



Copier Instructions

Cannon Color Image Runner C5180

- Press Energy Saver button to bring up screen if copier has been idle.
- Enter your user/dept. ID. Press the Log In/Out ID button. (There are no passwords.)
- Place originals into document feeder right side up, or place face down on the glass.
- The Touch Panel Display appears indicating that one copy at 100% size will be made if user presses green Start button. The copier will automatically detect the paper size. At this point you can press the Start button to make one copy or select various options from the touch screen including:
 - **Copy Ratio:** Press to increase/decrease copy size.
 - **Copy Number:** Set the desired number of copies with the 0-9 numeric keys.
 - **Paper Select:** Press to choose paper size/type and the paper source. The automatic feeder is drawer 5. The copier will automatically detect the paper size. Only 8 ½ x 11 paper is stocked by building management. Tenants should supply other paper sizes if needed. For special paper load your paper into one of the available paper trays or into the Stack Bypass tray.
 - **Direct:** Press to make copies in the same size as your original.
 - **2-Sided:** Press to change copy options to 1-sided, 2-sided, etc.
 - **Finishing:** Press to select collating and staple options.
 - **Interrupt:** Press to interrupt a copy job to make priority copies.
 - **Original Type Drop-down List (Text/Photo/Map):** Press to make copies according to the type of original: text, photo or printed image.
 - **Special Features:** Press to bring up screen with more advanced copying options.
 - **System Monitor:** Press to check the progress of a copy job, change the order of printing, or cancel printing.
- When copying is complete, remove your originals and press Log In/Out ID button.



Scanning Instructions

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- Login as you would to make copies.
- Put originals into document feeder right side up.
- Press Send button at the top of the touch panel display.
- Press File Format on the right side of panel and choose PDF, TIFF or JPEG.
- Auto scanning is 200 dpi which is usually sufficient but can be increased up to 600 dpi.
- Press 2-sided original if document is 2 sided and of a uniform size.
- Select Send settings to email scanned file to yourself or another email address.
 - Enter a name of your file
 - Enter the subject of the email.
 - Enter a message if sending file to someone else (optional).
- Select Email button to enter email address of recipient.
- Press OK.
- Press green Start button to begin scanning. The file will be emailed when scanning is complete.