



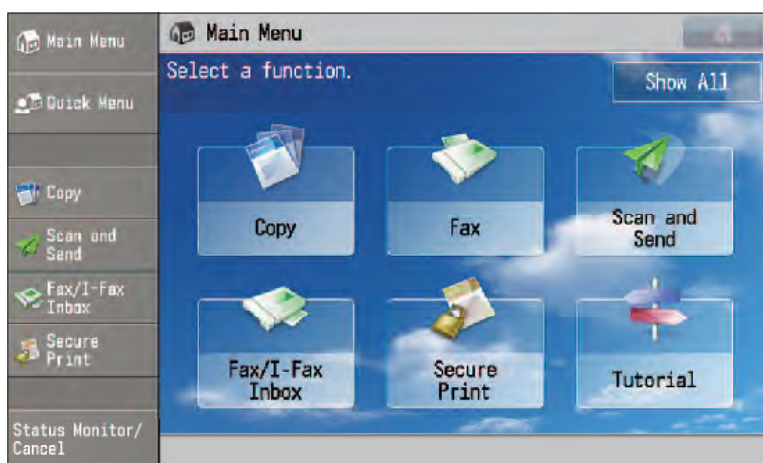
imageRUNNER

ADVANCE

C350iF / C250iF

iR400iF / iR500iF

Quick Operation Guide



This guide describes the basic operations of each function and introduces several of the machine's most useful functions. To learn more about the functions described in this guide, see the e-Manual. After you finish reading this guide, store it in a safe place for future reference.

Using the Control Panel /
Placing Originals



Customizing
the Main Menu



Registering
Frequently Used Setting
Combinations



Checking the Job Status/
Machine Status



Copying Documents



Sending Faxes



Sending Scanned Data



Registering
New Addresses



Storing Data
in USB Memory



Using Data Stored
in USB Memory



Digitizing Documents



Finishing Documents



Printing
from a Computer



Printing with the Multi-
Purpose Tray



Operating the Machine
from a Computer





Using the Control Panel

The machine is operated and configured in the control panel. By learning more about the various names and functions available on the machine, you can use the machine more efficiently.



Settings/Registration Key

Press this key to configure the machine's settings and to register items on the machine.



Energy Saver Key

You can set the machine to enter sleep mode when you do not use the machine for a while. When you want to use the machine again, press this key to cancel the sleep mode.



Brightness Adjustment Dial

Use this dial to adjust the brightness of the touch panel display.



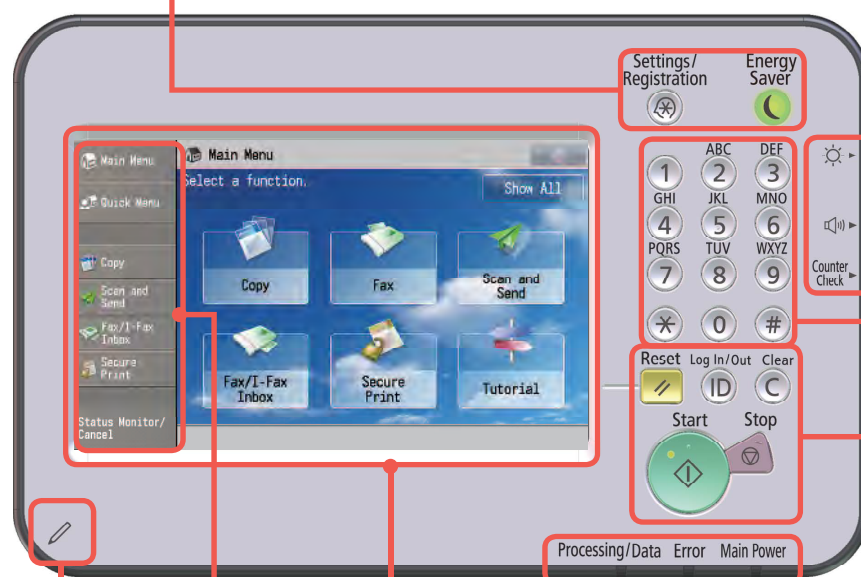
Volume Settings Key

Press this key to adjust the volume of the alarm when sending or receiving a fax.



Counter Check Key

Press this key to display the total number of copies and prints output with the machine.



Edit Pen

The pen used to operate the control panel is stored here.

Touch Panel Display

By using the touch panel, you can select functions such as copy and print, and configure the settings of the machine. If the desired function is not displayed, try pressing [Show All].

Indicator Lights

These lights indicate the status of the machine. They flash when a job is being processed or an error has occurred, are lit when the machine's main power is On, and are dark when the machine's main power is Off.



Main Menu

Press this button to display the Main Menu.



Quick Menu

Press this button to display the Quick Menu buttons that you have registered to perform frequently used setting combinations.

Shortcut

Press these buttons to switch the display to another function without returning to the Main Menu.

Status Monitor/Cancel

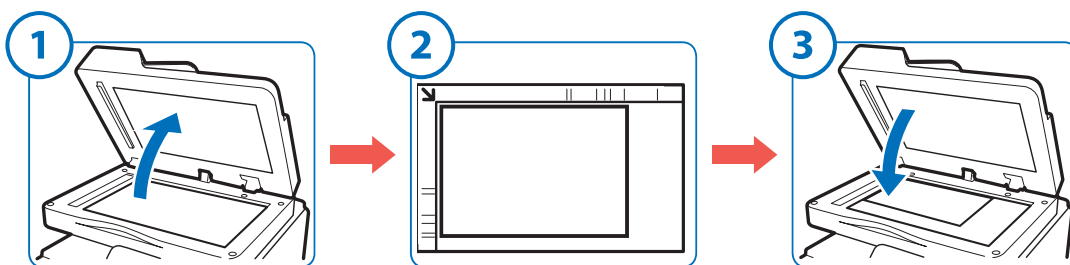
You can use this key to confirm the job status, such as print, send, and receive jobs. You can also use this key to pause or cancel a print job.



Placing Originals

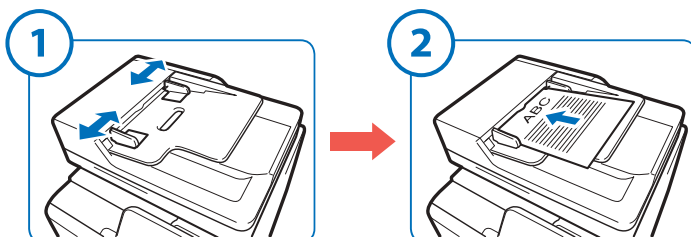
There are two ways to place originals on the machine. You can either place them on the platen glass, or use the feeder. When you want to copy/scan multiple documents at once, place the originals in the feeder. When copying/scanning originals that cannot be placed in the feeder (books, a single page of a stapled document, etc.), place the original directly on the platen glass.

Platen Glass



With the side of the original you want to scan face down, align the top edge of your original with the back edge of the platen glass (by the arrow in the top left corner).

Feeder



Place the originals in the feeder with the side that you want to scan face up.

Numeric Keys

Use these keys when entering numeric values, such as when entering fax numbers or the number of copies.



Start Key

Press this key to start copying or scanning.



Stop Key

Press this key to stop a copy/scan job currently in progress.



Reset Key

Press this key to restore the standard settings of the machine.



ID (Log In/Out) Key

Press this key to log in/out when using the login service. For information on login services, see p. 30.



Clear Key

Press this key to clear entered values or characters.



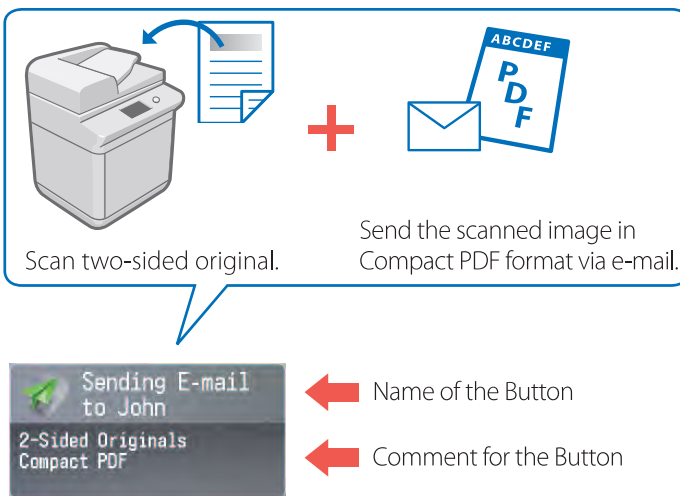


Registering Frequently Used Setting Combinations

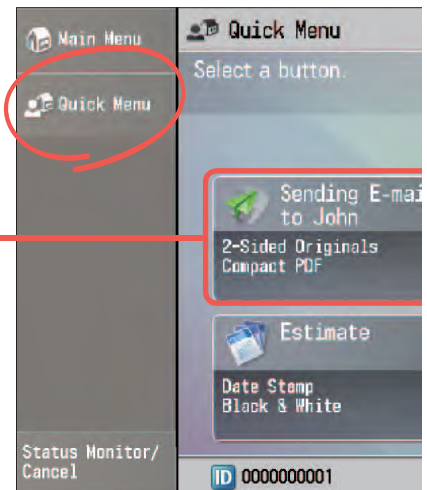
Various Quick Menu Functions

Quick Menu Button

By registering a combination of settings as a Quick Menu button, you can perform a series of settings with only One-Touch. You can also add a send destination to the setting combination, thus helping prevent mistakes when sending.



Press This Button at First



How to Register a Combination of Settings as a Quick Menu Button

1

Specify the settings that you want to register → press [Options] → [Register to Quick Menu].

*When in the E-mail Send screen.

2

Confirm the settings → press [Next] → select the operation that will be performed when you press the registered button → press [Next].



Checking the Job Status/Machine Status

Log Screen

The Log screen displays a list of jobs that have been executed.

To switch between the Job Status screen and the Log screen, press the tab at the top of this screen. You can also switch the job type, such as copy jobs and send/received jobs.

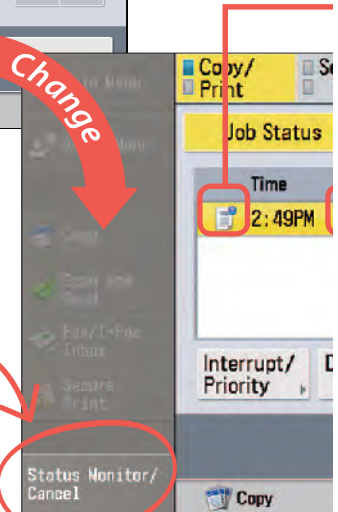
Time	Dept.ID	Sheets x Copies	Result
16:10	7654321	1 x	NG
16:17	7654321	1 x	OK

Details | Print List | 1/1

Press This Button at First

Job Status Screen

The Job Status screen displays a list of jobs that are currently being executed.



Operations that can be performed on jobs being executed or the job history

To cancel a job or change the job priority, select a job and press a button under the job (log) list.

■ Details

Displays detailed information for the selected job. A three digit number starting with a "#" indicates the status when an error has occurred.

■ Cancel

Cancels the selected job.

■ Interrupt/Priority (for Copy/Print Jobs)

Changes the priority of copy and print jobs.

■ Print List (for Send Jobs)

Press [Print List] when you have trouble sending faxes, etc. The transmission status up until the current time is printed.

■ Specify as Send Dest. (for Send Log)

Enables you to reuse a destination. If you select a destination in the send history and press [Specify as Send Dest.], you can send fax and scan data to that destination.

You can check the status of jobs being executed or a log of jobs that have been executed from the Status Monitor/Cancel screen. On this screen, you can change the priority of jobs and set a destination from the past send history. You can also check the status of consumables.

Displayed Icons

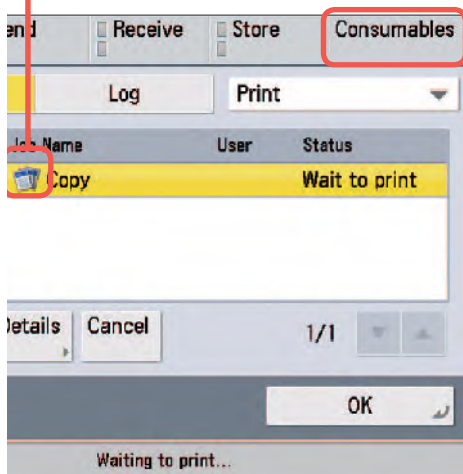
The status of jobs being executed or the job history can be checked with the following icons.

Job Status

	Executing		Paused/Need Paper
	Waiting		Secure Print
	Interrupt/ Priority Printing		Encrypted Secure Print
	Error		Sent
	Canceling		Before Output
			After Output

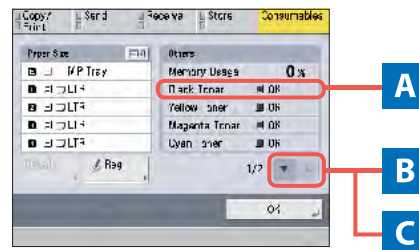
Job Types

	Copy Job		Send Job
	Print Job		Received Job
	Send Job		Network Job
	Fax Job		Memory Media Job
	I-Fax Job		Report Print Job



Checking the status of consumables

Press [Consumables] to display the status of consumables such as paper and toner.



A Remaining amount of toner

OK: Can be used.
Low: Prepare to replace.
Empty: Replace the toner cartridge.

B Amount of waste toner

OK: Can be used.
Near Full: Prepare to replace.
Full: Replace the waste toner container.

C Remaining amount of staples

OK: Can be used.
Low: Prepare to replace.
Empty: Replace the staple cartridge.

Register Destination (for Send Log)

If you select a destination in the send history and press [Register Destination], you can register that destination to the address book.

Check I-Fax RX (for Receive Jobs/Log)

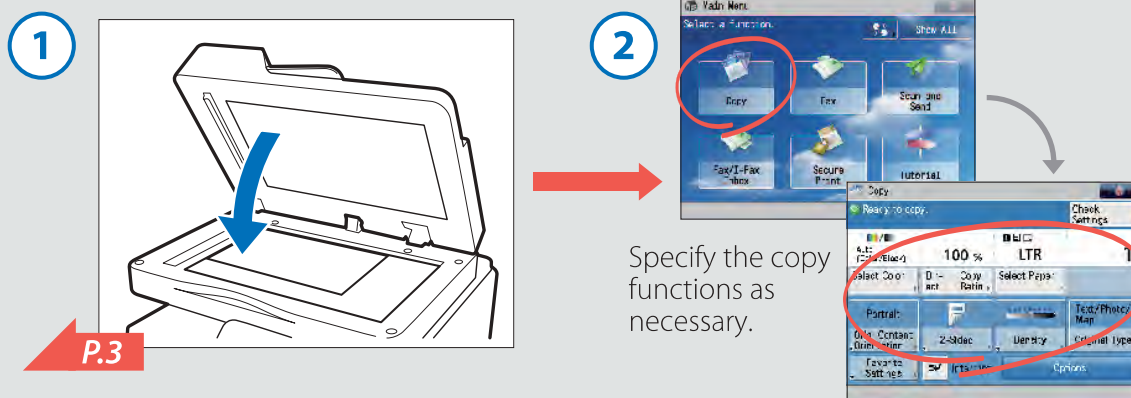
Enables you to check whether any new I-faxes have been received.





Copying Documents

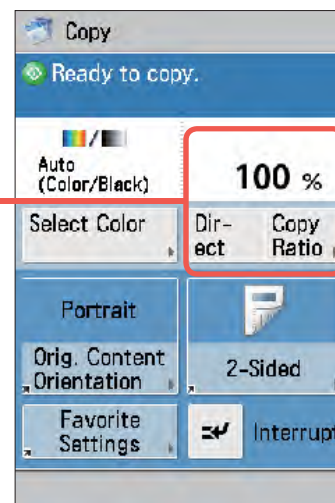
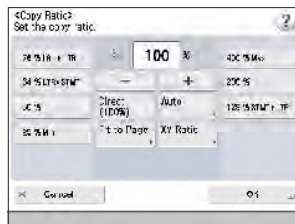
How to Copy Documents



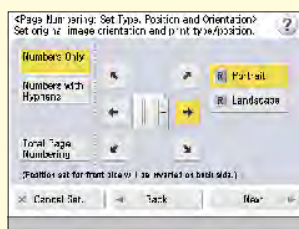
Various Copy Functions

Enlarging or Reducing

You can copy from one paper size to another, such as from LTR to STMT (preset zoom), or change the zoom ratio manually by entering an enlargement/reduction ratio. You can press [Direct] to cancel the set zoom ratio.



Caution Regarding Original Orientation



When setting page numbers or margins, take care with the orientation of the original. Select the button for an icon displayed on the touch panel display in accordance with the actual orientation of the original you have placed.

When using functions where the orientation of the original is important, buttons for selecting the orientation are displayed on the setting screen.

Option Screen Functions

The Option screen contains convenient copy functions, like copying two-sided originals, such as driver's licenses or ID cards, to a single sheet of paper, etc. Other convenient Option screen functions are described in "Finishing Documents," on p. 24.

This section describes the Copy function. Understand the basic flow of operations and the various information displayed on the Copy Basic Features screen to efficiently and conveniently make copies. The various copy functions such as two-sided copying and ID card copying can be set from the Copy Basic Features screen.

3

Select the paper drawer that contains the paper you want to copy on.
*Paper Drawer 1 is selected by default.

4

Enter the number of copies to make, using the numeric keys.

Confirming the Copy Settings

If you have specified multiple copy settings, check them before executing the copy. You can also change the settings from the displayed screen.

Selecting the Optimal Paper for Copying

When changing the paper, select a paper drawer or the multi-purpose tray. Information for the paper loaded in the paper drawers and the multi-purpose tray is indicated with an icon on the Copy Basic Features screen and the Select Paper screen.

Press [Options] → [Copy ID Card].

Paper drawer number

Paper size

Remaining paper

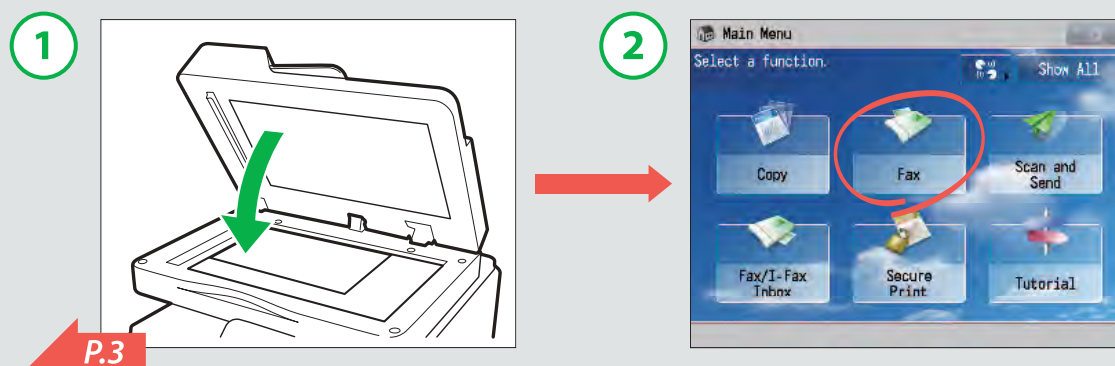
Paper type and orientation





Sending Faxes

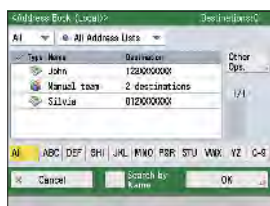
How to Send Faxes



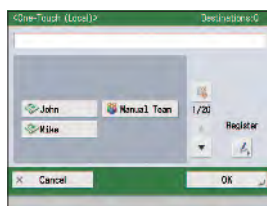
Various Fax Functions

You can specify the destination from the Address Book or a One-Touch button.

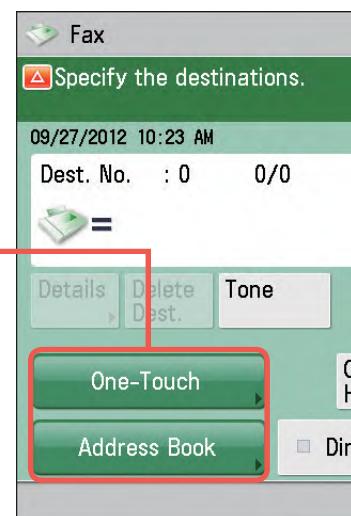
It is convenient to register destinations in the Address Book. By registering frequently used destinations in One-Touch buttons, you can eliminate the need to search for them in the Address Book. For information on registering destinations to the Address Book/one-touch buttons, see "Registering New Addresses," on p. 16.



Address Book: You can register up to 1,600 destinations.

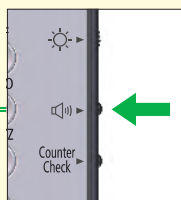


One-Touch buttons: You can register up to 200 destinations.



Adjusting the Volume of the Incoming Fax Tone

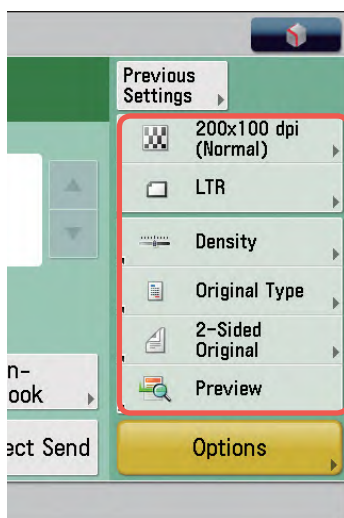
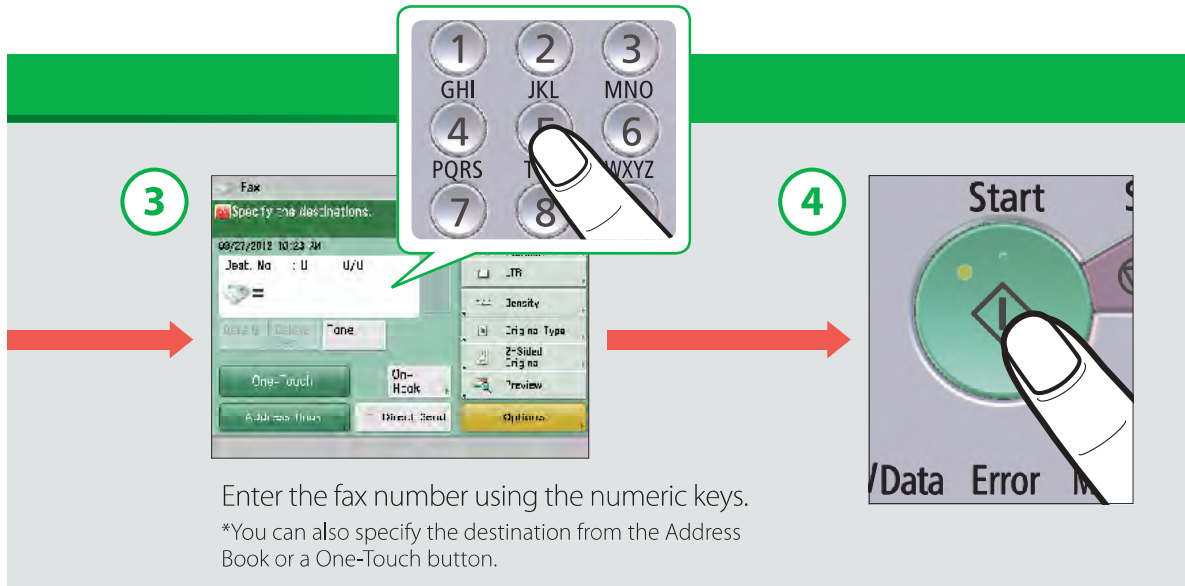
You can adjust the volume of the incoming fax tone using the button on the side of the control panel.



Original Type

Select [Text] for originals that have been printed out and are comprised mainly of text. Select [Photo] for photo or hand drawn originals.

The basic steps for sending a fax are to place an original and specify a destination fax number. If you feel it is troublesome to enter a fax number, register it in the Address Book or a One-Touch button. You can also adjust the density and resolution to send faxes that can easily be read by the recipient.



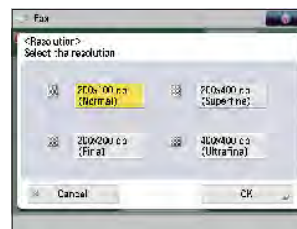
Sending Faxes According to the Original Type

With originals that are comprised only of text or originals that contain photos, you can send clear and highly faithful faxes by setting the various functions such as resolution, density, and the original type according to the features of the original.

Resolution

If you raise the resolution, the size of the data sent for the fax is higher, but the fax will be more faithful to the original.

For example, you can send originals that contain only text with a low resolution and originals that contain photos, etc. with a high resolution.



Density

You can perform adjustment with <Background Density> to send clear faxes when the text printed on the reverse side of originals using thin paper is visible.

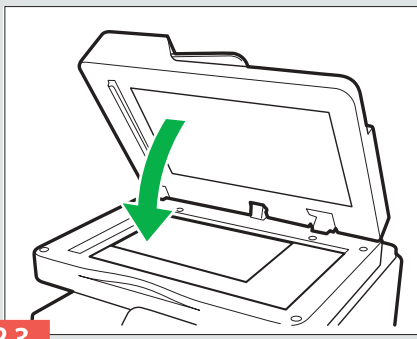




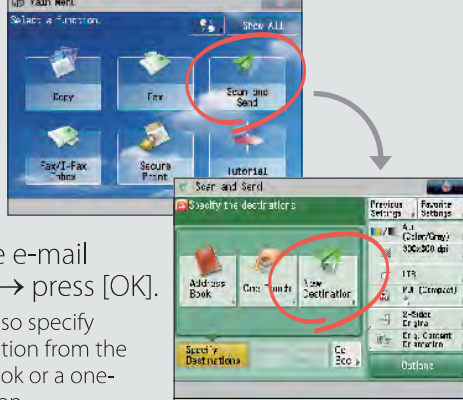
Sending Scanned Data

How to Send Scanned Data via E-Mail

1



2

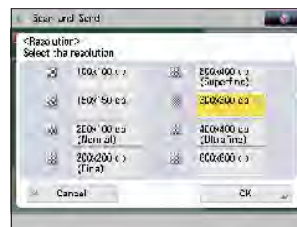


Enter the e-mail address → press [OK].
*You can also specify the destination from the Address Book or a one-touch button.

Various Send Settings

Sending Data According to the Original Type

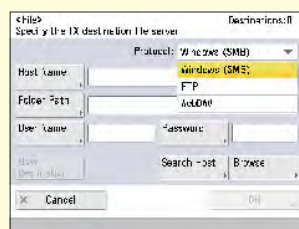
You can send high-quality data by specifying the settings such as original type and resolution according to the features of the original.



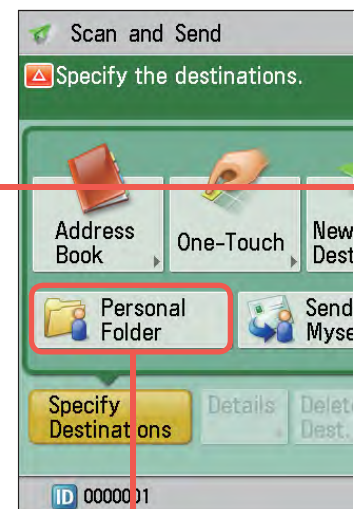
See the previous page for details.

Sending Data to a Server

In addition to sending data as an e-mail attachment, you can create a shared folder on a network to perform centralized management of scanned data on a server. You can send to file servers that support various protocols including SMB, FTP, and WebDAV.



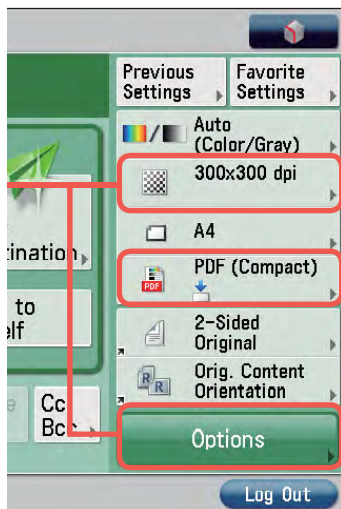
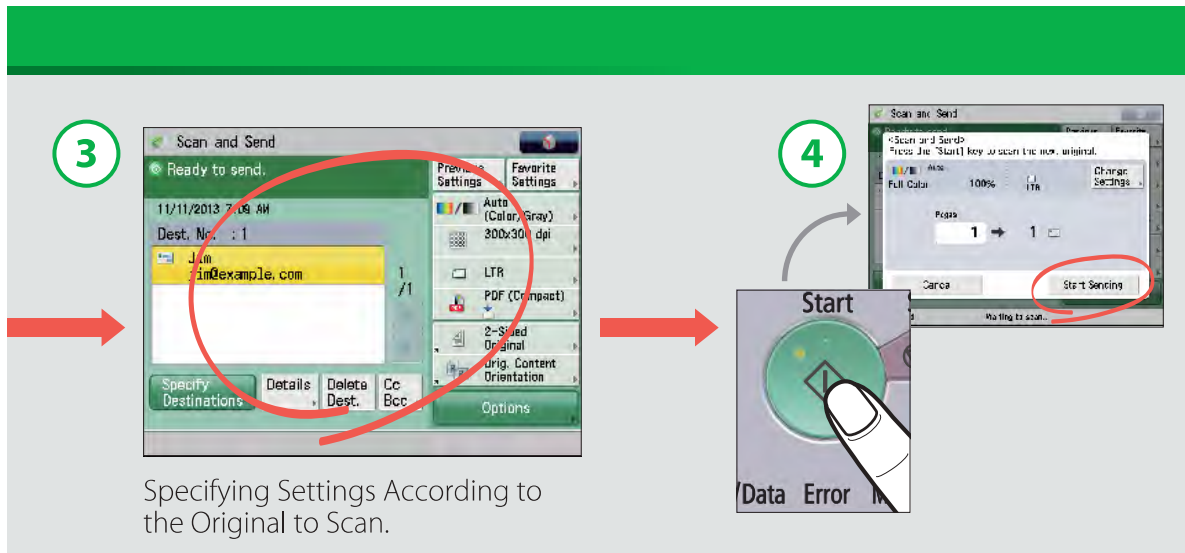
To send to a file server, it is necessary to set a server name (host name), folder path, user name, and password on the machine according to the settings of the server.



Sending to a Personal Folder

By registering a shared folder on a network as a personal folder, you can send scan data to that folder. This function can be used when performing user authentication with a login service such as SSO-H.

You can scan originals and send the data as e-mail attachments. You can also send the data to a shared folder on a network. When scanning originals, you can select a file format such as PDF or JPEG. See the previous page for information on setting the suitable scan settings for an original.



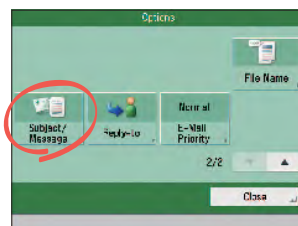
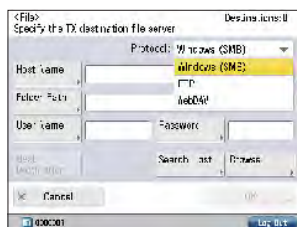
Selecting the File Format That Suits Your Needs

When converting an original to scanned data, you can select the following file formats: JPEG, TIFF, PDF, XPS, OOXML. For more information on file formats, see "Digitizing Documents," on p. 22.



Entering the Subject and Message

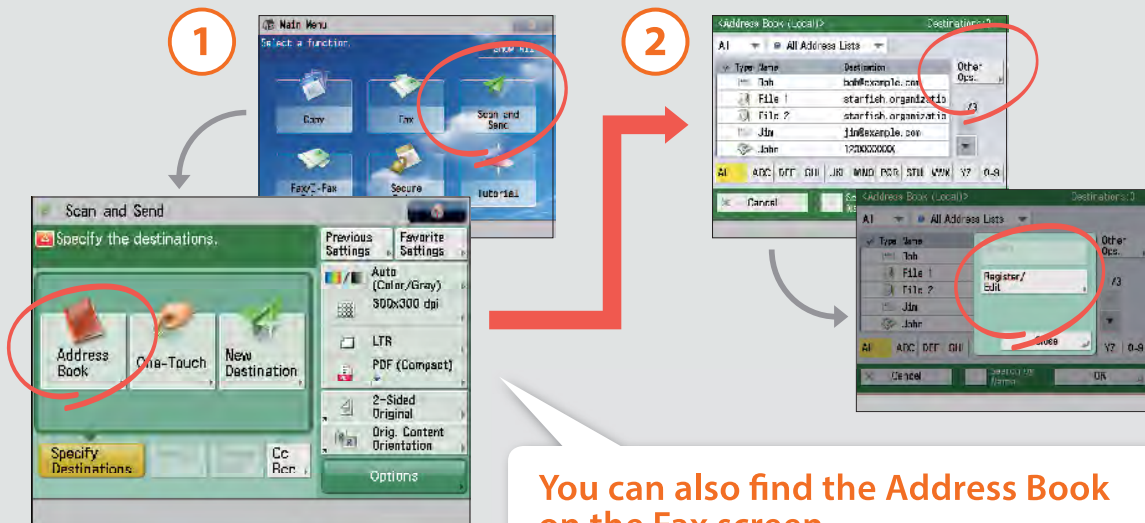
A title and message can be set for the data to send, in the same way as with regular e-mail. You can also add a file name to allow the content of the file to be identified without opening it.





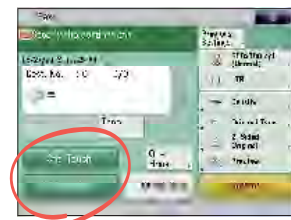
Registering New Addresses

How to Register New E-Mail Addresses in the Address Book

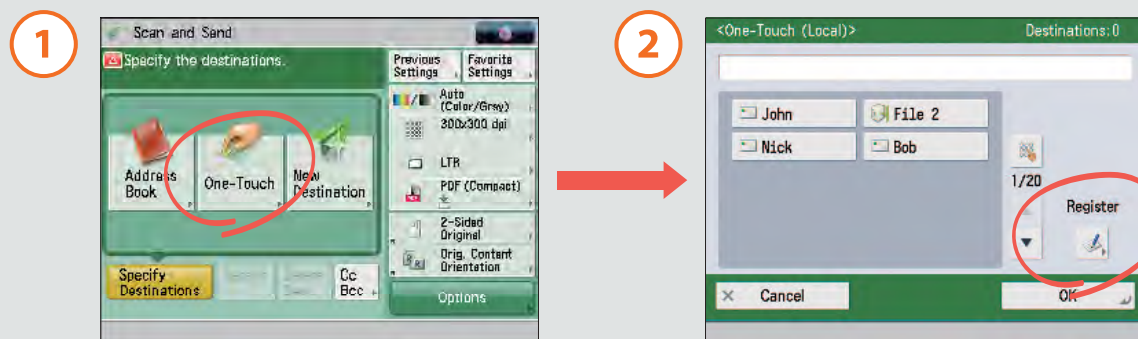


You can also find the Address Book on the Fax screen.

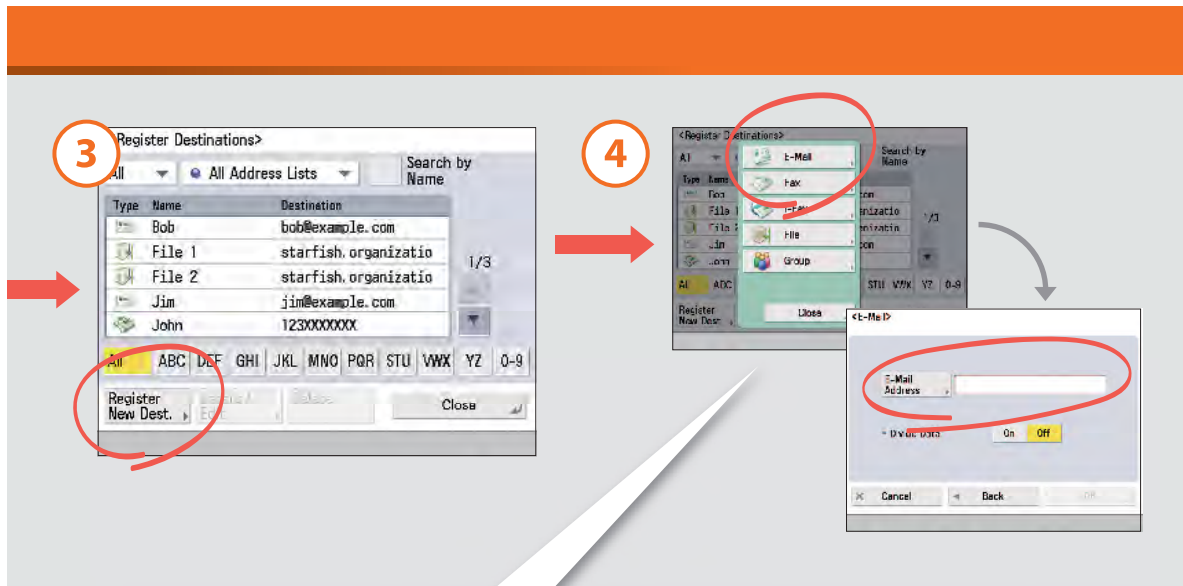
The Address Book/One-Touch buttons are available on the Fax Basic Features screen as well. The procedure for registering fax numbers is the same as with the Scan and Send function.



How to Register One-Touch Buttons



By registering destinations in the Address Book or a One-Touch button, you can reduce the time it takes to enter in destinations. You can register not only e-mail addresses and fax numbers, but also file servers and groups of addresses. You can register up to 1,600 addresses in the Address Book, and 200 in One-Touch buttons.



3 Register Destinations

Type	Name	Destination
	Bob	bob@example.com
File	File 1	starfish.organization
File	File 2	starfish.organization
	Jim	jin@example.com
	John	123XXXXXX

4 Register Destinations

Destination Type

- E-Mail**
E-mail address
- Fax**
Fax number, subaddress, and password
- I-Fax**
I-fax address, mode and conditions if required by the destination
- File**
File destination's file path, protocol, host name

Destination Type

Select the type of destination you would like to register. The information that is required differs depending on the type of destination you are registering. Check the information required for each type of destination.

E-Mail

E-mail address

Fax

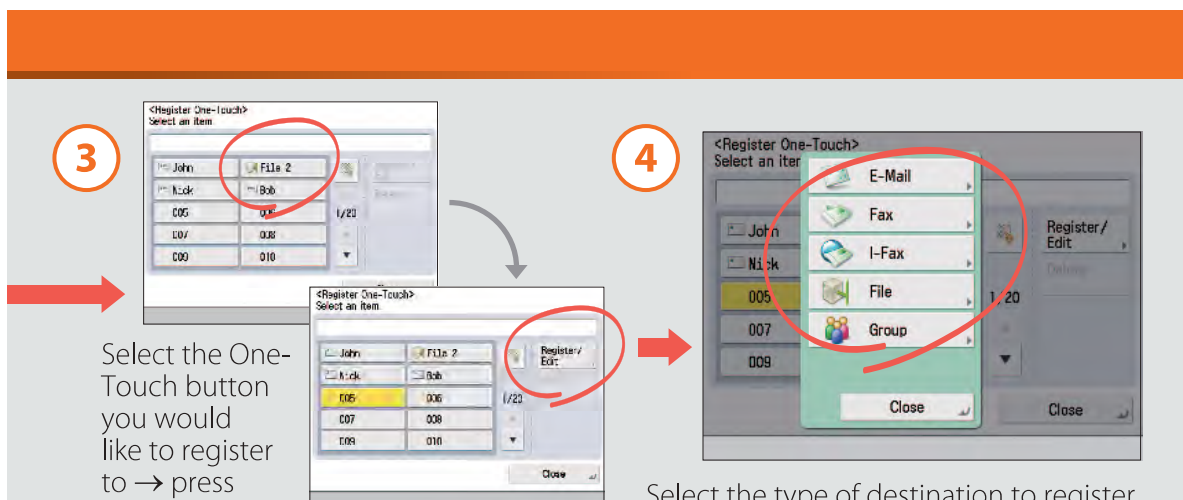
Fax number, subaddress, and password

I-Fax

I-fax address, mode and conditions if required by the destination

File

File destination's file path, protocol, host name



3 Register One-Touch

Name	Destination
John	File 2
Nick	Bob
005	006
007	008
009	010

4 Register One-Touch

Destination Type

- E-Mail**
- Fax**
- I-Fax**
- File**
- Group**

Select the One-Touch button you would like to register to → press [Register/Edit].

Select the type of destination to register.



By setting a finishing function when copying or printing, you can output documents in a manner that is easy to see and manage. This is especially useful when copying or printing documents with multiple pages, for example by using the Collate function to collate copies in page order, or the N On 1 function to combine multiple pages together on a single sheet of paper.

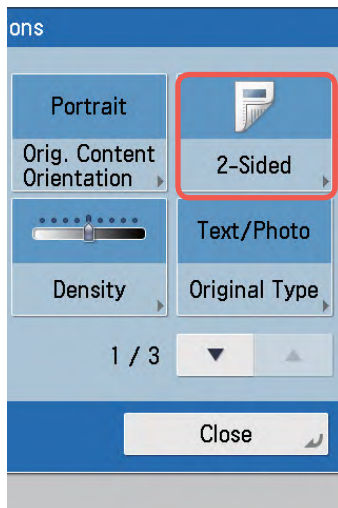
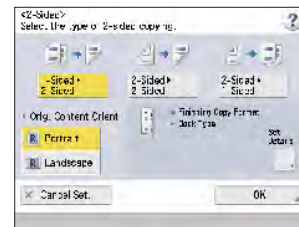
Printing Multiple Pages to a Single Sheet of Paper

You can print a multiple page document or two-sided document on a single sheet of paper.



Two-Sided Printing

You can copy one-sided originals to both sides of the paper, or two-sided originals to separate sheets of paper.

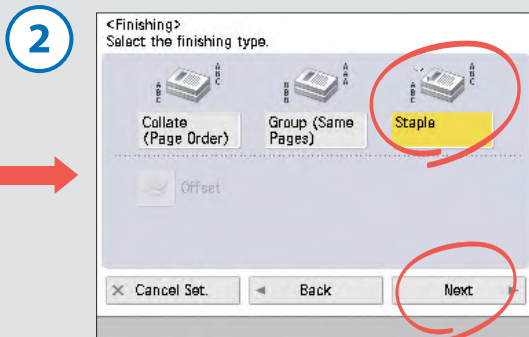


Paper That Does Not Support Finishing

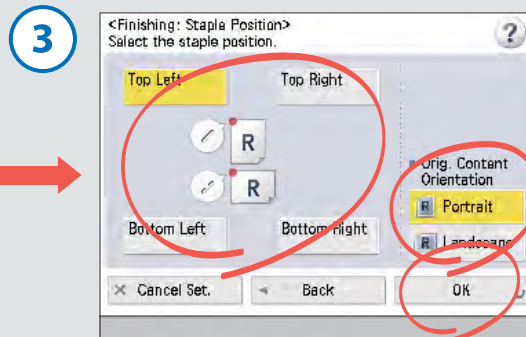
Do not use the finishing functions with the following paper, as doing so may not work properly or may cause trouble.

- Custom Size papers
- Envelopes
- Transparencies
- Labels

These finishing functions can also be set when printing from a computer. See the following page.



Press [Staple] → [Next].



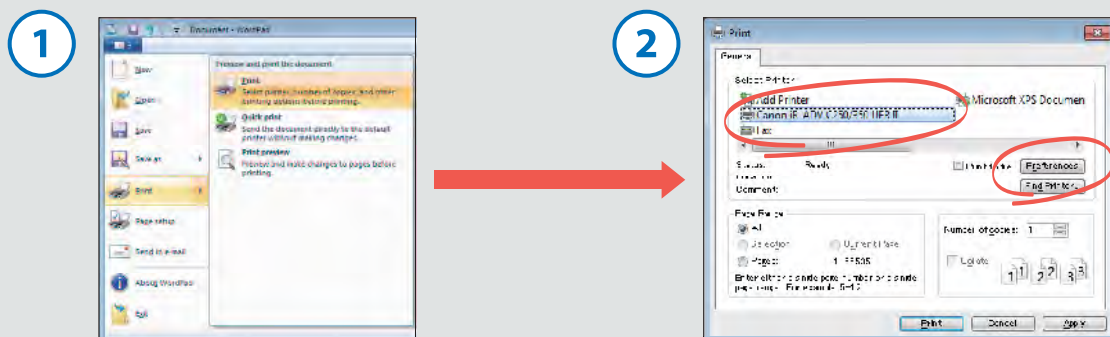
Select the position for stapling and the original orientation → press [OK].





Printing from a Computer

How to Print from a Computer



Select the print function from the menu of the application you are using.

Select the machine as the printer to print from → click [Preferences].

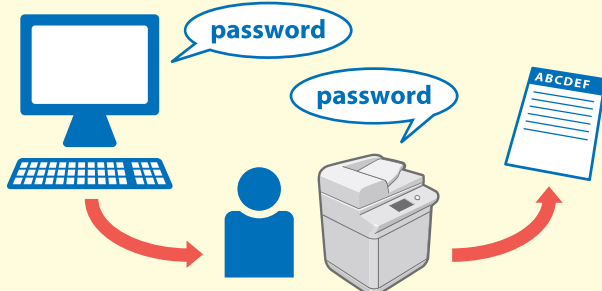
Various Settings on the Basic Settings Tab

Install the Printer Driver

Install the printer driver in the computer to use for printing in advance. For instructions on how to install the driver, see the Driver Installation Guide.

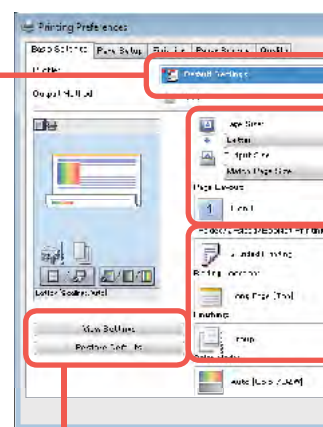
Printing Documents Privately

Select secure printing when executing a print job. The print job is protected by a PIN. The print is only output after entering the PIN from the touch panel display of the machine.



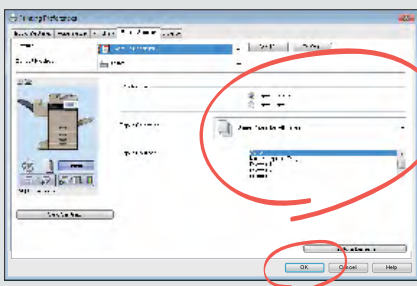
Checking the Print Settings and Device Settings

You can check the print settings and the optional equipment attached to the device.



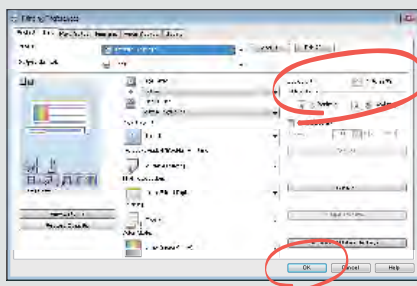
Use the printer driver to print data on your computer from the machine. The printer driver contains many print settings, but the most frequently used settings are on the [Basic Settings] tab. Utilize the [Basic Settings] tab first.

3

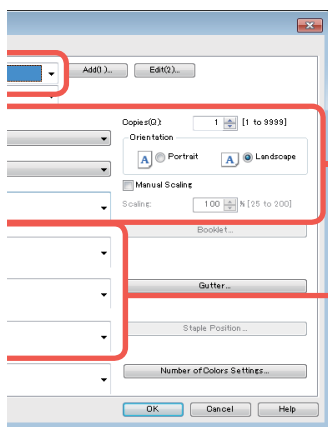


Select the paper source and specify the print settings → click [OK].

4



Enter the number of copies → click [OK].



Customizing the Layout

■ Output Size

Select the paper drawer that contains the paper you want to print on. If you do not select a paper drawer, Paper Drawer 1 is used.

■ Orientation

Select [Portrait] or [Landscape] for the paper orientation.

■ Page layout

Select [2 on 1], etc. to print multiple pages to a single sheet of paper.

■ Manual Scaling

Set an enlargement/reduction ratio to print with according to the paper size.

Setting the Finishing Mode

■ 1-sided/2-sided/Booklet Printing

Set whether to use one-sided or two-sided printing.

■ Binding Location

Set the binding location when performing two-sided printing or stapling.

■ Finishing

Select [Collate] or [Group] for the sorting method.

The detailed finishing settings are equivalent to those for the Copy function. See the previous page.



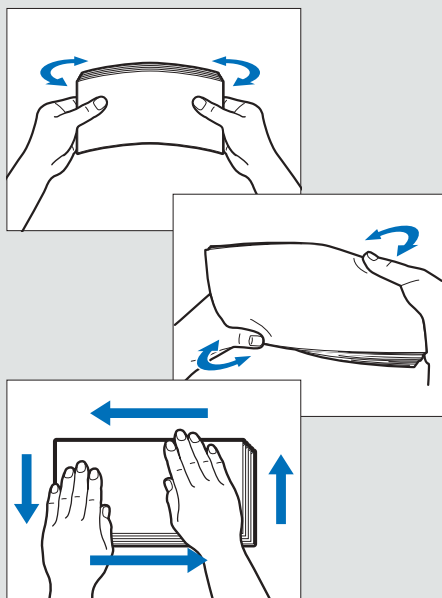


Printing with the Multi-Purpose Tray

How to Print Using the Multi-Purpose Tray

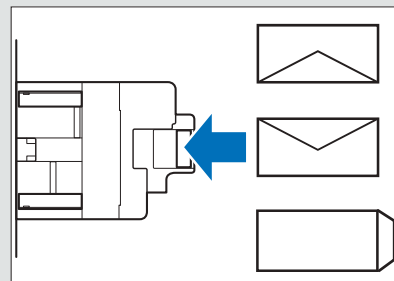
Before Loading Envelopes

1



Take the stack of envelopes and loosen them, and then remove curling. Also remove the air inside the envelopes.

2



A

B

C

Loading Envelopes into the Multi-Purpose Tray

*Make sure that the flap is facing up.

A COM10 No.10, Monarch, ISO-C5, DL

Load the envelopes so that the flap is on the near side.

B Yougatanaga 3

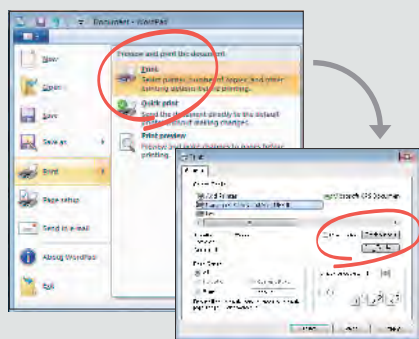
Load the envelopes so that the flap is on the far side.

C Nagagata 3

Load the envelopes so that the flap is facing away from the machine.

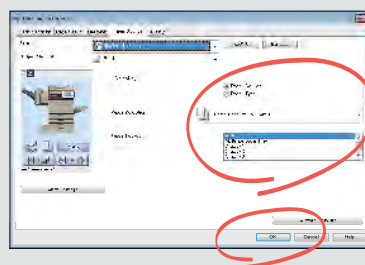
Printing from a Computer

5



Click [Print] → [Preferences] from the application you are using.

6



Select the multi-purpose tray → click [OK].

For instructions on using the printer driver, see the previous page.



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