



Reference Guide: Canon ImageRunner/ImageForce



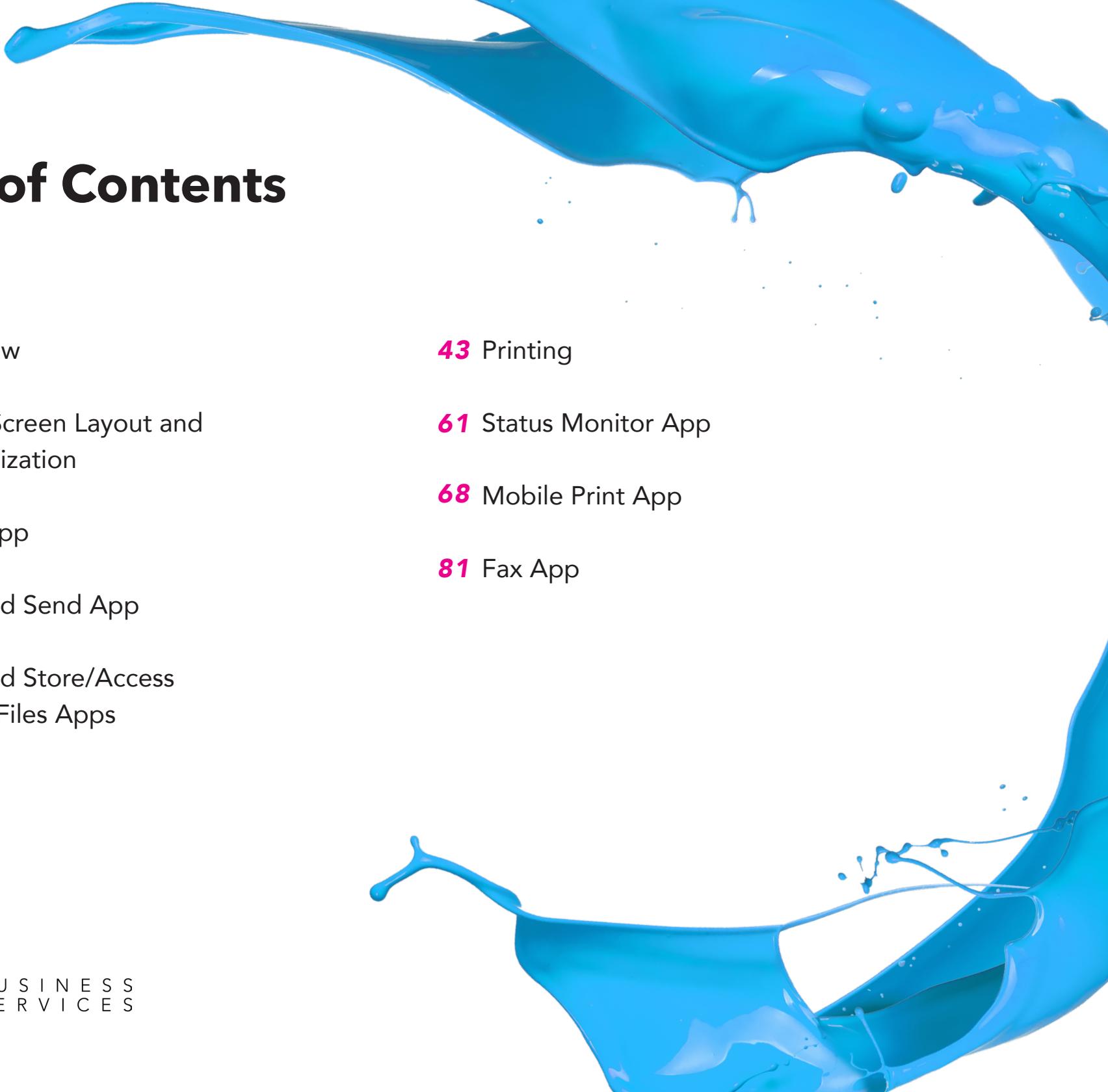
A large, dynamic splash of bright blue liquid dominates the top and right sides of the page. The splash is captured in mid-air, with various droplets and larger pools of liquid, creating a sense of movement and energy. The background is plain white, which makes the vibrant blue stand out.

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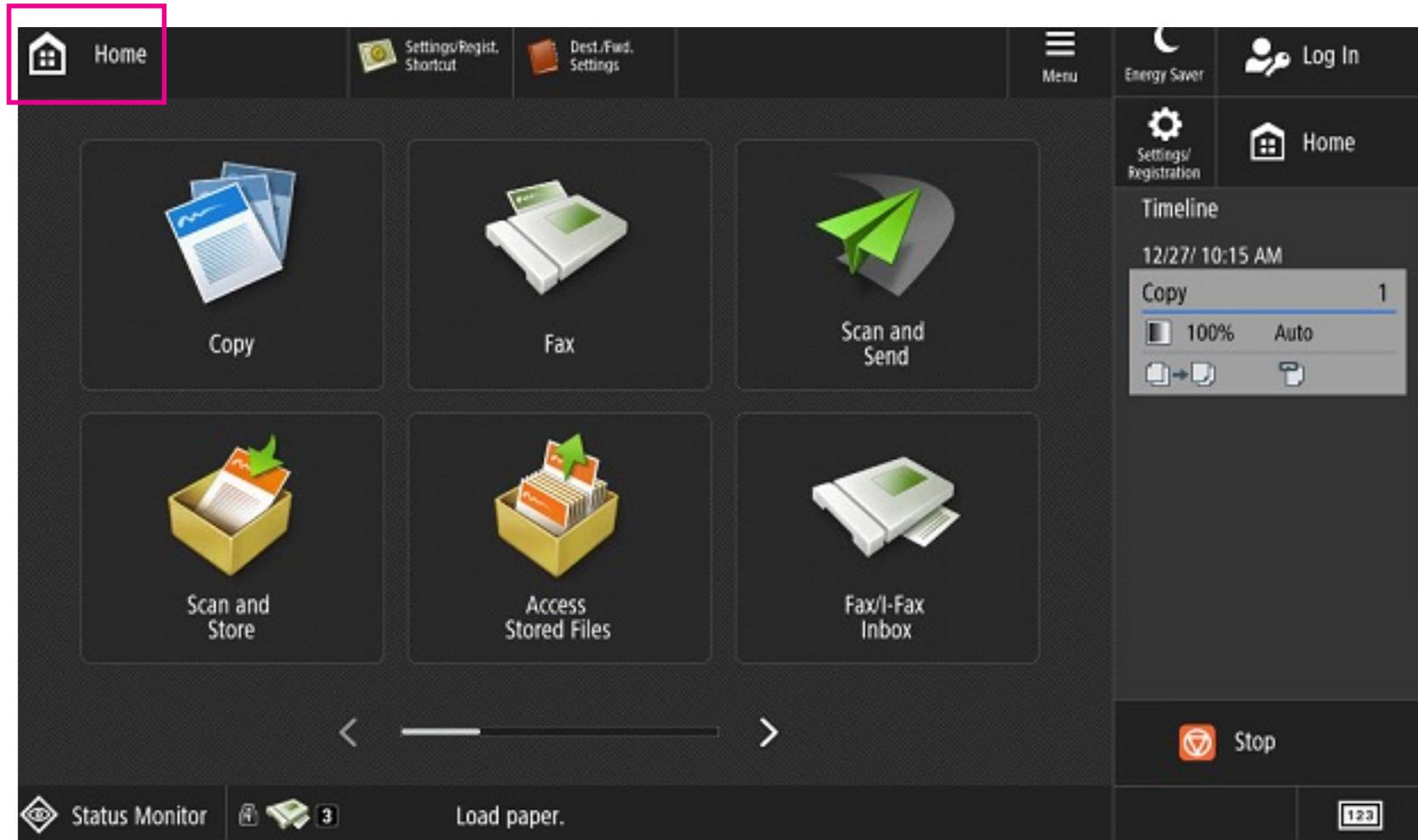
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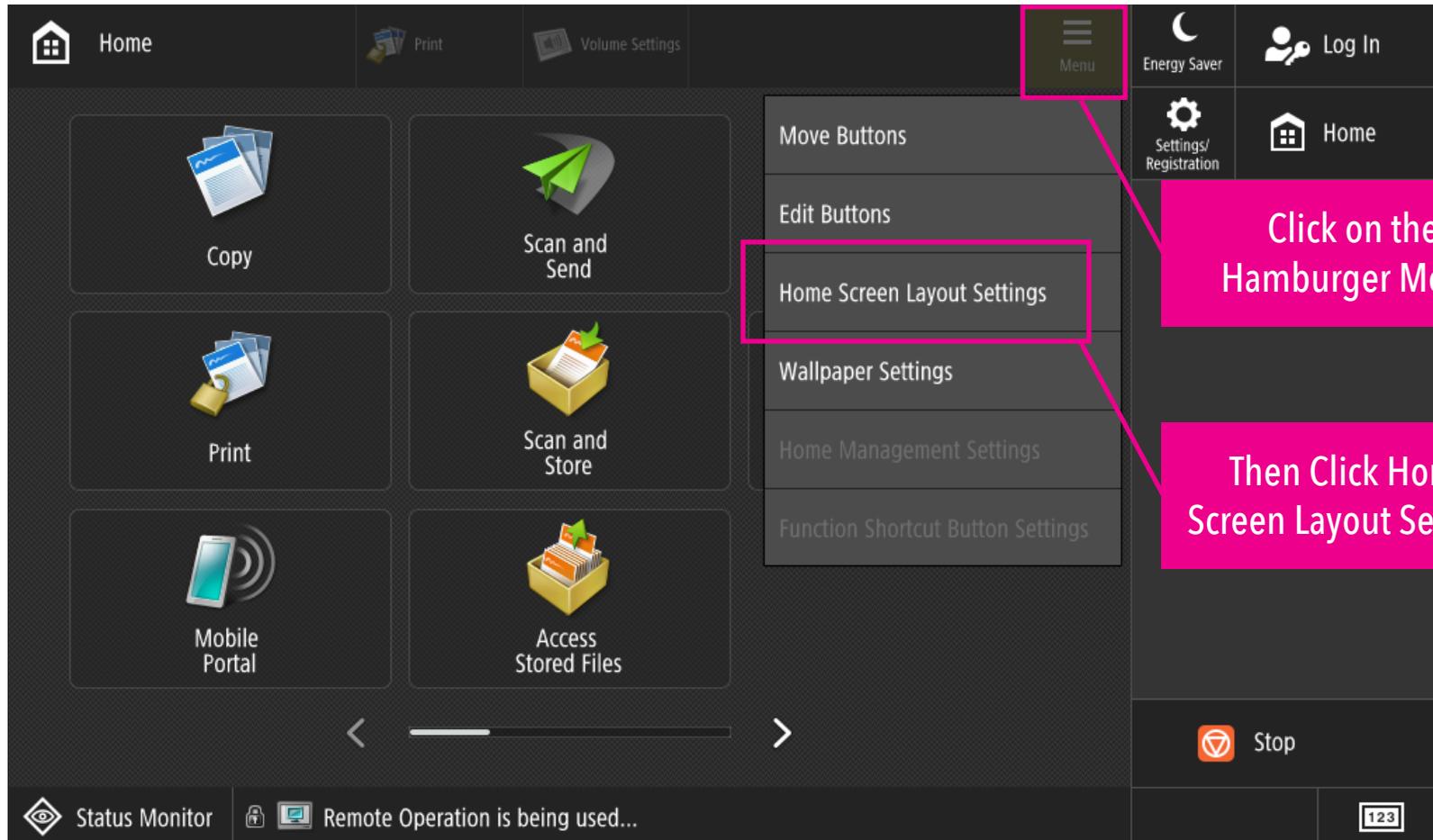
Overview

This guide is designed to help the user with the navigation and operation of the user interface and general features of Canon IR Advanced devices. In addition, it includes helpful tips and an overview of the Canon print driver. For more information, see the manufacturer's user guide for your device model. Also, you can contact UBEO service and supplies to be connected to a trainer in your area.

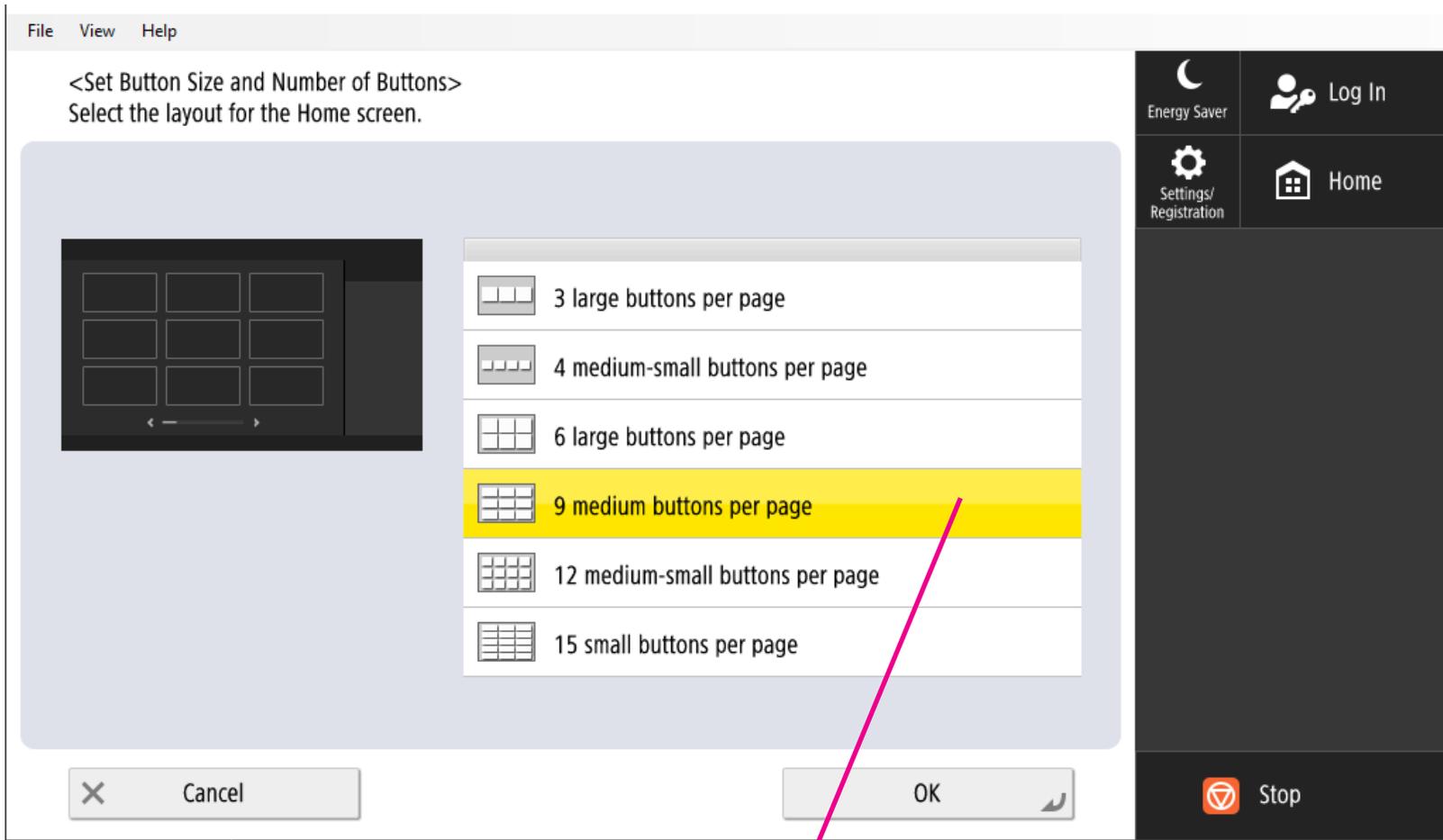
Home Screen Layout and Customization



Home Screen Layout and Customization

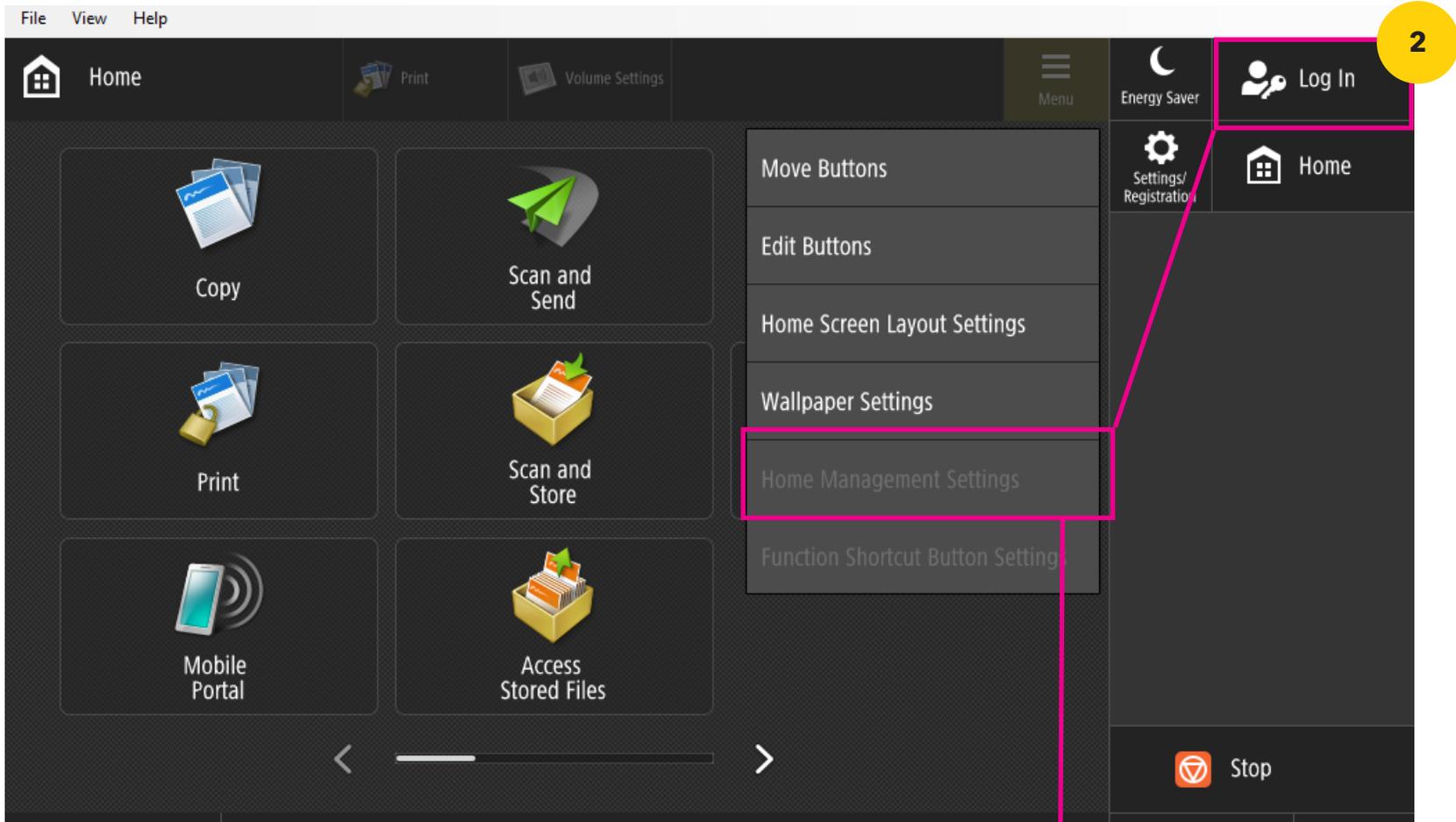


Choose Layouts



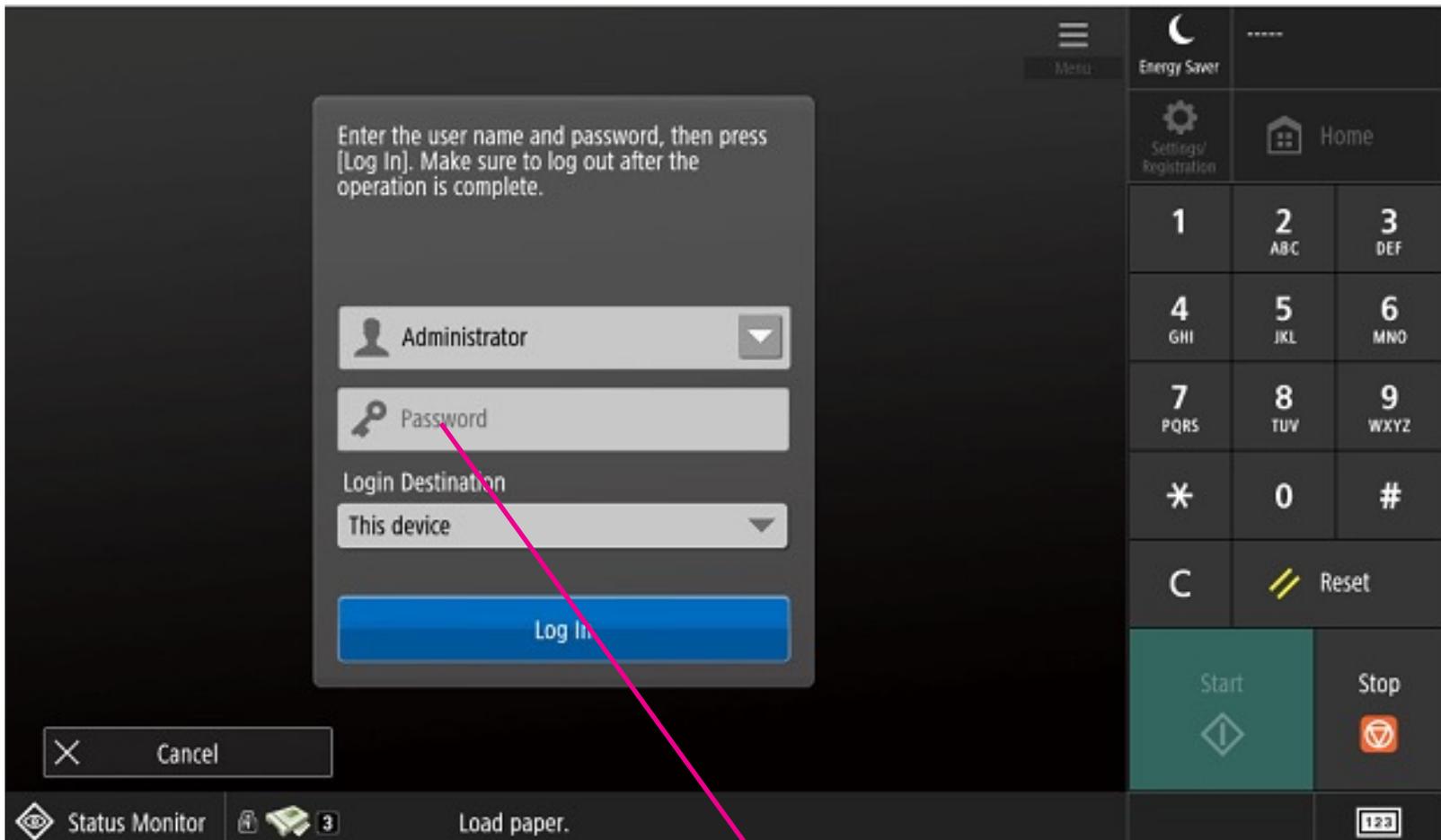
Choose from 3 to 15 buttons to display on the Home Page.

Moving Buttons



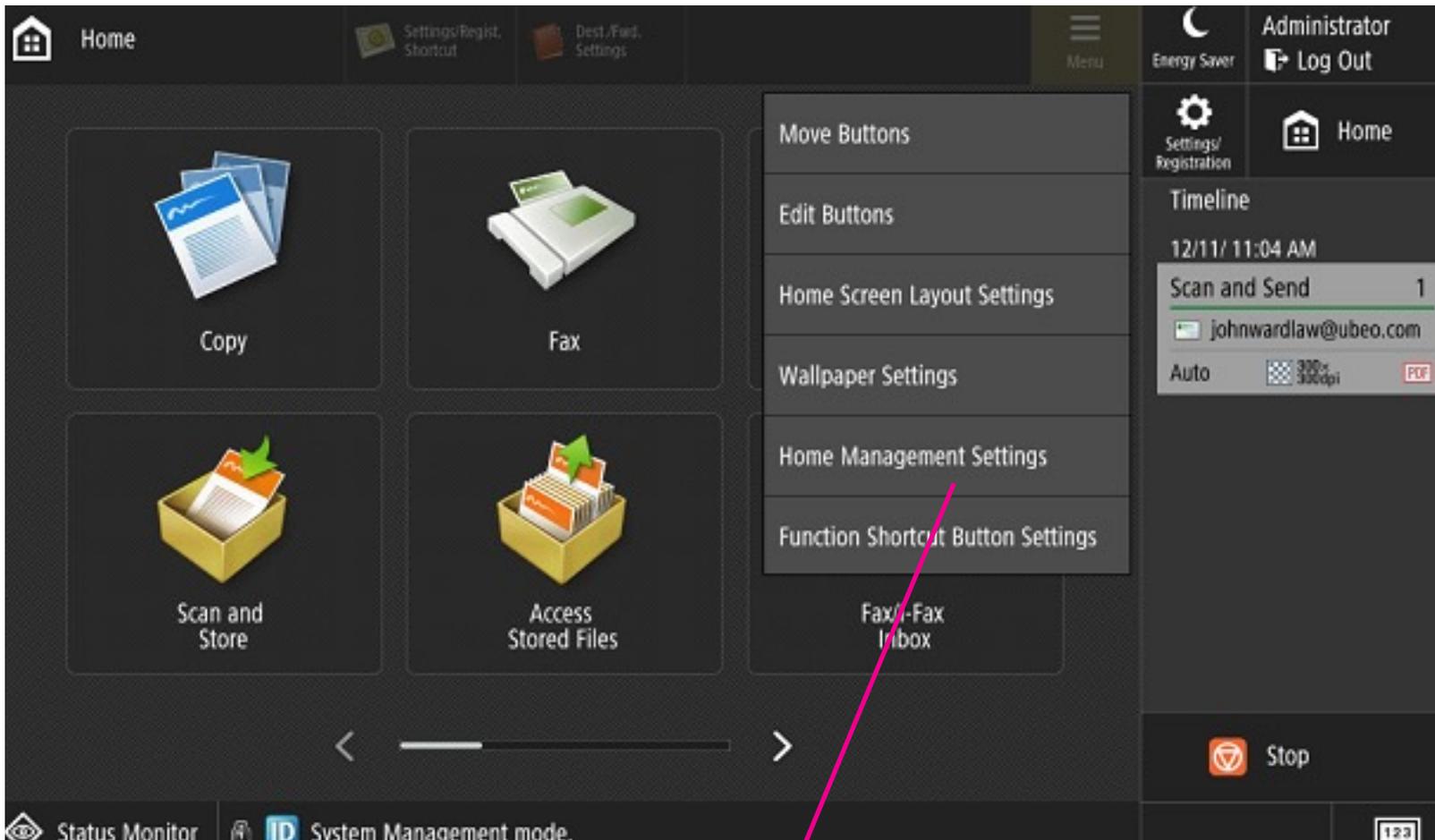
If "Home Management Settings" is grayed out, then you will need to log in as an administrator to make changes.

Moving Buttons: with Admin



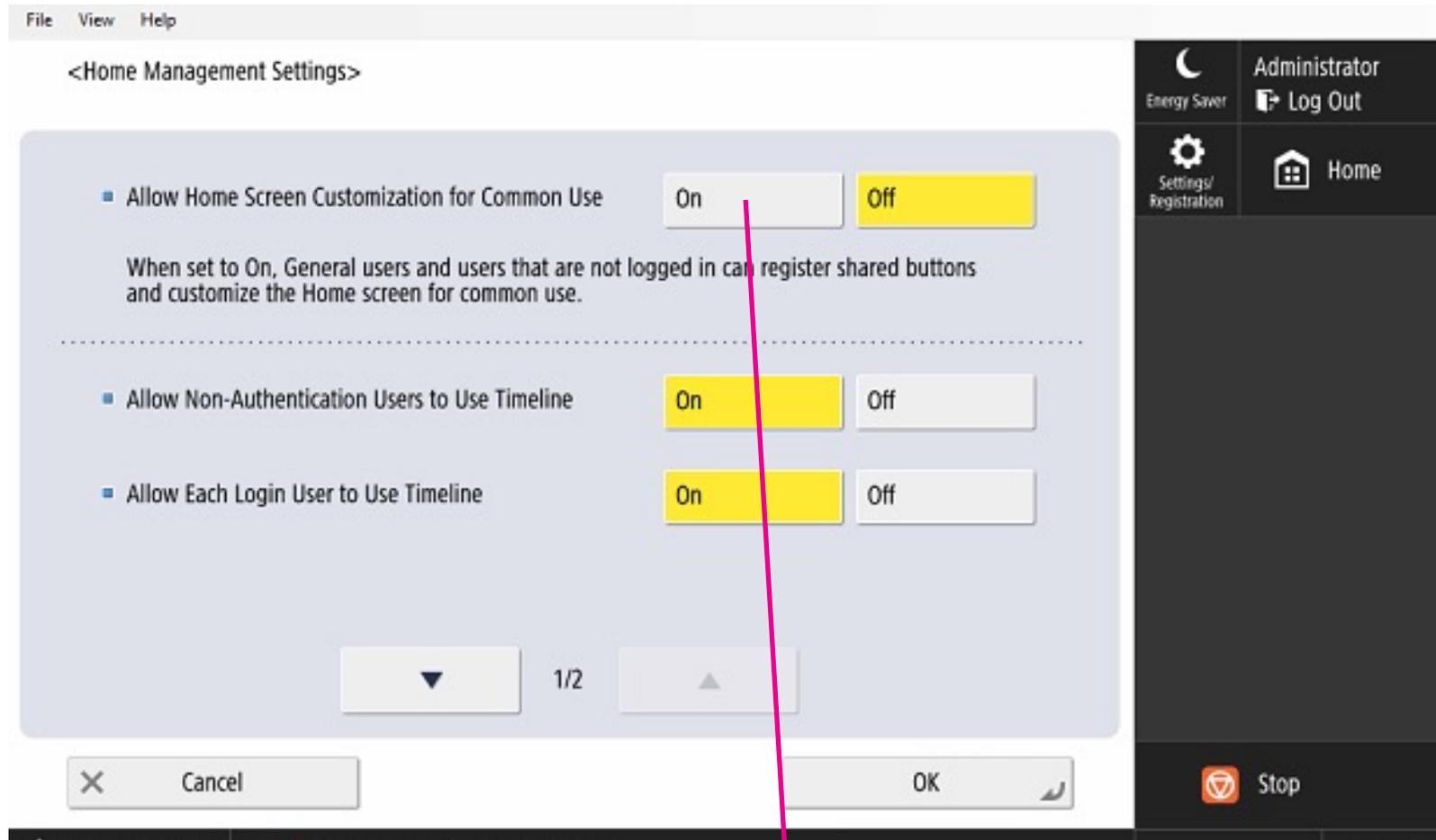
Login as Administrator with Password

Moving Buttons: Home Management Settings



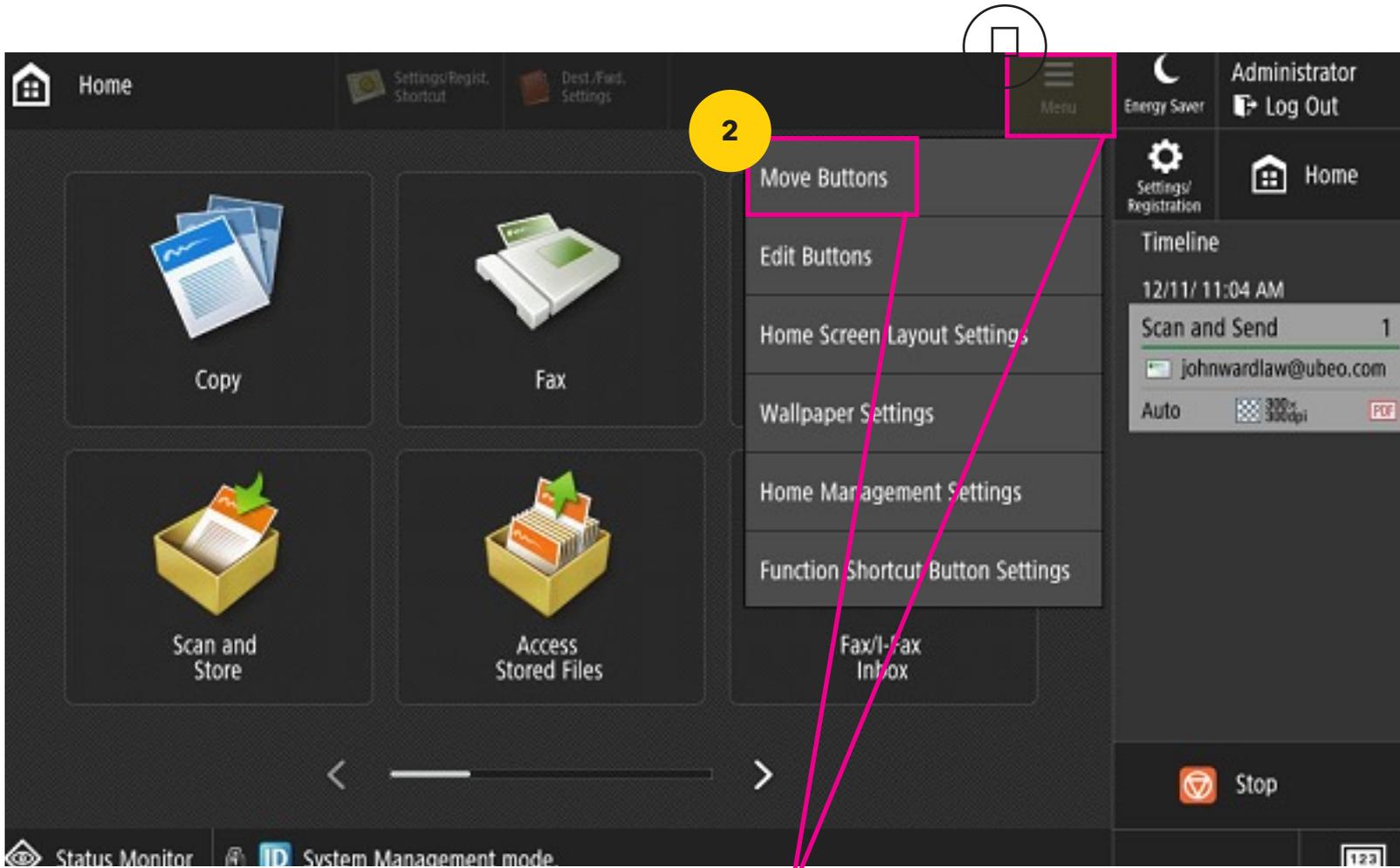
Choose Home Management Settings

Moving Buttons: Home Management



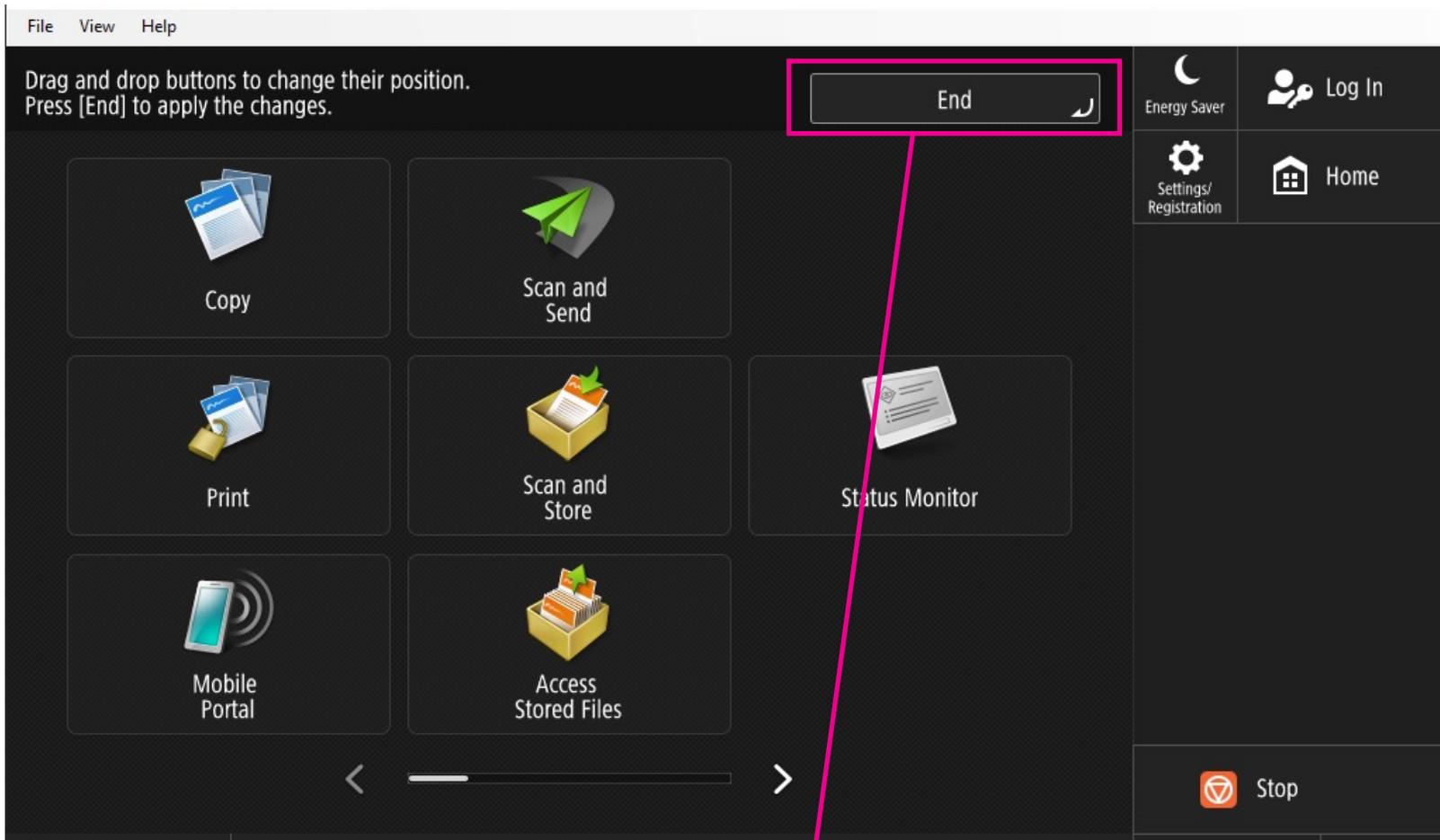
Turn On Home Screen Customization and Logout of Admin Mode

Moving Buttons



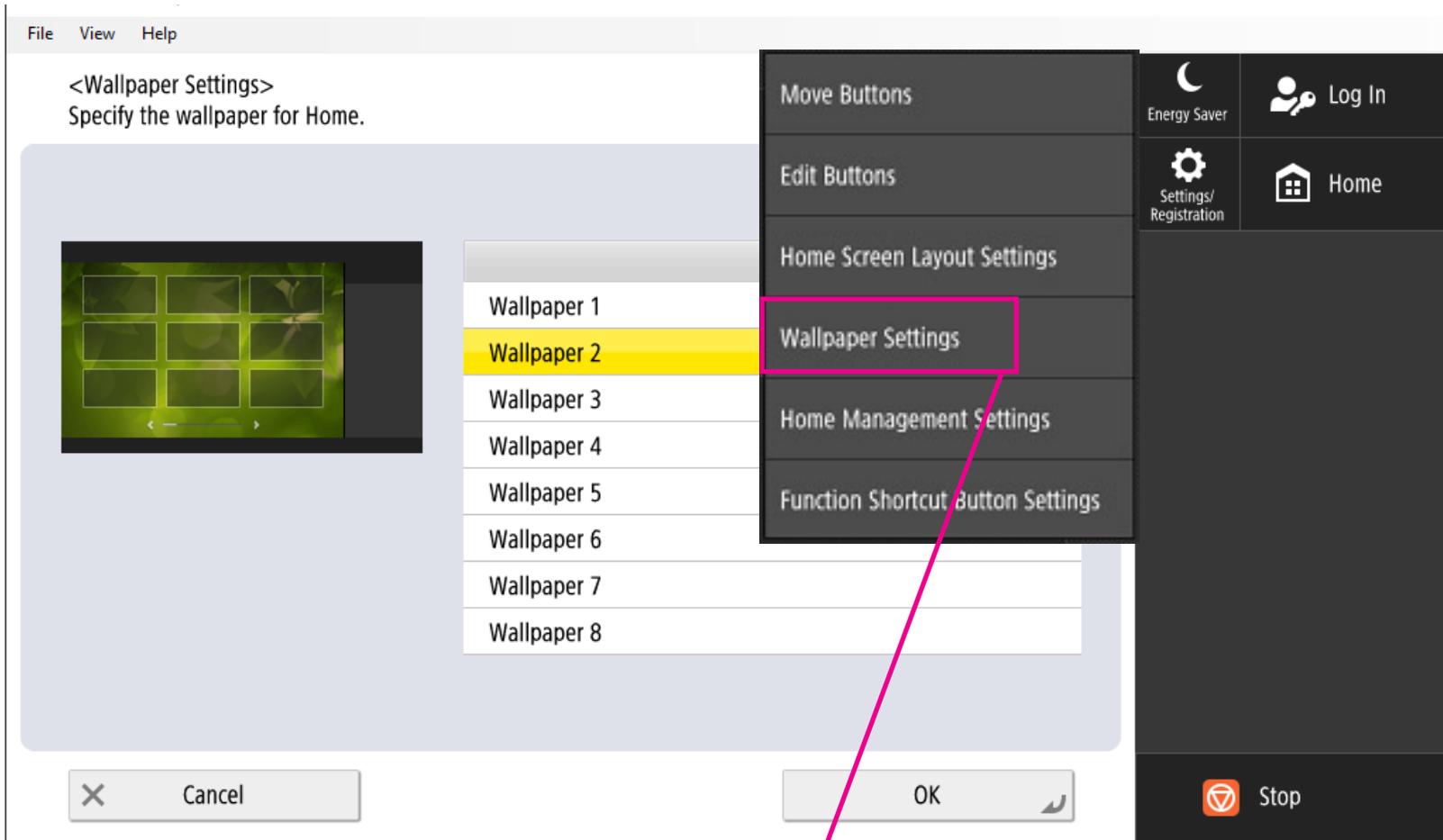
Click on the Hamburger Menu Icon and Choose Move Buttons

Move Buttons: Drag and Drop Buttons



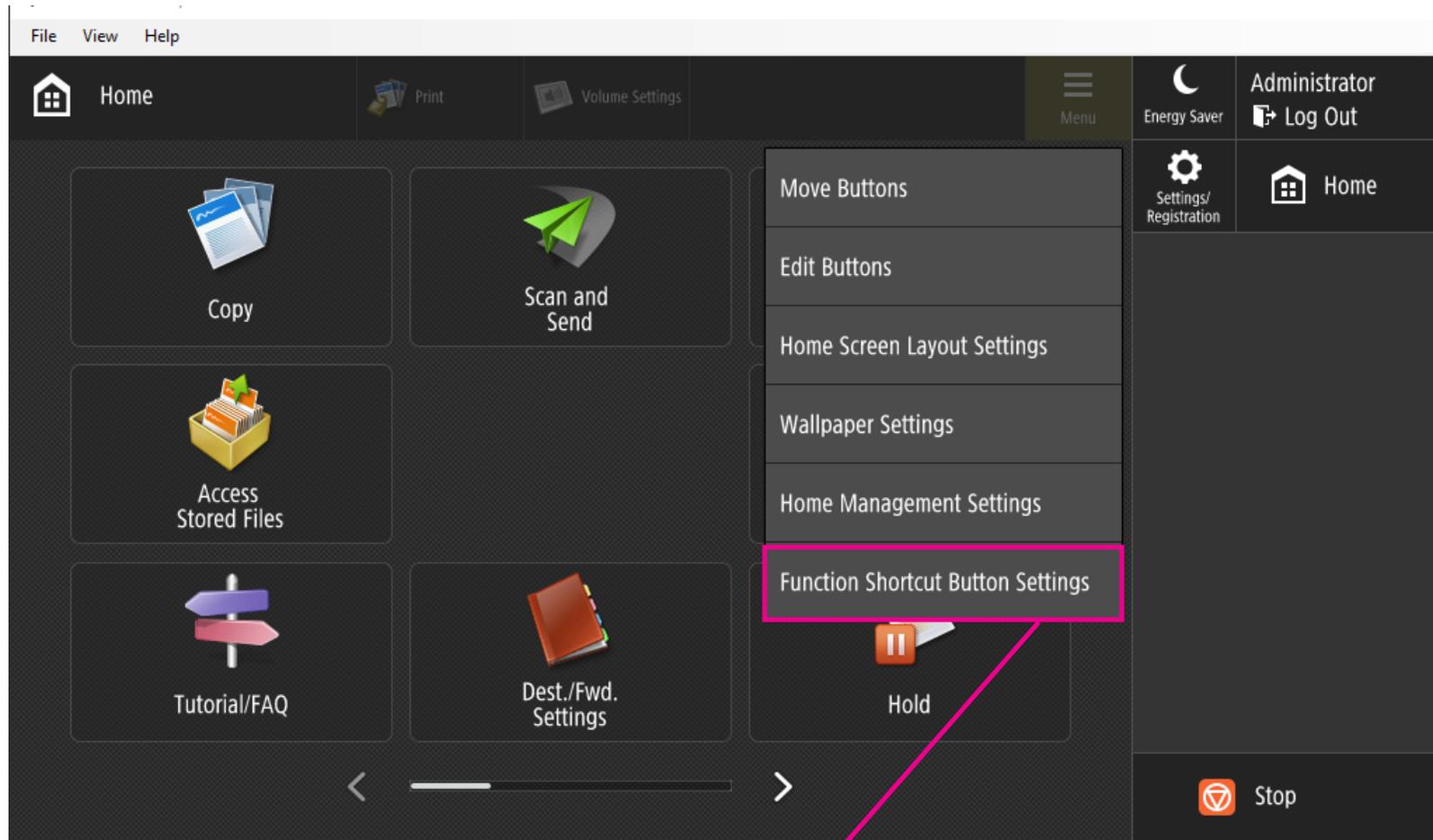
After choosing "Move Buttons" Drag and Drop a button then click "End"

Changing Wallpaper



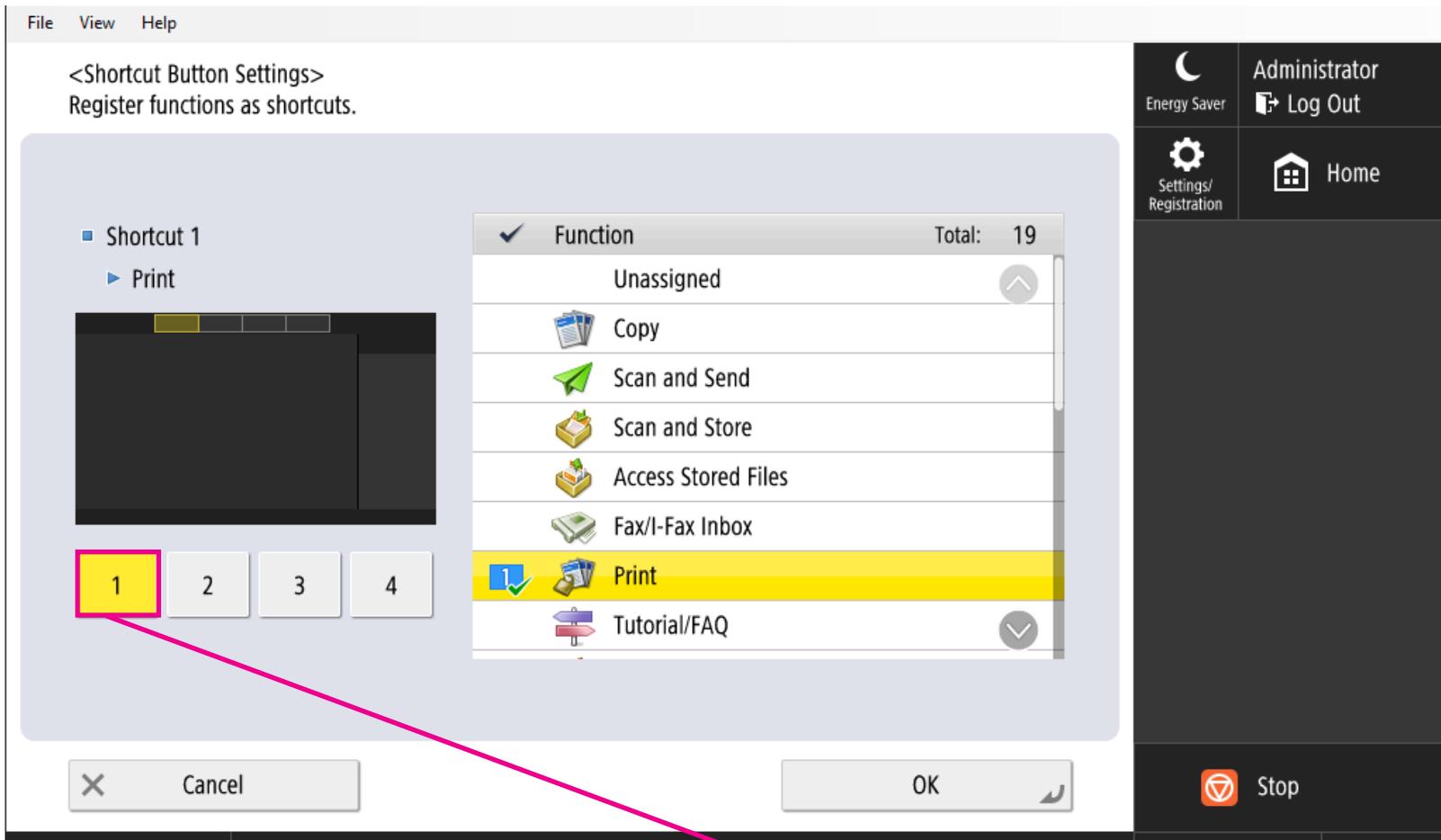
By choosing 'Wallpaper' you will see several colored background options for the home screen.

Function Shortcut Buttons



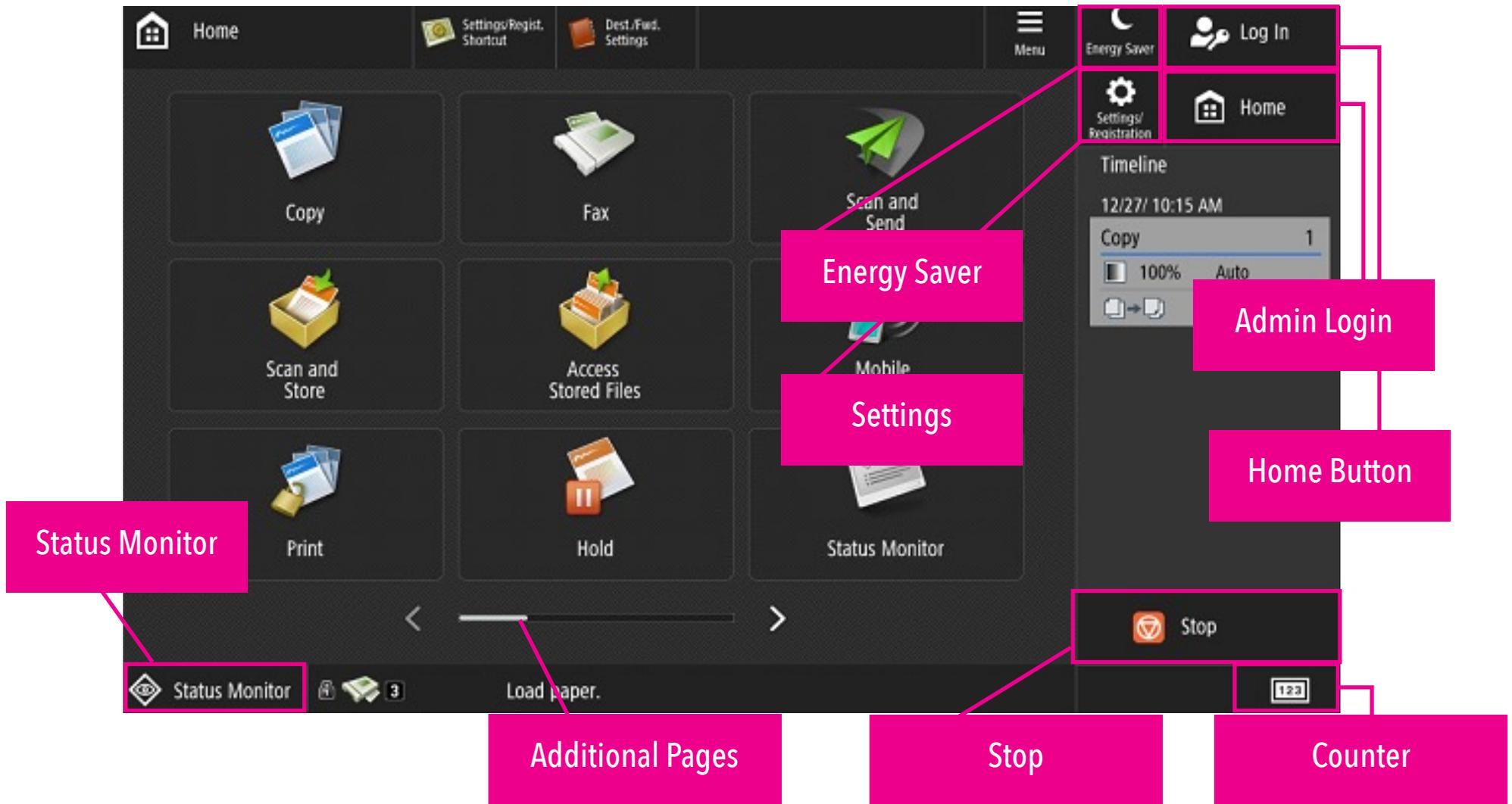
These are additional shortcut button settings at the top of the page. **They can be edited by logging in as the Administrator.** Choose "Function Shortcut Button Settings."

Select Shortcut Buttons

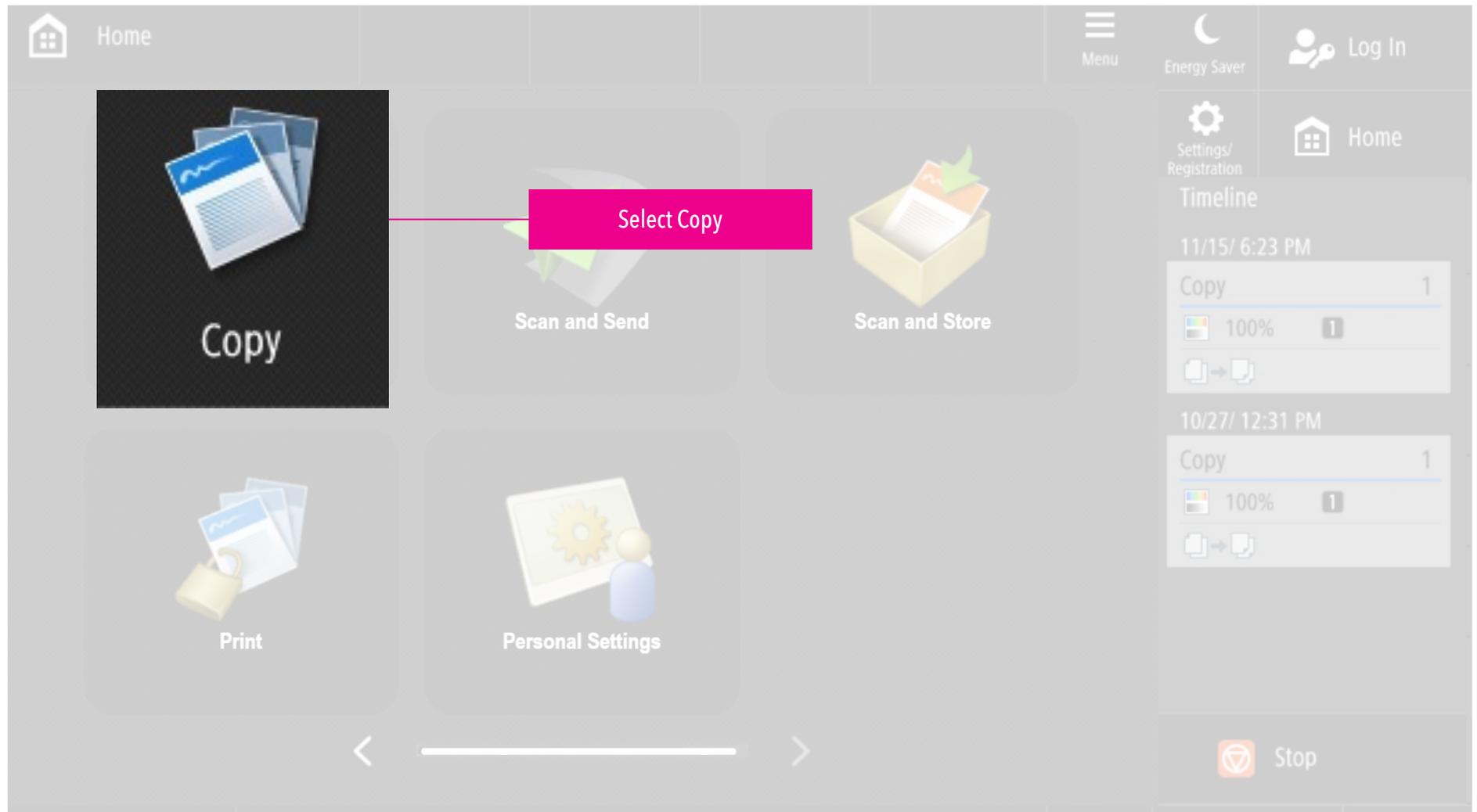


These are additional shortcut button settings at the top of the page. **They can be edited by logging in as the Administrator.** Choose "Function Shortcut Button Settings."

Additional Buttons on Home Screen



Copy

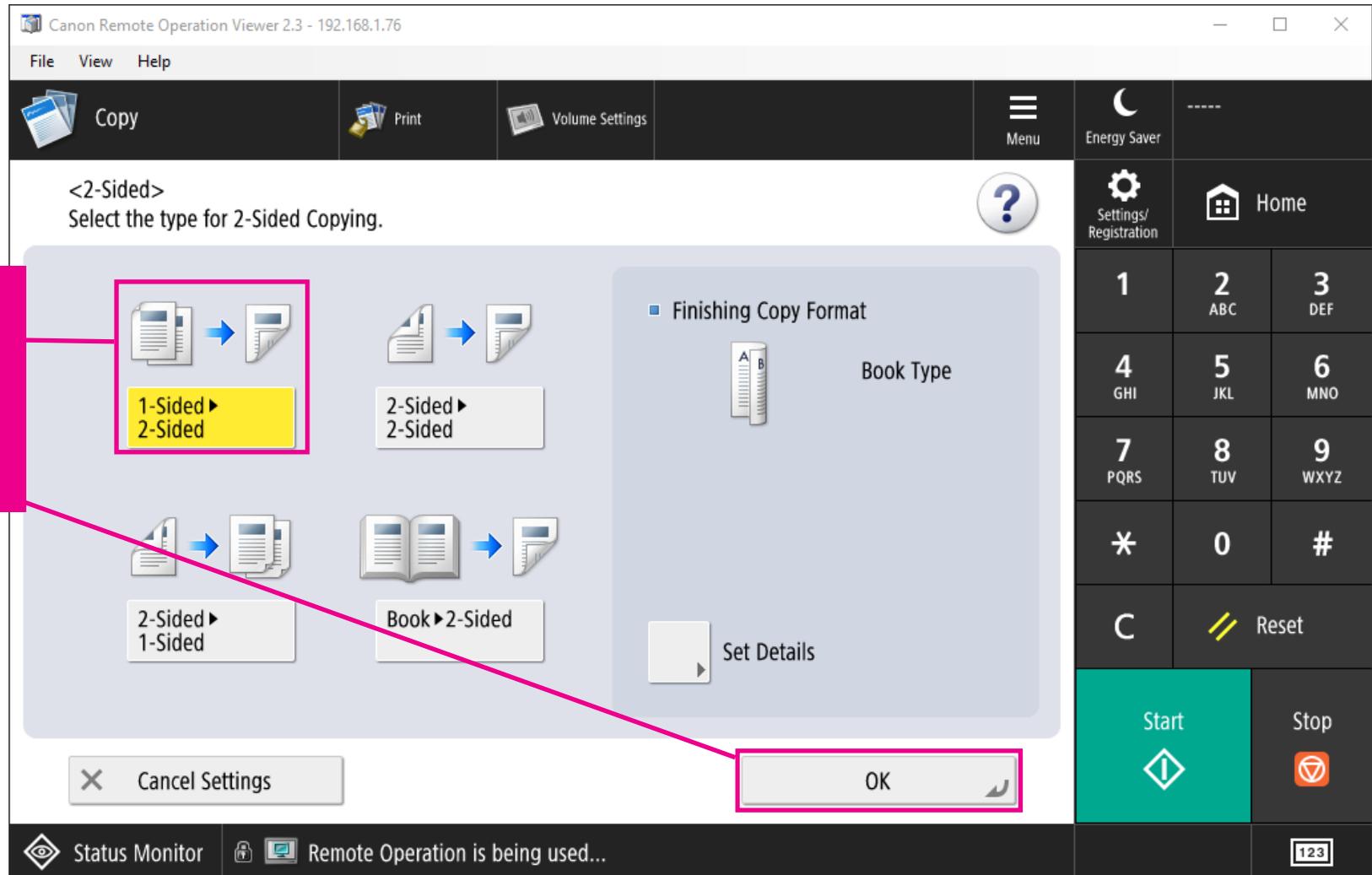


Copy

The screenshot shows the Canon Remote Copy interface with the following callouts:

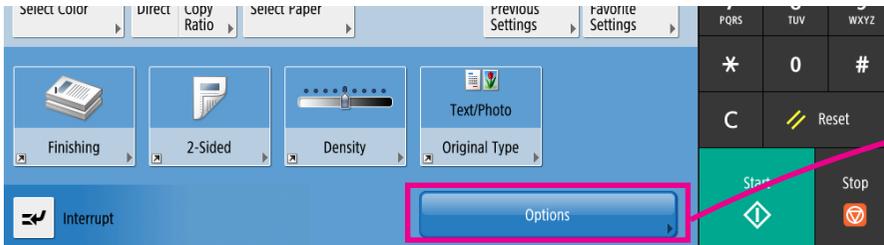
- Reduction / Enlargement**: Points to the '100 %' setting.
- Paper Type**: Points to the 'Auto' setting.
- # of Copies**: Points to the '1' setting.
- Settings / Registration**: Points to the gear icon in the top right.
- Color or B&W**: Points to the 'Black & White' setting.
- When selected the button will highlight**: Points to the '2-Sided' button in the Finishing options.
- Finishing / 2 Sided Options / Density, Original Type, Interrupt Mode**: A large pink box at the bottom highlights the Finishing, 2-Sided, Density, Original Type, and Interrupt buttons.

2 Sided Options (Duplex)



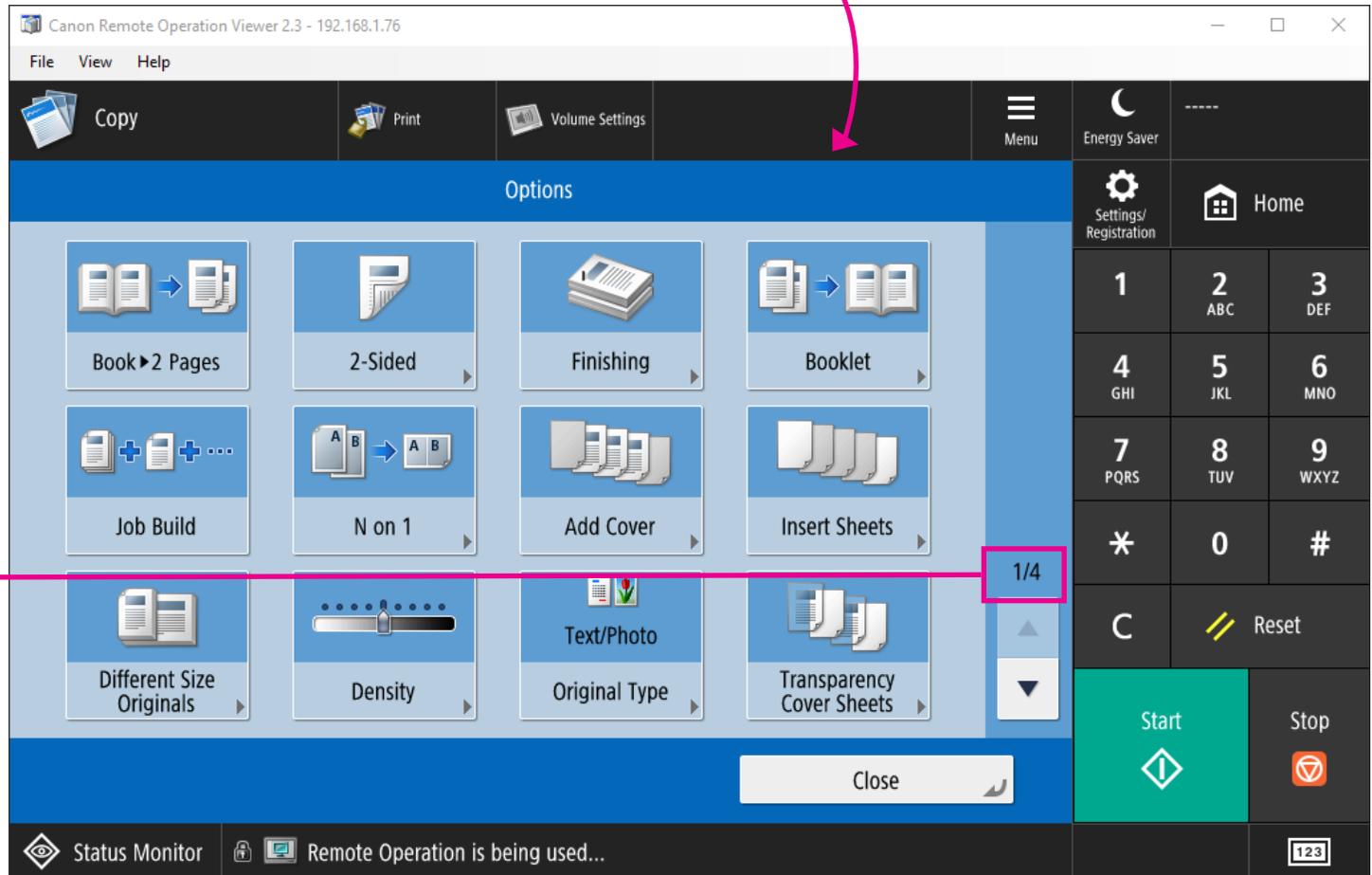
Once you select your 2 sided options click Ok

Options: Additional Features



Other Options / Additional Features

There are 4 pages in the copy app's "Options" that include advanced features such as adding covers, insert sheets, different size originals and much more.

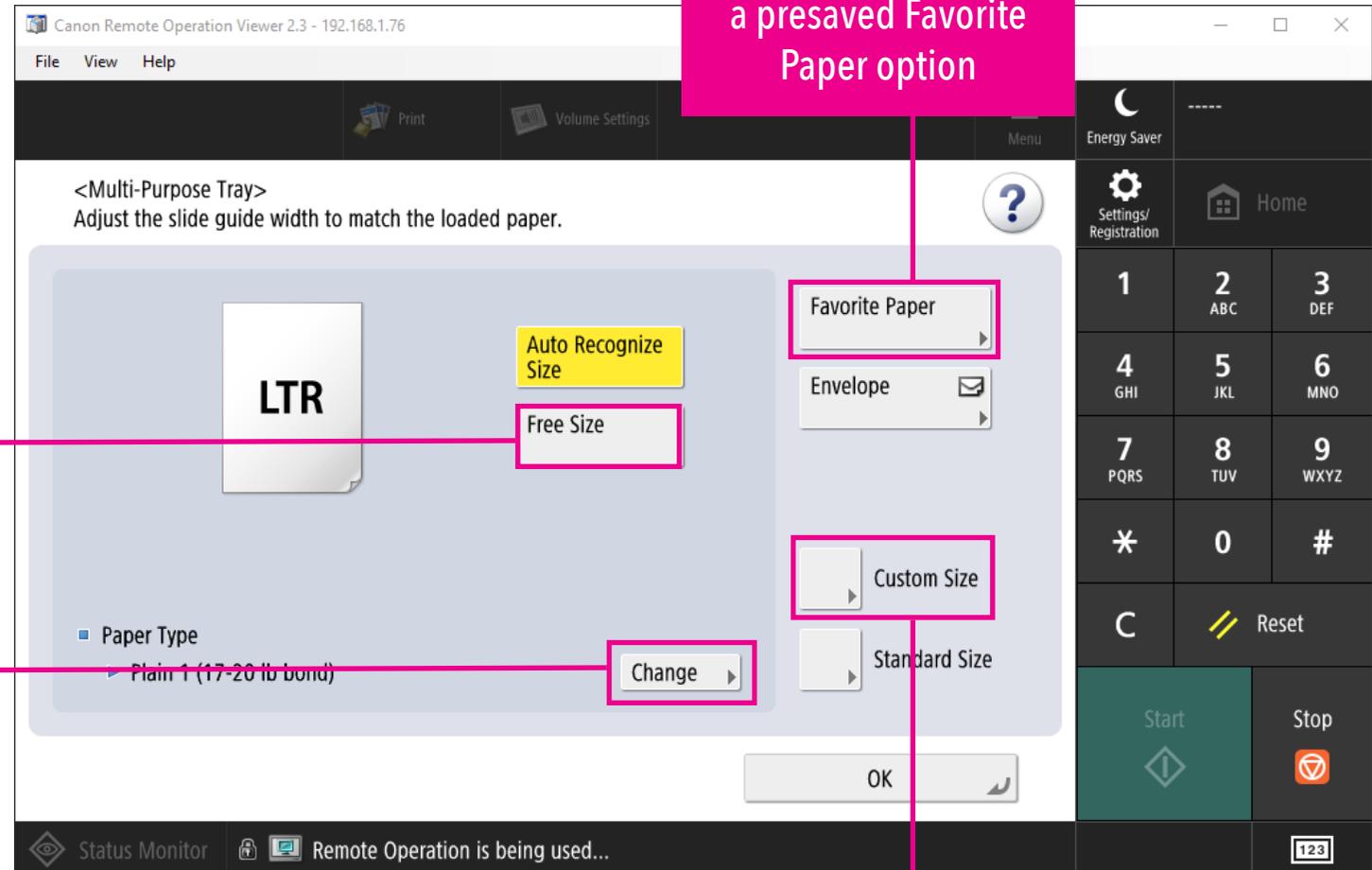


Copying Different Media Using the MP Tray

After placing paper in the MultiPurpose Tray, this pop-up will appear

For non-standard paper sizes click "Free Size"

To change paper thickness click "Change"



You may also select a presaved Favorite Paper option

Or click "Custom Size" to enter a custom size.

Custom / Free Size Ranges

This chart shows the paper sizes ranges for Free Size and Custom Size when using the Multipurpose Tray

Paper Sizes	Paper Source (Standard)		
	Paper Drawer 1	Paper Drawer 2	Multi-Purpose Tray
EXEC	✓	✓	✓
Free Size (3 7/8" x 5 1/2" to 12 5/8" x 18" (98.0 mm x 139.7 mm to 320.0 mm x 457.2 mm))	-	-	✓
Custom Size (3 7/8" x 5 1/2" to 12 5/8" x 18" (98.0 mm x 139.7 mm to 320.0 mm x 457.2 mm))	✓*1	✓*2	✓*3

Changing Paper Feed Mode for Printer Driver

The screenshot shows the 'Settings/Registration' page for an imageRUNNER ADVANCE DX printer. The breadcrumb trail is 'Settings/Registration : Function Settings : Printer > Paper Feed Mode for Printer Driver Jobs with MP Tray'. The page title is 'Paper Feed Mode for Printer Driver Jobs with MP Tray' with a 'Last Updated' timestamp of '04/18/2022 11:22:39 AM'. There are 'OK' and 'Cancel' buttons at the top right. The main content area is titled 'Paper Feed Mode for Printer Driver Jobs with MP Tray' and contains the following options:

Paper Feed Mode for Printer Driver Jobs with MP Tray :

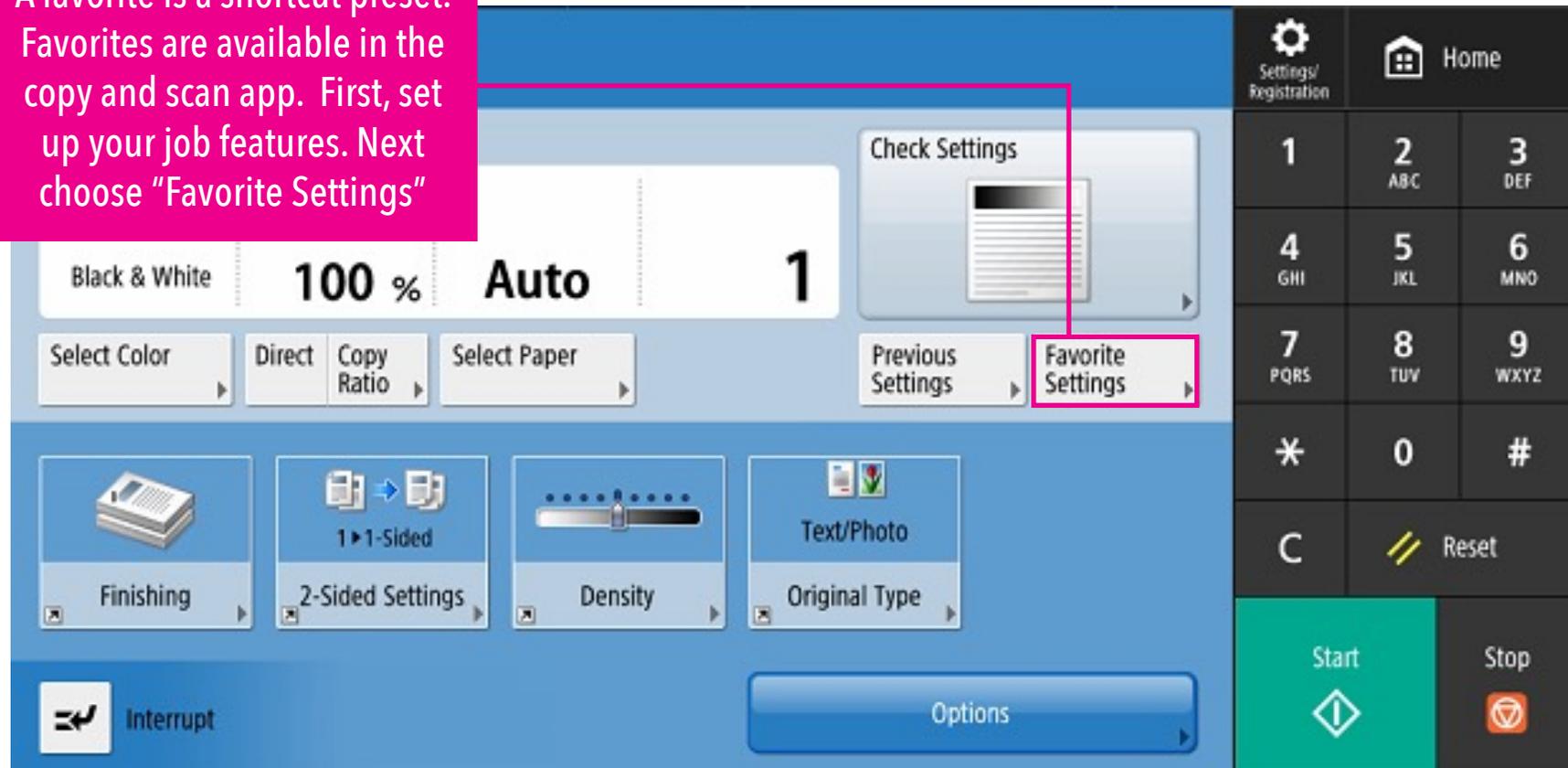
- Mode A (Prioritize Printer Driver Settings)
*The paper loaded in the multi-purpose tray will be fed regardless of the paper type and size selected for the tray on this device.
- Mode B (Flexible If Free Is Size Selected)
*The paper loaded in the multi-purpose tray will be fed only when the paper type and size selected on this device match those selected in the printer driver for the paper settings.
If Free Size is selected on the device however, the paper will be fed regardless of the paper size selected in the printer driver.
- Mode C (Feed Only If Paper Settings Match)
*The paper loaded in the multi-purpose tray will be fed only when the paper type and size selected on this device match those selected in the printer driver for the paper settings.
If Free Size is selected on the device and Custom Size is selected in the printer driver however, the paper will be fed.

A pink box highlights the 'Mode A' option and its description.

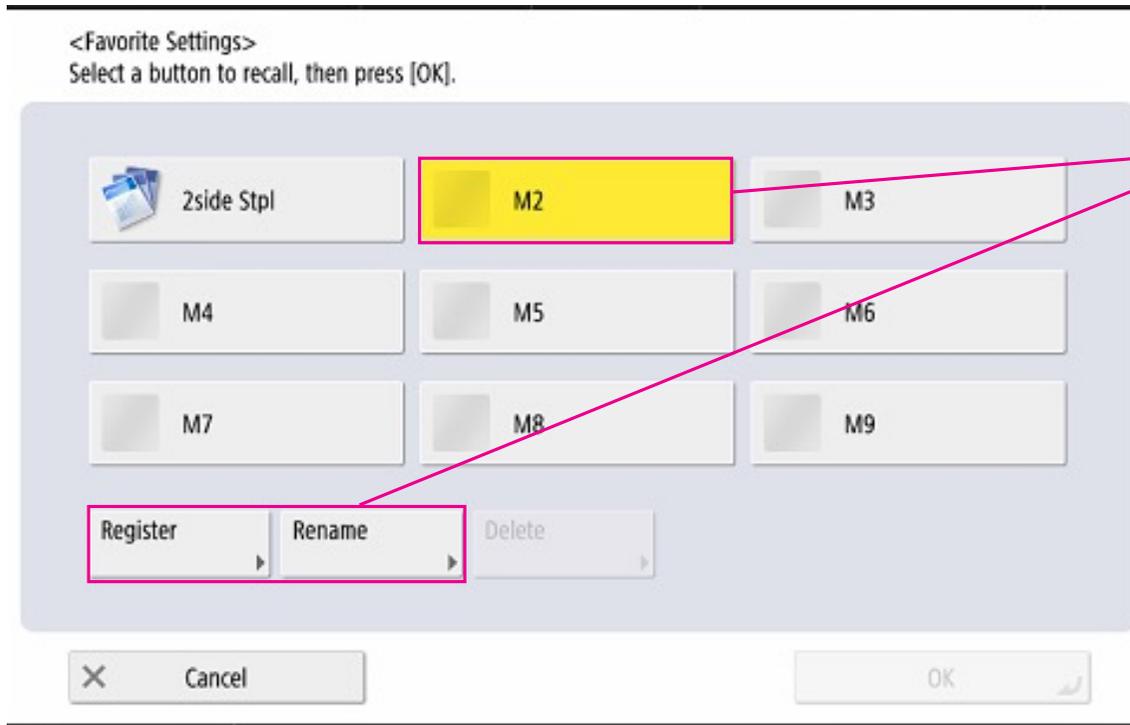
When using the Multipurpose Tray, the Paper Feed mode for Printer Driver Jobs with MP Tray can be changed from C to A. When set to A, the print driver settings will dictate the size and thickness of the paper without having to match the setting at the device. This can be done by logging into the settings as the Administrator going to function settings, and Printer settings.

Saving Favorites

A favorite is a shortcut preset. Favorites are available in the copy and scan app. First, set up your job features. Next choose "Favorite Settings"



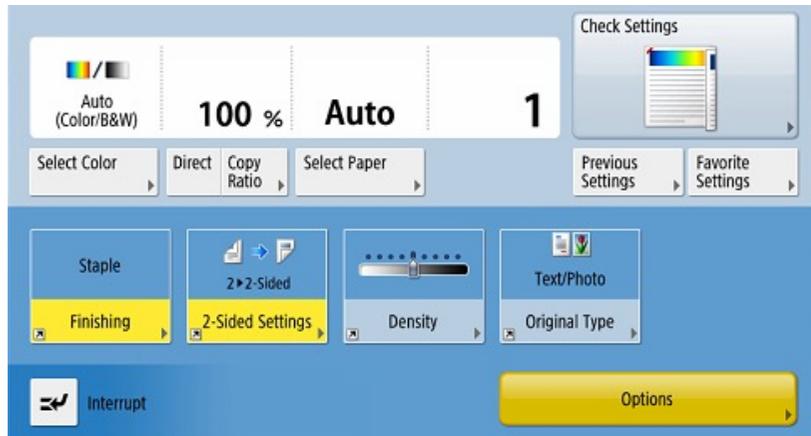
Saving Favorites



Next choose a button. Then click Register and then Rename to name accordingly.

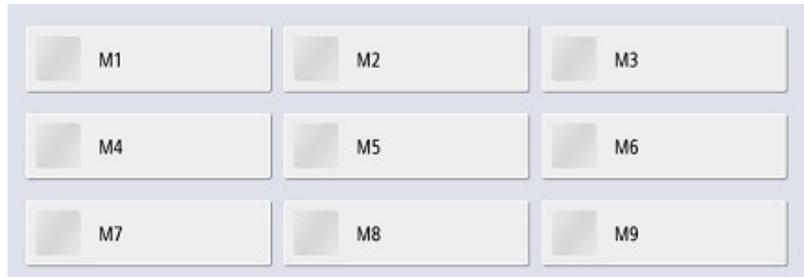
To recall your favorite, from the app (copy or scan) click on "Favorite Settings."

Saving Favorites: Example



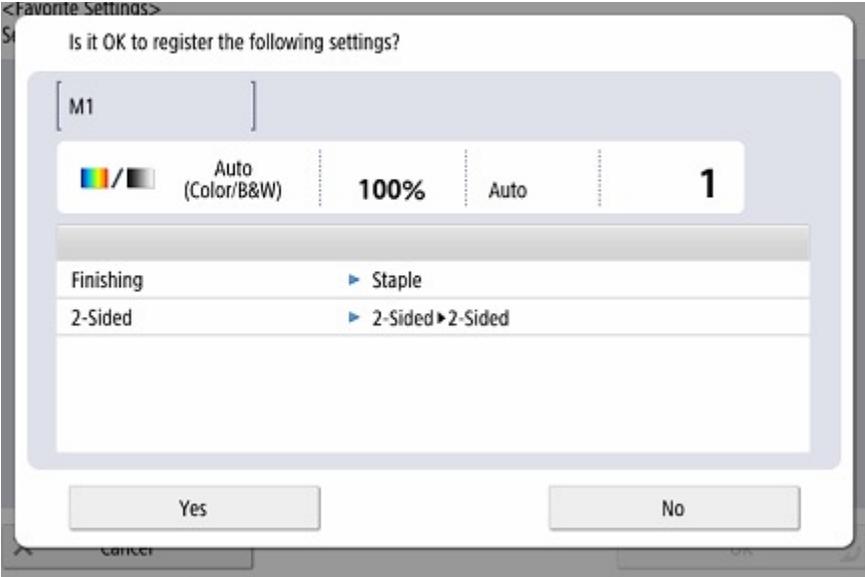
1

First, set up copy job. In this example, a copy job for 2 sided printing, with auto color and staple is selected. Click: "Favorite Settings"



2

Select a spot to save the settings as a favorite.



3

This pop-up will appear. Click Yes.

Saving Favorites: Example Continued

2side Stpl]

Backspace Alphanum. Char.

1 2 3 4 5 6 7 8 9 0 - = \

q w e r t y u i o p []

a s d f g h j k l ; ' "

` z x c v b n m , . / @ ↵

Shift Caps Space

Cancel OK

Type a name for your Favorite. The limit is 10 Characters.

1

Click "OK" to save your favorite preset.

2

2side Stpl M2 M3

M4 M5 M6

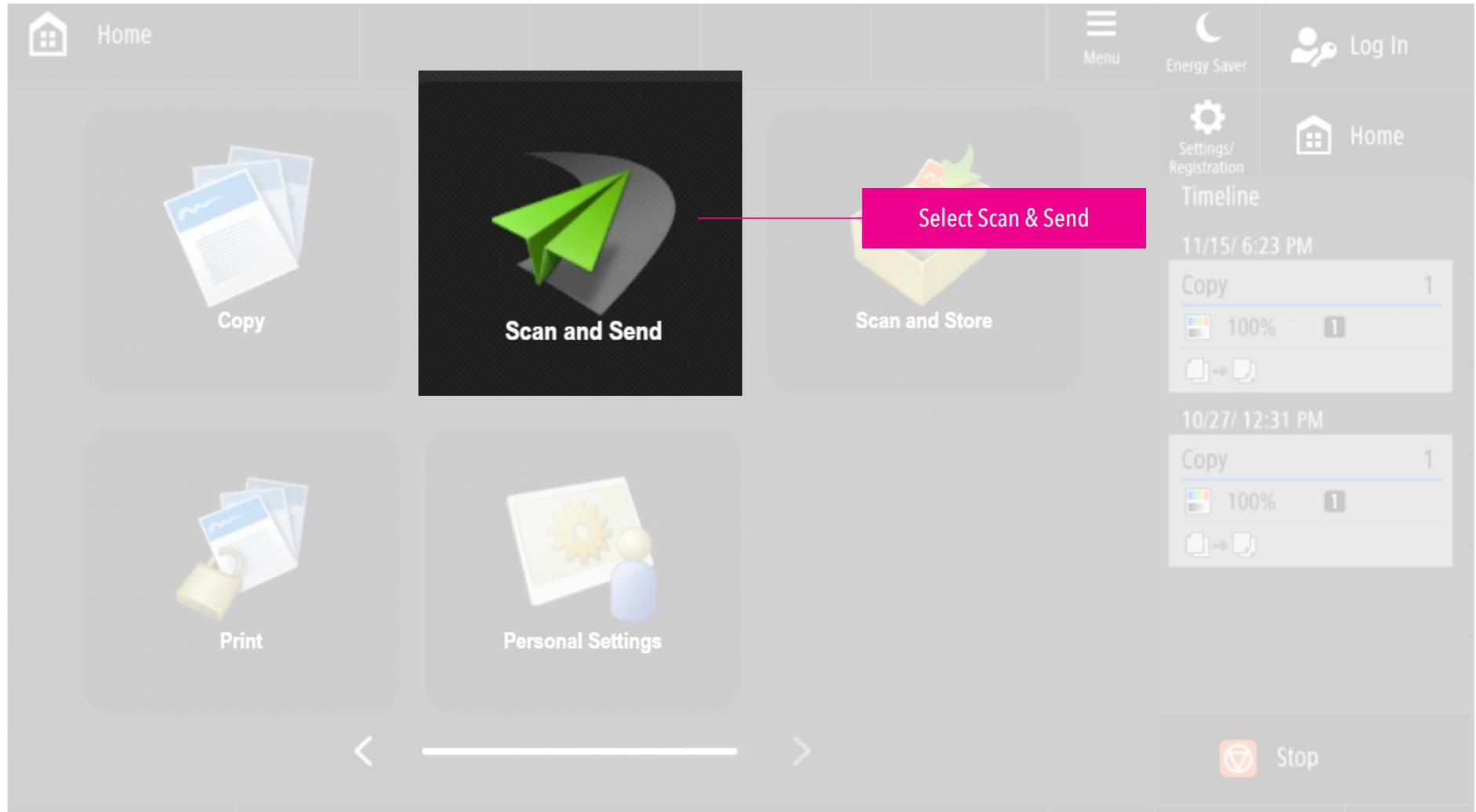
M7 M8 M9

Register Rename Delete

Your favorite has been saved.

3

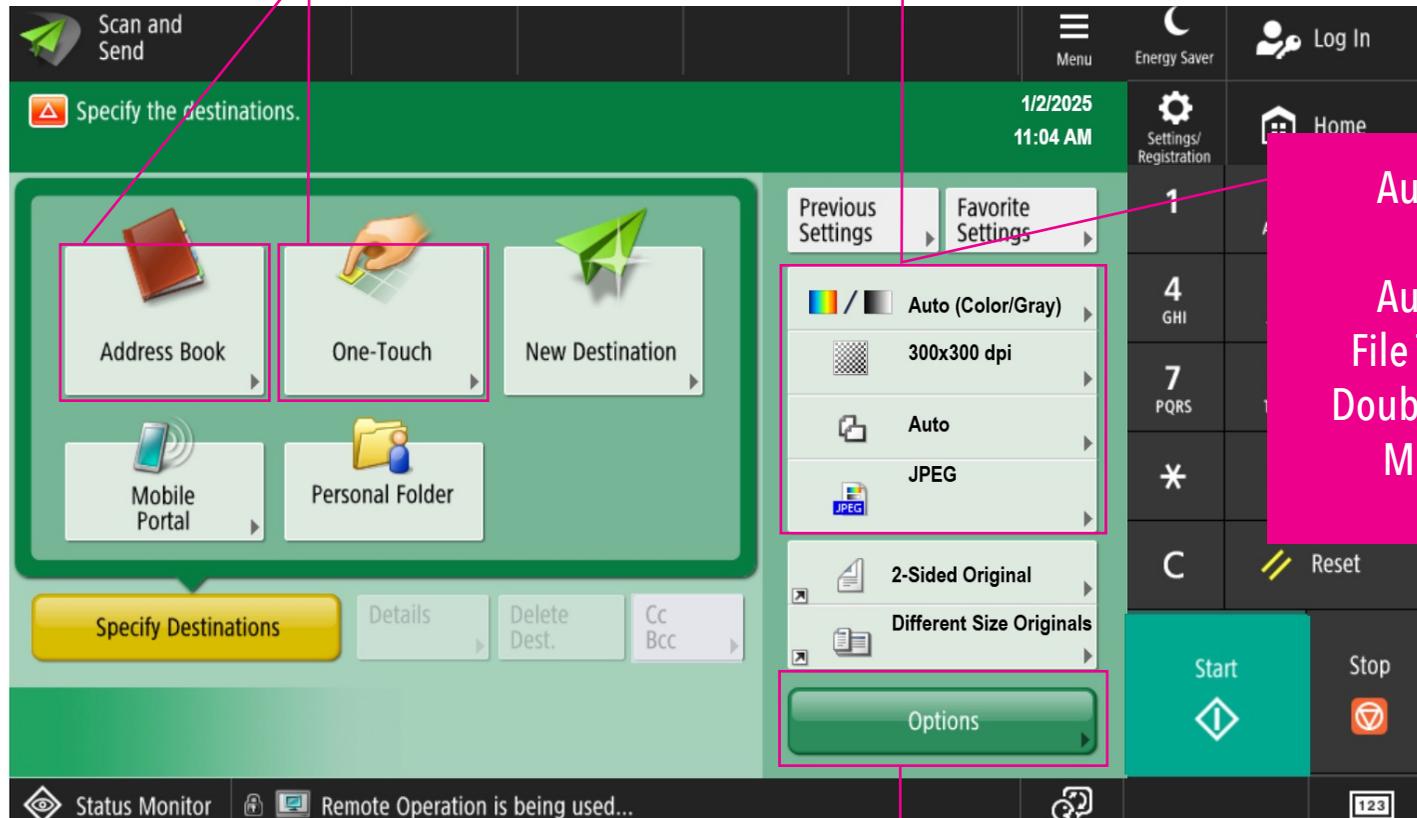
Scan and Send



Scanning Features

1 Select OneTouch or Address Book

2 Select Your Scan Options



Autocolor / Black
Resolution
Auto Orientation
File Type - PDF / JPG
Double Sided Original
Mixed Originals

3 For additional scan features

Additional Scan Features

Scan and Send Menu

Options

 Text/Photo Original Type ▶	 2-Sided Original ▶	 Book ▶ 2 Pages	 Different Size Originals ▶
 Density ▶	 Sharpness ▶	 Copy Ratio ▶	 Erase Frame ▶
 Job Build			

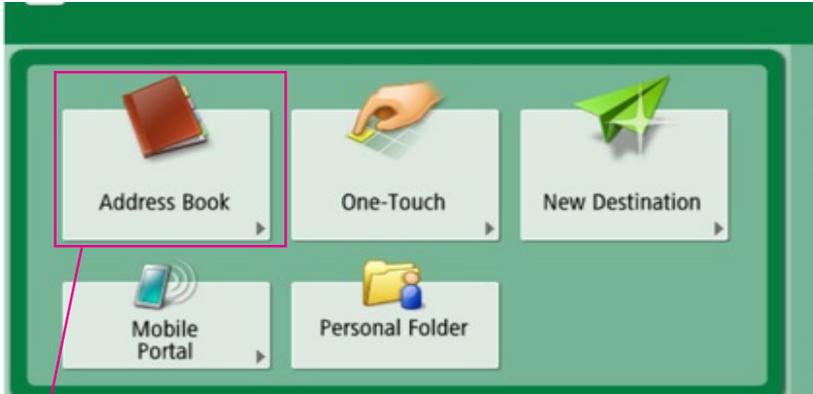
Options

 Delayed Send ▶	 Preview	 Job Done Notice ▶	
 File Name ▶	 Subject/Message ▶	 Reply-to ▶	 Normal
 TX Report	 Orig. Content Orientation ▶	 Skip Blank Originals ▶	 Detect Feeder Multi Sheet Fd.

2/2

▲
▼

Registering Destinations



Select Address Book

1

A registration form with a light blue background. It contains a 'Name' field with a dropdown arrow, an 'E-Mail Address' field with a dropdown arrow, and a 'Personal Address List' dropdown menu. Below the fields is a 'Divide Data' checkbox and two buttons labeled 'On' and 'Off'. The 'Name' and 'E-Mail Address' fields are highlighted with pink boxes.

Enter name and Email Address and Select Okay

1

✓ Type	Name	Destination	Access No.
	Specialist1	Specialist1@cusa.canon.com	
	Specialist2	Specialist2@cusa.canon.com	

Register New Destination

Register New Destination

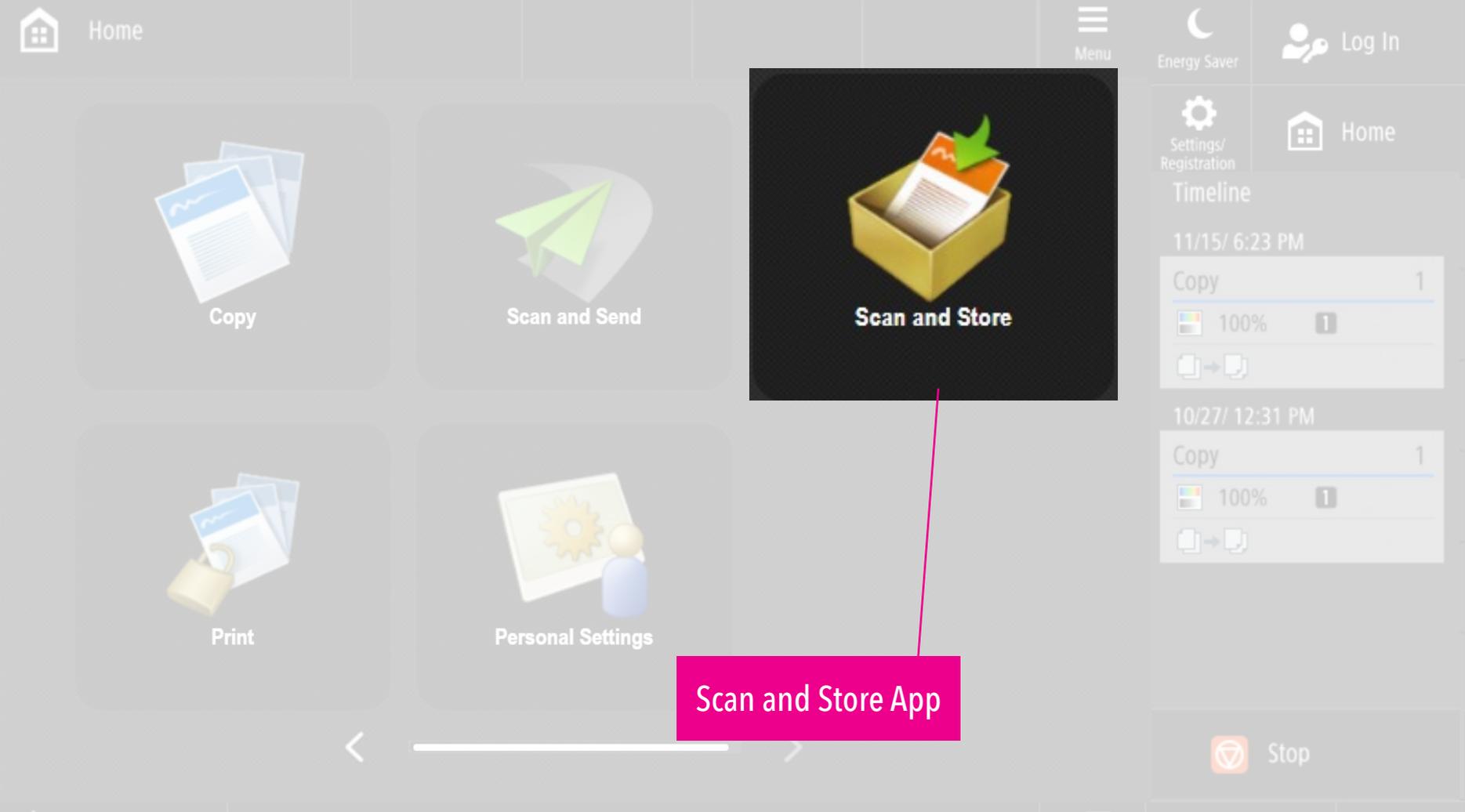
2



Select E-mail

2

Scan and Store App



Mailboxes



Mail Boxes are locations where documents can be stored on the Canon device for future access.

There are two methods for saving documents in the Mail Box: scanning originals from the Canon device or sending files on a computer from the printer driver.

Scan to Mail Box

Scan and Store Scan and Send Scan and Store Access Stored Files Fax/I-Fax Inbox Menu

Specify a location to store the scanned data.

Mail Box / 00

Type	Name	Paper Size	Page	Date/Time
	test1	LTR	1	07/17 1:32PM
	test2	LTRR	1	07/17 1:33PM
	20241212153654.pdf	LTR	1	12/12 3:36PM

Up Update Total: 3 Selected: 0

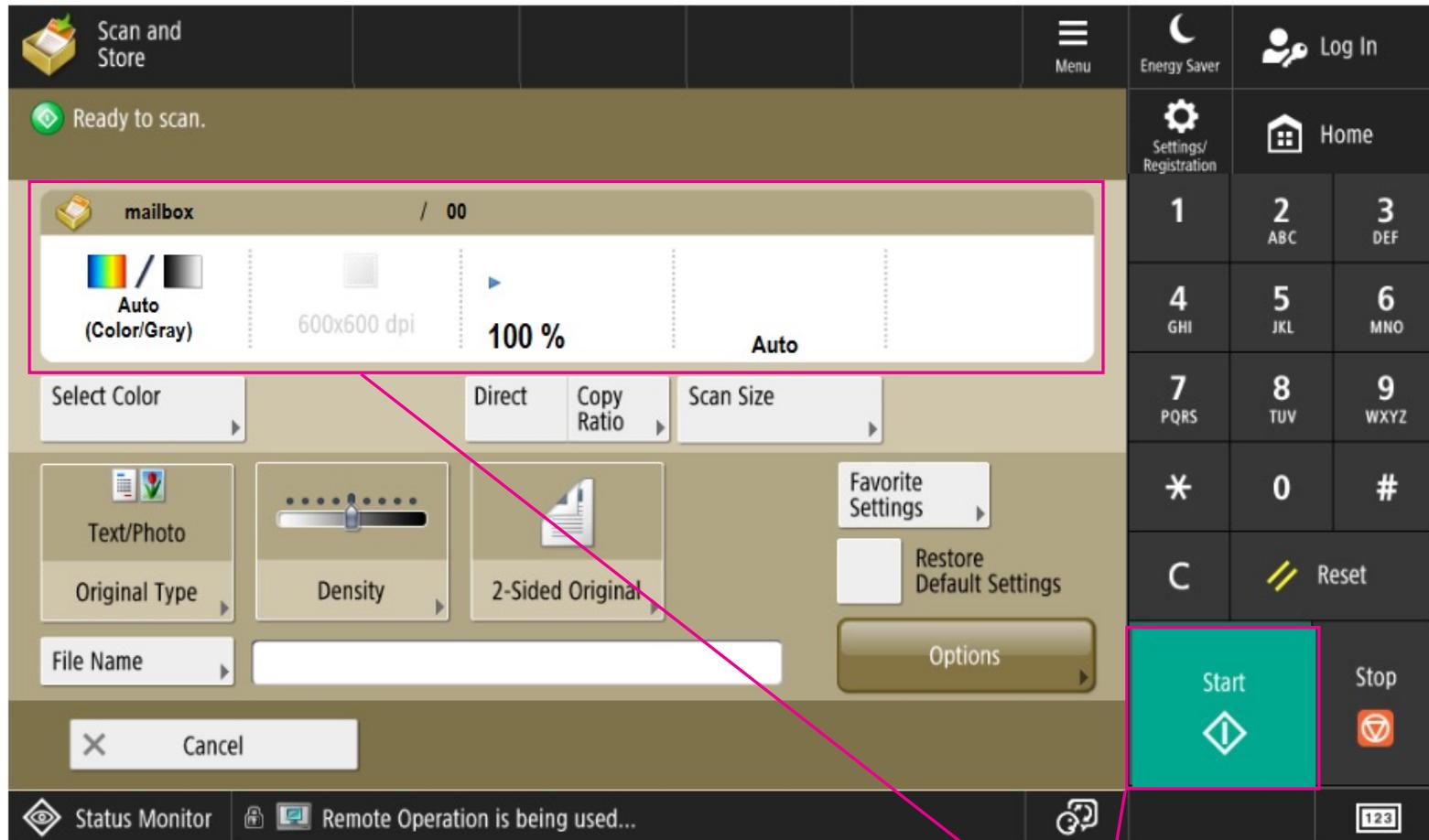
Select All (Max 100 Files) Print List

Details Display Image Edit File **Scan**

Status Monitor Remote Operation is being used...

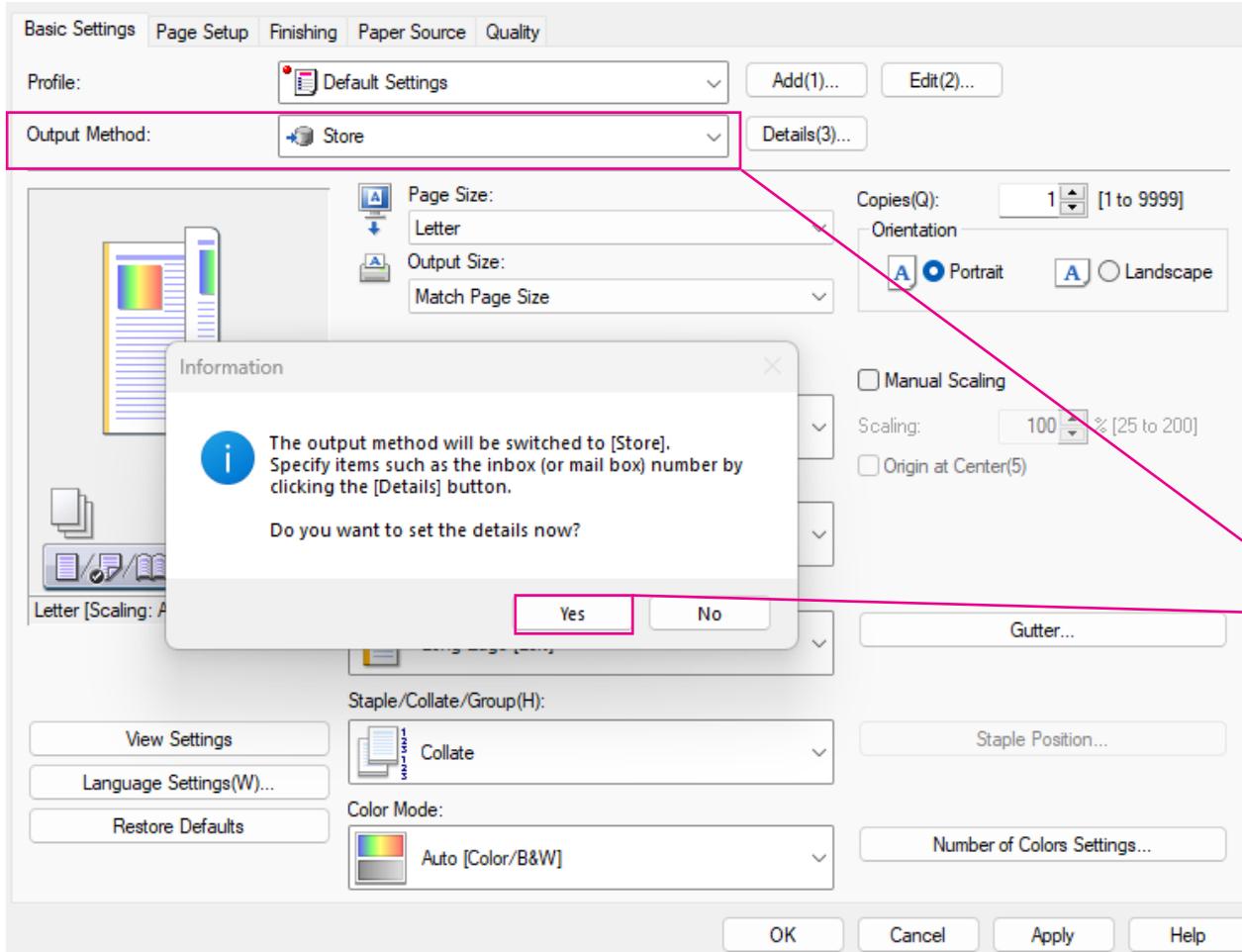
1. Set original in document feeder or on glass
2. Select <Scan and Store>
3. Select <Mail Box>
4. Select the Mailbox you wish to save to
5. Select Scan

Scan to Mail Box Continued



Specify the Scan Settings as necessary. Click Start.

Save to Mailbox from PC



Open a file and display the print screen.

Select the device and click Preferences or Properties

Select Store from output method and click Yes.

Save to Mail Box from PC

The screenshot shows a 'Store Details' dialog box with the following elements:

- Data Name:** Two radio buttons: 'Enter Name' (unselected) and 'Use File Name' (selected). Below 'Enter Name' is a text box labeled 'Name:'.
- Mail Boxes:** A table with columns 'Mail Box Number', 'Print Sample', and 'Mail Box Name'. The 'Mail Box Number' column contains a list of numbers from 0 to 6.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons at the bottom.

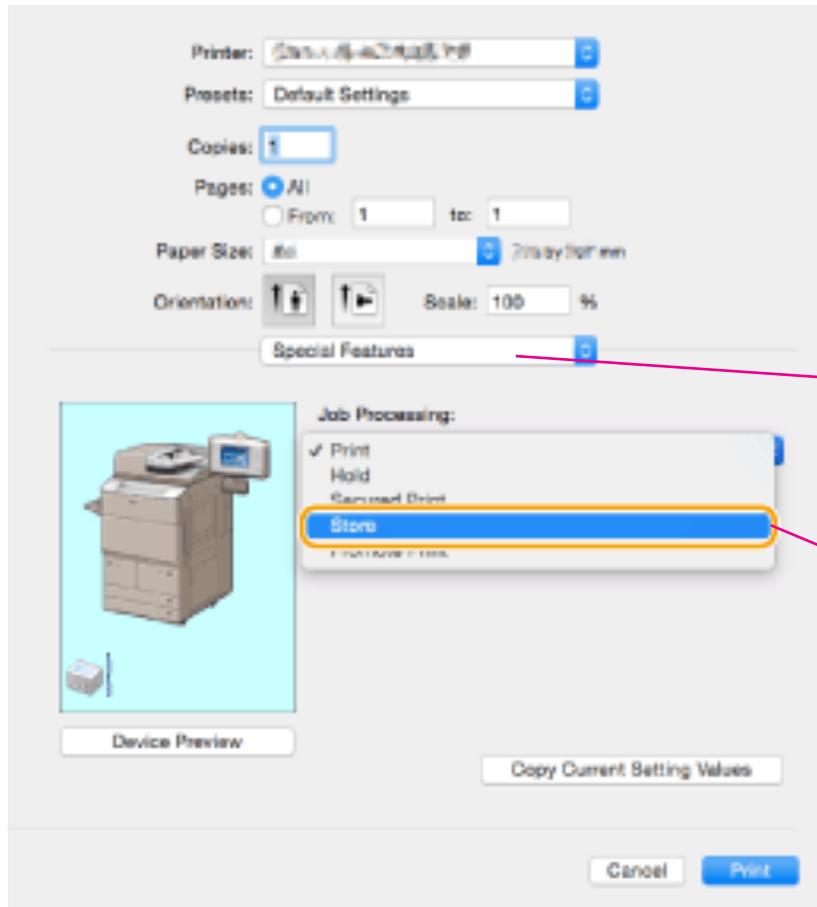
To save using the file name of the data on the computer, select [Use File Name]. To change the file name, select [Enter Name] and enter a file name in the [Name] text box. **1**

Select the box you want to save in. Clicking while holding down the [CTRL] key on the computer keyboard enables you to select multiple boxes and save the same files in each box. **2**

Specify the detailed settings for saving and click ok.

Specify Print Settings and click [OK]
Click [Print] or [OK] **3**

Save to Mail Box from Mac



Open a file and display the print screen

1

Select the device and specify the settings

2

Select 'Special Features'

3

Select 'Store' under 'Job Processing'

4

Save to Mail Box from Mac Continued

The screenshot shows a 'Store Details' dialog box with the following elements:

- Data Name:** Two radio buttons: 'Enter Name' (unselected) and 'Use File Name' (selected). Below 'Enter Name' is a text box labeled 'Name:'. A yellow box highlights the 'Data Name' section.
- Mail Boxes:** A table with columns 'Mail Box Number', 'Print Sample', and 'Mail Box Name'. The 'Mail Box Number' column contains values 0, 1, 2, 3, 4, 5, 6. A yellow box highlights the list of mail boxes.
- Buttons:** 'OK', 'Cancel', and 'Help' buttons at the bottom. The 'OK' button is highlighted with a yellow box.

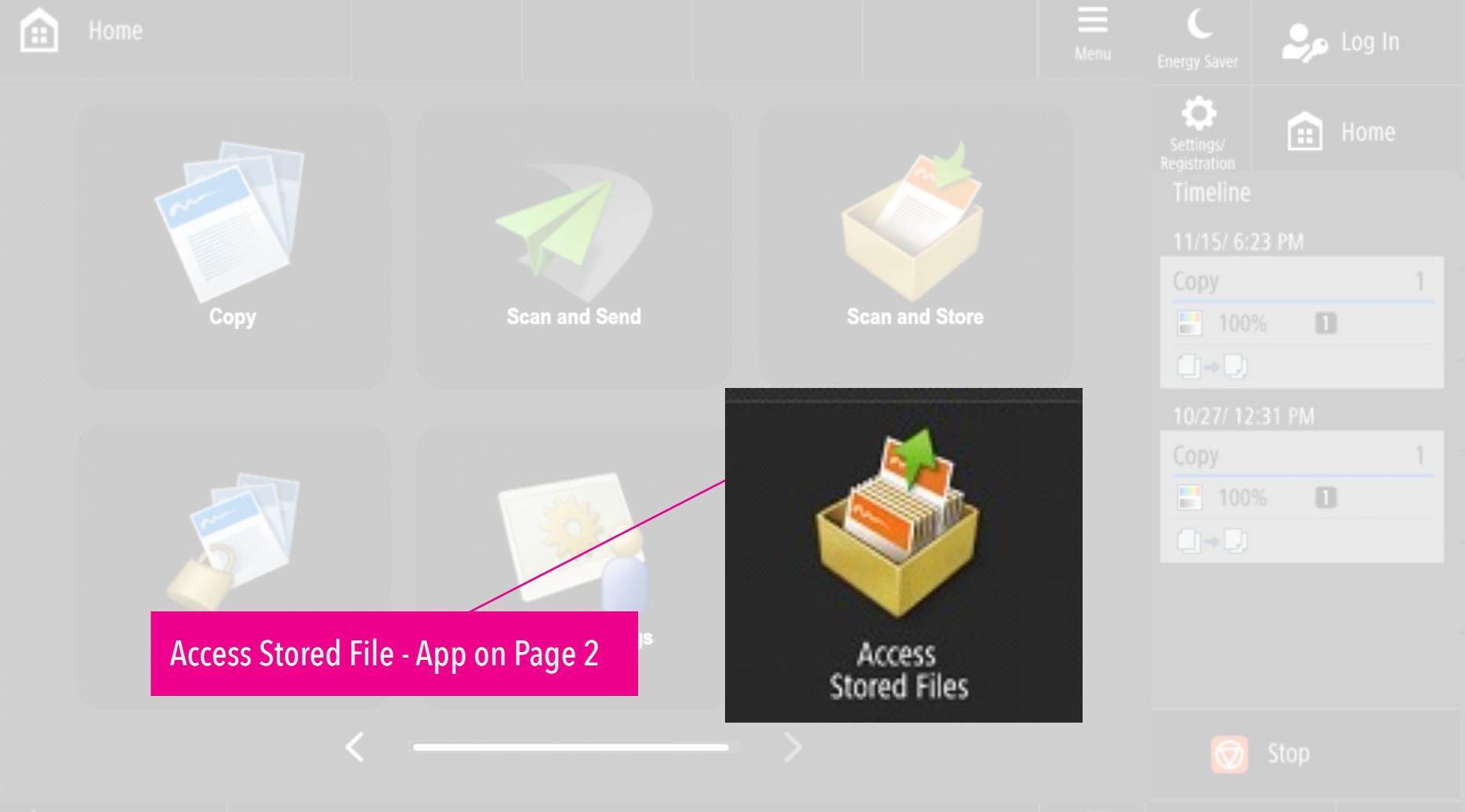
To save using the file name of the data on the computer, select [Use File Name]. To change the file name, select [Enter Name] and enter a file name in the [Name] text box. **1**

Select the box you want to save in. Clicking while holding down the [CTRL] key on the computer keyboard enables you to select multiple boxes and save the same files in each box. **2**

Specify the detailed settings for saving and click ok.

Specify Print Settings and click [OK] Click [Print] or [OK] **3**

Accessing a Stored File

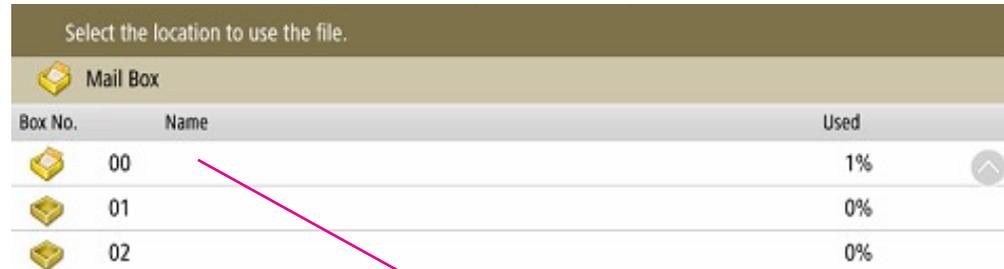


Accessing Stored Files



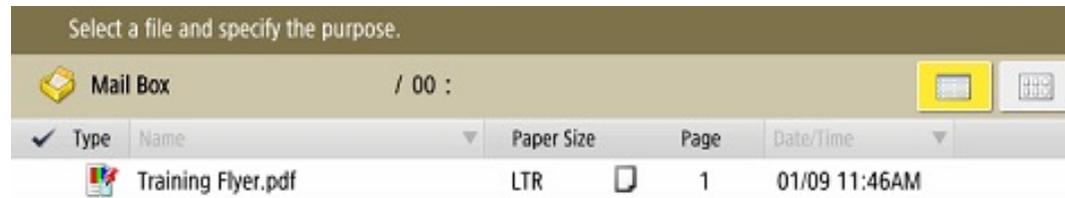
1

Select the Mail Box Option



2

Select specific Mail Box - 00 is the default



3

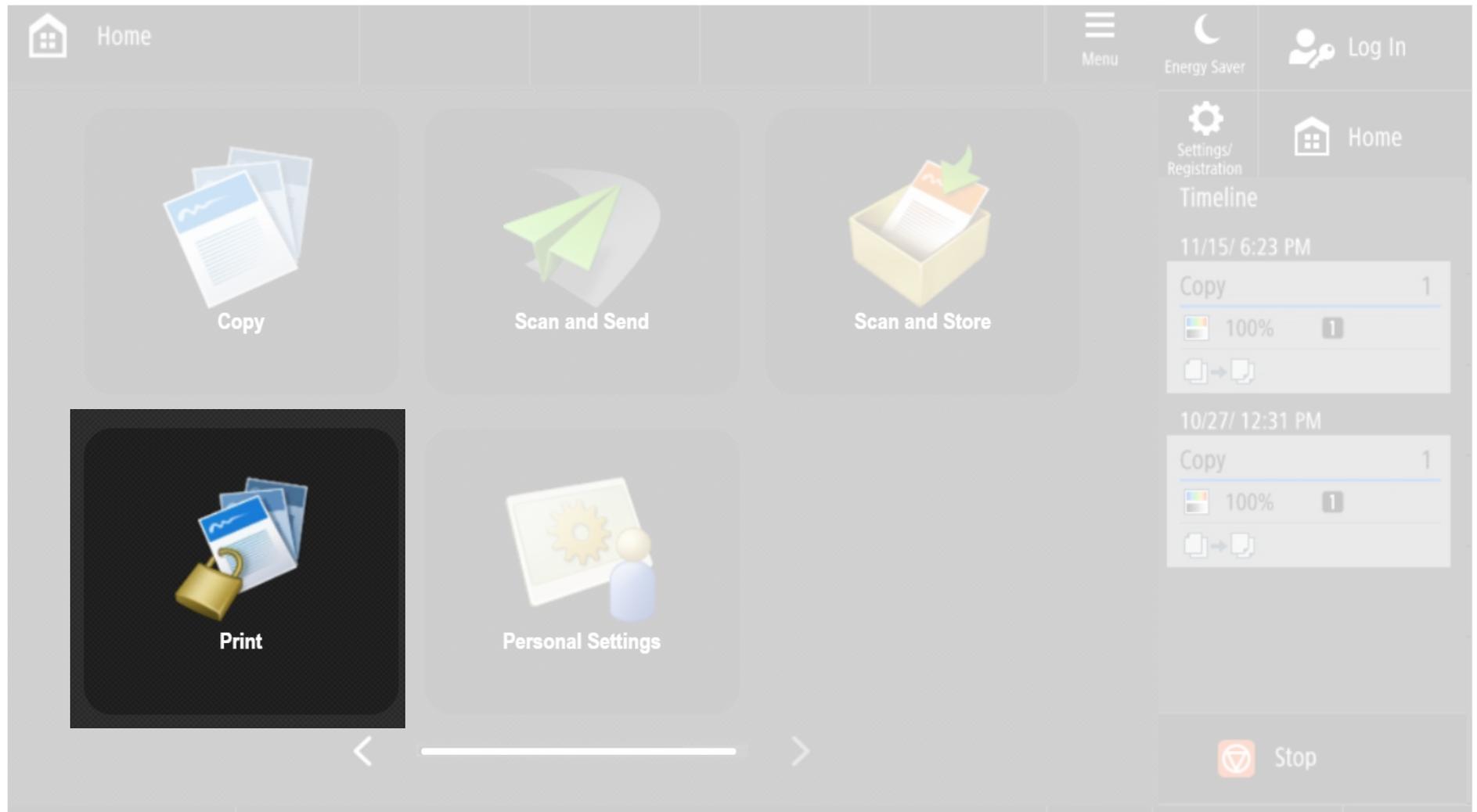
Once the preferred Mail Box is opened, select the file you wish to retrieve.

Scan and Store Tips

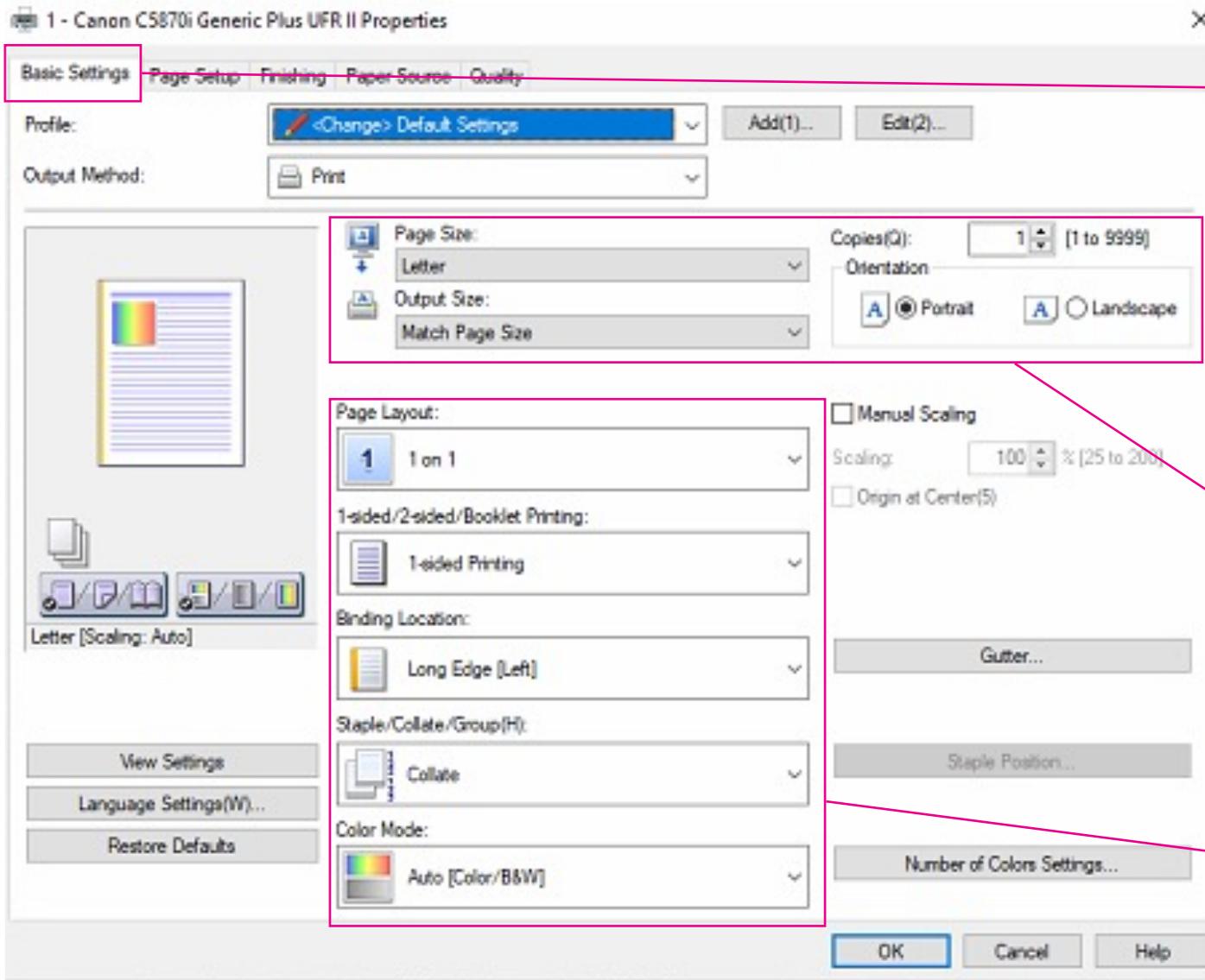
Print settings are saved together with documents that are saved from a printer driver, allowing you to always print documents with the same finishing, as well as saving you the trouble of specifying settings.

When scanning at the copier, a pop-up will appear after selecting start. This allows you to add more pages to the document, using the document feeder or the glass. Place the next original and select [Start]. Once all pages have been scanned, select [Start Storing].

Printing



Print Driver Overview (Basic)

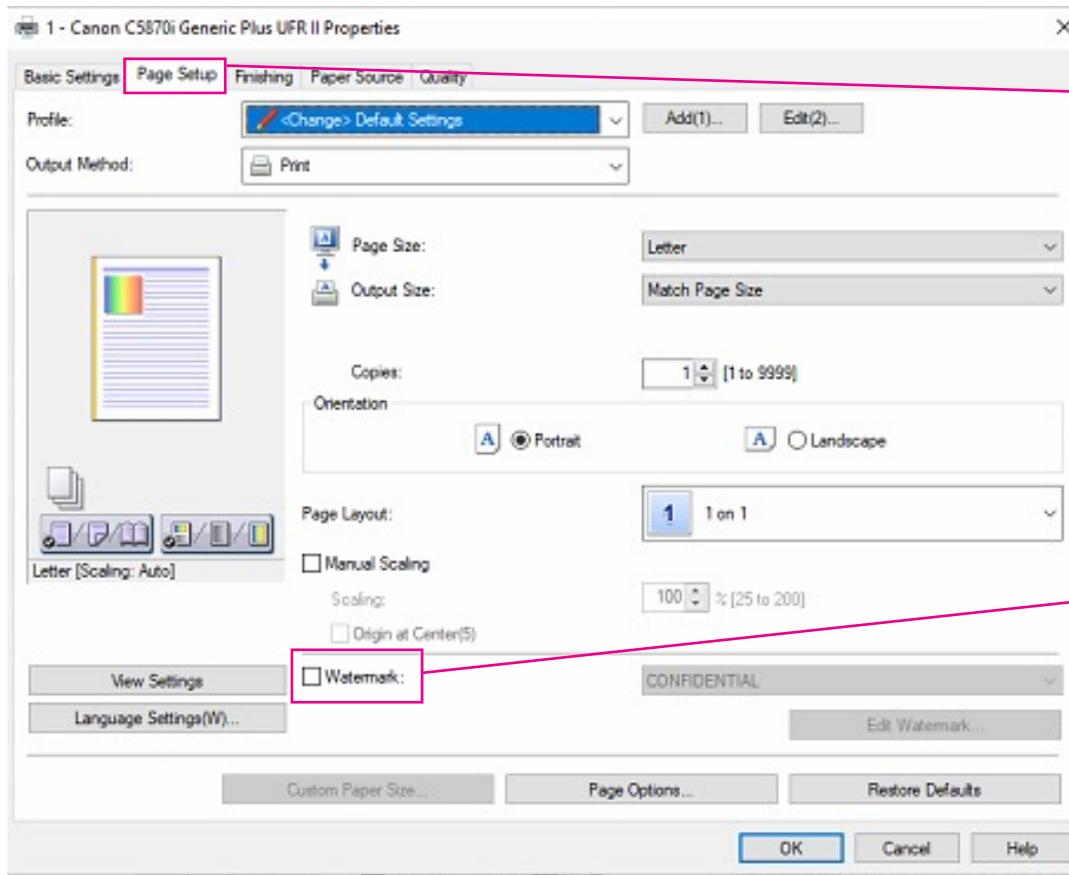


The first tab (Basic Settings) is the default tab. This tab has the most used features from the additional tabs.

Page Size, Output Size, Orientation and Quantity.

Page Layout, Binding, Collating, Color mode.

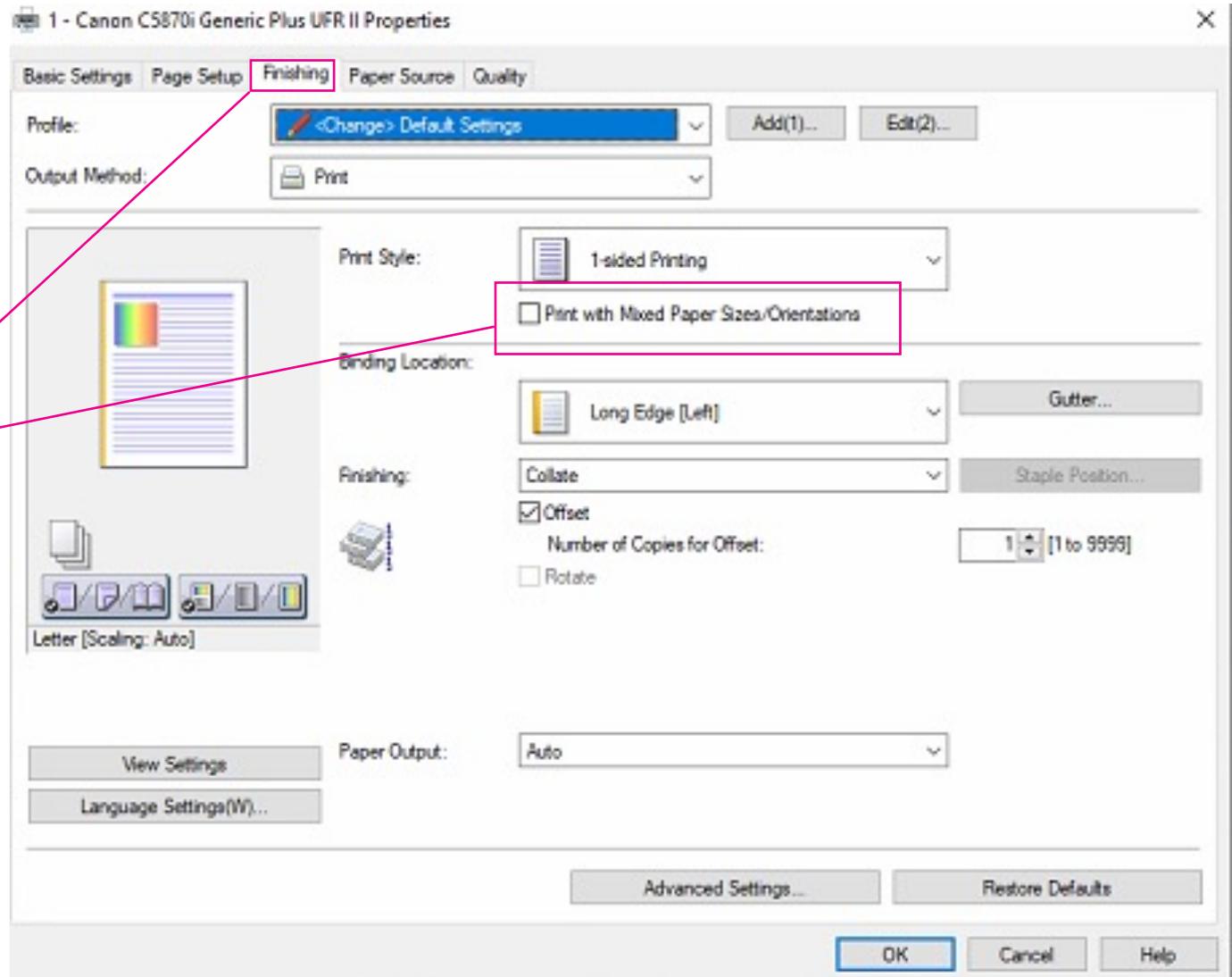
Printer Driver Overview (Page Setup)



Page Setup Tab

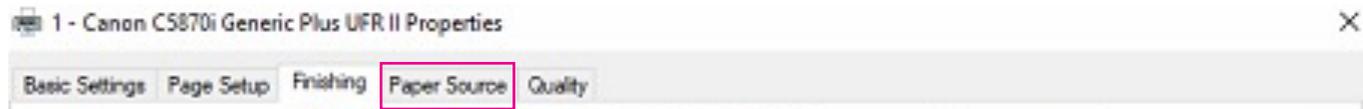
Watermark Options

Print Driver Overview (Finishing Tab)

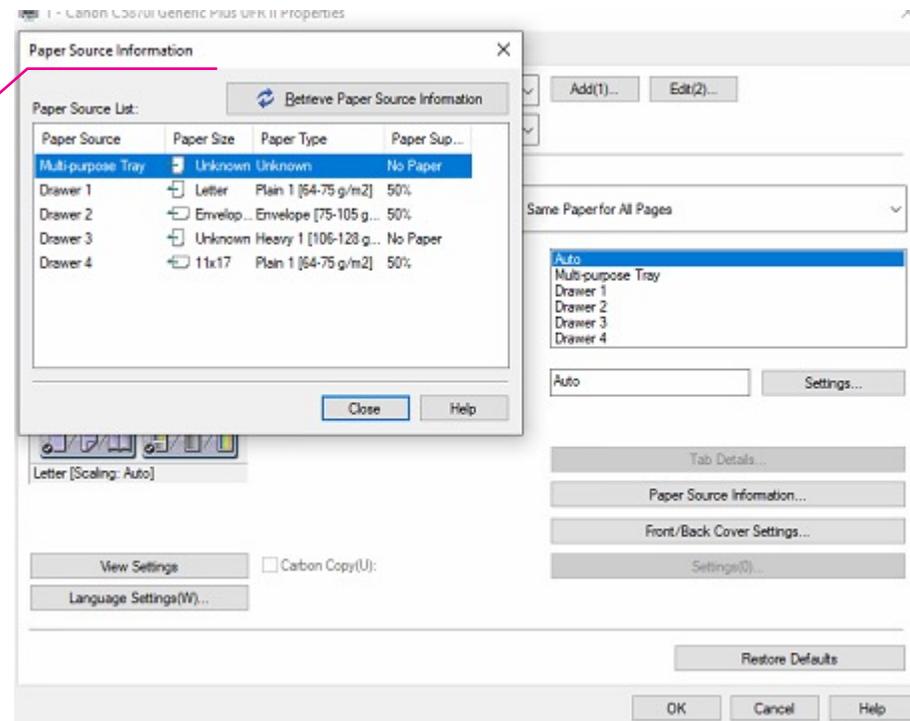


The Finishing Tab has an additional feature for printing mixed paper sizes

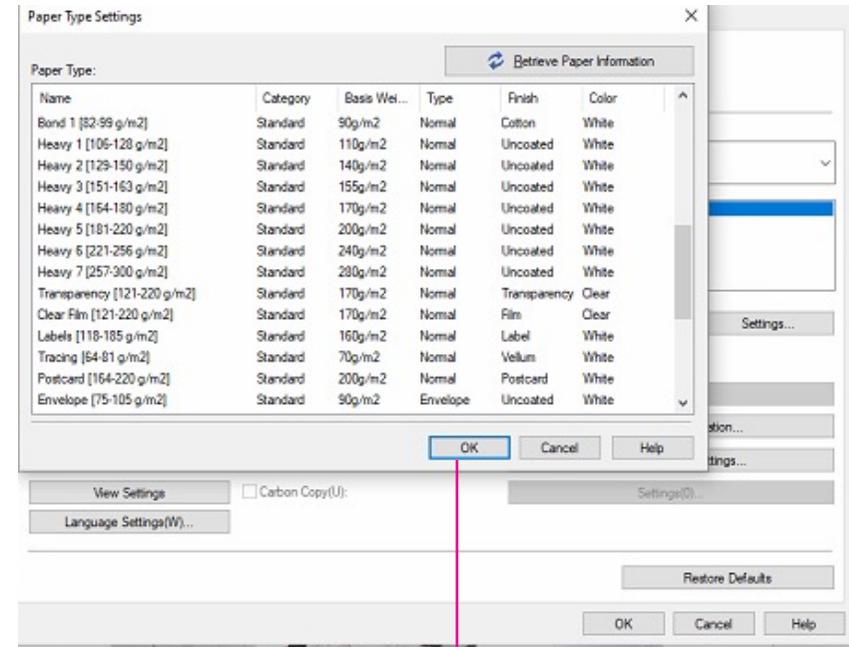
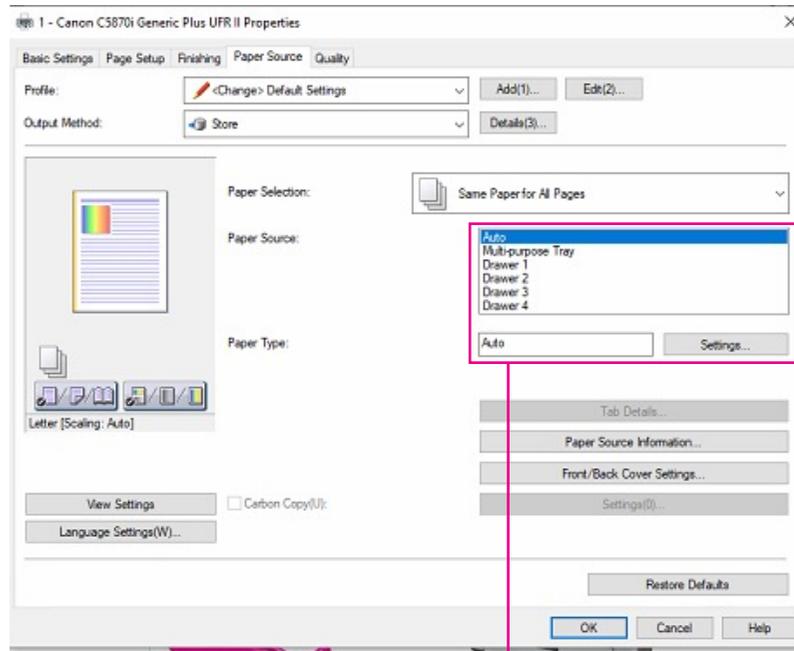
Print Driver Overview (Paper Source Tab)



The fourth tab (Paper Source) includes several options for changing and viewing the paper source. Paper Source information shows a view of each paper source and its corresponding paper size and type.

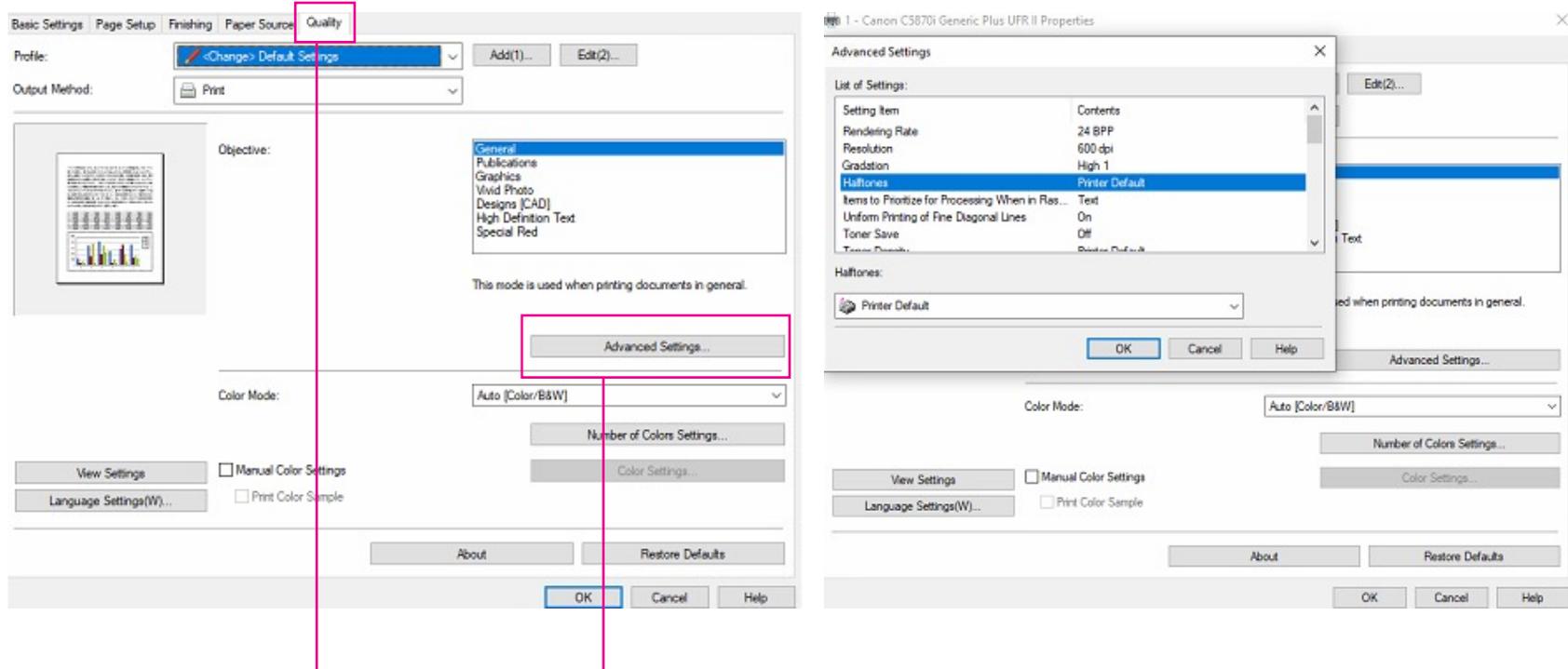


Print Driver Overview (Paper Source Tab)



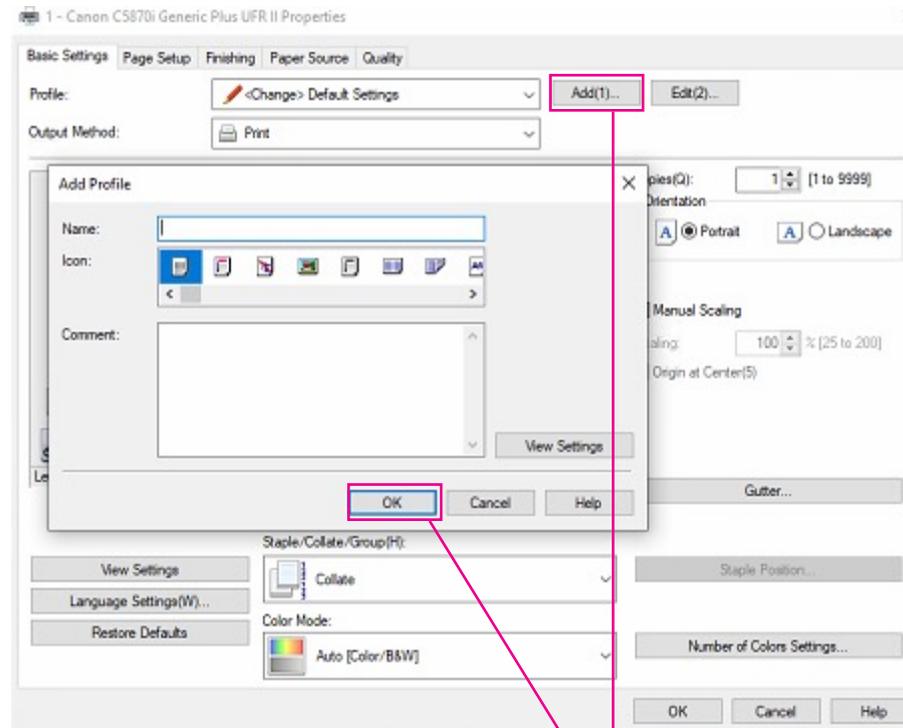
To Change a paper source type, choose a drawer or the multi-purpose tray, click Settings. The pop-up will show the options available. Choose and click ok.

Print Driver Overview (Quality Tab)



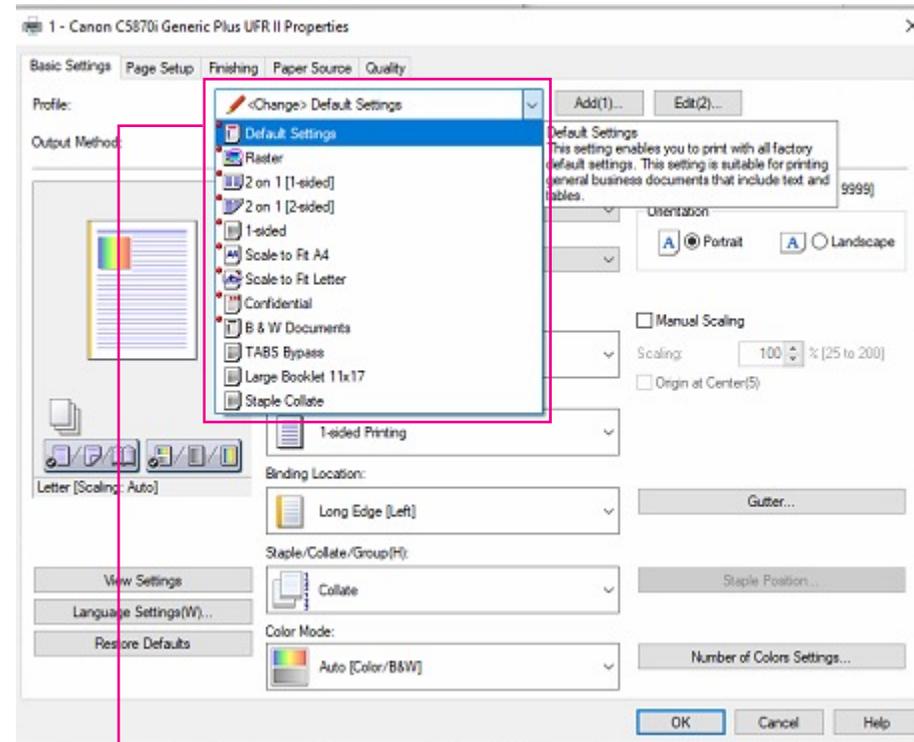
The fifth tab (Quality) has several quality adjustment options. These include various color profile presets. The advanced Setting options includes a list of additional settings.

Print Driver Overview (Saving A Profile)



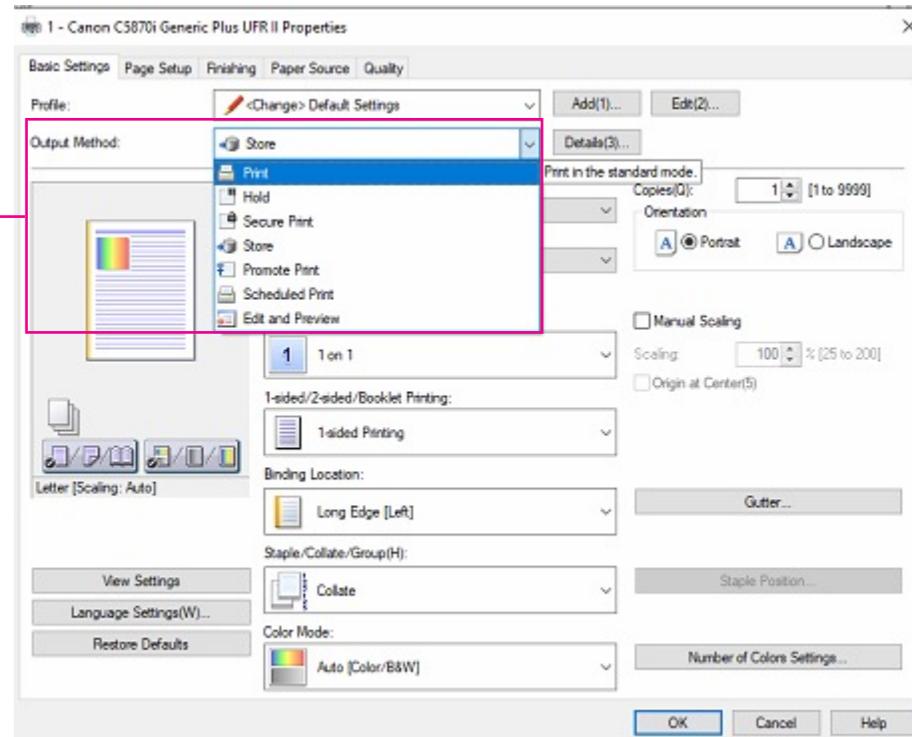
A profile is a saved preset of settings. First, set up print job features. Next, click Add. Then name your profile and ok.

Print Driver Overview (Recalling a Profile)



To recall a profile, drop down the Profile list and choose.

Print Driver Overview (Hold and Secure Print Options)



Hold – holds the job at the printer until released.
Secure print – holds the job until released but requires a numeric code.
See the section called Scan and Store for Store Printing.

Print Driver Overview (Hold and Secure Print)

The image shows a printer control panel interface. On the left, there is a main menu with icons for 'Print', 'Tutorial/FAQ', 'Dest./Fwd. Settings', 'Hold', 'Scanner', and 'Web Access'. The 'Hold' icon is highlighted with a red box. A red line connects this icon to a text box below. On the right, a 'Hold' application window is open, displaying a 'Hold Job List' table. The table has columns for 'Job Name', 'User Name', and 'Date/Time'. One job is listed: 'Training Flyer.pdf' by 'admin' on '01/09 11:45 AM'. A red box highlights the 'Start Printing' button in the bottom right corner of the 'Hold Job List' window. A red line connects this button to a text box below. The background of the interface includes a 'Home' button, 'Settings/Registration', 'Dest./Fwd. Settings', 'Menu', 'Energy Saver', and 'Log In' options. A 'Timeline' section shows the date '12/27/ 10:15 AM' and the user 'COVY'.

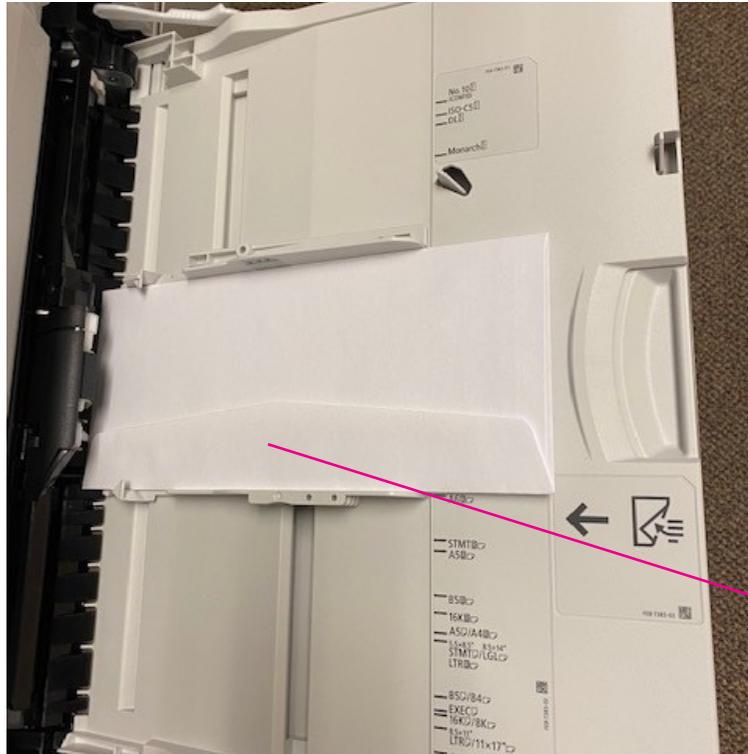
Job Name	User Name	Date/Time
Training Flyer.pdf	admin	01/09 11:45 AM

Time	Job Name	Status	App. Wait Time
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To release a hold-print at the device, open the Hold app then you will see a list of jobs held.

Click on the job and "Start Printing" For a Secure Print job, click on the Print app with the lock.

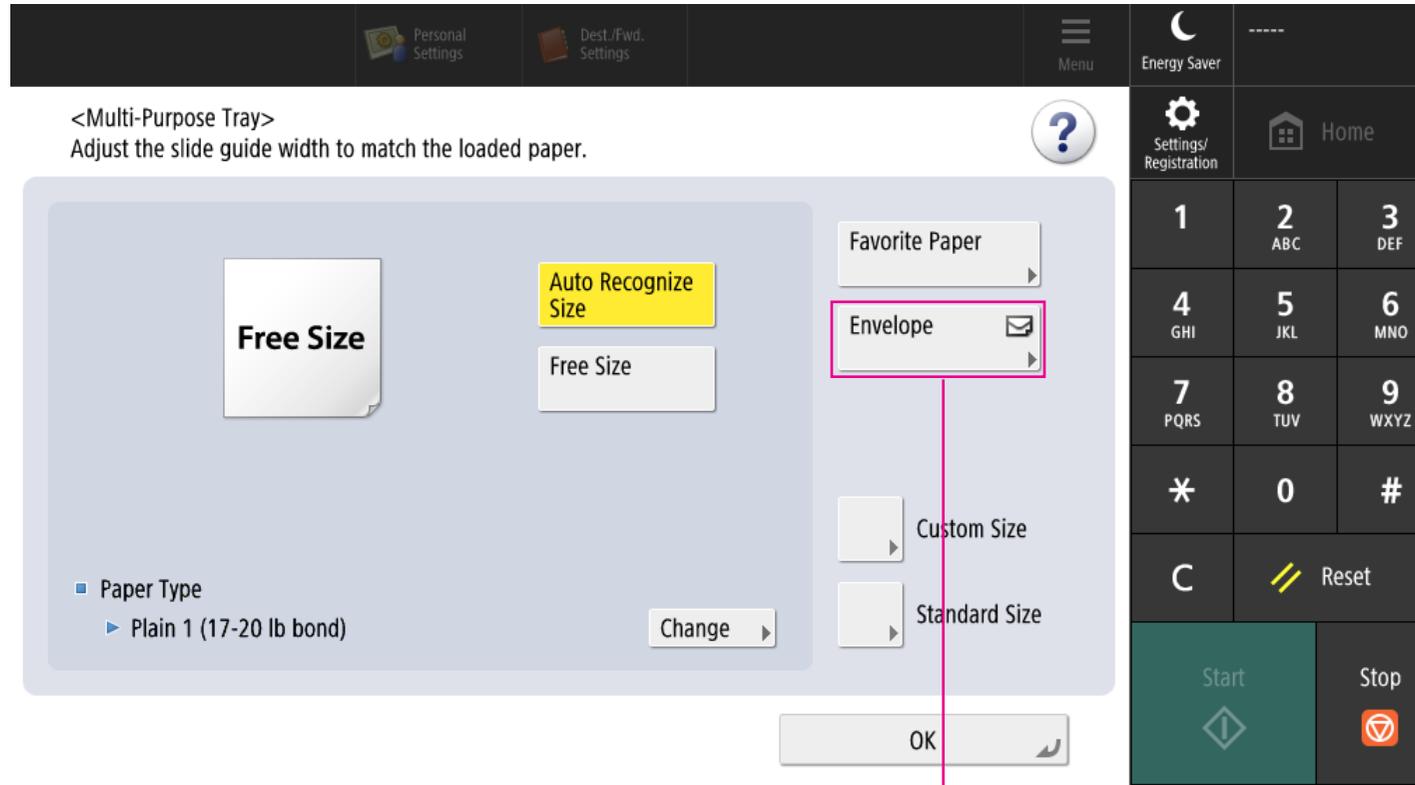
Envelope Printing



This section includes the steps for printing a No.10 Envelope using Word Mailings.

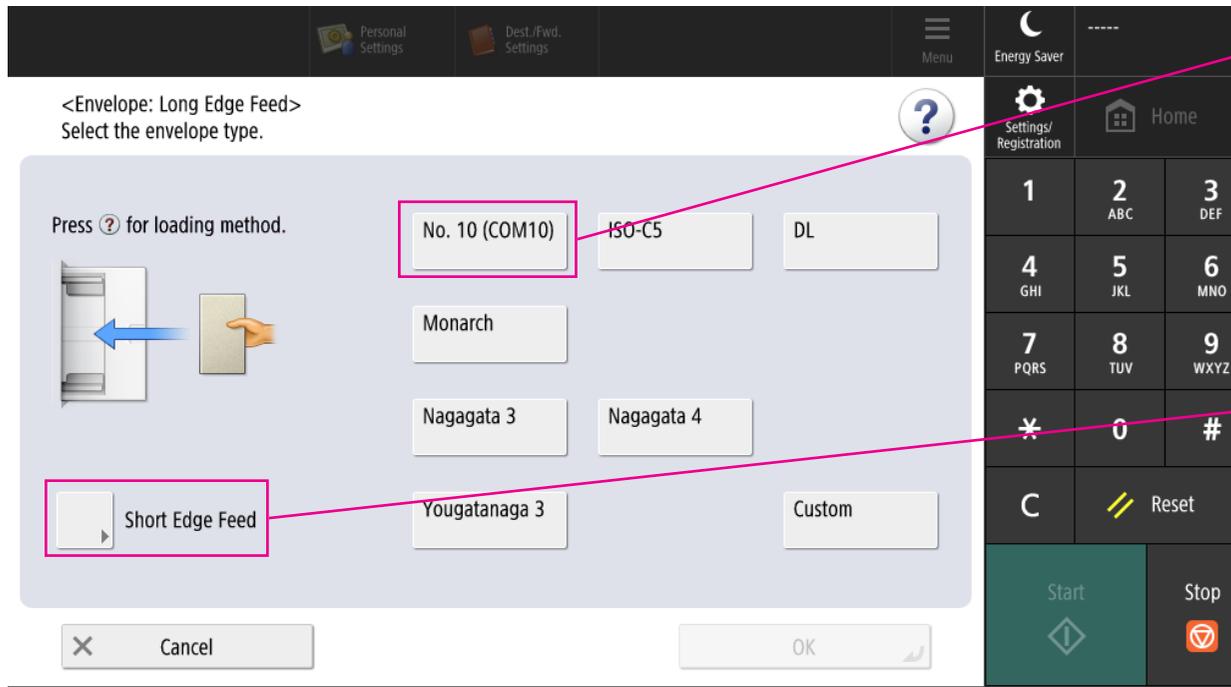
Insert Envelope in Multi-Purpose tray. Face down and Flap at bottom.

Envelope Printing

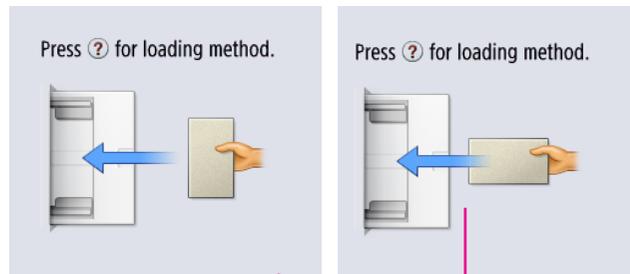


The paper setting pop-up window will appear on the panel. Choose Envelope then OK.

Envelope Printing

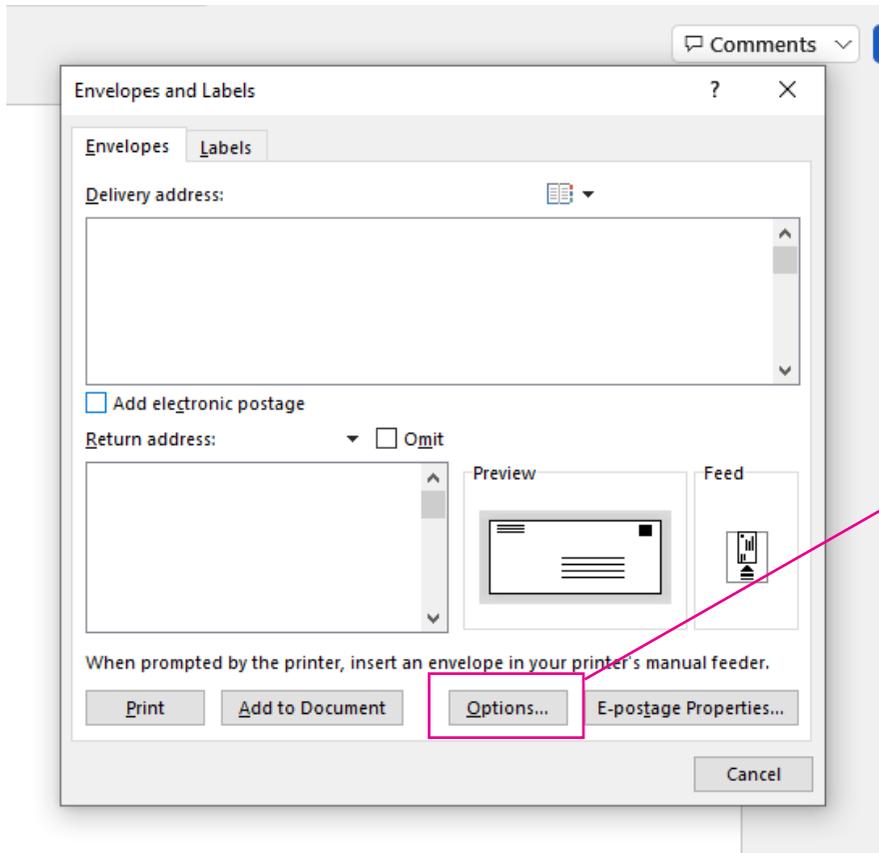
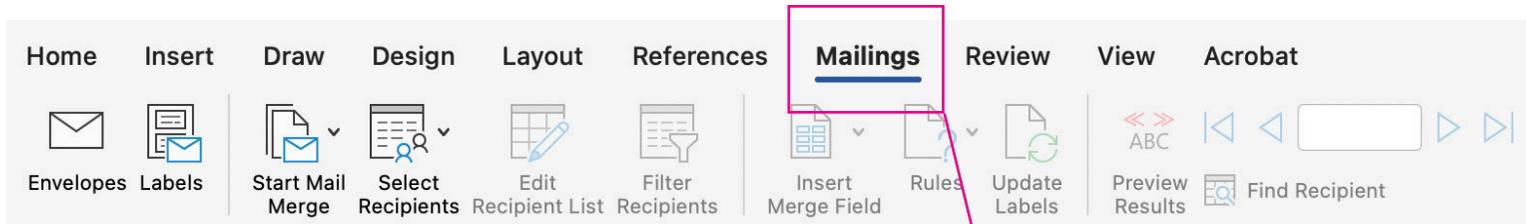


Choose Comm 10 (for letter size envelope.) Change the direction from Long edge to Short edge by clicking on "Short Edge Feed."



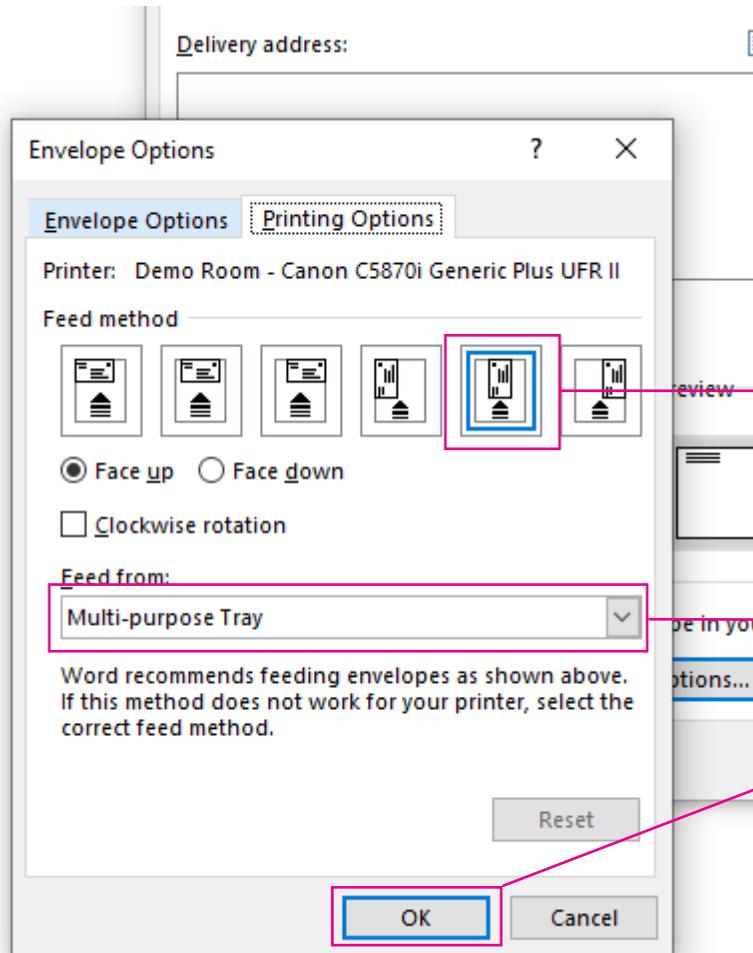
You will now see short edge displayed. Click OK.

Envelope Printing



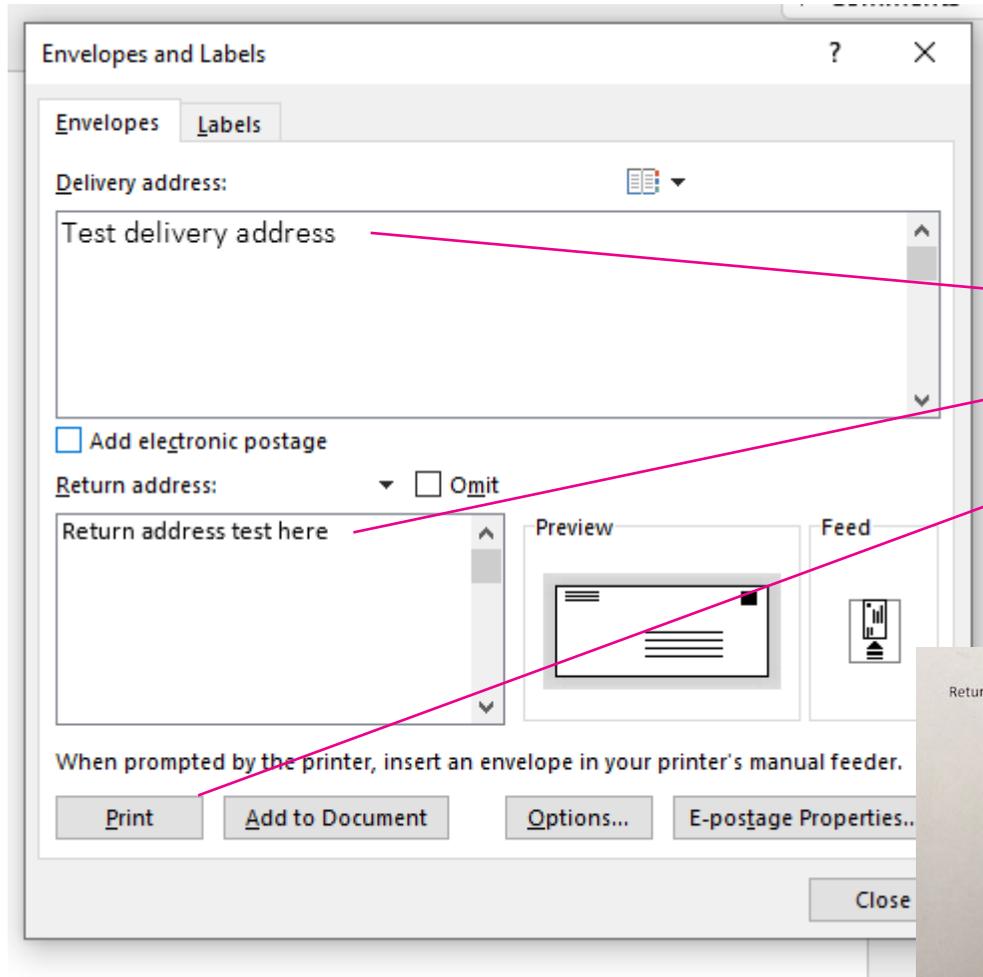
Open a blank Word document, choose Mailings from the menu and then Envelopes. In the pop-up window choose "Options."

Envelope Printing

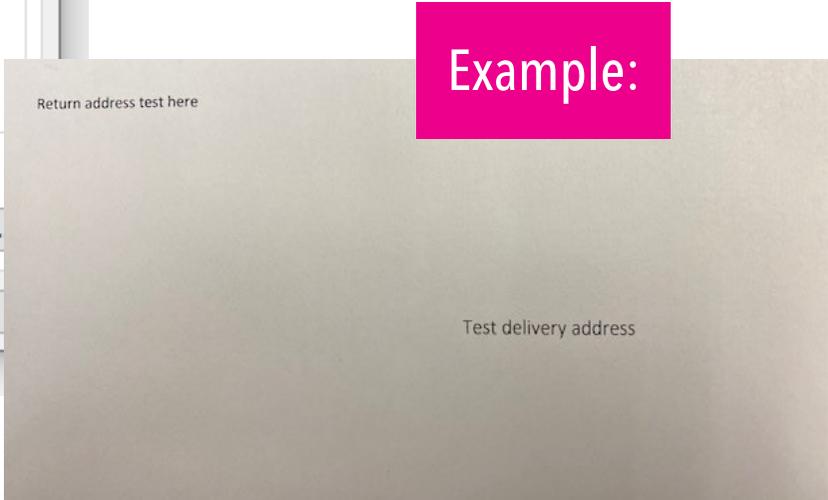


See that short edge is chosen. This is commonly the default. See that Multi-purpose tray is chosen. Click OK

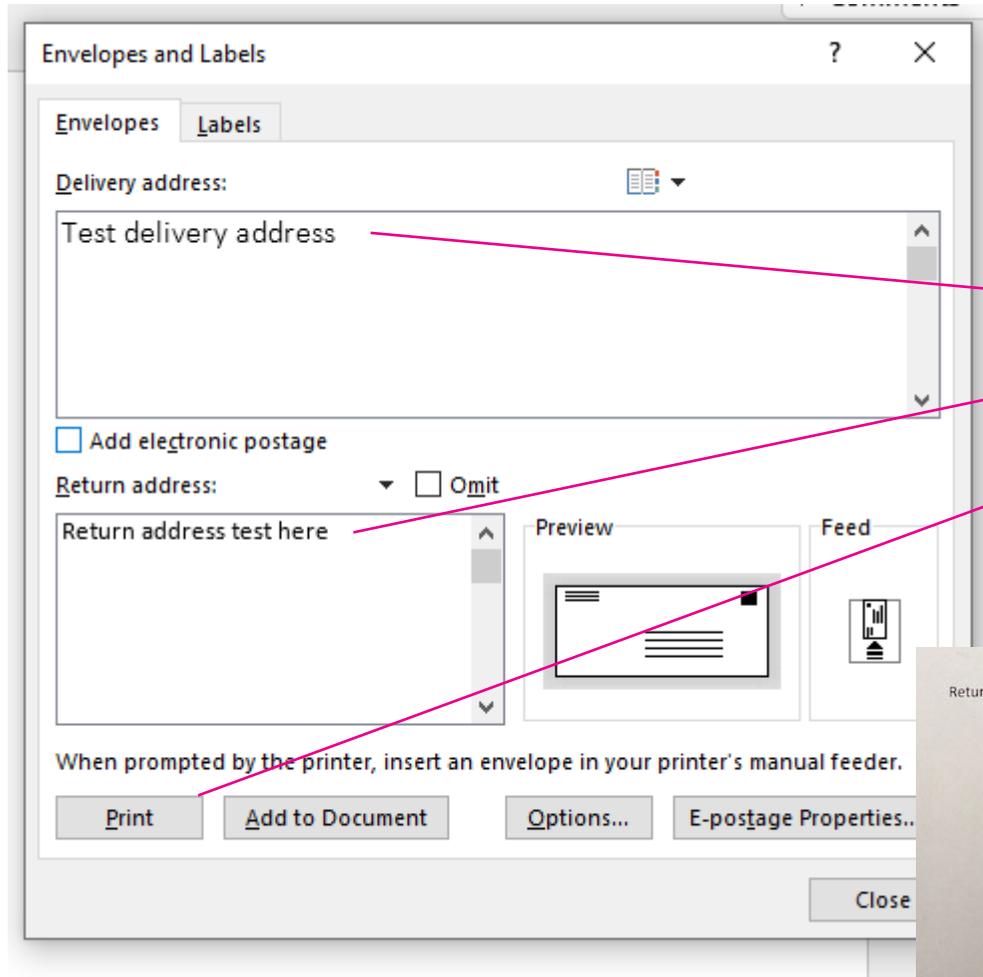
Envelope Printing



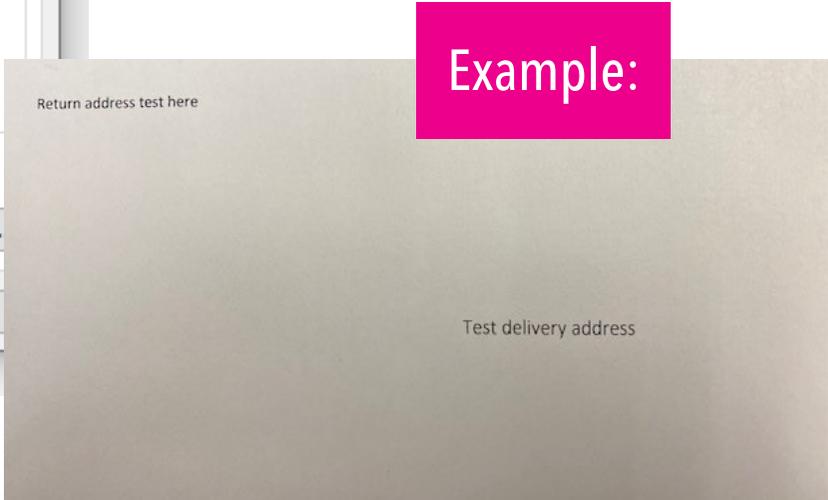
Enter a delivery address and a return address if applicable. Click Print.



Envelope Printing



Enter a delivery address and a return address if applicable. Click Print.



Status Monitoring

The screenshot displays the Status Monitor application interface. At the top, there are navigation buttons for Copy/Print, Send, Receive, Store, and Consumables/Others. Below these are tabs for Job Status and Job Log, and a Print dropdown menu. A table lists the current job:

Time	Job Name	User Name	Status	App. Wait Time
10:01 AM	Copy	-----	Printing...	< 1 min.

Below the table are buttons for Interrupt/Priority Print, Details, and Cancel. At the bottom, there are Start and Stop buttons. A taskbar at the very bottom shows the Status Monitor icon and a notification: "Remote Operation is being used...".

A callout box with a pink border highlights the Status Monitor logo and the text "Status Monitor".

This section will explain how to monitor jobs of the device

Status Monitoring

Copy Print allows you to see the status of the copy/print jobs in progress under the job status tab.

The screenshot displays the 'Status Monitor' interface. At the top, there are tabs for 'Copy/Print', 'Send', 'Receive', 'Store', and 'Consumables/ Others'. The 'Job Status' tab is selected, showing a table of active jobs. The table has columns for Time, Job Name, User Name, Status, and App. Wait Time. Two jobs are listed: a 'Copy' job at 10:01 AM with a status of 'Printing...' and a 'Print' job at 10:07 AM with a status of 'Waiting...'. Below the table are buttons for 'Interrupt/ Priority Print', 'Details', and 'Cancel'. A 'Close' button is at the bottom right. On the right side of the interface is a numeric keypad and a 'Start' button.

Time	Job Name	User Name	Status	App. Wait Time
10:01 AM	Copy	-----	Printing...	< 1 min.
10:07 AM	Print	-----	Waiting...	< 1 min.

Status Monitoring

Job Log allows you to see the status of the copy/print jobs in already processed under the job log tab.

The screenshot displays the 'Status Monitor' application interface. At the top, there is a navigation bar with several tabs: 'Copy/Print' (highlighted in yellow), 'Send', 'Receive', 'Store', and 'Consumables/ Others'. Below this, there is a 'Job Status' section with a 'Job Log' tab selected. A table lists job details:

Time	Dept. ID	Job Name	User Name	Result
08/30 5:15 PM	-----	ASEND_scanned_document_1	-----	NG
08/29 5:13 PM	-----	ASEND_scanned_document_1	-----	OK
08/29 5:10 PM	-----	ASEND_scanned_document_1	-----	OK
08/29 4:33 PM	-----	ASEND_scanned_document_1	-----	OK
08/29 5:15 PM	-----	ASEND_scanned_document_1	-----	OK
08/29 3:44 PM	-----	ASEND_scanned_document_1	-----	NG
08/29 3:12 PM	-----	ASEND_scanned_document_1	-----	OK

Below the table, there are buttons for 'Details' and 'Print List'. At the bottom of the interface, there is a 'Close' button. On the right side, there is a numeric keypad (1-9, *, 0, #) and buttons for 'Start' and 'Stop'. The bottom status bar shows 'Status Monitor' and 'Remote Operation is being used...'.

Status Monitoring

Send allows you to see the history of sent jobs already processed under the job status tab.

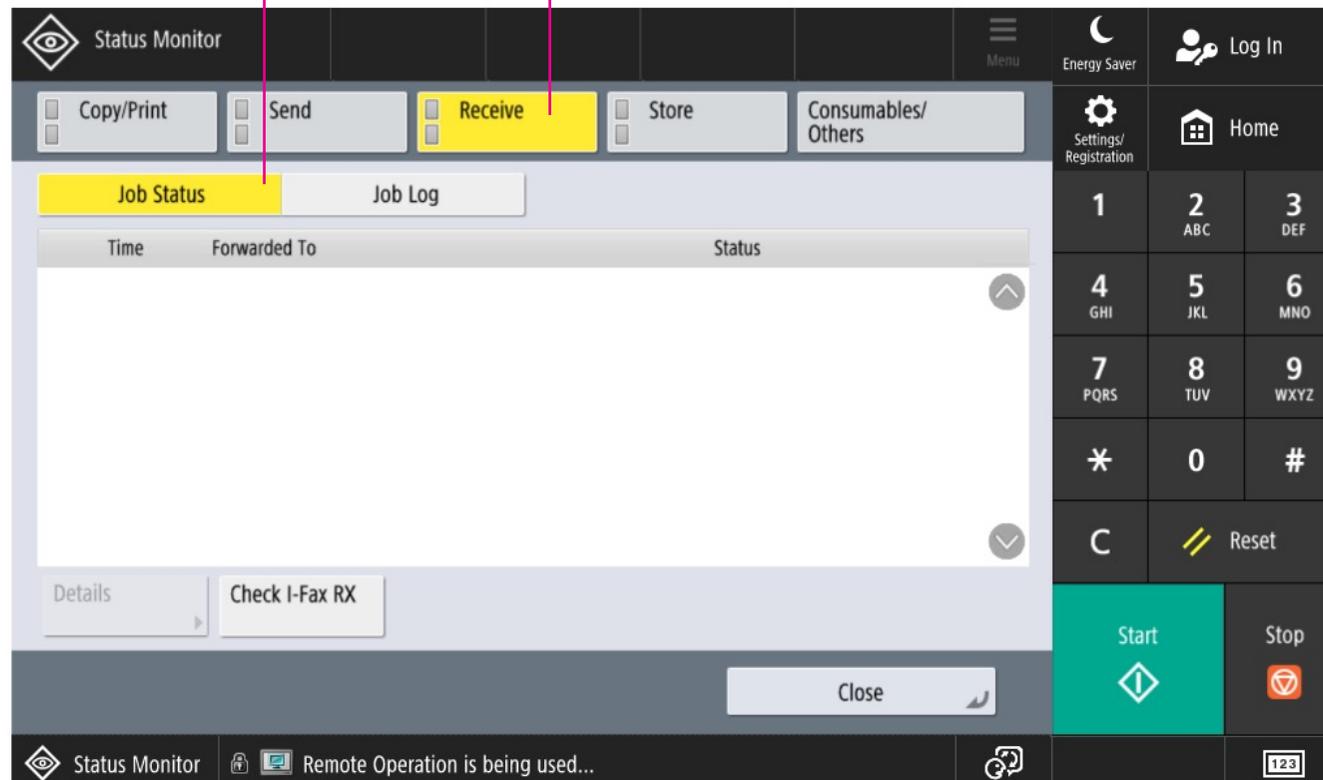
The screenshot displays the Status Monitor interface. At the top, there are navigation buttons: Copy/Print, Send (highlighted in yellow), Receive, Store, and Consumables/Others. Below these is a tabbed interface with Job Status and Job Log (highlighted in yellow). The Job Log tab contains a table with the following data:

Time	Dept. ID	Destination	Result
--- 11/29 11:05 AM	-----	00	OK
--- 11/29 11:05 AM	-----	00	OK

Below the table are buttons for Details, Communic. Mgt. Report, Specify as Send Destination, and Register Destination. A Close button is located at the bottom right of the Job Log area. The interface also includes a numeric keypad on the right side and a Start/Stop button at the bottom right. The status bar at the bottom shows 'Status Monitor' and 'Remote Operation is being used...'.

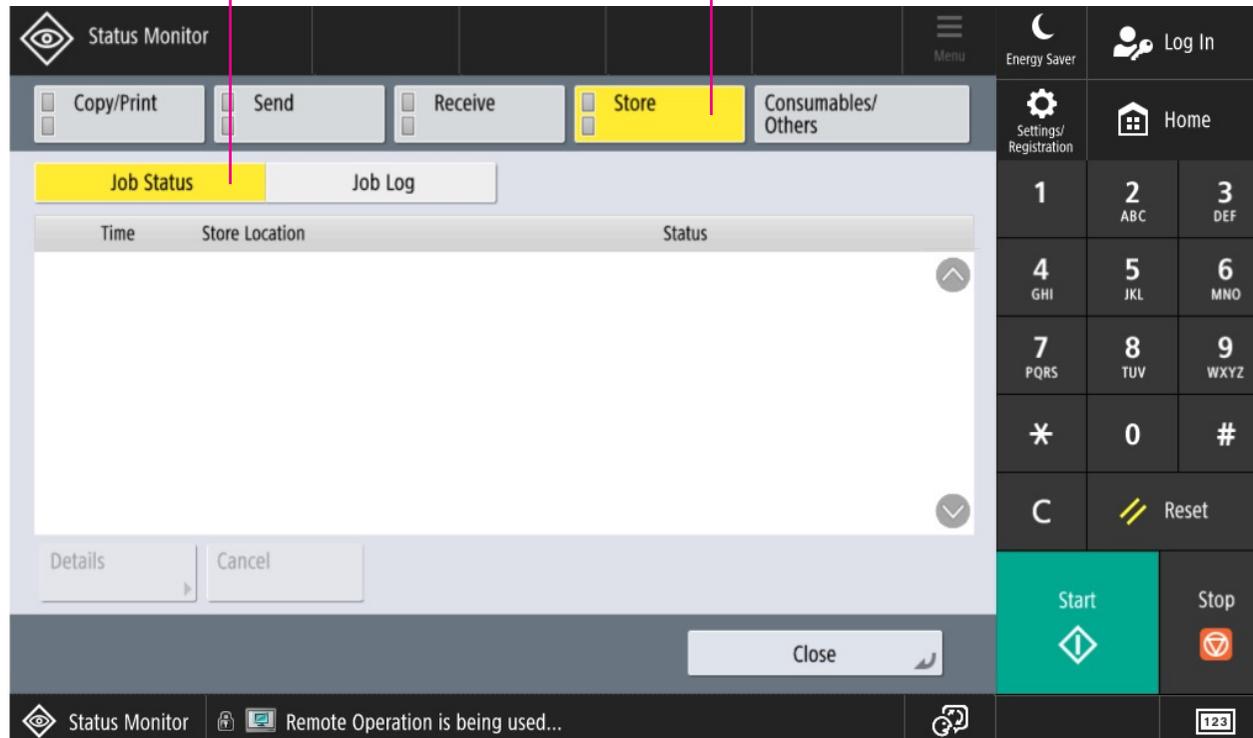
Status Monitoring

Receive allows you to see the status of the any received jobs in progress under Received Job Status tab.



Status Monitoring

Store allows you to see the status of any stored jobs in progress under the job status tab.



Status Monitoring

Consumable/Others allows you to see paper and toner levels.

The screenshot displays the 'Status Monitor' interface. At the top, there are navigation buttons: Copy/Print, Send, Receive, Store, and Consumables/Others (highlighted in yellow). Below these is a table for paper trays:

Paper Size	Name
MP Tray	
1	LTR Plain 1 (17-20 lb bond)
2	LTR R Plain 1 (17-20 lb bond)
3	LTR R Plain 1 (17-20 lb bond)
4	11X17 Plain 1 (17-20 lb bond)

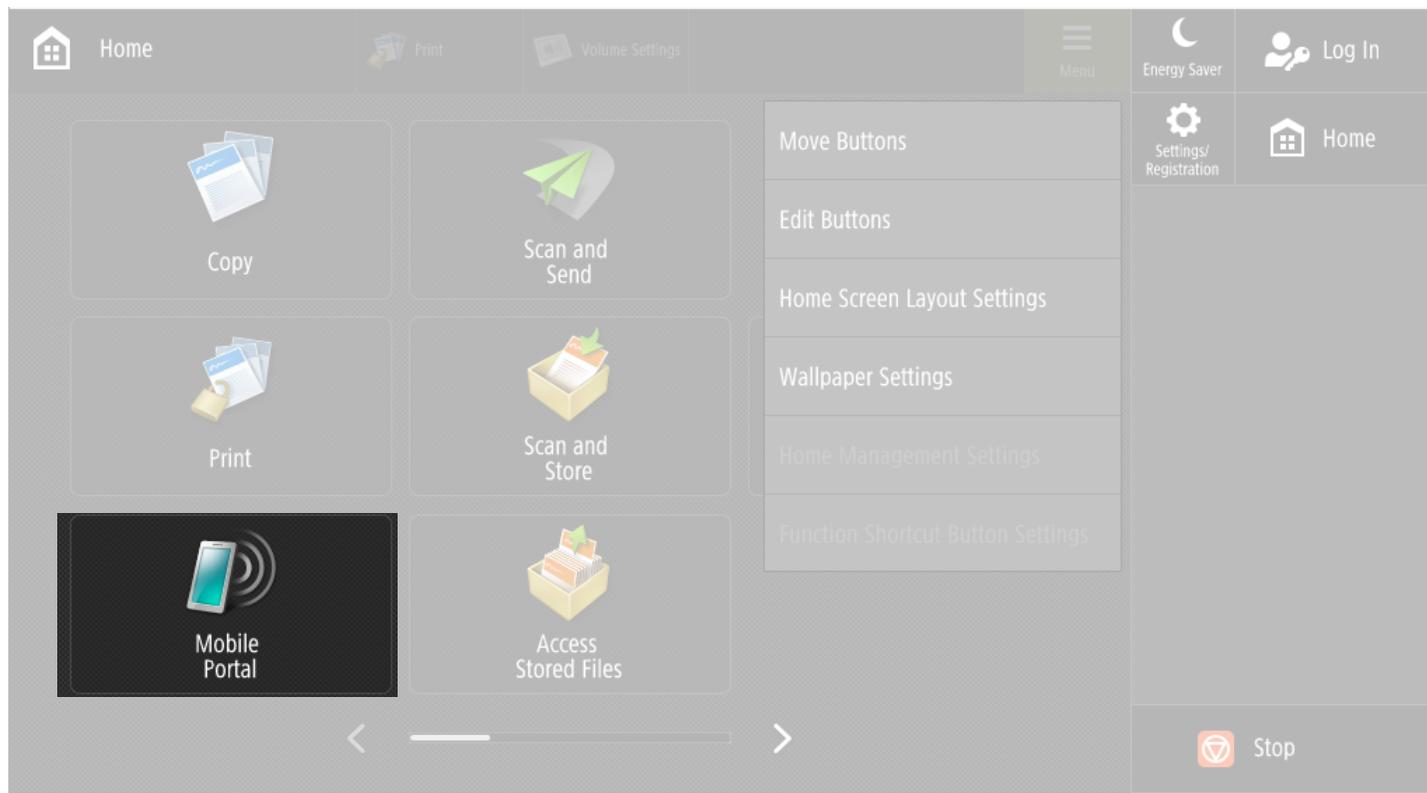
To the right of the paper tray table is a section for 'Others' with a printer icon and the following data:

Category	Percentage
Memory Usage	1 %
Black Toner	70 %
Yellow Toner	100 %
Magenta Toner	100 %
Cyan Toner	100 %

Below the 'Others' section is a 'Check Consumables' button. The interface also includes a numeric keypad, a 'Reset' button, and 'Start'/'Stop' buttons. The status bar at the bottom shows 'Status Monitor' and 'Remote Operation is being used...'.

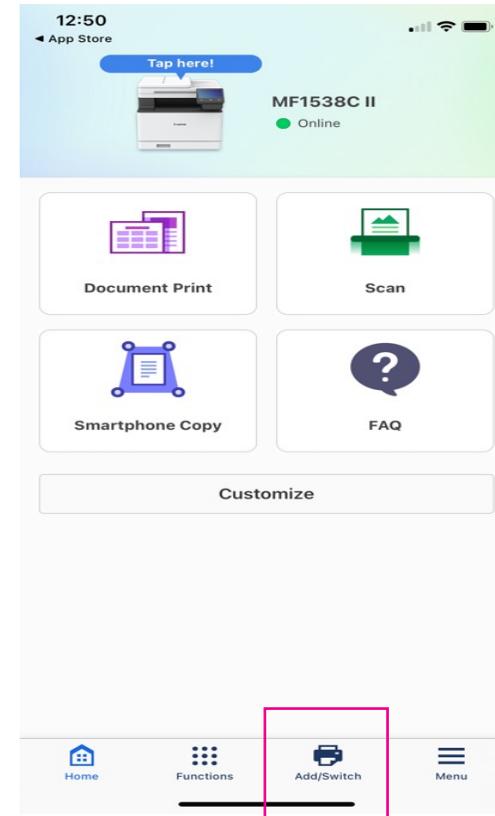
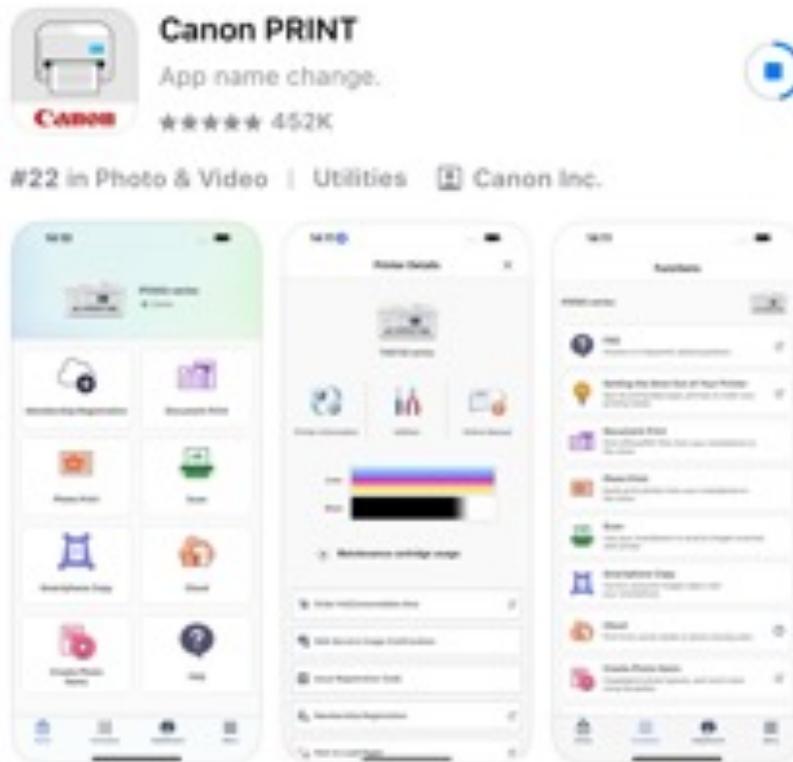
Mobile Portal

The mobile device and the MFP must be connected to the same Wi-Fi network. The application can also be used for scanning and remote panel use. Screen images may differ depending on the operation system used on the mobile device.



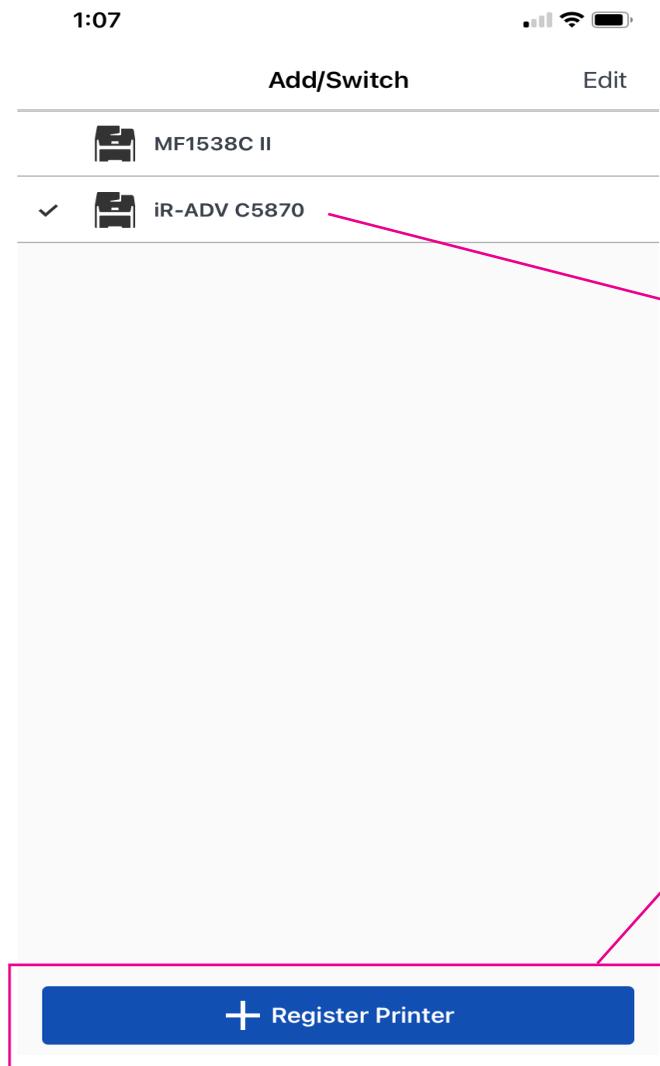
Mobile Portal

From your mobile device app store, search Canon Print and download.



Adding a printer: click "Add/Switch."

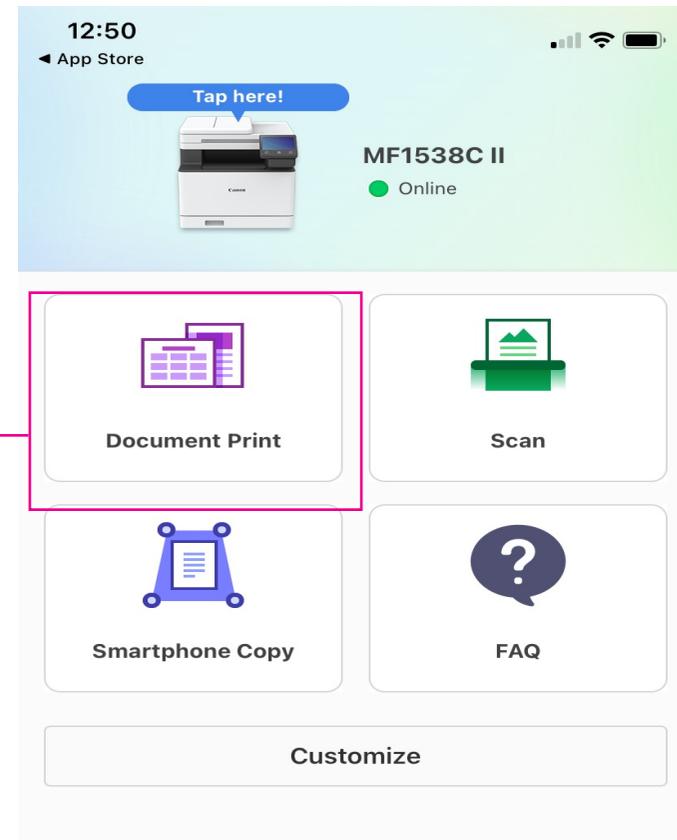
Mobile Portal



The app will locate printers on the same network. Click "Register Printer" to add to list.

Mobile Portal (Printing)

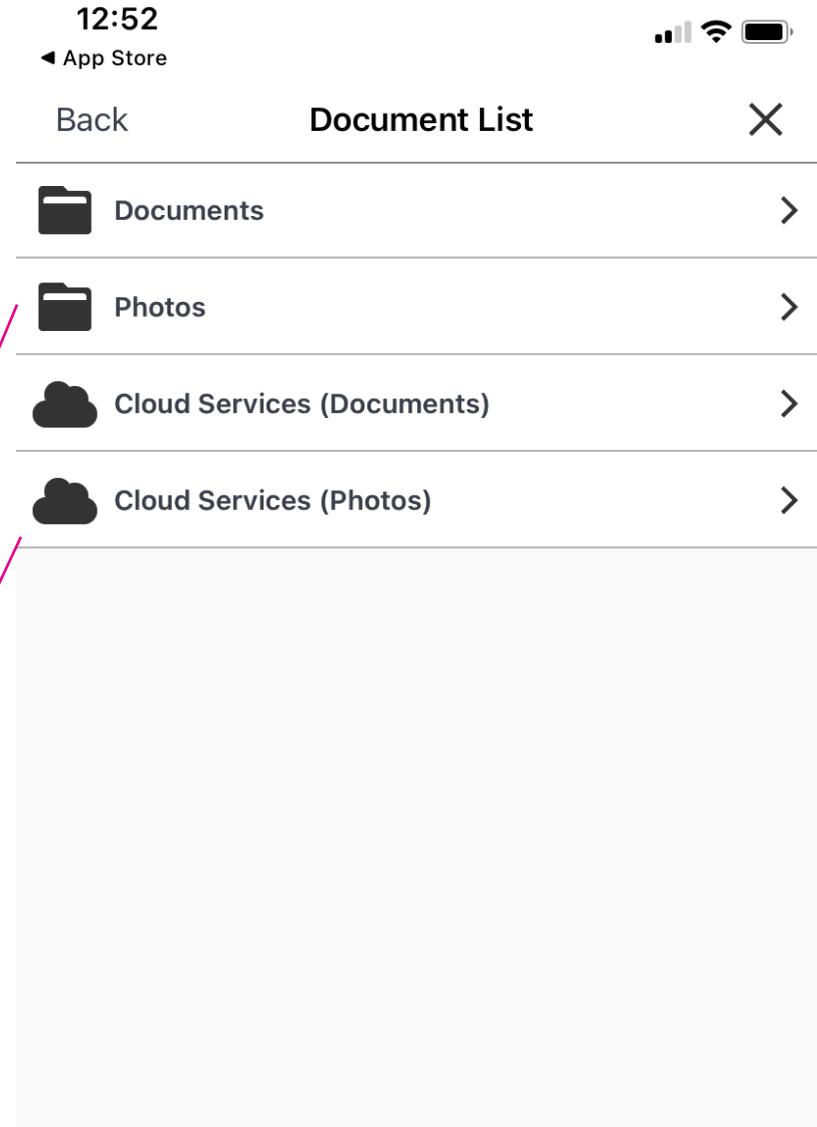
With a printer added and showing online, you are ready to scan or print. To print, choose "Document Print."



Mobile Portal (Printing)

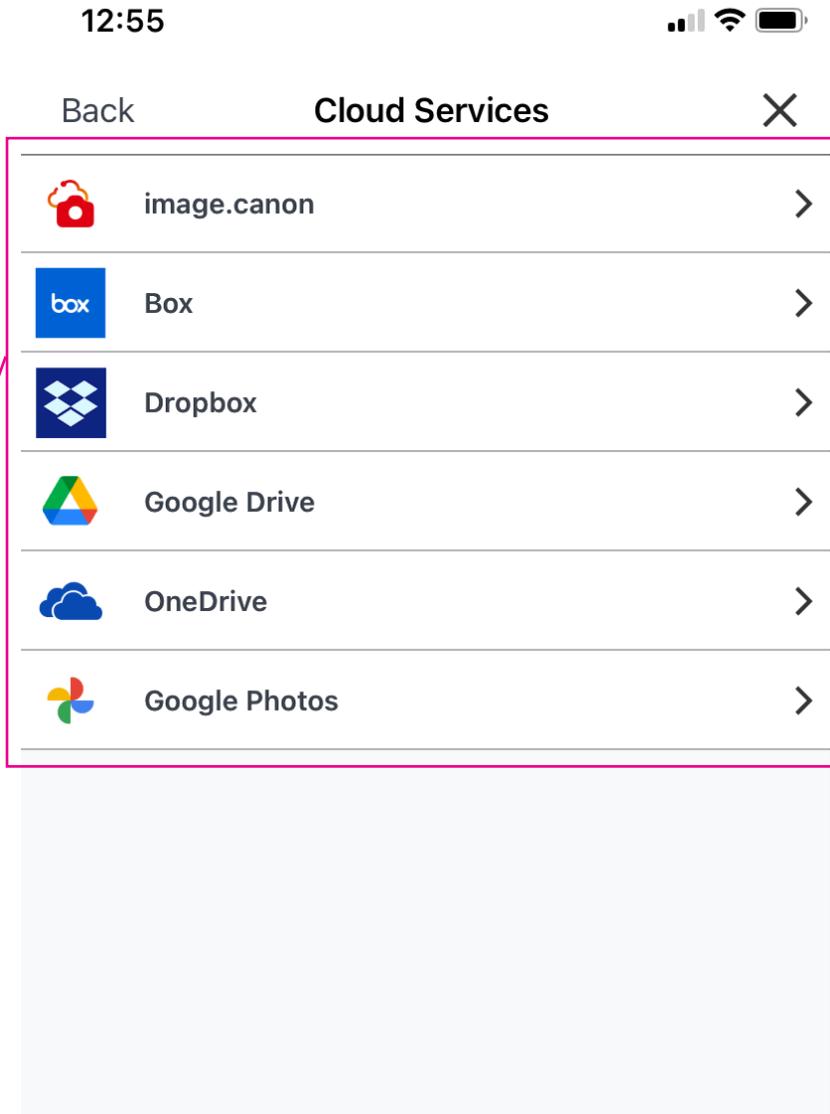
Document list shows options for printing. Documents includes any saved documents. Photos includes your photo library.

Cloud Services includes connecting to various cloud locations.



Mobile Portal (Printing)

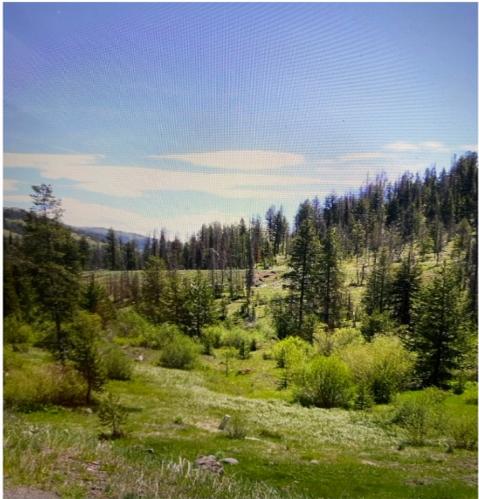
Cloud Printing: After choosing a cloud location, you will be prompted to log in to your cloud account to access files for printing.



Mobile Portal (Printing)

Back **Print Preview**

12:54



1/1

Back **Print Settings**

- Output Method**
Print >
- Authentication Mode**
Off >
- Output Size**
LTR >
- Copies**
1 >
- Print Range**
All >
- Paper Source**
Auto >
- Select Color**
Auto
- 2-Sided**
1-Sided
- Page Layout**
1 on 1
- Image Quality**
Standard

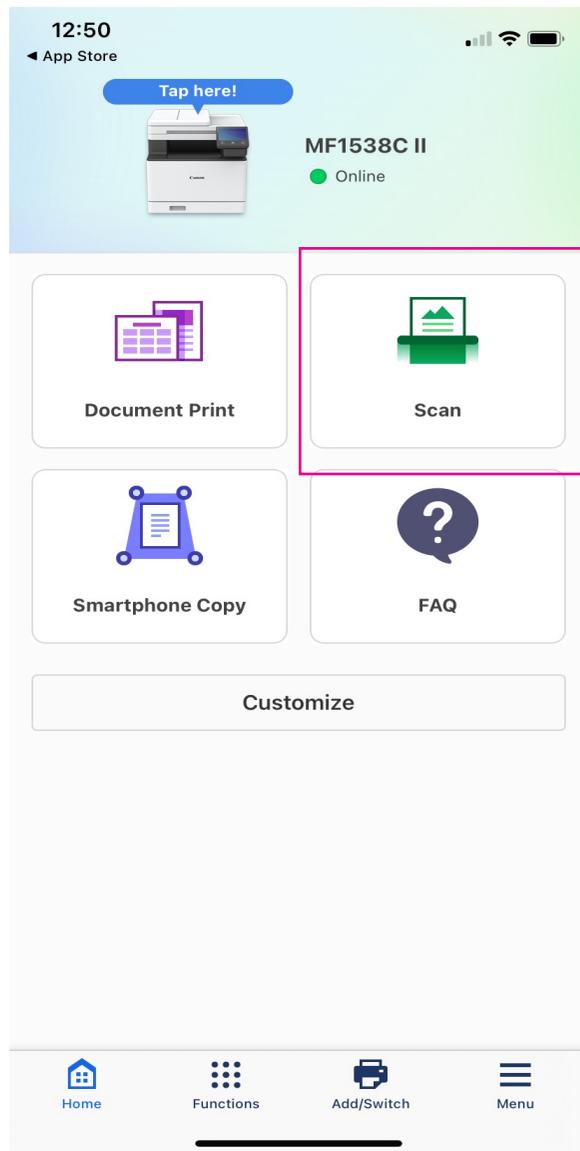
LTR
1 Copies
Print Range: All
Select Color: Auto
1-Sided
Staple: Off
Page Layout: 1 on 1
Paper Source: Auto
Authentication Mode: Off

>

Print

Printing: After adding a file from one of the sources (Documents, Photos, Cloud Services,) Click Print. Print Settings can be changed as well.

Mobile Portal (Scanning)



1

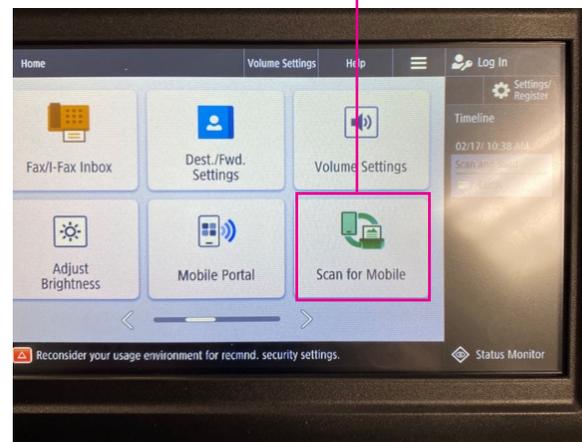
To Scan to the mobile device, click Scan.

2

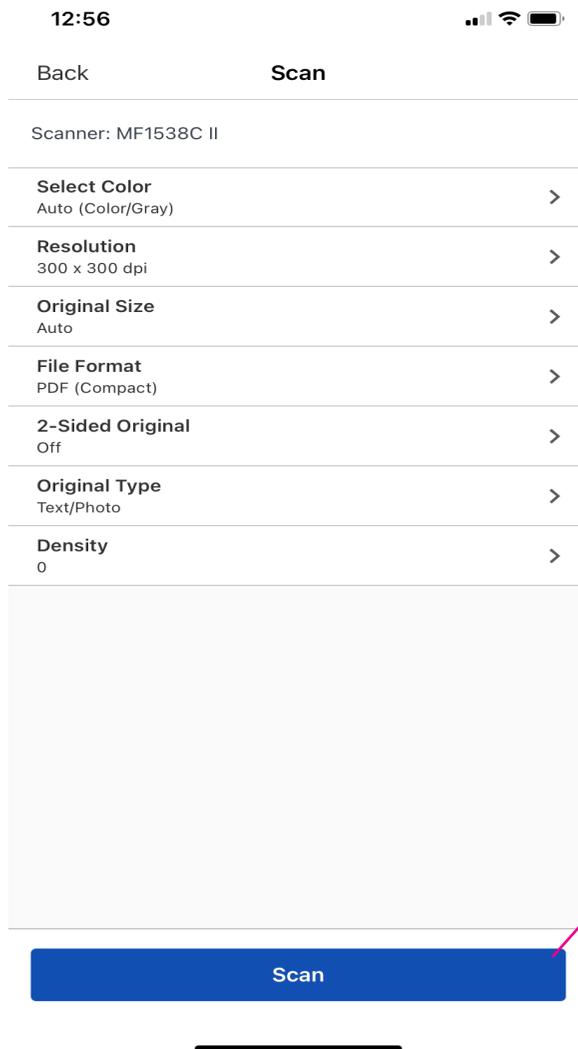
Insert document into the device document feeder.

3

The app will prompt you to choose the "Scan For Mobile" option at the device.



Mobile Portal (Scanning)



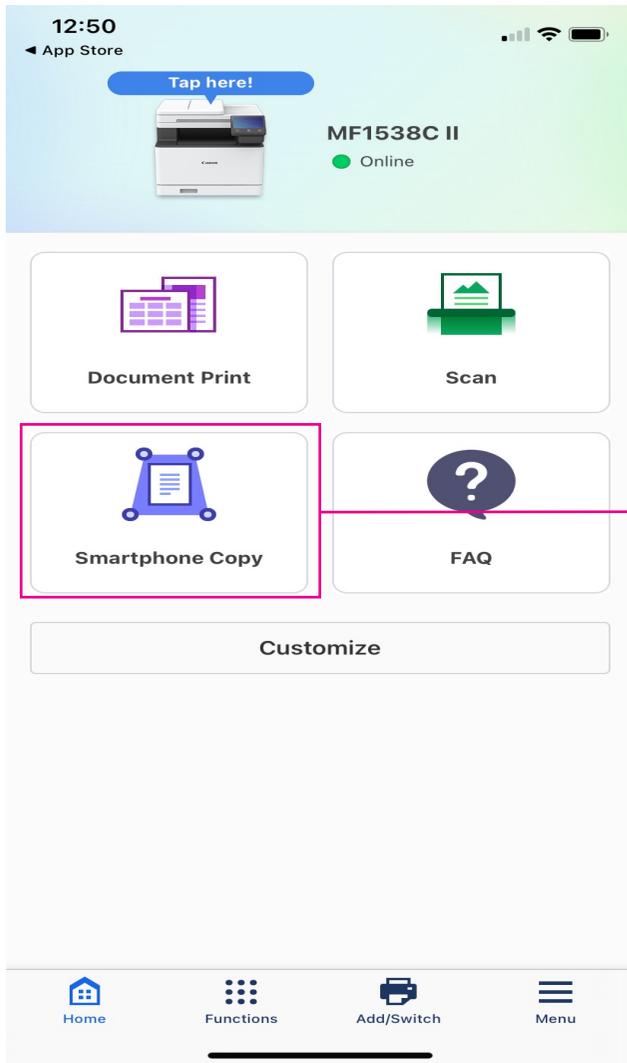
1

Scan settings can be changed.

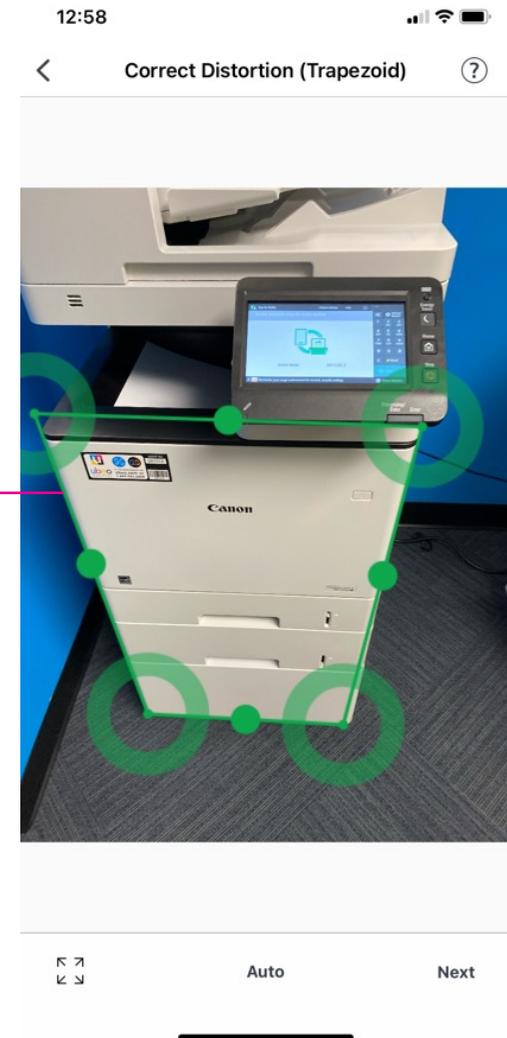
2

Click Scan to start scanning.

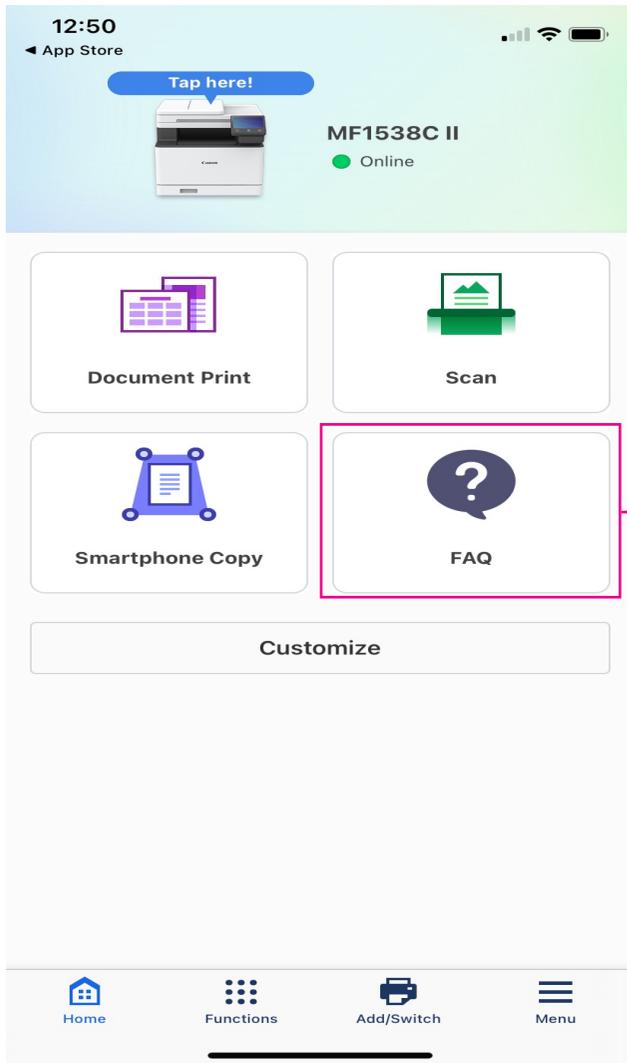
Mobile Portal (Scanning)



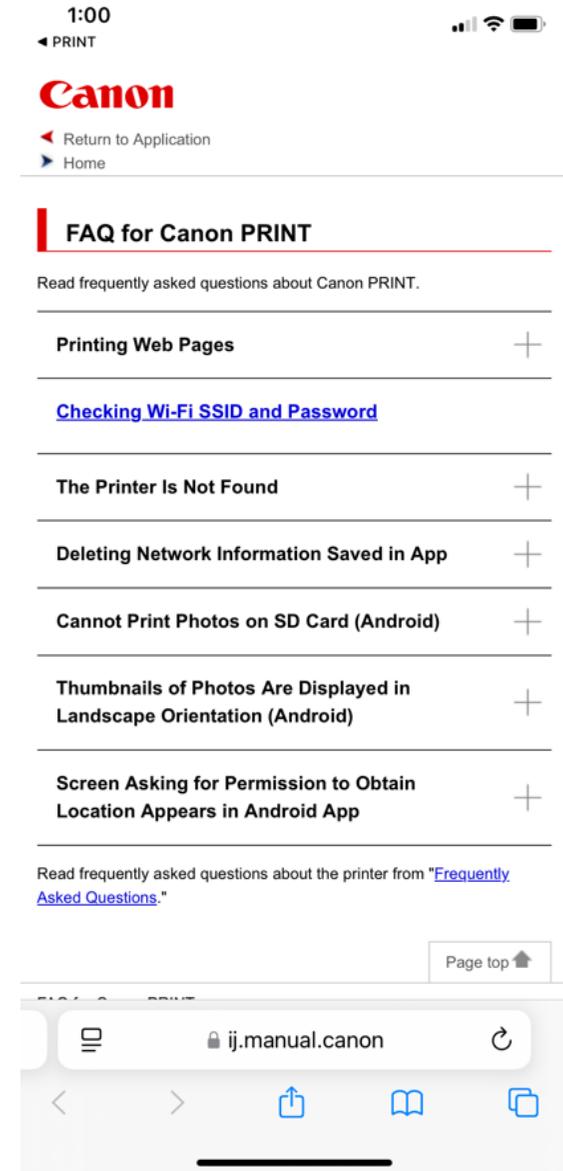
Smartphone Copy allows for taking a picture, cropping the picture and then printing.



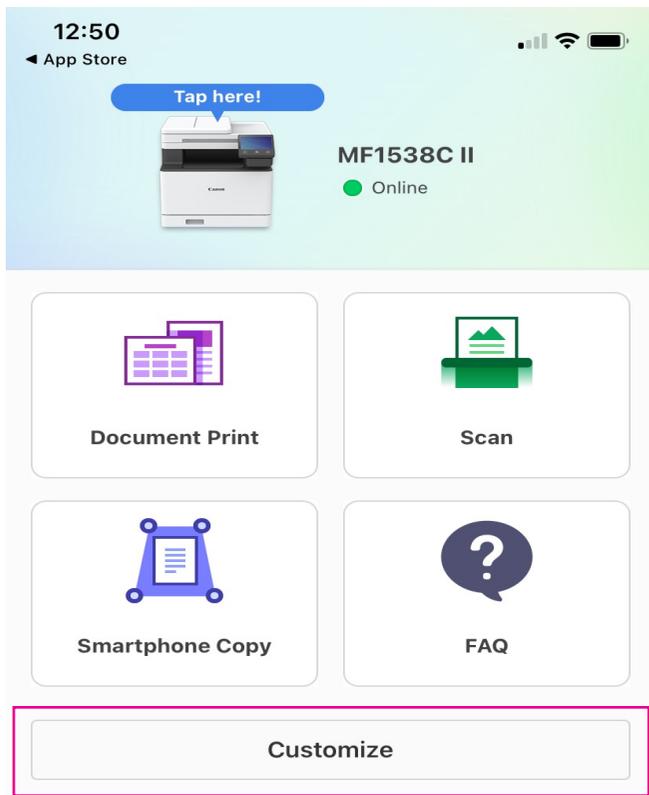
Mobile Portal (Scanning)



The Faq button takes you to the Canon print Guide.

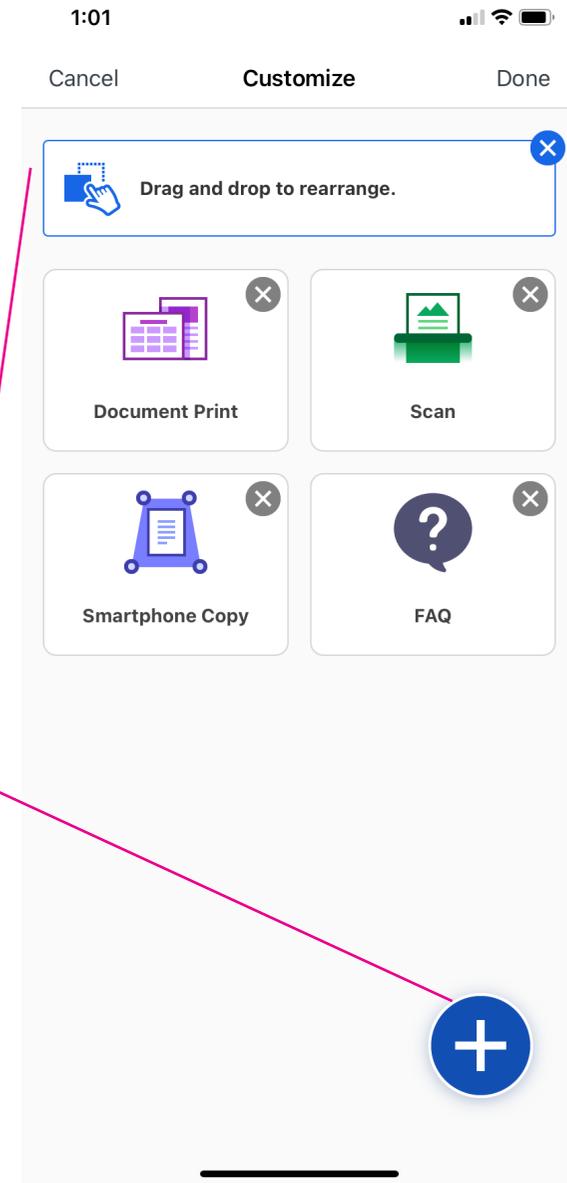


Mobile Portal (Scanning)

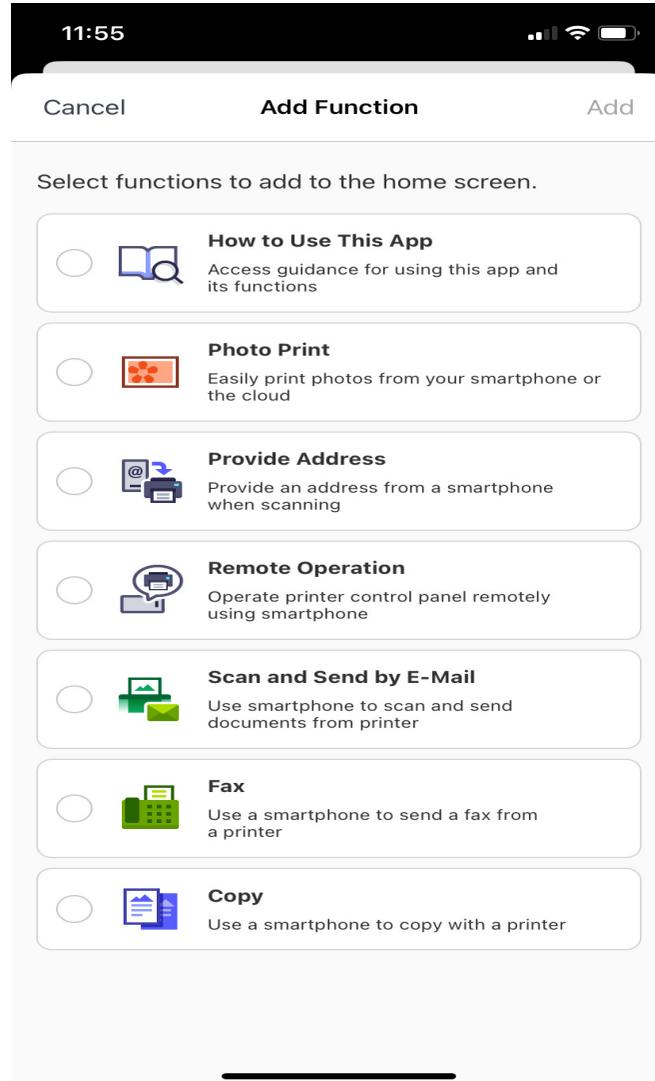


Choose "Customize" to rearrange icons and for more features.

Drag and drop to rearrange. Click the + sign at the bottom to see more options.

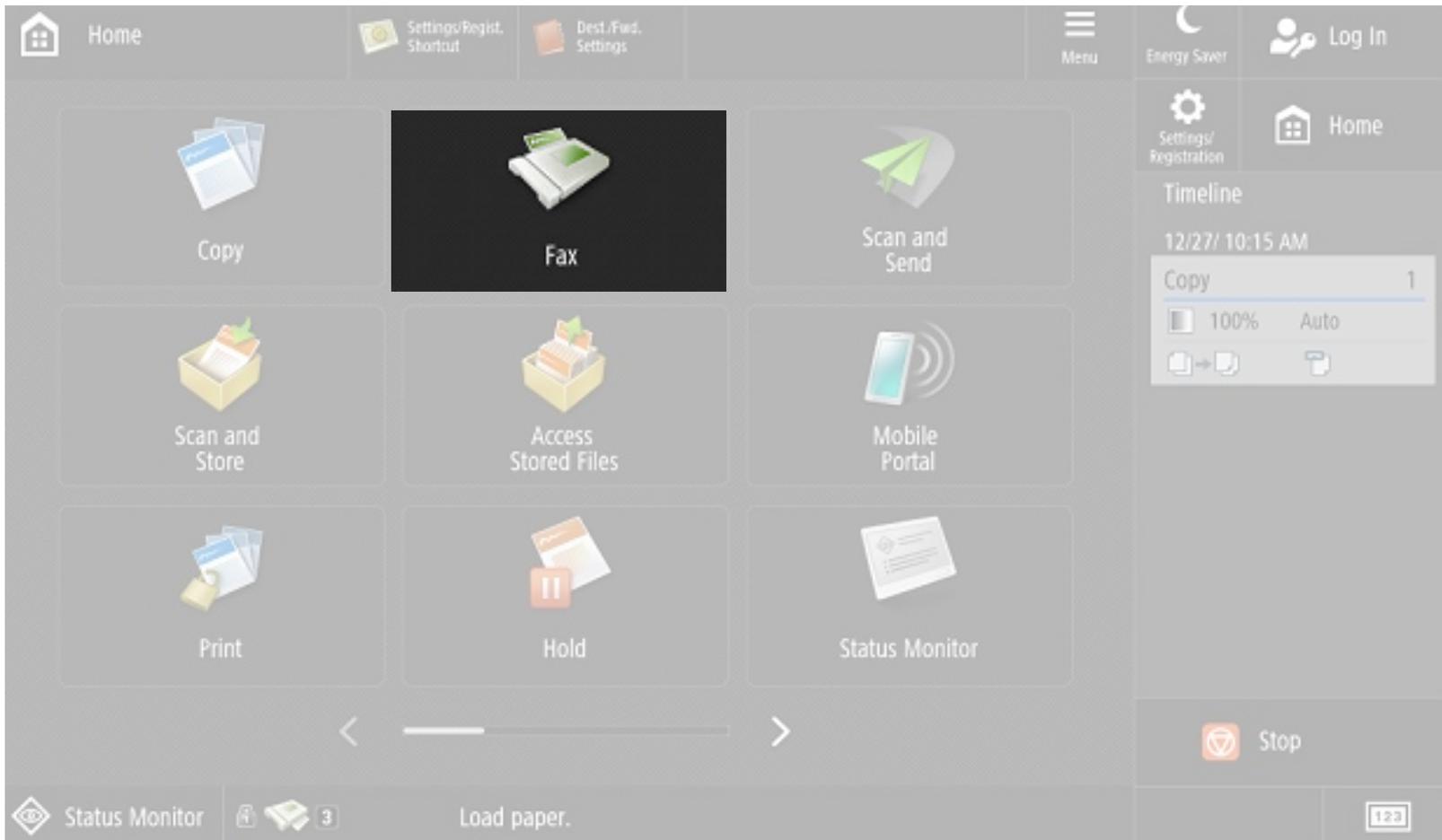


Mobile Portal (Scanning)



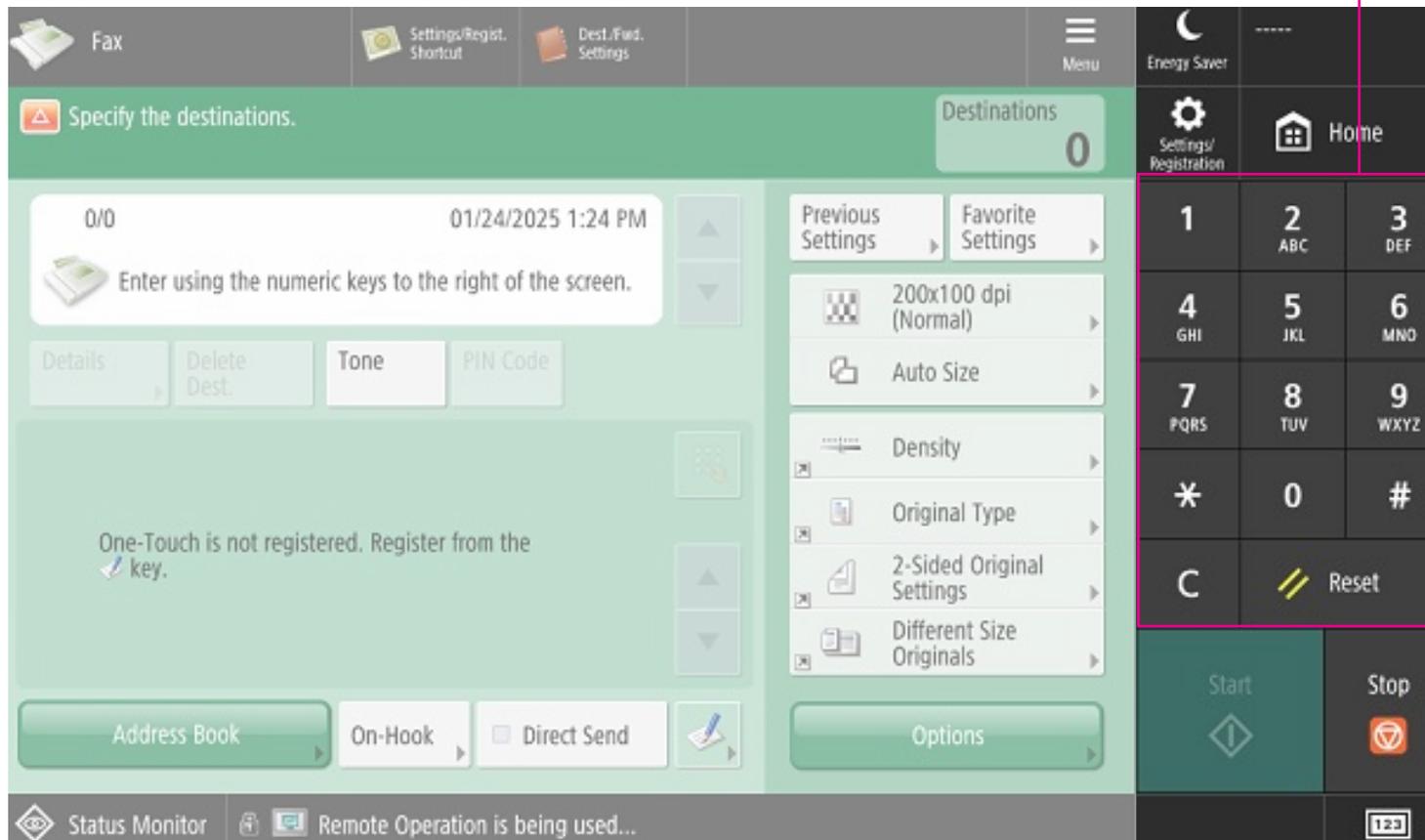
These functions can be added to the home screen

Fax



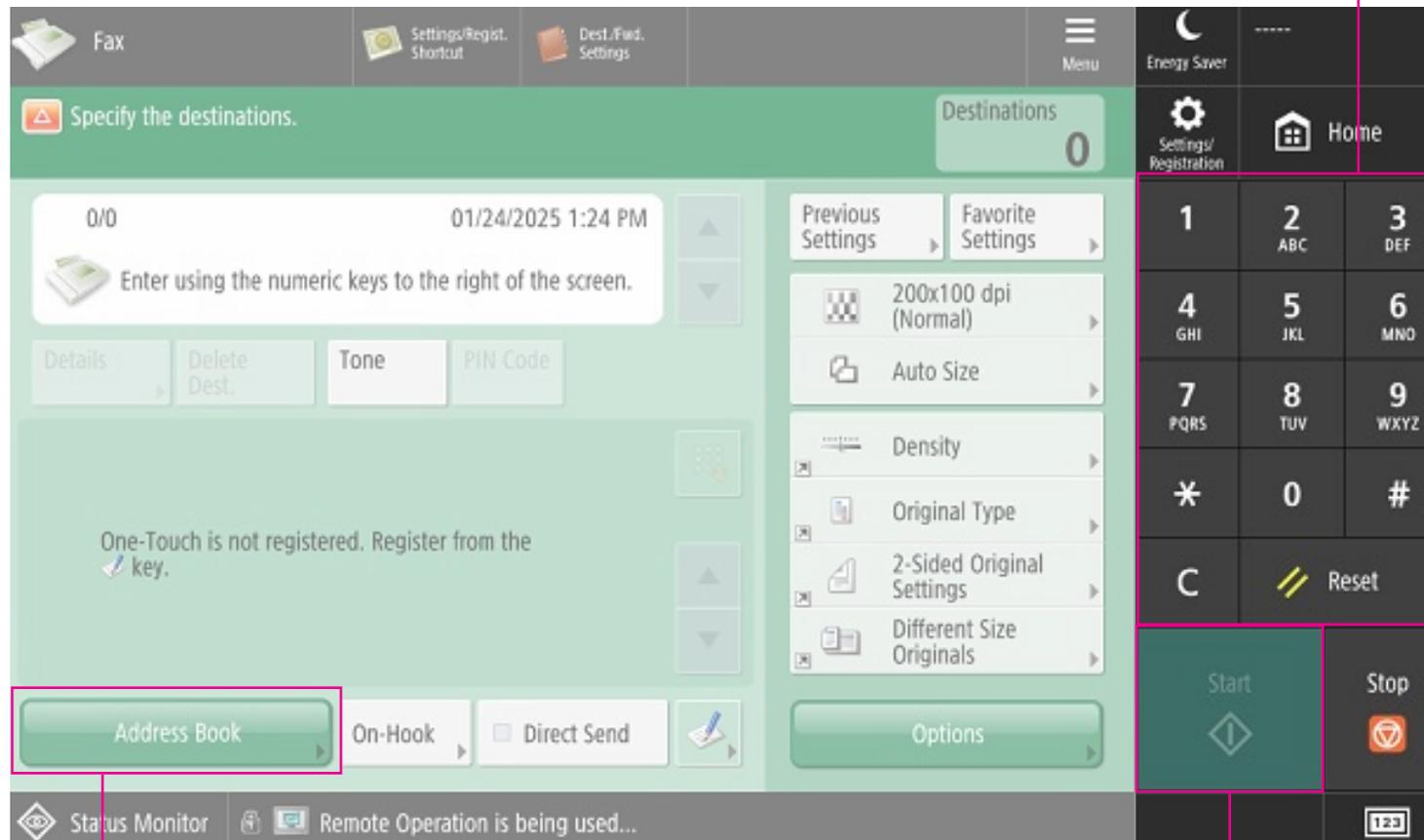
Fax

To send a fax, use the keypad on the right to enter the fax number.



Fax

To send a fax, use the keypad on the right to enter the fax number.

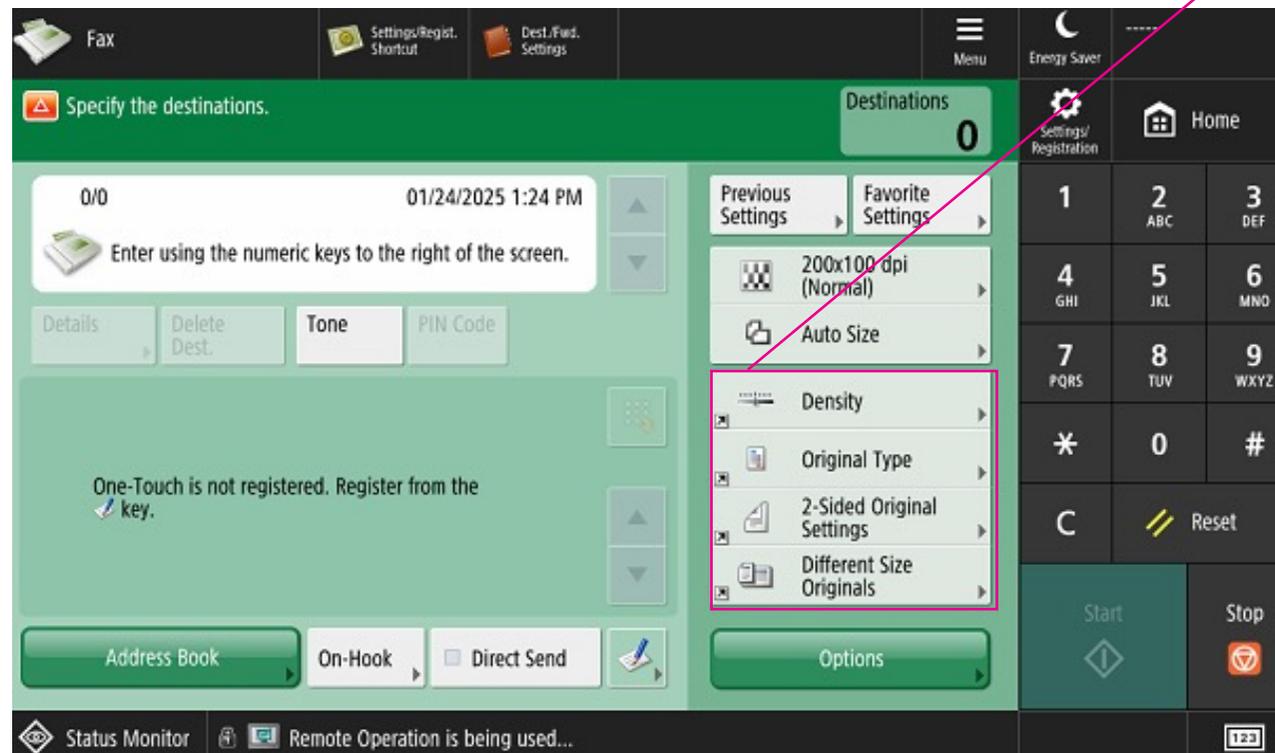


If the number is saved click Address Book

Click Start to begin sending.

Fax

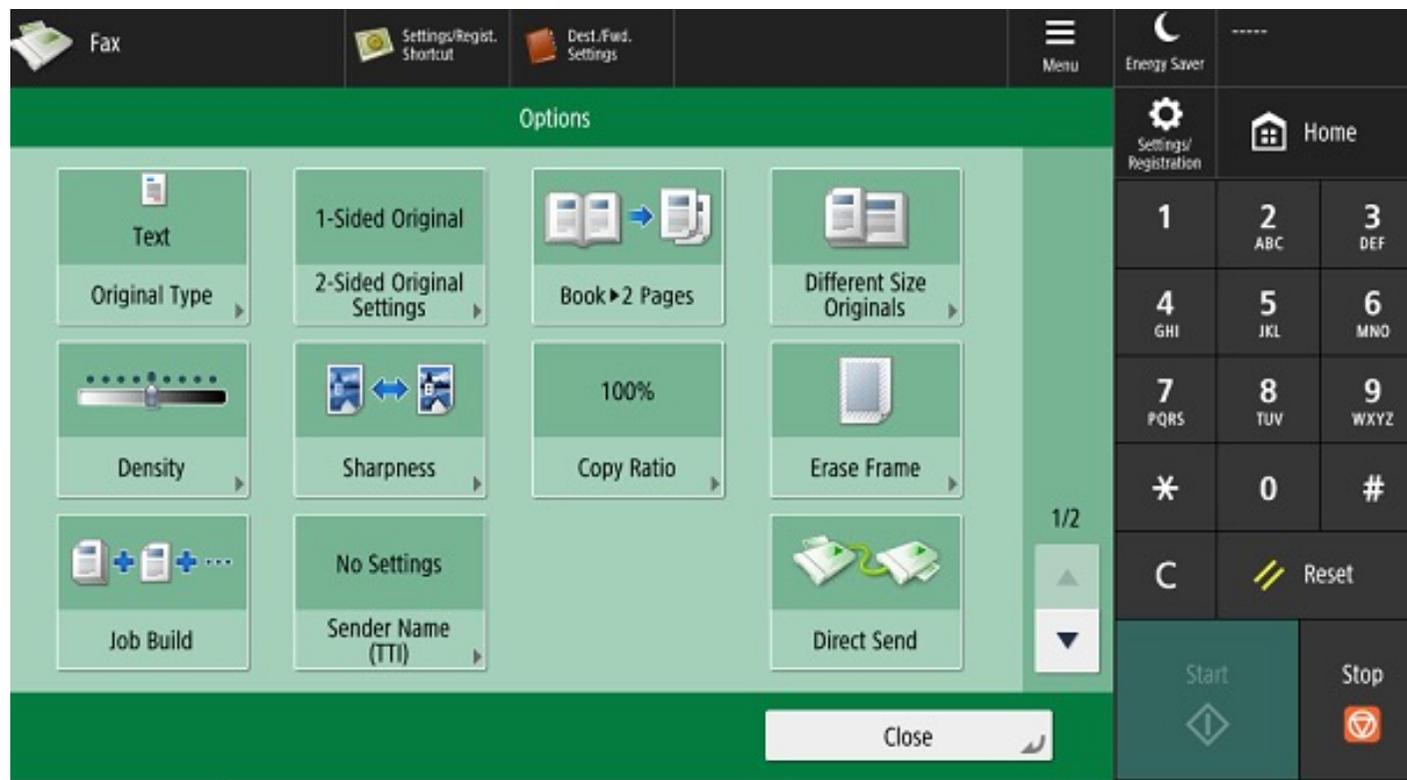
Default settings can be changed by clicking on its setting.



For Additional options, click "Options."

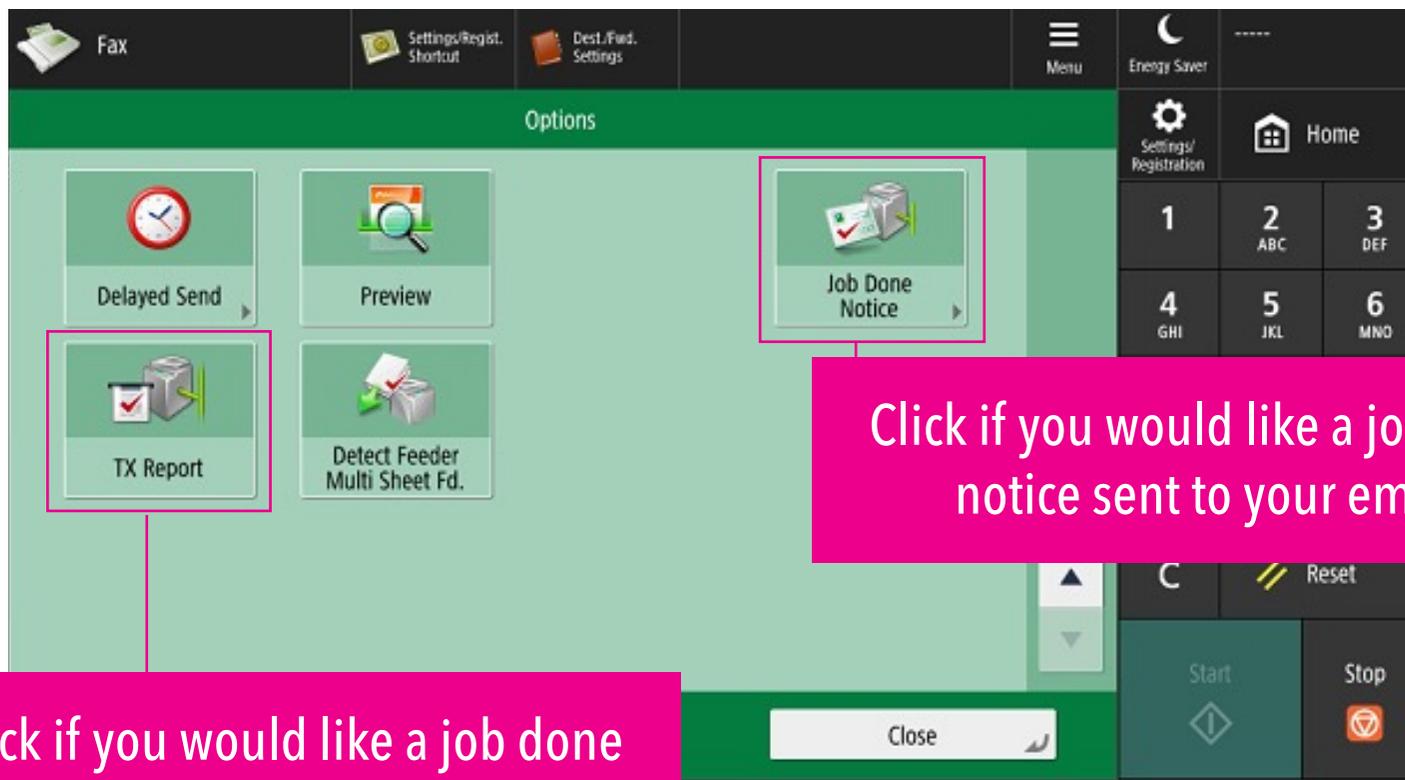
Fax: Additional Options

Additional Options Page 1 of 2:



Fax: Additional Options

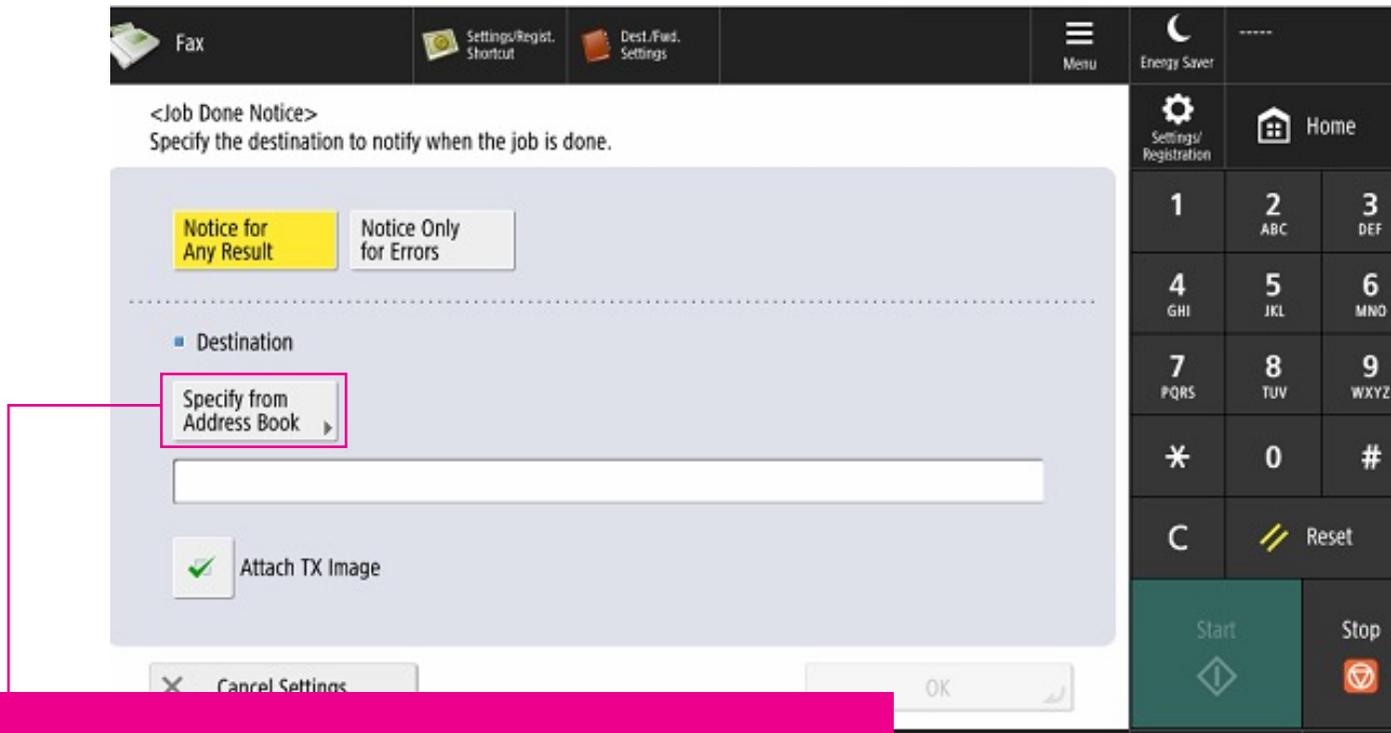
Additional Options Page 2 of 2:



Click if you would like a job done notice sent to your email

Click if you would like a job done notice sent to your email

Fax: Additional Options



Job Done Notice. Select "Specify from Address Book" and choose a name.

