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# Preface

Thank you for purchasing this Canon copier. This Operator's Manual describes this copier, its functions, and its method of use. It also describes the precautions to be taken to ensure safe operation. Please read this manual thoroughly before operating this copier, in order to familiarize yourself with its capabilities, and to make the most of its many functions. After you finish reading this manual, store it in a safe place for future reference.

## **▲ CAUTION:**

In this manual, CAUTION MESSAGES with this symbol indicate that neglecting the suggested procedure or practice could result in personal injury.

## **NOTICE:**

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, some of the data contained herein may not exactly reflect the current model of the particular product with which this manual has been included. If you have a need for an exact specification, please contact Canon for the current specification.



This copier model meets the ENERGY STAR Program for energy efficiency.


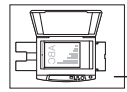
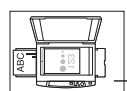
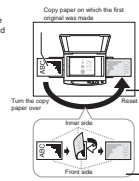
The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment. The program backs the development and dissemination of products with functions that effectively reduce energy consumption.

It is an open system in which business proprietors can participate voluntarily. The targeted products are office equipment such as computers, displays, printers, facsimiles, and copiers. Their standards and logos are uniform among participating nations.

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The descriptions in this manual are presented using the following general format:

<p><b>Title (function name)</b></p> <p><b>Descriptions of Functions and Sample</b></p> <p>Copy output is simply described using illustrations.</p> <p><b>Operational Instructions</b></p> <p>Numbered steps describe how to set and operate functions.</p>	<div style="text-align: center; background-color: #cccccc; padding: 5px; margin-bottom: 10px;"><b>Special Features</b></div> <div style="text-align: center; background-color: #cccccc; padding: 5px; margin-bottom: 10px;"><b>Making Two-sided Copies</b></div> <p style="font-size: small; text-align: center;">Using the multi-stack bypass (PC880) or single-sheet bypass (PC860), copies can be made on both sides of copy sheets.</p>  <p><b>1</b> Place the first original on the platen glass, then proceed to copy. The side that you want to copy must face downward.</p>  <p>.....</p> <p><b>2</b> Place the second original on the platen glass.</p> <p style="font-size: x-small;">Portrait orientation originals: Load so that the top edge of the original is opposite to the top edge of the first original.</p>  <p style="font-size: x-small;">Landscape orientation originals: Load so that the orientation is the same as the first original.</p> <p>.....</p> <p><b>3</b> Insert the copied sheet into the multi-stack bypass (PC880) or single-sheet bypass (PC860). Turn the copy paper making sure that the inner side and front side stay at the same side, and load the copy paper as shown in the figure.</p> <p><b>NOTICE:</b></p> <ul style="list-style-type: none"> <li>• If the copy paper is curled, uncurl it before placing it in the cassette. Failure to do so will cause paper creases and a paper jam.</li> </ul>  <p style="text-align: right; font-size: x-small;">39</p>	<p><b>Illustrations</b></p> <p>Illustrations help you identify keys and parts of the copier.</p>
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**Notes and Supplementary Instructions**

Notes and restrictions in regard to the use of functions are provided. Supplementary instructions and reference page numbers are also given.

**Symbols Used in This Operator's Manual**

- ⚠ WARNING:** Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. In order to use the machines safely, it is imperative to pay attention to these warnings.
- ⚠ CAUTION:** Indicates a caution concerning operations that may lead to injury to persons or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions.
- 📄 REQUEST:** Indicates important items or prohibited actions that should always be followed when operating the machine. These should always be read to avoid damage to the machine or injury to persons.
- NOTICE:** Indicates operational warnings. Be certain to read these items so that you operate the copier correctly.
- MEMO:** Indicates notes for operation or additional explanations. Reading these is recommended.

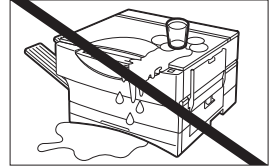
# Introduction

## ▲ Safety Considerations

### Installation

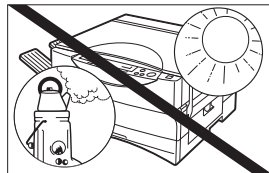
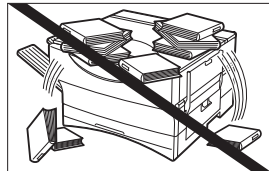
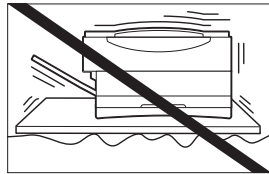
#### ▲ WARNING

- Do not install the copier near alcohol, paint thinner or other inflammable substances. If inflammable substances come into contact with electrical parts inside the copier, this may result in fire or electrical shock.
- Do not place the following items on the copier. If these items come into contact with a high-voltage area inside the copier, this may result in a fire or electrical shock.
  - Necklaces and other metal objects
  - Cups, vases, flowerpots and other containers filled with water or liquidsIf these items are dropped or spilled inside the copier, immediately turn OFF the power switch and unplug the power plug from the outlet. Then, contact your service representative.



#### ▲ CAUTION

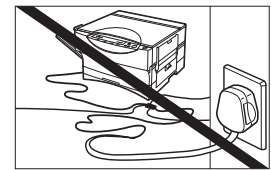
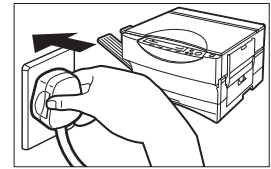
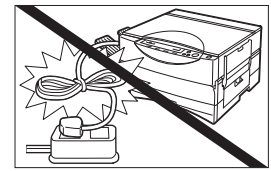
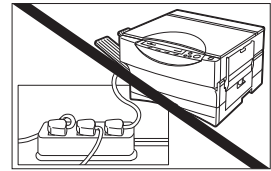
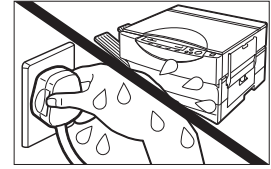
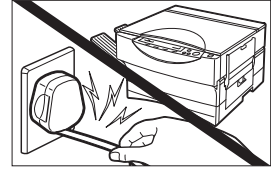
- Do not install the copier in unstable locations such as on unsteady platforms or in tilted places, or in locations which are subject to excessive vibrations, as this may cause the copier to fall or tip over, resulting in personal injury.
- Do not install the copier so that the ventilation ports are blocked by objects. If the ventilation ports are blocked, heat will build up inside the copier and may result in a fire.
- Do not place heavy objects on the copier, as they may tip over or fall resulting in personal injury.
- Do not install the copier in the following locations.
  - A damp or dusty location
  - A location which is exposed to direct sunlight
  - A location with high temperatures
  - A location that is subject to open flames



# Power Supply

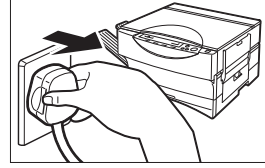
## ⚠ WARNING

- Do not damage or modify the power cord. Also, do not place heavy objects on the power cord, or pull on or excessively bend it, as this could cause electrical damage and result in a fire or electrical shock.
- Do not insert or unplug the power plug with wet hands, as this may result in electrical shock.
- Do not plug the copier into a multi-plug, power strip, as this may cause fire or electrical shock.
- Do not bundle up or tie the power cord in a knot, as this may result in a fire or electrical shock.
- Insert the power cord completely into the outlet, as failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the provided power cord, as this may result in a fire or electrical shock.
- As a general rule, do not use extension cords. Using an extension cord may result in a fire or electrical shock. If an extension cord must be used, however, untie the cord binding and insert the power plug completely into the extension cord outlet to ensure a firm connection between the power and extension cords.



**⚠ CAUTION**

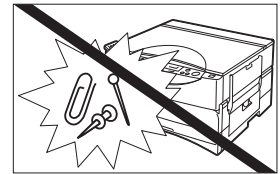
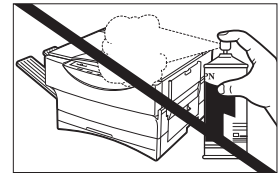
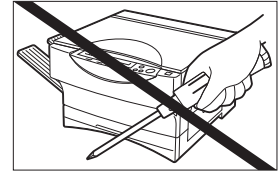
- Do not use power supplies with voltages other than 220-240 V AC, as this may result in a fire or electrical shock.
- Always grasp the plug portion when unplugging the power plug. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.
- Leave sufficient space around the power plug so that it can be unplugged easily. If objects are placed around the power plug, you will be unable to unplug it in an emergency.



# Handling

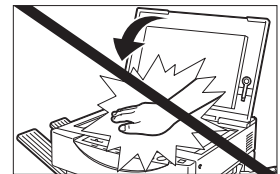
## ⚠ WARNING

- Do not attempt to disassemble or modify the copier. There are high temperature and high voltage components inside the copier which may result in a fire or electrical shock.
- If the copier makes strange noises, or emits smoke, heat or unusual smells, immediately turn OFF the power switch and unplug the power plug from the outlet. Then, contact your service representative. Continued use of the copier in this condition may result in a fire or electrical shock.
- Do not use highly flammable sprays near the copier. If gas from these sprays comes into contact with the electrical components inside the copier, this may result in a fire or electrical shock.
- When moving the copier, be sure to first turn OFF the power switch and unplug the power plug. Failure to observe these items may damage the power cord and result in fire or electrical shock.
- Do not drop paper clips, staples or other metal objects inside the copier. Also, do not spill water, liquids or inflammable substances (alcohol, benzene, paint thinner, etc.) inside the copier. If these items come into contact with a high-voltage area inside the copier, this may result in a fire or electrical shock. If these items are dropped or spilled inside the copier, immediately turn OFF the power switch and unplug the power plug from the outlet. Then, contact your service representative.



## ⚠ CAUTION

- Close the platen glass cover gently to avoid catching your hand, as this may result in personal injury.
- Do not press down hard on the platen glass cover when using the platen glass to copy thick books. This may damage the platen glass and/or result in personal injury.
- Turn OFF the power switch for safety when the copier will not be used for a long period of time such as at night. Also, unplug the power plug for safety when the copier will not be used for an even longer period of time such as during consecutive holidays.
- When carrying this machine, be sure to hold it in the designated places as shown in the illustration. Dropping the machine can cause personal injury.



### For cardiac pacemaker users:

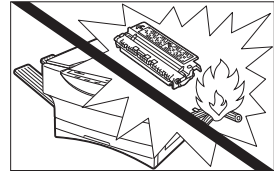
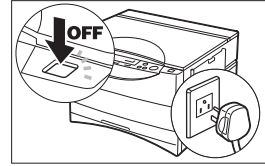
This product emits low level magnetic flux.

If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

# Maintenance and Inspection

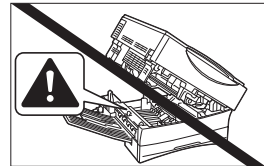
## **⚠ WARNING**

- When cleaning the copier, first turn OFF the power switch and unplug the power plug. Failure to observe these items may result in a fire or electrical shock.
- Clean the copier using a firmly wrung-out cloth dampened with a mild cleansing detergent. Do not use alcohol, benzene, paint thinner or other inflammable substances. If inflammable substances come into contact with a high-voltage area inside the copier, this may result in a fire or electrical shock.
- Do not throw used cartridges into open flames, as this may ignite the toner remaining inside the cartridges and result in burns or a fire.



## **⚠ CAUTION**

- Unplug the power plug from the outlet at least once a year, and clean the area around the base of the plug's metal pins to ensure all dust is removed. If dust accumulates in this area, it may result in a fire.
- There are some areas inside the copier which are subject to high voltages and high temperatures. Take adequate precaution when performing internal inspections, to avoid burns or electrical shock.
- When removing jammed paper or when inspecting the inside of the copier, do not allow necklaces, bracelets or other metal objects to touch the inside of the copier, as this may result in burns or electrical shock.
- When removing copy paper which has become jammed from inside the copier, take care not to allow the toner on the jammed copy paper to come into contact with your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.
- When removing copy paper which has become jammed from inside the copier, remove the jammed copy paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.
- When loading copy paper or removing jammed originals or copy paper, take care not to cut your hands on the edges of the original or copy paper.

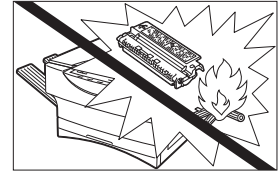




## Consumables

### ⚠ WARNING

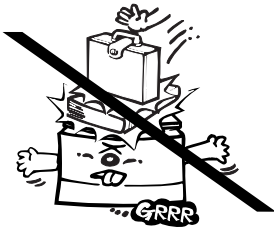
- Do not throw cartridges into open flames, as this may cause the toner to ignite and result in burns or a fire.
- Do not store cartridges or copy paper in places exposed to open flames, as this may cause the toner or copy paper to ignite and result in burns or fire.



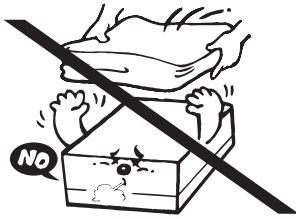
### ⚠ CAUTION

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

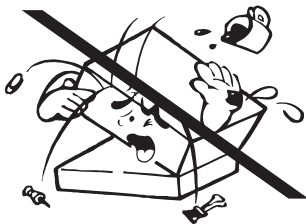
# Handling Precautions



- Do not stack objects onto, or press down forcefully upon the platen.
- The maximum allowable load that can be placed on the cover is 2 kg.



- If a cover is to be placed over the copier, be sure to turn OFF the power and allow the copier to cool down beforehand.
- Should the copier not be operated for a long period of time, such as at night unplug it from its power source.



- Do not attempt to disassemble or modify the copier.
- If you have to open the main unit to replace the cartridge or remove jammed paper, close the main unit immediately after the necessary operation has been performed.
- Do not let paper clips, staples, or other foreign objects fall into the copier or the manual feed tray. Also be careful not to spill water or flammable substances (such as rubbing alcohol, benzene or paint thinner) on the copier. If a foreign object or liquid comes in contact with a voltage point inside the copier, it could result in a risk of fire or an electric shock could occur.
- Never lubricate any part of the copier with oil. Doing so will cause a machine malfunction.
- Do not use any extremely flammable substances, such as aerosols, etc., near the copier as such a substance may ignite.

Should the copier fail to operate normally, see pp. 46 through 54. If there is an unusual noise, smoke, or anything else which causes concern, immediately press the power switch OFF and unplug the copier. Then, consult your Service representative.

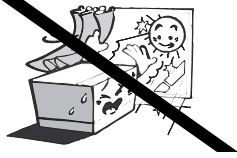
## Condensation

If the copier is brought from the cold outdoors into a warm room, or if the room is rapidly heated, condensation may form inside the copier. This can adversely affect the quality of your copy images (e. g., copies are completely blank). When the copier is exposed to such conditions, allow at least two hours for the copier to adjust to room temperature before attempting to use it.

# Installation Precautions

Copier performance is affected by environmental conditions. Please observe the following precautions when selecting a site to install the copier:

## ■ Avoid direct sunlight and place in a cool location.

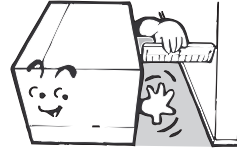


Do not install the copier in front of a window that receives direct sunlight. Do not install the copier in a high temperature, high humidity location, such as in front of a heater or humidifier.

Avoid abrupt changes in temperature and humidity, such as those caused by proximity to a heater.

- Recommended conditions:  
Temperature of 20°C to 25°C  
Relative humidity of 40% to 70%

## ■ Provide adequate installation space.



Allow at least 10 cm between your copier and the wall for the ventilation ports on the rear panel. Provide enough space on each side of your copier to allow for unrestricted operation.

[PC880] Required space with the copy tray and the multi-stack bypass extended  
(W x D) : 800 mm x 448 mm

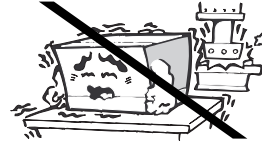
[PC860] Required space with the copy tray extended  
(W x D) : 694 mm x 448 mm

## ■ Provide proper ventilation.



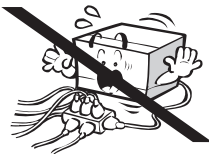
- Avoid dusty locations, or locations where ammonia gas is emitted.
- During use, the machine generates ozone. However, the amount of ozone generated is not enough to affect the human body. Nevertheless, if the machine is used for a prolonged period of time in a poorly ventilated room, or when making lots of copies, be sure to ventilate the room to make the working environment as comfortable as possible.

## ■ Place on a flat, level surface.



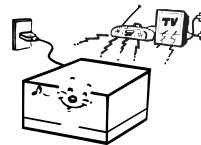
Do not install the copier on an incline or uneven surface.

## ■ Power supply



- This copier is designed only for use with a power source shown on the marking label on the back of the copier. If you are unsure if your power source meets these needs, check with your local power company.
- Do not plug the copier into a multi-plug power strip.
- Do not allow anything to rest on the power cord.
- If there is any unusual noise, smoke, or anything else which causes concern, immediately press the power switch to OFF and unplug the copier from its power source. Consult your service representative.
- Allow enough space in front of the power outlet so that you can easily unplug the copier.

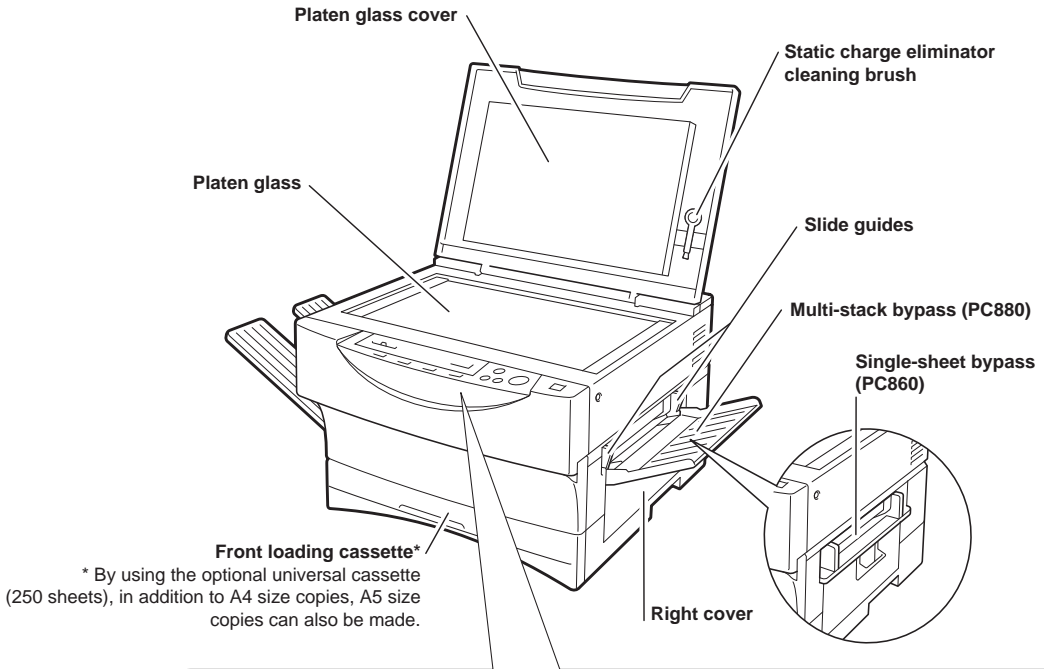
## ■ Maintain adequate space between the copier and televisions, radios, or other similar types of electronic equipment.



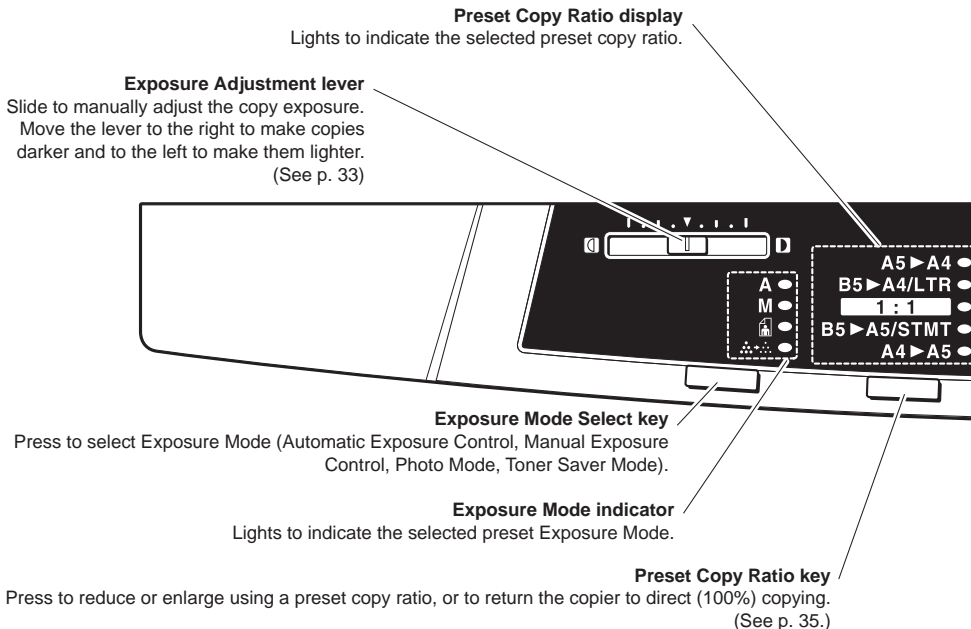
- Do not install the copier near computers or other precision electronic equipment. Electrical interference and vibrations generated by the copier during copying can adversely affect the operation of such equipment.
- Do not place the copier near televisions, radios or other similar electronic equipment. The copier might interfere with reception. Plug the copier into a separate power outlet and maintain as much separation as possible.

# Parts and Their Functions

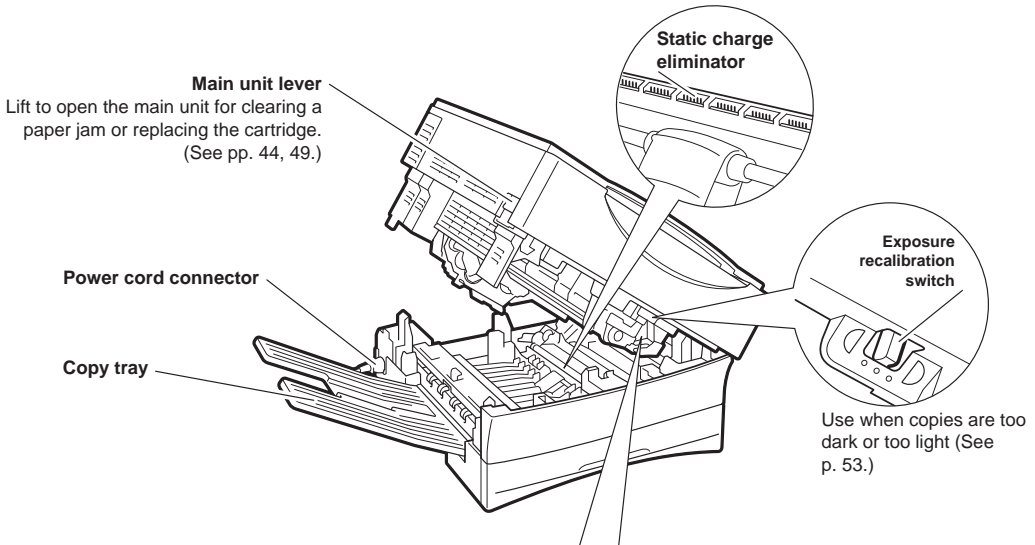
## Main Unit



## Control Panel



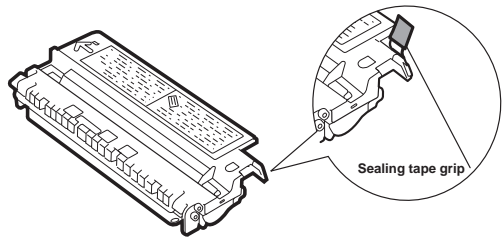
# Main Unit



# Cartridge

It is recommended that the Canon E16/E30 Cartridge be used with this copier.\*

\* A Starter Cartridge yielding approximately 2,000 copies is included with the copier for your convenience.



## Paper Supply indicator (PC880)

Lights to indicate the selected paper supply, the cassette or the multi-stack bypass. If there is no paper loaded, it will flash.

## Paper Jam indicator

Flashes when there is a paper jam. (See p. 48.)

## Copy quantity/Copy ratio display



Zoom

## Clear/Stop key

Press to return the copy quantity to one, return to direct (100%) copying, or stop the copier before copying is completed. (See p. 32.)

## Power switch



## Start key

Press to start copying. (See p. 28.)

## Paper Select key (PC880)

Press to select the cassette or the multistack bypass. (See p. 29.)

## Zoom key

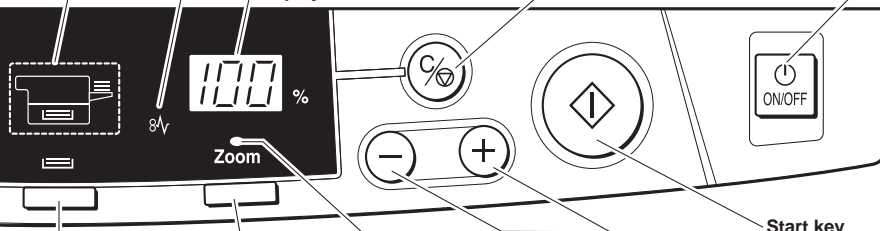
Press to select the Zoom mode. (See p. 36.)

## Zoom indicator

Lights to indicate that the Zoom mode is selected.

## Copy Quantity/Zoom Input keys

Press to set the desired copy quantity and copy ratio. (See pp. 32, 36.)

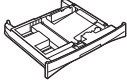


# Installing the Copier

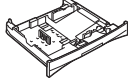
## Main Unit Installation

### Checking the Package Contents

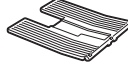
Remove the copier and accessories from the shipping box. Make sure that you have all of the accessories shown below.



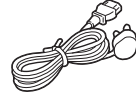
A4 Cassette  
(250 sheets)



Universal Cassette  
(250 sheets)  
Option



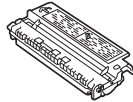
Copy tray



Power cord



Operator's Manual



Cartridge E16  
(included in the main unit)



Multi-stack bypass  
PC880

- EWS Booklet
- Installation Instructions sheet
- Warranty Card (UK)

### Installation Procedure

Select an appropriate installation site. (See "Installation Precautions," on p. 11.) Then, follow the procedure described below to install the copier.

#### REQUEST:

- Do not insert the copier plug, press the power switch or turn the power ON before completing steps 2 to 5 of "Setting Up the Copier". If you do, you could damage your copier.

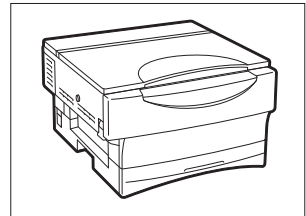
### Setting Up the Copier

# 1

Remove the copier from the shipping bag. Then, peel off all packing tape attached to the copier.

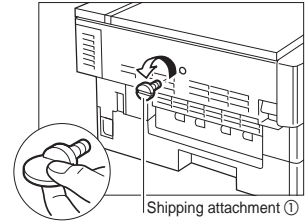
#### NOTICE:

- If the copier is brought from the cold outdoors into a warm room, condensation may form and result in an inability to obtain normal copy images. Under such conditions, allow at least two hours for the copier to adjust to room temperature before attempting to use it.



2

Remove shipping attachment ① on the left side of the main unit. (In step 5, insert shipping attachment ① in the shipping attachment holder.)



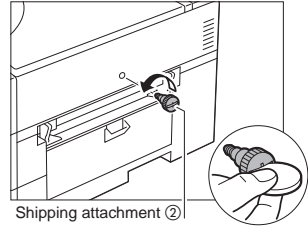
Remove shipping attachment ② on the right side of the main unit. (In step 5, insert shipping attachment ② in the shipping attachment holder.)

**NOTICE:**

- You will need these shipping attachments whenever you transport the copier, so store them in the shipping attachment holder. (See "Transporting the Copier and Repacking," on p. 26.)

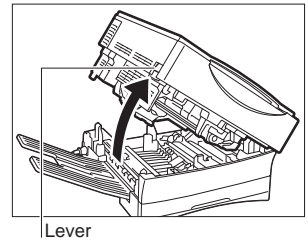
**MEMO:**

- The edge of a coin will allow for easy removal.



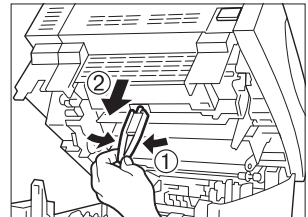
3

Lift the main unit lever on the left side of the main unit and open the main unit.



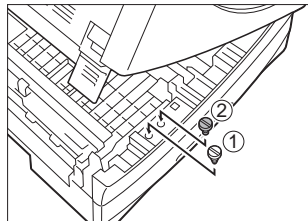
4

Squeeze and remove the attachment inside the copier under the top of the main unit.



5

Insert shipping attachment ① and ② in the shipping attachment holder, removed in step 2.



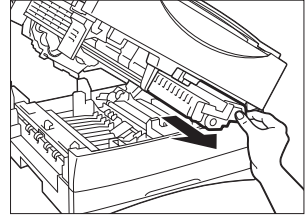
## Installing the Cartridge

6

Grip the end of the cartridge, and pull it out of the copier.

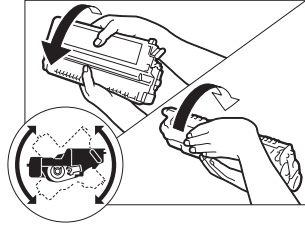
**NOTICE:**

- Although the cartridge comes already installed in the main unit, you cannot make copies until after you have completed the following steps.



7

Hold the cartridge level so that the side with the written instructions is facing upward. Rock the cartridge several times at a 90° angle to evenly distribute the toner in the cartridge.



8

Place the cartridge on a flat, level surface (e.g., a desk or table). Peel the sealing tape grip from the end of the cartridge. Grasp the grip and pull the sealing tape out in the direction of the arrow mark away from the cartridge.

**⚠ CAUTION:**

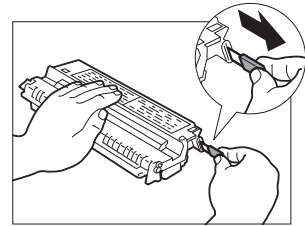
- When removing the sealing tape, take care not to allow the toner on the sealing tape to come into contact with your hands or clothing. If you get toner on either your hands or clothing, wash immediately with cold water. Washing with warm water will set the toner and make it impossible to remove.

**📄 REQUEST:**

- Do not pull the sealing tape out at an angle. If the sealing tape breaks before being pulled out fully, you will not be able to use the cartridge.
- Do not press down forcefully on the cartridge.

**MEMO:**

- The sealing tape grip is affixed to the end of the cartridge. Before pulling out the tape, be sure to peel it from the end of the cartridge. Then, pull the tape out slowly from the cartridge.
- The sealing tape is approximately 50 cm long. Be sure to pull the sealing tape completely out of the cartridge.



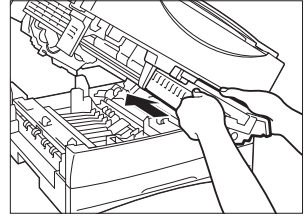


9


Hold the cartridge so that the side with the written instructions is facing upward. Then, carefully insert the cartridge into the copier as far as it will go.

**NOTICE:**

- Insert the cartridge so that the arrow on the side with the written instructions is pointing away from you.

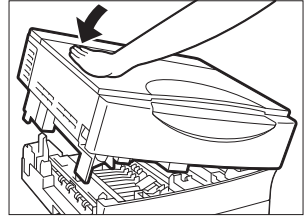


10

Close the main unit by pressing down firmly on the part marked .

**CAUTION:**

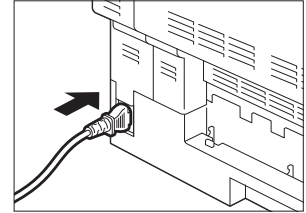
- When you close the main unit, be careful not to get your hand in the way.



**Connecting the Power Cord**

11

Plug one end of the power cord into the copier power inlet.

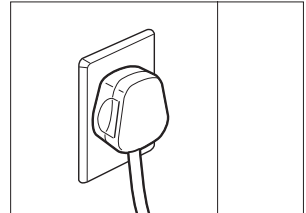


12

Plug the other end of the power cord into an outlet.

**CAUTION:**

- This copier is designed for use with a power source matching the power requirements shown on the marking label on the back of the copier. If you are unsure of the power source, check with your local power company.



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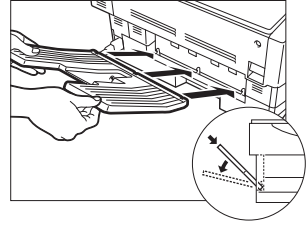
## Installing the Copy Tray

---

**13** Insert the copy tray so that it fits into the three holes located on the side of the copier.

**NOTICE:**

- Make sure that the copy tray is inserted into the copier as far as it will go.



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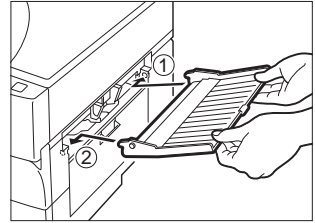
## Installing the Multi-stack bypass

---

**14** Insert the Multi-stack bypass so that the tabs on the right and left side of the Multi-stack bypass fit into the two holes in the copier.

**NOTICE:**

- Make sure that the tabs on the right and left side of the Multi-stack bypass fit completely into the two holes in the copier.

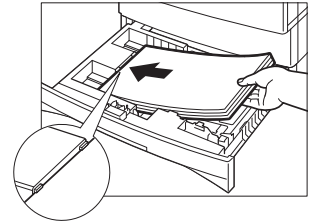


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## Loading Paper in the Cassette

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**15** Remove the packing material inside the cassette and load copy paper into the cassette.  
(For more details, see "Loading Paper" on p. 20.)



## Notes on Copy Paper

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

In order to help prevent paper jams, follow the procedure below for storing copy paper:

- To prevent moisture buildup, store remaining copy paper wrapped tightly in its original package. Store copy paper in a dry location, out of direct sunlight.
- To prevent curling, store copy paper flat, not upright.
- After copying, do not leave copy paper in the Multi-stack bypass (PC880).



### ⚠ WARNING:

- Do not store copy paper in places exposed to open flames, as this may cause the copy paper to ignite and resulting in burns or fire.

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

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



### 📄 REQUEST:

- Never attempt to make copies on digital full-colour transparencies. Doing so may result in copier malfunction.

#### [Acceptable Paper for Cassette Feeding]

- Paper size: A4\*
- Paper weight: 64 - 80 g/m<sup>2</sup>
  - Plain paper
  - Coloured paper
  - Recycled paper

\* The paper cassette is only for A4 size paper. When the optional cassette is attached, paper other than A4 size can be loaded.

#### [Acceptable Paper for Multi-stack Bypass (PC880) and Single-sheet Bypass (PC860) Feeding]

- Paper size: A4- business card (51 mm × 88 mm)
- Paper weight: 52 - 128 g/m<sup>2</sup>
  - Plain paper (64 - 80 g/m<sup>2</sup>)
  - Coloured paper
  - Labels
  - Transparencies
  - Recycled paper

# Loading Paper

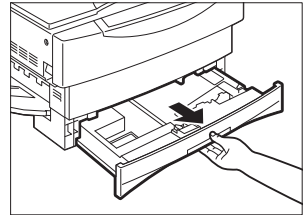
## How to Load Copy Paper in the Cassette

The paper cassette can hold A4-size copy paper. When the optional cassette is attached, A4 and A5-size copy paper can be loaded. If you want to make copies with any other size paper, use the multi-stack bypass (PC880) or single-sheet bypass (PC860). (See "How to Load Copy Paper in the Multi-stack Bypass" on p. 25.) If you want to copy a different paper size using the optional universal cassette (250 sheets), see "Adjusting a Cassette to Hold Different Paper Size" on p. 22.

### ⚠ CAUTION:

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

**1** Grip the cassette handle, and draw out towards you until the cassette comes to a stop.



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

### NOTICE:

- If the copy paper is curled, uncurl it before placing it in the cassette. Failure to do so will cause paper creases and a paper jam.

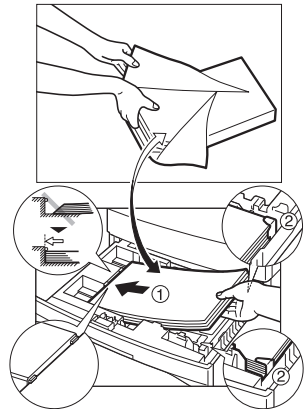
### MEMO:

- 64 to 80 g/m<sup>2</sup> copy paper is acceptable.
- The cassette holds up to approximately 250 sheets of 80 g/m<sup>2</sup> copy paper.

**3** Load the paper stack beneath the cassette's length guide (①) and width guides (②).

### NOTICE:

- Make sure that the height of the paper stack does not exceed the height of the length guide's claw in the cassette. Failure to do so will cause a paper jam.
- Avoid adding a stack of paper when there is still paper left in the cassette.
- Do not load extra copy paper when there is still paper left in the cassette.
- Only load one size of copy paper into the cassette. Do not load different sizes of paper into the cassette at the same time.
- Do not load postcards or transparencies into the cassette.



# 4

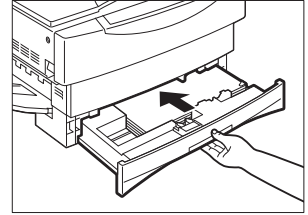
Gently insert the cassette as far as it will go.

**NOTICE:**

- The cassette is for copy paper ONLY. Loading non-recommended copy stock into the cassette may cause a paper jam.

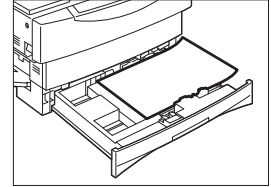
**MEMO:**

- If copies are curled, or a paper jam occurs, remove the paper stack from the cassette. Turn it over and then place it in the cassette.



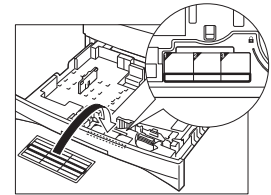
## If Copy Paper is Sticking Out of the Cassette

Sometimes, when you pull out the cassette, copy paper may stick out, as shown in the illustration to the right. Make sure that the paper is neatly loaded into the cassette, before you push the cassette back into the main unit.



## If Using the Optional Universal Cassette (250 sheets)

The instruction label on the cassette is written only in English. If you prefer to use a French, German, Spanish, or Italian label, affix the appropriate label over the English one as shown in the illustration. Push the cassette back into the copier.



# Adjusting a Cassette to Hold a Different Paper Size (Only When Using the Optional Universal Cassette (250 sheets))

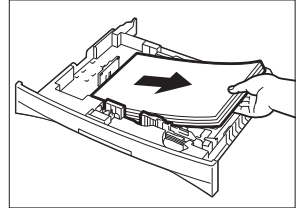
If you want to load a new paper size in the optional universal cassette, follow the procedure described below to adjust the cassette guides.

You can adjust the cassette to hold the following standard paper sizes : A4 and A5.

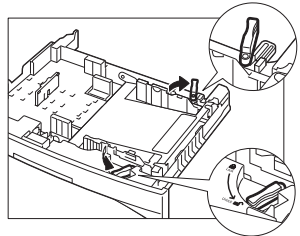
**MEMO:**

- You can load LTR, LGL and STMT size paper. (See "To load LTR and LGL size paper in the cassette" on p. 24.)

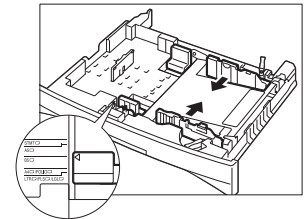
**1** Remove the cassette from the main unit, and remove all loaded copy paper.



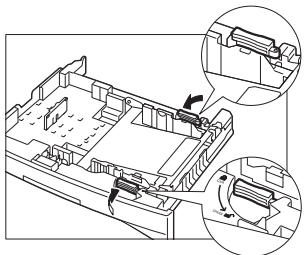
**2** Align the left and right locking levers on the width guides to the "Unlock (🔓)" position.



**3** Slide the width guides to the width mark for the paper to be loaded in the cassette.

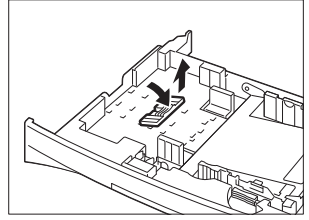


**4** Return the locking levers on the width guides to the "Lock (🔒)" position.



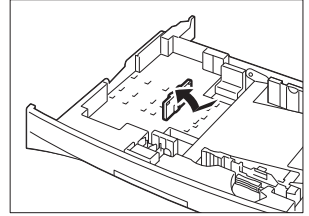
5

Tilt the length guide over towards the inside of the cassette to remove.



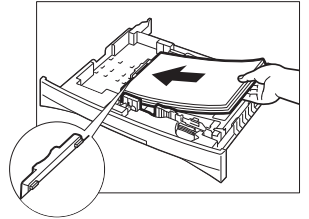
6

Fit in the length guide into the length mark for the paper to be loaded in the cassette.



7

Load the copy paper.  
(See "How to Load Copy Paper in the Cassette" on p. 20.)



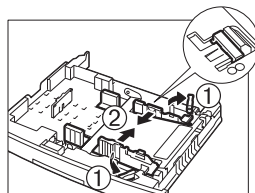
## To load LTR and LGL size paper in the cassette

### ■ Removing the Stopper

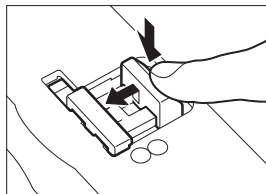
1. Remove the cassette from the main unit, and remove all loaded copy paper.
2. Unlock the locking levers on the width guides (①), and bring the width guides to the center (②).

#### MEMO:

- The stopper is mounted at the inner side of the cassette.



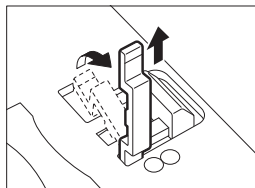
3. Slide the stopper toward the width guide while pushing down on the protruding part with one hand (as shown in the figure), and push the stopper up from the rear side of the cassette with the other hand.



4. Remove the stopper as shown in the figure.
5. Align the width and the length guides with the LTR or LGL marks and lock the locking levers on the width guides.
6. Load the copy paper. (See p. 20.)

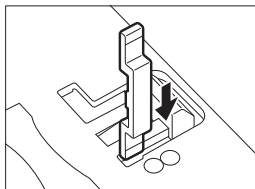
#### NOTICE:

- When loading A4-size paper, first reinsert the stopper into its original position. Copying without reinserting the stopper will cause a paper jam.

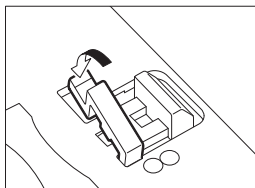


### ■ Inserting the Stopper

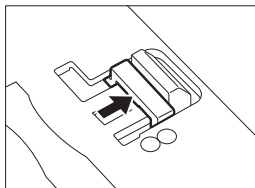
1. Insert one of the claws into the groove as shown in the figure.



2. Insert the other claw into the notch in the groove.



3. Slide the stopper towards the inner side as far as possible to lock.

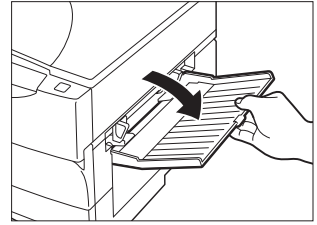




# How to Load Copy Paper in the Multi-stack Bypass (PC880)

Use the multi-stack bypass when you want to copy on special copy stock, such as transparencies, labels or heavy paper. You can place up to 50 sheets of 80 g/m<sup>2</sup> copy stock (a stack approximately 5 mm high) in the multi-stack bypass to be automatically fed into the copier.

**1** Open the multi-stack bypass.

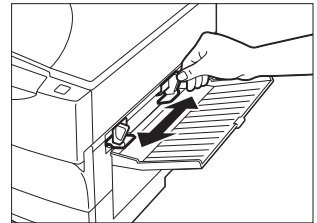


.....

**2** Adjust the slide guides to fit the size of the copy stock.

**REQUEST:**

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



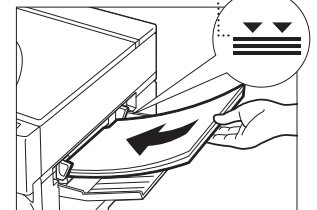
.....

**3** Load the copy stock face up into the multi-stack bypass.

**NOTICE:**

- Insert the copy stock into the copier as far as it will go.
- If the copy paper is curled, uncurl it before placing it in the cassette. Failure to do so will cause paper creases and a paper jam.
- 52 to 128 g/m<sup>2</sup> copy paper is acceptable.
- Make sure that the height of the paper is not greater than the limit mark (≡) on the inside of the slide guides.

Load paper up to here:

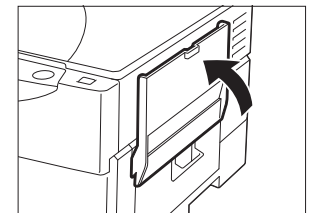


**MEMO:**

- Some types of copy stock may not feed properly into the multi-stack bypass. For high-quality copies, we recommended using paper and transparencies recommended by Canon. (See p. 19.)

.....

**4** Fold up the multi-stack bypass as shown in the illustration.

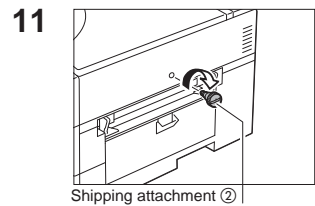
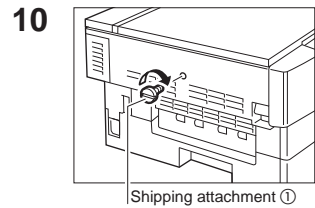
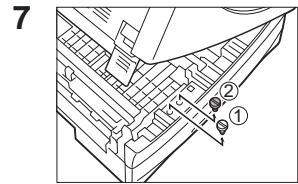


.....

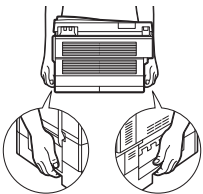
# Transporting the Copier and Repacking

If the copier will be subjected to vibration (e.g., when transporting over long distances), the following precautions should be taken. If you do not follow these precautions, the copier may get damaged or the quality of your copy images may be adversely affected.

1. Press the power switch ON.
2. Press the Preset Copy Ratio key and select a ratio of 70%. For the PC860, proceed to Step 4.
3. For the PC880, press the Paper Select key and select the multi-stack bypass.
4. For the PC880, without placing any paper in the multi-stack bypass, press the Start key. For the PC860, insert a sheet of the copy stock into the single-sheet bypass. The copier will perform an automatic adjustment operation so that you can attach shipping attachment ②. (For the PC880, the Paper Supply ( ) indicator flashes and P lights.)
5. Turn OFF the copier and unplug it.
6. Lift the main unit lever on the left side to open the top of the main unit.
7. Pull out shipping attachment ① and ② from the shipping attachment holder; these attachments were inserted in the shipping attachment holder during the installation of your copier. (In steps 10 and 11, re-attach shipping attachment ① and ②.)
8. Grip the end of the cartridge, and pull it out of the copier.
9. Close the main unit by pressing down firmly on the part marked " ".
10. Re-attach shipping attachment ① on the left side of the main unit and which was pulled out of the shipping attachment holder in step 7.
11. Re-attach shipping attachment ② on the right side of the main unit and which was pulled out of the shipping attachment holder in step 7.



## Carrying the Copier by the Sides

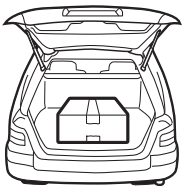


1. Remove the copy tray from the copier. For the PC880, it is also necessary to fold up the multi-stack bypass.
2. Grip the handles at the side of the copier and lift up the copier, as shown in the illustration to the left.

### ▲ CAUTION:

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

## Transporting the Copier by Car



Place the copier on a level, stable surface.

### 📄 REQUEST:

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

# Basic Copying

## Making Copies with Paper Loaded in the Cassette

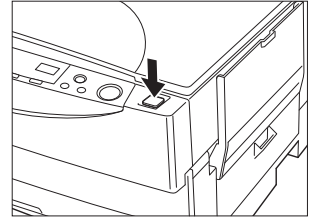
This section describes the procedure for making copies with paper loaded in the cassette. To copy onto postcards or transparencies, etc., or other types of copy stock, use the multi-stack bypass (PC880) or single-sheet bypass (PC860). (See p. 29.)

1

Press the power switch ON.

**MEMO:**

- "1" appears in the Copy quantity/Copy ratio display.



2

Place your original on the platen glass. The side that you want to copy must face downward. Align the original between the appropriate paper size marks.

**▲ CAUTION:**

- Close the platen glass cover gently to avoid catching your hand, as this may result in personal injury.

**MEMO:**

- After placing the original, lower the platen glass cover. Do not copy with the platen glass cover left open; doing so will result in excessive toner consumption.



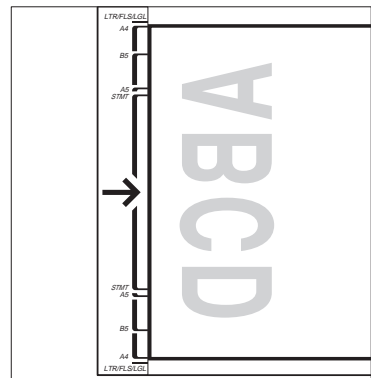
Paper size marks

## Positioning Originals

Use the guide plate on the left side of the platen glass to position originals.

- If your original conforms to a standard paper size (e.g., A4 or A5), align the original between the appropriate paper size marks on the guide plate.
- If you do not know the size of your original, or if your original does not match any of the paper size marks, align the centre of your original with the → mark at the centre of the guide plate.

The illustration to the right shows how to place an A4-size original.

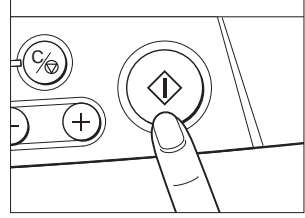


3

Press the Start (↵) key.

**NOTICE:**

- Do not turn the main power OFF during copying. Doing so will cause a paper jam.

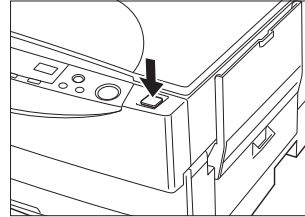


4

When you finish copying, press the power switch OFF.

**▲ CAUTION:**

- If the copier will not be used for an even longer period of time such as during consecutive holidays, unplug the power plug for safety.



## Special Feature for the Copier

■ **Auto Power-off Feature**

If the copier is not operated for a period of 5 minutes after copying finishes, the power turns OFF automatically.

# Copying onto Various Types of Copy Stock

To make copies with copy stock which cannot be loaded in the cassette, such as any heavy paper or card stock, transparencies or labels, use the multi-stack bypass (PC880) or single-sheet bypass (PC860).

## For the PC880

1

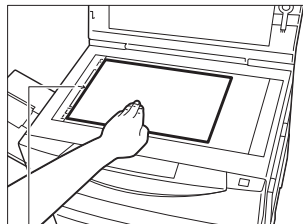
Place your original on the platen glass. The side that you want to copy must face downward. Align the original between the appropriate paper size marks.

**CAUTION:**

- Close the platen glass cover gently to avoid catching your hand, as this may result in personal injury.
- Do not press down hard on the platen glass cover when using the platen glass to copy thick books. This may damage the platen glass and/or result in personal injury.

**MEMO:**

- After placing the original, lower the platen glass cover. Do not copy with the platen glass cover left open; doing so will result in excessive toner consumption.

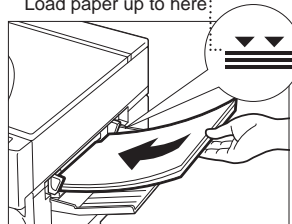


Paper size marks

2

Load copy stock face up into the multi-stack bypass. (See "How to Load Copy Paper in the Multi-stack Bypass," on p. 25.)

Load paper up to here:

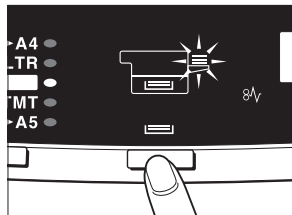


3

Press the Paper Select key to select the multi-stack bypass.

**MEMO:**

- The indicator on the control panel will light.



# 4

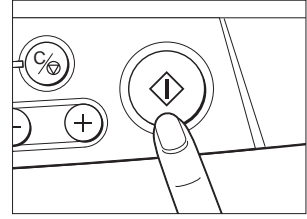
Press the Start (↵) key.

## NOTICE:

- When copying onto transparencies, remove each transparency from the copy tray as it is output.
- Do not make copies with paper which has already been printed on using a thermal transfer printer. Copying with it may adversely affect the quality of your copy images or cause a paper jam. If you want to copy onto it, first, make a copy of it. Then, print onto that copy.

## MEMO:

- When making continuous copies and using the multi-stack bypass, the copy speed may be slightly slower than usual.



## For the PC860

# 1

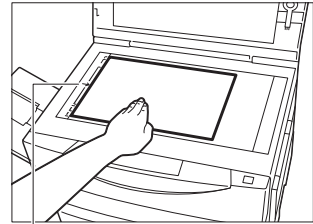
Place your original on the platen glass. The side that you want to copy must face downward. Align the original between the appropriate paper size marks.

## ▲ CAUTION:

- Close the platen glass cover gently to avoid catching your hand, as this may result in personal injury.
- Do not press down hard on the platen glass cover when using the platen glass to copy thick books. This may damage the platen glass and/or result in personal injury.

## MEMO:

- After placing the original, lower the platen glass cover. Do not copy with the platen glass cover left open; doing so will result in excessive toner consumption.



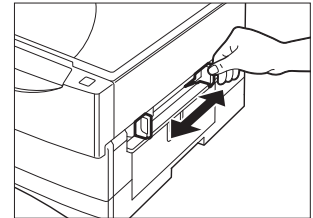
Paper size marks

# 2

Adjust the slide guides to fit the size of the copy stock.

## NOTICE:

- If the slide guides are not adjusted correctly for the paper size, the inside of the copier may get dirty and the quality of your copy images may be adversely affected.



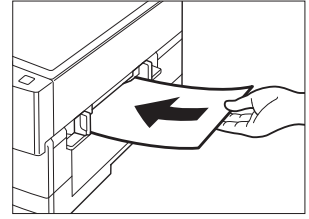
3

Insert a sheet of the copy stock into the single-sheet bypass. Hold a sheet of the copy stock until it begins to feed into the copier.

After the copy stock feeds into the copier, copying will begin automatically.

**NOTICE:**

- When copying onto transparencies, remove each transparency from the copy tray as it is output.
- Do not make copies with paper which has already been printed on using a thermal transfer printer. Copying with it may adversely affect the quality of your copy images or cause a paper jam. If you want to copy onto it, first, make a copy of it. Then, print onto that copy.
- Wait until the number on the Copy quantity/Copy ratio display turns from "1" to "0" before inserting the next sheet of copy stock.



## Copying onto Transparencies

Place the original on the platen glass with the centre of it aligned with the → mark.

1. Adjust the slide guides for the width of the transparency.
2. Load transparencies on the multi-stack bypass one at a time (PC880). Insert a transparency into the single-sheet bypass (PC860).

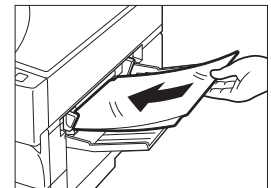
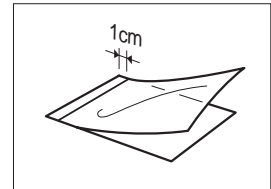
**NOTICE:**

- Remove each transparency from the copy tray as it is output.

### If Transparencies Do Not Feed Smoothly (PC880)

If the copier is used in certain operating environments, in which the temperature or humidity is high, transparencies might not feed into the copier when the Start (⏏) key is pressed. If this happens, follow the procedure described below.

1. Place a sheet of copy paper underneath the transparency. Position the copy paper so that it extends approximately 1 cm beyond the leading edge of the transparency.
2. Hold the rear edge of the sheets as shown and place them in the multi-stack bypass.
3. While holding the rear edge of the sheet press the Start (⏏) key. When the transparency begins feeding into the copier, let go of the sheets. When the transparency has completely disappeared into the copier, remove the copy paper.

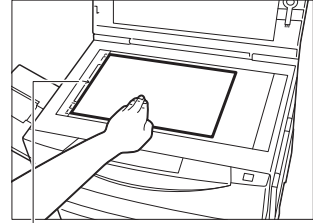


# Copying Features

## Setting the Copy Quantity

Up to 100 copies can be entered for copying at one time.

- 1** Place your original on the platen glass.



Paper size marks

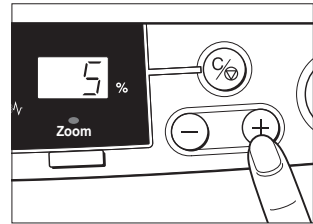
- 2** Press the Copy Quantity/Zoom Input (-/+ ) keys to enter the desired copy quantity (1-100).

The copy quantity appears in the Copy quantity/Copy ratio display.

To increase the copy quantity, press the (+) key.

To decrease the copy quantity, press the (-) key.

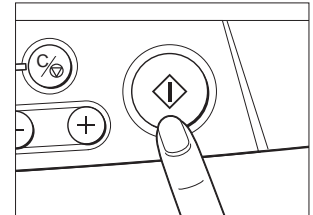
To clear the copy quantity to 1, press the Clear/Stop (C%) key.



- 3** Press the Start (▶) key.

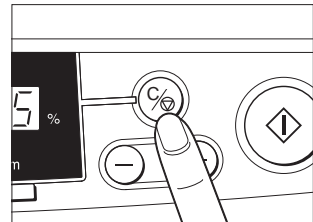
**MEMO:**

- After a copy job begins, you cannot change the copy quantity. To change the copy quantity, press the Clear/Stop (C%) key and reenter the copy quantity.



<Stopping before copying is completed>

If you want to stop the copier before copying is completed, press the Clear/Stop (C%) key.





# Adjusting the Copy Exposure

## Automatic Exposure Control

The copy exposure is preset to AE (Automatic Exposure Control). The copier automatically adjusts the copy exposure to the appropriate level for each original.

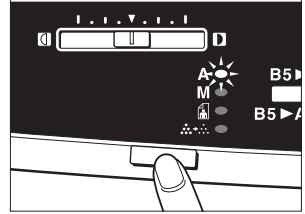
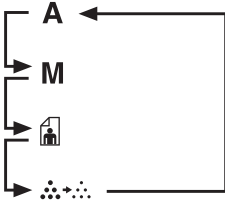
**1** Press the Exposure Mode Select key until the Auto Exposure (A) lights.

**NOTICE:**

- Moving the Exposure Adjustment lever while making copies in the AE does not change the copy exposure.

**MEMO:**

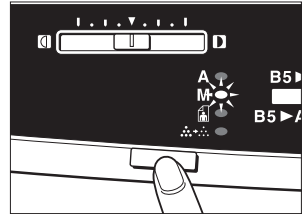
- Each press of the Exposure Mode Select key lights the Exposure Mode indicator in the following order:



## Manual Exposure Control

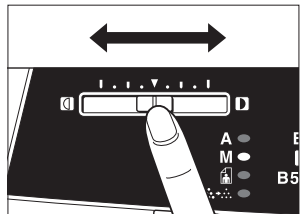
This mode allows you to manually select the desired exposure by moving the Exposure Adjustment lever.

**1** Press the Exposure Mode Select key until the Manual Exposure (M) lights.



**2** Adjust the copy exposure level by sliding the Exposure Adjustment lever.

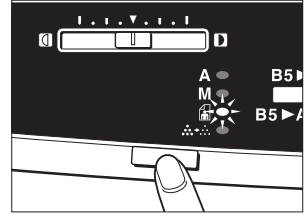
- To make darker copies, move the lever to the right. (Useful for copying light originals, such as documents written in pencil.)
- To make lighter copies, move the lever to the left. (Useful for copying originals with dark background, such as newspapers.)



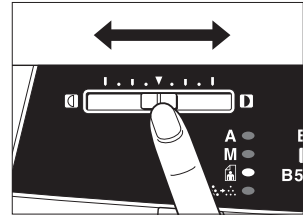
## Photo Mode *(Use to Copy Photos)*

This mode enables you to reproduce photos or other types of originals with halftones to achieve better copy quality.

- 1 Press the Exposure Mode Select key until the Photo (📷) lights.



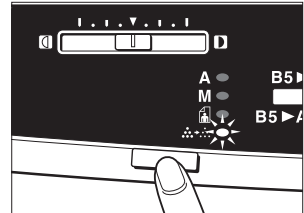
- 2 Adjust the copy exposure level by sliding the Exposure Adjustment lever.  
To make darker copies, move the lever to the right.  
To make lighter copies, move the lever to the left.



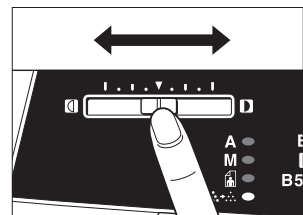
## Toner Saver Mode *(Copying to Reduce Toner Consumption)*

This mode allows you to make copies at a lower than normal exposure to save toner.

- 1 Press the Exposure Mode Select key until the Toner Saver (☼) lights.



- 2 Adjust the copy exposure level by sliding the Exposure Adjustment lever.  
To make darker copies, move the lever to the right.  
To make lighter copies, move the lever to the left.

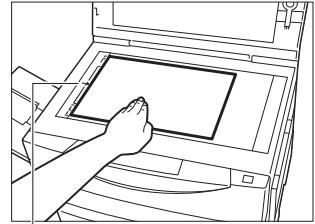


# Enlarging/Reducing Using Preset Copy Ratios

Standard-size originals can be easily converted from one standard size to another.

**1**

Place your original on the platen glass.



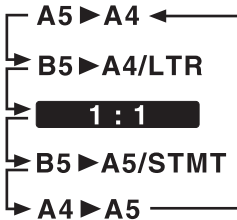
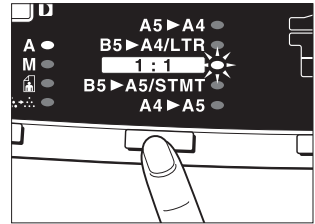
Paper size marks

**2**

Press the Preset Copy Ratio key.  
Press it the number of times necessary to light up the desired copy ratio.

**MEMO:**

- When you press the Preset Copy Ratio key, the preset copy ratios will appear in the following order:



(Enlarge copies from A5 to A4-size)

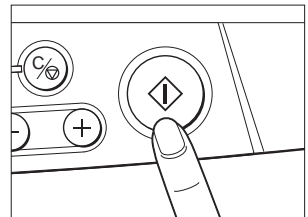
(Reduce copies from A4 to A5-size)

**3**

Press the Start (⏏) key.

**MEMO:**

- To stop copying, press the Clear/Stop (⏏) key.



## Standard Paper Sizes

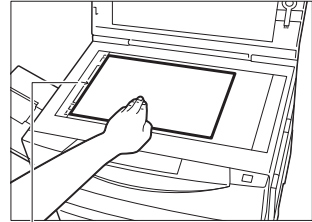
The paper sizes are as follows:

A4	210 mm x 297 mm
A5	148 mm x 210 mm

# Enlarging/Reducing Using the Zoom Key

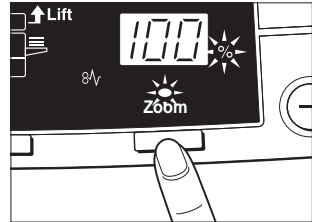
You can reduce or enlarge copies by any copy ratio between 70% and 141%, in 1% increments.

**1** Place your original on the platen glass.



Paper size marks

**2** Press the Zoom key.  
The Zoom indicator lights, and the current copy ratio (%) is displayed.

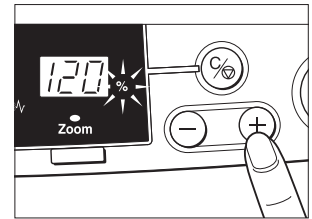


**3** Press the Copy quantity/Zoom Input (-/+) keys within three seconds, to set the desired copy ratio. The selected copy ratio will then appear in the Copy quantity/Copy ratio display.

To increase the copy ratio, press the (+) key.

To decrease the copy ratio, press the (-) key.

To return to the direct copy ratio (100%), while % is flashing press the Clear/Stop (C/⊞) key.



**MEMO:**

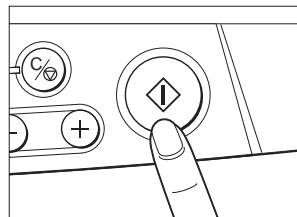
- The Copy quantity/Copy ratio display will display the copy quantity three seconds after you have finished setting the copy ratio and stopped pressing the (+) or (-) keys.
- To set the copy ratio to 120% for example, keep pressing the (+) key until 120% appears in the display.
- You can use the Preset Copy Ratio key together with the Zoom Ratio key to help you to set the specific copy ratio that you need. For example, to set the copy ratio to 75%, you could do this by first pressing the Preset Copy Ratio key to select A4→A5 70% and then pressing the Zoom key and the (+) key to select 75%.
- If while in the process of setting the desired copy ratio, the display returns to show the copy quantity, press the Zoom key again.

# 4

Press the Start (⏏) key.

**MEMO:**

- To stop copying, press the Clear/Stop (C/⏏) key.



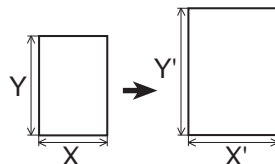
## How to Calculate the Zoom Ratio

To calculate the Zoom Ratio, follow the procedure described below:

(Desired Copy Size) ÷ (Original Size) × 100

You can choose from two different formulas to calculate the Zoom ratio:

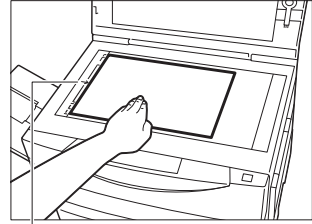
( $X' \div X \times 100$ ) or ( $Y' \div Y \times 100$ )



# Making Multiple Copies with a Selected Copy Ratio

You can set the copy ratio using either the Preset Copy Ratio key or Zoom key and also enter a copy quantity greater than one both at the same time.

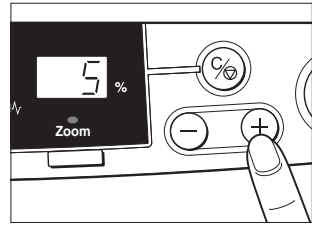
**1** Place your original on the platen glass.



Paper size marks

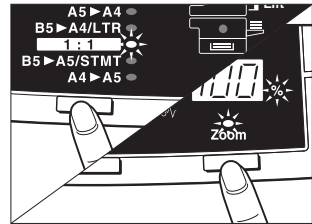
**2** Press the Copy quantity/Zoom Input (-/+ ) keys to enter the desired copy quantity (1-100). The selected copy quantity is displayed in the Copy quantity/Copy ratio display.

- To increase the copy quantity, press the (+) key.
- To decrease the copy quantity, press the (-) key.
- To clear the copy quantity to 1, press the Clear/Stop (C%) key.



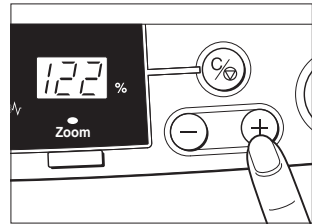
**3** Set the copy ratio using either the Preset Copy Ratio key or Zoom key.

- Preset Copy Ratio:**  
Press the Preset Copy Ratio key the number of times necessary to light up the indicator in the Preset Copy quantity/ Copy ratio display for the desired copy ratio. (See p. 35.)
- Zoom Ratios:**  
Press the Zoom key, then press the (+) or (-) keys within three seconds, to set the desired copy ratio. The selected copy ratio will then appear in the Copy quantity/Copy ratio display. (See p. 36.)



**MEMO:**

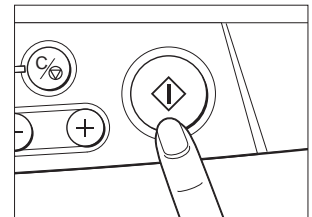
- Three seconds after you have finished setting the copy ratio or stopped pressing the (+) or (-) keys, the percentage mark will disappear and the Copy quantity/Copy ratio display will show the copy quantity.



**4** Press the Start (D) key.

**MEMO:**

- After copying begins, you cannot change the copy quantity. To change the copy quantity, press the Clear/Stop (C%) key and reenter the copy quantity.
- To stop copying, press the Clear/Stop (C%) key.



# Special Features

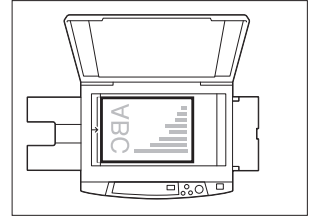
## Making Two-sided Copies



Using the multi-stack bypass (PC880) or single-sheet bypass (PC860), copies can be made on both sides of copy sheets.

**1**


Place the first original on the platen glass, then proceed to copy. The side that you want to copy must face downward.




**2**

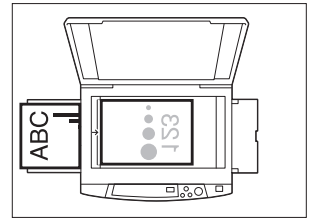
Place the second original on the platen glass.

Portrait orientation originals:

 Load so that the top edge of the original is opposite to the top edge of the first original.

Landscape orientation originals:

 Load so that the orientation is the same as the first original.

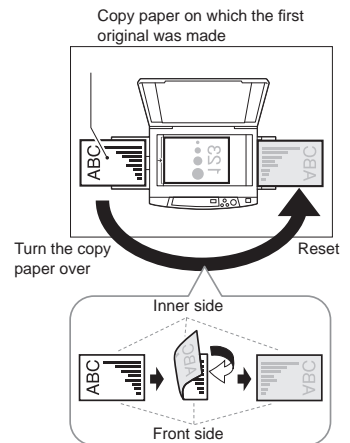


**3**

Insert the copied sheet into the multi-stack bypass (PC880) or single-sheet bypass (PC860). Turn the copy paper making sure that the inner side and front side stay at the same side, and load the copy paper as shown in the figure.

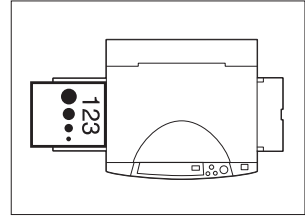
**NOTICE:**

- If the copy paper is curled, uncurl it before placing it in the cassette. Failure to do so will cause paper creases and a paper jam.



# 4

Proceed to copy the second original to finish making your two-sided copy.



## Copying Thick Books or Large Originals

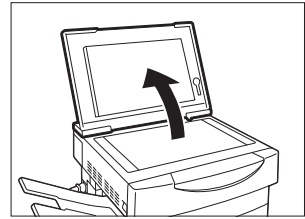
(Detaching the Platen Glass Cover)

When copying thick books, large originals, or three-dimensional objects, detach the platen glass cover.

### Detaching the Platen Glass Cover

# 1

Raise the platen glass cover.

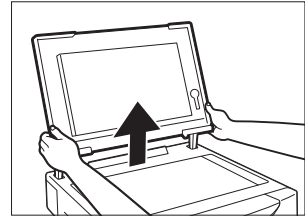


# 2

Lift the platen glass cover straight up and pull it out.

**NOTICE:**

- When pulling out the platen glass cover, hold it with both hands so that it does not fall forward.



### Making Copies

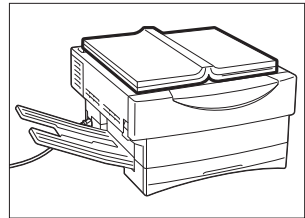
# 3

Place your original on the platen glass. Then, Press the Start (◊) key.

- For instructions on how to set the copying features, see pp. 32 through 38.

**REQUEST:**

- The maximum allowable weight that can be placed onto the platen glass is 2 kg.
- Do not press down on the original with excessive force.



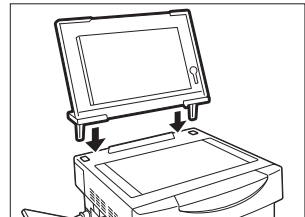
### Attaching the Platen Glass Cover

# 4

Insert the tabs on the platen glass cover into the holes of the main unit.

**REQUEST:**

- When you finish copying, make sure to firmly insert the platen glass cover into the two holes on the left and right side of the copier, and then lower the platen glass cover.





# Replacing and Storing the Cartridge

## *When to Replace the Cartridge*

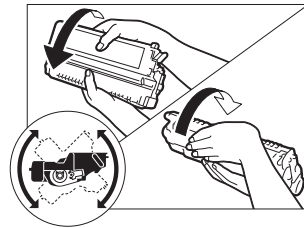
The cartridge is a consumable item and should be replaced when the toner runs out. The following guidelines will help you to determine when to replace the cartridge.

White streaks or light bands on copies indicate that the toner in the cartridge has run low.



Paper feeding direction

Remove the cartridge from the copier. Hold the cartridge level and rock it several times at a 90° angle. Re-install the cartridge in the copier. (See p. 44.) Then, make a few test copies.



If the copies appear normal

You can use the cartridge, however, a new one will be needed soon.

If white streaks or light bands are still present

Replace the cartridge with a new one. (See p. 44.)

# Copy Yield

## Approximate copy yield

Canon Cartridge E16 : approx. 2,000 copies (A4 at 5% ink coverage) (**included with the copier**).

Canon Cartridge E30 : approx. 4,000 copies (A4 at 5% ink coverage).

\* The term "A4 at 5% ink coverage" denotes an original on which the area covered with black ink is 5% of the total area of an A4-size sheet. See the inside of the back cover of this manual for an example of an A4 sized page with 5% ink coverage.

- The actual number of copies that can be made per cartridge depends in part on the copy exposure setting, room temperature and humidity.
- If you copy a large number of originals which contain heavy print or many photographs, toner consumption will increase, and white streaks will appear on copies sooner than indicated above. Toner consumption will also increase if you copy with the platen cover left open.
- Small-sized originals and originals with less print will use less toner. However, although you may be able to use the cartridge longer than indicated above, dark bands might appear on copies.

## Handling and Storing the Cartridge

To ensure optimum copy quality, please observe the following precautions:

### Handling Precautions

#### ⚠ WARNING:

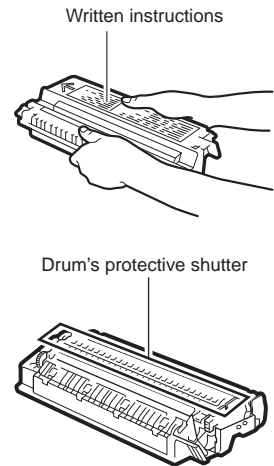
- Do not throw cartridges into open flames, as this may cause the toner to ignite and result in burns or a fire.

#### 📄 REQUEST:

- Never attempt to disassemble the cartridge or open the protective shutter of the drum.

#### NOTICE:

- If the copier is brought from the cold outdoors into a warm room, or if the room is rapidly heated, condensation may form inside the copier. This can adversely effect the quality of your copy images (e.g., copies are completely blank).  
When the copier is exposed to such conditions, allow at least two hours for the copier to adjust to room temperature before attempting to use it.
- Always hold the cartridge as shown so that the side with the written instructions is facing upward. Do not forcefully move or push the protection shutter of the drum in any way.



## Storage Precautions

### ⚠ WARNING:

- Do not store cartridges or copy paper in places exposed to open flames, as this may cause the toner or copy paper to ignite and result in burns or fire.

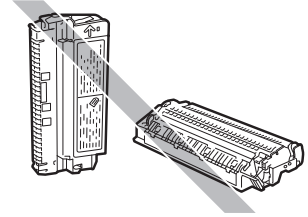
### ⚠ CAUTION:

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

### 📦 REQUEST:

- Place the cartridge in its shipping bag so that the side with the written instructions is facing upward. Then, place the bagged cartridge into its shipping box. Store the unused cartridge out of direct sunlight.
- For partially used/opened cartridges, place the cartridge in its shipping bag so that the side with the written instructions is facing upward. Then place the bagged cartridge into its shipping box and store it away from direct sunlight.
- Do not stand the cartridge on end or turn it upside down.
- Avoid storing the cartridge in front of heaters and humidifiers, etc. Store it in a location where the temperature does not exceed 40°C.
- The recommended storage conditions are as follows:
 

Temperature	15°C to 25°C
Relative Humidity	40% to 70%.



## Storing Partially Used Cartridges

If you remove a cartridge from the copier, store the cartridge as described below.

Place the cartridge in its shipping bag so that the side with the written instructions is facing upward. Then, place the cartridge into its shipping box. Be sure to securely close the lid on the shipping box.

If you do not have the shipping bag or box for the cartridge, store the cartridge in a dark location.

## Recycling Used Cartridges

In order to make effective use of the earth's natural resources and protect the environment, we urge you to recycle used cartridges. Do your part by returning used cartridges to the place of purchase.

# Replacing the Cartridge

Follow the procedure described below to replace the cartridge with a new one. (See "When to Replace the Cartridge," on p. 41.)

It is recommended that the Canon Cartridge E16 or E30 be used with this copier.

**MEMO:**

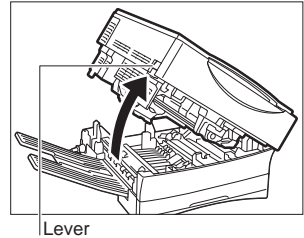
- When you replace the cartridge, all current copy settings will be cancelled. Press the power switch to ON, and programme the copy settings again before copying.

## Removing the Used Cartridge

**1** Lift the main unit lever on the left side to open the main unit.

**MEMO:**

- When you open the main unit, the power will turn OFF automatically.



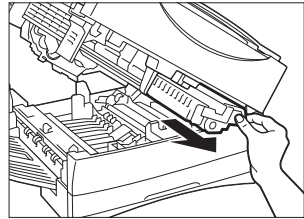
**2** Grip the end of the used cartridge, and pull it out of the copier.

**⚠ WARNING:**

- Do not throw used cartridge into open flames, as this may ignite the toner remaining inside the cartridges and result in burns or a fire.

**⚠ CAUTION:**

- When removing used cartridge from the copier, remove the cartridge carefully to prevent toner from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.

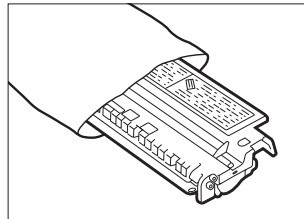


## Preparing the New Cartridge

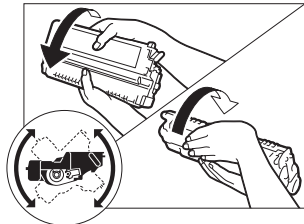
**3** Remove the new cartridge from its shipping bag.

**MEMO:**

- Save the shipping bag; it can be used for storing the cartridge separately from the copier. (See "Storage Precautions," on p. 43.)

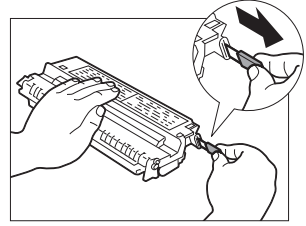


**4** Hold the cartridge level so that the side with the written instructions is facing upward. Rock the cartridge several times at a 90° angle to evenly distribute the toner in the cartridge.



5

Place the cartridge on a flat, level surface (e.g., a desk or table). Peel the sealing tape grip from the end of the cartridge. Grasp the grip and pull the sealing tape out in the direction of the arrow mark away from the cartridge.



**⚠ CAUTION:**

- When removing the sealing tape, take care not to allow the toner on the sealing tape to come into contact with your hands or clothing. If you get toner on either your hands or clothing, wash immediately with cold water. Washing with warm water will set the toner and make it impossible to remove.

**📄 REQUEST:**

- Do not pull the sealing tape out at an angle. If the sealing tape breaks before being pulled out fully, you will not be able to use the cartridge.
- Do not press down forcefully on the cartridge.

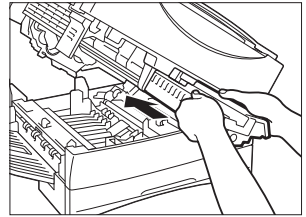
**MEMO:**

- The sealing tape grip is affixed to the end of the cartridge. Before pulling out the tape, be sure to peel it from the end of the cartridge. Then, pull the tape out slowly from the cartridge.
- The sealing tape is approximately 50 cm long. Be sure to pull the sealing tape completely out of the cartridge.

**Installing the New Cartridge**

6

Hold the new cartridge so that the side with the written instructions is facing upward. Then, carefully insert the cartridge into the copier as far as it will go.




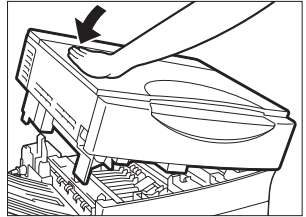
**NOTICE:**

- Insert the cartridge so that the arrow on the side with the written instructions is pointing away from you.



7

Close the main unit by pressing down firmly on the part marked .



**⚠ CAUTION:**

- When you close the main unit, be careful not to get your hand in the way.

**NOTICE:**

- When you replace the cartridge, all current copy settings will be cancelled. Press the power switch ON, and programme the copy settings again before copying.



# Troubleshooting

## Error Indicators

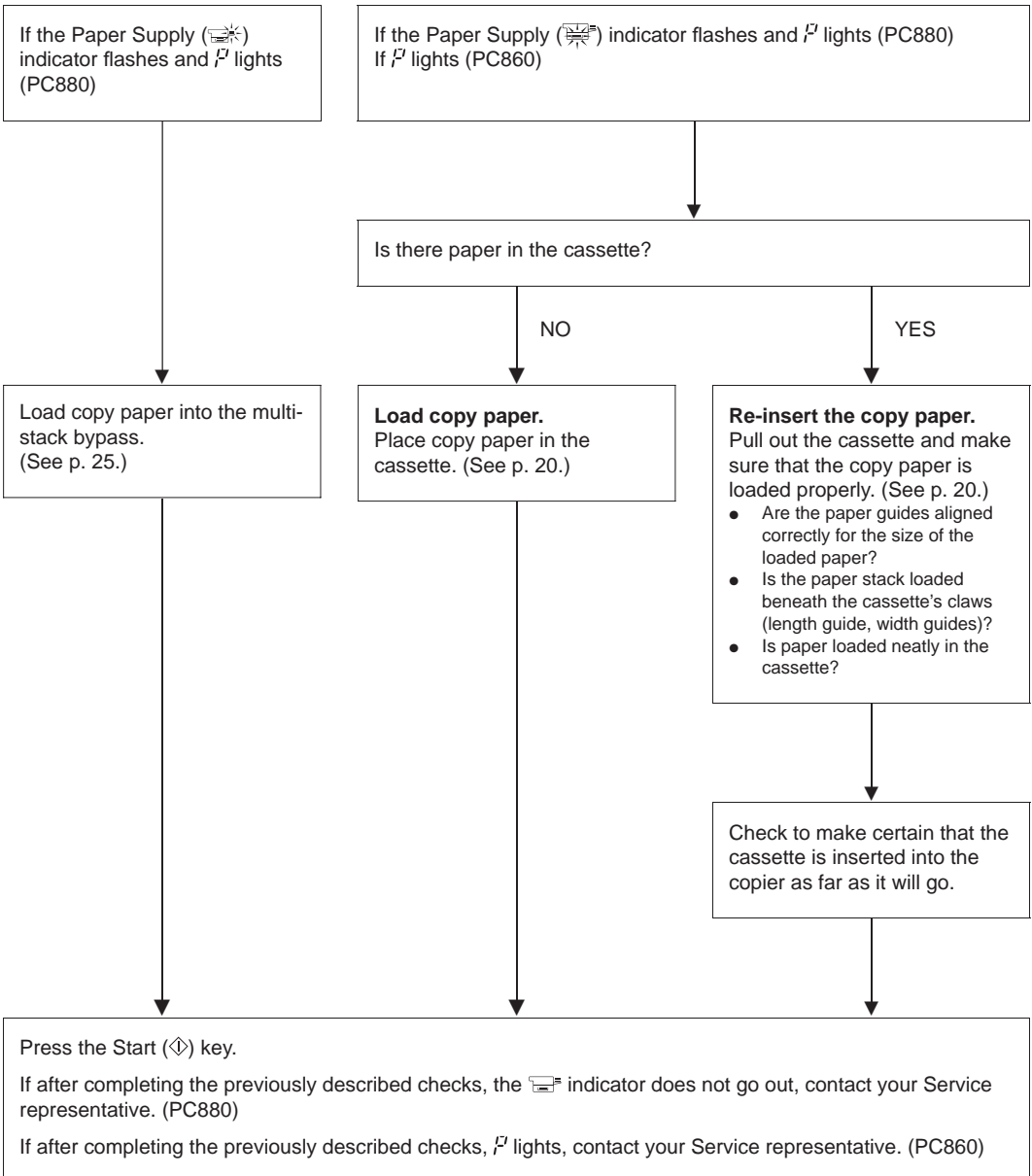
Indicator Alarms	Causes
Paper Supply (☐) indicator flashes and P lights (PC880)	Paper needs to be loaded in the cassette* or the Multi-stack bypass (PC880). (See p. 47.) * The indication is the same when the optional universal cassette (250 sheets) is being used.
P lights (PC860)	
Paper Jam (8A) indicator flashes	There is a paper jam. (See p. 48.)
E and another number flash alternately	The copier is not operating as usual and needs repair. (See p. 50.)
Power turns OFF after E lights	The copier is not operating as usual and needs repair. (See p. 50.)
E P and I flash alternately	The attachments are not removed. (See p. 15.)
U lights	The Exposure Mode Select key was held down for four or more seconds. (See p. 50.)

# If the Paper Supply ( ) Indicator Flashes and Lights (PC880) / If Lights (PC860)

(Load Paper/Check the Cassette)

## ▲ CAUTION:

- When loading copy paper, take care not to cut your hands on the edge of the copy paper.



---

## If Flashes (Paper Jams)...

### CAUTION:

- There are some areas inside the copier which are subject to high voltages and high temperatures. Take adequate precaution when performing internal inspections, to avoid burns or electrical shock.
- When removing jammed paper or when inspecting the inside of the copier, do not allow necklaces, bracelets or other metal objects to touch the inside of the copier, as this may result in burns or electrical shock.
- When removing copy paper which has become jammed from inside the copier, take care not to allow the toner on the jammed copy paper to come into contact with your hands or clothing.  
If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains.
- When removing copy paper which has become jammed from inside the copier, remove the jammed copy paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth. If toner enters your eyes or mouth, wash immediately with cold water and consult a physician.
- When loading copy paper or removing jammed originals or copy paper, take care not to cut your hands on the edges of the original or copy paper.

### REQUEST:

- Do not use tweezers or other pointed instruments to remove jammed paper; doing so may result in damage to internal parts.

### NOTICE:

- Be sure to remove any remaining pieces from inside the copier.
- When removing jammed paper, do not touch the toner on the paper.

### MEMO:

- If paper jams occur frequently, see p. 51.
- After a paper jam is cleared, the next few copies may appear dirty.



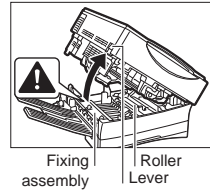
Lift the main unit lever on the left side to open the main unit.

**REQUEST:**

- Do not touch the roller, because doing so may adversely affect the quality of your copy images.

**NOTICE:**

- Make sure that the height of the paper stack does not exceed the height of the length guide's claw in the cassette. Failure to do so will cause a paper jam.

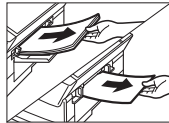


Can you see paper inside the copier?

NO

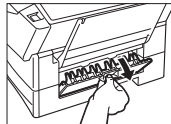
<Multi-stack Bypass (PC880) or Single-sheet Bypass (PC860)>

Slowly remove any jammed copy paper from the copier.

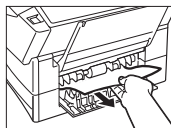


<Cassette>

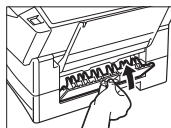
1. Open the right cover.



2. Slowly remove any jammed paper behind the right cover.



3. Close the right cover.

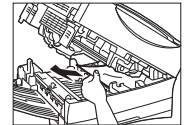


**NOTICE:**

- When you close the right cover, make sure it is closed completely.

YES

Slowly remove any jammed copy paper from the copier.



<If you cannot remove the jammed paper>

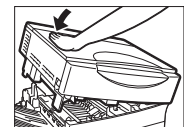
Grip and pull up the fixing assembly knob as shown in the illustration, and remove the jammed paper.



Close the main unit by pressing down firmly on the part marked "☞".

**CAUTION:**

- When you close the main unit, be careful not to get your hand in the way.



To make copies as usual, turn the power switch ON and programme the copy settings again.

---

## ***If $\overline{E}$ and a Number Flash Alternately.....***

### **▲ WARNING:**

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

### **▲ CAUTION:**

- Always grasp the plug portion when unplugging the power plug. Pulling on the power cord may expose or snap the core wire, or otherwise damage the power cord. If the cord is damaged, this could cause an electricity leak and result in a fire or electrical shock.

## **If $\overline{E}$ and Another Number Flash Alternately.....**

Unplug the copier. Then, contact your Service representative.

### **Condensation**

If the copier is brought from the cold outdoors into a warm room, or if the room is rapidly heated, condensation may form inside the copier. This can adversely affect the quality of your copy images. When the copier is exposed to such conditions, allow at least two hours for the copier to adjust to room temperature before attempting to use it.

## **If the Power Turns OFF After $\overline{E}$ Appears.....**

Unplug the copier. Then, contact your Service representative.

### **MEMO:**

- Approximately half a second after  $\overline{E}$  lights in the Copy quantity/Copy ratio display, the power turns OFF. If you try to turn the copier ON again, the copier will automatically turn OFF after about one and a half seconds.

## **If $U9$ Lights Continuously.....**

Press the Exposure Mode Select key, then  $U9$  will disappear and copying can be started again.

# If Paper Jams Occur Frequently

## (Cleaning the Static Charge Eliminator)

When a paper jam occurs, first check to make sure the copy paper fits securely in the cassette tray and that the length guides of the cassette tray are adjusted correctly. If a paper jam occurs even though the copy paper is set securely in the cassette tray, follow the procedure below to clean the static charge eliminator.

### ▲ WARNING:

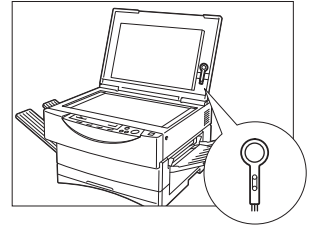
- Turn the power switch OFF and pull out the power plug before performing the following operation. Failure to observe these items may result in a fire or electrical shock.

### NOTICE:

- Make sure that the height of the paper stack does not exceed the height of the length guide's claw in the cassette. Failure to do so will cause a paper jam.

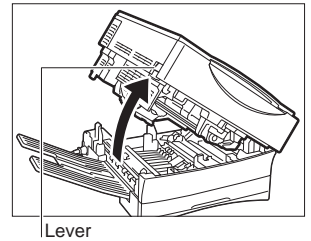
# 1

Raise the platen glass cover and remove the static charge eliminator cleaning brush that is attached to it.



# 2

Lift the main unit lever on the left side to open the main unit.



Lever



# 3

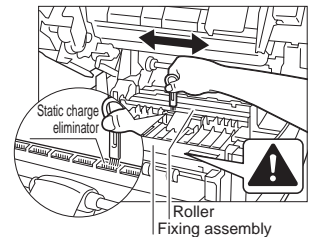
Using the brush on the tip of the static charge eliminator cleaner, sweep out the dust from the groove inside the copier.

### ▲ CAUTION:

- There are some areas inside the copier which are subject to high voltages and high temperatures. Take adequate precaution when performing internal inspections, to avoid burns or electrical shock.

### 📄 REQUEST:

- Do not touch the roller. If you do, the quality of your copy images may be adversely affected.

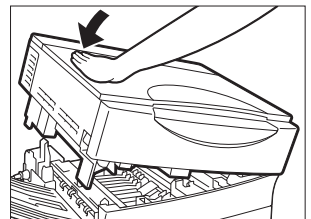


# 4

Gently close the main unit as soon as cleaning is finished.

### MEMO:

- The static charge eliminator cleaning brush is very small and easy to lose, so it is recommended that you return it to its storage location after you have finished cleaning the slot on the static charge eliminator.



# Copy Image Problems

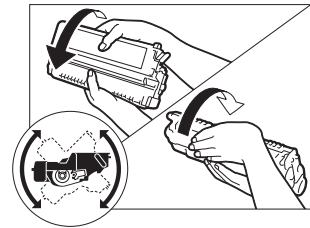
## If White Streaks Appear on Copies.....

The toner in the cartridge has run low. Please prepare a new cartridge. (See "Replacing and Storing the Cartridge," on p. 41.)



↑  
Paper feeding  
direction

Remove the cartridge from the copier. Hold the cartridge level and rock it several times at a 90° angle. Re-install the cartridge in the copier. (See p. 44.) Then, make a few test copies.



If the copies appear  
normal

If white streaks or light  
bands are still present

You can use the cartridge, however, a new one will be needed soon.

Replace the cartridge with a new one.  
(See p. 44.)

## If Copies Are Completely Black.....

Some possible causes and remedies:

- The platen glass cover or the platen glass is dirty and needs cleaning.  
For details about how to clean your copier, see "Routine Cleaning" on p. 55.
- Condensation has built up inside the copier.  
Under such conditions, allow at least two hours for the copier to adjust to room temperature before attempting to use it. (See "Handling Precautions," on p. 10.)
- The copier is installed in a location where the floor or foundation is unstable.  
(See "Installation Precautions," on p. 11.)

If, despite your efforts to correct these problems the copy image remains black, consult your Service representative.

## If Copies Are Too Dark/Light

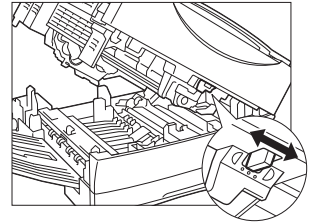
If copies are too dark or too light when the AE (Automatic Exposure Control) is set, adjust the copy exposure as described below.

### **Making Adjustment Using the Exposure Recalibration Switch**

The switch has three positions.

To make darker copies, move the switch to the right.

To make lighter copies, move the switch to the left.

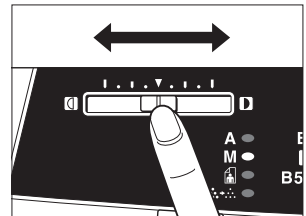


### **Making Adjustment Using the Copy Exposure Adjustment Lever (Manual Exposure Control)**

Press the Exposure Mode Select key to select Manual Exposure (M), Photo (☺) or Toner Saver (⋄⋄⋄). Adjust the copy exposure level by sliding the Exposure Adjustment lever. (See p. 33.)

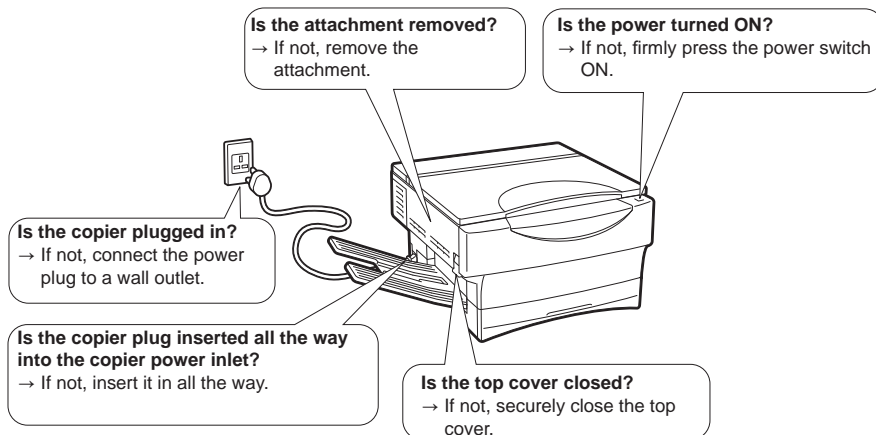
To make darker copies, move the lever to the right.

To make lighter copies, move the lever to the left.



## If the Copier Will Not Operate

(If the Power Does Not Turn ON)



# If Copies Are Completely Blank

(Copies Cannot Be Made).....

Check the Copy quantity/Copy ratio display.

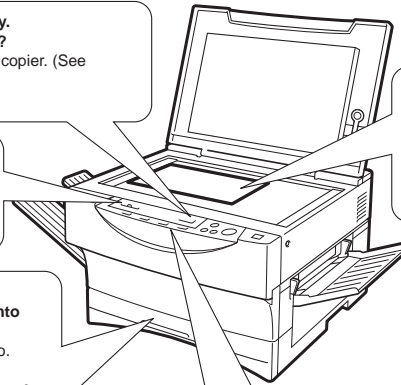
- Is  $\text{E}$  and a number flashing alternately?  
→ If so, there may be a malfunction with your copier. (See p. 50.)

Is the copy exposure adjusted correctly?

- If not, adjust the copy exposure. (See p. 33.)

Is there an original on the platen glass?

- If not, place the original to be copied on the platen glass.



Check the paper cassette.

- Is the paper cassette inserted completely into the main unit?

→ If not, insert the paper cassette as far as it will go. (See p. 20.)

If the paper cassette cannot be completely inserted into the copier, check the following:

- Was the copier's power switch accidentally turned OFF during copying?

→ If so, carry out the following procedure.

1. Turn the power switch ON.
2. Press the Start ( $\text{E}$ ) key.
3. When  $\text{E}$  flashes and  $\text{P}$  lights in the Copy quantity/Copy ratio display.
4. Insert the paper cassette as far as it will go.
5. Then press the Start ( $\text{E}$ ) key.

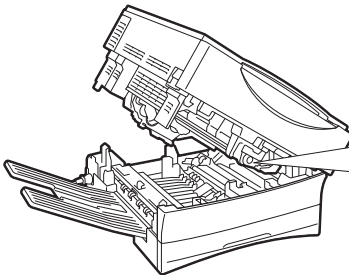
Check the control panel.

- Is the Paper Supply ( $\text{P}$ ) indicator flashing and  $\text{P}$  lit in the Copy quantity/Copy ratio display? (PC880)
- Is  $\text{P}$  lit in the Copy quantity/Copy ratio display? (PC860)

→ Load copy paper. (See p. 47.)

- If  $\text{V}$  flashes

→ Remove any jammed copy paper. (See p. 48.)



Is the cartridge installed in the copier?

→ If not, install the cartridge. (See p. 44.)

Is the sealing tape removed from the cartridge?

→ If not, remove the sealing tape from the cartridge. (See p. 45.)

## Condensation

If the copier is brought from the cold outdoors into a warm room, or if the room is rapidly heated, condensation may form inside the copier. This can adversely affect the quality of your copy images. When the copier is exposed to such conditions, allow at least two hours for the copier to adjust to room temperature before attempting to use it.

## If Your Copier Still Fails to Operate as Usual

If, after performing the above steps, the copier still does not operate normally or copy quality is poor, turn the power OFF, unplug the copier, and call your Service representative.

# Routine Cleaning

To ensure optimum copy quality, the platen glass, platen glass cover, copy tray, and multi-stack bypass (PC880)/single-sheet bypass (PC860) must be kept clean at all times.

Wipe each of these parts with a cloth dampened with water or a mild cleaning agent. Then, wipe with a dry cloth.

## ⚠ WARNING:

- Before cleaning, be sure to turn the power OFF and unplug the copier.
- Do not clean or wipe the copier with any flammable substances, such as rubbing alcohol, benzene or paint thinner. Doing so may cause damage to the copier, a fire or an electric shock.

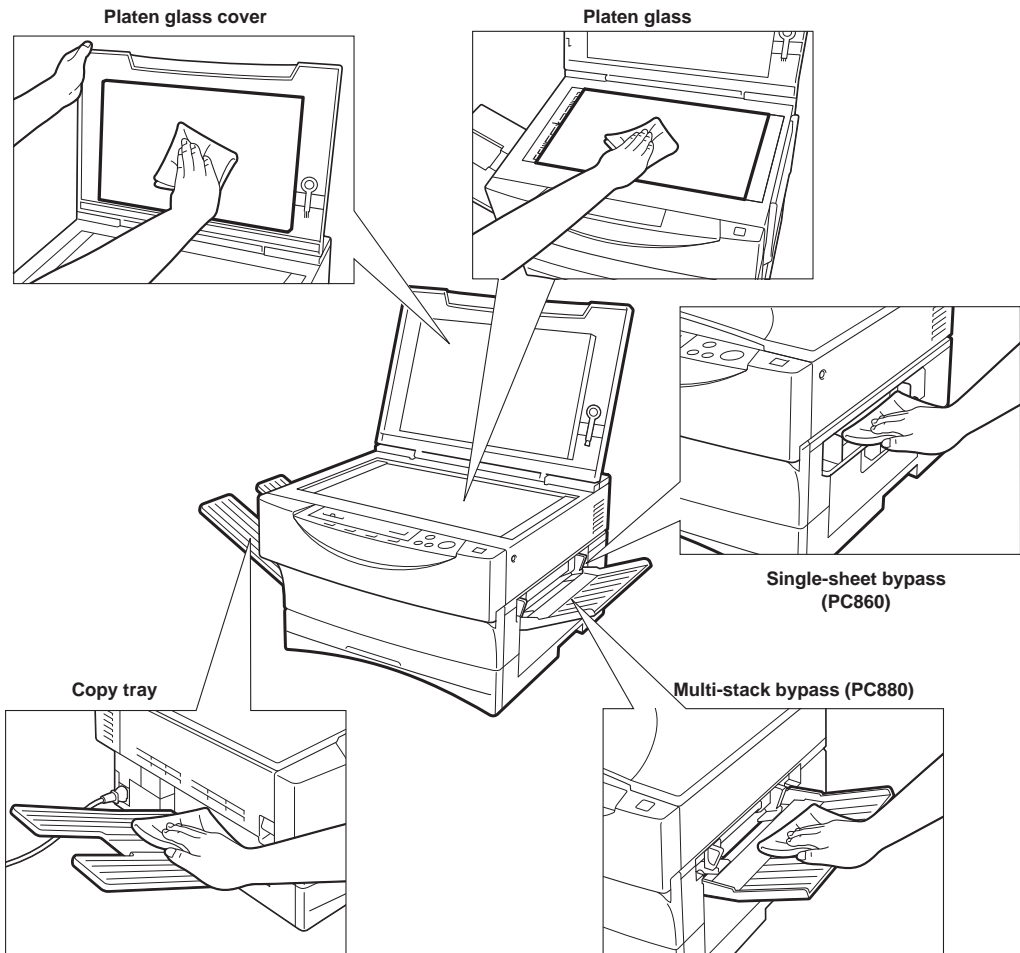
## ⚠ CAUTION:

- Unplug the power plug from the outlet at least once a year, and clean the area around the base of the plug's metal pins to ensure all dust is removed. If dust accumulates in this area, it may result in a fire.

## 🔧 REQUEST:

- Avoid lubricating the copier parts as there are lubricating oils that are unsuitable for use in this machine. Using an unsuitable oil may result in malfunction or damage to the copier.
- Only water or a mild cleaning agent should be used for cleaning.

Clean the external housing of the copier in the same way.



# Summary of Features

1. Type: Personal Desktop
2. Platen: Stationary
3. Photoconductive Material: Organic Photosensitive Conductor
4. Copying System: Indirect Electrostatic Transfer System
5. Developing System: Toner Projection System
6. Fixing System: Canon's RAPID Fusing System™
7. Acceptable Originals: Up to A4 size  
Sheets, books, and three-dimensional objects (up to 2 kg)
8. Acceptable Copy Stock: Cassette Feeding: 64 to 80 g/m<sup>2</sup>  
Multi-stack bypass, Single-sheet bypass: 52 to 128 g/m<sup>2</sup>  
Plain paper, transparencies\*, labels\*, coloured paper, card stock\*, and heavy paper\* (up to 128 g/m<sup>2</sup>)  
\* Asterisk indicate copy stocks that need to be fed through the Multi-stack bypass and Single-sheet bypass.
9. Copy Sizes: A4 to business card (51 mm × 88 mm)
10. Non-image Area: 2 mm at leading edge
11. Warm-up Time: 0 sec. (at room temperature of 20°C)
12. First Copy Time: 10 sec. [A4 size, 100%, Manual Exposure Control, Cassette Feeding]
13. Copy Speed: Direct: A4, A5 12 cpm  
Reduction: A4→A5 (70%) 12 cpm  
Enlargement: A5→A4 (141%) 10 cpm
14. Magnification: 1:1 ± 0.6%, 1:1.414, 1:1.154, 1:0.816, 1:0.707  
Zoom: 0.70 to 1.41 in 1% increments
15. Paper Feeding System: Cassette Feeding: 250 sheets × 1  
Multi-stack bypass: ■ PC880: 50 sheets; stack approx. 5 mm high  
Single-sheet bypass: ■ PC860: 1 sheet
16. Multiple Copies: 1 – 100
17. Power Requirements: 220-240 V AC, 50-60 Hz  
[Power requirements differ depending on the country in which you purchased the copier]
18. Power Consumption: 0.90 kW (max.)
19. Dimensions (W × D × H): 484 mm × 448 mm × 297 mm
20. Installation Space (W × D): ■ PC880: 800 mm × 448 mm  
[With copy tray attached and Multi-stack bypass extended]  
■ PC860: 694 mm × 448 mm [With copy tray attached]
21. Weight: ■ PC880: Approx. 19.5 kg (including the cartridge)  
■ PC860: Approx. 19.3 kg (including the cartridge)

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

For high-quality copies, we recommend using paper and transparencies recommended by Canon.

Some types of paper available at office supply stores may not be suitable for this copier.

If you have any questions about paper and transparencies, consult your dealer or Canon Customer Relations.

## Accessories and Consumables

### ● Accessories

- 1 Copy tray
- 1 Multi-stack bypass (PC880)
- 1 Power cord
- 1 Operator's Manual
- 1 Cartridge E16
- 1 Cassette
- 1 EWS Booklet
- 1 Installation Instructions Sheet
- 1 Warranty Card (UK)

### ● Consumables

- Copy stock (For details, consult your Service representative.)
- Cartridge



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