Canon

imageCLASS
MF3200
Series

Starter Guide

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

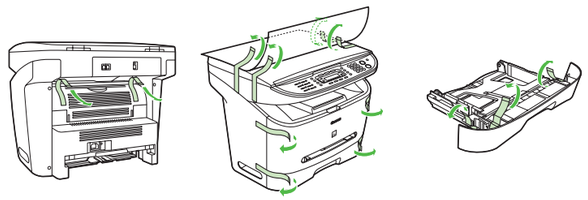
ENG

Set Up the Machine

Unless otherwise mentioned, the illustrations used in this manual are those taken from imageCLASS MF3240, and also the menus described in this manual are based on the model MF3240.

Unpacking the Machine

- Remove all shipping tapes on the machine.



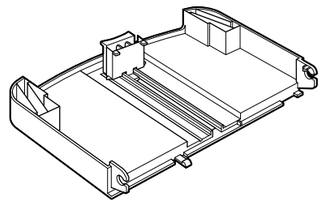
Depending on the model of your machine, some settings may not be available and the number on the top of each menu may vary.

Before Setting Up the Machine

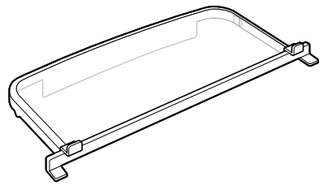
- When moving the machine, grip the handles on both left and right sides of the machine and lift it carefully, as shown in the illustration right.
- The machine illustration may differ slightly from your machine.

Do You Have Everything?

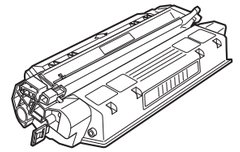
●Machine



●Cassette Extension

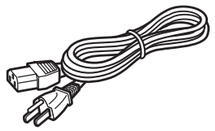


●Extension Cover

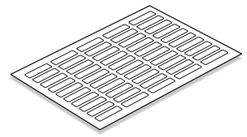


●Toner Cartridge

●Output Tray



●Power Cord



●Destination Labels*

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

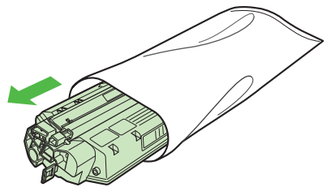
* MF3240 Only

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
- Software Guide (in User Software CD): Printer, scanner, and PC faxing settings from a computer

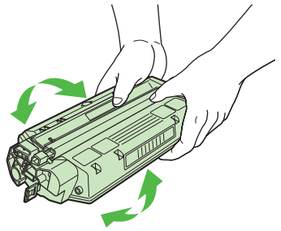
Install Toner Cartridge

1



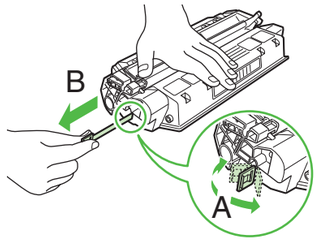
Remove the toner cartridge from the bag. Keep the bag for future use.

2



Gently rock the toner cartridge five or six times to distribute toner inside.

3



Place the toner cartridge on a flat and stable surface. Fold the tab (A) on the sealing tape, and pull it out straight (B) while supporting the toner cartridge.

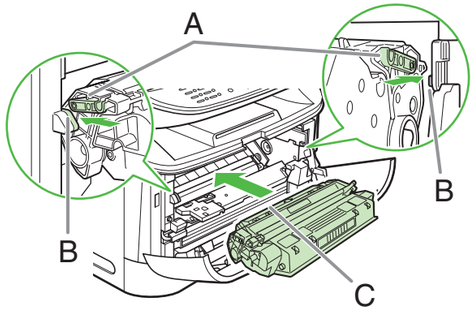
NOTE

– Make sure that the tab itself is detached from the toner cartridge.
– Do not pull out the sealing tape at an angle.

4

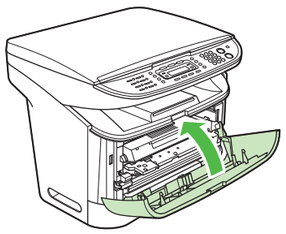
Open the front cover.

5



Hold the toner cartridge and align the protrusions (A) on both sides of the toner cartridge to the guides (B) in the machine, then gently slide the toner cartridge into the machine as far as it will go.
Be sure to position the arrow mark (C) on the toner cartridge toward the inside of the machine.

6



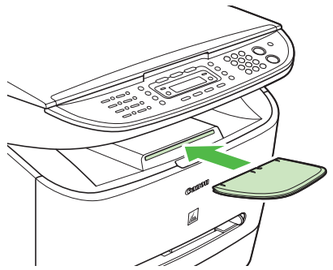
Close the front cover.

CAUTION

Be careful not to get your fingers caught.

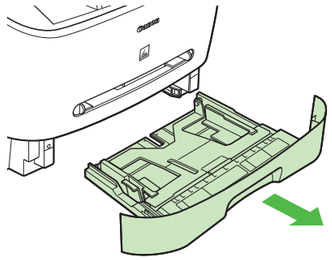
Set Up the Paper Cassette and Load Paper

1



Insert the output tray into the front slot on the machine.

2

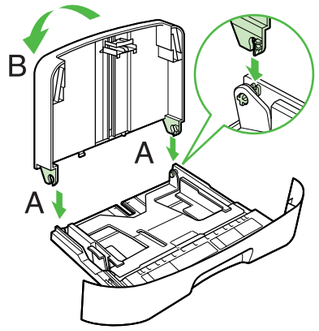


Pull out the paper cassette completely.

⚠ CAUTION

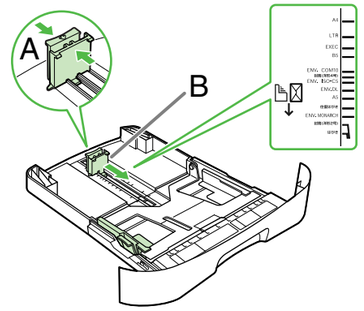
Pull the paper cassette straight/forward. Pulling it at an angle may damage the paper sensing lever inside the machine.

3



Attach the cassette extension to the paper cassette. The slots (A) are keyed and must be inserted at a 90° angle. Once inserted, fold the extension (B).

4

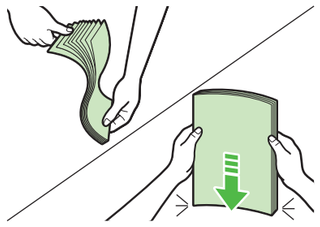


Pinch and slide the rear paper guide (A) to match the size of paper (B).

NOTE

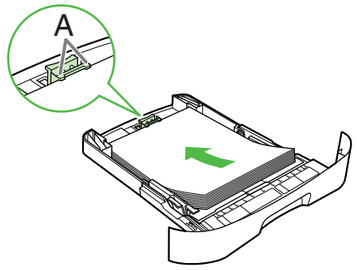
Confirm that the rear paper guide is fitted in the paper size slit correctly.

5



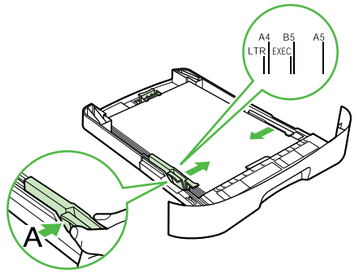
Fan the paper stack and even the edges.

6

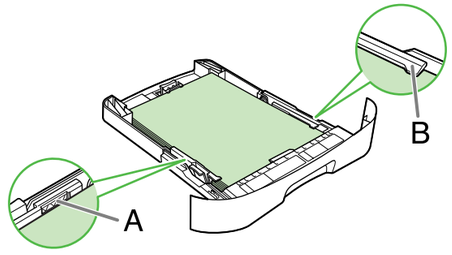


Load the paper into the paper cassette with the print side down. Make sure the paper stack sits below the hooks (A) on the rear paper guide.

7



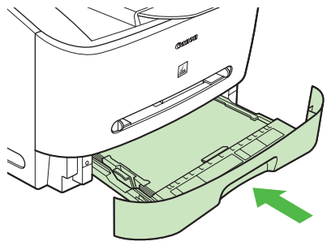
Pinch and slide the lock release lever so that the side paper guides match the side of paper.



NOTE

Make sure the paper stack does not exceed the load limit mark (A) and it is loaded under the hooks (B) on the side paper guides.

8



Gently insert the paper cassette as far as it will go.

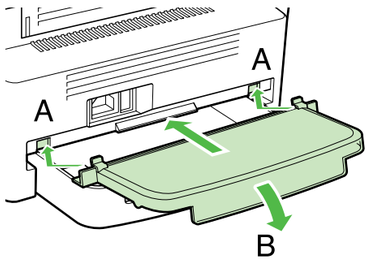
CAUTION

Do not push in the paper cassette at an angle. Doing so may damage the paper sensing lever inside the machine.

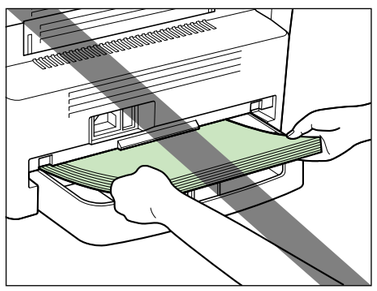
NOTE

If you do not completely insert the paper cassette into the machine, paper jams may occur.

9



Insert the tabs on the extension cover at an angle into the slots (A) on the back of the machine, and carefully lower the cover (B) until it sits on the cassette extension beneath it.



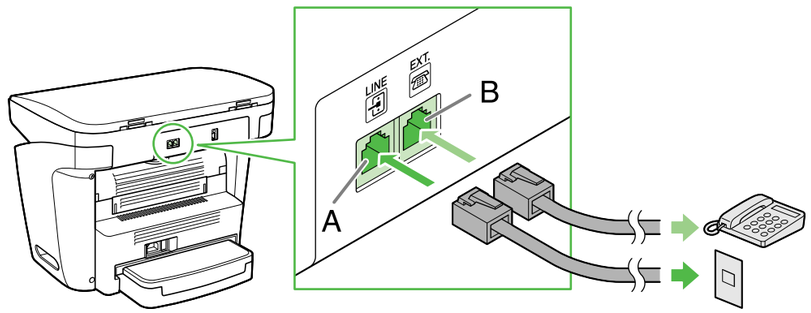
CAUTION

Do not load paper from the back of the machine. Doing so may damage the paper feeding assembly inside the machine.

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 feeder, see Chapter 3, “Print Media,” in the Basic Guide.

Connect Telephone Cables (MF3240 Only)

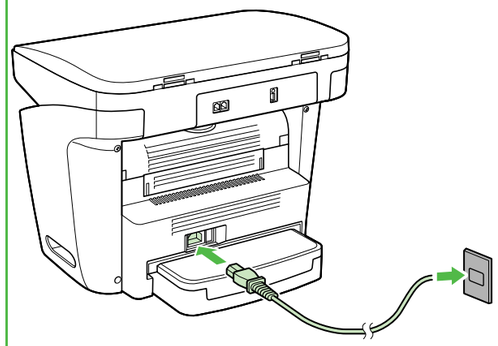


Connect the supplied telephone cable to the line jack (A) and the wall jack.
Connect your external telephone to the external device jack (B) if required.

Connect Power Cord

Connect Power Cord

1



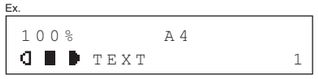
Connect the power cord into the rear socket and the wall outlet.

NOTE

There is no power switch.

2

Ex.



The machine enters standby mode.

What if...

- **<CLOSE COVER/FRONT COVER> is displayed:**
  Make sure that the front cover is closed properly. (See “Install Toner Cartridge,” on p. 5.)
- **<TONER IS NOT SET/INSERT THE 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 Cassette and Load Paper,” on p. 7.)

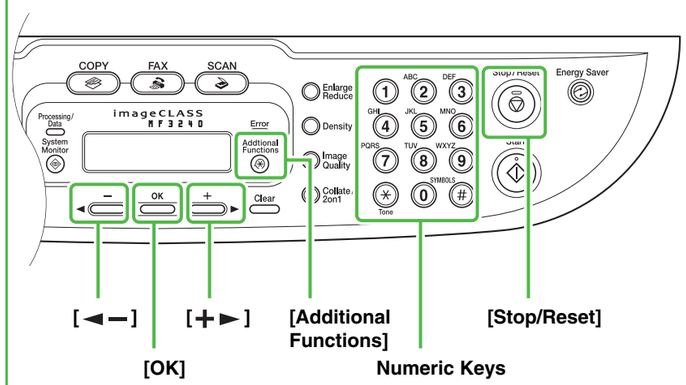
WARNING

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. (Any sent or received documents stored in memory are backed up for about 60 minutes.)
– 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 (MF3240 Only)



● Entering Information
- Numeric keys: Enters numbers.
- [◄–] or [+►]: Move the cursor position.
- [OK]: Confirm the entry.

1 Press [Additional Functions].

2 Use [◄–] or [+►] to select <3 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].

Ex.

```
DATE&TIME SETTING
11:19      31 12 '05
```

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

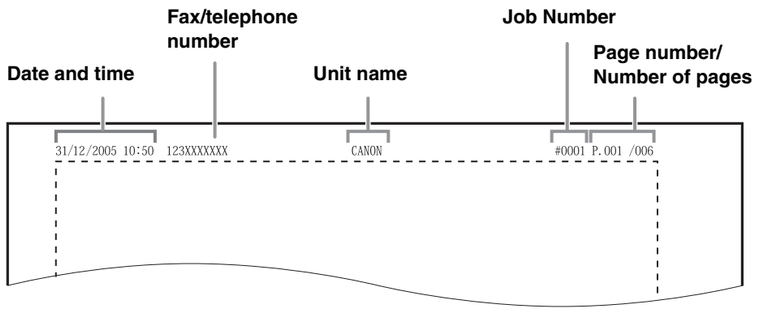
NOTE

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

Set the Machine for Sending Faxes (MF3240 Only)

Guidelines for Entering Information

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

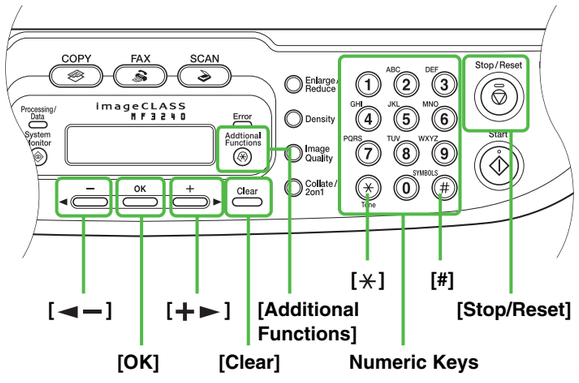


NOTE

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

Entering Information

Use the following keys to enter information in the machine.



- Use the numeric keys to enter characters. Press the numeric key repeatedly until the required character appears.
- Press [#] to enter symbols.
- Press [✳] to switch 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]	GHIghiìíî	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 <4 FAX SETTINGS>, then press [OK].

3 Confirm that <1 COMMON 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 COMMON 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 <4 FAX SETTINGS>, then press [OK].

3 Use [◄–] or [+►] to select <4 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 (MF3240 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 call. 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 a 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.
– 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 <4 FAX SETTINGS>, then press [OK].

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

4 Use [◄–] or [+►] to select <4 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 Receive Mode” in the Advanced Guide.

Installing Software

Installation Procedure

Before Installation:

- **Do not connect the USB cable before installing the software. If you connect the USB cable before installing the software and the Found New Hardware Wizard screen appears, click [Cancel].**
- **For Windows 2000/XP, log on as an Administrator to install the software.**
- **Make sure the machine is turned on before connecting the USB cable.**
- **On the screen shown at each step, click on the circled button to proceed.**

System Requirements

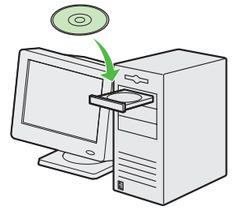
Microsoft Windows 98/98SE
CPU: Intel® Pentium® 90 MHz or higher
Memory: 64 MB or more
Available Hard Disk Space: 435 MB or more

Microsoft Windows Me
CPU: Intel® Pentium® 150 MHz or higher
Memory: 64 MB or more
Available Hard Disk Space: 435 MB or more

Microsoft Windows 2000
CPU: Intel® Pentium® 133 MHz or higher
Memory: 64 MB or more
Available Hard Disk Space: 435 MB or more

Microsoft Windows XP (32-bit version)
CPU: Intel® Pentium® II/Celeron® 300 MHz or higher
Memory: 64 MB or more
Available Hard Disk Space: 435 MB or more

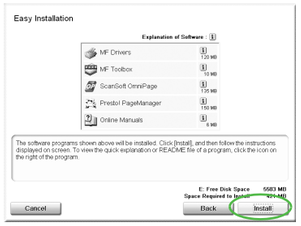
1



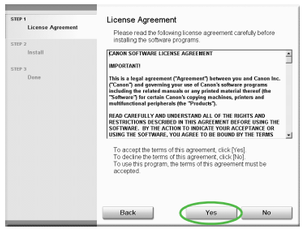
2

If the MF3200 Series CD-ROM Setup screen is not displayed, on the Windows desktop, click [Start] → [My Computer] (Windows 98/Me/2000: double-click [My Computer]). Open the CD-ROM icon, then double-click [MInst] ([MInst.exe]).

3



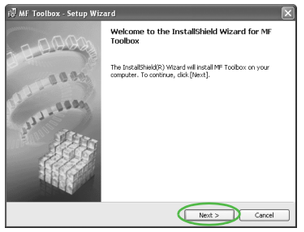
4



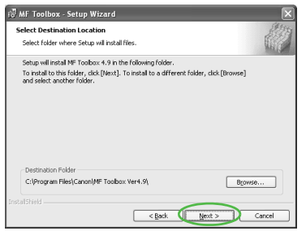
5

6

7



8



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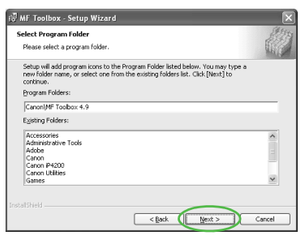

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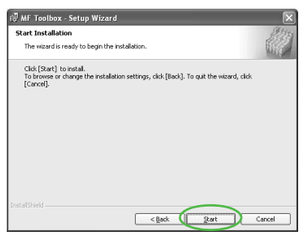

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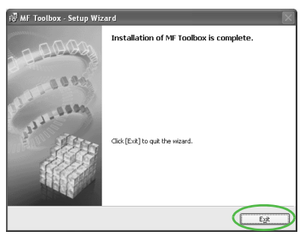

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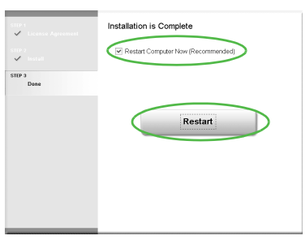

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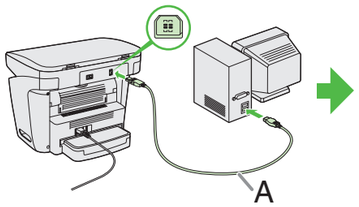
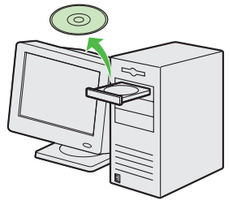


Connect the machine and your computer with a USB cable (A).

15



You have now completed installation.

Bundled 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, on the Windows desktop double-click [My Computer]. 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.

When you install the following program, click on the [Additional Software Programs] button in step 2 of “Installation Procedure,” then follow the instructions that appear on the screen.

- **Canon Cover Sheet Editor (MF3240 Only)**
  The Canon Cover Sheet Editor enables you to create original fax cover sheet templates for use with Canon fax driver. For details, see Chapter 4, "PC Faxing," in the Software Guide.

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
F189400 (MF3222)
F189402 (MF3240)

CE

This equipment conforms to the essential requirements of EC Directive 1999/5/EC.
We declare that this product conforms to the EMC requirements of EC Directive 1999/5/EC at nominal mains input 230 V, 50/60 Hz although the rated input of the product is 220–240 V, 50/60 Hz. If you move to another EU country and are experiencing trouble, please call the Canon Help Desk. (For Europe Only)
- Use of shielded cable is necessary to comply with the technical requirements of EMC Directive.

ENERGY STAR

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.

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.

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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- 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.

CANON INC.
30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

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

CANON CANADA INC.
6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada

CANON EUROPA N.V.
Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands

CANON FRANCE S.A.S.
17, quai du Président Paul Doumer 92414 Courbevoie Cedex, France

CANON COMMUNICATION & IMAGE FRANCE S.A.S.
12, rue de l'Industrie 92414 Courbevoie Cedex, France

CANON (U.K.) LTD.
Woodhatch, Reigate, Surrey, RH2 8BF, United Kingdom

CANON DEUTSCHLAND GmbH
Europark Fichtenhain A10, 47807 Krefeld, Germany

CANON ITALIA S.p.A.
Via Milano, 8 20097 San Donato Milanese (MI) Italy

CANON ESPAÑA, S.A.
c/ Joaquín Costa 41, 28002 Madrid, Spain

CANON LATIN AMERICA, INC.
703 Waterford Way Suite 400, Miami, Florida 33126 U.S.A.

CANON AUSTRALIA PTY. LTD
1 Thomas Holt Drive, North Ryde, Sydney, N.S.W. 2113, Australia

CANON CHINA CO., LTD
15F, North Tower, Beijing Kerry Centre, 1 Guang Hua Road, Chao Yang District, 100020, Beijing, China

CANON SINGAPORE PTE. LTD.
1 HarbourFront Avenue #04-01 Keppel Bay Tower, Singapore 098632

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