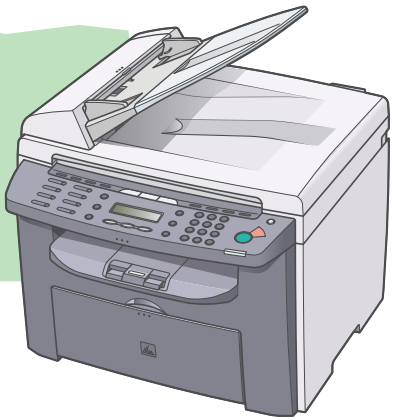
Canon

MF4100 Series

Basic Guide

- What Can I Do with This Machine?
- Before Using the Machine
- Document Handling
- Print Media
- Sending Faxes (MF4140/MF4150 Only)
- Receiving Faxes (MF4140/MF4150 Only)
- Copying
- Printing
- Scanning
- PC Faxing (MF4140/MF4150 Only)
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix



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

ENG

Manuals for the Machine

- **Machine Set-Up**
- **Software Installation**
- **Basic Features**
- **Maintenance**

Starter Guide

- **Basic Features**
- **Maintenance**
- **Machine Settings**
- **Specifications**

Basic Guide (This Document)

- **Advanced Features**
- **System Monitor**
- **Reports and Lists**

Advanced Guide

- **Scanning Features**

Scanner Driver Guide

Indicates the manual is supplied in PDF format in the accompanying CD-ROM.

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

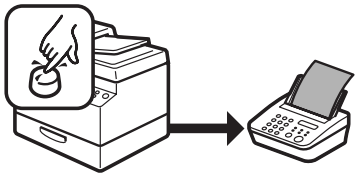
What Can I Do with This Machine?

Fax Features (MF4140/MF4150 Only)

Specify a recipient with a single key

One-Touch Speed Dialing

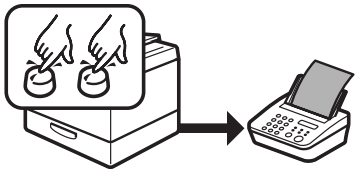
→ p. 4-7



Specify a recipient with a two-digit code

Coded Dialing

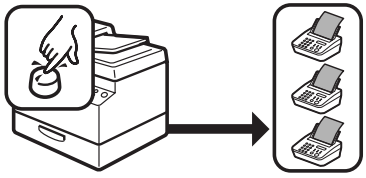
→ p. 4-14



Specify multiple recipients with a single key

Group Dialing

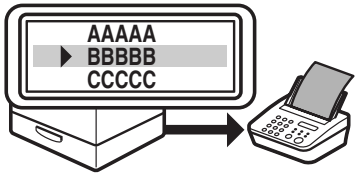
→ p. 4-21



Look up a particular recipient

Using Address Book

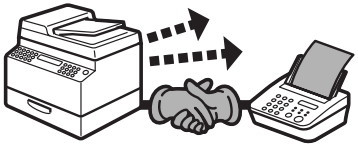
→ Advanced Guide



Redial when the line is busy

Redialing

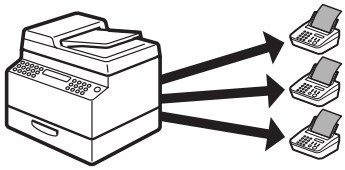
→ Advanced Guide



Send a fax to multiple recipients

Broadcasting

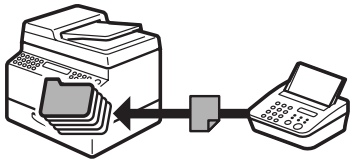
→ Advanced Guide



Receive faxes in memory without printing out

Memory Reception

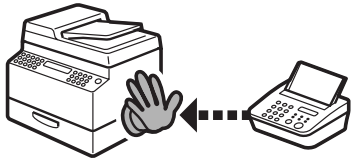
→ Advanced Guide



Reject faxes without their numbers

Reception Restriction

→ Advanced Guide



Copy Features

Select a scan mode depending on the type of image

Image Quality

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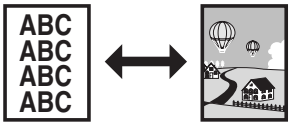

Adjust the density level of scanned images

Density

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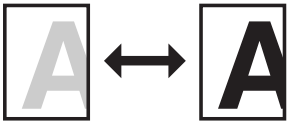

Enlarge or reduce copied images

Zoom Ratio

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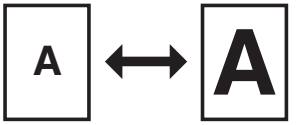
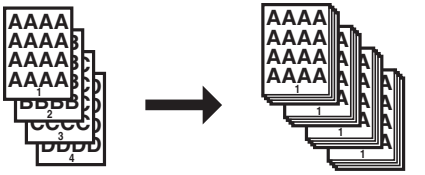


Sorts copies by page order

Collate Copy

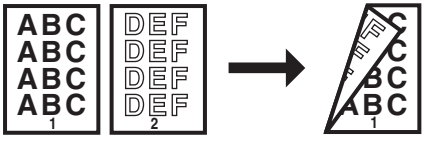
→ Advanced Guide



Make two-sided copies

Two-Sided Copying

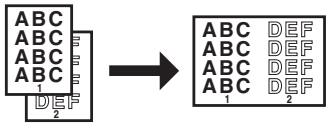
→ Advanced Guide



Copy two documents on one sheet

2 on 1 Combination

→ Advanced Guide

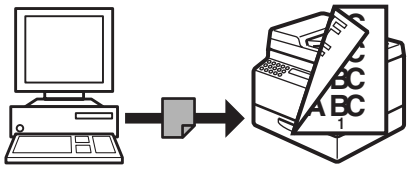


Printer Feature

Print a document from a PC

Printing

→ Online Help

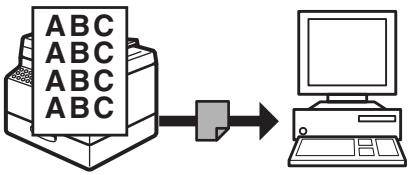


Scanner Feature

Specify detailed scanning options to suit various images

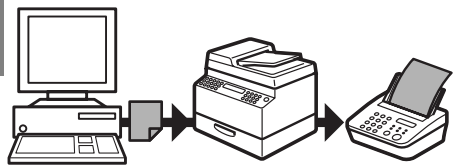
Scanning

→ Scanner Driver Guide



PC Fax Feature (MF4140/MF4150 Only)

Send a fax from a PC



PC Faxing

→ Online Help

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How to Use This Guide

Symbols Used in This Manual

The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

WARNING Indicates a warning that may lead to death or serious injury if not observed.

CAUTION Explains how to avoid actions that could injure you or damage your machine.

NOTE Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses distinctive notations to identify keys and information in the LCD:

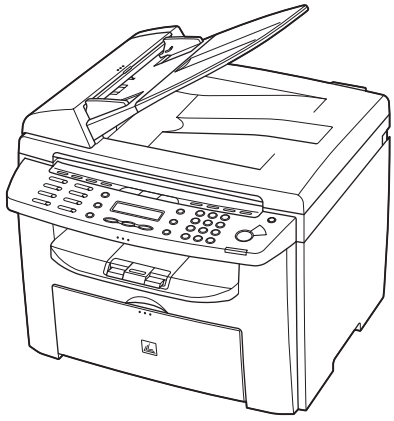
– The keys you press appear in square brackets: [Stop/Reset].

– Information in the LCD appears in angle brackets: <LOAD PAPER>.

The numbers that point to the keys on the operation panel diagram correspond to the order of steps to take in the procedure.

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the MF4150.



The model MF4150 is used for illustration purposes in this manual.
When there is any difference among MF4120, MF4140, MF4150, it is clearly indicated in the text, e.g., “MF4150 Only.”

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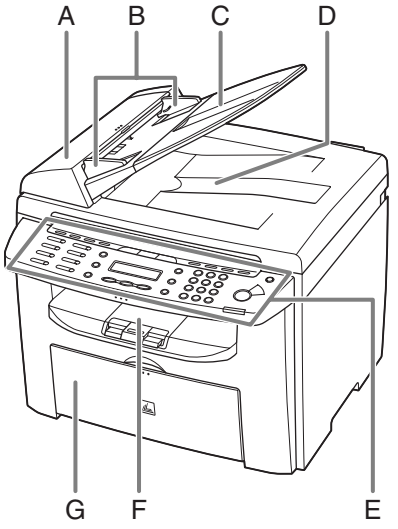
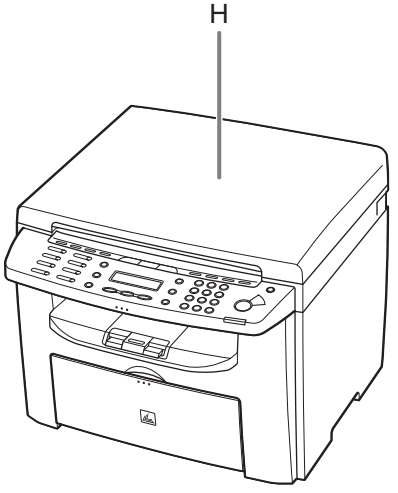
1 Before Using the Machine

Machine Components





A ADF (Automatic Document Feeder)*
Holds documents and feeds them automatically into the scanning area.
* MF4150 Only

B Slide guides
Adjust to the width of the document.

C Document feeder tray
Holds documents.

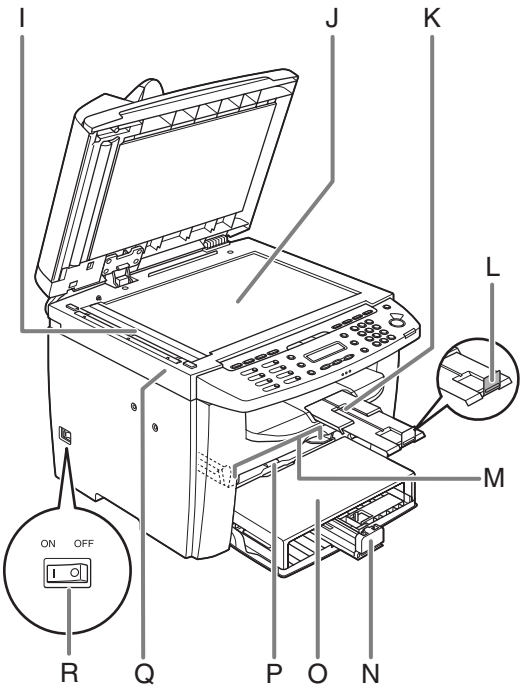
D Document delivery tray
Receives documents.

E Operation panel
Controls the machine.

F Output tray
Receives copies, prints and faxes.

G Paper feeding tray
Loads the paper supply.

H Platen glass cover*
Open this cover when placing a document on the platen glass.
* MF4120/MF4140 Only



I Scanning area
Scans documents from the ADF.

J Platen glass
Place documents.

K Output tray extension
Extension for the output tray.

L Paper stopper
Prevents the paper from falling off the output tray.
Open the paper stopper from its original position for A4 paper.

M Slide guides for multi-purpose tray
Adjusts to the width of the paper.

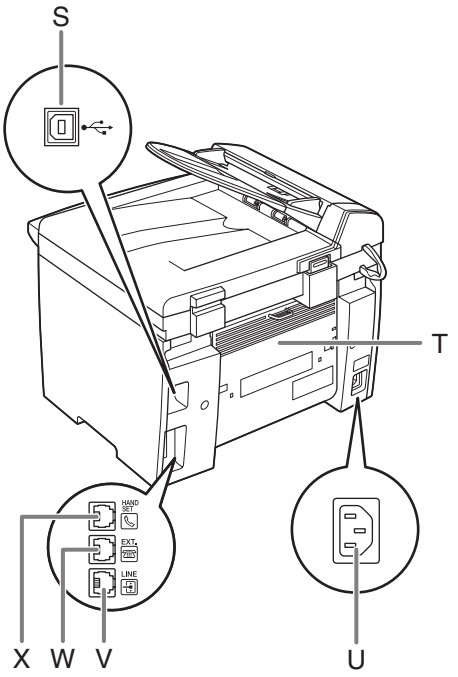
N Paper guide rail
Holds the paper supply.

O Dust cover
Protects the paper supply in the paper feeding tray from the dirt and dust.

P Multi-purpose tray
Feeds paper when you insert one by one manually.

Q Scanning platform
open this platform when replacing the toner cartridge or clearing paper jams.

R Main power switch
Turn the power on or off.



S USB port
Connect the USB (Universal Serial Bus) cable.

T Rear cover
Open this cover when clearing paper jams.

U Power socket
Connect the power cord.

V Telephone line jack*
Connect the external telephone cable.

W External device jack*
Connect the external device.

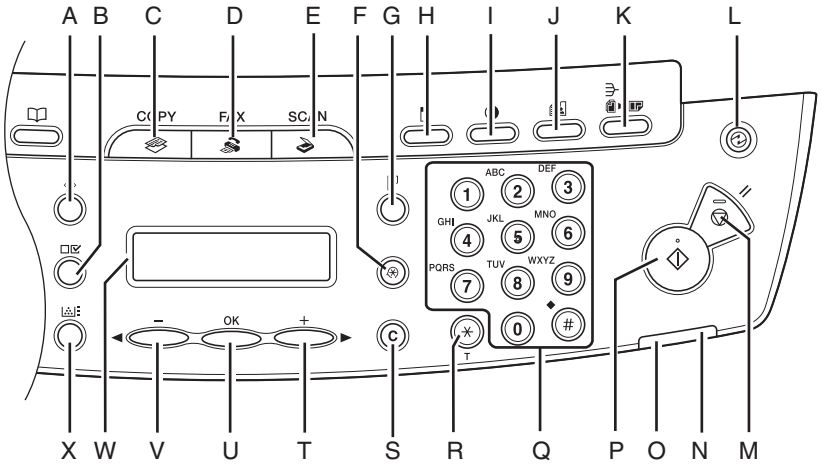
X Handset jack*
Connect an optional handset cable.

*MF4140/MF4150 Only

Operation Panel

Main Operation Panel

● MF4140/MF4150



A [System Monitor] key
Press to check print status, fax status, print and scan counts, remaining memory, or print transmission/reception results.

B [View Settings] key
Press to confirm settings of the copy function.

C [COPY] key
Press to switch to the Copy mode.

D [FAX] key
Press to switch to the Fax mode.

E [SCAN] key
Press to switch to the Scan mode.

F [Additional Functions] key
Press to select or cancel the modes in Additional Functions.

G [2-Sided] key
Press to set two-sided copying.

H [Enlarge/Reduce] key
Press to enlarge or reduce copy ratio.

I [Density] key
Press to adjust copy or fax density.

J [Image Quality] key
Press to select image quality for copy or fax.

K [Collate/2 on 1] key
Press to collate copies, or press to set 2 on 1 copying.

L [Energy Saver] key
Press to set or cancel the Sleep mode manually. The key lights green when the Sleep mode is set, and goes off when the mode is canceled.

M [Stop/Reset] key
Press to stop a current job. Also, press to return the machine to the standby mode.

N Error indicator
Flashes when an error has occurred.

O Processing/Data indicator
Flashes during sending or receiving faxes. Lights when the machine has waiting jobs and stores the data in memory.

P [Start] key
Press to start copying, scanning and sending faxes.

Q Numeric keys
Enter letters and numbers.

R [Tone] key
Press to switch from rotary pulse to tone dialing.

S [Clear] key
Press to clear entered alphanumeric characters.

T [+►] key
Press to increase the value for various settings. Also press to see the next item in the menu.

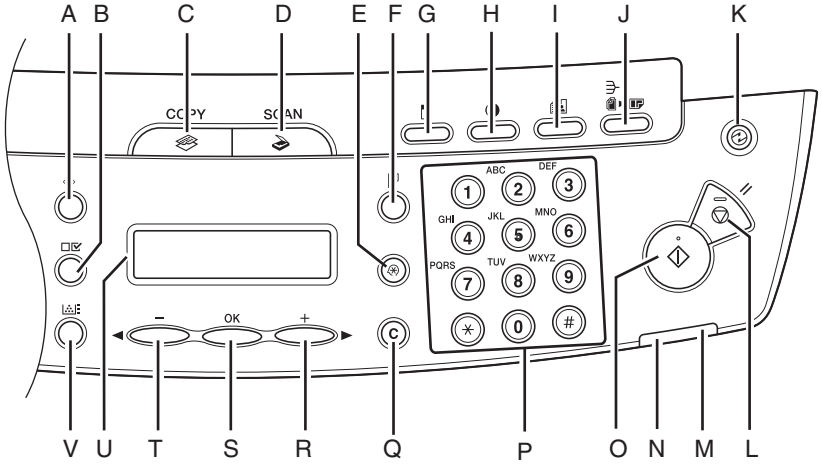
U [OK] key
Press to accept a set function or mode.

V [◄–] key
Press to decrease the value for various settings. Also press to see the previous item in the menu.

W LCD display
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

X [Toner Gauge] key
Press to check the toner remaining in the toner cartridge.

● MF4120



A [System Monitor] key
Press to check print status, print and scan counts.

B [View Settings] key
Press to confirm settings of the copy function.

C [COPY] key
Press to switch to the Copy mode.

D [SCAN] key
Press to switch to the Scan mode.

E [Additional Functions] key
Press to select or cancel the modes in Additional Functions.

F [2-Sided] key
Press to set two-sided copying.

G [Enlarge/Reduce] key
Press to enlarge or reduce copy ratio.

H [Density] key
Press to adjust copy.

I [Image Quality] key
Press to select image quality for copy.

J [Collate/2 on 1] key
Press to collate copies, or press to set 2 on 1 copying.

K [Energy Saver] key
Press to set or cancel the Sleep mode manually. The key lights green when the Sleep mode is set, and goes off when the mode is canceled.

L [Stop/Reset] key
Press to stop a current job. Also, press to return the machine to the standby mode.

M Error indicator
Flashes when an error has occurred.

N Processing/Data indicator
Lights when the machine has waiting jobs.

O [Start] key
Press to start copying and scanning.

P Numeric keys
Enter numbers.

Q [Clear] key
Press to clear entered alphanumeric characters.

R [+►] key
Press to increase the value for various settings. Also press to see the next item in the menu.

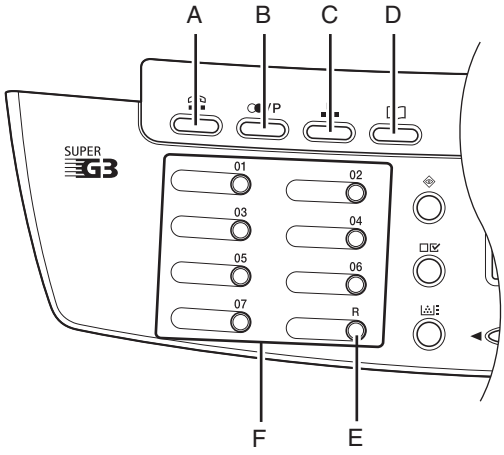
S [OK] key
Press to accept a set function or mode.

T [◄–] key
Press to decrease the value for various settings. Also press to see the previous item in the menu.

U LCD display
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.

V [Toner Gauge] key
Press to check the toner remaining in the toner cartridge.

Facsimile Operation Panel (MF4140/MF4150 Only)



A [Hook] key
Press when you want to dial without lifting up the optional handset or the handset of the external telephone.

B [Redial/Pause] key
Press to redial the last dialed number when fax is standing by, or press to insert a pause when entering a fax number.

C [Coded Dial] key
Press to perform coded dialing.

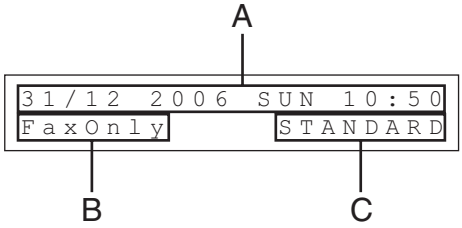
D [Address Book] key
Press to search pre-registered destinations under one-touch speed dialing keys or coded dialing numbers by name.

E [R] key
Press to dial an outside line access number or an extension number when the unit is connected through a switchboard (PBX).

F One-Touch Speed Dial keys
Press to use one-touch speed dialing (Pre-registered frequently used numbers or group dialing).

LCD (Standby Mode)

Fax Mode (MF4140/MF4150 Only)

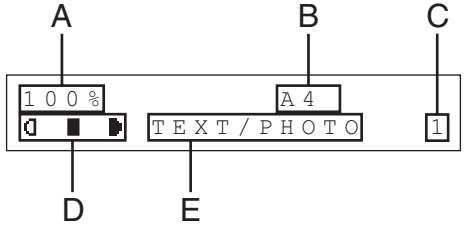


A Date & Time

B Receive mode

C Image quality

Copy Mode



A Zoom ratio

B Paper size

C Quantity

D Density

E Image quality

Scan Mode

NOTE

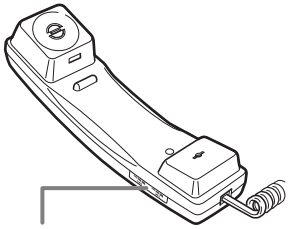
– Depending on your needs, you can change the standby display which appears when the main power switch is turned on. For details, see “Setting Menu,” on p. 12-5.

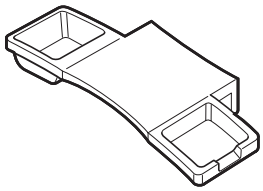
– When the main power switch is turned on, the LCD displays <PLEASE WAIT> first, and then displays <INITIALIZING...> until the standby display appears. It is also possible to see the standby display without having <INITIALIZING...> shown.

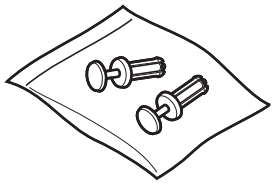
– If the machine remains idle for one minute, the display returns to the standby mode (Auto Clear Function).

Optional Handset (MF4140/MF4150 Only)

If you want to use the machine as a telephone and a fax machine, or if you want to receive faxes manually, install the optional handset available from your local authorized Canon dealer or the Canon help line.







Use a sharp object (i.e., pen) to select the ring volume of the handset.

NOTE

For how to install the handset, see “Connect Telephone Cables and Install Handset,” in the Starter Guide.

Maintaining the Handset

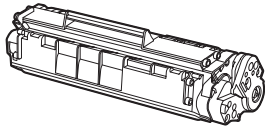
– Do not leave the handset exposed to direct sunlight.
– Do not install the handset in hot or humid conditions.
– Do not spray aerosol polish on the handset as it may cause damage.
– Use a damp cloth to wipe clean the handset.

Toner Cartridge

The lifetime of the Canon Genuine toner cartridge used in this machine is approximately 2,000 pages. The page counts are on the basis of ISO/IEC 19752* when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. To purchase a new Canon genuine toner cartridge, contact your local authorized Canon dealer or Canon help line.

* "ISO/IEC 19752" is the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that may contain printer components" issued by ISO (International Organization for Standardization).

Toner Cartridge name:
Canon FX10 Cartridge



Model Name	Supported Canon Genuine Cartridge	Print Yield
MF4120 MF4140 MF4150	Canon FX10 Cartridge	Approx. 2,000 pages

Maintaining the Toner Cartridge

- Keep the toner cartridge away from computer screens, disk drives, and floppy disks. The magnet inside the toner cartridge may harm these items.
- Avoid locations subject to high temperature, high humidity, or rapid changes in temperature.
- Do not expose the toner cartridge to direct sunlight or bright light for more than five minutes.
- Store the toner cartridge in its protective bag. Do not open the bag until you are ready to install the toner cartridge in the machine.
- Save the toner cartridge's protective bag in case you need to repack and transport the toner cartridge at a later date.
- Do not store the toner cartridge in a salty atmosphere or where there are corrosive gases such as from aerosol sprays.
- Do not remove the toner cartridge from the machine unnecessarily.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.
- Always hold the toner cartridge by its handle to avoid touching the drum protective shutter.
- Do not stand the toner cartridge on end, and do not turn it upside down. If toner becomes caked in the toner cartridge, it may become impossible to free it even by shaking the toner cartridge.

CAUTION

Do not place the toner cartridge in fire. Toner powder is flammable.

Checking the toner level

You can check the amount of toner remaining in the toner cartridge by pressing the [Toner Gauge] key. The toner level is displayed in the LCD at four levels.
If the toner gauge indicates that the toner is empty, it is recommended that the toner cartridge be replaced.(See “Replacing the Toner Cartridge,” on p. 10-8.)

Toner full

Toner high

Toner low

Toner empty

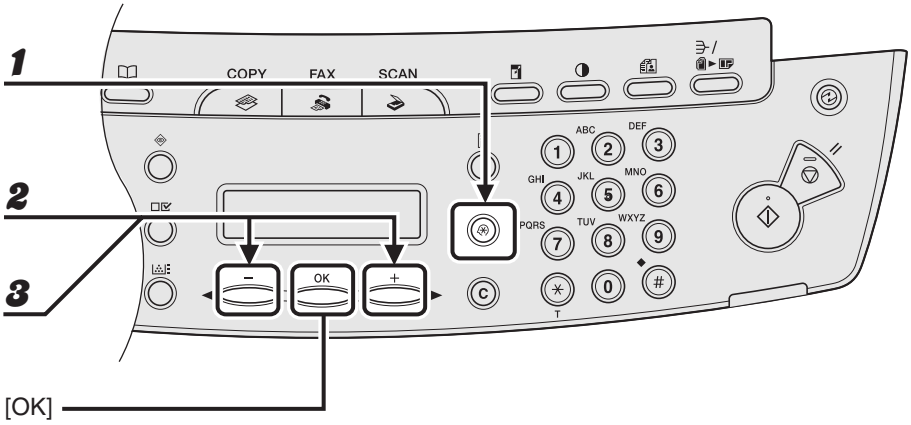
NOTE

To return to the standby mode, press [Stop/Reset].

Timer Settings

Setting the Sleep Mode

When the machine remains idle for a certain period of time, it automatically enters the Sleep mode.

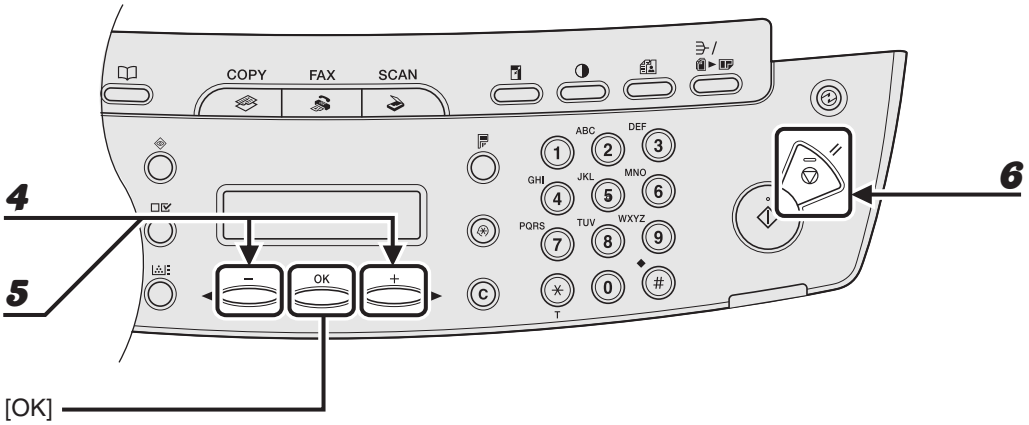


---

1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <TIMER SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select <AUTO SLEEP>, then press [OK].**



4 **Press [◄–] or [+►] to select <ON>, then press [OK].**

5 **Press [◄–] or [+►] to select the desired interval, then press [OK].**

You can set the interval from 3 to 30 minutes (in one-minute increments).
You can also enter values with the numeric keys.

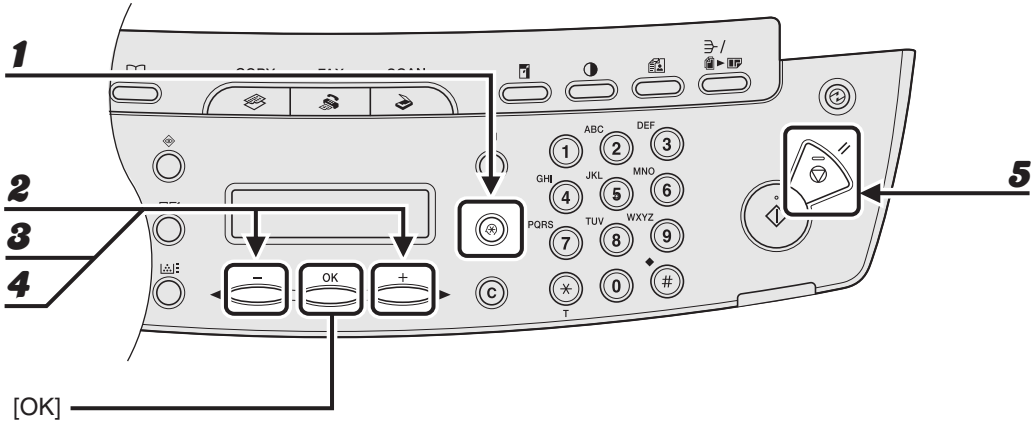
6 **Press [Stop/Reset] to return to the standby mode.**

NOTE

– To resume the normal mode from the Sleep mode, press [Energy Saver] on the operation panel.
– To enter the Sleep mode manually, press [Energy Saver] on the operation panel.
– The machine will not enter the Sleep mode when:
  • the machine is in operation
  • the Processing/Data indicator lights or flashes
  • an error code or message appears on the display and the Error indicator flashes
  • no paper is loaded in the paper feeding tray
  • paper is loaded in the multi-purpose tray
  • a paper jam occurs in the machine
– The machine will leave the Sleep mode when:
  • you press [Energy Saver] on the operation panel
  • a fax is received
  • the optional handset or the handset of the external telephone is off the hook
  • a print job is sent from a computer, and the print is started

Setting Daylight Saving Time (MF4140/MF4150 Only)

In some countries or areas, time is advanced throughout the summer season. This is called “Daylight Saving Time.”



1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <TIMER SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select <DAYLIGHT SV.TIME>, then press [OK].**

4 **Press [◄—] or [+►] to select <ON>, then press [OK].**

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

2 Document Handling

Document Requirements

	Platen Glass	ADF (MF4150 Only)
Type	– Plain paper – Thick documents – Photographs – Small documents (e.g., index cards) – Special types of paper (e.g., tracing paper*1, transparencies*1, etc.) – Book (Height: max. 24 mm)	Plain paper (Multipage documents of the same size, thickness and weight or one page documents.)
Size (W x L)	Max. 216 x 296 mm	Max. 216 x 356 mm Min. 105 x 148.5 mm
Weight	Max. 2 kg	40 to 105 g/m^2
Quantity	1 sheet	Max. 35 sheets*2

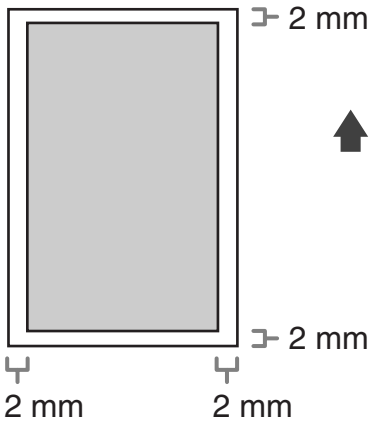
*1 When copying a transparent document such as tracing paper or transparencies, use a piece of plain white paper to cover the document after placing it face-down on the platen glass.

*2 80 g/m^2 paper

- Do not place the document on the platen glass or in the ADF until the glue, ink or correction fluid on the document is completely dry.
- Remove all fasteners (staples, paper clips, etc.) before loading the document in the ADF.
- To prevent document jams in the ADF, do not use any of the following:
  - Wrinkled or creased paper
  - Carbon paper or carbon-backed paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Onion skin or thin paper
  - Documents with staples or paper clips attached
  - Paper printed with a thermal transfer printer
  - Transparencies

Scanning Area

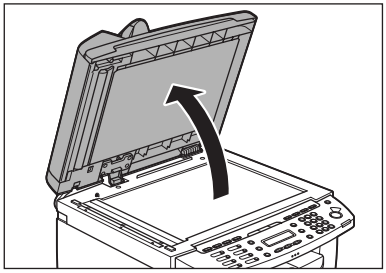
Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.



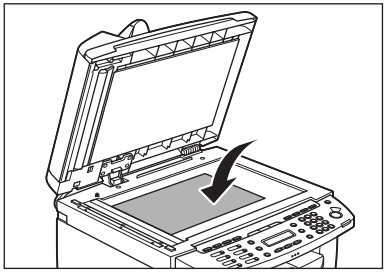
Loading Documents

On the Platen Glass

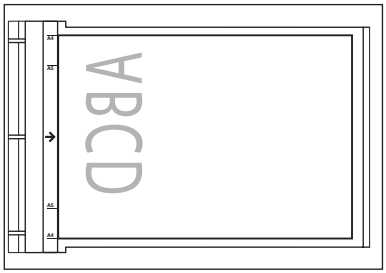
1 **Lift up the ADF/platen glass cover.**



2 **Place your document face down.**

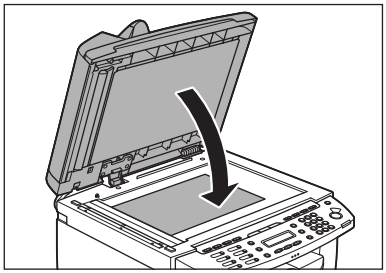


3 Align the document with the appropriate paper size marks.



If your document does not match any of the paper size marks, align the center of your document with the arrow mark.

4 Gently close the ADF/platen glass cover.



The document is ready for scanning.

CAUTION

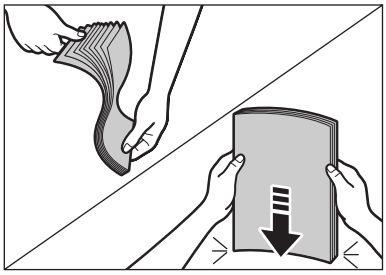
- **When closing the ADF/platen glass cover, be careful not to get your fingers caught, as this may result in personal injury.**
- **Do not press down the ADF/platen glass cover forcefully, as this may damage the platen glass and cause personal injury.**

NOTE

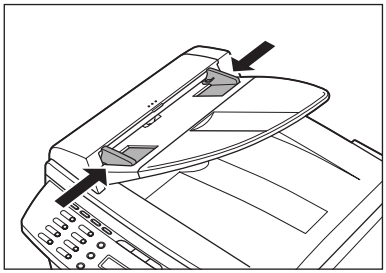
Remove the document from the platen glass when scanning is complete.

In the ADF (MF4150 Only)

1 **Fan the document stack and even the edges.**

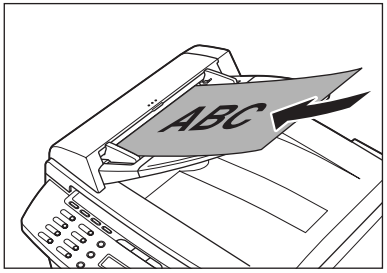


2 **Adjust the slide guides to the width of the documents.**



3 Neatly place the documents face up in the document feeder tray.

When enlarging A5 or B5 originals to A4 paper, place your originals horizontally.



The document is ready for scanning.

NOTE

– Do not add or remove documents while they are being scanned.
– When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
– Avoid using ADF to scan the same document more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
– If the feeder rollers are soiled from scanning a document written in pencil, clean them. (See “Cleaning the Machine,” on p. 10-1.)

3 Print Media

Paper Requirements

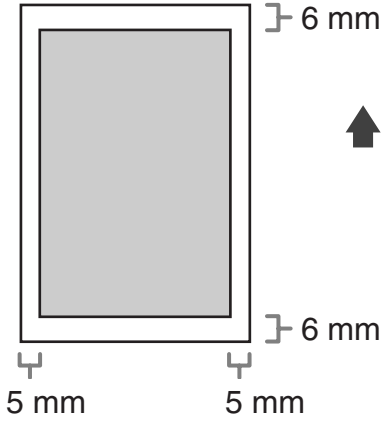
	Paper feeding tray	Multi-purpose tray
Size (W × L)	A4, B5, A5, Executive, Envelope (COM10, Monarch, DL, ISO-C5), Oficio, Brazil-Oficio, Mexico-Oficio, Folio, Government-LTR, Government-LGL, Foolscap, LTR, LGL (76 × 127 to 216 × 356 mm)	
Weight	60 to 163 g/m^2	
Quantity	Max. 250 sheets (Height: max. 25 mm)	Max. 1 sheet
Type	Plain Paper, Plain Paper L, Heavy Paper, Heavy Paper H, Transparency	

NOTE

The default paper size is A4. If you use a different paper size, you must change the paper size settings. (See “Setting Paper Size and Type,” on p. 3-7.)

Printable Area

The shaded area indicates the approximate printable area of A4 paper and envelope. Note that the margin widths listed are approximate and there may be slight variations in actual use.



Paper Guidelines

- To prevent paper jams, do not use any of the following:
  - Wrinkled or creased paper
  - Curled or rolled paper
  - Coated paper
  - Torn paper
  - Damp paper
  - Very thin paper
  - Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
- The following types of paper do not print well:
  - Highly textured paper
  - Very smooth paper
  - Shiny paper
- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
- Store paper at 18°C-24°C, 40%-60% relative humidity.
- Use only the transparencies designed for laser printers. Canon recommends you to use Canon type transparencies with this machine.

Loading Paper

To load paper in the paper feeding tray, see "Set Up the Paper Trays and Load Paper," in the Starter Guide.

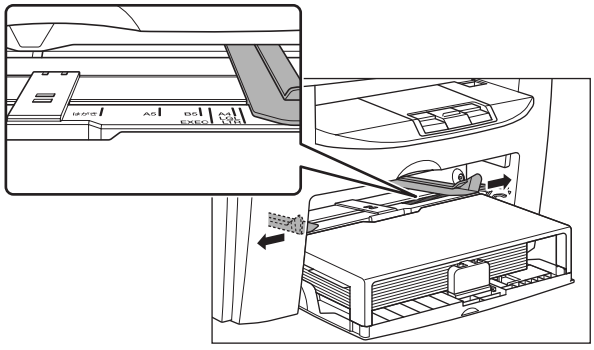
Into the Multi-Purpose tray

Use the multi-purpose tray when you want to copy or print on the different paper which is in the paper feeding tray. Load paper one by one in the multi-purpose tray.

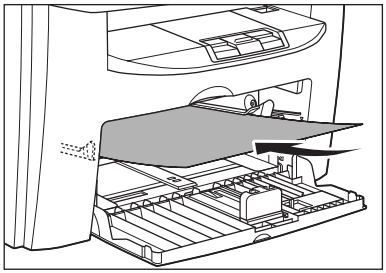
NOTE

– The paper in the multi-purpose tray is fed prior to the paper in the paper feeding tray.
– The recommended envelopes are COM10, MONARCH, DL, and ISO-C5. Using other envelopes may affect the quality of the printout.
– Make sure to set the correct paper size in the printer driver. (See Online Help.)
– When printing received documents, it is possible to feed paper only from the paper feeding tray. If paper is loaded into the multi-purpose tray, <REMOVE MP PAPER> appears.

1 **Spread the paper guides a little wider than the actual paper width.**

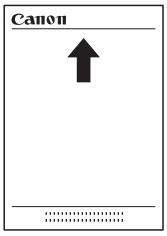


2 **When setting a paper, gently insert the paper into the multi-purpose tray with the print side up.**

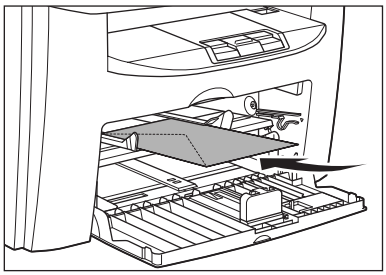


NOTE

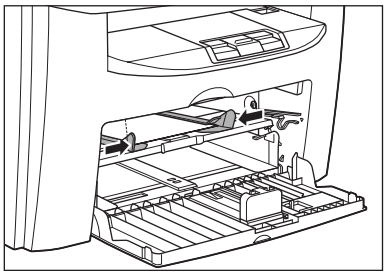
When you load paper with a logo on, position the paper with the print side up (logo side) and insert it so that the top of the paper feeds first in the multi-purpose tray.



When setting an envelope, gently insert the envelope into the multi-purpose tray with the print side up and the right edge (i.e., closer to the stamp) first.



3 Slide the paper guides so that they fit to both sides of the paper.



NOTE

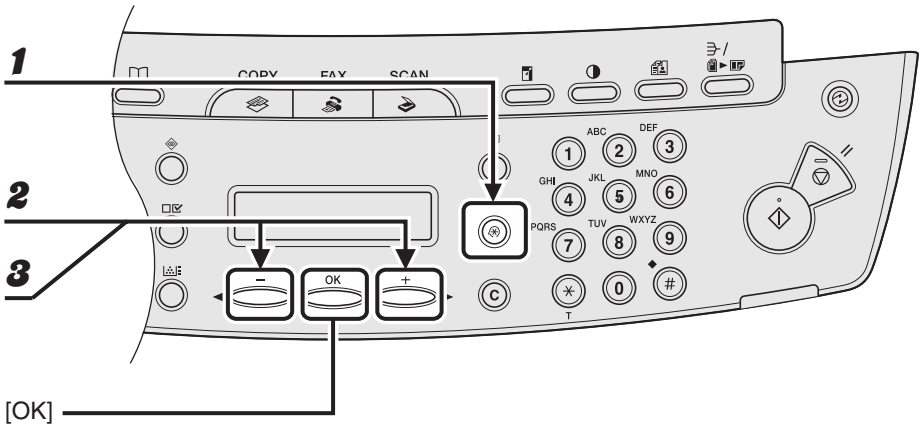
If the paper guides are not adjusted correctly for the size of the paper, the quality of your printouts may be adversely affected.

4 Specify the size and the type of the paper you load.

For details on how to specify the paper size and type, see “Setting Paper Size and Type,” on p. 3-7.

Setting Paper Size and Type

The default setting is <A4> and <PLAIN PAPER>. When you place other sizes and/or types of paper, follow this procedure to change the settings.
The procedure is same for the paper feeding tray and multi-purpose tray except for selecting the paper feeding tray or multi-purpose tray in step 3 and 6.

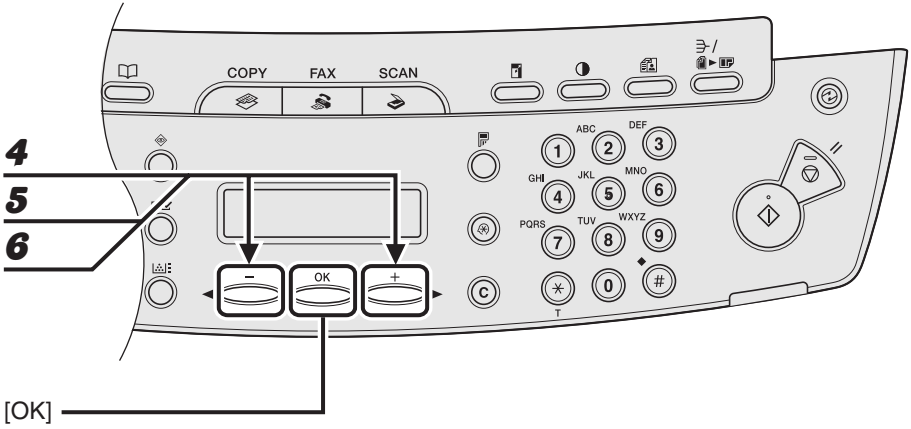


---

1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <PAPER SETTINGS>, then press [OK].**

3 **Press [◄—] or [+►] to select <CASSETTE> or <MP TRAY>, then press [OK].**



4 **Press [◄—] or [+►] to select <PAPER SIZE>, then press [OK].**

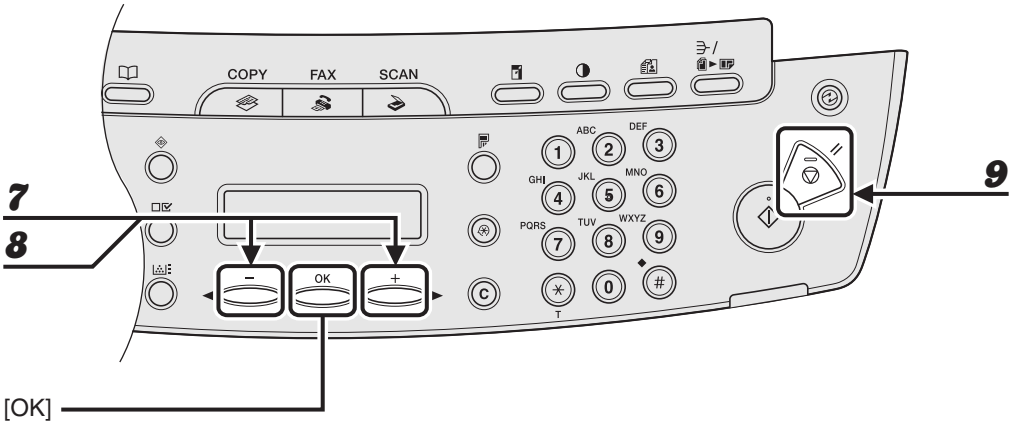
5 **Press [◄—] or [+►] to select the paper size, then press [OK].**

<A4>, <B5>, <A5>, <EXECUTIVE>, <COM10>, <MONARCH>, <DL>, <ISO-C5>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>, <LTR>, <LGL>

NOTE

The paper sizes available will vary depending on the country where the unit was purchased.

6 **Press [◄—] or [+►] to select <CASSETTE> or <MP TRAY>, then press [OK].**



7 **Press [◄—] or [+►] to select <PAPER TYPE>, then press [OK].**

8 **Press [◄—] or [+►] to select the paper type, then press [OK].**

You can select from the following paper types:
<PLAIN PAPER> or <PLAIN PAPER L>*1 for Plain paper (64 g/m^2 to 90 g/m^2)
<HEAVY PAPER> or <HEAVY PAPER H>*2 for Heavy paper (Paper feeding tray: 105 g/m^2 to 128 g/m^2, Multi-purpose tray:105 g/m^2 to 163 g/m^2) or Envelope
<TRANSPARENCY> for Transparency

*1 If paper curls excessively when printed with <PLAIN PAPER> selected, select <PLAIN PAPER L>.

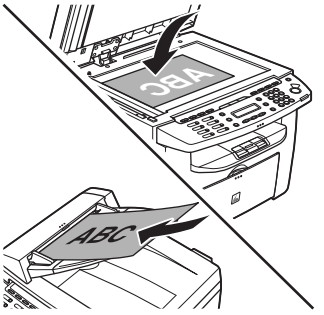
*2 If print fixing is not sufficient when printed with <HEAVY PAPER> selected, select <HEAVY PAPER H>.

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

4 Sending Faxes (MF4140/MF4150 Only)

Follow this procedure to send a fax.
For advanced sending features, see Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.

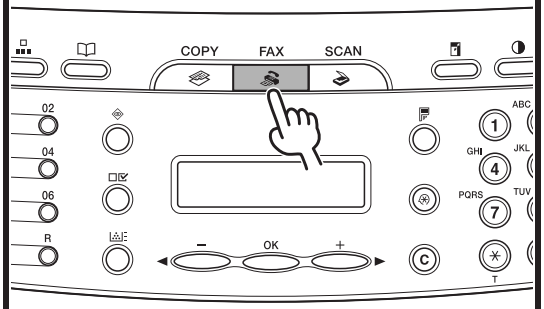
1 Set a Document



Place the document on the platen glass or load it in the ADF.

For documents you can fax, see “Document Requirements,” on p. 2-1.

2 Enter the Fax Mode



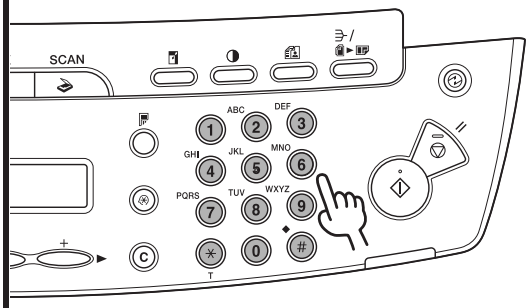
Press [FAX].

The FAX indicator lights and the machine enters the fax standby mode.

What if...

- **You want to adjust the resolution and density:**
  See “Scan Settings,” on p. 4-3.

3 Enter the Fax Number



Dial the recipient's fax number with the numeric keys.

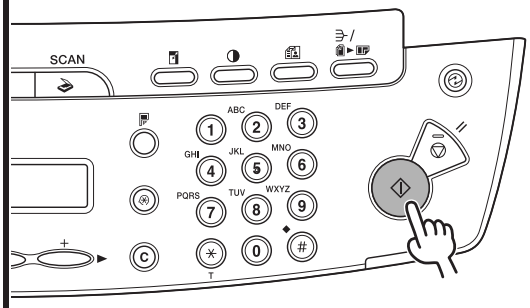
Ex.

= 0 1 2 X X X X X X X _

What if...

- **You enter a wrong number:**
  Go back to the wrong digit with [◄—], then press [Clear] to delete it. Or press and hold [Clear] to delete the entire entry. Then try again.

4 Send the Document



Press [Start].

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].
If <CONFIRM NEW DEST.> is set to <ON> in the <TX SETTINGS> of the <FAX SETTINGS> menu, you need to enter the fax number again after pressing [Start].

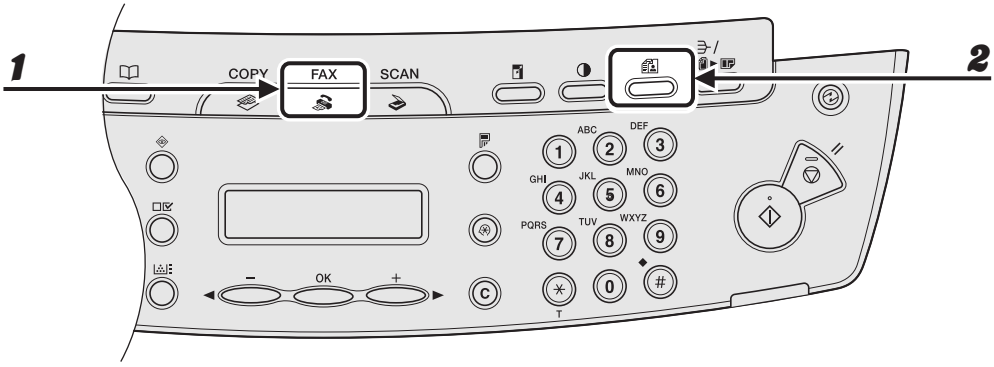
What if...

- **You press [Stop/Reset] to cancel a job during scanning documents or after scanning documents:**
  The <CANCEL DURING TX/RX?> message appears. Press [◄—] to select <Yes>.

Scan Settings

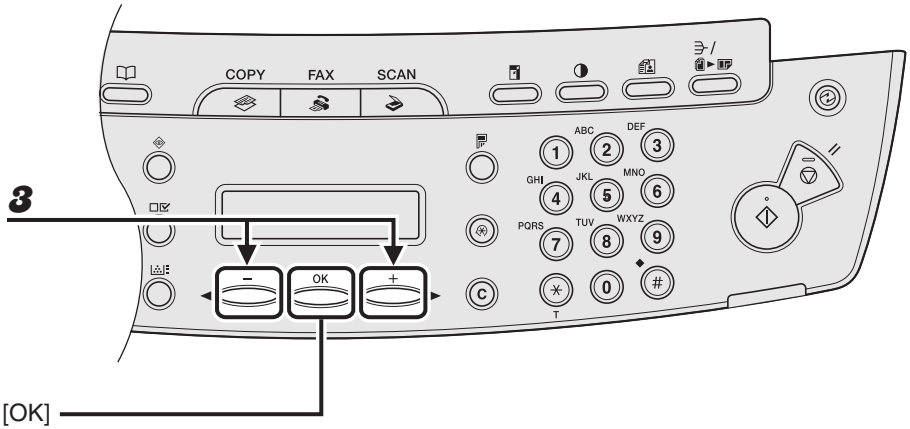
You can adjust the image quality and density of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take. Adjust the scan settings according to the type of document you are sending.

Image Quality



1 **Press [FAX].**

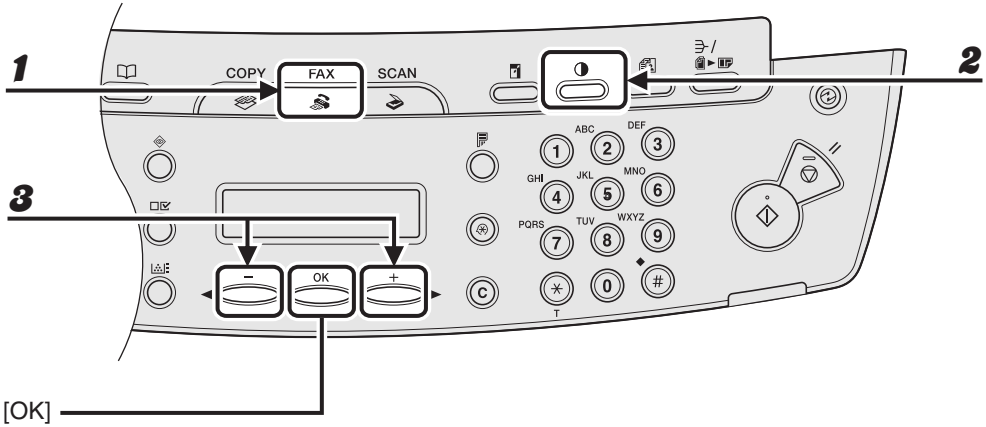
2 **Press [Image Quality].**



3 **Press [◄—] or [+►] to select the resolution, then press [OK].**

<STANDARD> for most text-only documents. (200 × 100 dpi)
<FINE> for fine-print documents (the resolution is twice that of <STANDARD>). (200 × 200 dpi)
<PHOTO> for documents that contain photographs (the resolution is twice that of <STANDARD>). (200 × 200 dpi)
<SUPER FINE> for documents that contain fine print and images (the resolution is four times that of <STANDARD>). (200 × 400 dpi)

Density



1 **Press [FAX].**

2 **Press [Density].**

Ex.

```
DENSITY
-LT   ◖□□□□■□□□□◗  DK+
```

3 **Press [◄ –] or [+ ►] to adjust the density, then press [OK].**

[+ ►]: to make light documents darker
[◄ –]: to make dark documents lighter

Speed Dialing

Speed dialing allows you to dial fax/telephone numbers by simply pressing one or a few keys. The following speed dialing methods are available:

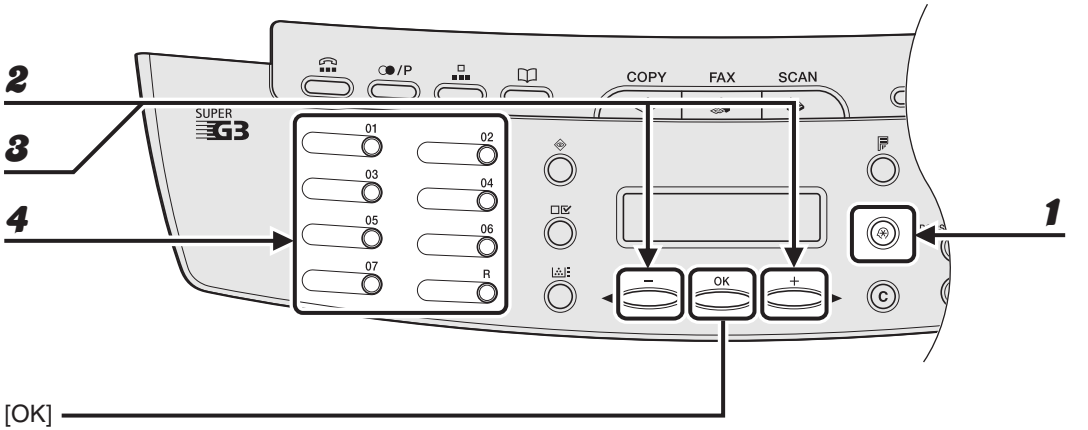
- One-Touch Speed Dialing (p. 4-7)
  - Register a fax/telephone number for one-touch speed dialing, then to dial the number, simply press the one-touch speed dialing key assigned to that number. You can register up to 7 one-touch speed dialing keys, including group dialing.
- Coded Dialing (p. 4-14)
  - Register a fax/telephone number for coded dialing, then to dial the number, simply press [Coded Dial] and enter the two-digit code assigned to that number. You can register up to 100 coded dialing codes.
- Group Dialing (p. 4-21)
  - Register a group of fax numbers (must be registered for one-touch speed dialing and/or coded dialing) for group dialing, then to send a document to all numbers in that group, simply press the one-touch speed dialing key assigned to that group. You can register up to 50 destinations into a one-touch speed dialing key as a group.

Registering Recipients for Speed Dialing

For each recipient, you can register:

- Name
- Fax number (required)

● Registering One-Touch Speed Dialing



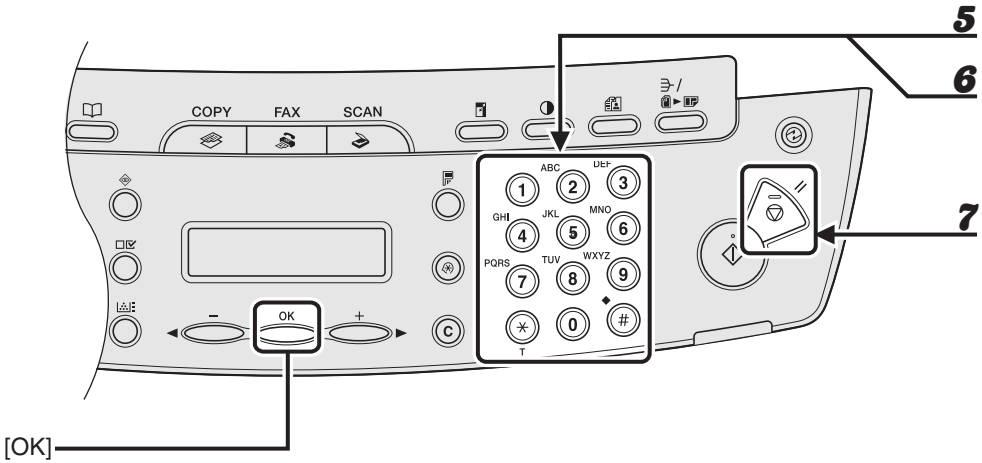
1 **Press [Additional Functions].**

2 **Press [◄–] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄–] or [+►] to select <1-TOUCH SPD DIAL>, then press [OK].**

4 **Press a one-touch speed dialing key (01 to 07) for which you want to register the fax number, then press [OK].**

You can also select a one-touch speed dialing number with [◄–] or [+►].



5 **Enter the destination name (max. 20 characters, including spaces) with the numeric keys, then press [OK].**

Ex.

```
NAME                    [A]
CAN
```

6 **Enter the fax number you register (max. 50 digits, including spaces and pauses) with the numeric keys, then press [OK].**

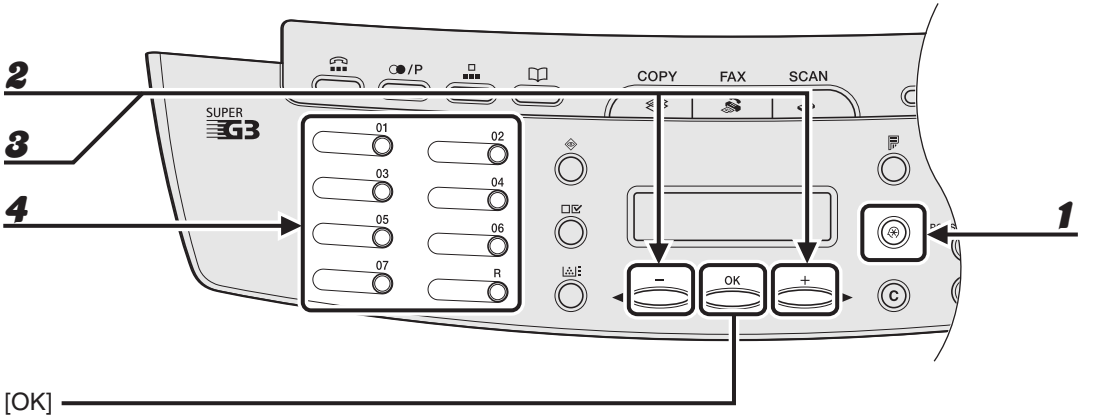
Ex.

```
TEL NUMBER ENTRY
012XXXXXXX_
```

To register another one-touch speed dialing key, repeat the procedure from step 4.

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

● Editing One-Touch Speed Dialing

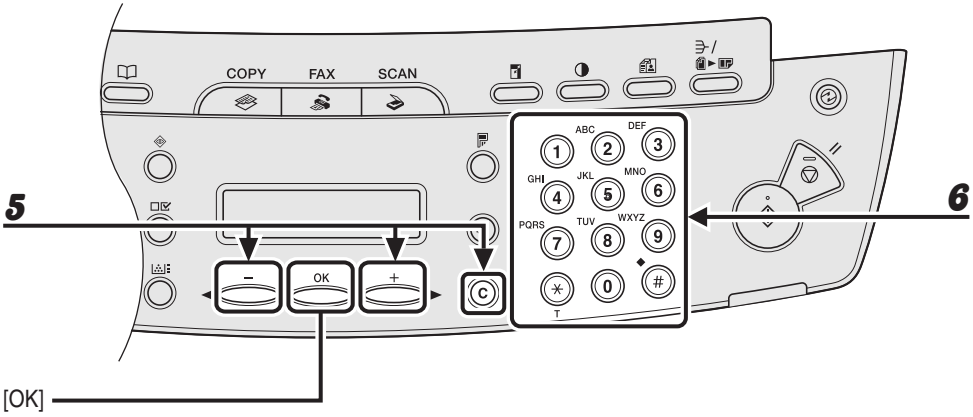


1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <1-TOUCH SPD DIAL>, then press [OK].**

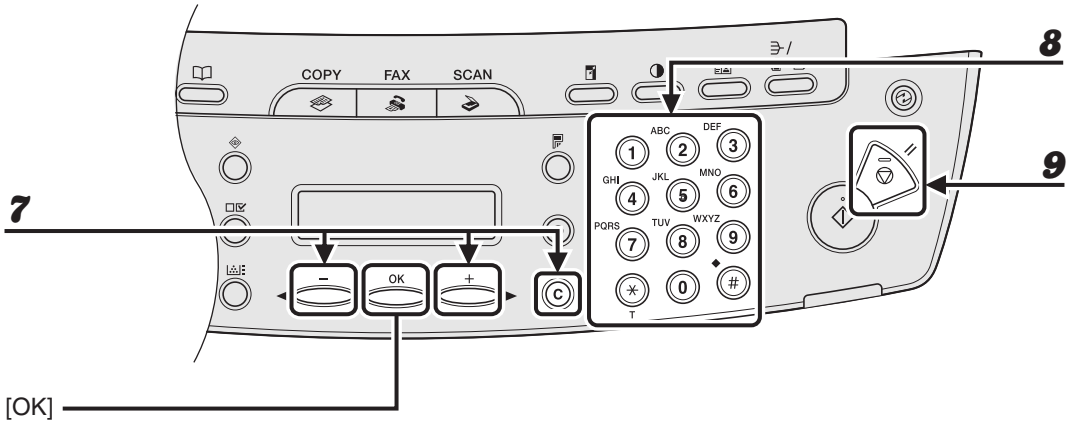
4 **Press the one-touch speed dialing key (01 to 07) you want to edit, then press [OK].**



5 **Press [◄–] or [+►] repeatedly to go to the wrong character, then press [Clear] to delete it.**

To delete the entire name, press and hold [Clear].

6 **Enter a new character with the numeric keys, then press [OK].**



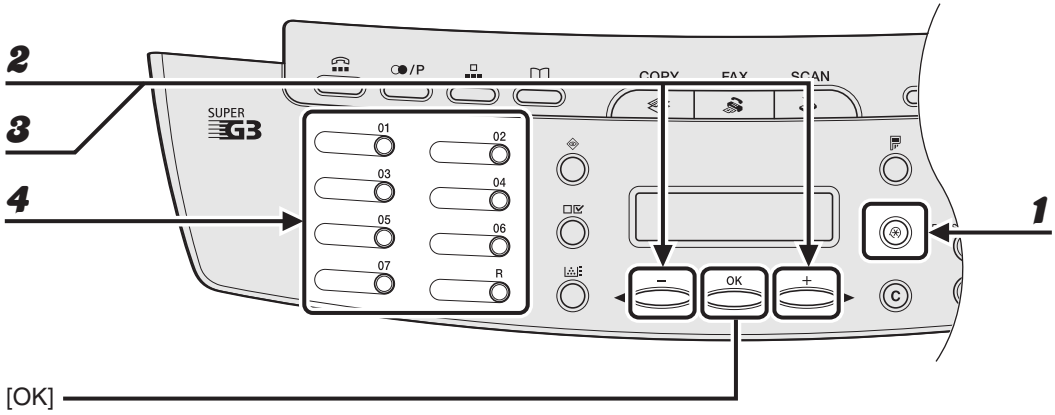
7 **Press [◄—] or [+►] repeatedly to go to the wrong number, then press [Clear] to delete it.**

To delete all numbers, press and hold [Clear].

8 **Enter a new number with the numeric keys, then press [OK].**

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

● Deleting One-Touch Speed Dialing

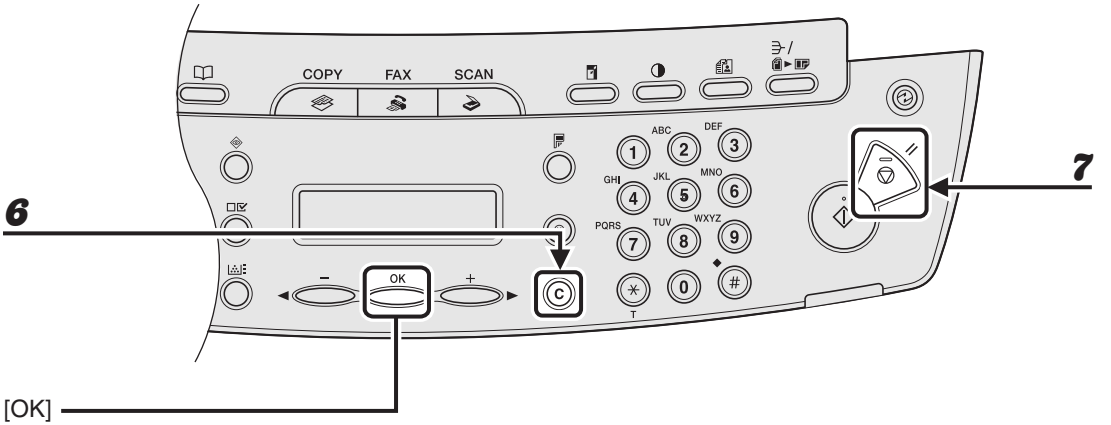


1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <1-TOUCH SPD DIAL>, then press [OK].**

4 **Press the one-touch speed dialing key (01 to 07) you want to delete, then press [OK].**



5 **Press [OK].**

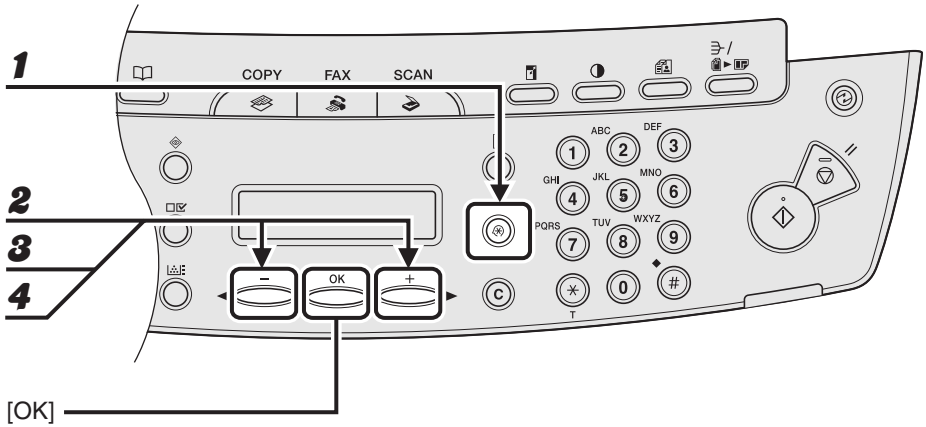
6 **Press and hold [Clear] to delete all numbers, then press [OK].**

NOTE

When deleting all numbers, the registered name is cleared automatically.

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

● Registering Coded Dialing



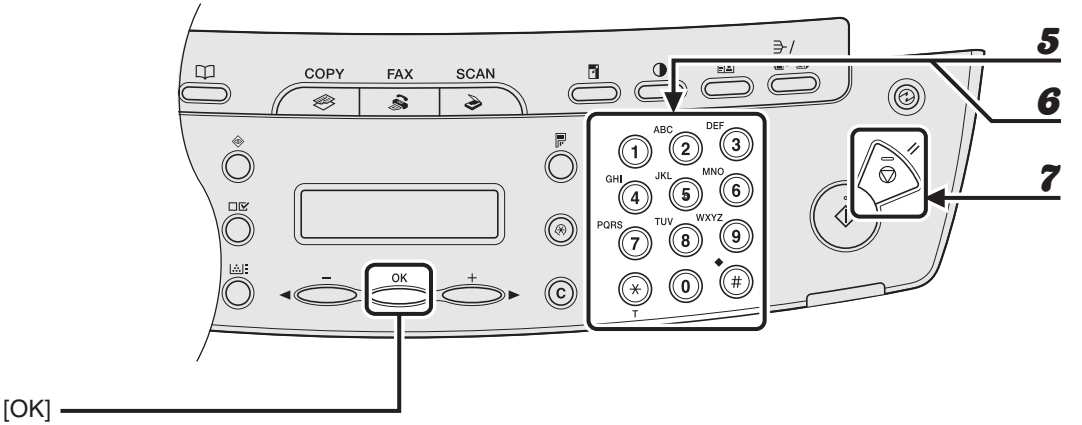
1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <CODED DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a coded dialing code (00 to 99), then press [OK].**

You can also enter a coded dialing code with the numeric keys after pressing [Coded Dial].



5 **Enter the destination name (max. 20 characters, including spaces) with the numeric keys, then press [OK].**

Ex.

```
NAME                    [A]
CAN
```

6 **Enter the fax number you register (max. 50 digits, including spaces and pauses) with the numeric keys, then press [OK].**

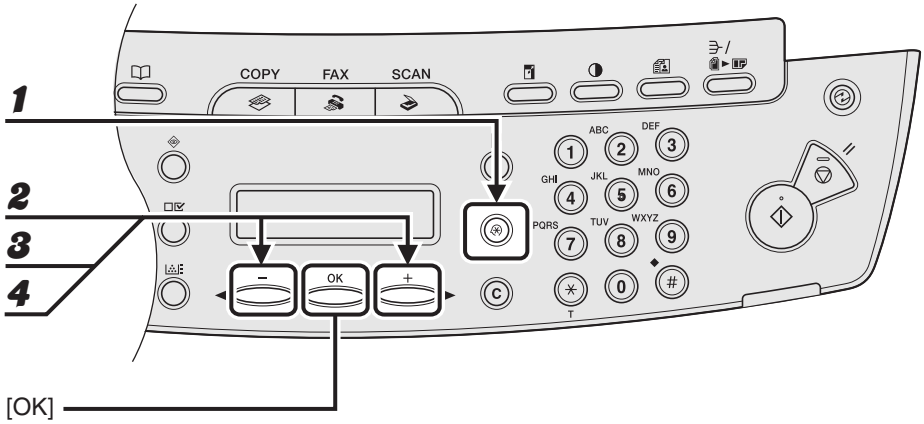
Ex.

```
TEL NUMBER ENTRY
012XXXXXXX_
```

If you register another coded dialing number, repeat the procedure from step 4.

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

● Editing Coded Dialing



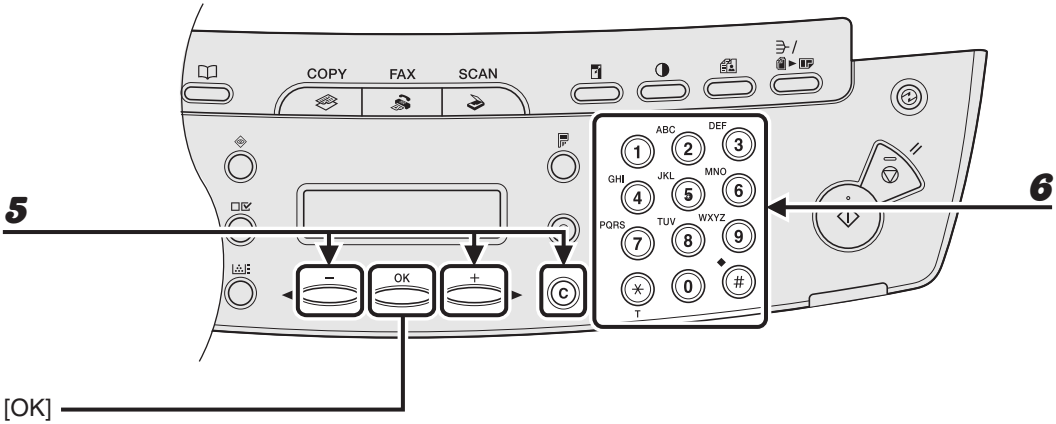
1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <CODED DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select the coded dialing code (00 to 99) that you want to edit, then press [OK].**

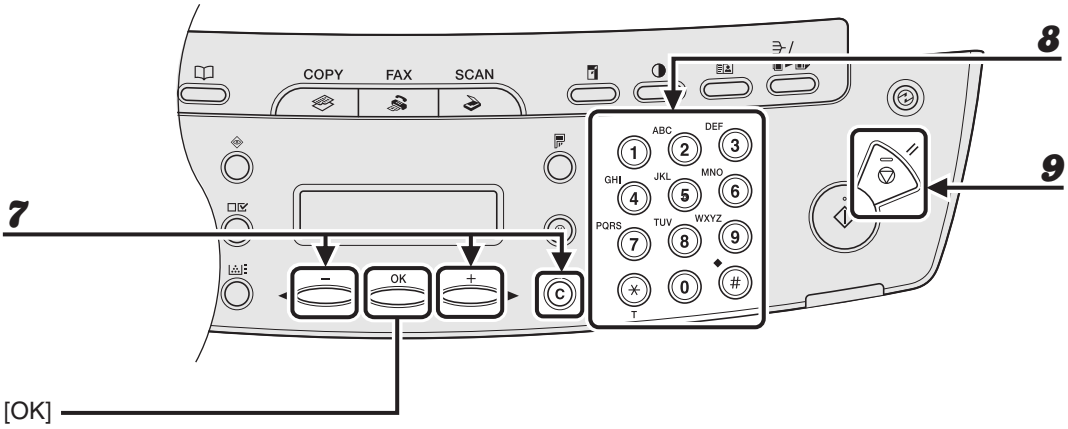
You can also enter a coded dialing code with the numeric keys after pressing [Coded Dial].



5 **Press [◄—] or [+►] repeatedly to go to the wrong character, then press [Clear] to delete it.**

To delete the entire name, press and hold [Clear].

6 **Enter a new character with the numeric keys, then press [OK].**



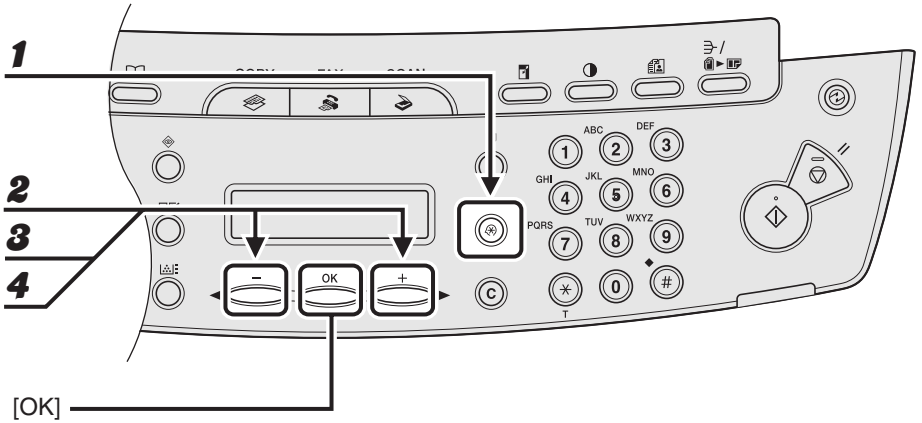
7 **Press [◄—] or [+►] repeatedly to go to the wrong number, then press [Clear] to delete it.**

To delete all numbers, press and hold [Clear].

8 **Enter a new number with the numeric keys, then press [OK].**

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

● Deleting Coded Dialing



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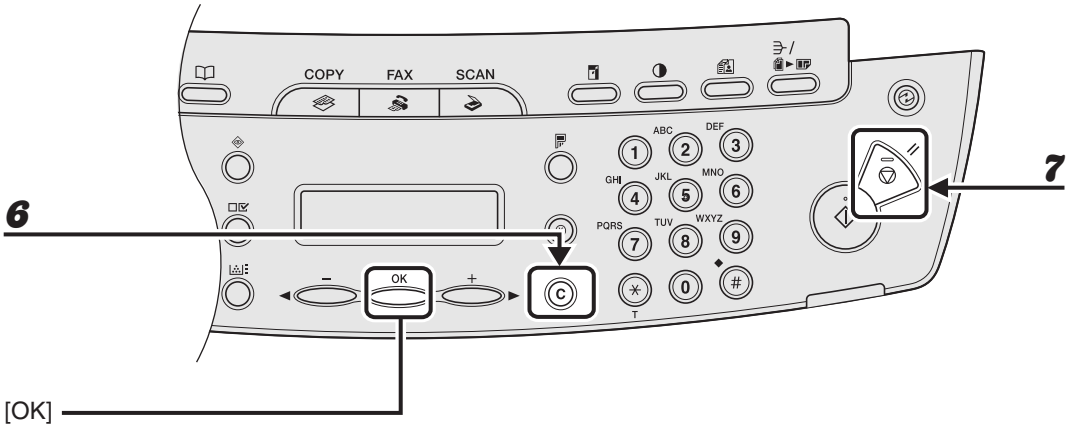
1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <CODED DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select the coded dialing code (00 to 99) that you want to delete, then press [OK].**

You can also enter a coded dialing code with the numeric keys after pressing [Coded Dial].



5 **Press [OK].**

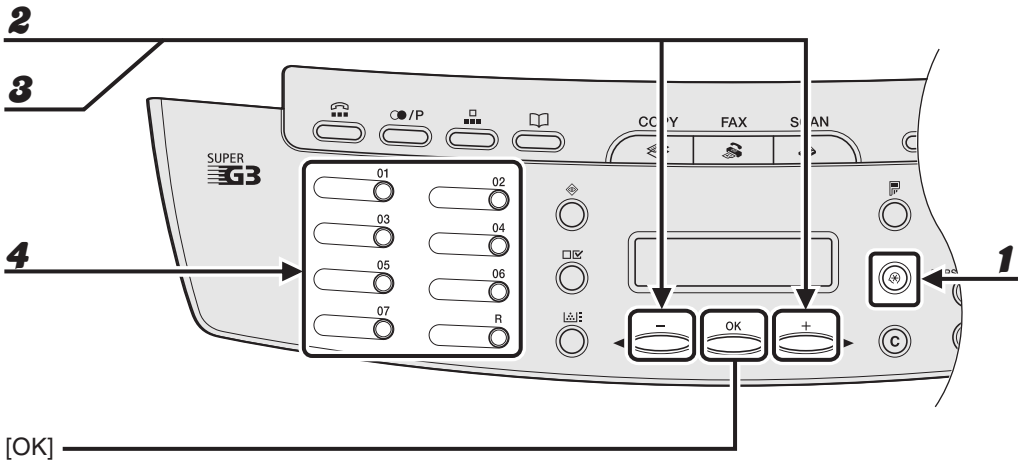
6 **Press and hold [Clear] to delete all numbers, then press [OK].**

NOTE

When deleting all numbers, the registered name is cleared automatically.

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

● Registering Group Dialing



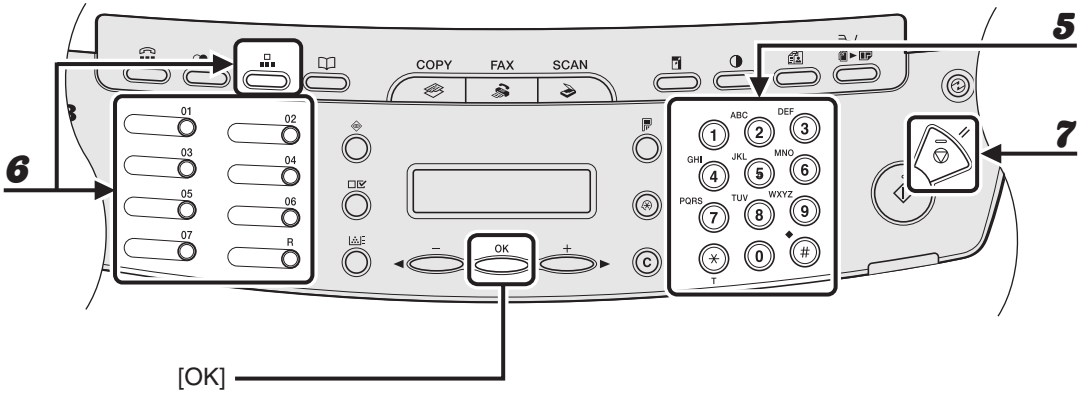
1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Specify an empty one-touch speed dialing key that you want to set as the group dial, then press [OK].**

For details on selecting a one-touch speed dialing key, see “Registering One-Touch Speed Dialing,” on p. 4-7.



5 **Enter the group name (max. 20 characters, including spaces) with the numeric keys, then press [OK].**

Ex.

```
NAME                    [A]
CANON GROUP
```

6 **Select the speed dialing numbers you want to register in the group (max. 50 destinations) until all destinations are registered, then press [OK].**

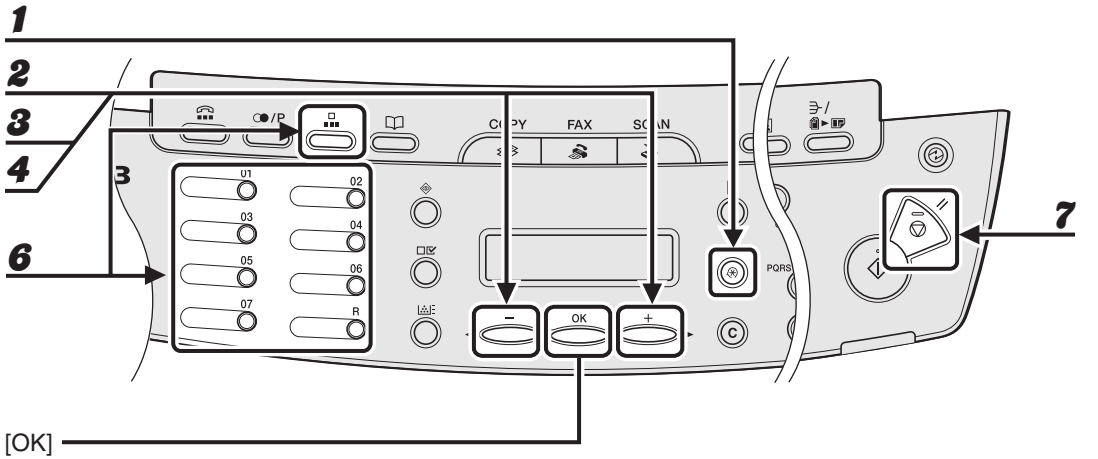
The speed dialing number refers to the one-touch dialing number or coded dialing code under which the fax/telephone number is registered.
To enter a number stored under a one-touch speed dialing key, press the desired one-touch speed dialing key(s).
To enter a number stored under a coded dialing code, press [Coded Dial], then enter the two-digit code for the number with the numeric keys. For multiple entries, press [Coded Dial] between each entry.

NOTE

You can review the destinations which have been already entered with [◄–] or [+►].

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

● Adding New Destination to Group



1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a group dial to edit, then press [OK].**

The group name appears.

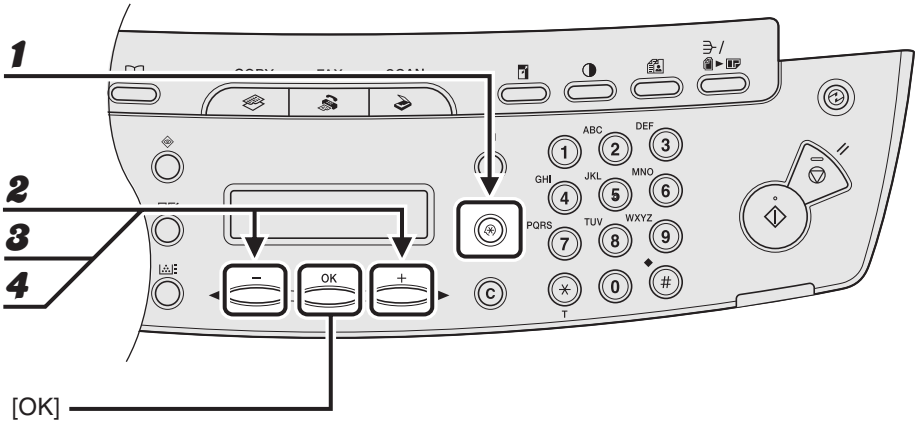
5 **Press [OK].**

6 **Select the speed dialing number you want to add to the group, then press [OK].**

For details on entering the speed dialing number, see “Registering Group Dialing,” on p. 4-21.

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

● Deleting Destination from Group



1 **Press [Additional Functions].**

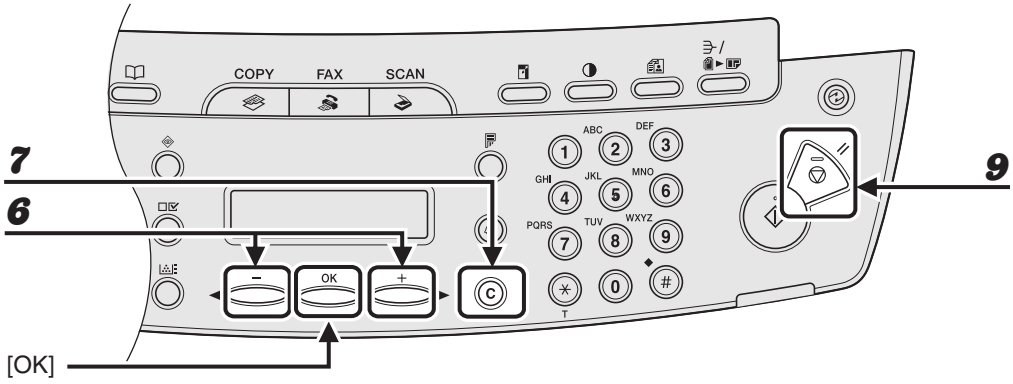
2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a group dial to delete, then press [OK].**

The group name appears.

5 **Press [OK].**



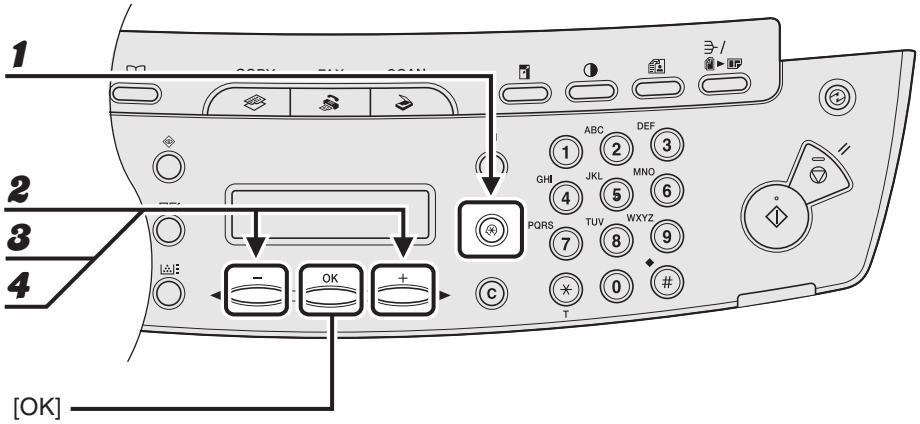
6 **Press [◄–] or [+►] to display the speed dial number you want to delete from the group.**

7 **Press [Clear].**

8 **Repeat steps 6 and 7 if you want to delete another speed dialing number, then press [OK].**

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

● Changing Group Name



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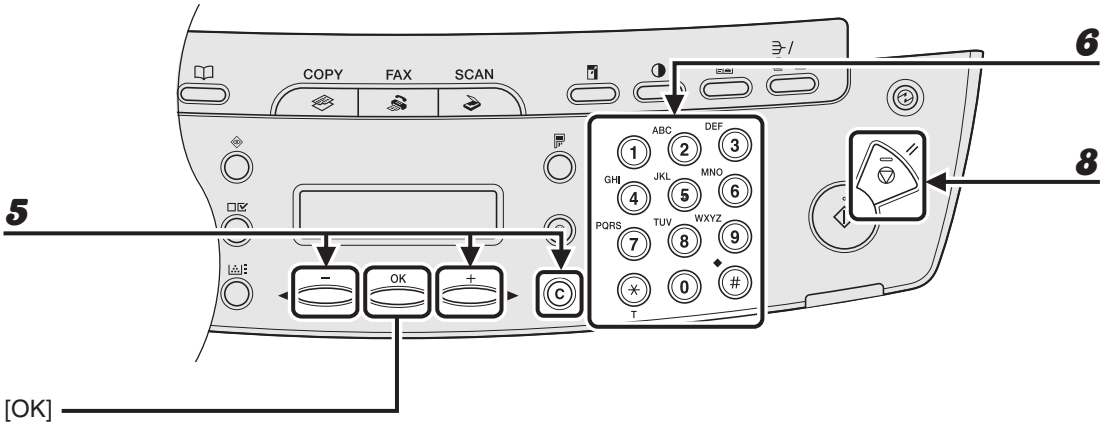
1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a group dial to edit, then press [OK].**



5 **Press [◄—] or [+►] repeatedly to go to the wrong character, then press [Clear] to delete it.**

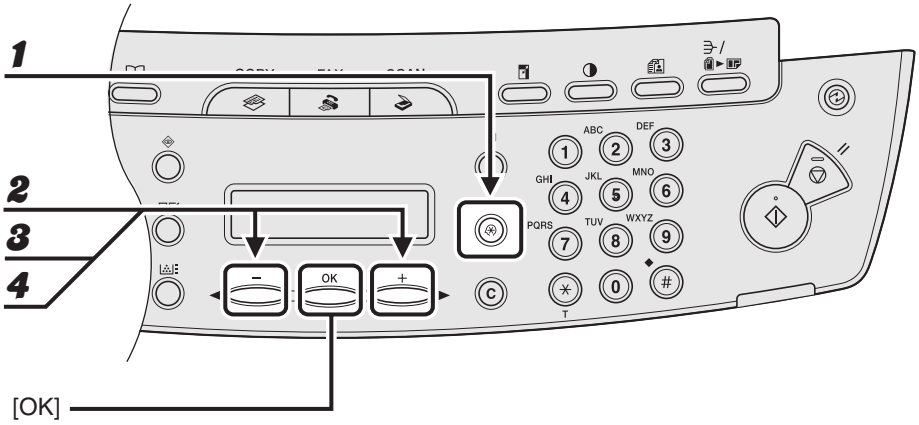
To delete the entire character, press and hold [Clear].

6 **Enter a new name with the numeric keys, then press [OK].**

7 **Press [OK].**

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

● Deleting Group Dialing



1 **Press [Additional Functions].**

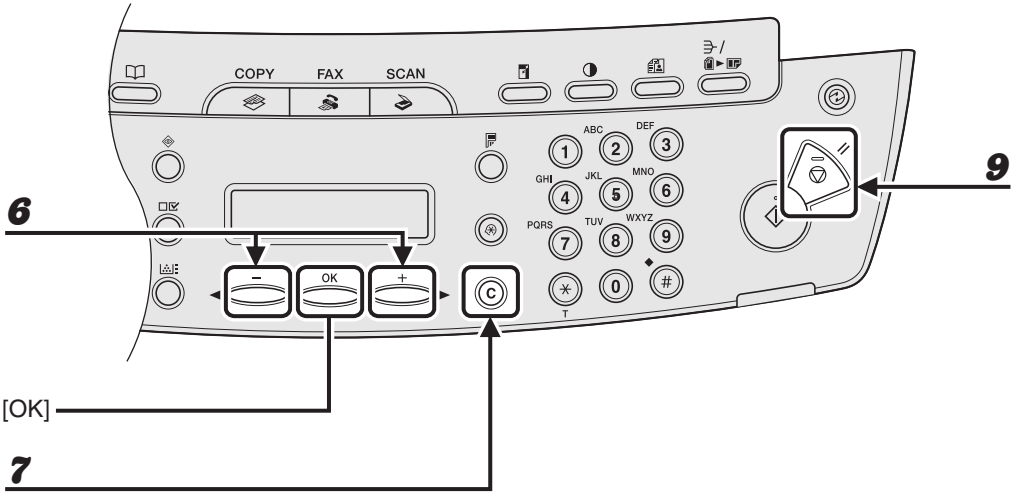
2 **Press [◄—] or [+►] to select <ADDRESS BOOK SET.>, then press [OK].**

3 **Press [◄—] or [+►] to select <GROUP DIAL>, then press [OK].**

4 **Press [◄—] or [+►] to select a group dial to delete, then press [OK].**

The group name appears.

5 **Press [OK].**



6 **Press [◄–] or [+►] to display a speed dial number.**

7 **Press [Clear].**

8 **Repeat steps 6 and 7 until all speed dial numbers are deleted, then press [OK].**

NOTE

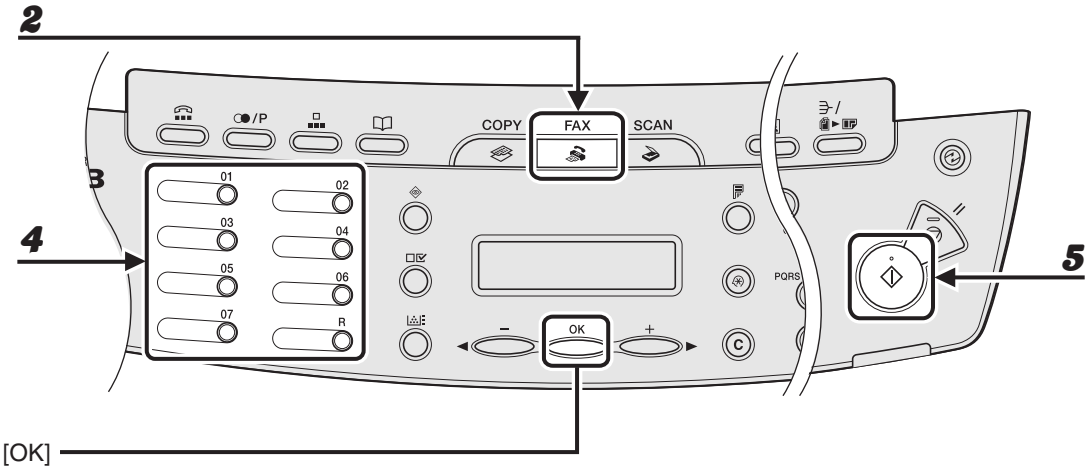
When deleting all speed dial numbers, the group name is cleared automatically.

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

Using Speed Dialing

Follow the procedure below to send faxes to registered recipients using speed dialing. For easy reference, print out the list of recipients registered for speed dialing. (See Chapter 4, “Reports and Lists (MF4140/MF4150 Only),” in the Advanced Guide.)

● Using One-Touch Speed/Group Dialing



1 **Place the document on the platen glass or load it in the ADF.**

2 **Press [FAX].**

3 **Adjust any necessary settings for your document.**

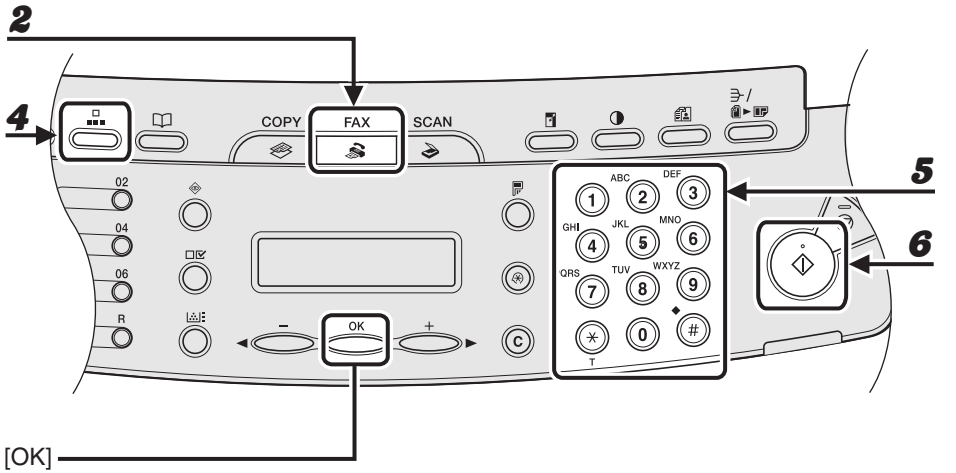
For details, see “Scan Settings,” on p. 4-3.

4 **Press the desired one-touch speed or group dialing key (01 to 07).**

5 **Press [Start].**

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

● Using Coded Dialing



1 **Place the document on the platen glass or load it in the ADF.**

2 **Press [FAX].**

3 **Adjust any necessary settings for your document.**

For details, see “Scan Settings,” on p. 4-3.

4 **Press [Coded Dial].**

5 **Enter the desired two-digit code (00 to 99) with the numeric keys.**

Ex.

```
= 0 1 2 X X X X X X X
[ * 0 1 ] C A N O N
```

6 **Press [Start].**

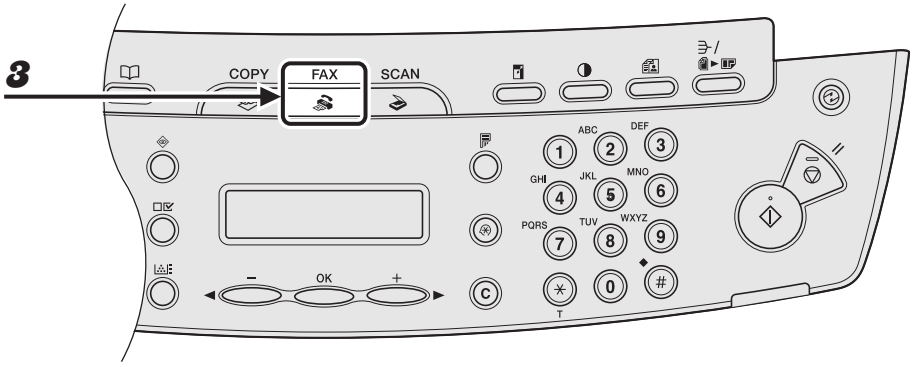
When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

Manual Sending (MF4150 Only)

Use manual sending when you want to talk to the recipient before sending a document, or if the recipient does not have a fax machine that can receive automatically.

NOTE

– You cannot use the platen glass for manual sending.
– You cannot use group dialing for manual sending.



---

1 **Connect an optional handset or an external telephone to the machine if you want to talk to the recipient before sending a document.**

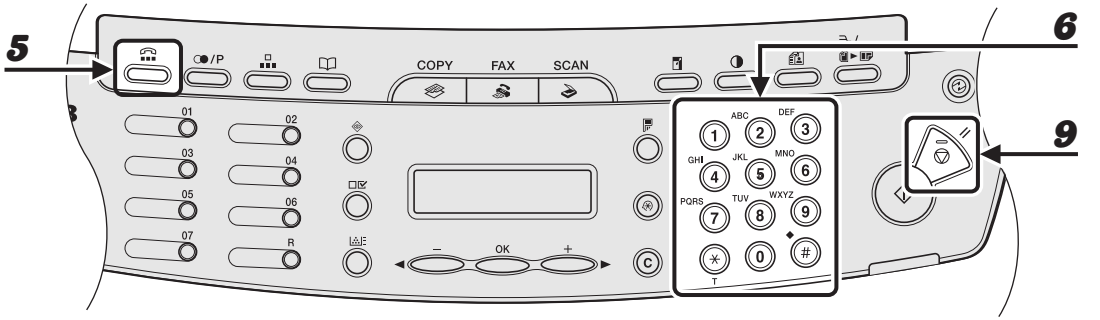
For details on how to connect an optional handset or an external telephone to the machine, see "Connect Telephone Cables and Install Handset (MF4140/MF4150 Only)," in the Starter Guide.

2 **Load the document in the ADF.**

3 **Press [FAX].**

4 **Adjust any necessary settings for your document.**

For details, see "Scan Settings," on p. 4-3.



5 **Press [Hook] or pick up the optional handset or the handset of your external telephone.**

6 **Dial the recipient's fax/telephone number.**

NOTE

Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not connect, or the wrong number may be dialed.

7 **Talk through the handset to the recipient.**

If you press [Hook] in step 5, you can pick up the handset when you hear the recipient's voice. If you hear a high-pitched signal instead of the recipient's voice, go to step 9.

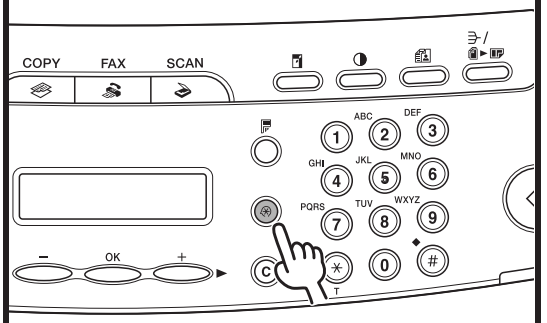
8 **Ask the recipient to set their fax machine to receive faxes.**

9 **When you hear a high-pitched signal, press [Start], then hang up the handset.**

5 Receiving Faxes (MF4140/MF4150 Only)

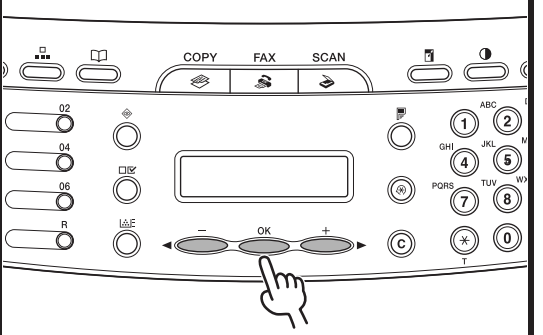
Follow this procedure to set the machine for receiving faxes.
For advanced receiving features, see Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.

1 Enter the Setting Menu



Press [Additional Functions].

2 Enter the Receive Mode

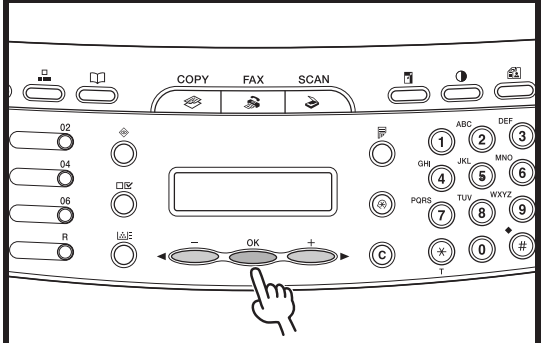


Select <FAX SETTINGS> with [◄ —] or [+ ►], then press [OK].

Select <RX SETTINGS> with [◄ —] or [+ ►], then press [OK].

Select <RX MODE> with [◄ —] or [+ ►], then press [OK].

3 Select the Receive Mode



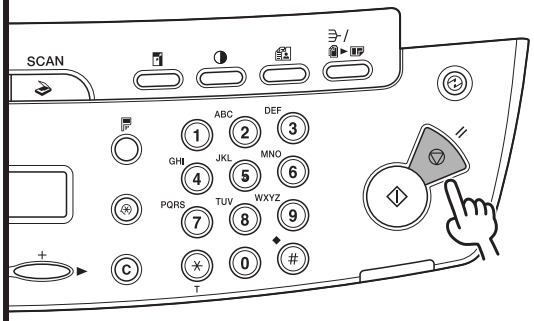
Select the receive mode with [◄ —] or [+ ►], then press [OK].

<FaxOnly>: Answers all calls as faxes.
<AnsMode>: Receives faxes automatically and records voice messages.
<FaxTel>: Switches between fax and voice calls automatically if the optional handset or an external telephone is connected to the machine.
<MANUAL>: Does not answer any calls. You have to manually receive faxes.
For details on these settings, See Chapter 1, "Advanced Fax Features (MF4140/MF4150 Only)," in the Advanced Guide.

NOTE

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

4 Exit the Setting Menu



Press [Stop/Reset] to return to the standby display.

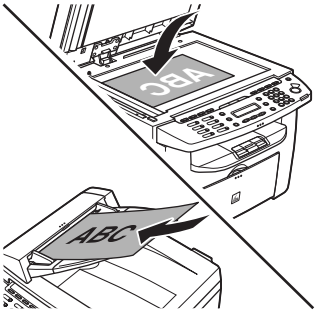
What if...

- **You press [Stop/Reset] to cancel a job:**
  The <CANCEL DURING TX/RX?> message appears. Press [◄ —] to select <Yes>. The job is canceled, and the display returns to the standby mode.
- **The <OUT OF TONER/CHANGE TONER> message appears:**
  The toner cartridge is almost empty. Replace the toner cartridge.
  For details on this error message, see "LCD Messages," on p. 11-9.

6 Copying

Follow this procedure to make a copy.
For advanced copying features, see Chapter 2, “Advanced Copy Features,” in the Advanced Guide.

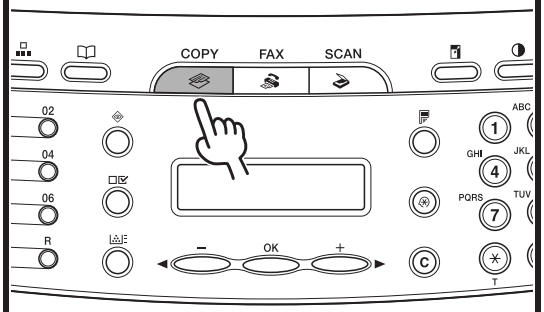
1 Set a Document



Place the document on the platen glass or load it in the ADF.

For documents you can copy, see “Document Requirements,” on p. 2-1.

2 Enter the Copy Mode



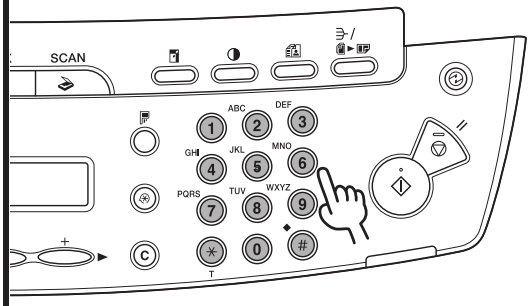
Press [COPY].

The COPY indicator lights and the machine enters copy the standby mode.

What if...

- **You want to adjust the resolution and density:**
  See “Scan Settings,” on p. 6-3.

3 Enter the Copy Quantity



Enter the copy quantity (1 to 99) with the numeric key.

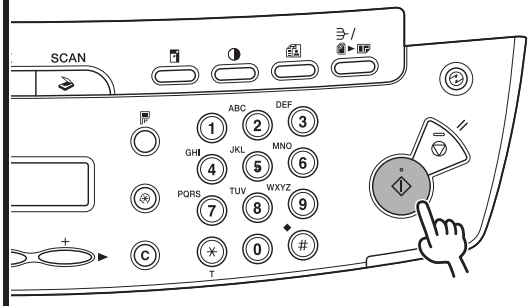
Ex.

```
100%              A4
◖ ■ ◗  TEXT/PHOTO    3
```

What if...

- **You enter a wrong number:**
  Press [Clear] and enter a new number.

4 Start Copying



Press [Start].

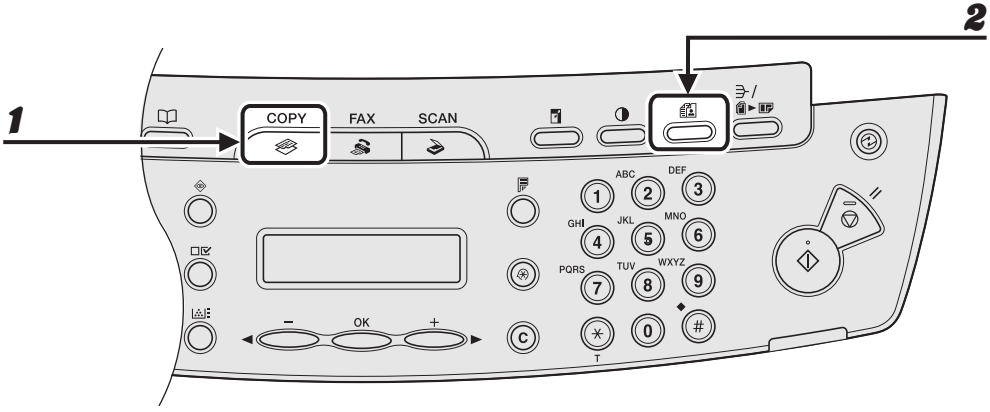
What if...

- **You press [Stop/Reset] to cancel a job while scanning documents:**
  The job is canceled immediately, and the copy quantity is reset.
- **You press [Stop/Reset] to cancel a job while printing:**
  The <CANCEL COPYING?> message appears. Press [◄ ▬] to select <YES>.

Scan Settings

Before pressing [Start] to begin copying, you can adjust scan settings to better suit the document to be scanned. These settings return to the default values if Auto Clear function is activated or if you press [Stop/Reset].

Image Quality



1 **Press [COPY].**

2 **Press [Image Quality] repeatedly to select the document type.**

<TEXT/PHOTO>: For documents that contain text and photos.
<TEXT>: For text documents.
<PHOTO>: For documents that contain fine text or photos.
<TEXT/PHOTO+>: For documents that contain fine text and photos.

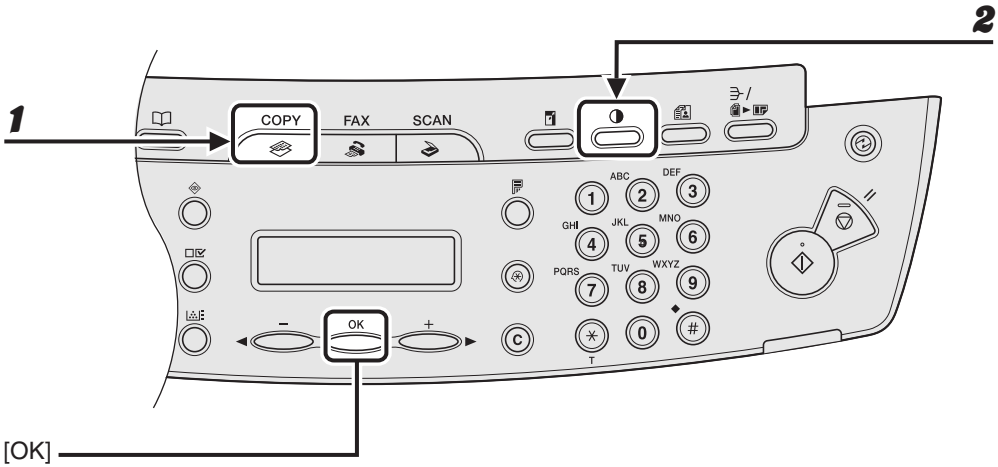
NOTE

Copy density automatically changes to the manual mode when <TEXT/PHOTO>, <PHOTO>, or <TEXT/PHOTO+> is set.

Density

You can adjust the density to the most appropriate level for the document either automatically or manually.

● Adjusting Automatically



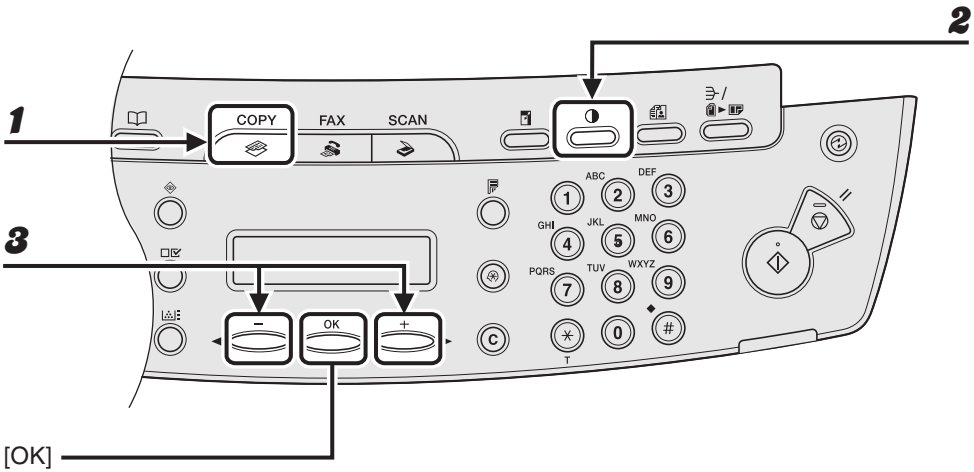
1 **Press [COPY].**

2 **Press [Density] repeatedly until <AUTO> appears, then press [OK].**

NOTE

The image quality is automatically set to <TEXT>.

● Adjusting Manually



1 **Press [COPY].**

2 **Press [Density] repeatedly to select the manual mode.**

Ex.

```
DENSITY
-LT   ◀□□□□■□□□□▶   DK+
```

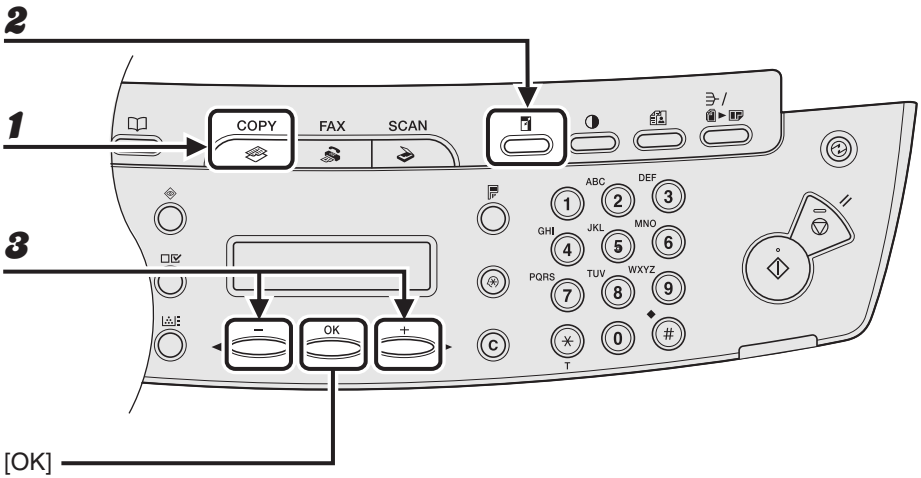
3 **Press [◄ –] or [+ ►] to adjust the copy density, then press [OK].**

[+ ►]: to make light documents darker
[◄ –]: to make dark documents lighter

Zoom Ratio

● Preset Zoom

You can enlarge or reduce documents from one standard paper size to another.



1 **Press [COPY].**

2 **Press [Enlarge/Reduce].**

3 **Press [◄–] or [+►] to select the copy ratio, then press [OK].**

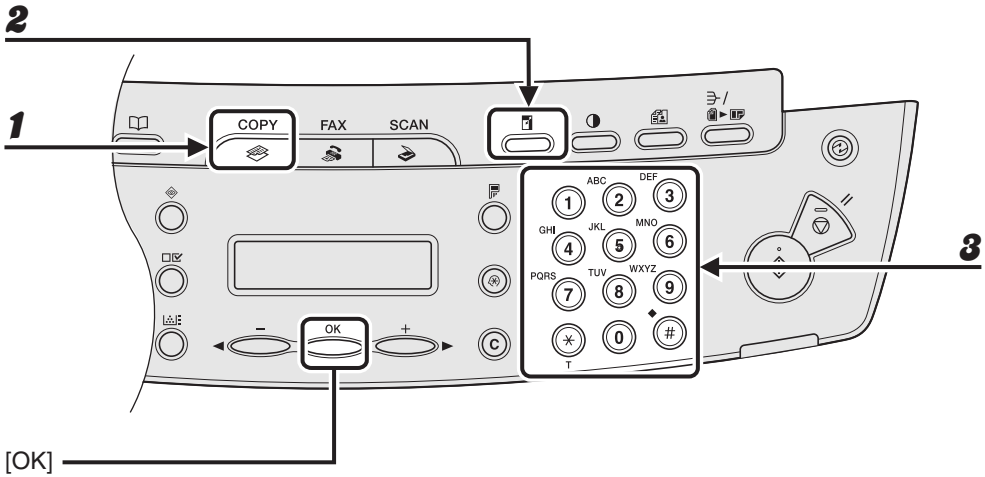
- 200 % MAX.
- 141 % A5 → A4
- 100 %
- 70 % A4 → A5
- 50 % MIN.

NOTE

When <PAPER SIZE GROUP> in the <COPY SETTINGS> menu is set to <INCHES> or <AB>, the preset copy ratios change as follows:
INCHES: 50%, 64%, 78%, 100%, 129%, 200%
AB: 50%, 70%, 81%, 86%, 100%, 115%, 122%, 141%, 200%

● Zoom Designation

You can reduce or enlarge images by any copy ratio, in 1 % increments. The available copy ratios are from 50 % to 200 %.



1 **Press [COPY].**

2 **Press [Enlarge/Reduce] twice.**

3 **Enter the copy ratio with the numeric keys, then press [OK].**

Ex.

```
ZOOM   50-200%
 -        100%        +
```

You can also use [◄−] or [+►] to adjust the zoom ratio. To increase the zoom ratio, press [+►]. To decrease the copy ratio, press [◄−].

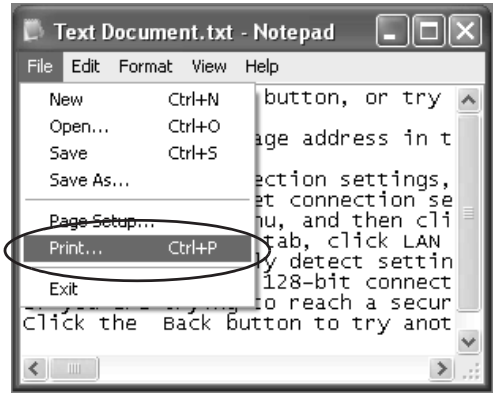
NOTE

To return the copy ratio to 100%, press [Stop/Reset].

7 Printing

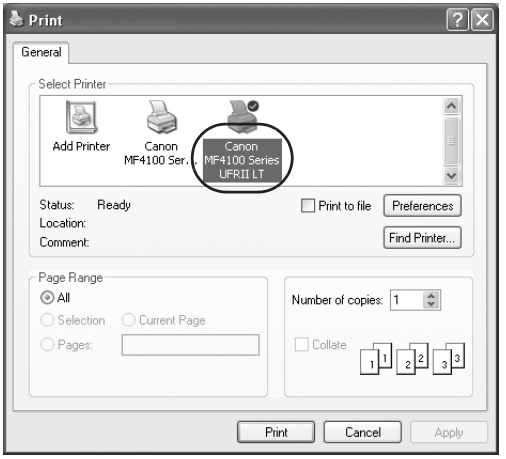
Follow this procedure to print a document from your computer.
Make sure that the printer driver is installed.
For details on printer driver settings, see Online Help.

1 Start the Print Command



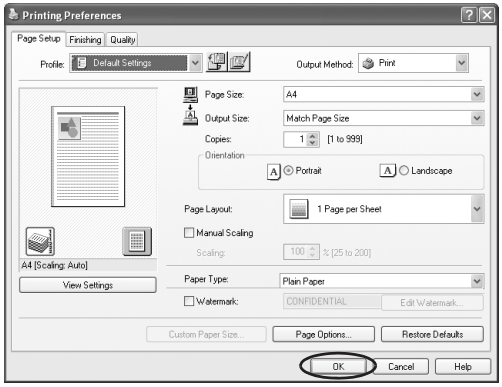
From an open document on an application, click [File] > [Print].

2 Select the Printer



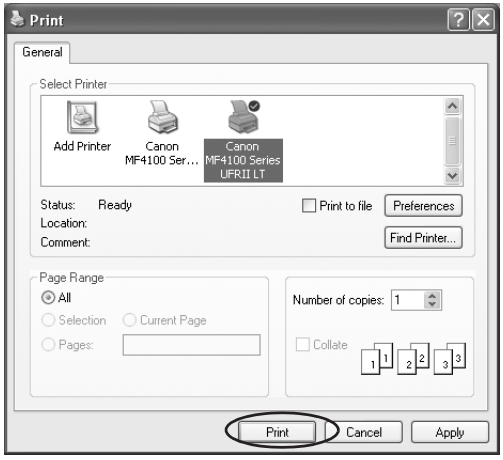
Select the printer icon for the machine ([Canon MF4100 Series UFRII LT]).

3 Adjust Preferences



Click [Preferences] or [Properties] to open the dialog box. After finished, click [OK].

4 Print the Document



Click [Print] or [OK].

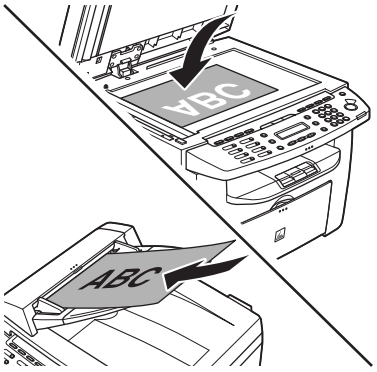
What if...

- **You want to cancel printing:**
  See Chapter 3, “System Monitor,” in the Advanced Guide.

8 Scanning

Follow this procedure to scan a document to your computer.
Make sure that the scanner driver is installed.
For details on scanner driver settings, see the Scanner Driver Guide (in the User Software CD).

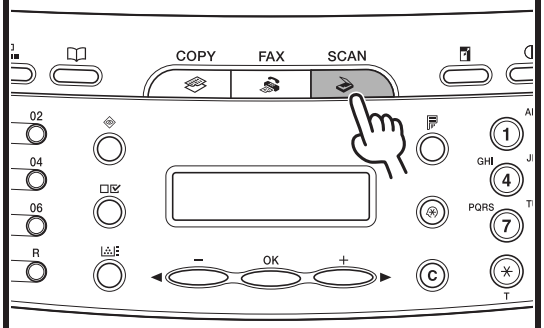
1 Set a Document



Place the document on the platen glass or load it in the ADF.

For documents you can scan, see “Document Requirements,” on p. 2-1.

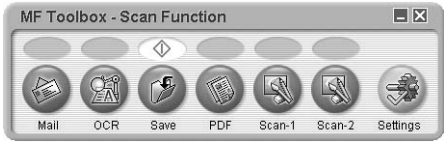
2 Enter the Scan Mode



Press [SCAN].

The SCAN indicator lights up and the machine enters the scan standby mode.

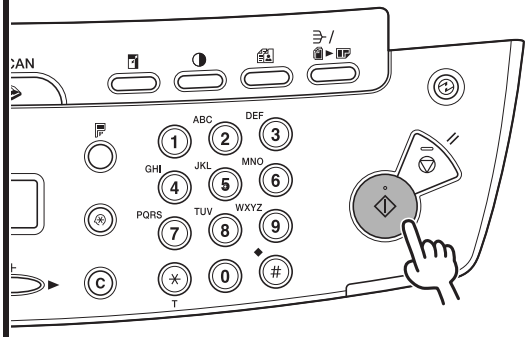
3 Set Scan Function



Start MF Toolbox, then set the scanning format.

The mark will be displayed above the button you select. For details on the MF Toolbox Settings, see Chapter 2, “Scanning a Document,” in the Scanner Driver Guide.

4 Start Scanning



Press [Start].

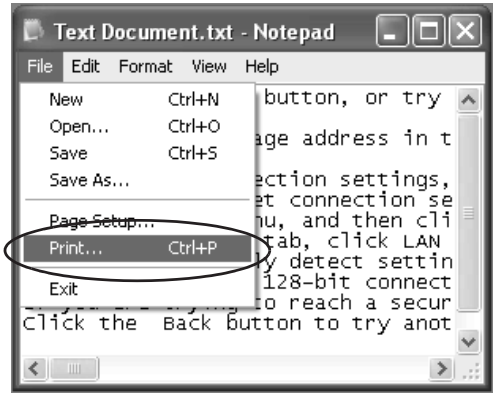
What if...

- **You want to cancel scanning:** Press [Stop/Reset] on the operation panel, then click [OK] on the computer screen.

9 PC Faxing (MF4140/MF4150 Only)

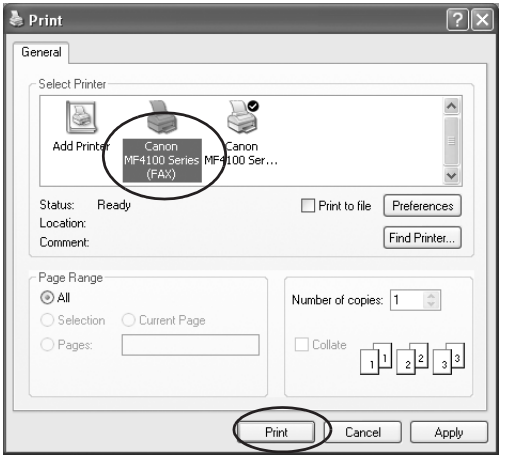
Follow this procedure to send a fax from your computer.
Make sure that the fax driver is installed.
For details on fax driver settings, see Online Help.

1 Start the Print Command



From an open document on an application, click [File] > [Print].

2 Select the Fax

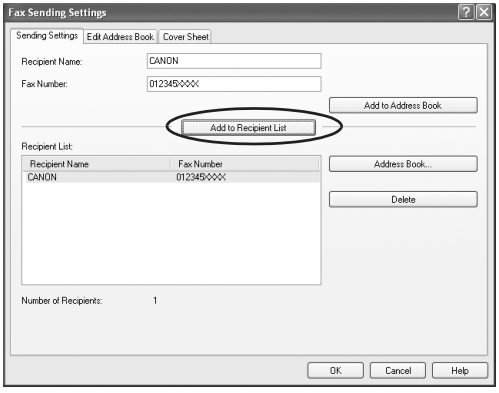


Select the fax icon ([Canon MF4100 Series(FAX)]), then click [Print] or [OK].

What if...

- **You want to adjust the fax properties:** Click [Preferences] or [Properties] and adjust the settings.

3 Set the Destination

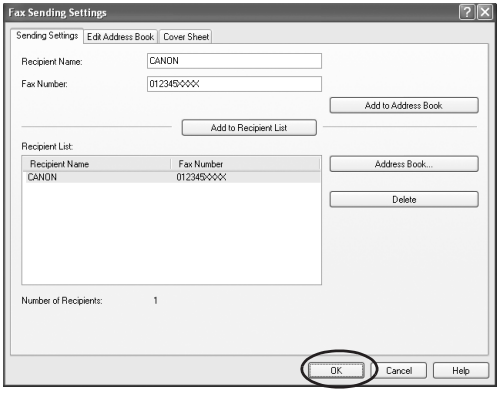


Specify the name and fax number in [Sending Settings], then click [Add to Recipient List].

What if...

- **You want to send a fax with the cover sheet:**
  Click the [Cover Sheet] tab and set the format for the cover sheet attachment.

4 Send the Document



Click [OK] in the Fax Sending Settings.

What if...

- **You want to cancel sending a fax:**
  See Chapter 3, “System Monitor,” in the Advanced Guide.

10 Maintenance

Cleaning the Machine

Note the following before cleaning your machine:

- **Make sure no document is stored in memory, then turn off the main power switch, and disconnect the power cord.**
- **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.**

CAUTION

Never use volatile liquids such as thinners, benzene, acetone, or any other chemical cleaner to clean the machine. These can damage the machine components.

Exterior

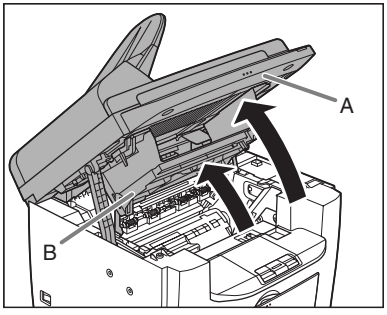
1. **Turn off the main power switch and disconnect the power cord.**
2. **Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.**
3. **Wait for the machine to dry, then reconnect the power cord and turn on the main power switch.**

Interior

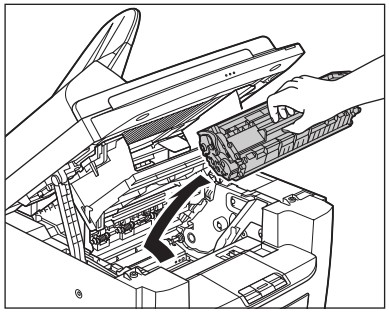
Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

1 **Turn off the main power switch and disconnect the power cord.**

2 **Lift the scanning platform until it is locked (A), and open the printer cover (B).**



3 **Remove the toner cartridge.**



CAUTION

– To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
– Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

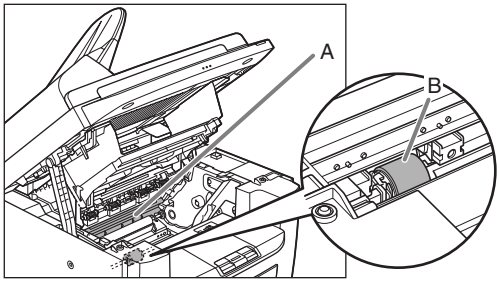
NOTE

Always hold the toner cartridge by its handle.

4 **Use a clean, soft, dry, lint-free cloth to remove any toner or paper debris from the machine's interior.**

CAUTION

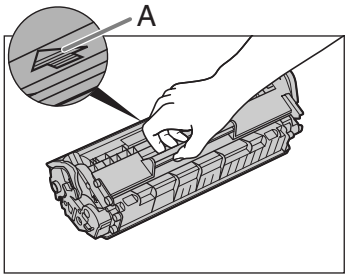
– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.



– If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

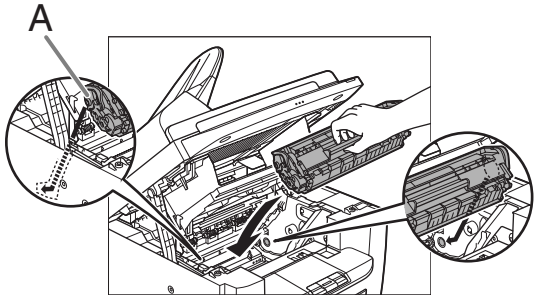
5 Hold the toner cartridge by its handle (A).

The arrow (A) on the toner cartridge should be facing away from you and pointing down.

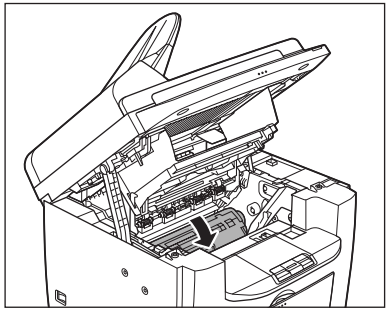


6 Insert the toner cartridge into the machine as far as it will go.

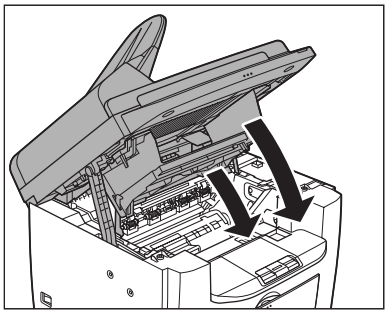
Align the guide (A) on the left side of the toner cartridge with the groove inside the machine.



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



8 **Close the printer cover and lower the scanning platform.**



CAUTION

Be careful not to get your fingers caught.

9 **Reconnect the power cord and turn on the main power switch.**

Fuser Roller

If black streaks appear with printing, the fuser roller in the main unit may be dirty. Should this occur, clean the fusing roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank A4 paper into the multi-purpose tray and start cleaning.

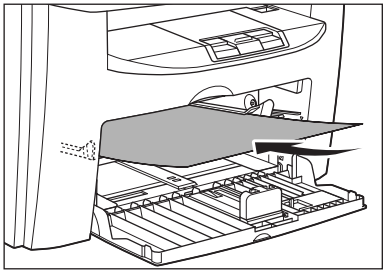
NOTE

Cleaning the roller takes approximately 130 seconds.

1 **Press [Additional Functions].**

2 **Press [◄–] or [+►] to select <ADJUST./CLEANING>, then press [OK].**

3 **Load a sheet of blank A4 paper in the multi-purpose tray.**



4 **Press [◄–] or [+►] to select <FIX. UNIT CLEANING>, then press [OK].**

Cleaning starts. When finished, the display returns to the standby mode.

NOTE

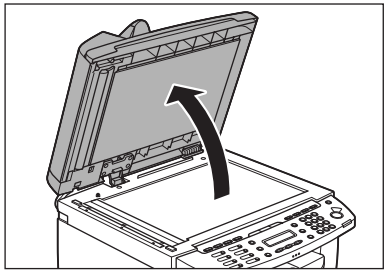
– Use standard paper as the cleaning paper.
– Throw away the cleaning paper after use.

Scanning area

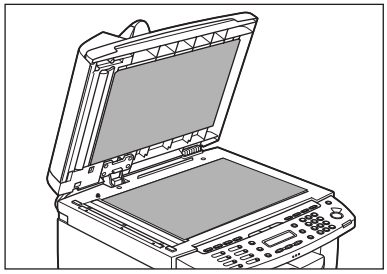
Keep the scanning area clean to avoid dirty copies or faxes to be sent.

● Platen glass

1 **Open the ADF/platen glass cover.**



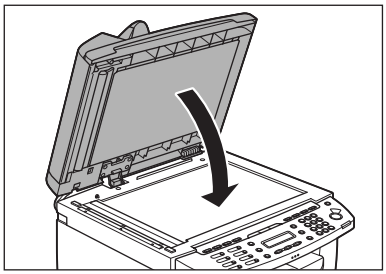
2 **Clean the platen glass and the underside of the ADF/platen glass cover with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.**



NOTE

Do not dampen the cloth too much, as this may tear the document or damage the machine.

3 **Close the ADF/platen glass cover.**



CAUTION

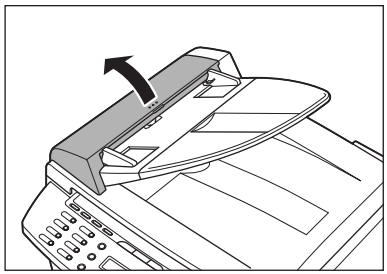
Be careful not to get your fingers caught.

● ADF (M4150 Only)

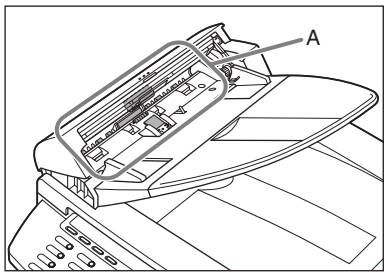
If your documents have black streaks or appear dirty after copying them using the ADF, this may be caused by pencil lead rubbing off the documents and onto the roller. Clean the ADF scanning area, film, and roller.

1 **Turn off the main power switch and disconnect the power cord.**

2 **Open the ADF cover.**



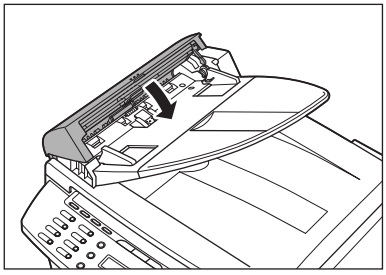
3 **Clean the rollers (A) inside the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**



NOTE

Do not dampen the cloth too much, as this may tear the document or damage the machine.

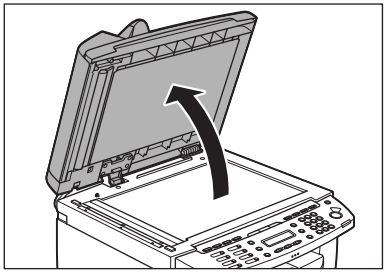
4 **Close the ADF cover.**



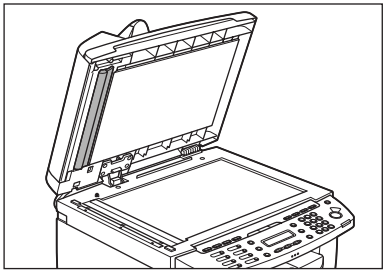
CAUTION

Be careful not to get your fingers caught.

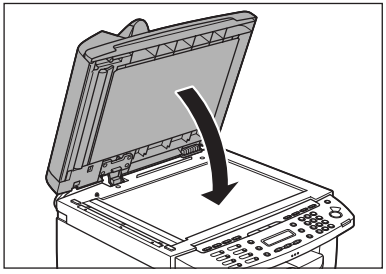
5 **Open the ADF/plate glass cover.**



6 **Clean the ADF scanning area (on the left side of the platen glass) and the document feeding roller with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**



7 **Close the ADF/plate glass cover.**



CAUTION

Be careful not to get your fingers caught.

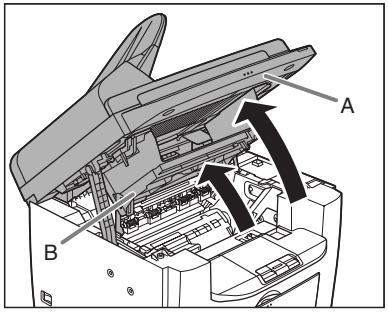
8 **Reconnect the power cord and turn on the main power switch.**

Replacing the Toner Cartridge

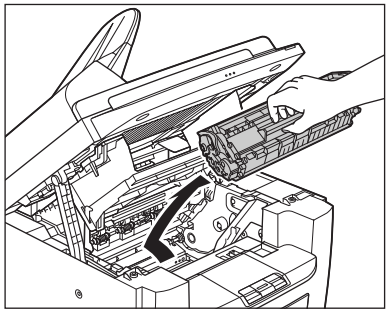
On MF4140/MF4150, when the LCD displays <OUT OF TONER/CHANGE TONER>, or toner level is low by pressing [Toner Gauge], redistribute toner in the toner cartridge. If the message persists, replace the toner cartridge.
On MF4120, when the printout has vertical white streaks, or toner level is low by pressing [Toner Gauge], redistribute the toner inside the cartridge. If the problem persists, replace the cartridge.

Redistributing Toner

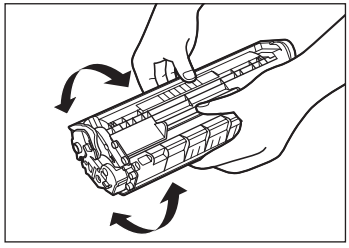
1 **Lift the scanning platform until it is locked (A), and open the printer cover (B).**



2 **Remove the toner cartridge.**

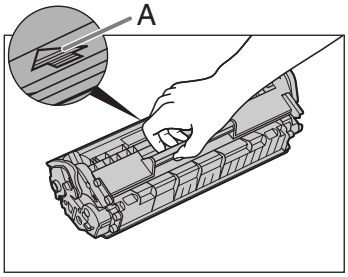


3 **Gently rock the toner cartridge five or six times to distribute toner evenly.**



4 Hold the toner cartridge by its handle (A).

The arrow (A) on the toner cartridge should be facing away from you and pointing down.



CAUTION

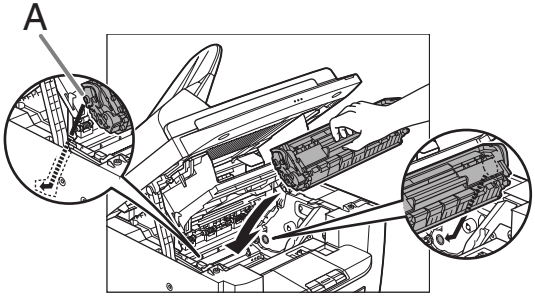
– Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

NOTE

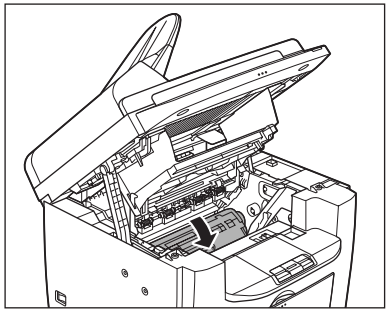
– Always hold the toner cartridge by its handle.

5 Insert the toner cartridge into the machine as far as it will go.

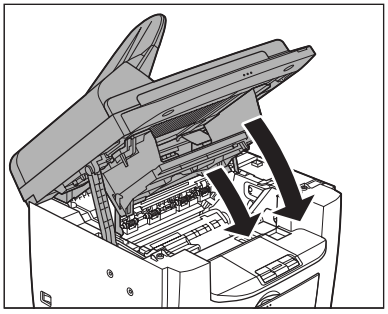
Align the guide (A) on the left side of the toner cartridge with the groove inside the machine.



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



7 Close the printer cover and lower the scanning platform.

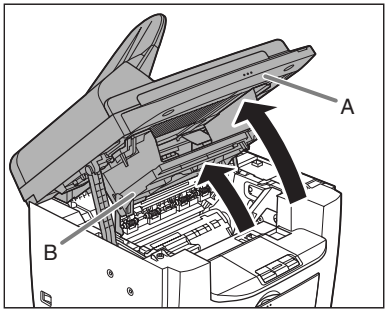


CAUTION

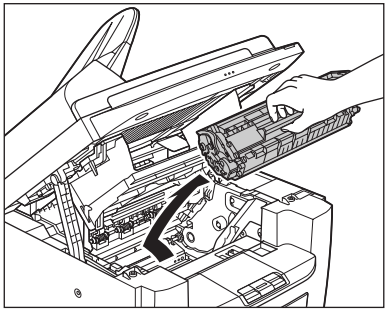
Be careful not to get your fingers caught.

Replacing the Toner Cartridge with a New One

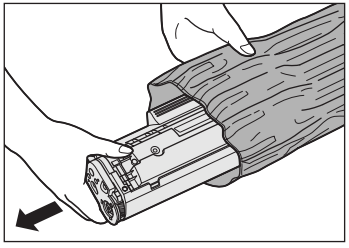
1 **Lift the scanning platform until it is locked (A), and open the printer cover (B).**



2 **Remove the toner cartridge.**



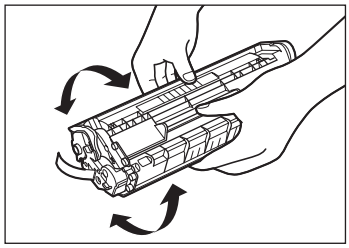
3 **Remove the new toner cartridge from the protective bag.**



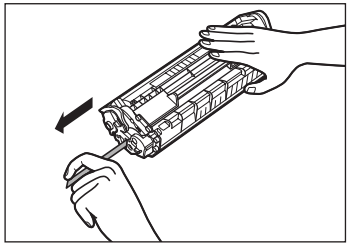
NOTE

Save the protective bag. You may need it later when you remove the toner cartridge from the machine.

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



5 **Hold the toner cartridge with one hand, and pull out the seal completely.**

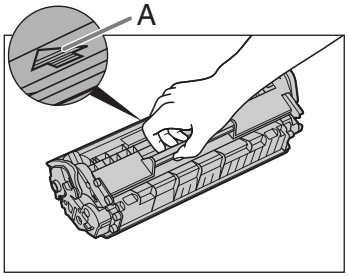


NOTE

Do not pull out the seal at an angle.

6 Hold the toner cartridge by its handle.

The arrow (A) on the toner cartridge should be facing away from you and pointing down.



CAUTION

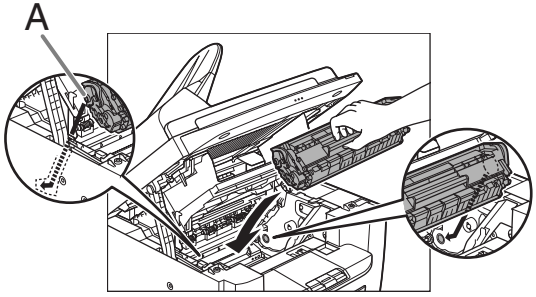
Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

NOTE

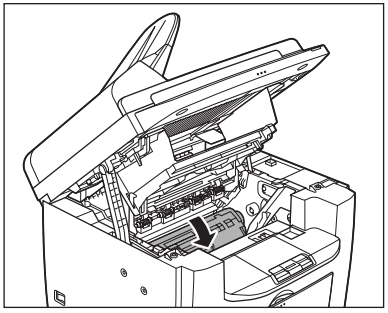
Always hold the toner cartridge by its handle.

7 Insert the toner cartridge into the machine as far as it will go.

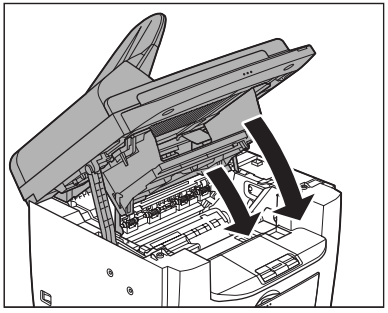
Align the guide (A) on the left side of the toner cartridge with the groove inside the machine.



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



9 Close the printer cover and lower the scanning platform.



CAUTION

Be careful not to get your fingers caught.

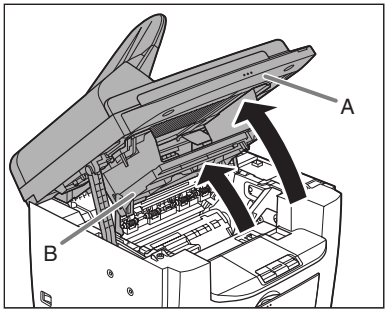
Transporting the Machine

Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

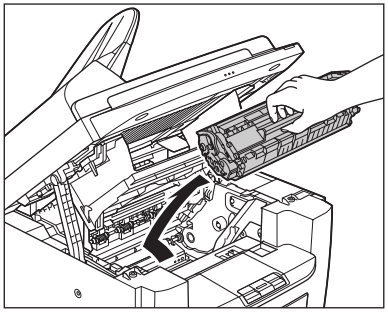
1 **Turn off the main power switch.**

2 **Disconnect the power cord and all the cables from the back of the machine.**

3 **Lift the scanning platform until it is locked (A), and open the printer cover (B).**



4 **Remove the toner cartridge.**



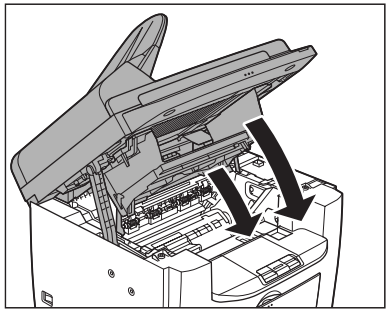
CAUTION

– To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
– Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

NOTE

Always hold the toner cartridge by its handle.

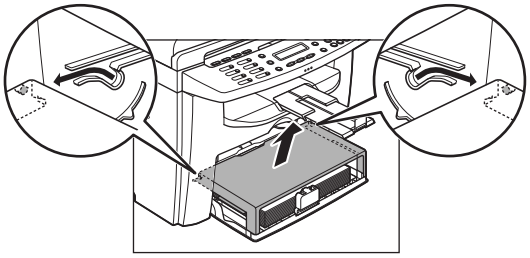
5 **Close the printer cover and lower the scanning platform.**



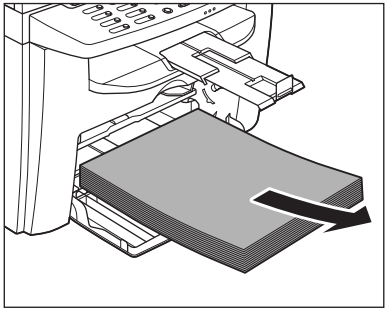
CAUTION

Be careful not to get your fingers caught.

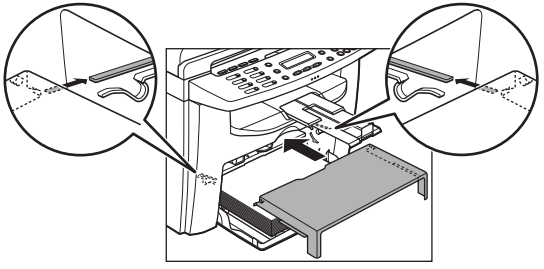
6 **Remove the dust cover from the paper feeding tray.**



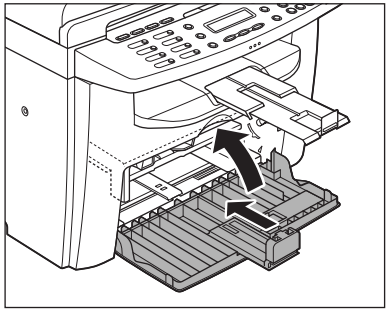
7 **Remove the paper from the paper feeding tray.**



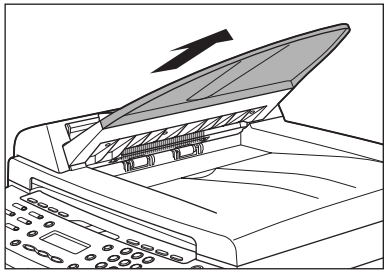
8 **Store the dust cover inside the machine.**



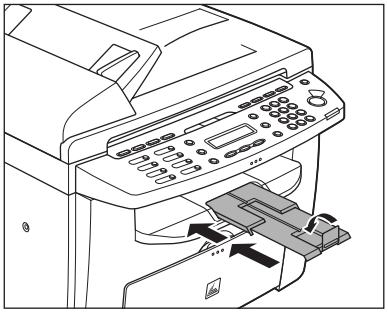
9 **Push the paper guide rail, and then close the paper feeding tray.**



10 **Detach the Document feeder tray (MF4150 Only).**

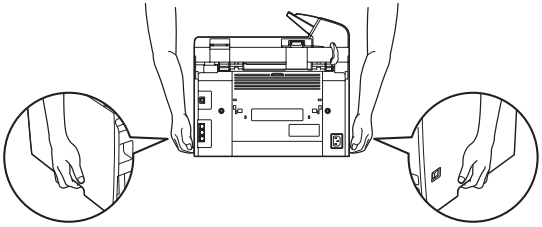


11 **Fold the paper stopper, and then push the output tray extension into the machine.**



12 **Make sure all the covers are closed.**

13 **Grip the handles on both sides of the machine and lift it carefully, as shown in the illustration below.**



CAUTION

– Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
– If you have a back problem, make sure to check the weight of this machine before carrying. (See “Specifications,” on p. 13-1.)

11 Troubleshooting

Clearing Jams

When <CHECK DOCUMENT>, <PAPER JAM> or <PAPER JAM/OPEN REAR COVER> appears on the LCD display, remove jammed paper from the machine first, then from the paper feeding tray or multi-purpose tray if necessary. Check the following if you experience repeated paper jams:

– Fan and tap the paper stack on a flat surface before loading it in the machine.
– Check that the paper you are using meets the requirements for use. (See “Print Media,” on p. 3-1.)
– Make sure you have removed any scraps of paper from the inside of the machine.

CAUTION

– When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
– 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.
– If you tear the paper, remove any torn pieces to avoid further jams.
– If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

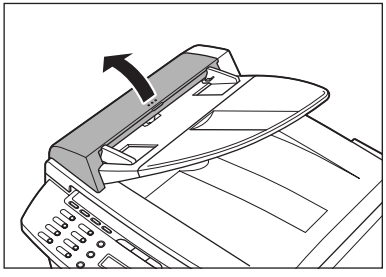
NOTE

Do not force a jammed document or paper out of the machine. Contact your local authorized Canon dealer or the Canon help line for assistance if needed.

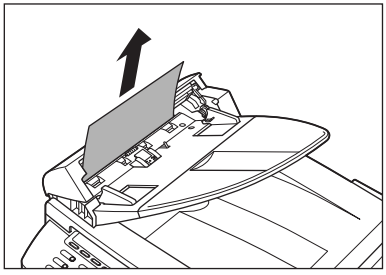
Document Jams (MF4150 Only)

When <CHECK DOCUMENT> appears on the LCD display, remove a jammed document from the ADF.

1 Open the ADF cover.



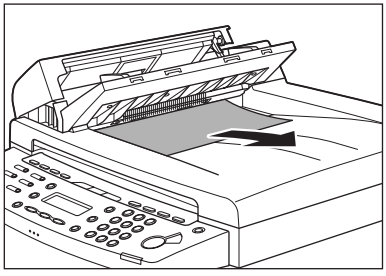
2 **Hold both sides of any jammed documents and gently pull them out straight upward.**



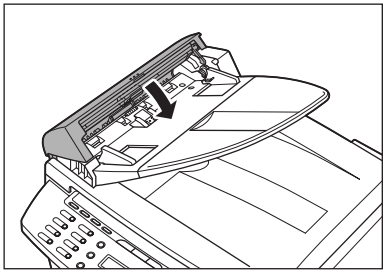
NOTE

Do not pull the document forcefully as it may tear.

3 **Hold both sides of any jammed documents and gently pull them out.**



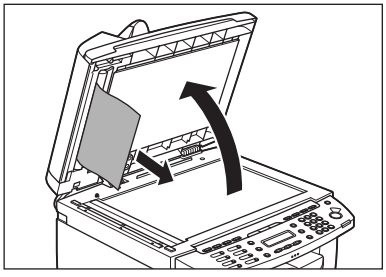
4 **Close the ADF cover.**



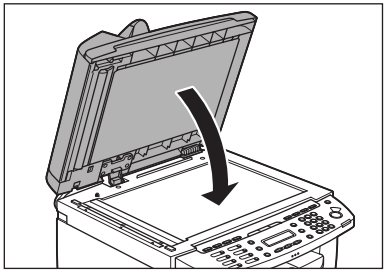
CAUTION

Be careful not to get your fingers caught.

5 **Open the ADF/platen glass cover, and then hold both sides of any jammed documents and gently pull them out.**



6 **Close the ADF/platen glass cover.**



CAUTION

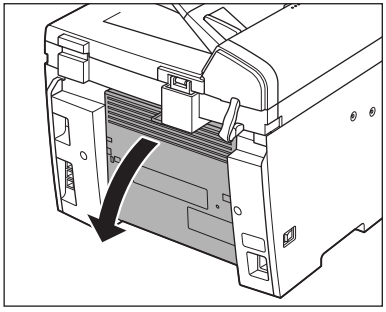
Be careful not to get your fingers caught.

Paper Jams

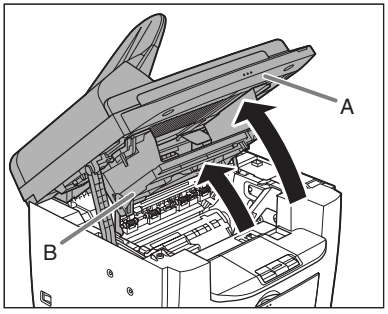
When <PAPER JAM> or <PAPER JAM/ OPEN REAR COVER> appears on the LCD display, remove jammed paper from the inside of the machine first, then from the paper feeding tray or multi-purpose feeder if necessary.

1 **Open the rear cover.**

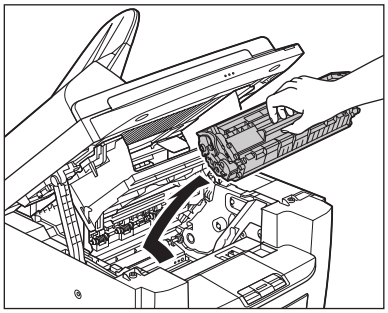
This operation is required only when <PAPER JAM/OPEN REAR COVER> appears on the LCD display.



2 **Lift the scanning platform until it is locked (A), and open the printer cover (B).**



3 Remove the toner cartridge from the machine.

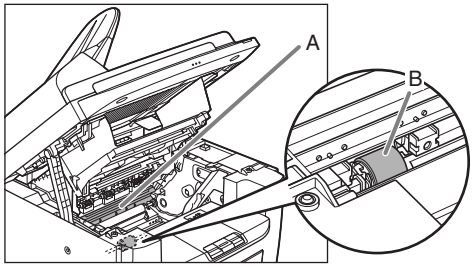


CAUTION

– Remove watches and any bracelets or rings when touching the inside of the machine. These items might be damaged if they come into contact with the parts inside of the machine.
– To avoid exposing the toner cartridge to light, place it in its protective bag or wrap it in a thick cloth.
– Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

NOTE

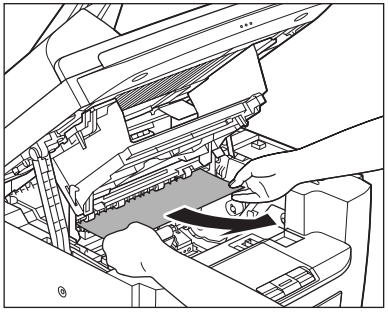
Always hold the cartridge by its handle.



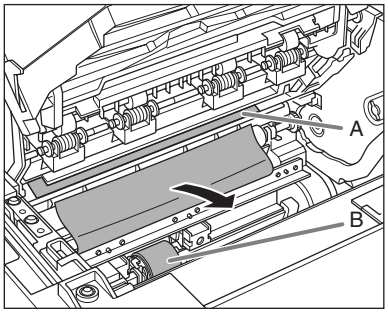
CAUTION

– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.

4 Hold both sides of the jammed paper and gently pull it out.



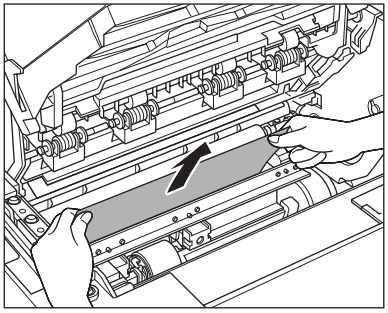
5 Gently pull the jammed paper between the fixing assembly (A) and transfer roller (B) until the leading edge emerges from the machine.



CAUTION

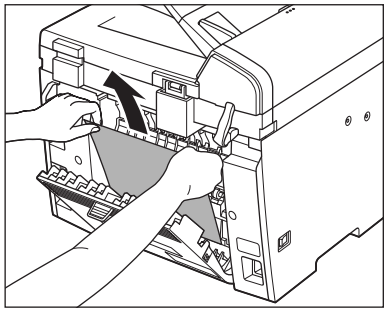
– Do not touch the fixing assembly (A) as it becomes very hot during use.
– Do not touch the transfer roller (B) as this can damage the machine.

6 Hold both sides of the jammed paper and carefully pull it out.

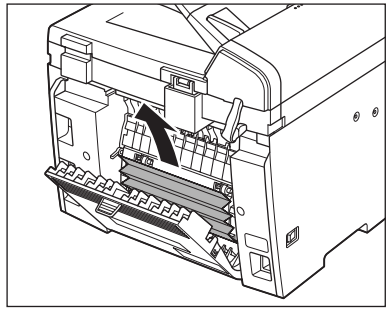


7 Hold both sides of the jammed paper and gently pull it out upward.

This operation is required only when <PAPER JAM/OPEN REAR COVER> appears on the LCD display.

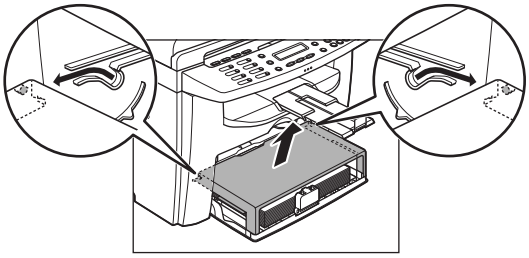


If the jammed paper is badly folded, similar to the folds of an accordion, ease the jammed paper loose and then pull it out from the machine.

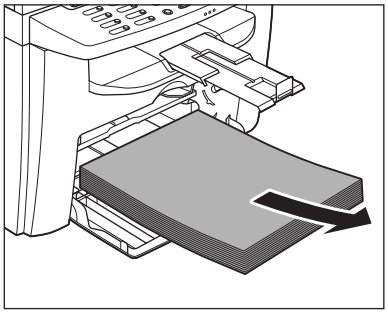


Jammed paper cleared → Go to Step 13
Jammed paper Not cleared → Go to Step 8

8 **Remove the dust cover from the paper feeding tray.**

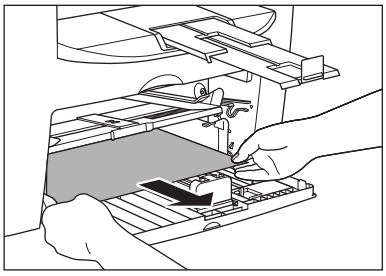


9 **Remove the paper in the paper feeding tray.**

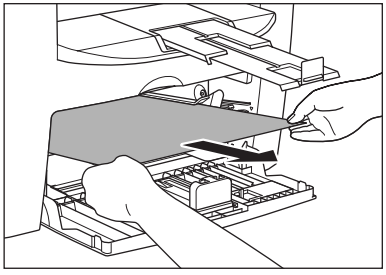


10 **Hold both sides of the jammed paper and slowly pull it out in the direction of the arrow.**

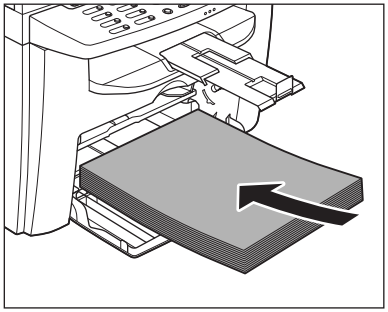
– When feeding paper from the paper feeding tray:



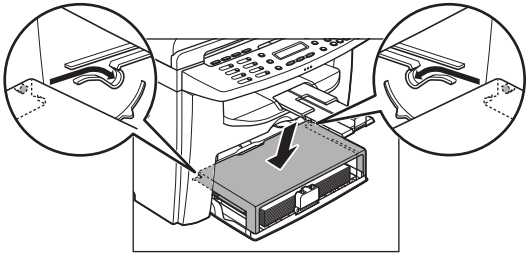
– When feeding paper from the multi-purpose tray:



11 Load the paper into the paper feeding tray.

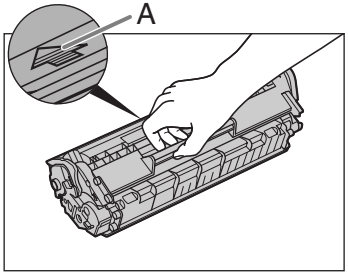


12 Set the dust cover on the paper feeding tray.



13 Hold the toner cartridge by its handle.

The arrow (A) on the toner cartridge should be facing away from you and pointing down.



CAUTION

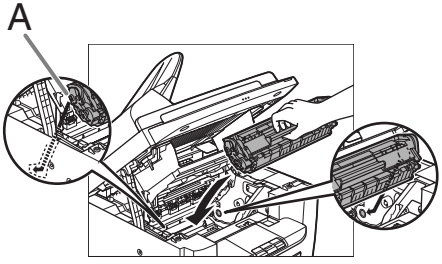
Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

NOTE

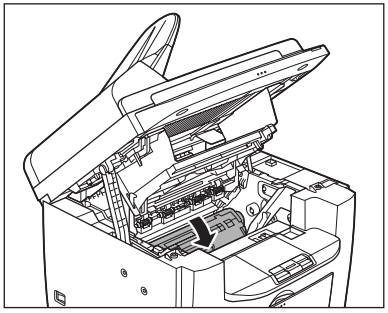
Always hold the toner cartridge by its handle.

14 Insert the toner cartridge into the machine as far as it will go.

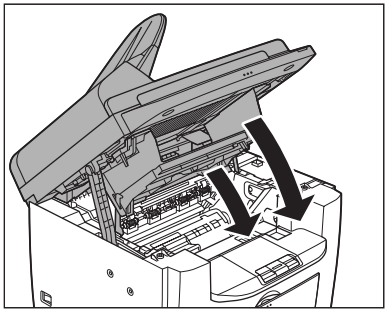
Align the guide (A) on the left side of the toner cartridge with the groove inside the machine.



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



16 Close the printer cover and lower the scanning platform.

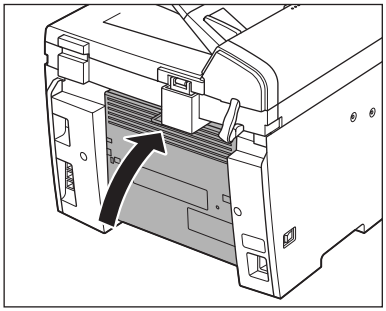


CAUTION

Be careful not to get your fingers caught.

17 Close the rear cover.

This operation is required only when <PAPER JAM/OPEN REAR COVER> appears on the LCD display.



CAUTION

Be careful not to get your fingers caught.

NOTE

After you lower the scanning platform, the machine should be ready for operating. If the machine returns to the standby mode, troubleshooting has been successful. If the machine does not return to the standby mode, check if jammed paper is still left in the machine.

LCD Messages

See the table below when the LCD displays error messages.

Common

Message	Description	Action
CANCEL : STOP/RESET	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <LOAD CORRECT PAPER>). To cancel copy jobs, press [Stop/Reset], then press [◄–].

Message	Description	Action
CHANGE REG'D SIZE -> PAPER SETTINGS	The paper size selected in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu is not correct.	– For printing received documents, reports, or lists, set the paper size to <A4>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>,<FOOLSCAP>, <LTR> or <LGL> in <CASSETTE> of the <PAPER SETTINGS> menu. (See "Setting Paper Size and Type," on p. 3-7.) – For the two-sided printing for faxing, set the paper size to <A4> or <LTR> in <CASSETTE> of the <PAPER SETTINGS> menu. (See "Setting Paper Size and Type," on p. 3-7.) – For the two-sided copying, set the paper size to <A4> or <LTR> in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. (See "Setting Paper Size and Type," on p. 3-7.)
CHECK DOCUMENT*	A document jam may have occurred in the ADF.	Remove the jammed document.

* MF4150 Only

Message	Description	Action
CLOSE COVER **PRINTER COVER**	The printer cover is not closed completely.	Check the printer cover, and make sure that it is completely closed.
LIFT PANEL TO OPEN **OPEN PRINTER COVER**	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <OUT OF TONER/ CHANGE TONER>).
LOAD CORRECT PAPER	The size of the paper in the paper feeding tray or multi-purpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.	– Load the correct paper size or change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. For more information, see “Setting Paper Size and Type,” on p. 3-7. – If you are trying to print a report or list, set the paper size to <A4>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL>, <FOOLSCAP>, <LTR> or <LGL> and then load paper of the same size. Then press [OK] to continue printing.

Message	Description	Action
LOAD PAPER	No paper is loaded in the paper feeding tray or multi-purpose tray, or not inserted correctly.	Load paper in the paper feeding tray or multi-purpose tray. (See “Loading Paper,” on p. 3-4.) Make sure the paper stack in the paper feeding tray does not exceed the capacity of the paper feeding tray. Load paper in the multi-purpose tray one by one. If you load paper while making copies, do not load a different paper size. On the second line in the LCD the message <CASSETTE> or <MP TRAY> and the paper size may appear. In this case, load the corresponding paper in the paper feeding tray or multi-purpose tray.
LOST IMAGE*	The data in memory was lost when the machine was turned on.	The error is automatically released after two seconds, and the machine automatically prints out the lost report that shows the records still existing in the activity report.

Message	Description	Action
MEMORY FULL	– The number of the scanned document that can be stored in memory reached the maximum. – The machine's memory is full of scanned documents when you use the sort copy function.	Divide the document and copy each part separately.
OUT OF TONER CHANGE TONER*	– The toner cartridge is almost empty. – If <CONT. PRINTING> is set to <OFF> in the <PRINTER SETTINGS> of the <FAX SETTINGS> menu, the Fax printing and printing reports are interrupted when the <OUT OF TONER/ CHANGE TONER> appears.	– Replace with a new toner cartridge. – If you want to continue printing without replacing the toner cartridge, set <CONT. PRINTING> to <ON> in the <PRINTER SETTINGS> of the <FAX SETTINGS> menu. However, the toner cartridge is almost empty, so you should replace the toner cartridge with a new one.
PAPER JAM	Paper jams have occurred in the machine.	Clear the paper jam (See "Clearing Jams," on p. 11-1.) and reload paper in the paper feeding tray or multi-purpose tray. Then reset the machine by opening the printer cover and then closing it.

Message	Description	Action
PAPER JAM **OPEN REAR COVER**	Paper jams have occurred in the machine when making two-sided coping or two-sided printing.	Clear the paper jam (See “Clearing Jams,” on p. 11-1.) and reload paper in the paper feeding tray or multi-purpose tray. Then reset the machine by opening the printer cover and then closing it.
PLEASE WAIT	This message appears when the main power switch is turned on or when the machine is not ready for printing.	Wait until the message disappears.
REMOVE MP PAPER*	Paper is loaded in the multi-purpose tray.	Remove the paper from the multi-purpose tray. The machine will not print faxes, reports, or lists when paper is loaded in the multi-purpose tray. They will be stored in memory.
RESUME : OK	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <LOAD PAPER>).

*MF4140/MF4150 Only

Message	Description	Action
SYSTEM ERROR EXXX	A system error has occurred. <XXX> will be a three-digit code that indicates a particular type of error.	Turn off the main power switch. Wait for at least five seconds, and then turn it on again. If the message persists, contact your local authorized Canon dealer or the Canon help line.
TONER IS NOT SET INSERT TONER	A toner cartridge is not installed or not installed correctly.	Install the toner cartridge correctly. (See “Replacing the Toner Cartridge,” on p. 10-8.)
WRONG NUMBER ENTRY*	An invalid number was entered in the <DATE&TIME SETTING> of the <TIMER SETTINGS> menu.	Enter a correct date or time.

Facsimile (MF4140/MF4150 Only)

Message	Description	Action
ALREADY REGISTERED	The same recipient was entered twice.	Select a different recipient.
CANNOT REGIST MORE	– Maximum number of recipients (123) were entered for broadcasting. – Maximum number of recipients (50) were registered for group dialing.	– Resend the document to other recipients if necessary. – Register a different one-touch speed dialing key for group dialing.
CANNOT USE THIS KEY	Redialing is not available with [Redial/Pause]. This message appears when <RESTRICT REDIAL> is set to <ON> in the <TX SETTINGS> of the <FAX SETTINGS> menu.	Dial the number manually.
CHECK TEL NUMBER	The fax number entered at the second time is different from the one entered at the first time. This message appears when <CONFIRM NEW DEST.> is set to <ON> in the <TX SETTINGS> of the <FAX SETTINGS> menu.	Check if the fax number is correct, then enter the same fax number as the first one after pressing [Start].
HANG UP PHONE	The optional handset or external telephone is off the hook.	Hang up the optional handset or the external telephone.

Message	Description	Action
MEMORY FULL	– The memory becomes full during sending or receiving the fax. – The number of fax jobs that can be stored in memory reached the maximum.	– When sending the document, divide it into a few parts or select a lower fax resolution. If you need more space, wait for the machine to send any remaining faxes. – The machine memory can store up to 256 fax jobs including sending and receiving jobs. (Based on the condition that the other party sends the fax by the MF4100 Series with ITU-T Standard Chart No.1, standard mode); Wait for the machine to send any faxes in memory. Also print or delete any documents in memory.
NOT AVAILABLE	You pressed the one-touch speed dialing key that has already been registered, when you specify a one-touch speed dialing key as the group dial.	Check the information registered under the one-touch speed dialing before using.

Message	Description	Action
NOT REGISTERED	No recipient is registered in the selected speed dialing key or code.	Select a registered key or code. For more information, “Registering One-Touch Speed Dialing,” on p. 4-7 or “Registering Coded Dialing,” on p. 4-14.
RECEIVED IN MEMORY	The received fax documents or the reports are in memory because paper or toner ran out, paper jams occurred, or incorrect paper size was loaded.	Load correct paper size in the paper feeding tray, replace the toner cartridge, or clear the paper jams. For more information, see the following: – “Loading Documents,” on p. 2-4. – “Replacing the Toner Cartridge with a New One,” on p. 10-10. – “Clearing Jams,” on p. 11-1.
REGISTERING KEY CANNOT REGISTER	The selected one-touch speed dialing key is already used as the group dialing key it is being assigned to.	Select a different one-touch speed dialing key.

Printer

Message	Description	Action
CANCEL : SYS.MONITOR	Appears alternately with other messages.	Varies by the message that appears. For details, see the explanation for the message (i.e., <LOAD CORRECT PAPER>). To cancel printing from a computer, see Chapter 3, "System Monitor," in the Advanced Guide.
PRINTER DATA ERROR CHECK PRINTER	The data from the PC was not printed.	Check if the software is installed properly or if the printer cable is properly connected.
PRINTING	The printer is processing a print job.	No action required. Wait for printing to finish.

Error Codes (MF4140/MF4150 Only)

An error code is a four-digit code displayed on the LCD or in the bottom row of a TX Report or an RX Report when an error occurs.

Ex.

JOB NO.	TYPE	NO.	DESTINATION TEL/ID	DATE	TIME	PAGE	TIME USE	MODE	RESULT
0001	TX	001	WEST-1 55555555	04/10	16:00	002	02'21	ECM	NG
			00A0 TX CANCEL						

Error Code

For details on TX Report and RX Report, see Chapter 4, “Reports and Lists (MF4140/MF4150 Only),” in the Advanced Guide.

See the table below for individual error codes.

Error Code	Description	Action
0001	The sender may not be using a G3 fax machine.	Make sure the sender’s machine is compatible with your machine.
0070	Reception was manually canceled on the machine.	Ask the sender to resend the document if necessary.
0071	The machine’s memory is full.	Print, send, or delete any documents stored in memory.
0080	The recipient’s machine did not respond within 35 seconds.	Resend the document. Ask the other party to check their machine. If you are making an overseas call, add a pause to the number.
008D	The recipient’s machine has run out of paper.	Ask the recipient to make sure that paper is loaded in their machine.

Error Code	Description	Action
00A0	Transmission was manually canceled on the machine.	Resend the document if necessary.
00A1	There is a document jam.	Clear the document jam.
00FF	All redialing attempts have failed.	Check if the recipient's number is correct or the telephone cable is properly connected, and try again.

If You Cannot Solve a Problem

If you cannot solve the problem after having referred to the information in this chapter, contact your local authorized Canon dealer or the Canon help line. Please have the following information ready when you contact Canon:

– Product name (MF4120/MF4140/MF4150)
– Serial number (On the label located at the back of the machine)
– Place of purchase
– Nature of problem
– Steps you have taken to solve the problem and the results

CAUTION

If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact your local authorized Canon dealer or the Canon help line. Do not attempt to disassemble or repair the machine yourself.

NOTE

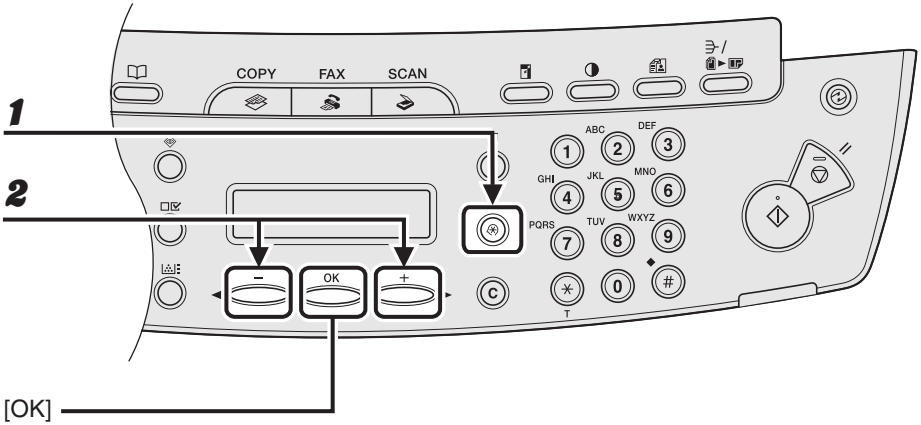
Attempting to repair the machine yourself may void the limited warranty.

12 Machine Settings

Machine Settings

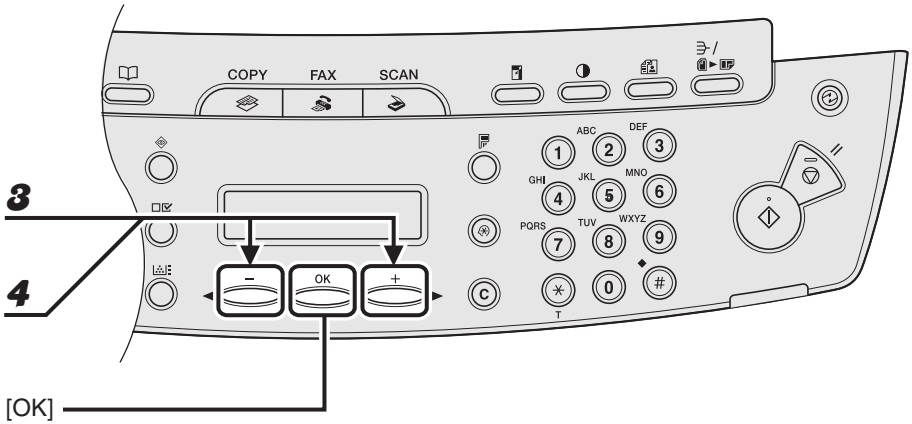
You can adjust the machine settings from the Setting Menu to customize the way the machine works. To see the list of current settings, print out User's Data List.

Printing User's Data List (MF4140/MF4150 Only)



1 **Press [Additional Functions].**

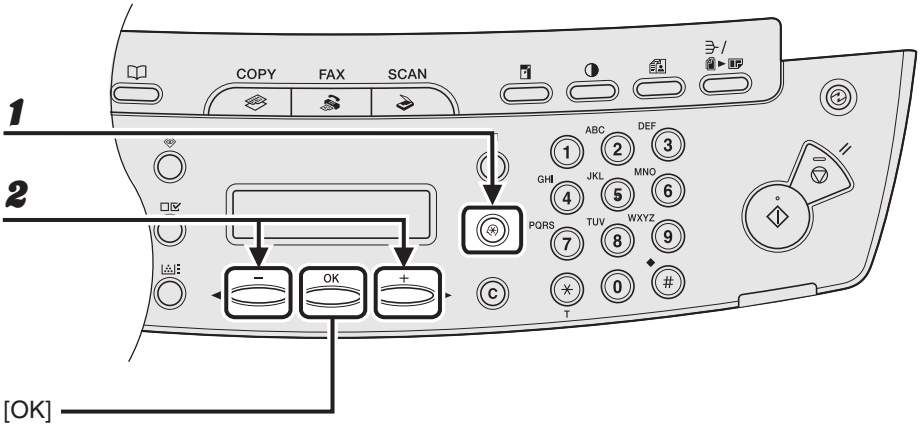
2 **Press [◄—] or [+►] to select <REPORT SETTINGS>, then press [OK].**



3 **Press [◄—] or [+►] to select <LIST PRINT>, then press [OK].**

4 **Press [◄—] or [+►] to select <USER'S DATA LIST>, then press [OK].**

Accessing the Setting Menu

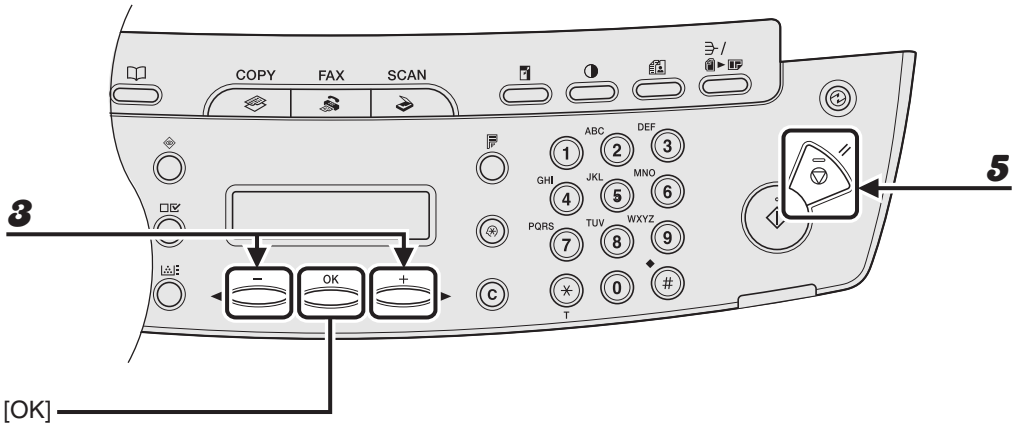


1 **Press [Additional Functions].**

2 **Press [◄—] or [+►] to select the menu you want to access, then press [OK].**

<PAPER SETTINGS>
<COMMON SETTINGS>
<COPY SETTINGS>
<TIMER SETTINGS>
<FAX SETTINGS>*
<BROADCAST>*
<ADDRESS BOOK SET.>*
<ADJUST./CLEANING>
<REPORT SETTINGS>*

* MF4140/MF4150 Only



3 **Press [◄–] or [+►] to select a submenu, then press [OK].**

4 **To register the settings or go to a submenu item, press [OK].**

5 **When finished, press [Stop/Reset] to return to the standby mode.**

NOTE

Press [Stop/Reset] to exit from the menu. If you press [Stop/Reset] before pressing [OK], the setting will not be registered.

Setting Menu

NOTE

– Depending on the country of purchase, some settings may not be available.
– The menus described in this section are based on the model MF4150. Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

PAPER SETTINGS	
Setting Item	**Description**
1 CASSETTE	Sets the paper type and size on the paper feeding tray. (See “Setting Paper Size and Type,” on p. 3-7.)
2 MP TRAY	Sets the paper type and size on the multi-purpose tray. (See “Setting Paper Size and Type,” on p. 3-7.)

COMMON SETTINGS	
Setting Item	**Description**
1 DEFAULT SETTINGS	Selects which standby display appears when the main power switch is turned on. – COPY – FAX* – SCAN
2 TONER SAVER MODE	Sets whether to reduce toner consumption. – OFF – ON
3 DISPLAY LANGUAGE	Selects the language on the display. (See “Specifications,” on p. 13-1.)

COMMON SETTINGS	
4 VOLUME CONTROL*	Sets volumes for machine beeps in four levels. – NORMAL – HIGH – OFF – LOW
CALLING TONE	Sets the calling volume.
MONITOR VOL. CTRL	Sets the line monitor volume.
ENTRY TONE	Sets the keypad volume.
ERROR TONE	Sets the alarm volume.

*MF4140/MF4150 Only

COPY SETTINGS	
Setting Item	**Description**
1 STANDARD SETTINGS	Sets the default setting for copying.
DENSITY	Sets the density for copying. – MANUAL (1-9) – AUTO* * When <AUTO> is set, the Image Quality mode is automatically set to <TEXT>.
IMAGE QUALITY	Sets the document type for copying. – TEXT/PHOTO* – TEXT – PHOTO* – TEXT/PHOTO+* * When <TEXT/PHOTO>, <PHOTO>, or <TEXT/PHOTO+> is set, the Density mode is automatically set to <MANUAL>.
AUTO COLLATE	Sets whether to collate the copies automatically. – OFF – ON

COPY SETTINGS	
2 - SIDED	Sets the type of two-sided printing. – OFF – ON
2 PAPER SIZE GROUP	Selects a paper size group for your machine.* – A – AB – INCHES * If the paper size group is changed, the available preset copy ratios will also change.

TIMER SETTINGS	
Setting Item	**Description**
1 AUTO SLEEP	Sets the auto sleep mode when the machine remains idle for a certain period of time. (3MIN.-30MIN.) (See “Setting the Sleep Mode,” on p. 1-14.) – ON – OFF
2 DATE&TIME SETTING*	Sets the current date and time. (See “Connect Power Cord ,” in the Starter Guide.)
3 DATE TYPE SELECT*	Sets the date format. – DD/MM YYYY – YYYY MM/DD – MM/DD/YYYY
4 DAYLIGHT SV. TIME*	Sets the daylight saving time mode. (See “Setting Daylight Saving Time (MF4140/MF4150 Only),” on p. 1-17.) – ON – OFF

*MF4140/MF4150 Only

FAX SETTINGS (MF4140/MF4150 Only)	
Setting Item	**Description**
1 BASIC SETTINGS	Registers your fax number, name, and country.
UNIT TELEPHONE #	Registers your fax number. (See “Set the Machine for Sending Faxes (MF4140/MF4150 Only),” in the Starter Guide.)
UNIT NAME	Registers your name/company name. (See “Set the Machine for Sending Faxes (MF4140/MF4150 Only),” in the Starter Guide.)
COUNTRY SELECT	Registers your country.
TX TERMINAL ID	Sets whether to show the sender information on each page sent. – ON* – OFF *When <ON> is set, the information registered in <UNIT TELEPHONE #> and <UNIT NAME> are shown on each page sent.
STANDARD SETTINGS	Sets the default setting for faxing.
DENSITY	Sets the default density for faxing. (1-9)
IMAGE QUALITY	Sets the default image quality for faxing. – STANDARD – FINE – PHOTO – SUPER FINE

FAX SETTINGS (MF4140/MF4150 Only)	
2 TX SETTINGS	Sets the transmission functions.
AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.)
ON	Customizes the redial operation.
REDIAL TIMES	Sets the number of retries. (1 TIMES-10 TIMES)
REDIAL INTERVAL	Sets period of time before redialing. (2 MIN.-99 MIN.)
OFF	After the first attempt at dialing fails, redialing is not attempted.
DIALING LINE CHCK	Sets whether to check the telephone line condition. – OFF – ON
RESTRICT REDIAL	Sets whether to disable the redial function of the [Redial/Pause] key. – OFF – ON
CONFIRM NEW DEST.	Sets whether to prompt you to enter the fax number again after pressing [Start] key. – OFF – ON

FAX SETTINGS (MF4140/MF4150 Only)	
3 RX SETTINGS	Sets the reception functions.
INCOMING RING	Sets whether the telephone rings when it receives a voice call, enabling you to answer the call. This function is only available when the <RX MODE> is set to <FaxOnly>.
OFF	The telephone does not ring when it receives a voice call.
ON	The telephone rings when it receives a voice call if the optional handset or an external telephone is connected.
RING COUNT	Sets the number of incoming ring before the machine answers. (1 TIMES-16 TIMES)
RX PRINT	Sets whether to store all received pages in memory before printing them out or print each page as it is received. (See Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.)
MEMORY RX	Print after all the pages of the document are received.
PRINT RX	Print each page as it is received.
RX MODE	Selects the receive mode. (See Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.) – FaxOnly – AnsMode – FaxTel – MANUAL
RX TERMINAL ID	Sets whether to insert the machine’s fax number and the sender information on received faxes. – OFF – ON

FAX SETTINGS (MF4140/MF4150 Only)	
RX RESTRICTION	You can reject faxes from senders with no fax/telephone number in their sender information. (See Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.)
OFF	All receptions are conducted.
ON	Receives the fax only from the sending fax machine that sends the TSI signal.
REMOTE RX	Sets whether to use remote receiving. (See Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.) – ON – OFF
4 PRINTER SETTINGS	Sets the printer functions.
RX REDUCTION	Sets whether to reduce or truncate the image when a faxed page is larger than the size of paper loaded. (See Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.)
ON	Reduces the image to fit on the size of paper loaded.
OFF	Retains the original size of the image.
CUT	The image that is larger than 1-page record area is cut and not recorded.
CONT. PRINTING	Sets whether to continue printing when toner has run out. This function is only for Fax printing and printing reports. (See Chapter 5, “Troubleshooting,” in the Advanced Guide.) – OFF – ON

FAX SETTINGS (MF4140/MF4150 Only)	
2 - SIDED PRINT	Sets the type of two-sided printing for faxing. (See Chapter 1, “Advanced Fax Features,” in the Advanced Guide.) – OFF – ON
5 COMMUNICATIONS	Sets the communication setting.
TEL LINE TYPE	Selects the telephone line type. (See “Set the Machine for Sending Faxes (MF4140/MF4150 Only),” in the Starter Guide.)
TOUCH TONE	The telephone line is set for touch tone dialing.
ROTARY PULSE	The telephone line is set for rotary pulse dialing.
R-KEY SETTING	Registers the [R] key to access an outside line easily. (See Chapter 1, “Advanced Fax Features (MF4140/MF4150 Only),” in the Advanced Guide.) – PSTN – PBX

BROADCAST (MF4140/MF4150 Only)	
Setting Item	**Description**
BROADCAST	Registers destinations for broadcasting.

ADDRESS BOOK SET. (MF4140/MF4150 Only)	
Setting Item	**Description**
1 1-TOUCH SPD DIAL	Registers the information on one-touch speed dialing. Up to 7 destinations can be registered. (See “Registering One-Touch Speed Dialing,” on p. 4-7.)
NAME	Registers the recipient’s name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient’s fax number (max. 50 digits, including spaces).
2 CODED DIAL	Registers the information on coded dialing. Up to 100 destinations can be registered. (See “Registering Coded Dialing,” on p. 4-14.)
NAME	Registers the recipient’s name (max. 20 characters, including spaces).
TEL NUMBER ENTRY	Registers the recipient’s fax number (max. 50 digits, including spaces).
3 GROUP DIAL	Registers the information on group dialing. Up to 50 destinations can be registered. (See “Registering Group Dialing,” on p. 4-21.)
NAME	Registers the group name (max. 20 characters, including spaces).

ADJUST./CLEANING	
Setting Item	**Description**
1 FIX.UNIT CLEANING	Cleans the fuser roller. (See “Fuser Roller,” on p. 10-4.)
2 SPECIAL MODE T	Sets whether to prevent blur from appearing on the printouts. When this setting is set to <on>, the density of printouts may become light. – OFF – ON
3 SPECIAL MODE U	Select to improve print quality in high temperature and high humidity conditions or in low temperature and low humidity conditions.
OFF	Select in normal condition.
MODE1	Select to improve print quality in low temperature and low humidity conditions, or when using thick paper or an envelope.
MODE2	Select to improve print quality in high temperature and high humidity conditions.
4 SPECIAL MODE V	Sets whether to prevent small size paper (B5, A5, EXECUTIVE, etc) from being curled. – OFF – ON

REPORT SETTINGS (MF4140/MF4150 Only)	
Setting Item	**Description**
1 SETTINGS	Sets the report functions. (See Chapter 4, “Reports and Lists (MF4140/MF4150 Only),” in the Advanced Guide.)
TX REPORT	Sets whether the fax transmission report prints out. – PRINT ERROR ONLY – OUTPUT NO – OUTPUT YES
RX REPORT	Sets whether the fax reception report prints out. – OUTPUT NO – OUTPUT YES – PRINT ERROR ONLY
ACTIVITY REPORT	Sets whether to automatically print the fax transaction report. – OUTPUT YES – OUTPUT NO
2 LIST PRINT	Prints reports/lists.
TX REPORT	Prints the fax transmission report manually.
RX REPORT	Prints the fax reception report manually.
ACTIVITY REPORT	Prints the fax transaction report manually.
MEMORY DATA LIST	Prints the list of the reserved jobs in memory.
MEMORY IMAGE PRNT	Prints the information and image of the first page of the reserved job.
1-TOUCH LIST	Prints the list of fax/telephone numbers and names registered for one-touch speed dialing.
CODED DIAL LIST	Prints the list of fax/telephone numbers and names registered for coded dialing.
GROUP DIAL LIST	Prints the list of groups registered for group dialing.
USER’S DATA LIST	Prints the setting list registered in the menu. (See “Printing User’s Data List (MF4140/MF4150 Only),” on p. 12-1.)

13 Appendix

Specifications

General	
● **Type**	Personal Desktop
● **Power Source**	220-240V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
● **Power Consumption**	Max: Less than 710 W
● **Warm-up Time**	Less than 9.0 sec.* (temperature: 20°C, humidity: 65%; from when the main power switch is turned on until standby display appears) * Warm-up time may differ depending on the condition and environment of the machine.
● **Weight**	MF4150: Approx. 13.4 kg (including toner cartridge) MF4120/MF4140: Approx. 12.4 kg (including toner cartridge)

General	
● **Dimensions**	MF4150: 390 mm (W) × 432 mm (D) × 370 mm (H) (with the document feeder tray attached) MF4120/MF4140: 390 mm (W) × 432 mm (D) × 303 mm (H)
● **Installation Space**	MF4150: 673 mm (W) × 855 mm (D) (including optional handset) MF4140: 673 mm (W) × 830 mm (D) (including optional handset) MF4120: 590 mm (W) × 830 mm (D)
● **Environmental Conditions**	Temperature: 7.5°C–35°C Humidity: 5%–90% RH
● **Display Languages**	ENGLISH / GERMAN / FRENCH / SPANISH / ITALIAN / SWEDISH / NORWEGIAN / DUTCH / FINNISH / DANISH / PORTUGUESE / CZECH / SLOVENE / HUNGARIAN / RUSSIAN / TURKISH / POLISH

General	
● **Acceptable Documents**	» p. 2-1.
● **Acceptable Paper Stock**	» p. 3-1.
● **Printable Area**	» p. 3-2.
● **Scanning Area**	» p. 2-3.

Copier	
● **Scanning Resolution**	TEXT/PHOTO mode: 300 dpi × 300 dpi TEXT mode, PHOTO mode, TEXT/PHOTO+ mode: 600 dpi × 600 dpi
● **Printing Resolution**	600 dpi × 600 dpi
● **Magnification**	1 ± 1.0%, 1:2.00, 1:1.41, 1:0.70, 1:0.50 Zoom 0.50 - 2.00, 1% increments
● **First Copy Time**	Platen glass: less than 9 sec. (A4)
● **Copy Speed**	Direct: A4 20 cpm
● **No. of Copies**	Max. 99 copies

Printer	
● **Printing Method**	Indirect electrostatic method (On-demand fixing)
● **Paper Handling**	– Paper feeding tray: 250 sheets (Height: max. 25 mm) – Multi-purpose tray: 1 sheet
● **Paper Delivery**	100 sheets (64 to 80 g/m^2)
● **Print Speed**	See “Copy Speed,” on p. 13-3.
● **Printing Resolution**	600 dpi × 600 dpi
● **Number of Tones**	256
● **Toner Cartridge**	» p. 1-11.

Facsimile (MF4140/MF4150 Only)	
● **Applicable Line**	Public Switched Telephone Network (PSTN)*1
● **Compatibility**	G3
● **Data Compression Schemes**	MH, MR, MMR
● **Modem Speed**	33.6 Kbps Automatic fallback
● **Transmission Speed**	Approx. 3 seconds/page*2 at 33.6 Kbps, ECM-MMR, transmitting from the memory
● **Transmission/ Reception Memory**	Maximum approx. 256 pages*2 (total pages of transmission/reception)
● **Fax Resolution**	STANDARD: 8 pels/mm × 3.85 lines/mm FINE: 8 pels/mm × 7.7 lines/mm PHOTO: 8 pels/mm × 7.7 lines/mm SUPER FINE: 8 pels/mm × 15.4 lines/mm

Facsimile (MF4140/MF4150 Only)	
● **Dialing**	– Speed dialing One-touch speed dialing (7 destinations) Coded dialing (100 destinations) Group dialing (50 destinations) Address Book dialing (with Address Book key) – Regular dialing (with numeric keys) – Automatic redialing – Manual redialing (with Redial/Pause key) – Sequential broadcast (123 destinations) – Automatic reception – Remote reception by telephone (Default ID: 25) – ACTIVITY REPORT (after every 60 transactions) – TX (Transmission)/RX (Reception) REPORT – TTI (Transmit Terminal Identification)

Telephone (MF4140/MF4150 Only)	
● **Connection**	– Optional handset – External telephone/answering machine/data modem

*1 The Public Switched Telephone Network (PSTN) currently supports 28.8 Kbps modem speed or lower, depending on telephone line conditions.

*2 Based on ITU-T Standard Chart No. 1, MMR standard mode.

NOTE

Specifications are subject to change without notice.

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Canon

ENG

Advanced Guide

MF4100 Series

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

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Advanced Guide (This Document)

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Scanner Driver Guide

Indicates the manual is supplied in PDF format in the accompanying CD-ROM.

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

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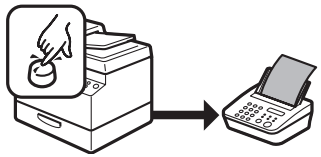
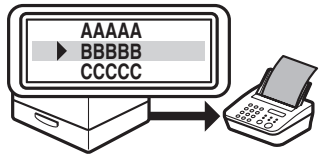
Specify a recipient with a single key



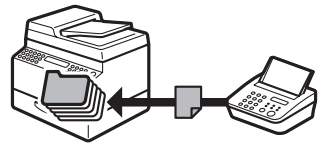
One-Touch Speed Dialing
→ Basic Guide

Look up a particular recipient



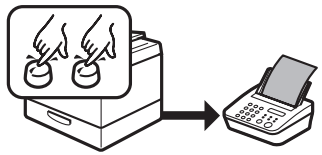
Using Address Book
→ p. 1-3

Receive faxes in memory without printing out



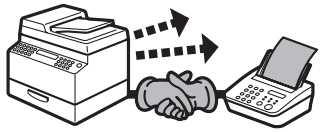
Memory Reception
→ p. 1-10

Specify a recipient with a two-digit code



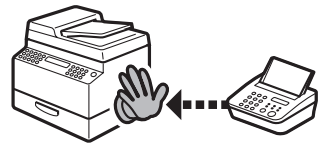
Coded Dialing
→ Basic Guide

Redial when the line is busy



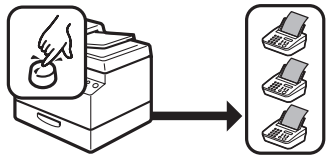
Redialing
→ p. 1-4

Reject faxes without their numbers



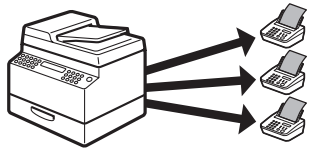
Reception Restriction
→ p. 1-11

Specify multiple recipients with a single key



Group Dialing
→ Basic Guide

Send a fax to multiple recipients



Broadcasting
→ p. 1-15

Select a scan mode depending on the type of image

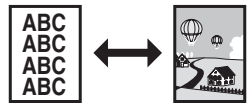


Image Quality
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Adjust the density level of scanned images

Density
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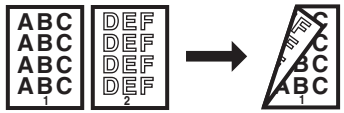
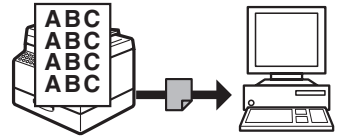
Make two-sided copies



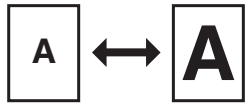
Two-Sided Copying
→ p. 2-3

Specify detailed scanning options to suit various images



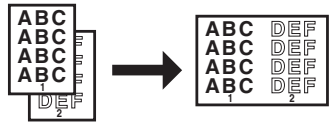
Scanning
→ Scanner Driver Guide

Enlarge or reduce copied images



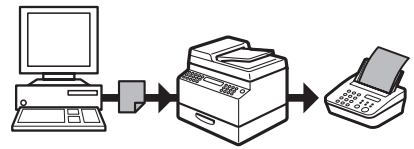
Zoom Ratio
→ Basic Guide

Copy two documents on one sheet



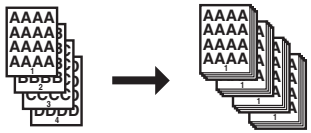
2 on 1 Combination
→ p. 2-4

Send a fax from a PC



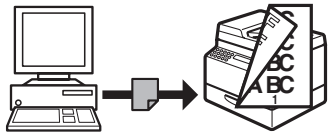
PC Faxing
→ Online Help

Sort copies by page order



Collate Copy
→ p. 2-2

Print a document from a PC



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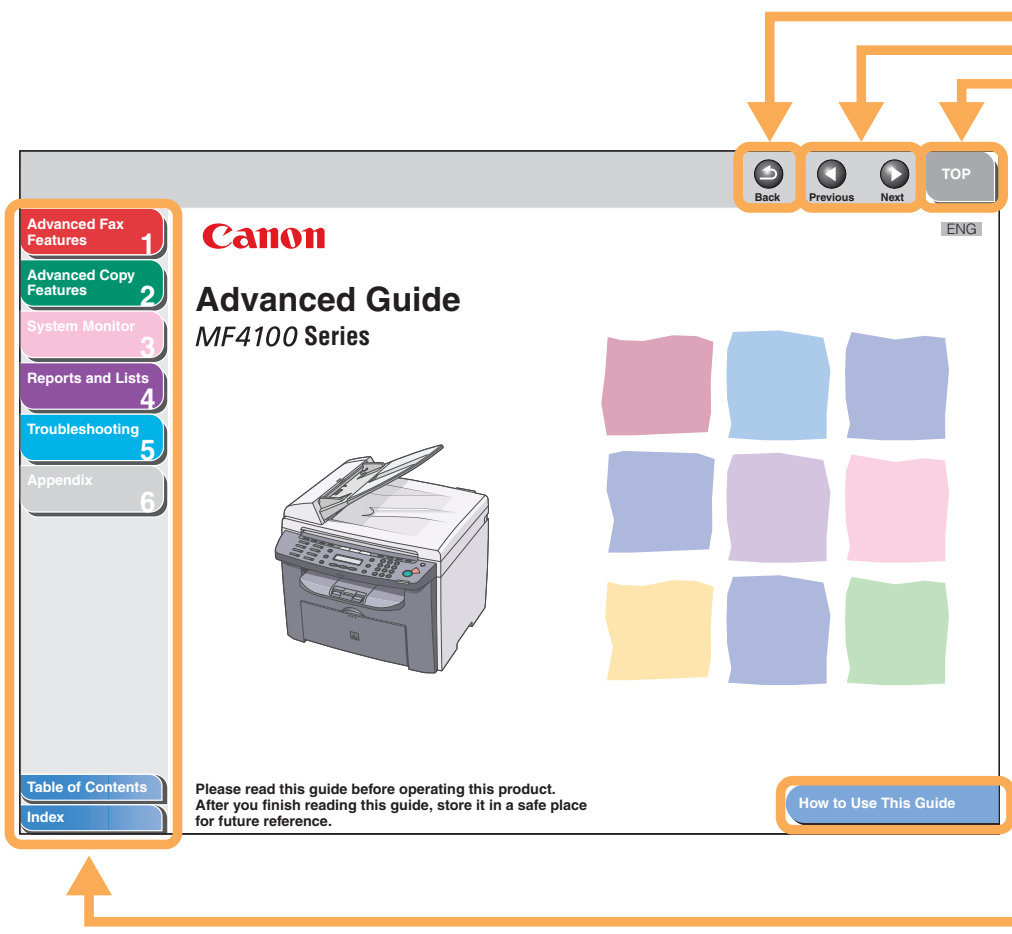

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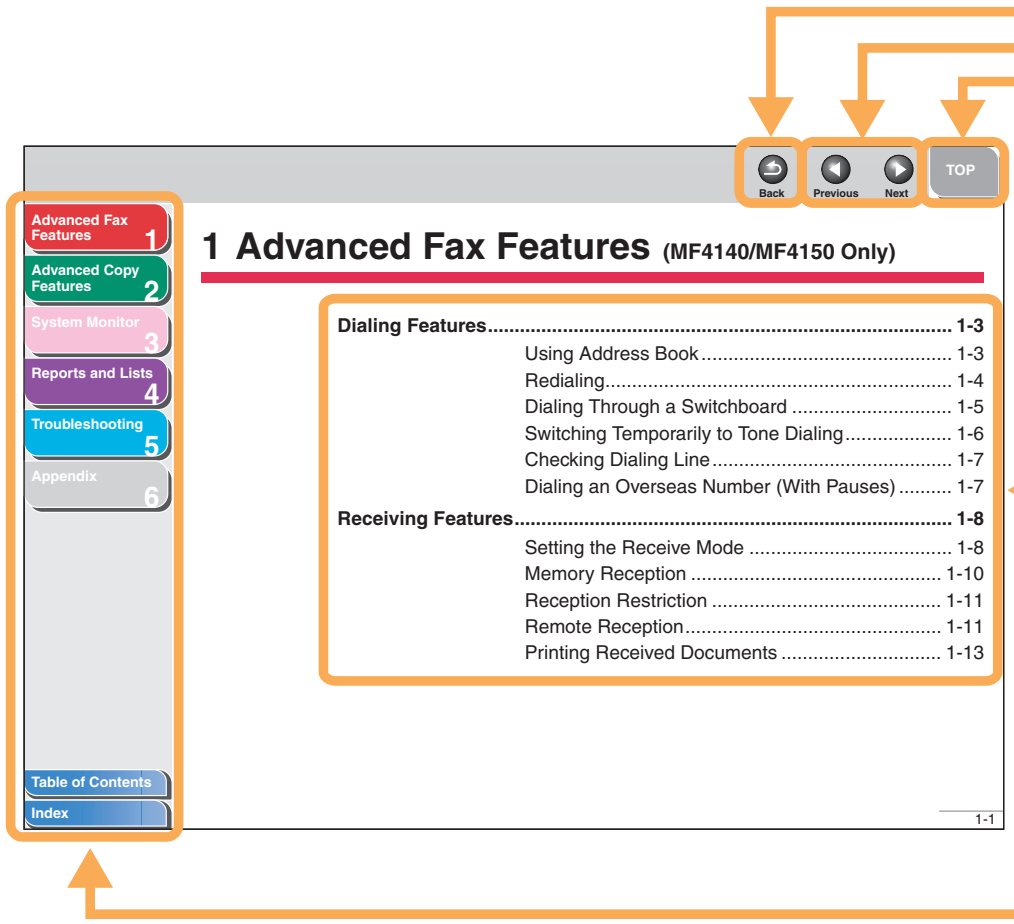
Using the Chapter Topic List



Returns to the last page opened.
Displays the previous or next page.
Returns to the top page.

Table of contents for the chapter.

Quick links to the list of things you can do, topics for each chapter, table of contents, and the index.

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The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

WARNING
Indicates a warning that may lead to death or serious injury if not observed.

CAUTION
Explains how to avoid actions that could injure you or damage your machine.

NOTE
Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses distinctive notations to identify keys and information in the LCD:

– The keys you press appear in square brackets: [Stop/Reset].

– Information in the LCD appears in angle brackets: <LOAD PAPER>.

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Dialing Features

The machine provides the following dialing features: address book dialing, redialing, temporary tone dialing, checking dialing line, and dialing an overseas number.

Using Address Book

Address book dialing enables you to search for a particular recipient registered in the machine. This is useful when you forget which one-touch speed dialing key or coded dialing code the recipient you want is registered under.
You can either go through all the recipients registered in the machine (LIST), or look up a particular one by their name (SEARCH).

Listing All Recipients

1. **Set documents.**

   Place the first page on the platen glass if you are not using the ADF.

2. **Press [FAX].**

3. **Press [Address Book].**

   If no recipient is registered for speed dialing, <NOT REGISTERED> is displayed.

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

5. **Use [◄–] or [+►] to find the required recipient.**

   – The recipients are listed in the order of one-touch speed dialing keys (01 to 07), and coded dialing codes (00 to 99).
   – For a one-touch speed dialing key or coded dialing code with no recipient name registered, the fax number is displayed.

6. **Press [Start].**

   When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

Looking Up a Recipient

1. **Set documents.**

   Place the first page on the platen glass if you are not using the ADF.

2. **Press [FAX].**

3. **Press [Address Book].**

   If no recipient is registered for speed dialing, <NOT REGISTERED> is displayed.

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

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5. Use the numeric keys to enter up to 10 first characters of the recipient's name, then press [OK].

Ex.

```
SEARCH                    [A]
CANON
```

– When the search is complete, the number of recipients that match the characters you entered is displayed in parentheses.
– Press [Clear] to run a new search.

6. Use [◄–] or [+►] to find the required recipient.

7. Press [Start].

When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

Redialing

Redialing can be done manually or automatically. For automatic redialing, you can set how many times the machine redials and the time between redials.

Redialing Manually

1. Set documents.

Place the first page on the platen glass if you are not using the ADF.

2. Press [FAX].

3. Press [Redial/Pause].

4. Press [Start].

When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

NOTE

When <RESTRICT REDIAL> is set to <ON> in the <TX SETTINGS> of the <FAX SETTINGS> menu, Redialing is not available.

Redialing Automatically

1. Press [Additional Functions].

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

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

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

5. **Use [◄–] or [+►] to select <ON>, then press [OK].**

6. **Use [◄–] or [+►] to select the number of redials the machine will make, then press [OK].**

Ex.

```
REDIAL TIMES
                2TIMES
```

You can also enter values with the numeric keys.

7. **Use [◄–] or [+►] to select the time (in minutes) between redials, then press [OK].**

Ex.

```
REDIAL INTERVAL
                2MIN.
```

You can also enter values with the numeric keys.

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

■ Dialing Through a Switchboard

If your machine is connected to a PBX, register the [R] key so you can easily access the outside line.

Registering the [R] Key

1. **Press [Additional Functions].**

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

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

4. **Use [◄–] or [+►] to select <R-KEY SETTING>, then press [OK].**

5. **Use [◄–] or [+►] to select <PBX>, then press [OK].**

6. **Use the numeric keys to enter the prefix number (up to 20 digits), then press [OK].**

Ex.

```
PREFIX
_
```

– You can use [◄–] and [Clear] to delete the numbers one by one.
– To delete the entire number, press and hold [Clear].

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

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Dialing using the [R] Key

1. **Set documents.**

   Place the first page on the platen glass if you are not using the ADF.

2. **Press [FAX].**

3. **Press [R] to access the outside line.**

4. **Use the numeric keys to enter the fax number.**

   Ex.

5. **Press [Start].**

   When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

Switching Temporarily to Tone Dialing

If your machine is set for pulse dialing, use the procedure below to switch to tone dialing to use information services (e.g., banks, airline reservations, and hotel reservations).

NOTE

To talk to the other party, you will need to connect the optional handset or a telephone to the machine.

1. **Press [FAX].**

2. **Press [Hook].**

   You can also lift the optional handset instead.

   NOTE

   Make sure to confirm the dial tone before entering a fax number. If you enter the number before the dial tone can be heard, the call may not be connected, or the wrong number may be dialed.

3. **Use the numeric keys to dial the required information service.**

4. **When the recorded message of the information service answers, press [Tone] to switch to tone dialing.**

   If you pressed [Hook] in step 2, you can pick up the optional handset if you need to talk to the other party.

5. **Use the numeric keys to enter the numbers requested by the information service.**

6. **If you want to receive faxes, press [Start].**

   – When finished, the line is disconnected automatically and the tone dialing is canceled.
   – If you used the optional handset, hang up to disconnect the call.

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Checking Dialing Line

Checking dialing line function enables you to configure the setting on whether to check for a dial tone.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <TX SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <DIALING LINE CHCK>, then press [OK].**
5. **Use [◄–] or [+►] to select <ON>, then press [OK].**
6. **Press [Stop/Reset] to return to the standby mode.**

Dialing an Overseas Number (With Pauses)

When you dial or register an overseas number, you may need to insert a pause within the number.

1. **Set documents.**

   Place the first page on the platen glass if you are not using the ADF.

2. **Press [FAX].**
3. **Adjust any necessary settings (fax resolution, etc.) for your documents.**
4. **Use the numeric keys to dial the international access code.**

   For details on international access codes, contact your local telephone company.

5. **If necessary, press [Redial/Pause] to enter a 2.5-second pause.**

   Ex.

   – <P> in the fax/telephone number represents 2.5-second pause.
   – For a longer pause, press [Redial/Pause] again.

6. **Use the numeric keys to dial the country code, the area code, and the fax/telephone number of the recipient.**
7. **Press [Start].**

   When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

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Receiving Features

You can set the receive mode that suits your needs. The machine also provides the following receiving features: memory reception, reception restriction, and remote reception.

Setting the Receive Mode

To determine the right mode for you, see “Set the Machine for Receiving Faxes (MF4140/MF4150 Only),” in the Starter Guide.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <RX SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <RX MODE>, then press [OK].**
5. **Use [◄–] or [+►] to select the desired receive mode, then press [OK].**

<FaxOnly>: Answers all calls as faxes and disconnects voice calls.
<AnsMode>: Receives faxes automatically and records voice messages, see “AnsMode: Additional Settings,” on p. 1-9.
<FaxTel>: Switches between fax and voice calls automatically. For additional settings, see “FaxTel: Additional Settings,” on p. 1-9.
<MANUAL>: Does not answer any calls. You have to manually receive faxes.

NOTE

– For <FaxTel> or <MANUAL>, make sure the optional handset or an external telephone is connected to the machine.
– For <AnsMode>, make sure an answering machine is connected to the machine.

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

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AnsMode: Additional Settings

If required, change the additional settings as follows:
<AnsMode CHK TIME>: Sets the time for which the machine waits until the connected answering machine takes the call.
<FAX DETECT TIME>: Sets the duration for which the machine attempts to detect the fax tone.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <RX SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <RX MODE>, then press [OK].**
5. **Use [◄–] or [+►] to select <AnsMode>, then press [OK].**
6. **Use [◄–] or [+►] to select the duration (10 to 30 seconds) for which the machine waits until the connected answering machine takes the call, then press [OK].**

   You can also enter values with the numeric keys.
7. **Use [◄–] or [+►] to select the duration (10 to 70 seconds) for which the machine attempts to detect the fax tone, then press [OK].**

   You can also enter values with the numeric keys.
8. **Press [Stop/Reset] to return to the standby mode.**

FaxTel: Additional Settings

If required, change the additional settings as follows:
<RING START TIME>: Sets the duration for which the machine attempts to detect the fax tone before it starts ringing.
<F/T RING TIME>: Sets the duration of ringing.
<F/T SWITCH ACTION>: Sets the action the machine will take after the ringing ends.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <RX SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <RX MODE>, then press [OK].**

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5. **Use [◄–] or [+►] to select <FaxTel>, then press [OK].**

6. **Use [◄–] or [+►] to select the duration (0 to 30 seconds) for which the machine attempts to detect the fax tone before it starts ringing, then press [OK].**

You can also enter values with the numeric keys.

7. **Use [◄–] or [+►] to select the duration (10 to 45 seconds) of ringing, then press [OK].**

You can also enter values with the numeric keys.

8. **Use [◄–] or [+►] to select the action the machine will take after the ringing ends, then press [OK].**

<RECEIVE>: Switches to the receive mode.
<DISCONNECT>: Disconnects the call.

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

Manual Reception

When you select <MANUAL> in <RX MODE>, follow the procedure below to receive a fax.

1. **When the telephone rings, pick up the optional handset or the handset of the external telephone.**

2. **Confirm that the modem's connecting sound is heard, then press [Start].**

3. **Hang up the optional handset or the external telephone.**

Memory Reception

The machine automatically receives faxes in memory when printing is disabled under certain conditions (e.g., toner or paper has run out).
When the problem is cleared, the machine automatically prints the faxes which were stored in the memory.

NOTE

– The machine memory can store up to 256 fax jobs or approximately 256 pages.*
*Based on the condition that the other party sends the fax by the MF4100 Series with ITU-T Standard Chart No.1, standard mode. The maximum number of pages that the machine's memory can store differs depending on the other party's machine.
– Once the pages are printed, they are deleted from the memory.
– If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages of the fax.

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Selecting the Receive Mode for Printing

You can select whether the machine stores all received pages in the memory before printing them out or prints each page as it is received.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <RX SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <RX PRINT>, then press [OK].**
5. **Use [◄–] or [+►] to select desired printing method, then press [OK].**

   <MEMORY RX>: Prints after all the pages of the document are received.
   <PRINT RX>: Prints each page as it is received.
6. **Press [Stop/Reset] to return to the standby mode.**

Reception Restriction

You can reject faxes from senders with no fax/telephone number in their sender information.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <RX SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <RX RESTRICTION>, then press [OK].**
5. **Use [◄–] or [+►] to select <ON>, then press [OK].**

Remote Reception

Remote reception enables you to use an external telephone connected to the machine to receive faxes manually. This can be useful when the machine is not nearby or is being used by someone else.

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Registering Remote Reception ID

Follow this procedure if you want to change the default remote reception ID of 25.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <RX SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <REMOTE RX>, then press [OK].**
5. **Use [◄–] or [+►] to select <ON>, then press [OK].**
6. **Use the numeric keys to enter the remote reception ID (00 to 99), then press [OK].**
7. **Press [Stop/Reset] to return to the standby mode.**

Receiving a Fax Remotely

The following procedure is available only when the machine receives the tone signal.

1. **When you receive a call, pick up the handset of the external telephone.**
2. **Use the numeric keys to enter the two-digit remote reception ID to start reception.**
3. **When the reception starts, put the handset of the external telephone.**

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Printing Received Documents

The machine provides the following printing features: received image reduction, two-sided printing.

Reducing Received Images

When a received document is divided and printed over multiple pages of paper, the data contained in the bottom 8 mm of a page are duplicated at the top of the following page, making the duplicated section easier to read.
You can also print received documents in a reduced size or cut off the end of a document that does not fit on one page.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <PRINTER SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <RX REDUCTION>, then press [OK].**
5. **Use [◄–] or [+►] to select desired setting, then press [OK].**

   <ON>: Reduces the documents automatically depending on the length of the documents.
   <OFF>: Prints documents on a paper without reducing the size.
   <CUT>: Cuts off the end of a document that does not fit on one page up to 24 mm. When the height of the area to be cut off is more than 24 mm, the document will be printed on the following page without being cut off.
6. **Press [Stop/Reset] to return to the standby mode.**

Two-Sided Printing

You can print received documents on both sides of the paper.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <FAX SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <PRINTER SETTINGS>, then press [OK].**

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4. Use [◄–] or [+►] to select <2-SIDED PRINT>, then press [OK].
5. Use [◄–] or [+►] to select <ON>, then press [OK].
6. Press [Stop/Reset] to return to the standby mode.

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Additional Fax Modes

The machine provides the following additional fax modes: broadcasting and canceling reservation.

Broadcasting

Broadcasting enables you to send the same document to multiple recipients.

1. **Set documents.**

   Place the first page on the platen glass if you are not using the ADF.

2. **Press [Additional Functions].**

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

4. **Use the numeric keys, one-touch speed dialing key, coded dialing code, or address book dialing to enter a recipient.**

   Be sure to press [OK] after entering the recipient's number if you use the numeric keys. You can enter up to 16 different fax numbers using the numeric keys.

5. **Repeat step 4 to enter all required recipients (up to 123), then press [Start].**

   When you set the documents on the platen glass, press [Start] for each document. When scanning is complete, press [OK] to start dialing.

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Canceling Fax Jobs

Canceling an Ongoing Job

Cancel an ongoing job (sending or receiving) as follows.

1. **Press [Stop/Reset].**
2. **Press [◄–] to select <YES>.**

   If you do not want to cancel the job, press [+►] to select <NO>.

   NOTE
   - For sending jobs, remove any unscanned documents from the ADF.
   - If you are in the copy or scan standby mode and want to cancel a fax job, press [FAX] to return to the fax mode first.

Canceling Reservation

You can cancel sending jobs reserved in memory.

1. **Press [System Monitor].**
2. **Use [◄–] or [+►] to select <TX STATUS>, then press [OK].**
3. **Use [◄–] or [+►] to select the job you want to cancel, then press [OK].**

   <MEMORY>: Documents in memory.
   <BROADCAST>: Broadcasting.

   NOTE

   For <BROADCAST>, all recipients entered for a broadcasting job will be canceled.
4. **Press [◄–] to select <YES>.**
5. **Press [Stop/Reset] to return to the standby mode.**

2 Advanced Copy Features

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Advanced Copy Features

Collate Copy

You can copy documents collated into sets arranged in page order. This feature can be used with both “Two-Sided Copying” (see p. 2-3) and “2 on 1 Combination” (see p. 2-4) at the same time.

1. Set documents.

Place the first page on the platen glass if you are not using the ADF.

2. Press [COPY].

NOTE

If <AUTO COLLATE> is set to <ON> in the <COPY SETTINGS> of the Additional Functions menu, skip step 3 and 4.

3. Press [Collate/2 on 1].

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

5. Use the numeric keys to enter the desired copy quantity (1 to 99).

6. Press [Start].

When the documents are loaded in the ADF, collate copying starts and no further operation is required.

7. Place the next page of the document on the platen glass, then press [Start].

Repeat this step to scan all pages. The machine prints only one copy of each page.

8. Press [OK].

The machine prints the rest of sets of copies.

NOTE

– To cancel all settings, press [Stop/Reset].
– When scanning multiple page documents, <MEMORY FULL> may appear in the LCD and scanning may be canceled. In this case, the machine returns to the standby mode automatically.

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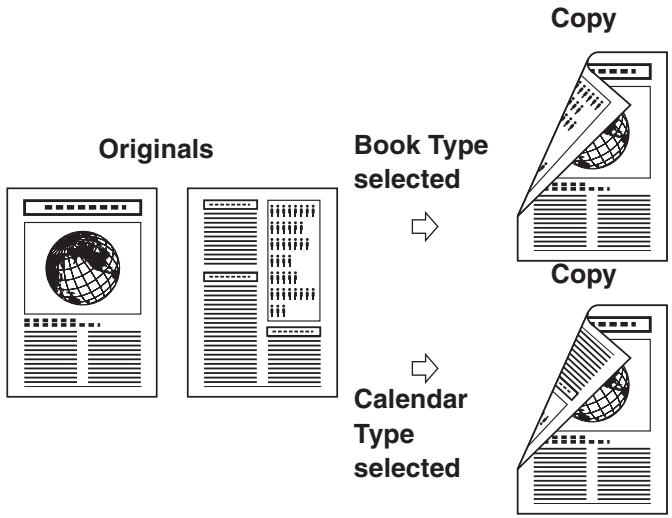
Two-Sided Copying

Two-sided copying enables you to make two-sided copies from one-sided documents. This feature can be used together with both “Collate Copy” (see p. 2-2) and “2 on 1 Combination” (see p. 2-4).

Two-Sided Copying



NOTE

Paper used to make two-sided copies must conform to the following specifications:
– Paper size: A4 and LTR
– Paper weight: 64 to 80 g/m^2

1. Set documents.

Place the first page on the platen glass if you are not using the ADF.

2. Press [COPY].

3. Press [2-Sided].

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

5. Use [◄–] or [+►] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

<BOOK TYPE>: The front and back sides of the copy will have the same top-bottom orientation.
<CALENDAR TYPE>: The front and back sides of the copy will have opposite top-bottom orientations.

6. Press [Start].

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

NOTE

To cancel all settings, press [Stop/Reset].

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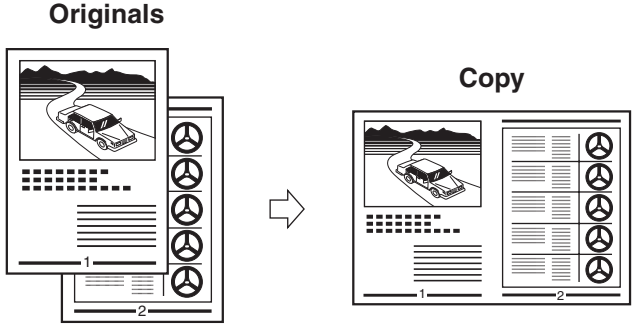
2 on 1 Combination

2 on 1 combination automatically reduces two documents to fit on A4 or LTR size paper. This feature can be used with both "Collate Copy" (see p. 2-2) and "Two-Sided Copying" (see p. 2-3) at the same time.



1. Set documents.

Place the first page on the platen glass if you are not using the ADF.

2. Press [COPY].

3. Press [Collate/2 on 1].

4. Use [◄–] or [+►] to select <2 ON 1>, then press [OK].

If you want to use <2 ON 1> with "Collate Copy" (see p. 2-2) at the same time, select <COLLATE+2 ON 1>, then press [OK].

5. Use the numeric keys to enter the desired copy quantity (1 to 99).

6. Press [Start].

When you set the document on the platen glass, press [Start] for each document. When scanning is complete, press [OK].

NOTE

– If you press [OK] without scanning the second document, only the first document will be printed on the left side of the paper.
– A maximum of 4 mm margin will be produced between the two reduced documents in 2 on 1 combination copying.
– To cancel all settings, press [Stop/Reset].

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Canceling Copy Jobs

Cancel an ongoing job as follows.

Canceling a Job While Scanning

1. Press [Stop/Reset].

Canceling a Job While Printing

1. Press [Stop/Reset].

Ex.

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

2. Press [◄–] to select <YES>.

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3 System Monitor

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Checking Job and Machine Status

System monitor enables you to view and print the transmission/reception results, check remaining memory, monitor the status of fax, and check print and scan counts.

Checking Print Status

You can check and delete the print jobs sent from a computer.

1. Press [System Monitor].
2. Use [◄–] or [+►] to select <PRINT STATUS>, then press [OK].
3. Use [◄–] or [+►] to view the job list.
4. If you want to delete the print job, press [OK], then press [◄–] to select <YES>.
5. Press [Stop/Reset] to return to the standby mode.

Checking Print and Scan Counts

1. Press [System Monitor].
2. Use [◄–] or [+►] to select <VIEW PAGE TOTALS>, then press [OK].
3. Use [◄–] or [+►] to view the print or scan counts.
4. Press [Stop/Reset] to return to the standby mode.

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Checking and Deleting Documents Stored in Memory (MF4140/ MF4150 Only)

1. Press [System Monitor].
2. Use [◄–] or [+►] to select <TX STATUS>, then press [OK].
3. Use [◄–] or [+►] to check the desired document.
4. If you want to delete the document, press [OK], then press [◄–] to select <YES>.
5. Press [Stop/Reset] to return to the standby mode.

Checking and Printing Transmission/ Reception Results (MF4140/ MF4150 Only)

1. Press [System Monitor].
2. Use [◄–] or [+►] to select <TX/RX LOG>, then press [OK].
3. Use [◄–] or [+►] to view the required transmission/reception result.

   The following items are displayed:
   - Transaction number (60 down to 01, from the newest to the oldest)
   - Date and time
   - Type of transaction (TX or RX)
   - Recipient's name or fax number
   - Result of transaction (OK or NG)
4. If you want to print the transmission/ reception result, press [Start].

Checking Remaining Memory (MF4140/ MF4150 Only)

You can check the remaining memory according to the status of the machine.

1. Press [System Monitor].
2. Use [◄–] or [+►] to select <MEMORY INDICATOR>, then press [OK] to confirm the remaining memory.

   Ex.

   ```
   AVAILABLE MEMORY
                    75%
   ```
3. Press [Stop/Reset] to return to the standby mode.

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4 Reports and Lists (MF4140/MF4150 Only)

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Summary of Reports and Lists

The machine can generate the following reports and lists. For how to print reports, see "Printing Reports Automatically," on p. 4-3, and "Printing Reports and Lists Manually," on p. 4-6.

Report/List	Description
TX REPORT	Shows the transmission result. Can be set to print automatically.
RX REPORT	Shows the reception result. Can be set to print automatically.
ACTIVITY REPORT	Shows last 60 transmissions and receptions. Can be set to print automatically.
MEMORY DATA LIST	Lists reserved jobs stored in memory.
MEMORY IMAGE PRNT	Shows information and the first page of a reserved job.
1-TOUCH LIST	Lists the names and fax numbers of recipients registered under one-touch speed dialing keys.
CODED DIAL LIST	Lists the names and fax numbers of recipients registered in coded dialing codes.
GROUP DIAL LIST	Lists the names and fax numbers of recipients registered in each group dialing group.
USER'S DATA LIST	Lists all the current settings and registered sender information.
LOST REPORT	Lists received documents that were lost from the memory due to power cut. Cannot be manually printed out.

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Printing Reports Automatically

TX REPORT, RX REPORT, and ACTIVITY REPORT can be set to print automatically.

TX REPORT

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <REPORT SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <TX REPORT>, then press [OK].**
5. **Use [◄–] or [+►] to select the setting you want, then press [OK].**

   <PRINT ERROR ONLY>: Prints a report only when a transmission error occurs.
   <OUTPUT NO>: Does not print a report.
   <OUTPUT YES>: Prints a report every time you send a document.
6. **Press [Stop/Reset] to return to the standby mode.**

Report Items

The following items are displayed in the Transmission Result Report:

- **JOB NO.: Job number**
- **TYPE: Type of transmission**
  - TX: Memory transmission
  - BROADCAST: Broadcasting
- **NO.: Sequence number**
- **DESTINATION TEL/ID: Name and number of recipient**
- **DATE: Date of transaction**
- **TIME: Time of transaction**
- **PAGE: Number of pages sent**
- **TIME USE: Amount of time taken for a transaction**
- **MODE: Mode of transaction (G3 or ECM)**

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- **RESULT: Result of transaction**
  - OK: Transmission successful
  - NG: Transmission failed
  - STOP: Transmission manually canceled before completion
  - MEM.FULL: Memory became full during transmission
  - NO ANSWER: Call not answered
  - PAPER JAM: ADF jam occurs during Manual TX
- **Error code: For descriptions of error codes, see Chapter 11, "Troubleshooting," in the Basic Guide.**

NOTE

ERROR TX REPORT or MULTI TX REPORT is printed out depending on the transmission result.

RX REPORT

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <REPORT SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <RX REPORT>, then press [OK].**
5. **Use [◄–] or [+►] to select the setting you want, then press [OK].**

   <OUTPUT NO>: Does not print a report.
   <OUTPUT YES>: Prints a report every time you receive a document.
   <PRINT ERROR ONLY>: Prints a report only when a reception error occurs.
6. **Press [Stop/Reset] to return to the standby mode.**

Report Items

The following items are displayed in the Reception Result Report:

- **JOB NO.: Job number**
- **TYPE: Type of reception**
  - RX: Memory or print reception
- **NO.: Sequence number**
- **DESTINATION TEL/ID: Number of the sending machine (displayed only if registered in their machine)**
- **DATE: Date of transaction**
- **TIME: Time of transaction**
- **PAGE: Number of pages received**
- **TIME USE: Amount of time taken for a transaction**
- **MODE: Mode of transaction (G3 or ECM)**

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- **RESULT: Result of transaction**
  - OK: Reception successful
  - NG: Reception failed
  - STOP: Reception manually canceled before completion
  - MEM.FULL: Memory became full during reception
- **Error code: For descriptions of error codes, see Chapter 11, "Troubleshooting," in the Basic Guide.**

ACTIVITY REPORT

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <REPORT SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <SETTINGS>, then press [OK].**
4. **Use [◄–] or [+►] to select <ACTIVITY REPORT>, then press [OK].**
5. **Use [◄–] or [+►] to select the setting you want, then press [OK].**

   <OUTPUT YES>: Prints a report after every 60 transactions.
   <OUTPUT NO>: Does not print a report.
6. **Press [Stop/Reset] to return to the standby mode.**

Report Items

The following items are displayed in the Activity Report:

- **NO.: Transaction number (01 to 60)**
- **JOB NO.: Job number**
- **DATE: Date of transaction**
- **TIME: Time of transaction**
- **TX/RX: Type of transaction (transmission or reception)**
- **DESTINATION TEL/ID: Name and number of recipient**
- **PAGE: Number of pages sent or received**
- **TIME USE: Amount of time taken for a transaction**
- **MODE: Mode of transaction (G3 or ECM)**
- **RESULT: Result of transaction (OK or NG) and error code if applicable**

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Printing Reports and Lists Manually

For information on each report or list, see "Summary of Reports and Lists," on p. 4-2.

1. **Press [Additional Functions].**
2. **Use [◄–] or [+►] to select <REPORT SETTINGS>, then press [OK].**
3. **Use [◄–] or [+►] to select <LIST PRINT>, then press [OK].**
4. **Use [◄–] or [+►] to select the required report or list, then press [OK].**

<TX REPORT>: Transmission Result Report
<RX REPORT>: Reception Result Report
<ACTIVITY REPORT>: Activity Report
<MEMORY DATA LIST>: Memory Data List
<MEMORY IMAGE PRNT>: Memory Image Print
<1-TOUCH LIST>: One-Touch Speed Dialing List
<CODED DIAL LIST>: Coded Dialing List
<GROUP DIAL LIST>: Group Dialing List
<USER'S DATA LIST>: Machine Status List
If no relevant data is stored in memory, <NO DATA> is displayed.

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General Problems

The machine has no power.

Q **Is the power cord plugged in securely?**

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q **Is the power cord supplying power?**

A Use a different power cord, or test the cord for continuity using a voltmeter.

Q **Is the main power switch turned on?**

A Turn on the main power switch.

The Error indicator flashes.

Q **Does the machine feed paper correctly, or is there paper in the paper feeding tray or multi-purpose tray?**

A Clear the paper jam, or load paper in the paper feeding tray or multi-purpose tray. (For instructions on clearing paper jam, see Chapter 11, “Clearing Jams,” in the Basic Guide. For instructions on loading paper, see “Set Up the Paper Trays and Load Paper,” in the Starter Guide.)

A If the machine has no paper jam, or paper is loaded in the paper feeding tray or multi-purpose tray, turn off the main power switch and wait for more than five seconds, then turn it on in again. If the problem is fixed, the Error indicator will turn off, and the LCD will return to the standby mode. If the Error indicator remains flash, turn off the main power switch, and contact your local authorized Canon dealer or the Canon help line.

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Nothing appears in the LCD.

Q **Is the power cord plugged in securely?**

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q **Is the main power switch turned on?**

A Turn on the main power switch.

Q **Is the machine in the Sleep mode?**

A Press [Energy Saver] to take the machine out of the Sleep mode.

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Paper Feeding Problems

Paper does not feed properly.

Q **Is the paper loaded correctly?**

A Make sure the paper is correctly loaded. (See “Set Up the Paper Trays and Load Paper,” in the Starter Guide.)

Q **Does the machine contain too many sheets?**

A Make sure you load the correct quantity. (See Chapter 3, “Print Media,” in the Basic Guide.)

Multiple sheets feed together into the machine.

Q **Is the paper loaded correctly?**

A Make sure the paper is correctly loaded. (See “Set Up the Paper Trays and Load Paper,” in the Starter Guide.)

Q **Does the machine contain too many sheets?**

A Make sure you load the correct quantity. (See Chapter 3, “Print Media,” in the Basic Guide.)

Q **Are different types of paper loaded in the machine?**

A Load only one type of paper.

A Make sure you load paper that meets the requirements for use. (See Chapter 3, “Print Media,” in the Basic Guide.)

A Let the paper run out before refilling the machine. Avoid mixing new stock with paper already loaded.

Repeated paper jams occur.

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See Chapter 3, “Print Media,” in the Basic Guide.)

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Faxing Problems (MF4140/MF4150 Only)

Sending Problems

Cannot send a fax.

Q **Did you just turn on the main power switch?**

A Wait for a while. After turning on the main power switch, the machine cannot scan documents immediately.

Q **Is the machine set for the correct telephone line type?**

A Make sure the machine is set for the correct telephone line type. (See “Set the Telephone Line Type,” in the Starter Guide.)

Q **Is your machine in the fax mode?**

A Press [FAX] to show the fax standby display.

Q **Is the document loaded correctly?**

A Make sure the document is correctly loaded. (See Chapter 2, “Document Handling,” in the Basic Guide.)

A Make sure the scanning platform and rear cover are fully closed.

Q **Is the one-touch speed dialing key or coded dialing code you entered registered correctly?**

A Check that the speed dialing settings are registered correctly. (See Chapter 4, “Sending Faxes (MF4140/MF4150 Only),” in the Basic Guide.)

Q **Did you dial the correct number?**

A Check that you have the correct number.

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Q **Is the machine in the Sleep mode?**

A Press [Energy Saver] to take the machine out of the Sleep mode.

Q **Is the recipient's machine out of paper?**

A Ask the recipient to make sure the paper is loaded in the machine.

Q **Are there other documents being sent from memory?**

A Allow time for the documents to finish sending.

Q **Has an error occurred during transmission?**

A Check the LCD for an error message. (See Chapter 11, "Troubleshooting," in the Basic Guide.)

A Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 4-5.)

Q **Is the telephone cable connected properly?**

A Make sure the cable is connected properly. (See "Connect Telephone Cables and Install Handset (MF4140/MF4150 Only)," in the Starter Guide.)

Q **Is the telephone line working properly?**

A Make sure there is a dial tone when you press [Hook] or when you lift the optional handset or the handset of any external telephone connected to the machine. If there is no dial tone, contact your local telephone company.

Q **Is the recipient's machine a G3 fax machine?**

A Make sure the recipient's machine is compatible with your machine.

Q **Did the recipient's machine answer within 35 seconds (after all automatic redialing attempts)?**

A Ask the recipient to check the machine. For an overseas call, add pauses to the registered number. (See "Dialing an Overseas Number (With Pauses)," on p. 1-7.)

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Q **Is the Processing/Data indicator lit?**

A The external phone is busy. Please wait until the external phone becomes free.

Q **Is the machine overheated?**

A Turn off the main power switch and let it cool for about 5 minutes. Then turn on the main power switch and try sending again.

Memory fills up immediately when you try to send.

Q **Are you sending with the resolution set to <SUPER FINE>?**

A If you keep your document quality, divide the document into some parts and send them separately.

A If your document does not contain fine text or photographs, set the resolution to <STANDARD>.

Q **Is a document stored in memory, leaving little or no memory available?**

A Print, send, or delete any documents stored in memory.

Faxes sent from the machine are spotted or dirty.

Q **Is the recipient's machine working properly?**

A Check the machine by making a copy. If the copy is clear, the problem may be in the recipient's machine. If the copy is spotted or dirty, clean the scanner components. (See Chapter 10, "Maintenance," in the Basic Guide.)

Q **Is the document loaded correctly?**

A Make sure the document is correctly loaded. (See Chapter 2, "Document Handling," in the Basic Guide.)

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Documents are printed out in a reduced size on the recipient's machine.

Q **Is the recipient's paper smaller than the size of the documents you sent?**

A If the recipient is using small-size paper, your machine automatically reduces the size of the document in accordance with the recipient's paper.

The documents you sent are too light.

Q **Is the density setting changed to be lighter?**

A Adjust the density for light documents to be darker. (See Chapter 4, "Sending Faxes (MF4140/MF4150 Only)," in the Basic Guide.)

Q **Are the scanning components of the machine clean?**

A If scanning components is dirty, clean the scanner components. (See Chapter 10, "Maintenance," in the Basic Guide.)

Sending of documents is too slow.

Q **Is the resolution set to <FINE> or <SUPER FINE>?**

A If your document does not contain fine text or photographs, set the resolution to <STANDARD> reduces the sending time.

Errors occur frequently while sending.

Q **Are the telephone lines in poor condition, or do you have a bad connection?**

A Check if there is a device nearby that interferes with signal transmission (e.g., microwave oven).

Cannot redial with [Redial/Pause].

Q **Is <RESTRICT REDIAL> set to <ON> in the <TX SETTINGS> of the <FAX SETTINGS> menu?**

A When <RESTRICT REDIAL> is set to <ON> in the <TX SETTINGS> of the <FAX SETTINGS> menu, Redialing is not available. (See Chapter 12, "Machine Settings," in the Basic Guide.)

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Entering the fax number is required again after pressing [Start].

Q **Is <CONFIRM NEW DEST.> set to <ON> in the <TX SETTINGS> of the <FAX SETTINGS> menu?**

A If <CONFIRM NEW DEST.> is set to <ON> in the <TX SETTINGS> of the <FAX SETTINGS> menu, you need to enter the fax number again after pressing [Start]. (See Chapter 12, “Machine Settings,” in the Basic Guide.)

Receiving Problems

Part of the documents you receive are cut off.

Q **Are the slide guides in your paper feeding tray set to the size of the paper?**

A Adjust the guides of the paper feeding tray to the size of the paper.

Q **Have you specified the correct paper size for the paper feeding tray?**

A Specify the correct paper size for the paper feeding tray.

Q **Is the printing method for received documents set to <CUT>?**

A If you want to print a received document without cutting off the end, set the printing method to <ON> or <OFF>. (See “Reducing Received Images,” on p. 1-13.)

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Cannot receive a fax automatically.

Q **Is the machine set to receive automatically?**

A For the machine to receive faxes automatically, the receive mode must be set to <FaxOnly>, <AnsMode>, or <FaxTel>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Setting the Receive Mode," on p. 1-8.)

Q **Is a document stored in memory, leaving little or no memory available?**

A Print, send, or delete any documents stored in memory.

Q **Has an error occurred during reception?**

A Check the LCD for an error message. (See Chapter 11, "Troubleshooting," in the Basic Guide.)

A Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 4-5.)

Q **Is paper loaded in the machine?**

A Make sure paper is loaded in the machine. (See "Set Up the Paper Trays and Load Paper," in the Starter Guide.)

Q **Is the telephone cable connected properly?**

A Make sure the cable is connected properly. (See "Connect Telephone Cables and Install Handset (MF4140/MF4150 Only)," in the Starter Guide.)

Cannot receive a fax in the <AnsMode>.

Q **Are the setting of the <AnsMode CHK TIME> and the <FAX DETECT TIME> properly set?**

A The machine may not receive the documents depending on how the setting of the connected answering machine or the sender's machine is set. To solve the problem, try to set the value of the <AnsMode CHK TIME> (the default value: 20 seconds) and <FAX DETECT TIME> (the default value: 40 seconds) to 30 seconds and 50 seconds respectively. (See "Setting the Receive Mode," on p. 1-8.)

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Cannot receive a fax on both sides of the paper

Q **Is the two-sided printing switch set to 'ON'?**

A Make sure that the two-sided printing switch is set to 'ON'. (See "Two-Sided Printing," on p. 1-13.)

No automatic switching between telephone and fax calls.

Q **Is the machine set to switch automatically between telephone and fax calls?**

A For the machine to switch between fax and telephone calls automatically, the receive mode must be set to <AnsMode> or <FaxTel>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See "Setting the Receive Mode," on p. 1-8.)

Q **Is a document stored in memory, leaving little or no memory available?**

A Print, send, or delete any documents stored in memory.

Q **Has an error occurred during reception?**

A Check the LCD for an error message. (See Chapter 11, "Troubleshooting," in the Basic Guide.)

A Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 4-5.)

Q **Is paper loaded in the machine?**

A Make sure paper is loaded in the machine. (See "Set Up the Paper Trays and Load Paper," in the Starter Guide.)

Q **Can the sender's machine send the CNG signal, which tells your machine that the incoming call is a fax call?**

A Some machines cannot send this signal. In such cases, receive the fax manually.

Cannot receive a document manually.

Q **Is the machine set to receive manually?**

A For the machine to receive faxes manually, the receive mode must be set to <MANUAL>. (See "Setting the Receive Mode," on p. 1-8.)

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Q **Have you disconnected the call by pressing [Start] or dialing the remote reception ID after hanging up?**

A Always press [Start] or dial the remote reception ID before hanging up. Otherwise you will disconnect the call.

Print quality is poor.

Q **Is the toner low or unevenly distributed?**

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See Chapter 10, “Maintenance,” in the Basic Guide.)

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See Chapter 3, “Print Media,” in the Basic Guide.)

Q **Is the sender’s machine functioning properly?**

A Ask the sender to check that the scanning components of the machine are clean.

Q **Is the machine in the toner saver mode?**

A Set <TONER SAVER MODE> to <OFF> in <COMMON SETTINGS>. (See Chapter 12, “Machine Settings,” in the Basic Guide.)

Faxes do not print.

Q **Have you removed the sealing tape from the toner cartridge?**

A Make sure you remove the sealing tape from the cartridge. (See “Install Toner Cartridge,” in the Starter Guide.)

Q **Is the toner cartridge installed properly?**

A Make sure the toner cartridge is installed properly. (See “Install Toner Cartridge,” in the Starter Guide.)

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Q **Is the toner low?**

A If you want to print out the received documents without replacing the toner cartridge, set <CONT. PRINTING> to <ON> in the <PRINTER SETTINGS> of the <FAX SETTINGS> menu. The machine continues printing received documents and reports although the toner is almost run out. However, if the toner is run out, the machine does not receive the document in memory. You must install the new toner cartridge, and set <CONT. PRINTING> to <OFF>.

Q **Is the toner cartridge out of toner?**

A Replace the toner cartridge. (See Chapter 10, “Maintenance,” in the Basic Guide.)

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See Chapter 3, “Print Media,” in the Basic Guide.)

Received faxes print blotched or unevenly.

Q **Are the telephone lines in poor condition, or do you have a bad connection?**

A Error Correction Mode (ECM) should eliminate such problems. However, if the telephone lines are in poor condition, you may have to try again.

Q **Is the sender’s machine functioning properly?**

A Ask the sender to check that the scanning components of the machine are clean.

Q **Is the toner low or unevenly distributed?**

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See Chapter 10, “Maintenance,” in the Basic Guide.)

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Receiving of documents is too slow.

Q **Is the resolution set to <FINE> or <SUPER FINE>?**

A Setting the resolution to <STANDARD> reduces the receiving time. However, any fine text in the document will also be harder to read.

You cannot get documents from information services.

Q **Is your machine connected to a rotary pulse telephone line?**

A According to the instructions of information service, press [Tone] to carrying out the tone pulse temporarily.

Q **Were there any instructions from the sender, such as to set to receive?**

A Just before receiving, press [Start].

Errors occur frequently while receiving.

Q **Are the telephone lines in poor condition, or do you have a bad connection?**

A Check if there is a device nearby that interferes with signal reception (e.g., microwave oven).

Q **Is the sender's machine functioning properly?**

A Ask the sender to check that the machine is functioning properly.

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Copying Problems

Cannot make copies.

Q **Have you removed the sealing tape from the toner cartridge?**

A Make sure you remove the sealing tape from the cartridge. (See “Install Toner Cartridge,” in the Starter Guide.)

Q **Is the toner cartridge installed properly?**

A Make sure the toner cartridge is installed properly. (See “Install Toner Cartridge,” in the Starter Guide.)

A Make sure the scanning platform and rear cover are fully closed.

Q **Is the document loaded correctly?**

A Make sure the document is correctly loaded. (See Chapter 2, “Document Handling,” in the Basic Guide.)

Q **Does the document meet the requirements for the machine?**

A Make sure you load documents that meet the requirements for use. (See Chapter 2, “Document Handling,” in the Basic Guide.)

The alarm sounds* or <MEMORY FULL> appears in the LCD when making copies.

*** MF4140/MF4150 Only**

Q **Has an error occurred during transmission or reception? (MF4140/MF4150 Only)**

A Change to the fax mode and check the LCD for an error message and solve the problem. (See Chapter 11, “Troubleshooting,” in the Basic Guide.)

Q **Is the machine’s memory full?**

A Check remaining memory. (See “Checking Remaining Memory (MF4140/MF4150 Only),” on p. 3-3.)

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Printing Problems

Nothing prints.

Q **Is the power cord plugged in securely?**

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q **Is the main power switch turned on?**

A Turn on the main power switch.

Q **Have you removed the sealing tape from the toner cartridge?**

A Make sure you remove the sealing tape from the cartridge. (See “Install Toner Cartridge,” in the Starter Guide.)

Q **Is the cartridge out of toner?**

A Replace the toner cartridge. (See Chapter 10, “Maintenance,” in the Basic Guide.)

Printout does not match paper size.

Q **Does the size of paper loaded in the machine match the paper size setting?**

A Change the paper size setting or load the correct size paper. (See Chapter 3, “Print Media,” in the Basic Guide.)

Cannot print documents on both sides of the paper

Q **Do you check the setting of the two-sided printing in the printer driver?**

A Make sure that you check the setting of the two-sided printing in the printer driver.

Printout is skewed.

Q **Is the paper loaded correctly?**

A Make sure the paper is correctly loaded in the machine. (See “Set Up the Paper Trays and Load Paper,” in the Starter Guide.)

A Make sure the paper delivery slot is free of obstructions.

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Paper jams occur.

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See Chapter 3, “Print Media,” in the Basic Guide.)

Printout is not clear.

Q **Is the correct type of paper loaded in the machine?**

A Make sure you load paper that meets the requirements for use. (See Chapter 3, “Print Media,” in the Basic Guide.)

Q **Are you printing on the wrong side of the paper?**

A Some papers have a “right” side for printing. If the print quality is not as clear as you think it should be, try printing on the other side of the paper.

Printout has vertical white streaks.

Q **Is toner low or unevenly distributed?**

A Redistribute the toner inside the cartridge. If the problem persists, replace the cartridge. (See Chapter 10, “Maintenance,” in the Basic Guide.)

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Telephone Problems (MF4140/MF4150 Only)

Cannot dial.

Q **Is the telephone cable connected properly?**

A Make sure the cable is connected properly. (See “Connect Telephone Cables and Install Handset (MF4140/MF4150 Only),” in the Starter Guide.)

Q **Is the power cord plugged in securely?**

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q **Is the main power switch turned on?**

A Turn on the main power switch.

Q **Is the machine set for the correct telephone line type?**

A Make sure the machine is set for the correct telephone line type. (See “Set the Telephone Line Type,” in the Starter Guide.)

Telephone disconnects while you are talking.

Q **Is the telephone cable connected properly?**

A Make sure the cable is connected properly. (See “Connect Telephone Cables and Install Handset (MF4140/MF4150 Only),” in the Starter Guide.)

Q **Is the power cord plugged in securely?**

A Check that the power cord is securely plugged into the machine and into the wall outlet. If the machine is plugged into a power strip, make sure the power strip is plugged in and turned on.

Q **Is the optional handset or the telephone cable defective?**

A Use another cable.

Calls do not connect, or the wrong number is dialed.

Q **Did you confirm the dial tone before entering the fax/telephone number?**

A Make sure to confirm the dial tone before entering a fax/telephone number. If you enter the number before the dial tone can be heard, the call may not be connected, or the wrong number may be dialed.

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Glossary

A

Activity Report

A journal of the machine's fax transactions, both sent and received.

Automatic Document Feeder (ADF)

The device included in the machine that feeds the document being faxed or copied, or scanned into the machine.

Automatic redialing

When the receiving fax machine is busy or does not answer, or when an error occurs while sending, the machine waits a specified time and then automatically redials the number. If the receiving fax is still busy or does not answer, the machine waits the specified time and dials again.

B

Broadcasting

Transmitting documents to more than one location (through the machine's memory).

C

CNG

Calling Tone. This is a signal sent by fax machines to identify the call as an incoming document. When the receiving fax detects this signal, it automatically starts to receive the fax transmission. The majority of fax machines in use today can send and detect CNG signals.

Coded Dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing [Coded Dial] and a two-digit code using the numeric keys.

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D

Document

The sheet of paper containing the data that you send to, or receive from a machine.

E

ECM

Error Correction Mode. The ability of your machine to reduce system and line errors when sending to or receiving from another fax with ECM capability. ECM is most effective in areas where the telephone lines are in poor condition or there is frequent interference on the line.

Extension

A telephone connected to the machine that is used in place of the handset. You can use the extension telephone to activate incoming reception of documents manually.

F

FaxTel switching

This option allows you to set the machine to automatically detect whether a call is from a fax or telephone. If the call is from another fax, the transmission is automatically received. If the call is from a telephone, the machine rings to let you know, so you can pick up the handset. With this feature, one telephone line can be shared by both the telephone and the fax.

FINE

The resolution setting for documents with very small characters and thin lines.

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G

G3, Group 3 fax machine

Defined by CCITT/ITU-T. Uses encoding schemes to transmit image data while reducing the amount of data that needs to be transmitted, thus reducing transmission time. G3 fax machines can transmit one page in less than one minute. Encoding schemes for G3 fax machines are Modified Huffman (MH), Modified READ (MR), Modified Modified READ (MMR), and Joint Bi-level Image expert Group (JBIG).

Group Dialing

A dialing method that enables you to dial multiple one-touch speed dialing or coded dialing numbers together as a group. This means that you can press just one key to enter numbers when sending the same document to many destinations.

I

ITU-T

A committee created to set international standards for telecommunications.

M

Manual receiving

A method of receiving faxes in which you answer all incoming calls using the optional handset. If you hear a slow beep it indicates an incoming fax transmission from another machine. Just press [Start] to receive the incoming fax.

Manual redialing

When you use regular dialing, you can redial a number manually simply by pressing [Redial/Pause] on the operation panel. The last number called is the number redialed.

Modem

A device that converts (MOdulates) digital data for transmission over telephone lines. At the receiving end, this device converts the modulated data (DEModulates) to digital format that the computer understands.

N

Numeric Keys

The round, numbered keys on the operation panel marked the same as a standard telephone keypad.
Press them to perform regular dialing. You also use the numeric keys to enter numbers and letters when you register telephone or fax numbers and names, and to enter coded dialing codes.

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O

One-Touch Speed Dialing

An automatic dialing method that allows you to dial a fax or telephone number by pressing a single one-touch speed dial key.

One-Touch Speed Dial keys

The numbered keys on the operation panel that may be registered as single or a group of fax numbers. Once a number or group is registered, you press one key to dial the entire number or group.

P

Paper feed

Refers to guiding a sheet of paper into the machine's paper path.

Paper feeder

The device in the machine that feeds recording media into the machine for printing copied or faxed documents.

Pause

A timing entry required for registering certain long distance numbers and for dialing out through some telephone systems or switchboards. Pressing [Redial/Pause] enters a pause between digits of a telephone number.

Pulse

See Rotary pulse.

R

Receiving

Receiving transmission is also defined as RX or Reception. The machine can be customized to receive fax documents in several ways.

Reception

See Receiving.

Registering

A process by which you place fax or telephone numbers and names in the machine's memory for speed dialing so that you can save time dialing destinations you call frequently.

Remote reception ID

The two-digit code that enables you to manually activate fax reception using an external telephone.

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Remote reception

Activating fax reception by answering an external telephone that is not located near the machine. You need to dial a remote receiving ID number to start remote reception.

Report

A document printed by the machine and containing information about the faxes it has sent or received.

Resolution

The density of dots for any given output device. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data, for example, 600 × 600 dpi.

Rotary pulse

A telephone dialing system where a dial is rotated to send pulses to the telephone switching system. In pulse dialing, you hear clicks. In touch-tone dialing, the most common dialing system, you hear tones. Rotary pulse dialing requires certain setting adjustments.

RX

See Receiving.

S

Sending

A fax document that has been scanned by a fax machine is sent over telephone lines, in the form of electrical pulses, to another fax machine. Also called TX or Transmit.

Speed dialing

Dialing fax or telephone numbers by pressing a few keys. To use automatic dialing, you must register the numbers in the machine's memory. See also One-Touch Speed Dialing, Coded Dialing, and Group Dialing.

Standby

The mode in which the machine is on and ready to use.

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T

Tone

A key that allows you to temporarily switch to touch-tone from pulse dialing. In some countries, on-line data services may require that you use tone dialing.

Toner

A black, resin coated powder contained in the toner cartridge. The machine applies the toner to the surface of the photosensitive drum inside the machine via an electrophotographic mechanism.

Toner saver

The feature that extends cartridge life by reducing toner consumption rate at a slight decrease in print quality.

TSI

Stands for Transmitting Subscriber Identification. Also called sender information. The TSI is the facsimile number of the machine that sends a document.

TX

See Sending.

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Canon

Scanner Driver Guide

MF4100 Series

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

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- Advanced Features
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- System Monitor
- Reports and Lists

Advanced Guide

- Scanning Features

Scanner Driver Guide (This Document)

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

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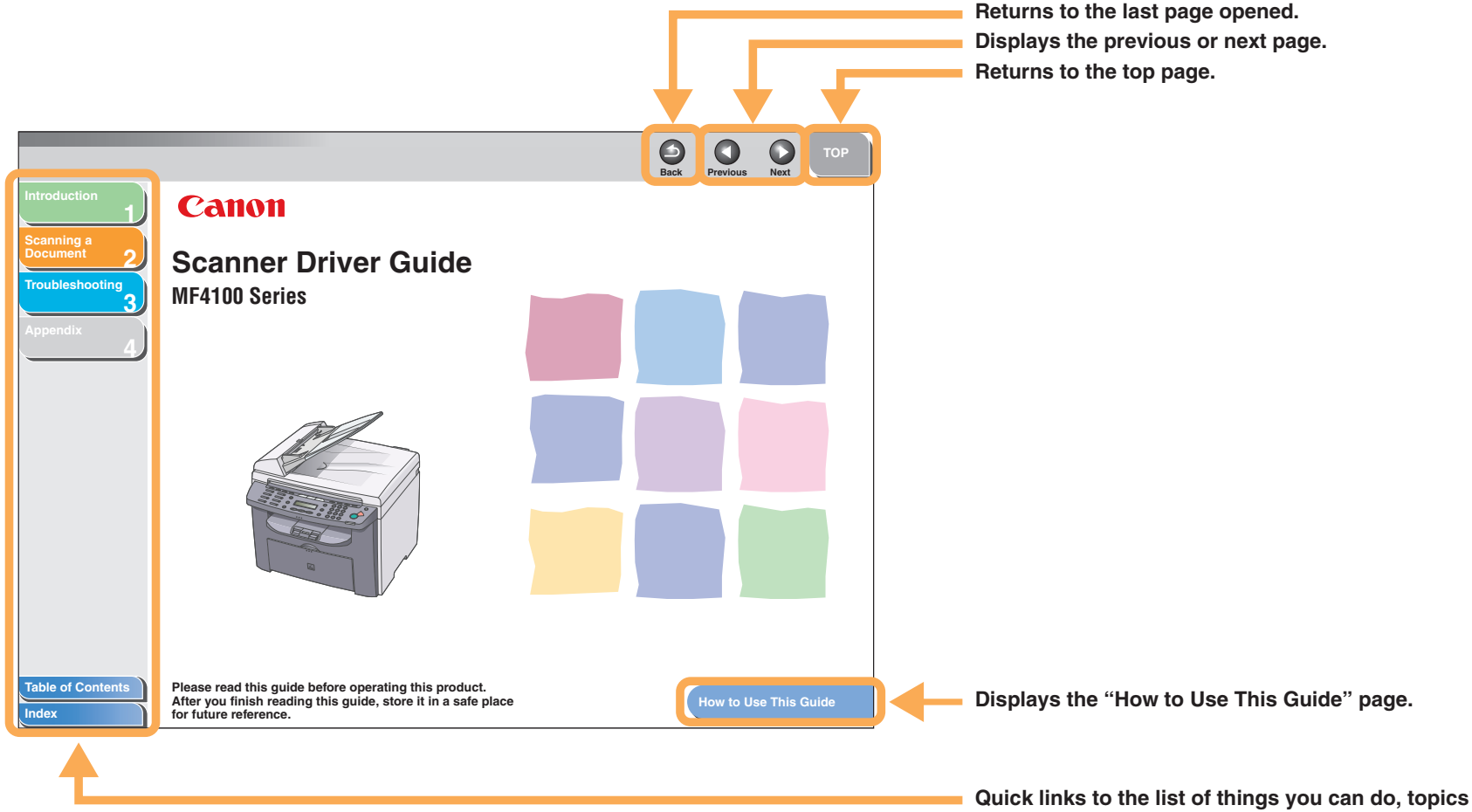

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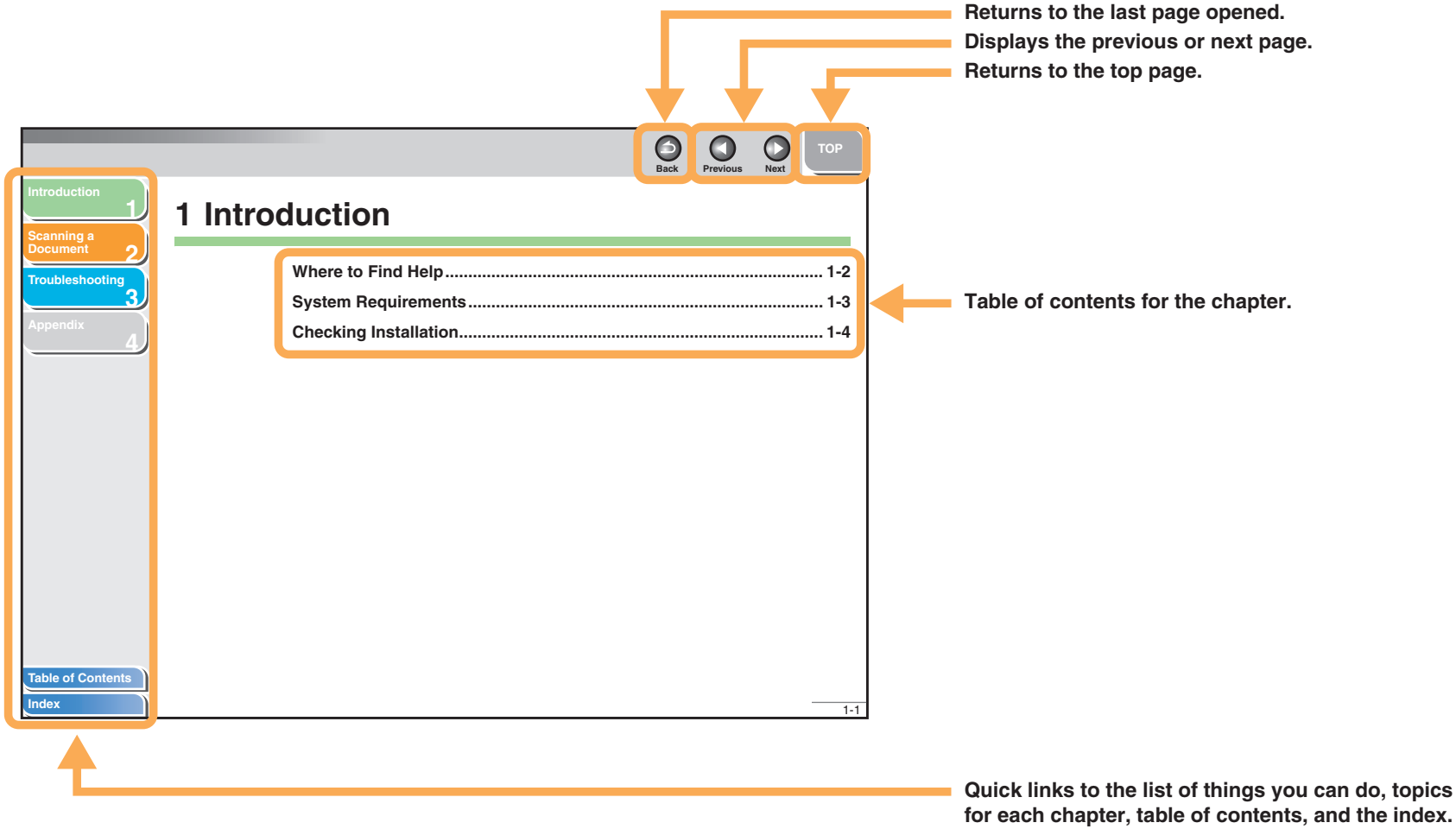
Using the Chapter Topic List



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The following symbols are used throughout the manuals for the machine and indicate the warnings, cautions and notes you should keep in mind when using the machine.

WARNING

Indicates a warning that may lead to death or serious injury if not observed.

CAUTION

Explains how to avoid actions that could injure you or damage your machine.

NOTE

Explains operating restrictions and how to avoid minor difficulties.

In addition, this guide uses a distinctive notation to identify buttons:

– Menu items you select and the buttons you press on the screen appear in square brackets: [Preferences].

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Where to Find Help

When you encounter a problem during installation of the driver software or while operating your machine, consult the following:

In This Manual

See Chapter 3, “Troubleshooting.”

In the Basic Guide

See Chapter 11, “Troubleshooting.”

In the Advanced Guide

See Chapter 5, “Troubleshooting.”

Readme.txt File

The hints, limitations, and restrictions you need to be aware of when using the ScanGear and MF Toolbox are included in the Readme.txt file provided with these programs.

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System Requirements

General

– IBM or IBM-compatible PC

– PC equipped with a USB port and the USB class driver installed

Microsoft Windows 98, 98SE
CPU: Intel® Pentium® 90 MHz or higher
Memory: 128 MB or more

Microsoft Windows Me
CPU: Intel® Pentium® 150 MHz or higher
Memory: 128 MB or more

Microsoft Windows 2000 Professional
CPU: Intel® Pentium® 133 MHz or higher (USB 1.1),
Intel® Pentium® II or higher (USB 2.0)
Memory: 128 MB or more

Microsoft Windows XP (32-bit version)
CPU: Intel® Pentium®/Celeron® 300 MHz or higher (USB 1.1),
Intel® Pentium® II or higher (USB 2.0)
Memory: 128 MB or more

NOTE

The USB 2.0 Hi Speed connection requires a PC equipped with a CPU higher than Intel® Pentium® II, more than 128 MB of RAM, and with Windows XP service pack released later than SP1 or Windows 2000 SP4 installed. If your PC meets all of these requirements and is preinstalled with USB 2.0 Host Controller, the USB 2.0 connection will be guaranteed.

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Checking Installation

Check if the driver is installed successfully.

1. **Open the [Scanners and Cameras] folder (Windows 98/2000: the [Scanners and Cameras Properties] dialog box).**

   Click [start] on the Windows task bar → select [Control Panel] → [Scanners and Cameras] (Windows 98/Me/2000: [Start] → [Settings] → [Control Panel] → double-click [Scanners and Cameras]).
   Make sure the corresponding scanner driver icon is displayed.

2. **If the [Canon MF Toolbox 4.9] icon is displayed on the Windows desktop, installation of the MF Toolbox 4.9 has been successful.**

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Scanning with [Start] on the Machine

You can scan documents and transmit the scanned data to your computer using the operation panel of the machine.

NOTE

Your machine must be connected via USB and the USB scanner driver must be loaded to scan. This machine does not support network scanning.

1. **Set documents.**
2. **Press [SCAN] on the machine.**
3. **Press [Start] on the machine.**

   If you are asked to select a program to launch, select “MF Toolbox Ver4.9.” The scanned document will be processed according to your settings.

   When scanning is completed, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder.

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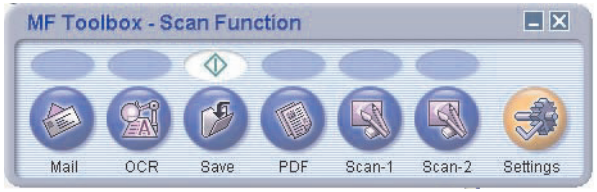
Setting the Scanning Function for [Start]

When you scan for the first time using [Start] on the machine, scanning will occur in the same way as when you click [Save] in the MF Toolbox. You can change the scanning function set for [Start] on the machine.

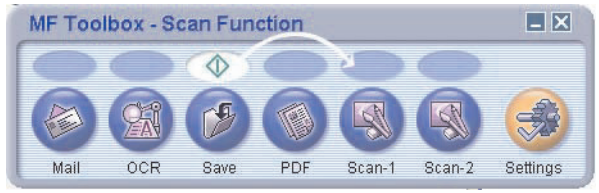
Setting Up [Start] to Operate in a Different Way from [Save]

1. On the Windows desktop, double-click the [Canon MF Toolbox 4.9] icon to open the MF Toolbox.

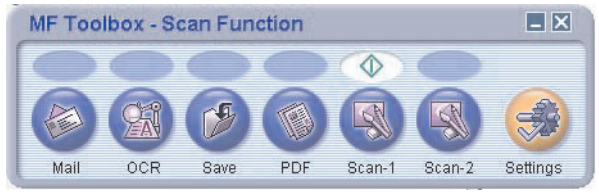
You can also open the MF Toolbox by clicking [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox 4.9].



2. Drag the ◇ mark over the button you want to select.



The ◇ mark will be displayed above the button you select.



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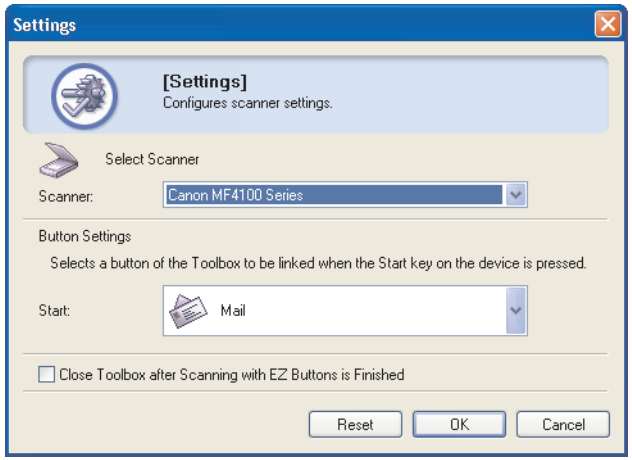
Setting Up [Start] in the [Settings] Dialog Box

In the MF Toolbox, click [Settings] to open the [Settings] dialog box. From the drop-down list, select the scanning function you want to link [Start] to, then click [OK].



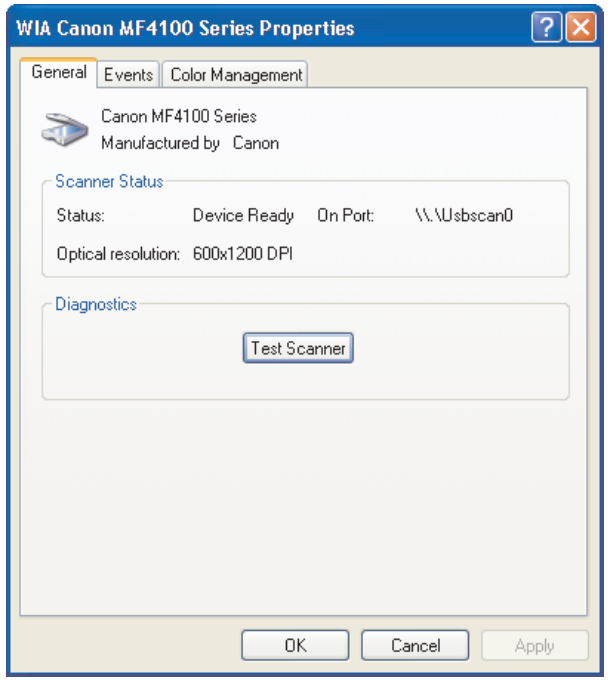
Setting Up [Start] in the [Scanners and Cameras] Folder

1. Open the [Scanners and Cameras] folder (Windows 98/2000: the [Scanners and Cameras Properties] dialog box).

Click [start] on the Windows task bar → select [Control Panel] → [Scanners and Cameras] (Windows 98/Me/2000: [Start] → [Settings] → [Control Panel] → double-click [Scanners and Cameras]).

2. Click the corresponding scanner driver icon.

3. Select [Properties] from the [File] menu. (Windows 98/2000: Click [Properties].)



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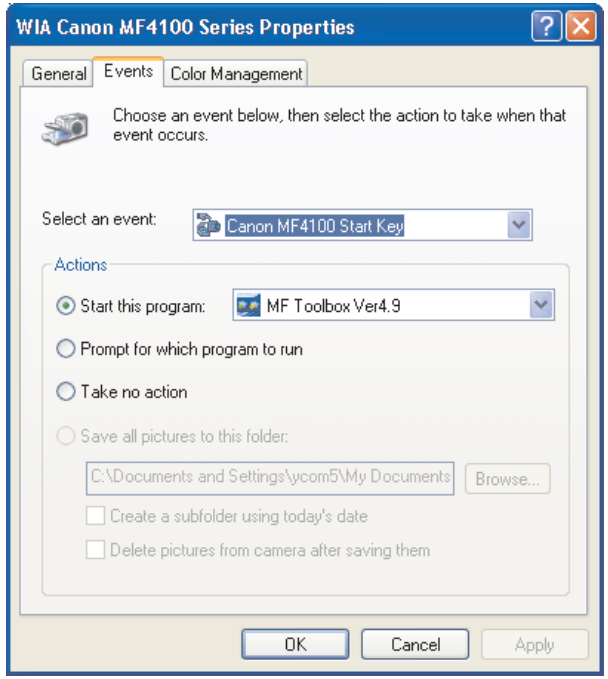
4. Specify an action for [Start].

On Windows XP:
Select the [Events] tab → select the option corresponding to your machine from [Select an event] → select the operation for [Start] in [Actions] → click [OK].



On Windows 98/Me/2000:
Select the [Events] tab → select the option corresponding to your machine from [Scanner events] → select the operation for [Start] in [Send to this application] → click [OK].

NOTE

If the settings you specified in the scanner property dialog box do not work immediately, disconnect and reconnect the USB cable, or restart your computer.

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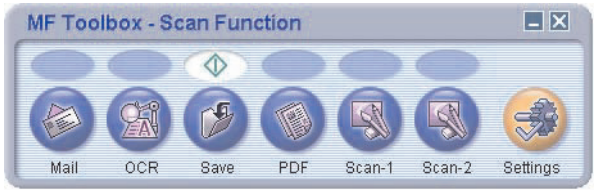
Scanning with the MF Toolbox

You can scan a document using the buttons on the MF Toolbox.

1. Set documents.

2. On the Windows desktop, double-click the [Canon MF Toolbox 4.9] icon to open the MF Toolbox.

You can also open the MF Toolbox by clicking [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox 4.9].



3. Click one of the scanning buttons.

[Mail]: The document will be scanned and attached to an e-mail message in your e-mail application.

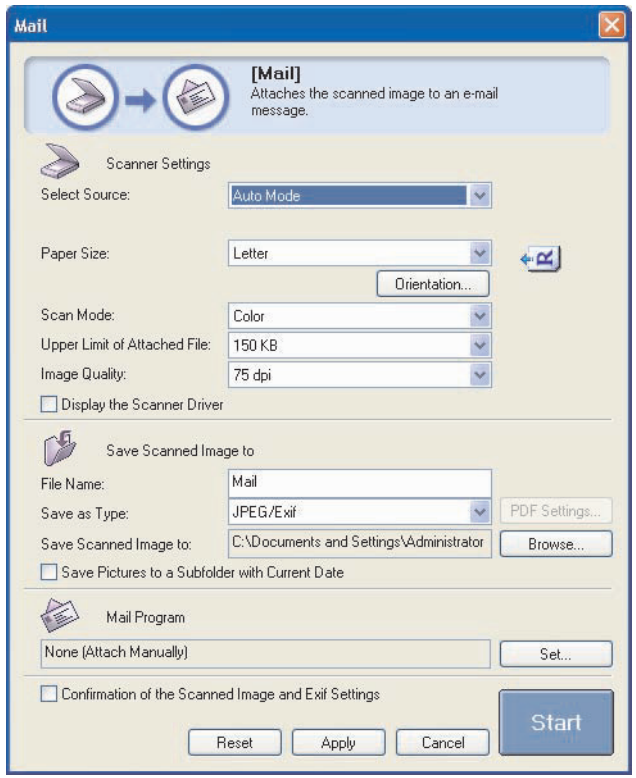
[OCR]: The text will be scanned and read by the OCR software.

[Save]: The document will be scanned and saved.

[PDF]: The text will be scanned and saved as a PDF file.

[Scan-1], [Scan-2]: The text will be scanned and appear in the registered application. You can change the button name by directly entering a new name (up to 8 characters long) over the button name.

A dialog box appears for each of the buttons.



Example: [Mail] dialog box

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4. Specify the required settings.

For details, see “MF Toolbox Settings,” on p. 2-9.

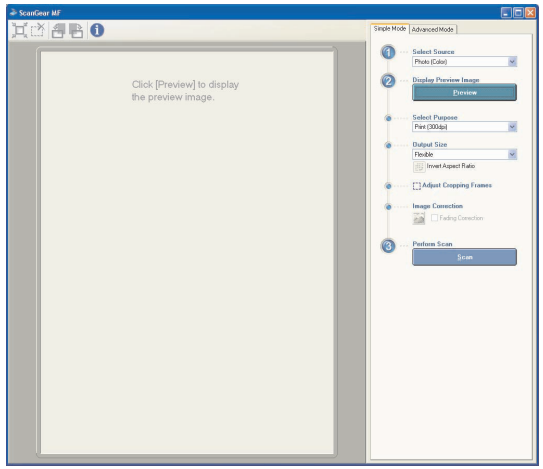
If you want to keep the same settings for future scans, click [Apply] before clicking [Start].

NOTE

With [Scan-1] and [Scan-2] buttons, you can set the different settings for each. If you save the settings by clicking [Apply], the settings will be effective next time.

5. Click [Start].

If you select [Display the Scanner Driver] in step 4, the [ScanGear MF] dialog box will appear.



6. Specify the required settings.

For details, see “Setting Preferences and Scanning with ScanGear MF,” on p. 2-18.

7. Click [Scan].

When scanning is completed, a folder with the scanning date will be created in the [My Pictures] folder in the [My Documents] folder, and your document will be saved in this folder.

If you have applications registered to the [Mail], [OCR], [PDF], [Scan-1], or [Scan-2] buttons, the scanned image will be displayed in the application or attached to an e-mail message after scanning. For details, see “External Program (Mail Program),” on p. 2-13.

For some models, the CD-ROM provided with the machine contains the following applications which can be used with the MF Toolbox. They will be registered in the MF Toolbox buttons at the time of installation.

[OCR]: OmniPage SE

[PDF]: Presto! PageManager

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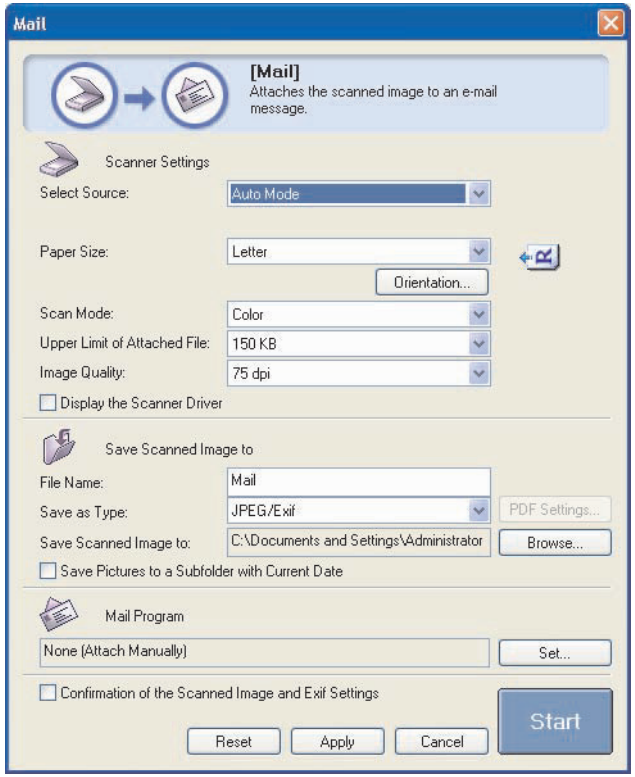
MF Toolbox Settings



Example: [Mail] dialog box

Scanner Settings

You can specify the scanning mode, resolution, document size, and file size of the scanned image.

[Select Source] Selects where the document is placed ([Platen Glass], [ADF], or [Auto Mode]).

NOTE

When [Auto Mode] is selected, the document in the ADF is automatically scanned. If there is no document in the ADF, the document on the platen glass will be scanned.

[Paper Size] Selects the size of the document to be scanned. Selecting [Custom] opens the [Paper Size Settings] dialog box which enables you to set the custom paper size.

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[Orientation] Opens the [Orientation] dialog box. This dialog box enables you to specify the orientation of the document.
This button is disabled when [Platen Glass] is selected in [Select Source].

(Original Orientation)

Shows the direction of scanning paper. The icon display varies depending on the settings for [Select Source], [Paper Size], and [Orientation].

NOTE
This setting is not available for models without ADF.

[Scan Mode] Selects the scan mode. The scan modes you can select differ depending on the MF Toolbox button you press.

[Black and White]:
Scans document as a black and white image.

[Black and White (OCR)]:
Scans document as a black and white image for OCR software.

[Grayscale]:
Scans document as a grayscale image (similar to a monochrome picture).

[Color]:
Scans document as a color image.

[Color (Magazine)]:
Scans document as a color image with the Descreen function, which enables you to reduce the moire when scanning printed photographs and pictures.

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[Upper Limit of Attached File]

Selects an approximate upper size limit (after compression) for the image you will send. For an ordinary mail message, [150 KB] is recommended.
You can specify this item when scanning using the [Mail] button and [JPEG/Exif] is selected in [Save as Type].

[Image Quality] Selects the scan quality (resolution).
When scanning using the [Mail] button, the resolution you can select depends on the setting in [Upper Limit of Attached File].

[Display the Scanner Driver]

If you select this check box, all items in the [Scanner Settings] become invalid, and when [Start] is clicked the [ScanGear MF] dialog box appears and enables you to make advanced settings for scanning.
This check box is not available when scanning using the [OCR] button.

Save Scanned Image to

You can specify the file name, file format, and location to save the scanned image. If you select PDF as a file format, you can also specify the detailed settings for the PDF file.

[File Name] Enter a file name for the scanned image.
If you save another file with the same name, four digits starting from 0001 will be attached after the file name.

[Save as Type] Specifies the file type to save the scanned image.

[BMP]:
Bitmap format.

[JPEG/Exif]:
JPEG/Exif format. This option is available when [Grayscale], [Color] or [Color (Magazine)] is selected in [Scan Mode].

[TIFF]:
TIFF format.

[PDF]:
PDF format.

[PDF (Multiple Pages)]:
Creates one PDF file from two or more scanned pages (see “Creating One PDF File from Two or More Pages,” on p. 2-16).

[PDF (Add Page)]:
Adds the scanned image to the last page of an existing PDF file that was created with the MF Toolbox.

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NOTE

– The type of file which can be saved with each button is shown below.

	BMP	JPEG/ Exif	TIFF	PDF	PDF (Multiple Pages)	PDF (Add Page)
[Mail]	–	●	–	●	●	●
[OCR]	●	●	●	–	–	–
[Save]	●	●	●	●	●	●
[PDF]	–	–	–	●	●	●
[Scan-1], [Scan-2]	●	●	●	–	–	–

– When [PDF], [PDF (Multiple Pages)], or [PDF (Add Page)] is selected and if an error message appears indicating that the image size is too large, reduce the data size of the scanned image. For details, see “Output Settings,” on p. 2-26.

[PDF Settings] Opens the [PDF Settings] dialog box which enables you to make advanced settings of the PDF file (see “Creating One PDF File from Two or More Pages,” on p. 2-16).

[Save Scanned Image to]

Shows the location to save the scanned images. To change the location, click [Browse] → select a folder → click [OK].

[Add Scanned Image to]

This item appears instead of [Save Scanned Image to] when [PDF (Add Page)] is selected in [Save as Type]. You can select the PDF file to which you want to add the scanned image.

[Save Pictures to a Subfolder with Current Date]

Select this check box to create a folder with current date (e.g. 2006-12-31) in the specified location and save the scanned images in this folder.

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External Program (Mail Program)

When scanning using the [OCR], [PDF], [Scan-1] or [Scan-2] buttons, you can specify an application to be used to display the scanned image. Click [Set] → select the application to use → click [Open]. You can also specify an application by dragging and dropping the application icon onto the dialog box.

When scanning using the [Mail] button, you can specify an e-mail software to which you want to attach the scanned image. The MF Toolbox is compatible with e-mail software such as Outlook Express, Microsoft Outlook, EUDORA and Netscape Messenger. Click [Set] → select the application to use → click [OK].

If [None (Attach Manually)] is displayed, you have to attach the image file manually.

Confirmation of the Scanned Image and Exif Settings (Confirm the Scanned Image)

You can preview the scanned images as thumbnail images, and specify the file type and location to save them.

NOTE

– You cannot use this function when scanning with the [OCR] button.
– For the [PDF] button, you can only confirm the scanned image and specify the location to save the image.

Select [Confirmation of the Scanned Image and Exif Settings] (for the [PDF] button, [Confirm the Scanned Image]) → click [Start]. When the scanning is complete, the thumbnail of the scanned image is displayed.
Confirm the thumbnail image → specify the file type and location → press [Save] or [Forward].

[Save as Type]	Specifies the file type to save the scanned image. The available file types are the same as those listed in “Save Scanned Image to,” on p. 2-11.
[Exif Settings]	Opens the [Exif Settings] dialog box which enables you to set the Exif information when [JPEG/EXIF] is selected in [Save as Type] (see “Exif Settings,” on p. 2-14).
[PDF Settings]	Opens the [PDF Settings] dialog box which enables you to make advanced settings of the PDF file (see “Creating One PDF File from Two or More Pages,” on p. 2-16). This button appears when [PDF], [PDF (Multiple Pages)] or [PDF (Add Page)] is selected in [Save as Type].
[Save Scanned Image to]	Specifies the location to save the scanned image.

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[Add Scanned Image to]

This item appears instead of [Save Scanned Image to] when [PDF (Add Page)] is selected in [Save as Type]. You can select the PDF file to which you want to add the scanned image.

[Save Pictures to a Subfolder with Current Date]

Select this check box to create a folder with current date in the specified location and save the scanned images in this folder. This check box is not available when [PDF (Add Page)] is selected in [Save as Type].

[Save] Press to save the scanned images in the specified location.

[Forward] This button appears instead of [Save] when an application is specified in the [Mail Program] or the [External Program] setting. You can forward the scanned images to the application.

[Cancel] Cancels the operation and returns to the previous window. Deletes all the images scanned in the operation.

Exif Settings

You can attach extra information in the EXIF format, such as the description of the image, the date when the image was scanned, etc., to the JPEG files. Select a scanned image from the drop-down list to view and add information for the image.

[Basic Information]

Displays the information automatically acquired by scanning.

[Advanced Information]

Displays the extra information you enter.

[Apply the Same Setting of Input Items Automatically]

Select this check box to use the same values you have specified in the previous scanning operation.

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Scanning an Image from an Application

You can scan an image from a TWAIN- or WIA- (Windows XP only) compliant application and use the image in that application. The following is an example of the procedure.

1. **Set documents.**
2. **Open the application you want to use.**
3. **Select the command to scan.**
4. **Select the scanner driver to be used.**

   With Windows XP, you can use the ScanGear MF or the WIA driver as the scanner driver.

5. **Specify the scanner settings → click [Scan].**

   For details, see “Setting Preferences and Scanning with ScanGear MF,” on p. 2-18, or “Scanning with the WIA Driver (Windows XP Only),” on p. 2-40.

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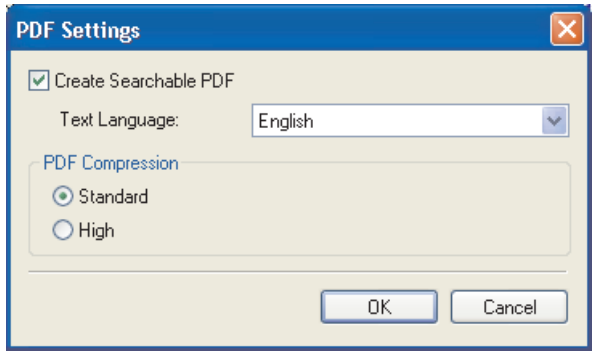
Creating One PDF File from Two or More Pages

You can scan two or more pages and make them into one PDF file.

1. **Set documents.**
2. **Double-click the [Canon MF Toolbox 4.9] icon on the Windows desktop to open the MF Toolbox.**

   You can also open the MF Toolbox by clicking [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox 4.9].
3. **Click [PDF].**
4. **Select [PDF (Multiple Pages)] in [Save as Type].**
5. **Specify other required settings → click [PDF Settings].**

   The [PDF Settings] dialog box appears.



6. **Specify the required settings → click [OK].**

   [Create Searchable PDF]: Converts the characters in the document to text data and makes the PDF document searchable with keywords.

   [Text Language]: Select the language of the text to be scanned. The characters may be recognized more accurately if you select [English] from this drop-down list and set [Image Quality] to [300 dpi] or higher in [Scanner Settings] (see p. 2-11).

   [PDF Compression]: Select [High] for color images such as photos or illustrations to be further compressed, reducing the file size.

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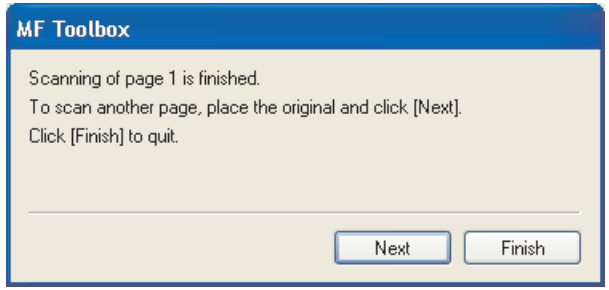
7. Click [Start].

When you set the document on the platen glass, the following dialog box appears as each page is scanned.



To continue to scan, place the next page and click [Next]. When scanning is completed, click [Finish].

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Setting Preferences and Scanning with ScanGear MF

The ScanGear MF enables you to preview the image to be scanned and make detailed adjustments for the image. To use the ScanGear MF, select [Display the Scanner Driver] in the MF Toolbox, or scan from an application.

NOTE

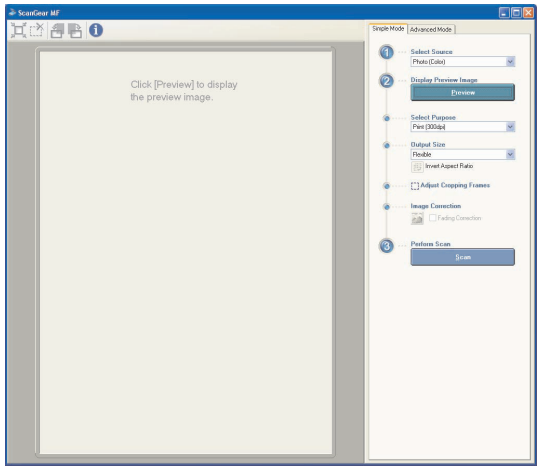
You cannot preview the image when using the ADF.

Switching between Simple Mode and Advanced Mode

The ScanGear MF has two modes: [Simple Mode] and [Advanced Mode]. With [Advanced Mode] you can perform detailed settings such as resolution and contrast.

To switch between two modes, click the corresponding tab.

Using Simple Mode



1. Set documents.

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2. Select the document type in [Select Source].

[Photo (Color)]: To scan color photos.

[Magazine (Color)]: To scan color magazines with the Descreen function.

[Newspaper (B&W)]: To scan text and line drawings.

[Document (Grayscale)]: To scan color images or text in monochrome. Appropriate for scanning high-resolution monochrome images.

[Document (Color) ADF]: To scan color documents on the ADF.

[Document (Grayscale) ADF]: To scan Grayscale documents on the ADF.

If you select [Document (Color) ADF] or [Document (Grayscale) ADF], skip to step 4.

NOTE

– On how to turn off the automatic color correction for the document type other than [Newspaper (B&W)], see "[Color Settings] Tab," on p. 2-37.
– [Document (Color) ADF] and [Document (Grayscale) ADF] are not available for models without ADF.

3. Click [Preview].

A preview of the scanned image appears in the preview window.

4. Select the use for the scanned image in [Select Purpose].

You can select from [Print (300 dpi)], [Image display (150 dpi)], or [OCR (300 dpi)], depending on the document type you selected in step 2. For details, see "Determining Resolution," on p. 2-39.

5. Select the output size of the scanned image in [Output Size].

The options you can select vary depending on what you selected in step 4.
Click to switch the orientation of the output size (landscape or portrait).

6. Adjust the cropping frame and select the [Fading Correction] check box as needed.

To adjust the cropping frame, click (Auto Crop) or drag the corner or edge of the frame. For details, see "Specifying the Parameters of a Scan," on p. 2-22.

NOTE

– The [Fading Correction] check box can be selected only when scanning color documents.
– When the preview image is not displayed, the [Fading Correction] check box is disabled.

7. Click [Scan].

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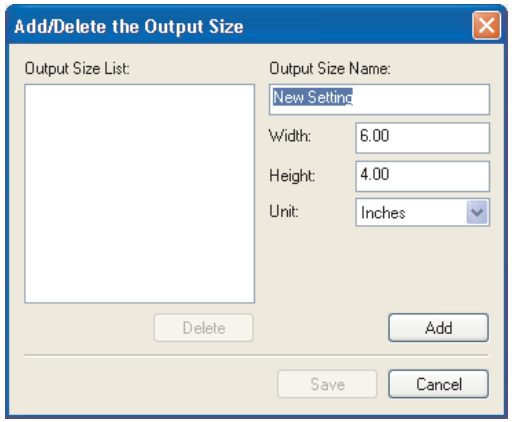
Add/Delete the Output Size

Selecting [Add/Delete] for [Output Size] opens the [Add/Delete the Output Size] dialog box. This dialog box enables you to add and delete the custom output size.



[Purpose] Selects the use for the scanned image from [Print] or [Image Display]. This setting is available with [Advanced Mode] only.

[Output Size Name]
Specifies the output size name you want to register.

[Width] Specifies the width of the output size.

[Height] Specifies the height of the output size.

[Unit] Selects the unit of measurement for the output size.

[Add] Adds the specified output size to the [Output Size List].

[Delete] Deletes the selected output size from the [Output Size List].

[Save] Saves added or deleted output sizes.

Simple Mode Toolbar

(Auto Crop) Crops the image automatically. For details, see “Specifying the Parameters of a Scan,” on p. 2-22.

(Remove Cropping Frame)
Removes the selected cropping frames.

(Left Rotate) Rotates the image 90 degrees left.

(Right Rotate) Rotates the image 90 degrees right.

(Information) Lists the scanning information.

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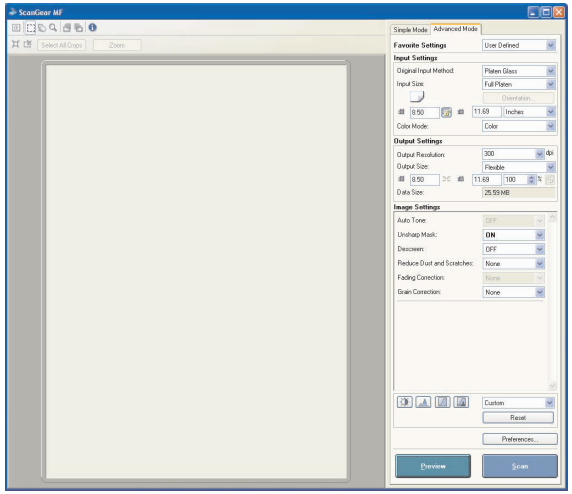
Using Advanced Mode



1. Set documents.

2. Select settings for [Favorite Settings], [Input Settings], [Output Settings] and [Image Settings], and adjust the color settings.

For details on the settings, see “Advanced Mode Settings,” on p. 2-24.
If you select [ADF (1-sided)] in [Original Input Method], skip to step 4.

NOTE

[ADF (1-sided)] is not available for models without ADF.

3. Click [Preview].

NOTE

– Selecting the range in the preview window and clicking [Zoom] reloads the selected image to be enlarged.
– To delete the displayed preview image, click .

4. If you want to scan only part of the document, specify the parameters.

For details, see “Specifying the Parameters of a Scan,” on p. 2-22.

5. Click [Scan].

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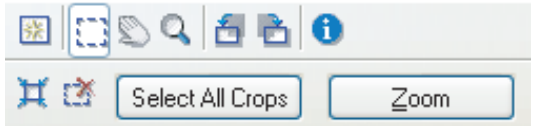
Advanced Mode Toolbar



(Clear) Deletes the preview image from the preview area. It also resets the toolbar settings and color settings.

(Crop) Specifies the parameter of a scan.

(Move) Moves the enlarged image on the screen.

(Zoom) Enlarges or reduces the preview image. Click on the image to zoom in, and right-click on the image to zoom out.

(Left Rotate) Rotates the image 90 degrees left.

(Right Rotate) Rotates the image 90 degrees right.

(Information) Lists the scanning information.

(Auto Crop) Crops the image automatically. For details, see “Specifying the Parameters of a Scan,” on p. 2-22.

(Remove Cropping Frame)

Removes the selected cropping frames.

[Select All Crops] When this button is used, all the cropping frames reflect the settings made on the [Advanced Mode] tab sheet.

[Zoom] Click this button to rescan the focal cropping area of the preview image at a higher level of magnification.
Once clicked, this button changes into [Undo]. The image retunes to its original size by clicking [Undo].

Specifying the Parameters of a Scan

You can create scan areas (cropping areas) for images shown in the preview area. When you click [Scan], only the cropped area will be scanned.

Selecting the Cropping Area Automatically

After previewing, click (Auto Crop) on the toolbar. Clicking this button enables you to gradually crop off the image outside the borders detected in the preview image.

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Creating a Cropping Frame

Select (Crop) on the toolbar, click on the preview image and drag over the area you wish to select. To make further adjustments, drag the corner or edge of the selected frame or enter the desired parameter values for (Width) and (Height) in [Input Settings] on the [Advanced Mode] tab sheet. To move the cropping frame you have selected, click inside the cropping frame and drag.

NOTE

– To maintain the current width and height proportion of the image, click in [Input Settings].
– When using the ADF, creating a new cropping frame will erase an existing one.

Creating Multiple Cropping Frames (Only when Using the Platen Glass)

You can create another cropping frame even if there is already one in the preview area. Click and drag the mouse cursor outside the existing cropping frame to create a new cropping frame in that area.

You can create up to 10 cropping areas. By clicking [Scan] once, all the cropped areas will be scanned. (Scanning will continue until all selected areas have been scanned.)

The most recently created cropping frame will become the focal point. To make adjustments to previously created cropping frames, select the frame or frames by clicking on them.

Deleting Cropping Frames

If you want to remove cropping frames, select the frame or frames and do one of the following:

– Click [Delete] on the keyboard.
– Click (Remove Cropping Frame) on the toolbar.
– Right-click on the cropped area and select [Delete].
– Hold down [Ctrl] on the keyboard, right-click outside the cropped area, and select [Delete].

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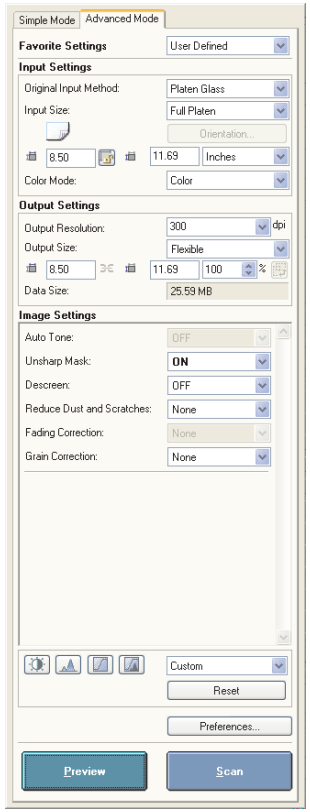
Advanced Mode Settings



Favorite Settings

Favorite Settings enables you to save a set of settings (Input Settings, Output Settings, Image Settings, Color Settings and Preferences) made for the focal cropping frame. If there are no cropping frames, settings for the whole preview area are saved. You can also recall the saved settings and apply them to the selected frames or the whole preview area.

NOTE

The following items cannot be saved in Favorite Settings:
– Values of (Width) and (Height) in [Input Settings] and in [Output Settings]
– Activation of button (maintaining the proportion of width and height) in [Input Settings]
– Value of [%] (Scale) in [Output Settings]

[User Defined]	When this option is selected, specify a value for each setting.
[Default]	Restores the default settings. The preview image will be cleared.
[Add/Delete]	Opens the [Add/Delete Favorite Settings] dialog box. This dialog box enables you to name and register a set of settings for the current preview image. [Add/Delete] is not displayed when there is no preview image.

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Input Settings

[Original Input Method]

Selects where the document is placed from [Platen Glass] or [ADF (1-sided)].

NOTE

– If you change this setting after previewing, the preview image will be deleted.
– [ADF (1-sided)] is not available for models without ADF.

[Input Size] Selects the size of the original document.

NOTE

– If you change this setting after previewing, the preview image will be deleted.
– When the document is loaded in the ADF, select the paper size from [A5 Portrait], [A5 Landscape], [A4], [Letter] and [Legal].

(Original Orientation)

Shows the direction of the document being scanned. The icon display varies depending on the settings for [Original Input Method], [Input Size], and [Orientation].

[Orientation] Opens the [Orientation] dialog box. This dialog box enables you to specify the orientation of the original document.

(Width) Specifies the width of the input size.

(Height) Specifies the height of the input size.

NOTE

– Some applications have a limit to the amount of image data they can receive. If the parameters of a scan contain more than 21,000 x 30,000 pixels, the image will not be received.
– When [Output Resolution] is set to [600] dpi, minimum parameters of an image are 96 x 96 pixels.
– To maintain the current width and height proportions of the image, click .
– [Orientation] is not available for models without ADF.

[Color Mode] Selects the type of document and the way in which it is scanned.

[Black and White]:
To output documents to a monochrome printer. The contrast in the image is divided at certain levels (threshold values) into black and white and is displayed in two colors. For the threshold setting, see “Color Settings,” on p. 2-29.

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[Grayscale]:
To scan black and white photos or monochrome images. The image is expressed in a 0-255 scale of black and white.

[Color]:
To scan color photos. The image is expressed in 256 levels (8 bit) of R(ed), G(reen) and B(lue).

[Color (Documents)]:
To scan color documents that include texts or charts in addition to color photos. The image is expressed in 256 levels (8 bit) of R(ed), G(reen) and B(lue).

[Text Enhanced]:
To scan texts crisply, particularly to process it with OCR software. The image is displayed in black and white.

Output Settings

[Output Resolution]

Specifies the resolution for the scan. You can select a resolution from the drop-down list, or enter any value between 25-9600 dpi. If you are using the ADF, enter a resolution between 25-600 dpi. For details, see “Determining Resolution,” on p. 2-39.

[Output Size]

Selects the output size of the scanned image. If you select [Add/Delete], the [Add/Delete the Output Size] dialog box will appear and you can add and delete the custom output size (see p. 2-20).
If [Flexible] is selected, enter values in (Width), (Height) or [%] (Scale). The resolution when you actually scan will change in accordance with the value of [%]. The ratio of (Width) and (Height) is linked to (Width) and (Height) in [Input Settings]. You can enter the value for [%] between 25 and 38400, but the upper limit varies depending on the value of [Output Resolution].
Click to switch the orientation of the output size (landscape or portrait). This button is invalid when [Flexible] is selected.

[Data Size]

Shows the data size of the scanned image according to your settings.

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Image Settings

[Auto Tone] Set to [ON] to automatically adjust the tone of the image. You can apply this setting when the preview image is displayed.

NOTE

This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode], and [Color Correction] is set to [Recommended] or [Color Matching] in the [Preferences] dialog box (see p. 2-37).

[Unsharp Mask] Set to [ON] to emphasize the outline of an image and make it sharper. It is effective for scanning photos etc., which have a soft focus.

NOTE

This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].

[Descreen] Set to [ON] to reduce the distorted pattern (moire) when scanning printed photographs and pictures.

NOTE

- This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].
- Even if [Descreen] is set to [ON], some moire effect may remain if [Unsharp Mask] is also set to [ON]. In this case, disable [Unsharp Mask].
- A change in this setting is reflected after [Scan] is clicked.

[Reduce Dust and Scratches]

Reduces the dust and scratches on photos.

[None]:
No reduction of dust and scratches will be made.

[Low]:
Reduces only small dust and scratch marks.

[Medium]:
Normally this setting is recommended.

[High]:
Reduces large dust and scratch marks. This may remove delicate parts of the image.

NOTE

This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].

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[Fading Correction]

Rebuilds the color quality that has faded over time. It also increases saturation of dull-colored originals to reproduce a vivid image. You can apply this setting when the preview image is displayed.

[None]:
No fading correction will be made.

[Low]:
Corrects slightly faded images.

[Medium]:
Normally this setting is recommended.

[High]:
Corrects highly faded images. This may change the tone of the image.

NOTE

This setting is available when [Color] or [Color (Documents)] is selected in [Color Mode], and [Color Correction] is set to [Recommended] in the [Preferences] dialog box (see p. 2-37).

[Grain Correction] Smoothes out the film grain of the image recorded on fast film. The result is smoother tones and higher overall quality.

[None]:
No grain correction will be made.

[Low]:
Select this setting when the grain in the picture is not so notable.

[Medium]:
Normally this setting is recommended.

[High]:
Smoothes out even very notable grain in the picture. This may lower the image sharpness and tonal quality.

NOTE

– This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].
– This setting is not reflected in the preview image.

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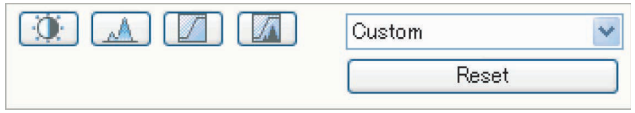
Color Settings

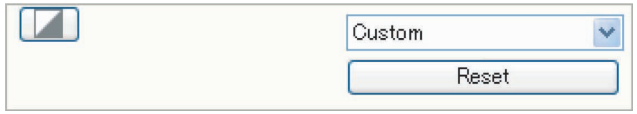
Using Color Settings buttons, you can adjust the brightness and contrast of the whole image, specify highlights and shadows, and adjust the contrast and balance in an image.

The buttons displayed differ depending on your selection in [Color Mode]. When [Text Enhanced] is selected, no Color Settings button is displayed.

When [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode]:



When [Black and White] is selected in [Color Mode]:

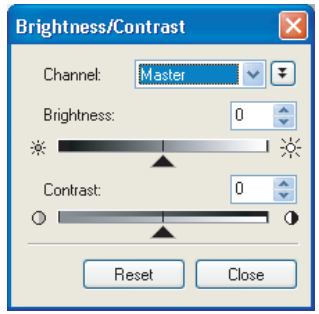


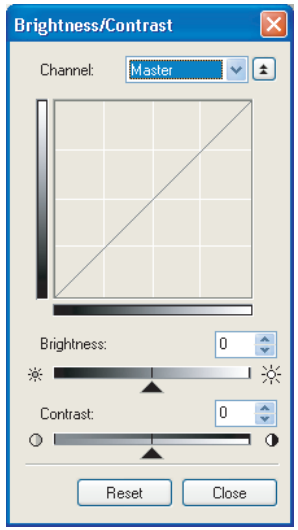
By selecting [Add/Delete] from the drop-down list, you can name and save a set of color settings. For details, see “Tone Curve/ Threshold Drop-Down List,” on p. 2-34.

Clicking a button opens the dialog box for each color setting.
If [Reset] is clicked, all color settings will be reset to the default values.

● Brightness/Contrast

This dialog box enables you to adjust the levels of brightness and contrast of the image.
Click to adjust the brightness and contrast diagrammatically.





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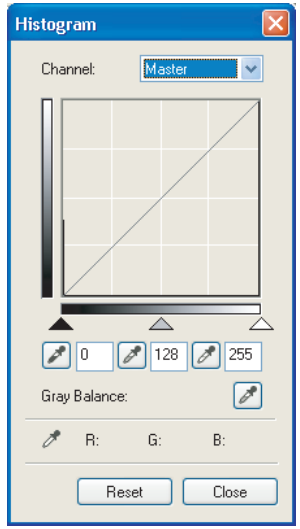
[Channel]	Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust all three colors together when [Color] or [Color (Documents)] is selected in [Color Mode]. Adjust the elements of grayscale when [Grayscale] is selected in [Color Mode].
[Brightness]	Adjust the brightness of the image by moving the slider ▲ or entering values (–127 to 127).
[Contrast]	Adjust the contrast of the image by moving the slider ▲ or entering values (–127 to 127).
[Reset]	Resets all the current settings to their default values.

● Histogram

This dialog box enables you to see the data concentration at each brightness level in an image. You can specify the darkest and brightest levels within an image, cut the levels and expand the middle of the tonal range of the image.



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[Channel] Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust all three colors together when [Color] or [Color (Documents)] is selected in [Color Mode]. Adjust the elements of grayscale when [Grayscale] is selected in [Color Mode].

(Black-point eyedropper tool)

Click this button, then click a point in the preview image (or inside the focal crop) to specify the darkest point. You can also enter a value (0 to 245) or move the slider ▲ to an appropriate level.

(Mid-point eyedropper tool)

Click this button, then click a point in the preview image (or inside the focal crop) to specify the midtone point. You can also enter a value (5 to 250) or move the slider △ to an appropriate level.

(White-point eyedropper tool)

Click this button, then click a point in the preview image (or inside the focal crop) to specify the highlighted point. You can also enter a value (10 to 255) or move the slider △ to an appropriate level.

(Gray Balance eyedropper tool)

When adjusting a color image, click this button, then click a point in the preview image (or inside the focal crop) to specify the point to execute gray balance adjustment. The gray elements within a scanned image will appear as a neutral gray, and other elements within the image will also have true color reproduction.

[Reset] Resets all the current settings to their default values.

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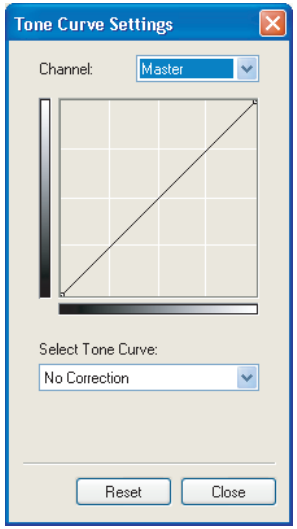
● Tone Curve Settings

This dialog box enables you to adjust the brightness of a specific area of an image by selecting the type of the tone curve. The tone curve is a graph showing the balance of tone input and output.



[Channel] Select a color to adjust either [Red], [Green], or [Blue], or select [Master] to adjust all three colors together when [Color] or [Color (Documents)] is selected in [Color Mode]. Adjust the elements of grayscale when [Grayscale] is selected in [Color Mode].

[Select Tone Curve]

Select the tone curve from [No Correction], [Over Exposure], [Under Exposure], [High Contrast] or [Invert the Negative/Positive Image].

[Reset] Resets all the current settings to their default values.

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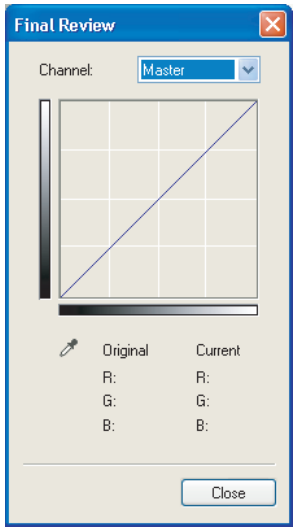
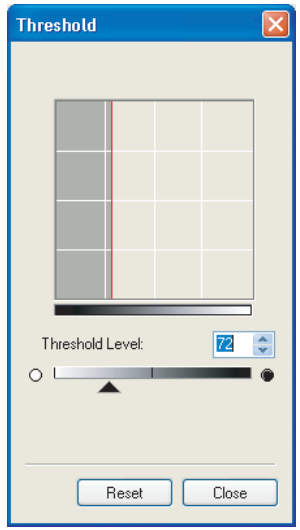
● Final Review

This dialog box enables you to confirm the color settings.



● Threshold

This dialog box enables you to adjust the threshold. By adjusting the threshold, you can sharpen characters in a text document and reduce back-printing such as in newspapers.



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[Threshold Level] Adjust the threshold by moving the slider ▲ or entering a value (0 to 255).

[Reset] Resets the current setting to the default value.

NOTE

The brightness of color and grayscale images are expressed as a value between 0 and 255 but the brightness of black and white images is expressed in terms of either black or white, including the parts of an image which are a color between the two. The boundary at which black and white is divided is called “threshold”.

● Tone Curve/Threshold Drop-Down List

This drop-down list enables you to save a set of color settings made for the focal cropping frame. If there are no cropping frames, settings for the whole preview area are saved.
You can also recall the saved settings and apply them to the selected frames or the whole preview area.

[Custom] When this option is selected, specify a value for each color setting. Even after the registered settings are applied, [Custom] resumes automatically if you change any setting or make adjustments to the selected cropping frame.

[Add/Delete] Opens the [Add/Delete Tone Curve Settings] dialog box ([Add/Delete Threshold Settings] dialog box, when [Black and White] is selected in [Color Mode]). This dialog box enables you to name and register a set of color settings.

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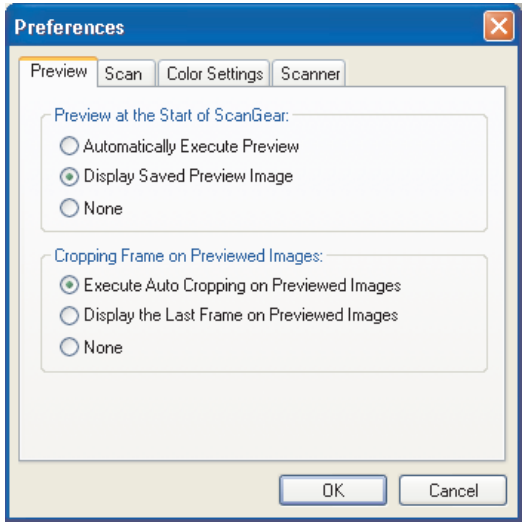
[Preferences] Dialog Box

Clicking [Preferences] on the [Advanced Mode] tab sheet opens the [Preferences] dialog box. This dialog box enables you to adjust settings for scanning and previewing.

● [Preview] Tab



[Preview at the Start of ScanGear]

Selects the preview operation when you open the ScanGear MF.

[Automatically Execute Preview]:
The preview scan starts automatically when you open the ScanGear MF.

[Display Saved Preview Image]:
Displays the image last previewed.

[None]:
Nothing is displayed.

[Cropping Frame on Previewed Images]

Sets how the cropping frame is displayed when you preview images.

[Execute Auto Cropping on Previewed Images]:
The image will be automatically cropped to match the document size.

[Display the Last Frame on Previewed Images]:
Displays the last frame.

[None]:
No frame will be displayed.

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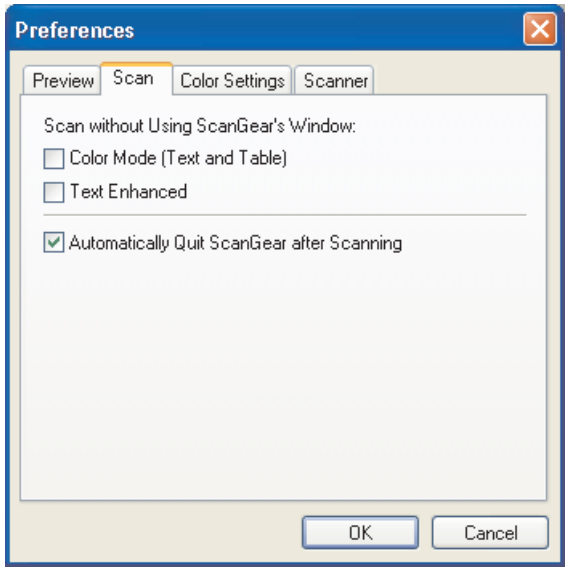
● **[Scan] Tab**



[Scan without Using ScanGear's Window]

Enables you to scan in a specific color mode when using an application that will not display the [ScanGear MF] dialog box (such as OCR software), overriding the application settings.

[Color Mode (Text and Table)]:
The document is scanned in a mode equivalent to [Color (Documents)] of [Color Mode], regardless of the application settings.

[Text Enhanced]:
The document is scanned in a mode equivalent to [Text Enhanced] of [Color Mode], regardless of the application settings.

[Automatically Quit ScanGear after Scanning]

If selected, the [ScanGear MF] dialog box quits automatically after the image is scanned.
Some applications will automatically quit ScanGear MF after scanning irrespective of this setting.

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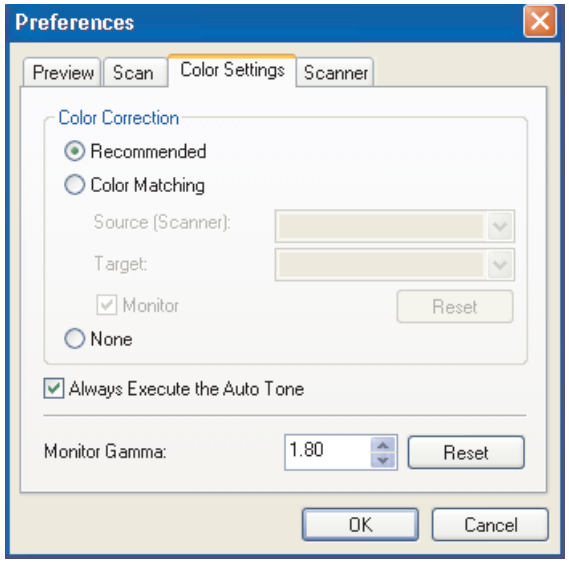
● **[Color Settings] Tab**



[Color Correction] Selects the type of color correction.

[Recommended]:
Vividly reproduces the tone of a document on the screen.

[Color Matching]:
Select to automatically match the scanner, monitor and color printer colors. If selected, the Color Settings buttons are invalid in the [Advanced Mode] tab sheet. This setting is available when [Color] or [Color (Documents)] is selected in [Color Mode].

[None]:
No color matching is made. This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].

[Always Execute the Auto Tone]

If selected, the image color will always be automatically corrected. This setting is available when [Color], [Color (Documents)] or [Grayscale] is selected in [Color Mode].

[Monitor Gamma] Enables you to perform gamma correction. Specify the gamma value (0.10 to 10.00) of the monitor for viewing the scanned image. This setting is not reflected in the scanning result when [Black and White] is selected in [Color Mode].

NOTE

[Monitor Gamma] value will be fixed to 1.80 when [Color Matching] is selected in [Color Correction].

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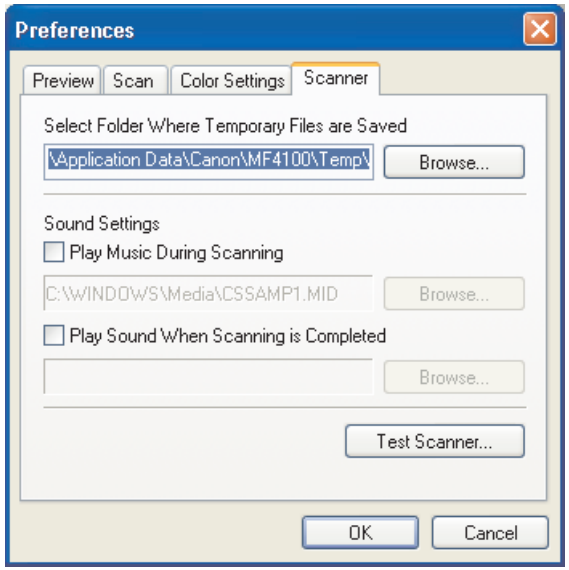
● **[Scanner] Tab**



[Select Folder Where Temporary Files are Saved]

Click [Browse] and specify the folder in which the files are saved.

[Sound Settings] Sets the scanner to play music during scanning or play a sound when scanning is completed.
You can specify the following files: MIDI files (*.mid, *.rmi, *.midi), Audio files (*.wav, *.aiff, *.aif), MP3 file (*.mp3).

[Play Music During Scanning]:
If selected, the scanner plays music during scanning. Click [Browse], then specify a sound file.

[Play Sound When Scanning is Completed]:
If selected, the scanner plays sound when scanning is completed. Click [Browse], then specify a sound file.

[Test Scanner] Opens the [Scanner Diagnostics] dialog box, which enables you to confirm normal operation of the scanner. Check that the power cord is plugged in, and the USB cable is connected between the machine and your computer, then click [Start].

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Determining Resolution

The data in the image you scan is a collection of dots carrying information about brightness and color. The density of these dots is called “resolution” and “dpi” (dots per inch) refers to the number of dots in one inch.
You can specify a resolution in [Image Quality] in the MF Toolbox settings dialog box, or in [Output Resolution] in the ScanGear MF.

● Images for Display on a Monitor

Images for display on a monitor in general should be scanned at a resolution of 75 dpi.

● Images for Printing

Images to be printed should be scanned at a resolution which corresponds to the resolution of the printer.

NOTE

With a color printer, the colors are expressed as a certain percentage of ink pigment so scanning your document at half the resolution of the printer should be fine.

● Printing Scale

For example, if you want to print a document which is twice the original size both vertically and horizontally, the resolution of your document will be reduced by half. In such a case, scan the original document at double the resolution so that you can print the document with sufficient quality, even if you double the size of the document. Conversely, if you want to print a document at a reduced size, it should be sufficient to scan at half the resolution.

● Resolution and Data Size

If you double the resolution, the image data will be four times greater. If the data is too large, processing speed will slow down significantly, and you may experience malfunctions such as lack of memory. Make sure the resolution corresponds to the planned use of the image and set it at the lowest level possible.

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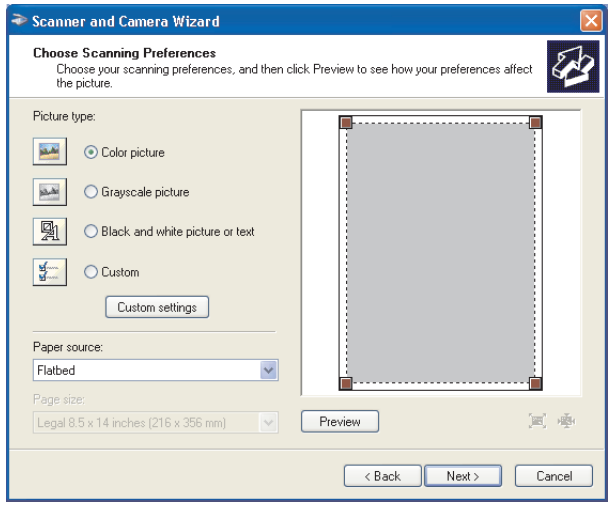
Scanning with the WIA Driver (Windows XP Only)

Scanning from the [Scanner and Camera Wizard] Dialog Box

1. **Open the [Scanners and Cameras] folder.**
   Click [start] on the Windows task bar → select [Control Panel] → [Scanners and Cameras].
2. **Double-click the corresponding WIA driver icon.**
3. **Click [Next >].**
4. **Select a picture type.**



You can select from [Color picture], [Grayscale picture], [Black and white picture or text], and [Custom].
When selecting [Custom], click [Custom settings] to make detailed settings in the [Properties] dialog box.

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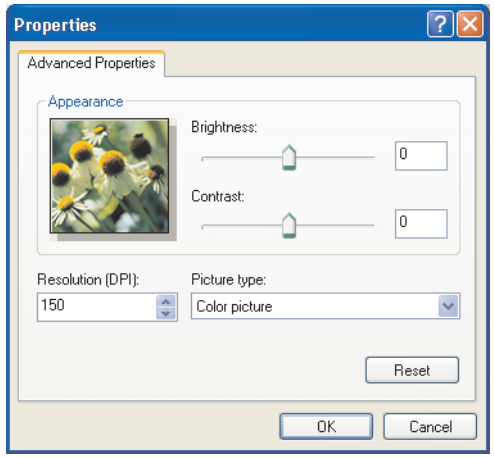


5. Select the paper source.

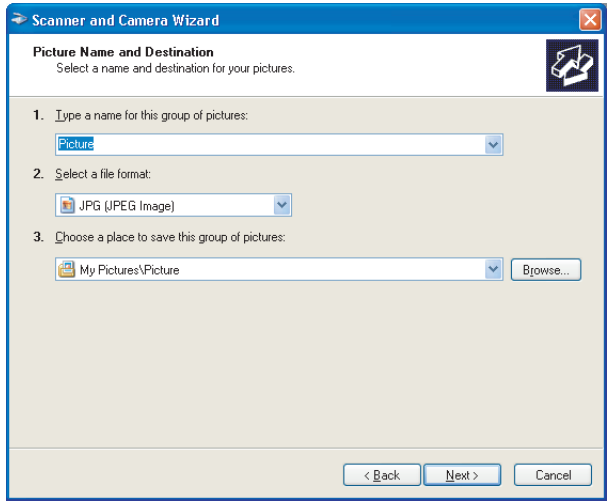
You can select from [Flatbed] or [Document Feeder].
[Paper source] is not available for models without ADF.

6. Specify the scanned area.

If you have selected [Flatbed] as the paper source, click [Preview] → drag ■ to specify the scanned area.
If you have selected [Document Feeder] as the paper source, select the page size from the drop-down list.

7. Click [Next >].

8. Specify a name, a file format, and the location for saving the group of pictures.



NOTE

– When you save more than one picture in the same location, sequential numbers are automatically added at the ends of file names.
– You can select a file format from [BMP (Bitmap Image)], [JPG (JPEG Image)], [TIF (TIF Image)], and [PNG (PNG Image)].

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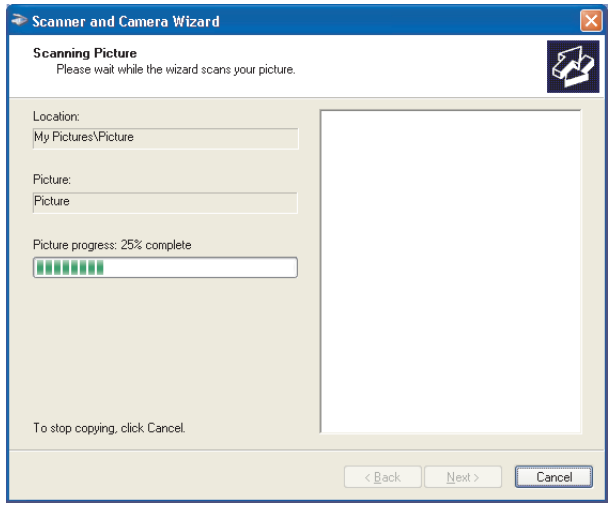
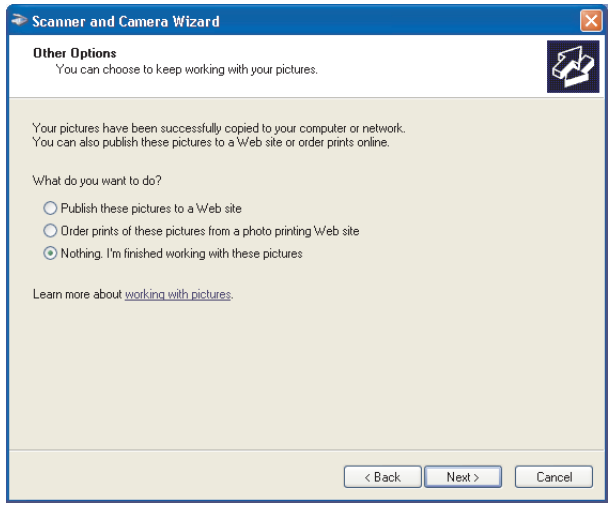
9. **Click [Next >] to start scanning.**



10. **Click [Next >].**



If you want to publish these pictures to a Web site or order printouts online, select the corresponding option.

11. **Click [Finish].**

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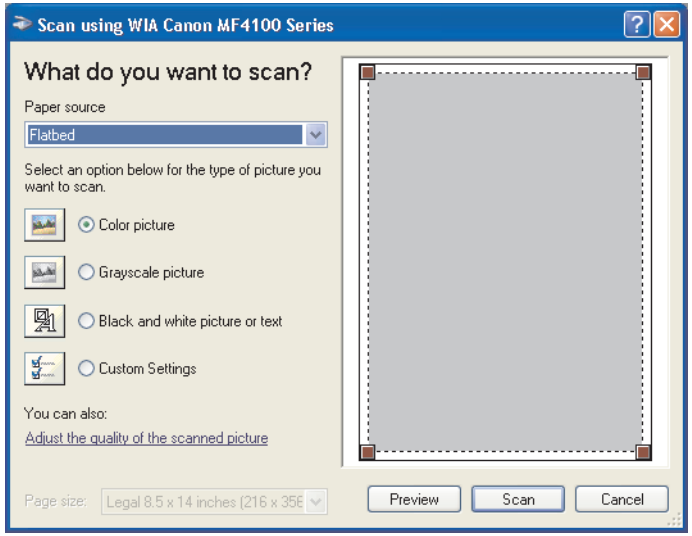
Scanning from an Application

With the WIA driver dialog box open, follow the procedure below. On how to display the WIA driver, see “Scanning an Image from an Application,” on p. 2-15.



1. Select the paper source.

You can select from [Flatbed] or [Document Feeder].
[Paper source] is not available for models without ADF.

2. Select the picture type.

You can select from [Color picture], [Grayscale picture], [Black and white picture or text], and [Custom Settings].

3. If necessary, click [Adjust the quality of the scanned picture].

The [Advanced Properties] dialog box appears.

4. Adjust the quality of the image → click [OK].

For details on the settings, see “Advanced Properties,” on p. 2-44.

5. Specify the scanned area.

If you have selected [Flatbed] as the paper source, click [Preview] → drag ■ to specify the scanned area.
If you have selected [Document Feeder] as the paper source, select the page size in [Page size].

6. Click [Scan].

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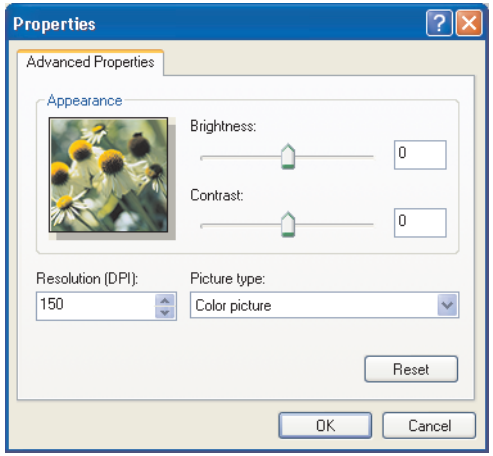
Advanced Properties



[Appearance] Shows the preview of sample image.

[Brightness] Specifies the brightness (–127 to 127).

[Contrast] Specifies the contrast (–127 to 127) (only for color or grayscale scanning).

[Resolution (DPI)] Selects the scanning resolution in dot per inch (50 to 600).

[Picture type] Selects the scanning color type ([Color picture], [Grayscale picture], or [Black and white picture or text]).

[Reset] Resets all the current settings to their default values.

NOTE

The setting items and default values in the [Advanced Properties] tab vary depending on the type of picture you select.

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Scanning Problems

Cannot scan a document.

Q **Is there anything displayed in the LCD?**

A If nothing is displayed in the LCD, see Chapter 5, “Troubleshooting,” in the Advanced Guide.

Q **Is the Error indicator blinking?**

A If the Error indicator is blinking, see Chapter 5, “Troubleshooting,” in the Advanced Guide.

Q **Is the document placed correctly?**

A Remove the document and place it on the platen glass or in the ADF correctly. (See Chapter 2, “Document Handling,” in the Basic Guide.)

Q **Is your computer working properly?**

A Restart your computer.

Q **Is a USB hub or repeater working properly?**

A When using a USB hub or repeater, try connecting a USB cable directly to the computer to check if it works properly. If you can scan the document successfully after connecting a USB cable directly to the computer, check your USB hub or repeater if it is working properly.

Q **Are you using a USB 2.0-compatible USB hub?**

A If you connect the machine to a USB 2.0-equipped computer using a USB 2.0-compatible USB hub, you may not be able to scan. In this case, connect a USB cable directly to the computer.

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A

If you connect the machine to a USB 2.0-equipped computer, you may not be able to scan. If your PC is equipped with two or more USB ports, try connecting the machine to another USB ports. If the problem persists, follow the procedure below to modify the INI file. It is recommended to make a backup copy of the file before making any changes to it.

1. Open the following file in Notepad or another text editor application.
   Windows 98/Me:
   windows\system\CNCMFP23.INI
   Windows 2000:
   winnt\system32\CNCMFP23.INI
   Windows XP:
   windows\system32\CNCMFP23.INI
2. In the [ScanSize] section, change "Read512Bytes=0" to "Read512Bytes=1," then save the file. Take care not to modify any other parts.

Q

Have you specified the document source correctly with the MF Toolbox, ScanGear MF, or WIA driver?

A

Choose between placing the document on the platen glass or in the ADF.

Q

After installing the software, did you install a TWAIN-compatible application?

A

The TWAIN system file is replaced with something inappropriate and you will be unable to scan images. If this happens, remove the software, then reinstall it. (See "Installing/Uninstalling Software," in the Starter Guide.)

Q

Is the machine recognized in [Scanners and Cameras] of the [Control Panel] folder?

A

Make sure the corresponding scanner driver icon is displayed in [Scanners and Cameras] of the [Control Panel] folder.

1. Click [start] on the Windows task bar → select [Control Panel] → [Scanners and Cameras]. (Windows 98/Me/2000: Click [Start] on the Windows task bar → select [Settings] → [Control Panel] → double-click [Scanners and Cameras].)
2. If the corresponding scanner driver icon is displayed in the [Scanners and Cameras], the machine is recognized. If not, remove the software, then reinstall it. (See "Installing/Uninstalling Software," in the Starter Guide.)

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You tried to create a multipage PDF, but were not able to scan several documents.

Q **Is the [Automatically Quit ScanGear after Scanning] check box in [Preferences] selected?**

A If you scan with the [Automatically Quit ScanGear after Scanning] setting selected, only the documents placed at one time on the platen glass will be scanned.
Click a button on the MF Toolbox and, in the settings dialog box, select [Display the Scanner Driver] to open the ScanGear MF. In the [Preferences] dialog box of Advanced Mode, clear the [Automatically Quit ScanGear after Scanning] check box before scanning.

Computer has hung up or frozen.

Q **Is enough memory loaded in your computer?**

A Quit other opened applications and try again.

Q **Is enough space available in the hard disk?**

A Check that the hard disk has enough available space, in particular when scanning large documents at a high resolution. For example, a LTR-size document scanned at 600 dpi, full color requires a minimum of 300 MB of disk space.

Q **Does an error occur when scanning an image in Photoshop?**

A Change the allocated memory. From the [Edit] menu, select [Preferences] → click [Memory & Image Cache]. Change the [Memory Usage] in a range of approximately 50% to 60%.

Q **Is the driver installed properly?**

A Remove the software, then reinstall it. (See “Installing/Uninstalling Software,” in the Starter Guide.)

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You installed the applications in the CD-ROM supplied with the machine but they are not registered in the MF Toolbox.

Q **Have you installed the applications with the MF Toolbox open?**

A If you install the applications with the MF Toolbox open, the applications will not be registered in the MF Toolbox. On the MF Toolbox dialog box, click [Set] to register the application manually. (See “External Program (Mail Program),” on p. 2-13.)

When you click a button on the MF Toolbox, another application opens.

Q **Is the application selected correctly for that button?**

A Click a button on the MF Toolbox and select the application you want to open for that button. (See “External Program (Mail Program),” on p. 2-13.)

Changed settings in a dialog box are not activated.

Q **Did you restart your computer after changing the settings?**

A If you open [Scanners and Cameras] in the [Control Panel] folder and change the settings in the [Events] tab, the changes may not be reflected. In this case, restart your computer.

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Scanned images look dirty.

Q **Are the scanning components of the machine clean?**

A Clean the platen glass, the platen glass cover and the ADF scanning area.

Q **Is the image size too small?**

A Some applications do not display an image properly at small sizes. Try displaying the image at 100% magnification.

Q **Does the monitor display color set at below 16 bits?**

A In [Display Properties], set the display colors to 16-bit color, 24-bit color or higher.

Scanned image is displayed at a larger (smaller) size on the computer screen.

Q **Is the resolution setting correct?**

A Do one of the following:

– Enlarge or reduce the image display in the application. If you open the image in Paint or Imaging, it may display at a large size and you will not be able to reduce it.

– Change the resolution and scan again. The image will be large if the resolution is high. It will be small if the resolution is low. (See “Determining Resolution,” on p. 2-39.)

Cannot scan highlighted marks.

Q **Is [Color Correction] set to [Color Matching] ?**

A In [Advanced Mode] in ScanGear MF, set [Color Correction] to [Color Matching]. (See “[Color Settings] Tab,” on p. 2-37.)

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Installing and Uninstalling Problems

Cannot install the software.

Q **Have you followed the instructions to install the software?**

A Try reinstalling the software. If an error occurred and installation was not complete, restart your computer and try reinstalling the software.

Q **Are any other applications open?**

A Quit all of these and try reinstalling the software.

Removal of the drivers takes too long (Windows XP).

Q **Is any application such as an anti-virus open when removing the software?**

A Quit any applications (including anti-virus) before removing the software.

Removal of the software was completed, but [Canon] remains.

Q **Did you remove the MF drivers before removing the MF Toolbox?**

A If you remove the MF drivers first, the [Canon] folder may remain even after the MF Toolbox is uninstalled. In this case, perform the following steps to remove the folder.
In Windows XP, right-click the [start] menu to open the Windows Explorer → select [Start Menu] in [All Users] → [Programs] → delete the [Canon] folder.
In Windows 2000, open [Settings] from the [Start] menu → click [Taskbar & Start Menu] → [Advanced] → [Advanced] → select [Start Menu] in [All Users] → [Programs] → delete the [Canon] folder.
In Windows 98/Me, open [Settings] from the [Start] menu → click [Taskbar & Start Menu] → [Start Menu Programs] → [Remove] → select the [Canon] folder → click [Remove].

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The message <Version conflict> appears on your computer (Windows 98).

Q **Is Photoshop installed on your computer?**

A If the message <Version conflict> or <Windows 98 file language or ...> appears during installation, click [Yes] or [No]. Whichever you click, installation thereafter will continue trouble-free.

Cannot use the software after upgrading to Windows XP.

Q **Have you upgraded Windows 98/Me/2000 to Windows XP without removing the software?**

A Remove the software, then reinstall it. (See “Installing/Uninstalling Software,” in the Starter Guide.)

In [Device Manager], green mark “?” is displayed (Windows Me).

Q **Is green mark “?” displayed on [USB Composite Device] in [USB (Universal Serial Bus) Controller] in [Device Manager] in Windows Me?**

A As this is not a problem, you can continue to use it as is.

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Scanner Specifications

Type	Color scanner
Max Scanning Size	8 ½" x 14" (216 mm x 356 mm)
Scanning Resolution	25–9600 dpi (ScanGear MF)
Scanning Speed	Color: 4.5 msec/line (600 dpi) Grayscale: 1.5 msec/line (600 dpi)
Host Interface	USB 1.1, USB 2.0
System Requirements	Windows 98/98SE/Me/ 2000 Professional/XP (32-bit version)
Device Driver	TWAIN and WIA (Windows XP only) compliant

NOTE

Specifications are subject to change without notice.

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Glossary

A

Application

Abbreviation of the phrase “application software.” Software designed for a specific purpose such as word processing software, spreadsheet software, database software, or a combination of these.

B

Bit

An indication of the volume of data used to describe points in an image. A 1-bit image assigns image data black or white color values depending on whether the brightness value is above or below a particular threshold value. The result is a two-color image. An 8-bit grayscale image expresses an image in 256 shades of gray ranging from white to black. A 24-bit color image assigns 8 bits to each RGB color channel, expressing each pixel in approximately 16.8 million colors.

Brightness

The relative proportion of light and dark areas. Decreasing brightness darkens the overall image; increasing brightness lightens it.

C

Color Matching

In some cases, the range of colors captured by a scanner exceeds the range that can be displayed by a particular monitor. In addition, the colors displayed for an image on the monitor may be slightly different than those output by a printer. Color Matching is the process used to make the colors captured by a scanner consistent with those shown on a display or printed on a printer.

Contrast

The degree of difference between the lightest and darkest areas of an image. Decreasing contrast lightens the dark areas and darkens the light areas; increasing it darkens the dark areas and lightens the light areas.

Control Panel

The set of Windows programs you can use to change system, hardware, software, and Windows settings.

Crop

The action of selecting only part of an image for use. Using the Crop button on the ScanGear MF toolbar, a portion of the preview image can be selected and only that portion is then re-previewed or included in the final scan.

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D

Default setting

A setting that is automatically used if no other setting is specified.

Descreen

A function that reduces the occurrence of moire in the scan of a printed item. Moire is the patterns or stripes that are visible in a low-resolution scan of a picture or photo in a book or magazine due to the interference patterns between the dots that comprise the image.

Desktop

The entire Windows screen that represents your work area in Windows. Icons, windows, and the taskbar are displayed on the Windows desktop.

Dot

Images are reproduced as rows and columns of dots. When an item is scanned with a scanner, the resolution, or dot density, of the scanned image is measured as the number of dots per inch (dpi).

dpi

Dots per inch. A unit of measurement for indicating a machine's resolution.

Driver

A program that controls how the computer and an external device interact. For example, the scanner driver supplies OS with information and features of the installed scanner. See also Scanner driver.

E

Exif

The Exchangeable Image File (Exif) format is a Japan Electronic Industry Development Association (JEIDA) standard used by most digital cameras to store images. The Exif compressed files use the baseline JPEG format, so they can be read by any application supporting "JPEG." EXIF supports the storage of extra information, such as the date & time the image was taken, exposure information, etc., within the header of each JPEG file.

F

Folder

A container in which documents, program files, and other folders are stored on your disks. Formerly referred to as a directory.

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G

Gamma Correction

Method for changing the brightness of an image. With gamma correction, the brightness of parts of an image in the middle of the tonal range is changed without changing the lightest or darkest areas of the image, which means you can change the brightness of an image while maintaining contrast.

Grayscale image

A bitmap image that stores data for each dot as a shade of gray, rather than as black or white.

I

Install

To copy software to a designated location on a computer's hard disk so that it can be used at any time.

Interface

The connection between two devices through which they communicate with each other. The machine features a USB interface, which makes it compatible with IBM and similar personal computers.

K

Kilobyte (KB)

A unit of measurement, representing the binary number 1024, used to describe machine or computer memory size in thousand-byte units.

L

Landscape

A horizontal scanning orientation. Documents are scanned across the longer axis of the page.

M

Megabyte (MB)

A unit of measurement, representing one million bytes, used to describe machine or computer memory size.

Multipage PDF

Several scanned documents saved as one PDF. Each document will become one page of the PDF.

My Computer

The Windows program that you can use to browse through your computer's filing system, and to open drives, folders, and files. You can also use [My Computer] to manage your files and your filing system, by moving, copying, renaming, and deleting items.

N

Network

A group of computers connected by cables or other means and using software that enables them to share equipment (such as printers) and exchange information.

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O

OCR (Optical Character Reader)

Device for reading characters optically. System for extracting information in a text format from information in the form of a graphic such as hand-written or printed characters which have been scanned with a scanner. You cannot edit text scanned with a scanner because it is in a graphic format, but with OCR software you can convert to a text file and then edit the text with word-processing software.

Orientation

The direction in which a document is fed, either along the width (portrait) or length (landscape) of the page.

P

PDF

Stands for Portable Document Format. A widely used format for transmitting and viewing documents on computers. PDF documents can be read or printed out with Adobe's Acrobat Reader program.

Pixel

Short for picture element, a pixel is the smallest unit used to measure a display image.

Platen

The document scanning unit.

Portrait

A vertical scanning orientation. Documents are scanned across the shorter axis of the page.

Preview

Provisional scanning and display of the document you are about to scan before you actually scan it. If the preview scan looks different from what you want, you can change the settings, display the preview again and confirm before scanning.

Preview area

The area at the left of the ScanGear MF main window. When the Preview button is clicked, the item(s) on the platen glass of the scanner are scanned, and the results are displayed as the preview image in this area. At this stage, the scanned image is not passed on to the host application program.

Properties dialog box

The dialog box that contains information about a particular device, such as a scanner.

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R

Random Access Memory (RAM)

The working memory of the computer in which programs and data are temporarily stored while you use them. Resetting or shutting off the computer clears all information from RAM. Printing very complicated documents might require closing other running programs or adding more RAM to the computer.

Reinstall

To remove installed software and install again.

Resolution

The density of dots for any given output device, expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance, but prints faster than higher resolutions. Higher resolution provides smoother curves and angles as well as a better match to traditional typeface designs, but prints more slowly. Resolution values are represented by horizontal data and vertical data, for example, 600 x 600 dpi.

S

Scanner driver

A program that controls how the computer and scanner interact. The scanner driver is provided with two drivers: The TWAIN and the WIA driver (for use with Windows XP).

Scanners and Cameras folder (Scanners and Cameras Properties dialog box)

The folder or dialog box that contains information about your imaging devices, such as scanners or cameras.

T

TWAIN

Industry-standard protocol for transferring information from devices such as scanners and digital cameras to a computer.

Industry-standard protocol for an application programming interface (API) for input devices such as scanners. If both the device and the application comply with the standard, they will be compatible regardless of differences in manufacturer or model.

For example, with TWAIN-compatible image-processing software, you can start the scanner's TWAIN driver from the software's menu, scan the document and return the scanned image to its original image-processing software.

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U

Uninstall

To remove software installed on a computer and return the computer to its condition before the software was installed.

Universal Serial Bus (USB) interface

These are new serial interface standards. This bus automatically recognizes connections (Plug and Play) to allow plugging and unplugging connectors with the power still turned on to the PC or peripheral equipment.

W

WIA (Windows Image Acquisition)

Standard for downloading images from scanners or digital cameras. The machine includes a TWAIN-compliant driver and a WIA-compliant driver. The WIA driver can only be used with Windows XP. With either driver, you can scan documents with the machine in applications which support the TWAIN interface (Photoshop etc.).

Windows Explorer

The Windows program you can use to browse through, open, and manage the disk drives, folders, and files on your computer in a network system. You can also use Windows Explorer to view and open shared folders on other computers on the network. You can use Windows Explorer to manage your files by moving, copying, renaming, and deleting files.

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