Canon

imageCLASS
MF4100
Series

Starter Guide

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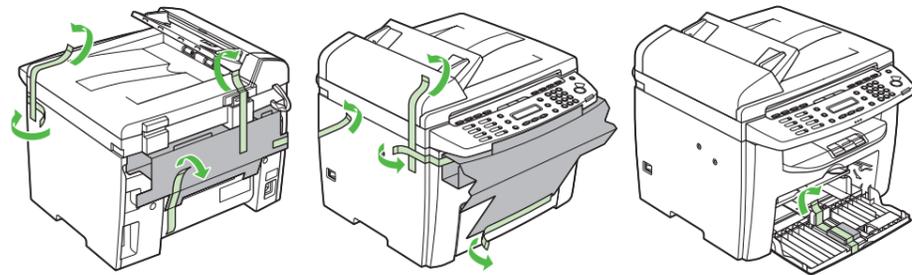After you finish reading this guide, store it in a safe place for future reference.

ENG

Set Up the Machine

Unless otherwise mentioned, the illustrations used in this manual are those taken when no optional equipment is attached to the MF4150, and also the menus described in this manual are based on the MF4150.

Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

Unpacking the Machine

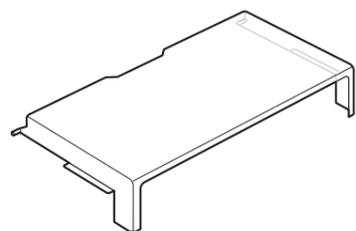● Remove all shipping tapes on the machine.

Before Setting Up the Machine

● When moving the machine, grip the handles on both left and right sides of the machine and lift it carefully, as shown in the illustration right.
● The shapes of your machine and supplies may differ slightly from those listed in this manual.
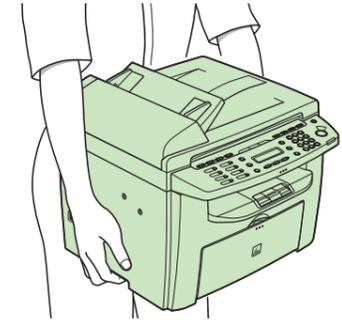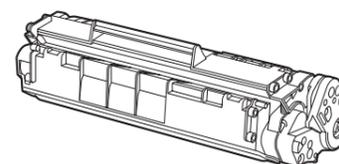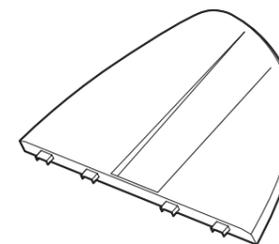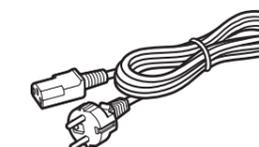
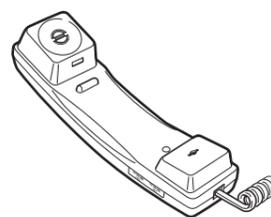## Do You Have Everything?

●Machine

●Dust Cover (enclosed in the machine)

●Toner Cartridge
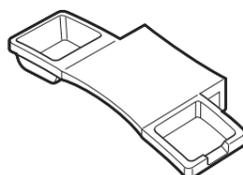
●Document Feeder Tray**

●Power Cord

●Handset (optional)*   ●Handset Cradle (optional)*   ●Plugs with Pins (optional)*
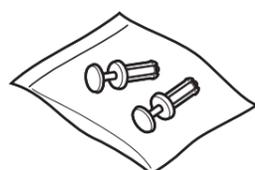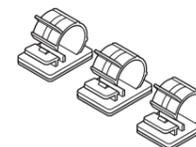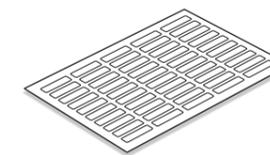
●Handset Clamps*   ●Destination Labels*

●Telephone Cable*
●USB Cable
●Starter Guide (This Document)
●Basic Guide
●User Software CD
●Limited Warranty Notice***

*   MF4140/MF4150 only
** MF4150 only
*** Not available depending on the country of
    purchase

Manuals for the Machine

● Starter Guide (This Document): Machine set-up and software installation
● Basic Guide : Basic features, maintenance, machine settings, and specifications
● Advanced Guide (in User Software CD): Advanced features, system monitor, and reports and lists
● Scanner Driver Guide (in User Software CD): Scanner settings from a computer

Install Toner Cartridge

1

Remove the toner cartridge from the bag. Keep the bag for future use.

⚠ **CAUTION**

Do not open the drum protective shutter (A).

2
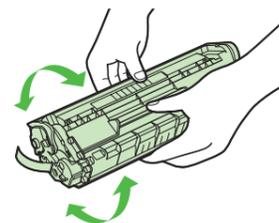
Gently rock the toner cartridge several times to distribute toner inside.

3
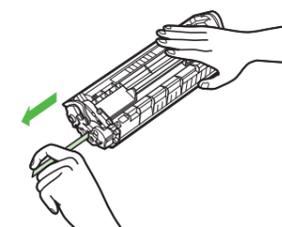
Pull out the seal completely.

🔖 **NOTE**

Do not pull out the seal at an angle.

4

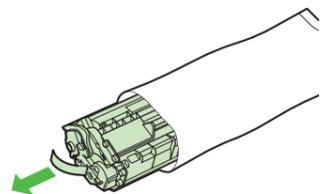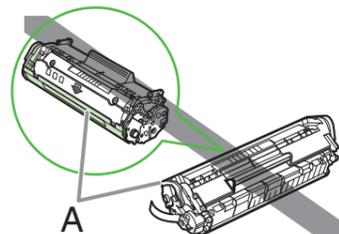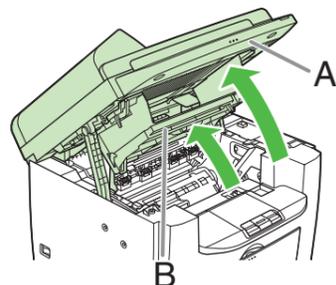Lift the scanning platform until it is locked (A), and open the printer cover (B).

5
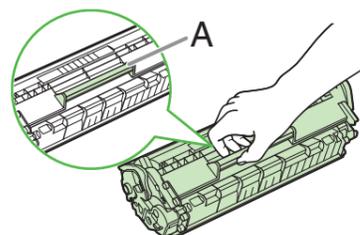
Hold the toner cartridge by its handle (A).

6
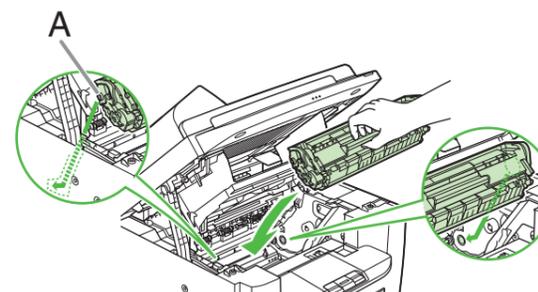
Align the guide (A) on the left side of the toner cartridge with the groove inside the machine.

7
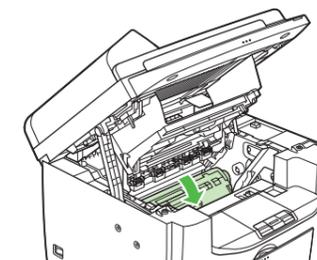
Push the toner cartridge to make sure it is properly set in the machine.

8
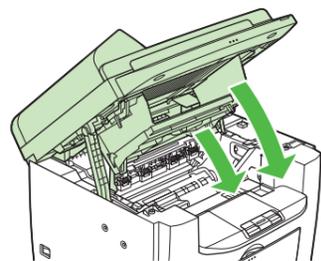
Close the printer cover and lower the scanning platform.

⚠ **CAUTION**

– Be careful not to get your fingers caught.
– If you cannot close the printer cover, do not force it to close. Open the cover and make sure the toner cartridge is properly set in the machine.

Set Up the Paper Trays and Load Paper

1
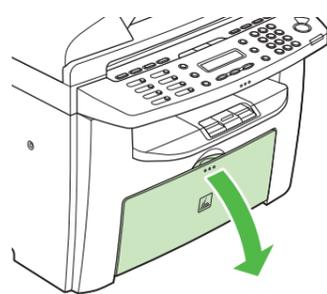
Open the paper feeding tray.

2
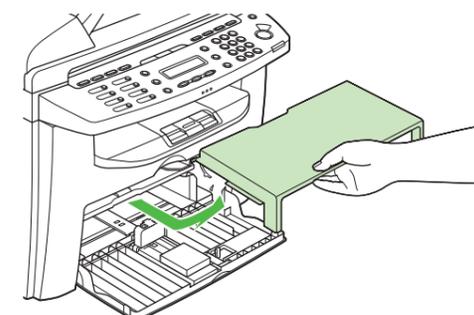
Take out the dust cover from inside the machine.

3
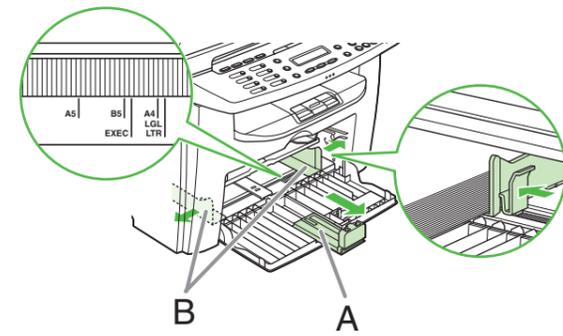
Slide the paper guide rail (A), and then pinch and slide the side paper guides (B) to match the size of paper.

4
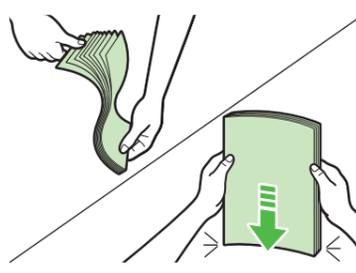
Fan the paper stack and even the edges.

5
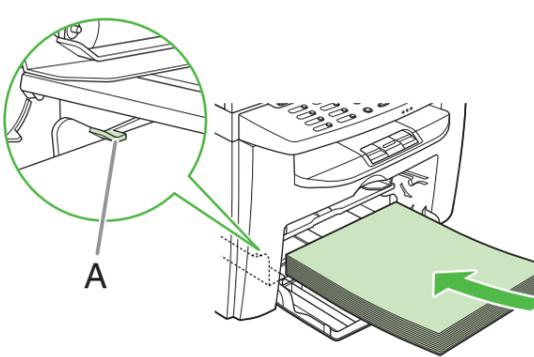
Load the paper into the paper feeding tray with the print side up. Make sure the paper stack sits below the hook (A) on the side paper guide.

6
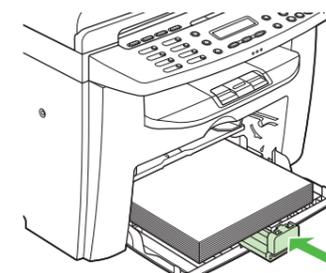
Adjust the paper guide rail to match the size of paper.

7
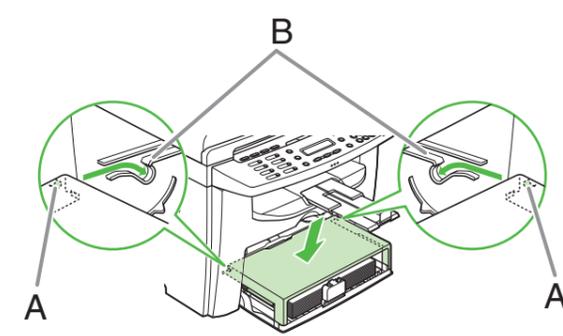
Aligning the protrusions (A) on the both sides of the dust cover to the guides (B) inside the machine, set the dust cover.

8
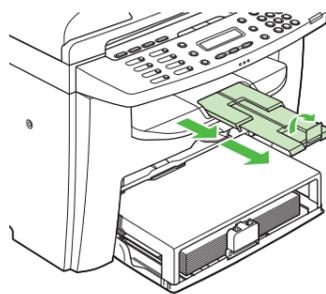
Slide the output tray extension on the front of the machine, and lift the paper stopper.

9

Attach the document feeder tray on the document feeder. (MF4150 only)

NOTE
– The default paper size/type setting is <A4> and <PLAIN PAPER>. When you load other size and/or type of paper, change the paper size/type setting. For details, see Chapter 3, "Setting Paper Size and Type," in the Basic Guide.
– For loading paper in the multi-purpose tray, see Chapter 3, "Loading Paper," in the Basic Guide.

Connect Telephone Cables and Install Handset   (MF4140/MF4150 Only)

Connect Telephone Cables

A

B

C
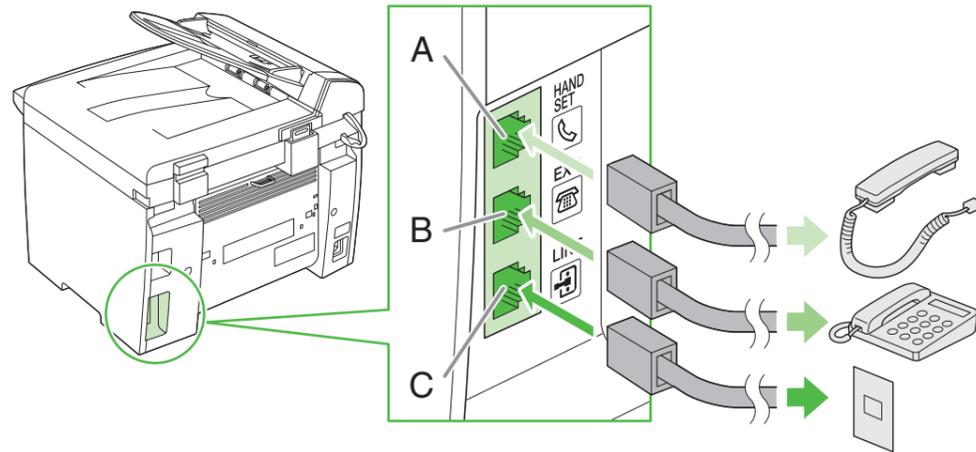
Connect the optional handset to the handset jack (A).
Connect your external telephone to the external device jack (B) if required.
Connect the supplied telephone cable to the telephone line jack (C) and the wall jack.

Install Handset (Optional)

1
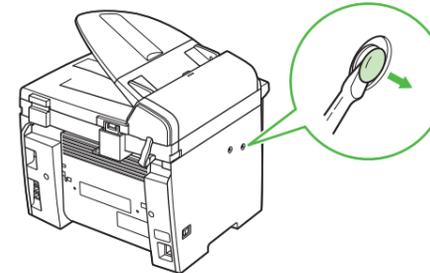
Use a screwdriver to remove the covers on the left side of the machine.

2

A
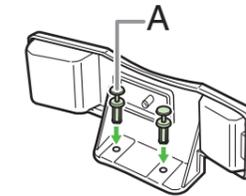
Insert the plugs with pins (A) into the holes on the handset cradle.

✎ **NOTE**

Do not insert the pins all the way into the plugs at this point.

3
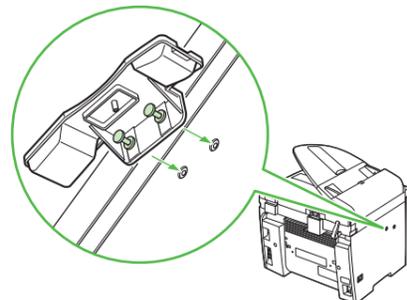
Insert the plugs (with the cradle) into the holes on the machine.

4
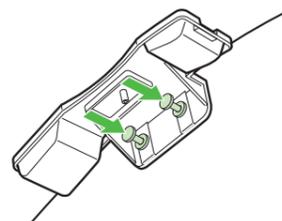
Carefully push the pins into the plugs as far as they will go.

5
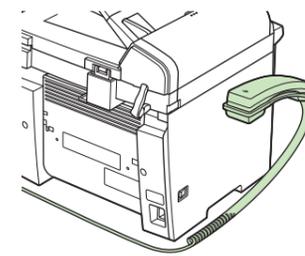
Place the handset on the cradle.

6
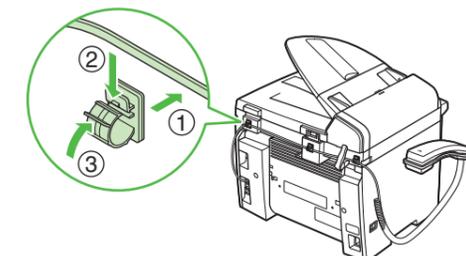
Attach the handset clamps to the back side of the machine, hook the handset cable on the clamps, and close the clamps.

✎ **NOTE**

If using the handset or an external telephone, make sure to set the fax receive mode to <FaxTel> or <MANUAL>. For how to set the receive mode, see "Set the Receive Mode," on p. 20.

Connect Power Cord

Connect the Power Cord and Turn On the Machine

1
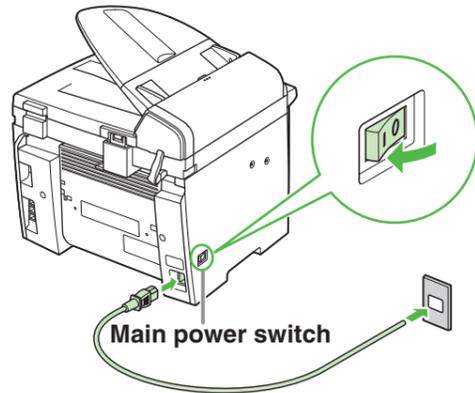
Main power switch

Connect the power cord into the rear socket and the wall outlet, and press the [I] side of the main power switch to ON.

2

Ex.

```
100%          A4
◁ ▮ ▷ TEXT/PHOTO     1
```

The machine enters the standby mode.

What if...

● **<CLOSE COVER/PRINTER COVER> is displayed:**
   Make sure that the printer cover and scanning platform are closed properly. (See "Install Toner Cartridge," on p. 5.)

● **<TONER IS NOT SET/INSERT TONER> is displayed:**
   Make sure that the toner cartridge is installed properly. (See "Install Toner Cartridge," on p. 5.)

● **<LOAD PAPER> is displayed:**
   Make sure that paper is loaded in the machine. (See "Set Up the Paper Trays and Load Paper," on p. 7.)

⚠ **WARNING**

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

📝 **NOTE**

– During electrical storms, disconnect the power cord from the power outlet. (Please note that any documents stored in the machine's memory will be deleted when you unplug the power cord.)
– Whenever you unplug the machine, wait at least five seconds before you plug it in again.
– Do not plug the machine into an uninterruptible power supply (UPS).

Set the Date and Time (MF4140/MF4150 Only)

[◄—]   **[+►]**   **Numeric Keys**   **[Stop/Reset]**

[OK]   **[Additional Functions]**

● Entering Information
- Numeric keys: Enters numbers.
- [◄—] or [+►]: Moves the cursor position.
- [OK]: Confirms the entry.

1 Press [Additional Functions].

➡

2 Use [◄—] or [+►] to select <4 TIMER SETTINGS>, then press [OK].

➡

3 Use [◄—] or [+►] to select <2 DATE&TIME SETTING>, then press [OK].

➡

4 Use the numeric keys to enter the time (in 24-hour format) and date (day/month/year), then press [OK].

➡

5 Press [Stop/Reset] to return to the standby mode.

Ex.

```
DATE&TIME SETTING
11:19      31 12 ´06
```

NOTE

You can select the date format among three types listed below at <3 DATE TYPE SELECT>.
- <DD/MM YYYY>
- <YYYY MM/DD>
- <MM/DD/YYYY>

Guidelines for Entering Information

The sender information you register in the machine appears in the header of each page received by your recipient.

Fax/telephone number
Job Number
Date and time
Unit name
Page number/ Number of pages

31/12 2006 10:50 123XXXXXXX   CANON   #0001 P.001 /006
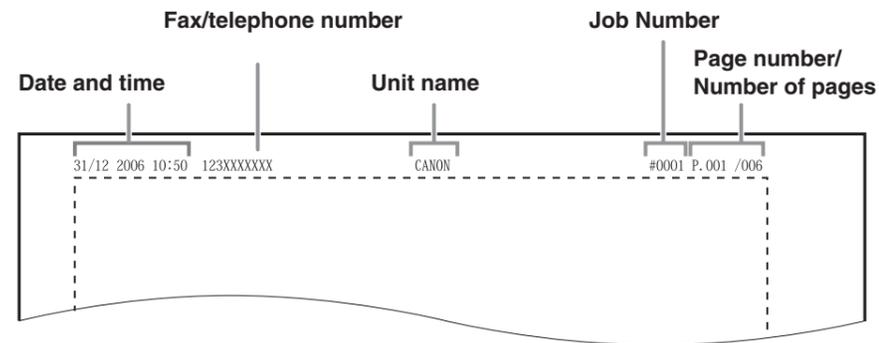
NOTE

Before sending a fax, you MUST register your fax number, unit name, and the current date and time in the machine.

Entering Information

Use the following keys to enter information in the machine.

[◄─]   **[+►]**   **[✳]**   **[#]**   **[Stop/Reset]**

[OK]   **[Clear]**   **Numeric Keys**

[Additional Functions]
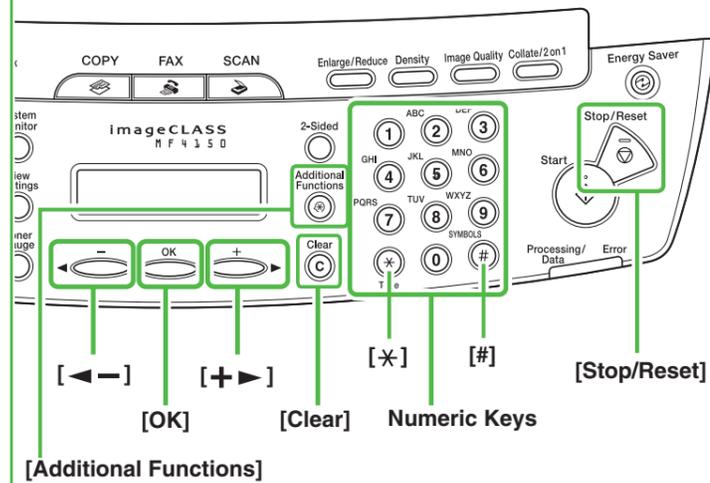
● Use the numeric keys to enter characters. Press the numeric key repeatedly until the required character appears.
● Press [#] to enter symbols.
● Press [✳] to switch among input modes:
  – [A]: Letter mode
  – [1]: Number mode
● Press [◄─] or [+►] to move the cursor.
● Press [Clear] to delete the character at the cursor position. Hold [Clear] for more than one second to delete the entire entry.
● Press [OK] to confirm the entry.

You can enter the following characters in each input mode:

	[A]	[1]
[1]		1
[2]	ABCabcÄäÅåÆæàÇç	2
[3]	DEFdefÉéè	3
[4]	GHIghììî	4
[5]	JKLjkl	5
[6]	MNOmnoÑñÖöØøò	6
[7]	PQRSpqrsß	7
[8]	TUVtuvÜüùú	8
[9]	WXYZwxyz	9
[0]	0	0
[✳]	[A] ──────→ [1]	
[#]	(space) – . ✳ # ! " , ; : ^ ` _ = / | ' ? $ @ % & + ( ) [ ] { } < >	#

Register Sender Information

1 Press [Additional Functions].

2 Use [◄ –] or [+ ►] to select <5 FAX SETTINGS>, then press [OK].

3 Confirm that <1 BASIC SETTINGS> is displayed, then press [OK].

4 Confirm that <1 UNIT TELEPHONE #> is displayed, then press [OK].

5 Use the numeric keys to enter your fax/telephone number (max. 20 digits, including spaces), then press [OK].

Ex.
```
UNIT TELEPHONE #
_
```

6 Confirm that <1 BASIC SETTINGS> is displayed, then press [OK].

7 Use [◄ –] or [+ ►] to select <2 UNIT NAME>, then press [OK].

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

Ex.
```
UNIT NAME      [A]
_
```

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

Set the Telephone Line Type

1 Press [Additional Functions].

2 Use [◄ –] or [+ ►] to select <5 FAX SETTINGS>, then press [OK].

3 Use [◄ –] or [+ ►] to select <5 COMMUNICATIONS>, then press [OK].

4 Confirm that <1 TEL LINE TYPE> is displayed, then press [OK].

5 Use [◄ –] or [+ ►] to select the telephone line type, then press [OK].

<TOUCH TONE>: Tone dialing (default)
<ROTARY PULSE>: Pulse dialing

6 Press [Stop/Reset] to return to the standby mode.

Set the Machine for Receiving Faxes (MF4140/MF4150 Only)

Select the Receive Mode that Suits Your Needs

Follow the chart below to determine the correct receive mode for your needs.

Do you intend to use the machine to receive voice calls? → **No** → **<FaxOnly>**
Answers all calls as faxes.

↓ **Yes**

Do you intend to use an answering machine with the machine? → **Yes** → **<AnsMode>**
Receives faxes automatically and records voice messages.

↓ **No**

Do you intend to receive faxes automatically? → **No** → **<MANUAL>**
Does not answer any calls. You have to manually receive faxes.

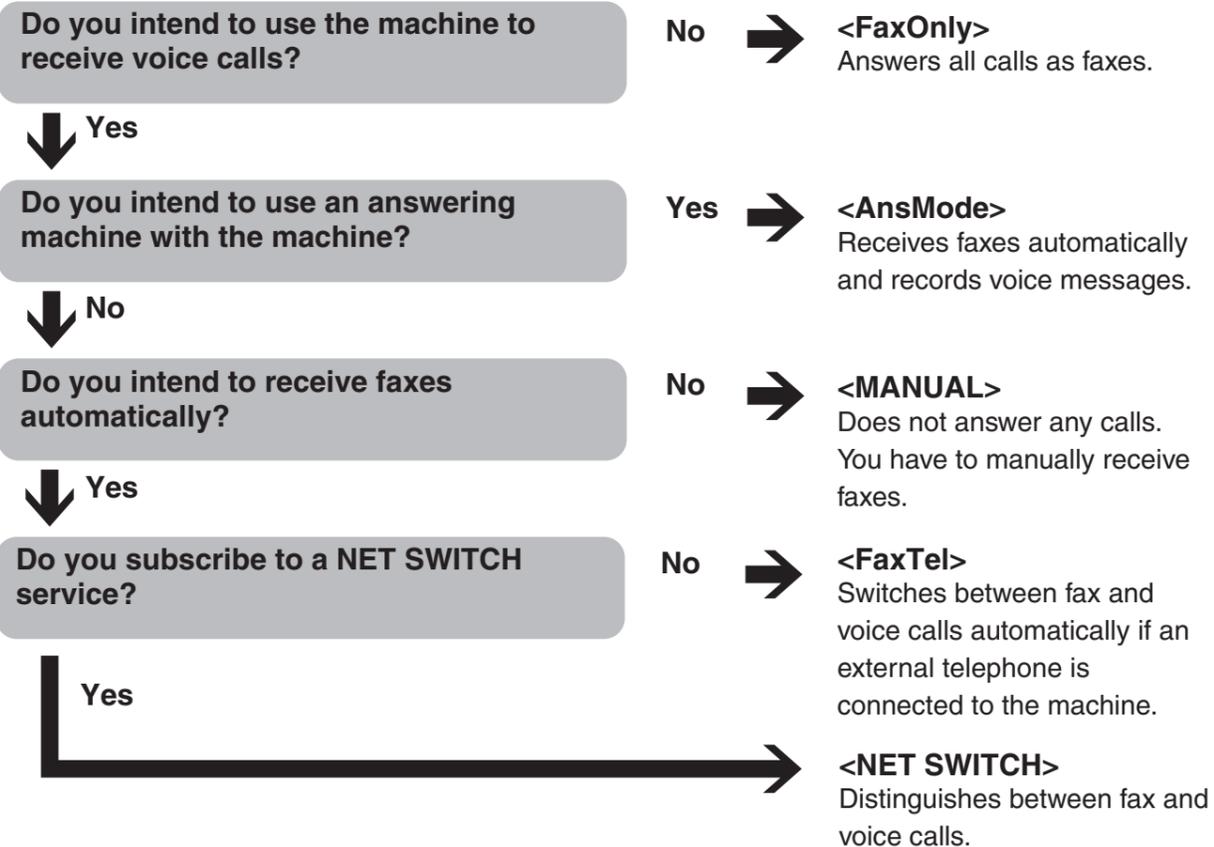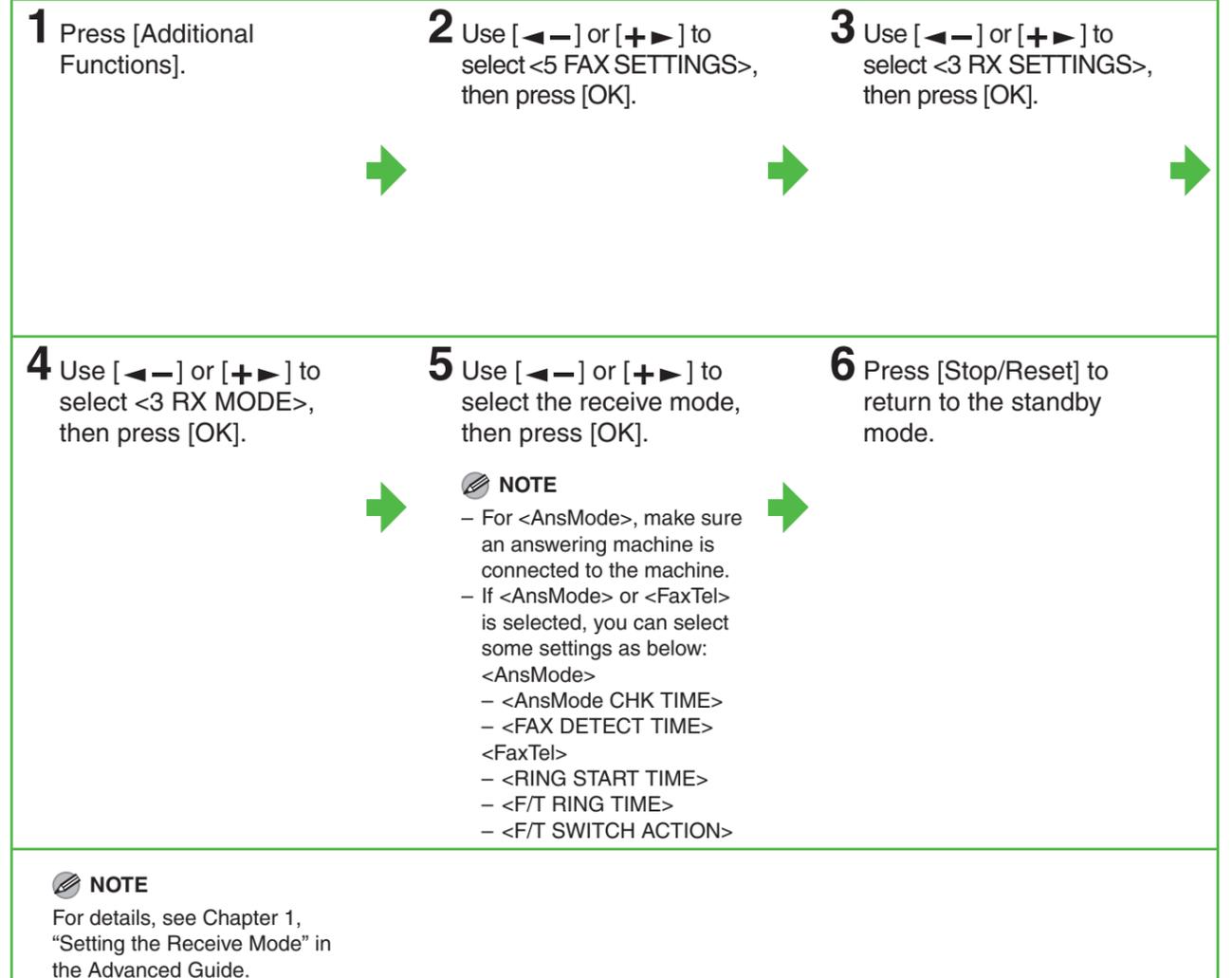↓ **Yes**

Do you subscribe to a NET SWITCH service? → **No** → **<FaxTel>**
Switches between fax and voice calls automatically if an external telephone is connected to the machine.

Yes

→ **<NET SWITCH>**
Distinguishes between fax and voice calls.

✍ **NOTE**
– The answering machine must be connected directly to the machine for <AnsMode> to work. (See "Connect Telephone Cables," on p.9.)
– The external telephone must be connected to the machine for <FaxTel> or <MANUAL> to work. (See "Connect Telephone Cables," on p.9.)
– Voice mail is not supported with <AnsMode>.
– The <NET SWITCH> mode is available for certain countries only and requires subscription to a network switch service. Contact your telephone company for availability.

Set the Receive Mode

1 Press [Additional Functions].

2 Use [◄ –] or [+ ►] to select <5 FAX SETTINGS>, then press [OK].

3 Use [◄ –] or [+ ►] to select <3 RX SETTINGS>, then press [OK].

4 Use [◄ –] or [+ ►] to select <3 RX MODE>, then press [OK].

5 Use [◄ –] or [+ ►] to select the receive mode, then press [OK].

✍ **NOTE**
– For <AnsMode>, make sure an answering machine is connected to the machine.
– If <AnsMode> or <FaxTel> is selected, you can select some settings as below:
  <AnsMode>
  – <AnsMode CHK TIME>
  – <FAX DETECT TIME>
  <FaxTel>
  – <RING START TIME>
  – <F/T RING TIME>
  – <F/T SWITCH ACTION>

6 Press [Stop/Reset] to return to the standby mode.

✍ **NOTE**
For details, see Chapter 1, "Setting the Receive Mode" in the Advanced Guide.

Installing/Uninstalling Software

Installation Procedure

System Requirements

Microsoft Windows 98/98SE
CPU: Intel® Pentium® 90 MHz or higher
Memory: 128 MB or more

Microsoft Windows Me
CPU: Intel® Pentium® 150 MHz or higher
Memory: 128 MB or more

Microsoft Windows 2000
CPU: Intel® Pentium® 133 MHz or higher
Memory: 128 MB or more

Microsoft Windows XP (32-bit version)
CPU: Intel® Pentium® II/Celeron® 300 MHz or higher
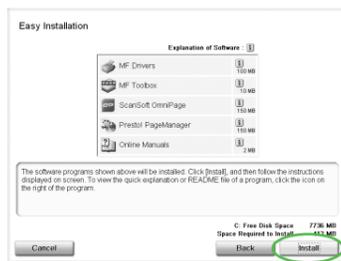Memory: 128 MB or more

1
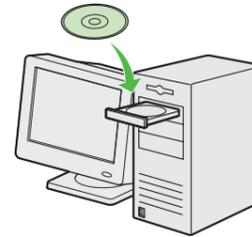
2

If the MF4100 Series CD-ROM Setup screen is not displayed, click [start] on the Windows task bar → [My Computer] (Windows 98/Me/2000: double-click [My Computer] on the Windows desktop). Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

3

NOTE

If the disk space is insufficient to install the software, an error message is displayed. Free the disk space, and then try again.
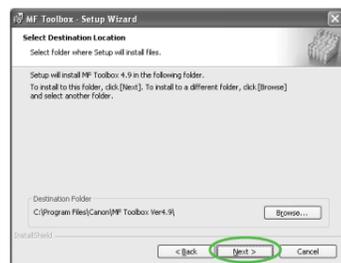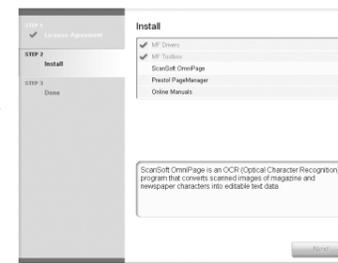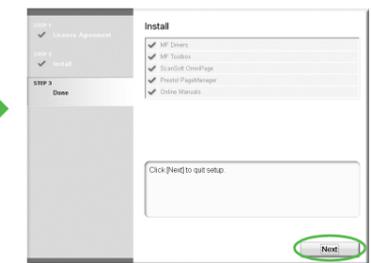
4

5

6

7

8

9

10

11

12

13

CD-ROM Setup Terminated

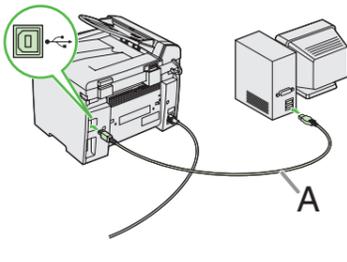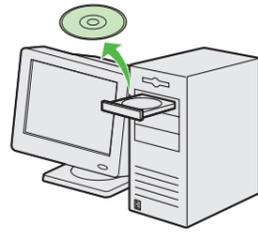☑ Restart Computer Now (Recommended)

Restart

14

A

Connect the machine and your computer with a USB cable (A).

15

You have now completed installation.

Uninstallation Procedure

Before you remove the driver, make sure of the following:
● You have the installation software available for installation.
● No application is running on your computer.

✎ NOTE
– To uninstall the software in Windows 2000/XP, you must be the user with administrative privileges.
– When uninstalling the software, first uninstall the MF Toolbox, and then the MF drivers.

Uninstalling the MF Toolbox

1 Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox Uninstall].

2 Follow the on-screen instructions.

When the Repair or Remove program selection screen is displayed, check [Remove], then click [Next >].
If asked to confirm removal of an application etc., click [Remove].
Restart your computer if asked to do so.

Uninstalling the MF Drivers

3 Click [Exit].

1 Click [start] on the Windows task bar → [(All) Programs] → [Canon] → [MF4100 Series] → [Uninstall Drivers].

The [MF Drivers Uninstaller] dialog box appears.

2 Click [Delete].

MF Drivers Uninstaller

This program deletes the MF drivers from your computer.
MF4100 Series

Click [Delete] to delete the selected device.

Delete   Exit

3 Click [Yes].

Uninstallation proceeds automatically and next dialog box appears.

MF Drivers Uninstaller

Are you sure you want to delete the drivers?

Yes   No

4 Click [Exit].

MF Drivers Uninstaller

Uninstallation of MF Drivers is complete.

Click [Exit] to quit the wizard.

Exit

✎ NOTE
Restart your computer if asked to do so.

Bundled Programs on the User Software CD

To install the following programs, load the User Software CD into a computer, then follow the instructions on the CD-ROM Setup (Software programs) screen. If the screen is not displayed, click [Start] on the Windows task bar → [My Computer] (Windows 98/Me/2000: double-click [My Computer] on the Windows desktop). Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

● **ScanSoft OmniPage**

OmniPage makes it easy to convert scanned paper documents and images from image files into editable text for use in your favorite computer applications. For details, see online help for this program.

● **Presto! PageManager**

PageManager makes it easy to scan, share and organize photos and documents. For details, see the online manual and online help for this program.

Using Help

The user software CD includes programs (driver software and application software) which the supplied instruction guides do not cover. When you utilize such programs, refer to online help and context sensitive help following the instructions below.

Online Help

You can locate additional help in the online help file provided with the driver software. In the [Properties] dialog box, you can click [Help] to display information about every feature and option in the drivers.

In the help dialog box, you can click [Contents], then double-click your desired title to display information.

In the help dialog box, you can click [Index], then double-click your desired keyword in the list to display information. To search the desired keyword quickly, enter a keyword in the upper text box. The nearest keyword is located in the list below.

Context Sensitive Help

Context sensitive help displays an explanation of each item in the current dialog box. Use one of the following methods to show context sensitive help.
– Click [?] (Help) in the title bar of the dialog box → click the desired item.
– Right-click the desired item → select [What's this?]
– Select the desired item → press [F1]
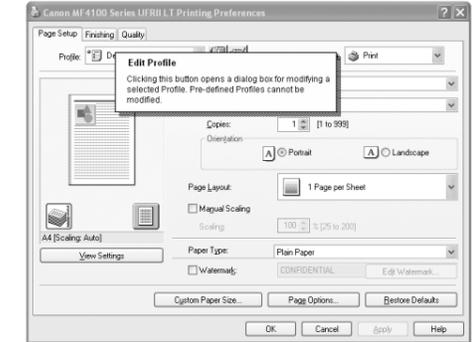
Important Safety Instructions

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

⚠ WARNING

Indicates a warning that may lead to death or serious injury if not observed.

⚠ CAUTION

Explains how to avoid actions that could injure you or damage your machine.

✐ NOTE

Explains operating restrictions and how to avoid minor difficulties.

Handling and Maintenance
– Follow all warnings and instructions marked on the machine.
– Do not subject the machine to strong physical shocks or vibrations.
– Always unplug the machine before moving or cleaning it.
– To avoid paper jams, never unplug the power cord, open the cartridge cover, or add or remove paper in the machine while printing.
– When transporting the machine, be sure to remove the toner cartridge from the machine.
  Place the toner cartridge in its original protective bag or wrap it in a thick cloth to prevent exposure to light.
– Always hold the bottom when you lift the machine. Never lift it by any of its trays or attachments.
– Do not insert any objects into the slots or openings on the machine since they may touch dangerous voltage points or short out parts. This could result in fire or electric shock.
– Do not allow small objects (such as pins, paper clips, or staples) to fall into the machine. If something does fall into it, unplug the machine immediately and contact your local authorized Canon dealer or the Canon help line.
– To avoid spillage in or around the machine, do not eat or drink near it. If you spill liquid or if any substance falls into it, unplug the power cord immediately and contact your local authorized Canon dealer or the Canon help line.
– Keep the machine clean. Dust accumulation can prevent the machine from operating properly.
– Unplug the machine from the wall outlet and contact your local authorized Canon dealer or the Canon help line in any of the following cases:
  – When the power cord or plug is damaged or frayed.
  – If liquid has spilled into the machine.
  – If the machine has been exposed to rain or water.
  – If the machine does not operate normally when you have followed the instructions in this guide. Adjust only those controls that are covered by the instructions in this guide. Improper adjustment of other controls may result in damage and may require extensive work by a qualified technician to restore the product to normal operation.
  – If the machine has been dropped.
  – If the machine exhibits a distinct change in performance, indicating a need for servicing.

Location
– Place the machine on a flat, stable, vibration-free surface that is strong enough to support its weight.
– Place the machine in a cool, dry, clean, well ventilated place.
– Make sure the area is free from dust.
– Make sure the location is not exposed to high temperature or humidity.
– Keep the machine away from direct sunlight as this can damage it. If you have to place it near a window, install heavy curtains or blinds.
– Do not use the machine near water. Make sure that no wet or humid objects come into contact with the machine.
– Do not use or store the machine outdoors.
– Do not install the machine near devices that contain magnets or generate magnetic fields, such as speakers.
– If possible, place the machine near an existing telephone line outlet for easy connection of the telephone line cord, and to avoid the expense of installing a new outlet.
– Place the machine near a standard 220–240 V AC (50/60 Hz) power outlet.
– To ensure reliable operation of the machine and to protect it from overheating (which can cause it to operate abnormally and create a fire risk), do not block the exhaust vent. Never block or cover any openings on the machine by placing it on a bed, sofa, rug, or other similar surface. Do not place the machine in a cupboard or built-in installation, or near a radiator or other heat source unless proper ventilation is provided. Leave enough space around all sides of the machine.
– Do not stack boxes or furniture around the power outlet. Keep the area free so you can reach the outlet quickly. If you notice anything unusual (smoke, strange odors, noises) around the machine, unplug the power cord immediately. Contact your local authorized Canon dealer or the Canon help line.
– Do not allow anything to rest on the power cord, and do not place the machine where the cord will be walked on. Make sure the cord is not knotted or kinked.

⚠ WARNING

Except as specifically described in the manuals of the machine, do not attempt to service the machine yourself. Never attempt to disassemble the machine: opening and removing its interior covers will expose you to dangerous voltages and other risks. For all service, contact your local authorized Canon dealer or the Canon help line.

Model Names
F149202 (MF4122)
F149200 (MF4140)
F149200 (MF4150)

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: 1993, EN60825-1: 1994.

220–240 V Model
The label shown below is attached to the laser scan unit on the machine.


```
DANGER - Invisible laser radiation when open.
         AVOID DIRECT EXPOSURE TO BEAM.
CAUTION - CLASS 3B, INVISIBLE LASER RADIATION WHEN OPEN,
         AVOID EXPOSURE TO THE BEAM,
VARNING - KLASS 3B OSYNLIG LASERSTRÅLNING NÄR DENNA
         DEL ÄR ÖPPNAD, STRÅLEN ÄR FARLIG,
ATTENTION - RAYONNEMENT LASER INVISIBLE DE CLASSE 3B.
         EN CAS D'OUVERTURE ÉVITEZ L'EXPOSITION AU FAISCEAU,
VORSICHT - UNSICHTBARE LASERSTRAHLUNG KLASSE 3B, WENN ABDECKUNG
         GEÖFFNET, NICHT DEM STRAHL AUSSETZEN.
PRECAUCIÓN - RADIACIÓN LÁSER INVISIBLE DE CLASE 3B PRESENTE AL ABRIR.
         EVITE LA EXPOSICIÓN AL HAZ.
VAROITUS - LUOKAN 3B NÄKYMÄTTÖMÄLLE LASER-SÄTEILYÄ AVATTUNA,
         VÄLTÄ ALTISTUMISTA SÄTEELLE.
注 意 - ここを開くとクラス3B不可視レーザ放射が出ます。ビームに身をさらさないこと。
注 意 - 打开时，存在不可见的3B类激光辐射，请避免接触该激光束
注 意 - 打開機器蓋板時有3B級不可視雷射光釋出．應避免曝射
주 의 - 열리면 등급 3B 비가시 레이저 방사선이 방출됩니다.
         광선에 노출을 피하십시오.                    FC6-5293
```

This machine has been classified under IEC 60825-1: 1993, EN60825-1: 1994 and conforms to the following classes:

CLASS 1 LASER PRODUCT
LASER KLASSE 1
APPAREIL A RAYONNEMENT LASER DE CLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LASER DE CLASE 1
APARELHO A LASER DE CLASSE 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.

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Microsoft and Windows are registered trademarks of Microsoft Corporation.
All other product and brand names are registered trademarks, trademarks or service marks of their respective owners.

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

Considerable effort has been made to make sure that the manuals for the machine are free of inaccuracies and omissions. However, as we are constantly improving our products if you need an exact specification, please contact Canon.
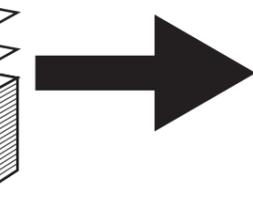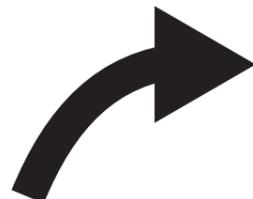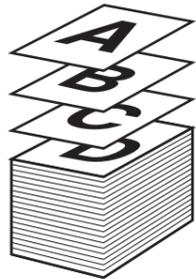
A Tip for Saving Paper

The machine comes with useful features that can be combined to reduce the volume of paper used when copying.
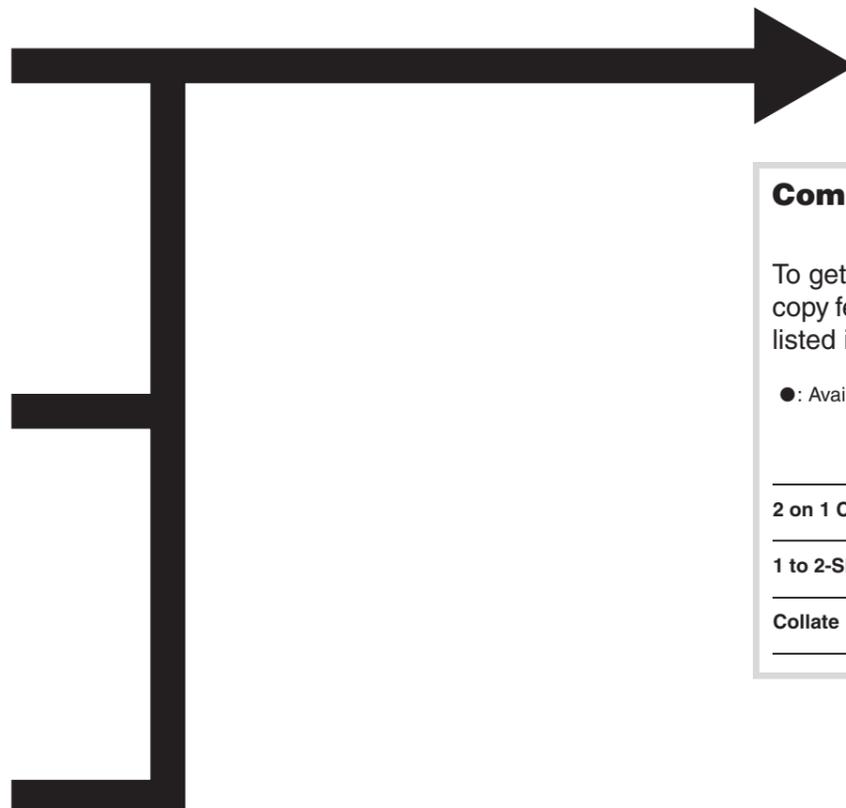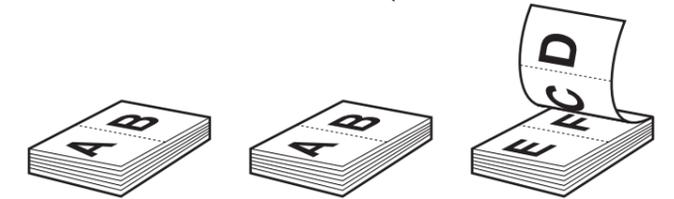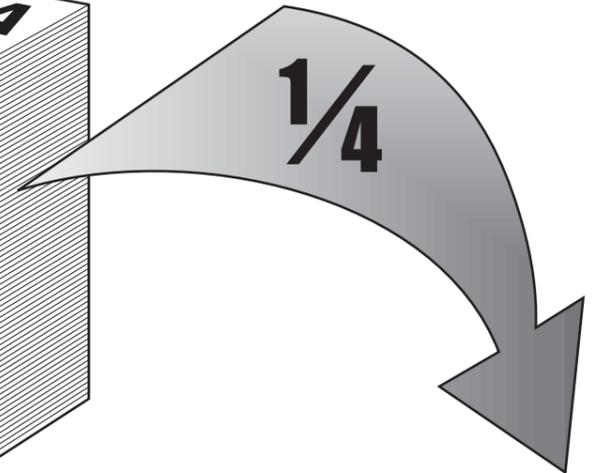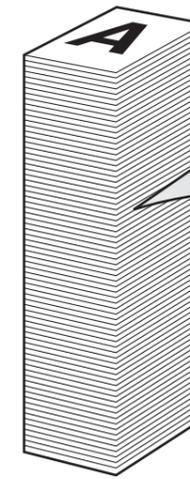
Copying regularly

¼
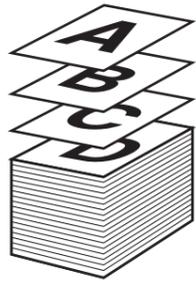
Copying with features combined

■ Collate Copying
(See the Advanced Guide.)

■ Two-Sided Copying
(See the Advanced Guide.)

ABC
ABC
ABC
ABC

DEF
DEF
DEF
DEF

■ 2 on 1 Combination
(See the Advanced Guide.)

ABC
ABC
ABC
ABC

DEF

ABC DEF
ABC DEF
ABC DEF
ABC DEF

Combinations of Features

To get the best use of the machine's copy features, try other combinations listed in this table.

●: Available

	2 on 1 Combination	1 to 2-Sided	Collate
2 on 1 Combination		●	●
1 to 2-Sided	●		●
Collate	●	●	

Canon

230V

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