



imageRUNNER

ADVANCE

C5051/C5045/C5035/C5030

Quick Reference











Store this guide next to the machine for future reference.

ENG

Contents

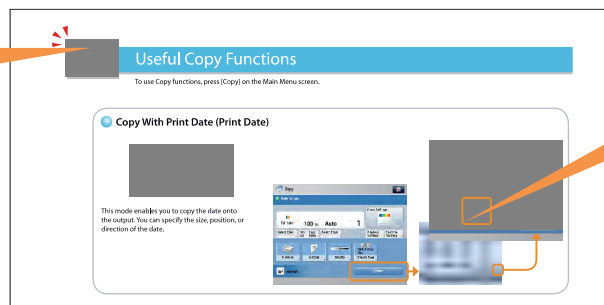
* Screen shots used in this manual may differ from the ones you actually see.

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How to Use the Useful Functions Page

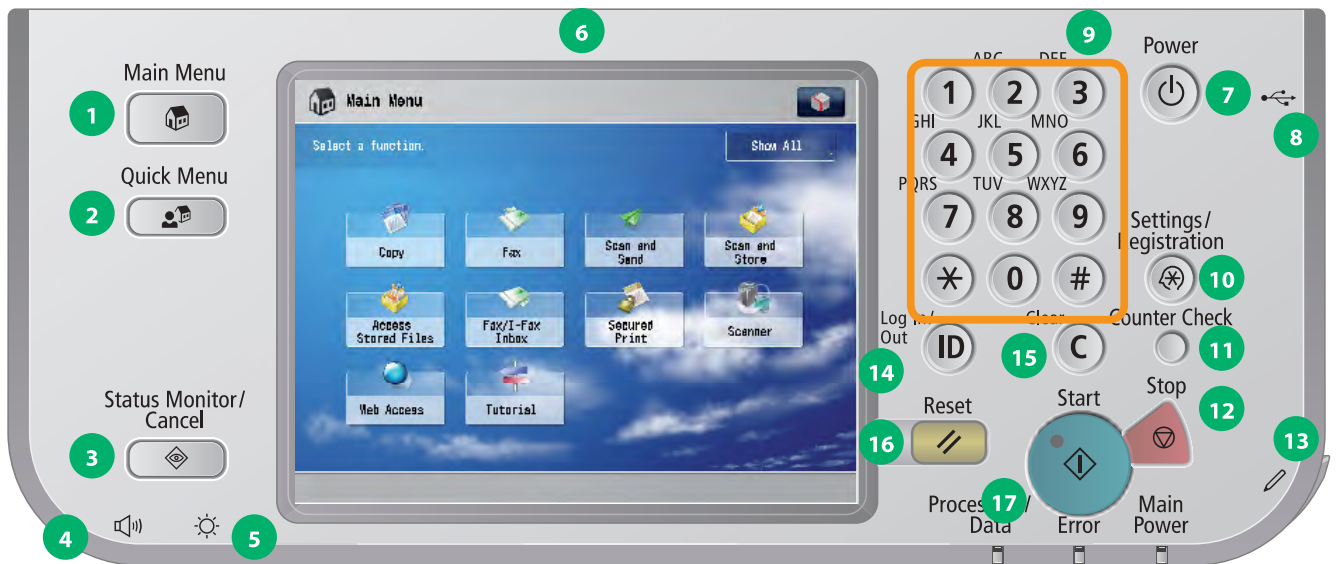
The Useful Functions page in each chapter, such as “Useful Copy Functions,” shows the procedures to reach the screen where you can set the functions introduced in that section.

Press the button on the Main Menu screen on the touch panel display.



After pressing this key, follow the procedures displayed on the screen to specify the settings.

Control Panel



1 Main Menu key

Press to return to the Main Menu screen such as when you want to switch functions.

2 Quick Menu key

Press to display previously registered function.

3 Status Monitor/Cancel key

Press to check the status of the jobs or cancel the print jobs.

4 Volume Settings key

Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.

5 Brightness Adjustment Dial

Use to adjust the brightness of the touch panel display.

6 Touch Panel Display

Press to set or cancel the Sleep mode.

7 Control Panel Power Switch (Sub Power Supply)

Press to set or cancel the Sleep mode.

8 USB Port

Port for USB Memory Media.

9 Numeric keys

Press to enter numerical values.

10 Settings/Registration key

Press to register or specify function settings.

11 Counter Check key

Press to display the copy and print count totals on the touch panel display.

12 Stop key

Press to stop the job in progress.

13 Edit Pen

Use when operating the touch panel display.

14 ID (Log In/Out) key

Press to set the login service.

15 Clear key

Press to clear entered values or characters.

16 Reset key

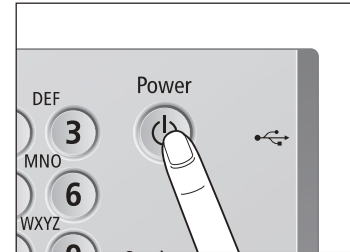
Press to start an operation.

17 Start key


Press to start an operation.

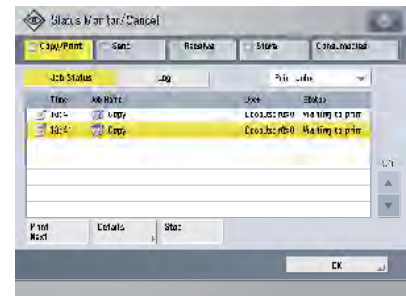
● If the touch panel display is turned OFF

If nothing is displayed on the touch panel display after the main power switch is turned ON, press the control panel power switch.





● If you want to check or change the job status

Press  (Status Monitor/Cancel) on the control panel to display the screen shown to the right, and then you can check the job status or cancel print jobs. Also, you can check the status of the machine such as the amount of paper remaining in the paper deck.



● Use Quick Menu

If functions that are frequently used are set in the Quick Menu beforehand, you can recall the function by pressing  (Quick Menu). If you are using a login service, Quick Menu screen set for each user is displayed. If you want to register, register the settings → press  → [Register to Quick Menu].



How to Make a Copy

This section describes the flow of basic copy operations.

1

Selecting Function

Select [Copy] from the Main Menu screen.

Press [Copy].



Basic Features screen for [Copy] is displayed.



If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

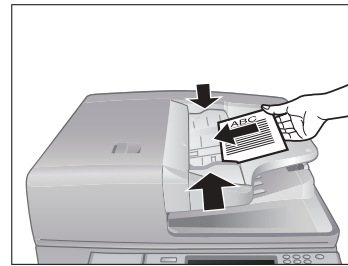
2

Placing Originals

Place the original on the feeder or the platen glass.

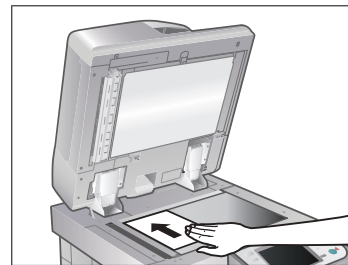
Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.



Placed on the platen glass

Place your originals face down.



Gently close the feeder/platen cover.

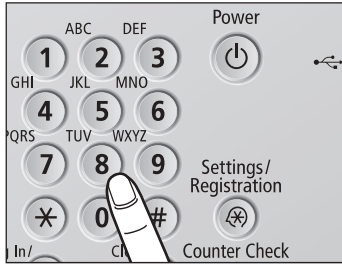
You can set various copying functions. For more information, see p. 11 to p. 20 on this manual.

3

Setting the Page Limits

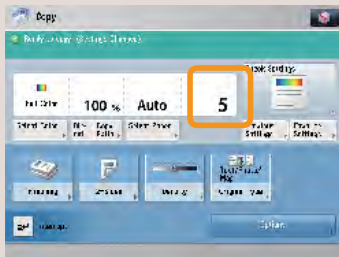
Enter the number of copies.

Press the numeric keys to enter the desired copy quantity (1 to 999).



If you make a mistake when entering values, press **C** (Clear) and enter the correct value.

The specified copy quantity appears on the screen shown below.

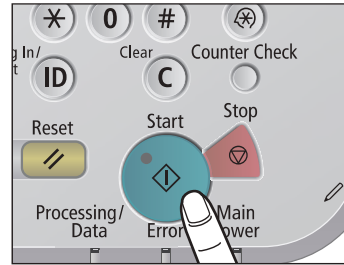


4

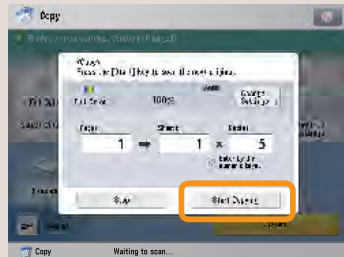
Start Copying

After selecting the settings, press **Start** (Start).

Press **Start** (Start).



If the following screen is displayed, follow the instructions on the screen -> press **Start** (Start) to scan the original sheet by sheet. After all originals are scanned, press [Start Copying].



When copying is complete, remove your originals.

If a login service such as Department ID Management or SSO-H has been set, press **ID** (Log In/Out) to log out.

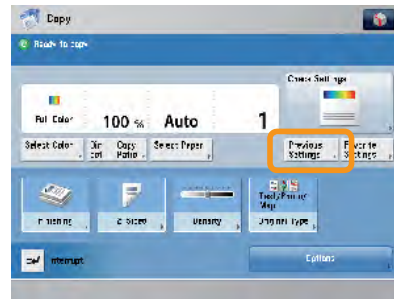
Useful Copy Functions

To use Copy functions, press [Copy] on the Main Menu screen.

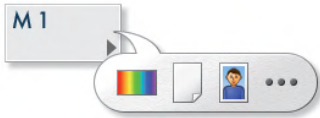
Recalling Previous Copy Jobs



You can recall the three most recent copy jobs. You can make copies using the recalled copy settings.



Set Multiple Copy Features With Ease (Favorite Settings)



You can register frequently used copy settings. You can recall the registered frequently used settings for future use.



Rush Copy Priority (Interrupt Mode)



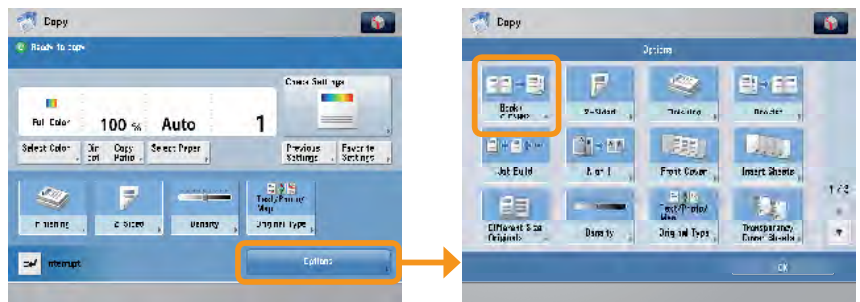
You can temporarily stop the current job and give priority to a rush copy.



Copy Book 2 Pages at a Time (Book ▶ 2 Pages)



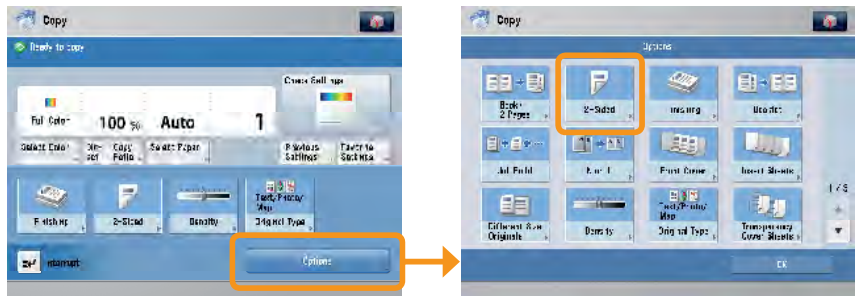
You can copy facing pages such as in a book onto separate sheets of paper.



Make Copies on Front and Back Sides of Paper (2-Sided)



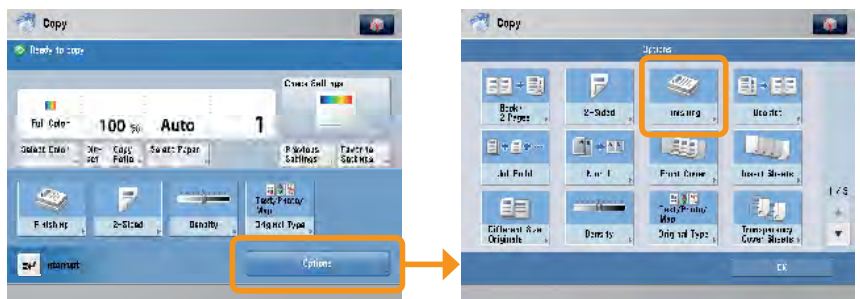
You can scan two-sided originals or print two-sided copies.



Collating Prints



You can collate copies in page order or into groups of the same page.



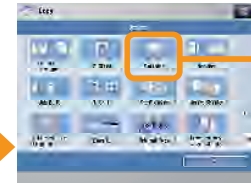
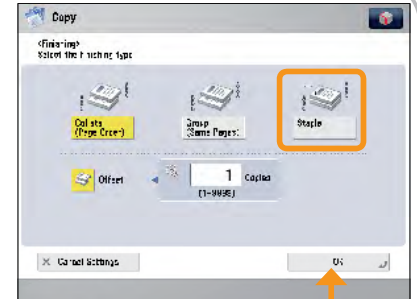
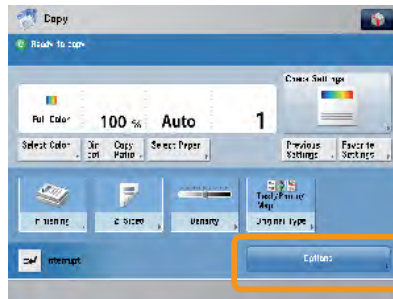
Useful Copy Functions

To use Copy functions, press [Copy] on the Main Menu screen.

Staple Copied Pages (Staple)



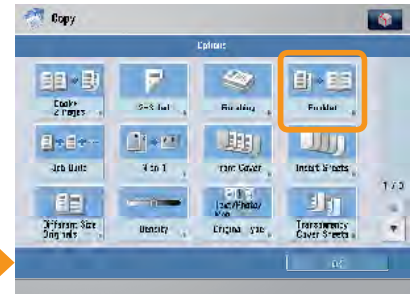
You can staple printed pages. You can select the location to staple or saddle stitch to make a booklet.



Make a Booklet (Booklet)



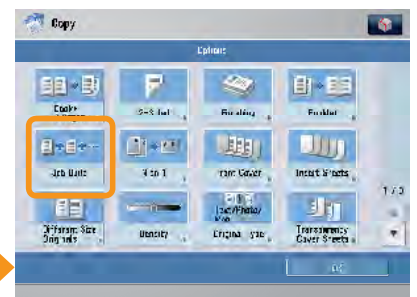
You can layout the scanned documents to make a booklet. You can also print a cover sheet or make a saddle stitch booklet.



Scan Multiple Documents and Copy (Job Build)



You can scan originals that are too many to be placed at once, by dividing them into multiple batches. After all originals are scanned, copying is started.



Sending Fax

This section describes the flow of basic fax operations.

1

Selecting Function

Select [Fax] from the Main Menu screen.

Press [Fax].



Basic Features screen for [Fax] is displayed.



If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

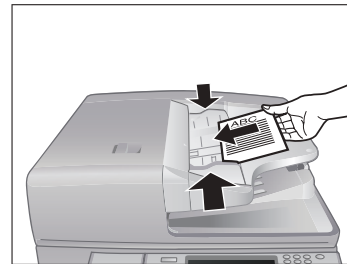
2

Placing Originals

Place the original on the feeder or the platen glass.

Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.



Placed on the platen glass

Place your originals face down.



Gently close the feeder/platen cover.

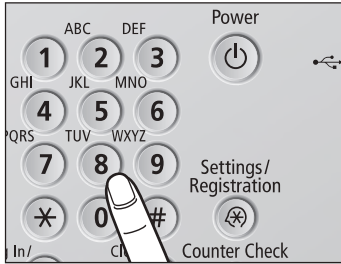
You can set various facsimile functions. For more information, see p. 23 to p. 30 on this manual.

3

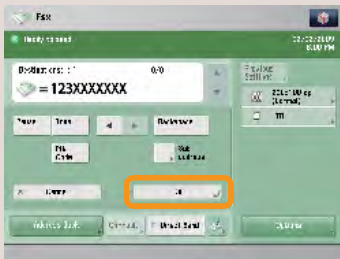
Specify the Destination

Enter the fax number using the numeric keys.

Enter the fax number.



If you want to enter two or more fax number, press [OK] → enter the next destination.



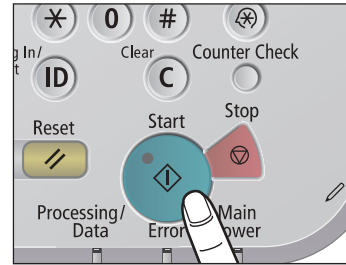
You can specify the destination using the one-touch buttons or [Address Book]. For more information on storing the destination, see p. 23 to p. 24 on this manual.


4

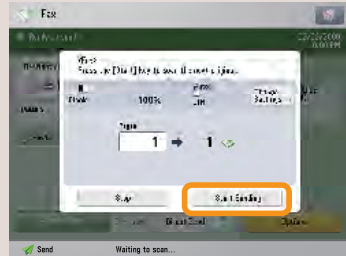
Start Sending the Fax

After selecting the settings, press  (Start).


Press  (Start).



If the following screen is displayed, follow the instructions on the screen → press  (Start) to scan the original sheet by sheet. After all originals are scanned, press [Start Sending].



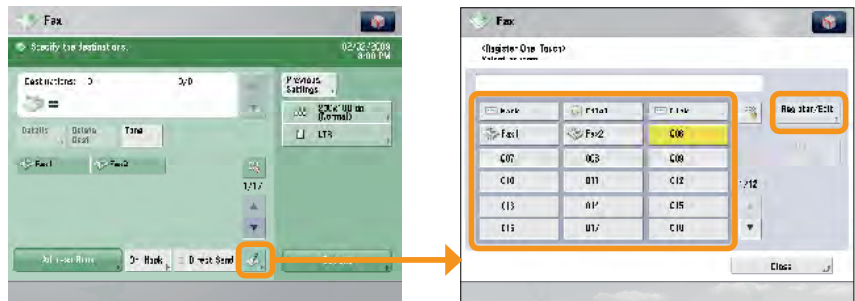
When sending is complete, remove your originals.

If a login service such as Department ID Management or SSO-H has been set, press  (Log In/Out) to log out.

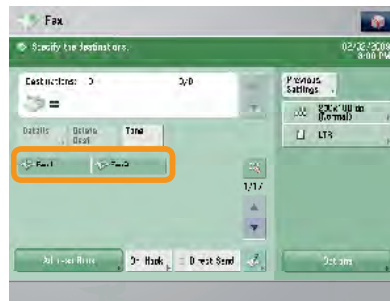
Quickly Set Destinations (One-Touch)



If a frequently used destination is stored in a one-touch button, you can specify the destination quickly.



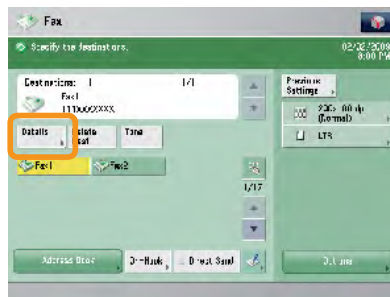
You can select the stored one-touch button from the Fax Basic Features screen.



Check the Detailed Information for the Destination



You can check the detailed information for the destination selected from the list. You can also change the new destination.



Send (E-mail/I-Fax/File Servers)

This section describes the flow of basic scan and send operations.

1

Selecting Function

Select [Scan and Send] from the Main Menu screen.

Press [Scan and Send].



Basic Features screen for [Scan and Send] is displayed.



If a login service such as Department ID Management or SSO-H has been set, you must enter the ID and password. If the card reader is installed, first insert a control card. For more information, see p. 7 on this manual.

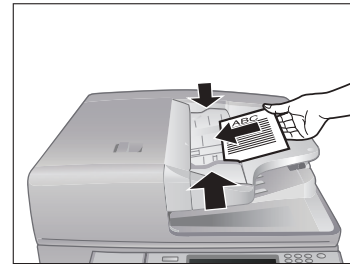
2

Placing Originals

Place the original on the feeder or the platen glass.

Placed in the feeder

Adjust the slide guides to fit the size of your originals and neatly place your originals with the side to be copied face up.



Placed on the platen glass

Place your originals face down.



Gently close the feeder/platen cover.

You can set various send functions. For more information, see p. 33 to p. 42 on this manual.

3

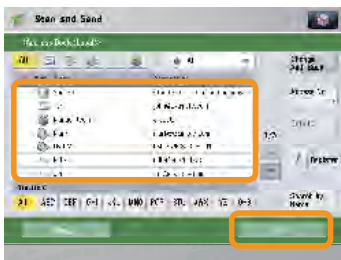
Specify the Destination

Press [Address Book] → select destination → press [OK].

Press [Address Book].



Select the destinations → press [OK].



For more information on storing the destination in the address book, see p. 33 on this manual.

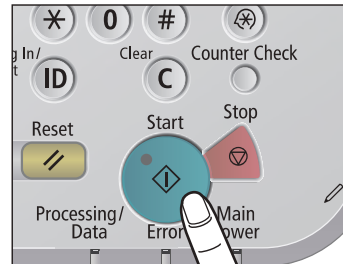
You can specify the destination using the one-touch buttons or frequently used settings. Also, if you want to send to a new destination not yet stored, press [New Destination] → enter the destination.


4

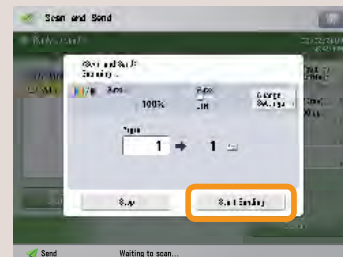
Start Sending

After selecting the settings, press  (Start).


Press  (Start).



If the following screen is displayed, follow the instructions on the screen → press  (Start) to scan the original sheet by sheet. After all originals are scanned, press [Start Sending].



When scanning is complete, remove your originals.

If a login service such as Department ID Management or SSO-H has been set, press  (Log In/Out) to log out.

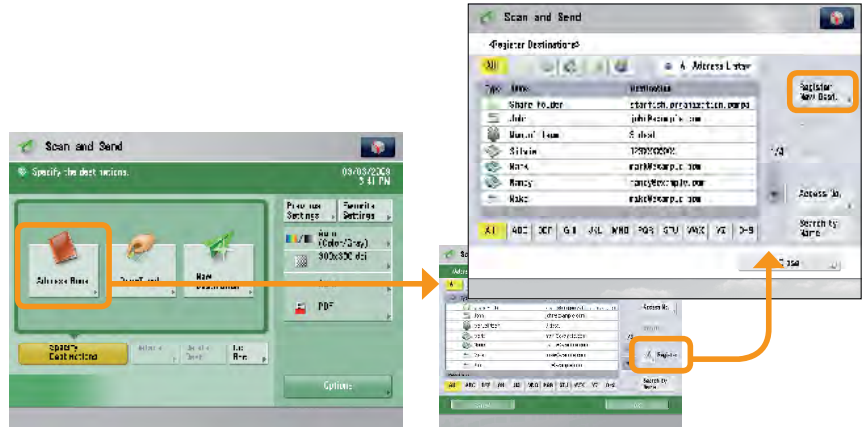
Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

Set Frequently Used Destinations With Ease (Address Book)



You can store frequently used e-mail, I-fax, or file server destinations in the Address Book.



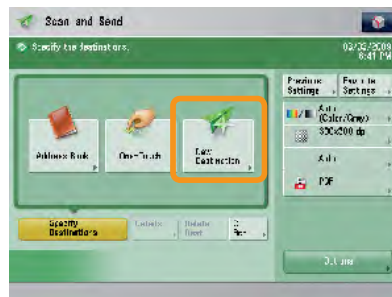
You can select a destination in the Address Book by following the procedure shown on the right.



Enter New Destinations



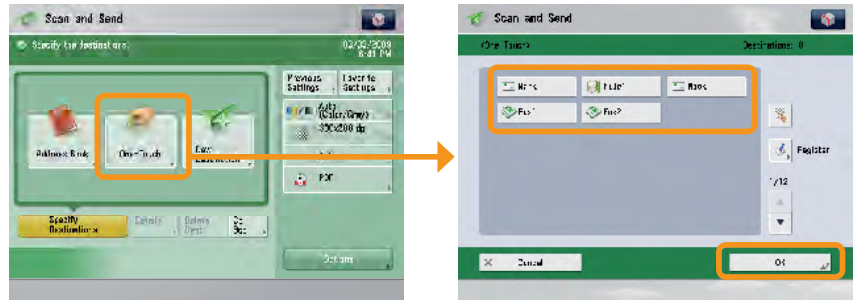
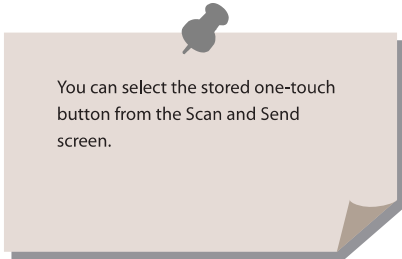
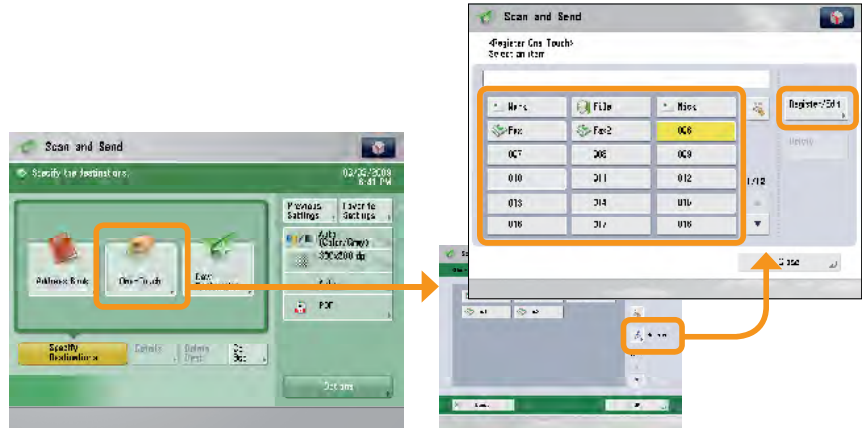
This mode enables you to specify a new destination not stored in the Address Book or one-touch buttons.



Quickly Set Destinations (One-Touch)



If the frequently used destination is stored in a one-touch button, you can specify the destination quickly.



Sending Documents to Yourself



If the SSO-H is set as the login service, you can specify your e-mail address as the destination.



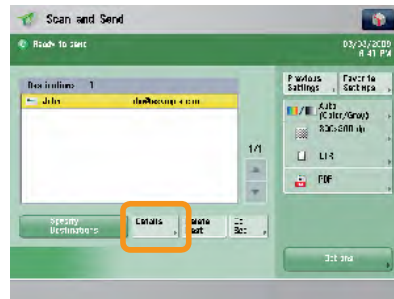
Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

Details



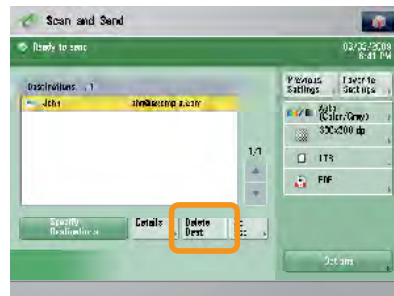
You can check the detailed information for the destination selected from the list. You can also change the new destination.



Erase Specified Destination



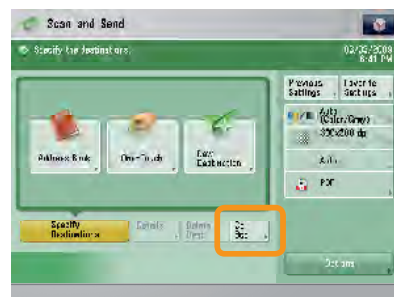
You can erase the selected destination from the destination list.



Send an E-mail with Cc/Bcc Address (Cc/Bcc)



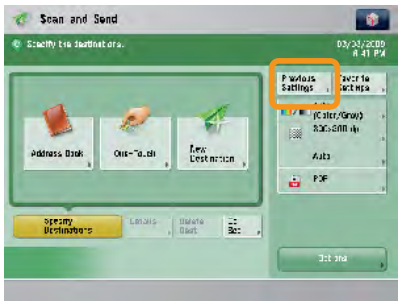
In addition to the destination for the documents, you can specify e-mail address destinations for the Cc and Bcc addresses.



Recall Previous Settings and Send (Previous Settings)



You can recall the three most recent destinations or send settings. You can send using the recalled destination or settings.



Set Multiple Send Features With Ease (Favorite Settings)



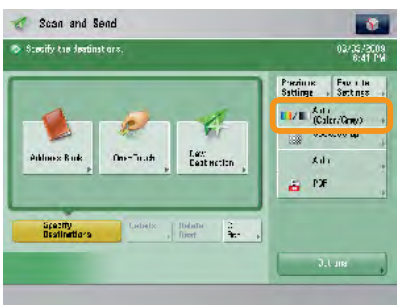
You can register frequently used destination and settings. You can recall the registered frequently used settings for future use.

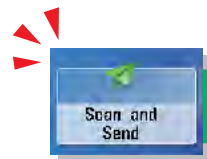


Select the Color Mode



You can select the Full Color, Grayscale, or Black and White mode. You can also set the machine to automatically select a color mode according to the original.





Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

Send Text and Images Clearly (Resolution)



If the resolution is high, you can send fine text and images clearly. If the resolution is low, the data size becomes smaller and you can reduce the time it takes to send.



Select the Paper Size



You can select the original scanning size. You can also set the machine to automatically recognize the original size, and then scan and send.



Select File Format and Send (File Format)



If you are sending to an e-mail address or file server, you can specify the file format. You can select from PDF, XPS, OOXML (pptx), JPEG, or TIFF.



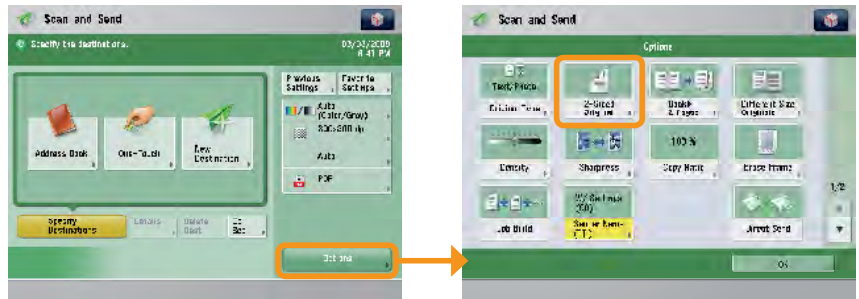
Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

Automatically Scan Front and Back Sides of Documents (2-Sided Original)



Set to send two-sided originals. You can select [Book Type] or [Calendar Type].



Scan Book 2 Pages at a Time (Book ▶ 2 Pages)



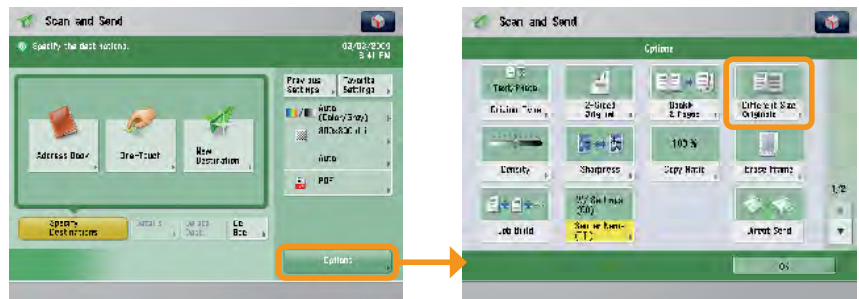
You can send facing pages in a book onto separate sheets of paper.



Send Documents of Different Sizes Together at Once (Diff. Size Orig.)



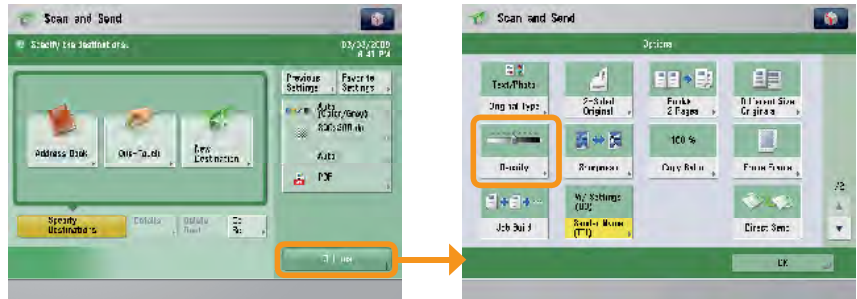
You can scan and send different size originals fed together in one group.



Change Density and Send (Density)



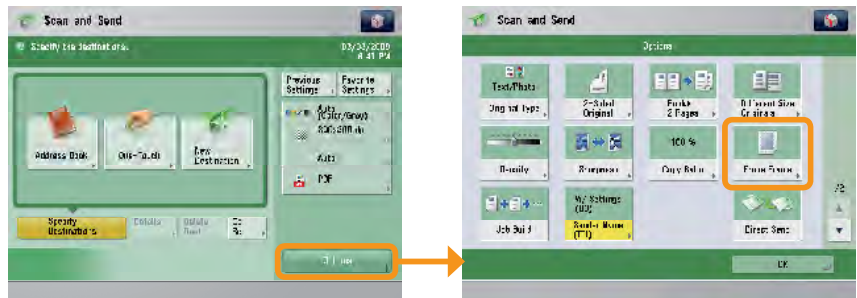
Change the exposure. You can press [D] to make the exposure darker or [L] to make the exposure lighter. You can set the machine to automatically adjust the exposure.



Erase Shading From Pages and Bindings (Erase Frame)



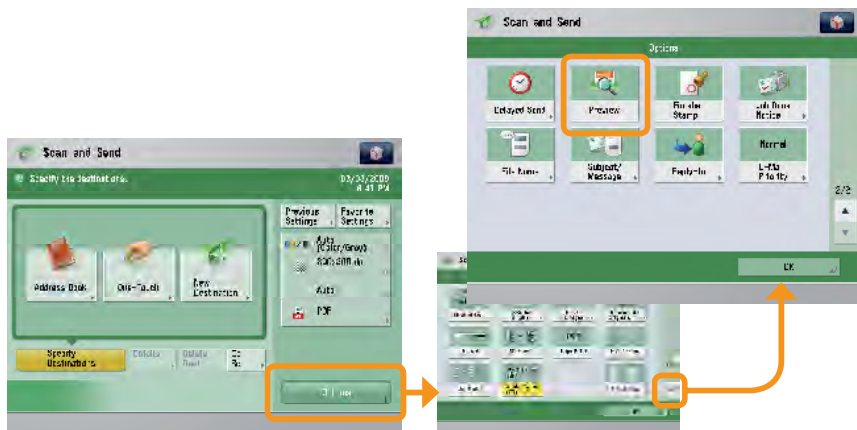
This mode enables you to erase shadows that appear when scanning various types of originals. You can also erase shadows of the punch holes.



Preview File Before Sending (Preview)



This mode enables you to preview the scanned data of your originals and to check the page count before sending your document. You can also delete a specified page.



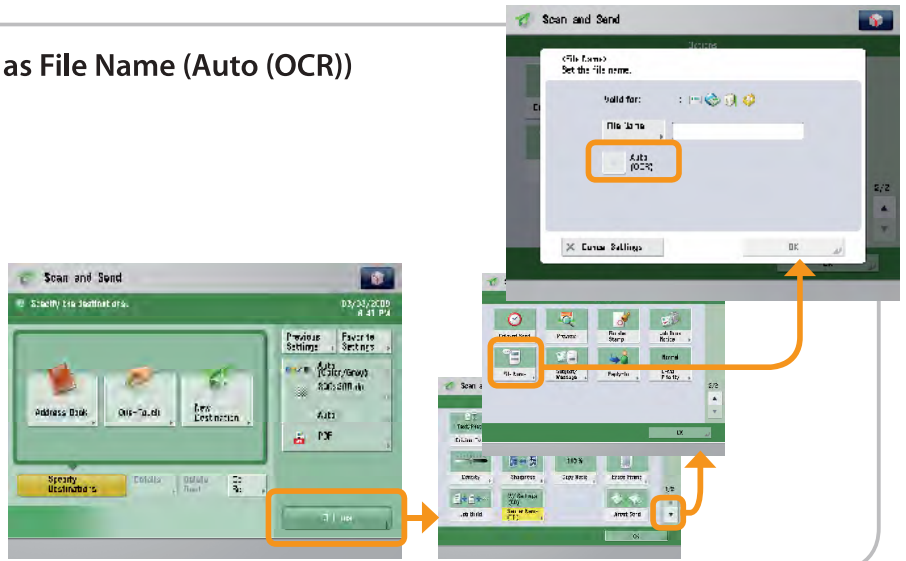
Useful Send Functions

To use the Send functions, press [Scan and Send] on the Main Menu screen.

Use Characters from Document as File Name (Auto (OCR))



When [PDF (OCR)] or [XPS (OCR)] is set as the file format, you can set the machine to automatically extract the first text in the document for use as its file name.



Divide Large Data and Send (Divide Data)



The data is divided into multiple parts before being sent if the size of the data being sent exceeds the value set for maximum data size. Check that the recipient can combine the divided data before setting this mode.





CANON INC.

30-2, Shimomaruko 3-chome, Ohta-ku, Tokyo 146-8501, Japan

CANON U.S.A., INC.

One Canon Plaza, Lake Success, NY 11042, U.S.A.

CANON CANADA INC.

6390 Dixie Road Mississauga, Ontario L5T 1P7, Canada

CANON EUROPA N.V.

Bovenkerkerweg 59-61 1185 XB Amstelveen, The Netherlands

(See <http://www.canon-europe.com/> for details on your regional dealer)

CANON LATIN AMERICA, INC.

703 Waterford Way Suite 400 Miami, Florida 33126 U.S.A.

CANON AUSTRALIA PTY. LTD

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