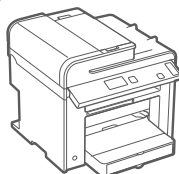


imageCLASS

MF 4890 dw / MF 4870 dn / MF 4820 d
MF 4750 / MF 4720 w

Starter Guide

1



Preface

➔ P.2

2



Installing the Machine

➔ P.4

3



Connecting to a Computer
and Installing the Drivers

➔ P.14

4



Configuring and
Connecting the Fax

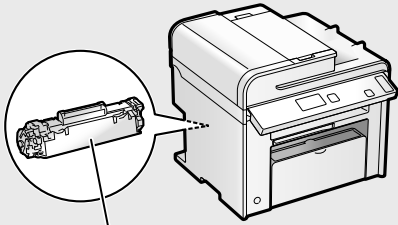
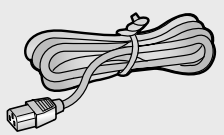
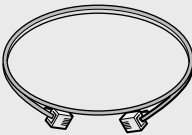
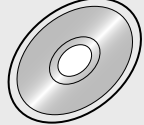
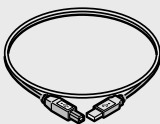
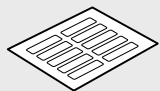


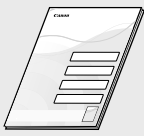

➔ P.20

Read this guide first.

Please read this guide before operating this product. The remarks for important safety instructions are described in the Basic Operation Guide. After you finish reading the Starter Guide, store it in a safe place for future reference.

Checking the Supplied Accessories

Confirm that all the supplied accessories are contained in the box. If an item is missing or damaged, please contact the Canon Authorized Service Facilities or the Canon Customer Care Center.

Machine Unit  The toner cartridge is already installed.	Power Cord 
Telephone Cable 	User Software CD-ROM 
USB Cable* 	Speed Dial Label (MF4890dw/MF4870dn/ MF4750 Only) 
Starter Guide 	Handset Clamp (MF4890dw/MF4870dn/ MF4750 Only) 
Wireless LAN Setting Guide (MF4890dw/MF4720w Only) 	Limited Warranty Notice 

* The USB cable may not be supplied depending on the country where you purchased the machine.

About the LAN and USB cable

The machine does not come with a LAN cable or a hub. Have a LAN cable or a hub ready as needed.

- Please use LAN Cable of Category 5 twisted pair cable or higher for support.
- When connecting the machine to a 100BASE-TX Ethernet network, all the devices on the LAN must be compatible with 100BASE-TX.

Supplied Toner Cartridge

- The included "Canon Cartridge 328 Starter" can print an average yield of 1,000 sheets*. The average yield of the replacement toner cartridge differs from the supplied toner cartridge.
- To purchase replacement toner cartridges:
➔ "Replacement Toner Cartridges" in the e-Manual

* The average yield is based on "ISO/IEC 19752" when printing A4 size paper with the default printing density.

User Software CD-ROM

The User Software CD-ROM contains the MF Drivers, MF Toolbox, various software, and the e-Manual.*1

MF Drivers

The MF Driver contains the Network Scan Utility*2 (to use to scan over a network) as well as printer, fax, and scanner drivers.

MF Toolbox

The MF Toolbox provides a group of commands for you, such as to open a scanned image in an application, send it as an e-mail attachment file, and store it on the hard disk.

Miscellaneous Software

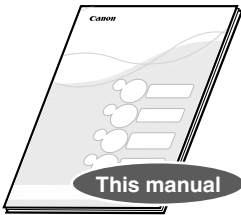
The User Software CD-ROM contains Presto! PageManager. Install it from the [Custom Installation] option.

*1 See "Using the e-Manual" (P.26).

*2 Windows 7/8/Vista/XP only.

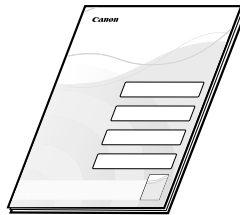
Included Documents

Printed Manuals



Starter Guide

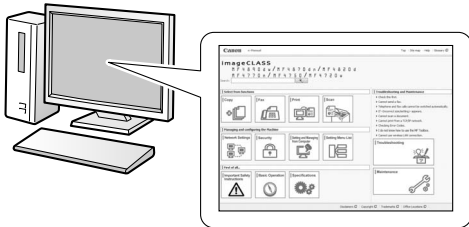
This manual describes the configuration and software installation.



Wireless LAN Setting Guide (MF4890dw/MF4720w Only)

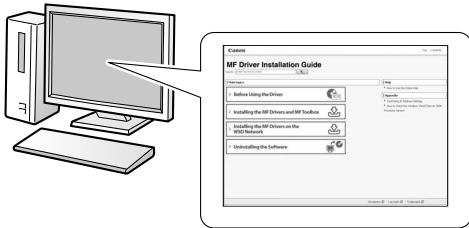
This manual explains the wireless LAN setup procedures and troubleshooting during the setup.

Manuals Included in the CD-ROM



e-Manual

This manual explains all the features of the machine, and is categorized by subject. For details about using the e-Manual, see “Using the e-Manual” (P.26).

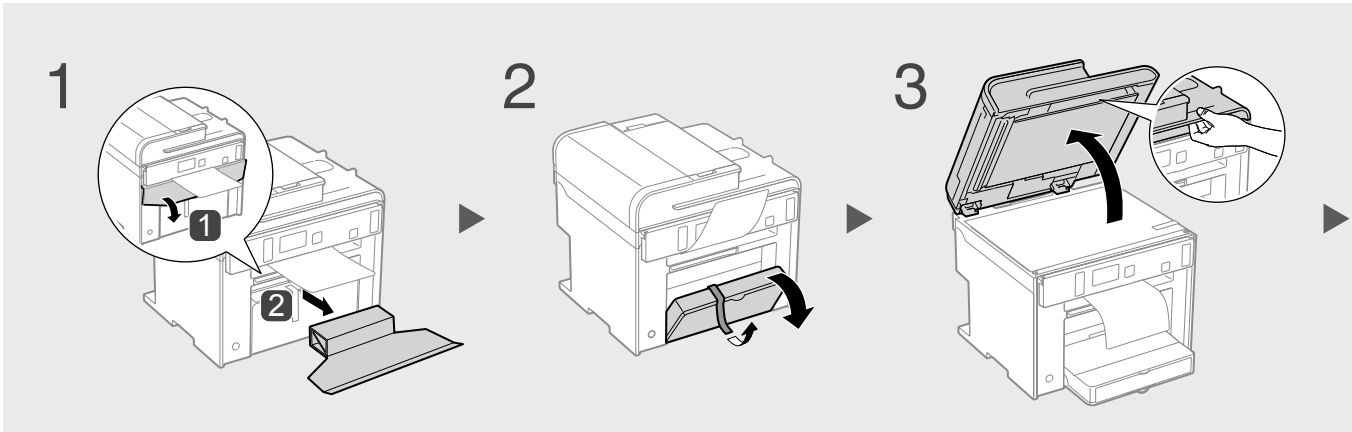


MF Driver Installation Guide

This manual describes software installation.

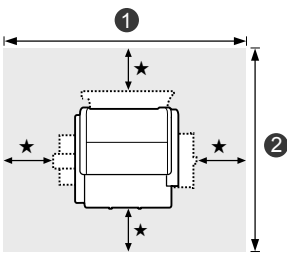
Removing the Packing Materials

Remove all the packing materials, such as orange tape. Packing materials may change in form or placement, or may be added or removed without prior notice.

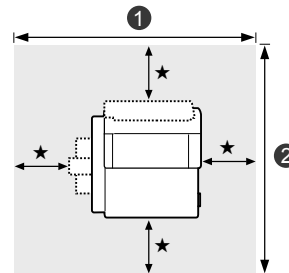
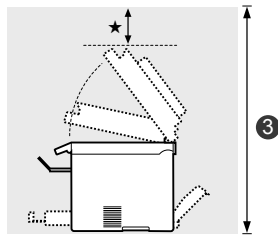


Establishing an Installation Site

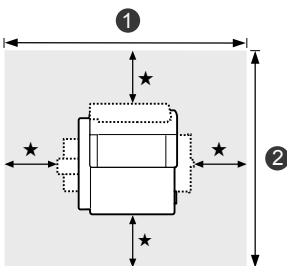
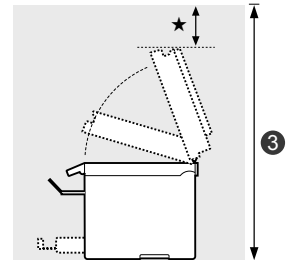
★ = 100 mm



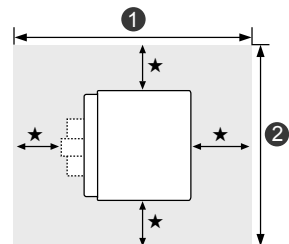
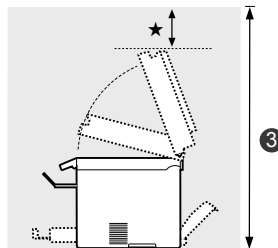
MF4890dw: ① 793 mm / ② 626 mm / ③ 741 mm



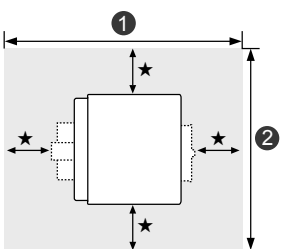
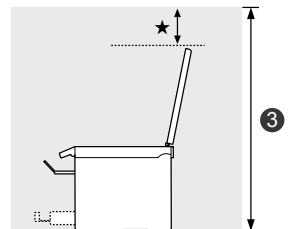
MF4750: ① 755 mm / ② 626 mm / ③ 723 mm



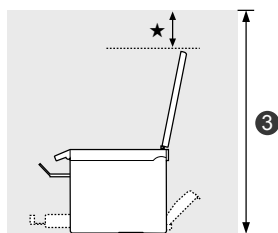
MF4870dn: ① 793 mm / ② 626 mm / ③ 723 mm

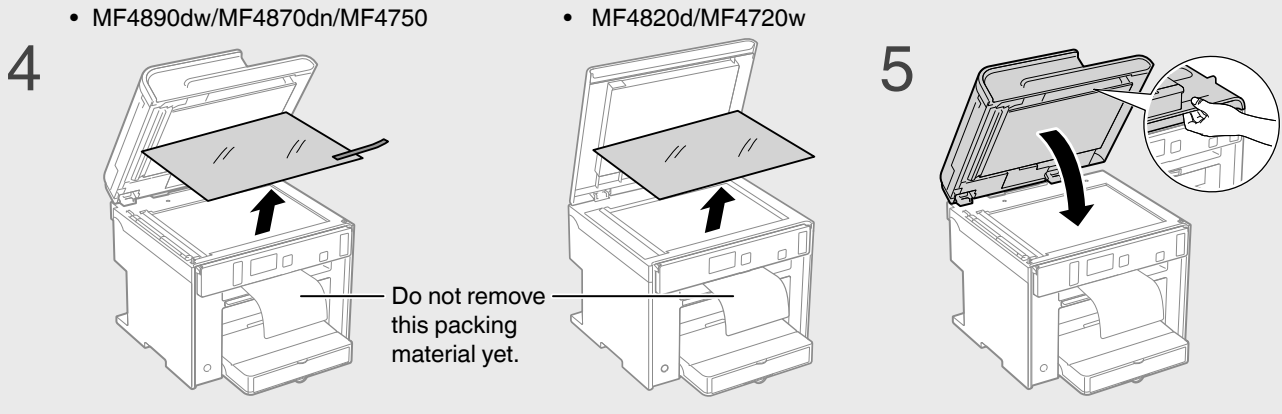


MF4720w: ① 727 mm / ② 590 mm / ③ 696 mm



MF4820d: ① 793 mm / ② 590 mm / ③ 696 mm





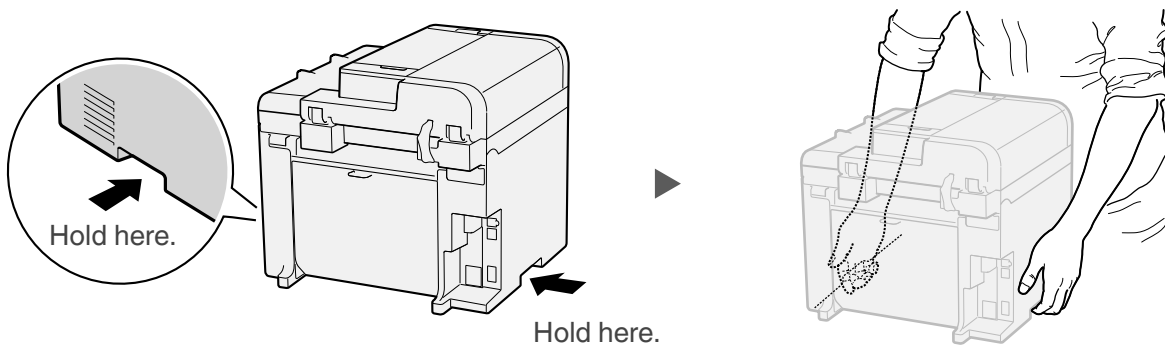
Do not place the machine near the following:

- Alcohol, paint thinner, or other flammable substances ▶ If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock.
- Any medical equipment ▶ Radio wave emitted from this machine may interfere with medical equipment.
- Surfaces that are unstable, subject to excessive vibration, objects that could block the ventilation slot, dampness or dust, in direct sunlight or exposed to the elements, subject to high temperatures, open flames, and poor ventilation ▶ Installing the machine in locations with these characteristics may result in personal injury, fire, or electric shock.

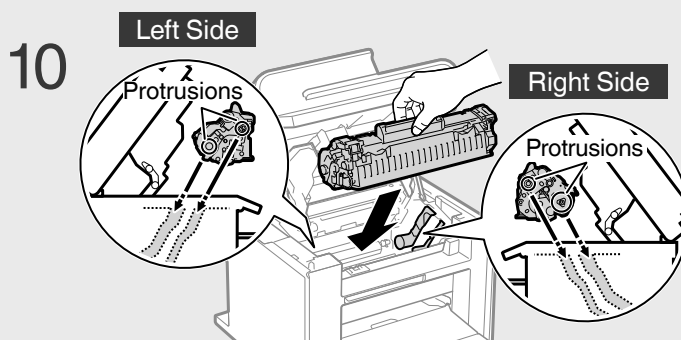
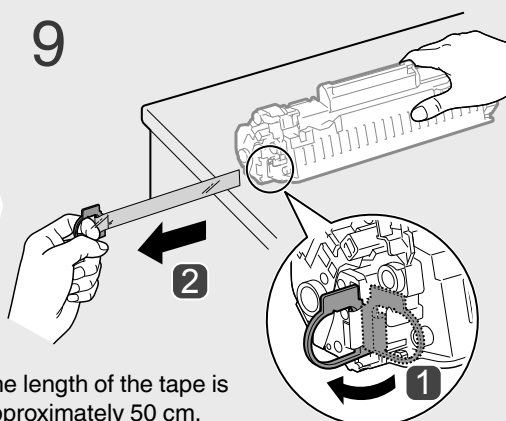
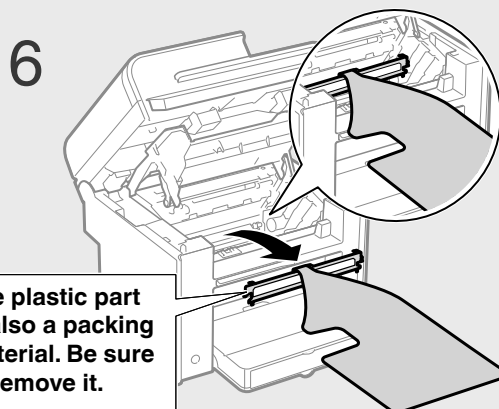
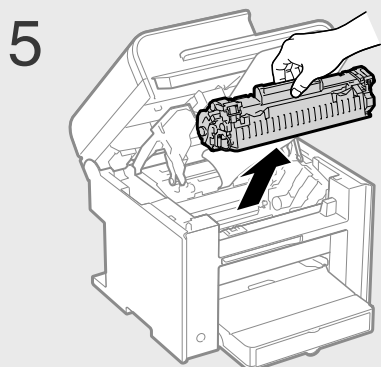
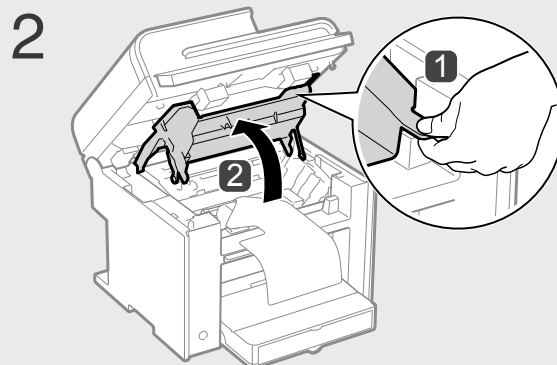
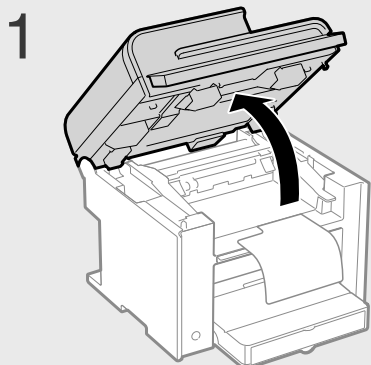
Ozone from the Unit

Although ozone is generated from the machine during operation, it does not have any affect on the human body. However, if you intend to use the machine for long periods of time, ensure that the installation location is well ventilated for a comfortable working environment.

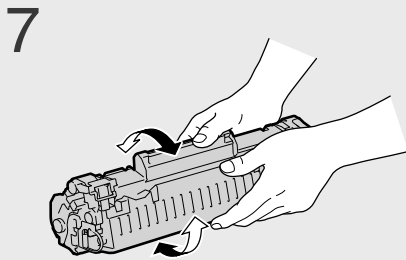
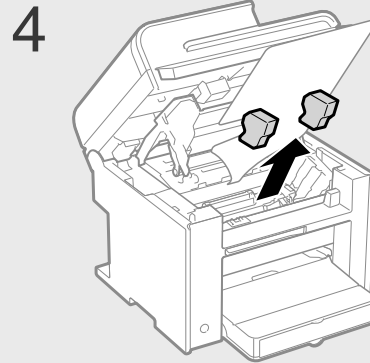
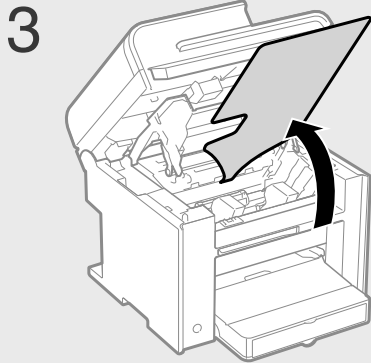
Proper Handling



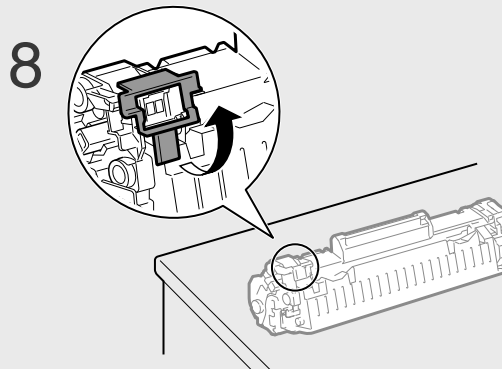
Preparing the Toner Cartridge



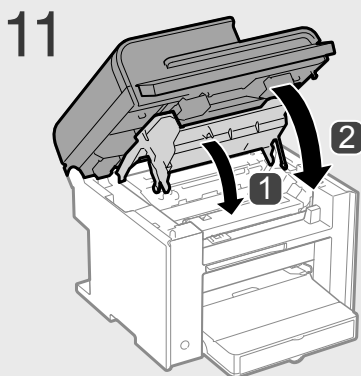
Fit the protrusions on each side of the toner cartridge, and then slide the toner cartridge into the machine.



Shake 5 to 6 times.



Place on a flat surface.

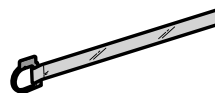


Check!

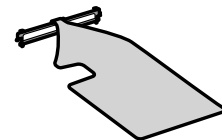
Are all the packing materials removed?



Packing materials

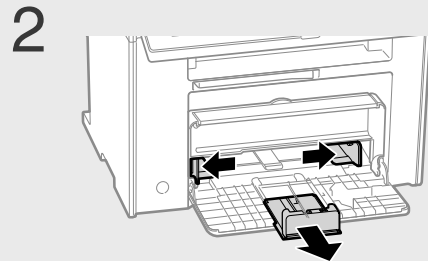
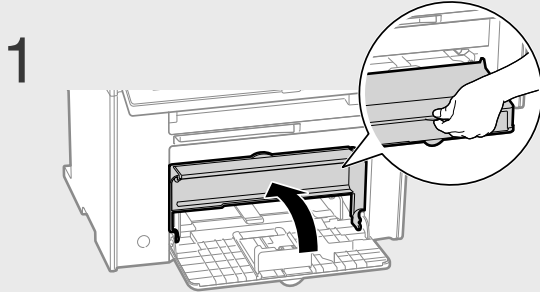


Sealing tape

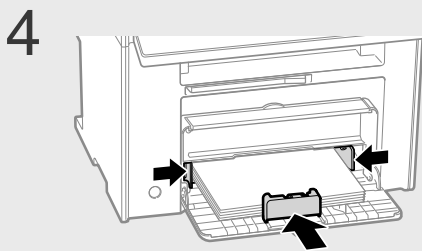


Packing material
with a sheet

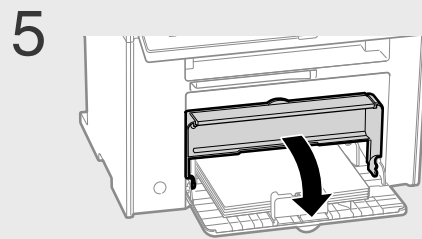
Loading Paper



Spread the paper guides a little wider than the width and length of the paper.



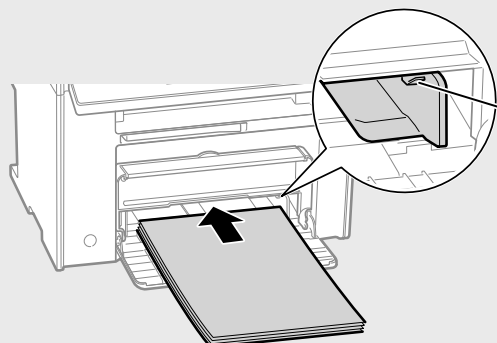
Adjust the paper guides tightly to the width and length of the paper.



Loading Paper Other than A4 Size

The procedure here is for loading A4 size paper. To load paper other than A4 size, such as A5 or B5, see “Loading Paper Other than A4 Size” (P.25) after finishing the initial settings.

3



Load Limit Guide

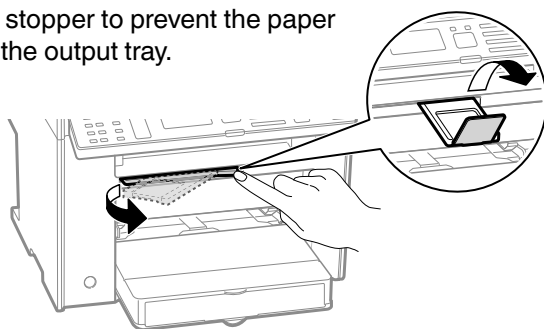
Push until the edge of the paper stack meets the back of the paper cassette.

Check!

Make sure that the paper stack does not exceed the load limit guide.

Use the paper stopper when printing.

Pull out the paper stopper to prevent the paper from falling out of the output tray.

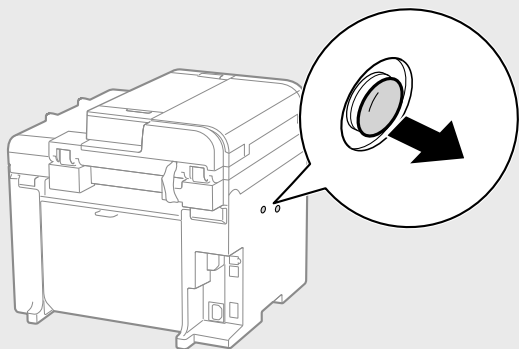


1 Push out the output tray extension, and then pull it out.

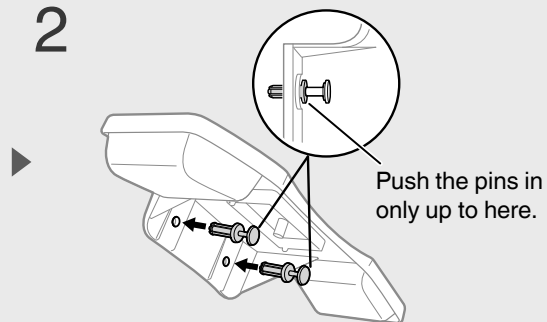
2 Lift the paper stopper.

Connecting the Handset (Option)

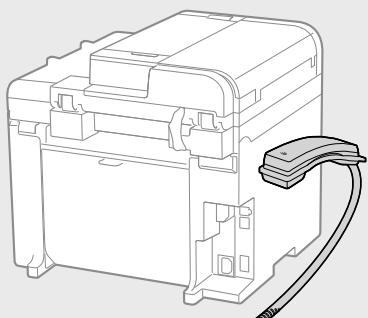
1



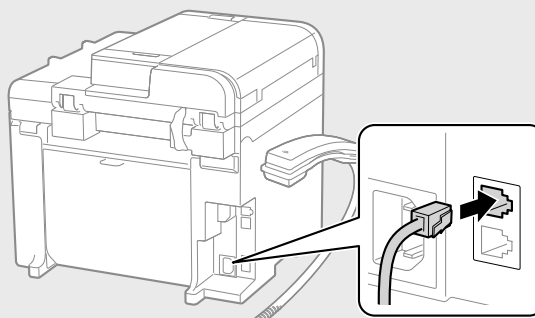
2



5

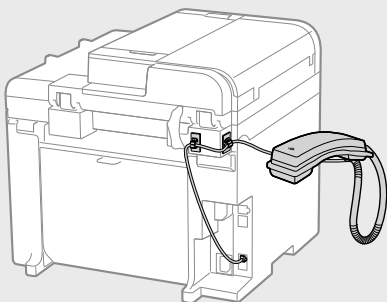


6

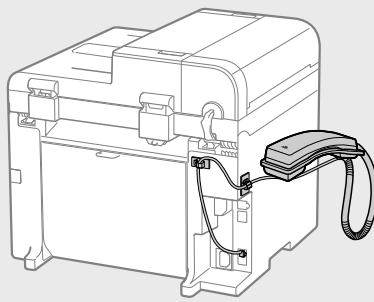


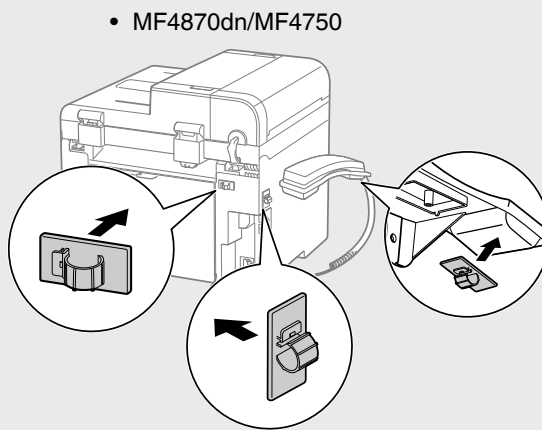
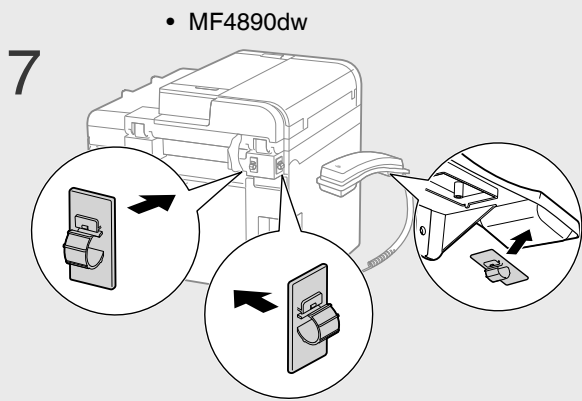
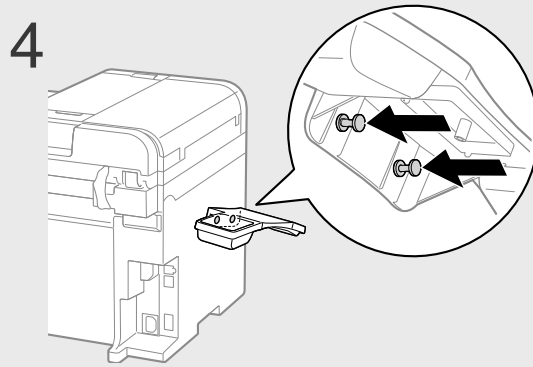
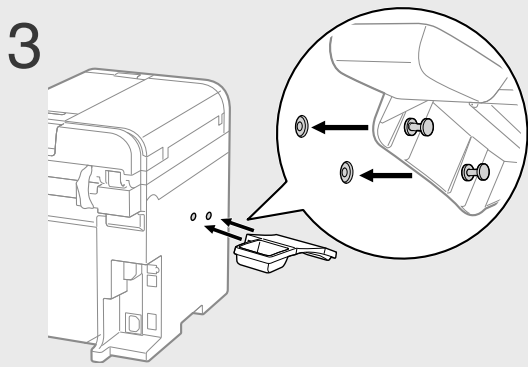
8

• MF4890dw



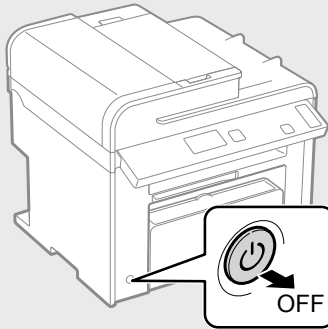
• MF4870dn/MF4750





Connecting the Power Cord

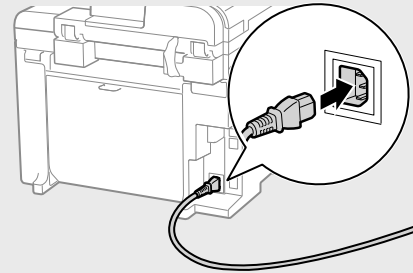
1



Make sure that the machine is turned OFF.

Do not connect the USB cable.
Connect the cable when installing the software.

2



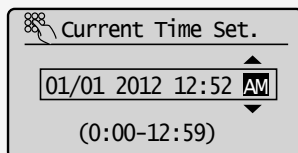
4 Press [▲] or [▼] to highlight a language, and then press [OK].



5 Press [▲] or [▼] to highlight a region, and then press [OK].



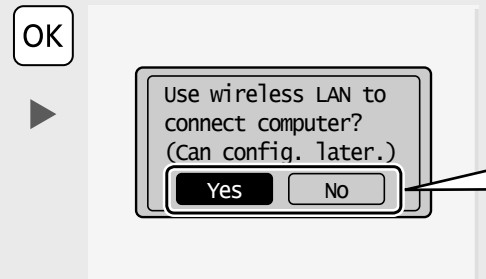
7 Enter the date and time, and then press [OK].

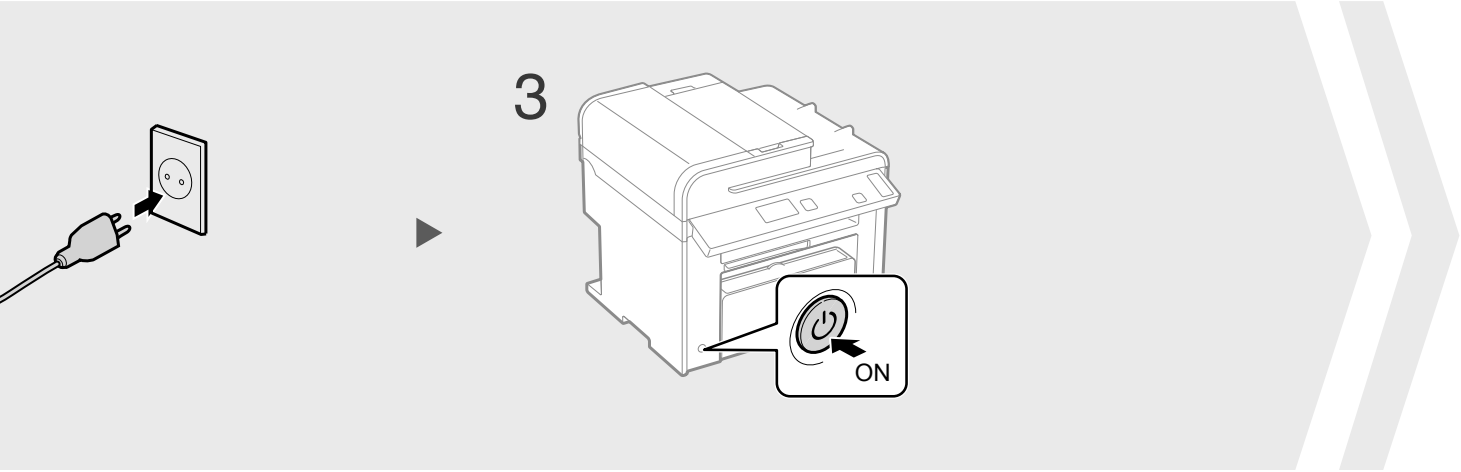


- Press [◀] or [▶] to move the cursor to the left and right.
- Press [▲] or [▼] to change the numeric value, or AM/PM.

※ The factory default settings for time display is set as 12-Hour.

8 Select a connection method.
(MF4890dw/MF4720w only)





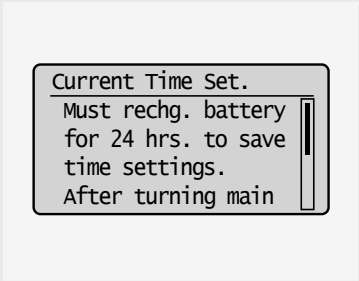
6 Press [OK].



Yes
Connect to the computer via a wireless LAN immediately.
➔ Start from step ④ on P.4 in the Wireless LAN Setting Guide.

No
Proceed to the next step.
Select <No> also when you connect to the computer via a wireless LAN later.

9 Confirm the screen, and then press [OK].



- Connect to the computer via a wired LAN**
➔ Proceed to the next page.
- Connect to the computer via a USB cable**
➔ Proceed to the next page.
- Do not connect to PC**
➔ Proceed to "Configuring the Fax" (P.20).

Connecting to the Computer

Check! Choosing the Method to Connect the Machine to the Computer

First, you need to decide on the method you would like to connect your machine to the computer. Choose from the following three options.



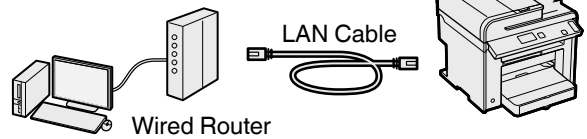
Connecting via a Wired LAN

➔ P.15

(MF4890dw/MF4870dn/MF4720w Only)

You can connect the machine to the computer through a wired router. Use the LAN cables to connect the machine and the computer to the wired router (or hub).

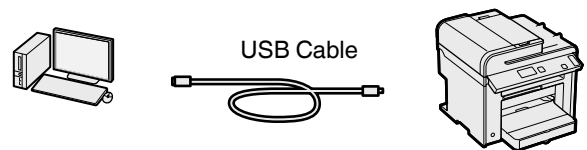
- ※ Make sure that there is an available port in the router to connect the machine and the computer.
- ※ Have a LAN Cable of Category 5 twisted-pair cable or higher ready.



Connecting via a USB

➔ P.18

You can connect the machine to the computer using a USB cable.



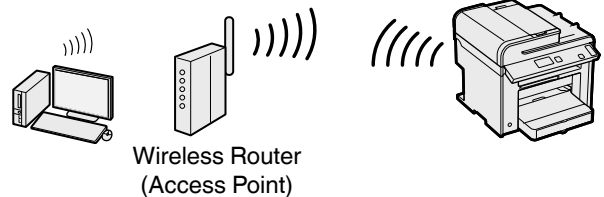
Connecting via a Wireless LAN

➔ See "Wireless LAN Setting Guide"

(MF4890dw/MF4720w Only)

You can connect the machine to the computer through a wireless router*. Since it is connected wireless, no LAN cables are needed.

- * A wireless router (or access point) which supports IEEE802.11b/g/n is required.



If you do not sure whether your router is wired or wireless:

See the instruction manual provided with your network device, or contact the manufacturer.

1

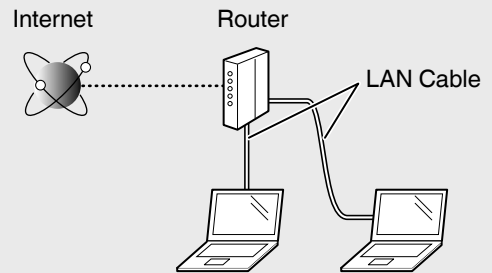
Wired LAN Connection**Check the following first.**

- 1 Are the computer and the router (or hub) properly connected using a LAN cable?

For details, see the instruction manual provided with your network device, or contact the manufacturer.

- 2 Have the network settings on the computer been complete?

If the computer is not properly configured, you may not use the wired LAN connection even after completing the following settings.

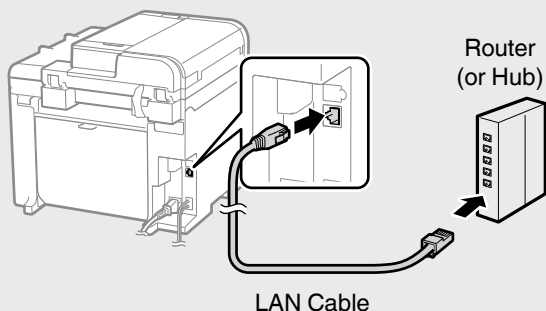
**NOTE**

- You cannot connect both the wired LAN and wireless LAN at the same time.
- When you connect to a network environment that is not security protected, your personal information could be disclosed to third parties. Please use caution.
- If you connect through a LAN in the office, contact your network administrator.

2

Wired LAN Connection**Connect the LAN cable.**

The machine does not come with a LAN cable, router, or a hub. Have LAN Cable of Category 5 twisted pair cable or higher ready.

**If the IP address on this machine has been changed:**

If the machine is on the same subnet as the computer, the connection is maintained.

*** If you want to manually configure the IP address:**

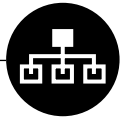
If you have set a static IP address to the IP address of the computer, manually configure a static IP Address.

- ➔ "Setting the IP Address" in the e-Manual

Wait for approximately 2 minutes.
The IP address will be automatically configured.*

Connecting to the Computer

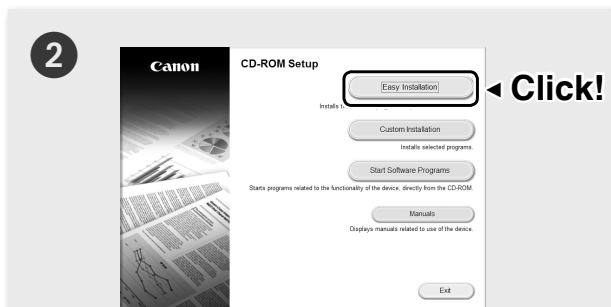
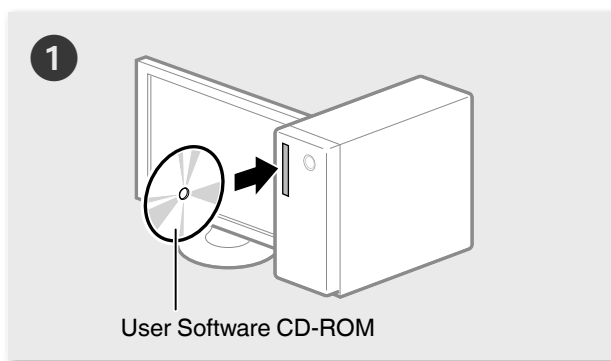
3 Wired LAN Connection Install the software.



Install the MF Drivers and the MF Toolbox. Make sure that the machine is turned ON, and log on to Windows as a user with administrative privileges. Shut down all applications that are running. See the e-Manual for details about installation.

NOTE

- If you are operating in the IPv6 environment, you may not install the software following the procedures below. See “Installing the MF Drivers on the WSD Network” in the e-Manual.
- You may not use the scan function in the IPv6 environment.

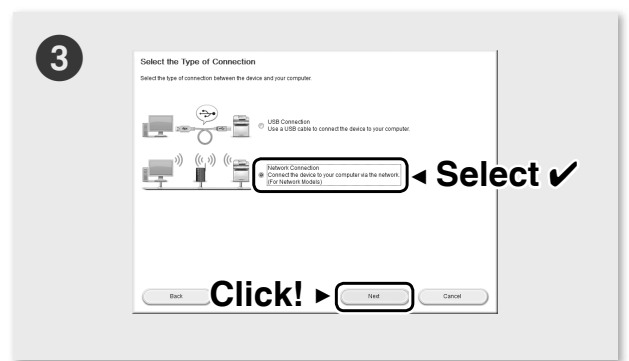


- Printer, fax, scanner drivers and MF Toolbox will be installed.
- Select [Custom Installation] to install Presto! PageManager and the e-Manual.

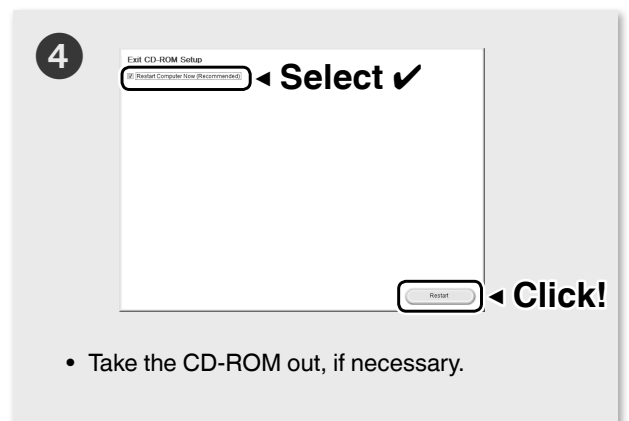
If the screen is not correctly displayed:

- Windows XP/Server 2003
[Start] Menu → [Run] → enter [D:\MInst.exe*]
→ [OK]
- Windows Vista/7/Server 2008
[Start] Menu → [Search programs and files]
(or [Start Search]) → enter [D:\MInst.exe*] →
press the [Enter] key
- Windows 8/Server 2012
Right-click the lower-left corner of the screen
→ [Run] → enter [D:\MInst.exe*] → [OK]

* The CD-ROM drive name is indicated as "D:" in this manual.



- Follow the instructions on the screen to continue.
- We ask for the user's cooperation for the Product Extended Survey Program. For details, see the descriptions on the screen.



- Take the CD-ROM out, if necessary.

Computer connection via the wired LAN is now complete.

➡ Proceed to P.20 to configure the fax.

1 USB Connection

Install the software.



Install the MF Drivers and the MF Toolbox. Make sure that the machine is turned ON, and log on to Windows as a user with administrative privileges. Shut down all applications that are running. See the e-Manual for details about installation.

Do not connect the USB cable yet.

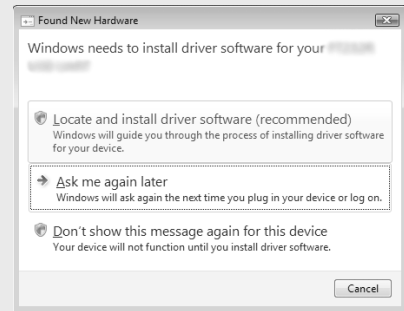
Connect the USB cable after installing the MF Drivers and the MF Toolbox.

If you already connected the USB cable:

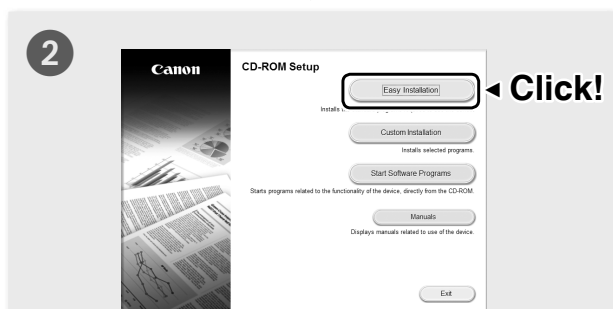
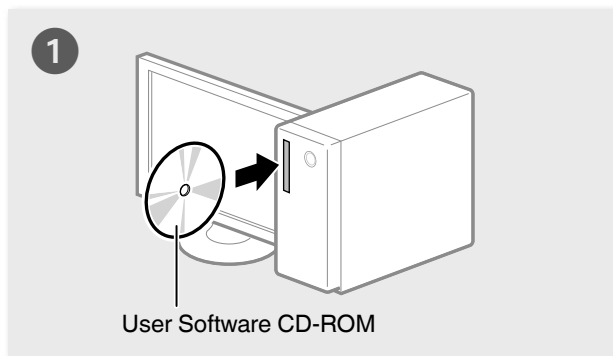
Windows 7/8: ① Disconnect the USB cable from the computer, ② and then proceed to step ①.

Windows Vista/XP: ① If the dialog box on the right appears, disconnect the USB cable from the computer*, ② click [Cancel], ③ and then proceed to step ①.

* If the USB cable is disconnected and the dialog box disappears, proceed to step ①.



For Windows Vista/XP



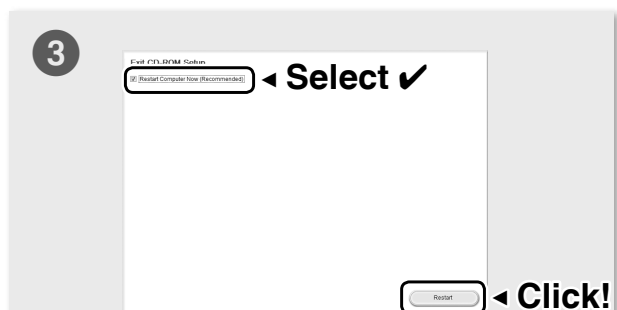
- Printer, fax, scanner drivers and MF Toolbox will be installed.
- Select [Custom Installation] to install Presto! PageManager and the e-Manual.

If the screen is not correctly displayed:

- Windows XP/Server 2003
[Start] Menu → [Run] → enter [D:\MInst.exe*]
→ [OK]

- Windows Vista/7/Server 2008
[Start] Menu → [Search programs and files] (or [Start Search]) → enter [D:\MInst.exe*] → press the [Enter] key
 - Windows 8/Server 2012
Right-click the lower-left corner of the screen → [Run] → enter [D:\MInst.exe*] → [OK]
- * The CD-ROM drive name is indicated as "D:" in this manual.

• Follow the instructions on the screen to continue.
• We ask for the user's cooperation for the Product Extended Survey Program. For details, see the descriptions on the screen.



- Remove the CD-ROM, if necessary.

➡ Proceed to P.18

Connecting to the Computer

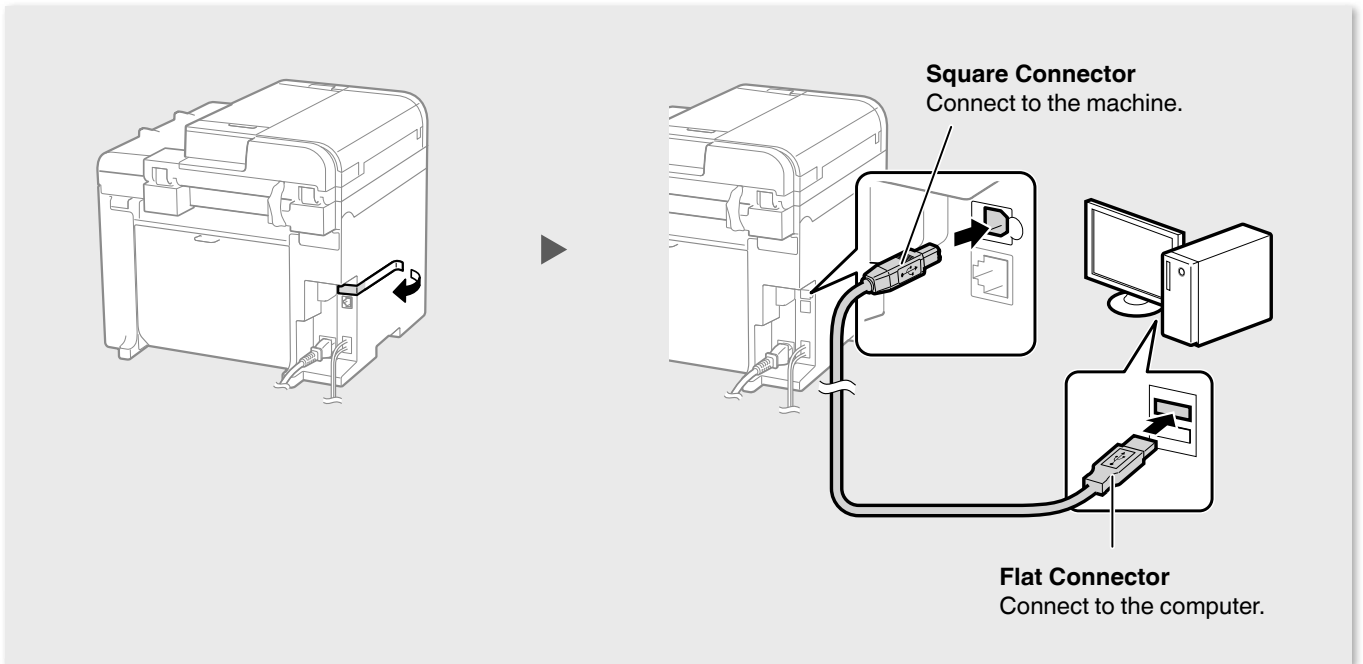
2

USB Connection

Connect the USB cable.



After installing the software, such as MF Driver, connect the USB cable. Make sure the software is installed first.



Computer connection via the USB is now complete.

Proceed to P.20 to configure the fax.

Memo

A large, empty rectangular box with a thin black border, intended for writing a memo.

Configuring the Fax

(MF4890dw/MF4870dn/MF4750 Only)

Set Up 1 Register the Fax Number and Unit Name



Perform fax setup?

Set up Now
Set up Later

- If you select <Set up Later>, the receive mode will be set to <Auto>.
- To reconfigure the settings, select [Menu] → <Fax TX Settings> → <Fax Setup Guide>.

OK

Register the unit telephone number for this machine.
*Next Screen: Press OK

OK

Register Unit Tel. No.

☎= 031234567

<Apply>
+

- Enter the telephone number using the numeric keys.

Register Unit Tel. No.

☎= 031234567

<Apply>
+

- Press [▲] or [▼] to highlight <Apply>, and then press [OK].

OK

Register unit name.
(Sender name, company name, etc.)
*Next Screen: Press OK

OK

Register Unit Name

ABC

<Apply>
Entry Mode: A

- By referring to "Entering Text" (P.35), enter the unit name.

Register Unit Name

ARC

<Apply>
Entry Mode: A

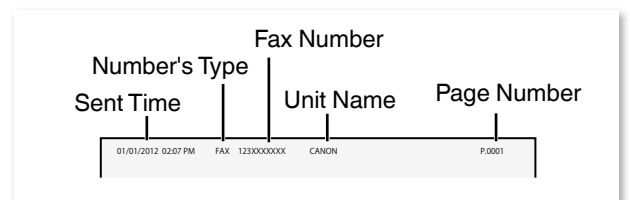
- Press [▲] or [▼] to highlight <Apply>, and then press [OK].

Set the RX mode.
Answer the following questions to select the appropriate mode.
*Next Screen: Press OK

- Do not operate the machine when this screen appears and proceed to the next page.

Registered information will be printed on the recipient's paper.

The fax number and unit name registered here will be printed on the recipient's paper as the sender information.



Check! Receive Mode That Fits Your Purpose

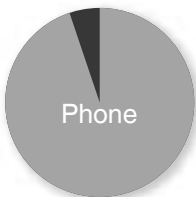
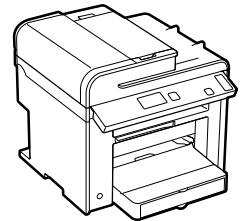
Choose a receive mode that meets your purpose from the following receive modes. The receive mode will be used to configure the setting in “Selecting the Fax Receive Mode” (P.22).




Use for Fax Only/No Voice Calls

You can use only for fax and may not use for voice calls. You do not need to connect the external telephone or the optional handset.

Receive Mode ⇒ Auto

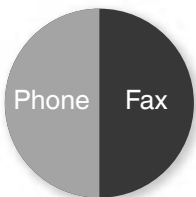
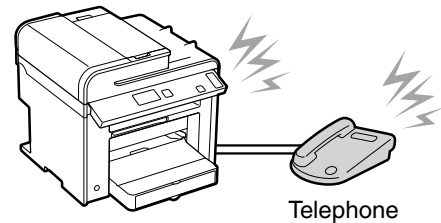


Mainly Use for Voice Calls/Almost Not Use for Fax

Connect an external phone* to receive calls. Press [] (FAX), select <Start Receiving>, and then hang up the handset to receive faxes.

* You can also use an optional handset.

Receive Mode ⇒ Manual

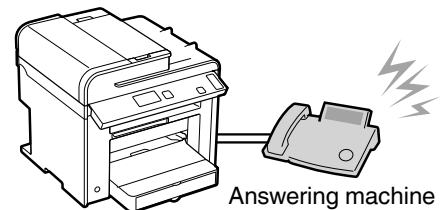


Use for Fax and Voice Call

① Using an answering machine

Connect an external answering machine to record voice messages when you are out, as well as receive calls. Faxes will be automatically received.

Receive Mode ⇒ Answering Machine

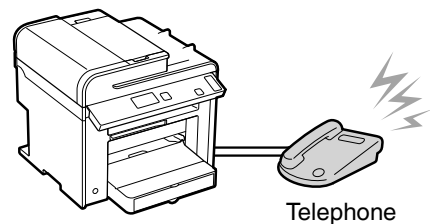


② Using a General Telephone

Connect the external telephone*. Faxes will be automatically received and the machine will ring when voice calls come in.

* You can also use an optional handset.

Receive Mode ⇒ Fax/Tel Auto Switch



Configuring the Fax (MF4890dw/MF4870dn/MF4750 Only)

Set Up 2 Selecting the Fax Receive Mode

Set the receive mode that you confirmed in "Receive Mode That Fits Your Purpose" (P.21).

Set the RX mode.
Answer the following questions to select the appropriate mode.
*Next Screen: Press OK

OK ▼

Do you want to use this machine for fax only (no telephone)?

Yes
No

- To set to **Auto** mode → <Yes>
- To set to other receive modes → <No>

No ▼

Do you want to auto-receive faxes and answer phone manually?

Yes
No

- To set to **Fax/Tel Auto Switch** mode → <Yes>
- To set to other receive modes → <No>

No ▼

Do you want to use an answering machine to answer the phone?

Yes
No

- To set to **Answering Machine** mode → <Yes>
- To set to Manual mode → <No>

<Auto>

Yes



<Fax/Tel>

Yes



<Answer>

Yes



<Manual>

No

RX Mode Settings
RX Mode: **XXXXXX** ◀ **Check!**

*Reset: Press Back
*Apply: Press OK

OK ▼

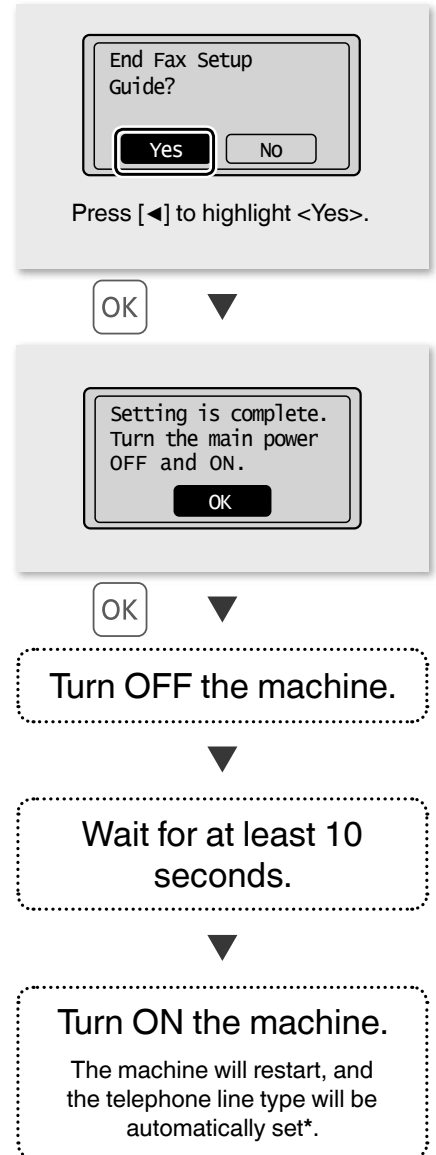
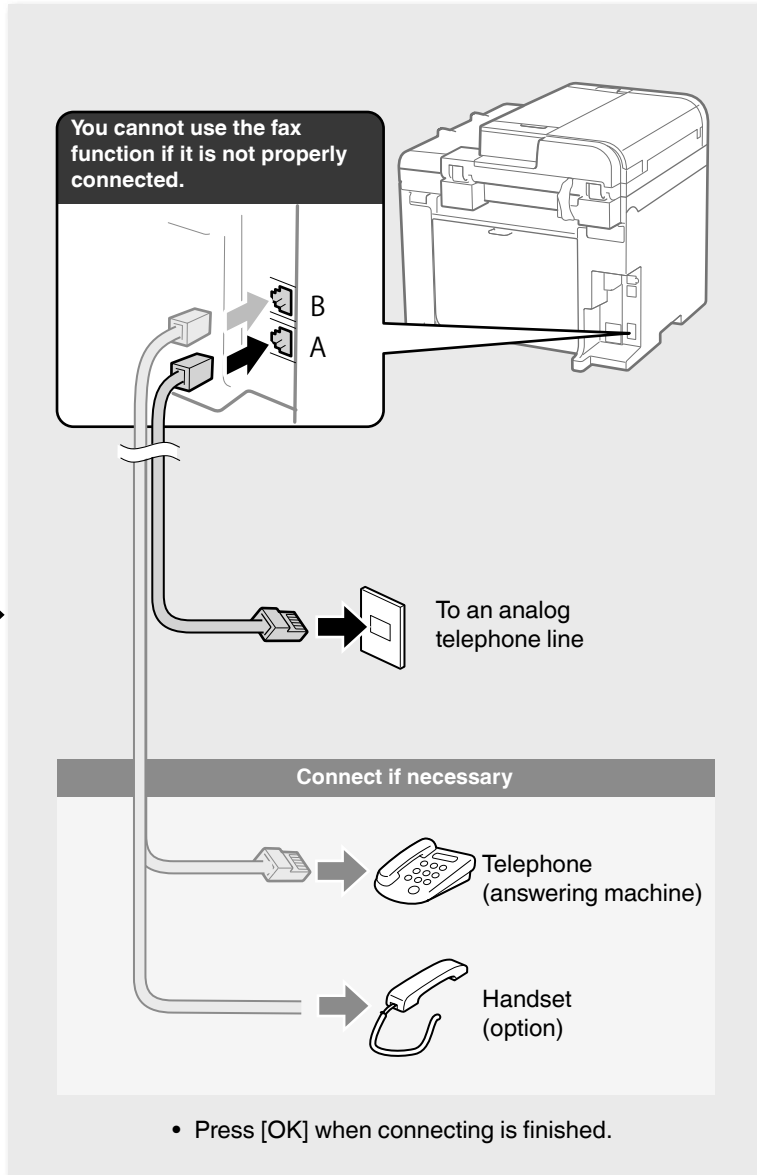
Connect phone line.
Follow illustrations on the next screen:
Connect line to A.
*Next : Press OK

Connect phone line.
Follow illustrations on the next screen to make connections:
1. Phone line to A

The screen that appears varies depending on the receive mode selected.

When connecting a telephone with fax functions:
Set the fax receive mode of the telephone to "manual."

Set Up 3 Connecting the Telephone Line



* If the telephone line type is not automatically set:

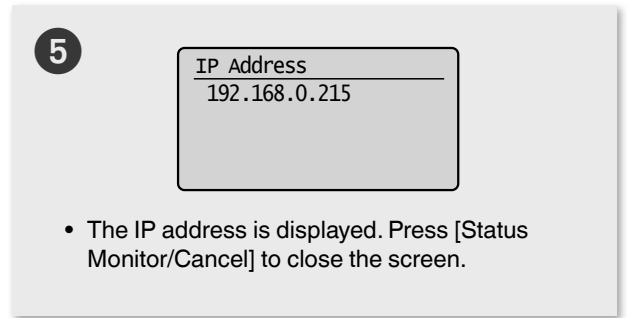
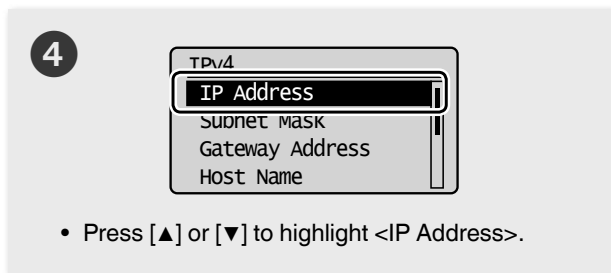
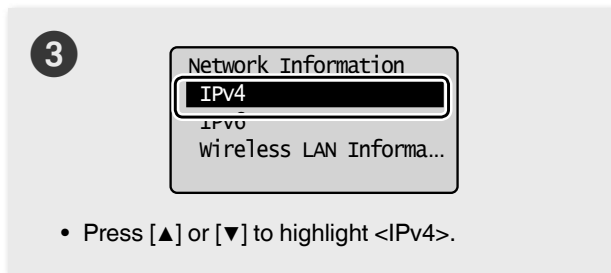
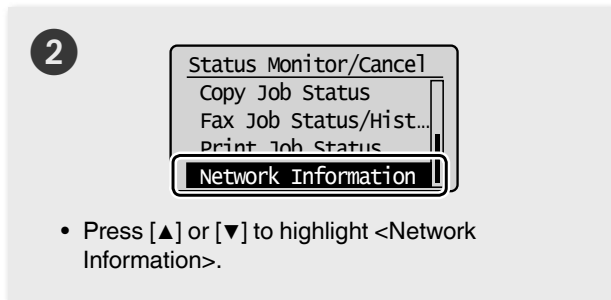
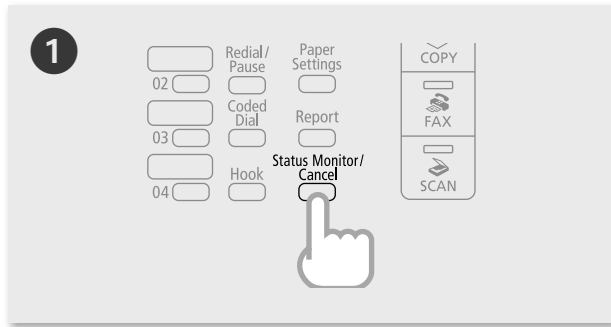
See the e-Manual to set manually.

➡ "Select Line Type" in the e-Manual

Appendix

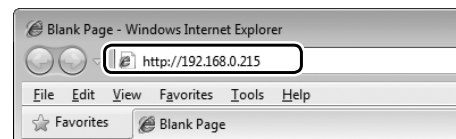
Checking the IP Address (MF4890dw/MF4870dn/MF4720w Only)

You can check the IP address of the machine. Use it when you need to enter the IP address during the configuration or registration.

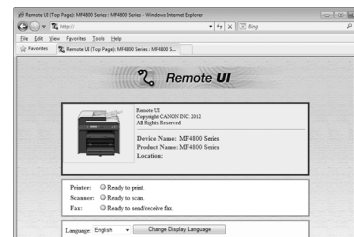


Check if the Machine Is Connected to the Network Correctly

“Start the web browser of the computer that is connected to the network, enter [http://IP address of the machine], and then press [ENTER]. (Example: http://192.168.0.215/)



The screen below (Remote UI) should be displayed.*

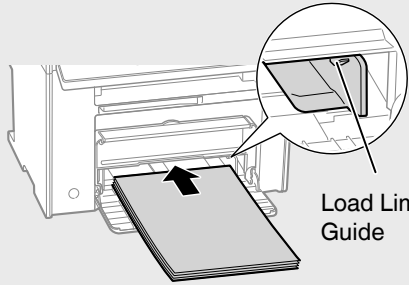


* If the remote UI screen is not displayed, see the e-Manual.

Loading Paper Other than A4 Size

To load paper other than A4 size, such as A5 or B5, see “Loading Paper” (P.8) and the following procedure after finishing the initial settings.

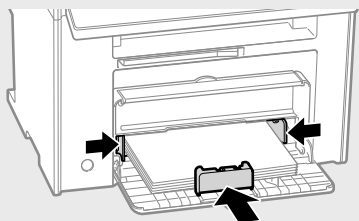
1



Load Limit Guide

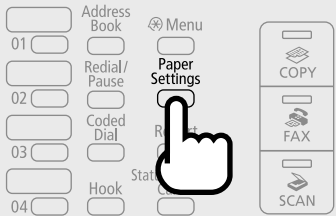
- Load the paper into the paper cassette.
- Make sure that the paper stack does not exceed the load limit guides.

2



- Adjust the paper guides tightly to the width and length of the paper.

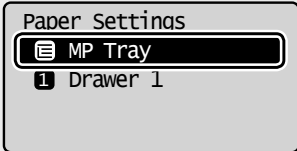
3



Address Book Menu
01 Redial/Pause Paper Settings
02 Coded Dial
03 Hook Status
04

COPY
FAX
SCAN

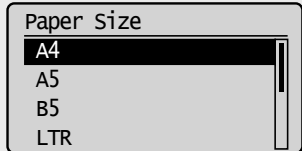
4



- Press [▲] or [▼] to highlight the paper cassette to load paper, and then press [OK].

OK

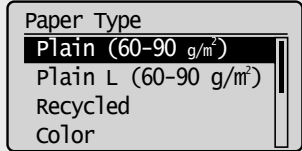
5



- Press [▲] or [▼] to highlight a paper size, and then press [OK].

OK

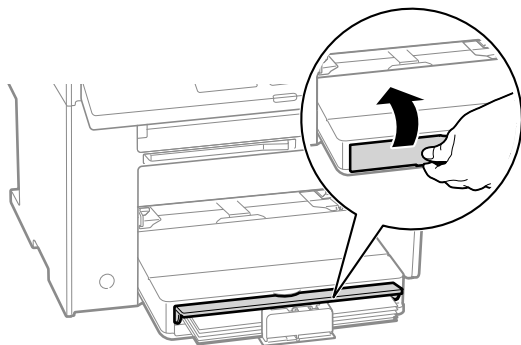
6



- Press [▲] or [▼] to highlight a paper type, and then press [OK].

Loading Paper that Is Longer than the Length of the Paper Cassette

Lift the dust cover extension after loading paper.



Loading Envelopes or Paper with a Letterhead

➔ “Paper Loading Orientation” in the e-Manual

Using the e-Manual

The e-Manual is an electronic manual document that is displayed on the computer. All features of the machine are categorized by subject, and you can quickly view the information you need by using its search function. Use the e-Manual as a reference.

Click to refer to the contents, glossary, and how to use the e-Manual.

Enter a keyword that you want to search to quickly find the information.

Click a button to access the information that you want.

Click when performing troubleshooting or maintenance of the machine.

The screenshot shows the Canon e-Manual interface. At the top, there are navigation links: Top, Site map, Help, Glossary. Below that is the product name 'imageCLASS' and a list of model numbers: MF4890dw / MF4870dn / MF4820d / MF4750 / MF4720w. A search bar is present. The main content area is divided into several sections: 'Select from functions' with icons for Copy, Fax, Print, and Scan; 'Managing and configuring the Machine' with icons for Network Settings, Security, Setting and Managing from Computer, and Setting Menu List; 'First of all...' with icons for Important Safety Instructions, Basic Operation, and Specifications; and 'Troubleshooting and Maintenance' with a list of troubleshooting steps and a Troubleshooting icon. A Maintenance icon is also visible at the bottom of the Troubleshooting and Maintenance section.

Installing in a Windows Environment

- 1 Insert the User Software CD-ROM in your computer.
- 2 Click [Custom Installation]*.
- 3 Click [Next].
- 4 Select only the [Manuals] check box.
- 5 Click [Install].
- 6 Click [Yes].
- 7 Click [Exit].
- 8 Click [Next].
- 9 Click [Exit] to finish the installation.

* If the CD-ROM setup screen does not appear:

- Windows XP/Server 2003
[Start] Menu → [Run] → enter [D:\MInst.exe**] → [OK]
- Windows Vista/7/Server 2008
[Start] Menu → [Search programs and files]
(or [Start Search]) → enter [D:\MInst.exe**] →
press the [ENTER] key
- Windows 8/Server 2012
Right-click the lower-left corner of the screen →
[Run] → enter [D:\MInst.exe**] → [OK]

** The CD-ROM drive name is indicated as "D:" in this manual.

Displaying the e-Manual



Double-click the shortcut icon [MF4800 Series e-Manual] or [MF4700 Series e-Manual] on the desktop.

Displaying the e-Manual from the CD-ROM

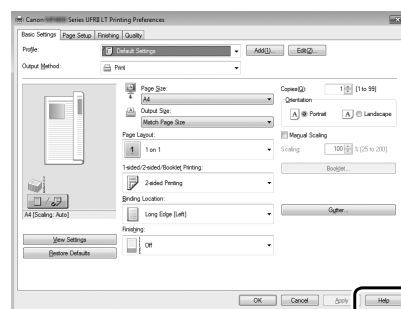
Insert the User Software CD-ROM in your computer, click [Manuals], and then click [e-Manual].

※ Depending on the operating system, a message will be displayed for security protection to display the content.

Using the Online Help

Information, such as driver software information, is included in the online help. When using the driver software, you can immediately view the description of the features and the contents of the settings.

- 1 Select [File] → [Print] from the menu bar of an application.
- 2 Select the printer in [Select Printer] or [Name] in the [Print] dialog box.
- 3 Click [Preferences] or [Properties].
- 4 Click [Help].



Perform Useful Tasks

You can use various functions in this machine. Following functions are the overview of the main functions that you can use routinely.

Copy

Enlarged/Reduced Copies

You can enlarge or reduce standard size documents to copy on standard size paper or specify the copy ratio in percentage.

2-Sided Copying*

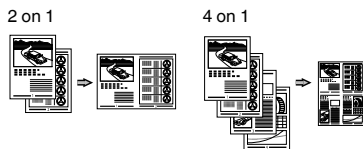
You can copy 1-sided documents on both sides of paper.

Collating

You can sort copies into sets arranged in page order.

Reduced Layout

You can reduce multiple documents to copy them onto one sheet.



Copying ID Card

You can make a copy of a 2-sided card onto one side of paper.

Fax**

Sending a Document Directly from a Computer (PC Fax)

In addition to the normal sending and receiving faxes, you can use the PC fax.

Sending

You can register fax destinations in the address book. You can specify the destinations using various methods, enabling you to send documents quickly and easily.

- Destination search
- One-touch keys
- Coded dialing
- Destination Group

- Specifying from the sending history
- Sequential broadcast

Receiving

- Receiving in the memory

You can store the received documents in the memory. You can print the stored documents at any time or if you do not need them, you can delete them.



- Remote Receiving

If an external telephone is connected, you can switch to the fax receiving mode immediately by dialing the ID number for fax receiving using the dial buttons of the telephone during a phone call.

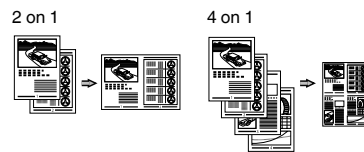
Print

Enlarged/Reduced Printing

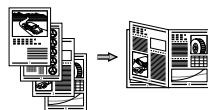
2-Sided Printing*

Reduced Layout

You can reduce multiple documents to print them onto one sheet.



Booklet Printing*



Poster Printing

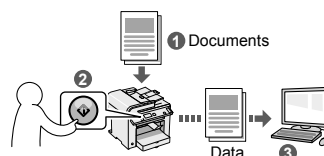
Watermark Printing

Displaying a Preview before Printing

Selecting a "Profile"

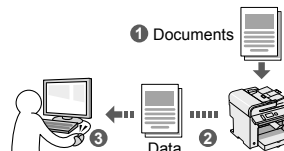
Scan

Saving the Documents Using the Operation Panel of the Machine



Saving the Documents Using Operations from a Computer

- Scanning with the MF Toolbox



- Scanning from an Application
- Scanning with the WIA Driver***

Network Settings****

This machine comes equipped with a network interface that you can construct a network environment easily. You can print a document, use the PC fax, and use the network scan from all computers which are connected with the machine. The machine supports to increase work efficiency as a shared machine in the office.

Remote UI****

You can understand the condition of the machine from the computers on the network. You can access the machine and manage jobs or specify various settings via network.

* MF4890dw/MF4870dn/MF4820d Only


** MF4890dw/MF4870dn/MF4750 Only

*** Windows XP/Vista/7/8 Only

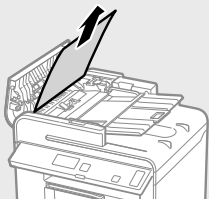
**** MF4890dw/MF4870dn/MF4720w Only

Clearing Paper Jams

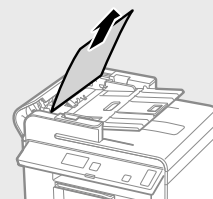
If the following screen appears, a paper jam has occurred in the feeder or inside the machine. Following the procedure displayed on the screen, remove the jammed document or paper. This manual indicates only areas where paper jams occur. For details on each function, see the e-Manual.

 Paper jam.
Press [▶] to display steps. ▶

Feeder (MF4890dw/MF4870dn/MF4750 only)

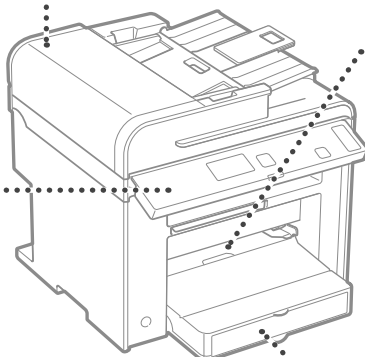
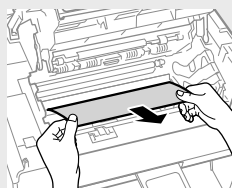
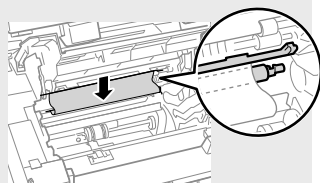
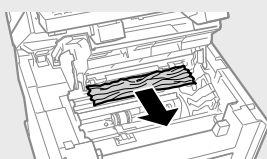
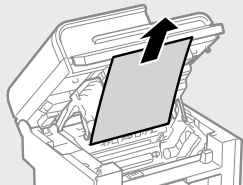


● MF4890dw

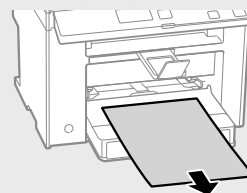


● MF4870dn/MF4750

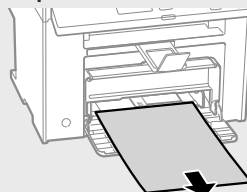
Inside the machine



Multi-purpose tray

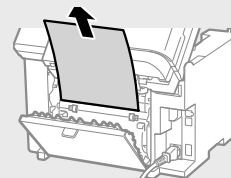


Paper Cassette



Back cover

(MF4890dw/MF4870dn/
MF4820d only)



Replacing Toner Cartridge

Toner cartridges are consumables. When the toner becomes nearly empty or has run out completely in the middle of a job run, a message appears on the screen, or the following problems may occur. Take the appropriate action accordingly.

When a Message Appears

When the toner becomes nearly empty in the middle of a job run, a message appears on the screen.

Message	When the message is displayed on the screen	Description and Solutions
<Prepare toner cartridge.>	When the toner cartridge needs a replacement soon.	Shake the toner cartridge to evenly distribute the toner inside the cartridge. Ⓢ e-Manual “Before Replacing the Toner Cartridge” We recommend that the toner cartridge be replaced before printing high-volume documents. Ⓢ e-Manual “Replacing the Toner Cartridge”
<Toner is nearly out.>	When the toner cartridge has reached the end of its life.	Shake the toner cartridge to evenly distribute the toner inside the cartridge. Ⓢ e-Manual “Before Replacing the Toner Cartridge” If this message does not disappear, replace the toner cartridge. Ⓢ e-Manual “Replacing the Toner Cartridge” If this message is displayed, the incoming fax will be stored in the memory without being printed. Also, reports may not be printed, even if they are set to be printed automatically. If <Continue Print. When Toner Is Nearly Out> in <RX Print Settings> is set to <On>, however, printing will be continued, but white streaks or smudges may appear on printouts. Ⓢ e-Manual “Printing the Report Automatically” Ⓢ e-Manual “Continue Print. When Toner Is Nearly Out”

When white streaks appear on the output, or the output is partially faded

When white streaks appear on the output or the output is partially faded, the toner cartridge has almost reached the end of its life, even if no message appears on the screen. When the print quality becomes unacceptable, see the following to fix the problem.

When White Streaks Appear on the Output or the Output Is Partially Faded

When the toner nearly runs out, white streaks appear on the output, or the output is partially faded.



No message appears on the screen, if the toner nearly runs out. Replace the toner cartridge when white streaks appear on the output, or the output is partially faded.

When this problem occurs

Follow the steps in the procedure below before replacing the toner cartridge. The machine continues printing until the toner runs out completely.

- Ⓢ e-Manual “Before Replacing the Toner Cartridge”

When the print quality is still unacceptable

If the problem persists after you have followed the steps in the procedure below, replace the toner cartridge.

- Ⓢ e-Manual “Replacing the Toner Cartridge”

Symbols Used in This Manual

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.

Keys and Buttons Used in This Manual

The following symbols and key names are a few examples of how keys to be pressed are expressed in this manual.

- Operation panel keys: [Key icon] + (Key name)
Example: [] (Stop)
- Display: <Specify destination.>
- Buttons and items on the computer display: [Preferences]

Important Safety Instructions

Please read the "Important Safety Instructions" in this manual and in the e-Manual thoroughly before operating the machine.

As these instructions are intended to prevent injury to the user and other persons or to prevent destruction of property, always pay attention to these instructions and operational requirements.

Please note that you are responsible for all damages caused by failure to follow the directions provided herein, using the device for any purpose for which it was not intended, or repairs or alterations made by anyone other than a Canon-approved technician.

Installation

WARNING

- Do not install the machine near flammable substances such as alcohol-based products or paint thinners. If these substances come in contact to the electrical parts inside the machine could ignite these substances and cause a fire or increase your risk of electric shock.
- Do not place necklaces and other metal objects or containers filled with liquid on the machine. If foreign substances come into contact with electrical parts inside the machine, this may result in a fire or electrical shock. If any of these substances falls into the machine, turn off the power to the machine immediately and contact your local Canon dealer.
- Do not use near any medical equipment. Radio wave emitted from this machine may interfere with medical equipments, which may result in serious accidents.

CAUTION

- Do not install the machine in the following locations. Doing so may result in personal injury, fire or electrical shock.
 - Unstable location
 - A location subject to excessive vibrations
 - A location where block the ventilation slots (too close to walls, bed, shaggy rug, and other similar objects)
 - A damp or dusty location
 - A location exposed to direct sunlight or an outside place
 - A location subject to high temperatures
 - A location near open flames
 - A location with poor ventilation system
- Although ozone is generated from the machine during operation, it does not have any affect on the human body. However, if you intend to use the machine for long periods of time, ensure that the installation location is well ventilated.
- Do not connect unapproved cables to this machine. Doing so may result in a fire or an electric shock.

Power Supply

WARNING

- Do not use power cords other than the one provided, as this can result in a fire or electrical shock.
- Do not modify or bend the power cord and do not pull on it with great force. Do not place heavy objects on the power cord. Damaging the power cord may result in a fire or an electric shock.
- Do not plug or unplug the power plug with wet hands, as this can result in electrical shock.
- Do not use extension cords or multi-plug power strips with this machine. Doing so may result in a fire or electric shock.
- Do not bundle up or tie up the power cord in a knot, as this can result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so can result in a fire or electrical shock.
- Remove the power plug completely from the power outlet during a thunder storm. Failure to do may result in a fire, electric shock, or malfunction.

CAUTION

- Use only a power supply that meets the voltage requirements listed herein. Failure to do so may result in a fire or electric shock.
- Do not obstruct the power outlet where this machine is connected, so that you can unplug the power cord easily in an emergency.

Handling

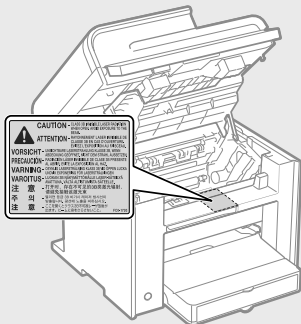
WARNING

- Do not disassemble or modify the machine. There are high-temperature and high-voltage components inside the machine which may result in a fire or electrical shock.
- Do not allow children to touch or play with the power cord and cables or internal or electrical parts. Doing so may result in serious personal injury.
- Please contact an authorized Canon dealer if the machine makes an unusual noise, emits an unusual smell, or emits smoke or excessive heat. Continued use may result in a fire or electric shock.

- Do not use flammable sprays near the machine. If flammable substances come into contact with electrical parts inside the machine, this may result in a fire or electric shock.

⚠ CAUTION

- For your safety, please unplug the power cord if the machine will not be used for a long period of time.
- Use caution when opening and closing covers to avoid injury to your hands.
- Keep hands and clothing away from the rollers in the output area. If the rollers catch your hands or clothing, this may result in personal injury.
- The inside of the machine and the output slot is very hot during and immediately after use. Avoid contact with these areas to prevent burns. Also, printed paper may be hot immediately after being output, so use caution when handling it. Failure to do so may result in burns.
- The laser beam can be harmful to the human body. The laser beam is confined in the laser scanner unit by a cover, so there is no danger of the laser beam escaping during normal machine operation. Read the following remarks and instructions for safety.
 - Never open covers other than those indicated in this manual.
 - Do not remove the caution label attached to the cover of the laser scanner unit.



- If the laser beam should escape and enter your eyes, exposure may cause damage to your eyes.

Maintenance and Inspections

⚠ WARNING

- Turn off the machine and unplug the power cord from the outlet before cleaning. Failure to do so may result in a fire or an electric shock.
- Unplug the power plug from the power outlet periodically and clean the area around the base of the power plug's metal pins and the power outlet with a dry cloth to remove dust and grime. When damp, accumulated dust may cause short circuiting or fires.
- Use a damp, well wrung-out cloth to clean the machine. Dampen cleaning cloths with water only. Do not use alcohol, benzenes, paint thinners, or other flammable substances. If these substances come into contact with electrical parts inside the machine, this may result in a fire or electric shock.
- Check the power cord and plug regularly for damage. Check the machine for rust, dents, scratches, cracks, or excessive heat generation. Use of poorly-maintained equipment may result in a fire or electric shock.

Consumables

⚠ WARNING

- Do not dispose of used toner cartridges in open flames. This may cause an ignition, and result in burns or fire.
- If you accidentally spill or scatter toner, carefully wipe up the loose toner with a damp, soft cloth and avoid inhaling any toner dust. Never use a vacuum cleaner to clean up loose toner. Doing so may cause a malfunction in the vacuum cleaner or result in a dust explosion due to static discharge.

⚠ CAUTION

- Keep the toner cartridges and other consumables out of the reach of small children. If toner is ingested, consult a physician or poison control center immediately.
- Do not attempt to disassemble the toner cartridge. The toner may scatter and get into your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and consult a physician.
- If toner spills from the toner cartridge, avoid inhaling it or allowing it to come into contact with your skin. If the toner comes into contact with your skin, wash immediately with soap. If you inhale the toner or your skin becomes irritated due to contact with the toner, consult a physician or poison control center immediately.

Others

⚠ WARNING

- If you are using a cardiac pacemaker: This machine generates a low level magnetic field. If you feel any abnormalities in your body while using this machine, please move away from the machine and consult your physician immediately.

Legal Notices

Model Names

MF4890dw (F164002)
 MF4870dn (F164002)
 MF4820d (F164000)
 MF4750 (F164102)
 MF4720w (F164100)

EMC requirements of EC Directive

This equipment conforms with the essential EMC requirements of EC Directive. We declare that this product conforms with the EMC requirements of EC Directive at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 to 240 V, 50/60 Hz. Use of shielded cable is necessary to comply with the technical EMC requirements of EC Directive

Laser Safety Information

Laser radiation could be hazardous to the human body. For this reason, laser radiation emitted inside this equipment is hermetically sealed within the protective housing and external cover. No radiation can leak from the machine in the normal operation of the product by the user.

This machine is classified as a Class 1 Laser Product under IEC 60825-1: 2007, EN60825-1: 2007.

220 to 240 V Model

The label shown below is attached to the laser scan unit on the machine.



This machine has been classified under IEC 60825-1: 2007, EN60825-1: 2007 and conforms to the following classes:

CLASS 1 LASER PRODUCT

LASER KLASSE 1

APPAREIL À LASER DE CLASSE 1

APPARECCHIO LASER DI CLASSE 1

PRODUCTO LÁSER DE CLASE 1

APARELHO A LASER DE CLASSE 1

LUOKAN 1 LASER-TUOTE

LASERPRODUKT KLASSE 1

⚠ CAUTION

Use of controls, adjustments, or performance of procedures other than those specified in the manuals for the machine may result in hazardous radiation exposure.

Users in New Zealand

This equipment does not fully meet Telecom's impedance requirements. Performance limitations may occur when used in conjunction with some parts of the network. Telecom will accept no responsibility should difficulties arise in such circumstances.

Legal Limitations on Usage of Your Product and the Use of Images

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

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

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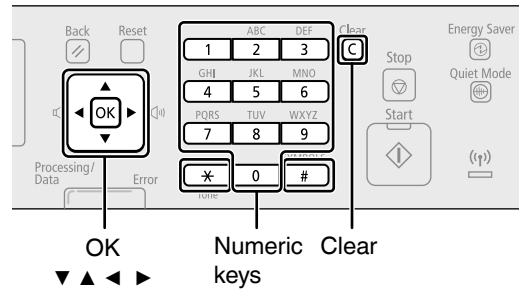
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Entering Text

During the setup or initial configuration, you may need to enter letters and numbers. Use [▲], [▼], [◀], [▶], numeric keys, and [OK] to enter text.



Numeric Key	Entry Mode (See below on how to change the Entry mode)		
	<A>	<a>	<12>
1	@.-_ /		1
2	ABC	abc	2
3	DEF	def	3
4	GHI	ghi	4
5	JKL	jkl	5
6	MNO	mno	6
7	PQRS	pqrs	7
8	TUV	tuv	8
9	WXYZ	wxyz	9
0	(Not available)		0
#	-. * # ! " , ; : ^ ` _ = / ' ? \$ @ % & + \ () [] { } < >		(Not available)

Changing the Entry Mode

The machine supports three entry modes: <A> for uppercase, <a> for lowercase, and <12> for numbers. The default setting is <A>. Press [▼] to highlight <Entry Mode: A>, and then press [*] (Tone) to switch between the entry modes.

Moving the Cursor

Press [◀] or [▶] to move the cursor.

Entering a Space

Move the cursor to the end of the text, and then press [▶].

Deleting Characters

Press [C] (Clear) to delete characters. Press and hold to delete all characters.

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