



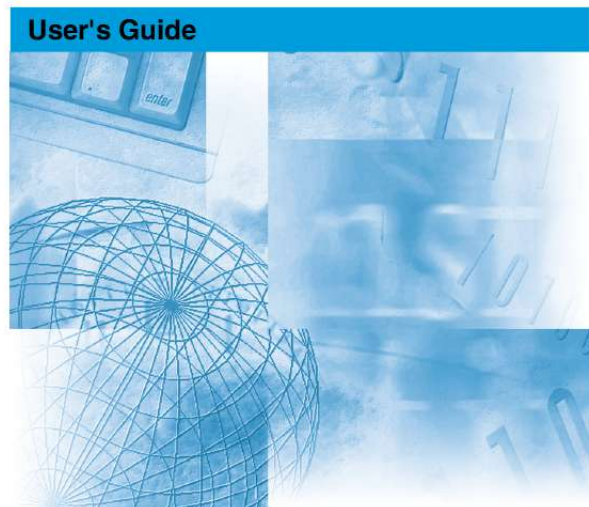
Your PDF Guides

You can read the recommendations in the user guide, the technical guide or the installation guide for CANON IR2016. You'll find the answers to all your questions on the CANON IR2016 in the user manual (information, specifications, safety advice, size, accessories, etc.). Detailed instructions for use are in the User's Guide.

User manual CANON IR2016
User guide CANON IR2016
Operating instructions CANON IR2016
Instructions for use CANON IR2016
Instruction manual CANON IR2016

Canon

iR2020/iR2016



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

ENGLISH



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x Additional Information

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... 3-5 Chapter 4 Appendix Multi-functional Operation

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.... 4-2 Available Paper Stock .

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..... @@@@ In order to use the machine safely, always pay attention to these warnings.

Indicates a caution concerning operations that may lead to injury to persons, or damage to property if not performed correctly. In order to use the machine safely, always pay attention to these cautions. CAUTION IMPORTANT Indicates operational requirements and restrictions. Be sure to read these items carefully in order to operate the machine correctly, and to avoid damage to the machine. NOTE Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended. viii Keys Used in This Manual The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual: Control Panel Keys: <Key icon> + [Key Name] Examples: [Start] [Stop] Illustrations Used in This Manual Illustrations used in this manual are those displayed when the iR2016 has the following optional equipment attached to it: the Fax Panel-A1 (with Super G3 FAX Board-T1), Feeder (DADF-P1), Finisher-U1, Additional Finisher Tray-C1, and Cassette Feeding Module-J1. ix Legal Notices R&TTE Directive This equipment (F188900) conforms with the essential requirements of EC Directive 1999/5/EC and is usable in EU. We declare that this product conforms with the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 V-240 V, 50/60 Hz. Use of shielded cable is necessary to comply with the technical requirements of EMC Directive. If you move to another EU country and are experiencing trouble please call the Canon Help Desk. (For Europe Only) Canon Inc./Canon Europa N.V. Laser Safety This product is certificated as a Class 1 laser product under IEC60825-1:1993 and EN60825-1:1994. This means that the product does not produce hazardous laser radiation. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.



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Do not remove protective housings or external covers, except as directed by the equipment's Reference Guide. x Additional Information When servicing or adjusting the optical system of the product, be careful not to place screwdrivers or other shiny objects in the path of the laser beam. Also, accessories such as watches and rings should be removed before working on the product.

The reflected beam, whether visible or invisible, can permanently damage your eyes. The labels shown below are attached to the laser scanner unit inside the machine and next to the toner cartridge behind the front cover. This product has been classified under IEC60825-1:1993 and EN60825-1:1994, which conform to the following classes; CLASS I LASER PRODUCT LASER KLASSE Paper Money Money Orders Certificates of Deposit Postage Stamps (canceled or uncanceled) Identifying Badges or Insignias Selective Service or Draft Papers Checks or Drafts Issued by Governmental Agencies Motor Vehicle Licenses and Certificates of Title Travelers Checks Food Stamps Passports Immigration Papers Internal Revenue Stamps (canceled or uncanceled) Bonds or Other Certificates of Indebtedness Stock Certificates Copyrighted Works/Works of Art without Permission of Copyright Owner xv Important Safety Instructions Please read these "Important Safety Instructions" thoroughly before operating the machine. As these instructions are intended to prevent injury to the user or other persons or destruction of property, always pay attention to these instructions. Also, since it may result in unexpected accidents or injuries, do not perform any operation unless otherwise specified in the manual. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty. Installation WARNING · Do not install the machine near alcohol, paint thinner, or other flammable substances. If flammable substances come into contact with electrical parts inside the machine, it may result in a fire or electrical shock. · Do not place the following items on the machine. If these items come into contact with a high-voltage area inside the machine, it may result in a fire or electrical shock.

If the following items are dropped or spilled inside the machine, immediately turn OFF the main power switch and disconnect the power cord from the power outlet. Then contact your local authorized Canon dealer. · Necklacell water, liquids or flammable substances (alcohol, benzene, paint thinner, etc.) inside the machine. If these items come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock. If these items are dropped or spilled inside the machine, immediately turn OFF the main power switch, and disconnect the power cord from the power outlet. Then contact your local authorized Canon dealer. xix CAUTION · Do not place heavy (2 kg or more) objects on the machine, as they may tip over or fall resulting in personal injury. · Close the feeder/platen cover gently to avoid catching your hands, as this may result in personal injury. · Do not press down hard on the feeder/platen cover when using the platen glass to make copies of a thick book.

Doing so may damage the platen glass and result in personal injury. · Do not touch the finisher while the machine is printing, as this may result in personal injury. · Do not place your hand in the part of the tray where stapling is performed when a finisher is attached, as this may result in personal injury. Finisher-UI xx · The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation.

Read the following remarks and instructions for safety. · Never open covers other than those instructed in this manual. · If the laser beam escapes from the machine, exposure may cause serious damage to your eyes. · Do not remove the caution label attached to the laser scanner unit inside the machine and next to the toner cartridge behind the front cover. · Turn OFF the control panel power switch for safety when the machine will not be used for a long period of time, such as overnight.

Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays. xxi Maintenance and Inspection WARNING · When cleaning the machine, first turn OFF the main power switch, then disconnect the power cord. Failure to observe these steps may result in a fire or electrical shock. · Disconnect the power cord from the power outlet regularly, and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to ensure that all dust and grime is removed. If the power cord is connected for a long period of time in a damp, dusty, or smoky location, dust can build up around the power plug and become damp. This may cause a short circuit and result in a fire. · Clean the machine using a slightly dampened cloth with a mild detergent mixed with water. Do not use alcohol, benzene, paint thinner or other flammable substances. Check detergent for flammability prior to use. If flammable substances come into contact with a high-voltage area inside the machine, this may result in a fire or electrical shock.

· Some internal parts of the machine are high-voltage. When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock. · Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire. xxii CAUTION · The fixing unit and its surroundings inside the machine may become hot during use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as doing so may result in burns or electrical shock. · When removing jammed paper or replacing the toner cartridge, take care not to allow the toner to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing them with warm water will set the toner, and make it impossible to remove the toner stains. · When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and getting into your eyes or mouth.



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If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.

· When loading paper or removing jammed originals or paper, take care not to cut your hands on the edges of the originals or paper. · When removing a used toner cartridge, remove the cartridge carefully to prevent the toner from scattering and getting into your eyes or mouth. If the toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician. xxiii Consumables WARNING · Do not burn or throw used toner cartridges into open flames, as this may cause the toner remaining inside the cartridges to ignite, resulting in burns or a fire. · Do not store toner cartridges or copy paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.

· When discarding used toner cartridges, put the cartridges into a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames. CAUTION Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately. Other Warnings WARNING For cardiac pacemaker users: This product generates a low level magnetic field. If you use a cardiac pacemaker and feel abnormalities, please move away from the product and consult your doctor.

xxiv About the CD-ROM Instruction Manual Contents of CD-ROM Instruction Manual CD-ROM Instruction Manual I This contains the Multilingual versions of the following guides. Easy Operation Guide · Basic Features Explains the basic machine operations and settings for the Copy function. · To Suit Your Needs Explains the basic machine operations and settings for the Fax, Printer, and Remote User Interface function Reference Guide Contains the basic operation instructions, daily maintenance, and troubleshooting instructions. Copying Guide Contains the Copying function instructions. Facsimile Guide Contains the Facsimile function instructions. User's Guide (This Document) CD-ROM Instruction Manual II This contains the English, French, Italian, and German versions of the following guides. Easy Operation Guide · Basic Features Explains the basic machine operations and settings for the Copy function. · To Suit Your Needs Explains the basic machine operations and settings for the Fax, Printer, and Remote User Interface function Reference Guide Contains the basic operation instructions, daily maintenance, and troubleshooting instructions. xxv Copying Guide Contains the Copying function instructions. Remote UI Guide Contains the Remote User Interface instructions.

UFR II Printer Guide Contains the UFR II Printer function instructions. PCL/UFR II Printer Guide Contains the PCL/UFR II Printer function instructions. Network Guide Contains the Network Connectivity and setup instructions. PCL Driver Guide Contains the PCL Driver Installation instructions. UFR II Driver Guide Contains the UFR II Driver Installation instructions. Super G3 FAX Board CD-ROM This contains the English, French, Italian, and German versions of the following guides. Facsimile Guide Contains the Facsimile function instructions. Fax Driver Guide Contains the Fax Driver Installation instructions. NOTE The Super G3 FAX Board CD-ROM comes with the optional Super G3 FAX Board-T1. xxvi User Manual CD-ROM Menu The User Manual CD-ROM Menu is software that enables you to select and view PDF Manuals included on the CD-ROM via your computer screen.

Follow the instructions below to use the User Manual CD-ROM Menu. System Requirements The User Manual CD-ROM Menu can be used in the following system environments. Windows Windows 98 Windows Me Windows NT (Service Pack 3 or later) Windows 2000 (Service Pack 3 or later) Windows XP (Service Pack 1a or later) Windows Server 2003 The memory required to run the above operating systems A computer that can run the above operating systems A resolution of 1024 pixels × 768 pixels or higher OS Memory Computer Display IMPORTANT Depending on the configuration of your computer, some functions may not operate correctly. If the PDF manual does not open from the CD-ROM Menu, open the PDF file directly from the [manuals] folder on the User Manual CD-ROM. xxvii Using the CD-ROM Menu This section describes how to use the CD-ROM Menu.

When you insert the User Manual CD-ROM provided into the CD-ROM drive, the Language Selection screen is displayed. Clicking a language on this screen displays the following menu. a b BROWSE MANUAL You can read any of the listed guides by clicking on the desired guide. After clicking on the desired guide, Adobe Reader/Adobe Acrobat Reader starts, and the PDF manual is displayed. c b RETURN Return to the Language Selection menu. c EXIT Exit the [CD-ROM] menu. xxviii Before You Start Using This Machine CHAPTER This chapter describes what you should know before using this machine, such as parts and their functions, how to turn ON the main power, and so on. 1 Installation Location and Handling

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1-2 Handling Precautions

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1-14 Internal View

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1-17 Main Power and Control Panel Power

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..... 1-20 How to Turn ON the Main Power ..

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..... 1-20 Control Panel Power Switch

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For example, avoid installing the machine near water faucets, hot water heaters, humidifiers, air conditioners, heaters or stoves. 1-2 Installation Location and Handling Avoid installing the machine in direct sunlight. If this is unavoidable, use curtains to shade the machine. 1 Before You Start Using This Machine Avoid poorly ventilated locations. This machine generates a slight amount of ozone during normal use.

Although sensitivity to ozone may vary, this amount is not harmful. Ozone may be more noticeable during extended use or long production runs, especially in poorly ventilated rooms. It is recommended that the room be appropriately ventilated, sufficient to maintain a comfortable working environment, in areas of machine operation. Installation Location and Handling 1-3 Avoid locations where a considerable amount of dust accumulates. Avoid locations where ammonia gas is emitted.

1 Before You Start Using This Machine Avoid locations near volatile or flammable materials, such as alcohol or paint thinner. Avoid locations that are subject to vibration. For example, avoid installing the machine on unstable floors or stands. 1-4 Installation Location and Handling Avoid exposing the machine to rapid changes in temperature. If the room in which the machine is installed is cold but rapidly heated, water droplets (condensation) may form inside the machine.

This may result in a noticeable degradation in the quality of the copied image, the inability to properly scan an original, or the copies having no printed image at all. 1 Before You Start Using This Machine Avoid installing the machine near computers or other precision electronic equipment. Electrical interference and vibrations generated by the machine during printing can adversely affect the operation of such equipment. Avoid installing the machine near televisions, radios, or similar electronic equipment. The machine might interfere with sound and picture signal reception. Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment. Installation Location and Handling 1-5 Select a Safe Power Supply Plug the machine into a standard 220-240 V AC, three-wire grounded outlet. Make sure that the power supply for the machine is safe, and has a steady voltage. 1 Before You Start Using This Machine Do not connect other electrical equipment to the same power outlet to which the machine is connected. Do not connect the power cord to a multi-plug power strip, as this may cause a fire or electrical shock.

The power cord may become damaged if it is often stepped on or if heavy objects are placed on it. Continued use of a damaged power cord can lead to an accident, such as a fire or electrical shock. 1-6 Installation Location and Handling Provide Adequate Installation Space Provide enough space on all sides and the top of the machine for unrestricted operation. When Finisher-UI and Additional Finisher Tray-C1 are attached more than 100 mm 1 Before You Start Using This Machine more than 100 mm 1070 mm (1249 mm*) 1101 mm (1198 mm*) * When the left cover of the main unit is opened and the auxiliary tray of the Additional Finisher Tray-C1 is extended. Installation Location and Handling 1-7 Moving the Machine If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Because the machine is heavy, do not attempt to move it by yourself. Two or more people are required to lift it. 1 Before You Start Using This Machine When carrying the machine, be sure to hold the parts indicated below. @@Take adequate precautions when inspecting the inside of the machine. Do not carry out any inspections not described in this manual.

@@@Using the machine in this state may cause a fire or electrical shock. @@This may result in paper jams. Do not use flammable sprays, such as spray glue near the machine. @@@@To register a password, ADD. FUNCTIONS SYSTEM SETTINGS MANAGE DEPT.

@@@@@NOTE · The standard settings are selected at power ON. @@@@ID> appears. @· <DEPT. ID PASSWORD> is displayed even if the password has not been set. In this case, press [OK] to enter the Standby mode.

· For details about the Department ID Management, see "Department ID Management," in the Reference Guide. 1-22 Main Power and Control Panel Power If the message <INSERT CONTROL CARD> appears: INSERT CONTROL CARD Insert the control card into the optional Card Reader-E1. 1 Before You Start Using This Machine NOTE For details about the control card, see "Card Reader-E1," in the Reference Guide. Main Power and Control Panel Power 1-23 Control Panel Power Switch If the machine remains idle for a specified length of time, or the control panel power switch is pressed, the machine enters the Sleep mode. Press the control panel power switch to cancel the Sleep mode and resume normal machine operations. 1 Before You Start Using This Machine ON/OFF ABC DEF Reset GHI JKL MNO PQRS TUV WXYZ T OK NOTE · The power consumption at Sleep mode can be set in the Additional Functions menu. (See "Energy Consumption in the Sleep Mode," in the Reference Guide.) · The length of time taken by the machine to enter the Sleep mode can be set in Additional Functions menu. (See "Auto Sleep Time," in the Reference Guide.) · The machine does not enter the Sleep mode if the machine is scanning or printing.

(See "Auto Sleep Time," in the Reference Guide.) · The machine can receive and print documents from a personal computer even when it is in the Sleep mode. Fax documents can also be received while the machine is in the Sleep mode. 1-24 Main Power and Control Panel Power Things You Must Do Before Using This Machine This section describes the important setting registrations and procedures that must be done before the machine is used for sending operations.

For details about the operations, see the Facsimile Guide. IMPORTANT If you attempt to use the machine without registering the necessary information correctly, the machine may not function properly. 1 Before You Start Using This Machine Connecting the Telephone Line Before turning the power ON, connect the telephone line to the machine. Connect one end of the telephone line to the [LINE] connector, and then connect the other end of the telephone line to your telephone line jack. NOTE If you use the PBX, see the Facsimile Guide. Things You Must Do Before Using This Machine 1-25 Type of Telephone Line Set the type of telephone line that is connected to the machine.

NOTE · Super G3 FAX Board-T1 is required. · The default setting is <TOUCH TONE>. 1 Before You Start Using This Machine 1 2 Press [Additional Functions].



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The Additional Functions menu appears. Press [**OK**].

] or [] to select <FAX SETTINGS>, and press] or [], you can select the next/previous item. Each time you press [**ADD. FUNCTIONS** 3.FAX SETTINGS
When you press [**OK**], the <FAX SETTINGS> menu appears. 3 Press [**OK**].

] or [] to select <USER SETTINGS>, and press **FAX SETTINGS** 1.USER SETTINGS When you press [**OK**], the <USER SETTINGS> menu appears. 1-26
Things You Must Do Before Using This Machine 4 Press [**OK**].] or [] to select <TEL LINE TYPE>, and press **USER SETTINGS** 5.TEL LINE TYPE 5 If
you use tone dialing, select <TOUCH TONE>. If you use pulse dialing, select <ROTARY PULSE>. **TEL LINE TYPE TOUCH TONE** 6 Press [**Stop**] to return
to the Standby mode. Things You Must Do Before Using This Machine 1-27 Before You Start Using This Machine Press [] or [] to select <TOUCH TONE>
or <ROTARY PULSE>, and press [**OK**]. 1 Current Date and Time Be sure to set the date and time before using this machine. The date and time set here is
also used for other functions which require the time setting.

1 Before You Start Using This Machine 1 2 Press [**Additional Functions**]. The Additional Functions menu appears. Press [**OK**].] or [] to select <TIMER
SETTINGS>, and press] or [], you can select the next/previous item. Each time you press [**ADD. FUNCTIONS** 6.TIMER SETTINGS When you press [**OK**],
the <TIMER SETTINGS> menu appears. 3 Press [] or [] press [**OK**].] to select <DATE&TIME SETTING>, and **TIMER SETTINGS** 1.DATE&TIME
SETTING When you press [**OK**], the <DATE&TIME SETTING> menu appears.

1-28 Things You Must Do Before Using This Machine 4 Enter the current date (day, month, year) and time using the numeric keys. Enter the date, and the
time in 24-hour clock as four digits without a space. Examples: 3 August 2005 7:05 a.m. 0308 05 0705 11:18 p.

m. 2318 1 Before You Start Using This Machine **DATE&TIME SETTING** 03/08 '05 10:50 **NOTE** If you make a mistake when entering values, select the wrong
values using [] or [] and enter the values again.] 5 Press [**OK**]. The time is set and the display returns to the <TIMER SETTINGS> menu. **TIMER SETTINGS**
2.

DATE TYPE SELECT 6 Press [**Stop**] to return to the Standby mode. Things You Must Do Before Using This Machine 1-29 Registering This Machine's Fax
Number You must store the machine's fax number. This number is printed on the document that you fax to the receiving party. The number may also be
displayed on the display of the receiving party's machine, depending on their type of machine. 1 Before You Start Using This Machine **NOTE Super G3 FAX**
Board-T1 is required. 1 Enter the Additional Functions menu and open the <USER SETTINGS> menu. For details about the procedures above, refer to steps
1 to 3 in "Type of Telephone Line," on p. 1-26. 2 Press [**OK**].] or [] to select <UNIT TELEPHONE #>, and press] or [], you can select the next/previous
item.

Each time you press [**USER SETTINGS** 1.UNIT TELEPHONE # 3 Enter the unit's fax/telephone number using the numeric keys (max. 20 digits, including
spaces), and press [**OK**]. **UNIT TELEPHONE #** +1234567 To enter a plus sign (+) before the number, press To delete a previous number, press [] and
hold [] or [**Clear**].] or #. [**Clear**]. To delete the entire entry, 4 Press [**Stop**] to return to the Standby mode. 1-30 Things You Must Do Before Using This
Machine Registering the Unit's Name Your name or company's name must be registered as the unit's name. When you send a document, the recipient's
machine displays or prints your name or company's name as the sender's information on the recording paper. Some fax models also display sender's
information on the display during transmission.

1 Before You Start Using This Machine 1 Enter the Additional Functions menu and open the <USER SETTINGS> menu. For details about the procedures
above, refer to steps 1 to 3 in "Type of Telephone Line," on p. @.@ . . .

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..... 2-2 Replacing the Toner Cartridge ..

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. . . @.@.@.@.@. To cancel printing, press [**Stop**]. @.@.@.@.@. Doing so may cause paper jams. @.@. Load the paper stack against the end guide of
the paper drawer. @.@. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," in the Reference Guide.) When loading paper in the paper drawer,
make sure that the paper size setting of the paper drawer matches the size of paper. (See "Adjusting a Paper Drawer to Hold a Different Paper Size," in the
Reference Guide.) 2 Routine Maintenance **CAUTION** When loading paper, take care not to cut your hands on the edges of the paper.

Loading Paper 2-5 **IMPORTANT** · If the paper is curled, curl it down before placing it in the paper drawer. · Make sure that the height of the paper stack does
not exceed (limit mark) and the corners are below the paper size guide clips. · Be sure to set the paper-size detecting lever correctly. If the lever is set to the
wrong position, paper jams or dirty prints may occur, or the inside of the machine may get dirty. **NOTE** · Each paper drawer holds about 250 sheets of paper
(80 g/m2). · For more information on the print direction of preprinted paper (paper which has logos or patterns already printed on it), see "Relationship
between Original Orientation and Preprinted Paper Output Chart," in the Reference Guide. · If the output paper is curled severely, reloading the paper by
turning it over may sometimes relieve a curl of paper. 2 Routine Maintenance 5 Gently push the paper drawer back into the machine until it clicks. **CAUTION**
When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury. **IMPORTANT** Never
place paper or any other items in the open part of the paper drawer next to the paper stack.

Doing so may cause paper jams. 2-6 Loading Paper Replacing the Toner Cartridge When the machine runs out of toner, the message <TONER
LOW/PREPARE NEW TONER> blinks on the LCD display. If you print approximately another 100 pages after this message is displayed, the message <OUT
OF TONER/CHANGE TONER> is displayed and you cannot print until you replace the toner cartridge. 2 Routine Maintenance **TONER LOW PREPARE**
NEW TONER OUT OF TONER CHANGE TONER WARNING Do not throw used toner cartridges into open flames, as they may ignite the toner remaining

inside the cartridge, and result in burns or a fire. **IMPORTANT** Use only the toner cartridge recommended for use on this machine.
NOTE · After the message <TONER LOW/PREPARE NEW TONER> appears, approximately 100 prints can still be made.



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However, since this number may vary depending upon the original, it is recommended to replace the toner cartridge soon after the <TONER LOW/PREPARE NEW TONER> message appears. · If the toner runs out during a print job, the machine will start printing the remaining pages automatically after you replace the toner cartridge. Replacing the Toner Cartridge 2-7 1 Open the front cover. 2 Routine Maintenance 2 While pushing down the release tab, turn the toner cartridge in the direction of the arrow in the illustration below.

Release Tab 2-8 Replacing the Toner Cartridge 3 While pushing down the release tab, pull the toner cartridge out in the direction of the arrow in the illustration below. 2 Routine Maintenance 4 Rock the new toner cartridge five or six times to distribute the toner evenly inside the cartridge. WARNING Do not throw used toner cartridges into open flames, as they may ignite the toner remaining inside the cartridge, and result in burns or a fire. IMPORTANT If the toner is not distributed evenly inside the cartridge, the printing quality deteriorates. Replacing the Toner Cartridge 2-9 5 With the side with the label facing up, insert the new toner cartridge in the direction of the arrow while grasping its handle. 2 Routine Maintenance 6 Hold the toner cartridge with one hand, and remove the seal by pulling it out with the other hand. 2-10 Replacing the Toner Cartridge IMPORTANT · Pull out the seal slowly, otherwise the scattered toner may soil your clothes, etc. · Pull out the seal completely, otherwise the print error may occur. · Pulling the seal upwards or downwards may break the seal. If the seal could break inside the toner cartridge and cannot be removed completely, the toner cartridge may not be used.

· Ensure the seal is pulled out completely from the toner cartridge because the toner may scatter and printing quality may deteriorate. · Throw away the seal after removing it from the toner cartridge. IMPORTANT Turn the toner cartridge fully until it locks into place. Replacing the Toner Cartridge 2-11 Routine Maintenance 7 Turn the toner cartridge in the direction of the arrow. 2 8 Close the front cover. 2 Routine Maintenance CAUTION When closing the front cover, be careful not to get your fingers caught, as this may result in personal injury. IMPORTANT Be sure to clean the roller every time you replace the toner cartridge. See "Fuser Roller Cleaning," in the Reference Guide. 2-12 Replacing the Toner Cartridge Troubleshooting CHAPTER This chapter describes what to do in response to paper jams and in response to an error message display. 3 Clearing Paper Jams .

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. . . . 3-5 3-1 Clearing Paper Jams If a paper jam occurs, one of the following displays appears and the jam location indicator lights on the Control Panel. 3 Troubleshooting PAPER JAM OPEN LEFT COVER PAPER JAM OPEN LEFT/DRWR COVER CHECK DOCUMENT FINISHER PAPER JAM OPEN LEFT COVER FEEDER PAPER JAM CHECK THE FEEDER 3-2 Clearing Paper Jams CAUTION · The fixing unit and its surroundings inside the machine may become hot during 1 Check the jam location indicator and see the appropriate pages for instructions on how to find and remove jammed paper. If jammed paper tears while being removed, be sure to remove any remaining pieces from inside the machine. a b c Clearing Paper Jams 3-3 Troubleshooting use. When removing jammed paper or when inspecting the inside of the machine, do not touch the fixing unit and its surroundings, as this may result in burns or electrical shock. · When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper. · When removing jammed paper or when inspecting the inside of the machine, do not allow necklaces, bracelets, or other metal objects to touch the inside of the machine, as this may result in burns or electrical shock. · When removing paper which has become jammed inside the machine, take care not to allow the toner on the jammed paper to come into contact with your hands or clothing, as this will dirty your hands or clothing. If they become dirty, wash them immediately with cold water. Washing with warm water will set the toner and make it impossible to remove the toner stains. · When removing paper which has become jammed inside the machine, remove the jammed paper gently to prevent the toner on the paper from scattering and entering your eyes or mouth.

If toner enters your eyes or mouth, wash them immediately with cold water and immediately consult a physician. 3 a Feeder b Finisher-UI See "Feeder (DADF-P1)," in the Reference Guide. See "Finisher-UI," in the Reference Guide. b Inner 2 Way Tray-E1 See "Inner 2 Way Tray-E1," in the Reference Guide. c Stack bypass c Duplex Unit-A1 c Fixing unit c Paper drawers See "Stack Bypass," in the Reference Guide. See "Duplex Unit-A1," in the Reference Guide. See "Fixing Unit," in the Reference Guide. See "Paper Drawers," in the Reference Guide. 3 Troubleshooting IMPORTANT · If the machine's power is turned OFF when there is a paper jam, detection of paper jams in the paper drawers is not possible after the power is turned back ON. Clear paper jams without turning the power OFF.

· If a paper jam occurs in the feeder, you cannot continue operating the machine. Follow the directions on the LCD display to clear the paper jam. (See "Feeder (DADF-P1)," in the Reference Guide.) NOTE Some areas that are shown to have paper jams may not actually have paper jams. However, always check all locations indicated on the Control Panel in the order that is given.

2 After you have cleared all paper jams at the locations indicated on the Control Panel, restore all levers and covers to their original positions. 3-4 Clearing Paper Jams List of Error Messages Self-Diagnostic Display The machine is equipped with a self-diagnostic function. Self-diagnostic (error) messages appear on the LCD display when: · printing · you cannot be performed because of an operational error. need to make a decision or take some action during scanning or printing. 3 Troubleshooting CHANGE PAPERSIZE Cause It is possible that the paper size detected automatically by the paper drawer does not match the actual paper size.

Another possibility is that the paper size selected for the stack bypass in the <SELECT PAPER SIZE> menu does not match the paper size actually set on the stack bypass. Make sure the actual paper size matches the selected paper size. Set the correct paper size.



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drawer: "Loading Paper," in the Reference Guide. - Stack bypass: "Making Prints Using the Stack Bypass," in the Reference Guide. · Paper drawers 2, 3, 4 are optional for iR2016, and drawers 3, 4, for iR2020. Available Paper Stock 4 Appendix 4-6 Available Paper Stock Canon Canon Inc.



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