Canon

MF229dw/MF226dn/MF217w/MF216n

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Important Safety Instructions

The content described in this chapter is for the prevention of damage to property and injury to users of the machine and others. Before using this machine, read this chapter and follow the instructions to properly use this machine. Do not perform any operations not described in this manual. Canon will not be responsible for any damages resulting from use not described in this manual, improper use, or repair/changes not performed by Canon or a third party authorized by Canon.

Installation

To use this machine safely and comfortably, carefully read the following precautions and install the machine in an appropriate location.

⚠ WARNING

Do not install in a location that may result in a fire or electrical shock

- A location where the ventilation slots are blocked (too close to walls, beds, rugs, or similar objects)
- A damp or dusty location
- A location exposed to direct sunlight or outdoors
- A location subject to high temperatures
- A location exposed to open flames
- Near alcohol, paint thinners or other flammable substances

Other warnings

- Do not connect unapproved cables to this machine. Doing so may result in a fire or electrical shock.
- Do not place necklaces and other metal objects or containers filled with liquid on the machine. If foreign substances come in contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- When installing and removing the optional accessories, be sure to turn OFF the power, unplug the power plug, and then disconnect all the interface cables and power cord from the machine. Otherwise, the power cord or interface cables may be damaged, resulting in a fire or electrical shock.
- Do not use near any medical equipment. Radiowaves emitted from this machine may interfere with medical equipment, which may cause a malfunction and result in serious accidents.
- If any foreign substance falls into this machine, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer.

⚠ CAUTION

Do not install in the following locations

The machine may drop or fall, resulting in injury.

- Unstable location
- Location exposed to vibrations

Other cautions

- When carrying this machine, follow the instructions in this manual. If carried improperly, it may fall, resulting in injury.
- When installing this machine, be careful not to get your hands caught between the machine and the floor or walls, or between the paper drawers. Doing so may result in injury.

IMPORTANT

Do not install in the following locations that may result in damage

- A location subject to dramatic changes in temperature or humidity
- A location near equipment that generates magnetic or electromagnetic waves
- A laboratory or location where chemical reactions occur
- A location exposed to corrosive or toxic gases
- A location that may warp from the weight of the machine or where the machine is liable to sink (a carpet, etc.)

Avoid poorly ventilated locations

This machine generates a slight amount of ozone, etc. during normal use. Although sensitivity to ozone, etc. may vary, this amount is not harmful. Ozone, etc. may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room where the machine operates be appropriately ventilated to maintain a comfortable working environment. Also avoid locations where people would be exposed to emissions from the machine.

Do not install in a location where condensation occurs

Water droplets (condensation) may form inside the machine when the room where the machine is installed is heated rapidly, and when the machine is moved from a cool or dry location to a hot or humid location. Using the machine under these conditions may result in paper jams, poor print quality, or damage to the machine. Let the machine adjust to the ambient temperature and humidity for at least 2 hours before use.

When using wireless LAN (MF229dw / MF217w)

- Set the machine at a distance of 50 m or less from the wireless LAN router.
- Do not set machine in a location where any object blocks communication. The signal may be degraded when passing through walls or floors.
- Keep the machine as far as possible from digital cordless phones, microwave ovens, or other equipment that emit radio waves.

In altitudes of 3,000 m or above sea level

Machines with a hard disk may not operate properly when used at high altitudes of about 3,000 meters above sea level, or higher.

Power Supply

This machine is compatible with voltages of 220 to 240 V, and electrical frequency of 50/60 Hz.

⚠ WARNING

- Use only a power supply that meets the specified voltage requirements. Failure to do so may result in a fire or electrical shock.
- Do not use power cords other than the one provided, as this may result in a fire or electrical shock.
- Do not modify, pull, forcibly bend, or perform any other act that may damage the power cord. Do not place heavy objects on the power cord. Damaging the power cord may result in a fire or electrical shock.
- Do not plug in or unplug the power plug with wet hands, as this may result in an electrical shock.
- Do not use extension cords or multi-plug power strips with the machine. Doing so may result in a fire or electrical shock.
- Do not wrap the power cord or tie it in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so may result in a fire or electrical shock.
- Remove the power plug completely from the AC power outlet during a thunder storm. Failure to do so may result in a fire, electrical shock, or damage to the machine.

⚠ CAUTION

Do not obstruct the power outlet where this machine is connected, so that you can unplug the power cord easily in an emergency.

IMPORTANT

When connecting power

- Do not connect the machine to an uninterruptible power source.
- If plugging this machine into an AC power outlet with multiple sockets, do not use the remaining sockets to connect other devices.
- Do not connect the power cord into the auxiliary outlet on a computer.

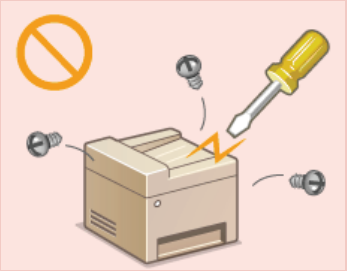
Other precautions

Electrical noise may cause this machine to malfunction or lose data.

Handling

⚠ WARNING

- Immediately unplug the power plug from the AC power outlet and contact an authorized Canon dealer if the machine makes an unusual noise, emits an unusual smell, or emits smoke or excessive heat. Continued use may result in a fire or electrical shock.
- Do not disassemble or modify this machine. There are high-voltage and high-temperature components inside the machine which may result in a fire or electrical shock.



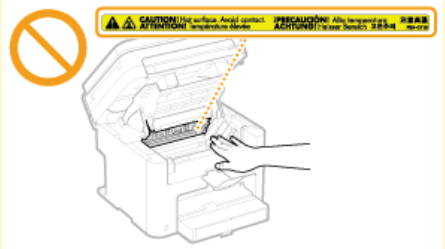
- Place the machine where children will not come in contact with the power cord and other cables or internal and electrical parts. Failure to do so may result in unexpected accidents.
- Do not use flammable sprays near this machine. If flammable substances come into contact with electrical parts inside this machine, it may result in a fire or electrical shock.
- When moving this machine, be sure to turn OFF the power of this machine and your computer, and then unplug the power plug and interface cables. Failure to do so may damage the power cord or interface cables, resulting in a fire or electrical shock.
- When plugging or unplugging a USB cable when the power plug is plugged into an AC power outlet, do not touch the metal part of the connector, as this may result in an electrical shock.

If you are using a cardiac pacemaker

This machine generates a low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from this machine and consult your physician immediately.

⚠ CAUTION

- Do not place heavy objects on this machine as they may fall, resulting in injury.
- For your safety, please unplug the power cord if the machine will not be used for a long period of time.
- Use caution when opening and closing covers to avoid injury to your hands.
- Keep hands and clothing away from the rollers in the output area. If the rollers catch your hands or clothing, this may result in personal injury.
- The inside of the machine and the output slot are very hot during and immediately after use. Avoid contact with these areas to prevent burns. Also, printed paper may be hot immediately after being output, so use caution when handling it. Failure to do so may result in burns.



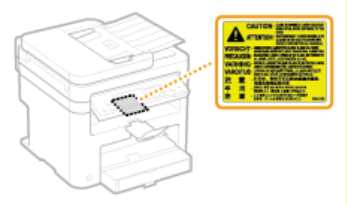
- When copying with a thick book placed on the platen glass, do not press the feeder forcefully. Doing so may damage the platen glass and result in injury.
- Be careful not to drop a heavy object, such as a dictionary, on the platen glass. Doing so may damage the platen glass and result in injury.

Laser beam

This machine is classified as a Class 1 Laser Product under IEC 60825-1: 2007, EN60825-1: 2007. The laser beam can be harmful to the human body. The laser beam is confined in the laser scanner unit by a cover, so there is no danger of the laser beam escaping during normal machine operation. Read the following remarks and instructions for safety.

- Never open covers other than those indicated in this manual.
- Do not remove the caution label attached to the cover of the laser scanner unit.

If you operate the machine in manners other than the control, adjustment, and operating procedures prescribed in this manual, this may result in hazardous radiation exposure.
If the laser beam should escape and enter your eyes, exposure may cause damage to your eyes.



Laser diode information

- wavelength: 785-800 nm
- maximum power: 6 mW

IMPORTANT

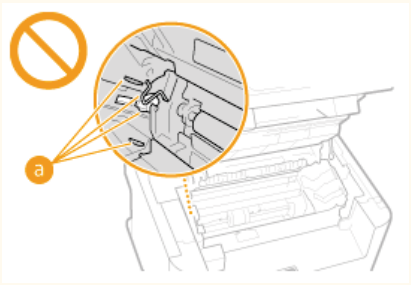
When transporting the machine

To prevent damage to the machine during transport, perform the following.

- Remove the toner cartridges.
- Securely pack the machine in the original box with packing materials.

Other precautions

- Follow the instructions in the caution label attached to this machine.
- Avoid shaking or applying shock to this machine.
- Do not forcibly open and close doors, covers, and other parts. Doing so may result in damage to the machine.
- Do not touch the contacts (a). Doing so may result in damage to the machine.



- Do not turn OFF the machine during printing. Also, do not open and close the cover and do not remove or insert paper during printing. Doing so can cause paper jams.
- Use a telephone cable with a length of 3 m or less.
- The display is a touch panel. Press gently to operate. Avoid pressing with a mechanical pencil, ballpoint pen, or other pointed object. Doing so may scratch or damage the touch panel's surface.

Maintenance and Inspections

Clean this machine periodically. If dust accumulates, the machine may not operate properly. When cleaning, be sure to observe the following. If a problem occurs during operation, see **Troubleshooting**. If the problem cannot be resolved or you feel the machine requires an inspection, see **When a Problem Cannot Be Solved**.

WARNING

- Before cleaning, turn OFF the power and unplug the power plug from the AC power outlet. Failure to do so may result in a fire or electrical shock.
- Unplug the power plug periodically and clean with a dry cloth to remove dust and grime. Accumulated dust may absorb humidity in the air and may result in a fire if it comes into contact with electricity.
- Use a damp, well wrung-out cloth to clean the machine. Dampen cleaning cloths with water only. Do not use alcohol, benzenes, paint thinners, or other flammable substances. Do not use tissue paper or paper towels. If these substances come into contact with electrical parts inside the machine, they may generate static electricity or result in a fire or electrical shock.
- Check the power cord and plug periodically for damage. Check the machine for rust, dents, scratches, cracks, or excessive heat generation. Use of poorly-maintained equipment may result in a fire or electrical shock.

CAUTION

- The inside of the machine has high-temperature and high-voltage components. Touching these components may result in burns. Do not touch any part of the machine that is not indicated in the manual.
- When loading paper or removing jammed documents or paper, be careful not to cut your hands with the edges of the paper.

IMPORTANT

When removing jammed paper or replacing toner cartridges, be careful not to get any toner on your hands or clothing. If toner gets on your hands or clothing, wash them immediately with cold water.

Consumables

⚠ WARNING

- Do not dispose of used toner cartridges in open flames. Also, do not store toner cartridges or paper in a location exposed to open flames. This may cause the toner to ignite, and result in burns or fire.
- If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Do not use a vacuum cleaner that is not equipped with safety measures to prevent dust explosions to clean up loose toner. Doing so may cause damage to the vacuum cleaner or result in a dust explosion due to static discharge.

If you are using a cardiac pacemaker

Toner cartridges generate a low level magnetic flux. If you use a cardiac pacemaker and feel abnormalities, please move away from toner cartridges and consult your physician immediately.

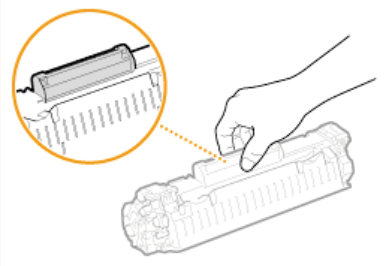
⚠ CAUTION

- Use caution not to inhale any toner. If you should inhale toner, consult a physician immediately.
- Use caution so that toner does not get into your eyes or mouth. If toner should get into your eyes or mouth, immediately wash with cold water and consult a physician.
- Use caution so that toner does not come into contact with your skin. If it should, wash with soap and cold water. If there is any irritation on your skin, consult a physician immediately.
- Keep the toner cartridges and other consumables out of the reach of small children. If toner is ingested, consult a physician or poison control center immediately.
- Do not disassemble or modify the toner cartridge. Doing so may cause the toner to scatter.
- Remove the sealing tape of the toner cartridge completely without using excessive force. Doing otherwise may cause the toner to scatter.

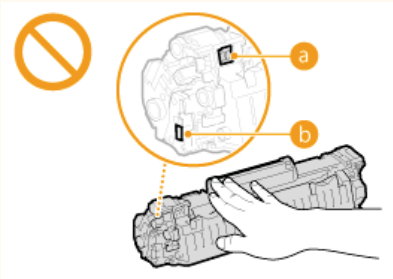
IMPORTANT

Handling the toner cartridge

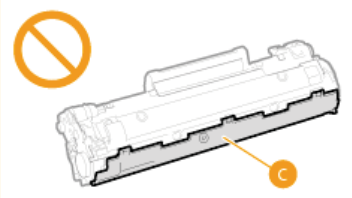
- Hold the toner cartridge correctly as shown. Do not stand it up or turn it upside-down.



- Do not touch the toner cartridge memory (a) or the electrical contacts (b).



- Do not scratch the drum surface (c) or expose it to light.



- Do not remove the toner cartridge from this machine or from the protective bag unnecessarily.

- The toner cartridge is a magnetic product. Keep it away from floppy disks, disk drives, and other devices that can be affected by magnetism. Failure to do so may result in data loss.

Storing the toner cartridge

- Store in the following environment to ensure safe and satisfactory use.
  Storage temperature range: 0 to 35°C
  Storage humidity range: 35 to 85% RH (relative humidity/no condensation)*
- Store without opening until the toner cartridge is to be used.
- When removing the toner cartridge from this machine for storage, place the removed toner cartridge into the original protective bag or wrap it with a thick cloth.
- When storing the toner cartridge, do not store it upright or upside down. The toner will solidify and may not return to its original condition even if it is shaken.

* Even within the storable humidity range, water droplets (condensation) may develop inside the toner cartridge if there is a difference of temperature inside and outside the toner cartridge. Condensation will adversely affect the print quality of toner cartridges.

Do not store the toner cartridge in the following locations

- Locations exposed to open flames
- Locations exposed to direct sunlight or bright light for five minutes or more
- Locations exposed to excessive salty air
- Locations where there are corrosive gases (i.e. aerosol sprays and ammonia)
- Locations subject to high temperature and high humidity
- Locations subject to dramatic changes in temperature and humidity where condensation may easily occur
- Locations with a large amount of dust
- Locations within the reach of children

Be careful of counterfeit toner cartridges

Please be aware that there are counterfeit Canon toner cartridges in the marketplace. Use of counterfeit toner cartridge may result in poor print quality or machine performance. Canon is not responsible for any malfunction, accident or damage caused by the use of counterfeit toner cartridge.

For more information, see canon.com/counterfeit.

Availability period of repairing parts and toner cartridges

The repairing parts and toner cartridges for the machine will be available for at least seven (7) years after production of this machine model has been discontinued.

Toner cartridge packing materials

- Save the protective bag for the toner cartridge. They are required when transporting this machine.
- The packing materials may be changed in form or placement, or may be added or removed without notice.
- Dispose of the removed sealing tape according to local regulations.

When disposing of a used toner cartridge

Place the toner container into its protective bag to prevent the toner from scattering, and then dispose of the toner cartridge according to local regulations.

Basic Operations

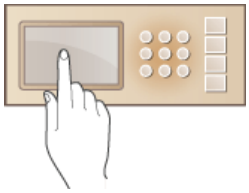
This chapter describes basic operations, such as how to use the operation panel or how to load the paper and documents, that are frequently performed to use the functions of the machine.

Parts and Their Functions

This section describes the exterior and interior parts of the machine and their functions, as well as how to use the keys on the operation panel and how to view the display. **Parts and Their Functions**

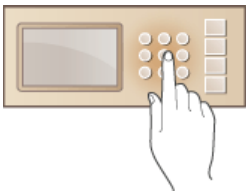
Using the Display

This section describes how to toggle the display and select items. **Using the Display**



Entering Text

This section describes how to enter characters and numbers for registering destinations to the Address Book, sending faxes, etc. **Entering Text**

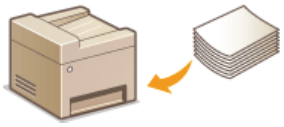


Placing Documents

This section describes how to place documents on the platen glass and in the feeder. **Placing Documents**

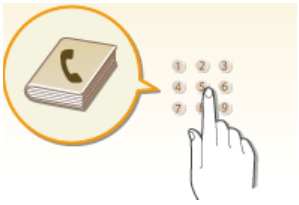
Loading Paper

This section describes how to load the paper into the paper drawer and manual feed slot. **Loading Paper**



Registering in the Address Book

This section describes how to register destinations for sending faxes. **Registering in the Address Book**



Adjusting the Volume

This section describes how to adjust the volume of various machine sounds, such as those produced when fax sending is complete or when an error occurs. **Adjusting the Volume**

Entering Quiet Mode

This section describes how to place the machine in quiet mode to reduce operation sound. **Entering Quiet Mode**

Entering Sleep Mode

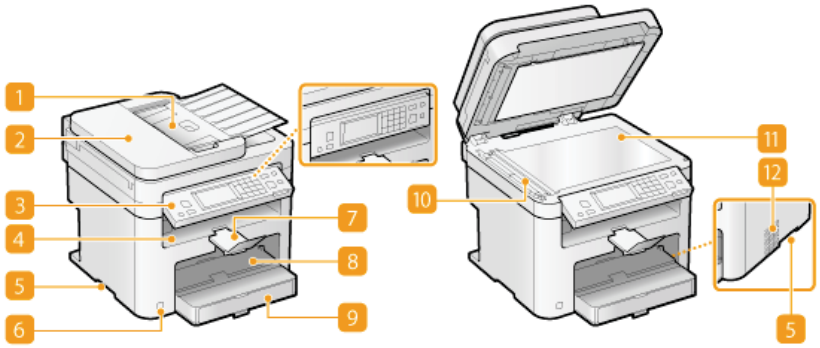
This section describes how to set the sleep mode. **Entering Sleep Mode**

Parts and Their Functions

This section describes the parts of the machine (exterior, front and back side, and interior) and how they function. In addition to describing the parts of the machine used for such basic operations as placing documents, loading paper, and replacing the toner cartridges, this section also describes the keys on the operation panel and display. Read this section for tips on how to use the machine properly.

- **Front Side**
- **Back Side**
- **Interior**
- **Manual Feed Slot**
- **Paper Drawer**
- **Operation Panel**

Front Side



1 Document feeder tray

Open to load an original in the feeder. **Placing Documents**

2 Feeder

Automatically feeds documents into the machine for scanning. When two or more sheets are loaded in the feeder, documents can be scanned continuously. **Placing Documents**

3 Operation panel

The operation panel consists of keys such as the numeric keys and [Start] key, a display, and status indicators. You can perform all the operations and specify settings from the operation panel. You can move it up or down so it is easier to operate. **Operation Panel** **Display**

4 Output tray

Printed paper is output to the output tray.

5 Lift handles

Hold the lift handles when carrying the machine. **Relocating the Machine**

6 Power switch

Turns the power ON or OFF. To restart the machine, turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

7 Paper stopper

Prevents paper that has been output after printing from falling.

8 Manual feed slot

Load the paper into the manual feed slot when you want to temporarily use a type of paper different from that which is loaded in the paper drawer. **Loading Paper in the Manual Feed Slot**

9 Paper drawer

Load the type of paper you frequently use into the paper drawer. **Loading Paper in the Paper Drawer**

10 Scanning area

Documents loaded in the feeder are automatically fed to the scanning area for scanning.

11 Platen glass

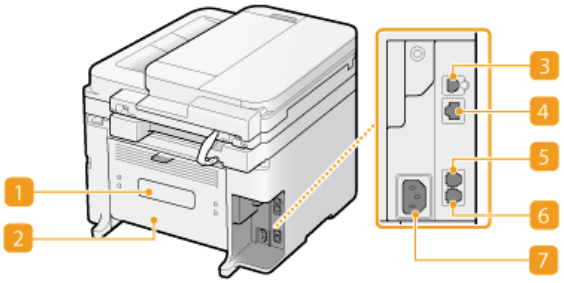
Place documents to scan on the platen glass. Also, use the platen glass to place thick or bound documents such as books when they cannot be loaded in the feeder. **Placing Documents**

12 Ventilation slots (MF229dw / MF226dn)

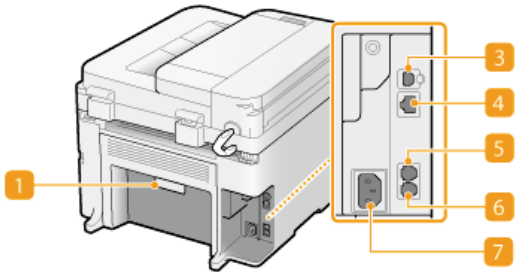
Air from inside the machine is vented out to cool down the inside of the machine. Note that placing objects in front of the ventilation slots prevents ventilation. **Installation**

Back Side

MF229dw / MF226dn



MF217w / MF216n



1 Rating label

The label shows the serial number, which is needed when making inquiries about the machine. **When a Problem Cannot Be Solved**

2 Rear cover

Open the rear cover when clearing paper jams. **Clearing Jams**

3 USB port

Connect a USB cable when connecting the machine and a computer. For connection steps, see "Getting Started". **Manuals Included with the Machine**

4 LAN port

Connect a LAN cable when connecting the machine to a wired LAN router, etc. For connection steps, see "Getting Started". **Manuals Included with the Machine**

5 External telephone jack

Connect an external telephone or the optional handset. **Connecting the Telephone Line**

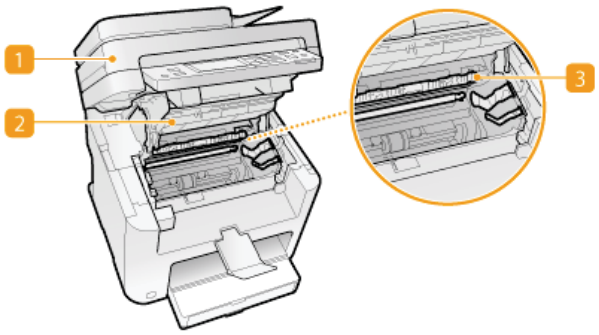
6 Telephone line jack

Connect a telephone cable when connecting the machine to a telephone line. **Connecting the Telephone Line**

7 Power socket

Connect the power cord. For connection steps, see "Getting Started". **Manuals Included with the Machine**

Interior



1 Operation panel

Lift this panel to replace the toner cartridges or clear paper jams. **How to Replace Toner Cartridges** **Clearing Jams**

2 Toner cover

Open this cover to replace the toner cartridges or clear paper jams. **How to Replace Toner Cartridges** **Clearing Jams**

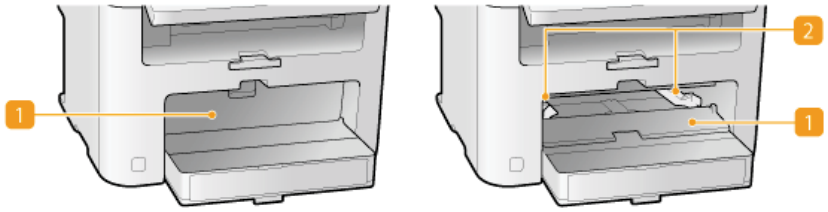
3 Paper exit guide

Open this guide to clear paper jams. **Clearing Jams**

LINKS

How to Replace Toner Cartridges

Manual Feed Slot



1 Manual feed cover

Open this slot to load paper in the manual feed slot.

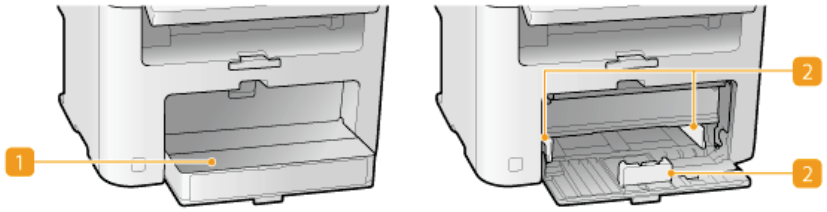
2 Paper guides

Adjust the paper guides to exactly the width of the loaded paper to ensure that paper is fed straight into the machine.

LINKS

Loading Paper in the Manual Feed Slot

Paper Drawer



1 Dust cover

Open this cover to load paper in the paper drawer.

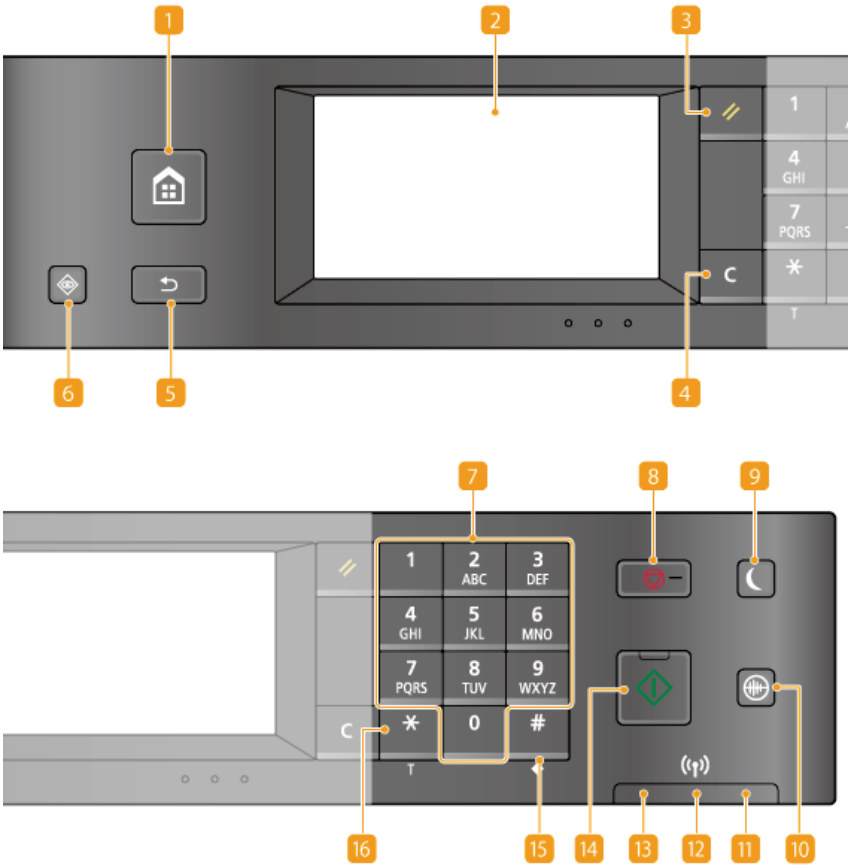
2 Paper guides

Adjust the paper guides to exactly the size of the loaded paper to ensure that paper is fed straight into the machine.

LINKS

Loading Paper in the Paper Drawer

Operation Panel



1 [HOME] key

Press to display the <Home> Screen. **Customizing the <Home> Screen**

2 Display

You can view the progress of copy, fax, and other jobs and error statuses. The display is a touch panel, allowing you to operate the screen by touch to specify settings. **Display** **Using the Display**

3 [Reset] key

Press to cancel the settings and restore the previously specified settings.

4 [Clear] key

Press to delete the entered numbers and text.

5 [Back] key

Press to return to the previous screen. If you press this key when specifying settings, for example, the settings are not applied and the display returns to the previous screen.

6 [Status Monitor] key

Press to check the status of printing or faxing, to view the usage history, or to view the network settings such as the IP address of the machine. You can also check the status of the machine, such as the remaining amounts of paper and toner, or whether any errors occurred. **Display**

7 Numeric keys ([0]-[9] keys)

Press to enter numbers and text. **Entering Text**

8 [Stop] key

Press to cancel copying, faxing, and other operations.

9 [Energy Saver] key

Press to put the machine into sleep mode. The key lights up green when the machine is in sleep mode. Press the key again to exit sleep mode. **Entering Sleep Mode**

10 [Quiet Mode] key

Press to put the machine into quiet mode. While in quiet mode this key is lit in green. Press the key again to exit quiet mode. **Entering Quiet Mode**

11 [Error] indicator

Blinks or lights up when an error such as a paper jam occurs

12 Wi-Fi indicator (MF229dw / MF217w)

Lights up when the machine is connected to wireless LAN.

13 [Processing/Data] indicator

Blinks while operations such as sending or printing are being performed. Lights up when there are documents waiting to be processed.

14 [Start] key

Press to scan or copy documents.

15 [#] key

Press to enter symbols such as "@" or "/".

16 [*] key

- Press to switch the type of text that is entered.
- Press to use tone dialing such as when receiving fax information services. **Receiving Fax Information Services**

LINKS

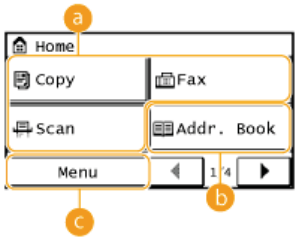
Using the Display

Display

The <Home> Screen for initiating operations and screens for specifying settings appear in the display. You can also view job progress and messages here. Touch the display to operate it.

<Home> Screen

The <Home> Screen is displayed when the power is turned ON or by pressing on the operation panel. Use this screen to specify settings for and register functions.



a Toggle functions

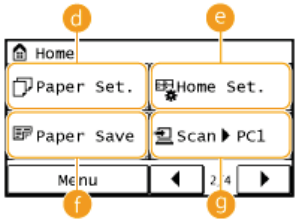
Switch to copy, fax, or scan functions. **Copying** **Faxing** **Using the Machine as a Scanner**

b <Addr. Book>

Display destinations registered in the Address Book. Also use when registering/editing destinations in the Address Book. **Registering in the Address Book**

c <Menu>

<Timer Settings>, <Preferences>, and many other machine settings start from this button. **Setting Menu List**



d <Paper Set.>

Select the paper for printing. This button is also used for specifying the size and type of paper loaded in the paper drawer and manual feed slot. **Specifying Paper Size and Type**

e <Home Set.>

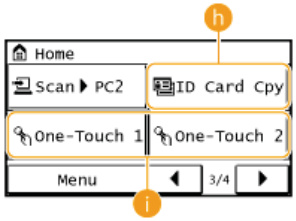
Allows you to change the order that <Home> Screen buttons are displayed in. **Customizing the <Home> Screen**

f <Paper Save>

Settings are preregistered for economically copying 2 pages (or 4 pages) reduced on a single sheet. **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)**

g <Scan -> PC1> / <Scan -> PC2>

By registering scan settings beforehand, you can simply tap this button to start a scan. **Using the <Scan -> PC> Button**

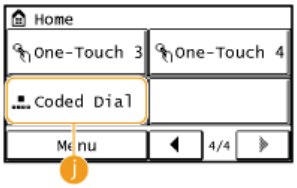


h <ID Card Cpy>

Settings are preregistered for copying the front and back sides of a driver's license or other ID card onto the same side of a page at actual size. **Copying Both Sides of an ID Card onto One Page**

i <One-Touch 1> to <One-Touch 4>

If you register destinations beforehand as One-Touch Dial numbers, they can be quickly displayed. **Specifying Destinations with the One-Touch Buttons**

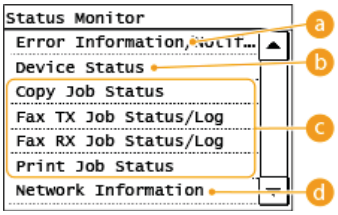


<Coded Dial>

If you register destinations beforehand as coded dial numbers, they can be quickly displayed by simply entering a three-digit number. **Registering in the Address Book**

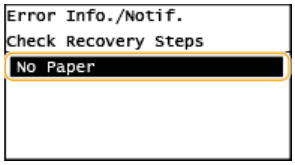
<Status Monitor> Screen

When you press , a screen is displayed that enables you to check the status of documents that are being printed, sent, or received, as well as the status of the machine such as the toner levels or the network setting information such as the IP address of the machine.



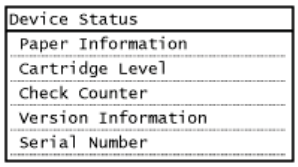
<Error Information/Notification>

Displays the details of any errors that occurred. **When an Error Message Appears**



<Device Status>

Displays the status of the machine, such as the amount of paper or toner remaining.



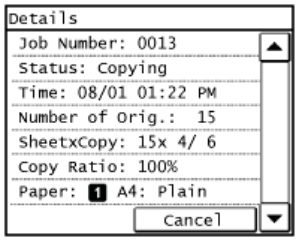
<Paper Information>
Displays whether paper is loaded in each paper source.

<Cartridge Level>
Displays the amount of toner remaining. Depending on the environment in which your machine is located, other internal parts may reach the end of their lifetime before the toner runs out.

<Check Counter>
Displays the totals for printouts. **Viewing the Counter Value**

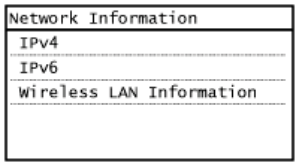
Status of copy/fax/print jobs

Displays the current status of the selected item. The <Copy Job Status> screen is shown below as an example.



<Network Information>

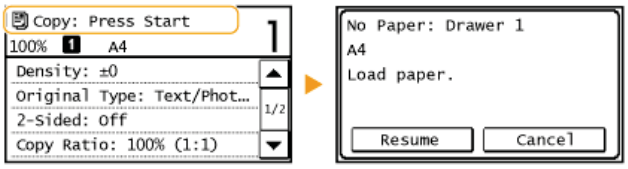
Displays the network settings such as the IP address of the machine and status such as the condition of wireless LAN communications.



Viewing Network Settings

When a Message Is Displayed

Messages are displayed at the top of the screen in situations such as when toner level is low or when a cover is left open. The display alternates between showing the normal screen and the message.

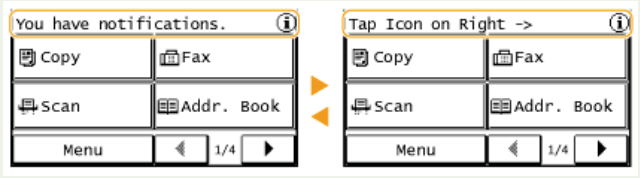


When an Error Message Appears

NOTE

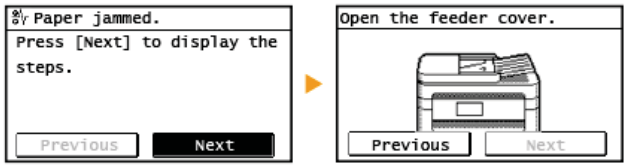
When <You have notifications.> or <Tap Icon on Right ->> Is Displayed

Tap (i) to view the notification.



When an Error Occurs

In some cases when an error occurs, instructions on how to respond to the error are displayed. Follow the on-screen instructions to solve the problem. The screen displayed when a paper jam occurs is shown below as an example (**When an Error Message Appears**).



LINKS

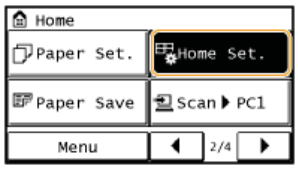
Customizing the <Home> Screen
Using the Display

Customizing the <Home> Screen

You can change the order that buttons in the <Home> screen are displayed in according to your application or a preferred arrangement.

Changing the Home Screen Button Display Order

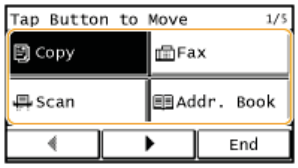
1 Press and tap <Home Set.>.



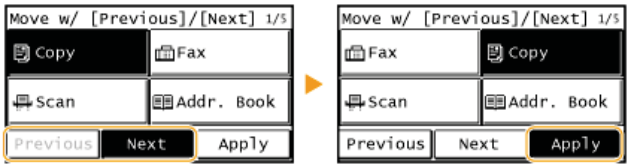
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

2 Tap <Set Display Order>.

3 Tap the button to move.



4 Tap <Previous> or <Next> to move the button, and tap <Apply>.

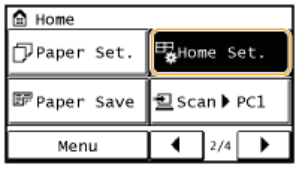


5 Repeat steps 3 and 4 to move all buttons you want to move.

6 Tap <End>.

To Insert Blanks in <Home> Screen

1 Press and tap <Home Set.>.

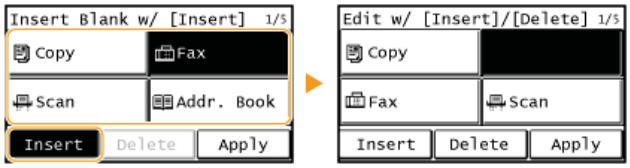


- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

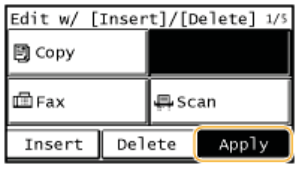
2 Tap <Insert and Delete Blank>.

3 Tap the button where you want to insert a blank, and tap <Insert>.

- To delete an inserted blank, select the blank, tap <Delete>, and proceed to step 5.



4 **Tap <Apply>.**



5 **Tap <End>.**

LINKS

Display

Using the Display

The display is a touch panel, allowing you to operate directly on the screen.

IMPORTANT

Avoid the following actions.

The display may misfunction or be damaged.

- Pressing forcefully
- Pressing with pointed objects (fingernails, ballpoint pen, pencil, etc.)
- Operating with wet/soiled hands
- Operating the display while an object is placed on it

Tap

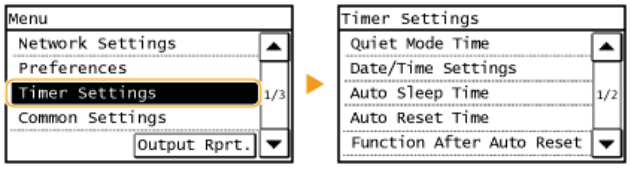
Touch the screen lightly and quickly. Use for selecting or finalizing items.

Long Touch

Keep finger held on the screen. When text cannot be completely displayed on one line ("..." appears), touch and hold the line to scroll all of the text. Also continuously increases/decreases the copy magnification.

■Selecting items

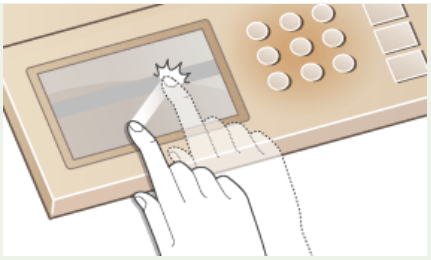
Tap an item name or button to make a selection.



NOTE

If an item is mistakenly touched

Slide your finger away then release it from the screen to cancel the selection.

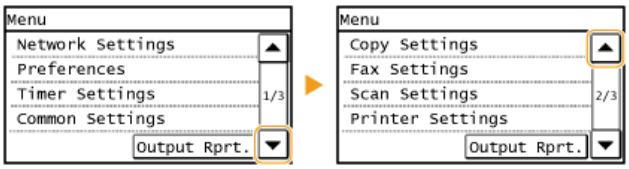


To return to the previous screen

Press [↩] to return to the previous screen.

Scrolling the screen

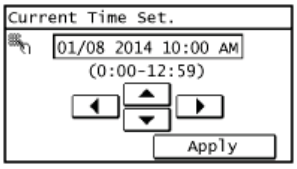
The scroll bar is displayed on the screen when there is still information that is undisplayed. If the scroll bar is displayed, tap ▲/▼ to scroll the screen. The screen changes page by page, and the page number is displayed in the scroll bar.



Changing values and settings

Changing values

Tap ▲/▼ to enter values. If an icon such as below is displayed at the upper left of the screen, you can enter values directly using the numeric keys.



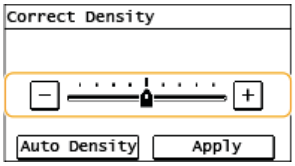
NOTE

To move the cursor

When ◀/▶ is displayed, tap to move the cursor.

Changing setting values

To adjust a value on a scale, tap <-> / <+>.

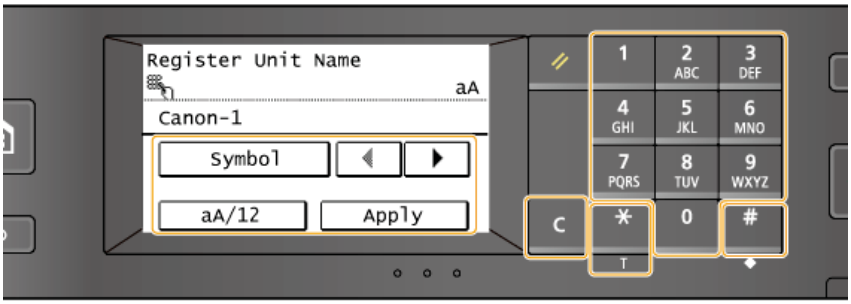


TIPS

- You can change a variety of display-related settings, such as the scrolling speed or display language:
  Display Settings
- To change the screen that is automatically displayed when the machine remains idle for a specified length of time:
  Function After Auto Reset

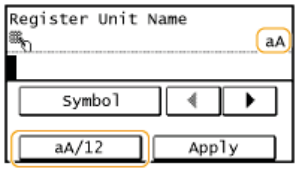
Entering Text

Use the display and numeric keys to enter text and values. **Registering Address Book from Remote UI**



Switching the Type of Text

Tap <aA/12> to switch the type of text that is entered. The currently selected type of text is indicated by the "aA", or "12" displayed above and to the right of the text input field.



NOTE

You can also press * to switch the type of text.

Types of Text That Can Be Entered

Enter text with the numeric keys and the display. Text that can be entered is listed below.

Key	Aa	12
1	@ . - _ /	1
2 ABC	ABCabc	2
3 DEF	DEFdef	3
4 GHI	GHIghi	4
5 JKL	JKLjkl	5
6 MNO	MNOmno	6
7 PQRS	PQRSpqrs	7
8 TUV	TUVtuv	8
9 WXYZ	WXYZwxyz	9
0	(Not available)	0
	(space) - . * # ! ” , ; : ^ ` _ = / | ’ ? $ @ % & + \ ~ ( ) [ ] { } < >	(Not available)

#		

NOTE

Press # or tap <Symbol> when the type of text that is entered is <aA> to display enterable symbols in the screen. Tap symbols to enter.

Deleting Text

One character is deleted each time C is pressed. Press and hold C to delete all of the entered text.

Moving the Cursor (Entering a Space)

Tap ◀ or ▶ to move the cursor. To enter a space, move the cursor to the end of the text, and tap ▶.

Example of Entering Text and Numbers

Example: "Canon-1"

1. **Tap <aA/12> (or press *) repeatedly until <aA> is selected.**
2. **Press 2 repeatedly until the letter "C" is selected.**
3. **Press 2 repeatedly until the letter "a" is selected.**
4. **Press 6 repeatedly until the letter "n" is selected.**
5. **Press 6 repeatedly until the letter "o" is selected.**
6. **Press 6 repeatedly until the letter "n" is selected.**
7. **Press 1 repeatedly until the symbol "-" is selected.**
8. **Tap <aA/12> (or press *) repeatedly until <12> is selected.**
9. **Press 1.**
10. **Tap <Apply>.**

Placing Documents

Place documents on the platen glass or in the feeder. Use the platen glass when scanning thick or bound documents such as books. You can load two or more sheets of documents in the feeder so that they can be scanned continuously. For information about the types of documents that can be placed on the platen glass or in the feeder, and information about the scannable area of a document, see **Document Type** or **Scan Area**.

Placing Documents on the Platen Glass
Placing Documents in the Feeder

IMPORTANT

Use documents that are completely dry

When placing documents, make sure that any glue, ink, or correction fluid on the documents has completely dried.

To avoid paper jams

Do not place the following types of documents in the feeder as this may cause paper jams:

- Wrinkled or creased paper
- Carbon paper or carbon-backed paper
- Curled or rolled paper
- Coated paper
- Torn paper
- Onion skin or thin paper
- Stapled or clipped documents
- Paper printed by a thermal transfer printer
- Transparencies

NOTE

To scan documents more accurately

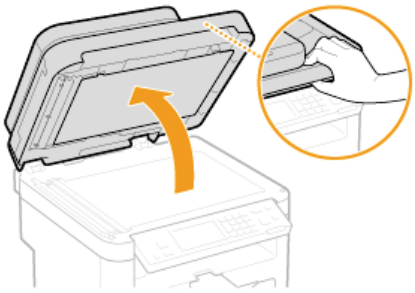
Documents placed in the feeder are scanned while being fed into the machine. On the other hand, documents placed on the platen glass remain in a fixed position while they are scanned. To ensure more accurate scanning results, placing documents on the platen glass is recommended.

To scan tracing paper or transparencies

To scan transparent documents (for example, tracing paper or transparencies), place them on the platen glass.

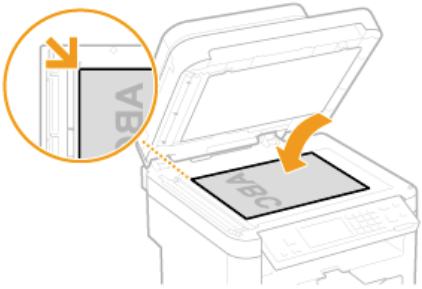
Placing Documents on the Platen Glass

1 **Open the feeder.**



2 **Place the document face down on the platen glass.**

- Align the corner of the document with the top-left corner of the platen glass.



NOTE:

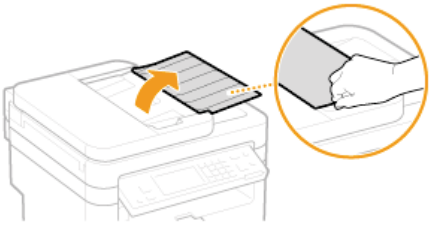
To scan transparent documents (for example, tracing paper or transparencies), cover them with plain white paper.

3 **Gently close the feeder.**

- The machine is ready to scan the document.
- When scanning is complete, remove the document from the platen glass.

Placing Documents in the Feeder

1 **Open the document feeder tray.**



2 **Spread the document guides apart.**

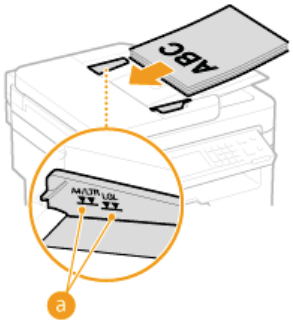
- Slide the document guides outward until they are slightly farther apart than the actual document width.

3 **Fan the document stack and align the edges.**

- Fan the document stack in small batches, and align the edges by lightly tapping the stack on a flat surface a few times.

4 Place the document(s) face up in the feeder.

- Make sure that the document stack does not exceed the load limit guide (a).



IMPORTANT:

- Do not load documents of various sizes at the same time.
- Up to 50 sheets* can be loaded at a time. If 50 or more sheets are loaded, scanning may stop or a paper jam may occur.

*For MF226dn / MF217w / MF216n, up to 35 sheets.

5 Align the document guides against the edges of the document.

- Slide the document guides inward until they are aligned securely against the edges of the document.

- The machine is ready to scan the document.

IMPORTANT:

Align the document guides securely against the edges of the document

Document guides that are too loose or too tight can cause misfeeds or paper jam.

While documents are being scanned

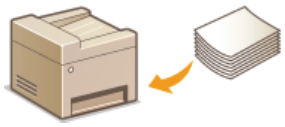
Do not add or remove documents.

When scanning is complete

Remove the scanned documents from beneath the feeder to prevent paper jams.

Loading Paper

You can load the paper into the paper drawer or manual feed slot. Load the paper you usually use into the paper drawer. The paper drawer is convenient when using large amounts of paper. Use the manual feed slot when you temporarily use size or type of paper that is not loaded in the paper drawer. See **Paper** for available paper sizes.



Paper Type and Setting for the Machine

See the table below to specify the paper settings according to the type and weight of the paper to load into the paper source. For more information about how to specify the paper settings on the machine, see **Specifying Paper Size and Type**. For the amount of paper that can be loaded in each paper source, see **Paper**.

Paper Type	Paper Weight	Paper Setting on the Machine
Plain paper	60 to 90 g/m²	<Plain (60-90 g/m²)>
		<Plain L (60-90 g/m²)>*
Recycled paper	60 to 90 g/m²	<Recycled>
Color paper	60 to 90 g/m²	<Color>
Heavy paper	90 to 120 g/m²	<Heavy 1 (90-120 g/m²)>
	120 to 163 g/m²	<Heavy 2 (120-163 g/m²)>
Bond paper	60 to 90 g/m²	<Bond 1 (60-90 g/m²)>
	90 to 120 g/m²	<Bond 2 (90-120 g/m²)>
	120 to 163 g/m²	<Bond 3 (120-163 g/m²)>
Envelope	—	<Envelope>
Transparency	—	<Transparency>
Label	—	<Labels>

* If set to <Plain> and that printout is curled, specify <Plain L> and print again.

IMPORTANT

Do not use the following types of paper:

- Wrinkled or creased paper
- Curled or rolled paper
- Torn paper
- Damp paper
- Very thin paper
- Paper printed by a thermal transfer printer
- Highly textured paper
- Glossy paper

Paper handling and storage

- Store the paper on a flat surface.
- Keep the paper wrapped in its original package to protect the paper from moisture or dryness.
- Do not store the paper in such a way that may cause it to curl or fold.
- Do not store the paper vertically or stack too much paper.

- Do not store the paper in direct sunlight, or in a place subject to high humidity, dryness, or drastic changes in temperature or humidity.

NOTE

When printing on paper that has absorbed moisture

Steam may emit from the paper output area, or water droplets may form on the back side of the operation panel or around the paper output area. There is nothing unusual about any of these occurrences, which occur when the heat generated from fixing toner on the paper causes moisture in the paper to evaporate (most likely to occur at low room temperatures).

LINKS

Registering a Custom Paper Size

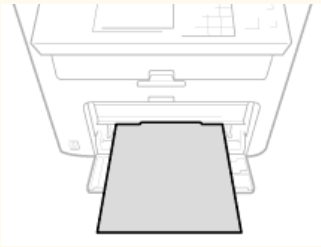
Loading Paper in the Paper Drawer

Load the paper that you usually use in the paper drawer. When you want to print on paper that is not loaded in the paper drawer, load the paper in the manual feed slot. **Loading Paper in the Manual Feed Slot**

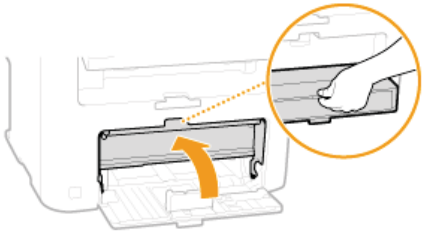
IMPORTANT

Make sure to load paper in portrait orientation

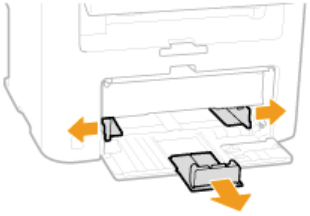
Paper cannot be loaded in landscape orientation. Make sure to load the paper in portrait orientation.



1 Lift the dust cover.



2 Slide the paper guides apart.



NOTE:

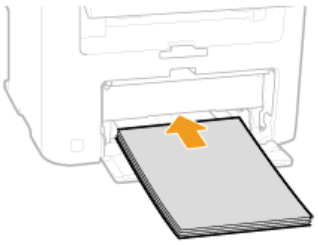
Size abbreviations on the paper guides

The abbreviations on the paper guides in the paper drawer indicate paper sizes as follows:

- LGL: Legal
- LTR: Letter
- STMT: Statement
- EXEC: Executive

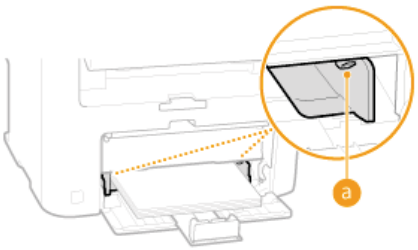
3 Insert the paper into the paper drawer until the paper stops.

- Fan the paper stack well, and tap it on a flat surface to align the edges.



IMPORTANT:
Do not exceed the load limit guide when loading paper

Make sure that the paper stack does not exceed the load limit guide (a). Loading too much paper can cause paper jams.

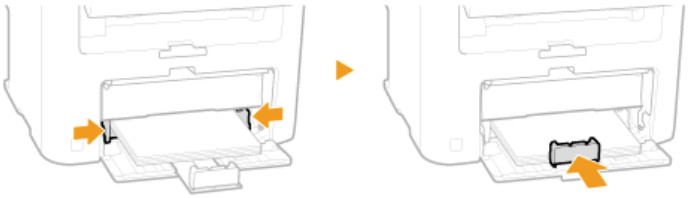


NOTE:

When loading envelopes or paper with a logo, see **Loading Envelopes** or **Loading Preprinted Paper**.

4 Align the paper guides against the edges of the paper.

- Move the paper guides in so they are exactly the width of the paper.



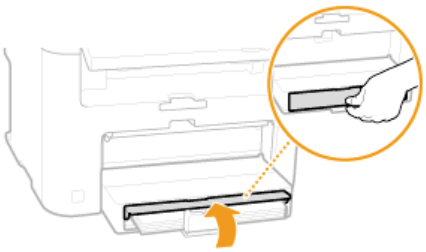
IMPORTANT:
Align the paper guides securely against the edges of the paper

Paper guides that are too loose or too tight can cause misfeeds or paper jams.

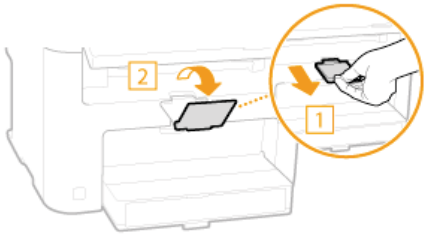
5 Lower the dust cover.

NOTE:
When Legal size paper is loaded

The paper guides at the rear edge of the paper will be extended. Open the dust cover extension, then lower the dust cover.



6 Pull out the paper stopper to open.



» Continue to Specifying Paper Size and Type

IMPORTANT:
When changing the paper size or type

The factory default settings for paper size and type are <A4> and <Plain (60-90 g/m²)>, respectively. If you load a different size or type of paper into the machine, make sure to change the settings. If you do not change the settings, the machine cannot print properly.

Printing on the Back Side of Printed Paper (Manual 2-Sided Printing)

You can print on the back side of printed paper. Flatten any curls on the printed paper and insert it into the manual feed slot (**Loading Paper in the Manual Feed Slot**), with the side to print face up (previously printed side face down).

- Load one sheet at a time per each print.
- You can use only the paper printed with this machine.
- You cannot print on the side that has previously been printed on.
- If you are using A5 paper, the reverse side may not be printed correctly.

LINKS

Paper

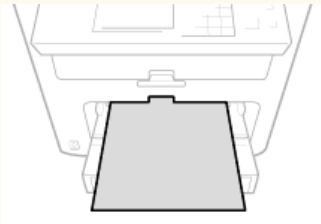
Loading Paper in the Manual Feed Slot

When you want to print on paper that is not loaded in the paper drawer, load the paper in the manual feed slot. Load the paper that you usually use in the paper drawer. **Loading Paper in the Paper Drawer**

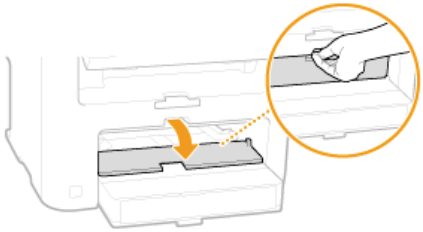
IMPORTANT

Make sure to load paper in portrait orientation

Paper cannot be loaded in landscape orientation. Make sure to load the paper in portrait orientation.

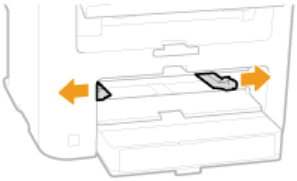


1 Open the manual feed cover.



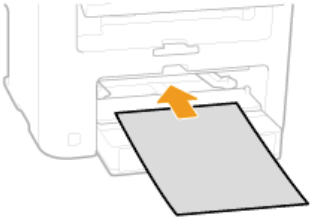
2 Spread the paper guides apart.

- Slide the paper guides outward.



3 Insert the paper into the manual feed slot until the paper stops.

- Load the paper in portrait orientation (with the short edge toward the machine), with the print side face up. Paper cannot be loaded in landscape orientation.

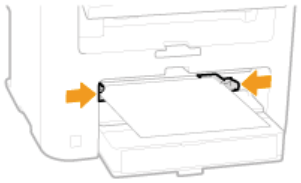


NOTE:

When loading envelopes or paper with a logo, see **Loading Envelopes** or **Loading Preprinted Paper**.

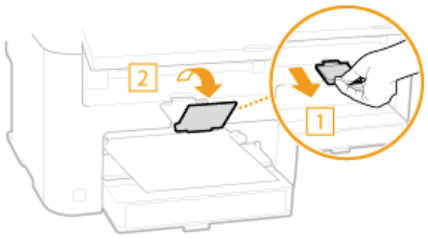
4 Align the paper guides against the edges of the paper.

- Slide the paper guides inward until they are aligned securely against the edges of the paper.



IMPORTANT:
Align the paper guides securely against the edges of the paper
Paper guides that are too loose or too tight can cause misfeeds or paper jams.

5 **Pull out the paper stopper to open.**



» **Continue to** **Specifying Paper Size and Type**

Loading Envelopes

Make sure to flatten any curls on envelopes before loading them. Also pay attention to the orientation of envelopes and which side is face up.

Before Loading Envelopes
Loaded Orientation

NOTE

This section describes how to load envelopes in the orientation you want, as well as procedures that you need to complete before loading envelopes. For a description of the general procedure for loading envelopes in the paper drawer or manual feed slot, see **Loading Paper in the Paper Drawer** or **Loading Paper in the Manual Feed Slot**.

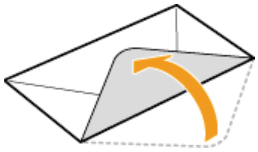
Before Loading Envelopes

Follow the procedure below to prepare the envelopes before loading.

NOTE

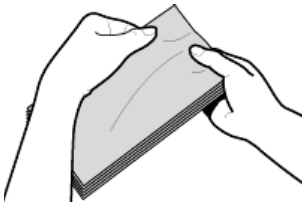
Only one envelope at a time can be loaded in the manual feed slot. Follow steps 1 to 4 in the procedure below to prepare the envelope for loading.

1 **Close the flap of each envelope.**

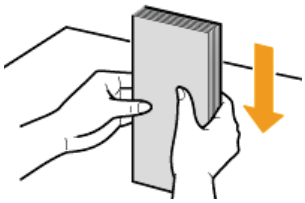


2 **Flatten them to release any remaining air, and make sure that the edges are pressed tightly.**

3 **Loosen any stiff corners of the envelopes and flatten any curls.**



4 **Align the edges of the envelope on a flat surface.**



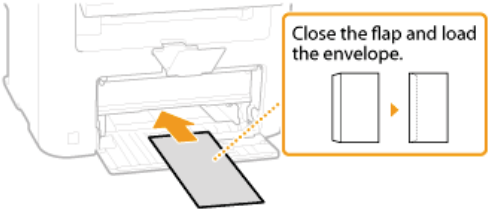
Loaded Orientation

Load the envelopes in portrait orientation, short edge first, with the non-glued side (front side) face up.

NOTE

Load envelopes in the same orientation for both the paper drawer and manual feed slot.

Load the envelopes so that their flaps are at the left.



Loading Preprinted Paper

When you use paper that has been preprinted with a logo, pay attention to the orientation of the paper when loading. Load the paper properly so that printing is performed on the correct side of the paper with a logo.

Making 1-Sided Printouts on Paper with Logos
Making 2-Sided Printouts on Paper with Logos

NOTE

This section mainly describes how to load preprinted paper with the proper facing and orientation. For a description of the general procedure for loading paper in the paper drawer or manual feed slot, see **Loading Paper in the Paper Drawer** or **Loading Paper in the Manual Feed Slot**.

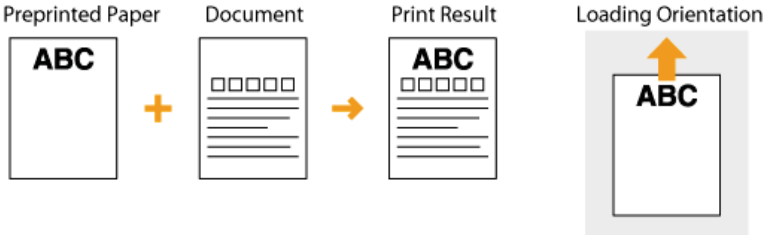
Making 1-Sided Printouts on Paper with Logos

Load the paper with the logo side (the side to print the document) face up.

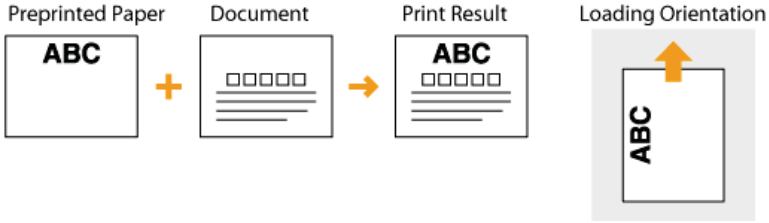
IMPORTANT

Load only one sheet of paper in the manual feed slot each time you print.

Printing on Paper with Logos in Portrait Orientation



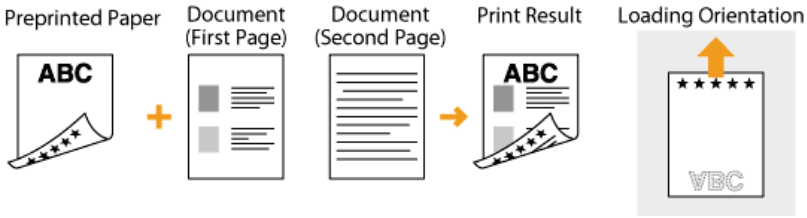
Printing on Paper with Logos in Landscape Orientation



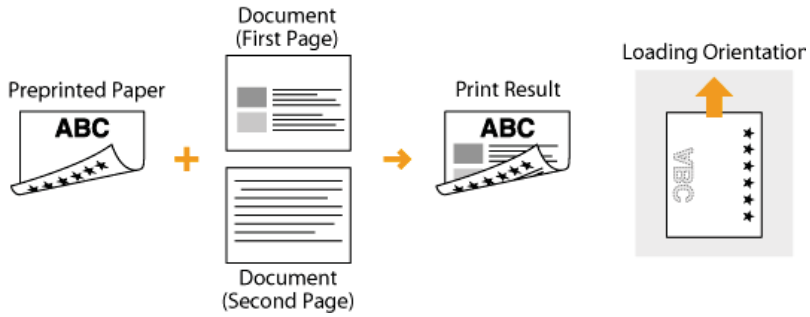
Making 2-Sided Printouts on Paper with Logos (MF229dw / MF226dn)

Load the paper with the front logo side (the side to print the first page of the document) face down.

Printing on Paper with Logos in Portrait Orientation



Printing on Paper with Logos in Landscape Orientation



NOTE

The <Switch Paper Feed Method> setting (MF229dw / MF226dn)

When you print on preprinted paper, you need to change the facing of the paper to load each time you perform 1-sided and 2-sided printing. However, if <Switch Paper Feed Method> is set to <Print Side Priority>, the facing that you use for loading preprinted paper for 2-sided printing (logo side face down) can also be used for 1-sided printing. This setting is especially useful if you frequently perform both 1-sided and 2-sided printing. **Switch Paper Feed Method**

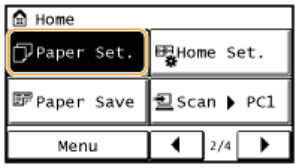
Specifying Paper Size and Type

You must specify the paper size and type settings to match the paper that is loaded. Make sure to change the paper settings when you load the paper that is different from the previously loaded paper.

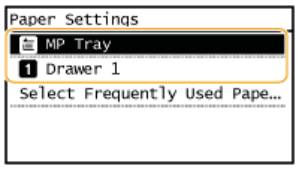
IMPORTANT

If the setting does not match the size and type of loaded paper, a paper jam or printing error may occur.

1 Press and tap <Paper Set.>.

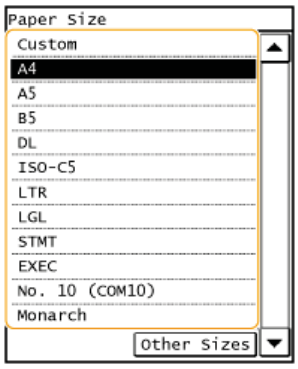


2 Tap <MP Tray> or <Drawer 1>.

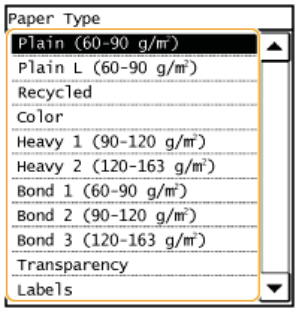


3 Select the loaded paper size.

- If the loaded paper size is not displayed, tap <Other Sizes>.



4 Select the loaded paper type.

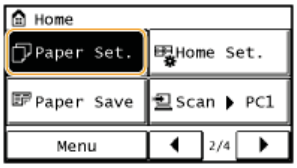


TIPS

When a frequently used paper size is known

You can set the machine to display only frequently used paper sizes in the selection screen.

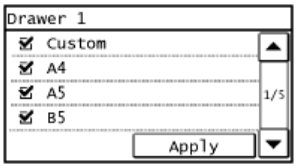
1 **Tap <Paper Set.>.**



2 **Tap <Select Frequently Used Paper Sizes>.**

3 **Tap <Multi-Purpose Tray> or <Drawer 1>.**

4 **Select and checkmark a frequently used paper size.**



NOTE:
Uncheckmarked paper sizes are displayed in the <Other Sizes> screen.

5 **Tap <Apply>.**

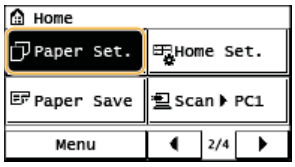
LINKS

- **Loading Paper in the Paper Drawer**
- **Paper**

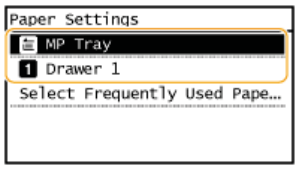
Registering a Custom Paper Size

You can register one frequently used custom paper size each for the paper drawer and manual feed slot.

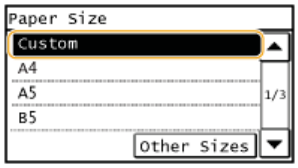
1 Press and tap <Paper Set.>.



2 Tap <MP Tray> or <Drawer 1>.



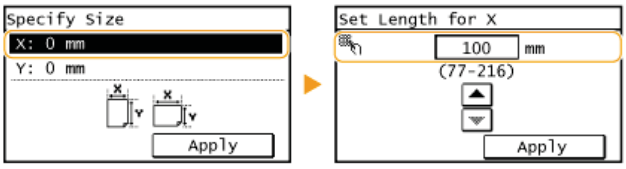
3 Tap <Custom>.



4 Specify the paper size.

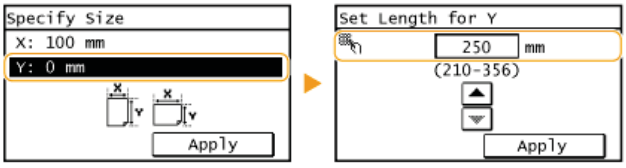
1 Specify the length of the <X> (shorter) side.

- Tap <X>.
- Input the length of the <X> side using ▲/▼, with ◀/▶ to move the cursor between the digits for inputting whole numbers and fractions, and tap <Apply>.

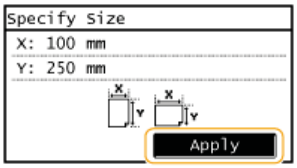


2 Specify the length of the <Y> (longer) side.

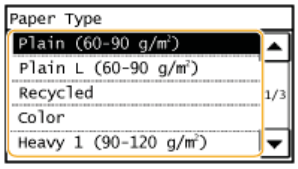
- Tap <Y>.
- Input the length of the <Y> side, and tap <Apply>.



3 Tap <Apply>.



5 Select the paper type.



LINKS

- Loading Paper in the Paper Drawer
- Loading Paper in the Manual Feed Slot

Registering in the Address Book

You can register frequently used destinations in the Address Book and easily select them when needed. You can register up to 104 destinations in the Address Book. Destinations can be searched alphabetically, from lists in the Address Book, or by entering three-digit numbers (coded dial numbers) (**Registering Destinations in the Address Book**). You can also specify destinations more quickly by using the following features.

One-Touch Dial

Registering a lot of addresses in the Address Book makes it difficult to find the destination you need. To avoid this situation, register frequently used destinations as One-Touch Dial numbers. This allows them to be displayed by the One-Touch buttons in the <Home> Screen. You can register up to 4 destinations for One-Touch Dial. **Registering Destinations for One-Touch Dial**

Group Dial

You can select multiple destinations that have already been registered and register them together as a group. You can send faxes to multiple destinations at the same time. You can register up to 50 destinations for a group. Groups can also be registered in One-Touch Dial. **Registering Multiple Destinations for Group Dial**

NOTE

- You can save the Address Book as a file on your computer (although you cannot use the computer to edit the Address Book). You can also import a saved Address Book from the computer to the machine. **Saving/Loading Address Book from Remote UI**
- You can print a list of destinations registered in the Address Book.
  Address Book List

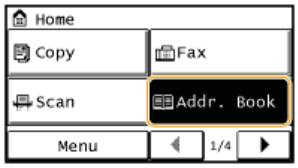
LINKS

Specifying from Address Book

Registering Destinations in the Address Book

You can register up to 100 destinations for Coded Dial in the Address Book. You can edit or delete destinations that you have registered.

1 **Press and tap <Addr. Book>.**



2 **Tap <Regist Dest.>.**

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

3 **Select <Coded Dial> ▸ <Fax> ▸ <Name>.**

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

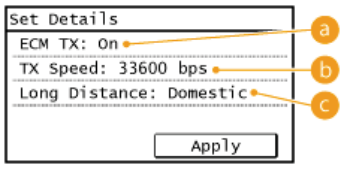
4 **Enter the name using the numeric keys, and Tap <Apply>.**

5 **Tap <Fax Number>.**

6 **Enter the number using the numeric keys, and tap <Apply>.**

■Making detailed settings

After tapping <Details>, a screen similar to the following is displayed.



a <ECM TX>

If an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent when setting <On>.

b <TX Speed>

If it takes time for transmissions to start, such as when there is a poor telephone connection, you can adjust the transmission start speed downward incrementally starting from "33600 bps".

c <Long Distance>

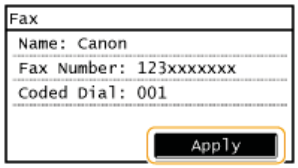
Specify <International (1)> to <International (3)> according to the transmission conditions when registering overseas fax numbers.

NOTE

You can also make detailed settings for destinations from <Menu> ▸ <Fax Settings>. However, settings made from <Addr. Book> are enabled for the detailed settings of destinations registered in the Address Book.

7 **Tap <Apply>.**

- A three-digit number is automatically set to destinations. The number can be edited after it has been registered.



■Editing the Content of Registered Destinations

After registering destinations, you can change the content of destinations such as numbers, names, types, and coded dial numbers.

1 Press and tap <Addr. Book>.

2 Tap <Details/Edit>.

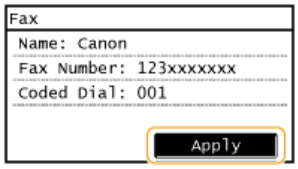
3 Use ◀/▶ to select the tab containing the destination you want to edit, and tap the destination.

4 Tap <Edit>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

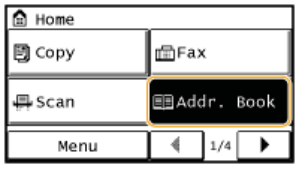
5 Select the item you want to edit, perform editing, and then tap <Apply>.

6 Tap <Apply>.



■Deleting a Registered Destination

1 Press and tap <Addr. Book>.



2 Tap <Details/Edit>.

3 Use ◀/▶ to select the tab containing the destination you want to delete, and tap the destination.

4 Tap <Delete>.

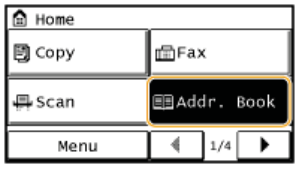
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

5 Tap <Yes>.

Registering Destinations for One-Touch Dial

You can conveniently register frequently used destinations for One-Touch Dial. Destinations can be quickly displayed by tapping One-Touch buttons in the Home Screen. You can edit or delete destinations that you have registered (**Registering Address Book from Remote UI**). You can register up to 4 destinations for One-Touch Dial.

1 Press and tap <Addr. Book>.



2 Tap <Regist Dest.>.

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

3 Select <One-Touch> ▸ <Fax>.

4 Tap the number to register.

- You can change this number to another number later.

5 Tap <Name>.

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

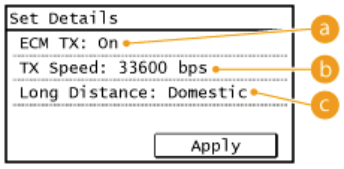
6 Enter the name using the numeric keys and tap <Apply>.

7 Tap <Fax Number>.

8 Enter the number using the numeric keys and tap <Apply>.

■Making detailed settings

After tapping <Details>, a screen similar to the following is displayed.



a <ECM TX>

If an error occurs in an image that is being sent, the error is checked and corrected to prevent an improper image from being sent when setting <On>.

b <TX Speed>

If it takes time for transmissions to start, such as when there is a poor telephone connection, you can adjust the transmission start speed downward incrementally starting from "33600 bps".

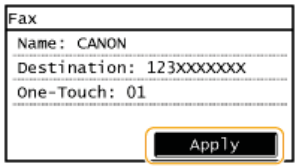
c <Long Distance>

Specify <International (1) > to <International (3)> according to the transmission conditions when registering overseas fax numbers.

NOTE

You can also make detailed settings for destinations from <Menu> ▸ <Fax Settings>. However, settings made from <Addr. Book> are enabled for the detailed settings of destinations registered in the Address Book.

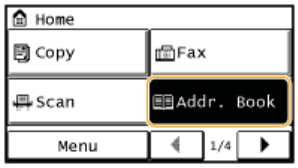
9 **Tap <Apply>.**



■Editing the Content of Registered Destinations in One-Touch Dial

You can make changes to set information, such as changing numbers or names you have registered or changing numbers registered to One-Touch Dial.

1 **Press and tap <Addr. Book>.**



2 **Tap <Details/Edit>.**

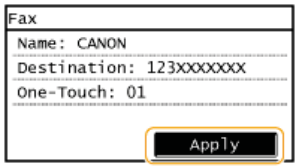
3 **Select <> using ◀/▶, and tap the destination you want to change.**

4 **Tap <Edit>.**

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

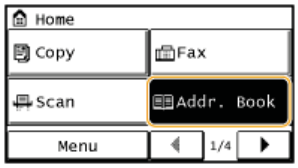
5 **Tap the item you want to edit, perform editing, and then tap <Apply>.**

6 **Tap <Apply>.**



■Deleting a Registered Destination

1 **Press and tap <Addr. Book>.**



2 **Tap <Details/Edit>.**

3 **Select <> using ◀/▶, and tap the destination you want to delete.**

4 **Tap <Delete>.**

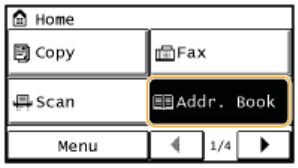
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

5 **Tap <Yes>.**

Registering Multiple Destinations for Group Dial

Multiple destinations can be combined into groups. After a group is registered, you can add or delete destinations.

1 **Press and tap <Addr. Book>.**



2 **Tap <Regist Dest.>.**

- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

3 **Tap <Coded Dial>.**

- Groups can also be registered in One-Touch Dial. Select <One-Touch> to register the group as a One-Touch Dial number.

4 **Tap <Group>.**

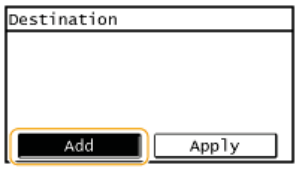
5 **Tap <Name>.**

- Registering <Name> is optional. If you register <Name>, the destination can be searched alphabetically.

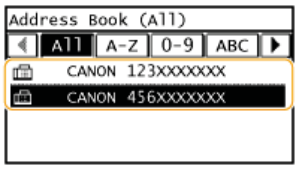
6 **Enter the name using the numeric keys, and tap <Apply>.**

7 **Tap <Number of Destinations>.**

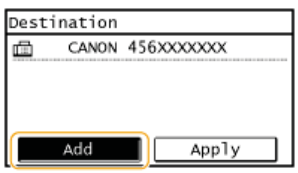
8 **Tap <Add>.**



9 **Use ◀/▶ to select the tab and tap a destination you want to register.**



10 **Tap <Add>.**



11 **Repeat steps 8 and 9 until you have registered all of the destinations that you want to register, and then tap <Apply>.**

12 **Tap <Apply>.**

Editing the Content of Registered Groups

After registering destinations, you can change the content of groups such as names, destinations, and coded dial numbers.

1 **Press and tap <Addr. Book>.**

2 **Tap <Details/Edit>.**

3 **Select <> using ◀/▶, and tap the destination you want to change.**

4 **Tap <Edit>.**

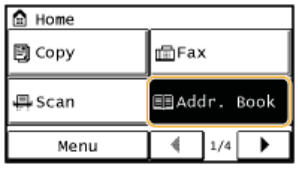
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

5 **Select the item you want to edit, perform editing, and then tap <Apply>.**

6 **Tap <Apply>.**

Deleting a Group

1 **Press and tap <Addr. Book>.**



2 **Tap <Details/Edit>.**

3 **Select <> using ◀/▶, and tap the group you want to delete.**

4 **Tap <Delete>.**

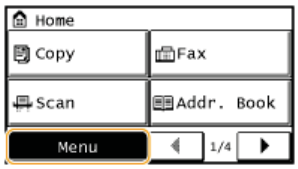
- If a screen appears prompting you to enter a PIN, enter the correct PIN using the numeric keys, and tap <Apply>. **Setting a PIN for Address Book**

5 **Tap <Yes>.**

Adjusting the Volume

The machine produces sounds in a variety of situations, such as when fax sending is complete or when a paper jam or error occurs. You can set the volume of each of these sounds individually.

1 **Press and tap <Menu>.**



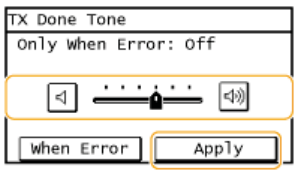
2 **Tap <Preferences>.**

3 **Tap <Sound Volume Control>.**

4 **Select a setting.**

Setting	Description	Procedure
<Fax Tone>	Sound produced during a fax transmission	Go to step 5.
<Ring Tone>	Sound produced when an incoming fax is received	
<TX Done Tone>	Sound produced when fax sending is complete	Go to step 5.
<RX Done Tone>	Sound produced when fax receiving is complete	
<Scanning Done Tone>	Sound produced when fax document scanning is complete	
<Entry Tone>	Confirmation sound each time a key on the operation panel or button on the display is pressed	Select <On> (produce a tone) or <Off> (not produce a tone).
<Invalid Entry Tone>	Sound produced when an invalid key operation is performed, such as when you enter a number outside the valid setting range	
<Warning Tone>	Sound produced when a paper jam or other error occurs	
<Job Done Tone>	Sound produced when an operation such as copying or scanning is complete	
<Energy Saver Alert>	Sound produced when the machine enters or exits sleep mode	
<Original in Feeder Detection Tone>	Sound produced when an original is loaded in the feeder	

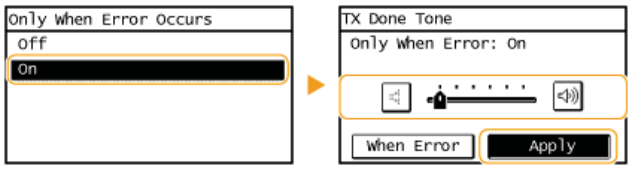
5 **Use / to set volume, tap <Apply>.**



- Tap [◁] and move the cursor all the way to the left to mute the sound.

■End sound only for error

- Tap <When Error> ▶ <On> ▶ <Apply>.



Entering Quiet Mode

The quiet mode function reduces the operation sound of the machine. For example, when using the machine at night, press on the operation panel. With only this operation, you can easily minimize operation sound. You can also specify a time for the machine to automatically enter quiet mode.

NOTE

When in quiet mode

When the machine enters quiet mode, lights up green.

When quiet mode is enabled

- The operation of functions becomes slower.
- The volume of notifications such as <Entry Tone> and <Job Done Tone> is not lower. To adjust volume or mute sounds, see **Adjusting the Volume**.

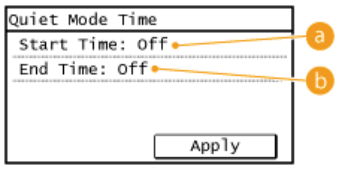
When the machine cannot enter quiet mode

- The machine is in Special Mode
- A particular paper size or paper type is specified

Specifying a time for the machine to enter quiet mode

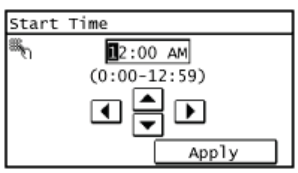
You can specify a time for the machine to enter or exit quiet mode automatically. For example, this is useful when wanting to reduce operation noise only for late-night operation.

<Menu> ▶ <Timer Settings> ▶ <Quiet Mode Time> ▶ Specify each setting ▶ <Apply>



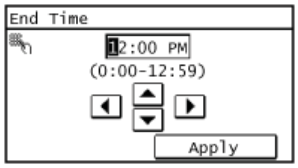
a <Start Time>

Specify a time for entering quiet mode. To set, tap <On> then specify the time.



b <End Time>

Specify a time for exiting quiet mode. To set, tap <On> then specify the time.



Exiting Quiet Mode

Press to exit quiet mode.

Entering Sleep Mode

The sleep mode function reduces the amount of power consumed by the machine by disabling power flow to the operation panel. If no operations will be performed on the machine for a while, such as during a lunch break, you can save power simply by pressing on the operation panel. You can also use the Auto Sleep Time setting to automatically put the machine into sleep mode if it remains idle for a specified length of time.

NOTE

When in sleep mode

When the machine enters sleep mode, lights up yellow green.

Situations in which the machine does not enter sleep mode

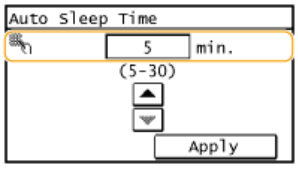
- When the machine is in operation
- When the [Processing/Data] indicator is lit up or blinking
- When the machine is performing an operation such as adjustment or cleaning
- When a paper jam occurs
- When the receiver of the optional handset or an external telephone is off the hook
- When the menu screen is displayed
- When an error message is displayed on the screen (There are some exceptions. The machine sometimes enters sleep mode when error messages are displayed.)

When You Want to Set the Auto Sleep Timer

The factory default settings for the amount of time that elapses before the machine enters auto sleep mode are listed below. We recommend using the factory default settings to save the most power. If you want to change the amount of time that elapses before the machine enters auto sleep mode, follow the procedure below.

- 5 minutes (setting range is 5 to 30 minutes)

<Menu> ▶ <Timer Settings> ▶ <Auto Sleep Time> ▶ Set the amount of time that elapses before the machine automatically enters sleep mode ▶ <Apply>



Exiting Sleep Mode

Press . You can also tap the display or press any key other than to exit sleep mode.

NOTE

If the optional handset or an external telephone is connected, the machine exits sleep mode when you take the receiver off

the hook.

Copying

This chapter describes basic copy operations and various other useful functions, such as 2-sided copying and copying both sides of an ID card onto one page.

Using Basic Operations

Basic Copy Operations
Canceling Copies

Using Copy Settings to Suit Your Needs

Enlarging or Reducing

Collating Copies by Page

Selecting Document Type

Adjusting Density

Adjusting Sharpness

2-Sided Copying (MF229dw / MF226dn)

Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)

Using the <Paper Save> Button

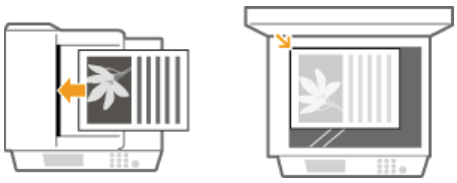
Copying Both Sides of an ID Card onto One Page

Simplifying Your Frequent Copy Operations

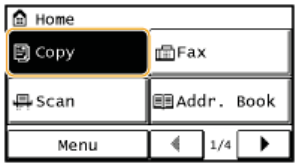
Changing Default Settings

Basic Copy Operations

1 **Place the document(s).** **Placing Documents**

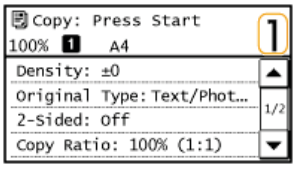


2 **Press and tap <Copy>.**



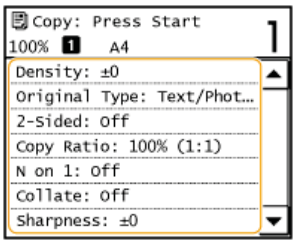
3 **Enter the number of copies using the numeric keys.**

- Enter a quantity from 1 to 99.
- Press C to cancel the entered quantity.



4 **Specify the copy settings as necessary.**

- Select the settings. **Various Copy Settings**



5 **Press .**

- Copying starts.
- If you want to cancel copying, tap <Cancel> ▶ <Yes>. **Canceling Copies**

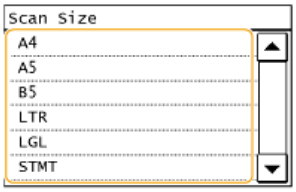
■When placing documents in the feeder in step 1

The document is automatically scanned.

■When placing documents on the platen glass in step 1

Depending on the copy settings you made, the screen for selecting the document size is displayed when copying multiple documents. Follow the procedure below.

1 **Select the document size.**



2 **Place the next document on the platen glass, and press .**

- Repeat this step until you finish scanning the entire document.

3 **Tap <Start Copy>.**

NOTE:

- When the <Size/Settings Mismatch> memessage appears.
  When an Error Message Appears

IMPORTANT

When copying documents with text or images that extend to the edges of the page

The edges of the document might not be copied. For more information about the scan margins, see **Scan Area**.

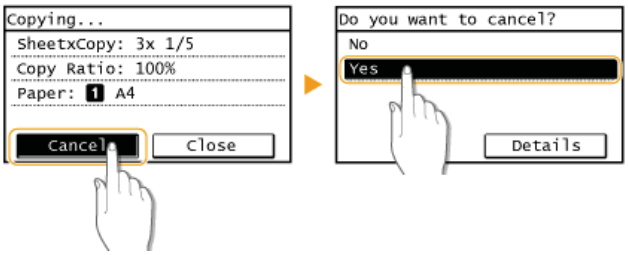
TIPS

- If you always want to make copies with the same settings:
  Changing Default Settings

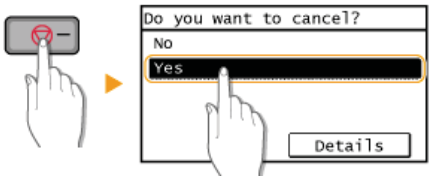
Canceling Copies

If you want to cancel copying immediately after pressing , tap <Cancel> on the screen or press on the operation panel. You can also cancel copying after checking the copy status.

■Tap <Cancel> on the Screen That is Displayed While Copying

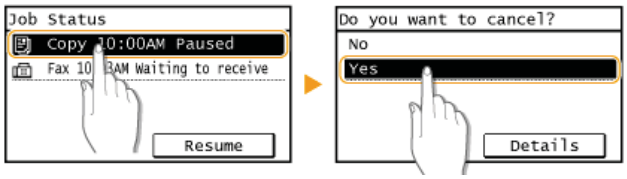


■Press to Cancel



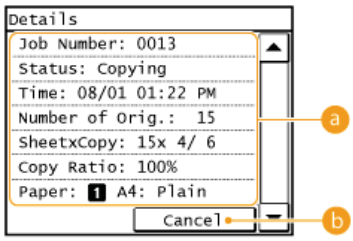
If the Screen Displays a List of Documents When is Pressed

Documents have been scanned and are waiting to be printed. Select the copy document to cancel.



■Use to Cancel

▶ <Copy Job Status> ▶ <Cancel> ▶ <Yes>



a Copy details

The number of copies, settings, and other details are displayed. If you only want to check the details without canceling copying, press to return to the copy main screen.

b <Cancel>

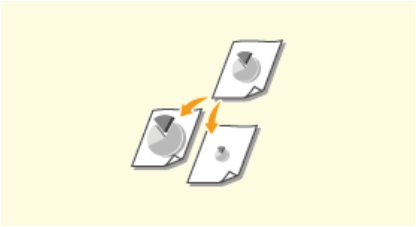
Cancels copying.

LINKS

Basic Copy Operations

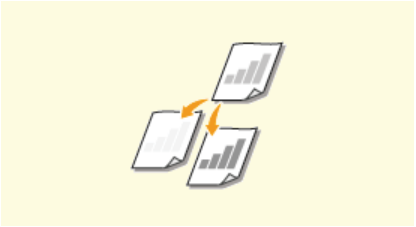
Various Copy Settings

A variety of settings are available to suit your needs, such as when you want to save paper or make your documents easier to read.

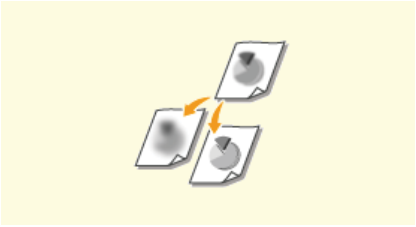


Enlarging or Reducing

Selecting Document Type



Adjusting Density



Adjusting Sharpness

2-Sided Copying (MF229dw / MF226dn)

Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)

Using the <Paper Save> Button

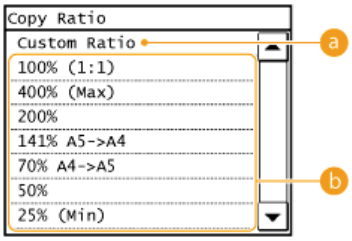
Copying Both Sides of an ID Card onto One Page

Collating Copies by Page

Enlarging or Reducing

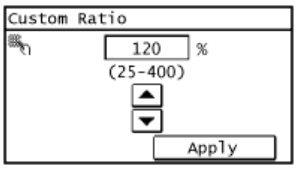
You can enlarge or reduce copies by using a preset copy ratio such as <A5->A4>, or by setting a custom copy ratio in increments of 1%.

<Copy> ▶ <Copy Ratio> ▶ Select the copy ratio



a <Custom Ratio>

Use ▲/▼ or the numeric keys to enter the copy ratio, and press <Apply>. You can set any copy ratio from 25% to 400% in 1% increments.



b Preset copy ratio

Select a copy ratio.

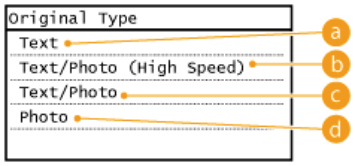
LINKS

Basic Copy Operations

Selecting Document Type

You can select the optical image quality for the copy depending on the document type, such as text-only documents, documents with charts and graphs, or magazine photos.

<Copy> ▶ <Original Type> ▶ Select the document type



a <Text>

Suitable when copying documents that only contain text.

b <Text/Photo (High Speed)>

Suitable when copying documents that contain both text and photos. Priority is given to speed over image quality.

c <Text/Photo>

Suitable when copying documents that contain both text and photos.

d <Photo>

Suitable when copying documents that contain printed photos, such as magazines or pamphlets.

NOTE

If <Text/Photo (High Speed)>, <Text/Photo>, or <Photo> is selected and <Density> is set to <Auto Density>, it changes to <Manual Density>.

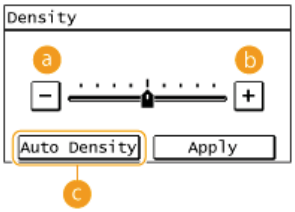
LINKS

Basic Copy Operations

Adjusting Density

You can adjust the density of the copy if the text or images in a document are too light or dark. You can also automatically set an optimal density for a document.

<Copy> ▶ <Density> ▶ Adjust the density ▶ <Apply>



a <->

Decreases the density.

b <+>

Increases the density.

c <Auto Density>

An optimal density for the document is automatically set.

<Original Type> is automatically set to <Text>. (**Selecting Document Type**)

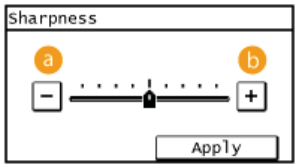
LINKS

Basic Copy Operations
Adjusting Sharpness
Correct Density

Adjusting Sharpness

You can adjust sharpness of the copied image. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.

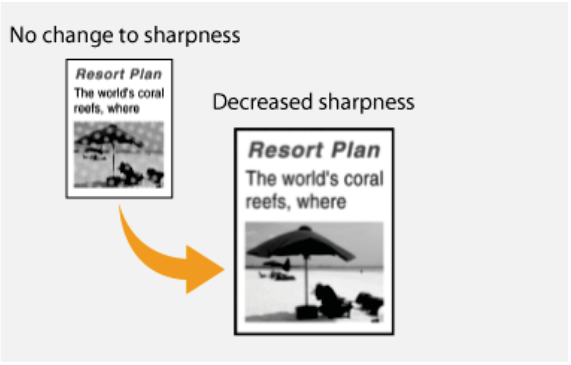
<Copy> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>



a <->

Decreases the sharpness, resulting in a softer image.

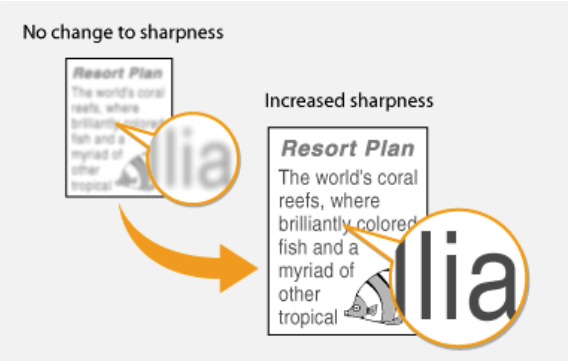
Example: If you want to improve the appearance of magazine photos



b <+>

Increases the image sharpness.

Example: If you want to sharpen text and lines written in pencil



LINKS

- **Basic Copy Operations**
- **Adjusting Density**

2-Sided Copying MF229dw / MF226dn

You can copy two pages of a document on both sides of the paper. You can also copy a two-sided document on both sides of the paper, or on two separate pages.

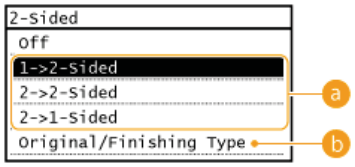
NOTE

- <2-Sided> may not be available with some sizes and types of paper.
  Paper
- <2-Sided> is not available when using <Paper Save> or <ID Card Copy>.

TIPS

Using the <Paper Save> enables you to combine 2-sided copying and <2 on 1>/<4 on 1>: **Using the <Paper Save> Button**

<Copy> ▶ <2-Sided> ▶ Select the type of 2-sided copying



a Types of 2-sided copying

The illustration below shows the types of 2-sided copying.

1-Sided->2-Sided

2-Sided->2-Sided

2-Sided->1-Sided

b <Original/Finishing Type>

Specify if you want to change the binding, such as when copying book-type documents in calendar-type format.

■1-Sided->2-Sided

- If you want to copy portrait-oriented documents in calendar-type format (short-edge binding)

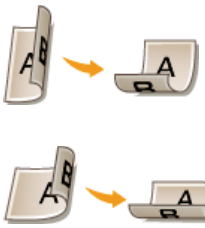
<Original/Finishing Type> ▶ <1->2-Sided> ▶ <Portrait> ▶ <Calendar Type>

- If you want to copy landscape-oriented documents in book-type format (short-edge binding)

<Original/Finishing Type> ▶ <1->2-Sided> ▶ <Landscape> ▶ <Book Type>

■2-Sided->2-Sided (MF229dw)

- If you want to create copies with a different binding type than the original



<Original/Finishing Type> ▶ <2->2-Sided> ▶ Select the original orientation ▶ Select the original binding type ▶ Select the binding type for the finished copy, which is different from that of the original document

■2-Sided->1-Sided (MF229dw)

This setting enables you to align the direction of the output paper.

- When a 2-sided document is in portrait-oriented calendar-type format (short-edge binding)

<Original/Finishing Type> ▶ <2->1-Sided> ▶ <Portrait> ▶ <Calendar Type>

- When a 2-sided document is in landscape-oriented book-type format (short-edge binding)

<Original/Finishing Type> ▶ <2->1-Sided> ▶ <Landscape> ▶ <Book Type>

LINKS

- **Basic Copy Operations**
- **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)**
- **Using the <Paper Save> Button**

Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)

You can copy two or four documents onto a single sheet at a reduced size. This decreases the number of pages, enabling you to save paper.

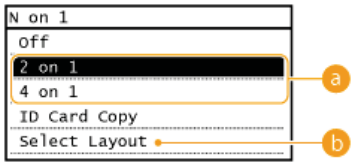
NOTE

- Using <2 on 1>/<4 on 1> reduces the copy ratio automatically (the copy ratio is displayed on the screen). You can increase or further reduce the copy ratio before pressing , but the edges of the document might not be copied if you increase it.
- <2 on 1>/<4 on 1> is not available when using <Paper Save> or <ID Card Copy>.
- When you copy multiple documents onto one page, margins may be created in the copied image.

TIPS

Using the <Paper Save> enables you to combine 2-sided copying and <2 on 1>/<4 on 1>: **Using the <Paper Save> Button**

<Copy> ▶ <N on 1> ▶ Select <2 on 1> or <4 on 1> ▶ Select the document size on the <Scan Size> screen

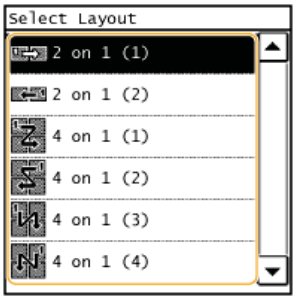


a <2 on 1>/<4 on 1>

Select <2 on 1> to copy two pages of documents onto a single sheet, or select <4 on 1> to copy four pages of documents onto a single sheet.

b <Select Layout>

Specify how to arrange the documents on the page.



LINKS

- **Basic Copy Operations**
- **2-Sided Copying (MF229dw / MF226dn)**
- **Using the <Paper Save> Button**

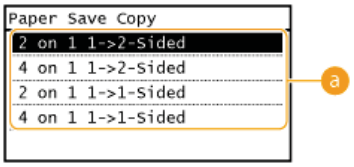
Using the <Paper Save> Button

You can use <2 on 1>/<4 on 1> to copy multiple documents onto a single sheet, and <2-Sided> to copy the document onto both sides of a page. Using <Paper Save> in the Home Screen, which combines these functions, makes it easier to save paper than when using the functions separately.

NOTE

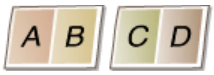
- The 2-sided <Paper Save Copy> settings may not be available with some sizes and types of paper. **Paper**
- Using <Paper Save> reduces the copy ratio automatically (the copy ratio is displayed on the screen). You can increase or further reduce the copy ratio before pressing , but the edges of the document might not be copied if you increase it.
- <Paper Save> is not available when using <2-Sided>, <2 on 1>/<4 on 1>, or <ID Card Copy>.
- When you copy multiple documents onto one page, margins may be created in the copied image.

<Paper Save> ▶ Select the paper save copy setting ▶ Select the document size on the <Scan Size> screen



a Paper save copy settings

Select one of four setting combinations.

	Original (Portrait)	Copy
<2 on 1 1->2-Sided>*		
<4 on 1 1->2-Sided>*		
<2 on 1 1->1-Sided>		
<4 on 1 1->1-Sided>		

* MF229dw / MF226dn Only

LINKS

- **Basic Copy Operations**
- **2-Sided Copying (MF229dw / MF226dn)**
- **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)**

Copying Both Sides of an ID Card onto One Page

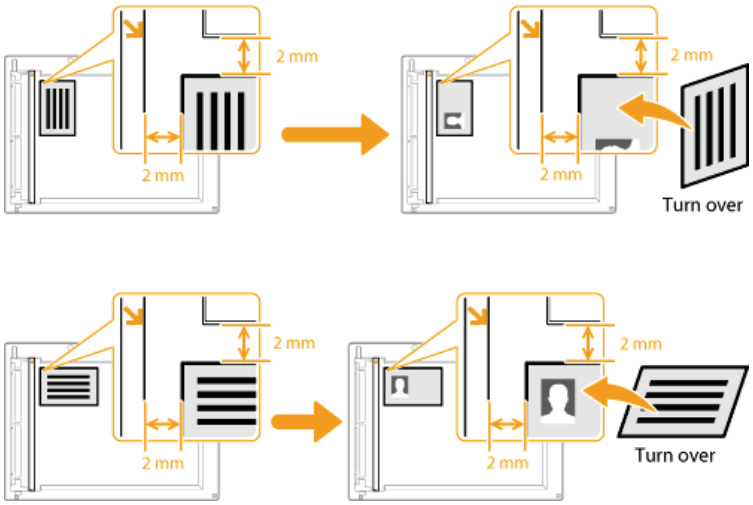
You can use <ID Card Copy> to copy the front and back sides of a card onto the same side of a page. This function is useful when copying a driver's license or ID card.

NOTE

- <ID Card Copy> is available with A4/Letter size paper or larger.
- <Copy Ratio> is automatically set to <100%>.
- <ID Card Copy> is not available when using <Paper Save>, <2-Sided>, or <2 on 1>/<4 on 1>.

Place the card ▶ <ID Card Copy> ▶ ◆ ▶ Turn the card over ▶ ◆

■How to place the card



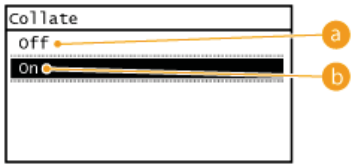
LINKS

Basic Copy Operations

Collating Copies by Page

When preparing multiple copies of multi-page documents, set <Collate> to <On> to collate copies in sequential page order. This function is useful when preparing handouts for meetings or presentations.

<Copy> ▶ <Collate> ▶ <On>



a <Off>

The copies are grouped by page and not collated. For example, if you are making three copies of a five-page document, the printouts will be arranged in the following page order: 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5.

b <On>

The copies are grouped into complete sets in sequential page order. For example, if you are making three copies of a five-page document, the printouts will be arranged in the following page order: 1, 2, 3, 4, 5, 1, 2, 3, 4, 5, 1, 2, 3, 4, 5.

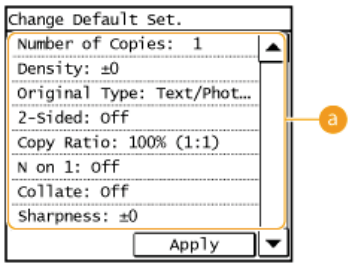
LINKS

Basic Copy Operations

Changing Default Settings

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you change these default settings to match the operations that you perform frequently, you can eliminate the need to configure the same settings every time you make copies.

<Menu> ▶ <Copy Settings> ▶ <Change Default Settings> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶ <Apply>



a Settings

Select the item you want to set, and change the default value.

LINKS

- **Basic Copy Operations**
- **Various Copy Settings**
- **Copy Settings**

Faxing

This chapter describes fax settings, basic operations and various other useful functions to suit your needs, such as PC Fax to send documents directly from computers, and Address Book to specify destinations easily.

NOTE

- You need to complete some procedures before using fax functions. **Configuring Initial Settings for Fax Functions**
- You need to register destinations in the Address Book before using this feature. **Registering in the Address Book**

Specifying Fax Settings

Configuring Initial Settings for Fax Functions

Using Basic Operations

Sending Faxes
Canceling Sending Faxes
Receiving Faxes

Specifying Scanning Settings

Adjusting Resolution

Adjusting Density

Adjusting Sharpness

Scanning 2-Sided Documents (MF229dw)

Specifying Destinations Simply and Quickly

Specifying from Address Book

Selecting Destinations Directly by Entering Coded Dial Numbers

Specifying Destinations with the One-Touch Buttons

Specifying Previously Used Destinations

Sending and Receiving According to Your Purposes

Making a Call before Sending Faxes (Manual Sending)

Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)

Storing Received Faxes into Memory (Memory Reception)

Forwarding Received Faxes

Receiving Fax Information Services

Sending Faxes Directly from Your Computer

Sending Faxes from Your Computer (PC Fax)

Configuring Initial Settings for Fax Functions

Follow steps 1 to 4 described below to configure the fax settings. First, determine which receive mode best suits your intended use, and then follow the on-screen instructions to configure the settings. For more information about a particular step, click on the link to go to the corresponding section.

Step 1 **Deciding Which Fax Receive Mode to Use**

Step 2 **Registering the Fax Number and Unit Name**

Step 3 **Selecting the Receive Mode**

Step 4 **Connecting the Telephone Line**

Deciding Which Fax Receive Mode to Use

Before configuring the fax settings, determine which receive mode best suits your intended use.

Intended use	Receive mode	
Use fax only/Never use telephone	**<Auto>** This setting is for when you want to use the machine exclusively for receiving faxes, and you do not want to use the telephone or optional handset.	
Mostly use telephone/Almost never use fax	**<Manual>** Connect your telephone to the machine. This setting is for when you mostly want to use the telephone. You can receive incoming faxes manually.	
Use both fax and telephone	Use answering machine	**<Answering Machine>** Connect your answering machine. Callers can record a message if they call while you are away from the telephone. The machine automatically receives incoming faxes.
	Use standard telephone	**<Fax/Tel (Auto Switch)>** Connect your telephone. The machine automatically receives incoming faxes, and the telephone rings for incoming calls.

NOTE

- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.
- You may be able to manually set a receive mode other than those described above, depending on your country or region.
  Receiving Faxes

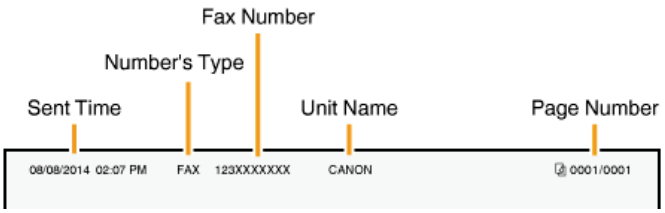
» **Continue to Registering the Fax Number and Unit Name**

LINKS

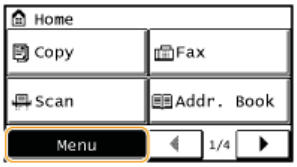
Receiving Faxes

Registering the Fax Number and Unit Name

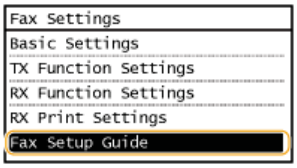
Register the fax number and unit name of your machine. This information is printed at the top of each page sent from the machine.



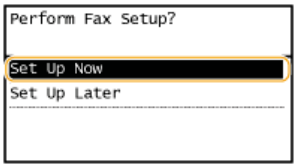
1 Press and tap <Menu>.



2 Tap <Fax Settings> <Fax Setup Guide>.



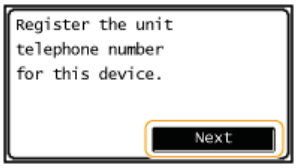
3 Tap <Set Up Now>.



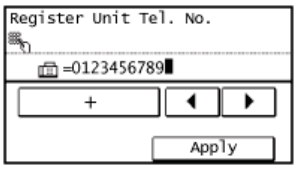
NOTE:

If you select <Set Up Later>, the receive mode is set to <Auto>.

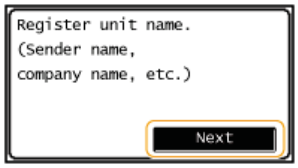
4 Tap <Next>.



5 Enter the fax number using the numeric keys (Entering Text), and tap <Apply>.

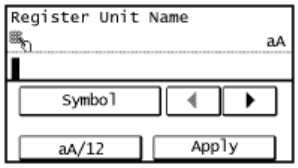


6 Tap <Next>.



7 **Enter the unit name (such as a user name or company name) (Entering Text), and tap <Apply>.**

- Enter up to 24 alphanumeric characters.
- Tapping <aA/12> toggles the input modes.



» **Continue to Selecting the Receive Mode**

LINKS

Sending Faxes

Selecting the Receive Mode

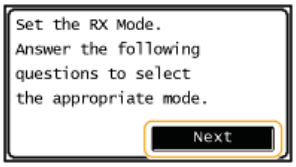
Select the receive mode that suits your intended use beforehand (**Deciding Which Fax Receive Mode to Use**).

NOTE

If you previously selected <Set Up Later> on the fax setup screen (**Registering the Fax Number and Unit Name**), <Fax Settings> ▸ <Fax Setup Guide> to display the fax setup screen.

1 Tap <Next>.

- The screen shown here is displayed after the unit name has been registered (**Registering the Fax Number and Unit Name**).



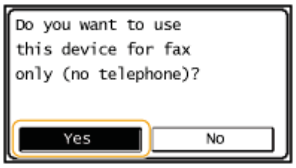
2 Select the receive mode that suits your intended use.

- Select the receive mode with tapping <Yes> or <No>.

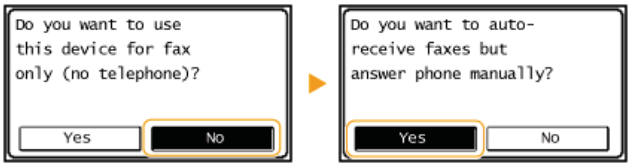
NOTE:

You may be able to manually set a receive mode other than those described below, depending on your country or region. **Receiving Faxes**

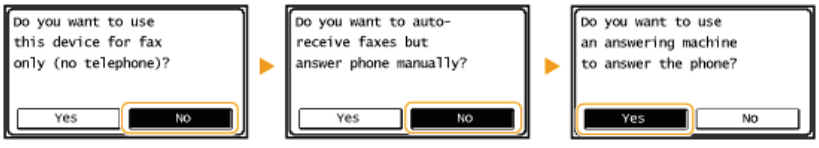
■To set the receive mode to <Auto>



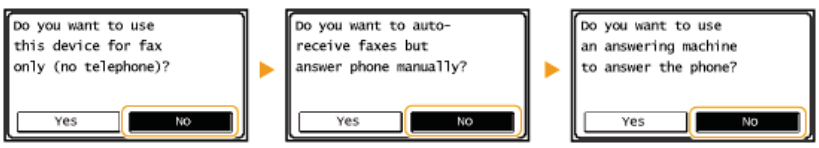
■To set the receive mode to <Fax/Tel (Auto Switch)>



■To set the receive mode to <Answering Machine>



■To set the receive mode to <Manual>



3 Tap <Apply>.

» **Continue to** **Connecting the Telephone Line**

LINKS

Receiving Faxes

Connecting the Telephone Line

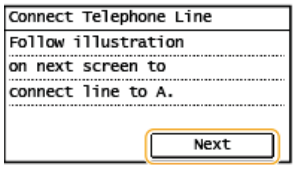
Connect the telephone line to the machine.

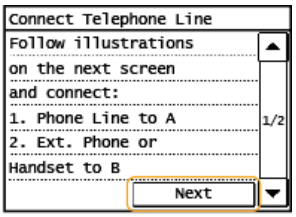
NOTE

If you previously selected <Set Up Later> on the fax setup screen (**Registering the Fax Number and Unit Name**), <Fax Settings> ▸ <Fax Setup Guide> to display the fax setup screen.

1 Tap <Next>.

- One of the screens shown here is displayed after the receive mode has been set (**Selecting the Receive Mode**).





2 Connect the telephone line to the machine.

Notice for Connecting the Telephone Line

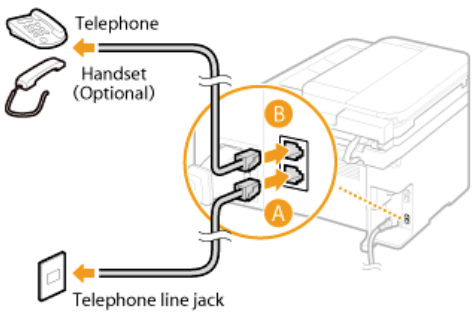
This product includes the Telephone Line Cord and Adapter to connect the telephone line. Depending on your country or region, you may need to use the provided Adapter to connect the Telephone Line Cord to the wall telephone jack. If you use the provided Adapter, follow the instructions below to connect correctly.

- If you use provided Adapter, use the Telephone Line Cord with 6 contacts connector in the package with Adapter.

- Do not connect the Telephone Line Cord with 2 contacts connector to Adapter. There is the case that this product or connected telephone does not work correctly.

- Adapter to use is different depending on your country or a region. Select the proper type of Adapter which you usually use.

- Connect the telephone cable to the telephone line jack on the machine (A) and the telephone line jack on the wall.
- If you are using an optional handset or external telephone, connect it to the external telephone jack (B).

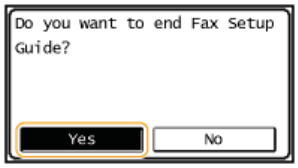


NOTE:

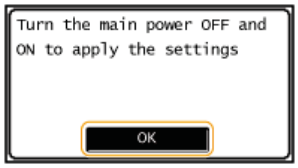
If you are connecting an external telephone with fax functions, set up the telephone to receive faxes manually.

3 **Tap <Next> after the telephone line has been connected.**

4 **Tap <Yes>.**



5 **Tap <OK>.**



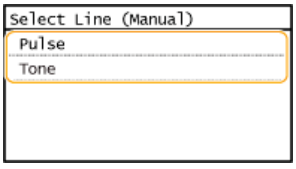
6 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.
- When the machine is restarted, the telephone line type is automatically set.

If the machine does not automatically set the type of telephone line

Follow the procedure below to set the type of telephone line. If you are not sure of the type of phone line you are using, contact your local telephone company. <Select Line Type> may not be available depending on the country where you are using the machine.

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Select Line Type> ▶ <Manual> ▶ Select the type of telephone line ▶



LINKS

- **Installation**
- **Sending Faxes**
- **Receiving Faxes**

Sending Faxes

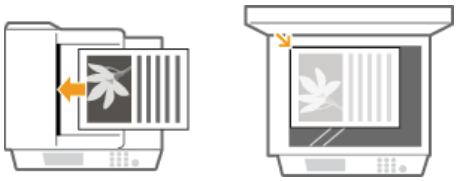
IMPORTANT

To prevent missending of a fax, always press first.
* Destinations set by the previous user may remain.

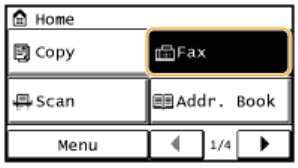
NOTE

You need to complete some procedures before using fax functions. **Configuring Initial Settings for Fax Functions**

1 Place the document(s). **Placing Documents**



2 Press and tap <Fax>.

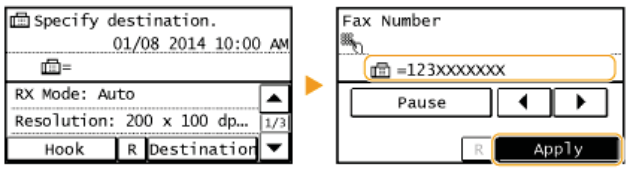


3 Specify a destination.

■Specifying destinations using the numeric keys

Enter the destination using the numeric keys, and tap <Apply>.

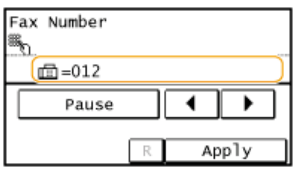
- If your machine is connected to a PBX (Private Branch Exchange), tap <R> before entering the destination. If <R> is not available, you need to register the R-key settings. **R-Key Setting**
- If you enter the wrong characters, press C. (Press to delete each character one by one; press and hold to delete all the input characters at once.)



To send overseas

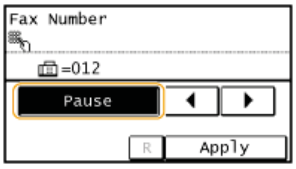
Enter the international access code, the country code, the area code, and the fax number to specify the destination.

1 Enter the international access code.



2 **Tap <Pause>.**

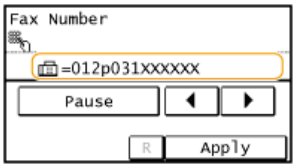
- <p> (pause) is inserted between numbers. In this case, 012 will be dialed first, then 4 seconds later, the next number will be dialed.



NOTE:

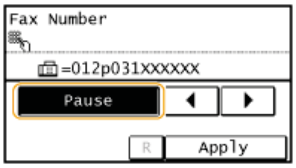
- Inputting pauses is optional; however, consecutive numbers that are input without pauses may not be recognized correctly.
- Pauses can be inserted continuously.
- One pause inserts 4 seconds of waiting time. This time can be changed as necessary. **Set Pause Time**

3 **Enter the country code, the area code, and the fax number.**

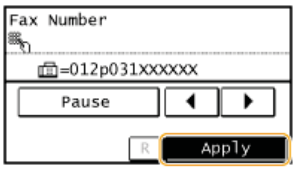


4 **Tap <Pause> to insert a pause at the end of the fax number as necessary.**

- The waiting time inserted here is fixed to 10 seconds. This time cannot be changed.

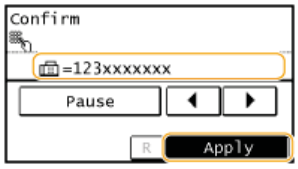


5 **Tap <Apply>.**



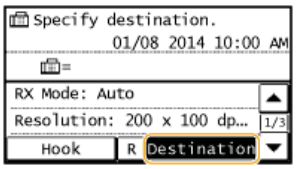
NOTE:

When <Confirm Entered Fax Number> is set to <On>, a screen appears that prompts you to enter the destination again (**Checking Destinations before Sending Documents**). Enter the same destination again for confirmation.

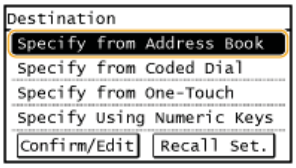


■Specifying Destinations from Address Book

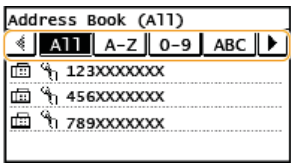
1 **Tap <Destination>.**



2 **Tap <Specify from Address Book>.**



3 **Use ◀/▶ to select tab.**



<All>

Displays all the destinations registered in the Address Book. For the marks beside the destinations, see the explanations below.

<🔑>

Only destinations for one-touch dialing are displayed.

<A-Z>/<0-9>/<ABC> to <YZ>

Displays destinations with recipient names whose first characters correspond to the characters of the selected tab.

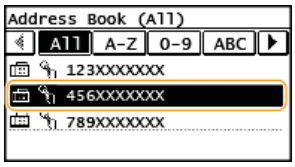
<📠>

Displays destinations for faxes.

<👥>

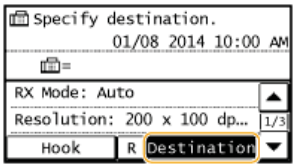
Displays a list of destinations registered in Group Dial.

4 **Select a destination.**

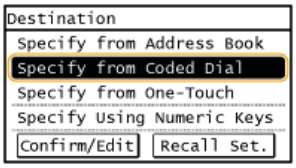


■Specifying Destinations Entering Coded Dial Numbers Directly

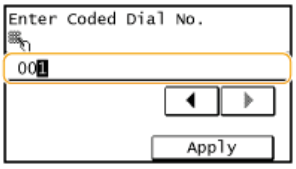
1 **Tap <Destination>.**



2 **Tap <Specify from Coded Dial>.**

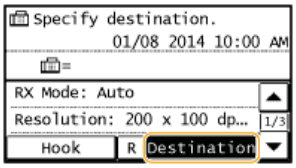


3 **Use the numeric keys to enter a three-digit number (001 to 100), then tap <Apply>.**

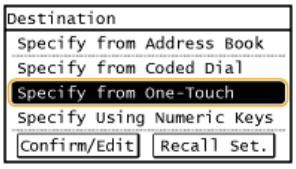


■Specifying Destinations from One-Touch

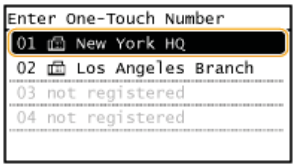
1 **Tap <Destination>.**



2 **Tap <Specify from One-Touch>.**

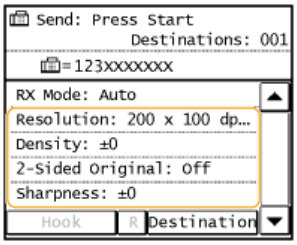


3 **Select a destination.**



4 **Specify the scanning settings as necessary.**

- Select the settings. **Various Fax Settings**



5 **Press to start sending.**

- Scanning starts.
- If you want to cancel sending, press ▸ Tap <Yes>.

■When placing documents in the feeder in step 1

When scanning is complete, the faxes are sent.

■When placing documents on the platen glass in step 1

Follow the procedures below.

1 **Select the document size.**

- When there is only one page to be scanned, proceed to step 3.

2 **Place the next document on the platen glass, and press .**

- Repeat this step until you finish scanning all of the pages.

3 **Tap <Start TX>.**

- The faxes are sent.

TIPS

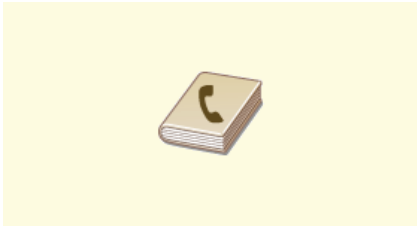
- If you always want to send faxes with the same settings:
  - **Changing Default Settings**
- If you want to sound an alarm when the handset is off the hook:
  - **Off-Hook Alarm**

LINKS

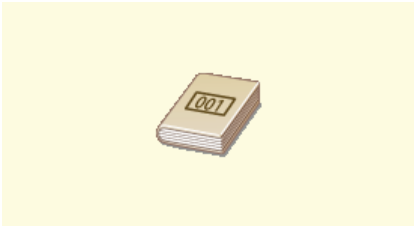
- **Canceling Sending Faxes**
- **Sending and Receiving Faxes According to Your Purposes**
- **Checking Status and Log for Sent and Received Documents**
- **Specifying from Address Book**
- **Selecting Destinations Directly by Entering Coded Dial Numbers**
- **Specifying Destinations with the One-Touch Buttons**

Sending from Registered Destinations

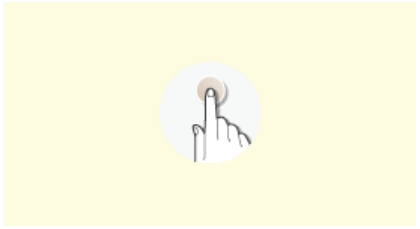
You can specify destinations by selecting them from the Address Book, coded dial numbers, or one-touch buttons, as well as by using the numeric keys. To use the Address Book, coded dial numbers, or one-touch buttons, you need to register destinations beforehand. You can also specify previously used destinations.



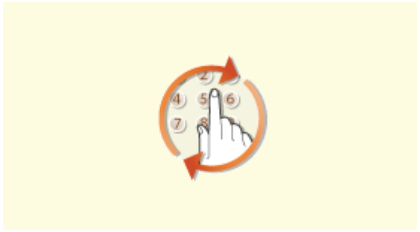
Specifying from Address Book



Selecting Destinations Directly by Entering Coded Dial Numbers



Specifying Destinations with the One-Touch Buttons



Specifying Previously Used Destinations

TIPS for Enhancing Security

- If you want to limit available destinations to ones from the Address Book or previously specified ones:
  - **Limiting Available Destinations**
- If you want to disable specifying previously used destinations:
  - **Disabling Use of Previously Used Destinations**

LINKS

- **Sending Faxes**
- **Registering in the Address Book**

Specifying from Address Book

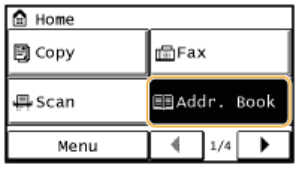
The Address Book enables you to specify a destination by selecting from a list of registered destinations or by searching by name for destinations with recipient names.

NOTE

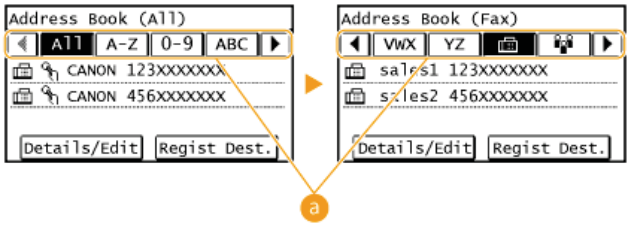
You need to register destinations in the Address Book before using this feature.

Registering in the Address Book

1 Press and tap <Addr. Book>.



2 Use ◀/▶ to select a tab.



a <All>

Displays all the destinations registered in the Address Book.

<>

Only destinations for one-touch dialing are displayed.

<A-Z>/<0-9>/<ABC> to **<YZ>**

Displays destinations with recipient names whose first characters correspond to the characters of the selected tab.

<>

Displays destinations for faxes.

<>

Displays a list of destinations registered in Group Dial.

3 Select a destination.

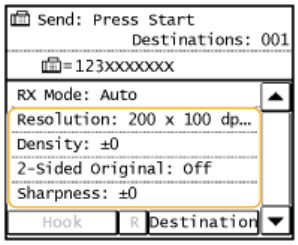
NOTE:

If you want to specify multiple destinations

- Repeat the following steps. You can specify up to 114 destinations.
  <Destination> ▶ <Specify from Address Book> ▶ Select a tab ▶ Select a destination.
- To specify any additional destinations with the numeric keys, tap <Destination> ▶ <Specify Using Numeric Keys>.

4 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings**



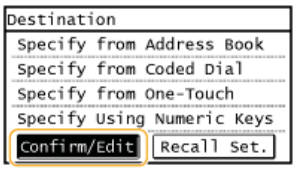
5 **Press to start sending.**

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

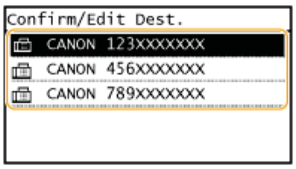
■To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 **Select <Destination> ▶ <Confirm/Edit>.**

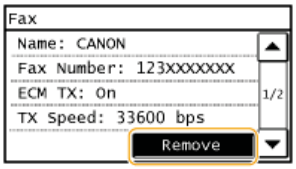


2 **Select a destination you want to delete.**



3 **Tap <Remove> ▶ <Yes>.**

- If you specified Group Dial in step 2, "XX destination(s)" is displayed. Tapping <Number of Destinations> displays destinations registered in the group.



NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

Before tapping <Destination> in step 1, you can press ◀/▶ to toggle the destinations you specified. Display a destination you want to delete, and press C.

LINKS

- **Sending Faxes**
- **Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)**

Selecting Destinations Directly by Entering Coded Dial Numbers

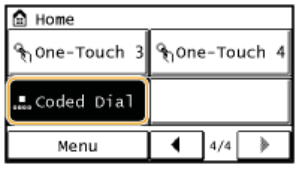
You can directly enter the three-digit number (coded dial number) for a destination to send a fax.

NOTE

You need to register destinations in the coded dial numbers before using this feature.

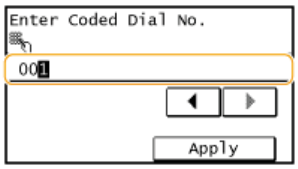
Registering Destinations in the Address Book

1 Press and tap <Coded Dial>.



2 Use the numeric keys to enter a three-digit number (001 to 100), then tap <Apply>.

- If you enter the wrong characters, press C. (Press to delete each character one by one; press and hold to delete all the input characters at once.)

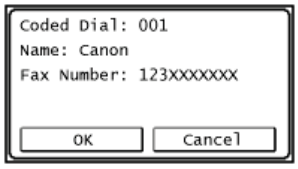


NOTE:

If a confirmation screen appears

When <One-Touch/Coded Dial TX Confirmation> is set to <On>, a screen is displayed that shows the destination and the name for the number. (For Group Dial, the destination name and the number of destinations are shown.) Check the contents and if everything is correct, and tap <OK>. If you have difficulty, tap <Cancel> and re-enter the three-digit coded dial number.

Displaying Destinations in Address Book

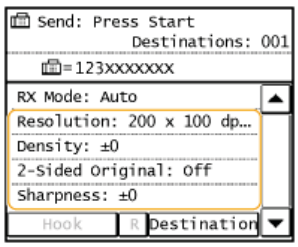


If you want to specify multiple destinations

- Repeat the following steps. You can specify up to 100 destinations.
  <Destination> ▶ <Specify from Coded Dial> ▶ Enter a number ▶ <Apply>.
- To specify any additional destinations with the numeric keys, tap <Destination> ▶ <Specify Using Numeric Keys>.

3 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings**



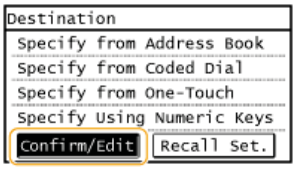
4 Press to start sending.

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

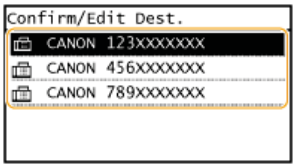
■To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 Select <Destination> ▶ <Confirm/Edit>.

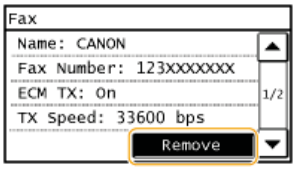


2 Select a destination you want to delete.



3 Tap <Remove> ▶ <Yes>.

- If you specified Group Dial in step 2, "XX destination(s)" is displayed. Tapping <Number of Destinations> displays destinations registered in the group.



NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

Before tapping <Destination> in step 1, you can press ◀/▶ to toggle the destinations you specified. Display a destination you want to delete, and press C.

LINKS

- Sending Faxes
- Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)

Specifying Destinations with the One-Touch Buttons

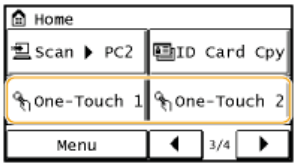
Tap one-touch buttons in the Home Screen to specify destinations.

NOTE

You need to register destinations before using one-touch dialing.

Registering Destinations in the Address Book

1 Press and tap any one of <One-Touch 1> to <One-Touch 4>.



NOTE:

If a confirmation screen appears

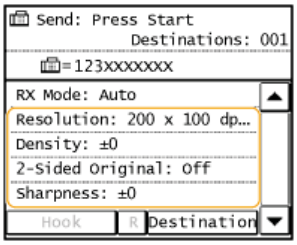
If <One-Touch/Coded Dial TX Confirmation> is set to <On>, a confirmation screen appears with the destination and destination name registered to the one-touch button (if a destination registered for Group Dial, the group name and number of destinations appears). Confirm the destinations are correct, and tap <OK>. If destinations are incorrect, tap <Cancel> and tap the one-touch buttons again. **Checking Destinations before Sending Documents**

Selecting several destinations

Destinations can be added from the Address Book, coded dial numbers, and numeric keys. Tap <Destination>.

2 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings**



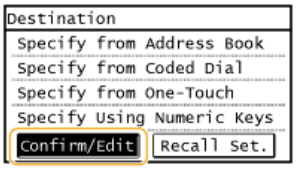
3 Press to start sending.

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

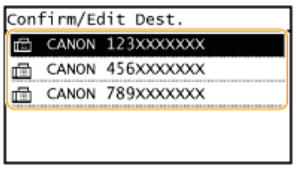
■To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 **Select <Destination> ▶ <Confirm/Edit>.**

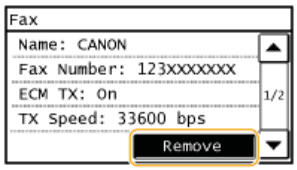


2 **Select a destination you want to delete.**



3 **<Remove> ▸ Tap <Yes>.**

- If you specified Group Dial in step 2, "XX destination(s)" is displayed. Tapping <Number of Destinations> displays destinations registered in the group.



NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

Before tapping <Destination> in step 1, you can press ◀/▶ to toggle the destinations you specified. Display a destination you want to delete, and press C.

LINKS

- **Sending Faxes**
- **Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)**

Specifying Previously Used Destinations

You can select a destination from among the past three destinations.

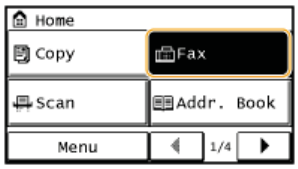
IMPORTANT

- When <Restrict Resending from Log> is set to <On>, you cannot use this feature. **Disabling Use of Previously Used Destinations**
- Turning OFF the machine or setting <Restrict New Destinations> to <On> deletes the past destinations, and disables this feature. **Limiting Available Destinations**
- Destinations from a fax for which several destinations were specified, as well as the destinations in Manual Sending are not available for this feature. **Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)** **Making a Call before Sending Faxes (Manual Sending)**

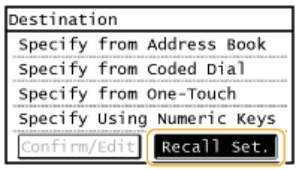
NOTE

When you specify a destination using this feature, any destinations that you have already specified are deleted.

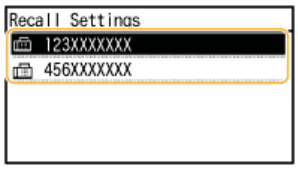
1 Press and tap <Fax>.



2 Select <Destination> <Recall Set.>.

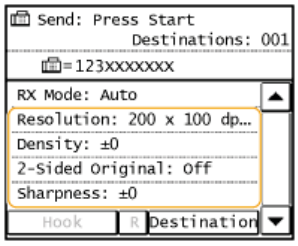


3 Select a destination.



4 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings**



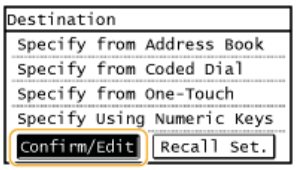
5 **Press to start sending.**

- Scanning starts.
- If you want to cancel sending, press ▶ Tap <Yes>.

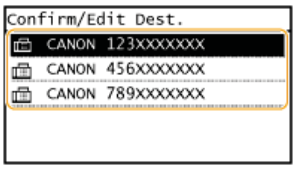
■To delete destinations

If you specified multiple destinations, you can delete destinations as necessary.

1 **Select <Destination> ▶ <Confirm/Edit>.**

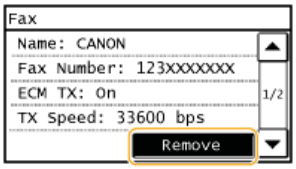


2 **Select a destination you want to delete.**



3 **<Remove> ▶ Tap <Yes>.**

- If you specified Group Dial in step 2, "XX destination(s)" is displayed. Tapping <Number of Destinations> displays destinations registered in the group.



NOTE

If you want to easily and quickly delete destinations without displaying a list of destinations

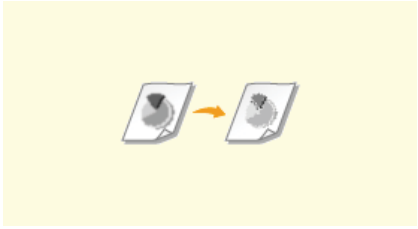
Before tapping <Destination> in step 1, you can press ◀/▶ to toggle the destinations you specified. Display a destination you want to delete, and press C.

LINKS

Sending Faxes

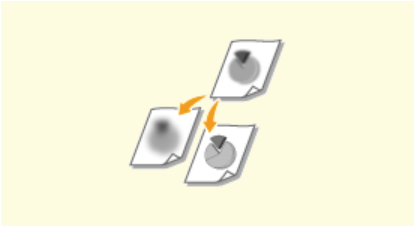
Various Fax Settings

A variety of settings are available to suit your needs, for example, when you want to adjust density or enhance the clarity of an image.

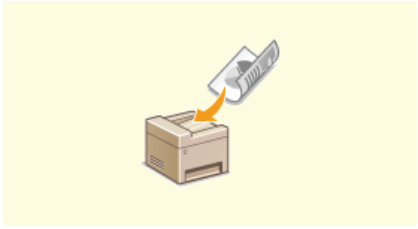


Adjusting Resolution

Adjusting Density



Adjusting Sharpness

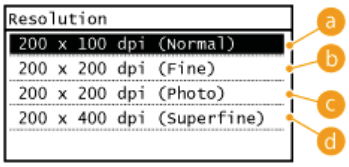


Scanning 2-Sided Documents (MF229dw)

Adjusting Resolution

You can select the resolution suitable for your document type. The higher the resolution is, the clearer the image becomes, but the longer it takes to send.

<Fax> ▸ <Resolution> ▸ Select the resolution



a <200 x 100 dpi (Normal)>

Suitable for documents that contain text only.

b <200 x 200 dpi (Fine)>

Suitable for documents that contain fine text.

c <200 x 200 dpi (Photo)>

Suitable for documents that contain photographs.

d <200 x 400 dpi (Superfine)>

Achieves an even finer resolution than Fine.

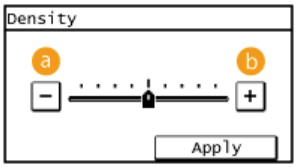
LINKS

Sending Faxes

Adjusting Density

You can adjust the density of the fax if the text or images in a document are too light or dark.

<Fax> ▶ <Density> ▶ Adjust the density ▶ <Apply>



a <->
Decreases the density.

b <+>
Increases the density.

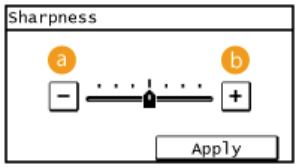
LINKS

Sending Faxes
Adjusting Sharpness

Adjusting Sharpness

You can adjust sharpness of the image before sending. Increase the sharpness to sharpen blurred text and lines, or decrease the sharpness to improve the appearance of magazine photos.

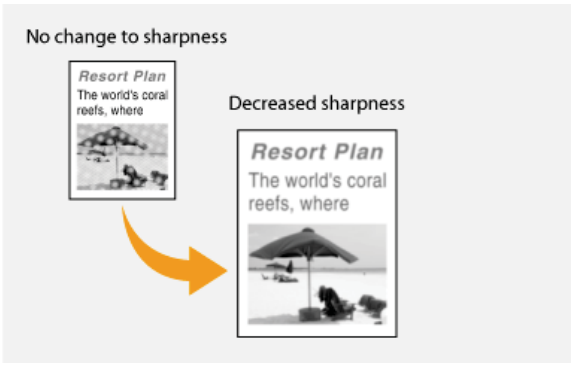
<Fax> ▶ <Sharpness> ▶ Adjust the sharpness ▶ <Apply>



a <->

Decreases the sharpness, resulting in a softer image.

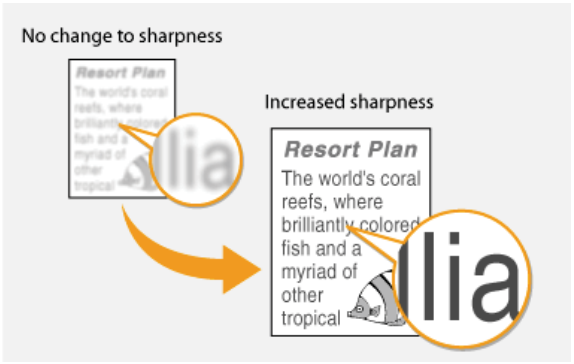
Example: If you want to improve the appearance of magazine photos



b <+>

Increases the image sharpness.

Example: If you want to sharpen text and lines written in pencil



LINKS

- **Sending Faxes**
- **Adjusting Density**

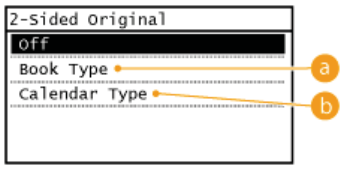
Scanning 2-Sided Documents MF229dw

The machine can automatically scan the front and back sides of documents in the feeder.

IMPORTANT

Place the documents in the feeder; the machine cannot scan both sides of documents automatically when the documents are placed on the platen glass or when the machine is set to Manual Sending.

<Fax> ▸ <2-Sided Original> ▸ Select <Book Type> or <Calendar Type>



a <Book Type>

Select for documents whose images on the front and back sides face the same direction.

b <Calendar Type>

Select for documents whose images on the front and back sides face in opposite directions.

LINKS

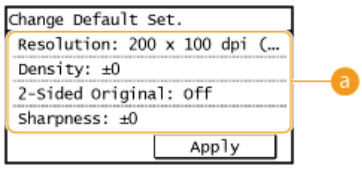
Sending Faxes

Making a Call before Sending Faxes (Manual Sending)

Changing Default Settings

The default settings are the settings that are displayed whenever you turn ON the machine, or when you press . If you change these default settings to match the operations that you perform frequently, you can eliminate the need to configure the same settings every time you send faxes.

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Change Default Set.> ▶ Select the setting ▶ Change the default value of the selected item ▶ <Apply> ▶



a Settings

Select the item you want to set, and change the default value.

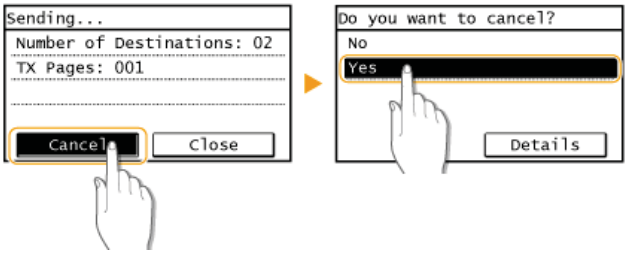
LINKS

- **Sending Faxes**
- **Various Fax Settings**
- **Fax Settings**

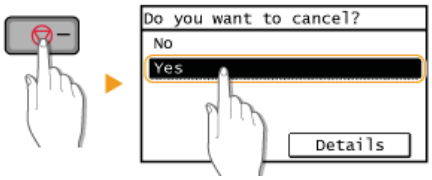
Canceling Sending Faxes

If you want to cancel sending faxes immediately after pressing , tap <Cancel> on the display or press . You can also cancel sending faxes after checking the fax status.

Use <Cancel> to cancel

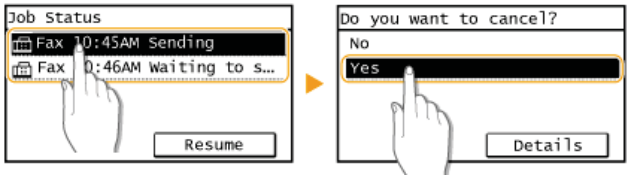


Press to cancel

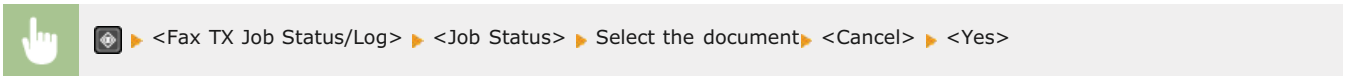


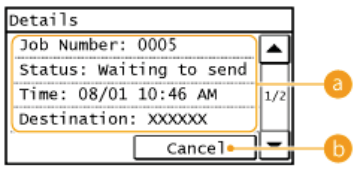
If the screen displays a list of documents when is pressed

Documents have been scanned and are waiting to be processed. Select the document to cancel.



Use to cancel





a Fax details

The number of sending document, settings, and other details are displayed. If you only want to check the details without sending, press to return to the fax main screen.

b <Cancel>

Cancels sending.

LINKS

Sending Faxes
Checking Status and Log for Sent and Received Documents

Receiving Faxes

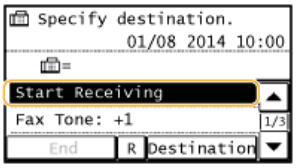
This section describes the methods for receiving faxes and how to set up the machine to receive faxes. You need to complete some procedures for using fax functions before specifying the receiving settings. **Configuring Initial Settings for Fax Functions**

NOTE

The machine can print received fax documents on A4 or Letter size paper. If received fax documents are printed on other paper sizes, a portion of the page may not be printed or a page may be printed on two separate sheets of paper.

Methods for Receiving Faxes

The machine provides the following receiving methods. Select the method that best suits your needs and then set it up by following the procedures in **Setting Up the Machine to Receive Faxes**.

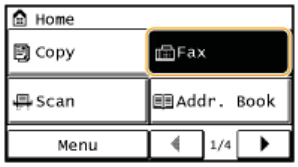
<Auto>	**Dedicated to receiving faxes** The machine receives faxes automatically. Even if someone makes a call to you, you cannot talk to the caller.
<Fax/Tel (Auto Switch)>	**When the call is a fax** The machine receives the fax automatically. **When the call is a telephone call** An incoming call rings. Pick up the handset to answer the call. NOTE: You need to connect your telephone or the optional handset to the machine beforehand.
<Manual>	**When the call is a fax** After an incoming call rings, the machine receives the fax automatically. **When the call is a telephone call** The answering machine activates, enabling the caller to leave a message. If you pick up the handset before the answering machine starts recording a message, you can talk with the caller. NOTE: • You need to connect your answering machine to the machine beforehand. • Set the answering machine to answer after a few rings.
<Answering Machine>	**When the call is a fax** An incoming call rings. Pick up the handset. If you hear a beep, tap <Start Receiving> to receive faxes.  **When the call is a telephone call** An incoming call rings. Pick up the handset. If you do not hear a beep, start your conversation. NOTE: • You need to connect your telephone or the optional handset to the machine beforehand. • You can set the machine to automatically receive faxes when an incoming call rings within a specified timeframe. **Switch to Auto RX**
<Net Switch>	The machine distinguishes between fax and telephone calls. This mode is only available for certain countries and requires subscription to a network switch service. NOTE: You need to connect your telephone or the optional handset to the machine beforehand.

NOTE

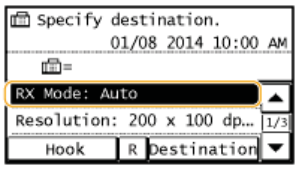
- Depending on the type of telephone connected to it, the machine may not be able to send or receive faxes properly.
- If you are connecting an external telephone with fax functions, set the telephone to not receive faxes automatically.
- If you pick up the telephone handset and hear a beep, the call is a fax. You can receive the fax just by using the telephone to enter a specific ID number.
  Using a Telephone to Receive Faxes (Remote Reception)

■Setting Up the Machine to Receive Faxes

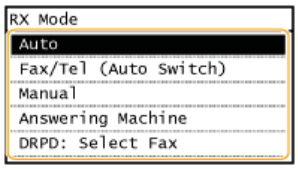
1 **Press and tap <Fax>.**



2 **Tap <RX Mode>.**

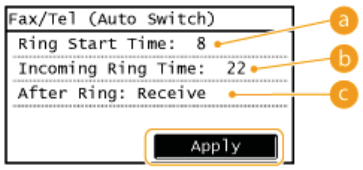


3 **Select the receiving method.**



■When selecting <Fax/Tel (Auto Switch)>

Specify the following three settings as necessary. When the setting is complete, tap <Apply>.



a <Ring Start Time>

Enables you to specify the duration during which the machine determines whether an incoming call is a fax or a telephone call. (Setting values: 4 to 30 seconds; default setting: 8 seconds)

b <Incoming Ring Time>

Enables you to specify the duration during which an incoming call rings for a telephone call. (Setting values: 15 to 300 seconds; default setting: 22 seconds)

c <Action After Ring>

Enables you to specify how the machine operates if you do not pick up the handset while an incoming call is ringing. Select <End> to disconnect the call or <Receive> to receive an incoming fax. (Default setting: <Receive>)

TIPS

- If you want to print received documents on both sides of paper: **Print on Both Sides**
- If you want to print information, such as reception date and time, at the bottom of received documents: **RX Page Footer**
- If you want to continue printing even when the toner is low: **Continue Print. When Near Cart. Life End**

■Using a Telephone to Receive Faxes (Remote Reception)

When you pick up the telephone and get a fax signal, you do not need to go to the machine to receive the fax. Just enter a specific ID number (default setting: 25) with the telephone, and you can start receiving the fax.

1 **When an incoming call rings, pick up the telephone handset.**

2 **If you hear a beep, enter the ID number for Remote Reception with the telephone.**

- The ID number is set to 25 by default. You can change this number as necessary. **Remote RX**

3 **Hang up the handset.**

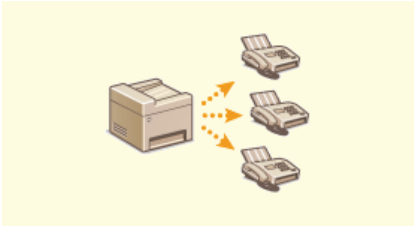
LINKS

Sending and Receiving Faxes According to Your Purposes
Checking Status and Log for Sent and Received Documents

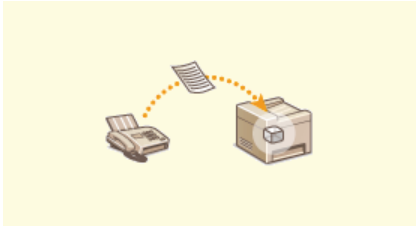
Sending and Receiving Faxes According to Your Purposes

In addition to the basic sending and receiving methods, there are a variety of other methods to suit your purposes.

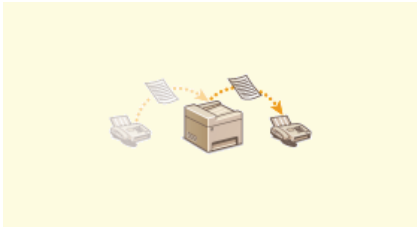
Making a Call before Sending Faxes (Manual Sending)



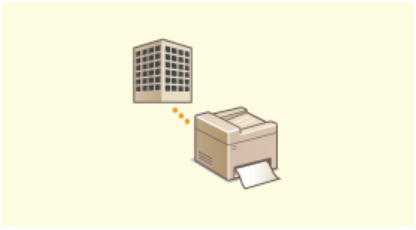
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)



Storing Received Faxes into Memory (Memory Reception)



Forwarding Received Faxes



Receiving Fax Information Services

LINKS

- **Sending Faxes**
- **Receiving Faxes**
- **Checking Status and Log for Sent and Received Documents**

Making a Call before Sending Faxes (Manual Sending)

You can send faxes manually at the end of a phone conversation. When you hear a beep over the phone, it means the recipient is trying to receive your faxes. Press to send your faxes.

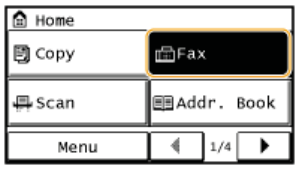
NOTE

You need to connect your telephone or the optional handset to the machine beforehand.

1 **Place the document(s).** **Placing Documents**

- The machine cannot automatically scan both sides of the documents in Manual Sending.

2 **Press and tap <Fax>.**



3 **Specify the scanning settings as necessary.** **Various Fax Settings**

4 **Dial the recipient's fax number.**

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

- If you hear a beep, proceed to step 6.

6 **Press , and hang up the handset.**

LINKS

- **Sending Faxes**
- **Canceling Sending Faxes**
- **Checking Status and Log for Sent and Received Documents**

Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)

You can send faxes to up to 114 destinations at once. Use the numeric keys, the Address Book, coded dial numbers, or one-touch buttons to specify destinations.

IMPORTANT

When <Restrict Sequential Broadcast> is set to <Reject Sequential Broadcast>, you cannot use this feature.

Prohibiting Sequential Broadcasting

NOTE

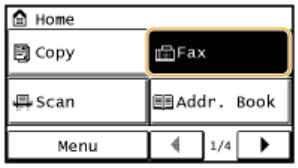
You need to register destinations in the Address Book or one-touch buttons before using this feature.

Registering in the Address Book

Specifying Destinations with the One-Touch Buttons

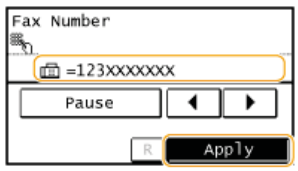
1 Place the document(s). Placing Documents

2 Press and tap <Fax>.



3 Specify the destination.

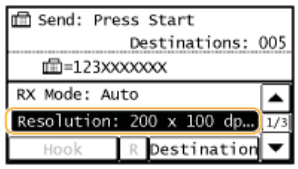
- To specify with the numeric keys, enter the fax number, and tap <Apply>. To specify any additional destinations, select <Destination> ▶ <Specify Using Numeric Keys> before repeating the same procedure.



- To specify from the Address Book **Specifying from Address Book**

4 Specify the scanning settings as necessary.

- Select the settings. **Various Fax Settings**



5 Press to start sending.

LINKS

- Sending Faxes
- Canceling Sending Faxes
- Checking Status and Log for Sent and Received Documents

Storing Received Faxes into Memory (Memory Reception)

You can store received faxes into memory without printing them as soon as you receive them. The documents in memory can be printed at any time. This feature is helpful when printing confidential documents; you can print them whenever it is convenient for you and prevent unauthorized persons from seeing them unintentionally.

Storing Documents into Memory
Printing Documents in Memory
Checking/Deleting Documents in Memory

NOTE

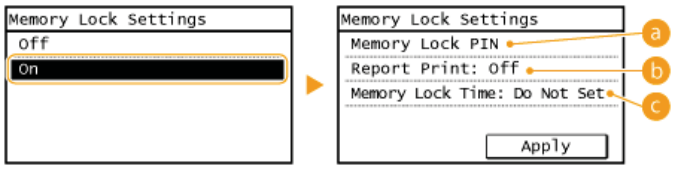
The documents in memory can be also forwarded to a destination. **Forwarding Received Faxes**

Storing Documents into Memory

To store received documents into memory, set <Memory Lock Settings> to <On>. You can also specify optional settings such as a security setting that makes a password necessary to unlock the feature and a time setting that specifies a period of time during the day in which received documents are stored in memory.

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Memory Lock Settings> ▶ <On> ▶ Specify each setting ▶ <Apply> ▶

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**



a <Memory Lock PIN>

Enables you to register a password of up to seven digits. To register a password, use the numeric keys to enter a password, and tap <Apply>. Enter the same numbers again for confirmation, and tap <Apply>. This password is necessary when you change the memory reception settings or when you deactivate the Memory Reception feature to print all the stored documents. If you do not want to register a password, just tap <Apply> without entering anything.

NOTE:

Passwords with only zeros, as in "00" or "0000000", are not allowed.

b <Report Print>

Enables you to print RX Result reports every time documents are stored into memory. To print reports, tap <On>. You also need to set <RX Result Report> to <On>. **RX Result Report**

c <Memory Lock Time>

Specify a period of time during the day in which received documents are stored in memory. If you do not set a period of time, the machine stores every document into memory when Memory Reception is turned on.

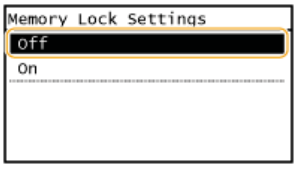
Printing Documents in Memory

To print received documents in memory, set <Memory Lock Settings> to <Off>. All the documents in memory are printed.

NOTE

- You cannot select a specific document for printing.
- If a time for the feature to deactivate has been specified, the documents are automatically printed at the specified time.

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

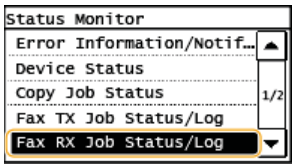


Checking/Deleting Documents in Memory

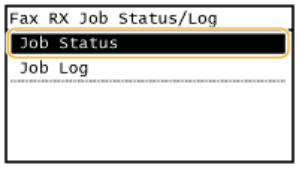
You can check detailed information about the documents stored in memory, including sender fax numbers and number of pages sent, and then delete unnecessary documents.

1 Press .

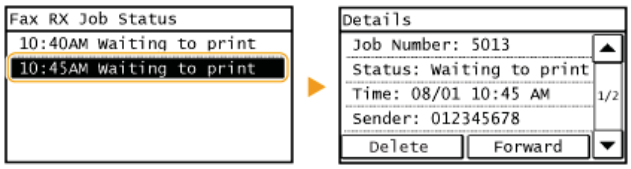
2 Tap <Fax RX Job Status/Log>.



3 Tap <Job Status>.

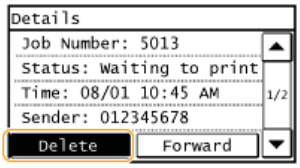


4 Select the document you want to check.

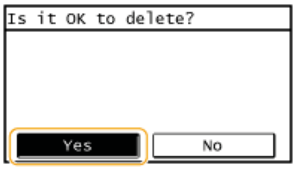


■To delete the checked document

1 Tap <Delete>.



2 Tap <Yes>.



LINKS

- **Receiving Faxes**
- **Checking Status and Log for Sent and Received Documents**

Forwarding Received Faxes

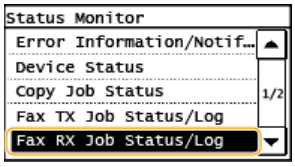
You can forward received documents to other destinations. You can select a document in memory for forwarding. To use this feature, first activate the Memory Reception feature. **Storing Received Faxes into Memory (Memory Reception)**

NOTE

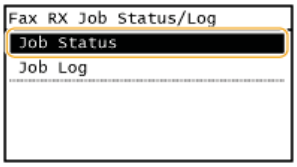
- Available destinations for forwarding are limited to the destinations registered in the Address Book. If no destinations are registered, register destinations in the Address Book before using this feature.
  Registering in the Address Book
- While the Memory Reception feature is activated, documents remain in memory even after being forwarded, and the same document can be forwarded any number of times.

1 **Press .**

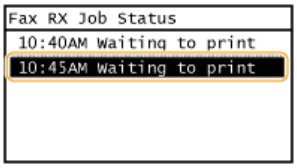
2 **Tap <Fax RX Job Status/Log>.**



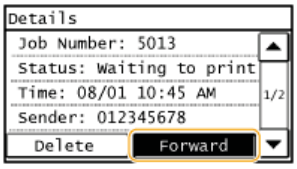
3 **Tap <Job Status>.**



4 **Select the document you want to forward.**

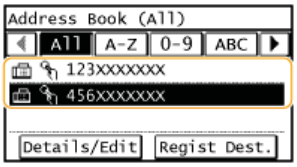


5 **Tap <Forward>.**



6 **Select the forwarding destination from the Address Book.**

- For instructions on how to use the Address Book, see **Specifying from Address Book**.



- The document is forwarded to the specified destination.

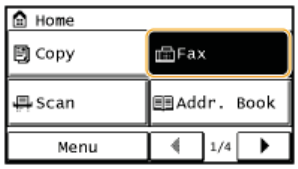
Receiving Fax Information Services

Through fax information services, you can easily get a variety of helpful lifestyle and work information from companies and organizations. This section describes a typical procedure for receiving these services.

NOTE

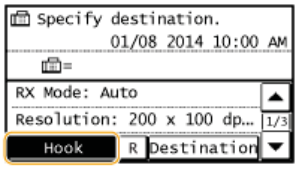
Depending on the service, actual procedures may differ from the ones described below. Follow the procedures for the service you are using.

1 Press and tap <Fax>.

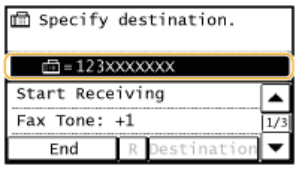


2 Tap <Hook>.

- If an external telephone or the optional handset is connected to the machine, you can pick up the handset instead of tapping <Hook>.

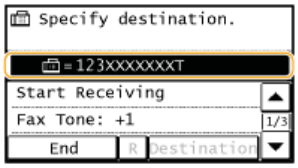


3 When you hear a dial tone, dial the information service.



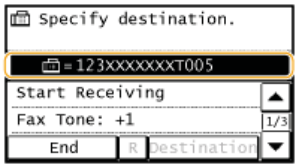
4 When the recorded message of the information service answers, press .

- This step is unnecessary if the machine is using a tone-dialing line.



5 Use the numeric keys to enter the service number assigned for the information you want to receive.

- You can also use the keypad on the telephone to enter the information service number.



6 Tap <Start Receiving>.

- If you have picked up the handset, hang it up.

LINKS

Receiving Faxes

Checking Status and Log for Sent and Received Documents

The statuses and communication logs for sent and received fax documents can be checked separately for sending and receiving. You can check detailed document information, including destinations and number of pages, and you can delete unnecessary documents.

IMPORTANT

When <Display Job Log> is set to <Off>, you cannot check the communication logs.

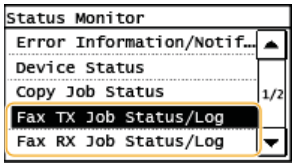
Display Job Log

NOTE

The destinations in Manual Sending cannot be checked because they are not displayed.

1 **Press .**

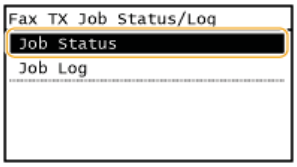
2 **Tap <Fax TX Job Status/Log> or <Fax RX Job Status/Log>.**



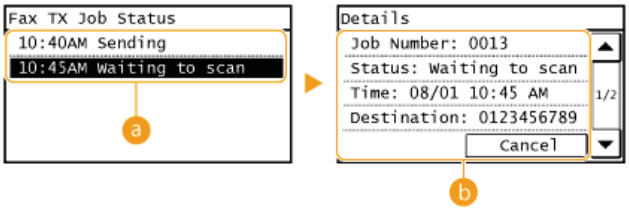
3 **Check the statuses and communication logs for sent and received documents.**

■To check the statuses for sent and received documents

1 **Tap <Job Status>.**



2 **Select the document whose status you want to check.**



a <Fax TX Job Status>/<Fax RX Job Status>

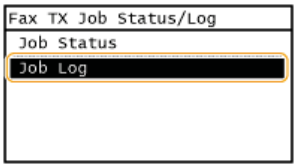
Displays a list of the documents that are being sent and received or are waiting to be processed.

b <Details>

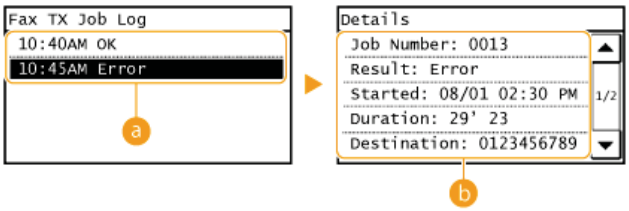
Displays detailed information about the document selected from the list. If you specified multiple destinations, the number of specified destinations is displayed on the screen. To check the details of specified multiple destinations, tap <Destination>. If you find an unnecessary document, press <Cancel> or <Delete>, and tap <Yes>.

■To check the communication logs for sent and received documents

1 **Tap <Job Log>.**



2 Select the document whose log you want to check.



a <Fax TX Job Log>/<Fax RX Job Log>

Displays a list of the documents that were sent and received. <OK> is displayed when a document was sent or received successfully, and <Error> is displayed when a document failed to be sent or received because it was canceled or there was some error.

b <Details>

Displays detailed information about the document selected from the list.

NOTE:

If the <Result> column shows a three-digit number

This number represents an error code. **When an Error Code Appears**

LINKS

- **TX Result Report**
- **Communication Management Report**
- **RX Result Report**

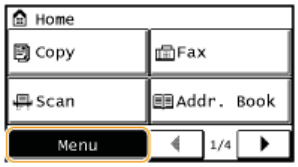
Importing/Exporting Address Book Data with the Supplied Software

You can export Address Book data saved on the machine to a computer using the Address Book Import/Export Tool contained on the supplied DVD-ROM. The data can be re-imported, providing a secure backup in case Address Book data becomes erased due to repairs or maintenance.

NOTE

Use the Address Book Import/Export Tool with the machine and computer connected via a USB cable.

1 **Press and tap <Menu>.**



2 **Tap <System Management Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Tap <Import/Export Address Book>.**

4 **Place the User Software and Manuals DVD-ROM in the PC.**

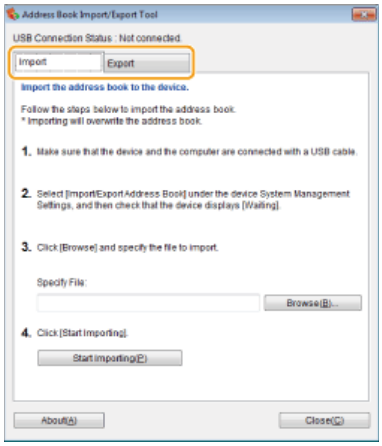
- When the next screen appears, click [Exit].

5 **[Start] ▸ [Computer] ▸ Right-click the DVD-ROM icon, and click [Open] in the pop-up menu.**

6 **Open the [AddressBookTool] folder, and double-click [AddressBookTool.exe].**

7 **Follow the on-screen instructions.**

- To import Address Book data, click the [Import] tab.
- To export Address Book data, click the [Export] tab.

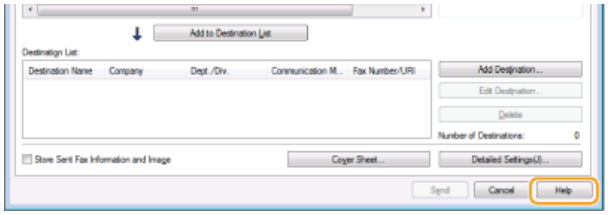

Address Book Import/Export Tool
USB Connection Status : Not connected.
Import
Export
Import the address book to the device.
Follow the steps below to import the address book.
* Importing will overwrite the address book.
1. Make sure that the device and the computer are connected with a USB cable.
2. Select [Import/Export Address Book] under the device System Management Settings, and then check that the device displays [Waiting].
3. Click [Browse] and specify the file to import.
Specify File:
Browse(B)...
4. Click [Start Importing].
Start Importing(P)
About(A)
Close(C)

Sending Faxes from Your Computer (PC Fax)

You can send fax documents created on your computer application directly from your computer. This feature eliminates the need to print documents for faxing and saves paper. You need to complete some procedures, such as specifying the basic fax settings (**Configuring Initial Settings for Fax Functions**) and installing the fax driver on your computer (**MF Driver Installation Guide**), before using this feature.

About the Fax Driver Help

Clicking [Help] on the fax driver screen displays the Help screen. On this screen you can see information that is not in the e-Manual, including information about driver features such as registering frequently used settings and how to set up those features.



NOTE

- If you are a Macintosh user, see MF Driver Installation Guide for installing the fax driver and Fax Driver's Help for using fax functions (**For Mac OS Users**).
- Depending on the operating system and the version of the fax driver you are using, the fax driver screens in this manual may differ from your screens.

Sending PC Faxes

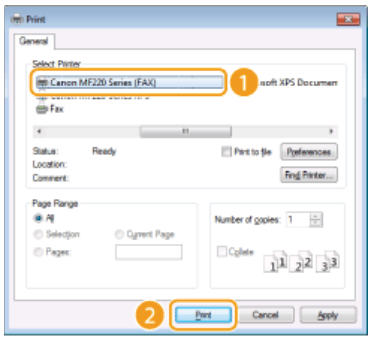
IMPORTANT

- When <Allow Fax Driver TX> is set to <Off> on the machine, you cannot send faxes from computers.
  Prohibiting PC Faxing

1 Open a document in an application and display the print dialog box.

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select your fax driver, and click [Print].



NOTE:

When Sending from the Windows Store app in Windows 8/8.1/Server 2012/Server 2012 R2

- Follow the procedure below.

  Windows 8/Server 2012

  Display the charms at the right of the screen, and tap or click [Devices] ▶ the fax you are using ▶ [Print] . When you print in this way, you can only specify settings for some of the print functions.

  Windows 8.1/Server 2012 R2

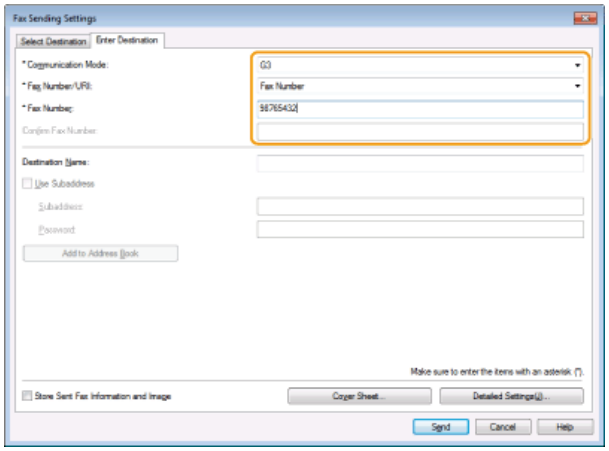
  Display the charms at the right of the screen, and tap or click [Devices] ▶ [Print] ▶ the fax you are using ▶ [Print] . When you print in this way, you can only specify settings for some of the print functions.
- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, move to the desktop and proceed to step 3. This message appears when the machine is set to display the user name during printing and similar instances.

3 Specify the destination.

■Specifying one destination

1 Click the [Enter Destination] tab.

2 Specify [Communication Mode]/[Fax Number/URI]/[Fax Number] (or [URI]).



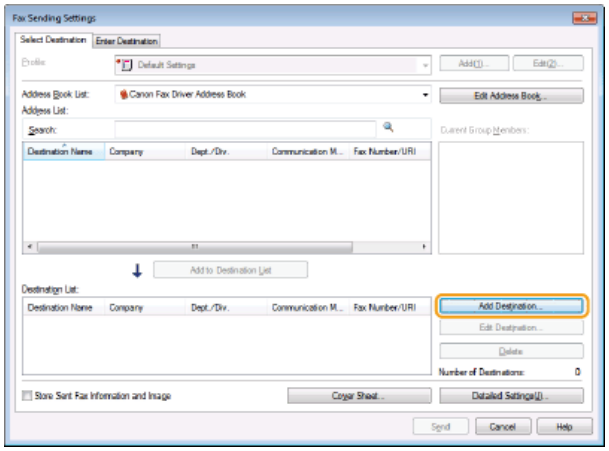
NOTE:

Only one destination can be entered in the [Enter Destination] tab. To send faxes to several destinations at the same time, use the [Select Destination] tab.

■Specifying several destinations

1 **Click the [Select Destination] tab.**

2 **Click [Add Destination].**



3 **Specify [Destination Name]/[Communication Mode]/[Fax Number/URI]/[Fax Number] (or [URI]).**

4 **Click [OK].**

- If you need to specify a number to dial an outside line, select [Detailed Settings] ▶ [Add Outside Dialing Prefix to G3/IP Fax Number] and enter the number in [Outside Dialing Prefix]. The specified number is added to the beginning of the fax number when the machine dials.
- To make it easier to specify destinations using the Address Book, see **Using Registered Destinations**.
- Selecting [Store Sent Fax Information and Image] enables you to store the logs for sending documents and check detailed information of a sent document along with its image, including destinations and number of pages. For more information, click [Help] on the fax driver screen.

NOTE:

If you have selected [Confirm Fax Number/URI when Setting Destination] in the dialog box that is displayed when [Security Settings] of the [Special] tab is clicked, also enter a number in [Confirm Fax Number] or [Confirm URI]. For more information, click [Help] on the fax driver screen.

4 **Attach a cover sheet to the document as necessary.** **Attaching Cover Sheets to PC Faxes**

5 **Click [Send] to send the document.**

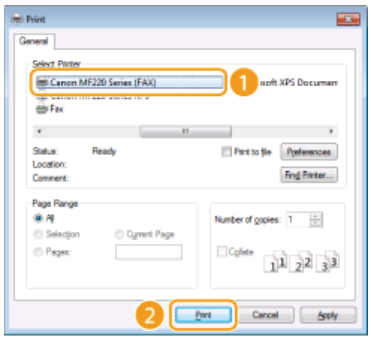
Attaching Cover Sheets to PC Faxes

You can attach a cover sheet to the document you are sending. Select a cover sheet from three preset cover sheets in the fax driver, or create your own custom cover sheets. For more information, click [Help] on the fax driver screen.

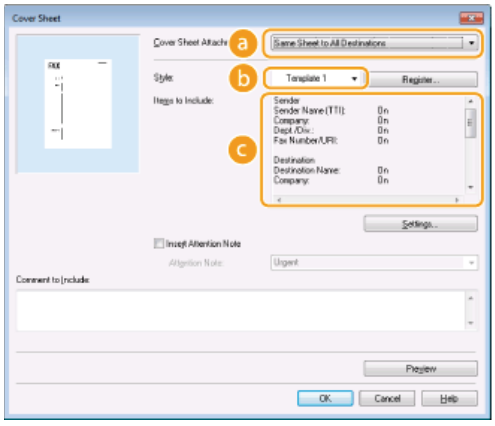
1 Open a document in an application and display the print dialog box.

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select your fax driver, and click [Print].



3 Click the [Cover Sheet] button and specify each setting.



[Cover Sheet Attachment]

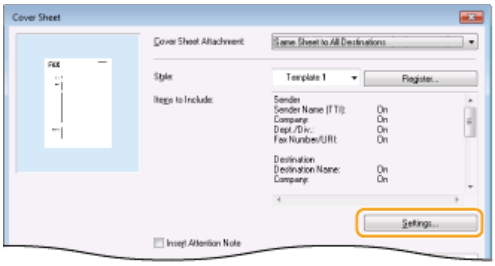
Select [Different Sheet to Each Destination] or [Same Sheet to All Destinations].

[Style]

Select a cover sheet from the three preset cover sheets (Template 1 to 3). The layout of the selected cover sheet is displayed in the image on the left.

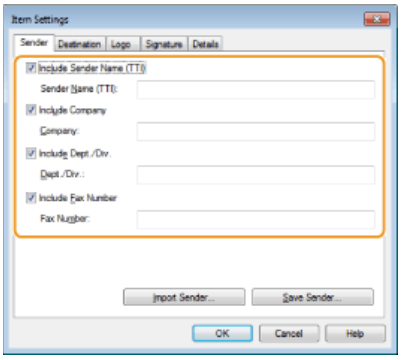
[Items to Include]

Displays items that are to be included on a cover sheet. To change the items to be included, click [Settings].



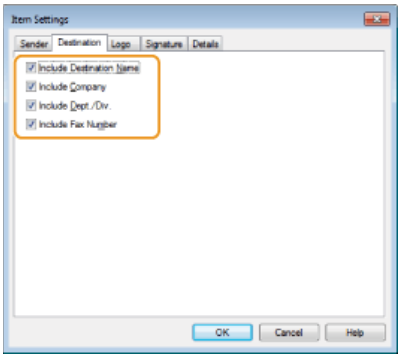
■[Sender] tab

Select the sender items you want to include and enter the information.



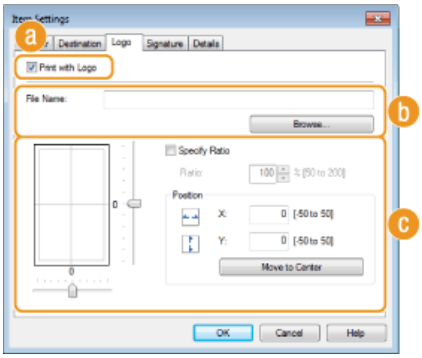
■[Destination] tab

Select the destination items you want to include and enter the information. Destination names, company names, department names, and fax numbers specified in the [Select Destination]/[Enter Destination] tab (**Sending PC Faxes**) are included on the cover sheet.



■[Logo] tab/[Signature] tab

Specify each setting. The following screen shows an example for when the [Logo] tab is selected.



a With/without logos or signatures

Select [Print with Logo] or [Print with Signature] if you want to include logos or signatures on the cover sheet. Have the bitmap files for logos or signatures ready beforehand.

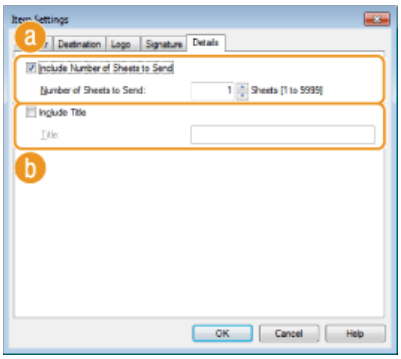
b Location of logos or signature files

Specify the location where logos or signatures files are saved. Click [Browse] to locate the file you are using for logos or signatures.

c Size and position of the specified logos or signatures

Adjust the size and position of the specified logos or signatures while checking the image displayed on the left.

■[Details] tab



[Include Number of Sheets to Send]

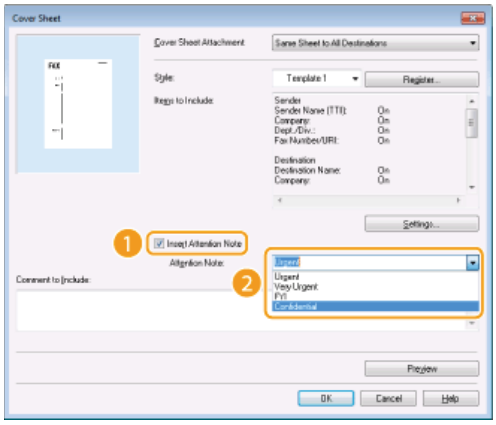
Select this check box if you want to include the number of sheets that you are going to send in the cover sheet and specify the number of sheets in [Number of Sheets to Send]. The number of sheets to send is not counted automatically. The value specified here is included in the cover sheet.

[Include Title]

Select this check box if you want to add a title to the cover sheet and enter the title in [Title].

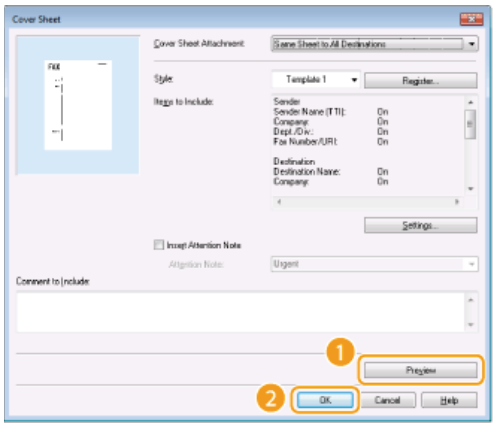
4 If you want to insert an attention note, select [Insert Attention Note] and select a note from the [Attention Note] drop-down list.

- Attention notes such as "Urgent" and "Confidential" are available. You can also enter characters directly in [Attention Note] instead of selecting a note from the list.
- You can also add comments in [Comment to Include].



5 Click [Preview] to check the contents of the cover sheet, and if everything is correct, click [OK].

- To modify the contents, perform the steps from 3 again.



- The specified cover sheet is attached to the fax when the fax is sent.

Using Address Book for PC Faxes

Once you register frequently used destinations for PC faxes in the Address Book, you can easily specify destinations whenever you send PC faxes. Also, Address Book data in CSV format created on applications such as Microsoft Excel can be imported into the machine, or the Address Book data can be exported to a file for use on other fax machines or applications.

NOTE

You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book.

Changing Location to Save Address Book Data

Registering Destinations

This section describes how to register destinations in the Address Book for PC faxes. You can select single destinations from among those registered in the Address Book to make one group destination (Group Dial), which is useful when sending to multiple destinations at once.

Registering Destinations
Registering Multiple Destinations as One Destination (Group Dial)

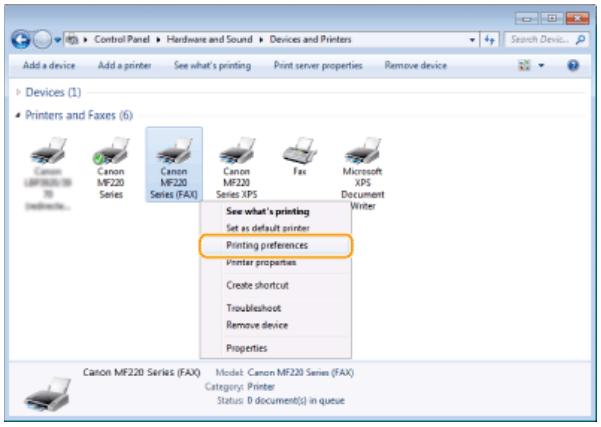
NOTE

- A total of 6,000 destinations can be registered: 3,000 for single destinations and 3,000 for group destinations.
- You can select and combine registered group destinations and register them as separate group destinations.
- You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book.
  Changing Location to Save Address Book Data

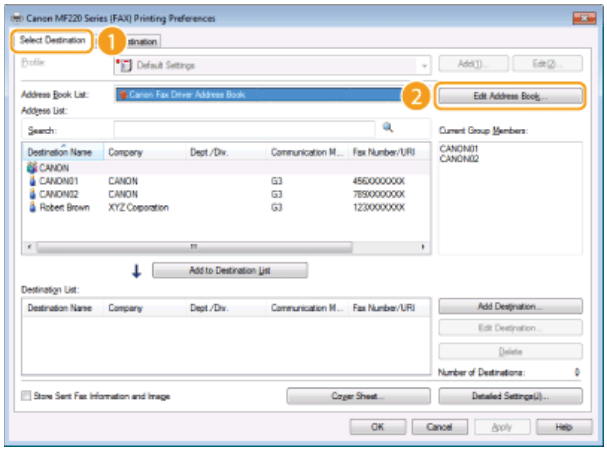
Registering Destinations

1 **Open the printer folder.** **Displaying the Printer Folder**

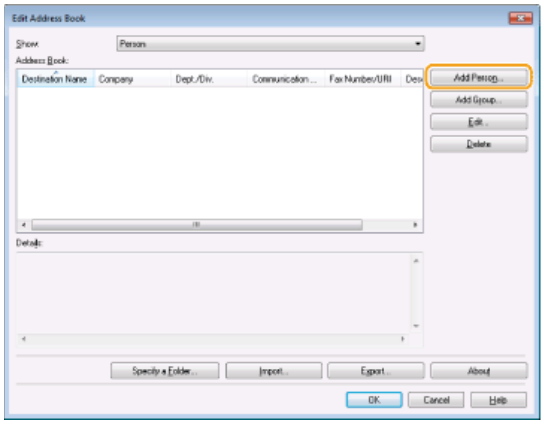
2 **Right-click your fax icon and click [Printing preferences].**



3 **Click the [Select Destination] tab ▸ [Edit Address Book].**



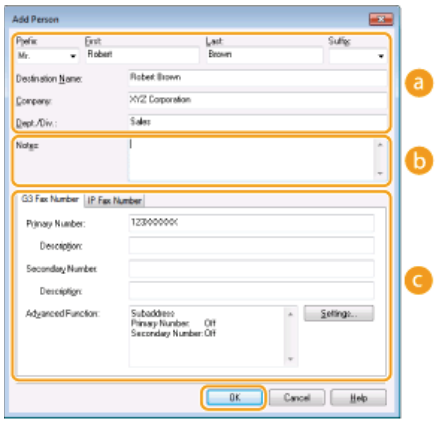
4 **Click [Add Person].**



NOTE:

To change or delete registered destinations, select a destination from [Address Book], and click [Edit] or [Delete].

5 Specify each setting and click [OK].



a Address

Enter the recipient name, company name, and department name.

b [Notes]

Enter comments as necessary.

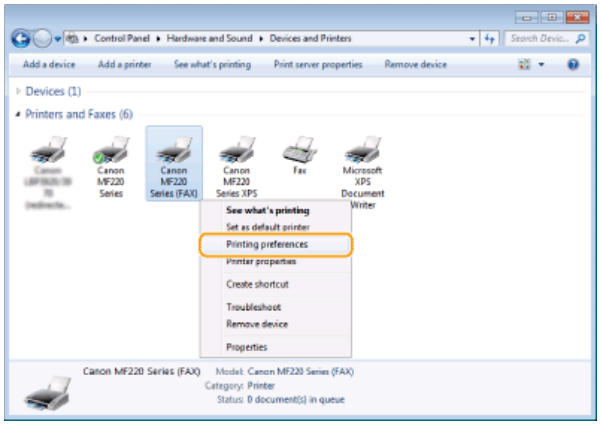
c [Fax Number]

Enter the fax number(s). Hyphens can be inserted between numbers as necessary. If you want to add explanations of the uses for the fax numbers, such as "Home" or "Office", enter them in [Description].

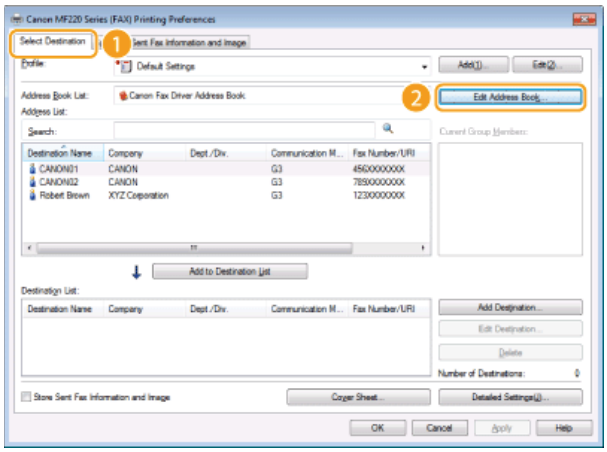
Registering Multiple Destinations as One Destination (Group Dial)

1 Open the printer folder. Displaying the Printer Folder

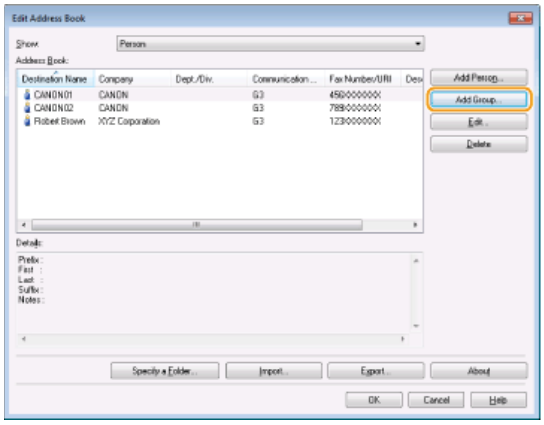
2 Right-click your fax icon and click [Printing preferences].



3 Click the [Select Destination] tab ▶ [Edit Address Book].



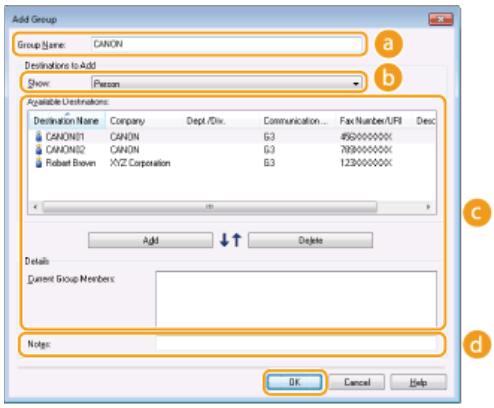
4 Click [Add Group].



NOTE:

To change or delete registered destinations, select a destination from [Address Book], and click [Edit] or [Delete].

5 Specify each setting and click [OK].



a [Group Name]

Enter a group name such as "Sales Department 1."

b [Show]

Select the type of the destinations to display in [Available Destinations], from which you can select the destinations to register in Group Dial.

[Person]

Displays single destinations.

[Group]

Displays group destinations.

[All]

Displays all the destinations registered in the Address Book.

[Available Destinations]

Select the destinations to register in Group Dial, and click [Add]. The selected destinations are displayed in [Current Group Members].

NOTE:

- To select multiple destinations, click the destinations while holding down [SHIFT] key or [CTRL] key.
- To delete a destination from [Current Group Members], select a destination and click [Delete].

[Notes]

Enter comments as necessary.

Using Registered Destinations

This section describes how to specify destinations registered in the Address Book. **Registering Destinations**

NOTE

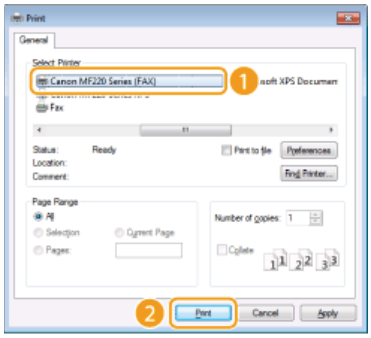
You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book.

Changing Location to Save Address Book Data

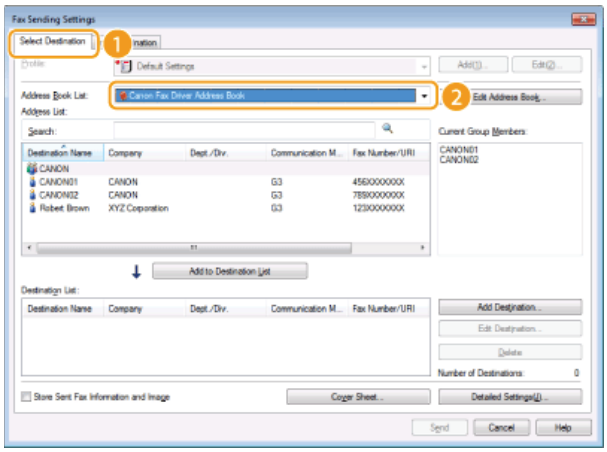
1 **Open a document in an application and display the print dialog box.**

- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

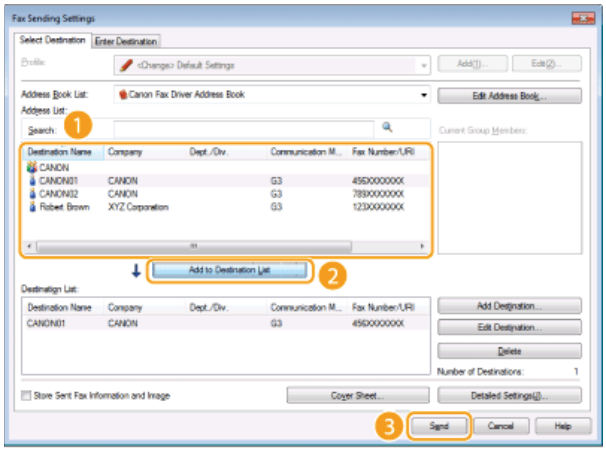
2 **Select your fax driver, and click [Print].**



3 **Click the [Select Destination] tab ▶ Select the Address Book from [Address Book List].**



4 **Select a destination and click [Add to Destination List].**



- To specify multiple destinations, repeat step 4.

NOTE:

- You can search for destinations with [Address List].
- Clicking [Edit Address Book] allows you to edit the Address Book.

5 Click [Send].

Importing/Exporting Address Book Data from the Fax Driver

Address Book data in CSV format created on applications such as Microsoft Excel can be imported into the machine, or the Address Book data can be exported to a file for use on other fax machines or applications. The machine supports two file formats: CSV (*.csv) files and Canon Address Book files (*.abk).

Importing Address Book Data
Exporting Address Book Data
Changing Location to Save Address Book Data

NOTE

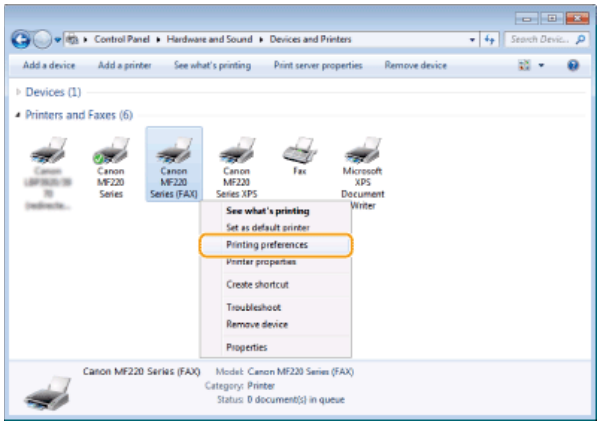
You cannot use the Address Book if you do not have permission to access the folder where the Address Book is saved. Log on as a user who has permission to access the folder, or change the save location of the Address Book.

Changing Location to Save Address Book Data

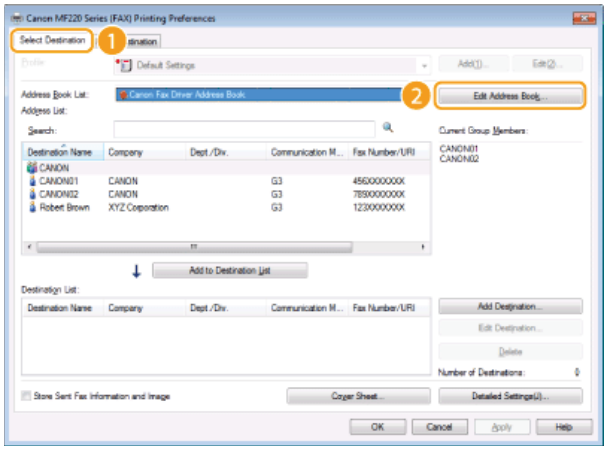
Importing Address Book Data

1 **Open the printer folder.** **Displaying the Printer Folder**

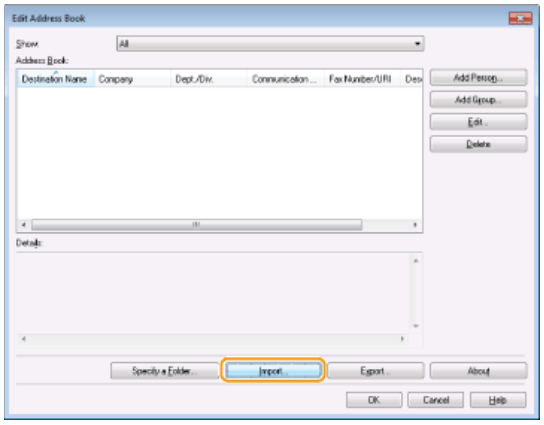
2 **Right-click your fax icon and click [Printing preferences].**



3 **Click the [Select Destination] tab ▸ [Edit Address Book].**

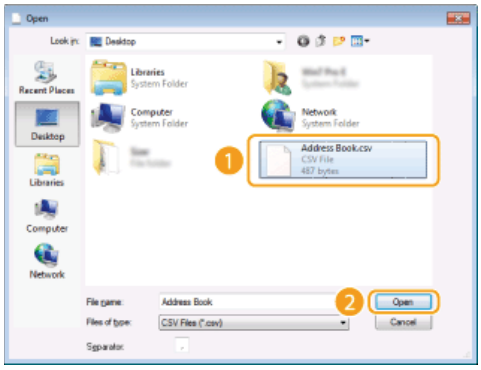


4 **Click [Import].**

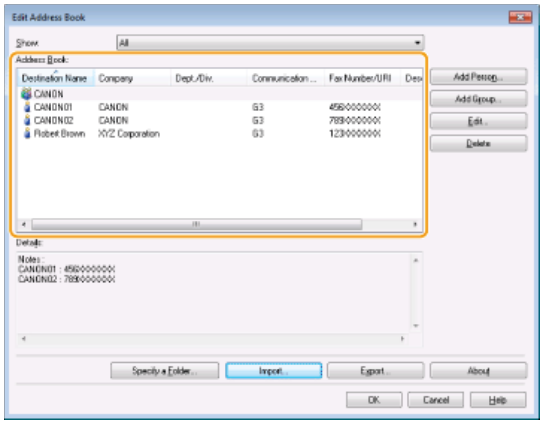


5 **Select the file to import and click [Open].**

- For a CSV file, specify the separators used in the file.



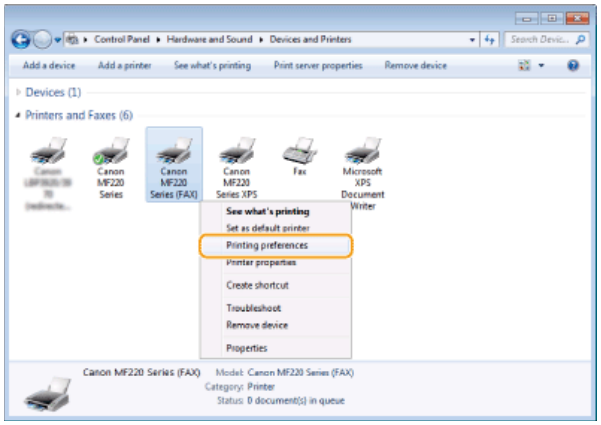
- The destinations imported from the file are displayed in [Address Book].



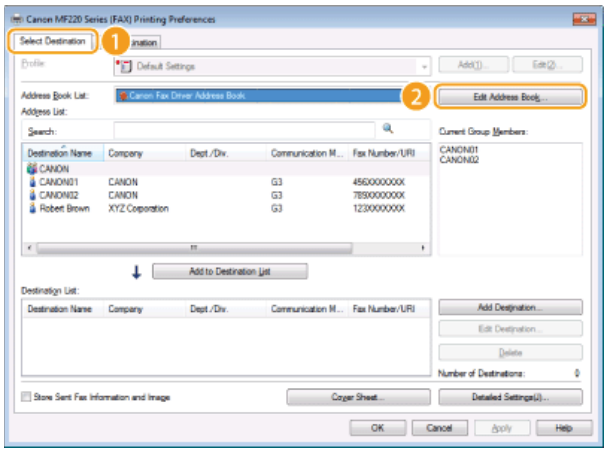
Exporting Address Book Data

1 **Open the printer folder.** **Displaying the Printer Folder**

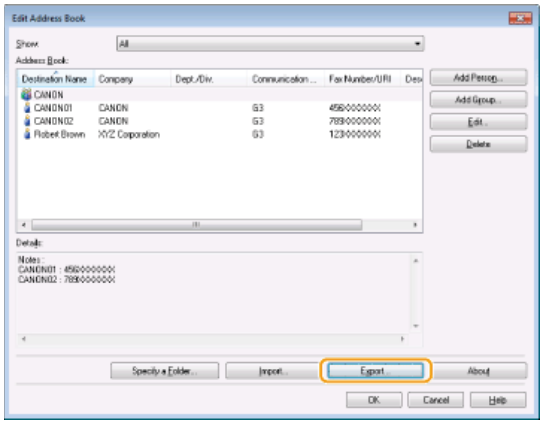
2 **Right-click your fax icon and click [Printing preferences].**



3 Click the [Select Destination] tab ▸ [Edit Address Book].

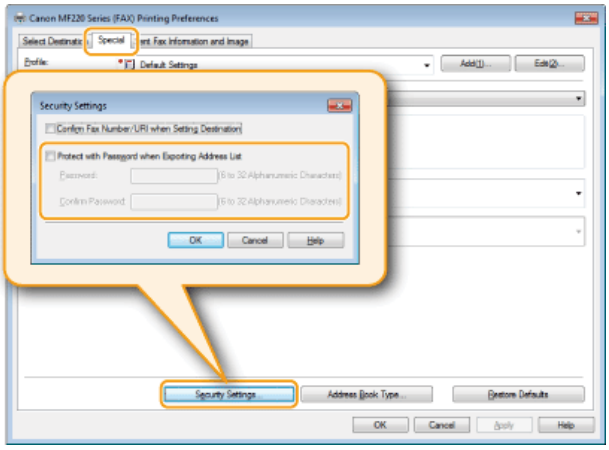


4 Click [Export].



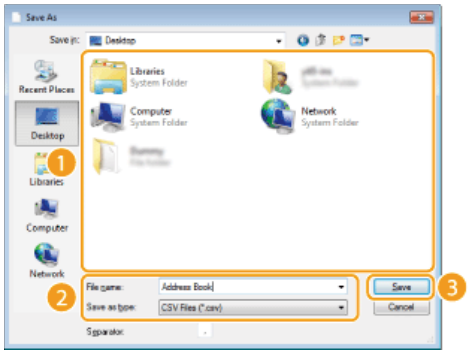
NOTE:

If you have selected [Protect with Password when Exporting Address List] in the dialog box that is displayed when [Security Settings] of the [Special] tab is clicked, a dialog box for entering a password is displayed when you click [Export]. For more information, click [Help] on the fax driver screen.



5 **Specify the location to save the file, the file name, and the file format, and then click [Save].**

- For a CSV file, specify the separators used in the file.

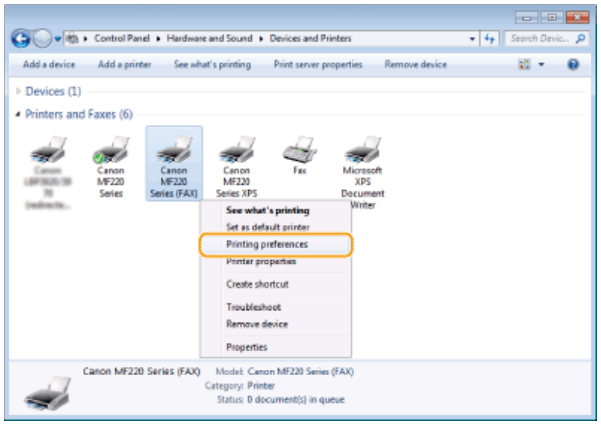


- The Address Book data is exported to the specified location.

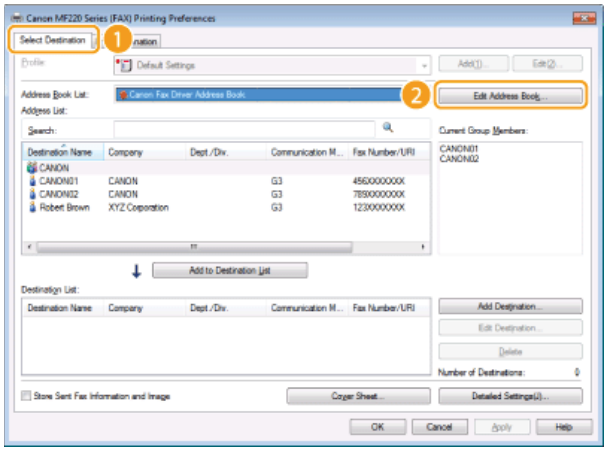
Changing Location to Save Address Book Data

1 **Open the printer folder.** **Displaying the Printer Folder**

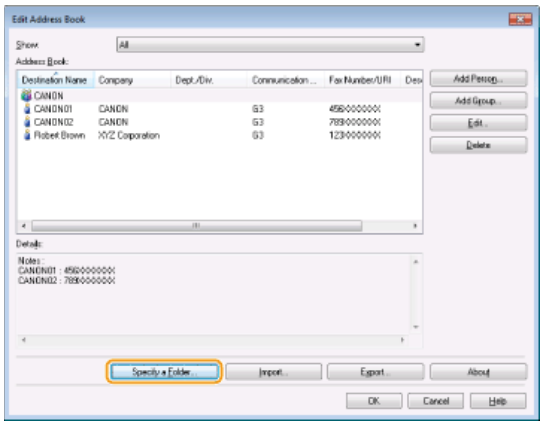
2 **Right-click your fax icon and click [Printing preferences].**



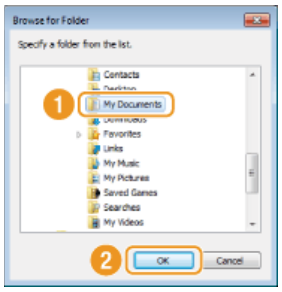
3 **Click the [Select Destination] tab [Edit Address Book].**



4 Click [Specify a Folder].



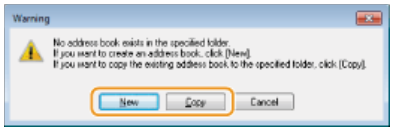
5 Specify the location to save the Address Book data, and click [OK].



NOTE:

Save the Address Book data in a folder, such as the [My Documents] folder, where you have write permission.

6 If you want to create an Address Book, click [New], or if you want to copy the existing Address Book to the specified folder, click [Copy].



- The Address Book is created or copied.

NOTE:

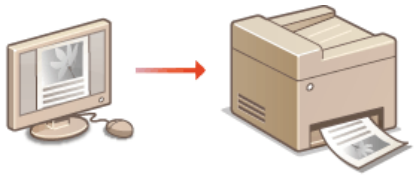
If an Address Book already exists in the folder selected in step 4, the following message is displayed. If you want to use the existing Address Book, click [Use as-is], and if you want to use the Address Book of the fax driver, click [Overwrite].

Using the Machine as a Printer

There are many ways to use the machine as a printer. You can print documents on your computer by using the printer driver, or print from portable devices using AirPrint. Make full use of the print functions to suit your needs.

Printing from a Computer

You can print a document made on your computer by using the printer driver. **Printing from a Computer**



Printing from a Smartphone/Tablet

You can print a document made on your smartphone or tablet from an iPhone/iPad or Android terminal.

Using AirPrint

You can print without using a printer driver by sending print data wirelessly from Apple devices. **Using AirPrint**

Printing with the Canon Mobile Application

You can print from the machine using a smartphone or tablet. For more information on this function, see the Canon website.

NOTE

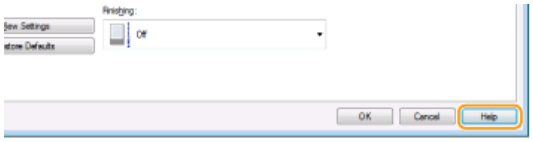
This machine also supports Mopria™. With Mopria™, you can print using a single driver even with an other-brand printer, as well as print using common operation and settings for each printer. For information on supported models and operating system environments, visit http://www.mopria.org.

Printing from a Computer

You can print a document made with an application on your computer by using the printer driver. There are useful settings on the printer driver, such as enlarging/reducing and 2-sided printing, that enable you to print your documents in various ways. Before you can use this function, you need to complete some procedures, such as installing the printer driver on your computer. For more information, see MF Driver Installation Guide.

About the Printer Driver Help

Clicking [Help] on the printer driver screen displays the Help screen. On this screen, you can see the detailed descriptions that are not in the e-Manual.



NOTE

- If you are a Macintosh user, see MF Driver Installation Guide for installing the printer drivers and Printer Driver's Help for using print functions (**For Mac OS Users**).
- Depending on the operating system and the type or version of the printer driver you are using, the printer driver screens in this manual may differ from your screens.

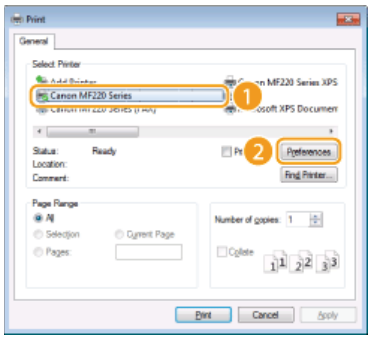
Printing a Document

This section describes how to print a document on your computer by using the printer driver.

1 Open a document in an application and display the print dialog box.

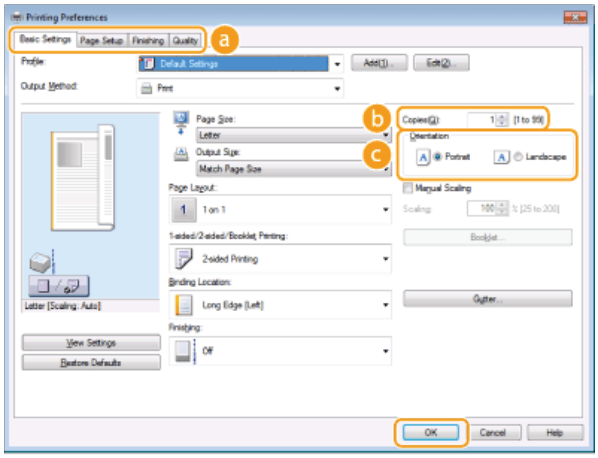
- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select the printer driver for the machine, and click [Preferences] (or [Properties]).



- The screen that is displayed differs depending on the application you are using.

3 Specify the print settings such as the number of copies and print orientation, and click [OK].



a Tabs

Click each tab to display the print setting screens and specify the print settings as necessary. **Various Print Settings**

NOTE:

For the MF229dw / MF226dn, the default setting is for 2-sided printing. Change the setting as necessary. **Switching 1-Sided and 2-Sided Printing (MF229dw / MF226dn)**

b [Copies]

Specify the number of copies.

c [Orientation]

Specify the print orientation ([Portrait] or [Landscape]). The orientation setting for the document that is specified on the application is usually reflected on the printer driver.

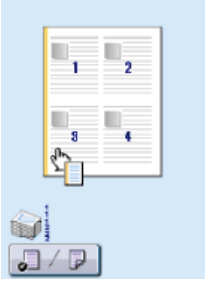
NOTE:

You can register the settings you specified in this step as a "profile" and use the profile whenever you print. You can eliminate the need to specify the same settings every time you print. **Registering Combinations of Frequently Used Print Settings**

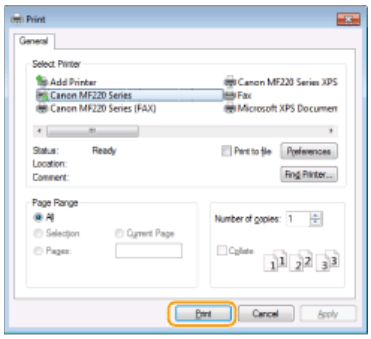
TIPS

Clickable UI

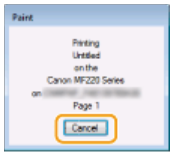
You can easily specify the page layout, binding position, etc. intuitively on the preview image. For more information, click [Help] on the printer driver screen.



4 Click [Print] (or [OK]).



- Printing starts. On some applications, a screen like shown below appears.



- To cancel printing, click [Cancel] when the screen shown above is displayed. After the screen disappears or if the screen is not displayed, you can cancel printing in other ways. **Canceling Prints**

IMPORTANT:

Do not touch printed pages

Do not touch newly printed sheets with your fingers or a cloth. You may get your fingers or the cloth dirty, and the toner may smear or come off the page.

NOTE:

When printing from the Windows Store app in Windows 8/8.1/Server 2012/Server 2012 R2

- Follow the procedure below.

  Windows 8/Server 2012

  Display the charms at the right of the screen, and tap or click [Devices] ▶ the printer you are using ▶ [Print] . When you print in this way, you can only specify settings for some of the print functions.

  Windows 8.1/Server 2012 R2

  Display the charms at the right of the screen, and tap or click [Devices] ▶ [Print] ▶ the printer you are using ▶ [Print] . When you print in this way, you can only specify settings for some of the print functions.

- If the message [The printer requires your attention. Go to the desktop to take care of it.] is displayed, go to the desktop and follow the instructions in the displayed dialog box. This message appears when the machine is set to display the user name during printing and similar instances.

LINKS

Checking the Printing Status

Canceling Prints

You can cancel printing from your computer or on the operation panel of the machine.

From a Computer
From the Operation Panel

From a Computer

You can cancel printing from the printer icon displayed on the system tray on the desktop.

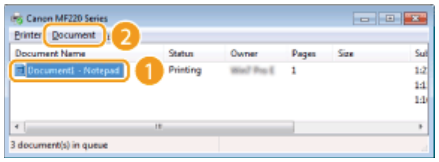
1 Double-click the printer icon.

NOTE:

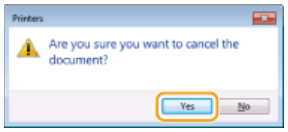
When the printer icon is not displayed

Open the printer folder (**Displaying the Printer Folder**), right-click your printer icon, and click [See what's printing] (or double-click the icon of the printer driver for the machine).

2 Select the document you want to cancel, and click [Document] ▸ [Cancel].



3 Click [Yes].



- Printing of the selected document is canceled.

NOTE

Several pages may be output after you cancel printing.

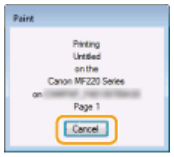
TIPS

Canceling from the Remote UI

You can cancel printing from the [Job Status] page on the Remote UI: **Checking Current Status of Print Documents**

Canceling from an application

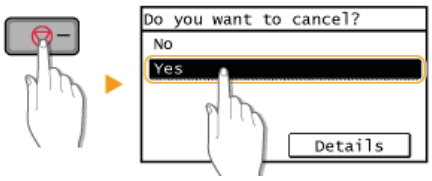
On some applications, a screen like shown below appears. You can cancel printing by clicking [Cancel].



From the Operation Panel

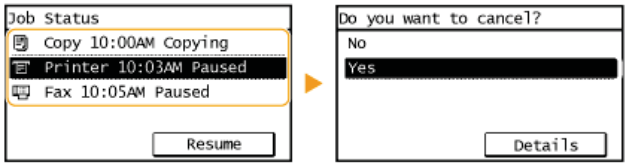
Cancel printing using or .

■Press to Cancel



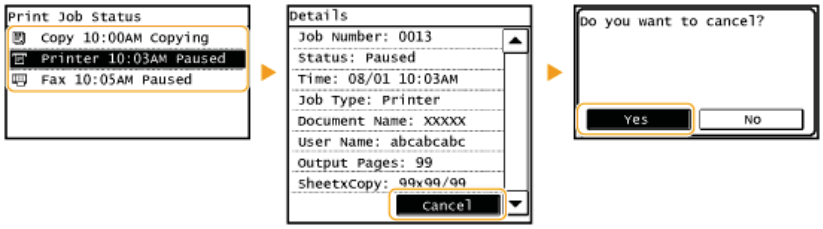
If the Screen Displays a List of Documents When is Pressed

Tap the document to cancel.



■Use to Cancel

▶ <Print Job Status> ▶ Select the document on the <Print Job Status> screen ▶ <Cancel> ▶ <Yes>



NOTE

Several pages may be output after you cancel printing.

LINKS

- **Printing a Document**
- **Checking the Printing Status**

Checking the Printing Status

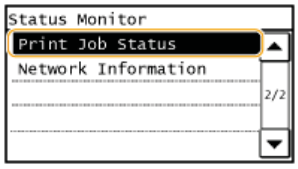
You can check the current print statuses.

Useful in the Following Cases

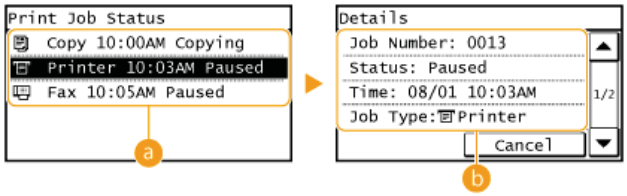
- When your documents are not printed for a long time, you may want to see the waiting list of the documents waiting to be printed.
- When you cannot find your printouts that you thought had been printed, you may want to see whether an error has occurred.

1 **Press .**

2 **Tap <Print Job Status>.**



3 **Select the document to check.**



a <Print Job Status>

Displays a list of the documents that are being processed or are waiting to be processed.

b <Details>

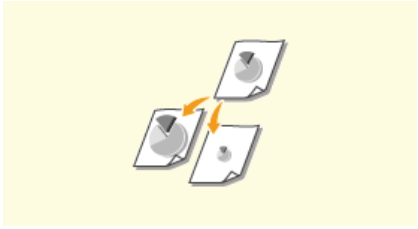
Displays detailed information about the document selected from the list.

LINKS

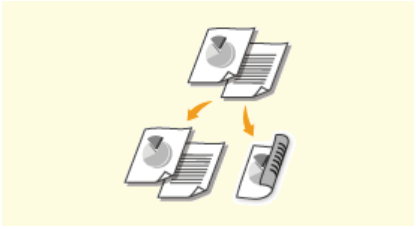
Printing a Document
Canceling Prints

Various Print Settings

There are a variety of settings to suit your needs, such as Enlarged/Reduced and 2-sided printing.



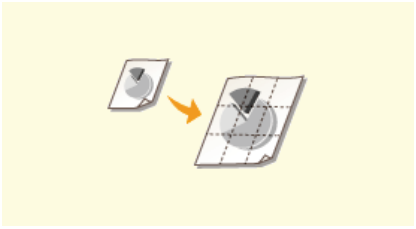
Enlarging or Reducing



Switching 1-Sided and 2-Sided Printing (MF229dw / MF226dn)

Collating Printouts by Page

Printing Multiple Pages onto One Sheet



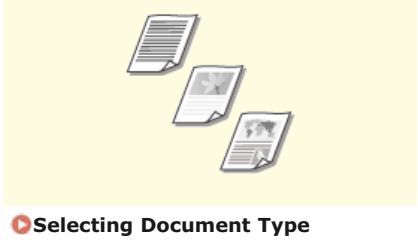
Printing Posters

Printing Booklet (MF229dw / MF226dn)

Printing Borders

Printing Dates and Page Numbers

Printing Watermarks



Selecting Document Type

Saving Toner

Combining and Printing Multiple Documents

Enlarging or Reducing

You can make enlarged or reduced printouts by using a preset print ratio, such as A5 to A4, or a custom print ratio that you set in increments of 1%.

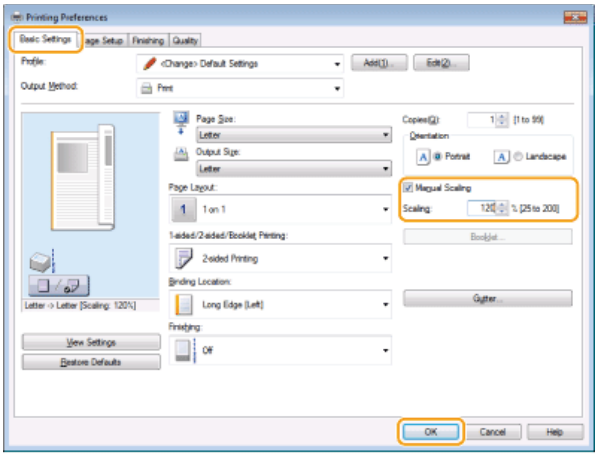
Setting Print Ratio by Specifying the Original Document and Paper Size (Preset Ratio)

The print ratio is automatically set based on the document and paper size you have specified.

[Basic Settings] tab ▶ Select the document size in [Page Size] ▶ Select the paper size in [Output Size] ▶ [OK]

Specifying Print Ratio in Increments of 1%

[Basic Settings] tab ▶ Select the [Manual Scaling] check box ▶ Enter the print ratio in [Scaling] ▶ [OK]



NOTE

- Depending on the selected paper size, you may not be able to set the optimum enlarging/reducing ratio. For example, there may be large blank spaces on your printout, or portions of the document that are missing.
- The enlarging/reducing settings on some applications have priority over those on the printer driver.

LINKS

Printing a Document

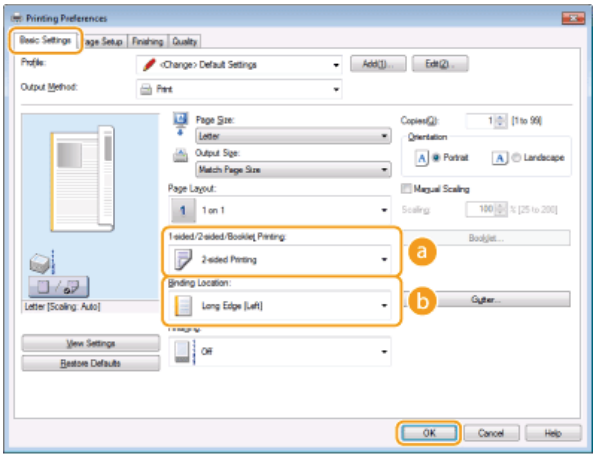
Switching 1-Sided and 2-Sided Printing MF229dw / MF226dn

If you are using the MF229dw / MF226dn, you can make both 1-sided and 2-sided printouts. The default setting is [2-sided Printing]. Change the setting as necessary.

NOTE

2-sided printing may not be available with some sizes and types of paper. **Paper**

[Basic Settings] tab ▶ Select [1-sided Printing] or [2-sided Printing] in [1-sided/2-sided/Booklet Printing] ▶ Select the position to bind in [Binding Location] ▶ [OK]



[1-sided/2-sided/Booklet Printing]

Select [1-sided Printing] or [2-sided Printing].

NOTE:

For [Booklet Printing], see **Printing Booklet (MF229dw / MF226dn)**.

[Binding Location]

Specify the position to bind the printouts with a binding tool such as a stapler. Printing orientation will be changed depending on the specified binding position. To specify the margin width for the binding position, click [Gutter].

[Long Edge [Left]]

Prints images in such a way that the printed pages are opened horizontally when bound.

[Short Edge [Top]]

Prints images in such a way that the printed pages are opened vertically when bound.

[Gutter]

Specify a binding margin.

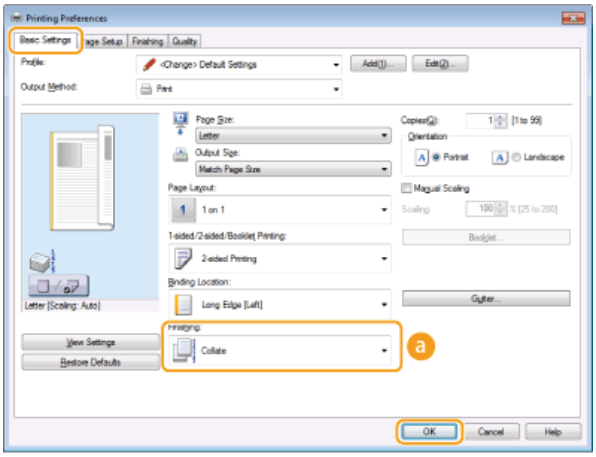
LINKS

- Printing a Document
- Printing Multiple Pages onto One Sheet
- Printing Booklet (MF229dw / MF226dn)

Collating Printouts by Page

When printing copies of multi-page documents, select [Collate] to print complete sets in sequential page order. This function is useful when preparing handouts for meetings or presentations.

[Basic Settings] tab ▶ Select [Collate] or [Group] in [Finishing] ▶ [OK]



[Finishing]

Specify the sorting method of the printouts when printing multiple-page documents.

[Collate]

The printouts are grouped into complete sets in sequential page order. For example, if you are printing three copies of a five-page document, the printouts will be arranged in the following page order: 1, 2, 3, 4, 5, 1, 2, 3, 4, 5, 1, 2, 3, 4, 5.

[Group]

The printouts are not collated. For example, if you are printing three copies of a five-page document, the printouts will be arranged in the following page order: 1, 1, 1, 2, 2, 2, 3, 3, 3, 4, 4, 4, 5, 5, 5.

NOTE:

If you select [Off], whether the printouts are collated or not depends on the setting made on the application.

LINKS

Printing a Document

Printing Multiple Pages onto One Sheet

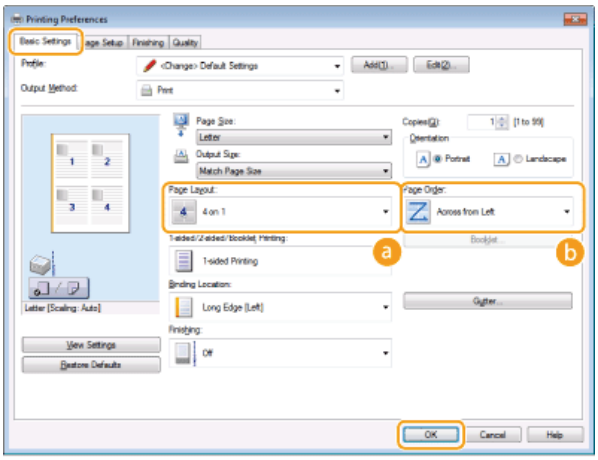
You can print multiple pages onto a single sheet. For example, you can print four or nine pages onto a single sheet by using [4 on 1] or [9 on 1]. Use this function if you want to save paper or to view your document in thumbnails.

NOTE

To save more paper, combine this setting with 2-sided printing.

Switching 1-Sided and 2-Sided Printing (MF229dw / MF226dn)

[Basic Settings] tab ▶ In [Page Layout], select the number of pages to print onto a single sheet ▶ In [Page Order], select the page distribution layout ▶ [OK]



a [Page Layout]

Select the number of pages to print onto a single sheet from [1 on 1] to [16 on 1]. For example, to print 16 pages onto a single sheet, select [16 on 1].

NOTE:

- For options such as [Poster [2 x 2]], see **Printing Posters**.
- Printing may not be performed properly if you combine this setting with an application setting for collating printouts.

b [Page Order]

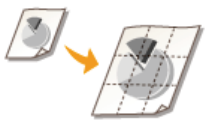
Select a page distribution layout. For example, if you select [Across from Left], the first page is printed on the top left, and then the rest of the pages are arranged rightward.

LINKS

Printing a Document

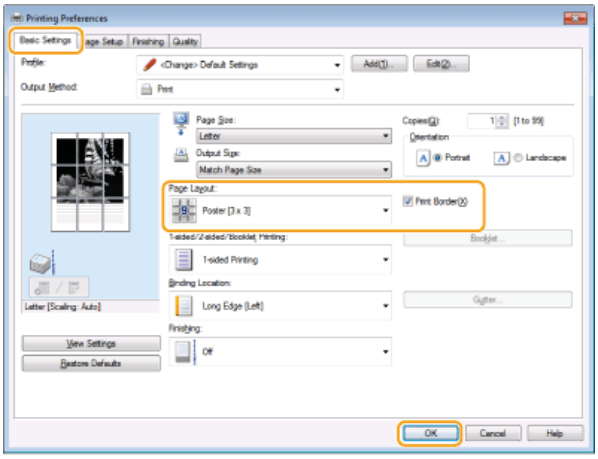
Switching 1-Sided and 2-Sided Printing (MF229dw / MF226dn)

Printing Posters



You can print one page of a document onto multiple pages. For example, if you make a one-page A4-size document nine times larger, you will have a poster 3x3 A4 size sheets large after you print the document and paste it together.

[Basic Settings] tab ▶ In [Page Layout], select the dimensions of your poster (for example, [Poster [2 x 2]]) ▶ [OK]



- There are four size settings:[Poster [1 x 2]], [Poster [2 x 2]], [Poster [3 x 3]], and [Poster [4 x 4]].

  NOTE:

  Poster size settings cannot be selected when 2-sided printing is enabled. Select [1-sided Printing] in [1-sided/2-sided/Booklet Printing], and then select a poster size setting.
- Select the [Print Border] check box to add borders on your printouts. The borders are helpful if you want to paste the printouts together or cut off the margins.

LINKS

- **Printing a Document**
- **Enlarging or Reducing**

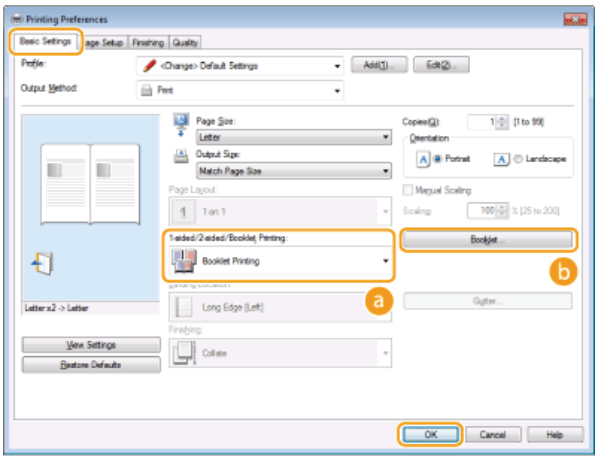
Printing Booklet MF229dw / MF226dn

You can print two pages of a document on both sides of paper and then fold your printed pages in half to make a booklet. The printer driver controls the print order in such a way that the page numbers are correctly arranged.

NOTE

Booklet printing may not be available with some sizes and types of paper. See **Paper**.

[Basic Settings] tab ▶ Select [Booklet Printing] in [1-sided/2-sided/Booklet Printing] ▶ Click [Booklet] to specify detailed settings as necessary ▶ [OK] ▶ [OK]



[1-sided/2-sided/Booklet Printing]

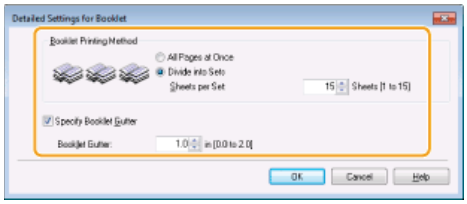
Select [Booklet Printing].

NOTE:

For [1-sided Printing] and [2-sided Printing], see **Switching 1-Sided and 2-Sided Printing (MF229dw / MF226dn)**.

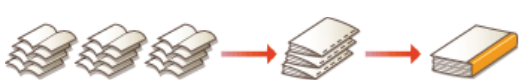
[Booklet]

The screen below is displayed.



[Booklet Printing Method]

- [All Pages at Once]: Prints all of the pages at once as a single bundle so that you can make a booklet just by folding the printed pages in half.
- [Divide into Sets]: Prints as multiple bundles divided by the number of the pages specified on [Sheets per Set]. Bind each bundle, and then combine them as one booklet. Select this option when the document has so many pages that you cannot bind them all into a single booklet.



[Specify Booklet Gutter]

If you are using a stapler or other binding tools, specify the margin width for binding your booklet. Select the [Specify Booklet Gutter] check box and specify the margin width in [Booklet Gutter].

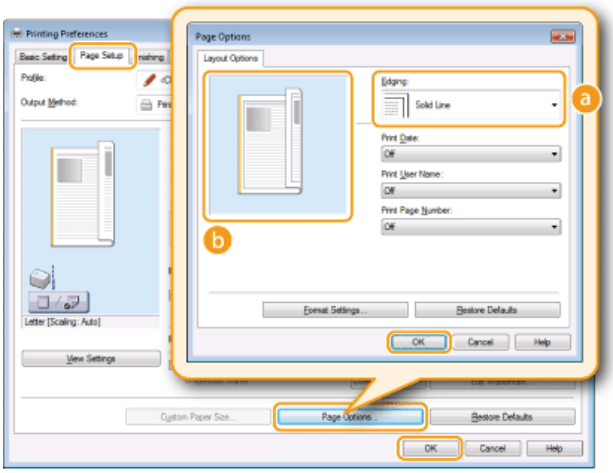
LINKS

Printing a Document

Printing Borders

You can add borders, such as broken lines or double lines, in the margins of printouts.

[Page Setup] tab ▶ Click [Page Options] ▶ Select the border type in [Edging] ▶ [OK] ▶ [OK]



[Edging]
Select the border type.

Preview
Displays a preview with the selected border.

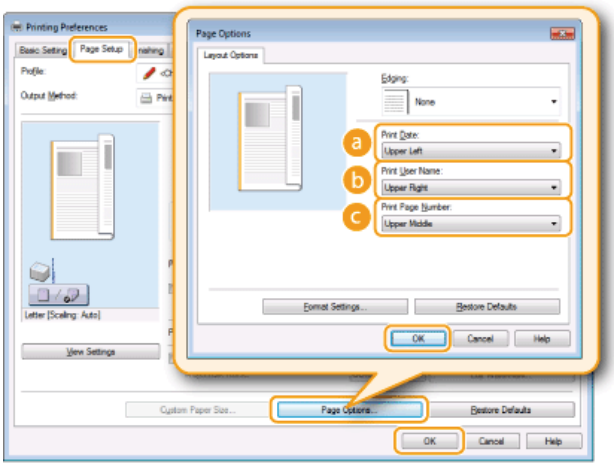
LINKS

- **Printing a Document**
- **Printing Dates and Page Numbers**
- **Printing Watermarks**

Printing Dates and Page Numbers

You can print the information such as dates or page numbers, and you can specify where to print this information on the document (upper-left, lower-right, etc.).

[Page Setup] tab ▶ Click [Page Options] ▶ Select the print position of the print date, user name or page number ▶ [OK] ▶ [OK]



a [Print Date]

Specify the position to print the print date.

b [Print User Name]

Specify the position to print the user name (logon name) for the computer used to print the document.

c [Print Page Number]

Specify the position to print the page number.

Changing the Print Format of Dates and Page Numbers

You can change formatting details such as font and font size when printing dates, logon names, or page numbers. Click [Format Settings] on the Page Options screen shown above to specify the details.

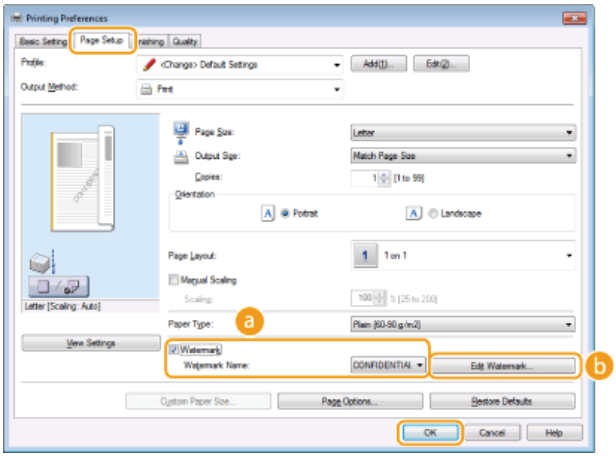
LINKS

- **Printing a Document**
- **Printing Borders**
- **Printing Watermarks**

Printing Watermarks

You can print watermarks such as "COPY" or "CONFIDENTIAL" over the document. You can create new watermarks or use pre-registered watermarks.

[Page Setup] tab ▶ Select the [Watermark] check box ▶ Select a watermark from [Watermark Name] ▶ [OK]

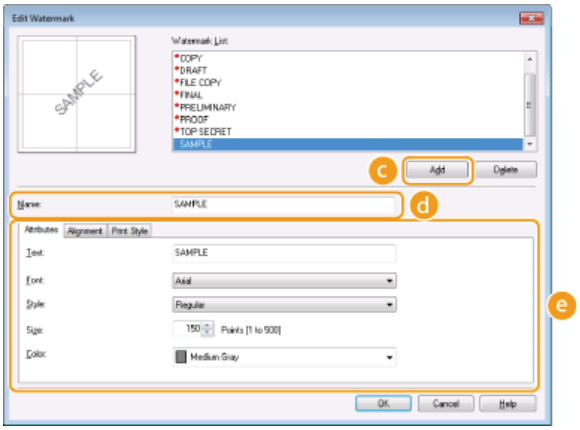


a [Watermark]/[Watermark Name]

Select the [Watermark] check box to display the list of the watermarks in the [Watermark Name] drop-down list. Select a watermark from the menu.

b [Edit Watermark]

Displays the screen to create or edit watermarks.



c [Add]

Click to create a new watermark. Up to 50 watermarks can be registered.

d [Name]

Enter the created watermark name.

e [Attributes]/[Alignment]/[Print Style]

Click each tab to specify the text, color, or print position of the watermark. For more information, click [Help] on the printer driver screen.

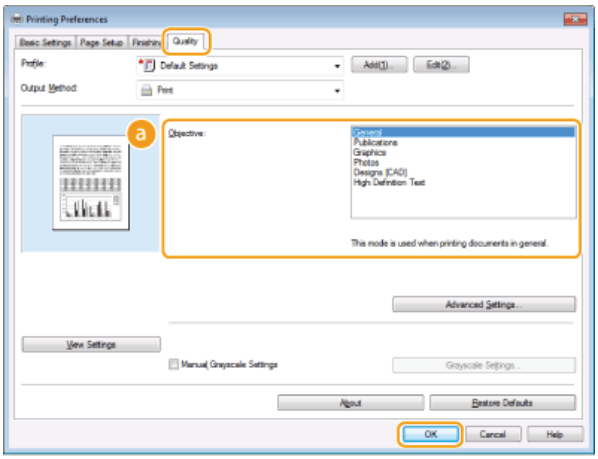
LINKS

- **Printing a Document**
- **Printing Borders**
- **Printing Dates and Page Numbers**

Selecting Document Type

You can specify the document type to ensure optimal image quality. There are different settings for photo documents, documents that have charts or graphs, and documents that have design drawings with fine lines.

[Quality] tab ▶ Select the document type in [Objective] ▶ [OK]



a [Objective]

Select an option that suits the document type or purpose of printing. For example, select [General] for general use, or select [Photos] when you want to print photo images in optimal print quality.

[General]
A versatile option that is suitable when printing most documents.

[Publications]
Suitable when printing documents that have a mix of photo images, charts, and graphs.

[Graphics]
Suitable when printing documents that have charts or graphs.

[Photos]
Suitable when printing photo images.

[Designs [CAD]]
Suitable when printing design drawings that have many fine lines.

[High Definition Text]
Suitable when printing documents that have small characters.

NOTE:

To specify detailed settings for each item selected on [Objective], click [Advanced Settings]. For more information, click [Help] on the printer driver screen.

LINKS

Printing a Document

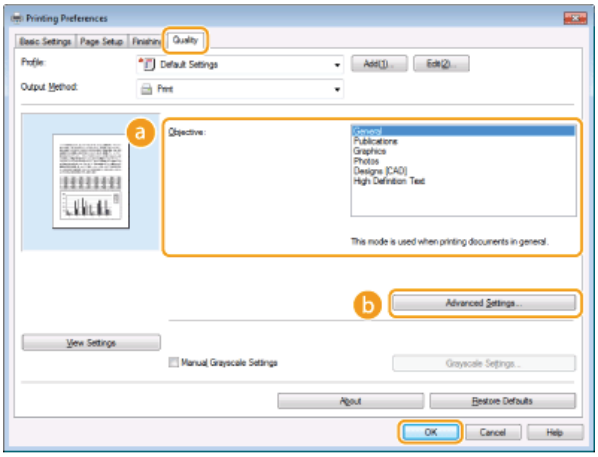
Saving Toner

You can set the printer driver to print documents using less toner.

IMPORTANT

When the toner save setting is enabled, fine lines and portions with lighter print density may become blurred.

[Quality] tab ▶ Select the document type in [Objective] ▶ Click [Advanced Settings] ▶ Select [Toner Save] in the [Advanced Settings] screen ▶ Select [On] from the drop-down list ▶ [OK] ▶ [OK]



a [Objective] Selecting Document Type

Select the document type for which you want to enable the toner save setting.

b [Advanced Settings]

A screen with settings is displayed. Click [Toner Save] and select [On] from the drop-down list on the bottom of the screen.

NOTE:

- You can specify whether to enable the toner save setting for each document type. Specify the toner save setting for each document type listed in [Objective].
- In the [Advanced Settings] screen, you can specify various print settings other than toner save settings. For more information, click [Help] on the printer driver screen.

LINKS

Printing a Document

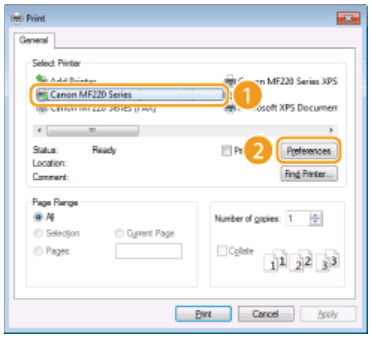
Combining and Printing Multiple Documents

By using Canon PageComposer, you can combine multiple documents into one print job and print the job with specified print settings. This function, for example, enables you to combine documents made with different applications and print all of the pages in the same paper size.

1 Open a document in an application and display the print dialog box.

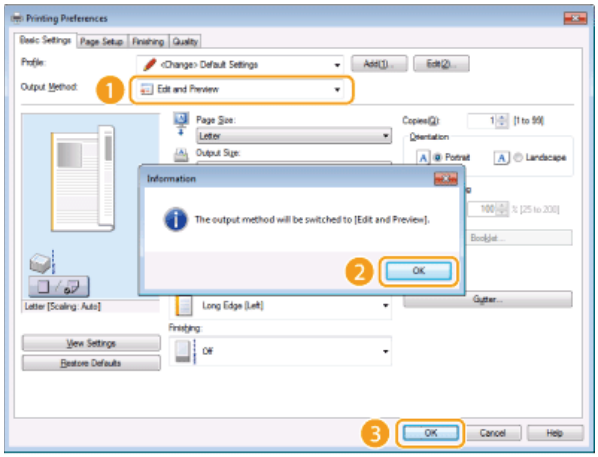
- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

2 Select the printer driver for the machine, and click [Preferences] (or [Properties]).

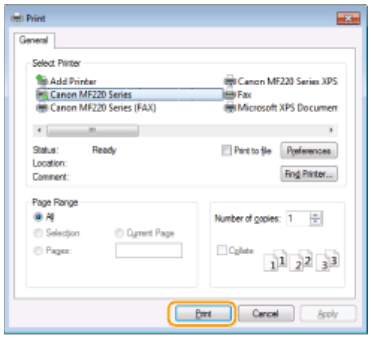


3 Select [Edit and Preview] in [Output Method].

- Click [OK] on the [Information] pop-up screen.
- Click [OK] at the bottom of the screen.



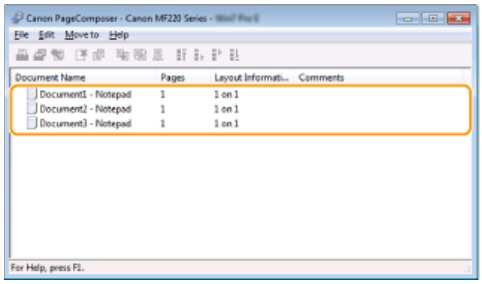
4 Click [Print] (or [OK]).



- The Canon PageComposer starts. Printing does not start in this step.

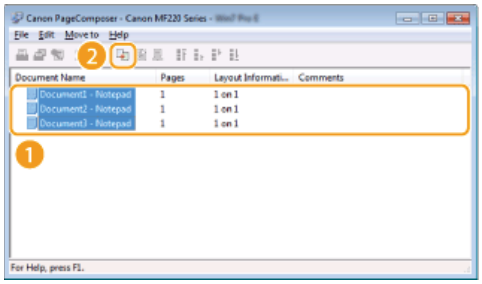
5 Repeat steps 1 to 4 for the documents you want to combine.

- The documents are added to the Canon PageComposer.



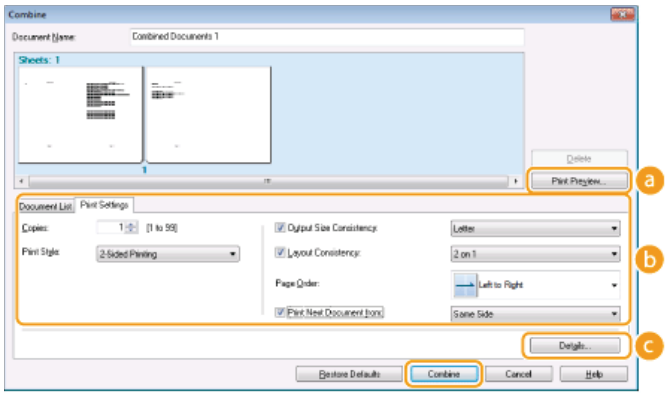
6 From the [Document Name] list, select the documents to combine, and click .

- To select multiple documents, click the documents while holding down [SHIFT] key or [CTRL] key.



7 Change the settings as necessary, and click [Combine].

- The documents selected in step 6 are combined.

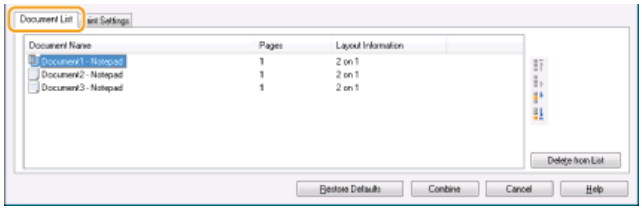


a [Print Preview]

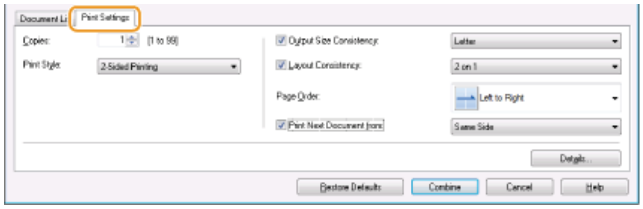
Displays a preview of the document to be printed.

b [Document List]/[Print Settings]

- Click the [Document List] tab to display the documents added in steps 1 to 4. You can remove documents by selecting them in the list and clicking [Delete from List].



- Click the [Print Settings] tab to display the screen for specifying print settings such as the number of copies or 1-sided/2-sided printing. The settings specified here are applied to the whole print job.



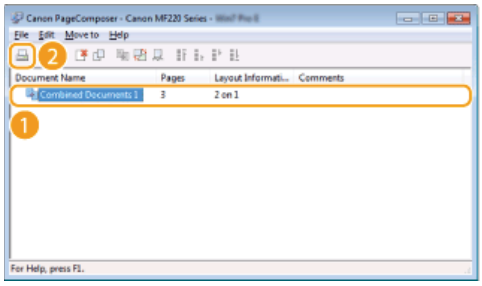
NOTE:

For more information, click [Help] on the Canon PageComposer screen.

[Details]

Displays the print setting screen of the printer driver. There are fewer settings available than when using the ordinary printing method.

8 On the [Document Name] list, select the combined-document print job you want to print, and click .



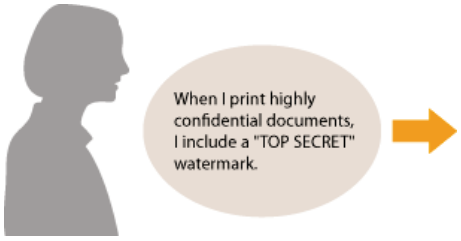
- Printing starts.
- For instructions on how to cancel printing, see **Canceling Prints**.

LINKS

Printing a Document

Configuring Print Settings to Your Needs

You can register combinations of settings as "profiles" to suit your different printing objectives. Also, you can register the settings that you frequently use as the default settings. Once the default settings are registered, they are displayed automatically in the printer driver screen, and you can skip the operations to specify them and proceed to printing immediately.



Set "TOP SECRET" as a watermark and register it in "profiles." You can then select this watermark from profiles whenever you need it. **Registering Combinations of Frequently Used Print Settings**

Set [2 on 1] as a default setting in the printer driver. From the next print job, every printout page will show 2 pages from the document. **Changing Default Settings**

Registering Combinations of Frequently Used Print Settings

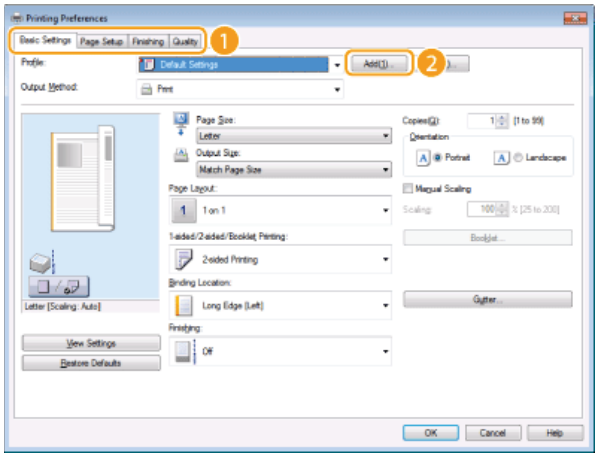
Specifying combinations of settings such as "1-sided landscape orientation on A4 size paper in save toner mode" every time you print is time consuming. If you register your frequently used combinations of print settings as "profiles," you can specify print settings simply by selecting one of the profiles from the list. This section explains how to register profiles and how to print using profiles.

Registering a Profile
Selecting a Profile

Registering a Profile

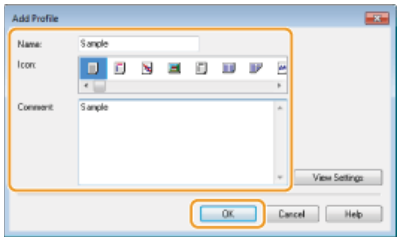
1 Change the settings that you want to register as a profile, and click [Add].

- Make print settings as required on the [Basic Settings], [Page Setup], [Finishing], and [Quality] tabs. **Various Print Settings**



2 Enter a profile name in [Name], select an icon, and then click [OK].

- As necessary, enter comments about the profile in [Comment].
- Click [View Settings] to see the settings that will be registered.



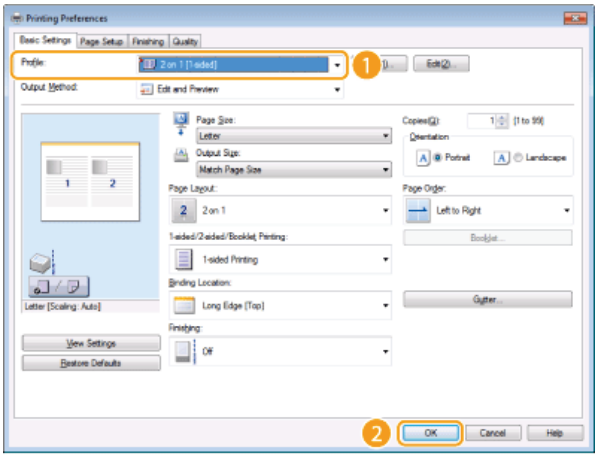
NOTE

Editing a profile

By clicking [Edit] on the right side of [Profile] on the screen shown in step 1, you can change the name, icon, or comment of the profiles you have previously registered. However, you cannot edit the pre-registered profiles.

Selecting a Profile

Simply select the profile that suits your objective, and click [OK].



NOTE

Changing the settings of the currently selected profile

You can change the settings of the currently selected profile. In addition, the changed settings can be registered as another profile.

LINKS

- **Printing a Document**
- **Changing Default Settings**

Changing Default Settings

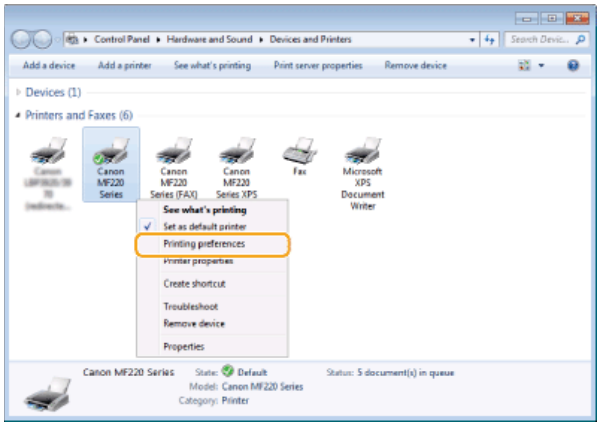
The default settings are the settings that are first displayed whenever you open the print settings screen of the printer driver. You can change these settings to the settings that you use most often. For example, if you always want to print 2 document pages on each printout page, set [2 on 1] as the default page layout setting. From the next time that you open the printer driver screen, the setting will always be [2 on 1], eliminating the need to change this setting every time you make prints.

IMPORTANT

To perform the following procedure, log on to your computer with an administrator account.

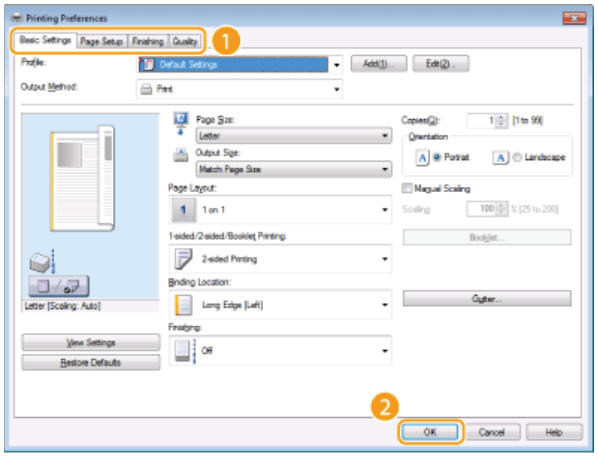
1 **Open the printer folder.** **Displaying the Printer Folder**

2 **Right-click the icon of the machine and then click [Printing preferences].**



3 **Change the settings on the printing preferences screen, and click [OK].**

- Make print settings as required on the [Basic Settings], [Page Setup], [Finishing], and [Quality] tabs. **Various Print Settings**



LINKS

Printing a Document
Registering Combinations of Frequently Used Print Settings

Using AirPrint

You do not necessarily need to use a computer for printing photos, e-mails, Web pages, and other documents. AirPrint enables you to wirelessly print from Apple devices such as iPad, iPhone, iPod touch, and Macintosh without using the printer driver.

Printing from iPad, iPhone, or iPod touch
Printing from Macintosh
Canceling AirPrint Printing
Changing AirPrint Settings
Troubleshooting for AirPrint
Others

System Requirements

To use AirPrint, you need one of the following devices with the latest version of iOS:

- iPad (all models)
- iPhone (3GS or later)
- iPod touch (3rd generation or later)

If you use Macintosh, OS X v10.7 or later is required.

Network Environment

Apple devices (iPad/iPhone/iPod touch/Macintosh) and the machine must be connected to the same LAN.

Printing from iPad, iPhone, or iPod touch

NOTE

To install security functionality in AirPrint, set a key pair and a digital certificate before using TLS.**Encrypting Communication of Print Data for Apple Devices with TLS** **Configuring Settings for Key Pairs and Digital Certificates**

1 **Make sure that the machine is turned ON and is connected to the LAN.**

- For information on how to make sure, see "Getting Started".**Manuals Included with the Machine**

2 **From the application on your Apple device, tap to display the menu options.**

NOTE:

Icon shape differs depending on the application that you are using.

3 **From the drop-down list, tap [Print].**

4 **Select this machine from [Printer] in [Printer Options].**

- The printers connected to the network are displayed. Select this machine in this step.

IMPORTANT:

[Printer Options] is not displayed on applications that do not support AirPrint. You cannot print by using those applications.

5 **Specify the print settings as necessary.**

Number of copies
Tap [+] or [-] on the right side of [1 Copy] to set the number of copies.

[Double-sided] (MF229dw / MF226dn)
Tap [ON] on the right side of [Double-sided] to specify 2-sided printing.

[Range]
Tap [Range] and [All Pages] or specify the range of the pages to print when printing a document with multiple pages.

NOTE:
- The available settings on [Printer Options] differ depending on the application you are using.
- Available paper sizes differ depending on the application you are using.

6 Tap [Print].
- Printing starts.
- To cancel printing **Canceling AirPrint Printing**

NOTE:
Checking the print status
During the printing process, the [Print Center] icon is displayed in the list of recently used applications on the Apple device, and you can use it to check the print status. To display the list of recently used applications, press the [Home] button twice.

Printing from Macintosh

NOTE
To install security functionality in AirPrint, set a key pair and a digital certificate before using TLS. **Encrypting Communication of Print Data for Apple Devices with TLS** **Configuring Settings for Key Pairs and Digital Certificates**

1 Add the machine to your Macintosh with [System Preferences] [Print & Scan].

2 Make sure that the machine is turned ON and is connected to the LAN.
- For information on how to make sure, see "Getting Started". **Manuals Included with the Machine**

3 Open a document in an application and display the print dialog box.
- How to display the print dialog box differs for each application. For more information, see the instruction manual for the application you are using.

4 Select this machine in the print dialog box.
- The printers connected to your Macintosh are displayed. Select this machine in this step.

5 Specify the print settings as necessary.

[Presets]
Specify the print settings by selecting a preset setting from the drop-down list.

[Copies]
Specify the number of copies.

[Two-Sided] (MF229dw / MF226dn)
Select the check box to make 2-sided printouts.

[Pages]
Specify the range of the pages to print when printing a document with multiple pages.

NOTE:
The available settings differ depending on the application you are using.

6 Click [Print].
- Printing starts.
- To cancel printing **Canceling AirPrint Printing**

Canceling AirPrint Printing

You have two options to cancel printing. You can cancel printing from the operation panel of the machine (**Canceling Prints**), or from an Apple device with the following procedure.

■Canceling from iPad, iPhone, or iPod touch

1 **Press the [Home] button twice.**

2 **Tap [Print Center] to display the list of the documents to be printed.**

3 **Tap the document you want to cancel, and tap [Cancel Printing].**

■Canceling from Macintosh

1 **Click the printer icon that is displayed in the Dock on the desktop.**

2 **Click the document you want to cancel.**

3 **Click [Delete].**

Changing AirPrint Settings

You can register information, including the name of the machine and installation location, that is used for identifying the machine. You can also disable the AirPrint function of the machine. Use the Remote UI to change these settings.

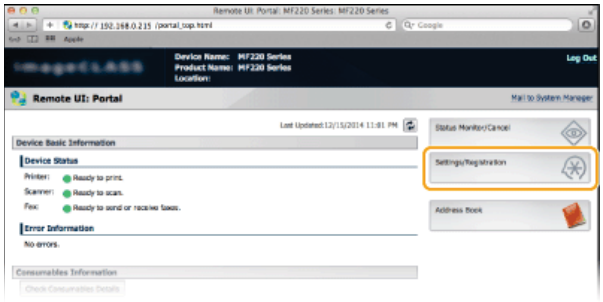
1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

NOTE:

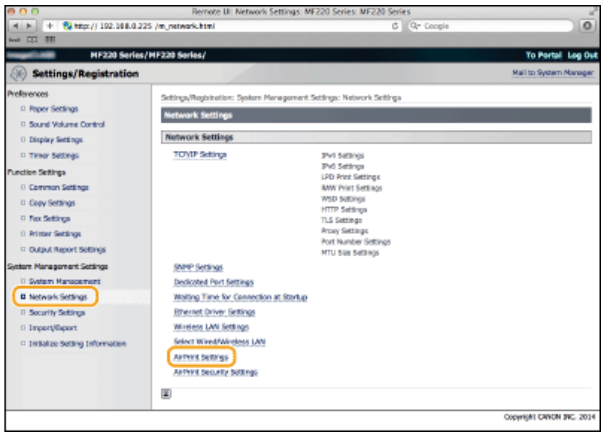
- Depending on your Web browser, the procedure to start the Remote UI may be different. See the instruction manuals for the Web browser you are using.

2 **Click [Settings/Registration].**

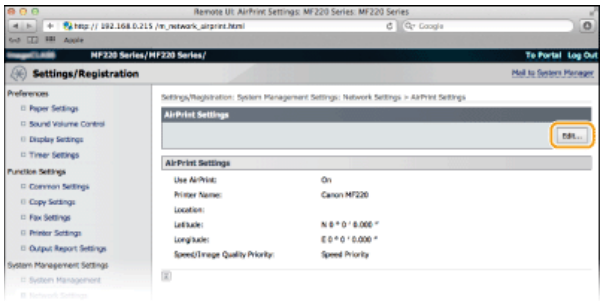
- If you are using a mobile device, such as iPad, iPhone, or iPod touch, read "click" as "tap" in this section.



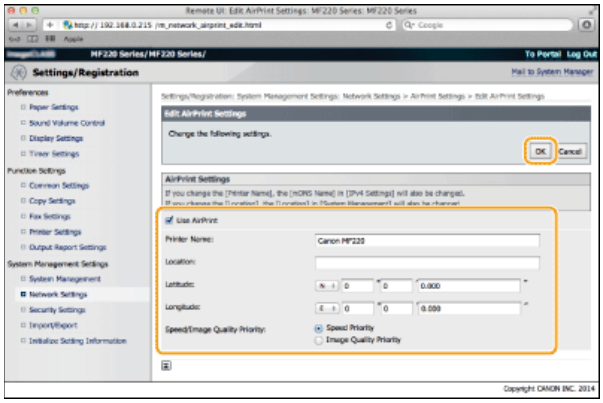
3 **Click [Network Settings] ▸ [AirPrint Settings].**



4 Click [Edit...].



5 Specify the required settings, and click [OK].



[Use AirPrint]
Select the check box to enable printing with AirPrint. To disable AirPrint, clear the check box.

[Printer Name]/[Location]/[Latitude]/[Longitude]
Enter the name and the installation location information to help you identify this machine when operating your Apple device. This information is useful if you have more than one AirPrint printer.

[AirPrint Speed/Image Quality Priority]

Select [Speed Priority] or [Image Quality Priority] as the quality mode for printing with AirPrint. This function is only enabled when printing a PDF.

NOTE:

If you change [Printer Name]

If the set [Printer Name] is changed, you may become unable to print from a Macintosh you were using. This occurs because <mDNS Name> (**Configuring DNS**) for IPv4 is also changed. In this case, add this machine to the Macintosh again.

Printer name and location

[Printer Name] and [Location] are reflected in the following settings respectively:

- [Printer Name] can also be set in <mDNS Name> (**IPv4 Settings**).
- [Location] can also be set in <Location> (**Device Information Settings**).

Troubleshooting for AirPrint

You cannot print using AirPrint.

- Make sure that the machine is turned ON. If the machine is turned ON, restart the machine and see if the problem is solved.
- Make sure that the paper is loaded in the machine and the machine has enough toner. **Loading Paper** **Replacing Toner Cartridges**
- Make sure that no error message is displayed in the machine's display.
- Make sure that Apple devices (iPad/iPhone/iPod touch/Macintosh) and the machine are connected to the same LAN. If the machine is turned ON, it may take several minutes before the machine is ready for communication.
- Make sure that Bonjour on Apple devices is enabled.

Others

■Checking Consumables on Macintosh

You can display the screen for AirPrint, on which you can not only access the AirPrint Settings but also view information about

consumables, such as paper and toner.

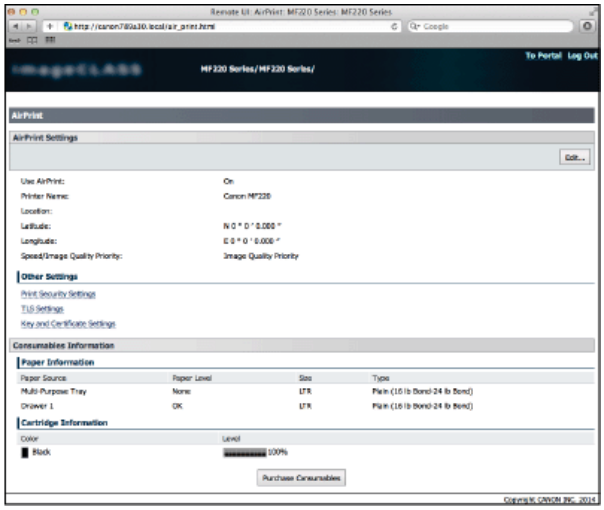
1 **Click [System Preferences] in the Dock on the desktop ▶ [Print & Scan].**

2 **Select your printer and click [Options & Supplies].**

3 **Click [Show Printer Webpage].**

4 **Log on to the Remote UI in System Manager Mode.**

- To check the machine status or supplies, you can also log on in End-User Mode.



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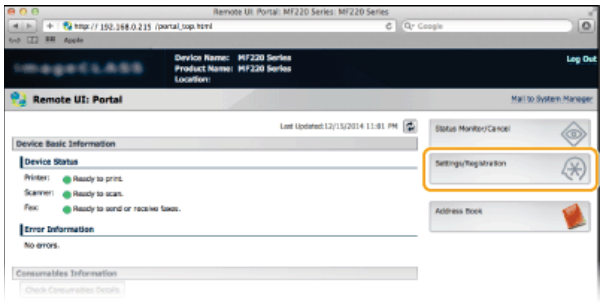
Encrypting Communication of Print Data for Apple Devices with TLS

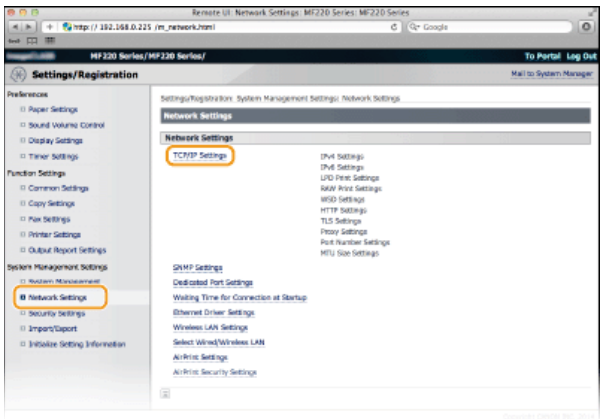
Authorized users may incur unanticipated losses from attacks by malicious third parties, such as sniffing, spoofing, and tampering of data as it flows over a network. To protect your important and valuable information from these attacks, you can use AirPrint on this machine to encrypt communication between the machine and an Apple device with Transport Layer Security (TLS). TLS allows data to be encrypted and sent or received over the network. To use TLS, you need to specify a key pair and enable the TLS function. Generate or install the key pair for TLS before enabling TLS (**Configuring Settings for Key Pairs and Digital Certificates**).

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

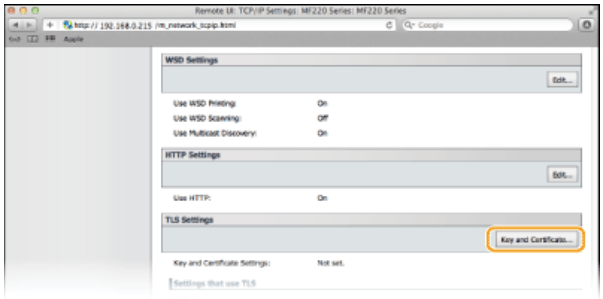
2 **Click [Settings/Registration].**



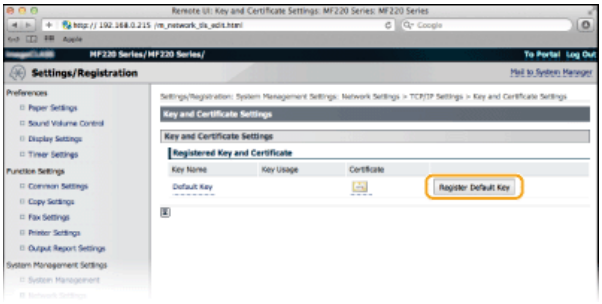
3 **Click [Network Settings] [TCP/IP Settings].**



4 **Click [Key and Certificate...] in [TLS Settings].**



5 **Click [Register Default Key] on the right of the key pair you want to use.**



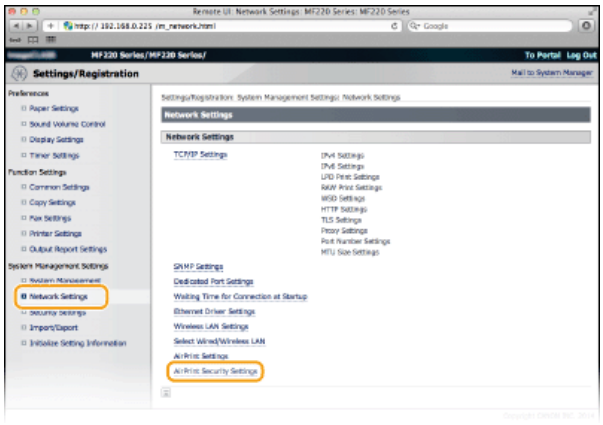
NOTE:

Viewing details of a certificate

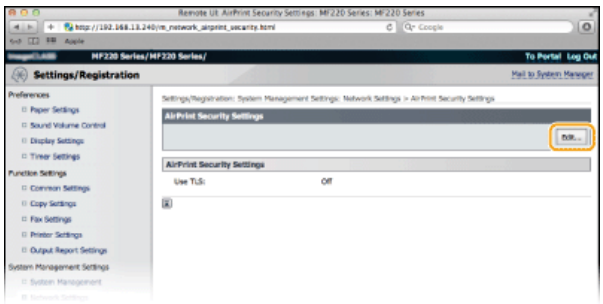
You can check the details of the certificate or verify the certificate by clicking the corresponding text link under [Key Name], or the certificate icon. **Verifying Key Pairs and Digital Certificates**

6 Enable TLS for the Remote UI.

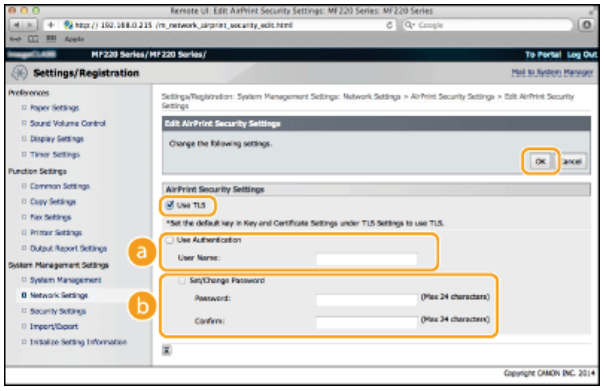
1 Click [Network Settings] ▶ [AirPrint Security Settings].



2 Click [Edit...].



3 Select the [Use TLS] check box, set required items, and then click [OK].



a [Use Authentication]

When using AirPrint, you can use authentication. To use authentication, select the check box and then specify a [User Name].

b [Set/Change Password]

Specify a password to use for authentication. To specify a password, select the check box and then specify the password in [Password] and [Confirm].

LINKS

- Using AirPrint
- Generating Key Pairs
- Using CA-issued Key Pairs and Digital Certificates

Configuring Settings for Key Pairs and Digital Certificates

In order to encrypt communication with a remote device, an encryption key must be sent and received over an unsecured network beforehand. This problem is solved by public-key cryptography. Public-key cryptography ensures secure communication by protecting important and valuable information from attacks, such as sniffing, spoofing, and tampering of data as it flows over a network.

Key Pair

A key pair consists of a public key and a secret key, both of which are required for encrypting or decrypting data. Because data that has been encrypted with one of the key pair cannot be returned to its original data form without the other, public-key cryptography ensures secure communication of data over the network. Up to three key pairs can be registered (**Using CA-issued Key Pairs and Digital Certificates**). On this machine, you can also perform "Generate Network Communication Key" and "Generate Key and Certificate Signing Request (CSR)" (**Generating Key Pairs**).

CA Certificate

Digital certificates including CA certificates are similar to other forms of identification, such as driver's licenses. A digital certificate contains a digital signature, which enables the machine to detect any spoofing or tampering of data. It is extremely difficult for third parties to abuse digital certificates. A digital certificate that contains a public key of a certification authority (CA) is referred to as a CA certificate. CA certificates are used for verifying the device the machine is communicating with for features such as printing with AirPrint. Up to three CA certificates can be registered (**Using CA-issued Key Pairs and Digital Certificates**).

Key and Certificate Requirements

The certificate contained in a key pair generated with the machine conforms to X.509v3. If you install a key pair or a CA certificate from a computer, make sure that they meet the following requirements:

Format	• Key pair: PKCS#12*1 • CA certificate: X.509v1 or X.509v3, DER (encoded binary)
File extension	• Key pair: ".p12" , ".pfx" or ".cer" • CA certificate: ".p12" , ".pfx" or ".cer"
Public key algorithm (and key length)	RSA (512 bits, 1024 bits, 2048 bits, or 4096 bits)
Certificate signature algorithm	SHA1-RSA, SHA256-RSA, SHA384-RSA*2 or SHA512-RSA*2
Certificate thumbprint algorithm	SHA1

*1 Requirements for the certificate contained in a key pair are pursuant to CA certificates.

*2 SHA384-RSA and SHA512-RSA are available only when the RSA key length is 1024 bits or more.

NOTE

The machine does not support use of a certificate revocation list (CRL).

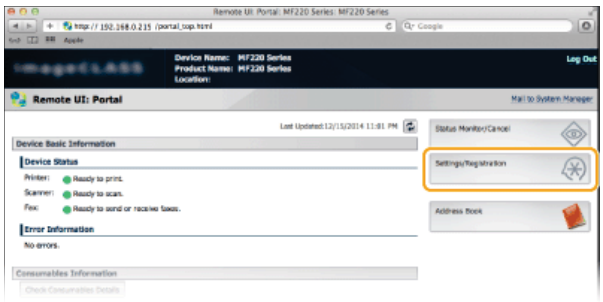
Generating Key Pairs

A key pair can be generated with the machine when it is required for encrypted communication via Transport Layer Security (TLS). You can use TLS when accessing the machine from an Apple device in order to use AirPrint. Up to three key pairs can be registered to the machine. **Generate Network Communication Key** **Generate Key and Certificate Signing Request (CSR)**

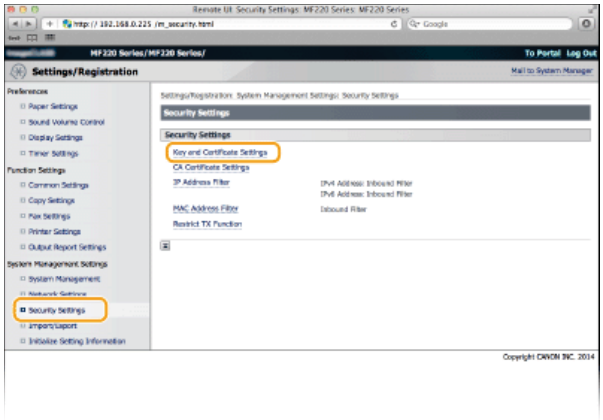
Generate Network Communication Key

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

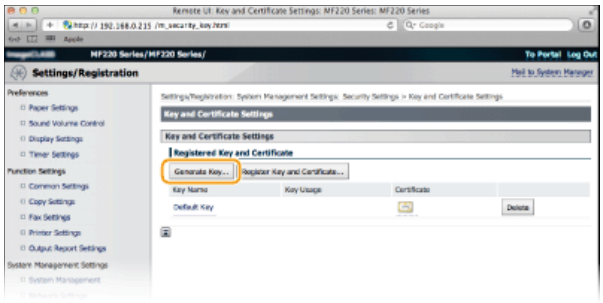
2 **Click [Settings/Registration].**



3 **Click [Security Settings] [Key and Certificate Settings].**



4 **Click [Generate Key...].**

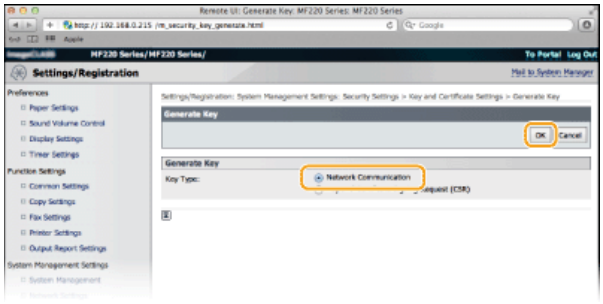


NOTE:

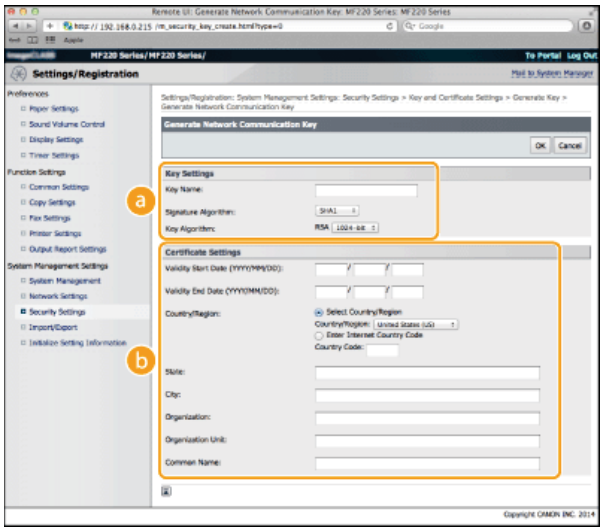
Deleting a registered key pair

- Click [Delete] on the right of the key pair you want to delete click [OK].
- "TLS" is displayed for a currently used key pair, and the key pair cannot be deleted. In this case, disable the function or replace the key pair before deleting it.

5 **Select [Network Communication] and click [OK].**



6 Specify settings for the key and certificate.



a [Key Settings]

[Key Name]
Enter up to 24 alphanumeric characters for naming the key pair. Set a name that will be easy for you to find later in a list.

[Signature Algorithm]
Select the signature algorithm from the drop-down list.

[Key Algorithm]
RSA is used for generating a key pair. Select the key length from the drop-down list. The larger the number for the key length, the slower the communication. However, the security is tighter.

NOTE:
[512-bit] cannot be selected for the key length, if [SHA384] or [SHA512] is selected for [Signature Algorithm].

b [Certificate Settings]

[Validity Start Date (YYYY/MM/DD)]
Enter the date from which the certificate is valid between 01/01/2000 and 12/31/2099.

[Validity End Date (YYYY/MM/DD)]
Enter the date to which the certificate is valid between 01/01/2000 and 12/31/2099. A date earlier than [Validity Start Date (YYYY/MM/DD)] cannot be set.

[Country/Region]
Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

[State]/[City]
Enter up to 24 alphanumeric characters for the location as necessary.

[Organization]/[Organization Unit]
Enter up to 24 alphanumeric characters for the organization name as necessary.

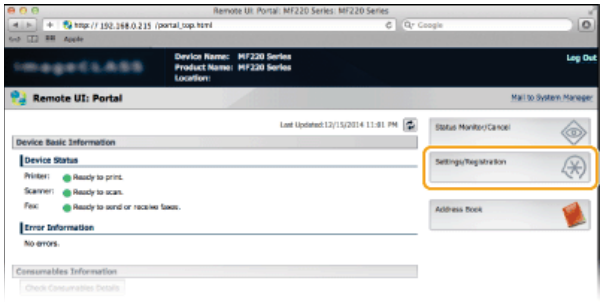
[Common Name]
Enter up to 48 alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 Click [OK].

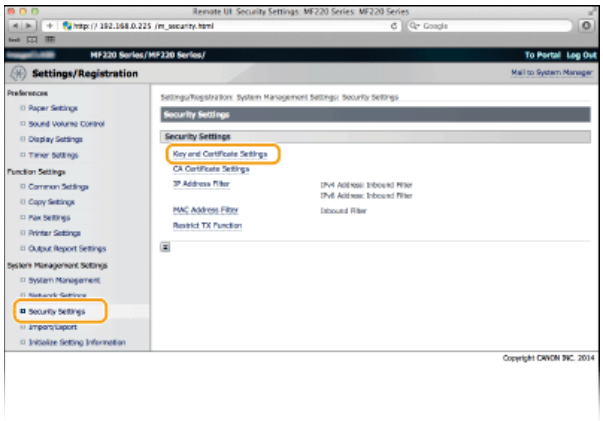
- Keys for network communication may take approximately 10 to 15 minutes to generate.
- After a key pair is generated, it is automatically registered to the machine.

1 **Start the Remote UI and log on in System Manager Mode.** Starting Remote UI

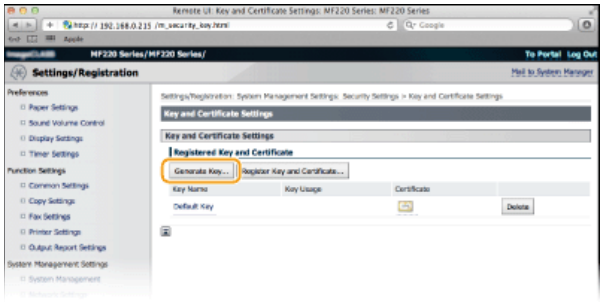
2 **Click [Settings/Registration].**



3 **Click [Security Settings] ▸ [Key and Certificate Settings].**



4 **Click [Generate Key...].**

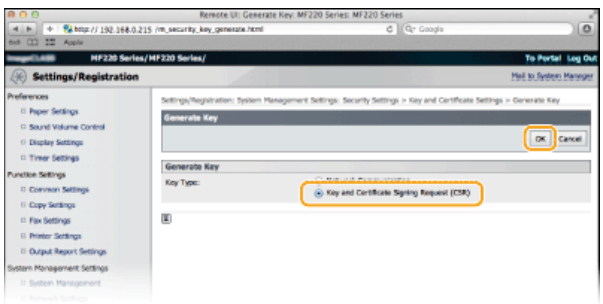


NOTE:

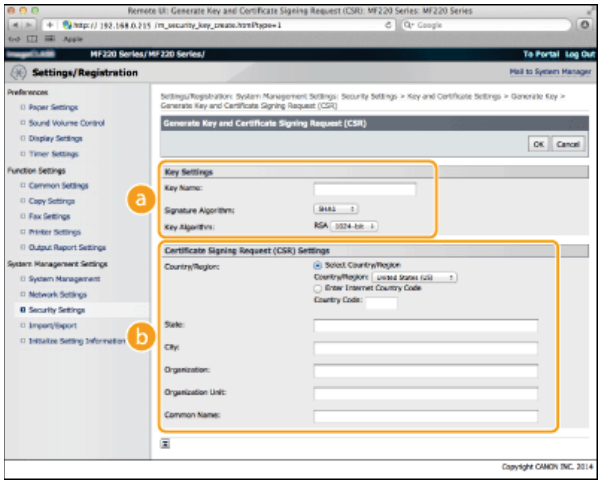
Deleting a registered key pair

- Click [Delete] on the right of the key pair you want to delete ▸ click [OK].
- "TLS" is displayed for a currently used key pair, and the key pair cannot be deleted. In this case, disable the function or replace the key pair before deleting it.

5 **Select [Generate Key and Certificate Signing Request (CSR)] and click [OK].**



6 Specify settings for the key and certificate.



[Key Settings]

[Key Name]
Enter up to 24 alphanumeric characters for naming the key pair. Set a name that will be easy for you to find later in a list.

[Signature Algorithm]
Select the signature algorithm from the drop-down list.

[Key Algorithm]
RSA is used for generating a key pair. Select the key length from the drop-down list. The larger the number for the key length, the slower the communication. However, the security is tighter.

NOTE:
[512-bit] cannot be selected for the key length, if [SHA384] or [SHA512] is selected for [Signature Algorithm].

[Certificate Signing Request (CSR) Settings]

[Country/Region]
Click the [Select Country/Region] radio button and select the country/region from the drop-down list. You can also click the [Enter Internet Country Code] radio button and enter a country code, such as "US" for the United States.

[State]/[City]
Enter up to 24 alphanumeric characters for the location as necessary.

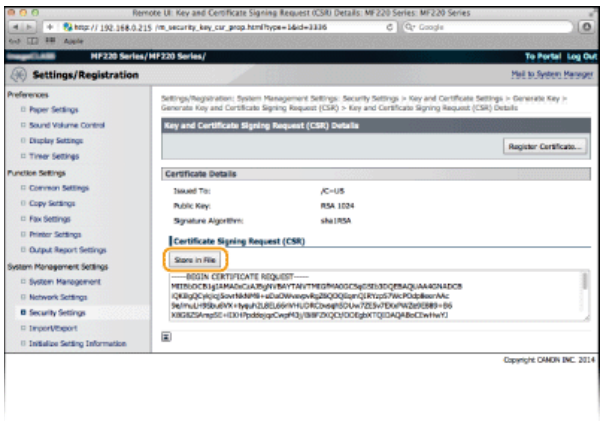
[Organization]/[Organization Unit]
Enter up to 24 alphanumeric characters for the organization name as necessary.

[Common Name]
Enter up to 48 alphanumeric characters for the common name of the certificate as necessary. "Common Name" is often abbreviated as "CN."

7 Click [OK].

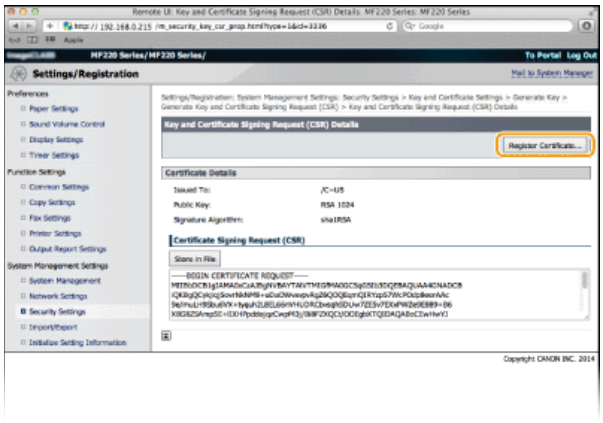
- Key and Certificate Signing Request (CSR) may take approximately 10 to 15 minutes to generate.

8 Click [Store in File].

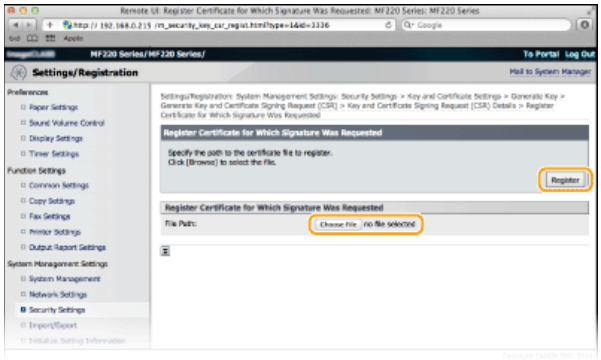


NOTE:
If a confirmation window appears, click [Save] to save the file.

9 **Click [Register Certificate...].**



10 **Click [Choose File], specify the file for the certificate signing request, and click [Register].**



LINKS

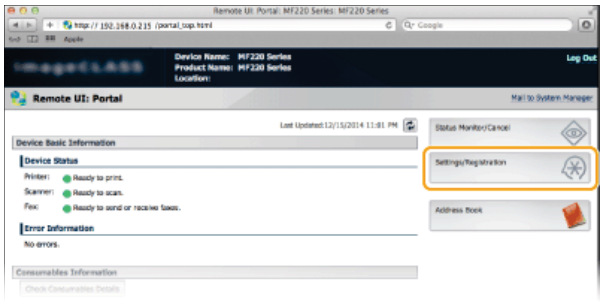
- **Using CA-issued Key Pairs and Digital Certificates**
- **Verifying Key Pairs and Digital Certificates**
- **Encrypting Communication of Print Data for Apple Devices with TLS**

Using CA-issued Key Pairs and Digital Certificates

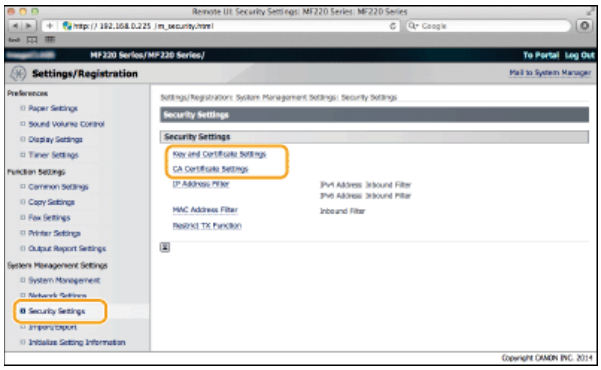
Key pairs and digital certificates can be obtained from a certification authority (CA) for use with the machine. You can store and then register these files by using the Remote UI. Make sure that the key pair and the certificate satisfy the requirements of the machine (**Key and Certificate Requirements**). Up to three key pairs and three CA certificates can be registered.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

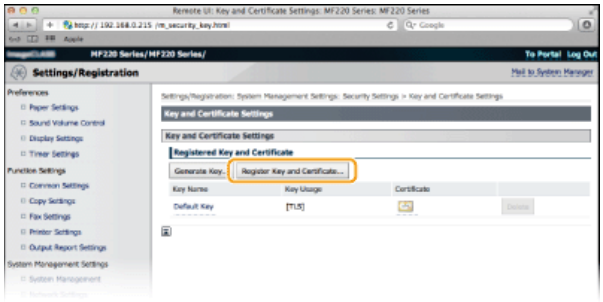
2 **Click [Settings/Registration].**



3 **Click [Security Settings] [Key and Certificate Settings] (for key pairs) or [CA Certificate Settings] (for CA certificates).**



4 **Click [Register Key and Certificate] or [Register CA Certificate].**



NOTE:

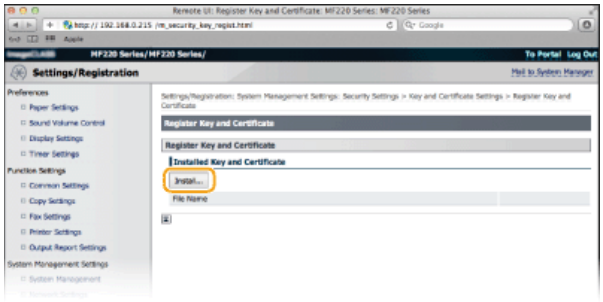
Deleting a registered key pair or CA certificate

- Click [Delete] on the right of the key pair or CA certificate you want to delete click [OK]. You cannot delete the preinstalled CA certificates.
- "TLS" is displayed for a currently used key pair, and the key pair cannot be deleted. In this case, disable the function or replace the key pair before deleting it.

Disabling or enabling the preinstalled CA certificates

Click [Disable] on the right of the preinstalled CA certificate you want to disable. To enable the certificate again, click [Enable] on the right of the certificate.

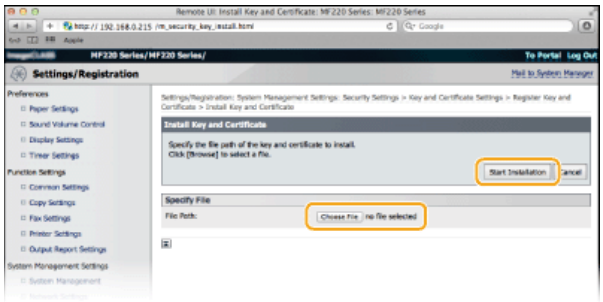
5 Click [Install...].



NOTE:
Deleting a key pair or CA certificate

Click [Delete] on the right of the file you want to delete, and then click [OK].

6 Click [Choose File], specify the file to install, and click [Start Installation].



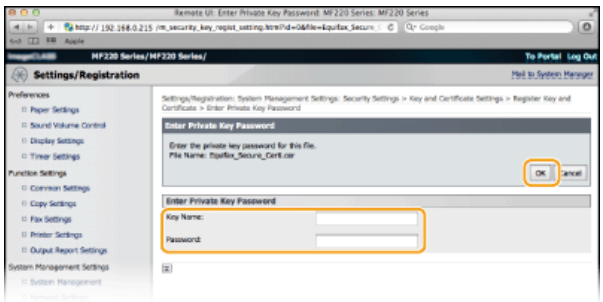
- The key pair or CA certificate is installed in the machine.

7 Register the key pair or CA certificate.

■ Registering a key pair

1 Click [Register] on the right of the key pair you want to register.

2 Enter the name of the key pair and password, and then click [OK].



[Key Name]

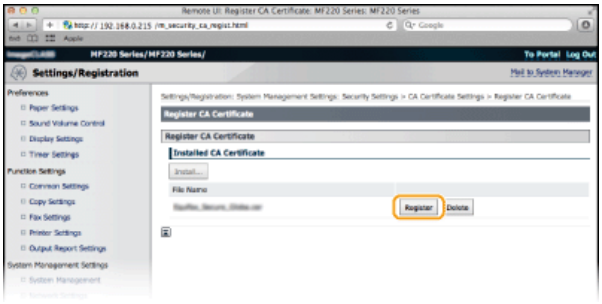
Enter up to 24 alphanumeric characters for the name of the key pair to be registered.

[Password]

Enter up to 24 alphanumeric characters for the password of the private key set for the file to be registered.

■ Registering a CA certificate

Click [Register] on the right of the CA certificate you want to register.



LINKS

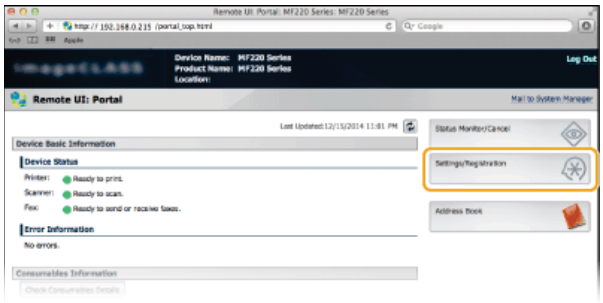
- Generating Key Pairs
- Verifying Key Pairs and Digital Certificates
- Encrypting Communication of Print Data for Apple Devices with TLS

Verifying Key Pairs and Digital Certificates

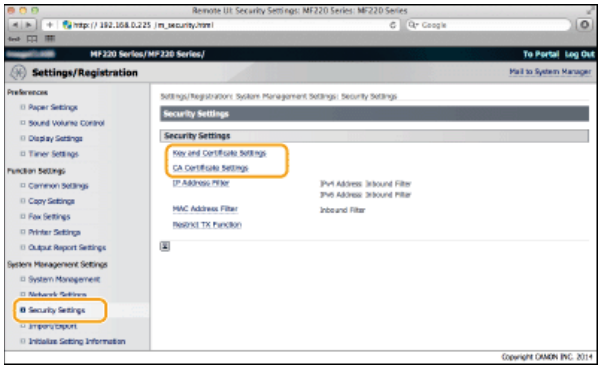
Once key pairs and CA certificates are registered, you can view their detailed information or verify them for validity and signature.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

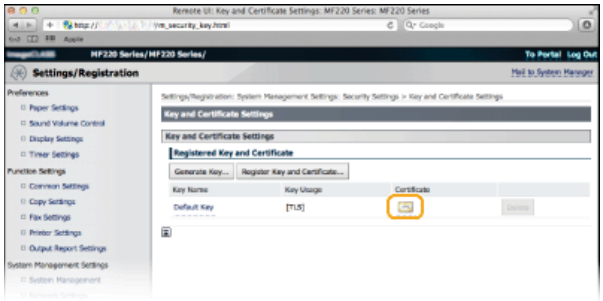
2 **Click [Settings/Registration].**



3 **Click [Security Settings] [Key and Certificate Settings] (for key pairs) or [CA Certificate Settings] (for CA certificates).**

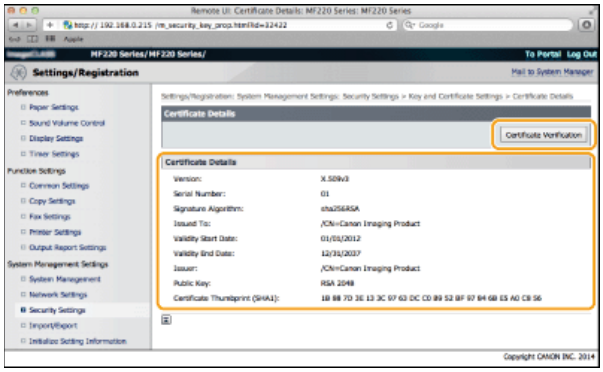


4 **Click the icon for the key pair or certificate that you want to verify.**

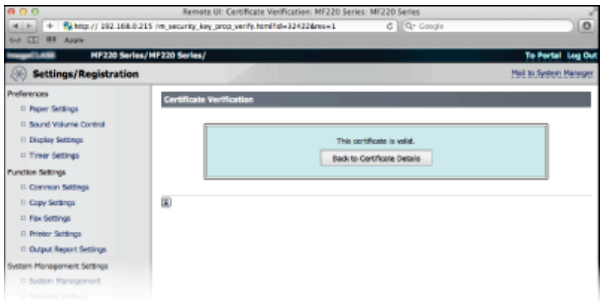


- Certificate details can be viewed on this screen.

5 **Click [Certificate Verification].**



- The result from verifying the certificate is displayed as shown below.



LINKS

- **Generating Key Pairs**
- **Using CA-issued Key Pairs and Digital Certificates**

Using the Machine as a Scanner

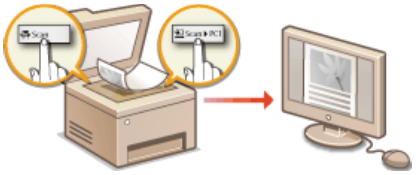
You can scan original documents by using the operation panel of the machine or an application on a computer. Whichever way you use, the scanned documents are converted into electronic file formats such as PDFs. Use the scan function to convert large-volume paper documents into files so that you can organize them easily.

NOTE

- To use this machine as a scanner, you must complete preparations in advance, including installation of software to a computer. **Preparing to Use the Machine as a Scanner**
- If you are a Macintosh user, see MF Driver Installation Guide for installing the software and Canon Scanner Driver Guide for using scan functions (**For Mac OS Users**).
- Depending on the operating system and the version of the scanner driver or applications you are using, the screens in this manual may differ from your screens.

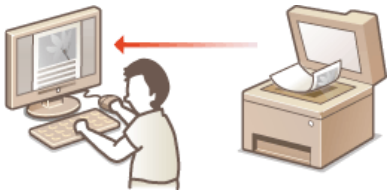
Scanning from the Machine

You can scan and save documents to your computer by using the operation panel of the machine. **Scanning from the Machine**



Scanning from a Computer

You can scan documents placed on the machine from a computer. The scanned documents are saved to the computer. You can scan using MF Toolbox (included with the machine), or with other applications such as an image-processing or word-processing application. **Scanning from a Computer**



Scanning with the Canon Mobile Application

You can operate a smartphone or tablet to scan an original placed on the machine. For more information on this function, see the Canon website.

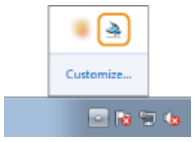
Preparing to Use the Machine as a Scanner

Make sure that the machine and your computer are connected and all software is installed. For how to check, see "Getting Started" (**Manuals Included with the Machine**). To connect via a wireless or wired LAN, you must register this machine in MF Network Scan Utility. Register by following the procedure below. This procedure is not required if the machine and your computer are connected via USB.

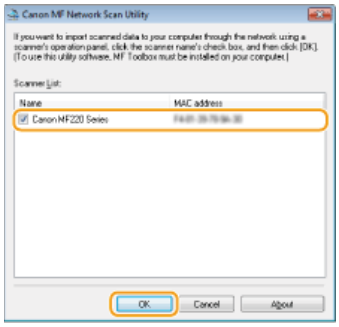
IMPORTANT

The scan function is not available if the machine and your computer are connected in an IPv6 environment. Use IPv4 or a USB connection.

1 Click in the system tray.



2 Select the check box for the machine, and click [OK].

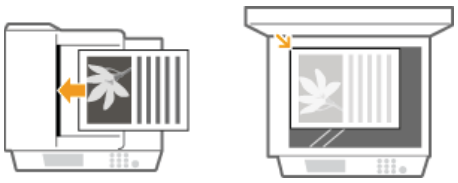


- Up to ten computers can be connected at a time on a network to one product (scanner).

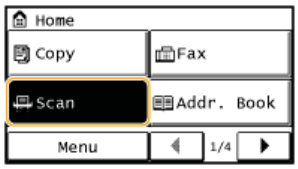
Scanning from the Machine

The sequence of "scanning a document and saving it to a computer" can only be done when scanning from the machine. Scan while specifying what computer documents will be saved to; whether to scan documents in color or black and white; whether to save documents as PDFs or JPEGs; and other settings.

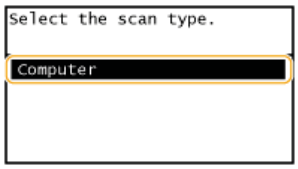
1 Place the document(s). Placing Documents



2 Press and tap <Scan>.

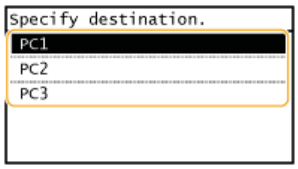


3 Tap <Computer>.

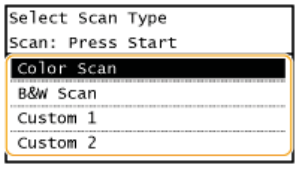


4 Select the destination computer.

- This screen is not displayed if only a computer is connected to the machine via USB.



5 Select the scan type.



Scan type	Color	Resolution	File format
<Color Scan>	Color	300 dpi	PDF (searchable)*1/ High compression
<B&W Scan>	Black and white*2	300 dpi	TIFF
<Custom 1>	Color	300 dpi	JPEG/Exif
			*1

<Custom 2>	Color	300 dpi	PDF (searchable) / Standard compression

*1 A PDF format where characters on the document are scanned as text data and the text can be searched using a computer.

*2 Documents are scanned in black and white only, with no intermediate shades of gray.

NOTE:

To change settings

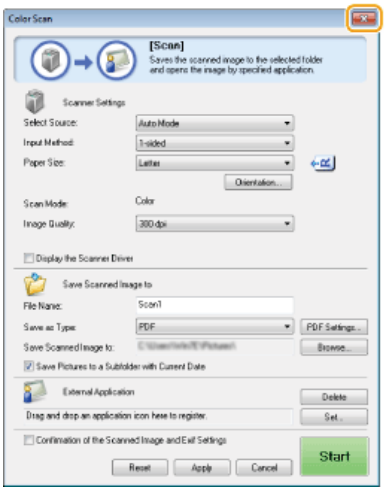
You can change settings from MF Toolbox. **Configuring Scan Settings in MF Toolbox**

6 Press .

- Scanning starts.
- To cancel, tap <Cancel> <Yes>.

IMPORTANT:

You cannot scan while the MF Toolbox setup screen is displayed. Close the screen before scanning.



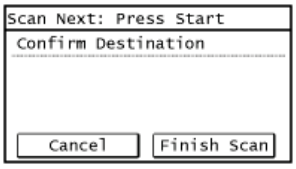
■When placing documents in the feeder in step 1

When scanning is complete, the save destination folder is displayed on the computer.

■When placing documents on the platen glass in step 1

When scanning is complete, follow the procedure below.

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press .



- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Tap <Finish Scan>.

- The save destination folder is displayed on the computer.

NOTE

About the save destination folder

- By default, the scanned data is saved to the [Pictures] or [My Pictures] folder. A subfolder named with the scanning date is created, and the data is saved to that folder.
- To change the save destination, see **Configuring Storing Settings**.

TIPS

Scan from the machine more easily

If you have regularly used preferences, such as scanning in color or black and white, or a pre-determined computer where scanned documents will be saved, specifying these settings each time you scan can be troublesome. Register these settings in a <Scan -> PC> button so that you can scan with one press of a button. There are two <Scan -> PC> buttons: <Scan -> PC1> and <Scan -> PC2>. You can register your settings in either of these buttons. **Scanning Using the <Scan -> PC> Button**

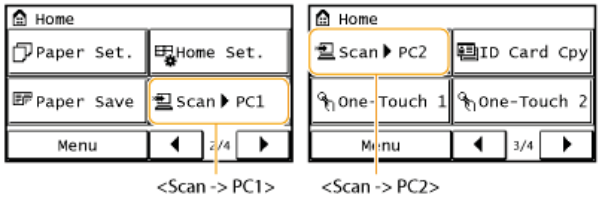
Scanning Using the <Scan -> PC> Button

Place a document on the machine, and press <Scan -> PC1> or <Scan -> PC2>, and scanning starts immediately. The type of scan (color or black and white), the save destination for the document, and other settings can be registered to a button, and documents can be scanned using those settings. This section describes how to register settings in a button and scan with it.

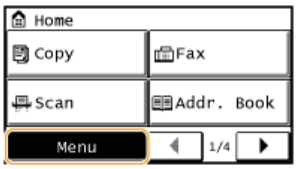
Registering Your Settings in the <Scan -> PC> Button
Using the <Scan -> PC> Button

Registering Your Settings in the <Scan -> PC> Button

Register the save destination computer and type of scan in <Scan -> PC1> or <Scan -> PC2> button.



1 Press and tap <Menu>.

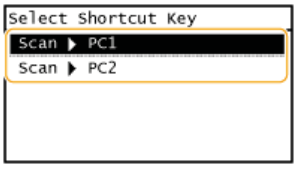


2 Tap <Scan Settings>.

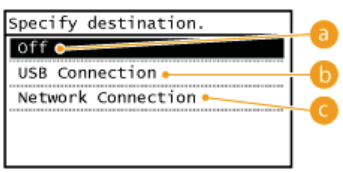
3 Select <Shortcut Key Settings> ▸ <Register>.

4 Tap <Scan -> PC1> or <Scan -> PC2>.

- Select the button to which you want to register settings.



5 Select the type of connection that is used between the machine and computer.



a <Off>
Select this setting to erase registered settings.

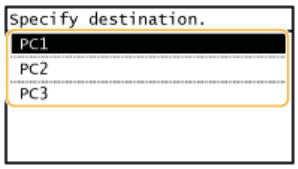
b <USB Connection>
Select this setting if the machine and computer are connected via USB.

c <Network Connection>

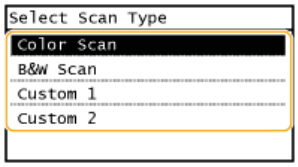
Select this setting if the machine and computer are connected via a network.

6 Select the destination computer.

- This screen is not displayed if you select <USB Connection> in step 5.



7 Select the scan type.



Scan type	Color	Resolution	File format
<Color Scan>	Color	300 dpi	PDF (searchable)*1/High compression
<B&W Scan>	Black and white*2	300 dpi	TIFF
<Custom 1>	Color	300 dpi	JPEG/Exif
<Custom 2>	Color	300 dpi	PDF (searchable)*1/Standard compression

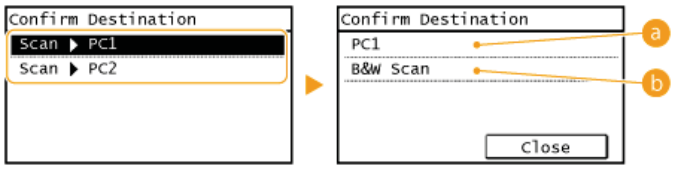
*1 A PDF format where characters on the document are scanned as text data and the text can be searched using a computer.

*2 Documents are scanned in black and white only, with no intermediate shades of gray.

NOTE:
To change settings
You can change settings from MF Toolbox. **Configuring Scan Settings in MF Toolbox**

■Checking the Registered Settings

<Menu> ▶ <Scan Settings> ▶ <Shortcut Key Settings> ▶ <Confirm Destination> ▶ Select <Scan -> PC1> or <Scan -> PC2>

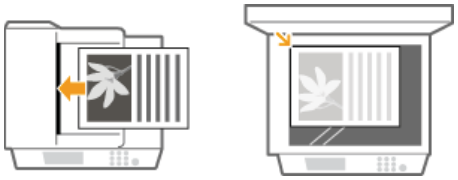


a Name of destination computer
Shows the name of the computer registered as the save destination.

b Scan type
Shows the type of scan that has been set.

Using the <Scan -> PC> Button

1 Place the document(s). **Placing Documents**

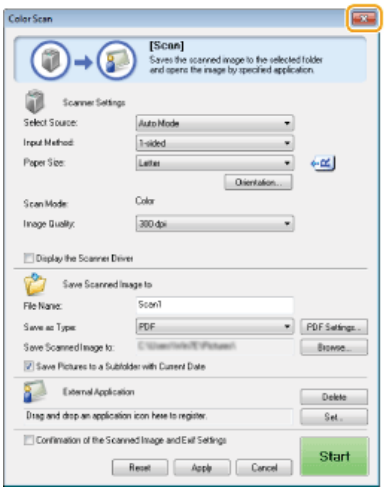


2 Press and tap <Scan -> PC1> or <Scan -> PC2> button.

- To check the settings registered in the button, see **Checking the Registered Settings**.
- Scanning starts.
- To cancel, tap <Cancel> <Yes>.

IMPORTANT:

You cannot scan while the MF Toolbox setup screen is displayed. Close the screen before scanning.



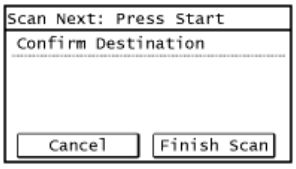
■When placing documents in the feeder in step 1

When scanning is complete, the save destination folder is displayed on the computer.

■When placing documents on the platen glass in step 1

When scanning is complete, follow the procedure below.

1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and press .



- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Tap <Finish Scan>.

- The save destination folder is displayed on the computer.

NOTE

About the save destination folder

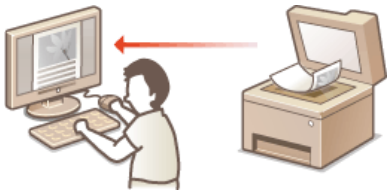
- By default, the scanned data is saved to the [Pictures] or [My Pictures] folder. A subfolder named with the scanning date is created, and the data is saved to that folder.
- To change the save destination, see **Configuring Storing Settings**.

LINKS

Scanning from the Machine

Scanning from a Computer

There are two ways to scan from a computer: using MF Toolbox and using an application such as an image-processing or word-processing application.



Scanning Using MF Toolbox

MF Toolbox is an application included with the machine that enables you to scan documents or images to a computer. You can forward the scanned data to a specified application, or attach it to an e-mail message.

Scanning Using an Application

You can scan images by using an application such as a word-processing or image-processing application, and load the images directly into the application. You do not need to start another application to scan.

Scanning Using MF Toolbox

You can save scanned documents to a computer, forward them to a specified application to edit them, or attach them to an e-mail message. MF Toolbox features preset settings for each purpose, including conversion to PDF and color scanning. You can scan easily by selecting a preset.

NOTE

When <Auto Online for Remote Scan> is set to Off

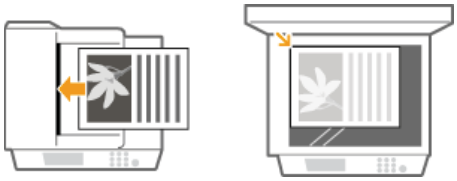
Tap <Scan> ▸ <Remote Scanner> in the <Home> Screen to bring the machine online before operating the machine. **System Management Settings**

Scanning is not possible in the following instances.

- During printing, copying, faxing, etc.
- When importing/exporting the Address Book
- When cleaning the fixing unit
- When paper is jammed in the feeder
- When the toner cover is open

Scan after these operations are completed or remedying the error.

1 Place the document(s). **Placing Documents**



2 Double-click the [Canon MF Toolbox] icon on the desktop.

- MF Toolbox starts.

3 Select the scan type.

- Click the icon for the type of scan you want to perform.

[Mail]

The scanned document is sent as an e-mail attachment. You can also save it to the computer and manually attach it to an e-mail later.

[OCR]

Characters in the document are extracted as text data through OCR (optical character recognition) processing. You can edit the extracted data by using an OCR software. Specify the OCR software in advance.

[Save]

The scanned document is saved to the computer.

[PDF]

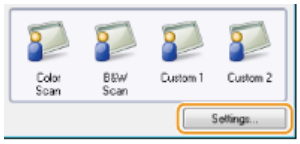
The scanned document is converted into a PDF file. You can also forward it to an application. By default, the scanned document is converted into a searchable PDF file where text can be searched using a computer.

[Color Scan]/[B&W Scan]/[Custom 1]/[Custom 2]

You can register frequently used settings in advance (**Configuring Scan Settings in MF Toolbox**). You can also specify an application as a forwarding destination. When you scan by using the operation panel, the settings registered here are applied (**Scanning from the Machine** **Scanning Using the <Scan -> PC> Button**).

NOTE:
To switch a scanner

If two or more machines are installed and you want to switch to another machine, click [Settings], and select the machine.
Configuring Settings for MF Toolbox and the Scanner



4 Configure the scan settings as necessary. **Configuring Scan Settings in MF Toolbox**

5 Click [Start].

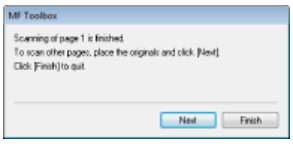
- Scanning starts.
- To cancel, click [Cancel].

■When placing documents in the feeder in step 1

When scanning is complete, the scanned document is saved to a folder on a computer or forwarded to an application.
Configuring Storing Settings **Specifying External Applications to Forward Scanned Data**

■When placing documents on the platen glass in step 1

If the screen shown below is displayed, you can continue scanning documents (When you can only scan one page at a time, such as when the JPEG format is specified, this screen is not displayed.)



1 If there are additional pages of documents to be scanned, place the next document on the platen glass, and click [Next].

- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 Click [Finish].

- When scanning is complete, the scanned document is saved to a folder on a computer or forwarded to an application. **Configuring Storing Settings** **Specifying External Applications to Forward Scanned Data**

NOTE

If the scanning results are not achieved

If the expected scanning results are not achieved, for example, if the image is too dark or the color tone is different from that in the original, you can configure advanced scan settings with ScanGear MF. Place the document again, select the [Display the Scanner Driver] check box on the screen in step 6, and click [Start] to start ScanGear MF.

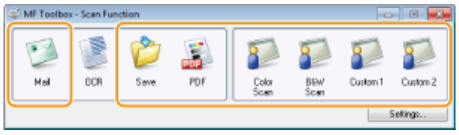
Configuring Scan Settings in Simple Mode

Previewing Scanned Images Before Specifying File Format and Saving

You can preview the scanned images before specifying the file format and save destination. This procedure is not available when [OCR] is selected in step 5. Place the document, start MF Toolbox, and proceed with this procedure.

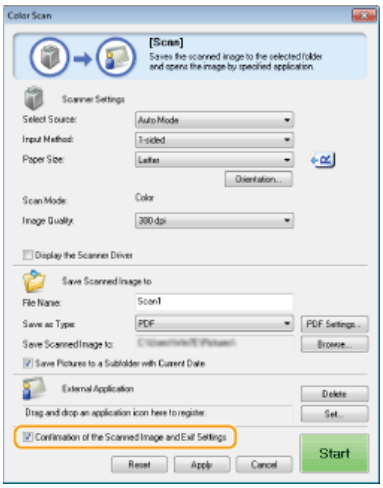
1 Select the scan type.

- Click an icon other than the [OCR] icon.



2 Select the [Confirmation of the Scanned Image and Exif Settings] check box.

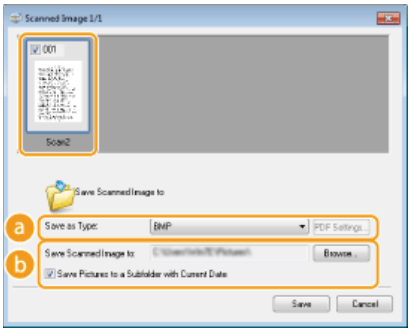
- If you selected [PDF] in step 1, select the [Confirm the Scanned Image] check box.



3 Click [Start].

- Scanning starts.
- To cancel, click [Cancel].
- The scanned images are displayed as thumbnails on the [Scanned Image] screen.

4 Set the file format and save destination.



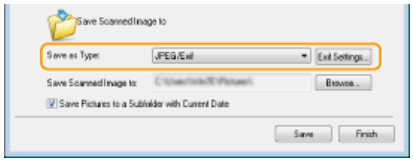
a [Save as Type]

Select a file format, such as PDF or JPEG. Available formats vary depending on the type of scan you selected in step 1.

NOTE:

Adding comments to a JPEG file

If you select [JPEG/Exif], you can add information such as the date or comments to JPEG files when saving them. Select the scanned image, click [Exif Settings], and enter your comments on the displayed screen.



[Save Scanned Image to]

Specify a save destination folder. If you select the [Save Pictures to a Subfolder with Current Date] check box, a subfolder named with the scanning date is created in the specified folder, and the data is saved to that folder.

NOTE:

If you select [PDF (Add Page)] for [Save as Type] (), [Save Scanned Image to] is switched to [Create PDF File Based On]. In this case, click [Browse], and specify an existing PDF file to which you want to add the newly scanned document data. The data is added to the existing file as additional pages.

5 Click [Save] or [Forward].

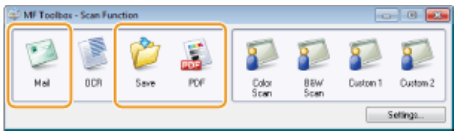
- The scanned data is saved to a folder on a computer or forwarded to an application. **Configuring Storing Settings** **Specifying External Applications to Forward Scanned Data**

■Adding Pages to an Existing PDF file

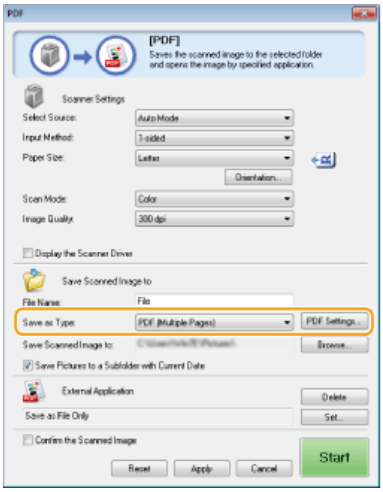
Specify an existing PDF file to which you want to add the newly scanned document data. The data is added to the existing file as additional pages. Place the document, start MF Toolbox, and proceed with this procedure. The PDF file you select must be created with MF Toolbox. Newly scanned document data cannot be added to PDF files created with other applications.

1 Select the scan type.

- Click the [Mail], [Save], or [PDF] icon.



2 Select [PDF (Add Page)] for [Save as Type].



- Click [PDF Settings], and configure the scan settings as necessary. **Configuring Storing Settings**

3 Click [Browse], and select the PDF file to which you want to add the pages.

- The newly scanned document data is added to the PDF file you select.

4 Click [Start].

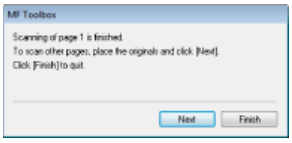
- Scanning starts.
- To cancel, click [Cancel].

■When placing documents in the feeder

When scanning is complete, the scanned document is saved to a folder on the computer or forwarded to an application. **Configuring Storing Settings** **Specifying External Applications to Forward Scanned Data**

■When placing documents on the platen glass

The screen shown below is displayed.



1 **If there are additional pages of documents to be scanned, place the next document on the platen glass, and click [Next].**

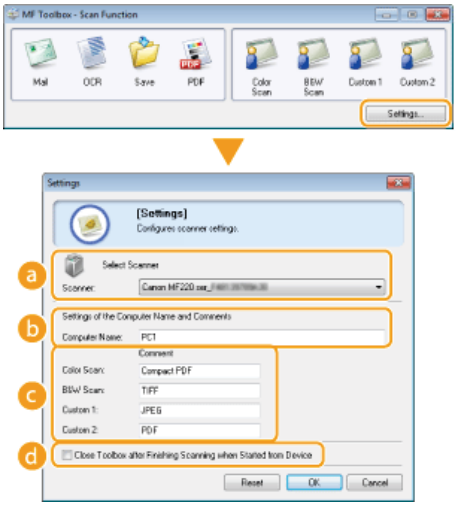
- Repeat this step until you finish scanning all of the pages.
- When there is only one page to be scanned, proceed to the next step.

2 **Click [Finish].**

- When scanning is complete, the scanned document is saved to a folder on the computer or forwarded to an application. **Configuring Storing Settings** **Specifying External Applications to Forward Scanned Data**

Configuring Settings for MF Toolbox and the Scanner

You can switch to another scanner by using the [Settings] button. You can also configure settings such as the name of the computer to save documents.



[Select Scanner]

Select the scanner (machine) to use with MF Toolbox.

[Computer Name]

When scanning by using the operation panel of the machine, there is a procedure to specify a destination to save the scanned document (**Scanning from the Machine**). You can edit the computer name that appears on the display of the machine during this procedure.

[Comment]

You can enter a comment for each type of scan. Edit the comment as necessary.

[Close Toolbox after Finishing Scanning when Started from Device]

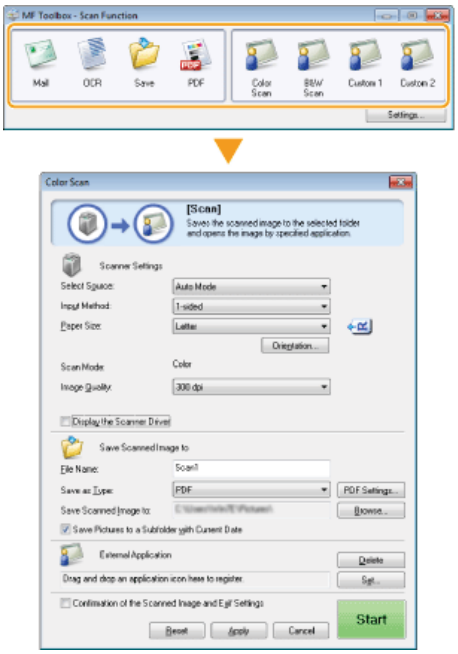
When you scan by using the operation panel of the machine, MF Toolbox starts. You can specify whether you want to automatically close the MF Toolbox screen when you finish scanning.

LINKS

Configuring Scan Settings in MF Toolbox

Configuring Scan Settings in MF Toolbox

You can change the preset settings, such as the type of scan (color or black and white), file format, and resolution, to suit your intended use. You can also specify a destination to save the scanned document, an application as a forward destination, and other settings.



NOTE

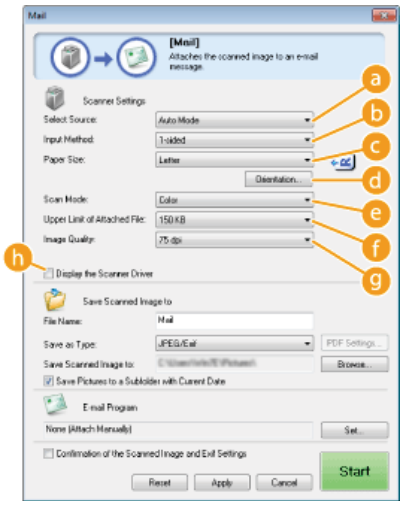
For Macintosh users, available functions vary.

For Mac OS Users

Configuring Scan Settings
Configuring Storing Settings
Specifying External Applications to Forward Scanned Data

Configuring Scan Settings

Configure the scan settings such as the original document size, color mode, and resolution.



[Select Source]

Select a setting based on whether you place your documents on the platen glass or in the feeder.

[Platen Glass]	Select when placing documents on the platen glass.

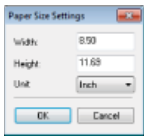
[ADF]	Select when placing documents in the feeder.
[Auto Mode]	When documents are placed in the feeder, they are scanned. When nothing is placed in the feeder, documents placed on the platen glass are scanned.

[Input Method] (MF229dw)

Select whether you want to scan a 1-sided or 2-sided document placed in the feeder.

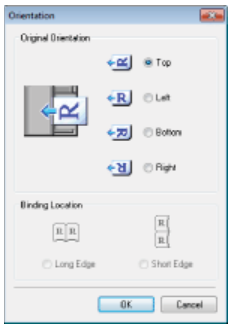
[Paper Size]

Select the document size. If you select an option for a custom size, the [Paper Size Settings] screen opens. You can then enter a custom size.



[Orientation]

If documents are placed in the feeder, set the orientation of the documents. You can also set [Binding Location] if 2-sided documents are placed in the feeder.



[Scan Mode]

Select the image type to scan documents. Available items vary depending on the type of scan, such as [Mail] or [PDF].

[Black and White]	The document is scanned as a black and white image (in black and white only, with no intermediate shades of gray).
[Black and White (OCR)]	The document is scanned as a black and white image optimized for processing by OCR (optical character recognition) software.
[Grayscale]	The document is scanned as a grayscale image (in black and white with intermediate shades of gray, similar to a black and white photograph).
[Color]	The document is scanned as a color image.
[Color (Magazine)]	The document is scanned as a color image. The color unevenness and moire that occurs when scanning print material is reduced. It takes more time to scan when using this setting than when using [Color].

[Upper Limit of Attached File:]

This item is displayed when [Mail] is selected for the type of scan (**Scanning Using MF Toolbox**). The quality of the scanned image is automatically adjusted so that the file size does not exceed the maximum limit that you specify here.

[Image Quality]

Select the resolution of the scanned image that suits your intended use.

NOTE:

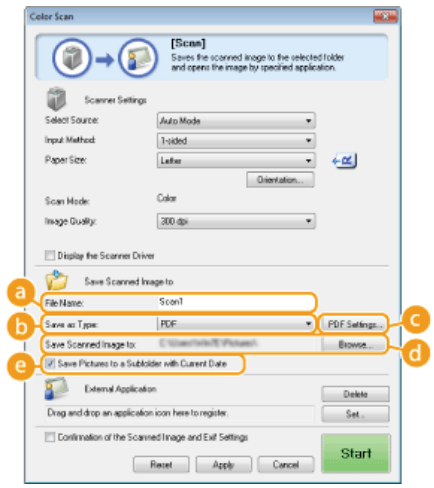
- Available resolutions vary on whether the document is placed in the feeder or on the platen glass, and whether the file format is PDF or JPEG.
- A resolution of 75 dpi is a rough guide for displaying the scanned image on a computer, and 300 dpi for printing or creating a searchable PDF.
- If you double the output resolution, the image file size increases by a factor of 4. If the file size is too large, a memory shortage or other error may occur. Set the resolution to the minimum required for your intended use.

[Display the Scanner Driver]

Select this check box to enable you to configure advanced scan settings with ScanGear MF. To start ScanGear MF, click [Start] (**Configuring Scan Settings in ScanGear MF**).This item is not displayed when [OCR] is selected for the type of scan.

Configuring Storing Settings

Specify settings for the scanned data, such as the file name, file format (PDF, JPEG, etc.) and save destination.



[File Name]

Enter the name for the scanned data file.

NOTE:

If a file with the same name already exists in the save destination, a unique sequential four-digit number (for example, "0001") is appended to the new file name.

[Save as Type]

Select the file format.

[BMP]	The scanned document is converted into a bitmap image.
[JPEG/Exif]	The scanned document is converted into a JPEG/Exif image. This setting is available when [Grayscale], [Color], or [Color (Magazine)] is selected for [Scan Mode] (**Configuring Scan Settings**).
[TIFF]	The scanned document is converted into a TIFF image.
[PDF]	A PDF file is created. If you scan a multi-page document, these pages are merged into one PDF file.
[PDF (Single Page)]	A one-page PDF file is created for each page of the scanned document. For example, if you scan a three-page document, three separate one-page PDF files are created.
[PDF (Multiple Pages)]	One PDF file is created from multiple documents. For example, if you scan a three-page document, one three-page PDF file is created.
[PDF (Add Page)]	Newly scanned document data is added as additional pages to an existing PDF file that you specify. **Adding Pages to an Existing PDF file**

NOTE:

Available file formats for each scan type

Scan type	BMP	JPEG/Exif	TIFF	PDF	PDF (Single Page) PDF (Multiple Pages) PDF (Add Page)
[Mail]		✓*			✓
[OCR]	✓	✓*	✓		
[Save]	✓	✓*	✓		✓
[PDF]					✓
[Color Scan]	✓	✓	✓	✓	

[B&W Scan]	✓		✓	✓	
[Custom 1]	✓	✓*	✓	✓	
[Custom 2]	✓	✓*	✓	✓	

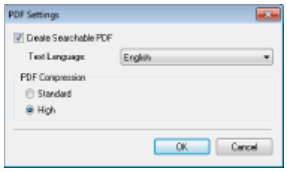
* Not available if [Scan Mode] is set to [Black and White] or [Black and White (OCR)]. **Configuring Scan Settings**

If a message indicating the image size is too large is displayed

Lower the [Image Quality] value. **Configuring Scan Settings**

[PDF Settings]

If you select [PDF], [PDF (Single Page)], [PDF (Multiple Pages)], or [PDF (Add Page)] for [Save as Type] (b), you can configure advanced settings for PDF files.



[Create Searchable PDF]
Specify whether you want to convert the scanned document into a searchable PDF. Characters in the scanned document are converted into text data and the text can be searched using a computer. Text can also be edited with a word-processing application. To create a searchable PDF, select [300 dpi] for [Image Quality] (**Configuring Scan Settings**).

[Text Language]
Select the language that matches the document.

[PDF Compression]
Select the level of the data compression. If you select [High], the data size of images such as photographs or illustrations are reduced more than if you select [Standard]. However, the image quality may degrade depending on the document type.

[Save Scanned Image to]

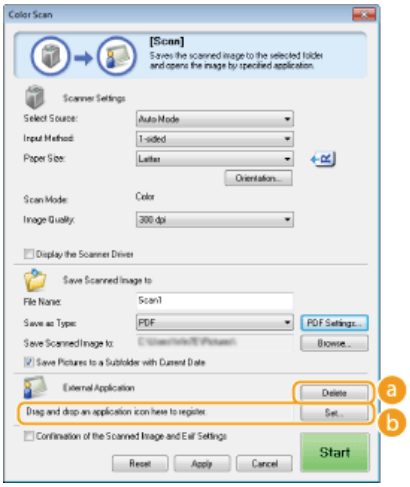
Click [Browse], and specify the save destination for the scanned data. If you select [PDF (Add Page)] for [Save as Type] (b), [Save Scanned Image to] is switched to [Create PDF File Based On]. In this case, specify an existing PDF file to which you want to add the newly scanned document data. The data is added to the existing file as additional pages (**Adding Pages to an Existing PDF file**).

[Save Pictures to a Subfolder with Current Date]

If you select the [Save Pictures to a Subfolder with Current Date] check box, a subfolder named with the scanning date is created in the folder specified in [Save Scanned Image to] (d), and the data is saved to that folder.

Specifying External Applications to Forward Scanned Data

If you specify an application to which you want to forward the scanned data, the specified application automatically starts when scanning is complete. For example, you can specify Adobe Photoshop or other image-processing application. If you select [Mail] for the type of scan and specify an e-mail application, the scanned data is automatically attached to a new e-mail message. To scan with [OCR] selected, you must specify an OCR software.



[Delete]

If you do not want to forward the scanned document to an application, such as when you want to save it, click this button.

[Set]

Click this button, and select an application. Alternatively, you can specify an application by dragging its icon here if it is not an e-mail application.

NOTE:

Supported e-mail applications

- Microsoft Outlook Express
- Microsoft Outlook
- Microsoft Exchange
- EUDORA
- Netscape Messenger
- Windows Mail
- Becky! Ver.2
- Mozilla Thunderbird

LINKS

Scanning Using MF Toolbox

Scanning Using an Application

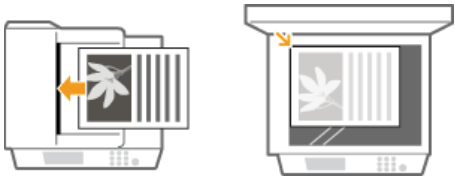
Scan the document by using an application. You can use Adobe Photoshop, Microsoft Office Word, or other image-processing and word-processing applications. The scanned image is directly loaded in the application, allowing you to edit or process the image immediately. The following procedure varies depending on the application.

IMPORTANT

The application must be compatible with TWAIN or WIA*. For more information, see the instruction manual for your application.

* TWAIN is a standard for connecting image input devices, such as scanners, with computers. WIA is a function that is an integrated standard in Windows.

1 Place the document(s). **Placing Documents**



IMPORTANT:

The second or subsequent documents may not be scanned, or an error message may be displayed depending on the application. In such a case, place and scan one document at a time.

2 From the application, select the start scan command.

- The procedure for selecting the start scan command varies depending on the application. For more information, see the instruction manual for your application.

3 Select the scanner driver for the machine.

- Select ScanGear MF or WIA. If you select ScanGear MF, you can configure advanced scan settings.

4 Configure the scan settings as necessary.

- For more information about ScanGear MF scan settings, see **Configuring Scan Settings in Simple Mode** or **Configuring Scan Settings in Advanced Mode**.

5 Click [Scan].

- Scanning starts.
- When scanning is complete, the scanned image is forwarded to an application.

LINKS

Configuring Scan Settings in ScanGear MF

Configuring Scan Settings in ScanGear MF

ScanGear MF is a scanner driver included with the machine. You can use ScanGear MF as follows.

Starting from MF Toolbox

When scanning from MF Toolbox, you can call ScanGear MF, and configure advanced scan settings. Select the [Display the Scanner Driver] check box and click [Start] in MF Toolbox to start ScanGear MF. **Scanning Using MF Toolbox**

Starting from an application

You can use ScanGear MF to load the scanned image into Adobe Photoshop, Microsoft Office Word, or other image-processing and word-processing applications. Select ScanGear MF from the scan commands. **Scanning Using an Application**

TIPS

You can do the following by using ScanGear MF:

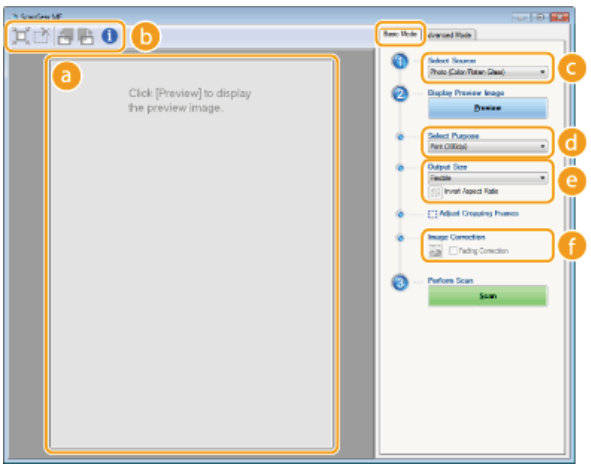
- Previewing the image before scanning
- Specifying the scanning area
- Adjusting the detailed image quality

Configuring Scan Settings in Simple Mode

Configuring Scan Settings in Advanced Mode

Configuring Scan Settings in Simple Mode

Simple Mode is a collection of basic scan settings in ScanGear MF designed for easy operation. In other words, Simple Mode is a digest version of ScanGear MF. Configure settings in the order indicated from 1 to 3 on the screen, and click [Scan]. By doing so, you can configure basic settings and scan.



a Preview area

You can preview the document that is placed on the platen glass. If you click [Preview], a preview image is displayed in this area and the cropping frame is displayed with a dotted line.

b Toolbar

Control the image in the preview area.

(Auto Crop)
The cropping frame that fits the scanned image is automatically set. Each time you click the icon, the cropping frame is reduced. You can move the frame, or change its size with your mouse.

NOTE:
Manually setting multiple scanning areas

You can manually add cropping frames. You can also specify cropping areas in the document so that each of them can be scanned as separate images. Drag the cropping frames to specify the areas you want to scan. You can specify up to ten areas. Click [Scan] to scan the areas in the cropping frames as separate images.

(Clear Crop Frame)
Clears the selected cropping frame.

(Left Rotate)/(Right Rotate)
Rotates the preview image 90 degrees to the left or right.

(Information)
Displays the current settings of the scanned image, such as the color mode and size of the scan area.

c [Select Source]

Select the image type to scan documents. Available items vary depending on where you placed the document.

If you placed the document on the platen glass

[Photo (Color)]	The photo document is scanned as a color image.
[Magazine (Color)]	Print material, such as a magazine, is scanned as a color image. The color unevenness and moire that occurs when scanning print images is reduced.
[Newspaper (B&W)]	The text document or line drawing is scanned as a black and white image (in black and white only, with no intermediate shades of gray).
[Document (Grayscale)]	The text or photograph document is scanned as a grayscale image (in black and white with intermediate shades of gray, similar to a black and white photograph).

If you placed the document in the feeder

[Document (Color) ADF]	The document is scanned as a color image.
[Document (Grayscale) ADF]	The document is scanned as a grayscale image.

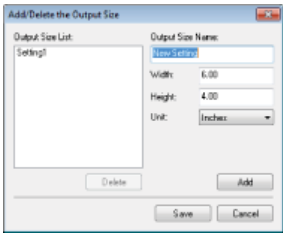
[Select Purpose]

Select a setting based on your intended use of the scanned image.

[Print (300dpi)]	Select when printing the scanned image.
[Image Display (150dpi)]	Select when displaying the scanned image on a computer.
[OCR (300dpi)]	Select when using the scanned image with OCR (optical character recognition) software.

[Output Size]

- Select the size of the scanned image when it is printed or displayed on a computer. For example, if you want to output an image that is appropriate for printing on A4 paper, select [A4], and [Print (300dpi)] for [Select Purpose] (d).
- Click to switch between the portrait and landscape orientation. This button is not available when [Flexible] is selected.
- If you select [Add/Delete], you can add new output size settings and delete the added sizes.



- Select [Flexible] to change the ratio of width to height. Drag the area you want to scan on the preview image.

[Image Correction]

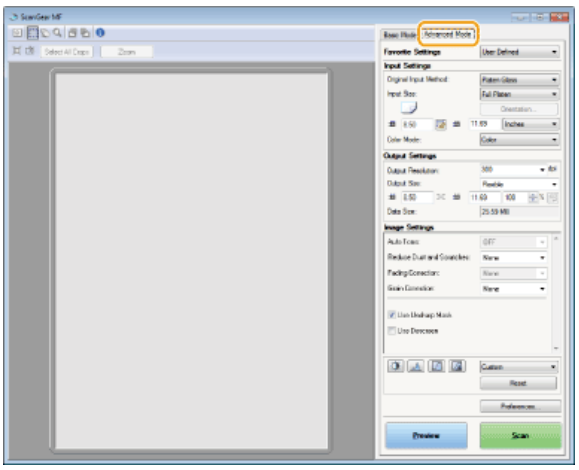
Select the [Fading Correction] check box to correct faded colors on an old photograph or other images into vivid colors. This setting is available when a preview image is displayed and you select [Photo (Color)] or [Magazine (Color)] for [Select Source] (c).

LINKS

- **Configuring Scan Settings in Advanced Mode**
- **Scanning Using MF Toolbox**
- **Scanning Using an Application**

Configuring Scan Settings in Advanced Mode

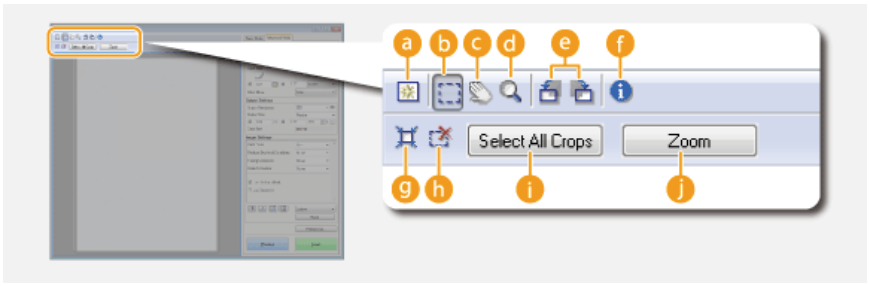
If you click the [Advanced Mode] tab on the ScanGear MF screen, you can make more advanced adjustments in the image quality than you can in Simple Mode. You can also register adjusted settings as Favorite Settings. For more detailed information, click the icon next to the topic.



- **Operating Preview Images**
- **Specifying Settings for Documents and Color Mode**
- **Specifying Resolution and Image Size**
- **Adjusting Image Quality**
- **Adjusting Brightness and Color**
- **Specifying Other Settings**
- **Registering Frequently Used Settings**

Operating Preview Images

If you place the document on the platen glass and click [Preview], a preview image is displayed. You can specify the area you want to scan, and check the effects of image adjustments on the preview image.



(Clear)

Clears the preview image.

(Crop)

Specifies the cropping area with the cropping frame. Click and drag the area you want to crop. The cropping area is indicated with a dotted line. You can move the cropping frame or change its size with your mouse.

NOTE:

Setting multiple scanning areas

You can specify cropping areas in the document so that each of them can be scanned as separate images. Drag the cropping frame to specify the areas you want to scan. You can specify up to ten areas. Click [Scan] to scan the areas in the cropping frames as separate images.

(Move the Image)

Drags the image to move the visible part of the image when a preview image is enlarged.

(Zoom)

Enlarges the entire preview image. Left-click the image to zoom in. Right-click the enlarged image to zoom out. To enlarge a part of the image to check the details, use [Zoom] (j).

(Left Rotate)/ (Right Rotate)

Rotates the preview image 90 degrees to the left or right.

(Information)

Displays the current settings of the scanned image, such as the color mode and size of the scan area.

(Auto Crop)

Automatically sets the cropping frame that fits the scanned document. Each time you click the icon, the cropping frame is reduced.

(Clear Crop Frame)

Clears the selected cropping frame.

[Select All Crops]

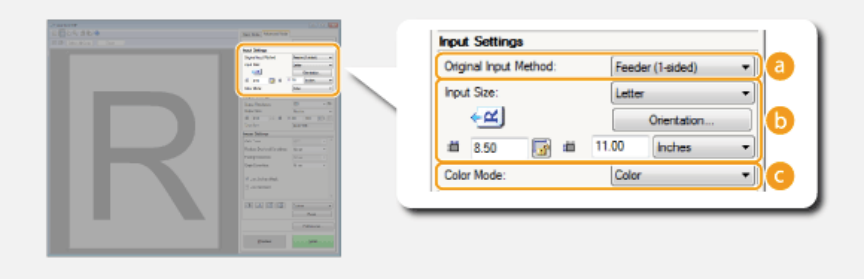
Selects all of the cropping frames on the image.

[Zoom]

Enlarges the image in the cropping frame. The smaller the cropping frame, the larger the image is displayed. You can check the details that are difficult to see with (d). To return the image to its original size, click this button again.

Specifying Settings for Documents and Color Mode

Specify the document input method (the platen glass or feeder), document size, color mode, and other settings.



[Original Input Method]

Select a setting based on whether you place your documents on the platen glass or in the feeder.

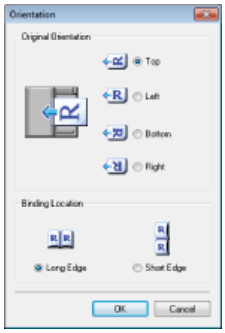
[Platen Glass]	Select when placing documents on the platen glass.
[ADF (1-sided)]	Select when placing 1-sided documents in the feeder.
[ADF (2-sided)] (MF229dw)	Select when placing 2-sided documents in the feeder.

[Input Size]

- Specify the size of the scanning area. For normal cases, select the same size as the document. To specify the size with values, select a unit, and enter the values for width and height. To lock the width to height ratio of the image, click .

  NOTE:

  - If you select [ADF (2-sided)] for [Original Input Method] (a), you cannot specify the size by entering the values.
  - The image size that can be scanned is limited on some applications.
- If documents are placed in the feeder, set the orientation of the documents in [Orientation]. You can also set [Binding Location] if 2-sided documents are placed in the feeder.



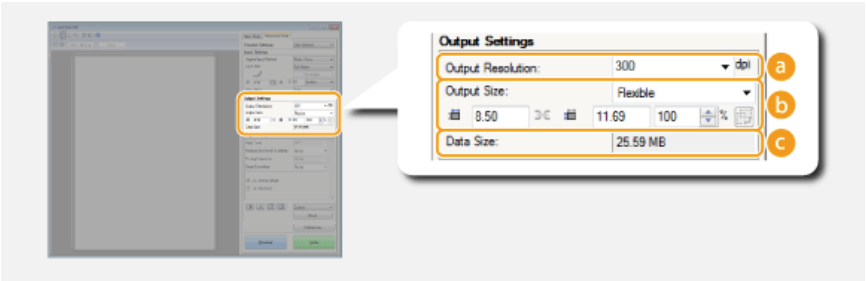
[Color Mode]

Select the image type to scan documents.

[Black and White]	The document is scanned as a black and white image (in black and white only, with no intermediate shades of gray). You can change the threshold that separates text in the document or the image into black and white with [Threshold] (**Adjusting Brightness and Color**).
[Grayscale]	The document is scanned as a grayscale image (in black and white with intermediate shades of gray, similar to a black and white photograph).
[Color]	The document is scanned as a color image.
[Text Enhanced]	The document is scanned as a black and white image optimized for processing by OCR (optical character recognition) software.

Specifying Resolution and Image Size

Specify the output resolution and output size.



[Output Resolution]

Select the resolution of the scanned image that suits your intended use. If documents are placed in the feeder, the maximum resolution is 300 dpi.

NOTE:

About the output resolution

- A resolution of 75 dpi is a rough guide for displaying the scanned image on a computer, and 300 dpi for printing or creating a searchable PDF.
- If you double the output resolution, the image file size increases by a factor of 4. If the file size is too large, a memory shortage or other error may occur. Set the resolution to the minimum required for your intended use.

[Output Size]

- Select the size of the scanned image when it is printed or displayed on a computer.
- Click to switch between the portrait and landscape orientation. This button is not available when [Flexible] is selected.
- If you select [Add/Delete], you can add new output size settings and delete the added sizes.

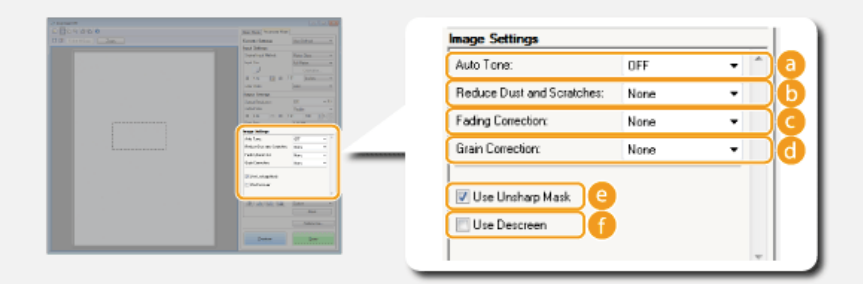
- Select [Flexible] to change the output size and the ratio of width to height. Drag the area you want to scan on the preview image or enter values for width and height. If you specify the magnification percentage in the [%] entry field on the right side of the width and height entry fields, the document is enlarged or reduced for scanning.

c [Data Size]

Displays the data size of the image when it is scanned with the set [Output Resolution] and [Output Size].

Adjusting Image Quality

Configure settings for improving the image quality, such as correction of scratches or faded colors on a photograph. These settings are available if you select [Color] or [Grayscale] for [Color Mode] (**Specifying Settings for Documents and Color Mode**).



a [Auto Tone]

Automatically adjusts the color tone of the image.

b [Reduce Dust and Scratches]

Makes dust or scratches on the document less noticeable. [High] makes large scratches and dust less noticeable, but may ruin details on the image.

c [Fading Correction]

The setting is available if you select [Color] for [Color Mode]. Corrects faded colors on the document or enhances the color saturation of dull-colored documents. [High] dramatically corrects the faded colors, but may change the color tone of the entire image.

d [Grain Correction]

Reduces graininess to create a smooth color tone when scanning photographs taken with high-speed film. [High] dramatically reduces graininess, but may also reduce image sharpness or degrade image quality.

e [Use Unsharp Mask]

Emphasizes the edges and lines in the image, creating a sharper appearance.

f [Use Descreen]

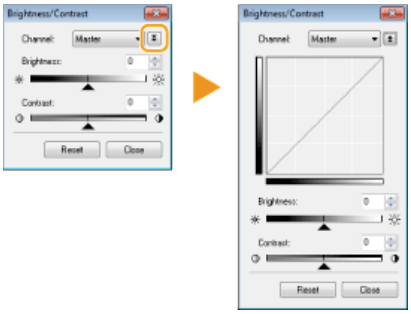
Reduces the color unevenness and moire that occur when scanning printed images.

Adjusting Brightness and Color

Configure color settings such as brightness, contrast, and color tone. The displayed items vary depending on the settings selected for [Color Mode] (**Specifying Settings for Documents and Color Mode**). When [Text Enhanced] is selected, you cannot configure these settings.

(Brightness/Contrast)

Adjusts the brightness and contrast (the difference between the light and dark parts) of the image. To adjust while checking on a graph, click on the upper-right of the screen.



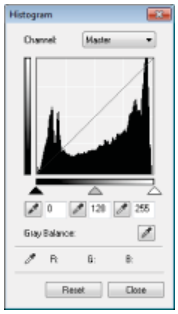
[Channel]

- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.
- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

[Brightness]
Slide ▲ or enter a value.

[Contrast]
Slide ▲ or enter a value. When contrast is reduced, the difference between the light and dark parts of the image is reduced to create a softer appearance. When contrast is increased, the difference between the light and dark parts is increased to create a bolder appearance.

(Histogram)



A histogram is a graph that shows the distribution of brightness in an image. You can adjust the image while checking the preview image and histogram. Specify the part of the image you want to make brightest (or darkest) in the preview image, so that the brightness balance of the original image is automatically adjusted with the specified part being the average. Likewise, you can also adjust the balance with the brightness of the medium tone being the average.

[Channel]

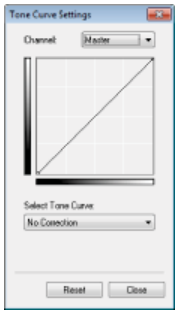
- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.
- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

(Black-point Eyedropper)/ (Mid-point Eyedropper)/ (White-point Eyedropper)
Click the parts on the preview image (or cropping frame) you want to specify as the darkest, the medium, and the brightest. Slide ▲,△, or △. Alternatively, you can enter a value.

(Gray Balance Eyedropper Tool)
Click a part on the preview image (or cropping frame) you want to render as an achromatic color, which is black, grey, or white, each of which does not have color depth. Color tone on the rest of the image is adjusted with the clicked part being the average. For example, if snow on a photograph image is bluish, click this part because you essentially want to render this part as white. When you click this part, the snow is no longer bluish, and the entire image is adjusted so that it comes closer to natural colors. Click different parts little by little while checking the preview image to produce the optimum color tone.

(Tone Curve Settings)

The tone curve is a curved line that indicates the brightness and contrast levels of the image



before and after adjustment. Select a registered tone curve to adjust the brightness and contrast levels of the image.

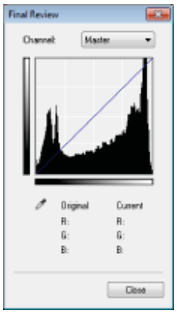
[Channel]

- If you select [Color] for [Color Mode], you can adjust the [Red], [Green] and [Blue] color channels separately. To adjust all three colors at the same time, select [Master]. You can combine the adjustments made in [Master] and those made in the individual color channels.
- If you select [Grayscale] for [Color Mode], only [Grayscale] is displayed.

[Select Tone Curve]
Select from the items listed below.

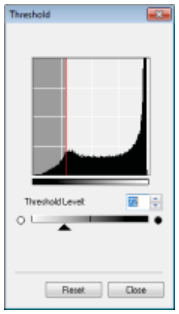
[No Correction]	Performs no correction.
[Over Exposure]	Lightens the entire image.
[Under Exposure]	Darkens the entire image.
[High Contrast]	Emphasizes the difference between the light and dark parts of the image.
[Invert the Negative/Positive Image]	Inverts the light and dark parts of the image.

(Final Review)



The results of all adjustments made to the brightness, contrast (a), histogram (b), and tone curve settings (c) are displayed in a tone curve and as numerical values. Perform a final check of the color settings.

(Threshold)



Adjust the threshold value* for black and white images. You can enhance the appearance of text or reduce the visibility of text or images printed on the reverse side of a semi-transparent document, such as a newspaper. The setting is available if you select [Black and White] for [Color Mode].

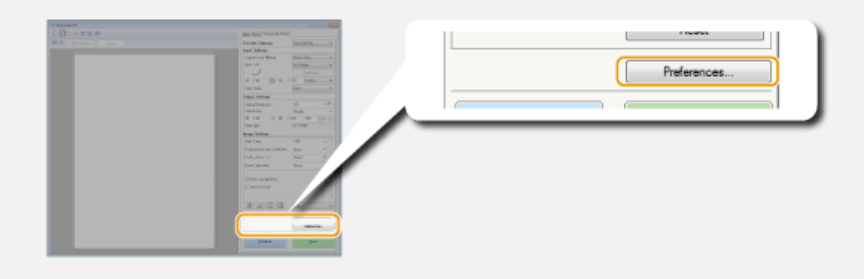
* The threshold value is the boundary that separates whether a color is rendered as black or white. Colors below a certain density level are rendered as white, and colors above a certain density level are rendered as black.

[Threshold Level]
Slide ▲ or enter a value. To render more parts as black, slide ▲ to the right or enter a larger value.

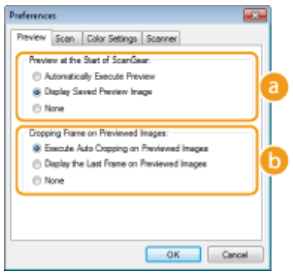
Registering or Calling Settings

Call registered brightness or color settings for a to c and e. **Registering Frequently Used Settings**

Click [Preferences] to configure various settings, including the operation when scanning.



■[Preview] Tab



Configure the preview and auto crop operations.

a [Preview at the Start of ScanGear]

Select the preview operation when you start ScanGear MF.

[Automatically Execute Preview]
Scanning of the preview image starts automatically when you start ScanGear MF.

[Display Saved Preview Image]
Preview does not start automatically, and the most recently saved preview image is displayed.

[None]
Preview does not start automatically, and no preview image is displayed.

b [Cropping Frame on Previewed Images]

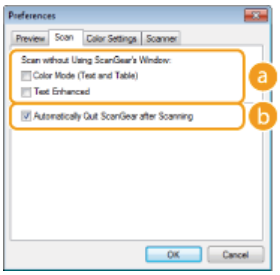
Select how the cropping frame (**Operating Preview Images**) is displayed on the preview image.

[Execute Auto Cropping on Previewed Images]
Auto Crop is performed based on the scanned document.

[Display the Last Frame on Previewed Images]
Auto Crop is not performed, and the most recently set cropping frame is displayed.

[None]
Auto Crop is not performed, and no cropping frame is displayed.

■[Scan] Tab



Configure the settings that are applied when you scan a document by using an application, and the settings for ScanGear MF operations.

a [Scan without Using ScanGear's Window]

When you scan the document by using an OCR software or other application, the ScanGear MF screen may not be displayed. In such a case, the document is scanned with the setting of the application applied. However, if the application does not have the following settings, enable them here so that these settings are applied for scanning.

[Color Mode (Text and Table)]
If the application settings are specified to scan documents in color, those settings are replaced and documents are scanned with the ScanGear MF color mode set to [Color Mode (Text and Table)].

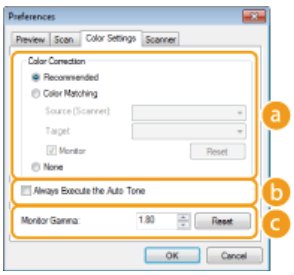
[Text Enhanced]

If the application settings are specified to scan documents in black and white, those settings are replaced and documents are scanned with the ScanGear MF color mode set to [Text Enhanced].

[Automatically Quit ScanGear after Scanning]

The [ScanGear MF] screen automatically closes after scanning is complete. The screen may automatically close with some applications regardless of this setting.

[Color Settings] Tab



Configure advanced color and brightness settings, such as color matching and gamma correction.

[Color Correction]

Select the color correction method.

[Recommended]
Color tone is vividly reproduced on a computer display. This setting is recommended for most color corrections.

[Color Matching]
Color is adjusted so that the color tone on the display comes closer to that on the printed result. This setting is available if you select [Color] for [Color Mode] (**Specifying Settings for Documents and Color Mode**).

NOTE:

If [Color Matching] is enabled, the [Fading Correction] (**Adjusting Image Quality**) setting and the buttons for brightness and color settings (**Adjusting Brightness and Color**) are disabled.

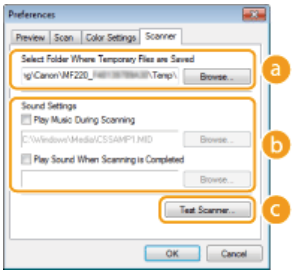
[Always Execute the Auto Tone]

Color tone is automatically adjusted. The setting is available if you select [Color] or [Grayscale] for [Color Mode].

[Monitor Gamma]

You can display the document at the proper brightness level by specifying the gamma value of the computer display that displays the scanned image. The setting is applied if you select [Color] or [Grayscale] for [Color Mode].

[Scanner] Tab



Configure the temporary save destination of files, the playing of audio files, and other settings.

[Select Folder Where Temporary Files are Saved]

Click [Browse] to change the folder to which an image is temporarily saved.

[Sound Settings]

You can specify the music or sounds that are played while the machine is scanning or when scanning is complete. Click [Browse] to specify a file to be played. The following file formats (extensions) are supported:

- MIDI files (.mid/.rmi/.midi)
- Audio files (.wav/.aif/.aiff)
- MP3 files (.mp3)

[Play Music During Scanning]
The specified sound file is played while scanning is being performed.

[Play Sound When Scanning is Completed]
The specified sound file is played when scanning is complete.

[Test Scanner]

You can check whether the scan function of the machine is working properly. When the [Scanner Diagnostics] screen opens, click [Start].

Registering Frequently Used Settings

It is troublesome to configure the color mode, image quality, or other settings each time you scan. If you register frequently used settings as Favorite Settings, you can scan simply call the registered settings when scanning.

NOTE

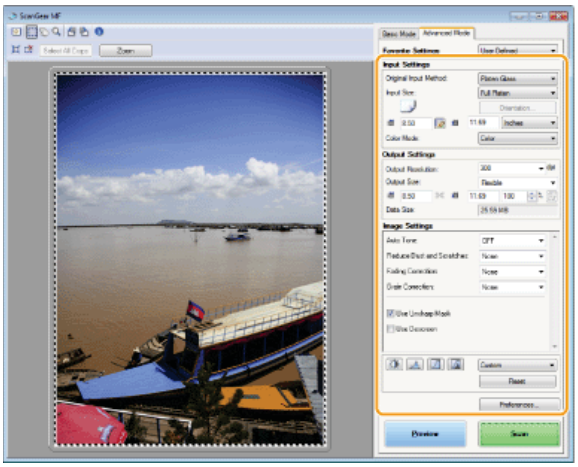
The following settings cannot be registered in [Favorite Settings].

- Widths and heights in [Input Settings] and [Output Settings]
- On or off of the button (to lock the ratio of width to height) in [Input Settings]
- The magnification percentage (%) in [Output Settings]

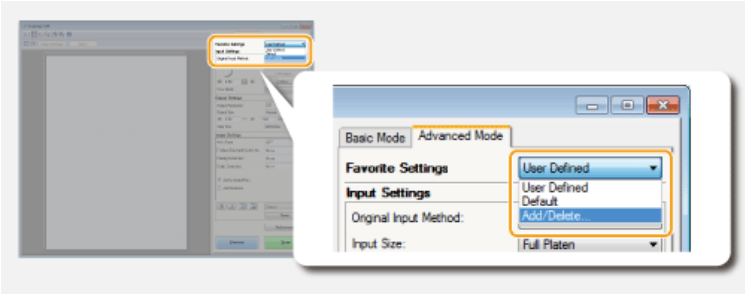
1 Place the document(s), and click [Preview].

2 Change the scan settings.

- Select settings to register as necessary.



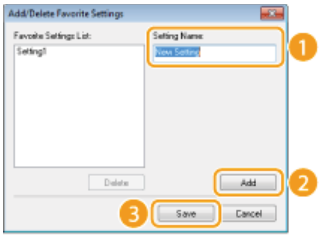
3 Select [Add/Delete] in [Favorite Settings].



- The [Add/Delete Favorite Settings] screen is displayed.
- [Add/Delete] is available when the preview image is displayed.

4 Enter a name into [Setting Name], and click [Add] ▸ [Save].

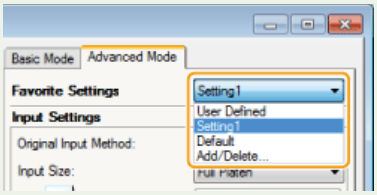
- Enter a name for the settings to register. Use a name that is easy to find in the drop-down list.



NOTE

Calling registered Favorite Settings

Display a preview image, and select the registered setting in the drop-down list.



■Registering the Brightness or Color Setting

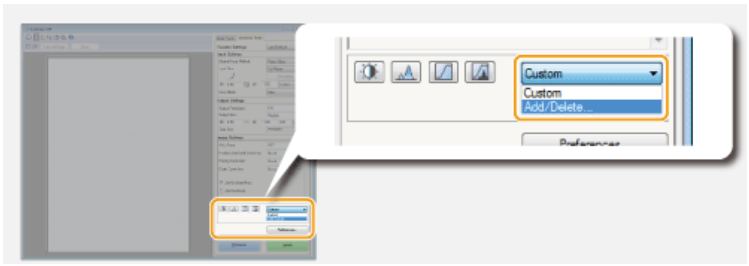
To register only the brightness, contrast, histogram, tone curve, or threshold setting, follow the procedure below.

1 Place the document(s), and click [Preview].

2 Adjust the brightness or color. **Adjusting Brightness and Color**

- Select settings to register as necessary.

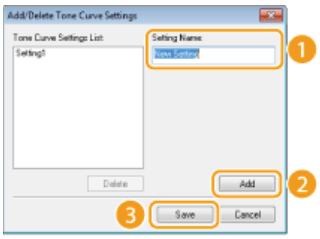
3 Select [Add/Delete] in the drop-down list.



- The [Add/Delete Tone Curve Settings] or [Add/Delete Threshold Settings] screen is displayed.

4 Enter a name into [Setting Name], and click [Add] [Save].

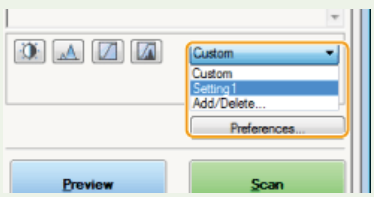
- Enter a name for the settings to register. Use a name that is easy to find in the drop-down list.



NOTE

Calling the registered setting

Display a preview image, and select the registered setting in the drop-down list.



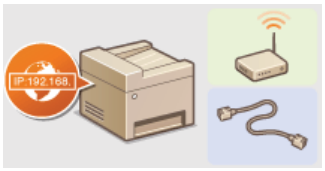
LINKS

- Configuring Scan Settings in Simple Mode
- Scanning Using MF Toolbox
- Scanning Using an Application

Network

The machine has been designed for flexibility of use across a variety of environments, and it includes advanced technologies in addition to basic network features. Do not worry if you are not a network expert, because the machine has also been designed for convenience and ease of use. Relax and proceed with the network setup one step at a time.

Connecting to a Computer/Viewing the Machine's Network Settings



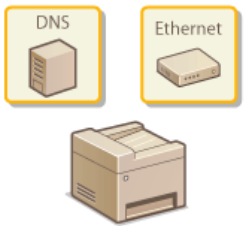
Connecting to a Network

Viewing Network Settings

Configuring or Preparing for Print/PC Fax/Scan Functions

Configuring the Machine for Printing or Faxing from a Computer

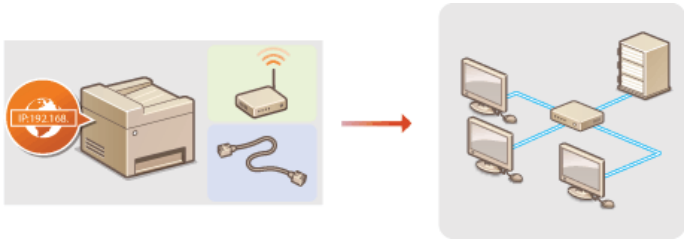
Customizing the Machine for More Convenient Network Experience



Configuring the Machine for Your Network Environment

Connecting to a Network

When connecting the machine to a wired or wireless local area network (LAN), you need to set an IP address unique to the selected network. Select "wired" or "wireless" depending on your communication environment and networking devices. For steps to connect the machine and set an IP address, see "Getting Started" (**Manuals Included with the Machine**). For specific IP address settings, contact your Internet service provider or Network Administrator.



IMPORTANT

If the machine is connected to an unsecured network, your personal information might be leaked to a third party.

NOTE

- The machine cannot connect to both wired and wireless LANs at the same time.
- The machine does not come with a LAN cable or router. Have them ready as necessary.
- For more information about your networking devices, see the instruction manuals for the devices or contact your manufacturer.

Before You Start

Follow these steps to connect the machine to a network.

1

Check your computer settings.

- Make sure that the computer is correctly connected to the network. For more information, see the instruction manuals for the devices you are using, or contact the device manufacturers.
- Make sure that the network settings have been completed on the computer. If the network has not been set up properly, you will not be able to use the machine on the network, even if you perform the rest of the procedure below.

NOTE:

- Depending on the network, you may need to change settings for the communication method (half-duplex/full-duplex) or the Ethernet type (10BASE-T/100BASE-TX) (**Configuring Ethernet Settings**). For more information, contact your Internet service provider or Network Administrator.
- To check the MAC address of the machine, see **Viewing the MAC Address**.

2

Select wired or wireless LAN.

Selecting Wired LAN or Wireless LAN (MF229dw / MF217w)

3

Connect to a wired or wireless LAN.

- Proceed to the section that corresponds to the setting you selected in step 2.

Connecting to a Wired LAN

Connecting to a Wireless LAN (MF229dw / MF217w)

4

Set the IP address as necessary.

- This step is required when you want to assign a specific IP address to the machine or change the dynamic IP addressing protocol from the default DHCP.

Setting IP Addresses

Selecting Wired LAN or Wireless LAN MF229dw / MF217w

After you decide on wired or wireless LAN to connect the machine to the computer, select wired LAN or wireless LAN using the operation panel. For how to connect to and specify settings for a wireless LAN/wired LAN, see "Getting Started" (**Manuals Included with the Machine**). Note that if you change the setting from <Wired LAN> to <Wireless LAN> or vice versa, you will need to uninstall MF Drivers installed on your computer and then reinstall them (MF Driver Installation Guide).

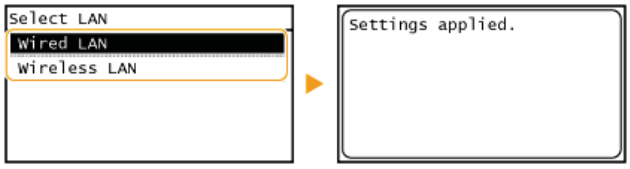
1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Tap <Select Wired/Wireless LAN>.**

4 **Tap <Wired LAN> or <Wireless LAN>.**

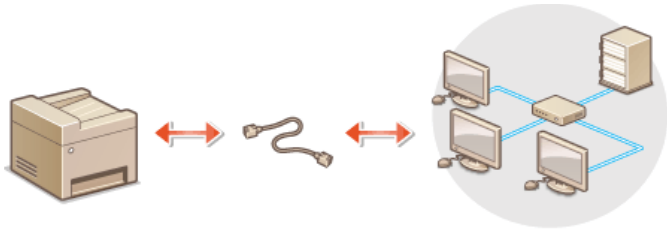


LINKS

- **Connecting to a Network**
- **Connecting to a Wired LAN**
- **Connecting to a Wireless LAN (MF229dw / MF217w)**

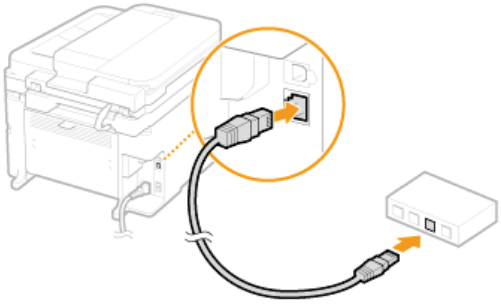
Connecting to a Wired LAN

Connect the machine to a computer via a router. Use a LAN cable to connect the machine to the router.



1 Connect a LAN cable.

- Connect the machine to a router by using a LAN cable.
- Push the connector in until it clicks into place.



2 Wait approximately 2 minutes.

- While you wait, the IP address is set automatically.

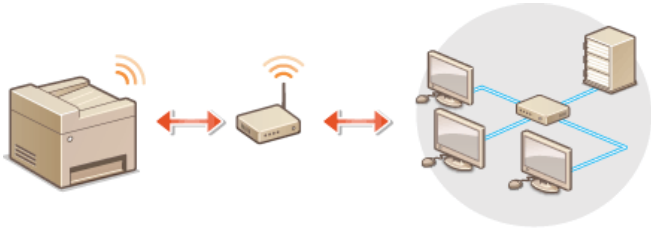
NOTE:
You can set the IP address manually. **Setting IP Addresses**

LINKS

Connecting to a Network

Connecting to a Wireless LAN MF229dw / MF217w

Wireless routers (or access points) connect the machine to a computer via radio waves. If your wireless router is equipped with Wi-Fi Protected Setup (WPS), configuring your network is automatic and easy. If your networking devices do not support automatic configuration, or if you want to specify authentication and encryption settings in detail, you need to manually set up the connection. Make sure that your computer is correctly connected to the network.



Setting Up Connection Using WPS
Manually Setting Up Connection

IMPORTANT

Risk of information leak

Use wireless LAN connection at your own discretion and at your own risk. If the machine is connected to an unsecured network, your personal information might be leaked to a third party because radio waves used in wireless communication can go anywhere nearby, even beyond walls.

Wireless LAN security

The wireless LAN security that is supported by the machine is listed below. For the wireless security compatibility of your wireless router, see the instruction manuals for your networking devices or contact your manufacturer.

- 128 (104)/64 (40) bit WEP
- WPA-PSK (TKIP/AES-CCMP)
- WPA2-PSK (TKIP/AES-CCMP)

NOTE

Required devices for wireless LAN connection

- The machine does not come with a wireless router. Have the router ready as necessary.
- The wireless router must conform to IEEE 802.11b/g/n and be able to communicate in 2.4 GHz frequency band. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

Setting Up Connection Using WPS

When using WPS, two modes are available: push button mode and PIN code mode.

Push Button Mode

Find the WPS mark shown below on the package of your wireless router. Also make sure that there is a WPS button on your networking device. **Setting Up Connection Using WPS Push Button Mode**

PIN Code Mode

Some WPS routers do not support the push button mode. If WPS PIN code mode is mentioned on the package or in the instruction manuals of your networking device, set up the connection by entering the PIN code. **Setting Up Connection Using WPS PIN Code Mode**

NOTE

If the wireless router is set to use WEP authentication, you may not be able to set up connection using WPS.

Manually Setting Up Connection

When manually setting up a wireless connection, you can either select a wireless router or manually enter the required information. Regardless of the method, make sure that you have the required setup information, including the SSID and network key (**Checking the SSID and Network Key**).

Selecting a Wireless Router

Select this setup option if you need to manually set up the connection but want to complete the setup as easily as possible. **Setting Up Connection by Selecting a Wireless Router**

Manually Entering the Setup Information

If you want to specify security settings in detail, such as authentication and encryption settings, manually enter the SSID and network key to set up the connection. **Setting Up Connection by Specifying Detailed Settings**

LINKS

Connecting to a Network

Selecting Wired LAN or Wireless LAN (MF229dw / MF217w)

Setting Up Connection Using WPS Push Button Mode

If your wireless router supports WPS push button mode, you can easily set up a connection with a WPS button.

IMPORTANT

How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

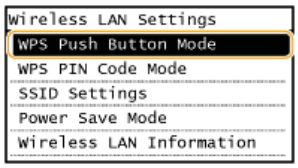
- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Tap <Wireless LAN Settings>.**

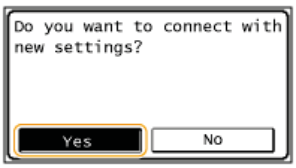
- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 **Read the message that is displayed, and tap <OK>.**

5 **Tap <WPS Push Button Mode>.**



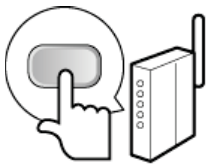
6 **Tap <Yes>.**



7 **Press and hold the WPS button on the wireless router.**

The button must be pressed within 2 minutes after tapping <Yes> in step 6.

- Depending on the networking device, you may need to press and hold the button for 2 seconds or longer. See the instruction manuals for your networking device for help.



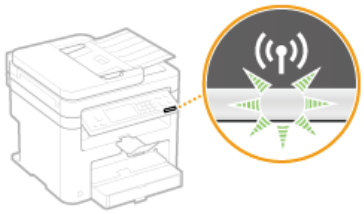
NOTE:

If an error message is displayed during setup

Tap <Close> and return to step 5.

8 **Check that the Wi-Fi indicator is blinking on the operation panel.**

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.

- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:
Signal strength

When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode**

If the IP address of the machine has changed

In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN (MF229dw / MF217w)

Setting Up Connection Using WPS PIN Code Mode

If your wireless router supports WPS PIN code mode, generate a PIN code with the machine and register the code to the networking device.

IMPORTANT

How to operate the wireless router may vary on each device. See the instruction manuals for your networking device for help.

From a Computer

1 Access your wireless router from a computer and display the screen for entering a WPS PIN code.

- For more information, see the instruction manuals for your networking device.

From the Operation Panel

2 Tap <Menu> in the Home Screen.

3 Tap <Network Settings>.

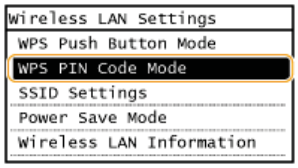
- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

4 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

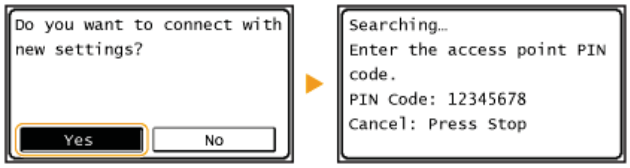
5 Read the message that is displayed, and tap <OK>.

6 Tap <WPS PIN Code Mode>.



7 Tap <Yes>.

- A PIN code is generated.



From a Computer

8 Register the generated PIN code to the wireless router.

- Register the PIN code on the setup screen displayed in step 1.
- The PIN code must be registered within 10 minutes after tapping <Yes> in step 7.

NOTE:

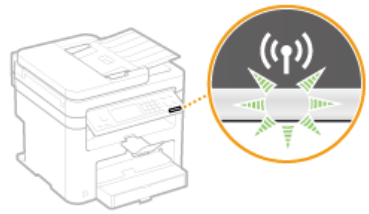
If an error message is displayed during setup

Tap <Close> and return to step 6.

From the Operation Panel

9 Check that the Wi-Fi indicator is blinking on the operation panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.

- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:
Signal strength
When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode**

If the IP address of the machine has changed

In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN (MF229dw / MF217w)

Setting Up Connection by Selecting a Wireless Router

You can search the wireless routers (or access points) available for connection and select one from the display of the machine. For the network key, enter a WEP key or TKIP. Before selecting a wireless router, check and write down the required setup information, including the SSID and network key (**Checking the SSID and Network Key**).

NOTE

Security settings

If the wireless connection is set up by selecting a wireless router, the WEP authentication method is set to <Open System> or the WPA/WPA2 encryption method is set to <Auto> (AES-CCMP or TKIP). If you want to select <Shared Key> for WEP authentication or <AES-CCMP> for WPA/WPA2 encryption, you need to set up the connection using the manual entry method (**Setting Up Connection by Specifying Detailed Settings**).

1 Tap <Menu> in the Home Screen.

2 Tap <Network Settings>.

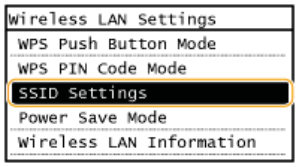
- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 Tap <Wireless LAN Settings>.

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

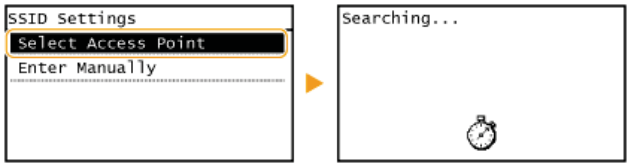
4 Read the message that is displayed, and tap <OK>.

5 Tap <SSID Settings>.



6 Tap <Select Access Point>.

- The machine starts searching for available wireless routers.



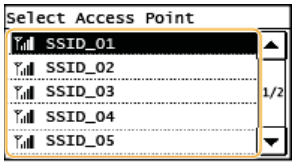
NOTE:

If <Cannot find the access point.> is displayed

See **When an Error Message Appears**.

7 Select a wireless LAN router.

- Select the router whose SSID matches the one that you have written down.



NOTE:

If your wireless router is not found

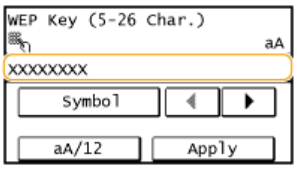
Check whether the machine is properly installed and ready to connect to the network. **Installation/Settings Problems**

Enter the network key that you have written down.

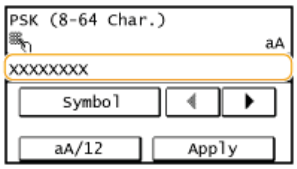
8

- Enter the network key using the numeric keys, and tap <Apply>.
  Entering Text

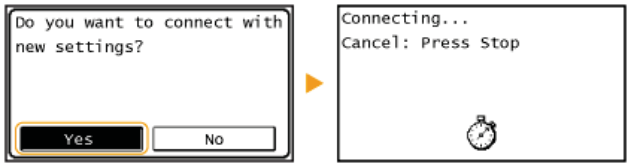
WEP



WPA-PSK or WPA2-PSK



9 Tap <Yes>.

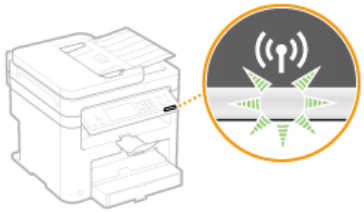


NOTE:
If an error message is displayed during setup

Tap <Close>, check whether the network key is correct, and return to step 5.

10 Check that the Wi-Fi indicator is blinking on the operation panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.

- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:
Signal strength

When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode**

If the IP address of the machine has changed

In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN (MF229dw / MF217w)

Setting Up Connection by Specifying Detailed Settings

If you want to specify the security settings in detail or cannot establish the wireless connection using the other procedures, manually enter all the required information for the wireless LAN connection. Before specifying detailed settings, check and write down the required information, including the SSID, network key, and wireless security protocols (**Checking the SSID and Network Key**).

1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Tap <Wireless LAN Settings>.**

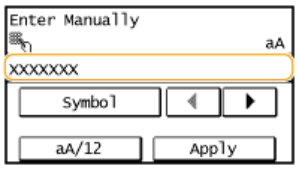
- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 **Read the message that is displayed, and tap <OK>.**

5 **Select <SSID Settings> <Enter Manually>.**

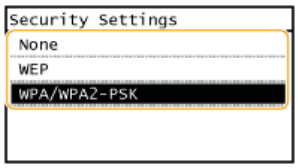
6 **Enter the SSID that you have written down.**

- Enter the SSID using the numeric keys, and tap <Apply>. **Entering Text**



7 **Specify the security settings based on the information that you have written down.**

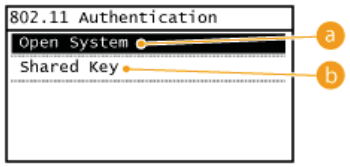
- If you do not need to specify the security settings, tap <None>.



■Using WEP

1 **Tap <WEP>.**

2 **Select an authentication method.**



a **<Open System>**

Sets open system authentication, which is also called "open authentication."

b **<Shared Key>**

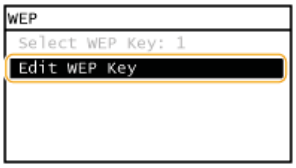
Uses the WEP key as a password.

NOTE:

When <Open System> is selected

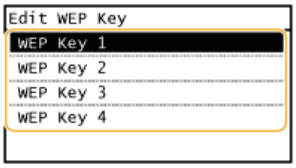
When connecting to a wireless LAN, the machine experiences an authentication error if the shared key authentication is set on the wireless router. If this happens, the machine automatically changes the setting to <Shared Key> and retries the connection.

3 **Tap <Edit WEP Key>.**



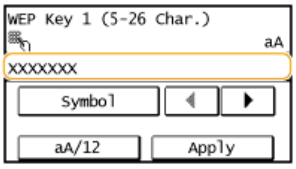
4 **Select the WEP key(1 to 4) you want to edit.**

- Up to four WEP keys can be registered.



5 **Enter the network key that you have written down.**

- Enter the network key using the numeric keys, and tap <Apply>. **Entering Text**



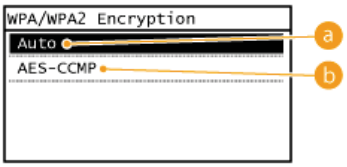
6 **Tap <Select WEP Key>.**

7 **Tap the WEP key you have edited.**

■Using WPA-PSK or WPA2-PSK

1 **Tap <WPA/WPA2-PSK>.**

2 **Select an encryption method.**



a **<Auto>**

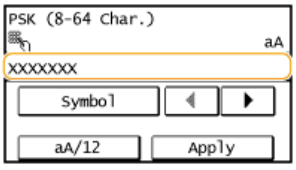
Sets the machine to automatically select AES-CCMP or TKIP to match the setting of the wireless router.

b **<AES-CCMP>**

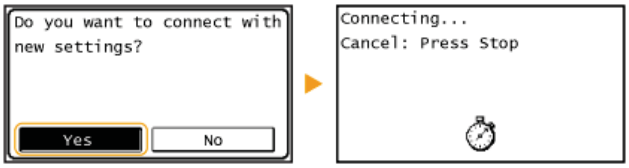
Sets AES-CCMP as the encryption method.

3 **Enter the network key that you have written down.**

- Enter the network key using the numeric keys, and tap <Apply>. **Entering Text**



8 **Tap <Yes>.**



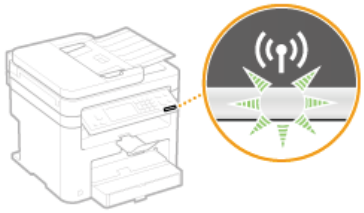
NOTE:

If an error message is displayed during setup

Tap <Close>, check whether the specified settings are correct, and return to step 5.

9 Check that the Wi-Fi indicator is blinking on the operation panel.

- The Wi-Fi indicator blinks when a wireless router is detected.



- When the setup is completed, the screen below is displayed, and approximately 2 seconds later, the Wi-Fi indicator lights up.

- Wait approximately 2 minutes until the IP address settings of the machine are completed.

IMPORTANT:

Signal strength

When more than one wireless router is available for connection, the machine connects to the device with the strongest signal. Signal strength is measured using RSSI (Received Signal Strength Indication).

NOTE

Reducing power consumption

You can set the machine to enter <Power Save Mode> based on signals emitted from the wireless router. **Power Save Mode**

If the IP address of the machine has changed

In a DHCP environment, the IP address of the machine may be changed automatically. If this happens, the connection is maintained as long as the machine and the computer belong to the same subnet.

LINKS

Connecting to a Wireless LAN (MF229dw / MF217w)

Checking the SSID and Network Key

When manually setting up a wireless connection, you need to specify the SSID and network key of your wireless router. The SSID and network key may be indicated on these networking devices. Check your devices and write down the necessary information before setting up the connection. For more information, see the instruction manuals for your networking devices or contact your manufacturer.

SSID	A name given for identifying a specific wireless LAN. Some other terms used for SSID include "access point name" and "network name."
Network Key	A keyword or password used for encrypting data or authenticating a network. Some other terms used for network key include "encryption key," "WEP key," "WPA/WPA2 passphrase," and "preshared key (PSK)."
Wireless Security Protocols (Authentication/Encryption)	When manually setting up a wireless connection by specifying detailed settings, you need to specify security settings. Check the following information: ● Security types (WEP/WPA-PSK/WPA2-PSK) ● Authentication method (Open System/Shared Key) ● Encryption method (TKIP/AES-CCMP)

■Checking the SSID and Network Key from a Computer

The SSID or the network key may have been changed. If you do not know the SSID or the network key, you can check them by using the Canon MF/LBP Wireless Setup Assistant included with the User Software and Manuals DVD-ROM. The Canon MF/LBP Wireless Setup Assistant can be used on a computer connected to a wireless LAN.

1 **Insert the User Software and Manuals DVD-ROM into the drive on the computer.**

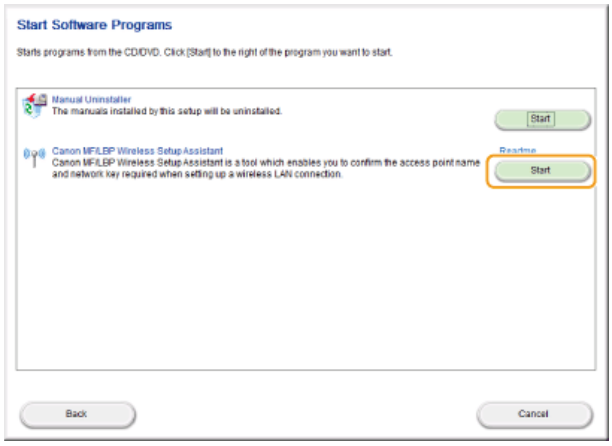
● Select a language and click [OK] if you are prompted to do so.

2 **Click [Start Software Programs].**

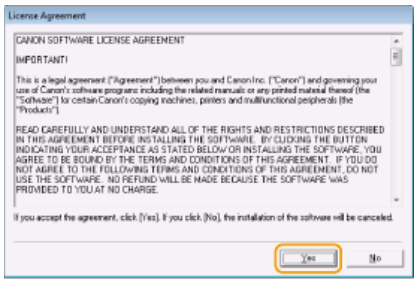
NOTE:

If the above screen is not displayed **Displaying the [Software Programs/Manuals Setup] Screen**

3 **Click [Start] for [Canon MF/LBP Wireless Setup Assistant].**

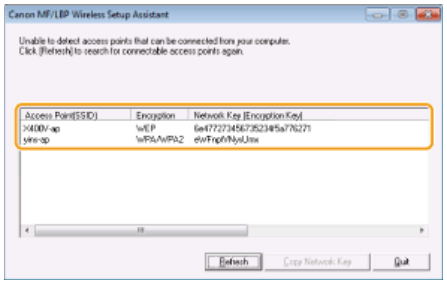


4 Read the License Agreement and click [Yes] to agree.



5 Check the information displayed for the wireless router.

- Write down the necessary information. If you do not know what information is necessary, write down all the information that is displayed.



NOTE:

If wireless routers are not found

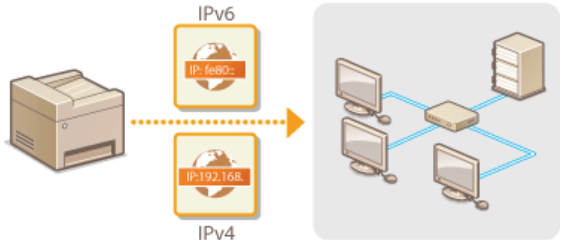
Click [Refresh]. If nothing happens, check that the settings are correctly configured on the computer and the wireless router.

LINKS

- **Connecting to a Wireless LAN (MF229dw / MF217w)**
- **Setting Up Connection by Selecting a Wireless Router**
- **Setting Up Connection by Specifying Detailed Settings**

Setting IP Addresses

Connecting the machine to a network requires a unique network IP address. Two versions of IP addresses are available: IPv4 and IPv6. Configure these settings depending on the network environment. To use IPv6 addresses, you need to properly configure the IPv4 address settings.



Setting IPv4 Address

The machine's IPv4 address can be either assigned automatically by a dynamic IP addressing protocol, such as DHCP, or entered manually. When connecting the machine to a wired LAN, make sure that the connectors of the LAN cable are firmly inserted into the ports (**Connecting to a Wired LAN**). You can test the network connection if necessary.

Setting IPv4 Address
Testing the Network Connection

Setting IPv4 Address

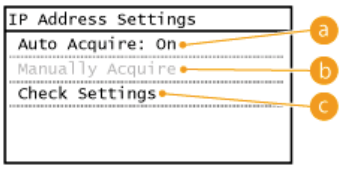
1 Tap <Menu> in the Home Screen.

2 Tap <Network Settings>.

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 Select <TCP/IP Settings> ▸ <IPv4 Settings> ▸ <IP Address Settings>.

4 Configure IP address settings.



a <Auto Acquire>

Select to automatically assign an IP address via a protocol such as DHCP. When <Auto Acquire: On> is displayed, automatic addressing is enabled.

b <Manually Acquire>

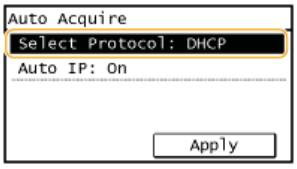
Select to configure the IP address settings by manually entering an IP address. In order to select this option, <Auto Acquire> must be set to <Off>.

c <Check Settings>

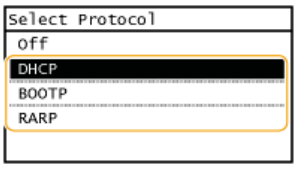
Select when you want to view the current IP address settings.

■Automatically assigning an IP address

1 Select <Auto Acquire> ▸ <Select Protocol>.



2 Tap <DHCP>, <BOOTP>, or <RARP>.



NOTE:
If you do not want to use DHCP/BOOTP/RARP to assign an IP address
Select <Off>. If you select <DHCP>, <BOOTP>, or <RARP> when these services are unavailable, the machine will waste time and communications resources searching the network for these services.

3 Check that <Auto IP> is set to <On>.

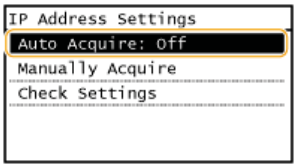
- If <Off> is selected, change the setting to <On>.

4 **Tap <Apply>.**

NOTE:
IP addresses assigned via DHCP/BOOTP/RARP override the address obtained via Auto IP.

■Manually entering an IP address

1 **Check that <Auto Acquire> is set to <Off>.**

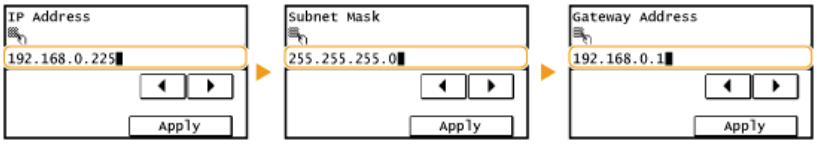


- If <On> is displayed, tap <Auto Acquire>, and set both <Select Protocol> and <Auto IP> to <Off>.

2 **Tap <Manually Acquire>.**

3 **Specify the IP address, subnet mask, and gateway address (or default gateway).**

- Specify the settings in the following order: <IP Address> ▶ <Subnet Mask> ▶ <Gateway Address>.
- Enter each setting using the numeric keys, and tap <Apply>.



NOTE

Checking whether the settings are correct

Make sure that the Remote UI screen can be displayed with your computer (**Starting Remote UI**). If a computer is not available, you can check the connection by using the operation panel (**Testing the Network Connection**).

Testing the Network Connection

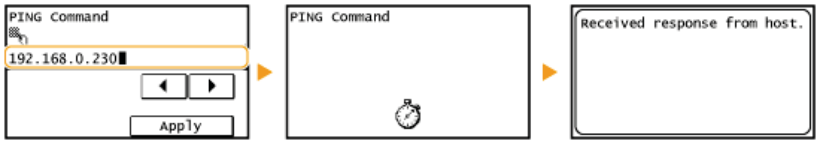
1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Select <TCP/IP Settings> ▶ <IPv4 Settings> ▶ <PING Command>.**

4 **Enter the IPv4 address of another device on the network, and tap <Apply>.**



- If a proper connection has been established, the result is displayed as shown above.

LINKS

Setting IPv6 Addresses
Viewing Network Settings

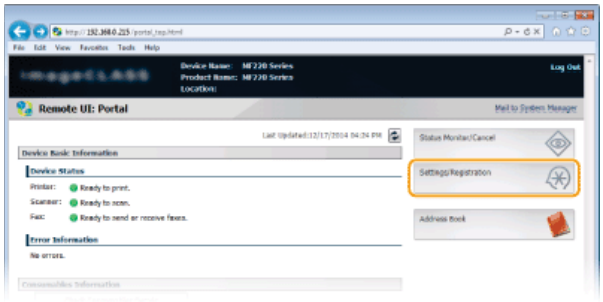
Setting IPv6 Addresses

The IPv6 addresses of the machine can be configured via the Remote UI. Before setting IPv6 addresses, check the IPv4 address settings (**Viewing IPv4 Settings**). You need to set the correct IPv4 settings to use IPv6 addresses. Note that the scan function that uses the scanner driver or MF Toolbox is not available in an IPv6 environment. The machine can use up to nine of the following IPv6 addresses:

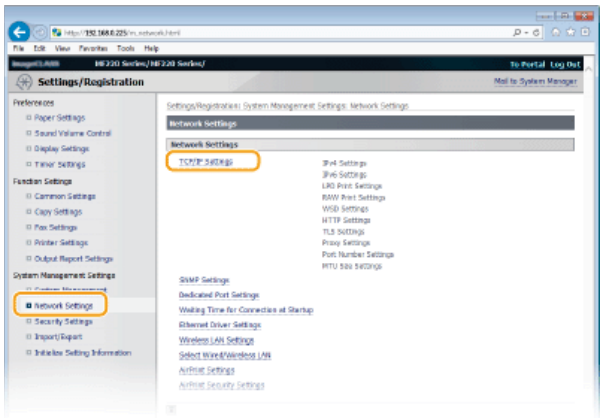
Type	Maximum number available	Description
Link-local address	1	An address that is only valid within a subnet or link and cannot be used to communicate with devices beyond a router. A link-local address is automatically set when the IPv6 function of the machine is enabled.
Manual address	1	An address that is entered manually. When using this address, specify the prefix length and default router address.
Stateless address	6	An address that is generated automatically using the MAC address of the machine and the network prefix that is advertised by the router. Stateless addresses are discarded when the machine is restarted (or turned ON).
Stateful address	1	An address obtained from a DHCP server using DHCPv6.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

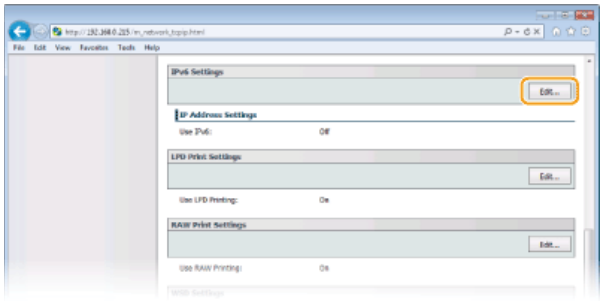
2 **Click [Settings/Registration].**



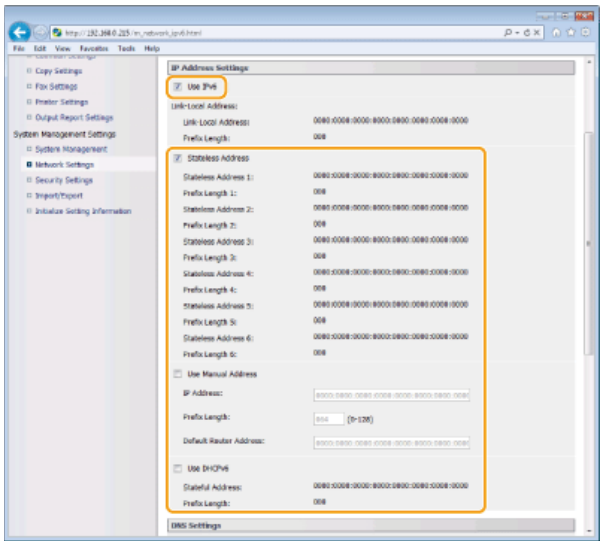
3 **Click [Network Settings] ▶ [TCP/IP Settings].**



4 **Click [Edit...] in [IPv6 Settings].**



5 Select the [Use IPv6] check box and configure the required settings.



[Use IPv6]
Select the check box to enable IPv6 on the machine. When not using IPv6, clear the check box.

[Stateless Address]
Select the check box when using a stateless address. When not using a stateless address, clear the check box.

[Use Manual Address]
When you want to manually enter an IPv6 address, select the check box and enter the IP address, prefix length, and default router address in the corresponding text boxes.

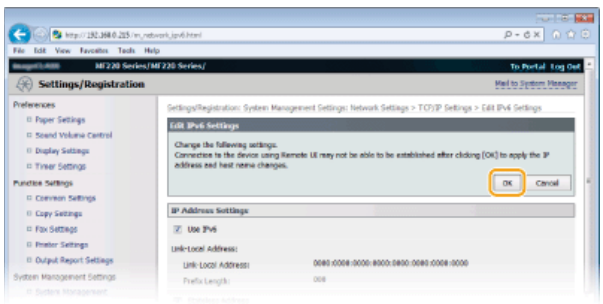
[IP Address]
Enter an IPv6 address. Addresses that start with "ff" (or multicast address) cannot be entered.

[Prefix Length]
Enter a number that indicates how many bits are available for the network address.

[Default Router Address]
Specify the IPv6 address of the default router as necessary. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use DHCPv6]
Select the check box when using a stateful address. When not using DHCPv6, clear the check box.

6 Click [OK].



NOTE

Checking whether the settings are correct

Make sure that the Remote UI screen can be displayed with your computer by using the IPv6 address of the machine. **Starting Remote UI**

Using the operation panel

IPv6 settings can also be accessed from <Menu> in the Home Screen. **IPv6 Settings**

LINKS

Setting IPv4 Address
Viewing Network Settings

Viewing Network Settings

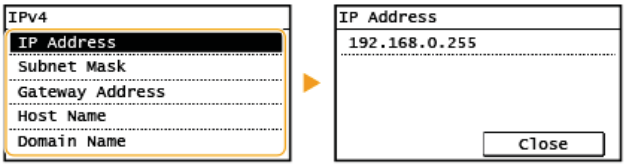
- **Viewing IPv4 Settings**
- **Viewing IPv6 Settings**
- **Viewing the MAC Address**
- **Viewing Wireless LAN Settings and Information**

NOTE

- The IP address is not correctly configured if it is displayed as "0.0.0.0".
- Connecting the machine to a switching hub or bridge may result in a connection failure even when the IP address is correctly configured. This problem can be solved by setting a certain interval before the machine starts communicating. **Setting a Wait Time for Connecting to a Network**
- You can print a list of the current network settings. **User Data List**

Viewing IPv4 Settings

<Network Information> ▶ <IPv4> ▶ Select the setting to view



Viewing IPv6 Settings

<Network Information> ▶ <IPv6> ▶ Select the setting to view

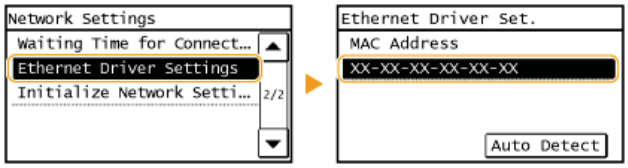
Viewing the MAC Address

1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Tap <Ethernet Driver Settings>.**



Viewing Wireless LAN Settings and Information (MF229dw / MF217w)

1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

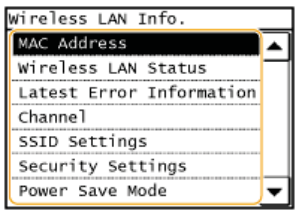
3 **Tap <Wireless LAN Settings>.**

- If the <Do you want to enable the wireless LAN?> message is displayed, tap <Yes>.

4 **Read the message that is displayed, and tap <OK>.**

5 **Tap <Wireless LAN Information>.**

6 **Select the setting to view.**



■Viewing WEP and WPA/WPA2-PSK information

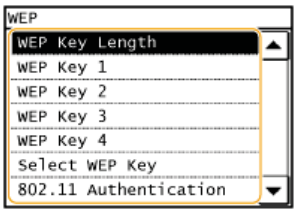
1 **Tap <Security Settings>.**

2 **Confirm and tap the current security setting.**

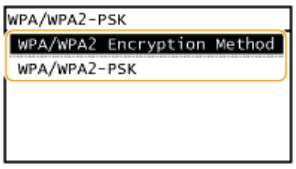
- If the security settings are not configured, <None> is displayed.

3 **Select the setting to view.**

WEP



WPA/WPA2-PSK



NOTE:

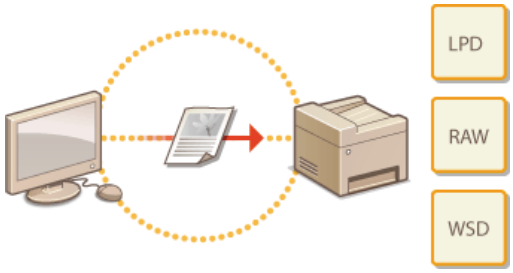
<Wireless LAN Status> and <Latest Error Information> can be viewed from . Press <Network Information> <Wireless LAN Information> and select the setting to view.

LINKS

- **Connecting to a Wireless LAN (MF229dw / MF217w)**
- **Setting IPv4 Address**
- **Setting IPv6 Addresses**
- **Configuring DNS**

Configuring the Machine for Printing or Faxing from a Computer

When using the machine as a network printer or a PC-to-fax machine, you can configure the protocols and ports used for printing and create a print server for the machine. Before configuring the machine for printing or faxing from a computer, perform the basic setup procedures, including the printer driver installation (MF Driver Installation Guide).



NOTE

- Printing protocols are rules for delivering document data created on a computer to the machine, and can be selected according to the printing purpose or the network environment.
- Ports are gateways for passing document data from a computer to the printer. Incorrect port settings are often the cause when documents cannot be printed from a network computer.

Configuring Printing Protocols and WSD Functions

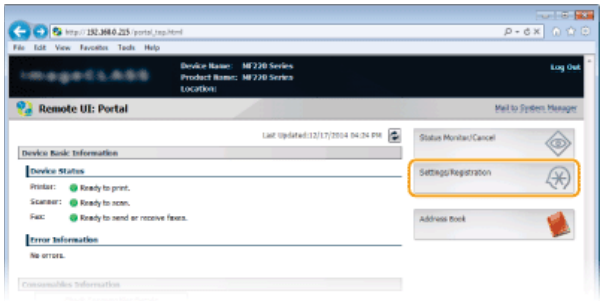
Configure the protocols that are used for printing documents from a networked computer. The protocols supported by the machine include LPD, RAW, and WSD (Web Services on Devices).

NOTE

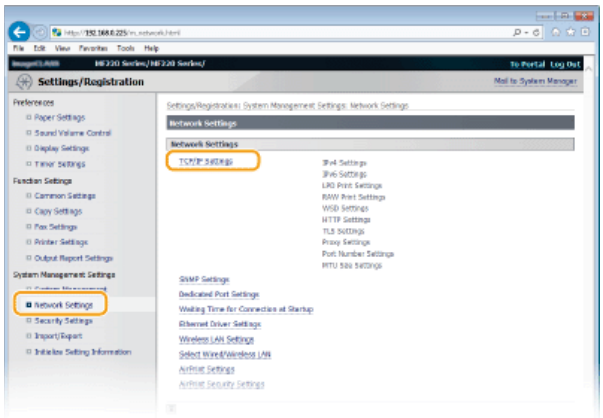
To change protocols' port numbers, see **Changing Port Numbers**.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

2 **Click [Settings/Registration].**



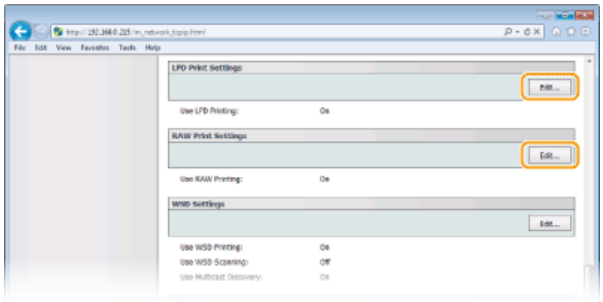
3 **Click [Network Settings] ▸ [TCP/IP Settings].**



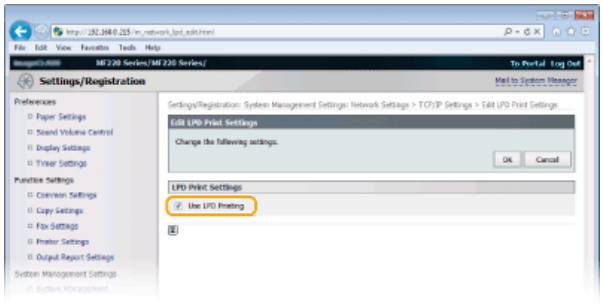
4 **Configure printing protocols.**

■Configuring LPD or RAW

1 **Click [Edit...] in [LPD Print Settings] or [RAW Print Settings].**



2 **Configure the settings as necessary.**



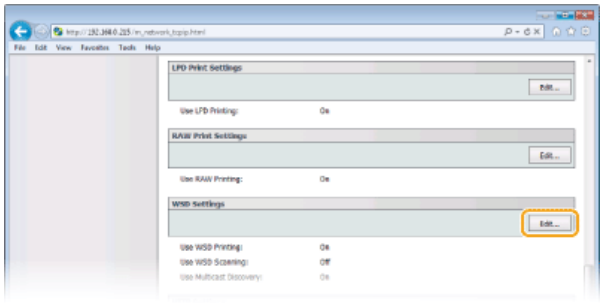
[Use LPD Printing]
Select the check box to print via LPD. When not using LPD printing, clear the check box.

[Use RAW Printing]
Select the check box to print via RAW. When not using RAW printing, clear the check box.

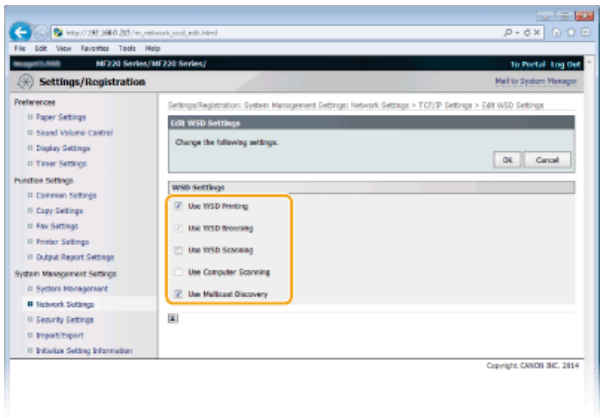
3 **Click [OK].**

■Configuring WSD

1 **Click [Edit...] in [WSD Settings].**



2 **Configure the settings as necessary.**



[Use WSD Printing]
Select the check box to print via WSD. When not using WSD printing, clear the check box.

[Use WSD Browsing]
Select the check box to obtain information about the machine from a computer via WSD. This check box is automatically selected when the [Use WSD Printing] check box is selected.

[Use WSD Scanning]
Available for Windows Vista/7/8/8.1, WSD scanning enables you to scan documents to a computer without installing the scanner driver. Select the check box to scan documents via WSD. When not using WSD scanning, clear the check box.

[Use Computer Scanning]
Select the check box to use WSD scanning by operating the machine with the operation panel. This check box can only be selected when the [Use WSD Scanning] check box is selected. To perform scanning, tap <Scan> and specify a WSD-connected computer as a scan destination. (**Scanning from the Machine**).

[Use Multicast Discovery]
Select the check box to set the machine to reply to multicast discovery messages. If the check box is cleared, the machine stays in sleep mode even when multicast discovery messages are flowing on the network.

3 **Click [OK].**

5 **Restart the machine.**

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

NOTE

Using the operation panel

LPD, RAW, and WSD settings can also be accessed from <Menu> in the Home Screen.

- **LPD Print Settings**
- **RAW Print Settings**
- **WSD Settings**

Setting up WSD network devices on Windows Vista/7/8/8.1

The WSD printer and scanner can be added from the printer folder. Open the printer folder (**Displaying the Printer Folder**) click [Add a device] or [Add a printer] and follow the on-screen instructions. For more information about how to install MF Drivers for the WSD network printer, see MF Driver Installation Guide.

LINKS

Configuring Printer Ports

Configuring Printer Ports

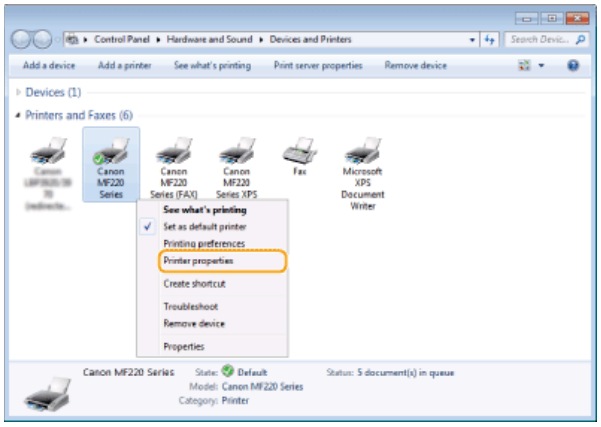
Printing errors can occur when the IP address of the machine has been changed, or when a printer has been added via the Windows printer folder. These errors are typically caused by incorrect printer port settings. For example, an incorrect port number or port type may have been specified. In such situations, your attempt to print fails because the document data cannot reach the machine. To fix this type of problem, configure the printer port settings on the computer.

IMPORTANT

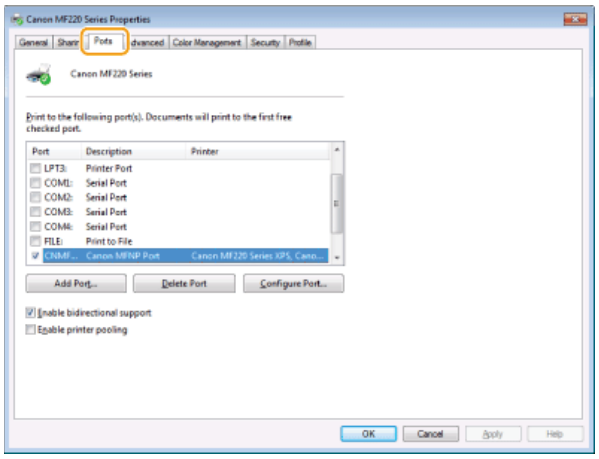
To perform the following procedure, log on to your computer with an administrator account.

1 **Open the printer folder.** **Displaying the Printer Folder**

2 **Right-click your printer icon and click [Printer properties] (or [Properties]).**



3 **Click the [Ports] tab and configure the required settings.**

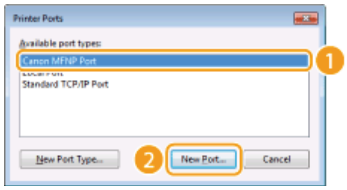


■Adding a port

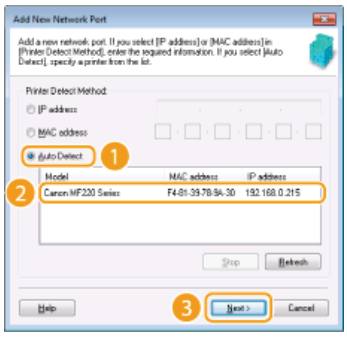
If the IP address of the machine has been changed, add a new port. Adding a port is also an effective solution when an incorrect port type was selected in the Windows printer folder during the printer driver installation.

1 **Click [Add Port].**

2 **Select [Canon MFNP Port] in [Available port types] and click [New Port].**



3 **Click [Auto Detect], select the machine when it is detected, and click [Next].**



NOTE:
If the machine is not detected

Click [Refresh]. If the problem persists, click [IP address] or [MAC address], enter the IP address or MAC address of the machine **Viewing Network Settings**, and then click [Next].

4 **Click [Add] ▶ [Finish].**

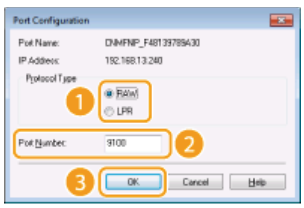
5 **Click [Close].**

■Changing the port type or number

If the printing protocols (**Configuring Printing Protocols and WSD Functions**) or port numbers (**Changing Port Numbers**) have been changed on the machine, the corresponding settings on the computer must also be configured. This change is only available for LPR or RAW ports.

1 **Click [Configure Port].**

2 **Click the [LPR] or [RAW] radio button in [Protocol Type], change the number in the [Port Number] text box as necessary, and then click [OK].**



4 **Click [Close].**

LINKS

Setting Up Print Server

Setting Up Print Server

With a print server, you can reduce the load on the computer that you print from. The print server also enables each computer to install MF Drivers over the network, which saves you the trouble of installing the drivers on each computer by using the DVD-ROM. To set up a computer on the network as a print server, configure the settings for sharing the printer.

IMPORTANT

- To perform the following procedure, log on to your computer with an administrator account.
- You may be unable to install drivers over the network depending on the operating system and the bit architecture (32-bit or 64-bit) of the print server and client computers.
- When implementing a print server in a domain environment, consult your Network Administrator.

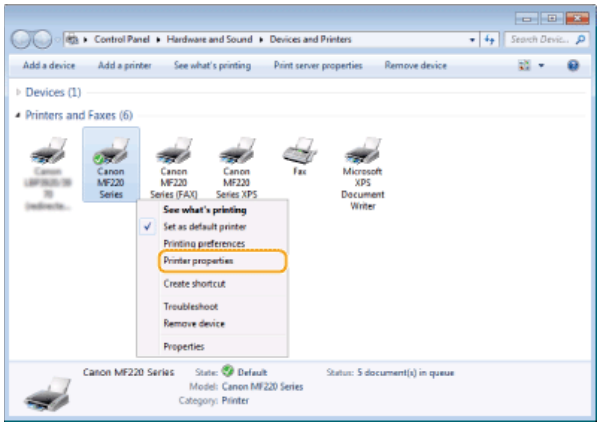
NOTE

To obtain device information when using a print server

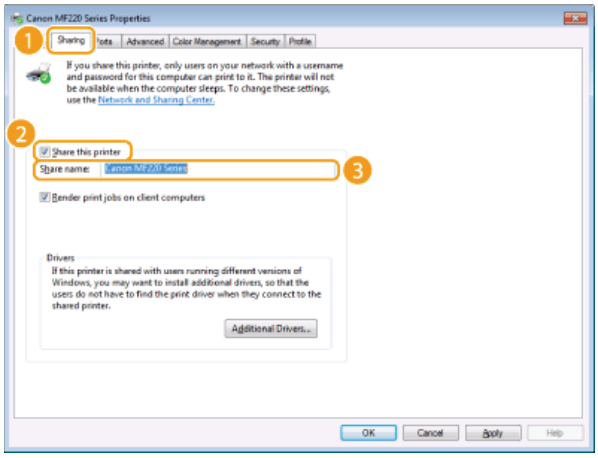
Canon Driver Information Assist Service must be added during the printer driver installation. MF Driver Installation Guide

1 **Open the printer folder.** **Displaying the Printer Folder**

2 **Right-click your printer icon and click [Printer properties] (or [Properties]).**



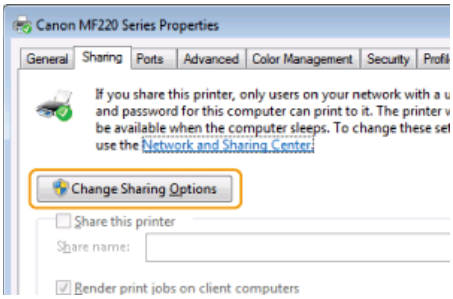
3 **Click the [Sharing] tab, select [Share this printer], and enter the share name of the machine.**



NOTE:

When [Change Sharing Options] is displayed

Click [Change Sharing Options]. If the [User Account Control] dialog box appears, click [Yes] (or [Continue]).

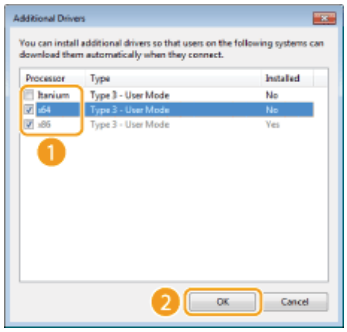


4 Install additional drivers as necessary.

- This operation is required if you want to install MF Drivers in other computers running a different bit architecture via the print server.

1 Click [Additional Drivers].

2 Select the check box for the bit architecture that other computers are running, and click [OK].



- Select additional drivers from the following, according to the operating system of the print server.

Print server	Select the check box for
32-bit operating systems	[x64]
64-bit operating systems	● **Windows XP/Server 2003/Server 2003 R2** [Windows 2000, Windows XP, Windows Server 2003, and Server 2003 R2] under [Version] ● **Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2** [x86] under [Processor]

NOTE:

If you do not know whether your Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2 is a 32-bit or 64-bit operating system, see **Checking the Bit Architecture**.

3 Insert the User Software and Manuals DVD-ROM into the drive on the computer, click [Browse] to specify the folder that contains MF Drivers, and then click [OK].

- If the print server runs a 32-bit operating system, select [DRIVERS] ▶ [32bit] ▶ [Driver] folders on the provided DVD-ROM.
- If the print server runs a 64-bit operating system, select [DRIVERS] ▶ [x64] ▶ [Driver] folders on the provided DVD-ROM.

4 Follow the on-screen instructions to install the drivers.

5 Click [OK].

■Installing MF Drivers on a Computer via the Print Server

1 Locate the shared printer in the print server. Displaying Shared Printers in the Print Server

2 **Double-click the shared printer.**

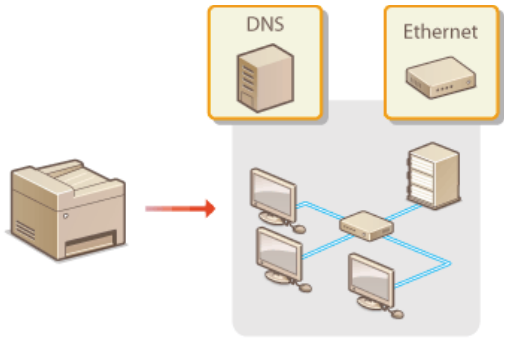
3 **Follow the on-screen instructions to install the drivers.**

LINKS

Printing from a Computer

Configuring the Machine for Your Network Environment

The configuration of a network varies depending on the purpose of the network. Specify the settings necessary to suit your network environment.



Configuring Ethernet Settings

Ethernet is a standard for communicating data in a local area network (LAN). You can set the communication mode (half-duplex/full-duplex) and the Ethernet type (10BASE-T/100BASE-TX). In general, the machine can be used without changing the defaults (**Ethernet Driver Settings**), but you can change these settings to suit your network environment.

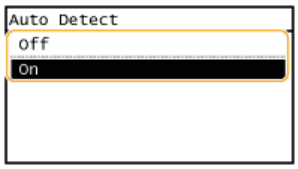
1 Tap <Menu> in the Home Screen.

2 Tap <Network Settings>.

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 Select <Ethernet Driver Settings> ▸ <Auto Detect>.

4 Select whether to configure Ethernet settings automatically or manually.



■Configuring Ethernet settings automatically

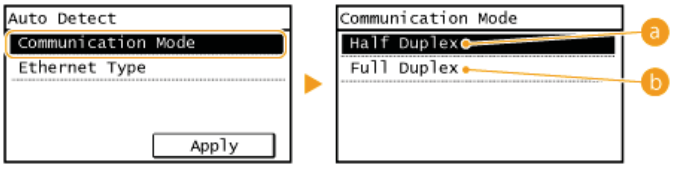
Tap <On>. The machine detects and automatically sets the communication mode and the Ethernet type that can be used.

■Configuring Ethernet settings manually

1 Tap <Off>.

2 Select the communication mode.

- Tap <Communication Mode> ▸ tap <Half Duplex> or <Full Duplex>.



a <Half Duplex>

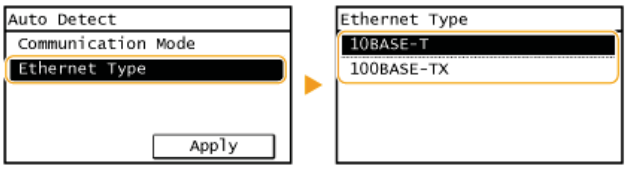
Alternately sends and receives communication data. Select when the machine is connected to a networking device using half duplex.

b <Full Duplex>

Simultaneously sends and receives communication data. Use this setting for most environments.

3 Select the Ethernet type.

- Tap <Ethernet Type> ▸ tap <10BASE-T> or <100BASE-TX>.



4 Tap <Apply>.

LINKS

Changing the Maximum Transmission Unit
Setting a Wait Time for Connecting to a Network

Changing the Maximum Transmission Unit

In most Ethernet networks, the maximum size of a packet that can be sent is 1500 bytes. A packet refers to a chunk of data into which the original data is divided before being sent. The maximum transmission unit (MTU) may vary on each network. Change the settings of the machine as necessary. For more information, contact your Network Administrator.

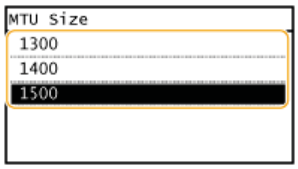
1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Select <TCP/IP Settings> <MTU Size>.**

4 **Select the MTU.**



LINKS

Configuring Ethernet Settings
Setting a Wait Time for Connecting to a Network

Setting a Wait Time for Connecting to a Network

When a network is designed to enjoy redundant connectivity with multiple switching hubs or bridges, it must have a mechanism to prevent packets from looping. One effective solution is to define the role of each switch port. However, communication may still be disrupted for several tens of seconds immediately after you change the way that network devices are connected, or if you add a new device. If this type of problem occurs, set a wait time for connecting to the network.

1 **Tap <Menu> in the Home Screen.**

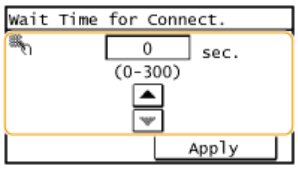
2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Tap <Waiting Time for Connection at Startup>.**

4 **Enter the wait time in seconds, and tap <Apply>.**

- Use ▲/▼ or the numeric keys to enter the time.



LINKS

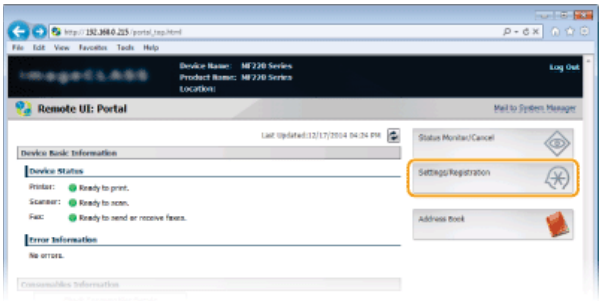
Configuring Ethernet Settings
Changing the Maximum Transmission Unit

Configuring DNS

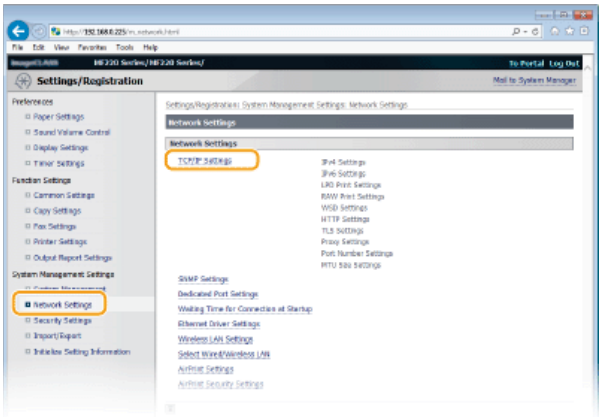
DNS (Domain Name System) provides a service for name resolution that associates a host (or domain) name with an IP address. Configure the DNS, mDNS, or DHCP option settings as necessary. Note that the procedures for configuring DNS are different for IPv4 and IPv6.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

2 **Click [Settings/Registration].**



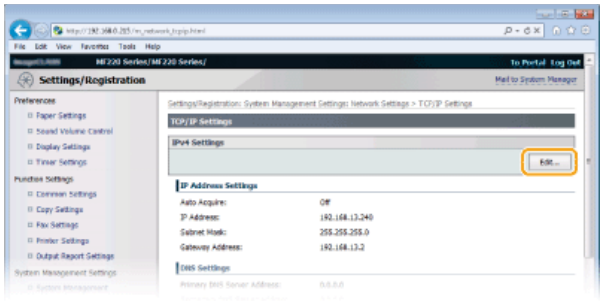
3 **Click [Network Settings] [TCP/IP Settings].**



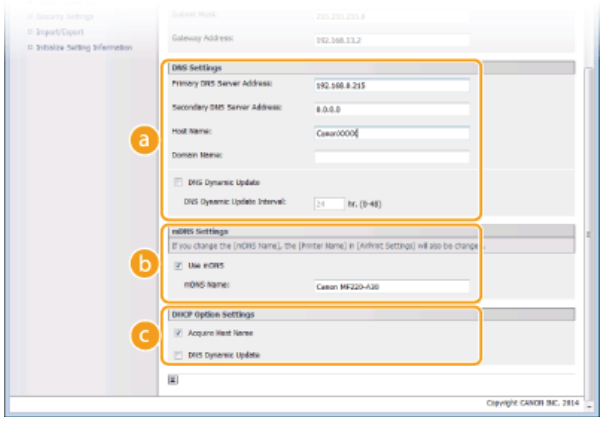
4 **Configure DNS settings.**

■Configuring IPv4 DNS

1 **Click [Edit...] in [IPv4 Settings].**



2 **Configure IPv4 DNS settings.**



a [DNS Settings]

[Primary DNS Server Address]
Enter the IP address of a DNS server.

[Secondary DNS Server Address]
Enter the IP address of a secondary DNS server, if any.

[Host Name]
Enter up to 47 alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]
Enter up to 47 alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

[DNS Dynamic Update]
Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. When specifying the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

b [mDNS Settings]

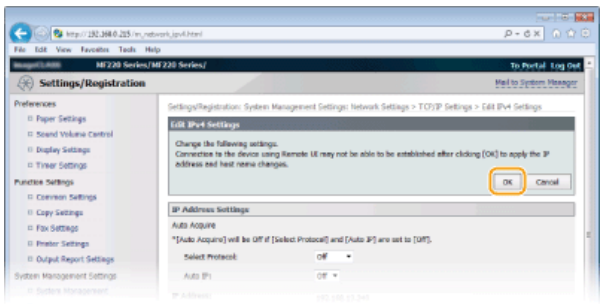
[Use mDNS]
Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS and enter the mDNS name in the [mDNS Name] text box.

c [DHCP Option Settings]

[Acquire Host Name]
Select the check box to enable Option 12 to obtain the host name from the DHCP server.

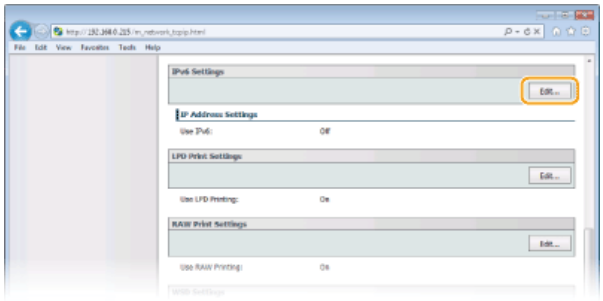
[DNS Dynamic Update]
Select the check box to enable Option 81 to dynamically update the DNS records through the DHCP server.

3 **Click [OK].**



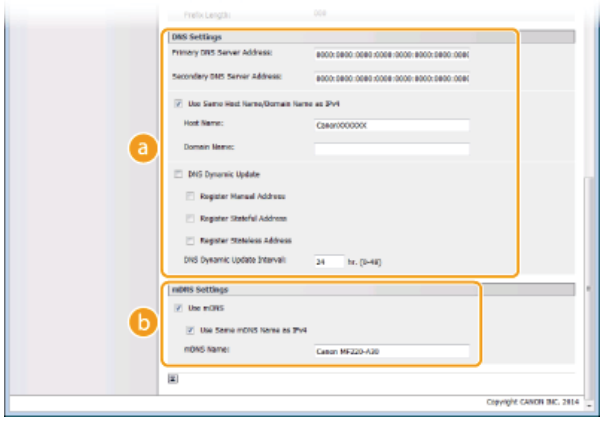
■Configuring IPv6 DNS

1 **Click [Edit...] in [IPv6 Settings].**



2 Configure IPv6 DNS settings.

- The [Use IPv6] check box must be selected to configure the settings. **Setting IPv6 Addresses**



a [DNS Settings]

[Primary DNS Server Address]
Enter the IP address of a DNS server. Addresses that start with "ff" (or multicast address) cannot be entered.

[Secondary DNS Server Address]
Enter the IP address of a secondary DNS server, if any. Addresses that start with "ff" (or multicast address) cannot be entered.

[Use Same Host Name/Domain Name as IPv4]
Select the check box to use the same host and domain names as in IPv4.

[Host Name]
Enter up to 47 alphanumeric characters for the host name of the machine that is to be registered to the DNS server.

[Domain Name]
Enter up to 47 alphanumeric characters for the name of the domain the machine belongs to, such as "example.com."

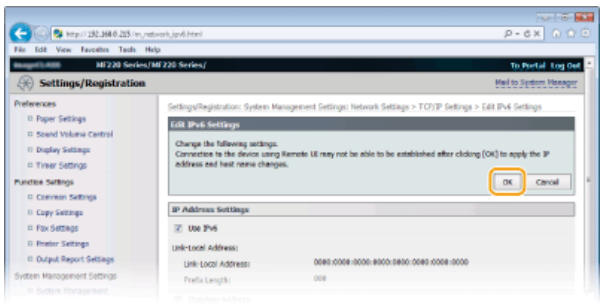
[DNS Dynamic Update]
Select the check box to dynamically update the DNS records whenever the machine's IP address is changed. To specify the type(s) of addresses you want to register to the DNS server, select the check box for [Register Manual Address], [Register Stateful Address], or [Register Stateless Address]. To specify the interval between updates, enter the time in hours in the [DNS Dynamic Update Interval] text box.

b [mDNS Settings]

[Use mDNS]
Adopted by Bonjour, mDNS (multicast DNS) is a protocol for associating a host name with an IP address without using DNS. Select the check box to enable mDNS.

[Use Same mDNS Name as IPv4]
Select the check box to use the same mDNS name as in IPv4. To set a different name, clear the check box and enter the mDNS name in the [mDNS Name] text box.

3 Click [OK].



NOTE

Using the operation panel

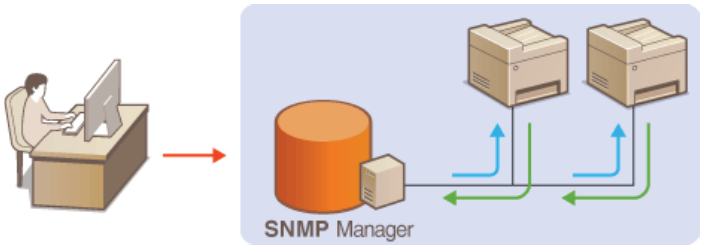
DNS settings can also be accessed from <Menu> in the Home Screen. **IPv4 Settings** **IPv6 Settings**

LINKS

- Setting IPv4 Address
- Setting IPv6 Addresses
- Viewing Network Settings

Monitoring and Controlling the Machine with SNMP

Simple Network Management Protocol (SNMP) is a protocol for monitoring and controlling communication devices in a network by using Management Information Base (MIB). The machine supports SNMPv1. You can check the status of the machine from a computer when you print documents or use the Remote UI.

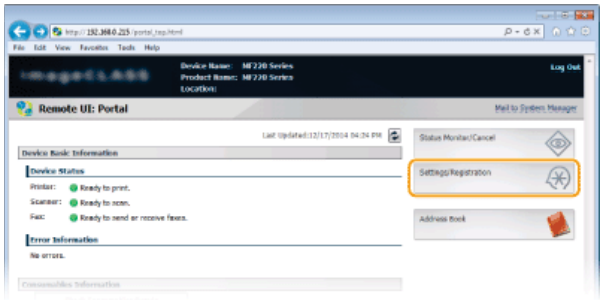


NOTE

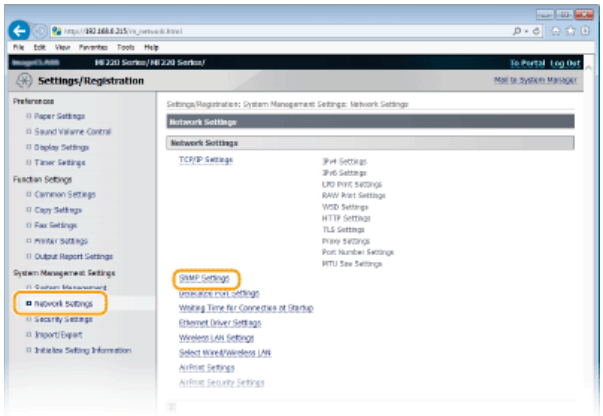
- The machine does not support the trap notification feature of SNMP.
- To change the port number of SNMP, see **Changing Port Numbers**.
- SNMP management software, when installed on a computer on the network, enables you to configure, monitor, and control the machine remotely from the computer. For more information, see the instruction manuals for your management software.

1 **Start the Remote UI and log on in System Manager mode.** **Starting Remote UI**

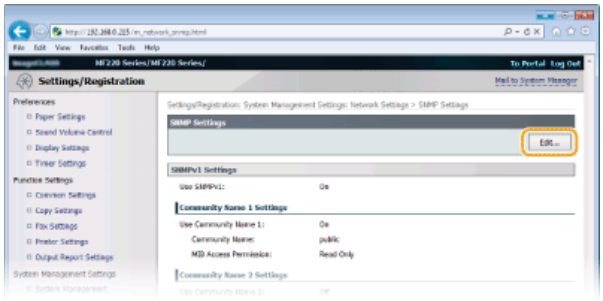
2 **Click [Settings/Registration].**



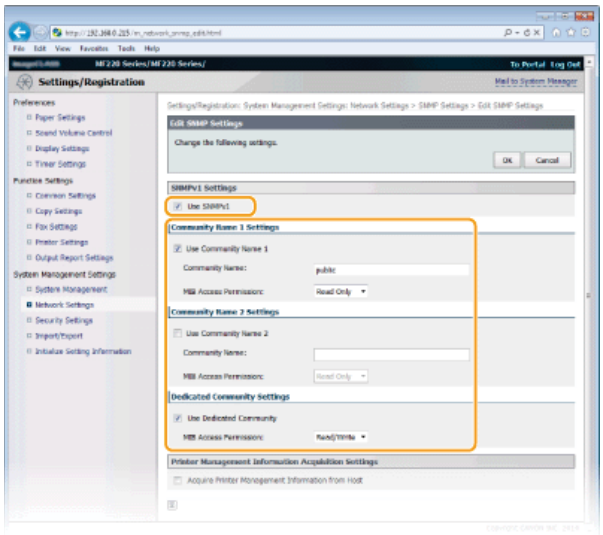
3 **Click [Network Settings] ▸ [SNMP Settings].**



4 **Click [Edit...].**



5 Specify SNMPv1 settings.



[Use SNMPv1]
Select the check box to enable SNMPv1. You can specify the rest of SNMPv1 settings only when this check box is selected.

[Use Community Name 1]/[Use Community Name 2]
Select the check box to specify a community name. If you do not need to specify a community name, clear the check box.

[Community Name]
Enter up to 32 alphanumeric characters for the name of the community.

[MIB Access Permission]
For each community, select [Read/Write] or [Read Only] for the access privileges to MIB objects.

[Read/Write]	Permits both viewing and changing the values of MIB objects.
[Read Only]	Permits only viewing the values of MIB objects.

[Use Dedicated Community]
Dedicated Community is a preset community, intended exclusively for Administrators using Canon software. Select the check box to use Dedicated Community. If you do not need to use Dedicated Community, clear the check box.

■Enabling SNMPv1

1 **Select the [Use SNMPv1] check box.**

2 **Select the [Use Community Name 1] or [Use Community Name 2] check box, enter the community name in the [Community Name] text box, and specify the [MIB Access Permission] setting.**

- Up to two community names can be registered.

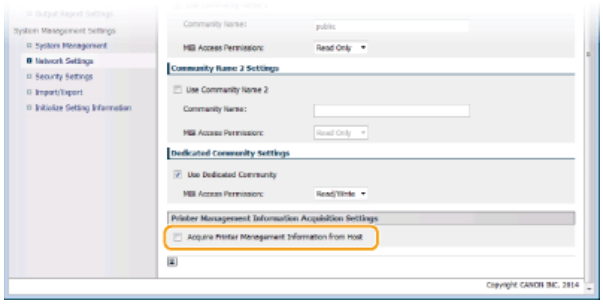
3 **Select the [Use Dedicated Community] check box and specify the [MIB Access Permission] setting.**

■Disabling SNMPv1

Clear the [Use SNMPv1] check box.

6 Specify Printer Management Information Acquisition Settings.

- With SNMP, the printer management information, such as printing protocols and printer ports, can be monitored and obtained regularly from a computer on the network.



[Acquire Printer Management Information from Host]
Select the check box to enable monitoring of the printer management information of the machine via SNMP. To disable monitoring of the printer management information, clear the check box.

7 Click [OK].

NOTE

Disabling SNMPv1

Some of the functions of the machine become unavailable, such as obtaining machine information via the printer driver.

Using the operation panel

SNMPv1 settings can also be accessed from <Menu> in the Home Screen. **SNMP Settings**

Security

Confidential information is handled by information devices everywhere, including computers and printers, and any of these devices may become a target for malicious third parties at anytime. Attackers may directly gain unauthorized access to your devices, or indirectly take advantage of negligence or improper use. Either way, you may incur unanticipated losses when your confidential information is leaked. To counter these risks, the machine is equipped with a variety of security functions. Set the necessary configuration depending on your network environment.

Establishing the Basics of Information Security

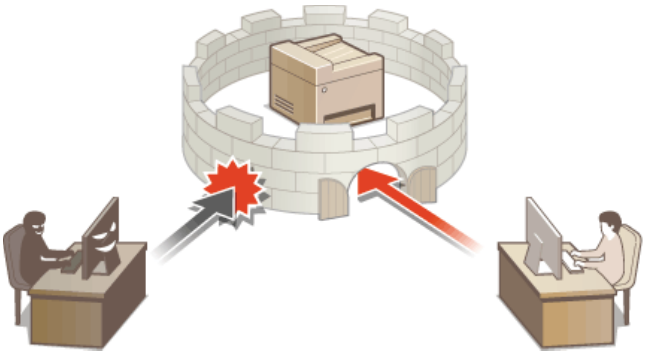
Protecting the Machine from Unauthorized Access

Preparing for Risks from Negligence or Misuse

Restricting the Machine's Functions

Protecting the Machine from Unauthorized Access

Prevent unauthorized third parties from accessing and using the machine. You can implement multiple security measures, such as using firewalls and changing port numbers.



Setting the System Manager PIN

Set a System Manager PIN that is intended exclusively for Administrators. You can access <Network Settings>, <System Management Settings>, etc. only when the PIN has been entered correctly. It is recommended that only Administrators know the PIN.

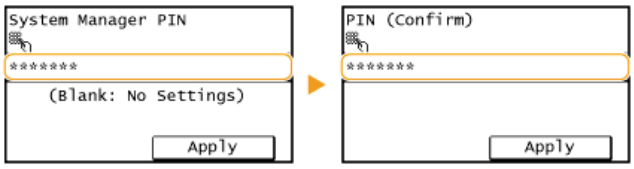
1 Tap <Menu> in the Home Screen.

2 Tap <System Management Settings>.

3 Select <System Manager Information Settings> ▸ <System Manager PIN>.

4 Specify the System Manager PIN.

- Enter a number of up to seven digits using the numeric keys, and tap <Apply>.
- When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.

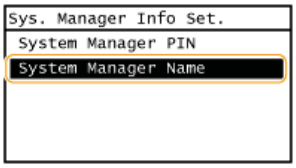


NOTE:

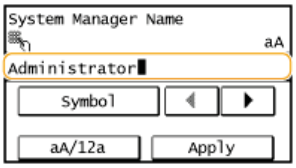
- You cannot set a PIN that consists only of zeros, such as "00" or "0000000".
- To disable the PIN, press C to erase the PIN (leave the text box blank), and tap <Apply>.

■Setting the System Manager Name

1 Tap <System Manager Name>.



2 Enter up to 32 characters for the System Manager Name, and tap <Apply>. Entering Text



NOTE

Configuring settings via the Remote UI

- Start the Remote UI and log on in System Manager Mode. Click [Settings/Registration] ▸ [System Management] ▸ [Edit...] and specify the necessary settings on the displayed screen.
- By using the Remote UI, you can register a variety of information, including contact information, Administrator comments, the installation location of the machine, as well as to the settings that you can register by using the operation panel. The registered information can be viewed on the [Device Information] page of the Remote UI. **Checking System Manager Information**

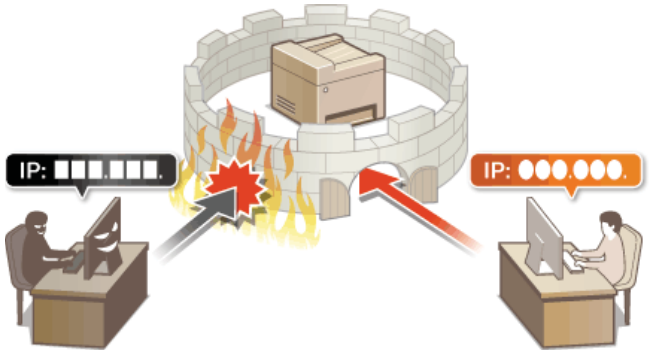
If a System Manager PIN is Set

- If you try to access <Network Settings>, <System Management Settings>, etc., the following screen is displayed. Enter the set PIN.
- Entering a PIN is also required when logging on in System Manager Mode in the Remote UI. **Starting Remote UI**

System Manager PIN
Apply

Restricting Communication by Using Firewalls

Without proper security, unauthorized third parties can access computers and other communication devices that are connected to a network. To prevent this unauthorized access, specify the settings for packet filter, a feature that restricts communication to devices with specified IP addresses or MAC addresses.



Specifying IP Addresses for Firewall Rules

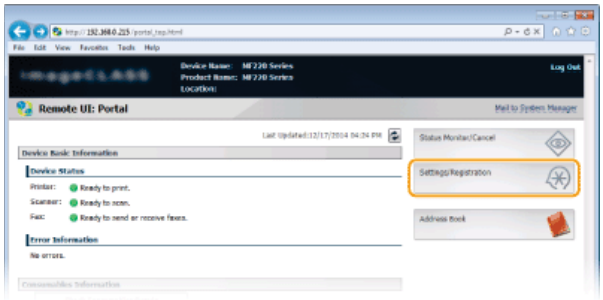
You can either limit communication to only devices with specified IP addresses, or block devices with specified IP addresses but permit other communications. You can specify a single IP address or a range of IP addresses.

NOTE

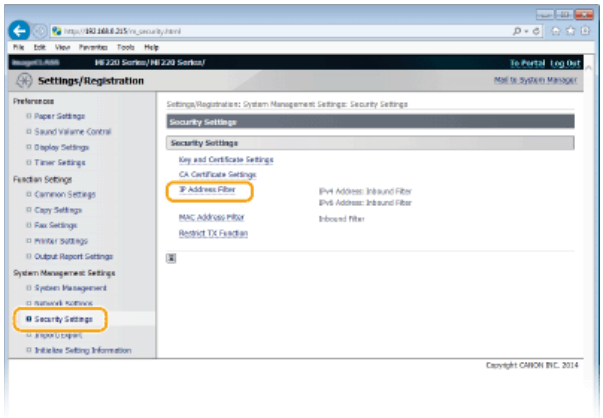
- Up to 4 IP addresses (or ranges of IP addresses) can be specified for both IPv4 and IPv6.
- The packet filters described in this section control communications over TCP, UDP, and ICMP.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

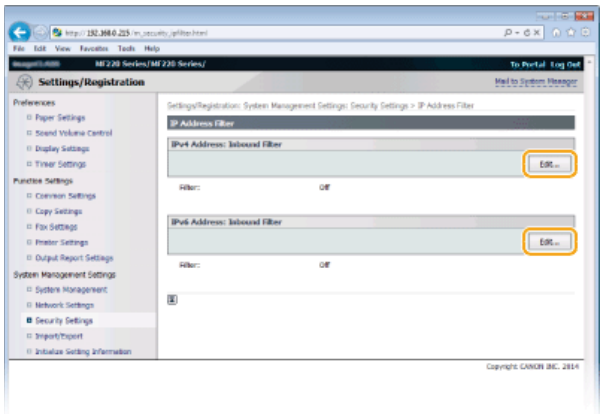
2 **Click [Settings/Registration].**



3 **Click [Security Settings] [IP Address Filter].**



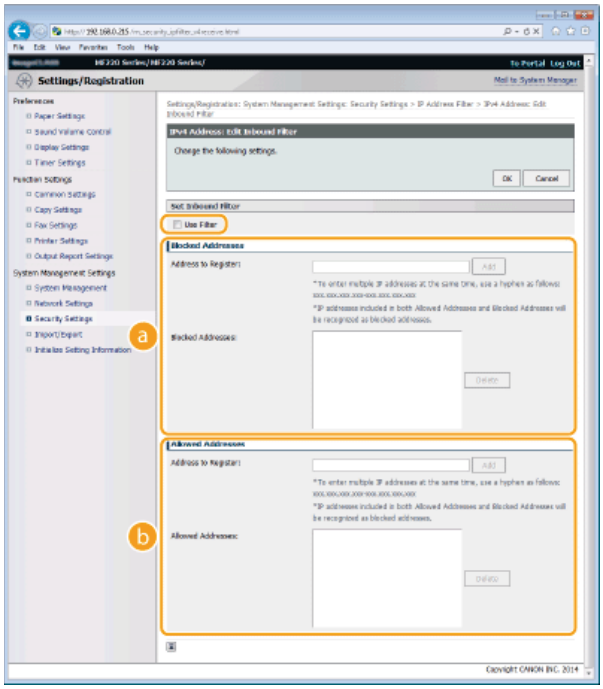
4 **Click [Edit...] for the filter type that you want to use.**



[IPv4 Address: Inbound Filter]
Select to restrict receiving data from the machine to a computer by specifying IPv4 addresses.

[IPv6 Address: Inbound Filter]
Select to restrict receiving data from the machine to a computer by specifying IPv6 addresses.

5 Specify the settings for packet filtering.



a [Blocked Addresses]
Register addresses to be blocked, as well as check or delete registered blocked addresses.

b [Allowed Addresses]
Register addresses to be allowed, as well as check or delete registered allowed addresses.

1 Select the [Use Filter] check box.

- Select the check box to restrict communication. Clear the check box to disable the restriction.

2 Specify the address.

- Enter the IP address (or the range of IP addresses) in the [Address to Register] text box and click [Add].

Registered address	Result
[Blocked Addresses]	Restricts communication (received) with devices having their IP addresses entered for [Address to Register]. Communication is allowed with devices with any other IP addresses.
[Allowed Addresses]	Allows communication (received) only with devices having their IP addresses entered for [Address to Register], and restricts communication with devices with any other IP addresses.
Registered as both	Allows communication (received) only with devices having their IP addresses registered in [Allowed Addresses], and restricts communication with devices with any other IP addresses. However, communication is restricted for IP addresses also registered in [Blocked Addresses].

IMPORTANT:
Check for entry errors
If IP addresses are incorrectly entered, you may be unable to access the machine from the Remote UI, in which case you need to set <IPv4 Address Filter> or <IPv6 Address Filter> to <Off>. **IPv4 Address Filter** **IPv6 Address Filter**

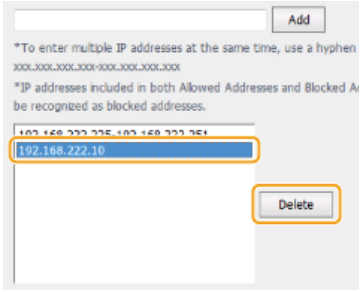
NOTE:
Entry form for IP addresses

	Description	Example
Entering a single address	**IPv4:** Delimit numbers with periods.	192.168.0.10
	IPv6: Delimit alphanumeric characters with colons.	fe80::10
Specifying a range of	Insert a hyphen between the addresses.	IPv4: 192.168.0.10-192.168.0.20

addresses		IPv6: fe80::10-fe80::20
Specifying a range of addresses with a prefix (IPv6 only)	Enter the address, followed by a slash and a number indicating the prefix length.	fe80::1234/64

Deleting an IP address from exceptions

Select an IP address and click [Delete].



3 **Click [OK].**

NOTE

You can enable or disable the IP Address Filter settings from <Menu> in the Home Screen. **IPv4 Address Filter** **IPv6 Address Filter**

LINKS

Specifying MAC Addresses for Firewall Rules

Specifying MAC Addresses for Firewall Rules

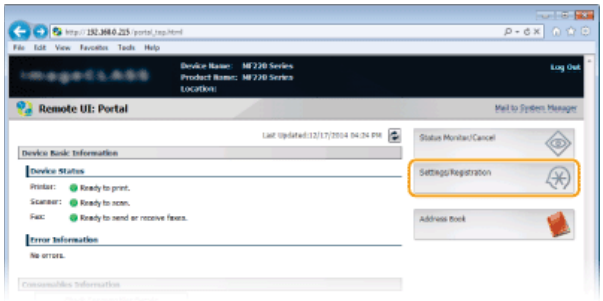
You can limit communication to only devices with specified MAC addresses, or block devices with specified MAC addresses but permit other communications. Up to 10 MAC addresses can be specified.

IMPORTANT

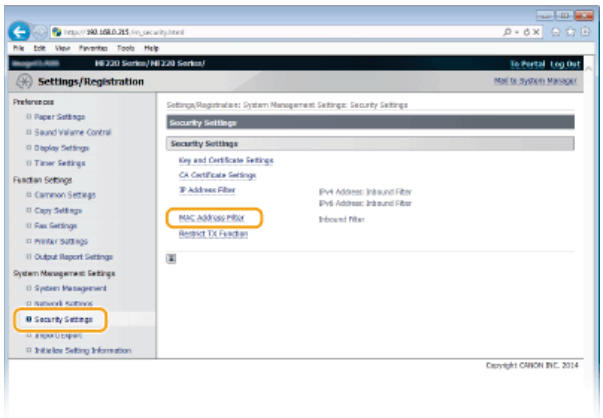
This function is unavailable when the machine is connected to a wireless LAN.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

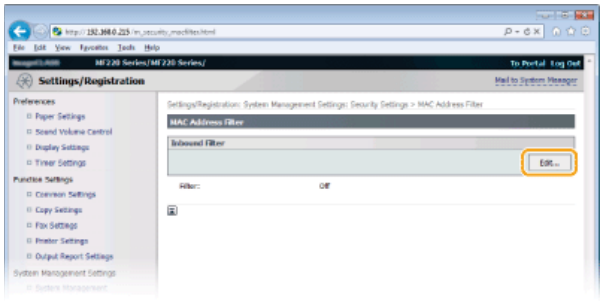
2 **Click [Settings/Registration].**



3 **Click [Security Settings] ▸ [MAC Address Filter].**

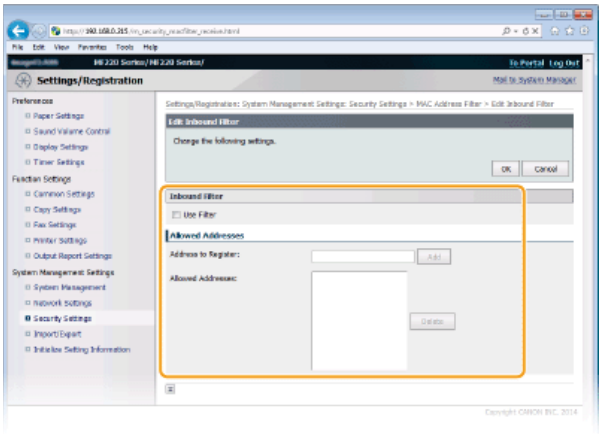


4 **Click [Edit...].**



[Inbound Filter]
Select to restrict receiving data from the machine to a computer by specifying MAC addresses.

5 **Specify the settings for packet filtering.**



1 **Select the [Use Filter] check box.**

- Select the check box to restrict communication. Clear the check box to disable the restriction.

2 **Specify the address.**

- Enter the MAC address in the [Address to Register] text box and click [Add]. Allows communication (received) only with devices having registered MAC addresses, and restricts communication with devices with any other MAC addresses.
- You do not need to delimit the address with hyphens or colons.

IMPORTANT:

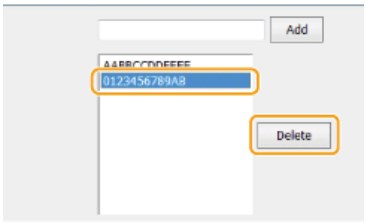
Check for entry errors

If MAC addresses are incorrectly entered, you may become unable to access the machine from the Remote UI, in which case you need to set <MAC Address Filter> to <Off>. **MAC Address Filter**

NOTE:

Deleting a MAC address from exceptions

Select a MAC address and click [Delete].



3 **Click [OK].**

NOTE

You can enable or disable the IP Address Filter settings from <Menu> in the Home Screen. **MAC Address Filter**

LINKS

Specifying IP Addresses for Firewall Rules

Changing Port Numbers

Ports serve as endpoints for communicating with other devices. Typically, conventional port numbers are used for major protocols, but devices that use these port numbers are vulnerable to attacks because these port numbers are well-known. To enhance security, your Network Administrator may change the port numbers. When a port number has been changed, the new number must be shared with the communicating devices, such as computers and servers. Specify the port number settings depending on the network environment.

NOTE

To change the port number for proxy server, **Setting a Proxy**.

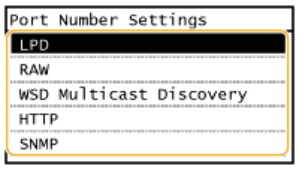
1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Select <TCP/IP Settings> ▸ <Port Number Settings>.**

4 **Tap the port to change.**



NOTE:
Learning more about the ports

- <LPD>/<RAW>/<WSD Multicast Discovery> **Configuring Printing Protocols and WSD Functions**
- <HTTP> **Disabling HTTP Communication**
- <SNMP> **Monitoring and Controlling the Machine with SNMP**

5 **Enter the port number using the numeric keys, and tap <Apply>.**

LINKS

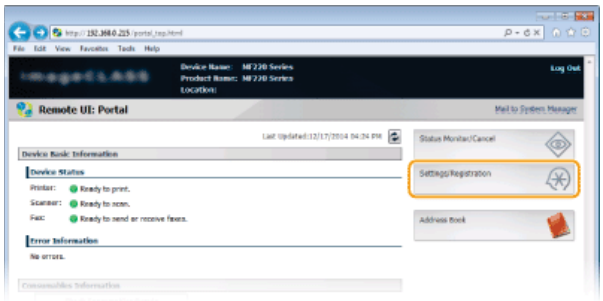
Configuring Printer Ports

Setting a Proxy

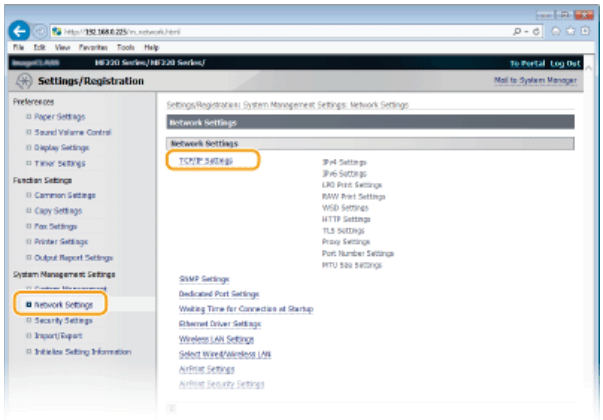
A proxy (or HTTP proxy server) refers to a computer or software that carries out HTTP communication for other devices, especially when communicating with resources outside the network, such as when browsing Web sites. The client devices connect to the outside network through the proxy server, and do not communicate directly to the resources outside. Setting a proxy not only facilitates management of traffic between in-house and outside networks but also blocks unauthorized access and consolidates anti-virus protection for enhanced security. When setting a proxy, make sure that you have the necessary proxy information, including the IP address, port number, and a user name and password for authentication.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

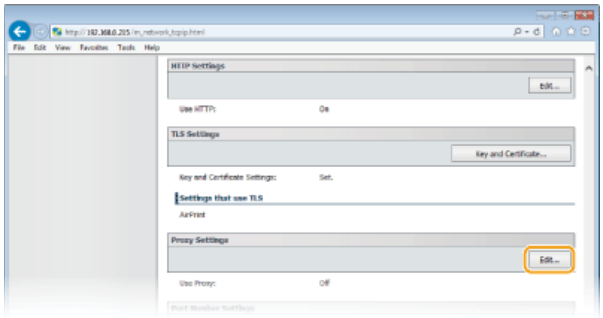
2 **Click [Settings/Registration].**



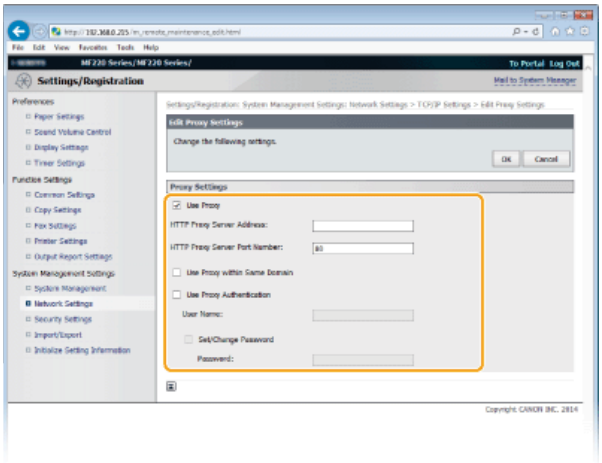
3 **Click [Network Settings] ▸ [TCP/IP Settings].**



4 **Click [Edit...] in [Proxy Settings].**



5 **Select the [Use Proxy] check box and specify the required settings.**



[Use Proxy]
Select the check box to use the specified proxy server when communicating with an HTTP server.

[HTTP Proxy Server Address]
Enter the address of the proxy server. Specify the IP address or host name depending on the environment.

[HTTP Proxy Server Port Number]
Change the port number as necessary. Enter a number between 1 and 65535.

[Use Proxy within Same Domain]
Select the check box to use a proxy server specified in the same domain.

[Use Proxy Authentication]
To enable authentication by the proxy server, select the check box and enter up to 24 alphanumeric characters for the user name in the [User Name] text box.

[Set/Change Password]
To set or change the password for the proxy authentication, when it is enabled, select the check box and enter up to 24 alphanumeric characters for the new password in the [Password] text box.

6 Click [OK].

7 Restart the machine.

- Turn OFF the machine, wait for at least 10 seconds, and turn it back ON.

Restricting the Machine's Functions

Some of the functions of the machine may rarely be used or provide opportunities for misuse. For security purposes, the machine can be set to limit its capabilities by partially or completely disabling these functions.

Restricting Access to Address Book and Sending Functions

Restricting Access to Address Book and Sending Functions

Disabling HTTP Communication and Remote Management

Disabling HTTP Communication
Disabling Remote UI

Restricting Access to Address Book and Sending Functions

Some cases of information leakage can be prevented by limiting the available fax and e-mail destinations to those registered in the Address Book or by setting a PIN for the Address Book so that unauthorized users cannot add or edit Address Book entries. You can also avoid sending documents to unintended recipients if the machine is set to ask you to enter the fax number twice for confirmation.

Setting a PIN for Address Book

The Address Book can be set to require users to enter a PIN in order to add new entries to the Address Book or edit existing entries. Setting a PIN to the Address Book can reduce the risk of documents being sent to unintended recipients because changes to the Address Book can only be made by users who know the PIN.

1 Tap <Menu> in the Home Screen.

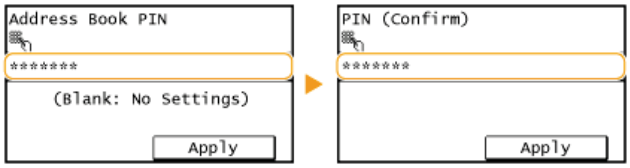
2 Tap <System Management Settings>.

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 Select <Restrict TX Function> ▸ <Address Book PIN>.

4 Set the PIN for editing the Address Book.

- Enter a number of up to seven digits using numeric keys, and tap <Apply>.
- When <PIN (Confirm)> is displayed, enter the PIN once again to confirm.



NOTE:

- You cannot set a PIN that consists only of zeros, such as "00" or "0000000".
- To disable the PIN, press C to erase the PIN (leave the text box blank), and tap <Apply>.

NOTE

In addition to setting the Address Book PIN, you can further enhance security by performing the following operations:

- Restricting the addition of new destinations **Limiting Available Destinations**
- Disabling the PC fax function **Prohibiting PC Faxing**

LINKS

Registering in the Address Book
Registering Address Book from Remote UI

Limiting Available Destinations

By limiting fax numbers that can be specified when sending documents to those already registered as One-Touch Dial and coded dial numbers, you can reduce the possibility of specifying incorrect destinations and prevent users from leaking information. When this function is enabled, the machine prohibits users from entering destinations using the numeric keys, adding new entries to the Address Book, and editing the existing Address Book entries.

1 Tap <Menu> in the Home Screen.

2 Tap <System Management Settings>.

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 Select <Restrict TX Function> ▸ <Restrict New Destinations>.

4 Tap <On>.

a <Off>

Cancels the restriction on new destinations. Fax numbers and e-mail addresses can be specified by using any method.

b <On>

Enables the restriction. Users need to specify destinations by selecting from the Address Book.

IMPORTANT

This function does not limit the available destinations for PC faxing.

Prohibiting PC Faxing

LINKS

Setting a PIN for Address Book
Disabling Use of Previously Used Destinations
Prohibiting Sequential Broadcasting

Prohibiting PC Faxing

You can prohibit users from PC faxing (faxing from a computer).

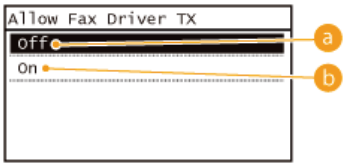
1 **Tap <Menu> in the Home Screen.**

2 **Tap <Fax Settings>.**

3 **Select <TX Function Settings> <Allow Fax Driver TX>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

4 **Tap <Off>.**



a **<Off>**
Disables PC faxing.

b **<On>**
Enables PC faxing.

LINKS

Sending Faxes from Your Computer (PC Fax)
Setting a PIN for Address Book
Limiting Available Destinations

Disabling Use of Previously Used Destinations

You can disable selecting previously used destinations and settings from the transmission records for faxing.

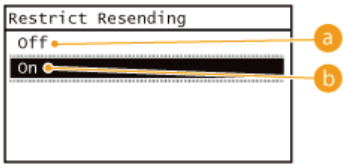
1 **Tap <Menu> in the Home Screen.**

2 **Tap <System Management Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Select <Restrict TX Function> <Restrict Resending from Log>.**

4 **Tap <On>.**



a <Off>

Enables use of previously used destinations.

b <On>

Disables use of previously used destinations.

LINKS

Limiting Available Destinations
Prohibiting Sequential Broadcasting
Specifying Previously Used Destinations

Checking Destinations before Sending Documents

By entering the fax number twice, you can reduce the risk of faxing to the wrong number due to input mistakes. Use features described in this section if you send confidential documents.

Displaying the Screen for Confirming the Fax Number
Displaying Destinations in Address Book

Displaying the Screen for Confirming the Fax Number

You can set the machine to ask users to enter the fax number twice when it is entered by using the numeric keys. This way, you can reduce the risk of faxing to the wrong number due to input mistakes.

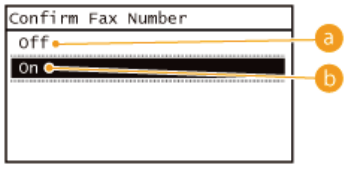
1 **Tap <Menu> in the Home Screen.**

2 **Tap <Fax Settings>.**

3 **Select <TX Function Settings> <Confirm Entered Fax Number>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

4 **Tap <On>.**



a <Off>
Does not display the screen for confirming the fax number.

b <On>
Displays the screen for confirming the fax number.

Displaying Destinations in Address Book

When using One-Touch buttons or coded dial numbers to specify destinations, you need to remember whose destination (or what group) is registered in what coded dial number. If you do not remember all these numbers perfectly, you may send your documents to unintended destinations. You can avoid sending data to unintended recipients by configuring the machine to display the details of the One-Touch button or coded dial number you selected/entered as a sending destination before you send documents to that destination.

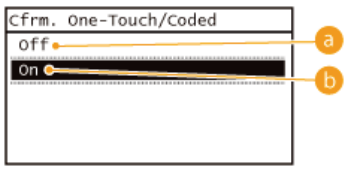
1 **Tap <Menu> in the Home Screen.**

2 **Tap <System Management Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Select <Restrict TX Function> <One-Touch/Coded Dial TX Confirmation>.**

4 **Tap <On>.**



<Off>

Does not display the details of the selected/entered One-Touch button or coded dial number.

<On>

Displays the details of the selected/entered One-Touch button or coded dial number.

LINKS

- **Registering Destinations**
- **Specifying from Address Book**
- **Registering Address Book from Remote UI**

Prohibiting Sequential Broadcasting

Sequential broadcasting is a feature that sends faxes to multiple recipients in succession. This feature can be disabled if preferred.

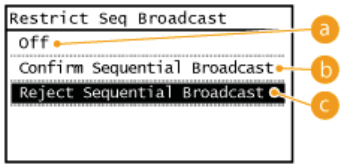
1 **Tap <Menu> in the Home Screen.**

2 **Tap <System Management Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Select <Restrict TX Function> <Restrict Sequential Broadcast>.**

4 **Select <Confirm Sequential Broadcast> or <Reject Sequential Broadcast>.**



a <Off>

Enables sequential broadcasting.

b <Confirm Sequential Broadcast>

Displays the confirmation screen when sending a fax via sequential broadcasting.

c <Reject Sequential Broadcast>

Disables sequential broadcasting.

LINKS

Limiting Available Destinations
Disabling Use of Previously Used Destinations
Sending Faxes to Multiple Destinations Simultaneously (Sequential Broadcast)

Disabling HTTP Communication

HTTP is used for communications over the network, such as when you access the machine via the Remote UI. If you are using a USB connection or are otherwise not using HTTP, you can disable HTTP to block malicious third-party intrusions via the unused HTTP port.

IMPORTANT

Disabling HTTP disables some of the network capabilities, such as the Remote UI, WSD printing.

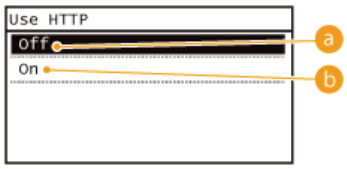
1 **Tap <Menu> in the Home Screen.**

2 **Tap <Network Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Select <TCP/IP Settings> ▸ <Use HTTP>.**

4 **Tap <Off>.**



a <Off>
Disables HTTP communication.

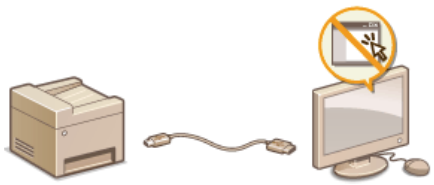
b <On>
Enables HTTP communication.

LINKS

Using Remote UI
Changing Port Numbers
Configuring Printing Protocols and WSD Functions

Disabling Remote UI

The Remote UI is useful because the machine settings can be specified by using a Web browser on a computer. To use the Remote UI, the machine must be connected to a computer over the network. If you do not need to use the Remote UI, you might want to disable the Remote UI to reduce the risk of having your machine controlled remotely over the network by malicious third parties.



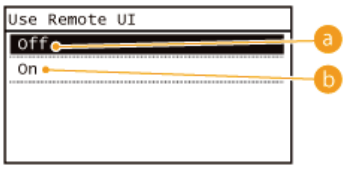
1 **Tap <Menu> in the Home Screen.**

2 **Tap <System Management Settings>.**

- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

3 **Tap <Remote UI Settings> <Use Remote UI>.**

4 **Tap <Off>.**



a <Off>

Disables the Remote UI.

b <On>

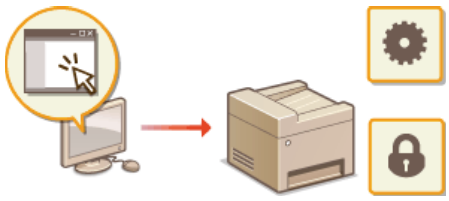
Enables the Remote UI.

LINKS

Using Remote UI
Disabling HTTP Communication

Using Remote UI

Using a Web browser to operate the machine remotely, you can check the documents waiting to be printed or the status of the machine. You can also make some settings such as registering the Address Book. You can do this without leaving your desk, making system management easier.



Functions of the Remote UI

- **Managing Documents and Checking the Machine Status**
- **Setting Up Menu Options from Remote UI**
- **Saving/Loading Address Book from Remote UI**
- **Registering Address Book from Remote UI**

Basics of the Remote UI

- **Starting Remote UI**
- **Remote UI Screens**

System Requirements

The following environment is required to use the Remote UI. In addition, set the Web browser to enable Cookies.

Windows

- Windows XP/Vista/7/8/8.1
- Microsoft Internet Explorer 7.0 or later

Macintosh

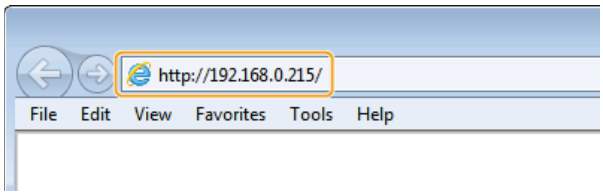
- Mac OS 10.4.9 or later (except for Classic environment)
- Safari 3.2.1 or later

Starting Remote UI

To operate remotely, you need to input the IP address of the machine into a Web browser and start the Remote UI. Check the IP address set to the machine in advance (**Viewing Network Settings**). If you have any questions, ask your Network Administrator.

1 Start the Web browser.

2 Enter "http://(the IP address of the machine)/" in the address field, and press the [ENTER] key.



- If you want to use an IPv6 address, enclose the IPv6 address with brackets (example: http://[fe80::2e9e:fcff:fe4e:dbce]/).

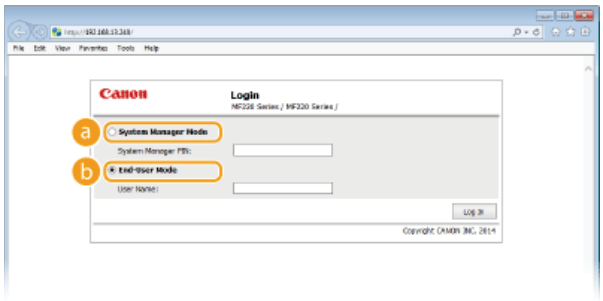
NOTE:
If a security alert is displayed

A security alert may be displayed if communication with an Apple device is encrypted (**Encrypting Communication of Print Data for Apple Devices with TLS**). When certificate settings or TLS settings have no errors, continue browsing the Web site.

3 Log on to the Remote UI.

■When a System Manager PIN is not set

Select [System Manager Mode] or [End-User Mode].



a [System Manager Mode]

You can perform all the Remote UI operations and settings. If a System Manger PIN is not set (factory default settings), you do not need to input anything.

b [End-User Mode]

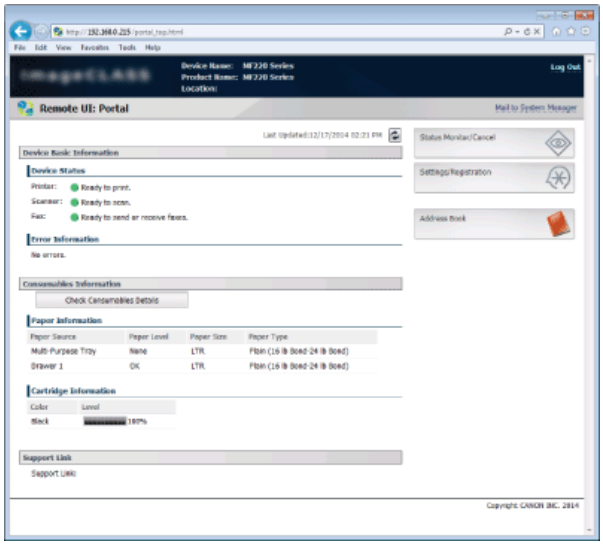
You can check the status of documents or the machine, and you can also change some of the settings. If you wish to delete your print documents, enter the user name of the documents in [User Name]. The user name is automatically set to print documents based on information such as your computer name or computer logon name.

■When a System Manager PIN is set

Enter the registered [System Manager PIN]. (**Setting the System Manager PIN**)

4 Click [Log In].

- Portal Page (main page) will be displayed. **Remote UI Screens**


Device Name: MF220 Series
Product Name: MF220 Series
Location:
Log Out
Remote UI: Portal
Mail to System Manager
Device Basic Information
Device Status
Printer: Ready to print.
Scanner: Ready to scan.
Fax: Ready to send or receive faxes.
Error Information
No errors.
Consumables Information
Check Consumables Details
Paper Information
Paper Source
Paper Level
Paper Size
Paper Type
Multi-Purpose Tray
None
LTR
Plain (16 lb Bond-24 lb Bond)
Drawer 1
OK
LTR
Plain (16 lb Bond-24 lb Bond)
Cartridge Information
Color
Level
Black
100%
Support Link
Support URL
Status Monitor/Cancel
Settings/Registration
Address Book
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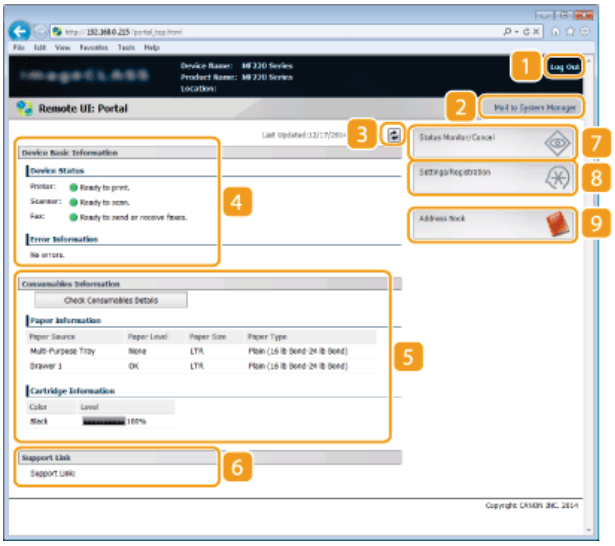
Remote UI Screens

This section describes the typical screens of the Remote UI.

Portal Page (Main Page)
[Status Monitor/Cancel] Page
[Settings/Registration] Page
[Address Book] Page

Portal Page (Main Page)



1 [Log Out]

Logs off from the Remote UI. The Login page will be displayed.

2 [Mail to System Manager]

Displays a window for creating an e-mail to the system manager specified in [System Manager Information] under [System Management].

3 Refresh Icon

Refreshes the currently displayed page.

4 Device Basic Information

Displays the current status of the machine and error information. If an error has occurred, the link to the Error Information page will be displayed.

5 Consumables Information

Displays paper information and the remaining amount of toner.
Click [Check Consumables Details] to display the screen for checking consumables. **Checking Consumables**

6 Support Link

Displays the support link specified in [Device Information] under [System Management].

7 [Status Monitor/Cancel]

Displays the status of the current print documents and history of print, copy, send, and received documents. You can also check the status of the machine.

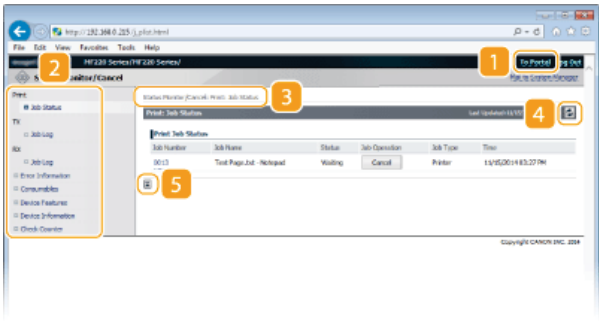
8 [Settings/Registration]

Displays [Settings/Registration] page. When you have logged on in System Manager Mode, you can change the settings items and save/load the registered data. **Setting Up Menu Options from Remote UI**

9 [Address Book]

Displays the coded dial numbers list registered in the Address Book. You can also register or edit the Address Book when you have logged on in System Manager Mode. **Registering Address Book from Remote UI**

[Status Monitor/Cancel] Page



1 [To Portal]

Returns to Portal Page (main page).

2 Menu

Click an item, and the content is displayed in the right page. **Managing Documents and Checking the Machine Status**

3 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

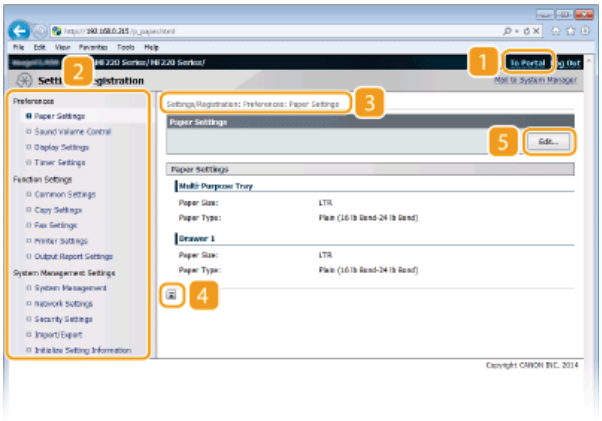
4 Refresh Icon

Refreshes the currently displayed page.

5 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

[Settings/Registration] Page



1 [To Portal]

Returns to Portal Page (main page).

2 Menu

Click an item, the content is displayed in the right page. **Setting Up Menu Options from Remote UI**

3 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

4 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

5 [Edit]

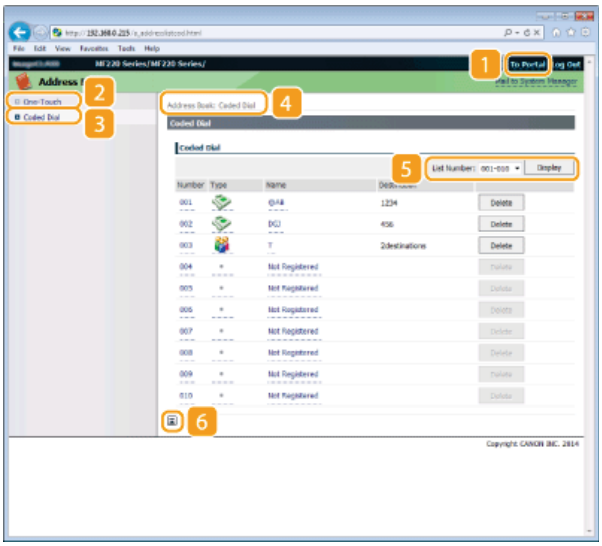
Allows you to register or change machine settings. **Setting Up Menu Options from Remote UI**

NOTE

System Management Settings

- You can only set [System Management Settings] when you have logged on in System Manager Mode.
- When you have logged on in End-User Mode, only [System Management] will be displayed.

[Address Book] Page



1 [To Portal]

Displays Portal Page (main page).

2 [One-Touch]

Displays the list of the One-Touch. **Registering in the Address Book**

3 [Coded Dial]

Displays the list of the coded dial numbers. **Registering in the Address Book**

4 Breadcrumb Trail

Indicates the series of pages you opened to display the currently displayed page. You can check what page is currently displayed.

5 List Number

Specifies the range of coded dial numbers displayed on the page.

6 Top Icon

Moves the scroll box up to the top of the page when the page is scrolled down.

NOTE

Registering/Editing the Address Book

You can register or edit the Address Book when you have logged on in System Manager Mode.

Managing Documents and Checking the Machine Status

Checking Current Status of Print Documents
Checking Fax Transmission Logs
Checking Error Information
Checking Consumables
Checking Maximum Print Speed
Checking System Manager Information
Checking Print Total Counter

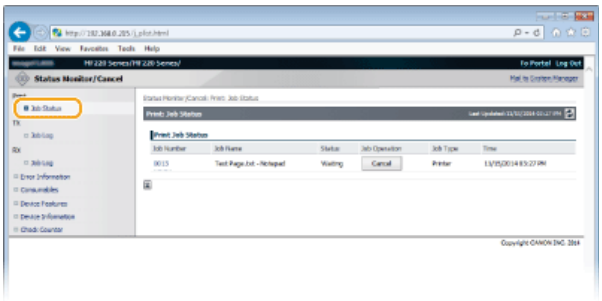
NOTE

The document file name displays only 255 characters. The printed application name may be added to the file name.

Checking Current Status of Print Documents

The list of the documents currently printing or waiting to be printed is displayed.

Log on to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Job Status]



You can delete a document job by clicking [Cancel].

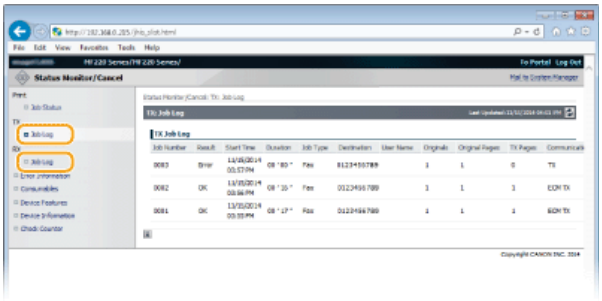
NOTE

- If you logged on in System Manager Mode, all the print documents currently printing and waiting to be printed will be listed.
- If you entered your user name when you logged on in End-User Mode, your user name will only be displayed on the documents that you printed.
- Click [Job Number] on the paused documents to display detailed information. You can check the user name and the page count of the printed document.

Checking Fax Transmission Logs

Sent and received fax histories of up to 50 logs each are displayed.

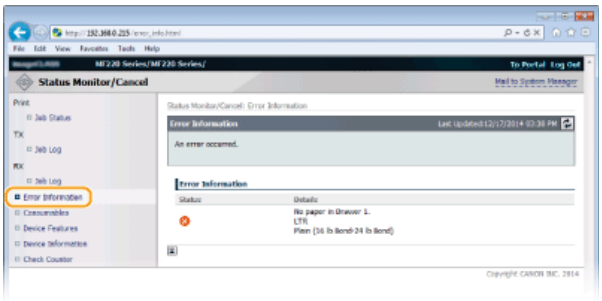
Log on to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Job Log]



Checking Error Information

When an error occurs, this page will be displayed by clicking the message displayed under [Error Information] on Portal Page (main page). **Portal Page (Main Page)**

Log on to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Error Information]

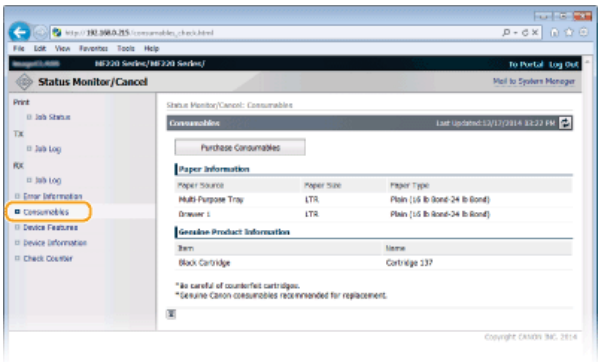


Checking Consumables

Paper size and type for the paper source, serial number for the toner cartridge, and other information is displayed.

Log on to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Consumables]

You can also click [Check Consumables Details] in Portal Page (main page) to display the screen for checking consumables.



Click [Purchase Consumables] to display the page for purchasing consumables.

NOTE

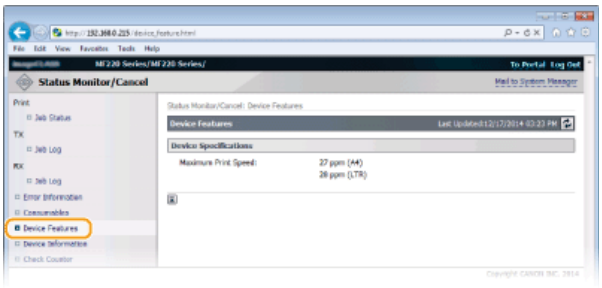
To display [Purchase Consumables]

Set <Displ. Consumables Purchase Button (RUI)> to <On> in the display. **System Management Settings**

Checking Maximum Print Speed

The maximum print speed is displayed.

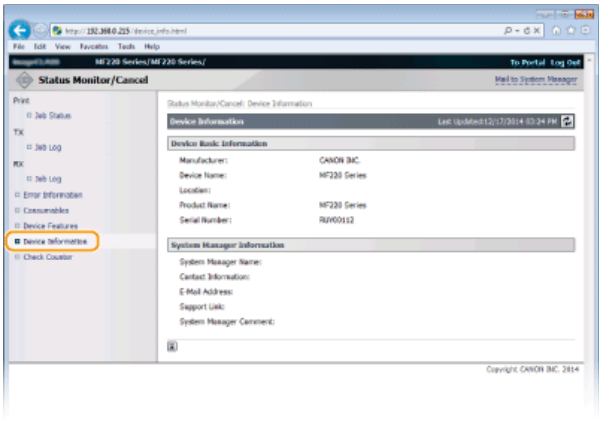
Log on to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Device Features]



Checking System Manager Information

Information about the machine and the system manager is displayed. This information is set in [System Management] on the [Settings/Registration] page. **System Management Settings**

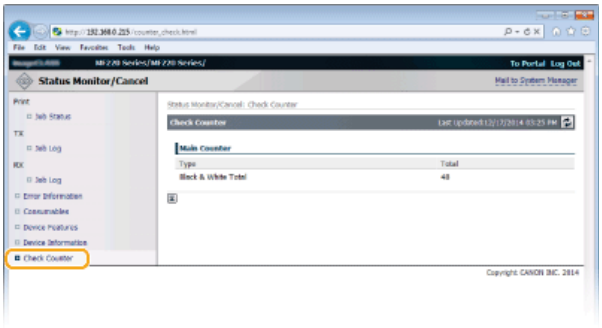
Log on to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Device Information]



Checking Print Total Counter

The total number of pages that have been printed by the copy, print, and fax functions is displayed.

Log on to the Remote UI (**Starting Remote UI**) ▶ [Status Monitor/Cancel] ▶ [Check Counter]



LINKS

Remote UI Screens

Setting Up Menu Options from Remote UI

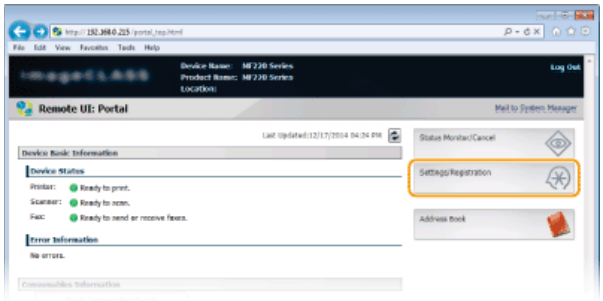
You can change the various machine settings by using the Remote UI. Most of the settings can be set also on the machine, but some settings can only be set using the Remote UI.

NOTE

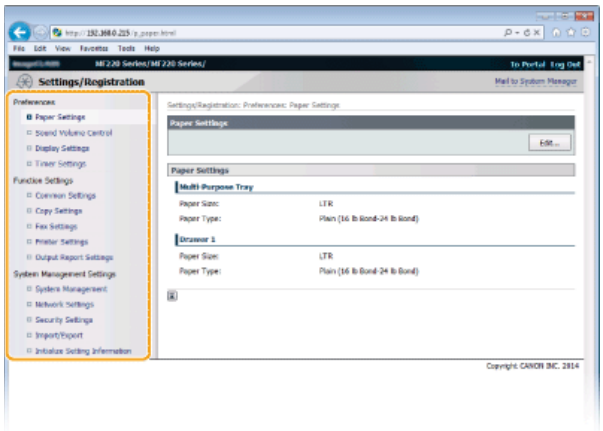
You can change the settings only when you have logged on in System Manger Mode.

1 **Start the Remote UI.** **Starting Remote UI**

2 **Click [Settings/Registration].**



3 **Click the menu item you want to set.**



- For more information about the settings menu, see each item below

Menu items	Referents
Preferences	
Paper Settings	**Specifying Paper Size and Type**
Sound Volume Control/Display Settings	**Preferences**
Timer Settings	**Timer Settings**
Function Settings	
Common Settings	**Common Settings (MF229dw / MF226dn)**
Copy Settings	**Copy Settings**
Fax Settings	**Fax Settings**
Printer Settings	**Printer Settings**
Output Report	**Printing Reports and Lists**

Settings	
System Management Settings	
System Management	**System Management Settings**
Network Settings	**Network**
Security Settings	**Security**
Import/Export	**Saving/Loading Address Book from Remote UI**
Initialize Setting Information	**Initialize Menu**

LINKS

Remote UI Screens

Saving/Loading Address Book from Remote UI

Address Book data in the machine can be saved in your computer (export). Data that is saved on your computer can also be registered in the machine (import). You can easily copy the destinations in the Address Book to multiple machines.* To use these features, it is required that you have logged on in System Manager Mode.

* Depending on the model, you cannot import the Address Book that exported from the machine.

Exporting Address Book Data
Loading Address Book Data

IMPORTANT

Do not turn OFF the machine until the import or export process is complete

It may take a few minutes to complete the process. If the machine is turned OFF during the process, it may result in damage to data or the machine.

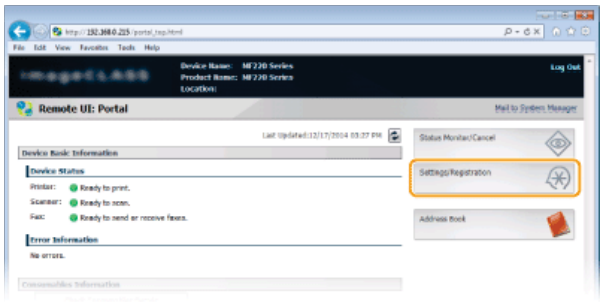
Do not operate the machine during the export/import process

Before exporting/importing, check that no operation such as printing documents is currently processing.

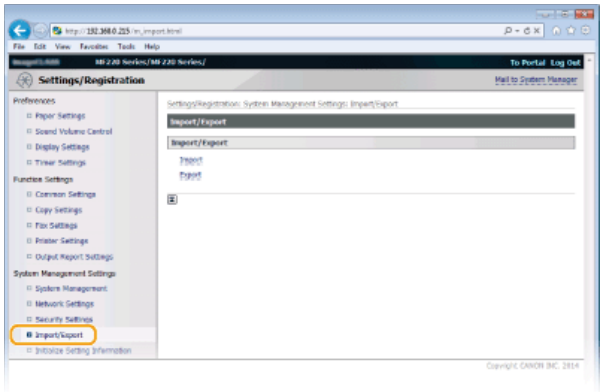
Exporting Address Book Data

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

2 **Click [Settings/Registration].**

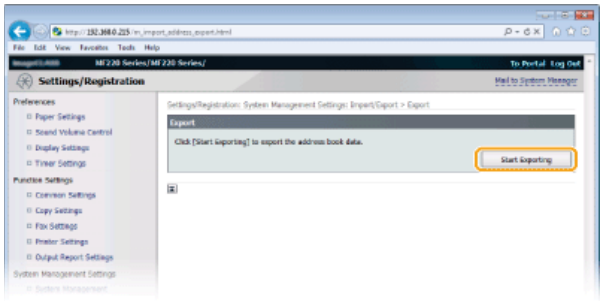


3 **Click [Import/Export] ▶ [Export].**



- If the screen prompting you to enter the Address Book PIN is displayed, enter the [PIN] and click [OK]. **Setting a PIN for Address Book**

4 **Click [Start Exporting].**



5 **Follow the on-screen instructions to specify the location where the exported Address Book is saved.**

- The Address Book will be saved.

IMPORTANT

Do not operate until the process is complete.

The screen remains the same during the export process. Do not operate the Remote UI until the message [The (file name) download has completed.] is displayed at the bottom of the screen.

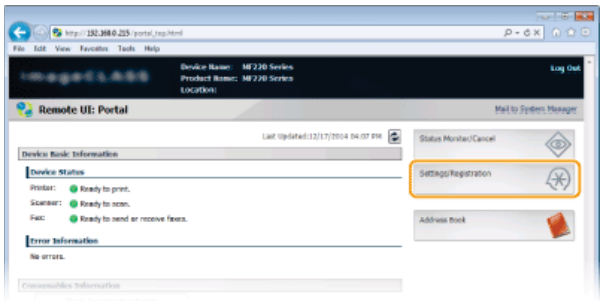
Loading Address Book Data

IMPORTANT

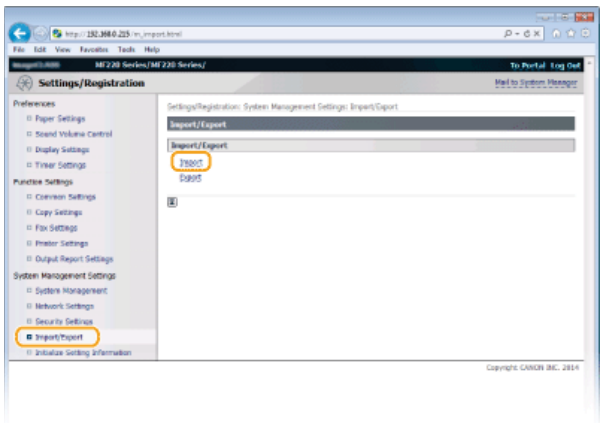
The Address Book data currently registered is overwritten when you load the Address Book data.

1 **Start the Remote UI and log on in System Manager Mode.** **Starting Remote UI**

2 **Click [Settings/Registration].**



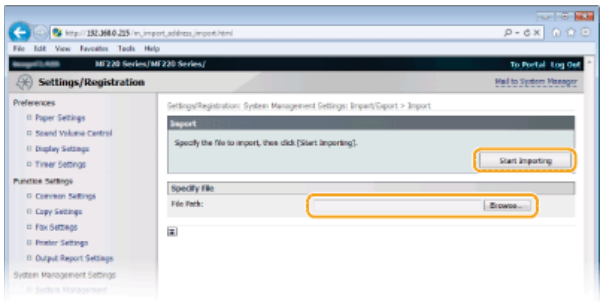
3 **Click [Import/Export] ▶ [Import].**



- If the screen prompting you to enter the Address Book PIN is displayed, enter the [PIN] and click [OK]. **Setting a PIN for Address Book**

4 Specify the Address Book file to be imported, and click [Start Importing].

- To specify the file to be imported, click [Browse...] and select the file, or enter the path to the file in [File Path] (the file name with the location where the file is saved).



5 Click [OK].

- The specified Address Book data will be imported into the machine.

LINKS

- **Remote UI Screens**
- **Registering Address Book from Remote UI**
- **Registering in the Address Book**
- **Address Book List**

Registering Address Book from Remote UI

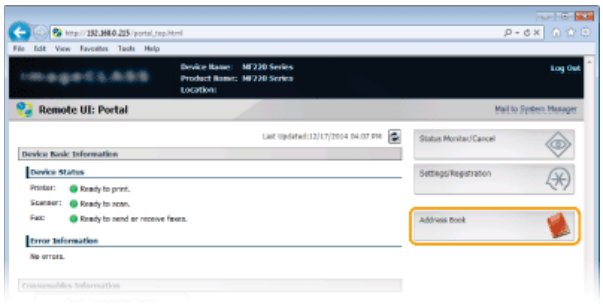
You can register or edit the Address Book of the machine by using the computer.

NOTE

You can change the settings only when you have logged on in System Manager Mode.

1 **Start the Remote UI.** **Starting Remote UI**

2 **Click [Address Book].**



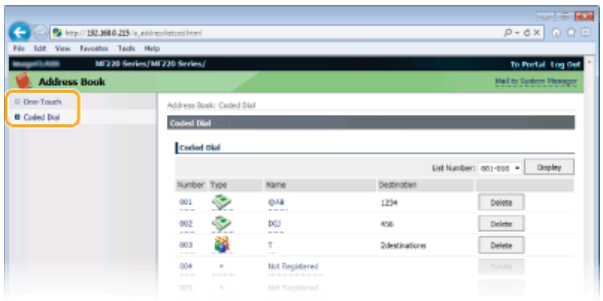
NOTE:

If the enter PIN page is displayed

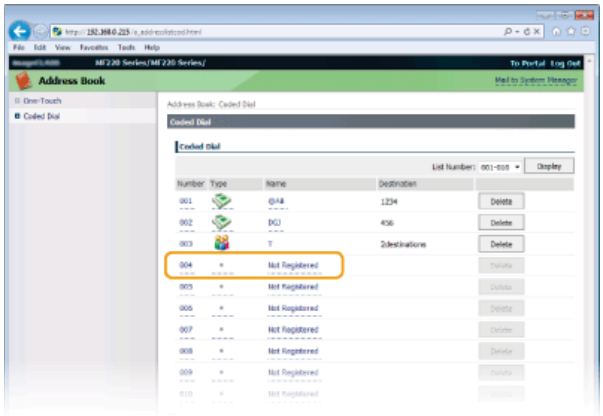
The Address Book is protected by a PIN. Enter the [PIN] and click [OK].

3 **Click [Coded Dial].**

- You can also register destinations in One-Touch. In this case, click [One-Touch] instead of [Coded Dial]. **Registering in the Address Book**



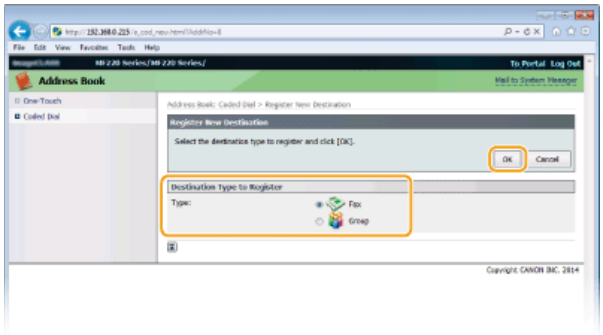
4 **Click the text link under [Number], [Type], or [Name] for an item named "Not Registered."**



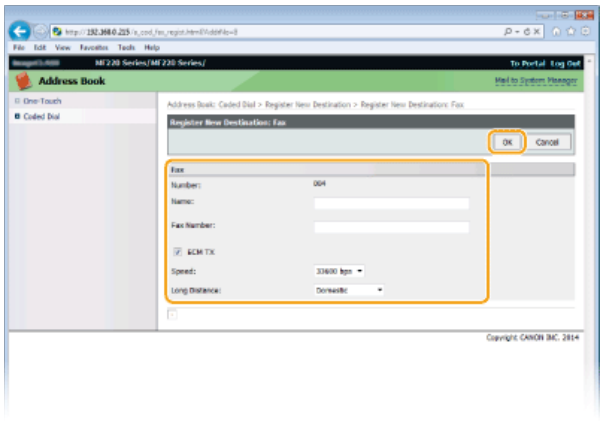
NOTE:

- You can edit a registered item by clicking the corresponding text link under [Number], [Type] or [Name].
- You can delete a registered item by clicking the corresponding [Delete] button.

5 Select [Destination Type to Register] and click [OK].



6 Specify required settings and click [OK].



LINKS

- Remote UI Screens
- Saving/Loading Address Book from Remote UI
- Address Book List

Setting Menu List

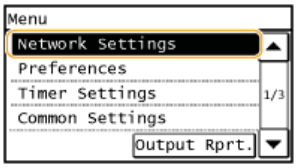
There are various settings in this machine. You can adjust each of the settings in detail. Access these settings by tapping <Menu> in the Home Screen.

TIPS

You can print the setting menu in list form to check the current settings:

User Data List

Network Settings



All the settings about the network are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

If a screen for entering a PIN is displayed

Enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

Asterisks (*)

Settings marked with an asterisk (*) are only available for the MF229dw / MF217w.

Select Wired/Wireless LAN
Wireless LAN Settings
TCP/IP Settings
SNMP Settings
Dedicated Port Settings
Waiting Time for Connection at Startup
Ethernet Driver Settings
Initialize Network Settings

Select Wired/Wireless LAN *

When switching the machine from Wireless LAN to Wired LAN, you need to specify the setting. Conversely, when switching the machine from Wired LAN to Wireless LAN, you do not need to specify this setting (You can switch using the following <Wireless LAN Settings>).
Selecting Wired LAN or Wireless LAN (MF229dw / MF217w)

Wired LAN†
Wireless LAN

Wireless LAN Settings *

Specify settings for connecting the machine to a wireless LAN. You can also view the current settings or specify the setting for saving power consumption. See "Getting Started" **Manuals Included with the Machine**.

WPS Push Button Mode

Select to automatically configure a wireless connection by using the button on a WPS wireless router. **Setting Up Connection Using WPS Push Button Mode**

WPS PIN Code Mode

Select to configure a wireless connection by entering a PIN code for a WPS wireless router. **Setting Up Connection Using WPS PIN Code Mode**

SSID Settings

Select to configure a wireless connection by specifying information including an SSID or a network key by inputting manually from the operation panel.

Select Access Point

Wireless LAN routers that can access the machine are automatically located, so you can select from the list. You must manually

enter a network key, such as a WEP key or a PSK. **Setting Up Connection by Selecting a Wireless Router**

Enter Manually

Select to configure a wireless connection by manually entering an SSID. By using this method, you can specify authentication and encryption settings in detail. **Setting Up Connection by Specifying Detailed Settings**

Security Settings
- None
- WEP
  - Open System†
    - Select WEP Key: 1/2/3/4
    - Edit WEP Key
  - Shared Key
    - Select WEP Key: 1/2/3/4
    - Edit WEP Key
- WPA/WPA2-PSK
  - Auto†
  - AES-CCMP

Power Save Mode

Select whether or not the machine enters Power Save Mode based on signals emitted from the wireless router.

Off†
On

<Menu> ▶ <Network Settings> ▶ <Wireless LAN Settings> ▶ Read the displayed message ▶ <Power Save Mode> ▶ Select <Off> or <On> ▶

Wireless LAN Information

Select to view the current wireless LAN settings. **Viewing Network Settings**

MAC Address
Wireless LAN Status
Latest Error Information
Channel
SSID Settings
Security Settings
Power Save Mode

TCP/IP Settings

Specify settings for using the machine in a TCP/IP network, such as IP address settings.

IPv4 Settings

Specify settings for using the machine in an IPv4 network.

IP Address Settings

Configure the IP address, which is used for identifying devices, such as computers and printers, on a TCP/IP network. **Setting IPv4 Address**

Auto Acquire†
- Select Protocol
  - Off
  - DHCP†
  - BOOTP
  - RARP
- Auto IP
  - Off
  - On†

Manually Acquire

IP Address: 0.0.0.0
Subnet Mask: 0.0.0.0
Gateway Address: 0.0.0.0

Check Settings
Auto Acquire
IP Address
Subnet Mask
Gateway Address

PING Command

Select to check that the machine is connected to a computer over a network. **Testing the Network Connection**

DNS Settings

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. **Configuring DNS**

DNS Server Settings
Primary DNS Server: 0.0.0.0
Secondary DNS Server: 0.0.0.0

DNS Host Name/Domain Name Settings
Host Name
Domain Name

DNS Dynamic Update Settings
Off†
On
DNS Dynamic Update Interval
0 to 24† to 48 (hr.)

mDNS Settings

Specify settings for using DNS functions without DNS servers. **Configuring DNS**

Off

On†
mDNS Name

DHCP Option Settings

Select whether to acquire the host name and whether to use the dynamic update function via the DHCP options when DHCP is enabled. **Configuring DNS**

Acquire Host Name
Off
On†

DNS Dynamic Update
Off†
On

IPv6 Settings

Specify settings for using the machine in an IPv6 network.

Use IPv6

Enable or disable IPv6 in the machine. You can also view the current settings. **Setting IPv6 Addresses**

Off†
On
Check Settings

Stateless Address Settings

Enable or disable stateless addresses. **Setting IPv6 Addresses**

Off
On†
Check Settings

Use DHCPv6

Enable or disable the stateful address that is acquired via DHCPv6. **Setting IPv6 Addresses**

Off†

On

Check Settings
Stateful Address
Prefix Length

DNS Settings

Specify settings for Domain Name System (DNS), which provides a host name for IP address resolutions. **Configuring DNS**

DNS Host Name/Domain Name Settings
Use IPv4 Host/Domain
Off
Host Name
Domain Name
On†

DNS Dynamic Update Settings
Off†
On
Register Manual Address
Off†
On
Register Stateful Address
Off†
On
Register Stateless Address
Off†
On
DNS Dynamic Update Interval
0 to 24† to 48 (hr.)

mDNS Settings

Specify settings for using DNS functions without DNS servers. **Configuring DNS**

Off

On†
Use IPv4 Name for mDNS
Off
mDNS Name
On†

LPD Print Settings

Enable or disable LPD, a printing protocol that can be used on any hardware platform or operating system. **Configuring Printing Protocols and WSD Functions**

Off
On†

RAW Print Settings

Enable or disable RAW, a Windows specific printing protocol. **Configuring Printing Protocols and WSD Functions**

Off
On†

WSD Settings

Enable or disable automatic browsing and acquiring information for the printer or scanner by using the WSD protocol that is available on Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2. **Configuring Printing Protocols and WSD Functions**

WSD Print Settings
Use WSD Print
Off
On†
Use WSD Browsing
Off
On†

WSD Scan Settings
Use WSD Scan
Off†
On
Use Computer Scan
Off†
On

Use Multicast Discovery
Off
On†

Use HTTP

Enable or disable HTTP, which is required for communications with a computer, such as when using the Remote UI or WSD printing. **Disabling HTTP Communication**

Off
On†

Port Number Settings

Change port numbers for protocols according to the network environment. **Changing Port Numbers**

LPD
1 to 515† to 65535

RAW
1 to 9100† to 65535

WSD Multicast Discovery
1 to 3702† to 65535

HTTP
1 to 80† to 65535

SNMP
1 to 161† to 65535

MTU Size

Select the maximum size of packets the machine sends or receives. **Changing the Maximum Transmission Unit**

1300
1400
1500†

SNMP Settings

Specify the settings for monitoring and controlling the machine from a computer running SNMP-compatible software. **Monitoring and Controlling the Machine with SNMP**

SNMPv1 Settings

Enable or disable SNMPv1. When enabling SNMPv1, specify a community name and access privileges to Management Information Base(MIB) objects.

Off

On†
Community Name 1 Settings
Off
On†
Community Name 2 Settings
Off†
On
Dedicated Community Settings
Off
On†

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <SNMPv1 Settings> ▶ Select <Off> or <On> ▶ Specify settings if <On> is selected ▶

Acquire Printer Management Information from Host

Enable or disable the monitoring of printer management information from a networked computer running SNMP-compatible software.

Off† On

<Menu> ▶ <Network Settings> ▶ <SNMP Settings> ▶ <Acquire Printer Management Information from Host> ▶ Select <Off> or <On> ▶

Dedicated Port Settings

Enable or disable the dedicated port. The dedicated port is used when printing, faxing, or scanning uses MF Toolbox and when browsing or specifying the machine settings over the network.

Off On†

<Menu> ▶ <Network Settings> ▶ <Dedicated Port Settings> ▶ Select <Off> or <On> ▶

Waiting Time for Connection at Startup

Specify a wait time for connecting to a network. Select the setting depending on the network environment. **Setting a Wait Time for Connecting to a Network**

0† to 300 (sec.)

Ethernet Driver Settings

Select the communication mode of Ethernet (half-duplex/full-duplex) and the Ethernet type (10BASE-T/100BASE-TX). You can also view the MAC address of the machine.

Auto Detect

Select whether to automatically detect or manually select the communication mode and the Ethernet type. **Configuring Ethernet Settings**

Off Communication Mode Half Duplex† Full Duplex Ethernet Type 10BASE-T† 100BASE-TX **On**†

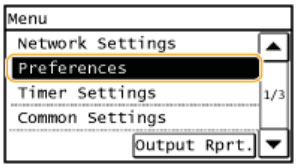
MAC Address

Check the MAC address of the machine, which is a number unique to each communication device. **Viewing the MAC Address**

Initialize Network Settings

Select to return the Network Settings to the factory defaults. **Initialize System Management Settings**

Preferences



All the settings about the sound volume and display are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

If a screen for entering a PIN is displayed

Enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

Asterisks (*)

Settings marked with an asterisk (*) have different defaults depending on the country or region of purchase.

Sound Volume Control
Display Settings

Sound Volume Control

Adjust volume at which the machine beeps when a key is pressed on the operation panel or when a paper jam occurs. **Adjusting the Volume**

Fax Tone

Select whether to make a dial tone while a fax is being sent. You can also adjust the volume.

0 to 1† to 5

Ring Tone

Select whether the machine beeps when a fax is received. You can also adjust the volume.

0 to 1† to 5

TX Done Tone

Select whether the machine beeps when a fax is sent. You can also adjust the volume.

0 to 1† to 5

Only When Error Occurs
Off†
On

RX Done Tone

Select whether the machine beeps when a fax is received. You can also adjust the volume.

0 to 1† to 5

Only When Error Occurs
Off†
On

Scanning Done Tone

Select whether the machine beeps when scanning fax documents is complete. You can also adjust the volume.

0 to 1† to 5

Only When Error Occurs
Off†
On

Entry Tone

Select whether the machine beeps when a key is pressed on the operation panel.

Off
On†

Invalid Entry Tone

Select whether the machine beeps when an invalid settings value is entered, such as when a user is trying to enter a number unavailable for a setting.

Off†
On

Warning Tone

Select whether the machine beeps when problem such as a paper jam or an operation mistake occurs.

Off
On†

Job Done Tone

Select whether the machine beeps when copying or scanning is complete.

Off
On†

Energy Saver Alert

Select whether the machine beeps when the machine enters or wakes from sleep mode.

Off†
On

Original in Feeder Detection Tone

Select whether the machine beeps when an original is loaded in the feeder.

Off
On†

Display Settings

Default Screen after Startup/Restoration

By default, the Home screen is displayed immediately after the machine is turned ON or when the Auto Reset function is performed. Specify the setting to change the default screen and display the main screen of a different function.

Home†
Copy
Fax
Scan

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Default Screen after Startup/Restoration> ▶ Select a function to display the desired screen ▶

Home Screen Button Display Settings

Change the order in which Home Screen buttons are displayed. **Customizing the <Home> Screen**

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Home Screen Button Display Settings> ▶ Select <Set Display Order> or <Insert and Delete Blank> ▶ Change display settings ▶

Contrast

Adjust the brightness of the display to suit the installation location of the machine.

Five Levels

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Contrast> ▶ Use <->/<+> to adjust the brightness ▶ <Apply> ▶

Invert Screen Colors

Select <On> to invert the display colors. Select <On> if the display is hard to view even after the brightness was adjusted in <Contrast>.

Off†
On

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Invert Screen Colors> ▶ Select <On> or <Off> ▶

Millimeter/Inch Entry Switch

Select the unit of measurement.

Millimeter†
Inch

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Millimeter/Inch Entry Switch> ▶ Select <Millimeter> or <Inch> ▶

Notify to Clean Original Scanning Area

When set to <On>, a message is displayed for dirt or soiling on the original scanning area.

Off On†

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Notify to Clean Original Scanning Area> ▶ Select <On> or <Off> ▶

Message Display Time

Specify the interval in seconds at which two different messages are alternately displayed.

1 to 2† to 5 (sec.)

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Message Display Time> ▶ Enter a number for the interval ▶ <Apply> ▶

Scrolling Speed

Adjust the speed for scrolling the screen by selecting from three levels.

Slow Standard† Fast

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Scrolling Speed> ▶ Select the speed ▶

Cursor Movement

Configure how the cursor moves after a character is entered on the screen. Select <Auto> to automatically move the cursor to the right of the entered character. Select <Manual> to manually move the cursor to the right of the entered character.

Auto† Manual

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Cursor Movement> ▶ Select <Auto> or <Manual> ▶

Language*

Select the display language used for the display, reports, and lists.

Arabic, Bulgarian, Catalan, Croatian, Czech, Danish, Dutch, English†, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovene, Spanish, Swedish, Turkish

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Language> ▶ Select a language ▶

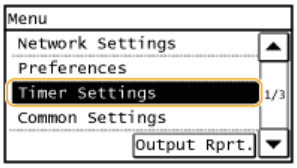
Remote UI Language*

Select the display language used for the Remote UI screens.

Czech, Danish, Dutch, English†, Finnish, French, German, Hungarian, Italian, Norwegian, Polish, Portuguese, Russian, Spanish, Swedish, Turkish

<Menu> ▶ <Preferences> ▶ <Display Settings> ▶ <Remote UI Language> ▶ Select a language ▶

Timer Settings



All the settings about the timer are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

Settings marked with an asterisk (*) have different defaults depending on the country or region of purchase.

Quiet Mode Time
Date/Time Settings
Auto Sleep Time
Auto Reset Time
Function After Auto Reset
Auto Offline Time

Quiet Mode Time

You can reduce the operation sound of the machine when you want it to run more quietly (quiet mode). Set a time for the machine to enter quiet mode automatically. You can also set the machine to always run in quiet mode. **Entering Quiet Mode**

Start Time
Off†
On
Start time setting to enter quiet mode
End Time
Off†
On
Stop time setting to exit quiet mode

Date/Time Settings

Specify date and time settings, including the date format and the 12- or 24-hour clock display setting. The date and time that are printed on each fax document, report, and list are determined by these settings.

Date Format *

Select the date format (order of year, month, and day).

YYYY MM/DD
MM/DD/YYYY
DD/MM YYYY†

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Date Format> ▶ Select the date format ▶

Time Format

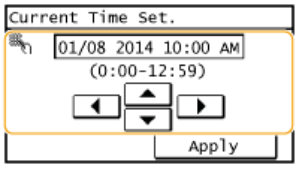
Select the 12- or 24-hour clock display setting.

12 Hour (AM/PM)† 24 Hour

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Time Format> ▶ Select the display setting ▶

Current Date/Time Settings

Set the current date and time. Use ◀/▶ to move the cursor, and ▲/▼ to specify the date and time or switch between <AM>/<PM>.



<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Current Date/Time Settings> ▶ Set the date and time ▶ <Apply> ▶

NOTE

The current date and time cannot be changed for 1 hour after daylight saving time is in effect.

Daylight Saving Time Settings *

Enable or disable daylight saving time. If daylight saving time is enabled, specify the dates from which and to which daylight saving time is in effect.

Off **On**† Start: Month, Week, Day End: Month, Week, Day

<Menu> ▶ <Timer Settings> ▶ <Date/Time Settings> ▶ <Daylight Saving Time Settings> ▶ Select a month and day ▶ <Apply> ▶

Auto Sleep Time

If the machine has not been operated or has had no data to process for a specified period of time, the machine enters sleep mode to save energy consumption (Auto Sleep). Specify the period of time after which auto sleep is performed. Auto Sleep is not performed when the setting menu is displayed. We recommend using the factory default settings to save the most power. **Entering Sleep Mode**

5† to 30 (min.)

Auto Reset Time

If a key is not pressed for a specified period of time, the screen and the settings are initialized to display the default screen (Auto Reset). Specify the interval at which the Auto Reset is performed. Select <0> to disable the Auto Reset function. The Auto Reset is not performed in the following cases:

- The setting menu is displayed.
- The machine is processing data, such as when printing documents or sending or receiving faxes.
- An error message is displayed and the error indicator is blinking (However, Auto Reset is performed when the error does not prevent the user from continuing to use a function.)

0 (Auto Reset is disabled.)
1 to 2† to 9 (min.)

<Menu> ▶ <Timer Settings> ▶ <Auto Reset Time> ▶ Set the Auto Reset time ▶ <Apply> ▶

NOTE

The screen displayed after the Auto Reset is performed can be selected in <Function After Auto Reset>.

Function After Auto Reset

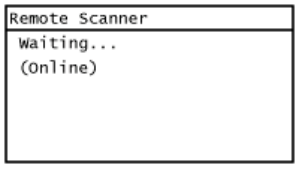
Select whether to return the display to the default screen after the Auto Reset is performed. If <Default Function> is selected, the main screen of the function selected in <Default Screen after Startup/Restoration> is displayed (**Default Screen after Startup/Restoration**). If <Selected Function> is selected, the display returns to the main screen of the function that was selected.

Default Function†
Selected Function

<Menu> ▶ <Timer Settings> ▶ <Function After Auto Reset> ▶ Select <Default Function> or <Selected Function> ▶

Auto Offline Time

If a key has not been pressed for a specified period of time after the screen below is displayed (the machine is set online for scanning), the machine automatically becomes offline. Specify the time period at which the machine becomes offline. You can also set the machine to remain online.

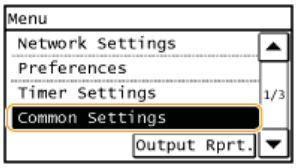


0 (The machine remains online.)

1 to 5† to 60 (min.)

<Menu> ▶ <Timer Settings> ▶ <Auto Offline Time> ▶ Set the time period ▶ <Apply> ▶

Common Settings MF229dw / MF226dn



All the settings about the operation of the paper drawer and the paper feed method are listed with short descriptions. Default settings are marked with a dagger (†).

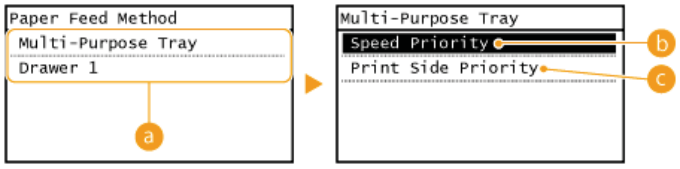
Switch Paper Feed Method

Specify this setting when you print a document on paper with logos. To print on paper with logos, you need to change how the paper loaded in the paper source is facing depending on whether you are performing 1- or 2-sided printing. However, if you change the setting to <Print Side Priority>, you can just load the paper face down for both 1- and 2-sided printing. For more information, see **Loading Preprinted Paper**.

Multi-Purpose Tray
Speed Priority†
Print Side Priority

Drawer 1
Speed Priority†
Print Side Priority

<Menu> ▶ <Common Settings> ▶ <Switch Paper Feed Method> ▶ Select the paper source ▶ Select <Speed Priority> or <Print Side Priority> ▶



a Paper Sources

Select the paper source that you want to change the setting for.

b <Speed Priority>

When using paper that has been preprinted with a logo, you need to change how it is facing when you perform 1-sided and 2-sided printing.

NOTE:

We recommend selecting <Speed Priority> if you do not need to consider which side to print on.

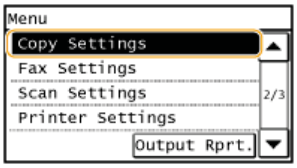
c <Print Side Priority>

To print on a specific side of paper, you do not need to flip over paper in the paper source whether 1- or 2-sided printing is selected.

NOTE:

- If <Print Side Priority> is set for a paper source that is loaded with paper you cannot use for 2-sided printing (**Paper**), <Speed Priority> is applied to the paper source instead. In this case, you need to load the paper in the same way as when <Speed Priority> is selected (**Loading Preprinted Paper**).
- 1-sided printing speed may be slower when <Print Side Priority> is selected.

Copy Settings



All the settings about the copy are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

Asterisks (*)

- Settings marked with an asterisk (*1) are only available for the MF229dw / MF226dn.
- Settings marked with an asterisk (*2) are only available for the MF229dw.

Change Default Settings
Correct Density

Change Default Settings

You can change the factory default settings about copy. The selected settings are used as the default settings of the copy function.
Changing Default Settings

Number of Copies
1† to 99

Density
-4 to 0† to +4
Auto Density

Original Type
Text
Text/Photo (High Speed)†
Text/Photo
Photo

2-Sided*1
Off†
1->2-Sided
2->2-Sided*2
2->1-Sided*2
Original/Finishing Type

Copy Ratio
Custom Ratio
100% (1:1)†
400% (Max)
200%
141% A5->A4
70% A4->A5
50%
25% (Min)

N on 1
Off†
2 on 1
4 on 1
ID Card Copy
Select Layout

Collate
Off†
On

Sharpness
Seven Levels

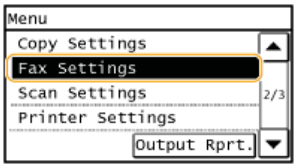
Correct Density

Specify the initial copy density. You can also change the copy density temporarily. **Adjusting Density**

-4 to 0† to +4

<Menu> ▶ <Copy Settings> ▶ <Correct Density> ▶ Adjust the density ▶ <Apply> ▶

Fax Settings



All the settings about the fax are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

If a screen for entering a PIN is displayed

Enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

Asterisks (*)

- Settings marked with "*1" may be unavailable or have different defaults depending on the country or region of purchase.
- Settings marked with "*2" are only available for the MF229dw.
- Settings marked with "*3" are only available for the MF229dw / MF226dn.

Basic Settings
TX Function Settings
RX Function Settings
RX Print Settings
Fax Setup Guide

Basic Settings

Specify the basic settings for using the machine as a fax device.

Register Unit Telephone Number

Register the fax number for the machine. **Registering the Fax Number and Unit Name**

Select Line Type *1

Select the telephone line type used for fax transmission. **Connecting the Telephone Line**

Pulse Tone†

Public Line Connection

When the fax receive mode is <Fax/Tel (Auto Switch)>, an external telephone may not ring or a call may not be dialable. In this instance, specify <Adapter 1> or <Adapter 2>.

Direct† Adapter 1 Adapter 2

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Public Line Connection> ▶ Select connection type ▶

Off-Hook Alarm

Select whether the machine makes an alert sound when the handset of a telephone or the optional handset connected to the machine is not properly set on the cradle. You can also adjust the volume of the alert sound.

0† to 5

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Off-Hook Alarm> ▶ Select the volume of the alert sound ▶ <Apply> ▶

Communication Management Settings

Specify the communication start speed settings and the R-key settings.

TX Start Speed

Adjust the communication start speed in descending order from "33600 bps." This adjustment should be made when it takes a long time to start sending a fax due to a poor telephone line connection.

33600 bps† 14400 bps 9600 bps 7200 bps 4800 bps 2400 bps

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <TX Start Speed> ▶ Select a communication start speed ▶

RX Start Speed

Adjust the communication start speed in descending order from "33600 bps." This adjustment should be made when it takes a long time to start receiving a fax due to a poor telephone line connection.

33600 bps† 14400 bps 9600 bps 7200 bps 4800 bps 2400 bps

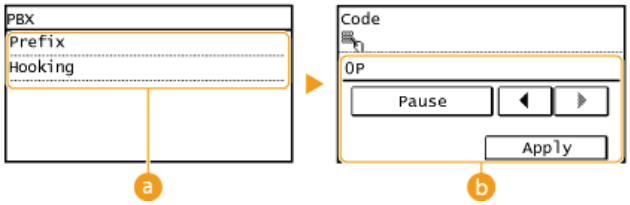
<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <RX Start Speed> ▶ Select a communication start speed ▶

R-Key Setting

If your machine is connected through a PBX (Private Branch Exchange), it is necessary to set the access method. You can set the PBX type to <Prefix> or <Hooking>. If you register the outside line access number to the R-key, you can easily access the outside line.

PSTN† **PBX** Prefix Hooking †*1

<Menu> ▶ <Fax Settings> ▶ <Basic Settings> ▶ <Communication Management Settings> ▶ <R-Key Setting> ▶ <PBX> ▶ Select <Prefix> or <Hooking> ▶ Enter the outside line access number if you select <Prefix> ▶ <Apply> ▶



a <PBX>

Select the type of PBX you are using. If you select <Prefix>, register the prefix code on the next screen.

b <Code>

Enter the prefix code using the numeric keys, tap <Pause>, and then tap <Apply>. If you do not insert a pause, the prefix code is not registered.

TX Function Settings

Specify settings for sending faxes.

Change Default Settings

Specify settings used for sending faxes. The selected settings are used as the default settings when scanning documents.
Changing Default Settings

Resolution
200 x 100 dpi (Normal)†
200 x 200 dpi (Fine)
200 x 200 dpi (Photo)
200 x 400 dpi (Superfine)

Density
Nine Levels

2-Sided Original *2
Off†
Book Type
Calendar Type

Sharpness
Seven Levels

Register Unit Name

Register the name of a company or person. **Registering the Fax Number and Unit Name**

The registered name is sent as sender information to the destination. **TX Terminal ID**

ECM TX

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on received faxes, see **ECM RX**.

Off
On†

NOTE

- ECM must be enabled on both the machine and the other fax device because error checks are performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.
- It may take a longer time than usual to process data when ECM is enabled because the error checks and corrections are performed while the data is transmitted.

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <ECM TX> ▶ <On> ▶

Set Pause Time

For example, when you make calls by dialing "0 - (pause) - (telephone number)", 0 is dialed first and then a few seconds later, the telephone number. When sending faxes overseas, you need to specify destinations by dialing "(international access code) - (country code) - (area code) - (fax number)" but consecutive numbers that are input without pauses may not be recognized correctly. In this case, try adding a pause after the international access code or the fax number. If the code or the number is still not recognized correctly, change the duration of the pause. For instructions on how to enter a pause, see step 3 on **Sending Faxes**.

1 to 4† to 15 (sec.)

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Set Pause Time> ▶ Specify the duration of pause ▶ <Apply> ▶

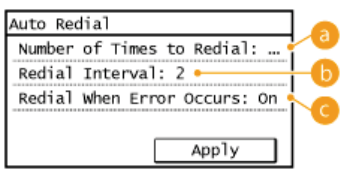
Auto Redial *1

Specify settings for Auto Redial, a function that automatically redials the fax number after several minutes if the first attempt fails because the line is busy. You can specify how many times the machine redials and the interval between redials.

Off

On†
- No. of Times to Redial
  - 1 to 2† to 10 (times)
- Redial Interval
  - 2† to 99 (min.)
- Redial When Err Occurs
  - Off
  - On†

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Auto Redial> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶



a <No. of Times to Redial>

Specifies how many times the machine redials. Use ▲/▼ or the numeric keys to enter a number, and tap <Apply>.

b <Redial Interval>

Specifies the interval between redials. Use ▲/▼ or the numeric keys to enter a number for the interval, and tap <Apply>.

<Redial When Err Occurs>

Specifies whether to redial when a transmission error occurs. Select <Off> or <On>.

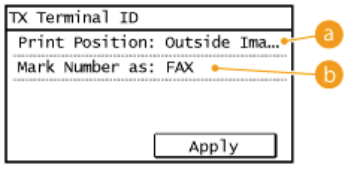
TX Terminal ID

Specify settings for adding the sender information, including the fax number and the name of the machine, to the fax header. The recipient can check who sent the fax by looking at the added information.

Off

On†
- Print Position
  - Inside Image Area
  - Outside Image Area†
- Mark No. as: TEL/FAX
  - FAX†
  - TEL

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <TX Terminal ID> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶



<Print Position>

Specifies the position to print the terminal ID information in the sent fax. Select <Inside Image Area> to print the information inside the image area, or <Outside Image Area> to print the information outside the image area.

<Mark No. as: TEL/FAX>

Adds the "FAX" or "TEL" mark in front of the fax number registered for the machine (**Registering the Fax Number and Unit Name**). Select <TEL> to indicate that the notified number is a telephone number.

Check Dial Tone Before Sending *1

Select whether to check the dial tone before a fax number is dialed.

Off†
On

<Menu> ▶ <Fax Settings> ▶ <TX Function Settings> ▶ <Check Dial Tone Before Sending> ▶ Select <On> or <Off> ▶

Allow Fax Driver TX

Enable or disable PC faxing (sending faxes from a computer). **Prohibiting PC Faxing**

Off
On†

Confirm Entered Fax Number

Select whether to require users to enter the fax number twice when it is entered by using the numeric keys. **Displaying the Screen for Confirming the Fax Number**

Off† On

RX Function Settings

Specify settings for receiving faxes.

ECM RX

Enable or disable error correction mode (ECM). ECM checks for fax data errors and corrects them. To reduce errors on sent faxes, see **ECM TX**.

Off On†

NOTE

- ECM must be enabled on both the machine and the other fax device because error check is performed on both the sending and receiving devices.
- Even when ECM is enabled, errors may occur due to telephone line conditions.
- It may take a longer time than usual to process data when ECM is enabled because the error check and corrections are performed while the data is transmitted.

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <ECM RX> ▶ <On> ▶

Incoming Ring *1

Specify settings for sounding a ring to notify you of incoming faxes. This feature is only available when <Auto> or <Fax/Tel (Auto Switch)> is selected for the receive mode. Specify how many times the incoming call rings when the machine receives a fax call. You can also disable the settings to prevent the incoming call from ringing.

Off **On**† 1 to 2† to 99 (times)

NOTE

If you use this feature in the <Auto> mode, you need to connect your telephone to the machine beforehand.

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Incoming Ring> ▶ <On> ▶ Specify how many times the incoming call rings ▶ <Apply> ▶

Remote RX *1

Specify settings for receiving a fax by operating a telephone that is connected to the machine (Remote Reception). When a fax is sent to the machine, you can receive it just by picking up the handset of the telephone and entering a specific ID number by using the telephone. This feature can save you the trouble of going all the way to the machine. For instructions on how to use Remote Reception, see **Using a Telephone to Receive Faxes (Remote Reception)**.

Off

On†
00 to 25† to 99

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Remote RX> ▶ <On> ▶ Specify the ID number for receiving a fax ▶ <Apply> ▶

Switch to Auto RX

Specify settings for automatically receiving a fax after the machine has rung for a specified time period. This feature is only available when <Manual> is selected for the receive mode. By using this feature, faxes can be received even when no one is available to pick up the handset.

Off†

On
1 to 15† to 99 (sec.)

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Switch to Auto RX> ▶ <On> ▶ Specify how long the incoming call rings ▶ <Apply> ▶

Memory Lock Settings

Select whether to store received faxes without immediately printing them. Stored fax documents can be printed at any time by changing the setting to <Off>. **Storing Received Faxes into Memory (Memory Reception)**

Off†

On
Memory Lock PIN
Report Print
Off
On†
Memory Lock Time
Off†
On
Memory Lock Start Time
Memory Lock End Time

<Menu> ▶ <Fax Settings> ▶ <RX Function Settings> ▶ <Memory Lock Settings> ▶ <On> ▶ Specify settings ▶ <Apply> ▶

RX Print Settings

Specify settings for printing received faxes.

Print on Both Sides *3

Specify settings for printing received faxes on both sides of paper.

Off†
On

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Print on Both Sides> ▶ <On> ▶

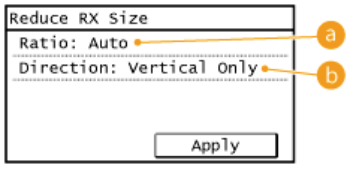
Reduce RX Size

Specify settings for reducing the image size of a received document. You can select an automatic reduction ratio that reduces the received document to size of the loaded paper. You can also select a ratio from a list.

Off

On†
- Reduction Ratio
  - Auto†
  - 97%
  - 95%
  - 90%
  - 75%
- Reduction Direction
  - Vertical/Horizontal
  - Vertical Only†

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Reduce RX Size> ▶ <On> ▶ Specify the settings ▶ <Apply> ▶



a <Reduction Ratio>

<Auto> reduces the image by a ratio that is based on the size of the loaded paper. <97%>, <95%>, <90%>, or <75%> reduce the image by the corresponding ratio.

b <Reduction Direction>

Select <Vertical/Horizontal> to reduce the image both vertically and horizontally. Select <Vertical Only> to reduce only vertically.

RX Page Footer

Select whether to print information, including date and time of reception and page numbers, on the bottom of received faxes.

Off†
On

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <RX Page Footer> ▶ <On> ▶

Continue Print. When Near Cart. Life End

If receiving faxes when toner is nearly empty, the machine holds them in memory instead of printing. However, if this function is enabled, the machine continues printing.

Off†
On

IMPORTANT

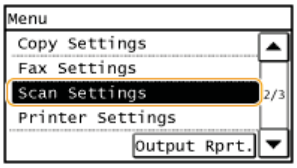
When this function is enabled, faxes may fade or blur. Because received documents are not stored in memory, you need to ask the sender to resend the document.

<Menu> ▶ <Fax Settings> ▶ <RX Print Settings> ▶ <Continue Print. When Near Cart. Life End> ▶ <On> ▶

Fax Setup Guide

Select to display on-screen instructions for specifying settings, including the fax number and the telephone line type. **Configuring Initial Settings for Fax Functions**

Scan Settings



All the settings about the scan are listed with short descriptions. Default settings are marked with a dagger (†).

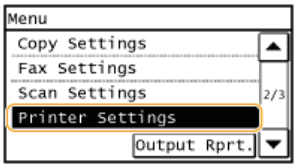
Shortcut Key Settings

Register scan settings for the <Scan -> PC1> and <Scan -> PC2> buttons. The settings include the computer that scanned images are saved in, the type of scan (color or black and white), and the file format (PDF or JPEG). Registering these settings enables you to scan documents into a specified computer just by pressing a button. You can view the registered settings by selecting <Confirm Destination>.
Scanning Using the <Scan -> PC> Button

Register
- Scan -> PC1
  - Off†
  - USB Connection
    - Color Scan
    - B&W Scan
    - Custom 1
    - Custom 2
  - Network Connection
    - Color Scan
    - B&W Scan
    - Custom 1
    - Custom 2
- Scan -> PC2
  - Off†
  - USB Connection
    - Color Scan
    - B&W Scan
    - Custom 1
    - Custom 2
  - Network Connection
    - Color Scan
    - B&W Scan
    - Custom 1
    - Custom 2

Confirm Destination
- Scan -> PC1
- Scan -> PC2

Printer Settings



All the settings about the printer are listed with short descriptions. Default settings are marked with a dagger (†).

- **Action When Paper Size Mismatch**
- **Mobile Print Halftones**
- **AirPrint Speed/Image Quality Priority**

Action When Paper Size Mismatch

Set whether printing goes ahead if a paper size other than the size loaded in the paper source is selected. You can also set the machine not to go ahead with printing and instead display an alert message (**When an Error Message Appears**).

Force Output Display Error†

<Menu> ▶ <Printer Settings> ▶ <Action When Paper Size Mismatch> ▶ Select <Force Output> or <Display Error> ▶ Home

Mobile Print Halftones

Select the image processing when printing from a mobile device with AirPrint, Mopria ™, etc. Select <Gradation> for photos and illustrations, and <Error Diffusion> for mostly text documents for more attractive printouts.

Gradation† Error Diffusion

<Menu> ▶ <Printer Settings> ▶ <Mobile Print Halftones> ▶ Select <Gradation> or <Error Diffusion> ▶ Home

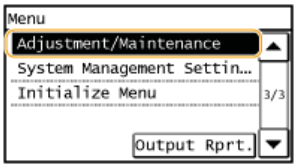
AirPrint Speed/Image Quality Priority

Select whether to give priority to print speed or to print quality when using AirPrint.

Speed Priority Image Quality Priority†

<Menu> ▶ <Printer Settings> ▶ <AirPrint Speed/Image Quality Priority> ▶ Select <Speed Priority> or <Image Quality Priority> ▶ Home

Adjustment/Maintenance



All the settings about adjustment and maintenance are listed with short descriptions. Default settings are marked with a dagger (†).

Toner Save
Special Processing
Clean Fixing Assembly

Toner Save

Select whether to reduce toner consumption when copying or faxing.

Copy
Off†
On

Fax
Off†
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Toner Save> ▶ Select <Copy> or <Fax> ▶ <On> ▶

NOTE:

When set to <On>

Fine lines and portions with lighter print density may become blurred.

Special Processing

If the print results on special types of paper are not satisfactory, the following settings may improve the quality of the printouts.

Special Mode U

If toner appears splattered around text and patterns in a printout, select <On>.

Off†
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode U> ▶ <On> ▶

NOTE:

When set to <On>

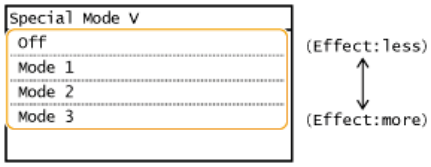
Print quality can be affected by the type of paper (especially lightweight paper) and the printing environment (especially high humidity).

Special Mode V

Adjust this setting if the print paper curls or wrinkles.

Off†
Mode 1
Mode 2
Mode 3

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode V> ▶ Select the mode ▶



NOTE:

To enable the setting

This setting is enabled in the following conditions.

- The paper size is set to <B5>, <A5>, <STMT>, or <EXEC>
- <Paper Type> is set to <Plain>, <Plain L>, <Recycled>, <Color>, or <Envelope>

After the setting is enabled

Print speed is slower.

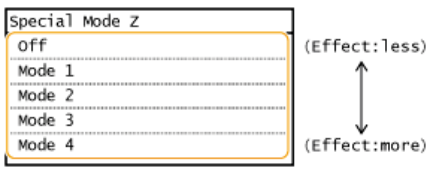
Special Mode Z

Adjust this setting if streaks adhere to the print paper.

Copy
Off
Mode 1
Mode 2†
Mode 3
Mode 4

Fax
Off
Mode 1
Mode 2†
Mode 3
Mode 4

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode Z> ▶ Select <Copy> or <Fax> ▶ Select the mode ▶



NOTE:

After the setting is changed

By specifying <Off> or <Mode 1>, streaks may adhere to the print paper. By specifying <Mode 3> or <Mode 4>, outlines may be blurred or images may appear somewhat grainy. The print density becomes lighter as the setting progresses from <Off> to <Mode 4>.

After printing from a smartphone or tablet

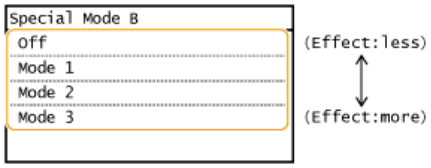
If streaks adhere to the paper, change the setting with <Special Mode Z> ▶ <Copy>.

Special Mode B

Adjust this setting if streaks adhere to the print paper after replacing the toner cartridge or after not printing for a long period of time.

Off† Mode 1 Mode 2 Mode 3

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode B> ▶ Select the mode ▶



NOTE:

After the setting is enabled

Print speed is slower.

Special Mode C

Adjust this setting if streaks adhere to the print paper when printing out received faxes.

Off† On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode C> ▶ <On> ▶

NOTE:

After the setting is enabled

- When set to <On>, this setting takes priority over the setting for <Special Mode Z>.
- While more effect is gained than with <Special Mode Z>, print speed is slower.

Special Mode D

Adjust this setting if streaks adhere to the print paper.

Copy
Off†
On

Print
Off†
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode D> ▶ Select <Copy> or <Print> ▶ <On> ▶

NOTE:

After the setting is enabled

- When set to <On>, this setting takes priority over the setting for <Special Mode Z>.
- While more effect is gained than with <Special Mode Z>, print speed is slower.

After printing from a smartphone or tablet

If streaks adhere to the paper, change the setting with <Special Mode D> ▶ <Copy>.

Special Mode I

Only select <On> if paper jams frequently when performing 2-sided printing on lightweight paper or on curled paper.

Off†
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode I> ▶ <On> ▶

NOTE:

When set to <On>

White patches may appear in images printed on paper other than lightweight paper.

Special Mode J

If printing is uneven when printing fine lines or faint images, select <On>.

Off†
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode J> ▶ <On> ▶

NOTE:

When set to <On>.

The following may occur.

- Definition may be affected
- Toner appears in non-print areas when using a new toner cartridge
- Toner may be used up more quickly

Special Mode K

If toner does not adhere adequately and printouts are faded, select <On>.

Off†
On

<Menu> ▶ <Adjustment/Maintenance> ▶ <Special Processing> ▶ <Special Mode K> ▶ <On> ▶

NOTE:

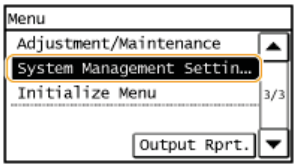
When set to <On>

Print speed is slower.

Clean Fixing Assembly

Clean the fixing assembly after a toner cartridge is replaced or if black streaks appear on printouts. **Fixing Assembly**

System Management Settings



All the settings about System Management Settings are listed with short descriptions. Default settings are marked with a dagger (†).

NOTE

If a screen for entering a PIN is displayed

Enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

Asterisks (*)

Settings marked with an asterisk (*) have different defaults depending on the country or region of purchase.

Network Settings
System Manager Information Settings
Device Information Settings
Security Settings
Select Country/Region
Remote UI Settings
Auto Online for Remote Scan
Restrict TX Function
Display Job Log
Use as USB Device
Enable Product Extended Survey Program
Displ. Consmbls. Info (RUI/Toner Status)
Import/Export Address Book
PDL Selection (Plug and Play)
Update Firmware
Initialize Address Book
Initialize System Management Settings
Initialize All Data/Settings

Network Settings

See **Network Settings**.

System Manager Information Settings

Specify the PIN exclusively for Administrators who have access privileges to <Network Settings> and <System Management Settings>. You can set the PIN from <System Manager PIN>. You can also register the name of an Administrator. **Setting the System Manager PIN**

System Manager PIN

Enter a number of up to seven digits for the System Manager PIN.

System Manager Name

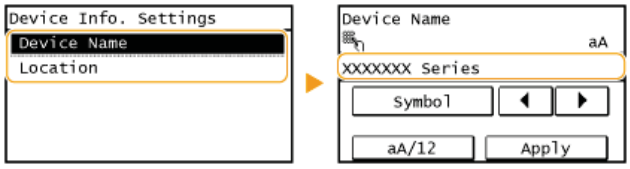
Enter up to 32 alphanumeric characters for the name of an Administrator.

Device Information Settings

Enter up to 32 alphanumeric characters for the name and the installation location to identify the machine.

Device Name Location

<Menu> ▶ <System Management Settings> ▶ <Device Information Settings> ▶ Select <Device Name> or <Location> ▶ Enter <Device Name> or <Location> (**Entering Text**) ▶ <Apply> ▶



Security Settings

Enable or disable settings for IP address or MAC address packet filtering.

IPv4 Address Filter

Enable or disable settings for filtering packets received from devices with specified IPv4 addresses. **Specifying IP Addresses for Firewall Rules**

Off† On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <IPv4 Address Filter> ▶ <Inbound Filter> ▶ Select <Off> or <On> ▶

IPv6 Address Filter

Enable or disable settings for filtering packets received from devices with specified IPv6 addresses. **Specifying IP Addresses for Firewall Rules**

Off† On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <IPv6 Address Filter> ▶ <Inbound Filter> ▶ Select <Off> or <On> ▶

MAC Address Filter

Enable or disable settings for filtering packets received from devices with specified MAC addresses. **Specifying MAC Addresses for Firewall Rules**

Off†
On

<Menu> ▶ <System Management Settings> ▶ <Security Settings> ▶ <MAC Address Filter> ▶ <Inbound Filter> ▶ Select <Off> or <On> ▶

Select Country/Region *

Specify the country or region where the machine is used. The default setting may vary depending on the setting selected at initial power-on.

Austria (AT)
Belarus (BY)
Belgium (BE)
Czech Republic (CZ)
Denmark (DK)
Egypt (EG)
Finland (FI)
France (FR)
Germany (DE)
Greece (GR)
Hungary (HU)
Ireland (IE)
Italy (IT)
Jordan (JO)
Luxembourg (LU)
Netherlands (NL)
Norway (NO)
Poland (PL)
Portugal (PT)
Russia (RU)
Saudi Arabia (SA)
Slovenia (SI)
South Africa (ZA)
Spain (ES)
Sweden (SE)
Switzerland (CH)
Ukraine (UA)
Great Britain (GB)†
Other

<Menu> ▶ <System Management Settings> ▶ <Select Country/Region> ▶ Select a country or region ▶

Remote UI Settings

Select whether to use the Remote UI, a feature that enables you to specify the machine settings by using a Web browser. **Disabling Remote UI**

Use Remote UI
Off
On†

Auto Online for Remote Scan

Select whether to use this feature to go online for remote scanning, even without using the operation panel.

Off
On†

<Menu> ▶ <System Management Settings> ▶ <Auto Online for Remote Scan> ▶ Select <On> or <Off> ▶

Restrict TX Function

Specify settings for restricting access to sending functions for selected destinations.

Address Book PIN

Specify a PIN and require entering it to add new entries to or edit existing entries in the Address Book. **Setting a PIN for Address Book**

Restrict New Destinations

Select whether to limit the fax numbers and e-mail addresses that can be specified as destinations to those already registered in the Address Book. **Limiting Available Destinations**

Off†
On

Restrict Resending from Log

Select whether to prevent a destination from being selected from the sent job logs. **Disabling Use of Previously Used Destinations**

Off†
On

One-Touch/Coded Dial TX Confirmation

Select whether to display the details of an entered coded dial number when it is selected as a destination. **Displaying Destinations in Address Book**

Off†
On

Restrict Sequential Broadcast

Select whether to prohibit sequential broadcasting, a feature that sends faxes to multiple destinations in succession. **Prohibiting Sequential Broadcasting**

Off†
Confirm Sequential Broadcast
Reject Sequential Broadcast

Display Job Log

Select whether to display the faxing logs on the display of the machine and in the Communication Management Report.

Off
On†

<Menu> ▶ <System Management Settings> ▶ <Display Job Log> ▶ Select <Off> or <On> ▶

Use as USB Device

Enable or disable the USB port that is used for connecting the machine to a computer.

Off
On†

<Menu> ▶ <System Management Settings> ▶ <Use as USB Device> ▶ Select <Off> or <On> ▶ Restart the machine

Enable Product Extended Survey Program

Enable or disable the Product Extended Survey Program (a program for the machine usage survey).

Off
On†

<Menu> ▶ <System Management Settings> ▶ <Enable Product Extended Survey Program> ▶ Select <Off> or <On> ▶

Displ. Consmbls. Info (RUI/Toner Status)

Set whether to display a button in the Remote UI or Toner Status for accessing the Web site for purchasing toner cartridges. Also set whether to use Toner Status.

Displ. Consumables Purchase Button (RUI)
Off
On†

Toner Status Settings
Off
On†

Displ. Purchase Button
Off
On†

<Menu> ▶ <System Management Settings> ▶ <Displ. Consmbls. Info (RUI/Toner Status)> ▶ Select <Displ. Consumables Purchase Button (RUI)> or <Toner Status Settings> ▶ Select <Off> or <On> ▶

NOTE:

If you selected <On> for <Toner Status Settings>, continue by selecting <On> or <Off> for <Displ. Purchase Button>.

Import/Export Address Book

You can import an Address Book from a computer or export an Address Book from the machine. **Importing/Exporting Address Book Data with the Supplied Software**

PDL Selection (Plug and Play)

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer by using Plug and Play. MF Driver Installation Guide

Network

Select a page description language so that the machine is detected as a printer that is compatible with that language when it is detected over the network.

FAX
UFRII LT†
UFRII LT (XPS)

USB

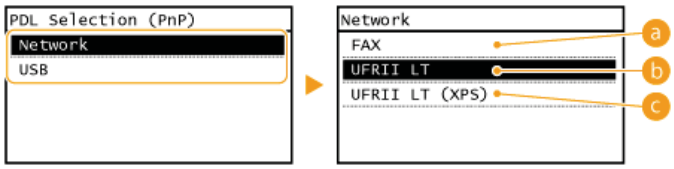
Select a page description language so that the machine is detected as a printer that is compatible with that language when it is connected to a computer via USB.

UFRII LT†
UFRII LT (XPS)

NOTE:

For USB, this setting is enabled the next time the main power is turned ON.

<Menu> ▶ <System Management Settings> ▶ <PDL Selection (Plug and Play)> ▶ Select <Network> or <USB> ▶ Select a page description language ▶



<FAX>
Detects and connects the machine as a fax device.

<UFRII LT>
Detects and connects the machine as a UFRII LT printer.

<UFRII LT (XPS)>
Detects and connects the machine as a UFRII LT printer that is compatible with XML Paper Specification (XPS).

Update Firmware

Select how to install the firmware update according to the environment of the machine.

- <Via PC>
  Select to manually install the firmware update available on the Canon Web site yourself. For instructions on how to install the update, see the instruction manual available on the Web site. When the machine uses a wireless LAN, update with <Via Internet> below or use a USB cable to connect.
- <Via Internet>

Select to automatically install the firmware update without using a computer. Follow the on-screen instructions to perform the update. The machine must be connected to the Internet.

- <Version Information>

Select to check details for the current firmware.

Via PC Via Internet Version Information

Initialize Address Book

Select to restore the Address Book settings to the factory defaults. **Initializing Address Book**

Initialize System Management Settings

Select to restore the System Management Settings to the factory defaults. You can restore all the System Management Settings at once. **Initializing System Management Settings**

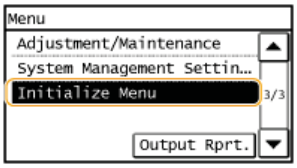
Network Settings	Display Job Log
System Manager Information Settings	Use as USB Device
Device Information Settings	Enable Product Extended Survey Program
Security Settings	Displ. Consmbls. Info (RUI/Toner Status)
Remote UI Settings	PDL Selection (Plug and Play)
Auto Online for Remote Scan	Initialize All
Restrict TX Function	

Initialize All Data/Settings

Delete all data on the machine and return it to its factory default settings.

<Menu> ▶ <Initialize All Data/Settings> ▶ <Yes> ▶ <Yes> ▶ Restart the machine

Initialize Menu



Select to restore the settings listed below to the factory defaults. You can restore all the settings listed below at once, or you can restore individual settings separately. **Initializing Menu**

NOTE

If a screen for entering a PIN is displayed

Enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

Asterisks (*)

Settings marked with an asterisk (*) are only available for the MF229dw / MF217w.

Preferences
Timer Settings
Common Settings *
Copy Settings
Fax Settings
Scan Settings
Printer Settings
Adjustment/Maintenance
Initialize All

Troubleshooting

When a problem occurs, check this chapter to find out solutions before contacting Canon.

Paper Jams

If a document or paper jams, see **Clearing Jams** to remove the jammed paper.

A Message or Error Code Appears

If the screen displays a message or error code (three digits), see the following sections.

When an Error Message Appears
When an Error Code Appears

Common Problems

If you suspect that the machine is malfunctioning, see the following sections before contacting Canon.

Common Problems
Installation/Settings Problems
Copying Problems
Printing Problems
Faxing/Telephone Problems

Printing Results are Not Satisfactory

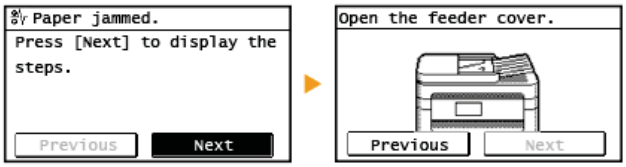
If printing results are not satisfactory, see **When You Cannot Print Properly**.

When a Problem Cannot Be Solved

If a problem persists, see **When a Problem Cannot Be Solved** to find out where to contact.

Clearing Jams

If a paper jams, <Paper jammed.> is displayed on the screen. Press <Next> to display simple solutions. If it is difficult to understand the procedures on the display, see the following sections to clear jams.



MF229dw

- <Remove the jammed paper.>
  Document Jams in the Feeder
- <Close the upper area.> ▶ <Lift the control panel.>
  Paper Jams inside the Machine

MF226dn / MF217w / MF216n

- <Remove the jammed paper.>
  Document Jams in the Feeder
- <Close the upper area.> ▶ <Lift the control panel.>
  Paper Jams inside the Machine

IMPORTANT

When removing the jammed paper, do not turn OFF the machine

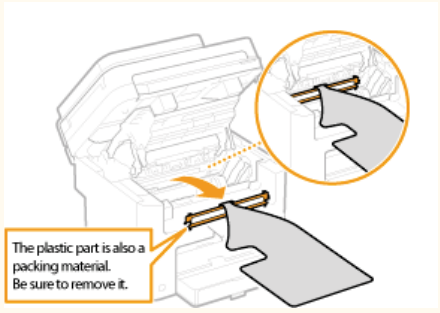
Turning OFF the machine deletes the data that is being printed. Be especially careful when receiving fax documents.

If paper tears

Remove all the paper fragments to prevent them from becoming jammed.

If paper jams repeatedly

- Make sure that the paper and the packing material are completely removed.



- Tap the paper stack on a flat surface to even the edges of the paper before loading it into the machine.
- Check that the paper is appropriate for the machine.
  Paper
- Check that no jammed paper fragments remain in the machine.

Do not forcibly remove the jammed document or paper from the machine

Forcibly removing the paper may damage parts. If you are not able to remove the paper, contact your local authorized Canon dealer or the Canon help line.

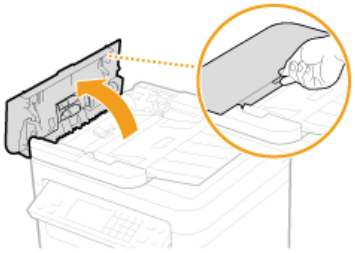
When a Problem Cannot Be Solved

Document Jams in the Feeder (MF229dw)

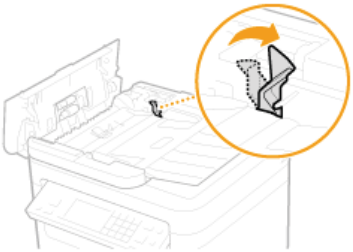
If there are documents placed in the feeder, remove them first. Then, follow the procedure below.

1 Remove the jammed document from the feeder cover.

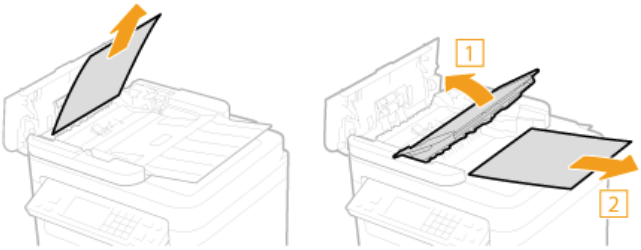
1 Open the feeder cover.



2 Move the lever to unlock.

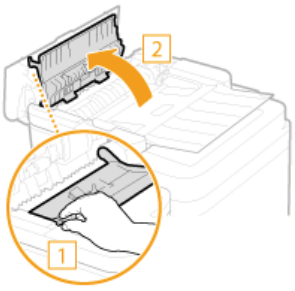


3 Gently pull out the document.

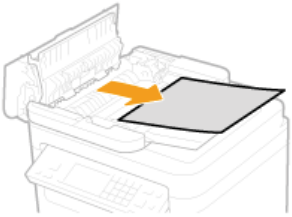


2 Remove the jammed document from the inner cover inside the feeder.

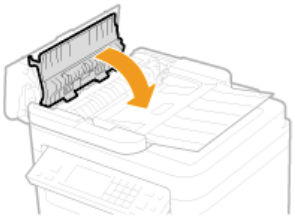
1 Hold the green knob, and open the inner cover.



2 Gently pull out the document.



3 Close the inner cover.

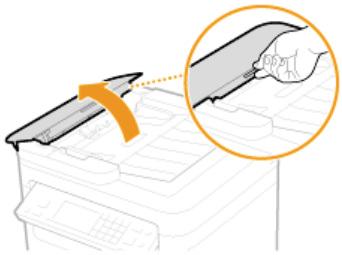


3 **Return the lever back in place, and close the feeder cover.**

Document Jams in the Feeder (MF226dn / MF217w / MF216n)

If there are documents placed in the feeder, remove them first. Then, follow the procedure below.

1 **Open the feeder cover.**



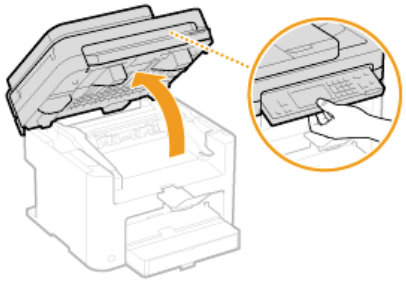
2 **Gently pull out the document.**

3 **Close the feeder cover.**

Paper Jams inside the Machine

1 **Remove the toner cartridge.**

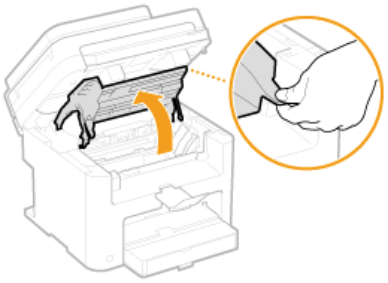
1 **Lift the operation panel.**



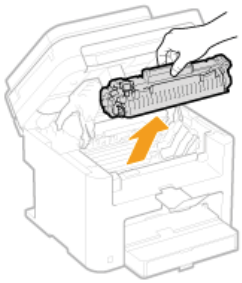
IMPORTANT:

The operation panel cannot be opened if the feeder is not completely closed. Forcing the operation panel up may cause damage.

2 **Open the toner cover by the grip at the front right of the toner cover.**



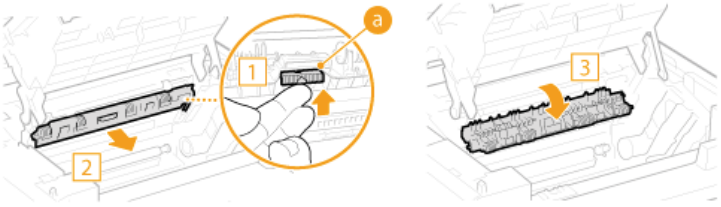
3 **Remove the toner cartridge.**



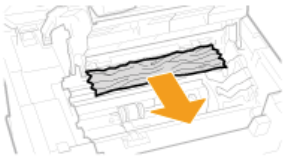
2 Gently pull out the document.

3 Check whether paper is jammed inside the output guide.

1 **Pull out toward you while pressing the button (a) to open the output guide.**



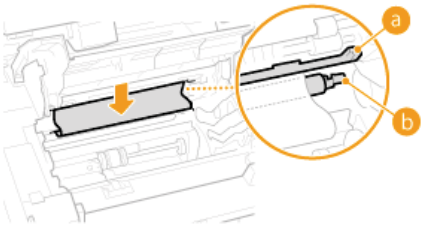
2 **Gently pull out the document.**



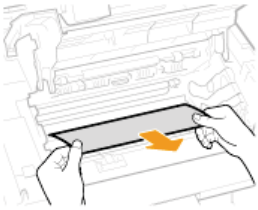
3 **Close the output guide.**

4 Check whether paper is jammed inside the machine.

1 **Gently pull out any paper between the fixing assembly (a) and roller (b) until you can see the edge of the paper.**

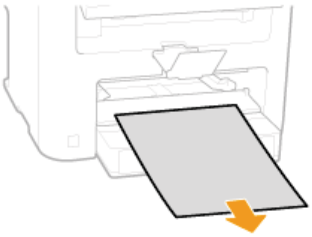


2 **Once the edge of the paper is visible, pull it out slowly.**

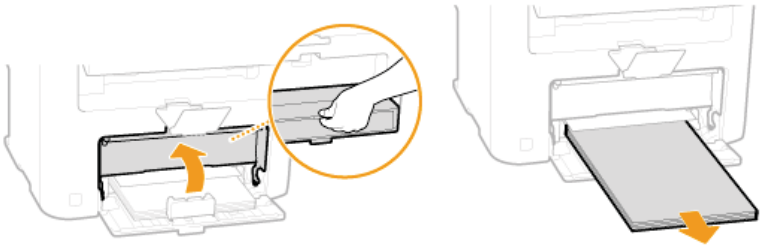


5 Check whether paper is jammed in the manual feed slot or paper drawer.

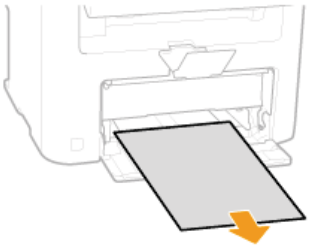
1 **Slowly pull out any paper in the manual feed slot.**



2 **Open the paper cover and remove any loaded paper.**



3 **Gently pull out the document.**

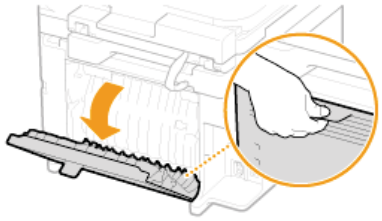


4 **Load paper and close the paper cover.**

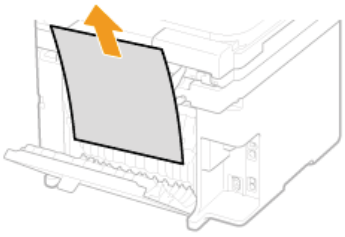
- For MF217w / MF216n, proceed to step 7

6 Check whether paper is jammed inside the rear cover.

1 **Open the rear cover.**



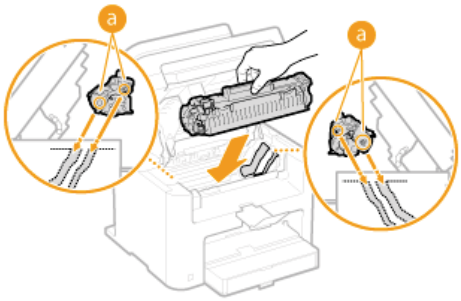
2 **Gently pull out the document.**



3 **Close the rear cover.**

7 Install the toner cartridge.

- Align the right and left projections (a) with the toner cartridge guides, and push securely all the way in.



8 Close the toner cover, and lower the operation panel.

NOTE

If you cannot close the toner cover

Make sure that the toner cartridge is inserted properly. Forcing it closed may cause damage.

When an Error Message Appears

If you cannot send a fax or the memory is full, or you encounter operation problems, a message appears on the display. Find out more information about messages in the following list.

Amount remaining in the cartridge cannot be displayed correctly.

Toner cartridge is not installed correctly, or there is possible trouble on the toner cartridge.

- Reinstall the toner cartridge. If this message does not disappear after reinstalling several times, the toner cartridge might be possibly broken. Contact the shop where you purchased the machine, or the Canon Customer Care Center.
  How to Replace Toner Cartridges

You might not be using a Canon genuine toner cartridge.

- We recommend Canon genuine toner cartridges as replacement toner cartridges.
  Consumables

Cannot export. An error has been detected during file creation.

Exporting the address book failed.

- Check the USB cable connecting the machine to a computer.
- Check if you have access permission to the destination folder of the address book on the computer.
  Importing/Exporting Address Book Data with the Supplied Software

  NOTE:

  You cannot access or edit the address book if you do not have access permission to the destination folder of the address book. If you do not have permission, log on as a user with access privileges, or change the destination for saving the address book.

Cannot find the access point.

When automatic setting with WPS was attempted, a wireless router could not be detected within a specific period of time.

- Connect again paying attention to the time limit.
  Setting Up Connection Using WPS Push Button Mode
  Setting Up Connection Using WPS PIN Code Mode

An SSID or network key of a wireless router was entered manually, but the entry was incorrect.

- Check the SSID and network key, and enter the correct ones again.
  Checking the SSID and Network Key
  Setting Up Connection by Specifying Detailed Settings

A wireless router could not be detected due to setting problems of the network to be connected.

- Check whether the machine is properly installed and ready to connect to the network.
  Installation/Settings Problems
- If the problem persists, check the security settings of the wireless router.

Cannot import. A file error has been detected.

Importing the address book failed.

- Check the USB cable connecting the machine to a computer.
- Check if the contents of address book to be imported is correct.
  Importing/Exporting Address Book Data with the Supplied Software

Cannot print RX data.

A received document cannot be printed due to the following:

- Replacement period of the toner cartridge is near.
- A cover is opened.
- A toner cartridge is not set.
- Paper is not set.
- A document or paper jams.
- An abnormality occurs.

- Check whether the problems above are occurring. If messages including causes and solutions appear on the display, check the contents.

Cannot receive the fax. Make sure the fax was sent correctly by the sender.

The recipient's machine did not respond within 35 seconds.

- Ask the sender to send the fax again. If you hear a beep, tap <Start Receiving> to receive the fax.
  Receiving Faxes

Cannot send because more than one destination is specified.

Sending a fax to multiple destinations is disabled.

- To specify multiple destinations, you need to set <Restrict Sequential Broadcast> to <Off> or <Confirm Sequential Broadcast>. For more information, contact your Administrator.
  Prohibiting Sequential Broadcasting

Cannot specify a group.

Group Dial was specified as a destination after pressing <Hook>.

- Once you tap <Hook>, you cannot specify destinations in Group Dial. Tap <End> on the <Specify destination.> screen, and specify destinations to send fax documents without tapping <Hook>.

Cleaning failed.

Paper jammed during cleaning.

- Remove the jammed paper, set paper correctly, and perform cleaning again.
  Paper Jams inside the Machine

Fixing Assembly

The amount of toner required for cleaning the fixing unit is insufficient.

- Cleaning requires toner. Replace the toner cartridge, and perform the cleaning again.
  Replacing Toner Cartridges

Could not connect. Check the PSK settings.

The network key (PSK) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (PSK) of the wireless router, and set it to the machine again.
  Checking the SSID and Network Key
  Setting Up Connection by Selecting a Wireless Router
  Setting Up Connection by Specifying Detailed Settings
- If the problem persists even after checking the network key, check whether the machine is properly installed and ready to connect to the network.
  Installation/Settings Problems

Could not connect using the wireless LAN. Turn the main power OFF and ON, then configure the settings again.

A connection failed due to an error while setting wireless LAN connection.

- Restart the machine and set again.
- If the problem persists even after restarting the machine, check whether the machine is properly installed and ready to connect to the network.
  Installation/Settings Problems
- If the problem persists even after checking the wireless LAN connection, check the security settings of the wireless router.

Could not connect using WPS. Wait a moment, then configure the settings again.

When automatic setting with WPS was attempted, the connection failed due to an error.

- Wait for a while, and set again. If the problem persists, check whether the wireless router supports WPS.
  If WPS is supported:
  Check whether the machine is properly installed and ready to connect to the network.
  Installation/Settings Problems
  If WPS is not supported:
  Set using another connecting method.
  Connecting to a Wireless LAN (MF229dw / MF217w)

No Paper: XXXX*

* <Drawer 1> or <MP Tray> is displayed for XXXX.

Paper is not loaded in the paper drawer or the manual feed slot.

- Load the paper.
  Loading Paper

Paper on which reports or lists can be printed is not loaded.

- Reports or lists can be printed on A4 or Letter size paper. Load A4 or Letter size paper and set its size.
  - **Loading Paper**
  - **Specifying Paper Size and Type**

Paper on which received documents can be printed is not loaded.

- Received documents can be printed on A4 or Letter size paper. Load A4 or Letter size paper and set its size. Also, set the paper type to <Plain>, <Plain L>, <Recycled>, or <Color> depending on the loaded paper.
  - **Loading Paper**
  - **Specifying Paper Size and Type**

NOTE:

If you print received documents on paper other than A4 or LTR size, some portions of the image may be missing or the image may be divided and printed onto several sheets.

No response from the host.

The machine is not connected to a network correctly.

- Check the machine and network settings, and connect again.
  - **Connecting to a Network**

Paper jammed.

Paper jams.

- Remove the jammed paper or document, and print again (Printing may resume automatically).
  - **Clearing Jams**

Prepare a cartridge.

The toner cartridge needs to be replaced soon.

- Shake the toner cartridge to evenly distribute the toner inside the toner cartridge. It is recommended to replace the toner cartridge when printing a large volume of documents.
  - **Before Replacing the Toner Cartridge**
  - **Replacing Toner Cartridges**

Shared Key authentication failed. Check the WEP settings.

The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

- Check the network key (the WEP key) of the wireless router, and set it to the machine again.
  - **Checking the SSID and Network Key**
  - **Setting Up Connection by Specifying Detailed Settings**
- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.
  - **Setting Up Connection by Selecting a Wireless Router**
  - **Setting Up Connection by Specifying Detailed Settings**

The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

Size/Settings Mismatch

The paper size setting on the operation panel does not match the loaded paper size.

- Match the paper size setting specified in <Paper Settings> and the size of the paper that is actually loaded.

  To use the loaded paper

  Change the setting of <Paper Settings> to match the loaded paper size.

  Specifying Paper Size and Type

  NOTE:

  If printing from a computer, check whether the paper size setting in the printer driver matches the loaded paper size.

  To load paper without changing the settings

  Load the paper with the size that is set to <Paper Settings>.

  Loading Paper

Specifying and registering new destinations is restricted.

Only destinations that are registered in the Address Book can be specified to send a fax or e-mail.

- To enter a new destination with the operation panel, or add or edit it in the Address Book, you need to set <Restrict New Destinations> to <Off>. For more information, contact your Administrator.

  Limiting Available Destinations

The amount remaining in the cartridge is very low.

The toner cartridge has reached the end of its life.

- Shake the toner cartridge to evenly distribute the toner inside the toner cartridge. If this message does not disappear, replace the toner cartridge.

  Before Replacing the Toner Cartridge
  Replacing Toner Cartridges

NOTE

- You can continue printing while this message is displayed, but print quality may deteriorate.
- If the machine is receiving a fax, or automatic report output is set, received faxes and reports will be stored in the machine so that they do not appear faded after they are printed. To continue printing even if the toner is running low, set <Continue Print. When Near Cart. Life End> to <On>. **RX Print Settings**

The connection with the PC has been lost. Check the connection.

The connection to the computer was lost during a scan.

- Check the connection between the machine and the computer.

  Preparing to Use the Machine as a Scanner

The memory is full.

A fax could not be sent or received, or a document could not be scanned due to insufficient memory space.

- If a sending or printing job is queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
  Storing Received Faxes into Memory (Memory Reception)
- If sending a document with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the document.
  Adjusting Resolution
- If scanning, change the file format to reduce its file size.
  Configuring Storing Settings

The memory is full. Scanning will be canceled. Do you want to print?

A document could not be scanned due to insufficient memory space.

- Select whether to print up to the scanned pages or to cancel the scanning. If you cancel, divide the document into multiple sections and scan them, or change the scanning settings.

The number of entered characters is incorrect or invalid characters are used.

The network key (the WPA/WPA2-PSK or WEP key) of a wireless router is not entered correctly.

- Check the network key (the WPA/WPA2-PSK or WEP key) of the wireless router, and set it to the machine again. For more information about how to check the network key, see the instruction manuals for your networking devices or contact your manufacturer.
  Checking the SSID and Network Key
  Setting Up Connection by Selecting a Wireless Router
  Setting Up Connection by Specifying Detailed Settings

The WEP key is not set correctly. Check the WEP settings.

The network key (the WEP key) of a wireless router to be connected is not set to the machine correctly.

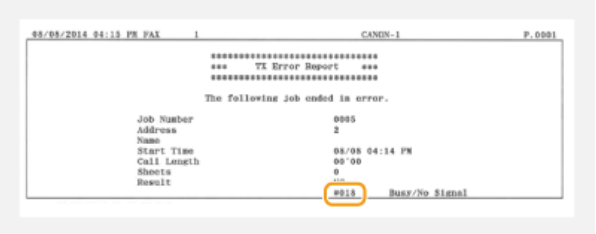
- Check the network key (the WEP key) of the wireless router, and set it to the machine again.
  Checking the SSID and Network Key
  Setting Up Connection by Selecting a Wireless Router
  Setting Up Connection by Specifying Detailed Settings

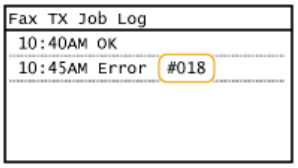
The authentication method of the machine is set to <Shared Key>, but that of the wireless router is set to "Open System."

- Connect again by selecting a wireless router or by manually changing the WEP authentication method to <Open System>.
  Setting Up Connection by Selecting a Wireless Router
  Setting Up Connection by Specifying Detailed Settings
- Change the WEP authentication method to "Shared Key" at the wireless router, and connect again. For more information about how to change, see the instruction manuals for your networking devices or contact your manufacturer.

When an Error Code Appears

If printing is not successful or you cannot send or receive a fax or scanned document, or another error occurs, that error appears on a report or a message on the <Status Monitor> screen as a three-digit number (error code). Check the following to find out causes and solutions for each error code. For how to print an error report and information in the report, see **Printing Reports and Lists**.





#001

A document jams in the feeder.

- Remove the jammed document.
  Clearing Jams

#003

A fax could not be sent or received due to its large data size.

- When sending a fax: Reduce the resolution, and scan the document.
  Adjusting Resolution
- When receiving a fax: Ask the sender to divide the document into multiple sections or reduce the resolution before sending.

#005

A fax could not be sent because the recipient's machine did not respond within 35 seconds.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
  Sending Faxes

#012

A fax could not be sent because the recipient's machine ran out of paper.

- Ask the recipient to reload the paper.

#018

A fax could not be sent since the recipient's machine did not respond because the line was busy or for other reasons.

- When the recipient's machine is turned OFF or the line is busy, a fax may not be sent. Ask the recipient to check the machine status. When sending the fax overseas, insert pauses in the fax number.
  Sending Faxes

#022

Sending of a fax from a computer is disabled.

- To send a fax from a computer, you need to set <Allow Fax Driver TX> to <On>. For more information, contact your Administrator.
  Prohibiting PC Faxing

A fax could not be forwarded because the specified destination was deleted from the Address Book.

- Register the forwarding destination again. If the documents that failed to be forwarded remain in memory, you can forward it again.
  Registering in the Address Book

#037

Memory is full.

- If a sending or printing job is queued, wait until the job is completed.
- If a received document is stored to memory, print or delete it.
  Storing Received Faxes into Memory (Memory Reception)
- If sending a document with many pages, divide it into multiple sections.
- If sending a fax, reduce the resolution to scan the document.
  Adjusting Resolution

#099

Printing, sending, or receiving was canceled.

- When you cancel an operation, this error code is displayed, but this is not abnormal. Print, send, or receive documents again as necessary.

#995

A document waiting to be sent was canceled.

- Send the document again as necessary.

Common Problems

If you encounter problems when using the machine, check the items in this section before contacting us. If the problems persist, contact your local authorized Canon dealer or the Canon help line.

Check the Following

→ Is the machine turned ON? Is the power cord connected?

- If the machine is turned ON but does not respond, turn it OFF, check whether the power cord is connected correctly, and turn it back ON. For information on how to make sure, see "Getting Started".
  - **Manuals Included with the Machine**

→ Are the phone cord, LAN cable and USB cable connected correctly?

- Check whether these cables are connected correctly. Use care not to mistake the phone cord's port for the other cables' ports.
  - **Connecting the Telephone Line**
  - **Parts and Their Functions**

→ Is sleep mode activated?

- If you leave the machine unattended for a specific period of time, it enters sleep mode for power conservation, not allowing you to operate it.
  To cancel sleep mode, press .

→ Is any message displayed on the screen?

- If a problem occurs, a message is displayed.
  - **When an Error Message Appears**

If a problem persists even after checking

Click the link that corresponds to the problem.

- **Installation/Settings Problems**
- **Copying Problems**
- **Printing Problems**
- **Faxing/Telephone Problems**

Installation/Settings Problems

See **Common Problems** also.

NOTE

Icons in the description

Problem with the wireless LAN connection

Problem with the wired LAN connection

Problem with the USB connection

The machine cannot be connected to a computer via a wireless LAN, a wired LAN and a USB cable at the same time.

- All three connection types cannot be used at the same time. The following can be used at the same time: a USB cable and a wired LAN, or a USB cable and a wireless LAN.

Remote UI is not displayed.

- Are <Use HTTP> and <Use Remote UI> set to <On>?
  - **Disabling HTTP Communication**
  - **Disabling Remote UI**
- If the machine is connected to a wired LAN, check that the cable is connected firmly and the IP address is set correctly, and then start the Remote UI again.
  For how to check, see "Getting Started" **Manuals Included with the Machine** or **Viewing Network Settings**.
- If the machine is connected to a wireless LAN, check that the settings are specified correctly, and then start the Remote UI again.
  For how to check, see "Getting Started" **Manuals Included with the Machine** or **Connecting to a Wireless LAN (MF229dw / MF217w)**.

A connection to a network cannot be established.

- The IP address may not be set correctly. Set the IP address again.
  - **Setting IP Addresses**
- When you connect the machine to a computer via wireless LAN, check whether the machine is properly installed and ready to connect to the network.
  - **When the machine cannot connect to the wireless LAN (MF229dw / MF217w)**

You are unsure of the set IP address.

- **Viewing Network Settings**

The connection method cannot be switched between a wired LAN and a wireless LAN.

- Did you select a wired LAN or a wireless LAN on the operation panel on the machine as well? This selection is required to have the machine switch to your selection.
  - **Selecting Wired LAN or Wireless LAN (MF229dw / MF217w)**

A fax cannot be sent or received on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

You are unsure of the SSID or the network key of the wireless router to be connected. The SSID is not displayed on the screen.

- Check whether the SSID can be found on the wireless router or package box.
- Check the SSID or the network key of the wireless router by using Canon MF/LBP Wireless Setup Assistant.
  - **Checking the SSID and Network Key**

The SSID of the wireless router to be connected is not displayed in the access point list.

- Check whether the SSID is correct.
  - **Checking the SSID and Network Key**
- If the SSID of the wireless router is hidden (using a stealth mode*), set the SSID to be visible on the wireless router.

  * A mode that disables the SSID auto-detection of other devices.

- Check whether the machine is properly installed and ready to connect to the network.
  - **When the machine cannot connect to the wireless LAN (MF229dw / MF217w)**

The machine dials up to an unintended connection destination (if a dialup router is connected to a network).

- If a dialup router does not need to pass broadcast packets, set the dialup router so that the broadcast packets will not pass. If the dialup router needs to pass broadcast packets, check whether the settings are correct.
- If a DNS server is located in an external network, set the IP address to be connected, not the host name, even if connecting to the devices that are on the network that is connected to the machine.
- If a DNS server is located on a network that is connected to the machine and the information about the devices that are connected to an external network is registered to the DNS server, check whether the settings are correct.

When the machine cannot connect to the wireless LAN MF229dw / MF217w

1 Check the status of your computer.

- Have the settings of the computer and the wireless router been completed?
- Are the cables of the wireless router (including the power cord and LAN cable) correctly plugged in?
- Is the wireless router turned on?

If the problem persists even after checking the above:

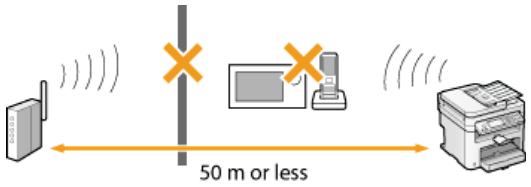
- Turn off the devices, and then turn them on again.
- Wait for a while, and try again to connect to the network.

2 Check whether the machine is turned ON.

- If the machine is turned ON, turn it OFF, and then turn it back ON.

3 Check the installation site of the machine and the wireless router.

- Is the machine too far from the wireless router?
- Are there any obstacles such as walls between the machine and the wireless router?
- Are there any appliances such as microwave ovens or digital cordless phones that emit radio waves near the machine?



4 Perform one of the following settings again.

- **Setting Up Connection Using WPS Push Button Mode**
- **Setting Up Connection Using WPS PIN Code Mode**
- **Setting Up Connection by Selecting a Wireless Router**
- **Setting Up Connection by Specifying Detailed Settings**

NOTE

When you need to manually set up the connection

If the wireless router is set as described below, manually enter all the required information for the wireless LAN connection (**Setting Up Connection by Specifying Detailed Settings**).

- ANY connection refusal* is activated.
- The WEP key that was automatically generated (hexadecimal) is selected.
- The stealth mode is activated.

* A function in which the wireless router refuses the connection if the SSID on the device to be connected is set to "ANY" or is blank.

When you need to change the settings of the wireless router

If the wireless router is set as described below, change the settings of the router.

- The MAC address packet filtering is set.
- When only IEEE 802.11n is used for the wireless communication, WEP is selected or the WPA/WPA2 encryption method is set to TKIP.

Copying Problems

See **Common Problems** also.

Printing results are not satisfactory. Paper creases or curls.

When You Cannot Print Properly

Printing Problems

See **Common Problems** also.

Printing results are not satisfactory. Paper creases or curls.

When You Cannot Print Properly

You cannot print.

- Is a printer driver installed to your computer correctly?
  MF Driver Installation Guide

Printing seems to be slow.*

- Print or delete data in memory.
  Printing Documents in Memory
  Checking/Deleting Documents in Memory

* When the free space in memory is running low, the processing speed of the machine becomes slow, just as a computer does. There is nothing abnormal.

Faxing/Telephone Problems

See **Common Problems** also.

Sending Problems

A fax cannot be sent.

- Is an external phone line busy? Wait until the line becomes free.
- Has an error occurred? Print and check a Communication Management Report.
  Communication Management Report
- Is a telephone line set correctly?
  Connecting the Telephone Line
- When sending the fax overseas, insert pauses in the fax number.
  Sending Faxes

A fax cannot be sent with a destination in the history specified.

- Did you turn OFF the machine? If so, the stored history was deleted.
- Did you set <Restrict New Destinations> to <On>? If so, the history before you set was deleted.
- Did you set <Restrict Resending from Log> to <On>? If so, the destinations in the history cannot be specified.

A fax cannot be sent on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

The results of a sent fax are not satisfactory.

- Clean the platen glass or feeder. If cleaning does not improve the results, the recipient's fax machine may be a cause.
  Platen Glass
  Feeder

Receiving Problems

The results of received fax are not satisfactory. Paper creases or curls.

When You Cannot Print Properly

Telephone and fax cannot be switched automatically.

- Check that the receive mode is set to <Fax/Tel (Auto Switch)>, <Answering Machine>, or <Net Switch>.
  Selecting the Receive Mode
- Free space in memory may be running low. Print or delete data in memory.
  Checking/Deleting Documents in Memory
  Printing Documents in Memory

A fax cannot be received automatically.

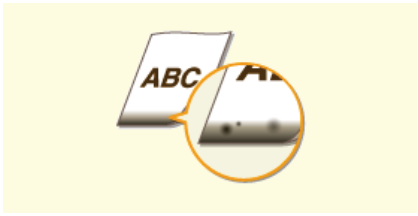
- Check that the receive mode is set to <Fax/Tel (Auto Switch)>, <Auto>, <Answering Machine>, or <Net Switch>.
  Selecting the Receive Mode
- Free space in memory may be running low. Print or delete data in memory.
  Checking/Deleting Documents in Memory
  Printing Documents in Memory

A fax cannot be received on an optical fiber line.

- The machine is compliant with use on analog lines. When using an optical fiber line or IP phone line, the machine may not work correctly depending on the connection environment or connected devices. In such a case, contact the provider of the optical fiber line or IP phone.

When You Cannot Print Properly

If printing results are not satisfactory, or paper creases or curls, try the following solutions. If the problems persist, contact your local authorized Canon dealer or the Canon help line.



Smudge Marks Appear on the Edge of Printouts

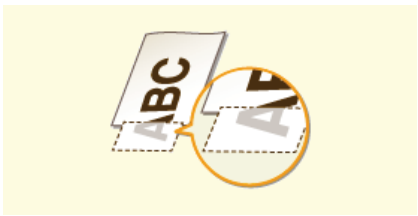
Streaks Appear on Printouts

White Streaks Appear

Toner Smudges and Splatters Appear

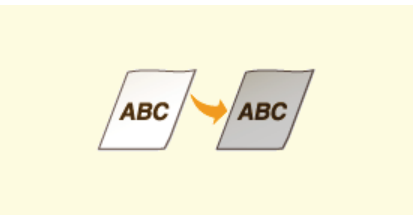
Printouts Are Faded

Printed Pages Have White Specks



A Portion of the Page Is Not Printed

Print Density Is Uneven



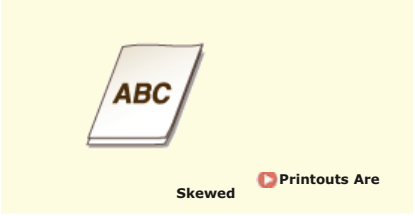
Printouts Are Grayish

Cannot Scan a Printed Barcode

Paper Creases

Paper Curls

Printouts Are Skewed



Printouts Are Skewed

Paper Is Not Fed/Two or More Sheets Are Fed Together

Paper Jams Frequently with 2-Sided Printing

Printing Results Are Not Satisfactory

Dirt inside the machine may affect printing results. Perform care and cleaning to the machine first.
Cleaning the Machine

Smudge Marks Appear on the Edge of Printouts

Do you print data without margins?

- This symptom occurs if a margin is set to none in the printer driver. A margin of 5 mm or less around the edge of paper or 10 mm or less around the edge of envelopes is not printable with the machine. Make sure to have margins around the document to print.
  [Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

Streaks Appear on Printouts

Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.
  Paper
  Loading Paper
- If using the appropriate paper still does not solve the problem, change one of the <Special Mode Z>, <Special Mode C>, and <Special Mode D> settings.
  Special Processing
- To print from a computer, change the setting for [Special Print Adjustment] in the printer driver.

NOTE:

[Mode 1] has the least effect while [Mode 4] has the most effect. Try each in order starting with [Mode 1]. Increasing the effect makes the print density lighter. Outlines may also be blurred or images may appear somewhat grainy.

Did you just replace the toner cartridge? Have you not used the printer for a long period of time?

- Change the setting for <Special Mode B>.
  Special Processing

White Streaks Appear

→ Is toner running low?

- Check how much toner is left, and replace the toner cartridges as necessary.
  Replacing Toner Cartridges

Toner Smudges and Splatters Appear

→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.
  Paper
  Loading Paper
- Change the setting for <Special Mode U>.
  Special Processing

→ Is toner running low?

- Check how much toner is left, and replace the toner cartridges as necessary.
  Replacing Toner Cartridges

Printouts Are Faded

→ Is toner running low?

- Check how much toner is left, and replace the toner cartridges as necessary.
  Replacing Toner Cartridges

→ Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper. Also, specify the paper size and type settings properly.
  Paper
  Loading Paper
  Specifying Paper Size and Type

→ Are you using the machine in a special environment (in particular, a low-temperature environment)?

- Toner may not adhere adequately, causing printouts to appear faded. Change the setting for <Special Mode K>.
  Special Processing

Printed Pages Have White Specks

Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.
  - **Paper**
  - **Loading Paper**

Is the drum in the toner cartridge deteriorated?

- Replace the toner cartridge with a new one.
  - **Replacing Toner Cartridges**

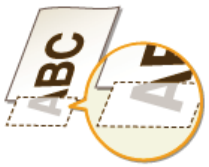
Are you printing a document with strong contrasts?

- Change the setting for [Special Print Mode] using the Printer Driver.

NOTE:

When set to [Special Settings 2], print density is lighter compared with [Off] or [Special Settings 1]. Text and lines may also appear faded.

A Portion of the Page Is Not Printed



Do you print data without margins?

- This symptom occurs if a margin is set to none in the printer driver. A margin of 5 mm or less around the edge of paper or 10 mm or less around the edge of envelopes is not printable with the machine. Make sure to have margins around the document to print.

  [Finishing] tab ▶ [Advanced Settings] ▶ [Expand Print Region and Print] ▶ [Off]

Print Density Is Uneven

Is toner running low?

- Check how much toner is left, and replace the toner cartridges as necessary.
  - **Replacing Toner Cartridges**

Is printing sometimes uneven when printing fine lines?

- Change the setting for <Special Mode J>.
  - **Special Processing**

Printouts Are Grayish

→ Is <Correct Density> in <Copy Settings> set too dark?

- Adjust the setting so that density is lighter.
  Setting Menu List

→ Is the printer installed where it is subject to direct sunlight or strong light?

- Install the printer in an appropriate location.
  Installation
  Relocating the Machine

→ Was the toner cartridge been left in direct sunlight for a long period of time?

- Store the toner cartridge in an appropriate location for two to three hours, then try printing again. This may solve the problem. If the problem persists, replace the toner cartridge.
  Replacing Toner Cartridges

Cannot Scan a Printed Barcode

→ Are you trying to scan a barcode printed with factory default settings?

- In the printer driver, specify [Special Settings 1] for the setting of [Special Print Mode].

NOTE:

- When set to [Special Settings 1], print density is lighter compared with [Off]. Text and lines may also appear faded.
- White specks may appear in images printed on paper other than lightweight paper with this feature set to [On].

Paper Creases or Curls

Paper Creases

Is paper loaded correctly?

- If paper is not loaded below the load limit line or is loaded obliquely, it may crease.
  Loading Paper

Are you using paper that has absorbed moisture?

- Replace with appropriate paper.
  Loading Paper

Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper.
  Paper
- If the problem persists after using appropriate paper, change the setting for <Special Mode V>.
  Special Processing

Paper Curls

Are you using appropriate paper?

- Check usable paper, and replace with appropriate paper. Also, specify the paper size and type settings properly.
  Paper
  Loading Paper
  Specifying Paper Size and Type
- If using plain paper (60 to 90 g/m²), making the following change in the printer driver may solve the problem.
  [Page Setup] tab ▶[Paper Type] ▶[Plain L]
- If the use of the appropriate paper does not solve the problem, change the setting for <Special Mode V>.
  Special Processing

Paper Is Fed Incorrectly

Printouts Are Skewed

→ Do the paper guides align with the edges of the paper?

- If the paper guides are too loose or too tight, the printouts are skewed.
  Loading Paper

→ Is the paper source the manual feed slot?

- Load the paper into the paper drawer.
  Loading Paper in the Paper Drawer

→ Are you printing on curled envelopes?

- Uncurl the envelopes, and print again.
  Loading Envelopes

Paper Is Not Fed/Two or More Sheets Are Fed Together

→ Is paper loaded correctly?

- Fan the paper stack thoroughly so that paper is not stuck together.
- Check whether paper is loaded correctly.
  Loading Paper
- Check whether the number of sheets of paper loaded is appropriate and whether the appropriate paper is used.
  Paper
  Loading Paper
- Check whether mixed sizes and types of paper are loaded together.

Paper Jams Frequently with 2-Sided Printing (MF229dw / MF226dn)

→ Does paper jam frequently especially with lightweight paper or curled paper during 2-sided printing?

- Set <Special Mode I> to <On>.
  Special Processing

When a Problem Cannot Be Solved

If you cannot solve a problem by referring to the information in this chapter, contact your local authorized Canon dealer or the Canon help line.

IMPORTANT

Do not disassemble or repair the machine yourself

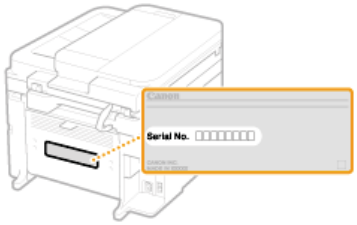
If you disassemble or repair the machine yourself, it may not be covered by warranty.

When Contacting Canon

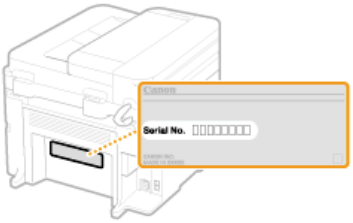
When contacting us, have the following information ready:

- Product name (MF229dw / MF226dn / MF217w / MF216n)
- Dealer where you purchased the machine
- Details about your problem (such as what you did and what happened as a result)
- Serial number (eight alphanumeric characters long, found on the label on the back side of the machine)

MF229dw / MF226dn



MF217w / MF216n



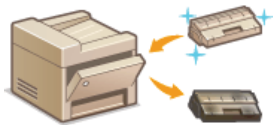
Maintenance

This chapter describes upkeep of the machine, including how to clean the machine and initialize settings.

Basic Cleaning **Cleaning the Machine**

- The machine becomes dirty **Exterior**
- Smudge marks appear on originals or printouts **Platen Glass** **Feeder**
- Streaks appear on printouts **Fixing Assembly**
- The interior of the machine becomes dirty **Machine Interior**

Replacing Toner Cartridges



- If you want to check the remaining toner level **Replacing Toner Cartridges**
- How to replace toner cartridges **How to Replace Toner Cartridges**

Relocating the Machine

- Relocating the machine for maintenance or an office move **Relocating the Machine**

Printing Reports and Lists

- Print out reports describing transmission results, or a list of Address Book information **Printing Reports and Lists**

Checking the Total Pages Printed by the Machine

If you want to check the total page number of printouts **Viewing the Counter Value**

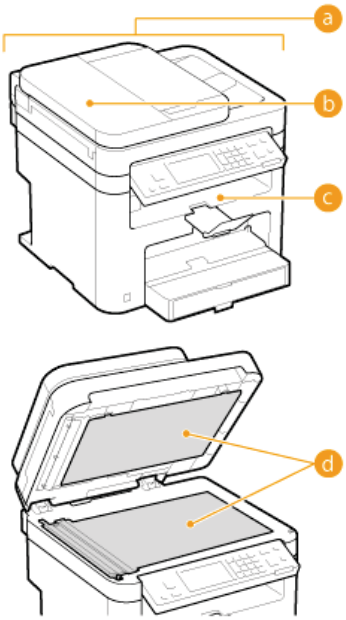
Initializing Settings

If you want to restore the settings **Initializing Settings**

Cleaning the Machine

Regularly clean the machine to prevent deterioration in printing quality and to ensure that you use it safely and easily. Carefully read the safety instructions before you start cleaning. **Maintenance and Inspections**

Where to Clean



a Exterior of the machine and ventilation slots

Exterior

b Rollers inside the feeder

Feeder

c Interior of the machine and fixing assembly

Fixing Assembly

Machine Interior

d Platen glass and the underside of the feeder

Platen Glass

Exterior

Regularly wipe the exterior of the machine, especially around the ventilation slots, to keep the machine in good condition.

NOTE

Ventilation slots are provided only on MF229dw / MF226dn.

1 **Turn OFF the machine, and unplug the power cord from the AC power outlet.**

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 **Clean the exterior of the machine and the ventilation slots.**

- Use a soft, well-wrung-out cloth dampened with water or a mild detergent diluted with water.
- To locate the ventilation slots, see **Front Side**.

3 **Wait for the exterior of machine to dry completely.**

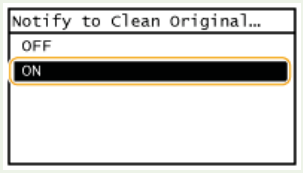
4 **Reconnect the power cord and turn ON the machine.**

Platen Glass

Regularly wipe off the dust from the platen glass and the underside of the feeder to prevent smudges to be printed on documents or printouts.

NOTE

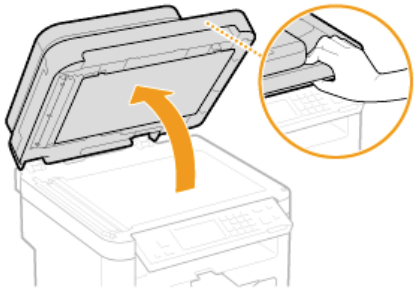
To display a message for soiling on the platen glass, set <Notify to Clean Original Scanning Area> to <On>.



1 **Turn OFF the machine, and unplug the power cord from the AC power outlet.**

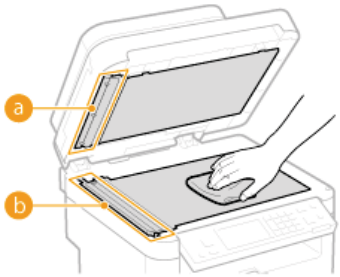
- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 **Open the feeder.**



3 **Clean the platen glass and the underside of the feeder.**

- Clean the areas with a cloth dampened with water. Then, wipe the area with a soft, dry cloth.
- In addition to the platen glass and underside of the feeder, make sure to clean and wipe the white strip of plate (a) and the transparent plastic area (b) too.



IMPORTANT:

Caution when cleaning the platen glass

Be careful not to bend the clear sheet (b) at the left of the platen glass.

4 **Wait for the cleaned area to dry completely.**

5 **Gently close the feeder.**

6 **Reconnect the power cord and turn ON the machine.**

Feeder

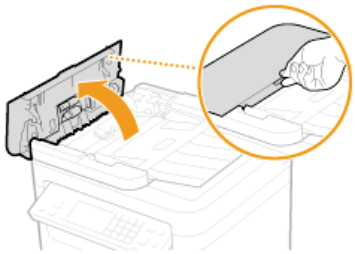
Dust and graphite powder may adhere to the roller inside the feeder and cause smudges to appear on printouts. To clean the feeder, perform the following procedure.

1 **Turn OFF the machine, and unplug the power cord from the AC power outlet.**

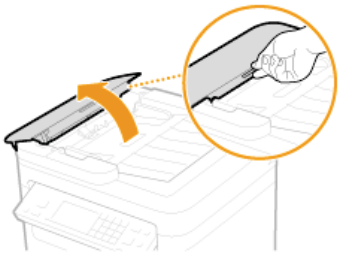
- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 **Open the feeder cover.**

MF229dw



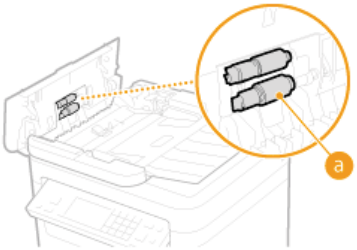
MF226dn / MF217w / MF216n



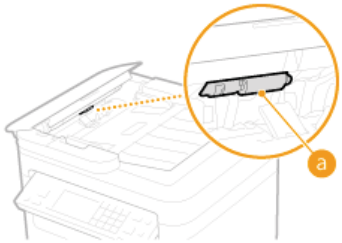
3 **Wipe roller (a) inside feeder.**

- Clean the areas with a well-wrung-out cloth dampened with water. Then, wipe the area with a soft, dry cloth.

MF229dw



MF226dn / MF217w / MF216n



4 **Gently close the feeder cover.**

5 **Reconnect the power cord and turn ON the machine.**

Fixing Assembly

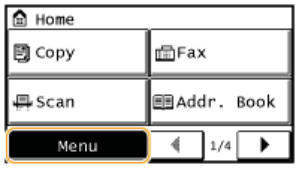
Dirt may adhere to the fixing units inside the machine and cause black streaks to appear on printouts. To clean the fixing unit, perform the following procedure. Note that you cannot clean the fixing unit when the machine has documents waiting to be printed. To clean the fixing unit, you need paper larger than plain A4 or Letter size paper. Set the paper in the paper drawer or manual feed slot before performing the following procedure.

NOTE

- Cleaning requires toner. Make sure that there is sufficient toner remaining beforehand.
- It takes approximately 90 seconds to clean the fixing assembly.

Checking Toner Level
Loading Paper in the Manual Feed Slot

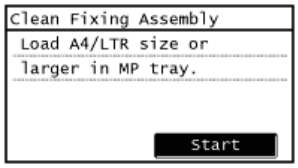
1 Press and tap <Menu>.



2 Tap <Adjustment/Maintenance>.

3 Tap <Clean Fixing Assembly>.

4 Load paper (A4/LTR or larger) in the manual feed slot, and tap <Start>.



- After cleaning is completed and the message <Finished.> appears, press to return to the Home Screen.

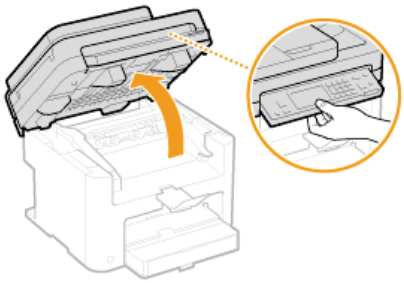
Machine Interior

Clean the interior of the machine regularly so that toner/paper dust does not collect.

1 **Turn OFF the machine, and unplug the power cord from the AC power outlet.**

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 **Lift the operation panel.**

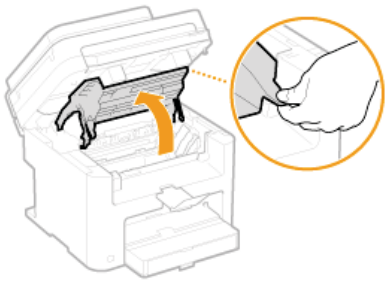


NOTE:

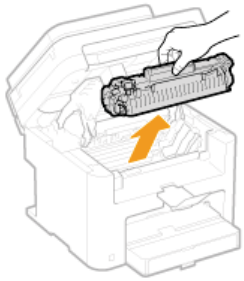
If you cannot lift the operation panel

Make sure the feeder or platen glass cover is completely closed. If a thick original such as a book is placed on the platen glass, remove the original. Forcing the operation panel up may cause damage.

3 **Open the toner cover by the grip at the front right of the toner cover.**



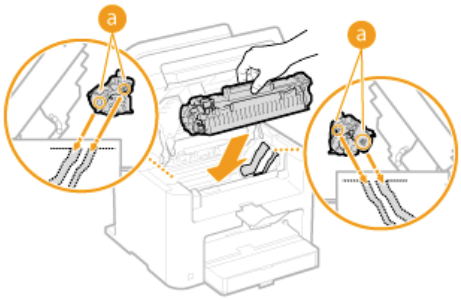
4 **Pull the toner cartridge out of the machine.**



5 **Using a lint-free clean, soft, dry cloth, wipe away toner/paper dust from the inside.**

6 **Install the toner cartridge.**

- Align the right and left projections ( ) with the toner cartridge guides, and push securely all the way in.



7 **Close the toner cover, and lower the operation panel.**

NOTE:

If you cannot close the toner cover

Make sure that the toner cartridge is inserted properly. Forcing it closed may cause damage.

8 **Reconnect the power cord and turn ON the machine.**

Replacing Toner Cartridges

The machine will display a message when a toner cartridge is nearly empty. Note that the print quality becomes poor if you continue printing without taking any action. You can check the remaining toner level on the display.

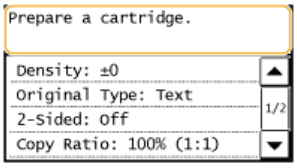
When a Message Appear
If Printouts Are Poor in Quality
Checking Toner Level

When a Message Appear

The message that is displayed depends on the amount of remaining toner. Depending on which message is displayed, you will need to make sure that you have a replacement toner cartridge ready or replace the toner cartridge. **Before Replacing the Toner Cartridge** **How to Replace Toner Cartridges** **Consumables**

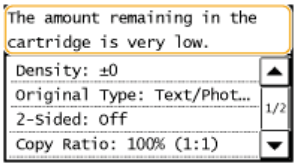
<Prepare a cartridge.>

This message notifies you that a toner cartridge needs to be replaced soon. Shake the toner cartridge to evenly distribute the toner inside the cartridge. Replace the toner cartridge if you see this message before you start to print a large job.



<The amount remaining in the cartridge is very low.>

The toner cartridge is about to reach the end of its lifetime. Shake the toner cartridge to evenly distribute the toner inside the cartridge. If this does not improve the print quality, replace the toner cartridge.



IMPORTANT

- If this message is displayed, the incoming fax will be stored in the memory without being printed. Also, reports are not printed, even if they are set to be printed automatically.
- You can continue printing when this message is displayed, but the print quality may deteriorate.

NOTE:

When a message is displayed

- If the message is displayed when the machine is receiving a fax or automatic report output is set, received faxes and reports will be stored in the machine so that they do not appear faded after they are printed.
- To continue printing even if the toner is running low, set <Continue Print. When Near Cart. Life End> to <On>. **Continue Print. When Near Cart. Life End**

If Printouts Are Poor in Quality

If your printouts begin to show any of the following features, one of your toner cartridges is nearly empty. Replace the nearly empty toner cartridge even if no message is displayed.

Before Replacing the Toner Cartridge
How to Replace Toner Cartridges

White streaks appear　　Partially faded　　Uneven density

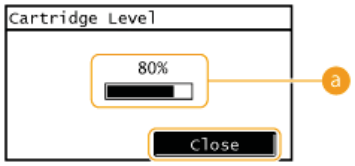
Toner smudges and splatters appear

Blank space of originals becomes grayish in printouts

Checking Toner Level

You can check the level of remaining toner according to the following, whenever you want to. It is recommended that you check the level before you start to print a large job.

<Device Status> ▶ <Cartridge Level> ▶ Check the toner level



a Toner Level

Displays the amount of remaining toner. Depending on the environment in which your machine is located, other internal parts may reach the end of their lifetime before the toner runs out.

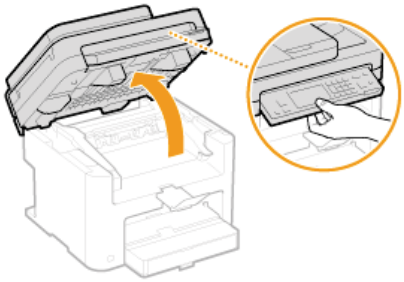
LINKS

Consumables

Before Replacing the Toner Cartridge

Perform the following before replacing the toner cartridge. The message may no longer appear, or print quality may be improved. Review cautions for handling the toner cartridge before starting. **Maintenance and Inspections** **Consumables**

1 Lift the operation panel.

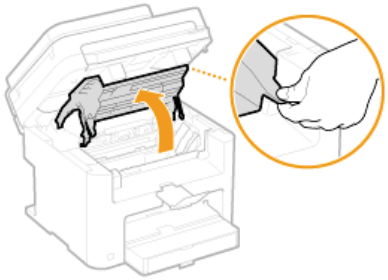


NOTE:

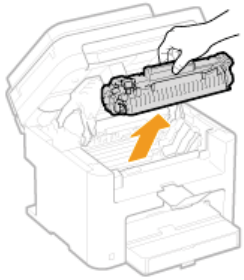
If you cannot lift the operation panel

Make sure the feeder or platen glass cover is completely closed. If a thick original such as a book is placed on the platen glass, remove the original. Forcing the operation panel up may cause damage.

2 Open the toner cover by the grip at the front right of the toner cover.



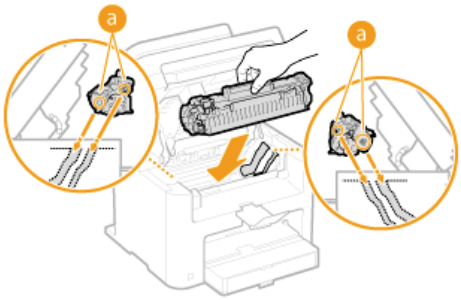
3 Pull the toner cartridge out of the machine.



4 Shake the toner cartridge 5 or 6 times as shown below to evenly distribute the toner inside the cartridge.

5 Install the toner cartridge.

- Align the right and left projections (a) with the toner cartridge guides, and push securely all the way in.



6 **Close the toner cover, and lower the operation panel.**

NOTE:

If you cannot close the toner cover

Make sure that the toner cartridge is inserted properly.
Forcing it closed may cause damage.

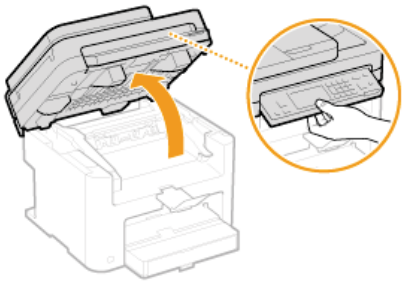
LINKS

Replacing Toner Cartridges

How to Replace Toner Cartridges

Read the precautions in **Maintenance and Inspections** and **Consumables** before replacing the toner cartridges.

1 **Lift the operation panel.**

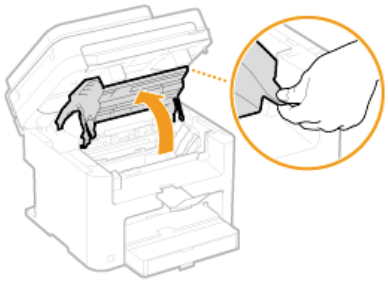


NOTE:

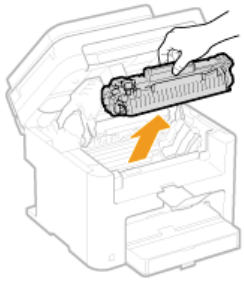
If you cannot lift the operation panel

Make sure the feeder or platen glass cover is completely closed. If a thick original such as a book is placed on the platen glass, remove the original. Forcing the operation panel up may cause damage.

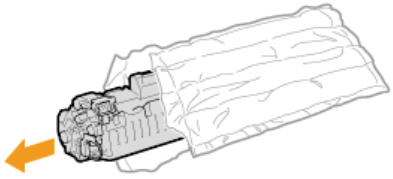
2 **Open the toner cover by the grip at the front right of the toner cover.**



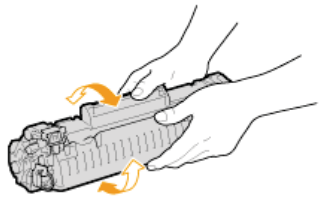
3 **Pull the toner cartridge out of the machine.**



4 **Remove the replacement toner cartridge from the protective bag.**

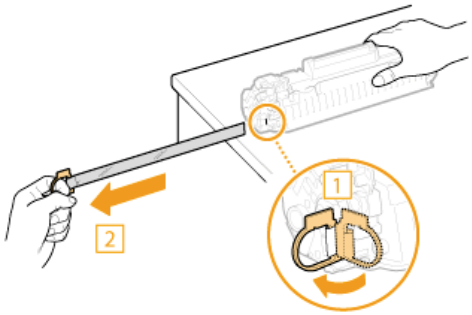


5 **Shake the toner cartridge 5 or 6 times as shown below to evenly distribute the toner inside the cartridge, and then place it on a flat surface.**



6 Pull the sealing tape straight out.

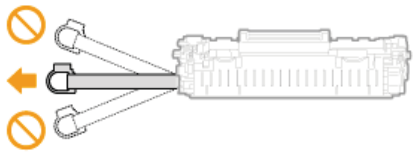
- The full length of the sealing tape is approximately 50 cm.



IMPORTANT:
When pulling out the sealing tape

If the sealing tape remains inside the toner cartridge, the quality of printouts, including faxes, may deteriorate. Also note that it will not be possible to reprint a fax because the fax function automatically deletes data once it is printed.

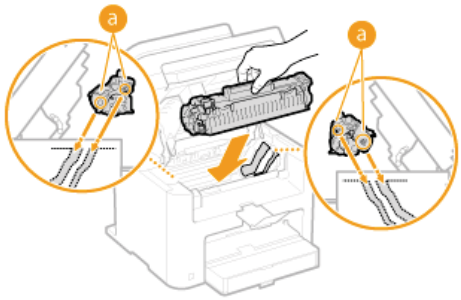
- Do not pull out the sealing tape at an angle or sideways. If the tape breaks, you may not be able to pull it out completely.



- If the sealing tape becomes stuck when pulling it out, keep pulling until it is completely removed.

7 Install the toner cartridge.

- Align the right and left projections (a) with the toner cartridge guides, and push securely all the way in.



8 Close the toner cover, and lower the operation panel.

NOTE:
If you cannot close the toner cover

Make sure that the toner cartridge is inserted properly. Forcing it closed may cause damage.

LINKS

Before Replacing the Toner Cartridge

Relocating the Machine

The machine is heavy. Make sure to follow the procedures below when moving the machine to avoid injury, and also make sure to read the safety precautions before you begin. **Important Safety Instructions**

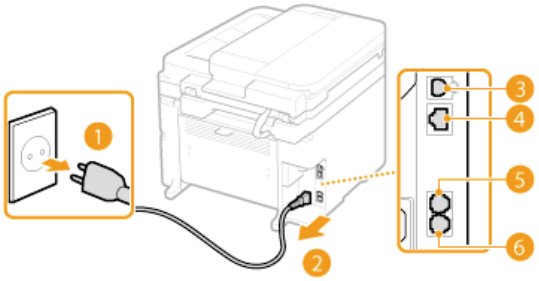
1 Turn OFF the machine and computer.

- When you turn OFF the machine, data that is waiting to be printed is deleted. Fax documents that were received by using the Memory Reception function, faxes that are waiting to be sent, and reports that are automatically printed after sending and receiving faxes are not deleted.

2 Disconnect the cables and cord from the machine in numerical order as in the illustration below.

- Whether the cables with "*" are connected depends on your environment.

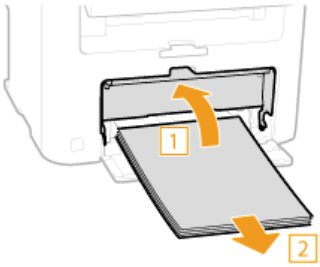
1. Power plug
2. Power cord
3. USB cable*
4. LAN cable*
5. Optional handset or external telephone cable*
6. Telephone cable*



3 When transporting the machine across a long distance, remove the toner cartridges. How to Replace Toner Cartridges

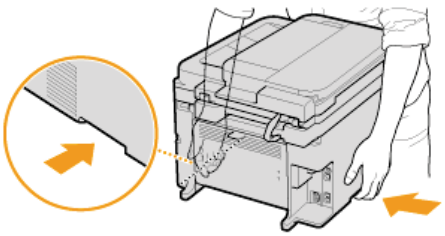
4 Open the paper cover and remove any paper.

- If the paper guides are extended, return them so that they fit in the paper drawer.



5 Close all the open covers, and move the machine to the new location.

- Check how heavy the machine is and carry it without straining. **Machine Specifications**
- Lift by the carrying grips on the front of the machine.



6 Carefully place the machine at the new installation site.

- For installation steps after moving, see "Getting Started". **Manuals Included with the Machine**

Printing Reports and Lists

You can check fax results and the machine settings by printing reports and lists.

TX Result Report

You can check the logs of sent documents. **TX Result Report**

Communication Management Report

You can check the logs of sent and received documents. **Communication Management Report**

RX Result Report

You can check the logs of received fax documents. **RX Result Report**

Address Book List

You can check the list of destinations registered in the Address Book. **Address Book List**

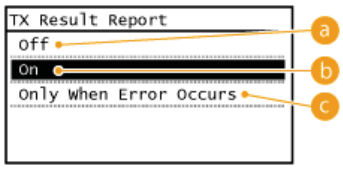
User Data List

You can check the list of the settings (**Setting Menu List**) as well as the content that has been registered in the machine. **User Data List**

TX Result Report

You can check the fax logs of sent documents by printing a TX Result Report. The report can be printed either every time a transmission is completed or only when a sending error occurs.

<Menu> ▶ <Output Rprt.> ▶ <Report Settings> ▶ <TX Result Report> ▶ Select the print setting



a <Off>

Select if you do not want to print TX Result Reports.

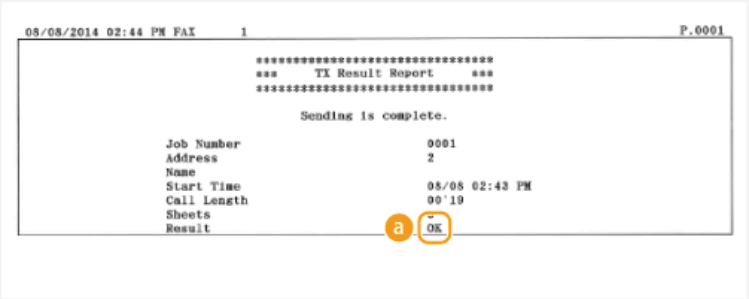
b <On>

Select to print a TX Result Report every time you send a document.

c <Only When Error Occurs>

Select to print a TX Result Report only when a sending error occurs.

Example:



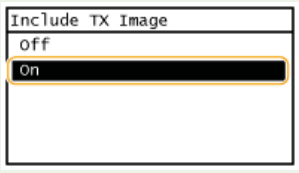
a Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (**When an Error Code Appears**).

NOTE

To print a part of a fax document on the report

When you select <On> or <Only When Error Occurs>, a part of a fax document can be included in the report. Tap <Include TX Image> to <On>.



08/08/2014 02:44 PM FAX 1 P.0001

****
*** TX Result Report ***
****

Sending is complete.

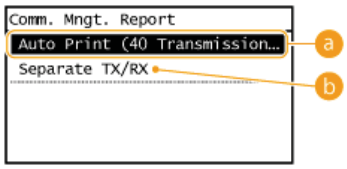
Job Number	0001
Address	123XXXXXXXX
Name	
Start Time	08/08 02:43 PM
Call Length	00'19
Sheets	3
Result	OK

XXXXX

Communication Management Report

You can check the fax logs of sent and received documents by printing a Communication Management Report. The report can be printed automatically after every 40 transmissions, or you can print it manually.

<Menu> ▶ <Output Rprt.> ▶ <Report Settings> ▶ <Communication Management Report> ▶ Select the print setting



a <Auto Print (40 Transmissions)>

Tap <On> to print the report automatically after every 40 transmissions, or <Off> if you do not want to print the report automatically.

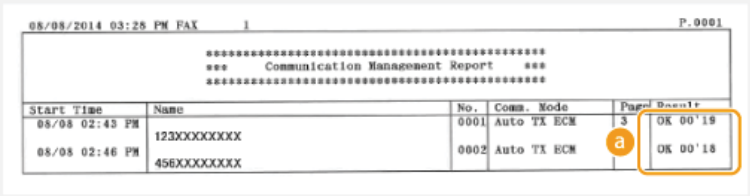
b <Separate TX/RX>

Tap <On> to print sent and received reports separately, or <Off> to print both reports on one sheet.

Print the Report Manually

<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <Communication Management Report> ▶ Check that the size and type of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example:



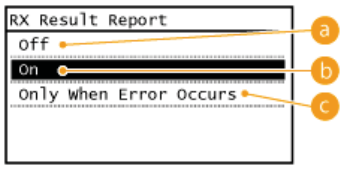
a Result

"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (**When an Error Code Appears**).

RX Result Report

You can check the logs of received fax documents by printing an RX Result Report. The report can be printed either every time a transmission is completed or only when a receiving error occurs.

<Menu> ▶ <Output Rprt.> ▶ <Report Settings> ▶ <RX Result Report> ▶ Select the print setting



a <Off>

Select if you do not want to print RX Result Reports.

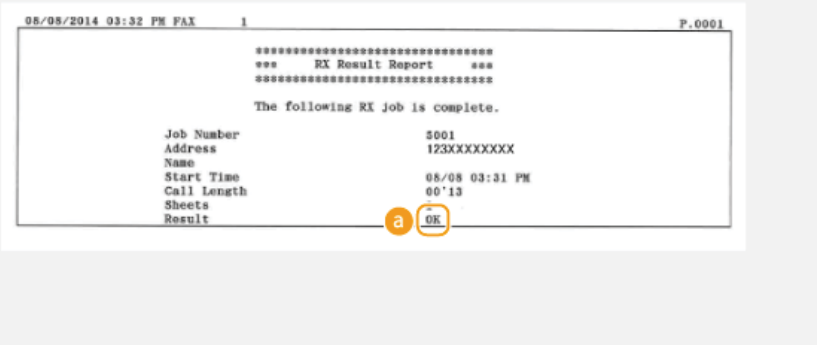
b <On>

Select to print an RX Result Report every time you receive a document.

c <Only When Error Occurs>

Select to print an RX Result Report only when a receiving error occurs.

Example:



a Result

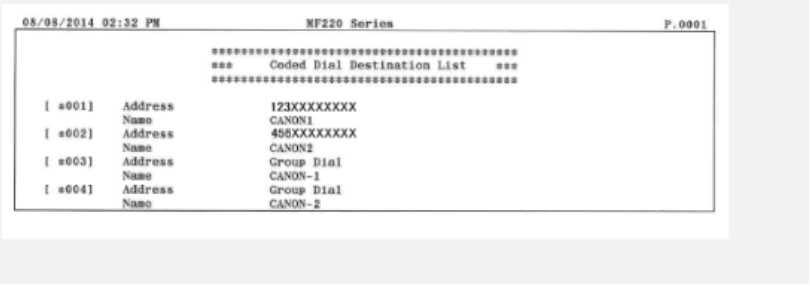
"OK" indicates that the transmission was completed successfully while "NG" and three digits (an error code) indicates that the transmission failed (**When an Error Code Appears**).

Address Book List

You can check the list of destinations registered in the Address Book as <Coded Dial>, <One-Touch>, and <Group Dial> by printing an Address Book List.

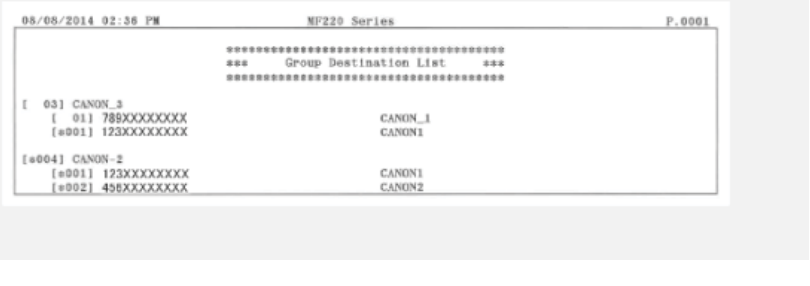
<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <Address Book List> ▶ Select the setting you want to print out ▶ Check that the size of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example: <Coded Dial>



Example: <One-Touch>

Example: <Group Dial>



LINKS

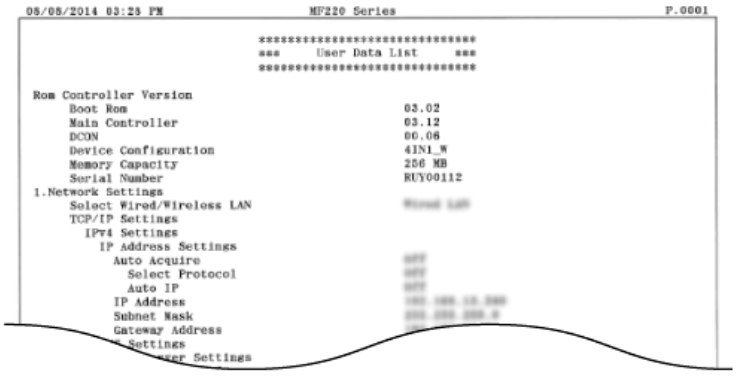
- **Registering in the Address Book**
- **Registering Address Book from Remote UI**

User Data List

You can check the list of the settings (**Setting Menu List**) as well as the content that has been registered in the machine by printing a User Data List. This list includes the paper size and type registered in the machine, the print settings of <TX Result Report>, <Communication Management Report>, and <RX Result Report>.

<Menu> ▶ <Output Rprt.> ▶ <Print List> ▶ <User Data List> ▶ Check that the size of paper displayed on the screen is loaded in the machine ▶ <OK> ▶ <Yes>

Example:



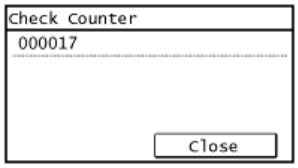
LINKS

- **TX Result Report**
- **Communication Management Report**
- **RX Result Report**
- **Loading Paper**

Viewing the Counter Value

You can check total for the number of pages used for printouts. This total includes faxes, reports, and lists, in addition to copies and printouts of data from computers.

<Device Status> ▶ <Check Counter>



Initializing Settings

You can restore the following settings:

- **Initializing Menu**
- **Initializing Address Book**
- **Initializing System Management Settings**
- **Initializing All Data/Settings**

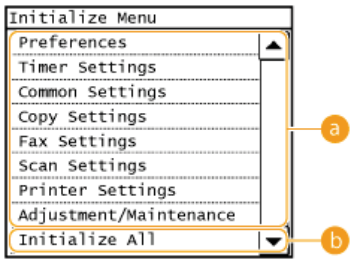
Initializing Menu

You can restore the settings of the machine (**Setting Menu List**).

NOTE

- To initialize the settings of <Network Settings> and <System Management Settings>, see **Initializing System Management Settings**.
- If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

<Menu> ▶ <Initialize Menu> ▶ Select the item you want to initialize ▶ <Yes>



a Items for initializing

Select the setting you want to initialize.

b <Initialize All>

Initializes all the settings.

Initializing Address Book

You can restore the settings of the Address Book. Note that all the information registered in the Address Book will be deleted after initializing.

NOTE

If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

<Menu> ▶ <System Management Settings> ▶ <Initialize Address Book> ▶ <Yes>

LINKS

Registering in the Address Book
Registering Address Book from Remote UI

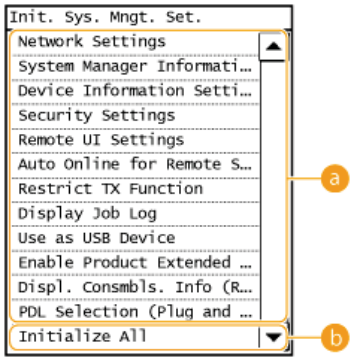
Initializing System Management Settings

You can restore the settings of the machine (**Setting Menu List**). Some settings require restarting the machine to be initialized.

NOTE

If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

<Menu> ▶ <System Management Settings> ▶ <Initialize System Management Settings> ▶ Select the item that you want to initialize ▶ <Yes> ▶ Restart the machine if necessary.



a Items for initializing

Select the setting you want to initialize.

b <Initialize All>

Initializes all the settings.

NOTE

To initialize the settings in <Network Settings>, you can also tap <Menu> ▶ <Network Settings> ▶ <Initialize Network Settings> ▶ <Yes>.

Initializing All Data/Settings

To make changes to registered data and settings all at once such as when changing the installation location of the machine, you can delete registered data (Address Book, etc.) and initialize all settings (**Setting Menu List**) together at the same time. You are required to restart the machine after initializing all data/settings.

NOTE

If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN**

<Menu> ▶ <System Management Settings> ▶ <Initialize All Data/Settings> ▶ <Yes> ▶ <Yes> and restart the machine.

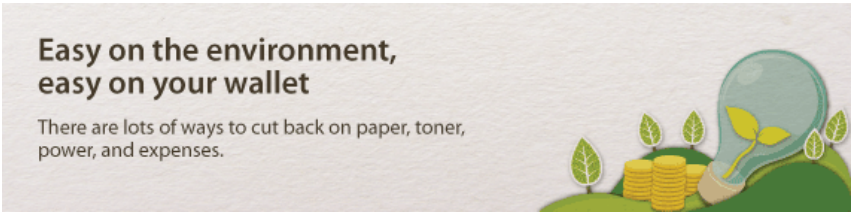
Appendix

This chapter contains technical specifications of this machine, instructions on how to use the e-Manual, disclaimers, copyright information, and other important information for customers.

Feature Highlights

Give the features that are described in this section. The features are grouped under four headings: "Going Green and Saving Money", "Improving Efficiency", "Going Digital", and "So Much More".

Going Green and Saving Money



01 2-Sided Printing (MF229dw / MF226dn)

You can use 2-sided printing for copies, print jobs sent from your computer, and even incoming faxes. Because you'll only be using half the paper you would otherwise, you can cut your paper costs in half. The <Paper Save> button enables you to save even more paper by allowing you to simultaneously select the settings for 2-sided copying and for copying multiple pages onto one sheet.

To make 2-sided copies: **2-Sided Copying (MF229dw / MF226dn)**
To save paper when you copy: **Using the <Paper Save> Button**
To print 2-sided documents from your computer: **Switching 1-Sided and 2-Sided Printing (MF229dw / MF226dn)**
To print 2-Sided incoming faxes: **Print on Both Sides**

02 Print Multiple Pages on a Single Sheet

To really start saving paper, shrink multiple pages onto a single sheet - 2 or 4 pages for copies, and up to 16 pages for print jobs sent from your computer. If you are using a machine capable of 2-sided printing, the <Paper Save> button enables you to save even more paper by allowing you to simultaneously select the settings for 2-sided copying and for copying multiple pages onto one sheet.

To copy multiple pages of a document onto one sheet: **Copying Multiple Documents onto One Sheet (2 on 1/4 on 1)**
To save paper when you copy: **Using the <Paper Save> Button**
To print multiple pages of a document onto one sheet: **Printing Multiple Pages onto One Sheet**

03 Sleep Mode

For saving energy and money, a sleep mode that powers down a machine when nobody is using it has become an essential feature. This machine will enter sleep mode automatically, and can also be put to sleep whenever you want. Press once to put the machine to sleep. Press it again to instantly wake the machine back into action.

For more information about this function, see **Entering Sleep Mode**.

04 Save Toner

Got multi-page documents or drafts that don't need presentation-quality printing?
There's a setting that uses less toner. Give it a try and save toner and money.

For more information about this function, see **Saving Toner**.

05 Send Faxes Directly From Your Computer

Fax documents directly from your computer. Why bother printing and then faxing? It just wastes paper and costs you money. You can save yourself this trouble and cut costs with paperless faxing.

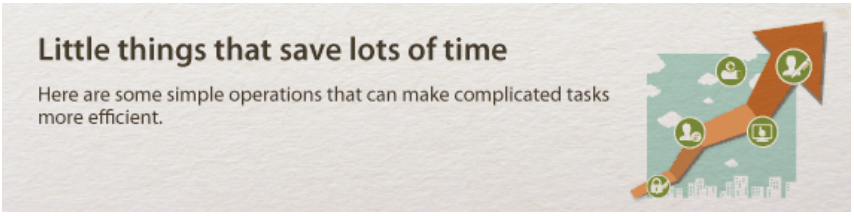
For more information about this function, see **Sending Faxes from Your Computer (PC Fax)**.

06 Screen Your Faxes

You can have incoming faxes held in memory and then check them yourself before they're printed. Just print what you need and delete the rest, saving paper and toner.

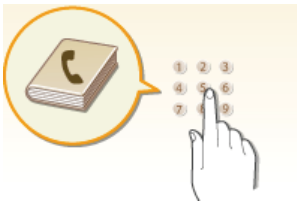
For more information about this function, see **Storing Received Faxes into Memory (Memory Reception)**.

Improving Efficiency



01 Address Book

Entering fax addresses in the Address Book saves you the inconvenience of entering them number-by-number, letter-by-letter every time you have something to send. By registering destinations that you frequently send to <One-Touch>, you can quickly display them anytime. You can save your Address Book data on your computer and feel secure knowing that your important contact information is backed up.



To use the machine to enter addresses in the Address Book: **Registering in the Address Book**
To use your computer to enter addresses in the Address Book: **Registering Address Book from Remote UI**
To select an Address Book address as a fax destination: **Specifying from Address Book**
To save Address Book addresses on your computer or to export Address Book addresses from your computer to the machine, using the Remote UI: **Registering Address Book from Remote UI**
To save Address Book addresses on your computer or export Address Book addresses from your computer to the machine using the supplied software:
Importing/Exporting Address Book Data with the Supplied Software

02 Shortcut Keys for Copying and Scanning

Take advantage of the shortcut keys on the operation panel so you don't have to reconfigure the same settings over and over again. The <Paper Save> button enables you to save paper by allowing you to copy two or four pages onto one sheet. If you are using a machine capable of 2-sided printing, you can also copy on both sides of the sheet. For scanning, use the <Scan -> PC1> / <Scan -> PC2> buttons to preset your favorite save destinations, scan types, and file formats. Just place your document and touch one of these shortcut keys to scan.

To save paper when you copy: **Using the <Paper Save> Button**
To easily scan documents: **Scanning Using the <Scan -> PC> Button**

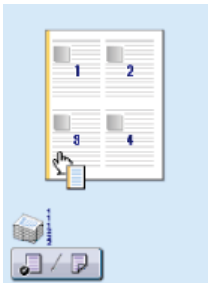
03 Remote Management with Remote UI

Remote UI lets you manage a lot from your computer, all without having to go over to the machine. Configure settings and keep an eye on the machine's status with an intuitive, easy-to-understand Web browser interface that you'll master immediately. Save your time and energy for things other than taking care of the machine.

For more information about this function, see **Using Remote UI**.

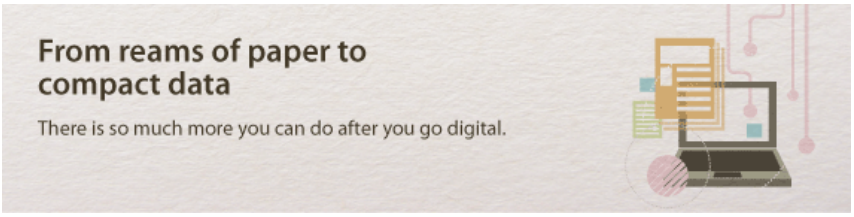
04 Make Print Settings Quickly with Intuitive Operation

You can easily specify the page layout as well as binding position, switching between 1-sided and 2-sided printing, etc. intuitively on the preview image in the printer driver. The simple click-operation allows you to conveniently make settings while viewing how settings are applied.



For more information **Printing a Document**

Going Digital



01 Scan Only What You Need

What if you're scanning a whole page of a newspaper but all you're really interested in is a headline and a photo? Use ScanGear MF. You can select what you want from a preview, and then have the scanner disregard the rest. Otherwise you'll have to use an editing program to crop out everything you don't need.

IMPORTANT

Using your product to scan, print or otherwise reproduce certain documents, and the use of such images as scanned, printed or otherwise reproduced by your product, may be prohibited by law and may result in criminal and/or civil liability. If you are uncertain about the legality of using your product to scan, print or otherwise reproduce any particular document, and/or of the use of the images scanned, printed or otherwise reproduced, you should consult in advance with your legal advisor for guidance.

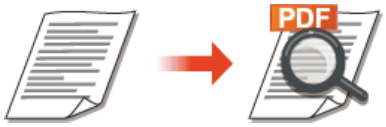
For more information about this function, see **Configuring Scan Settings in ScanGear MF**.

02 Searchable PDFs

You can convert scanned documents to regular PDF files, or you can go a step further and make the text in that scanned document searchable. There's a lot more you can do with a PDF file when you make it text-searchable. To do this, just select "PDF" as the scan type when you scan with MF Toolbox.

IMPORTANT

You cannot create a searchable PDF in the Macintosh environment.



For more information about this function, see **Scanning Using MF Toolbox**.

03 Convert Text in Scanned Documents

Text normally gets scanned as an image, but you can convert it into text that can also be edited. Select "OCR" as the scan type when you scan with MF Toolbox. The software that comes with this machine will convert any text in the scanned image into text data that you can then edit with a text editor.

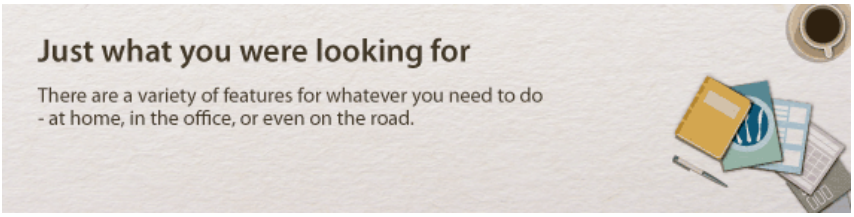
For more information about this function, see **Scanning Using MF Toolbox**.

04 Add Images to a Work in Progress

Some applications work with the machine to let you easily import scanned images directly into documents you're working on. This way you can skip the steps of opening a separate application just for receiving the scanned images and then exporting them to the application you're really using.

For more information about this function, see **Scanning Using an Application**.

So Much More



01 Using a smartphone/tablet

You can use this function to print or scan a proposal you worked on while on your way to a business meeting and using a tablet, photos taken on a smartphone, or handouts from a meeting.
For example, by using Mopria ™, you can print using a single driver even with an other-brand printer, as well as print using common operation and settings for each printer.

PCless, quick, and easy! An even broader range of possibilities for work/play with functionality made for this age of speed.

NOTE

- For more information on useful functions with smartphones/tablets, see the Canon website.
- For information on Mopria ™ (including certified terminals), visit http://www.mopria.org.

For more information **Using the Machine as a Printer**
For more information **Using the Machine as a Scanner**

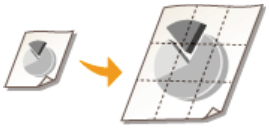
02 Go Wireless (MF229dw / MF217w)

No cables, easy installation, simple maintenance. If you've got a WPS wireless LAN router, bypass the settings process altogether and be ready to go before you know it. Enjoy the kind of clutter-free and easy to use document system that you can only get from wireless. Compatible with IEEE 802.11b/g/n for stress-free wireless, and also supports WEP and WPA/WPA2-PSK (TKIP/AES-CCMP) for tighter security.

For more information about this function, see **Connecting to a Wireless LAN (MF229dw / MF217w)**.

03 Make Posters

Blow up a regular one-sheet printout and make an exceptionally large poster. A large poster will be printed out on nine sheets. Put them together in a 3x3 grid, and voila!



For more information about this function, see **Printing Posters**.

04 Make Booklets (MF229dw / MF226dn)

Sometimes your documents deserve better presentation than a staple in the upper-left corner. Making booklets is easy. The print driver will take care of the page positioning for you. All you have to do is fold the pages and staple them along the middle.

For more information about this function, see **Printing Booklet (MF229dw / MF226dn)**.

Specifications

The machine specifications are subject to change without prior notice due to improvements of the machine.

- **Machine Specifications**
- **Wireless LAN Specifications (MF229dw / MF217w)**
- **Document Type**
- **Scan Area**
- **Paper**
- **Copy Specifications**
- **Fax Specifications**
- **Scanner Specifications**
- **Printer Specifications**

Machine Specifications

Type	Personal Desktop
Power Supply*1	220 to 240 V, 50/60 Hz (Power requirements differ depending on the country in which you purchased the product.)
Power Consumption	**Maximum** **- MF229dw / MF226dn** 1,300 W or less **- MF217w / MF216n** 1,270 W or less **Average consumption during standby mode** - **MF229dw / MF226dn** Approx. 5.8 W **- MF217w / MF216n** Approx. 5.4 W **Average consumption during sleep mode** **- MF229dw** Approx. 1.7 W (by Wired Connections) Approx. 2.3 W (by Wireless Connections) - **MF226dn** Approx. 1.7 W - **MF217w** Approx. 1.6 W (by Wired Connections) Approx. 2.0 W (by Wireless Connections) **- MF216n** Approx. 1.6 W **When the power switch is turned OFF** 0.5 W or less
Warm-up Time*2	13.5 seconds or less
Weight*3	- **MF229dw** Approx. 13.7 kg - **MF226dn** Approx. 12.8 kg - **MF217w / MF216n** Approx. 12.1 kg
Dimensions (W x L x H)	**- MF229dw** **Standard** 390 x 378 x 360 mm **with handset** 472 x 378 x 360 mm - **MF226dn / MF217w / MF216n** **Standard** 390 x 371 x 360 mm **with handset** 472 x 371 x 360 mm
Environmental Conditions	Temperature: 10 to 30°C Humidity: 20% to 80% RH (no condensation)
Host Interface	100BASE-TX 10BASE-T Hi-Speed USB IEEE 802.11b/g/n (Infrastructure mode)*4
Acceptable Documents	**Supported Document Types**
Acceptable Paper Stock	**Paper**
Printable Range	**Printable Area**

Scan Range	**Scan Area**

*1 The current value displayed on the rating label indicates average current consumption.

*2 Warm-up time is an interval between when the machine is turned ON and when the main screen appears on the display. Warm-up time may vary depending on the use conditions and environment of the machine.

*3 The value indicates the mass of the main unit including toner cartridges.

*4 MF229dw / MF217w only

Wireless LAN Specifications MF229dw / MF217w

Standard	IEEE 802.11g, IEEE 802.11b, IEEE 802.11n
Frequency Range	2,412 to 2,472 MHz
Data Transmission Rate	**IEEE 802.11g** 6/9/12/18/24/36/48/54 Mbps **IEEE 802.11b** 1/2/5.5/11 Mbps **IEEE 802.11n** SGI Invalidated 20 MHz: 6.5/13/19.5/26/39/52/58.5/65 Mbps SGI Validated 20 MHz: 7.2/14.4/21.7/28.9/43.3/57.8/72.2 Mbps SGI Invalidated 40 MHz: 13.5/27/40.5/81/108/121.5/135 Mbps SGI Validated 40 MHz: 15/30/45/60/90/120/150 Mbps
Communication Mode	Infrastructure Mode
Security	WEP 64/128 bit, WPA-PSK (TKIP/AES), WPA2-PSK (AES), 802.1x (LEAP, EAP-FAST, PEAP, EAP-TLS, EAP-TTLS)
Connection Method	WPS (Wi-Fi Protected Setup), Manual setup

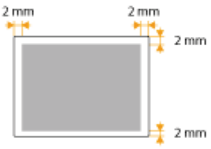
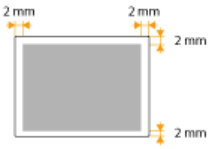
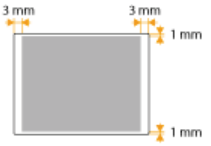
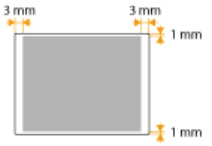
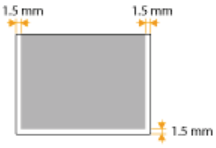
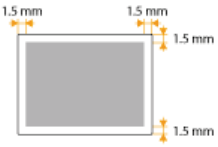
Document Type

Supported Document Types

	Platen Glass	Feeder
Type	Plain paper/Heavy paper/Photograph/Small documents (for example, index cards)/Special types of paper (for example, tracing paper, transparencies, etc.)/Booklet (Up to 24 mm thickness)	Plain paper (one-page document/Multi-page documents of the same size, thickness and weight)
Size (W x L)	Up to 216 x 297 mm	**MF229dw** Maximum size:216 x 356 mm Minimum size: 140 x 127 mm **MF226dn / MF217w / MF216n** Maximum size: 216 x 356 mm Minimum size: 148 x 105 mm
Weight	Up to 2 kg	**1-sided documents** 50 to 105 g/m² **2-sided documents** 60 to 105 g/m²
Paper Capacity	1 sheet	**MF229dw** Up to 50 sheets (A4, 80 g/m^2) **MF226dn / MF217w / MF216n** Up to 35 sheets (A4, 80 g/m^2)

Scan Area

The shaded areas in the table below indicate the scan area of the document. Make sure that text and images in your documents fit within the shaded area. The scan area varies depending on the function used and where documents are placed (in the feeder or on the platen glass).

	Platen Glass	Feeder
Copy	 **NOTE:** The scan area for copying may differ from the printable area. **Printable Area**	 **NOTE:** The scan area for copying may differ from the printable area. **Printable Area**
Fax		
Scan		

Paper

Supported Paper Sizes

Paper sizes that can be loaded in the paper drawer, and the manual feed slot are listed below.

A4 (210 x 297 mm)*1 *2

B5 (182 x 257 mm)

A5 (148 x 210 mm)

Legal (216 x 356 mm)*1

Letter (216 x 279 mm)*1 *2

Statement (140 x 216 mm)

Executive (184 x 267 mm)*1

Officio (216 x 318 mm)*1

B-officio (216 x 355 mm)*1

M-officio (216 x 341 mm)*1

Government - Letter (203 x 267 mm)

Government - Legal (203 x 330 mm)

Foolscap (216 x 330 mm)*1

Australian-foolscap (206 x 338 mm)

Indian-Legal (215 x 345 mm)*1

Envelope COM10 (104.7 x 241.3 mm)

Envelope Monarch (98.4 x 190.5 mm)*3

Envelope C5 (162 x 229 mm)

Envelope DL (110 x 220 mm)

Index Card (76 x 127 mm)*3

Custom Paper Size*4

*1 Only in MF229dw / MF226dn, automatic 2-sided printing is available without replacing paper.

*2 The machine can print received fax documents.

*3 You can load Envelope Monarch and Index Card only in the manual feed slot.

*4 Custom paper size of 76.2 to 216.0 mm in width and 210 to 356.0 mm in length can be loaded in the paper drawer. Custom paper size of 76.2 to 216.0 mm in width and 127 to 356.0 mm in length can be loaded in the manual feed slot.

NOTE

The default paper size of the machine is set to Letter. Change the paper size setting when using a different size of paper.

Specifying Paper Size and Type

Paper Type and Paper Source Capacity

Chlorine-free paper can be used with this machine.

Paper Type		Paper Capacity for Paper Drawer	Paper Capacity for Manual Feed Slot
Plain paper*1	60 to 80 g/m²	250 sheets	1 sheet
	80 to 90 g/m²	170 sheets	1 sheet

Heavy paper*2	90 to 105 g/m²	170 sheets	1 sheet
	105 to 163 g/m²	100 sheets	1 sheet
Recycled paper*1	60 to 80 g/m²	250 sheets	1 sheet
	80 to 90 g/m²	170 sheets	1 sheet
Color paper*1	60 to 80 g/m²	250 sheets	1 sheet
	80 to 90 g/m²	170 sheets	1 sheet
Bond paper*3	60 to 163 g/m²	100 sheets	1 sheet
Transparency*4		50 sheets	1 sheet
Label		100 sheets	1 sheet
Envelope		20 sheets	1 sheet

*1 Only in MF229dw / MF226dn, automatic 2-sided printing is available without replacing paper.

*2 Only in MF229dw / MF226dn, automatic 2-sided printing is available for heavy paper 1 (90 to 120 g/m²).

*3 Only in MF229dw / MF226dn, automatic 2-sided printing is available for bond paper 1 (60 to 90 g/m²) and bond paper 2 (90 to 120 g/m²).

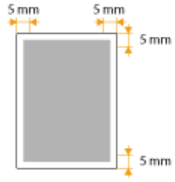
*4 Use laser printer transparencies.

Paper Type and Setting for the Machine

Loading Paper

Printable Area

The shaded areas in the image below indicate the printable area of the document.



Copy Specifications

Scan Resolution	**Text/Photo (High Speed)** 300 x 600 dpi **Text/Photo, Photo, Text** 600 x 600 dpi
Output Resolution	600 x 600 dpi
Copy Ratio	100% 1:1, 400% Max, 200%, 141% A5->A4, 70% A4->A5, 50%, 25% Min
Copy Speed* **(A4 Plain 1:1)**	**MF229dw / MF226dn** 27 cpm **MF217w / MF216n** 23 cpm
Continuous Copying Capacity	Maximum 99 copies
First Copy Time (A4)	Platen glass: 9 seconds or less Feeder: 14 seconds or less

* The copy speed on A4 size plain paper on one-side printing is measured during continuous copying. Copy speeds vary depending on the output resolution, the paper type and size, and the paper feeding direction. Copy speeds on smaller paper sizes may be slower. Plus, the machine may experience downtime or decrease the copy speed in the middle of a continuous copy run to adjust the temperature inside the machine or maintain the optimal print quality

Fax Specifications

Line Used	Public Switched Telephone Network (PSTN)*1
Communication Mode	Super G3, G3
Compression Method	MH, MR, MMR
Modem Speed	Super G3: 33.6 Kbps, G3: 14.4 Kbps Automatic Fallback
Transmission Speed	Approx. 3 seconds per page*2 (ECM-MMR, transmitting from the memory at 33.6 Kbps)
Sending from Memory/Receiving in Memory	Maximum approx. 256 pages*2 (Total pages of transmission/reception) (Maximum number of fax jobs that can be sent from the memory: 10 jobs/Maximum number of fax jobs that can be received into the memory: 90 jobs)
Fax Resolution	Normal: 200 x 100 dpi Fine: 200 x 200 dpi Photo: 200 x 200 dpi Superfine: 200 x 400 dpi
Dialing	One-touch keys (4 destinations) Coded dialing (100 destinations) Group dialing (103 groups) Address Book dialing Regular dialing (with numeric keys) Automatic redialing Manual redialing Sequential broadcast (114 destinations)
Reports	Send Results Transmission management report (By default, auto output every 40 destinations) RX Results
Telephone Type	Handset (optional)/External telephone/External telephone with the built-in answer function/Data modem

*1 Depending on your locale or your telephone connection, you may be unable to perform data communication. In this case, contact your local authorized Canon dealer or the Canon help line.

*2 Based on ITU-T (ITU Telecommunication Standardization Sector) Standard Chart No. 1, MMR standard mode.

Scanner Specifications

Type	Color scanner
Maximum Scan Size	Platen glass: up to 216 x 297 mm Feeder: up to 216 x 356 mm
Scan Resolution	**Optical resolution** Platen glass: up to 600 x 600 dpi Feeder: up to 300 x 300 dpi **Software interpolation resolution** 9,600 x 9,600 dpi
Scan Speed*1 (A4, 300 x 300 dpi)	**MF229dw** Color: 15 sheets/minute Black and White: 22 sheets/minute **MF226dn / MF217w / MF216n** Color: 15 sheets/minute Black and White: 20 sheets/minute
Driver	TWAIN WIA 1.0 (Windows XP) WIA 2.0 (Windows Vista/7/8/8.1) ICA (Mac OS X 10.6.x or later)

*1 The communication time is not included.

Printer Specifications

Output Tray Capacity*1 (a fresh stack of A4 size paper)	Approx. 100 sheets (68 g/m²)
Print Speed*2 (A4 Plain 1:1)	**MF229dw / MF226dn** 27 ppm **MF217w / MF216n** 23 ppm
First Print Time*3 (A4)	6 seconds or less
Print Resolution	600 dpi x 600 dpi (1,200 dpi equivalent x 1,200 dpi equivalent)
Gradation	256 gradations
Toner Cartridges	**Consumables**

*1 May varies depending on the installation environment and paper type used.

*2 The print speed on A4 size plain paper on one-side printing is measured during continuous printing. Print speeds vary depending on the output resolution, the paper type and size, and the paper feeding direction. Print speeds on smaller paper sizes may be slower. Plus, the machine may experience downtime or decrease the print speed in the middle of a continuous print run to adjust the temperature inside the machine or maintain the optimal print quality.

*3 May vary depending on the output environment.

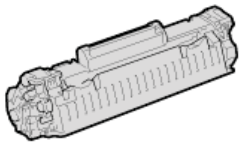
Consumables

The following is a guide to the estimated replacement time for the consumables used in this machine. Purchase consumables at your local authorized Canon dealer. Observe safety and health precautions when storing and handling consumables (**Consumables**).

NOTE

- Depending on the installation environment, printing paper size, or document type, you may need to replace consumables before the end of the estimated lifetime.
- Replacement toner cartridges are different from the supplied toner cartridges, so the yield may also differ.

Toner Cartridges



Supplied Toner Cartridges

The average yield* of the toner cartridge that comes with the machine is 1,700 sheets.

* The average yield is based on "ISO/IEC 19752" (the global standard related to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by ISO [International Organization for Standardization]) when printing A4 size paper with the default print density setting.

Replacement Toner Cartridges

For optimum print quality, using Canon genuine toner cartridges is recommended.

Canon Genuine Toner Cartridge	Average yield of toner cartridge*
Canon Cartridge 737	2,400 sheets

NOTE

When replacing toner cartridges **How to Replace Toner Cartridges**

LINKS

Replacing Toner Cartridges

Manuals Included with the Machine

The manuals listed below are included with the machine. Refer to them as necessary.

Getting Started		Read this manual first. It describes basic setup procedures, from removing the packing materials to setting up the machine.
e-Manual (This Manual)		This manual describes all the functions of the machine in a manual that is viewed using a Web browser. You can browse information by category or enter a keyword to search for pages on a specific topic. **Using e-Manual**
MF Driver Installation Guide		This manual describes how to install the MF drivers, MF Toolbox, and the supplied software on the User Software and Manuals DVD-ROM.

Using e-Manual

The e-Manual is a manual that can be viewed on your computer that describes all of the functions of the machine. You can search from your intended use or enter a keyword to quickly find the page you are looking for. You can use the e-Manual by installing it on your computer, or start the e-Manual directly from the DVD-ROM. **Installing e-Manual**

How to Find the Topic You Are Looking for

You can find the page you are looking for using the following 3 methods.

Search the contents

You can find the page you are looking for by selecting the topic from the [Contents] tab on the left side of the screen, and selecting the [Chapter icon] next to the topic.

Top Page
Topic Page

Search by keyword

Perform a search by entering a keyword, such as "fax" or "wireless LAN", and the pages containing the keyword are displayed. You can find the page you are looking for from those results. You can also enter phrases such as "connecting to a network." The keyword search also supports the AND Boolean to search for multiple keywords.

Search Tab

Search the site map

Click [Site Map] on the top part of the screen, and a list of all the e-Manual topics is displayed. From there you can find the topic you are looking for.

Site Map

NOTE

System Requirements

- To use the e-Manual, the following Web browsers are required. The content of the e-Manual may not display correctly if a browser not listed below is used.
  Windows: Internet Explorer 8.0/9.0/10.0/11.0, Firefox 24 ESR/F 26
  Mac OS: Safari 7, Firefox 24 ESR/F 26
- This CD-ROM/DVD-ROM may include manuals in PDF format. If you do not have access to Adobe Reader to view the manuals in PDF format, try other programs such as PDF Preview developed by Vivid Document Imaging Technologies.

About the latest e-Manual

For the latest e-Manual, see the Canon Web site.

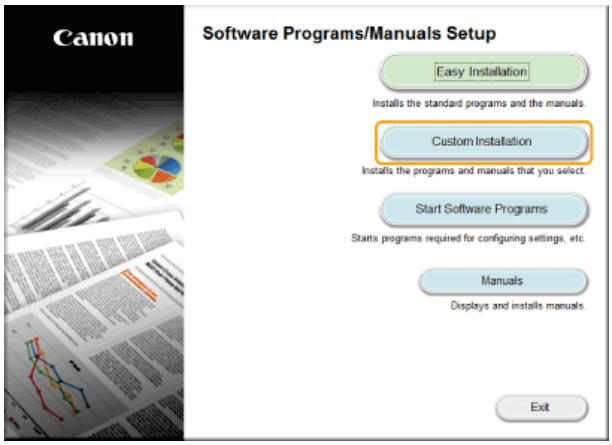
Installing e-Manual

Install the e-Manual on your computer by using the DVD-ROM that comes with the machine. The label of the DVD-ROM that contains manuals may vary depending on the country/region or the model of the machine.

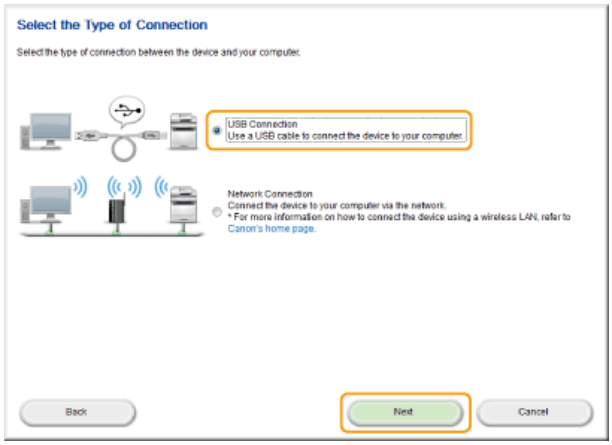
1 Insert the User Software and Manuals DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.
- If the [Software Programs/Manuals Setup] screen does not appear, remove the DVD-ROM from the drive and insert it again, or see **Displaying the [Software Programs/Manuals Setup] Screen**.

2 Click [Custom Installation].



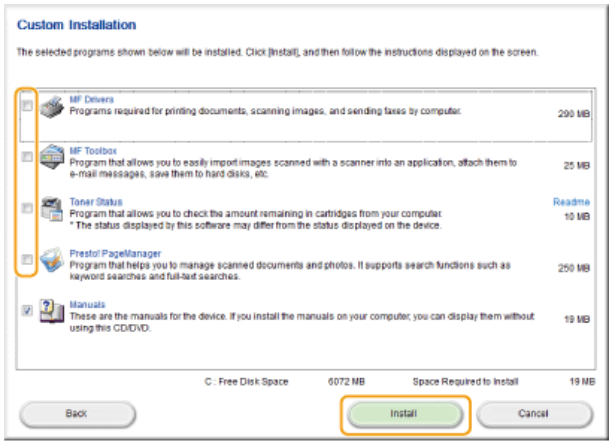
3 Select [USB Connection], and click [Next].



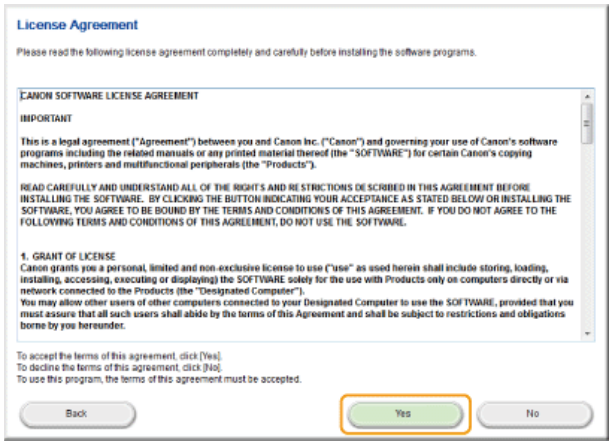
NOTE:

Select [USB Connection], even if connected using a network.

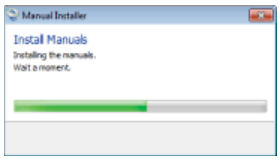
4 Clear all the check boxes except for [Manuals], and click [Install].



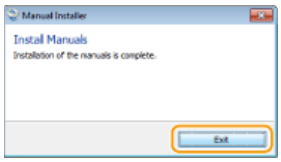
5 Read the License Agreement and click [Yes] to agree.



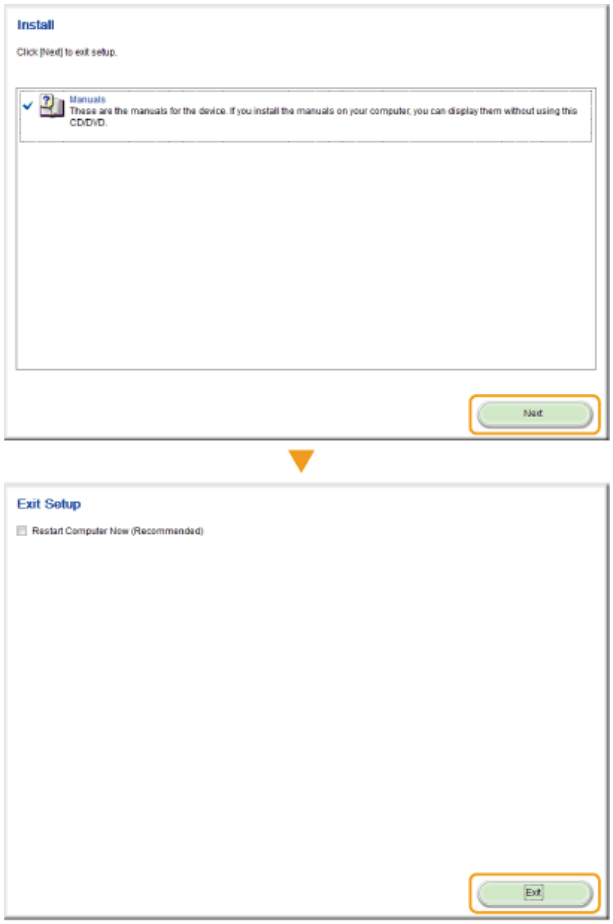
- The installation begins.
- Wait a moment. This process may take some time.



6 Click [Exit].



7 Click [Next] ▶ [Exit].



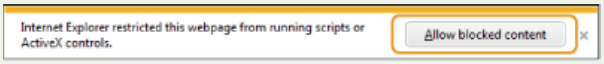
Viewing the e-Manual

Double-click the shortcut icon of the e-Manual on the desktop.

NOTE

If a security warning message appears

Click [Allow blocked content].



TIPS for Viewing the e-Manual Directly from the DVD-ROM

Depending on the operating system you are using, a security warning message may appear. If the message appears, allow the content to be displayed in your Web browser.

1. **Insert the User Software and Manuals DVD-ROM into the drive on the computer.**
   - Select a language and click [OK] if you are prompted to do so.
   - If the [Software Programs/Manuals Setup] screen does not appear, remove the DVD-ROM from the drive and then insert it again, or see **Displaying the [Software Programs/Manuals Setup] Screen**.
2. **Click [Manuals].**
3. **Click [e-Manual].**

NOTE:
Depending on the operating system you are using, a security warning message may appear. If the message appears, allow the content to be displayed in your Web browser.

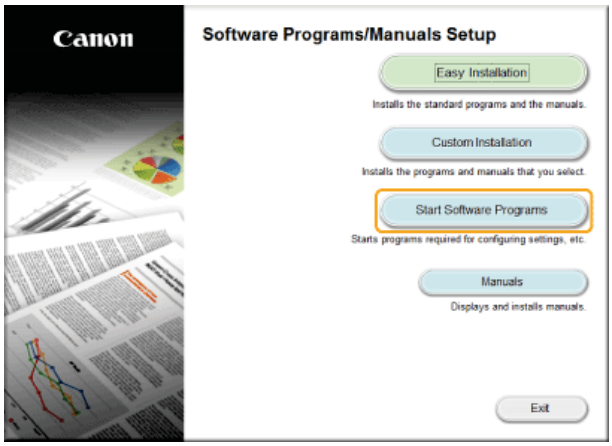
Uninstalling e-Manual

You can remove the e-Manual from the computer to restore the computer to the same state it was in before the e-Manual was installed.

1 Insert the User Software and Manuals DVD-ROM into the drive on the computer.

- Select a language and click [OK] if you are prompted to do so.

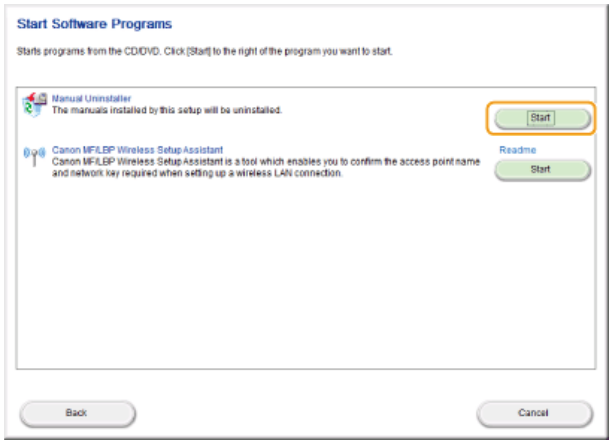
2 Click [Start Software Programs].



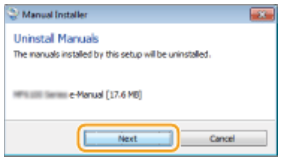
NOTE:

If the above screen is not displayed, see **Displaying the [Software Programs/Manuals Setup] Screen**.

3 Click [Start] for [Manual Uninstaller].

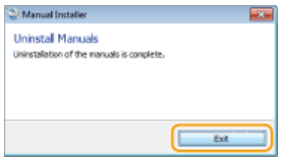


4 Click [Uninstall].

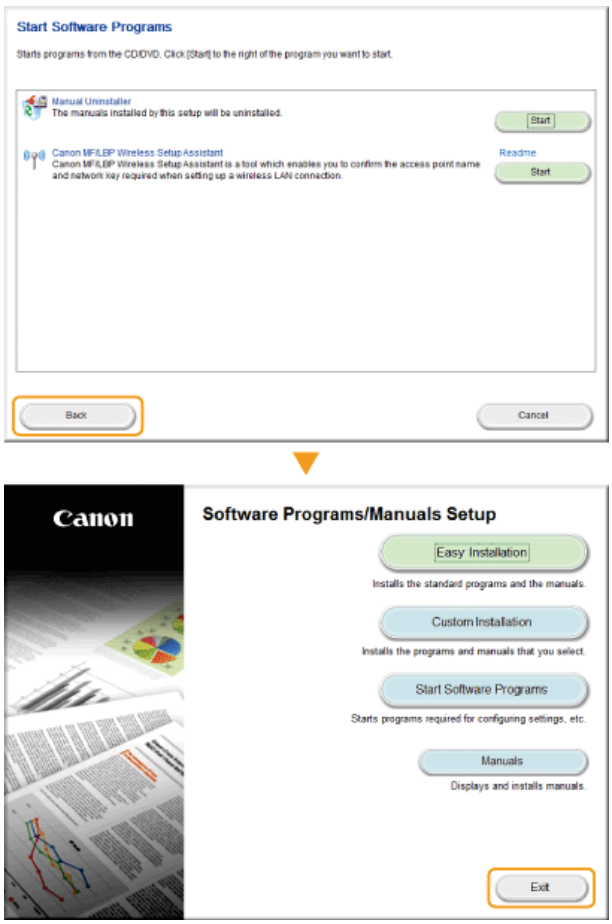


- Uninstall begins.
- Wait a moment. This process may take some time.

5 Click [Exit].



6 Click [Back] ▶ [Exit].

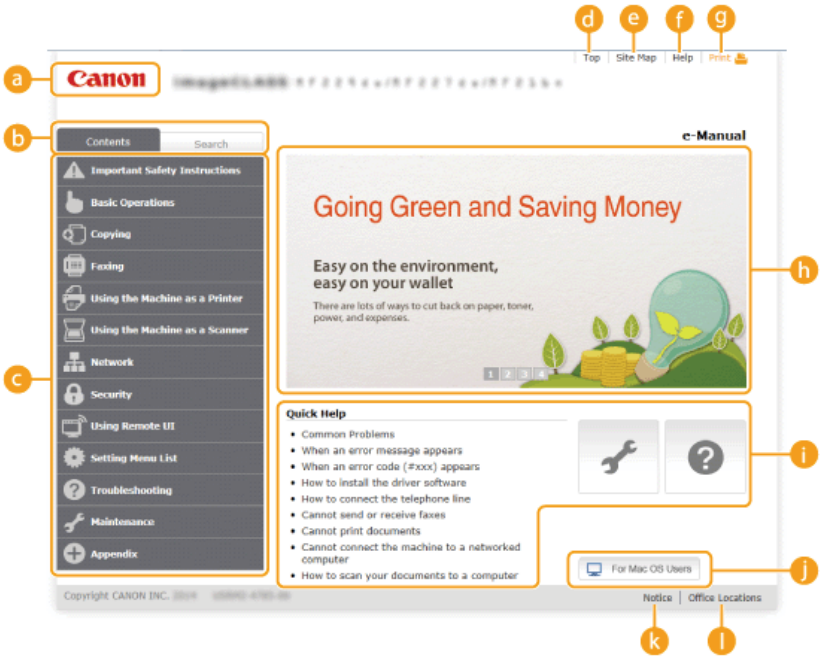


Screen Layout of e-Manual

The e-Manual is divided into different screens, and the content of each screen varies.

Top Page

Appears when e-Manual is started.



a Canon

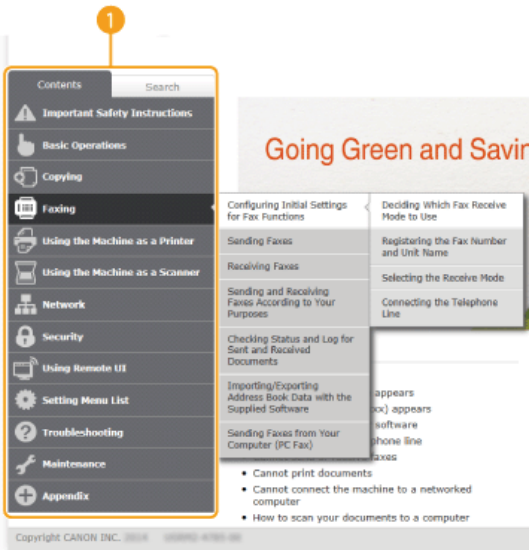
Click to return to the top page.

b [Contents] tab/[Search] tab

Click to toggle the display between the table of contents and search.

c Contents

The titles of chapters are displayed (1). Place the mouse pointer over one of the titles, and topics of the chapter are displayed on the right. Click a topic and its page is displayed.



d [Top]

Click to return to the top page.

e [Site map]

Click to display all the e-Manual topics.

f [Help]

Click to display information on how to view the e-Manual, how to perform a search, and other information.

g [Print]

Click to print the displayed content.

h Feature Highlights

Provides a variety of practical examples of ways to use the machine. Click 1/2/3/4 to toggle the display of practical examples by category, or click the sliding display for more information about each category. The sliding display can be stopped by moving the pointer onto it. **Feature Highlights**

i [Quick Help] / [Troubleshooting] / [Maintenance]

Click to view how to solve problems or maintain the machine.

j [For Mac OS Users]

Click to view precautions when using Mac OS.

k [Notice]

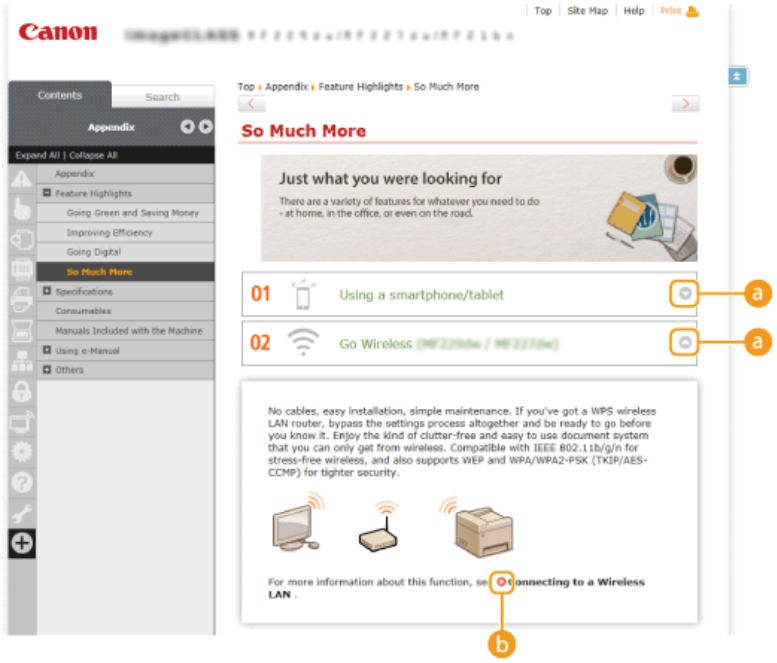
Click to view important information you should know when using the machine.

l [Office Locations]

Click to display contact information for any inquiries about the machine.

Feature Highlights

Provides a variety of practical examples of ways to use the machine.



a /

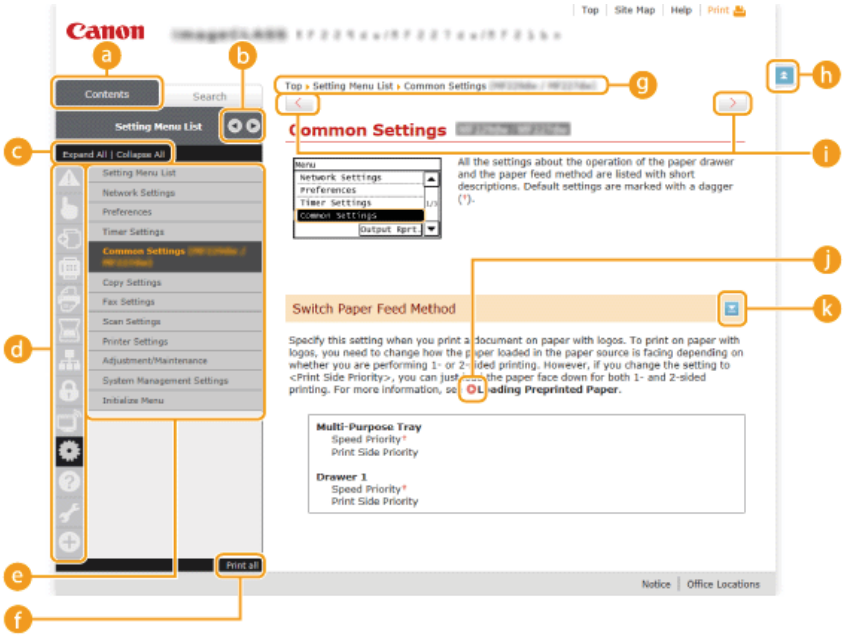
Click to display the detailed information. Click again to close the window.

b

Click to display the corresponding topic page.

Topic Page

Contains information about how to configure and use the machine.



a [Contents]

The chapter icons and titles are displayed.

b ◀/▶

The [Contents] tab can be widened and narrowed.

c [Expand all]/[Collapse all]

Click [Expand all] to display all of the subsections of all topics. Click [Collapse all] to close all of the subsections of all the topics.

d Chapter icons

Click a chapter icon to navigate to the top of the corresponding chapter.

e Topic page

Displays the topics of the selected chapter. If "+" is displayed on the topic, clicking it displays the subsections of that topic. Click "-" to close the expanded topic.

f [Print all]

All pages of the selected chapter are opened in a separate window. The chapter can be printed if necessary.

g Navigation

See what chapter topic you are currently viewing.

h

Click to return to the page top.

i ‹/›

Click to display the previous or following topic.

j

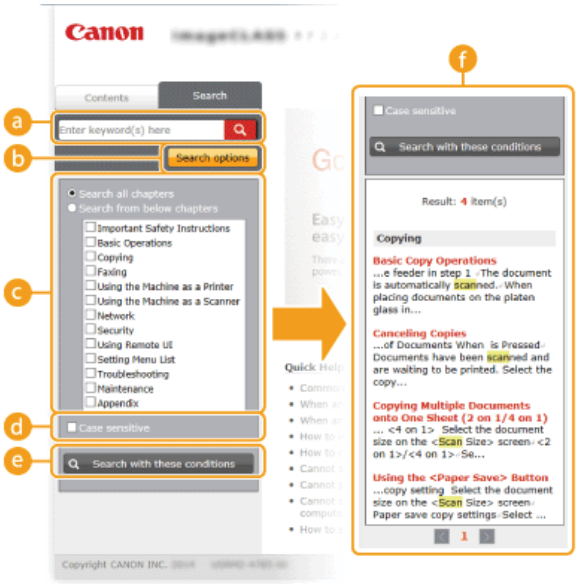
Click to jump to the corresponding page. To return to the previous page, click "Back" on your Web browser.

k

Click to display the hidden detailed descriptions. Click again to close the detailed descriptions.

Search Tab

Contains a text box to perform a search and find the page you are looking for.



a [Enter keyword(s) here]

Enter a keyword or keywords and click to display the search results in the search dialog box (f).

b [Search options]

Click to specify search conditions such as scope of search and fuzzy match conditions. To display the conditions, click this button when it is gray. To close the display, click the button when it is orange.

c Search scope selector

Specifies the search scope. You can efficiently search for topics by narrowing the search scope. The search scope selector is especially useful when you can predict the general location of the topic that you are looking for.

d Search options selector

Select the check box to make your search case-sensitive.

e [Search with these conditions]

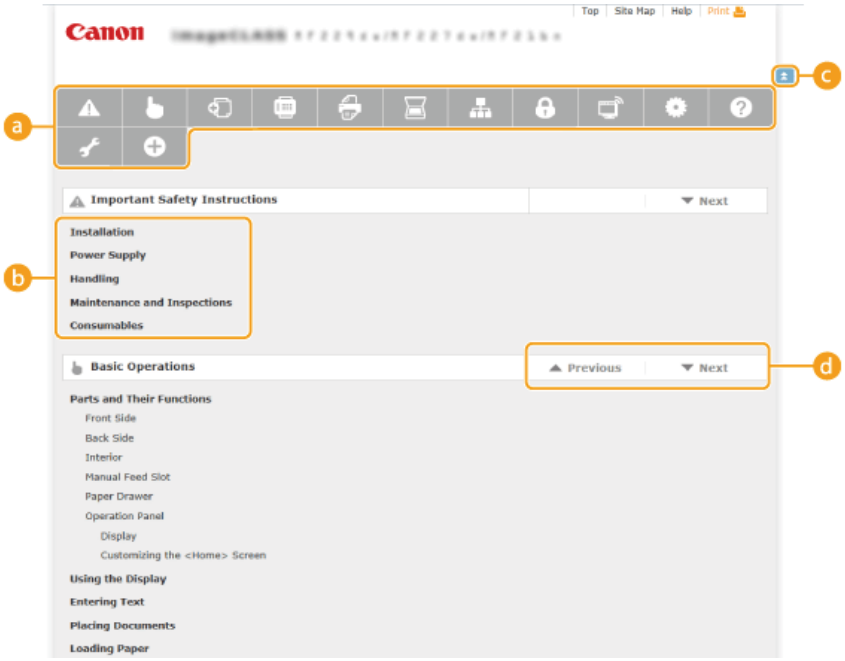
Click to display the search results with the conditions specified with c and d.

f Search result dialog box

Displays the search results of the pages that contain the specified keywords. From the results, locate the page you are looking for and click the topic title of the page. If the results cannot be displayed on one page, click </> or a page number to display the results on the corresponding page.

Site Map

Displays the table of contents for the e-Manual.



a Chapter icons

Click to jump to the topic of the selected chapter.

Title (Topic)

Displays titles and topics. Click a title or topic to jump to the page.

Click to return to the page top.

▲/▼

Click to go to the previous or next chapter.

Viewing e-Manual

Marks

Cautions regarding safety, restrictions and cautions regarding the handling of the machine, useful tips, and other information are indicated using the marks below.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.
	Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure.
TIPS	Indicates useful functions or tips for using the machine.

Keys and Buttons Used in this Manual

Keys on the operation panel and buttons on the computer display appear in the following notation:

Type	Example
Keys on the operation panel	
Settings displayed on the operation panel	<Timer Settings> <Specify destination.>
Buttons and other text interfaces displayed on the computer display	[Preferences]

Computer Screens Used in This Manual

Unless otherwise noted, displays used in the e-Manual are those for the MF229dw. Depending on the operating system you are using, the appearance of the displays used in this manual may slightly differ from the actual displays. Also, the appearance of drivers and software may differ depending on their version.

Illustrations Used in This Manual

Unless otherwise noted, illustrations used in the e-Manual are those for the MF229dw. When differences are significant, multiple illustrations are used with the model names, such as "MFXXXX / MFXXXX."

Others

This section describes basic Windows operations and includes disclaimers, copyright information, and other information.

Basic Windows Operations

Displaying [Computer] or [My Computer]

Windows XP Professional/Server 2003/Server 2003 R2
[Start] ▶ select [My Computer].

Windows Vista/7/Server 2008/Server 2008 R2
[Start] ▶ select [Computer].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [File Explorer] ▶ [Computer] or [This PC].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [File Explorer] ▶ [Computer] or [This PC].

Displaying the Printer Folder

Windows XP Professional/Server 2003/Server 2003 R2
[Start] ▶ select [Printers and Faxes].

Windows XP Home Edition
[Start] ▶ select [Control Panel] ▶ [Printers and Other Hardware] ▶ [Printers and Faxes].

Windows Vista
[Start] ▶ select [Control Panel] ▶ [Printer].

Windows 7/Server 2008 R2
[Start] ▶ select [Devices and Printers].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Printers].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View devices and printers].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel] ▶ [View devices and printers].

Displaying Shared Printers in the Print Server

1 Open Windows Explorer.

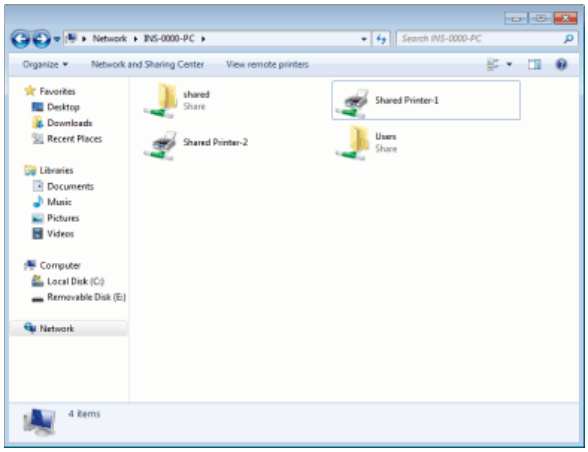
Windows XP/Vista/7/Server 2003/Server 2003 R2/Server 2008/Server 2008 R2
[Start] ▶ select [All Programs] (or [Programs]) ▶ [Accessories] ▶ [Windows Explorer].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [File Explorer].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [File Explorer].

2 Select [Network] or [My Network Places] and double-click the computer set up as a print server.

- To view computers on the network, you may need to turn on network discovery or search the network for computers.
- Check if your shared printer is displayed.



Displaying the [Software Programs/Manuals Setup] Screen

If your computer does not display the [Software Programs/Manuals Setup] screen after inserting the DVD-ROM, follow the procedure below. The DVD-ROM drive name is indicated as "D:" in this manual. The DVD-ROM drive name may differ depending on the computer you are using.

Windows XP/Server 2003/Server 2003 R2

1. **[Start] ▸ select [Run].**
2. **Enter "D:\Minst.exe", and then click [OK].**

Windows Vista/7/Server 2008/Server 2008 R2

1. **Enter "D:\Minst.exe" in [Search programs and files] (or [Start Search]) under the [Start] menu.**
2. **Press the [ENTER] key.**

Windows 8/Server 2012

1. **Right-click the lower-left corner of the screen ▸ select [Run].**
2. **Enter "D:\Minst.exe", and then click [OK].**

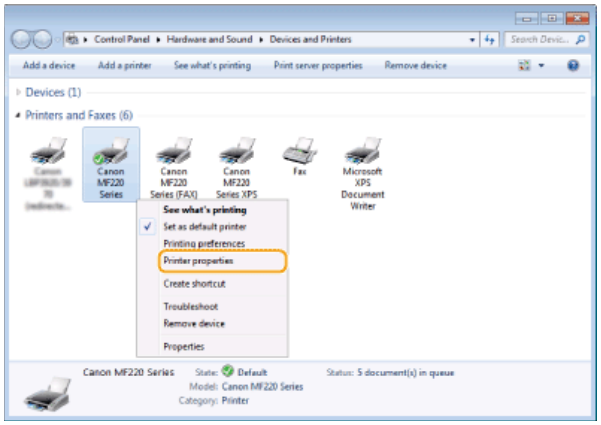
Windows 8.1/Server 2012 R2

1. **Right-click [Start] ▸ select [Run].**
2. **Enter "D:\Minst.exe", and then click [OK].**

Printing a Test Page in Windows

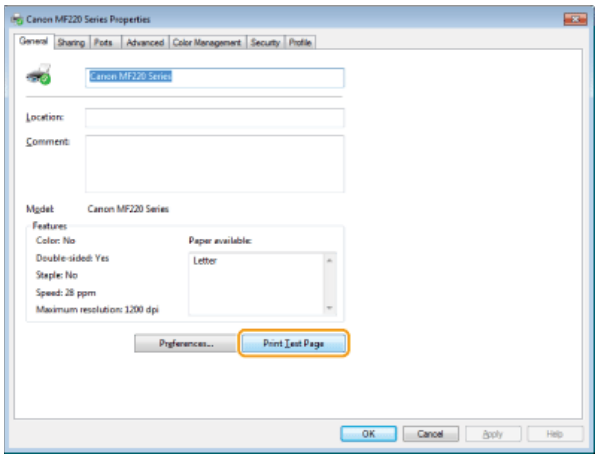
You can check whether the printer driver is operational by printing a test page in Windows.

1. **Load A4 size paper in the manual feed slot.** **Loading Paper in the Manual Feed Slot**
2. **Open the printer folder.** **Displaying the Printer Folder**
3. **Right-click your printer icon and click [Printer properties] (or [Properties]) in the pop-up menu.**



4 Print a test page.

- Click the [General] tab.
- Click [Print Test Page] to print a test page.



■Checking the Bit Architecture

If you are not sure whether your computer is running 32-bit or 64-bit Windows Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, follow the procedure below.

1 Display [Control Panel].

Windows Vista/7/Server 2008/Server 2008 R2
[Start] ▸ select [Control Panel].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▸ select [Control Panel].

Windows 8.1/Server 2012 R2
Right-click [Start] ▸ select [Control Panel].

2 Display [System].

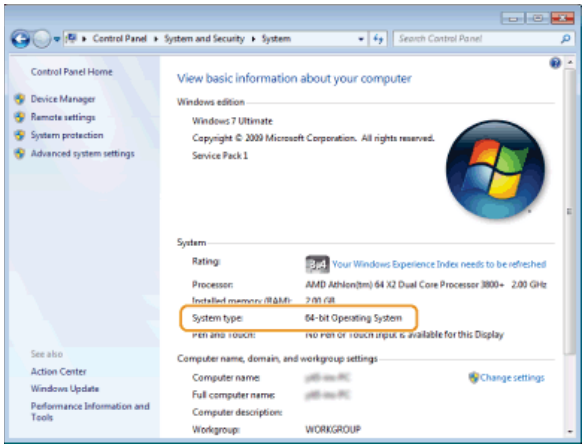
Windows Vista/7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2
Click [System and Maintenance] or [System and Security] ▸ [System].

Windows Server 2008
Click [System].

3 Check the bit architecture.

For 32-bit versions
[32-bit Operating System] is displayed.

For 64-bit versions
[64-bit Operating System] is displayed.



■Viewing the Computer Name

Windows XP/Server 2003/Server 2003 R2

1 **[Start] ▸ select [Control Panel].**

2 **Display the [System] screen.**
Click [Performance and Maintenance] ▸ [System].

3 **Click the [Computer Name] (or [Network ID]) tab.**

4 **Click [Change] (or [Properties]).**

Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2

1 **Display [Control Panel].**

Windows Vista/7/Server 2008/Server 2008 R2
[Start] ▸ select [Control Panel].
Windows 8/Server 2012
Right-click the lower-left corner of the screen ▸ select [Control Panel].
Windows 8.1/Server 2012 R2
Right-click [Start] ▸ select [Control Panel]

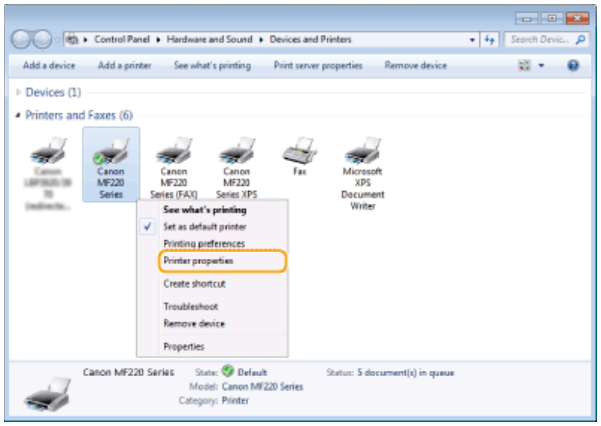
2 **Display [System].**

Windows Vista/7/8/8.1/Server 2008 R2/Server 2012/Server 2012 R2
Click [System and Security] (or [System and Maintenance]) ▸ [System].
Windows Server 2008
Double-click [System].

■Checking the LPR/RAW Printer Port

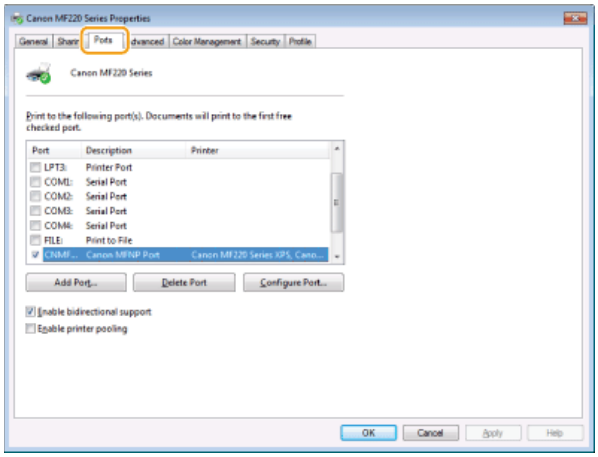
1 **Open the printer folder.** **Displaying the Printer Folder**

2 **Right-click your printer icon and click [Printer properties] (or [Properties]) in the pop-up menu.**



3 **Check the port settings.**

- Click the [Ports] tab.
- Make sure that the correct port is selected for the printer.



For Mac OS Users

Your machine may have not come with a driver for Mac OS depending on when you purchased the machine. The drivers are uploaded to the Canon website when they become needed. Check the operating system of your computer and download the appropriate driver from the Canon website. For the driver installation procedure and how to operate the driver, see the "MF Driver Installation Guide."

In the e-Manual and MF Driver Installation Guide, methods to operate in the Windows environment are explained as examples. To view how to use the driver and utility for Mac OS, see the following guide or help.

Function	Object	Reference
Print function	Installing the Driver	● Getting Started ● MF Driver Installation Guide ● Canon MF Printer Driver Guide
	Using each feature	● Driver's Help ● Canon MF Printer Driver Guide
Fax function	Installing the Driver	● Getting Started ● MF Driver Installation Guide ● Canon Fax Driver Guide
	Using each feature	● Driver's Help ● Canon Fax Driver Guide
Scan function	Installing the Driver	● Getting Started ● MF Driver Installation Guide ● Canon Scanner Driver Guide
	Scanning (Setting the MF Toolbox or ScanGear MF)	● Canon Scanner Driver Guide

Displaying the Driver Guide

Double-click the following HTML file in the [Documents] folder on the supplied DVD-ROM.

Canon MF Printer Driver Guide
[Documents]-[Print]-[XXXXXX]*-[Guide]-[index.html]

Canon Fax Driver Guide
[Documents]-[FAX]-[XXXXXX]*-[Guide]-[index.html]

Canon Scanner Driver Guide
[Documents]-[Scan]-[XXXXXX]*-[Guide]-[index.html]

* For [XXXXXX], select your desired language.

Displaying the Driver Help

Click [?] on the driver.

Notice

Third Party Services and Software

Third Party Software

R & TTE Directive

This equipment (F167102/F167302) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU. (Only for models with facsimile functionality.)

(For Europe only)
Canon Inc. / Canon Europa N.V.

EMC requirements of EC Directive

This equipment conforms with the essential EMC requirements of EC Directive. We declare that this product conforms with the EMC requirements of EC Directive at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 to 240 V, 50/60 Hz. Use of shielded cable is necessary to comply with the technical EMC requirements of EC Directive.

Laser Safety Information

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this equipment is hermetically sealed within the protective housing and external cover. No radiation can leak from the machine in the normal operation of the product by the user.
This machine is classified as a Class 1 Laser Product under IEC 60825-1: 2007, EN60825-1: 2007.

220 to 240 V Model

The label shown below is attached to the laser scan unit on the machine.

This machine has been classified under IEC 60825-1: 2007, EN60825-1: 2007 and conforms to the following classes:

CLASS 1 LASER PRODUCT

LASER KLASSE 1

APPAREIL À LASER DE CLASSE 1

APPARECCHIO LASER DI CLASSE 1

PRODUCTO LÁSER DE CLASE 1

APARELHO A LASER DE CLASSE 1

LUOKAN 1 LASER-TUOTE

LASERPRODUKT KLASS 1

⚠ CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in the manuals for the machine may result

in hazardous radiation exposure.

WEEE Directive

Only for European Union and EEA (Norway, Iceland and Liechtenstein)

These symbols indicate that this product is not to be disposed of with your household waste, according to the WEEE Directive (2012/19/EU), the Battery Directive (2006/66/EC) and/or national legislation implementing those Directives.
If a chemical symbol is printed beneath the symbol shown above, in accordance with the Battery Directive, this indicates that a heavy metal (Hg = Mercury, Cd = Cadmium, Pb = Lead) is present in this battery or accumulator at a concentration above an applicable threshold specified in the Battery Directive.
This product should be handed over to a designated collection point, e.g., on an authorized one-for-one basis when you buy a new similar product or to an authorized collection site for recycling waste electrical and electronic equipment (EEE) and batteries and accumulators. Improper handling of this type of waste could have a possible impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. Your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources.
For more information about the recycling of this product, please contact your local city office, waste authority, approved scheme or your household waste disposal service or visit www.canon-europe.com/weee, or www.canon-europe.com/battery.

International ENERGY STAR Program

As an ENERGY STAR® Partner, Canon 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

The protocol stack included in this machine has obtained the IPv6 Ready Logo Phase-1 established by the IPv6 Forum.

Product Information required by COMMISSION REGULATION (EU) No 801/2013 amending Regulation (EC) No 1275/2008

Power consumption of the product in networked standby if wired network ports are connected and all wireless network ports are activated (if they are available at the same time).

Model Name	Power consumption of the product in networked standby
MF229dw MF226dn	2.1 W 1.3 W

NOTE

The above value(s) are the actual values for single machine, chosen arbitrarily, and may therefore vary from the value of the machine in use. Optional network ports are not connected and/or activated in the measurement.

Wireless LAN Regulatory Information MF229dw / MF217w

Regulatory information

Users in the European Union and other European countries

MF229dw/MF217w includes Wireless LAN Module (Model name: AW-NM383).

This device complies with the essential requirements of the R&TTE Directive 1999/5/EC.

R&TTE Declaration of Conformity (Wireless LAN Module)

CE

Česky [Czech]	Společnost CANON INC. tímto prohlašuje, že zařízení AW-NM383 je v souladu se základními požadavky a dalšími příslušnými ustanoveními směrnice 1999/5/ES.
Dansk [Danish]	Undertegnede CANON INC. erklærer herved, at AW-NM383 overholder de væsentlige krav og øvrige relevante krav i direktiv 1999/5/EF.
Deutsch [German]	Hiermit erklärt CANON INC., dass sich das Gerät AW-NM383 in Übereinstimmung mit den grundlegenden Anforderungen und den übrigen einschlägigen Bestimmungen der Richtlinie 1999/5/EG befindet.
Eesti [Estonian]	Käesolevaga kinnitab CANON INC. seadme AW-NM383 vastavust direktiivi 1999/5/EÜ olulistele nõuetele ja muudele asjakohastele sätetele.
English	Hereby, CANON INC., declares that AW-NM383 is in compliance with the essential requirements and other relevant provisions of Directive 1999/5/EC.
Español [Spanish]	Por medio de la presente CANON INC. declara que el AW-NM383 cumple con los requisitos esenciales y cualesquiera otras disposiciones aplicables o exigibles de la Directiva 1999/5/CE.
Ελληνική [Greek]	Με την παρούσα, η CANON INC., δηλώνει ότι το μοντέλο AW-NM383 συμμορφώνεται προς τις ουσιώδεις απαιτήσεις και τις λοιπές σχετικές διατάξεις της Οδηγίας 1999/5/ΕΚ.
Français [French]	Par la présente, CANON INC. déclare que l'appareil AW-NM383 est conforme aux exigences essentielles et aux autres dispositions pertinentes de la directive 1999/5/CE.
Italiano [Italian]	Con la presente CANON INC. dichiara che AW-NM383 è conforme ai requisiti essenziali ed alle altre disposizioni pertinenti stabilite dalla direttiva 1999/5/CE.
Latviski [Latvian]	Ar šo CANON INC. deklarē, ka AW-NM383 atbilst Direktīvas 1999/5/EK būtiskajām prasībām un citiem ar to saistītajiem noteikumiem.
Lietuvių [Lithuanian]	Šiuo bendrovė „CANON INC." deklaruoja, kad AW-NM383 atitinka pagrindinius Direktyvoje 1999/5/EB išdėstytus reikalavimus ir kitas josnuostatas.
Nederlands [Dutch]	Hierbij verklaart CANON INC. dat AW-NM383 in overeenstemming is met de essentiële eisen en de andere relevante bepalingen van richtlijn 1999/5/EG.
Malti [Maltese]	Hawnhekk, CANON INC., jiddikjara li l-AW-NM383 jikkonforma mal-ħtiġijiet essenzjali u ma' dispożizzjonijiet relevanti oħra tad-Direttiva 1999/5/KE.
Magyar [Hungarian]	Alulírott CANON INC. nyilatkozom, hogy a AW-NM383 megfelel a vonatkozó alapvető követelményeknek és az 1999/5/EC irányelv egyéb előírásainak.
Polski [Polish]	Niniejszym CANON INC. oświadcza, że model AW-NM383 jest zgodny z zasadniczymi wymogami oraz pozostałymi stosownymi postanowieniami Dyrektywy 1999/5/EC.
Português [Portuguese]	Por este documento, a CANON INC. declara que o AW-NM383 está em conformidade com os requisitos essenciais e outras disposições relevantes da Diretiva 1999/5/CE.
Slovenščina [Slovenian]	Družba CANON INC. izjavlja, da je tiskalnik AW-NM383 skladni z bistvenimi zahtevami in ostalimi relevantnimi določili direktive 1999/5/ES.
Slovensky [Slovak]	CANON INC. týmto vyhlasuje, že AW-NM383 spĺňa základné požiadavky a všetky príslušné ustanovenia Smernice 1999/5/ES.
Suomi [Finnish]	CANON INC. vakuuttaa täten, että AW-NM383 -laite on direktiivin 1999/5/ EY oleellisten vaatimusten ja sitä koskevien direktiivin muiden ehtojen mukainen.
Svenska [Swedish]	Härmed intygar CANON INC. att denna AW-NM383 står i överensstämmelse med de väsentliga egenskapskrav och övriga relevanta bestämmelser som framgår av direktiv 1999/5/EG.
Română [Romanian]	Prin prezenta, CANON INC., declară faptul că aparatul AW-NM383 este în conformitate cu cerinţele esenţiale şi cu alte prevederi relevante incluse în Directiva 1999/5/CE.
Български език [Bulgarian]	С настоящето CANON INC. декларира, че AW-NM383 отговаря на съществените изисквания и другите приложими изисквания на Директива 1999/5/ЕС.
Íslenska [Icelandic]	Hér með lýsir CANON INC. því yfir að AW-NM383 sé í samræmi við grunnkröfur og aðrar kröfur, sem gerðar eru í tilskipun 1999/5/EC.
Norsk [Norwegian]	CANON INC. erklærer herved at utstyret AW-NM383 er i samsvar med de grunnleggende krav og øvrige relevante krav i direktiv 1999/5/EF.
	Dearbhaíonn CANON INC. leis seo go gcloíonn AW-NM383 le ceanglais riachtanacha agus le forálacha ábhartha

Gaeilge [Irish]	eile na Treorach 1999/5/CE.

(For Europe only)
Canon Inc. / Canon Europa N.V.

Regulatory information for users in Jordan

MF229dw/MF217w includes approved Wireless LAN Module (Model name: AW-NM383).

Contains Wireless LAN Module approved by TRC/SS/2014/38

Regulatory information for users in UAE

MF229dw/MF217w includes approved Wireless LAN Module (Model name: AW-NM383).

TRA
REGISTERED No: ER0126617/14
DEALER No: DA0060877/11

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CANON GLOBAL WORLDWIDE SITES

http://www.canon.com/

Canon

MF229dw / MF226dn / MF217w / MF216n

MF Driver Installation Guide

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Introduction

This Installation Guide mainly explains how to install and uninstall the MF Drivers and MF Toolbox.

NOTE

System requirements for installation of the MF Drivers or MF Toolbox (**Supported Operating Systems**).

Installing

This section explains how to install the MF Drivers and MF Toolbox so the machine is ready to print from a computer. **Installing**

Uninstalling

This section explains how to uninstall the MF Drivers or MF Toolbox. **Uninstalling**

Troubleshooting

This section explains how to resolve problems that may occur during installation and uninstallation of the MF Drivers or MF Toolbox. **Troubleshooting**

Appendix

This section explains how to use the Installation Guide and basic Windows operations. **Appendix**

About the Drivers and Software

Be sure to read the following before installing the MF Drivers or other software. How to install differs with the connection method and environment.

MF Drivers	
Printer driver	You can print from an application to the machine once you have the printer driver installed on your computer.
Fax driver *1	If you install the fax driver on your computer, you can select "Print" from an application, select the Canon fax driver as a printer, and specify the output destination and options. The fax driver converts the data into an image that conforms to standard fax protocols so that the data can be printed or saved using the recipient's fax machine.
Scanner driver	You can use the machine as a scanner once you have the scanner driver installed on your computer.
Network Scan Utility	You need this utility software to use the machine as a network scanner. It is automatically installed along with the scanner driver.
MF Toolbox	The MF Toolbox provides a group of commands for you to open a scanned image in an application, send it as an e-mail attachment file, store it on the hard disk, etc.
Toner Status	This application informs you with the amount of cartridge consumption on the computer it is installed on (pop-up display). You can also access a site for purchasing cartridges directly from the application.
Additional Software Programs	
Address Book Import/Export Tool *2	You can use "Address Book Import/Export Tool" to export/import an address book registered in the machine. "Address Book Import/Export Tool" is contained in the [AddressBookTool] folder on the User Software and Manuals CD-ROM/DVD-ROM.
Canon MF/LBP Wireless Setup Assistant *2	You can check the SSID, the network key, etc. when connecting to a wireless LAN using "Canon MF/LBP Wireless Setup Assistant".
Presto! PageManager	You can handle scanned images in many ways using this software.

*1 Fax driver may not be supplied depending on the model you are using.

*2 This software may not be supplied depending on your model or your country or region.

NOTE

Depending on the operating system you are using, some functions of the driver software included in the CD-ROM/DVD-ROM may not be usable. The newest software is posted on the Canon web site. Please verify the operating environment etc. and download the appropriate software if required.

Supported Operating Systems

Check the following for MF Driver and MF Toolbox support for each OS.

◯ :Supported
— :Not supported

	Windows XP	Windows Vista/7/8/8.1	Windows Server 2003/Server 2008	Windows Server 2008 R2/Server 2012/Server 2012 R2
Printer driver (UFRII LT)	◯	◯	◯ *1	◯ *1
Printer driver (UFRII LT (XPS))	—	◯	◯ *2	◯
Fax driver *5	◯	◯	◯ *1	◯ *1
Scanner driver	◯	◯	—	—
Network Scan Utility	◯ *1	◯ *1	—	—
MF Toolbox	◯	◯	—	—
Toner Status	◯ *3	◯	—	—
Address Book Import/Export Tool *5	◯	◯	◯	◯
Canon MF/LBP Wireless Setup Assistant *5	◯ *4	◯ *4	◯ *4	◯ *4
Presto! PageManager	◯ *3	◯	—	—

*1 Supported only over network connection.

*2 Supported only with Windows Server 2008.

*3 Supported only with 32-bit editions.

*4 Supported only over wireless LAN connection.

*5 These software may not be supplied depending on your model or your country or region.

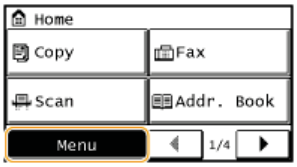
Selecting the Driver to Be Installed

Before installing the MF Drivers, on the machine, specify the connection method with the computer and the types of drivers to use.

Using a Model with a Fax Function
Using a Model without a Fax Function

Using a Model with a Fax Function

1 Press and tap <Menu>.



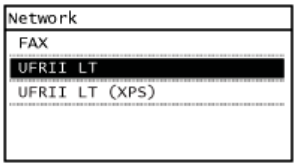
2 Tap <System Management Settings>.

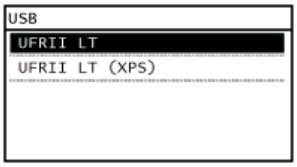
If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and tap <Apply>. **Setting the System Manager PIN (e-Manual)**

3 Tap <PDL Selection (Plug and Play)>.

4 Tap <Network> or <USB>.

5 Select the driver you are using.





Selectable page description language

Network	Fax UFRII LT UFRII LT (XPS)
USB	UFRII LT UFRII LT (XPS)

6 Restart the machine.

- If you selected <USB> in step 4, turn OFF the machine and wait for at least 10 seconds before turning it back ON.

Using a Model without a Fax Function

1 Press .

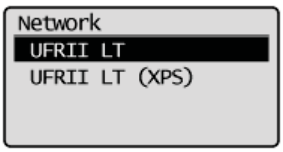
2 Use ▲/▼ to select <System Management Settings>, and press OK.

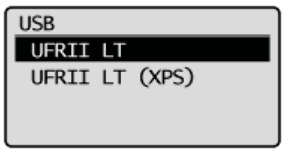
If a screen for entering a PIN is displayed, enter the PIN with the numeric keys and press [OK]. **Setting the System Manager PIN (e-Manual)**

3 Use ▲/▼ to select <PDL Selection (Plug and Play)>, and press OK.

4 **Use ▲/▼ to select <Network> or <USB>, and press OK.**

5 **Use ▲/▼ to select the driver you are using, and press OK.**





Selectable page description language

Network	UFRII LT UFRII LT (XPS)
USB	UFRII LT UFRII LT (XPS)

6 **Restart the machine.**

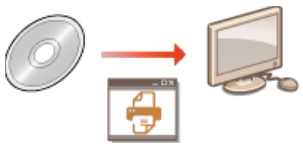
- If you selected <USB> in step 4, turn OFF the machine and wait for at least 10 seconds before turning it back ON.

Installing

This section explains how to install the MF Drivers and MF Toolbox so the machine is ready to print from a computer.

Installing from the Supplied CD-ROM/DVD-ROM

Install the MF Drivers and MF Toolbox from the User Software and Manuals CD-ROM/DVD-ROM that is supplied with the machine. Perform the setup procedure, from connecting the machine and your computer to installation of the drivers. **Installing from the Supplied CD-ROM/DVD-ROM**



Installing after Downloading from the Canon Website

The latest MF Driver and MF Toolbox versions are available for downloading from the Canon website. Download the MF Drivers or MF Toolbox if, for example, the drivers on the CD-ROM/DVD-ROM do not support the operating system of your computer. **Installing after Downloading from the Canon Website**

NOTE

Adding a WSD Network Printer

If you are using Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you can use WSD (Web Services on Devices) to add a network printer. **Installing to Use WSD**

Installing from the Supplied CD-ROM/DVD-ROM

The order of operations in Easy Installation is "Install the drivers" ▶ "Install the software supplied with the CD-ROM/DVD-ROM" ▶ "Install the e-Manual". For more information about how to connect the machine and a computer, see "Getting Started" before starting.
You can choose to install standard software and the e-Manual with [Easy Installation], or specify the software and manuals to install with [Custom Installation].

Installing with [Easy Installation]
Installing with [Custom Installation]
Checking the Results of the Installation

IMPORTANT

If you are connecting the machine and a computer via a USB cable, install the software before connecting the USB cable. A USB cable is not included with the machine. Prepare one separately.

NOTE

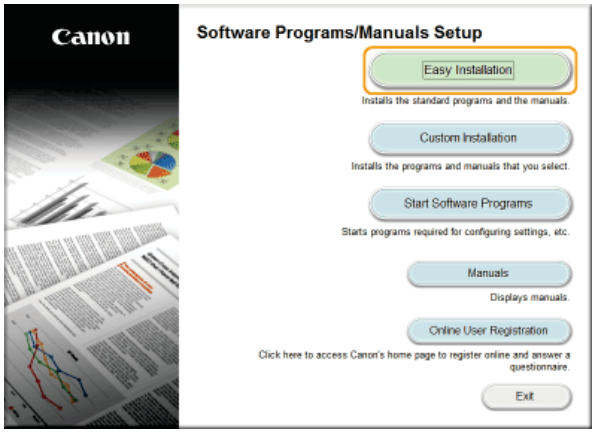
The options to be displayed differ depending on your country or region.

Installing with [Easy Installation]

1 **Log on to the computer with an administrator account.**

2 **Insert the User Software and Manuals CD-ROM/DVD-ROM into the drive on the computer.**

3 **Click [Easy Installation].**

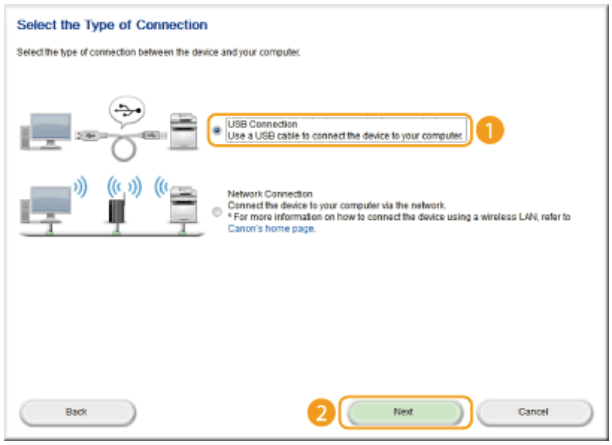


NOTE:

- If you do not want to install the e-Manual on your computer or want to customize installed software, click [Custom Installation].
- If the above screen does not appear, see **Displaying the [CD-ROM/DVD-ROM Setup] Screen**.
- If [AutoPlay] is displayed, click [Run MInst.exe].

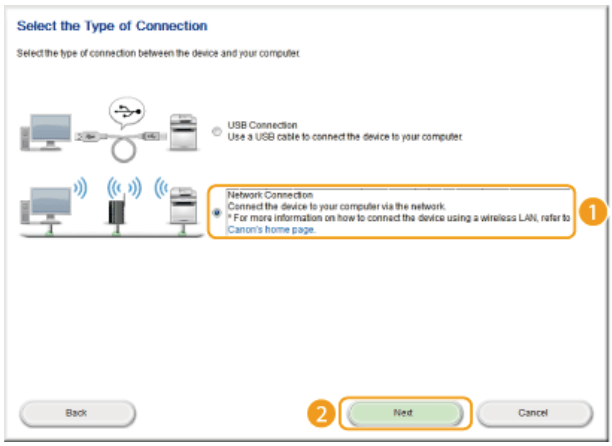
4 **Select the connection method with the computer.**

USB Connection
Select [USB Connection], and click [Next].



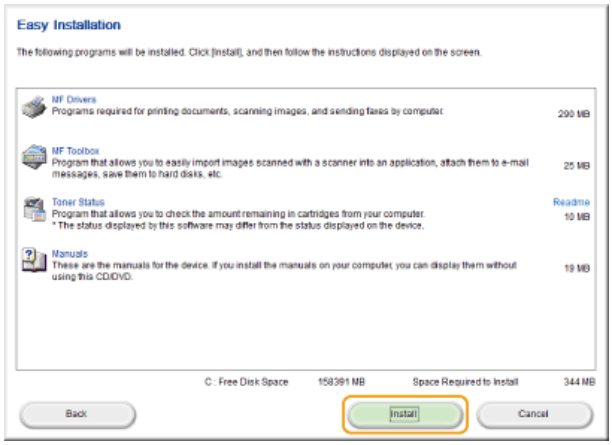
Wired/Wireless LAN Connection

Select [Network Connection], and click [Next].

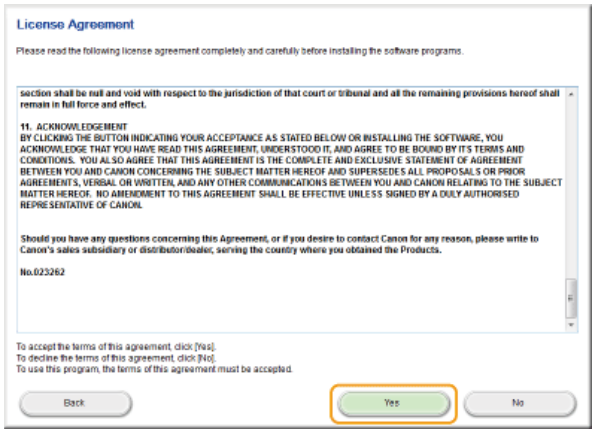


- In Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, this screen is not displayed. Proceed to the following procedure.

5 Click [Install].



6 Read the License Agreement and click [Yes] to agree.

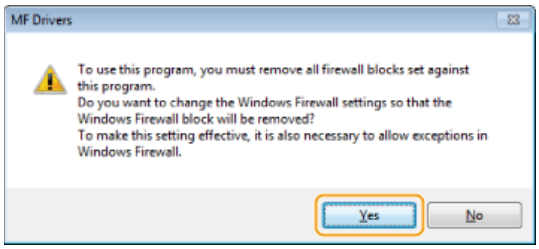


7 Click [Next].

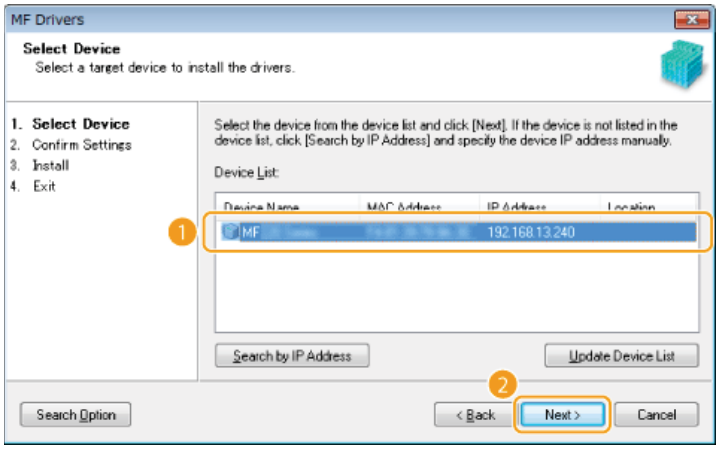
- To connect the machine and a computer via a network, proceed to step 8.
- To connect the machine and a computer via USB cable, proceed to step 10.

➡ Installation of the drivers starts.

When the following screen appears, click [Yes].



8 Select the machine, and click [Next].

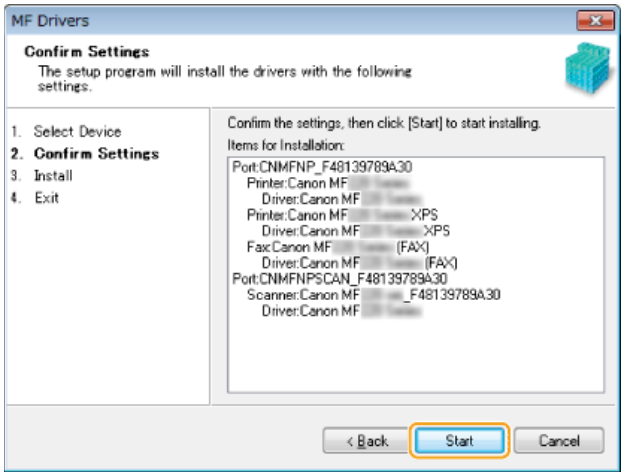


NOTE:

If no machines are displayed in [Device List]

Check the computer and machine connection and IP address settings (**Viewing Network Settings (e-Manual)**), and click [Update Device List]. If the machine is still not displayed at all, click [Search by IP Address] ▶ enter the IP address set on the machine ▶ [OK].

9 Check the settings, and click [Start].



➡ Installation of the drivers starts.

10 Click [Exit].

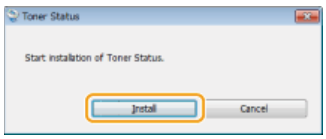
- In Windows Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, MF Toolbox is not installed. Proceed to step 13.

11 Click [Start].

➡ Installation of MF Toolbox starts.

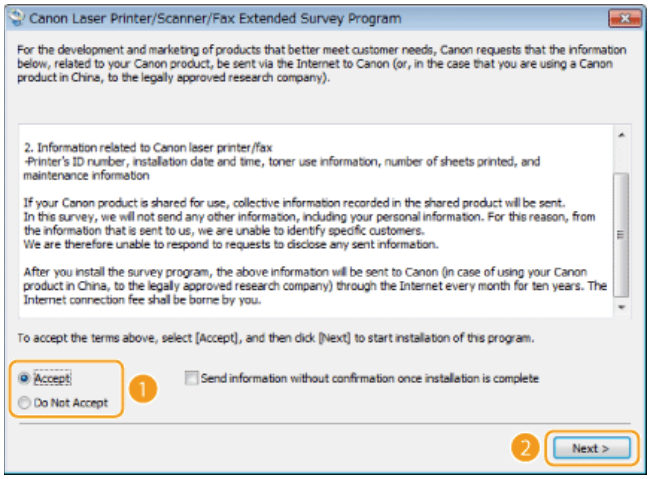
12 Click [Exit].

13 Follow the on-screen instructions to install Toner Status.



14 Follow the on-screen instructions to install the e-Manual.

15 **Read the information in the following screen carefully, select [Accept] or [Do Not Accept], and click [Next].**

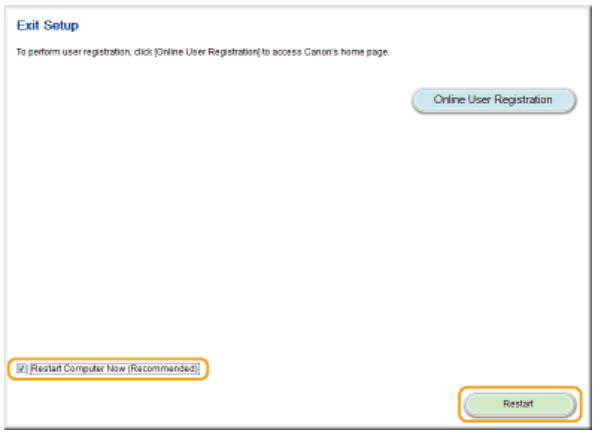


If you select [Accept], the Product Extended Survey Program is installed.

- The Product Extended Survey Program is a program to send basic information related to installation and usage of the printer to Canon every month for 10 years. It does not send any other information, including your personal information. You can uninstall the Product Extended Survey Program at any time. **Uninstalling the Product Extended Survey Program**

16 **Click [Next].**

17 **Select the [Restart Computer Now (Recommended)] check box, and click [Restart] after removing the CD-ROM/DVD-ROM.**

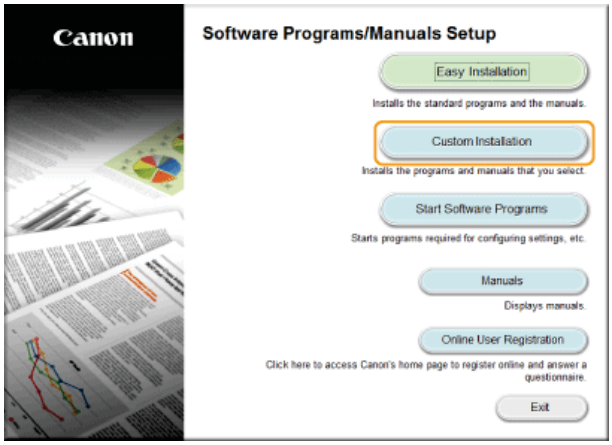


Installing with [Custom Installation]

1 **Log on to the computer with an administrator account.**

2 **Insert the User Software and Manuals CD-ROM/DVD-ROM into the drive on the computer.**

3 **Click [Custom Installation].**



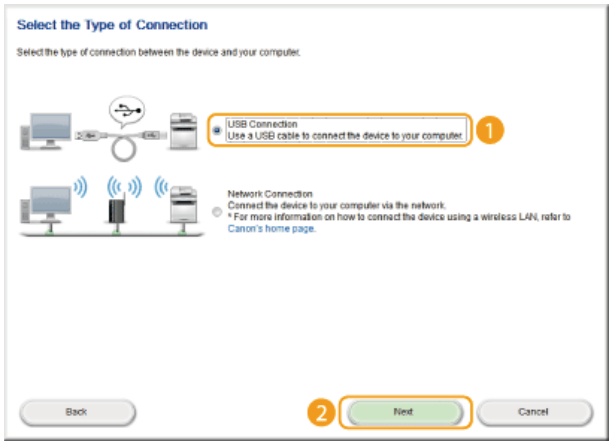
NOTE:

- If you want to install standard software and the e-Manual on your computer, click [Easy Installation].
- If the above screen does not appear, see **Displaying the [CD-ROM/DVD-ROM Setup] Screen**.
- If [AutoPlay] is displayed, click [Run MInst.exe].

4 Select the connection method with the computer.

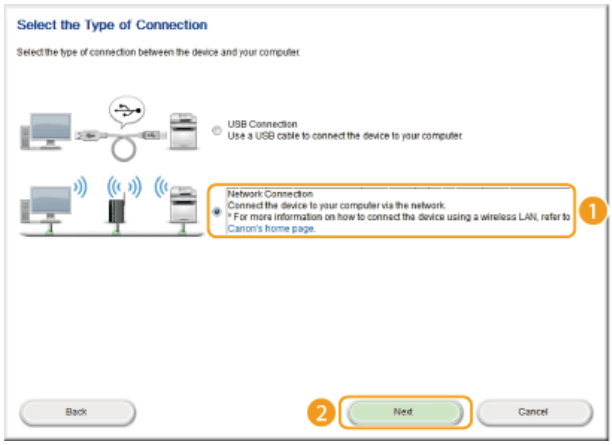
USB Connection

Select [USB Connection], and click [Next].



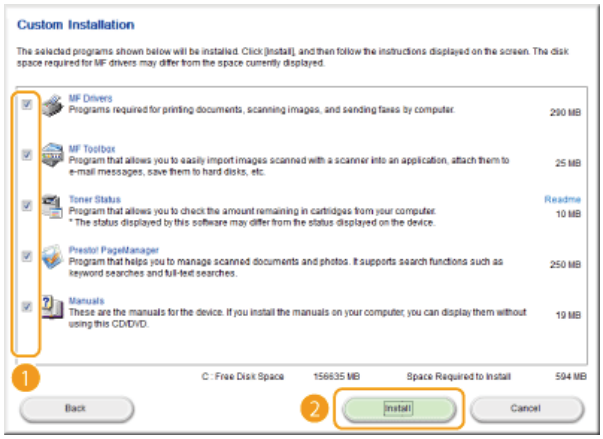
Wired/Wireless LAN Connection

Select [Network Connection], and click [Next].

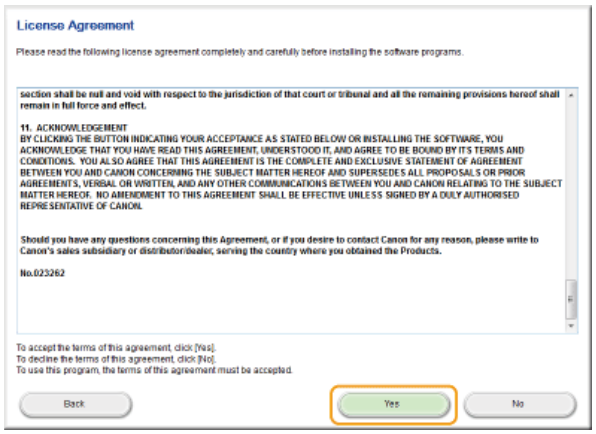


- In Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, this screen is not displayed. Proceed to the following procedure.

5 Select the check box next to the application you want to install and click [Install].



6 Read the License Agreement, and click [Yes] to agree.

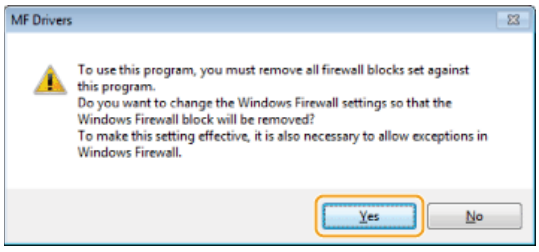


7 Click [Next].

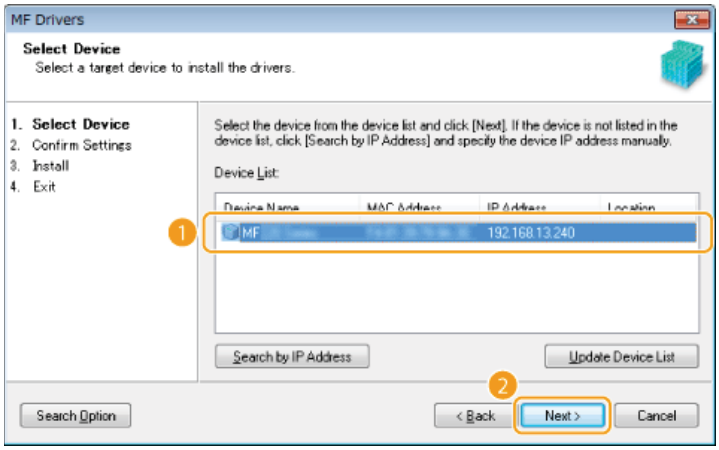
- To connect the machine and a computer via a network, proceed to step 8.
- To connect the machine and a computer via USB cable, proceed to step 13.

➡ Installation of the drivers starts.

When the following screen appears, click [Yes].



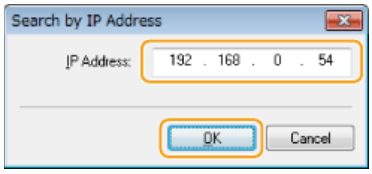
8 Select the machine, and click [Next].



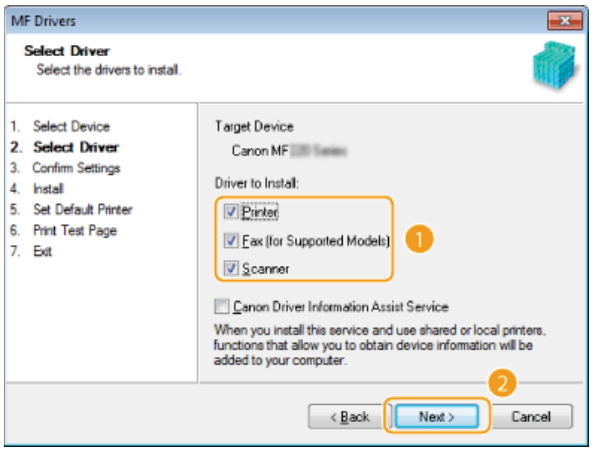
NOTE:

If no machines are displayed in [Device List]

Check the computer and machine connection and IP address settings (**Viewing Network Settings (e-Manual)**), and click [Update Device List]. If the machine is still not displayed at all, click [Search by IP Address] ▶ enter the IP address set on the machine ▶ [OK].



9 Select the drivers to install, and click [Next].

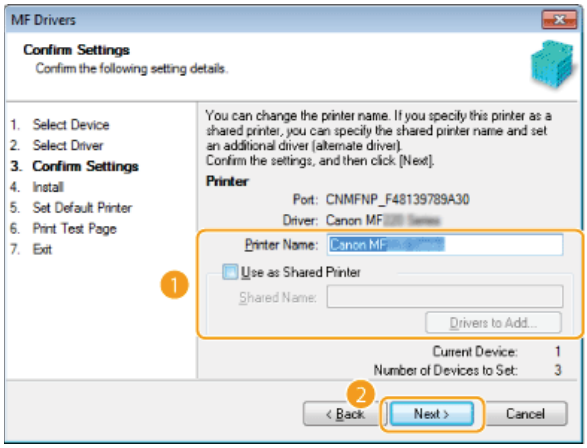


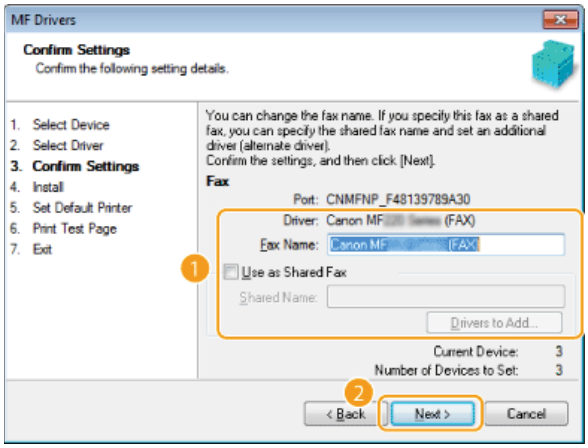
NOTE:

To obtain device information for using a print server

Select the [Canon Driver Information Assist Service] check box.

10 Specify details for each driver.





[Printer Name]/[Fax Name]
Change the name as necessary.

[Use as Shared Printer]/[Use as Shared Fax]
Select the check box if you want to share the machine (using the computer where you are performing the installation as a print server). **Setting Up Print Server (e-Manual)**

[Shared Name]
Change the shared name as necessary.

[Drivers to Add]
If you have selected the [Use as Shared Printer]/[Use as Shared Fax] check box, install additional drivers as necessary.
Select the operating system, and click [OK] to install additional drivers.

11 Check the displayed information, and click [Start].

➡ Installation of the drivers starts.

12 Configure the machine normally used and make a test print.

- To configure the machine as the machine normally used, select the driver, and click [Next].
- To print a test page, select the driver, and click [Next].

13 Click [Exit].

- In Windows Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, MF Toolbox is not installed. Proceed to step 19.

14 Click [Next].

15 Specify the folder for installing to, and click [Next].

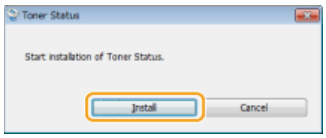
16 Specify the folder for adding an icon, and click [Next].

17 Click [Start].

➡ Installation of MF Toolbox starts.

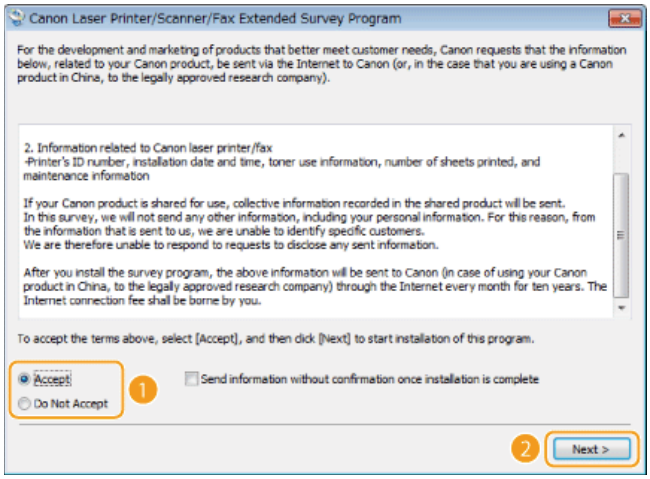
18 Click [Exit].

19 **Follow the on-screen instructions to install Toner Status.**



20 **Follow the on-screen instructions to install Presto! PageManager and the e-Manual.**

21 **Read the information in the following screen carefully, select [Accept] or [Do Not Accept], and click [Next].**

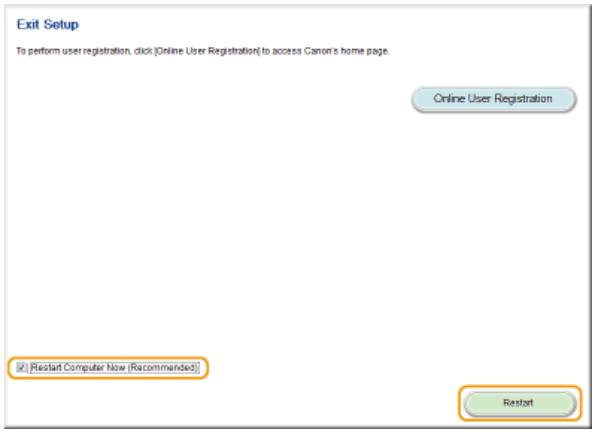


If you select [Accept], the Product Extended Survey Program is installed.

- The Product Extended Survey Program is a program to send basic information related to installation and usage of the printer to Canon every month for 10 years. It does not send any other information, including your personal information. You can uninstall the Product Extended Survey Program at any time. **Uninstalling the Product Extended Survey Program**

22 **Click [Next].**

23 **Select the [Restart Computer Now (Recommended)] check box, and click [Restart] after removing the CD-ROM/DVD-ROM.**



Checking the Results of the Installation

You can check whether the MF Drivers, MF Toolbox, e-Manual, and etc. are installed correctly or not by whether the icons appear.

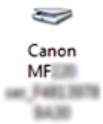
Printer driver

When the printer driver is installed correctly, an icon for the installed printer appears in the printer folder (**Displaying the Printer Folder**).

Fax driver

When the fax driver is installed correctly, an icon for the installed fax appears in the printer folder (**Displaying the Printer Folder**).

Scanner driver (network connection)

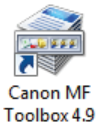


When the scanner driver is installed correctly, an icon for the installed scanner appears in the [Scanners and Cameras] or [Scanners and Cameras Properties] folder.

Scanner driver (USB connection)

When the scanner driver is installed correctly, an icon for the installed scanner appears in the [Scanners and Cameras] or [Scanners and Cameras Properties] folder.

MF Toolbox

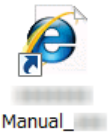


When MF Toolbox is installed correctly, an MF Toolbox icon appears on the desktop.

Network Scan Utility

When Network Scan Utility is installed correctly, a Network Scan Utility icon appears in the taskbar.

e-Manual



When the e-Manual is installed correctly, an e-Manual icon appears on the desktop.

- If you install the e-Manual with [Custom Installation], the icon does not appear.

Toner Status

When Toner Status is installed correctly, a Toner Status icon appears in the taskbar.

NOTE

If the icon is not displayed

Uninstall the drivers (**Uninstalling the MF Drivers**) and repeat the setup from the beginning.

Other software

You can install Presto! PageManager with [Custom Installation]. When Presto! PageManager is installed correctly, a Presto! PageManager icon appears on the desktop.

Installing after Downloading from the Canon Website

Install the MF Drivers or MF Toolbox after downloading the latest version from the Canon website.

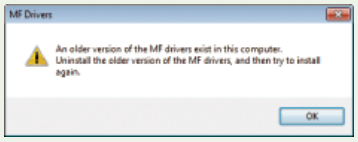
Installing the MF Drivers
Installing the MF Toolbox
Checking the Results of the Installation

IMPORTANT

If you are connecting the machine and a computer via a USB cable, install the software before connecting the USB cable. A USB cable is not included with the machine. Prepare one separately.

NOTE

If an older version is already installed, a screen similar to the following appears when installing the new version, and installation is canceled. Uninstall the older version before installing the new version. **Uninstalling**



Installing the MF Drivers

1 **Log on to the computer with an administrator account.**

2 **Download the drivers from the Canon website (http://www.canon.com/).**

- For more information about how to download the drivers, see the driver download page for your machine.

3 **Unzip the downloaded file.**

4 **If you are making a wired or wireless LAN connection, connect the machine to the computer.**

- Before starting installation of the drivers, configure network settings. For more information about how to configure network settings, see "Getting Started".

5 **If you are making a USB connection, turn OFF the printer.**

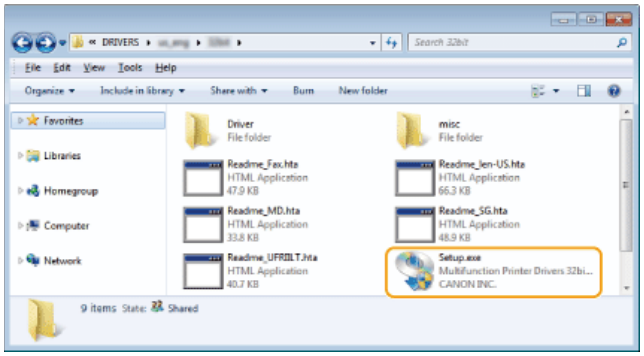
6 **Open the folder where the drivers are stored.**

32-bit operating system
[us_eng] or [uk_eng] ▶ [32bit] folders of the downloaded file

64-bit operating system
[us_eng] or [uk_eng] ▶ [x64] folders of the downloaded file

NOTE:
If you do not know whether to specify the 32-bit version or the 64-bit version for Windows Vista/7/8/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, see **Checking the Bit Architecture**.

7 **Double-click "Setup.exe".**



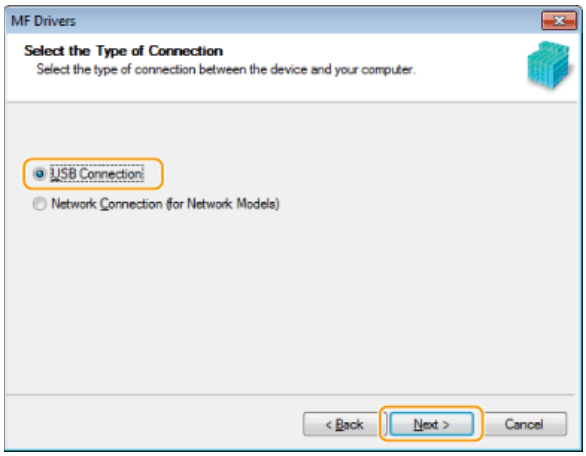
8 Click [Next].

9 Read the License Agreement, and click [Yes] to agree.

10 Select the connection method with the computer.

USB Connection

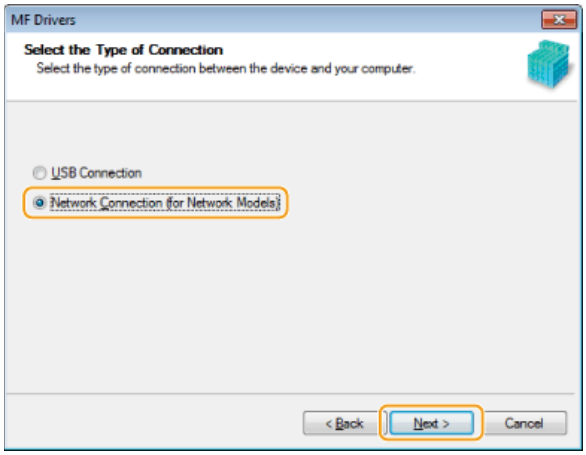
Select [USB Connection], and click [Next].



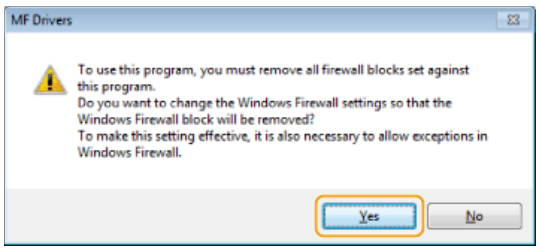
Installation of the drivers starts. Proceed to step 17.

Wired/Wireless LAN Connection

Select [Network Connection], and click [Next].

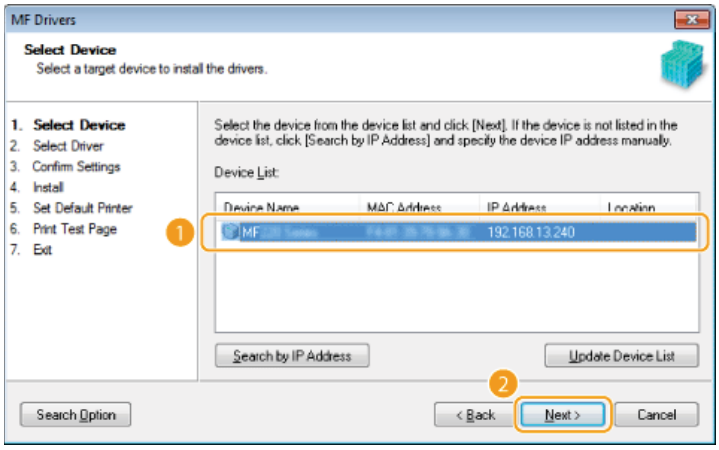


When the following screen appears, click [Yes].



- In Server 2003/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, this screen is not displayed. Proceed to the following procedure.

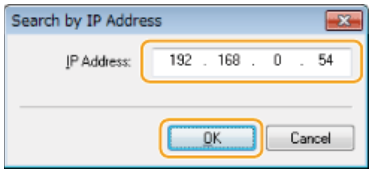
11 Select the machine, and click [Next].



NOTE:

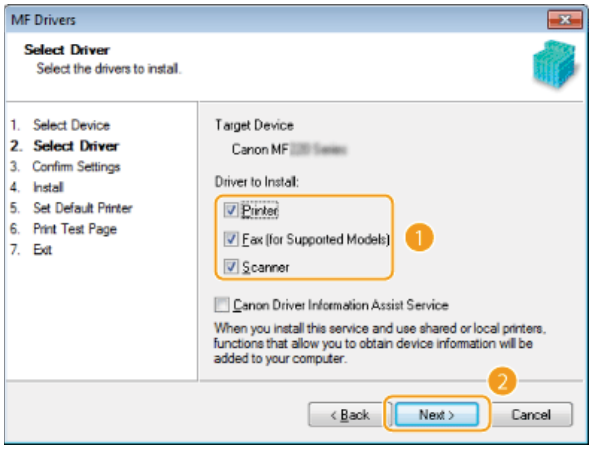
If no machines are displayed in [Device List]

Check the computer and machine connection and IP address settings (**Viewing Network Settings (e-Manual)**), and click [Update Device List]. If the machine is still not displayed at all, click [Search by IP Address] ▶ enter the IP address set on the machine ▶ [OK].



12 Select the drivers to install, and click [Next].

- If you did not select [Printer], proceed to step 14.
- If you did not select either [Printer] or [Fax], proceed to step 15.

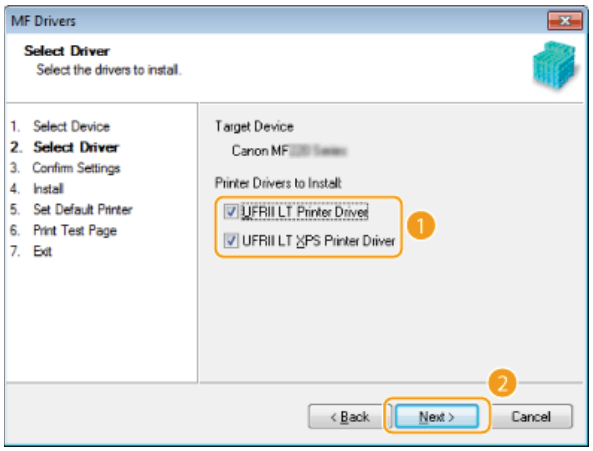


NOTE:

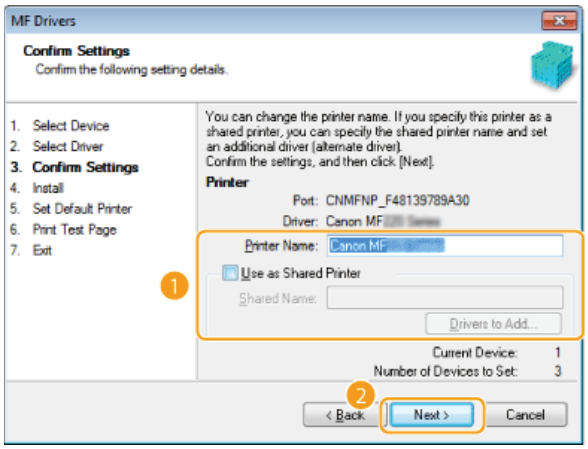
To obtain device information for using a print server

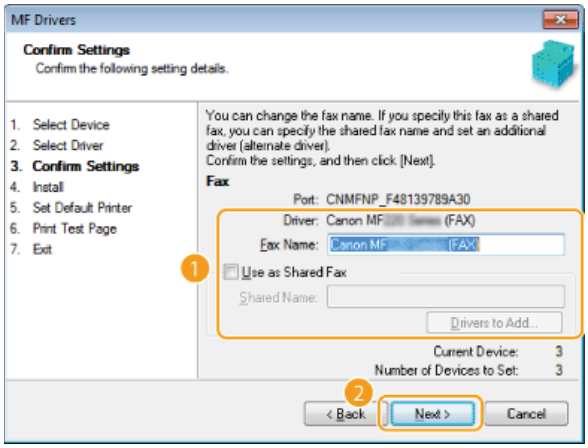
Select the [Canon Driver Information Assist Service] check box.

13 Select the printer drivers to install, and click [Next].



14 Specify details for each driver.





[Printer Name]/[Fax Name]
Change the name as necessary.

[Use as Shared Printer]/[Use as Shared Fax]
Select the check box if you want to share the machine (using the computer where you are performing the installation as a print server). **Setting Up Print Server (e-Manual)**

[Shared Name]
Change the shared name as necessary.

[Drivers to Add]
If you have selected the [Use as Shared Printer]/[Use as Shared Fax] check box, install additional drivers as necessary.
Select the operating system, and click [OK] to install additional drivers.

15 **Check the displayed information, and click [Start].**

Installation of the drivers starts.

16 **Configure the machine normally used and make a test print.**

- To configure the machine as the machine normally used, select the driver, and click [Next].
- To print a test page, select the driver, and click [Next].

17 **Click [Restart].**

Installing the MF Toolbox

1 **Log on to the computer with an administrator account.**

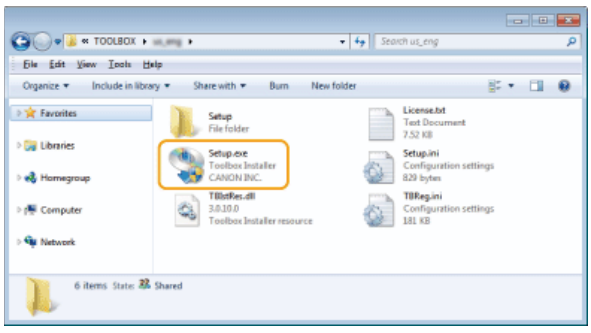
2 **Download the MF Toolbox from the Canon website (http://www.canon.com/).**

- For more information about how to download the MF Toolbox, see the driver download page for your machine.

3 **Unzip the downloaded file.**

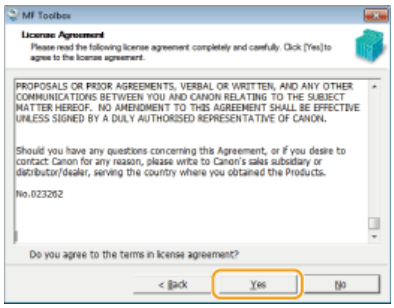
4 **Open the folder where the MF Toolbox is stored.**

5 **Double-click "Setup.exe".**



6 **Click [Next].**

7 **Read the License Agreement, and click [Yes] to agree.**



8 **Specify the folder to install to, and click [Next].**

9 **Specify the folder for adding an icon, and click [Next].**

10 **Click [Start].**

11 **Click [Exit].**

Checking the Results of the Installation

You can check whether the MF Drivers are installed correctly or not by whether the icons appear.

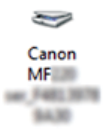
Printer driver

When the printer driver is installed correctly, an icon for the installed printer appears in the printer folder (**Displaying the Printer Folder**).

Fax driver

When the fax driver is installed correctly, an icon for the installed fax appears in the printer folder (**Displaying the Printer Folder**).

Scanner driver (network connection)

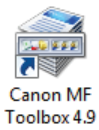


When the scanner driver is installed correctly, an icon for the installed scanner appears in the [Scanners and Cameras] or [Scanners and Cameras Properties] folder.

Scanner driver (USB connection)

When the scanner driver is installed correctly, an icon for the installed scanner appears in the [Scanners and Cameras] or [Scanners and Cameras Properties] folder.

MF Toolbox



When MF Toolbox is installed correctly, an MF Toolbox icon appears on the desktop.

Network Scan Utility

When Network Scan Utility is installed correctly, a Network Scan Utility icon appears in the taskbar.

NOTE

If the icon is not displayed

Uninstall the drivers (**Uninstalling the MF Drivers**) and repeat the installation from the beginning.

Installing to Use WSD

If you are using Windows Vista/7/8/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, you can print by using the WSD (Web Services on Devices) protocol. If you want to use WSD, first install the printer driver and then add a network printer.

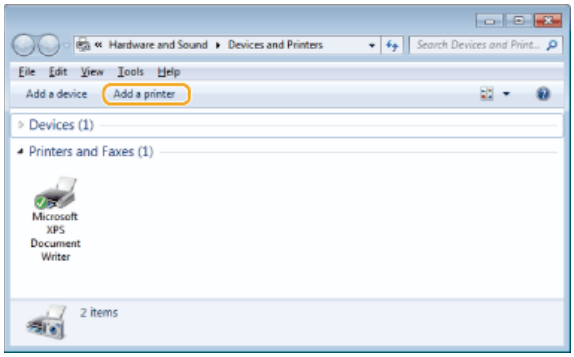
Installing the MF Drivers
Adding a Network Printer

Installing the MF Drivers

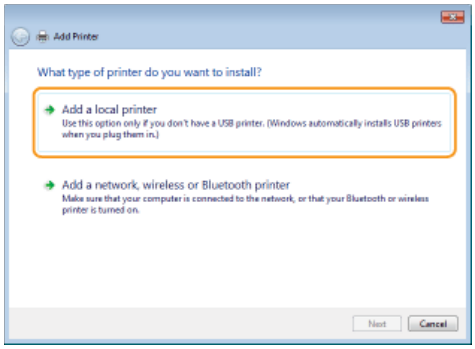
1 **Log on to the computer with an administrator account.**

2 **Open the printer folder.** **Displaying the Printer Folder**

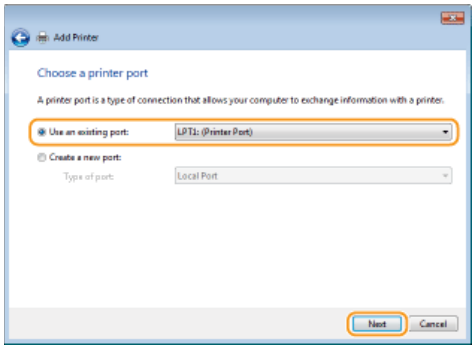
3 **Click [Add a printer] or [Add Printer].**



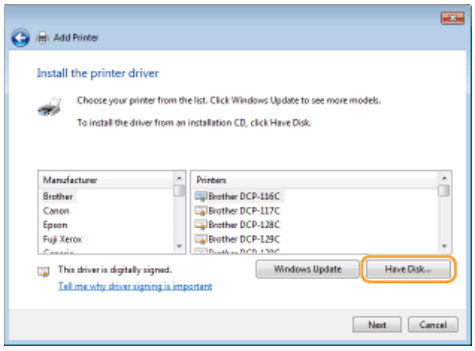
4 **Click [Add a local printer].**



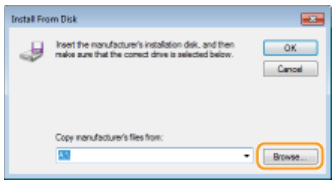
5 **Check that [LPT1] is selected under [Use an existing port], and click [Next].**



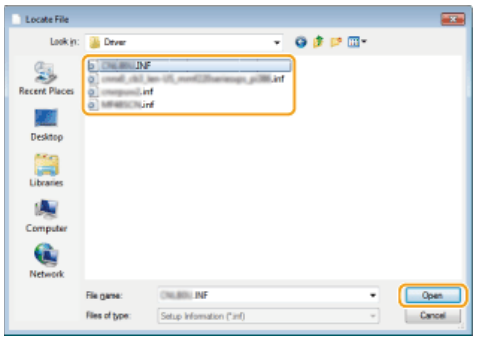
6 **Click [Have Disk].**



7 Click [Browse].



8 Specify the folder where the drives are stored, select the Inf file, and click [Open].



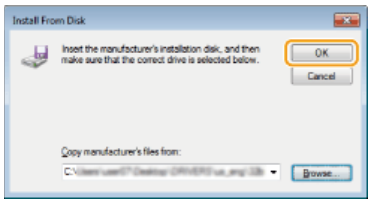
- Specify the folder where the printer driver is stored as follows.

32-bit operating system
Specify [us_eng] or [uk_eng] ▶ [32bit] ▶ [Driver] folders of the CD-ROM/DVD-ROM or downloaded file.

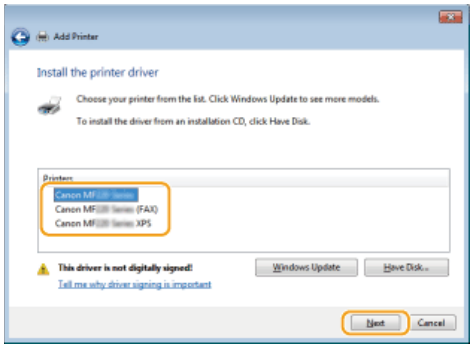
64-bit operating system
Specify [us_eng] or [uk_eng] ▶ [x64] ▶ [Driver] folders of the CD-ROM/DVD-ROM or downloaded file.

NOTE:
If you do not know whether to specify the 32-bit version or the 64-bit version **Checking the Bit Architecture**

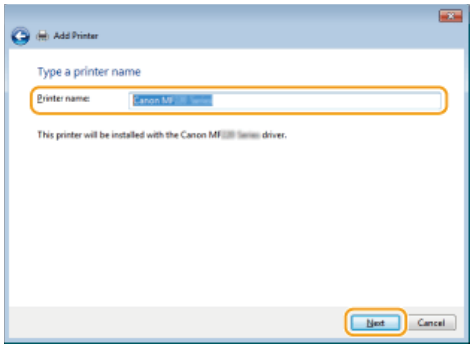
9 Click [OK].



10 Select your printer, and click [Next].



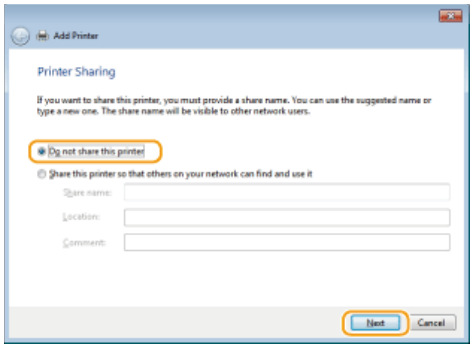
11 Change the printer name as necessary, and click [Next].



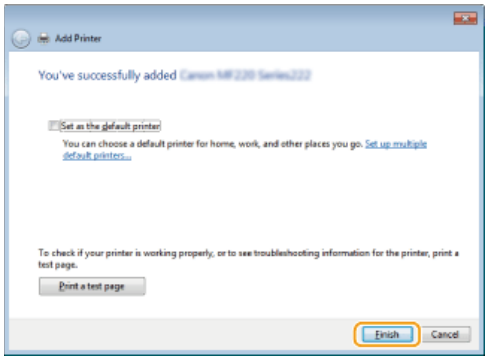
The installation starts.

12 Select [Do not share this printer], and click [Next].

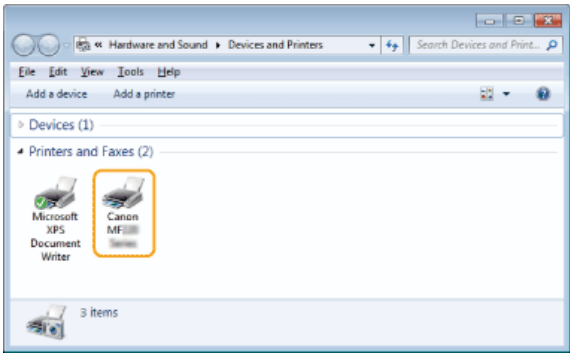
- If you want to share the printer, make sharing settings for the printer added with **Adding a Network Printer**. (**Setting Up Print Server (e-Manual)**)



13 Click [Finish].



An icon for the installed printer is displayed in the printer folder.



Adding a Network Printer

1 Open the network folder.

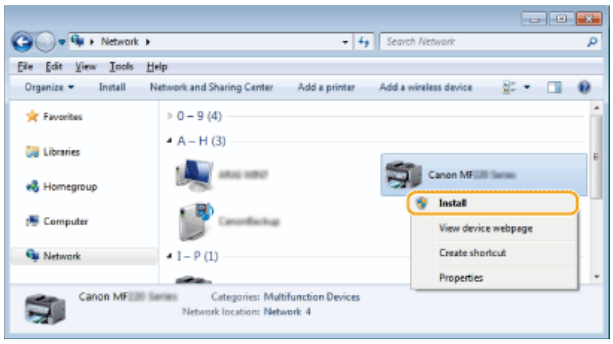
Windows Vista/Server 2008
[Start] ▸ select [Network].

Windows 7/Server 2008 R2
[Start] ▸ [Computer] ▸ select [Network].

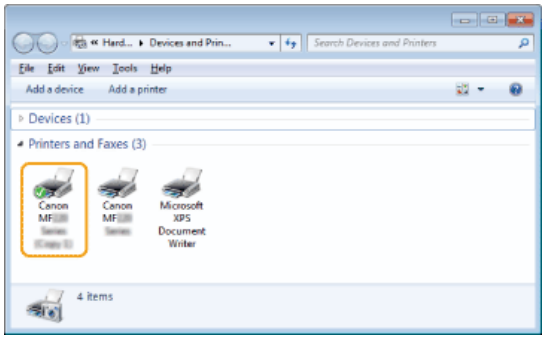
Windows 8/Server 2012
Right-click the lower-left corner of the screen ▸ [File Explorer] ▸ select [Network].

Windows 8.1/Server 2012 R2
Right-click [Start] ▸ [File Explorer] ▸ select [Network].

2 Right-click the newly added printer icon, and click [Install].



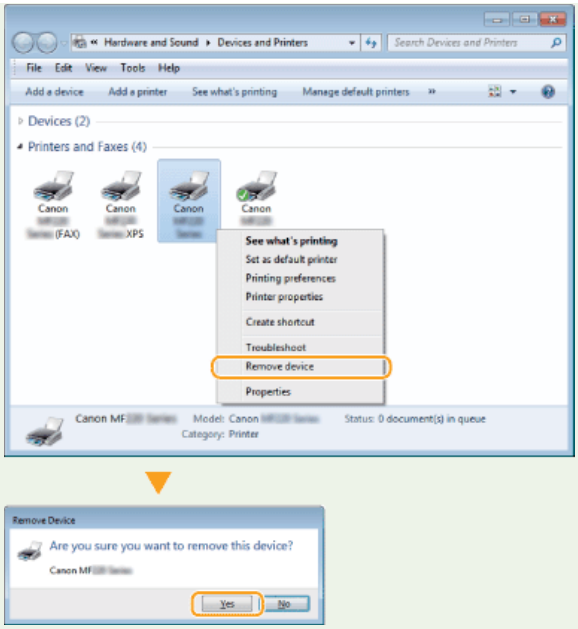
Installation for using WSD is complete when an icon for the printer is added to the printer folder.



NOTE

Deleting unneeded printer icons

When you have finished installing the network printer, the icon added in step 13 of **Installing the MF Drivers** is no longer needed. To delete the icon, right-click it and select [Remove device] or [Delete] ▸ click [Yes].


Hardware and Sound ▸ Devices and Printers
Search Devices and Printers
File Edit View Tools Help
Add a device
Add a printer
See what's printing
Manage default printers
Devices (2)
Printers and Faxes (4)
Canon
Canon
Canon
Canon
(FAX)
XPS
See what's printing
Set as default printer
Printing preferences
Printer properties
Create shortcut
Troubleshoot
Remove device
Properties
Canon MF
Model: Canon
Status: 0 document(s) in queue
Category: Printer

Remove Device
Are you sure you want to remove this device?
Canon MF
Yes
No

Uninstalling

When you no longer need installed MF Drivers, MF Toolbox, or the Product Extended Survey Program, you can uninstall them to delete them from your computer.

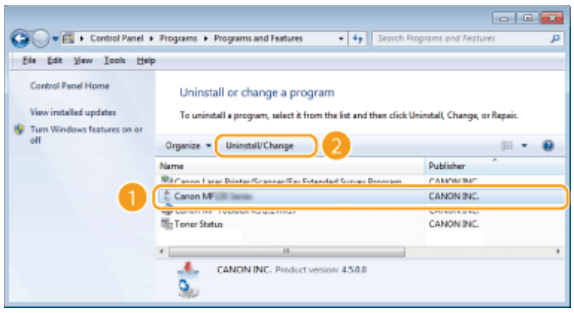
Uninstalling the MF Drivers
Uninstalling the MF Toolbox
Uninstalling the Product Extended Survey Program
Uninstalling the Toner Status

Uninstalling the MF Drivers

1 **Log on to the computer with an administrator account.**

2 **Display [Programs and Features] or [Add or Remove Programs].** **Displaying [Programs and Features] or [Add or Remove Programs]**

3 **Select the MF Drivers that you want to uninstall, and click [Uninstall/Change] or [Change/Remove].**



The uninstaller starts.

NOTE:

If you cannot find the drivers that you want to uninstall

Start the uninstaller from the User Software and Manuals CD-ROM/DVD-ROM or from the MF Drivers file that you downloaded.

1 **Insert the User Software and Manuals CD-ROM/DVD-ROM into the drive on the computer.**

- To start the uninstaller from the MF Drivers file that you downloaded, carry out the following step.

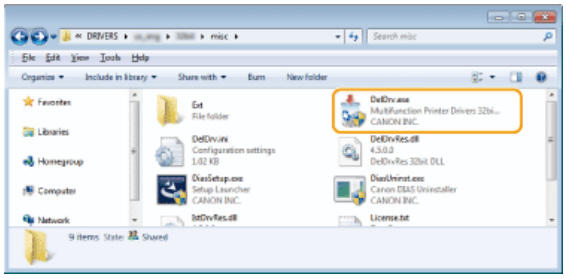
2 **Open the folder where the uninstaller is stored.**

32-bit operating system
[us_eng] or [uk_eng] ▸ [32bit] ▸ [misc] folders of the CD-ROM/DVD-ROM or downloaded file

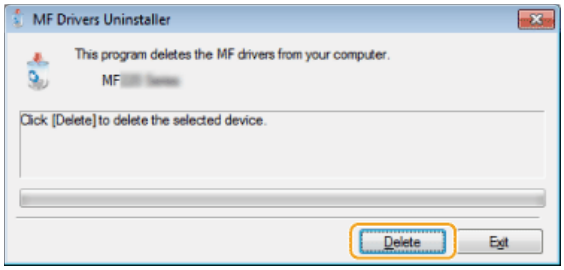
64-bit operating system
[us_eng] or [uk_eng] ▸ [x64] ▸ [misc] folders of the CD-ROM/DVD-ROM or downloaded file

NOTE:
If you do not know whether to specify the 32-bit version or the 64-bit version for Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, see **Checking the Bit Architecture**.

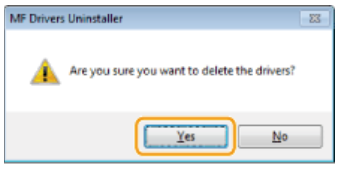
3 **Double-click "DelDrv.exe".**



4 **Click [Delete].**

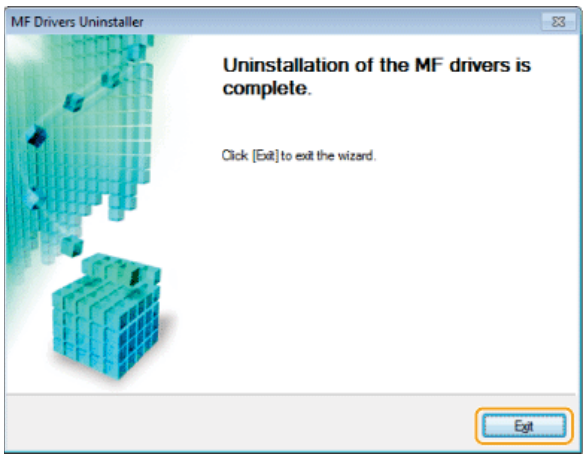


5 **Click [Yes].**



The uninstall starts.

6 **Click [Exit].**

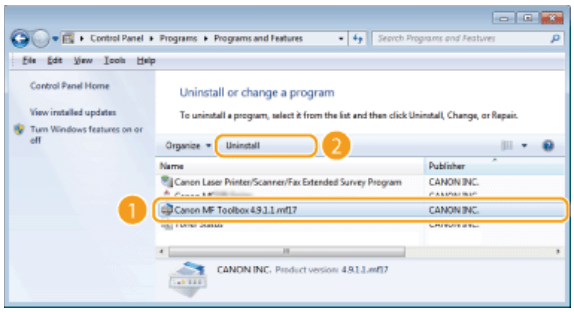


Uninstalling the MF Toolbox

1 **Log on to the computer with an administrator account.**

2 **Display [Programs and Features] or [Add or Remove Programs].** **Displaying [Programs and Features] or [Add or Remove Programs]**

3 **Select the MF Toolbox, and click [Uninstall] or [Remove].**



The uninstaller starts.

4 **Click [Remove].**

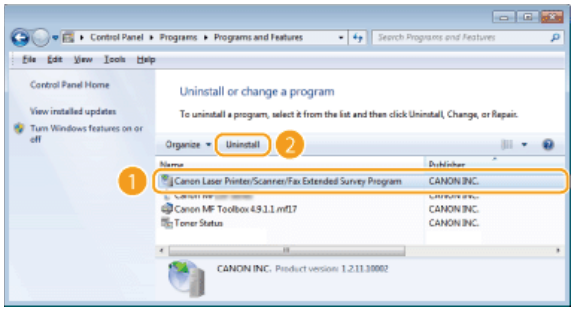
5 **Click [Restart].**

Uninstalling the Product Extended Survey Program

1 **Log on to the computer with an administrator account.**

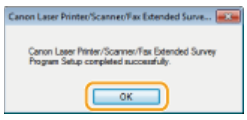
2 **Display [Programs and Features] or [Add or Remove Programs].** **Displaying [Programs and Features] or [Add or Remove Programs]**

3 **Select [Canon Laser Printer/Scanner/Fax Extended Survey Program], and click [Uninstall] or [Remove].**



The uninstaller starts.

4 **Click [OK].**

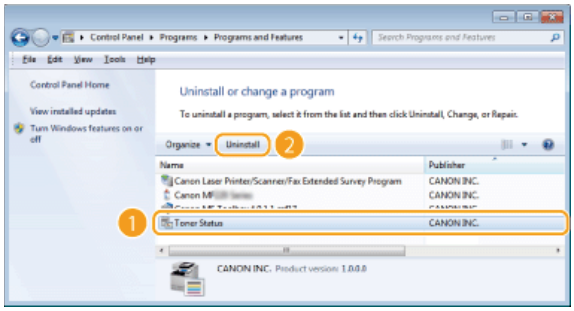


Uninstalling the Toner Status

1 **Log on to the computer with an administrator account.**

2 **Display [Programs and Features] or [Add or Remove Programs].** **Displaying [Programs and Features] or [Add or Remove Programs]**

3 **Select [Toner Status], and click [Uninstall] or [Remove].**



The uninstaller starts.

4 **Click [Uninstall].**

5 **Click [OK].**

Troubleshooting

If you encounter problems during installation or uninstallation of the MF Drivers and MF Toolbox, see the following sections before contacting Canon.

Trouble with Installation
Trouble with Uninstallation
Trouble after Upgrading the Operating System

Trouble with Installation

Cannot install the software

- When you are in an IPv6 environment, the Software Programs/Manuals Setup screen may not appear, and you cannot install the MF drivers. Install the drivers using the WSD port.
  Installing the MF Drivers
- If an error occurs during the installation, uninstall the software, restart your computer, and install it again.
  Uninstalling the MF Drivers
  Installing the MF Drivers
- Quit all running applications and install the software again.

Applications installed from the User Software and Manuals CD-ROM/DVD-ROM supplied with the machine are not properly registered in the MF Toolbox

- Applications are automatically registered to the MF Toolbox once they have been installed. They are not, however, if installed while the MF Toolbox is open. To access these applications from the toolbox, you need to manually register them to the toolbox.
  Configuring Scan Settings in MF Toolbox (e-Manual)

Trouble with Uninstallation

It takes too long to uninstall the MF Drivers (Windows XP)

- Quit all running applications (including anti-virus applications) before uninstalling the software.

The [Canon] folder remains in the Start menu after the software has been uninstalled

- Uninstall the MF Toolbox first before uninstalling the MF Drivers. If you uninstall the MF Drivers first, the [Canon] folder may remain after the MF Toolbox has been uninstalled. In this case, follow the steps in the procedure below to remove the folder.
  - Windows XP
    Right-click [Start] ▶ select [Explorer] ▶ [All Users] ▶ [Start Menu] ▶ [Programs] ▶ delete the [Canon] folder.
  - Windows Vista
    Right-click [Start] ▶ select [Explorer All Users] ▶ [Programs] in [Start Menu] ▶ delete the [Canon] folder.
  - Windows 7
    [Start] ▶ select [All Programs] ▶ delete the [Canon] folder.

Trouble after Upgrading the Operating System

Cannot use the software after upgrading the operating system

- Reinstall the software after uninstalling the software.
  Uninstalling
  Installing

Appendix

The Appendix provides information you should know, such as how to use the Installation Guide, disclaimers, and copyright information.

Using the Installation Guide

The Installation Guide is a manual that can be viewed on your computer. It provides information about the installation of drivers. You can find pages quickly by searching for what you want to do or by entering keywords.

How to Find the Topic You Are Looking For

You can find the page you are looking for using the following three methods.

Search the contents

You can find the page you are looking for by selecting a topic from the [Contents] tab on the left side of the screen, or by selecting a chapter icon from the icons next to the topics.

Top Page
Topic Page

Search by keyword

You can search by entering keywords, such as "USB" or "environment". Pages containing the keywords are displayed. You can also enter phrases such as "install the MF Drivers". The search will find topics containing all of the words in the phrase (AND search).

Search Tab

Search the site map

Click [Site Map] on the top part of the screen to display a list of all the Installation Guide topics. From there you can find the topic you are looking for.

Site Map

NOTE

System requirements

To use the Installation Guide, one of the following Web browsers is required. The content of the Installation Guide may not display correctly if a browser not listed below is used.

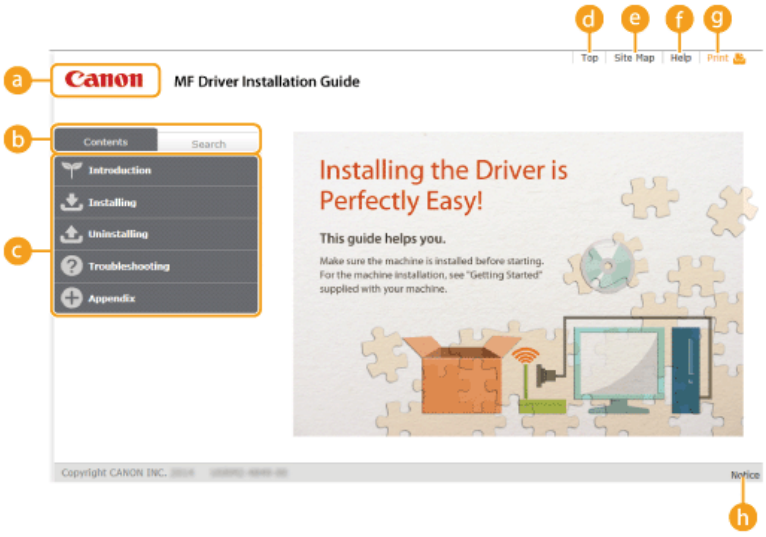
Internet Explorer 8.0/9.0/10.0/11.0, Firefox 24 ESR/F 26

Screen Configuration of the Installation Guide

The Installation Guide is divided into different screens, and the content of each screen varies.

Top Page

This page appears when the Installation Guide is started.



a Canon logo

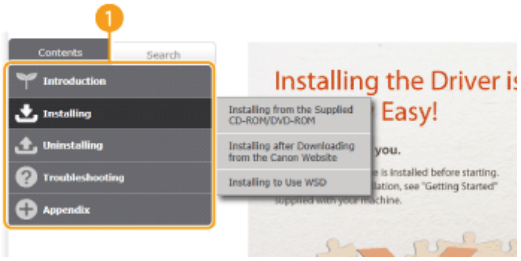
Click to return to the top page from any other page.

b [Contents] tab/[Search] tab

Click to toggle the display between the [Contents] tab and [Search] tab.

c Contents

Displays the titles of chapters (1). Place the mouse pointer over one of the titles to display the topics in that chapter on the right. Click a topic to display its page.



d [Top]

Click to return to the top page from any other page.

e [Site Map]

Click to display the titles of all Installation Guide topics.

f [Help]

Click to display information on how to view the Installation Guide, how to perform a search, and other information.

g [Print]

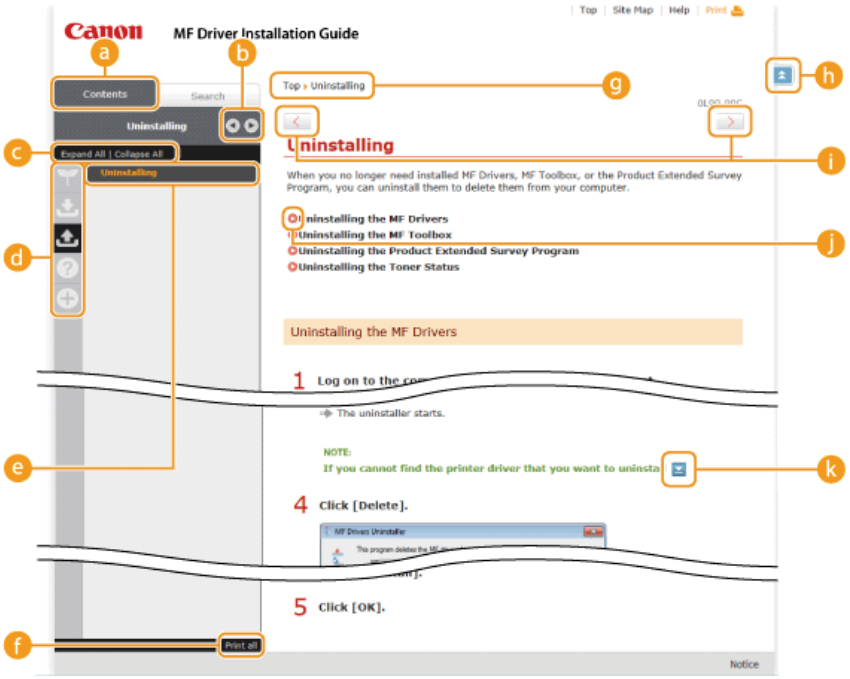
Click to print the currently displayed topic page.

h [Notice]

Click to view important information you should know when using the printer.

Topic Page

Topic pages contain information about how to install drivers.



[Contents]

Chapter icons and topic titles are displayed in this tab.

/

The [Contents] tab can be widened and narrowed.

[Expand All]/[Collapse All]

Click [Expand All] to display all of the subsections of all topics. Click [Collapse All] to close all of the subsections of all the topics.

Chapter icons

Click a chapter icon to navigate to the top of the corresponding chapter.

Topics

Displays the topics of the selected chapter. If "+" is displayed on a topic, clicking it displays the subsections of that topic. Click "-" to close an expanded topic.

[Print all]

All pages of the selected chapter are opened in a separate window. You can print them as necessary.

Navigation

This shows which chapter topic you are currently viewing.

Click to return to the page top.

/

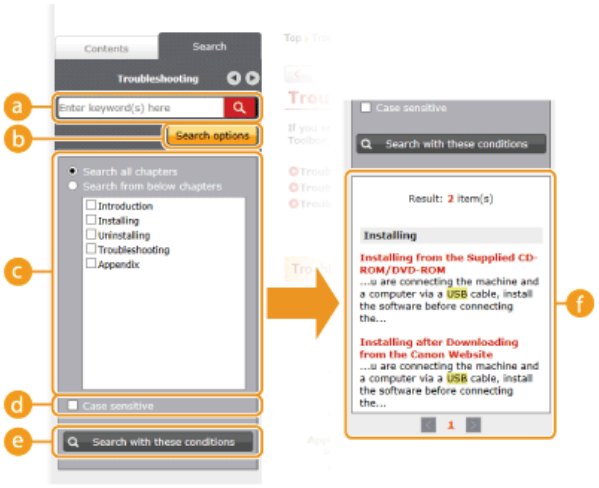
Click to display the previous or next topic.

Click to jump to the corresponding page. To return to the previous page, click the [Back] button on your Web browser.

Click to display hidden detailed descriptions. Click again to close the detailed descriptions.

Search Tab

This tab contains a text box to perform a search and find the page you are looking for.



a [Enter keyword(s) here]

Enter one or more keywords and click to display search results in a results list. You can enter a phrase to find pages that contain all of the words in the phrase. To find an exact phrase, enclose it in double quotation marks.

b [Search options]

Click to specify search conditions such as the scope of the search and case sensitivity.

c Search scope selector

You can use this to select the individual chapters to search. This allows you to search more efficiently, when you can predict the chapters containing the topic that you are looking for.

d Search options selector

Select the check box to make your search case-sensitive.

e [Search with these conditions]

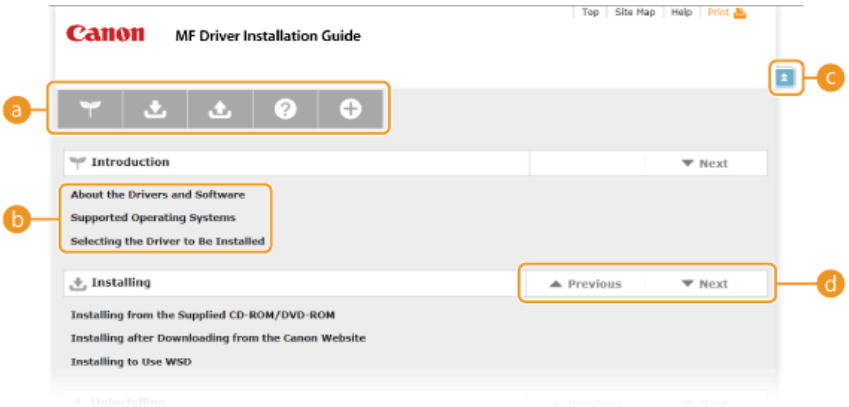
c and d specify the conditions. After setting them, press this to perform the search and display the results in the [Result] list.

f Result list

This displays pages that contain the specified keywords. From the results, locate the page you are looking for and click the topic title of the page. If the results cannot be displayed on one page, click / or a page number to display the results on the corresponding page.

Site Map

This page displays the titles of all topics in the Installation Guide.



a Chapter icons

Click to jump to the table of contents of the selected chapter.

b Topic titles

Displays titles and topics. Click a title to jump to the corresponding topic page.

c

Click to return to the page top.

**d / **

Click to go to the previous or next chapter.

Viewing the Installation Guide

Marks

Restrictions and cautions regarding the handling of the printer, useful tips, and other information are indicated using the marks below.

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

NOTE Indicates a clarification of an operation, or contains additional explanations for a procedure.

Buttons

Buttons on the computer display are indicated with the following notation:

Example from the Installation Guide: [Next]

Computer Screens

Depending on the operating system you are using, the appearance of the displays in this guide may differ slightly from the displays that you see. Also, the appearance of MF Drivers and software may differ depending on their version.

Other

This section describes basic Windows operations and includes disclaimers, copyright information, and other information.

Basic Windows Operations

- **Displaying the Printer Folder**
- **Enabling [Network discovery]**
- **Displaying the [CD-ROM/DVD-ROM Setup] Screen**
- **Checking the Bit Architecture**
- **Displaying [Programs and Features] or [Add or Remove Programs]**
- **Displaying [Device Manager]**

Displaying the Printer Folder

Windows XP Professional/Server 2003
[Start] ▶ select [Printers and Faxes].

Windows XP Home Edition
[Start] ▶ select [Control Panel] ▶ [Printers and Other Hardware] ▶ [Printers and Faxes].

Windows Vista
[Start] ▶ select [Control Panel] ▶ [Printer].

Windows 7/Server 2008 R2
[Start] ▶ select [Devices and Printers].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View devices and printers].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel] ▶ [View devices and printers].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Printers].

Enabling [Network discovery]

If you are using Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2, enable [Network discovery] to view the computers on your network.

Windows Vista
[Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ under [Network discovery], select [Turn on network discovery].

Windows 7/Server 2008 R2
[Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ under [Network discovery], select [Turn on network discovery].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] ▶ under [Network discovery], select [Turn on network discovery].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel] ▶ [View network status and tasks] ▶ [Change advanced sharing settings] under [Network discovery], select [Turn on network discovery].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Network and Sharing Center] ▶ under [Network discovery], select [Turn on network discovery].

Displaying the [CD-ROM/DVD-ROM Setup] Screen

If your computer does not display the [CD-ROM/DVD-ROM Setup] screen after you insert the CD-ROM/DVD-ROM, follow the procedure below. This following example uses "D:" as the name of the CD-ROM/DVD-ROM drive. The CD-ROM/DVD-ROM drive name may be different on your computer.

Windows XP/Server 2003
[Start] ▶ select [Run] ▶ enter "D:\MInst.exe" ▶ click [OK].

Windows Vista/7/Server 2008/Server 2008 R2
[Start] ▶ enter "D:\MInst.exe" in [Search programs and files] or [Start Search] ▶ press the [ENTER] key on the keyboard.

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Run] ▶ enter "D:\MInst.exe" ▶ click [OK].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Run] ▶ enter "D:\MInst.exe" ▶ click [OK].

■Checking the Bit Architecture

If you are not sure whether your computer is running 32-bit or 64-bit Windows, follow the procedure below to check.

1 Display [Control Panel].

Windows Vista/7/Server 2008/Server 2008 R2
[Start] ▶ select [Control Panel].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ select [Control Panel].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ select [Control Panel].

2 Display [System].

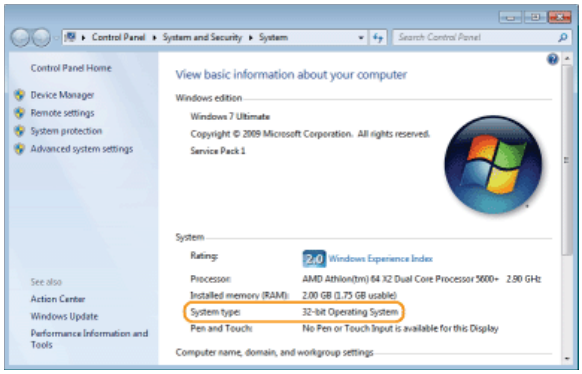
Windows Vista/7/8/8.1/Server 2008/Server 2008 R2/Server 2012/Server 2012 R2
Click [System and Security] or [System and Maintenance] ▶ [System].

Windows Server 2008
Double-click [System].

3 Check the bit architecture.

32-bit operating systems
[32-bit Operating System] is displayed.

64-bit operating systems
[64-bit Operating System] is displayed.



■Displaying [Programs and Features] or [Add or Remove Programs]

Windows XP/Server 2003
[Start] ▶ [Control Panel] ▶ select [Add or Remove Programs].

Windows Vista/7/Server 2008 R2
[Start] ▶ [Control Panel] ▶ select [Uninstall a Program].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ [Control Panel] ▶ select [Uninstall a Program].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ [Control Panel] ▶ select [Uninstall a Program].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Programs and Features].

Displaying [Device Manager]

Windows XP
[Start] ▶ [Control Panel] ▶ [Performance and Maintenance] ▶ [System] ▶ [Hardware] ▶ select [Device Manager].

Windows Vista/7/Server 2008 R2
[Start] ▶ [Control Panel] ▶ [Hardware and Sound] or [Hardware] ▶ select [Device Manager].

Windows 8/Server 2012
Right-click the lower-left corner of the screen ▶ [Control Panel] ▶ [Hardware and Sound] ▶ select [Device Manager].

Windows 8.1/Server 2012 R2
Right-click [Start] ▶ [Control Panel] ▶ [Hardware and Sound] ▶ select [Device Manager].

Windows Server 2003
[Start] ▶ [Control Panel] ▶ [System] ▶ [Hardware] ▶ select [Device Manager].

Windows Server 2008
[Start] ▶ select [Control Panel] ▶ double-click [Device Manager].

Notice

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