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Store this guide in a safe place for future reference.

Learning How to Use Your Machine	2
Tips for Copying	4
Tips for Printing	5
Tips for Faxing	6
Tips for Scanning	7
Tips for Registering Destinations	8

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

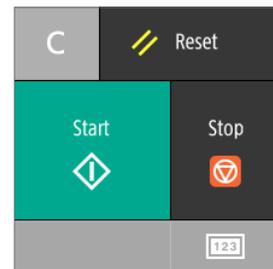
This section contains a brief overview of the basic operations of your machine.

## Turning On the Display



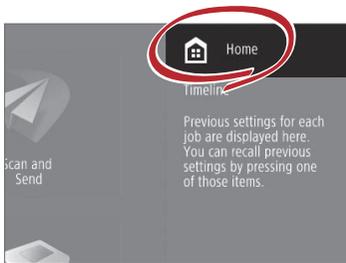
When the display is turned off, touch the touch panel display to exit the Sleep mode and turn it back on.

## The Main Buttons for Operations



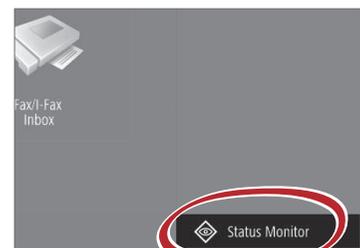
Press  to execute functions,  to cancel operations, and  to clear the current settings.

## Accessing the Home Screen



Perform a wide variety of operations from the Home screen, displayed from any screen by pressing .

## Quickly Checking the Status of Machine



All you need to do to check the machine's status is press .



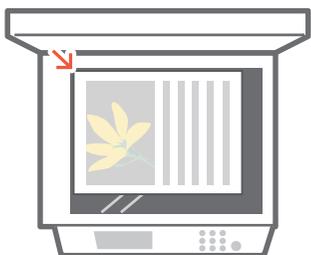
See "Basic Screens on the Touch Panel Display" in the User's Guide.

## 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



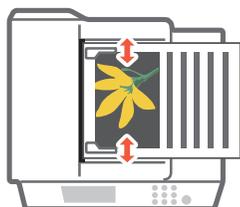
Newspaper  
clippings



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 N on 1 feature, to make your copies look better while using paper efficiently.

## Basic Copy Flow

- 1 | Place the original.
- 2 | Press [Copy].
- 3 | Enter the number of copies.
- 4 | Set your preferred setting.

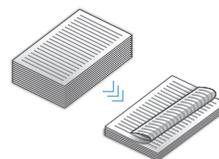


- 5 | Press  (Start).

## Recommended Settings

### 2-Sided

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



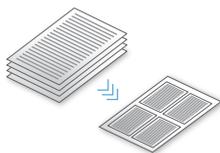
### Copy Ratio

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



### N on 1

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



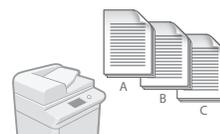
### Density

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



### Finishing (Collate)

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



### Original Type

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



» For further information about the functions, see "A Variety of Features," on p.10.

# Tips for Printing



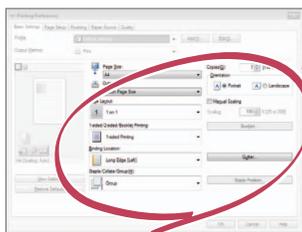
Don't bother getting up! Specify print settings directly from your computer.



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.

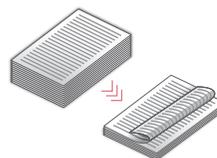


- 5 | Enter the number of copies, and press [Print].

## Recommended Settings

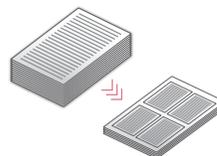
### 2-Sided

Two-sided printing can save paper, especially for those big copy jobs!



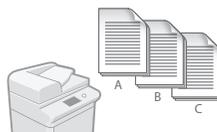
### Page Layout

Significantly decrease the amount of paper you use by printing a total of four pages on a single sheet of paper.



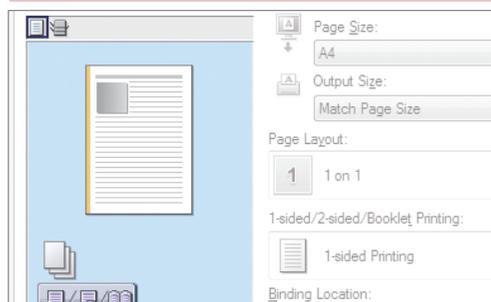
### Finishing (Collate)

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



» For further information about the functions, see "A Variety of Features," on p.10.

## Change Print Settings with Just One Easy Click!



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 Faxing

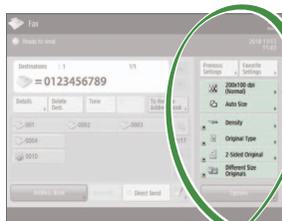
Faxing is easy with these simple steps!  
Improve the clarity of your faxes by adjusting settings, such as density or resolution.

## ▣ Basic Fax Flow

- 1 | Place the original.
- 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** (Start).

## ▣ 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.

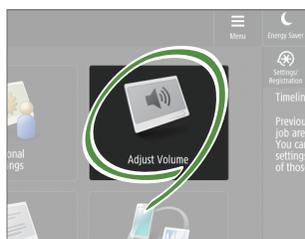
### Original Type



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.10.

## Adjust the Fax Volume



Press [Adjust Volume] on the Home screen to adjust the volume. The volume can be adjusted to a separate level for sending and receiving.

## Previewing Received Faxes Before Printing



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 User's Guide.

# Tips for Scanning

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

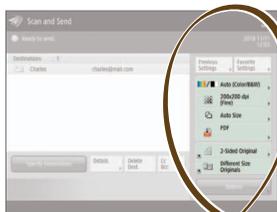


## Basic Scan Flow

- 1 | Place the original.
- 2 | Press [Scan and Send].
- 3 | Press [New Destination] and enter the destination address.

To scan and send to a registered destination, press  .

- 4 | Set your preferred setting.



- 5 | Press  (Start).

## Recommended Settings

### Resolution

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



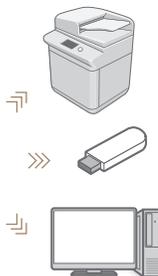
### File Format

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.10.

## Digitize Stacks of Paper Documents to Save Office Space



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 User's Guide.

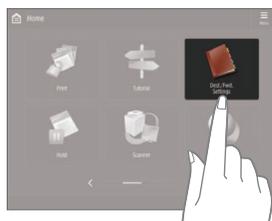


# Tips for Registering Destinations

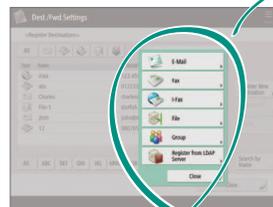
Register destinations in the address book to make sending operation simple.  
Increase efficiency by using One-Touch Buttons for frequently used destinations!

## ▶ Basic Flow for Registering Destinations

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



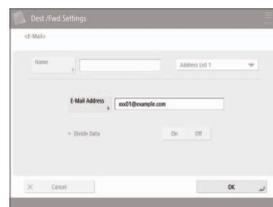
4 | Select the type of destination.



2 | Press [Register Destinations].



5 | Enter the address and press [OK].



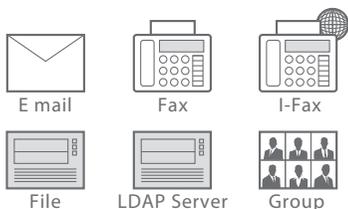
3 | Press [Register New Dest.].





## Select the Destination Type

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



See "Registering Destinations" in the User's Guide.

### 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

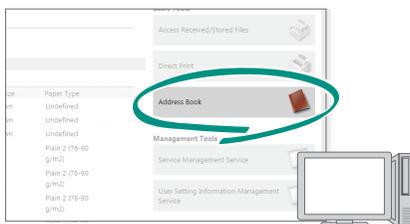


Register an often used destination to a one-touch button with [Register One-Touch], and save time!



See "Registering Destinations" in the User's Guide.

## Easy Address Editing from Your Computer



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 User's Guide.



# And More! A Variety of Features

There are many more helpful features that are not mentioned in this guide. For details, see the User's Guide.

## ☐ 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 User's Guide.

## ☐ 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 User's Guide.

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

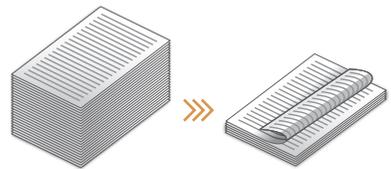


Check IDs easily by copying both sides of an ID and printing them to a single piece of paper with [Copy ID Card].



See "Making ID Card Copies" in the User's Guide.

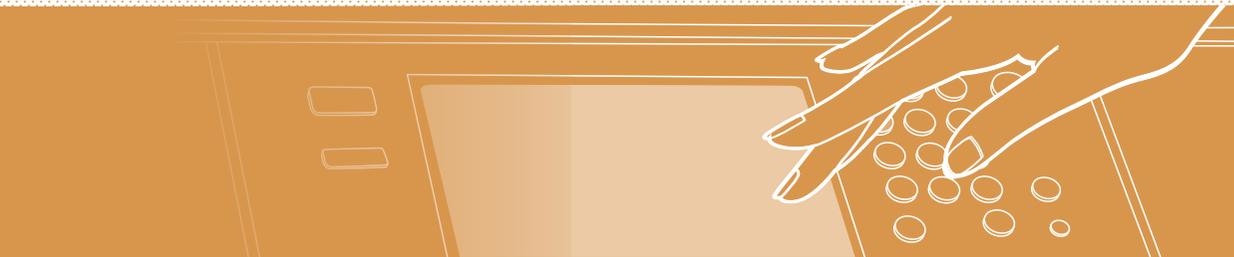
## ☐ Advanced Paper Saving Options



Print up to an incredible 8 pages of original documents on a single sheet of paper with [2-Sided] and [N on 1].



See "Copying" in the User's Guide.



## ▣ One-touch Settings



Register often used combinations of settings to the Home screen to efficiently use them with a single button.



See “Customizing the Touch Panel Display” in the User’s Guide.



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**CANON INC.**

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

**CANON U.S.A., INC.**

One Canon Park, Melville, NY 11747, U.S.A.

**CANON CANADA INC.**

8000 Mississauga Road Brampton ON L6Y 5Z7, Canada

**CANON EUROPA N.V.**

Bovenkerkerweg 59, 1185 XB Amstelveen, The Netherlands  
(See <http://www.canon-europe.com/> for details on your regional dealer)

**CANON AUSTRALIA PTY LTD**

Building A, The Park Estate, 5 Talavera Road, Macquarie Park, NSW 2113, Australia

**CANON SINGAPORE PTE LTD**

1 Fusionopolis Place, #15-10, Galaxis, Singapore 138522

