Canon

imageRUNNER
1750iF/1750/1740iF/1740
1730iF/1730

Sending and Facsimile Guide

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

ENG

imageRUNNER 1750iF/1750 1740iF/1740 1730iF/1730 Sending and Facsimile Guide

Manuals for the Machine

The manuals for this machine are organized as shown below. Please refer to them for detailed information.

Guides with this symbol are printed manuals.

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

- **Installation of the Machine**

Starter Guide	

- **Legal Notices**
- **Setup Instructions**

User's Guide	

- **Quick Reference for Basic Operations**

Easy Operation Guide	

- **Basic Operations**
- **Troubleshooting**

Reference Guide	CD-ROM

- **Copying Instructions**

Copying Guide	CD-ROM

- **Sending and Fax Instructions**

Sending and Facsimile Guide (This Document)	CD-ROM

- **Remote User Interface Instructions**

Remote UI Guide	CD-ROM

- **Network Connectivity**
- **Security Management**

System Settings Guide	CD-ROM

- **Windows Printer Driver Instructions**
- **Windows Fax Driver Instructions**
- **Color Network ScanGear Instructions**

Driver Software Guide	CD-ROM

- **USB Memory Media Printing Instructions**
- **PS/PCL/UFRII LT Printer Instructions**

Printer Guide	CD-ROM

- To view the manual in PDF format, Adobe Reader/Acrobat Reader/Acrobat is required. If Adobe Reader/Acrobat Reader/Acrobat is not installed on your system, please download it from the Adobe Systems Incorporated website (http://www.adobe.com).
- The machine illustration on the cover may differ slightly from your machine.

How This Manual Is Organized

Chapter 1   **Introduction to Send and Fax Functions**

Chapter 2   **Sending Documents**

Chapter 3   **Specifying the Scan Settings**

Chapter 4   **Specifying Destinations Easily and Quickly**

Chapter 5   **Receiving Documents**

Chapter 6   **Checking/Changing the Status of Documents in Memory**

Chapter 7   **Customizing the Machine's Settings**

Chapter 8   **Printing Communication Reports and Lists**

Chapter 9   **Troubleshooting**

Chapter 10   **Appendix**

Includes the specifications, glossary, and index.

Contents

Chapter 3   Specifying the Scan Settings

Chapter 4   Specifying Destinations Easily and Quickly

Chapter 5   Receiving Documents

Chapter 6   Checking/Changing the Status of Documents in Memory

Chapter 7   Customizing the Machine's Settings

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Preface

Thank you for purchasing the Canon imageRUNNER 1750iF/1750/1740iF/1740/1730iF/1730. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

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

🖐 IMPORTANT   Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

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

Keys Used in This Manual

The following table provides a few examples of how keys to be pressed are expressed in this manual:

	Keys	**Example**
Control Panel	Key icon + (Key Name)	⊛ (Additional Functions)
Touch Panel Display	[Key Name]	[OK], [Cancel], etc.
	[Key Icon]	[▼], [▲], etc.

Illustrations Used in This Manual

The machine illustrations used in this manual are those of the imageRUNNER 1750iF with the following optional equipment attached: Staple Finisher-H1 and Cassette Module-Y1 (triple-tiered).
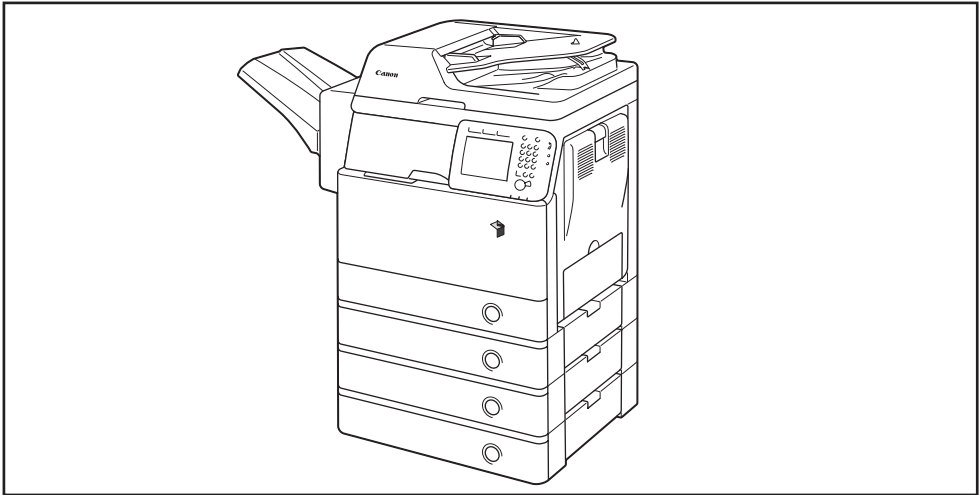
Displays Used in This Manual

Screen shots used in this manual may differ from actual displays depending on the machine configuration.

The keys to be pressed are marked with a ⬭, as shown below.

When multiple keys can be pressed, all of them will be marked. Select the keys best suited to your needs.
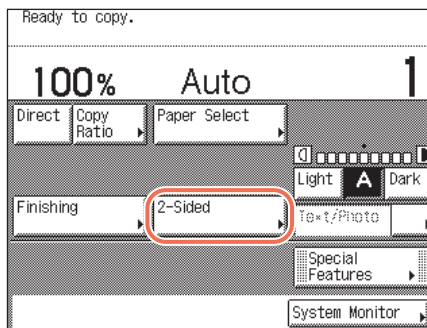
Abbreviations Used in This Manual

In this manual, product names are abbreviated as follows:

Microsoft Windows 2000 operating system:	Windows 2000
Microsoft Windows 2000 Professional operating system:	Windows 2000 Professional
Microsoft Windows XP Professional Edition operating system:	Windows XP Professional
Microsoft Windows XP operating system:	Windows XP
Microsoft Windows Vista operating system:	Windows Vista
Microsoft Windows 7 operating system:	Windows 7
Microsoft Windows 2000 Server operating system:	Windows 2000 Server
Microsoft Windows Server 2003 operating system:	Windows Server 2003
Microsoft Windows Server 2008 operating system:	Windows Server 2008
Microsoft Windows Server 2008 R2 operating system:	Windows Server 2008 R2
Microsoft Windows operating system:	Windows

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

Legal Notices

FCC (Federal Communications Commission)

This device complies with Part 15 of the FCC Rules.
Operation is subject to the following two conditions:

(1) This device may not cause harmful interference,

and

(2) this device must accept any interference received, including interference that may cause undesired operation.

This equipment has been tested and found to comply with the limits for a Class B digital device, pursuant to Part 15 of the FCC Rules. These limits are designed to provide reasonable protection against harmful interference in a residential installation. This equipment generates, uses, and can radiate, radio frequency energy and, if not installed and used in accordance with the instructions, may cause harmful interference to radio communications. However, there is no guarantee that interference will not occur in a particular installation. If this equipment does cause harmful interference to radio or television reception, which can be determined by turning the equipment OFF and ON, the user is encouraged to try to correct the interference by one or more of the following measures:

- Reorient or relocate the receiving antenna.

- Increase the separation between the equipment and receiver.

- Connect the equipment to an outlet on a circuit different from that to which the receiver is connected.

- Consult the dealer or an experienced radio/TV technician for help.

Use of shielded cables are required to comply with Class B limits in Subpart B of Part 15 of the FCC Rules.

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

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contact. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (http://www.usa.canon.com).

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Users in the U.S.A.

Preinstallation Requirements for Canon Facsimile Equipment

A. Location
Supply a suitable table, cabinet, or desk for the machine. See Chapter 7, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.

2. Order an RJ11-C telephone wall jack (USOC), which should be installed by the telephone company. If the RJ11-C wall jack is not present, telephone/facsimile operation is not possible.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

   DDD (Direct Distance Dial) line

   -or-

   IDDD (International Direct Distance Dial) line if you communicate overseas

✎ NOTE
Canon recommends an individual line following industry standards, i.e., 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The machine should be connected to a standard 120 volt AC, three-wire grounded outlet only.

Do not connect this machine to an outlet or power line shared with other appliances that cause "electrical noise." Air conditioners, electric typewriters, copiers, and machines of this sort generate electrical noise that often interferes with communications equipment and the sending and receiving of documents.

Connection of the Equipment

This equipment complies with Part 68 of the FCC rules and the requirements adopted by the ACTA. On the rear panel of this equipment is a label that contains, among other information, a product identifier in the format of US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

The REN (Ringer Equivalence Number) is used to determine the number of devices that may be connected to a telephone line. Excessive RENs on a telephone line may result in the devices not ringing in response to an incoming call. In most, but not all areas, the sum of the RENs should not exceed five (5.0). To be certain of the number of devices that may be connected to a line, as determined by the total RENs, contact the local telephone company. The REN for this product is part of the product identifier that has the format US:AAAEQ##TXXXX. The digits represented by ## are the REN without a decimal point (e.g., 10 is a REN of 1.0).

An FCC compliant telephone line cable and modular plug is provided with this equipment. This equipment is designed to be connected to the telephone network or premise wiring using a compatible modular jack that is Part 68 compliant.

This equipment may not be used on coin service provided by the telephone company. Connection to party lines is subject to state tariffs.

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide or the *Reference Guide*, disconnect the equipment from the telephone line cable and disconnect the power cord. The telephone line cable should not be reconnected or the main power switch turned ON until the problem is completely resolved. Users should contact their local authorized Canon Facsimile Service Dealer for the servicing of equipment.

If your equipment malfunctions, please contact your local authorized Canon dealer from whom you purchased the equipment (if under warranty), or with whom you have a servicing contract. If you are not sure who to contact, and have both purchased and are using the equipment in the U.S.A., please refer to the "SUPPORT" page on Canon U.S.A.'s Web site (http://www.usa.canon.com).

Rights of the Telephone Company
If this equipment imageRUNNER 1750iF/1750/1740iF/1740/1730iF/1730 causes harm to the telephone network, the telephone company may temporarily disconnect service. The telephone company also retains the right to make changes in facilities and services that may affect the operation of this equipment. When such changes are necessary, the telephone company is required to give adequate prior notice to the user. However, if advance notice is not possible, the telephone company will notify the customer as soon as possible. Also, the customer will be advised of his/her right to file a complaint with the FCC if he/she believes it is necessary.

⚠ **WARNING**

> **The Telephone Consumer Protection Act of 1991 makes it unlawful for any person to use a computer or other electronic device to send any message via a telephone facsimile machine unless such message clearly contains in a margin at the top or bottom of each transmitted page, or on the first page of the transmission, the date and time it is sent and an identification of the business or other entity, or other individual sending the message and the telephone number of the sending machine or such business, other entity, or individual.**
> **(The telephone number provided may not be a 900 number or any other number for which charges exceed local or long-distance transmission charges.)**

✎ NOTE

> To program this information into your machine, complete the procedure for registering your name, unit's telephone number, time, and date in Chapter 1 in this guide and Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*. (For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.)

Users in Canada

Preinstallation Requirements for Canon Facsimile Equipment

A. Location
Supply a suitable table, cabinet, or desk for the machine. See Chapter 7, "Appendix," in the *Reference Guide* for specific dimensions and weight.

B. Order Information

1. A single telephone line (touch-tone or rotary) should be used.

2. Order a CA11A modular jack which should be installed by the telephone company. If the CA11A jack is not present, installation cannot occur.

3. Order a normal business line from your telephone company's business representative. The line should be a regular voice grade line or an equivalent one. Use one line per unit.

   DDD (Direct Distance Dial) line

   -or-

   IDDD (International Direct Distance Dial) line if you communicate overseas

> Canon recommends an individual line following industry standards, i.e., 2500 (touch-tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX (Private Branch eXchange) unit without "Call Waiting" can be used with your facsimile unit. Key telephone systems are not recommended because they send nonstandard signals to individual telephones for ringing and special codes, which may cause a facsimile error.

C. Power Requirements

The power outlet should be a three-prong grounded receptacle (Single or Duplex). It should be independent from copiers, heaters, air conditioners, or any electric equipment that is thermostatically controlled. The rated value is 115 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

- This product meets the applicable Industry Canada technical specifications.

- The Ringer Equivalence Number is an indication of the maximum number of devices allowed to be connected to a telephone interface. The termination of an interface may consist of any combination of devices subject only to the requirement that the sum of the RENs of all the devices does not exceed five.

- The REN of this product is 1.0.

- Before installing this equipment, users should ensure that it is permissible to be connected to the facilities of the local telecommunications company. The equipment must also be installed using an acceptable method of connection. In some cases, the company's inside wiring associated with a single line individual service may be extended by means of a certified connector assembly (telephone extension cord). The customer should be aware that compliance with the above conditions may not prevent deterioration of service in some situations.

- Repairs to certified equipment should be made by an authorized Canadian maintenance facility designated by the supplier. Any repairs or alterations made by the user to this equipment, or equipment malfunctions, may give the telecommunications company cause to request the user to disconnect the equipment.

- Users should ensure for their own protection that the electrical ground connections of the power utility, telephone lines, and internal metallic water pipe system, if present, are connected together. This precaution may be particularly important in rural areas.

⚠ **CAUTION**

> **Users should not attempt to make such connections themselves, but should contact the appropriate electric inspection authority, or electrician, as appropriate.**

✏ NOTE

> This equipment complies with the Canadian ICES-003 Class A limits.

Utilisation au Canada

Conditions à Remplir Préalablement à L'installation d'un Télécopieur Canon

A. Emplacement

Prévoir une table, un meuble, ou un bureau suffisamment solide et de taille appropriée (voir le chapitre 7, Annexe (Appendix), du *Guide de référence* (*Reference Guide*) pour les indications de poids et dimensions).

B. Installation téléphonique

1. Une seule ligne téléphonique (tonalités ou impulsions) doit être utilisée.

2. Il faut commander un jack modulaire CA11A qui sera installé par la compagnie téléphonique. Sans ce jack, la mise en place serait impossible.

3. Si vous vous abonnez à une nouvelle ligne, demandez une ligne d'affaires normale de qualité téléphonique courante ou équivalente. Prenez un abonnement d'une ligne par appareil.

   Ligne automatique interurbaine

   ou

   Ligne automatique internationale
   (si vous communiquez avec les pays étrangers)

📝 NOTE

Canon vous conseille d'utiliser une ligne individuelle conforme aux normes industrielles, à savoir: ligne téléphonique 2500 (pour appareil à clavier) ou 500 (pour appareil à cadran/impulsions). Il est également possible de raccorder ce télécopieur à un système téléphonique à poussoirs car la plupart de ces systèmes émettent des signaux d'appel non normalisés ou des codes spéciaux qui risquent de perturber le fonctionnement du télécopieur.

C. Condition d'alimentation

Raccordez le télécopieur à une prise de courant plus terre à trois branches, du type simple ou double, et qui ne sert pas à alimenter un copieur, un appareil de chauffage, un climatiseur ou tout autre appareil électrique à thermostat. L'alimentation doit être de 115 volts et 15 ampères. Pour faciliter l'installation, le jack CA11A doit être assez proche de la prise de courant.

Remarques

- Le présent matériel est conforme aux spécifications techniques applicables d'Industrie Canada.

- L'indice d'équivalence de la sonnerie (IES) sert à indiquer le nombre maximal de terminaux qui peuvent être raccordés à une interface téléphonique. La terminaison d'une interface peut consister en une combinaison quelconque de dispositifs, à la seule condition que la somme d'indices d' équivalence de la sonnerie de tous les dispositifs n'excède pas 5.

- Le nombre d'équivalents sonnerie (REN) de ce produit est 1.0.

- Avant d'installer cet appareil, l'utilisateur doit s'assurer qu'il est permis de le connecter à l'équipement de la compagnie de télécommunication locale et doit installer cet appareil en utilisant une méthode de connexion autorisée. Il se peut qu'il faille étendre la circuiterie intérieure de la ligne individuelle d'abonné, qui a été installée par la compagnie, au moyen d'un jeu de connecteurs homologués (rallonge téléphonique). L'attention de l'utilisateur est attirée sur le fait que le respect des conditions mentionnées cidessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.
- Les réparations sur un appareil certifié doivent être faites par une société d'entretien canadienne autorisée par le Gouvernement canadien et désignée par le fournisseur. Toute réparation ou modification que pourrait faire l'utilisateur de cet appareil, ou tout mauvais fonctionnement, donne à la compagnie de télécommunication le droit de débrancher l'appareil.
- Pour sa propre protection, l'utilisateur doit s'assurer que les prises de terre de l'appareil d'alimentation, les lignes téléphoniques et les tuyaux métalliques internes, s'il y en a, sont bien connectés entre eux. Cette précaution est particulièrement importante dans les zones rurales.

⚠ **CAUTION**

Au lieu d'essayer de faire ces branchements eux-mêmes, les utilisateurs sont invités à faire appel à un service d'inspection faisant autorité en matière d'électricité ou à un électricien, selon le cas.

✎ NOTE

Respecte les limites de la classe A de la NMB-003 du Canada.

Super G3

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

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

Introduction to Send and Fax Functions

1

CHAPTER

This chapter describes information you should know before using Send and Fax functions and provides an overview of their main features.

Overview of Send and Fax Functions

This machine enables you to scan documents and send them via e-mail, I-fax, and fax, or to a file server or USB memory media device. You can also send documents to multiple destinations simultaneously using various sending methods, such as e-mail and I-fax.
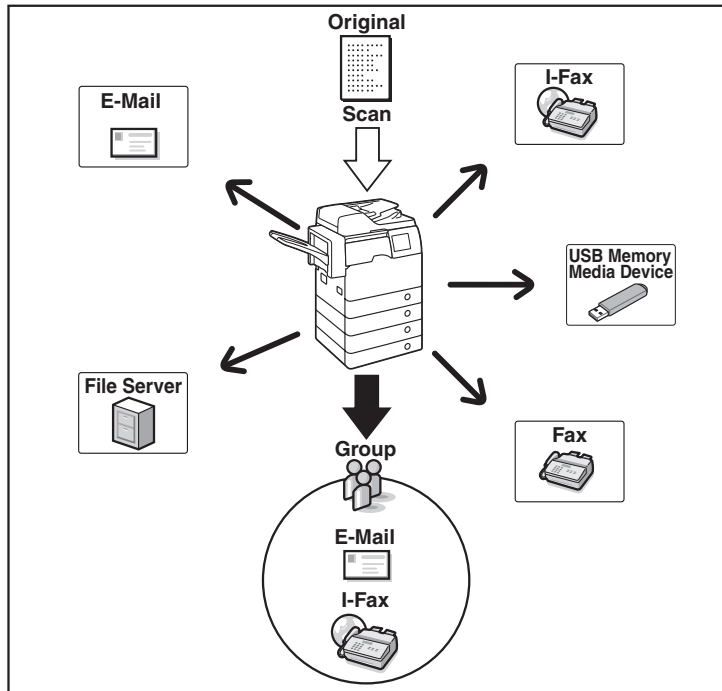
■ **E-mail**

Sends scanned documents to an e-mail application. Scanned documents are converted to file formats such as TIFF and are transmitted as an e-mail attachment to the recipient's e-mail application.

■ **I-fax**

Sends fax documents over the network. Scanned documents are converted to TIFF format and are transmitted as an e-mail attachment to the recipient's I-fax compatible machine. Regardless of the distance and area, I-fax helps you to reduce transmission costs by making transactions via the Internet.

■ **File server**

Sends scanned documents to a file server. Scanned documents are converted to file formats such as TIFF and are transmitted to the specified file server.

■ **USB memory media device**

Stores scanned documents in a USB memory media device. Scanned documents are converted to file formats such as TIFF and are transmitted directly to the USB memory media device connected to the machine.

🖐 IMPORTANT

To store scanned documents in a USB memory media device, set Use Scan to Memory Media in Memory Media Settings to 'On'. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

■ **Fax**

Sends scanned documents as faxes.

🖐 IMPORTANT

To use the Fax function with the imageRUNNER 1750/1740/1730, the optional Super G3 Fax Board-AJ1 is required.

Keys and Functions

Whenever using Send and Fax functions, you need to press ⬜ ◁ ⬜ (SEND) first to switch the screen shown below, called the top screen (Send). The top screen (Send) that is displayed varies depending on the optional Super G3 Fax Board-AJ1 (standard equipped for the imageRUNNER 1750iF/1740iF/1730iF) installed and the settings specified, as shown below.

■ **If the Super G3 Fax Board-AJ1 is attached to the machine**
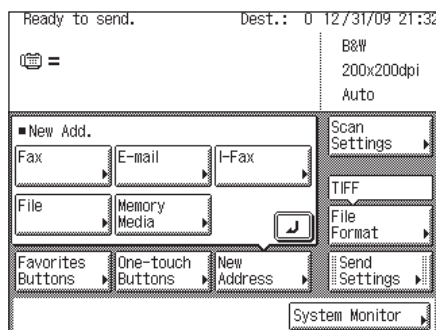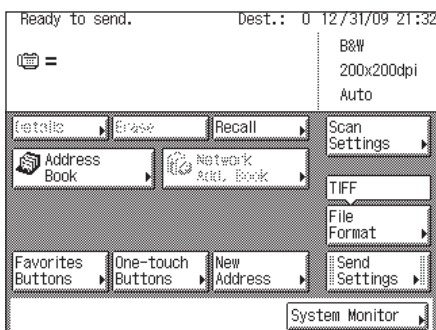
■ If the Super G3 Fax Board-AJ1 is not attached to the machine
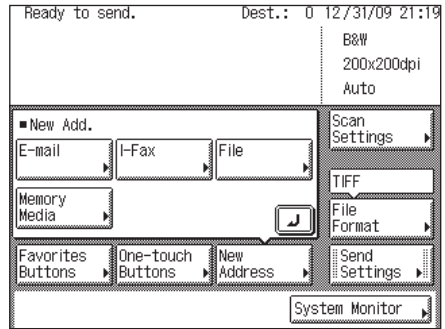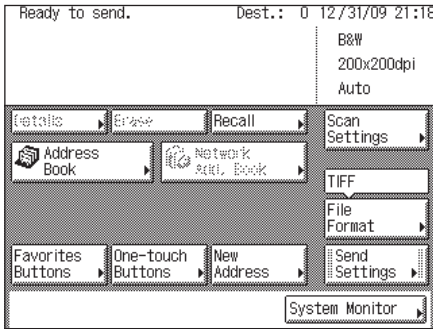
■ If Authentication at Send is activated

[Send Mail To Self] and [Send File To Self] appear when you press [New Address]. You can press [Send Mail To Self] and [Send File To Self] to specify your e-mail address and your computer folder as the destination. (See "Sending Documents to Your E-Mail Address Using Authentication at Send," on p. 2-39 and "Sending Documents to Your Folder Using Authentication at Send," on p. 2-40.) The screen below shows the top screen (Send) with the Super G3 Fax Board-AJ1 attached to the machine.
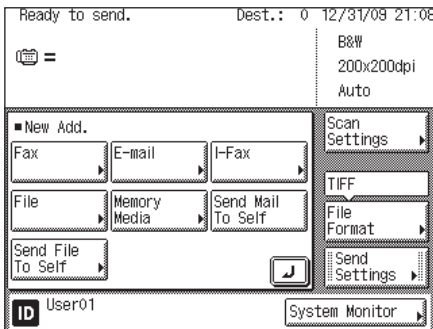
✎ NOTE

[Memory Media] is displayed only if Use Scan to Memory Media in Memory Media Settings is set to 'On'. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

The names and functions of the keys on the top screen (Send) are described
below.
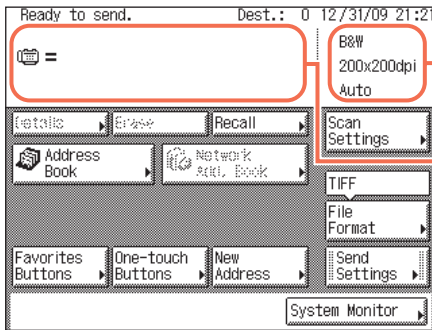
Displays the current scan settings.

Displays a list of destinations.

Scan Settings ▶	→ **See Chapter 3, "Specifying the Scan Settings."**

Press to configure the scan settings for the document you are sending. You can set the document type (color or black & white, document size, two-sided original, and different size originals), resolution, density, and image quality.

File Format ▶	→ **See "Specifying the File Format," on p. 3-20.**

Press to select the file format of the document you are going to send (<B&W>: TIFF, PDF, and PDF (OCR)*; <Color: JPEG, PDF, PDF (Compact), PDF (OCR)*, and PDF (Compact+OCR)*). This gives you the freedom to send documents in a manner that is suited to the purpose of the document, as well as the recipient's document handling environment.
*Available only when the Color Send Searchable PDF Kit-E1 (optional for the imageRUNNER 1750/1740/1730) is activated.

Send Settings ▶	→ **See "Basic Sending Methods," on p. 2-2.**

Press to set the send settings. You can specify various settings, such as setting the time to send a document and entering a subject for an e-mail or an I-fax.
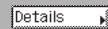
Details ▶	→ **See "Basic Sending Methods," on p. 2-2.**

Press to check or change the destination information selected from the destination list.
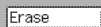
Erase	→ **See "Basic Sending Methods," on p. 2-2.**

Press to delete the destination displayed in the destination list.

Recall ▶	→ **See "Job Recall," on p. 4-51.**

Press to recall previously set send jobs, including the destinations, scan settings, and send settings.

Introduction to Send and Fax Functions

1

`Address Book` → **See "Using the Address Book," on p. 4-24.**

Press to select a destination from the Address Book, or to search for a destination registered in the Address Book.

`Network Add. Book` → **See "Specifying Addresses via an LDAP Server," on p. 4-55.**

Press to search for addresses stored on LDAP (Lightweight Directory Access Protocol) servers on the network and use them as recipients for send jobs.

`Favorites Buttons` → **See "Using the Favorites Buttons," on p. 4-45.**

Press to recall the destinations and settings stored in a favorites button.

`One-touch Buttons` → **See "Using the One-Touch Buttons," on p. 4-35.**

Press to recall the destinations stored in a one-touch button.

`New Address` → **See "Basic Sending Methods," on p. 2-2.**

Press to specify a destination not stored in the Address Book. If Authentication at Send is activated, you can easily specify your e-mail address and your computer folder as destination. (See "Sending Documents to Your E-Mail Address Using Authentication at Send," on p. 2-39 and "Sending Documents to Your Folder Using Authentication at Send," on p. 2-40.)

`System Monitor` → **See Chapter 6, "Checking/Changing the Status of Documents in Memory."**

Press to check the status or details of a send or receive job, or to cancel a job.

Before Using Send and Fax Functions

The actions you need to take before using the machine depend on the functions you are using. Before using Send and Fax functions, check the list included in Chapter 2, "Before You Start Using the Machine," in the *User's Guide* and take the required steps.

This section focuses on the setting registrations and procedures that must be done before sending and receiving faxes.

According to recent amendments to the FCC (Federal Communications Commission) rules governing the use of facsimile equipment in the United States, the following sender information must be printed on every facsimile transmission:

- Your fax number
- Your personal name or company name
- Date and time of transmission

■ Setting the Telephone Line Type

To set the type of telephone line connected to the machine, check whether it is a rotary dial (rotary pulse) or a touch-tone type, and then make the correct setting. (See "Selecting the Type of Telephone Line," on p. 1-8.)

■ Registering the Sending Record

The sending record is printed at the top of every document you send to the recipient.

The registered information is printed, as shown below. Depending on the model of the machine at the receiving side, this information may appear on the display while communication is taking place.
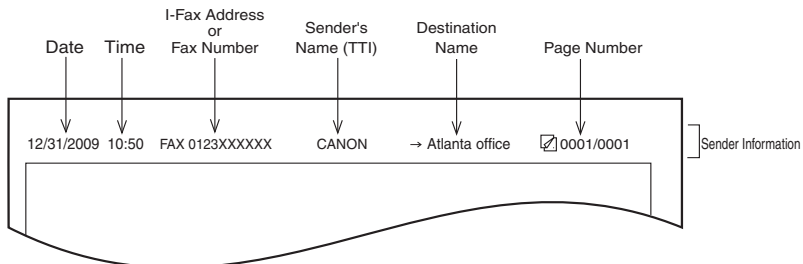
- Date and Time
  - The date and time of the transmission are recorded. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

- I-Fax Address or Fax Number
  - Your machine's I-fax address or fax number is recorded. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide,* and "Registering Your Machine's Fax Number," on p. 1-10.)
- Sender's Name (TTI (Transmit Terminal Identification))
  - When you send fax documents, the name registered as the unit name is recorded. (See "Registering the Unit Name," on p. 1-11.)
- Destination Name
  - If you use the Address Book to specify the destination when you send I-fax documents, the register name is recorded. (See "Registering the Address Book," on p. 4-3.)
- Page Number
  - The current page number out of the total number of pages of the original is recorded.

🖐 IMPORTANT

- If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly.
- If you decide to switch the display language, set Language Switch in Common Settings to 'On' before entering characters.
  If Language Switch is set to 'Off', and then you set it to 'On' after entering characters, the characters may not be displayed correctly. In this case, re-enter the characters after setting Language Switch to 'On', or enter characters with Language Switch set to 'Off'.

✐ NOTE

If the machine is set so that the sending record is printed at the top of the recording paper, and not all of the items are registered, only the required registered items and the total number of original pages are printed. However, when using the Direct Sending mode, the total number of original pages is not printed.

Selecting the Type of Telephone Line

Set the type of telephone line that is connected to the machine.

If you are not sure what type of telephone line you have, check with your local telephone company. To operate the Fax function, you must know whether the machine is connected to a touch-tone or rotary pulse telephone line. The machine can be set to operate with either type of telephone line.

If this setting is incorrect, you will not be able to communicate with other machines.

✐ NOTE

The default setting is 'Tone'.

1 **Press ⊛ (Additional Functions).**

The Additional Functions menu appears.

2

Select an Additional Functions feature.

Common Settings ▶	Copy Settings ▶
Timer Settings ▶	Communications Settings ▶
Adjustment/ Cleaning ▶	Printer Settings ▶
Report Settings ▶	Address Book Settings ▶
System Settings ▶	Done ↲

System Monitor ▶

Press [Communications Settings].

3

Select a Custom Fax Settings feature.

■ Common Settings   ■ Fax Settings

TX Settings ▶	User Settings ▶
RX Settings ▶	TX Settings ▶
	RX Settings ▶

Done ↲

System Monitor ▶

Press [User Settings] under <Fax Settings>.

4

[User Settings]

Unit Telephone #
▶

Tel Line Type
▶ Tone   ▶

1/1   ▽   △   Done ↲

System Monitor ▶
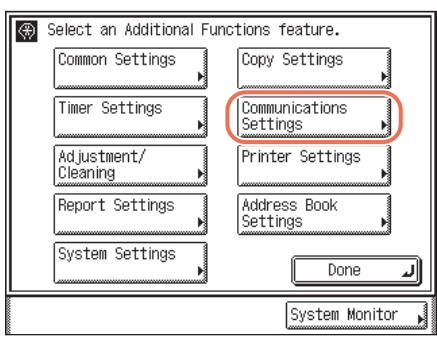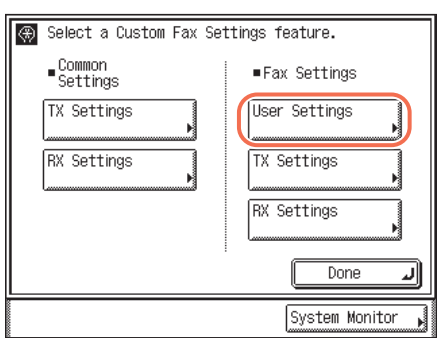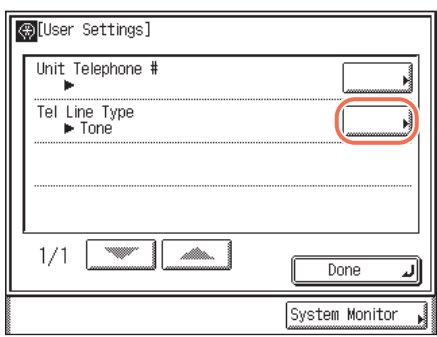
Press [Tel Line Type].
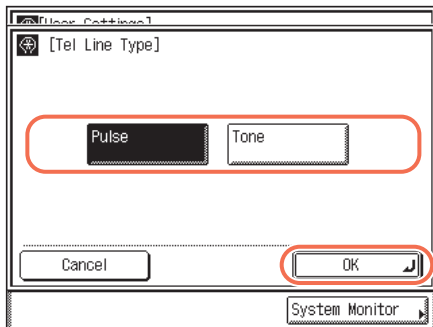
5   Select the type of telephone line → press [OK].

If you do not know the telephone line type, call your telephone service provider for details.

6   Press $\boxed{\nearrow}$ (Reset) to return to the top screen.

Registering Your Machine's Fax Number

You must store your machine's fax number. This number is printed on the top of every document you send to the recipient.

Your machine's telephone number may also be displayed on the touch panel display of the recipient's machine, depending on their type of machine.

1   Press ⊛ (Additional Functions) → [Communications Settings] → [User Settings] under <Fax Settings>.

For help, see steps 1 to 3 in "Selecting the Type of Telephone Line," on p. 1-8.
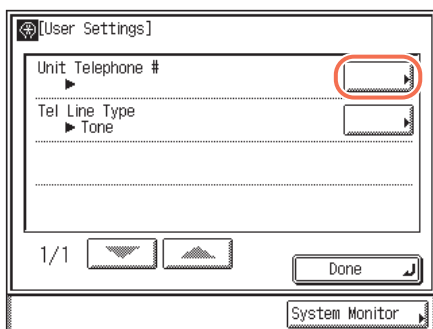
2   Press [Unit Telephone #].

3
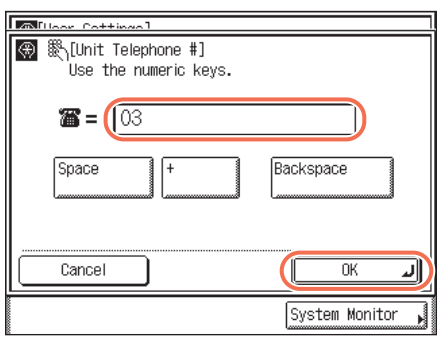
Enter the unit's telephone number (up to 20 digits) using ⓪ - ⑨ (numeric keys) → press [OK].

In this step the following keys are also available as necessary.

[Space]: Press to insert a space between numbers.

[+]: Press to insert a "+" sign between the country code and fax number.

[Backspace]: Press to delete the number immediately to the left of the cursor.

📎 NOTE

If you make a mistake when entering the number, press Ⓒ (Clear) → enter the correct number.

4 Press ⟨⌿⟩ (Reset) to return to the top screen.

Registering the Unit Name

Your name or company name must be registered as the unit name.

When you send a document via e-mail, I-fax, or fax, the unit name that you registered is displayed or printed as the sender information at the recipient's machine.

- When you send a document via e-mail, the registered unit name is displayed in the From field on the recipient's e-mail application. If the unit name is not registered, the e-mail address of the machine is displayed in the From field.
- When you send a document via I-fax, the registered unit name and the e-mail address of the machine are printed in the From field of the recording paper of the recipient's I-fax machine. If the unit name is not registered, only the e-mail address of the machine is printed in the From field.
- When you send a document via fax, the registered unit name is printed at the top of the recording paper of the recipient's machine.

✎ **NOTE**

- You can register only one unit name.
- If User ID Management is set to 'On' and Authentication at Send is not activated when you send e-mails or I-faxes, the user name and the e-mail address of the login user are used as the sender information, instead of the unit name:
  - When you send e-mails, the user name of the login user is displayed in the From field on the recipient's e-mail application. If the user name is not registered, the e-mail address of the login user is displayed in the From field.
  - When you send I-faxes, the Sender field is printed at the recipient's I-fax machine, as well as the From field. In the Sender field, the user name and the e-mail address of the login user are printed. If the user name is not registered, only the e-mail address is printed in the Sender field.
- If Authentication at Send is activated with [Specify LDAP authentication user address as the sender name] selected when you send e-mails or I-faxes, the e-mail address of the user logging in to Authentication at Send is used as the sender information, instead of the unit name. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
  - When you send e-mails, the e-mail address of the login user is displayed in the From field on the recipient's e-mail application.
  - When you send I-faxes, the Sender field is printed at the recipient's I-fax machine, as well as the From field. In the Sender field, the e-mail address of the login user is printed.
- For instructions on how to register the e-mail address of the machine, see Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.
- For instructions on how to register the user name and the e-mail address of a login user, see Chapter 3, "Specifying Department ID and User Management," in the *Remote UI Guide*.

---

1 Press ⊛ (Additional Functions) → [Communications Settings].

For help, see steps 1 and 2 in "Selecting the Type of Telephone Line," on p. 1-8.

2
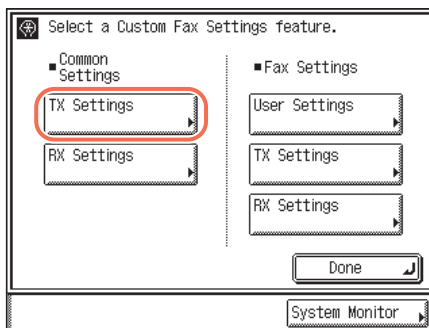
Press [TX Settings] under <Common Settings>.

3
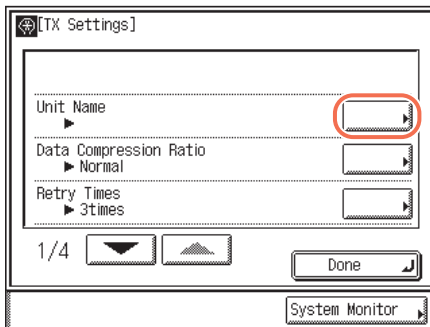
Press [Unit Name].

4
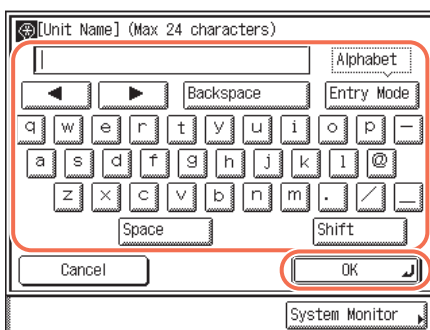
Enter the unit name (up to 24 characters) using the on-screen keyboard → press [OK].

🖐 IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

📝 NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- To delete all of the entered characters, press Ⓒ (Clear).

5 **Press [⟋] (Reset) to return to the top screen.**

Sending Documents

2

CHAPTER

This chapter describes the procedure for sending documents, as well as some additional transmission features.

Basic Sending Methods

This section describes the basic procedures for sending documents via e-mail, I-fax, and fax, or to a file server or USB memory media device.

✋ IMPORTANT

IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

Sending an E-Mail Message

This machine enables you to send scanned documents to an e-mail application. Scanned documents are converted to file formats such as TIFF and are transmitted as an e-mail attachment to the recipient's e-mail application.
Follow the procedure below to send e-mails.

1 Press [✒] (SEND) → place your originals.

✐ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authentication at Send," on p. 2-36.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
  - <Enter the Department ID and Password using the numeric keys.>
  - <You must insert a control card.>
  - <Enter the User ID and Password.>

2

Sending Documents

2

Ready to send.   Dest.: 0 12/31/09 21:33

```
📠 =
```
B&W
200x200dpi
Auto

■ New Add.

Fax	E-mail	-Fax	Scan Settings ▶
File	Memory Media ▶	↵	TIFF File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶

System Monitor ▶
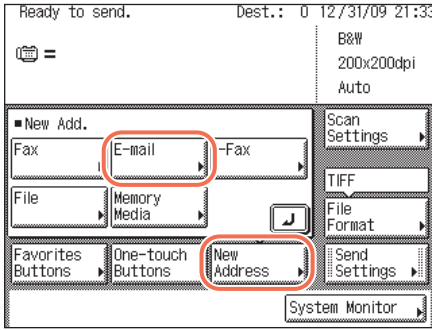
Press [New Address] → [E-mail].

✎ NOTE

If E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', [E-mail] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
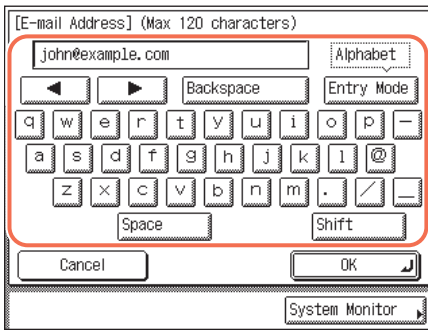
3

[E-mail Address] (Max 120 characters)

```
john@example.com                    Alphabet
◄      ►    Backspace              Entry Mode
q  w  e  r  t  y  u  i  o  p  _
a  s  d  f  g  h  j  k  l  @
z  x  c  v  b  n  m  .  /  _
        Space              Shift
Cancel                      OK  ↵
```
System Monitor ▶

Enter the e-mail address (up to 120 characters) using the on-screen keyboard.

✎ NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

4

[E-mail Address] (Max 120 characters)

```
john@example.com                    Alphabet
◄      ►    Backspace              Entry Mode
q  w  e  r  t  y  u  i  o  p  _
a  s  d  f  g  h  j  k  l  @
z  x  c  v  b  n  m  .  /  _
        Space              Shift
Cancel                      OK  ↵
```
System Monitor ▶

Press [OK].

The specified destination appears on the top screen.

Sending Documents

Basic Sending Methods   **2-3**

● If you want to check or change the specified destination:

❑ Press [Details].

❑ Check or change the destination's information → press [OK].

The display returns to the top screen.

● If you want to delete the specified destination:

❑ Press [Erase].

The specified destination is deleted from the destination list.

5
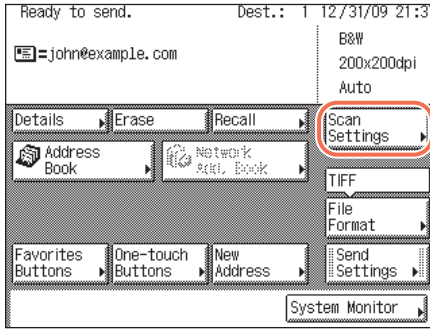
Ready to send.　　　　　Dest.: 1　12/31/09 21:37

🔳=john@example.com

B&W
200x200dpi
Auto

Details ▶	Erase	Recall ▶	Scan Settings ▶
Address Book ▶	Network Add. Book		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶

System Monitor ▶

Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

6

Ready to send.　　　　　Dest.: 1　12/31/09 21:38

🔳=john@example.com

B&W
200x200dpi
Auto

Details ▶	Erase	Recall ▶	Scan Settings ▶
Address Book ▶	Network Add. Book		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶

System Monitor ▶

Press [Send Settings].

7

[Send Settings]

Delayed Send ▶		Direct
🔳📧 📄	Document Name ▶	
🔳📧	Subject ▶	
🔳📧	Message ▶	

1/2　▼　▲　　Done ↵

System Monitor ▶

Specify the send settings you require → press [Done].

Press [▼] or [▲] to scroll to the desired setting if it is not displayed.

The settings listed below can be specified to suit your needs. Documents can be sent to the specified destination regardless of whether any of these settings specified.

[Document Name]: Sets the name of the document that you want to send. You can enter up to 24 characters for the document name.

[Subject]: Sets the subject of the e-mail message. You can enter up to 40 characters for the subject.
If you do not enter a subject, the default subject set in <Default Subject> is used. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

[Message]:	Sets the message body text. You can enter up to 140 characters for the message. A hard return is counted as one character.
[Reply-to]:	Sets the reply-to address. When you press [Reply-to], e-mail addresses stored in the Address Book appear. Select one address from the Address Book as the reply-to address. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24. E-mail addresses must be stored in the Address Book beforehand. (See "Registering the Address Book," on p. 4-3.)
[E-mail Priority]:	Sets the priority for your e-mail message. Press the E-mail Priority drop-down list ➞ select the desired priority setting.

✎ NOTE

- [Delayed Send] also can be specified as necessary. For more information, see "Specifying the Time to Start Sending (Delayed Send)," on p. 2-44.
- When you are sending documents, each page is sent as a separate image attached to an e-mail message, and the extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the e-mail message is generated based on the date and time (year, month, day, hour, minute, second) and four digits that signify the page number of the image.
  Example: date and time_0001.tif
  If you specify the Document Name setting in this step or set <Add user name to Send Document Name> in User ID Management to 'On', the file name prefix is assigned as follows:
  - If you specify the Document Name setting:
    The document name specified in Document Name comes first as the file name prefix.
    Example: document name_date and time_0001.tif
  - If you set <Add user name to Send Document Name> in User ID Management to 'On':
    The user ID entered when you log in to the machine comes first as the file name prefix.
    Example: user ID_date and time_0001.tif
  - If you specify the Document Name setting and set <Add user name to Send Document Name> in User ID Management to 'On':
    The document name specified in Document Name and the user ID entered when you log in to the machine comes first as the file name prefix.
    Example: document name_user ID_date and time_0001.tif
- For instructions on how to set <Add user name to Send Document Name> in User ID Management to 'On', see Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.

8 Press ⓘ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓢ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓘ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

🖐 IMPORTANT
- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⓘ (Start). Specify the size of the original manually → press [OK].
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⓘ (Start). (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

Sending an I-Fax

Internet fax (I-fax) enables you to send fax documents over the network. Scanned documents are converted to TIFF format and are transmitted as an e-mail attachment to the recipient's I-fax compatible machine. Regardless of the distance and area, I-fax helps you to reduce transmission costs by making transactions via the Internet.
Follow the procedure below to send I-faxes.

📝 NOTE
If you are sending a document to an I-fax address, the following conditions are always selected:
- Paper Size: LTR
  This is because the sender does not know whether the recipient's machine can receive sizes other than LTR. Originals larger than LTR are reduced to LTR size.
- File Format: TIFF
- Color Mode: B&W
- Resolution: 200×100 dpi or 200×200 dpi

1 Press [≪] (SEND) → place your originals.

✎ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authentication at Send," on p. 2-36.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
  - <Enter the Department ID and Password using the numeric keys.>
  - <You must insert a control card.>
  - <Enter the User ID and Password.>

2
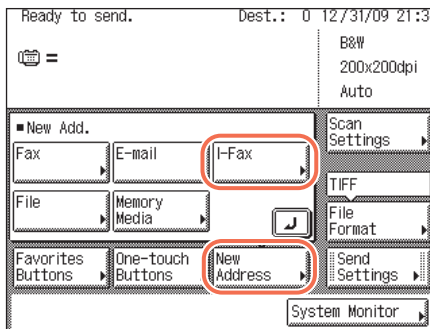
Press [New Address] → [I-Fax].

✎ NOTE

If E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', [I-Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3

Enter the I-fax address (up to 120 characters) using the on-screen keyboard.

✎ NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

4

[I-Fax Address] (Max 120 characters)

jane@example.com

Alphabet

| ◄ | ► | Backspace | Entry Mode |

q w e r t y u i o p –

a s d f g h j k l @

z x c v b n m . / _

| Space | | Shift |

| Cancel | | OK ↵ |

System Monitor ▶

Press [OK].

The specified destination appears on the top screen.

● **If you want to check or change the specified destination:**

❑ Press [Details] → check or change the destination's information → press [OK].
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

● **If you want to delete the specified destination:**

❑ Press [Erase].
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

5

Ready to send.   Dest.: 1 12/31/09 22:03

📠=jane@example.com

B&W
200x200dpi
Auto

Details ▶	Erase	Recall ▶	Scan Settings ▶
Address Book ▶	Network Add. Book ▶		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶

System Monitor ▶

Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

6

Ready to send.   Dest.: 1 12/31/09 22:03

📠=jane@example.com

B&W
200x200dpi
Auto

Details ▶	Erase	Recall ▶	Scan Settings ▶
Address Book ▶	Network Add. Book ▶		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶

System Monitor ▶

Press [Send Settings].

7

Specify the send settings you require → press [Done].

Press [▼] or [▲] to scroll to the desired setting if it is not displayed.

The settings listed below can be specified to suit your needs. Documents can be sent to the specified destination regardless of whether any of these settings specified.

[Document Name]: Sets the name of the document that you want to send. You can enter up to 24 characters for the document name.

[Subject]: Sets the subject of the I-fax documents. You can enter up to 40 characters for the subject.
If you do not enter a subject, the default subject set in <Default Subject> is used. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

[Message]: Sets the message body text. You can enter up to 140 characters for the message. A hard return is counted as one character.

[Reply-to]: Sets the reply-to address. When you press [Reply-to], e-mail addresses stored in the Address Book appear. Select one address from the Address Book as the reply-to address. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
E-mail addresses must be stored in the Address Book beforehand. (See "Registering the Address Book," on p. 4-3.)

📎 NOTE

- [Delayed Send] also can be specified as necessary. For more information, see "Specifying the Time to Start Sending (Delayed Send)," on p. 2-44.
- When you are sending documents, each page is sent as a separate TIFF image attached to the I-fax. The file name prefix of the image attached to the I-fax is generated based on the date and time (year, month, day, hour, minute, second) and four digits that signify the page number of the image.
Example: date and time_0001.tif
If you specify the Document Name setting in this step or set <Add user name to Send Document Name> in User ID Management to 'On', the file name prefix is assigned as follows:
- If you specify the Document Name setting:
The document name specified in Document Name comes first as the file name prefix.
Example: document name_date and time_0001.tif

- If you set <Add user name to Send Document Name> in User ID Management to 'On':
  The user ID entered when you log in to the machine comes first as the file name prefix.
  Example: user ID_date and time_0001.tif
- If you specify the Document Name setting and set <Add user name to Send Document Name> in User ID Management to 'On':
  The document name specified in Document Name and the user ID entered when you log in to the machine comes first as the file name prefix.
  Example: document name_user ID_date and time_0001.tif

- For instructions on how to set <Add user name to Send Document Name> in User ID Management to 'On', see Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.

8 Press ⊙ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⊚ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊙ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

⊞ IMPORTANT
- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⊙ (Start). Specify the size of the original manually → press [OK].
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⊙ (Start). (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

Sending a Document to a File Server

This machine enables you to send scanned documents to a file server. Scanned documents are converted to file formats such as TIFF and are transmitted to the specified file server.
Follow the procedure below to send documents to a file server.

⊞ IMPORTANT
The number of users or clients that can access a server running Windows 2000/XP/Vista/7/Server 2003/Server 2008 is limited. After this number of users or clients is reached, it is not possible to send to a server running Windows 2000/XP/Vista/7/Server 2003/Server 2008.

1 Press [✈] (SEND) → place your originals.

✎ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authentication at Send," on p. 2-36.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
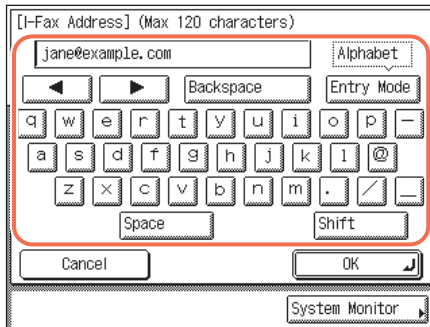 - <Enter the Department ID and Password using the numeric keys.>
  - <You must insert a control card.>
  - <Enter the User ID and Password.>

2
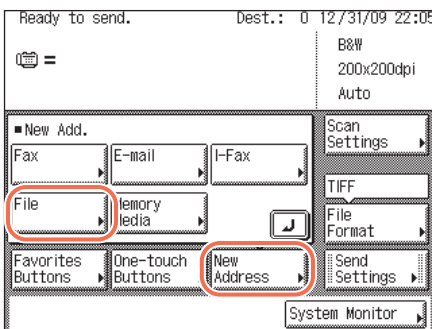
Press [New Address] → [File].

✎ NOTE

If File Send is set to 'Do not allow' or 'Only allow sending to own address or specified folder', [File] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3

Press the Protocol drop-down list → select the desired server protocol.

The following server protocols are available.

The table below shows the system requirements for the server that is compatible with IPv4.

Protocol	System Requirements	Application
FTP	Sun Solaris 2.6 or later, Mac OS X, or Red Hat Linux 7.2	-
	Windows 2000 Server	Internet Information Services 5.0
	Windows XP Professional	Internet Information Services 5.1
	Windows Server 2003	Internet Information Services 6.0
	Windows Vista/Server 2008	Internet Information Services 7.0
	Windows 7/Server 2008 R2	Internet Information Services 7.5
Windows (SMB)	Windows 2000/XP/Vista/7/ Server 2003/Server 2008	-
	Mac OS X/UNIX/Linux	Samba 2.2.8a or later

The table below shows the system requirements for the server that is compatible with IPv6.

Protocol	System Requirements	Application
FTP	Solaris Version 9 or later, Red Hat Enterprise Linux AS/ES/WS 4.0 or later, or Mac OS X 10.3 or later	-

4 Specify a file server as the destination.

When specifying a file server, you need to set the host name, file path, user name, and password. You can use the on-screen keyboard to set these items, or use the Browse key on the File screen to specify a file server if [Windows (SMB)] is selected as the server protocol in step 3. With the Browse key you can search for and specify a file server connected to a specific network.

NOTE

If the settings under <When Sending File to New Address> are configured to carry over the login information from Authentication at Send, the user name and password used to log in to Authentication at Send are automatically inserted in the [User] text box and the [Password] text box. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Leave them as they are or change them as necessary in this step.

● If you use the on-screen keyboard:

❑ Press [Host Name].

A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to specify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

❑ Enter the host name (up to 47 characters or 120 characters when [Windows (SMB)] is selected as the server protocol) using the on-screen keyboard → press [OK].

❑ Press [File Path].

A file path is a series of characters that signify the location of the folder. In this entry box, specify a folder in the file server as the destination of the send job.

❑ Enter the file path (up to 120 characters) using the on-screen keyboard → press [OK].

```
[File]                              Dest.: 0
        Protocol: | FTP          |▸ |Browse ▸|
  Host Name      | tarfish.organization.company.com |
    ▸
  File Path      | share |
    ▸
  User           |                |
    ▸
  Password       |                |
    ▸
  |  Cancel  |                   |  OK    ↵|

                              System Monitor ▸
```

❑ Press [User].

```
[User] (Max 24 characters)
  | user_name|                  | Alphabet |
  |  ◄  |  ►  | Backspace |      | Entry Mode |
  |q||w||e||r||t||y||u||i||o||p||―|
  |a||s||d||f||g||h||j||k||l||@|
  |z||x||c||v||b||n||m||.||/||_|
         |   Space   |          |  Shift  |
  |  Cancel  |                  |  OK    ↵|

                              System Monitor ▸
```

❑ Enter the user name (up to 24 characters) using the on-screen keyboard ➡ press [OK].

```
[File]                              Dest.: 0
        Protocol: | FTP          |▸ |Browse ▸|
  Host Name      | tarfish.organization.company.com |
    ▸
  File Path      | share |
    ▸
  User           | user_name |
    ▸
  Password       |                |
    ▸
  |  Cancel  |                   |  OK    ↵|

                              System Monitor ▸
```

❑ Press [Password].

```
[Password]( Max 24 characters, 14 for SMB)
  | password|                   | Alphabet |
  |  ◄  |  ►  | Backspace |      | Entry Mode |
  |q||w||e||r||t||y||u||i||o||p||―|
  |a||s||d||f||g||h||j||k||l||@|
  |z||x||c||v||b||n||m||.||/||_|
         |   Space   |          |  Shift  |
  |  Cancel  |                  |  OK    ↵|

                              System Monitor ▸
```

❑ Enter a password (up to 24 characters or 14 characters when [Windows (SMB)] is selected as the server protocol) using the on-screen keyboard ➡ press [OK].

After pressing [OK], the characters that you enter for the password are displayed as asterisks (********) on the [File] screen.

NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you are sending to an imageWARE Document Manager* folder, set the FTP server address specified in imageWARE Gateway as the destination. Using imageWARE Document Manager and the Send function of the machine enables you to manage digitized paper documents and computer data on the network. For more information on the imageWARE Document Manager, see the appropriate imageWARE Gateway documentation.
  * a document management system provided by Canon

● **If you use the Browse key:**

❑ Press [Browse].

IMPORTANT

After turning the main power ON, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.)

❑ Select the desired workgroup → press [Down].

Press [▼] or [▲] to scroll to the desired workgroup if it is not displayed.

❑ Select the desired file server → press [Down] or [OK].

If you want to send scanned documents in a specific folder in the selected file server, press [Down] → select the desired folder → press [OK].
If not, press [OK].

```
[Browse]
Browsing is possible.

■ File Server        ▷ ¥¥GANDER
■ File Path          ▷
  📁 GANDER
  📁 AGIRA                        ⬆
  📁 PEGASSA                           t Up
  📁 GUYROS               ⬇
                                     ⤷ Down

  Cancel                        OK  ⤶

                              System Monitor ▸
```

📝 NOTE

- If the Enter Network Password screen is displayed, enter your user name and network password → press [OK].
- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

5

```
[File]                              Dest.: 0
       Protocol: FTP      ▸  Browse ▸
 Host Name  ▸ starfish.organization.company.co
 File Path  ▸ share
 User       ▸ user_name
 Password   ▸ ********
  Cancel                        OK  ⤶

                              System Monitor ▸
```

Confirm your settings → press [OK].

The specified file server destination appears on the top screen.

● If you want to check or change the specified destination:

❑ Press [Details] → check or change the destination's information → press [OK].
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

● If you want to delete the specified destination:

❑ Press [Erase].
For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

6

Ready to send.   Dest.: 1 12/31/09 22:15

⊟=starfish.organization.company.co
     B&W
     200x200dpi
     Auto

Details ▶	Erase	Recall ▶	Scan Settings ▶
Address Book ▶	Network Add. Book		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶
			System Monitor ▶

Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

7

Ready to send.   Dest.: 1 12/31/09 22:15

⊟=starfish.organization.company.co
     B&W
     200x200dpi
     Auto

Details ▶	Erase	Recall ▶	Scan Settings
Address Book ▶	Network Add. Book		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶
			System Monitor ▶

Press [Send Settings].

8

[Send Settings]

Delayed Send ▶		Direct
Document Name ▶		
Subject ▶		
Message ▶		
1/2 ▼ ▲		Done ↵
		System Monitor ▶

Specify the send settings you require → press [Done].

The settings listed below can be specified to suit your needs. Documents can be sent to the specified destination regardless of whether any of these settings specified.

[Document Name]: Sets the name of the document that you want to send. You can enter up to 24 characters for the document name.
If you use characters such as ",", "/", "[", or "]" in the document name, you may not be able to send the file to file servers that run on operating systems that do not recognize such characters.

[Message]: Sets the message body text. You can enter up to 140 characters for the message. A hard return is counted as one character.
When you are sending documents to a file server, the characters entered in [Message] is sent as a text file. However, if you do not enter characters in [Message], only the image file is sent to the server without a text file.

📝 NOTE

- [Delayed Send] also can be specified as necessary. For more information, see "Specifying the Time to Start Sending (Delayed Send)," on p. 2-44.
- When you are sending documents, each page is sent as a separate image and stored in a file server. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is generated based on the date and time (year, month, day, hour, minute, second) and four digits that signify the page number of the image.
  Example: date and time_0001.tif
  If you specify the Document Name setting in this step or set <Add user name to Send Document Name> in User ID Management to 'On', the file name prefix is assigned as follows:
  - If you specify the Document Name setting:
  The document name specified in Document Name comes first as the file name prefix.
  Example: document name_date and time_0001.tif
  - If you set <Add user name to Send Document Name> in User ID Management to 'On':
  The user ID entered when you log in to the machine comes first as the file name prefix.
  Example: user ID_date and time_0001.tif
  - If you specify the Document Name setting and set <Add user name to Send Document Name> in User ID Management to 'On':
  The document name specified in Document Name and the user ID entered when you log in to the machine comes first as the file name prefix.
  Example: document name_user ID_date and time_0001.tif
- For instructions on how to set <Add user name to Send Document Name> in User ID Management to 'On', see Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.

9 Press ⓢ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓢ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓢ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

🖑 IMPORTANT
- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the *Reference Guide.*
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⓢ (Start). Specify the size of the original manually → press [OK].

Sending a Document to a USB Memory Media Device

This machine enables you to store scanned documents in a USB memory media device. Scanned documents are converted to file formats such as TIFF and are transmitted directly to the USB memory media device connected to the machine. To store scanned documents in a USB memory media device, set Use Scan to Memory Media in Memory Media Settings to 'On'. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide.*)
Follow the procedure below to send documents to a USB memory media device.

🖑 IMPORTANT
- The supported file systems of a USB memory media device are FAT16 and FAT32.
- The supported maximum sizes of a USB memory media device are as follows:
  - FAT32: 8GB
  - FAT16: 2GB
- USB memory media devices with security function or card readers are not supported.
- USB memory media devices used with an extension cable are not supported.
- Use of USB memory media devices through a USB hub (except for the optional USB Application 3-Port Interface Kit-B1) is not supported.
- USB memory media devices that do not comply with USB specifications are not supported.
- In some cases, images may not be saved correctly due to the type of USB memory media device used.

✐ NOTE

- For a USB memory media device formatted with the FAT16 file system, a maximum of 255 files can be saved in the root directory (the top level of the directory tree in the USB memory media device). It is recommended that you use a computer to organize the root directory of your USB memory media device beforehand by moving existing files to a newly created folder or by deleting unnecessary files. Formatting the USB memory media device to FAT32 is also recommended if none of the files in the USB memory media device are necessary.
- If the destination folder of the scanned images contains too many files, the time it takes to save will increase. It is recommended that you use a computer to organize your destination folder beforehand by moving existing files to a newly created folder or by deleting unnecessary files.

1 Press ⬛ ✐ (SEND) → place your originals.

🖐 IMPORTANT

You can only send one page at a time when you place your original on the platen glass. If you want to send a document of two or more pages, place your originals into the feeder.

✐ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authentication at Send," on p. 2-36.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
  - <Enter the Department ID and Password using the numeric keys.>
  - <You must insert a control card.>
  - <Enter the User ID and Password.>

2

Insert the USB memory media device into the USB port on the left or right side of the machine.

🖐 IMPORTANT

- The USB ports on the right side of the machine are optional (USB Application 3-Port Interface Kit-B1).
- The left side USB port is not available when the above option is attached.

3
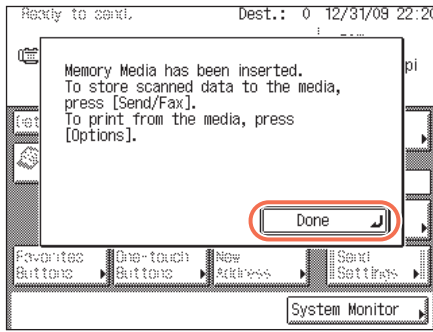
Ready to send.   Dest.: 0 12/31/09 22:20

Memory Media has been inserted.
To store scanned data to the media,
press [Send/Fax].
To print from the media, press
[Options].

Done

Favorites   One-touch   New   Send
Buttons   Buttons   Address   Settings

System Monitor

Press [Done].

4

Ready to send.   Dest.: 0 12/31/09 22:20

📠 =   B&W
                                       200x200dpi
                                       Auto

■ New Add.   Scan
                                       Settings
Fax   E-mail   I-Fax

                                       TIFF
File   Memory
         Media   File
                                       Format
Favorites   One-touch   New   Send
Buttons   Buttons   Address   Settings

System Monitor
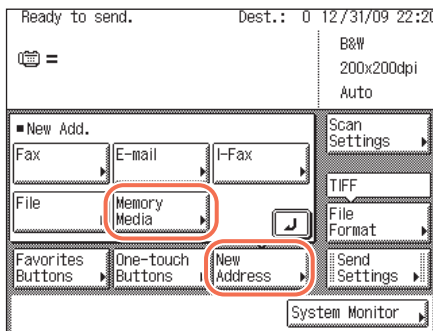
Press [New Address] → [Memory Media].

5

[Memory Media/Folder Selection]
■ File Path
  ▷ /usb1_01

  📁 Memory Media (A:)   ▲

                                       ▼

  ↰ Up   ↳ Down

  Cancel   OK

System Monitor
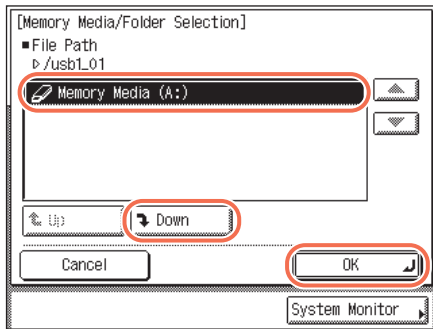
Select the desired memory media device → press [Down] or [OK].

If you want to store scanned documents in
a specific folder in the selected media,
press [Down] → select the desired folder →
press [OK].

If not, press [OK].

6
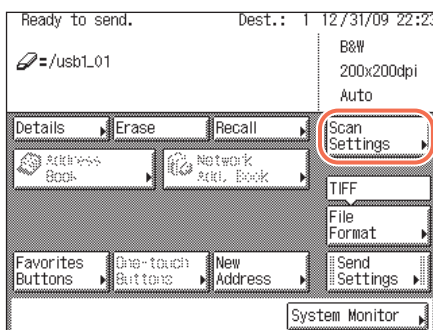
Ready to send.   Dest.: 1 12/31/09 22:23

📁 =/usb1_01   B&W
                                       200x200dpi
                                       Auto

Details   Erase   Recall   Scan
                                       Settings
Address   Network
Book   Add. Book
                                       TIFF
                                       File
                                       Format
Favorites   One-touch   New   Send
Buttons   Buttons   Address   Settings

System Monitor

Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3,
"Specifying the Scan Settings."

7

```
Ready to send.          Dest.: 1  12/31/09 22:23
                                        B&W
 ⌀=/usb1_01                             200x200dpi
                                        Auto

Details    ▶ Erase    Recall    ▶  Scan
                                   Settings   ▶
  Address           Network
  Book      ▶       Add. Book  ▶    TIFF

                                   File
                                   Format    ▶
Favorites    One-touch   New      Send
Buttons   ▶  Buttons  ▶  Address ▶ Settings  ▶

                              System Monitor ▶
```

Press [Send Settings].

8

```
[Send Settings]
Delayed Send  ▶              Direct

 ▦ ◷ Document
 ▤ ⌀ Name      ▶  [                    ]

 ▦ ◷ Subject   ▶  [                    ]

 ▦ ◷ Message
 ▤             ▶  [                    ]

   1/2    ▼      ▲       Done    ↵

                            System Monitor ▶
```
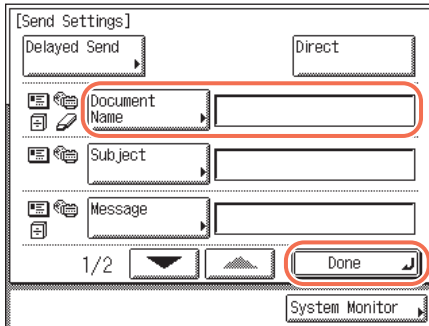
Specify the send settings you require → press [Done].

The setting listed below can be specified to suit your needs. Documents can be sent to the specified destination regardless of whether this setting specified.

[Document Name]: Sets the name of the document that you want to send.You can enter up to 24 characters for the document name.
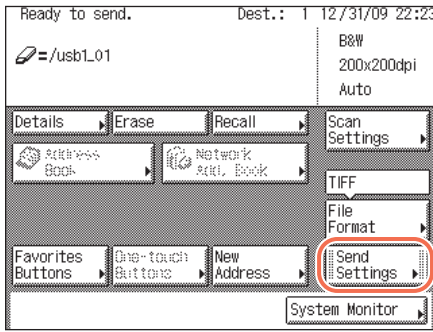
✐ NOTE

- When you are sending documents, each page is sent as a separate image and stored in a USB memory media device. The extension of the document matches the file format that you select for sending. The file name prefix of the image attached to the document you are sending is generated based on the date and time (year, month, day, hour, minute, second) and four digits that signify the page number of the image.
Example: date and time_0001.tif
If you specify the Document Name setting in this step or set <Add user name to Send Document Name> in User ID Management to 'On', the file name prefix is assigned as follows:
- If you specify the Document Name setting:
The document name specified in Document Name comes first as the file name prefix.
Example: document name_date and time_0001.tif

- If you set <Add user name to Send Document Name> in User ID Management to 'On':

    The user ID entered when you log in to the machine comes first as the file name prefix.

    Example: user ID_date and time_0001.tif
- If you specify the Document Name setting and set <Add user name to Send Document Name> in User ID Management to 'On':

    The document name specified in Document Name and the user ID entered when you log in to the machine comes first as the file name prefix.

    Example: document name_user ID_date and time_0001.tif

- For instructions on how to set <Add user name to Send Document Name> in User ID Management to 'On', see Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.

9 Press ⊕ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓢ (Stop).

The scanned data is sent to the specified destination when scanning is complete.

📵 IMPORTANT
- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⊕ (Start). Specify the size of the original manually → press [OK].

Sending a Fax

You can scan originals and send them as faxes. The machine provides the three modes for sending faxes: Memory Sending, Direct Sending, and Manual Sending.

■ Memory Sending

All sent originals are scanned and read into memory before they are sent. This means that you do not need to stay near the machine once the originals have been scanned. You can start scanning documents for sending even while the machine is busy sending another document.

■ Direct Sending

The machine sends each page of the document to the destination as it is scanned.

Although the Direct Sending mode is slower than the Memory Sending mode, you can use the Direct Sending mode when you need to send an urgent document ahead of other documents stored in memory.

■ **Manual Sending**

This mode enables you to manually send fax documents after checking that the destination is ready to receive fax transmissions. Use this mode if the recipient does not have a fax machine that can receive automatically.

Memory Sending

The following describes the flow of sending faxes using the Memory Sending mode.

✋ IMPORTANT

The Memory Sending mode is automatically set when:
- The Delayed Send mode is used
- Multiple destinations are specified
- The Direct Sending mode is not used

✐ NOTE

- The memory can hold a total of approximately 1,000 pages for sent and received documents.
- If the memory becomes full, delete unwanted received documents using the System Monitor screen. (See Chapter 6, "Checking/Changing the Status of Documents in Memory.")

---

1 **Press ⟨ ◿ ⟩ (SEND) → place your originals.**

✐ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authentication at Send," on p. 2-36.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
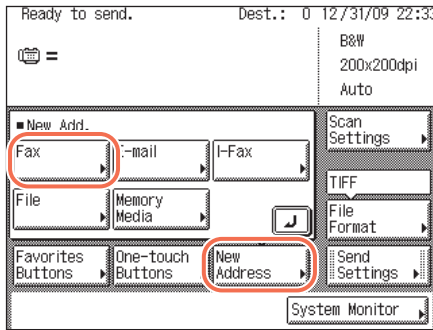 - <Enter the Department ID and Password using the numeric keys.>
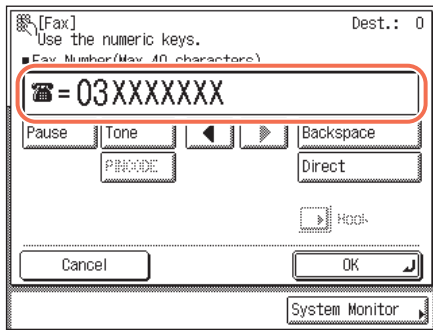 - <You must insert a control card.>
  - <Enter the User ID and Password.>

2

Press [New Address] → [Fax].

📎 **NOTE**

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3

Enter the fax number (up to 40 characters) using ⓪ - ⑨ (numeric keys).

In this step, the keys listed below are also available as needed.

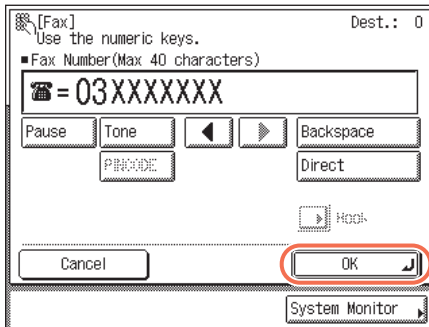|	
[Pause]:	Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter \<p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter \<P> appears. When dialing an overseas number, insert a pause after the international access code and at the end of the fax number. (See "Dialing an Overseas Number," on p. 2-53.)
[Tone]:	Press when you want to directly call an extension line that is connected to a PBX (Private Branch eXchange), which accepts only tone dialing. If you press [Tone], the letter \<T> appears.
[PIN Code]:	Press to enter the PIN (Personal Identification Number) code. You can press this key only if [Option] is selected for PIN Code Position. If [Prefix], [Suffix], or [Off] is selected for PIN Code Position, this key is grayed out. (See "Dialing with a PIN Code," on p. 2-51.)
[◀] [▶]:	Press to move the position of the cursor.
[Backspace]:	Press to delete the number immediately to the left of the cursor.

IMPORTANT

You cannot insert a pause at the beginning of a number.

NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
  - The pause time entered in the middle of a fax number (lower-case p) is set to two seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-23.)
  - The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- You can press ⓒ (Clear) to clear your entry.

4

Press [OK].

The specified destination appears on the top screen.

● **If you want to check or change the specified destination:**

❑ Press [Details] → check or change the destination's information → press [OK].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

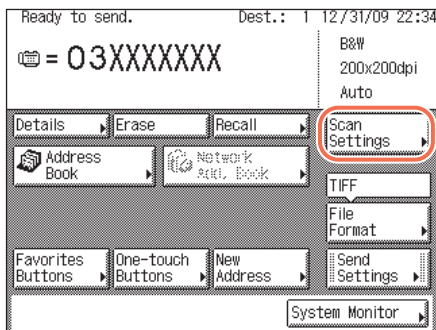● **If you want to delete the specified destination:**

❑ Press [Erase].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

NOTE

If Confirm Entered Fax Numbers in Restrict the Send Function is set to 'On', you should enter the fax number again for confirmation. Enter the fax number you entered in step 3 → press [OK]. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

5

Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

6 Press ⓐ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓐ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓐ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

🖐 IMPORTANT

- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⓐ (Start). Specify the size of the original manually → press [OK].
  If there are no sizes on the screen matching the size of the original, select the size whose width (Y) matched the width of the original. Even if the length (X) of the size selected on the screen is shorter than that of the original, the machine scans all the contents of the original (original of up to 24 7/8" [630 mm] in length) for sending.

Direct Sending

The following describes the flow of sending faxes using the Direct Sending mode.

⬛ IMPORTANT
- You can specify only one destination at a time for the Direct Sending mode.
- If an error occurs or you cancel transmission in the Direct Sending mode, you can check how many pages have been sent to the destination by printing the communication reports or using the System Monitor screen. (See "Printing Communication Reports," on p. 8-9, or "Checking/Printing Communication Log," on p. 6-9.)

1 **Press [✈] (SEND) → place your originals.**

⬛ IMPORTANT
You can only send one page at a time when you place your original on the platen glass. If you want to send a document of two or more pages, place your originals into the feeder.

✎ NOTE
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authentication at Send," on p. 2-36.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
  - <Enter the Department ID and Password using the numeric keys.>
  - <You must insert a control card.>
  - <Enter the User ID and Password.>

2

Press [New Address] → [Fax].

✎ NOTE
If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3

Enter the fax number (up to 40 characters) using $\textcircled{0}$ - $\textcircled{9}$ (numeric keys).

In this step, the keys listed below are also available as needed.

[Pause]:   Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter <p> is displayed be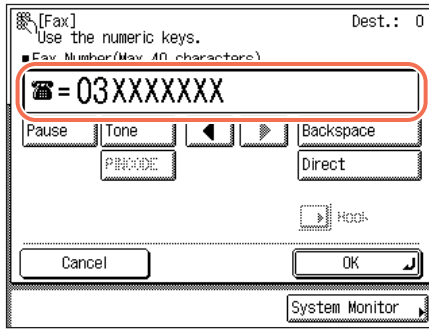tween the numbers. If you insert a pause at the end of the fax number, the letter <P> appears. When dialing an overseas number, insert a pause after the international access code and at the end of the fax number. (See "Dialing an Overseas Number," on p. 2-53.)

[Tone]:   Press when you want to directly call an extension line that is connected to a PBX (Private Branch eXchange), which accepts only tone dialing. If you press [Tone], the letter <T> appears.

[PIN Code]:   Press to enter the PIN (Personal Identification Number) code. You can press this key only if [Option] is selected for PIN Code Position. If [Prefix], [Suffix], or [Off] is selected for PIN Code Position, this key is grayed out. (See "Dialing with a PIN Code," on p. 2-51.)

[◀] [▶]:   Press to move the position of the cursor.

[Backspace]:   Press to delete the number immediately to the left of the cursor.

🖐 IMPORTANT
You cannot insert a pause at the beginning of a number.

📝 NOTE
- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
  - The pause time entered in the middle of a fax number (lower-case p) is set to two seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-23.)
  - The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- You can press $\textcircled{C}$ (Clear) to clear your entry.

4

Press [Direct] → [OK].

The Direct Sending mode is set and the specified destination appears on the top screen.

You can also set to the Direct Sending mode on the Send Settings screen. On the top screen, press [Send Settings] → [Direct] → [Done].

To cancel the Direct Sending mode, press [Direct] again.

● **If you want to check or change the specified destination:**

❑ Press [Details] → check or change the destination's information → press [OK].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

● **If you want to delete the specified destination:**

❑ Press [Erase].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

NOTE

If Confirm Entered Fax Numbers in Restrict the Send Function is set to 'On', you should enter the fax number again for confirmation. Enter the fax number you entered in step 3 → press [OK]. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

5

Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

6 Press ⓐ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓢ (Stop).

The scanned data is sent to the specified destination when scanning is complete.

After the fax is sent, the Direct Sending mode is canceled automatically.

- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the *Reference Guide*.
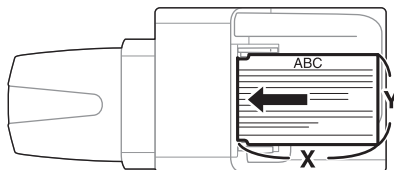- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⊙ (Start). Specify the size of the original manually → press [OK].
  If there are no sizes on the screen matching the size of the original, select the size whose width (Y) matched the width of the original. Even if the length (X) of the size selected on the screen is shorter than that of the original, the machine scans all the contents of the original (original of up to 24 7/8" [630 mm] in length) for sending.

Manual Sending

The following describes the flow of sending faxes using the Manual Sending mode.

IMPORTANT

If you cancel the Manual Sending mode during transmission, the pages that have already been scanned are sent. You can check how many pages have been sent to the destination by printing the communication reports or using the System Monitor screen. (See "Printing Communication Reports," on p. 8-9, or "Checking/Printing Communication Log," on p. 6-9.)

---

1 Press [　🖅　] (SEND) → place your originals.

IMPORTANT

You can only send one page at a time when you place your original on the platen glass. If you want to send a document of two or more pages, place your originals into the feeder.

NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If <Enter your User Name and password and specify the login destination.> appears, follow the instructions in "Logging in to Authentication at Send," on p. 2-36.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
  - <Enter the Department ID and Password using the numeric keys.>
  - <You must insert a control card.>
  - <Enter the User ID and Password.>

2

Press [New Address] → [Fax].

NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

Press [Hook].

You should hear the dial tone (a continuous high-pitched sound).

Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

Sending Documents

5 Enter the fax number (up to 40 characters) using ⓪ - ⑨ (numeric keys).

If the number is registered in the one-touch buttons, you can also press [One-touch Buttons] to specify the number. (See "Using the One-Touch Buttons," on p. 4-35.)

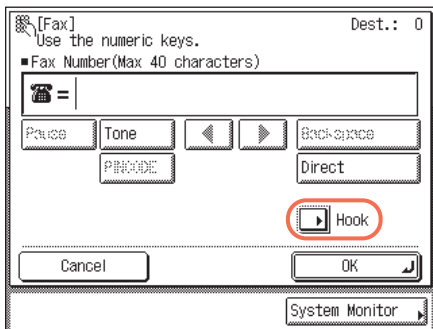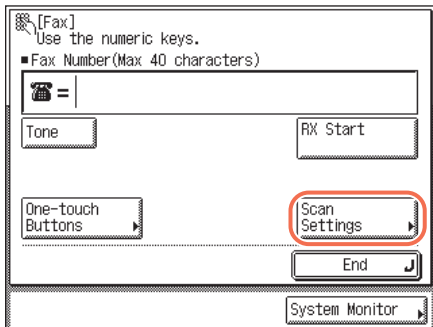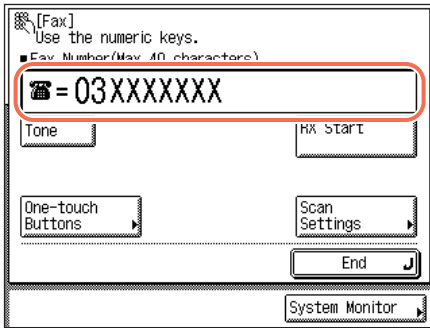In this step, the keys listed below are also available as needed.

[Tone]: Press when you want to directly call an extension line that is connected to a PBX (Private Branch eXchange), which accepts only tone dialing. If you press [Tone], the letter <T> appears.

[End]: Press to cancel the Manual Sending mode.

✎ NOTE
- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- You cannot use group dialing for the Manual Sending mode.

6 When you hear a high-pitched tone, press ⓐ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓑ (Stop).

The scanned data is sent to the specified destination when scanning is complete.

🖑 IMPORTANT
- The machine automatically detects the size of the original when scanning it. For the size of the original the machine can detect, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If the machine cannot detect the size of the original correctly, the Original Size screen appears when you press ⓐ (Start). Specify the size of the original manually → press [OK].
  If there are no sizes on the screen matching the size of the original, select the size whose width (Y) matched the width of the original. Even if the length (X) of the size selected on the screen is shorter than that of the original, the machine scans all the contents of the original (original of up to 24 7/8" [630 mm] in length) for sending.

Advanced Sending Methods

This section describes some additional features for sending documents.

Authenticating Users Before Sending Documents (Authentication at Send)

If your network uses directory services such as Active Directory, we recommend that you use also User Authentication Feature for Send Operation. User Authentication Feature for Send Operation, also called Authentication at Send, is a feature that enables you to prevent unauthorized users from sending documents from the machine. With this feature activated, any user who wants to send documents needs to enter a valid user name and password.

■ **Flow of Sending Documents with Authentication at Send**

Authentication Server

User Name: XXX
Password: YYY

Machine   Destinations
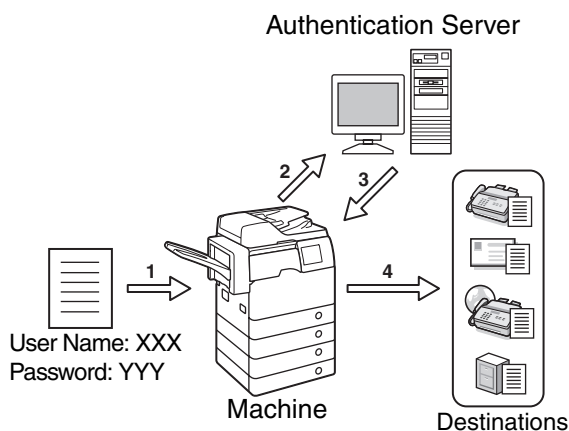
1. A user who attempts to send documents is prompted to enter a valid user name and password.

2. Entered information is checked in the authentication server against the directory database to authenticate the user.

3. The machine receives the authentication results from the authentication server.

4. Once authenticated, the authorized user can send documents to the specified destination.

■ **What you can do with Authentication at Send**

In addition to authenticating users, Authentication at Send enables you to do the following:

- Carry over the login information (both user name and password, or user name only) from Authentication at Send to other authentication systems such as SMTP authentication
- Restrict the destinations of sending documents to the e-mail address and folder of a logged on user
- Enable/disable sending functionalities

To use Authentication at Send, specify authentication server settings and other settings in the machine beforehand. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

This section describes how to log in to Authentication at Send and introduces an easier way to send documents to the e-mail address and folder of a logged on user.

✋ IMPORTANT

Depending on the network environment, set up of the authentication server may be required beforehand.

Logging in to Authentication at Send

The following describes how to log in to Authentication at Send.

---

1 **Press [⬿] (SEND) → place your originals.**

The Authentication at Send log-in screen appears.

✐ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If any of the messages below appears, follow the instructions in Chapter 2, "Basic Operations," in the *Reference Guide*:
  - <Enter the Department ID and Password using the numeric keys.>
  - <You must insert a control card.>
  - <Enter the User ID and Password.>

2

Enter your User Name and password and specify the login destination.

User ▸

Password ▸

■ Server Canon ▸

Log In ⏎

System Monitor ▸

Press [User].

Sending Documents

3

[User Name] (Max 24 characters)

Alphabet

◄ | ► | Backspace | Entry Mode

q w e r t y u i o p -

a s d f g h j k l @

z x c v b n m . / _

Space | Shift

Cancel | OK ⏎

System Monitor ▸

Enter your user name (up to 24 characters) using the on-screen keyboard → press [OK].

✎ NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

4

Enter your User Name and password and specify the login destination.

User ▸ User01

Password ▸

■ Server Canon ▸

Log In ⏎

System Monitor ▸

Press [Password].

5
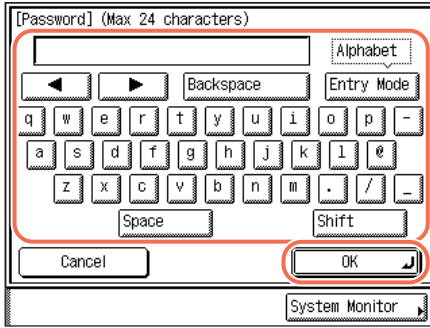
Enter your password (up to 24 characters) using the on-screen keyboard → press [OK].

[Password] (Max 24 characters)

Alphabet

◄　　►　　Backspace　　Entry Mode

q w e r t y u i o p -
a s d f g h j k l @
z x c v b n m . / _
Space　　　　　Shift

Cancel　　　　　OK

System Monitor

6
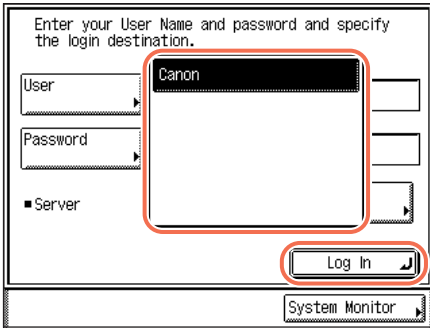
Select the server name you want to log in to from the Server drop-down list → press [Log In].

If you are successfully authenticated, the top screen (Send) appears.

Enter your User Name and password and specify the login destination.

User

Canon

Password

■ Server

Log In

System Monitor

7 Specify the destination, scan settings, send settings, and press ⬦ (Start) to send documents.

✎ NOTE

For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.

8 Press ⓘ (Log In/Out).

You are logged out of Authentication at Send and the display returns to the Authentication at Send log-in screen.

IMPORTANT

- If [Display confirm screen when logged out] is selected on the Send Function Authentication Settings page, the following screen may appear when you are logged out. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
  Press [Send] to log out of Authentication at Send only or [Device] to log out of other security features such as Department ID Management simultaneously.

- When the machine enters the Sleep mode or after the Auto Clear mode is activated, you are automatically logged out of Authentication at Send.

Sending Documents to Your E-Mail Address Using Authentication at Send

Authentication at Send offers an easy way to specify your e-mail address as the destination when you send documents via e-mail. The machine automatically obtains your e-mail address from an authentication server during communication w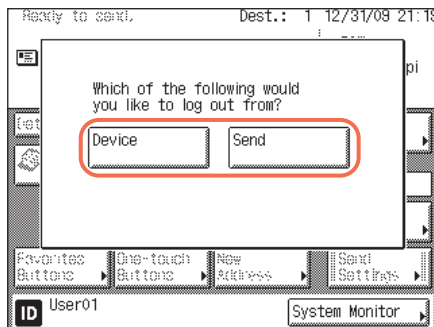ith the server when you log in to Authentication at Send. With the press of [Send Mail To Self], you can specify your e-mail address as destination.
The following describes how to use Authentication at Send to specify your e-mail address as destination.

IMPORTANT

To specify your e-mail address as destination, make sure of the following:
- [Allow] or [Only allow sending to own address] in [E-mail Send] is selected. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
- Your e-mail address attribute is registered on an authentication server. (Consult your network administrator.)

1 Follow steps 1 to 6 in "Logging in to Authentication at Send," on p. 2-36.

The top screen (Send) appears.

2

Sending Documents

2
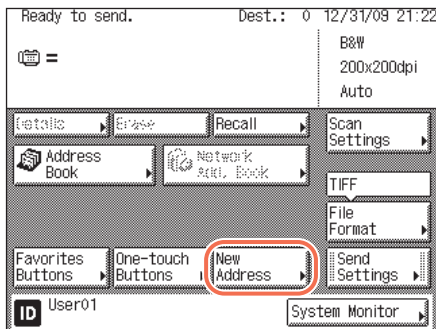
Press [New Address].

3
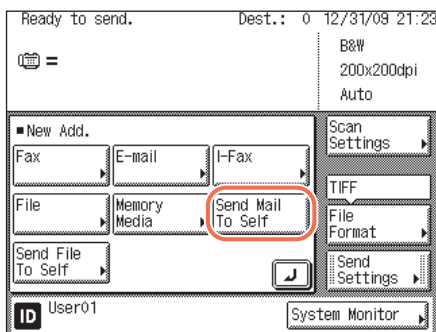
Press [Send Mail To Self].

Your e-mail address appears on the top screen.

4 **Specify the scan settings, send settings, and press ⊙ (Start) to send documents.**

🖉 NOTE

- For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⊙ (Start). (See Chapter 4, "Customizing Settings," in the *Remote UI Guide.*) Specify the user name and password → press [OK].

Sending Documents to Your Folder Using Authentication at Send

Authentication at Send offers an easy way to specify your folder as the destination when you send documents to a file server. If Active Directory is used as an authentication server, the machine automatically obtains your home directory name (folder name) from an authentication server during communication with the server when you log in to Authentication at Send. With the press of [Send File To Self], you can specify this folder as destination.
The following describes how to use Authentication at Send to specify your folder as destination.

- To specify your folder as destination, make sure of the following:
  - [Allow] or [Only allow sending to own address or specified folder] in [File Send] is selected. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
  - Your home directory attribute is registered on an authentication server. (Consult your network administrator.)
- If Active Directory is not used as an authentication server, or you want to manually specify your folder as destination, the folder specified in [Folder Path] under [Specify destination folder] is used as the destination when [Send File To Self] is pressed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

1 **Follow steps 1 to 6 in "Logging in to Authentication at Send," on p. 2-36.**

The top screen (Send) appears.
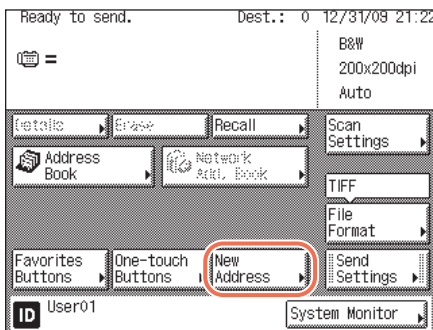
2 **Press [New Address].**
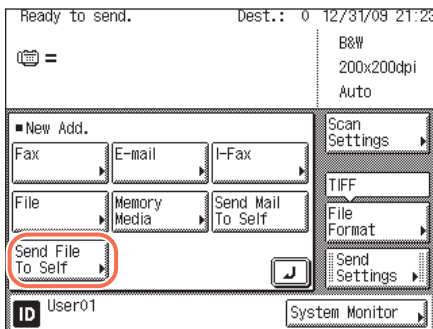
3 **Press [Send File To Self].**

Your folder path appears on the top screen.

📝 NOTE

If the settings under <When Sending File to Own Address> are configured to display an authentication screen, the File screen appears when you press [Send File To Self]. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

4 Specify the scan settings, send settings, and press ⊙ (Start) to send documents.

📎 NOTE

For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.

Switching Temporarily to Tone Dialing

Many fax information services for banks, airline reservations, hotel reservations, etc., require tone dialing for their services. If your machine is connected to a rotary pulse line, follow the procedure below to set the machine temporarily for tone dialing.

1 Press [✒] (SEND).

2
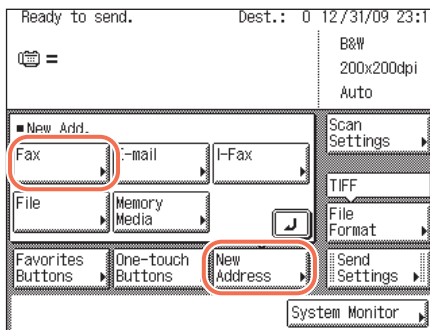
Press [New Address] → [Fax].

📎 NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3
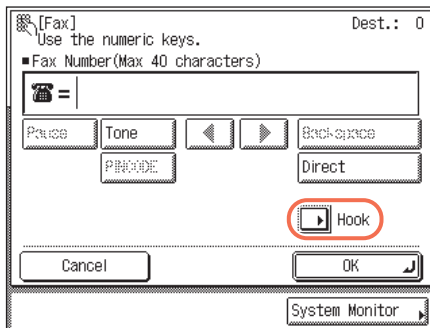
Press [Hook].

✋ IMPORTANT

If the machine is in the Department ID Management with the optional Copy Card Reader-F1, do not remove the control card. Removing the card results in the disconnection of the line.

4

Enter the number of the information service using ⓪ - ⑨ (numeric keys).

If the number is registered in the one-touch buttons, you can also press [One-touch Buttons] to specify the number. (See "Using the One-Touch Buttons," on p. 4-35.)

NOTE

The Address Book (p. 4-24) and Job Recall feature (p. 4-51) cannot be used to specify the number.

5

When your call is answered and you hear the recorded message of the information service, press [Tone].

After you press [Tone], the letter <T> appears on the touch panel display.

6

Enter the numbers requested by the information service using ⓪ - ⑨ (numeric keys).

NOTE

If you require more information about the service, contact the company providing the service.

7

Press [RX Start] if you require a faxed copy of the information.

If you do not require a faxed copy of the information, press [End].

Specifying the Time to Start Sending (Delayed Send)

The Delayed Send mode enables you to store a send job in memory, and have it sent at a later time.

✐ NOTE

- You can reserve up to 64 jobs for the Delayed Send mode. However, the actual number of jobs that can be reserved may be less than 64 under the following conditions:
  - If multiple documents are being sent at the same time
  - If large documents are being sent
- The maximum number of delayed send jobs might also be reduced if there are jobs other than those for the Delayed Send mode or if there are other factors affecting the specified destinations.
- The Delayed Send mode cannot be used when:
  - Sending scanned documents to a USB memory media device
  - Sending fax documents in the Direct Sending mode or Manual Sending mode
- Once the delayed documents are sent, the documents are automatically deleted from memory.
- You can check the status or cancel the transmission of jobs for which a preset send time has been specified. (See "Checking/Deleting Documents Being Sent or Waiting To Be Sent," on p. 6-2.)

- If multiple send jobs reach their delayed send time simultaneously, documents are sent in the following order:
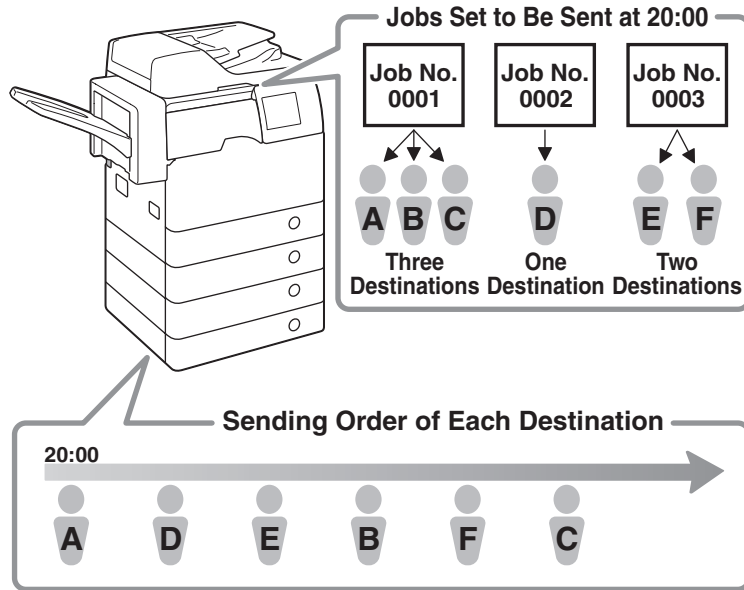
Jobs Set to Be Sent at 20:00

Job No. 0001	Job No. 0002	Job No. 0003
A B C	D	E F
Three Destinations	**One Destination**	**Two Destinations**

Sending Order of Each Destination

20:00

A D E B F C

—

1 **Press [SEND] → place your originals → specify the destination.**

✎ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."

2 **Press [Scan Settings] to specify the scan settings you require.**

For more information, see Chapter 3, "Specifying the Scan Settings."

Ready to send.   Dest.: 0 12/31/09 23:13
B&W
200x200dpi
Auto
Details Erase Recall Scan Settings
Address Book Network Add. Book
TIFF
File Format
Favorites Buttons One-touch Buttons New Address Send Settings
System Monitor

3

Ready to send.   Dest.: 0 12/31/09 23:13

📠 =

B&W
200x200dpi
Auto

Details ▶	Erase	Recall ▶	Scan Settings ▶
Address Book ▶	Network Add. Book ▶		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶

System Monitor ▶

Press [Send Settings].

4

[Send Settings]

Delayed Send ▶   Direct

📧📠 Document Name ▶

📧📠 Subject ▶

📧📠 Message ▶

1/2   ▼   ▲   Done ↵

System Monitor ▶

Press [Delayed Send].

5

🖎[Delayed TX] Use the numeric keys.

09/30/2011 23:19

🕐 [■:--]

(00:00-23:59)

Cancel   OK ↵

System Monitor ▶
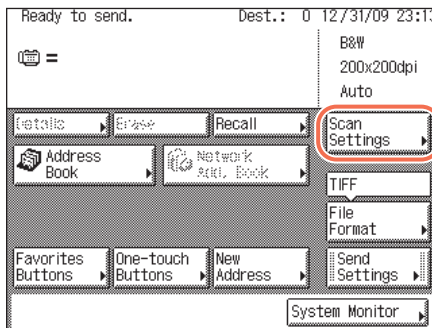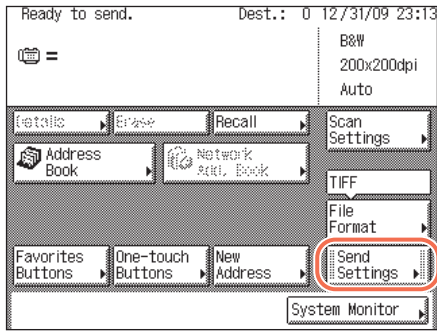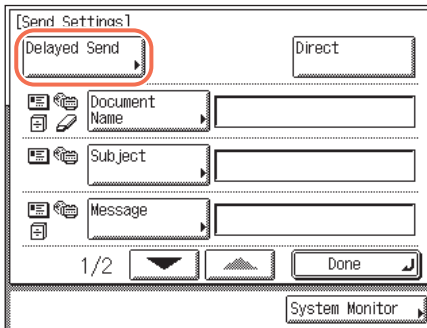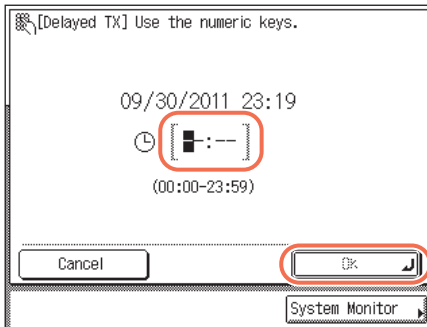
Enter the send time using ⓪ - ⑨ (numeric keys) → press [OK].

Enter all four digits of the time (including zeros), using 24-hour notation.

Examples:

9:05 a.m.   → 0905

4:18 p.m.   → 1618

If you set a time earlier than the current time, the document will be sent at that time on the next day.

6   **Press [Done].**

```
[Send Settings]
Delayed Send ▶            Direct
▤ 🔄 Document
▤ ✐ Name        ▶  [                ]
▤ 🔄 Subject    ▶  [                ]
▤ 🔄 Message
▤              ▶  [                ]
  1/2    ▼    ▲       Done ↵
                        System Monitor ▶
```

NOTE

To cancel the Delayed Send mode, press [Delayed Send] → [Cancel].

7 **Press ⓥ (Start) to start scanning your originals.**

To cancel scanning, press [Cancel] or 🖐 (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓥ (Start) once for each original. When scanning is complete, press [Done].

The document is stored in memory, and sent to the specified destination at the specified time.

NOTE

You can cancel a delayed send job from the System Monitor screen. (See "Checking/ Deleting Documents Being Sent or Waiting To Be Sent," on p. 6-2.)

Sending Documents to More Than One Destination (Sequential Broadcast)

Sequential Broadcast enables you to scan documents once and send them to several destinations. With this sending method, you can send the same document to a maximum of 532 destinations.

NOTE

- If you frequently send documents to multiple destinations, it is recommended that you store those destinations as a group address. (See "Group Addresses," on p. 4-21.)
- If you specify destinations using a group address, each destination is counted as a separate address.

- When Restrict Sequential Broadcast in Restrict the Send Function is set to 'Prohibit Broadcast', you cannot send documents to multiple destinations if these destinations contain a fax address. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)
- You cannot cancel sending the document to only one destination out of the multiple destinations.

1 Press [SEND] → place your originals.

NOTE

For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.

2 Specify the destinations.

Use the Address Book to select the desired destinations, and/or use ⓪ - ⑨ (numeric keys) or the on-screen keyboard to enter the recipient's address digit by digit.

● **If you use the Address Book:**
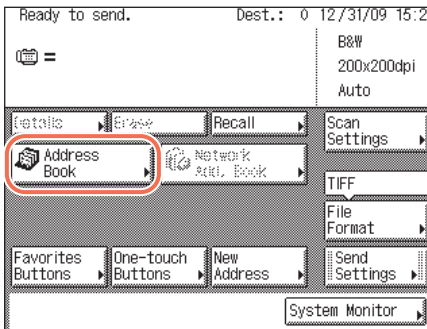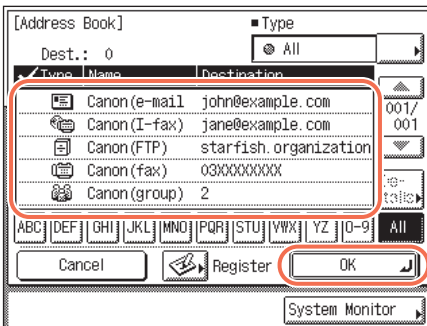
❑ Press [Address Book].

❑ Select the destinations from the Address Book list → press [OK].

You can select up to 500 destinations.

NOTE

- To cancel a selected destination, select the destination again to clear the check mark.

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, do not specify multiple file server addresses at the same time. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) If you specify multiple file server addresses, an error message appears when you press ⓐ (Start) in step 5.

● **If you use ⓪ - ⑨ (numeric keys) or the on-screen keyboard:**
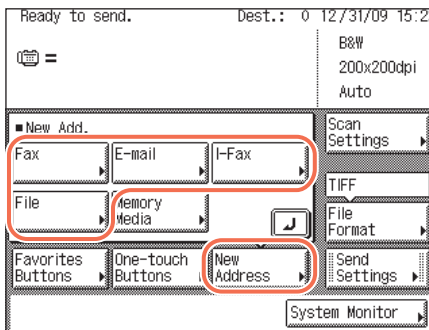
❑ Press [New Address] → select [E-mail], [I-Fax], [File], or [Fax].

📎 NOTE

Depending on the settings under <Send Restriction Settings>, [E-mail], [I-Fax], [File], or [Fax] may not be displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
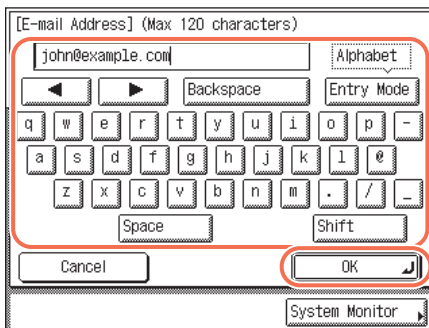
❑ Specify the destination using ⓪ - ⑨ (numeric keys) or the on-screen keyboard → press [OK].

📎 NOTE

For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2.

❑ Repeat these steps until all the destinations are specified.

You can specify up to 32 destinations.

3
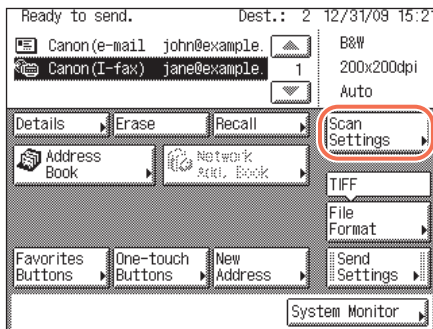
Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

4
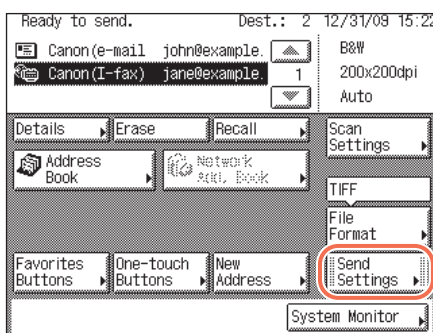
Press [Send Settings] to specify the send settings you require → press [Done].

For more information, see "Basic Sending Methods," on p. 2-2.

5 Press ⓐ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓢ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓐ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⓐ (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⓐ (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

Dialing with a PIN Code

The PIN (Personal Identification Number) code prevents unauthorized personnel from making calls. To protect privileged access to the telephone lines, only authorized users are entrusted with the PIN codes for daily operations. Some PBX (Private Branch eXchange) systems require that a PIN code be entered when dialing a number to make a call or send a document by fax. Depending on the requirements of the PBX system, the PIN code may be entered either before the number as a prefix, or after the number as a suffix.
Follow this procedure to dial fax numbers with a PIN code.

🖑 IMPORTANT

If you dial fax numbers with a PIN code, set PIN Code Access to 'On' and select [Option], [Prefix], or [Suffix] in PIN Code Position beforehand. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

📝 NOTE

The position to enter PIN codes depends on the type of PBX system you are using.

---

1 Press [✒] (SEND) → place your originals.

📝 NOTE

For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.

2
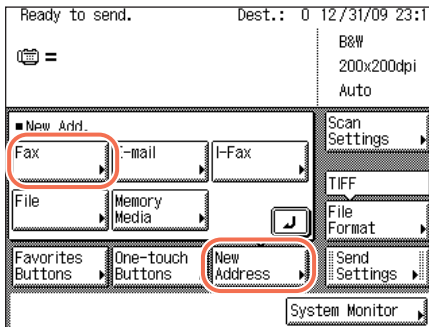
Press [New Address] → [Fax].

📝 NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3 Enter the fax number with a PIN code according to PIN code position for your machine.

● **If you select [Option] for PIN code position:**

```
☝[Fax]                              Dest.: 0
  Use the numeric keys.
 ■ Fax Number(Max 40 characters)

  ☎ = 03XXCXXXXX

 [Pause] [Tone]  [◀] [▶]  [Backspace]
           [PINCODE]          [Direct]

                              [▶] Hook

 [Cancel]                      [ OK  ↵]

                          [System Monitor ▶]
```

❏ Enter the fax number ⓪ - ⑨ (numeric keys) → press [PIN Code] when you reach the desired PIN code position → continue entering the rest of the fax number → press [OK].

[PIN Code] can be pressed either before the fax number, after the fax number, or while specifying the fax number.

After you press [PIN Code], the letter <C> appears on the touch panel display.

📎 NOTE

If PIN Code Position is set to 'Option', PIN codes are not displayed when you are entering the fax number, for increased security (only <C> appears).

● **If you select [Prefix] or [Suffix] for PIN code position:**

```
☝[Fax]                              Dest.: 0
  Use the numeric keys.
 ■ Fax Number(Max 40 characters)

  ☎ = 03XXXXXXX

 [Pause] [Tone]  [◀] [▶]  [Backspace]
           [PINCODE]          [Direct]

                              [▶] Hook

 [Cancel]                      [ OK  ↵]

                          [System Monitor ▶]
```
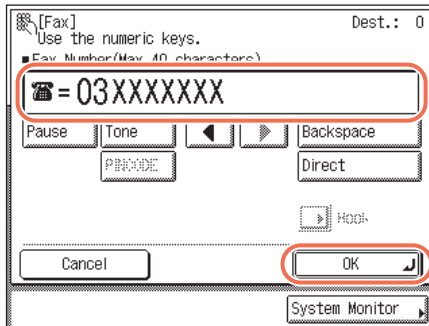
❏ Enter the fax number ⓪ - ⑨ (numeric keys) → press [OK].

4 Press ⓐ (Start).

A screen prompting you to enter the PIN code appears.
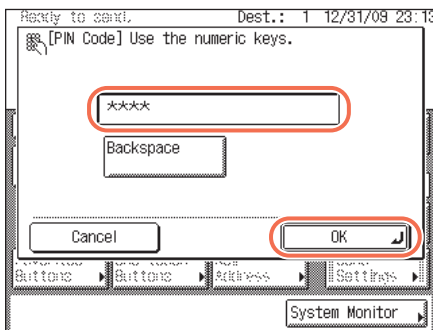
5 Enter the PIN code using ⓪ - ⑨ (numeric keys) → press [OK] to start scanning your originals.

The PIN code that you have entered appears as asterisks on the PIN Code screen.

To cancel scanning, press [Cancel] or ⊘ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓐ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

Dialing an Overseas Number

When you dial an overseas number, you may need to insert a pause time (i.e., the amount of time the machine waits after dialing the international fax number) within the number. Follow this procedure to enter pauses together with an international fax number.

1 Press [✈] (SEND) → place your originals.

NOTE

For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
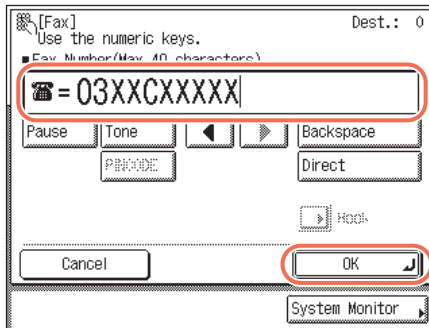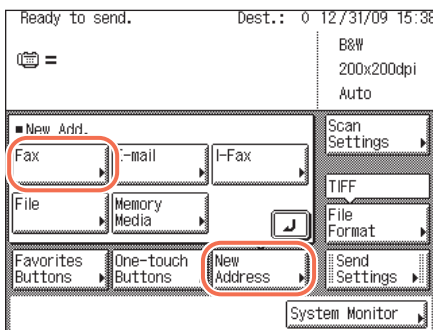
2 Press [New Address] → [Fax].

NOTE

If Fax Send is set to 'Do not allow', [Fax] is not displayed. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

3

```
🖋[Fax]                              Dest.: 0
  Use the numeric keys.
 ▪Fax Number(Max 40 characters)
 ┌──────────────────────────────────┐
 │ ☎ = 010|                          │
 └──────────────────────────────────┘
 [Pause] [Tone]  [◀] [▶]  [Backspace]
         [PINCODE]         [Direct]

                          [▶] Hook
 [Cancel]                 [  OK   ↵]
 ─────────────────────────────────────
                        [System Monitor ▶]
```

Enter the international access code using ⓪ - ⑨ (numeric keys).

4

```
🖋[Fax]                              Dest.: 0
  Use the numeric keys.
 ▪Fax Number(Max 40 characters)
 ┌──────────────────────────────────┐
 │ ☎ = 010|                          │
 └──────────────────────────────────┘
 [Pause] [Tone]  [◀] [▶]  [Backspace]
         [PINCODE]         [Direct]

                          [▶] Hook
 [Cancel]                 [  OK   ↵]
 ─────────────────────────────────────
                        [System Monitor ▶]
```

If necessary, press [Pause] to enter a pause time.

✐ NOTE

- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
  - The pause time entered in the middle of a fax number (lower-case p) is set to two seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-23.)
  - The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- Enter a pause time long enough to allow the dial tone to be heard after the international access code is dialed.

5

```
🖋[Fax]                              Dest.: 0
  Use the numeric keys.
 ▪Fax Number(Max 40 characters)
 ┌──────────────────────────────────┐
 │ ☎ = 010p1516XXXXXXX               │
 └──────────────────────────────────┘
 [Pause] [Tone]  [◀] [▶]  [Backspace]
         [PINCODE]         [Direct]

                          [▶] Hook
 [Cancel]                 [  OK   ↵]
 ─────────────────────────────────────
                        [System Monitor ▶]
```

Enter the country code, the area code, and the fax number using ⓪ - ⑨ (numeric keys).

6

If necessary, press [Pause] to enter a pause time at the end of the fax number.

7

Press [OK].

The specified destination appears on the top screen.

● **If you want to check or change the specified destination:**

❏ Press [Details] ➞ check or change the destination's information ➞ press [OK].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

● **If you want to delete the specified destination:**

❏ Press [Erase].

For help, see step 4 in "Sending an E-Mail Message," on p. 2-2.

✐ NOTE

If Confirm Entered Fax Numbers in Restrict the Send Function is set to 'On', you should enter the fax number again for confirmation. Enter the fax number you entered in step 5 ➞ press [OK]. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)
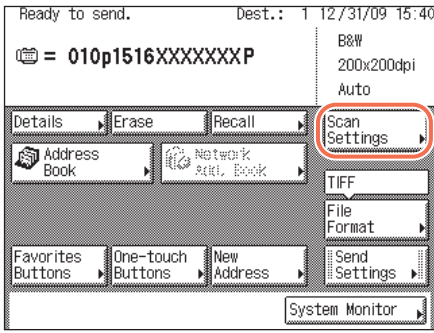
Sending Documents

8

Ready to send.   Dest.: 1 12/31/09 15:40
                                           B&W
☎ = 010p1516XXXXXXXP   200x200dpi
                                           Auto

Details ▶	Erase	Recall ▶	Scan Settings ▶
Address Book ▶	Network Add. Book ▶		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶
			System Monitor ▶

Press [Scan Settings] to specify the scan settings you require.

For more information, see Chapter 3, "Specifying the Scan Settings."

9 Press ⓐ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓐ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display ➜ press ⓐ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

Canceling Sending Documents

Follow the procedure below to cancel a transmission in progress.

1 Press ⊚ (Stop) during transmission.

The TX Job Status screen appears.

📎 NOTE
- If the Device screen appears, press [RX/TX].
- You can also display the TX Job Status screen by pressing [System Monitor] → [RX/TX]. (See "Checking/Deleting Documents Being Sent or Waiting To Be Sent," on p. 6-2.)

2
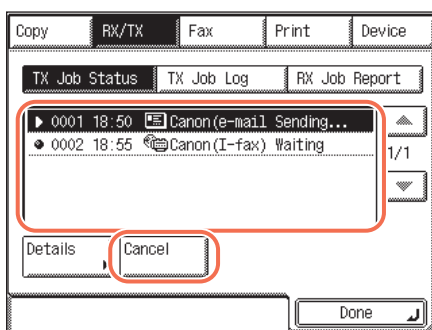
Select the job you want to cancel → press [Cancel].

🖑 IMPORTANT
If you are logged out of Authentication at Send, [Cancel] is not available.

3
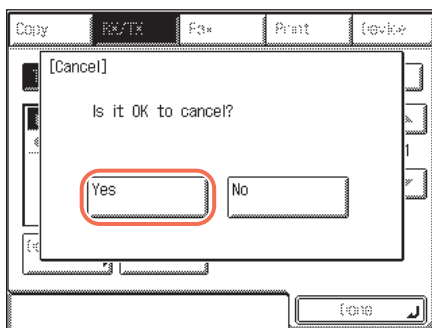
Press [Yes].

An alarm sounds and document transmission is canceled.

A TX Report is printed automatically, unless this feature has been turned off. (See "TX Report," on p. 8-9.)

4 Press ⟋ (Reset) to return to the top screen.

Specifying the Scan Settings

3

This chapter describes the scanning features.

Specifying the Color Mode and Resolution

You can specify the color mode and resolution of scanned originals for sending. The color mode setting enables you to select whether to scan originals in black-and-white or color. The resolution setting enables you to send documents with fine text and images clearly by changing resolution from low to high. The higher the resolution, the higher the output quality, but the longer the sending time.

📎 **NOTE**

The default settings are:
- Color Mode: 'B&W'
- Resolution: '200 × 200 dpi'

---

1 **Press** ▱ **(SEND) → place your originals → specify the destination.**

📎 **NOTE**
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."

2
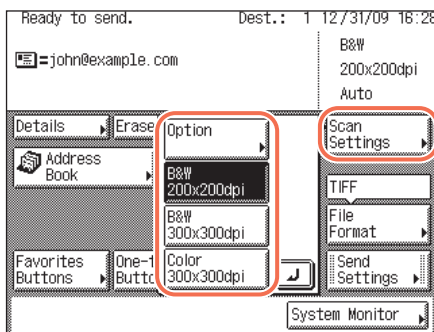
Press [Scan Settings] → select the desired mode from the three preset scan modes.

Preset scan modes consist of color mode and resolution settings.

🖑 **IMPORTANT**
- The following combinations of file format and preset scan modes are not available:
  - [JPEG], [PDF (Compact)], or [PDF (Compact+OCR)] as the file format and [B&W 200 × 200 dpi] or [B&W 300 × 300 dpi] as the scan mode
  - [TIFF] as the file format and [Color 300 × 300 dpi] as the scan mode
- [Color 300 × 300 dpi] is not available when sending I-faxes or faxes.

● **If you want to specify the color mode and resolution separately:**
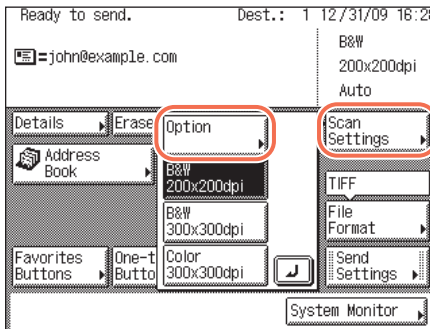
❑ Press [Scan Settings] → select [Option].
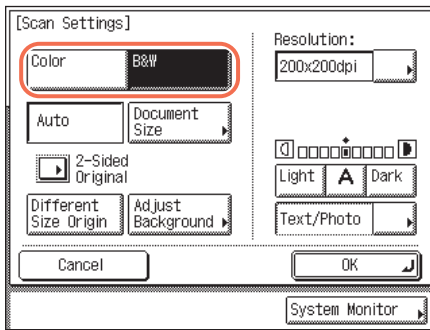
❑ Select the desired color mode.

[Color]:	Always scans in color regardless of whether the original is in color or black-and-white.
[B&W]:	Always scans in black-and-white regardless of whether the original is in color or black-and-white.

✋ IMPORTANT

- If you are sending documents via I-fax or fax, be sure to select [B&W]. You cannot send color documents via I-fax or fax.
- The following combinations of file format and color mode are not available:
  - [JPEG], [PDF (Compact)], or [PDF (Compact+OCR)] as the file format and [B&W] as the color mode
  - [TIFF] as the file format and [Color] as the color mode

📖 NOTE

If a black-and-white original is scanned in [Color], it is counted as a color scan.
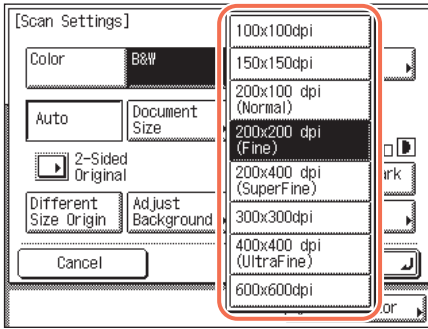
❏ Press the Resolution drop-down list ➔ select the desired resolution.

If you want to use less memory and make the sending time shorter, select a low resolution.

🖐 IMPORTANT

- If you select [Color] as the color mode, you can select [100 × 100 dpi], [150 × 150 dpi], [200 × 200 dpi], or [300 × 300 dpi] as the available resolution.
- If you select [PDF (Compact)] or [PDF (Compact+OCR] as the file format, the resolution is set to [300 × 300 dpi] automatically. You cannot select the resolution other than [300 × 300 dpi] for [PDF (Compact)] or [PDF (Compact+OCR].
- If you are sending documents via I-fax, you can select [200 × 100 dpi], [200 × 200 dpi], [200 × 400 dpi], [300 × 300 dpi], [400 × 400 dpi], or [600 × 600 dpi] as the available resolution.
- If you are sending documents via fax, you can select [200 × 100 dpi], [200 × 200 dpi], [200 × 400 dpi], or [400 × 400 dpi] as the available resolution.
- The maximum size of an image that you can send at a resolution of 600 × 600 dpi is LGL. If the image exceeds this size, it may be cut off.
- If you send a long original at a resolution of 600 × 600 dpi, the periphery of the original image may cut off slightly.
- If you are sending documents via fax, the maximum size of an image that you can send at a resolution of 400 × 400 dpi is LGL.
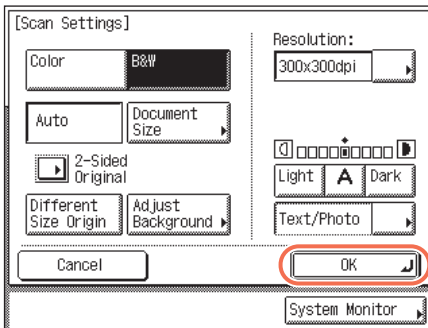
❏ Press [OK].

📝 NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press 🖉 (Reset).

3 Press ⓐ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓐ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓐ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE

The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Specifying the Document Size

You can manually specify the document size when the machine cannot detect the paper size automatically, such as when scanning transparencies.

🖐 IMPORTANT

- The machine cannot automatically detect the size of the originals listed below. Specify the size of these documents manually.
  - Nonstandard size originals
  - Highly transparent originals, such as transparencies
  - Originals with an extremely dark background
  - STMT originals that are placed on the platen glass
- If a document size setting other than [Auto] is specified, the following mode cannot be used:
  - Different Size Originals (See "Scanning Different Size Originals Together (Different Size Originals)," on p. 3-16.)
- If you place your originals into the feeder, their horizontal length (X) to the scanning direction is scanned at the actual size of your originals even if you manually specify the document size different from your originals. The vertical length (Y) to the scanning direction is scanned at the document size you specify manually.

✎ NOTE

The default setting is 'Auto'.

1 **Press** ⟨　✒　⟩ **(SEND) → place your originals → specify the destination.**

✎ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."

2

Ready to send.	Dest.: 1 12/31/09 16:30

📧 =john@example.com

B&W
200x200dpi
Auto

Details ▸ | Erase | Option ▸ | Scan Settings ▸

🗐 Address Book ▸

B&W 200x200dpi
B&W 300x300dpi

TIFF

File Format ▸

Favorites Buttons ▸ | One-t Butto | Color 300x300dpi | ⏎ | Send Settings ▸

System Monitor ▸

Press [Scan Settings] → select [Option].

3

[Scan Settings]

Color | B&W

Resolution:
200x200dpi ▸

Auto | Document Size ▸

📄 2-Sided Original

◁ □□□□■□□□□ ▷
Light | **A** | Dark

Different Size Origin | Adjust Background ▸

Text/Photo ▸

Cancel | OK ⏎

System Monitor ▸

Press [Document Size].

4

[Document Size] Select the document size.

| LTR ☐ | LGL ☐ | STMT ☐ | Auto ■ |

STMT ☐

▶ A/B-size

Done ↵

System Monitor ▶
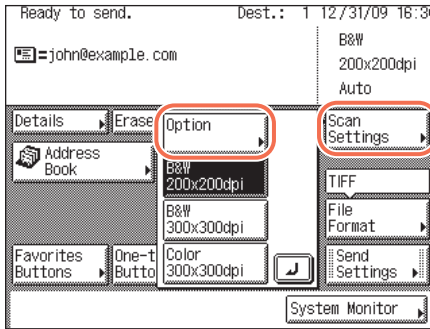
**Select the document size →
press [Done].**

🖐 IMPORTANT

If you are sending faxes and there are no sizes on the screen matching the size of the
original, select the size whose width (Y) matched the width of the original. Even if the
length (X) of the size selected on the screen is shorter than that of the original, the
machine scans all the contents of the original (original of up to 24 7/8" [630 mm] in
length) for sending.
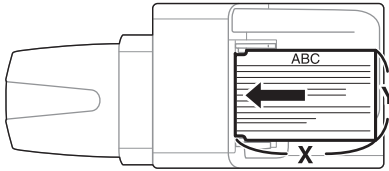
📝 NOTE

To select the paper size in A or B series, press [A/B-size].

5

[Scan Settings]

| Color | **B&W** |

Resolution:
200x200dpi ▶

| LTR ☐ | Document Size ▶ |

▶ 2-Sided Original

◁ ☐☐☐☐☐☐☐☐ ▶
Light | **A** | Dark

| Different Size Origin | Adjust Background ▶ |

Text/Photo ▶

Cancel | OK ↵

System Monitor ▶

Press [OK].

📝 NOTE

To cancel the specified settings, press
[Cancel] on the Scan Settings screen
or press ⟨∅⟩ (Reset).

6 Press ⊚ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⊚ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⊚ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.
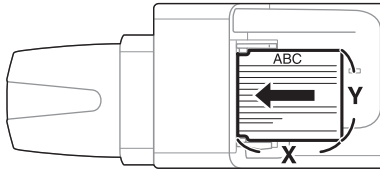
✎ NOTE

The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Adjusting the Density and Image Quality

You can adjust the density and image quality of scanned originals for sending. The density setting enables you to adjust the lightness/darkness of scanned originals for sending. The image quality setting enables you to improve the image quality of scanned originals for sending, simply by selecting the original type ([Text], [Text/Photo], or [Photo]) that closely matches your originals. Based on the selected original type, the machine automatically adjusts the image quality to the most suitable level for your originals.

✍ NOTE

The default settings are:
- Density: '5'
- Image Quality: 'Text/Photo'

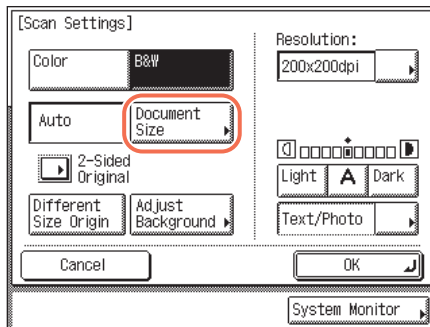*1* **Press** ✒ **(SEND) → place your originals → specify the destination.**

✍ NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."
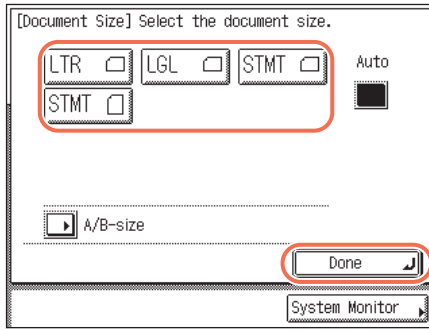
2 **Press [Scan Settings] → select [Option].**

For help, see step 2 in "Specifying the Document Size," on p. 3-6.

3
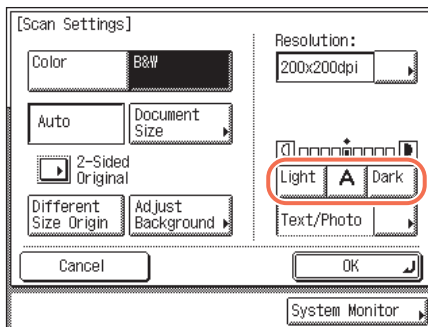
Press [Light], [Dark], or [A] to adjust the scan density.

● **If you want to adjust the scan density manually:**

```
[Scan Settings]
Color      B&W              Resolution:
                            200x200dpi    ▶
Auto    Document
        Size      ▶
   2-Sided                  ◁ □□□□□□□□□□ ▶
   Original                 Light  A  Dark
Different  Adjust
Size Origin Background ▶    Text/Photo    ▶
   Cancel                      OK        ↵
                            System Monitor ▶
```
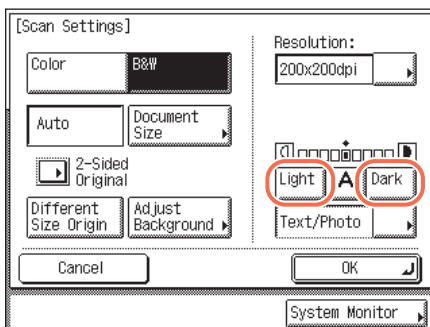
❏ Press [Light] to move the indicator to the left to make the density lighter, or press [Dark] to move it to the right to make the density darker.

● **If you want to adjust the scan density automatically:**

```
[Scan Settings]
Color      B&W              Resolution:
                            200x200dpi    ▶
Auto    Document
        Size      ▶
   2-Sided                  ◁ □□□□□□□□□□ ▶
   Original                 Light  A  Dark
Different  Adjust
Size Origin Background ▶    Text/Photo    ▶
   Cancel                      OK        ↵
                            System Monitor ▶
```
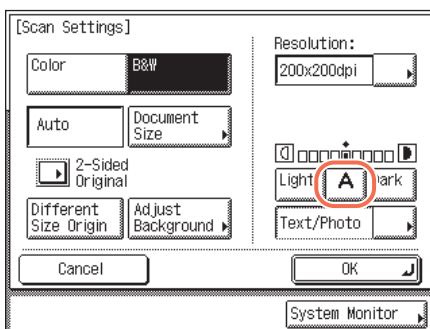
❏ Press [A].

The scanning density is automatically adjusted to the level best suited to the quality of the original.

✐ NOTE

If the original is scanned in color or is a transparency, adjust the scan density manually.

4
```
[Scan Settings]
Color      B&W              Resolution:
                            200x200dpi    ▶
Auto    Document      📄 Text
        Size
                      📄📷 Text/Photo  ▶
   2-Sided                          rk
   Original            Priority Level ▶
Different  Adjust
Size Origin Background  📷 Photo
   Cancel                      OK        ↵
                            System Monitor ▶
```
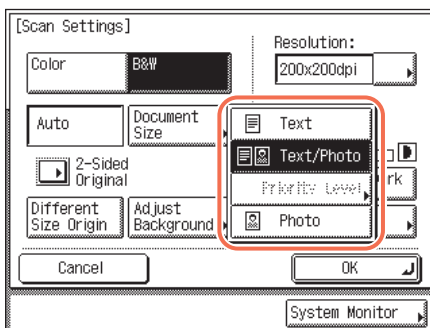
Press the original type drop-down list → select the desired mode to adjust the image quality.

[Text]:   This mode is best suited for scanning text originals. Blueprints or pencil drawn originals can also be scanned clearly.

[Text/Photo]:   This mode is best suited for scanning originals containing both text and photos.

Specifying the Scan Settings

| [Photo]: | This mode is best suited for scanning photos printed on photographic paper, or photo originals containing halftones (e.g., printed photos). |

✋ IMPORTANT
- Combinations of these three modes ([Text], [Text/Photo], and [Photo]) cannot be selected at the same time. If you select one of these modes, the previously set mode is canceled.
- If you use the Photo mode to scan an original containing halftones, such as a printed image, the moiré effect (a shimmering, wavy pattern) may occur. In this case, you can lessen the moiré effect by adjusting the scanning contrast (sharpness). (See "Adjusting the Contrast (Sharpness)," on p. 7-13.)

✏ NOTE
If you adjust the scan density automatically in step 3, this setting is disabled.

● **If you select [Text/Photo]:**
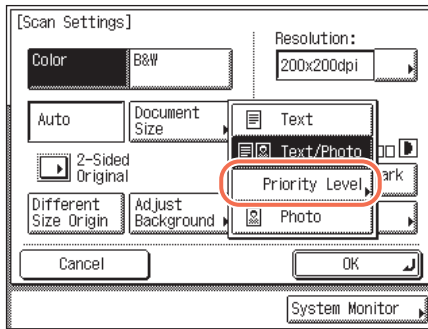
❑ Press the original type drop-down list → select [Priority Level].

✋ IMPORTANT
[Priority Level] is not available when [B&W] is selected as the color mode.
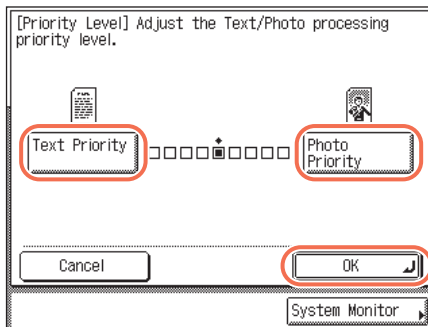
❑ Press [Text Priority] or [Photo Priority] to adjust the degree of priority for text or photo images → press [OK].

| [Text Priority]: | Priority is given to the faithful reproduction of text. |
| [Photo Priority]: | Priority is given to the faithful reproduction of photos, with as little moiré effect as possible. |

5

Press [OK].

✐ NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press ⊘ (Reset).

6 Press ⓘ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⓢ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓘ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

✐ NOTE

The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Scanning Two-Sided Originals

You can set the machine to automatically turn over two-sided originals placed in the feeder, so that each side is scanned separately.

1 **Press** 🖅 **(SEND)** → **place your originals into the feeder** → **specify the destination.**

✐ NOTE
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."

2 **Press [Scan Settings] → select [Option].**

For help, see step 2 in "Specifying the Document Size," on p. 3-6.

3 **Press [2-Sided Original].**

4

[2-Sided originals] Select the type of original.

Book Type   Calendar Type

Cancel   OK

System Monitor

**Select the type of original →
press [OK].**

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

5

[Scan Settings]

Resolution:
200x200dpi

Color | B&W

Auto | Document Size

2-Sided Original

Different Size Origin | Adjust Background

Light | A | Dark

Text/Photo

Cancel | OK

System Monitor

Press [OK].

NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press ⟨⁄⟩ (Reset).

6 **Press ⟨◇⟩ (Start) to start scanning your originals.**

To cancel scanning, press [Cancel] or ⟨◎⟩ (Stop).

The scanned data is sent to the specified destination when scanning is complete.

Scanning Different Size Originals Together (Different Size Originals)

The Different Size Originals mode enables you to place different size originals into the feeder and scan them at the same time.

The combination of the paper sizes available for the Different Size Originals mode is LTR and LGL.

IMPORTANT

- The combinations other than described above may wrinkle originals.
- Make sure that the different sized originals are of the same weight (paper type).
- If the Different Size Originals mode is set, the scanning speed may be slower than normal.
- The Different Size Originals mode cannot be used with the following mode:
  - Document Size (except for [Auto]) (See "Specifying the Document Size," on p. 3-6.)

1
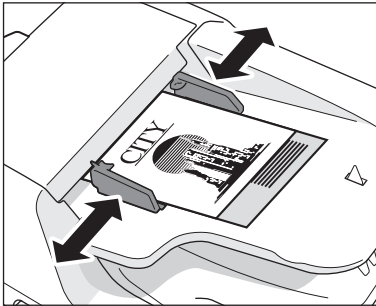
Press [SEND] → place your originals into the feeder → specify the destination.

Align the top and bottom edges of the originals with the edges of the feeder by adjusting the slide guides.

NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."

2 **Press [Scan Settings] → select [Option].**

For help, see step 2 in "Specifying the Document Size," on p. 3-6.

3

[Scan Settings]

Color | B&W

Resolution:
200x200dpi

Auto | Document Size

2-Sided Original

Different Size Origin | Adjust Background

Cancel | OK

System Monitor

Light | A | Dark

Text/Photo
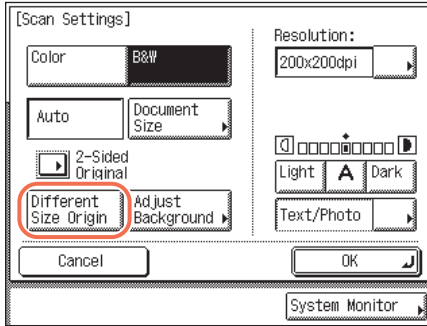
Press [Different Size Origin].

4
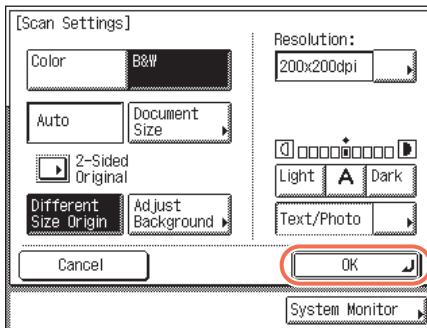
[Scan Settings]

Color | B&W

Resolution:
200x200dpi

Auto | Document Size

2-Sided Original

Different Size Origin | Adjust Background

Cancel | OK

System Monitor

Light | A | Dark

Text/Photo

Press [OK].

✎ NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press ⬚ (Reset).

5 **Press ⬚ (Start) to start scanning your originals.**

To cancel scanning, press [Cancel] or ⬚ (Stop).

The scanned data is sent to the specified destination when scanning is complete.

Adjusting the Density of Background Color

This mode enables you to adjust the density of the background color when scanning color originals. You can adjust red, green, and blue separately.

✋ IMPORTANT

The setting for [Adjust Background] is invalid when all of the conditions below are met.
- [100 × 100 dpi], [150 × 150 dpi], or [200 × 100 dpi] is selected as the resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [B&W] is selected as the color mode. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [Text] is selected as the image quality. (See "Adjusting the Density and Image Quality," on p. 3-10.)

To activate [Adjust Background], change the settings.

1 Press [✈ (SEND)] → place your originals → specify the destination.
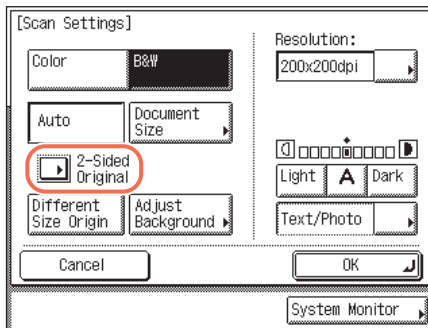
📝 NOTE

- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."
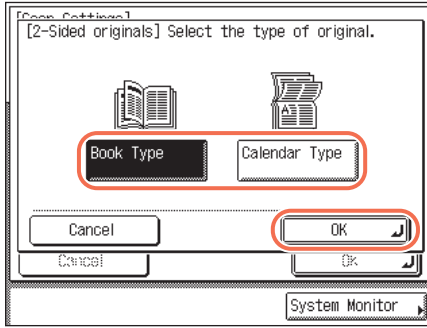
2 Press [Scan Settings] → select [Option].

For help, see step 2 in "Specifying the Document Size," on p. 3-6.
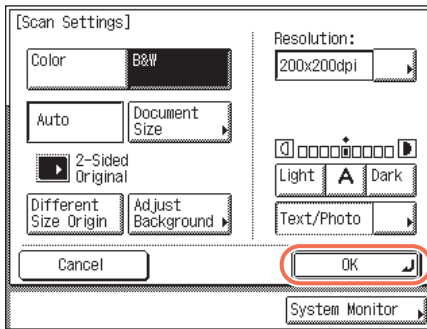
3

Press [Adjust Background].

4

[Adjust Background] Adjust the density of the background color.

■Red — □□□□□□▪□□ +

■Green — □□□□□□▪□□ +

■Blue — □□□□□□▪□□ +

Cancel   OK ↵

System Monitor ▸
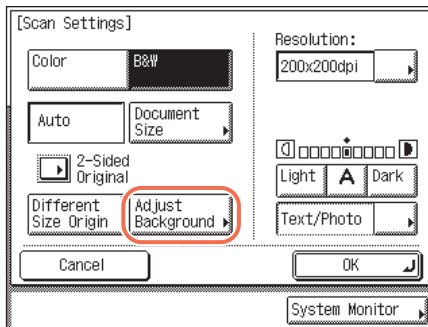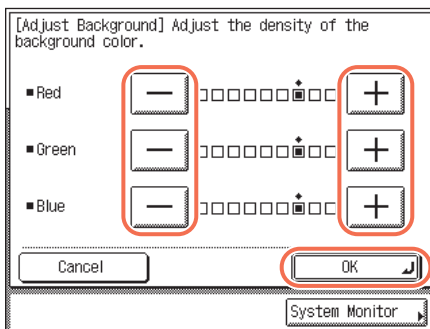
Press [-] or [+] to specify the amount of each color that you want to adjust → press [OK].

You can adjust the density of each color by pressing [-] or [+]. Press [-] to make the color lighter, or press [+] to make the color darker.

✎ NOTE

If you adjust the density of the background color, the automatic scan exposure setting specified in "Adjusting the Density and Image Quality," on p. 3-10 is canceled, and the original is scanned according to the settings in this step.

5

[Scan Settings]

Color | B&W

Auto | Document Size ▸

□ 2-Sided Original

Different Size Origin | Adjust Background ▸

Cancel

Resolution:
200x200dpi ▸

◁ □□□□▪□□□□ ▷
Light | A | Dark

Text/Photo ▸

OK ↵

System Monitor ▸

Press [OK].

✎ NOTE

To cancel the specified settings, press [Cancel] on the Scan Settings screen or press ⊘ (Reset).

6 Press ⟨◈⟩ (Start) to start scanning your originals.

To cancel scanning, press [Cancel] or ⟨⊚⟩ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⟨◈⟩ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE

The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Specifying the File Format

The machine offers a variety of file formats you can select from when scanning originals. Scanned originals are converted to the specified file format and are sent via e-mail or to a file server or USB memory media device.

1 **Press** [✒] **(SEND) → place your originals → specify the destination.**

📝 NOTE
- For instructions on how to place your originals, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- For instructions on how to specify the destination, see "Basic Sending Methods," on p. 2-2, or Chapter 4, "Specifying Destinations Easily and Quickly."

2

Ready to send.   Dest.: 1 12/31/09 18:20

📧 =john@example.com

B&W
200x200dpi
Auto

Details ▸ | Erase | Recall ▸ | Scan Settings ▸
Address Book ▸ | Network Add. Book | TIFF / File Format ▸
Favorites Buttons ▸ | One-touch Buttons ▸ | New Address ▸ | Send Settings ▸

System Monitor ▸

Press [File Format].

3

[File Format]

■ B&W
TIFF | PDF | PDF(OCR)

■ Color
JPEG | PDF | PDF(Compact)
PDF(OCR) | PDF (Compact+OCR)

☐ Divide into Pages

Done ↵

System Monitor ▸
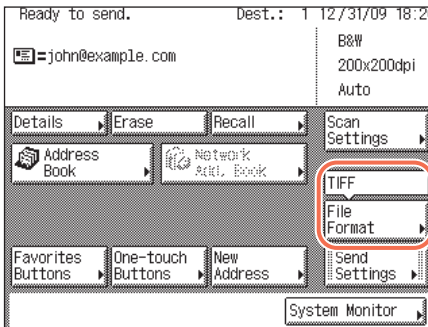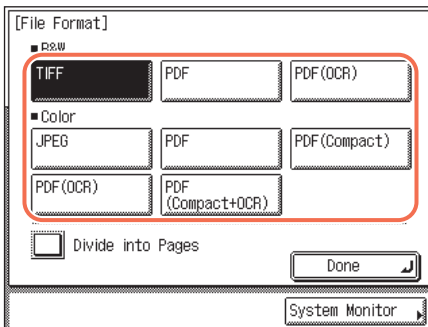
Select a file format for sending your document.

<B&W>

The following file formats are available when you scan originals in black-and-white:

[TIFF]: Sends the file in the TIFF format.

[PDF]: Sends the file in the PDF format.

[PDF (OCR)]: Enables you to perform OCR (Optical Character Recognition) on a scanned original to create a PDF with searchable text. You can search the text using Adobe Reader/Adobe Acrobat Reader, or your operating system's search function.

<Color>

The following file formats are available when you scan originals in color:

[JPEG]: Sends the file in the JPEG format.

[PDF]: Sends the file in the PDF format.

[PDF (Compact)]: Enables you to send files containing text originals or text/photo originals using a higher compression ratio than normal PDF. The resulting file or data size is smaller than when compressed as normal PDF, so this format is recommended for jobs that are to be sent over the network.

[PDF (OCR)]: Enables you to perform OCR (Optical Character Recognition) on a scanned original to create a PDF with searchable text. You can search the text using Adobe Reader/Adobe Acrobat Reader, or your operating system's search function.

[PDF (Compact+OCR)]: Sends the file in combinations of [PDF (Compact)] and [PDF (OCR)].

🖐 IMPORTANT

[PDF(OCR)] and [PDF(Compact+OCR)] are available only when the Color Send Searchable PDF Kit-E1 (optional for the imageRUNNER 1750/1740/1730) is activated.

✐ NOTE

• If you select [PDF (Compact)] or [PDF (Compact+OCR)] as the file format, it is recommended that you set the image quality setting to either 'Text/Photo' or 'Text'. (See "Adjusting the Density and Image Quality," on p. 3-10.)
• To view a JPEG file, a software application that supports the JPEG format is required.
• To view a TIFF file, a software application that supports the TIFF format (such as Imaging for Windows) is required.
• To view a PDF file, Adobe Reader/Adobe Acrobat Reader is required.

● **If you want to separate multiple images and send them as separate files, each of which consists of only one page:**

[File Format]
■ B&W
TIFF | PDF | PDF(OCR)
■ Color
JPEG | PDF | PDF(Compact)
PDF(OCR) | PDF (Compact+OCR)
☐ Divide into Pages | Done
System Monitor
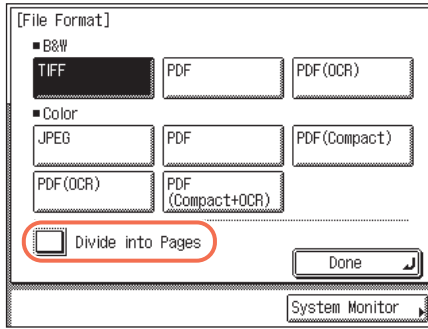
❑ Press [Divide into Pages].

If you want to send multiple images as a single file without dividing them, do not press [Divide into Pages].

🖐 IMPORTANT

If you select [JPEG] as the file format in this step, [Divide into Pages] is automatically activated.

4

[File Format]
■ B&W
TIFF | PDF | PDF(OCR)
■ Color
JPEG | PDF | PDF(Compact)
PDF(OCR) | PDF (Compact+OCR)
☐ Divide into Pages | Done
System Monitor
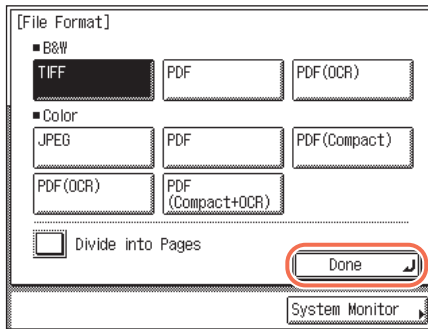
Press [Done].

5 **Press ⓒ (Start) to start scanning your originals.**

To cancel scanning, press [Cancel] or ⓢ (Stop).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press ⓒ (Start) once for each original. When scanning is complete, press [Done].

The scanned data is sent to the specified destination when scanning is complete.

✎ NOTE

The specified settings return to their defaults after documents are sent. If you want to keep the settings as the default, see "Registering Frequently Used Scan Settings as Default (Standard Send Settings)," on p. 7-5.

Specifying Destinations Easily and Quickly

4

This chapter describes useful methods for specifying destinations when you send documents.

Overview of Methods for Specifying Destinations

This machine provides you with various ways to specify destinations, besides using ⓪ - ⑨ (numeric keys) to enter a destination's address each time you send documents. This section provides an overview of methods that make it easier to specify destinations.

■ **Address Book/One-Touch Buttons (See "Address Book," on p. 4-3, and "One-Touch Buttons," on p. 4-31.)**

The Address Book is a feature used for storing addresses for the e-mail, I-fax, file server, fax, and group address functions. The group address feature enables you to create a group of up to 499 stored destinations as a single destination. This feature is useful when you want to send the same document to multiple destinations at one time.

The Address Book is divided into an Address Book and one-touch buttons. You can store up to 300 destinations in the Address Book and 200 destinations in the one-touch buttons, for a total of 500 destinations in the whole Address Book. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send documents.

■ **Favorites Buttons (See "Favorites Buttons," on p. 4-40.)**

You can register frequently used scan settings, send settings, and destinations in a favorites button for future use. This feature is useful if you frequently send documents with the same document settings to the same destination. Once you register a favorites button, you can send documents simply by selecting the favorites button containing the desired document settings and destinations, and pressing ⓸ (Start).

■ **Job Recall (See "Job Recall," on p. 4-51.)**

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.

■ **LDAP Server (See "LDAP Server," on p. 4-54.)**

You can specify e-mail addresses and fax numbers by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers. E-mail addresses and fax numbers obtained via the server can be specified as destinations or stored in the Address Book.

Address Book

The Address Book is a feature used for storing addresses for the e-mail, I-fax, file server, fax, and group address functions. The group address feature enables you to create a group of up to 499 stored destinations as a single destination. This feature is useful when you want to send the same document to multiple destinations at one time.

The Address Book is divided into an Address Book and one-touch buttons. You can store up to 300 destinations in the Address Book and 200 destinations in the one-touch buttons, for a total of 500 destinations in the whole Address Book. Registering a destination in the Address Book saves you the effort of entering that destination's address each time you send documents.

This section describes how to register, use, and edit the Address Book.

🖐 IMPORTANT
> If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

📝 NOTE
> The Address Book can be exported and imported using the Remote User Interface. (See Chapter 2, "Managing Jobs and Machine Data," in the *Remote UI Guide*.)

Registering the Address Book

Follow the procedures below to register destinations in the Address Book.

E-Mail Addresses

The following describes how to register e-mail addresses in the Address Book.

1 **Display the Register Address screen.**

You can access this screen from the Additional Functions screen or by using the Register key (shortcut key to the Register Address screen) on the Address Book screen.
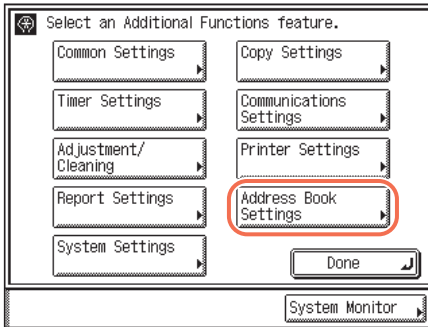
● **If you want to access from the Additional Functions screen:**

❑ Press ⊛ (Additional Functions) →
[Address Book Settings].

  If a password has been set for the
  Address Book, enter the password using
  ⓪ - ⑨ (numeric keys) → press [OK].
  (See Chapter 4, "Setting the Send
  Function," in the *System Settings Guide*.)
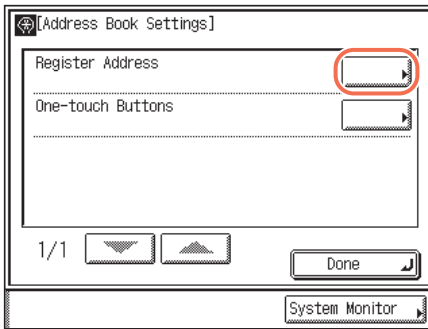
❑ Press [Register Address].

● **If you want to access using the Register key on the Address Book
screen:**

❑ Press 　　✍　　 (SEND) → [Address
  Book].

❑ Press [✍].

[Address Book]   ■ Type
Dest.: 0   ● All
✓ Type | Name | Destination
001/001
[Re-tails]
ABC DEF GHI JKL MNO PQR STU VWX YZ 0-9 All
Cancel   ✍ register   OK
System Monitor

❑ Press [Register New Address].

[Address Book]   ■ Type
✍ [Register] Select a key for the registration.
Register New Address ▸
Register One-touch Button ▸
Done
Cancel   ✍ Register   OK
System Monitor

2

Press [Register New Add].

[Register Address]   ■ Type
● All
Type | Name | Destination
001/001
Edit
ABC DEF GHI JKL MNO PQR STU VWX YZ 0-9 All
Register New Add ▸   Erase   Done
System Monitor

3

Press [E-mail].

[Register New Address]
Fax ▸   E-mail ▸   I-Fax ▸
File ▸
Group ▸   Network Add. Book ▸
Done
System Monitor

4 **Enter the e-mail address (up to 120 characters) using the on-screen keyboard → press [Next].**

E-mail Address (Max 120 characters)

john@example.com — Alphabet

◄   ►   Backspace   Entry Mode

q w e r t y u i o p -
a s d f g h j k l @
z x c v b n m . / _
Space   Shift

Cancel   ◄ Back   Next ►

System Monitor

NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

5 **Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].**

[Register Name] (Max 16 characters)

Canon(e-mail) — Alphabet

◄   ►   Backspace   Entry Mode

q w e r t y u i o p -
a s d f g h j k l @
z x c v b n m . / _
Space   Shift

Cancel   ◄ Back   OK

System Monitor
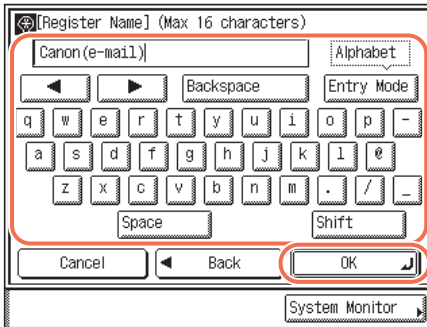
NOTE

The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

6 **Press [Done].**

The display returns to the Register Address screen.

[Register New Address]

Fax   E-mail   I-Fax

File

Group   Network Add. Book

Done

System Monitor

The e-mail address and register name you specified appear on the Register Address screen as follows:
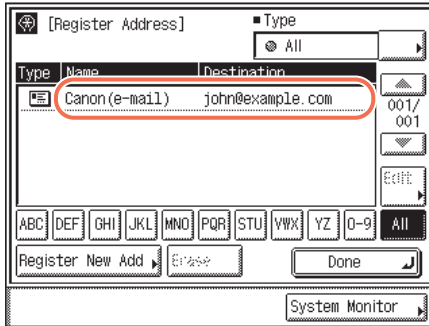
7 Press [⊘] (Reset) to return to the top screen.

I-Fax Addresses

The following describes how to register I-fax addresses in the Address Book.

1 Display the Register Address screen → press [Register New Add].

For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.

2 Press [I-Fax].

Specifying Destinations Easily and Quickly

3
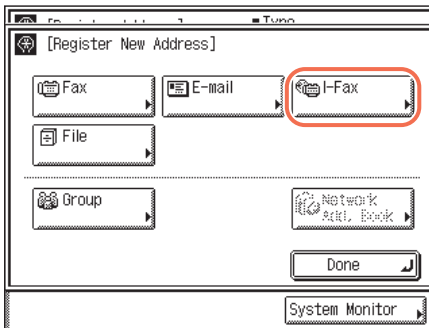
Enter the I-fax address (up to 120 characters) using the on-screen keyboard → press [Next].

📝 NOTE

> For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

4

Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].

📝 NOTE

> The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

5

Press [Done].

The display returns to the Register Address screen.

Specifying Destinations Easily and Quickly

4

The I-fax address and register name you specified appear on the Register Address screen as follows:
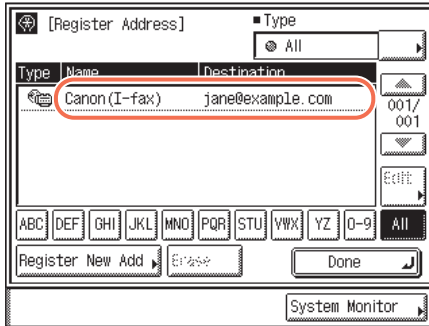
6 Press [/] (Reset) to return to the top screen.

File Server Addresses

The following describes how to register file server addresses in the Address Book.

1 **Display the Register Address screen → press [Register New Add].**

For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.
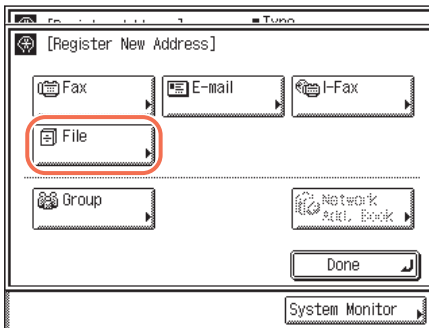
2 **Press [File].**

3

Press the Protocol drop-down list → select the desired server protocol.

The following server protocols are available.

The table below shows the system requirements for the server that is compatible with IPv4.

Protocol	System Requirements	Application
FTP	Sun Solaris 2.6 or later, Mac OS X, or Red Hat Linux 7.2	-
	Windows 2000 Server	Internet Information Services 5.0
	Windows XP Professional	Internet Information Services 5.1
	Windows Server 2003	Internet Information Services 6.0
	Windows Vista/Server 2008	Internet Information Services 7.0
	Windows 7/Server 2008 R2	Internet Information Services 7.5
Windows (SMB)	Windows 2000/XP/Vista/7/Server 2003/Server 2008	-
	Mac OS X/UNIX/Linux	Samba 2.2.8a or later

The table below shows the system requirements for the server that is compatible with IPv6.

Protocol	System Requirements	Application
FTP	Solaris Version 9 or later, Red Hat Enterprise Linux AS/ES/WS 4.0 or later, or Mac OS X 10.3 or later	-

4 Specify a file server as the destination.

When specifying a file server, you need to set the host name, file path, user name, and password. You can use the on-screen keyboard to set these items, or use the Browse key on the File screen to specify a file server if [Windows (SMB)] is selected as the server protocol in step 3. With the Browse key you can search for and specify a file server connected to a specific network.

● If you use the on-screen keyboard:

❑ Press [Host Name].

A host name is a name assigned to a host computer that provides services on the Internet. A specific host name is assigned to each host computer to specify it on the Internet. In this entry box, enter the name of the file server on the network as the destination of the send job.

❑ Enter the host name (up to 47 characters or 120 characters when [Windows (SMB)] is selected as the server protocol) using the on-screen keyboard → press [OK].

❑ Press [File Path].

A file path is a series of characters that signify the location of the folder. Specify a folder in the file server as the destination of the send job.

❑ Enter the file path (up to 120 characters) using the on-screen keyboard → press [OK].

❏ Press [User].

```
⊕ [File]
    Protocol:  [FTP        ▶] [Browse  ▶]
[Host Name ▶] starfish.organization.company.co
[File Path  ▶] share
[User       ▶]
[Password   ▶]
[ Cancel ]  [◀  Back ]  [ Next  ▶]
                              [System Monitor ▶]
```

❏ Enter the user name (up to 24 characters) using the on-screen keyboard → press [OK].

```
⊕[User] (Max 24 characters)
[ user_name| ]              [Alphabet ⌄]
[ ◀ ] [ ▶ ] [Backspace]     [Entry Mode]
[q][w][e][r][t][y][u][i][o][p][-]
[a][s][d][f][g][h][j][k][l][@]
[z][x][c][v][b][n][m][.][/][_]
       [ Space ]         [ Shift ]
[ Cancel ]              [ OK  ⏎]
                              [System Monitor ▶]
```

❏ Press [Password].

```
⊕ [File]
    Protocol:  [FTP        ▶] [Browse  ▶]
[Host Name ▶] starfish.organization.company.co
[File Path  ▶] share
[User       ▶] user_name
[Password   ▶]
[ Cancel ]  [◀  Back ]  [ Next  ▶]
                              [System Monitor ▶]
```

❏ Enter a password (up to 24 characters or 14 characters when [Windows (SMB)] is selected as the server protocol) using the on-screen keyboard → press [OK].

After pressing [OK], the characters that you enter for the password are displayed as asterisks (********) on the [File] screen.

```
⊕[Password]( Max 24 characters, 14 for SMB)
[ password| ]               [Alphabet ⌄]
[ ◀ ] [ ▶ ] [Backspace]     [Entry Mode]
[q][w][e][r][t][y][u][i][o][p][-]
[a][s][d][f][g][h][j][k][l][@]
[z][x][c][v][b][n][m][.][/][_]
       [ Space ]         [ Shift ]
[ Cancel ]              [ OK  ⏎]
                              [System Monitor ▶]
```

NOTE

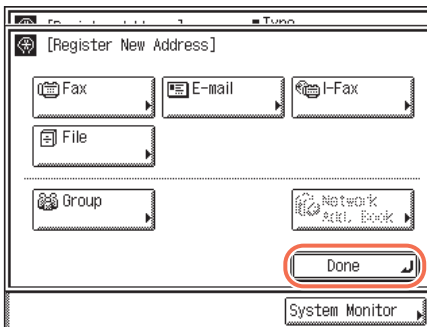- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- If you are sending to an imageWARE Document Manager* folder, set the FTP server address specified in imageWARE Gateway as the destination. Using imageWARE Document Manager and the Send function of the machine enables you to manage digitized paper documents and computer data on the network. For more information on the imageWARE Document Manager, see the appropriate imageWARE Gateway documentation.
  * a document management system provided by Canon

● **If you use the Browse key:**

❑ Press [Browse].

IMPORTANT

After turning the main power ON, you must wait for the time set in Startup Time Settings to elapse before pressing [Browse]. Network transmission is not possible until this startup time has elapsed. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.)

❑ Select the desired workgroup → press [Down].

Press [▼] or [▲] to scroll to the desired workgroup if it is not displayed.

❏ Select the desired file server ➞ press [Down] or [OK].

If you want to send scanned documents in a specific folder in the selected file server, press [Down] ➞ select the desired folder ➞ press [OK].
If not, press [OK].

✎ NOTE
- If the Enter Network Password screen is displayed, enter your user name and network password ➞ press [OK].
- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
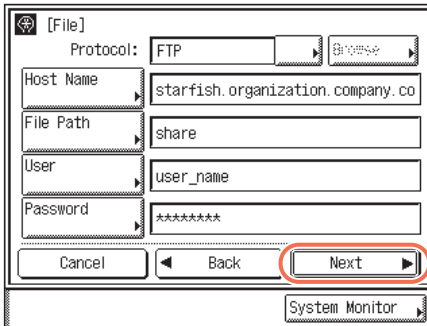
5 **Confirm your settings ➞ press [Next].**

6 **Enter the register name (up to 16 characters) using the on-screen keyboard ➞ press [OK].**
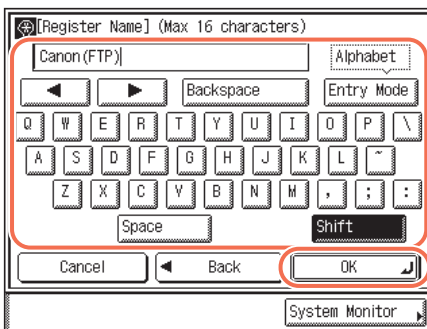
✎ NOTE
The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
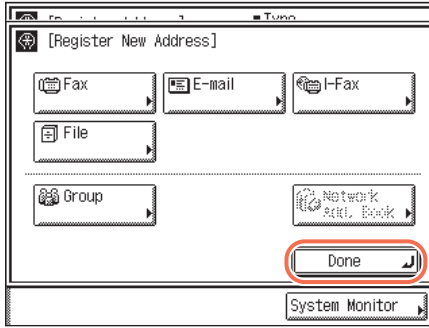
7 Press [Done].

The display returns to the Register Address screen.

The file server address and register name you specified appear on the Register Address screen as follows:
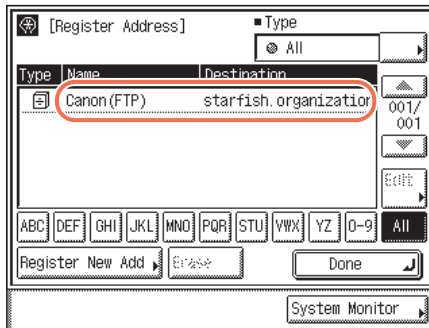
8 Press ⟨⫽⟩ (Reset) to return to the top screen.

Fax Numbers
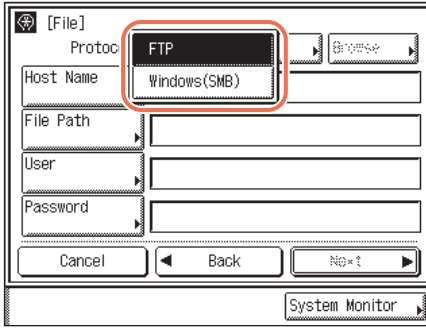
The following describes how to register fax numbers in the Address Book.

1 Display the Register Address screen → press [Register New Add].

For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.

2
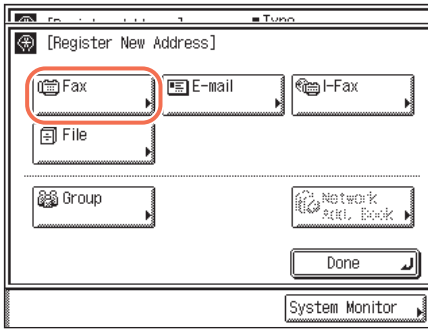
Press [Fax].

3
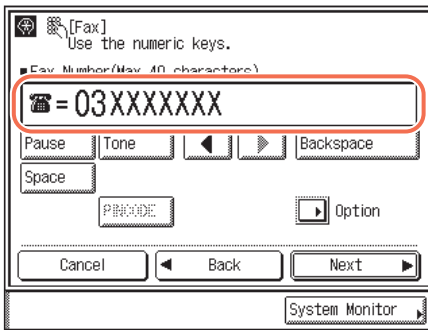
Enter the fax number (up to 40 characters) using ⓪ - ⑨ (numeric keys).

[Pause]:	Press to insert a pause of several seconds in the fax number you are dialing. If you insert a pause within the fax number, the letter \<p> is displayed between the numbers. If you insert a pause at the end of the fax number, the letter \<P> appears. When dialing an overseas number, insert a pause after the international access code and at the end of the fax number. (See "Dialing an Overseas Number," on p. 2-53.)
[Tone]:	Press when you want to directly call an extension line that is connected to a PBX (Private Branch eXchange), which accepts only tone dialing. If you press [Tone], the letter \<T> appears.
[PIN Code]:	Press to enter the PIN (Personal Identification Number) code. You can press this key only if [Option] is selected for PIN Code Position. If [Prefix], [Suffix], or [Off] is selected for PIN Code Position, this key is grayed out. (See "Dialing with a PIN Code," on p. 2-51.)
[◀] [▶]:	Press to move the position of the cursor.
[Backspace]:	Press to delete the number immediately to the left of the cursor.
[Space]:	Press to insert a space between numbers.
[Option]:	Press to specify optional settings in the next step.

👆 IMPORTANT

You cannot insert a pause at the beginning of a number.

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The pause time differs in length, depending on whether it is entered in the middle or at the end of a fax number.
  - The pause time entered in the middle of a fax number (lower-case p) is set to two seconds long by default. This can be changed to any length between 1 and 15 seconds. (See "Adjusting the Pause Time," on p. 7-23.)
  - The pause time entered at the end of a fax number (upper-case P) is set to 10 seconds long. (This length cannot be changed.)
- Two or more pauses can be entered consecutively.
- You can press Ⓒ (Clear) to clear your entry.

4   Press [Option].

You can specify the following optional settings:

[Sending Speed]: Adjusts the transmission speed. Available speeds are '33600 bps', '14400 bps', '9600 bps', and '4800 bps'. If your document transmissions are slow in starting, this may mean that the telephone lines in your area are slow. Select a slower speed. The default setting is '33600 bps'.

[Long Distance]: Specifies long distance settings. Available settings are 'Domestic', 'Long Distance (1)', 'Long Distance (2)', and 'Long Distance (3)'. Use 'Domestic' for dialing domestic (local) telephone numbers. Use 'Long Distance (1)' if communication errors frequently occur when you make overseas calls (when the overseas telephone number is registered in the Address Book). If errors persist, try using 'Long Distance (2)' or 'Long Distance (3)'. The default setting is 'Domestic'.

[ECM TX]: Sends documents with ECM (Error Correction Mode). ECM reduces the effect of system and line errors on documents that may occur when sending or receiving with another fax machine that supports ECM. For more information, see "Sending with Error Correction Mode (ECM Transmission)," on p. 7-21. The default setting is 'On'.

● **If you want to specify [Sending Speed]:**

❏ Press [Sending Speed].

```
[Option]

  33600 bps    Domestic    On

Sending Speed   Long        ECM TX
                Distance


  Cancel                    OK

                    System Monitor
```
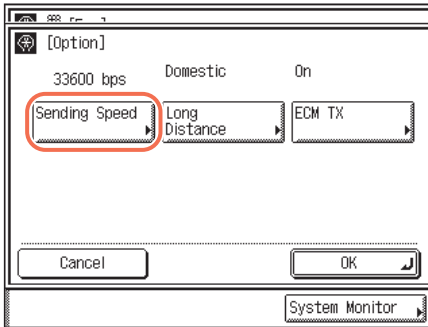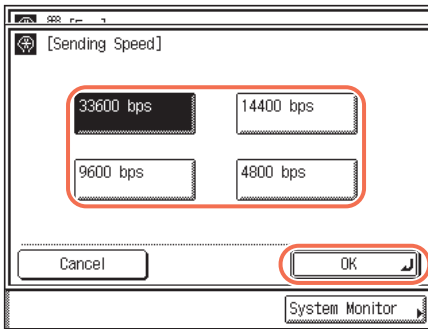
❏ Select the desired transmission speed →
press [OK].

```
[Sending Speed]

  33600 bps        14400 bps

  9600 bps         4800 bps


  Cancel                    OK

                    System Monitor
```

● **If you want to specify [Long Distance]:**

❏ Press [Long Distance].

```
[Option]

  33600 bps    Domestic    On

Sending Speed   Long        ECM TX
                Distance


  Cancel                    OK

                    System Monitor
```
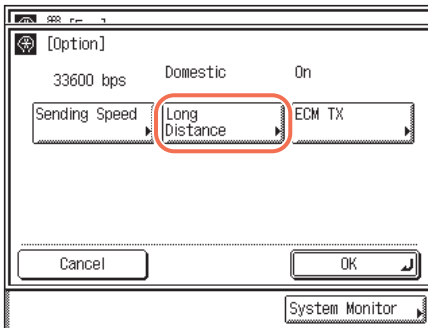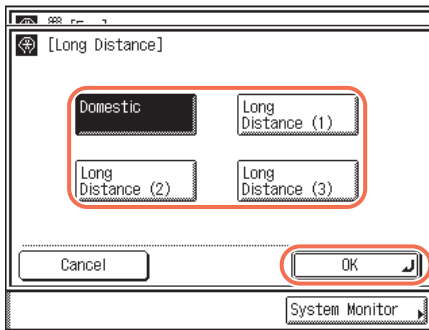
❑ Select the type of call → press [OK].

● **If you want to specify [ECM TX]:**
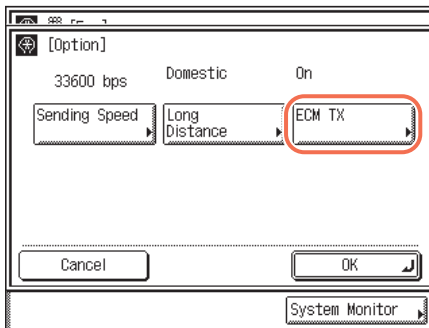
❑ Press [ECM TX].

❑ Select [On] or [Off] → press [OK].

4

Specifying Destinations Easily and Quickly
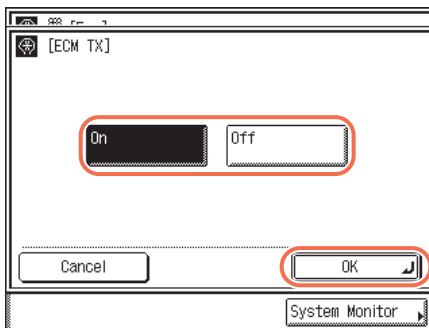
5
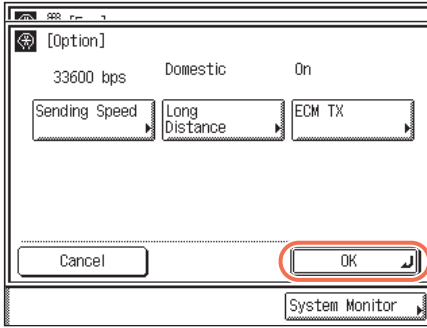
Press [OK].

6
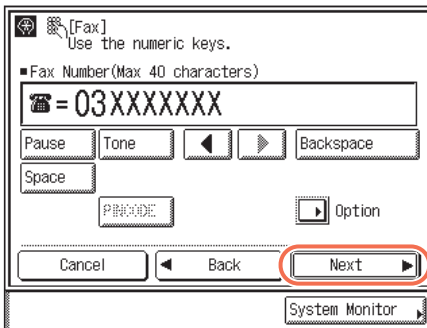
Press [Next].

7

Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].

📝 NOTE

The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
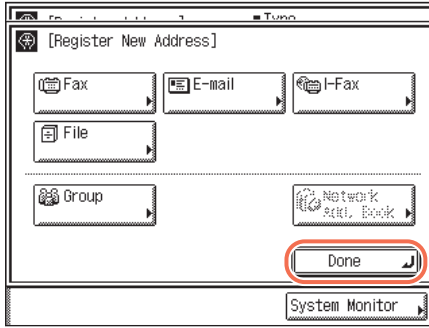
8 Press [Done].

The display returns to the Register Address screen.

The fax address and register name you specified appear on the Register Address screen as follows:
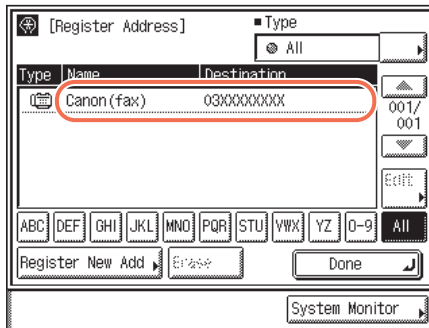
9 Press ⟨ ⟩ (Reset) to return to the top screen.

Group Addresses

The following describes how to register group addresses in the Address Book.

📢 IMPORTANT

If you want to store a group address, the destinations such as e-mail addresses and file server addresses must be stored in the Address Book beforehand.

✎ NOTE

You cannot register a group address in a group address.

1 Display the Register Address screen → press [Register New Add].

For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.

2
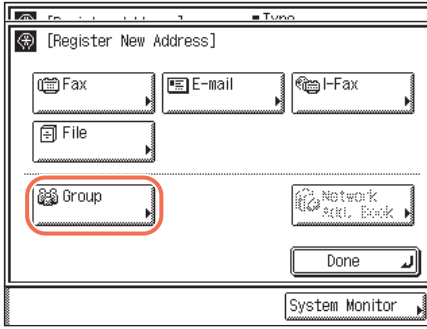
Press [Group].

3
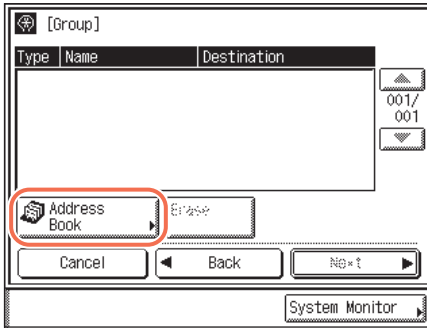
Press [Address Book].

4
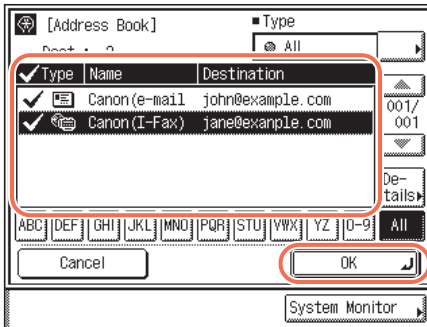
Select all the destinations you want to register in a group address → press [OK].

Press [▼] or [▲] to scroll to the desired destination if it is not displayed.

📝 NOTE

- To cancel a selected destination, select the destination again to clear the check mark.
- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

5
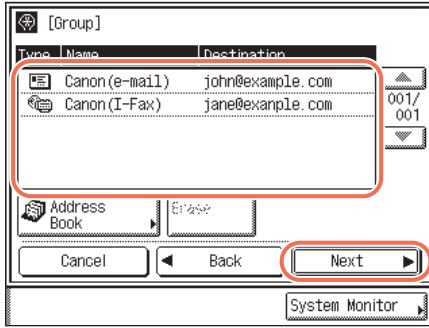
Confirm the selected destinations → press [Next].

If you want to delete a destination, select the destination to be deleted → press [Erase].

6
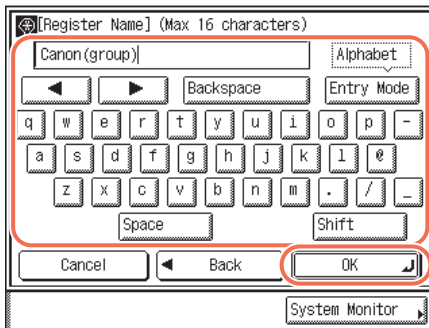
Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].

📎 NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character of the register name is used for sorting the address list when you press keys such as [ABC] and [DEF] on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

7
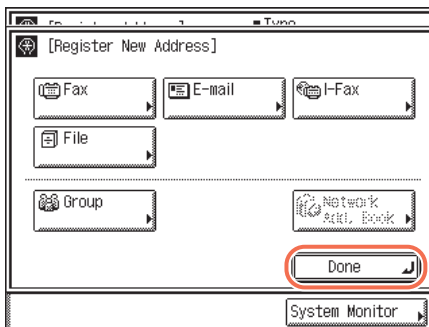
Press [Done].

The display returns to the Register Address screen.

The number of destinations registered in the group address and register name you specified appear on the Register Address screen as follows:
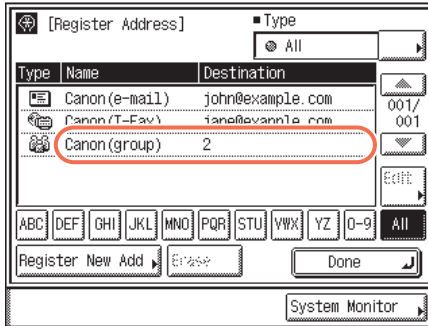
8 **Press** [⟋] **(Reset) to return to the top screen.**

Using the Address Book

Follow this procedure to specify destinations using the Address Book.

1
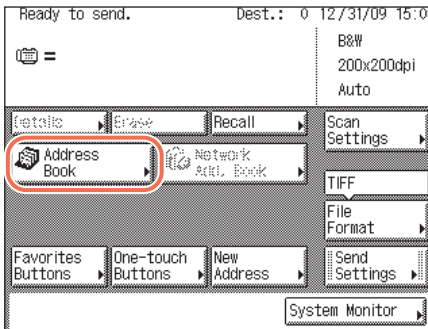
Press [✐] **(SEND) →
[Address Book].**

2
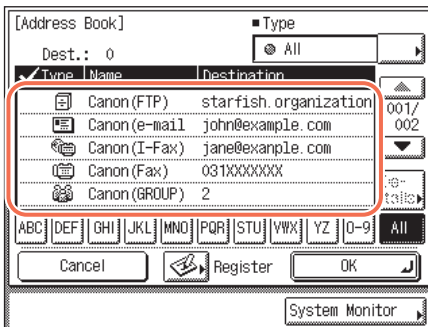
**Select the destination from the
Address Book list.**

You can select multiple destinations**.**

The following keys on the screen are also available as necessary:
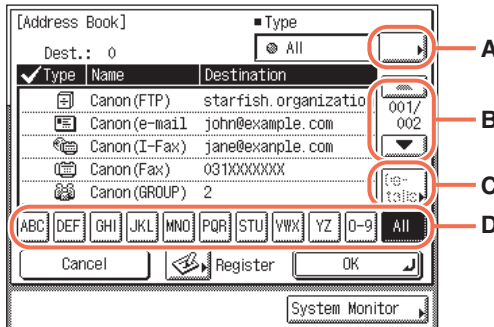
A   Press to restrict the type of destinations displayed in the Address Book list.
[All]: Displays all destinations registered in the Address Book.
[Group]: Displays the destinations registered as group addresses.
[Fax]: Displays the registered fax destinations.
[E-mail]: Displays the registered e-mail destinations.
[I-Fax]: Displays the registered I-fax destinations.
[File]: Displays the registered file server destinations.
[One-touch]: Displays the destinations registered in one-touch buttons.

B   Press to scroll the Address Book list up or down.

C   Press to display the detailed information of a selected destination.

D   Press (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

✐ NOTE
- If the register name is longer than 15 characters, the first 15 characters are displayed in the Name column in the Address Book.
- To cancel a selected destination, select the destination again to clear the check mark.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, do not specify multiple file server addresses at the same time. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) If you specify multiple file server addresses, an error message appears when you press ⓐ (Start) in step 4.

3

Press [OK].

The selected destination appears on the top screen.

● **If you want to check the selected destination:**
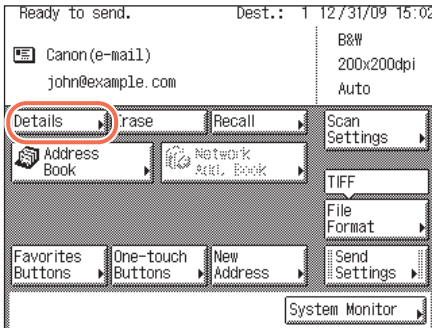
❑ Press [Details].

If the selected destination is a group address, select one destination at a time → press [Details].
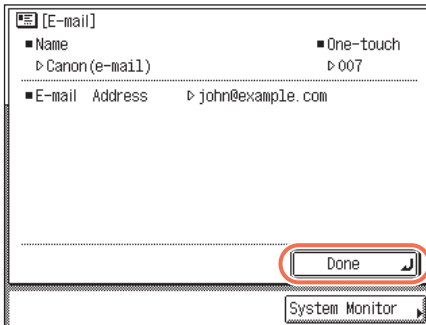
❑ Check the destination's information → press [Done].

If the selected destination is a group address, press [Done] twice.

The display returns to the top screen.

● **If you want to delete the selected destination:**
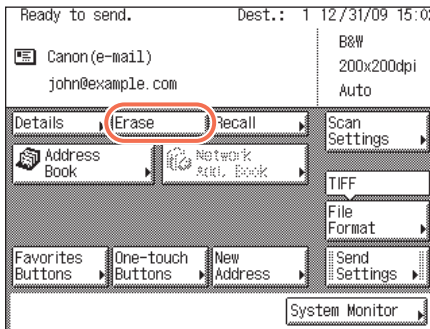
❑ Press [Erase].

The selected destination is deleted from the destination list.

4 Specify the scan settings, send settings, and press ⓥ (Start) to send documents.

✎ NOTE

- For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⓥ (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⓥ (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

Editing/Deleting the Registered Information in the Address Book

Follow this procedure to edit or delete the registered information in the Address Book.

1 Display the Register Address screen.

For help, see step 1 in "E-Mail Addresses," on p. 4-3.

2
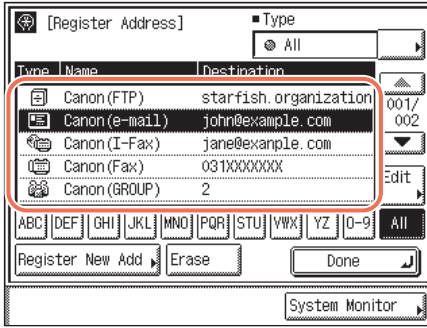
Select the destination to be changed or deleted.

You cannot select multiple destinations at the same time.

The following keys on the screen are also available as necessary:
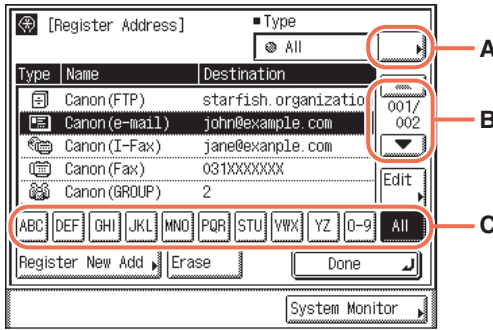
A   Press to restrict the type of destinations displayed in the Address Book list.

[All]: Displays all destinations registered in the Address Book.
[Group]: Displays the destinations registered as group addresses.
[Fax]: Displays the registered fax destinations.
[E-mail]: Displays the registered e-mail destinations.
[I-Fax]: Displays the registered I-fax destinations.
[File]: Displays the registered file server destinations.

B   Press to scroll the Address Book list up or down.

C   Press (e.g., [ABC]) to display the individual keys for each letter or number. You can select a letter or number to restrict the displayed range of entries. Press [All] to return to the full address list.

NOTE

- If the register name is longer than 15 characters, the first 15 characters are displayed in the Name column in the Address Book.
- To cancel a selected destination, select the destination again to clear the check mark.
- The Address Book list includes the destinations registered in one-touch buttons. If you select these destinations in this step, you cannot change or delete them in the following steps. For instructions on how to change or delete the destinations registered in one-touch buttons, see "Editing/Deleting the Registered Information in the One-Touch Buttons," on p. 4-38.

3 Change or delete the registered information of the selected destination.

● **If you want to change the registered information:**
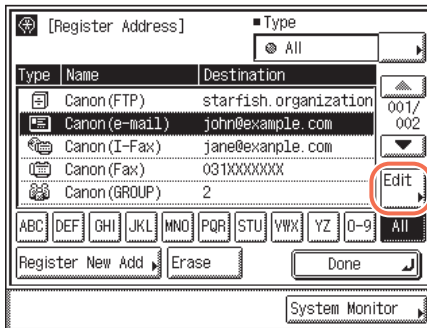
❑ Press [Edit].

The current settings for the selected destination appear.

❑ Change the registered information → press [OK].

The display returns to the Register Address screen.

✎ NOTE

For instructions on how to register the Address Book, see "Registering the Address Book," on p. 4-3.

● **If you want to delete the registered information:**
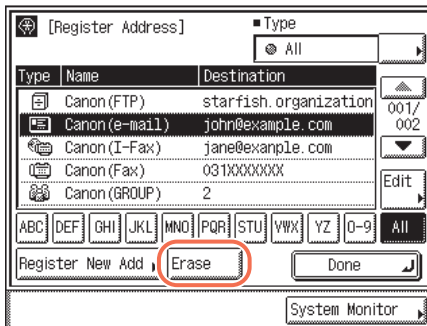
❑ Press [Erase].

❑ Press [Yes].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The registered information is deleted.

4 **Press ⊘ (Reset) to return to the top screen.**

Specifying Destinations Easily and Quickly

4

One-Touch Buttons

The one-touch button feature is used for storing addresses for the e-mail, I-fax, file server, fax, and group address functions. The group address feature enables you to create a group of up to 499 stored destinations as a single destination. This feature is useful when you want to send the same document to multiple destinations at one time.

You can store up to 200 destinations in the one-touch buttons. Registering a destination in the one-touch buttons saves you the effort of entering that destination's address each time you send documents.

This section describes how to register, use, and edit the one-touch buttons.

> ✋ IMPORTANT
>
> If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

> 📝 NOTE
>
> Destinations stored in one-touch buttons are also displayed in the Address Book.

Registering the One-Touch Buttons

Follow this procedure to register destinations in the one-touch buttons.

1 Display the Register One-touch Button screen.

You can access this screen from the Additional Functions screen or by using the Register key (shortcut key to the Register One-touch Button screen) on the One-touch or Address Book screen.
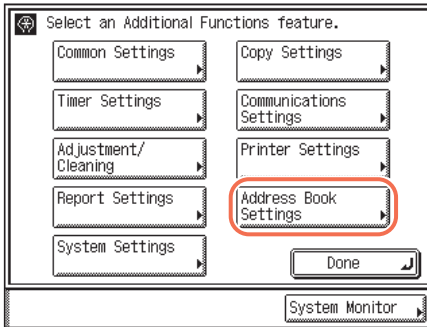
● **If you want to access from the Additional Functions screen:**

❏ Press ⊛ (Additional Functions) →
[Address Book Settings].

If a password has been set for the
Address Book, enter the password using
⓪ - ⑨ (numeric keys) → press [OK].
(See Chapter 4, "Setting the Send
Function," in the *System Settings Guide*.)
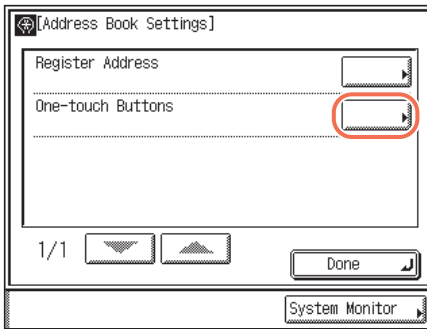
❏ Press [One-touch Buttons].

● **If you want to access using the Register key on the One-touch screen:**
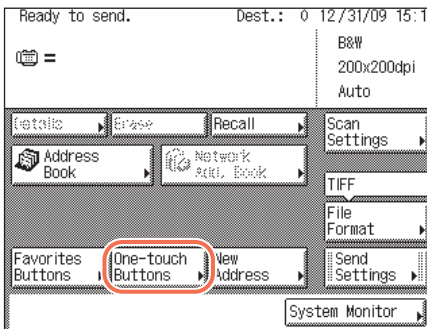
❏ Press [✐] (SEND) →
[One-touch Buttons].
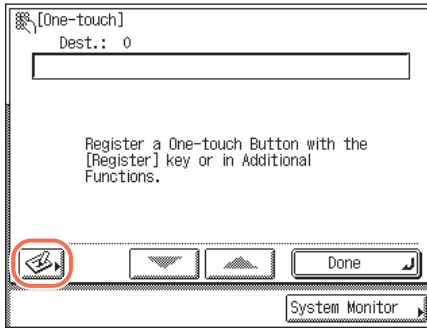
❑ Press ✍.

● **If you want to access using the Register key on the Address Book screen:**

❑ Press ◁ (SEND) → [Address Book].

❑ Press ✍.

Specifying Destinations Easily and Quickly
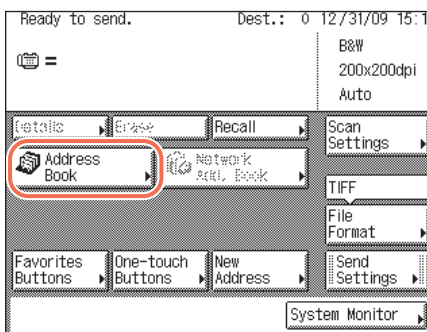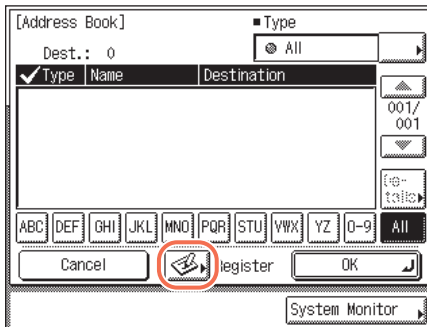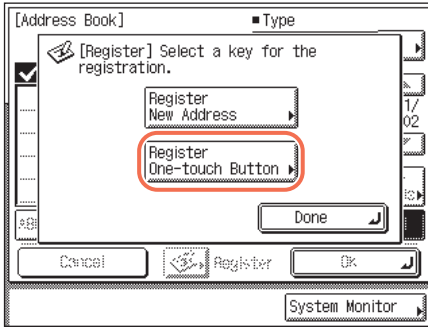
❑ Press [Register One-touch Button].

2
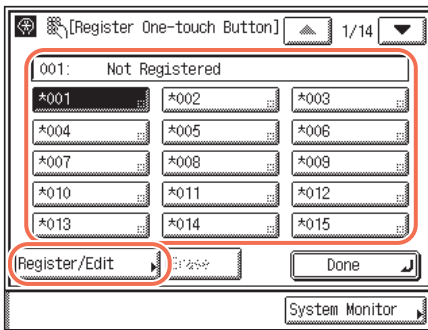
Select a one-touch button to register → press [Register/Edit].

Press [▼] or [▲] to scroll to the desired one-touch button if it is not displayed.

You can also specify the one-touch button's number by entering the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).

✎ NOTE
- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the button.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed. If the selected one-touch button is a group address, the number of destinations registered in the group address is displayed.

3
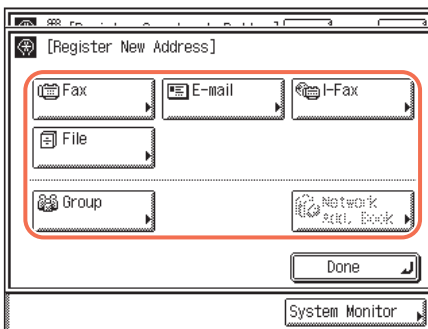
Select [Fax], [E-mail], [I-Fax], [File], or [Group].

4 Specify the destination and register name → press [Next].

For help, see "Registering the Address Book," on p. 4-3.

5
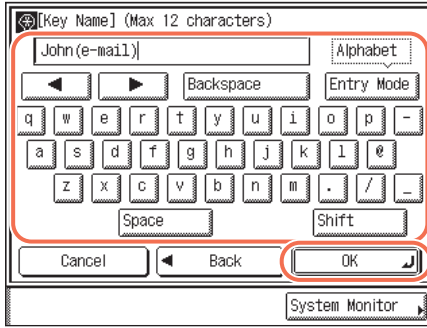
Enter the one-touch button name (up to 12 characters) → press [OK].

```
[Key Name] (Max 12 characters)
John(e-mail)|                    Alphabet
◄      ►    Backspace        Entry Mode
q  w  e  r  t  y  u  i  o  p  -
a  s  d  f  g  h  j  k  l  @
z  x  c  v  b  n  m  .  /  _
          Space              Shift
Cancel    ◄    Back              OK
                          System Monitor
```

6

Press [Done].

```
[Register One-touch Button]   ▲  1/14  ▼
001: Canon(e-mail)     john@example.com
John(e-mail)  *002       *003
*004          *005       *006
*007          *008       *009
*010          *011       *012
*013          *014       *015
Register/Edit   Erase         Done
                          System Monitor
```
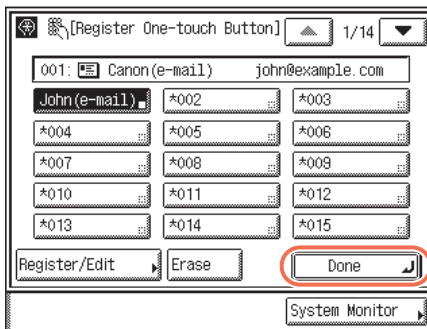
7 **Press ⟨⟨ (Reset) to return to the top screen.**

Using the One-Touch Buttons

Follow this procedure to specify destinations using the one-touch buttons.

1

Press ⟨ ✈ ⟩ (SEND) → [One-touch Buttons].

```
Ready to send.     Dest.: 0  12/31/09 15:39
                                     B&W
  =                                  200x200dpi
                                     Auto
Details    Erase    Recall     Scan
                               Settings
Address         Network
Book            Add. Book      TIFF
                               File
                               Format
Favorites  One-touch  New      Send
Buttons    Buttons    Address  Settings
                          System Monitor
```
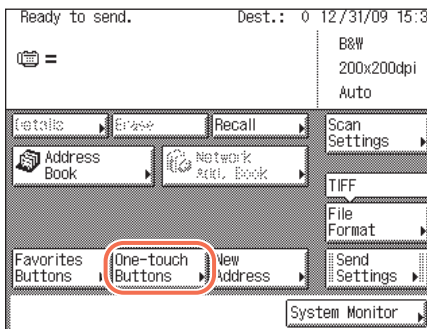
2
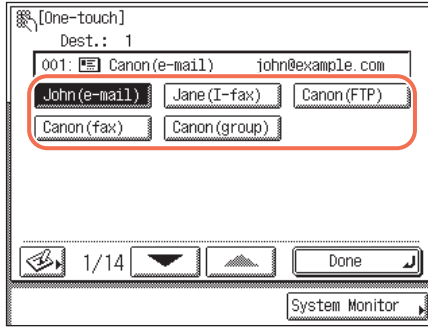
Select the desired one-touch button.

Each one-touch button is assigned a three digit number. If you know the one-touch button's three digit number, enter the number for the desired one-touch button using ⓪ - ⑨ (numeric keys).

Press [▼] or [▲] to scroll to the desired one-touch button if it is not displayed.

✐ NOTE

- You can select multiple one-touch buttons.
- To cancel the selected one-touch button, press [One-touch Buttons] → press the selected one-touch button again.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', the one-touch buttons containing e-mail addresses or I-fax addresses are grayed out.
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, do not specify multiple file server addresses at the same time. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) If you specify multiple file server addresses, an error message appears when you press ⓥ (Start) in step 4.

3
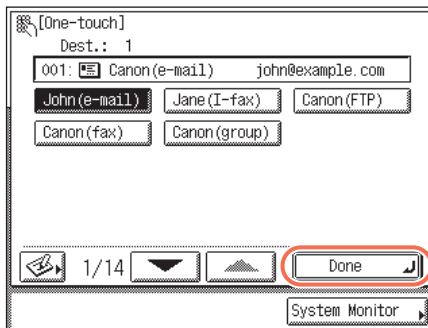
Press [Done].

The selected destination appears on the top screen.

● **If you want to check the selected destination:**

❑ Press [Details] → check the destination's information → press [Done].

If the destination is a group address, select one destination at a time → press [Details] → check the destination's information → press [Done] twice.

For help, see step 3 in "Using the Address Book," on p. 4-24.

● **If you want to delete the selected destination:**

❑ Press [Erase].

For help, see step 3 in "Using the Address Book," on p. 4-24.

4 Specify the scan settings, send settings, and press ⓐ (Start) to send documents.

✎ NOTE

- For the basic procedures for sending documents, see "Basic Sending Methods," on p. 2-2.
- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⓐ (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⓐ (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

Specifying Destinations Easily and Quickly

4

Editing/Deleting the Registered Information in the One-Touch Buttons

Follow this procedure to edit or delete the registered information in the one-touch buttons.

1 Display the Register One-touch Button screen.

For help, see step 1 in "Registering the One-Touch Buttons," on p. 4-31.

2
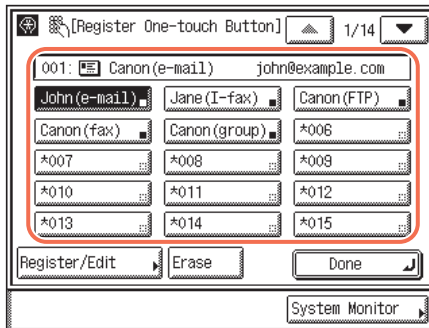
Select the one-touch button to be changed or deleted.

Press [▼] or [▲] to scroll to the desired one-touch button if it is not displayed.

If you know the one-touch button's three digit number, enter the three digit number of the desired one-touch button using ⓪ - ⑨ (numeric keys).

NOTE

- One-touch buttons that already have destinations stored in them are displayed with a black square (■) in the lower right corner of the button.
- If you select a one-touch button that already has destinations stored in it, the destinations are displayed.

3 Change or delete the registered information of the selected one-touch button.

● **If you want to change the registered information:**
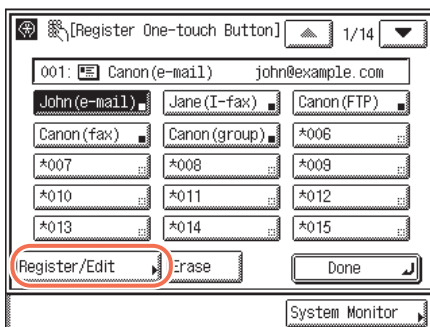
❏ Press [Register/Edit].

The current settings for the selected one-touch button appear.

❏ Change the registered information → press [OK].
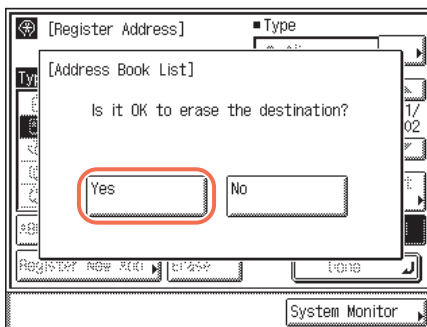
The display returns to the Register One-touch Button screen.

✎ NOTE

For instructions on how to register the one-touch buttons, see "Registering the One-Touch Buttons," on p. 4-31.

● **If you want to delete the registered information:**
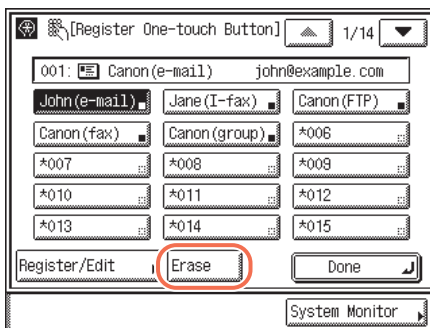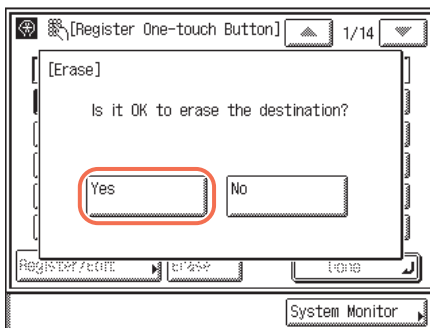
❏ Press [Erase].

❏ Press [Yes].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The registered information is deleted.

4 **Press [⟋] (Reset) to return to the top screen.**

Favorites Buttons

You can register the frequently used scan settings, send settings, and destinations in a favorites button for future use. This feature is useful if you frequently send documents with the same document settings to the same destination.

The following settings can be registered in a favorites button:

- Destinations
- Settings from the Scan Settings or the Send Settings screen (See Chapter 3, "Specifying the Scan Settings," or "Basic Sending Methods," on p. 2-2.)
- Sender's name (See "Registering the Unit Name," on p. 1-11.)

Once you register a favorites button, you can send documents simply by selecting the favorites button containing the desired document settings and destinations, and pressing ⓐ (Start).

🖐 IMPORTANT

> If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

✏ NOTE

> - The document settings and destinations registered in a favorites button are not deleted when the power is turned OFF.
> - If a destination included in a favorites button is deleted from the Address Book, it is also deleted from the settings registered in the favorites button.
> - If a destination is not registered in a favorites button, you need to specify destinations when you send documents.

Registering the Favorites Buttons

Follow this procedure to register scan settings, send settings, and destinations in a favorites button.

1

```
Ready to send.          Dest.: 1 12/31/09 15:20
                                       B&W
 📧 Canon(e-mail)                      200x200dpi
    john@example.com                  Auto
┌─────────┬───────┬────────┐ ┌──────┐
│ Details ▶│ Erase │ Recall ▶│ │Scan  │
├─────────┴───┬───┴────────┤ │Settings▶
│🗂 Address    │🌐 Network   │ ├──────┤
│   Book    ▶ │  Add. Book ▶│ │TIFF  │
│             │             │ ├──────┤
│             │             │ │File  │
│             │             │ │Format▶
├─────────┬───┴───┬─────────┤ ├──────┤
│Favorites│One-touch│New    │ │Send  │
│Buttons ▶│Buttons ▶│Address▶│ │Settings▶
└─────────┴───────┴─────────┘ └──────┘
                        │System Monitor ▶│
```
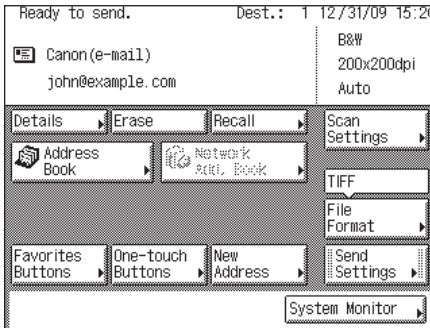
Press [✈] (SEND) → specify scan settings, send settings, and destinations that you want to register in a favorite button.

*2* **Display the Register Favorites Button screen.**

You can access this screen from the Additional Functions screen or by using the Register key (shortcut key to the Register Favorites Button screen) on the Favorites Buttons screen.

● **If you want to access from the Additional Functions screen:**

```
┌────────────────────────────────────────┐
│ ⊕ Select an Additional Functions feature.│
│  ┌─────────────────┐ ┌─────────────────┐│
│  │ Common Settings ▶│ │ Copy Settings  ▶││
│  ├─────────────────┤ ├─────────────────┤│
│  │ Timer Settings ▶│ │ Communications ▶││
│  │                 │ │ Settings        ││
│  ├─────────────────┤ ├─────────────────┤│
│  │ Adjustment/    ▶│ │ Printer Settings▶││
│  │ Cleaning        │ ├─────────────────┤│
│  ├─────────────────┤ │ Address Book   ▶││
│  │ Report Settings▶│ │ Settings        ││
│  ├─────────────────┤ ├─────────────────┤│
│  │ System Settings▶│ │     Done     ⏎ ││
│  └─────────────────┘ └─────────────────┘│
│                      │System Monitor ▶ ││
└────────────────────────────────────────┘
```

❑ Press ⊛ (Additional Functions) → [Communications Settings].

```
┌────────────────────────────────────────┐
│ ⊕ Select a Custom Fax Settings feature. │
│  ▪Common              ▪Fax Settings     │
│   Settings                              │
│  ┌─────────────────┐ ┌─────────────────┐│
│  │ TX Settings    ▶│ │ User Settings  ▶││
│  ├─────────────────┤ ├─────────────────┤│
│  │ RX Settings    ▶│ │ TX Settings    ▶││
│  └─────────────────┘ ├─────────────────┤│
│                      │ RX Settings    ▶││
│                      └─────────────────┘│
│                      ┌─────────────────┐│
│                      │     Done     ⏎ ││
│                      └─────────────────┘│
│                      │System Monitor ▶ ││
└────────────────────────────────────────┘
```

❑ Press [TX Settings] under <Common Settings>.

[TX Settings]

Register Favorites Button

PDF (Compact) Image Quality

PDF (OCR) Orig. Auto Detect. Settings
  ► On

Color TX Scan Settings
  ► Speed Priority

3/4 ▼ ▲   Done

System Monitor

❑ Press [▼] or [▲] until [Register Favorites Button] appears → press [Register Favorites Button].

● **If you want to access using the Register key on the Favorites Buttons screen:**

Ready to send.   Dest.: 1 12/31/09 15:22

📧 Canon (e-mail)   B&W
   john@example.com   200x200dpi
                                    Auto

Details ► Erase ► Recall ►   Scan Settings ►

Address Book ►   Network Add. Book ►   TIFF

                              File Format ►

Favorites Buttons ► One-touch Buttons ► New Address ►   Send Settings ►

                              System Monitor

❑ Press [Favorites Buttons].

[Favorites Buttons] Select a Favorites Button and press the Start key to send.

Register a Favorites Button with the [Register] button or in Additional Functions.

✎ 1/2   ▼   ▲   Done

System Monitor

❑ Press ✎.

3

Select a favorites button to register → press [Register/Edit].

Press [▼] or [▲] to scroll to the desired favorites button if it is not displayed.

✐ NOTE

- Favorites buttons that already have settings stored in them are displayed with a black square (■) in the lower right corner of the button.
- If you select a favorites button that already has settings stored in it, the settings are displayed.

4
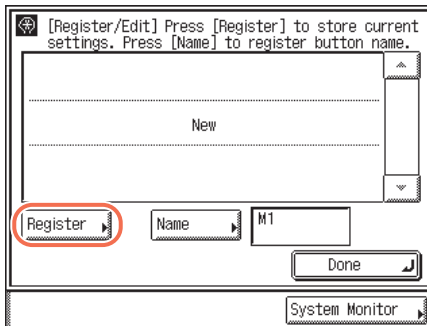
Press [Register].

A screen appears, asking for your confirmation to store the settings.

5
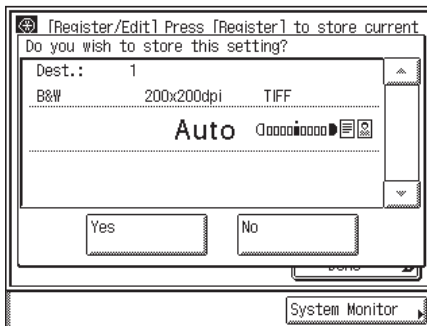
Confirm the settings.

If there are more settings than are currently displayed, you can scroll through the screen by pressing [▼] or [▲].

6
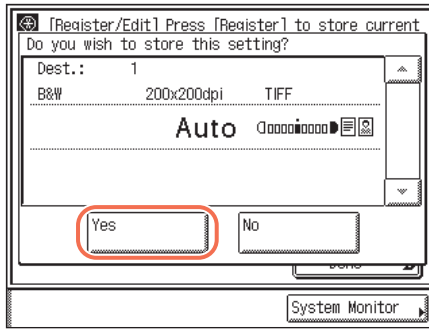
Press [Yes].

The message <Stored in memory.> appears for approximately two seconds on the touch panel display.

The stored settings are displayed.

7
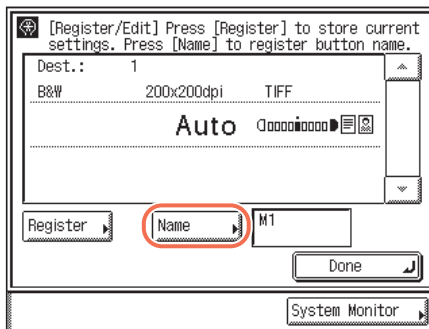
Press [Name] to assign a name to the selected favorite button.

Two lines can be used for the favorite button name.

✎ NOTE

If you do not specify a favorite button name, the default name (M1 to M18) is used.

8
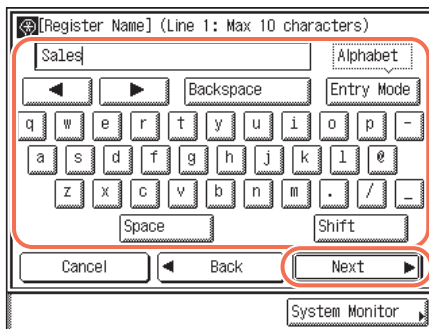
Enter the favorite button name (up to 10 characters) for line 1 → press [Next].

✎ NOTE

For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.

9

[Register Name] (Line 2: Max 10 characters)

John | Alphabet

◄ | ► | Backspace | Entry Mode

q w e r t y u i o p –
a s d f g h j k l @
z x c v b n m . / _

Space | Shift

Cancel | ◄ Back | OK ↵

System Monitor ▶
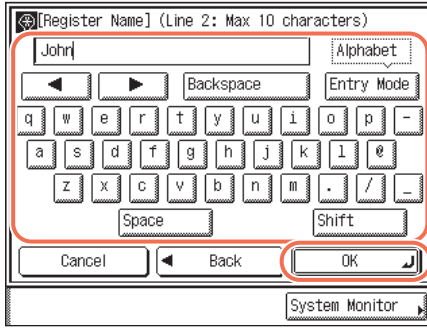
If necessary, enter the favorite button name (up to 10 characters) for line 2 → press [OK].

10

[Register/Edit] Press [Register] to store current settings. Press [Name] to register button name.

Dest.: 1
B&W | 200x200dpi | TIFF

Auto ◻◻◻◻◻◻◻◻◻▶▤▨

Register ▶ | Name ▶ | Sales John

Done ↵

System Monitor ▶
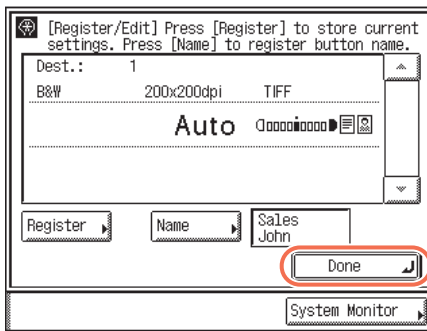
Press [Done].

The assigned name appears on the favorite button.

11 **Press [✐] (Reset) to return to the top screen.**

Using the Favorites Buttons

Follow this procedure to specify destinations using the favorites buttons.

1

Ready to send. Dest.: 0 12/31/09 15:44

☏ =

B&W
200x200dpi
Auto

Details ▶ Erase Recall ▶ | Scan Settings ▶

Address Book ▶ | Network Add. Book ▶ | TIFF

File Format ▶

Favorites Buttons ▶ | One-touch Buttons ▶ | New Address ▶ | Send Settings ▶

System Monitor ▶
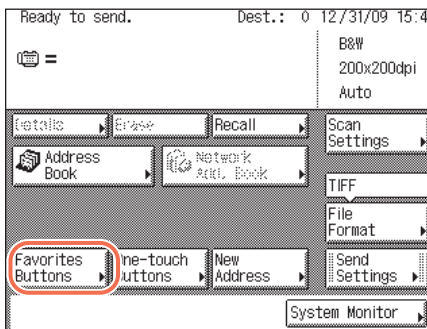
Press [✒] (SEND) → [Favorites Buttons].

2
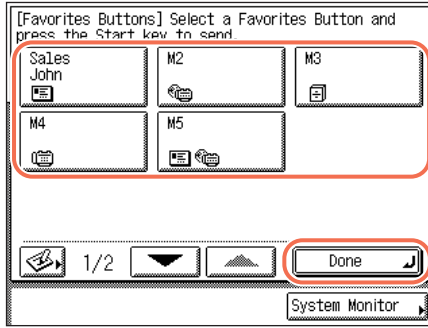
Select the favorites button containing the desired destination → press [Done].

Press [▼] or [▲] to scroll to the desired favorites button if it is not displayed.

The registered document settings and destinations are recalled.

✐ NOTE

- You can manually change the recalled settings and destinations before you send your documents.
- If you press another favorites button, the settings and destinations stored in that button are recalled.
- To cancel the recalled settings and destinations, press ⟨⟫ (Reset).
- If multiple destinations are stored in the selected favorites button, the destinations may not be listed in the order in which they were set.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', the favorites buttons containing e-mail addresses or I-fax addresses are not displayed.

3 Press ⟨◈⟩ (Start) to send documents.

✐ NOTE

- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⟨◈⟩ (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].
- If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⟨◈⟩ (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

Editing/Deleting the Registered Information in the Favorites Buttons

Follow this procedure to edit or delete the registered information in the favorites buttons.

1 Display the Register Favorites Button screen.

You can access this screen from the Additional Functions screen or by using the Register key (shortcut key to the Register Favorites Button screen) on the Favorites Buttons screen.

● **If you want to access from the Additional Functions screen:**
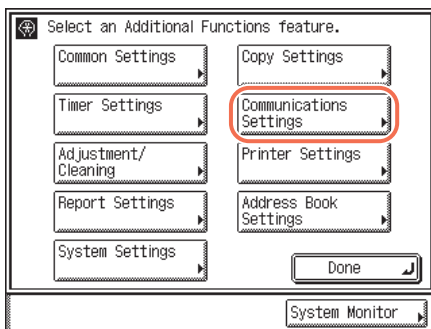
❑ Press ⊛ (Additional Functions) → [Communications Settings].
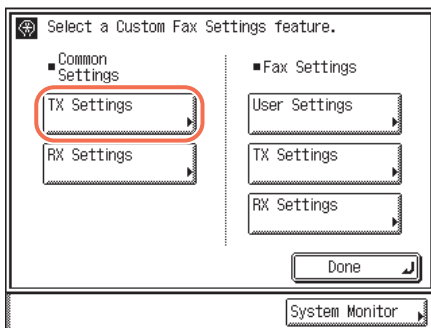
❑ Press [TX Settings] under <Common Settings>.
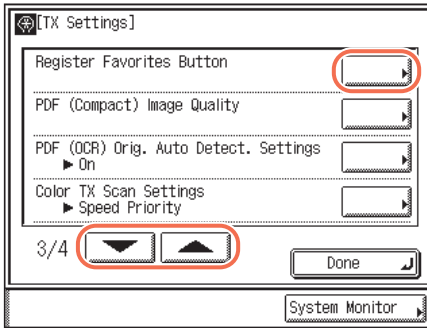
❏ Press [▼] or [▲] until [Register Favorites Button] appears → press [Register Favorites Button].

● **If you want to access using the Register key on the Favorites Buttons screen:**
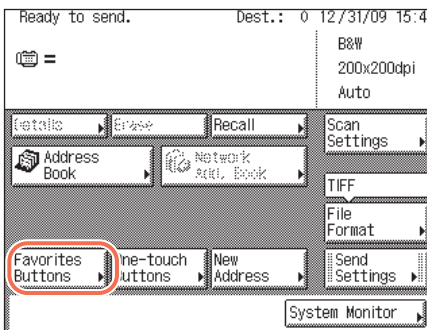
❏ Press [✈] (SEND) → [Favorites Buttons].
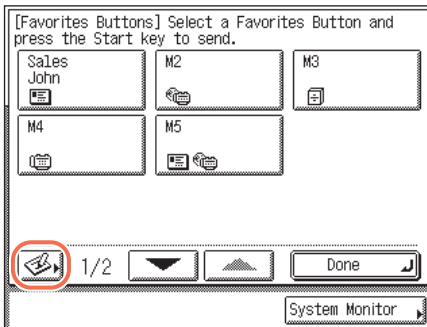
❏ Press 🐾.
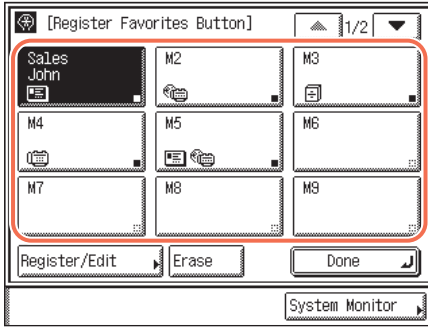
2 Select the favorites button to be changed or deleted.

Press [▼] or [▲] to scroll to the desired favorites button if it is not displayed.

```
[Register Favorites Button]          ▲ 1/2 ▼

Sales           M2              M3
John
▣              🦉              🗇

M4              M5              M6
🖾              ▣🦉

M7              M8              M9


Register/Edit ▶  Erase          Done ↵

                              System Monitor ▶
```

3 Change or delete the registered information of the selected favorites button.

● **If you want to change the registered information:**

```
[Register Favorites Button]          ▲ 1/2 ▼

Sales           M2              M3
John
▣              🦉              🗇

M4              M5              M6
🖾              ▣🦉

M7              M8              M9


Register/Edit ▶  Erase          Done ↵

                              System Monitor ▶
```
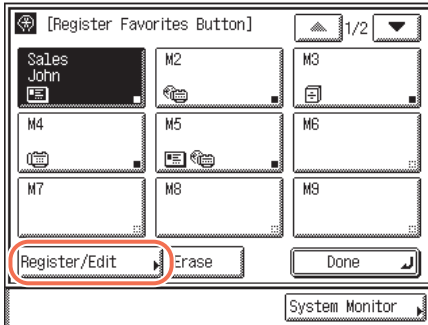
❑ Press [Register/Edit].

The current settings for the selected favorites button appear.

❑ Change the registered information ➞ press [Done].

The display returns to the Register Favorites Button screen.

∅ NOTE

For instructions on how to register the favorites buttons, see "Registering the Favorites Buttons," on p. 4-40.

● **If you want to delete the registered information:**
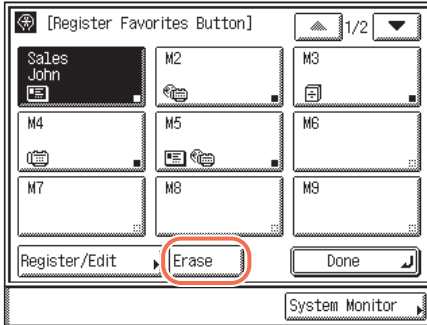
❏ Press [Erase].
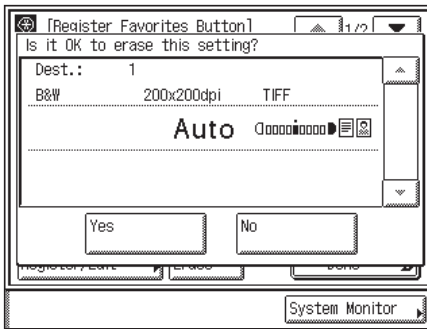
❏ Confirm the settings.

If there are more settings than are currently displayed, you can scroll through the screen by pressing [▼] or [▲].
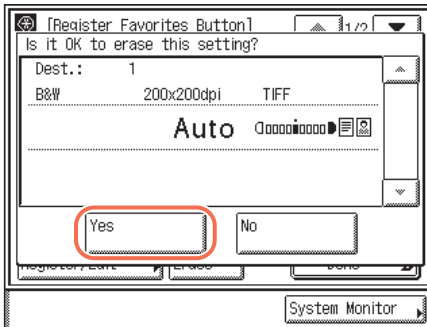
❏ Press [Yes].

The message <Erased.> appears for approximately two seconds on the touch panel display.

The registered information is deleted.

🖉 NOTE

Favorites button names are not deleted.

4 **Press 〔 ⁄ 〕 (Reset) to return to the top screen.**

Job Recall

You can recall the last three destinations, scan settings, and send settings which have been set, and then send your documents.

🤚 IMPORTANT
- The specified destinations, scan settings, and send settings are stored in memory when:
  - The control panel power switch is pressed
  - ⓐ (Start) is pressed
  - ⌷ (Reset) is pressed
  - The Auto Clear mode activates
- The Standard mode is not stored in Recall memory.

✐ NOTE
The three most recent settings stored in memory are not deleted when the power is turned OFF.

1
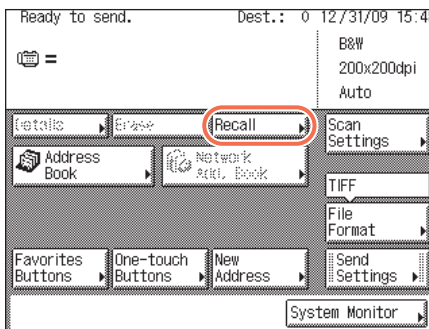
Press 　　✉　　 **(SEND) →**
[Recall].

✐ NOTE
If Restrict Recall in Restrict the Send Function is set to 'On', [Recall] is not displayed. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

2
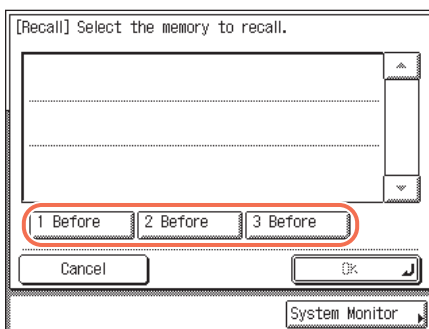
Press [1 Before], [2 Before], or [3 Before].

The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', the buttons containing e-mail addresses or I-fax addresses are not displayed.
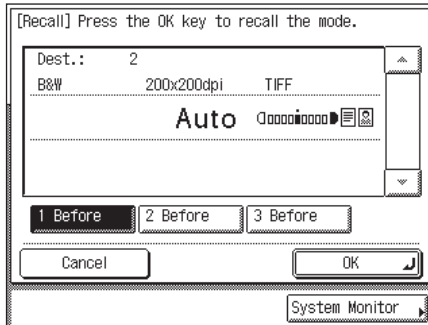
3 Confirm the settings.

If there are more settings than are currently displayed, you can scroll the screen by pressing [▼] or [▲].
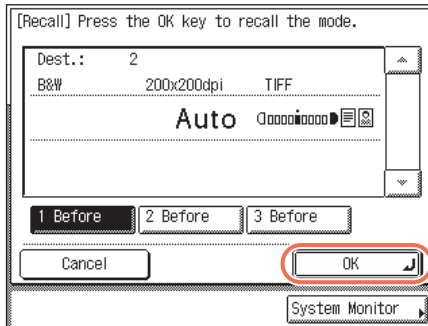
```
[Recall] Press the OK key to recall the mode.

Dest.:      2
B&W         200x200dpi    TIFF
            Auto    ⌀□□□□■□□□□▶▤▧

1 Before    2 Before    3 Before
Cancel                        OK ↵
                        System Monitor ▶
```

4 Press [OK].

The display returns to the top screen.

```
[Recall] Press the OK key to recall the mode.

Dest.:      2
B&W         200x200dpi    TIFF
            Auto    ⌀□□□□■□□□□▶▤▧

1 Before    2 Before    3 Before
Cancel                        OK ↵
                        System Monitor ▶
```

- You can manually change the recalled settings and destinations before you send your documents.
- To cancel the recalled settings and destinations, press ⌧ (Reset).
- If multiple destinations are stored in memory, the destinations may not be listed in the order in which they were set.

5 Press ⬙ (Start) to send documents.

- If the settings under <Authentication Method> in <SMTP Authentication Settings> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⬙ (Start) to send e-mails or I-faxes. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

• If the settings under <When Sending File to Address Registered in Address Book> are configured to display an authentication screen, the Enter Network Password screen appears when you press ⓐ (Start) to send documents to a file server. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) Specify the user name and password → press [OK].

LDAP Server

You can specify e-mail addresses and fax numbers by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers. E-mail addresses and fax numbers obtained via the server can be specified as destinations or stored in the Address Book.

⏻ IMPORTANT

- If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide.*)
- You may have to set up the LDAP servers beforehand, depending on the network environment.
- If you want to specify or register destinations via an LDAP server, the LDAP server settings must be specified in the machine beforehand. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide.*)

✐ NOTE

- The information that can be obtained through the LDAP server varies, as follows:
  - If the optional Super G3 Fax Board-AJ1 (standard equipped for the imageRUNNER 1750iF/1740iF/1730iF) is not attached to the machine: Names and e-mail addresses
  - If the optional Super G3 Fax Board-AJ1 (standard equipped for the imageRUNNER 1750iF/1740iF/1730iF) is attached to the machine: Names, e-mail addresses, and fax numbers
- You cannot directly specify a destination that is obtained via a server as a forwarding destination. To specify the destination as a forwarding destination, you must first store it in the Address Book. (See "Registering Addresses Obtained via an LDAP Server," on p. 4-62.)

Specifying Addresses via an LDAP Server

Follow this procedure to specify the destinations via an LDAP server.

1

| Ready to send. | Dest.: 0 12/31/09 15:54 |
| | |

Press [◁] (SEND) → [Network Add. Book].

2
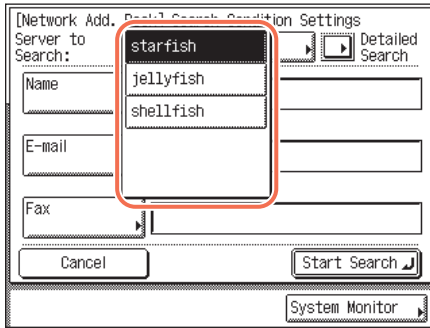
Press the Server to Search drop-down list → select the desired server to search.

starfish
jellyfish
shellfish

3 Specify the search criteria.

📎 NOTE

If a destination has both a registered e-mail address and fax number, you can search for it by entering either the e-mail address or the fax number as the search criterion.

● **To use Simple Search:**

[Network Add. Book] Search Condition Settings
Server to Search: starfish ▸ ▸ Detailed Search

Name ▸

or

E-mail ▸

or

Fax ▸

Cancel   Start Search ↵

System Monitor ▸
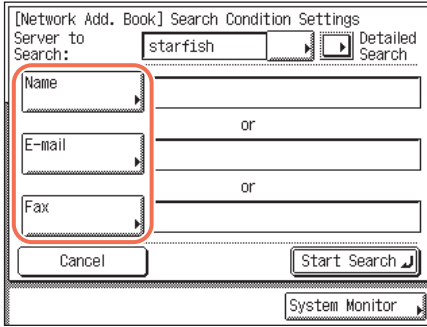
❑ Select [Name], [E-mail], or [Fax].

[E-mail Address] (Max 120 characters)

john@example.com   Alphabet

◀   ▶   Backspace   Entry Mode

q w e r t y u i o p -
a s d f g h j k l @
z x c v b n m . / _
Space   Shift

Cancel   OK ↵

System Monitor ▸
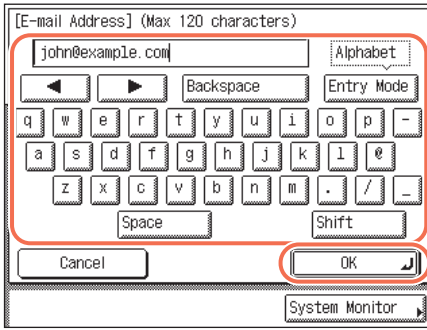
❑ Enter the name, e-mail address, or fax number → press [OK].

The search criteria boxes that are not filled out, are not searched.

To make a more detailed search with multiple search conditions, press [Detailed Search], and follow the directions below. The search criteria you entered for Simple Search are continuously used in Detailed Search.

● **To use Detailed Search:**

[Network Add. Book] Search Condition Settings
Server to Search: starfish ▸ ▸ Detailed Search

Name ▸

or

E-mail ▸

or

Fax ▸

Cancel   Start Search ↵

System Monitor ▸

❑ Press [Detailed Search].

4

Specifying Destinations Easily and Quickly

❏ Press [Add Condition].

```
[Network Add. Book] Search Condition Settings
Server to
Search:        [ starfish        ▶ ] [ ▶ ] Simple
                                              Search
[ Add Condition  ▶ ] [ Edit Condition  ▶ ]

┌─────────────────────────────────────┐
│                                     │
│                                     │
│                                     │
│                                     │
└─────────────────────────────────────┘
[ or   ] [ and  ]              [ Erase  ]
[ Cancel        ]        [ Start Search ↵ ]
                         [ System Monitor ▶ ]
```
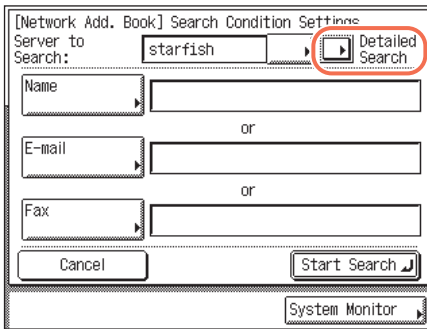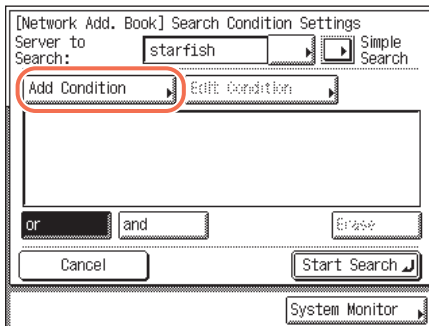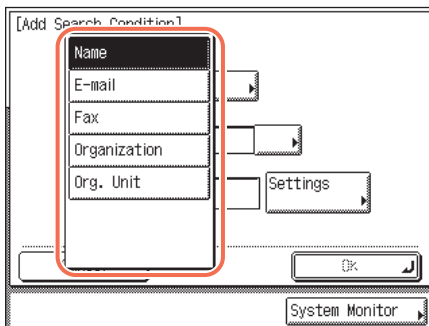
❏ Press the search category drop-down list
→ select the desired search category.

```
[Add Search Condition]
┌──────────────┐
│ Name         │
│ E-mail       │ [ ▶ ]
│ Fax          │
│ Organization │ [  ▶ ]
│ Org. Unit    │   [ Settings ▶ ]
│              │
└──────────────┘
                        [ OK  ↵ ]
                  [ System Monitor ▶ ]
```

[Name]:	Search by name.
[E-mail]:	Search by e-mail address.
[Fax]:	Search by fax number.
[Organization]:	Search by organization name.
[Org. Unit]:	Search by organization unit (e.g., departments in an organization).

For example, if cn(common name)=user1, ou(organization unit)=salesdept,
o(organization)=canon, c(country)=jp is the distinguished name in the directory, enter
[Organization]/[Org. Unit] of the user as follows:
[Organization]=canon
[Org. Unit]=salesdept

🖉 NOTE

- [Oganization]/[Org. Unit] can be used as search categories only if the information has been registered on the LDAP Server.
- Detailed Search by [Oganization]/[Org. Unit] may not be performed, depending on whether the attribute types have been registered on the LDAP server and depending on the type of application on the server.
- You can also add additional user-defined search attributes. For instructions on how to register or edit a search attribute, see Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.
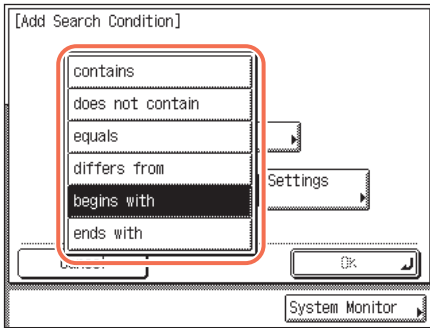
❑ Press the search condition drop-down list → select the desired search condition.

```
[Add Search Condition]

  contains
  does not contain
  equals                    ▶
  differs from
  begins with      Settings ▶
  ends with

                      ⌐ Ok   ⌐
              System Monitor ▶
```

[contains]:	The result must contain the entered name, e-mail address, fax number, organization, or organizational unit.
[does not contain]:	The result must not contain the entered name, e-mail address, fax number, organization, or organizational unit.
[equals]:	The result must be exactly the same as the entered name, e-mail address, fax number, organization, or organizational unit.
[differs from]:	The result must be different from the entered name, e-mail address, fax number, organization, or organizational unit.
[begins with]:	The result must begin with the same first few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.
[ends with]:	The result must end with the same last few letters that you entered for the name, e-mail address, fax number, organization, or organizational unit.

❑ Press [Settings].

```
[Add Search Condition]

  E-mail       ▶

  contains     ▶

            Settings ▶

  Cancel        ⌐ Ok  ⌐
          System Monitor ▶
```

4
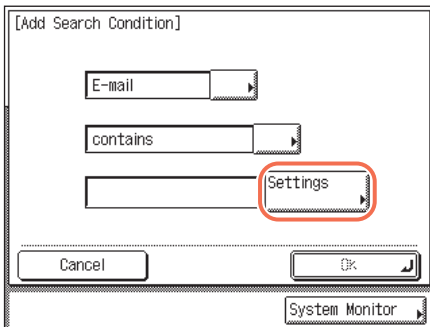
❑ Enter the search criterion → press [OK].

```
[E-mail Address] (Max 120 characters)
  john                         Alphabet
  ◄      ►    Backspace      Entry Mode
 q  w  e  r  t  y  u  i  o  p  -
 a  s  d  f  g  h  j  k  l  @
 z  x  c  v  b  n  m  .  /  _
         Space              Shift
   Cancel                    OK
                       System Monitor
```

❑ Press [OK].

```
[Add Search Condition]

      E-mail          ►

    contains          ►

    john           Settings ►

  Cancel                OK
                  System Monitor
```

❑ To continue adding more search criteria, press [or] or [and] → repeat step 3.

```
[Network Add. Book] Search Condition Settings
Server to    starfish      ► ► Simple
Search:                         Search
 Add Condition  ►  Edit Condition ►
 E-mail    contains       john


 or   and              Erase
  Cancel           Start Search
                  System Monitor
```

[or]: The machine searches and returns a result that matches any of the specified search criteria.

[and]: The machine searches and returns a result that matches all of the specified search criteria.

To edit the search criteria, select the search criterion that you want to edit → press [Edit Condition] → [Settings].

To delete the search criteria, select the criterion that you want to delete → press [Erase].

✎ NOTE

• You can specify up to four different search criteria at a time.

- If you specify three or more search criteria, you cannot use both [or] and [and] together.
- If you press [Simple Search] → [Yes] after specifying search criteria on the Detailed Search screen, the display changes to the Simple Search screen and the specified detailed search criteria are deleted.

4

```
[Network Add. Book] Search Condition Settings
Server to            starfish      ▶ ▶ Simple
Search:                                  Search
 Add Condition  ▮  Edit Condition  ▮
┌──────────────────────────────────────────┐
│E-mail    contains        john            │
│Fax       contains        031            │
│                                          │
│                                          │
└──────────────────────────────────────────┘
 or      and                    Erase
 Cancel                      Start Search ◢

                             System Monitor ▶
```

Press [Start Search].

To cancel searching while the machine is searching for your criteria, press [Cancel]. If the machine finds some results before you press [Cancel], these search results are displayed.

🖑 IMPORTANT
- Searching for a destination via an LDAP server is not possible if the time setting of the server and the time setting of the machine are more than five minutes apart. If you cannot send even when the user name and password are correct, check the time settings on the server and the machine.
- The number of search results displayed will not exceed the maximum limit set in Register LDAP Server in System Settings. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.) If the desired destination is not displayed, either increase the maximum number of addresses to search, or change the search criteria.

✎ NOTE
- If you press [Start Search] without specifying any search criteria, all of the addresses stored on the LDAP server are displayed.
- If the Enter Network Password screen is displayed, enter your user name and network password → press [OK].
- The Enter Network Password screen is displayed if either one of the following is true:
  - If <Login Information> in Register LDAP Server in System Settings is set to 'Use' or 'Use (security authent.)', and <Display authentication screen> is set to 'On'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)
  - If the user name, password, and domain name specified in Register LDAP Server in System Settings are incorrect. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

5

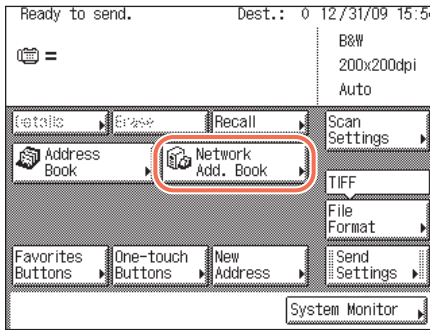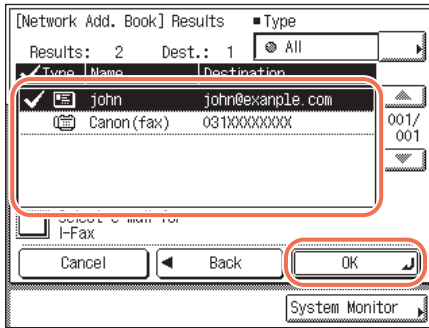**Select the desired destination from the search results → press [OK].**

You can select up to 32 destinations.

If you press [Select e-mail for I-Fax], the selected e-mail address can be specified as an I-fax destination.

To continue searching, press [Back].

✎ NOTE

- To cancel a selected destination, select the destination again to clear the check mark.
- You can sort and limit the view of the displayed addresses by using the Type drop-down list. (For the imageRUNNER 1750/1740/1730, the optional Super G3 Fax Board-AJ1 is required.)
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses are not displayed as the search results.
- If a fax number or I-fax address is specified as the destination, read the displayed message → press [OK].

Specifying Destinations Easily and Quickly
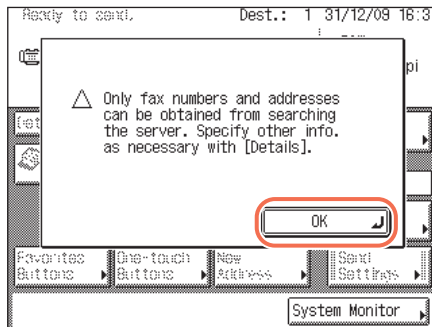
4

Registering Addresses Obtained via an LDAP Server

Follow this procedure to register the destinations that are obtained by searching the directory listings on the network using LDAP (Lightweight Directory Access Protocol) servers.

Registering in the Address Book

1 Display the Register Address screen → press [Register New Add].

For help, see steps 1 and 2 in "E-Mail Addresses," on p. 4-3.

2
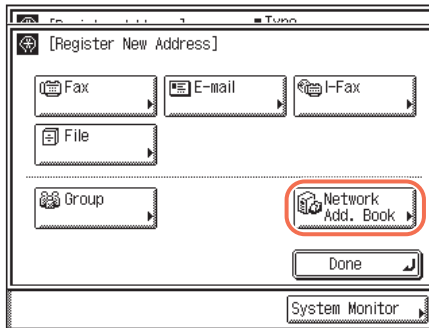
Press [Network Add. Book].

3 Follow steps 2 to 4 in "Specifying Addresses via an LDAP Server," on p. 4-55 to search destinations.

4
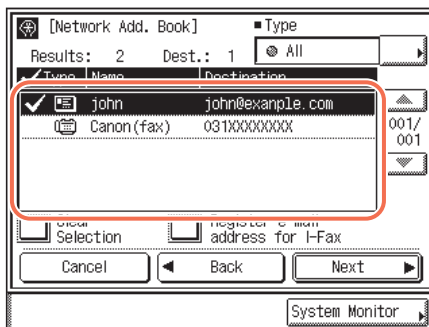
Select the desired destination from the search results.

You can select up to 32 destinations.

If you want to select the first 32 destinations, press [Select All (Max 32)]. (If a destination is selected, the key changes to [Clear Selection].)

If you press [Register e-mail address for I-Fax], the selected e-mail address can be registered as an I-fax destination. To register e-mail addresses as I-fax addresses, register one e-mail address at a time.

To continue searching, press [Back].

- To cancel a selected destination, select the destination again to clear the check mark.
- You can sort and limit the view of the displayed addresses by using the Type drop-down list. (For the imageRUNNER 1750/1740/1730, the optional Super G3 Fax Board-AJ1 is required.)
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses are not displayed as the search results.

5

⊕ [Network Add. Book]	▪Type	
Results: 2 Dest.: 1	◉ All	▶
✓ Type Name	Destination	
✓ 📧 john	john@exanple.com	▲
📠 Canon(fax)	031XXXXXXXX	001/001
		▼

☐ Clear Selection	☐ Register e-mail address for I-Fax
Cancel	◀ Back	Next ▶

System Monitor ▶

Press [Next] to register the selected destination.

● **If only one destination is selected:**
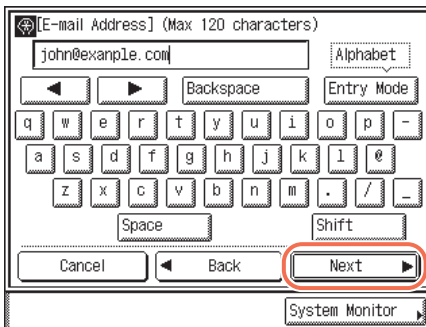
⊕[E-mail Address] (Max 120 characters)	
john@exanple.com	Alphabet
◀ ▶ Backspace	Entry Mode
q w e r t y u i o p -	
a s d f g h j k l @	
z x c v b n m . / _	
Space	Shift
Cancel ◀ Back	Next ▶

System Monitor ▶

❑ Confirm the address → press [Next].

If necessary, edit the address. (See "Editing/Deleting the Registered Information in the Address Book," on p. 4-27.)

⊕[Register Name] (Max 16 characters)	
john	Alphabet
◀ ▶ Backspace	Entry Mode
q w e r t y u i o p -	
a s d f g h j k l @	
z x c v b n m . / _	
Space	Shift
Cancel ◀ Back	OK ↵

System Monitor ▶

❑ Enter the register name (up to 16 characters) using the on-screen keyboard → press [OK].

4

Specifying Destinations Easily and Quickly

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character of the register name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

● **If multiple destinations are selected:**
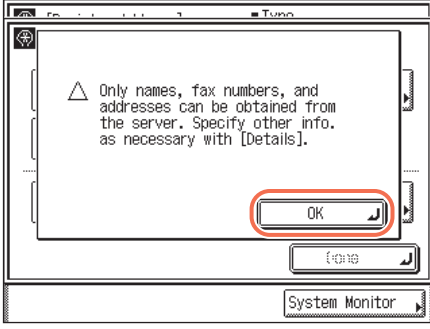
❑ Confirm the displayed message → press [OK].

6
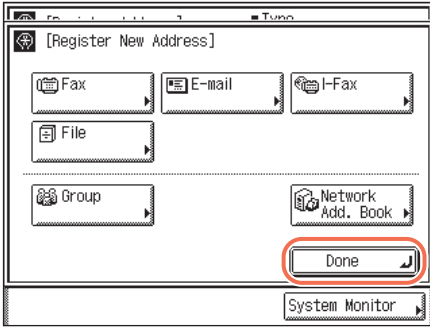
Press [Done].

The display returns to the Register Address screen.

The address and register name you specified appear on the Register Address screen as follows:
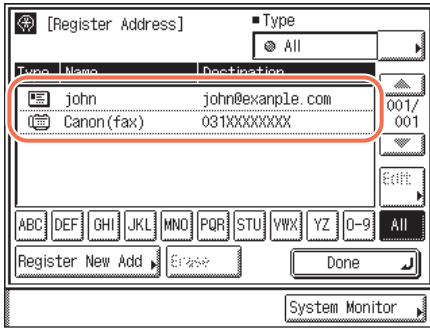
7 Press $\boxed{\nearrow}$ (Reset) to return to the top screen.

Registering in the One-Touch Button

1 Display the Register One-touch Button screen → press [Register/ Edit].

For help, see steps 1 and 2 in "Registering the One-Touch Buttons," on p. 4-31.

2

Press [Network Add. Book].

[Register Combined Button]

🔷 [Register New Address]

📠 Fax ▶	📧 E-mail ▶	📠 I-Fax ▶
📄 File ▶		
📇 Group ▶		📇 Network Add. Book ▶

Done ⏎

System Monitor ▶

3 Follow steps 2 to 4 in "Specifying Addresses via an LDAP Server," on p. 4-55 to search destinations.

4

🔷 [Network Add. Book]   ▪Type

Results: 2   ◉ All ▶

✓ Type	Name	Destination	
📧	john	john@exanple.com	△
📠	Canon(fax)	031XXXXXXXX	001/ 001 ▽

☐ Register e-mail address for I-Fax

| Cancel | ◀ Back | Next ▶ |

System Monitor ▶

To continue searching, press [Back].
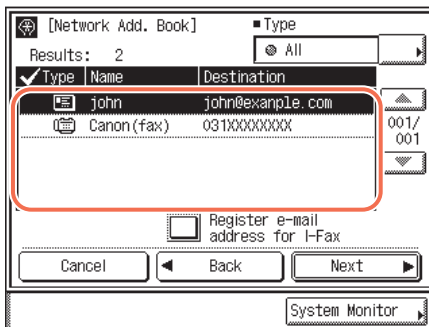
Select the desired destination from the search results.

You cannot select multiple destinations at a time.

If you press [Register e-mail address for I-Fax], the selected e-mail address can be registered as an I-fax destination. To register e-mail addresses as I-fax addresses, register one e-mail address at a time.

📝 NOTE

- To cancel a selected destination, select the destination again to clear the check mark.
- You can sort and limit the view of the displayed addresses by using the Type drop-down list. (For the imageRUNNER 1750/1740/1730, the optional Super G3 Fax Board-AJ1 is required.)

- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses are not displayed as the search results.

5

Press [Next] to register the selected destination.

	[Network Add. Book]	■ Type	
Results:	2	◉ All	

✓ Type	Name	Destination	
📧	john	john@exanple.com	001/
📠	Canon(fax)	031XXXXXXXX	001

☐ Register e-mail address for I-Fax

Cancel   ◀ Back   Next ▶

System Monitor

6

Confirm the address → press [Next].

If necessary, edit the address. (See "Editing/Deleting the Registered Information in the Address Book," on p. 4-27.)

[E-mail Address] (Max 120 characters)

john@exanple.com   Alphabet

◀   ▶   Backspace   Entry Mode

q w e r t y u i o p -
a s d f g h j k l @
z x c v b n m . / _

Space   Shift

Cancel   ◀ Back   Next ▶

System Monitor

7

Enter the register name (up to 16 characters) using the on-screen keyboard → press [Next].

[Register Name] (Max 16 characters)

john   Alphabet

◀   ▶   Backspace   Entry Mode

q w e r t y u i o p -
a s d f g h j k l @
z x c v b n m . / _

Space   Shift

Cancel   ◀ Back   Next ▶

System Monitor

✎ NOTE

- For instructions on how to enter characters, see Chapter 2, "Basic Operations," in the *Reference Guide*.
- The first character of the register name is used for sorting the address list when you press keys, such as [ABC] and [DEF], on the Address Book screen. For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.

8

Enter the one-touch button name (up to 12 characters) → press [OK].

[Key Name] (Max 12 characters)

John(e-mail)|

| Alphabet |

◀ ▶ Backspace Entry Mode

q w e r t y u i o p -
a s d f g h j k l @
z x c v b n m . / _

Space Shift

Cancel ◀ Back OK

System Monitor

9

Press [Done].

[Register One-touch Button] ▲ 1/14 ▼

001: 🔳 john john@example.com

John(e-mail)■ *002 *003
*004 *005 *006
*007 *008 *009
*010 *011 *012
*013 *014 *015

Register/Edit Erase Done

System Monitor

10 Press ⟨ ⁄ ⟩ (Reset) to return to the top screen.

Specifying Destinations Easily and Quickly

4
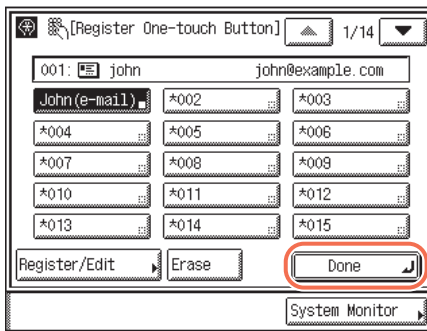
Receiving Documents

5

This chapter describes the procedure for receiving documents, as well as some additional reception features.

Basic Receiving Methods

The types of documents the machine receives are I-fax and fax documents. When these documents are sent to the machine, it receives and prints them automatically. You can also receive I-fax documents manually at any time.

This section describes how the machine works when documents are received, and introduces how to receive I-fax documents manually.

🖐 IMPORTANT

Received documents can be printed on the following paper sizes and paper types:
- Paper Sizes: LGL, LTR, or STMT
- Paper Types: plain, recycled, or color

📝 NOTE

- The machine can also receive e-mail messages from an e-mail application. If the machine receives an e-mail with attachments, the messages and attachments are printed separately. The accepted message format and file types are as follows:
  - Message Format: Plain text
  - File Types: TIFF-F (MH, MR, MMR compression), JPEG
- You cannot read e-mail messages on the machine's display.

Receiving Documents Automatically

The following describes how the machine works when documents are received.

1 **When documents are being received, the Processing/Data indicator on the control panel flashes a green light.**
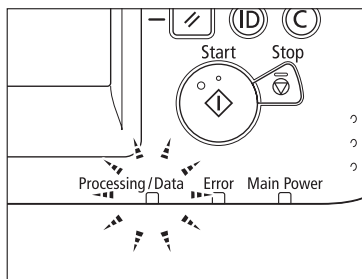
📝 NOTE

During reception, the transaction number is displayed on the touch panel display.

2 When document reception is complete, the Processing/Data indicator on the control panel maintains a steady green light. This indicates that documents are stored in memory.
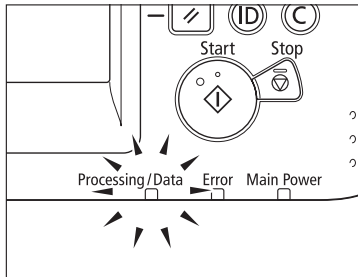
NOTE

- The Processing/Data indicator flashes or maintains a steady green light even when the machine enters the Sleep mode.
- The Error indicator flashes when either the amount of available memory is low or paper needs to be loaded into a paper drawer.

3 The document is printed.

The Processing/Data indicator goes out when documents stored in memory are printed.

NOTE

- Received documents are output face down in the order in which the pages are received.
- If there is no paper on which the received documents can be printed, the received documents are stored in memory. Documents stored in memory are automatically printed when paper is loaded into a paper drawer.
- The memory can hold a total of approximately 1,000 pages for sending and receiving documents.
- If a printing error occurs, the Error indicator flashes a red light.
- When the machine receives I-fax documents, the sender's I-fax address and the subject of the I-fax documents are always printed at the top of the first page. (If the first page of the I-fax documents contains the body text, the sender's I-fax address and the subject are not printed.)

From: [john@example.com]/Subject: [Attached Image]
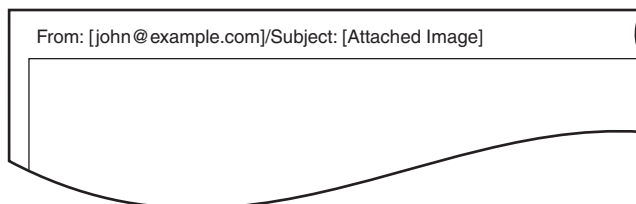
Receiving I-Fax Documents Manually

The machine regularly checks for the arrival of an I-fax. However, you can check for the arrival of an I-fax at any time by performing the procedure below.

1

Ready to send.   Dest.: 0 12/31/09 18:31
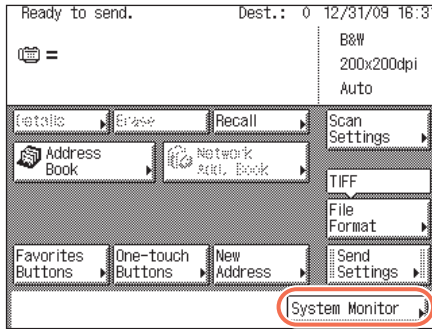
Press [System Monitor].

2
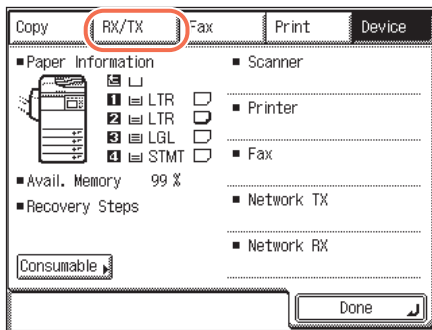
Press [RX/TX].

3
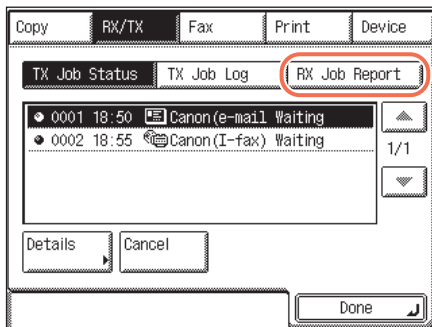
Select [RX Job Report].

4 Press [Check RX I-Fax Job].

| Copy | RX/TX | Fax | Print | Device |

| TX Job Status | TX Job Log | RX Job Report |

5009 12/31 09:01 📠 Canon(I-fax)　　OK　▲
　　　　　　　　　　　　　　　　　　　　1/1
　　　　　　　　　　　　　　　　　　　　▼

| Details ▶ | Print List | Check RX I-Fax Job | I-Fax Mem. Lock Doc. ▶ |

　　　　　　　　　　　　　　　　Done　↵
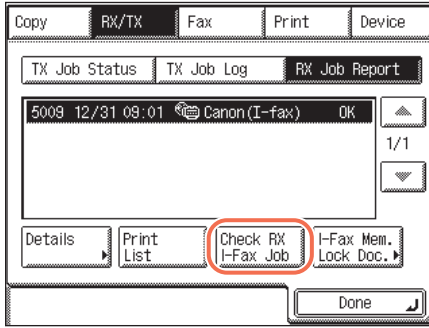
The machine accesses your mail server for checking for I-fax documents.

✐ NOTE

To be able to use [Check RX I-Fax Job], you must first set the POP (Post Office Protocol) settings in E-mail/I-Fax so that you can receive documents using POP. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

5 Press ⟨⟨ ⟩⟩ (Reset) to return to the top screen.

5

Receiving Documents

Advanced Receiving Methods

This section provides an overview of some additional features for receiving documents.

Forwarding Received Documents

This machine enables you to automatically forward received I-fax/fax documents to any desired destination. If a received document matches the specified forwarding conditions, it is forwarded to the specified destination. Received documents that do not match the forwarding conditions can also be forwarded to any desired destination.
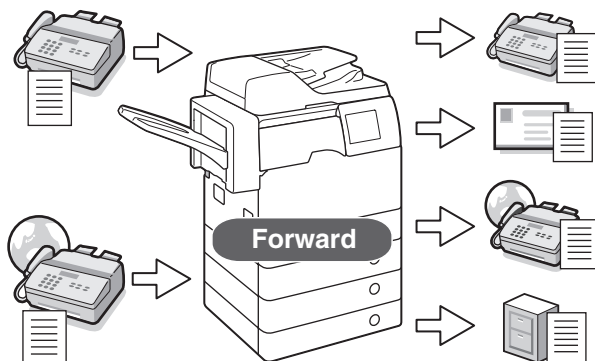
To use this feature, see Chapter 4, "Setting the Send Function," in the *System Settings Guide*.

🖐 IMPORTANT

If a blackout occurs or the machine is turned OFF while the machine is receiving the documents to be forwarded, the received documents are not forwarded to the specified destination. These documents are printed after the power is turnd ON.

Receiving Documents in Memory without Printing Out (Memory Lock)

Normally a document is printed as soon as you receive it. However, there may be occasions when you want the machine to store all documents in memory until you are ready to print them. Locking the machine to receive and store all documents in memory is called Memory Lock.
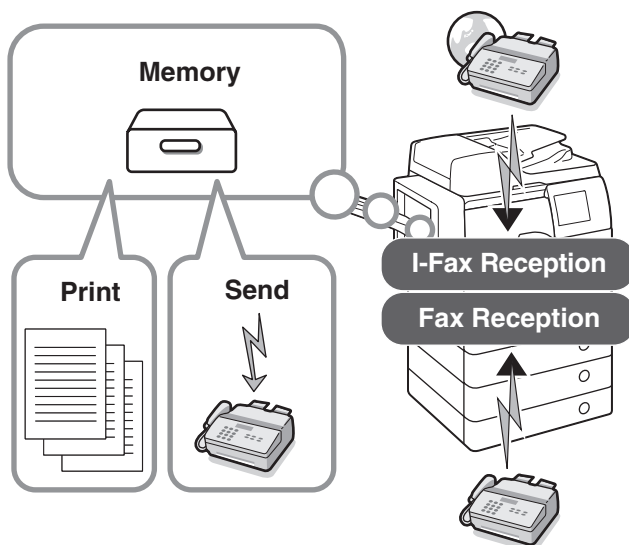
To use this feature, see Chapter 4, "Setting the Send Function," in the *System Settings Guide*.

🖐 IMPORTANT

- Additional documents cannot be received in memory in any of the following cases (the numbers below may vary depending on the remaining capacity of memory):
  - When a total of 95 documents (75 documents if only I-fax documents are stored) have been stored in memory
  - When a total of approximately 1,000 pages have been stored in memory
  - When a total of 90 received documents or 99 report jobs are waiting to be printed while the machine is out of paper.
- Even if a blackout occurs or the machine is turned OFF, a built-in battery retains the documents received in memory for about an hour. However, if the battery is not fully charged, the documents may not be retained. (To fully charge the built-in battery, it takes about two hours after the main power switch is turned ON.)

✐ NOTE

The System Monitor screen enables you to check, delete, and forward documents received in memory. (See "Checking/Changing the Status of Documents Received in Memory," on p. 6-14.)

Canceling Receiving Fax Documents

Follow the procedure below to cancel a fax reception in progress.

1 Visually check the Processing/Data indicator to confirm documents are being received.

When documents are being received, the Processing/Data indicator flashes a green light.
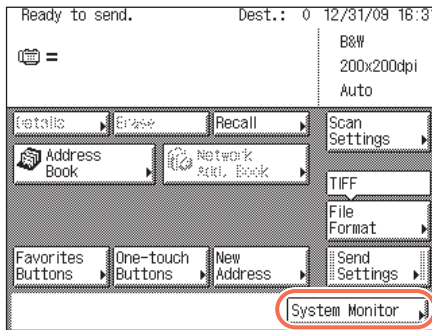
2 Press [System Monitor] during reception.

3 Press [Fax].
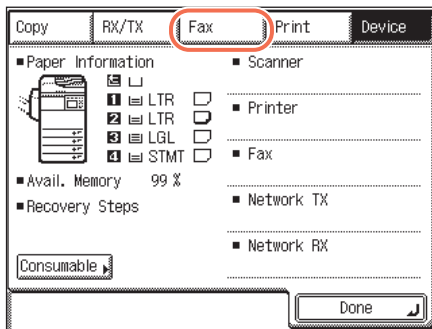
4
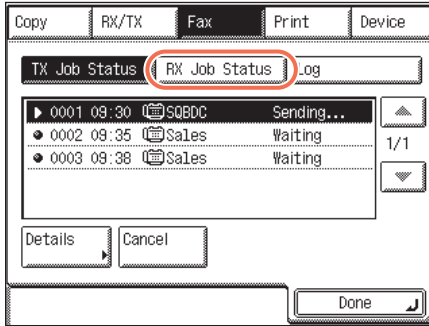
```
Copy    RX/TX    Fax    Print    Device

TX Job Status  ( RX Job Status )  Log

▶ 0001 09:30  📠 SQBDC      Sending...     △
● 0002 09:35  📠 Sales      Waiting        1/1
● 0003 09:38  📠 Sales      Waiting        ▽

Details    Cancel

                              Done
```

Press [RX Job Status].

5

```
Copy    RX/TX    Fax    Print    Device

TX Job Status  RX Job Status  Log

▶ 5001 10:10  📠 Sales      Receiving...   △
● 5002 10:15  📠 Sales      Waiting...     1/1
                                           ▽

Details    Cancel    Forwarding
                     Er.Status ▶

                              Done
```

Select the job you want to cancel → press [Cancel].

6

```
Copy    RX/TX    Fax    Print    Device

[Cancel]

    Is it OK to cancel receive?

  ■ Job Number    ▷ 5001
  ■ Destination   ▷ Sales

    Yes          No

                              Done
```
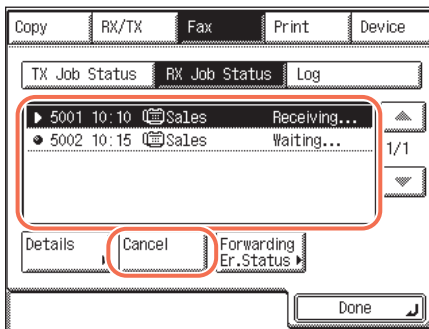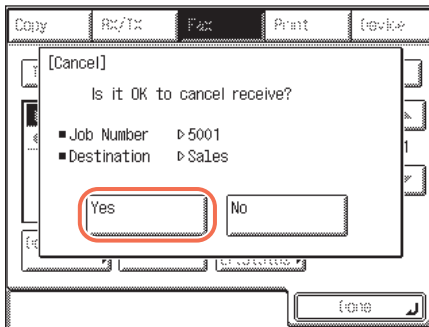
Press [Yes].

An alarm sounds and document reception is canceled.

A RX Report is printed automatically, unless this feature has been turned off. (See "RX Report," on p. 8-13.)

7 **Press [✐] (Reset) to return to the top screen.**

Checking/Changing the Status of Documents in Memory

This chapter describes how to check and change the status of documents in memory.

Checking/Deleting Documents Being Sent or Waiting To Be Sent

This section describes how to check the detailed information of documents currently being sent or waiting to be sent, as well as how to delete these documents as necessary. You can check details such as the destination and the date and time the job was specified.

E-Mail/I-Fax/File Server

Follow this procedure to check and delete the documents sent via e-mail and I-fax, or to a file server.

1

Ready to send.   Dest.: 0 12/31/09 16:31

B&W
200x200dpi
Auto

Details | Erase | Recall | Scan Settings

Address Book | Network Add. Book | TIFF

File Format

Favorites Buttons | One-touch Buttons | New Address | Send Settings

System Monitor

Press [System Monitor].

2

Copy   RX/TX   Fax   Print   Device

- Paper Information
  - 1 ⊑ LTR
  - 2 ⊑ LTR
  - 3 ⊑ LGL
  - 4 ⊑ STMT
- Avail. Memory   99 %
- Recovery Steps

Consumable

- Scanner
- Printer
- Fax
- Network TX
- Network RX

Done

Press [RX/TX].

3

| Copy | RX/TX | Fax | Print | Device |

| TX Job Status | TX Job Log | RX Job Report |

● 0001 18:50 ▣ Canon(e-mail Waiting
● 0002 18:55 ▨ Canon(I-fax) Waiting

1/1

Details | Cancel

Done

Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

📎 NOTE

Up to 70 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

4

| Job Number | : | 0001 |
| Status | : | Jobs waiting to send... |

■ Set Time ▷ 12/31/2009 18:50
■ Department ID ▷ 0000001
■ Job Type ▷ ▣ E-mail
■ Destination ▷ Canon(e-mail)
■ User Name ▷
■ TX Pages ▷ 3
■ Send Mode ▷ Delayed TX 🕐 15:50

Done

Done

Check the details of the selected job → press [Done].

● **If you want to delete the selected job:**

| Copy | RX/TX | Fax | Print | Device |

| TX Job Status | TX Job Log | RX Job Report |

● 0001 18:50 ▣ Canon(e-mail Waiting
● 0002 18:55 ▨ Canon(I-fax) Waiting

1/1

Details | Cancel

Done

❑ Press [Cancel].

🖐 IMPORTANT

If you are logged out of Authentication at Send, [Cancel] is not available.

6

Checking/Changing the Status of Documents in Memory

Checking/Deleting Documents Being Sent or Waiting To Be Sent **6-3**

❑ Press [Yes].

[Cancel]

Is it OK to cancel?

| Yes | No |

IMPORTANT

If a job is in the process of being sent, it may not be canceled even if you press [Yes].

NOTE

If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

5 **Press ⊘ (Reset) to return to the top screen.**

Fax

Follow this procedure to check and delete the documents sent via fax.

1

Ready to send.　　　　Dest.: 0　12/31/09 16:31

B&W
200x200dpi
Auto

Details ▶	Erase	Recall ▶	Scan Settings ▶
Address Book ▶	Network Add. Book ▶		TIFF
			File Format ▶
Favorites Buttons ▶	One-touch Buttons ▶	New Address ▶	Send Settings ▶
			System Monitor ▶

Press [System Monitor].

2

Copy | RX/TX | Fax | Print | Device

- Paper Information
  - LTR
  - 1 LTR
  - 2 LTR
  - 3 LGL
  - 4 STMT
- Avail. Memory   99 %
- Recovery Steps

- Scanner
- Printer
- Fax
- Network TX
- Network RX

Consumable ▶

Done ↵

Press [Fax].

3

Copy | RX/TX | Fax | Print | Device

TX Job Status | RX Job Status | Log

▶ 0001 09:30 🖰SQBDC   Sending...
● 0002 09:35 🖰Sales   Waiting
● 0003 09:38 🖰Sales   Waiting

1/1

Details ▶ | Cancel

Done ↵

Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

📝 NOTE

Up to 70 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

4

Job Number : 0001
Status   : Sending...

- Set Time   ▷12/31/2009 09:30
- Department ID   ▷0000001
- Destination   ▷ 4
- Pages   ▷ 4
- Mode   ▷Send
- Start Time   ▷**:**

Done ↵

Done ↵

Check the details of the selected job → press [Done].

● **If you want to delete the selected job:**

❏ Press [Cancel].

▓ IMPORTANT
If you are logged out of Authentication at Send, [Cancel] is not available.

❏ Press [Yes].

▓ IMPORTANT
If a job is in the process of being sent, it may not be canceled even if you press [Yes].

✎ NOTE
If you cancel a job during sequential broadcasting, all of the destinations following the one to which the document is currently being sent will be canceled.

5 Press ⟨⟋⟩ (Reset) to return to the top screen.

Checking/Changing the Status of Documents in Memory

6

Checking/Deleting Fax Documents Being Received or Waiting To Be Printed

This section describes how to check the detailed information of fax documents currently being received or waiting to be printed, as well as how to delete these documents as necessary. You can check details such as the destination and the date and time the job was received.

1 **Press [System Monitor] → [Fax].**
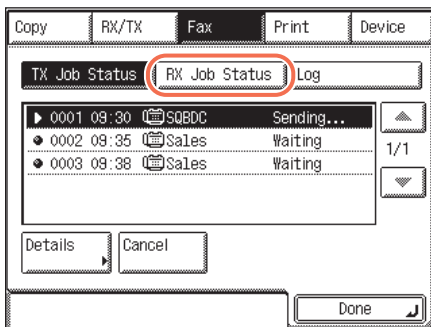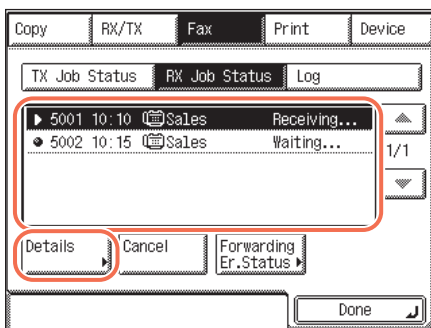
For help, see steps 1 and 2 in "Fax," on p. 6-4.

2

| Copy | RX/TX | **Fax** | Print | Device |

| TX Job Status | RX Job Status | Log |

▶ 0001 09:30 📠SQBDC   Sending...
● 0002 09:35 📠Sales   Waiting
● 0003 09:38 📠Sales   Waiting

1/1

| Details | Cancel |

| Done |

Press [RX Job Status].

3

| Copy | RX/TX | **Fax** | Print | Device |

| TX Job Status | RX Job Status | Log |

▶ 5001 10:10 📠Sales   Receiving...
● 5002 10:15 📠Sales   Waiting...

1/1

| Details | Cancel | Forwarding Er.Status |

| Done |

Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

🖉 NOTE

Up to 70 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

4

Job Number   : 5001
Status   : Receiving...

■ Set Time   ▷ 12/31/2009 10:10
■ Department ID   ▷ -------
■ Destination   ▷ Sales
■ Pages   ▷   4
■ Mode   ▷ Auto RX

Forward   ▶

                          Done   ↲

                          Done   ↲

Check the details of the selected job → press [Done].

● **If you want to delete the selected job:**

Copy	RX/TX	Fax	Print	Device

TX Job Status   RX Job Status   Log

▶ 5001 10:10 📇Sales   Receiving...   ▲
● 5002 10:15 📇Sales   Waiting...   1/1
                                            ▽

Details ▶   Cancel   Forwarding
                       Er.Status ▶
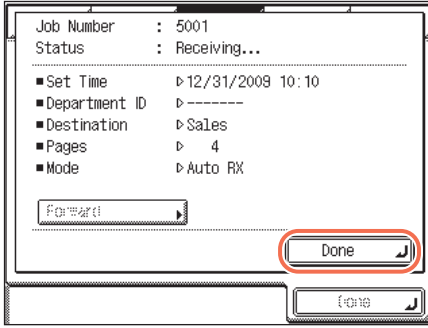
                          Done   ↲
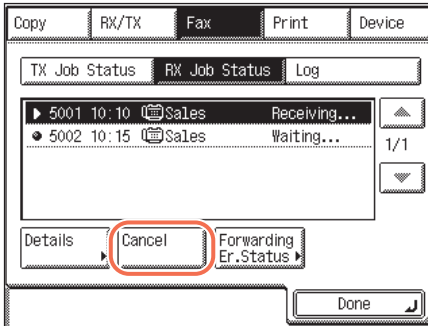
❑ Press [Cancel] or [Erase].

If the job currently being received is selected, [Cancel] is displayed on the screen.
If the job waiting to be printed is selected, [Erase] is displayed on the screen.

Copy	RX/TX	Fax	Print	Device

[Cancel]
        Is it OK to cancel receive?

■ Job Number   ▷ 5001
■ Destination   ▷ Sales

        Yes   No

                          Done   ↲
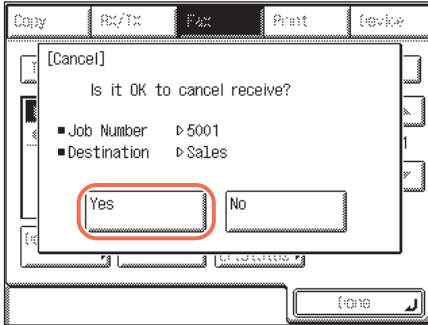
❑ Press [Yes].

📝 **NOTE**

You cannot delete the job currently being printed.

5 **Press [✐] (Reset) to return to the top screen.**

Checking/Printing Communication Log

This section describes how to check or print the results of transactions.

✎ NOTE

- If Job Log Display in System Settings is set to 'Off', the sending and receiving transactions are not displayed on the System Monitor screen. (See Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.)
- A communication log can be printed only if LGL or LTR (plain, recycled, or color paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS are set to 'On'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

E-Mail/I-Fax/File Server/USB Memory Media Device

Follow this procedure to check and print the results of the following types of documents:

- Documents sent via e-mail I-fax, and fax, or to a file server or USB memory media device
- Documents received via I-fax and fax

✎ NOTE

- If Memory Media Send Log in System Settings is set to 'Do Not Retain', the results of documents sent to a USB memory media device are not stored. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.)
- If you want to check and print only the results of fax transactions, see "Fax," on p. 6-11.

1 Press [System Monitor] → [RX/TX].

For help, see steps 1 and 2 in "E-Mail/I-Fax/File Server," on p. 6-2.

2

Copy | RX/TX | Fax | Print | Device

TX Job Status | TX Job Log | RX Job Report

● 0001 18:50 📧 Canon(e-mail) Waiting
● 0002 18:55 📠 Canon(I-fax) Waiting

1/1

Details | Cancel

Done
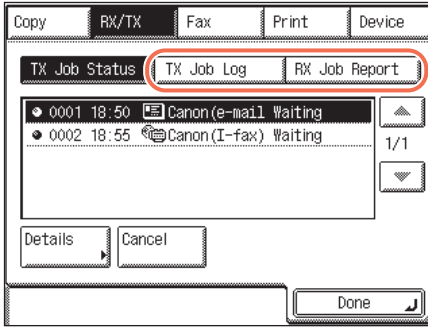
Press [TX Job Log] or [RX Job Report].

[TX Job Log]: Displays the sending results.

[RX Job Report]: Displays the receiving results.

3
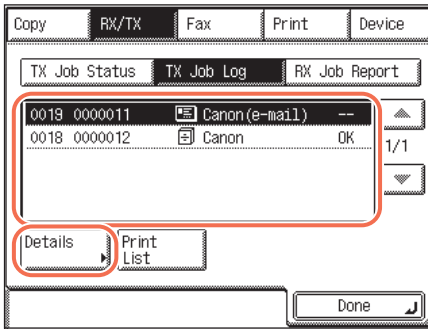
Copy | RX/TX | Fax | Print | Device

TX Job Status | TX Job Log | RX Job Report

0019 0000011 📧 Canon(e-mail) --
0018 0000012 📠 Canon OK

1/1

Details | Print List

Done

Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

🖉 NOTE

Up to 128 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

4

Job Number : 0019
Result : --

■Start Time ▷ 12/31/2009 09:01
■End Time ▷ 12/31/2009 09:01
■Department ID ▷ 0000011
■Job Type ▷ 📧 E-mail
■Destination ▷ john@example.com
■User Name ▷
■Originals ▷ 1

1/2 ▼ ▲ Done

Done

Check the details of the selected job → press [Done].

● **If you want to print a list of transaction results:**

❑ Press [Print List].

❑ Press [Yes].
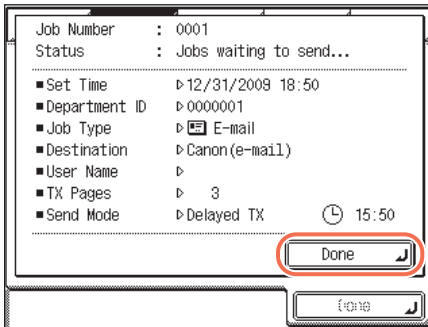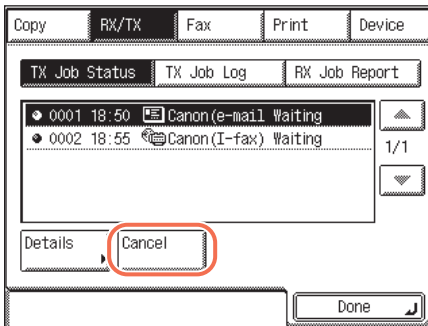

5 Press $\boxed{\mathscr{D}}$ (Reset) to return to the top screen.

Fax

Follow this procedure to check and print the results of documents sent via fax.

1 Press [System Monitor] → [Fax].

For help, see steps 1 and 2 in "Fax," on p. 6-4.

2
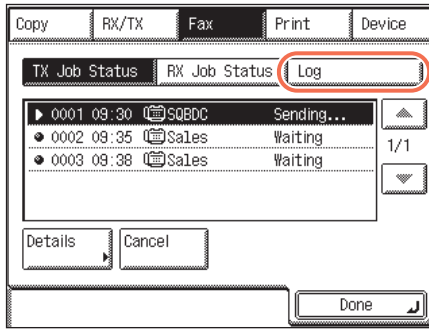
Press [Log].

3
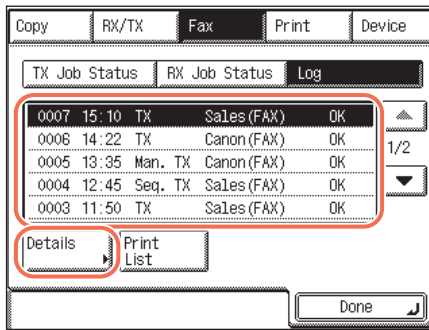
Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

⌀ NOTE

Up to 45 jobs can be displayed. When the number of jobs exceeds the limit, the oldest job is deleted each time a new job is added.

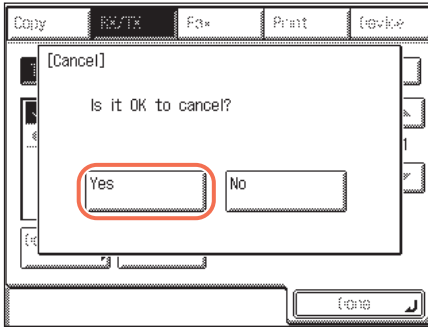## *4*

Check the details of the selected job → press [Done].

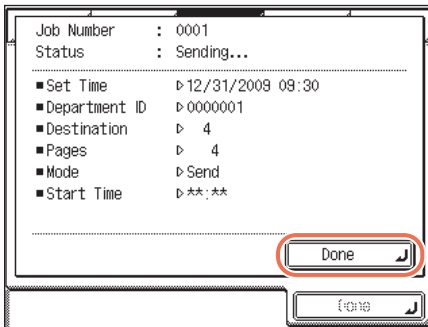● **If you want to print a list of transaction results:**

❑ Press [Print List].

| Copy | RX/TX | Fax | Print | Device |

| TX Job Status | RX Job Status | Log |

```
0007  15:10  TX        Sales(FAX)     OK
0006  14:22  TX        Canon(FAX)     OK
0005  13:35  Man. TX   Canon(FAX)     OK
0004  12:45  Seq. TX   Sales(FAX)     OK
0003  11:50  TX        Sales(FAX)     OK
```

1/2

Details Print List

Done

❑ Press [Yes].

| Copy | RX/TX | Fax | Print | Device |

Print this list?

Yes   No

Done
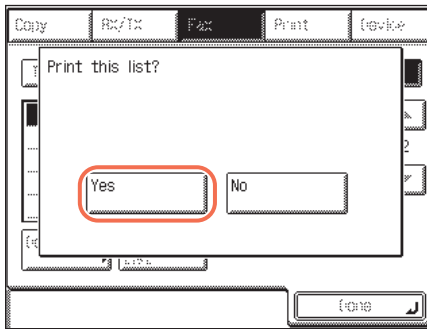
5 **Press (Reset) to return to the top screen.**

Checking/Changing the Status of Documents Received in Memory

This section describes how to check the detailed information of documents received in memory. You can also delete and forward those documents.

I-Fax

Follow this procedure to check, delete, and forward the I-fax documents in memory.

1 Press [System Monitor] → [RX/TX].

For help, see steps 1 and 2 in "E-Mail/I-Fax/File Server," on p. 6-2.

2

| Copy | RX/TX | Fax | Print | Device |

| TX Job Status | TX Job Log | RX Job Report |

```
● 0001 18:50 📧 Canon(e-mail Waiting
● 0002 18:55 📠 Canon(I-fax) Waiting
```
1/1

Details | Cancel

Done

Press [RX Job Report].

3

| Copy | RX/TX | Fax | Print | Device |

| TX Job Status | TX Job Log | RX Job Report |

```
5009 12/31 09:01 📠 Canon(I-fax)    OK
```
1/1

Details | Print List | Check RX I-Fax Job | I-Fax Mem. Lock Doc. ▶

Done

Press [I-Fax Mem. Lock Doc.].

4

■ I-FAX Memory Lock Document

● 5010 11:56 ⬆ UnvSend1
● 5011 11:58 ⬆ UnvSend2
1/1

[Details] [Erase] [Forwarding Er.Status ▶]

[Done]

[Done]

Select the job whose detailed information you want to check → press [Details].

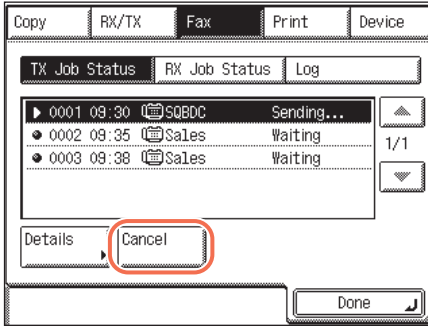If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

5

Job Number : 5010

■ Set Time ▷ 12/31/2009 11:56
■ Department ID ▷ 0000001
■ Job Type ▷ ⬆ I-Fax
■ Destination ▷ UnvSend1
■ Pages ▷ 2

[Forward ▶]

[Done]

[Done]
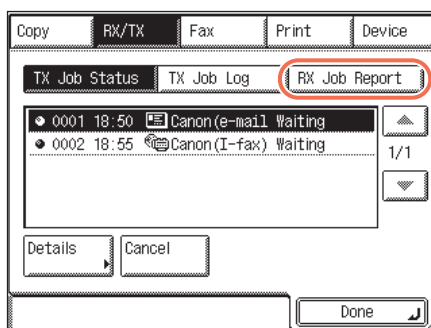
Check the details of the selected job.

● **If you want to forward the selected job:**

Job Number : 5010

■ Set Time ▷ 12/31/2009 11:56
■ Department ID ▷ 0000001
■ Job Type ▷ ⬆ I-Fax
■ Destination ▷ UnvSend1
■ Pages ▷ 2

[Forward ▶]

[Done]

[Done]

❑ Press [Forward].

🖐 IMPORTANT

If you are logged out of Authentication at Send, [Forward] is not available.

6

Checking/Changing the Status of Documents in Memory

❑ Select the forwarding destination from the Address Book → press [Start].

 NOTE

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- The destinations you can specify may vary depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.

● **If you want to delete the selected job:**

❑ Press [Done].

❑ Press [Erase].

❑ Press [Yes].

```
■ I-FAX Memory Lock Document
[Erase]
        Is it OK to erase the memory lock
        document?
  ■ Job Number      ▷ 5010
  ■ Destination      ▷ UnvSend1

        [ Yes ]        [ No ]

                                    [ Done ]
```

6 Press 🖊 (Reset) to return to the top screen.

Fax

Follow this procedure to check, delete, and forward the fax documents in memory.

1 Press [System Monitor] → [Fax] → [RX Job Status].

For help, see steps 1 and 2 in "Checking/Deleting Fax Documents Being Received or Waiting To Be Printed," on p. 6-7.

2

```
Copy    RX/TX    Fax    Print    Device

TX Job Status    RX Job Status    Log

▶ 5001 10:10 📇Sales       Receiving...    ▲
● 5002 10:15 📇Sales       Waiting...      1/1
                                           ▼

[ Details ]  [ Erase ]  [ Forwarding
                           Er.Status ▶ ]

                              [ Done ]
```

Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

3 Check the details of the selected job.

```
Job Number    : 5002
Status        : Waiting to print...

■ Set Time        ▷12/31/2009 10:15
■ Department ID   ▷-------
■ Destination     ▷Sales
■ Pages           ▷   5
■ Mode            ▷Auto RX

[ Forward          ▶]

                        [ Done    ↵]

                        ( Done    ↵)
```

● **If you want to forward the selected job:**

```
Job Number    : 5002
Status        : Waiting to print...

■ Set Time        ▷12/31/2009 10:15
■ Department ID   ▷-------
■ Destination     ▷Sales
■ Pages           ▷   5
■ Mode            ▷Auto RX

[ Forward          ▶]

                        [ Done    ↵]

                        ( Done    ↵)
```

❑ Press [Forward].

⚠ IMPORTANT

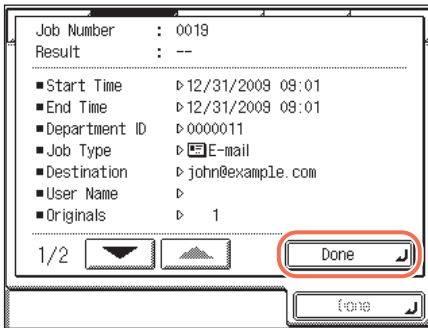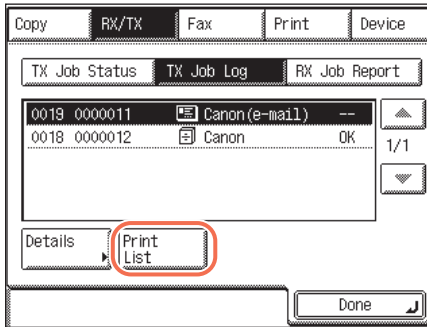If you are logged out of Authentication at Send, [Forward] is not available.

```
[Forward]              ■ Type
                       ⦿ All           ▶

Type  Name          Destination          ▲
 📧 Canon(e-mail)   john@example.com
 📠 Canon(I-fax)    jane@example.com    001/
 📁 Canon(FTP)      starfish.organization 001
 📠 Canon(fax)      03XXXXXXXX           ▼

                                        De-
                                        tails▶

ABC DEF GHI JKL MNO PQR STU VWX YZ 0-9  All

[ Cancel ]              [ Start    ↵]

                        ( Done    ↵)
```

❑ Select the forwarding destination from the Address Book → press [Start].

✎ NOTE

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- The destinations you can specify may vary, depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide.*) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.

● **If you want to delete the selected job:**

❑ Press [Done].

```
Job Number    : 5002
Status        : Waiting to print...

■Set Time       ▷12/31/2009 10:15
■Department ID  ▷-------
■Destination    ▷Sales
■Pages          ▷   5
■Mode           ▷Auto RX

[Forward          ▸]

                    [Done     ↵]

                    [Done     ↵]
```

❑ Press [Erase].

```
[Copy]  [RX/TX]  [Fax]  [Print]  [Device]

[TX Job Status] [RX Job Status] [Log]

▶ 5001 10:10 📧Sales    Receiving...   [▲]
● 5002 10:15 📧Sales    Waiting...     1/1
                                       [▼]

[Details ▸] [Erase] [Forwarding Er.Status ▸]

                         [Done     ↵]
```

❑ Press [Yes].

```
[Copy]  [RX/TX]  [Fax]  [Print]  [Device]

[Cancel]

    Is it OK to erase the memory lock
    document?
  ■Job Number    ▷5002
  ■Destination   ▷Sales

  [Yes]        [No]

                         [Done     ↵]
```

4 **Press ⟳ (Reset) to return to the top screen.**

Checking/Changing the Status of Documents with Forwarding Errors

This section describes how to check the detailed information of documents that the machine failed to forward. You can also delete, print, and forward those documents.

$\varnothing$ NOTE

Jobs with forwarding errors are stored in memory only if Store Image to Memory in Store/Print When Forwarding is set to 'For Error Only'. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

I-Fax

Follow this procedure to check, delete, print, and forward I-fax documents with forwarding errors.

1 Press [System Monitor] → [RX/TX].
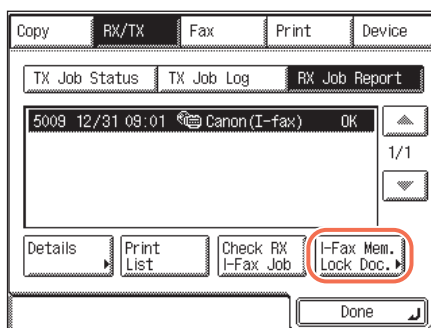
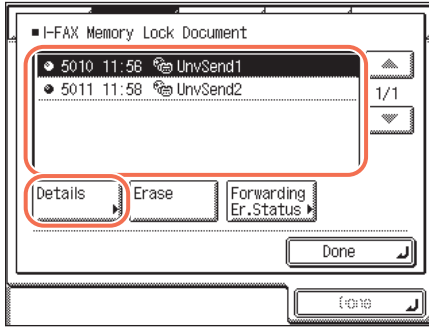For help, see steps 1 and 2 in "E-Mail/I-Fax/File Server," on p. 6-2.

2 Press [RX Job Report] → [I-Fax Mem. Lock Doc.].

For help, see steps 2 and 3 in "I-Fax," on p. 6-14.

3
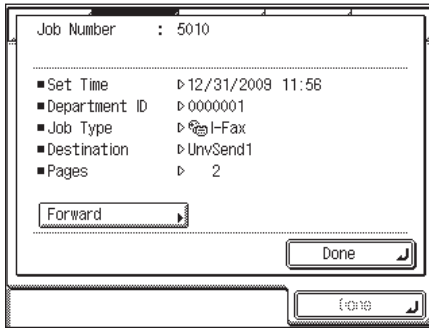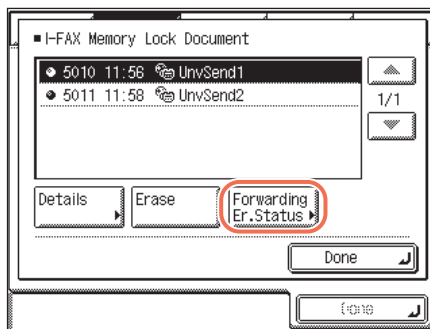
Press [Forwarding Er.Status].

4

Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.

■ I-Fax Forwarding Error Status

● 5009 09:30 🖇 JobName1   △
                                  1/1
                                  ▽

| Details ▶ | Erase | Print | Forward ▶ |

Done ↵

Done ↵

5

Check the details of the selected job → press [Done].

Job Number   : 5009

■ Set Time   ▷ 12/31/2009 09:30
■ Department ID   ▷ 0000001
■ Job Type   ▷ 🖇 I-Fax
■ Destination   ▷ JobName1
■ Pages   ▷   2

Done ↵

Done ↵

● **If you want to delete the selected job:**

❑ Press [Erase].

■ I-Fax Forwarding Error Status

● 5009 09:30 🖇 JobName1   △
                                  1/1
                                  ▽

| Details ▶ | Erase | Print | Forward ▶ |

Done ↵

Done ↵

❑ Press [Yes].

The message <Erasing...> appears for approximately two seconds on the touch panel display.

The selected job is deleted.

● **If you want to print the selected job:**

❑ Press [Print].

❑ Press [Yes].

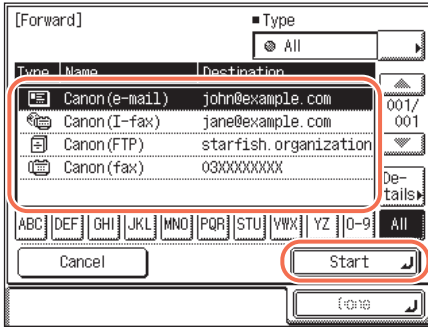● **If you want to forward the selected job:**

❑ Press [Forward].

IMPORTANT

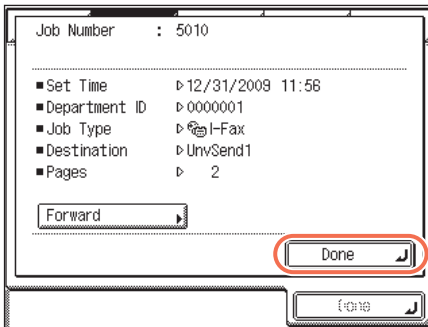If you are logged out of Authentication at Send, [Forward] is not available.

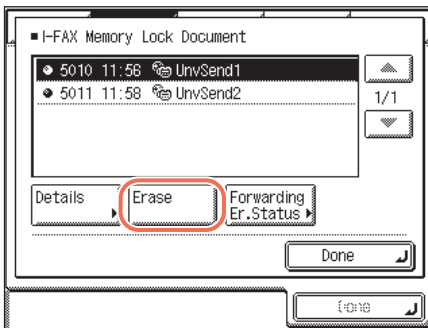❑ Select the forwarding destination from the Address Book → press [Start].

NOTE

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- If the transfer is successful, the document is deleted from memory.
- You cannot select a group address.
- The destinations you can specify may vary, depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.
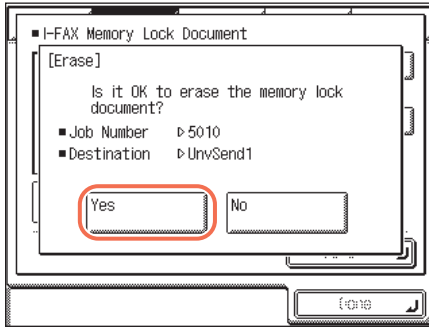
6 **Press [⟋] (Reset) to return to the top screen.**

Fax

Follow this procedure to check, delete, print, and forward fax documents with forwarding errors.

---

1 Press [System Monitor] → [Fax] → [RX Job Status].

For help, see steps 1 and 2 in "Checking/Deleting Fax Documents Being Received or Waiting To Be Printed," on p. 6-7.

2

| Copy | RX/TX | Fax | Print | Device |

| TX Job Status | RX Job Status | Log |

▶ 5001 10:10 📠Sales   Receiving...
● 5002 10:15 📠Sales   Waiting...
1/1

[Details ▶] [Cancel] [Forwarding Er.Status ▶]

[Done ↵]

Press [Forwarding Er.Status].

3

■Fax Forwarding Error Status

● 5006 11:05 📠03XXXXXXXX
1/1

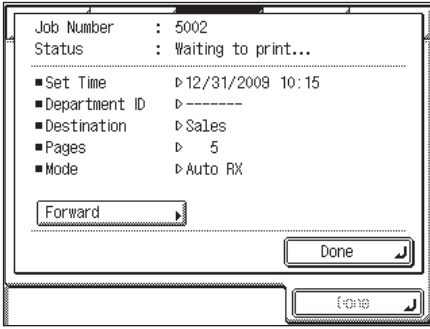[Details ▶] [Erase] [Print] [Forward ▶]

[Done ↵]

[Done ↵]

Select the job whose detailed information you want to check → press [Details].

If the job that you want to select is not displayed, press [▼] or [▲] to scroll to the job.
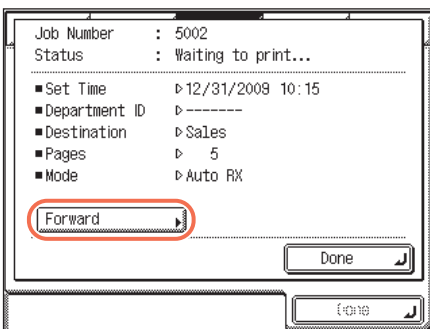
4

```
Job Number    : 5006

■ Set Time      ▷ 12/31/2009 11:05
■ Department ID ▷ 0000001
■ Job Type      ▷ 📠 Fax
■ Destination   ▷ 03XXXXXXXX
■ Pages         ▷    2



                           Done  ↵

                           Done  ↵
```

Check the details of the selected job → press [Done].

● **If you want to delete the selected job:**

```
■ Fax Forwarding Error Status
● 5006 11:05 📠 03XXXXXXXX        ▲
                                 1/1
                                  ▼

Details ▶ Erase  Print  Forward ▶

                           Done  ↵

                           Done  ↵
```

❏ Press [Erase].

```
■ Fax Forwarding Error Status
[Erase]
      Is it OK to erase?

■ Job Number  ▷ 5006
■ Destination ▷ 03XXXXXXXX

 Yes              No

                           Done  ↵
```

❏ Press [Yes].

The message <Erasing...> appears for approximately two seconds on the touch panel display.

The selected job is deleted.

● **If you want to print the selected job:**
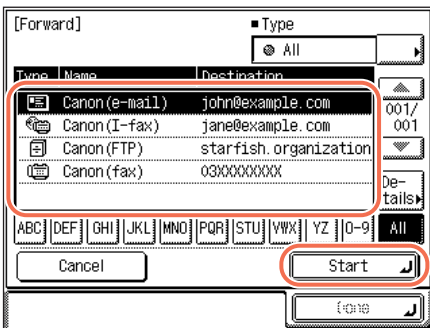
❑ Press [Print].

❑ Press [Yes].

● **If you want to forward the selected job:**

❑ Press [Forward].

⚠ IMPORTANT
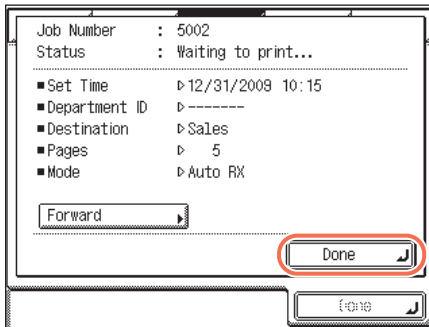If you are logged out of Authentication at Send, [Forward] is not available.

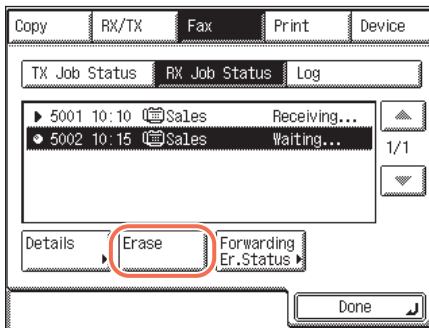❑ Select the forwarding destination from the Address Book → press [Start].

📎 NOTE

- For instructions on how to use the Address Book, see "Using the Address Book," on p. 4-24.
- If the transfer is successful, the document is deleted from memory.
- You cannot select a group address.
- The destinations you can specify may vary, depending on the settings under <Send Restriction Settings>. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) For example, if E-mail Send is set to 'Do not allow' or 'Only allow sending to own address', e-mail addresses and I-fax addresses are not displayed in the Address Book list.
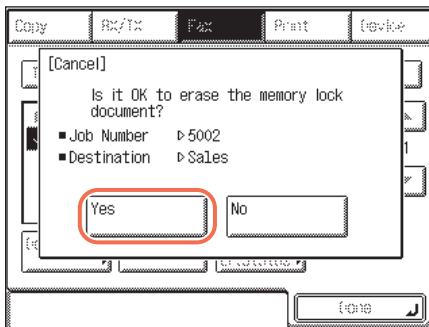
5 **Press [⟋] (Reset) to return to the top screen.**

Customizing the Machine's Settings

7

This chapter describes how to store and change the default settings of the transmission/reception features to suit your needs.

Transmission Related Items

This section describes the transmission features that can be customized to your preferences.

Specifying the Data Compression Ratio for Sending Color Documents

You can set the compression ratio for color scanned data. A high compression ratio reduces the amount of memory used for the document, but results in low quality images. Conversely, a low compression ratio increases the amount of memory used for the document, but results in high quality images.

✐ NOTE

- This setting is effective when [JPEG], [PDF], or [PDF (OCR)] is selected as the file format.
- If you are sending documents via I-fax and fax or to a USB memory media device, this setting is disabled.
- The default setting is 'Normal'.

1 Press ⊛ (Additional Functions).

The Additional Functions menu appears.

2
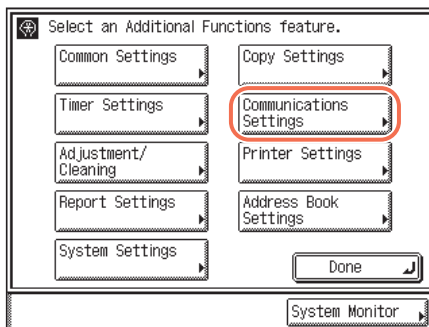
Press [Communications Settings].

3
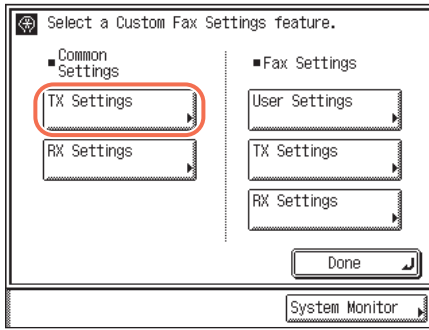
**Press [TX Settings] under
<Common Settings>.**

4
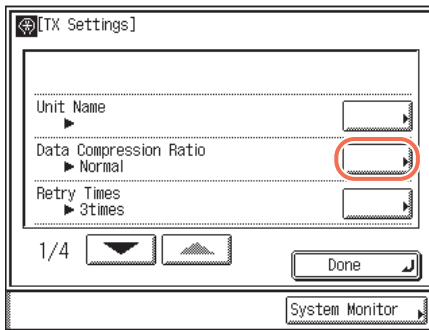
Press [Data Compression Ratio].

5
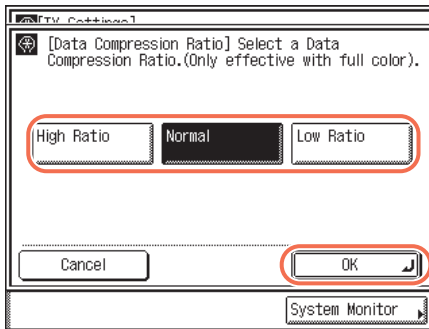
**Select [High Ratio], [Normal], or
[Low Ratio] → press [OK].**

[High Ratio]: A small amount of memory is used for the document, but the images are of a low quality.

[Normal]: The amount of memory used for the document and the quality of the images are moderate, between the High and Low Ratio settings.

[Low Ratio]: A large amount of memory is used for the document, but the images are of a high quality.

If [PDF (Compact)], [PDF (Compact+OCR)], or [JPEG] is selected as the file format, set Data Compression Ratio to 'Normal' or 'Low Ratio'. If Data Compression Ratio is set to 'High Ratio', the images that are output may be of a low quality even if 'Image Priority' is selected in step 3 of "Color TX Scan Settings," on p. 7-17.

6 Press $\boxed{\nearrow}$ (Reset) to return to the top screen.

Resending Data Automatically When an Error Occurs (Retry Times)

Retry Times is the mode which automatically resends data when the data cannot be sent. This occurs because the receiver is busy sending or receiving, or when an error occurs. This setting determines the number of retry attempts. You can set from one to five retry attempts, or select '0' to turn the Retry Times mode 'Off'.

NOTE

- If you are sending documents via fax or to a USB memory media device, this setting is disabled.
- The default setting is '3times'.

1 Press $\circledast$ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
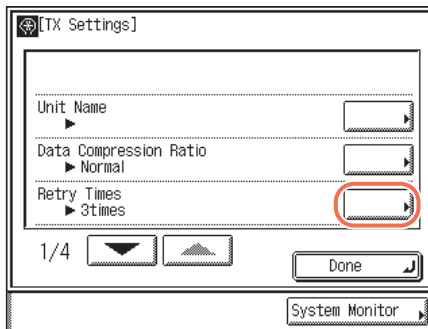
Press [Retry Times].

3
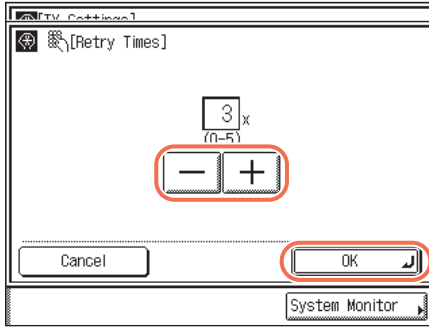
Press [-] or [+] to set the number of Retry Times → press [OK].

If the number of retry times is set to '0', the machine will not resend the data.

You can also use ⓪ - ⑨ (numeric keys) to enter the value.

4 Press 🖊 (Reset) to return to the top screen.

Registering Frequently Used Scan Settings as Default (Standard Send Settings)

This mode enables you to register frequently used scan settings for future use. The registered settings are always used when sending documents, unless you do not change the settings on the Scan Settings or Send Settings screen.

✏ NOTE

• The default settings are:

- Color Mode:	'B&W'
- Document Size:	'Auto'
- File Format:	'TIFF'
- Adjust Background:	'Off'
- Resolution:	'200 × 200 dpi'
- Density:	'5'
- Original Type:	'Text/Photo'

• If you are sending documents via I-fax and fax, the color mode and file format set here are disabled.

Registering the Standard Send Settings

Follow this procedure to change and register the standard send settings.

---

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
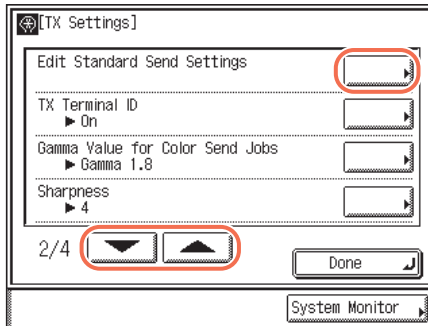
Press [▼] or [▲] until [Edit Standard Send Settings] appears → press [Edit Standard Send Settings].

3
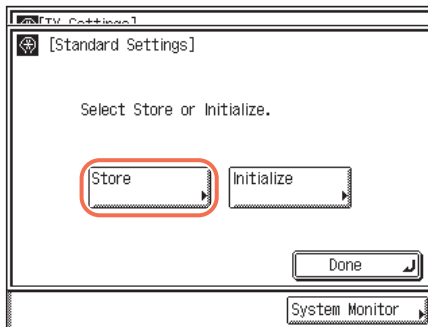
Press [Store].

4 Specify the desired settings → press [OK].

You can specify the following settings:
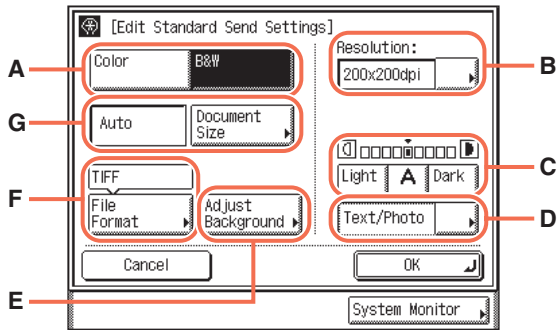
A (Color Mode)	Specifies the color mode of scanned originals. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
B (Resolution)	Specifies the resolution of scanned originals. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
C (Density)	Adjusts the density of scanned originals. (See "Adjusting the Density and Image Quality," on p. 3-10.)
D (Original Type)	Adjusts the image quality of scanned originals. (See "Adjusting the Density and Image Quality," on p. 3-10.)
E (Adjust Background)	Adjusts the density of the background color when scanning color originals. (See "Adjusting the Density of Background Color," on p. 3-18.)
F (File Format)	Specifies the file format of scanned originals. (See "Specifying the File Format," on p. 3-20.)
G (Document Size)	Specifies the document size. (See "Specifying the Document Size," on p. 3-6.)

IMPORTANT

The setting for [Adjust Background] is invalid when all of the conditions below are met.
- [100 × 100 dpi], [150 × 150 dpi], or [200 × 100 dpi] is selected as the resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [B&W] is selected as the color mode. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [Text] is selected as the image quality. (See "Adjusting the Density and Image Quality," on p. 3-10.)

To activate [Adjust Background], change the settings.

5 **Press 🗘 (Reset) to return to the top screen.**

Customizing the Machine's Settings

7

Restoring the Standard Send Settings to Their Default

Follow this procedure to restore the standard send settings to their default settings.

---

1 **Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.**

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
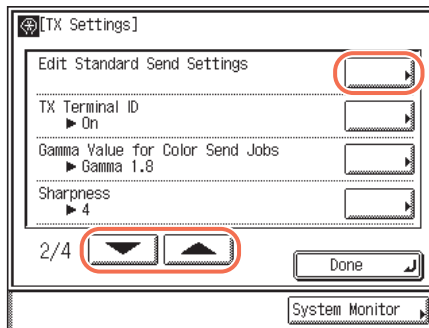
Press [▼] or [▲] until [Edit Standard Send Settings] appears → press [Edit Standard Send Settings].

3
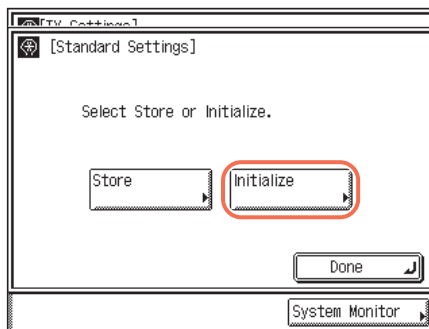
Press [Initialize].

4
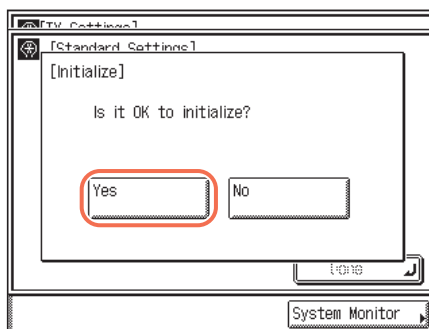
Press [Yes].

The message <Initialized.> appears for approximately two seconds on the touch panel display.

The Standard settings are initialized.

5 Press [/] (Reset) to return to the top screen.

Printing Sender Information on a Sent Document (TX Terminal ID)

The TX Terminal ID information is printed at the top of documents that you send via I-fax/fax. Information such as your I-fax address, name, and fax number is printed, enabling the recipient to know who sent the document.

✎ NOTE

The default settings are:
- Printing Position: 'Outside'
- Telephone # Mark: 'FAX' (For the imageRUNNER 1750/1740/1730, Telephone # Mark appears only when the optional Super G3 Fax Board-AJ1 is attached to the machine.)

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
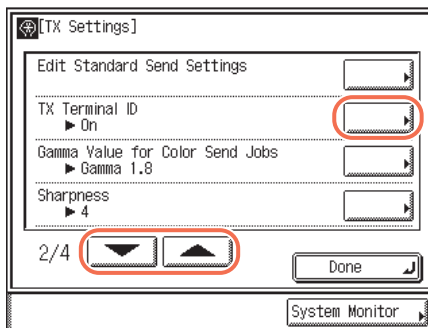
Press [▼] or [▲] until [TX Terminal ID] appears → press [TX Terminal ID].

3
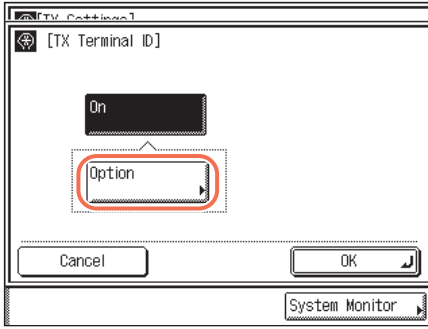
Press [Option].

● **If the optional Super G3 Fax Board-AJ1 (standard equipped for the imageRUNNER 1750iF/1740iF/1730iF) is not attached to the machine:**
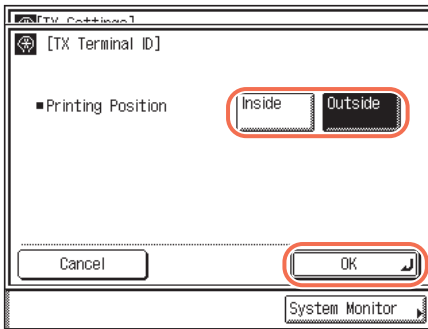
❑ Select [Inside] or [Outside] → press [OK].

[Inside]:	The Terminal ID information is printed inside the image area on the recipient's paper.
[Outside]:	The Terminal ID information is printed outside the image area on the recipient's paper.
Example:	The Terminal ID information is printed on the recipient's paper as follows:

Inside → 12/31/2009 10:50   IFAX xxx@xxxx.xxx

Original Area

Outside 12/31/2009 10:50   IFAX xxx@xxxx.xxx

● **If the optional Super G3 Fax Board-AJ1 (standard equipped for the imageRUNNER 1750iF/1740iF/1730iF) is attached to the machine:**

❑ Specify each setting → press [OK].

```
[TX Settings]
⊕ [TX Terminal ID]

■ Printing Position      Inside    Outside

■ Telephone # Mark       FAX       TEL


Cancel                            OK

                            System Monitor
```

<Printing Position>

[Inside]:   The Terminal ID information is printed inside the image area on the recipient's paper.

[Outside]:   The Terminal ID information is printed outside the image area on the recipient's paper.

<Telephone # Mark>

[FAX]:   "IFAX" or "FAX" is printed before the I-fax address or fax number.

[TEL]:   "TEL" is printed before the telephone number.

Example: The Terminal ID information is printed on the recipient's paper as follows:

Inside →   12/31/2009 10:50   123xxxxxxx   CANON

FAX/IFAX/TEL   **Original Area**

Outside   12/31/2009 10:50   123xxxxxxx   CANON
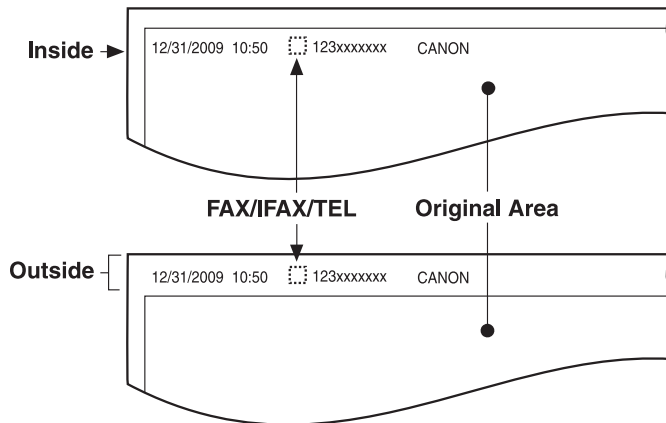
4 **Press [✐] (Reset) to return to the top screen.**

Specifying the Gamma Value for Sending Color Documents

You can set the gamma value for color scanned data. If the set value corresponds to the gamma value on the recipient's machine, the scan exposure of the output data at the recipient's machine is automatically adjusted to the level best suited to the quality of the original. Gamma values are expressed as input-output characteristics. Output is darkened when the gamma value is increased, and it is lightened when the gamma value is decreased. If the density of images received at the destination is excessively light or dark, the gamma value can be changed before resending the images.

NOTE

- If you are sending documents via I-fax and fax, this setting is disabled.
- If [PDF (Compact)] or [PDF (Compact+OCR)] is selected as the file format, this setting is disabled.
- The default setting is 'Gamma 1.8'.

## 1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
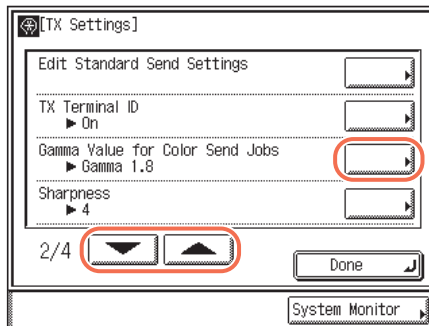
Press [▼] or [▲] until [Gamma Value for Color Send Jobs] appears → press [Gamma Value for Color Send Jobs].

3
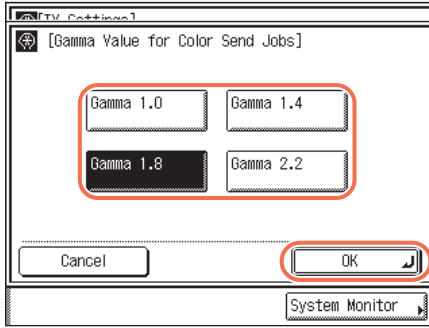
Select [Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2] → press [OK].

[Gamma 1.0]:	Although light output results can be obtained, the overall color impression is pale.
[Gamma 1.4]:	Output results that are slightly lighter than the default gamma value can be obtained.
[Gamma 1.8]:	The default setting. Dark output results can be obtained, while the detail of the darkest portion is not solid.
[Gamma 2.2]:	Dark output results can be obtained overall, although the detail of the darkest portion may be solid.*

* The word "solid" indicates that if you adjust the exposure to a darker setting when making copies of an image, the fine details of the image may appear as blended in with the background. As a result, the fine details may not show in a distinct fashion.

4 **Press ⟨⁄⟩ (Reset) to return to the top screen.**

Adjusting the Contrast (Sharpness)

This mode enables you to scan original images with a sharper or softer contrast.

🔴 IMPORTANT

The setting for [Sharpness] is invalid when all of the conditions below are met.
- [100 × 100 dpi], [150 × 150 dpi], or [200 × 100 dpi] is selected as the resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [B&W] is selected as the color mode. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [Text] is selected as the image quality. (See "Adjusting the Density and Image Quality," on p. 3-10.)
To activate [Sharpness], change the settings.

✏ NOTE

The default setting is '4'.

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
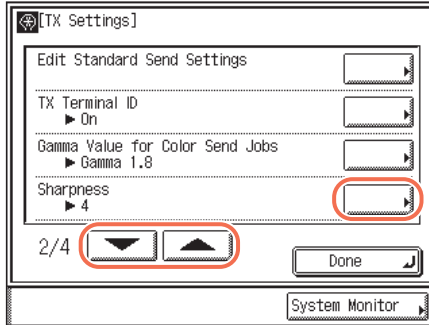
Press [▼] or [▲] until [Sharpness] appears → press [Sharpness].

3
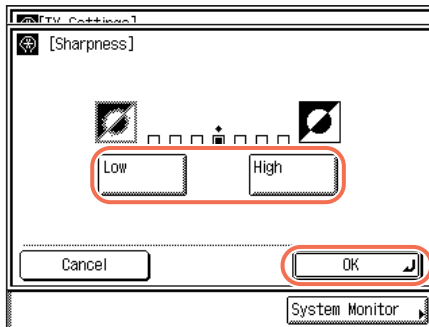
Press [Low] or [High] to adjust the sharpness → press [OK].

[Low]: To scan originals containing printed images or other halftones, the setting should be towards [Low]. This setting lessens the moiré effect (a shimmering, wavy pattern).

[High]: To scan text or lines clearly, the setting should be towards [High]. This setting is particularly suited for scanning blueprints and faint pencil drawn images.

4 Press ⊘ (Reset) to return to the top screen.

Adjusting the Image Quality of PDF (Compact)

If [PDF (Compact)] or [PDF (Compact+OCR)] is selected as the file format, you can set the image quality level of the document.

✎ NOTE
- The default setting is 'Normal'.
- If you are sending documents via I-fax and fax, this setting is disabled.

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2

⊕ [TX Settings]
Register Favorites Button
PDF (Compact) Image Quality
PDF (OCR) Orig. Auto Detect. Settings ▶ On
Color TX Scan Settings ▶ Speed Priority
3/4 ▼ ▲   Done
System Monitor
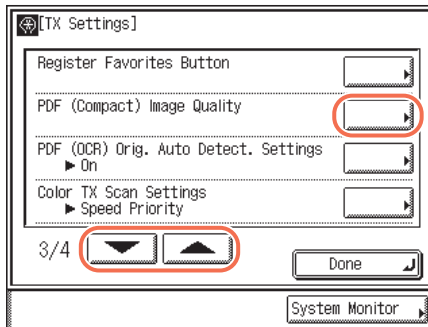
Press [▼] or [▲] until [PDF (Compact) Image Quality] appears → press [PDF (Compact) Image Quality].

3

⊕ [TX Settings]
⊕ [PDF (Compact) Image Quality]
▪ Image Level in Text/Photo or Photo Mode
Data Size Priority   Normal   Image Priority
▪ Image Level in Text Mode
Data Size Priority   Normal   Image Priority
Cancel   OK
System Monitor
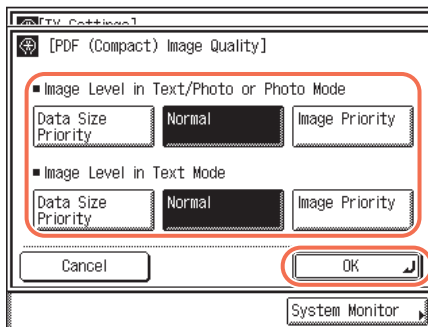
Specify each setting → press [OK].

[Data Size Priority]: The data size is small, but the image quality is low.

[Normal]: The data size and image quality are in between those of [Data Size Priority] and [Image Priority].

[Image Priority]: The data size is large, but the image quality is high.

✎ NOTE
- The setting made for <Image Level in Text/Photo or Photo Mode> or <Image Level in Text Mode> is enabled only if [Text/Photo], [Photo], or [Text] is selected as the image quality setting. (See "Adjusting the Density and Image Quality," on p. 3-10.)
- If an original with many colors is scanned, the compression level is determined by the data size and the number of colors, according to the selected image level. However, if the original is in monochrome or has few colors, it does not matter which image level you select.

4 Press 🖉 (Reset) to return to the top screen.

Specifying the Settings for Sending PDF (OCR)

This mode enables you to perform OCR (optical character recognition) on a scanned original to create a PDF with searchable text.

This mode automatically detects the orientation of the characters on the original when sending it.

✎ NOTE
- This mode is available only when the Color Send Searchable PDF Kit-E1 (optional for the imageRUNNER 1750/1740/1730) is activated.
- The default setting is 'On'.
- If you are sending documents via I-fax and fax, this setting is disabled.

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
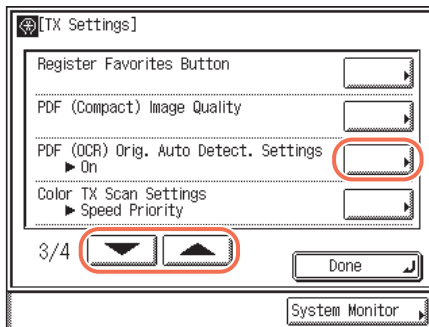
Press [▼] or [▲] until [PDF (OCR) Orig. Auto Detect. Settings] appears → press [PDF (OCR) Orig. Auto Detect. Settings].
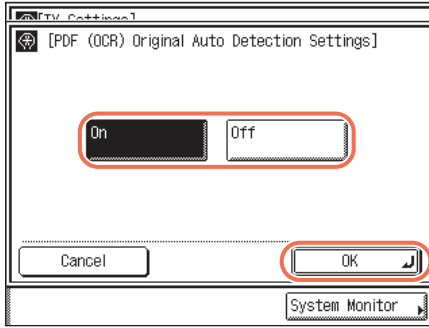
3 Select [On] or [Off] → press [OK].

[On]:	The orientation of the original is detected, and the document is automatically rotated before sending.
[Off]:	The orientation of the original is not detected, and the document is sent as is.

4 Press [/] (Reset) to return to the top screen.

Color TX Scan Settings

You can set the priority for color scanned data. Selecting Speed Priority reduces the time spent on sending the document, but results in low quality images. Conversely, selecting Image Priority increases the time spent on sending the document, but results in high quality images.

NOTE

- The default setting is 'Speed Priority'.
- This setting is disabled when:
  - Sending documents via I-fax and fax or to a USB memory media device
  - Placing your originals on the platen glass for scanning

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

Customizing the Machine's Settings

2

[TX Settings]

Register Favorites Button ......▶

PDF (Compact) Image Quality ......▶

PDF (OCR) Orig. Auto Detect. Settings
▶ On ......▶

Color TX Scan Settings
▶ Speed Priority ......▶

3/4 ▼ ▲ Done ⏎

System Monitor ▶
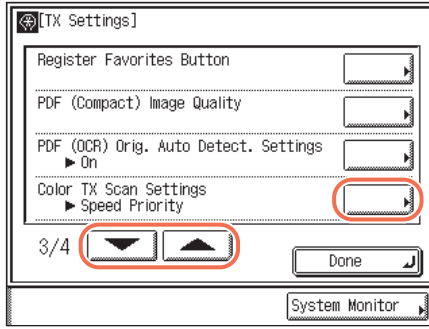
Press [▼] or [▲] until [Color TX Scan Settings] appears → press [Color TX Scan Settings].

3

[TX Settings]

[Color TX Scan Settings]

Speed Priority | Image Priority

Cancel | OK ⏎

System Monitor ▶
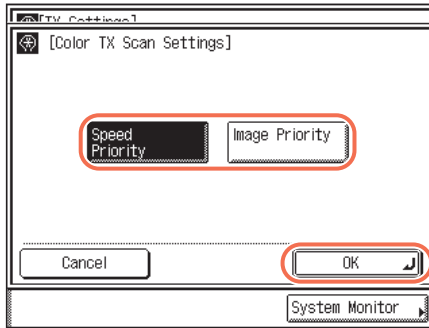
Select [Speed Priority] or [Image Priority] → [OK].

[Speed Priority]: Less time is spent in sending the document, but the images are of a low quality.

[Image Priority]: More time is spent in sending the document, but the images are of a high quality.

4 Press Ⓡ (Reset) to return to the top screen.

Specifying What to Display on the Screen for a Send Operation

This mode enables you to specify what screen is displayed first for a send operation. You can select the desired screen from the One-touch screen, Favorites Buttons screen, or top screen (Send). The specified screen is displayed when:

- ⬚ (SEND) or ⬚ (Reset) is pressed
- The power is turned ON
- The Auto Clear mode is activated

📎 NOTE

   The default setting is 'Initial Function'.

---

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
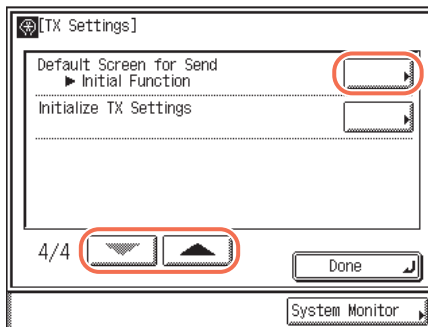
Press [▼] or [▲] until [Default Screen for Send] appears → press [Default Screen for Send].

3
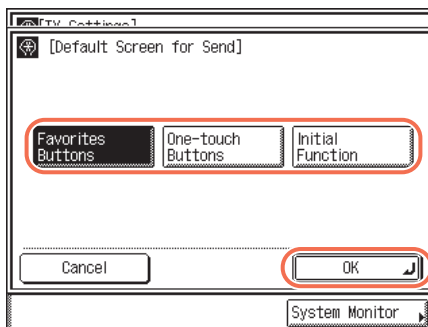
Select [Favorites Buttons], [One-touch Buttons], or [Initial Function] → press [OK].

[Favorites Buttons]: The Favorite Buttons screen is displayed first for a send operation.

[One-touch Buttons]: The One-touch screen is displayed first for a send operation.

[Initial Function]: The top screen (Send) is displayed first for a send operation.

4 Press ⌀ (Reset) to return to the top screen.

Restoring the TX Settings to Their Default

You can restore almost all of the TX Settings to their default settings.

✋ IMPORTANT

The following setting items are not initialized even if you initialize the TX Settings:
- Unit Name
- Retry Times
- Edit Standard Send Settings
- TX Terminal ID

✎ NOTE

If you initialize the TX Settings, the settings stored in the favorites buttons are also initialized.

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Specifying the Data Compression Ratio for Sending Color Documents," on p. 7-2.

2
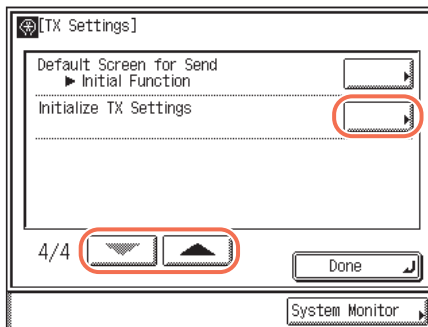
Press [▼] or [▲] until [Initialize TX Settings] appears → press [Initialize TX Settings].

3 Press [Yes].
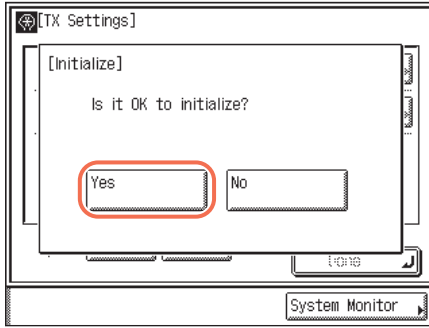
The message <Initialized.> appears for approximately two seconds on the touch panel display.

The TX settings are initialized.

4 Press [/] (Reset) to return to the top screen.

Sending with Error Correction Mode (ECM Transmission)

ECM (Error Correction Mode) reduces the effect of system and line errors on documents that may occur when sending or receiving with another fax machine that supports ECM. If the other machine does not support ECM, this setting is ignored.

If transmission speed appears to be extremely slow, you may be able to speed up the transmission time by turning ECM 'Off'.

⚠ IMPORTANT

- If you want to transmit using ECM, ECM reception should be set on the recipient's machine. This setting is ignored unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to send the documents.

✐ NOTE

The default setting is 'On'.

1 Press (?) (Additional Functions).

The Additional Functions menu appears.

2

Press [Communications Settings].

Select an Additional Functions feature.

Common Settings	Copy Settings
Timer Settings	Communications Settings
Adjustment/ Cleaning	Printer Settings
Report Settings	Address Book Settings
System Settings	Done

System Monitor

3

Press [TX Settings] under <Fax Settings>.

Select a Custom Fax Settings feature.

- Common Settings
- Fax Settings

TX Settings	User Settings
RX Settings	TX Settings
	RX Settings
	Done

System Monitor

4

Press [ECM TX].

[TX Settings]

ECM TX
► On

Pause Time
► 2sec(s)

Auto Redial
► On

Check Dial Tone Before Sending
► On

1/1 ▼ ▲ Done

System Monitor

5 Select [On] or [Off] → press [OK].

[ECM TX]

| On | Off |

Cancel   OK

System Monitor
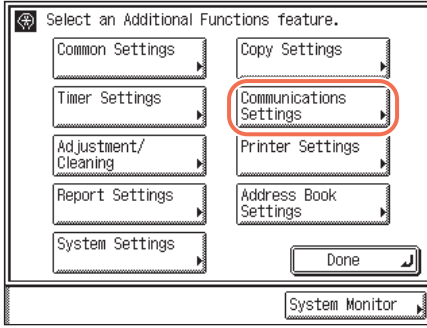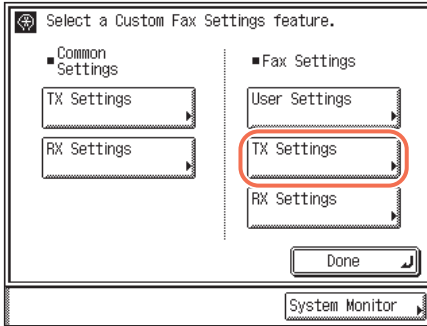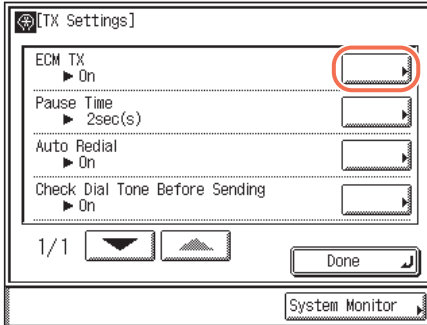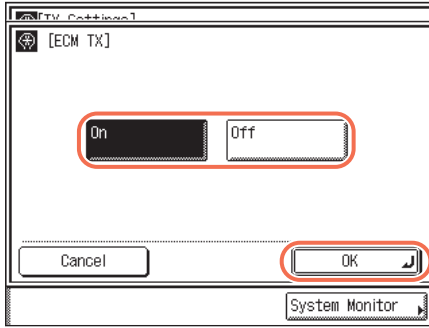
[On]:   Uses ECM.

[Off]:   Does not use ECM.

6 **Press ⟨⟨ (Reset) to return to the top screen.**

Adjusting the Pause Time

Some overseas dialing may be affected by the distance or complex routing of connections when dialing the international access code, country code, and the destination's telephone number all at once. In such cases, insert a pause after the international access code. This helps to improve the connection.

✎ NOTE

- You can insert a pause when you dial the fax number using ⓪ - ⑨ (numeric keys). (See "Sending a Fax," on p. 2-24.)
- Pauses entered at the end of dialed fax numbers are always 10 seconds long.
- The default setting is '2sec(s)'.

1 **Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.**

For help, see steps 1 to 3 in "Sending with Error Correction Mode (ECM Transmission)," on p. 7-21.

2

Press [Pause Time].

[TX Settings]

ECM TX
  ▶ On

Pause Time
  ▶ 2sec(s)

Auto Redial
  ▶ On

Check Dial Tone Before Sending
  ▶ On

1/1 ▼ ▲   Done

System Monitor

3
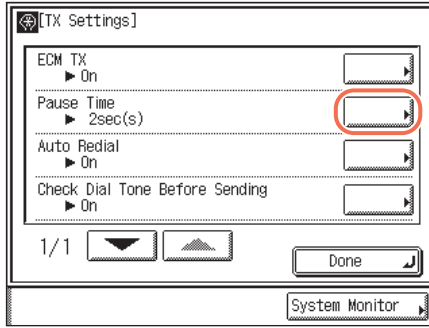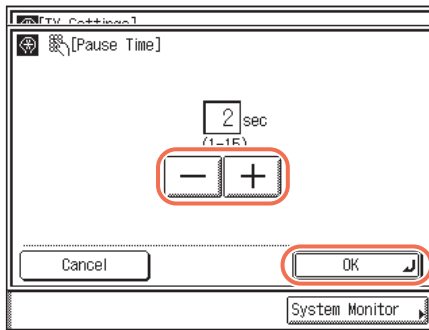
Press [-] or [+] to set the pause time → press [OK].

You can also use ⓪ - ⑨ (numeric keys) to enter the value.

[TX Settings]

[Pause Time]

2 sec
(1-15)

− +

Cancel   OK

System Monitor

4 Press 🔄 (Reset) to return to the top screen.

Redialing Automatically When the Line Is Busy (Auto Redial)

Auto Redial enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line or sending error.

Auto Redial can be turned 'On' or 'Off'. If you set Auto Redial to 'On', you can set how many times the machine redials, the redial interval, and whether the document should be resent in the event of an error.

✐ NOTE

The default settings are:

- Auto Redial: 'On'
- Redial Times: '2times'
- Redial Interval: '2min(s)'
- TX Error Redial: 'All Pages'

1 Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.

For help, see steps 1 to 3 in "Sending with Error Correction Mode (ECM Transmission)," on p. 7-21.

2

⊛[TX Settings]

ECM TX ▶ On	
Pause Time ▶ 2sec(s)	
Auto Redial ▶ On	
Check Dial Tone Before Sending ▶ On	

1/1 ▼ ▲   Done ↵

System Monitor ▶

Press [Auto Redial].

3

[TX Settings]

⊛ [Auto Redial]

On   Off

Option ▶

Cancel   OK ↵

System Monitor ▶
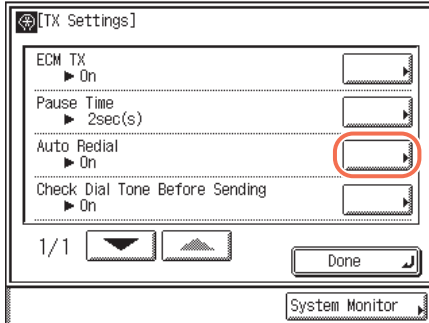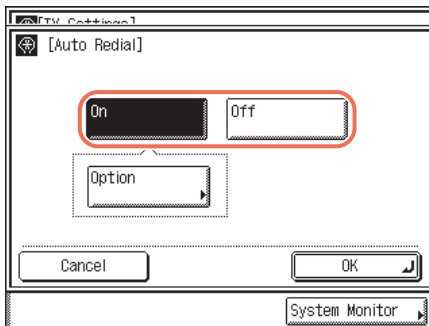
Select [On] or [Off].

● **If you select [On]:**

[TX Settings]

⊛ [Auto Redial]

On   Off

Option ▶

Cancel   OK ↵

System Monitor ▶

❏ Press [Option].
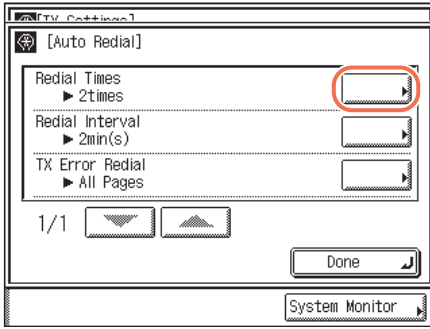
❑ Press [Redial Times].
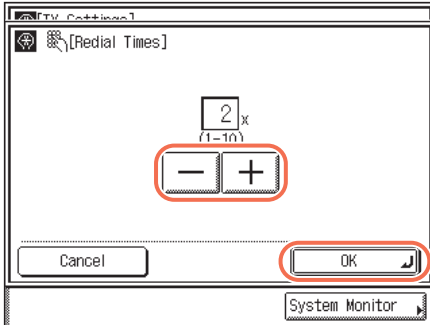
❑ Press [-] or [+] to set the number of redial times → press [OK].

You can also use ⓪ - ⑨ (numeric keys) to enter the value.
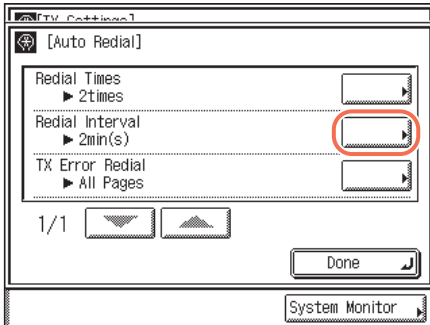
❑ Press [Redial Interval].
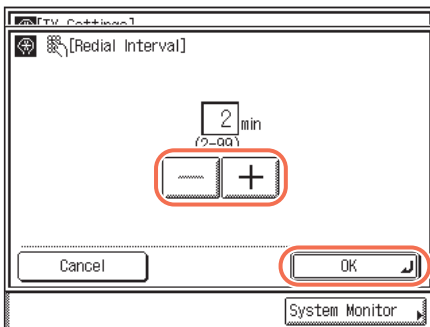
❑ Press [-] or [+] to set the redial interval → press [OK].

You can also use ⓪ - ⑨ (numeric keys) to enter the value.
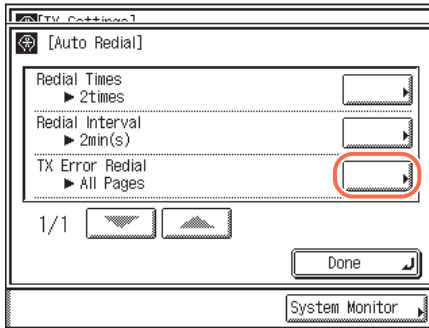
❑ Press [TX Error Redial].
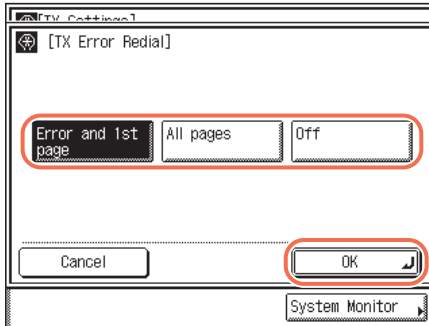
❑ Select [Error and 1st page], [All pages], or [Off] → press [OK].

[Error and 1st page]: Auto Redial takes place if a sending error occurs. The first page of the document, the error page, and all subsequent pages are resent.

[All pages]: Auto Redial takes place if a sending error occurs. All pages of the document are resent.

[Off]: Redialing does not take place if a sending error occurs.

● **If you select [Off]:**
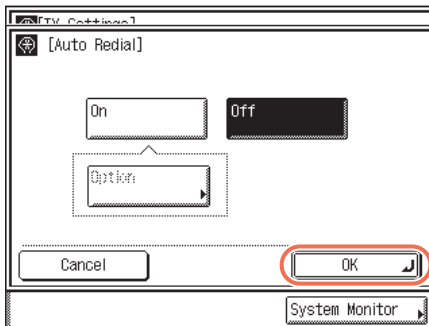
❑ Press [OK].

4 **Press ⟨⁄⟩ (Reset) to return to the top screen.**

Checking the Dial Tone Before Sending

You can set whether to check for the dial tone before dialing when sending a fax.

📝 NOTE

The default setting is 'On'.

1 **Press ⊛ (Additional Functions) → [Communications Settings] → [TX Settings] under <Fax Settings>.**

For help, see steps 1 to 3 in "Sending with Error Correction Mode (ECM Transmission)," on p. 7-21.

2
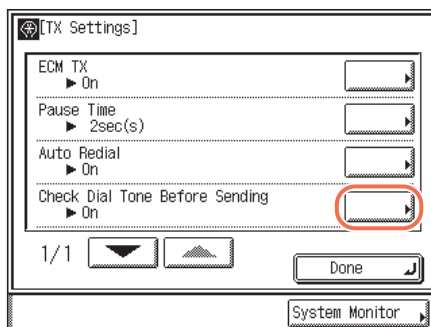
Press [Check Dial Tone Before Sending].

3
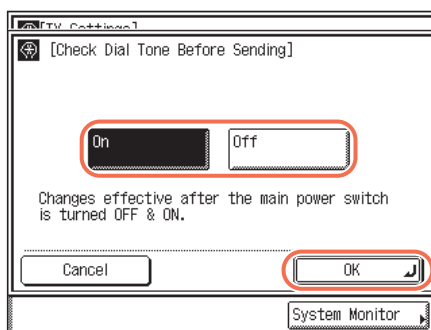
Select [On] or [Off] → press [OK].

4 **Press ⫽ (Reset) to return to the top screen.**

📝 NOTE

The Check Dial Tone Before Sending mode is enabled only after you restart the machine (the main power switch is turned OFF, then back ON again).

Reception Related Items

This section describes the reception features that can be customized to your preferences.

Printing Received Documents on Both Sides of Paper

You can print received documents on both sides of the paper, enabling you to save paper.

📝 NOTE

The default setting is 'Off'.

1 Press ⊛ (Additional Functions).

The Additional Functions menu appears.

2

Select an Additional Functions feature.

- Common Settings ▶
- Copy Settings ▶
- Timer Settings ▶
- Communications Settings ▶
- Adjustment/ Cleaning ▶
- Printer Settings ▶
- Report Settings ▶
- Address Book Settings ▶
- System Settings ▶
- Done ↵

System Monitor ▶

Press [Communications Settings].

3

Press [RX Settings] under <Common Settings>.

Select a Custom Fax Settings feature.

■Common Settings   ■Fax Settings

TX Settings	User Settings
RX Settings	TX Settings
	RX Settings

Done

System Monitor

4

Press [2-Sided Print].

[RX Settings]

2-Sided Print
► Off

Receive Reduction
► On

Received Page Footer
► Off

1/2 ▼ ▲

Done

System Monitor

5

Select [On] or [Off] → press [OK].

[RX Settings]

[2-Sided Print]

On   Off

Cancel   OK

System Monitor
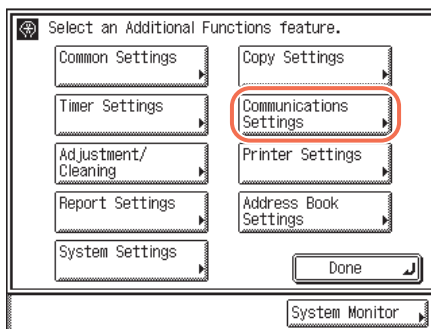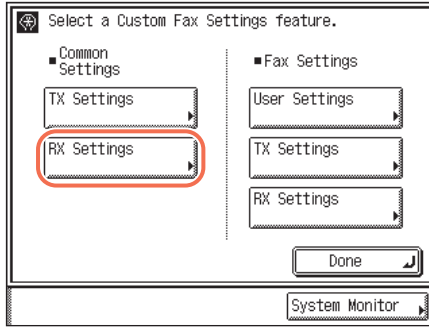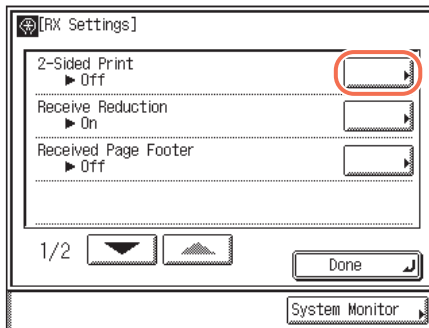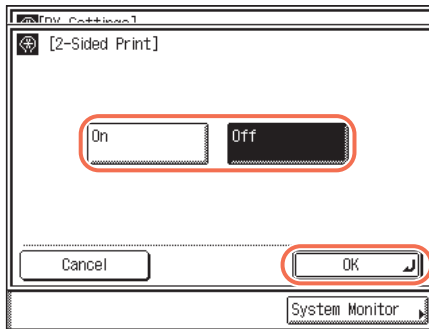
6 Press ⟨⁄⟩ (Reset) to return to the top screen.

Reducing a Received Document

You can set the machine to automatically reduce the size of received documents so that the whole document is printed within the printable area of the paper.

✎ NOTE

The default settings are:
- Receive Reduction: 'On'
- RX Reduction: 'Auto'
- Reduce %: '90%'
- Reduce Direction: 'Vertical Only'

1 **Press ⊛ (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.**

For help, see steps 1 to 3 in "Printing Received Documents on Both Sides of Paper," on p. 7-29.

2

⊕[RX Settings]	
2-Sided Print ▶ Off	⬜
Receive Reduction ▶ On	⬜
Received Page Footer ▶ Off	⬜
1/2 ▼ ▲	Done
	System Monitor

Press [Receive Reduction].

Customizing the Machine's Settings
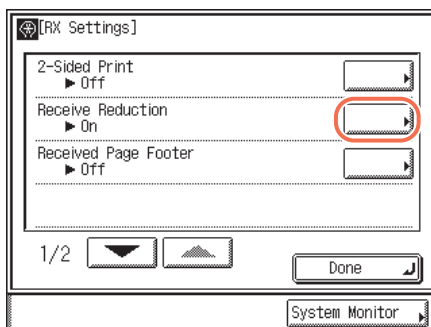
3

Select [On] or [Off].

[On]: Reduces received documents.

[Off]: Does not reduce received documents.

● **If you select [On]:**
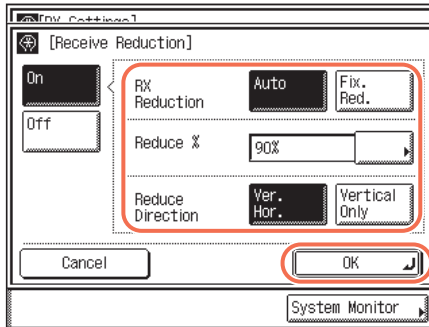
❑ Specify each setting → press [OK].

<RX Reduction>:

[Auto]: The image is automatically reduced by a suitable reduction ratio.

[Fix. Red.]: The image is reduced by the reduction ratio set in for <Reduce %>.

<Reduce %>:
If you selected [Fix. Red.], select 75%, 90%, 95%, and 97% for the reduction ratio.
<Reduce Direction>:

[Ver. Hor.]: The image is reduced in both the vertical and horizontal directions.

[Vertical Only]: The image is reduced in the vertical direction only.

● **If you select [Off]:**
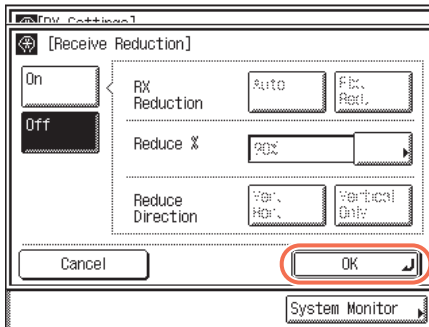
❑ Press [OK].

🖐 IMPORTANT
- If you press [Off], the received document is not automatically reduced to fit the size of the paper. If the size of the received document exceeds the printable area, the image is divided into equal sections and printed onto separate sheets of paper.
- Regardless of the settings you set for <Receive Reduction>, if the area of the image which exceeds the printable area is less than 1/2" (12 mm), it will not be printed.

4 Press 🔲 (Reset) to return to the top screen.

Printing Footer Information on a Received Document

7

You can set whether the machine prints the date, day, and time received, transaction number, and page number at the bottom of the received document.
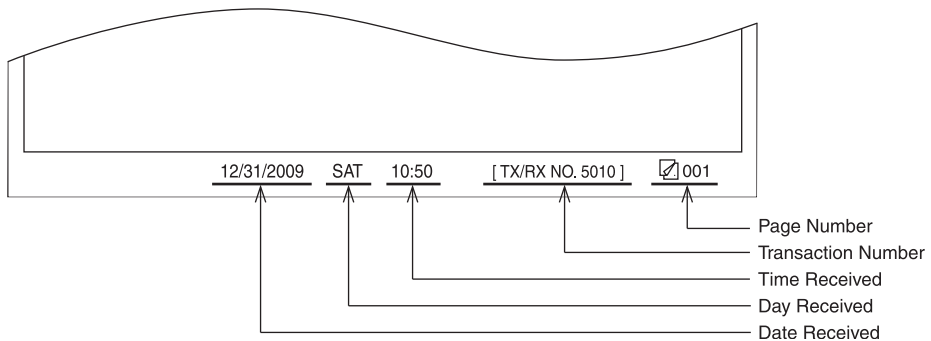
| 12/31/2009 | SAT | 10:50 | [TX/RX NO. 5010] | ☑ 001 |

Page Number
Transaction Number
Time Received
Day Received
Date Received

📝 NOTE
The default setting is 'Off'.

1 Press ⊛ (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.

For help, see steps 1 to 3 in "Printing Received Documents on Both Sides of Paper," on p. 7-29.

2

Press [Received Page Footer].
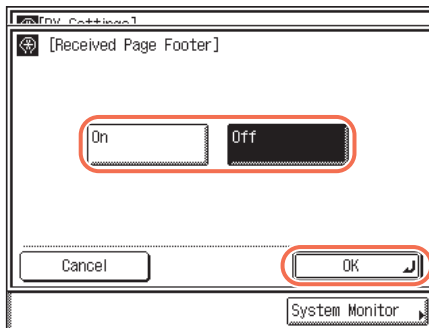
```
⊕[RX Settings]
2-Sided Print
  ► Off                          ▌
Receive Reduction
  ► On                           ▌
Received Page Footer
  ► Off                          ▌

1/2   ▼    ▲              Done  ↵

                      System Monitor ▌
```

3

Select [On] or [Off] → press [OK].

```
⊕[RX Settings]
⊕ [Received Page Footer]



       On          Off



   Cancel              OK   ↵

                      System Monitor ▌
```

4 Press ⁄ (Reset) to return to the top screen.

7

Customizing the Machine's Settings

Specifying the Gamma Value for Receiving Color Documents

You can set the gamma value to use when receiving documents. This enables you to print received documents with the appropriate image quality.

📝 **NOTE**

The default setting is 'Gamma 1.8'.

1 **Press ⊛ (Additional Functions) → [Communications Settings] → [RX Settings] under <Common Settings>.**

For help, see steps 1 to 3 in "Printing Received Documents on Both Sides of Paper," on p. 7-29.
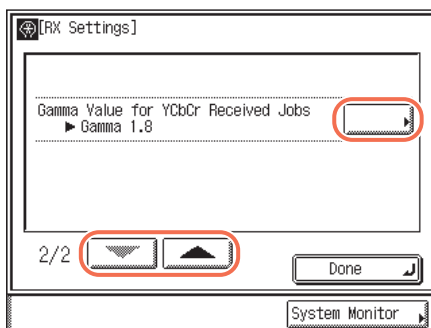
2 **Press [▼] or [▲] until [Gamma Value for YCbCr Received Jobs] appears → press [Gamma Value for YCbCr Received Jobs].**
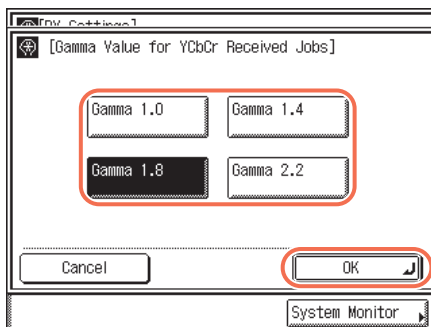
3 **Select [Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2] → press [OK].**

4 **Press ⟨⟋⟩ (Reset) to return to the top screen.**

Receiving with Error Correction Mode (ECM Reception)

You can receive incoming documents using ECM (Error Correction Mode).

ECM is a mode which automatically corrects errors in an image while it is being received.

If the reception speed appears to be extremely slow, you may be able to speed it up by turning ECM 'Off'.

🖑 IMPORTANT

- If you want to receive using ECM, ECM transmission should be set on the recipient's machine. This setting is ignored unless ECM is set in both machines.
- Even when ECM is set, errors can sometimes occur due to a poor telephone line connection.
- If there is trouble with the line, it will take more time to receive the documents.

📝 NOTE

The default setting is 'On'.

---

1 Press ⊛ (Additional Functions).

The Additional Functions menu appears.

2

Press [Communications Settings].

3
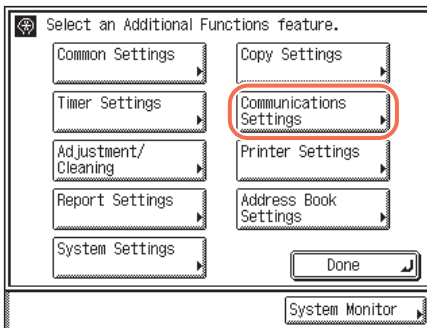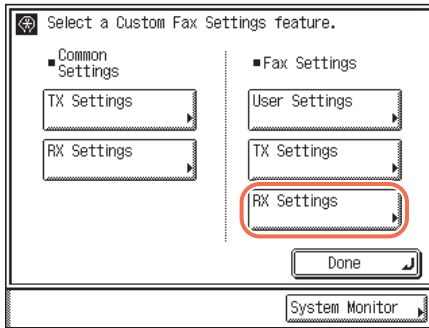
Press [RX Settings] under <Fax Settings>.

4
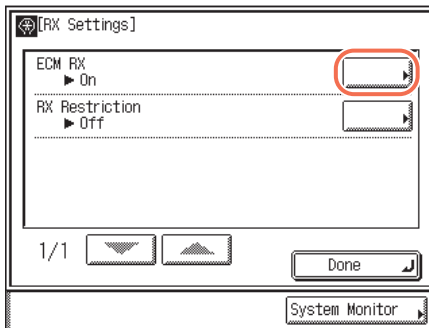
Press [ECM RX].

5
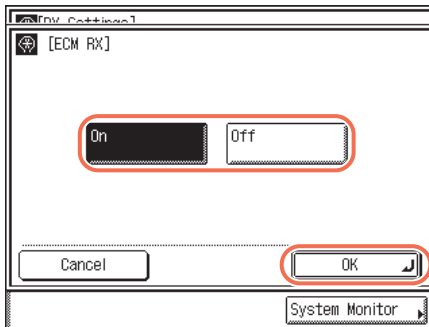
Select [On] or [Off] → press [OK].

[On]:   Uses ECM.

[Off]:   Does not use ECM.

6 **Press $\boxed{\mathscr{D}}$ (Reset) to return to the top screen.**

Rejecting Incoming Faxes from the Unidentified Senders

This function enables you to reject incoming faxes from senders who do not transmit their fax numbers (telephone numbers) to your machine. This can be useful when you do not want to receive direct mail (DM).

📝 NOTE
> The default setting is 'Off'.

---

1 Press ⊛ (Additional Functions) → [Communications Settings] → [RX Settings] under <Fax Settings>.

For help, see steps 1 to 3 in "Receiving with Error Correction Mode (ECM Reception)," on p. 7-36.
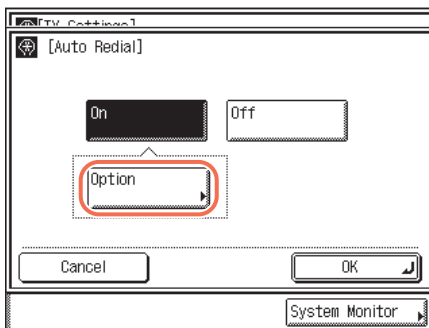
2
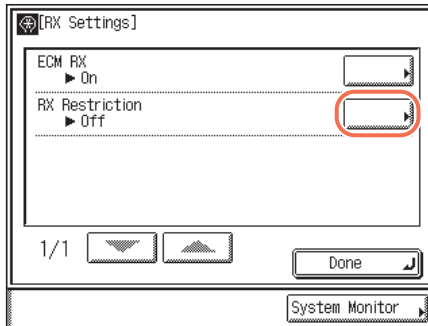
Press [RX Restriction].

3
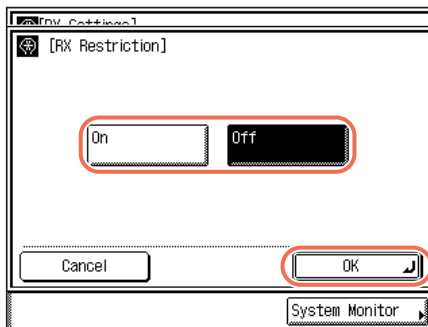
Select [On] or [Off] → press [OK].

[On]: Rejects to receive faxes from unknown senders.

[Off]: Does not reject to receive faxes from unknown senders.

4 Press ⊘ (Reset) to return to the top screen.

Printing Communication Reports and Lists

8

This chapter describes communication reports and lists and how to print them.

Overview of Reports and Lists

This section provides a summary of reports and lists. Reports contain information about past sending and receiving transactions. Lists contain information about the destinations stored in the Address Book and the settings made from the Additional Functions screen.

The types of reports and lists you can print are described below.

■ TX Report

The TX Report enables you to check whether the documents were sent correctly to their intended destinations. This report can be printed automatically after the documents are sent.
Here is a sample TX Report and a summary of some of the abbreviations used in this report.

```
12/31/2009 10:50                                                        0001

                              *******************
                          ***     TX Report     ***
                              *******************

              TRANSMISSION OK

              TX/RX NO               0003
              DEPT. ID               0000001
              DESTINATION ADDRESS    sales@example.com
              DESTINATION ID
              ST. TIME               12/31 10:50
              TIME USE               00'11
              PAGES SENT                1
              RESULT                 - -
```
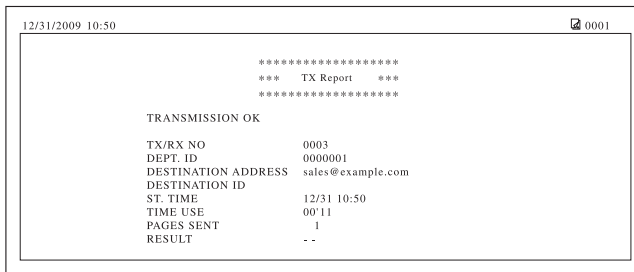
Item	Descriptions
REPORT NAME	When the document transmission is completed successfully, a "TX Report" is printed. When a send error occurs, an "ERROR TX REPORT" is printed.
MESSAGE	A message describing the transmission result is printed.
TX/RX NO	The four digit number automatically assigned when the document is accepted for sending is printed.
DEPT. ID	If Department ID Management is set, the Department ID is printed.
DESTINATION ADDRESS	The address of the recipient is printed. If the documents are sent to a USB memory media device, "MEMORY MEDIA" is printed.
DESTINATION ID	The name of the recipient is printed.
ST. TIME	The date and time (in 24-hour notation) at which the document started to be transmitted are printed.

Item	Descriptions
TIME USE	The time taken (in minutes and seconds) to send the document is printed.
PAGES SENT	The number of pages that were sent successfully to the recipient is printed.
RESULT	If the documents were sent successfully, "OK" is printed. If a transmission error occurred, "NG" (No Good) and the error code are printed. If an e-mail or I-fax transmission to a mail server has been confirmed as successful, "- -" is printed.

When a sequential broadcast transmission is performed, a Multi TX/RX Report is printed.

```
12/31/2009 10:50                                                    ▨ 0001

                        *****************************
                        ***    MULTI TX/RX REPORT    ***
                        *****************************

    TX/RX NO              0010
    PGS.                     1
    DEPT. ID             0000001
    TX/RX INCOMPLETE

                         ------
    TRANSACTION OK
                         [*001]john@example.com
    ERROR INFORMATION
                         [*002]jane@example.com
```
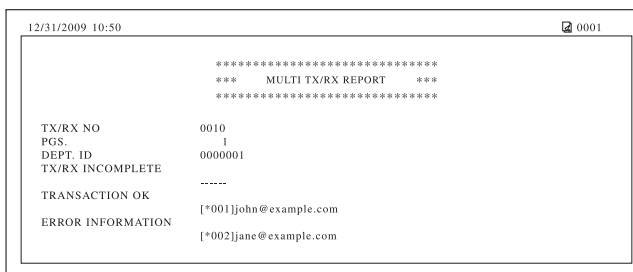
Item	Descriptions
TX/RX NO	The four digit number automatically assigned when the document is accepted for sending is printed.
PGS.	The number of pages that were sent successfully to the destinations is printed.
DEPT. ID	If Department ID Management is set, the Department ID is printed.
TX/RX INCOMPLETE	If a transmission is incomplete, the address and name of the destination are printed. If there is no applicable destination, "_ _ _ _ _" is printed.
TRANSACTION OK	The address and name of the destination of a completed transmission are printed. If there is no applicable destination, "_ _ _ _ _" is printed.
ERROR INFORMATION	If an error occurs in the transmission, the address and name of the destination are printed. If there is no error, "_ _ _ _ _" is printed.

■ **Activity Report**

The Activity Report enables you to check the results of all sending and receiving transactions. This report can be printed at a specified time or it can be printed automatically when the number of send and receive transactions reaches 40. Here is a sample Activity Report and a summary of some of the abbreviations used in this report.

```
12/31/2009 10:50  FAX 123XXXXXX          CANON                                    0001

                        ************************
                        ***      Activity Report      ***
                        ************************

 ST. TIME  |      DESTINATION TEL/ID      | NO.  |      MODE      | PGS. |  RESULT
*12/31 09:16  LONDON                         5001  Auto RX   E-MAIL    4    OK   00'14
              sales@example.com
*12/31 09:27  03XXXXXXXX                     0001  TRANSMIT  ECM       1    OK   02'00
 12/31 09:30  LONDON                         0002  TRANSMIT  E-MAIL    1    - -  00'17
              sales@example.com
 12/31 09:53  john                           5002  Manual RX I-FAX     1    OK   00'14
              john@ifax.com
 12/31 10:20  MEMORY MEDIA                   0003  TRANSMIT  USB       1    OK   00'01
```

Item	Descriptions
DEPT. ID	If Department ID Management is set, the Department ID is printed. All Sending and receiving transactions are listed according to Department ID.
ST. TIME	The date and time (in 24-hour notation) at which the document started to be sent or received are printed. An asterisk (*) indicates a job that has already been printed.
DESTINATION TEL/ ID	The name and address of the sender or recipient are printed. If the documents are sent to a file server (FTP or SMB), the path name is printed on the second line. If the documents are sent to a USB memory media device, "MEMORY MEDIA" is printed.
NO.	The four digit number automatically assigned when the document is accepted for sending or receiving is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.
MODE	The type and mode of transmission and reception are printed.
PGS.	The number of pages that were sent or received successfully is printed.
RESULT	"OK", "NG", or "- -" and the transmission/reception time are printed. If the documents were sent or received successfully, "OK" is printed. If a transmission or reception error occurred, "NG" (No Good) is printed, and the error code is printed on the second line. If an e-mail or I-fax transmission to a mail server has been confirmed as successful, "- -" is printed.

■ RX Report

The RX Report enables you to check whether the documents were sent correctly from the sender's machine and received successfully by this machine. This report can be printed automatically after documents are received.
Here is a sample RX Report and a summary of some of the abbreviations used in this report.

```
12/31/2009 10:50                                                    ☒ 0001

                              *******************
                              ***   RX Report   ***
                              *******************

              RECEPTION OK

              TX/RX NO                5003
              DESTINATION ADDRESS     sales_hongkong@example.com
              DESTINATION ID          HONG KONG SALES
              ST. TIME                12/31 10:50
              TIME USE                00'17
              PGS.                      1
              RESULT                  OK
```

Item	Descriptions
REPORT NAME	An "RX Report" is printed when a document is received successfully and when a receiving error occurs.
MESSAGE	A message describing the reception result is printed.
TX/RX NO	The four digit number automatically assigned when the document is received is printed.
DESTINATION ADDRESS	The address of the sender is printed.
DESTINATION ID	The name of the sender is printed.
ST. TIME	The date and time (in 24-hour notation) at which the document started to be received are printed.
TIME USE	The time taken (in minutes and seconds) to receive the document from start to finish is printed.
PGS.	The number of pages that were received successfully is printed.
RESULT	If the documents were received successfully, "OK" is printed. If a reception error occurred, "NG" (No Good) and the error code are printed.

Printing Communication Reports and Lists

8

■ **Fax Activity Report**

The Fax Activity Report enables you to check the results of all fax sending and receiving transactions. This report can be printed at a specified time or it can be printed automatically when the number of send and receive transactions reaches 40.

Here is a sample Fax Activity Report and a summary of some of the abbreviations used in this report.

```
12/31/2009 10:50  FAX 123XXXXXX          CANON                              ☑ 0001

                      ***************************
                      ***   Fax Activity Report   ***
                      ***************************

ST. TIME          DESTINATION TEL/ID          NO.      MODE          PGS.   RESULT
*12/31  08:44   111XXXXXXX                    0001   TRANSMIT    ECM    1    OK    00'16
*12/31  08:46   123XXXXXXX                    0002   TRANSMIT    ECM    1    OK    00'17
 12/31  08:46                                 0003   Manual TX   ECM    1    OK    00'16
 12/31  08:51   456XXXXXXX                    5001   Auto RX     ECM    1    OK    00'28
```

Item	Descriptions
DEPT. ID	If Department ID Management is set, the Department ID is printed. All fax sending and receiving transactions are listed according to Department ID.
ST. TIME	The date and time (in 24-hour notation) at which the document started to be sent or received are printed. An asterisk (*) indicates a job that has already been printed.
DESTINATION TEL/ ID	The name and address of the sender or recipient are printed.
NO.	The four digit number automatically assigned when the document is accepted for sending or receiving is printed. Numbers between 0001 and 4999 are for sending, while numbers between 5001 and 9999 are for receiving.
MODE	The type and mode of transmission and reception are printed.
PGS.	The number of pages that were sent or received successfully is printed.
RESULT	"OK" or "NG" and the transmission/reception time are printed. If the documents were sent or received successfully, "OK" is printed. If a transmission or reception error occurred, "NG" (No Good) is printed, and the error code is printed on the second line.

■ **Address Book List**

The Address Book List enables you to check the contents of the Address Book (Address Book or One-touch Buttons). This is useful for checking the details of destinations that have been stored in the Address Book.
Here is a sample Address Book List and a summary of some of the abbreviations used in this list.

```
12/31/2009 10:50                                                    ☑ 0001

                        *****************************
                  ***      ADDRESS BOOK LIST      ***
                        *****************************

  DESTINATION NAME    TX TYPE              DESTINATION ADDRESS
  BEIGING             E-MAIL     BEIGING@example.com
  PARIS               FAX        088XXXXXX
  HEADQUARTERS        GROUP
     LONDEN           FAX        034XXXXXX
     NY               FAX        T08XXXXXX
     MEXICO           IFAX       ifax@example.com
     BEIGING          E-MAIL     BEIGING@example.com
     PARIS            FAX        088XXXXXX
```

```
12/31/2009 10:50                                                    ☑ 0001

          ************************************************
     ***      ADDRESS BOOK LIST ( ONE-TOUCH BUTTONS        ***
          ************************************************

  DESTINATION NAME    TX TYPE              DESTINATION ADDRESS
  [001]
  LONDON              FAX        034XXXXXX
  [002]
  NY                  FAX        T08XXXXXX
  [003]
  LONDON              E-MAIL     sales@example.com
  [004]
  MEXICO              IFAX        ifax@example.com
```

Item	Descriptions
LIST NAME	"ADDRESS BOOK LIST" or "ADDRESS BOOK LIST (ONE-TOUCH BUTTONS)" is printed depending on the Address Book List you print.
DESTINATION NAME	The name of the specified destination is printed. When printing the contents of a one-touch button, the number of the one-touch button is printed on the first line.
TX TYPE	The specified destination's transmission mode is printed.
DESTINATION ADDRESS	• If the TX TYPE is 'FTP' or 'SMB' (file server): The host name is printed on the first line, and the folder path on the second line. • If the TX TYPE is 'IFAX' or 'E-MAIL': The I-fax address or e-mail address is printed. • If the TX TYPE is 'FAX': The fax number is printed. • If the TX TYPE is 'GROUP': The destinations stored in the group address are printed in a line-by-line list that starts on the second line. If a file server is stored in the group address, the host name is printed on the second line.

■ **User's Data List**

The User's Data List prints out the settings made from the Additional Functions screen, as well as the device configuration. Manually print the User's Data List whenever necessary. For instructions on how to print the User's Data List, see Chapter 2, "Basic Operations," in the *Reference Guide*.

✎ NOTE

Reports and lists can be printed only if LGL or LTR (plain, recycled, or color paper) is loaded in the paper sources whose settings in Other in Drawer Eligibility For APS/ADS are set to 'On'. (See Chapter 3, "Configuring the Machine's Basic Settings," in the *Reference Guide*.)

Printing Communication Reports

This section describes how to print the following communication reports: TX Report, Activity Report, RX Report, and Fax Activity Report.

TX Report

Follow this procedure to set TX Reports to print automatically.

📝 NOTE

- The results of e-mail, I-fax, file server, USB memory media device, and fax transmissions can be printed.
- The default settings are:
  - TX Report: 'For Error Only'
  - Report With TX Image: 'On'

1 Press ⊛ (Additional Functions).

The Additional Functions menu appears.

2

Press [Report Settings].

8

```
┌────────────────────────────────────────┐
│ ⊛ Select an Additional Functions feature. │
│  ┌──────────────────┐  ┌──────────────────┐ │
│  │ Common Settings ▸│  │ Copy Settings   ▸│ │
│  └──────────────────┘  └──────────────────┘ │
│  ┌──────────────────┐  ┌──────────────────┐ │
│  │ Timer Settings  ▸│  │ Communications   │ │
│  └──────────────────┘  │ Settings        ▸│ │
│  ┌──────────────────┐  └──────────────────┘ │
│  │ Adjustment/      │  ┌──────────────────┐ │
│  │ Cleaning        ▸│  │ Printer Settings▸│ │
│  └──────────────────┘  └──────────────────┘ │
│  ┌──────────────────┐  ┌──────────────────┐ │
│  │ Report Settings ▸│  │ Address Book     │ │
│  └──────────────────┘  │ Settings        ▸│ │
│  ┌──────────────────┐  └──────────────────┘ │
│  │ System Settings ▸│  ┌──────────────────┐ │
│  └──────────────────┘  │ Done          ┘  │ │
│                        └──────────────────┘ │
│                      ┌──────────────────┐   │
│                      │ System Monitor  ▸│   │
│                      └──────────────────┘   │
└────────────────────────────────────────┘
```

3

Select the Report Settings features.

Settings ▶   Print List ▶

Done ⏎

System Monitor ▶

Press [Settings].

4

[Report Settings]

TX Report
▶ For Error Only ▶

Activity Report ▶

RX Report
▶ Off ▶

1/2 ▼ ▲

Done ⏎

System Monitor ▶

Press [TX Report].

5

[TX Report]

On   For Error Only   Off

Report With TX Image

On   Off

Cancel   OK ⏎

System Monitor ▶

Select [On], [For Error Only], or [Off].

[On]:   Prints a report every time you send a document.

[For Error Only]:   Prints a report only when a transmission error occurs.

[Off]:   Does not print a report.

● **If you select [On] or [For Error Only]:**
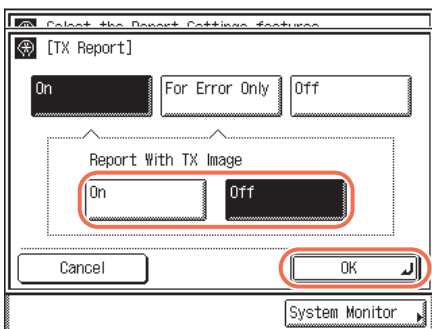
❑ Press [On] or [Off] for <Report With TX Image> → press [OK].

[On]: Part of the sent document is printed on the report.

[Off]: The contents of the sent document are not printed on the report at all.

● **If you select [Off]:**
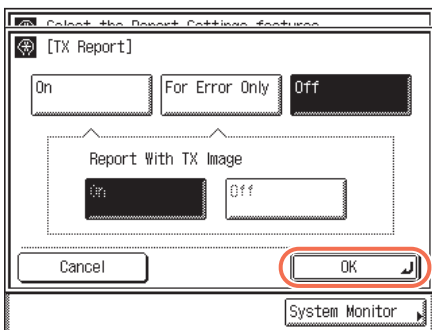
❑ Press [OK].

✎ NOTE
- Even if <Report with TX Image> is set to 'On', the contents of the sent document are not printed on the report when sending documents in the color mode.
- You cannot print a Multi TX/RX Report with an image of the sent original attached to it even if <Report With TX Image> is set to 'On'.

6 **Press** $\boxed{\nearrow}$ **(Reset) to return to the top screen.**

Activity Report

Follow this procedure to set Activity Reports to print automatically.

✎ NOTE

- A list of e-mail, I-fax, file server, USB memory media device, and fax transactions is printed.
- An Activity Report can be printed manually at any time from the System Monitor screen. (See "Checking/Printing Communication Log," on p. 6-9.)
- The default settings are:

  - Auto Print: 'On'
  - Send/Receive Separate: 'Off'
  - Daily Activity Report Time: 'Off'

1 Press ⊛ (Additional Functions) → [Report Settings] → [Settings].

For help, see steps 1 to 3 in "TX Report," on p. 8-9.

2
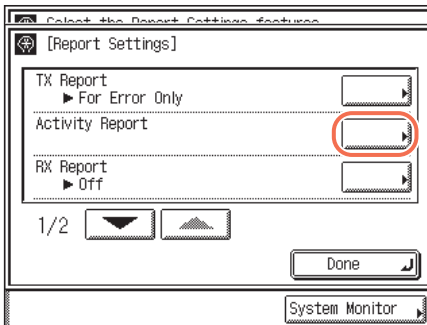
Press [Activity Report].

✎ NOTE

If Job Log Display in System Settings is set to 'Off', [Activity Report] is not displayed. (See Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.)

3
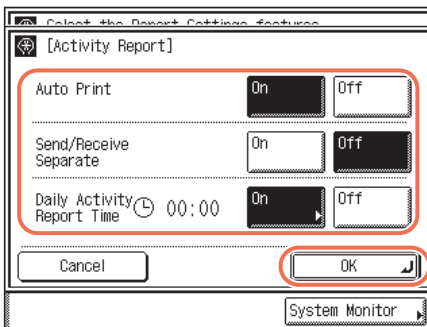
Specify each setting → press [OK].

<Auto Print>:

[On]:	The Activity Report is automatically printed when the number of send and receive transactions reaches 40.
[Off]:	The Activity Report is not automatically printed.

<Send/Receive Separate>:

[On]:	The send and receive logs are printed separately.
[Off]:	The send and receive logs are not printed separately.

<Daily Activity Report Time>:

[On]:	The Activity Report is printed at the specified time. Enter all four digits of the time (including zeros), using 24-hour notation. If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry → enter another four digit number. If the number of send and receive transactions exceeds 40 before the specified time, an Activity Report of most recent 40 transactions is printed.
[Off]:	The time to print the Activity Report is not specified.

✐ NOTE

If Job Log Display in System Settings is set to 'On', <Auto Print> automatically switches to 'Off'.

4 Press ✐ (Reset) to return to the top screen.

RX Report

Follow this procedure to set RX Reports to print automatically.

✐ NOTE

The default setting is 'Off'.

1 Press ⊛ (Additional Functions) → [Report Settings] → [Settings].

For help, see steps 1 to 3 in "TX Report," on p. 8-9.

2 Select the Report Settings features.

[Report Settings]

TX Report
► For Error Only

Activity Report

RX Report
► Off

1/2 ▼ ▲

Done

System Monitor

Press [RX Report].

3 Select the Report Settings features.

[RX Report]

On | For Error Only | Off

Cancel | OK

System Monitor
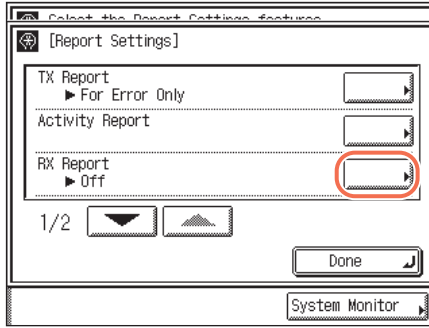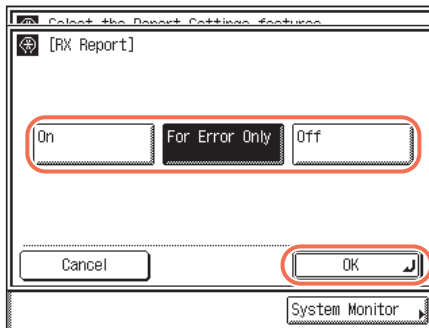
Select [On], [For Error Only], or [Off] → press [OK].

[On]:   Prints a report each time a document is received.

[For Error Only]: Prints a report only when a reception error occurs.

[Off]:   Does not print a report.

4 **Press (Reset) to return to the top screen.**

Fax Activity Report

Follow this procedure to set Fax Activity Reports to print automatically.

✎ NOTE

- A Fax Activity Report can be printed manually at any time from the System Monitor screen. (See "Checking/Printing Communication Log," on p. 6-9.)
- The default settings are:

  - Auto Print: 'Off'
  - Send/Receive Separate: 'Off'
  - Daily Activity Report
    Time: 'Off'

1 Press ⊛ (Additional Functions) → [Report Settings] → [Settings].

For help, see steps 1 to 3 in "TX Report," on p. 8-9.

2
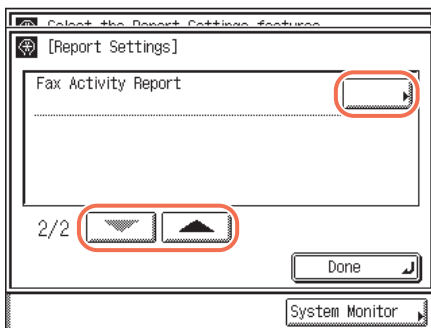
Press [▼] or [▲] until [Fax Activity Report] appears → press [Fax Activity Report].

✎ NOTE

If Job Log Display in System Settings is set to 'Off', [Fax Activity Report] is not displayed. (See Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.)

3
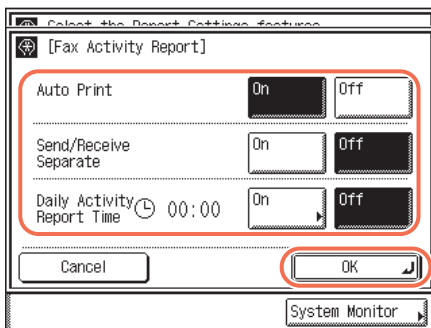
Specify each setting → press [OK].

<Auto Print>:

[On]: The Fax Activity Report is automatically printed when the number of send and receive transactions reaches 40.

[Off]: The Fax Activity Report is not automatically printed.

<Send/Receive Separate>:

[On]: The send and receive logs are printed separately.

[Off]: The send and receive logs are not printed separately.

<Daily Activity Report Time>:

[On]:   The Fax Activity Report is printed at the specified time. Enter all four digits of the time (including zeros), using 24-hour notation. If you make a mistake when entering the time, press ⓒ (Clear) to clear your entry ➞ enter another four digit number.
If the number of send and receive transactions exceeds 40 before the specified time, a Fax Activity Report of most recent 40 transactions is printed.

[Off]:   The time to print the Fax Activity Report is not specified.

📝 NOTE

If Job Log Display in System Settings is set to 'On', <Auto Print> automatically switches to 'Off'.

4 Press ⟨⁄⟩ (Reset) to return to the top screen.

Printing Address Book List

Follow this procedure to print the Address Book List.

1 Press ⊛ (Additional Functions) → [Report Settings].

For help, see steps 1 and 2 in "TX Report," on p. 8-9.

2

Press [Print List].

```
⊛ Select the Report Settings features.


    Settings      ▶    Print List     ▶



                            Done      ↵
                      System Monitor  ▶
```

3

Press [Address Book List].

```
⊛ [Report Settings]

  Address Book List                  ▶

  User's Data List                   ▶


  1/1   ▼     ▲

                            Done      ↵
                      System Monitor  ▶
```

8
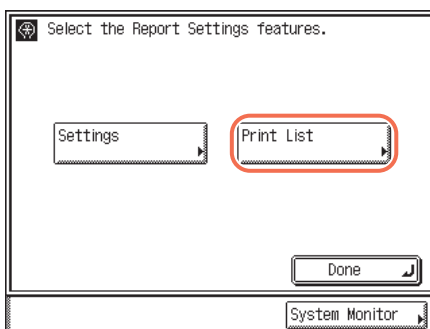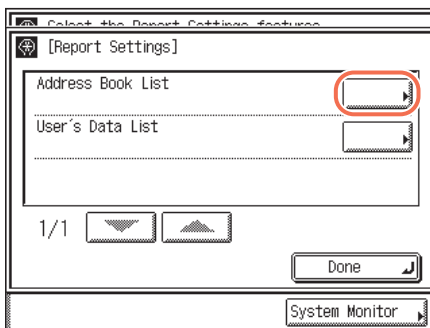
4
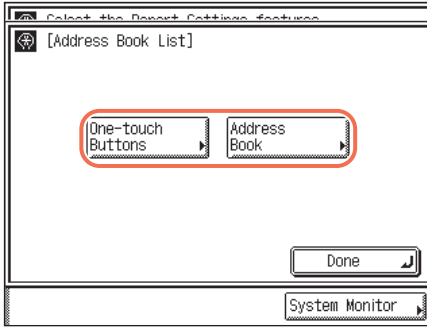
Select [One-touch Buttons] or [Address Book].

[One-touch Buttons:] Prints the contents of the one-touch buttons.

[Address Book]: Prints the contents of the Address Book.

5
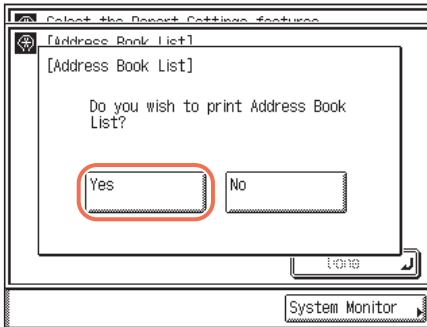
Press [Yes].

The Address Book List is printed.

6 Press ⟦ ⁄ ⟧ (Reset) to return to the top screen.

Troubleshooting

9

This chapter describes how to identify and solve problems you may face when operating the machine.

Identifying and Isolating Problems

You may experience problems while operating the machine. Take a minute to see if there is a simple solution to your problems before contacting your local authorized Canon dealer.

Sending Problems

Document cannot be sent.

Cause 1	The specified destination is incorrect.
Remedy	Check the destination setting of the recipient.
Cause 2	The destination stored in the Address Book is incorrect.
Remedy	Check the destination in the Address Book. (See "Editing/Deleting the Registered Information in the Address Book," on p. 4-27.)
Cause 3	Some trouble has occurred in the recipient's machine.
Remedy	Make sure the recipient's machine can receive documents. If it cannot, check to see whether the machine is switched OFF, is out of recording paper, or has insufficient available memory.
Cause 4	The telephone line type setting is incorrect.
Remedy	Check the type of telephone line that has been set. (See "Selecting the Type of Telephone Line," on p. 1-8.)

Document cannot be sent to an e-mail address, I-fax address, or file server.

Cause 1	If you are sending an e-mail or I-fax, the SMTP server and DNS server settings are incorrect.
Remedy	Check that SMTP Server in E-mail/I-Fax and DNS Server in IPv4 Settings or IPv6 Settings are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 2	If you are sending to a file server, the user and password settings are incorrect.
Remedy	Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server). (See Chapter 5, "Setting up Computers to Use Print and Send Functions," in the *System Settings Guide*.)
Cause 3	If you are sending to a file server, the shared folder settings are incorrect.
Remedy	Check the shared folder settings. (See Chapter 5, "Setting up Computers to Use Print and Send Functions," in the *System Settings Guide*.)

Memory is full.

Cause	There is insufficient memory available.
Remedy	Delete unwanted documents and documents with errors from memory to increase the amount of available memory. (See "Checking/Changing the Status of Documents Received in Memory," on p. 6-14.)

The document does not print clearly on the recipient's machine.

Cause	The platen glass of your machine is dirty.
Remedy	Make a few copies using your machine. If streaks appear on the copies, clean the platen glass. (See Chapter 5, "Routine Maintenance," in the *Reference Guide*.)

The density of the documents sent to a recipient's machine is too light.

Cause	The density setting is set towards 'Light' and the original type setting is set to 'Photo'.
Remedy	Change the density setting towards 'Dark' and the original type setting to 'Text', and send the document again. (See "Adjusting the Density and Image Quality," on p. 3-10.)

The recipient's machine is slow to switch over to the receiving mode, and errors always occur.

Cause	No pause is not inserted in the fax number.
Remedy	If you are sending to a machine that takes time to switch over for fax receiving, insert a pause after the destination's fax number.

Transmissions are slow.

Cause 1   Documents are sent at a high resolution.

Remedy   It is recommended that you send text only documents at a low resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)

Cause 2   The ECM setting is activated when fax documents are sent.

Remedy   Set ECM TX to 'Off'. (See "Sending with Error Correction Mode (ECM Transmission)," on p. 7-21.)

Documents cannot be sent overseas (error code # 0018).

Cause 1   No pause is not inserted in the fax number.

Remedy   Insert a pause after the international access code or after the recipient's fax number, and then dial the number again. (See "Dialing an Overseas Number," on p. 2-53.)

Cause 2   Long Distance on the Option screen is set to 'Domestic' when sending a fax overseas.

Remedy   Set Long Distance to 'Long Distance (1)', 'Long Distance (2)', or 'Long Distance (3)', and then dial the number again. (See "Fax Numbers," on p. 4-15, or "Registering the One-Touch Buttons," on p. 4-31.)

Receiving Problems

The machine does not receive documents.

Cause   There is insufficient memory available.

Remedy   Delete unwanted documents and documents with errors from memory to increase the amount of available memory. (See "Checking/Changing the Status of Documents Received in Memory," on p. 6-14.)

The machine does not receive I-fax documents.

Cause   The network settings are not specified.

Remedy   If the network settings are not specified, documents cannot be received. Confirm this with your system administrator.

The quality of printed documents is uneven.

Cause   The platen glass of the sender's machine is dirty.

Remedy   Make a few copies using your machine. If streaks do not appear on the copies, the problem is in the sender's machine. Contact the sender and ask them to send the document again.

Troubleshooting

9

Self-diagnostic Display

The machine displays simple messages and codes that help you understand what is happening in the machine. Use these messages and codes to identify the actions you need to take to solve problems, when necessary.

Error Messages

If the machine displays an error message, follow the instructions on the touch panel display.

Cannot complete searching due to timeout. Check the settings.

Cause 1	The machine could not search for destinations within the specified time.
Remedy	Increase the time setting for Search Timeout in Register LDAP Server. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)
Cause 2	The machine could not authenticate a user against an authentication server and retrieve attributes about the user from the server within the specified time.
Remedy	Increase the time setting for <Timeout Settings> on the Send Function Authentication Settings page. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
Cause 3	An error occurred on the LDAP server side.
Remedy	Check that the LDAP server is functioning normally.

Cannot connect to the selected server. Check the settings.

Cause	The machine cannot connect to the specified IP address/port.
Remedy 1	Check the gateway address setting. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)
Remedy 2	Check the server address and port number for the LDAP server. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*, or Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
Remedy 3	Check that the LDAP server is operating properly.

Remedy 4	If <Login Information> is set to 'Use (security authent.)' for the LDAP server, check whether UDP (User Datagram Protocol) packages are blocked by the filter.

Cannot connect to the server because timer settings for this device differ to those of the selected server.

Cause	The time setting of the LDAP server and the time setting of the machine are more than five minutes apart.
Remedy	The machine cannot connect to an LDAP server if the time setting of the server and the time setting of the machine are more than five minutes apart with <Login Information> set to 'Use (security authent.)' for the LDAP server. Check the time settings on the server and the machine.

Cannot find the selected server. Check the settings.

Cause 1	The IP address that the machine should connect to cannot be determined.
Remedy 1	Check the DNS (Domain Name System) server settings. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)
Remedy 2	Check whether the DNS server's DNS settings are correct.
Cause 2	If <Login Information> is set to 'Use (security authent.)' for the LDAP server, the machine cannot determine the host name.
Remedy	Check the DNS (Domain Name System) server settings. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)

Check the TCP/IP.

Cause 1	The machine's TCP/IP is not operating.
Remedy	Check the IP address settings (IP address, DHCP, RARP, BOOTP). (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)
Cause 2	The machine and the network cable are not properly connected.
Remedy	Check that the network cable is properly connected between the machine and the network.

Check the user name and password or check settings.

Cause 1   The user name, password, or server name for access to Authentication at Send is incorrect.

Remedy   Make sure that the specified user name, password, and server name are correct.

Cause 2   The user attribute name, administrator's ID, or password for access to Authentication at Send is incorrect.

Remedy   Check that <Attribute of User Name>, <User Name>, and <Password> on the LDAP Authentication Server Settings page are set correctly. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

No response.

Cause 1   The server was not running when you tried to send.

Remedy   Check the destination.

Cause 2   The network connection was lost when you tried to send. (Either you could not connect to the destination or the connection was lost before the job could complete.)

Remedy   Check the status of the network.

Cause 3   A TCP/IP error occurred when you tried to send an e-mail or I-fax.

Remedy   Check that the network cables and connectors are properly connected.

No response from the server. Check the settings.

Cause   The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.

Remedy   Wait for a while, and try browsing again. If you still fail, try selecting another server.

Out of resources. Wait for a moment, then perform operation again.

Cause   You cannot browse the network due to a lack of TCP/IP resources. This may be because documents have just been continuously sent or are being continuously sent through FTP or Windows (SMB).

Remedy   Wait for a while, and try browsing again.

Search condition includes characters that cannot be used with the selected server.

Cause 1	"\" is used in the search criterion.
Remedy	Remove "\" from the search criterion, and then search again.
Cause 2	The combination of characters used in the search criterion does not constitute an acceptable search criterion. • There is an unequal number of "(" and ")". • "*" is not placed within "( )".
Remedy	Make sure that the characters for the search criterion are combined properly, and then search again.
Cause 3	If <Server LDAP version and character code> is set to 'Ver.2 (JIS)', characters other than ASCII Code (0x20-0x7E) are being used.
Remedy	Omit characters that cannot be used, and then search again.

Set the IP Address.

Cause	No IP address has been set for the machine.
Remedy	Specify the IP address, and then turn the machine's main power OFF and back ON again. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)

The number of search results has exceeded limits. If the desired destination is not displayed, change the search conditions and try again.

Cause	The number of addresses that meet the search criteria exceeds the specified maximum number of addresses to search.
Remedy 1	Narrow down the search criteria, and then search again.
Remedy 2	Increase the maximum number of addresses to search. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

There are too many subdirectories.

Cause	You have exceeded the maximum number of subdirectory levels allowed.
Remedy	The directory level that you are trying to access cannot be specified. Specify a different destination.

The send function currently cannot be used. Confirm with administrator.

Cause	All the sending functionalities are disabled.
Remedy	Check the following settings: • <Send Restriction Settings> on the Send Function Authentication Settings page (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.) • Use Scan to Memory Media in Memory Media Settings (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

Transmission has been suspended. Contact system manager.

Cause 1	Although [Specify LDAP authentication user address as the sender name] is selected, the machine cannot obtain an e-mail address attribute from an authentication server.
Remedy 1	Deselect [Specify LDAP authentication user address as the sender name]. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
Remedy 2	Make sure that an e-mail address attribute is registered on an authentication server.
Cause 2	You tried to send e-mails or I-faxes when the machine is in the User ID Management with the e-mail address of the login user not registered.
Remedy	Register the e-mail address for each user when User ID Management is enabled. (See Chapter 3, "Specifying Department ID and User Management," in the *Remote UI Guide*.)

9

Error Codes

If your sending and receiving jobs are unsuccessful, check for error codes to identify the problem. Error codes can be found in the log of the System Monitor screen or are printed on the communication reports. (See Chapter 8, "Printing Communication Reports and Lists.")

0001

Cause	Paper or originals are jammed.
Remedy	Remove any jammed paper or originals. (See Chapter 6, "Troubleshooting," in the *Reference Guide*.)

Troubleshooting

0003

Cause	Communications that take longer than the preset time (64 minutes) caused the error.
Remedy 1	Reduce the resolution or divide the document into two or more parts, and then try sending it again. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
Remedy 2	When receiving a document, ask the sender to either reduce the resolution at which the document is scanned or divide the document into two or more parts before sending it.

0005

Cause 1	The recipient did not answer within 35 seconds.
Remedy	Confirm that the recipient's machine is able to communicate, and try again.
Cause 2	The recipient's machine is not a G3 fax.
Remedy	Check the type of receiving machine with the receiving party.

0009

Cause 1	There is no paper.
Remedy	Load paper. (See Chapter 5, "Routine Maintenance," in the *Reference Guide*.)
Cause 2	The paper drawer is not correctly inserted into the machine.
Remedy	Insert the paper drawer properly. (See Chapter 5, "Routine Maintenance," in the *Reference Guide*.)

0012

Cause	The document could not be sent because the recipient's machine was out of paper.
Remedy	Ask the recipient to load paper into their fax machine.

0018

Cause 1	The recipient's machine did not respond when your machine retried sending documents.
Remedy	Confirm that the recipient's machine is able to communicate, and then try again.

Cause 2	The documents could not be sent because the recipient's machine was busy.
Remedy	Confirm that the recipient's machine is able to communicate, and then try again.
Cause 3	The settings on your machine do not match the settings on the recipient's machine.
Remedy	Check that the settings on your machine match those on the recipient's machine, and that the recipient's machine is able to communicate. Try sending again.
Cause 4	No pause is inserted in the fax number when sending a fax overseas.
Remedy	Insert a pause after the international access code or after the recipient's fax number, and then dial the number again. (See "Dialing an Overseas Number," on p. 2-53.)
Cause 5	Long Distance on the Option screen is set to 'Domestic' when sending a fax overseas.
Remedy	Set Long Distance to 'Long Distance (1)', 'Long Distance (2)', or 'Long Distance (3)', and then dial the number again. (See "Fax Numbers," on p. 4-15, or "Registering the One-Touch Buttons," on p. 4-31.)

0037

Cause	Documents could not be received because there is insufficient memory available.
Remedy	Delete unwanted documents and documents with errors from memory to increase the amount of available memory. (See "Checking/Changing the Status of Documents Received in Memory," on p. 6-14.)

0059

Cause	Your transmission was canceled because the number you dialed was different from the number registered on the other party's fax machine.
Remedy	Check to see that the correct fax number is registered on the other party's fax machine.

0099

Cause	A job was canceled during transmission to a USB memory media device.
Remedy	Try sending again if necessary.

0401

Cause   The USB memory media device is full or the maximum number of files that can be stored in the root directory (the top level of the directory tree in the USB memory media device) has been reached.

Remedy   Delete unnecessary files in the USB memory media device or organize the files in the root directory by moving existing files to a newly created folder.

0403

Cause   The job failed because a file with the same name already exists. Generally, if a file with the same name exists, a number ranging from 1 to 999 is added to the tail of the name to prevent naming conflicts. However, this error occurred because a file with the same number added to its file name already exists.

Remedy   Rename the file, and then write the data again.

0404

Cause   The job failed because the write protect switch of the USB memory media device was on.

Remedy   Turn off the write protect switch of the USB memory media device.

0406

Cause 1   The job failed because the USB memory media device was pulled out during transmission.

Remedy   Check that the USB memory media device is properly inserted, and then try sending again.

Cause 2   An error occurred while data, such as image data, was being transferred to the USB memory media device. (The connected device may be formatted with a file system that is not supported by the machine.)

Remedy   Check the status of the USB memory media device, or make sure that the device is formatted with a file system supported by the machine (FAT16 or FAT32), and then try again.

0407

Cause 1 The length of the full path to the specified file (or folder) exceeded the supported limit.

Remedy The full path must not be longer than 120 characters. Change or shorten the file name.

Cause 2 The transmission to the USB memory media device was not properly performed because the length of the full path including the root and file name exceeded the limit.

Remedy 1 The full path must not be longer than 120 characters. Change or shorten the file name.

Remedy 2 Change the folder to which the data is saved.

0408

Cause 1 The transfer of data has failed because the USB memory media device was pulled out during the transfer.

Remedy Check that the USB memory media device is properly inserted, and then try the transfer again.

Cause 2 An error occurred while data, such as image data, was being transferred to the USB memory media device.

Remedy Check the status of the USB memory media device, or make sure that the device is formatted with a file system supported by the machine (FAT16 or FAT32), and then try again.

0703

Cause The memory for image data is full when sending color documents.

Remedy 1 Wait for a few moments and try again after other send jobs are complete.

Remedy 2 Delete documents stored in memory. If the machine still does not operate normally, turn the main power OFF and then back ON.

0705

Cause The send operation was interrupted because the size of the image data is larger than that specified in <Maximum TX Data Size> in E-mail/I-Fax Settings.

Remedy 1 Change the setting for <Maximum TX Data Size> in E-mail/I-Fax Settings. (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

Remedy 2   Select a lower resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)

Remedy 3   If you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the data size limit specified in <Maximum TX Data Size>.

Remedy 4   Set Divide into Pages to 'On' on the File Format screen. (See "Specifying the File Format," on p. 3-20.)

0751

Cause 1   The file server is not functioning.

Remedy   Check that the file server is operating properly.

Cause 2   The network is down (the server is unable to connect to the network or was disconnected).

Remedy   Check the network status.

0752

Cause 1   The SMTP server name and e-mail address are incorrect.

Remedy   Check that SMTP Server and E-mail Address in E-mail/I-Fax are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 2   The domain name is incorrect.

Remedy   Check that Domain Name in DNS Host Name/Domain Name Settings is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 3   The SMTP server is not functioning.

Remedy   Check that the SMTP server is operating properly.

Cause 4   The network is down.

Remedy   Check the network status.

0753

Cause   A TCP/IP error occurred while sending an e-mail. (Socket, Select error, etc.)

Remedy   Check that the network cable is properly connected between the machine and your computer. If the machine still does not operate normally, turn the main power OFF and then back ON.

0755

Cause 1   Jobs cannot be sent because TCP/IP is not functioning correctly.

Remedy   Check that TCP/IP Settings in Network Settings is set correctly. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)

Cause 2   The IP address is not set.

Remedy   Check that TCP/IP Settings in Network Settings is set correctly. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)

Cause 3   When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.

Remedy   After the machine is turned ON, communication with a network will not start until the time specified in Startup Time Settings in Network Settings elapses. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.) Wait a few moments, and then try sending again.

0801

Cause 1   A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail or send/receive an I-fax.

Remedy   Check that the SMTP server is functioning normally, or check the network status.

Cause 2   The SMTP server returned an error while trying to connect. The destination is not correct.

Remedy   Check the destination setting.

Cause 3   An error occurred on the server side during transmission to a file server.

Remedy   Check that the file server is functioning normally.

0802

Cause 1   The name of the SMTP server is incorrect.

Remedy   Check that SMTP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 2   The DNS server address settings are incorrect.

Remedy   Check that Primary DNS Server and Secondary DNS Server in DNS Server Address Settings are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

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Cause 3	The domain name is incorrect.
Remedy	Check that Domain Name in DNS Host Name/Domain Name Settings is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)
Cause 4	Connection to the DNS server failed.
Remedy	Check that the DNS server is functioning normally.

0804

Cause	You do not have permission to access the folder.
Remedy	Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server). (See Chapter 5, "Setting up Computers to Use Print and Send Functions," in the *System Settings Guide*.)

0806

Cause 1	An incorrect user name or password was specified when sending documents to a file server.
Remedy	Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server). (See Chapter 5, "Setting up Computers to Use Print and Send Functions," in the *System Settings Guide*.)
Cause 2	An incorrect destination was specified when sending an e-mail or I-fax.
Remedy	Check the e-mail or I-fax address.

0808

Cause 1	A timeout error occurred while the machine was communicating with the FTP server.
Remedy 1	Check that the FTP server is functioning normally.
Remedy 2	Check the network status.
Cause 2	The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server during transmission.
Remedy 1	Check that the FTP server is functioning normally.
Remedy 2	Check the network status.
Remedy 3	Check the destination setting.

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Remedy 4 Check the status and setting of the file server.

0810

Cause 1 A POP server connection error occurred while receiving an I-fax.

Remedy 1 Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 2 Check that the POP server is functioning normally.

Remedy 3 Check the network status.

Cause 2 The POP server returned an error during the connection.

Remedy 1 Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 2 Check that the POP server is functioning normally.

Remedy 3 Check the network status.

Cause 3 A timeout error occurred on the server while connecting to the POP server.

Remedy 1 Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 2 Check that the POP server is functioning normally.

Remedy 3 Check the network status.

0813

Cause The login name or password for access to the POP server is incorrect.

Remedy Check that POP Address and POP Password in E-mail/I-Fax are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

0816

Cause You have reached the quota for the number of pages you can scan.

Remedy Reset or increase the page quota or contact your system administrator.

 # 0818

Cause	You have received data that cannot be processed (the attached file cannot be printed).
Remedy	Check the settings and ask the sender to resend the data.

 # 0819

Cause	You have received data that cannot be processed (MIME information is incorrect).
Remedy	Check the settings and ask the sender to resend the data.

 # 0820

Cause	You have received data that cannot be processed (BASE 64 or uuencode is incorrect).
Remedy	Check the settings and ask the sender to resend the data.

 # 0821

Cause	You have received data that cannot be processed (TIFF analysis error).
Remedy	Check the settings and ask the sender to resend the data.

 # 0827

Cause	You have received data that cannot be processed (contains MIME information that is not supported).
Remedy	Check the settings and ask the sender to resend the data.

 # 0828

Cause	You have received HTML data.
Remedy	Ask the sender to use a file format other than HTML and resend the data.

 # 0829

Cause	Data consisting of more than approximately 1,000 pages is received.
Remedy	This machine can store up to approximately 1,000 pages of data in memory, but will delete any data that exceeds this limit. Ask the sender to resend the remaining pages.

0839

Cause	The user name or password for the SMTP Authentication is incorrect.
Remedy	Check that User and Password on the Authentication/Encryption Settings screen are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

0995

Cause	The communication reservation was canceled.
Remedy	If necessary, try again from the beginning.

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CHAPTER

This chapter includes tables describing the Address Book Settings, Communications Settings, and Report Settings in the Additional Functions menu, specifications, glossary, and index.

Additional Functions Settings Table

The tables below list the Address Book Settings, Communications Settings, and Report Settings that can be selected from the Additional Functions menu. Some functions can be used only when the appropriate optional equipment is attached.

■ Communications Settings

Item	Settings	Applicable Page
Common Settings		
TX Settings		
Unit Name	24 characters maximum	p. 1-11
Data Compression Ratio	High Ratio, **Normal**, Low Ratio	p. 7-2
Retry Times	0 to 5 times; **3 times**	p. 7-4
Edit Standard Send Settings	Store, Initialize	p. 7-5
TX Terminal ID	**On** 　Printing Position: Inside, **Outside** Telephone # Mark*1: **FAX**, TEL	p. 7-9
Gamma Value for Color Send Jobs	Gamma 1.0, Gamma 1.4, **Gamma 1.8**, Gamma 2.2	p. 7-12
Sharpness*2	7 levels; **4**	p. 7-13

The default settings are indicated in bold.

*1 Indicates items that are available only when the optional Super G3 Fax Board-AJ1 (standard equipped for the imageRUNNER 1750iF/1740iF/1730iF) is attached to the machine.

*2 The setting for [Sharpness] is invalid when all of the conditions below are met.
- [100 × 100 dpi], [150 × 150 dpi], or [200 × 100 dpi] is selected as the resolution. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [B&W] is selected as the color mode. (See "Specifying the Color Mode and Resolution," on p. 3-2.)
- [Text] is selected as the image quality. (See "Adjusting the Density and Image Quality," on p. 3-10.)

To activate [Sharpness], change the settings.

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■ Communications Settings Continued

Item	Settings	Applicable Page
Register Favorites Button	Register/Edit, Erase	p. 4-40
PDF (Compact) Image Quality	Image Level in Text/Photo or Photo Mode: 　Data Size Priority, **Normal**, Image Priority Image Level in Text Mode: 　Data Size Priority, **Normal**, Image Priority	p. 7-15
PDF (OCR) Orig. Auto Detect. Settings[*3]	**On**, Off	p. 7-16
Color TX Scan Settings	**Speed Priority**, Image Priority	p. 7-17
Default Screen for Send	Favorites Buttons, One-touch Buttons, **Initial Function**	p. 7-19
Initialize TX Settings	Yes, No	p. 7-20
RX Settings		
2-Sided Print	On, **Off**	p. 7-29
Receive Reduction	**On** 　RX Reduction: **Auto**, Fix. Red. 　Reduce %: 97%, 95%, **90%**, 75% 　Reduce Direction: Ver. Hor., **Vertical Only** Off	p. 7-31
Received Page Footer	On, **Off**	p. 7-33
Gamma Value for YCbCr Received Jobs	Gamma 1.0, Gamma 1.4, **Gamma 1.8**, Gamma 2.2	p. 7-35
Fax Settings[*4]		
User Settings		
Unit Telephone #	20 digits maximum	p. 1-10
Tel Line Type	Pulse, **Tone**	p. 1-8
TX Settings		
ECM TX	**On**, Off	p. 7-21
Pause Time	1 to 15 seconds; **2 seconds**	p. 7-23

The default settings are indicated in bold.
[*3] Indicates items that are available only when the Color Send Searchable PDF Kit-E1 (optional for the imageRUNNER 1750/1740/1730) is activated.
[*4] Indicates items that are available only when the optional Super G3 Fax Board-AJ1 (standard equipped for the imageRUNNER 1750iF/1740iF/1730iF) is attached to the machine.

■ Communications Settings Continued

Item	Settings	Applicable Page
Auto Redial	**On** Redial Times: 1 to 10 times; **2 times** Redial Interval: 2 to 99 minutes; **2 minutes** TX Error Redial: Error and 1st page, **All Pages**, Off Off	p. 7-24
Check Dial Tone Before Sending	**On**, Off	p. 7-28
RX Settings		
ECM RX	**On**, Off	p. 7-36
RX Restriction	On, **Off**	p. 7-38

The default settings are indicated in bold.

■ Report Settings

Item	Settings	Applicable Page
Settings		
TX Report	On, **For Error Only** Report With TX Image: **On**, Off Off	p. 8-9
Activity Report	Auto Print: **On**, Off Send/Receive Separate: On, **Off** Daily Activity Report Time: On, **Off**	p. 8-12
RX Report	On, For Error Only, **Off**	p. 8-13
Fax Activity Report[*1]	Auto Print: On, **Off** Send/Receive Separate: On, **Off** Daily Activity Report Time: On, **Off**	p. 8-14
Print List		
Address Book List	One-touch Buttons, Address Book: Yes, No	p. 8-17
User's Data List	Yes, No	[*2]

The default settings are indicated in bold.

[*1] Indicates items that are available only when the optional Super G3 Fax Board-AJ1 (standard equipped for the imageRUNNER 1750iF/1740iF/1730iF) is attached to the machine.

[*2] See Chapter 2, "Basic Operations," in the *Reference Guide*.

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■ Address Book Settings

Item	Settings	Applicable Page
Register Address	Register New Add, Edit, Erase	p. 4-3
One-touch Buttons	Register/Edit, Erase	p. 4-31

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Specifications

Specifications are subject to change without notice due to product improvement or future releases.

Send Function

■ Scan Features

Item	Specifications
Communication Protocol	FTP (TCP/IP), SMB (TCP/IP)
Data Format	TIFF (B&W), PDF (B&W/Color), PDF (OCR) (B&W/Color), JPEG (Color), PDF (Compact) (Color), PDF (Compact+OCR) (Color)
Resolution	100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi
System Environment	Windows XP/Vista/7, Windows 2000 Server/Professional (SP1 or later), Windows Server 2003/2008, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2, Red Hat Enterprise Linux AS/ES/WA or later
Interface	100BASE-TX, 10BASE-T
Color Mode	Color, B&W (black and white)
Original Type	Text, Text/Photo, Photo
Others	Browse Windows (SMB) File Server

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■ E-Mail and I-Fax Features[*1]

Item	Specifications	
Communication Protocol	SMTP, POP3, I-Fax (Simple mode)	
Resolution	For Sending E-Mail	100 × 100 dpi, 150 × 150 dpi, 200 × 100 dpi, 200 × 200 dpi, 200 × 400 dpi, 300 × 300 dpi, 400 × 400 dpi, 600 × 600 dpi
	For Sending I-Fax	200 × 100 dpi, 200 × 200 dpi
Format	E-Mail	TIFF (B&W), PDF (B&W/Color), PDF (OCR) (B&W/Color), JPEG (Color), PDF (Compact) (Color), PDF (Compact+OCR) (Color)
	I-Fax	TIFF (MH)
Original Size[*3]	E-Mail	LGL, LTR, STMT
	I-Fax	LGL[*2], LTR, STMT[*2]
Server Software	Microsoft Exchange Server 5.5 (SP 1 or later), Sendmail 8.93 or later, Qpopper 2.53 or later, Lotus Domino R4.6 or later	

*1 Only the B&W mode is available for sending and receiving I-fax documents.
*2 Sent as LTR.
*3 Originals except for STMT need to be placed horizontally.

Fax Function

Item	Specifications
Telephone Line Used/Number of Lines	Public Switched Telephone Network, 1 line
Scan Line Density (Scan, Transmission)	Standard: 8 pels[1]/mm × 3.85 line/mm Fine: 8 pels[1]/mm × 7.7 line/mm Super Fine: 8 pels[1]/mm × 15.4 line/mm Ultra Fine: 16 pels[1]/mm × 15.4 line/mm
Transmission Speed	Super G3: 33.6 kbps, G3: 14.4 kbps
Compression Method	MH, MR, MMR, JBIG
Transmission Type	Super G3, G3
Sending Original Sizes[2]	LGL, LTR, or STMT
Receiving Paper Sizes	LGL, LTR, or STMT
Transmission Times	ECM-MMR: Approximately 3.2 seconds G3MR method: Approximately 13 seconds G3MH method: Approximately 13 seconds JBIG: Approximately 2.6 seconds
Auto Dial Function	Address Book: 300 destinations; one-touch buttons: 200 destinations
Image Memory	Approximately 1,000 pages

[1] Pels stands for picture elements (pixels).
[2] Originals except for STMT need to be placed horizontally.

Glossary

A

Activity Report

A record listing all documents that have been sent and received.

ADF

Automatic Document Feeder. Originals placed in the feeder are automatically fed sheet by sheet to the platen glass for scanning.

ASCII code

ASCII (American Standard Code for Information Interchange) is a set of standardized codes used to represent letters, numbers, punctuation marks, a few symbols, and control characters. A seven digit (or seven bit) binary number can represent one of 128 distinct codes.

Auto Redial

When Auto Redial is set to 'On', the machine automatically redials the number if the line was busy, or if there was a sending error. The machine will wait two minutes (default) after the initial attempt before redialing. You can specify the number of times that the machine redials, the length of the redial interval, and whether to redial after a transmission error.

B

bps

Bits per second. The measure of transmission speed used in relationship to networks and communication lines.

C

CCITT/ITU-T

A committee that sets international standards for telecommunications. CCITT/ITU-T was formerly known as CCITT (Consultative Committee for International Telegraph and Telephone), but is now succeeded by ITU-T (International Telecommunications Union-Telecommunications Sector).

D

Delayed Send

Also called "Delayed TX." You can set a time for a document to be sent, and you do not have to be present when the document is sent at the specified time. You can reserve up to 64 delayed send jobs.

Direct Sending

Use Direct Sending when the memory is full, and you still need to send a document. Direct Sending scans and sends one page at a time without storing the document in memory. This enables you to send a document even when the memory is full.

DNS server

Domain Name System server. A server which maintains a database that translates the domain names of Internet servers, such as www.w3.org, into Internet Protocol (IP) addresses, such as "18.176.0.26". This enables clients to connect to a server with a host name rather than a numeric IP address.

Domain

A management concept that divides large scale networks into groups for identifying individual computers and users. The Internet is managed by classifying domains according to geographical location or type (business, organization, educational institution, etc.).

dpi

Dots Per Inch. A measure of screen and printer resolution that is expressed as the number of dots that a device can print or display per linear inch.

E

ECM

Error Correction Mode. Reduces system and line errors when sending or receiving from another fax machine with ECM capability. ECM divides a page into blocks and inspects each block for data lost through poor transmission. If part of the data is missing in a certain block, ECM retransmits that data from the beginning of the block until it confirms that all the data within the block has been transmitted successfully. In this way, ECM guarantees that a good image can be received at the receiving end. ECM is very effective where the telephone lines are in poor condition. However, ECM slows the transmission speed, and you may turn this mode off, if it is not needed.

Error indicator

The error indicator flashes red when a paper jam occurs or the machine has run out of toner or paper.

F

File formats

File formats are used to save image data. This machine supports six different file formats: TIFF, PDF, PDF (OCR), JPEG, PDF (Compact), and PDF (Compact+OCR).

File server

A personal computer or workstation to which two or more users on client personal computers can gain access via a LAN (Local Area Network), to share and use its hard disk drive.

Forwarding

The process of sending a received I-fax/fax document to another destination. For example, if your machine at work receives a document, you can have the machine forward the document to a machine at your home.

FTP

File Transfer Protocol. A client-server protocol enabling a user to transfer files on one computer to and from another computer over a TCP/IP network. The File Transfer Protocol also governs the client program with which the user transfers files.

I

I-fax

I-fax (Internet fax) enables you to send and receive fax documents over the network. Scanned documents are converted to TIFF (Tagged Image File Format) and are transmitted as an e-mail attachment to/from any I-fax compatible facsimile.

Internet Protocol (IP)

The underlying set of networking rules that describes how data is transmitted across the Internet. Internet Protocol enables data from one computer to be split into packets, and sent to another computer with a specific IP address.

IP address

Internet Protocol address. A network address used by IP (Internet Protocol) to specify a computer or device on the Internet. Currently, two versions of IP are in use: IPv4 and IPv6.

J

JBIG

Joint Bi-level Image Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) image files without any loss in image information. Files containing photographic images in Web pages are generally compressed so they can be transferred across the Internet more quickly. JPEG, the format currently used, causes some loss in image data after compression, and so reduces image quality. JBIG compression overcomes this shortcoming.

JPEG

Joint Photographic Experts Group. An experts group file specification that defines a standard for compressing (reducing the size of) photographic and photorealistic image files. The image compression method used involves some loss of information, and so reduces image quality. Files containing photographic images in Web pages are generally compressed by using the JPEG format so they can be transferred across the Internet more quickly.

L

LDAP

Lightweight Directory Access Protocol. A network protocol that enables you to locate organizations, individuals, and other resources, such as files and printers on a network, whether on the public Internet or on a corporate intranet.

Long distance dialing

When dialing or registering long distance numbers, you may need to insert a pause within or after the telephone number. The destination and length of the pause differ depending on the system. Contact your local authorized Canon dealer or local telephone company if you experience difficulty in long distance dialing.

M

Memory Lock

Usually a document is printed as soon as it is received; but with Memory Lock, all documents received are stored in memory until you enter a password to print them. This enables you to attend to the documents at your own leisure, and prevents printed documents from piling up in the output tray.

Memory Sending

Memory Sending scans documents into memory before dialing the number and sending them. You can retrieve your original once scanning is complete, and you do not have to wait until sending is complete.

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O

One-Touch Buttons

One-Touch buttons enable you to specify a destination and send a document, all at the push of one key. You can store up to 200 destinations.

P

Pause

You can insert a pause within a telephone number or at the end of a telephone number. A pause is also sometimes required to connect to an outside line, or for overseas fax transmissions to certain countries.

Pause Time

The default settings are two seconds if a pause is inserted within the telephone number, and 10 seconds if a pause is added to the end of the telephone number. Only the length of pauses inside a telephone number, and not those at the end, can be changed.

PBX

Private Branch eXchange. An in-house telephone switching system that interconnects telephone extensions to each other, as well as to the external telephone network. A PBX controls the flow of telephone traffic through instruments, such as paging systems and automatic callback and dialing.

PDF

Portable Document Format. The page description language used in Adobe Systems' Acrobat document exchange system, which is restricted neither by device nor resolution. PDF displays documents in a way that is independent of the original application software, hardware, and operating system used to create those documents. A PDF document can contain any combination of text, graphics, and images.

PDF (Compact)

One of the file formats available in this machine. The text and image portions of an original are processed separately to achieve a high level of compression without compromising the quality of the text. The resulting file or data size is smaller than that achieved by conventional PDF, and is therefore recommended for jobs that are to be sent over the network.

10

PDF (OCR)

A file format that performs OCR (Optical Character Recognition) processing on a scanned document. This process extracts any recognizable text data, and adds it as a transparent layer to create a PDF with searchable text. You can search the text using Adobe Acrobat/Adobe Acrobat Reader, or your operating system's search function.

Protocol

A set of rules that govern the transmission of data across a network. Examples of protocols are FTP, DHCP, BOOTP, RARP and TCP/IP.

R

Resolution

The density of dots attained by an output device, such as a fax, scanner, or printer, in producing an image. Expressed in terms of dots per inch (dpi). Low resolution causes font characters and graphics to have a jagged appearance. Higher resolution means smoother curves and angles, as well as a better match to traditional typeface designs. Resolution values are represented by horizontal data and vertical data (e.g., 600 $\times$ 600 dpi).

Rotary Pulse

Also called "pulse dial." On a rotary pulse telephone, a dial is turned to send pulses to the telephone switching system.

RX

Abbreviation for "Reception/Receiving."

S

Scanning Area

The area that is actually scanned is slightly smaller than the size of the original document, so words or images near the edges of the document may not be scanned. Therefore, you should allow some margin on all sides of the document that you are sending.

Sequential Broadcast

Sequential Broadcasting enables you to send a scanned document to up to 532 destinations simultaneously. If you frequently send documents to the same destinations, it is highly recommended that you register the numbers as a group in a one-touch button for group dialing.

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SMB

Server Message Block. A protocol that provides file and printer sharing over a network for Windows computers.

SMTP

Simple Mail Transfer Protocol. A TCP/IP protocol for sending messages from one computer to another on a network.

Super G3

Super G3 is a phrase used to describe the generation of fax machines that use ITU-T V.34 standard 33.6 Kbps modems. Super G3 high-speed fax machines allow a transmission time of approximately three seconds per page, which results in reduced telephone line charges.

T

Telephone Line Type

Depending on the type of telephone line that you have, set the machine to touch tone (T) or pulse (P) dialing.

TIFF

Tagged Image File Format. A file format that saves images as high-density bitmaps, and is suitable for large amounts of image data. The information field (tag) at the start of each image data record indicates the type of data represented.

Tone

Some data services may require that you use tone dialing. If you have a pulse dial telephone, press [Tone] to switch temporarily from pulse to tone dialing when connecting to these data services.

Transmission Time

A fax transmission consists of three stages: the machine sending the fax connects with the machine receiving it, the message is then transmitted, after which the sender and the receiver exchange signals to confirm the end of transmission. The transmission time described in this guide is not the total time required for the entire transmission, but only the time taken for the message to transmit.

TTI

Transmit Terminal Identification. Also called the TX Terminal ID. The TTI is the name of a person or an organization and the facsimile number of the machine that sends a document.

TX

Abbreviation for "Transmission/Sending."

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