630 models:	18 3/4" × 17 3/8" × 15 1/8" (475 mm × 442 mm × 384 mm)	
	1610 model:	18 3/4" × 17 3/8" × 12 7/8" (475 mm × 442 mm × 327 mm)	
Installation Space (W × D):	32 1/2" × 17 3/8" (825 mm × 442 mm) With the output tray attached and the stack bypass open		
Weight:	1670F/1630 models:	Approx. 52.9 lb (24.0 kg) (including toner cartridge)	
	1610 model:	Approx. 48.3 lb (21.9 kg) (including toner cartridge)	

Features are subject to change without notice due to product improvements.

For high quality copies, Canon recommends using paper and transparencies recommended by Canon. Some types of paper available at office supply stores may not be suitable for this copier. If you have any questions about paper and transparencies, consult your dealer or Canon Customer Relations.



Canon has developed and manufactured parts, supplies and Toner specifically for use in this machine. As such, for superior print quality, we recommend that you use Canon-GENUINE brand parts, supplies and Toner in this machine. Ask your authorized Canon dealer or service provider for Canon-GENUINE brand parts, supplies and Toner.

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