# Canon

# Quick

## Operation Guide

You can access **canon.com/oip-manual** to read the e-Manual that describes all functions of this machine.

Store this guide in a safe place for future reference.

Some functions may not be available, depending on the model of the machine you are using.

The information in this document is subject to change without notice.

**If your machine is of the model dedicated to printing only**

The machine dedicated to printing only cannot be used for any other functions than printing. Although this Guide contains the descriptions of the functions and operations for copying, faxing, and scanning as well as printing, please read only the necessary descriptions to use your machine.

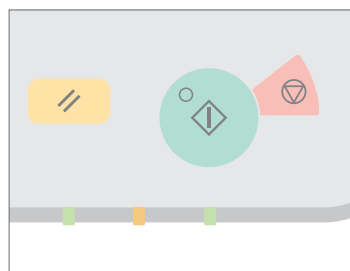# Learning How to Use Your Machine

This section contains a brief overview of the basic operations of your machine.
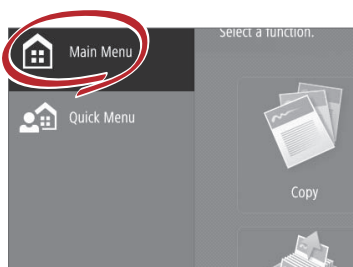
## ▶ Turning On the Display
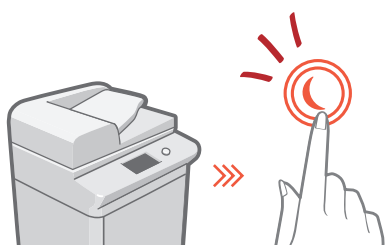
When the display is turned off, press the ☾ button on the control panel to exit the Sleep mode and turn it back on.

## ▶ The Main Buttons for Operations

Press (◇) to execute functions, (◈) to cancel operations, and (⁄) to clear the current settings.

## ▶ Accessing the Main Menu

Main Menu

Quick Menu

Select a function.

Copy

Perform a wide variety of operations from the Main Menu, displayed from any screen by pressing 🏠 Main Menu.

## ▶ Quickly Checking the Status of Machine

Access Stored Files

Status Monitor/Cancel
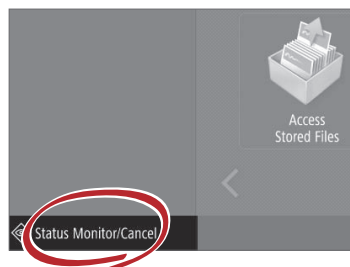
All you need to do to check the machine's status is press ◈ Status Monitor/Cancel.

WWW  See "Control Panel" in the e-Manual.

Two Methods for Setting Original Documents

# Placing Original Documents Correctly

## Placing Original Documents on the Platen Glass

- Place the side to scan face down.
- Place the original documents so that it fits in the back left corner.

▶ Compatible Types of Original Documents

Books, magazines

Newspaper clippings

Business cards

## Placing Original Documents in the Feeder

- Place the side to scan face up.
- Adjust the slide guide.

▶ Compatible Types of Original Documents
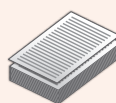
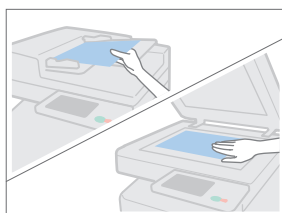Documents with many pages, quotations, etc.
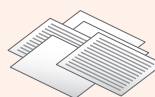
# Tips for Copying

Use helpful functions, such as two-sided printing and staple finishing, to make your copies look better while using paper efficiently.
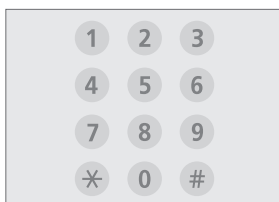
## ▷ Basic Copy Flow
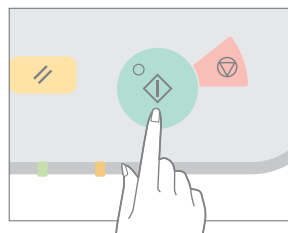
**1** | Set the document.

**2** | Press [Copy].

**3** | Enter the number of copies.
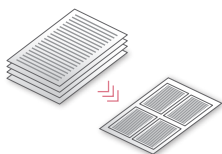
**4** | Set your preferred setting.

**5** | Press ⊙ (Start).

# ▶ Recommended Settings

## N on 1

The N on 1 feature helps you save paper by combining multiple pages onto one single sheet of paper.

## Copy Ratio

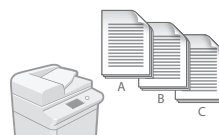Use "Copy Ratio" when copying to magnify small text for easy reading.

ABCDE ⟫ ABCDE

## Density

Adjust the text density to make hard to read documents (such as something written in pencil) easier to read.

ABCDE ⟫ ABCDE

## Finishing (Collate)

Output original documents in sets with the Collate mode, convenient for organizing big copy jobs.

A  B  C

## Select Paper

You can select the paper size manually, or let the machine automatically pick the paper size for you.
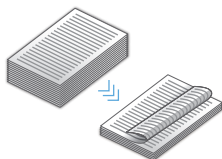
ABCDE ⟫ A4

A4

## Original Type

Pick one of a variety of different original types when copying to optimize the settings for that original document.
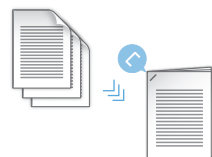
Magazine
Business Journal

## 2-Sided

Halve the amount of paper you use by printing on both sides of copied paper.

## Finishing (Staple)

Sort and staple copy jobs to make them look neat and professional, for documents such as conference handouts.

Tips for Copying
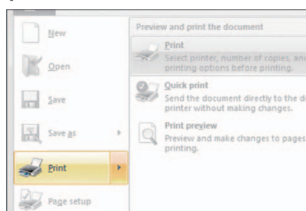
# Tips for Printing

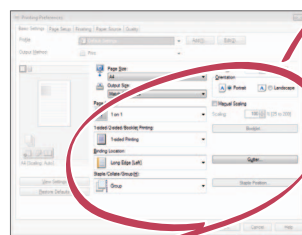Don't bother getting up! Specify print settings directly from your computer.

To print from a computer, first install the printer driver. For instructions on installing printer drivers, see the Printer Driver Installation Guide.
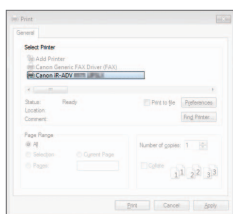
## ▷ Basic Print Flow
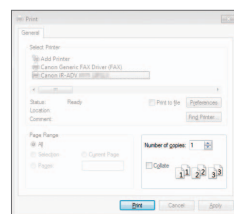
1 | Select the print function from the application menu.

2 | Select the machine from [Select Printer].
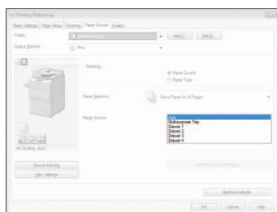
3 | Select the paper source.

4 | Set your preferred setting.

5 | Enter the number of copies, and press [Print].
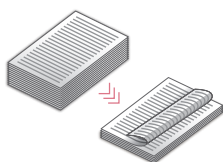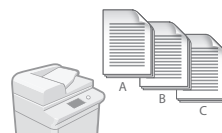
# ▣ Recommended Settings

## 2-Sided

Two-sided printing can save paper, especially for those big copy jobs!
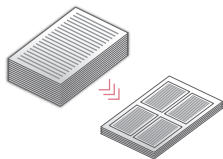
## Finishing (Collate)

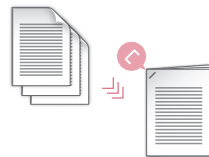Use [Collate] when printing a large number of copies to sort them for easy distribution.

A
B
C

## Page Layout

Significantly decrease the amount of paper you use by printing a total of four pages on a single sheet of paper.
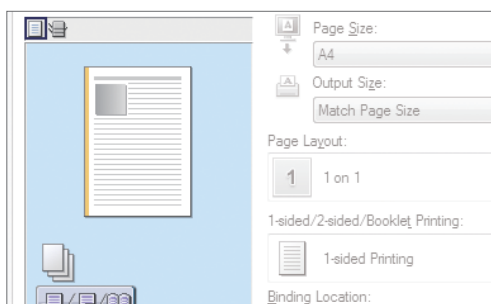
## Finishing (Staple)

With Staple mode, you can sort and staple documents. Staple finishing reduces document preparation time.

## Change Print Settings with Just One Easy Click!

Page Size:
A4

Output Size:
Match Page Size

Page Layout:
1    1 on 1

1-sided/2-sided/Booklet Printing:
1-sided Printing

Binding Location:

Change print settings, such as the page layout, by simply clicking the icon on the printer driver screen. The icon changes as you adjust the settings, so you can easily see your changes taking effect.
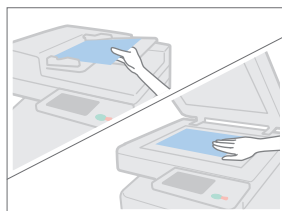
Tips for Printing

# Tips for Faxing

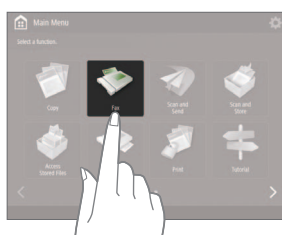Faxing is easy with these simple steps!
Improve the clarity of your faxes by adjusting settings, such as density or resolution.
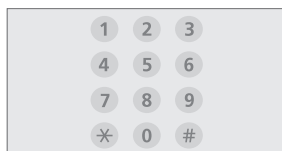
## ▷ Basic Fax Flow

**1** | Set the document.
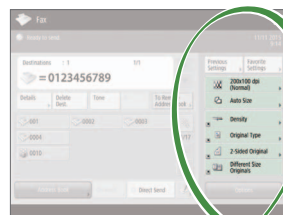
**2** | Press [Fax].

**3** | Enter the fax number and press [OK].

To send a fax to a registered address, press Address Book .

**4** | Set your preferred setting.

**5** | Press ⊙ (Start) and once scanning is complete, press [Start Sending].

# Recommended Settings

## Resolution

Improve text clarity by increasing the resolution of a document, when sending documents with small text.

## Density

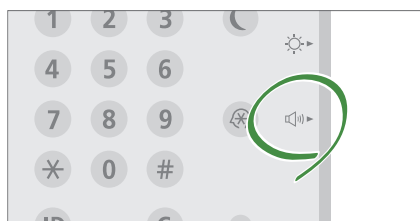Increase the density of thin text when sending (such as text written in pencil) to make it easier to read.

## Original Type

Pick one of a variety of different original types when faxing to optimize the settings for that original document.

≫ For further information about the functions, see "A Variety of Features," on p.14.

## Press the Button to Adjust the Fax Volume

Adjust the volume when sending and receiving faxes by pressing ◁» on the control panel.

## Previewing Received Faxes Before Printing
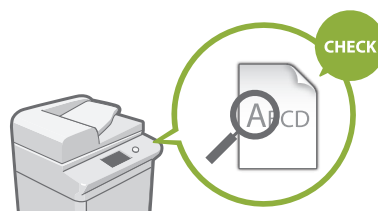
**CHECK**

Check received faxes before printing, letting you select which to print while saving paper.

See "Saving Received Documents in the Machine (Memory Reception)" in the e-Manual.
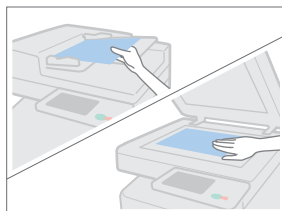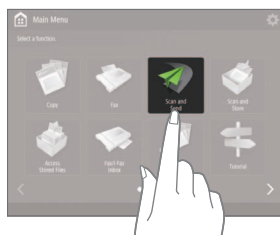
# Tips for Scanning

Not enough space for storing mountains of paperwork?
You can scan and store them as data on your computer.

## ▷ Basic Scan Flow

1 | Set the document.

4 | Set your preferred setting.
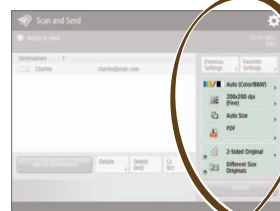
2 | Press [Scan and Send].

5 | Press ⟨◇⟩ (Start).

3 | Press [New Destination] and
enter the destination address.

To scan and send to a registered
destination, press [Address Book].
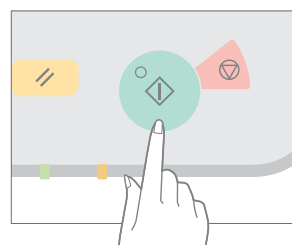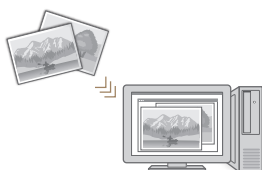
# ▣ Recommended Settings

## Resolution

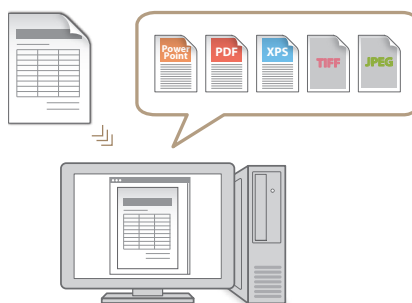You can adjust the resolution when scanning a magazine or picture to make the image more vivid and clear.

## Different Size Originals

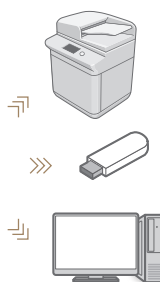Scan a variety of different document sizes in one simple operation.

## File Format

Save a scanned original document in the format that best suits your needs, such as contracts as PDFs or presentation materials as PowerPoint documents.

≫ For further information about the functions, see "A Variety of Features," on p.14.

## Digitize Stacks of Paper Documents to Save Office Space

Main Menu
Select a function.

**Save**

Copy    Fax    Scan and Send    Scan and Store

Access Stored Files    Fax/I-Fax Inbox    Print    Tutorial

Digitize your paper documents by selecting [Scan and Store] when scanning an original document. You can even choose a variety of different destinations to save the data, such as the machine or a file server.

See "Basic Operations for Scanning Originals" in the e-Manual.
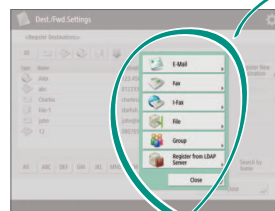
# Tips for Registering Destinations

Register destinations in the address book to make sending operation simple.
Increase efficiency by using One-Touch Buttons for frequently used destinations!
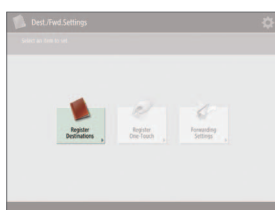
## ▷ Basic Flow for Registering Destinations

**1** | Press [Dest./Fwd. Settings].

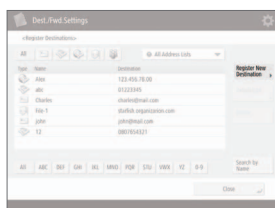**4** | Select the type of destination.

**2** | Press [Register Destinations].
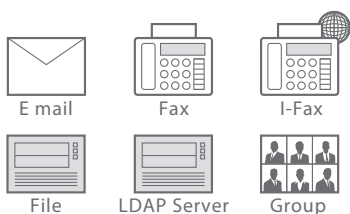
**5** | Enter the address and press [OK].

**3** | Press [Register New Dest.].

## Select the Destination Type

Register e-mail addresses, fax numbers, even servers as destinations! Pick the destination type that is right for you.

| E mail | Fax | I-Fax |
| File | LDAP Server | Group |

🌐 See "Registering Destinations" in the e-Manual.

▶ Using [Group]

You can register multiple destinations to a single group.

Send documents to everyone in a meeting at once!

## Send Documents Easily With One-touch Buttons

Register Destinations | Register One-Touch | Forwarding Settings
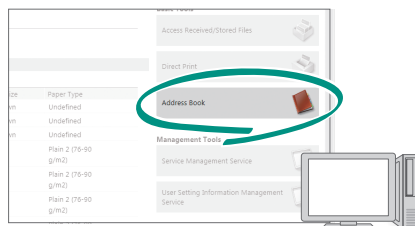
Register an often used destination to a one-touch button with [Register One-Touch], and save time!

🌐 See "Registering Destinations" in the e-Manual.

## Easy Address Editing from Your Computer

Access Received/Stored Files
Direct Print
Paper Type
Undefined
Undefined
Undefined
Plain 2 (76-90 g/m2)
Plain 2 (76-90 g/m2)
Plain 2 (76-90 g/m2)
Address Book
Management Tools
Service Management Service
User Setting Information Management Service

You can access the machine from your computer with the Remote UI, enabling you to edit addresses easily with the keyboard.

🌐 See "Managing the Machine from a Computer (Remote UI)" in the e-Manual.

# And More! A Variety of Features

There are many more helpful features that are not mentioned in this guide.
For details, see the e-Manual.

## ▷ Change Machine Settings Remotely from Your Computer

Use the "Remote UI" function to edit the address book, check consumable status, and more from your computer.

See "Managing the Machine from a Computer (Remote UI)" in the e-Manual.

## ▷ Prevent Security Leaks with Document Security

Password your documents with the Encrypted Secure Print mode. This feature is perfect for protecting important documents.

See "Advanced Functions for Printing" in the e-Manual.

## ▷ Professional Documents with Booklet Printing

Making booklets is easy with the [Booklet] option. Use staple finishing to give it an even more professional feel.

See "Making Booklets" in the e-Manual.

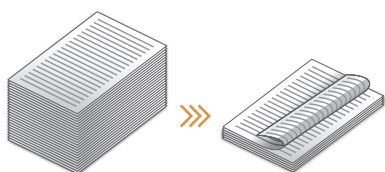## ▷ Print Two-Sided ID Cards on One Side of Paper

Check IDs easily by copying both sides of an ID and printing them to a single piece of paper with [Copy ID Card].

See "Making ID Card Copies" in the e-Manual.

## Advanced Paper Saving Options

Print up to an incredible 16 pages of original documents on a single sheet of paper with [2-Sided] and [N on 1].
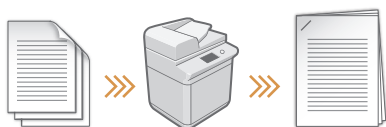
See "Copying" in the e-Manual.

## Go Green with Staple-Free Binding

Bind paper without using metal staples with the Eco (Staple-Free) mode. Help the environment, and shred documents without a fuss.

See "Optional Equipment" in the e-Manual.

## Reorganizing Documents with Staples

Just set "Manual Staple" and pass unstapled original documents through the feeder to staple them. Great for re-stapling!

See "Finishing with the Stapler" in the e-Manual.

## One-touch Settings

Register often used combinations of settings to "Quick Menu" to efficiently use them with a single button.

See "Customizing the Touch Panel Display" in the e-Manual.

# Canon