Canon

imageRUNNER
2545i / 2545 / 2535i / 2535
2530 / 2525i / 2525
2520i / 2520

Reference 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

imageRUNNER 2545i/2545 2535i/2535 2530/2525i 2525/2520i 2520 Reference Guide

Manuals for the Machine

The manuals for this machine are organized as shown below. Please refer to them for detailed information. Some manuals may not be needed for certain system configurations and products purchased.

Guides with this symbol are printed manuals.

Guides with this symbol are PDF manuals included on the accompanying CD-ROM.

• **Quick Reference for Basic Operations**	**Easy Operation Guide**	
• **Legal Notices** • **Setup Instructions**	**User's Guide**	
• **Basic Operations** • **Troubleshooting**	**Reference Guide (This Document)**	
• **Copying Instructions**	**Copying Guide**	
• **Sending and Fax Instructions**	**Sending and Facsimile Guide**	
• **Remote User Interface Instructions**	**Remote UI Guide**	
• **Network Connectivity** • **Security Management**	**System Settings Guide**	
• **Color Network ScanGear Instructions**	**Network ScanGear Guide**	
• **USB Memory Media Printing Instructions** • **PS/PCL/UFRII LT Printer Instructions**	**Printer Guide**	
• **Windows Printer Driver Instructions**	**Windows Printer Driver Guide**	
• **Windows Fax Driver Instructions**	**Windows Fax Driver Guide**	
• **Macintosh Printer Driver Instructions**	**Mac Printer Driver Guide**	

To view the manual in PDF format, Adobe Reader/Adobe Acrobat Reader is required. If Adobe Reader/Adobe Acrobat Reader is not installed on your system, please download it from the Adobe Systems Incorporated website.

How This Manual Is Organized

Chapter 1 Introduction to imageRUNNER 2545 Series

Chapter 2 Basic Operations

Chapter 3 Configuring the Machine's Basic Settings

Chapter 4 Optional Equipment

Chapter 5 Routine Maintenance

Chapter 6 Troubleshooting

Chapter 7 Appendix

Includes tables detailing the Additional Functions settings, the available paper stock, the relationship between original orientation and preprinted paper output, the multifunctional operations, and the specifications of the main unit and optional equipment, as well as the index.

Considerable effort has been made to ensure that this manual is free of inaccuracies and omissions. However, as we are constantly improving our products, if you need an exact specification, please contact Canon.

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Preface

Thank you for purchasing the Canon imageRUNNER 2545i/2545/2535i/2535/2530/2525i/2525/2520i/2520. Please read this manual thoroughly before operating the machine to familiarize yourself with its capabilities, and to make the most of its many functions. After reading this manual, store it in a safe place for future reference.

How to Use This Manual

Symbols Used in This Manual

The following symbols are used in this manual to explain procedures, restrictions, handling precautions, and instructions that should be observed for safety.

WARNING	Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.
CAUTION	Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.
IMPORTANT	Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.
NOTE	Indicates a clarification of an operation, or contains additional explanations for a procedure. Reading these notes is highly recommended.
	Indicates an operation that must not be performed. Read these items carefully, and make sure not to perform the described operations.

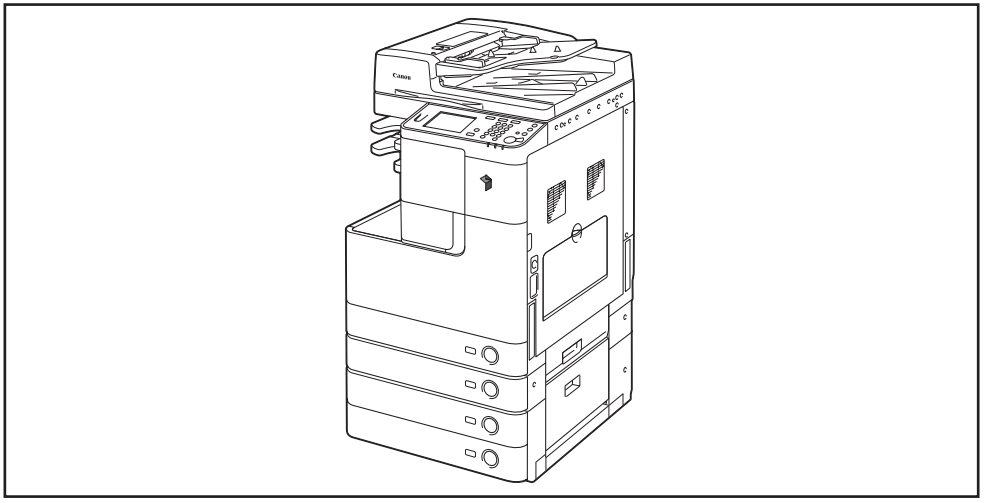
Keys Used in This Manual

The following table provides a few examples of how keys to be pressed are expressed in this manual:

	Keys	Example
Control Panel	Key icon + (Key Name)	(Additional Functions)
Touch Panel Display	[Key Name]	[OK], [Cancel], etc.
	[Key Icon]	[▼], [▲], etc.

Illustrations Used in This Manual

The machine illustrations used in this manual are those of the imageRUNNER 2545i with the following optional equipment attached: the Inner Finisher-B1, Inner Finisher Additional Tray-B1, and CST. Feeding Unit-AE1.

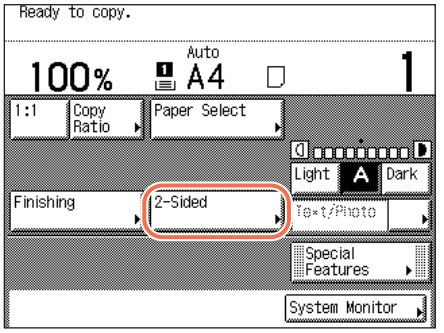


Displays Used in This Manual

Screen shots used in this manual may differ from actual displays depending on the machine configuration.

The keys to be pressed are marked with a ⬭, as shown below.

When multiple keys can be pressed, all of them will be marked. Select the keys best suited to your needs.



Abbreviations Used in This Manual

In this manual, product names are abbreviated as follows:

Microsoft Windows 2000 operating system:	Windows 2000
Microsoft Windows XP operating system:	Windows XP
Microsoft Windows Vista operating system:	Windows Vista
Microsoft Windows 7 operating system:	Windows 7
Microsoft Windows Server 2003 operating system:	Windows Server 2003
Microsoft Windows Server 2008 operating system:	Windows Server 2008
Microsoft Windows operating system:	Windows

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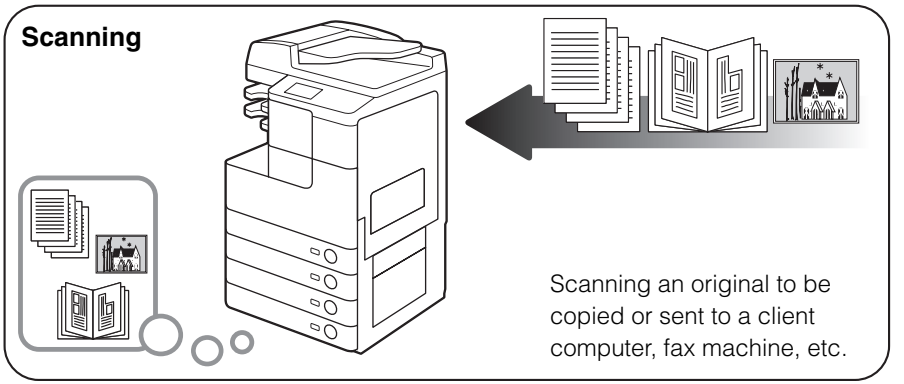
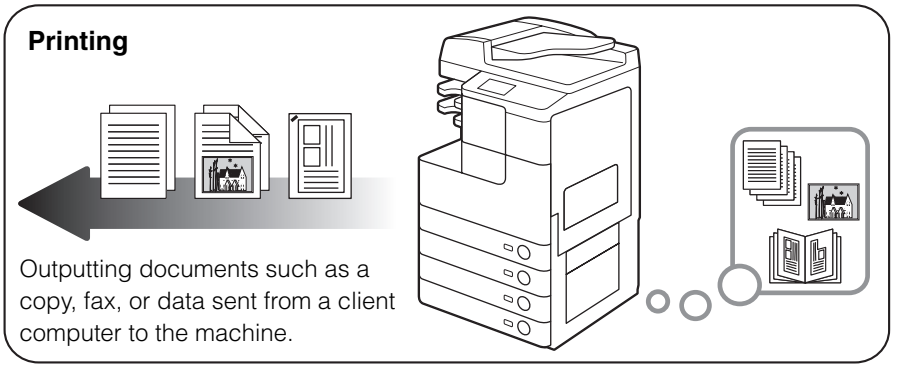
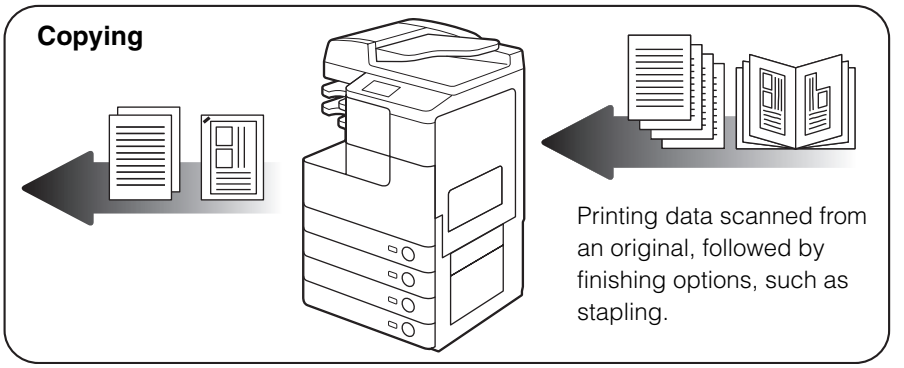
Operations and Terms Used in the Manuals

This machine makes effective use of memory to perform print operations efficiently. For example, as soon as the machine has scanned the original that you want to copy, it can immediately scan the next person's original. You can also print from this machine, using a function other than the Copy function. In this machine, these operations take place in a complex way, so that not only copies, but also various kinds of prints may sometimes have to wait their turn before they can be printed.

To avoid confusion when reading the manuals, the terms, "scanning," "printing," and "copying," used throughout the manuals are defined below. When making a copy, the process of scanning originals and printing copies may be described as separate functions.


Scanning
Scanning an original to be copied or sent to a client computer, fax machine, etc.


Printing
Outputting documents such as a copy, fax, or data sent from a client computer to the machine.


Copying
Printing data scanned from an original, followed by finishing options, such as stapling.

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Introduction to imageRUNNER 2545 Series

1

CHAPTER

This chapter provides an overview of the machine, including basic functions and part names.

What This Machine Can Do 1-2

Parts and Their Functions. 1-6

External View 1-6

Internal View 1-8

Control Panel 1-9

What This Machine Can Do

All the elements you will ever need in a digital multitasking machine

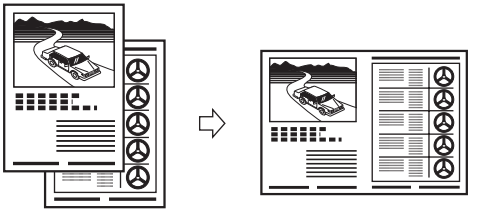
The imageRUNNER 2545i/2545/2535i/2535/2530/2525i/2525/2520i/2520 incorporates a rich array of input and output features that can greatly enhance your efficiency.

Equipped with features that meet the needs of document work in a digitized office, the imageRUNNER 2545i/2545/2535i/2535/2530/2525i/2525/2520i/2520 represents the ultimate in digital multitasking machines.

Copying

In addition to basic copying functions, convenient new functions are provided to increase your productivity, such as Image Combination, which enables you to automatically reduce two- or four-page originals to fit on the selected paper size, and Different Size Originals for copying originals of different sizes together in one copy operation.

(See the *Copying Guide*.)



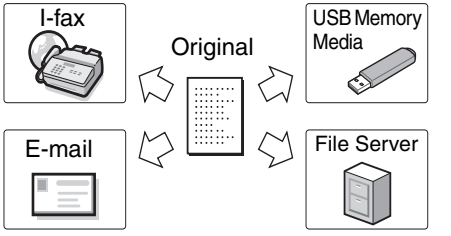
2 on 1 Combination

Sending*

The Send function enables you to send scanned image or document data to file servers or USB memory media or by e-mail or I-fax. The function supports a variety of file formats, including TIFF, JPEG, and PDF (with some variants) for either black-and-white or color scans. (The available file formats vary depending on the modes selected and the machine configuration.)

These file formats offer you greater flexibility in accommodating digital workplace environments.

(See the *Sending and Facsimile Guide*.)

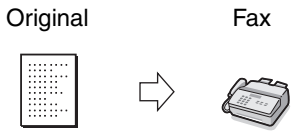


* To use the Send function with the imageRUNNER 2545/2535/2530/2525/2520, the optional Color Send Kit-Y1 and System Upgrade RAM-C1 are required.

Faxing*

The machine's Super G3 fax function is compatible with most Super G3 fax machines used in office environments.

If the optional Super G3 Fax Board-AG1 and Fax Driver are installed, you can send facsimiles from your computer. (See the *Sending and Facsimile Guide*.)



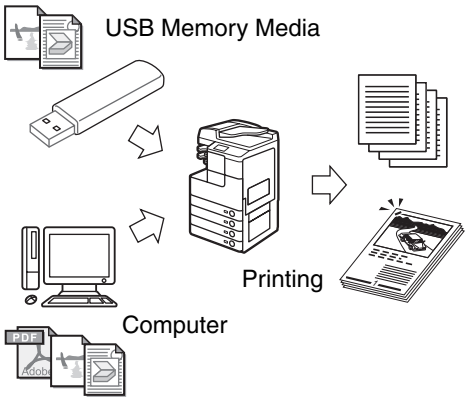
* The Fax function is available only when the optional Super G3 Fax Board-AG1 is attached to the machine.

Printing

This machine uses UFRII LT (Ultra Fast Rendering II LT) Technology, which utilizes a newly invented printing algorithm to minimize file processing and achieve maximum performance. You can also use the machine as a PCL (Printer Command Language)/PS (PostScript) emulation printer with the appropriate optional equipment. (See the *Windows Printer Driver Guide*, the *Mac Printer Driver Guide*, or the help on the printer driver.)

If you are printing TIFF/JPEG files, you can print them from a USB memory device by inserting it directly into the machine and selecting the desired images on the touch panel display. (See the *Printer Guide*.)

With the optional Barcode Printing Kit, the BarDIMM function is also available.

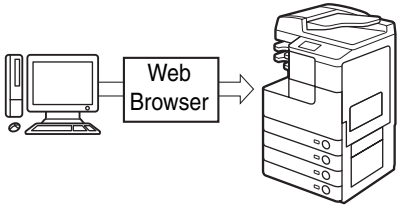


Remote User Interface

The machine can be connected to a network using Ethernet. Connecting to a network enables you to use the Remote UI.

With the Remote UI, you can perform functions from your computer's Web browser, such as confirming the status of the machine and job operations and making various settings.

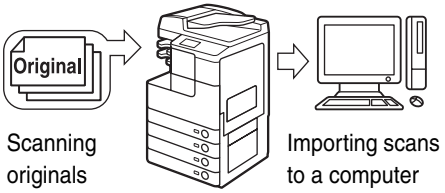
Once the Ethernet interface port is configured properly, the machine can be controlled and set up from a computer through the Remote UI and network. (See the *Remote UI Guide*.)



Network Scanning

The Remote Scan function enables you to use the machine as a conventional scanner. You can scan a document using the machine, and read the data in a TWAIN-compliant application on your computer. To use this function, the machine must be connected to an IPv4 network and the Color Network ScanGear* must be installed on your computer.
(See the *Network ScanGear Guide*.)

* The Color Network ScanGear software is supplied on the accompanying CD-ROM.

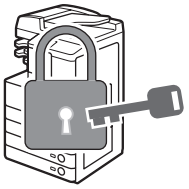


Security

You can protect the machine from unauthorized access by setting department/user IDs. If these IDs are set, only the users who enter the correct ID and password can gain access to the machine. (See the *System Settings Guide*.)

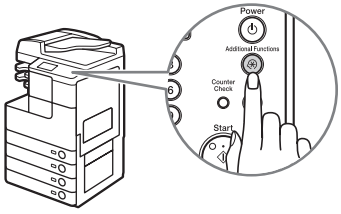
If your network is designed to require user authentication, the machine offers flexible solutions as listed below.

-Authorized Send
(See the *Sending and Facsimile Guide*.)
-IEEE802.1X authentication
-SSL communications
-Secure Printing
(See the *System Settings Guide*.)



Versatile Configurations

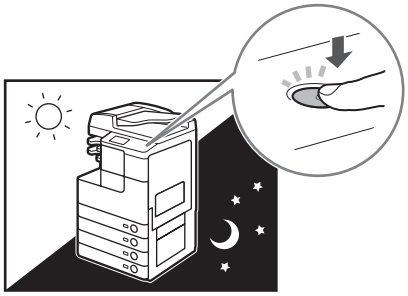
The Additional Functions menu enables you to make the machine's basic settings, as well as customize specific functions to suit your needs. You can access the menu by pressing (Additional Functions). (See "Accessing the Additional Functions Menu," on p. 2-38.)



Energy Conservation

You can conserve power efficiently by setting the Sleep mode.

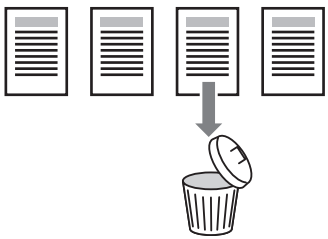
You can put the machine into the Sleep mode manually by pressing the control panel power switch, or you can specify a preset time for the machine to enter the Sleep mode. To reactivate the machine, press the control panel power switch again. (See "Auto Sleep Time," on p. 3-38.)



System Monitor

The System Monitor screen enables you to check the status of the machine and cancel copy, sending (TX)/receiving (RX), and print jobs. The job information is recorded as a log and can be viewed in list form.

You can also check the status of consumables loaded in the machine. (See "Accessing the System Monitor," on p. 2-33.).



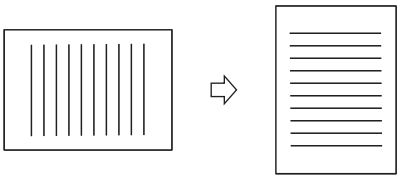
Other Useful Functions

This machine also includes the useful functions listed below.

-Auto Paper Selection (APS)/Auto Drawer Switching (ADS)
(See "Auto Paper Selection/Auto Drawer Switching," on p. 3-8.)

-Auto Clear (See "Auto Clear Time," on p. 3-39.)

-Auto Orientation (See the *Copying Guide*.)



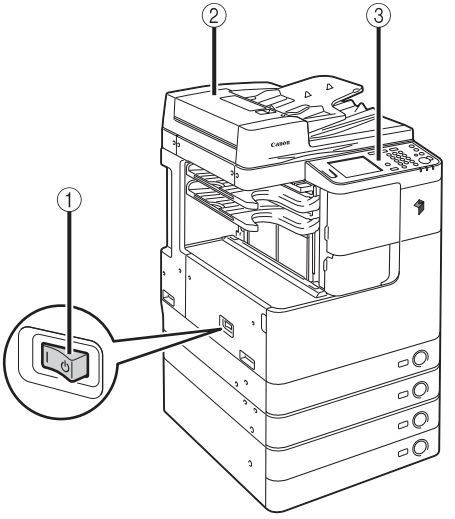
Auto Orientation

Parts and Their Functions

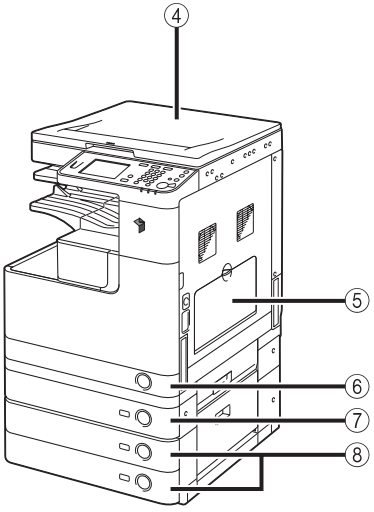
This section provides you with the names and functions of all of the parts on the outside and inside of the main unit and control panel. The illustrations in this section show some optional equipment attached to the machine. For more information on the optional equipment, see Chapter 4, “Optional Equipment.”

External View

The imageRUNNER 2545i with the optional Inner Finisher-B1, Inner Finisher Additional Tray-B1, and CST. Feeding Unit-AE1 attached.



The imageRUNNER 2520 with the optional Inner 2 Way Tray-G1, Cassette Module-W1, and CST. Feeding Unit-AE1 attached.



① **Main Power Switch**

Press to the "I" side to turn ON the machine. (See Chapter 2, "Before You Start Using the Machine," in the *User's Guide*.)

② **Feeder**
(Optional for the imageRUNNER 2545/ 2535/2530/2525/2520)

Originals placed in the feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

③ **Control Panel**

The control panel includes the keys, touch panel display, and indicators required for operating the machine. (See "Control Panel," on p. 1-9.)

④ **Platen Cover**

The platen cover secures the originals placed on the platen glass.

⑤ **Stack Bypass**

Use the stack bypass to feed paper manually, and for loading nonstandard paper stock, such as envelopes. (See "Loading Paper in the Stack Bypass," on p. 2-21.)

⑥ **Paper Drawer 1**

Paper Drawer 1 holds up to 550 sheets (250 sheets for the imageRUNNER 2530/2525/2520i/ 2520) of paper (80 g/m^2).

⑦ **Paper Drawer 2**
(Optional for the imageRUNNER 2520i/ 2520)

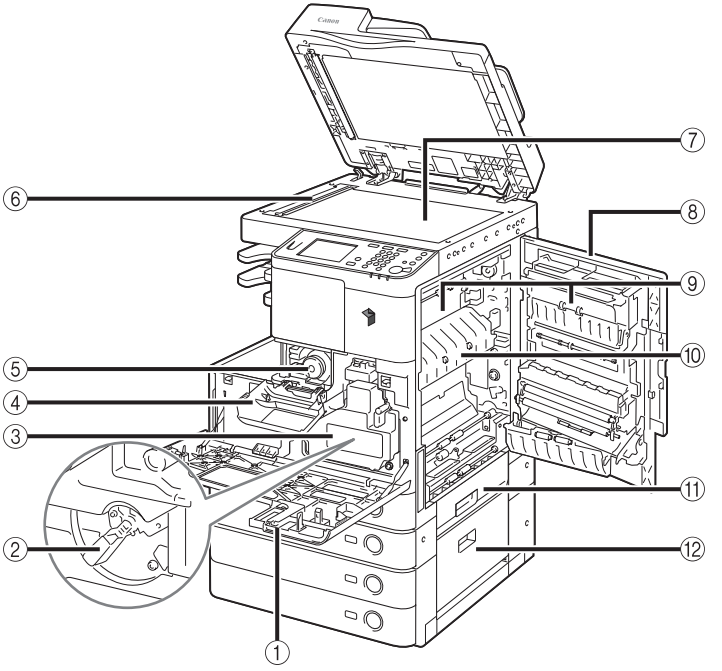
Paper Drawer 2 holds up to 550 sheets of paper (80 g/m^2).

⑧ **Paper Drawers 3 and 4 (Optional)**

The CST. Feeding Unit-AE1 provides two additional sources of paper for printing jobs. Each paper drawer holds up to 550 sheets of paper (80 g/m^2).

Internal View

The imageRUNNER 2545i with the optional Inner Finisher-B1, Inner Finisher Additional Tray-B1, and CST. Feeding Unit-AE1 attached.



① **Front Cover**

Open this cover to replace the waste toner container.

② **Drum**

③ **Waste Toner Container**

When the waste toner container becomes full, replace it with a new one. (See “Replacing the Waste Toner Container,” on p. 5-22.)

④ **Toner Replacement Cover**

Open this cover when replacing the toner cartridge. (See “Replacing the Toner,” on p. 5-17.)

⑤ **Toner Cartridge**

When toner runs out, pull out the toner cartridge and replace it with a new one.
(See “Consumables,” on p. 5-41.)

⑥ **Scanning Area**

Originals placed in the feeder are scanned here.

⑦ **Platen Glass**

Place originals here when scanning books, heavyweight originals, transparencies, etc.

⑧ **Right Cover**

Open this cover when clearing a paper jam inside the main unit.

⑨ **2 Way Unit-B1 (Optional for the imageRUNNER 2545/2535/2530/2525/2520)**

The 2 Way Unit-B1 delivers the prints to the additional output tray.

⑩ **Fixing Unit**

If paper is jammed in the fixing unit, remove the jammed paper carefully. (See “Fixing Unit,” on p. 6-29.)

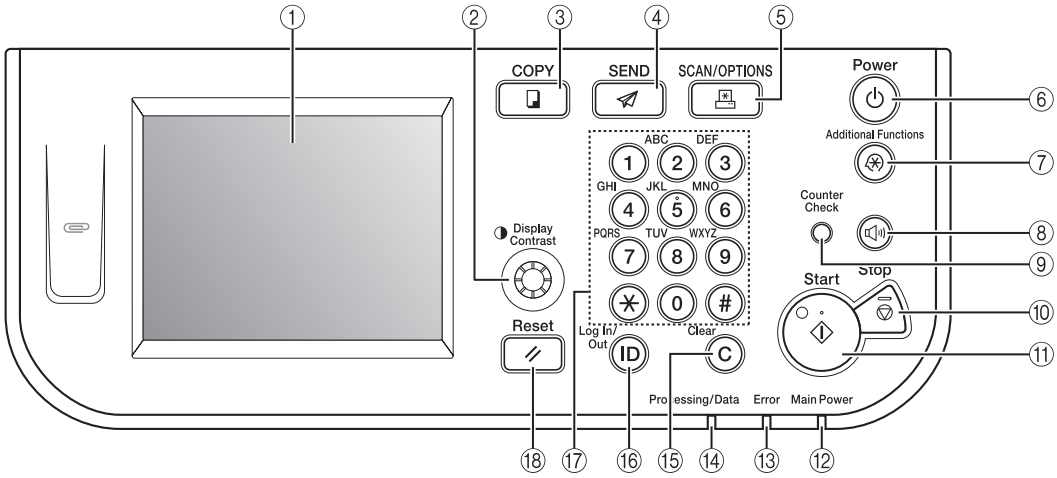
⑪ **Paper Drawer’s Right Cover**

Open this cover when clearing a paper jam in Paper Drawers 1 and 2.

⑫ **Right Cover of the optional CST. Feeding Unit-AE1**

Open this cover when clearing a paper jam in Paper Drawers 3 and 4.

Control Panel



① **Touch panel display**

The menu screen for each function is displayed here. (See "Using the Touch Panel Display," on p. 2-2.)

② **Display Contrast dial**

Turn clockwise or counterclockwise to adjust the contrast of the touch panel display.

③ **COPY key**

Press to use the Copy function. (See the *Copying Guide*.)

④ **SEND key**

Press to use the Send/Fax function. (See the *Sending and Facsimile Guide*.)

⑤ **SCAN/OPTIONS key**

Press to use functions such as Remote Scan, Media Print, Secure Printing, etc. (See the *Network ScanGear Guide* and the *Printer Guide*.)

⑥ **Control panel power switch (Sub power supply)**

Press to turn the control panel ON or OFF. When the control panel is turned OFF, the machine is in the Sleep mode. (See Chapter 2, "Before You Start Using the Machine," in the *User's Guide*.)

⑦ **Additional Functions key**

Press to access the Additional Functions menu. (See "Accessing the Additional Functions Menu," on p. 2-38.)

⑧ **Volume Control key**

Press to set the machine's audible tone settings. (See "Volume Control," on p. 2-30.)

⑨ **Counter Check key**

Press to view the machine's print/scan page counts.

⑩ **Stop key**

Press to stop a job in progress, such as copying, printing, scanning, etc.

⑪ **Start key**

Press to start an operation.

⑫ **Main Power indicator**

Lights up green when the main power is turned ON.

⑬ **Error indicator**

Flashes or lights up red if an error occurs in the machine.

⑭ **Processing/Data indicator**

Flashes or lights up green when the machine is performing operations.

⑮ **Clear key**

Press to clear entered values or characters.

⑯ **Log In/Out key**

Press to log in to/out of the machine, such as when it is managed with Department ID/User ID Management.

⑰ **Numeric keys**

Press to enter numbers.

⑱ **Reset key**

Press to cancel all settings and return to the top screen.

Basic Operations

CHAPTER 2

This chapter describes information you should know before using the machine's various functions.

Using the Touch Panel Display 2-2
- Selecting the Desired Function 2-3
- Using the Menus 2-3
- Entering Characters 2-4

Logging in to the Machine. 2-9
- Entering the Department ID and Password 2-9
- Using the Control Card. 2-11
- Entering a User ID and Password 2-12

Placing Originals. 2-14
- Document Sizes 2-14
- Orientation 2-14
- Platen Glass 2-16
- Feeder 2-18

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Volume Control 2-30
- Setting the Audible Tones (When the Optional Super G3 Fax Board-AG1 Is Not Attached) . . . 2-30
- Controlling Volume of the Audible Tones (Optional). 2-31

Accessing the System Monitor 2-33
- Checking the Page Counts on a Control Card 2-36

Accessing the Additional Functions Menu 2-38
- Printing the User's Data List 2-39

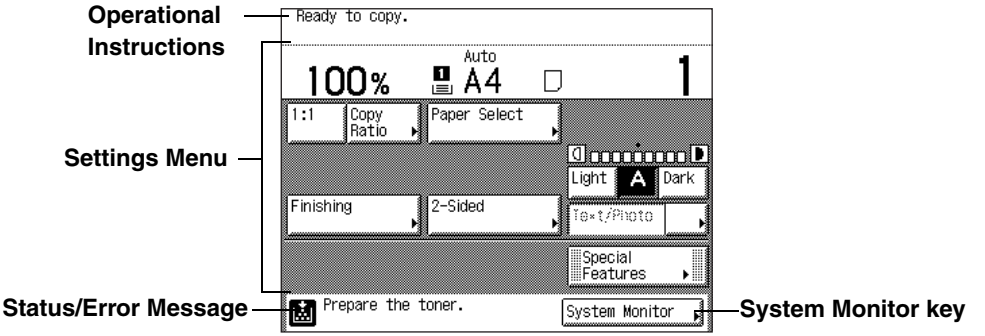
Using the Touch Panel Display

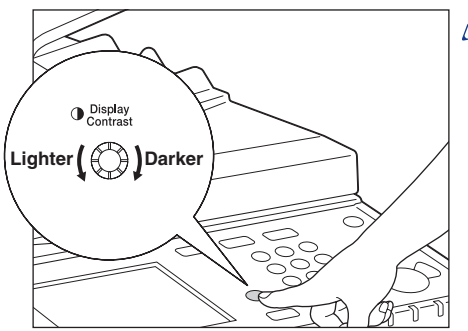
The touch panel display on the control panel enables you to access and make settings by touching the screen directly. For example, if you wish to view and select from the Finishing options, press [Finishing] directly on the display. The machine will display the available Finishing options.

IMPORTANT

Press the touch panel display keys gently with your fingers. Do not use a pencil, ballpoint pen, or other sharp object that can scratch the surface of the touch panel display. Doing so may damage the touch panel display.

The screen shot below is an example of the top screen of the Copy function.





NOTE

If the touch panel display is difficult to view, use the Display Contrast dial on the control panel. Turn the dial clockwise or counterclockwise to obtain the desired contrast.

Selecting the Desired Function

By default, the machine is set to display the top screen of the Copy function when you turn ON the machine. (See “Initial Function at Power ON,” on p. 3-2.) If you wish to use other functions, such as Send and Remote Scan, you need to switch the display to the screen of the desired function.

The table below lists the keys that you need to press to select the desired function.

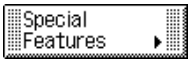
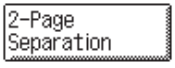
Functions	Key	Location
Copy	(COPY)	Control Panel
Send or Fax	(SEND)	
Remote Scan, USB Memory Media Print, or Secure Printing	(SCAN/OPTIONS)	
System Monitor	[System Monitor]	Touch Panel Display

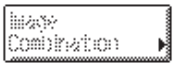
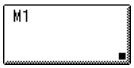
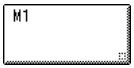
IMPORTANT

- To use the Send function with the imageRUNNER 2545/2535/2530/2525/2520, the function must be activated with the optional Color Send Kit-Y1.
- The Fax function is available only when the optional Super G3 Fax Board-AG1 is attached to the machine.

Using the Menus

The machine employs a menu system that you can use to configure the machine settings or register important information.

	Keys with a right triangle (▶) in the lower right corner indicate that pressing these keys displays additional screens or drop-down lists to set their functions.
 Not highlighted (Not selected) Highlighted (Selected)	Highlighted keys indicate that the corresponding settings or modes are selected. To select the other settings or modes, press the keys that are not highlighted. Some highlighted keys can be pressed to cancel the selected settings or modes.

 Grayed out (Not available for selection)	When certain modes are set, the characters on some keys may become grayed out and unavailable for selection. This means that the settings or modes corresponding with these keys cannot be selected in combination with the presently set settings or modes.
 Settings are stored.  No settings are stored.	Keys with a black square (■) in the lower right corner indicate that settings for a certain purpose are already stored in these keys. When the square is blank, no settings are stored in the key.

NOTE

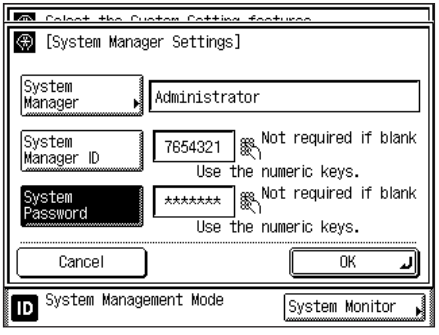
The display automatically returns to the top screen if the machine has not been operated for the preset period of time. (See “Auto Clear Time,” on p. 3-39.)

Entering Characters

For screens that require alphanumeric entries, enter characters using the on-screen keyboard and ⓪ - ⑨ (numeric keys) on the control panel.

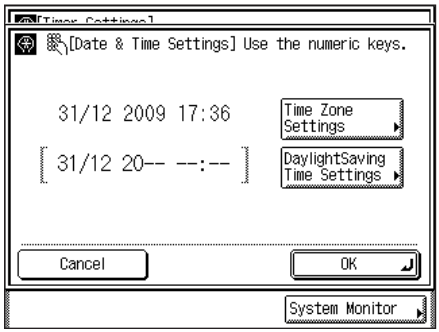
NOTE

You can also use a standard USB keyboard to enter characters. (See “Entering Characters Using a USB Keyboard,” on p. 2-7.)



Entering Numbers

Whenever the numeric keys icon ( ) is displayed on the screen, you can use ⓪ - ⑨ (numeric keys) on the control panel to enter a number.



Entering Alphanumeric Characters

Whenever the on-screen keyboard is displayed, you are expected to enter alphanumeric characters.

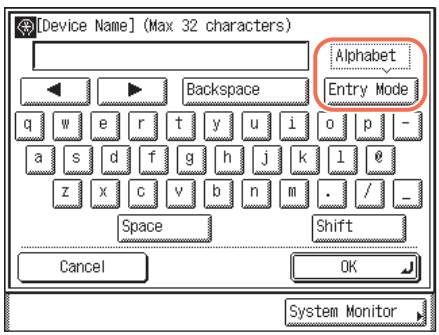
IMPORTANT

If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'. (See "Changing the Language on the Display," on p. 3-25.)

NOTE

The procedure below uses the Device Name screen as an example to show how to enter characters. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.)

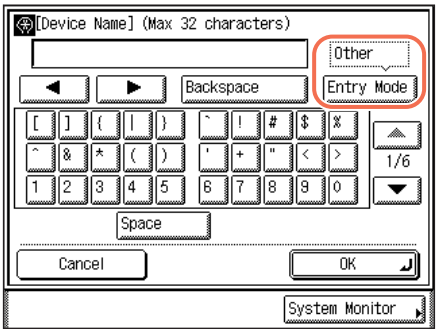
1



Press [Entry Mode] to select the desired entry mode.

The entry mode changes every time you press [Entry Mode].

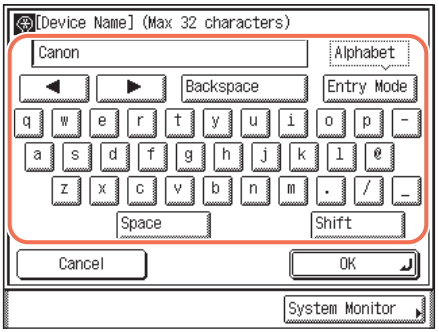
❑ To enter alphabetic characters, select [Alphabet].



❑ To enter symbols, select [Other].

2 Enter the desired characters.

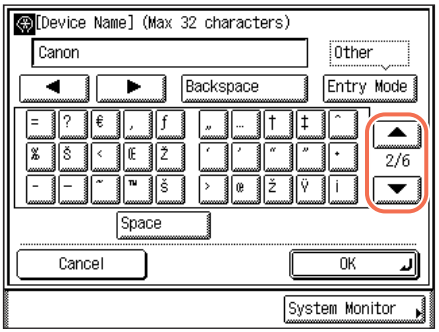
● When the entry mode is [Alphabet]:



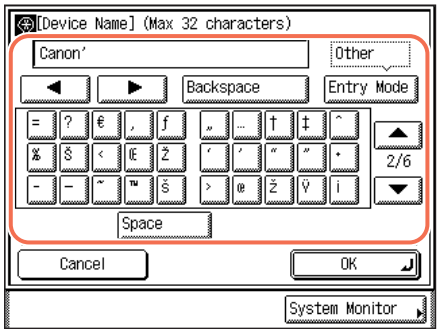
❑ Press the keys for the desired characters.

To enter uppercase letters, press [Shift] → enter the desired letters.

● When the entry mode is [Other]:



❑ Press [▼] or [▲] until the desired symbol appears.

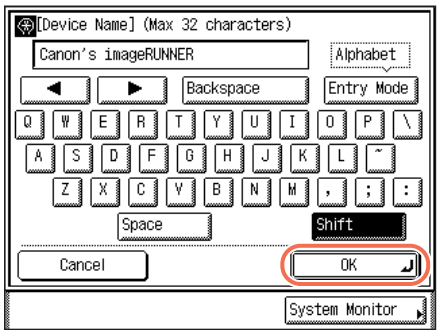


❑ Press the key for the desired symbol.

NOTE

- If you make a mistake when entering a character, press [◀] or [▶] to position the cursor on the right side of the incorrect character → press [Backspace] to delete the character → enter the correct character.
- To delete all of the entered characters, press Ⓒ (Clear) on the control panel.
- The available entry modes and the maximum number of characters that you can enter may vary depending on the type of entries you are making.

3



When you have entered all characters, press [OK].

Entering Characters Using a USB Keyboard

Instead of using the on-screen keyboard, you can also use a standard USB keyboard to enter characters.

IMPORTANT

- Make sure that the shape of the USB keyboard connector meets USB specifications. Inserting a connector that does not meet USB specifications may damage the USB port.
- Do not insert the connector of the USB keyboard into the USB port at an angle.
- Some USB keyboards may not operate correctly.

NOTE

The USB keyboard can be disconnected from the machine at any time. No special operation is required to remove it.

■ Using a USB Keyboard

Entering characters using the USB keyboard is easy. However, keep in mind the following differences from the on-screen keyboard:

- Only ASCII characters can be entered from the USB keyboard.
- You do not need to change the entry mode. When the entry mode drop-down list is displayed on the screen, you cannot enter characters from the USB keyboard.
- Single key operations cannot be combined using both the USB keyboard and the on-screen keyboard. For example, pressing [Shift] on the touch panel display while entering characters <usb> from the USB keyboard results in the lowercase entry <usb>, not the uppercase <USB>.
- Even when using a USB keyboard, you must press [OK] on the touch panel display when you have entered all the desired characters. The Enter key of the USB keyboard is used only to enter line breaks.
- Keys that are not included in the on-screen keyboard, such as Delete, End, Tab, Esc, and function keys, cannot be used on the USB keyboard.

NOTE

The key entry sound made when entering characters using the USB keyboard can be controlled just as with the on-screen keyboard. (See “Volume Control,” on p. 2-30.)

Logging in to the Machine

The machine is equipped with various security functions that help you protect the machine from unauthorized access. If the machine is managed with department IDs or user IDs, you must log in to the machine before using it.

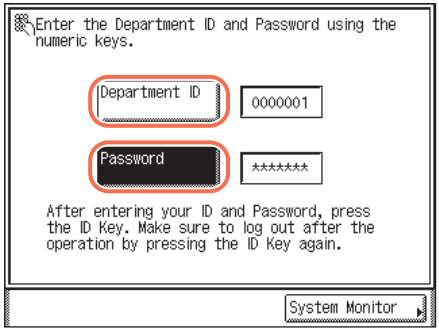
Entering the Department ID and Password

If Department ID Management has been set, you must enter your department ID (and password) to log in to the machine.

NOTE

To log in to the machine, you must have a valid department ID (and password) registered in the machine beforehand. For instructions on how to register a department ID and password, see Chapter 6, "Protecting the Machine from Unauthorized Access," in the *System Settings Guide*.

1



Enter your department ID and password (up to seven digits respectively) using ⓪ - ⑨ (numeric keys).

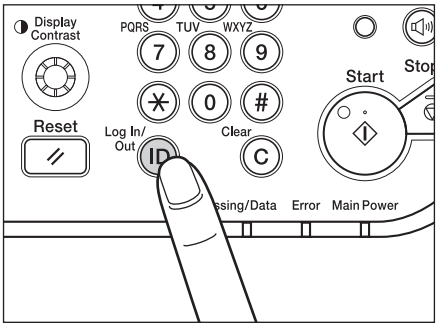
- ❑ Press [Department ID] → enter your department ID.
- ❑ Press [Password] → enter the password.

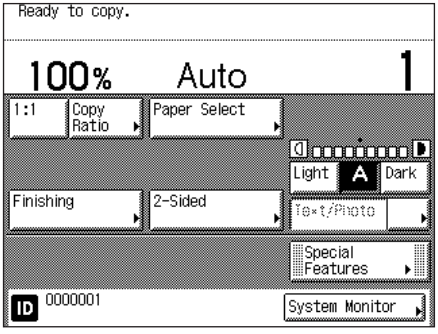
The numbers that you enter for the password are displayed as asterisks (*******).

NOTE

- If no password is set for the department ID, leave [Password] blank.
- If you make a mistake when entering the department ID/password, press Ⓒ (Clear) → enter the correct ID/password.

2 Press ID (Log In/Out) on the control panel.





The top screen appears on the touch panel display.

NOTE

If the department ID/password that you entered is incorrect, you will be prompted to re-enter the correct ID/password.

3 When your operations are complete, press ID (Log In/Out) to log out.

NOTE

- The log-in screen for Department ID Management automatically appears after the set Auto Clear Time elapses. (See “Auto Clear Time,” on p. 3-39.)
- The modes that you have selected for a job are canceled when you log out.

Using the Control Card

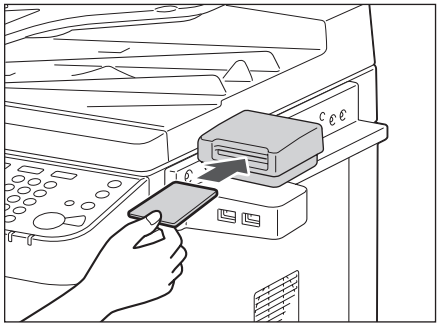
If the optional Copy Card Reader-F1 is attached to the machine, you can use a control card to log in to the machine that is managed with department IDs. (See "Copy Card Reader-F1," on p. 4-11.)

Magnetic Stripe Card

NOTE

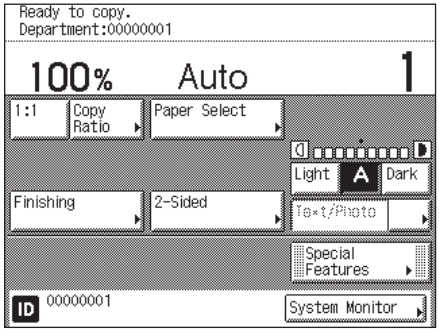
The optional Copy Card Reader-F1 accepts only the magnetic stripe card manufactured by Canon.

1



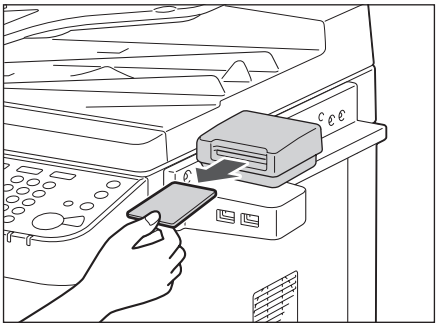
Insert the control card into the card slot.

Make sure that the card is facing in the correct direction and inserted as far as it can go.



The top screen appears on the touch panel display.

2



When your operations are complete, remove the control card from the card slot.

NOTE

You can remove the control card before all the jobs in the machine's memory are complete. The machine automatically logs out as soon as these jobs are complete.

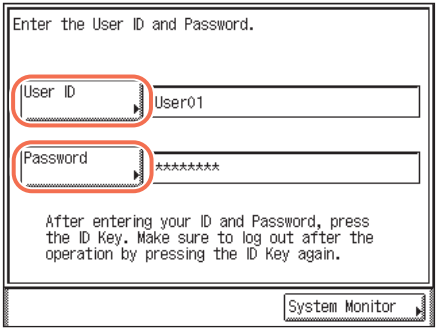
Entering a User ID and Password

If User ID Management has been set, you must enter your user ID (and password) to log in to the machine.

IMPORTANT

To log in to the machine, you must have a valid user ID (and password) registered in the machine beforehand. For instructions on how to register a user ID and password, see Chapter 3, "Specifying Department ID and User Management," in the *Remote UI Guide*.

1



Enter your user ID and password (up to 32 digits respectively) using the on-screen keyboard and ⓪ - ⑨ (numeric keys).

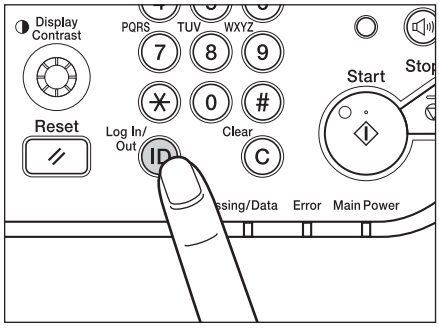
- ❑ Press [User ID] → enter your user ID → press [OK].
- ❑ Press [Password] → enter the password → press [OK].

The characters that you enter for the password are displayed as asterisks (********).

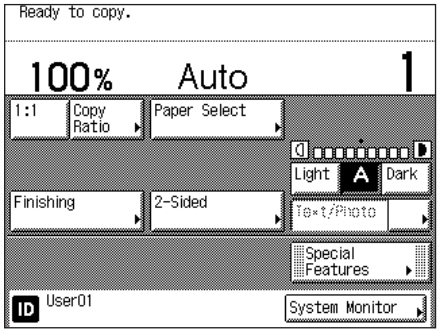
NOTE

- If no password is set for the user ID, leave [Password] blank.
- If you make a mistake when entering the user ID/password, press ⓒ (Clear) → enter the correct ID/password.
- You can also use a standard USB keyboard to enter characters. (See "Entering Characters Using a USB Keyboard," on p. 2-7.)

2



Press ⓘⓓ (Log In/Out) on the control panel.



The top screen appears on the touch panel display.

NOTE

If the user ID/password that you entered is incorrect, you will be prompted to re-enter the correct ID/password.

3 When your operations are complete, press ⓘⓓ (Log In/Out) to log out.

NOTE

- The log-in screen for User ID Management automatically appears after the set Auto Clear Time elapses. (See “Auto Clear Time,” on p. 3-39.)
- The modes that you have selected for a job are canceled when you log out.

Placing Originals

Place your originals on the platen glass or into the feeder, depending on the size and type of your originals and the functions that you want to use.

■ **Platen Glass**

Place the originals on the platen glass when scanning bound originals (such as books and magazines), heavy or lightweight originals, and transparencies.

■ **Feeder**
(Optional for the imageRUNNER 2545/2535/2530/2525/2520)

When you want to scan several originals at a time, place the originals into the feeder and press ◇ (Start). The machine automatically feeds the originals to the scanning area and scans them. In the 2-Sided mode, two-sided originals can also be automatically turned over and scanned as two-sided documents.

Document Sizes

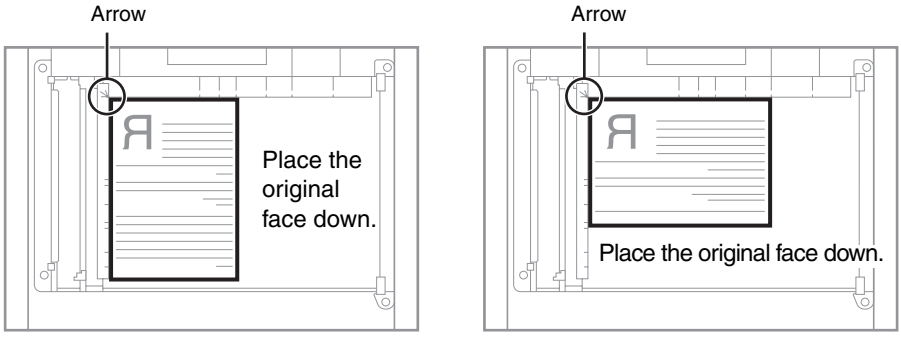
The machine automatically detects the size of the original when scanning it. When you fax a document, the recipient's fax machine may not be able to print the received data on paper of the same size as the scanned document's. In this case, the original image is either reduced in size or divided into smaller parts before being sent.

The machine may not always detect the size of the original, especially if it is a nonstandard size paper, such as a book. In this case, manually specify the size at which you want to scan the original.

Orientation

You can place an original either vertically (portrait) or horizontally (landscape). When using the platen glass, always align the top left corner of the original (face down) with the platen glass corner indicated by an arrow. When using the feeder, align the top edge of your original (face up) with the back edge of the feeder.

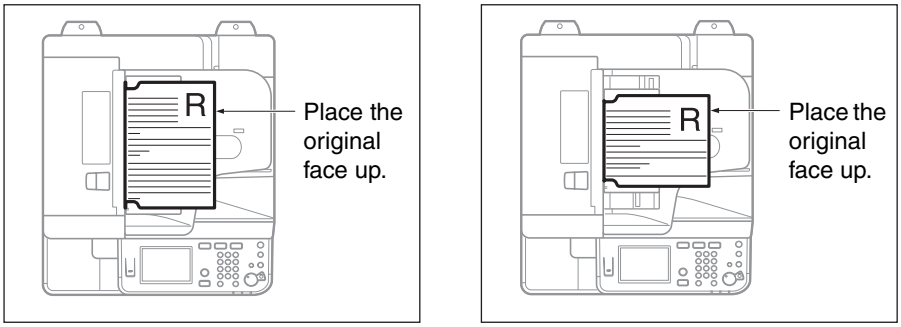
Platen Glass (View from Above)



Vertical Placement

Horizontal Placement

Feeder (View from Above)



Vertical Placement

Horizontal Placement

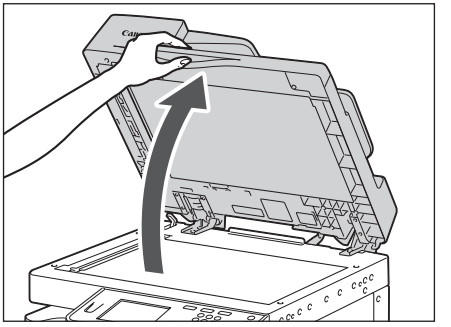
NOTE

- If the top left corner of the original (face down) is not aligned with that of the platen glass, the original may not be scanned correctly.
- A4, A5, and B5 originals can be placed either vertically or horizontally. However, the scanning speed for horizontally placed originals is somewhat slower than for vertically placed originals. Place originals horizontally when printing with a preset copy ratio, such as when enlarging an A4 original onto A3 paper. (See Chapter 2, “Basic Copying Features,” in the *Copying Guide*.)
- Horizontally placed A4, A5, and B5 originals are referred to as A4R, A5R, and B5R respectively.
- A3 and B4 originals must be placed horizontally.
- To achieve the same output orientation using the feeder as when the original is placed on the platen glass, place the original upside down and face up. However, if an appropriate size of paper is not loaded in the Staple mode, the output is rotated automatically.

Platen Glass

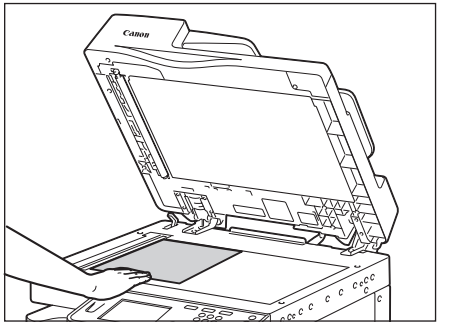
Use the platen glass when scanning bound originals (such as books and magazines), heavy or lightweight originals, and transparencies. When copying ID cards using the ID Card Copy function, you must use the platen glass. (See Chapter 3, “Advanced Copying Features,” in the *Copying Guide*.)

1



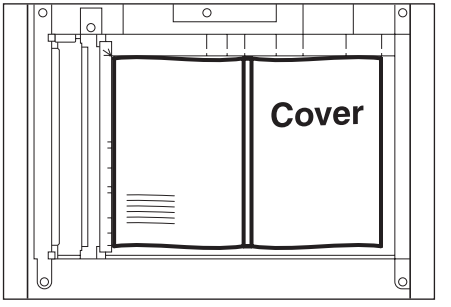
Lift the feeder/platen cover.

2



Place your original face down.

The original that you want to copy must be placed face down. Align the top left corner of the original with the platen glass corner indicated by an arrow.

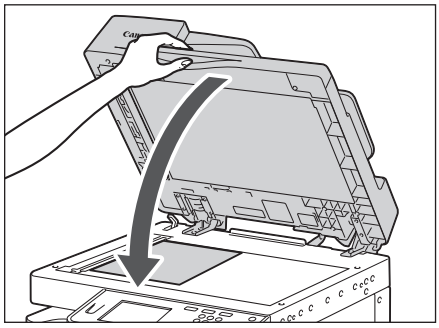


Place books and other bound originals on the platen glass in the same way as described above.

NOTE

When you are enlarging an A4, A5, or B5 original onto A3 or B4 paper, place the original horizontally on the platen glass and align it with the A4R, A5R, or B5R marks.

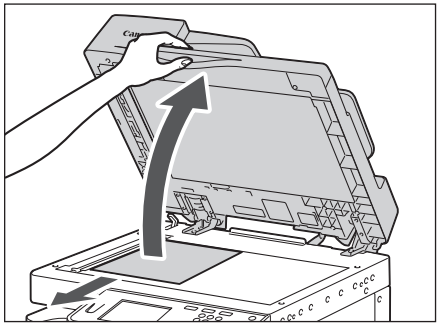
3



Gently close the feeder/platen cover.

CAUTION

- **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. Doing so may damage the platen glass and result in personal injury.**



When scanning is complete, lift the feeder/platen cover, and remove the original from the platen glass.

NOTE

The machine automatically detects the size of A4, A4R, A3, B4, B5, and B5R originals (and A5 originals placed on the imageRUNNER 2545i/2545/2535i/2535). If the size of the original is not detected, press (Start) → follow the instructions on the screen to specify the original's size. You can also manually select the paper size. (See Chapter 2, "Basic Copying Features," in the *Copying Guide*.)

Feeder

Use the feeder when you want to scan several originals at a time. With the feeder, the machine automatically feeds the originals to the scanning area and scans them. If you are scanning in the 2-Sided mode, two-sided originals can also be automatically turned over and scanned as two-sided documents.

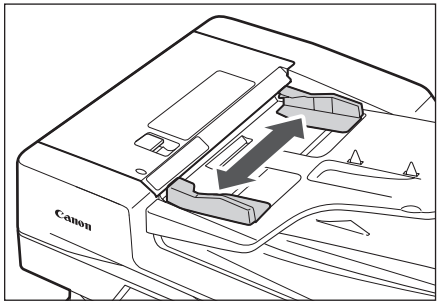
Originals loaded in the feeder must meet the requirements outlined below.

Size	A4, A4R, A3, A5, A5R, B4, B5, and B5R
Weight	imageRUNNER 2545i/2535i and DADF-AA1: • One-sided: 42 to 128 g/m^2 • Two-sided: 50 to 128 g/m^2 • Color: 64 to 128 g/m^2 imageRUNNER 2525i/2520i and DADF-AB1: 52 to 105 g/m^2 (37 to 52 g/m^2 and 105 to 128 g/m^2 when scanning a single page document)

IMPORTANT

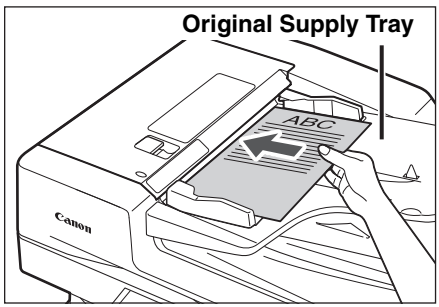
- The Feeder (DADF-AA1/-AB1) is optional for the imageRUNNER 2545/2535/2530/2525/2520. (See “Feeder (DADF-AA1/-AB1),” on p. 4-7)
- Do not place the following types of originals in the feeder:
  - Originals with tears, five or more binding holes, or cutouts
  - Severely curled originals or originals with sharp folds
  - Wrinkled originals
  - Stapled originals or originals with paper clips
  - Tabbed originals
  - Originals with adhesive tape or glue
  - Originals that are taped together
  - Carbon backed paper or other originals which may not feed smoothly
  - Transparencies and other highly transparent originals
- If the same original is fed through the feeder repeatedly, the original may fold or become creased, making it impossible to feed. Limit repeated feeding to a maximum of 30 times. (This number may vary depending on the type and quality of the original.)
- Clean the feeder regularly. (See “Feeder Scanning Area and Rollers,” on p. 5-31.) The feeder rollers may become dirty if originals written in pencil are scanned.
- Always smooth out any folds in your originals before placing them into the feeder.
- Set the originals one by one when scanning very thin (37 to 52 g/m^2) or very thick (105 to 128 g/m^2) originals with the feeder of the imageRUNNER 2525i/2520i or the optional Feeder (DADF-AB1).

1



Adjust the slide guides to fit the size of your originals.

2



Neatly place your originals with the side to be scanned face up into the original supply tray.

Place your originals as far into the feeder as they will go.

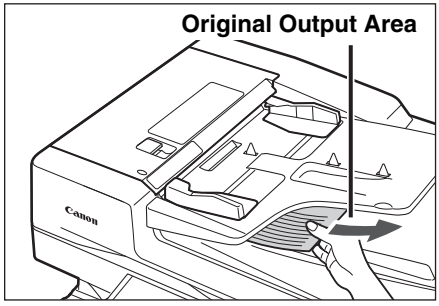
Make sure that the height of the paper stack does not exceed the loading limit mark (▽▽▽ or ⇊).

CAUTION

Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught.

IMPORTANT

Be careful not to drop objects such as paper clips into the gaps, as they may damage the machine or cause it to break down.



IMPORTANT

- Do not add or remove originals while they are being scanned.
- When scanning is complete, remove the originals from the original output area to avoid paper jams.
- Do not place any objects in the original output area. Blocking the original output area may damage the originals fed through the feeder, or cause paper jams.

NOTE

- The scanned originals are output to the original output area in the order that they are fed into the feeder.
- When you are enlarging an A4, A5, or B5 original onto A3 or B4 paper, place the original horizontally.
- You can place different size originals together into the feeder if you set the Different Size Originals mode. (See Chapter 3, “Advanced Copying Features,” in the *Copying Guide* and Chapter 3, “Specifying the Scan Settings,” in the *Sending and Facsimile Guide*.)

Loading Paper in the Stack Bypass

If you are making prints on transparencies, labels, nonstandard-sized paper, or envelopes, load the paper stock in the stack bypass.

Paper loaded in the stack bypass must meet the requirements outlined below.

NOTE

For more information, see “Available Paper Stock,” on p. 7-8.

Paper Size	Standard Size: A4, A4R, A3, A5R, B4, B5, or B5R Free Size: 99 mm × 148 mm to 297 mm × 432 mm Envelope: No.10 (COM10), ISO-B5, Monarch, ISO-C5, or DL
Paper Weight	64 to 128 g/m^2

■ Standard Size

You can select ISO paper sizes (such as A4 and B5) or North American paper sizes (such as LTR and LGL) by switching the paper size group when you specify the paper size.

■ Free Size

You can load nonstandard paper sizes ranging from 99 mm × 148 mm to 297 mm × 432 mm.

■ Envelope

The following envelopes can be loaded in the stack bypass:

- No.10 (COM10): 104.7 mm × 241.3 mm
- ISO-B5: 176 mm × 250 mm
- Monarch: 98.4 mm × 190.5 mm
- ISO-C5: 162 mm × 229 mm
- DL: 110 mm × 220 mm

IMPORTANT

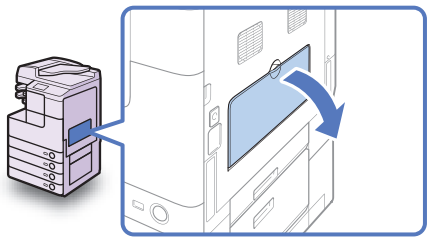
- To feed paper from the stack bypass with the APS/ADS mode, the stack bypass must be enabled for each function. (See “Auto Paper Selection/Auto Drawer Switching,” on p. 3-8.)

- Rolled or curled paper must be straightened out prior to use so that it can be fed smoothly through the stack bypass (allowable amount of curling: less than 10 mm for normal paper and less than 5 mm for heavyweight paper).
- The stack bypass may not accept paper that has absorbed moisture.
- Do not load a mixture of different paper sizes and types.
- Make sure that the paper type setting is correct. An incorrect paper type setting may adversely affect the image quality, damage the fixing unit, and cause paper jams.
- Feed label sheets one sheet at a time, and remove each sheet as it is delivered to the output tray. Loading several label sheets together may cause paper jams.
- Loading multiple sheets of heavyweight paper in the stack bypass may result in a paper jam. In this case, load only one sheet at a time.
- When printing on envelopes, empty the output tray once 10 envelopes have accumulated in the tray.
- Envelopes may become creased in the printing process.

NOTE

For high-quality printouts, use paper recommended by Canon.

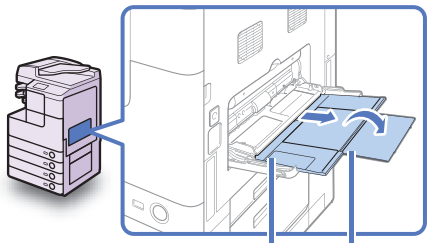
1



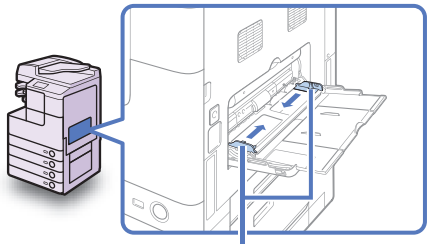
Open the stack bypass.

If the paper size/type you are going to load in the stack bypass differs from the default paper size/type set for the stack bypass, disable the default paper size/type settings. (See “Standard Paper for the Stack Bypass,” on p. 3-17.)

If you are loading large size paper, pull out the auxiliary tray and extend the tray extension.

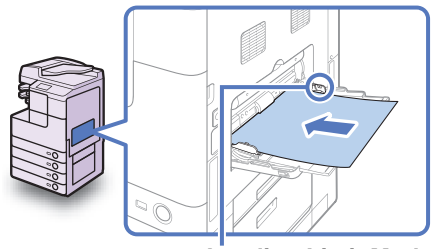


2



Adjust the slide guides to match the size of the paper.

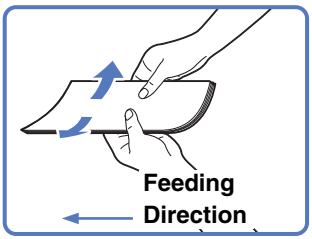
3 Load the paper into the stack bypass.



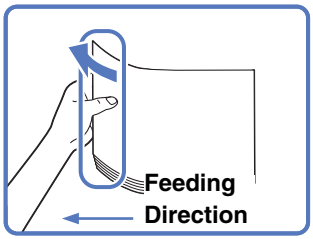
Loading Limit Mark

When the paper is loaded in the stack bypass, the side facing down is the one printed on.

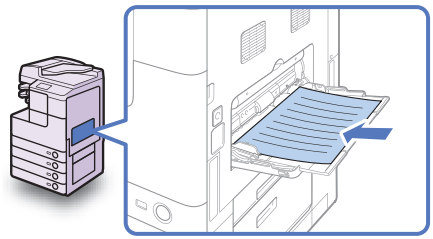
Make sure that the height of the paper stack does not exceed the loading limit mark (▽).



Straighten out curled paper prior to use. Curled paper may cause a paper jam.



If you find it difficult to straighten out curled paper, curl the front edges of the paper upward.



When copying on the back side of a preprinted sheet

To print on the back side of preprinted paper, load the preprinted side face up in the stack bypass.

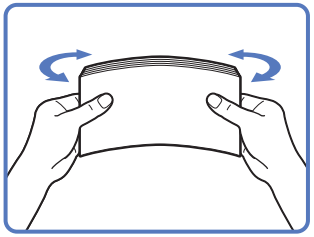
IMPORTANT

- When loading paper in the stack bypass, align the paper stack neatly between the slide guides.
- If you are loading heavyweight paper or envelopes, curl the feeding edge upward approximately 3 mm. Curling the feeding edge enables the rollers to grip the paper or envelopes as they are fed into the stack bypass.

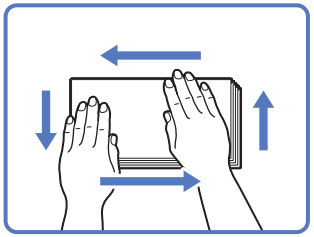
NOTE

- Follow the instructions on the paper package about which side of paper to print on.
- If paper becomes jammed, try turning the paper stack over and reloading it.

● **If you are loading envelopes into the stack bypass:**

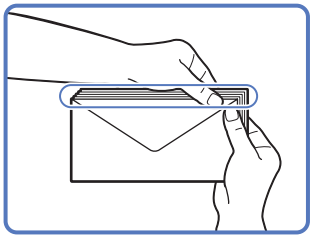


❑ Take five envelopes, loosen them as shown, and then stack them together. Repeat this step five times for each set of five envelopes.

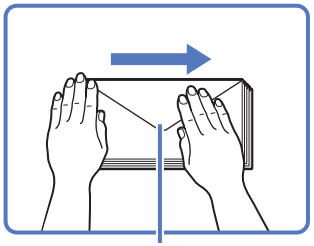


❑ Place the envelopes on a clean, level surface and press all the way around the envelopes in the direction of the arrows to remove any curls. Repeat this step five times for each set of five envelopes.

Take particular care to spread the envelopes out in the direction that they will be fed.



❑ Hold down the top edge of the envelopes firmly, so that the flaps stay flat.



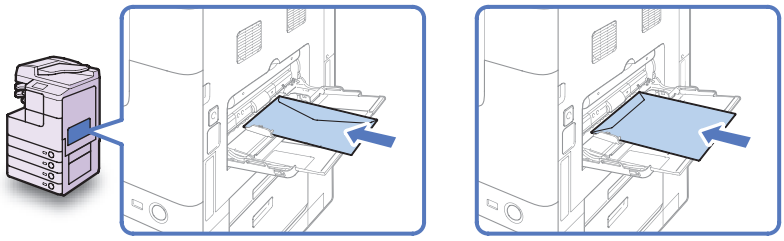
Flap

NOTE

- If the envelopes become filled with air, flatten them by hand before loading them in the stack bypass.
- If you feed envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.

❑ Load the envelopes face down.

Make sure that the height of the envelopes does not exceed the loading limit mark (▽).



IMPORTANT

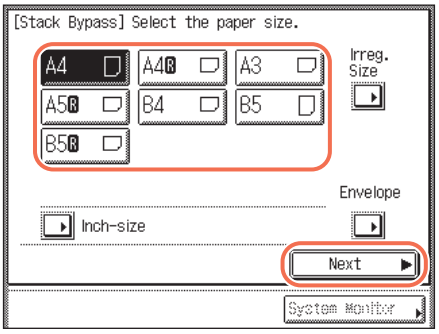
- Do not print on the back side of the envelopes (the side with the flap).
- Envelopes may become creased in the printing process.

4 Specify the paper size and type.

NOTE

When Stack Bypass Standard Settings is enabled, the screens for specifying the paper size and type shown in the following steps are not displayed even if you load paper or envelopes. Disable Stack Bypass Standard Settings to display the setting screens. (See “Standard Paper for the Stack Bypass,” on p. 3-17.)

● If you want to select a standard paper size:



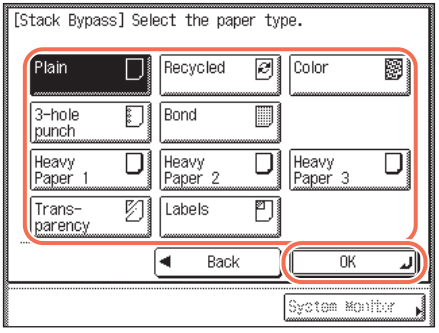
❑ Select the paper size → press [Next].

IMPORTANT

Make sure that the paper size setting is correct. If the paper size loaded on the stack bypass and the paper size setting do not match, a paper jam may occur.

NOTE

To select an inch paper size, press [Inch-size].



❑ Select the paper type → press [OK].

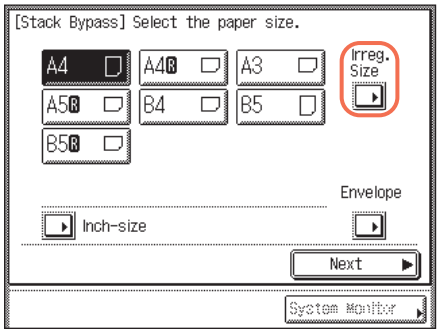
IMPORTANT

Make sure that the paper type setting is correct. An incorrect paper type setting may adversely affect the image quality, damage the fixing unit, and cause paper jams.

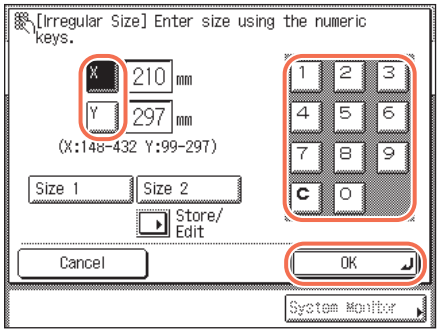
NOTE

- [Transparency] can be selected only when [A4] is selected as the paper size.
- For more information on paper sizes/types, see “Available Paper Stock,” on p. 7-8.

● If you want to select a nonstandard paper size:



❑ Press [Irreg. Size].



❑ Press [X] → enter the length along the horizontal axis of the paper using the numeric keys.

The horizontal length can be set between 148 mm and 432 mm.

❑ Press [Y] → enter the length along the vertical axis of the paper using the numeric keys.

The vertical length can be set between 99 mm and 297 mm.

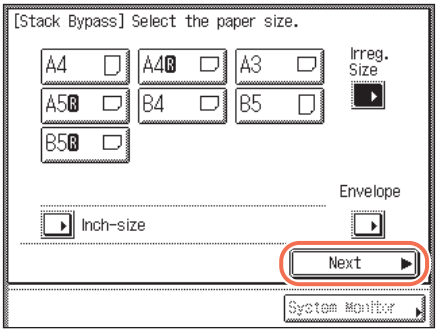
❑ Press [OK].

IMPORTANT

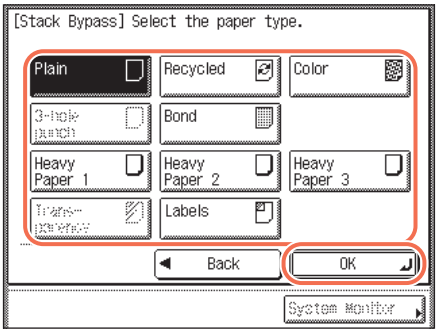
Make sure that the paper size setting is correct. If the paper size loaded on the stack bypass and the paper size setting do not match, a paper jam may occur.

NOTE

- If you make a mistake when entering values, press [C] (Clear) → enter the correct values.
- When entering values in millimeters, you can also use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) on the control panel.
- To enter values in inches, the Inch Entry setting must be enabled. (See “Entering Values in Inches,” on p. 3-7.)
- When entering the length in inches, an underbar (_) must be entered between integer and fraction.
- You can store up to two sets of frequently used sizes. Press [Store/Edit] → [Size 1] or [Size 2] → enter the value for <X> and <Y> → press [OK].
- To recall the stored size, press [Size 1] or [Size 2] → press [OK] and proceed to the next step to specify the paper type.



❑ Press [Next].



❑ Select the paper type → press [OK].

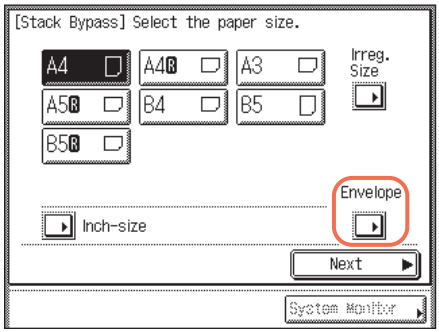
IMPORTANT

Make sure that the paper type setting is correct. An incorrect paper type setting may adversely affect the image quality, damage the fixing unit, and cause paper jams.

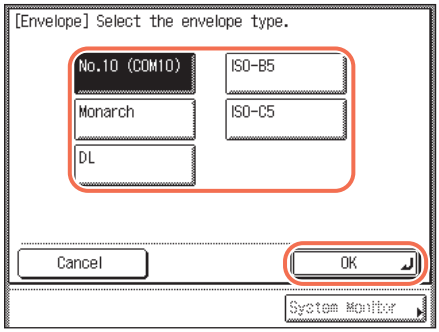
NOTE

- [3-hole punch] and [Transparency], cannot be selected for a nonstandard paper size.
- For more information on paper sizes/types, see “Available Paper Stock,” on p. 7-8.

● **If you want to select an envelope type:**



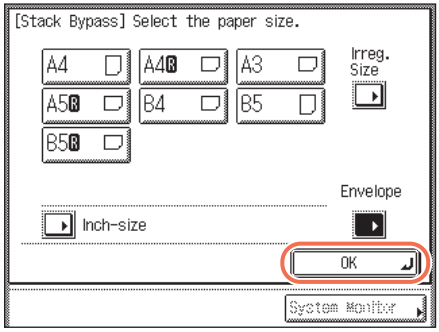
❑ Press [Envelope].



❑ Select the envelope type → press [OK].

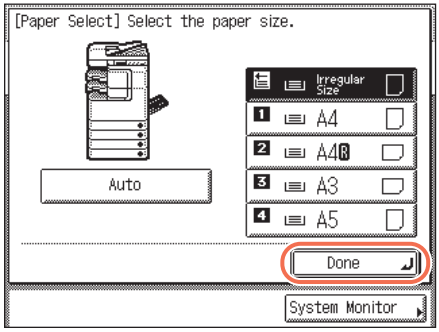
IMPORTANT

Make sure that the envelope type setting is correct. If the envelopes loaded on the stack bypass and the envelope type setting do not match, a paper jam may occur.



❑ Press [OK].

5



Press [Done].

The paper size and type you specified are displayed on the key for the stack bypass.

NOTE

To change the paper size and type settings, remove the paper from the stack bypass, again load the paper, and reset the settings from step 4.

Volume Control

You can customize the machine to enable or disable the audible tones produced in the events listed in the table below. The volume of these tones can be adjusted if the optional Super G3 Fax Board-AG1 is attached to the machine.

Tone	Sounds When...
Entry Tone	A key is pressed on the control panel or touch panel display.
Error Tone	The machine encounters a trouble, such as a paper jam, operational error, etc.
Send (TX) Done Tone	A document is sent.
Receive (RX) Done Tone	A document is received.
Print Done Tone	Printing is complete.
Scan Done Tone	Scanning is complete.
Sleep Mode Tone	The machine enters or wakes from the Sleep mode.
Feeder Set Tone	Originals are placed in the feeder.
Monitor Volume (Dial tone)	The machine is dialing to connect to the recipient's fax device.

NOTE

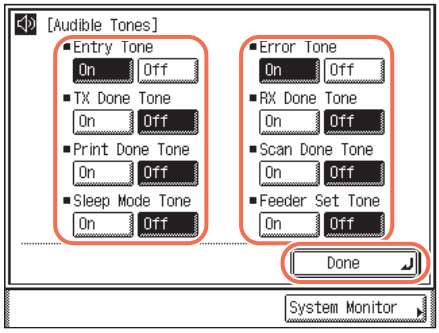
- Depending on the machine configuration, some of the above tones may not be available.
- The default settings are '1' for Monitor Volume, 'Off' for Send Done Tone and Receive Done Tone, and 'On' and '1' for all the other tones.

Setting the Audible Tones (When the Optional Super G3 Fax Board-AG1 Is Not Attached)

If the machine is not configured as a traditional fax machine, set the audible tones as described below.

1 Press (Volume Control).

2



Press [On] or [Off] to enable or disable each of the desired tones → press [Done].

The selected mode is set.

Controlling Volume of the Audible Tones (Optional)

If the machine is configured as a traditional fax machine, you can adjust the volume of the audible tones.

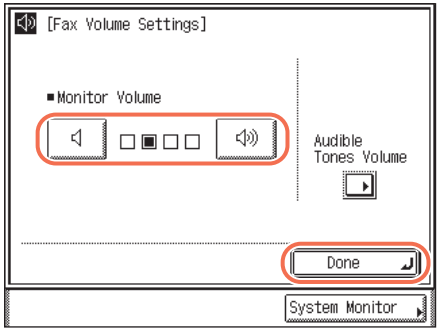
NOTE

The volume settings can be adjusted only when the optional Super G3 Fax Board-AG1 is attached to the machine.

1 Press (Volume Control).

2 Specify the desired tone settings.

● **To adjust the monitor (dial tone) volume:**

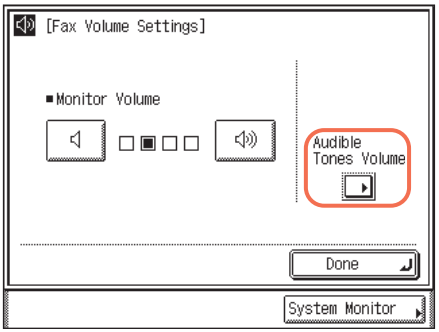


❑ Press [ ] (Decrease) or [ ] (Increase) to select the desired volume from four levels (0 - 3).

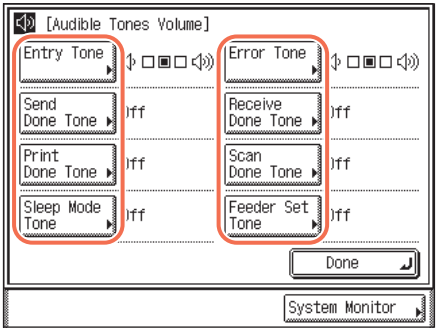
❑ Press [Done].

The selected mode is set.

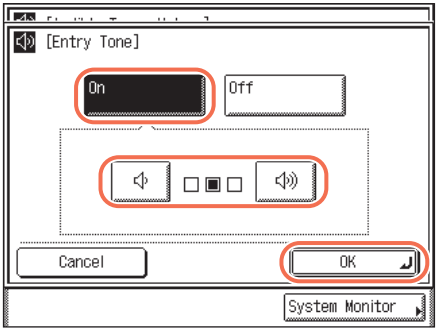
● **To specify the volume of each audible tones:**



❑ Press [Audible Tones Volume].



❑ Select the desired tone.



❑ Press [On] to enable the selected tone.

❑ Press [◁] (Decrease) or [◁)))] (Increase) to select the desired volume from three levels (1 - 3).

❑ Press [OK].

The selected mode is set.

NOTE

To disable the tone, press [Off] → [OK].

Repeat this step to specify the settings for the other tones.

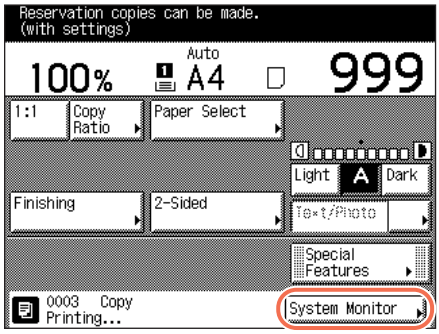
3 Press (Reset) to return to the top screen.

Accessing the System Monitor

The System Monitor enables you to check the machine status and log.

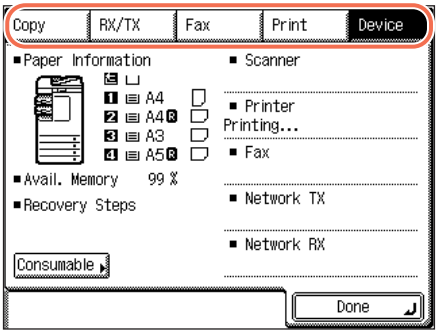
By displaying the status for each job type, such as copy, sending (TX), fax, and print, you can check the status of the current job or a job waiting to be processed. The log lists all the jobs processed by the machine or canceled by some error, which is indicated by a certain error code. (See “Error Codes,” on p. 6-15.) Logs of sending, receiving, and fax jobs can be printed if you need a hard copy.

You can also quickly acquire information about the machine, including the status of consumables such as paper and toner, the available system memory, and instructions for recovering from errors. If the optional Copy Card Reader F-1 is attached to the machine, you can check the page counts on your control card.

1 

Press [System Monitor].

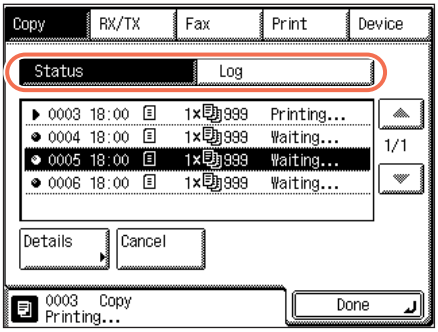
2 Select the function.



- **To check the status/log of the copy jobs:**
  - ❑ Press [Copy].
- **To check the status/log of the Send/Receive jobs:**
  - ❑ Press [RX/TX].
- **To check the status/log of the fax jobs:**
  - ❑ Press [Fax].
- **To check the status/log of the print jobs:**
  - ❑ Press [Print].
- **To check the status of the machine:**
  - ❑ Press [Device].

3 Check the job status/log of the selected function, or the status of the machine.

- **If [Copy], [RX/TX], [Fax], or [Print] is selected:**



❑ Press [Status], [TX Job Status], or [RX Job Status] to check the jobs currently in the machine's memory, or press [Log], [TX Job Log], or [RX Job Report] to view the records of jobs handled by the machine.

The display on the left is an example of the Copy status screen.

The table below lists the icons that help you identify the job type.

Icon	Job Type
	Copy Job
	Fax Job
	I-Fax Job
	E-mail Job
	File Job
	Print Job
	Media Print Job
	Report Print Job

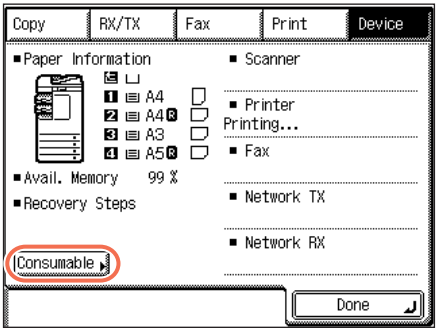
The table below lists the icons that represent the job status.

Icon	Job Status
	Executing
	Waiting
	Canceling

NOTE

- The current or most recently performed job is listed first on the screen.
- Each log lists up to 128 jobs (except for the fax log, which lists up to 45 jobs) most recently handled by the machine.
- The log information can be hidden from the display. (See Chapter 7, “Other System Settings,” in the *System Settings Guide*.)
- For more information on the status/log of the copy jobs, see Chapter 1, “Introduction to Copy Function,” in the *Copying Guide*.
- For more information on the status/log of the Send/Receive/Fax jobs, see Chapter 6, “Checking/Changing the Status of Documents in Memory,” in the *Sending and Facsimile Guide*.
- For more information on the status/log of the print jobs, see Chapter 3, “Managing Print Jobs,” in the *Printer Guide*.

● **If [Device] is selected:**

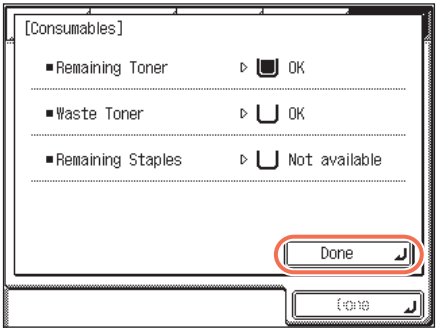


❑ Check the current status of the machine.

NOTE

If an error occurs in the machine, a square key appears under <Recovery Steps>. Press this key for instructions on how to recover from the error.

❑ Press [Consumable] to display the status of toner, waste toner, and staples.



❑ Check the status of toner, waste toner, and staples.

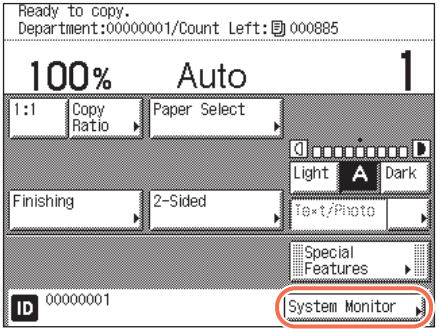
❑ Press [Done] to return to the Device status screen.

4 **Press [Done] to return to the top screen.**

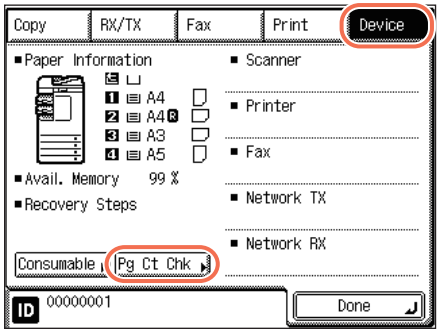
Checking the Page Counts on a Control Card

If the optional Copy Card Reader-F1 is attached to the machine, you can check the page counts on the control card you are currently using.

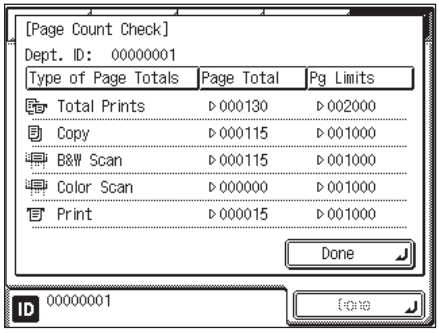
1



Press [System Monitor].

2 

Press [Device] → [Pg Ct Chk].

3 

Check the page counts.

Press [Done] to return to the Device status screen.

4 **Press [Done] to return to the top screen.**

Accessing the Additional Functions Menu

When you press (Additional Functions), the Additional Functions menu appears. The Additional Functions menu enables you to change and customize the machine's various settings. When these settings are changed or specified, they are saved and retained until they are changed again. The Additional Functions menu consists of the following groups of settings:

- Common Settings:
  You can make the settings that are fundamental to the machine operations.
  (See “Specifying Common Settings,” on p. 3-2.)
- Copy Settings:
  You can make the settings related to the Copy function.
  (See Chapter 4, “Customizing Settings,” in the *Copying Guide*.)
- Timer Settings:
  You can make the settings related to the machine’s digital clock and timer system.
  (See “Timer Settings,” on p. 3-34.)
- Communications Settings:
  Specify how the machine sends/receives documents to/from other devices.
  (See Chapter 7, “Customizing the Machine’s Settings,” in the *Sending and Facsimile Guide*.)
- Adjustment/Cleaning:
  Use these functions to clean or make adjustments to the machine.
  (See “Routine Cleaning,” on p. 5-30 and “Adjusting the Machine Settings,” on p. 6-49.)
- Printer Settings:
  You can make the settings related to the Print function.
  (See Chapter 4, “Customizing Settings,” in the *Printer Guide*.)
- Report Settings:
  You can make settings for printing various kinds of reports.
  (See Chapter 8, “Printing Communication Reports and Lists,” in the *Sending and Facsimile Guide*.)
- Address Book Settings:
  Register and edit contacts information here.
  (See Chapter 4, “Specifying Destinations Easily and Quickly,” in the *Sending and Facsimile Guide*.)
- System Settings:
  Settings related to network connectivity and security management are available.
  (See the *System Settings Guide*.)

IMPORTANT

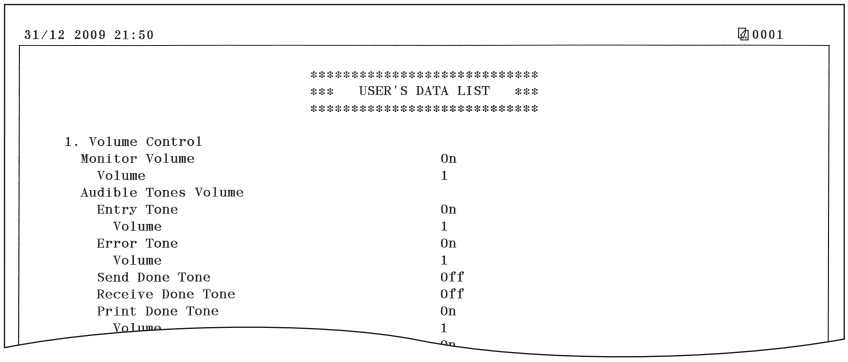
- Depending on the machine configuration, some functions and settings may not be available.
- To access the System Settings, you must enter the System Manager ID and System Password. For more information, see Chapter 1, "Before You Start," in the *System Settings Guide*.

NOTE

The current settings of the Additional Functions can be printed in list form. (See "Printing the User's Data List," on p. 2-39.)

Printing the User's Data List

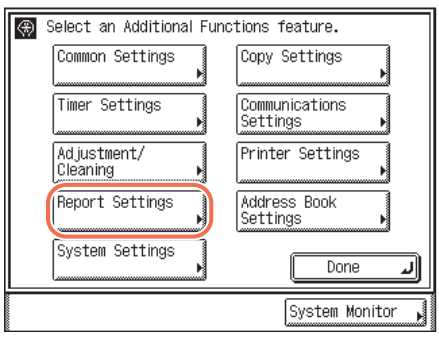
The User's Data List enables you to check the current settings of the machine.



1 Press (Additional Functions).

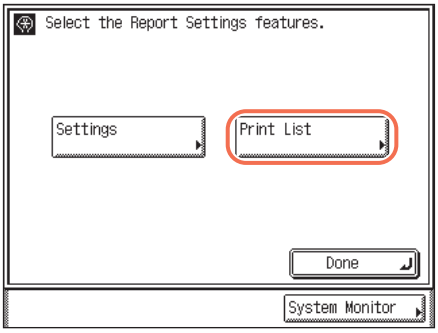
The Additional Functions menu appears.

2



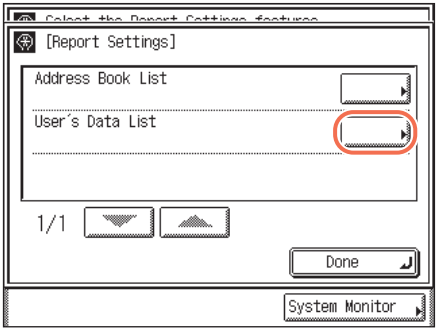
Press [Report Settings].

3



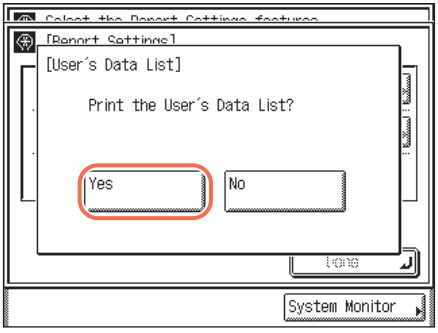
Press [Print List].

4



Press [User's Data List].

5



Press [Yes] to print the User's Data List.

To quit, press [No].

The User's Data List is printed.

Configuring the Machine's Basic Settings

3
CHAPTER

This chapter describes how to change the machine's basic settings to suit your needs.

Specifying Common Settings 3-2
- Initial Function at Power ON 3-2
- Default Display after Auto Clear 3-4
- Setting the Toner Save Mode 3-5
- Adjusting the Print Density 3-6
- Entering Values in Inches 3-7
- Auto Paper Selection/Auto Drawer Switching 3-8
- Identifying the Type of Envelope in Paper Drawer 2 3-10
- Identifying the Type of Paper in a Paper Source 3-11
- Energy Consumption in the Sleep Mode 3-13
- Tray Designation 3-14
- Standard Paper for the Stack Bypass 3-17
- Registering Nonstandard Paper Sizes 3-21
- Selecting the Paper Feed Method 3-23
- Changing the Language on the Display 3-25
- Reversing the Display Contrast 3-26
- Displaying a Feeder Error Message Prompt 3-27
- Setting the Gamma Value for Remote Scans 3-28
- Setting the Limited Functions Mode 3-29
- Specifying B5/EXEC Paper 3-30
- Specifying A5R/STMTR Paper 3-32
- Returning the Common Settings to Their Defaults 3-33

Timer Settings 3-34
- Date & Time Settings 3-34
- Auto Sleep Time 3-38
- Auto Clear Time 3-39

Specifying Common Settings

You can specify the settings that are fundamental to the machine operations.

NOTE

The Common Settings menu consists of several pages. Use [▼] or [▲] to scroll to the items you want to set.

Initial Function at Power ON

You can specify the default top screen that is displayed, such as when you turn ON the machine.

NOTE

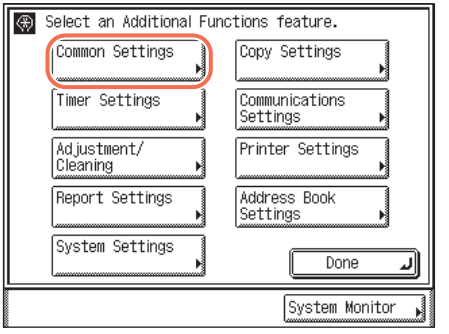
The default settings are as follows:

- Select Initial Function: 'Copy'
- Set System Monitor Screen as Initial Function: 'Off'
- Set [Device] as Default for System Monitor Screen: 'On'

1 Press (Additional Functions).

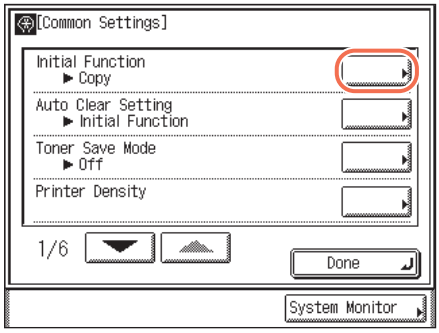
The Additional Functions menu appears.

2



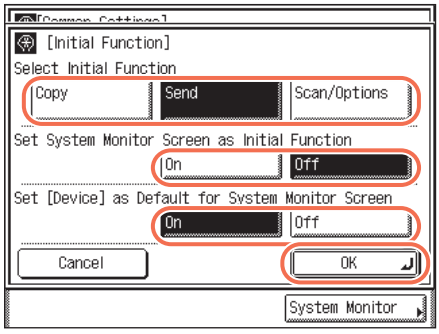
Press [Common Settings].

3



Press [Initial Function].

4



Select the settings for the default top screen → press [OK].

The screen shot on the left may differ from the actual display depending on the machine configuration.

<Select Initial Function>
Press [Copy], [Send](or [Fax]), or [Scan/Options] to select the initial function.

IMPORTANT

- To use the Send function with the imageRUNNER 2545/2535/2530/2525/2520, the function must be activated with the optional Color Send Kit-Y1.
- [Fax] is displayed only when both of the following conditions are met:
  - The optional Super G3 Fax Board-AG1 is attached.
  - The Send function is not activated.

<Set System Monitor Screen as Initial Function>

[On]: Press to set the System Monitor screen as the default top screen.

[Off]: Press to set the top screen of the selected function (Copy, Send, or Scan/Options) as the default top screen.

<Set [Device] as Default for System Monitor Screen>

[On]: Press to set the Device status screen as the default screen of the System Monitor. (The Device status screen is displayed when you press [System Monitor].)

[Off]: Press to set the Copy status screen as the default screen of the System Monitor.

The selected mode is set.

5 **Press (Reset) to return to the top screen.**

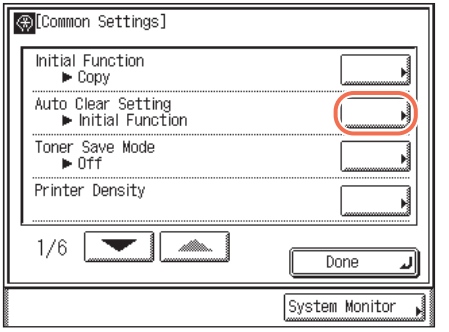
Default Display after Auto Clear

You can select whether the display returns to the default top screen or the top screen of the selected function after the Auto Clear mode is activated.

NOTE

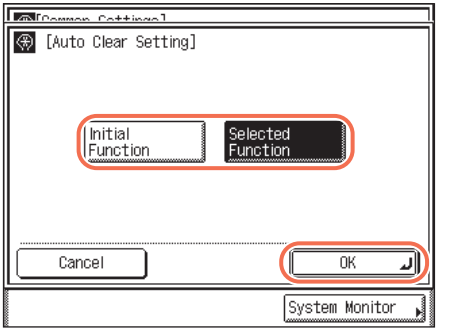
- For more information on the Auto Clear mode, see “Auto Clear Time,” on p. 3-39.
- The default setting is ‘Initial Function’.

1



Press (Additional Functions) → [Common Settings] → [Auto Clear Setting].

2



Select [Initial Function] or [Selected Function] → press [OK].

[Initial Function]: Press to return the display to the top screen of the initial function. (See “Initial Function at Power ON,” on p. 3-2.)
Example) Initial Function: [Scan/Options], Display: any Copy screen
The Auto Clear mode returns the display to the default top screen (Scan/Options).

[Selected Function]: Press to return the display to the top screen of the function that is displayed when the Auto Clear mode initiates.
Example) Initial Function: [Scan/Options], Display: any Copy screen
The Auto Clear mode returns the display to the top screen (Copy).

The selected mode is set.

3 Press (Reset) to return to the top screen.

Setting the Toner Save Mode

The Toner Save Mode enables you to select the level of toner consumption for printing. Use this setting if you want to save toner and prolong the life of the toner cartridge.

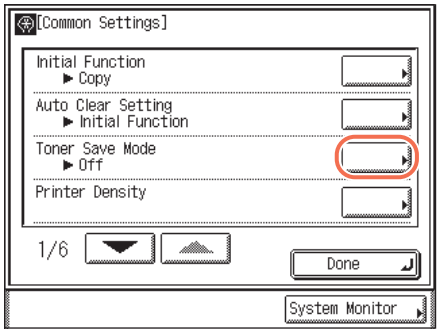
IMPORTANT

This setting does not apply to print jobs sent from a computer via a printer driver. To save toner when printing from a computer, enable the Toner Save setting in the Print Quality settings. (See Chapter 4, "Customizing Settings," in the *Printer Guide*.)

NOTE

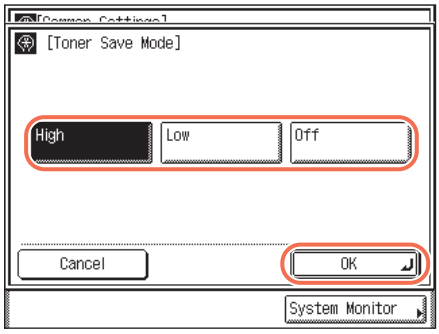
The default setting is 'Off'.

1



Press (Additional Functions) → [Common Settings] → [Toner Save Mode].

2



Select [High], [Low], or [Off] → press [OK].

NOTE

Selecting 'High' may affect the print quality. If you notice a degradation in print quality, set this mode to 'Off'.

The selected mode is set.

3 Press (Reset) to return to the top screen.

Adjusting the Print Density

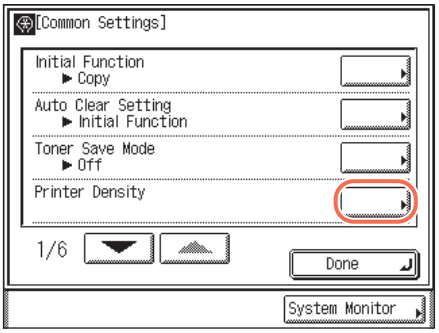
You can adjust the density for your prints. Use this setting if you notice a difference in density between the image on the original and the print.

IMPORTANT

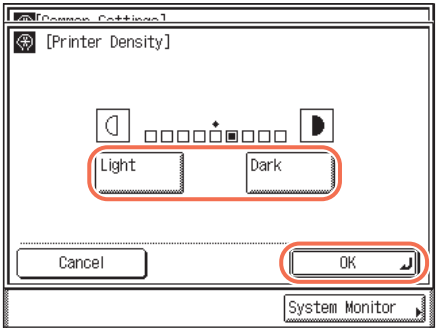
This setting does not apply to print jobs sent from a computer via a printer driver. To adjust the density when printing from a computer, use the Density setting in the Print Quality settings. (See Chapter 4, “Customizing Settings,” in the *Printer Guide*.)

NOTE

The default setting is ‘±0’, in the middle of the scale of ‘-4’ to ‘+4’.

1 

Press (Additional Functions) → [Common Settings] → [Printer Density].

2 

Press [Light] or [Dark] to set the desired density on the scale → press [OK].

The selected mode is set.

3 **Press (Reset) to return to the top screen.**

Entering Values in Inches

The Inch Entry mode enables you to select either inch or millimeter as the unit of measurement. In this mode, the key for converting values from millimeters to inches (or vice versa) is displayed on the various numeric entry screens.

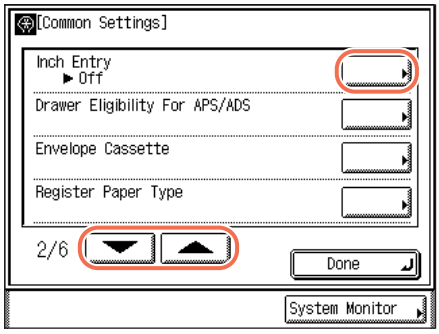
NOTE

The default setting is 'Off'.

1 **Press (Additional Functions) → [Common Settings].**

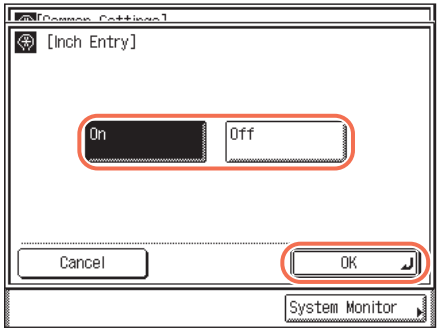
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [Inch Entry] appears → press [Inch Entry].

3



Press [On] or [Off] → press [OK].

[On]:
Press to enable the Inch Entry mode.

[Off]:
Press to disable the Inch Entry mode.

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Auto Paper Selection/Auto Drawer Switching

The machine is equipped with the Automatic Paper Selection (APS) and Automatic Drawer Switching (ADS) functions.

- APS: The machine automatically selects the appropriate paper size (paper source) based on the size of the page or image to be printed. In copying, for example, the paper source is automatically selected based on the original's size and the copy ratio setting.
- ADS: If a paper source runs out of paper during a continuous print job, the machine automatically selects another paper source loaded with the same size paper, and begins feeding paper from that paper source.

The Drawer Eligibility For APS/ADS setting defines which paper source (such as the stack bypass and Paper Drawer 1/2/3/4) is used for a specific purpose (such as copying, printing, receiving (RX), and other types of jobs). The setting can be made independently for all types of jobs (except sending (TX) jobs), and is especially useful when you want to use different paper sources for different purposes.

IMPORTANT

The number of available paper sources may vary depending on the machine configuration.

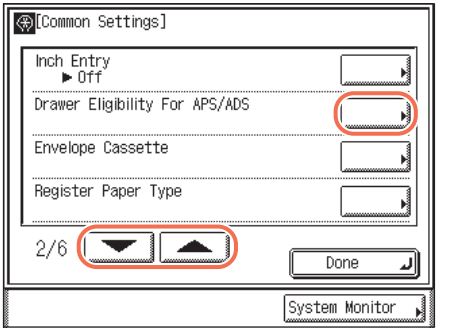
NOTE

The default settings are 'Off' for the stack bypass and 'On' for the paper drawers.

1 Press (Additional Functions) → [Common Settings].

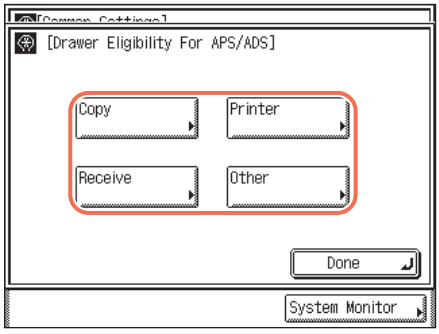
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [Drawer Eligibility For APS/ADS] appears → press [Drawer Eligibility For APS/ADS].

3



Press [Copy], [Printer], [Receive](or [Fax]), or [Other].

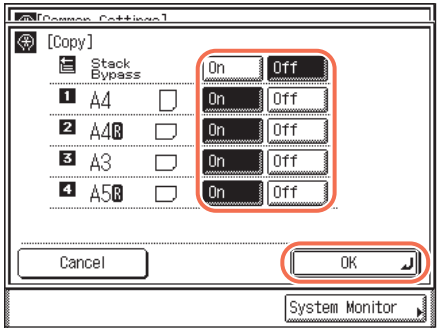
The screen shot on the left may differ from the actual display depending on the machine configuration.

[Copy]:	Press to select the paper sources used for the copy jobs.
[Printer]:	Press to select the paper sources used for the print jobs.
[Receive] (or [Fax]):	Press to select the paper sources used for the receiving (RX) jobs (printing received I-faxes or traditional faxes).
[Other]:	Press to select the paper sources used for printing reports, such as the Address Book List, User's Data List, etc.

IMPORTANT

- [Receive] is displayed only when the Send function (optional for the imageRUNNER 2545/2535/2530/2525/2520) is activated.
- [Fax] is displayed only when both of the following conditions are met:
  - The optional Super G3 Fax Board-AG1 is attached.
  - The Send function is not activated.

4



Press [On] or [Off] for the stack bypass and the paper drawers → press [OK].

The available paper sources can be identified by the following icons:

- : Stack Bypass
- 1 : Drawer 1
- 2 : Drawer 2 (optional for the imageRUNNER 2520i/2520)
- 3 : Drawer 3 (optional)
- 4 : Drawer 4 (optional)

[On]:	Press to enable the paper source for the selected job type.
[Off]:	Press to disable the paper source for the selected job type.

NOTE

You cannot disable all of the paper drawers at the same time. At least one of the paper drawers must be enabled.

The selected mode is set.

5 Press (Reset) to return to the top screen.

Identifying the Type of Envelope in Paper Drawer 2

You can use Paper Drawer 2 as an envelope cassette if the optional Envelope Feeder Attachment-D1 is attached to it. (See “Envelope Feeder Attachment-D1,” on p. 4-10.) The Envelope Cassette settings define the type of envelopes loaded in the paper drawer.

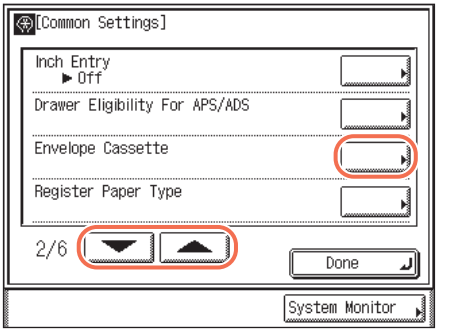
NOTE

- For more information on the envelope types available for the machine, see “Available Paper Stock,” on p. 7-8.
- The default setting is ‘No.10 (COM10)’ for both [ENV.1] and [ENV.2].

1 Press (Additional Functions) → [Common Settings].

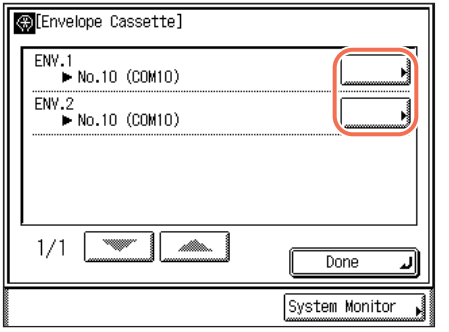
For help, see steps 1 and 2 in “Initial Function at Power ON,” on p. 3-2.

2

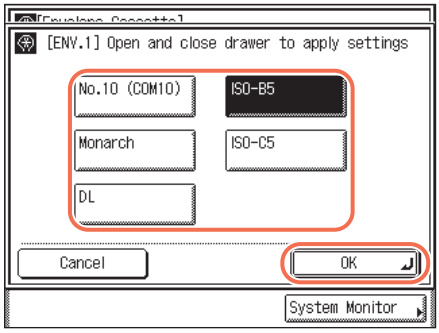


Press [▼] or [▲] until [Envelope Cassette] appears → press [Envelope Cassette].

3



Press [ENV.1] or [ENV.2].

4 

Press [No.10 (COM10)], [ISO-B5], [Monarch], [ISO-C5], or [DL] to select the desired envelope type → press [OK].

IMPORTANT

Make sure that the selected envelope type is the same type of envelopes loaded in the drawer.

The selected mode is set.

5 **Press (Reset) to return to the top screen.**

Identifying the Type of Paper in a Paper Source

To avoid frequent trouble, you should specify the correct paper type for the paper loaded in each paper source. Use this setting to specify the type of paper loaded in each paper drawer.

IMPORTANT

- Make sure that the paper type setting is correct. An incorrect paper type setting may adversely affect the image quality, damage the fixing unit, and cause paper jams.
- The number of available paper drawers may vary depending on the machine configuration.

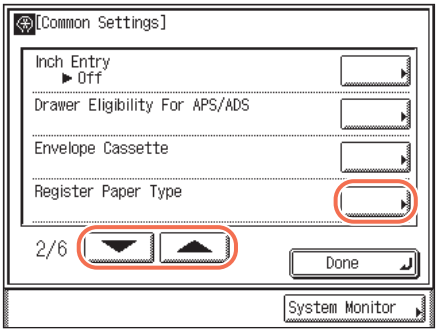
NOTE

- For more information on the paper types available for the machine, see “Available Paper Stock,” on p. 7-8.
- The default setting is ‘Plain’ for all paper sources.

1 **Press (Additional Functions) → [Common Settings].**

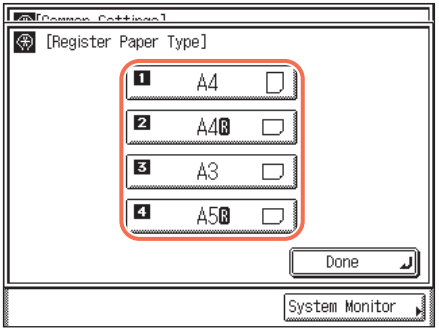
For help, see steps 1 and 2 in “Initial Function at Power ON,” on p. 3-2.

2



Press [▼] or [▲] until [Register Paper Type] appears → press [Register Paper Type].

3



Select the desired paper source.

The available paper sources can be identified by the following icons:

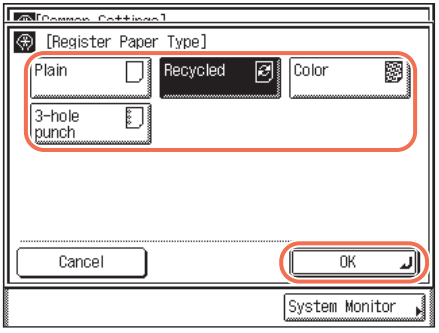
1 : Drawer 1

2 : Drawer 2 (optional for the imageRUNNER 2520i/2520)

3 : Drawer 3 (optional)

4 : Drawer 4 (optional)

4



Press [Plain], [Recycled], [Color], or [3-hole punch] to select the desired paper type → press [OK].

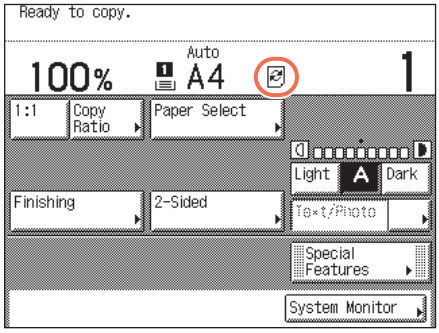
IMPORTANT

Make sure that the selected paper type is the same type of paper loaded in the selected paper source.

The selected mode is set.

Repeat steps 3 and 4 to set the paper type for the other drawers.

5 **Press (Reset) to return to the top screen.**



NOTE

The registered paper types are indicated for each paper source with the corresponding paper type icons.

Energy Consumption in the Sleep Mode

You can select the level of energy consumed by the machine that is in the Sleep mode.

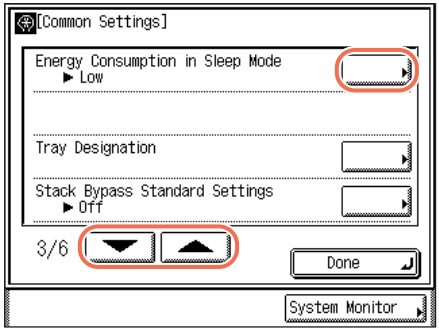
NOTE

- Regardless of the setting, the energy consumption level is 'High' in the Sleep mode while the machine is processing jobs (such as when receiving/forwarding faxes).
- The default setting is 'Low'.

1 **Press (Additional Functions) → [Common Settings].**

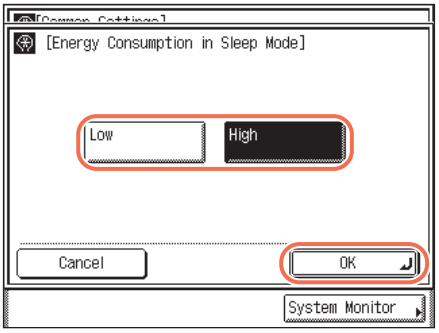
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [Energy Consumption in Sleep Mode] appears → press [Energy Consumption in Sleep Mode].

3



Press [Low] or [High] to select the desired setting → press [OK].

[Low]:
Energy consumption level in the Sleep mode is low, but it takes longer to wake from the Sleep mode.

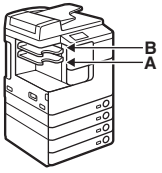
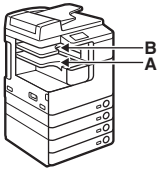
[High]:
Energy consumption level in the Sleep mode is high, but it takes less time to wake from the Sleep mode.

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Tray Designation

You can designate the machine's output trays to be used for specific job types. The output trays are indicated by Tray A and Tray B.

Options Attached	Job Types	Trays A and B
Inner Finisher-B1 and Inner Finisher Additional Tray-B1	Copy: (See the *Copying Guide*.) Media Print: (See the *Printer Guide*.) Print: (See the *Windows Printer Driver Guide* or the *Mac Printer Driver Guide*.) Receiving (RX): (See the *Sending and Facsimile Guide*.) Others (e.g. report printing): (See "Printing the User's Data List," on p. 2-39 and the *Sending and Facsimile Guide*.)	
Inner 2 Way Tray-G1		

Each of the output trays can be designated for multiple job types. If both of the output trays are enabled for the same job type, the prints are delivered to Tray A until it reaches its stacking limit.

IMPORTANT

- The Tray Designation setting is available only when the optional Inner Finisher-B1 with the Inner Finisher Additional Tray-B1 or Inner 2 Way Tray-G1 is attached to the machine.
- The Inner 2 Way Tray-G1 must be enabled prior to use. (See Chapter 7, “Other System Settings,” in the *System Settings Guide*.)
- If the optional Inner Finisher Additional Tray-B1 or Inner 2 Way Tray-G1 is attached, you must enable the functions for Tray B so that the machine can deliver the prints to it.

NOTE

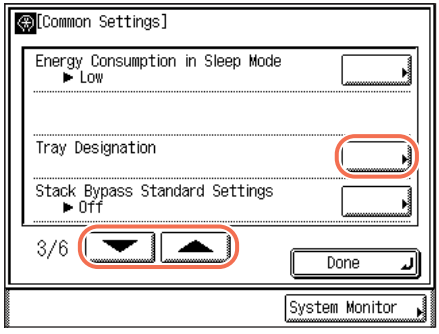
The default settings are as follows:

- Tray A: ‘On’ for all job types (All kinds of prints can be delivered to Tray A.)
- Tray B: ‘Off’ for all job types (Tray B is disabled.)

1 Press (Additional Functions) → [Common Settings].

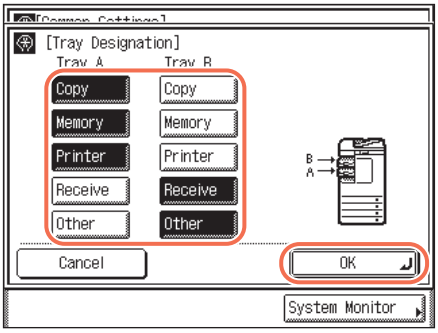
For help, see steps 1 and 2 in “Initial Function at Power ON,” on p. 3-2.

2



Press [▼] or [▲] until [Tray Designation] appears → press [Tray Designation].

3



Press [Copy], [Memory], [Printer], [Receive](or [Fax]), or [Other] to select the desired job types for each output tray → press [OK].

The selected job types are highlighted.

The screen shot on the left may differ from the actual display depending on the machine configuration.

[Copy]:	Press to set the tray to handle copy jobs.
[Memory]:	Press to set the tray to handle prints from the USB memory media device.
[Printer]:	Press to set the tray to handle prints via the printer driver.
[Receive](or [Fax]):	Press to set the tray to handle received I-fax/fax documents.
[Other]:	Press to set the tray to handle report prints.

The selected mode is set.

IMPORTANT

- [Memory] is displayed only when the Use Media Print setting is set to 'On'. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.)
- [Receive] is displayed only when the Send function (optional for the imageRUNNER 2545/2535/2530/2525/2520) is activated.
- [Fax] is displayed only when both of the following conditions are met:
  - The optional Super G3 Fax Board-AG1 is attached.
  - The Send function is not activated.

4 Press (Reset) to return to the top screen.

Standard Paper for the Stack Bypass

You can set the default paper size and type for the stack bypass. Use this setting if you frequently load the same paper size and type in the stack bypass.

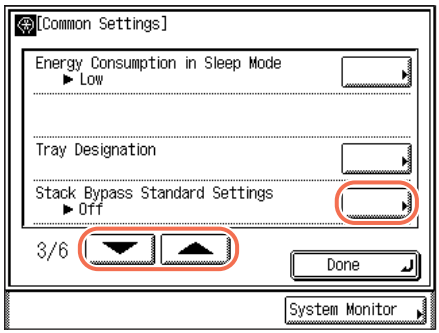
NOTE

- To feed paper from the stack bypass with the APS/ADS mode, the stack bypass must be enabled for the desired job types. (See “Auto Paper Selection/Auto Drawer Switching,” on p. 3-8.)
- For more information on the paper sizes/types available for the machine, see “Available Paper Stock,” on p. 7-8.
- The default setting is ‘Off’.

1 Press (Additional Functions) → [Common Settings].

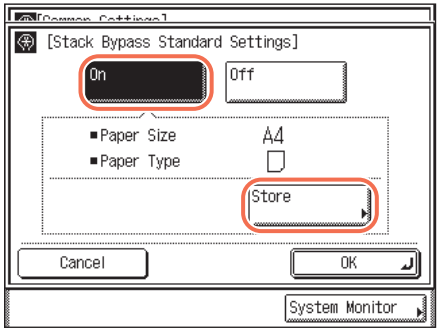
For help, see steps 1 and 2 in “Initial Function at Power ON,” on p. 3-2.

2



Press [▼] or [▲] until [Stack Bypass Standard Settings] appears → press [Stack Bypass Standard Settings].

3

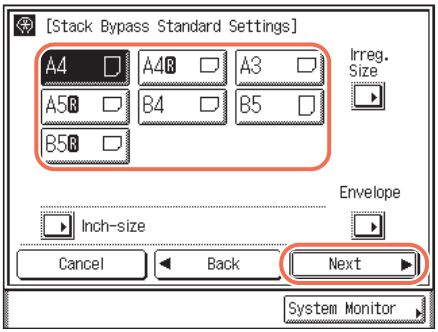


Press [On] → [Store].

[Store] is activated only when [On] is pressed.

4 Select the desired paper size/type.

● If you want to select a standard paper size:



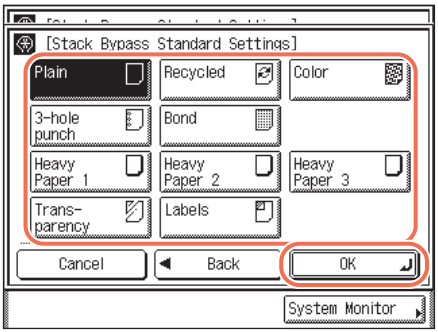
❑ Select the desired paper size → press [Next].

IMPORTANT

Make sure that the paper size setting is correct. If the paper size loaded on the stack bypass and the paper size setting do not match, a paper jam may occur.

NOTE

To select from North American paper sizes, press [Inch-size].



❑ Select the desired paper type → press [OK].

The selected mode is set.

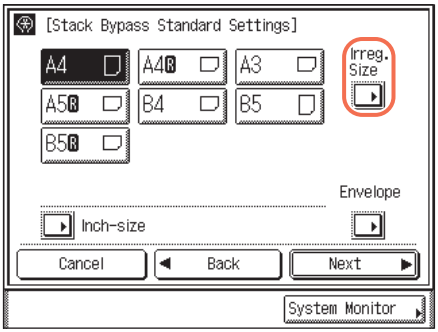
IMPORTANT

Make sure that the paper type setting is correct. An incorrect paper type setting may adversely affect the image quality, damage the fixing unit, and cause paper jams.

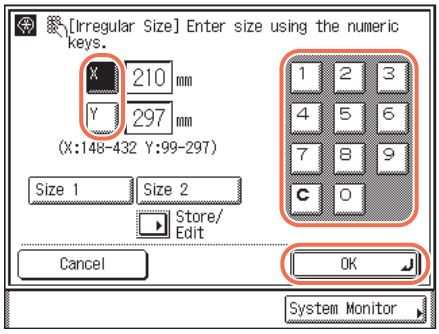
NOTE

- [Transparency] can be selected only when [A4] is selected as the paper size.
- If [Transparency] or [Labels] is selected, you cannot select Rotate, Offset, or Staple as the Finishing mode.

● If you want to select a nonstandard paper size:



❑ Press [Irreg. Size].



❑ Press [X] → enter the length along the horizontal axis of the paper using the numeric keys.

The horizontal length can be set between 148 mm and 432 mm.

❑ Press [Y] → enter the length along the vertical axis of the paper using the numeric keys.

The vertical length can be set between 99 mm and 297 mm.

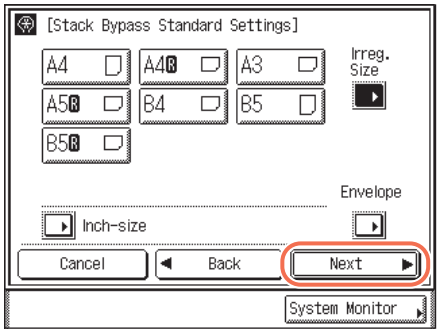
❑ Press [OK].

IMPORTANT

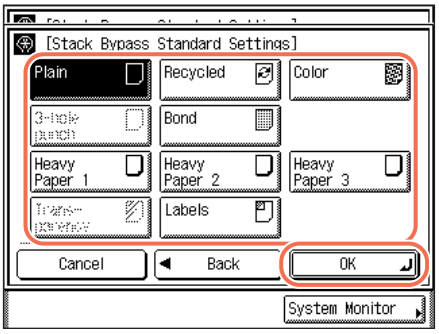
Make sure that the paper size setting is correct. If the paper size loaded on the stack bypass and the paper size setting do not match, a paper jam may occur.

NOTE

- If you make a mistake when entering numbers, press [C] (Clear) → enter the correct numbers.
- When entering numbers in millimeters, you can also use ⓪ - ⑨ (numeric keys) and ⓒ (Clear) on the control panel.
- To enter values in inches, press [Inch]. (See “Entering Values in Inches,” on p. 3-7.)
- When entering the length in inches, an underbar (_) must be entered between integer and fraction.
- You can press [Size 1] or [Size 2] to specify the paper size if the values for the horizontal and vertical axes are registered beforehand. (See “Registering Nonstandard Paper Sizes,” on p. 3-21.)



❑ Press [Next].



❑ Select the desired paper type → press [OK].

The selected mode is set.

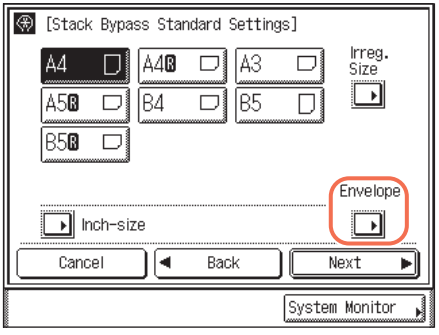
IMPORTANT

Make sure that the paper type setting is correct. An incorrect paper type setting may adversely affect the image quality, damage the fixing unit, and cause paper jams.

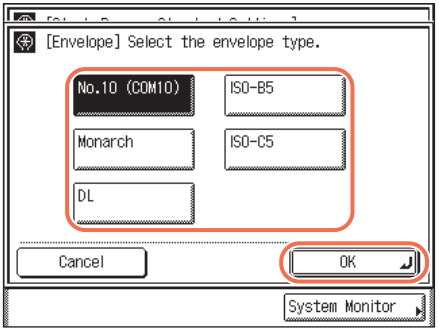
NOTE

[3-hole punch] and [Transparency] cannot be selected for a nonstandard paper size.

● If you want to select an envelope type:



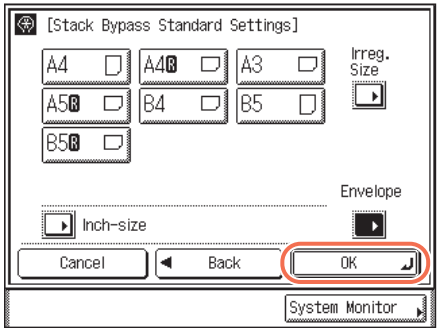
❑ Press [Envelope].



❑ Select the desired envelope type → press [OK].

IMPORTANT

Make sure that the envelope type setting is correct. If the envelopes loaded on the stack bypass and the envelope type setting do not match, a paper jam may occur.



❑ Press [OK].

The selected mode is set.

5 **Press (Reset) to return to the top screen.**

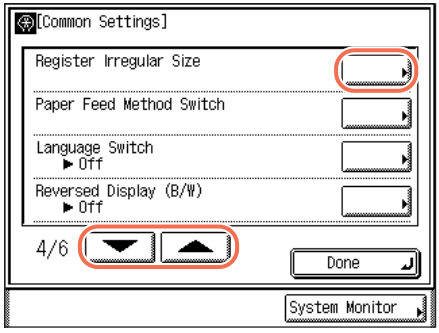
Registering Nonstandard Paper Sizes

You can store the horizontal and vertical lengths for nonstandard paper sizes so that you can specify the lengths with the simple press of a key. (See "Standard Paper for the Stack Bypass," on p. 3-17.) This setting is useful if you frequently use nonstandard size paper of more than one kind.

1 **Press (Additional Functions) → [Common Settings].**

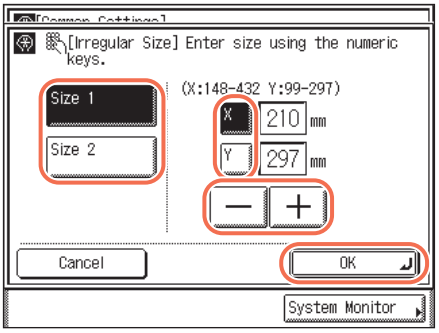
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [Register Irregular Size] appears → press [Register Irregular Size].

3 Specify the desired nonstandard paper size:



- ❑ Press [Size 1] or [Size 2].

  You can register two kinds of nonstandard paper sizes.
- ❑ Press [X] → enter the length along the horizontal axis of the paper using [-] or [+].

  The horizontal length can be set between 148 mm and 432 mm.
- ❑ Press [Y] → enter the length along the vertical axis of the paper using [-] or [+].

  The vertical length can be set between 99 mm and 297 mm.
- ❑ Press [OK].

Repeat this step to register or edit another size of nonstandard paper.

IMPORTANT

Make sure that the paper size setting is correct. If the paper size loaded on the stack bypass and the paper size setting do not match, a paper jam may occur.

NOTE

- If you make a mistake when entering numbers, press Ⓒ (Clear) → enter the correct numbers.
- When entering numbers in millimeters, you can also use ⓪ - ⑨ (numeric keys) and Ⓒ (Clear) on the control panel.
- To enter values in inches, press [Inch]. (See "Entering Values in Inches," on p. 3-7.)
- When entering the length in inches, an underbar (_) must be entered between integer and fraction.

4 Press (Reset) to return to the top screen.

Selecting the Paper Feed Method

You can set whether the printing speed is the priority for your job, or whether to print on a specific side of the paper. This setting is useful when you want to make one- or two-sided prints on preprinted paper (paper which has logos or patterns already printed on it) without turning over the paper loaded in a paper source.

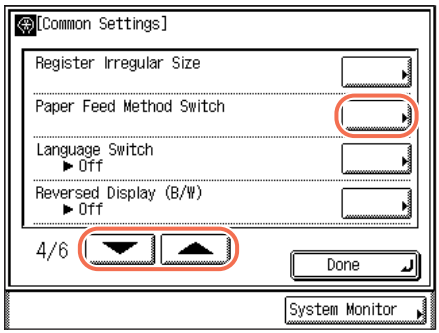
NOTE

The default settings are 'Speed' for all paper sources.

1 Press (Additional Functions) → [Common Settings].

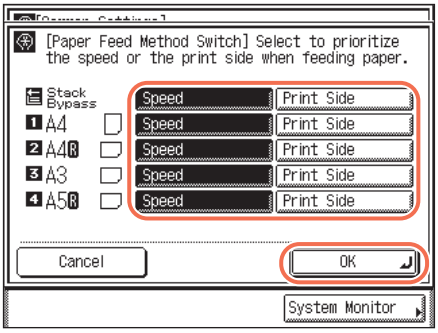
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [Paper Feed Method Switch] appears → press [Paper Feed Method Switch].

3



Press [Speed] or [Print Side] to select the desired paper feed method → press [OK].

[Speed]: When you feed one- or two-sided prints into the machine, the method for delivering paper inside the machine changes, which affects the printing speed. To maximize the printing speed, load the paper manually as follows:

- One-sided printing
  Load the paper face up into a paper drawer, or face down into the stack bypass. The side facing up in the paper drawer, and the side facing down in the stack bypass, are the sides printed on.
- Two-sided printing
  Load the paper face down into a paper drawer, or face up into the stack bypass. The side facing down in the paper drawer, and the side facing up in the stack bypass, are the sides that are printed on first.

[Print Side]: If [Print Side] is selected, the side of the paper facing down in the paper drawer is always the one printed on first, regardless of one- or two-sided prints. (The side facing up is the one printed on first for the stack bypass.) However, the print speed will be sacrificed when making one-sided prints.

The selected mode is set.

4

Press (Reset) to return to the top screen.

Changing the Language on the Display

You can change the language displayed on the touch panel display.

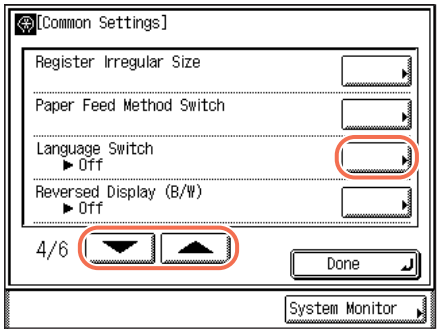
NOTE

The default setting is 'Off'.

1 Press (Additional Functions) → [Common Settings].

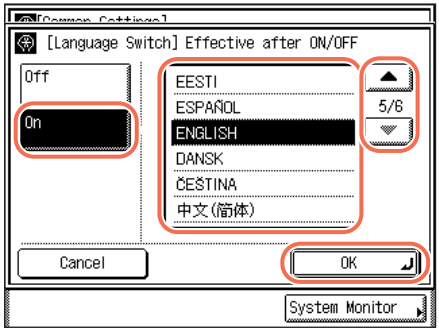
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



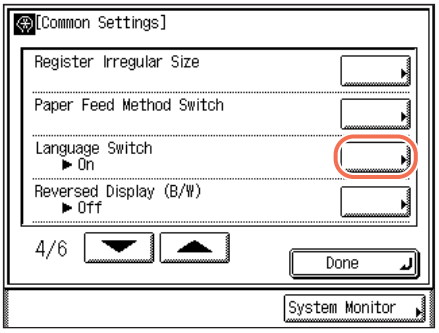
Press [▼] or [▲] until [Language Switch] appears → press [Language Switch].

3 Specify the desired language:

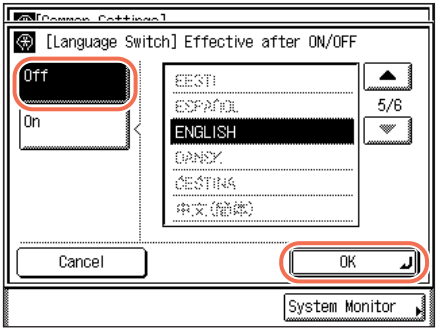


- ❑ Press [On].

  The language can be changed only when [On] is pressed.
- ❑ Press [▼] or [▲] until the desired language appears in the list → select the desired language.
- ❑ Press [OK].

4 

Press [Language Switch].

5 

Press [Off] → [OK].

IMPORTANT
If the Language Switch setting is set to 'On', some characters are restricted and cannot be entered. To enter all characters, set the Language Switch setting to 'Off'.

6 **Restart the machine.**

Turn OFF the machine, wait at least 10 seconds, and then turn it ON.

The top screen is displayed in the selected language.

Reversing the Display Contrast

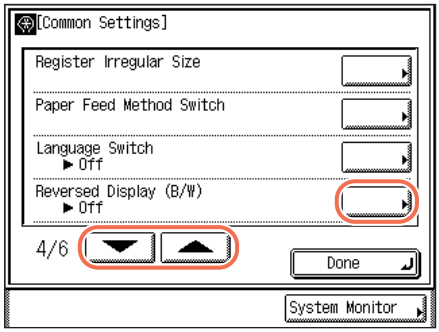
In the Reversed Display mode, the light and dark areas are reversed on the touch panel display. Use this mode when you find it hard to see what is shown on the display.

NOTE
The default setting is 'Off'.

1 **Press (Additional Functions) → [Common Settings].**

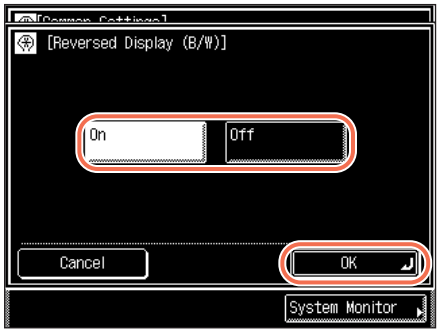
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [Reversed Display (B/W)] appears → press [Reversed Display (B/W)].

3



Press [On] or [Off] to enable or disable the mode → press [OK].

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Displaying a Feeder Error Message Prompt

If the feeder is not clean, the machine may scan and print dust and grime on the output. You can set the machine to prompt you to clean the scanning area when the machine detects streaks or stains.

IMPORTANT

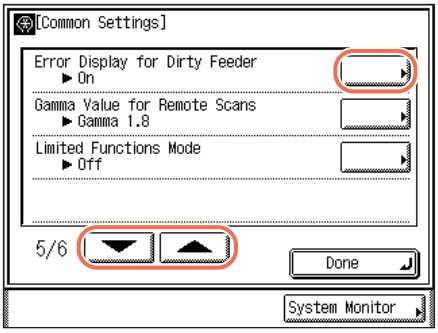
This mode is available only when the machine is equipped with the feeder (optional for the imageRUNNER 2545/2535/2530/2525/2520).

NOTE

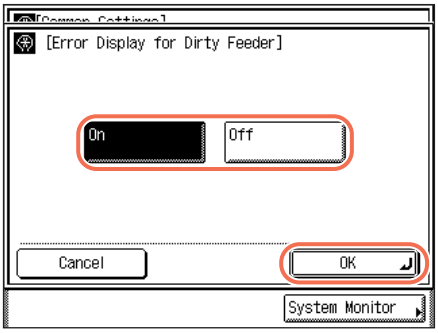
- The feeder error message prompt appears when originals are placed in the feeder.
- The default setting is 'On'.

1 **Press (Additional Functions) → [Common Settings].**

For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2 

Press [▼] or [▲] until [Error Display for Dirty Feeder] appears → press [Error Display for Dirty Feeder].

3 

Press [On] or [Off] to enable or disable the feeder error message prompt → press [OK].

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Setting the Gamma Value for Remote Scans

You can set the gamma value used when scanning color documents into your computer on the network. Select a gamma value that is most suited to your computer settings so that your scans can be reproduced on the computer display to the closest approximation of the original.

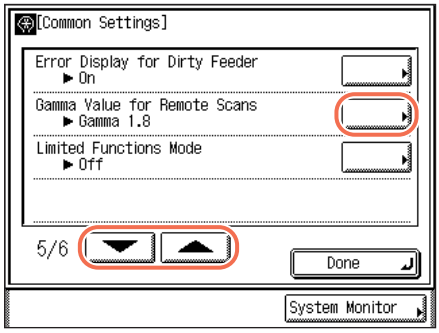
NOTE

- For more information on the remote scan function, see the *Network ScanGear Guide*.
- The default setting is 'Gamma 1.8'.

1 **Press (Additional Functions) → [Common Settings].**

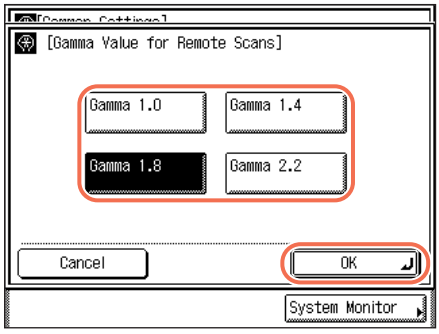
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [Gamma Value for Remote Scans] appears → press [Gamma Value for Remote Scans].

3



Press [Gamma 1.0], [Gamma 1.4], [Gamma 1.8], or [Gamma 2.2] to select the desired gamma value → press [OK].

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Setting the Limited Functions Mode

Using the finishing modes may sometimes result in problems due to their functional complexity. You can manually limit the use of the finishing modes to prevent the recurrence of the problems, if they occur.

IMPORTANT

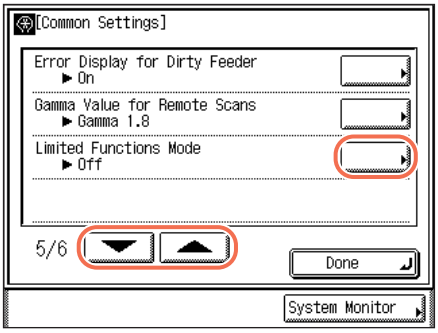
The Limited Functions Mode is available only when the optional Inner Finisher-B1 is attached to the machine.

NOTE

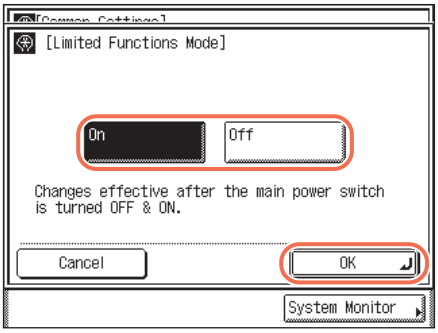
The default setting is 'Off'.

1 **Press (Additional Functions) → [Common Settings].**

For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2 

Press [▼] or [▲] until [Limited Functions Mode] appears → press [Limited Functions Mode].

3 

Press [On] or [Off] to enable or disable the mode → press [OK].

The selected mode is set.

4 **Restart the machine.**

Turn OFF the machine, wait at least 10 seconds, and then turn it ON.

Specifying B5/EXEC Paper

Specify B5 or EXEC when paper of these sizes is loaded in the paper drawers.

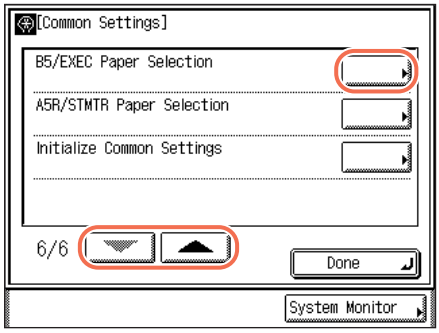
NOTE

The default setting is 'B5'.

1 **Press (Additional Functions) → [Common Settings].**

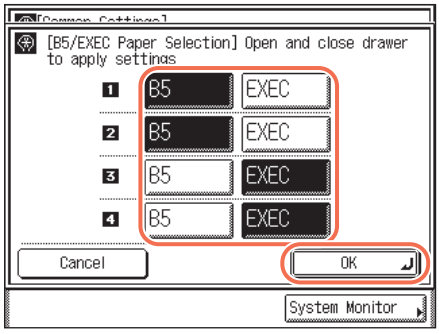
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [B5/EXEC Paper Selection] appears → press [B5/EXEC Paper Selection].

3



Press [B5] or [EXEC] for each paper source to select the desired paper size → press [OK].

The available paper sources can be identified by the following icons:

1 : Drawer 1

2 : Drawer 2 (optional for the imageRUNNER 2520i/2520)

3 : Drawer 3 (optional)

4 : Drawer 4 (optional)

4 **Open the paper drawer and then close it.**

The selected mode is set.

5 **Press (Reset) to return to the top screen.**

Specifying A5R/STMTR Paper

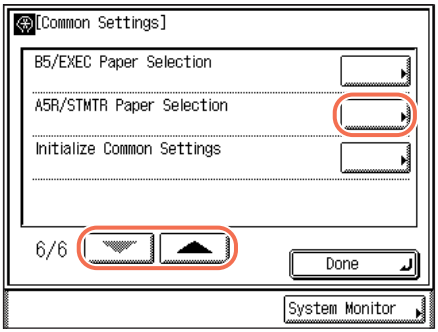
Specify A5R or STMTR when paper of these sizes is loaded in the paper drawers.

NOTE
The default setting is 'A5R'.

1 Press (Additional Functions) → [Common Settings].

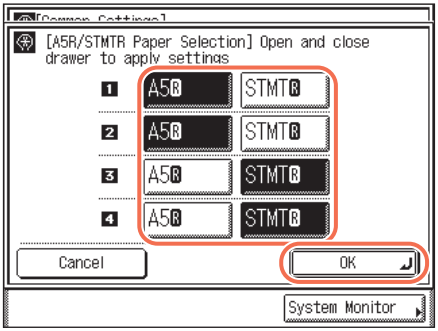
For help, see steps 1 and 2 in "Initial Function at Power ON," on p. 3-2.

2



Press [▼] or [▲] until [A5R/STMTR Paper Selection] appears → press [A5R/STMTR Paper Selection].

3



Press [A5R] or [STMTR] for each paper source to select the desired paper size → press [OK].

The available paper sources can be identified by the following icons:

- 1 : Drawer 1
- 2 : Drawer 2 (optional for the imageRUNNER 2520i/2520)
- 3 : Drawer 3 (optional)
- 4 : Drawer 4 (optional)

4 Open the paper drawer and then close it.

The selected mode is set.

5 Press (Reset) to return to the top screen.

Returning the Common Settings to Their Defaults

You can restore all of the Common Settings to their factory default settings.

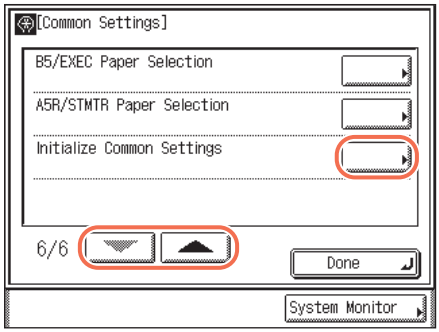
NOTE

Returning the Common Settings to their default settings does not change the language shown on the touch panel display. (See “Changing the Language on the Display,” on p. 3-25.)

1 Press (Additional Functions) → [Common Settings].

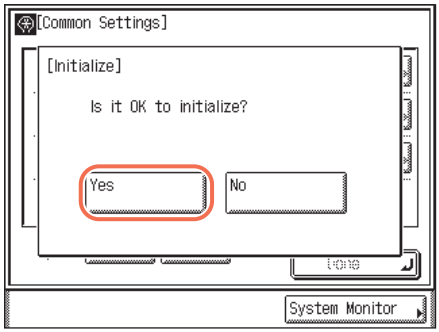
For help, see steps 1 and 2 in “Initial Function at Power ON,” on p. 3-2.

2



Press [▼] or [▲] until [Initialize Common Settings] appears → press [Initialize Common Settings].

3



Press [Yes] to restore the defaults.

To quit, press [No].

4 Press (Reset) to return to the top screen.

Timer Settings

To make effective use of the machine in a digitized office, set the current date and time for the machine. The machine is also equipped with two types of automatic functions that are controlled by the internal timer system: Auto Sleep Time and Auto Clear Time.

Date & Time Settings

The date and time settings are used as the machine's standard clock by various functions that require them. You can also set the time zone and daylight saving time as well.

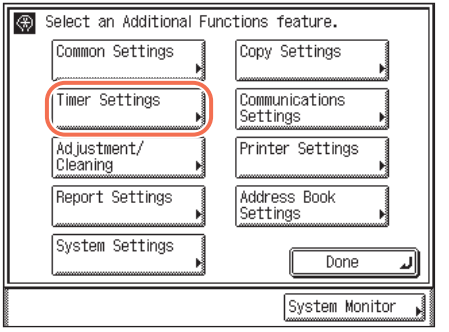
IMPORTANT

The daylight saving time settings may not be available depending on the country of purchase.

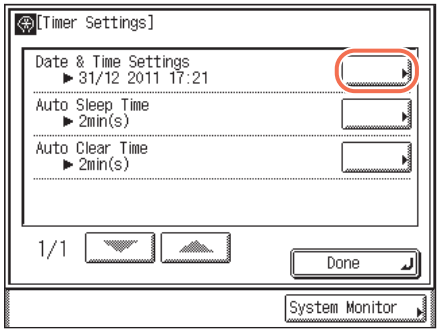
1 Press (Additional Functions).

The Additional Functions menu appears.

2 Press [Timer Settings].

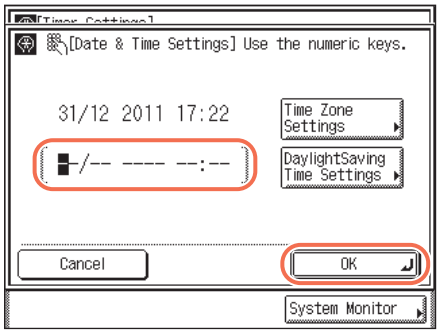


3 Press [Date & Time Settings].



4 Specify the Date & Time Settings:

● To set the current date and time:



❑ Enter the current date and time using ⓪ - ⑨ (numeric keys).

Enter the day, month, and year, and then the time in 24-hour notation:

DD/MM YYYY hh:mm

Example) 10:05 p.m. on May 6, 2011

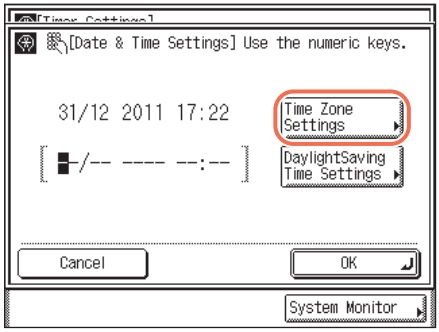
→ 06/05 2011 22:05

❑ Press [OK].

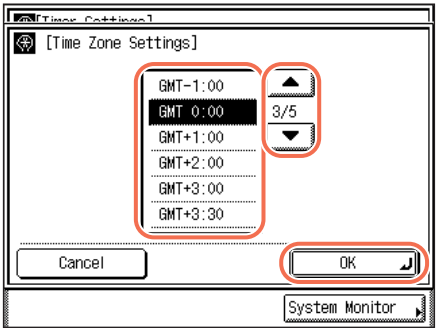
NOTE

If you make a mistake when entering numbers, press ⓒ (Clear) → enter the correct numbers.

● To set the time zone:



❑ Press [Time Zone Settings].



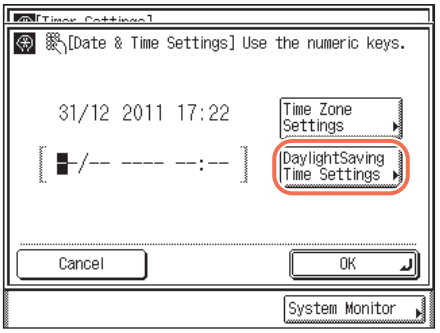
❑ Press [▼] or [▲] until the desired time zone appears in the list.

GMT (Greenwich Mean Time):
The time at the Greenwich Observatory in England. The standard time zones of the world are expressed globally in terms of the difference in hours (up to ±12 hours) from GMT (±0 hours).

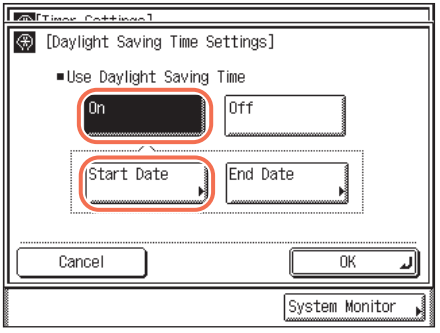
❑ Select the time zone in which the machine is located.

❑ Press [OK].

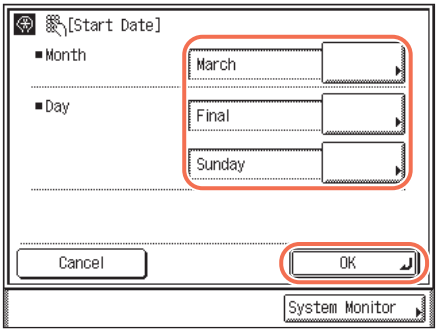
● To set the daylight saving time:



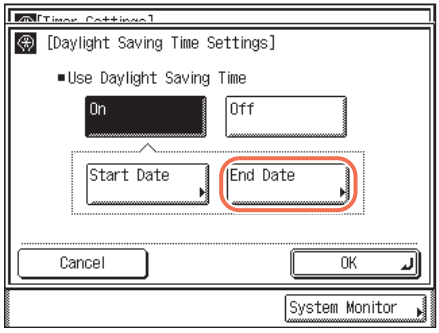
❑ Press [DaylightSaving Time Settings].



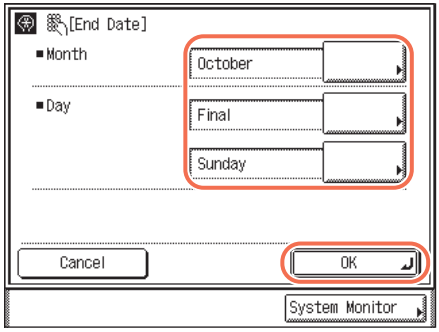
❑ Press [On] → [Start Date].



❑ Specify the start date (month, week, and day) of the daylight saving time using the drop-down list boxes → press [OK].



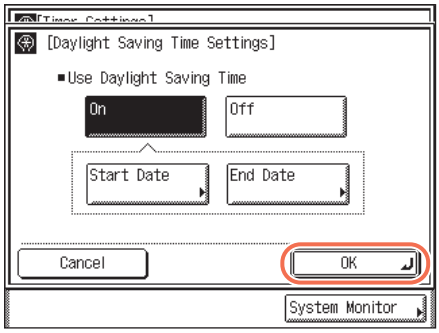
❑ Press [End Date].



❑ Specify the end date (month, week, and day) of the daylight saving time using the drop-down list boxes → press [OK].

NOTE

If the daylight saving time is set, the machine automatically shifts the standard clock forward by one hour.



❑ Press [OK].

5 Press (Reset) to return to the top screen.

Auto Sleep Time

If the machine remains idle for a certain period of time, the control panel power switch automatically switches OFF to save power. The machine enters the Sleep mode when this occurs. You can specify the time it takes for the machine to enter the Sleep mode (from one to 30 minutes)*. You can also disable the Auto Sleep Time setting.

* It is recommended to use the factory-installed settings for this item.

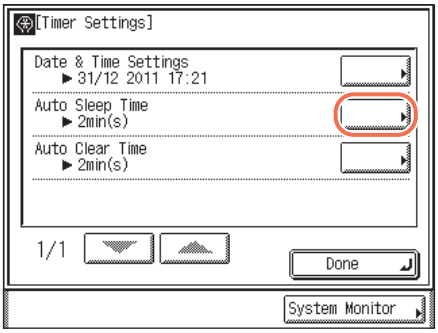
NOTE

- To set the machine to manually enter the Sleep mode, or to wake the machine from the Sleep mode, press the control panel power switch.
- The machine will not enter the Sleep mode in the following cases:
  - The machine is in operation.
  - Paper is jammed in the machine.
  - All the paper drawers are empty for which APS/ADS are enabled for copying.
  - The toner cartridge is empty.
  - A service call message is displayed on the screen.
- The machine will automatically wake from the Sleep mode when the machine receives jobs to print.
- The default settings are 'On' and '2 min'.

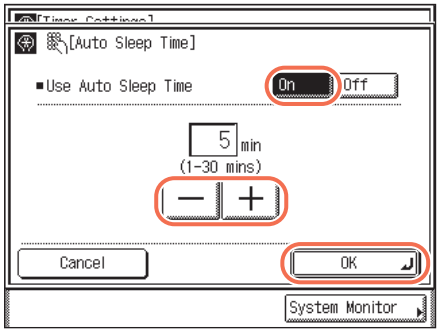
1 Press (Additional Functions) → [Timer Settings].

For help, see steps 1 and 2 in "Date & Time Settings," on p. 3-34.

2 Press [Auto Sleep Time].



3



Press [On] for <Use Auto Sleep Time> → press [-] or [+] to enter the desired time period → press [OK].

You can also enter values using ⓪ - ⑨ (numeric keys).

The Auto Sleep Time can be set from one to 30 minutes in one minute increments.

The selected mode is set.

NOTE

To disable the Auto Sleep Time setting, press [Off] for <Use Auto Sleep Time> → press [OK].

4 **Press (Reset) to return to the top screen.**

Auto Clear Time

If the machine remains idle for a certain period of time, the display returns to the default top screen or the top screen of the selected function. This period of time is called the “Auto Clear Time.”

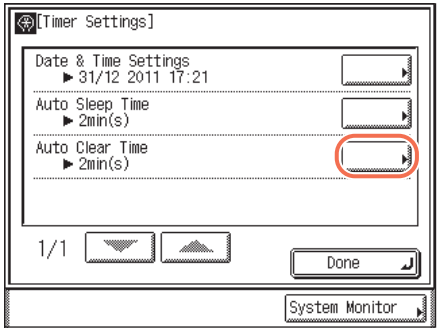
NOTE

The default setting is ‘2 min’.

1 **Press (Additional Functions) → [Timer Settings].**

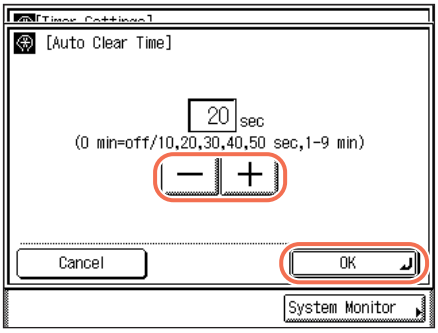
For help, see steps 1 and 2 in “Date & Time Settings,” on p. 3-34.

2



Press [Auto Clear Time].

3



Press [-] or [+] to enter the desired time period → press [OK].

The Auto Clear Time can be set to zero (Off), from 10 to 50 seconds (in ten second increments), and from one to nine minutes (in one minute increments).

The selected mode is set.

NOTE

To disable the Auto Clear Time setting, select <0> → press [OK].

4 **Press (Reset) to return to the top screen.**

Optional Equipment

4

CHAPTER

This chapter introduces the machine's optional equipment, that can dramatically enhance your efficiency.

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- System Options 4-4
- Available Combination of Options 4-6

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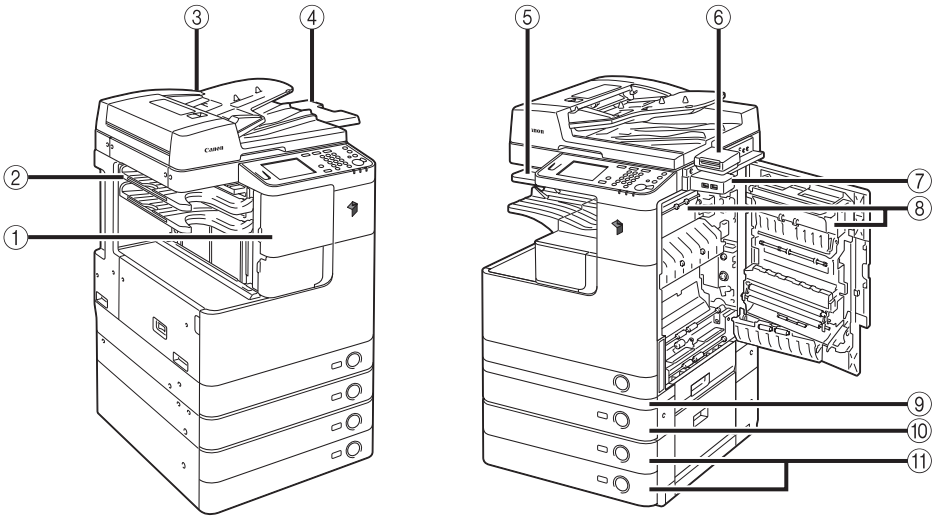
System Configuration

This section shows you with illustrations of all the optional equipment that can be attached to the machine, as well as examples of different system configurations.

For information on the complete range of optional equipment configurations, contact your local authorized Canon dealer.

Optional Equipment



① **Inner Finisher-B1**

The Inner Finisher-B1 is equipped with the Collate, Group, Offset, and Staple features.

② **Inner Finisher Additional Tray-B1**

The Inner Finisher Additional Tray-B1 can be attached to the optional Inner Finisher-B1 to provide an additional paper output tray.

③ **Feeder (DADF-AA1/-AB1) (Optional for the imageRUNNER 2545/ 2535/2530/2525/2520)**

Originals placed in the feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

④ **Document Tray-J1**

Located on the top right side of the machine, the Document Tray-J1 can be used for originals waiting to be scanned, or that have already been scanned. You can also use this tray for storing the manuals within easy reach.

⑤ **Inner 2 Way Tray-G1**

Attaching the Inner 2 Way Tray-G1 enables you to have two output trays.

⑥ **Copy Card Reader-F1**

The Copy Card Reader-F1 simplifies the process of logging in to the machine that is managed with department IDs.

⑦ **USB Application 3-Port Interface Kit-A1**

Located on the right side of the machine, the USB Application 3-Port Interface Kit-A1 provides an easy access to three USB ports.

⑧ **2 Way Unit-B1 (Optional for the imageRUNNER 2545/ 2535/2530/2525/2520)**

The 2 Way Unit-B1 delivers the prints to the additional output tray.

⑨ **Cassette Spacer-A1 (Optional for the imageRUNNER 2520i/2520)**

The Cassette Spacer-A1 is required to attach the Cassette Module-W1 or CST. Feeding Unit-AE1 to the imageRUNNER 2520i/2520.

⑩ **Cassette Module-W1 (Optional for the imageRUNNER 2520i/2520)**

The Cassette Module-W1 provides an additional paper source for printing jobs. The paper drawer holds up to 550 sheets of paper (80 g/m^2).

⑪ **CST. Feeding Unit-AE1**

The CST. Feeding Unit-AE1 provides two additional sources of paper for printing jobs. Each paper drawer holds up to 550 sheets of paper (80 g/m^2).

NOTE

For more information on the compatibility with other options, see “Available Combination of Options,” on p. 4-6.

System Options

The system-related optional accessories listed below can dramatically enhance the machine's performance and capabilities.

IMPORTANT

The optional equipment listed here may require activation (license registration) before it will function. (See Chapter 1, "Before You Start," in the *System Settings Guide*.)

■ Color Send Kit-Y1 (Only for the imageRUNNER 2545/2535/2530/2525/2520)

The Color Send Kit-Y1 enables you to send scanned data by e-mail or I-fax, as well as store your scans in file servers or USB memory media.

IMPORTANT

The Send function is available only when both of the following conditions are met:

- The machine's memory capacity is expanded to 512 MB by attaching the System Upgrade RAM-C1 (only for the imageRUNNER 2545/2535/2530/2525/2520).
- The Send function is activated.

■ Super G3 Fax Board-AG1

Installing the Super G3 Fax Board enables you to send and receive fax documents. If you install the fax driver in your client computer, documents created on your computer desktop can be faxed directly from the computer.

■ PCL Printer Kit (Only for the imageRUNNER 2545/2535/2530/2525/2520)

The PCL Printer Kit supports PCL emulation printing solutions. PCL5e and PCL6 are supported.

IMPORTANT

The PCL printer function is available only when both of the following conditions are met:

- The machine's memory capacity is expanded to 512 MB by attaching the System Upgrade RAM-C1 (only for the imageRUNNER 2545/2535/2530/2525/2520).
- The PCL printer function is activated.

■ PS Printer Kit

The PS Printer Kit supports PS emulation printing solutions.

IMPORTANT

The PS printer function is available only when both of the following conditions are met:

- The machine's memory capacity is expanded to 512 MB by attaching the System Upgrade RAM-C1 (only for the imageRUNNER 2545/2535/2530/2525/2520).
- The PS printer function is activated.

■ Barcode Printing Kit-B1

The Barcode Printing Kit-B1 enables you to use the machine as a barcode printer.

IMPORTANT

The barcode printer function is available only when all of the following conditions are met:

- The machine's memory capacity is expanded to 512 MB by attaching the System Upgrade RAM-C1 (only for the imageRUNNER 2545/2535/2530/2525/2520).
- The PCL printer function is activated.
- The barcode printer function is activated.

■ System Upgrade RAM-C1 (512 MB) (Only for the imageRUNNER 2545/2535/2530/2525/2520)

Some optional functions require increased memory capacity of the machine. This option expands the machine's memory capacity to 512 MB.

■ Color Send Searchable PDF Kit-C1

The Color Send Searchable PDF Kit-C1 enables the machine to perform OCR (Optical Character Recognition) to extract data that can be recognized as text from a scanned image. The text can then be added to the file to create a searchable file in PDF format.

IMPORTANT

The OCR function is available only when all of the following conditions are met:

- The machine's memory capacity is expanded to 512 MB by attaching the System Upgrade RAM-C1 (only for the imageRUNNER 2545/2535/2530/2525/2520).
- The Send function is activated.
- The OCR function is activated.

Available Combination of Options

The table below lists the optional equipment for the machine and includes information about the purposes and compatibility with other options.

Optional Equipment	Purpose	Remarks
Feeder (DADF-AA1/-AB1)	Scanning originals	The Feeder (DADF-AA1/-AB1) and the platen cover cannot be installed together.
Inner Finisher-B1	Finishing (Collate, Group, Offset, and Staple)	For the imageRUNNER 2545/2535/2530/2525/2520, the 2 Way Unit-B1 is also required. The Inner Finisher-B1 cannot be used with the Inner 2 Way Tray-G1.
Inner Finisher Additional Tray-B1	Additional output tray for the finisher	The Inner Finisher-B1 is required.
Inner 2 Way Tray-G1	Additional output tray	For the imageRUNNER 2545/2535/2530/2525/2520, the 2 Way Unit-B1 is also required. The Inner 2 Way Tray-G1 cannot be used with the Inner Finisher-B1.
Cassette Module-W1/CST. Feeding Unit-AE1	Additional paper supply	The Cassette Module-W1 is optional for the imageRUNNER 2520i/2520. The Cassette Spacer-A1 is required in order to attach these options to the imageRUNNER 2520i/2520.
Cassette Spacer-A1	Spacer for the Cassette Module-W1/CST. Feeding Unit-AE1	The Cassette Spacer-A1 is optional for the imageRUNNER 2520i/2520.
Copy Card Reader-F1	Department ID Management	The Card Reader Attachment-D3 is required in order to attach the Copy Card Reader-F1 to the machine.

Feeder (DADF-AA1/-AB1)

Originals placed in the feeder are automatically fed sheet by sheet to the scanning area. The feeder also automatically turns over two-sided originals to make one- or two-sided copies.

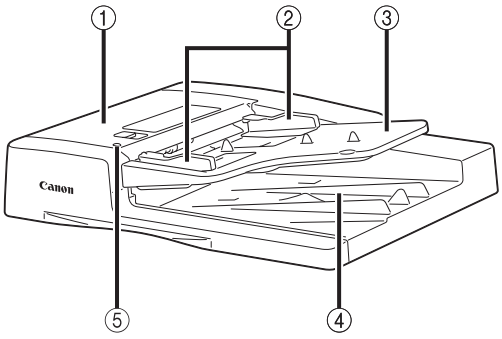
CAUTION

Do not insert your fingers into the gaps around the original supply tray, as your fingers may get caught.

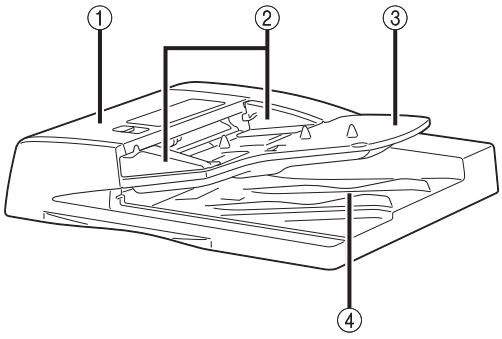
IMPORTANT

- The Feeder (DADF-AA1/-AB1) is optional for the imageRUNNER 2545/2535/2530/2525/2520.
- Be careful not to drop objects such as paper clips into the gaps, as they may damage the machine or cause it to break down.
- Do not place any objects in the original output area. Blocking the original output area may damage the originals fed through the feeder, or cause paper jams.

Feeder (DADF-AA1)
(for the imageRUNNER 2545/2535)



Feeder (DADF-AB1)
(for the imageRUNNER 2530/2525/2520)



① **Feeder Cover**

Open this cover to remove jammed originals.

② **Slide Guides**

Adjust the slide guides to match the width of the originals.

③ **Original Supply Tray**

Originals placed here are automatically fed sheet by sheet to the scanning area. Place originals into this tray with the side that you want to scan face up.

④ **Original Output Area**

Originals that have been scanned from the original supply tray are output to the original output area in the order that they are fed into the feeder.

⑤ **Original Set Indicator**

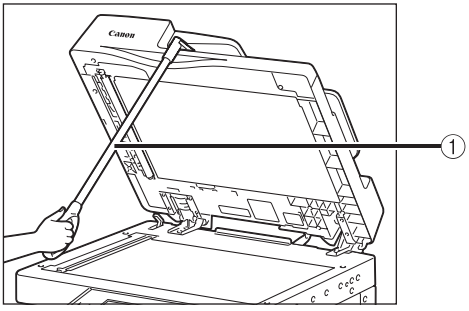
This indicator lights up when originals are placed on the original supply tray.

■ Stamp Unit-B1

With the Stamp Unit-B1 attached to the feeder, originals scanned through the feeder can be stamped to indicate that they have already been scanned. (See Chapter 3, “Specifying the Scan Settings,” in the *Sending and Facsimile Guide*.)

■ ADF Access Handle-A1

This handle assists you to open and close the feeder.



① **ADF Access Handle-A1**

Use this handle when you open or close the feeder.

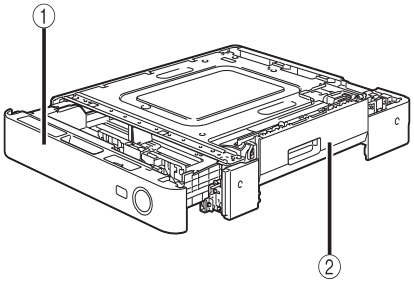
Cassette Module-W1/CST. Feeding Unit-AE1

If you attach the Cassette Module-W1, you have one additional paper source for print jobs. If you attach the CST. Feeding Unit-AE1 to the machine, you have two additional paper sources for print jobs. Each cassette holds up to 550 sheets of A4, A4R, A3, A5R, B4, B5, or B5R paper (80 g/m^2).

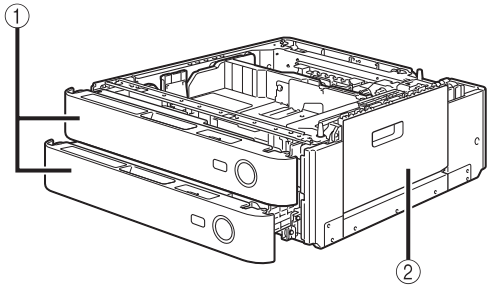
IMPORTANT

The optional Cassette Spacer-A1 is required in order to attach the Cassette Module-W1 or CST. Feeding Unit-AE1 to the imageRUNNER 2520i/2520.

Cassette Module-W1



CST. Feeding Unit-AE1



① **Paper Drawer**

Each paper drawer holds up to 550 sheets of paper (80 g/m^2).

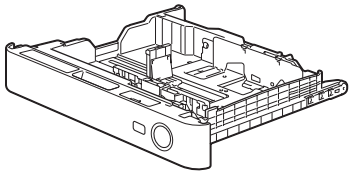
② **Right Cover**

Open this cover to remove jammed paper.

Optional Accessory

■ FL Cassette-AJ1/-AK1/-AL1

These drawers can be adjusted to hold various paper sizes. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 5-5.)



Available Locations
-FL Cassette-AJ1: Paper Drawer 1
(only for the imageRUNNER 2545i/2545/2535i/2535/2525i)
-FL Cassette-AK1: Paper Drawers 2/3/4
-FL Cassette-AL1: Paper Drawer 1
(only for the imageRUNNER 2530/2525/2520i/2520)

Available Paper Sizes:
-A4, A4R, A3, A5R, B4, B5, or B5R

Envelope Feeder Attachment-D1

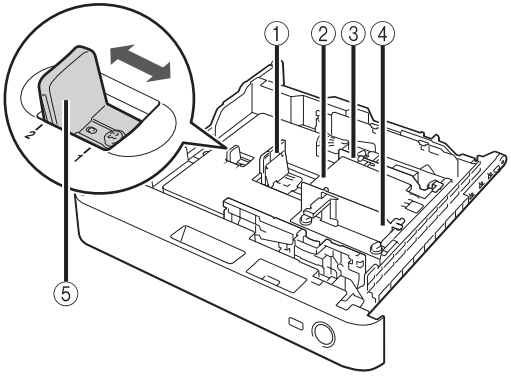
If you need to print on a number of envelopes, the stack bypass may not be large enough in capacity. In such a case, attach the Envelope Feeder Attachment-D1 to Paper Drawer 2.

IMPORTANT

- The Envelope Feeder Attachment-D1 can only be attached to Paper Drawer 2 (optional for the imageRUNNER 2520i/2520).
- The maximum number of envelopes that can be loaded is about 50. This number may vary depending on the envelope type and user operating conditions.

NOTE

- The Envelope Feeder Attachment-D1 can hold the following types of envelopes:
  - No.10 (COM10)
  - ISO-B5
  - Monarch
  - ISO-C5
  - DL
- For instructions on how to use the Envelope Feeder Attachment-D1, see “Envelope Feeder Attachment-D1,” on p. 5-8.



① **Side Guide**

Use the side guide of the paper drawer to align the length of the envelopes being loaded.

② **Envelope Receptacle**

The Envelope Receptacle holds the envelopes from above.

③ **Back Width Guide**

Fix this guide in place using the provided screws to match the width of the envelopes.

④ **Front Width Guide**

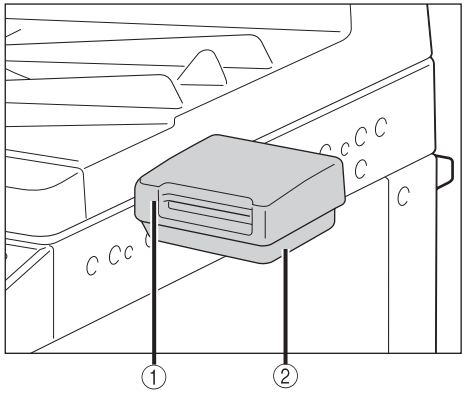
Fix this guide in place using the provided screws to match the width of the envelopes.

⑤ **Size Switch**

Select either ‘1’ or ‘2’ for the envelope type.

Copy Card Reader-F1

When the machine is managed with department IDs, you must enter your department ID (and password) using ⓪ - ⑨ (numeric keys) each time you operate the machine. This log-in process can be simplified with the Copy Card Reader-F1. If the Copy Card Reader-F1 is attached to the machine, you can log in to the machine merely by inserting a control card instead of entering the department ID (and password). (See “Using the Control Card,” on p. 2-11.)



① **Copy Card Reader-F1**

Attaching the card reader to the machine enables the Department ID Management. Insert the magnetic stripe card to log in to the machine.

② **Card Reader Attachment-D3**

This part is required to attach the Copy Card Reader-F1 to the machine.

NOTE

For more information on the Department ID Management, see Chapter 6, “Protecting the Machine from Unauthorized Access,” in the *System Settings Guide*.

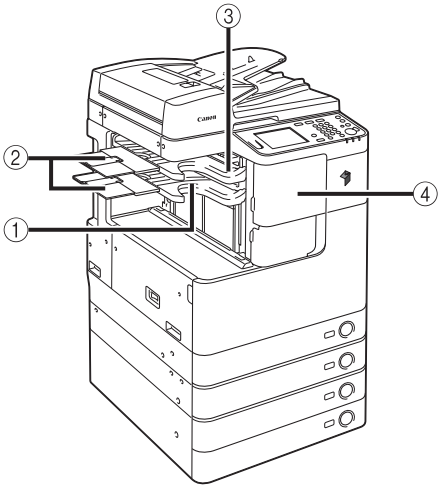
Inner Finisher-B1

With the Inner Finisher-B1 attached to the machine, you can make copies in sets arranged in paper order (Collate) or in groups of each page (Group) as well as staple copies (Staple). The finisher also enables you to combine the Collate mode or Group mode with the Offset mode. (See “Finishing Modes,” on p. 4-13.)

If the optional Inner Finisher Additional Tray-B1 is attached to the Inner Finisher-B1, prints can be delivered to two different locations.

IMPORTANT

- To use the finisher with the imageRUNNER 2545/2535/2530/2525/2520, the optional 2 Way Unit-B1 is also required.
- The Inner Finisher-B1 cannot be installed with the optional Inner 2 Way Tray-G1.
- If the Inner Finisher Additional Tray-B1 is attached, you must enable the functions for Tray B so that the machine can deliver the prints to it. (See “Tray Designation,” on p. 3-14.)



① **Output Tray**

Prints are output to this tray.

② **Auxiliary Tray**

If you are printing on large size paper, such as A3 or B4, pull out the auxiliary tray.

③ **Inner Finisher Additional Tray-B1**

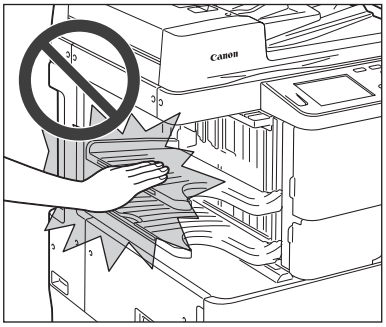
This option can be attached to the finisher to provide an additional paper output tray.

④ **Front Cover of the Inner Finisher-B1**

Open this cover to replace the staple cartridge in the staple case, or to clear a staple jam. (See “Replacing the Staple Cartridge,” on p. 5-27 and “Clearing Staple Jams,” on p. 6-46.)

Finishing Modes

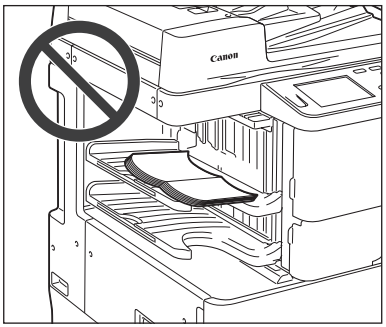
The Inner Finisher-B1 is equipped with the finishing modes described below.



CAUTION

Do not place your hand in the following parts of the finisher, as this may result in personal injury:

- **Trays**
- **Stapler unit (where stapling is performed)**
- **Rollers**
- **Spaces between the trays and the main unit**



IMPORTANT

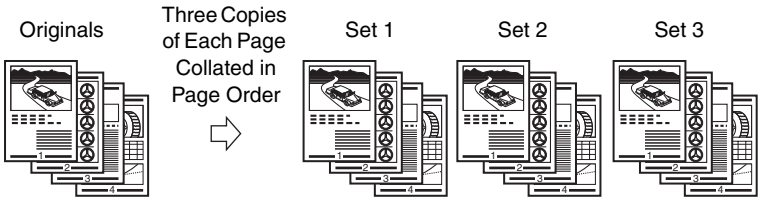
- Do not place anything other than output paper in the trays of the finisher, as this may damage the trays.
- Do not place anything under the trays of the finisher, as this may damage the trays.

NOTE

- The output trays move downward as the stack of paper that is output increases in quantity and thickness. Once the output trays have reached their stacking limit, printing stops temporarily. Remove all of the prints from the output trays to resume printing.
- For more information on the Finishing modes, see Chapter 2, “Basic Copying Features,” in the *Copying Guide* and Chapter 4, “Customizing Settings,” in the *Printer Guide*.

■ Collate Mode

The copies are automatically collated into sets arranged in page order.

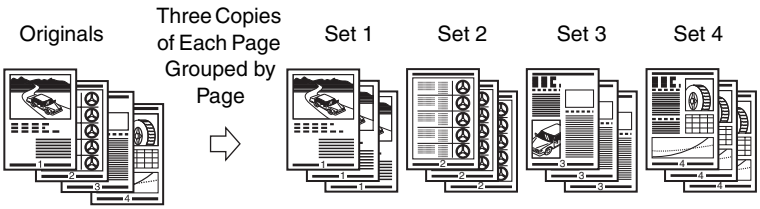


IMPORTANT

The Collate mode is available for the following paper sizes: A4, A4R, A3, A5R, B4, B5 and B5R.

■ Group Mode

All copies of the same original page are grouped together.



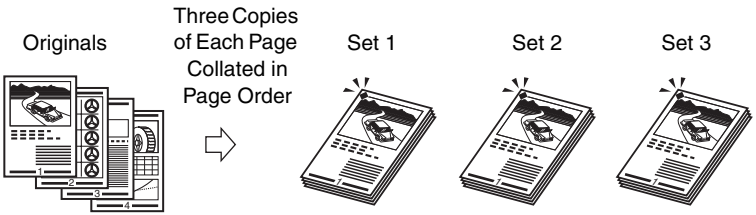
IMPORTANT

The Group mode is available for the following paper sizes: A4, A4R, A3, A5R, B4, B5 and B5R.

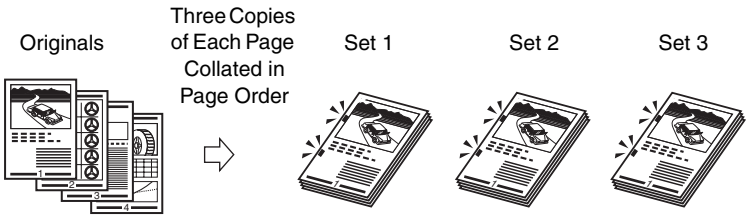
■ Staple Mode

The copies are automatically collated into sets arranged in page order and stapled. The available staple types are ‘Corner’ and ‘Double’. The available staple positions are ‘TopLeft’, ‘TopRight’, ‘BtmLeft’, or ‘BtmRight’ for ‘Corner’, and ‘Left’ or ‘Right’ for ‘Double’.

- When you select ‘Corner’ and ‘TopLeft’:



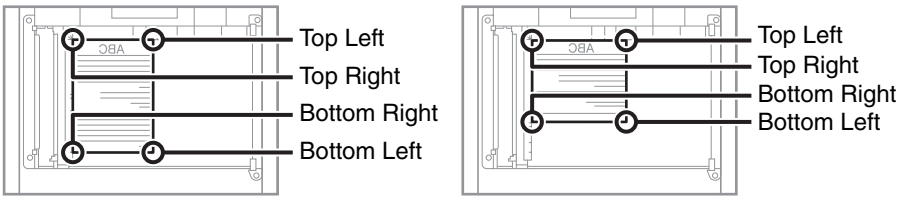
- When you select ‘Double’ and ‘Left’:



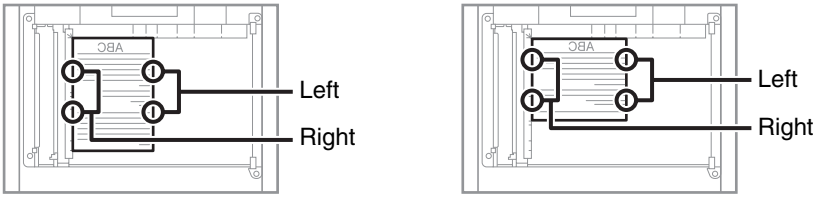
Prints are stapled in the places indicated below.

- If an original is placed on the platen glass:

Corner Staple Area

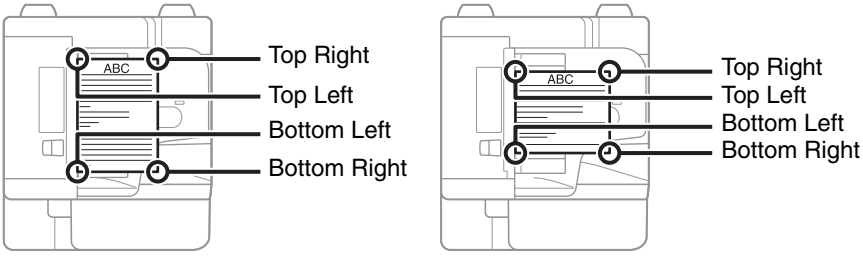


Double Staple Area

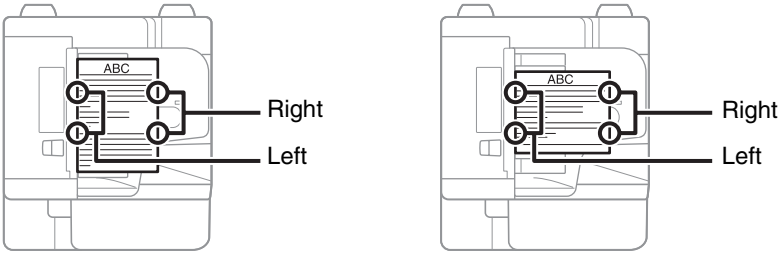


- If originals are placed in the feeder:

Corner Staple Area



Double Staple Area



You can use the 64 to 128 g/m^2 paper for stapling. The maximum number of sheets that can be stapled when you are using the 80 g/m^2 paper is as follows:

- A4 and B5: 50 sheets
- A4R, A3, and B4: 30 sheets

IMPORTANT

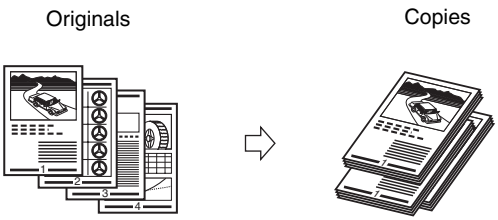
- The Staple mode is available for the following paper sizes: A4, A4R, A3, B4, and B5.
- You cannot staple envelopes, transparencies, or labels.
- Double stapling is available for the following paper types: Plain, Recycled, or Color.
- Do not pull prints out of the output area while they are being stapled. Remove the prints after they are output to the output trays.

NOTE

If the message <Load staples.> is displayed on the touch panel display, the machine is out of staples. Replace the staple cartridge with a new one. (See “Replacing the Staple Cartridge,” on p. 5-27.)

■ Offset Mode

The Offset mode can be selected in combination with the Collate or Group mode. Each set of prints is output with the same orientation, but staggered back and forth in alternating layers.



IMPORTANT

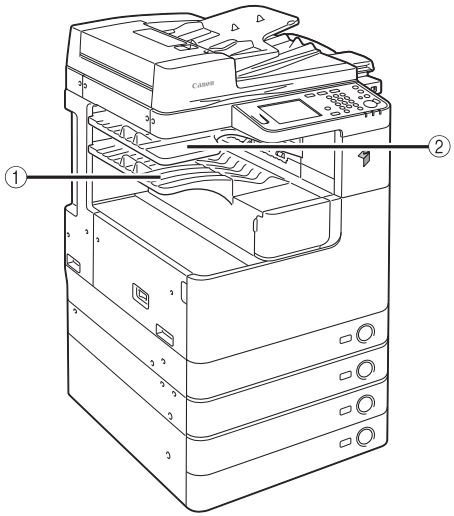
The Offset mode is available for the following paper sizes: A4, A4R, A3, B4, and B5.

Inner 2 Way Tray-G1

If you attach the Inner 2 Way Tray-G1 to the machine, prints can be delivered to both the main tray and the Inner 2 Way Tray-G1.

IMPORTANT

- To use the Inner 2 Way Tray-G1 with the imageRUNNER 2545/2535/2530/2525/2520, the optional 2 Way Unit-B1 is also required.
- The Inner 2 Way Tray-G1 cannot be installed with the optional Inner Finisher-B1.
- The Inner 2 Way Tray-G1 must be enabled prior to use. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.)
- If the Inner 2 Way Tray-G1 is attached, you must enable the functions for Tray B so that the machine can deliver the prints to it. (See "Tray Designation," on p. 3-14.)



① **Main Output Tray (Tray A)**
Prints are output to this tray.

② **Inner 2 Way Tray (Tray B)**
Prints are output to this tray.

Routine Maintenance

CHAPTER 5

This chapter describes how to load paper, clean the machine, and replace consumables such as toner, stamp ink, and staple cartridges.

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- Adjusting a Paper Drawer to Hold a Different Paper Size 5-5

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Paper Drawers

This section describes how to load paper in the paper drawers.

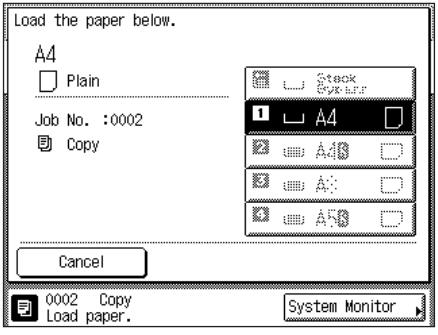
When any of the paper drawers are empty, a message prompting you to load paper may appear on the touch panel display, indicating which paper drawer needs additional paper supply. To clear the message, load paper as described below. To clear the message, load paper as described below.

CAUTION

Take care not to cut your hands on the edges of the paper when loading it into the machine.

IMPORTANT

- The paper sizes/types that can be loaded in the paper drawers are as follows:
  - Size: A4, A4R, A3, A5R, B4, B5, and B5R
  - Type: Plain, Recycled, Color, and 3-hole punch
    (See “Available Paper Stock,” on p. 7-8.)
- With the optional Envelope Feeder Attachment-D1, the following envelopes can be loaded in the Paper Drawer 2: No.10 (COM10), ISO-B5, Monarch, ISO-C5, and DL. (See “Envelope Feeder Attachment-D1,” on p. 5-8.)
- The number of available paper drawers may vary depending on the machine configuration. (See “Available Features,” in the *User's Guide*.)



NOTE

- If paper runs out while printing is in progress, the screen on the left appears. The remaining prints are automatically completed as soon as you load the correct paper.
- The screen on the left appears also when the paper drawers are not fully inserted in the machine.

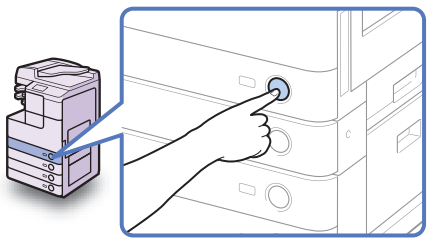
Loading Paper

Load paper in the paper drawers as described below.

IMPORTANT

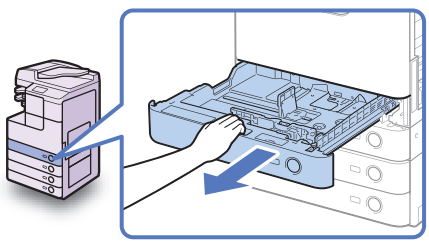
- Do not load nonstandard-sized paper in the paper drawers.
- Do not load the following types of paper in the paper drawers, as they may cause paper jams:
  - Severely curled or wrinkled paper
  - Lightweight straw paper (less than approximately 64 g/m^2)
  - Transparencies
  - Labels
  - Paper on which color images have been copied (Do not print on the reverse side of such paper.)
  - Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of such paper.)
- Fan the stack of paper well before loading it, and align the edges of the paper stack on a flat surface.
- Never place paper or anything in the empty part of the drawer next to the paper stack. Doing so may cause paper jams.

1



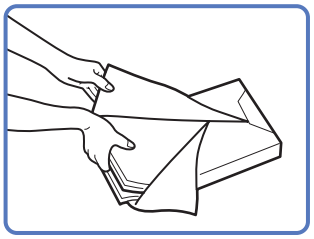
Press the button on the paper drawer in which you want to load paper.

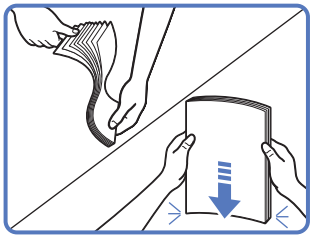
2



Grip the handle and pull out the paper drawer until it stops.

3





Open a package of paper and take out the paper stack from the package.

CAUTION

Take care not to cut your hands on the edges of the paper when loading it into the machine.

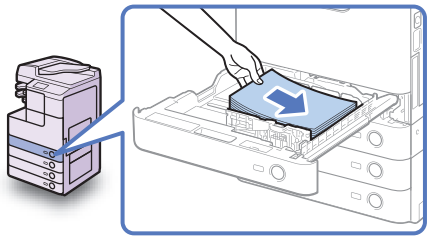
IMPORTANT

Rewrap any remaining paper in its original package, and store it in a dry place, away from direct sunlight.

NOTE

- For high-quality printouts, use paper recommended by Canon.
- Before loading paper, always fan the sheets several times, and align the edges to facilitate feeding.

4



Load the paper stack into the paper drawer.

Even out the edges of the paper stack, and load the paper stack against the right wall of the paper drawer.

CAUTION

Take care not to cut your hands on the edges of the paper when loading it into the machine.

IMPORTANT

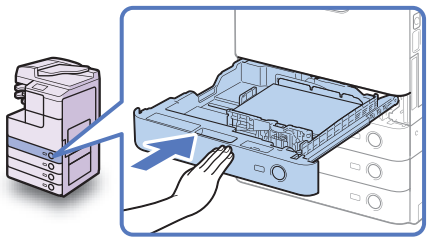
- Rolled or curled paper must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit marks (▽▽▽) both on the left and back sides of the slide guides.
- Make sure that the paper size setting of the paper drawer matches the size of the paper that is being loaded.

NOTE

- Each paper drawer holds about 550 sheets of paper (80 g/m^2) except that Drawer 1 of the imageRUNNER 2530/2525/2520i/2520 holds 250 sheets of paper (80 g/m^2).
- If there are instructions on the package of paper about which side of the paper to load facing up, follow those instructions.
- When printing one-sided documents on paper loaded in the paper drawer, the side facing up is the one printed on.

- If problems occur, such as poor print quality or paper jams, try turning the paper stack over and reloading it.
- 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,” on p. 7-10.

5



Gently push the paper drawer back into the machine until it clicks into place.

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

Make sure that the paper drawer is fully inserted. You will not be able to make prints if the paper drawer is not completely pushed into the machine.

NOTE

If there are remaining prints to be completed, the machine automatically resumes printing as soon as you load the correct paper.

6 **Specify the paper type as required.**

For help, see “Identifying the Type of Paper in a Paper Source,” on p. 3-11.

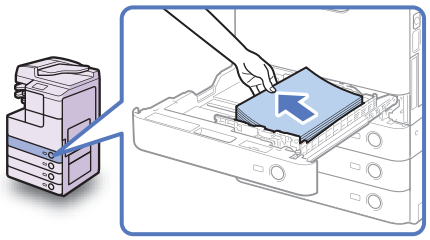
IMPORTANT

Make sure that the paper type setting of the paper drawer matches the type of the paper that is being loaded.

Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to change the size of paper in the paper drawer, adjust the slide guides for the new paper size as described below.

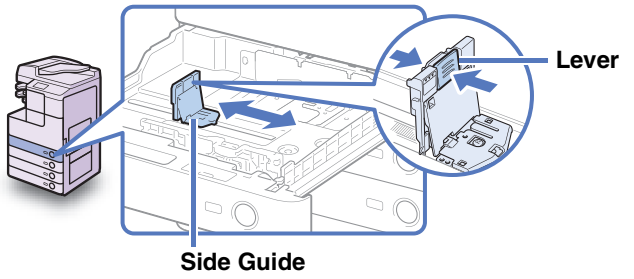
1



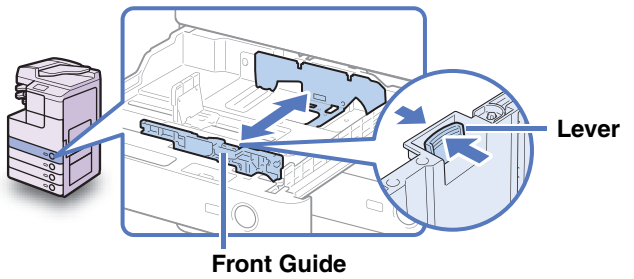
Open the paper drawer and remove all the loaded paper.

For instructions on how to open the paper drawer, see steps 1 and 2 in “Loading Paper,” on p. 5-3.

2 **Squeeze the lever on the side guide. Without releasing the lever, slide the side guide leftward or rightward to align it with the mark for the desired paper size.**



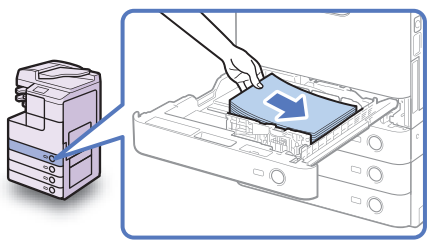
3 **Squeeze the lever on the front guide. Without releasing the lever, slide the front guide backward or forward to align it with the mark for the desired paper size.**



IMPORTANT

Adjust the guides correctly. Failure to do so may cause paper jams or dirty prints, or make the inside of the machine dirty.

4



Load the appropriate size of paper into the paper drawer.

CAUTION

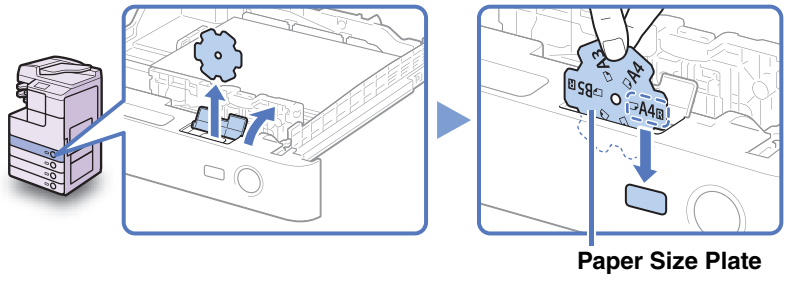
Take care not to cut your hands on the edges of the paper when loading it into the machine.

IMPORTANT

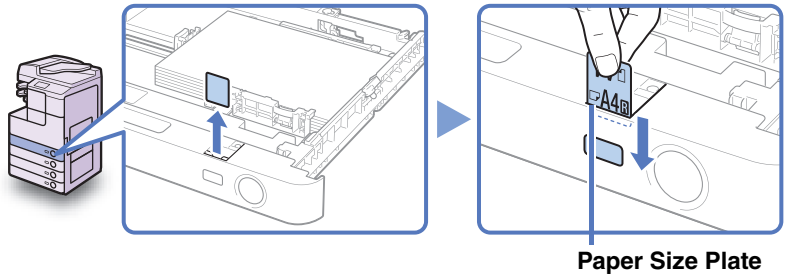
- Rolled or curled paper must be straightened out prior to use.
- Make sure that the height of the paper stack does not exceed the loading limit marks (▽▽▽) both on the left and back sides of the slide guides.
- Make sure that the paper size setting of the paper drawer matches the size of the paper that is being loaded.

5 Change the paper size plates to indicate the correct paper size on the paper drawer.

Paper Drawer's Capacity: 550 sheets



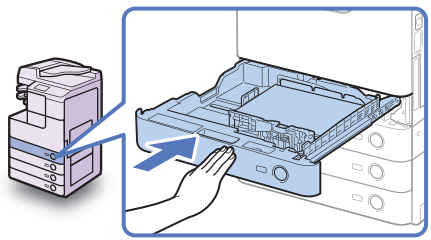
Paper Drawer's Capacity: 250 sheets



IMPORTANT

The paper sizes marked on the plates may include sizes that the machine is unable to use.

6



Gently push the paper drawer back into the machine until it clicks into place.

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.

7 Specify the paper type as required.

For help, see "Identifying the Type of Paper in a Paper Source," on p. 3-11.

IMPORTANT

Make sure that the paper type setting of the paper drawer matches the type of the paper that is being loaded.

Envelope Feeder Attachment-D1

This section describes how to use the optional Envelope Feeder Attachment-D1. The envelope feeder attachment can only be attached to Paper Drawer 2. (See "Envelope Feeder Attachment-D1," on p. 4-10.)

The envelope feeder attachment can hold the following types of envelopes: No.10 (COM10), ISO-B5, Monarch, ISO-C5, and DL. (See "Available Paper Stock," on p. 7-8.)

IMPORTANT

- When you attach the envelope feeder attachment to the paper drawer, do not forcefully move the front and side guides of the paper drawer in the wrong direction. Doing so may damage the paper drawer.
- Do not print on both sides of an envelope. Doing so may cause paper jams or dirty prints, or make the inside of the machine dirty.
- Correctly define the Envelope Cassette settings to match the size of the envelopes being loaded. Failure to do so may cause paper jams or dirty prints, or make the inside of the machine dirty.
- Do not load the following types of envelopes in the envelope cassette, as they may cause paper jams or dirty prints, or make the inside of the machine dirty:
  - Curled, creased, or folded envelopes
  - Very thick or thin envelopes
  - Damp or wet envelopes
  - Torn envelopes
  - Irregularly shaped envelopes
  - Envelopes with clasps or windows
  - Envelopes that have already been sealed
  - Envelopes with holes or perforations
  - Envelopes with specially coated surfaces
  - Envelopes made of surface-treated colored paper
  - Envelopes that are self-sticking, which use ink, glue, or other substances that can melt, burn, vaporize, or emit smells under the heat of the fixing unit (approximately 200°C). (Depending on the materials used for the seal, the glue may melt under the fixing unit's heat, sealing the envelopes.)
- If you want to adjust the width guides to load ISO-C5 or ISO-B5 envelopes, contact your local authorized Canon dealer.

NOTE

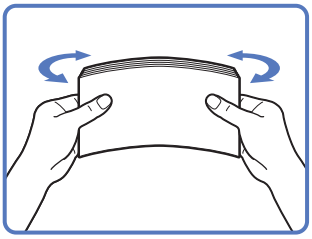
- When printing on envelopes, empty the output tray once 10 envelopes have accumulated in the tray.
- Envelopes should be stored in a place away from heat and humidity.

- If there is a temperature difference between the location where the envelopes were stored and the location where the envelopes are being printed, leave the envelopes in the printing location at room temperature before you use them.

Preparing Envelopes

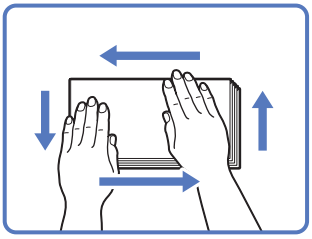
Before loading envelopes in the paper drawer, prepare the envelopes as described below.

1



Take five envelopes, loosen them as shown, and then stack them together. Repeat this step five times for each set of five envelopes.

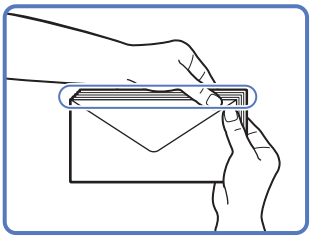
2



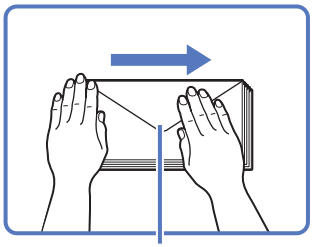
Place the envelopes on a clean, level surface and press all the way around the envelopes in the direction of the arrows to remove any curls. Repeat this step five times for each set of five envelopes.

Take particular care to spread the envelopes out in the direction that they will be fed.

3



Hold down the top edge of the envelopes firmly, so that the flaps stay flat.



Flap

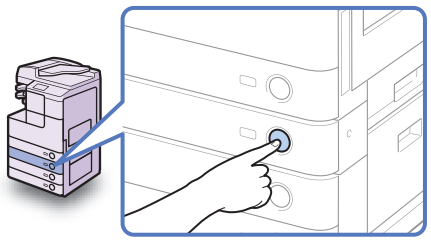
NOTE

- If the envelopes become filled with air, flatten them by hand before loading them in the paper drawer.
- If you feed envelopes that have glue attached to their flaps, the glue may melt due to the heat and pressure of the fixing unit.

Loading Envelopes

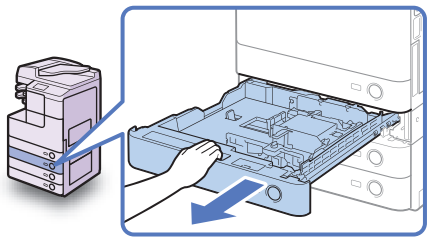
After preparing your envelopes, load them in Paper Drawer 2 as described below.

1



Press the button on Paper Drawer 2.

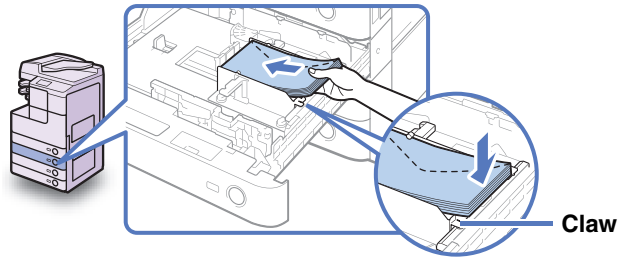
2



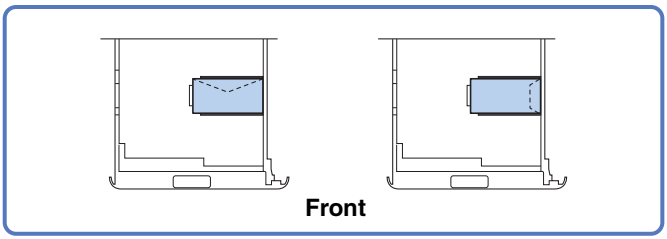
Grip the handle and pull out the paper drawer until it stops.

3 Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.

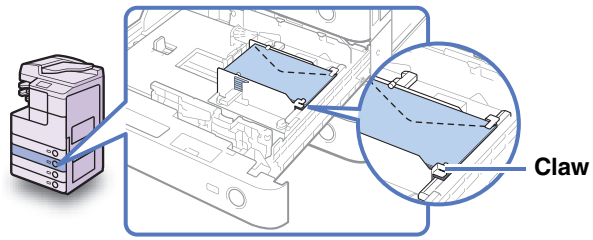
Make sure that the height of the envelope stack does not fall below the height limit mark ( ).



Make sure that the flaps are positioned as shown below.



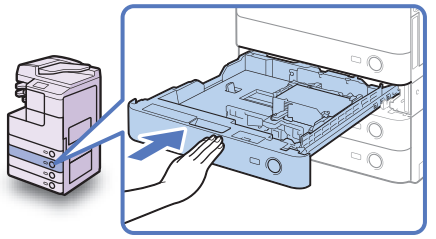
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- Rolled or curled envelopes must be straightened out prior to use.
- The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 30 mm. As a reference, 30 mm is approximately 50 envelopes. (This number may vary depending on the envelope type and user operating conditions.)

4



Gently push the paper drawer back into the machine until it clicks into place.

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

Do not place paper or any other items in the empty part of the paper drawer next to the envelopes. Doing so may cause paper jams.

NOTE

An insufficient number of envelopes may cause the machine to stop feeding envelopes. If this happens, load more envelopes.

Loading a Different Type of Envelopes

If you want to load different types of envelopes in Paper Drawer 2, adjust the envelope feeder attachment as described below.

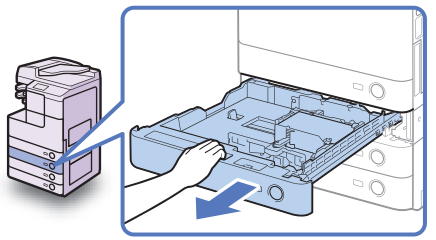
1 **Select the Envelope Cassette settings for the new envelope type.**

For help, see “Identifying the Type of Envelope in Paper Drawer 2,” on p. 3-10.

IMPORTANT

Correctly define the Envelope Cassette settings to match the size of the envelopes being loaded. Failure to do so may cause paper jams or dirty prints, or make the inside of the machine dirty.

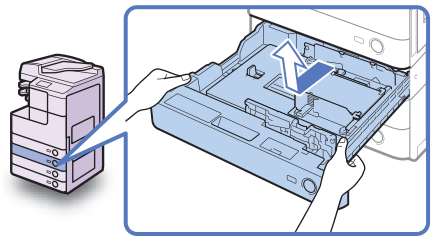
2



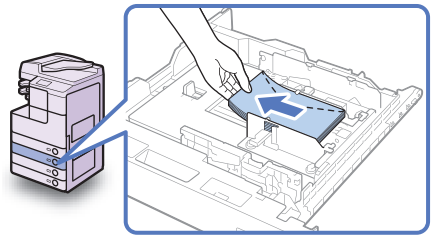
Open Paper Drawer 2.

For help, see steps 1 and 2 in “Loading Envelopes,” on p. 5-10.

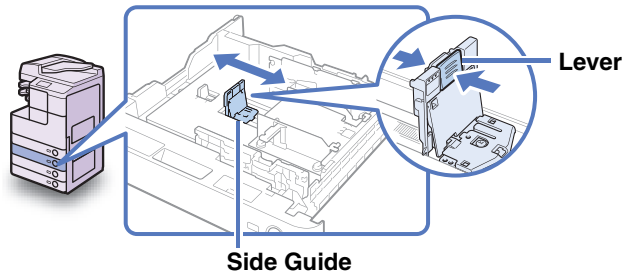
3 Grasp the left and right sides of the paper drawer to pull and lift it out of the machine.



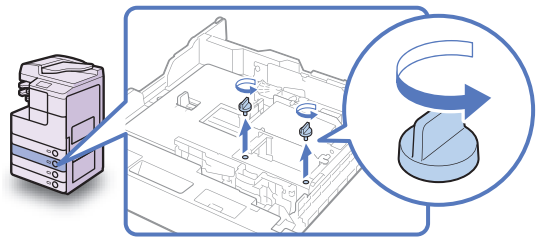
4 Remove all the loaded envelopes.

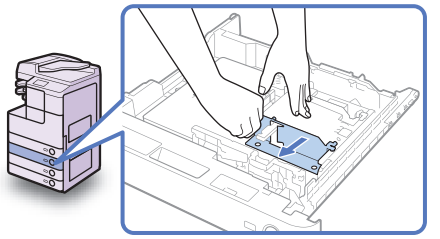


5 Squeeze the lever on the side guide. Without releasing the lever, slide the side guide leftward or rightward to align it with the mark for the desired envelope size.



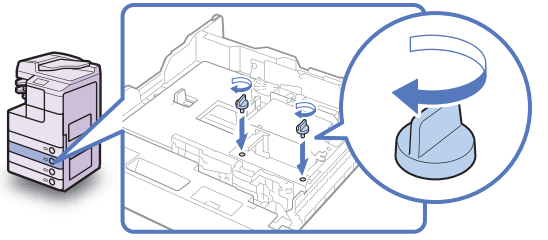
6 Unscrew the front width guide of the envelope feeder attachment.

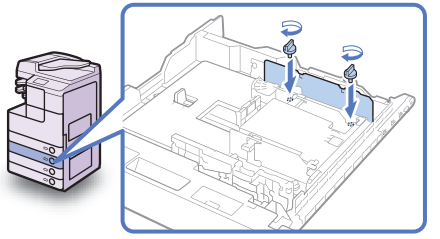


7 

While holding down the envelope receptacle, move the front width guide to align it with the mark for the desired envelope size.

8 **Screw the front width guide to fix it.**



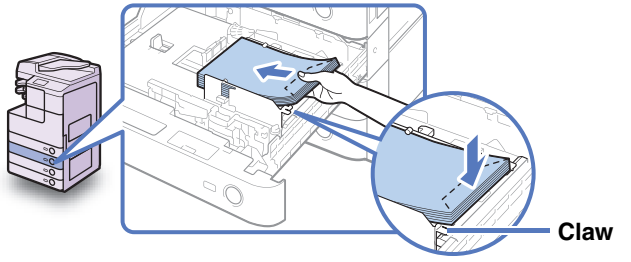
9 

Move the back width guide of the envelope feeder attachment in the same manner as the front width guide.

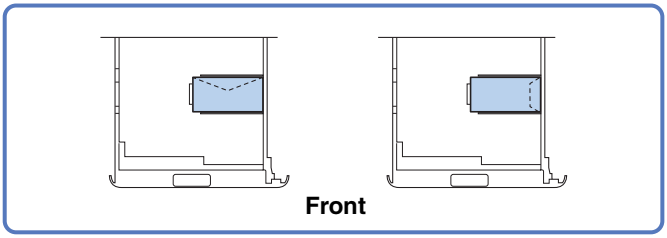
For help, see steps 6 to 8.

10 **Load 10 envelopes at a time with the side you want to print on face up. While loading the envelopes, press down on the right side of the receptacle to lock them into place.**

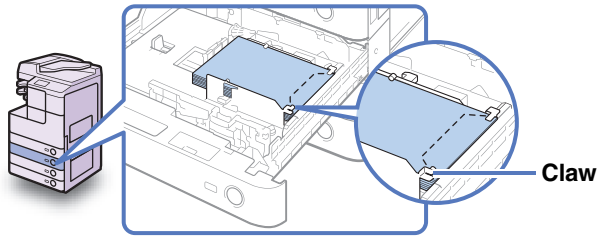
Make sure that the height of the envelope stack does not fall below the height limit mark ( ).



Make sure that the flaps are positioned as shown below.



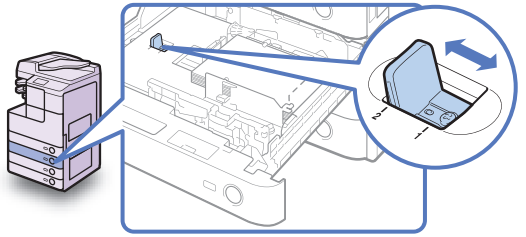
Align the leading edges of the envelopes, and make sure that they are held in place under the claw.



IMPORTANT

- Rolled or curled envelopes must be straightened out prior to use.
- The maximum height (quantity) of envelopes that can be loaded into the cassette is approximately 30 mm. As a reference, 30 mm is approximately 50 envelopes. (This number may vary depending on the envelope type and user operating conditions.)

11 Use the size switch to select the preset envelope type.



- **If the type of the loaded envelopes has been set for [ENV.1]:**
  - ❑ Slide the size switch to the '1' side.
- **If the type of the loaded envelopes has been set for [ENV.2]:**
  - ❑ Slide the size switch to the '2' side.

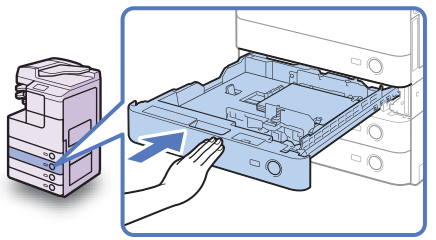
IMPORTANT

Correctly define the Envelope Cassette settings to match the size of the envelopes being loaded. Failure to do so may cause paper jams or dirty prints, or make the inside of the machine dirty.

12 Change the paper size label to indicate the correct envelope type on the paper drawer.

For help, see step 5 in "Adjusting a Paper Drawer to Hold a Different Paper Size," on p. 5-5.

13



Gently push the paper drawer back into the machine until it clicks into place.

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

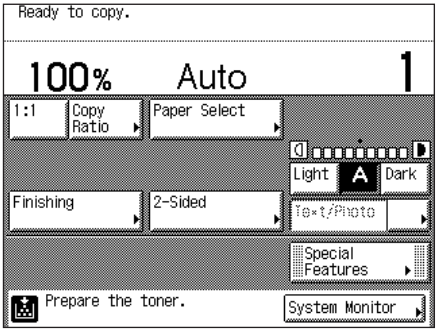
Do not place paper or any other items in the empty part of the paper drawer next to the envelopes. Doing so may cause paper jams.

NOTE

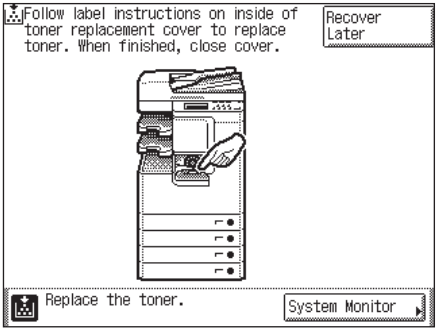
An insufficient number of envelopes may cause the machine to stop feeding envelopes. If this happens, load more envelopes.

Replacing the Toner

When only a small amount of toner is left inside the machine, the message <Prepare the toner.> is displayed on the screen. Although you may continue printing, it is highly recommended that you prepare to install a new toner cartridge before the toner completely runs out.



When toner runs out completely and prints can no longer be made, the message <Replace the toner.> appears on the touch panel display. Pressing [Recover Later] enables you to continue operations. However, you have to replace the toner cartridge to make further prints.



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 paper in places exposed to open flames, as this may cause the toner or paper to ignite, resulting in burns or a fire.**

- **If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.**
  Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

CAUTION

- **Keep toner out of the reach of small children. If toner is ingested, consult a physician immediately.**
- **Take care not to allow toner to come into contact with your hands or clothing. If toner gets onto your hands or clothing, wash it off immediately with cold water. Washing with warm water may set the toner permanently, making the stains impossible to remove.**
- **When discarding used toner cartridges, put the cartridges in a bag to prevent the toner remaining inside the cartridges from scattering, and dispose of them in a location away from open flames.**

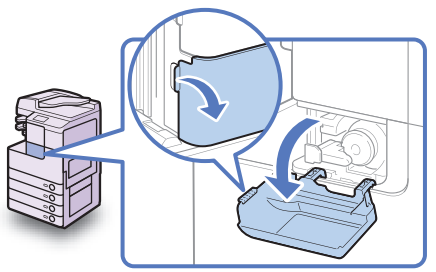
IMPORTANT

- Use only toner cartridges intended for use with the machine. (See “Consumables,” on p. 5-41.)
- Do not replace toner cartridges until the message prompting you to do so appears.
- Do not attempt to replace the toner cartridge while the machine is printing.

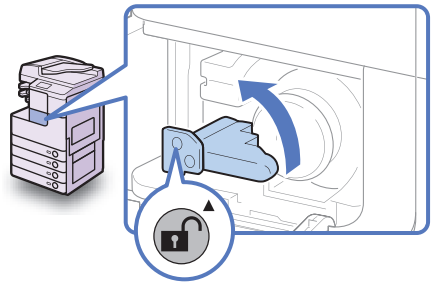
NOTE

If toner runs out during a print job, the remaining prints are completed after you replace the toner cartridge.

1 Open the toner replacement cover.



2



Unlock icon

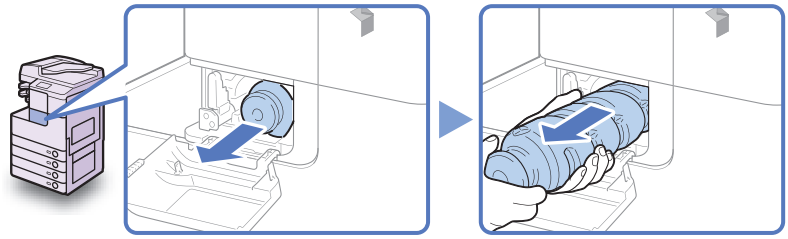
Turn the locking lever counterclockwise until it becomes vertical.

IMPORTANT

Make sure that the down arrow (▼) on the locking lever is aligned with the up arrow (▲) of the Unlock icon position before proceeding.

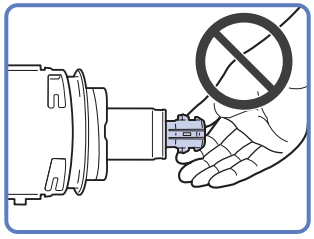
3 Pull the toner cartridge out of the toner supply port.

Pull the toner cartridge out halfway with one hand, support it with the other hand from underneath, and then remove it completely while keeping it level.



WARNING

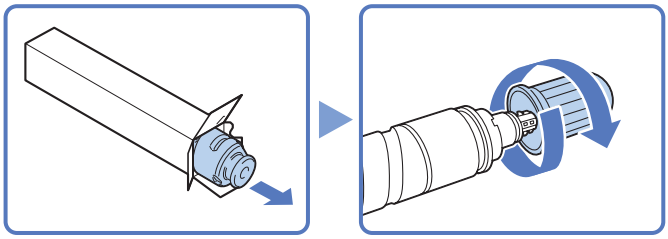
Do not burn or throw used toner cartridges into open flames, as this may ignite the toner remaining inside the cartridge, and result in burns or a fire.



IMPORTANT

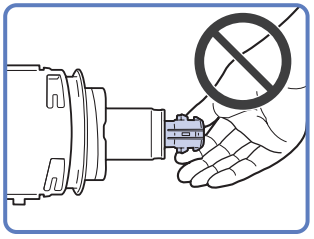
- If the toner cartridge cannot be pulled out, check that the knob is turned all the way to the appropriate position.
- Do not touch the opening of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner to leak out of the cartridge.

4 Take the new toner cartridge out of the package and uncap it.



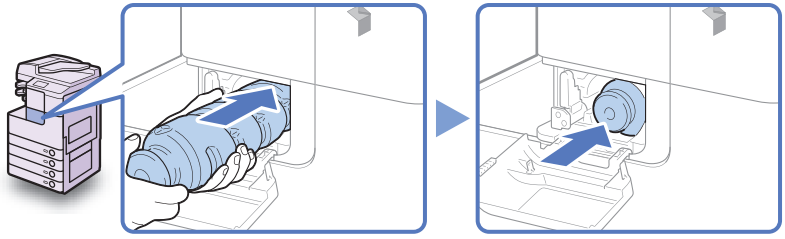
IMPORTANT

- Use only toner cartridges intended for use with the machine. (See “Consumables,” on p. 5-41.)
- Do not touch the opening of the toner cartridge or subject it to shock by hitting it. Doing so may cause the toner to leak out of the cartridge.

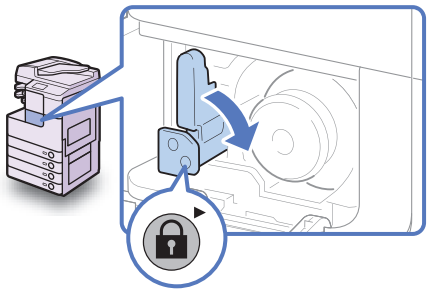


5 Insert the new toner cartridge in the toner supply port as far as it will go.

Support the new toner cartridge with one hand from underneath while pushing it into the machine with the other hand.



6



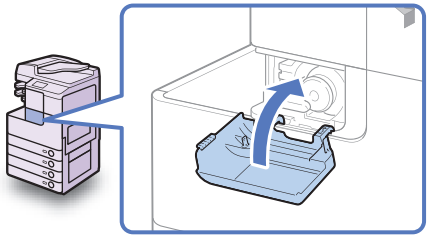
Lock icon

Return the locking lever to its original position.

IMPORTANT

Make sure that the down arrow (▼) on the locking lever is aligned with the right arrow (▶) of the Lock icon position.

7



Close the toner replacement cover.

CAUTION

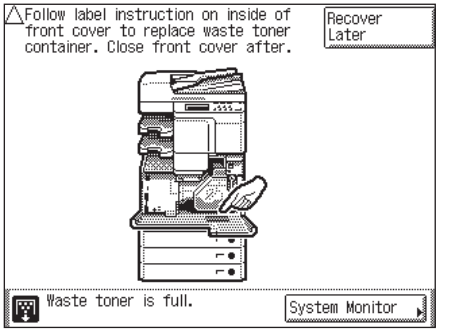
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

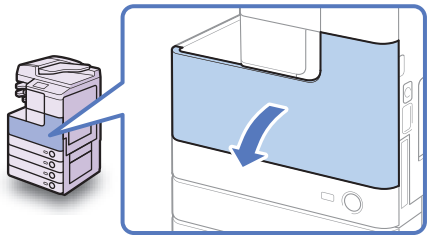
Make sure that you clean the fixing unit every time you replace the toner cartridge. (See “Fixing Unit Cleaning,” on p. 5-38.)

Replacing the Waste Toner Container

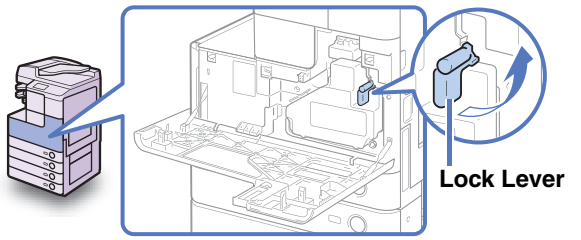
The machine produces waste toner in the printing process. You must replace the waste toner container when it becomes full.



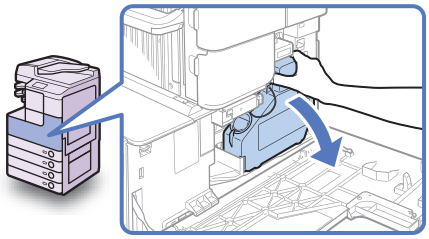
1 **Open the front cover.**



2 **Turn the lock lever counterclockwise 90 degrees to unlock the waste toner container.**

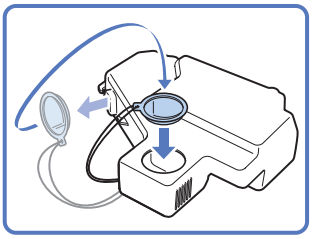


3



Remove the waste toner container.

4

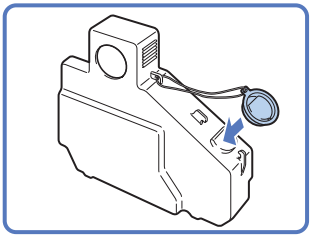


Detach the cap mounted on the side of the container, and use it to seal the opening so that the waste toner does not spill out.

WARNING

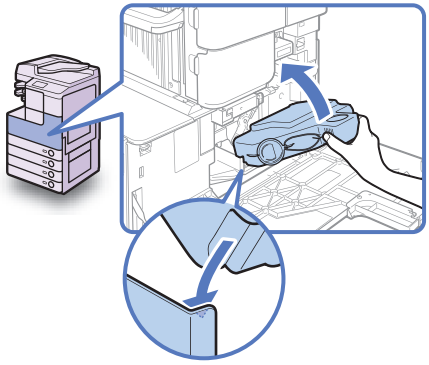
Do not burn or throw waste toner containers into open flames, as this may ignite the waste toner inside the container, and result in burns or a fire.

5



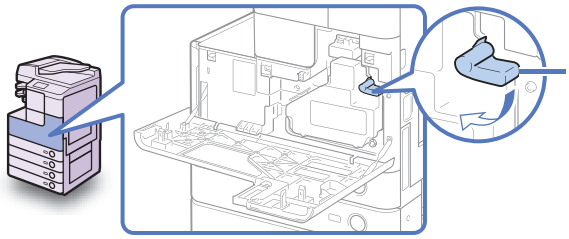
Attach the cap of the new waste toner container to the protrusion on the side of the container.

6

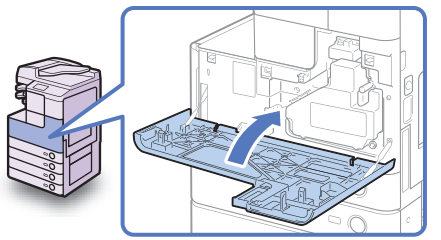


Insert the new container in place.

7 Turn the lock lever clockwise 90 degrees to lock the container.



8



Close the front cover.

CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

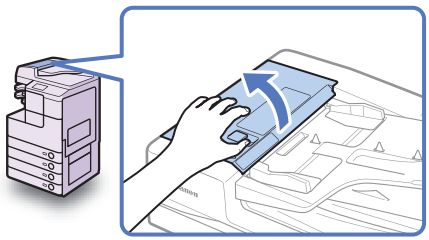
Replacing the Stamp Ink Cartridge

When you send or fax documents, originals fed into the feeder can be stamped to indicate that they have been scanned already. If you notice that this mark is faint or no longer visible, replace the stamp ink cartridge as described below.

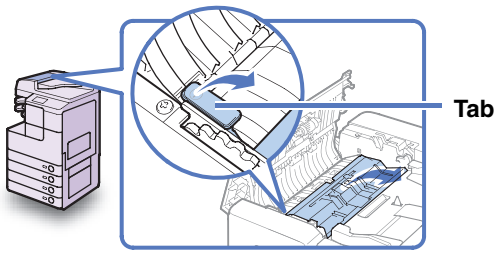
IMPORTANT

- When replacing the stamp ink cartridge, take care not to allow ink to come into contact with your hands or clothing. If ink gets onto your hands or clothing, wash it off immediately with cold water.
- The Stamp mode is available only when the optional Stamp Unit-B1 is attached to the feeder (optional for the imageRUNNER 2545/2535/2530/2525/2520).

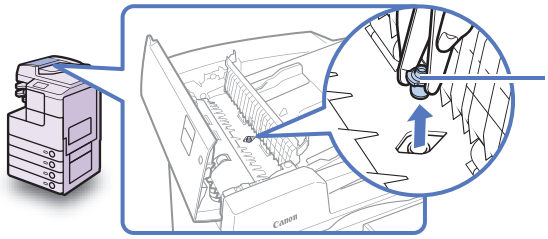
1 **Open the feeder cover.**



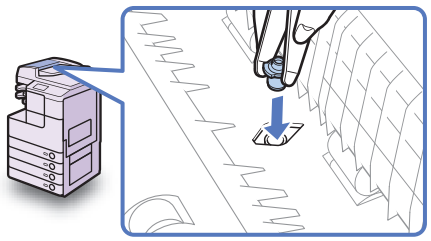
2 **Open the inner cover, holding it by the front tab.**



3 Remove the old stamp ink cartridge using tweezers.



4



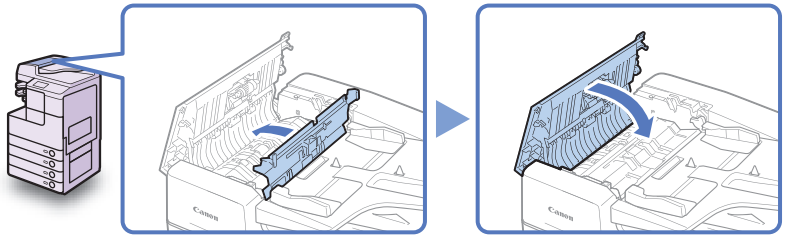
Attach the new stamp ink cartridge using tweezers.

Make sure that the cartridge clicks into place, not protruding from the surface.

IMPORTANT

Insert the stamp ink cartridge properly, or originals may be jammed in the feeder.

5 Close the inner cover, and then the feeder cover.

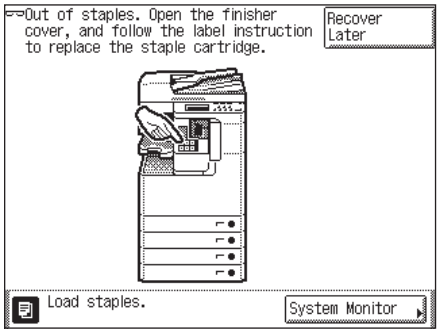


CAUTION

When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

Replacing the Staple Cartridge

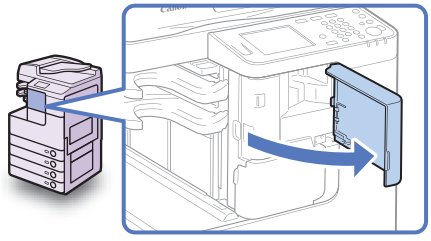
When the optional Inner Finisher-B1 runs out of staples, the message <Load staples.> appears on the touch panel display. In this case, replace the staple cartridge as described below.



NOTE

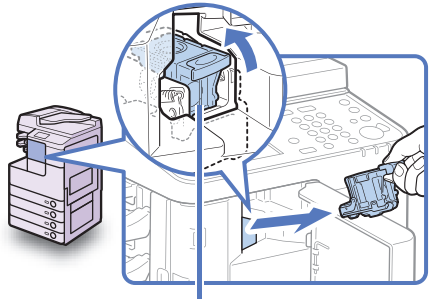
We recommend that you order new staple cartridges from your local authorized Canon dealer before your stock runs out. (See “Consumables,” on p. 5-41.)

1



Open the front cover of the finisher.

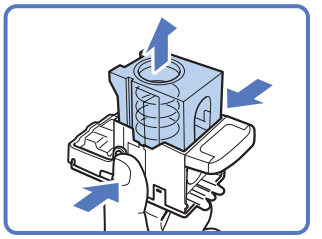
2



Staple Case

Grasp the staple case by the green tab to lift and pull it from the stapler unit.

3

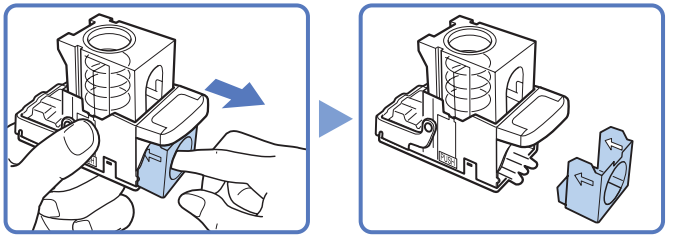


Squeeze the staple case from both sides (press the area indicated by PUSH), and lift the spring-loaded case.

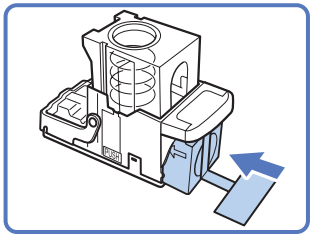
NOTE

You can lift the spring-loaded case only when no staples are left inside the cartridge.

4 **Remove the empty staple cartridge.**



5



Insert a new staple cartridge in the staple case.

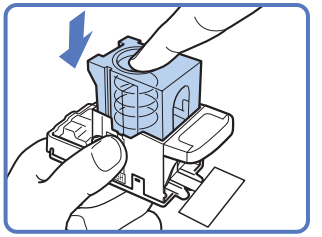
IMPORTANT

- Use only staple cartridges designed for use with this machine. (See “Consumables,” on p. 5-41.)
- Do not remove the seal that holds the staples together in this step.

NOTE

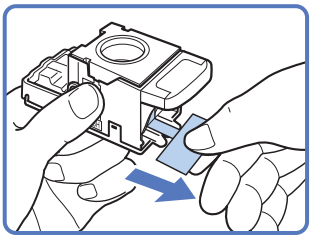
The staple case can hold only one staple cartridge.

6



Press the spring-loaded case down until it clicks into place.

7

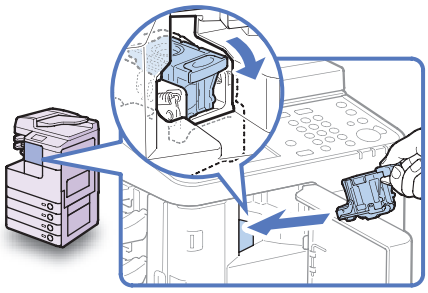


Remove the seal that holds the staples together by pulling it straight out.

IMPORTANT

Do not pull the seal out at an angle, as it may tear.

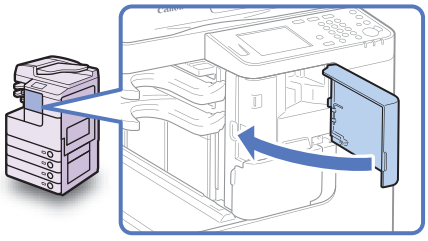
8



Return the staple case to its original position in the stapler unit.

Make sure that the staple case clicks into place.

9



Close the front cover of the finisher.

CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

As soon as the cover is closed, the stapler unit automatically conducts several dry fires to reposition the staples.

Routine Cleaning

If the original is not copied clearly, clean the following parts of the machine:

- Platen glass
- Underside of the feeder/platen cover
- Feeder scanning area and rollers

For high-quality printouts, we recommend that you clean these parts regularly.

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.**
- **Do not use alcohol, benzene, paint thinner, or other solvents for cleaning. Doing so may damage the plastic parts.**
- **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.**

IMPORTANT

- Do not dampen the cloth too much, as excess water may damage the machine.
- Turning the main power OFF will erase all jobs in the machine's memory.

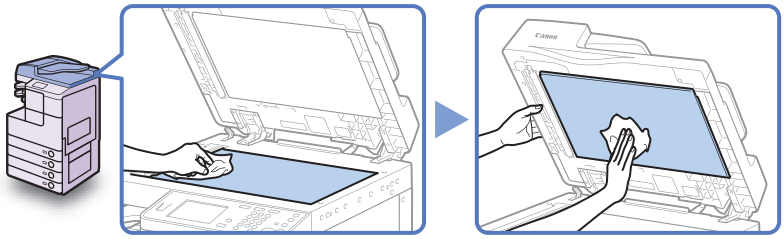
Platen Glass and Cover

Clean the platen glass and the underside of the feeder/platen cover as described below.

IMPORTANT

If the platen glass or the underside of the feeder/platen cover is dirty, the original may not be scanned clearly, or the size of the original may be incorrectly detected.

1 **Clean the platen glass and the underside of the feeder/platen cover with a water-moistened cloth, and then wipe them clean with a soft, dry cloth.**



IMPORTANT

Do not dampen the cloth too much, as excess water may damage the machine.

Feeder Scanning Area and Rollers

Clean the feeder scanning area and rollers regularly as described below.

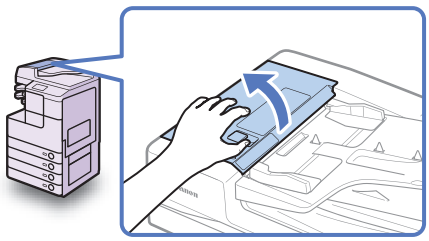
IMPORTANT

Do not dampen the cloth too much, as excess water may damage the machine.

NOTE

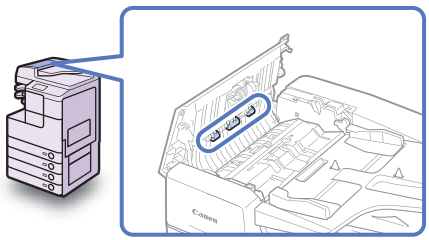
The Feeder (DADF-AA1/-AB1) is optional for the imageRUNNER 2545/2535/2530/2525/2520.

1



Open the feeder cover.

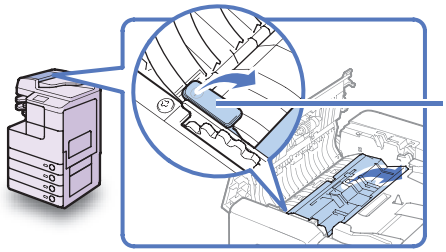
2



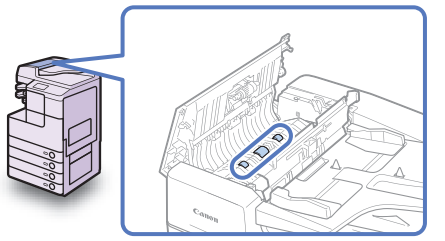
Clean the rollers (a total of three places) inside the feeder cover with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.

Spin the rollers with your hand while cleaning them.

3 **Open the inner cover, holding it by the front tab.**



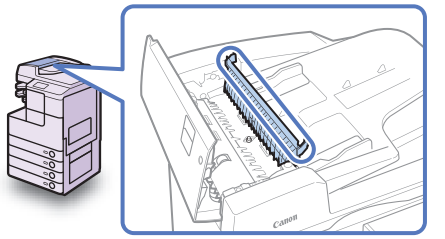
4



Clean the rollers (a total of three places) inside the inner cover with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.

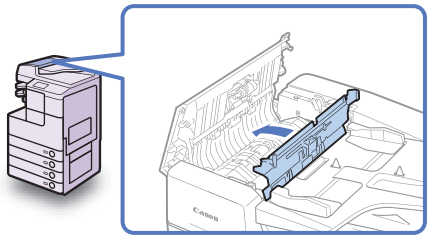
Spin the rollers with your hand while cleaning them.

5



Clean the transparent plastic part of the inner cover with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.

6

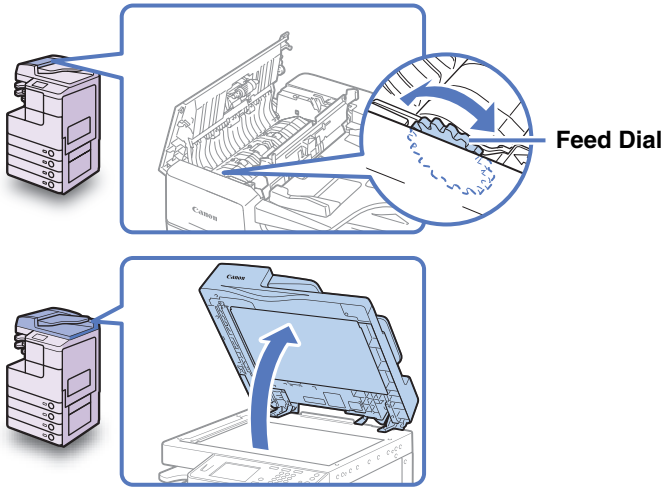


Close the inner cover.

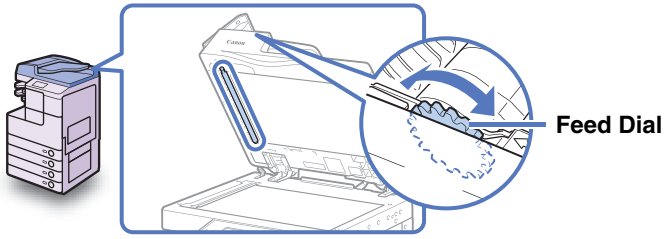
CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

7 **Place your index finger on the feed dial. Without releasing the finger from the feed dial, open the feeder.**



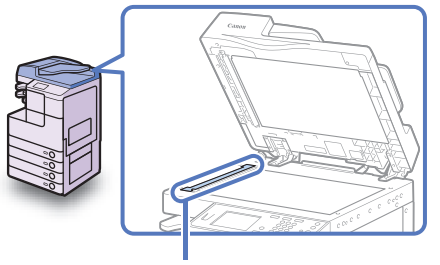
8 **While using the feed dial to turn the resin roller, wipe the resin roller and its surroundings with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.**



NOTE

If the feed dial cannot be reached while the feeder is opened, close the feeder → turn the feed dial slightly → open the feeder → clean the roller. Repeat these steps until the roller surface is completely clean.

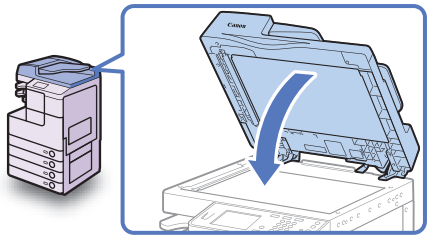
9



Feeder Scanning Area

Clean the feeder scanning area (the left side of the platen glass) with a water-moistened cloth. Then, wipe the area with a soft, dry cloth.

10

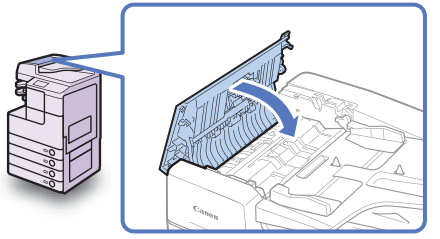


Close the feeder.

CAUTION

- **When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.**
- **Be aware that the light emitted from the platen glass may be very bright when closing the feeder.**

11



Close the feeder cover.

CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

Automatic Feeder Cleaning

If the originals fed through the feeder have black streaks or appear dirty, clean the feeder rollers by repeatedly feeding blank sheets of paper through the feeder.

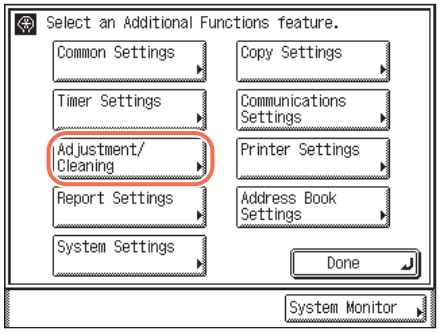
NOTE

The Feeder (DADF-AA1/-AB1) is optional for the imageRUNNER 2545/2535/2530/2525/2520.

1 **Press (Additional Functions).**

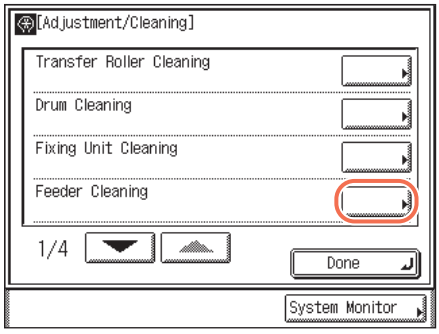
The Additional Functions menu appears.

2



Press [Adjustment/Cleaning].

3

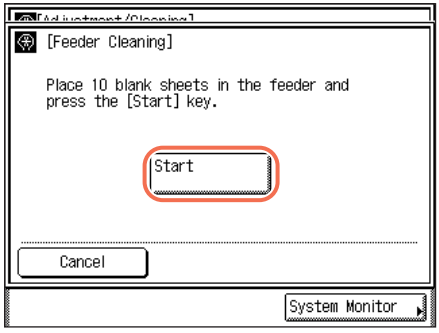


Press [Feeder Cleaning].

4 **Place 10 sheets of blank A4 paper (64 to 90 g/m^2) into the feeder.**

Make sure to fan the sheets of paper well.

5



Press [Start] to start cleaning the feeder.

To quit, press [Cancel].

NOTE

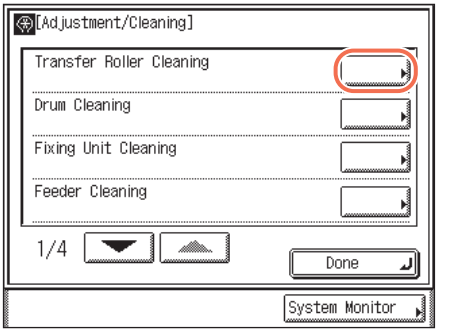
Automatic feeder cleaning takes approximately 15 seconds for the imageRUNNER 2545i/2545/2535i/2535 and 30 seconds for the imageRUNNER 2530/2525i/2525/2520i/2520.

After the cleaning is completed, try scanning again.

Transfer Roller Cleaning

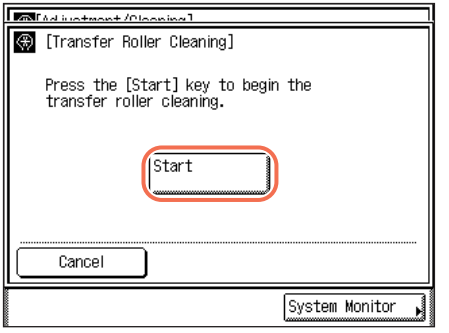
If the back side of printed paper is smudged, the transfer roller in the main unit may be dirty. In this case, use the Transfer Roller Cleaning function to clean the transfer roller.

1



Press (Additional Functions) → [Adjustment/Cleaning] → [Transfer Roller Cleaning].

2



Press [Start] to start cleaning the roller.

To quit, press [Cancel].

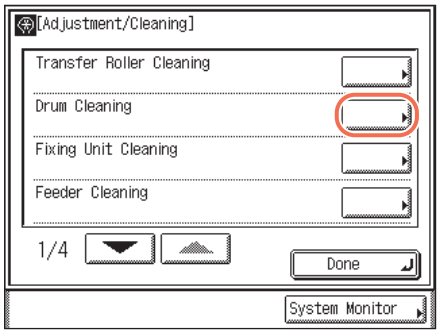
NOTE

The cleaning process cannot be canceled once it begins. Please wait until it is completed.

Drum Cleaning

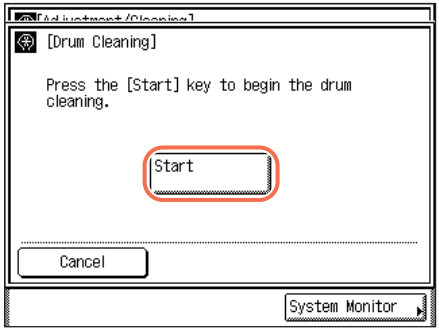
If print quality decreases, the drum in the main unit may be dirty. In this case, use the Drum Cleaning function to clean the drum.

1



Press (Additional Functions) → [Adjustment/Cleaning] → [Drum Cleaning].

2



Press [Start] to start cleaning the drum.

To quit, press [Cancel].

NOTE

The cleaning process cannot be canceled once it begins. Please wait until it is completed.

Fixing Unit Cleaning

If black streaks appear on the printed page, the fixing unit may be dirty. Use the Fixing Unit Cleaning function to print the cleaning pattern on A4 paper to clean the Fixing Unit. You should also use the Fixing Unit Cleaning function every time the toner cartridge is replaced.

IMPORTANT

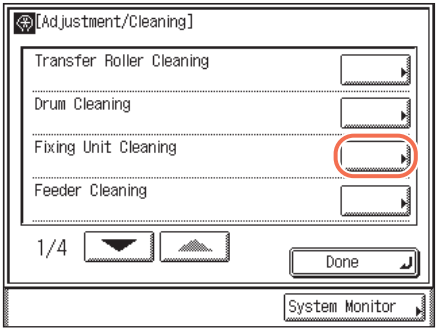
The cleaning pattern can be printed only when A4 paper is loaded.

---

1 Set the paper size and type for the stack bypass to 'A4' and 'Plain'.

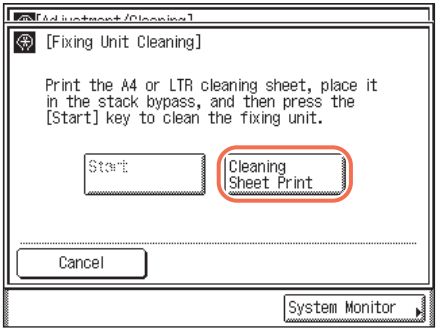
For help, see "Standard Paper for the Stack Bypass," on p. 3-17.

2



Press (Additional Functions) → [Adjustment/Cleaning] → [Fixing Unit Cleaning].

3



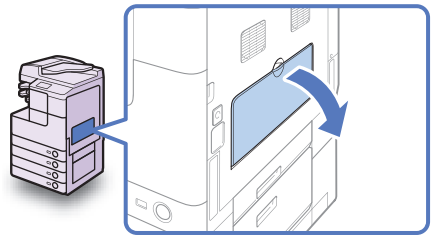
Press [Cleaning Sheet Print] to print the cleaning sheet.

IMPORTANT

- Before printing the cleaning sheet, make sure that A4 paper is loaded in any one of the machine's paper sources.
- The cleaning sheet cannot be printed when an error has occurred in the machine. Clear errors before printing the cleaning sheet.

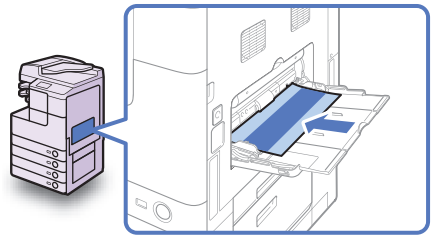
The cleaning sheet is printed.

4



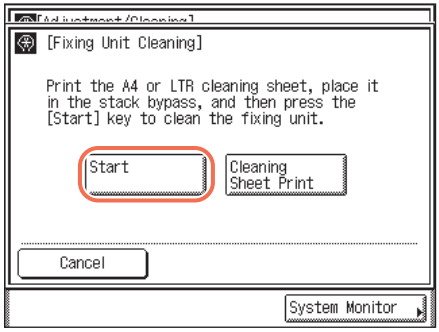
Open the stack bypass.

5



Load the cleaning sheet with the printed side facing up, inserting the white edge into the stack bypass first.

6



Press [Start] to start cleaning the fixing unit.

To quit, press [Cancel].

NOTE

- Fixing unit cleaning takes approximately 100 seconds.
- The cleaning process cannot be canceled once it begins. Please wait until it is completed.
- If the cleaning sheet jams while cleaning, the error indicator flashes. Remove the jammed cleaning sheet and try again.

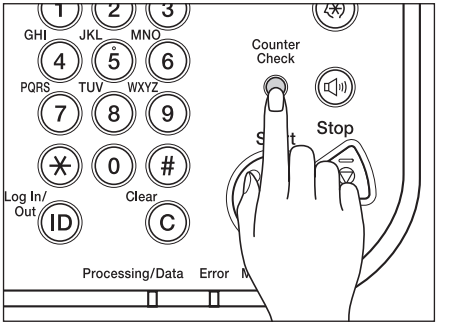
Checking the Page Counters

The machine is equipped with a number of counters for various purposes. This section describes how to check the page counters on the control panel.

NOTE

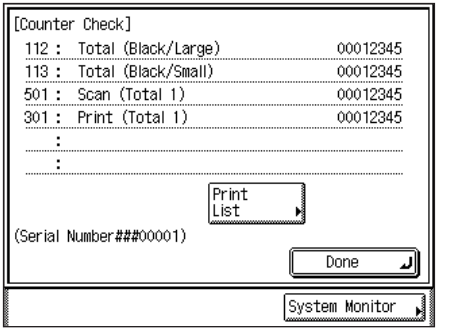
- A total of six page counters can be displayed on the screen.
- For more information on the available counter types, contact your local authorized Canon dealer.

1



Press [Counter Check].

2



Check the desired counters.

If you need a hard copy, press [Print List] → [Yes].

NOTE

- The number and types of counters displayed on the screen may vary depending on the machine configuration.
- The controller version (Serial Number) is also displayed on the bottom of the screen.
- To return to the previously displayed screen, press [Done].

Consumables

The consumables described in this section are available from Canon. For more information, contact your local authorized Canon dealer.

We recommend that you order these consumables from your local authorized Canon dealer before your stock runs out.

CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

Paper Stock

In addition to plain paper (A4, A3, A5, B4, and B5), recycled paper, color paper, transparencies (recommended for the machine), labels, and other types of paper stock are available. For more information, contact your local authorized Canon dealer.

CAUTION

Do not store paper in places exposed to open flames, as this may cause the paper to ignite, resulting in burns or a fire.

IMPORTANT

To prevent moisture build-up, tightly wrap any remaining paper in its original package for storage.

NOTE

- For high-quality printouts, use paper recommended by Canon.
- Some commercially available paper types are not suitable for this machine. Contact your local authorized Canon dealer when you need to purchase paper.

Toner

If a message prompting you to replace the toner cartridge appears on the touch panel display, replace the toner cartridge with a new one. Use only toner cartridges intended for use with the machine.

For optimum print quality, using Canon genuine toner is recommended.

Product Name	Supported Canon Genuine Toner
imageRUNNER 2545i/2545/2535i/2535	Canon NPG-50 Black Toner
imageRUNNER 2530/2525i/2525/2520i/2520	Canon NPG-51 Black Toner

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 in places exposed to open flames, as this may cause the toner to ignite and result in burns or a fire.**
- **If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation.**
  Never use a vacuum cleaner that does not have safeguards against dust explosions to clean up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

CAUTION

Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.

IMPORTANT

- Store toner cartridges in a cool location, away from direct sunlight. The recommended storage conditions are temperatures below 30°C, and humidity below 80%.
- Do not store toner cartridges in an upright position.

Be careful of counterfeit toners

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

For more information, see http://www.canon.com/counterfeit.

Stamp Ink Cartridge

The stamp ink cartridge is used to stamp originals. Use the tweezers provided to remove and replace the stamp ink cartridge.

■ Stamp Ink Cartridge-C1

IMPORTANT

The Stamp mode is available only when the optional Stamp Unit-B1 is attached to the feeder (optional for the imageRUNNER 2545/2535/2530/2525/2520).

Staple Cartridge

If a message prompting you to load new staples appears on the touch panel display, replace the staple cartridge with a new one. Use only staple cartridges intended for use with the machine.

■ Staple-J1

IMPORTANT

The Staple mode is available only when the optional Inner Finisher-B1 is attached to the machine.

Troubleshooting

6

CHAPTER

This chapter describes how to identify and solve problems you may face when operating the machine.

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- Print Quality Problems 6-3
- Other Problems 6-5

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Identifying and Isolating Problems

You may experience problems while operating the machine. Take a minute to see if there is a simple solution to your problem before contacting your local authorized Canon dealer.

Paper Jam Problems

Paper is jammed.

Cause Paper or an original is jammed in the machine.

Remedy Remove the jammed paper or original from the machine. (See “Clearing Paper Jams,” on p. 6-27.)

Paper jams occur frequently.

Cause 1 Paper bits are left inside the machine.

Remedy Pulling jammed paper out of the machine by force may leave parts of the paper torn inside, leading to frequent paper jams. Make sure that all the torn pieces are removed if the jammed paper tears inside the machine. (See “Clearing Paper Jams,” on p. 6-27.)

Cause 2 The paper type setting is incorrect.

Remedy Set the appropriate paper type. (See “Identifying the Type of Paper in a Paper Source,” on p. 3-11.)

Cause 3 The paper guides are incorrectly set.

Remedy Make sure that the paper guides in each paper drawer match the size of the paper loaded. Incorrectly set paper guides may cause frequent paper jams. (See “Adjusting a Paper Drawer to Hold a Different Paper Size,” on p. 5-5.)

Cause 4 The paper used is unsuitable for the printer.

Remedy 1 Make sure that the paper used meets the paper requirements. (See “Available Paper Stock,” on p. 7-8.)

Remedy 2 Check for unsuitable paper types. If you are printing on paper that curls easily, such as lightweight paper or recycled paper, Special Mode P may reduce the frequency of paper jams. (See “Preventing Paper Curl Due to Paper Type,” on p. 6-54.)

Remedy 3 Check for unsuitable paper conditions. Do not use severely curled or wrinkled paper. (See “Loading Paper,” on p. 5-3.) In a high-humidity environment, Special Mode N may reduce the frequency of paper jams. (See “Preventing Paper Curl or Jams Caused by a High-humidity Environment,” on p. 6-51.)

Cause 5 Paper is preprinted.

Remedy If you are printing on the back side of printed paper, use Special Mode O. (See “Preventing Paper Jams when Printing on the Back Side of Printed Paper,” on p. 6-53.) Avoid using paper on which color images have been copied, or paper which has been printed on using a thermal transfer printer (or the reverse side of such paper).

The machine does not become operational after all the jammed paper has been removed.

Cause At least one of the covers is left open.

Remedy Close all the open covers and return all the levers to their original position. Insert each paper drawer as far as it will go. (See “Loading Paper,” on p. 5-3.)

Print Quality Problems

Originals are not copied clearly.

Cause 1 The machine’s platen glass/cover is dirty.

Remedy Clean the platen glass and cover. (See “Platen Glass and Cover,” on p. 5-30.)

Cause 2 The feeder scanning area is dirty.

Remedy Clean the feeder scanning area. (See “Feeder Scanning Area and Rollers,” on p. 5-31.)

Black streaks appear on prints.

Cause	The feeder (scanning area/rollers), fixing unit, or drum is dirty.
Remedy	Clean the feeder scanning area and rollers. (See “Feeder Scanning Area and Rollers,” on p. 5-31, and “Automatic Feeder Cleaning,” on p. 5-34.) If the problem persists, clean the fixing unit. (See “Fixing Unit Cleaning,” on p. 5-38.) If the problem persists, clean the drum. (See “Drum Cleaning,” on p. 5-37.)

Print density is irregular.

Cause 1	The machine’s transfer output is not appropriate for the paper used.
Remedy	Use Special Mode M. This mode enables you to select the machine’s transfer output from three levels. (See “Improving Print Quality and Density,” on p. 6-49.)
Cause 2	The machine’s print speed is too high for the paper used.
Remedy	Use Special Mode G. This mode improves print quality by reducing the machine’s print speed, thus allowing more time for the toner to become fixed on the paper. (See “Adjusting Print Speed for Higher Print Quality,” on p. 6-55.)

Dots, lines, or stains appear on prints.

Cause 1	The machine’s platen glass/cover is dirty.
Remedy	Clean the platen glass and cover. (See “Platen Glass and Cover,” on p. 5-30.)
Cause 2	The feeder scanning area is dirty.
Remedy 1	Clean the feeder scanning area. (See “Feeder Scanning Area and Rollers,” on p. 5-31.)
Remedy 2	Use the Auto Adjustment for Dirty Feeder mode. This mode prevents dirt and grime in the feeder from appearing on your copies and prints. (See “Feeder Smudge Adjustment,” on p. 6-58.)

Images are obliquely printed.

Cause	The original or paper placed is not aligned to the appropriate guides or edges.
Remedy	Make sure that the original and paper are placed properly.

The backside of the prints is smudged.

Cause	The transfer roller is dirty.
Remedy	Clean the transfer roller. (See “Transfer Roller Cleaning,” on p. 5-36.)

Toner smudges or bleeds easily on prints.

Cause — In a high-humidity environment, excessive moisture inside the machine may cause toner to smudge or bleed on prints.

Remedy — Use Special Mode F. This mode prevents excessive moisture inside the machine from adversely affecting prints. (See “Preventing Toner from Smudging or Bleeding on Prints,” on p. 6-60.)

Other Problems

Staples are jammed.

Cause — Staples are jammed in the finisher.

Remedy — Remove the jammed staples from the finisher. (See “Clearing Staple Jams,” on p. 6-46.)

Prints are not delivered to the additional paper output tray.

Cause 1 — None of the functions have been selected for Tray B, so no prints are delivered to it.

Remedy — Select the desired functions for Tray B. The prints for the selected functions are delivered to the additional paper output tray. (See “Tray Designation,” on p. 3-14.)

Cause 2 — The optional Inner 2 Way Tray is not enabled.

Remedy — Enable the optional Inner 2 Way Tray. (See Chapter 7, “Other System Settings,” in the *System Settings Guide*.) After the Inner 2 Way Tray is enabled, select the desired functions for Tray B. (See “Tray Designation,” on p. 3-14.)

There is a wait time while making prints.

Cause 1 — A certain wait time is required to resume printing when you continue to make copies after copying on A4R, A5, or A5R paper.

Remedy — Use Special Mode S to reduce the wait time for your next job. (See “Reducing Wait Time for the Next Job,” on p. 6-56.)

Cause 2 — The machine is printing in the Rotate + Collate mode.

Remedy — Use the Rotate Collate Adjustment Mode to give priority to speed over image quality. (See “Adjusting Output Speed in the Rotate + Collate Mode,” on p. 6-57.)

Black streaks appear on the original after passing through the feeder.

Cause The feeder scanning area/rollers are dirty.

Remedy Clean the feeder scanning area and rollers. (See “Feeder Scanning Area and Rollers,” on p. 5-31, and “Automatic Feeder Cleaning,” on p. 5-34.)

Some keys are missing in the on-screen keyboard.

Cause If the Language Switch setting is set to ‘On’, some characters are restricted and cannot be entered.

Remedy Set the Language Switch setting to ‘Off’ to allow entry by all characters. (See “Changing the Language on the Display,” on p. 3-25.)

The optional equipment attached to the machine is not displayed on the printer driver.

Cause The printer configuration has not been updated since the printer driver installation.

Remedy If the machine is connected to a networked Windows computer, update the printer configuration by clicking [Get Device Status] on the Device Settings sheet of the printer driver. (If the machine is shared with other network users via a print server, the Canon Driver Information Assist Service must be installed in the server computer.) If the machine is used as a local printer (connected to an LPT port, USB port, etc.), manually set the printer configuration. (See the *Printer Driver Installation Guide*.)
For instructions on how to check or change the printer configuration of the printer driver on a Macintosh computer, see the Mac Printer Driver Installation Guide.

Self-diagnostic Display

The machine displays simple messages and codes that help you understand what is occurring in the machine. Use these messages and codes to identify the actions you need to take to solve problems, when necessary.

Error Messages

If the machine displays an error message, follow the instructions on the touch panel display.

A4 Load Paper.

Cause The optimum paper size selected by the Automatic Paper Selection mode is not available in the machine.

Remedy 1 Load the indicated paper size into the machine. (See “Paper Drawers,” on p. 5-2.) If you press (Start) while this message is displayed, prints are made with the currently selected paper size.

Remedy 2 If the message continues to be displayed even after the indicated paper size is loaded, enable the paper drawer for the desired functions. (See “Auto Paper Selection/Auto Drawer Switching,” on p. 3-8.)

Cannot complete searching due to timeout. Check the settings.

Cause 1 The machine could not search for destinations within the specified time.

Remedy Increase the time setting for Search Timeout in Register LDAP Server. (See Chapter 3, “Setting up the Machine for Your Network Environment,” in the *System Settings Guide*.)

Cause 2 The machine could not authenticate a user against an authentication server and retrieve attributes about the user from the server within the specified time.

Remedy Increase the time setting for <Timeout Settings> on the Send Function Authentication Settings page. (See Chapter 4, “Customizing Settings,” in the *Remote UI Guide*.)

Cause 3 An error occurred on the LDAP server side.

Remedy Check that the LDAP server is functioning normally.

Cannot connect to the selected server. Check the settings.

Cause	The machine cannot connect to the specified IP address/port.
Remedy 1	Check the gateway address setting. (See Chapter 2, “Connecting the Machine to a TCP/IP Network,” in the *System Settings Guide*.)
Remedy 2	Check the server address and port number for the LDAP server. (See Chapter 3, “Setting up the Machine for Your Network Environment,” in the *System Settings Guide*, or Chapter 4, “Customizing Settings,” in the *Remote UI Guide*.)
Remedy 3	Check that the LDAP server is operating properly.
Remedy 4	If <Login Information> is set to ‘Use (security authent.)’ for the LDAP server, check whether UDP (User Datagram Protocol) packages are blocked by the filter.

Cannot connect to the server because timer settings for this device differ to those of the selected server.

Cause	The time setting of the LDAP server and the time setting of the machine are more than five minutes apart.
Remedy	The machine cannot connect to an LDAP server if the time setting of the server and the time setting of the machine are more than five minutes apart with <Login Information> set to ‘Use (security authent.)’ for the LDAP server. Check the time settings on the server and the machine.

Cannot find the selected server. Check the settings.

Cause 1	The IP address that the machine should connect to cannot be determined.
Remedy 1	Check the DNS (Domain Name System) server settings. (See Chapter 2, “Connecting the Machine to a TCP/IP Network,” in the *System Settings Guide*.)
Remedy 2	Check whether the DNS server’s DNS settings are correct.
Cause 2	If <Login Information> is set to ‘Use (security authent.)’ for the LDAP server, the machine cannot determine the host name.
Remedy	Check the DNS (Domain Name System) server settings. (See Chapter 2, “Connecting the Machine to a TCP/IP Network,” in the *System Settings Guide*.)

Check the TCP/IP.

Cause 1 The machine's TCP/IP is not operating.

Remedy Check the IP address settings (IP address, DHCP, RARP, BOOTP). (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)

Cause 2 The machine and the network cable are not properly connected.

Remedy Check that the network cable is properly connected between the machine and the network.

Check the user name and password or check settings.

Cause 1 The user name, password, or server name for access to Authorized Send is incorrect.

Remedy Make sure that the specified user name, password, and server name are correct.

Cause 2 The user attribute name, administrator's ID, or password for access to Authorized Send is incorrect.

Remedy Check that <Attribute of User Name>, <User Name>, and <Password> on the LDAP Authentication Server Settings page are set correctly. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

Check your document.

Cause Paper or originals are jammed.

Remedy Remove the jammed paper or originals. (See "Clearing Paper Jams," on p. 6-27.)

Load paper.

Cause 1 The machine has run out of paper.

Remedy Load paper. (See "Loading Paper," on p. 5-3.)

Cause 2 The paper drawer is not fully inserted.

Remedy Insert the paper drawer as far as it will go.

No response.

Cause 1	The server was not running when you tried to send.
Remedy	Check the destination.
Cause 2	The network connection was lost when you tried to send. (Either you could not connect to the destination or the connection was lost before the job could complete.)
Remedy	Check the status of the network.
Cause 3	A TCP/IP error occurred when you tried to send an e-mail or I-fax.
Remedy	Check that the network cables and connectors are properly connected.

No response from the server. Check the settings.

Cause	The specified server settings are incorrect, or the server is not turned ON. Alternatively, the machine's TCP/IP resources may be low.
Remedy	Wait for a while, and try browsing again. If you still fail, try selecting another server.

Out of resources. Wait for a moment, then perform operation again.

Cause	You cannot browse the network due to a lack of TCP/IP resources. This may be because documents have just been continuously sent or are being continuously sent through FTP or Windows (SMB).
Remedy	Wait for a while, and try browsing again.

Place the original on the platen glass.

Cause	The specified mode requires that the original be placed on the platen glass, but there is no original on the platen glass.
Remedy	Place the original on the platen glass. (See "Placing Originals," on p. 2-14.)

Remove the paper from the output tray.

Cause	Prints from the previous job remain in the output tray.
Remedy	Remove the prints remaining in the output tray. Printing automatically resumes.

Replace the toner.

Cause The toner has run out.

Remedy Replace the toner cartridge with a new one. (See “Replacing the Toner,” on p. 5-17.)

Return page 1 to the top, and then press the Start key.

Cause Scanning was stopped due to a problem with the feeder.

Remedy Arrange the originals in page order with the first page on top. Place the originals back into the feeder’s original supply tray, and press (Start).

Search condition includes characters that cannot be used with the selected server.

Cause 1 “\” is used in the search criterion.

Remedy Remove “\” from the search criterion, and then search again.

Cause 2 The combination of characters used in the search criterion does not constitute an acceptable search criterion.

- There is an unequal number of “(” and “)”.
- “*” is not placed within “( )”.

Remedy Make sure that the characters for the search criterion are combined properly, and then search again.

Cause 3 If <Server LDAP version and character code> is set to ‘Ver.2 (JIS)’, characters other than ASCII Code (0x20-0x7E) are being used.

Remedy Omit characters that cannot be used, and then search again.

Set the IP Address.

Cause No IP address has been set for the machine.

Remedy Specify the IP address, and then turn the machine’s main power OFF and back ON again. (See Chapter 2, “Connecting the Machine to a TCP/IP Network,” in the *System Settings Guide*.)

SSL Error (POP)

Cause 1 POP authentication failed and a transmission error occurred due to SSL-encrypted communication error when using POP before SMTP.

Remedy 1 Check the settings for SSL-encrypted communications on the POP server.

Remedy 2 Disable SSL-encryption for communications with the POP server by setting <Allow SSL (POP)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 3 Disable POP before SMTP by setting <POP Authentication before Send> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 2 POP authentication failed and a reception error occurred due to an SSL-encrypted communication error.

Remedy 1 Check the settings for SSL-encrypted communications on the POP server.

Remedy 2 Disable SSL-encryption for communications with the POP server by setting <Allow SSL (POP)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 3 The machine detected a problem with the SSL server certificate and the communication failed.

Remedy Check the SSL server certificate. For information on the certificate verification, see Chapter 4, "Customizing Settings," in the *Remote UI Guide*.

SSL Error (SMTP Receive)

Cause An error occurred because SSL encryption could not be started due to the incompatibility of the encryption algorithms used on the machine and on the SMTP server.

Remedy Check the server certificates and the settings on the SSL client.

SSL Error (SMTP RX Rject)

Cause The machine is configured to receive SSL-encrypted data only. ('SSL' is selected for <Allow SSL (SMTP Receive)> in the E-mail/I-Fax setting.)

Remedy 1 Select 'On' for <Allow SSL (SMTP Receive)> in the E-mail/I-Fax setting. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 2 Change the settings on the client to send data using SSL encryption.

SSL Error (SMTP Send)

Cause 1 An error occurred when sending SSL-encrypted data because the machine and the mail server do not have a common encryption algorithm.

Remedy 1 Disable data transmissions using SSL encryption by setting <Allow SSL (SMTP Send)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 2 Change the mail server settings to add a common encryption algorithm that is available both on the machine and the mail server.

Cause 2 An error occurred when sending SSL-encrypted data because the mail server requested a client certification. (A client certification is unsupported on the machine.)

Remedy 1 Change the mail server settings not to request a client certificate.

Remedy 2 Disable data transmissions using SSL encryption by setting <Allow SSL (SMTP Send)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 3 The machine detected a problem with the SSL server certificate and the communication failed.

Remedy Check the SSL server certificate. For information on the certificate verification, see Chapter 4, "Customizing Settings," in the *Remote UI Guide*.

The memory is full.

Cause The scanned document data is too large for the machine's memory.

Remedy 1 Print the already scanned pages and continue scanning the remaining pages. (See "If Memory Becomes Full during Scanning...," on p. 6-62.)

Remedy 2 Divide the original into smaller batches and scan them one by one.

The number of search results has exceeded limits. If the desired destination is not displayed, change the search conditions and try again.

Cause The number of addresses that meet the search criteria exceeds the specified maximum number of addresses to search.

Remedy 1 Narrow down the search criteria, and then search again.

Remedy 2 Increase the maximum number of addresses to search. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

The platen glass is dirty.

Cause The feeder scanning area is dirty.

Remedy Clean the feeder scanning area. (See "Feeder Scanning Area and Rollers," on p. 5-31.)

There are too many subdirectories.

Cause You have exceeded the maximum number of subdirectory levels allowed.

Remedy The directory level that you are trying to access cannot be specified. Specify a different destination.

The send function currently cannot be used. Confirm with administrator.

Cause All the sending functionalities are disabled.

Remedy Check the following settings:

- <Send Restriction Settings> on the Send Function Authentication Settings page (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)
- Use Scan to Memory Media in Memory Media Settings (See Chapter 4, "Setting the Send Function," in the *System Settings Guide*.)

Transmission has been suspended. Contact system manager.

Cause 1 Although [Specify LDAP authentication user address as the sender name] is selected, the machine cannot obtain an e-mail address attribute from an authentication server.

Remedy 1 Deselect [Specify LDAP authentication user address as the sender name]. (See Chapter 4, "Customizing Settings," in the *Remote UI Guide*.)

Remedy 2 Make sure that an e-mail address attribute is registered on an authentication server.

Cause 2 You tried to send e-mails or I-faxes when the machine is in the User ID Management with the e-mail address of the login user not registered.

Remedy Register the e-mail address for each user when User ID Management is enabled. (See Chapter 3, "Specifying Department ID and User Management," in the *Remote UI Guide*.)

Error Codes

If your copy, sending (TX)/receiving (RX), fax, or print job turns out unsuccessful, check for an error code to identify the problem. Error codes can be found in the log of the System Monitor screen, or are printed on the communication reports. (See Chapter 8, “Printing Communication Reports and Lists,” in the *Sending and Facsimile Guide*.)

0001

Cause Paper or originals are jammed.

Remedy Remove any jammed paper or originals. (See “Clearing Paper Jams,” on p. 6-27.)

0003

Cause Communications that take longer than the preset time (64 minutes) caused the error.

Remedy 1 Reduce the resolution or divide the document into two or more parts, and then try sending it again. (See Chapter 3, “Specifying the Scan Settings,” in the *Sending and Facsimile Guide*.)

Remedy 2 When receiving a document, ask the sender to either reduce the resolution at which the document is scanned or divide the document into two or more parts before sending it.

0005

Cause 1 The recipient did not answer within 35 seconds.

Remedy Confirm that the recipient’s machine is able to communicate, and try again.

Cause 2 The recipient’s machine is not a G3 fax.

Remedy Check the type of receiving machine with the receiving party.

0009

Cause 1 There is no paper.

Remedy Load paper. (See “Loading Paper,” on p. 5-3.)

Cause 2 The paper drawer is not correctly inserted into the machine.

Remedy Insert the paper drawer properly.

0012

Cause The document could not be sent because the recipient's machine was out of paper.

Remedy Ask the recipient to load paper into their fax machine.

0018

Cause 1 The recipient's machine did not respond when your machine retried sending documents.

Remedy Confirm that the recipient's machine is able to communicate, and then try again.

Cause 2 The documents could not be sent because the recipient's machine was busy.

Remedy Confirm that the recipient's machine is able to communicate, and then try again.

Cause 3 The settings on your machine do not match the settings on the recipient's machine.

Remedy Check that the settings on your machine match those on the recipient's machine, and that the recipient's machine is able to communicate. Try sending again.

Cause 4 No pause is inserted in the fax number when sending a fax overseas.

Remedy Insert a pause after the international access code or after the recipient's fax number, and then dial the number again. (See Chapter 2, "Sending Documents," in the *Sending and Facsimile Guide*.)

Cause 5 Long Distance on the Option screen is set to 'Domestic' when sending a fax overseas.

Remedy Set Long Distance to 'Long Distance (1)', 'Long Distance (2)', or 'Long Distance (3)', and then dial the number again. (See Chapter 4, "Specifying Destinations Easily and Quickly," in the *Sending and Facsimile Guide*.)

0022

Cause Documents could not be forwarded to the specified destination because there is insufficient memory available. The machine can store up to total of 71 jobs of send and transmission report in memory.

Remedy Delete unwanted jobs from memory or wait until these jobs are complete, and then try again.

0037

Cause Documents could not be received because there is insufficient memory available.

Remedy Delete unwanted documents and documents with errors from memory to increase the amount of available memory. (See Chapter 6, “Checking/Changing the Status of Documents in Memory,” in the *Sending and Facsimile Guide*.)

0059

Cause Your transmission was canceled because the number you dialed was different from the number registered on the other party’s fax machine.

Remedy Check to see that the correct fax number is registered on the other party’s fax machine.

0099

Cause 1 A job was canceled during transmission to a USB memory media device.

Remedy Try sending again if necessary.

Cause 2 A secured print job was automatically canceled after the timeout period elapsed.

Remedy Try printing again if necessary. For instructions on how to change the timeout period, see Chapter 7, “Other System Settings,” in the *System Settings Guide.*

0401

Cause The USB memory media device is full or the maximum number of files that can be stored in the root directory (the top level of the directory tree in the USB memory media device) has been reached.

Remedy Delete unnecessary files in the USB memory media device or organize the files in the root directory by moving existing files to a newly created folder.

0403

Cause The job failed because a file with the same name already exists. Generally, if a file with the same name exists, a number ranging from 1 to 999 is added to the tail of the name to prevent naming conflicts. However, this error occurred because a file with the same number added to its file name already exists.

Remedy Rename the file, and then write the data again.

0404

Cause The job failed because the write protect switch of the USB memory media device was on.

Remedy Turn off the write protect switch of the USB memory media device.

0406

Cause 1 The job failed because the USB memory media device was pulled out during transmission.

Remedy Check that the USB memory media device is properly inserted, and then try sending again.

Cause 2 An error occurred while data, such as image data, was being transferred to the USB memory media device. (The connected device may be formatted with a file system that is not supported by the machine.)

Remedy Check the status of the USB memory media device, or make sure that the device is formatted with a file system supported by the machine (FAT16 or FAT32), and then try again.

0407

Cause 1 The length of the full path to the specified file (or folder) exceeded the supported limit.

Remedy The full path must not be longer than 120 characters. Change or shorten the file name.

Cause 2 The transmission to the USB memory media device was not properly performed because the length of the full path including the root and file name exceeded the limit.

Remedy 1 The full path must not be longer than 120 characters. Change or shorten the file name.

Remedy 2 Change the folder to which the data is saved.

0701

Cause The specified Department ID does not exist, or the password has changed.

Remedy Enter the correct Department ID and password using ⓪ - ⑨ (numeric keys) on the control panel, and try again. (See “Entering the Department ID and Password,” on p. 2-9.)

0703

Cause The memory for image data is full when sending color documents.

Remedy 1 Wait for a few moments and try again after other send jobs are complete.

Remedy 2 Delete documents stored in memory. If the machine still does not operate normally, turn the main power OFF and then back ON.

0705

Cause The send operation was interrupted because the size of the image data is larger than that specified in <Maximum TX Data Size> in E-mail/I-Fax Settings.

Remedy 1 Change the setting for <Maximum TX Data Size> in E-mail/I-Fax Settings. (See Chapter 4, “Setting the Send Function,” in the *System Settings Guide*.)

Remedy 2 Select a lower resolution. (See Chapter 3, “Specifying the Scan Settings,” in the *Sending and Facsimile Guide*.)

Remedy 3 If you are using I-fax, decrease the number of pages containing images that you are sending each time, so that you do not exceed the data size limit specified in <Maximum TX Data Size>.

Remedy 4 Set Divide into Pages to ‘On’ on the File Format screen. (See Chapter 3, “Specifying the Scan Settings,” in the *Sending and Facsimile Guide*.)

0749

Cause You could not execute the job because a service call message is being displayed.

Remedy Restart the machine. (See “Restarting the Machine,” on p. 6-63.) If the machine does not restore, turn OFF the main power switch, and disconnect the power cord from the power outlet. Then, contact your local authorized Canon dealer.

0751

Cause 1 The file server is not functioning.

Remedy Check that the file server is operating properly.

Cause 2 The network is down (the server is unable to connect to the network or was disconnected).

Remedy Check the network status.

0752

Cause 1 The SMTP server name and e-mail address are incorrect.

Remedy Check that SMTP Server and E-mail Address in E-mail/I-Fax are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 2 The domain name is incorrect.

Remedy Check that Domain Name in DNS Host Name/Domain Name Settings is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 3 The SMTP server is not functioning.

Remedy Check that the SMTP server is operating properly.

Cause 4 The network is down.

Remedy Check the network status.

0753

Cause A TCP/IP error occurred while sending an e-mail. (Socket, Select error, etc.)

Remedy Check that the network cable is properly connected between the machine and your computer. If the machine still does not operate normally, turn the main power OFF and then back ON.

0755

Cause 1 Jobs cannot be sent because TCP/IP is not functioning correctly.

Remedy Check that TCP/IP Settings in Network Settings is set correctly. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)

Cause 2 The IP address is not set.

Remedy Check that TCP/IP Settings in Network Settings. (See Chapter 2, "Connecting the Machine to a TCP/IP Network," in the *System Settings Guide*.)

Cause 3 When the machine was turned ON, an IP address was not assigned to the machine by the DHCP, RARP, or BOOTP server.

Remedy After the machine is turned ON, communication with a network will not start until the time specified in Startup Time Settings in Network Settings elapses. (See Chapter 7, "Other System Settings," in the *System Settings Guide*.) Wait a few moments, and then try sending again.

0801

Cause 1 A timeout error occurred while the machine was communicating with the SMTP server to send an e-mail or send/receive an I-fax.

Remedy Check that the SMTP server is functioning normally, or check the network status.

Cause 2 The SMTP server returned an error while trying to connect. The destination is not correct.

Remedy Check the destination setting.

Cause 3 An error occurred on the server side during transmission to a file server.

Remedy Check that the file server is functioning normally.

0802

Cause 1 The name of the SMTP server is incorrect.

Remedy Check that SMTP Server in E-mail/I-Fax is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 2 The DNS server address settings are incorrect.

Remedy Check that Primary DNS Server and Secondary DNS Server in DNS Server Address Settings are set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 3 The domain name is incorrect.

Remedy Check that Domain Name in DNS Host Name/Domain Name Settings is set correctly. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 4 Connection to the DNS server failed.

Remedy Check that the DNS server is functioning normally.

0804

Cause You do not have permission to access the folder.

Remedy Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server). (See Chapter 5, "Setting up Computers to Use Print and Send Functions," in the *System Settings Guide*.)

0806

Cause 1	An incorrect user name or password was specified when sending documents to a file server.
Remedy	Check that the user name and password you specified match the user accounts (user name and password) registered to the computer (file server). (See Chapter 5, “Setting up Computers to Use Print and Send Functions,” in the *System Settings Guide*.)
Cause 2	An incorrect destination was specified when sending an e-mail or I-fax.
Remedy	Check the e-mail or I-fax address.

0808

Cause 1	A timeout error occurred while the machine was communicating with the FTP server.
Remedy 1	Check that the FTP server is functioning normally.
Remedy 2	Check the network status.
Cause 2	The FTP server returned an error while trying to connect. The destination is not correct. An error occurred on the server during transmission.
Remedy 1	Check that the FTP server is functioning normally.
Remedy 2	Check the network status.
Remedy 3	Check the destination setting.
Remedy 4	Check the status and setting of the file server.

0810

Cause 1	A POP server connection error occurred while receiving an I-fax.
Remedy 1	Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, “Setting up the Machine for Your Network Environment,” in the *System Settings Guide*.)
Remedy 2	Check that the POP server is functioning normally.
Remedy 3	Check the network status.
Cause 2	The POP server returned an error during the connection.
Remedy 1	Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, “Setting up the Machine for Your Network Environment,” in the *System Settings Guide*.)
Remedy 2	Check that the POP server is functioning normally.

Remedy 3 Check the network status.

Cause 3 A timeout error occurred on the server while connecting to the POP server.

Remedy 1 Check that POP Server in E-mail/I-Fax is set correctly. (See Chapter 3, “Setting up the Machine for Your Network Environment,” in the *System Settings Guide*.)

Remedy 2 Check that the POP server is functioning normally.

Remedy 3 Check the network status.

0813

Cause The login name or password for access to the POP server is incorrect.

Remedy Check that POP Address and POP Password in E-mail/I-Fax are set correctly. (See Chapter 3, “Setting up the Machine for Your Network Environment,” in the *System Settings Guide*.)

0816

Cause You have reached the quota for the number of pages you can scan.

Remedy Reset or increase the page quota or contact your system administrator.

0818

Cause You have received data that cannot be processed (the attached file cannot be printed).

Remedy Check the settings and ask the sender to resend the data.

0819

Cause You have received data that cannot be processed (MIME information is incorrect).

Remedy Check the settings and ask the sender to resend the data.

0820

Cause You have received data that cannot be processed (BASE 64 or uuencode is incorrect).

Remedy Check the settings and ask the sender to resend the data.

0821

Cause 1 You have received data that cannot be processed (TIFF analysis error).

Remedy Check the settings and ask the sender to resend the data.

Cause 2 When you are using the Media Print function, printing cannot be performed because you have selected a JPEG or TIFF file with unsupported file formats or a corrupted image file.

Remedy Check the supported file formats of JPEG or TIFF files and select a supported, uncorrupted image file. (See Chapter 2, “Printing from USB Memory Media (Media Print),” in the *Printer Guide*.)

0827

Cause You have received data that cannot be processed (contains MIME information that is not supported).

Remedy Check the settings and ask the sender to resend the data.

0828

Cause You have received HTML data.

Remedy Ask the sender to use a file format other than HTML and resend the data.

0829

Cause Data consisting of more than approximately 1,000 pages is received.

Remedy This machine can store up to approximately 1,000 pages of data in memory, but will delete any data that exceeds this limit. Ask the sender to resend the remaining pages.

0839

Cause The user name or password for the SMTP Authentication is incorrect.

Remedy Check that User and Password on the Authentication/Encryption Settings screen are set correctly. (See Chapter 3, “Setting up the Machine for Your Network Environment,” in the *System Settings Guide*.)

0841

Cause An error occurred when sending SSL-encrypted data because the machine and the mail server do not have a common encryption algorithm.

Remedy 1 Disable data transmissions using SSL encryption by setting <Allow SSL (SMTP Send)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 2 Change the mail server settings to add a common encryption algorithm that is available both on the machine and the mail server.

0842

Cause 1 An error occurred when sending SSL-encrypted data because the mail server requested a client certification. (A client certification is unsupported on the machine.)

Remedy 1 Change the mail server settings not to request a client certificate.

Remedy 2 Disable data transmissions using SSL encryption by setting <Allow SSL (SMTP Send)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Cause 2 The machine detected a problem with the SSL server certificate and the communication failed.

Remedy Check the SSL server certificate. For information on the certificate verification, see Chapter 4, "Customizing Settings," in the *Remote UI Guide*.

0844

Cause POP authentication failed and a transmission error occurred due to SSL-encrypted communication error when using POP before SMTP.

Remedy 1 Check the settings for SSL-encrypted communications on the POP server.

Remedy 2 Disable SSL-encryption for communications with the POP server by setting <Allow SSL (POP)> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

Remedy 3 Disable POP before SMTP by setting <POP Authentication before Send> in the E-mail/I-Fax setting to 'Off'. (See Chapter 3, "Setting up the Machine for Your Network Environment," in the *System Settings Guide*.)

0852

Cause An error occurred because the main power switch was turned OFF while a job was being processed.

Remedy Check to see if the main power switch is turned ON. Retry the job, if necessary.

0853

Cause A print job sent from a computer via a printer driver is canceled since <Only allow secure print jobs> is set to 'On'.

Remedy 1 Set <Only allow secure print jobs> to 'Off', and then send the job again.

Remedy 2 Assign a password to the job, and then send it again.

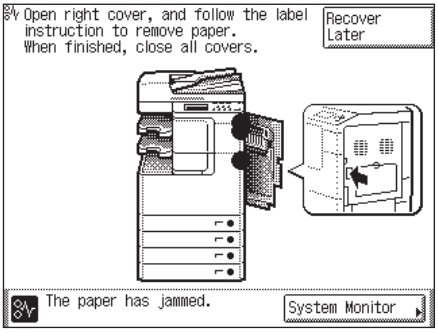
0995

Cause The communication reservation was canceled.

Remedy If necessary, try again from the beginning.

Clearing Paper Jams

If paper is jammed inside the machine, a screen such as shown below appears on the touch panel display. Use this screen to immediately locate and clear the paper jam.



WARNING

There are some areas inside the machine which are subject to high-voltages. 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.

CAUTION

- **When removing jammed originals or paper, take care not to cut your hands on the edges of the original or paper.**
- **When removing paper which has become jammed inside the machine, take care not to cut your hands or injure yourself on the parts on the inside of the machine. If you cannot remove the paper, please contact your local authorized Canon dealer.**
- **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 immediately with cold water. Washing with warm water may 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. If the toner gets into your eyes or mouth, wash immediately with cold water and immediately consult a physician.**
- **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 this may result in burns or electrical shock.**

- **After clearing all paper jams, remove your hands from the machine immediately. Even if the machine is not in operation, your hands, hair, or clothing may get caught in the feed rollers, which could result in personal injury or damage if the machine suddenly starts printing.**

IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

NOTE

When all the paper jams are cleared, the machine automatically recalculates the number of copies or prints to make. You do not need to re-enter the number of copies or prints, even if you are printing multiple sets.

Locating Paper Jams

When paper is jammed inside the machine, the machine detects the jammed paper and displays where you can find it. Approximate locations of the jammed paper are indicated with dots on the machine's image. Check for all paper jam locations on the touch panel display and see the appropriate pages below for instructions on how to remove jammed paper.

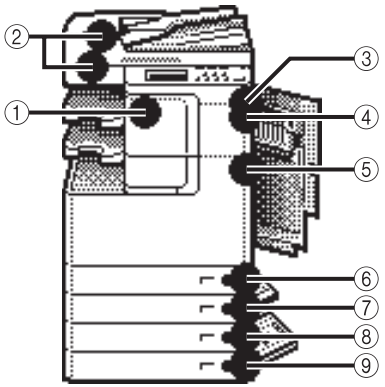
IMPORTANT

Do not turn the machine OFF before clearing all paper jams. If the machine is turned OFF with the jammed paper left inside, the machine may not detect the jammed paper after the machine is turned back ON.

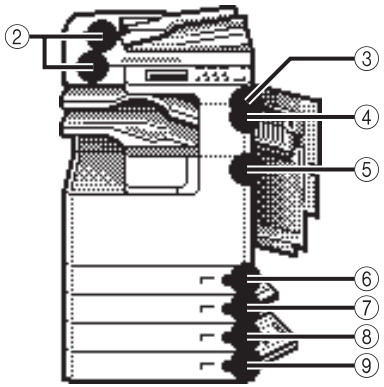
NOTE

Jammed paper may not actually be found in the indicated areas. In this case, check other locations and then close all the open covers.

The machine with the optional Inner Finisher-B1 and Inner Finisher Additional Tray-B1 attached:



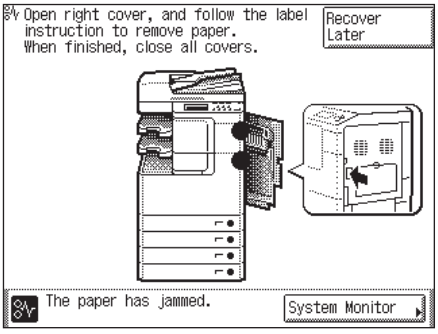
The machine with the optional Inner 2 Way Tray-G1 attached:



No.	Jam Location	Pages
1	Finisher	“Inner Finisher-B1 (Optional),” on p. 6-43
2	Feeder	“Feeder,” on p. 6-39
3	Paper Output Unit	“Paper Output Unit,” on p. 6-41
4	Fixing Unit (Upper Side)	“Fixing Unit,” on p. 6-29
5	Fixing Unit (Lower Side) Inside of the Right Cover Stack Bypass	“Fixing Unit,” on p. 6-29 “Inside of the Right Cover,” on p. 6-31 “Stack Bypass,” on p. 6-32
6	Paper Drawer 1	“Paper Drawers 1 and 2,” on p. 6-33
7	Paper Drawer 2	
8	Paper Drawer 3	“Paper Drawers 3 and 4,” on p. 6-37
9	Paper Drawer 4	

Fixing Unit

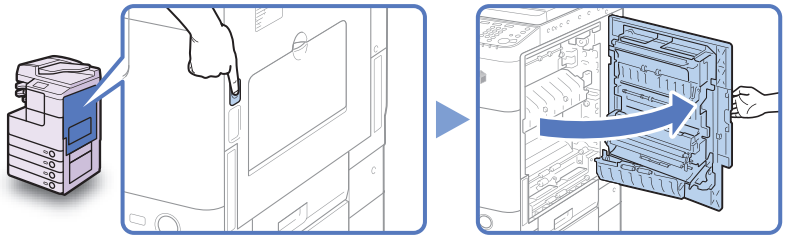
If paper is jammed in the fixing unit, remove the jammed paper as described below.



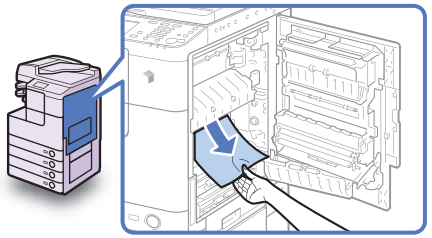
CAUTION

The fixing unit and its surroundings are subject to high temperatures. When removing jammed paper, do not touch anything in this area except the jammed paper or the upper cover.

1 **Press the button on the right cover of the main unit, and open the right cover.**

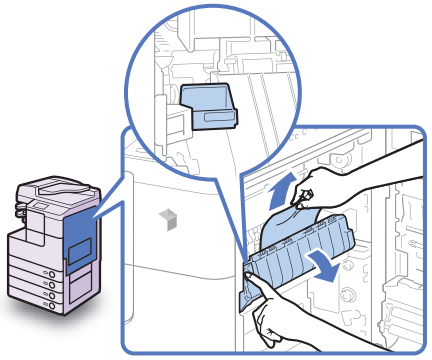


2



Remove any jammed paper protruding from the lower part of the fixing unit.

3

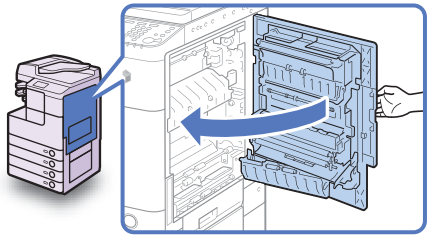


Pull down the upper cover of the fixing unit by the tab, and remove any jammed paper.

CAUTION

The fixing unit and its surroundings are subject to high temperatures. When removing jammed paper, do not touch anything in this area except the jammed paper or the upper cover.

4



Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place.

CAUTION

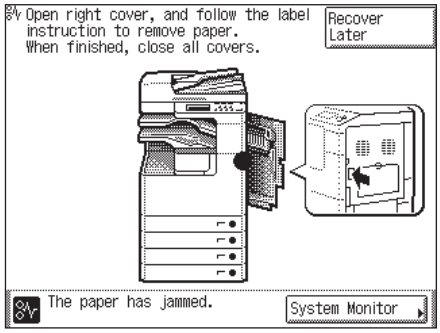
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Inside of the Right Cover

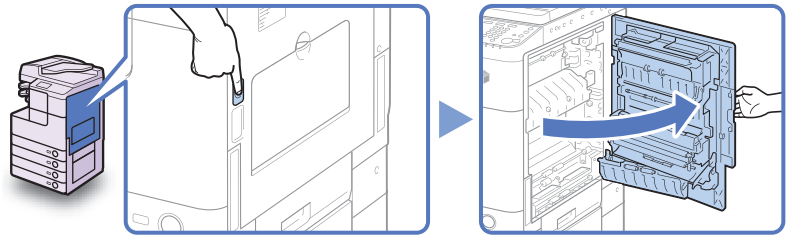
If paper is jammed inside the machine's right cover, remove the jammed paper as described below.



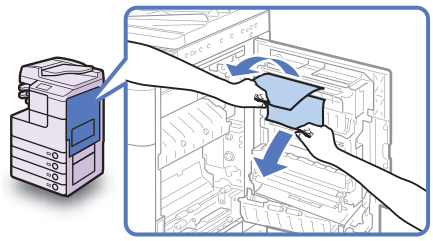
NOTE

The 2 Way Unit-B1 is optional for the imageRUNNER 2545/2535/2530/2525/2520.

1 **Press the button on the right cover of the main unit, and open the right cover.**

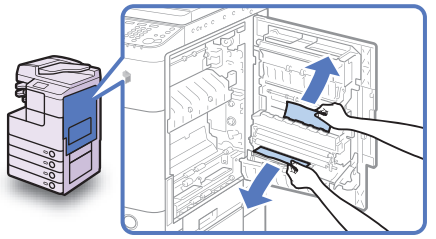


2

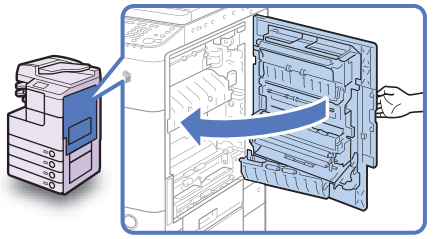


Remove any jammed paper.

3 **Remove any jammed paper.**



4 **Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place.**



⚠ CAUTION

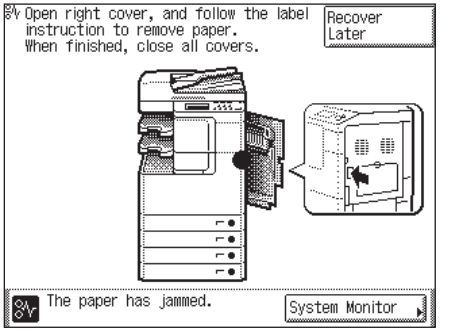
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

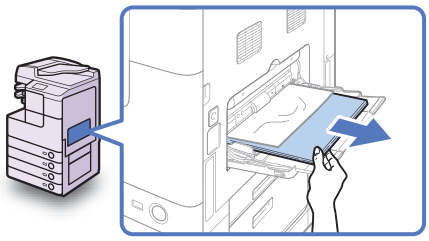
After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Stack Bypass

If paper is jammed in the stack bypass, follow the procedure below to remove the jammed paper.

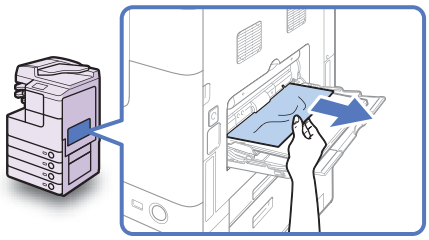


1



Remove all the paper that is not jammed from the stack bypass.

2



Remove any jammed paper.

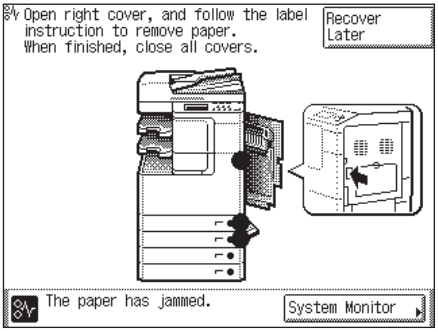
Do not attempt to pull out the jammed paper by force. Doing so may damage the machine. If you find it hard to pull out the jammed paper, remove it from the inside. (See “Inside of the Right Cover,” on p. 6-31.)

IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Paper Drawers 1 and 2

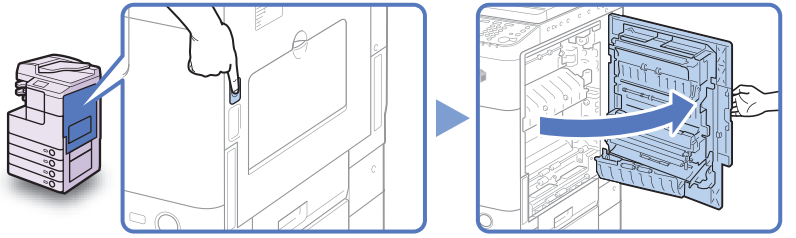
If paper is jammed inside Paper Drawers 1 and 2, remove the jammed paper as described below.



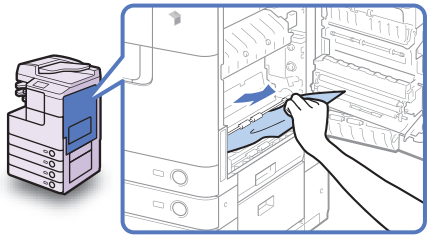
IMPORTANT

The procedure described in this section assumes that the machine is equipped with four paper drawers. The number of available paper drawers may vary depending on the machine configuration.

1 **Press the button on the right cover of the main unit, and open the right cover.**

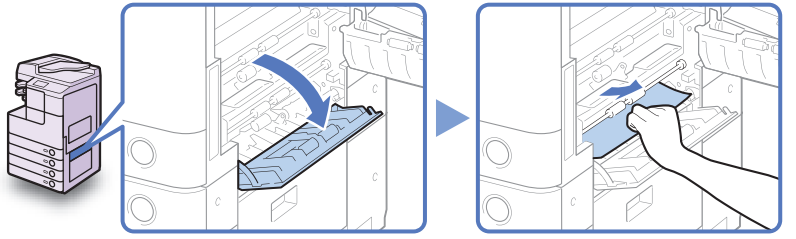


2

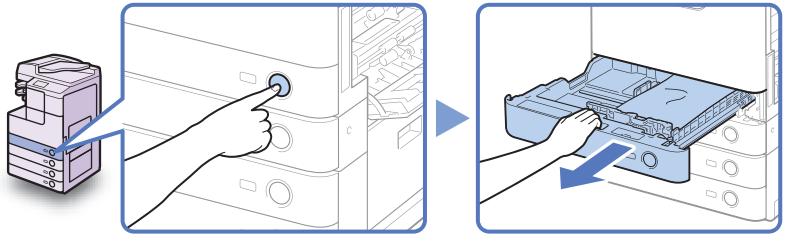


Remove any jammed paper.

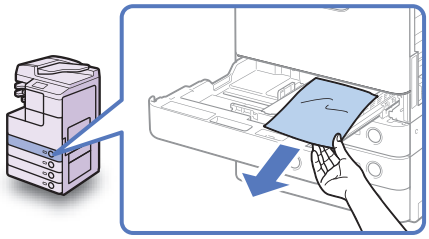
3 **Open the paper drawer's right cover, and remove any jammed paper.**



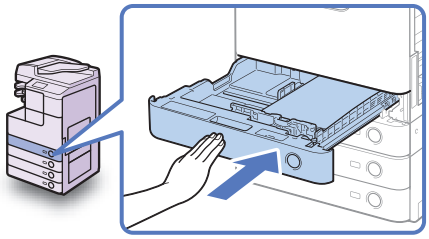
4 **Press the button on Paper Drawer 1, and pull out the drawer until it stops.**



5 Remove any jammed paper.



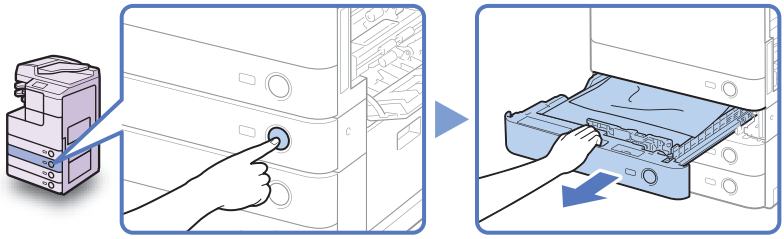
6 Gently push the drawer back into the machine until it clicks into place.



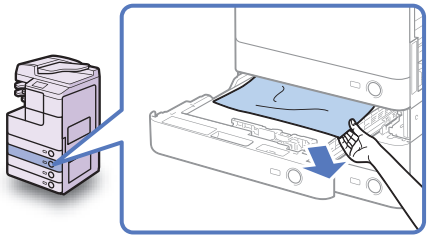
CAUTION

When returning the paper drawer to its original position, be careful not to get your fingers caught, as this may result in personal injury.

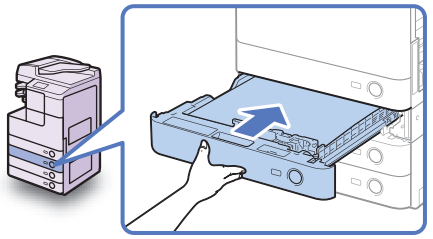
7 Press the button on the Paper Drawer 2, and pull out the drawer until it stops.



8 Remove any jammed paper.



9

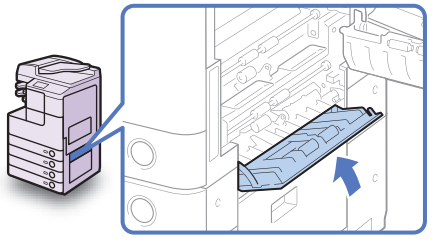


Gently push the drawer back into the machine until it clicks into place.

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.

10

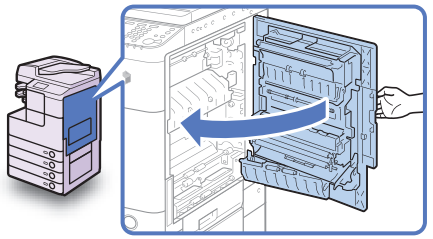


Close the paper drawer's right cover.

CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

11



Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place.

CAUTION

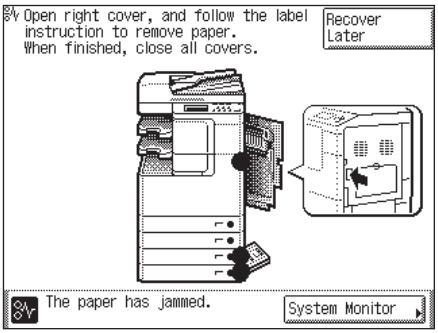
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Paper Drawers 3 and 4

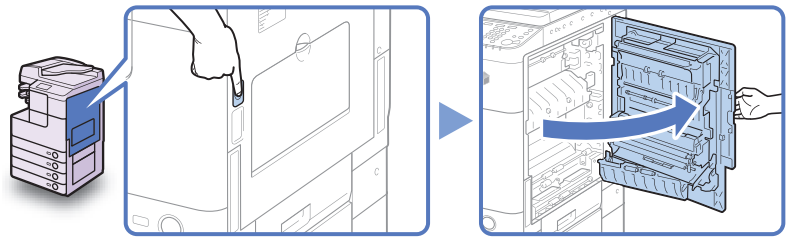
If paper is jammed inside Paper Drawers 3 or 4, remove the jammed paper as described below.



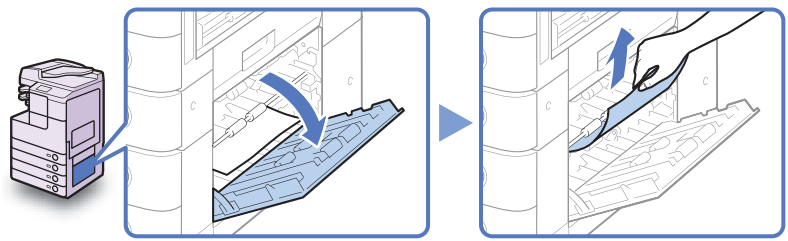
IMPORTANT

The procedure described in this section assumes that the machine is equipped with four paper drawers. The number of available paper drawers may vary depending on the machine configuration.

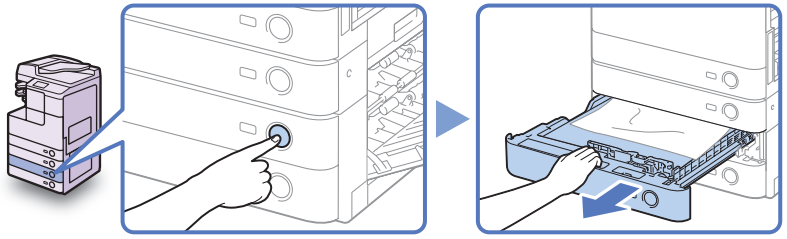
1 **Press the button on the right cover of the main unit, and open the right cover.**



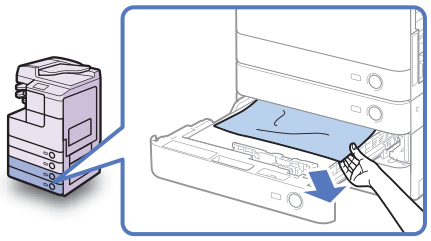
2 **Open the right cover of the cassette feeding unit, and remove any jammed paper.**



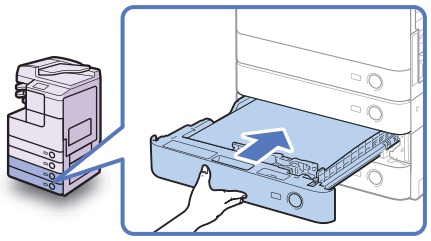
3 **Press the button on the Paper Drawer 3 or 4, and pull out the drawer until it stops.**



4 **Remove any jammed paper.**



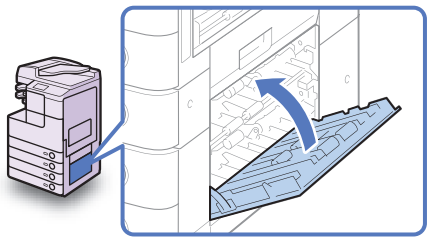
5 **Gently push the drawer back into the machine until it clicks into place.**



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.

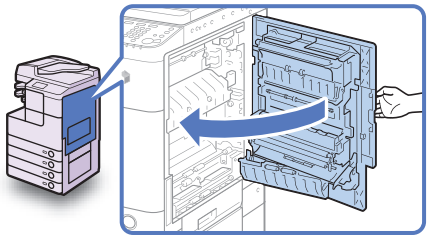
6 **Close the right cover of the cassette feeding unit.**



CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

7



Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place.

⚠ CAUTION

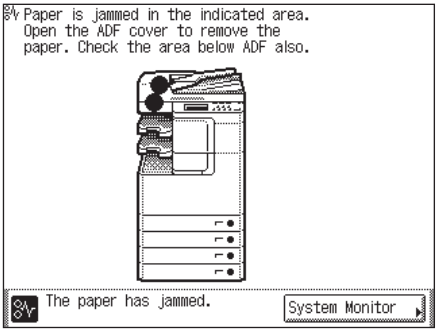
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Feeder

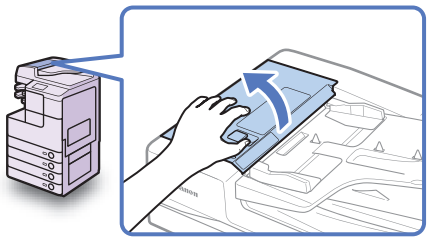
If paper is jammed in the feeder, remove the jammed paper as described below.



IMPORTANT

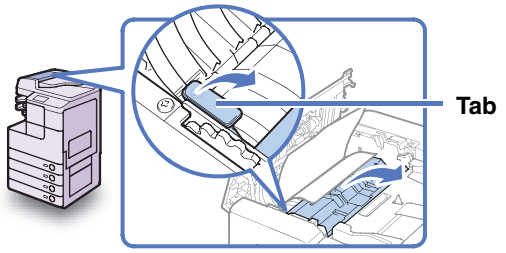
The Feeder (DADF-AA1/-AB1) is optional for the imageRUNNER 2545/2535/2530/2525/2520.

1



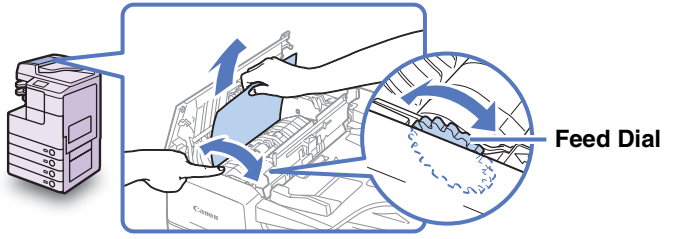
Open the feeder cover.

2 Open the inner cover, holding it by the front tab.

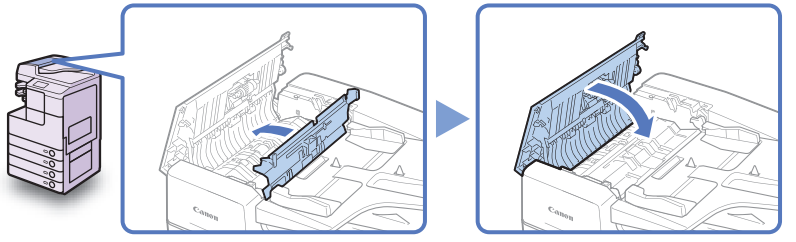


3 Turn the feed dial and remove any jammed originals.

Do not pull the original forcibly, because it may tear.



4 Close the inner cover, and then the feeder cover.

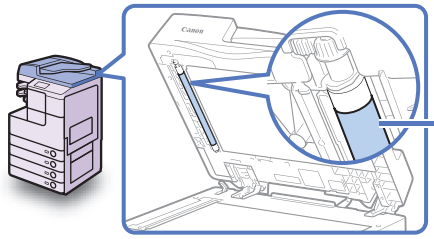


CAUTION

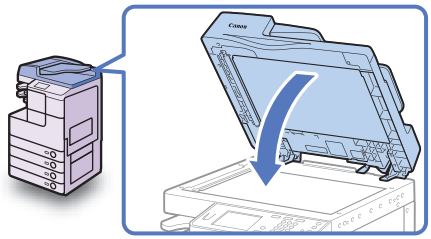
When closing the covers, be careful not to get your fingers caught, as this may result in personal injury.

5 Lift the feeder and check for any jammed originals left inside.

If you find any jammed originals left in the feeder, repeat the procedure from step 1. Do not pull the original forcibly, because it may tear.



6 Close the feeder.



CAUTION

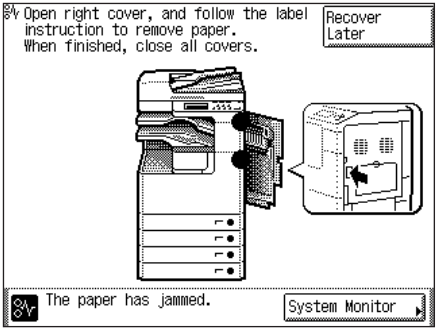
- **When closing the feeder, be careful not to get your fingers caught, as this may result in personal injury.**
- **Be aware that the light emitted from the platen glass may be very bright when closing the feeder.**

IMPORTANT

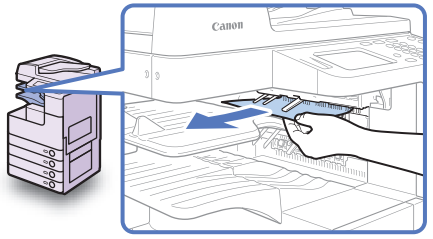
After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Paper Output Unit

If paper is jammed in the paper output unit, remove the jammed paper as described below.



1

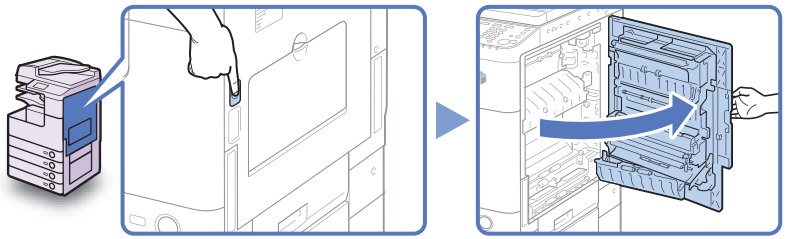


Remove any jammed paper protruding from the output tray.

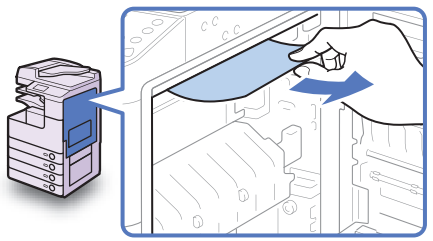
IMPORTANT

Do not attempt to pull out the jammed paper by force. Doing so may damage the machine.

2 **Press the button on the right cover of the main unit, and open the right cover.**

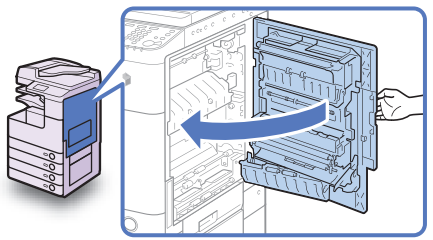


3



Remove any jammed paper.

4



Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place.

CAUTION

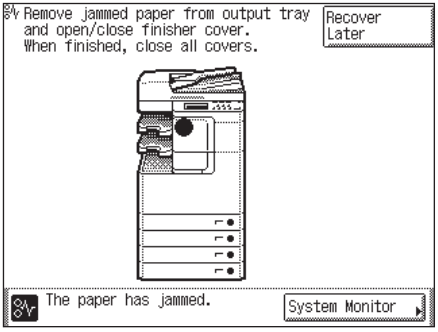
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

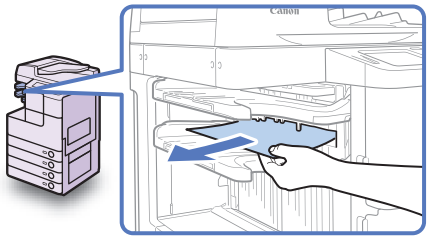
After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Inner Finisher-B1 (Optional)

If paper is jammed in the optional finisher, remove the jammed paper as described below.



1

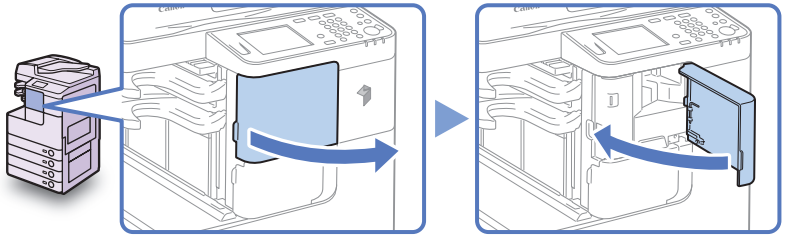


Remove any jammed paper protruding from the output tray.

IMPORTANT

Do not attempt to pull out the jammed paper by force. Doing so may damage the machine.

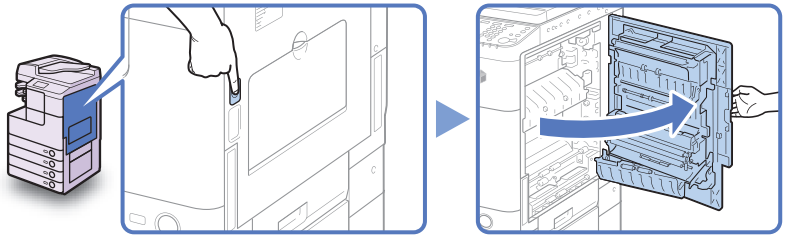
2 Open the front cover of the finisher, and then close it.



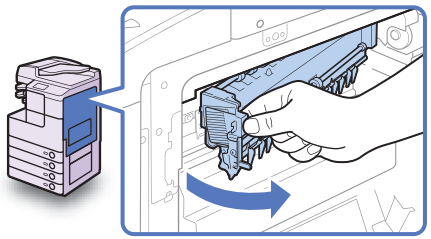
CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

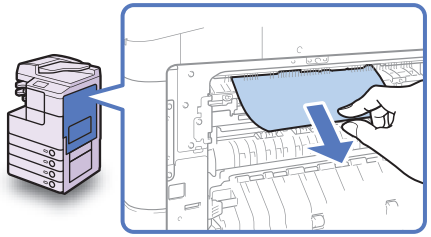
3 **Press the button on the right cover of the main unit, and open the right cover.**

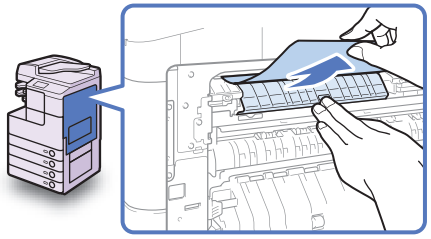


4 **Pull out the paper output unit.**



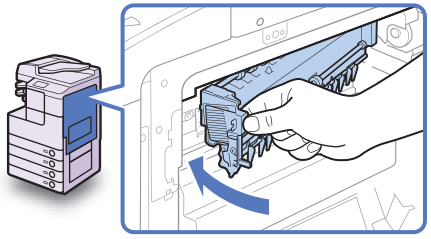
5 **Remove any jammed paper.**



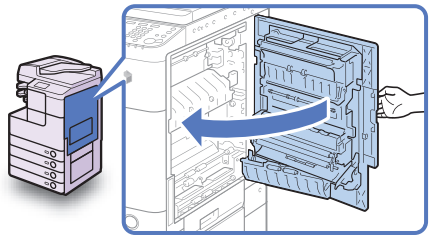


If paper is jammed far inside, hold down the inner guide and remove the jammed paper.

6 **Return the paper output unit to its original position.**



7



Place your hand where the hand symbol (☜) is located on the right cover of the main unit, and then gently close the right cover until it clicks into place.

CAUTION

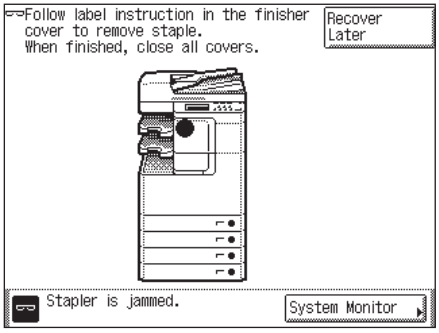
When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

IMPORTANT

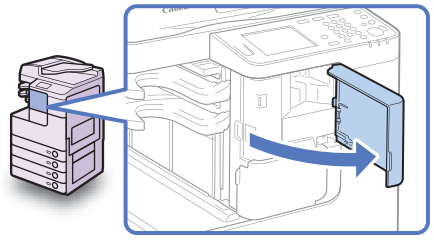
After you have cleared all the paper jams, make sure to return all the levers and covers to their original positions. Once you have removed all of the jammed paper, printing resumes.

Clearing Staple Jams

If staples are jammed inside the optional Inner Finisher-B1, remove the jammed staples as described below.

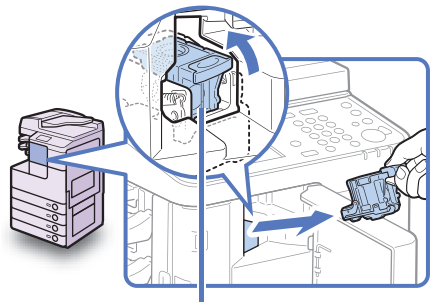


1



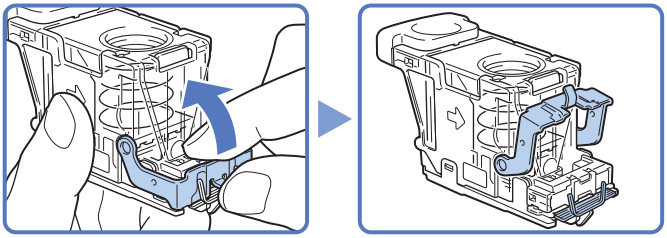
Open the front cover of the finisher.

2



Grasp the staple case by the green tab to lift and pull it from the stapler unit.

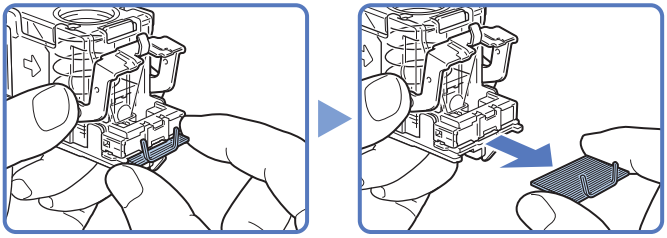
3 **Release the metal part on the front side of the staple case and lift it as far as it will go.**



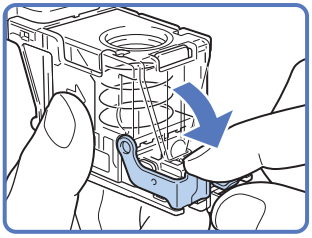
CAUTION

When releasing the metal part of the staple case, be careful not to cut your fingers on the staples.

4 **Slide and remove the full row of jammed staples remaining in the slot.**



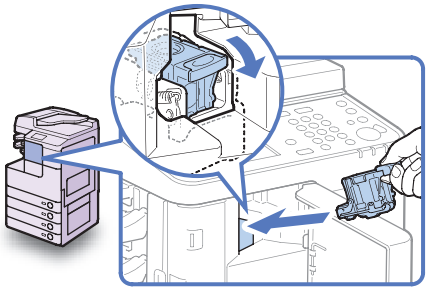
5



Return the metal part of the staple case to its original position.

Make sure that the metal part clicks into place.

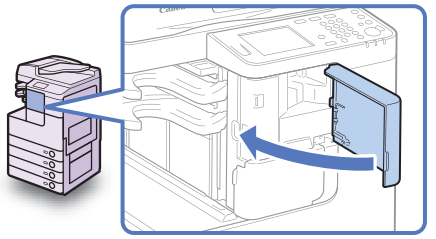
6



Return the staple case to its original position in the stapler unit.

Make sure that the staple case clicks into place.

7



Close the front cover of the finisher.

CAUTION

When closing the cover, be careful not to get your fingers caught, as this may result in personal injury.

NOTE

As soon as the cover is closed, the stapler unit automatically conducts several dry fires to reposition the staples.

Adjusting the Machine Settings

This section describes how to make adjustments to the machine settings for improved performance.

Improving Print Quality and Density

If you notice a degradation in print quality or irregularity in print density, use Special Mode M. This mode enables you to select the machine's transfer output from three levels. Select a higher output level if you want to copy or print on paper that is hard for toner to be fixed on, such as an index card.

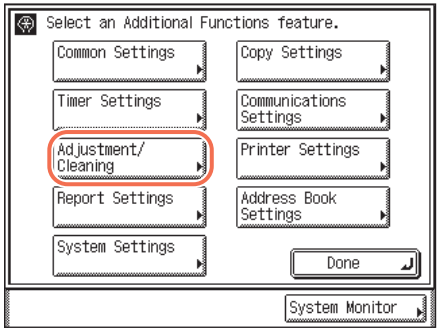
NOTE

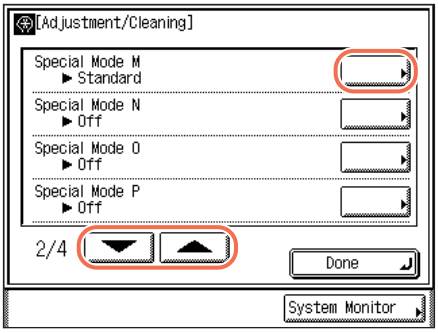
The default setting is 'Standard'.

1 Press (Additional Functions).

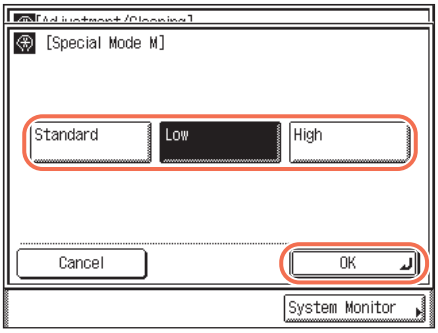
The Additional Functions menu appears.

2 Press [Adjustment/Cleaning].



3 

Press [▼] or [▲] until [Special Mode M] appears → press [Special Mode M].

4 

Press [Standard], [Low], or [High] to select the desired setting → press [OK].

[Standard]:	Press to set the machine's transfer output to a moderate level.
[Low]:	Press to set the machine's transfer output to a lower level.
[High]:	Press to set the machine's transfer output to a higher level.

The selected mode is set.

5 **Press (Reset) to return to the top screen.**

Preventing Paper Curl or Jams Caused by a High-humidity Environment

When printing on paper that has absorbed moisture, the paper may curl or jam. If the machine is used in a high-humidity environment, use Special Mode N to prevent paper from curling or jamming.

IMPORTANT

Do not use paper that has been exposed to high temperature or humidity for an extended period of time. Printing on such paper may result in frequent paper jams.

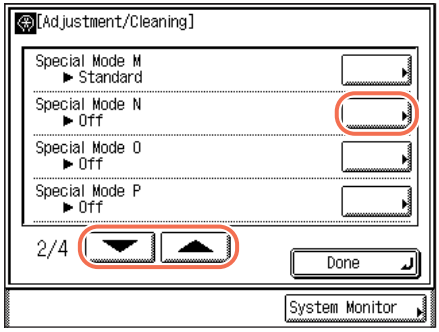
NOTE

- If Special Mode N is enabled, it may take the machine longer to print. If you notice that printing has slowed, disable the mode.
- The default setting may vary depending on the country of purchase.

1 Press (Additional Functions) → [Adjustment/Cleaning].

For help, see steps 1 and 2 in “Improving Print Quality and Density,” on p. 6-49.

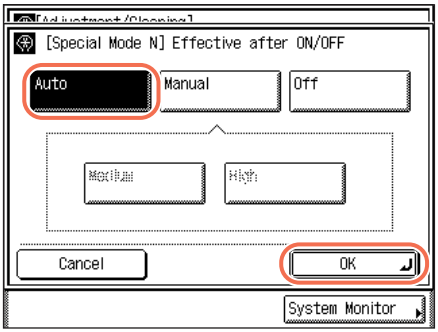
2



Press [▼] or [▲] until [Special Mode N] appears → press [Special Mode N].

3 Select the desired setting:

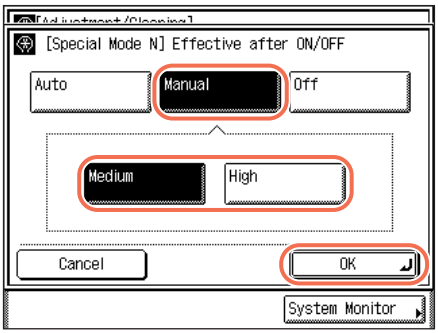
● **To set the machine to automatically select the appropriate curl prevention level:**



❑ Press [Auto] → [OK].

The selected mode is set.

● **To manually select the curl prevention level:**



❑ Press [Manual].

❑ Press [Medium] or [High] to select the curl prevention level → press [OK].

[Medium]:
Press to prevent curling of paper that has absorbed moisture.

[High]:
Press to prevent paper curls more effectively than when 'Medium' is selected.

The selected mode is set.

IMPORTANT

If you enable the mode when paper is not moistened, the print quality may be deteriorated.

NOTE

- To disable the mode, press [Off] → [OK].
- If [High] is selected, printing may become slower.

4 Restart the machine.

Turn OFF the machine, wait at least 10 seconds, and then turn it ON.

Preventing Paper Jams when Printing on the Back Side of Printed Paper

When printing on the back side of printed paper, paper may be jammed more frequently because the paper does not separate easily from the drum. In this case, use Special Mode O to prevent paper jams.

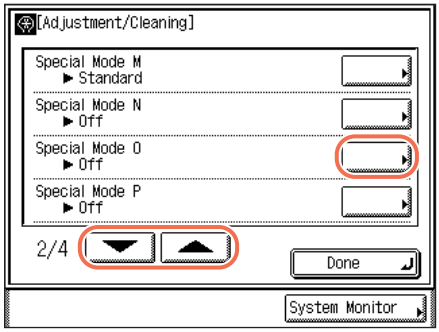
NOTE

The default setting is 'Off'.

1 Press (Additional Functions) → [Adjustment/Cleaning].

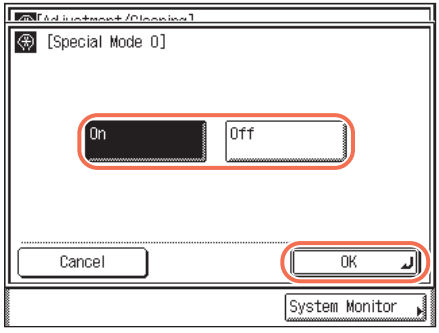
For help, see steps 1 and 2 in "Improving Print Quality and Density," on p. 6-49.

2



Press [▼] or [▲] until [Special Mode O] appears → press [Special Mode O].

3



Press [On] or [Off] to enable or disable the mode → press [OK].

The selected mode is set.

4 Press (Reset) to return to the top screen.

Preventing Paper Curl Due to Paper Type

You can take advantage of Special Mode P when using paper that curls easily, such as lightweight paper or recycled paper. Special Mode P prevents such types of paper from curling.

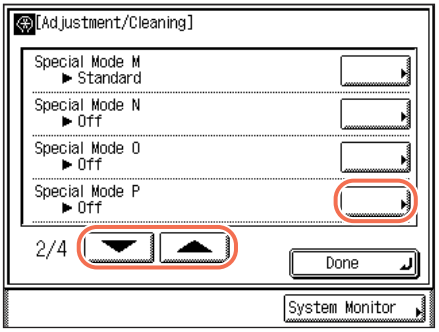
NOTE

- If both Special Mode N and Special Mode P are enabled, Special Mode N overrides Special Mode P.
- The default setting is 'Off'.

1 Press (Additional Functions) → [Adjustment/Cleaning].

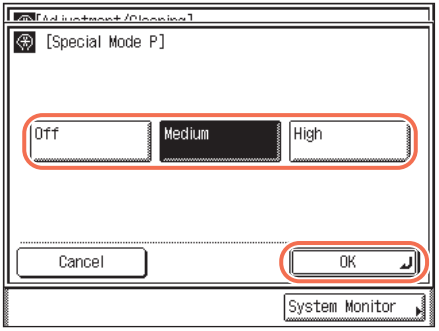
For help, see steps 1 and 2 in "Improving Print Quality and Density," on p. 6-49.

2



Press [▼] or [▲] until [Special Mode P] appears → press [Special Mode P].

3



Press [Off], [Medium], or [High] to select the desired setting → press [OK].

[Off]:	Press to disable the mode.
[Medium]:	Press to prevent paper from curling.
[High]:	Press to prevent paper curls more effectively than when 'Medium' is selected.

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Adjusting Print Speed for Higher Print Quality

In some operating environments, it may become difficult for the toner to become fixed on the paper. Special Mode G can solve this problem by reducing the print speed, thus allowing more time for the toner to become fixed on the paper. This mode is useful especially when printing on heavyweight or lightweight paper.

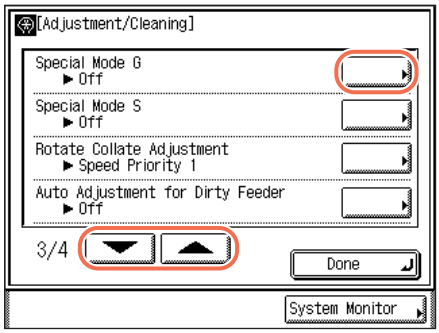
NOTE

The default setting is 'Off'.

1 **Press (Additional Functions) → [Adjustment/Cleaning].**

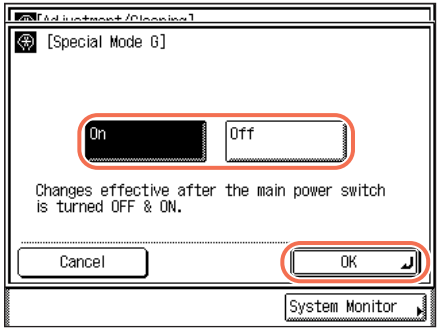
For help, see steps 1 and 2 in "Improving Print Quality and Density," on p. 6-49.

2



Press [▼] or [▲] until [Special Mode G] appears → press [Special Mode G].

3



Press [On] or [Off] to enable or disable the mode → press [OK].

The selected mode is set.

NOTE

If Special Mode G is set to 'On', printing may become slower.

4 **Restart the machine.**

Turn OFF the machine, wait at least 10 seconds, and then turn it ON.

Reducing Wait Time for the Next Job

When you continue to make copies after copying on paper such as A4R and A5R, it may take a long time for the machine to resume printing. In this case, use Special Mode S to reduce the wait time for your next job.

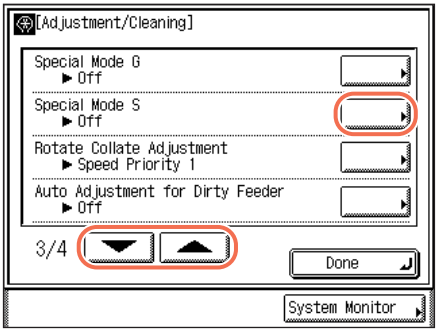
NOTE

- If this mode is enabled, the previously printed image may re-appear faintly on the next output.
- The default setting is 'Off'.

1 Press (Additional Functions) → [Adjustment/Cleaning].

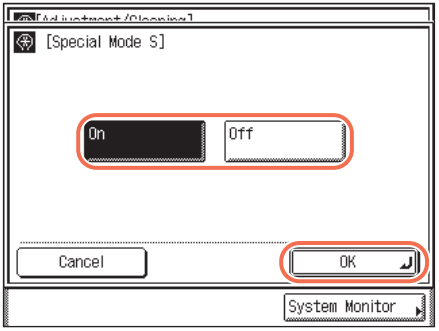
For help, see steps 1 and 2 in "Improving Print Quality and Density," on p. 6-49.

2



Press [▼] or [▲] until [Special Mode S] appears → press [Special Mode S].

3



Press [On] or [Off] to enable or disable the mode → press [OK].

The selected mode is set.

4 Press (Reset) to return to the top screen.

Adjusting Output Speed in the Rotate + Collate Mode

Printing with the Rotate + Collate mode involves two different paper sources, and a wait time is required to switch them. You can make this wait time shorter or longer by selecting whether to give priority to the speed or image quality.

IMPORTANT

This setting is not available when the optional Inner Finisher-B1 is attached to the machine.

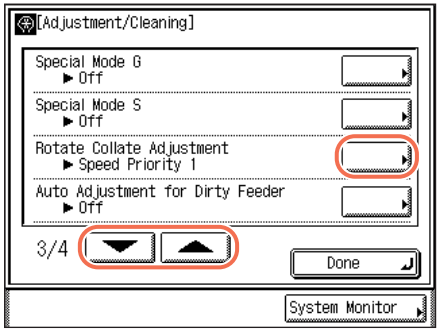
NOTE

The default setting is 'Speed Priority 1'.

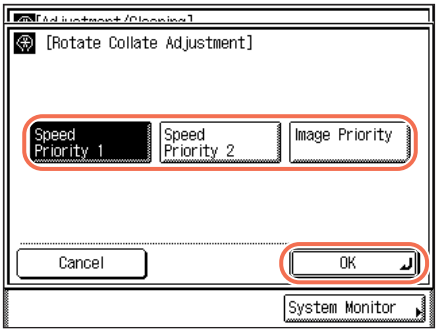
1 Press (Additional Functions) → [Adjustment/Cleaning].

For help, see steps 1 and 2 in "Improving Print Quality and Density," on p. 6-49.

2



Press [▼] or [▲] until [Rotate Collate Adjustment] appears → press [Rotate Collate Adjustment].

3 

Press [Speed Priority 1], [Speed Priority 2], or [Image Priority] to select the desired setting → press [OK].

[Speed Priority 1]: Press to reduce the wait time. The image quality is degraded.

[Speed Priority 2]: Press to reduce the wait time to a lesser degree. The image quality is moderate.

[Image Priority]: Press to give weight to the image quality over the speed. The wait time may be long, but the image quality is high.

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Feeder Smudge Adjustment

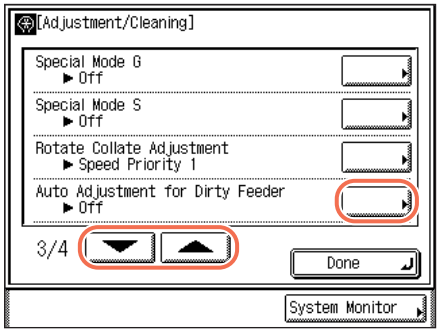
If the feeder is dirty, dots or lines may appear on copies or prints. The Auto Adjustment for Dirty Feeder mode prevents dirt and grime in the feeder from appearing on your copies and prints.

NOTE

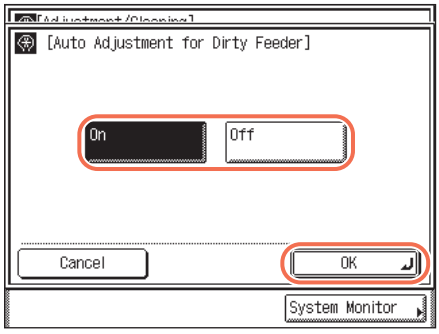
- This mode is available only when the machine is equipped with the feeder (optional for the imageRUNNER 2545/2535/2530/2525/2520).
- Some dots or lines may continue to appear even if the mode is enabled. However, copies and prints are significantly clearer than when the mode is disabled.
- The default setting is 'On'.

1 **Press (Additional Functions) → [Adjustment/Cleaning].**

For help, see steps 1 and 2 in "Improving Print Quality and Density," on p. 6-49.

2 

Press [▼] or [▲] until [Auto Adjustment for Dirty Feeder] appears → press [Auto Adjustment for Dirty Feeder].

3 

Press [On] or [Off] to enable or disable the mode → press [OK].

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Adjusting Density for Printing Security Images

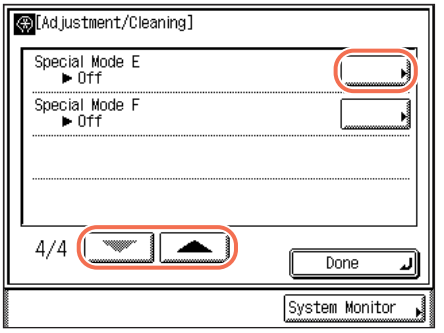
Special Mode E enables you to adjust the density of the hidden text and background so that they can be more visible on the prints. This mode is particularly suitable for clearly printing security images, such as printable watermarks.

NOTE

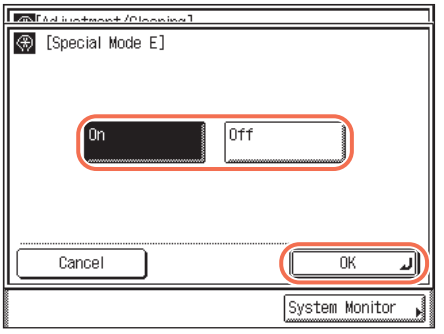
The default setting is 'Off'.

1 **Press (Additional Functions) → [Adjustment/Cleaning].**

For help, see steps 1 and 2 in "Improving Print Quality and Density," on p. 6-49.

2 

Press [▼] or [▲] until [Special Mode E] appears → press [Special Mode E].

3 

Press [On] or [Off] to enable or disable the mode → press [OK].

The selected mode is set.

4 **Press (Reset) to return to the top screen.**

Preventing Toner from Smudging or Bleeding on Prints

In a high humidity environment, toner may smudge or bleed easily on prints. Special Mode F may be able to solve this problem.

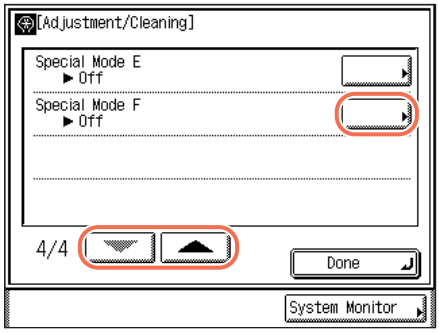
NOTE

The default setting is 'Off'.

1 **Press (Additional Functions) → [Adjustment/Cleaning].**

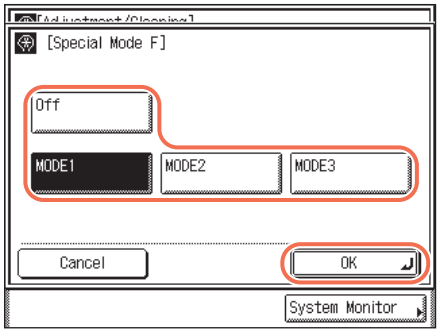
For help, see steps 1 and 2 in "Improving Print Quality and Density," on p. 6-49.

2



Press [▼] or [▲] until [Special Mode F] appears → press [Special Mode F].

3



Press [Off], [MODE1], [MODE2], or [MODE3] to select the desired setting → press [OK].

[Off]:	Press to disable the mode.
[MODE1]:	Press to prevent toner from smudging or bleeding on prints.
[MODE2]:	Press to prevent toner from smudging or bleeding on prints more effectively than [MODE1]. Use this mode if the problem persists after [MODE1] was selected.
[MODE3]:	Press to prevent toner from smudging or bleeding on prints more effectively than [MODE1] or [MODE2]. Use this mode if the problem persists after [MODE2] was selected.

The selected mode is set.

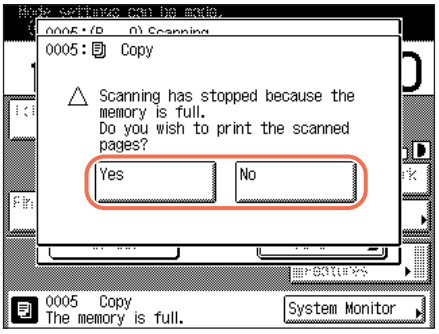
4

Press (Reset) to return to the top screen.

If Memory Becomes Full during Scanning...

The machine's memory may become full when scanning originals. If this happens, follow the instructions displayed on the screen.

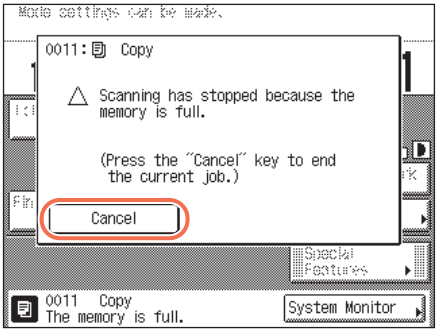
■ If a pop-up screen with [Yes] and [No] is displayed:



❑ Press [Yes] to print the scanned pages, or [No] to cancel the job.

If you have selected [Yes], print the remaining pages separately.

■ If a pop-up screen with [Cancel] is displayed:

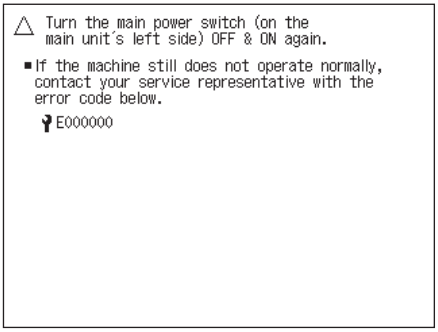


❑ Press [Cancel] to cancel the job.

The display returns to the top screen. Reduce the number of originals and try again.

Service Call Message

If any critical error occurs that prevents normal operations, a service call message is displayed on the screen. If the screen similar to the one shown below is displayed, follow the procedures described below.



Restarting the Machine

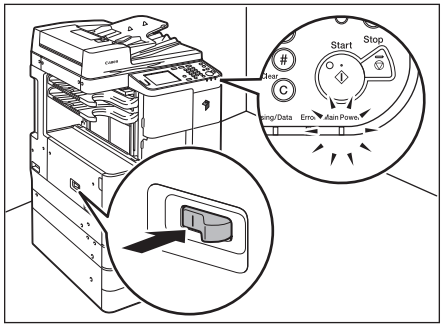
If a service call message is displayed, restart the machine.

IMPORTANT

If the main power is turned OFF, all the jobs in the machine's memory will be erased.

1 Turn OFF the machine's main power.

2 Wait at least 10 seconds and turn the main power back ON.



Using the Machine with Limited Functions

If the Service Call Message screen appears indicating a malfunction of the optional finisher, you can clear the screen by setting the machine to the Limited Functions Mode. In this mode, you can continue operating the machine by disabling the finisher functions.

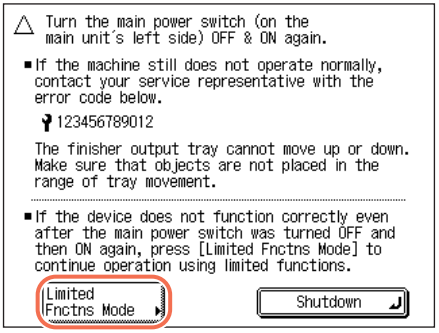
IMPORTANT

If the main power is turned OFF, all the jobs in the machine's memory will be erased.

NOTE

- Setting the machine to the Limited Functions Mode from the Service Call Message screen enables the Limited Functions Mode in Common Settings. (See "Setting the Limited Functions Mode," on p. 3-29.)
- The Service Call Message screen may re-appear if the Limited Functions Mode is deactivated without isolating the cause of the malfunction.

1

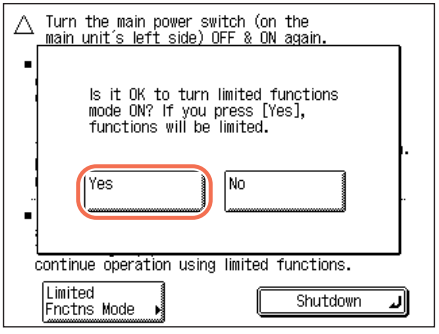


Press [Limited Fnctns Mode].

NOTE

If you want to turn OFF the machine, press [Shutdown].

2

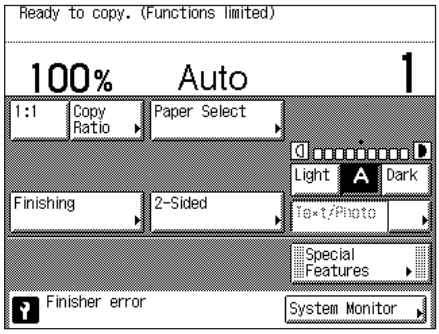


Press [Yes].

To quit, press [No].

3 **Restart the machine.**

Turn OFF the machine, wait at least 10 seconds, and then turn it ON.



The machine starts up in the Limited Functions Mode.

NOTE

After the problem with the finisher is solved, disable the Limited Functions Mode from the Additional Functions menu. (See "Setting the Limited Functions Mode," on p. 3-29.)

Requesting Repairs from the Control Panel

If you notice an abnormality with the machine, you can send a repair request from the touch panel display.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

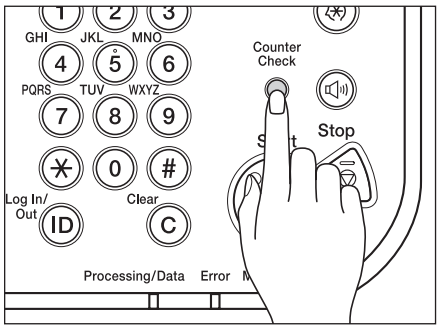
CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the cord may expose or snap the core wire or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

IMPORTANT

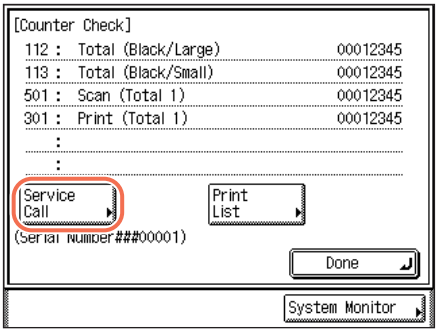
To make repair requests from the touch panel display, the machine must be configured beforehand. For more information, contact your local authorized Canon dealer.

1



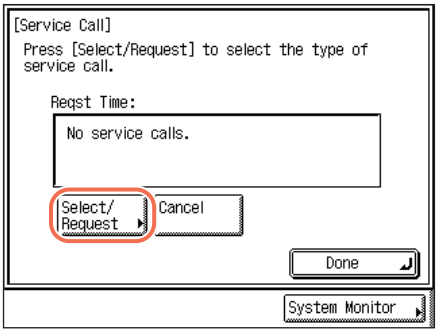
Press [Counter Check] on the control panel.

2



Press [Service Call].

3

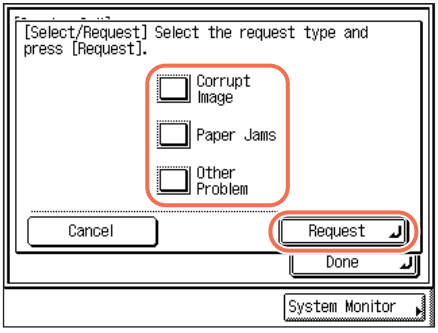


Press [Select/Request].

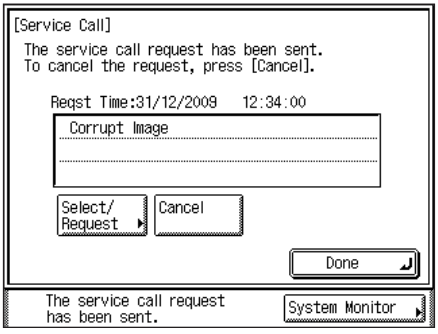
NOTE

You can cancel the request by pressing [Cancel] → [Yes].

4



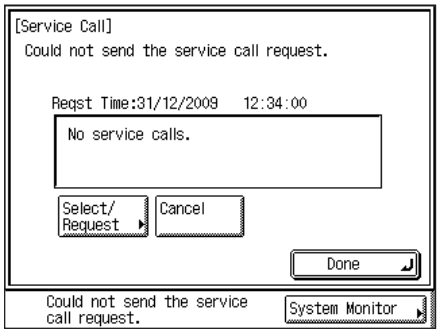
Press [Corrupt Image], [Paper Jams], or [Other Problem] to select the type of the problem you want to fix → press [Request].



The screen on the left appears when your request has successfully been sent.

NOTE

You can cancel the request by pressing [Cancel] → [Yes].



The screen on the left appears when the transmission of your request has failed. Try again.

NOTE

If you cannot send repair requests despite several attempts, turn OFF the main power and disconnect the power cord from the wall outlet. Contact your local authorized Canon dealer with the following information:

- Product name
- Problem and status of the machine
- The error code displayed on the screen

Contacting Your Local Authorized Canon Dealer

If you have any problems or inquiries concerning the machine, contact your local authorized Canon dealer with the following information:

- Product name
- Problem and status of the machine
- The error code displayed on the screen, if any

If the machine does not operate normally even after it is restarted, turn OFF the main power and disconnect the power cord from the wall outlet.

WARNING

Do not connect or disconnect the power cord with wet hands, as this may result in electrical shock.

CAUTION

Always grasp the power plug portion when disconnecting the power cord. Pulling on the cord may expose or snap the core wire or otherwise damage the power cord. If the power cord is damaged, this could cause current to leak, resulting in a fire or electrical shock.

IMPORTANT

Even if a blackout occurs or the machine is turned OFF, a built-in battery retains the documents received in memory for about an hour. However, if the battery is not fully charged, the documents may not be retained. (To fully charge the built-in battery, it takes about two hours after the main power switch is turned ON.)

Appendix

7

CHAPTER

This chapter includes tables describing the Additional Functions settings, available paper stock, specifications of the main unit and the optional equipment, and other useful information.

Additional Functions Settings Table 7-2

Available Paper Stock 7-8

Relationship between Original Orientation and Preprinted Paper Output Chart 7-10

Multifunctional Operations 7-14

Specifications 7-15

- Main Unit 7-15
- Feeder 7-19
- Cassette Module-W1 7-20
- CST. Feeding Unit-AE1 7-21
- Inner Finisher-B1 7-21
- Inner 2 Way Tray-G1 7-22
- Copy Card Reader-F1 7-22

Index 7-23

Additional Functions Settings Table

The tables below list the settings that can be selected from the Additional Functions menu. Some functions can be used only when the appropriate optional equipment is attached. For more information on the settings that are not listed in this section, see the following manuals:

- Copy Settings: See the *Copying Guide*.
- Communications Settings: See the *Sending and Facsimile Guide*.
- Printer Settings: See the *Printer Guide*.
- Report Settings: See the *Sending and Facsimile Guide*.
- Address Book Settings: See the *Sending and Facsimile Guide*.
- System Settings: See the *System Settings Guide*.

■ Common Settings

Additional Functions	Settings	Applicable Page
Initial Function	Select Initial Function: **Copy**, Send, Scan/Options Set System Monitor Screen as Initial Function: On, **Off** Set [Device] as Default for System Monitor Screen: **On**, Off	p. 3-2
Auto Clear Setting	**Initial Function**, Selected Function	p. 3-4
Toner Save Mode	High, Low, **Off**	p. 3-5
Printer Density	-4 to +4; **±0**	p. 3-6
Inch Entry	On, **Off**	p. 3-7

The default settings are indicated in bold.

■ Common Settings Continued

Additional Functions	Settings	Applicable Page
Drawer Eligibility For APS/ ADS	Copy: Stack Bypass: On, **Off** Drawer 1: **On**, Off Drawer 2*: **On**, Off Drawer 3*: **On**, Off Drawer 4*: **On**, Off Printer: Stack Bypass: On, **Off** Drawer 1: **On**, Off Drawer 2*: **On**, Off Drawer 3*: **On**, Off Drawer 4*: **On**, Off Receive (or Fax)*: Stack Bypass: On, **Off** Drawer 1: **On**, Off Drawer 2*: **On**, Off Drawer 3*: **On**, Off Drawer 4*: **On**, Off Other: Stack Bypass: On, **Off** Drawer 1: **On**, Off Drawer 2*: **On**, Off Drawer 3*: **On**, Off Drawer 4*: **On**, Off	p. 3-8
Envelope Cassette	ENV.1: **No.10 (COM10)**, ISO-B5, Monarch, ISO-C5, DL ENV.2: **No.10 (COM10)**, ISO-B5, Monarch, ISO-C5, DL	p. 3-10
Register Paper Type	Drawer 1: **Plain**, Recycled, Color, 3-hole punch Drawer 2*: **Plain**, Recycled, Color, 3-hole punch Drawer 3*: **Plain**, Recycled, Color, 3-hole punch Drawer 4*: **Plain**, Recycled, Color, 3-hole punch	p. 3-11
Energy Consumption in Sleep Mode	**Low**, High	p. 3-13

The default settings are indicated in bold.
* Indicates items whose availability may vary depending on the machine configuration.

■ Common Settings Continued

Additional Functions	Settings	Applicable Page
Tray Designation*	Tray A: Copy: **On**, Off Memory: **On**, Off Printer: **On**, Off Receive: **On**, Off Other: **On**, Off Tray B: Copy: On, **Off** Memory: On, **Off** Printer: On, **Off** Receive: On, **Off** Other: On, **Off**	p. 3-14
Stack Bypass Standard Settings	On, **Off**: Paper Size A/B-size: **A4**, A4R, A3, A5R, B4, B5, B5R Inch-size: LTR, LTRR, LGL, 11 × 17, STMTR, EXEC Irregular Size: <X> 148 mm - 432 mm <Y> 99 mm - 297 mm Envelope: No.10 (COM10), ISO-B5, Monarch, ISO-C5, DL Paper Type: **Plain**, Recycled, Color, 3-hole punch, Bond, Heavy Paper 1, Heavy Paper 2, Heavy Paper 3, Transparency, Labels	p. 3-17
Register Irregular Size	Size 1: <X>: 148 mm - 432 mm <Y>: 99 mm - 297 mm Size 2: <X>: 148 mm - 432 mm <Y>: 99 mm - 297 mm	p. 3-21

The default settings are indicated in bold.
* Indicates items whose availability may vary depending on the machine configuration.

■ Common Settings Continued

Additional Functions	Settings	Applicable Page
Paper Feed Method Switch	Stack Bypass: **Speed**, Print Side Drawer 1: **Speed**, Print Side Drawer 2*: **Speed**, Print Side Drawer 3*: **Speed**, Print Side Drawer 4*: **Speed**, Print Side	p. 3-23
Language Switch	On, **Off** Arabic, Bulgarian, Catalan, Chinese (Simplified), Chinese (Traditional), Croatian, Czech, Danish, Dutch, English, Estonian, Finnish, French, German, Greek, Hungarian, Italian, Japanese, Korean, Latvian, Lithuanian, Norwegian, Polish, Portuguese, Romanian, Russian, Slovak, Slovene, Spanish, Swedish, Thai, Turkish, Vietnamese	p. 3-25
Reversed Display (B/W)	On, **Off**	p. 3-26
Error Display for Dirty Feeder*	**On**, Off	p. 3-27
Gamma Value for Remote Scans	Gamma 1.0, Gamma 1.4, **Gamma 1.8**, Gamma 2.2	p. 3-28
Limited Functions Mode*	On, **Off**	p. 3-29
B5/EXEC Paper Selection	Drawer 1: **B5**, EXEC Drawer 2*: **B5**, EXEC Drawer 3*: **B5**, EXEC Drawer 4*: **B5**, EXEC	p. 3-30
A5R/STMTR Paper Selection	Drawer 1: **A5R**, STMTR Drawer 2*: **A5R**, STMTR Drawer 3*: **A5R**, STMTR Drawer 4*: **A5R**, STMTR	p. 3-32
Initialize Common Settings	Select <Yes> or <No>.	p. 3-33

The default settings are indicated in bold.

* Indicates items whose availability may vary depending on the machine configuration.

■ Timer Settings

Additional Functions	Settings	Applicable Page
Date & Time Settings	Enter <DD/MM YYYY hh:mm>. Time Zone Settings: GMT -12:00 to GMT +12:00; **GMT 0:00** Daylight Saving Time Settings: On, Off Specify the start and end dates. (The default settings may vary depending on the country of purchase.)	p. 3-34
Auto Sleep Time*	**On**, Off (1 to 30 minutes in one minute increments; **2 min**)	p. 3-38
Auto Clear Time	0, 10 to 50 seconds in ten second increments, 1 to 9 minutes in one minute increments (0: Off); **2 min**	p. 3-39

The default settings are indicated in bold.
* It is recommended to use the factory-installed settings for this item.

■ Adjustment/Cleaning

Additional Functions	Settings	Applicable Page
Transfer Roller Cleaning	Press [Start] to start cleaning.	p. 5-36
Drum Cleaning	Press [Start] to start cleaning.	p. 5-37
Fixing Unit Cleaning	Press [Start] to start cleaning. Press [Cleaning Sheet Print] to start printing the cleaning sheet.	p. 5-38
Feeder Cleaning*	Press [Start] to start cleaning.	p. 5-34
Special Mode M	**Standard**, Low, High	p. 6-49
Special Mode N	Auto, Manual (Medium, High), Off (The default setting may vary depending on the country of purchase.)	p. 6-51
Special Mode O	On, **Off**	p. 6-53
Special Mode P	**Off**, Medium, High	p. 6-54
Special Mode G	On, **Off**	p. 6-55
Special Mode S	On, **Off**	p. 6-56
Rotate Collate Adjustment	**Speed Priority 1**, Speed Priority 2, Image Priority	p. 6-57
Auto Adjustment for Dirty Feeder*	**On**, Off	p. 6-58
Special Mode E	On, **Off**	p. 6-59
Special Mode F	**Off**, MODE1, MODE2, MODE3	p. 6-60

The default settings are indicated in bold.
* Indicates items whose availability may vary depending on the machine configuration.

Available Paper Stock

The paper types and sizes that can be used with this machine are shown on the tables below.

✓: Available N/A: Not Available

Paper Type	Paper Source	
	Paper Drawer (64 to 90 g/m^2)	**Stack Bypass (64 to 128 g/m^2)**
Plain[*1]	✓	✓
Recycled[*1]	✓	✓
Color[*1]	✓	✓
3-hole punch	✓	✓
Bond[*2]	N/A	✓
Heavy Paper 1[*3]	N/A	✓
Heavy Paper 2[*4]	N/A	✓
Heavy Paper 3[*5]	N/A	✓
Transparency[*6]	N/A	✓
Labels	N/A	✓

*1 From 64 to 90 g/m^2.

*2 From 75 to 90 g/m^2.

*3 From 81 to 90 g/m^2.

*4 From 91 to 105 g/m^2.

*5 From 106 to 128 g/m^2.

*6 Use only A4 transparencies made especially for this machine.

NOTE

- For instructions on how to register paper types for the paper drawers, see “Identifying the Type of Paper in a Paper Source,” on p. 3-11.
- For instructions on how to register paper types for the stack bypass, see “Loading Paper in the Stack Bypass,” on p. 2-21 and “Standard Paper for the Stack Bypass,” on p. 3-17.
- Chlorine-free paper can be used with this machine.

✓: Available N/A: Not Available

Paper Size		Dimensions	Paper Source		
			Paper Drawers 1/3/4	Paper Drawer 2	Stack Bypass
A4		297 mm × 210 mm	✓	✓	✓
A4R		210 mm × 297 mm	✓	✓	✓
A3		297 mm × 420 mm	✓	✓	✓
A5R		148 mm × 210 mm	✓	✓	✓
B4		257 mm × 364 mm	✓	✓	✓
B5		257 mm × 182 mm	✓	✓	✓
B5R		182 mm × 257 mm	✓	✓	✓
Irregular Size		99 mm to 297 mm × 148 mm to 432 mm	N/A	N/A	✓
Envelope	**No.10 (COM10)**	104.7 mm × 241.3 mm	N/A	Optional*	✓
	ISO-B5	176 mm × 250 mm	N/A	Optional*	✓
	Monarch	98.4 mm × 190.5 mm	N/A	Optional*	✓
	ISO-C5	162 mm × 229 mm	N/A	Optional*	✓
	DL	110 mm × 220 mm	N/A	Optional*	✓

* Envelopes can be loaded in Paper Drawer 2 only when the optional Envelope Feeder Attachment-D1 is attached.

NOTE

- For instructions on how to load paper, see the sections listed below.

Paper Drawers 1/2/3/4	**Paper**	See “Loading Paper,” on p. 5-3.
	Envelope (Drawer 2)	See “Loading Envelopes,” on p. 5-10.
Stack Bypass		See “Loading Paper in the Stack Bypass,” on p. 2-21.

- The number of available paper drawers may vary depending on the machine configuration.

Relationship between Original Orientation and Preprinted Paper Output Chart

Use the charts in this section when printing on preprinted paper (i.e., paper with logos or letterheads). These charts describe how to load paper and how to place originals to copy on one-sided preprinted paper with the default paper feeding method. (For more information on the paper feeding method, see “Selecting the Paper Feed Method,” on p. 3-23.)

IMPORTANT

Do not load the following types of paper into the paper drawers, as they may cause paper jams:

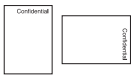
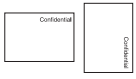
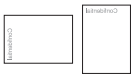
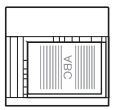
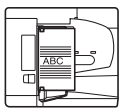
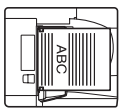
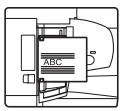
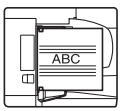
- Paper on which color images have been copied (Do not print on the reverse side of such paper.)
- Paper which has been printed on using a thermal transfer printer (Do not print on the reverse side of such paper.)

NOTE

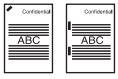
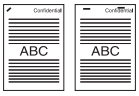
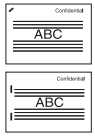
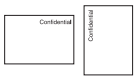
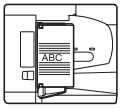
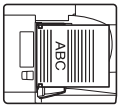
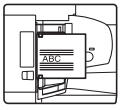
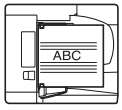
If you want to copy on preprinted paper, place the copy side:

- Face up when using a paper drawer
- Face down when using the stack bypass

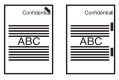
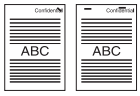
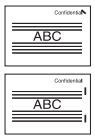
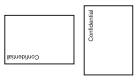
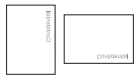
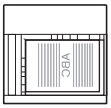
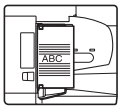
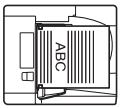
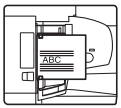
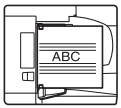
■ If You Do Not Set the Staple Mode:

Original/ Paper Orientation, Settings \ Output Example		A4, B5	A3, B4	A4, B5	A3, B4
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up				
	Orientation in stack bypass Preprinted side: Face down				
Original	Orientation on the platen glass Original side: Face down				
	Orientation in the feeder Original side: Face up				
Auto Orientation Setting		Either On or Off (Set to 'On' when paper orientation in the stack bypass/paper drawer is horizontal.)	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the stack bypass/paper drawer is vertical.)	Either On or Off

■ If You Want to Staple on the Left Side of the Prints:

Original/ Paper Orientation, Settings		Staple Position / Output Example	Corner: Top Left Double: Left	Corner: Top Left Double: Top	Corner: Top Left	Corner: Top Left Double: Left
			 A4, B5	 A3, B4, A4R	A4	 A3, B4, A4R
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up					
	Orientation in stack bypass Preprinted side: Face down					
Original	Orientation on the platen glass Original side: Face down					
	Set the staple position to:		Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Left	Corner: Top Left Double: Left
	Orientation in the feeder Original side: Face up					
	Set the staple position to:		Corner: Top Left Double: Left	Corner: Top Right Double: Right	Corner: Top Left	Corner: Top Left Double: Left
Auto Orientation Setting			Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the stack bypass/paper drawer is vertical.)	Either On or Off

■ If You Want to Staple on the Right Side of the Prints:

Original/ Paper Orientation, Settings / Staple Position / Output Example		Corner: Top Right Double: Right  A4,B5	Corner: Top Right Double: Top  A3, B4, A4R	Corner: Top Right A4	Corner: Top Right Double: Right  A3, B4, A4R
Preprinted Paper	Orientation in paper drawer Preprinted side: Face up				
	Orientation in stack bypass Preprinted side: Face down				
Original	Orientation on the platen glass Original side: Face down				
	Set the staple position to:	Corner: Top Right Double: Right	Corner: Bottom Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
	Orientation in the feeder Original side: Face up				
	Set the staple position to:	Corner: Top Right Double: Right	Corner: Bottom Right Double: Right	Corner: Top Right	Corner: Top Right Double: Right
Auto Orientation Setting		Either On or Off	Either On or Off	Either On or Off (Set to 'On' when paper orientation in the stack bypass/paper drawer is vertical.)	Either On or Off

Multifunctional Operations

The machine allows multiple functions, such as printing, scanning, and copying, to be used together. The table below shows which multifunctional operations can be used together.

■ How to read the table

The table below indicates the availability of the operations listed in the horizontal rows when the operations listed in the vertical columns are already being performed.

Examples:

- The machine can start a new copy job while printing a copy job.
- The machine cannot scan originals for a copy job and sending job at the same time.

NOTE

The machine's performance may be affected if multiple jobs that involve complex image processing or network transmissions are being carried out at the same time.

√: Available N/A: Not Available

Job in Progress \ New Job		Copy	Print (from a computer)		Receive		Media Print		Send/ Remote Scan	Fax			
			Receive data	Print	Memory RX	Print	Read data	Print		Scan	Manual TX	Memory TX/RX	Print
Copy	Scan	N/A	√	N/A	√	N/A	N/A	N/A	N/A	N/A	N/A	√	N/A
	Print	√	√	N/A	√	N/A	N/A	N/A	√	√	√	√	N/A
Print (from a computer)	Receive data	√	√	√	√	√	√	√	√	√	√	√	√
	Print	√	√	N/A	√	N/A	√	N/A	√	√	√	√	N/A
Receive	Memory RX	√	√	√	N/A	√	√	√	√	√	√	√	√
	Print	N/A	√	N/A	√	N/A	√	N/A	√	√	√	√	N/A
Media Print	Read data	N/A	√	√	√	√	N/A	√	N/A	N/A	N/A	√	√
	Print	N/A	√	N/A	√	N/A	√	N/A	N/A	N/A	N/A	√	N/A
Send/ Remote Scan		N/A	√	√	√	√	N/A	N/A	N/A	N/A	N/A	√	√
Fax	Scan	N/A	√	√	√	√	N/A	N/A	N/A	N/A	N/A	√	√
	Manual TX	N/A	√	√	√	√	N/A	N/A	N/A	N/A	N/A	N/A	√
	Memory TX/RX	√	√	√	√	√	√	√	√	√	N/A	N/A*	√
	Print	√	√	N/A	√	N/A	√	N/A	√	√	√	√	N/A

* While sending/receiving faxes using memory, the machine cannot use memory to perform additional sending (TX) jobs. However, operations are allowed on the touch panel display.

Specifications

Specifications are subject to change without notice for product improvement or future release.

Main Unit

Item	Specification
Name	Canon imageRUNNER 2545i/2545/2535i/2535/2530/2525i/2525/2520i/2520
Type	Desktop
Resolution for Reading	600 dpi × 600 dpi
Resolution for Writing	1200 dpi × 1200 dpi
Number of Tones	256
Available Paper	Paper Drawers 1, 3, and 4: Weight: 64 g/m^2 to 90 g/m^2 Type: Plain, Recycled, Color, 3-hole punch Paper Drawer 2: Weight: 64 g/m^2 to 90 g/m^2 Type: Plain, Recycled, Color, 3-hole punch, Envelopes* (No.10 (COM10), ISO-B5, Monarch, ISO-C5, DL) Stack Bypass: Weight: 64 g/m^2 to 128 g/m^2 Type: Plain, Recycled, Color (64 g/m^2 to 90 g/m^2), 3-hole punch, Bond (75 g/m^2 to 90 g/m^2), Heavy Paper 1 (81 g/m^2 to 90 g/m^2), Heavy Paper 2 (91 g/m^2 to 105 g/m^2), Heavy Paper 3 (106 g/m^2 to 128 g/m^2), Transparencies, Labels, Envelopes (No.10 (COM10), ISO-B5, Monarch, ISO-C5, DL) * The optional Envelope Feeder Attachment-D1 is required.
Acceptable Originals	Sheet, Book, 3-dimensional objects (Up to approx. 50 mm or 2 kg)
Maximum Original Size	A3

Item	Specification
Paper Sizes	Paper Drawers 1, 3, and 4: Standard size (A4, A4R, A3, A5R, B4, B5, B5R) Paper Drawer 2: Standard size (A4, A4R, A3, A5R, B4, B5, B5R) Envelopes* (No.10 (COM10), ISO-B5, Monarch, ISO-C5, DL) Stack Bypass: Standard size (A4, A4R, A3, A5R, B4, B5, B5R) Free size (99 mm to 297 mm × 148 mm to 432 mm), Envelopes (No.10 (COM10), ISO-B5, Monarch, ISO-C5, DL) * The optional Envelope Feeder Attachment-D1 is required.
Margin	Top/Left margins: 2.5 mm ± 1.5 mm Bottom margin: 4.0 mm or less (when scanning A4 originals)
Warm-Up Time	When the main power is turned ON: 30 seconds or less When the machine wakes from the Sleep mode: 10 seconds or less (Temperature: 20 °C) Warm-up time may vary depending on the condition and environment around the machine.
First Copy Time (A4, direct, Paper Drawer 1)	imageRUNNER 2545i/2545/2535i/2535: 3.9 seconds or less imageRUNNER 2525i: 5.4 seconds or less imageRUNNER 2530/2525/2520i/2520: 6.4 seconds or less

Item	Specification		
Copy Speed (Except when paper is fed from the stack bypass)	Sheets per minute		
	imageRUNNER 2545i/2545		
	Direct	A4	45
		A4R	32
		A3	22
		A5R	20
		B4	25
		B5	45
		B5R	20
	imageRUNNER 2535i/2535		
	Direct	A4	35
		A4R	32
		A3	22
		A5R	20
		B4	25
		B5	35
		B5R	20
	imageRUNNER 2530		
	Direct	A4	30
		A4R	17
		A3	15
		A5R	17
		B4	13
		B5	27
		B5R	17
	imageRUNNER 2525i/2525		
	Direct	A4	25
		A4R	17
		A3	15
		A5R	17
		B4	13
		B5	25
		B5R	17
	imageRUNNER 2520i/2520		
	Direct	A4	20
		A4R	17
		A3	15
		A5R	17
		B4	13
		B5	20
		B5R	17

Item	Specification
Magnification	Direct 1:1 (±0.5%) Reduction 1:0.86 (A3 → B4, A4 → B5) 1:0.81 (B4 → A4, B5 → A5) 1:0.70 (A3 → A4, B4 → B5) 1:0.61 (A3 → B5) 1:0.50 (A3 → A5) 1:0.25 (MIN.) Enlargement 1:1.15 (B4 → A3, B5 → A4) 1:1.22 (A4 → B4, A5 → B5) 1:1.41 (A4 → A3, B5 → B4) 1:2.00 (A5 → A3) 1:4.00 (MAX.)
Paper Feeding System	Paper Drawer 1: 550 sheets (80 g/m^2) (250 sheets for the imageRUNNER 2530/2525/2520i/2520) Paper Drawer 2: 550 sheets (80 g/m^2) 50 envelopes* Paper Drawers 3 and 4: 550 sheets per drawer (80 g/m^2) Stack Bypass: 100 sheets (A4/A4R/A5R/B5/B5R, 80 g/m^2) 50 sheets (A3/B4, 80 g/m^2) * The optional Envelope Feeder Attachment-D1 is required.
Multiple Copies	999 sheets
Power Source	imageRUNNER 2545i/2545/2535i/2535: 220 - 240 V AC, 50/60 Hz, 4.2 A imageRUNNER 2530/2525i/2525/2520i/2520: 220 - 240 V AC, 50/60 Hz, 3.3 A
Power Consumption	Maximum power consumption: imageRUNNER 2545i/2545/2535i/2535: Approx. 1.827 kW imageRUNNER 2525i: Approx. 1.345 kW imageRUNNER 2530/2525/2520i/2520: Approx. 1.542 kW When the machine is in the Sleep mode: 1.5 W or less When the main power switch is turned OFF: 0.1 W or less

Item	Specification
Dimensions (W × D × H)	imageRUNNER 2545i/2545/2535i/2535: 565 mm × 680 mm × 806 mm (with the platen cover) 565 mm × 689 mm × 907 mm (with the feeder) imageRUNNER 2530/2525i/2525: 565 mm × 680 mm × 806 mm (with the platen cover) 565 mm × 693 mm × 896 mm (with the feeder) imageRUNNER 2520i/2520: 565 mm × 680 mm × 681 mm (with the platen cover) 565 mm × 693 mm × 771 mm (with the feeder)
Installation Space (W × D)	1,079 mm × 1,441 mm (with no optional equipment attached) 1,367 mm × 1,441 mm (with the optional Inner Finisher-B1 attached)
Weight	imageRUNNER 2545i/2535i: Approx. 78.4 kg imageRUNNER 2545/2535: Approx. 69.5 kg imageRUNNER 2525i: Approx. 77.5 kg imageRUNNER 2530/2525: Approx. 67.7 kg imageRUNNER 2520i: Approx. 58.9 kg imageRUNNER 2520: Approx. 50.5 kg

Feeder

Item	Specification
Type	Automatic Document Feeder
Size of Originals	A4, A4R, A3, A5, A5R, B4, B5, B5R
Original Paper Weights	imageRUNNER 2545i/2535i and DADF-AA1: One-sided: 42 g/m^2 to 128 g/m^2 Two-sided: 50 g/m^2 to 128 g/m^2 Color: 64 g/m^2 to 128 g/m^2 imageRUNNER 2525i/2520i and DADF-AB1: 52 g/m^2 to 105 g/m^2 (37 g/m^2 to 52 g/m^2 and 105 g/m^2 to 128 g/m^2 when scanning a single page document)
Tray Capacity	imageRUNNER 2545i/2535i and DADF-AA1: A4/A4R/A3/A5/A5R/B4/B5/B5R: 100 sheets (80 g/m^2) imageRUNNER 2525i/2520i and DADF-AB1: A4/A4R/A5/A5R/B5/B5R: 50 sheets (80 g/m^2) A3/B4: 25 sheets (80 g/m^2)

Item	Specification
Original Scanning Speed	imageRUNNER 2545i/2535i and DADF-AA1: Copying: 45 sheets/minute (A4 in Black-and-White at 600 dpi) Scanning: 45 sheets/minute (A4 in Black-and-White at 300 dpi) 34 sheets/minute (A4 in Full Color at 300 dpi) imageRUNNER 2525i/2520i and DADF-AB1: Copying: 25 sheets/minute (A4 in Black-and-White at 600 dpi) Scanning (when “Speed Priority” is selected)*: 35 sheets/minute (A4 in Black-and-White at 300 dpi) 25 sheets/minute (A4 in Full Color at 300 dpi) * The scanning speed may vary depending on the scanning mode and original type.
Power Source	From main unit
Power Consumption	imageRUNNER 2545i/2535i and DADF-AA1: Approx. 30.8 W max. imageRUNNER 2525i/2520i and DADF-AB1: Approx. 27.1 W max.
Dimensions (W × D × H)	imageRUNNER 2545i/2535i and DADF-AA1: 565 mm × 540 mm × 137 mm imageRUNNER 2525i/2520i and DADF-AB1: 565 mm × 544 mm × 126 mm
Weight	imageRUNNER 2545i/2535i and DADF-AA1: Approx. 7.9 kg imageRUNNER 2525i/2520i and DADF-AB1: Approx. 7.0 kg

Cassette Module-W1

Item	Specification
Paper Sizes	A4, A4R, A3, A5R, B4, B5, B5R
Paper Capacity	550 sheets × 1 drawer (80 g/m^2)
Power Source	From main unit
Power Consumption	Approx. 17.4 W max.
Dimensions (W × D × H)	565 mm × 650 mm × 97 mm
Weight	Approx. 12.8 kg

CST. Feeding Unit-AE1

Item	Specification
Paper Sizes	A4, A4R, A3, A5R, B4, B5, B5R
Paper Capacity	550 sheets × 2 drawers (80 g/m^2)
Power Source	From main unit
Power Consumption	Approx. 13.3 W max.
Dimensions (W × D × H)	565 mm × 650 mm × 248 mm
Weight	Approx. 24.0 kg

Inner Finisher-B1

Item	Specification
Paper Weight	64 g/m^2 to 128 g/m^2
Capacity	Tray A (standard tray) Non-collate, Collate, or Group mode: A4/A5R/B5: 1,000 sheets (or 125 mm in height)* A4R/A3/B4/B5R: 500 sheets (or 62.5 mm in height) * 500 sheets (or 62.5 mm in height) for mixed paper sizes. Staple mode: A4/B5: 30 sets (or 125 mm in height)* A4R/A3/B4: 30 sets (or 62.5 mm in height) * 30 sets (or 62.5 mm in height) for mixed paper sizes. Tray B (when Inner Finisher Additional Tray-B1 is attached) Non-collate, Collate, or Group mode: A4/A4R/A3/A5R/B4/B5/B5R: 100 sheets (or 12.5 mm in height) Staple mode: A4/A4R/A3/B4/B5: 15 sets (or 8.1 mm in height)
Max. Stapling Capacity/ Available Staple Size	A4/B5: 50 sheets (80 g/m^2) A4R/A3/B4: 30 sheets (80 g/m^2)
Available Staple Size	A4/A4R/A3/B4/B5
Available Offset Size	A4/A4R/A3/B4/B5
Power Source	From main unit
Power Consumption	Approx. 43.9 W max.

Item	Specification
Dimensions (W × D × H)	416 mm × 554 mm × 295 mm (When the auxiliary tray is extended: 703 mm × 554 mm × 295 mm)
Installation Space (W × D)	1,165 mm × 755 mm (when the stack bypass and the auxiliary tray of the Inner Finisher Additional Tray-B1 are extended)
Weight	Approx. 12.5 kg

Inner 2 Way Tray-G1

Item	Specification
Paper Weight	64 g/m^2 to 128 g/m^2
Capacity	Tray A: A4/B5: 250 sheets (80 g/m^2) Other Sizes: 100 sheets (80 g/m^2) Tray B: A4/A5R/B5: 100 sheets (80 g/m^2) Other Sizes: 50 sheets (80 g/m^2)
Dimensions (W × D × H)	426 mm × 413 mm × 109 mm
Installation Space (W × D)	Incorporated in the main unit
Weight	Approx. 0.6 kg

Copy Card Reader-F1

Item	Specification
Available Card Type	Magnetic stripe card
Card Readout Method	Magnetic readout
Magnetic Card Reading Direction	Inserting direction
Store/Replay	Replay
Power Source	From main unit
Dimensions (W × D × H)	96 mm × 88 mm × 40 mm (excluding the attachment kit and cable)
Weight	Approx. 200 g (including the attachment kit and cable)

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