# Canon

# Starter Guide

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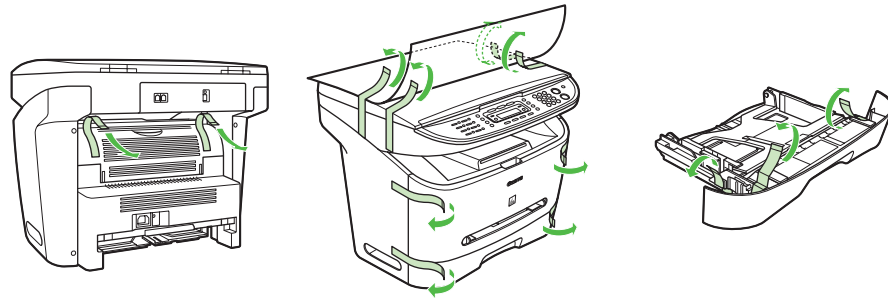After you finish reading this guide, store it in a safe place for future reference.

ENG

# Set Up the Machine

Unless otherwise mentioned, illustrations used in this manual are those taken from the imageCLASS MF3240, and also the menus described in this manual are based on the model MF3240.

Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

## Unpacking the Machine

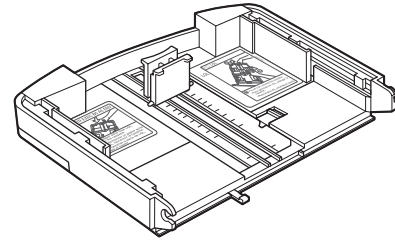● Remove all shipping tapes on the machine.

## Before Setting Up the Machine

● When moving the machine, grip the handles on both left and right sides of the machine and lift it carefully, as shown in the illustration right.
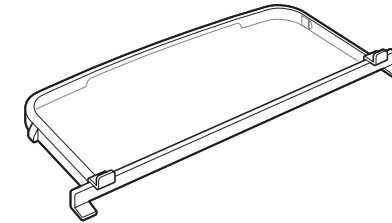● The machine illustration may differ slightly from your machine.
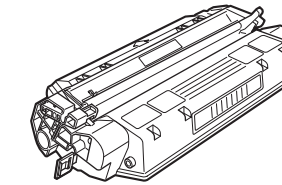
## Do You Have Everything?
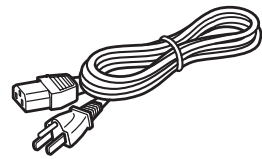
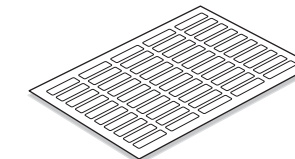●Machine

●Cassette Extension

●Extension Cover

●Toner Cartridge

●Output Tray

●Power Cord

●Telephone Cable

●Destination Labels

●Starter Guide (This Document)
●Basic Guide
●User Software CD
●Limited Warranty Notice
●Registration Card

## Manuals for the Machine

● Starter Guide (This Document): Machine set-up and software installation
● Basic Guide: Basic features, maintenance, machine settings, and specifications
● Advanced Guide (in User Software CD): Advanced features, system monitor, and reports and lists
● Software Guide (in User Software CD): Printer, scanner, and PC faxing settings from a computer
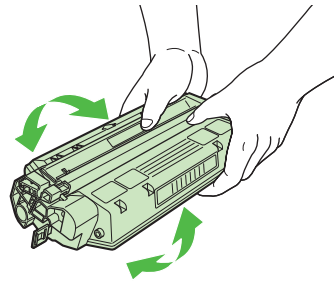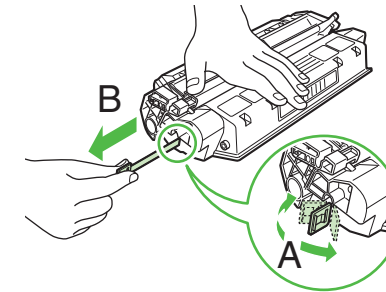
## Install Toner Cartridge

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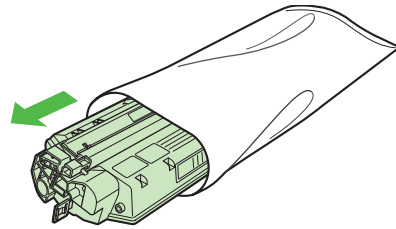
Remove the toner cartridge from the bag. Keep the bag for future use.

**2**

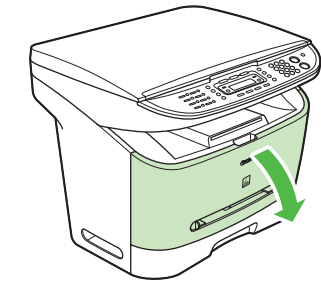Gently rock the toner cartridge five or six times to distribute toner inside.

**3**

Place the toner cartridge on a flat and stable surface. Fold the tab (A) on the sealing tape, and pull it out straight (B) while supporting the toner cartridge.
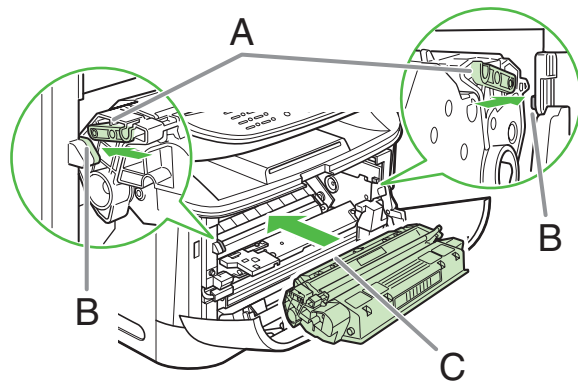
📝 **NOTE**

– Make sure that the tab itself is detached from the toner cartridge.
– Do not pull out the sealing tape at an angle.

**4**

Open the front cover.
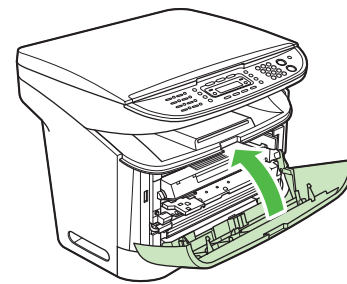
**5**

Hold the toner cartridge and align the protrusions (A) on both sides of the toner cartridge to the guides (B) in the machine, then gently slide the toner cartridge into the machine as far as it will go. Be sure to position the arrow mark (C) on the toner cartridge toward the inside of the machine.
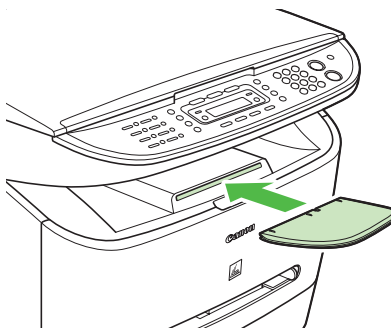
**6**

Close the front cover.

⚠ **CAUTION**

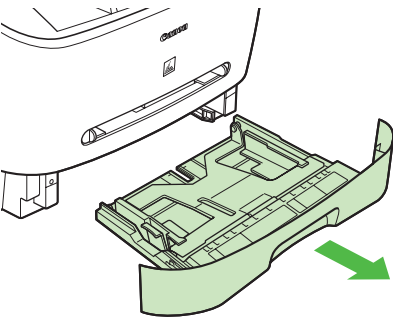Be careful not to get your fingers caught.

## Set Up the Paper Cassette and Load Paper

**1**
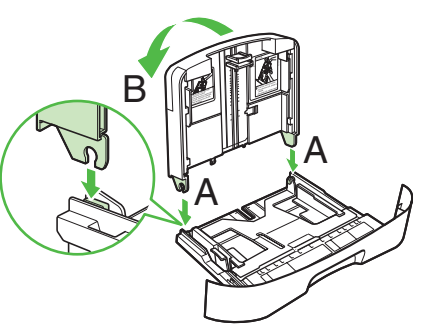
Insert the output tray into the front slot on the machine.

**2**

Pull out the paper cassette completely.
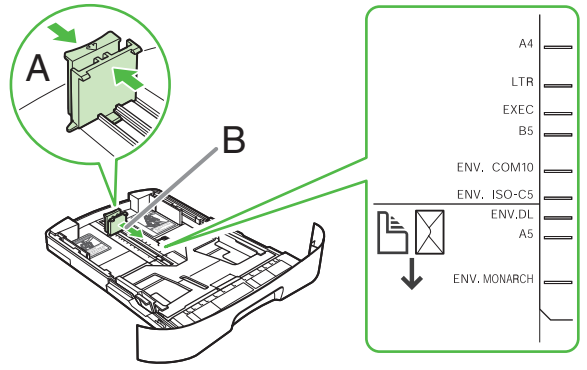
⚠️ **CAUTION**

Pull the paper cassette straight/forward. Pulling it at an angle may damage the paper sensing lever inside the machine.

**3**

Attach the cassette extension to the paper cassette. The slots (A) are keyed and must be inserted at a 90° angle. Once inserted, fold the extension (B).
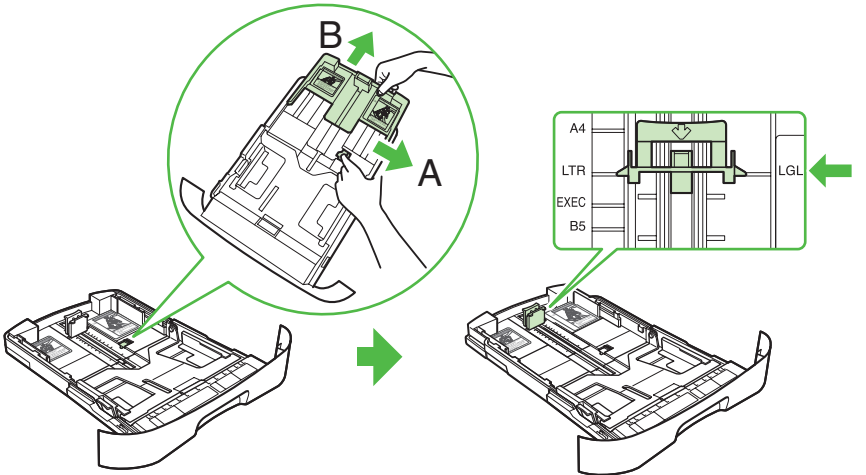
**4**
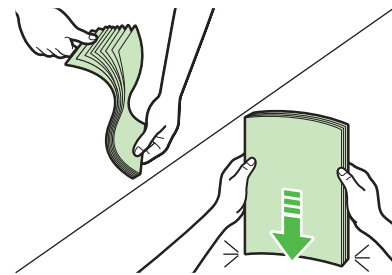
Pinch and slide the rear paper guide (A) to match the size of paper (B).

✏️ **NOTE**

Confirm that the rear paper guide is fitted in the paper size slit correctly.

**5**

Fan the paper stack and even the edges.

**6**

Load the paper into the paper cassette with the print side down. Make sure the paper stack sits below the hooks (A) on the rear paper guide.

✏️ **NOTE**

To load Legal-size paper, pull the blue tab (A) and extend the paper cassette (B) as far as it will go. Keep the rear paper guide to LGL-size mark.

## 7



Pinch and slide the lock release lever so that the side paper guides match the side of paper.

📝 **NOTE**

Make sure the paper stack does not exceed the load limit mark (A) and it is loaded under the hooks (B) on the side paper guides.



⚠ **CAUTION**

Do not load paper from the back of the machine. Doing so may damage the paper feeding assembly inside the machine.

📝 **NOTE**
– The default paper size/type setting is <LTR> and <PLAIN PAPER>. When you load other size and/or type of paper, change the paper size/type setting. For details, see Chapter 3, "Setting Paper Size and Type," in the Basic Guide.
– For loading paper in the multi-purpose feeder, see Chapter 3, "Print Media," in the Basic Guide.
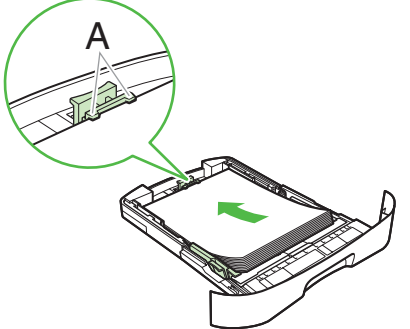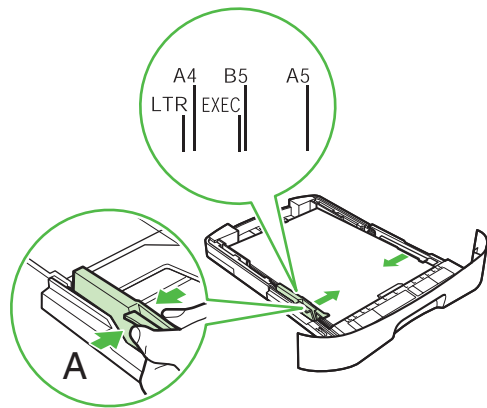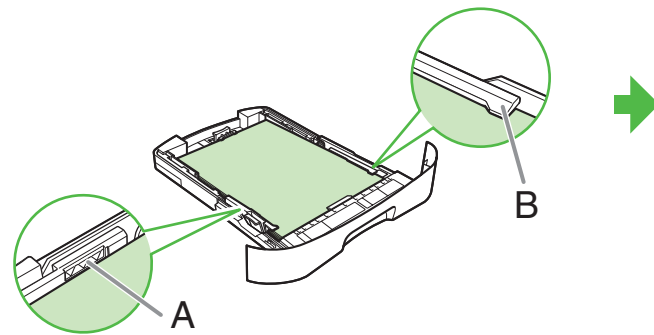
## 8



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

⚠ **CAUTION**

Do not push in the paper cassette at an angle. Doing so may damage the paper sensing lever inside the machine.

📝 **NOTE**

If you do not completely insert the paper cassette into the machine, paper jams may occur.

## 9
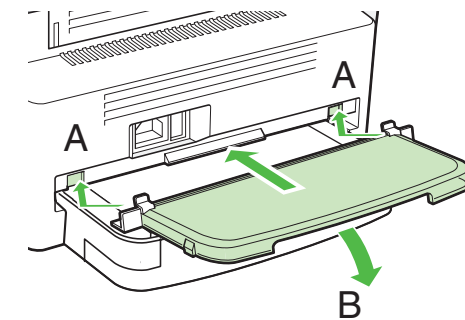


Insert the tabs on the extension cover into the slots (A) on the back of the machine, and carefully lower the cover (B) until it sits on the cassette extension beneath it.

# Connect Telephone Cables



Connect the supplied telephone cable to the line jack (A) and the wall jack.
Connect your external telephone to the external device jack (B) if required.

## Connect the Power Cord

**1**



**2**
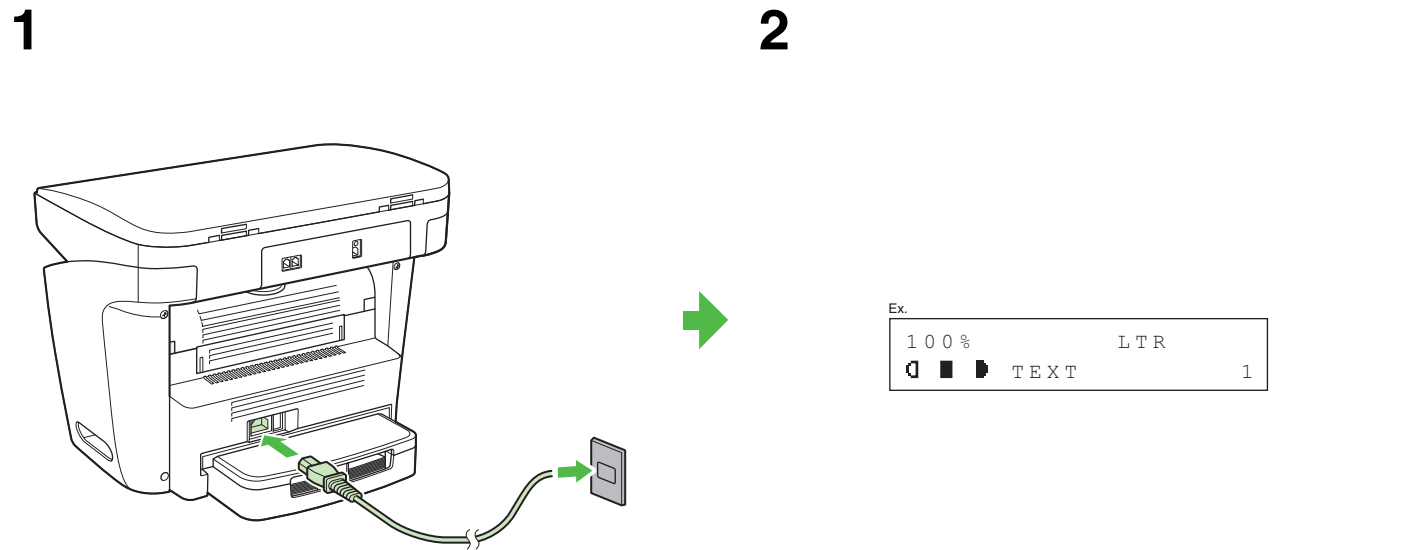
Ex.
```
100%            LTR
◁ ▌ ▷  TEXT        1
```

Connect the power cord into the rear socket and the wall outlet.

The machine enters standby mode.

📝 **NOTE**
There is no power switch.

**What if...**

● **<CLOSE COVER/FRONT COVER> is displayed:**
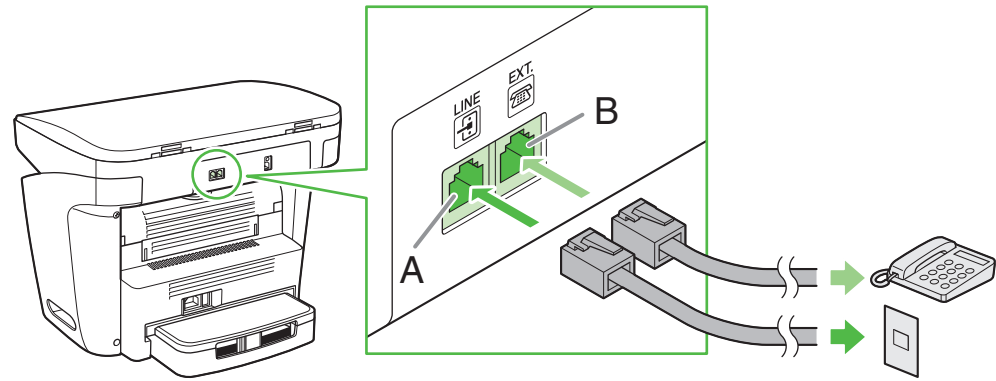Make sure that the front cover is closed properly.

(See "Install Toner Cartridge," on p. 5.)

● **<TONER IS NOT SET/INSERT THE TONER> is displayed:**
Make sure that the toner cartridge is installed properly.

(See "Install Toner Cartridge," on p. 5.)

● **<LOAD PAPER> is displayed:**
Make sure that paper is loaded in the machine. (See "Set Up the Paper Cassette and Load Paper," on p. 7.)

## Set the Date and Time



**[ ◀— ]**  **[ +▶ ]**  **[Additional Functions]**  **[Stop/Reset]**

**[FAX]**  **[OK]**  **[Clear]**  **Numeric Keys**

● Entering Information
– Numeric keys: Enters letters and numbers.
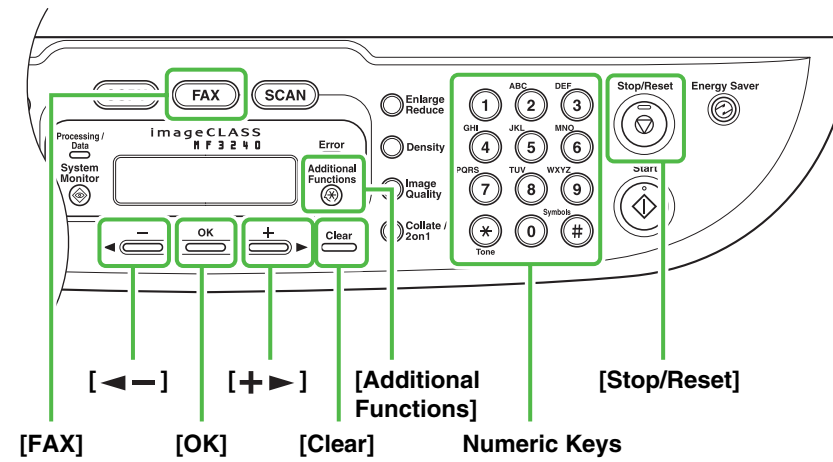– [ ◀— ] or [ +▶ ]: Move the cursor position.
– [Clear]: Deletes the character at the cursor position, or the entire entry if held for more than one second.

**1** Press [Additional Functions].

**2** Use [ ◀— ] or [ +▶ ] to select <3 TIMER SETTINGS>, then press [OK].

**3** Use [ ◀— ] or [ +▶ ] to select <2 DATE&TIME SETTING>, then press [OK].

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

**5** Press [Stop/Reset] to return to standby mode.

Ex.
```
DATE&TIME SETTING
11:19    12 31 '05
```

# Set the Machine for Sending Faxes

## Guidelines for Enterirng Information

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



**Date and time** — **Fax/telephone number** — **Unit name** — **Job Number** — **Page number/ Number of pages**

12/31/2005 10:50   123XXXXXXX          CANON                    #0001 P.001 /006
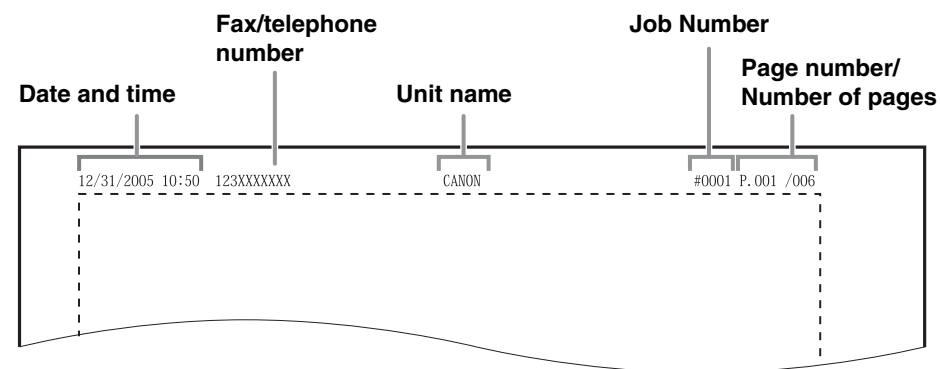
### NOTE

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

## Entering Information

Use the following keys to enter information in the machine.



[◄ —]   [+ ►]   [Additional Functions]   [＊]   [#]   [Stop/Reset]
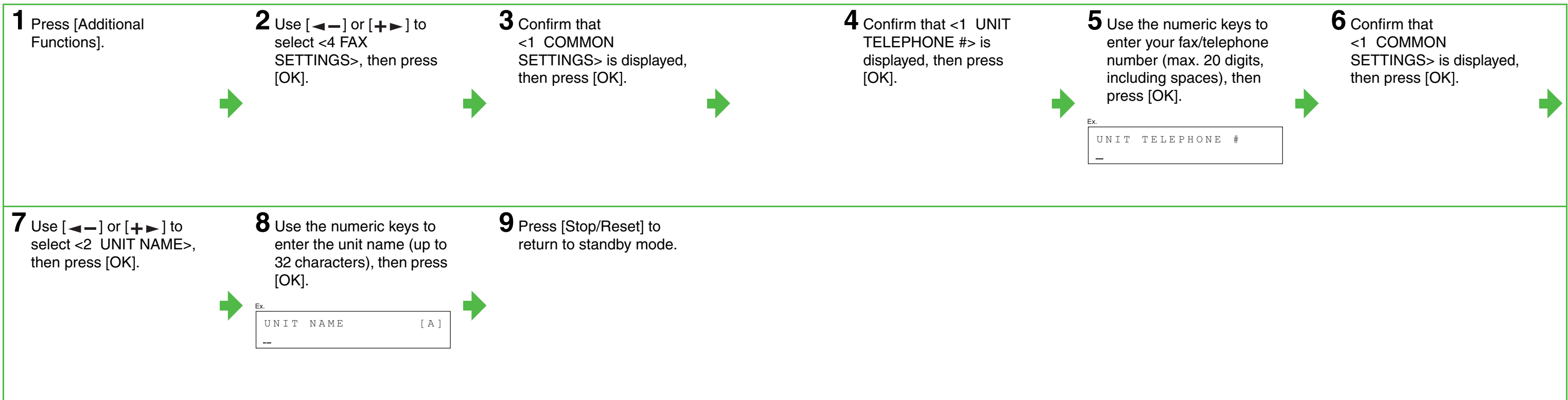[OK]   [Clear]   Numeric Keys
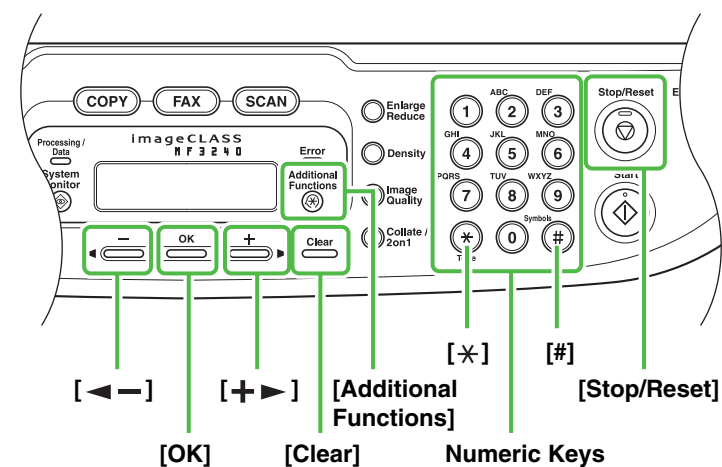
- Use the numeric keys to enter characters. Press the numeric key repeatedly until the required character appears.
- Press [#] to enter symbols.
- Press [＊] to switch input modes:
  – [A]: Letter mode
  – [1]: Number mode
- Press [◄ —] or [+ ►] to move the cursor.
- Press [Clear] to delete the character at the cursor position. Hold [Clear] for more than one second to delete the entire entry.
- Press [OK] to confirm the entry.

You can enter the following characters in each input mode:

|  | [A] | [1] |
|---|---|---|
| [1] |  | 1 |
| [2] | ABCabc | 2 |
| [3] | DEFdef | 3 |
| [4] | GHIghi | 4 |
| [5] | JKLjkl | 5 |
| [6] | MNOmno | 6 |
| [7] | PQRSpqrs | 7 |
| [8] | TUVtuv | 8 |
| [9] | WXYZwxyz | 9 |
| [0] | 0 | 0 |
| [＊] | [A] ⟶ [1] |  |
| [#] | *(space)* – . ＊ # ! " , ; : ^ ` _ = / \| ' ? $ @ % & + ( ) [ ] { } < > | # |

## Register Sender Information

**1** Press [Additional Functions].

**2** Use [◄–] or [+►] to select <4 FAX SETTINGS>, then press [OK].

**3** Confirm that <1 COMMON SETTINGS> is displayed, then press [OK].

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

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

Ex.
```
UNIT TELEPHONE #
_
```

**6** Confirm that <1 COMMON SETTINGS> is displayed, then press [OK].

**7** Use [◄–] or [+►] to select <2 UNIT NAME>, then press [OK].

**8** Use the numeric keys to enter the unit name (up to 32 characters), then press [OK].

Ex.
```
UNIT NAME      [A]
--
```

**9** Press [Stop/Reset] to return to standby mode.

## Set the Telephone Line Type

**1** Press [Additional Functions].

**2** Use [◄–] or [+►] to select <4 FAX SETTINGS>, then press [OK].

**3** Use [◄–] or [+►] to select <4 COMMUNICATIONS>, then press [OK].

**4** Confirm that <1 TEL LINE TYPE> is displayed, then press [OK].

**5** Use [◄–] or [+►] to select the telephone line type, then press [OK].

<TOUCH TONE>: Tone dialing (default)
<ROTARY PULSE>: Pulse dialing

**6** Press [Stop/Reset] to return to standby mode.
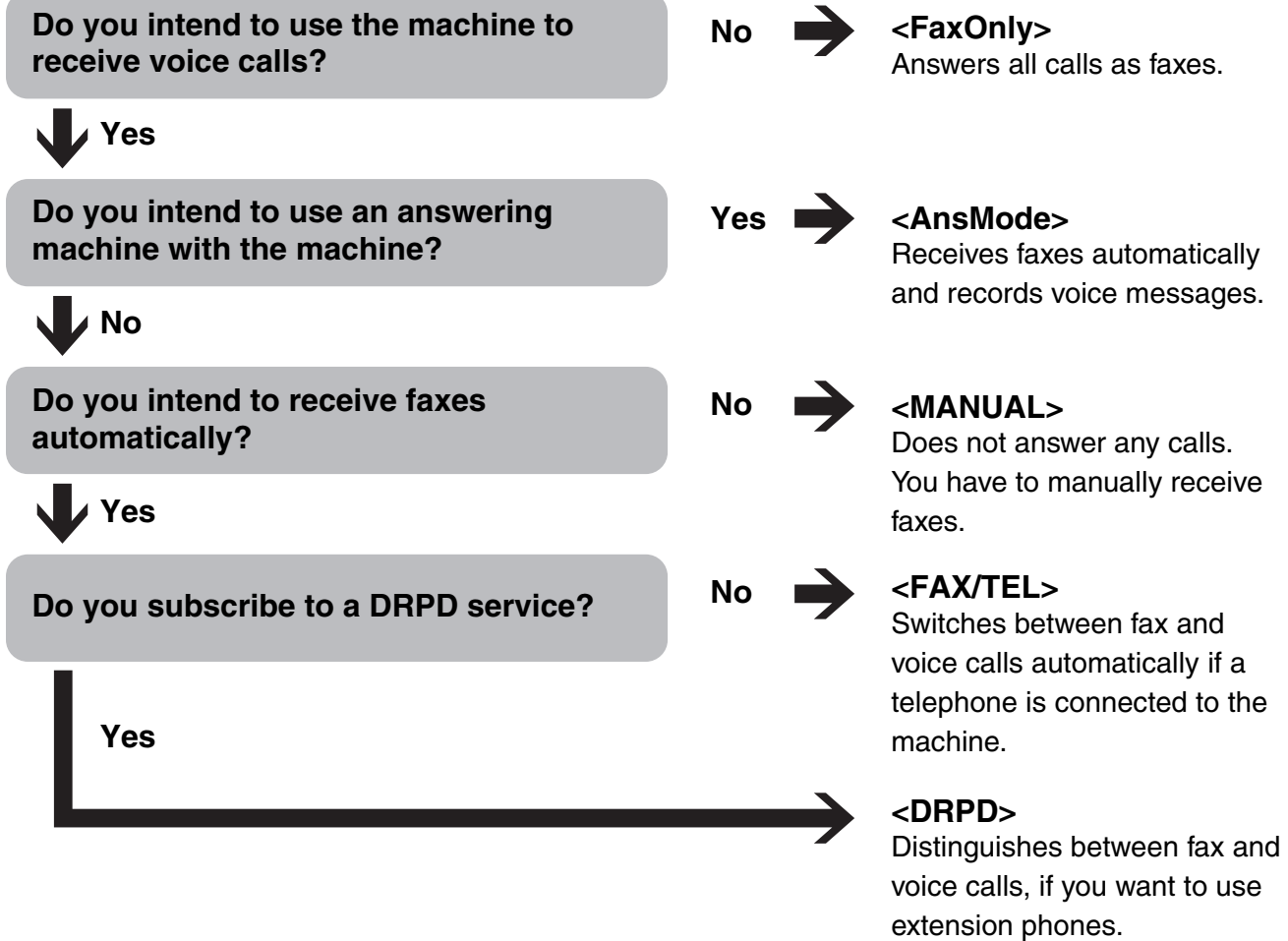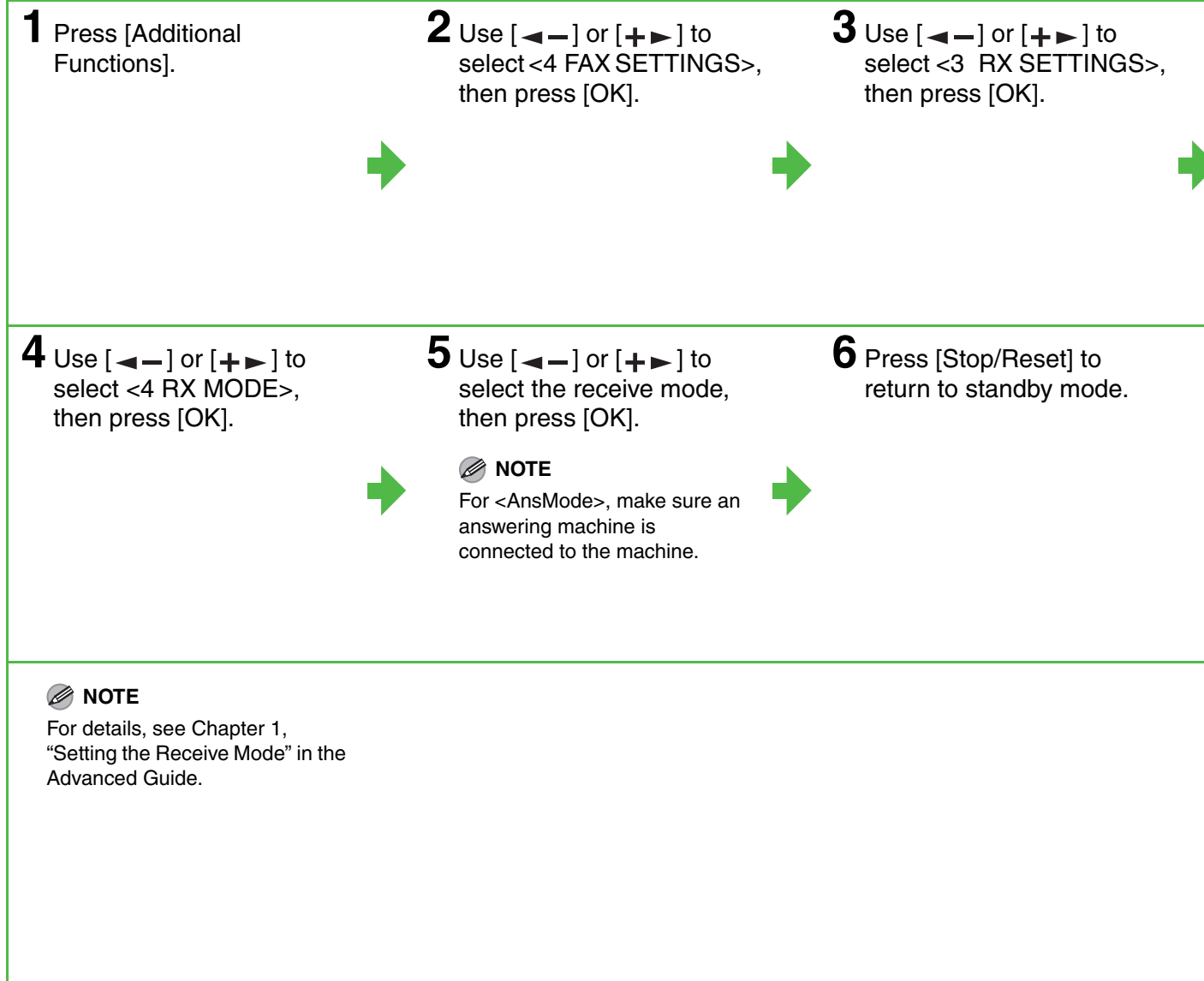
# Set the Machine for Receiving Faxes

## Select the Receive Mode that Suits Your Needs

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

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

↓ Yes

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

↓ No

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

↓ Yes

**Do you subscribe to a DRPD service?** — No ➜ **<FAX/TEL>**
Switches between fax and voice calls automatically if a telephone is connected to the machine.

↓ Yes

**<DRPD>**
Distinguishes between fax and voice calls, if you want to use extension phones.

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

## Set the Receive Mode

**1** Press [Additional Functions].

**2** Use [◄ –] or [+ ►] to select <4 FAX SETTINGS>, then press [OK].

**3** Use [◄ –] or [+ ►] to select <3  RX SETTINGS>, then press [OK].

**4** Use [◄ –] or [+ ►] to select <4 RX MODE>, then press [OK].

**5** Use [◄ –] or [+ ►] to select the receive mode, then press [OK].

✎ **NOTE**
For <AnsMode>, make sure an answering machine is connected to the machine.

**6** Press [Stop/Reset] to return to standby mode.

✎ **NOTE**
For details, see Chapter 1, "Setting the Receive Mode" in the Advanced Guide.

# Installing Software

## Installation Procedure

### Before Installation:

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

- **For Windows 2000/XP, log on as an Administrator to install the software.**

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

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

### System Requirements

**Microsoft Windows 98/98SE**
CPU: Intel® Pentium® 90 MHz or higher
Memory: 64 MB or more
Available Hard Disk Space: 435 MB or more

**Microsoft Windows Me**
CPU: Intel® Pentium® 150 MHz or higher
Memory: 64 MB or more
Available Hard Disk Space: 435 MB or more

**Microsoft Windows 2000**
CPU: Intel® Pentium® 133 MHz or higher
Memory: 64 MB or more
Available Hard Disk Space: 435 MB or more

**Microsoft Windows XP (32-bit version)**
CPU: Intel® Pentium® II/Celeron® 300 MHz or higher
Memory: 64 MB or more
Available Hard Disk Space: 435 MB or more

**1**
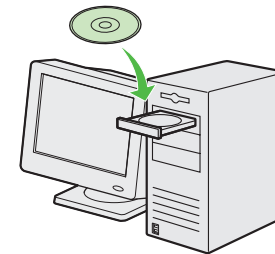
**2**
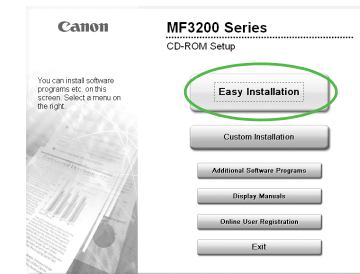
If the MF3200 Series CD-ROM Setup screen is not displayed, on the Windows desktop, click [Start] → [My Computer] (Windows 98/Me/2000: double-click [My Computer]). Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).
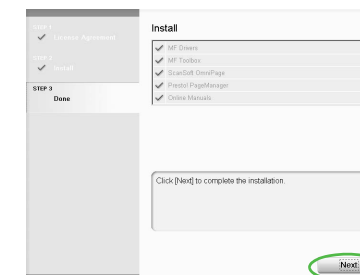
**3**
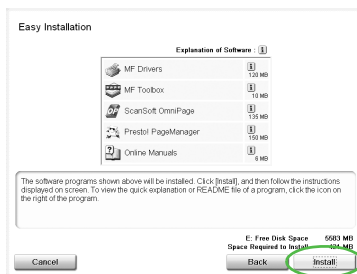
**4**
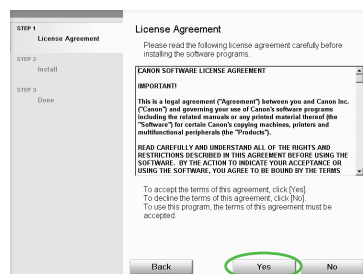
**5**
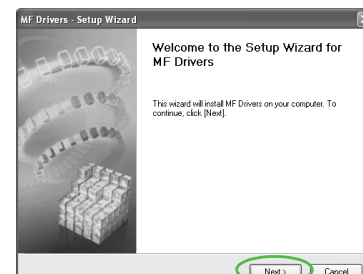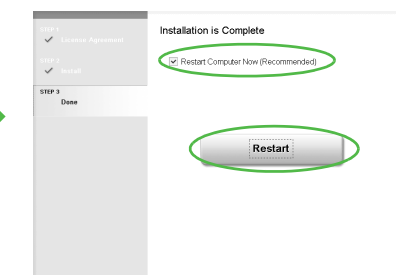
**6**
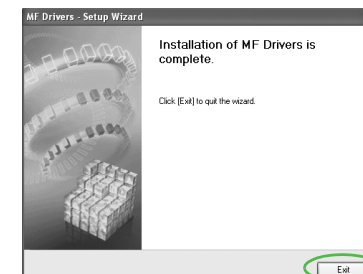
**7**

**8**
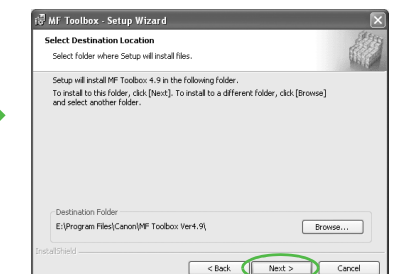
**9**
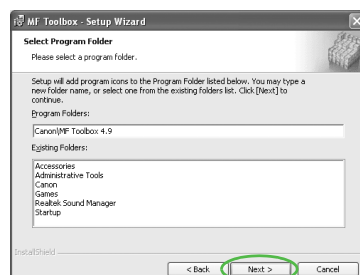
**10**
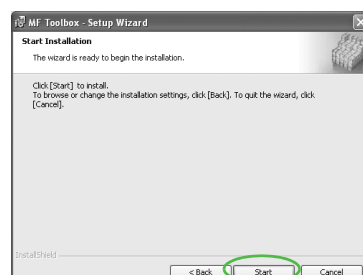
**11**

**12**

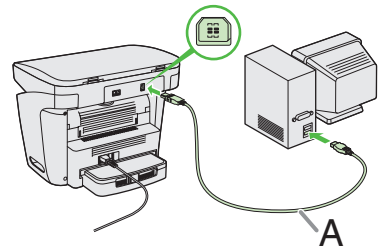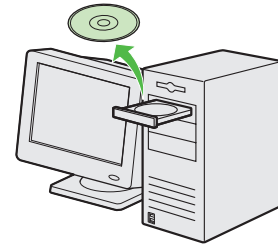**13**

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

## 14



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

## 15



You have now completed installation.

## Bundled on the User Software CD

When you install the following program, click on the [Additional Software Programs] button in step 2 of "Installation Procedure," then follow the instructions that appear on the screen.

● **Canon Cover Sheet Editor**

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

## Contacting Service Center

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

**Trademarks**

Canon, the Canon logo, and imageCLASS are trademarks of Canon Inc.

Microsoft and Windows are registered trademarks of Microsoft Corporation.

All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.

**Copyright**

**Disclaimer**

**Canon**

120V