

# BASIC FUNCTIONS for the CANON imageRUNNER SERIES

Press **RESET** to clear previous copy settings. (ID in if your system requires it).

## COPY FUNCTION

- To **MAKE COPIES**, simply enter the number of copies needed and press **START**.
- To **ENLARGE OR REDUCE**, select **COPY RATIO**. You can choose a preset ratio, or designate a fixed percentage. When reducing or copying to a larger size paper than the original, you can **SHIFT** the image to a specified area on the page. **SHIFT** is found under the **SPECIAL FEATURES** key.
- To work with **TWO-SIDED** originals, or to make two-sided copies from single-sided originals, use the **2-SIDED** key. Follow the pictures!
- If you need to **STAPLE** copies Select **FINISHING** key, and then **STAPLE**. Select the appropriate staple positioning for your job.
- To **LIGHTEN OR DARKEN COPIES**, use **DENSITY CONTROL** key.

## SEND FUNCTION

Use to send **EMAIL, FAX** or to **Scan into FOLDER OR MAILBOX**  
Once in the **SEND** function, choose **ADDRESS BOOK OR USER INBOX**.

**SCAN TO YOUR EMAIL:** Select your email address from the **ADDRESS BOOK** (or the destination where you want to send your document). Select **Scan Settings** you require. When ready, press **START** button. The scanned file is attached in an email message in the format you specify (default is **PDF**).

**NAMING THE DOCUMENT YOU SEND:** If you do not specify a name for the job you scan, it is named by the system **YYYYMMDDHHMMSS** (year, month, day, hour, minute, second). To give the document a meaningful name:

- Select **SEND SETTINGS, SEND DOC. NAME** (type in the name on the keypad that comes up), **OK, DONE, START**.
- Under **SEND SETTINGS**, you are also able to set a subject and a reply destination, if necessary.

## MAIL BOX FUNCTION

Scanned documents or documents sent from a computer (through the print driver) can be stored in a **User Inbox (Mail Box)**. The stored documents can be printed at any time with your required print settings.

### TO SCAN DOCUMENTS INTO YOUR MAILBOX

- Select the **MAILBOX** tab at the top of the user interface screen.
- Enter your **MAILBOX** number, then **OK**
- Enter your password if necessary
- Select **SCAN** at the bottom of the screen
- You may change scan settings if you need
- Press **START**

### TO PRINT DOCUMENTS FROM YOUR MAILBOX

- Select the **MAILBOX** tab at the top of the user interface screen.
- Enter your **MAILBOX** number, then **OK**
- Enter your password if necessary
- Select files you wish to output
- You may change print settings if you need
- Press **PRINT**; Erase files after you output them

To set a password on a **MAIL BOX**:

- Select **ADDITIONAL FUNCTIONS, MAILBOX SETTINGS, USER INBOXES SETTINGS**.
- Select your **MAILBOX** (or name a new one). Use keypad to enter password. Select **DONE, DONE, DONE**.