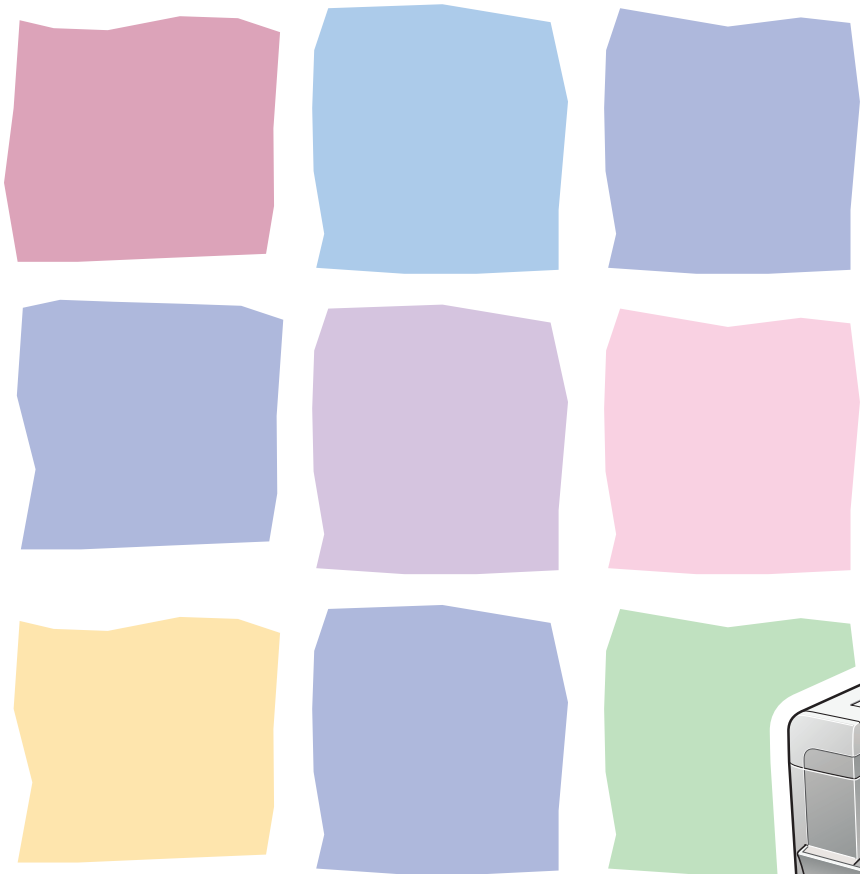


Basic Operation Guide



- What Can I Do with This Machine?
- Before Using the Machine
- Document and Paper
- Copying
- Sending Documents
- Receiving Documents
- Printing
- PC Faxing
- Remote UI
- System Manager Settings
- Maintenance
- Troubleshooting
- Machine Settings
- Appendix



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

Manuals for the Machine

- Machine Set-Up
- Software Installation

Starter Guide

- Operation Features
- Maintenance
- Trouble Shooting
- Specifications
- Functions you can use without being connected to a network

Basic Operation Guide (This Document)

- Operation Features
- Maintenance
- Trouble Shooting
- Specifications
- All functions including those that use a network or driver

Reference Guide



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

- Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.
- The machine illustration on the cover may differ slightly from your machine.

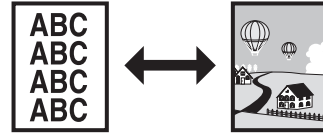
What Can I Do with This Machine?

Copy Features

Select a scan mode depending on the type of image

Image Quality

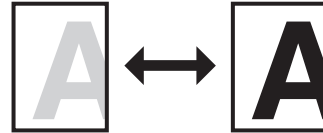
→ p. 3-4



Adjust the density level of scanned images

Density

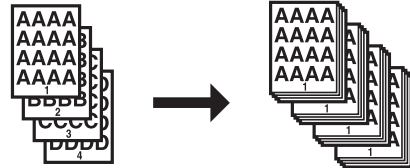
→ p. 3-5



Sort copies by page order

Collate Copy

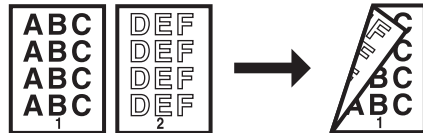
→ p. 3-7



Make two-sided copies

Two-Sided Copying

→ p. 3-9



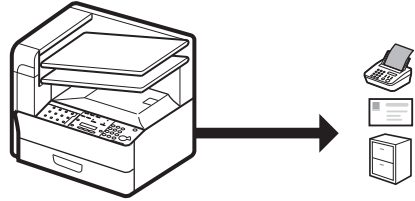
Sending/Receiving Features

Send documents with diverse sending methods

Fax, E-Mail*, I-Fax*, and File Server*

* LASER CLASS 830i Only

→ Chapter 4



Send documents in a variety of file formats (LASER CLASS 830i ONLY)

Send Settings

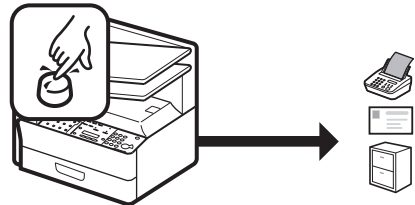
→ p. 4-8



Specify a recipient with a single key

Using One-Touch Keys

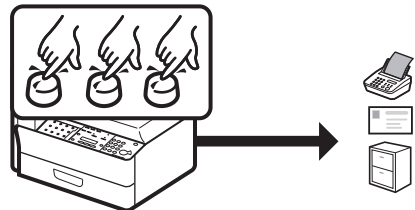
→ p. 4-44



Specify a recipient with a three-digit code

Using Coded Dial Codes

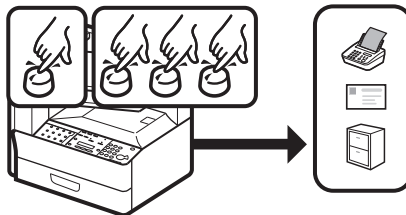
→ p. 4-46



Specify multiple recipients as a group

Using Group Addresses

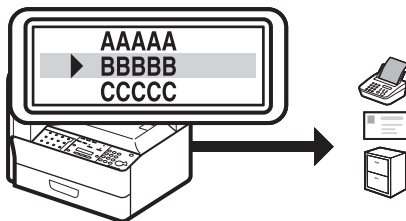
→ p. 4-48



Look up a particular recipient

Using Address Book Key

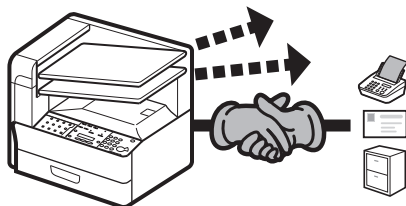
→ p. 4-50



Retry sending documents automatically (LASER CLASS 830i Only)

Auto Retry

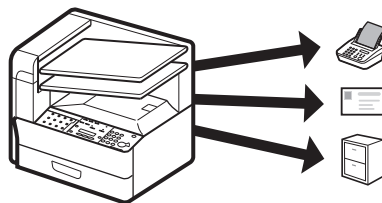
→ Reference Guide



Send documents to multiple recipients

Broadcasting

→ p. 4-65

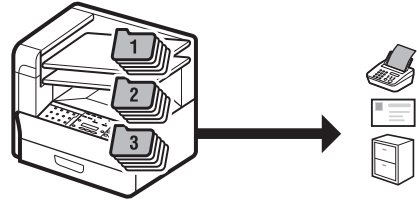


Recall the last three sending jobs

Job Recall*/Redial

* LASER CLASS 830i Only

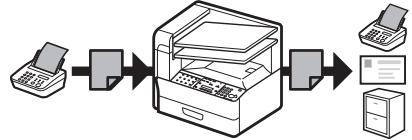
→ p. 4-69



Forward received documents

Forwarding Documents

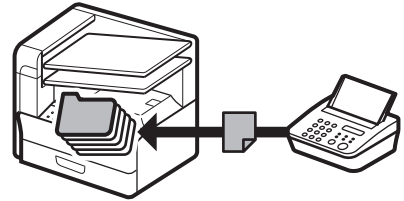
→ Reference Guide



Receive faxes in memory without printing out

Memory Reception

→ p. 5-8



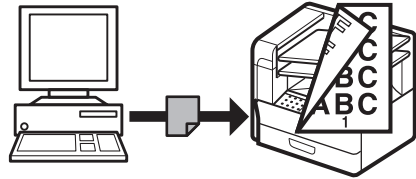
Printer Feature

Print a document from a PC

Printing*

* For the LASER CLASS 810 an optional network printer kit is required.

→ [Online Help](#)



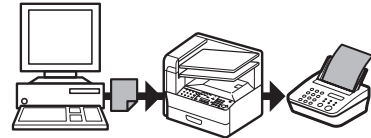
PC Fax Feature

Send a fax from a PC

PC Faxing*

* For the LASER CLASS 810 an optional network printer kit is required.

→ [Online Help](#)



Remote UI Feature

Access and manage the machine from a PC

Remote UI*

* For the LASER CLASS 810 an optional network printer kit is required.

→ Reference Guide

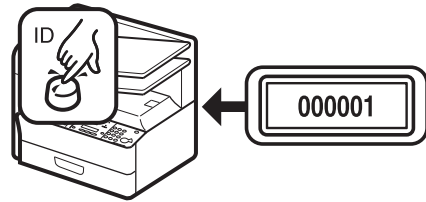


System Manager Settings

Restrict the use of the machine with department IDs

Department ID Management

→ Reference Guide



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Preface

Thank you for choosing a Canon product. Before using the machine, please read the following instructions for your safety.

Important Safety Instructions



Except as specifically described in this guide, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact Canon Customer Care Center, or a Canon Authorized Service Facility.

Handling and Maintenance

- Follow all warnings and instructions marked on the machine.
- Do not subject the machine to strong physical shocks or vibrations.
- Always unplug the machine before moving or cleaning it.
- Do not place your hands, hair, clothing, etc., near the exit and feed rollers. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the rollers, which may result in personal injury or damage if the machine suddenly starts printing.
- To avoid paper jams, never unplug the power cord, open the scanning platform, or add or remove paper in the machine while printing.
- When transporting the machine, be sure to remove the toner cartridge from the machine.
- Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
- Be careful when removing printed paper from output trays or when aligning it, because it may be hot and result in burn injury.
- Always grip the handle on the sides of the machine when you lift the machine. Never lift the machine by any of its trays or attachments.
- The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock.
- Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
- Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine.

- To avoid spillage in or around the machine, do not eat or drink near it.
- Keep the machine clean. Dust accumulation can prevent the machine from operating properly.
- Turn off the main power switch and unplug the power cord from the wall outlet and contact Canon Customer Care Center in any of the following cases:
 - When the power cord or plug is damaged or frayed.
 - If liquid or small object has fallen into the machine.
 - If the machine has been exposed to rain or water.
 - If the machine does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
 - If the machine has been dropped.
 - If the machine exhibits a distinct change in performance, indicating a need for servicing.

Telephone Equipment



WARNING

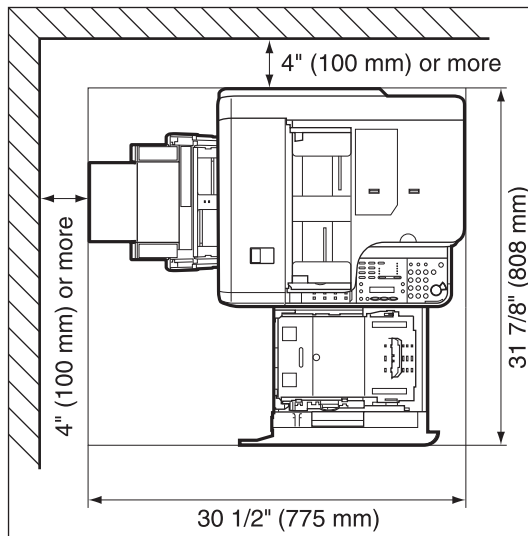
When using telephone equipment, basic safety precautions should always be followed to reduce the risk of fire, electric shock, and injury to persons, including the following:

1. Do not use this machine near water (i.e., near a bathtub, kitchen sink, or laundry tub), or in a wet basement or near a swimming pool.
2. Avoid using the telephone during an electrical storm, as there may be a remote risk of electric shock from lightning.
3. Do not use the telephone to report a gas leak in the vicinity of the leak.

Location

- Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
- Place the machine in a cool, dry, clean, well ventilated place.
- Make sure the area is free from dust.
- Make sure the location is not exposed to high temperature or humidity.
- Keep the machine away from direct sunlight as this can damage it. If you have to place the machine near a window, install heavy curtains or blinds.
- Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
- Do not use or store the machine outdoors.
- Do not place the machine near devices that contain magnets or generate magnetic fields, such as speakers.

- If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
- Place the machine near a standard 120 V AC (60 Hz) power outlet.
- To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave at least 4" (10 cm) around all sides of the machine.



- Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact Canon Customer Care Center.
- Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

Power Supply

- During electrical storms, turn off the main power switch and unplug the power cord from the power outlet.
If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialing settings. Any sent or received documents stored in memory are backed up for about 3 hours.
- Whenever you unplug the power cord, wait at least five seconds before you plug it in again.
- Do not plug the power cord into an uninterruptible power supply (UPS).

WARNING

This product emits low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this product and consult your doctor.

Customer Support (U.S.A.)

Your machine is designed with the latest technology to provide trouble-free operation. If you encounter a problem with the machine's operation, try to solve it by using the information in Chapter 11. If you cannot solve the problem or if you think your machine needs servicing, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website.
<http://www.canontechsupport.com/>

Customer Support (Canada)




Canon Canada Inc., offers a full range of customer technical support options*:

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit <http://www.canon.ca/>
 - Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
 - For the location of the authorized service facility nearest you, visit <http://www.canon.ca/> or 1-800-652-2666
 - If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at <http://www.canon.ca/>
- * Support program specifics are subject to change without notice.

How to Use This Guide

Symbols Used in This Manual

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

-  **WARNING** Indicates a warning that may lead to death or serious injury if not observed.
-  **CAUTION** Explains how to avoid actions that could injure you or damage your machine.
-  **NOTE** Explains operating restrictions and how to avoid minor difficulties.

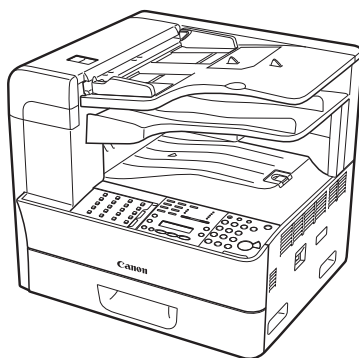
In addition, this guide uses distinctive notations to identify keys and information in the LCD:

- The keys you press appear in square brackets: [Stop].
- Information in the LCD appears in angle brackets: <LOAD PAPER>.

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

Illustrations Used in This Manual

Unless otherwise mentioned, illustrations used in this manual are those taken when no optional equipment is attached to the LASER CLASS 830i.



The model LASER CLASS 830i is used for illustration purposes in this manual.

When there is any difference between the LASER CLASS 830i and the LASER CLASS 810, it is clearly indicated in the text, e.g., "LASER CLASS 830i Only."

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For CA, USA only

Included battery contains Perchlorate Material - special handling may apply.
See <http://www.dtsc.ca.gov/hazardouswaste/perchlorate/> for details.

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

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Windows Vista is a trademark of Microsoft Corporation in the United States and other countries. All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.



As an ENERGY STAR Partner, Canon U.S.A., Inc. has determined that this product meets the ENERGY STAR Program for energy efficiency.

The International ENERGY STAR Office Equipment Program is an international program that promotes energy saving through the use of computers and other office equipment.

The program backs the development and dissemination of products with functions that effectively reduce energy consumption. It is an open system in which business proprietors can participate voluntarily.

The targeted products are office equipment, such as computers, displays, printers, facsimiles, and copiers. The standards and logos are uniform among participating nations.

IPv6 Ready Logo



This machine has acquired IPv6 Ready Logo Phase-1, as established by the IPv6 Forum.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. See p. 13-2 for the machine's weight and dimensions.

B. Order Information

1. Only a single line, touch-tone or rotary telephone set is to be used.
2. Order an RJ11-C modular jack (USOC code), which should be installed by the telephone company. If the RJ11-C jack is not present, installation cannot occur.
3. Order a regular voice grade line or the equivalent from your telephone company's business representative.

Use one line per machine.

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, e.g. the 2500 (Touch Tone) or 500 (Rotary/Pulse Dial) telephones. A dedicated extension off a PBX machine without "Call Waiting" can be used with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax error. This machine is not supported on Voice Over Internet Protocol (VOIP).

C. Power Requirements

This equipment 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 which 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 US:AAAEQ##TXXXX. If requested, this number must be provided to the telephone company.

An FCC compliant telephone cord and modular jack are provided with this equipment. This equipment is designed to be connected to the telephone network or premises wiring using a compatible modular jack which is Part 68 compliant. See the Starter Guide for details. The Ringer Equivalence Number (REN) 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 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).

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

In Case of Equipment Malfunction

Should any malfunction occur which cannot be corrected by the procedures described in this guide, disconnect the equipment from the telephone line, unplug the network cable (if connected), and unplug the power cord. The telephone line should not be reconnected or the power cord plugged in until the problem is completely resolved. Users should contact Canon Authorized Service Facilities for servicing of equipment. Information regarding Authorized Service Facility locations can be obtained by calling Canon Customer Care Center (1-800-828-4040).

Rights of the Telephone Company

Should the equipment cause 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 which 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.

FCC Notice

LASER CLASS 810: Model F189500

LASER CLASS 830i: Model F189505

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 an interference received, including interference that may cause undesired operation.



NOTE

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 into 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 cable is required to comply with class B limits in Subpart B of Part 15 of FCC Rules.

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

Canon U.S.A., Inc.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

TEL No. 1-516-328-5600

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 fax 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. In order to program this information into the machine, follow the instructions in the Starter Guide.

Pre-Installation Requirements for Canon Facsimile Equipment

A. Location

Supply a suitable table, cabinet, or desk. See p. 13-2 for the machine's weight and dimensions.

B. Order Information

1. Provide only a single-line to touch-tone or rotary telephone set terminated with a standard 4-pin modular phone plug. (Touch-tone is recommended if available in your area.)
2. Order an CA11A modular jack (USOC code), 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 equivalent. Use one line per machine.

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, e.g., the 2500 (touch tone) or 500 (rotary/pulse dial) telephones. A dedicated extension off a PBX machine without "Camp On" signals is also permissible with the machine. Key telephone systems are not recommended because they send non-standard signals to individual telephones for ringing and special codes, which may cause a fax 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 120 volts and 15 amperes. The CA11A modular jack should be relatively close to the power outlet to facilitate installation.

Notice

This equipment meets the applicable Industry Canada Terminal Equipment Technical Specifications. This is confirmed by the registration number. The abbreviation, IC, before the registration number signifies that registration was performed based on a Declaration of Conformity indicating that Industry Canada technical specifications were met. It does not imply that Industry Canada approved the equipment.

Cet appareil est conforme aux Spécifications techniques des équipements terminaux de l'Industrie du Canada.

Ceci est confirmé par le numéro d'enregistrement. L'abréviation IC précédant le numéro d'enregistrement signifie que l'enregistrement a été effectué sur la base de la Déclaration de conformité indiquant que le produit est conforme aux spécifications techniques du Canada. Ceci n'implique pas que le produit ait été approuvé par l'industrie du Canada.

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. The customer should be aware that compliance with the above conditions may not prevent degradation of service in some situations.

Repairs to certified equipment should be coordinated by a representative 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 Class B digital apparatus meets all requirements of the Canadian Interference- Causing Equipment Regulations.

Cet appareil numérique de la classe B respecte toutes les exigences du Règlement sur le matériel brouilleur du Canada.

The Ringer Equivalence Number (REN) for this terminal equipment is 1.0. The REN assigned to each terminal equipment provides an indication of the maximum number of terminals allowed to be connected to a telephone interface. The termination on an interface may consist of any combination of devices subject only to the requirement that the sum of the Ringer Equivalence Numbers of all the devices does not exceed five.

Le Nombre d'équivalence Ringer (REN) de cet appareil terminal est 1.0. Le REN attribué à chaque équipement terminal fournit une indication sur le nombre maximum de terminaux pouvant être connectés sur une interface téléphonique. La terminaison sur une interface peut consister en n'importe quelle combinaison d'appareils, à la condition seulement que la somme des Nombres d'équivalence Ringer de tous les appareils ne soit pas supérieure à 5.

CANON CANADA INC.

1-800-652-2666

9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays)

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 14, Annexe (Appendix), 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 2,500 (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.
- 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 ci-dessus ne constitue pas une garantie contre les dégradations de qualité du service dans certaines circonstances.
- 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.
- 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 B de la NMB-003 du Canada.

Laser Safety

This machine complies with 21 CFR Chapter 1 Subchapter J as a Class 1 laser product under the U.S. Department of Health and Human Services (DHHS) Radiation Performance Standard according to the Radiation Control for Health and Safety Act of 1968. This means that the machine does not produce hazardous radiation.

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

CDRH Regulations

The Center for Devices and Radiological Health (CDRH) of the U.S. Food and Drug Administration implemented regulations for laser products on August 2, 1976. These regulations apply to laser products manufactured from August 1, 1976. Compliance is mandatory for products marketed in the United States.



CAUTION

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

The label is attached to the laser scanner machine inside the machine and is not in a user access area.

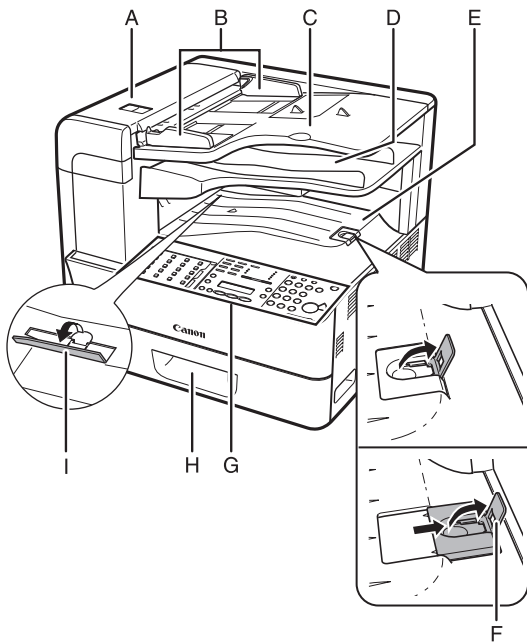
	DANGER - Invisible laser radiation when open. AVOID DIRECT EXPOSURE TO BEAM.
	CAUTION - CLASS 3B INVISIBLE LASER RADIATION WHEN OPEN. AVOID EXPOSURE TO THE BEAM.
ATTENTION	- RAYONNEMENT LASER INVISIBLE DE CLASSE 3B EN CAS D'OUVERTURE. EVITEZ L'EXPOSITION AU FAISCEAU.
VORSICHT	- UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG GEÖFFNET. NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN	- RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR. EVITE LA EXPOSICIÓN AL HAZ.
VARNING	- KLASS 3B ÖSYNLIG LASERSTRÅLNING NÄR DENNA DEL ÄR ÖPPNAD. STRÅLEN ÄR FARLIG.
VAROITUS	- LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA. VÄLTÄ ALTISTUMISTA SÄTEELLE.
注意	- 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
注意	- 打開機器蓋板時有3B級不可視雷射光釋出，應避免曝射
주의	- 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다. 광선에 노출을 피하십시오.
注意	- ここを開くとクラス3B不可視レーザー放射が出ます。ビームに身をさらさないこと。
	FS7-8335



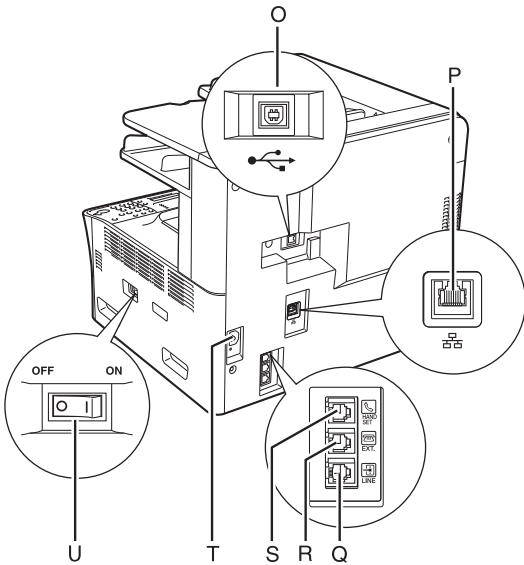
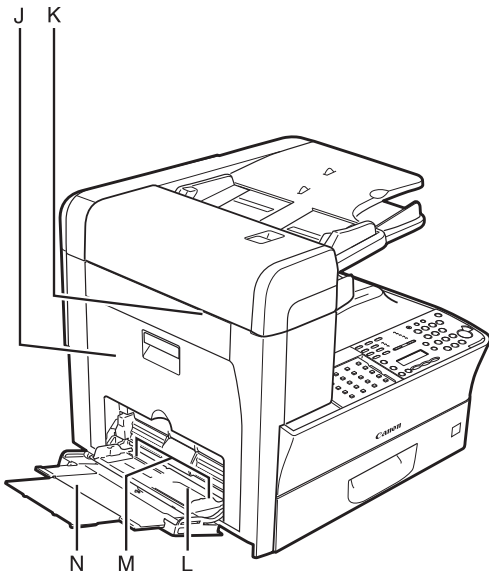
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Machine Components



- A ADF (Automatic Document Feeder)
Holds documents and feeds them automatically into the scanning area.
- B Slide guides
Adjust to the width of the document.
- C Document feeder tray
Holds documents.
- D Document delivery tray
Receives documents.
- E Paper delivery tray
Receives copies, prints and faxes.
- F Paper stopper
Prevents the paper from falling off the paper delivery tray.
Open the stopper from its original position for A4/LTR size paper. For LGL size paper, pull out the extension first, and then open the stopper.
- G Operation panel
Machine controls.
- H Paper cassette
Holds the paper supply.
- I Stacking support
Helps prevent paper curl on the output tray.
Open as far as it goes when using curl-prone paper.



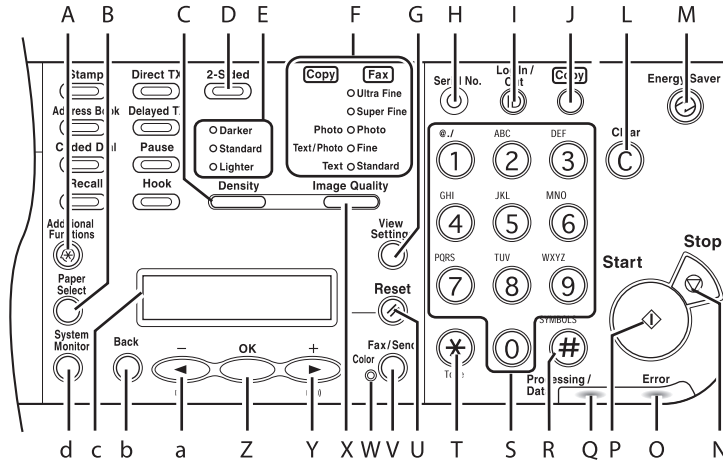
- J** Left cover
Open this cover when replacing the toner cartridge or clearing paper jams.
- K** Scanning area
Scans documents from the ADF.
- L** Multi-purpose tray
Feeds non-standard size or thick/thin type paper stacks.
- M** Slide guides for multi-purpose tray
Adjusts to the width of the paper.
- N** Multi-purpose tray extension
Pull out to load paper stack.
- O** USB port
Connect the USB (Universal Serial Bus) cable.
- P** Ethernet port
Connect the network cable.
For the LASER CLASS 810, the machine is equipped with an Ethernet port if an optional printer kit is attached.
- Q** Telephone line jack
Connect the external telephone cable.
- R** External device jack
Connect an external device.
- S** Handset jack
Connect an optional handset cable.
- T** Power socket
Connect the power cord.
- U** Main power switch
Turns the power on or off.



Operation Panel

Right Side of the Operation Panel

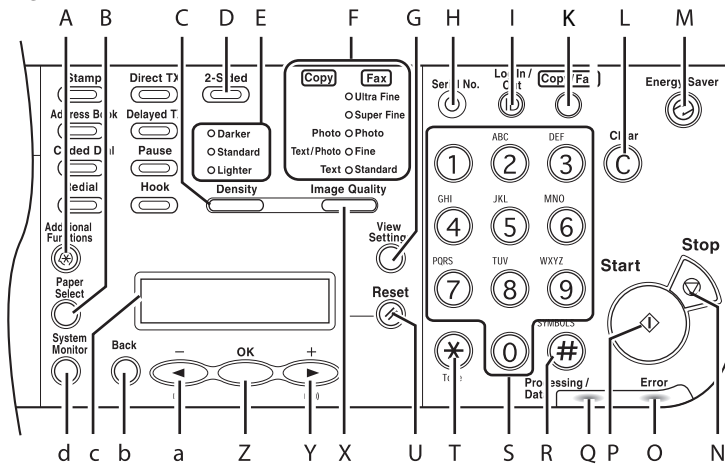
● LASER CLASS 830i



- | | |
|---|--|
| <p>A [Additional Functions] key
Press to select or cancel the modes in Additional Functions.</p> <p>B [Paper Select] key
Press to select a paper source (paper cassette or multi-purpose tray).</p> <p>C [Density] key
Press to adjust the density for copy or documents you send.</p> <p>D [2-Sided] key
Press to set two-sided copying or faxing.</p> <p>E Density indicator
Indicates the density you set in the Copy/Fax mode.</p> | <p>F Image Quality indicator
Indicates the image quality you set in the Copy/Fax mode.</p> <p>G [View Settings] key
Press to confirm settings of the copy function.</p> <p>H [Serial No.] key
Press to confirm the serial number.</p> <p>I [Log In/Out] key
Press to operate the machine when the ID management is activated. Also press to enable the ID management when you finished using the machine.</p> <p>J [Copy] key
Press to switch to Copy mode.</p> |
|---|--|

- L [Clear] key
Press to clear entered alphanumeric characters.
- M [Energy Saver] key
Press to set or cancel the Sleep mode manually. The key lights green when the Sleep mode is set, and goes off when the mode is canceled.
- N [Stop] key
Press to cancel machine operations.
- O Error indicator
Flashes or lights up when an error has occurred.
- P [Start] key
Press to start copying, scanning and sending faxes.
- Q Processing/Data indicator
Flashes during sending or receiving faxes. Lights when the machine has waiting jobs and stores the data in memory.
- R [SYMBOLS] key
Press to enter symbols.
- S Numeric keys
Enter letters and numbers.
- T [Tone] key
Press to switch from rotary pulse to tone dialing.
- U [Reset] key
Press to return the machine to standby mode.
- V [Fax/Send] key
Press to switch to the Fax/Send mode.
- W Color indicator
Lights up when color sending is selected.
- X [Image Quality] key
Press to select image quality for copy or fax.
- Y [➕➡] key
Press to increase the value for various settings. Also press to see the next item in the menu.
- Z [OK] key
Press to accept a set function or mode. Also press and hold to print a sample page when you are in the copy mode.
- a [⬅️➡️] key
Press to decrease the value for various settings. Also press to see the previous item in the menu.
- b [Back] key
Press to return to the previous screen.
- c LCD display
Displays messages and prompts during operation. Displays selection, text, and numbers when adjusting the settings.
- d [System Monitor] key
Press to check fax transmission, print, copy, or report output status.

● LASER CLASS 810

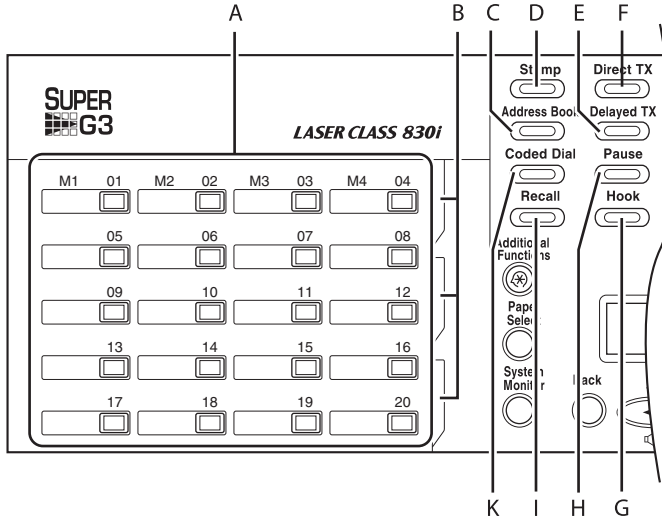


Before Using the Machine

- K [Copy/Fax] key
Press to switch to the Copy/Fax mode.

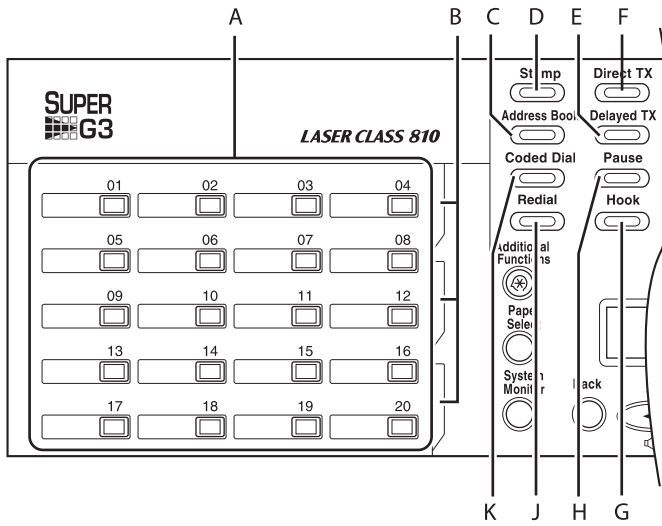
Left Side of the Operation Panel

● LASER CLASS 830i



- A **One-Touch keys**
Press to specify destinations registered under one-touch keys.
01-04 can be used as favorites buttons (LASER CLASS 830i Only).
- B **One-Touch Key Panels**
The first panel displays keys 01-20. Open the first panel to access keys 21-40. Open the second panel to access keys 41-60. Open the third panel to access keys 61-80.
- C **[Address Book] key**
Press to search pre-registered destinations under one-touch keys or coded dial codes by name, number, or address.
- D **[Stamp] key**
Press to set the Watermark mode.
- E **[Delayed TX] key**
Press to set Delayed Sending.
- F **[Direct TX] key**
Press to set Direct Sending.
- G **[Hook] key**
Press when you want to dial without lifting the optional handset of the external telephone.
- H **[Pause] key**
Press to enter a pause between or after the telephone/fax number when dialing or registering numbers.
- I **[Recall] key**
Press to recall previously set send jobs, including the destinations, scan settings, and send settings.
- K **[Coded Dial] key**
Press to specify destinations registered under coded dial codes.

● LASER CLASS 810



Before Using the Machine

- J [Redial] key
Press to redial the last number dialed manually with the numeric keys when a fax is standing by.

LCD (Standby Mode)

Fax/Send Mode

F A X

Log In Mode

● For Department ID Management

ENTER DEPT. ID
—

● For User ID Management

Ex.

ENTER USER ID : a
—

Copy Mode



- A Zoom ratio
- B Paper size
- C Quantity

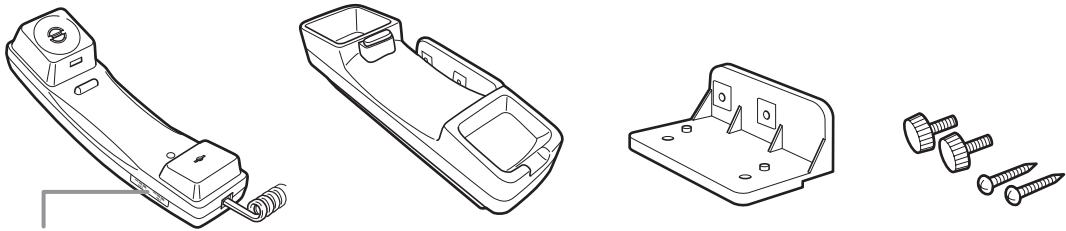


NOTE

- When the main power switch is turned on, the LCD displays <PLEASE WAIT> first, and then displays <INITIALIZING...> until the standby display appears. It is also possible to see the standby display without having <INITIALIZING...> shown.
- Depending on the number of destinations registered, after the main power switch is turned ON, you may not be able to perform operations using the operation panel when the standby display appears. If this happens, wait until the machine responds to the key operations.
- If the Auto Clear function is activated, the display returns to the standby mode.
- Log in mode is displayed only when Department/ User ID Management is set to <ON> in <SYSTEM SETTINGS>. To log in or out, see "Department/User ID Management," on p. 1-11.

Optional Handset

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



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

NOTE

For how to install the handset, see "Set Up the Machine," in the Starter Guide.

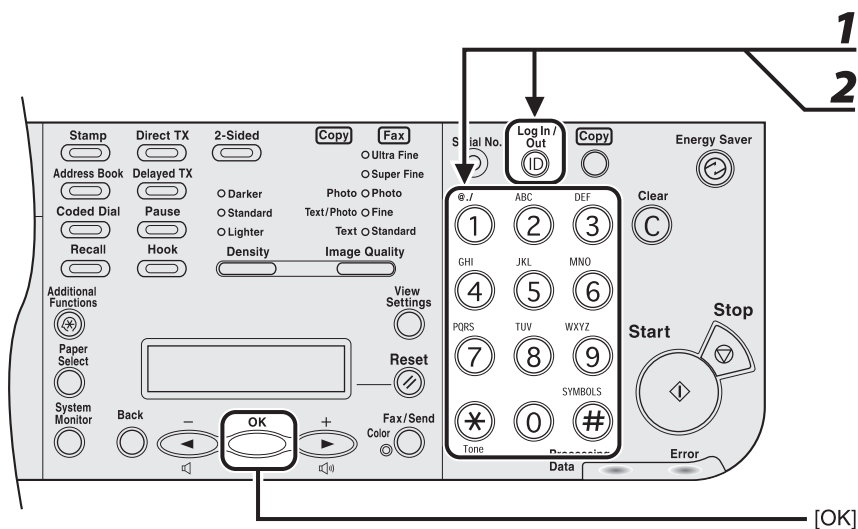
Maintaining the Handset

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

Department/User ID Management

If Department ID Management or User ID Management is set to <ON> in <SYSTEM SETTINGS>, you must enter your ID and password to be able to operate the machine. For details, see "System Manager Settings," on p. 9-1.

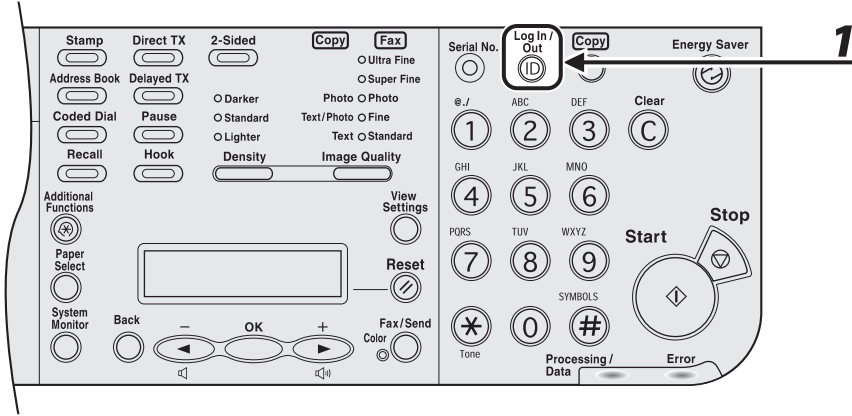
Procedure before Using the Machine



- 1** Enter the department ID or the user ID with the numeric keys, then press [OK] or [Log In/Out (ID)].
- 2** If the password is set, enter the password with the numeric keys, then press [OK] or [Log In/Out (ID)].

The standby display appears.

Procedure after Using the Machine

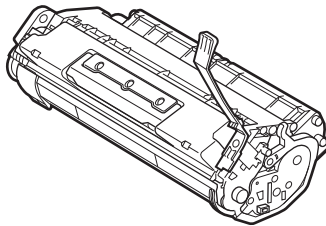


1 Be sure to press [Log In/Out (ID)].

Toner Cartridge

The lifetime of the Canon genuine toner cartridge is approximately 4,500 pages. The page counts are based on 5% coverage when printing A4 size paper with the default print density setting. The level of toner consumption varies depending on the type of documents printed. If your average document contains a lot of graphics, tables, or charts, the life of the toner cartridge will be shorter as they consume more toner. When you are replacing a toner cartridge, be sure to use a toner cartridge designed for this product. To purchase this cartridge, contact your local Canon dealer or Canon Customer Care Center (1-800-828-4040).

Toner Cartridge name:
Canon FX11 Cartridge



Model Name	Supported Canon Genuine Cartridge	Print Yield
LASER CLASS 810	Canon FX11 Cartridge	Approx. 4,500 pages
LASER CLASS 830i		

Maintaining the Toner Cartridge

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

- If there is a toner powder leakage, make sure not to inhale or touch the toner powder. If it comes in contact with your skin, rinse with cold water using soap. If you feel an irritation on your skin or inhale the powder, consult a doctor immediately.
- When removing the toner cartridge from the machine, make sure to remove it carefully. If not removed with care, the toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.
- Keep the toner cartridge away from small children. If they ingest the toner powder, consult a doctor immediately.
- Do not disassemble the toner cartridge. The toner powder may scatter and come in contact with your eyes and mouth. If this happens, rinse with water and consult a doctor immediately.

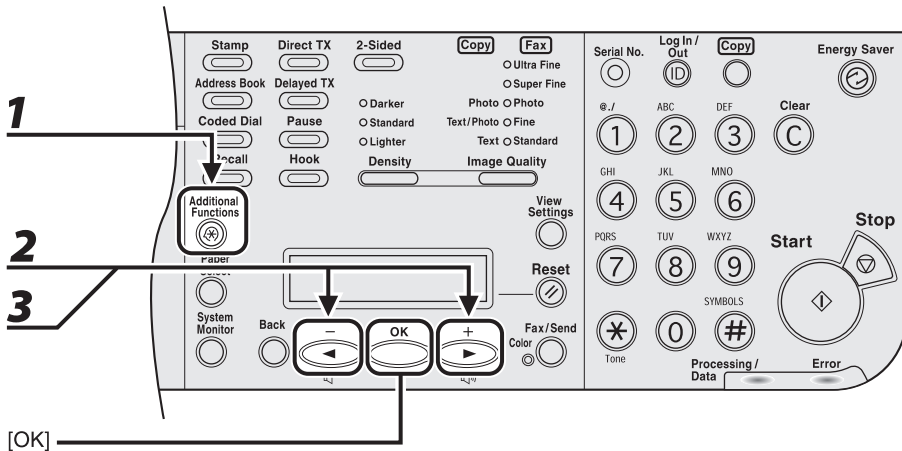
 **CAUTION**

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

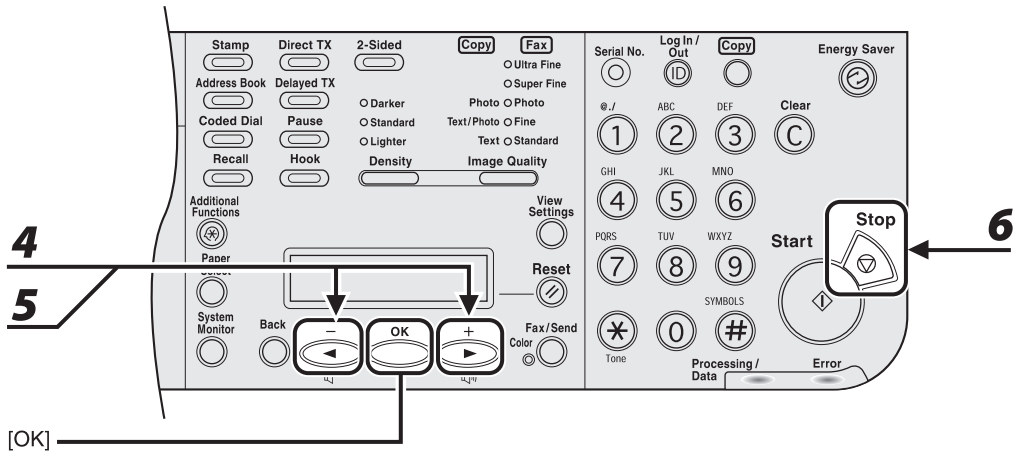
Timer Settings

Setting the Sleep Mode

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



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<TIMER SETTINGS>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<AUTO SLEEP TIME>**, then press **[OK]**.



4 Press [**←**] or [**+ ▶**] to select <ON>, then press [OK].

5 Press [**←**] or [**+ ▶**] to select the desired interval, then press [OK].

You can set the interval from 3 to 30 minutes (in one-minute increments).

You can also enter values using numeric keys.

NOTE

The default setting is 5 minutes.

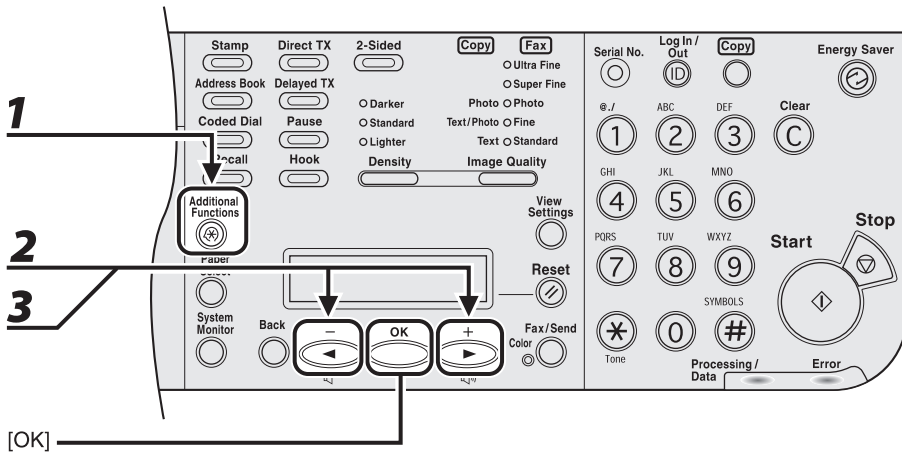
6 Press [Stop] to return to standby mode.

NOTE

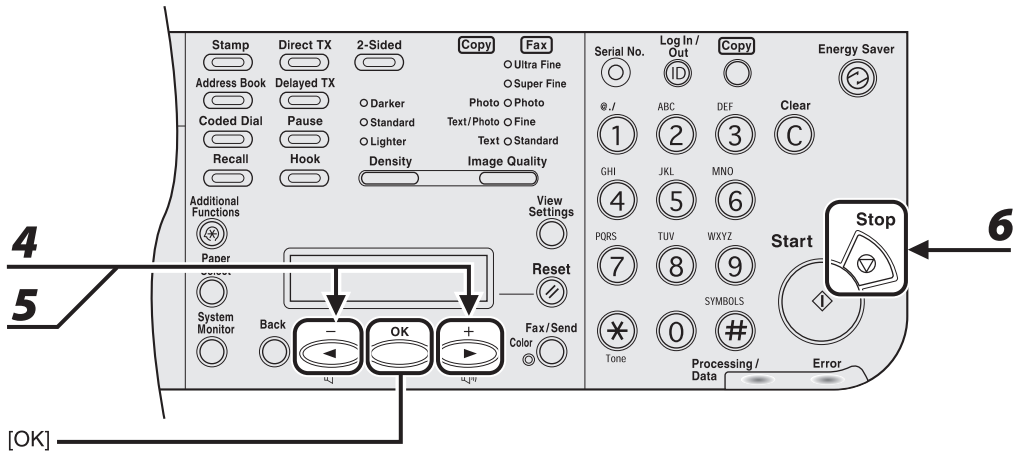
- [Energy Saver] lights green when the machine enters the Sleep mode.
- To resume normal mode from the Sleep mode, press [Energy Saver] on the operation panel.
- To enter the Sleep mode manually, press [Energy Saver] on the operation panel.
- The machine will not enter the Sleep mode when:
 - the machine is in operation
 - the Processing/Data indicator lights or flashes
 - a message appears on the display and the Error indicator flashes
 - paper is loaded in the multi-purpose tray
 - a paper jam occurs in the machine
 - the optional handset of the external telephone is off the hook
- The machine will leave the Sleep mode when:
 - you press [Energy Saver] on the operation panel
 - a fax is received
 - the optional handset of the external telephone is off the hook
 - a print job is sent from a computer, and the print is started
- If you turn off the main power of the machine while it is in the Sleep mode, wait at least 10 seconds before turning the main power of the machine back on.

Setting Auto Clear Time

If the machine remains idle for a certain period of time, the display returns to the standby mode (Auto Clear function).



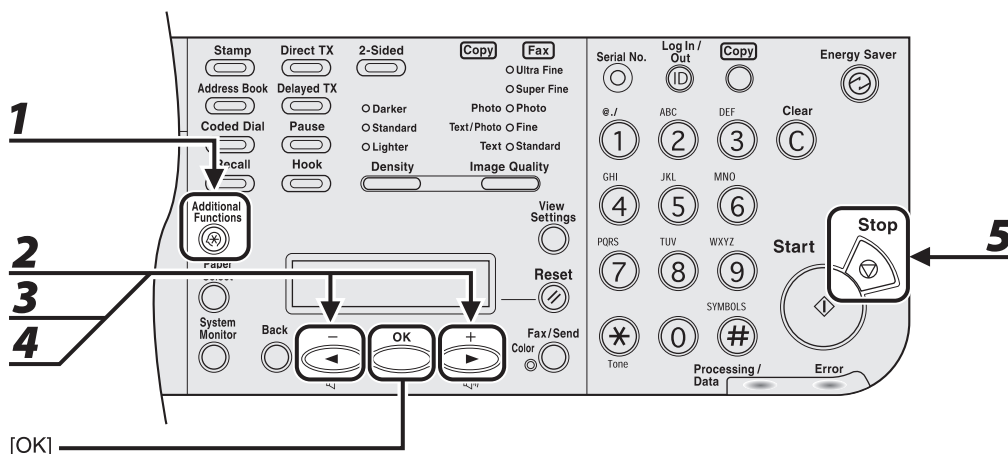
- 1** Press [**Additional Functions**].
- 2** Press [**←**] or [**→**] to select <TIMER SETTINGS>, then press [**OK**].
- 3** Press [**←**] or [**→**] to select <AUTO CLEAR TIME>, then press [**OK**].



- 4** Press [**←**] or [**+ ▶**] to select <ON>, then press [OK].
- 5** Press [**←**] or [**+ ▶**] to select the desired interval, then press [OK].
 You can set the interval from 1 to 9 minutes (in one-minute increments).
 You can also enter values using numeric keys.
- 6** Press [Stop] to return to standby mode.

Setting Time Zone

The standard time zones of the world are expressed globally in terms of the difference in hours (\pm up to 12 hours) from GMT (0 hours). A time zone is a region throughout which this time difference is the same.



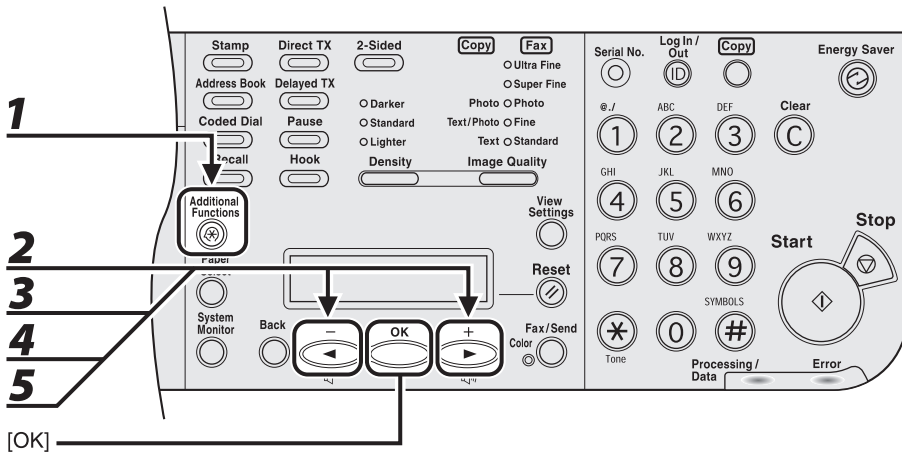
- 1** Press [Additional Functions].
- 2** Press [\leftarrow] or [\rightarrow] to select <TIMER SETTINGS>, then press [OK].
- 3** Press [\leftarrow] or [\rightarrow] to select <TIME ZONE SETTING>, then press [OK].
- 4** Press [\leftarrow] or [\rightarrow] to select the time zone, then press [OK].
- 5** Press [Stop] to return to the standby mode.

 **NOTE**

- The specified time zone setting becomes effective after the machine is restarted.
- When restarting the machine, wait at least 10 seconds before turning the main power back on.

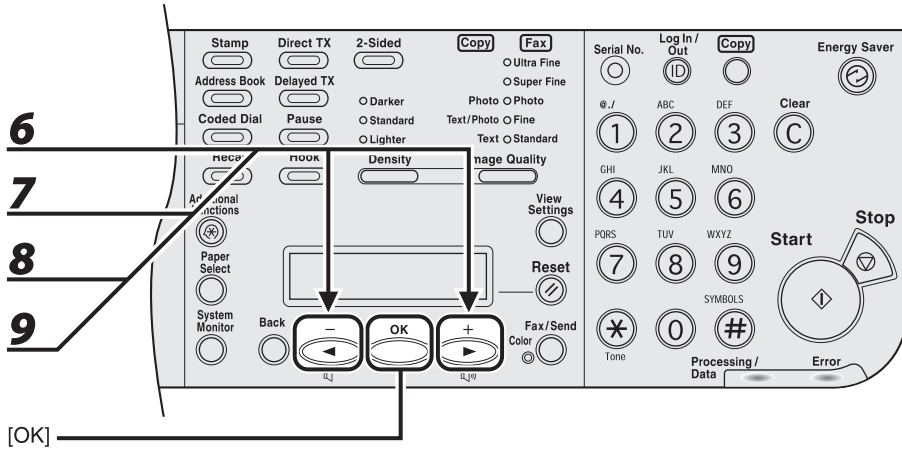
Setting Daylight Saving Time

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

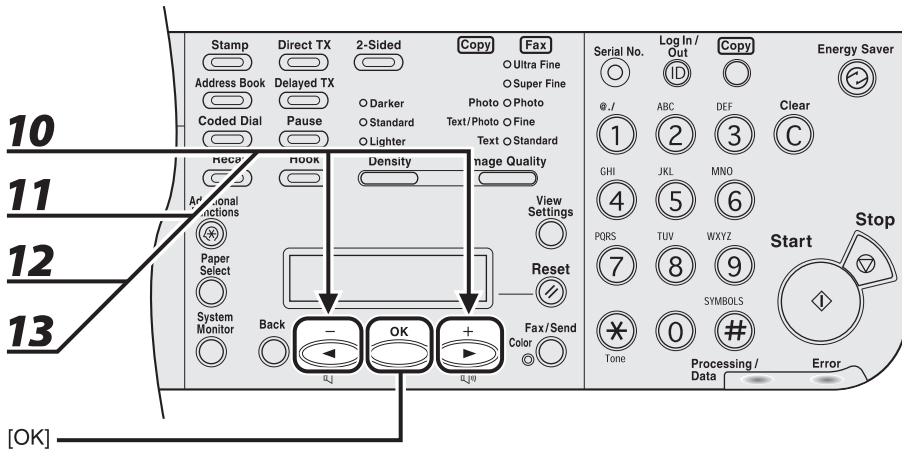


- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<TIMER SETTINGS>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<DAYLIGHT SV.TIME>**, then press **[OK]**.
- 4** Press **[←]** or **[→]** to select **<ON>**, then press **[OK]**.
- 5** Press **[←]** or **[→]** to select **<START DATE/TIME>**, then press **[OK]**.

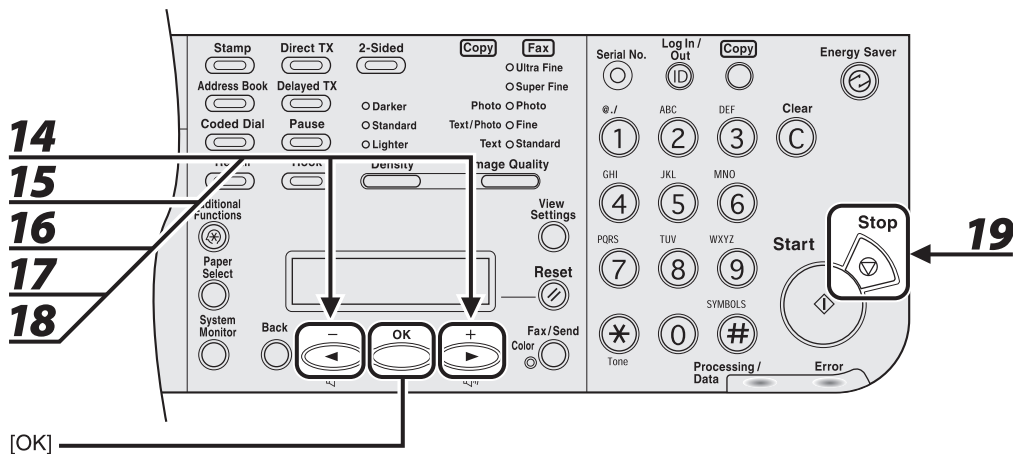




- 6** Press [**←**] or [**→**] to select <MONTH>, then press [OK].
- 7** Press [**←**] or [**→**] to select the month, then press [OK].
- 8** Press [**←**] or [**→**] to select <WEEK>, then press [OK].
- 9** Press [**←**] or [**→**] to select the week, then press [OK].



- 10** Press [**←**] or [**→**] to select <DAY>, then press [OK].
- 11** Press [**←**] or [**→**] to select the day, then press [OK].
- 12** Press [**←**] or [**→**] to select <END DATE/TIME>, then press [OK].
- 13** Press [**←**] or [**→**] to select <MONTH>, then press [OK].



14 Press [**←**] or [**→**] to select the month, then press [OK].

15 Press [**←**] or [**→**] to select <WEEK>, then press [OK].

16 Press [**←**] or [**→**] to select the week, then press [OK].

17 Press [**←**] or [**→**] to select <DAY>, then press [OK].

18 Press [**←**] or [**→**] to select the day, then press [OK].

19 Press [Stop] to return to standby mode.



2 Document and Paper

Document Requirements	2-2
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In the ADF	2-5
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In the Multi-Purpose Tray (e.g., Envelopes).....	2-10
Setting Paper Size and Type	2-12

Document Requirements

ADF

Type	Plain paper (Multipage documents of the same size, thickness and weight or one page documents.)
Size (W x L)	LASER CLASS 830i: Max. 11 3/4" x 17" (Max. 24 7/8") (Max. 297 x 432 mm (Max. 630 mm)) Min. 5 7/8" x 5 7/8" (Min. 148 x 148 mm) LASER CLASS 810: Max. 8 1/2" x 14" (Max. 24 7/8") (Max. 216 x 355.6 mm (Max. 630 mm)) Min. 5 7/8" x 5 7/8" (Min. 148 x 148 mm)
Weight	One-Sided Scanning: 13 to 34 lb bond (50 to 128 g/m ²) Two-Sided Scanning: 13 to 28 lb bond (50 to 105 g/m ²)
Quantity	Max. 50 sheets* ¹ (Max. 20 sheets for LGL documents)* ^{1*2}

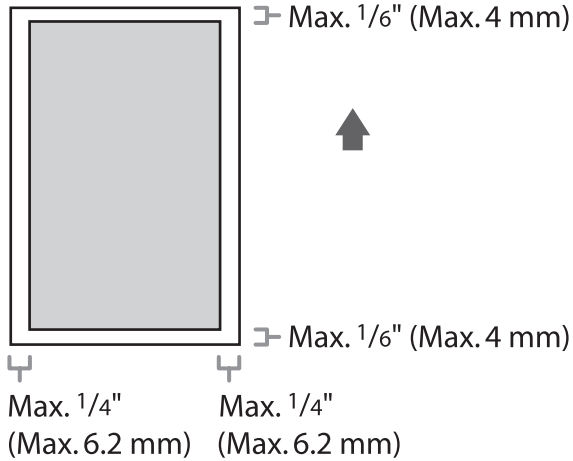
*¹ 21 lb bond (80 g/m²) paper

*² LASER CLASS 830i Only

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

Scanning Area

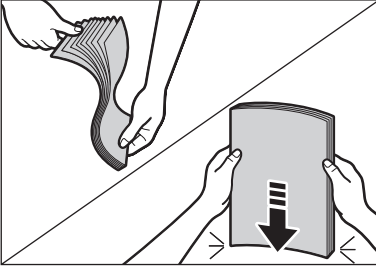
Make sure your document's text and graphics fall within the shaded area in the following diagram. Note that the margin widths listed are approximate and there may be slight variations in actual use.



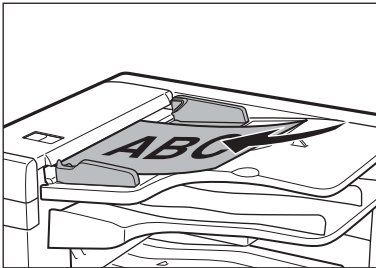
Loading Documents

In the ADF

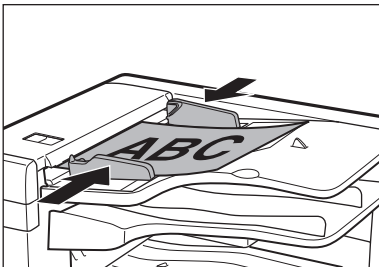
- 1** Fan the document stack and even the edges.



- 2** Neatly place the documents face up in the document feeder tray.



3 Adjust the slide guides to the width of the documents.



The document is ready for scanning.

 **NOTE**

- Do not add or remove documents while they are being scanned.
- When scanning is complete, remove the documents from the document delivery tray to avoid paper jams.
- Avoid using ADF to scan the same document more than 30 times. When scanned repeatedly, documents can become folded or torn, which may cause paper jams.
- If the feeder rollers are soiled from scanning a document written in pencil, clean them. (See "Cleaning the Machine," on p. 10-2.)

Paper Requirements

		Paper cassette	Multi-purpose tray
Size (W x L)		Legal, Letter	3" x 5" to Legal (8 1/2" x 14") (76 x 127 to 216 x 356 mm)
Weight		17 to 24 lb bond (64 to 90 g/m ²)	15 to 34 lb bond (56 to 128 g/m ²)
Quantity		Max. 500 sheets * ¹	Max. 100 sheets * ¹
Type	Plain * ²	<input type="radio"/>	<input type="radio"/>
	Color * ²	<input type="radio"/>	<input type="radio"/>
	Recycled * ³	<input type="radio"/>	<input type="radio"/>
	Heavy 1 * ³	<input type="radio"/>	<input type="radio"/>
	Heavy 2 * ⁴	-	<input type="radio"/>
	Heavy 3 * ⁵	-	<input type="radio"/>
	Bond * ⁶	<input type="radio"/>	<input type="radio"/>
	3hole punch paper * ⁷	<input type="radio"/>	<input type="radio"/>
	Transparency * ⁸	-	<input type="radio"/>
	Labels	-	<input type="radio"/>
	Envelopes	-	<input type="radio"/>

(○: available -: not available)

*¹ 21 lb bond (80 g/m²) paper

*² From 17 to 21 lb bond (64 to 80 g/m²)

*³ From 22 to 24 lb bond (81 to 90 g/m²)

*⁴ From 24 to 28 lb bond (91 to 105 g/m²)

*⁵ From 28 to 34 lb bond (106 to 128 g/m²)

*⁶ 20 lb bond (75 g/m²)

*⁷ LTR size only

*⁸ Use only LTR transparencies made especially for this machine.

NOTE

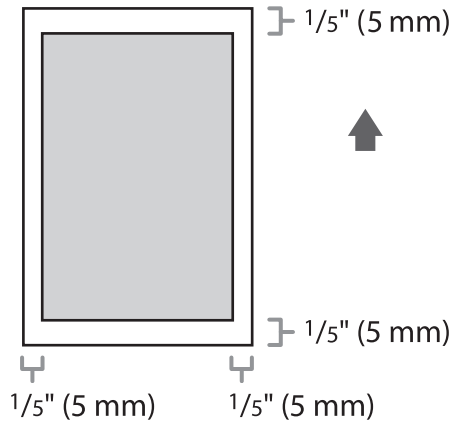
The default paper size is LTR. If you use a different paper size, you must change the paper size settings. (See "Setting Paper Size and Type," on p. 2-12.)



- To prevent paper jams, do not use any of the following:
 - Wrinkled or creased paper
 - Curled or rolled paper
 - Coated paper
 - Torn paper
 - Damp paper
 - Very thin paper
 - Paper which has been printed on using a thermal transfer printer (Do not copy on the reverse side.)
- The following types of paper do not print well:
 - Highly textured paper
 - Very smooth paper
 - Shiny paper
- Make sure the paper is free from dust, lint, and oil stains.
- Be sure to test paper before purchasing large quantities.
- Store all paper wrapped and on a flat surface until ready for use. Keep opened packs in their original packaging in a cool, dry location.
- Store paper at 64.4°F–75.2°F (18°C–24°C), 40%–60% relative humidity.
- Use only the transparencies designed for laser printers. Canon recommends you to use Canon type transparencies with this machine.

Printable Area

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



Loading Paper

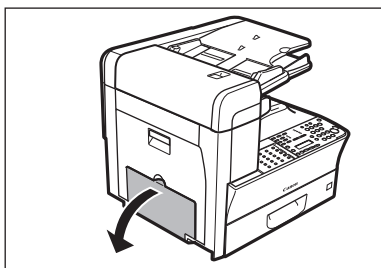
To load paper in the paper cassette, see "Set Up the Machine," in the Starter Guide.

In the Multi-Purpose Tray (e.g., Envelopes)

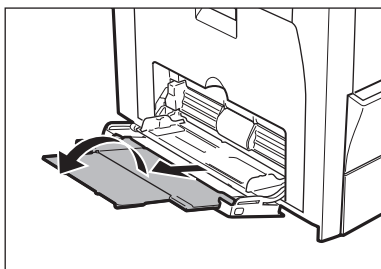
If you are making prints on transparencies, labels, nonstandard-sized paper, or envelopes, load them into the multi-purpose tray.

- Use standard envelopes with diagonal seams and flaps.
- To prevent jams, do not use the following:
 - Envelopes with windows, holes, perforations, cutouts, or double flaps
 - Envelopes made with special coated paper or deeply embossed paper
 - Envelopes with peel-off sealing strips
 - Envelopes with letters enclosed
- Make sure to set the correct envelope size in the printer driver. (See online help.)

1 Open the multi-purpose tray.



2 Pull out the multi-purpose tray extension until it clicks, then open it.



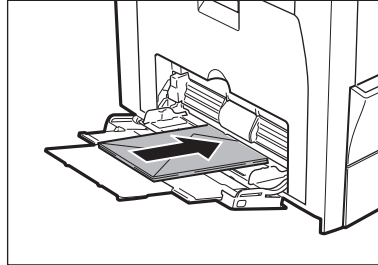
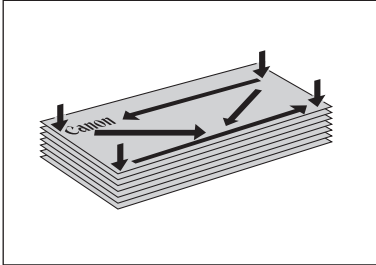
NOTE

Do not load the paper without using the multi-purpose tray extension.

3

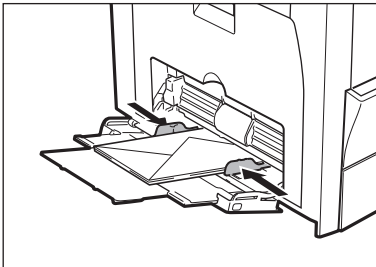
Gently load the stack of envelopes with the address side facing down, and set the envelopes as illustrated. Be sure to insert the envelopes as far as they will go.

When you load the envelopes, arrange the stack of envelopes on a firm, clean surface first, then press down firmly on the edges to make the folds crisp.



4

Adjust the slide guides to the width of the paper stack.



NOTE

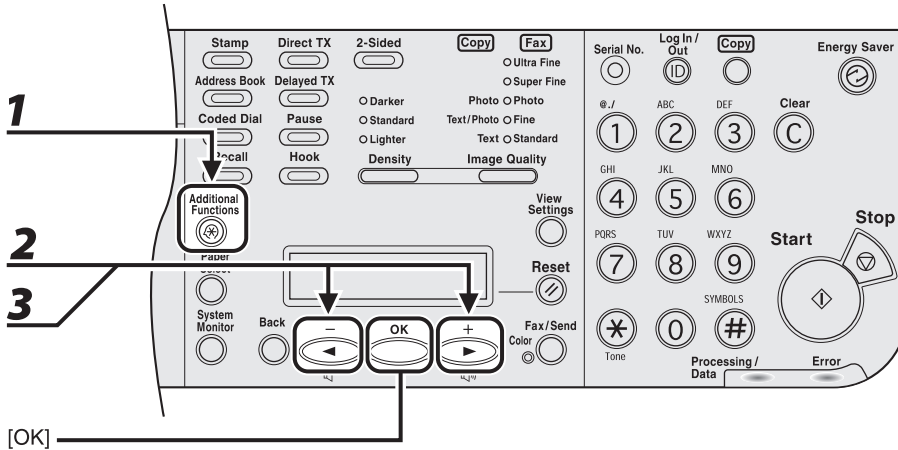
- Make sure that the paper stack does not exceed the paper limit guide.
- Some types of paper may not feed properly into the multi-purpose tray. For high quality copies, be sure to use the paper and transparencies recommended by Canon.
- When making copies of a small document or thick paper, etc., the copy speed may be slightly slower than usual.



Setting Paper Size and Type

The default settings are <LTR> and <PLAIN PAPER>. When you place other size and/or types of paper, follow this procedure to change the settings.

The procedure is same for paper cassette and multi-purpose tray except for selecting the paper cassette or multi-purpose tray in step 3 and 6.



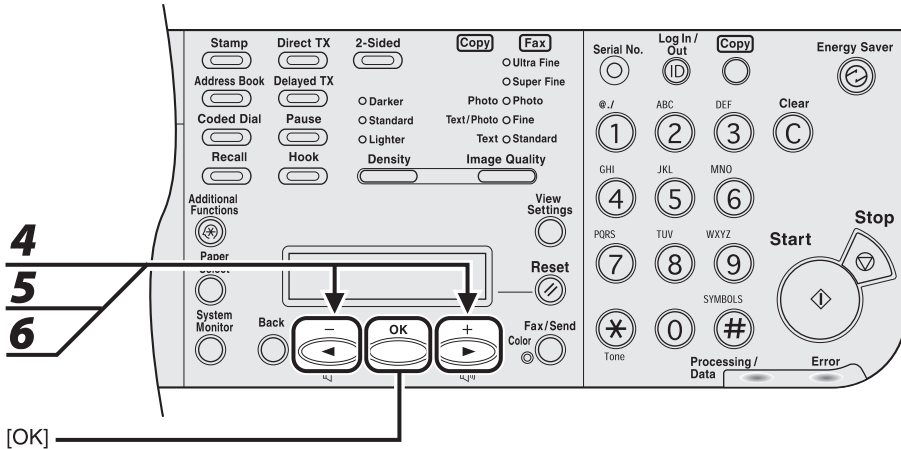
1 Press [Additional Functions].

2 Press [←] or [→] to select <PAPER SETTINGS>, then press [OK].

3 Press [←] or [→] to select <CASSETTE 1> or <MP TRAY>, then press [OK].

 **NOTE**

If an optional paper cassette is attached, you can also select <CASSETTE2>.



4 Press [**←**] or [**→**] to select **<PAPER SIZE>**, then press [**OK**].

5 Press [**←**] or [**→**] to select the paper size, then press [**OK**].

You can select from the following paper sizes:

If you select **<CASSETTE 1>** or **<CASSETTE 2>** in step3:

<LTR>, **<LGL>**, **<A4>**, **<OFICIO>**, **<BRAZIL-OFICIO>**, **<MEXICO-OFICIO>**, **<FLSP>**

If you select **<MP TRAY>** in step3:

<LTR>, **<LGL>**, **<A4>**, **<B5>**, **<A5R>**, **<STMTR>**, **<EXECUTIV>**, **<COM10>**, **<MONARCH>**, **<DL>**, **<ISO-C5>**, **<ISO-B5>**, **<OFICIO>**, **<BRAZIL-OFICIO>**, **<MEXICO-OFICIO>**, **<FOLIO>**, **<G-LTR>**, **<G-LGL>**, **<FLSP>**, **<CUSTOM SIZE>***

* When selecting this size, enter the height, and press [**OK**].

Enter the width, and press [**OK**].



NOTE

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

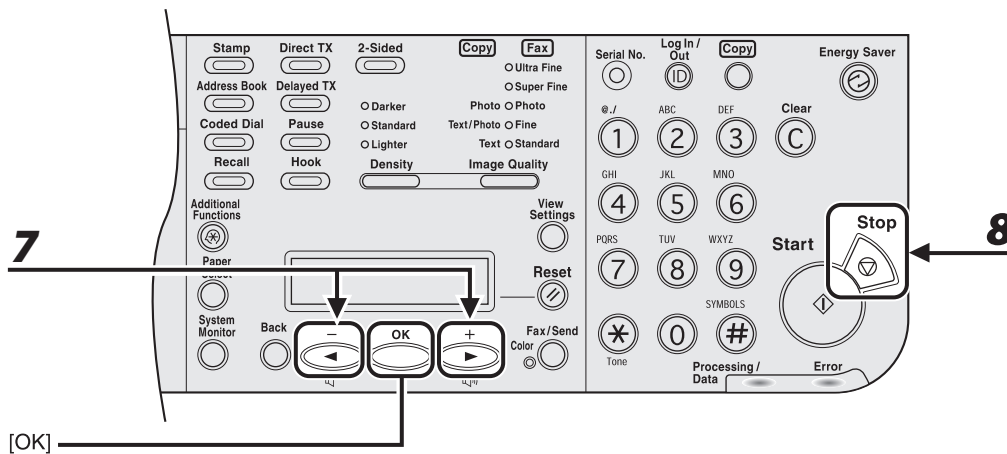
6 Press [**←**] or [**→**] to select **<SELECT PAPER TYPE>**, then press [**OK**].



NOTE

If you have selected **<EXECUTIV>**, **<COM10>**, **<MONARCH>**, **<DL>** or **<ISO-C5>** for the paper size in step 5, **<SELECT PAPER TYPE>** is not displayed. Skip to step 8.





7 Press [←] or [→] to select the paper type, then press [OK].

You can select from the following paper types:

If you select <CASSETTE 1> or <CASSETTE 2> in step3:

<PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER1>, <BOND>, <3 HOLE PUNCH PAPER>

If you select <MP TRAY> in step3:

<PLAIN PAPER>, <COLOR>, <RECYCLED>, <HEAVY PAPER 1>, <HEAVY PAPER 2>, <HEAVY PAPER 3>, <BOND>, <3 HOLE PUNCH PAPER>, <TRANSPARENCY>, <LABELS>, <ENVELOPE>

8 Press [Stop] to return to standby mode.



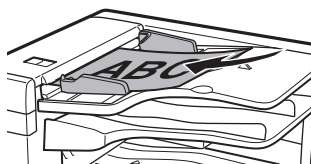
3 Copying

Basic Copying Method	3-2
Scan Settings	3-4
Image Quality	3-4
Density	3-5
Auto Zoom	3-6
Collate Copy	3-7
Two-Sided Copying	3-9
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2 to 2-Sided Copying	3-13
2 to 1-Sided Copying	3-15
Reserved Copy	3-18
Canceling Copy Jobs	3-19
Checking and Deleting Jobs	3-20
Checking and Deleting Copy Jobs.....	3-20

Basic Copying Method

Follow this procedure to make a copy.

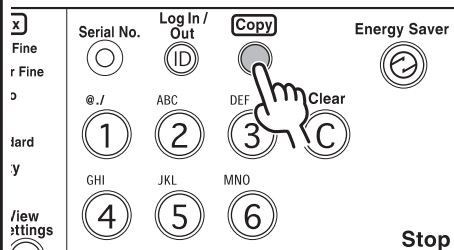
1 Set a Document



Load the document in the ADF.

For documents you can copy, see "Document Requirements," on p. 2-2.

2 Enter the Copy Mode



Press [Copy]

If using the LASER CLASS 810, you can switch to the Copy mode by pressing [Copy/Fax].

What if...

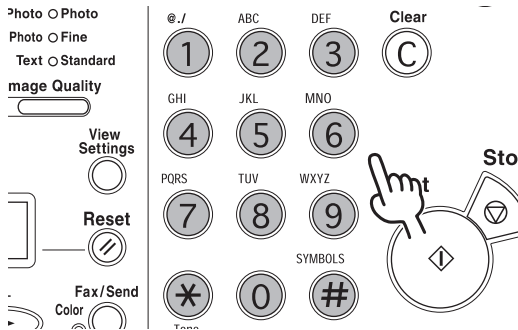
- **You want to adjust the image quality and density:**

See "Scan Settings," on p. 3-4.

- **To copy using paper loaded in the multi-purpose tray or the optional paper cassette:**

Press [Paper Select], and select the paper source.

3 Enter the Copy Quantity



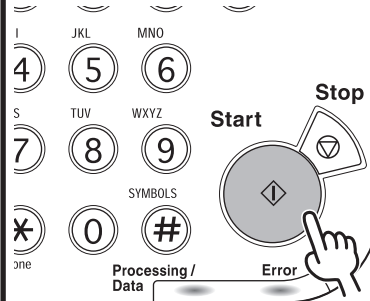
Use the numeric keys to enter the desired copy quantity (1 to 99).

COPY 100% 03
CASSETTE 1 : LTR

What if...

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

4 Start Copying



Press [Start].

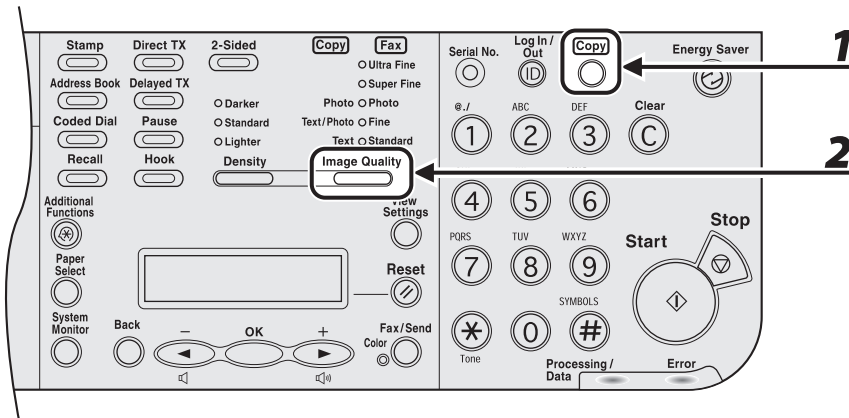
What if...

- **You want to cancel copying:**
Press [Stop] on the operation panel.
When the <STOP KEY PRESSED> message appears, press [OK].
When the <CANCEL?> message appears, press [←] to select <YES>.
- **If <ORIGINAL SIZE> is displayed after you press [Start]:**
Press [←] or [→] to specify the original size.

Scan Settings

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

Image Quality



1 Press [Copy].

If using the LASER CLASS 810, you can switch to the Copy mode by pressing [Copy/Fax].

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

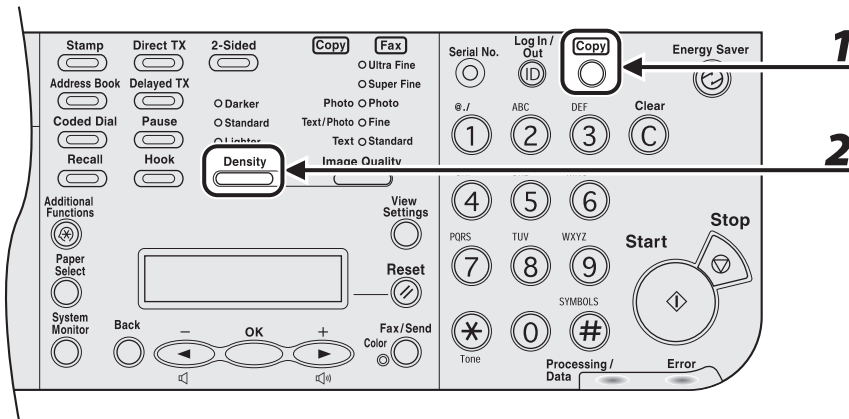
<Photo>: For documents that contain fine text or photos.

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

<Text>: For text documents.

Density

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



1 Press [Copy].

If using the LASER CLASS 810, you can switch to the Copy mode by pressing [Copy/Fax].

2 Press [Density] repeatedly to select the density mode.

- <Darker>: to make light documents darker
- <Standard>: Suitable for copying regular originals.
- <Lighter>: to make dark documents lighter

NOTE

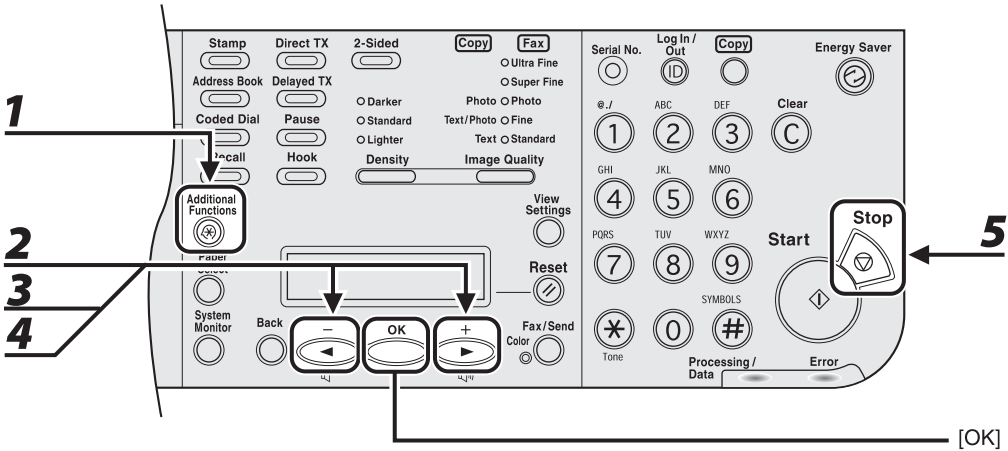
- To cancel all settings, press [Reset].
- When you switch the mode by pressing the mode keys such as [Fax/Send], all settings will be also canceled. If you want to keep the settings, set the density as following;
[Additional Functions] → <COPY SETTINGS> → <STANDARD SETTINGS> → <DENSITY>
(See "Setting Menu," on p. 12-5.)

Auto Zoom

You can set to automatically enlarge/reduce the original according to a specified paper size when copying. The zoom ratio can be set from 50% to 145%.

 **NOTE**

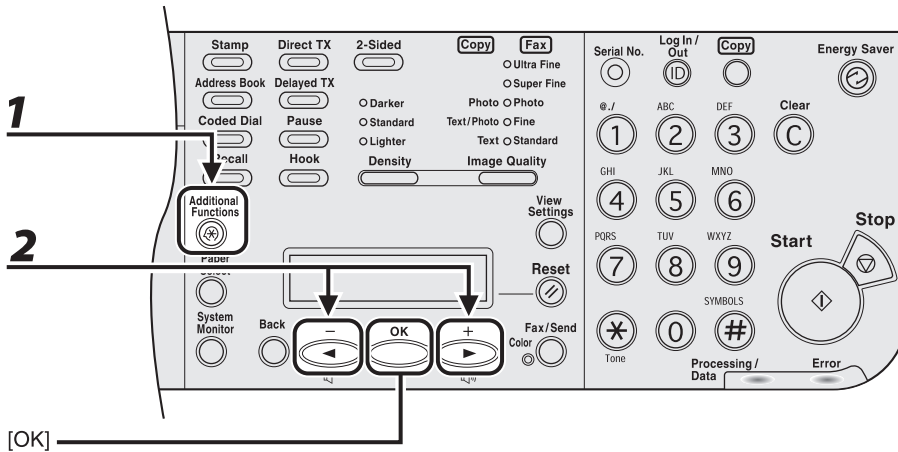
When this setting is enabled, if you are using the LASER CLASS 810, you must specify the original size when copying.



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <COPY SETTINGS>, then press [OK].
- 3** Press [←] or [→] to select <AUTO ZOOM>, then press [OK].
- 4** Press [←] or [→] to select <ON>, then press [OK].
- 5** Press [Stop] to return to the standby mode.

Collate Copy

You can set to copy documents collated into sets arranged in page order. This feature can be used together with "Two-Sided Copying" (see p. 3-9).

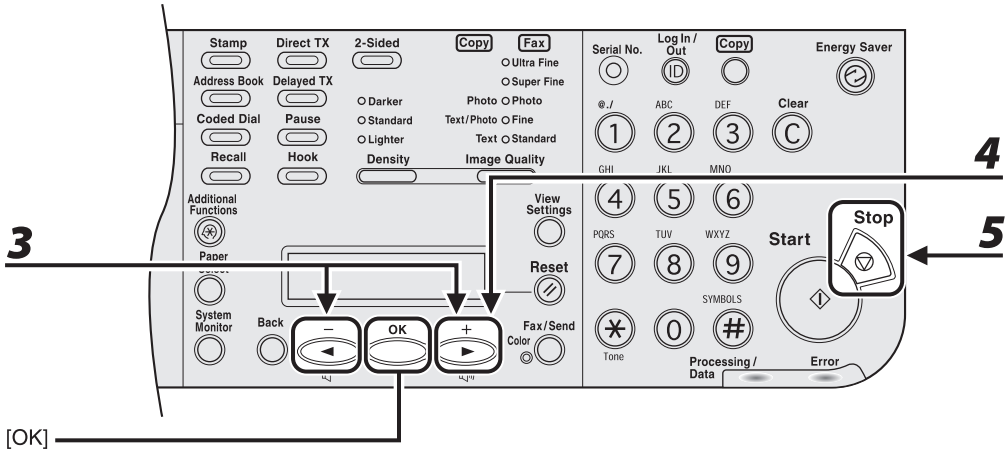


1 Press [Additional Functions].

2 Press [←] or [→] to select <COPY SETTINGS>, then press [OK].

If you want to use the Collate Copying function together with "Two-Sided Copying" (see p. 3-9), proceed to step 3 of "1 to 2-Sided Copying," "2 to 2-Sided Copying," or "2 to 1-Sided Copying."





[OK]

- 3** Press [**←**] or [**→**] to select <COL.>, then press [OK].
- 4** Press [**→**] to select <ON>, then press [OK].
- 5** Press [Stop] to return to the standby mode.

Two-Sided Copying

Two-sided copying enables you to make two-sided copies from one-sided or two-sided documents, or make one-sided copies from two-sided documents. This feature can be used together with “Collate Copy” (see p. 3-7).

 **NOTE**

Paper used to make two-sided copies must conform to the following specifications:

- Paper size: LGL, LTR, and A4
- Paper weight: 17 to 24 lb (64 to 90 g/m²)

1 to 2-Sided Copying

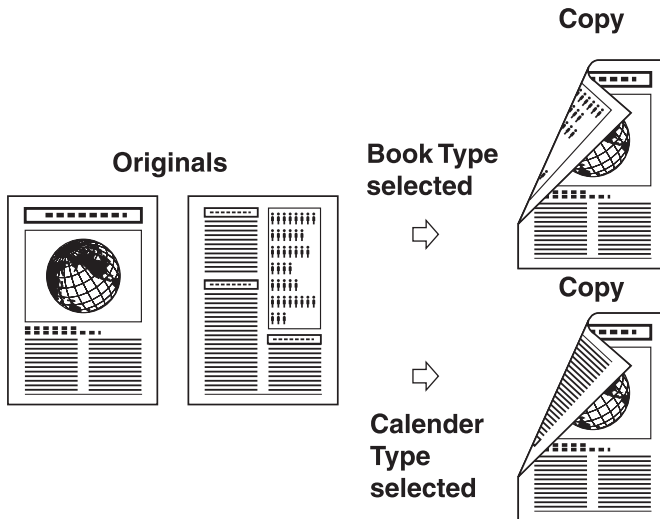
You can make two-sided copies from one-sided documents.

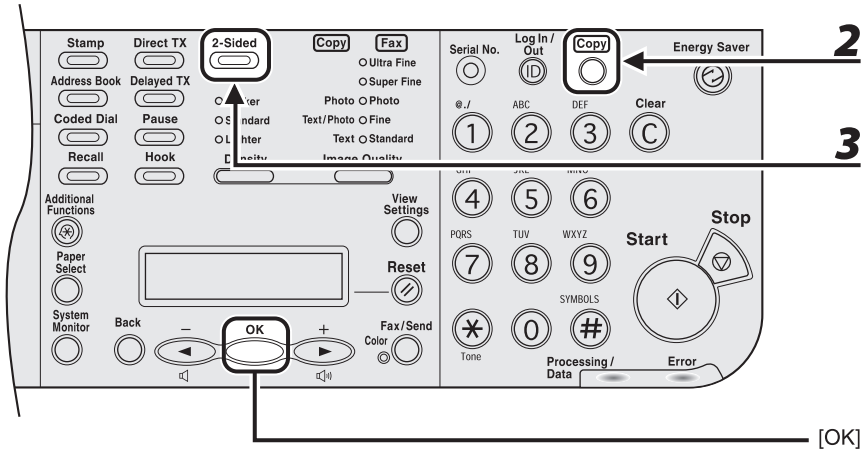
 **NOTE**

The illustrations are the results of the output for the following circumstances.

- If using the LASER CLASS 830i: If the orientation of an image in a document is set vertically
- If using the LASER CLASS 810: If the orientation of an image in a document is set horizontally

1 to 2-Sided Copying



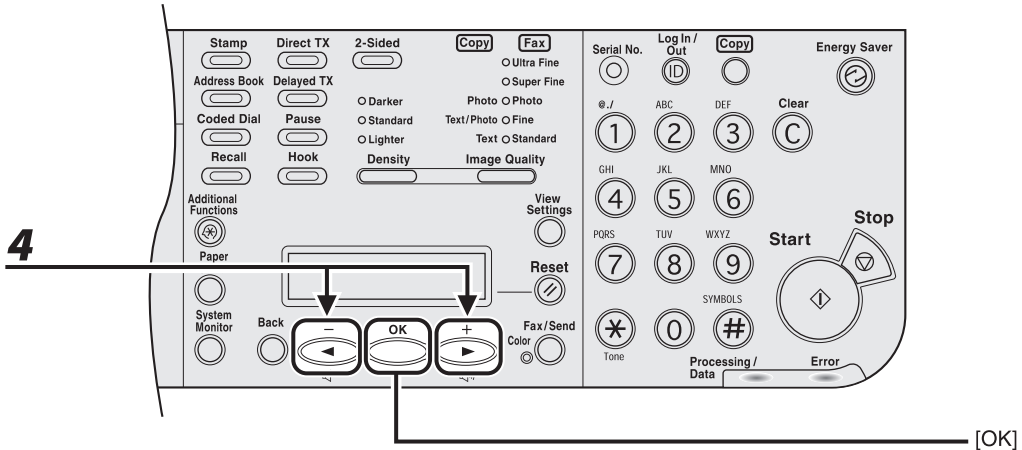


1 Set documents.

2 Press [Copy].

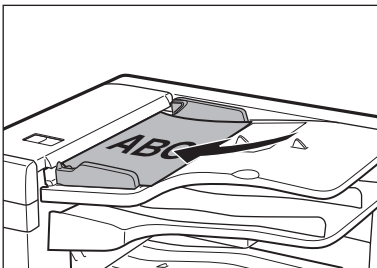
If using the LASER CLASS 810, you can switch to the Copy mode by pressing [Copy/Fax].

3 Press [2-sided] repeatedly to select <1> 2-SIDED>, then press [OK].



4 Press [**←**] or [**+**] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

● If using the LASER CLASS 830i:



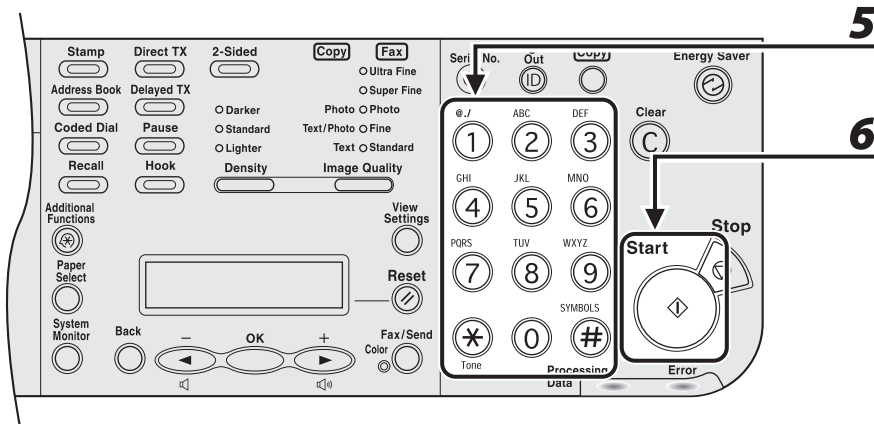
When images in documents are set vertically as illustrated above, the following are the resulting outputs.

<BOOK TYPE>: The front and back sides of the document have the same top-bottom orientations.

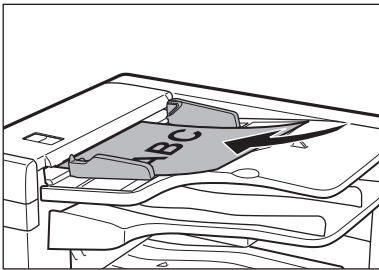
<CALENDAR TYPE>: The front and back sides of the document have opposite top-bottom orientations.

NOTE

When images on 11x17 landscape documents are orientated horizontally, select <BOOK TYPE> if the images on the front and back sides of the copy have opposite orientations. Select <CALENDAR TYPE> if images on the front and back sides of a copy have the same orientations.



● **If using the LASER CLASS 810:**



When images in documents are set horizontally as illustrated above, the following are the resulting outputs.

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

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

 **NOTE**

For landscape originals, such as LTRR documents, with an image set vertically, the front and back sides of the copy will have opposite top-bottom orientations when <BOOK TYPE> is selected. When <CALENDAR TYPE> is selected, the front and back sides of the copy will have the same top-bottom orientations.

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

6 Press [Start].

 **NOTE**

- To cancel all settings, press [Stop].
- When you switch the mode by pressing the mode keys such as [Fax/Send], all settings will be also canceled. If you want to keep the settings as the default, see "Setting Menu," on p. 12-5.
- You can skip step 4. In this case, the machine makes <BOOK TYPE> copies.

2 to 2-Sided Copying

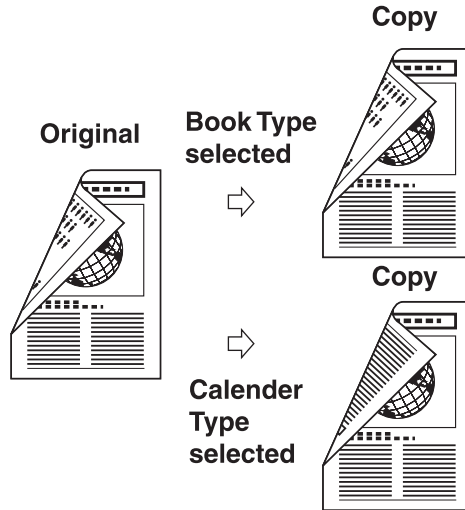
You can make two-sided copies from two-sided documents.

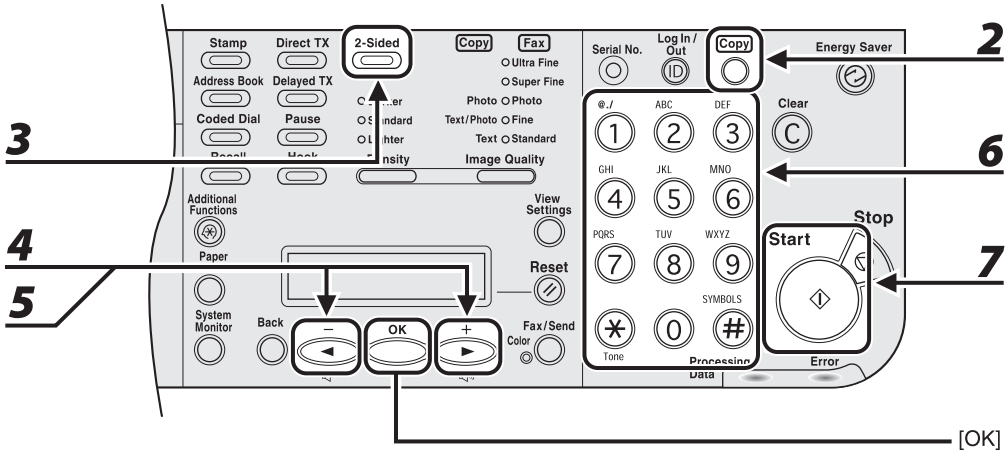
 **NOTE**

The illustrations are the results of the output for the following circumstances.

- If using the LASER CLASS 830i: If the orientation of an image in a document is set vertically
- If using the LASER CLASS 810: If the orientation of an image in a document is set horizontally

2 to 2-Sided Copying





1 Set documents.

2 Press [Copy].

If using the LASER CLASS 810, you can switch to the Copy mode by pressing [Copy/Fax].

3 Press [2-Sided] repeatedly to select <2 > 2-SIDED>, then press [OK].

4 Use [←] or [→] to select <BOOK TYPE> or <CALENDAR TYPE> (for the documents), then press [OK].

<BOOK TYPE>: The front and back sides of the document have the same top-bottom orientation.

<CALENDAR TYPE>: The front and back sides of the document have opposite top-bottom orientations.

5 Use [←] or [→] to select <BOOK TYPE> or <CALENDAR TYPE> (for the copies), then press [OK].

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

7 Press [Start].

To cancel all settings, press [Stop].

2 to 1-Sided Copying

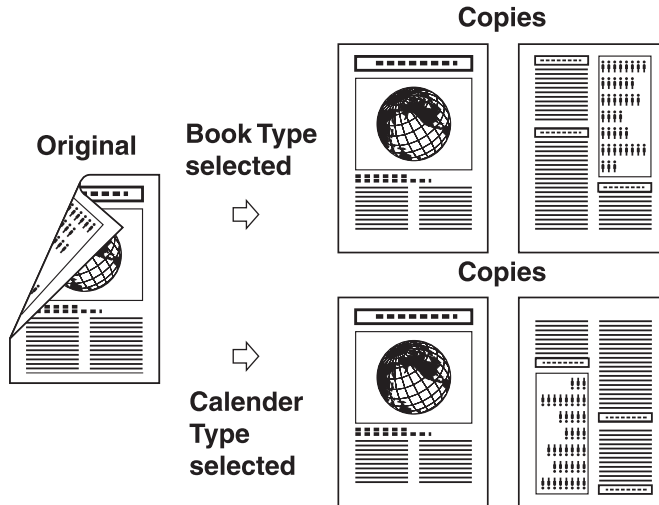
You can make one-sided copies from two-sided documents.

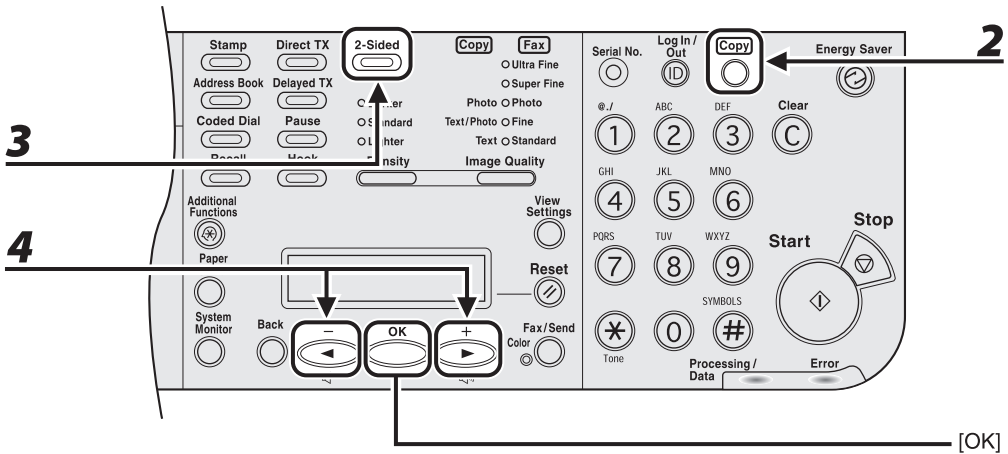
 **NOTE**

The illustrations are the results of the output for the following circumstances.

- If using the LASER CLASS 830i: If the orientation of an image in a document is set vertically
- If using the LASER CLASS 810: If the orientation of an image in a document is set horizontally

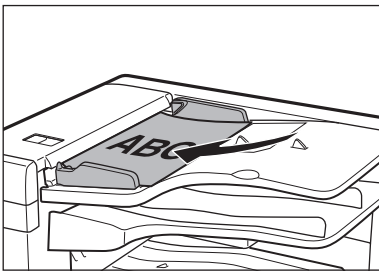
2 to 1-Sided Copying





- 1** Set documents.
- 2** Press [Copy].
- If using the LASER CLASS 810, you can switch to the Copy mode by pressing [Copy/Fax].
- 3** Press [2-Sided] repeatedly to select <2 > 1-SIDED>, then press [OK].
- 4** Use [←] or [→] to select <BOOK TYPE> or <CALENDAR TYPE>, then press [OK].

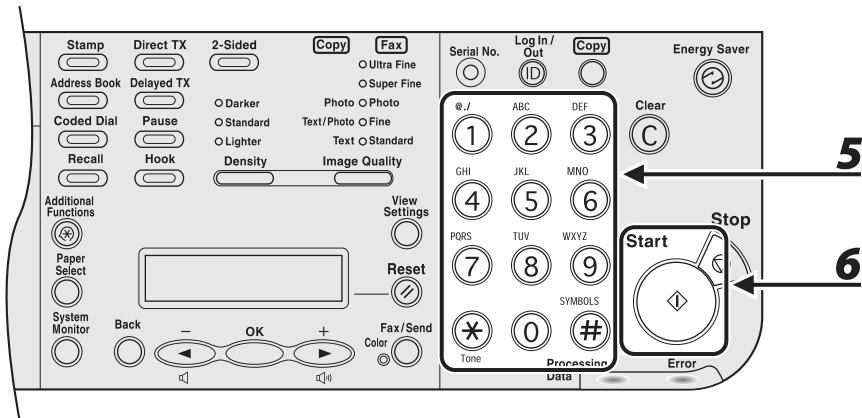
● If using the LASER CLASS 830i:



When images in documents are set vertically as illustrated above, select the desired output.

<BOOK TYPE>: Select if images on the back side of a document have the same top-bottom orientations as the front side of the document.

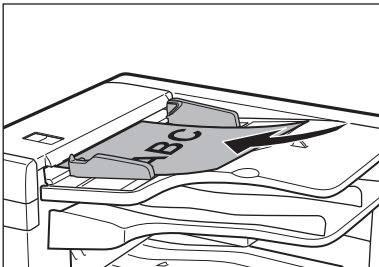
<CALENDAR TYPE>: Select if images on the front and back sides of a document have opposite top-bottom orientations.



NOTE

When images on 11x17 landscape documents are orientated horizontally, select <BOOK TYPE> if the images on the front and back sides of the document have opposite orientations. Select <CALENDAR TYPE> if images on the front and back sides of a document have the same orientations.

● If using the LASER CLASS 810:



When images in documents are set horizontally as illustrated above, select the desired output.
 <BOOK TYPE>: Select if images on the back side of a document have the same top-bottom orientations as the front side of the document.

<CALENDAR TYPE>: Select if images on the front and back sides of a document have opposite top-bottom orientations.

NOTE

For landscape documents, such as LTRR documents, with an image set vertically, the images on the front and back sides of the document will have opposite top-bottom orientations when <BOOK TYPE> is selected. When <CALENDAR TYPE> is selected, the front and back sides of the document will have the same top-bottom orientations.

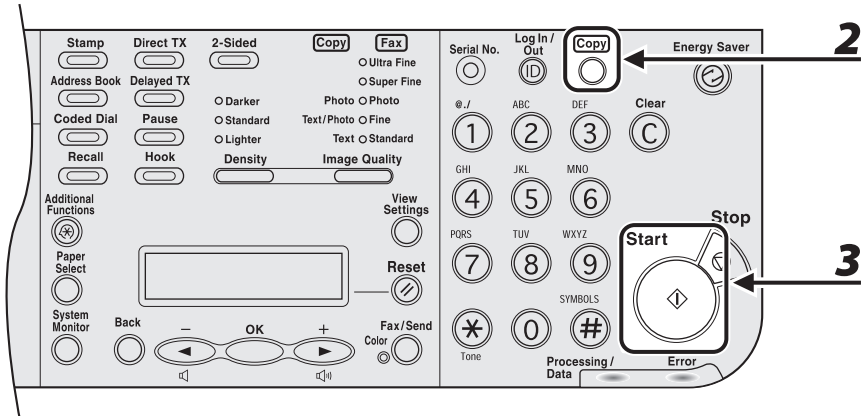
5 Use the numeric keys to enter the desired copy quantity (1 to 99).

6 Press [Start].

To cancel all settings, press [Stop].

Reserved Copy

You can make copy settings and scan documents even if the machine is currently printing. The scanned documents are processed after the current job is complete.



1 Set documents.

2 Press [Copy].

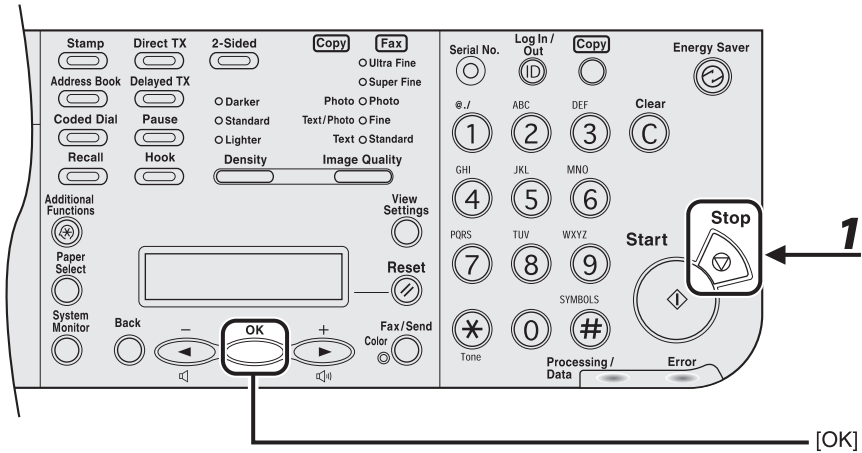
If using the LASER CLASS 810, you can switch to the Copy mode by pressing [Copy/Fax].

3 Set the desired copy mode and quantity (1 to 99), then press [Start].

You can reserve up to 5 copy jobs, with different settings for each job.

Canceling Copy Jobs

Cancel an ongoing job as follows.



[OK]

1 Press [Stop].

2 When the <STOP KEY PRESSED> message appears, press [OK].

```
STOP KEY PRESSED
PRESS OK KEY
```

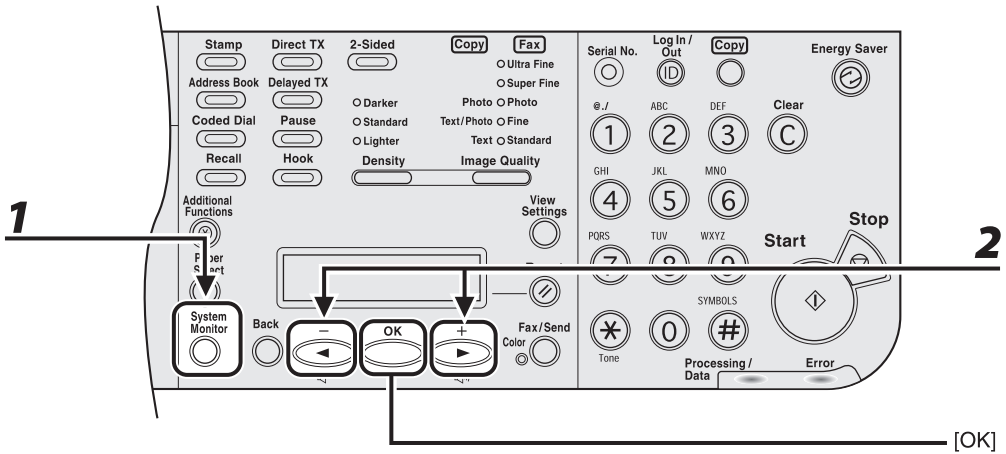
When the <CANCEL?> message appears, press [◀—] to select <YES>.

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

Checking and Deleting Jobs

System monitor enables you to monitor the status of the copy jobs currently being processed.

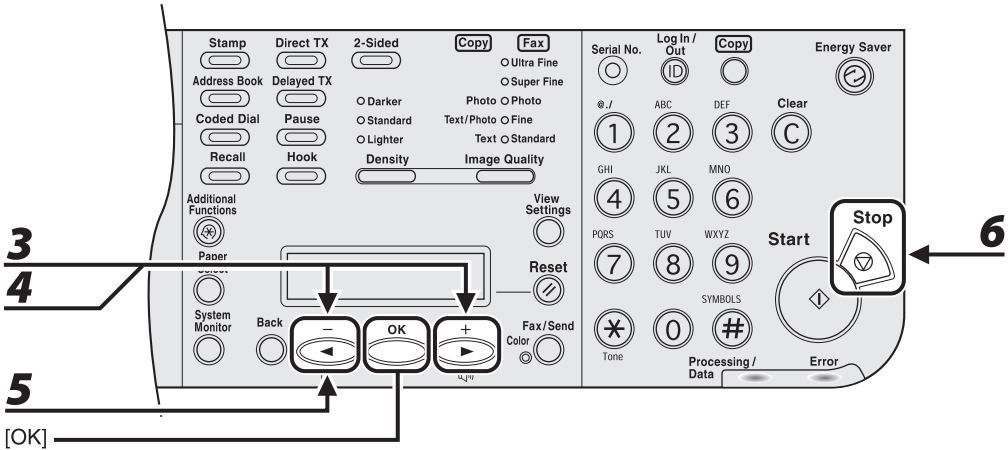
Checking and Deleting Copy Jobs



1 Press [System Monitor] repeatedly to select <COPY STATUS>, then press [OK].

2 Press [←] or [→] to scroll through the job list, and check the status of the copy jobs.

If you want to delete the job, go to step 3. Otherwise, press [Stop] to return to the standby mode.



- 3** Press [←] or [→] to select the desired job, then press [OK].
- 4** Press [←] or [→] to select <CANCEL>, then press [OK].
- 5** Press [←] to select <YES>.

If you do not want to cancel the job, press [→] to select <NO>.
- 6** Press [Stop] to return to the standby mode.



4 Sending Documents

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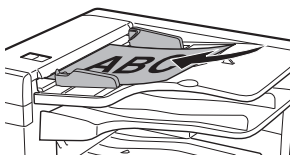
Basic Sending Method

Follow this procedure to send faxes, e-mails and I-faxes, or to send documents to a file server (For the LASER CLASS 810, only the Fax mode is available.).

For network connection, see "Set the Machine for Network Usage," in the Starter Guide.

For advanced sending features, see Reference Guide > Send/Receive.

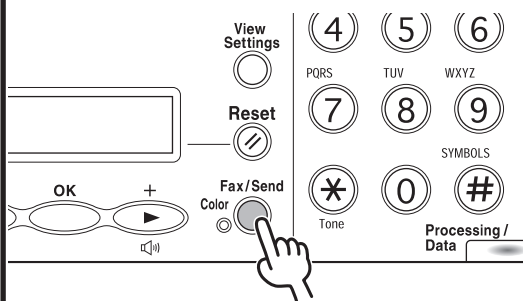
1 Set a Document



Load the document in the ADF.

For documents you can send, see "Document Requirements," on p. 2-2.

2 Select the Sending Method



Press [Fax/Send] repeatedly to select the sending method, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

NOTE

When sending color images, always specify the sending method before specifying the destination.

What if...

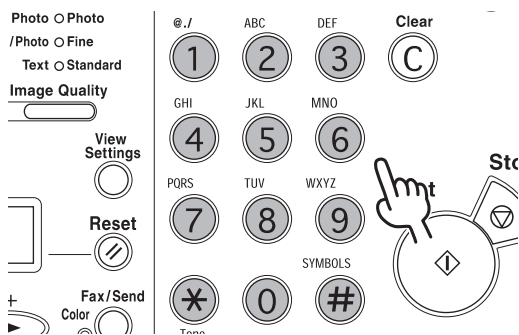
● You want to send document to a file server:

You can specify the file server addresses only with one-touch keys, coded dial codes, or [Address Book] key. See "Specifying Destinations," on p. 4-44.

● You want to adjust the image quality and density :

See "Scan Settings," on p. 4-5.

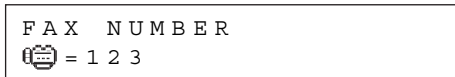
3 Specify the Destination



Specify the fax number or e-mail, I-fax address with the numeric keys.

You can also specify the fax number or e-mail addresses with one-touch keys, coded dial codes, or [Address Book] key. (See "Specifying Destinations," on p. 4-44.)

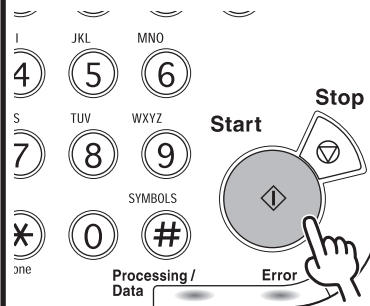
Ex.



What if...

- **You enter a wrong number when specifying a fax number:**
Go back to the wrong digit with [←].
- **You enter a wrong character when specifying an e-mail or I-fax address:**
Go back to the wrong character with [←], then press [Clear]. Or press and hold [Clear] to delete the entire entry.

4 Send the Document



Press [Start].

What if...

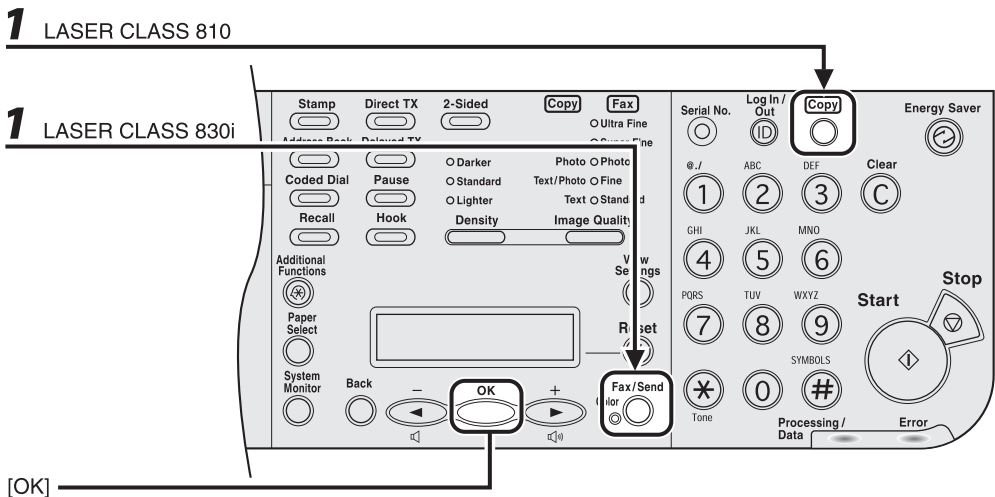
- **You want to cancel sending:**
Press [Stop] on the operation panel.
When the <STOP KEY PRESSED> message appears, press [OK].
When the <CANCEL?> message appears, select <YES> with [←].
- **If <ORIGINAL SIZE> is displayed after you press [Start]:**
Press [←] or [→] to specify the original size.

Scan Settings

You can adjust the image quality (Fax) and density of the document you send. The higher image quality you set, the better the output will be, but the longer the transmission will take.

When you send e-mail, I-fax or send documents to a file server, you can optionally set the file format, if multiple images are sent as separate files or a single file, resolution, and original type according to the type of document you are sending (LASER CLASS 830i Only). (See "Send Settings (E-Mail/I-Fax/File Server) (LASER CLASS 830i Only)," on p. 4-8.)

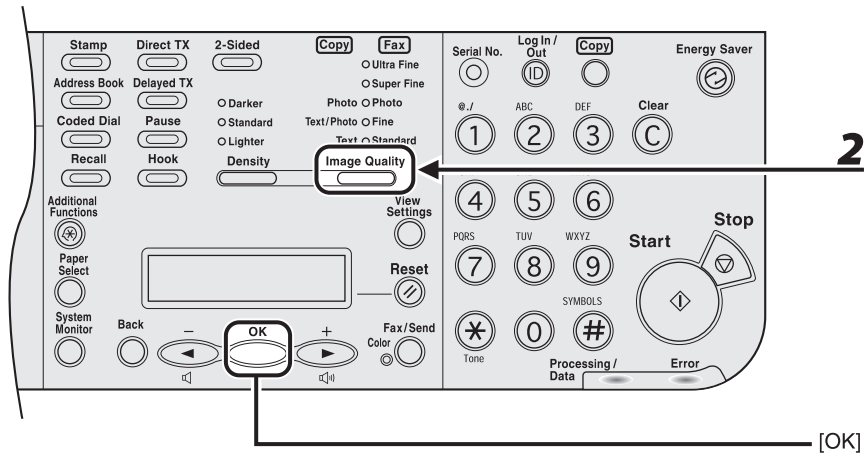
Image Quality (Fax)



1 Press [Fax/Send] to select <FAX>, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].





2 Press [Image Quality] repeatedly to select the resolution, then press [OK].

- <Ultra Fine>: for documents that contain fine print and images (the resolution is eight times that of <Standard>). (400 x 400 dpi)
- <Super Fine>: for documents that contain fine print and images (the resolution is four times that of <Standard>). (200 x 400 dpi)
- <Photo>: for documents that contain photographs (the resolution is twice that of <Standard>). (200 x 200 dpi)
- <Fine>: for fine-print documents (the resolution is twice that of <Standard>). (200 x 200 dpi)
- <Standard>: for most text-only documents. (200 x 100 dpi)

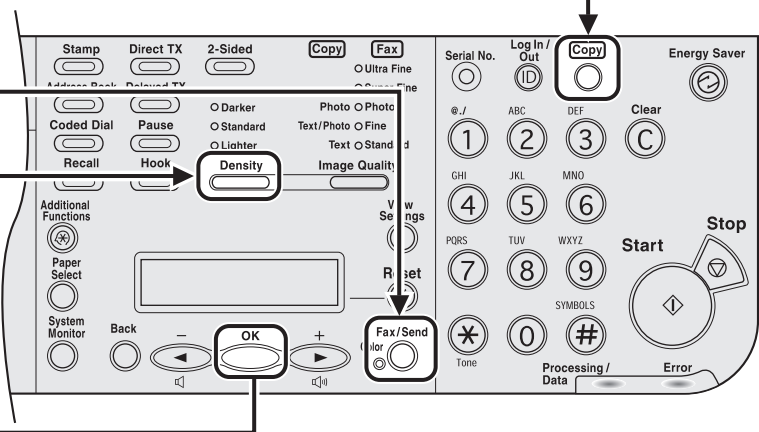
Density

1 LASER CLASS 810

1 LASER CLASS 830i

2

[OK]



1 Press [Fax/Send] repeatedly to select the sending method, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

2 Press [Density] repeatedly to select the density.

<Darker>: to make light documents darker.

<Standard>: Suitable for copying regular originals.

<Lighter>: to make dark documents lighter.

 **NOTE**

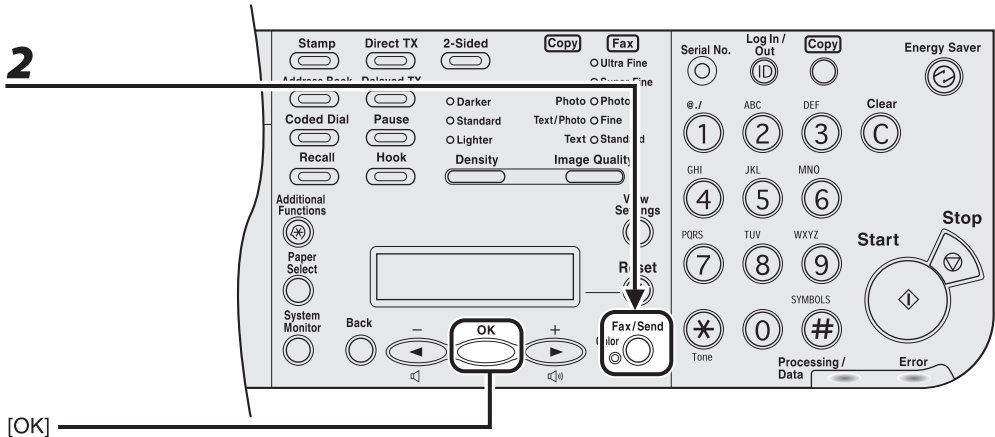
These settings return to the default values after all documents are scanned. If you want to keep the settings, set the density as following;

[Additional Functions] → <TX/RX SETTINGS> → <TX/RX COMMON SET.> → <TX SETTINGS> → <SCANNING DENSITY> (See "Setting Menu," on p. 12-5.)



Send Settings (E-Mail/I-Fax/File Server) (LASER CLASS 830i Only)

You can optionally set the file format, if multiple images are sent as separate files or a single file, resolution, and original type after specifying the e-mail or file server address.



1 Set documents.

2 Press [Fax/Send] repeatedly to select the sending method, then press [OK].

To send documents to a file server, select any sending method.

NOTE

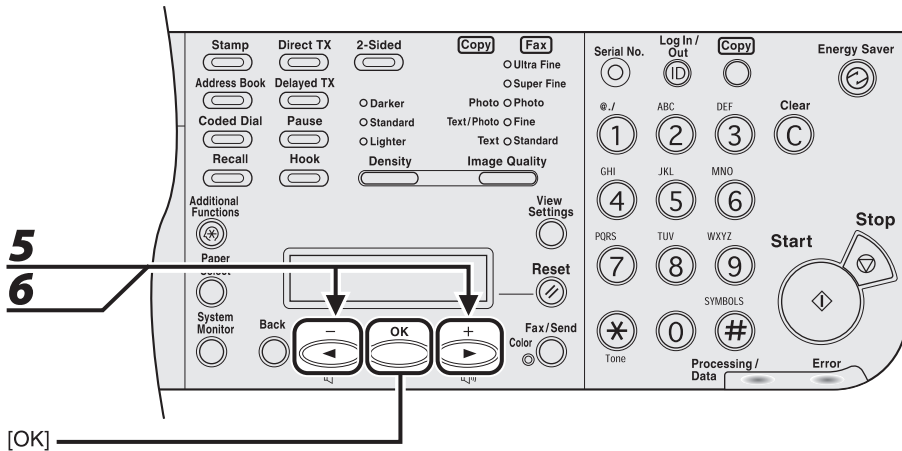
- If you want to send color images to a file server or attached to an e-mail message, select <E-MAIL: COLOR> as a sending method.
- When sending color images, always specify the sending method before specifying the destination.

3 Specify the destination.

For instructions on specifying destinations, see "Specifying Destinations," on p. 4-44.

NOTE

You can specify the file server addresses only with one-touch keys, coded dial codes, or [Address Book].



4 Press [OK] repeatedly until <FILE FORMAT> is displayed.

5 Press [←] or [→] to select the file format, then press [OK].

E-mail (B&W): <PDF>, <TIFF (B&W)>

E-mail (Color): <JPEG>, <PDF (COMPACT)>

File server (B&W): <PDF>, <TIFF (B&W)>

File server (Color): <JPEG>, <PDF (COMPACT)>

6 Press [←] or [→] to select <ON> or <OFF> for <DIVIDE INTO PAGES>, then press [OK].

<OFF>: Sends multiple images as a single file without dividing them.

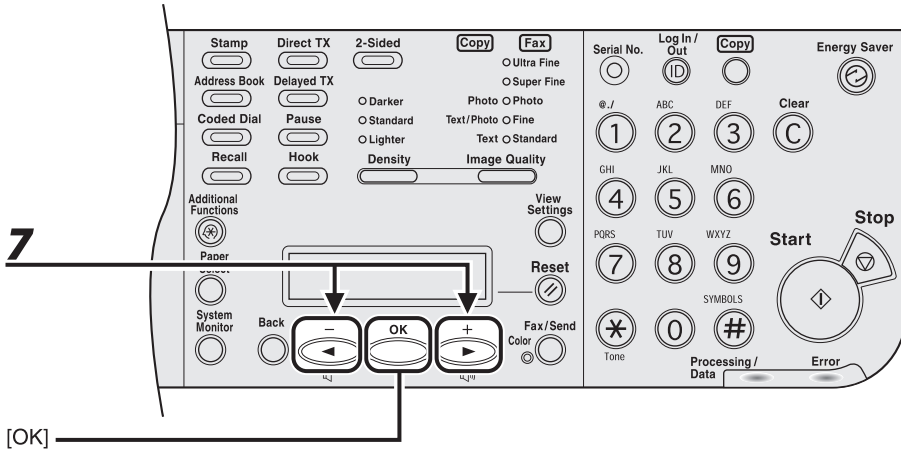
<ON>: Separates multiple images and send them as separate files

NOTE

If you have selected <JPEG> in step 5, this setting is not available.

<DIVIDE INTO PAGES> is automatically set to <ON> when sending documents in JPEG format.





7 Press [←] or [→] to select the resolution, then press [OK].

E-mail (B&W): <200X200dpi>, <300X300dpi>, <400X400dpi>, <600X600dpi>, <150X150dpi>, <200X100dpi>

E-mail (Color): <200X200dpi>, <300X300dpi>, <100X100dpi>, <150X150dpi>

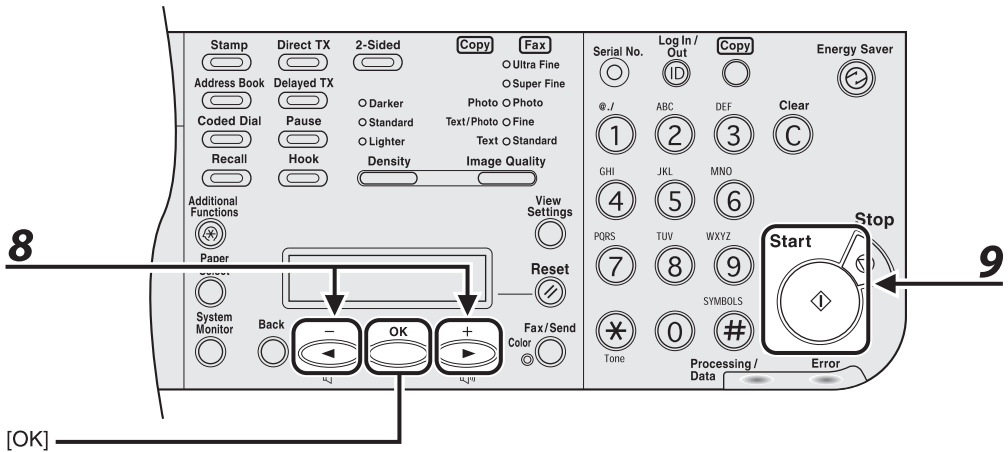
I-fax: <200X200dpi>, <200X100dpi>

File server (B&W): <200X200dpi>, <300X300dpi>, <400X400dpi>, <600X600dpi>, <150X150dpi>, <200X100dpi>

File server (Color): <200X200dpi>, <300X300dpi>, <100X100dpi>, <150X150dpi>

NOTE

If <PDF (COMPACT)> is selected as the file format, only <300X300dpi> can be selected for sending color images attached to an e-mail message.



8 Press [←] or [→] to select the original type, then press [OK].

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

<TEXT>: For text documents.

<PHOTO>: For documents that contain fine text or photos.

NOTE

If you have selected <PDF (COMPACT)> as the file format in step 5, the original type is automatically set to <TEXT/PHOTO>. Skip to step 9.

9 Press [Start].

NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.
- You can set the document's name, a subject line, message body text, and reply-to address, and e-mail priority common to all sending jobs. For instructions, see Reference Guide > Send/Receive.



Storing/Editing Address Book

This machine provides you with various ways to specify the destination besides using the numeric keys. You can register fax numbers, e-mail addresses and file server addressed to the Address Book. Once you have registered destinations using these functions, you can specify the destinations by simply pressing one or a combination of keys:

- **Using One-Touch Keys (p. 4-44)**

You can specify destinations by pressing one-touch keys. You can register up to 80 one-touch keys, including group addresses.

- **Using Coded Dial Codes (p. 4-46)**

You can specify destinations by pressing [Coded Dial] followed by three-digit code. You can register up to 120 (LASER CLASS 810)/420 (LASER CLASS 830i) coded dial codes, including group addresses.

- **Using Group Addresses (p. 4-48)**

You can specify groups of destinations registered in one-touch keys and coded dial codes. You can register up to 199 (LASER CLASS 810)/499 (LASER CLASS 830i) destinations in a group.

- **Using Address Book Key (p. 4-50)**

You can specify destinations by pressing [Address Book] and searching a destination from Address Book.

- **Using Favorites Buttons (LASER CLASS 830i Only) (p. 4-54)**

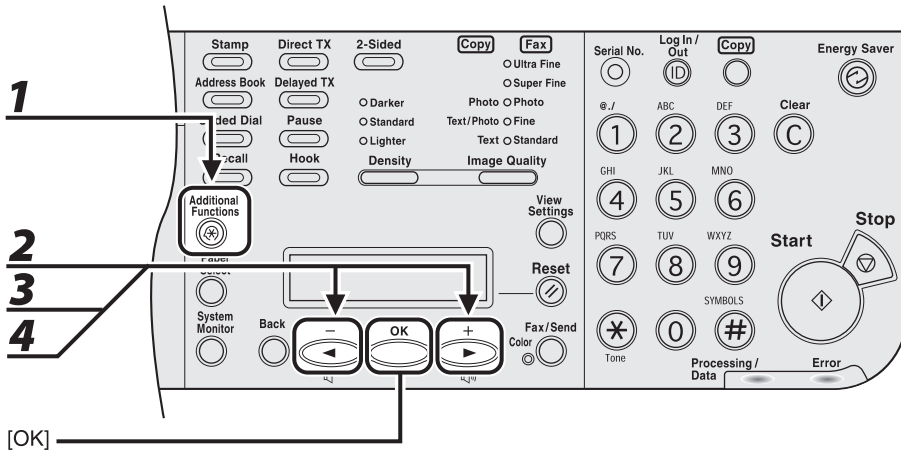
You can register a destination together with any possible combination of send settings in a favorites button. One-touch keys 01 to 04 can be registered as favorites buttons.

- **NOTE**

- Depending on the number of destinations registered, after the main power switch is turned ON, you may not be able to perform operations using the operation panel when the standby display appears. If this happens, wait until the machine responds to the key operations.
- If <ADD. BOOK PASSWORD> is set in <SYSTEM SETTINGS>, you must enter your password to enter <ADDRESS BOOK SET.> menu. Enter the password with the numeric keys, then press [OK].
- To send documents to a file server, the file server addresses must be registered in one-touch keys or coded dial codes.
- Destinations stored in the Address Book can be exported to your computer as a file, which can be imported into the machine. For information on exporting the Address Book, see Reference Guide > Settings/Management from a PC > Import/Export Function.
- For easy reference, print out the list of recipients registered in one-touch keys or coded dial codes. (See "REPORT SETTINGS," on p. 12-34.)

Storing/Editing One-Touch Keys/Coded Dial Codes

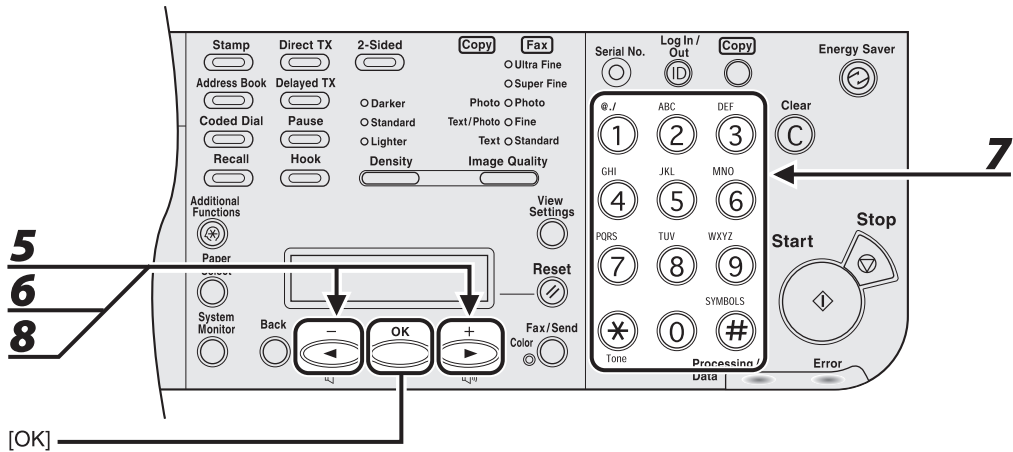
● Registering Fax Numbers



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [→] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- 4** Press [←] or [→] to select a one-touch key (01 to 80) or coded dial code (LASER CLASS 810: 000 to 119, LASER CLASS 830i: 000 to 419) for which you want to register the fax number, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.



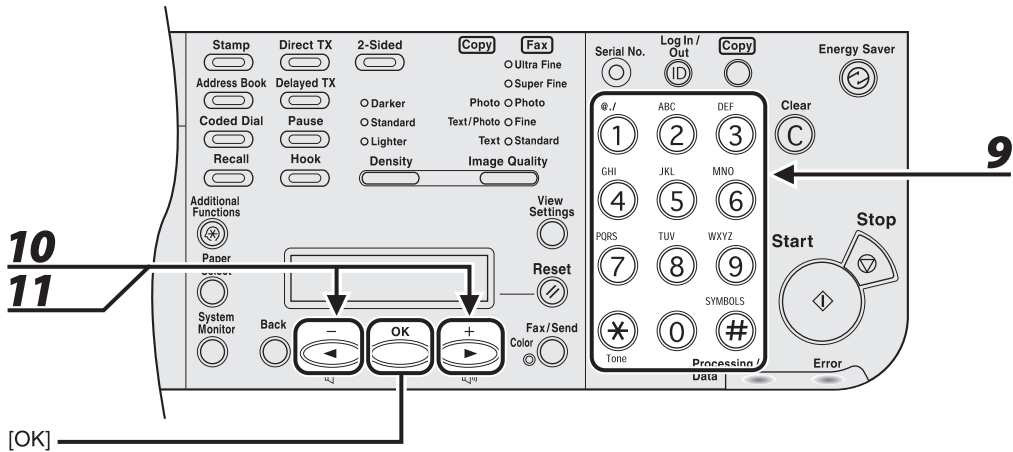


- 5** Press [**←**] or [**→**] to select <FAX>, then press [OK].
- 6** Press [**←**] or [**→**] to select <TEL NUMBER ENTRY>, then press [OK].
- 7** Enter the fax number you register (max. 120 digits, including spaces and pauses) with the numeric keys, then press [OK].

Ex.

TEL NUMBER ENTRY 0 1 2 X X X X X X X _

- 8** Press [**←**] or [**→**] to select <NAME>, then press [OK].



9 Enter the destination name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

If you want to specify the following optional settings (<LONG DISTANCE>, <TX SPEED>, and <ECM>) for the fax number you are registering, proceed to the next step.

If you do not need to set these options, skip to step 18.

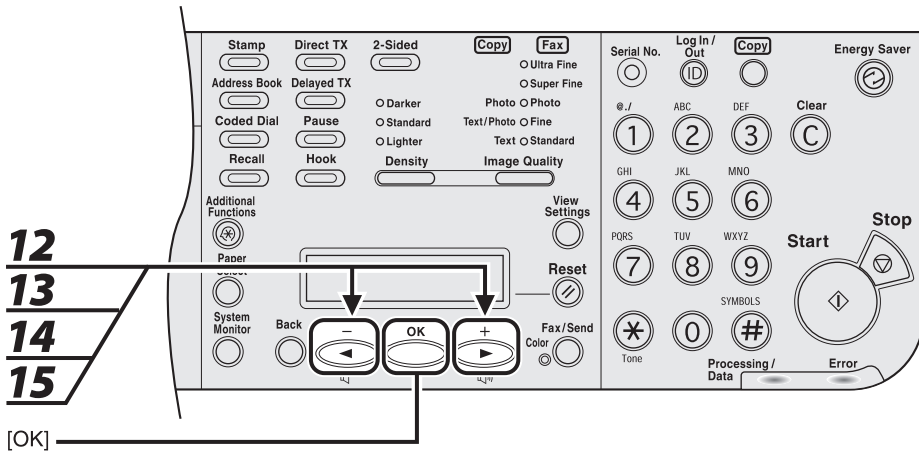
Ex.

N	A	M	E	:	a
C	a	<u>n</u>			

10 Press [◀] or [▶] to select <OPTIONAL SETTING>, then press [OK].

11 Press [◀] or [▶] to select <ON>, then press [OK].





12 Press [**←**] or [**→**] to select <ECM>, then press [OK].

13 Press [**←**] or [**→**] to select <ON> to reduce system and line errors while sending to or receiving from other machines that support ECM, then press [OK].

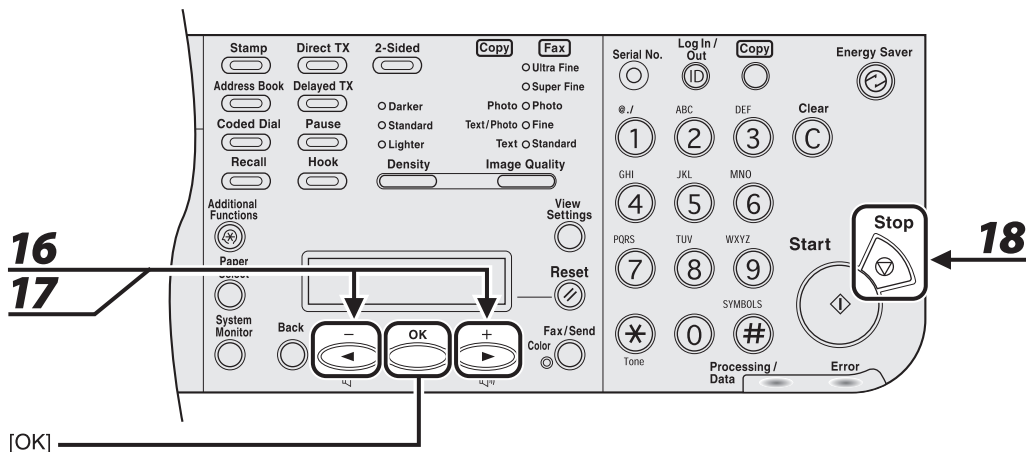
To register another one-touch key or coded dial code, repeat the procedure from step 4.

14 Press [**←**] or [**→**] to select <TX SPEED>, then press [OK].

15 Press [**←**] or [**→**] to select the sending speed (33600 bps, 14400 bps, 9600 bps, or 4800 bps), then press [OK].

 **NOTE**

If transmission errors occur frequently, lower the speed.



16 Press [**←**] or [**→**] to select <LONG DISTANCE>, then press [OK].

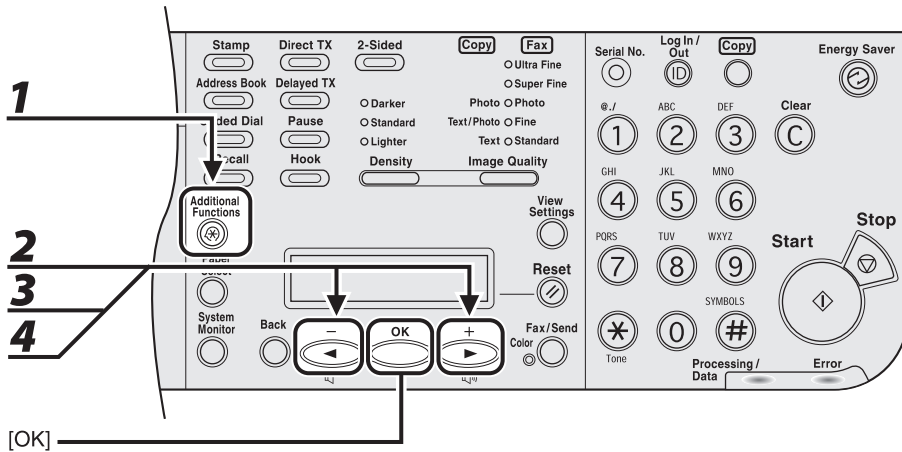
17 Press [**←**] or [**→**] to select the most effective transmission option, then press [OK].

<DOMESTIC>: Normally select this option.

<LONG DISTANCE 1-3>: Select one of these options when you make an international call. If errors occur during fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.

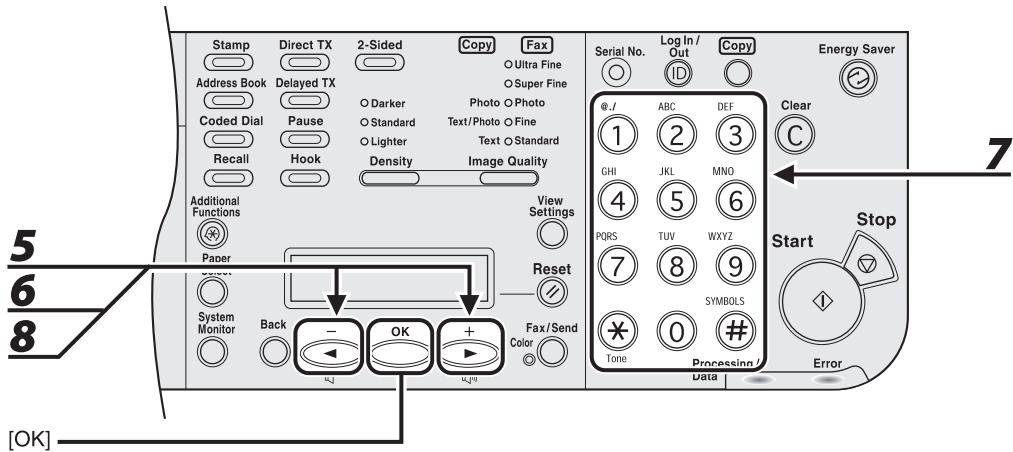
18 Press [Stop] to return to the standby mode.

● Registering E-Mail/I-Fax Addresses (LASER CLASS 830i Only)



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [→] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].
- 4** Press [←] or [→] to select a one-touch key (01 to 80) or coded dial code (LASER CLASS 810: 000 to 119, LASER CLASS 830i: 000 to 419) for which you want to register the address, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.



- 5** Press [**←**] or [**→**] to select <E-MAIL> or <I-FAX>, then press [OK].
- 6** Press [**←**] or [**→**] to select <E-MAIL ADDRESS> or <I-FAX ADDRESS>, then press [OK].
- 7** Enter the address you register (max. 120 digits) with the numeric keys, then press [OK].

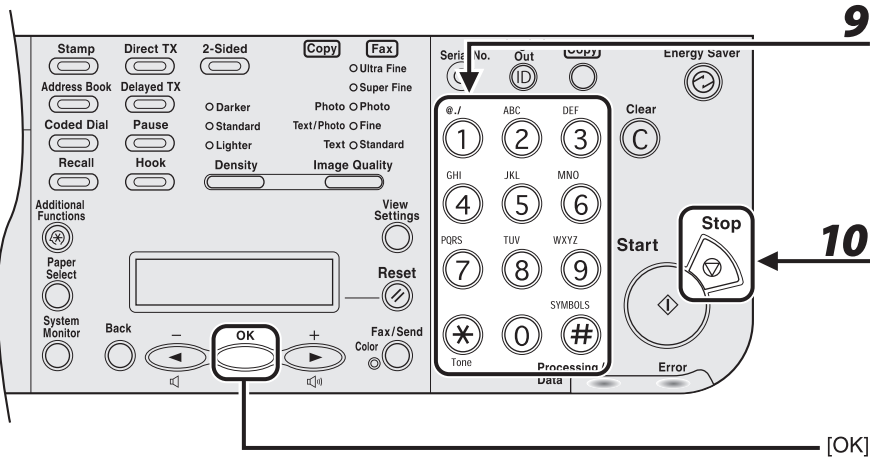
To register another one-touch key or coded dial code, repeat the procedure from step 4.

Ex.

E - M A I L A D D R E S S	: a
s a l e s @ X X X . c o m	

- 8** Press [**←**] or [**→**] to select <NAME>, then press [OK].





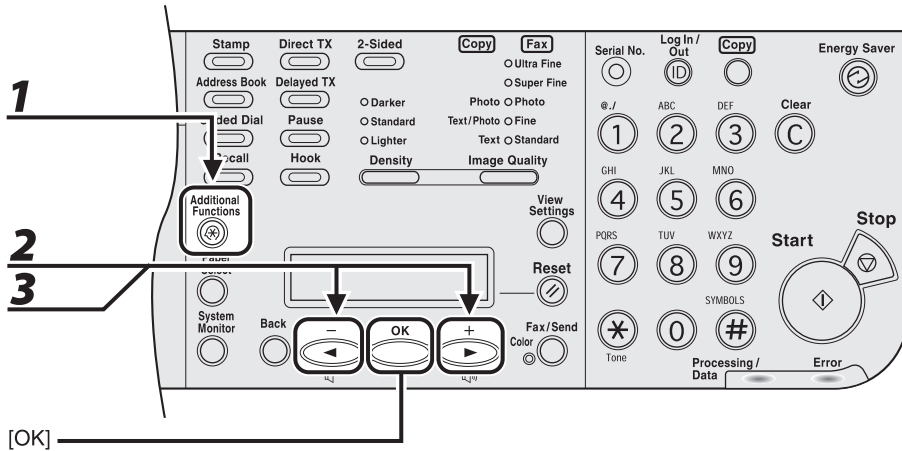
9 Enter the destination name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

Ex.

N A M E : a C a n

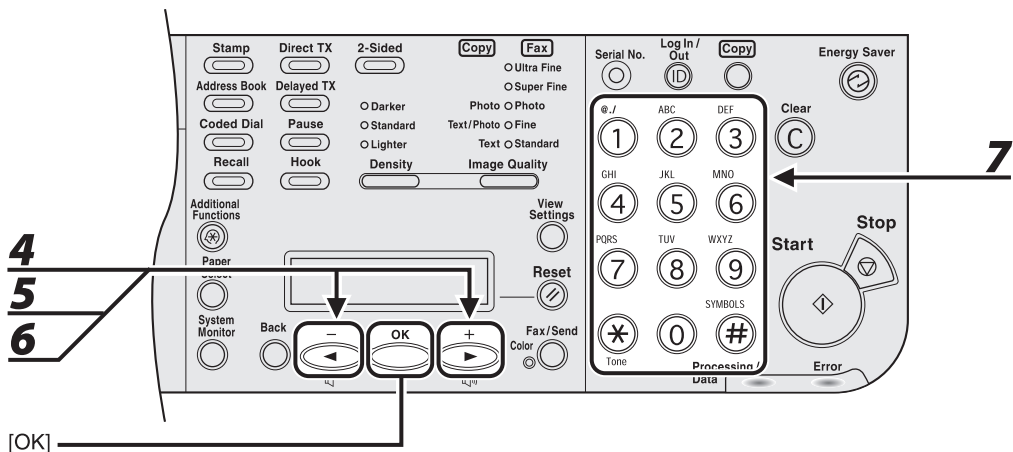
10 Press [Stop] to return to the standby mode.

● Registering File Server Addresses (LASER CLASS 830i Only)



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [→] to select <1-TOUCH SPD DIAL> or <CODED SPD DIAL>, then press [OK].





- 4** Press [**←**] or [**→**] to select a one-touch key (01 to 80) or coded dial code (LASER CLASS 810: 000 to 119, LASER CLASS 830i: 000 to 419) for which you want to register the address, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.

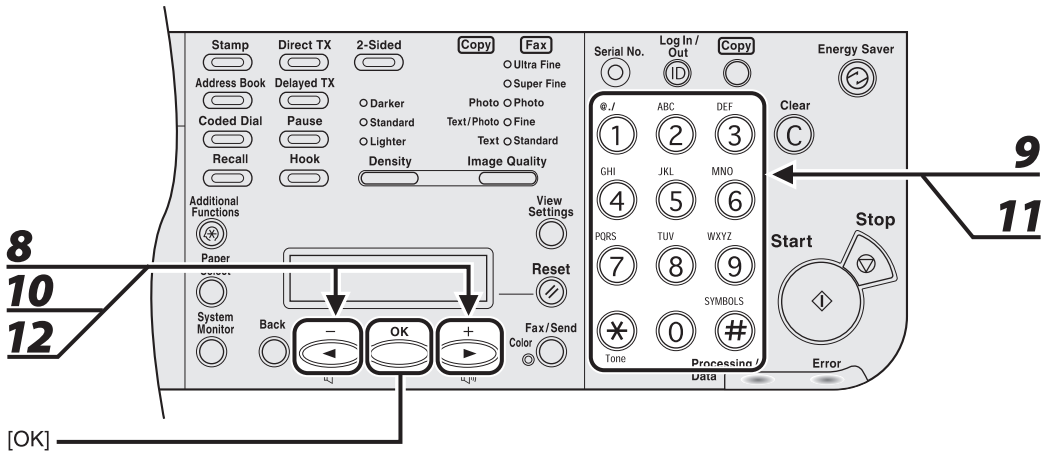
- 5** Press [**←**] or [**→**] to select <the server protocol (<FTP> or <SMB>)>, then press [OK].

- 6** Press [**←**] or [**→**] to select <HOST NAME>, then press [OK].

- 7** Use the numeric keys to enter the name of the file server on the network (up to 120 characters), then press [OK].

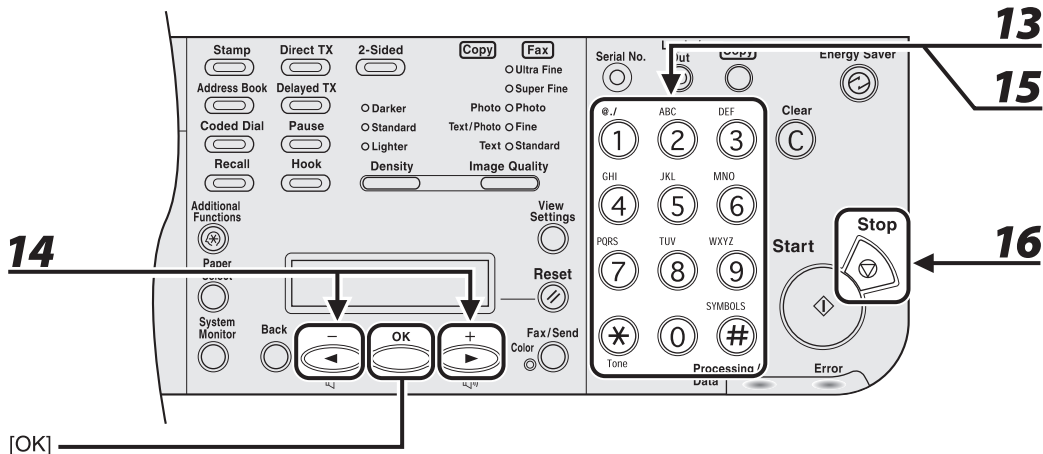
Ex.

HOST NAME	: 1
canon01_	



- 8** Press [**←**] or [**+ ▶**] to select <NAME>, then press [OK].
- 9** Use the numeric keys to enter the destination's name (up to 16 characters), then press [OK].
- 10** Press [**←**] or [**+ ▶**] to select <FILE PATH>, then press [OK].
- 11** Use the numeric keys to specify the folder to which the job is to be sent (up to 120 characters), then press [OK].
- 12** Press [**←**] or [**+ ▶**] to select <LOGIN NAME>, then press [OK].





13 Use the numeric keys to enter the login name, then press [OK].

You can enter up to 24 characters for the login name.

14 Press [◀] or [▶] to select <PASSWORD>, then press [OK].

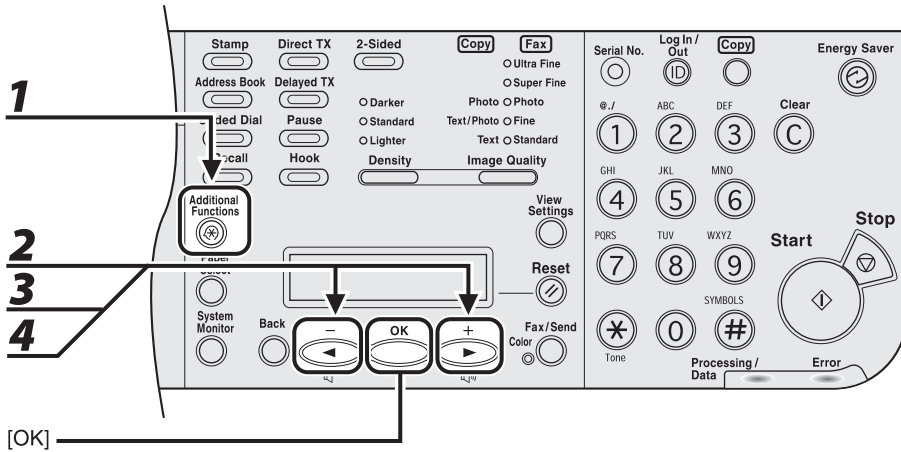
15 Use the numeric keys to enter the password, then press [OK].

You can enter up to 24 characters (14 characters when <SMB> is selected as the server protocol) for the password.

To register another one-touch key or coded dial code, repeat the procedure from step 4.

16 Press [Stop] to return to the standby mode.

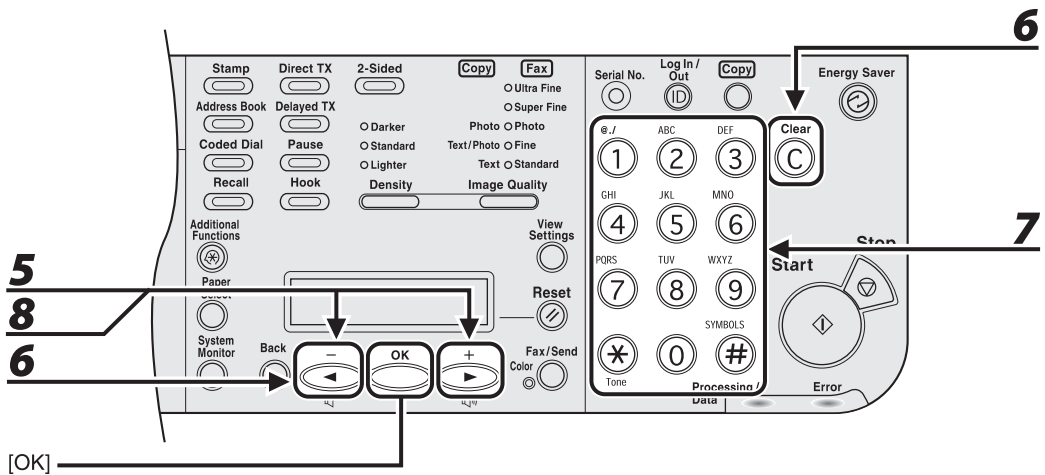
● Editing One-Touch Keys/Coded Dial Codes



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<ADDRESS BOOK SET.>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<1-TOUCH SPD DIAL>** or **<CODED SPD DIAL>**, then press **[OK]**.
- 4** Press **[←]** or **[→]** to select the one-touch key (01 to 80) or coded dial code (LASER CLASS 810: 000 to 119, LASER CLASS 830i: 000 to 419) you want to edit, then press **[OK]**.

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed three-digit code.





- 5** Press [**←**] or [**→**] to select <TEL NUMBER ENTRY> or <E-MAIL ADDRESS>, then press [OK].

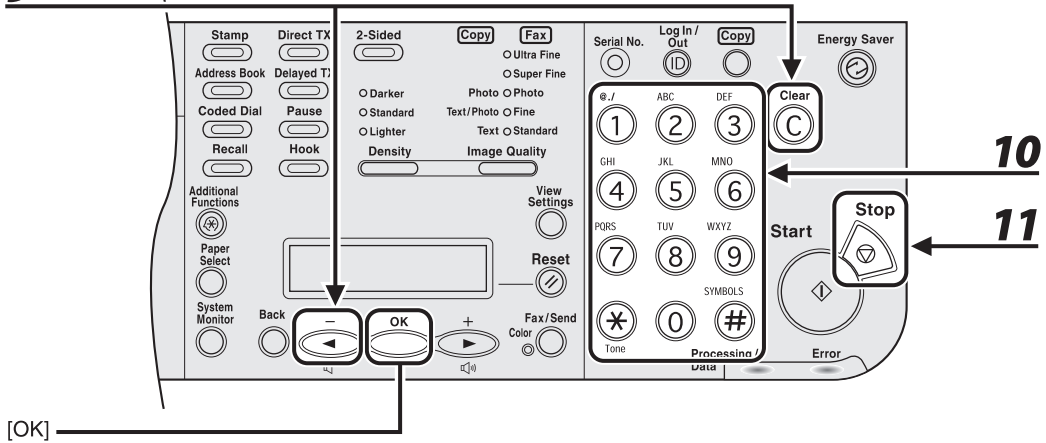
You can edit <HOST NAME>, <NAME>, <FILE PATH>, <LOGIN NAME>, and <PASSWORD> when you edit file server addresses.

- 6** Go back to the wrong digit with [**←**] when you edit a fax number. Or press [**←**] repeatedly to go back to a wrong number or character, then press [Clear] when you edit an e-mail or I-fax address.

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

- 7** Enter a new number or character with the numeric keys, then press [OK].

- 8** Press [**←**] or [**→**] to select <NAME>, then press [OK].

9

[OK]

- 9** Press [**←**] repeatedly to go back to the character you want to change, then press [**Clear**].

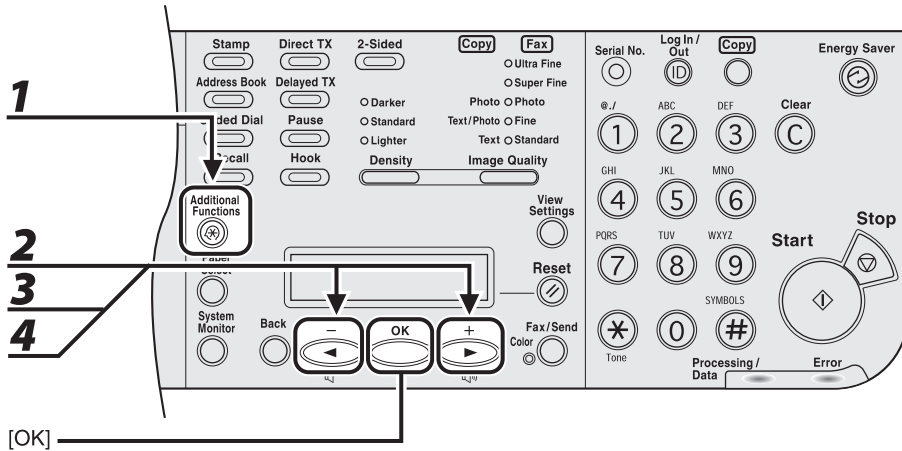
To delete the entire entry, press and hold [**Clear**].

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

If you are editing a one-touch key or coded dial code under which a fax number is registered, you can also change the optional settings. For instructions, see “Registering Fax Numbers,” on p. 4-13.

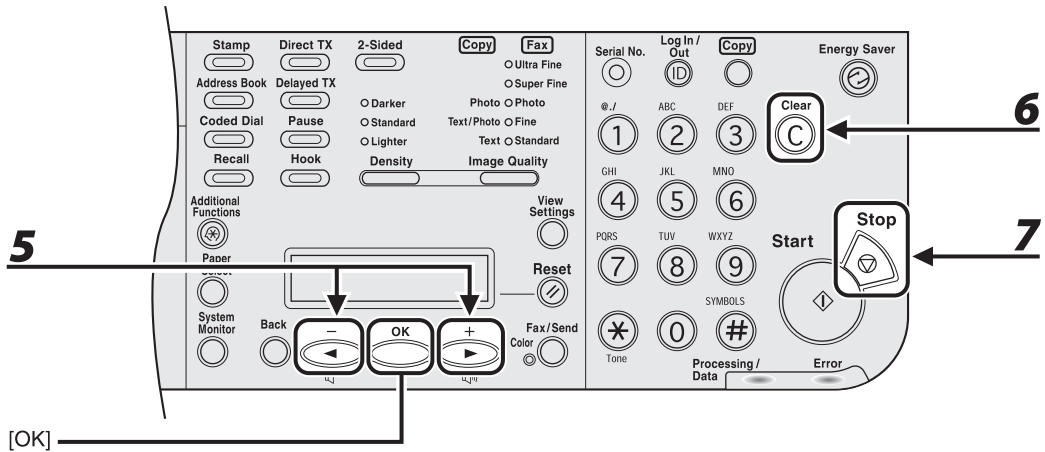
- 11** Press [**Stop**] to return to the standby mode.


● Deleting One-Touch Keys/Coded Dial Codes



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<ADDRESS BOOK SET.>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<1-TOUCH SPD DIAL>** or **<CODED SPD DIAL>**, then press **[OK]**.
- 4** Press **[←]** or **[→]** to select the one-touch key (01 to 80) or coded dial code (LASER CLASS 810: 000 to 119, LASER CLASS 830i: 000 to 419) you want to delete, then press **[OK]**.

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.

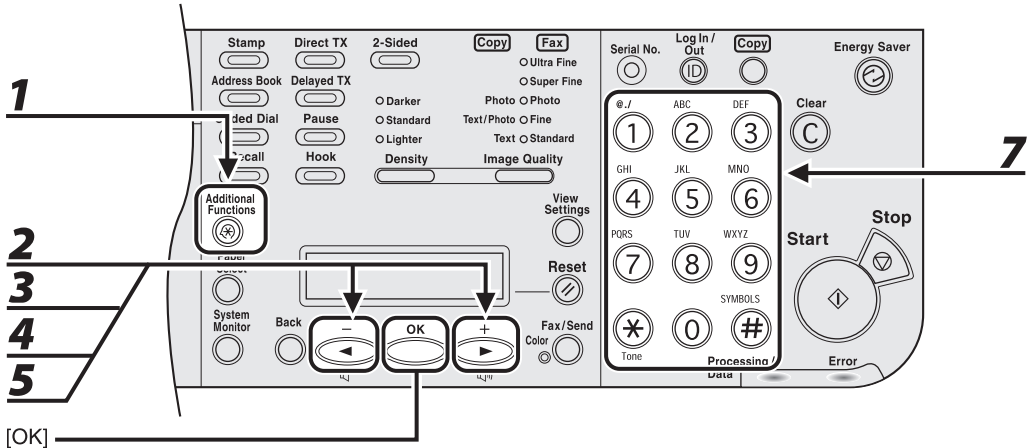


- 5** Press [←] or [→] to select <TEL NUMBER ENTRY>, <E-MAIL ADDRESS> or <HOST NAME>, then press [OK].
- 6** Press and hold [Clear] to delete the entire entry, then press [OK].
 -  **NOTE**
If you delete the fax number, e-mail address or file server address, the registered name is cleared automatically.
- 7** Press [Stop] to return to the standby mode.

Storing Favorites Buttons (LASER CLASS 830i Only)

You can register a destination together with any possible combination of send settings in a favorites button. One-touch keys 01 to 04 can be registered as favorites buttons.

● Registering a Fax Number



1 Press [Additional Functions].

2 Press [←] or [→] to select <ADDRESS BOOK SET.>, then press [OK].

If a password has been set for the Address Book, use the numeric keys to enter the password, then press [OK].

3 Press [←] or [→] to select <FAVORITES BUTTONS>, then press [OK].

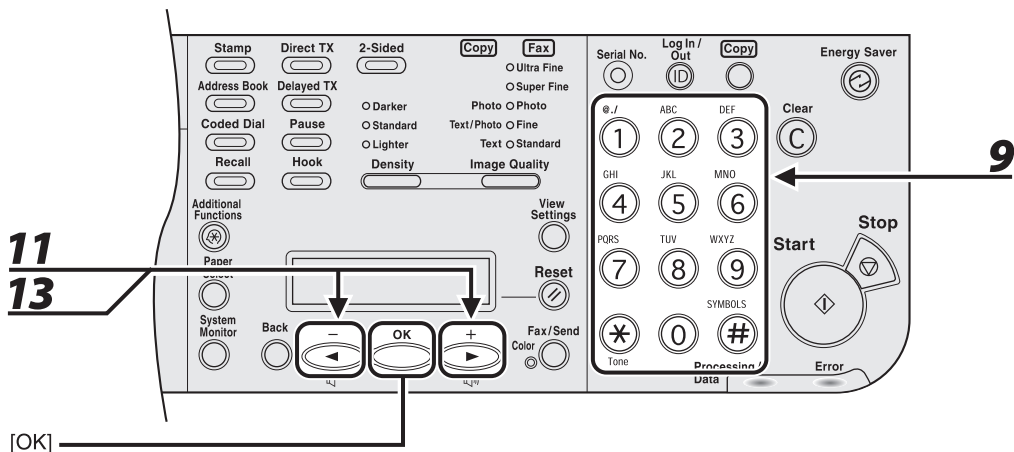
4 Press [←] or [→] to select a one-touch key (01 to 04), then press [OK].

If a one-touch destination is already registered in the desired one-touch key, select another key, or delete the destination first.

5 Press [←] or [→] to select <FAX>, then press [OK].

6 Confirm that <NAME> is displayed, then press [OK].

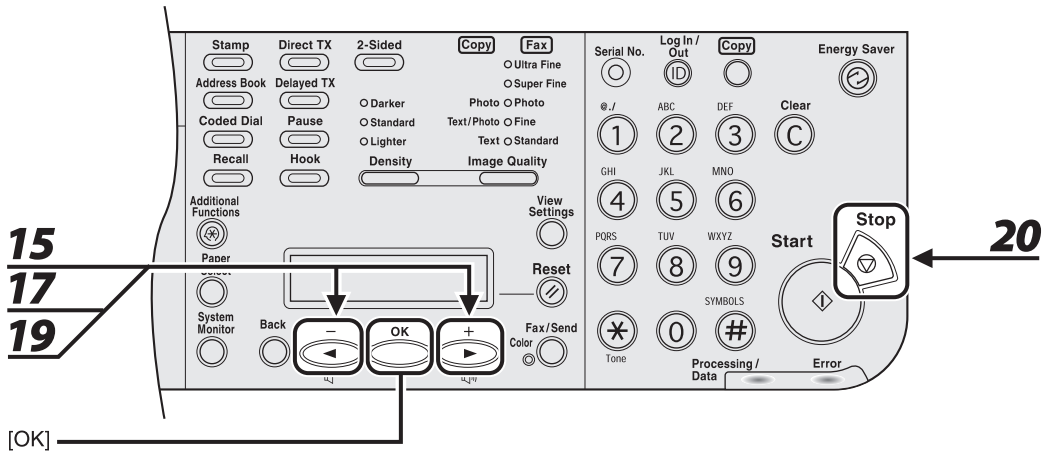
7 Use the numeric keys to enter the destination's name (up to 16 characters), then press [OK].



- 8** Confirm that <TEL NUMBER ENTRY> is displayed, then press [OK].
- 9** Use the numeric keys to enter the destination's fax number (up to 120 characters), then press [OK].
- 10** Confirm that <IMAGEQUALITY> is displayed, then press [OK].
- 11** Press [←] or [→] to select the image quality (<FINE>, <PHOTO>, <SUPER FINE>, <ULTRA FINE>, or <STANDARD>), then press [OK].
- 12** Confirm that <OPTIONAL SETTING> is displayed, then press [OK].
- 13** Press [←] or [→] to select <ON> or <OFF>, then press [OK].

If you do not want to set the optional settings, select <OFF>, then skip to step 20.
 If you want to set the options for sending faxes, select <ON>.





14 Confirm that <ECM> is displayed, then press [OK].

15 Press [◀] or [▶] to select <ON> or <OFF>, then press [OK].

16 Confirm that <TX SPEED> is displayed, then press [OK].

17 Press [◀] or [▶] to select the sending speed (33600 bps, 14400 bps, 9600 bps, or 4800 bps), then press [OK].

18 Confirm that <INTERNATIONAL> is displayed, then press [OK].

19 Press [◀] or [▶] to select the transmission option (<DOMESTIC>, <LONG DISTANCE 1>, <LONG DISTANCE 2>, or <LONG DISTANCE 3>), then press [OK].

NOTE

If errors occur during international fax transmissions, try the setting from <LONG DISTANCE 1> through <LONG DISTANCE 3>.

20 Press [Stop] to return to the standby mode.

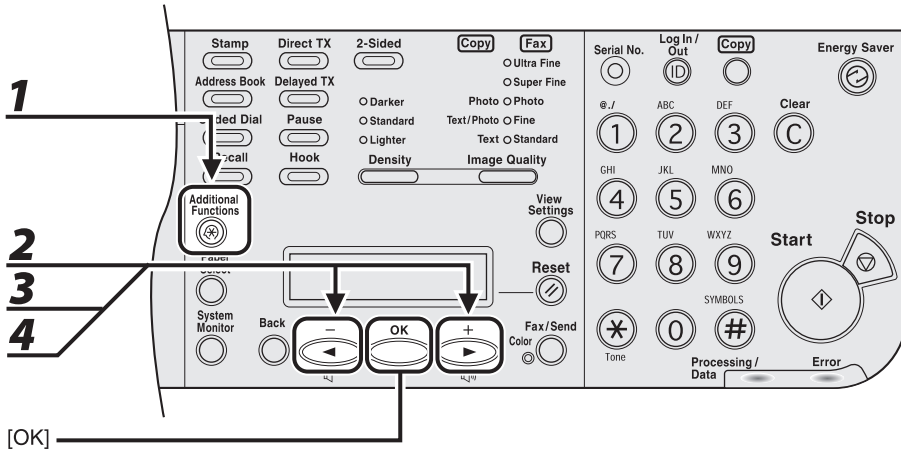
Storing/Editing Group Addresses



NOTE

The destinations must be registered in one-touch keys, or coded dial codes beforehand.

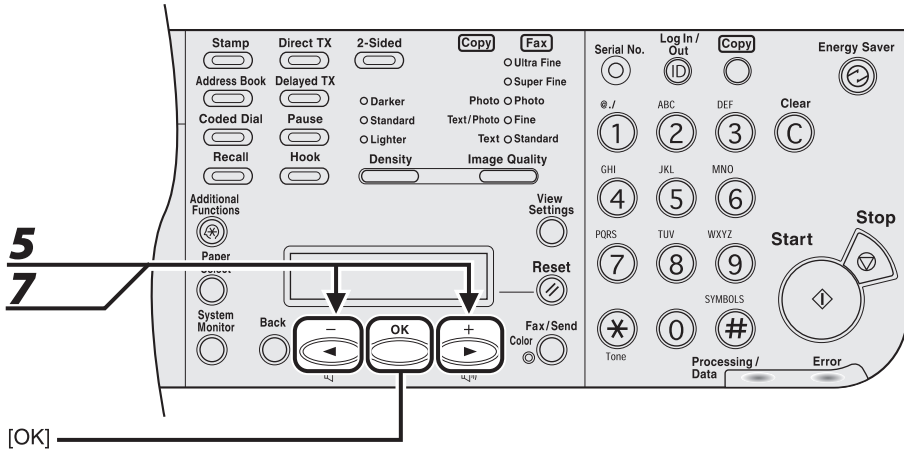
● Registering Group Addresses



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <ADDRESS BOOK SET.>, then press [OK].
- 3** Press [←] or [→] to select <GROUP DIAL>, then press [OK].
- 4** Press [←] or [→] to select an empty one-touch key or coded dial code that you want to set as the group address, then press [OK].

You can also select a one-touch key or coded dial code by pressing the corresponding one-touch key, or [Coded Dial] followed by the desired three-digit code.





5 Press [**←**] or [**→**] to select <SELECT ADD/TEL NO>, then press [OK].

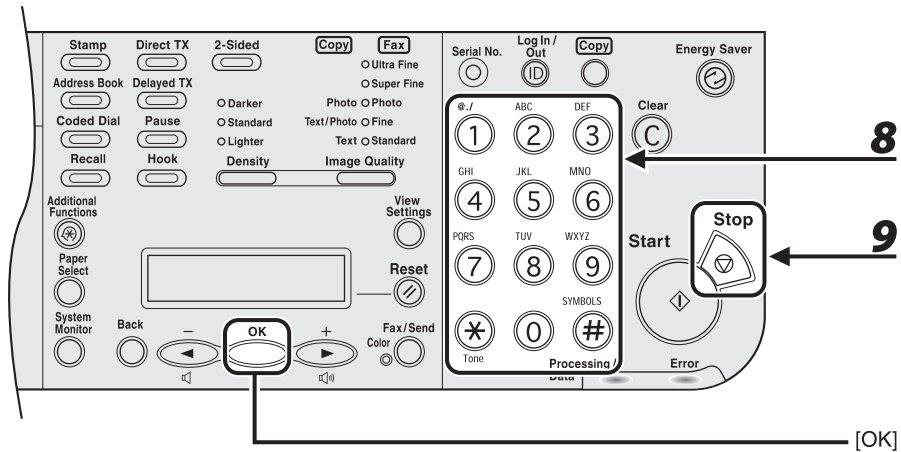
6 Select the destinations you want to register in the group (LASER CLASS 810: max. 199 destinations, LASER CLASS 830i: max. 499 destinations) until all destinations are registered, then press [OK].

To enter a destination stored under a one-touch key, press the desired one-touch key.
 To enter a destination stored under a coded dial code, press [Coded Dial], then enter the three-digit code with the numeric keys. For multiple entries, press [Coded Dial] between each entry.

 **NOTE**

You can review the destinations which have been already entered with [**←**] or [**→**].

7 Press [**←**] or [**→**] to select <NAME>, then press [OK].



8 Enter the group name (max. 16 letters, including spaces) with the numeric keys, then press [OK].

To register another group, repeat the procedure from step 4.

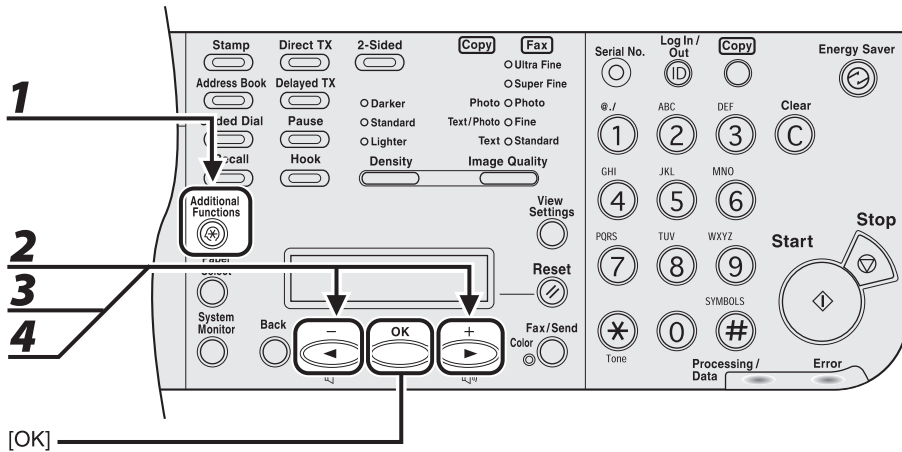
Ex.

NAME	: a
Canon Group	

9 Press [Stop] to return to the standby mode.

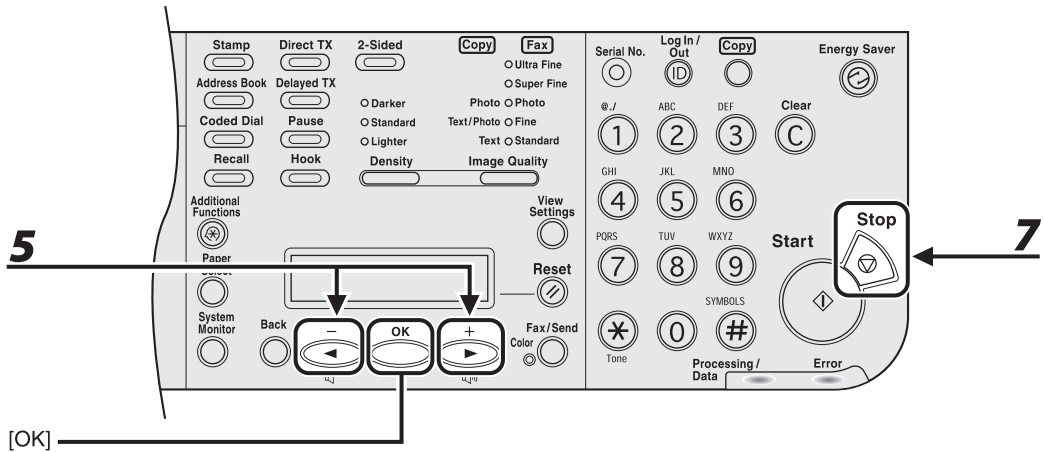


● Adding New Destination to Group



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[+]** to select **<ADDRESS BOOK SET.>**, then press **[OK]**.
- 3** Press **[←]** or **[+]** to select **<GROUP DIAL>**, then press **[OK]**.
- 4** Press **[←]** or **[+]** to select a group to edit, then press **[OK]**.

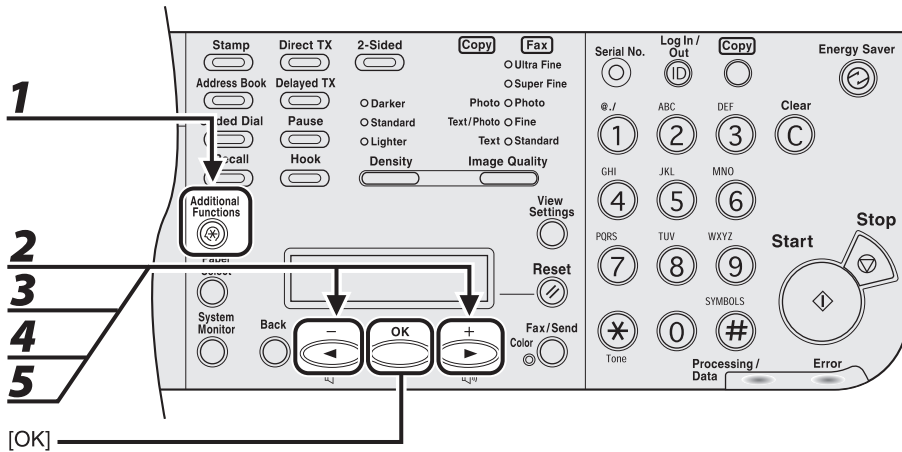
To select a group stored under the coded dial code, press **[Coded Dial]**, then enter the three-digit code using the numeric keys.



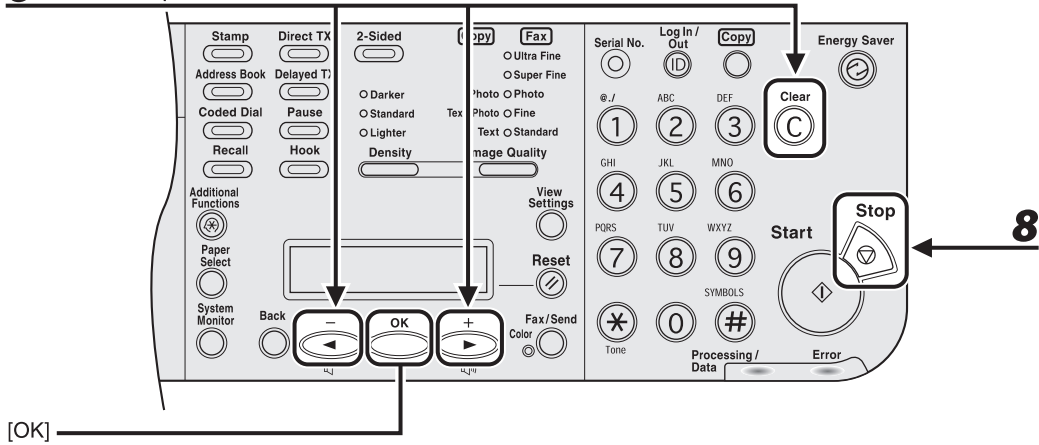
- 5** Press [**←**] or [**→**] to select **<SELECT ADD/TEL NO>**, then press [**OK**].
- 6** Select the destination you want to add to the group, then press [**OK**].
For details on specifying a destination from Address Book, see "Registering Group Addresses," on p. 4-33.
- 7** Press [**Stop**] to return to the standby mode.



● Deleting Destination from Group



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<ADDRESS BOOK SET.>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<GROUP DIAL>**, then press **[OK]**.
- 4** Press **[←]** or **[→]** to select a group to edit, then press **[OK]**.
To select a group stored under the coded dial code, press **[Coded Dial]**, then enter the three-digit code using the numeric keys.
- 5** Press **[←]** or **[→]** to select **<SELECT ADD/TEL NO>**, then press **[OK]**.

6

6 Press [**←**] or [**→**] to display the destination you want to delete from the group, then press [Clear].

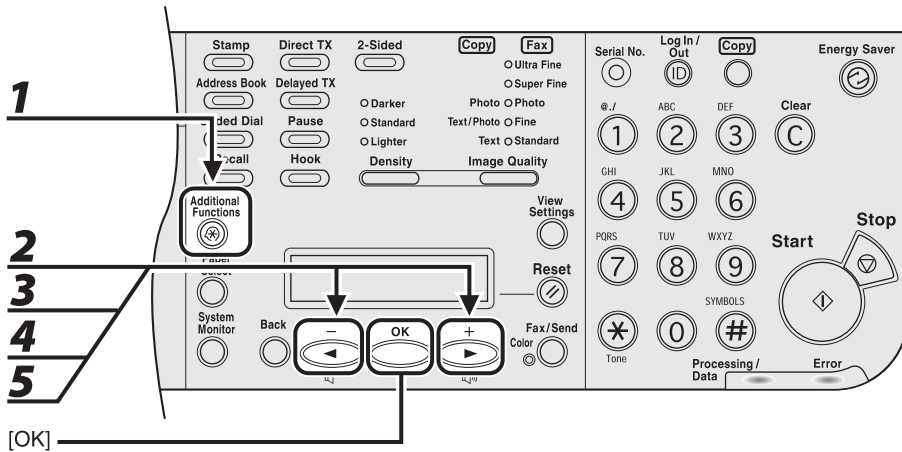
Repeat this step if you want to delete another destination.

7 Press [OK].

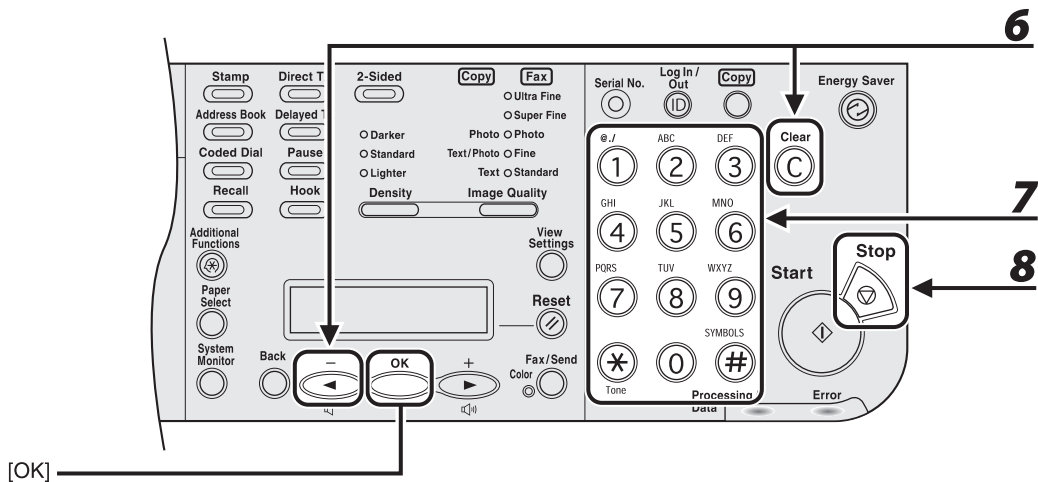
8 Press [Stop] to return to the standby mode.



● Changing Group Name

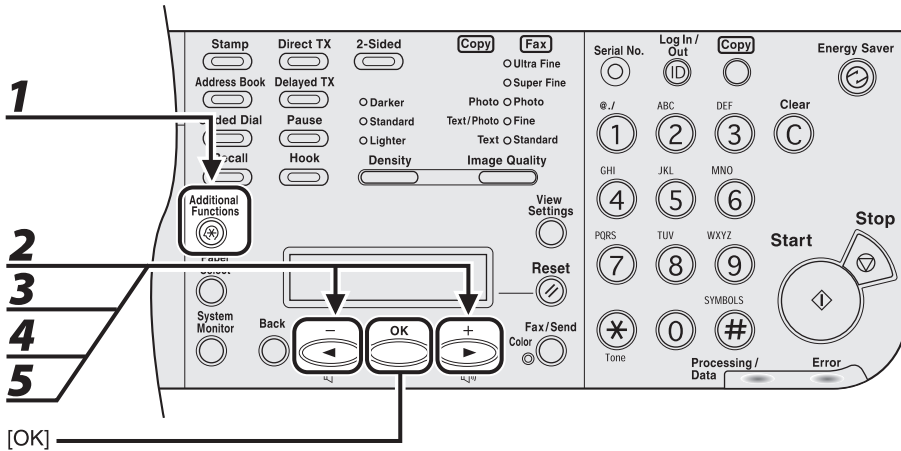


- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<ADDRESS BOOK SET.>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<GROUP DIAL>**, then press **[OK]**.
- 4** Press **[←]** or **[→]** to select a group to edit, then press **[OK]**.
To select a group stored under the coded dial code, press **[Coded Dial]**, then enter the three-digit code using the numeric keys.
- 5** Press **[←]** or **[→]** to select **<NAME>**, then press **[OK]**.



- 6** Press [**←**] repeatedly to go back to a wrong character, then press [Clear].
To delete the entire name, press and hold [Clear].
- 7** Enter a new character with the numeric keys, then press [OK].
- 8** Press [Stop] to return to the standby mode.

● Deleting Group Addresses



1 Press **[Additional Functions]**.

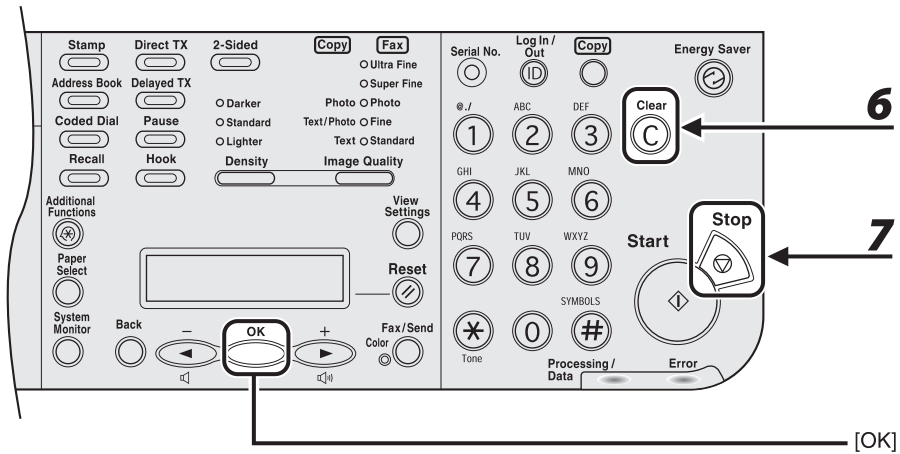
2 Press **[←]** or **[→]** to select **<ADDRESS BOOK SET.>**, then press **[OK]**.

3 Press **[←]** or **[→]** to select **<GROUP DIAL>**, then press **[OK]**.

4 Press **[←]** or **[→]** to select a group to delete, then press **[OK]**.

To select a group stored under the coded dial code, press **[Coded Dial]**, then enter the three-digit code using the numeric keys.

5 Press **[←]** or **[→]** to select **<SELECT ADD/TEL NO>**, then press **[OK]**.



6 Press [Clear] repeatedly until all destinations are deleted, then press [OK].

NOTE

When you delete all destinations, the registered name is cleared automatically.

7 Press [Stop] to return to the standby mode.

Specifying Destinations

Follow the procedure below to send documents to registered recipients.

NOTE

To send documents to a file server, you can specify the file server addresses only with one-touch keys, coded dial codes, or [Address Book].

Using One-Touch Keys

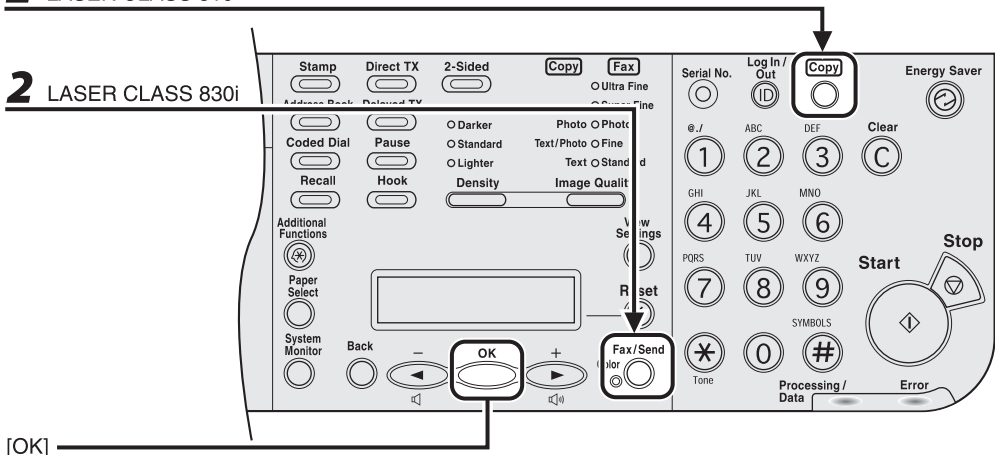
You can specify up to 80 destinations using one-touch keys.

NOTE

To use this feature, you must register destinations in one-touch keys beforehand. (See “Storing/Editing Address Book,” on p. 4-12.)

2 LASER CLASS 810

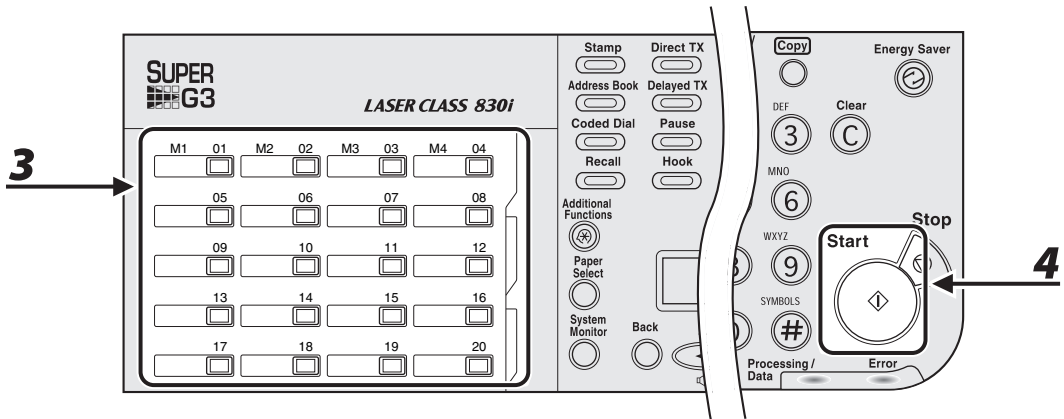
2 LASER CLASS 830i



1 Set documents.

2 Press [Fax/Send] repeatedly to select the sending method, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].
To send documents to a file server, select any sending method (LASER CLASS 830i Only).

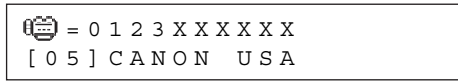


3 Press the desired one-touch key (01 to 80).

If you pressed a wrong key, press [Clear] and try again.

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

Ex.



4 Press [Start].

NOTE

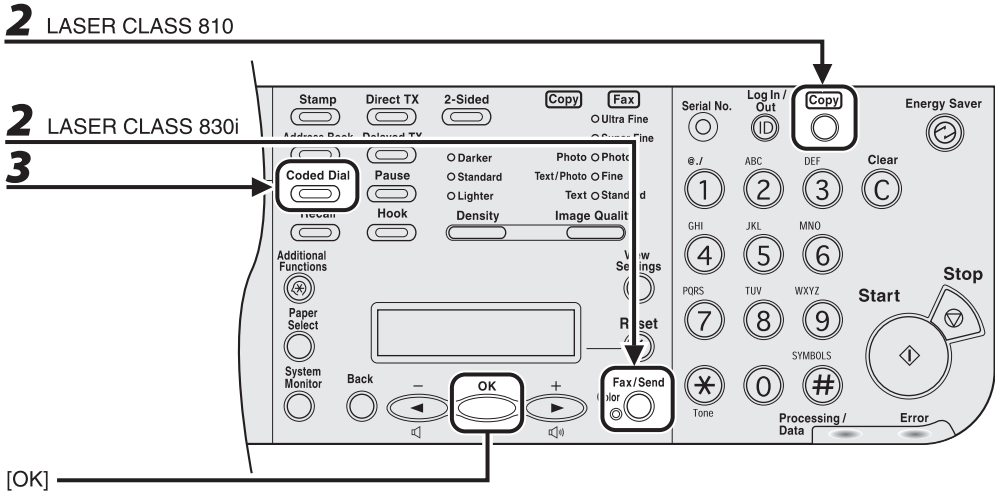
When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

Using Coded Dial Codes

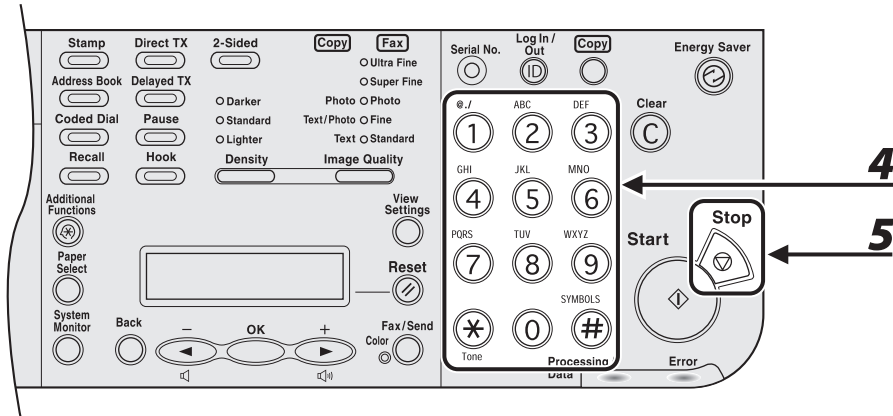
You can specify up to 120 (LASER CLASS 810)/420 (LASER CLASS 830i) destinations using coded dial codes.

 **NOTE**

To use this feature, you must register destinations in coded dial code beforehand. (See “Storing/Editing Address Book,” on p. 4-12.)



- 1** Set documents.
- 2** Press [Fax/Send] repeatedly to select the sending method, then press [OK].
If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].
To send documents to a file server, select any sending method (LASER CLASS 830i Only).
- 3** Press [Coded Dial].



4 Enter the desired three-digit code (LASER CLASS 810: 000 to 119, LASER CLASS 830i: 000 to 419) with the numeric keys.

Ex.

```

[ * 0 1 2 3 X X X X X X ]
[ * 0 0 1 ] CANON
  
```

If you entered a wrong code, press [Clear], then try again from step 3.

If you want to adjust the image quality and density, see “Scan Settings,” on p. 4-5.

5 Press [Start].

NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

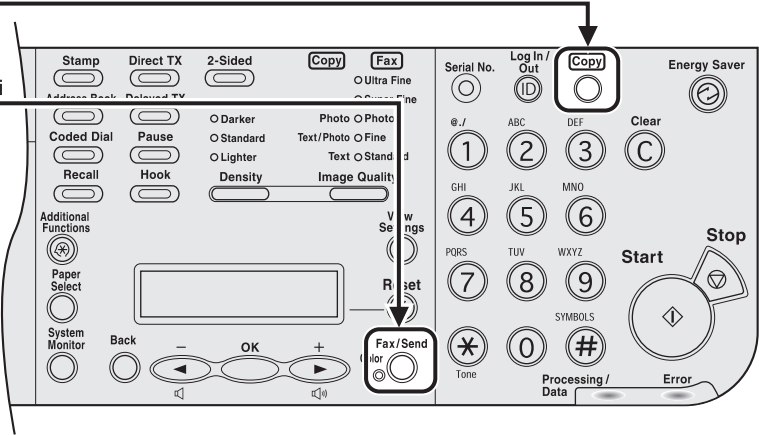
Using Group Addresses

NOTE

To use this feature, you must register destinations in a group address beforehand. (See “Storing/Editing Address Book,” on p. 4-12.)

2 LASER CLASS 810

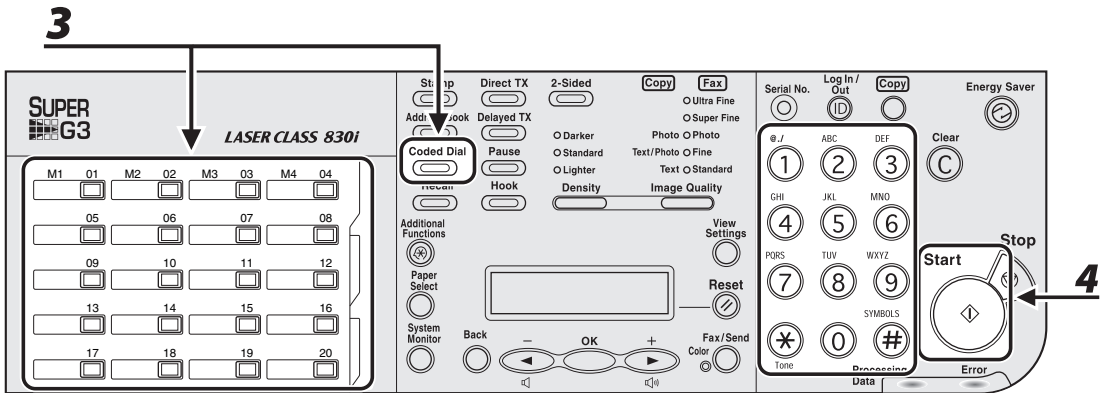
2 LASER CLASS 830i



1 Set documents.

2 Press [Fax/Send].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].



3 Press the one-touch key or [Coded Dial] followed by the three-digit code under which the desired address group is registered.

If you pressed a wrong key or code, press [Clear], and perform step 3 again.

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

4 Press [Start].

 **NOTE**

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

Using Address Book Key

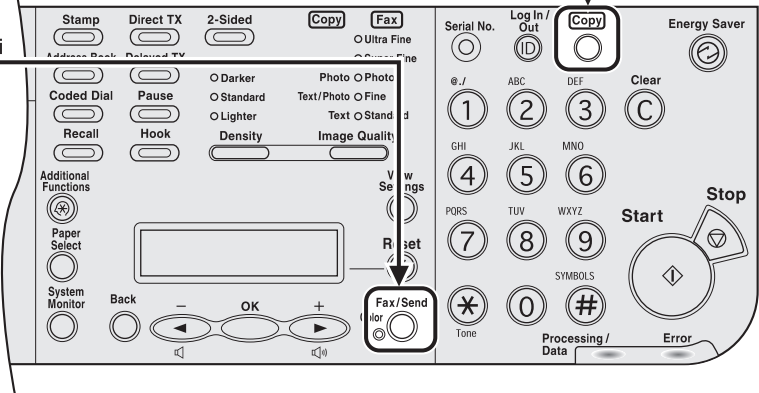
[Address Book] search enables you to search for a recipient registered in the machine. This is useful when you forget which one-touch key or coded dial code the recipient you want is registered under.

NOTE

To use this feature, you must register destinations in Address Book beforehand. (See “Storing/Editing Address Book,” on p. 4-12.)

2 LASER CLASS 810

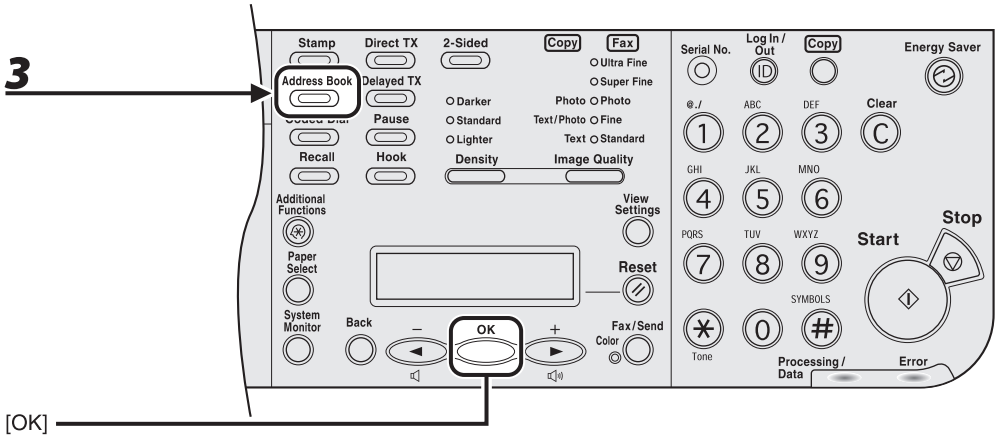
2 LASER CLASS 830i



1 Set documents.

2 Press [Fax/Send].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].



3 Press [Address Book] repeatedly to select <NAME SEARCH> or <ADD/TEL SEARCH>, then press [OK].

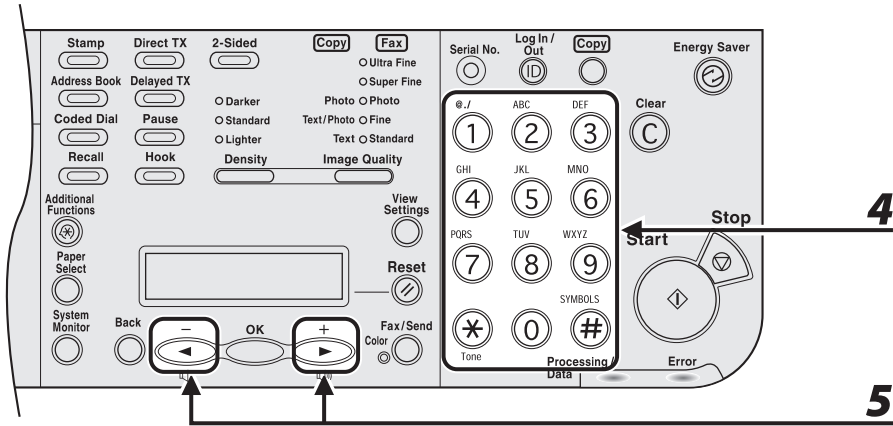
If no recipient is registered in Address Book, <NOT REGISTERED> is displayed.

<NAME SEARCH>: searches a destination by name

<ADD/TEL SEARCH>: searches a destination by address or fax number

If using the LASER CLASS 810, skip to step 4.





4 Enter the first letter of the recipient's name or the first part of the fax number/ address with the numeric keys.

For example, if you want to search for a name that starts with the letter "C," press [2] (ABC).

Entries starting with the letter you entered are displayed if any entries are registered.

Press [*] to switch between input modes:

[A]: Letter mode

[1]: Number mode

Ex.

```

NAME SEARCH      : A
C A N O N
    
```

LASER CLASS 830i

Ex.

```

ADD / TEL SEARCH : A
c a n o n @ X X X . X X X
    
```

LASER CLASS 830i

Ex.

```

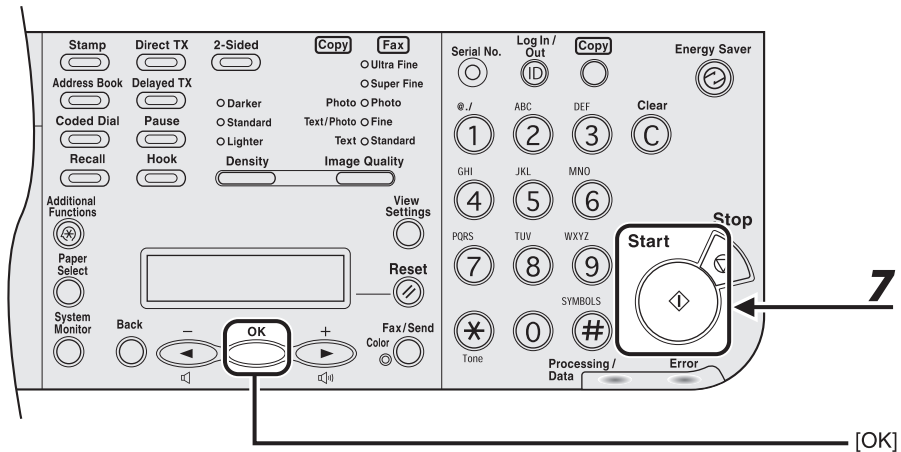
ADDRESS BOOK     : A
H I J K
    
```

LASER CLASS 810

5 Press [←] or [→] to search for the recipient.

[→]: displays recipients in alphabetical order.

[←]: displays recipients in reverse order.



6 When the recipient's name is displayed, press [OK].

If you want to adjust the image quality and density, see "Scan Settings," on p. 4-5.

7 Press [Start].

NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

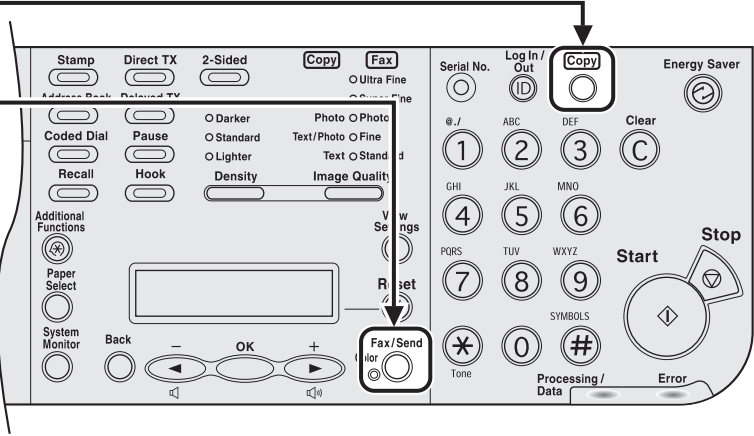
Using Favorites Buttons (LASER CLASS 830i Only)

NOTE

To use this feature, you must register destinations in favorites buttons beforehand. (See "Storing/Editing Address Book," on p. 4-12.)

2 LASER CLASS 810

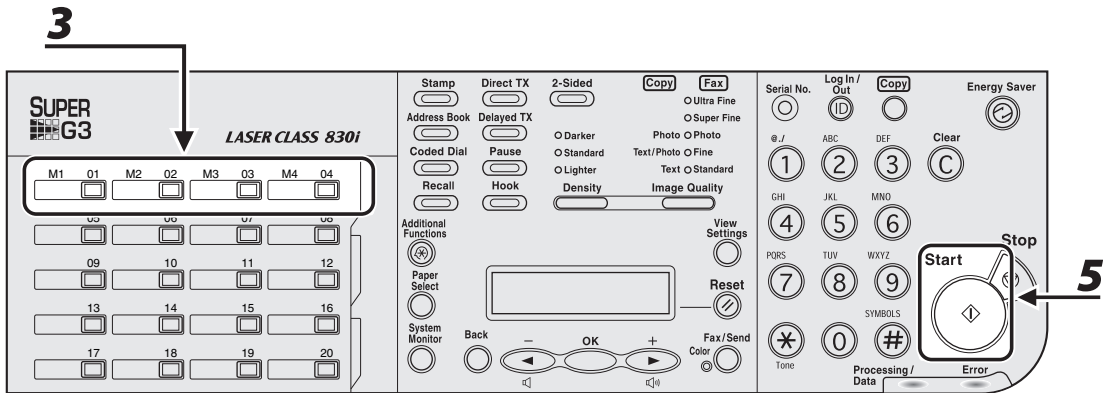
2 LASER CLASS 830i



1 Set documents.

2 Press [Fax/Send].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].



3 Press the desired one-touch key registered as a favorites button (01 to 04).

If you pressed a wrong key, press [Clear] and try again.

4 Adjust any necessary settings for your document.

For details, see “Scan Settings,” on p.4-5.

5 Press [Start].

 **NOTE**

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed..



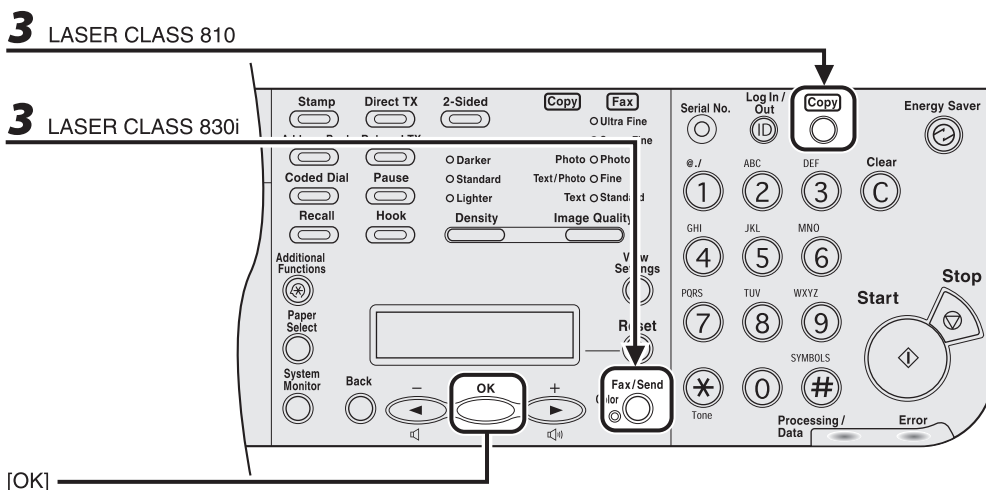
Manual Sending (Fax)

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



NOTE

You cannot use group dialing for manual sending.



1 Connect the optional handset to the machine if you want to talk to the recipient before sending a document.

For details on how to connect an optional handset to the machine, see “Set Up the Machine,” in the Starter Guide.

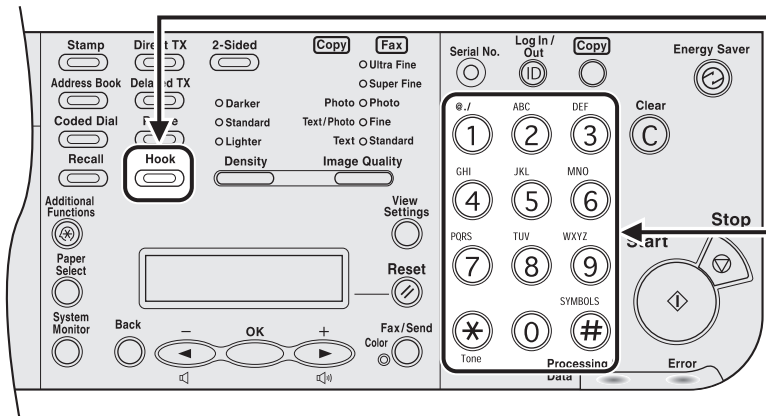
2 Load the document in the ADF.

3 Press [Fax/Send] repeatedly to select <FAX>, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

If you want to adjust the image quality and density, see “Scan Settings,” on p. 4-5.

4



5

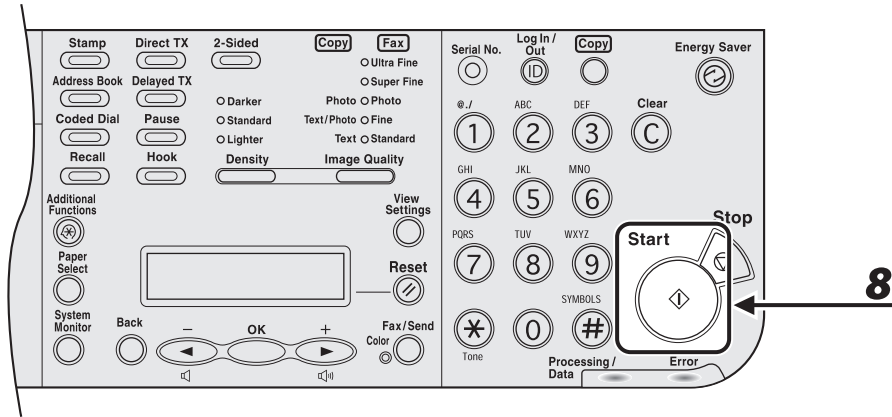
4 Press [Hook] or pick up the optional handset.

5 Dial the recipient's fax/telephone number.

NOTE

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





6 Talk through the handset to the recipient.

If you press [Hook] in step 4, you can pick up the handset when you hear the recipient's voice. If you hear a high-pitched signal instead of the recipient's voice, go to step 8.

7 Ask the recipient to set their fax machine to receive faxes.

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

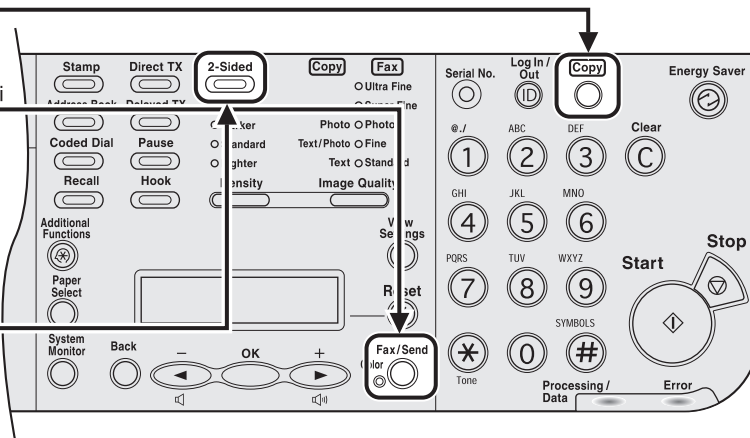
Sending Two-Sided Documents

You can set the machine to automatically turn over two-sided documents in the ADF, and scan each side separately.

2 LASER CLASS 810

2 LASER CLASS 830i

3



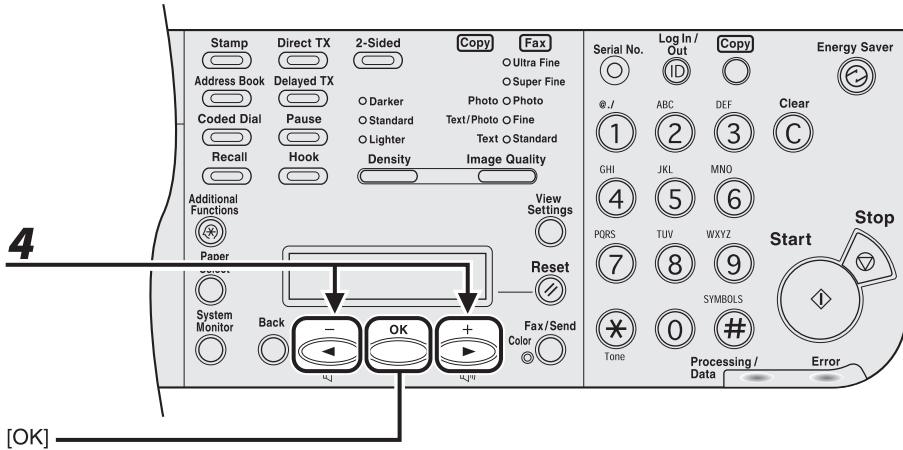
1 Set documents in the ADF.

2 Press [Fax/Send] repeatedly to select <FAX>, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

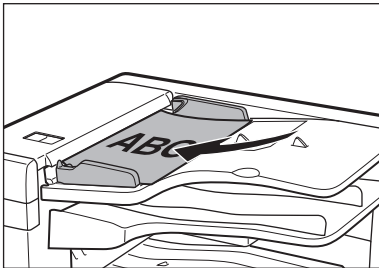
3 Press [2-Sided].





4 Press [2-Sided] repeatedly to select <2-SIDED BOOK> or <2-SIDED CALENDAR>, then press [OK].

● If using the LASER CLASS 830i:



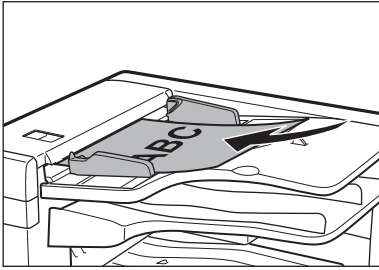
When images in documents are set vertically as illustrated above, select the desired output.
 <2-SIDED BOOK>: Select if images on the back side of a document have the same top-bottom orientations as the front side of the document.

<2-SIDED CALENDAR>: Select if images on the front and back sides of a document have opposite orientations.

NOTE

When images on 11x17 landscape documents are orientated horizontally, select <2-SIDED BOOK> if the images on the front and back sides of a document have opposite orientations. Select <2-SIDED CALENDAR> if images on the front and back sides of a document have the same orientations.

● If using the LASER CLASS 810:



When images in documents are set horizontally as illustrated above, select the desired output.

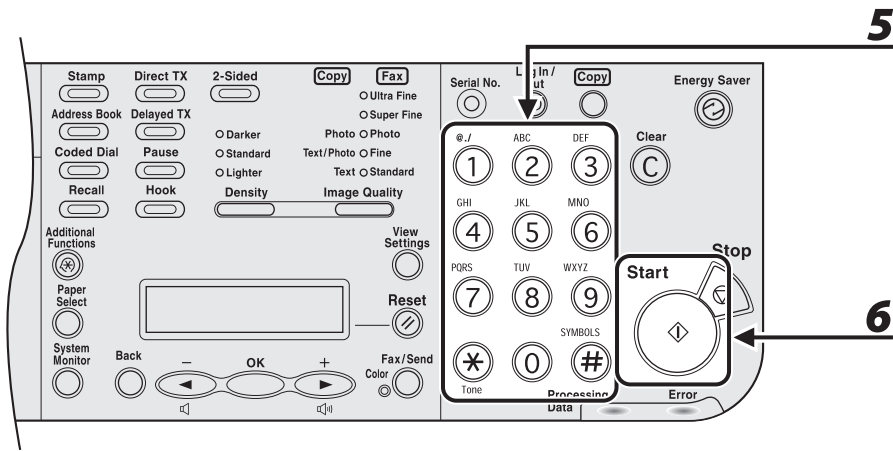
<2-SIDED BOOK>: Select if images on the back side of the document have the same top-bottom orientation as the front side of the document.

<2-SIDED CALENDAR>: Select if images on the front and back side of the document have opposite top-bottom orientations.

 **NOTE**

For landscape documents, such as LTRR documents, with an image set vertically, the images on the front and back sides of the document will have opposite top-bottom orientations when <2-SIDED BOOK> is selected. When <2-SIDED CALENDAR> is selected, the front and back sides of the document will have the same top-bottom orientations.





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

6 Press [Start].

To cancel all settings and return to standby mode, press [Stop].

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS>, the machine starts dialing automatically after the preset time for this setting is passed. However, when you manually enter a recipient, be sure to press [Start].

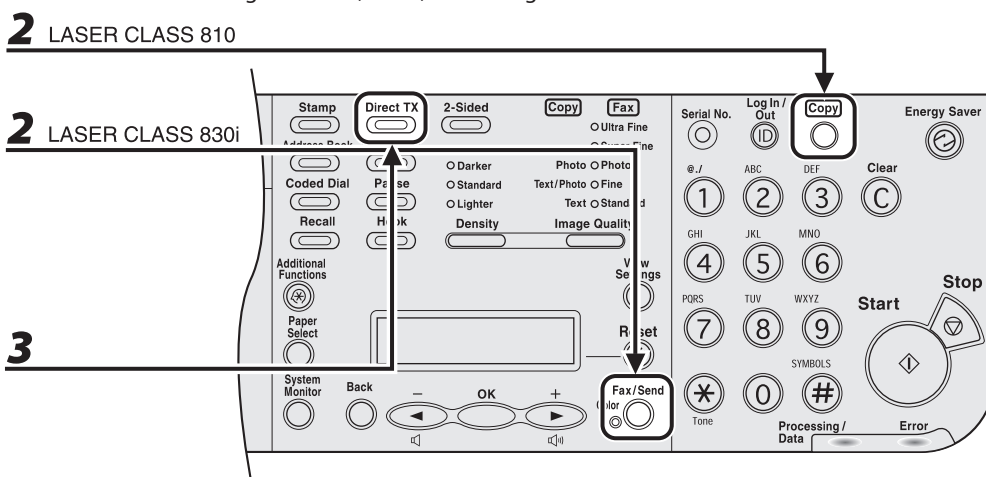
If the specified time for delayed sending passes during a temporary power failure (that recovers within a hour), the fax document will be sent at the specified time on the next day.

Direct Sending

With direct sending, the machine sends the document on the ADF as it scans one page, without storing all pages into memory at once. You can send a document ahead of other documents stored in memory.

NOTE

- You cannot use group dialing for direct sending.
- With direct sending, the machine scans one page into memory at once and sends it right away. Therefore, when <MEMORY FULL> is displayed, even if you have selected direct sending, wait until there is enough space in memory to scan one page, or delete the documents in memory, and try again. (See Reference Guide > Send/Receive > Direct Sending.)
- You cannot use direct sending for e-mail, I-faxes, or sending to a file server.



1 Load the document in the ADF.

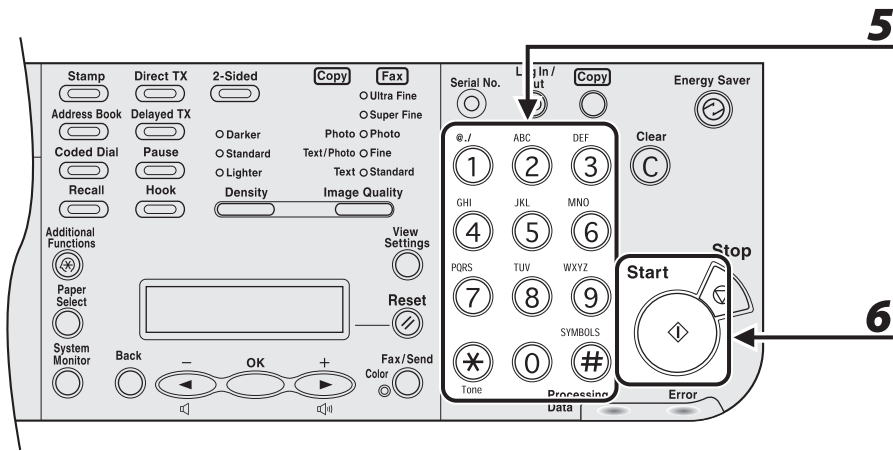
2 Press [Fax/Send].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

3 Press [Direct TX].

To cancel direct sending, press [Direct TX] again.





4 Adjust any necessary settings for your document.

For details, see "Scan Settings," on p. 4-5.

5 Dial the recipient's fax/telephone number.

If you select delayed transmission or sequential broadcasting, memory sending is automatically selected.

6 Press [Start].

Each page is sent as it is scanned.

During transmission, <TRANSMITTING...> and the recipient's fax/telephone number alternately appear as messages on the LCD display.

Broadcasting

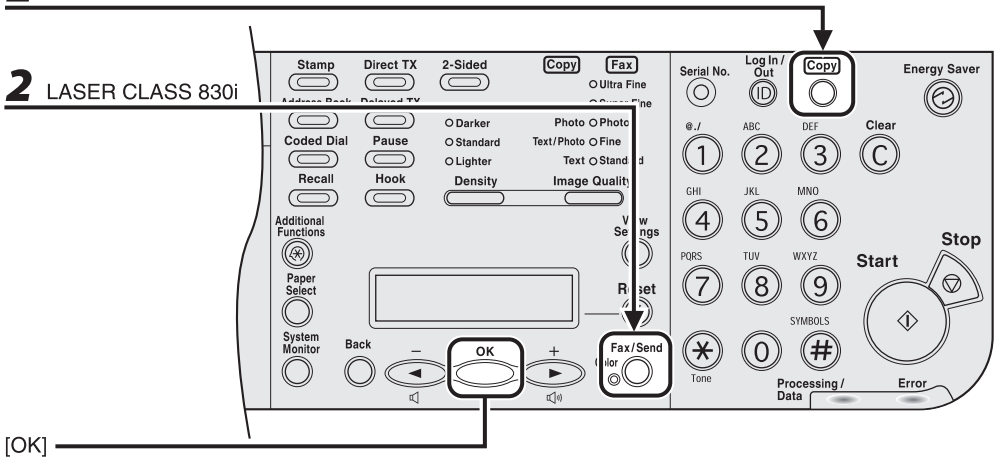
Broadcasting enables you to send the same document to multiple recipients.

NOTE

- You can send the same original to multiple (a maximum of 201 for the LASER CLASS 810 and 501 for the LASER CLASS 830i) destinations with one operation. (Only one of those destinations can be specified using the numeric keys.)
- If you frequently send documents to multiple destinations, it is recommended that you store those destinations as a group.
- When <REST. MULTI DEST.> is set to <PROHIBIT>, you cannot send the documents to multiple recipients. (See "Restricting Broadcasting," on p. 9-31.)
- You cannot send color images to multiple recipients using broadcasting. If you want to send color images to multiple recipients, send documents one by one, or otherwise, send documents as black and white images. (See "Send Settings (E-Mail/I-Fax/File Server) (LASER CLASS 830i Only)," on p. 4-8.)

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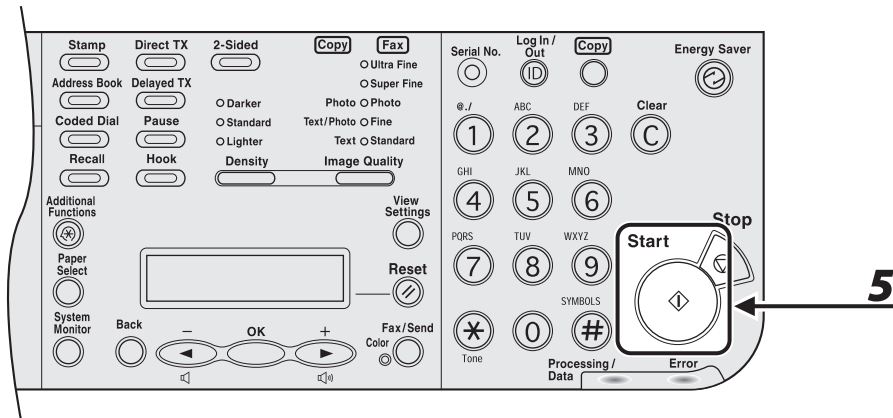
1 Set documents.

2 Press [Fax/Send] repeatedly to select the sending method, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

If you are specifying destinations registered in Address Book, you can skip this step.





3 Specify the destination.

Use the numeric keys, one-touch keys, coded dial codes or [Address Book] key to specify destinations.



Only one destination can be specified using the numeric keys.

4 Repeat step 3 to enter all required recipients.

If you want to enter a fax number or e-mail address using the numeric keys in the middle of the procedure, press [Fax/Send], select the sending method, and then enter the number or address. To check all the specified destinations, press [◀] or [▶] to scroll the display.

If e-mail addresses and file server addresses are included in the destinations, you can enter the send settings by pressing [OK] after specifying destinations. All the addresses without fax will use the same send settings. For details, see "Send Settings (E-Mail/I-Fax/File Server) (LASER CLASS 830i Only)," on p. 4-8.

5 Press [Start].



When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

Delayed Sending

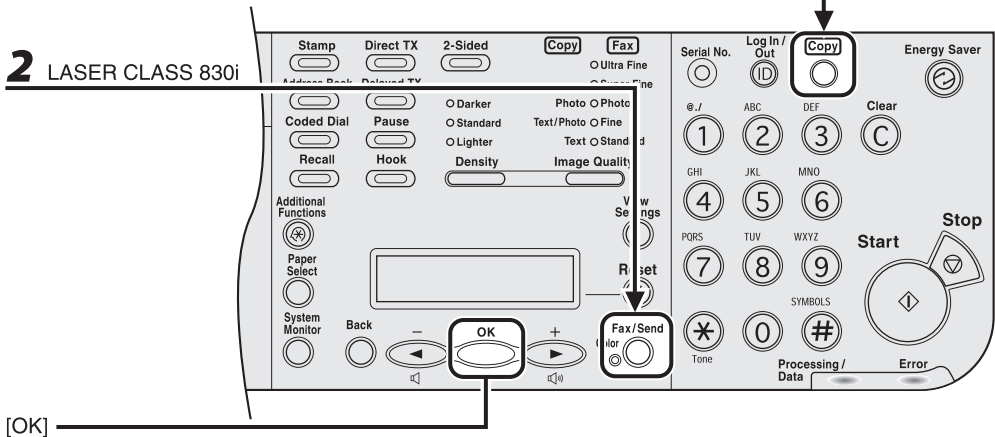
Delayed sending enables you to start transmission at a specified time.

NOTE

If <MEMORY FULL> is displayed when sending a color image using delayed sending (See p. 4-87 of the "Checking and Deleting Sending Documents Stored in Memory" section in the Basic Operation Guide), delete the job, and send the color image again without using delayed sending.

2 LASER CLASS 810

2 LASER CLASS 830i

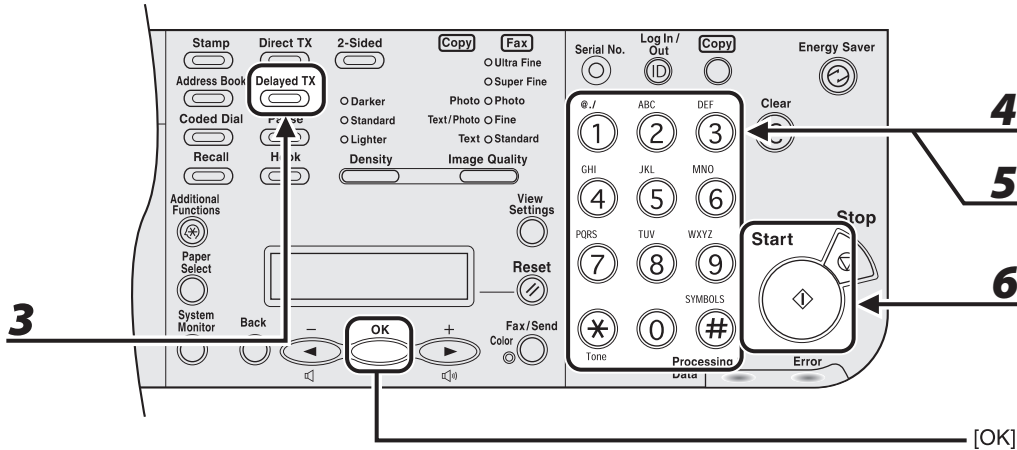


1 Set documents.

2 Press [Fax/Send] repeatedly to select the sending method, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].





3 Press [Delayed TX].

4 Use the numeric keys to enter the time you want to start sending, then press [OK].

Enter the time in the 24-hour format.
Enter all the numbers, including zeros.

Ex.

```
TX TIME SETTING
20 : 00
```

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

6 Press [Start].

NOTE

- When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS>, the machine starts dialing automatically after the preset time for this setting is passed. However, when you manually enter a recipient, be sure to press [Start].
- If the specified time for delayed sending passes during a temporary power failure (that recovers within an hour), the fax document will be sent at the specified time on the next day.

Job Recall/Redial

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

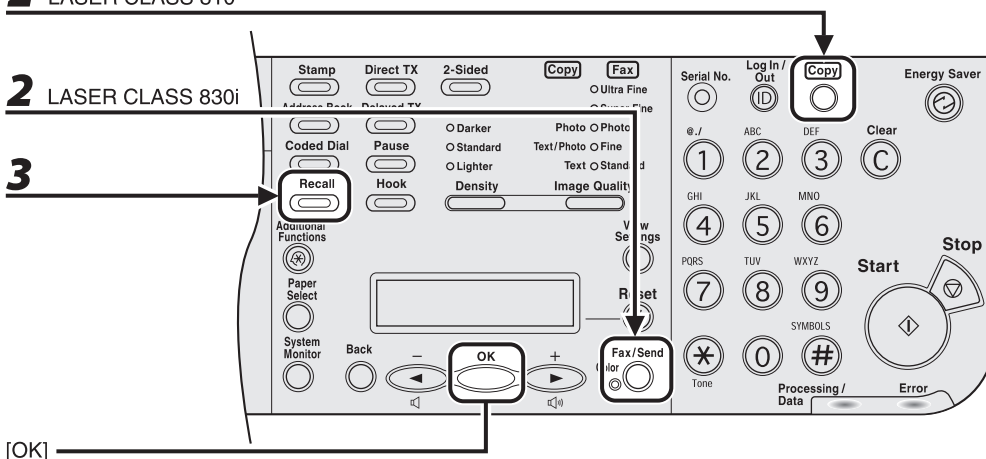
NOTE

- With the LASER CLASS 830i, this can be used as a Recall function. With the LASER CLASS 810, this can be used as a Redial function.
- When <REST. REDIAL/CALL> is set to <ON>, [Recall] is not available. (See "Restricting Job Recall (LASER CLASS 830i Only)," on p. 9-28.)

2 LASER CLASS 810

2 LASER CLASS 830i

3



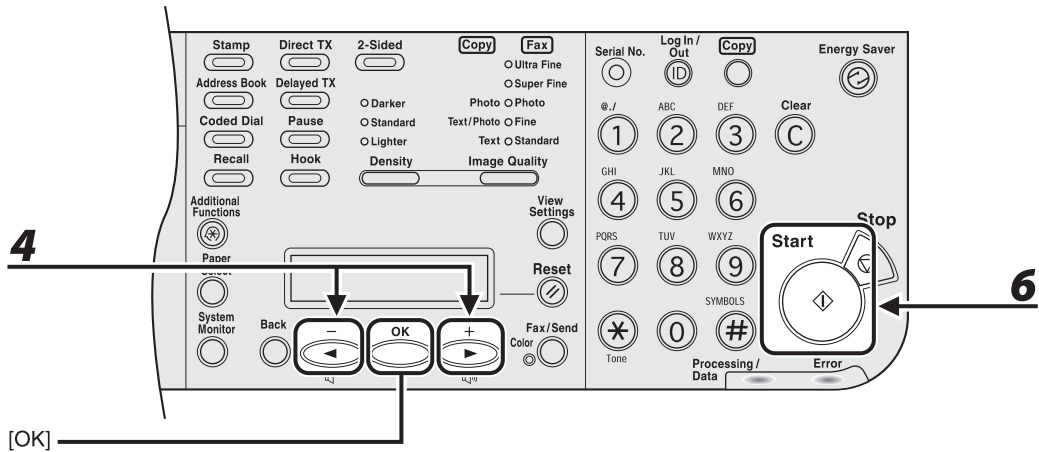
1 Set documents.

2 Press [Fax/Send].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

3 Press [Recall].





4 Press [**←**] or [**+>**] to select <1 BEFORE>, <2 BEFORE>, or <3 BEFORE>, then press [OK].

5 Confirm that the desired recipient is displayed.

For information on changing scan settings such as the resolution when using the Recall function, see "Scan Settings," on p. 4-5.

6 Press [Start].

 **NOTE**

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

Setting Up and Using the Optional Stamp Feature

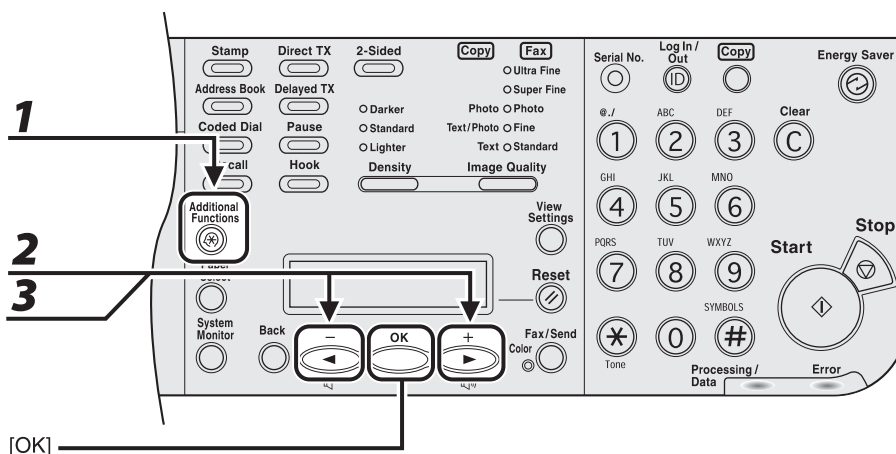
If the optional stamp feature is provided on your machine, you can set the machine to stamp the front, lower center of every page you scan for sending.

Setting Up the Stamp Action

Follow this procedure to set up the stamp action when the stamp feature is turned ON.

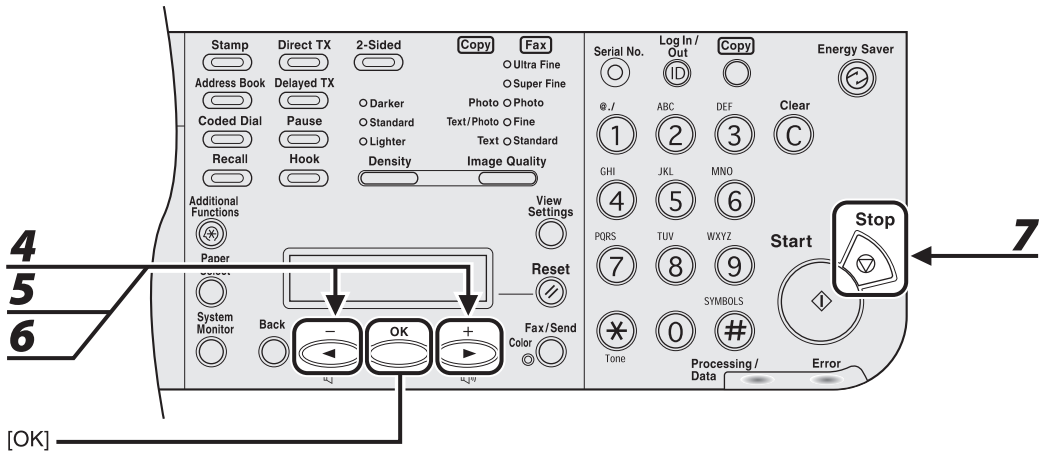
NOTE

If you are using the LASER CLASS 830i, this setting is enabled when sending to a fax, I-fax, e-mail, or file server destination.



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <TX/RX SETTINGS>, then press [OK].
- 3** Press [←] or [→] to select <FAX SETTINGS>, then press [OK].





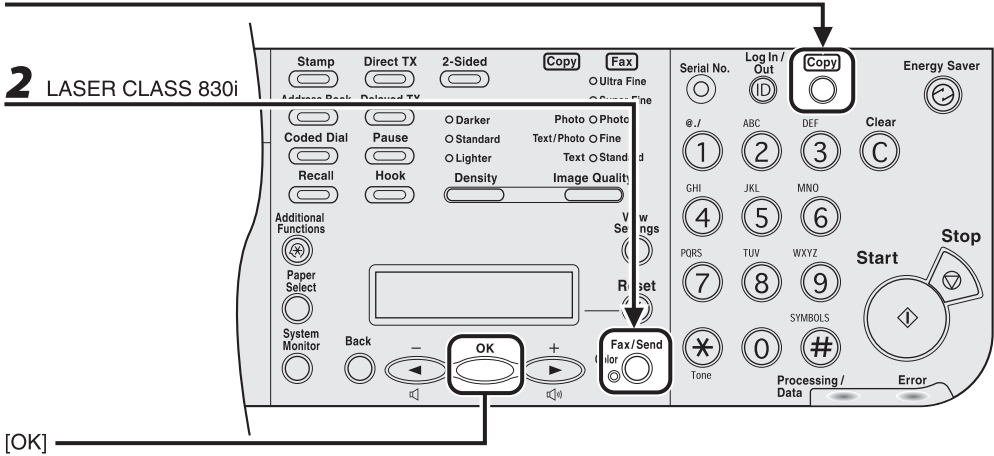
- 4** Press [**←**] or [**→**] to select **<TX SETTINGS>**, then press [**OK**].
- 5** Press [**←**] or [**→**] to select **<STAMP DOCUMENT>**, then press [**OK**].
- 6** Press [**←**] or [**→**] to select **<DIRECT TX>** or **<DIRECT&MEMORY TX>**, then press [**OK**].
 - <DIRECT TX>**: Stamps only documents you scan for direct sending.
 - <DIRECT&MEMORY TX>**: Stamps all documents you scan for direct and memory sending.
- 7** Press [**Stop**] to return to the standby mode.

Turning the Stamp Feature ON/OFF

You can press [Stamp] to stamp originals when sending or scanning them. The originals are stamped according to the stamping conditions you set. (See “Setting Up the Stamp Action,” on p. 4-71.)

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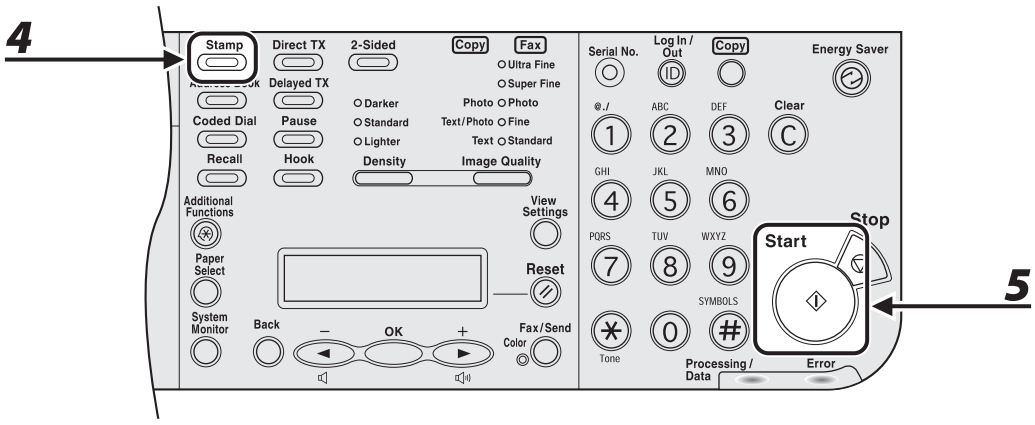


1 Set documents.

2 Press [Fax/Send] repeatedly to select the sending method, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].





- 3** Use the numeric keys, one-touch speed dialing key, coded speed dialing code, or address book dialing to enter a recipient.
- 4** Press [Stamp].
- 5** Press [Start].

 **NOTE**

If the stamp becomes faint, replace the stamp cartridge. (See "Replacing the Stamp Cartridge," on p. 10-17.)

TX Document Archiving

This function sends a copy of the documents that are sent from this machine to another destination (fax number, e-mail/I-fax address, and file server) for archiving. This feature allows you to make sure that delayed transmission worked properly, and allows for notification of faxes sent from the machine while you are home or at another work site.

Set the destination to use for TX Document Archiving in <FW W/OUT CNDITION> in <SYSTEM SETTINGS>. (See "When Forwarding Destinations Do Not Match the Forwarding Conditions," on p. 5-15.)

NOTE

- If you are using the LASER CLASS 830i, you can specify an I-Fax machine, Personal Computer, and FTP server as the destinations.
- If an I-FAX machine is set as the destination for TX Document Archiving, if the resolution of the original document sent is 150 x 150 dpi, this resolution is changed to 200 x 200 dpi.

Before You Set Up the TX Document Archiving

Note these important points before you set up the TX Document Archiving.

- The following types of documents are supported by TX Document Archiving:
 - LASER CLASS 810: Fax
 - LASER CLASS 830i: Fax, I-fax
- The sending method, sending speed, and ECM (Error Correction Mode) settings specified for the destination set in <FW W/OUT CNDITION> in <SYSTEM SETTINGS>, also apply when sending for TX Document Archiving.
- TX Document Archiving only works for memory sending and black-and-white sending (including Relay Broadcasting).
- TX Document Archiving does not support the following sending methods: Direct sending and Transferring.
- While the TX Document Archiving feature is enabled, the Direct TX LED is off and you cannot use Direct sending. If Direct sending is required, the document must be sent manually.
- When the TX Document Archiving function is set to <ON>, faxes cannot be sent from a computer.

NOTE

- Jobs that could not be sent are recorded on the activity report printed every 40 transmissions. (If TX Document Archiving is set to <ON>, the activity report is set to automatically be printed every 40 transmissions.)
- If the original I-FAX transmission is not sent at a resolution supported by faxes (150 x 150 dpi, 300 x 300 dpi, or 600 x 600 dpi), the resolution is changed to 200 x 200 dpi if a fax machine is set as the destination for TX Document Archiving.

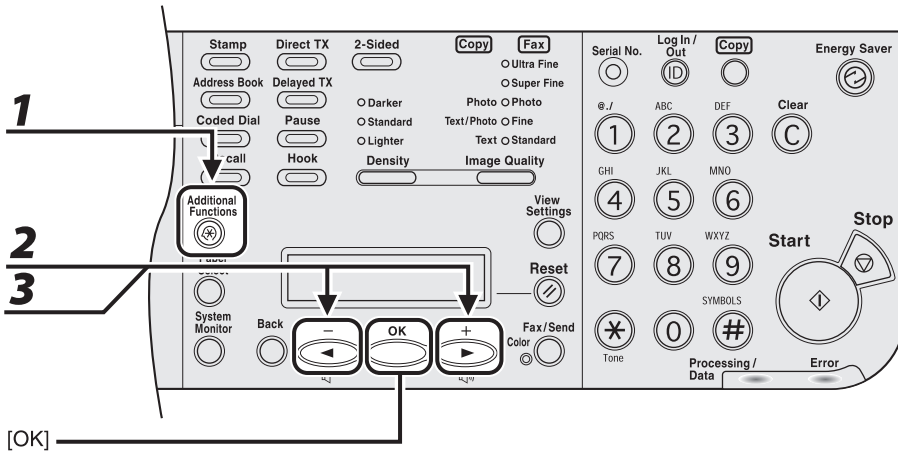


Turning the TX Document Archiving ON

Follow this procedure to turn TX Document Archiving 'ON'.

NOTE

To activate the TX Document Archiving, other than the following settings, in <FW W/OUT CNDITION> in <SYSTEM SETTINGS>, it is necessary to set the machine to forward received documents. (See "When Forwarding Destinations Do Not Match the Forwarding Conditions," on p. 5-15.)

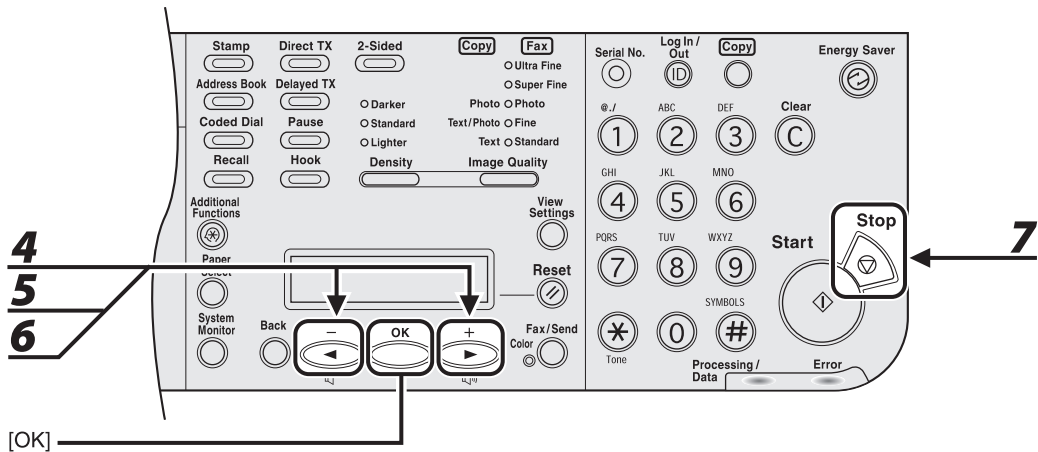


1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and SystemPassword using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <COMMUNICATIONS>, then press [OK].



- 4** Press [**←**] or [**→**] to select <FAX SETTINGS>, then press [OK].
- 5** Press [**←**] or [**→**] to select <TX DOC. ARCHIVING>, then press [OK].
- 6** Press [**←**] or [**→**] to select <ON>, then press [OK].
- 7** Press [Stop] to return to the standby mode.

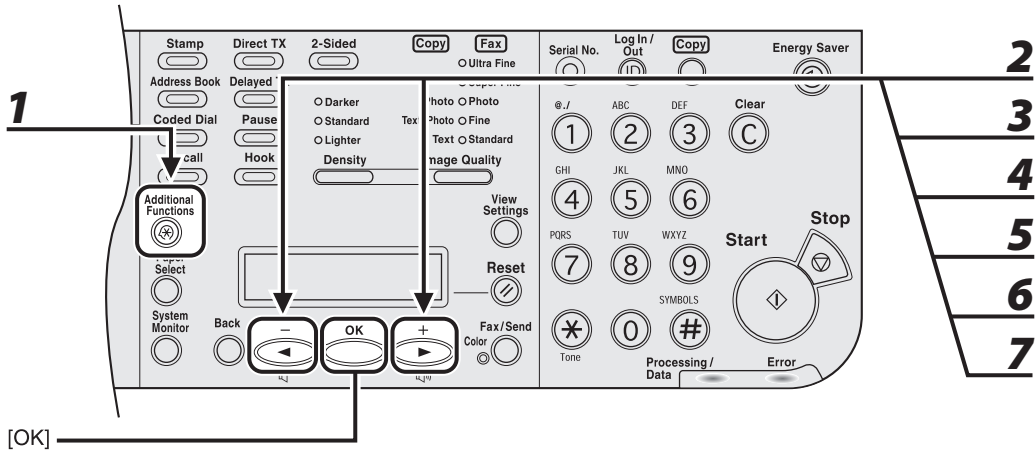
 **NOTE**

- TX Document Archiving will be performed once for each document transmitted. Regarding the redialing, it works based on the settings of this machine. (See "Setting Automatic Redialing (Fax)," on p. 4-78.)
- When using sequential broadcasting, after all transmissions (including redialing or error redialing) finish, if there is at least one destination to which all pages were sent successfully, then TX Document Archiving will be performed once.
- In the Activity Management Report, regarding the Mode field (Transaction Mode), "TRANSFER" will be printed and regarding the NO. field (Transaction Number), the number of the original sending destination will be printed.
- Regarding the DATE and TIME of the TX Document Archiving on the sender information, the DATE and TIME that the TX Document Archiving was performed will be printed.

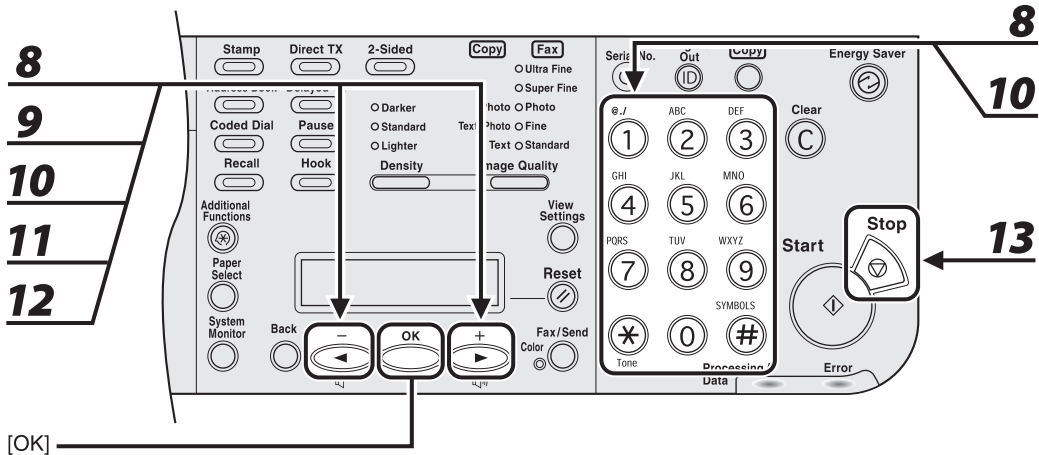


Setting Automatic Redialing (Fax)

Automatic redialing enables the machine to automatically redial the recipient's fax number if the recipient cannot be reached due to a busy line, or if a sending error occurs. 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 number, and the redial interval.



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<TX/RX SETTINGS>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<FAX SETTINGS>**, then press **[OK]**.
- 4** Press **[←]** or **[→]** to select **<TX SETTINGS>**, then press **[OK]**.
- 5** Press **[←]** or **[→]** to select **<AUTO REDIAL>**, then press **[OK]**.
- 6** Press **[←]** or **[→]** to select **<ON>**, then press **[OK]**.
- 7** Press **[←]** or **[→]** to select **<REDIAL TIMES>**, then press **[OK]**.



- 8** Use [**←**], [**+**], or numeric keys to enter the number of redials (1 to 10 times) the machine will make, then press [OK].
- 9** Press [**←**] or [**+**] to select <REDIAL INTERVAL>, then press [OK].
- 10** Use [**←**], [**+**], or numeric keys to enter the time (2 to 99 minutes, in one-minute increments) between redials, then press [OK].
- 11** Press [**←**] or [**+**] to select <TX ERROR REDIAL>, then press [OK].
- 12** Press [**←**] or [**+**] to select <ON> or <OFF>, then press [OK].
 <ON>: Resends all pages if an error occurs during transmission.
 <OFF>: Does not redial even if an error occurs during transmission.
- 13** Press [Stop] to return to the standby mode.



Switching Temporarily to Tone Dialing

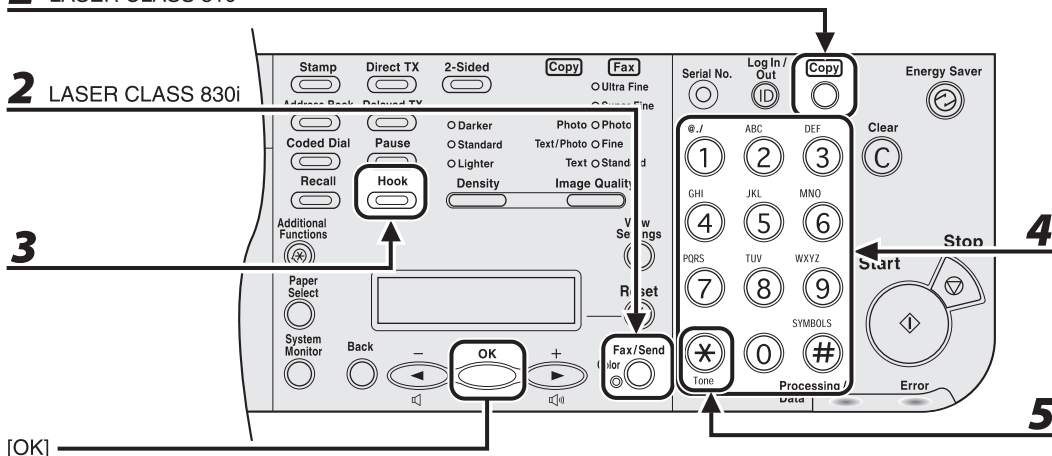
If your machine is set for pulse dialing, use the procedure below to switch to tone dialing to use information services (e.g., banks, airline reservations, and hotel reservations).

NOTE

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

2 LASER CLASS 810

2 LASER CLASS 830i



1 Press [Fax/Send].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

2 Press [Fax/Send] repeatedly to select <FAX>, then press [OK].

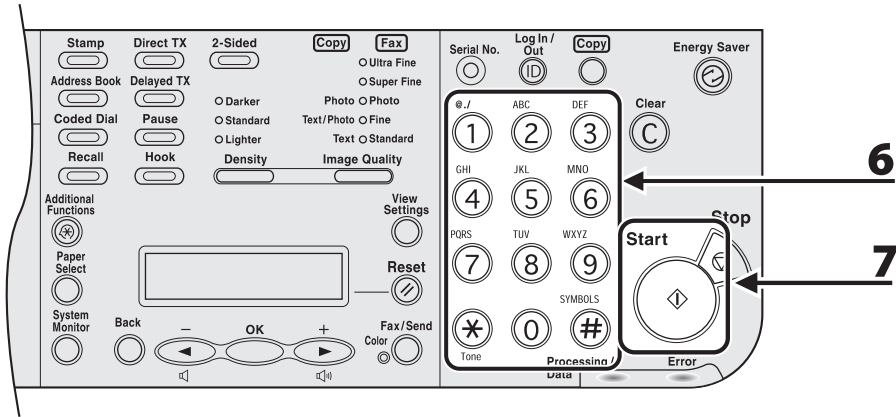
3 Press [Hook].

NOTE

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

4 Use the numeric keys to dial the required information service.

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



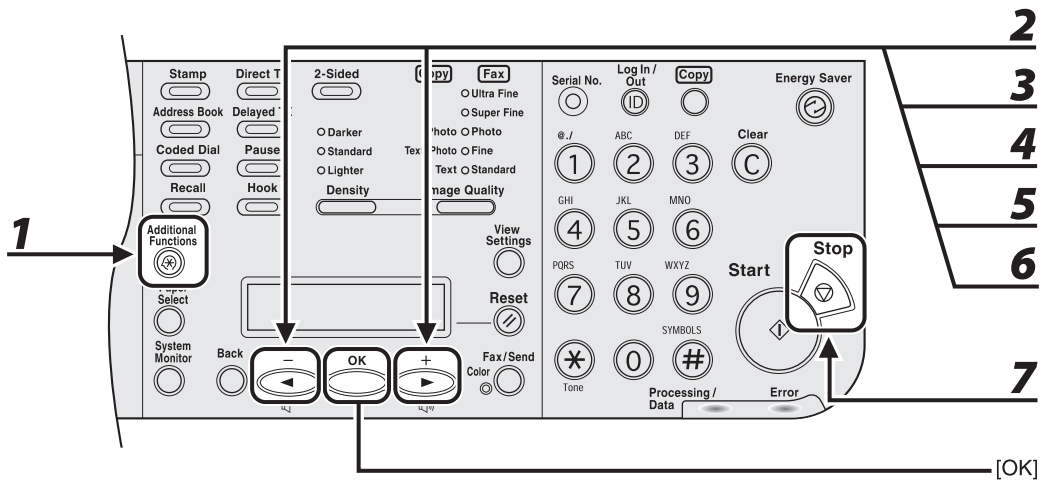
6 Use the numeric keys to enter the numbers requested by the information service.

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

If you are using the external telephone, hang up the handset after pressing [Start].

Checking Dialing Line

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



- 1** Press [Additional Functions].
- 2** Use [←] or [→] to select <TX/RX SETTINGS>, then press [OK].
- 3** Use [←] or [→] to select <FAX SETTINGS>, then press [OK].
- 4** Use [←] or [→] to select <TX SETTINGS>, then press [OK].
- 5** Use [←] or [→] to select <DIALING LINE CHCK>, then press [OK].
- 6** Use [←] or [→] to select <ON>, then press [OK].
- 7** Press [Stop] to return to the standby mode.

Dialing an Overseas Number (With Pauses)

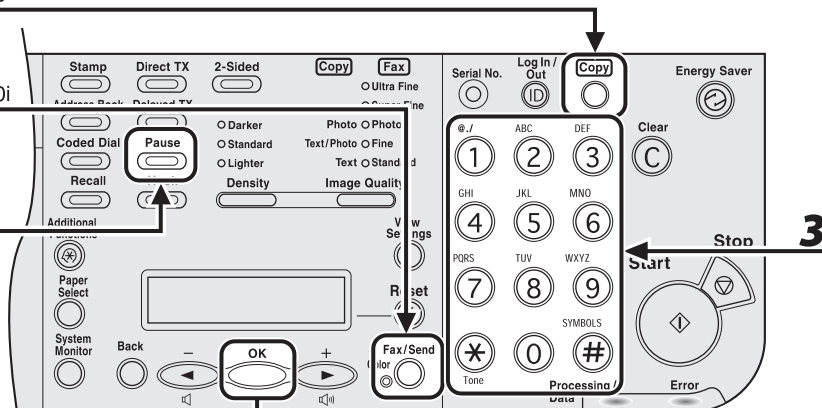
When you dial or register an overseas number, you may need to insert a pause within the number.

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4

[OK]



1 Set documents.

2 Press [Fax/Send] repeatedly to select <FAX>, then press [OK].

If using the LASER CLASS 810, you can switch to the Fax mode by pressing [Copy/Fax].

3 Use the numeric keys to dial the international access code.

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

4 If necessary, press [Pause] to insert a pause.

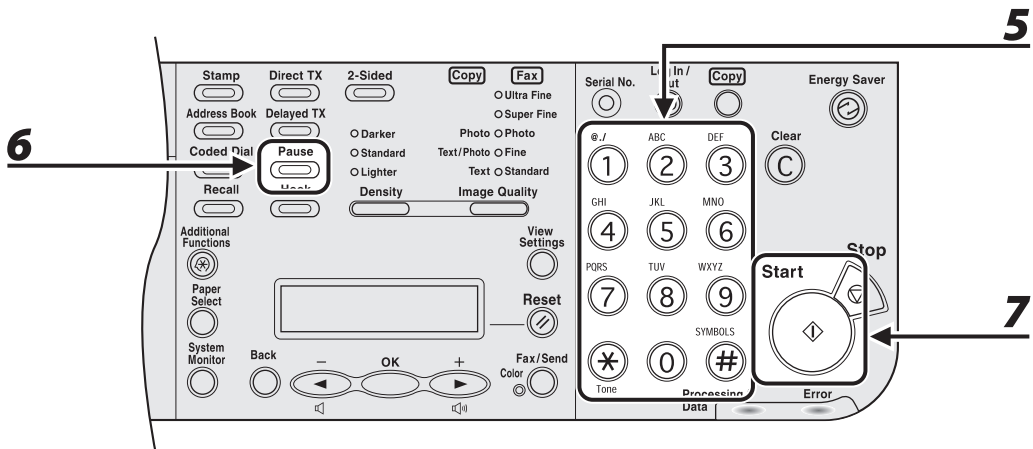
Ex.

F A X N U M B E R
☎ = 1 2 3 p 1 2 X X X X

The letter <p> is displayed between the numbers.

You can enter successive pauses within the fax number to make the pause time longer.

You can change the length of a pause inserted within the fax number in the <PAUSE TIME> menu. The default setting is two second. (See "TX/RX SETTINGS," on p. 12-11.)



5 Use the numeric keys to dial the country code, the area code, and the fax/telephone number of the recipient.

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

The letter <P> appears at the end of the fax number.

Pauses entered at the end of fax numbers are always 10 seconds long.

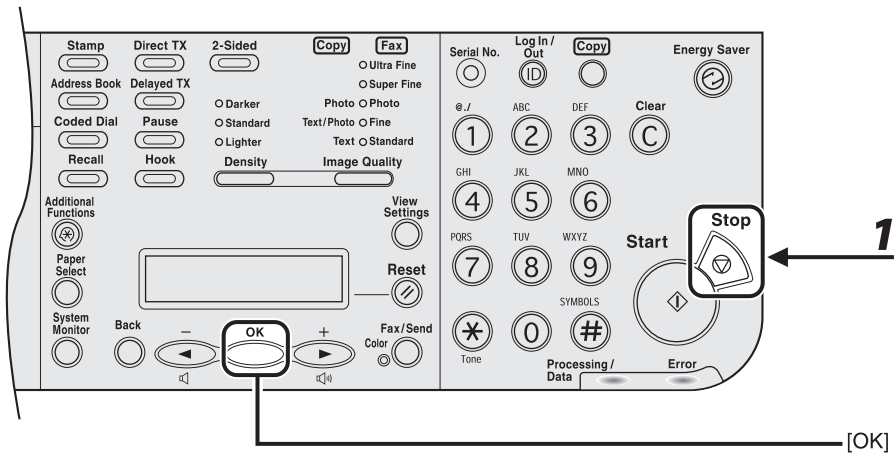
7 Press [Start].

NOTE

When <TIME OUT> is set to <ON> in <TX SETTINGS> in <FAX SETTINGS> in <TX/RX SETTINGS>, and if you have specified the destination by any other method than using numeric keys, the machine starts scanning automatically without pressing [Start], after the preset time for this setting is elapsed.

Canceling TX Jobs

Cancel an ongoing job as follows.



1 Press [Stop].

2 When the <STOP KEY PRESSED> message appears, press [OK].

```
STOP KEY PRESSED
PRESS OK KEY
```

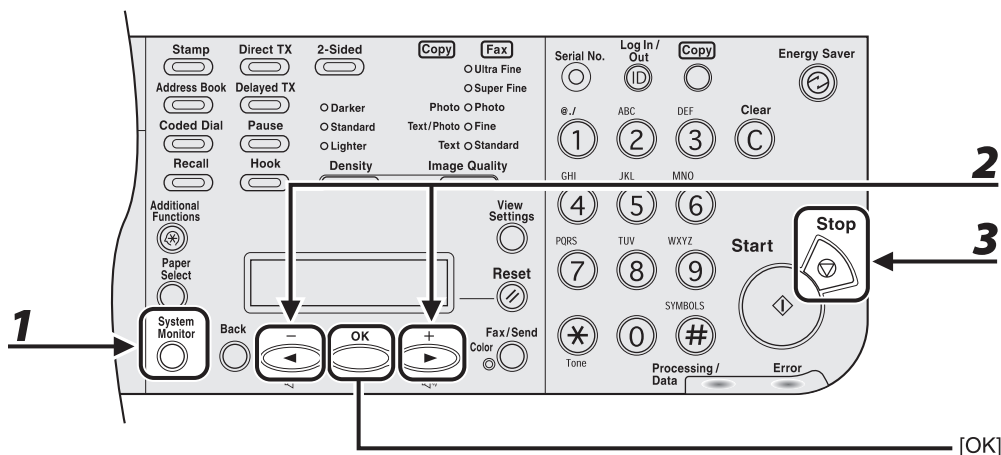
When the <CANCEL?> message appears, press [◀◀] to select <YES>.

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

Checking and Deleting Jobs

System monitor enables you to view the transmission results, monitor the status of the send jobs currently being processed.

Checking Transmission Results



1 Press [System Monitor] repeatedly to select <TX/RX LOG>, then press [OK].

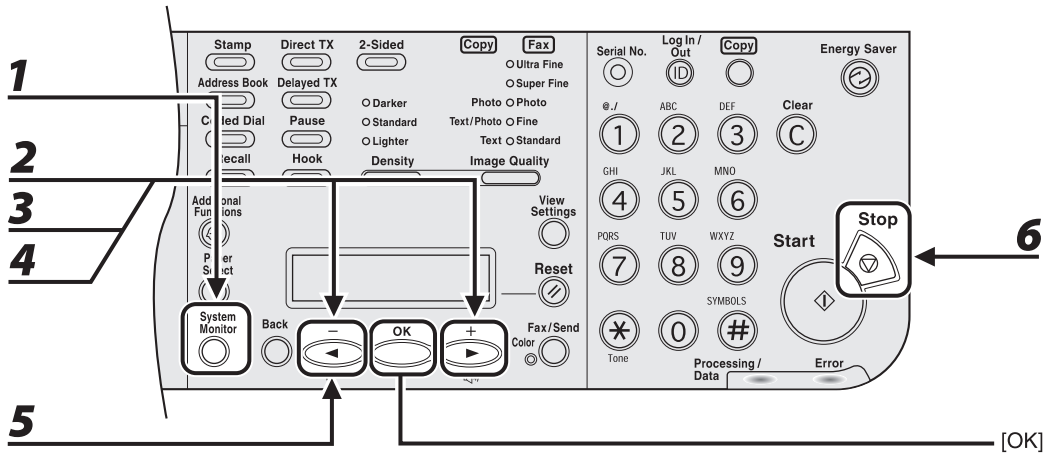
NOTE

If you set <CHECKING THE LOG> to <OFF> in <SYSTEM SETTINGS>, transmission/reception result does not appear in the LCD.

2 Press [←] or [→] to view the required transmission/reception result.

3 Press [Stop] to return to the standby mode.

Checking and Deleting Sending Documents Stored in Memory



- 1** Press [**System Monitor**] repeatedly to select <TX/RX STATUS> then press [**OK**].
- 2** Press [**◀**] or [**▶**] to scroll through the job list.
If you want to delete the job, go to step 3. Otherwise, press [**Stop**] to return to the standby mode.
- 3** Press [**◀**] or [**▶**] to select the desired document, then press [**OK**].
- 4** Press [**◀**] or [**▶**] to select <CANCEL>, then press [**OK**].
- 5** Press [**◀**] to select <YES>.
If you do not want to cancel the job, press [**▶**] to select <NO>.
- 6** Press [**Stop**] to return to the standby mode.



5 Receiving Documents

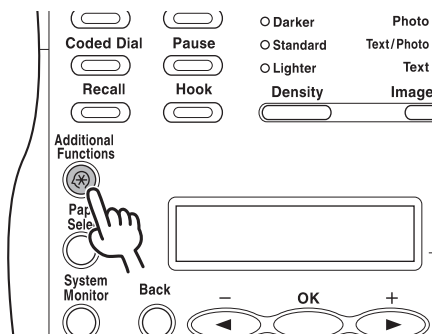
Basic Receiving Method	5-2
FaxTel: Optional Settings	5-4
DRPD: Optional Settings	5-6
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Checking and Deleting Receiving Documents Stored in Memory	5-31

Basic Receiving Method

Follow this procedure to set the machine for receiving faxes.

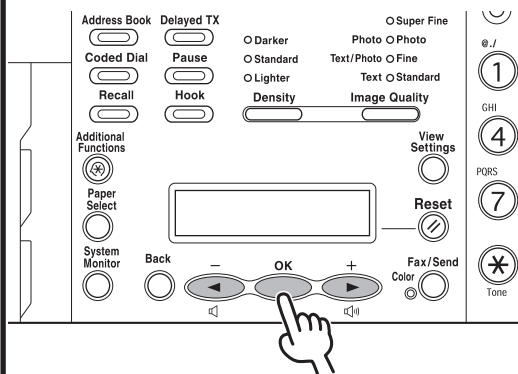
For advanced receiving features, see Reference Guide > Send/Receive.

1 Enter the Setting Menu



Press [Additional Functions].

2 Enter the Receive Mode

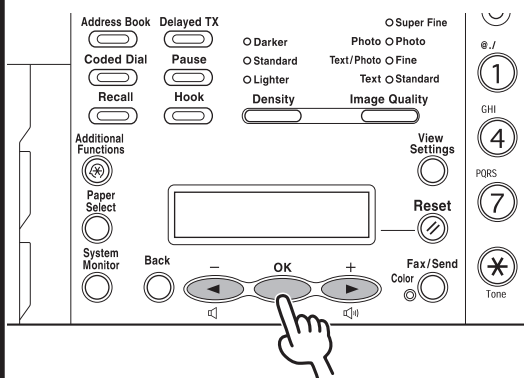


Select <TX/RX SETTINGS> with [◀] or [▶], then press [OK].

Select <FAX SETTINGS> with [◀] or [▶], then press [OK].

Select <RX MODE> with [◀] or [▶], then press [OK].

3 Select the Receive Mode



Select the receive mode with [**←**] or [**→**], then press [OK].

<FaxOnly>: Answers all calls as faxes.

<FaxTel>: Switches between fax and voice calls automatically if an external telephone is connected to the machine.

<AnsMode>: Receives faxes automatically and records voice messages.

<DRPD>: Distinguishes between fax and voice calls if you want to use an external telephone.

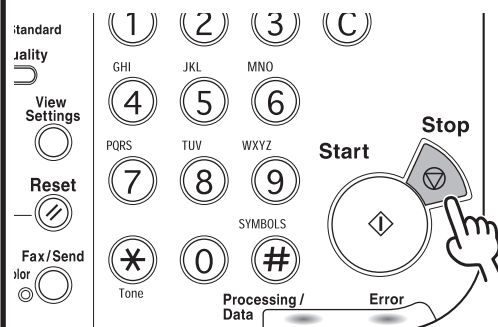
<Manual>: Does not answer any calls. You have to manually receive faxes.

For details on these settings, see Reference Guide > Send/Receive.

NOTE

- For <AnsMode>, make sure an answering machine is connected to the machine.
- For <DRPD>, subscription to a DRPD service is required.

4 Exit the Setting Menu



Press [Stop] to return to the standby mode.

What if...

● You press [Stop] to cancel a job:

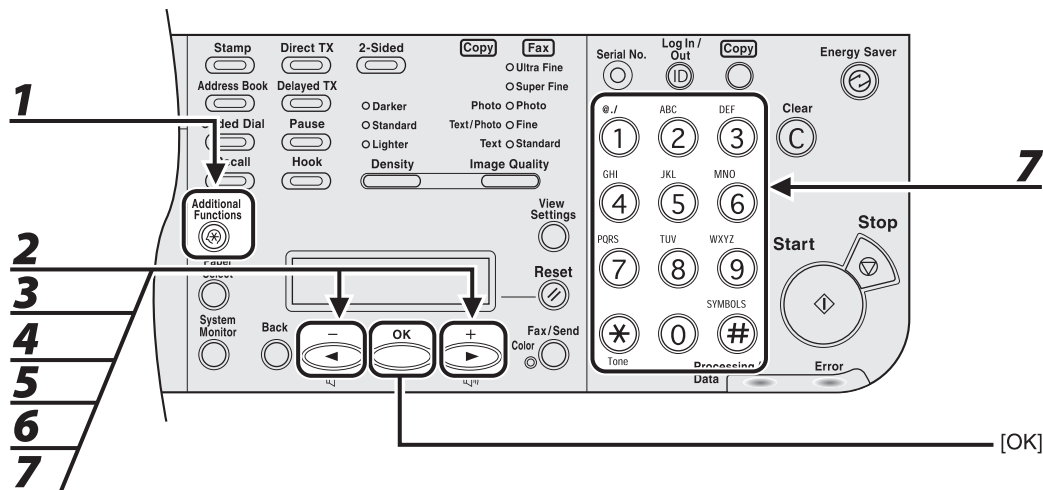
The <CANCEL?> message appears. Press [**←**] to select <Yes>. The job is canceled, and the display returns to the standby mode.

● The <TONER LOW/PREPARE NEW TONER> message appears:

The toner cartridge is almost empty. Replace the toner cartridge. For details on this error message, see "LCD Messages," on p. 11-7.

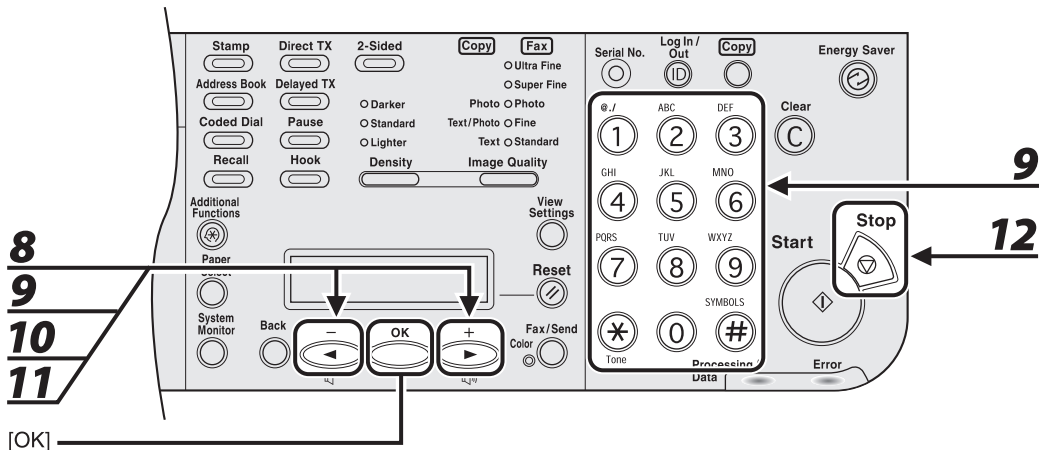
FaxTel: Optional Settings

If required, change the optional settings as follows:



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <TX/RX SETTINGS>, then press [OK].
- 3** Press [←] or [→] to select <FAX SETTINGS>, then press [OK].
- 4** Press [←] or [→] to select <RX SETTINGS>, then press [OK].
- 5** Press [←] or [→] to select <FAX/TEL OPT. SET>, then press [OK].
- 6** Press [←] or [→] to select <RING START TIME>, then press [OK].
- 7** Use [←], [→], or the numeric keys to specify the duration (0 to 30 seconds) for which the machine attempts to detect the fax tone before it starts ringing, then press [OK].

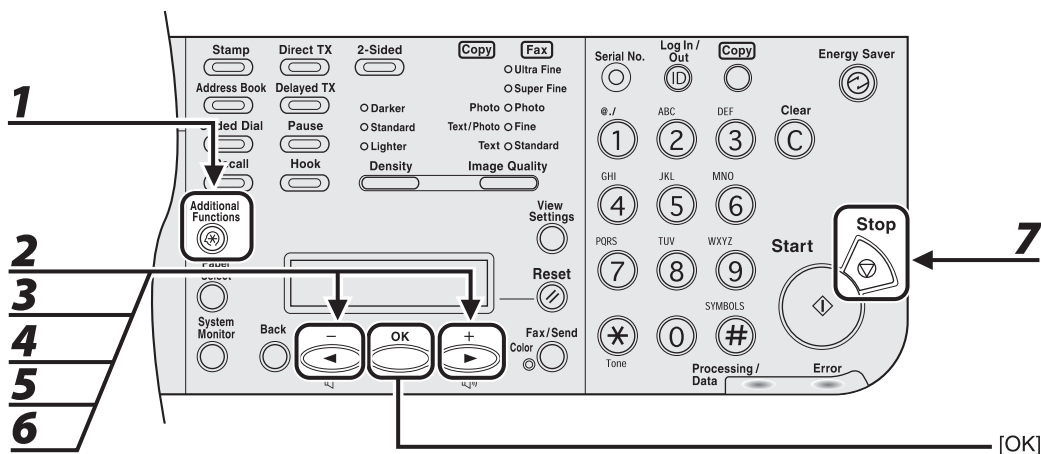
If the machine receives a fax, the machine does not ring and switches to the receive mode automatically.



- 8** Press [**←**] or [**→**] to select <F/T RING TIME>, then press [OK].
- 9** Use [**←**], [**→**], or the numeric keys to specify the duration (15 to 300 seconds) of ringing, then press [OK].
- 10** Press [**←**] or [**→**] to select <F/T SWITCH ACTION>, then press [OK].
- 11** Press [**←**] or [**→**] to select the action the machine will take after the ringing ends, then press [OK].
 <RECEIVE>: Receives a fax.
 <DISCONNECT>: Disconnects the call.
- 12** Press [Stop] to return to the standby mode.

DRPD: Optional Settings

Select the ring pattern assigned by your telephone company.



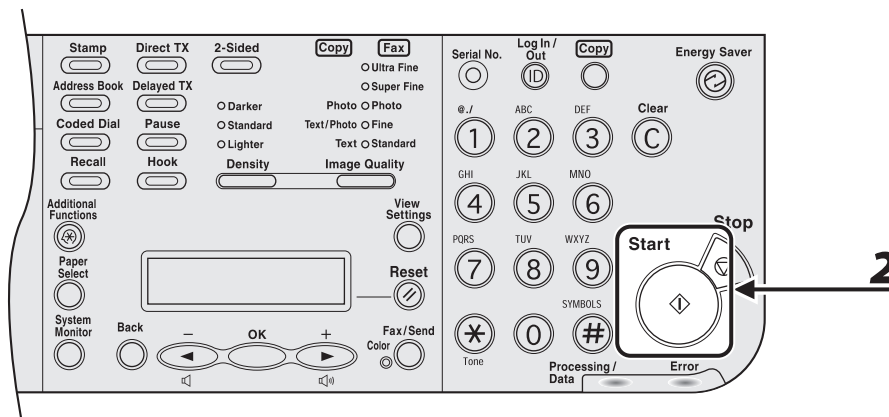
- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <TX/RX SETTINGS>, then press [OK].
- 3** Press [←] or [→] to select <FAX SETTINGS>, then press [OK].
- 4** Press [←] or [→] to select <RX SETTINGS>, then press [OK].
- 5** Press [←] or [→] to select <DRPD:SELECT FAX>, then press [OK].
- 6** Press [←] or [→] to select a ring pattern, then press [OK].

<DOUBLE RING>
<SHORT-SHORT-LONG>
<SHORT-LONG-SHORT>
<OTHER RING TYPE>
<NORMAL RING>

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

Manual Reception

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



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

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

 **NOTE**

If you picked up the receiver of an external telephone in step 1, enter the two digit remote reception ID using the numeric keys of the external telephone. (See "Receiving a Fax Remotely." on p. 5-24)

3 Hang up the optional handset or the external telephone.

Memory Reception

The machine automatically receives faxes in memory when printing is disabled under certain conditions (e.g., toner or paper has run out).

When the problem is cleared, the machine automatically prints the fax which was stored in the memory.

NOTE

The main memory of the LASER CLASS 830i can store data for a maximum of 90 jobs or approximately 1,500 pages.*1

The main memory of the LASER CLASS 810 can store data for a maximum of 90 jobs or approximately 512 (1,500*2) pages.*1

*1 Based on the condition that the other party sends the fax by the LASER CLASS 830i with ITU-T Standard Chart No. 1, standard mode. The maximum number of pages that the machine's memory can store differs depending on the other party's machine.

Once the pages are printed, they are deleted from the memory.

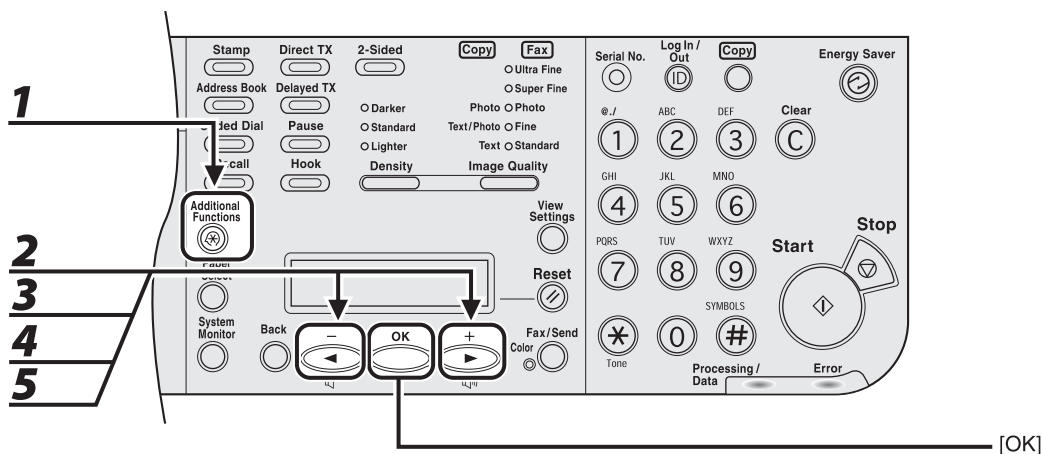
If the memory becomes full, you will not be able to receive the remaining pages. Contact the other party and ask them to resend the remaining pages of the fax.

*2 For the LASER CLASS 810, an optional network printer kit is required.

Memory Lock Reception

You can also set the machine to store all documents in memory without automatically printing them.

You can also forward the documents received in memory to other destinations. (See “Forwarding Documents Received in Memory,” on p. 5-18.)



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out].

3 Press [←] or [→] to select <COMMUNICATIONS>, then press [OK].

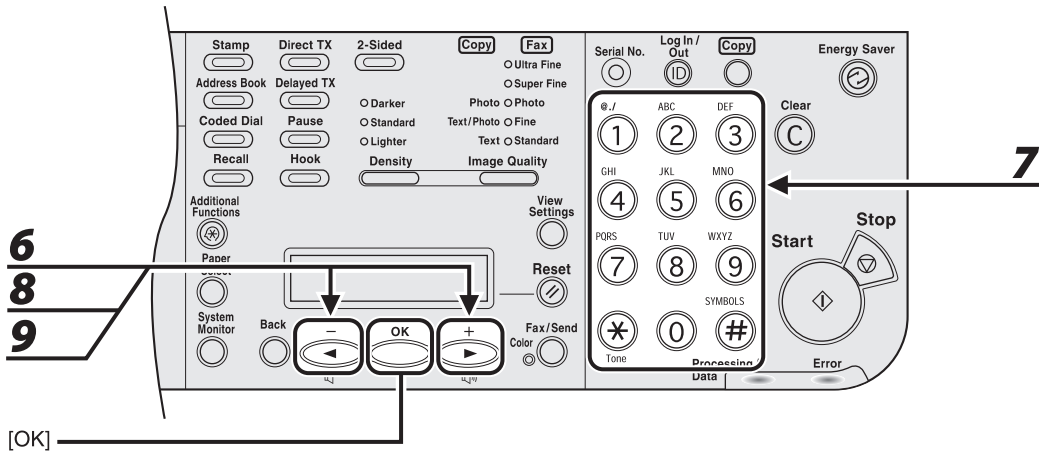
4 Press [←] or [→] to select <MEMORY LOCK>, then press [OK].

If the memory lock password has already been set, enter the password, then press [OK].

5 Press [←] or [→] to select <ON>, then press [OK].

NOTE

When you select <OFF>, the machine starts to print the received documents in memory.



6 Press [**←**] or [**→**] to select <PASSWORD>, then press [OK].

7 Use the numeric keys to enter the memory lock reception password (up to seven digits), then press [OK].

Ex.

P	A	S	S	W	O	R	D
1	2	3	4	5	6	7	_

8 Press [**←**] or [**→**] to select <REPORT PRINT>, then press [OK].

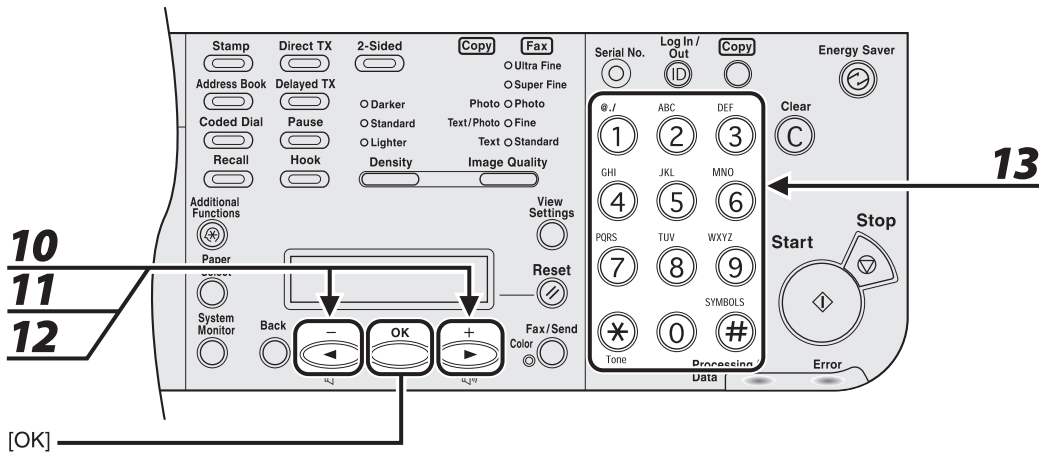
9 Press [**←**] or [**→**] to select <ON> or <OFF>, then press [OK].

<OFF>: Does not print a RX report.

<ON>: Prints a RX report.

NOTE

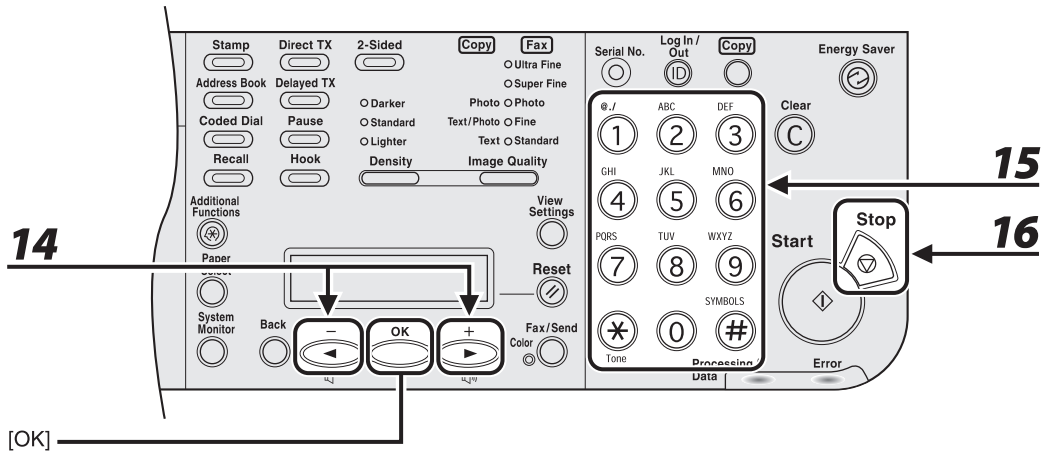
<RX REPORT> should also be set to <ON> so that RX reports are automatically printed when documents are received in memory. For instructions, see "RX REPORT," on p. 12-55.



- 10** Press [**←**] or [**→**] to select **<MEMORY RX TIME>**, then press **[OK]**.
If you do not need to set the timer for memory lock, skip to step 16.
- 11** Press [**←**] or [**→**] to select **<ON>**, then press **[OK]**.
- 12** Press [**←**] or [**→**] to select **<MEM RX START TIME>**, then press **[OK]**.
- 13** Use the numeric keys to enter the start time (in 24-hour format), then press **[OK]**.

Ex.

```
MEM RX START TIME
      0 0 : 0 0
```

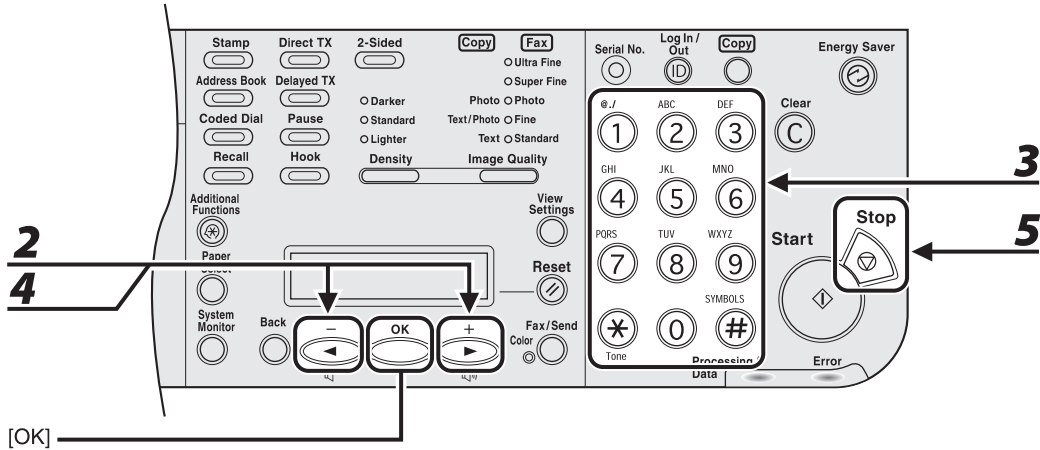


14 Press [**←**] or [**+ ▶**] to select <MEM. RX END TIME>, then press [OK].

15 Use the numeric keys to enter the end time, then press [OK].

16 Press [Stop] to return to the standby mode.

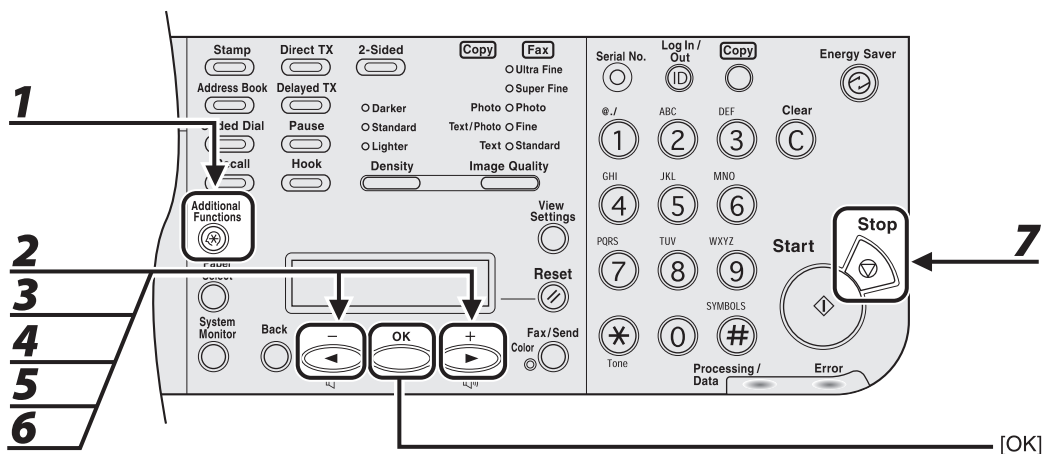
Printing All Documents Stored in Memory



- 1** Perform step 1 to 3 in “Memory Lock Reception,” on p. 5-9.
- 2** Press [**←**] or [**+ ▶**] to select <MEMORY LOCK>, then press [OK].
- 3** Use the numeric keys to enter the memory lock reception password, then press [OK].
- 4** Press [**←**] or [**+ ▶**] to select <OFF>, then press [OK].
The received documents are printed.
- 5** Press [Stop] to return to the standby mode.

Reception Restriction

You can reject incoming faxes without sending their numbers in the sender's machines.



- 1** Press [**Additional Functions**].
- 2** Press [**←**] or [**→**] to select **<TX/RX SETTINGS>**, then press [**OK**].
- 3** Press [**←**] or [**→**] to select **<FAX SETTINGS>**, then press [**OK**].
- 4** Press [**←**] or [**→**] to select **<RX SETTINGS>**, then press [**OK**].
- 5** Press [**←**] or [**→**] to select **<RX RESTRICTION>**, then press [**OK**].
- 6** Press [**←**] or [**→**] to select **<ON>**, then press [**OK**].
- 7** Press [**Stop**] to return to the standby mode.

Forwarding Received Documents

You can set the machine to forward received documents to other machines or file servers. If a received document matches the forwarding conditions, it is forwarded to the specified destination. Forwarding settings can be made using the Remote UI.

NOTE

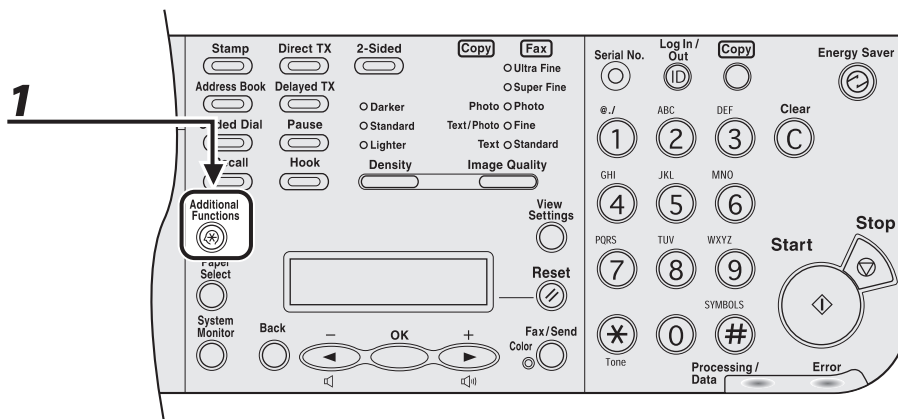
For instructions on forwarding settings and how to turn on and off the forward mode, see Reference Guide > Settings/Management from a PC > Specifying Forwarding Settings.

When Forwarding Destinations Do Not Match the Forwarding Conditions

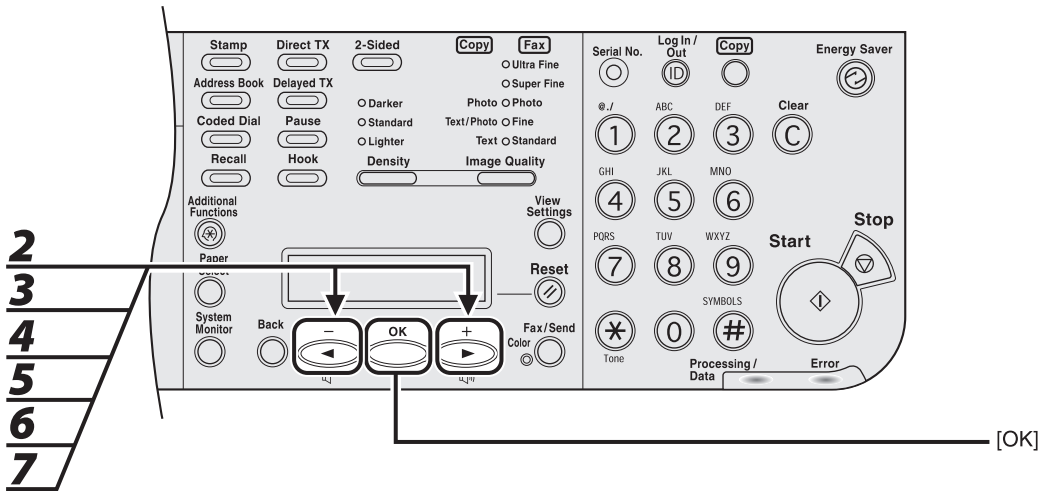
If a forwarding destination is not registered, or if the received document does not match all of the forwarding conditions that you have specified, you can specify the forwarding destination using the operation panel.

NOTE

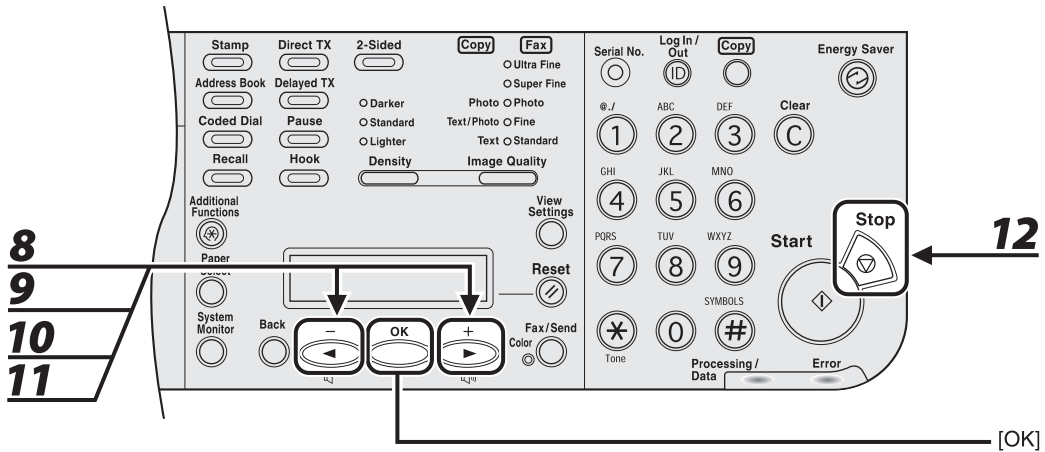
The documents for TX Document Archiving (see p. 4-75) are sent to a forwarding destination you register here.



1 Press [Additional Functions].

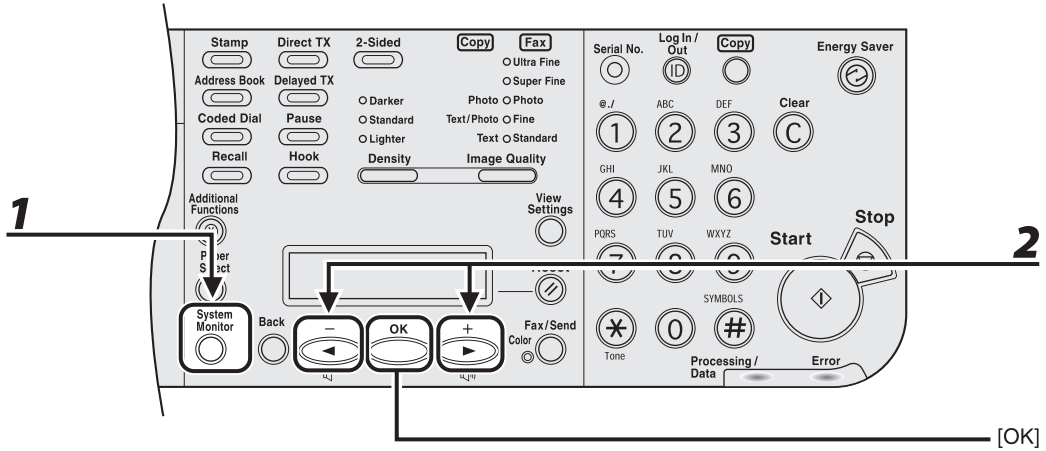


- 2** Press [**←**] or [**→**] to select <SYSTEM SETTINGS>, then press [OK].
- 3** Press [**←**] or [**→**] to select <FW W/OUT CONDITION>, then press [OK].
- 4** Press [**←**] or [**→**] to select <FAX> or <IFax>, then press [OK].
- 5** Press [**←**] or [**→**] to select <ON>, then press [OK].
- 6** Press [**←**] or [**→**] to select <FORWARD>, then press [OK].
- 7** Specify the forwarding destination using the one-touch speed dialing key, and press [OK].



- 8** Press [**←**] or [**→**] to select **<IMAGE FORMAT>**, then press [OK].
- 9** Press [**←**] or [**→**] to select **<TIFF (B&W)>** or **<PDF>**, then press [OK].
- 10** Press [**←**] or [**→**] to select **<DIVIDE INTO PAGES>**, then press [OK].
- 11** Press [**←**] or [**→**] to select **<ON>** or **<OFF>**, then press [OK].
 <OFF>: Sends multiple images as a single file without dividing them.
 <ON>: Separates multiple images and send them as separate files
- 12** Press [Stop] to return to the standby mode.

Forwarding Documents Received in Memory

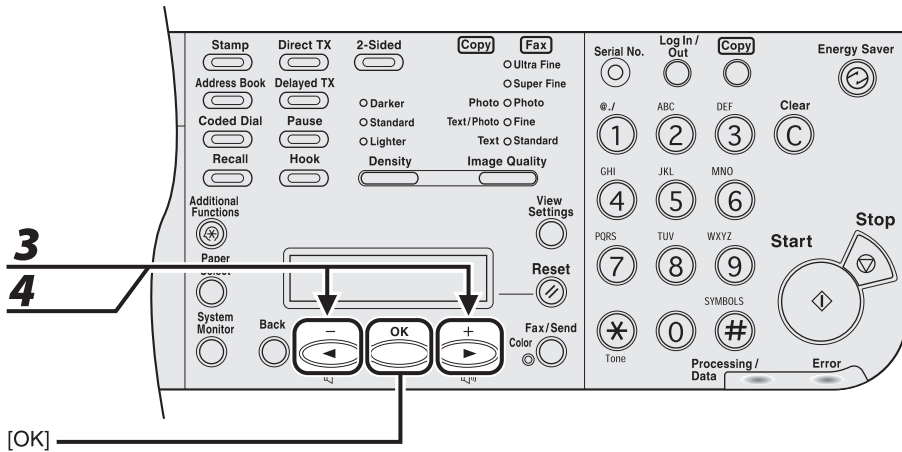


1 Press [System Monitor] repeatedly to select <TX/RX STATUS>, then press [OK].

2 Press [←] or [→] to select the desired document, then press [OK].

 **NOTE**

You can transfer only the documents received in memory, which appears with the message <STNDBY> in the system monitor.



3 Press [←] or [→] to select <FORWARD>, then press [OK].

4 Specify the destination, then press [OK].

The machine starts to send the selected document.

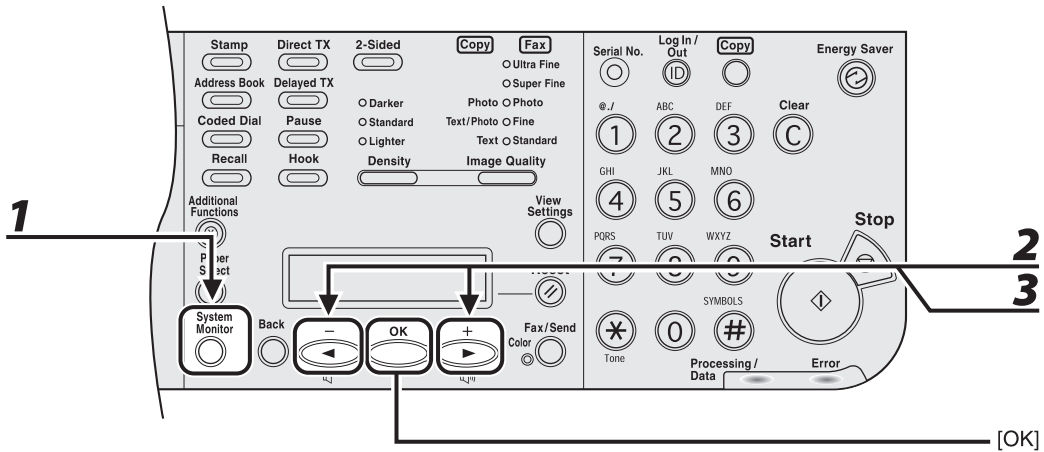
NOTE

You can specify only one destination registered in a one-touch key or coded dial code.

Forwarding Documents with Forwarding Errors

NOTE

To use this function <STORE TO MEMORY> in <FORWARD ERR.SET> in <SYSTEM SETTINGS> must be set to <ON>.



1 Press [System Monitor] repeatedly to select <FORWARD ERR. STATUS>, then press [OK].

2 Press [←] or [→] to select the desired document, then press [OK].

3 Press [←] or [→] to select <FORWARD>, then press [OK].

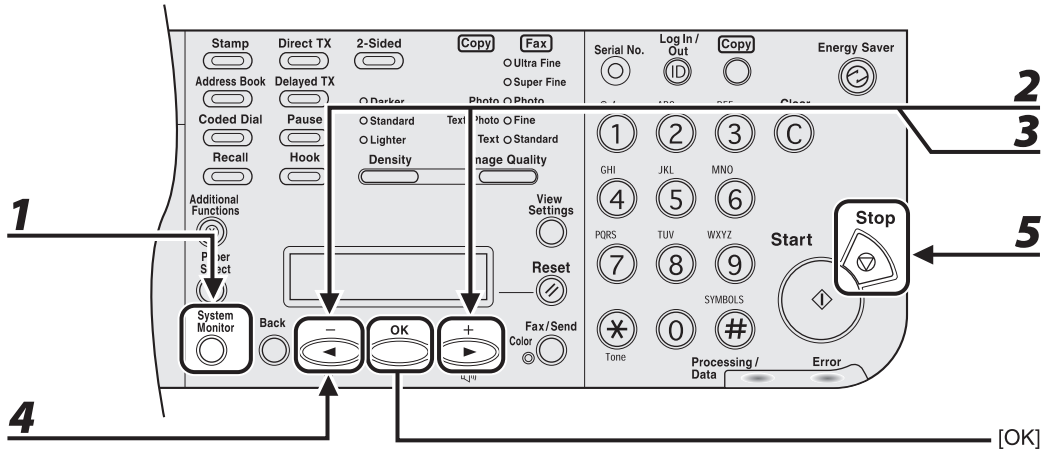
4 Specify the destination, then press [OK].

The machine starts to send the selected document.

NOTE

- You can specify only one destination registered in a one-touch key or coded dial code.
- The document is erased from memory if transferring is successful.

Printing or Erasing Documents with Forwarding Errors



- 1** Press [System Monitor] repeatedly to select <FORWARD ERR. STATUS>, then press [OK].
- 2** Press [←] or [→] to select the desired document, then press [OK].
- 3** Press [←] or [→] to select <PRINT> or <CANCEL>, then press [OK].

NOTE

If <MEMORY LOCK> is <ON> in <COMMUNICATIONS> in <SYSTEM SETTINGS>, the documents cannot be printed.

- 4** Press [←] to select <YES>.
If you do not want to print or erase the job, press [→] to select <NO>.
- 5** Press [Stop] to return to the standby mode.

Remote Reception

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

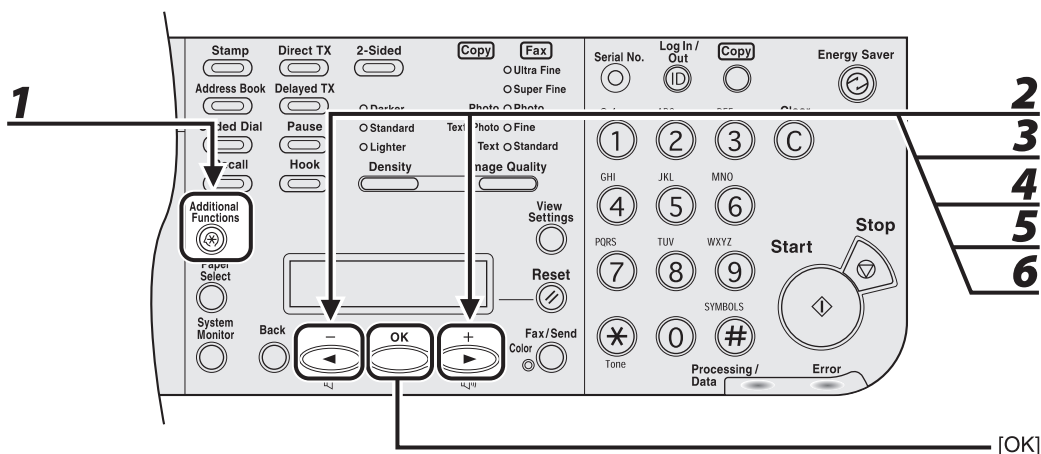


NOTE

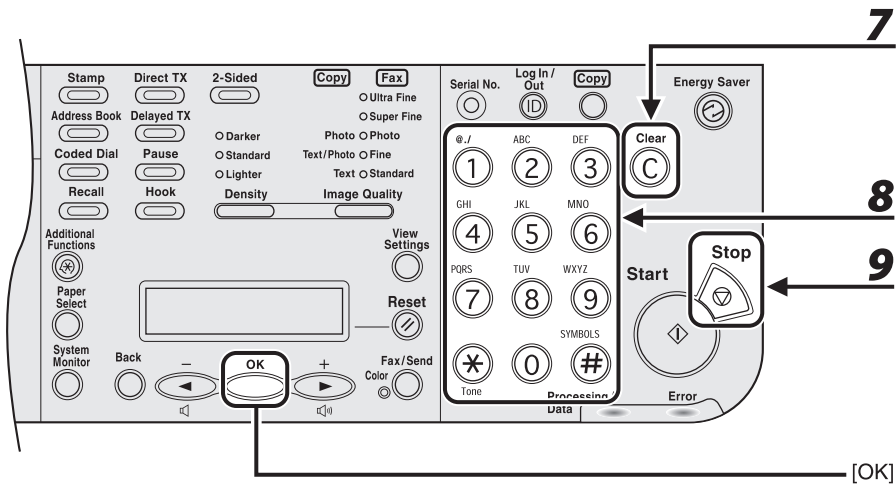
This function is not available when <ENERGY IN SLEEP> in <COMMON SETTINGS> is set to <LOW>.

Registering Remote Reception ID

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



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <TX/RX SETTINGS>, then press [OK].
- 3** Press [←] or [→] to select <FAX SETTINGS>, then press [OK].
- 4** Press [←] or [→] to select <RX SETTINGS>, then press [OK].
- 5** Press [←] or [→] to select <REMOTE RX>, then press [OK].
- 6** Press [←] or [→] to select <ON>, then press [OK].



- 7** Press [Clear] twice to delete the default remote reception ID of 25.
- 8** Use the numeric keys to enter a new remote reception ID (a combination of two characters using 0 to 9, and #), then press [OK].
- 9** Press [Stop] to return to the standby mode.

Receiving a Fax Remotely

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



If the machine is set for pulse dialing, press [Tone] to switch to tone dialing before pressing the remote reception ID.

- 3** When the reception is complete, hang up the telephone.

Printing Received Documents

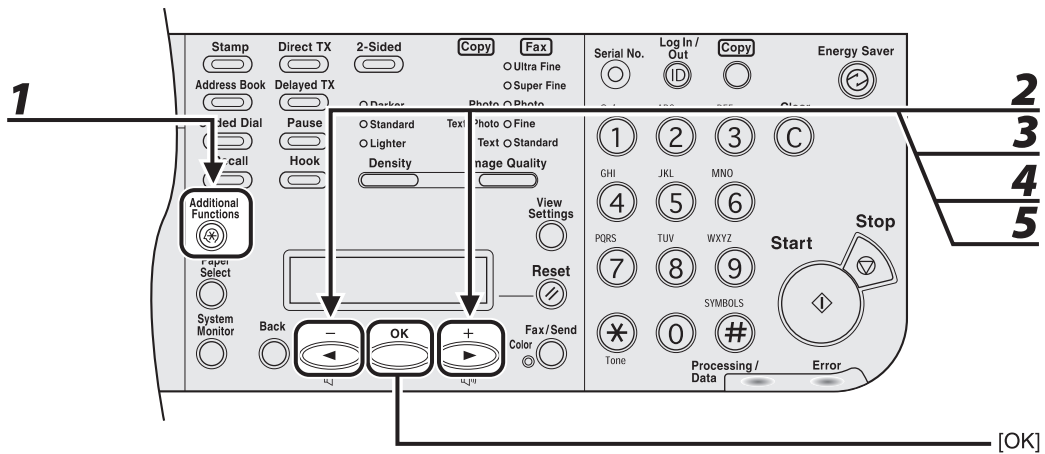
The machine provides the following printing features: two-sided printing and received image reduction.

Two-Sided Printing

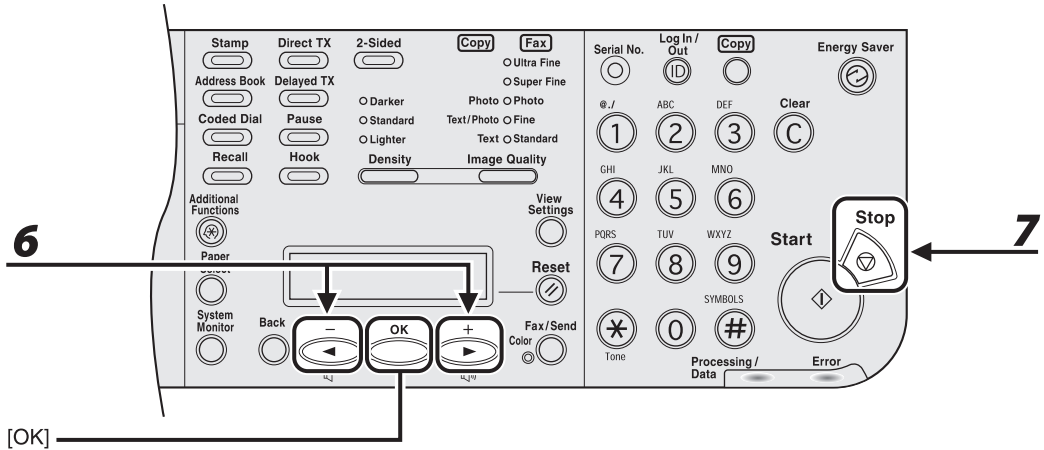
You can print received documents on both sides of the paper.

NOTE

You can print the received documents on both sides of the paper only when <PAPER SIZE> is set to <LTR>, <LGL>, or <A4>. The received documents are printed on one side of the paper when <PAPER SIZE> is not set to <LTR>, <LGL>, or <A4>. (See "Setting Paper Size and Type," on p. 2-12.)



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <TX/RX SETTINGS>, then press [OK].
- 3** Press [←] or [→] to select <TX/RX COMMON SET.>, then press [OK].
- 4** Press [←] or [→] to select <RX SETTINGS>, then press [OK].
- 5** Press [←] or [→] to select <TWO-SIDED PRINT>, then press [OK].



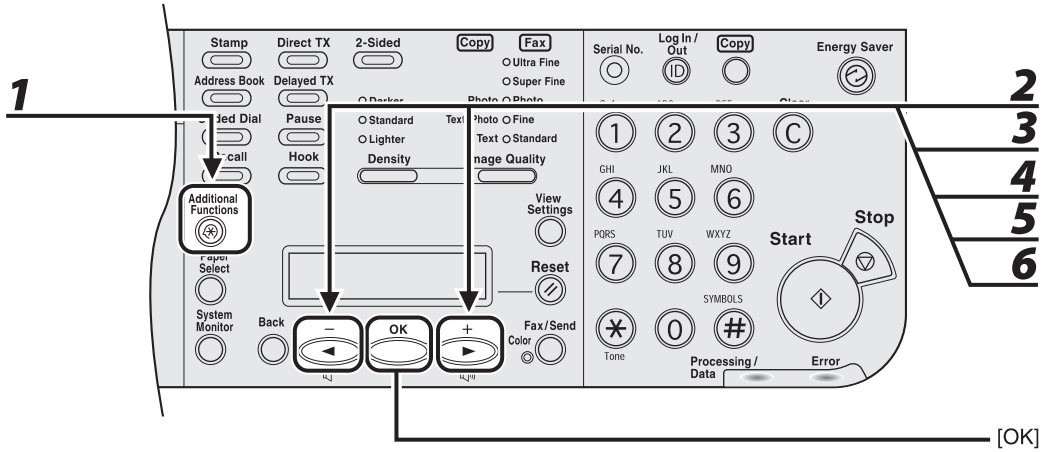
[OK]

6 Press [**←**] or [**+ ▶**] to select <ON>, then press [OK].

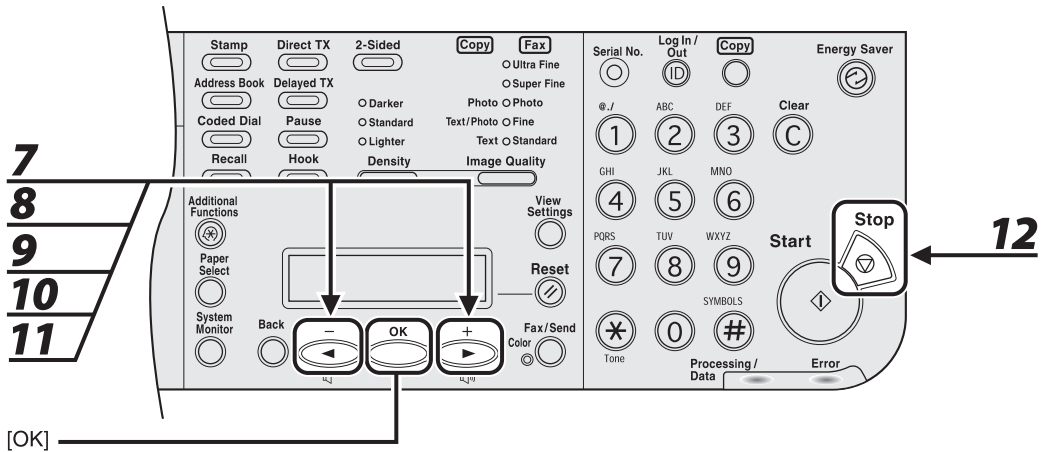
7 Press [Stop] to return to the standby mode.

Received Image Reduction

You can print received documents in a reduced size.



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<TX/RX SETTINGS>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<TX/RX COMMON SET.>**, then press **[OK]**.
- 4** Press **[←]** or **[→]** to select **<RX SETTINGS>**, then press **[OK]**.
- 5** Press **[←]** or **[→]** to select **<RECEIVE REDUCTION>**, then press **[OK]**.
- 6** Press **[←]** or **[→]** to select **<ON>**, then press **[OK]**.

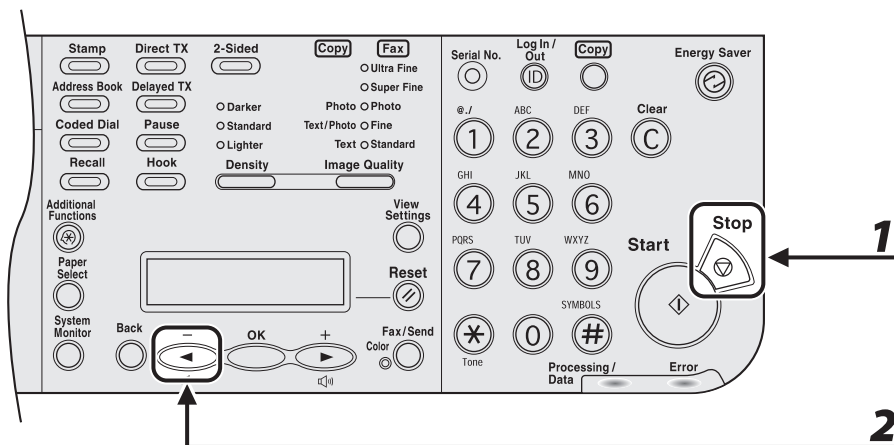


[OK]

- 7** Press [**←**] or [**→**] to select <RX REDUCTION> or <REDUCE DIRECTION>, then press [OK].
If you select <REDUCE DIRECTION>, skip to step 11.
- 8** Press [**←**] or [**→**] to select <AUTO> or <FIXED REDUCTION>, then press [OK].
If you select <AUTO>, adjust the image reduction automatically. Skip to step 10.
- 9** Press [**←**] or [**→**] to select a preset reduction ratio (90%, 95%, 97 %, or 75%), then press [OK].
- 10** Press [**←**] or [**→**] to select <REDUCE DIRECTION>, then press [OK].
- 11** Press [**←**] or [**→**] to select <VERTICAL ONLY> or <HORIZ & VERTICAL>, then press [OK].
<VERTICAL ONLY>: Reduces the document vertically only.
<HORIZ & VERTICAL>: Reduces the document both horizontally and vertically.
- 12** Press [Stop] to return to the standby mode.

Canceling RX Jobs

Cancel an ongoing job as follows.



1 Press [Stop].

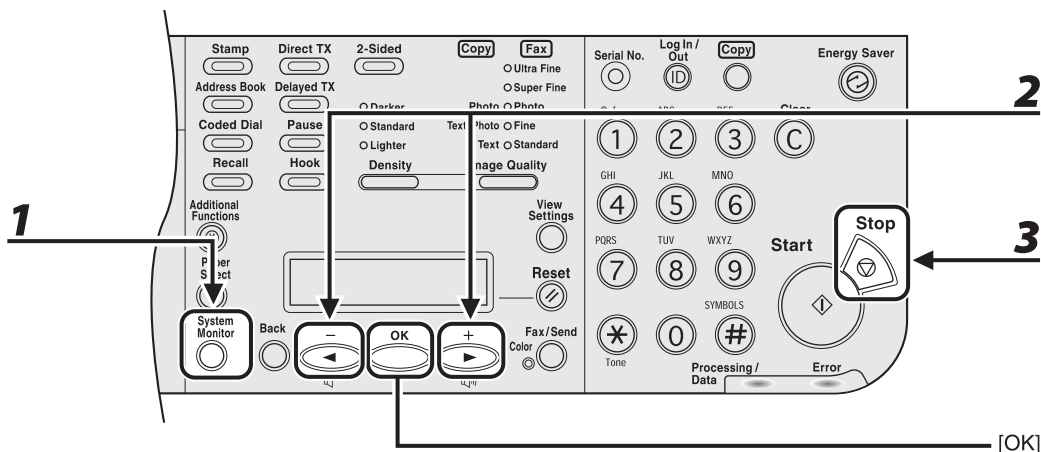
2 When the <CANCEL?> message appears, press [←] to select <YES>.

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

Checking and Deleting Jobs

System monitor enables you to view the reception results, and monitor the status of the receive jobs currently being processed.

Checking Reception Results



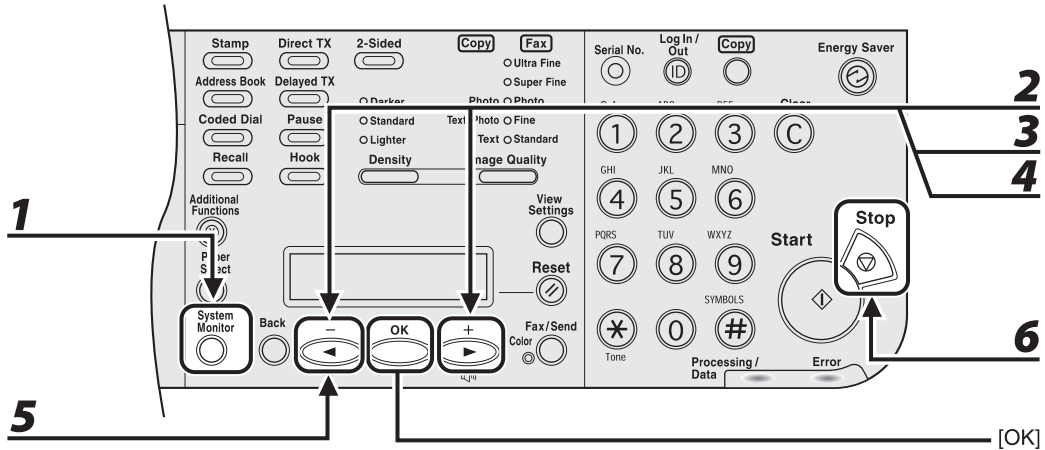
- 1** Press **[System Monitor]** repeatedly to select **<TX/RX LOG>**, then press **[OK]**.

NOTE

If you set **<CHECKING THE LOG>** to **<OFF>** in **<SYSTEM SETTINGS>**, reception result does not appear in the LCD.

- 2** Press **[←]** or **[+▶]** to view the required reception result.
- 3** Press **[Stop]** to return to the standby mode.

Checking and Deleting Receiving Documents Stored in Memory



- 1** Press [System Monitor] repeatedly to select <TX/RX STATUS>, then press [OK].
- 2** Press [←] or [→] to scroll through the job list.
If you want to delete the job, go to step 3. Otherwise, press [Stop] to return to the standby mode.
- 3** Press [←] or [→] to select the desired document, then press [OK].
- 4** Press [←] or [→] to select <CANCEL>, then press [OK].
- 5** Press [←] to select <YES>.
If you do not want to cancel the job, press [→] to select <NO>.
- 6** Press [Stop] to return to the standby mode.



6 Printing

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Checking and Deleting Print Jobs	6-4

Printing Documents

Follow this procedure to print a document from your computer.

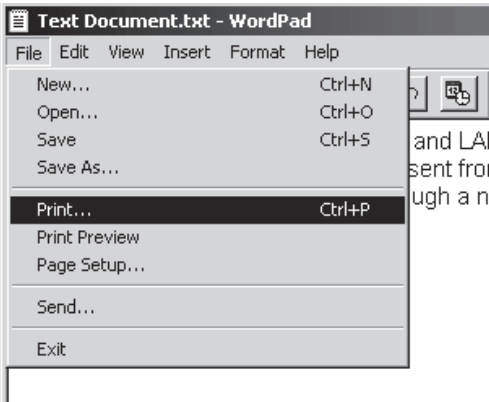
Make sure that the printer driver is installed. To check if the driver is installed, see “Installing Software,” in the Starter Guide.

For details on printer driver settings, see [Online Help](#).

NOTE

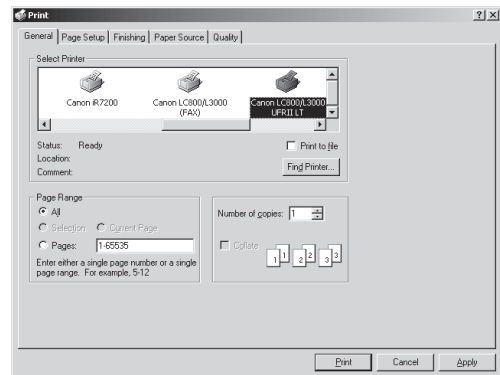
- To print a document from a computer on the LASER CLASS 810, an optional network printer kit is required.
- How to display the print screen or items on the screen may vary depending on your application and/or OS.

1 Start the Print Command



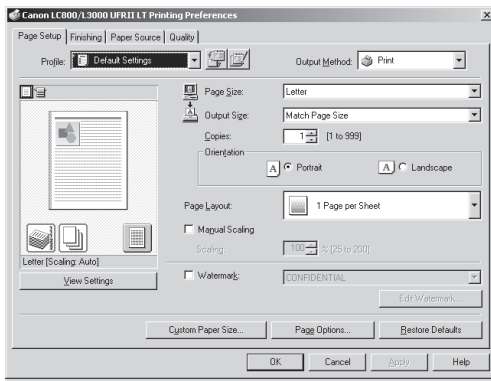
From an open document on an application, click [File] > [Print].

2 Select the Printer



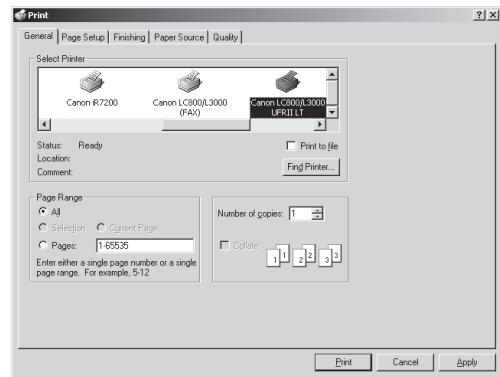
Select the printer icon for the machine ([Canon LC800/L3000 UFR II LT], [Canon LC800/L3000 PCL5e], [Canon LC800/L3000 PCL6]), then click [Preferences] or [Properties] to open the dialog box.

3 Adjust Preferences



After finished setting, click [OK].

4 Print the Document



Click [Print] or [OK].

NOTE

Printing speed may be slower when sending an e-mail.

What if...

- **You want to cancel printing:**
See Reference Guide > Print.

Checking and Deleting Jobs

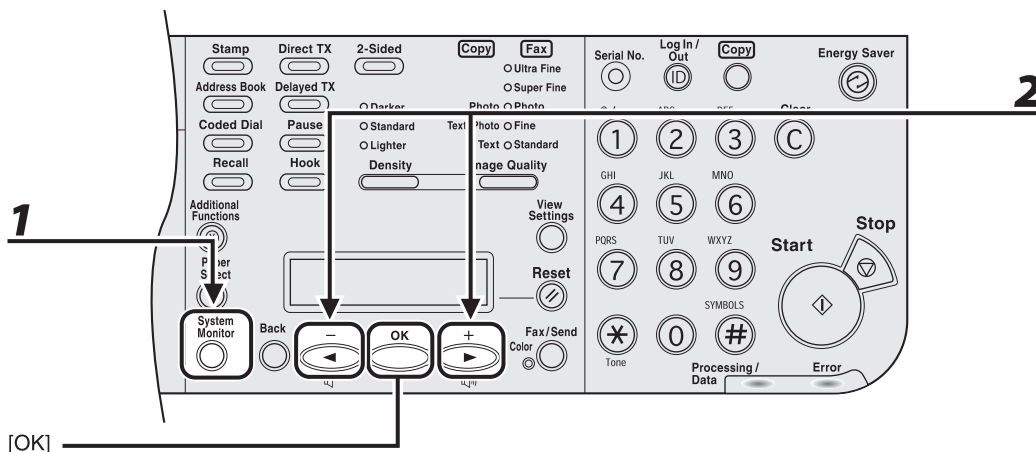
System monitor enables you to monitor the status of the print jobs currently being processed.



NOTE

Make sure that the Processing/Data indicator is turned on. When the Processing/Data indicator is turned off, all print jobs are erased from the memory.

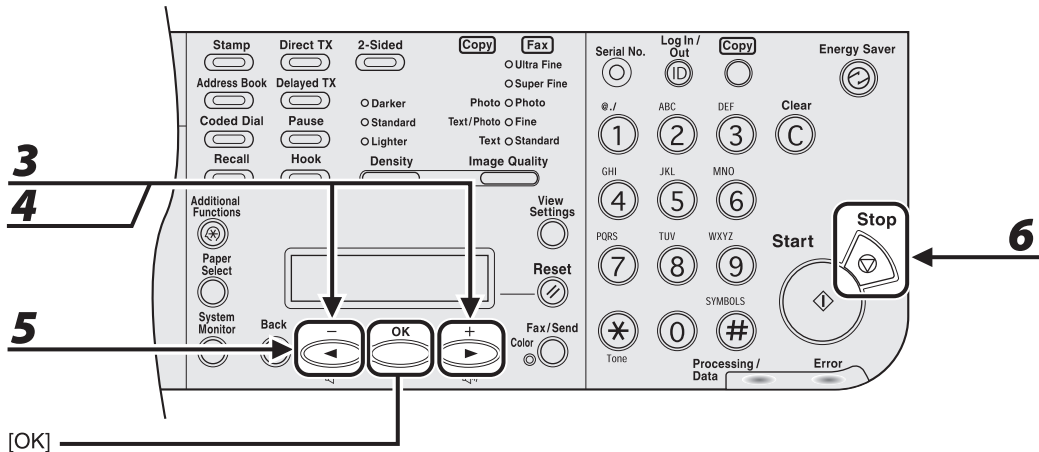
Checking and Deleting Print Jobs



1 Press [System Monitor] repeatedly to select <PRINT STATUS>, then press [OK].

2 Press [←] or [→] to scroll through the job list, and check the status of the print jobs.

If you want to delete the job, go to step 3. Otherwise, press [Stop] to return to the standby mode.



- 3** Press [**←**] or [**→**] to select the desired job, then press [OK].
- 4** Press [**←**] or [**→**] to select <CANCEL>, then press [OK].
- 5** Press [**←**] to select <YES>.

If you do not want to cancel the job, press [**→**] to select <NO>.
- 6** Press [Stop] to return to the standby mode.



7 PC Faxing

PC Faxing.....7-2

PC Faxing

Follow this procedure to send a fax from your computer.

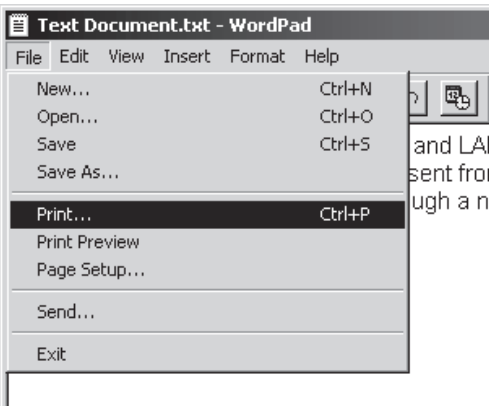
Make sure that the fax driver is installed. To check if the driver is installed, see “Installing Software,” in the Starter Guide.

For details on fax driver settings, see [Online Help](#).

NOTE

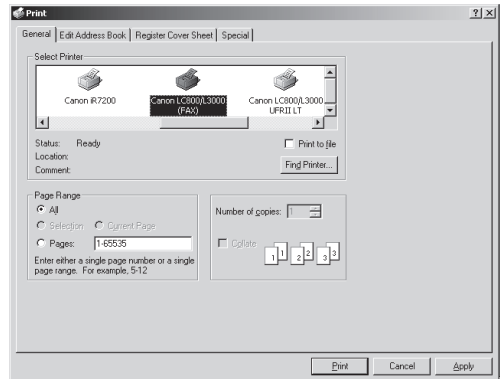
- To send faxes from computers on the LASER CLASS 810, an optional network printer kit is required.
- How to display the print screen or items on the screen may vary depending on your application and/or OS.
- When the TX Document Archiving function is set to <ON>, faxes cannot be sent from a computer.
- Jobs that could not be sent are recorded on the activity report printed every 40 transmissions. (If TX Document Archiving is set to <ON>, the activity report is set to automatically be printed every 40 transmissions.)

1 Start the Print Command



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

2 Select the Fax



Select the fax icon ([Canon LC800/L3000 (FAX)]), then click [Print] or [OK].

What if...

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

3 Set the Destination

Fax Sending Settings

Sending Settings | Edit Address Book | Cover Sheet

Recipient Name: [example01]

Fax Number: 0123456789

Add to Address Book

Add to Recipient List

Recipient Name	Fax Number	Address Book...
Example01	0123456789	Delete

Number of Recipients: 1

Set the Time to Send

Sending Time: 00:00 (00:00 to 23:59)

OK Cancel Help

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

What if...

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

4 Send the Document

Fax Sending Settings

Sending Settings | Edit Address Book | Cover Sheet

Recipient Name: [example01]

Fax Number: 0123456789

Add to Address Book

Add to Recipient List

Recipient Name	Fax Number	Address Book...
Example01	0123456789	Delete

Number of Recipients: 1

Set the Time to Send

Sending Time: 00:00 (00:00 to 23:59)

OK Cancel Help

Click [OK] in the Fax Sending Settings.

What if...

- **You want to cancel sending a fax:**
See Reference Guide > Send/Receive.



8 Remote UI

Remote UI.....8-2

Remote UI

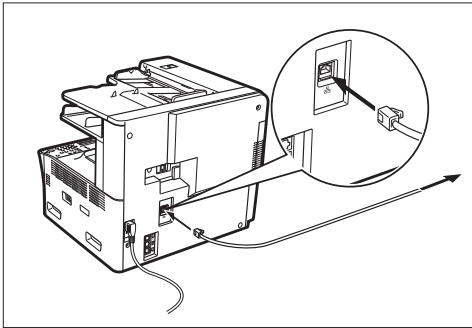
Follow this procedure for Remote UI management.

For details, see Reference Guide > Settings/Management from a PC.

 **NOTE**

To use the Remote UI on the LASER CLASS 810, an optional network printer kit is required.

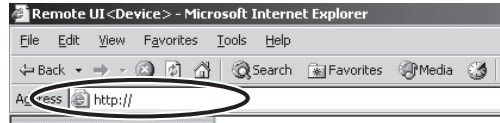
1 Prepare the Network



Set up the machine for use in a network, then connect the machine and the PC to your network router or a hub.

For details, see "Set the Machine for Network Usage," in the Starter Guide.

2 Startup



Start the web browser, enter the IP address of the machine, then press [Enter] on the keyboard.

3

Log on

Select the user mode, then click [OK].

4

Operate the Machine

Now you can manage the machine on the web browser.

For details, see Reference Guide > Settings/Management from a PC.



9 System Manager Settings

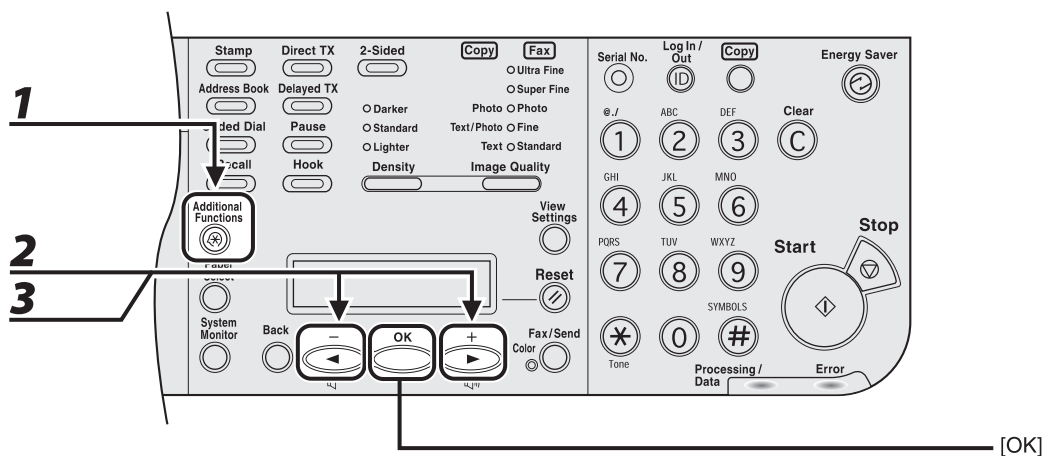
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Specifying the System Manager Settings

You can set an ID and a password for the System Manager. Once the System Manager ID/password is set, restrictions can be placed on storing or changing the System Settings.

NOTE

- When you use Department ID Management, you need to set both the System Manager ID and password to restrict the access to the <SYSTEM SETTINGS> menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the <SYSTEM SETTINGS> menu from the operation panel, or use the Remote UI without restriction.
- You can enter a maximum of 32 characters for the System Manager's name.
- The maximum number of digits that you can store for the System Manager ID and System Password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros. Example: If <321> is entered, <0000321> is stored.
- You cannot store a System Manager ID with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored. Example: If <02> or <002> is entered, <0000002> is stored.
- To delete information that has been entered, press and hold down [Clear] → enter the correct number.

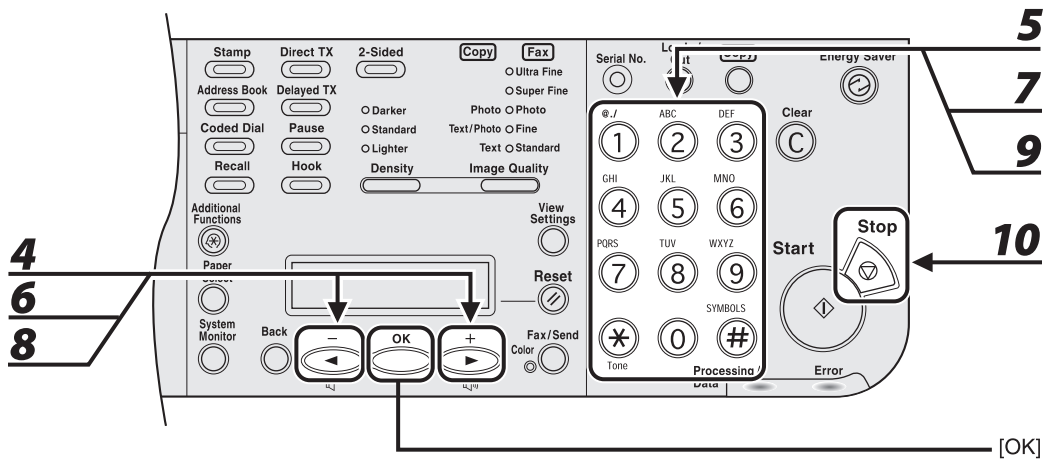


1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

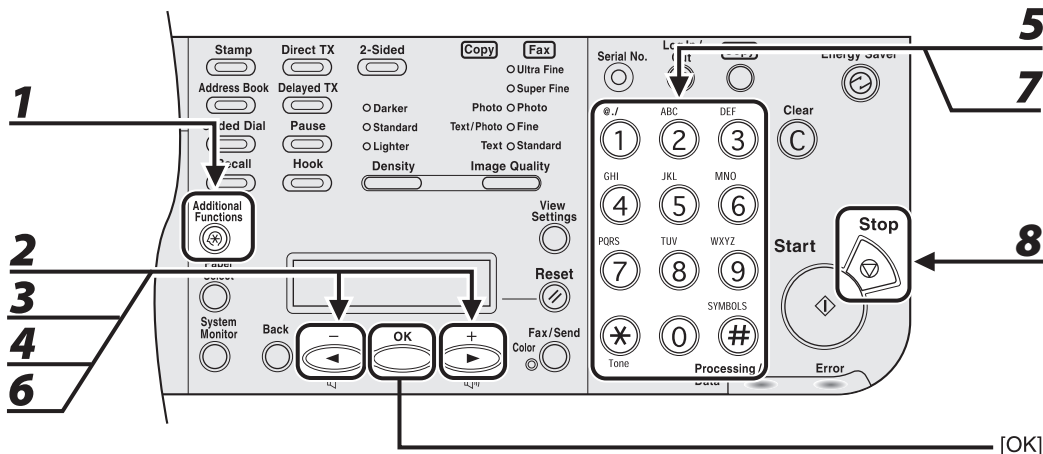
3 Press [←] or [→] to select <SYS. MANAGER INFO>, then press [OK].



- 4** Press [←] or [→] to select <SYS. MANAGER ID>, then press [OK].
- 5** Use the numeric keys to enter a number, then press [OK].
You must set both a System Manager ID and password to manage the operations of the machine.
- 6** Press [←] or [→] to select <SYSTEM PASSWORD>, then press [OK].
- 7** Use the numeric keys to enter a number, then press [OK].
- 8** Press [←] or [→] to select <SYSTEM MANAGER>, then press [OK].
- 9** Use the numeric keys to enter the System Manager's name, then press [OK].
- 10** Press [Stop] to return to the standby mode.

Device Information Settings

You can set a name for the machine, and enter information regarding its location.



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <DEVICE INFO>, then press [OK].

4 Press [←] or [→] to select <DEVICE NAME>, then press [OK].

5 Use the numeric keys to enter a name (up to 32 characters), then press [OK].

6 Press [←] or [→] to select <LOCATION>, then press [OK].

7 Use the numeric keys to enter the location of the machine (up to 32 characters), then press [OK].

8 Press [Stop] to return to the standby mode.

Department ID Management

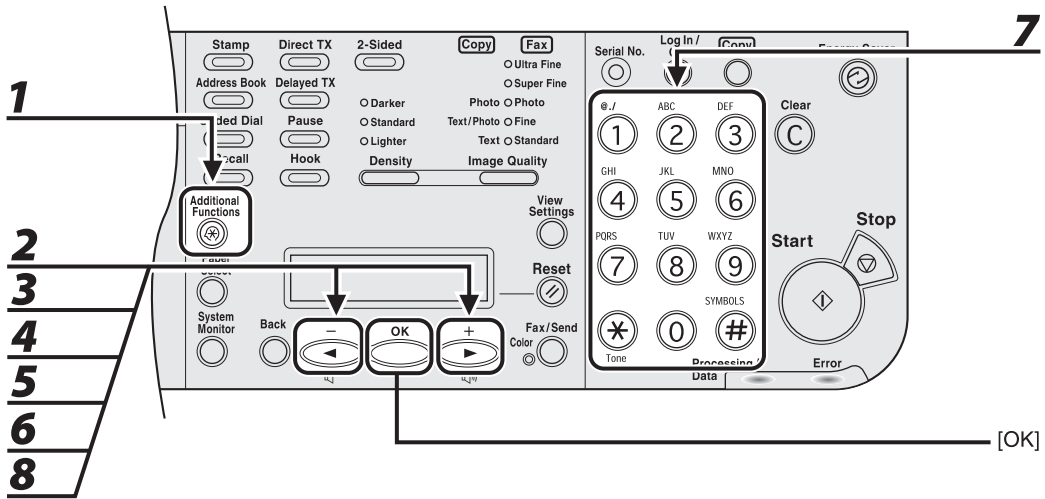
You can register a Department ID and password for each department, and manage the machine by limiting its use to only those who enter the correct Department ID and password. This is called Department ID Management. Use Department ID Management to keep track of the copy, scan, and print totals for each department. With Department ID Management, the following settings can be specified:

- Turn Department ID Management ON or OFF.
- Register the Department ID and password.
- Set page limits for scans, prints, and copies.
- Accept or reject print jobs from computers with unknown IDs.

NOTE

- When you use Department ID Management, you need to set both the System Manager ID and password to restrict the access to the <SYSTEM SETTINGS> menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the <SYSTEM SETTINGS> menu from the operation panel, or use the Remote UI without restriction. (See “Specifying the System Manager Settings,” on p. 9-2.)
- The pages of received fax/I-fax documents and automatically printed reports are not counted as prints.
- The maximum number of digits that you can store for the Department ID and password is seven. If you enter fewer than seven digits for either setting, the machine stores them with leading zeros.
Example: If <321> is entered, <0000321> is stored.
- You cannot register a Department ID or password with only zeros as the number, such as <0000000>. If you enter a number that begins with zeros, the leading zeros are ignored.
Example: If <02> or <002> is entered, <0000002> is stored.
- If you make a mistake when entering a number, press [Clear] to clear the entire number → enter the correct number.
- You can set the page limit from 0 to 999,999 pages.

Registering the Department ID, Password, and Page Limit



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <MANAGE DEPT. ID>, then press [OK].

4 Press [←] or [→] to select <ON>, then press [OK].

5 Press [←] or [→] to select <REGISTER DEPT. ID>, then press [OK].

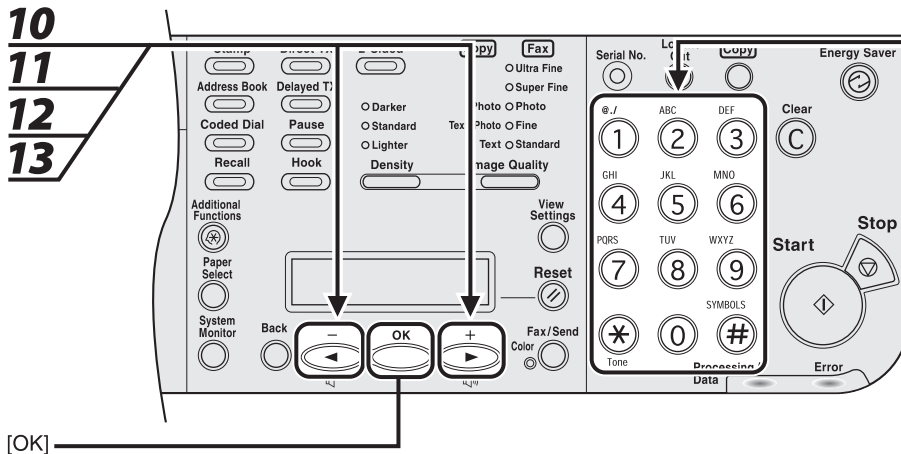
6 Press [←] or [→] to select the number to which department will be designated, then press [OK].

7 Use the numeric keys to enter the Department ID, then press [OK].

NOTE

If you do not want to set a password, you can use the machine by entering only the Department ID.

8 Press [←] or [→] to select <PASSWORD>, then press [OK].

10**11****12****13****9**

9 Use the numeric keys to enter the password, then press [OK].

10 Press [←] or [→] to select <PAGE LIMIT SET.>, then press [OK].

11 Press [←] or [→] to select the desired function, then press [OK].

You can select <TOTAL PRINT LIMIT>, <COPY LIMIT>, <BLACK SCAN LIMIT>, <COLOR SCAN LIMIT> (LASER CLASS 830i Only), or <PRINT LIMIT>.



<TOTAL PRINT> is the sum of <COPY LIMIT> and <PRINT LIMIT>.

12 Press [←] or [→] to select <ON> or <OFF>, then press [OK].

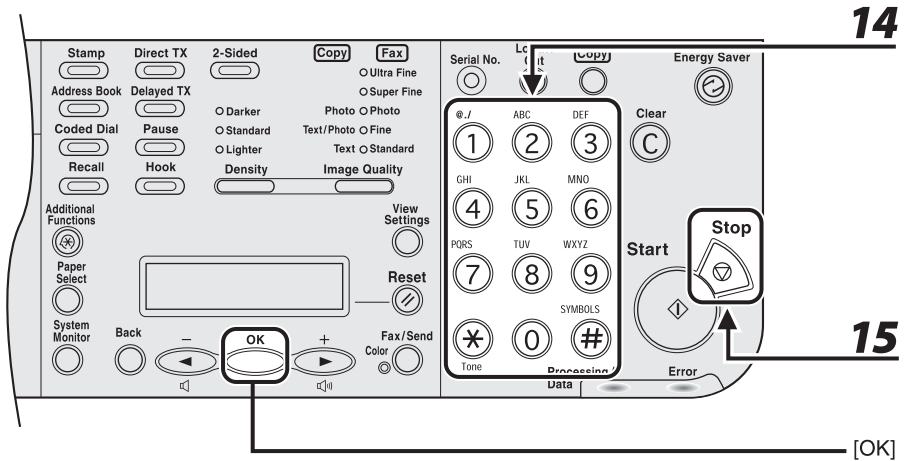
<OFF>: Does not set a page limit restriction. Skip to step 15.

<ON>: Set a page limit restriction.

13 Press [←] or [→] to select <PAGE TOTALS> (when <TOTAL PRINT LIMIT> is selected), then press [OK].

The message displayed will vary depending on which function you selected in step 11.

Example: <COPY LIMIT> appears when <COPY LIMIT> is selected.



14 Use the numeric keys to enter the maximum number of pages that can be made by the registered Department ID, then press [OK].

NOTE

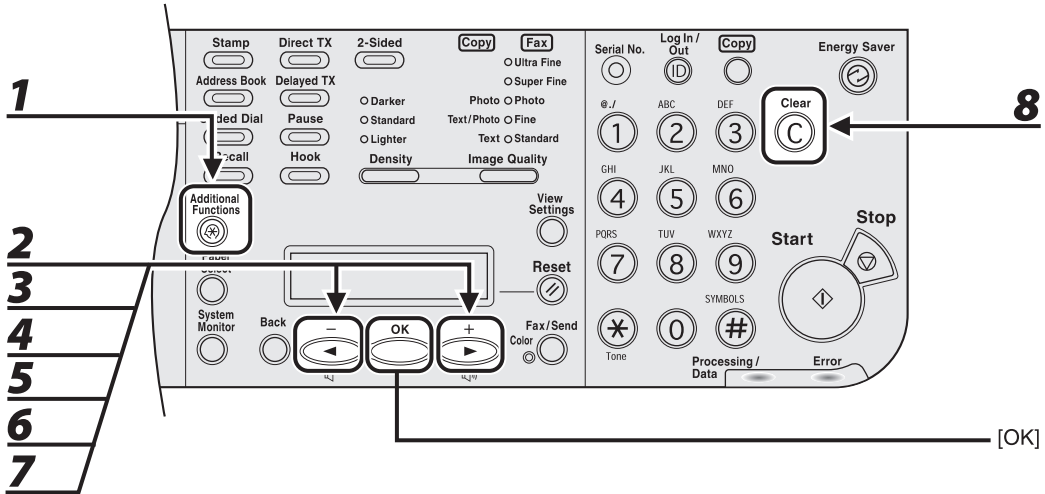
You can set the page limit from 0 to 999,999 pages. Once a page limit is reached, copying, scanning, or printing is not possible.

The page limit refers to the number of printed surfaces. Therefore, a two-sided print is counted as two pages.

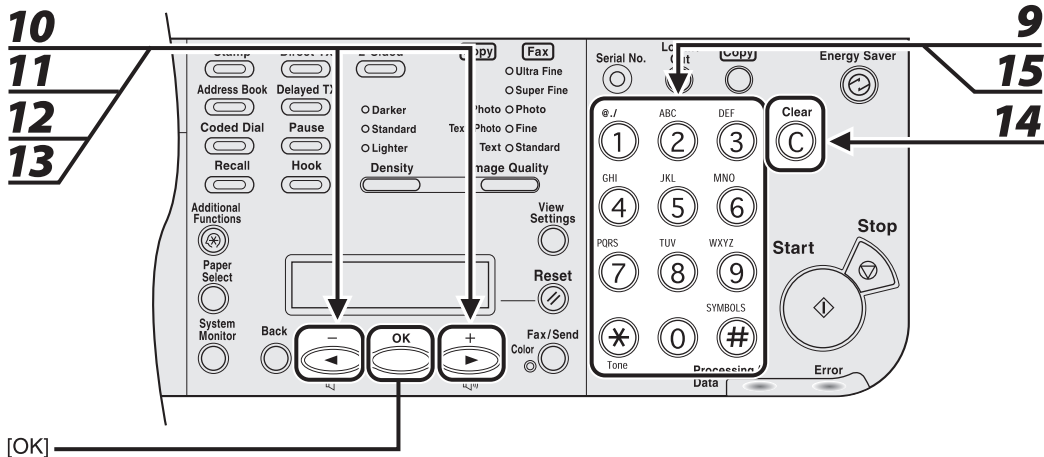
15 Press [Stop] to return to the standby mode.

Changing the Password and Page Limit

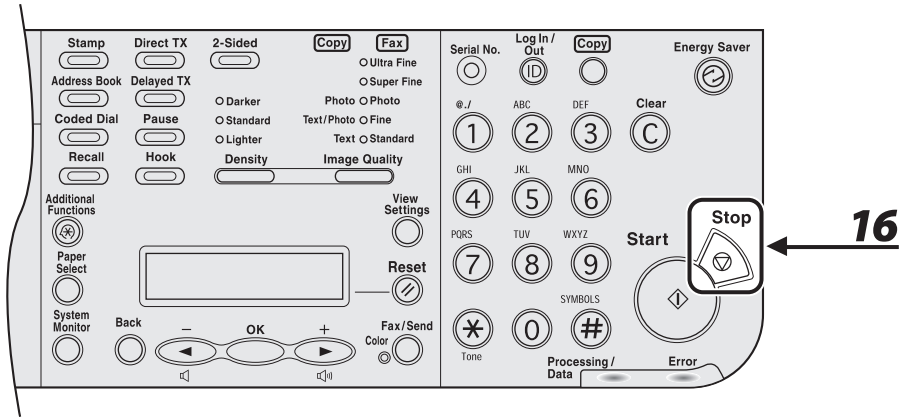
You can change the password and page limit settings that you have registered.



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
- 3** Press [←] or [→] to select <MANAGE DEPT. ID>, then press [OK].
- 4** Press [←] or [→] to select <ON>, then press [OK].
- 5** Press [←] or [→] to select <REGISTER DEPT. ID>, then press [OK].
- 6** Press [←] or [→] to select the Department ID whose password and page limit you want to change, then press [OK] twice.
- 7** Press [←] or [→] to select <PASSWORD>, then press [OK].
- 8** Press [Clear] to clear the current password.



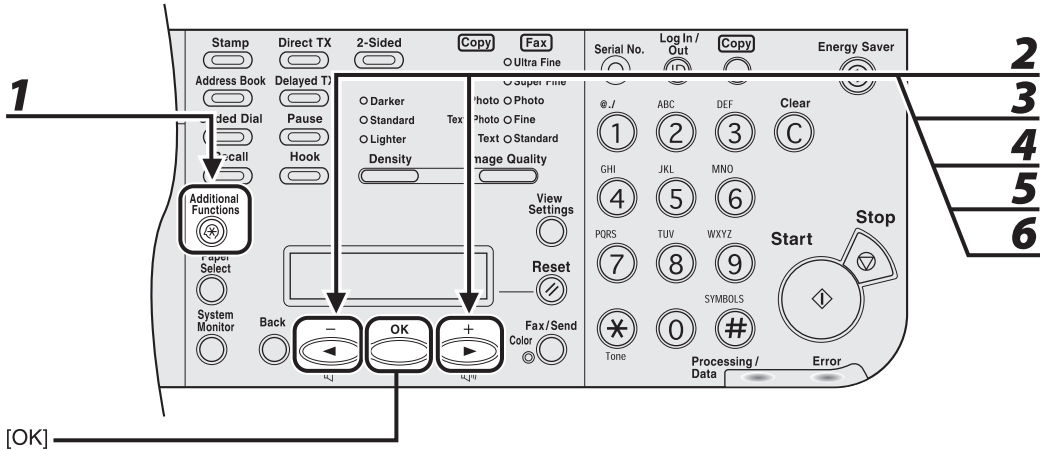
- 9** Use the numeric keys to enter the new password, then press [OK].
- 10** Press [←] or [→] to select <PAGE LIMIT SET.>, then press [OK].
- 11** Press [←] or [→] to select the desired function, then press [OK].
 You can select <TOTAL PRINT LIMIT>, <COPY LIMIT>, <BLACK SCAN LIMIT>, <COLOR SCAN LIMIT> (LASER CLASS 830i Only), or <PRINT LIMIT>.
- 12** Press [←] or [→] to select <ON> or <OFF>, then press [OK].
 <OFF>: Does not set a page limit restriction. Skip to step 16.
 <ON>: Set a page limit restriction.
- 13** Press [←] or [→] to select <PAGE TOTALS> (when <TOTAL PRINT LIMIT> is selected), then press [OK].
 The message displayed will vary depending on which function you selected in step 11.
 Example: <COPY LIMIT> appears when <COPY LIMIT> is selected.
- 14** Press [Clear] to clear the current number of page limit restriction.
- 15** Use the numeric keys to enter the maximum number of pages that can be made by the registered Department ID, then press [OK].



16 Press [Stop] to return to the standby mode.

Erasing the Department ID and Password

You can erase the Department ID and password that you have registered.



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

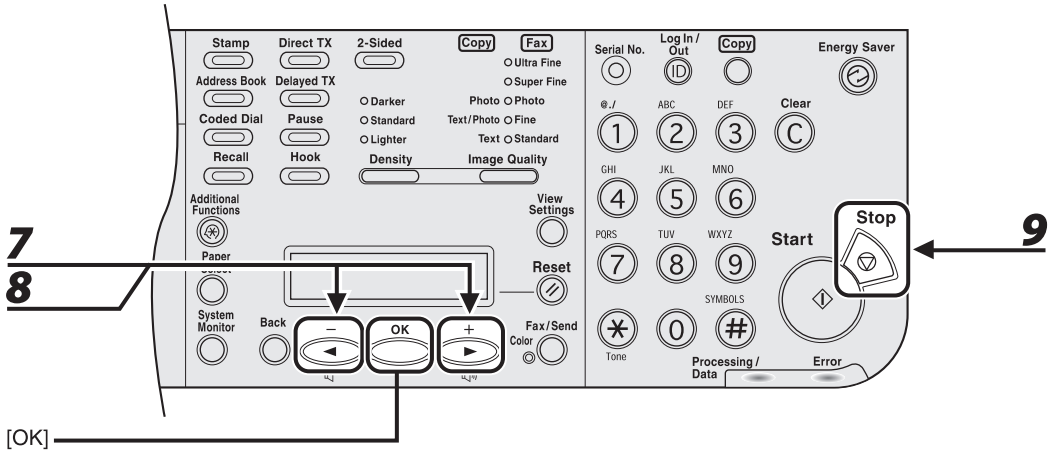
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <MANAGE DEPT. ID>, then press [OK].

4 Press [←] or [→] to select <ON>, then press [OK].

5 Press [←] or [→] to select <REGISTER DEPT. ID>, then press [OK].

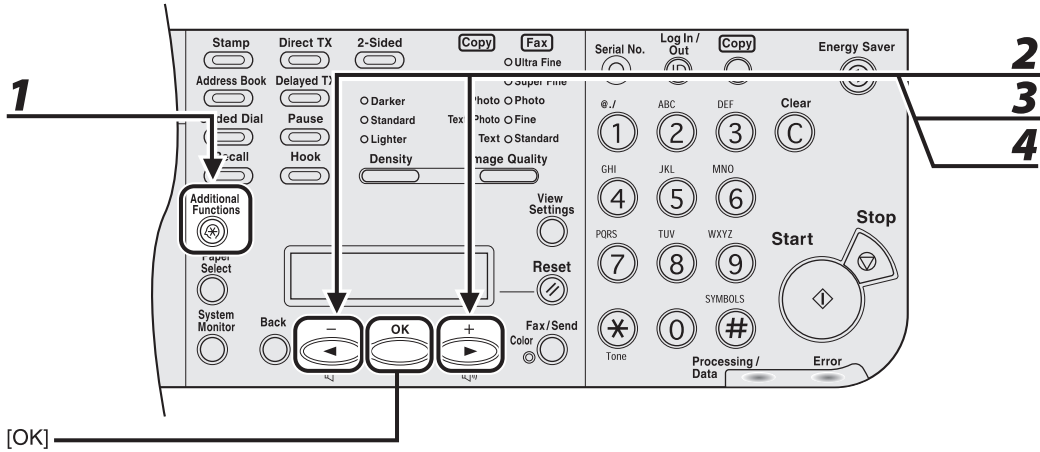
6 Press [←] or [→] to select the Department ID that you want to erase, then press [OK] twice.



- 7** Press [←] or [→] to select <ERASE>, then press [OK].
- 8** Press [←] or [→] to select <YES> or <NO>, then press [OK].
 <NO>: Does not erase the selected Department ID and all of its settings.
 <YES>: Erase the selected Department ID and all of its settings.
- 9** Press [Stop] to return to the standby mode.

Checking Counter Information

You can check how much paper was used by the each department.



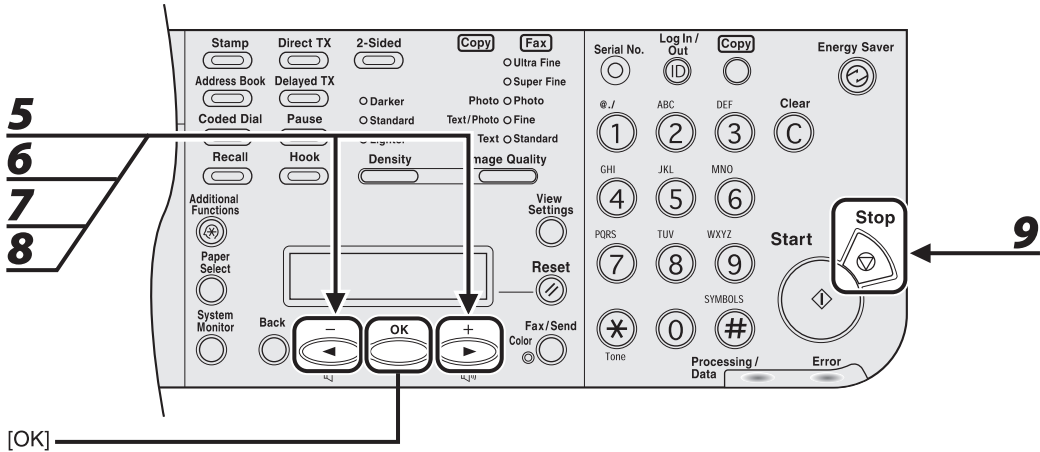
1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <MANAGE DEPT. ID>, then press [OK].

4 Press [←] or [→] to select <ON>, then press [OK].



5 Press [**←**] or [**→**] to select **<PAGE TOTALS>**, then press [OK].

6 Press [**←**] or [**→**] to select **<VIEW PAGE TOTALS>**, then press [OK].

NOTE

If you select **<CLEAR ALL TOTAL>**, the counter information is deleted.

7 Press [**←**] or [**→**] to select the desired function, then press [OK].

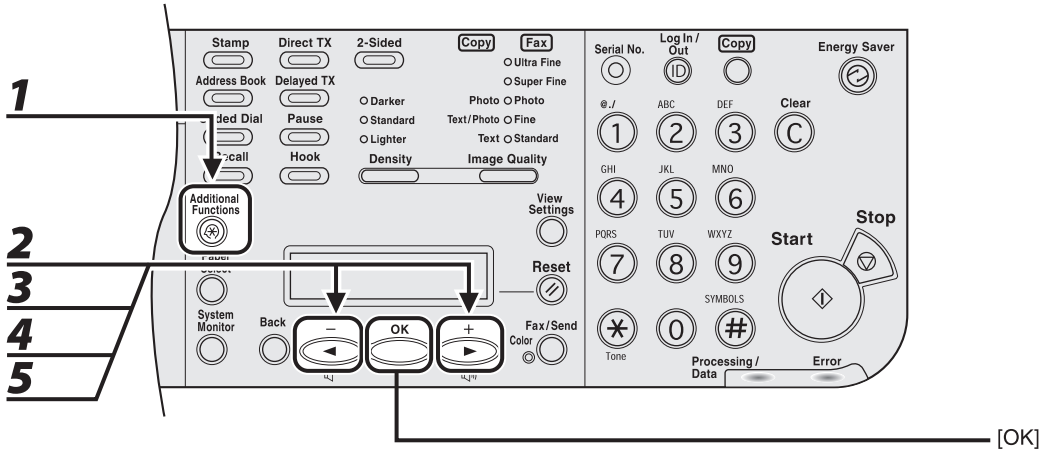
You can select **<TOTAL PRINT>**, **<COPY>**, **<SCAN>**, **<COLOR SCAN>** (LASER CLASS 830i Only), or **<PRINT>**.

8 Press [**←**] or [**→**] to display the desired Department ID, and check the counter information.

9 Press [Stop] to return to the standby mode.

Clearing Page Totals

You can clear the page totals made for all departments.



1 Press [Additional Functions].

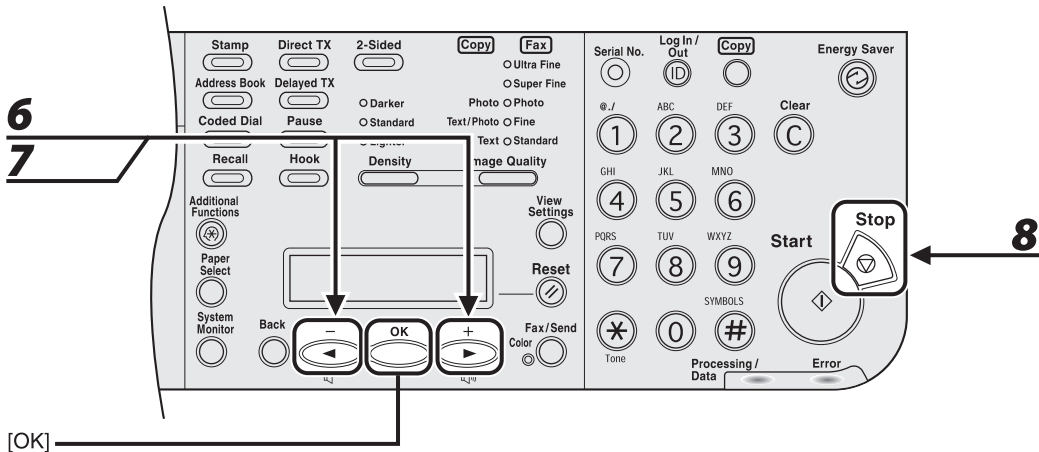
2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <MANAGE DEPT. ID>, then press [OK].

4 Press [←] or [→] to select <ON>, then press [OK].

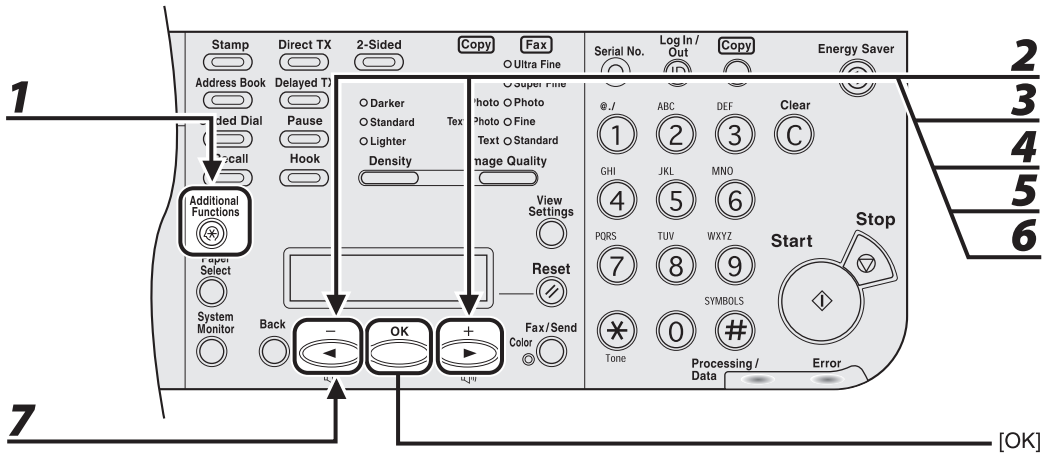
5 Press [←] or [→] to select <PAGE TOTALS>, then press [OK].



- 6** Press [**←**] or [**→**] to select **<CLEAR ALL TOTAL>**, then press [OK].
- 7** Press [**←**] or [**→**] to select **<YES>** or **<NO>**, then press [OK].
 <NO>: Does not clear the page totals.
 <YES>: Clear the page totals.
- 8** Press [Stop] to return to the standby mode.

Printing Counter Information (DEPT. INFO LIST)

You can print a list of how much paper was used by the each department.



1 Press [**Additional Functions**].

2 Press [**Left Arrow**] or [**Right Arrow**] to select **<SYSTEM SETTINGS>**, then press [**OK**].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [**Left Arrow**] or [**Right Arrow**] to select **<MANAGE DEPT. ID>**, then press [**OK**].

4 Press [**Left Arrow**] or [**Right Arrow**] to select **<ON>**, then press [**OK**].

5 Press [**Left Arrow**] or [**Right Arrow**] to select **<PAGE TOTALS>**, then press [**OK**].

6 Press [**Left Arrow**] or [**Right Arrow**] to select **<PRINT LIST>**, then press [**OK**].

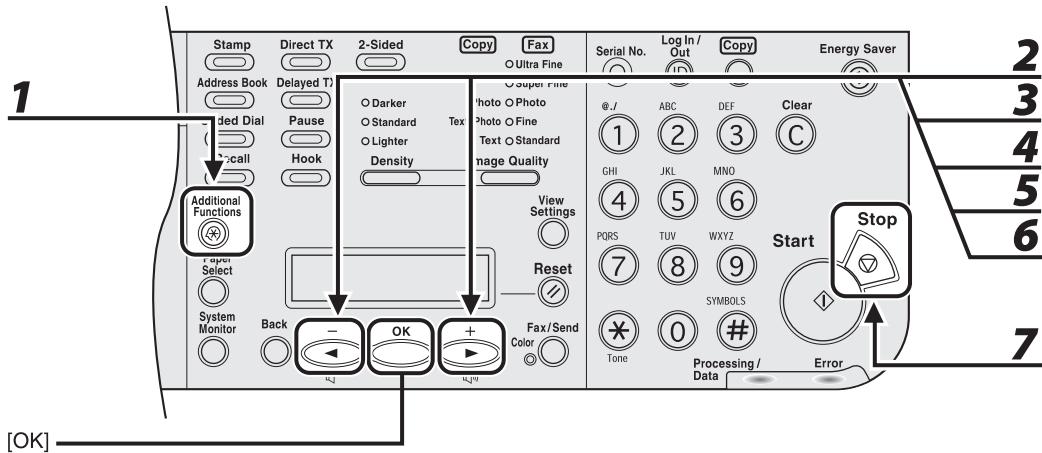
7 Press [**Left Arrow**] to select **<YES>**.

Printing starts, and the screen automatically returns to the standby mode.

If you do not want to print the counter information, press [**Right Arrow**] to select **<NO>**.

Accepting Print Jobs with Unknown IDs

You can specify whether to accept or reject print jobs from computers that do not correspond with a registered Department ID.



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
- 3** Press [←] or [→] to select <MANAGE DEPT. ID>, then press [OK].
- 4** Press [←] or [→] to select <ON>, then press [OK].
- 5** Press [←] or [→] to select <PDL JOBS W/O ID>, then press [OK].
- 6** Press [←] or [→] to select <ON> or <OFF>, then press [OK].
<ON>: The machine accepts print jobs from computers that do not correspond with a registered Department ID.
<OFF>: The machine does not accept print jobs from computers that do not correspond with a registered Department ID.
- 7** Press [Stop] to return to the standby mode.

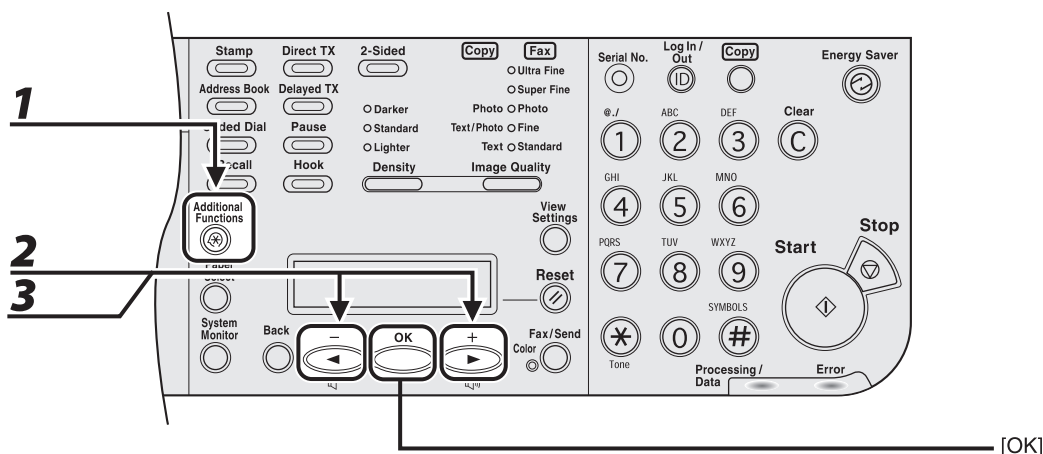
Managing User IDs

You can set whether or not to use the User ID Management.

The User ID Management function enables you to register up to 100 (LASER CLASS 810) / 1000 (LASER CLASS 830i) User IDs.

NOTE

- When you use User ID Management, you need to register a user ID with the administrator privilege to restrict the access to the <SYSTEM SETTINGS> menu from the operation panel, or using the Remote UI. Otherwise, all users will be considered as System Manager, and anyone can access the <SYSTEM SETTINGS> menu from the operation panel, or use the Remote UI without restriction. (See Reference Guide > Settings/Management from a PC > Managing the Department/User ID from a Computer.)
- The User ID and password can be registered only from the Remote UI. For details about the User ID Management, see Reference Guide > Settings/Management from a PC > Managing the Department/User ID from a Computer.
- You need to register the User ID and password before you set this mode to <ON>.
- One Department ID can be registered for each User ID.

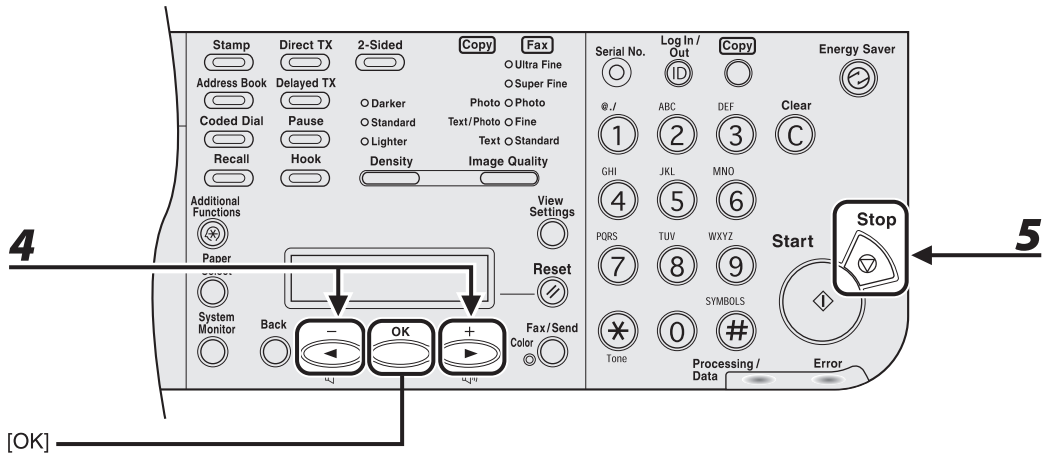


1 Press [**Additional Functions**].

2 Press [**←**] or [**→**] to select **<SYSTEM SETTINGS>**, then press [**OK**].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [**←**] or [**→**] to select **<MANAGE USER ID>**, then press [**OK**].



4 Press [**←**] or [**+**] to select <ON> or <OFF>, then press [OK].

<ON>: User ID Management is enabled.
 <OFF>: User ID Management is disabled.

5 Press [Stop] to return to the standby mode.

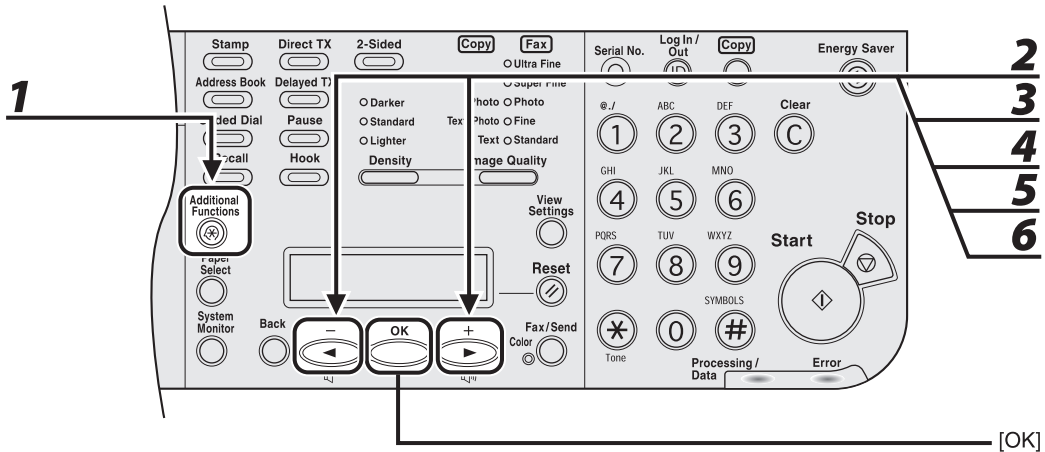
Handling Documents with Forwarding Errors

You can set how the machine handles the documents that failed to be forwarded.



NOTE

If a forwarding error occurs when both <PRINT> and <STORE TO MEMORY> are set to <OFF>, the received document will be lost.



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <FORWARD ERR. SET.>, then press [OK].

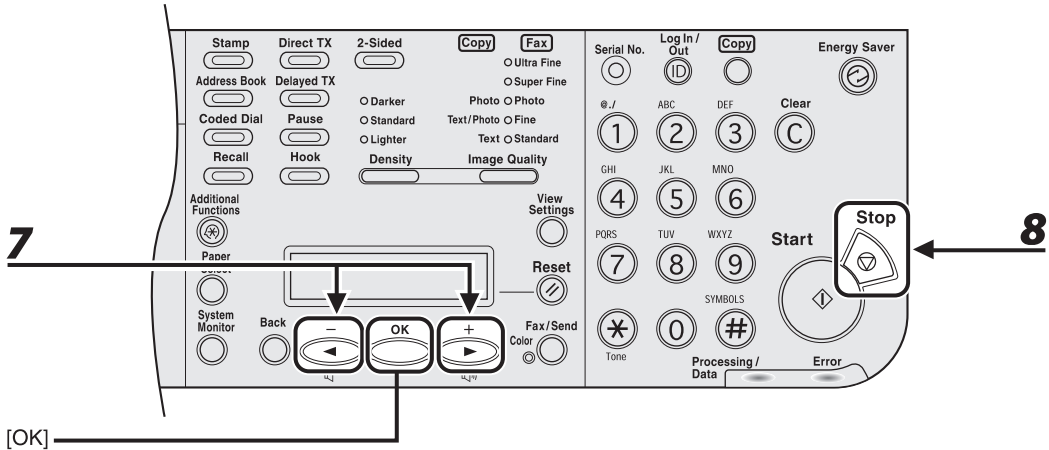
4 Press [←] or [→] to select <PRINT>, then press [OK].

5 Press [←] or [→] to select <ON> or <OFF>, then press [OK].

<ON>: The machine prints received documents when document forwarding fails.

<OFF>: The machine does not print the image.

6 Press [←] or [→] to select <STORE TO MEMORY>, then press [OK].



7 Press [**←**] or [**→**] to select <ON> or <OFF>, then press [OK].

<ON>: The machine stores received documents in memory when document forwarding fails.
 <OFF>: The machine does not store the image.

8 Press [Stop] to return to the standby mode.

Restricting Access to Destinations

You can send the documents with following restrictions or settings.

Setting a Password for the Address Book

Restricting the New Address

Restricting PC Faxing

Restricting Redialing/Job Recall

Confirming Entered Fax Numbers

Restricting Broadcasting

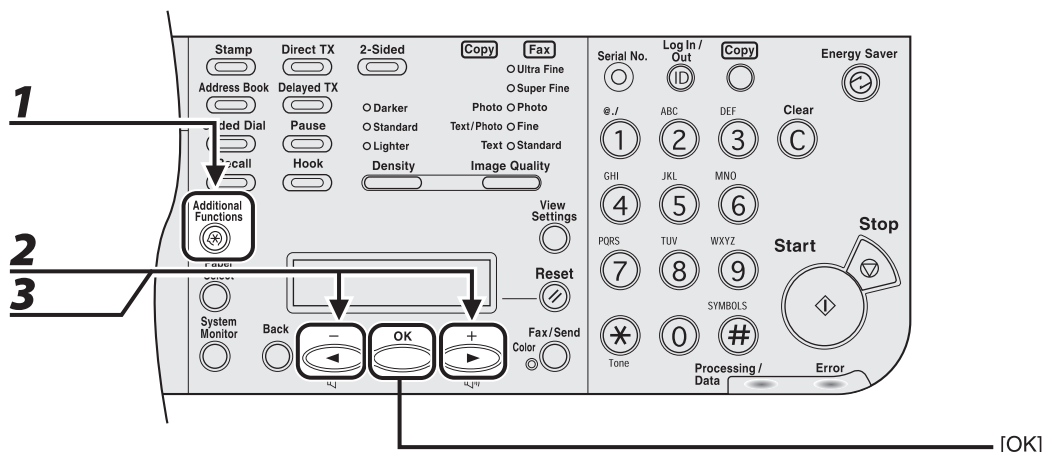
Setting a Password for the Address Book

If you set a password, the screen for entering the password appears when you attempt to edit the Address Book.



NOTE

If you want to cancel password protection, select <OFF> in step 5.



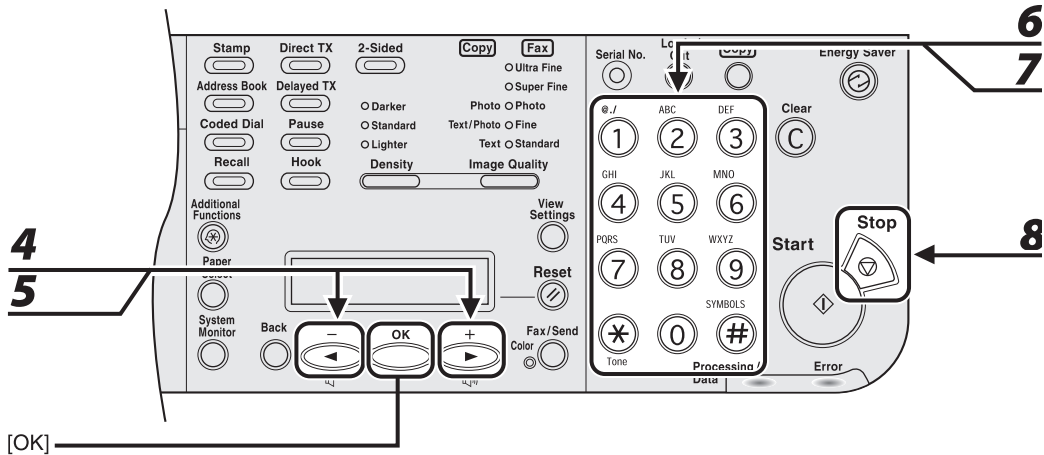
[OK]

1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <RESTRICT TX FUNC>, then press [OK].



- 4** Press [**←**] or [**→**] to select **<ADD. BOOK PASSWORD>**, then press [OK].
- 5** Press [**←**] or [**→**] to select **<ON>**, then press [OK].
- 6** Use the numeric keys to enter a password (up to seven digits), then press [OK].
- 7** Use the numeric keys to enter the password for confirmation, then press [OK].
If you enter a wrong password, you have to start over from the first entry.
- 8** Press [Stop] to return to the standby mode.

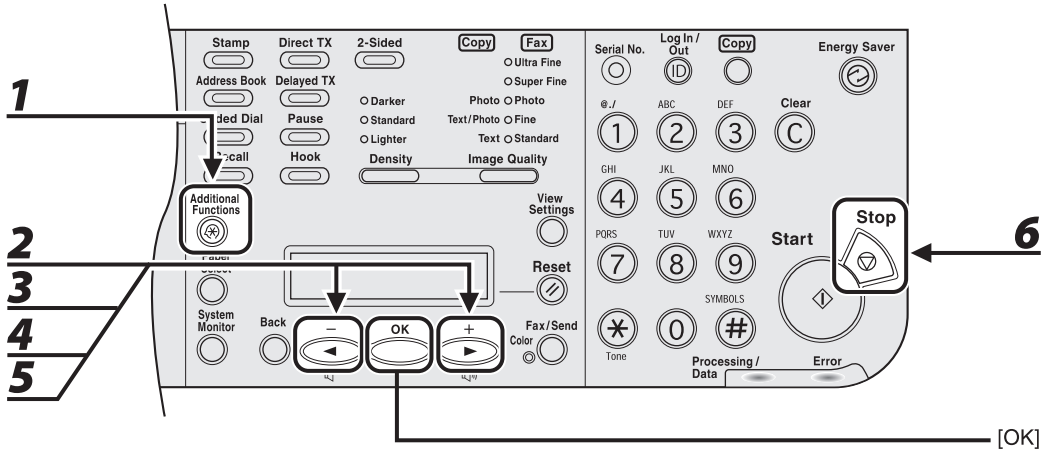
Restricting the New Address

This mode enables you to restrict the entering of new destinations. When you set <RESTRICT NEW ADD.> to <ON>, the following are restricted:

Specifying a destination using the numeric keys.

Changing registered destinations.

Registering new destinations.



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <RESTRICT TX FUNC>, then press [OK].

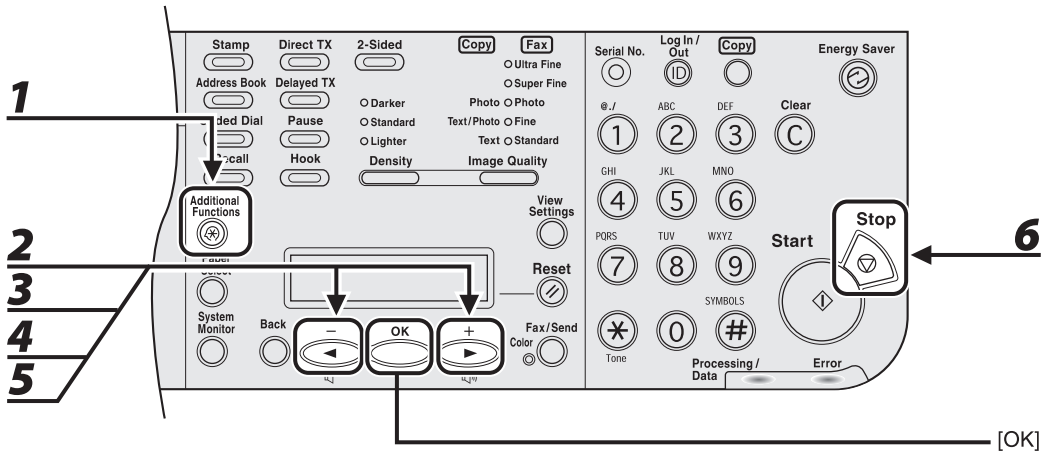
4 Press [←] or [→] to select <RESTRICT NEW ADD.>, then press [OK].

5 Press [←] or [→] to select <ON> or <OFF>, then press [OK].

6 Press [Stop] to return to the standby mode.

Restricting PC Faxing

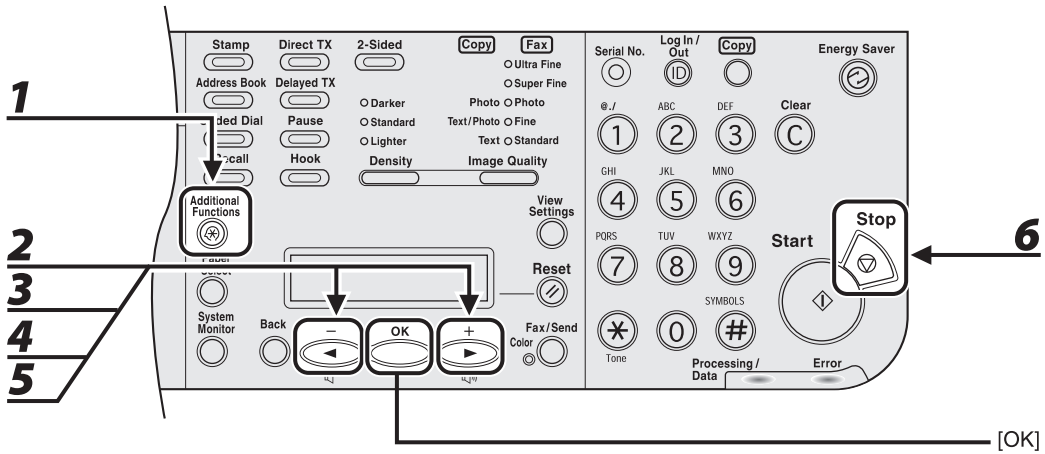
You can specify whether or not to allow sending faxes from computers using the fax driver. An optional network printer kit is required to use the fax driver with the LASER CLASS 810.



- 1** Press [**Additional Functions**].
- 2** Press [**←**] or [**+**] to select **<SYSTEM SETTINGS>**, then press [**OK**].
If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].
- 3** Press [**←**] or [**+**] to select **<RESTRICT TX FUNC>**, then press [**OK**].
- 4** Press [**←**] or [**+**] to select **<FAX DRIVER TX>**, then press [**OK**].
- 5** Press [**←**] or [**+**] to select **<ON>** or **<OFF>**, then press [**OK**].
- 6** Press [**Stop**] to return to the standby mode.

Restricting Job Recall (LASER CLASS 830i Only)

You can specify whether or not to allow using [Recall].



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <RESTRICT TX FUNC>, then press [OK].

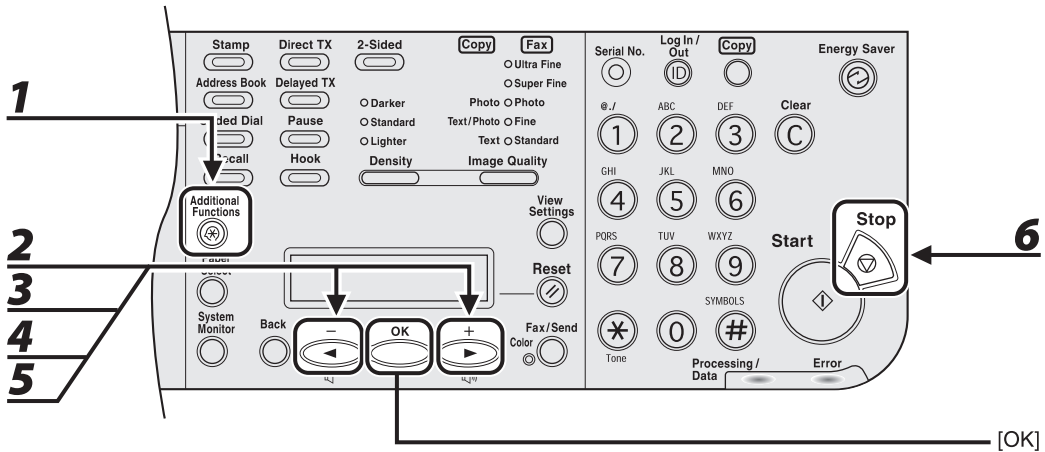
4 Press [←] or [→] to select <REST. REDIAL/CALL>, then press [OK].

5 Press [←] or [→] to select <ON> or <OFF>, then press [OK].

6 Press [Stop] to return to the standby mode.

Restricting Redialing (LASER CLASS 810 Only)

You can specify whether or not to allow using [Redial].



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <RESTRICT TX FUNC>, then press [OK].

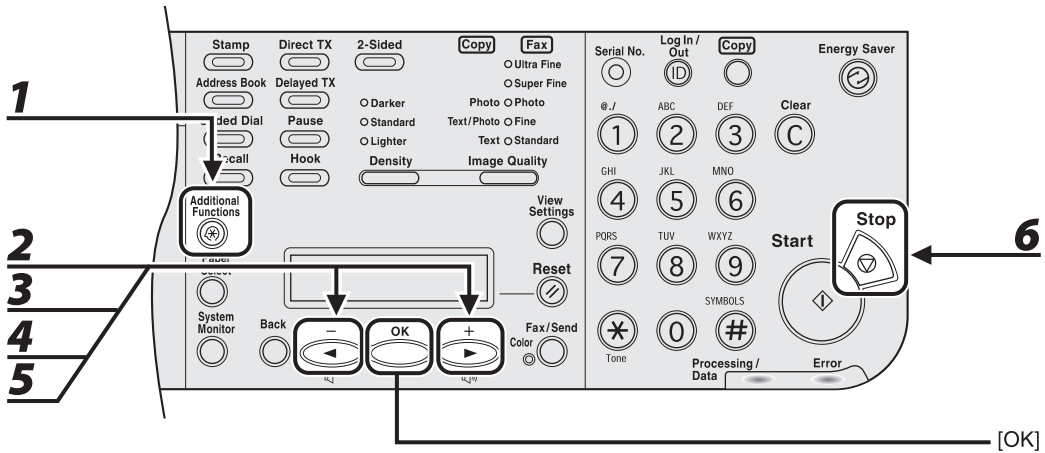
4 Press [←] or [→] to select <RESTRICT REDIAL>, then press [OK].

5 Press [←] or [→] to select <ON> or <OFF>, then press [OK].

6 Press [Stop] to return to the standby mode.

Confirming Entered Fax Numbers

You can specify whether or not to confirm the entered fax numbers each time you send a fax.



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <RESTRICT TX FUNC>, then press [OK].

4 Press [←] or [→] to select <CONFIRM FAX NO.>, then press [OK].

5 Press [←] or [→] to select <ON> or <OFF>, then press [OK].

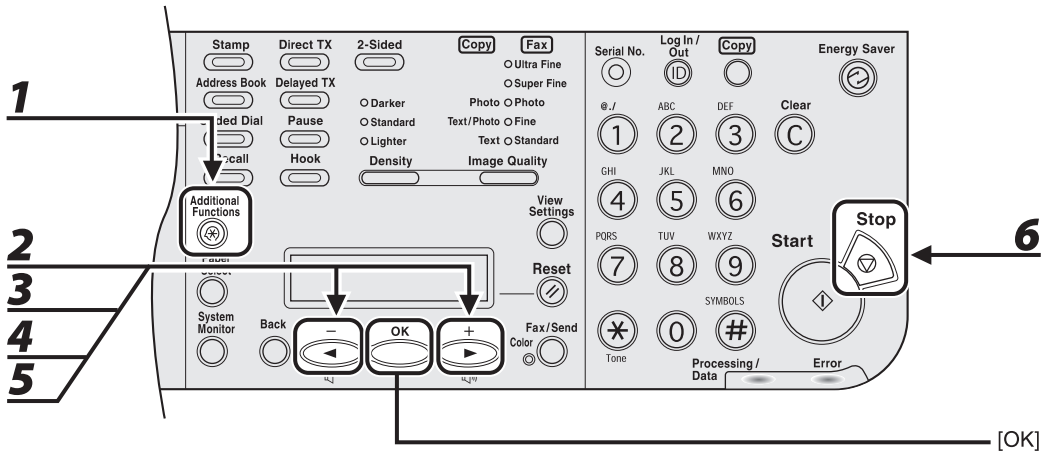
<OFF>: The confirmation screen does not appear.

<ON>: The confirmation screen appears when you enter a fax number using the numeric keys.

6 Press [Stop] to return to the standby mode.

Restricting Broadcasting

You can specify whether or not to allow sending the documents to multiple recipients. Sets whether to restrict sending to multiple destinations when a fax destination is included.



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <RESTRICT TX FUNC>, then press [OK].

4 Press [←] or [→] to select <REST. MULTI DEST>, then press [OK].

5 Press [←] or [→] to select <OFF>, <PROHIBIT> or <CONFIRMATION>, then press [OK].

<OFF>: Allows sending the documents to multiple recipients.

<CONFIRMATION>: The message appears after pressing [Start] to confirm whether or not to send documents to multiple recipients. The message only appears when fax numbers are included in the recipients.

<PROHIBIT>: Does not allow sending the documents to multiple recipients.

6 Press [Stop] to return to the standby mode.

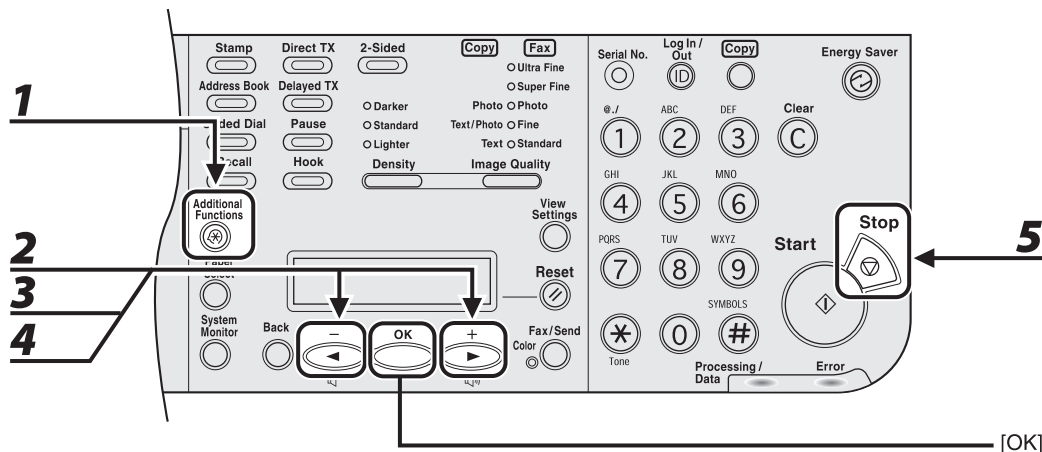
Checking the Job Log

You can specify whether or not to check the job log. When you set <CHECKING THE LOG> to <ON>, you can check the job log using the System Monitor screen. When you set <CHECKING THE LOG> to <OFF>, the job log does not appear on the System Monitor screen.



NOTE

When you set <CHECKING THE LOG> to <OFF>, the Activity Report will not print automatically.



1 Press [Additional Functions].

2 Press [←] or [→] to select <SYSTEM SETTINGS>, then press [OK].

If the System Manager ID and System Password have been set, enter the System Manager ID and System Password using the numeric keys, then press [Log In/Out (ID)].

3 Press [←] or [→] to select <CHECKING THE LOG>, then press [OK].

4 Press [←] or [→] to select <ON> or <OFF>, then press [OK].

5 Press [Stop] to return to the standby mode.



10 Maintenance

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Cleaning the Machine

Note the following before cleaning your machine:

- **Make sure no document is stored in memory, then turn off the main power switch and disconnect the power cord.**
- **Use a soft cloth to avoid scratching the components.**
- **Do not use tissue paper, paper towels, or similar materials for cleaning; they can stick to the components or generate static charges.**

CAUTION

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

NOTE

When you turn off the main power switch, the documents stored in memory will be erased. To check the jobs stored in memory, see the following:

- “Checking and Deleting Copy Jobs,” on p. 3-20
- “Checking and Deleting Sending Documents Stored in Memory,” on p. 4-87
- “Checking and Deleting Receiving Documents Stored in Memory,” on p. 5-31
- “Checking and Deleting Print Jobs,” on p. 6-4

Exterior

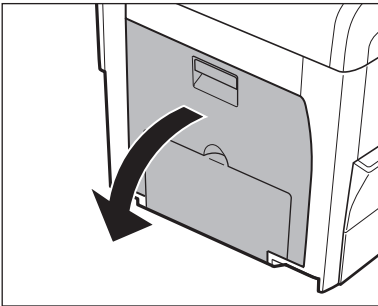
- 1 Turn off the main power switch and disconnect the power cord.**
- 2 Wipe the machine's exterior with a clean, soft, lint-free cloth dampened with water or diluted dishwashing detergent solution.**
- 3 Wait for the machine to dry, then reconnect the power cord and turn on the main power switch.**

Interior

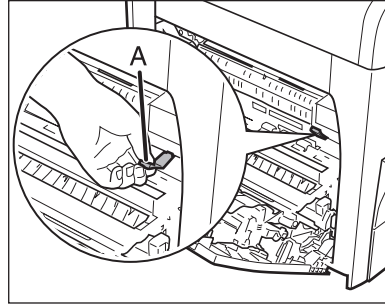
Clean the machine's print area periodically to prevent toner powder and paper dust from accumulating inside.

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

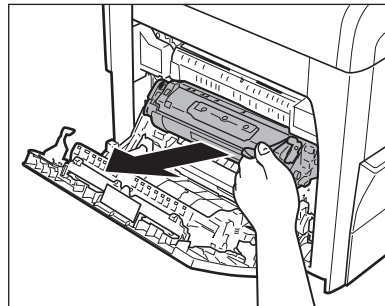
2 Open the left cover.



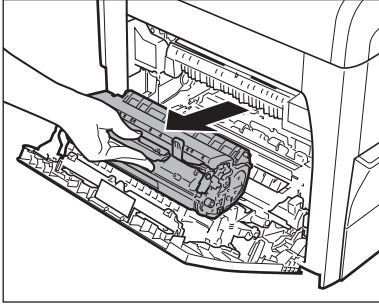
3 Grasp the blue plastic pull tab (A) on the toner cartridge.



4 Pull the blue plastic pull tab until you can easily hold the handle of the toner cartridge.



5 Remove the toner cartridge.



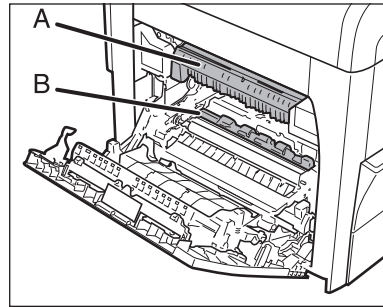
CAUTION

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

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

CAUTION

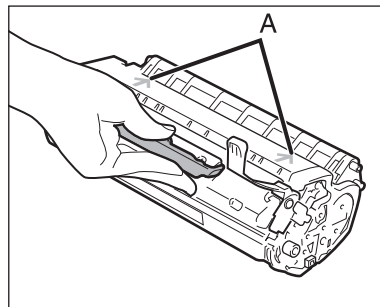
- Do not touch the fixing assembly (A) as it becomes very hot during use.
- Do not touch the transfer roller (B) as this can damage the machine.



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

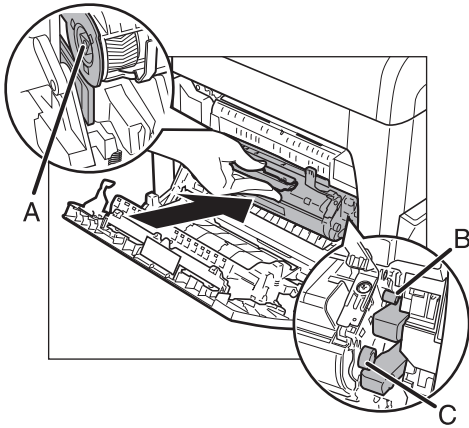
7 Hold the toner cartridge by its handle.

The arrows (A) on the toner cartridge should be pointing toward the machine.

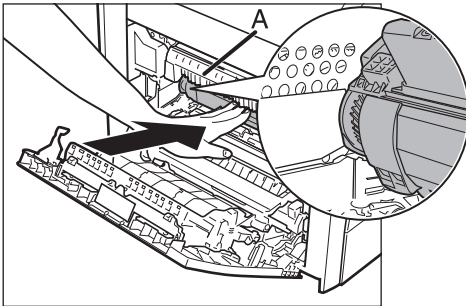


8 Insert the toner cartridge into the machine as far as it will go.

The left edge (A) and the right side protrusions (B, C) of the toner cartridge should be aligned with on the guides inside the machine.



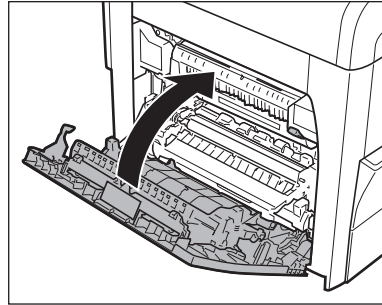
9 Push the toner cartridge to make sure it is properly set in the machine.



CAUTION

Do not touch the fixing assembly (A) as it becomes very hot during use.

10 Close the left cover.



CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the left cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

11 Reconnect the power cord and turn on the main power switch.

Fuser Roller

If black spots appear with printing, the fuser roller in the main unit may be dirty.

Should this occur, clean the fusing roller in the following procedure. The roller should also be cleaned each time the toner cartridge is replaced. Load a sheet of blank LTR paper into the multi-purpose tray and start cleaning.

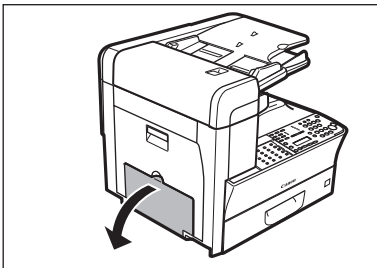
NOTE

- Cleaning the roller takes approximately 130 seconds.
- When some jobs are stored in memory, this function is not available.

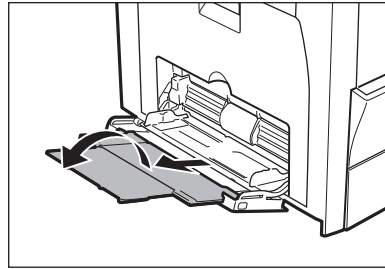
1 Press [Additional Functions].

2 Press [◀] or [▶] to select <ADJUST./CLEANING>, then press [OK].

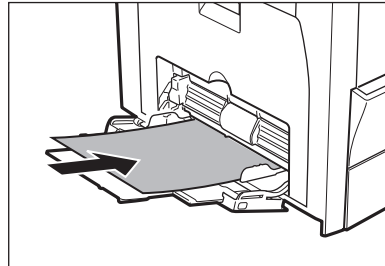
3 Open the multi-purpose tray.



4 Pull out the multi-purpose tray extension until it clicks, then open it.



5 Load a sheet of blank LTR paper.



6 Press [◀] or [▶] to select <FIX. UNIT CLEANING>, then press [OK].

Cleaning starts. When finished, press [Stop] to return to the standby mode.

NOTE

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

7 Press [◀] to select <YES>.

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

To not perform cleaning press [▶] to select <NO>.

NOTE

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

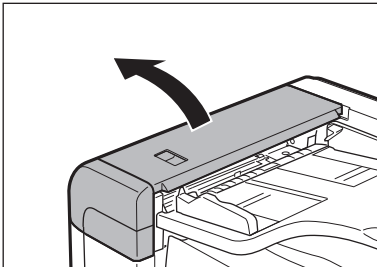
Scanning area

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

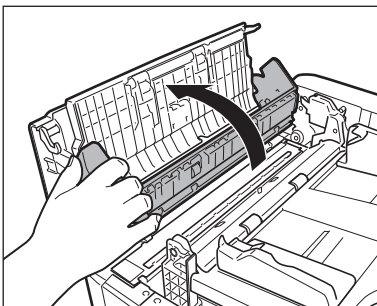
● ADF

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

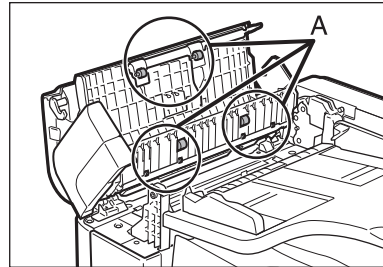
- 1 Turn off the main power switch and disconnect the power cord.**
- 2 Lift the lever, and open the ADF cover.**



- 3 Open the feeder front cover.**



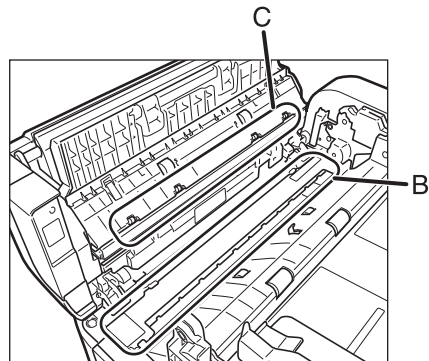
- 4 Clean the rollers (A) inside the ADF with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**



NOTE

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

- 5 Clean the narrow glass plate (B) and the white plate (C) with a cloth dampened with water. Then wipe the area with a soft, dry cloth.**

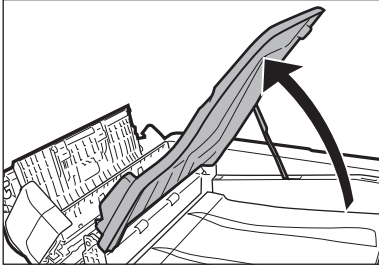


NOTE

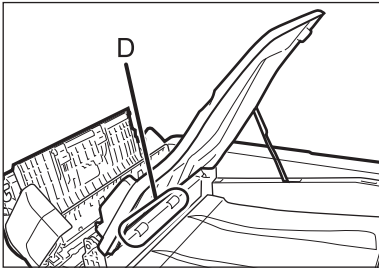
- Do not push on the white plate hard. The white plate is a soft, delicate area.
- Do not dampen the cloth too much, as this may tear the document or damage the machine.



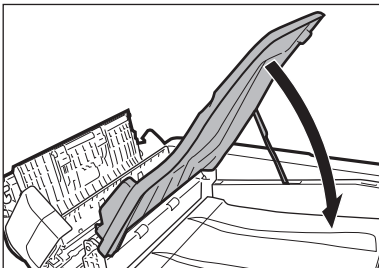
- 6** Lift the document feeder tray.



- 7** Clean the rollers (D) below the document feeder tray with a cloth dampened with water. Then wipe the area with a soft, dry cloth.

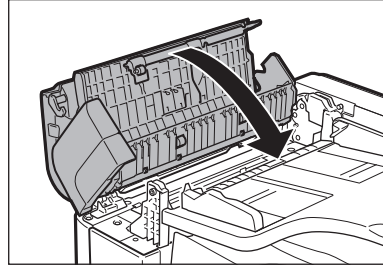


- 8** Lower the document feeder tray.



- CAUTION**
Be careful not to get your fingers caught.

- 9** Close the ADF.

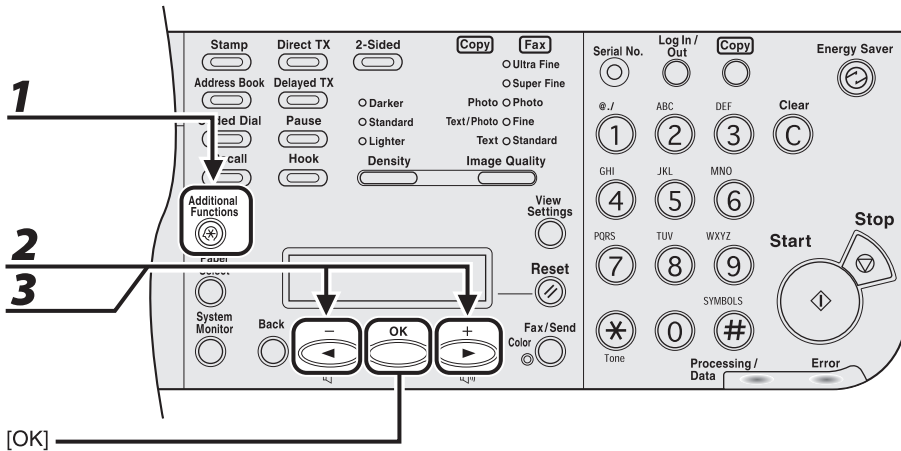


- CAUTION**
Be careful not to get your fingers caught.

- 10** Reconnect the power cord and turn on the main power switch. Cleaning the ADF Automatically.

Cleaning the ADF Automatically

If your documents have black streaks or appear dirty after scanning them through the ADF, clean the ADF roller by repeatedly feeding blank sheets of paper through it.



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<ADJUST./CLEANING>**, then press **[OK]**.
- 3** Press **[←]** or **[→]** to select **<FEEDER CLEANING>**, then press **[OK]**.
- 4** Load 5 sheets of blank paper into the ADF, then press **[OK]**.

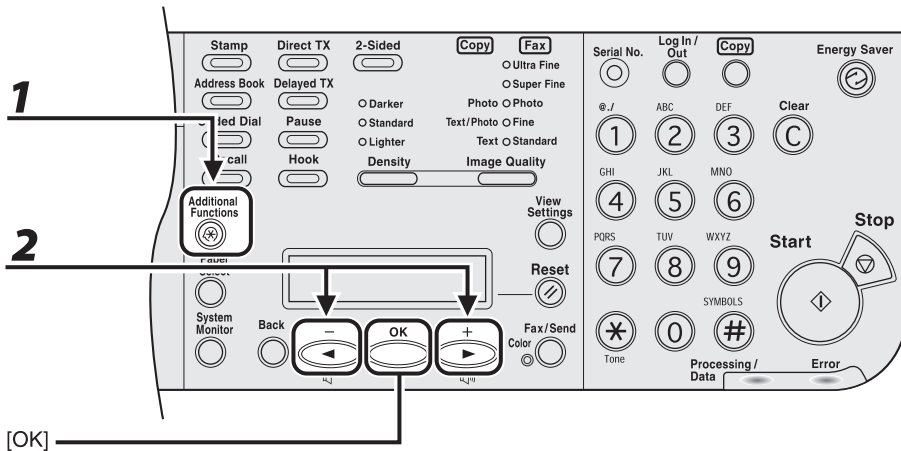
ADF cleaning starts. When finished, the display returns to standby mode.

 **NOTE**

Use LTR paper.

Transcription Roller

If the back of the paper is smudged after printing, the transcription roller may be dirty. Clean the transcription roller in the following procedure.



- 1** Press **[Additional Functions]**.
- 2** Press **[←]** or **[→]** to select **<ADJUST./CLEANING>**, then press **[OK]**.
- 3** Confirm that **<TRANS. ROLR CLEAN>** is displayed, then press **[OK]**.
Cleaning starts. When finished, the display returns to standby mode.

Replacing the Toner Cartridge

When the LCD displays <TONER LOW/ PREPARE NEW TONER>, the machine will not print and stores all documents in memory if it receives data. In this case, redistribute toner in the toner cartridge. If the message persists, replace the toner cartridge.

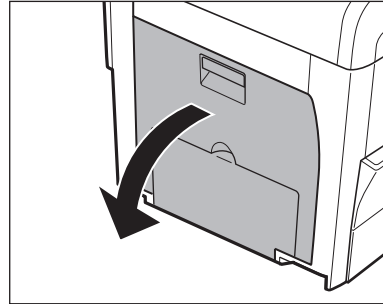
If you want to print out the documents without replacing the toner cartridge, set <CONT. PRINTING> to <KEEP PRINTING> in <RX SETTINGS> of <TX/RX COMMON SET.> in <TX/RX SETTINGS>. (See "Setting Menu," on p. 12-5.)

CAUTION

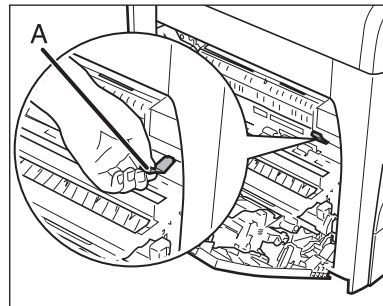
- When <CONT. PRINTING> is set to <KEEP PRINTING>, the printed documents may be light or blurred because of lack of toner. The data is erased when the documents are printed out, so you can not print the same documents again.
- Do not touch the rollers and parts which have labels "CAUTION! Hot surface avoid contact" on. They become very hot during use.

Redistributing Toner

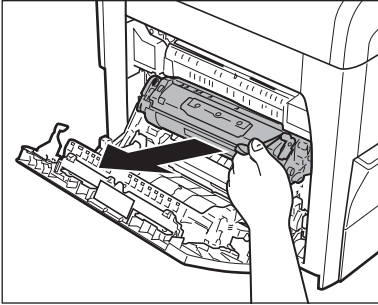
- 1 Open the left cover.



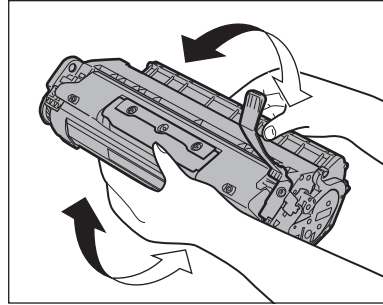
- 2 Grasp the blue plastic pull tab (A) on the toner cartridge.



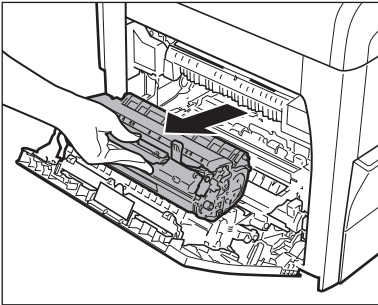
- 3** Pull the blue plastic pull tab until you can easily hold the handle of the toner cartridge.



- 5** Gently rock the toner cartridge 5 or 6 times to distribute toner evenly.

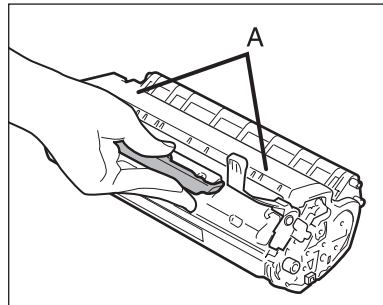


- 4** Remove the toner cartridge.



- 6** Hold the toner cartridge by its handle.

The arrows (A) on the toner cartridge should be pointing toward the machine.

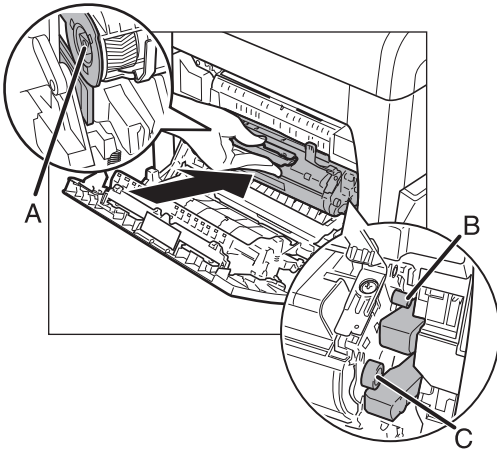


⚠ CAUTION

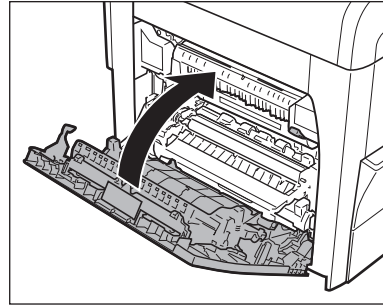
- Always hold the toner cartridge by its handle.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

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

The left edge (A) and the right side protrusions (B, C) of the toner cartridge should be aligned with the guides inside the machine.



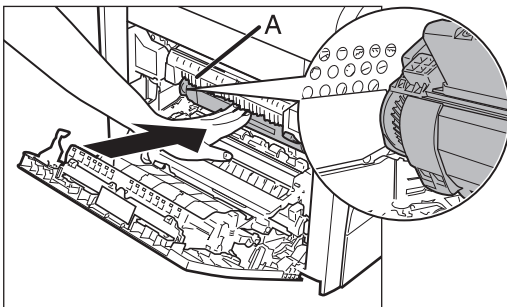
9 Close the left cover.



⚠ CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the left cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

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

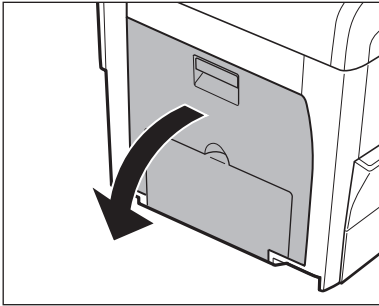


⚠ CAUTION

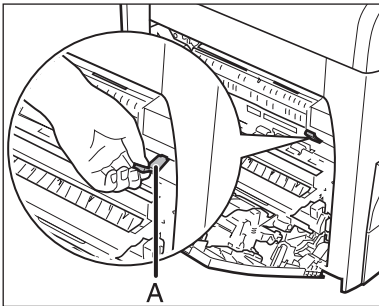
Do not touch the fixing assembly (A) as it becomes very hot during use.

Replacing the Toner Cartridge with a New One

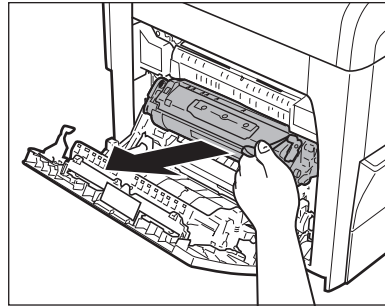
1 Open the left cover.



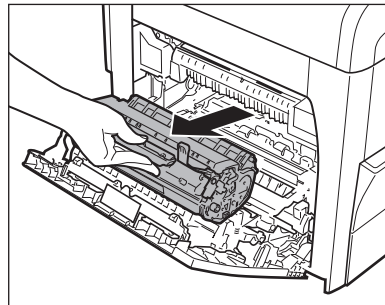
2 Grasp the blue plastic pull tab (A) on the toner cartridge.



3 Pull the blue plastic pull tab until you can easily hold the handle of the toner cartridge.



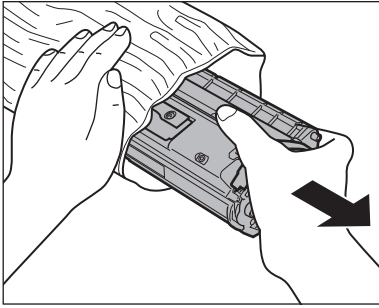
4 Remove the toner cartridge.



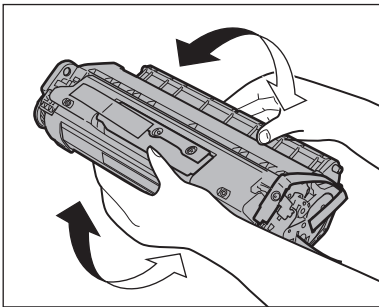
CAUTION

- Always hold the toner cartridge by its handle.
- Do not open the drum protective shutter on the toner cartridge. Print quality may deteriorate if the drum surface is exposed to light or is damaged.

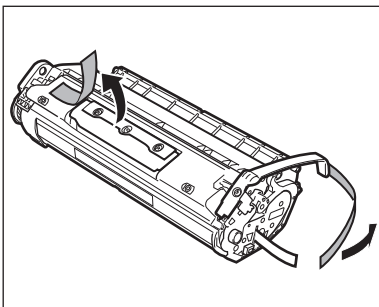
- 5** Remove the new toner cartridge from the protective material.



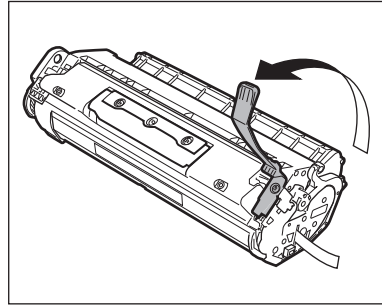
- 6** Gently rock the toner cartridge 5 or 6 times to distribute toner evenly.



- 7** Remove the seals (2 places).



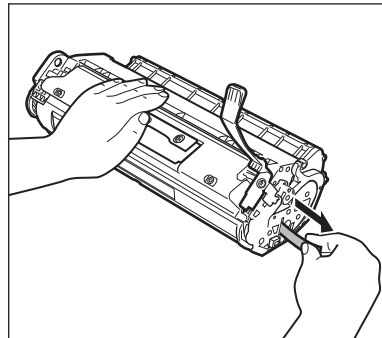
- 8** Bend back the blue plastic pull tab.



 **NOTE**

Do not remove the pull tab as it is used to pull out the toner when the cartridge needs replaced.

- 9** Pull out the seal completely.



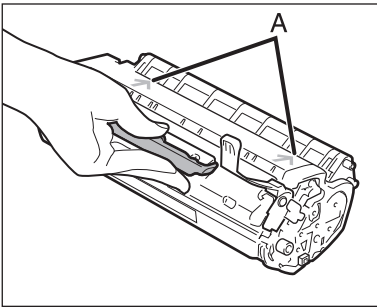
 **NOTE**

Do not pull out the seal at an angle.



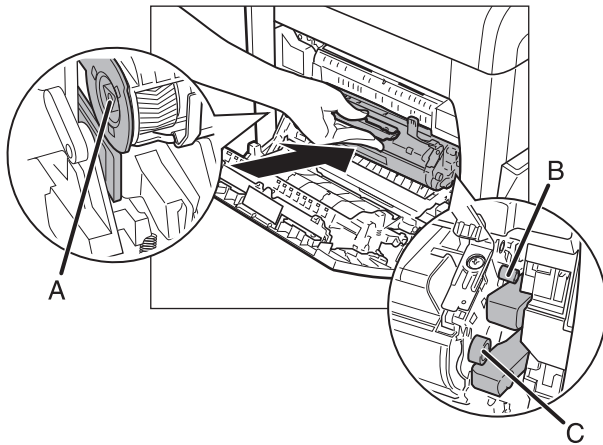
10 Hold the toner cartridge by its handle.

The arrows (A) on the toner cartridge should be pointing toward the machine.

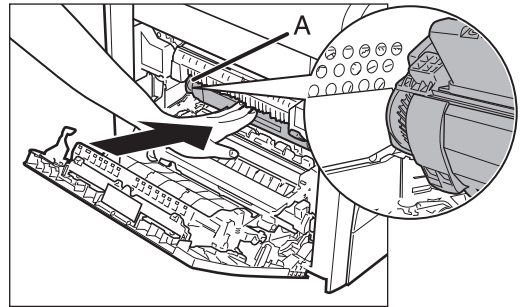


11 Insert the toner cartridge into the machine as far as it will go.

The left edge (A) and the right side protrusions (B, C) of the toner cartridge should be aligned with the guides inside the machine.



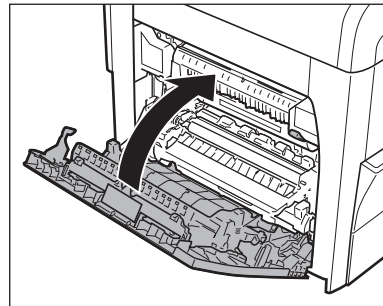
12 Push the toner cartridge to make sure it is properly set in the machine.



⚠ CAUTION

Do not touch the fixing assembly (A) as it becomes very hot during use.

13 Close the left cover.



⚠ CAUTION

- Be careful not to get your fingers caught.
- If you cannot close the left cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

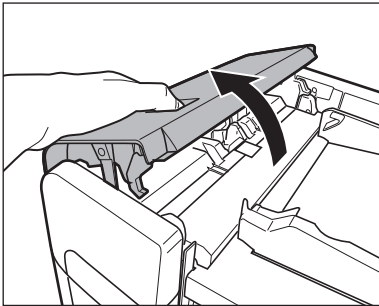
Replacing the Stamp Cartridge

Sent originals can be stamped to indicate that they have been sent. Replace the stamp cartridge when this mark is faint or no longer visible.

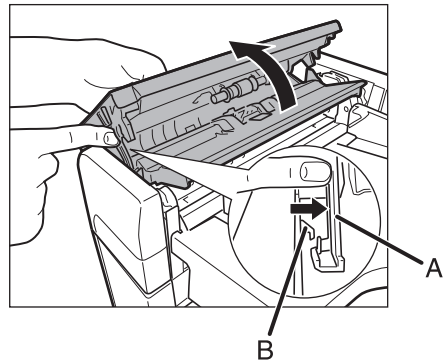
⚠ CAUTION

When replacing the stamp cartridge, take care not to allow ink to come into contact with your hands or clothing. If ink gets onto your hands or clothing, wash it off immediately with cold water.

1 Open the feeder cover half way.



2 With the feeder cover open half way, push the link arm as you open the feeder cover completely.

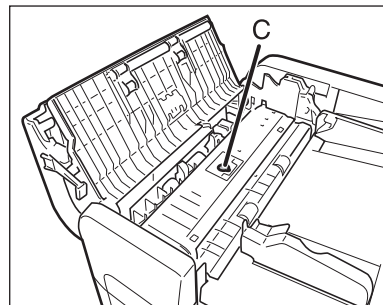


⚠ CAUTION

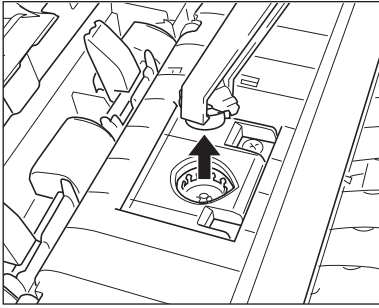
Push the link arm (A) before it catches onto the hook (B).

🔧 NOTE

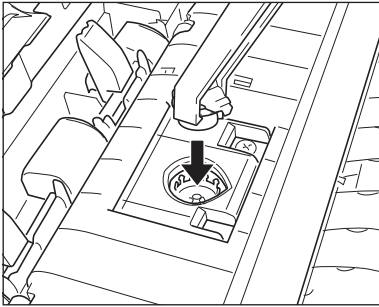
The feeder cover opens as below, and the stamp cartridge (C) can be replaced. If the feeder cover does not open properly, close the feeder slightly. Then open the feeder cover again, as you push the link arm.



3 Remove the old stamp cartridge, using tweezers.



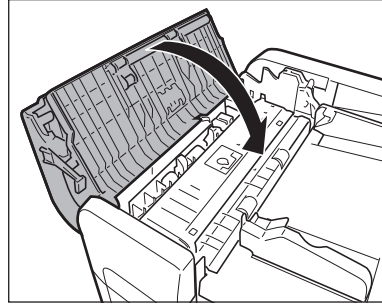
4 Push in the new stamp cartridge until it clicks, using tweezers.



CAUTION

- Make sure that the stamp cartridge is not protruding from the surface.
- Insert the stamp cartridge properly, or it may cause paper jams.

5 Gently close the feeder cover.



WARNING

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

Recycling Used Cartridges



Canon has instituted a worldwide recycling program for cartridges called “The Clean Earth Campaign”. This program preserves precious natural resources by utilizing a variety of materials found in the used cartridges that are of no further use, to remanufacture new cartridges which, at the same time, keeps the environment cleaner by reducing landfill waste. Complete details concerning this program are enclosed in each Cartridge box.

The Clean Earth Campaign

● THE Canon CARTRIDGE RECYCLING PROGRAM

The Canon Cartridge Recycling Program fulfills the first initiative of Canon’s Clean Earth Campaign, which supports four critical environmental areas:

- Recycling in the Workplace
- Conserving Environmental Resources
- Scientific Research and Education
- Encouraging Outdoors Appreciation

The remaining “Clean Earth” initiatives are supported in the U.S. through sponsorships of the National Park Foundation, the National Wildlife Federation, and The Nature Conservancy and in Canada through donations to the World Wildlife Fund Canada and The Nature Conservancy of Canada.

Since its inception, The Canon Cartridge Recycling Program has collected huge amount of cartridges that otherwise would have been discarded into landfills or similar facilities. Instead, this rapidly growing program returns used cartridges to the manufacturing process, thus conserving an array of resources.

Becoming a part of this worthwhile program is easy. When your cartridge is of no further use, simply follow the instructions detailed for U.S. or Canadian residents.

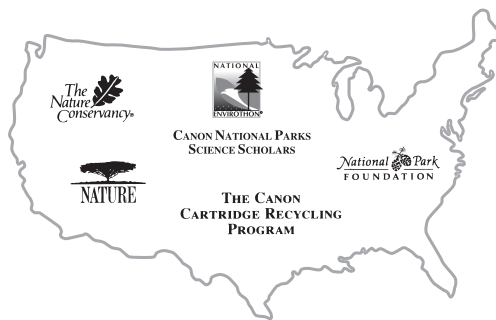
We appreciate your support of The Canon Cartridge Recycling Program.

Working together we can make a significant contribution to a cleaner planet.

- Cartridges collected through this program are not refilled.
- You are not entitled to a tax deduction or rebate for the return of empty cartridges.
- This program may be modified or discontinued without notice.

The Clean Earth Campaign

Supporting Environmental Initiatives With

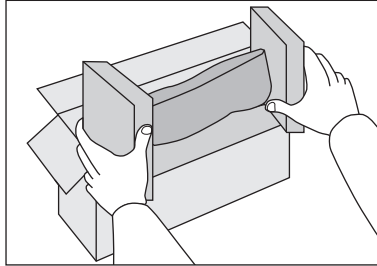


U.S.A. PROGRAM

● Packaging

■ Option A-1: Single Box Return

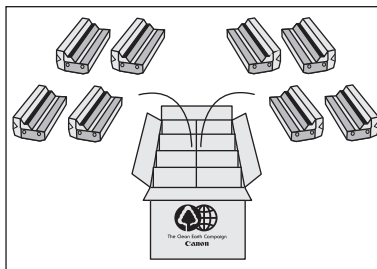
- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.



■ Option B: Volume Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

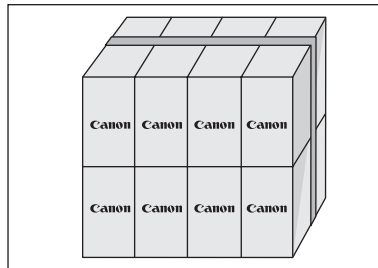
- Place as many cartridges as possible into one box.
Carefully seal the box with tape;
or
- Call **1-800-OK-Canon** to receive your free eight cartridge collection box.



■ Option A-2: Multiple Box Return

We encourage you to use this option as a more efficient way to ship cartridges.

- Complete Option A-1.
- Bundle multiple cartridge boxes together securely with tape.



Please be sure that the shipment does not exceed UPS specifications.

Maximum weight = 70 lb. (31.8 kg)

Maximum length = 108 in. (2,743 mm)

Maximum girth (length + 2 x width + 2 x height) = 130 in. (3,302 mm)

If your shipment exceeds the above limits, please call **1-800-OK-Canon** for special shipping information.

Please Note:

Do not send defective cartridges for replacement.

Defective cartridges under warranty should be exchanged by an authorized dealer or service facility as provided in the warranty.

● Shipping

Apply the UPS authorized returning label provided in this guide.

Residents of Alaska and Hawaii: Do not use the UPS authorized returning label. For Alaska and Hawaii Canon set up alternative mail service with the U.S. Postal Service.

Please call **1-800-OK-Canon** to receive U.S. Postal Service merchandise returning label.

■ Option: UPS Pick-up

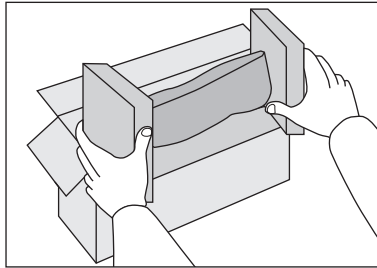
- Give the shipment to your UPS driver when you receive your next regular delivery;
or
- Take the shipment to your local UPS receiving point.



CANADA PROGRAM-CANADA PROGRAMME

■ Option A: Single Box Return

- Repackage the empty cartridge utilizing the wrapper and pulp mould end-blocks from the new cartridge's box.
- Place the empty cartridge in the box of your new cartridge. Seal the box.
- Apply the Canon Canada Inc./Canada Post label provided in this brochure. Canon's labels are specially marked so that Canon pays the postage.
- Deposit your empty cartridge in any full size street mailbox or take it to your local Canada Post outlet or franchise.

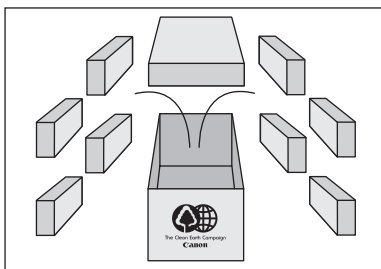


■ Option B: Volume Box Return (eight or more cartridges)

We encourage you to use this option as a more efficient way to ship cartridges.

- Call **1-800-667-2666** to receive your free Canon collection box kit.
- The collection box can accommodate eight individual cartridge boxes.
- Place your eight individually packaged boxes of empty cartridges into the Canon collection box. Seal the box.

- Apply the Canon Canada Inc./Canada Post label provided in this brochure.
- Canon's labels are specially marked so that Canon pays the postage.
- Deliver to any local Canada Post outlet or franchise. Customers who hold a Commercial pick-up agreement with Canada Post may have their collection box picked up.



Working to preserve endangered species is a long-standing Canon interest. To this end, for every cartridge collected, Canon Canada donates \$1, shared equally between World Wildlife Fund Canada and the Nature Conservancy of Canada. This donation is utilized in Canada.

- For further information about The Clean Earth Campaign in Canada, please call or write to Canon.

1-800-667-2666

Canon Canada Inc.

Corporate Customer Relations

6390 Dixie Road

Mississauga, ON L5T 1P7

Transporting the Machine

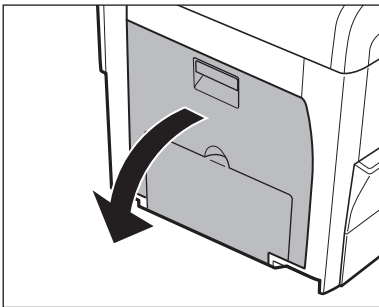
Follow this procedure to avoid vibration damage to the machine when transporting it over a long distance.

CAUTION

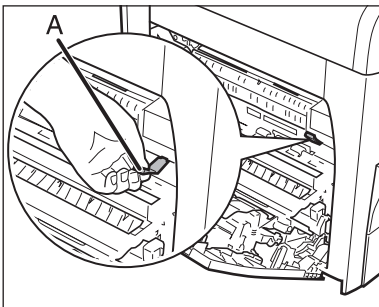
Be sure at least two people carry the machine.

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

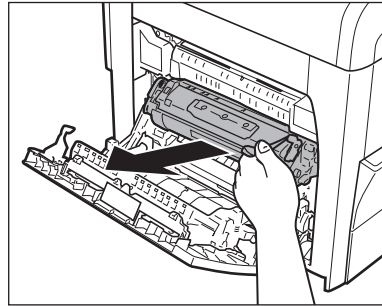
2 Open the left cover.



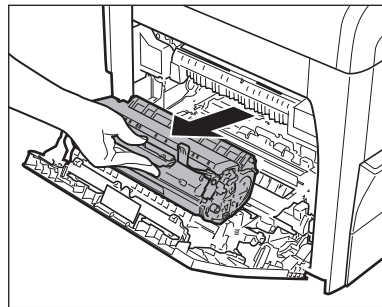
3 Grasp the blue plastic pull tab (A) on the toner cartridge.



4 Pull the blue plastic pull tab until you can easily hold the handle of the toner cartridge.



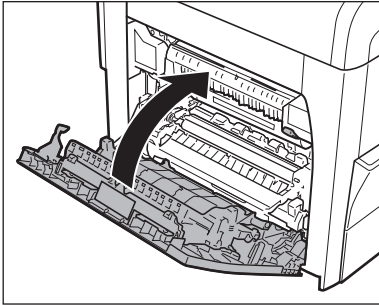
5 Remove the toner cartridge.



CAUTION

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

6 Close the left cover.

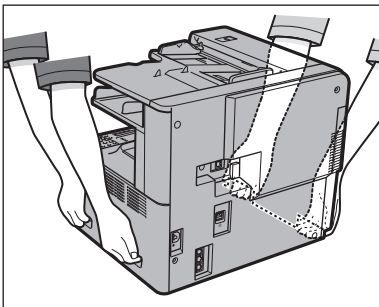


CAUTION

Be careful not to get your fingers caught.

7 Make sure the multi-purpose tray and the paper stopper are back in their original position.

8 Pick up the machine using the provided hand grips on the left and right sides.



CAUTION

- Be sure at least two people carry the machine.
- Do not lift the machine by any of its attachments. Dropping the machine can cause personal injury.
- If you have a back problem, make sure to check the weight of this machine before carrying. (See "Specifications," on p. 13-2.)



11 Troubleshooting

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Clearing Jams

This section describes how to remove jammed paper. When error messages appear on the LCD display, see “LCD Messages,” on p. 11-7. For other troubles, see Reference Guide > Troubleshooting. When <CHECK DOCUMENT>, <FEEDER PAPER JAM/CHECK THE FEEDER>, <DOCUMENT TOO LONG>, or <PAPER JAM> appears on the LCD display, remove jammed paper from the machine first, then from the paper cassette or multi-purpose tray if necessary. Check the following if you experience repeated paper jams:

- **Fan and tap the paper stack on a flat surface before loading it in the machine.**
- **Check that the paper you are using meets the requirements for use. (See “Paper Requirements,” on p. 2-7.)**
- **Make sure you have removed any scraps of paper from the inside of the machine.**

CAUTION

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.
- If you tear the paper, remove any torn pieces to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

NOTE

Do not force a jammed document or paper out of the machine. Contact Canon Customer Care Center if needed.

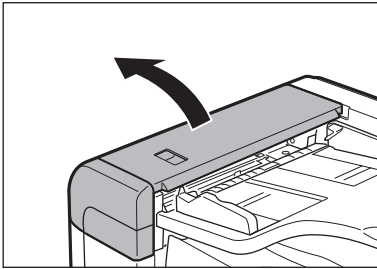
Document Jams

When <CHECK DOCUMENT>, <FEEDER PAPER JAM/CHECK THE FEEDER>, or <DOCUMENT TOO LONG> appears on the LCD display, remove a jammed document from the ADF or the document delivery slot.

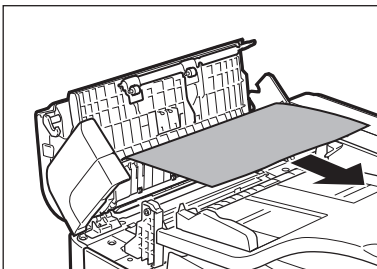
CAUTION

- When removing jammed documents or paper, take care not to cut your hands on the edges of the document or paper.
- When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock.

1 Lift the lever, and open the ADF.



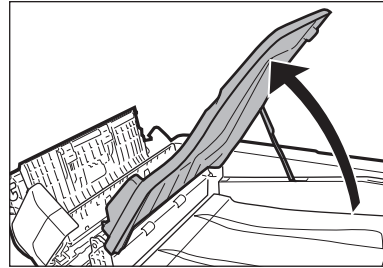
2 Remove any jammed documents.



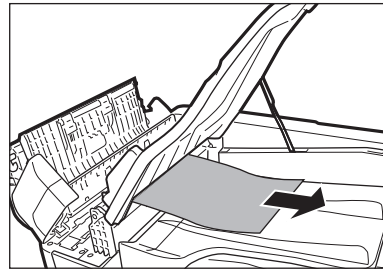
NOTE

Do not pull the document forcefully as it may tear.

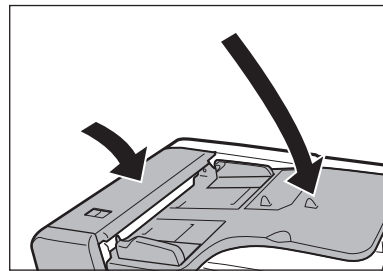
3 Lift the document feeder tray.



4 Remove any jammed documents.



5 Lower the document feeder tray and close the ADF.



CAUTION

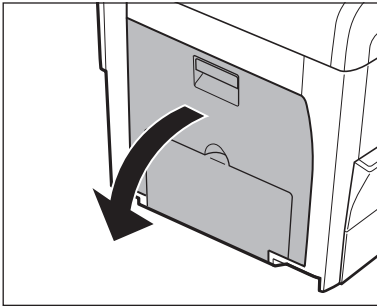
Be careful not to get your fingers caught.

Paper Jams

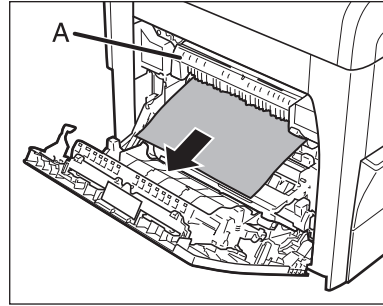
When <PAPER JAM> appears on the LCD display, remove jammed paper from inside the machine first, then from the paper cassette if necessary. Check the following if you experience repeated paper jams:

- Even the edge of the paper stack by a flat surface before loading it in the machine.
- Check that the paper you are using meets the requirements for use.
- Make sure you have removed any scraps of paper from inside the machine.

1 Open the left cover.



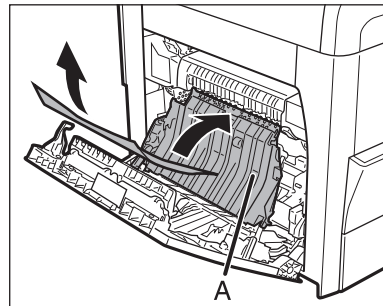
2 Carefully pull the jammed paper out of the machine.



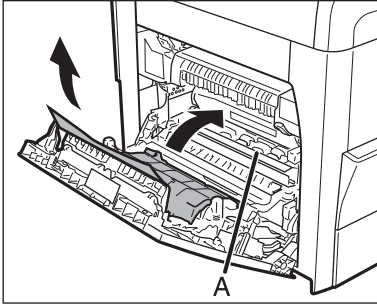
CAUTION

- Do not touch the fixing assembly (A) as it becomes very hot during use.
- If you tear the paper, remove any torn pieces to avoid further jams.
- If loose toner comes into contact with your skin or clothing, wash with cold water. Warm water will set the toner.

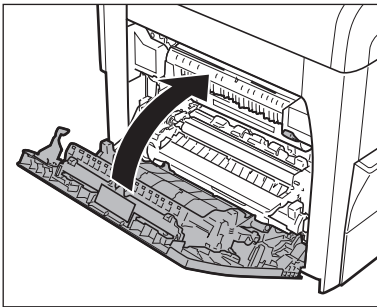
3 Tilt the 2-sided transport guide (A) toward the machine, then remove the jammed paper (Only for 2-sided copying).



- 4** Lift and hold the transcription frame (A), then remove the jammed paper (Only for 2-sided copying).

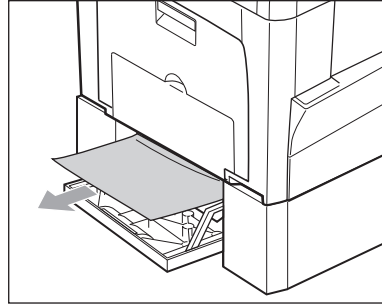


- 5** Close the left cover.

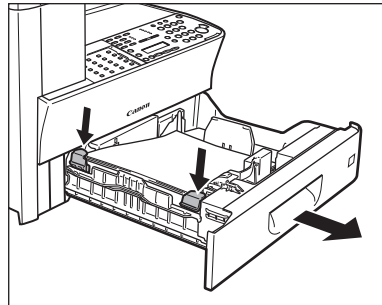


⚠ CAUTION
Be careful not to get your fingers caught.

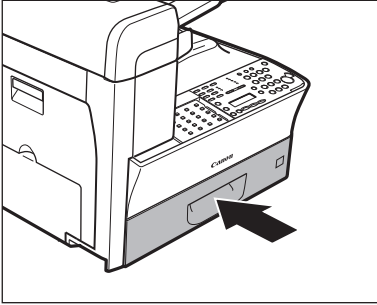
- 6** If you use the optional paper cassette, open the cover on the left side of the optional paper cassette. Remove any jammed paper, then close the cover.



- 7** Pull out the paper cassette and push the corners of the stack under the tabs.



- 8** Gently push the paper cassette back into the machine until it clicks.



⚠ CAUTION
Be careful not to get your fingers caught.

LCD Messages

See the table below when the LCD displays error and status messages.

Message	Description	Action
AVAILABLE MEMORY nn%	This message shows the percentage of the memory currently available. This message is displayed when you set the document in the ADF in Fax/Send mode.	If you need more space, wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.
CANNOT PRINT RX DATA FIX ERROR TO PRINT	The machine temporarily received the data in memory because an error of some kind has occurred in the machine. This error message appears with one of the messages below. <ul style="list-style-type: none"> – <LEFT COVER OPEN/CLOSE COVER> – <LOAD CORRECT PAPER> – <CHANGE REG'D SIZE/-> PAPER SETTINGS> – <TONER LOW/PREPARE NEW TONER> – <TONER IS NOT SET/INSERT TONER> – <LOAD PAPER> – <PAPER JAM> – <PAPER JAM/OPEN LEFT COVER> 	This error message appears with another message. When the error is resolved, the received data will be printed out. For how to solve the problem, see the action for the messages displayed with it.
CHANGE PAPERSIZE	The paper size is not appropriate for a two-sided copy.	Set the paper size to <LTR> or <A4>, then load paper of the same size.



Message	Description	Action
CHANGE REG'D SIZE → PAPER SETTINGS	<ul style="list-style-type: none"> – The paper size is not appropriate for printing a report or list. – The paper ran out while printing a received document, report or list. 	<ul style="list-style-type: none"> – Set the paper size to <LTR>, <LGL>, <A4>, <OFICIO>, <BRAZIL-OFICIO>, <MEXICO-OFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENT-LEGAL> or <FLSP>, and then load paper of the same size. – Load paper in the paper cassette.
CHECK DOCUMENT	A document jam may have occurred in the ADF.	Remove the jammed document.
DATA ERROR PRESS START KEY	The machine may have trouble.	Press [Start] to restore all settings to the default. If the message persists, contact Canon Customer Care Center.
DOCUMENT TOO LONG	<ul style="list-style-type: none"> – The document fed from the ADF is longer than 24 7/8" (630 mm), or is not feeding correctly. – The document is longer than 17" (432 mm) when you are sending e-mail, I-fax or sending a document to a file server. 	<ul style="list-style-type: none"> – Reduce the length of the document to within 24 7/8" (630 mm), then try again. – If the document is shorter than 17" (432 mm), then try the procedure again.
FEEDER GLASS DIRTY CLEAN FEEDER GLASS	The ADF scanning area may be dirty.	Clean the ADF scanning area (See "Cleaning the Machine" on p.10-2.), then press [OK].
FEEDER PAPER JAM CHECK THE FEEDER	A document jam may have occurred in the ADF.	Remove the jammed document.
INITIALIZING... PLEASE WAIT	This message appears when turning on the main power switch, or when the machine is not ready for printing.	Wait until the message disappears.
LEFT COVER OPEN CLOSE COVER	The left cover is open.	Check the left cover and make sure that it is completely closed.

Message	Description	Action
LOAD CORRECT PAPER	The size of the paper in the paper cassette or multipurpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.	Load the correct size paper or change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. For more information, see “If <LOAD CORRECT PAPER> is displayed,” on p. 11-18.
LOAD PAPER	<ul style="list-style-type: none"> – No paper is loaded in the paper cassette or multipurpose tray when copying or printing. – If the paper size is not appropriate for printing, an error message appears with one of the messages below. <CHANGE REG'D SIZE → PAPER SETTINGS> or <CANNOT PRINT RX DATA/ FIX ERROR TO PRINT> – The appropriate paper for printing is not loaded. 	<ul style="list-style-type: none"> – Load the paper correctly by inserting it all the way to the back of the paper cassette. – Set the appropriate size paper for printing, and specify the correct size of paper in <PAPER SETTINGS>. For printing reports or lists, set the paper size to <LTR>, <LGL>, <A4>, <OFICIO>, <BRAZIL- OFICIO>, <MEXICOOFICIO>, <FOLIO>, <GOVERNMENT-LETTER>, <GOVERNMENTLEGAL> or <FLSP>, and then load paper of the same size. – After setting the appropriate size paper for printing, specify the correct size of paper in the <PAPER SETTINGS> menu.



Message	Description	Action
<p>MEMORY FULL</p>	<ul style="list-style-type: none"> - The machine is full of jobs. - The number of TX/RX jobs that can be stored in memory reached the maximum. 	<ul style="list-style-type: none"> - Print, send, or delete any documents stored in memory. - Divide the document stack or data into a few parts and try again one by one. - Send the document with low resolution. - When this message appears during using the ADF, the scanning document stops halfway. In this case, clear the paper jam from the ADF. - The maximum numbers of jobs that can be stored in memory are as follows (Based on the condition that the other party sends the fax by the LASER CLASS 810/ LASER CLASS 830i with ITU-T No. 1 Chart standard mode); Up to 70 jobs for sending or 90 jobs for receiving, 95 fax jobs including sending and receiving, or 75 e-mail and I-fax jobs for receiving. Wait for the machine to send any documents in memory. Also print, send, or delete any documents stored in memory.

Message	Description	Action
NOT AVAILABLE NOW	<ul style="list-style-type: none"> - You have specified the group dialing when the line is off the hook. - You have specified the one-touch key or coded dial code that has registered with other than fax number when the line is off the hook. - The registered group is already nested for three levels of subgroups (e.g., a group registered in a group in a group). - You pressed the one-touch key or coded dial code that has already been registered, when you are registering group addresses. - You pressed the group dialing that has already been registered, when you are registering a one-touch or coded dial address. 	<ul style="list-style-type: none"> - Specify the recipient other than group dialing. - Make sure that the line is disconnected. - You cannot register a group to contain more than three levels of subgroups. Modify the group so that it contains three levels of groups or less. - Register the one-touch key or coded dial code that is not used.
NOT REGISTERED	No destination is registered for the one-touch key or coded dial code you pressed.	Register the destinations before using the Address Book function.
NO PAPER (RECIPIENT)	No paper is loaded in the recipients fax machine.	Have the recipient reload their fax machine with paper.
OUTPUT TRAY FULL	The paper delivery tray is full of paper.	Remove the printouts from the paper delivery tray.
OVER PAGE LIMIT	You cannot print because the set page limit for either scans, prints, or copies in the department ID management function has been reached.	Contact your system manager.
PAPER JAM OPEN LEFT COVER	Paper jams have occurred in the machine.	Open the left cover and remove the jammed paper. (See "Paper Jams," on p.11-4.) The cover must be opened and closed to resume the current job.



Message	Description	Action
PHONE OFF HOOK HANG UP PHONE	The receiver of the external telephone or handset is off the hook.	Hang up the receiver.
PREPARING SCANNER... PLEASE WAIT	The machine is not ready for scanning.	Wait until the machine is ready.
START AGAIN	A transmission error has occurred because the line condition was poor.	Check the line condition, then try again.
STOP KEY PRESSED PRESS OK KEY	[Stop] has been pressed while scanning the document using the ADF.	Press [OK], then set the document again.
SYSTEM ERROR	Some kind of error has occurred in the machine.	Turn off the main power switch, wait for more than 10 seconds, then turn it on again. If the message persists, turn off the main power switch, disconnect the power cord, and contact Canon Customer Care Center.
TONER IS NOT SET INSERT TONER	A toner cartridge is not installed or not installed correctly.	Install the toner cartridge correctly tray.
TONER LOW PREPARE NEW TONER	The toner is running low.	Prepare a new toner cartridge.

Error Codes

An error code is a four-digit code shown on an **ERROR TX REPORT** or an **ERROR RX REPORT** when an error occurs.

```

12/31/2007 10:50 FAX 123XXXXXX          CANON          0001
*****
***   ERROR TX REPORT   ***
*****

TX FUNCTION WAS NOT COMPLETED

TX/RX NO           0005
DEPT. ID           0000001
RECIPIENT ADDRESS 111XXXXX
DESTINATION ID
ST. TIME           12/31 10:50
TIME USE           00'00
PAGES SENT         0
RESULT             NG      # 0018 BUSY/NO SIGNAL
  
```

For details on reports, see Reference Guide > Maintenance > Summary of Reports and Lists.

See the table below for individual error codes.

Error Code	Description	Action
#0001	A document may be jammed.	Remove the jammed document.
#0003	<ul style="list-style-type: none"> – An attempt was made to send a document of 24 7/8" (630 mm) or longer from the ADF. – A document takes a long time to send because it contains too much data. – A document takes a long time to receive. 	<ul style="list-style-type: none"> – Divide the document into smaller parts and send from the platen glass. – Reduce the scanning resolution before sending. – Contact the other party and ask them to reduce their scanning resolution or divide the document into smaller parts for sending.



Error Code	Description	Action
#0005	<ul style="list-style-type: none"> – The other fax machine did not respond within 35 seconds. – The other party may not be using a G3 fax machine. 	<ul style="list-style-type: none"> – Send the document again. Contact the other party and have them check their fax machine. If you are making an overseas call, add a pause to the number. – Check with the other party and send the document to a G3 fax machine. If the other party does not have a G3 fax machine, try sending your document using a transmission mode the other party's fax machine supports.
#0009	The paper has run out or the paper cassette is not set properly.	Load the paper or reset the paper cassette properly.
#0012	You could not send because the other party's fax machine is out of paper.	Contact the other party and ask them to load the paper.
#0018	There is no reply when you redial. You could not send, because your fax signal was not returned as the other party's line was engaged.	Check that the other party's line is not engaged and try again from the beginning.
#0037	The memory is full.	Print, send, or delete any documents stored in memory.
#0703	The memory for image data is full when sending documents.	<ul style="list-style-type: none"> – Wait a few moments, and then try sending again after other send jobs are complete. – Erase documents stored in memory. If the machine still does not operate normally, turn the main power OFF, and then back ON.
#0705	The send operation was interrupted because the size of the image data is larger than that specified in <MAX TX DATA SIZE> in <E-MAIL/I-FAX> in <COMMUNICATIONS> in <SYSTEM SETTINGS>.	<ul style="list-style-type: none"> – Change the setting for <MAX TX DATA SIZE> in <E-MAIL/I-FAX> in <COMMUNICATIONS> in <SYSTEM SETTINGS>. – Select a lower resolution. – Set <DIVIDE INTO PAGES> to <ON> in send settings.
#0751	The server is not functioning. The network is down (the server is unable to connect to the network or was disconnected).	<ul style="list-style-type: none"> – Check the recipient's address. – Check that the network is up.

Error Code	Description	Action
#0752	<ul style="list-style-type: none"> - The SMTP server name or POP server name for e-mail is not correct, or the server is not functioning. - The domain name or e-mail address may not be set. - The network is down. 	<ul style="list-style-type: none"> - Check the SMTP server name, domain name, POP server name, and e-mail address in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. - Check that the SMTP server is operating properly. - Check the network status.
#0753	A TCP/IP error occurred while sending an e-mail message. (Socket, Select error, etc.)	Check the network cables and connectors. If the machine still does not operate normally, turn the main power OFF, and then back ON.
#0755	<ul style="list-style-type: none"> - You cannot send jobs because TCP/IP is not functioning correctly. - The IP address is not set. - When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server. 	<ul style="list-style-type: none"> - Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. - Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. - Check <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. Or wait a while, and then try sending again.
#0801	<ul style="list-style-type: none"> - A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail message. - The SMTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission to a file server. 	<ul style="list-style-type: none"> - Check that the SMTP server is functioning normally, or check the network status. - Check that the SMTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server.
#0802	<ul style="list-style-type: none"> - The name of the SMTP server or POP server in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS> is incorrect. - The DNS server name in <DNS SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS> is incorrect. - Connection to the DNS server failed. 	<ul style="list-style-type: none"> - Check the name of the SMTP server or POP server in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. - Check the DNS server name in <DNS SETTINGS> in <TCP/IP SETTINGS> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. - Check that the DNS server is functioning normally.



Error Code	Description	Action
#0804	You have no permission to access the folder.	Change the setting on the server to enable access to the folder.
#0806	<ul style="list-style-type: none"> – An incorrect user name or password was specified for the sending of a file to a file server. – An incorrect destination was specified for the sending of an e-mail message. 	<ul style="list-style-type: none"> – Change the user name or password. – Check the e-mail address.
#0808	<ul style="list-style-type: none"> – A timeout error occurred while the machine was communicating with the FTP server. – The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server side during transmission. 	<ul style="list-style-type: none"> – Check that the FTP server is functioning normally. Check the network status. – Check that the FTP server is functioning normally. Check the network status. Check the destination setting. Check the status and setting of the file server.
#0810	<ul style="list-style-type: none"> – The POP server returned an error during the connection. – A timeout error occurred on the server while connecting to the POP server. 	Check the POP Server name in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. Confirm that the POP server is functioning normally. Check the network status.
#0812	The POP password setting is incorrect.	Check the POP Server password in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.
#0813	The POP Server name setting is incorrect.	Check the POP Server name in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>.
#0818	You have received data that cannot be processed (cannot print the attached file).	Check the settings and ask the sender to resend the data.
#0819	You have received data that cannot be processed (MIME information is incorrect).	Check the settings, and then ask the sender to resend the data.
#0820	You have received data that cannot be processed (BASE 64 or uuencode is incorrect).	Check the settings, and then ask the sender to resend the data.
#0821	You have received data that cannot be processed (TIFF analysis error).	Check the settings, and then ask the sender to resend the data.

Error Code	Description	Action
#0827	You have received data that cannot be processed (contains MIME information that is not supported).	Check the settings, and then ask the sender to resend the data.
#0828	You have received HTML data.	Ask the sender to use a file format other than HTML, and then resend the data.
#0829	Data containing more pages that the machine can hold in the memory is received.	Print the received documents, and ask the sender to resend the remaining pages.
#0839	The user name or password for the SMTP authentication in <SMTP AUTH> is incorrect.	Check the user name and password for <SMTP AUTH> in <AUTH/ENC SETTINGS> in <E-MAIL/I-FAX> in <NETWORK SETTINGS> in <SYSTEM SETTINGS>. (See "SYSTEM SETTINGS," on p. 12-36.)

If <LOAD CORRECT PAPER> is displayed

When <LOAD CORRECT PAPER> appears on the LCD display, the size of the paper in the paper cassette or multipurpose tray is different from that of the paper specified in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu. You need to load the correct size paper or change the paper size in <CASSETTE> or <MP TRAY> of the <PAPER SETTINGS> menu.



NOTE

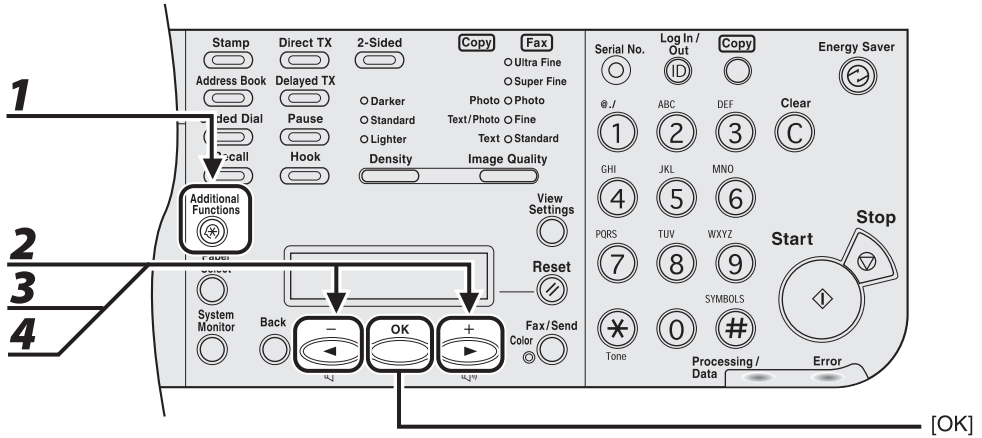
For print jobs, you need to specify the paper size from your computer.

Re-Loading the Paper

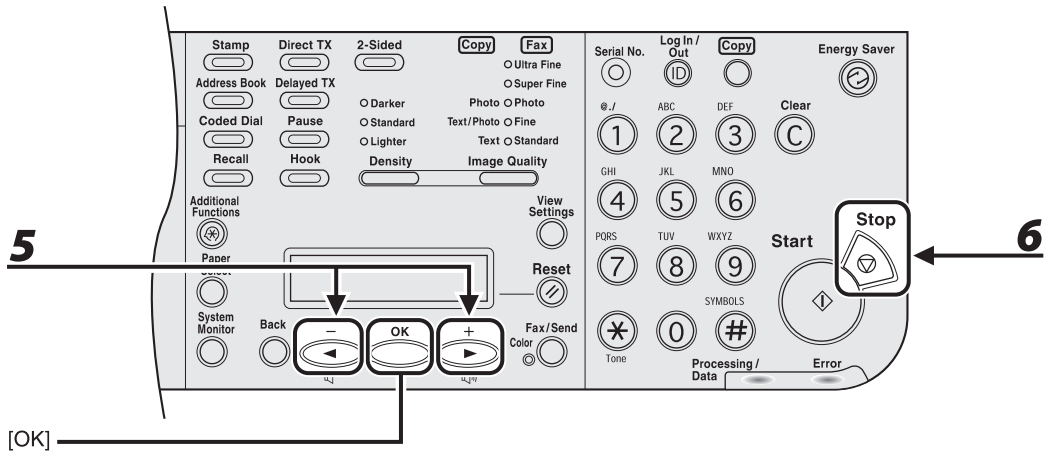
1 Load the correct size paper as shown on LCD display.

Printing resumes when you return the paper cassette to the machine.

Changing the Paper Size Setting



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <PAPER SETTINGS>, then press [OK].
- 3** Press [←] or [→] to select <CASSETTE> or <MP TRAY>, then press [OK].
- 4** Press [←] or [→] to select <PAPER SIZE>, then press [OK].



5 Press [**←**] or [**→**] to select the paper size same as paper loaded into the machine, then press [OK].

6 Press [Stop] to return to the standby mode.

7 Pull out the paper cassette, and then slowly return it to the machine until it clicks.

It is not necessary to pull the paper cassette out as far as it goes.
The machine re-starts printing.

General Problems

The machine has no power.

Q Is the power cord plugged in securely?

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

Q Is the power cord supplying power?

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

Q Is the main power switch turned on?

A Turn on the main power switch.

The Error indicator flashes.

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

A Clear the paper jam, or load paper in the paper cassette or multi-purpose tray. (For instructions on clearing paper jam, See "Clearing Jams," on p. 11-2. For instructions on loading paper, see "Set Up the Machine," in the Starter Guide.)

A If the machine has no paper jam, or paper is loaded in the paper cassette or multi-purpose tray, turn off the main power switch and wait for more than 10 seconds, then turn it on again. If the problem is fixed, the Error indicator will turn off, and the LCD will return to the standby mode. If the Alarm indicator remains flashing, unplug the machine, and unplug the machine, and contact your local authorized Canon dealer.

Nothing appears in the LCD.

Q Is the power cord plugged in securely?

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



Is the main power switch turned on?

A

Turn on the main power switch.

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

Press [Energy Saver] on the operation panel to cancel the Sleep mode.

Paper Feeding Problems

Paper does not feed properly.

Q Is the paper loaded correctly?

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

Q Does the machine contain too many sheets?

A Make sure you load the correct quantity. (See “Paper Requirements,” on p. 2-7.)

Multiple sheets feed together into the machine.

Q Is the paper loaded correctly?

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

Q Does the machine contain too many sheets?

A Make sure you load the correct quantity. (See “Paper Requirements,” on p. 2-7.)

Q Are different types of paper loaded in the machine?

A Load only one type of paper.

A Make sure you load paper that meets the requirements for use. (See “Paper Requirements,” on p. 2-7.)

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

Repeated paper jams occur.

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

A Make sure you load paper that meets the requirements for use. (See “Paper Requirements,” on p. 2-7.)

Sending/Receiving Problems

Sending Problems

Document cannot be sent to an e-mail address, I-fax address, or file server.

Q

Did you just turn on the main power switch?

A

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

Q

Is the e-mail or I-fax address you entered, or the e-mail, I-fax, or file server address registered in the Address Book correct?

A

Make sure the e-mail address you entered, or the e-mail or file server address registered in the Address Book is correct.

Q

If you are sending an e-mail or I-fax message are the SMTP Server and DNS Server settings correct?

A

Check the SMTP Server and DNS Server settings.

Q

If you are sending to a file server, are the user and password settings correct?

A

Check the user and password settings, and send the document again.

Q

If you are sending to a file server, are the shared folder settings correct?

A

Check the shared folder settings. (See Reference Guide > Network Settings > Configuring a Shared Folder.)

Cannot send a fax.

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

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

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

Make sure the machine is set for the correct telephone line type. (See "Set the Machine for Sending Faxes," in the Starter Guide.)

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

Press [Fax/Send] repeatedly to select <FAX>, then press [OK] to show the fax standby display.

Q**Is the document loaded correctly?****A**

Make sure the document is correctly loaded. (See "Loading Documents," on p. 2-5.)

A

Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 11-4.)

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

Check that the Address Book settings are registered correctly. (See "Storing/Editing Address Book," on p. 4-12.)

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

Check that you have the correct number.

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

The machine does not scan documents if it is in the Sleep mode. To take the machine out of the Sleep mode, press [Energy Saver] on the operation panel.

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

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



Q

Are there other documents being sent from memory?

A

Allow time for the documents to finish sending.

Q

Has an error occurred during transmission?

A

Check the LCD for an error message. (See "LCD Messages," on p. 11-7.)

A

Print an Activity Report and check for an error. (See "ACTIVITY REPORT," on p. 12-57.)

Q

Is the telephone cable connected properly?

A

Make sure the cable is connected properly. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the telephone line working properly?

A

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

Q

Is the recipient's machine a G3 fax machine?

A

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

Q

Is BUSY/NO SIGNAL shown on the ERROR TX REPORT?

A

The fax number you dialed is busy. Try sending the document later.

A

The recipient's machine is not working. Ask the recipient to check the machine.

Q

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

A

Ask the recipient to check the machine. For an overseas call, add pauses to the registered number. (See "Dialing an Overseas Number (With Pauses)," on p. 4-83.)

Q

Is the Processing/Data indicator lit?

A

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

Q

Is the machine overheated?

A

Unplug the machine and let it cool for about 5 minutes. Then plug in the machine and try sending again.

Memory fills up immediately when you try to send.

Q

Are you sending with the resolution set to <SUPER FINE> or <ULTRA FINE>?

A

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

A

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

A

If your document contains fine text or photographs, send it directly rather than using a memory transmission.

Q

Is a document stored in memory, leaving little memory available?

A

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

Faxes sent from the machine are spotted or dirty.

Q

Is the recipient's machine working properly?

A

Check the machine by making a copy. If the copy is clear, the problem may be in the recipient's machine. If the copy is spotted or dirty, clean the scanner components. (See "Scanning Area," on p. 2-4.)

Q

Is the document loaded correctly?

A

Make sure the document is correctly loaded. (See "Loading Documents," on p. 2-5.)

The documents you sent are too light.

Q

Is the density setting changed to be lighter?

A

Adjust the density for light documents to be darker. (See "Density," on p. 4-7.)



Q

Are the scanning components of the machine clean?

A

If the received document is spotted or dirty, clean the scanning components. (See "Scanning Area," on p. 2-4.)

Sending of documents is too slow.

Q

Is the resolution set to <FINE>, <PHOTO>, <SUPER FINE>, or <ULTRA FINE>?

A

Setting the resolution to <STANDARD> reduces the sending time.

Q

Is Error Correction Mode (ECM) set to <ON>?

A

Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set <ECM TX> to <OFF>. (See "TX/RX SETTINGS," on p. 12-11.)

Cannot send using Error Correction Mode (ECM).

Q

Does the recipient's machine support ECM?

A

If the recipient's machine does not support ECM, the document is sent in normal mode without error checking.

Errors occur frequently while sending.

Q

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

A

Check if there is a device nearby that interferes with signal transmission (e.g., microwave oven). Lower the transmission speed. (See "SYSTEM SETTINGS," on p. 12-36.)

Cannot redial with [Recall].

Q

Is <REST. REDIAL/CALL> set to <ON>?

A

When <REST. REDIAL/CALL> or <RESTRICT REDIAL> is set to <ON>, Redialing is not available. (See "Restricting Job Recall (LASER CLASS 830i Only)," on p. 9-28.)

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

Q Is <CONFIRM FAX NO.> set to <ON>?

A When <CONFIRM FAX NO.> is set to <ON>, you need to enter the fax number again after pressing [Start]. (See “Confirming Entered Fax Numbers,” on p. 9-30.)

Cannot send the documents to multiple recipients.

Q Is <REST. MULTI DEST> set to <ON>?

A When <REST. MULTI DEST.> is set to <ON>, you cannot send the documents to multiple recipients. (See “Restricting Broadcasting,” on p. 9-31.)

Receiving Problems

The machine does not receive documents (e-mail, or file server).

Q Are network settings specified?

A Documents cannot be received if the appropriate network settings are not specified. Confirm this with your system administrator.

Cannot receive a fax automatically.

Q Is the machine set to receive automatically?

A For the machine to receive faxes automatically, the receive mode must be set to <FaxOnly>, <FaxTel>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See “Basic Receiving Method,” on p. 5-2.)

Q Are documents stored in memory, leaving little or no memory available?

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



Q

Has an error occurred during reception?

A

Check the LCD for an error message. (See “LCD Messages,” on p. 11-7.)

A

Print an Activity Report and check for an error. (See “ACTIVITY REPORT,” on p. 12-57.)

Q

Is paper loaded in the machine?

A

Make sure paper is loaded in the machine. (See “Set Up the Machine,” in the Starter Guide.)

Q

Is the telephone cable connected properly?

A

Make sure the cable is connected properly. (See “Set Up the Machine,” in the Starter Guide.)

No automatic switching between telephone and fax calls.

Q

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

A

For the machine to switch between fax and telephone calls automatically, the receive mode must be set to <FaxTel>, <AnsMode>, or <DRPD>. If you have set <AnsMode>, confirm that an answering machine is connected to the machine and that it is turned on with an outgoing message properly recorded. (See “Basic Receiving Method,” on p. 5-2.)

Q

Are documents stored in memory, leaving little or no memory available?

A

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

Q

Has an error occurred during reception?

A

Check the LCD for an error message. (See “LCD Messages,” on p. 11-7.)

A

Print an Activity Report and check for an error. (See “ACTIVITY REPORT,” on p. 12-57.)

Q

Is paper loaded in the machine?

A

Make sure paper is loaded in the machine. (See “Set Up the Machine,” in the Starter Guide.)

Q

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

A

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

Cannot receive a document manually.

Q

Is the machine set to receive manually?

A

For the machine to receive faxes manually, the receive mode must be set to <Manual>. (See "Basic Receiving Method," on p. 5-2.)

A

If you set <MANUAL/AUTO> to <ON>, the machine will receive faxes automatically even when the receive mode is set to <Manual>. (See "TX/RX SETTINGS," on p. 12-11.)

Q

Did you hang up the external telephone before pressing [Start] or dialing the remote reception ID?

A

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

Q

Are documents set on the ADF?

A

After removing the document from the ADF, please attempt manual receiving again. If you press [Start] when documents are set on the ADF, it automatically switches to manual sending.

Print quality is poor.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 10-11.)

Q

Is the correct type of paper loaded in the machine?

A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

Q

Is the sender's machine functioning properly?

A

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



Q

Is the machine in the toner saver mode?

A

Set <TONER SAVER MODE> to <OFF>. (See "COMMON SETTINGS," on p. 12-7.)

Faxes do not print.

Q

Have you removed the plastic seal from the toner cartridge?

A

Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the toner cartridge installed properly?

A

Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the cartridge out of toner?

Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 10-11.)

Q

Is the correct size of paper loaded in the machine?

A

Make sure you load paper that meets the requirements for use. (See "Paper Requirements," on p. 2-7.)

A

Change <PAPER SETTINGS>. (See "Setting Paper Size and Type," on p. 2-12.)

Received faxes print blotched or unevenly.

Q

Is <ECM RX> set to <ON>?

A

ECM (Error Correction Mode) should eliminate such problems. (See "TX/RX SETTINGS," on p. 12-11.) However, if the telephone lines are in poor condition, ask the sender to send faxes again.

Q

Is the sender's machine functioning properly?

A

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

Part of the documents you receive are cut off.

Q **Are the slide guides of the paper cassette set to the size of the paper?**

A Adjust the guides of the paper cassette to the size of the paper.

Q **Have you specified the correct paper size for the paper cassette?**

A Specify the correct paper size for the paper cassette.

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

A Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 10-11.)

Cannot receive using Error Correction Mode (ECM).

Q **Does the sender's machine support ECM?**

A If the sender's machine does not support ECM, the document is received in normal mode without error checking.

Receiving of documents is too slow.

Q **Is ECM (Error Correction Mode) set to <ON>?**

A Because ECM corrects errors during a transmission, any problems on the line can mean that the transmission will take extra time. Set <ECM RX> to <OFF>. (See "TX/RX SETTINGS," on p. 12-11.)

Q **Is the resolution of the sender's machine set higher?**

A Contact to the sender and make sure the resolution of the sender's machine has been set properly.



You cannot get documents from information services.

Q Is your machine set to the tone dialing type of the telephone line?

A Press [Tone] to set the tone dialing.

Q Do you receive messages from the information services such as to press [Start] after the beep to receive?

A When you hear the beep sound, press [Start].

Errors occur frequently while receiving.

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

A Check if there is a device nearby that interferes with signal reception (e.g., microwave oven).
Lower the reception speed. (See "SYSTEM SETTINGS," on p. 12-36.)

Q Is the sender's machine functioning properly?

A Ask the sender to check that the machine is functioning properly.

Cannot print received documents on both sides of the paper.

Q Is <TWO-SIDED PRINT>, set to <ON>?

A Make sure that <TWO-SIDED PRINT> is set to <ON>. (See "Two-Sided Printing," on p. 5-25.)

Copying Problems

Blank paper comes out from the machine.

Q

Have you removed the plastic seal from the toner cartridge?

A

Make sure you remove the seal from the cartridge. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the toner cartridge installed properly?

A

Make sure the toner cartridge is installed properly. (See "Set Up the Machine," in the Starter Guide.)

Q

Is the cartridge out of toner?

A

Replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 10-11.)

Copy is too light or has uneven density.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 10-11.)

Copy has vertical white streaks.

Q

Is the toner low or unevenly distributed?

A

Redistribute the toner inside the toner cartridge. If the problem persists, replace the toner cartridge. (See "Replacing the Toner Cartridge," on p. 10-11.)

Copy is spotted or dirty.

A

If the copy is dirty, clean the interior of the machine (components), the ADF roller, and the scanning area. (See "Cleaning the Machine," on p. 10-2.)

Paper jams occur.

A

Make sure the scanning platform and rear cover are fully closed. (See "Paper Jams," on p. 11-4.)



Q

Is the paper loaded correctly?

A

Make sure the document is correctly loaded. (See “Set Up the Machine,” in the Starter Guide.)

Q

Is the correct type of paper loaded in the machine?

A

Make sure you load paper that meets the requirements for use. (See “Paper Requirements,” on p. 2-7.)

Copy is skewed.

Q

Is the paper loaded correctly?

A

Make sure the paper is correctly loaded in the machine. (See “Set Up the Machine,” in the Starter Guide.)

A

Make sure the paper delivery slot is free of obstructions.

Copy is not clear.

Q

Is the correct type of paper loaded in the machine?

A

Make sure you load paper that meets the requirements for use. (See “Paper Requirements,” on p. 2-7.)

Q

Are you copying on the wrong side of the paper?

A

Some papers have a “right” side for copying. If the copy quality is not as clear as you think it should be, try copying on the other side of the paper.

Documents are copied in <CALENDAR TYPE> even if <BOOK TYPE> is selected (or vice versa).

Q

Are you copying the landscape oriented documents?

A

For the landscape oriented documents, the front and back sides of the copy will have the opposite top-bottom orientation when <BOOK TYPE> is selected. When <CALENDAR TYPE> is selected, the front and back side of the copy will have the same top-bottom orientation. (See “Two-Sided Copying,” on p. 3-9.)

The alarm sounds or <MEMORY FULL> appears in the LCD when making copies.

Q**Is the machine's memory full?****A**

Check remaining memory. (See "Checking Remaining Memory," on p. 12-64.)

Telephone Problems

Cannot dial.

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

Make sure the cable is connected properly. (See "Set Up the Machine," in the Starter Guide.)

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

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

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

Turn on the main power switch.

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

Make sure the machine is set for the correct telephone line type. (See "Set the Machine for Sending Faxes," in the Starter Guide.)

Telephone disconnects while you are talking.

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

Make sure the cable is connected properly. (See "Set Up the Machine," in the Starter Guide.)

Q**Is the telephone cable defective?****A**

Use another cord.



Calls do not connect, or the wrong number is dialed.

Q

Did you confirm the dial tone before entering the telephone number?

A

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

If a Power Failure Occurs

If power is suddenly lost due to an outage or accidental unplugging, a built-in battery retains the user data settings and the speed dialing settings. Any sent or received documents stored in memory are backed up for about 3 hours.

During a power cut, functions are limited as follows:

- You cannot send, receive, copy, or print documents.
- You may not be able to make telephone calls using an external telephone, depending on the type of telephone you use.
- You can receive telephone calls using an external telephone depending on the type of telephone you use.

 **NOTE**

To fully charge the built-in battery, it takes approximately 14 hours when the main power switch is on. If the built-in battery is not fully charged, the data may not be saved properly.

If You Cannot Solve a Problem

Customer Support (U.S.A.)

If you cannot solve the problem after having referred to the information in this chapter, contact Canon Customer Care Center at 1-800-828-4040 between the hours of 8:00 A.M. to 8:00 P.M. EST Monday through Friday and 10:00 A.M. to 8:00 P.M. on Saturday. On-line support for 24 hours is also available at the website.

<http://www.canontechsupport.com/>

Customer Support (Canada)

Canon Canada Inc., offers a full range of customer technical support options*:

- For step-by-step troubleshooting, e-mail technical support, the latest driver or document downloads, and answers to frequently asked questions, visit <http://www.canon.ca/>
 - Free live technical support 9 A.M. to 8 P.M. EST Monday through Friday (excluding holidays) for products still under warranty 1-800-652-2666
 - For the location of the authorized service facility nearest you, visit <http://www.canon.ca/> or 1-800-652-2666
 - If the problem cannot be corrected by using one of the above technical support options, repair options are available at the time of your call to the live technical support number above or via the website at <http://www.canon.ca/>
- * Support program specifics are subject to change without notice.

Please have the following information ready when you contact Canon:

- Product name (LASER CLASS 810/LASER CLASS 830i)
- Serial number (On the label located at the back of the machine)
- Place of purchase
- Nature of problem
- Steps you have taken to solve the problem and the results

CAUTION

If the machine makes strange noises, emits smoke or odd odor, turn off the main power switch immediately, disconnect the power cord, and contact Canon Customer Care Center. Do not attempt to disassemble or repair the machine yourself.

NOTE

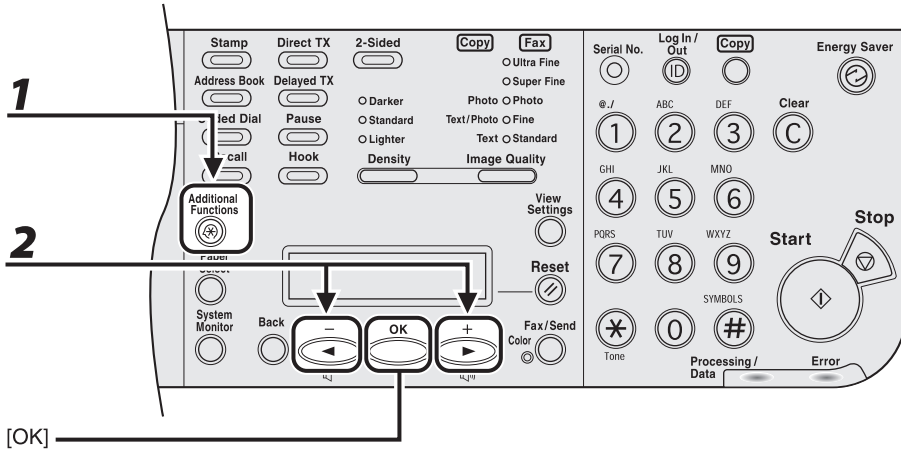
Attempting to repair the machine yourself may void the limited warranty.



12 Machine Settings

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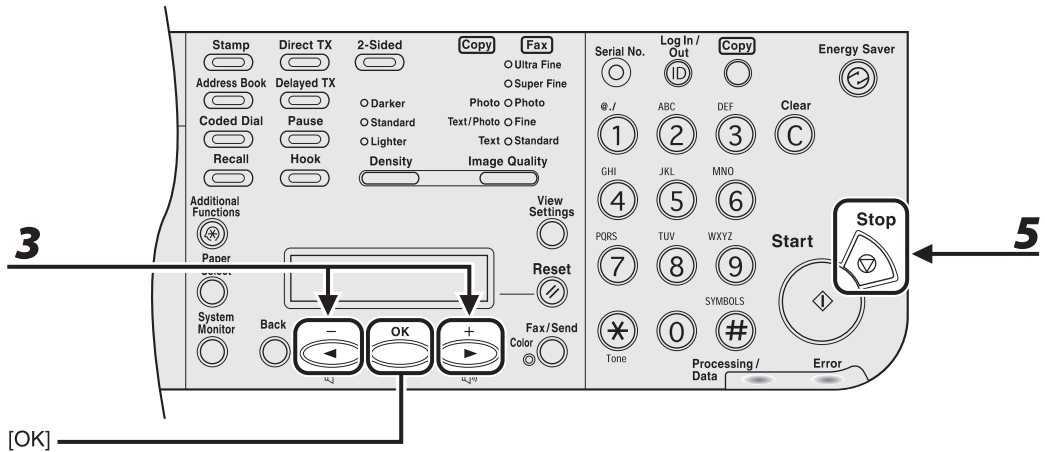
Accessing the Setting Menu



1 Press [Additional Functions].

2 Press [←] or [→] to select the menu you want to access, then press [OK].

- <PAPER SETTINGS>
- <VOLUME CONTROL>
- <COMMON SETTINGS>
- <COPY SETTINGS>
- <TX/RX SETTINGS>
- <ADDRESS BOOK SET.>
- <PRINTER SETTINGS>
- <TIMER SETTINGS>
- <ADJUST./CLEANING>
- <REPORT SETTINGS>
- <SYSTEM SETTINGS>



3 Press [←] or [→] to select a submenu, then press [OK].

NOTE

For details on the submenu, see “Setting Menu,” on p. 12-5.

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

5 When finished, press [Stop] to return to standby mode.

NOTE

- If you press [Stop] before pressing [OK], the setting will not be registered.
- Press [Additional Functions] to return to the previous display.

Setting Menu



NOTE

Depending on the country of purchase, some settings may not be available.

PAPER SETTINGS	
Setting Item	Description
1. CASSETTE	Sets the paper size and type on the paper cassette. (See "Setting Paper Size and Type," on p. 2-12.)
2. MP TRAY	Sets the paper size and type on the multi-purpose tray. (See "Setting Paper Size and Type," on p. 2-12.)

VOLUME CONTROL	
Setting Item	Description
1. MONITOR VOLUME	Sets the volume for monitor tone during the fax transmission. – ON (1-3) – OFF
2. RING VOLUME	Sets the volume of the ring produced when the machine detects a call. (1-3)
3. ENTRY TONE	Beeps when pressing the keys on the operation panel. – ON (1-3) – OFF

VOLUME CONTROL

4. ERROR TONE	Beeps when an error (e.g., TX error) occurs. – ON (1-3) – OFF
5. TX JOB DONE TONE	Beeps when a document is sent. – ERROR ONLY (1-3) – OFF – ON (1-3)
6. RX JOB DONE TONE	Beeps when a document is received. – ERROR ONLY (1-3) – OFF – ON (1-3)
7. SCAN DONE TONE	Beeps when scanning is completed. ERROR ONLY (1-3) OFF ON (1-3)
8. PRINT DONE TONE	Beeps when printing is completed. ERROR ONLY (1-3) OFF ON (1-3)

COMMON SETTINGS	
Setting Item	Description
1. TONER SAVER MODE	Sets whether to reduce toner consumption. <ul style="list-style-type: none"> – OFF – ON * This function is not effective for print jobs. (See "PRINTER SETTINGS," on p. 12-25.)
2. PRINTER DENSITY	Recalibrates the density adjustment scale if differences between the image in the document and the print occur. (1-9) * This function is not effective for print jobs. (See "PRINTER SETTINGS," on p. 12-25.)
3. AUTO CASS. SELCT	Sets whether to change to another paper source of the same size if the current paper source runs out while processing a job. Sets whether to select the appropriate paper source based on the original's size and copy ratio settings (when making a copy), or the set ratio of the image (when receiving a fax).
1. COPY	Sets whether to activate the Auto Cassette Select function when copying. <ul style="list-style-type: none"> – 1. CASSETTE 1 (ON/OFF) – 2. CASSETTE 2 (ON/OFF)* – 3. MP TRAY (OFF/ON)
2. PRINTER**	Sets whether to activate the Auto Cassette Select function when printing. <ul style="list-style-type: none"> – 1. CASSETTE 1 (ON/OFF) – 2. CASSETTE 2 (ON/OFF)*
3. RECEIVE (FAX***)	Sets whether to activate the Auto Cassette Select function when receiving fax/l-fax documents. <ul style="list-style-type: none"> – 1. CASSETTE 1 (ON/OFF) – 2. CASSETTE 2 (ON/OFF)* – 3. MP TRAY (OFF/ON)
4. OTHER	Sets whether to activate the Auto Cassette Select function when printing a report or list. <ul style="list-style-type: none"> – 1. CASSETTE 1 (ON/OFF) – 2. CASSETTE 2 (ON/OFF)* – 3. MP TRAY (OFF/ON)
4. ENERGY IN SLEEP	Selects power consumption when the machine is in the Sleep mode between two levels. <ul style="list-style-type: none"> – LOW – HIGH



COMMON SETTINGS	
5. DISPLAY LANGUAGE	Selects the language on the display. (See "Specifications," on p. 13-2.)
6. ADF DIRTY ERROR	Sets whether the error message will appear when the ADF is dirty. – DO NOT DISPLAY – DISPLAY
7. INIT. COMMON SET.	Restores all <COMMON SETTINGS> to the default except for <DISPLAY LANGUAGE>. Press [◀] to select <YES>. If you do not want to restore all settings, press [▶] to select <NO>.

* Only for users of the optional paper cassette

** For the LASER CLASS 810 an optional network printer kit is required

*** LASER CLASS 810 Only

COPY SETTINGS	
Setting Item	Description
1. AUTO ZOOM	Sets whether to set the zoom ratio for copying automatically. – OFF – ON
2. COPY DENSITY	Sets the density for copying. (1-9)
3. COL.	Sets whether to collate the copies automatically. – OFF – ON
4. STANDARD SETTINGS	Sets the default setting for copying.
1. IMAGE QUALITY	Sets the document type for copying. – TEXT/PHOTO – TEXT – PHOTO
2. DENSITY	Sets the density for copying. – STANDARD – DARK – LIGHT
3. COPIES	Sets the number of copies. (1-99)
4. 2-SIDED	Sets whether to make the two-sided copies automatically. – OFF – 1 > 2-SIDED – 2 > 2-SIDED – 2 > 1-SIDED
5. PAPER SELECT	Sets the paper source for copying. – CASSETTE 1 – CASSETTE 2*
5. SHARPNESS	Adjusts the sharpness of the copied image. (1-9)

COPY SETTINGS

6. PAPER SIZE GROUP	Selects a paper size group for your machine. – INCHES – A – AB
7. INIT. COPY SET.	Restores all <COPY SETTINGS> to the default. Press [◀] to select <YES>. If you do not want to restore all settings, press [▶] to select <NO>.

* Only for users of the optional paper cassette

TX/RX SETTINGS	
Setting Item	Description
1. TX/RX COMMON SET.	Sets the features common to the fax and send functions.
1. TX SETTINGS	Sets the transmission features.
1. UNIT NAME	Registers your name/company name (max. 24 characters, including spaces). (See "Set the Machine for Sending Faxes," in the Starter Guide.)
2. DATA COMPRESSION*	Sets 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. On the contrary, a low compression ratio increases the amount of memory used for the document, but results in high quality images. <ul style="list-style-type: none"> - NORMAL - HIGH RATIO - LOW RATIO
3. RETRY TIMES*	Sets the number of retry attempts for sending jobs to an e-mail or file server address. (0-5) (See Reference Guide > Send/Receive.)
4. SCANNING DENSITY	Adjusts the scanning density for sending documents. (1-9)
5. STANDARD SETTINGS	Sets the default settings for sending documents.
1. DENSITY	Sets the default density for the document you send. <ul style="list-style-type: none"> - STANDARD - DK - LT
2. RESOLUTION	Sets the default resolution for the document you send. (200X200dpi, 200X400dpi, 300X300dpi, 400X400dpi, 600X600dpi, 100X100dpi, 150X150dpi, 200X100dpi)

TX/RX SETTINGS

3. IMAGE FORMAT*	Sets the default file format for the document you send. <ul style="list-style-type: none">– PDF– TIFF (B&W)– PDF (COMPACT)– JPEG
4. ORIGINAL TYPE*	Sets the default original type for the document you send. <ul style="list-style-type: none">– TEXT/PHOTO– TEXT– PHOTO
5. DIVIDE INTO PAGES*	Sets whether to use <DIVIDE INTO PAGES> as default. <ul style="list-style-type: none">– OFF– ON
6. DIRECT TX	Sets whether to use <DIRECT TX> as default. <ul style="list-style-type: none">– OFF– ON
7. STAMP DOCUMENT	Sets whether to use <STAMP DOCUMENT> as default. <ul style="list-style-type: none">– OFF– ON
6. SEND SETTINGS*	Sets the options for sending documents to an e-mail address or file server.
1. TX FILE NAME	Sets the name of the document you send to an e-mail address or file server. (max. 24 characters, including spaces.)
2. SUBJECT	Sets the subject for your e-mail message. (max. 40 characters, including spaces.)
3. MESSAGE TEXT	Sets the message body text for your e-mail message. (max. 140 characters, including spaces.)
4. REPLY-TO	Sets the reply-to address for your e-mail message. (max. 120 characters, including spaces.)
5. E-MAIL PRIORITY	Sets the priority for your e-mail message. <ul style="list-style-type: none">– NORMAL– LOW– HIGH

TX/RX SETTINGS	
7. TX TERMINAL ID	Sets the options for sender information.
1. PRINTING POSITION	Selects where the sender information is printed in small type at the top of each page. – OUTSIDE IMAGE – INSIDE IMAGE
2. TELEPHONE # MARK	Prefixes your number with the abbreviations FAX or TEL in your sender information. – FAX – TEL
8. COLOR TX GAMMA*	Sets the gamma value for color scanned data. If the set value corresponds to the gamma value at 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 1.8, GAMMA 2.2, GAMMA 1.0, GAMMA 1.4)
9. SHARPNESS*	Sets the contrast of the images you scan. (1-7)
10. ROTATE TX*	Sets whether to use the TX Rotation function. TX Rotation function automatically corrects the orientation of the document by rotating the image when sending. For example, if you set a document that has a horizontal orientation vertically on the machine, the machine rotates the image and sends it horizontally. You can use the TX Rotation mode for an A4 and a LTR document only. The TX Rotation mode is not available if you are using the Direct Sending or Manual Sending. This settings is only enabled when sending faxes. – ON – OFF
11. INIT STANDARD SET	Sets whether to restore <STANDARD SETTINGS> in <TX SETTINGS> to the default. Press [◀] to select <YES>. If you do not want to restore all settings, press [▶] to select <NO>.



TX/RX SETTINGS	
2. RX SETTINGS	Sets the reception features.
1. SELECT CASSETTE	You can set how the machine prints documents when there is no paper matching the size of the received document.
SWITCH A	The image is printed over two sheets of paper that have the same combined size as the received document. – ON – OFF
SWITCH B	The image is printed with blank space on paper that has the same width as the received document. – ON – OFF
2. TWO-SIDED PRINT	Sets whether the machine prints received documents on both sides of the paper. (See Reference Guide > Send/Receive.) – OFF – ON
3. RECEIVE REDUCTION	Sets whether the received images print out at a reduced size. (See Reference Guide > Send/Receive.)
ON	Image reduction is turned on.
1. RX REDUCTION	Selects the reducing type. – AUTO – FIXED REDUCTION (90%, 95%, 97%, 75%)
2. REDUCE DIRECTION	Selects the reducing direction. – VERTICAL ONLY – HORIZ & VERTICAL
OFF	Image reduction is turned off.
4. RX PAGE FOOTER	Sets whether to insert the machine's fax number and the sender information on received faxes. – OFF – ON
5. CONT. PRINTING	Selects how the machine responds when the <TONER LOW/PREPARE NEW TONER> message appears.
RX TO MEMORY	The machine stores all documents in memory.
KEEP PRINTING	The machine does not store documents in memory if the toner runs out. Reset to <RX TO MEMORY> after replacing the toner cartridge.

TX/RX SETTINGS	
2. FAX SETTINGS	Set the fax features.
1. RX MODE	Selects the receive mode. (See “Set the Machine for Receiving Faxes,” in the Starter Guide.) <ul style="list-style-type: none"> – FaxOnly – FaxTel – AnsMode – DRPD – Manual
2. USER SETTINGS	Specifies the basic operation settings in the fax mode.
1. UNIT TELEPHONE #	Registers your fax number (max. 20 characters, including spaces). (See “Set the Machine for Sending Faxes,” in the Starter Guide.)
2. TEL LINE TYPE	Selects the telephone line type. (See “Set the Machine for Sending Faxes,” in the Starter Guide.) <ul style="list-style-type: none"> – TOUCH TONE – ROTARY PULSE
3. OFFHOOK ALARM	Sets whether the alarm sounds when the handset of the external telephone is off the hook. <ul style="list-style-type: none"> – ON – OFF
3. TX SETTINGS	Sets the transmission features.
1. ECM TX	Sets whether the ECM (Error Correction Mode) transmission is activated. <ul style="list-style-type: none"> – ON – OFF
2. PAUSE TIME	Sets the pause time when you insert pause into the dialing sequence. (1SEC–15SEC)



TX/RX SETTINGS	
3. AUTO REDIAL	Sets whether to redial automatically when the other line is busy or a transmission error occurs. (See Reference Guide > Send/Receive.)
ON	Customizes the redial operation.
1. REDIAL TIMES	Sets the number of retries. (1TIMES–10TIMES)
2. REDIAL INTERVAL	Sets period of time before redialing. (2MIN.–99MIN.)
3. TX ERROR REDIAL	Sets whether the machine redials automatically when transmission error occurs. – ON – OFF
OFF	After the first attempt at dialing fails, redialing is not attempted.
4. TIME OUT	Sets whether to scan a document automatically after specifying the destination. * This function is not available when you dial with the numeric keys. – OFF – ON
5. STAMP DOCUMENT	Sets whether to stamp documents when sending with Direct TX or Memory TX, or to stamp documents only when sending with Direct TX. If you are using the LASER CLASS 830i, this setting is enabled when sending to a fax, I-fax, e-mail, or file server destination. – DIRECT&MEMORY TX – DIRECT TX
6. DIALING LINE CHCK	Sets whether to check the telephone line condition. – OFF – ON
4. RX SETTINGS	Sets the reception features.
1. ECM RX	Sets whether the ECM (Error Correction Mode) reception is activated. – ON – OFF

TX/RX SETTINGS	
2. FAX/TEL OPT. SET	Sets the optional items in the <FaxTel> mode. (See Reference Guide > Send/Receive.)
1. RING START TIME	Sets the time the machine takes to check whether a call is a fax or a voice call. (0SEC–30SEC)
2. F/T RING TIME	Selects the ring length for voice calls. (15SEC–300SEC)
3. F/T SWITCH ACTION	Selects whether the machine switches to the receive mode after the ring time has elapsed, or whether it disconnects the call. – RECEIVE – DISCONNECT
3. DRPD:SELECT FAX	Selects the ring pattern for fax calls. – DOUBLE RING – SHORT-SHORT-LONG – SHORT-LONG-SHORT – OTHER RING TYPE – NORMAL RING
4. INCOMING RING	Sets whether the external telephone rings when the machine receives a fax. This function is only available when the <RX MODE> is set to <FaxOnly> or <FaxTel>.
ON	The telephone rings when the machine receives a fax if an external telephone is connected.
RING COUNT	Sets the number of incoming rings before the machine answers. (1TIMES–99TIMES)
OFF	The telephone does not ring when the machine receives a fax. (In the Sleep mode, the telephone may ring one or two times.)
5. REMOTE RX	Sets whether to use remote receiving. This function is not available when <ENERGY IN SLEEP> in <COMMON SETTINGS> is set to <LOW>. (See Reference Guide > Send/Receive.)
ON	The machine enables remote receiving.
REMOTE RX ID	You can dial a code on remote extension to start receiving a document. A combination of two characters using 0 to 9, * and # is possible.
OFF	The machine disables remote receiving.



TX/RX SETTINGS

6. MANUAL/AUTO	Sets whether the machine switches to the document receive mode after the external telephone rings for a specified length of time in the manual receive mode.
OFF	The external telephone keeps ringing until someone answers the call manually.
ON	The machine switches to the document receive mode after the external telephone rings for a specified time.
F/T RING TIME	Sets the length of time to elapse before the machine switches to document receiving. (1SEC-99SEC)
7. RX RESTRICTION	You can reject faxes from senders with no fax/telephone number in their sender information.
OFF	All receptions are conducted.
ON	Receives the fax only from the sending fax machine that sends the TSI signal.

* LASER CLASS 830i Only

ADDRESS BOOK SET.

Setting Item	Description
1. FAVORITES BUTTONS*	Registers destinations together with a combination of the scan and send settings for frequent use. (M1–M4: One-touch keys 01 to 04 are used for this feature.)
FAX	Registers fax numbers.
1. TEL NUMBER ENTRY	Registers the recipient's fax number (max. 120 digits, including spaces).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. IMAGEQUALITY	Sets the image quality. <ul style="list-style-type: none">– FINE– PHOTO– SUPER FINE– ULTRA FINE– STANDARD
4. OPTIONAL SETTING	Selects whether to use the advanced functional settings for each one-touch key registered in the machine.
OFF	The optional setting is not set for this destination.
ON	The optional setting is set for this destination.
1. ECM	Selects whether to use ECM (Error Correction Mode). <ul style="list-style-type: none">– ON– OFF
2. TX SPEED	Select the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)
3. INTERNATIONAL	Selects a mode for documents you are sending. <ul style="list-style-type: none">– DOMESTIC– LONG DISTANCE 1– LONG DISTANCE 2– LONG DISTANCE 3 (See "Registering Fax Numbers," on p. 4-13.)
E-MAIL	Registers e-mail addresses.
1. E-MAIL ADDRESS	Registers the recipient's e-mail address (max. 120 digits).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. IMAGE FORMAT	Sets the file format for the file attached to e-mail message. <ul style="list-style-type: none">– PDF– TIFF (B&W)– PDF (COMPACT)– JPEG



ADDRESS BOOK SET.	
4. DIVIDE INTO PAGES	Sets if multiple images are sent as separate files or as a single file.
OFF	Sends multiple images as a single file without dividing them.
ON	Separates multiple images and send them as separate files.
5. IMAGEQUALITY	Sets the resolution of the document you send. (200x200dpi, 200x400dpi, 300x300dpi, 400x400dpi, 600X600dpi, 100X100dpi, 150X150dpi, 200x100dpi)
6. ORIGINAL TYPE	Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO
IFAX	Registers I-fax addresses.
1. I-FAX ADDRESS	Registers the recipient's I-fax address (max. 120 digits).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. DIVIDE INTO PAGES	Sets if multiple images are sent as separate files or as a single file.
OFF	Sends multiple images as a single file without dividing them.
ON	Separates multiple images and send them as separate files.
4. IMAGEQUALITY	Sets the resolution of the document you send. (200x200dpi, 200x400dpi, 300x300dpi, 400x400dpi, 600X600dpi, 100X100dpi, 150X150dpi, 200x100dpi)
5. ORIGINAL TYPE	Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO
FTP	Registers FTP addresses.
1. HOST NAME	Registers the name of the file server (max. 120 characters).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. FILE PATH	Registers the path to the file server (max. 120 characters).
4. LOGIN NAME	Registers the login name to access the file server (max. 24 characters).

ADDRESS BOOK SET.	
5. PASSWORD	Registers the password to access the file server (max. 24 characters).
6. IMAGE FORMAT	Sets the file format. <ul style="list-style-type: none"> - PDF - TIFF (B&W) - PDF (COMPACT) - JPEG
7. DIVIDE INTO PAGES	Sets if multiple images are sent as separate files or as a single file.
OFF	Sends multiple images as a single file without dividing them.
ON	Separates multiple images and send them as separate files.
8. IMAGEQUALITY	Sets the resolution of the document you send. (200x200dpi, 200x400dpi, 300x300dpi, 400x400dpi, 600X600dpi, 100X100dpi, 150X150dpi, 200x100dpi)
9. ORIGINAL TYPE	Sets the original type for the document you send. <ul style="list-style-type: none"> - TEXT/PHOTO - TEXT - PHOTO
SMB	Registers SMB addresses.
1. HOST NAME	Registers the name of the file server (max. 120 characters).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. FILE PATH	Registers the path to the file server (max. 120 characters).
4. LOGIN NAME	Registers the login name to access the file server (max. 24 characters).
5. PASSWORD	Registers the password to access the file server (max. 14 characters).
6. IMAGE FORMAT	Sets the file format. <ul style="list-style-type: none"> - PDF - TIFF (B&W) - PDF (COMPACT) - JPEG
7. DIVIDE INTO PAGES	Sets if multiple images are sent as separate files or as a single file.
OFF	Sends multiple images as a single file without dividing them.
ON	Separates multiple images and send them as separate files.



ADDRESS BOOK SET.	
8. IMAGEQUALITY	Sets the resolution of the document you send. (200x200dpi, 200x400dpi, 300x300dpi, 400x400dpi, 600X600dpi, 100X100dpi, 150X150dpi, 200x100dpi)
9. ORIGINAL TYPE	Sets the original type for the document you send. – TEXT/PHOTO – TEXT – PHOTO
2. 1-TOUCH SPD DIAL	Registers the destinations on one-touch keys. Up to 8 destinations can be registered. (See “Storing/Editing One-Touch Keys/Coded Dial Codes,” on p. 4-13.)
FAX	Registers fax numbers.
1. TEL NUMBER ENTRY	Registers the recipient’s fax number (max. 120 digits, including spaces).
2. NAME	Registers the recipient’s name (max. 16 characters, including spaces).
3. OPTIONAL SETTING	Sets the optional settings for sending faxes.
OFF	The optional setting is not set.
ON	The optional setting is set.
1. ECM	Selects whether to use ECM (Error Correction Mode). – ON – OFF
2. TX SPEED	Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)
3. LONG DISTANCE	Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3 (See “Registering Fax Numbers,” on p. 4-13.)
E-MAIL*	Registers e-mail addresses.
1. E-MAIL ADDRESS	Registers the recipient’s e-mail address (max. 120 digits).

ADDRESS BOOK SET.

2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
IFAX *	Registers I-fax addresses.
1. I-FAX ADDRESS	Registers the recipient's I-fax address (max. 120 digits).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
FTP *	Registers FTP addresses.
1. HOST NAME	Registers the name of the file server (max. 120 characters).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. FILE PATH	Registers the path to the file server (max. 120 characters).
4. LOGIN NAME	Registers the login name to access the file server (max. 24 characters).
5. PASSWORD	Registers the password to access the file server (max. 24 characters).
SMB *	Registers SMB addresses.
1. HOST NAME	Registers the name of the file server (max. 120 characters).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. FILE PATH	Registers the path to the file server (max. 120 characters).
4. LOGIN NAME	Registers the login name to access the file server (max. 24 characters).
5. PASSWORD	Registers the password to access the file server (max. 14 characters).
3. CODED SPD DIAL	Registers the destinations for coded dial codes. Up to 100 destinations can be registered. (See "Storing/Editing One-Touch Keys/Coded Dial Codes," on p. 4-13.)
FAX	Registers fax numbers.
1. TEL NUMBER ENTRY	Registers the recipient's fax number (max. 120 digits, including spaces).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. OPTIONAL SETTING	Sets the optional settings for sending faxes.
OFF	The optional setting is not set.
ON	The optional setting is set.



ADDRESS BOOK SET.

1. ECM	Selects whether to use ECM (Error Correction Mode). – ON – OFF
2. TX SPEED	Selects the transmission speed. (33600bps, 14400bps, 9600bps, 4800bps)
3. LONG DISTANCE	Selects a mode for documents you are sending. – DOMESTIC – LONG DISTANCE 1 – LONG DISTANCE 2 – LONG DISTANCE 3 (See "Registering Fax Numbers," on p. 4-13.)
E-MAIL *	Registers e-mail addresses.
1. E-MAIL ADDRESS	Registers the recipient's e-mail address (max. 120 digits).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
IFAX *	Registers I-fax addresses.
1. I-FAX ADDRESS	Registers the recipient's I-fax address (max. 120 digits).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
FTP *	Registers FTP addresses.
1. HOST NAME	Registers the name of the file server (max. 120 characters).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. FILE PATH	Registers the path to the file server (max. 120 characters).
4. LOGIN NAME	Registers the login name to access the file server (max. 24 characters).
5. PASSWORD	Registers the password to access the file server (max. 24 characters).
SMB *	Registers SMB addresses.
1. HOST NAME	Registers the name of the file server (max. 120 characters).
2. NAME	Registers the recipient's name (max. 16 characters, including spaces).
3. FILE PATH	Registers the path to the file server (max. 120 characters).
4. LOGIN NAME	Registers the login name to access the file server (max. 24 characters).
5. PASSWORD	Registers the password to access the file server (max. 14 characters).

ADDRESS BOOK SET.	
4. GROUP DIAL	Registers destinations in group addresses. Up to 199 (LASER CLASS 810)/499 (LASER CLASS 830i) destinations can be registered in a group. (See "Storing/Editing One-Touch Keys/Coded Dial Codes," on p. 4-13.)
1. SELECT ADD/TEL NO	Registers the recipient's numbers and addresses by specifying the one-touch keys or coded dial codes.
2. NAME	Registers the group name (max. 16 characters, including spaces).

* LASER CLASS 830i Only

PRINTER SETTINGS*	
Setting Item	Description
1. DEFAULT PAPERSIZE	Sets the default paper size when no paper source is specified. (A4, B5, A5, LGL, LTR, EXECUTIV, STMT, ISO-B5, ISO-C5, COM10, MONARCH, DL)
2. DEFAULT PAPERTYPE	Sets the default paper type for print jobs. This machine has internally defined optimal print modes for each specified paper type. (PLAIN PAPER, COLOR, RECYCLED, HEAVY PAPER 1, HEAVY PAPER 2, HEAVY PAPER 3, BOND, TRANSPARENCY, LABELS, ENVELOPE)
3. COPIES	Sets the number of documents printed. (1-999)
4. 2-SIDED PRINTING	Sets whether to activate two-sided printing. – OFF – ON
5. PRINT QUALITY	Sets the image quality, density or toner saving mode for printing.
1. IMAGE REFINEMENT	Sets whether to print smoothly the jagged outlines of characters and graphics. – ON – OFF
2. DENSITY	Adjusts the print density. (1-9)
3. TONER SAVER	Sets whether the toner saving mode is enabled. – OFF – ON
6. PAGE LAYOUT	Sets the printing layout.



PRINTER SETTINGS	
1. BINDING	Sets the binding position for two-sided printing. – LONG EDGE – SHORT EDGE
2. MARGIN	Sets the page margin in inches or millimeters. – INCHES (-01.90INCHES–01.90INCHES) – MM (-50.0 MM–50.0 MM)
7. AUTO ERROR SKIP	Sets whether to skip errors and automatically continue printing.
ON	When an error occurs, printing automatically continues if the error can be skipped.
OFF	When an error occurs, a message is displayed, and the printer function stops until the job is canceled.
8. COLLATE	Sets whether to collate the printouts automatically. – OFF – COLLATE
9. ERROR TIME OUT	Sets the length of time before the machine returns an error when no data is received from the computer.
ON	Sets the error time out period. (5SEC–300SEC)
OFF	The error time out is off.
10. INIT. PRINTER SET	Restores all <PRINTER SETTINGS> to the default. Press [◀] to select <YES>. If you do not want to restore all settings, press [▶] to select <NO>.
11. PCL SETTINGS**	Sets the PCL printer setting.
1. PAPER SAVE	Sets whether to save blank pages. – OFF – ON
2. ORIENTATION	Sets the paper orientation. – PORTRAIT – LANDSCAPE
3. FONT NUMBER	Sets the default font typeface for the printer function using the corresponding font numbers. (0-91)

PRINTER SETTINGS	
4. POINT SIZE	Specifies a point size for the default font. This item appears when the number in is that of a proportionally spaced scalable font. (4.00–999.75)
5. PITCH	Specifies the pitch for the default font. This item appears when the number in is that of a fixed pitch scalable font. (00.44–99.99)
6. FORM LINES	Sets the number of lines to be printed on a page. (5-128)
7. SYMBOL SET	Selects the symbol set most suited to the needs of the host computer.
8. CUSTOM PAPER	Sets whether to use a custom paper size.
OFF	Disables you to specify a custom paper size.
ON	Enables you to specify a custom paper size.
1. UNIT OF MEASURE	Selects the unit of measurement to specify a custom paper size. – INCHES – MILLIMETERS
2. X DIMENSION	Specifies the horizontal size of the custom paper. (05.00–14.00" (127–356 mm))
3. Y DIMENSION	Specifies the vertical size of the custom paper. (03.00–08.50" (76–216 mm))
9. APPEND CR TO LF	Sets whether to append a carriage return (CR) when line feed code (LF) is received.
NO	The print head moves down to the next line when line feed code is received, and the margin does not change (such as the beginning of the next line).

PRINTER SETTINGS

YES	The print head moves to the beginning of the next line when line feed code is received.
10. ENLARGE A4	Sets whether to expand the printable area of A4 size paper to that of Letter size in width. * This setting is applicable for A4 paper and portrait orientation for the PCL5 printing only. The PCL6 printing is not supported.
OFF	All the area on a page 1/8" (4.23 mm) from the top, bottom, left, and right edges is available for printing on A4 paper.
ON	All the area on a page 1/8" (4.23 mm) from the top and bottom edges and 1/8" (3.30 mm) from the left and right edges is available for printing on A4 paper. Only the width increases.
11. HALFTONES	Specifies the display pattern of subtle gradation (medium gradation) for black-and-white data for each text part, graphics part and image part.
1. TEXT	Enables this function to text parts.
RESOLUTION	Prints precisely so that the lines of text data appear clearly. This setting is appropriate for printing data that contains text or thin lines.
TONE	Prints with a stable texture and distinct gradation, by enhancing the contrast of tone. This setting is appropriate for printing image data such as photographic images.
GRADATION	Prints with a smooth gradation and fine outline quality combined. This setting is appropriate for printing diagrams or graphs in which gradation is used.

PRINTER SETTINGS	
2. GRAPHICS	Enables this function to graphics parts such as diagrams and graphs. <ul style="list-style-type: none"> - TONE - GRADATION - RESOLUTION
3. IMAGE	Enables this function to image parts such as picture images. <ul style="list-style-type: none"> - TONE - GRADATION - RESOLUTION
12. RESET PRINTER	Clears all print jobs in progress and resets the printer function. Press [◀] to select <YES>. If you do not want to restore all settings, press [▶] to select <NO>.

* For the LASER CLASS 810 an optional network printer kit is required

** LASER CLASS 830i Only

TIMER SETTINGS

Setting Item	Description
1. DATE&TIME SETTING	Sets the current date and time. (See "Set Up the Machine," in the Starter Guide.)
2. TIME ZONE SETTING	Sets the time zone of your machine's location. (See "Setting Time Zone," on p. 1-20.)
3. DATE TYPE SELECT	Sets the date format. <ul style="list-style-type: none"> - MM/DD/YYYY - DD/MM YYYY - YYYY MM/DD
4. AUTO SLEEP TIME	Sets the auto sleep mode when the machine remains idle for a certain period of time. (3MIN.-30MIN.) (See "Setting the Sleep Mode," on p. 1-16.) <ul style="list-style-type: none"> - ON - OFF
5. AUTO CLEAR TIME	Sets the auto clear mode when the machine has no operation idle for a certain period of time. (1MIN.-9MIN.) The machine returns to the standby mode. (See "Setting Auto Clear Time," on p. 1-18.) <ul style="list-style-type: none"> - ON - OFF
6. DAYLIGHT SV.TIME	Sets the daylight saving time mode. (See "Setting Daylight Saving Time," on p. 1-21.)
OFF	Deactivates the daylight saving time mode.
ON	Activates the daylight saving time mode.

TIMER SETTINGS

1. START DATE/TIME	Sets the start date. <ul style="list-style-type: none">- 1. MONTH- 2. WEEK- 3. DAY
2. END DATE/TIME	Sets the end date. <ul style="list-style-type: none">- 1. MONTH- 2. WEEK- 3. DAY



ADJUST./CLEANING	
Setting Item	Description
1. TRANS. ROLR CLEAN	Cleans the transcription roller. (See "Transcription Roller," on p. 10-10.)
2. FIX.UNIT CLEANING	Cleans the fuser roller. (See "Fuser Roller," on p. 10-6.)
3. FEEDER CLEANING	Cleans the ADF. (See "Cleaning the ADF Automatically," on p. 10-9.)
4. SPECIAL MODE M	Sets to improve print quality or fix irregular print density. If print quality decreases or an irregularity in the print density appears, transcription output may not function adequately.
MID	Selects in normal conditions.
LOW	Selects to compensate for poor print quality that occurs when using paper that was stored for a long time at high temperatures and high humidity.
HIGH	Selects to compensate for poor quality that occurs when using heavyweight paper.
5. SPECIAL MODE N	When the two-sided printing function is used, paper may curl severely or become jammed. Enable this setting to prevent paper curling or jamming. – OFF – ON
6. SPECIAL MODE P	Sets to activate when lightweight paper or paper which is easy to get uneven print density is used for printing. – OFF – ON
7. SPECIAL MODE Q	Enable this setting if black or white spots appear on the printed image. – OFF – ON
8. SPECIAL MODE R	Sets whether to prevent white streaks from appearing on the printed image. When you print the halftone image or photograph after the machine has not undergone any operation for a while, the first page of printouts may have thin white streaks on the printed image. – OFF – ON

ADJUST./CLEANING	
9. SPECIAL MODE S	Sets whether to reduce the waiting time for the next printout. When you change the paper size after continuous printing, the machine may take a while to start the next printing.
OFF	Does not reduce the waiting time next set of printout. (default)
SPEED PRIORITY	Reduces the waiting time to start the next set of printout. Print speed has priority; however, a condition that an previously printed image also appears faintly on the next output may occur.
10. CONT. PRINT MODE	Sets whether to prevent the back edge of the previous page from appearing on the following page during continuous printing of half-tone prints or photographs. <ul style="list-style-type: none"> - OFF - ON
11. BACK EDGE MODE	Sets whether to prevent back edge of paper from smudging. <ul style="list-style-type: none"> - OFF - ON
12. LARGE PAPER MODE	Sets whether to improve toner fix on large-sized paper. <ul style="list-style-type: none"> - OFF - ON
13. AUTO ADF DRTY ADJ	Sets whether to activate smudge (due to dust or dirt) reduction during printing. When the ADF is dirty, copies may contain unwanted dots or lines. <ul style="list-style-type: none"> - OFF - ON
14. MAINTENANCE CODE	This setting is not functional in this model.

REPORT SETTINGS	
Setting Item	Description
1. SETTINGS	Sets the report functions. (See Chapter 11, "Appendix," in the Reference Guide.)
1. TX REPORT	Sets whether the transmission report prints out.
PRINT ERROR ONLY	Prints a report only when a transmission error occurs.
REPORT WITH TX IMAGE	Sets whether to print the first page of the document under the report. – OFF – ON
OUTPUT YES	Prints a report every time you send a document.
REPORT WITH TX IMAGE	Sets whether to print the first page of the document under the report. – OFF – ON
OUTPUT NO	No report is printed.
2. RX REPORT	Sets whether the reception report prints out. – OUTPUT NO – PRINT ERROR ONLY – OUTPUT YES
3. ACTIVITY REPORT	Sets whether to automatically print the transaction report and selects its type.
1. AUTO PRINT	Sets whether an activity report is printed automatically every 40 transactions. If TX Document Archiving is set to <ON>, the activity report is automatically set to be printed every 40 transmissions, and the settings under <AUTO PRINT> are not displayed. – OUTPUT YES – OUTPUT NO

REPORT SETTINGS	
2. TX/RX SEPARATE	Sets whether an activity report is printed separately for sending and receiving or not. <ul style="list-style-type: none"> - OFF - ON
2. LIST PRINT	Prints reports/lists.
1. ACTIVITY REPORT	Prints the transaction report (max. last 40 transactions) manually. Press [◀] to select <YES>. If you do not want to print the list, press [▶] to select <NO>.
2. SPEED DIAL LIST	Prints the list of destinations registered in Address Book. <ul style="list-style-type: none"> - 1. 1-TOUCH LIST - 2. CODED DIAL LIST - 3. GROUP DIAL LIST Press [◀] to select <YES>. If you do not want to print the list, press [▶] to select <NO>.
3. ADD BOOK DETAILS	Prints the details of Address Book. <ul style="list-style-type: none"> - 1. 1-TOUCH (DETAILS) - 2. CODED (DETAILS) Press [◀] to select <YES>. If you do not want to print the list, press [▶] to select <NO>.
4. USER DATA LIST	Prints the setting list registered in the menu. (See "Printing USER'S DATA LIST," on p. 12-2.) Press [◀] to select <YES>. If you do not want to print the list, press [▶] to select <NO>.
5. FORWARDING CONDITIONS LIST	Prints the contents of the forwarding settings that have been specified. Press [◀] to select <YES>. If you do not want to restore all settings, press [▶] to select <NO>.



SYSTEM SETTINGS

Setting Item	Description
1. SYS. MANAGER INFO	Sets the system manager information to protect the contents of <SYSTEM SETTINGS>. Once the system manager ID and system password is set, they must be entered every time you access the <SYSTEM SETTINGS> menu.
1. SYS. MANAGER ID	Sets the system manager ID (seven digits).
2. SYSTEM PASSWORD	Sets the system manager password (seven digits).
3. SYSTEM MANAGER	Sets the system manager name (max. 32 characters, including spaces).
2. DEVICE INFO	Sets device information.
1. DEVICE NAME	Registers the machine name (max. 32 characters, including spaces).
2. LOCATION	Registers the machine location (max. 32 characters, including spaces).
3. MANAGE DEPT. ID	Sets if the department ID management is used.
OFF	The department ID management is not used.
ON	The department ID management is used.
1. REGISTER DEPT. ID	Registers the seven digit department ID (max. 30).
1. PASSWORD	Registers the department ID management password.
2. PAGE LIMIT SET.	Sets page limits for scans, prints, and copies from 0 to 999,999 pages.
1. TOTAL PRINT LIMIT	Sets if the total page limit is used. <ul style="list-style-type: none"> - OFF - ON (000000-999999)

SYSTEM SETTINGS	
2. COPY LIMIT	Sets if the copy limit is used. – OFF – ON (000000-999999)
3. BLACK SCAN LIMIT	Sets if the scan limit is used. – OFF – ON (000000-999999)
4. COLOR SCAN LIMIT	Sets if the color scan limit is used. – OFF – ON (000000-999999)
5. PRINT LIMIT	Sets if the print limit is used. – OFF – ON (000000-999999)
3. ERASE	Erases the department ID and password. Press [◀] to select <YES>. If you do not want to erase all settings, press [▶] to select <NO>.
2. PAGE TOTALS	Displays, clears, and prints counter information.
1. VIEW PAGE TOTALS	Displays how much paper was used by each department. – 1. TOTAL PRINT – 2. COPY – 3. SCAN – 4. COLOR SCAN – 5. PRINT
2. CLEAR ALL TOTAL	Clears counter information. Press [◀] to select <YES>. If you do not want to clear the settings, press [▶] to select <NO>.



SYSTEM SETTINGS	
3. PRINT LIST	Prints counter information. Press [◀] to select <YES>. If you do not want to print the list, press [▶] to select <NO>.
3. PDL JOBS W/OUT ID	Sets if print jobs from computers with unknown IDs are accepted or rejected.
ON	Accepts print jobs from computers with unknown IDs.
OFF	Rejects print jobs from computers with unknown IDs.
4. MANAGE USER ID	Sets if the user ID management is used. – OFF – ON
5. NETWORK SETTINGS*	Sets the network setting. (See Reference Guide > Network Settings.)
1. TCP/IP SETTINGS	Sets TCP/IP network.
1. IPv4 SETTINGS	Sets TCP/IPv4 network.
1. IP ADDRESS	Sets IPv4 Address settings. – 1. IP ADDRESS AUTO. – 2. IP ADDRESS – 3. SUBNET MASK – 4. GATEWAY ADDRESS
1. IP ADDRESS AUTO.	Sets whether to automatically set an IP address.
ON	Enables an IP address to the machine automatically. – 1. DHCP (ON/OFF) – 2. BOOTP (OFF/ON) – 3. RARP (OFF/ON)
OFF	Allocates an IP address to the machine manually.
2. IP ADDRESS	Registers a fixed IP address to the machine. (See "Set the Machine for Network Usage," in the Starter Guide.)
3. SUBNET MASK	Registers a fixed subnet mask to the machine.
4. GATEWAY ADDRESS	Registers a fixed gateway address to the machine.
2. PING COMMAND	Enter the IP address of a device on the network and press [OK] to check whether the machine can connect to that device.

SYSTEM SETTINGS	
3. SET IP ADD RANGE	Sets whether to restrict the range of IP addresses.
OFF	Disables restriction of IP address of computers.
ON	Enables you to set which IP addresses can send data (print/fax jobs) to the machine. You can select to permit or reject up to eight ranges of IP addresses. Set each range of IP addresses by entering an IP address in both <START IP ADDRESS> and <END IP ADDRESS>. <ul style="list-style-type: none"> - 1. IP ADDRESS 1 - 2. IP ADDRESS 2 - 3. IP ADDRESS 3 - 4. IP ADDRESS 4 - 5. IP ADDRESS 5 - 6. IP ADDRESS 6 - 7. IP ADDRESS 7 - 8. IP ADDRESS 8 - 9. IP ADDRESS 9 - 10. IP ADDRESS 10
4. DNS SETTINGS	Sets the DNS server settings.
1. DNS SERVER SET	Registers the DNS server address.
1. PRIM. DNS SERVER	Registers the primary server address.
2. SECOND DNS SERVER	Registers the secondary server address.
2. HOST/DOMAIN NAME	Registers the host name and domain name of the DNS server.
1. HOST NAME	Registers the host name of the DNS server.
2. DOMAIN NAME	Registers the domain name of the DNS server.
3. DNS DYNAMIC SET	Sets whether to use the DNS server dynamic update setting.
1. DNS DYNA. UPDATE	Sets whether to use the DNS server dynamic update function. <ul style="list-style-type: none"> - OFF - ON
2. IPv6 SETTINGS	Sets IPv6 Address settings. (See "Set the Machine for Network Usage," in the Starter Guide.)
1. USE IPv6	Sets whether to use IPv6 networks.
OFF	Only IPv4 is used.
ON	Both IPv4 and IPv6 are used. A link local address is also automatically set.



SYSTEM SETTINGS	
2. STATELESS ADD SET	Sets whether to automatically specify a stateless address upon startup. – OFF – ON
3. MANUAL ADD SET	Allocates an IPv6 address to the machine manually.
1. USE MANUAL ADD	Sets whether to set a fixed IPv6 address to the machine.
OFF	A fixed IPv6 address is not set.
ON	Sets a fixed IPv6 address to the machine.
2. MANUAL ADDRESS	Registers a fixed IPv6 address to the machine.
3. PREFIX LENGTH	Sets the prefix length of the IPv6 address. (0-128)
4. DEF. ROUTER ADD	Sets the default router address.
4. USE DHCPv6	Sets whether to set to obtain a stateful address from a DHCP server using DHCPv6. – ON – OFF
5. PING COMMAND	Enables you to check whether the machine can connect to a device on the network.
1. PING COMMAND	Enter the IPv6 address of a device on the network and press [OK] to check whether the machine can connect to that device.
2. HOST NAME	Enter the host name of a device on the network and press [OK] to check whether the machine can connect to that device.
6. SET IP ADD RANGE	Sets whether to restrict the range of IP addresses.
OFF	Disables restriction of IP address of computers.
ON	Enables you to set which IP addresses can send data (print/fax jobs) to the machine. You can select to permit or reject up to ten ranges of IP addresses. Set each range of IP addresses by entering an IP address in both <START IP ADDRESS>, <END IP ADDRESS> and <PREFIX LENGTH>. – 1. IP ADDRESS 1 – 2. IP ADDRESS 2 – 3. IP ADDRESS 3 – 4. IP ADDRESS 4 – 5. IP ADDRESS 5 – 6. IP ADDRESS 6 – 7. IP ADDRESS 7 – 8. IP ADDRESS 8 – 9. IP ADDRESS 9 – 10. IP ADDRESS 10

SYSTEM SETTINGS	
7. DNS SETTINGS	Sets the DNS server settings.
1. DNS SERVER SET	Registers the DNS server address.
1. PRIM. DNS SERVER	Registers the primary server address.
2. SECOND DNS SERVER	Registers the secondary server address.
2. HOST/DOMAIN NAME	Registers the host name and domain name of the DNS server.
1. SAME HOST/DOMAIN	– ON – OFF
2. HOST NAME	Registers the host name of the DNS server.
3. DOMAIN NAME	Registers the domain name of the DNS server.
3. DNS DYNAMIC SET	Sets whether to use the DNS server dynamic update setting.
1. DNS DYNA. UPDATE	Sets whether to use the DNS server dynamic update function.
ON	Enable the DNS server dynamic update function.
1. REG. MANUAL ADD	Registers the manual address. – OFF – ON
2. REG. STATEFUL ADD	Registers the stateful address. – OFF – ON
OFF	Disable the DNS server dynamic update function.



SYSTEM SETTINGS	
3. CONFIGURE WINS**	Sets the WINS settings to resolve a name with WINS.
1. WINS RESOLUTION	Sets whether to resolve a name with WINS. – OFF – ON
2. WINS SERVER	Registers the IP address of a WINS server.
4. LPD PRINT	Sets whether to use LPD as the print application. – ON – OFF
5. RAW PRINT	Sets whether to use RAW as the print application.
ON	Enables to use RAW.
USE BIDIRECTIONAL	Sets whether to use bi-directional communication. – ON – OFF
OFF	Disables to use RAW.
6. USE PASV MODE**	Sets the PASV mode for FTP. – OFF – ON
7. FTP EXTENSION**	Sets the FTP Extension settings. – OFF – ON
8. USE HTTP	Sets whether to activate HTTP (Hyper Text Transfer Protocol) for the Remote UI. – ON – OFF
9. PROXY SETTINGS**	Sets whether to use Proxy server.
1. USE PROXY	Enables to use Proxy server.
OFF	Proxy server is not used.
ON	Enables the use of a proxy server.
1. SERVER ADDRESS	Enter the IP address or FQDN (format such as "starfish.company.com") of the proxy server.
2. PORT. NO	Enter the port number of the proxy server.
3. USE SAME DOMAIN	Sets whether to use the proxy server within the same domain. – ON – OFF

SYSTEM SETTINGS	
4. AUTH SETTING	Sets whether to use proxy authentication.
OFF	Proxy authentication is not used.
ON	Proxy authentication is used. The following settings must be specified: <ul style="list-style-type: none"> - 1. USER - 2. PASSWORD
10. PORT NO.	Sets the port number settings.
1. LPD	0~65535 (default:515)
2. RAW	0~65535 (default:9100)
3. HTTP	0~65535 (default:80)
4. SMTP RX **	0~65535 (default:25)
5. POP3 RX **	0~65535 (default:110)
6. FTP SENDING **	0~65535 (default:21)
7. SMTP TX **	0~65535 (default:25)
8. SNMP	0~65535 (default:161)
11. PERMIT RX MAC ADD	Sets whether to activate a MAC address filter.
OFF	Disables MAC address filter.

SYSTEM SETTINGS	
ON	Specifies a MAC address filter to access. MAC address must be entered for each setting. <ul style="list-style-type: none"> – 1. PERMIT RX ADD1 – 2. PERMIT RX ADD2 – 3. PERMIT RX ADD3 – 4. PERMIT RX ADD4 – 5. PERMIT RX ADD5
2. SMB SERVER SET **	Sets the SMB settings to use the machine on a NetBIOS network.
OFF	SMB client is not used.
ON	SMB client is used.
1. SERVER	Enters the NetBIOS name of the machine.
2. WORKGROUP	Enters the name of the workgroup the machine belongs to.
3. COMMENT	Enters a comment about the printer.
4. LM ANNOUNCE	Sets if the machine notifies the LAN Manager of its existence. <ul style="list-style-type: none"> – OFF – ON
3. SNMP SETTINGS	Sets detailed information about SNMP.
1. USE SNMP	Sets whether to activate SNMP. <ul style="list-style-type: none"> – ON – OFF
2. COMMUNITY NAME 1	Sets SNMP community name 1 (default: public).
3. COMMUNITY NAME 2	Sets SNMP community name 2.
4. SNMP WRITABLE 1	Enables computers on the network to access the machine and modify its settings. <ul style="list-style-type: none"> – ON – OFF
5. SNMP WRITABLE 2	Enables computers on the network to access the machine and modify its settings. <ul style="list-style-type: none"> – OFF – ON
6. PRINTER MGMT INFO	Sets whether to automatically enable the SNMP port monitoring function, when a port is set to [Standard TCP/IP Port] in Windows Vista. The SNMP port monitoring function can obtain print management information such as printer applications and printer ports. <ul style="list-style-type: none"> – OFF – ON

SYSTEM SETTINGS	
4. DEDICATED PORT	Sets or browses detailed information on the machine with a Canon printer driver or utility. – ON – OFF
5. ETHERNET DRIVER	Specifies the type of network connection.
1. AUTO DETECT	Selects the detection method of Ethernet driver.
AUTO	Sets the machine to determine the communication mode (Half duplex/Full duplex) and Ethernet type (10Base-T/100Base-TX) automatically.
MANUAL	Sets the communication mode and Ethernet type manually.
1. COMMUNICATN MODE	Selects the communication mode. – HALF DUPLEX – FULL DUPLEX
2. ETHERNET TYPE	Selects the Ethernet type. – 10 BASE-T – 100 BASE-TX
6. NETWORK INFO	Checks the current network settings.
1. IPv4	Checks the IPv4 settings.
1. IP ADDRESS	Checks the IP address.
2. SUBNET MASK	Checks the subnet mask.
3. GATEWAY ADDRESS	Checks the gateway address.
4. DOMAIN NAME	Checks the domain name.
5. HOST NAME	Checks the host name.
2. IPv6	Checks the IPv6 settings.
1. LINK LOCAL ADD	Checks the link local address. – 1. IP ADDRESS – 2. PREFIX LENGTH
2. STATELESS ADD. 1	Checks the stateless address 1. – 1. IP ADDRESS – 2. PREFIX LENGTH
3. STATELESS ADD. 2	Checks the stateless address 2. – 1. IP ADDRESS – 2. PREFIX LENGTH
4. STATELESS ADD. 3	Checks the stateless address 3. – 1. IP ADDRESS – 2. PREFIX LENGTH



SYSTEM SETTINGS	
5. STATELESS ADD. 4	Checks the stateless address 4. – 1. IP ADDRESS – 2. PREFIX LENGTH
6. STATELESS ADD. 5	Checks the stateless address 5. – 1. IP ADDRESS – 2. PREFIX LENGTH
7. STATELESS ADD. 6	Checks the stateless address 6. – 1. IP ADDRESS – 2. PREFIX LENGTH
8. STATEFUL ADDRESS	Checks the stateful address. – 1. IP ADDRESS – 2. PREFIX LENGTH
9. DEF. ROUTER ADD	Confirm the default router address.
10. DOMAIN NAME	Checks the domain name.
11. HOST NAME	Checks the host name.
7. E-MAIL/I-FAX **	Sets detailed settings for e-mail/I-fax.
1. SMTP RX	Sets whether to receive e-mail using the machine's own SMTP receiving function. – OFF – ON
2. SMTP SERVER	Registers the host name of the machine with the DNS server.
3. POP	Sets whether to receive e-mail using a POP server. – OFF – ON
4. AUTH/ENC SETTINGS	Specifies authenticating method before sending e-mail.
1. POP BEFORE SEND	Sets whether to use the SMTP server requires POP before SMTP (method for authenticating users who have logged in the POP server before sending e-mail). – OFF – ON
2. SMTP AUTH	Sets whether to use the SMTP server requires SMTP Authentication (method for authenticating users who have logged in the POP server before sending e-mail).
OFF	Disables SMTP Authentication.
ON	Enables SMTP Authentication. – 1. USER – 2. PASSWORD
5. E-MAIL ADDRESS	Enters the e-mail address your machine will use (max. 64 characters).
6. POP SERVER	Enters the POP server IP address or name (max. 48 characters).

SYSTEM SETTINGS	
7. POP ADDRESS	Enters the login name for access to the POP server (max. 32 characters).
8. POP PASSWORD	Enters the password for access to the POP server (max. 32 characters).
9. POP INTERVAL	Sets the interval you want the POP server to check for incoming e-mail. If the interval is set to 0, the POP server is not checked automatically (0MIN.–99MIN.).
8. STARTUP TIME SET.	Sets the time period required to delay the startup of network communications for the machine (0SEC–300SEC).
6. COMMUNICATIONS	Sets the fax and e-mail communication.
1. E-MAIL/I-FAX **	Sets the e-mail/I-fax communications.
1. MAX TX DATA SIZE	Sets the maximum data size for outgoing e-mail messages. If the e-mail message exceeds this data size limit, it is split up into several e-mail messages before being sent (0MB-99MB).
2. DIVIDED OVER MAX	Sets whether to divide a document into separate files when it is sent if its size exceeds the data size you specify. – OFF – ON
2. FAX SETTINGS	Sets the facsimile communication.
1. TX START SPEED	Sets the transmission start speed for faxes. (33600bps, 2400bps, 4800bps, 7200bps, 9600bps, 14400bps)
2. RX START SPEED	Sets the reception start speed for faxes. (33600bps, 2400bps, 4800bps, 7200bps, 9600bps, 14400bps)
3. TX DOC. ARCHIVING	Sets whether to use TX Document Archiving. – OFF – ON
3. MEMORY LOCK	Sets whether to receive and store all documents in memory and not to print automatically. (See Reference Guide > Send/Receive.)
OFF	Disables memory lock reception.
ON	Enables memory lock reception.
1. PASSWORD	Registers the password that protects the authority for accessing to memory.
2. REPORT PRINT	Sets whether to print a report on memory lock reception. – OFF – ON



SYSTEM SETTINGS	
3. MEMORY RX TIME	Sets whether to set a period for memory lock reception.
OFF	Disables setting a period of memory lock reception.
ON	Enables setting a period of memory lock reception. – 1. MEM RX START TIME – 2. MEM. RX END TIME
7. FW W/OUT CNDITION	Register the forwarding destination to use when the forwarding conditions are not met.
1. FAX	Sets whether to forward received faxes.
OFF	Does not perform forwarding when the forwarding conditions are not met.
ON	Performs forwarding using the settings below when the forwarding conditions are not met.
1. FORWARD	Specify a destination registered in a one-touch key or coded dial code.
2. IMAGE FORMAT	Sets the file format to use when forwarding. – TIFF (B&W) – PDF
3. DIVIDE INTO PAGES	Sets whether multiple images are sent as separate files or as a single file. – OFF – ON
2. I-FAX **	Sets whether to forward received I-faxes.
OFF	Does not perform forwarding when the forwarding conditions are not met.
ON	Performs forwarding using the settings below when the forwarding conditions are not met.
1. FORWARD	Specify a destination registered in a one-touch key or coded dial code.
2. IMAGE FORMAT	Sets the file format to use when forwarding. – TIFF (B&W) – PDF
3. DIVIDE INTO PAGES	Sets whether multiple images are sent as separate files or as a single file. – ON – OFF
8. FORWARD ERR. SET.	Sets the machine to print and/or store received documents when document forwarding fails.
1. PRINT	Sets whether to print out the image if forwarding fails. – ON – OFF

SYSTEM SETTINGS	
2. STORE TO MEMORY	Sets whether to store the image in memory if forwarding fails. – OFF – ON
9. REMOTE UI	Sets whether to activate the Remote UI function to operate the machine and change the settings from a network computer using a web browser. – ON – OFF
10. RESTRICT TX FUNC	Sets restriction of the access to destinations.
1. ADD. BOOK PASSWORD	Sets a password to restrict editing the Address Book. (7 digits maximum) – OFF – ON
2. RESTRICT NEW ADD.	Sets whether to restrict registering or changing destinations for one-touch keys and coded dial codes*1. Sets whether to restrict making calls to the destinations not registered in Address Book. – OFF – ON*2 *1 Registration of group addresses is not restricted. *2 You can still make calls using an external phone if all of the following conditions are set: <ul style="list-style-type: none"> • The machine is in the Sleep mode • <RX MODE> is set to <FaxOnly> • <ENERGY IN SLEEP> is set to <LOW>
3. FAX DRIVER TX	Sets whether to restrict sending faxes from a computer using the fax driver. – ON – OFF
4. REST. REDIAL/CALL ** (RESTRICT REDIAL ***)	Sets whether to disable the redial function of the [Redial] (LASER CLASS 810) / [Recall] (LASER CLASS 830i) key. – OFF – ON
5. CONFIRM FAX NO.	Sets whether to confirm the entered fax numbers each time you send a fax. – OFF – ON
6. REST. MULTI DEST	Sets whether to disable the broadcasting function.
OFF	The restrict broadcast setting is not set.
CONFIRMATION	Sets whether to confirm to enable the broadcasting function each time you send a fax.
PROHIBIT	Disables the broadcasting function.



SYSTEM SETTINGS	
11. CHECKING THE LOG	Sets whether to allow displaying the log.
ON	Enables confirmation of logs using [System Monitor].
OFF	Disables confirmation of logs using [System Monitor]. Activity Report will not be printed automatically.
12. USE DEVICE USB	Sets whether to restrict jobs through the USB interface. – ON – OFF
13. PDL SELECT(PnP)	Sets which driver to install, when installing printer drivers to your computer through the USB port. For example, after installing the PCL Printer driver, you can also install the UFR II Printer Driver via the USB port by switching this setting to <UFR II LT>. – FAX – UFR II LT – PCL 5e** – PCL 6** Press [◀] or [▶] → select which printer driver to install → press [OK].
14. UPDATE FIRMWARE	This function is used only when the printer firmware needs to be updated.

* For the LASER CLASS 810 an optional network printer kit is required

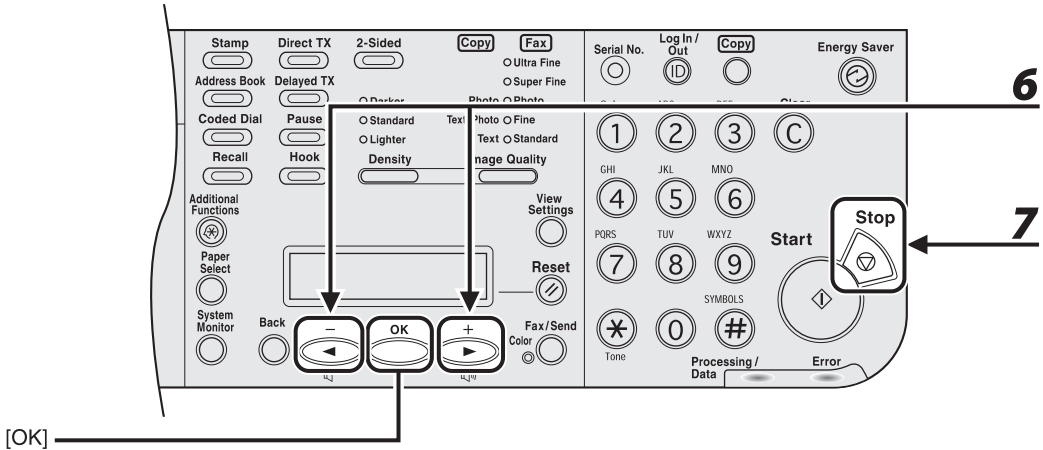
** LASER CLASS 830i Only

*** LASER CLASS 810 Only

Summary of Reports and Lists

The machine can generate the following reports and lists.

Report/List	Description
1-TOUCH LIST	Lists the recipient addresses registered to all the one-touch keys.
1-TOUCH LIST 2	Lists the detailed data of [1-TOUCH LIST].
CODED DIAL LIST	Lists the recipient addresses registered to all the coded codes.
CODED DIAL LIST 2	Lists the detailed data of [CODED DIAL LIST].
GROUP DIAL LIST	Lists groups registered for group addresses.
USER'S DATA LIST	Lists all the current settings and registered sender information.
DEPT. INFO LIST	Lists the Department IDs, page totals of scans, prints, and copies that have been processed by each department, and page limits of scans, prints, and copies that can be processed.
ACTIVITY REPORT	Shows the last 40 transactions performed by the machine.
TX REPORT	Shows the transmission result. Can be set to print automatically.
RX REPORT	Shows the reception result. Can be set to print automatically.
FORWARDING CONDITIONS LIST	Lists the forwarding conditions.



6 Confirm that <REPORT WITH TX IMAGE> is displayed, use [◀] or [▶] to select <ON> to print the first page of the documents under the report, then press [OK].

<OFF>: Does not print the first page.

<ON>: Prints the first page.

NOTE

When forwarding the received documents, the machine does not print the first page of the documents under the report even if <REPORT WITH TX IMAGE> is set to <ON>.

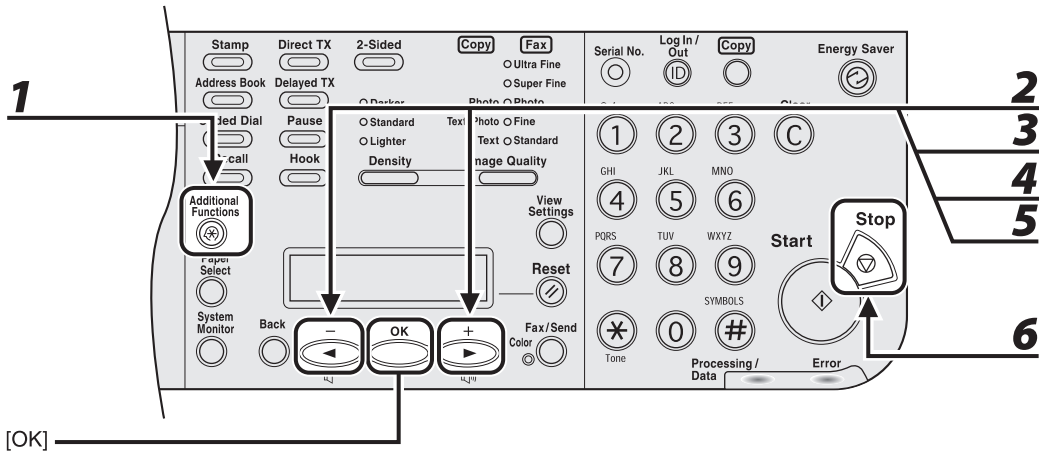
7 Press [Stop] to return to the standby mode.

● Report Items

The following items are displayed in the Transmission Report:

- Transaction description
- TX/RX NO: Transaction number
- DEPT. ID: If Department ID Management is set, the Department ID is printed.
- RECIPIENT ADDRESS: Destination fax/telephone number
- DESTINATION ID: Destination name registered in Address Book
- ST. TIME: Transmission time
- TIME USE: Transmission duration
- PAGES SENT: Number of pages sent
- RESULT: Result of transaction
 - OK: Transmission successful
 - NG: Transmission failed
 - STOP: Transmission manually canceled before completion
 - BUSY/NO SIGNAL: The line is busy or the recipient does not answer your call
- Error code: For descriptions of error codes, See “Error Codes,” on p. 11-13.

RX REPORT



- 1** Press [Additional Functions].
- 2** Press [←] or [→] to select <REPORT SETTINGS>, then press [OK].
- 3** Press [←] or [→] to select <SETTINGS>, then press [OK].
- 4** Press [←] or [→] to select <RX REPORT>, then press [OK].
- 5** Press [←] or [→] to select the setting you want, then press [OK].
 - <OUTPUT NO>: Does not print a report.
 - <PRINT ERROR ONLY>: Prints a report only when a reception error occurs.
 - <OUTPUT YES>: Prints a report every time you receive a document.
- 6** Press [Stop] to return to the standby mode.

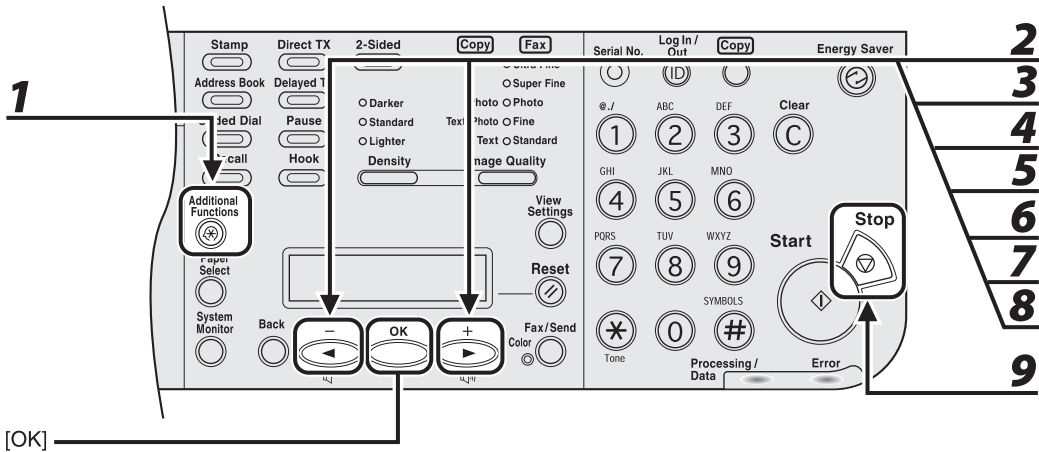


● Report Items

The following items are displayed in the Reception Report:

- Transaction description
- TX/RX NO: Transaction number
- RECIPIENT ADDRESS: Recipient's fax/telephone number address
- DESTINATION ID: Sender's name registered in Address Book
- ST. TIME: Transmission time
- TIME USE: Transmission duration
- PGS.: Number of pages received
- RESULT: Result of transaction
 - OK: Reception successful
 - NG: Reception failed
 - STOP: Reception manually canceled before completion
- Error code: For descriptions of error codes, see "Error Codes," on p. 11-13.

ACTIVITY REPORT



- 1** Press [**Additional Functions**].
- 2** Press [**←**] or [**→**] to select **<REPORT SETTINGS>**, then press [OK].
- 3** Press [**←**] or [**→**] to select **<SETTINGS>**, then press [OK].
- 4** Press [**←**] or [**→**] to select **<ACTIVITY REPORT>**, then press [OK].
- 5** Press [**←**] or [**→**] to select **<AUTO PRINT>**, then press [OK].
If TX Document Archiving is set to <ON>, the activity report is automatically set to be printed every 40 transmissions, and the settings under <AUTO PRINT> are not displayed. Proceed to step 7.
- 6** Press [**←**] or [**→**] to select the setting you want, then press [OK].
<OUTPUT YES>: Prints a report after every 40 transactions.
<OUTPUT NO>: Does not print a report. Skip to step 9.
- 7** Press [**←**] or [**→**] to select **<TX/RX SEPARATE>**, then press [OK].
- 8** Use [**←**] or [**→**] to select the setting you want, then press [OK].
<OFF>: Prints a report with the transmission and reception results listed chronologically.
<ON>: Prints a report with the transmission and reception results separated in a report.
- 9** Press [**Stop**] to return to the standby mode.



● Report Items

The following items are displayed in the Activity Report:

- DEPT. ID: If Department ID Management is set, the Department ID is printed. Transmission logs are listed according to Department ID.
- ST. TIME: Transmission time
- DESTINATION TEL/ID: Destination name and fax number/address
- NO: Transaction number
- MODE: Transaction, Error correction mode
- PGS.: Number of pages sent
- RESULT: Result of transaction, transaction duration
 - OK: Transaction successful
 - NG: Transaction failed

Printing Reports and Lists Manually

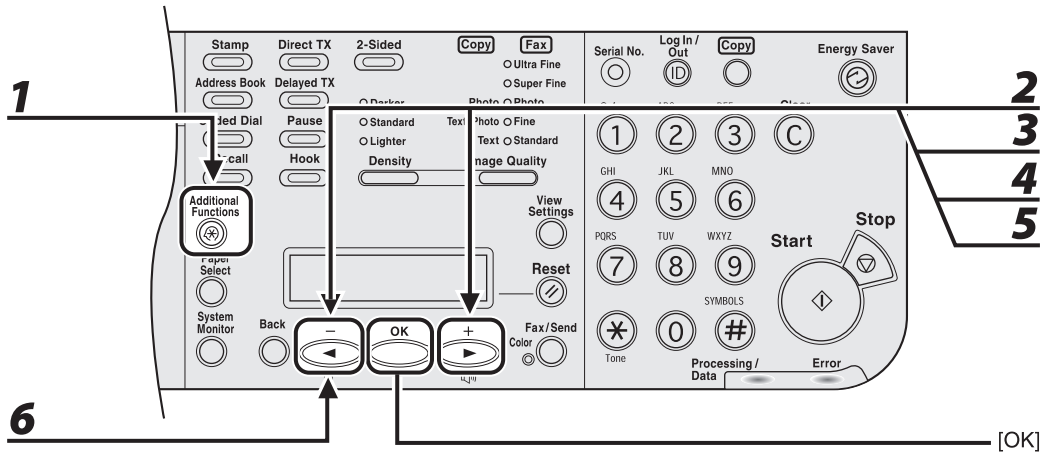
You can print the following report and lists manually.

- ACTIVITY REPORT
- 1-TOUCH LIST
- CODED DIAL LIST
- GROUP DIAL LIST
- 1-TOUCH LIST 2
- CODED DIAL LIST 2
- USER'S DATA LIST
- DEPT. INFO LIST
- FORWARDING CONDITION LIST

 **NOTE**

- To print USER'S DATA LIST, see "Printing USER'S DATA LIST," on p. 12-2.
- For information on each report or list, see "Summary of Reports and Lists," on p. 12-51.
- To print DEPT. INFO LIST, see "Printing Counter Information (DEPT. INFO LIST)," on p. 9-18.
- Reports can be printed on LGL or LTR paper. (plain or recycled paper)

Printing 1-TOUCH LIST, CODED DIAL LIST, and GROUP DIAL LIST



1 Press [Additional Functions].

2 Press [◀] or [▶] to select <REPORT SETTINGS>, then press [OK].

3 Press [◀] or [▶] to select <LIST PRINT>, then press [OK].

4 Press [◀] or [▶] to select <SPEED DIAL LIST>, then press [OK].

5 Press [◀] or [▶] to select the desired list, then press [OK].

- <1-TOUCH LIST>: Prints 1-TOUCH LIST.
- <CODED DIAL LIST>: Prints CODED DIAL LIST.
- <GROUP DIAL LIST>: Prints GROUP DIAL LIST.

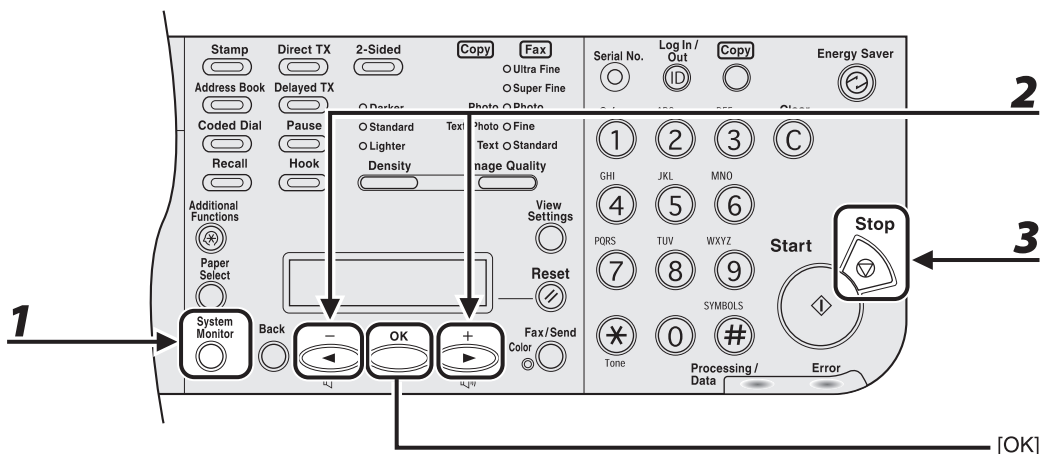
6 Press [◀] to select <YES>.

Printing starts, and the screen automatically returns to the standby mode.
If you do not want to print the list, press [▶] to select <NO>.

Checking and Deleting Jobs

System monitor enables you to monitor the status of the report jobs currently being processed.

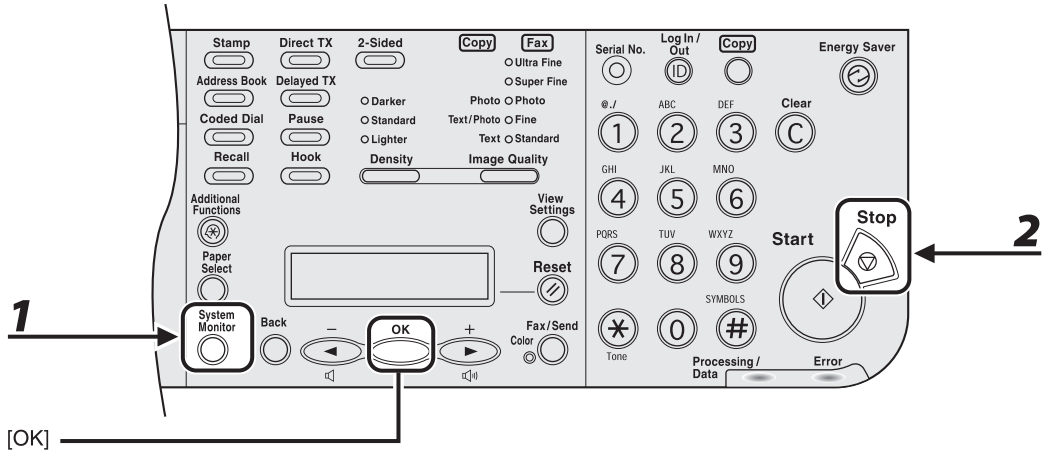
Checking and Deleting Report Jobs



- 1** Press [System Monitor] repeatedly to select <REPORT STATUS>, then press [OK].
- 2** Press [←] or [→] to scroll through the job list.
When you delete the report job, press [OK] twice, then press [←] to select <YES>.
- 3** Press [Stop] to return to the standby mode.

Checking Remaining Memory

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



- 1** Press [System Monitor] repeatedly to select <AVAILABLE MEMORY>, then press [OK] to confirm the remaining memory.

Ex.

```
AVAILABLE MEMORY
75 %
```

- 2** Press [Stop] to return to the standby mode.



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Specifications

General	
● Type	Personal Desktop
● Power Source	120 - 127 V, 60 Hz (Power requirements differ depending on the country in which you purchased the product.)
● Power Consumption	Max: Less than 1020 W
● Weight	LASER CLASS 810: Approx. 54.2 lb (24.6kg) LASER CLASS 830i: Approx. 56.2 lb (25.5kg) (including toner cartridge)
● Dimensions	17 3/4 in. (H) x 19 in. (D) x 20 1/2 in. (W) (452mm (H) x 481mm (D) x 520 mm (W)) 22 7/8 in. (H) x 19 in. (D) x 20 1/2 in. (W) (580mm (H) x 481mm (D) x 520 mm(W)) (with optional cassette)
● Installation Space	38 3/4 in. (D) x 43 1/4 in. (W) (984 mm (D) x 1097 mm (W)) (including optional handset)
● Environmental Conditions	Temperature: 59°F–86°F (15°C–30°C) Humidity: 10%–80% RH
● Display Languages	ENGLISH/FRENCH/SPANISH/PORTUGUESE
● Acceptable Documents	» p. 2-2.
● Acceptable Paper Stock	» p. 2-7.
● Printable Area	» p. 2-9.
● Scanning Area	» p. 2-4.

Facsimile	
● Applicable Line	Public Switched Telephone Network (PSTN)* ¹
● Compatibility	G3
● Data Compression Schemes	MH, MR, MMR, JBIG
● Modem Speed	33.6 Kbps Automatic fallback
● Transmission Speed	Approx. 3 seconds/page* ² at 33.6 Kbps, ECM-JBIG, transmitting from the memory
● Transmission/Reception Memory	LASER CLASS 810 Maximum approx. 512 (1500* ³) pages* ² (total pages of transmission/reception) LASER CLASS 830i Maximum approx. 1500 pages* ² (total pages of transmission/reception)

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

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

*³ For the LASER CLASS 810, an optional network printer kit is required

Facsimile

● Fax Resolution	FINE: 203 pels/in. x 196 lines/in. (8 pels/mm x 7.7 lines/mm) PHOTO: 203 pels/in. x 196 lines/in. (8 pels/mm x 7.7 lines/mm) SUPER FINE: 203 pels/in. x 392 lines/in. (8 pels/mm x 15.4 lines/mm) ULTRA FINE: 406 pels/in. x 392 lines/in. (16 pels/mm x 15.4 lines/mm) STANDARD: 203 pels/in. x 98 lines/in. (8 pels/mm x 3.85 lines/mm)
● Dialing	<p>LASER CLASS 810</p> <ul style="list-style-type: none">– Speed dialing<ul style="list-style-type: none">One-touch speed dialing (80 destinations)Coded speed dialing (120 destinations)Group dialing (199 destinations)Address Book dialing (with Address Book key)– Regular dialing (with numeric keys)– Automatic redialing– Manual redialing (with Redial/Pause key)– Sequential broadcast (201 destinations)– Automatic reception– Remote reception by telephone (Default ID: 25)– ACTIVITY REPORT (after every 40 transactions)– TX (Transmission)/RX (Reception) REPORT– TTI (Transmit Terminal Identification) <p>LASER CLASS 830i</p> <ul style="list-style-type: none">– Speed dialing<ul style="list-style-type: none">One-touch speed dialing (80 destinations)Coded speed dialing (420 destinations)Group dialing (499 destinations)Address Book dialing (with Address Book key)– Regular dialing (with numeric keys)– Automatic redialing– Manual redialing (with Redial/Pause key)– Sequential broadcast (501 destinations)– Automatic reception– Remote reception by telephone (Default ID: 25)– ACTIVITY REPORT (after every 40 transactions)– TX (Transmission)/RX (Reception) REPORT– TTI (Transmit Terminal Identification)

Telephone	
● Connection	<ul style="list-style-type: none"> – Optional handset – External telephone/answering machine/ data modem

 **NOTE**

Specifications are subject to change without notice.

Send (LASER CLASS 830i Only)	
Send to file server	
● Communication Protocol	FTP (TCP/IP), SMB (TCP/IP)
● Data Format	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
● Resolution	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
● System Environment	Windows 98/Me, Windows XP Professional/Home Edition, Windows 2000 Server/Professional (SP1 or later), Windows Server 2003, Windows Vista, Solaris Version 2.6 or later, Mac OS X, Red Hat Linux 7.2
● Interface	100BASE-TX, 10BASE-T
● Color Mode	Color, B&W (black and white)
● Original Type	Text, Text/Photo, Photo

Send (LASER CLASS 830i Only)	
E-mail and I-Fax Features	
● Communication Protocol	SMTP, POP3, I-FAX (Simple mode)
● Resolution	100 x 100 dpi, 150 x 150 dpi, 200 x 100 dpi, 200 x 200 dpi, 200 x 400 dpi, 300 x 300 dpi, 400 x 400 dpi, 600 x 600 dpi
● Data Format	TIFF (B&W), PDF (B&W), JPEG (Color), PDF (Compact) (Color)
● Original Size	E-mail: LTR, LTRR, LGL, LDR, A3, B4, A4, A4R, A5, A5R, B5, B5R I-Fax: LTR, LTRR, LGL* ¹ , LDR* ¹ , A3* ¹ , B4* ¹ , A4* ¹ , A4R* ¹ , A5* ¹ , A5R* ¹ , B5* ¹ , B5R* ¹ * ¹ Sent as LTR
● Server Software	Microsoft Exchange Server 5.5 (SP2), Sendmail 8.11.2, Lotus Domino R4.5/R5

Copier	
● Scanning Resolution	TEXT mode, TEXT/PHOTO mode, PHOTO mode: 600 dpi x 600 dpi
● Printing Resolution	1200 dpi enhanced x 600 dpi
● Magnification	Auto Zoom 0.500 - 1.450, 1% increments
● Copy Speed	Direct: LTR 23 cpm
● No. of Copies	Max. 99 copies

Printer	
● Printing Method	Indirect electrostatic method (On-demand fixing)
● Paper Handling	– Paper cassette: 500 sheets x 1 cassette (21 lb (80 g/m ²)) – Multi-purpose tray: 100 sheets (21 lb (80 g/m ²))
● Paper Delivery	100 sheets (17 to 21 lb bond (64 to 80 g/m ²))
● Print Speed	See “Copy Speed,” on p. 13-6.
● Printing Resolution	1200 dpi enhanced x 600 dpi
● Number of Tones	256
● Toner Cartridge	» p. 1-13.

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