

# Canon

iR3245 / iR3245N  
iR3235 / iR3235N  
iR3225 / iR3225N

## User's Guide



**Read this guide first.**

Please read this guide before operating this product.

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

**ENGLISH**



**iR3245/iR3245N**  
**iR3235/iR3235N**  
**iR3225/iR3225N**

**User's Guide**



# Manuals for the Machine

The manuals for this machine are divided as follows. Please refer to them for detailed information.

The manuals supplied with optional equipment are included in the list below. Depending on the system configuration and product purchased, some manuals may not be needed.



Guides with this symbol are printed manuals.



Guides with this symbol are included on the accompanying CD-ROM or DVD-ROM.

- **Learn How to Use Your Machine**

The Tutorial CD is a teaching aid, designed to help you learn the various functions of the machine.

**Tutorial CD**



- **Basic Information**

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



- **Operations and Settings after the Machine Is Installed**

**Getting Started**



- **Quick Reference for Basic Operations**

**Easy Operation Guide**



- **Important Notes for Handling the Machine**

**Troubleshooting**



- **Windows Printer Driver Installation and Instructions**

**Printer Driver Installation  
Guide**



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

**Mac PS Driver Guide**



- **Mac OS X UFR II Printer Driver Installation and Instructions**

**Mac UFR II Driver Guide**



- **Windows Fax Driver Installation and Instructions**

**Fax Driver Installation  
Guide**



- **Windows Network ScanGear Installation and Instructions**

**Network ScanGear  
Installation Guide**



- **Instructions for Operating the Machine**

- **Before You Start**

- **Help**

- **Copy**

- **Send/Fax**

- **Mail Box**

- **Print**

- **Web Access**

- **Network**

- **Remote UI**

- **MEAP/SSO**

- **Security**

- **Software**

**e-Manual**





# How This Manual Is Organized

**Chapter 1**

**Appendix**

Includes the specifications of the main unit and optional equipment.

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## Chapter 1

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# Preface

Thank you for purchasing the Canon iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N. Please read this manual thoroughly before operating the machine 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

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### Symbols Used in This Manual

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



#### **WARNING**

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



#### **IMPORTANT**

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and 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 expressed in this manual:

- Touch Panel Display Keys: [Key Name]

Example: [Cancel]

[Done]

- Control Panel Keys: Key Icon

Example: 



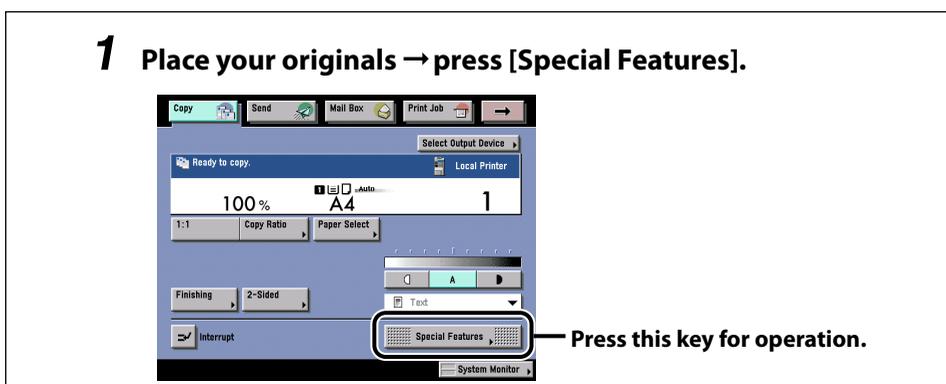
## Displays Used in This Manual

Screen shots of the touch panel display used in this manual are those taken when the optional Color Universal Send Kit has been activated, and the following optional equipment is attached to the iR3245: the Feeder (DADF-U1), Super G3 FAX Board, UFR II/PCL Printer Kit, Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.

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

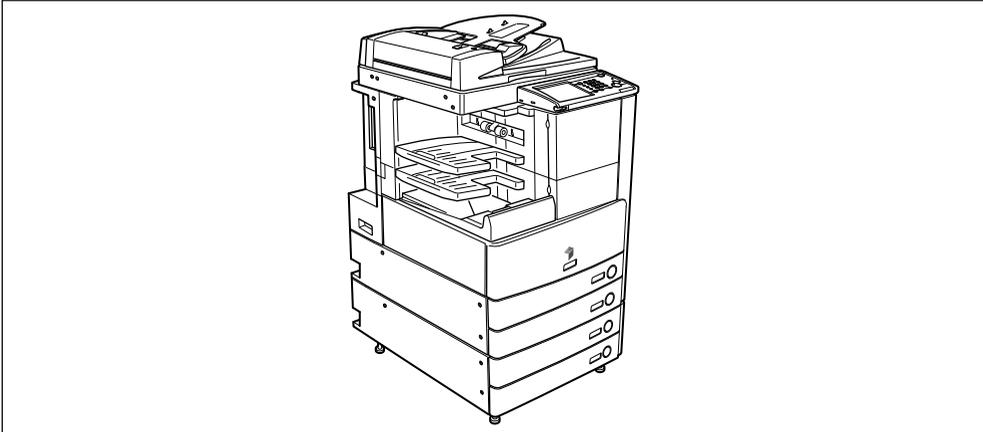
The keys which you should press are marked with a , as shown below.

When multiple keys can be pressed on the touch panel display, all keys are marked. Select the keys which suit your needs.



## Illustrations Used in This Manual

Illustrations used in this manual are those displayed when the iR3245 has the following optional equipment attached to it: the Feeder (DADF-U1), Finisher-S1, Additional Finisher Tray-B1, and Cassette Feeding Unit-Y3.



## Abbreviations Used in This Manual

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

Microsoft Windows 2000: Windows 2000

Microsoft Windows 2000 Professional: Windows 2000 Professional

Microsoft Windows 2000 Server: Windows 2000 Server

Microsoft Windows Server 2003: Windows Server 2003

Microsoft Windows XP Professional Edition: Windows XP Professional

Microsoft Windows XP: Windows XP

Microsoft Windows Vista operating system: Windows Vista

Microsoft Windows operating system: Windows

Novell NetWare: NetWare

Apple Macintosh: Macintosh

Apple Mac: Mac

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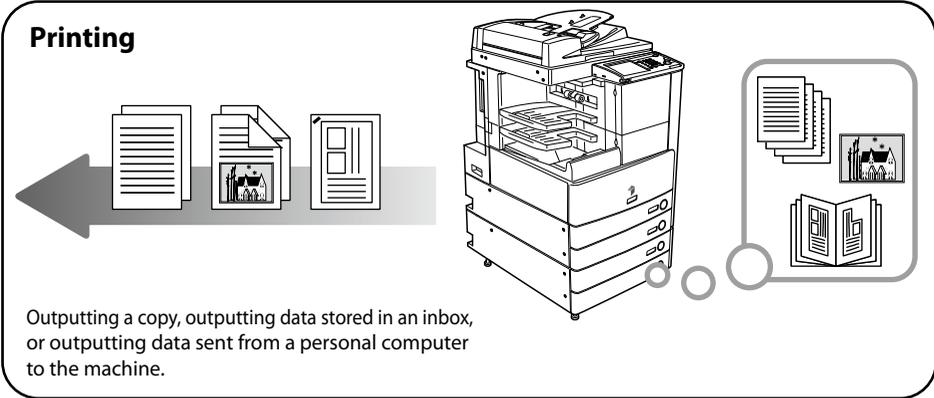
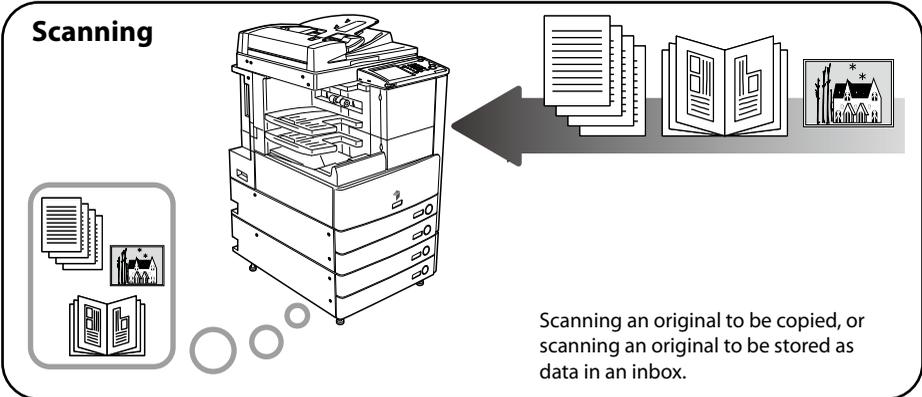
Other product and company names herein may be the trademarks of their respective owners.

# Operations and Terms Used in This Manual

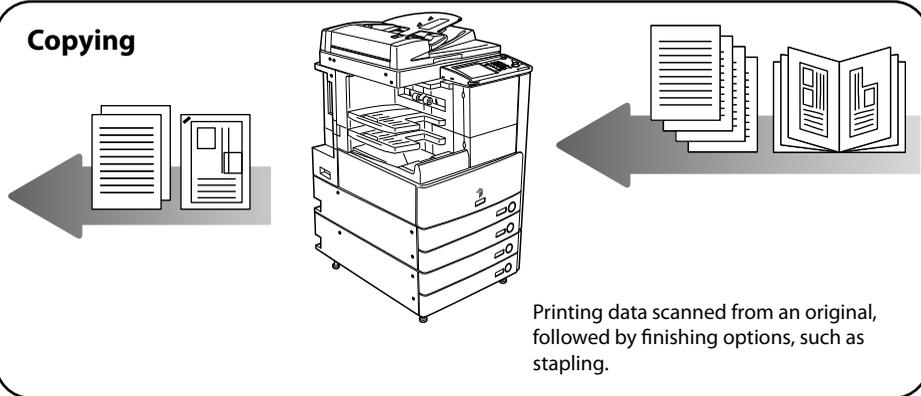
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This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

To avoid confusion when reading this manual, the terms "scanning," "printing," and "copying," used throughout this manual are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.



## Copying



Printing data scanned from an original, followed by finishing options, such as stapling.

# Legal Notices

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## Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name(s) in ( ) may be registered instead.

iR3245/iR3245N/iR3235/iR3235N (F152000)

iR3225/iR3225N (F152300)

## CE



This CE Marking shows compliance of this equipment with Directive 73/23/EEC and Directive 89/336/EEC both as amended by Directive 93/68 EEC.

## EMC Directive

This equipment conforms with the essential requirements of EC Directive 89/336/EEC. We declare that this product conforms with the EMC requirements of EC Directive 89/336/EEC at nominal mains input 230V, 50Hz although the rated input of the product is 220V-240V, 50/60Hz.

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

# Laser Safety

This Product is certified as a Class I laser product under IEC60825-1:1993 and EN60825-1:1994. This means that the product does not produce hazardous laser radiation.

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

Do not remove protective housings or external covers, except as directed by the equipment's manual.

## Additional Information

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

The labels shown below are attached to the Paper Drawer's Right Cover and Toner Supply Port Cover.



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

CLASS I LASER PRODUCT

LASER KLASSE I

APPAREIL A RAYONNEMENT LASER DE CLASSE I

APPARECCHIO LASER DI CLASSE I

PRODUCTO LASER DE CLASE I

APARELHO A LASER DE CLASSE I

### **! CAUTION**

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

## International Energy Star Program



As an ENERGY STAR® Partner, Canon Inc. has determined that this machine meets the ENERGY STAR® Program guidelines 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.

## IPv6 Ready Logo



The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-1 established by the IPv6 Forum.

## WEEE Directive



European Union (and EEA) only.

This symbol indicates that this product is not to be disposed of with your household waste, according to the WEEE Directive (2002/96/EC) and your national law. This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information about where you can drop off your waste equipment for recycling, please contact your local city office, waste authority, approved WEEE scheme or your household waste disposal service. For more information regarding return and recycling of WEEE products, please visit [www.canon-europe.com/environment](http://www.canon-europe.com/environment).

(EEA: Norway, Iceland and Liechtenstein)

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

# Important Safety Instructions

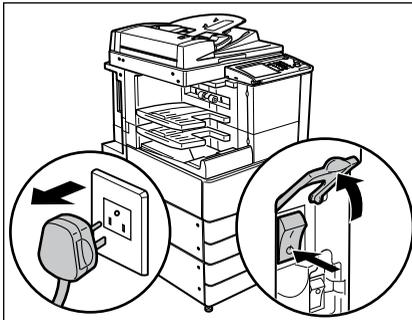
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Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also,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

## Installation

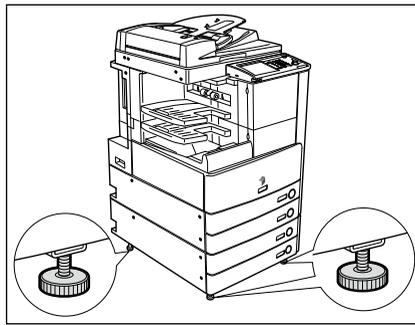
### WARNING

- Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.
  - Necklaces and other metal objects
  - Cups, vases, flowerpots, and other containers filled with water or liquids



## CAUTION

- Do not install the machine in unstable locations, such as unsteady platforms or inclined floors, or in locations subject to excessive vibrations, as this may cause the machine to fall or tip over, resulting in personal injury.
- Never block the ventilation slots and louvers on the machine. These openings are provided for proper ventilation of working parts inside the machine. Blocking these openings can cause the machine to overheat. Never place the machine on a soft surface, such as a sofa or rug.
- Do not install the machine in the following locations:
  - A damp or dusty location
  - A location near water faucets or water
  - A location exposed to direct sunlight
  - A location subject to high temperatures
  - A location near open flames
- Do not remove the machine's leveling feet after the machine has been installed, as this may cause the machine to fall or tip over, resulting in personal injury.



## Power Supply

### WARNING

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.
- Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.
- Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.
- Do not connect the power cord to a multiplug power strip, as this may cause a fire or electrical shock.
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the power outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the power cord provided, as this may result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, use one rated for voltages of 220 - 240 V AC and over, untie the cord binding, and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power cord and the extension cord.

### CAUTION

- Do not use power supplies with voltages other than those specified herein, as this may result in a fire or electrical shock.
- Always grasp the power plug when disconnecting the power cord. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.

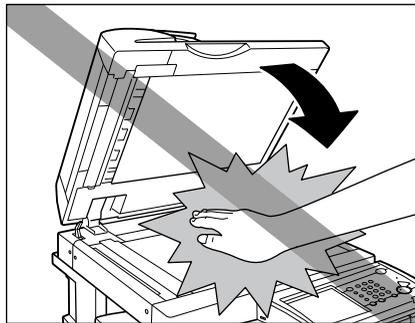
## Handling

### WARNING

- Do not attempt to disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- If the machine makes strange noises, or gives off smoke, heat, or strange smells, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer. Continued use of the machine in this condition may result in a fire or electrical shock.
- Do not use highly flammable sprays near the machine. If gas from these sprays comes into contact with the electrical components inside the machine, it may result in a fire or electrical shock.
- To avoid damage to the power cord and creating a fire hazard, always turn OFF the main power switch, and unplug the interface cable when moving the machine. Otherwise, the power cord or interface cable may be damaged, resulting in a fire or electrical shock.
- Do not drop paper clips, staples, or other metal objects inside the machine. Also, do not spill water, liquids, or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.

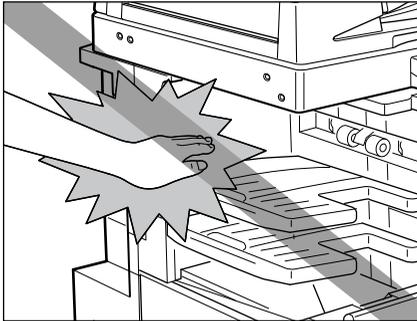
### CAUTION

- Do not place heavy objects on the machine, as they may tip over or fall resulting in personal injury.
- Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury.

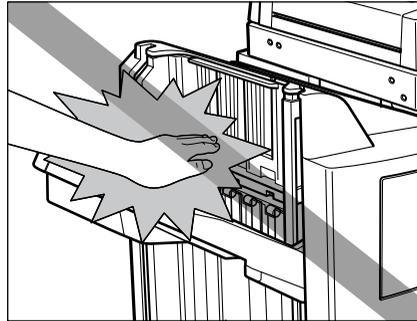


- Do not press down hard on the feeder/platen cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Do not touch the finisher while the machine is printing, as this may result in personal injury.
- Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.

- Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
- Do not place your hands in the part of the tray where stapling is performed (near the rollers) when a finisher is attached, as this may result in personal injury.

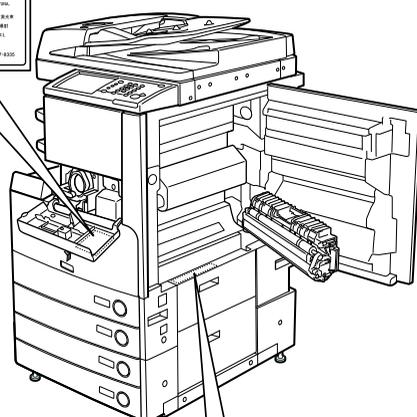


Finisher-S1



Finisher-AE1/Saddle Finisher-AE2

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



- If the laser beam escapes from the machine, exposure may cause serious damage to your eyes.
- Controlling, adjusting, or operating the machine in ways not mentioned in this manual may cause dangerous radiation to escape from the machine.

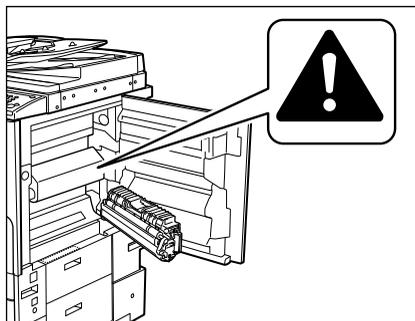
## Maintenance and Inspections

### WARNING

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

### CAUTION

- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.



- When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains.
- When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

- When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper.
- When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it, or you ingest toner, consult a doctor immediately.

## Consumables

### WARNING

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

### CAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it, or you ingest toner, consult a doctor immediately.

## R & TTE Directive



This equipment (F152000/F152300) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU.

We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 V-240 V, 50/60 Hz.

Use of shielded cable is necessary to comply with the technical requirements of EMC Directive. If you move to another EU country and are experiencing trouble please call the Canon Help Desk.

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

## Super G3



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

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

## Other Warnings

### WARNING

**For cardiac pacemaker users:**

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

# How to Use the e-Manual

---

By using the e-Manual, you can select and view HTML manuals included on the DVD-ROM via your computer. Follow the instructions below to use the e-Manual.

## System Requirements

The e-Manual is guaranteed to operate in the following system environments.

### ■ OS (Operating System)

Windows: 2000 SP4, XP, Vista

Even if you are using Windows 2000 SP4, Internet Explorer 6.0 or later is required.

Mac: OSX.4.x

### ■ Web Browser

Windows: Internet Explorer 6.0 or 7.0

Mac: Safari 2.0.x

### ■ Flash Player

Flash Player 8.0 or later

#### NOTE

- *The memory and CPU required to run each operating system are also required.*
- *A display resolution of 1024 x 768 pixels or higher is required.*
- *The e-Manual may not operate correctly if Flash Player is not installed or a version of Flash Player earlier than the above is installed in your computer.*

## e-Manual Menu

When using the e-Manual with Windows, follow the steps below.

1. Insert the e-Manual in your computer.
2. Select the language to install the manual (e-Manual).
3. Select [Install] or [Display Manual].

If [Install] is selected, the manual (e-Manual) is saved in My Documents. If the shortcut icon created on the desktop, or [index.html] saved in the folder is double-clicked, the Manual (e-Manual) is displayed.

If [Display Manual] is selected, the Manual (e-Manual) is displayed.

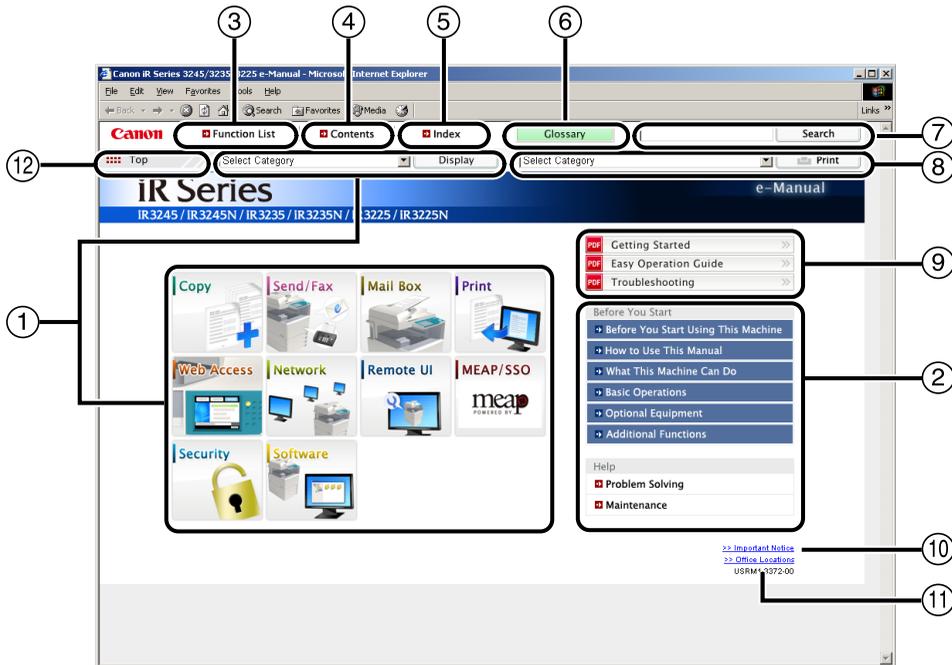
When using the e-Manual with Macintosh, follow the steps below.

1. Insert the e-Manual in your computer.
2. Drag-and-drop the [uk\_iR3245\_Manual] folder into the location you want to save it.
3. Double-click [index.html] in the [uk\_iR3245\_Manual] folder, and the Manual (e-Manual) is displayed.



### NOTE

- Depending on the operating system you are using, a security protection message may be displayed. In this case, allow the contents to be displayed.
- When you start the e-Manual, the following screen (the top page) is displayed.



### 1 **Function Categories**

Select a category from the drop-down list and click [Display], or click the button to display a list of image icons. Click an image icon to display the topic pages.

If you click the [Display Function List] displayed in the list of image icons, a list of all the topic page titles is displayed. When there are also sub-categories, they can be selected from the drop-down list in the image icon list.

### 2 **Appendix Categories**

Select an appendix category to display topic pages such as the maintenance and optional equipment topics.

### 3 **[Function List]**

Click to display the topic pages for function categories.

### 4 **[Contents]**

Click to display the contents for the function categories and appendix categories in a separate window.

### 5 **[Index]**

Click to display the index for the function categories and appendix categories in a separate window.

### 6 **[Glossary]**

Click to display the glossary in a separate window.

### 7 **[Search]**

Click to display a list of the topic page titles that include the phrase you enter and the category names that they belong to. Click a title to display the corresponding topic page.

### 8 **[Print]**

Click to print all categories or a single category. When there are sub-categories, you can print them separately.

### 9 **PDF Guides**

Click to display the Getting Started, Easy Operation Guide, and Troubleshooting in the PDF format.

### 10 **[Important Notice]**

Click to display important notices in a separate window. Only displayed when there are important notices.

### 11 **[Office Locations]**

Click to display Canon contact details in a separate window.

### 12 **[Top]**

Click to return to the top page.



## NOTE

- *If the Windows DVD-ROM auto play feature is not enabled, click [Start] on the Windows task bar → [My Computer]. (Windows Vista: click [start] on the Windows task bar → [Computer]. Windows 2000: double-click [My Computer] on the Windows desktop.) Open the e-Manual icon, then double-click start.exe.*
- *When performing a search, make sure to enter a phrase that will match a keyword.*
- *Depending on the environment of your computer and the phrase you enter, the correct search results may not be displayed or may take time to be displayed. Also, a confirmation screen may be displayed before executing the search.*
- *If you are using Safari and search results are not displayed, click [View] → [Reload Page] from the menu bar.*
- *Topic pages can be printed by category or topic.*
- *The background colour and images of the Topic Page may not be printed, depending on the web browser settings.*

# Appendix

# 1

## CHAPTER

This chapter provides the specifications of the main unit, optional equipment, and other useful information.

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# Specifications

Specifications are subject to change without notice for product improvement or future release.

## Main Unit

Item	Specification
<b>Name</b>	Canon iR3245/iR3245N/iR3235/iR3235N/iR3225/iR3225N
<b>Type</b>	Desktop
<b>Resolution for Reading</b>	600 x 600 dpi
<b>Resolution for Writing</b>	1,200dpi x 1,200dpi
<b>Number of Tones</b>	256
<b>Available Paper</b>	<p>Paper Drawers:            Paper Weight: 64 to 90 g/m<sup>2</sup>            Paper Type: Plain, Recycled, Color, Pre-punched, Envelopes</p> <p>Stack Bypass:            Paper Weight: 64 to 128 g/m<sup>2</sup>            Paper Type: Plain, Recycled, Color, Pre-punched, Bond Paper, Heavy, Tracing Paper, Transparency, Labels, Envelopes</p> <p>The printing conditions may vary, depending on the paper type. For more information, see e-Manual &gt; Basic Operations.</p>
<b>Acceptable Originals</b>	Sheet, book, three dimensional objects (up to 2 kg)
<b>Paper Sizes</b>	<p>Paper Drawer:            A3, A4, A4R, and A5R</p> <p>Stack Bypass:            A3, A4, A4R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), and Envelopes</p>
<b>Warm-Up Time</b>	<p>After Powering ON:            iR3245/iR3235/iR3225:            30 seconds maximum (when no optional equipment is attached)            iR3245N/iR3235N/iR3225N: 35 seconds maximum</p> <p>Returning from the Sleep mode:            Approximately 10 seconds</p> <p>Activation time may vary depending on the environment and conditions under which the machine is being used.</p>

Item	Specification																				
<b>First Copy Time</b>	iR3245/iR3245N/iR3235/iR3235N: Less than 3.9 seconds iR3225/iR3225N: Less than 4.9 seconds																				
<b>Copy Speed (Except when paper is fed from the stack bypass)</b>	<table border="0"> <tr> <td>1:1</td> <td>iR3245/iR3245N</td> <td>iR3235/iR3235N</td> <td>iR3225/iR3225N</td> </tr> <tr> <td>A3</td> <td>22</td> <td>22</td> <td>14</td> </tr> <tr> <td>A4</td> <td>45</td> <td>35</td> <td>25</td> </tr> <tr> <td>A4R</td> <td>20</td> <td>20</td> <td>17</td> </tr> <tr> <td>A5R</td> <td>20</td> <td>20</td> <td>17</td> </tr> </table> <p>The copy speed may vary depending on the number of copies</p>	1:1	iR3245/iR3245N	iR3235/iR3235N	iR3225/iR3225N	A3	22	22	14	A4	45	35	25	A4R	20	20	17	A5R	20	20	17
1:1	iR3245/iR3245N	iR3235/iR3235N	iR3225/iR3225N																		
A3	22	22	14																		
A4	45	35	25																		
A4R	20	20	17																		
A5R	20	20	17																		
<b>Margin</b>	Top: 2.5 mm Left and Right: 2.5 mm Bottom: 2.5 mm																				
<b>Magnification</b>	Regular paper size: Same Ratio 1:1 Reduction 1:0.70 (A3 → A4R) 1:0.50 (A3 → A5R) 1:0.25 Enlargement 1:1.41 (A4R → A3) 1:2.00 (A5R → A3) 1:4.00 Copy Ratio: 25 to 400 % (in 1% increments)																				
<b>Paper Feeding System/ Capacity</b>	Paper Drawers: 550 sheets x 2 cassettes (80 g/m <sup>2</sup> ) Stack Bypass: 50 sheets (80 g/m <sup>2</sup> )																				
<b>Multiple Copies</b>	1 to 999 sheets																				
<b>Power Source</b>	220 - 240 V AC, 50/60 Hz, 5A (iR3245/iR3245N/iR3235/iR3235N) 4A (iR3225/iR3225N)																				
<b>Maximum Power Consumption</b>	Less than 1.5kW																				
<b>Dimensions (H x W x D)</b>	iR3245N/iR3235N/iR3225N: 901 mm x 565 mm x 700 mm (with the Feeder (DADF-U1) standard-equipped) iR3245/iR3235/iR3225: 761 mm x 565 mm x 700 mm (with the optional Feeder (DADF-U1) is not attached)																				
<b>Weight</b>	iR3245N/iR3235N/iR3225N: Approximately 82 kg (with the Feeder (DADF-U1) standard-equipped) iR3245/iR3235/iR3225: Approximately 74 kg (when the optional Feeder (DADF-U1) is not attached)																				
<b>Installation Space (W x D)</b>	862 mm x 700 mm (when the stack bypass is extended)																				

## Feeder (DADF-U1)

Item	Specification
<b>Original Feeding Mechanism</b>	Automatic Document Feeder
<b>Size and Weight of Originals</b>	A3, A4, A4R, A5, or A5R 1-sided scanning: 42 to 128 g/m <sup>2</sup> 2-sided scanning: 50 to 128 g/m <sup>2</sup>
<b>Original Tray Capacity</b>	100 sheets (80 g/m <sup>2</sup> )
<b>Original Scanning Speed</b>	51 sheets/minute (A4)
<b>Power Source/Consumption</b>	From the main unit/Approximately 32 W
<b>Dimensions (H x W x D)/Weight</b>	140 mm x 565 mm x 540 mm/Approximately 8 kg

## Cassette Feeding Unit-Y3

Item	Specification
<b>Paper Sizes</b>	A3, A4, A4R, or A5R
<b>Paper Drawers Capacity</b>	550 sheets x 2 cassettes (80 g/m <sup>2</sup> )
<b>Power Source/Maximum Power Consumption</b>	From the main unit/Approximately 20W
<b>Dimensions (H x W x D)/Weight</b>	252 mm x 565 mm x 700 mm Approximately 23 kg

## Paper Deck-Q1

Item	Specification
<b>Paper Size</b>	A4
<b>Paper Deck Capacity</b>	2,700 sheets (80 g/m <sup>2</sup> )
<b>Power Source/Consumption</b>	From the main unit/Approximately 35 W
<b>Dimensions (H x W x D)/Weight</b>	473 mm x 372 mm x 591 mm/Approximately 29.6 kg
<b>Installation Space (W x D)</b>	937 mm x 700 mm

## Envelope Feeder Attachment-C2

Item	Specification		
<b>Acceptable Envelopes</b>	COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4		
<b>Capacity</b>	50 sheets (or 30 mm in height)		
<b>Feeding Speed</b>	Type	iR3245/iR3245N	iR3225/iR3225N
		iR3235/iR3235N	
	COM10 No.10	12 cpm	10 cpm
	ISO-B5	12 cpm	10 cpm
	Monarch: Catalog Glove No.8	12 cpm	10 cpm
	ISO-C5	12 cpm	10 cpm
	DL	12 cpm	10 cpm
	Yougata 4	12 cpm	10 cpm
<b>Dimensions (H x W x D)/ Weight</b>	95 mm x 565 mm x 521 mm/ Approximately 3 kg		

# Finisher-S1

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, A4, A4R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Pre-punched, Bond Paper, Heavy, Tracing Paper, Transparency, Labels, Envelopes
<b>Capacity Per Tray</b>	No Collating, Collate, Group mode: A4, A5R: 1,000 sheets (or 130 mm in height) A3, A4R: 500 sheets (or 65 mm in height)  Staple mode: A4: 1,000 sheets/30 sets (or 130 mm in height) A3, A4R: 500 sheets/30 sets (or 65 mm in height)  No Collating, Collate, Group mode with different paper sizes: 500 sheets (or 65 mm in height)  Staple mode with different paper sizes: 500 sheets/30 sets (or 65 mm in height)
<b>Capacity Per Tray (when the Additional Finisher Tray-B1 is attached)</b>	No Collating, Collate, Group mode A4, A5R: 300 sheets (or 40 mm in height) A3, A4R: 150 sheets (or 20 mm in height)  Staple mode A4: 300 sheets/30 sets (or 40 mm in height) A3, A4R: 150 sheets/30 sets (or 20 mm in height)  No Collating, Collate, Group mode with different paper sizes: 150 sheets (or 20 mm in height)  Staple mode with different paper sizes: 150 sheets/30 sets (or 20 mm in height)

Item	Specification
<b>Max. Stapling Capacity</b>	<p>A4: 50 sheets (64 to 80 g/m<sup>2</sup>)</p> <p>A3, A4R: 30 sheets (64 to 80 g/m<sup>2</sup>)</p> <p>* Corner Staple only</p>
<b>Power Source/Consumption</b>	From the main unit/Approximately 45 W (when the Additional Finisher Tray-B1 is attached)
<b>Dimensions (H x W x D)/Weight</b>	315 mm x 598 mm x 552 mm (when the auxiliary tray is extended)/ Approximately 12 kg
<b>Installation Space (W x D)</b>	1,044 mm x 700 mm (when the stack bypass and the auxiliary tray is extended)

## Finisher-AE1

Item	Specification
<b>Paper Size/Weight/Type</b>	<p>Size: A3, A4, A4R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4)</p> <p>Weight: 64 to 128 g/m<sup>2</sup></p> <p>Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes</p>
<b>Capacity Per Tray</b>	<p>No Collating, Collate, Group mode</p> <p>A4, A5R: 1,000 sheets (or 147 mm in height)</p> <p>A3, A4R: 500 sheets (or 73.5 mm in height)</p> <p>Staple mode</p> <p>A4: 1,000 sheets/30 sets (or 147 mm in height)</p> <p>A3, A4R: 500 sheets/30 sets (or 73.5 mm in height)</p> <p>No Collating, Collate, Group mode with different paper sizes:</p> <p>500 sheets (or 73.5 mm in height)</p> <p>Staple mode with different paper sizes:</p> <p>500 sheets/30 sets (or 73.5 mm in height)</p>

Item	Specification
<b>Max. Stapling Capacity/ Available Staple Size</b>	<p>A4: 50 sheets (64 to 80 g/m<sup>2</sup>)</p> <p>A3, A4R: 30 sheets (64 to 80 g/m<sup>2</sup>)</p> <p>Corner Staple mode: A3, A4, A4R Double Staple mode: A3, A4, A4R</p>
<b>Power Source/Maximum Power Consumption</b>	From the main unit/Approximately 70 W (when the optional Puncher Unit-L1/N1/P1 is attached)
<b>Dimensions (H x W x D)/Weight</b>	1,037 mm x 643 mm x 657 mm (when the auxiliary tray is extended)/ Approximately 43.2 kg
<b>Installation Space (W x D)</b>	<p>1,508 mm x 700 mm (when the stack bypass and the auxiliary tray are extended)</p> <p>1,615 mm x 700 mm (when the optional Puncher Unit-L1/N1/P1 is attached, the stack bypass and the auxiliary tray are extended)</p>

## Saddle Finisher-AE2

Item	Specification
<b>Paper Size/Weight/Type</b>	<p>Size: A3, A4, A4R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4)</p> <p>Weight: 64 to 128 g/m<sup>2</sup></p> <p>Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes</p>

Item	Specification
<b>Capacity Per Tray</b>	<p>No Collating, Collate, Group mode</p> <p>A4, A5R: 1,000 sheets (or 147 mm in height)</p> <p>A3, A4R: 500 sheets (or 73.5 mm in height)</p> <p>Staple mode</p> <p>A4: 1,000 sheets/30 sets (or 147 mm in height)</p> <p>A3, A4R: 500 sheets/30 sets (or 73.5 mm in height)</p> <p>No Collating, Collate, Group mode with different paper sizes:</p> <p>500 sheets (or 73.5 mm in height)</p> <p>Staple mode with different paper sizes:</p> <p>500 sheets/30 sets (or 73.5 mm in height)</p> <p>Saddle Stitch mode:</p> <p>1 to 5 sheets/25 sets, 6 to 10 sheets/15 sets, 11 to 15 sheets/10 sets</p> <p>* The maximum number of sets that can fit in the Booklet tray is 10 if [Add Cover] is selected in the Booklet mode.</p>
<b>Max. Stapling Capacity/ Available Staple Size</b>	<p>A4: 50 sheets (64 to 80 g/m<sup>2</sup>)</p> <p>A3, A4R: 30 sheets (64 to 80 g/m<sup>2</sup>)</p> <p>Corner Staple mode: A3, A4, A4R Double Staple mode: A3, A4, A4R</p>
<b>Available Saddle Stitch Capacity/Size</b>	<p>A3, A4R: 15 sheets (64 to 80 g/m<sup>2</sup>)</p>
<b>Power Source/Maximum Power Consumption</b>	<p>From the main unit/Approximately 70 W (when the optional Puncher Unit-L1/N1/P1 is attached)</p>
<b>Dimensions (H x W x D)/Weight</b>	<p>1,037 mm x 747 mm x 657 mm (when the auxiliary tray is extended)/ Approximately 73.2 kg</p>
<b>Installation Space (W x D)</b>	<p>1,607 mm x 700 mm (when the stack bypass and the auxiliary tray are extended)</p> <p>(1,714 mm x 700 mm (when the optional Puncher Unit-L1/N1/P1 is attached, and the stack bypass and the auxiliary tray are extended)</p>

## Puncher Unit-L1/N1/P1

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, A4, A4R Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Heavy, Bond Paper
<b>Punch Hole Quantity, Hole Diameter</b>	Puncher Unit-L1: Two Holes, 6.5 mm Puncher Unit-N1/P1: Four Holes, 6.5 mm
<b>Distance between Punch Holes</b>	80 mm (Puncher Unit-L1/N1) 21 mm, 70 mm (Puncher Unit-P1)
<b>Punch Waste Tray Capacity</b>	Approximately 10,000 sheets (80 g/m <sup>2</sup> )
<b>Power Source</b>	From the main unit
<b>Dimensions (H x W x D)/Weight</b>	941 mm x 107 mm x 615 mm Approximately 7.2 kg

## Puncher Unit-Q1/S1/T1

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, A4, A4R Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Heavy, Bond Paper
<b>Punch Hole Quantity, Hole Diameter</b>	Puncher Unit-Q1: Two Holes, 6.5mm Puncher Unit-S1/T1: Four Holes, 6.5mm
<b>Distance between Punch Holes</b>	80 mm (Puncher Unit-Q1/S1) 21 mm, 70 mm (Puncher Unit-T1)
<b>Punch Waste Tray Capacity</b>	Approximately 2,500 sheets (64 g/m <sup>2</sup> )
<b>Power Source</b>	From the optional Finisher-S1
<b>Dimensions (H x W x D)/Weight</b>	175 mm x 505 mm x 130 mm/Approximately 3.9 kg

## Additional Finisher Tray-B1

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, A4, A4R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10: No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes
<b>Capacity</b>	No Collating, Collate, Group mode A4, A5R: 300 sheets (or 40 mm in height) A3, A4R: 150 sheets (or 20 mm in height)  Staple mode A4: 300 sheets/30 sets (or 40 mm in height) A3, A4R: 150 sheets/30 sets (or 20 mm in height)  No Collating, Collate, Group mode with different paper sizes: 150 sheets (or 20 mm in height)  Staple mode with different paper sizes: 150 sheets/30 sets (or 20 mm in height)
<b>Dimensions (H x W x D)</b>	80 mm x 200 mm x 395 mm
<b>Weight</b>	Approximately 1.7 kg

## Inner 2 Way Tray-D1

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, A4, A4R, A5R, Free size (99 mm x 148 mm to 297 mm x 432 mm), Envelopes (COM10 No.10, Monarch: Catalog Glove No.8, DL, ISO-B5, ISO-C5, Yougata 4) Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Pre-punched, Heavy, Tracing Paper, Transparency, Bond Paper, Labels, Envelopes
<b>Capacity</b>	Tray A: 250 sheets (A4), 100 sheets (Other sizes) Tray B: 100 sheets (A4), 50 sheets (Other sizes)
<b>Power Source/Power Consumption</b>	From the main unit/Approximately 16 W
<b>Dimensions (H x W x D)/Weight</b>	151 mm x 176 mm x 546 mm/Approximately 3.9 kg
<b>Installation Space (W x D)</b>	862 mm x 700 mm (when the stack bypass is extended)

## Copy Tray-J1

Item	Specification
<b>Paper Size/Weight/Type</b>	Size: A3, A4, A4R, A5R Weight: 64 to 128 g/m <sup>2</sup> Type: Plain, Recycled, Color, Pre-punched
<b>Capacity</b>	150 sheets (A4), 75 sheets (Other sizes)
<b>Dimensions (H x W x D)/Weight</b>	120 mm x 347 mm x 351 mm Approximately 471 g
<b>Installation Space (W x D)</b>	912 mm x 700 mm

## Card Reader-C1

Item	Specification
<b>Available Cards</b>	Magnetic, optical
<b>Card Readout Method</b>	Magnetic/Optical readout
<b>Magnetic Card Reading Direction</b>	Face up
<b>Store/Replay</b>	Replay
<b>Power Source</b>	From the main unit
<b>Dimensions (H x W x D)/Weight</b>	32 mm x 88 mm x 100 mm Approximately 295 g

## Color Universal Send Kit

### ■ Scan Features

Item	Specification
<b>Communication Protocol</b>	FTP (TCP/IP), SMB (TCP/IP), NCP (IPX), WebDAV
<b>Data Format</b>	TIFF, JPEG, PDF, XPS
<b>Resolution</b>	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
<b>System Environment</b>	Windows XP/Vista, Windows 2000 Server/Professional (SP1 or later), Windows Server 2003, Novell Netware 3.2/4.11/4.2/5/5.1, Solaris Version 2.6 or later, Mac OS X or later, Red Hat Linux 7.2, Windows XP Professional, Red Hat Enterprise Linux AS/ES/WA 4.0 or later
<b>Interface</b>	1000BASE-T, 100BASE-TX, 10BASE-T
<b>Colour Mode</b>	Automatic-Colour Select (Full Colour/Grayscale), Automatic-Colour Select (Full Colour/Black-and-White), Full Colour, Grayscale, Black-and-White
<b>Original Type</b>	Text, Text/Photo, Printed Image, Photo
<b>Others</b>	Preview, Browse Windows (SMB) File Server, Browse NetWare (NCP) File Server
<b>Optional PDF/XPS Functions</b>	Compact, Trace and Smooth <sup>*1</sup> , Encryption <sup>*1</sup> , OCR, Digital Signing (Device Signature, User Signature)

\*1 PDF only.

## ■ E-mail and I-Fax Features

Item	Specification	
<b>Communication Protocol</b>	SMTP, POP3, I-Fax (Simple, Full)	
<b>Resolution</b>	For Sending E-mail	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi* <sup>1</sup> , 300 x 300 dpi, 400 x 400 dpi* <sup>1</sup> , 600 x 600 dpi* <sup>1</sup>
	For Sending I-Fax	200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
<b>Format</b>	E-mail	TIFF, JPEG, PDF, XPS
	I-Fax	TIFF (MH, MR, MMR)
<b>Original Size</b>	E-mail	A3, A4, A4R, A5, A5R
	I-Fax	A3 <sup>2</sup> , A4, A4R, A5 <sup>3</sup> , A5R <sup>3</sup>
<b>Server Software</b>	Microsoft Exchange Server 5.5 (SP1 or later), Sendmail 8.93, Lotus Domino R 4.6 or later	
<b>Other</b>	Searches a destination via the LDAP Server, Preview	
<b>Optional PDF/XPS Functions (E-mail only)</b>	Compact, Trace and Smooth* <sup>4</sup> , Encryption* <sup>4</sup> , OCR, Digital Signing (Device Signature, User Signature)	

\*1 To send with the [Auto-Color Select], [Full Color], or [Grayscale] color modes, the memory of the machine must be expanded by installing the optional System Upgrade RAM.

\*2 Available only if [A3/11x17] is selected on the Destination Conditions screen. (See e-Manual > Send/Fax.)

\*3 Sent as A4.

\*4 PDF only.

## Super G3 FAX Board

Item	Specification
<b>Telephone Line Used/Number of Lines</b>	Public Switched Telephone Network, Facsimile network 1 line
<b>Scan line Density (Scan, Transmission)</b>	Standard: 8 pels <sup>*1</sup> /mm x 3.85 line/mm Fine: 8 pels <sup>*1</sup> /mm x 7.7 line/mm Super-Fine: 8 pels <sup>*1</sup> /mm x 15.4 line/mm Ultra-Fine: 16 pels <sup>*1</sup> /mm x 15.4 line/mm
<b>Transmission Speed</b>	Super G3: 33.6 kbps, G3: 14.4 kbps
<b>Compression Method</b>	MH, MR, MMR, JBIG
<b>Transmission Type</b>	Super G3, G3
<b>Sending Original Sizes</b>	A3, A4, A4R, A5, A5R
<b>Receiving Paper Sizes</b>	A3*, A4, A4R, A5R** ** Sent as A4
<b>Transmission Times</b>	ECM-MMR: Approximately 3.2 seconds G3MR method: Approximately 13 seconds G3MH method: Approximately 13 seconds JBIG: Approximately 2.6 seconds
<b>Auto Dial Function</b>	Address Book: 1,800 destinations (including destinations stored in one-touch buttons)
<b>Image Memory</b>	Approximately 8,000 pages

\*1 Pels stands for picture elements (pixels).

## Network Environment

### Hardware Specifications

<b>Network Interface</b>	10Base-T/100Base-TX/1000Base-T (RJ-45)
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## Software Specifications

Protocol Supported		
<b>TCP/IP</b>	Frame type: Print applications:	Ethernet II LPD/Raw/IPP/IPPS/FTP/WSD
<b>IPX/SPX</b>	Frame type: Print applications:	Ethernet II/Ethernet 802.2/Ethernet 802.3/ Ethernet SNAP/Auto Detect Bindery PServer/NDS PServer/RPrinter/ NPrinter
<b>NetBIOS*1</b>	Frame type: Print application:	Ethernet II SMB
<b>AppleTalk</b>	Frame type: Print application:	Ethernet SNAP PAP (Printer Access Protocol)

\*1 IPv6 is not supported.

## Printer Settings

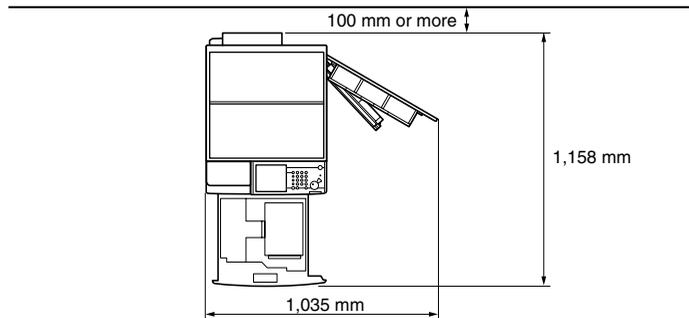
### Software Specifications

<b>Command Language</b>	PCL5e, PCL6, PostScript 3 emulation, and UFR II
<b>Resident Fonts</b>	PCL: 80 Scalable fonts, 2 OCR fonts, and 10 Bitmap fonts PS: 136 Scalable fonts
<b>Printable Area</b>	PCL5e, PCL6: Reduced to 4.23 mm from the top, bottom, left, and right edges of the paper. PostScript 3 emulation: Reduced to 4 mm from the top, bottom, left, and right edges of the paper. UFR II: Reduced to 5 mm from the top, bottom, left, and right edges of the paper.

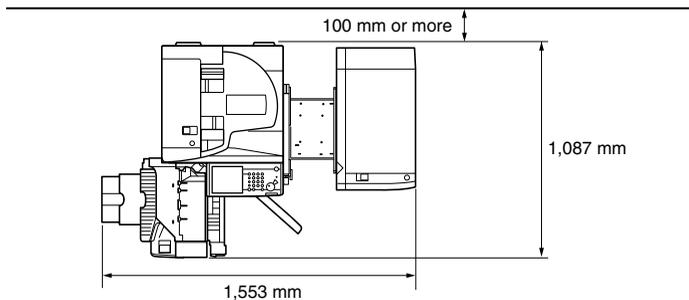
## Provide Adequate Installation Space

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

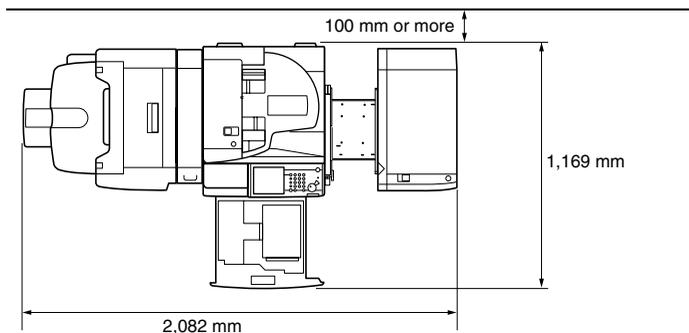
No option is attached.



The optional Feeder (DADF-U1) (standard-equipped for the iR3245N/iR3235N/iR3225N), Finisher-S1, and Paper Deck-Q1 are attached.



The optional Feeder (DADF-U1) (standard-equipped for the iR3245N/iR3235N/iR3225N), Saddle Finisher-AE2, Puncher Unit-L1, Buffer Pass Unit-E2, and Paper Deck-Q1 are attached.





# System Management of the iR3245/iR3245N/ iR3235/iR3235N/iR3225/iR3225N

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The following pages describe the use and operations of the System Management mode. They should be cut out of this manual, and stored by the Supervisor or System Manager of this machine.

The System Management mode enables you to set restrictions to System Settings (from the Additional Functions screen), and manage the settings stored by other users.

The operations which can be performed in the System Management mode are:

- Managing documents in an inbox
- Managing Mail Box Settings

## Entering the System Management Mode



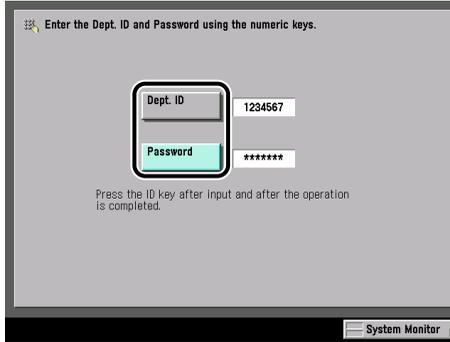
### IMPORTANT

- *If you are performing user authentication using SSO-H, and logged in as a general user, you cannot change the Additional Functions settings of the machine.*
- *If you are performing user authentication using SSO-H, and logged in as an Administrator, you can change the Additional Functions settings of the machine. (When the dialog box prompting you to enter the System Manager ID and System Password appears, enter the System Manager ID and System Password.)*

## If Department ID Management Is Enabled

### 1 Enter the System Manager ID and System Password using 0 - 9 (numeric keys).

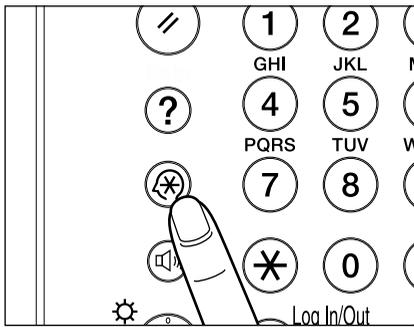
- Press [Dept. ID] → enter the System Manager ID.
- Press [Password] → enter the System Password.
- Press **ID** (Log In/Out).



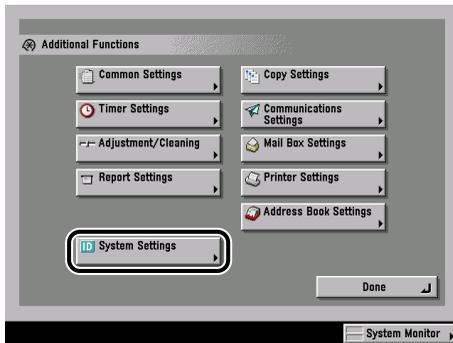
The System Management mode is enabled.

## If Department ID Management Is Not Enabled

### 1 Press **ID**.

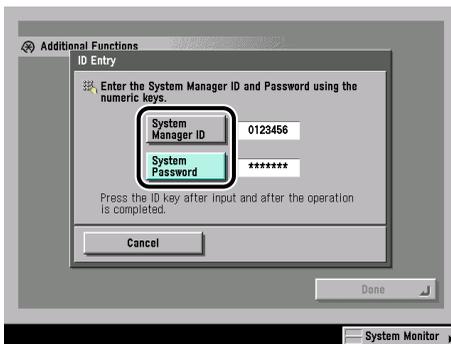


## 2 Press [System Settings].



## 3 Enter the System Manager ID and System Password using 0 - 9 (numeric keys).

- Press [System Manager ID] → enter the System Manager ID.
- Press [System Password] → enter the System Password.
- Press [ID] (Log In/Out).



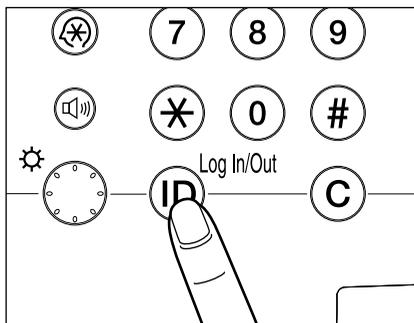
The System Management mode is enabled.

### NOTE

*Make sure to enter the System Manager ID and System Password that were stored in System Manager Settings in System Settings (from the Additional Functions screen). (See e-Manual > Security.)*

## Canceling the System Management Mode

- 1 Press **ID** (Log In/Out).



The System Management mode is cancelled. The System Management mode is also cancelled when the Auto Clear mode initiates.

## Managing Inboxes in the System Management Mode

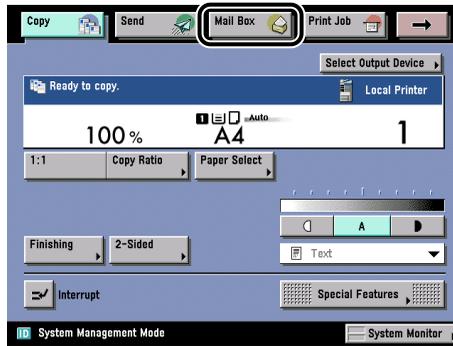
The System Manager can access documents in inboxes that have been stored by other users. For example, you can access an inbox whose user has forgotten his/her password, and erase any unnecessary documents.

- 1 Enter the System Management mode.

### NOTE

*For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. 1-19.*

## 2 Press [Mail Box].



## 3 Operate the Mail Box function.

### NOTE

For instructions on using the Mail Box function, see e-Manual > Mail Box.

# Changing the Mail Box Settings in the System Management Mode

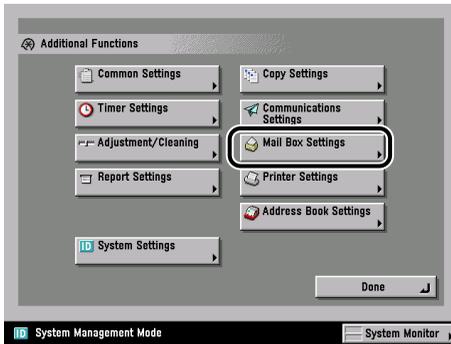
The System Manager can change the Mail Box Settings that have been restricted with a password. For example, you can initialize an inbox that is not being used, or change the name of an inbox. You can also reset the password of an inbox if the user has forgotten it.

## 1 Enter the System Management mode.

### NOTE

For instructions on entering the System Management mode, see "Entering the System Management Mode," on p. 1-19.

## 2 Press → [Mail Box Settings] → change the settings.



For instructions on specifying Mail Box Settings, see e-Manual > Mail Box.

## 3 Press [Done] repeatedly until the Inbox Selection screen appears.





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