Canon

Easy Operation Guide

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

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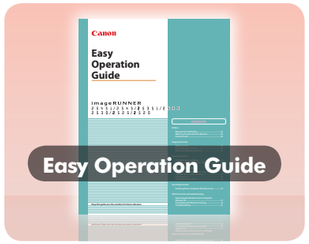
Keep this guide near the machine for future reference.

Manuals for the Machine

The manuals included with the machine and optional equipment are listed below. Please read them as necessary to make full use of the machine. The manuals you receive will vary according to the products purchased and the system configurations.

Paper Manual



Basic Operations and Function Overview

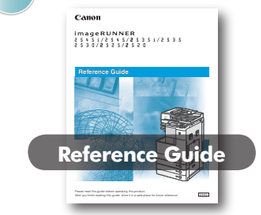
Read this manual to quickly learn the basic operations and functionality of the machine. Always keep this manual near the machine for future reference.

Startup and Safe Use of the Machine

Read this manual first to learn important information regarding safe use of the machine. This manual also contains information you should know before using the machine, as well as an overview of how to use the machine.

- Safety Instructions
- Basic Functions
- Routine Maintenance
- Troubleshooting

PDF on User Manual CD-ROM



General Instructions on How to Use the Machine

Read this manual to learn the basic operations common to the functions of the machine. Also read to learn routine maintenance and how to troubleshoot the problems.

- Introduction to the Machine
- Operating the Touch Panel Display
- Specifying the Machine's Basic Settings
- Optional Equipment
- Loading Paper
- Replacing Consumables
- Clearing Paper Jams
- Identifying and Isolating Problems

Network Connectivity and Security Management

Read this manual to learn how to connect the machine to a network and perform security management.

- Instructions for the System Administrator
- Specifying the Network Settings
- Security Management
- Troubleshooting

Copying a Document

Read this manual to learn how to copy originals.

- Basic Copying Functions
- Advanced Copying Functions
- Customizing the Copy Settings

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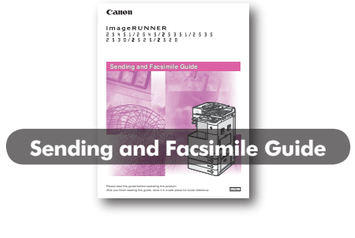
Using the Machine as a Printer

Read this manual to learn how to use the machine as a printer.

- Managing Print Jobs
- Customizing the Printer Settings
- Troubleshooting



Sending a Document

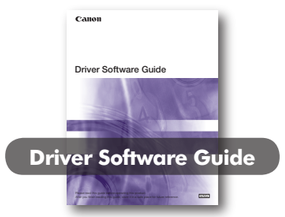
Read this manual to learn how to send scanned documents by e-mail, I-fax, and fax, or to a file server and USB memory media device.

- Basic Send and Fax Functions
- Specifying Destinations
- Receiving Documents
- Checking the Send/Receive Status
- Editing Address Book
- Printing Communication Reports
- Customizing the Send and Fax Settings
- Troubleshooting

Operating the Machine from a Computer

Read this manual to learn how to access the machine from a computer by using the Remote UI (Remote User Interface).

- Starting the Remote UI
- Managing Jobs and Job Logs
- Managing Department/User IDs
- Customizing the Machine Settings



Driver Instructions

Read this manual to learn how to use the drivers for printing from a computer, using the machine as a scanner, and using the Fax function on a computer.

- Printer Drivers
- Fax Driver
- Color Network ScanGear

Included with the Barcode Printing Kit-B1

Bar Code Printing Guide

Printing a Bar Code

Read this manual to learn how to print bar codes from a computer.

What You Can Do with This Machine

The imageRUNNER 2545i/2545/2535i/2535/2530/2525/2520 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/2535/2530/2525/2520 represents the ultimate in digital multitasking machines.

Preface

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03 What You Can Do with This Machine
05 Control Panel

Copying Function

COPY

07 Making a Copy

09 Basic Copying Functions

Making Enlarged/Reduced Copies
Adjusting the Density of Copied Images
10 Optimizing the Copy Output Quality
Using Paper Not Loaded in the Drawers
11 Copying on Both Sides of the Paper
Stapling Collated Copies
12 Making Copies in Sets Arranged in Page Order
Making Copies Grouped by Page

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Copying Facing Pages of Bound Originals Separately
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14 Copying ID Cards
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15 Erasing Dark Borders When Copying Bound Originals
Adjusting the Sharpness of Copied Images
16 Storing and Recalling Frequently Used Settings
Making Copies in the Page Arrangement to Form a Booklet

Printing Function

PRINT

17 Printing from a Computer

19 Specifying the Printer Driver Settings

Configuring the Page Settings
Selecting the Finishing Style
20 Selecting the Paper Source
Selecting the Print Output Quality

Sending/Facsimile Functions

SEND

† Optional for the imageRUNNER 2545/2535/2530/2525/2520

FAX

† Optional

21 Sending a Document (E-mail, I-fax, File Server, and USB Memory Media Device)

23 Sending a Fax

25 Send and Fax Functions

Specifying Destinations Easily and Quickly
26 Recalling the Most Recent Settings
Specifying the File Format for Sending Documents
27 Printing the Sender Information When Sending I-Faxes/Faxes
28 Setting the Send Screen to Suit Your Needs
Automatically Forwarding Received Documents
29 Scanning Documents Containing Photos Clearly
30 Specifying the Scanning Area to Cover the Original Size
Scanning Fine Text and Images Clearly
31 Scanning Two-Sided Originals
32 Scanning Different Size Originals Together
Adjusting the Background Color of Sent Documents
33 Adding the Reply Destination to Sent Documents
34 Specifying the Time to Start Sending
Affixing Stamps on Scanned Originals

Scanning Function

Remote SCAN

35 Scanning from a Computer (Remote Scan)

Other Functions & Troubleshooting

Remote UI

37 Operating the Machine from a Computer (Remote UI)

What is the Remote UI?
38 Accessing the Remote UI

39 Customizing the Machine Settings

41 Troubleshooting

SECURITY

- Department ID Management
- User ID Management

See the System Settings Guide on the User Manual CD-ROM.

NETWORK

Send, Remote Scan, and Remote UI are the network-based functions.

Control Panel

The control panel consists of the touch panel display, physical keys for various operations, numeric keys, and indicators.

Touch Panel Display
Displays the menu screen for each function and the System Monitor screen.

COPY key
Use to switch to the top screen of the Copy function.

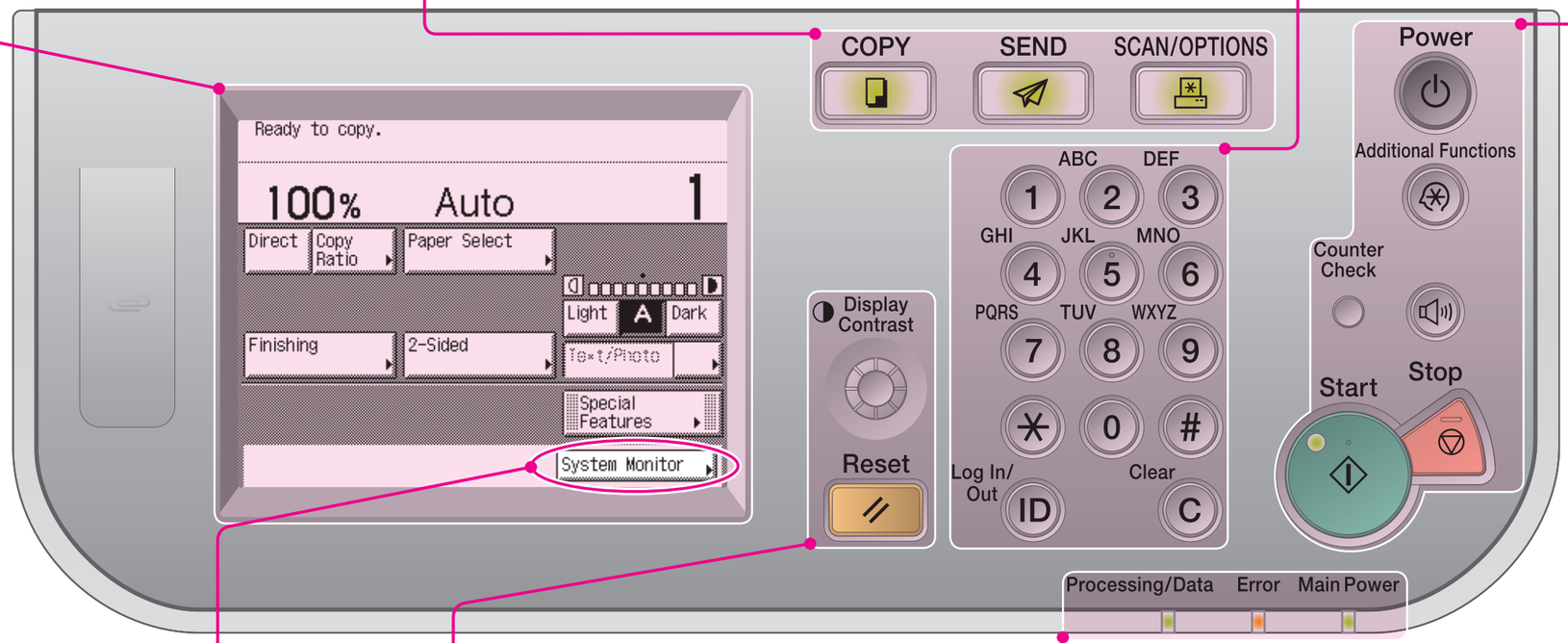
SEND key
Use to switch to the top screen of the Send and Fax functions.

SCAN/OPTIONS key
Use to switch to the top screen of the Remote Scan function.

0 – 9 Numeric keys
Use to enter numbers.

C Clear key
Press to clear entered numbers or characters.

ID ID (Log in/Out) key
Press to log in to/out of the machine when it is managed with Department ID/User ID Management.



Control Panel Power switch (Sub Power Supply)
Press to clear or enter the Sleep Mode.

If no messages or menu are displayed on the touch panel display with the Main Power Indicator lighting up, the machine is in the Sleep mode.

Additional Functions key
Press to access the Additional Functions menu.

Counter Check key
Press to display the Counter Check screen.

Volume Control key
Press to display the screen for the machine's audible tone settings.

Start key
Press to start an operation such as copying and scanning.

Stop key
Press to stop a job in progress such as copying and scanning.

Viewing and Canceling Jobs
Checking the Machine Status
Press [System Monitor] to view the job status or cancel jobs. You can also check the machine status such as the amount of remaining paper.

Display Contrast dial
Use to adjust the brightness of the touch panel display.

Reset key
Press to cancel the specified settings and return to the top screen.

Processing/Data Indicator
Flashes when the machine is in operation. Lights up when the machine has waiting jobs.

Error Indicator
Flashes or lights up when an error has occurred.

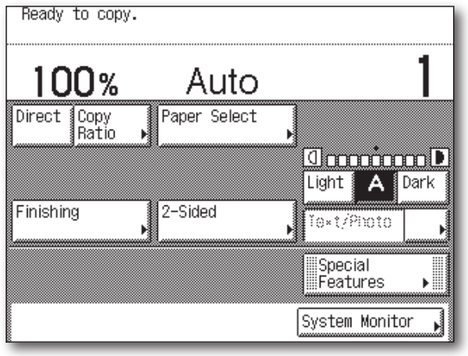
Main Power Indicator
Lights up when main power is ON.

Making a Copy

This section describes the basic operation procedure for copying originals.

PDF on User Manual CD-ROM

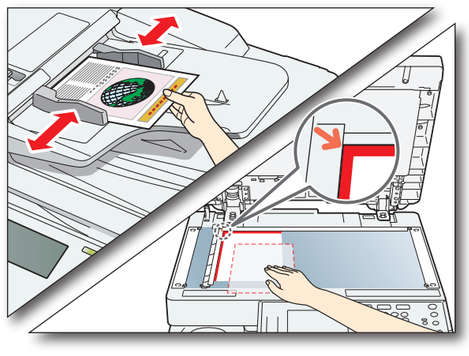
1 Display the Copy Screen



Press (COPY) to display the top screen of the Copy function.

- If the machine is in the Sleep mode, press (Power).

2 Place Your Originals



Place your originals in the feeder or on the platen glass.

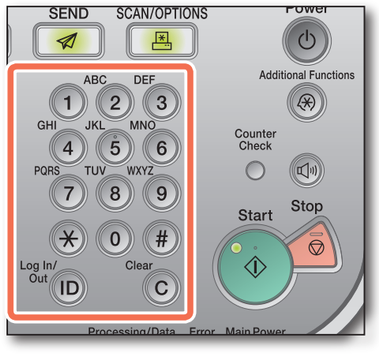
- Close the feeder/platen cover after placing your originals on the platen glass.

How to Log in to the Machine

- Enter your Department ID and password if the screen prompts you to do so → press (Log In/Out).
- Enter your User ID and password if the screen prompts you to do so → press (Log In/Out).
- Insert the control card if the screen prompts you to do so.
- When you have finished the operations, press (Log In/Out) or remove the control card to log out.

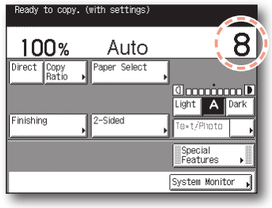
For more information, see Chapter 2, "Basic Operations," in the Reference Guide.

3 Specify the Number of Copies

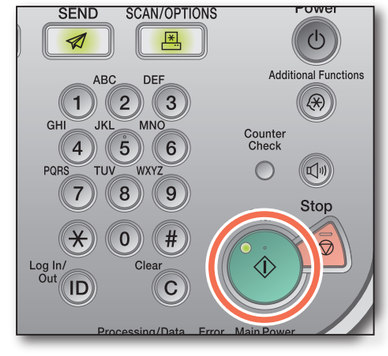


Enter the desired number of copies (1 to 999) using 0–9 (numeric keys).

- To change the value you have entered, press (Clear) → enter the correct value.
- The number of copies you specify is displayed on the upper right side of the touch panel display.

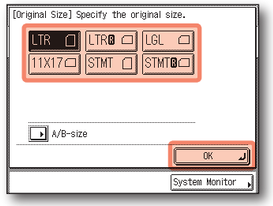


4 Start Copying



Press (Start).

- When the screen below appears, select the original size → press [OK] → (Start).

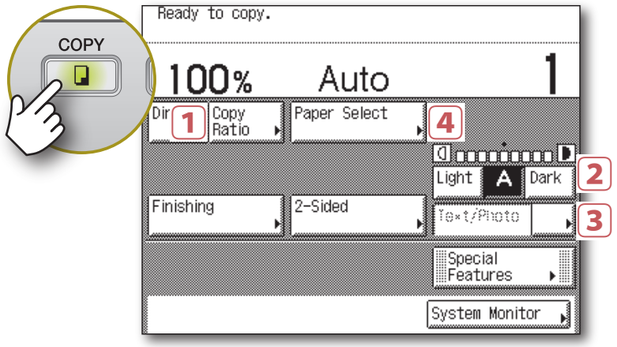


- To cancel copying, press (Stop). You can also cancel the current copy job by pressing [Cancel] on the screen indicating the copy processing status.*

* The canceling procedure differs depending on the job status. For more information, see Chapter 1, "Introduction to Copy Function," in the Copying Guide.

Basic Copying Functions

This section describes the operation procedures for the Copy functions you can access from the top screen of the Copy function.



Making Enlarged/Reduced Copies

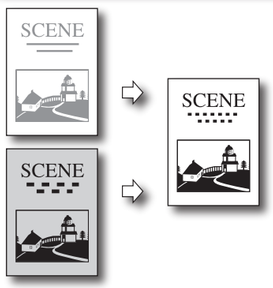
You can make an enlarged or reduced copy from the original of a standard paper size, such as LTR original to 11" × 17" or LGL to LTR. The optimal copy ratio is automatically set by selecting the desired paper size from the paper size buttons.
You can also set the copy ratio from 25% to 400% in 1% increments on the Copy Ratio screen.

Chapter 2 ◆ Copying Guide

1 Copy Ratio — Press [Copy Ratio] → select or set the desired ratio → press [Done] as indicated on the touch panel display.

You can automatically set the copy ratio by pressing [Auto] on the Copy Ratio screen.

Adjusting the Density of Copied Images

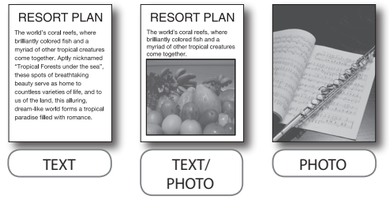


You can optimize the copy density level for the original, automatically or manually.

Chapter 2 ◆ Copying Guide

2 Light A Dark — Press [Light] to make the density lighter or press [Dark] to darken to the desired level. Press [A] (auto) to automatically set the density level.

Optimizing the Copy Output Quality

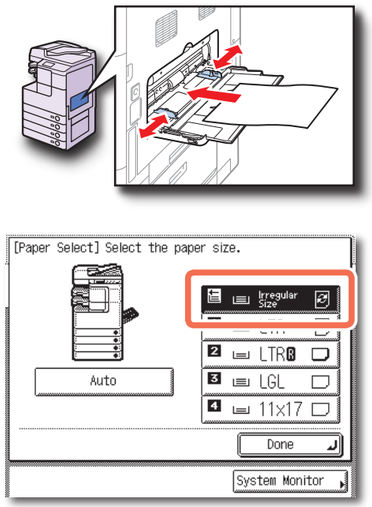


You can set the machine to optimize the copy output quality by selecting the type of your original. If your original contains both text and photo images, select [Text/Photo].

Chapter 2 ◆ Copying Guide

3 Text/Photo — Press the original type drop-down list box → select the original type from [Text], [Text/Photo], or [Photo].

Using Paper Not Loaded in the Drawers



You can use the stack bypass as a temporary paper source for the size of the paper that is not loaded in any paper drawers.

Chapter 2 ◆ Copying Guide

To specify the paper size and type:
Load the paper in the stack bypass as illustrated → select the paper size → press [Next] → select the paper type → press [OK] → [Done] as indicated on the touch panel display.*
The stack bypass is now chosen as the paper source.

To manually select the stack bypass as the paper source after the paper is loaded and its size and type are specified:

4 Paper Select — Press [Paper Select].

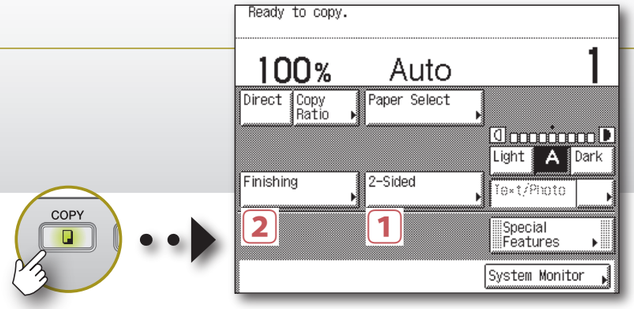
Irregular Size — Select the button for the stack bypass as shown left → press [Done].**

* When you load paper in the stack bypass, the Stack Bypass screen appears.
** The specified paper size and type are displayed on the button.

Stack Bypass—A Multi-purpose Paper Tray

- The stack bypass is a versatile paper source that enables you to print on special sizes and types of paper.
  - You can use it as a temporary paper source, as described above.
  - You can use special sizes and types of paper that are not available in the paper drawers:
    - Non-standard size paper
    - Special types of paper such as thicker paper or labels
- You can specify the default paper size/type for the stack bypass.

Specifying the paper size and type is required when you use the stack bypass. To skip this procedure, you can set and store the default paper size and type by specifying [Stack Bypass Standard Settings] from the Additional Functions menu.
For more information, see Chapter 3, "Configuring the Machine's Basic Settings," in the Reference Guide.



Copying on Both Sides of the Paper

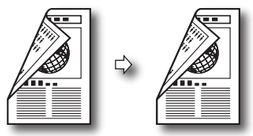
1 > 2-Sided

You can copy two-sided originals or multiple one-sided originals on both sides of the paper.

† The 2 > 2-Sided and 2 >1-Sided mode are available on the imageRUNNER 2530/2525/2520 only when the optional Feeder (DADF-AB1) is attached.

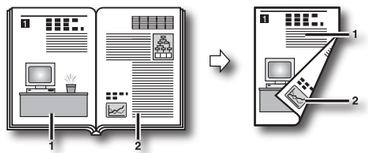
Chapter 2 ◆ Copying Guide

2 > 2-Sided

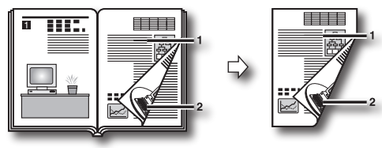


2 > 1-Sided

Book > 2-Sided (Left/Right 2-Sided)



Book > 2-Sided (Front/Back 2-Sided)



1 2-Sided — Press [2-Sided] → select the 2-Sided mode you want to use → press [OK] as indicated on the touch panel display.

† For The Book > 2-Sided mode, you will be asked to select the type of original.

Stapling Collated Copies

Stapled

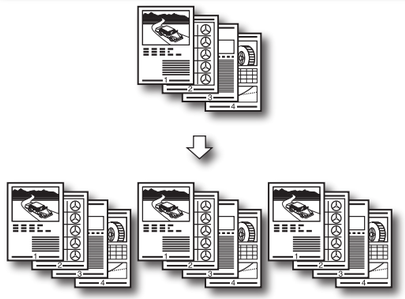
You can set the machine to staple the collated copies on the specified position.

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

Chapter 2 ◆ Copying Guide

2 Finishing — Press [Finishing] → [Staple] → [Next] → select the staple type and position → press [OK] as indicated on the touch panel display.

Making Copies in Sets Arranged in Page Order

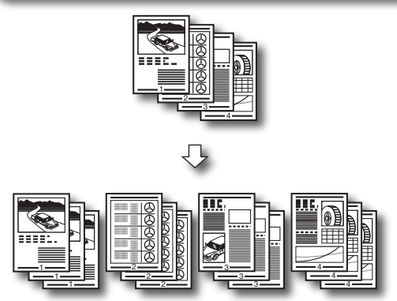


You can set the machine to output the copies in sets arranged in page order.

Chapter 2 ◆ Copying Guide

2 Finishing — Press [Finishing] → [Collate] → [OK] as indicated on the touch panel display.

Making Copies Grouped by Page



You can set the machine to output the copies in groups of individual pages.

Chapter 2 ◆ Copying Guide

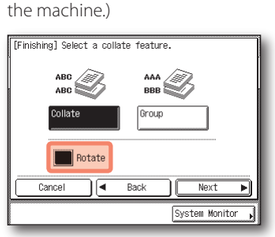
2 Finishing — Press [Finishing] → [Group] → [OK] as indicated on the touch panel display.

Output Orientations

When performing Collate or Group copying, you can select either "Rotate" or "Offset" as the output orientation. It is possible to combine the output orientation and the Collate or Group mode, such as Collate + Rotate, Group + Offset, etc.

● Rotate

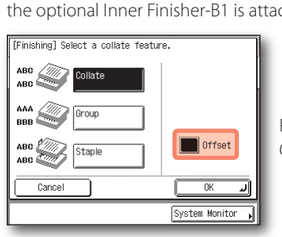
Each printout group is output in alternating orientations. (Not available when the optional Inner Finisher-B1 is attached to the machine.)



Press [Rotate] → [Next] → select the paper source → press [OK] to use the Rotate mode.

● Offset

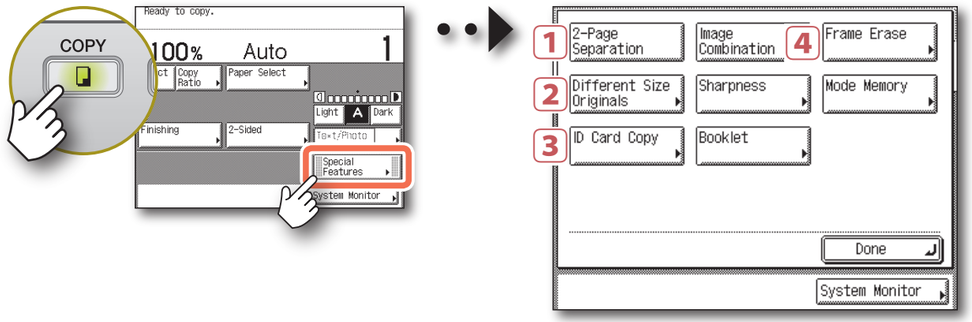
Each printout group is output with the same orientation, but staggered back and forth in alternating layers. (Available when the optional Inner Finisher-B1 is attached to the machine.)



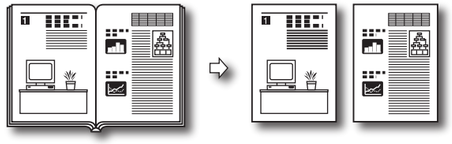
Press [Offset] → [OK] to use the Offset mode.

Advanced Copying Functions

This section describes the operation procedures for the Copy functions you can access from the [Special Features] button on the top screen of the Copy function.



Copying Facing Pages of Bound Originals Separately



You can copy the facing pages of bound originals on separate sheets of paper.

Chapter 3 ◆ Copying Guide

1 [2-Page Separation] — Press [2-Page Separation] → [Done].

Copying Different Size Originals Together

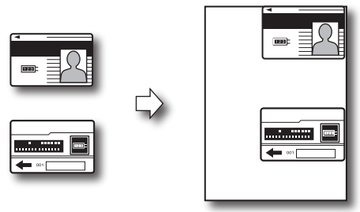
You can copy multiple originals of different sizes at the same time when using the feeder.

† The Different Size Originals mode is available on the imageRUNNER 2530/2525/2520 only when the optional Feeder (DADF-AB1) is attached.

Chapter 3 ◆ Copying Guide

2 [Different Size Originals] — Press [Different Size Originals] → select [Same Width] or [Different Width] → press [OK] → [Done] as indicated on the touch panel display.

Copying ID Cards



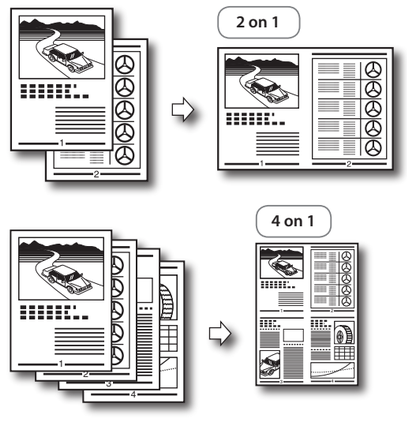
† For the position of the copied images, you can select either top/bottom or left/right.

You can copy both sides of an ID card on one side of paper at actual size.

Chapter 3 ◆ Copying Guide

3 [ID Card Copy] — Press [ID Card Copy] → select the layout type → press [Next] → select the paper source → press [OK] → [Done] as indicated on the touch panel display.

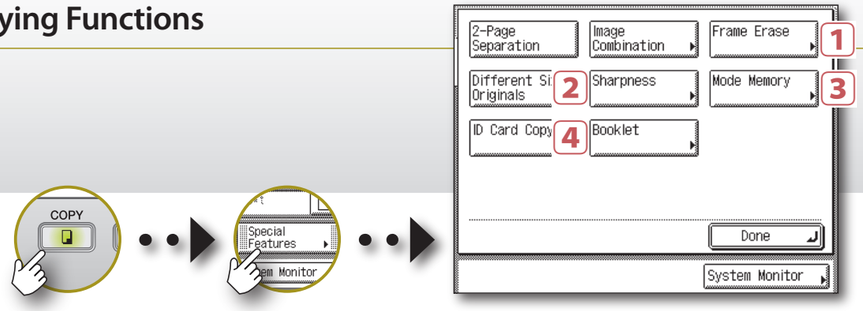
Copying Multiple Originals on One Sheet of Paper



You can reduce two or four original images to fit on one sheet of paper.

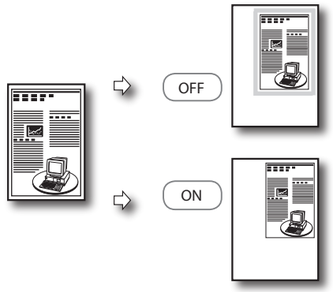
Chapter 3 ◆ Copying Guide

4 [Image Combination] — Press [Image Combination] → select the original size → press [Next] → select the combination mode → press [Next] → select the paper source → press [OK] → [Done] as indicated on the touch panel display.

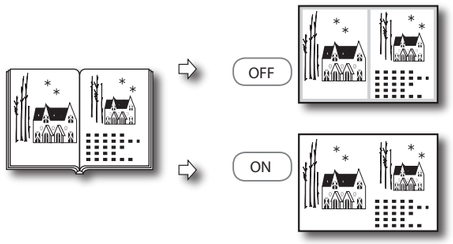


Erasing Dark Borders When Copying Bound Originals

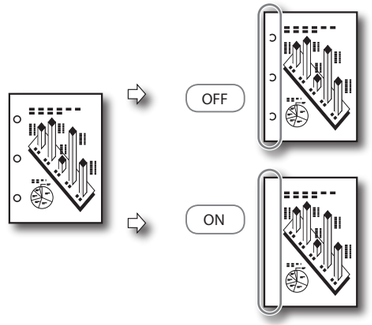
Original Frame Erase mode:
Erases shadows on the edges of the copy.



Book Frame Erase mode:
Erases shadows on the edges and in the center of the copy of the bound original.



Binding Erase mode:
Erases shadows of punch holes.



You can erase shadows and lines that may appear on the copy. Select the erase mode depending on the type or condition of the original.

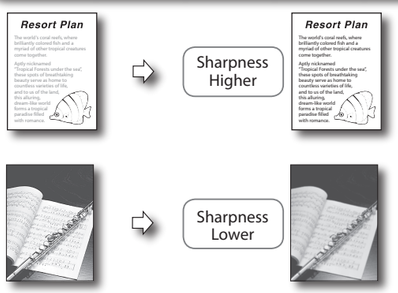
Chapter 3 ◆ Copying Guide

1 Frame Erase

Press [Frame Erase] → select the mode you want to use → press [Next] → select the original size → press [Next] → specify the erase width → press [OK] → [Done] as indicated on the touch panel display.

† For the Binding Erase mode, select the side of the original on which to erase the shadow, instead of selecting the original size.

Adjusting the Sharpness of Copied Images



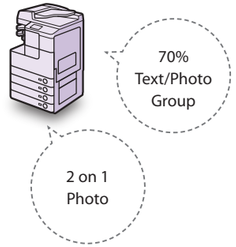
You can adjust the sharpness level. To make the text or lines sharper, increase the sharpness level. To make the halftone images softer, decrease the sharpness level.

Chapter 3 ◆ Copying Guide

2 Sharpness

Press [Sharpness] → [Low] or [High] to adjust the sharpness level → [OK] → [Done] as indicated on the touch panel display.

Storing and Recalling Frequently Used Settings



You can store the possible combinations of the copy settings to recall when you make a copy with the setting combination.

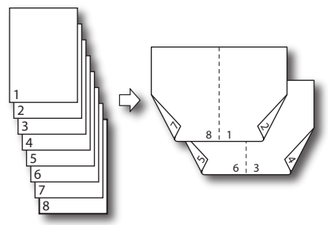
Chapter 3 ◆ Copying Guide

3 Mode Memory

To store the setting combination:
First make a combination of the copy settings you want to store.
Press [Mode Memory] → [Store/Erase] → select [Store] → select the memory button in which you want to store the setting in → press [Next]. Confirm the setting and press [Yes] → [OK] → [Done] as indicated on the touch panel display.

To recall the setting combination from the memory:
Press [Mode Memory] → select the memory button you want to recall → press [OK] → [Done].

Making Copies in the Page Arrangement to Form a Booklet



You can copy the originals in such a way that the copies are made into a booklet when folded.

Chapter 3 ◆ Copying Guide

4 Booklet

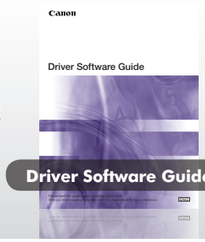
Press [Booklet] → select the original size → press [Next] → select the paper source → press [OK] → [Done] as indicated on the touch panel display.

† You can also copy the first page of the originals as a cover.

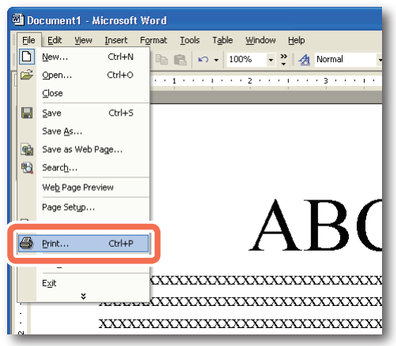
Printing from a Computer

This section describes the basic operation procedure for printing a document from a computer.

PDF on User Manual CD-ROM

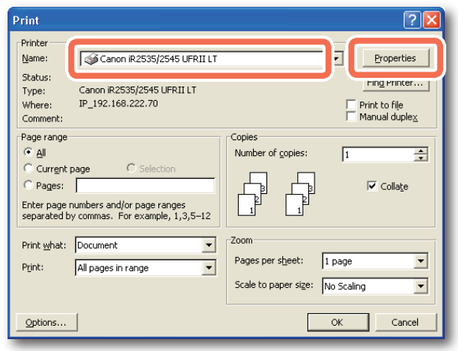


1 Open the [Print] Dialog Box



In the application you open the document to print from, click the [File] menu → select [Print].

2 Select the Printer



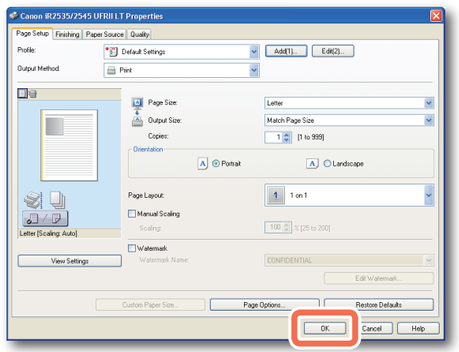
In the [Print] dialog box, select your printer → click [Properties]*.

▶ On this screen, you can specify the number of prints, and pages to print. If you need no detailed settings, click [OK]** to start printing.

* The name of the button to display the printer setting sheet shown on step 3 may vary depending on the application you are using.
** The name of the button to start printing may vary depending on the application you are using.

† The dialog boxes for print settings shown in steps 2 and 4 may vary depending on the application you are using.

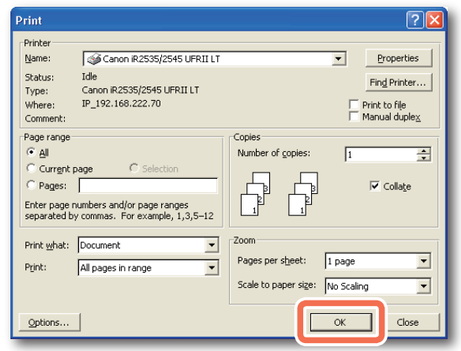
3 Specify the Print Settings



In each sheet of the printer setting dialog box, specify the print settings that suit your preferences → click [OK].

For more information on the print settings, see p. 19 and p. 20.

4 Start Printing



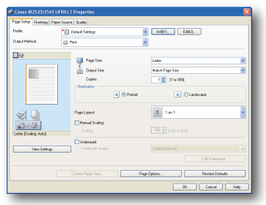
Specify the number of prints and pages to print as necessary → click [OK].*

▶ To cancel printing on your computer, click [Cancel] in the dialog box that appears when the print data is being processed.

▶ To cancel printing on the machine's control panel, use the System Monitor screen displayed by pressing (Stop) or [System Monitor].**

* The name of the button to start printing may vary depending on the application you are using.
** The canceling procedure differs depending on the job status. For more information, see Chapter 2, "Managing Print Jobs," in the Printer Guide.

Printer Driver



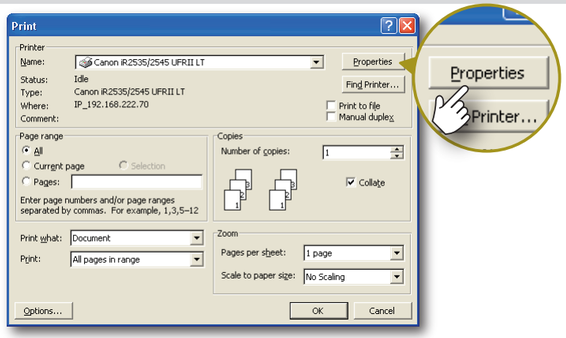
The printer driver installed on your computer enables the machine to print the documents from the applications on your computer. The printer driver also enables you to specify the various print settings such as paper size and finishing style.

▶ For more information on the printer driver settings, see p. 19 and p. 20.

Specifying the Printer Driver Settings

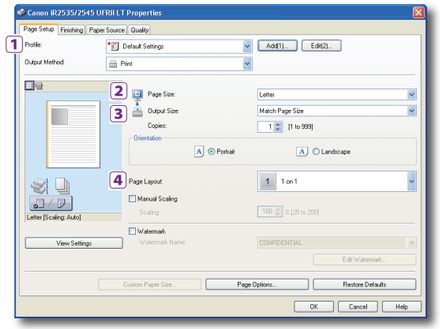
This section describes the instructions on how to specify printer driver settings, such as the finishing style and print quality.

† The printer driver screens shown below may differ from the ones displayed on your computer, depending on the machine and optional equipment, printer driver, or operating system you are using.



Configuring the Page Settings

On the [Page Setup] sheet, you can specify the page settings.



1 Profile
Enables you to set the printer driver simply by selecting it from the list. Printer driver settings for different purposes are registered.

2 Page Size
Enables you to select the size of the document you have created in an application.

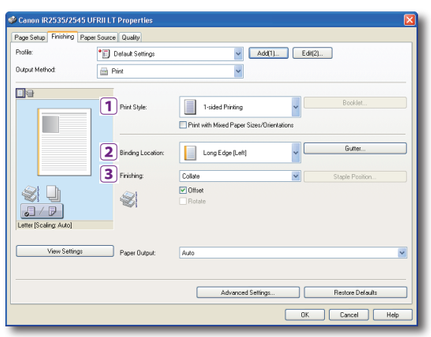
3 Output Size
Enables you to select the size of the paper to print on.

4 Page Layout
Enables you to print multiple pages onto one sheet of paper, or in other multiple layouts.

Driver Software Guide

Selecting the Finishing Style

On the [Finishing] sheet, you can specify the finishing style.



1 Print Style
Enables you to select the print style such as 1-sided or 2-sided Printing.

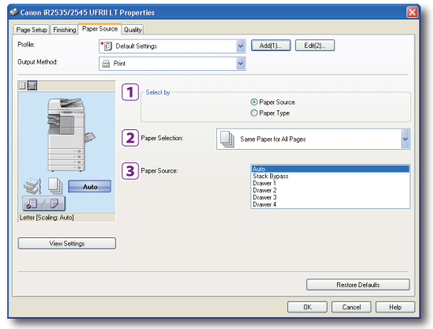
2 Binding Location
Enables you to select the binding location such as Long Edge (Left) of Short Edge (Top).

3 Finishing
Enables you to select the finishing style such as Collate or Group.

Driver Software Guide

Selecting the Paper Source

On the [Paper Source] sheet, you can specify the paper source and type.



1 Select by
Enables you to select the paper supply method from Paper Source or Paper Type.

2 Paper Selection
Enables you to select either you use the same paper source or type for all pages or use a different paper source or type for the specified pages. This setting is useful, for example, when you want to print the covers of your document on a different kind of paper.

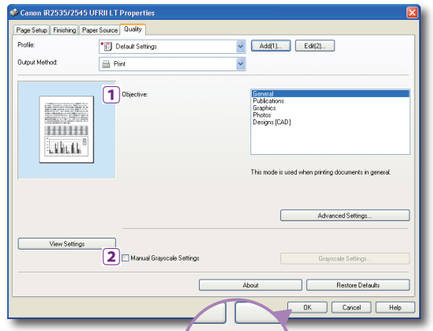
3 Paper Source/Paper Type*
Enables you to select a desired paper source or type when making prints.

* When you select [Paper Type] on <Select by>, [Paper Type] is displayed instead of [Paper Source], allowing you to select the paper type to print your document on.

Driver Software Guide

Selecting the Print Output Quality

On the [Quality] sheet, you can specify the print output quality to match the purpose of the printing.



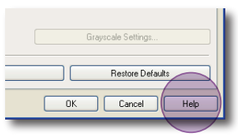
1 Objective
Enables you to print a document with the print settings that best suit the content of the document. When you select an item, a comment is displayed below the list.

2 Manual Grayscale Settings
Enables you to manually specify the settings such as brightness or contrast for your grayscale prints.

Driver Software Guide

On each sheet, click [OK] to return to the [Print] window after you have specified the settings.

[Help] Button



Click [Help] on each sheet to display the further information about the print settings.

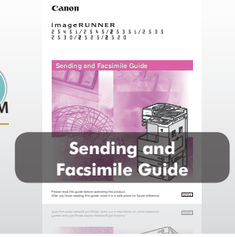
Sending a Document

(E-mail, I-fax, File Server, and USB Memory Media Device)

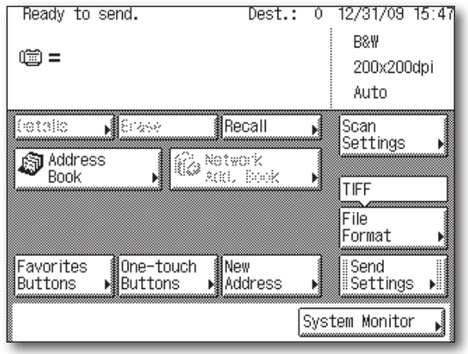
This section describes the basic operation procedure for sending a document.

† The Send function is available only when the Color Send Kit-Y1 (optional for the imageRUNNER 2545/2535/2530/2525/2520) is activated.

PDF on User Manual CD-ROM



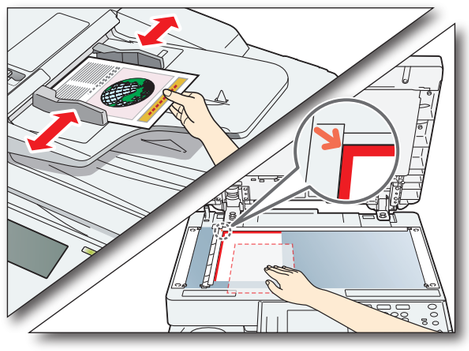
1 Display the Send Screen



Press (SEND) to display the top screen of the Send and Fax functions.

- If the machine is in the Sleep mode, press (Power).
- Enter your ID and password or insert the control card if the screen prompts you to do so. For more information on logging in to the machine, see "How to Log in to the Machine," on p. 07.

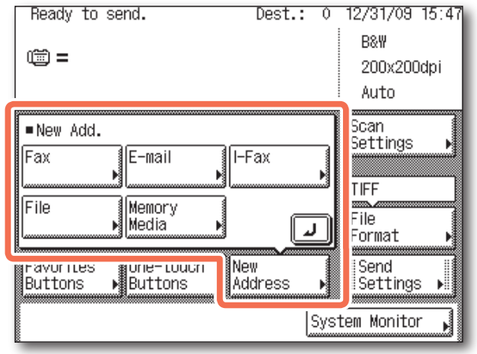
2 Place Your Originals



Place your originals in the feeder or on the platen glass.

- Close the feeder/platen cover after placing your originals on the platen glass.

3 Specify the Destination



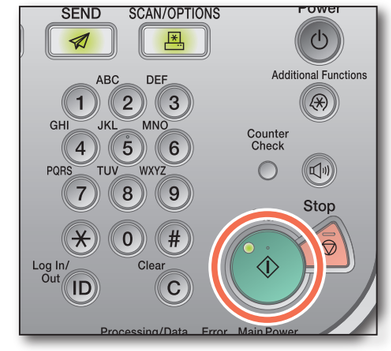
Press [New Address] → select the sending method → specify the destination.

- You can also specify the destination by using [Address Book], [Favorites Buttons], or [One-touch Buttons]. These functions save you the effort of entering a destination each time you send documents.

For information on specifying destinations, see p. 25.

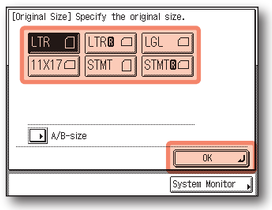
† Some USB memory media devices are not compatible with the machine. For more information, see Chapter 2, "Sending Documents," in the Sending and Facsimile Guide.

4 Start Sending



Press (Start).

- When the screen below appears, select the original size → press [OK] → (Start).



- To cancel scanning originals, press (Stop). You can also cancel scanning originals by pressing [Cancel] on the screen indicating the send processing status.

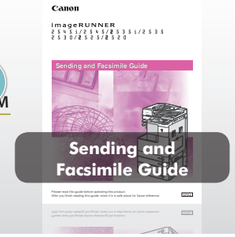
For instructions on how to cancel sending a document during transmission, see Chapter 2, "Sending Documents," in the Sending and Facsimile Guide.

Sending a Fax

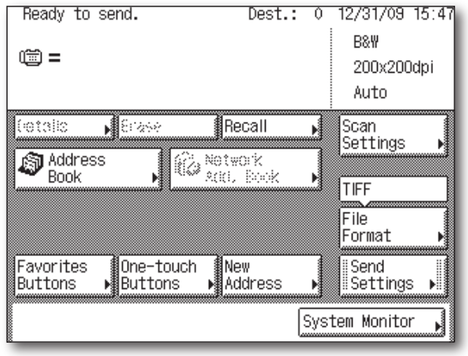
This section describes the basic operation procedure for sending a fax.

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

PDF on User Manual CD-ROM



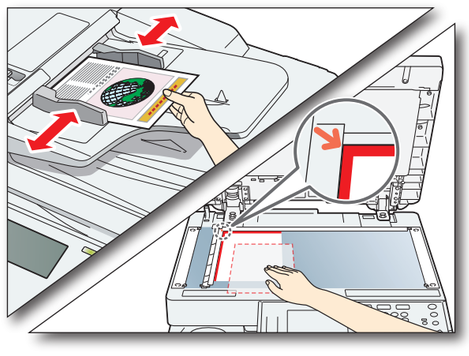
1 Display the Send Screen



Press (SEND) to display the top screen of the Send and Fax functions.

- If the machine is in the Sleep mode, press (Power).
- Enter your ID and password or insert the control card if the screen prompts you to do so. For more information on logging in to the machine, see "How to Log in to the Machine," on p. 07.

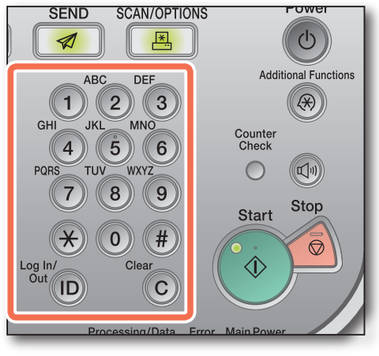
2 Place Your Originals



Place your originals in the feeder or on the platen glass.

- Close the feeder/platen cover after placing your originals on the platen glass.

3 Enter the Fax Number

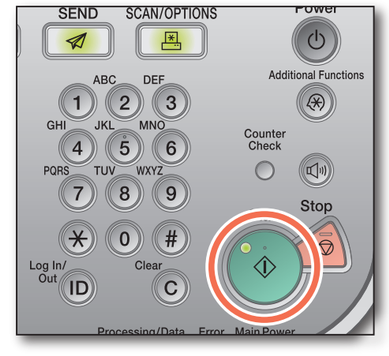


Enter the fax number using 0–9 (numeric keys).

- You can also specify the destination by using [Address Book], [Favorites Buttons], or [One-touch Buttons]. These functions save you the effort of entering a fax number each time you send documents.

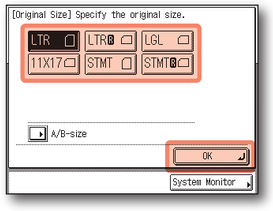
For information on specifying destinations, see p. 25.

4 Start Sending



Press (Start).

- When the screen below appears, select the original size → press [OK] → (Start).

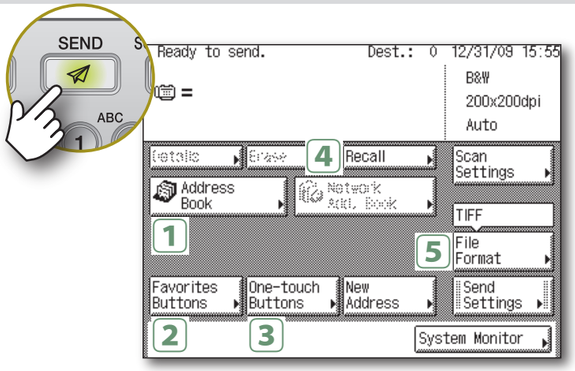


- To cancel scanning originals, press (Stop). You can also cancel scanning originals by pressing [Cancel] on the screen indicating the fax processing status.

For instructions on how to cancel sending a document during transmission, see Chapter 2, "Sending Documents," in the Sending and Facsimile Guide.

Send and Fax Functions

This section describes the operation procedures for the Send and Fax functions you can access from the top screen of the Send and Fax functions.



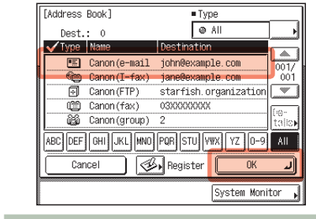
Specifying Destinations Easily and Quickly

[Address Book], [One-touch Buttons], and [Favorites Buttons] enable you to streamline and customize the procedures for specifying destinations. These functions enable you to register recipient destinations so that you can send documents by pressing only a few keys.

Chapter 4 ◆ Sending and Facsimile Guide

1 Address Book

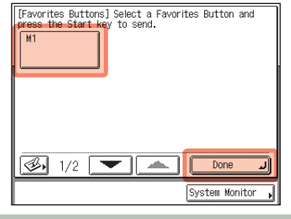
Press [Address Book].



Select the desired destination → press [OK].

2 Favorites Buttons

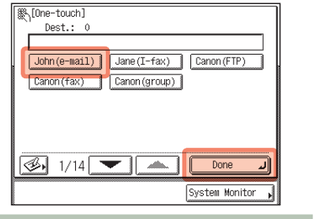
Press [Favorites Buttons].



Select the desired favorites button → press [Done].

3 One-touch Buttons

Press [One-touch Buttons].



Select the desired one-touch button → press [Done].

File Formats

In addition to standard TIFF, PDF, and JPEG file formats, the machine also supports PDF (Compact) and PDF (OCR) files.

- PDF (Compact) files are archived with a higher compression ratio than normal PDF. The resulting file data size is smaller than normal PDF, and therefore recommended for jobs that are to be sent over the network.
- PDF (OCR) files perform OCR (Optical Character Recognition) on scanned documents to create a PDF with searchable text.

† PDF (OCR) is available only when the Color Send Searchable PDF Kit-C1 (optional for the imageRUNNER 2545/2535/2530/2525/2520) is activated.

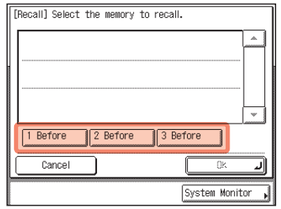
Recalling the Most Recent Settings

The Recall function enables you to send a document using any of the last three addresses, scan settings, and send settings that were used.

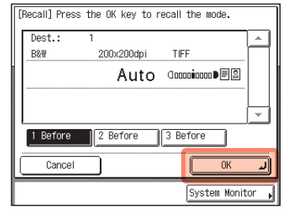
Chapter 4 ◆ Sending and Facsimile Guide

4 Recall

Press [Recall].



1 Select [1 Before], [2 Before], or [3 Before].



2 Confirm the settings → press [OK].

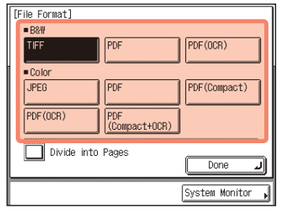
Specifying the File Format for Sending Documents

You can send documents in a variety of file formats, including TIFF, PDF, and JPEG. This gives you the freedom to send documents in a manner that is suited to the purpose of the document, as well as the recipient's document handling environment. Scanned original images are converted to the specified file format and sent via e-mail or to a file server or USB memory media device.

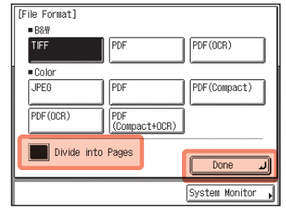
Chapter 3 ◆ Sending and Facsimile Guide

5 File Format

Press [File Format].



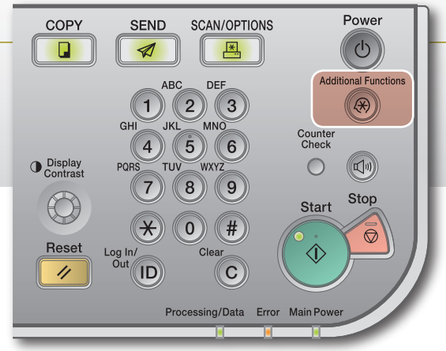
1 Select the desired file format.
† You cannot select the file format when sending I-faxes or faxes.



2 If you want to separate multiple images and send them as separate files, press [Divide into Pages] → [Done].

>> Send and Fax Functions

This section describes the operation procedures for specifying the useful Additional Functions settings related to the Send and Fax functions.

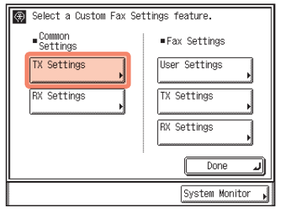


Printing the Sender Information When Sending I-Faxes/Faxes

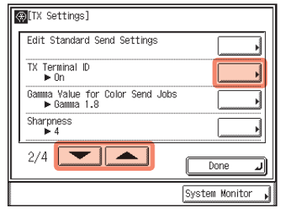
The sender information is printed at the top of the documents that you send via I-fax/fax. Information such as your I-fax address, name and fax number is printed, enabling the recipient to know who sent the document.

Chapter 7 ◆ Sending and Facsimile Guide

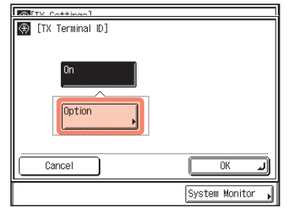
Press (Additional Functions).



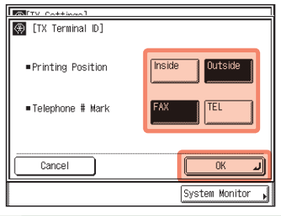
1 Press [Communication Settings] → [TX Settings] under <Common Settings>.



2 Press [▼] or [▲] until [TX Terminal ID] appears → press [TX Terminal ID].



3 Press [Option].



4 Select the print position of the sender information → select the type of marking* → press [OK].
To return to the top screen, press (Reset).

* The [Telephone # Mark] setting is available only when the optional Super G3 Fax Board-AG1 is attached.

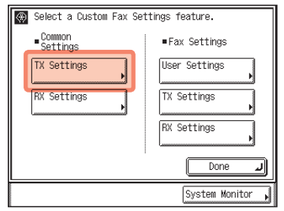
† For details of the optional settings with illustrations, see Chapter 7, "Customizing the Machine's Settings," in the Sending and Facsimile Guide.

Setting the Send Screen to Suit Your Needs

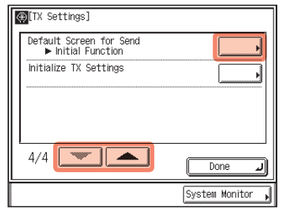
You can specify the screen to display first when you press (SEND). You can select Favorites Buttons screen, One-touch screen, or the top screen of the Send and Fax functions as the screen to display first.

Chapter 7 ◆ Sending and Facsimile Guide

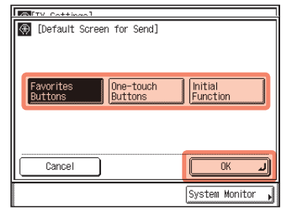
Press (Additional Functions).



1 Press [Communication Settings] → [TX Settings] under <Common Settings>.



2 Press [▼] or [▲] until [Default Screen for Send] appears → press [Default Screen for Send].



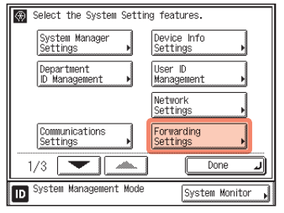
3 Select the desired setting item → press [OK].
To return to the top screen, press (Reset).

Automatically Forwarding Received Documents

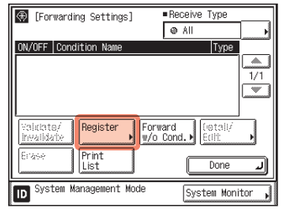
You can set the machine to automatically forward the received I-fax/fax documents to any desired destination. If a received document matches the forwarding conditions you set, it is forwarded to the destination. You can also specify a forwarding destination for received documents that do not match the forwarding conditions.

Chapter 4 ◆ System Settings Guide

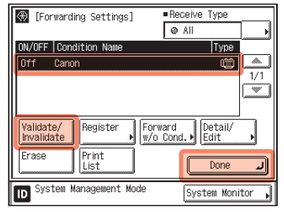
Press (Additional Functions).



1 Press [System Settings]* → [Forwarding Settings].
* To make changes to the System Settings, log in to the machine as the System Manager.

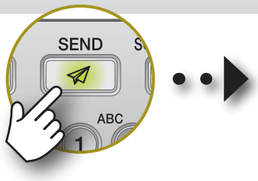


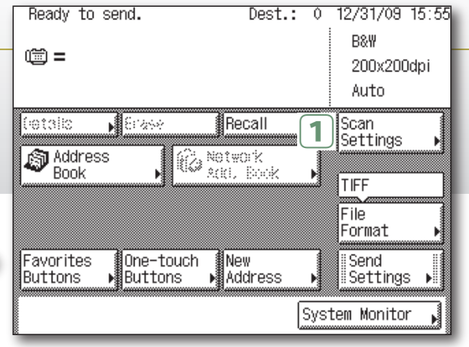
2 Press [Register] → register the forwarding conditions and destinations as indicated on the touch panel display.



3 Select the desired forwarding setting → press [Validate/ Invalidate] → [Done].
To return to the top screen, press (Reset).

This section describes the operation procedures for the Send and Fax functions you can access from the [Scan Settings] button on the top screen of the Send and Fax functions.



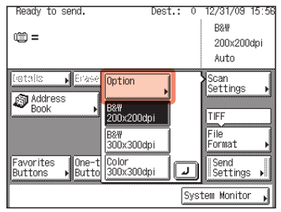


Scanning Documents Containing Photos Clearly

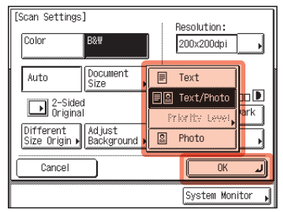
You can improve the image quality of scanned images by selecting the original type setting that best suits your originals. When originals containing photos are not scanned clearly, select [Photo] or [Text/Photo] from the original type drop-down list box to obtain better results.

Chapter 3 ◆ Sending and Facsimile Guide

1 Scan Settings — Press [Scan Settings].



1 Press [Option].



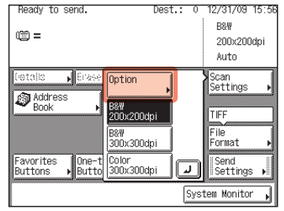
2 Press the original type drop-down list box → select [Photo] or [Text/Photo] → press [OK].

Specifying the Scanning Area to Cover the Original Size

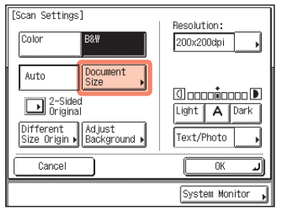
When the edges of the scanned image are missing, change the Document Size setting to a size that is larger than the actual original size.

Chapter 3 ◆ Sending and Facsimile Guide

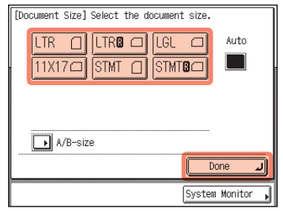
1 Scan Settings — Press [Scan Settings].



1 Press [Option].



2 Press [Document Size].



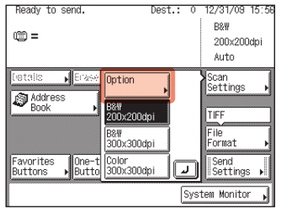
3 Select the document size that is larger than the original size → press [Done] → [OK].

Scanning Fine Text and Images Clearly

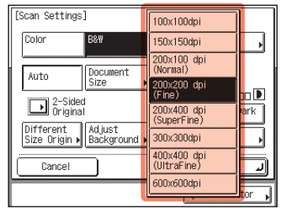
You can scan fine text in documents more clearly by setting a higher resolution. Note, however, that the file size increases as you increase the resolution.

Chapter 3 ◆ Sending and Facsimile Guide

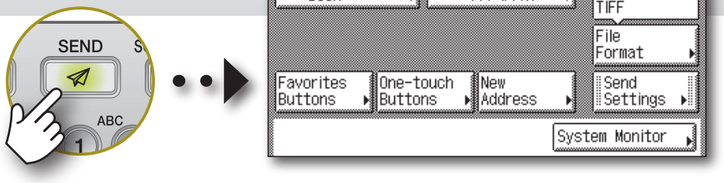
1 Scan Settings — Press [Scan Settings].



1 Press [Option].



2 Press the [Resolution] drop-down list box → select the desired resolution → press [OK].



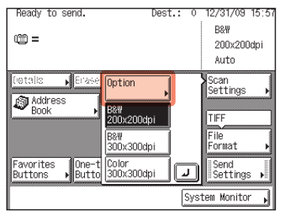
Scanning Two-Sided Originals

You can scan both sides of the originals set in the feeder.

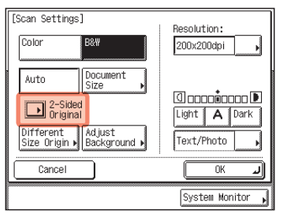
† The 2-Sided Original mode is available on the imageRUNNER 2530/2525/2520 only when the optional Feeder (DADF-AB1) is attached.

Chapter 3 ◆ Sending and Facsimile Guide

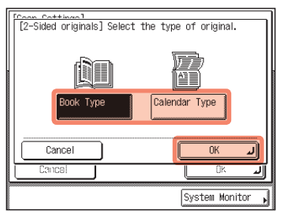
1 Scan Settings — Press [Scan Settings].



1 Press [Option].



2 Press [2-Sided Original].



3 Select [Book Type] or [Calendar Type] → press [OK] → [OK].

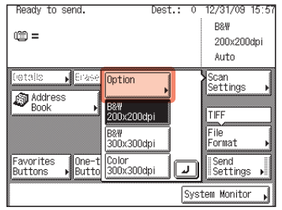
Scanning Different Size Originals Together

You can scan multiple originals of different sizes at the same time when using the feeder.

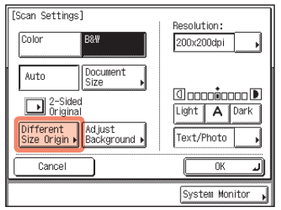
† The Different Size Originals mode is available on the imageRUNNER 2530/2525/2520 only when the optional Feeder (DADF-AB1) is attached.

Chapter 3 ◆ Sending and Facsimile Guide

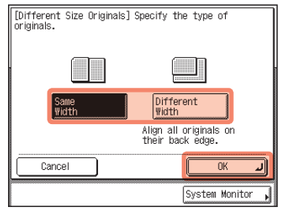
1 Scan Settings — Press [Scan Settings].



1 Press [Option].



2 Press [Different Size Origin].



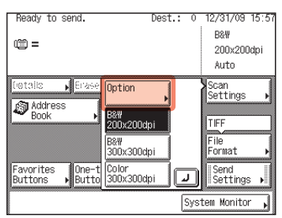
3 Select [Same Width] or [Different Width] → press [OK] → [OK].

Adjusting the Background Color of Sent Documents

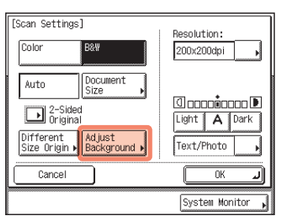
You can adjust the density of the background color when scanning color originals. You can adjust red, green, and blue separately.

Chapter 3 ◆ Sending and Facsimile Guide

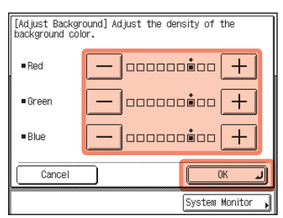
1 Scan Settings — Press [Scan Settings].



1 Press [Option].

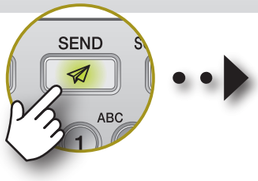


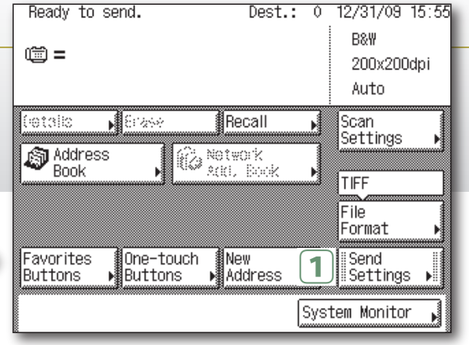
2 Press [Adjust Background].



3 Press [-] or [+] to adjust the amount of each color → press [OK] → [OK].

This section describes the operation procedures for the Send and Fax functions you can access from the [Send Settings] button on the top screen of the Send and Fax functions.





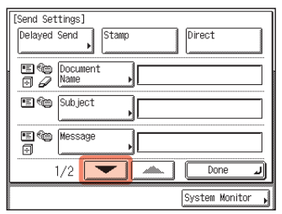
Adding the Reply Destination to Sent Documents

You can specify the reply-to address for your e-mails/I-faxes.

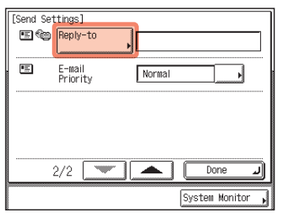
Chapter 2 ◆ Sending and Facsimile Guide

First, register the e-mail address you want to use as the reply-to address.

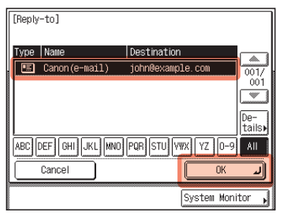
1 Send Settings — Press [Send Settings].



1 Press [▼].



2 Press [Reply-to].



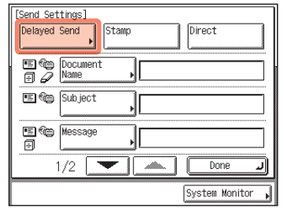
3 Select the reply-to address → press [OK] → [Done].

Specifying the Time to Start Sending

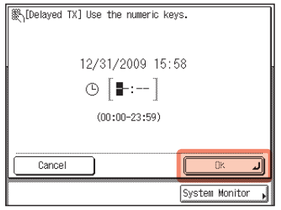
You can specify the time for sending the document. This function is useful, for example, when you want to send a document at a future time when you may not be near the machine.

Chapter 2 ◆ Sending and Facsimile Guide

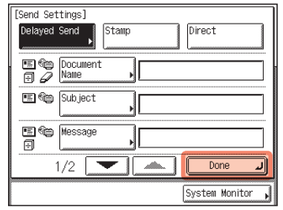
1 Send Settings — Press [Send Settings].



1 Press [Delayed Send].



2 Enter the time to send the document using 0–9 (numeric keys) → press [OK].



3 Press [Done].

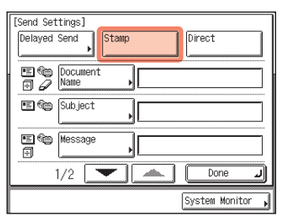
Affixing Stamps on Scanned Originals

You can set the machine to affix a stamp on the front side of scanned originals to indicate they have been scanned.

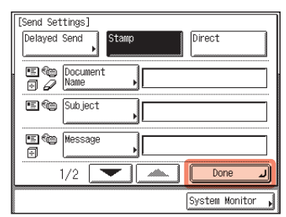
† The Stamp mode is available only when the optional Stamp Unit-B1 is attached to the feeder (optional for the imageRUNNER 2530/2525/2520).

Chapter 3 ◆ Sending and Facsimile Guide

1 Send Settings — Press [Send Settings].



1 Press [Stamp].



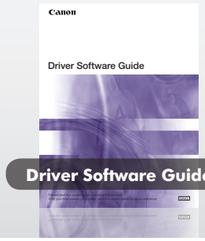
2 Press [Done].

Scanning from a Computer
(Remote Scan)

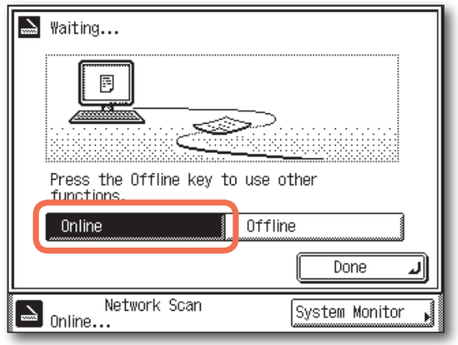
This section describes the basic operation procedure for scanning originals to load the scanned images to a computer.

PDF on User Manual CD-ROM

† The screen shots shown below may differ from the ones displayed on your computer, depending on the application or operating system you are using.



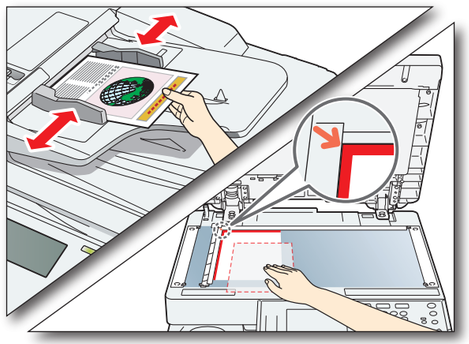
1 Display the Remote Scan Screen



Press (SCAN/OPTIONS) to display the Remote Scan screen → press [Online].

- If the machine is in the Sleep mode, press (Power).
- Enter your ID and password or insert the control card if the screen prompts you to do so. For more information on logging in to the machine, see "How to Log in to the Machine," on p. 07.

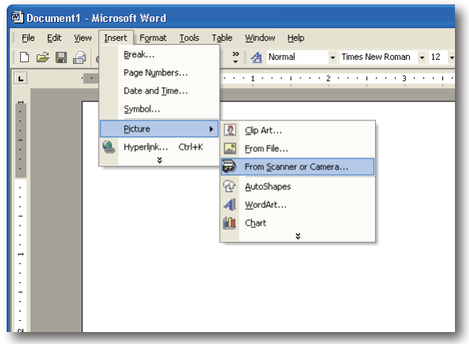
2 Place Your Originals



Place your originals in the feeder or on the platen glass.

- Close the feeder/platen cover after placing your originals on the platen glass.

3 Open the Color Network ScanGear



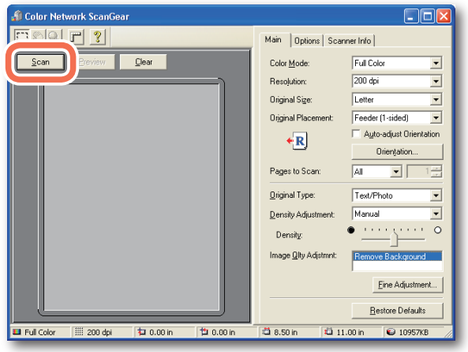
From the menu of the application, select the command* to start the scanning operation.

- Make sure that the Color Network ScanGear is selected as the scanner to be used.

For more information, see the documentation that comes with your TWAIN-compliant application.

* Command names include [Scan New], [Acquire], and others, depending on the application you are using.

4 Start Scanning



Specify the scan settings that suit your preferences → click [Scan].

- On the Color Network ScanGear dialog box, specify the settings such as the color mode and resolution.
- To cancel scanning, click [Cancel] in the dialog box that appears when the scan data is being processed.
- When scanning is complete, press [Offline] on the Remote Scan screen in step 1.

For instructions on how to specify the settings on the Color Network ScanGear dialog box, see the Driver Software Guide.

Operating the Machine from a Computer
(Remote UI)

This section describes the basic operation procedure for accessing the machine from a computer by using the Remote UI.

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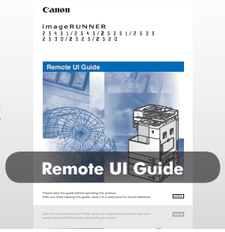


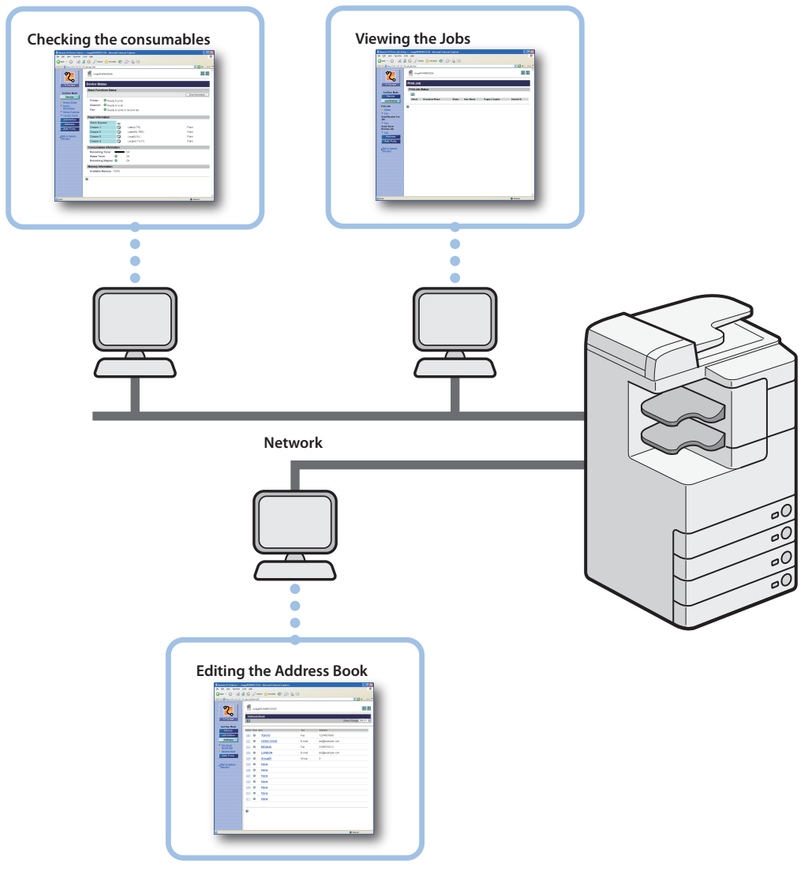
What is the Remote UI?

The Remote UI (Remote User Interface) is software built into the machine that enables users to access machine functions and settings from a web browser on a computer. Some examples of what you can do on the Remote UI include:

- Checking the machine status such as paper or toner amount
- Checking the job status
- Registering or editing the addresses.*

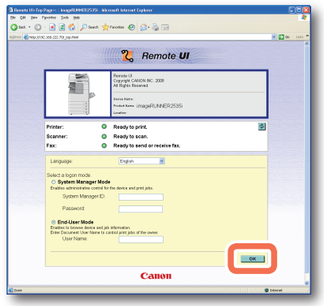
* The Address Book can be protected by a password.

If you log in to the Remote UI as the System Manager, you can use further functions such as setting Department ID/User Management and customizing the various machine settings.



Accessing the Remote UI

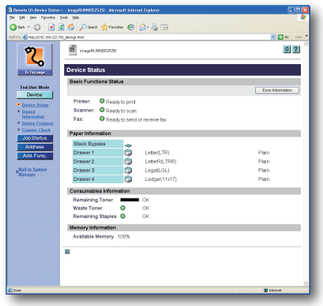
1 Start Your Web Browser



Start your web browser → enter the IP address* of the machine into the Web browser on your computer to access the Remote UI → press [ENTER] key on your computer keyboard.

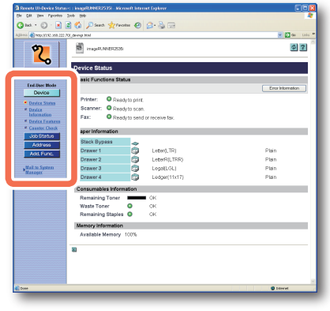
* The IP address in the screen shots in this section is for illustrative purposes only. Ask your network administrator for the IP address of your machine.

2 Log in to the Remote UI



On the Remote UI top page displayed in step 1, enter your Department ID or User ID and password* → click [OK].

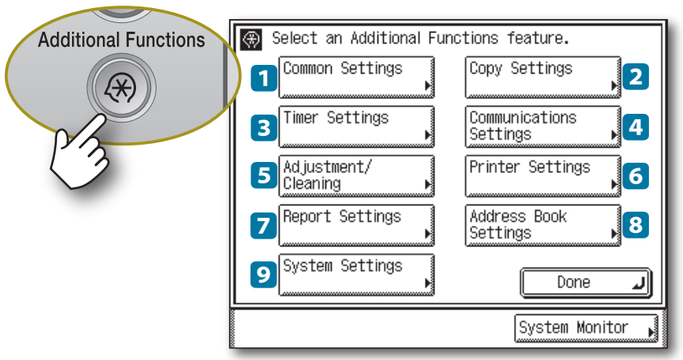
- After successfully logging in, the Device Status page is displayed. Go to other pages as necessary by using the menu on the left side of the page.



* The ID and password you have to enter when logging in depend on the Remote UI setting. Ask your system administrator for your ID and password.

Customizing the Machine Settings

From the Additional Functions screen, you can customize the machine settings to suit your needs.



The Additional Functions screen is displayed by pressing (Additional Functions) on the machine's control panel. From this screen, you can change and customize the machine's various settings. When these settings are changed or specified, they are saved as default settings and remain in effect until they are changed again.

1 [Common Settings]
Enables you to specify the settings that are fundamental to the machine operations.
▶Chapter 3 in the Reference Guide

2 [Copy Settings]
Enables you to specify the settings for the Copy function.
▶Chapter 4 in the Copying guide

3 [Timer Settings]
Enables you to specify the timer-related settings for the machine, such as the time for the machine to enter the Sleep mode.
▶Chapter 3 in the Reference Guide

4 [Communications Settings]
Enables you to specify the settings for the Send and Fax functions.
▶Chapter 7 in the Sending and Facsimile Guide

5 [Adjustment/Cleaning]
Enables you to adjust and optimize the machine settings for better results when printing on special paper or under other conditions. Also enables you to perform automatic machine cleaning.
▶Chapter 5 and 6 in the Reference Guide

6 [Printer Settings]
Enables you to specify the settings for the Print function.
▶Chapter 3 in the Printer Guide

7 [Report Settings]
Enables you to print various reports such as the User's Data List.
▶Chapter 2 in the Reference Guide
▶Chapter 8 in the Sending and Facsimile Guide

8 [Address Book Settings]
Enables you to register, edit, or delete destinations.
▶Chapter 4 in the Sending and Facsimile Guide

9 [System Settings]*
Enables you to specify the machine's system settings such as the network- or security-related settings. Mainly used by the administrator.
* To make changes to the System Settings, log in to the machine as the System Manager.
▶System Settings Guide

(Chapters to refer to depend on the setting items.)

Examples of Useful Settings

Displaying the screen for the function you frequently use

If you frequently use the Copy function, for example, you can set the Copy screen to be displayed first.

1 Common Settings

Press [Initial Function] and make the desired settings.

Chapter 3 in the Reference guide

Saving electricity or toner

There are two settings for saving electricity and toner.

To save electricity:

1 Common Settings

Press [Energy Consumption in Sleep Mode] and make the desired settings.

Chapter 3 in the Reference guide

To save toner:

1 Common Settings

Press [Toner Save Mode] and make the desired settings.

Chapter 3 in the Reference guide

Storing and recalling the copy settings you prefer

Various settings for the Copy function can be stored and recalled as a setting combination.

2 Copy Settings

First make the copy settings as you prefer. Press [Standard Settings] and make the desired settings.

Chapter 4 in the Copying Guide

Setting the time for the machine to enter the Sleep mode

You can adjust the time for the machine to enter the Sleep mode.

3 Timer Settings

Press [Auto Sleep Time] and make the desired settings.

Chapter 3 in the Reference guide

Preventing misdialing when sending a fax

When you dial a fax number, the machine prompts you to enter the fax number again, which will prevent dialing mistakes.

9 System Settings

Press [Restrict the Send Function] → [Confirm Entered Fax Numbers] and make the desired settings.

Chapter 4 in the System Settings Guide

Troubleshooting

This section describes which other guides to check when seeking solutions to problems that may occur when using the machine. The list also includes where to find descriptions of the procedures for replacing or refilling the consumables such as paper, toner, and staples.

Problem	Section Title	Chapter	Guide
Paper			
Paper has run out.	Paper Drawers	5	Reference
A paper jam has occurred.	Clearing Paper Jams	6	Reference
Paper jams occur frequently.	Identifying and Isolating Problems	6	Reference
Toner			
Toner has run out.	Replacing the Toner	5	Reference
Staples			
A staple jam has occurred.	Clearing Staple Jams	6	Reference
Staples have run out.	Replacing the Staple Cartridge	5	Reference
Scanning			
The scanned images of the originals scanned with the platen glass/feeder have marks or stains.	Routine Cleaning	5	Reference
Memory becomes full during scanning.	If Memory Becomes Full during Scanning...	6	Reference
Printing			
The density of a copy or print is different from the original.	Specifying Common Settings	3	Reference
	Settings Menu	3	Printer
Printouts are dirty.	Routine Cleaning	5	Reference
Communications			
Cannot send documents.	Identifying and Isolating Problems	9	Sending and Facsimile
Cannot receive documents.	Identifying and Isolating Problems	9	Sending and Facsimile
Transmissions are slow.	Identifying and Isolating Problems	9	Sending and Facsimile

Problem	Section Title	Chapter	Guide
Other			
The power does not turn ON.	Main Power and Control Panel Power	2	User's
A message appears on the touch panel display.	Self-diagnostic Display	6	Reference
An error code like "E******" appears on the touch panel display.	Service Call Message	6	Reference

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