

**Canon**

**imageRUNNER**  
ADVANCE DX

# UD

## UNIVERSAL DESIGN GUIDE



# We at Canon take great care to consider all our customers when providing products and services.

Since our founding, at Canon we have been dedicated to the development of technology that helps improve and enrich people's lives. In 1988, we solidified our ideals under Canon's corporate philosophy of Kyosei, which we define as:

"All people, regardless of race, religion or culture, harmoniously living and working together into the future."

In this spirit, Canon seeks to provide easy access for a wide range of users through Universal Design. By means of extensive research and innovation, we strive to anticipate and help eliminate barriers that users may encounter when using our products. This enables more users to benefit from Canon technology. Canon's ideas about Universal Design—as well as our efforts to realize them—are introduced in this guide.



## Universal Design at Canon

Canon strives to create user-friendly products with functionality, operability, and convenience in mind. To help achieve this, we have adopted a user-centered Universal Design approach.



## Engineering People into Product Design

By observing people's normal activities before, during, and after using Canon products, we are able to uncover a variety of issues that would remain unseen by merely looking at a device, and develop innovative solutions to these problems.

# Designing Products That Are Easy to Use and Understand

Universal Design considers the way people use a product. Canon considers the diversity of our customers and their working environments, and we develop our products so they're easy to use for as many people as possible.

## THE BODY AND MOVEMENT



### Difficult to reach

People who use wheelchairs or persons of shorter stature may have trouble reaching what they need. It's important that all operable parts of the device are within reach for all users.



### One hand only

In the office, people hold documents with one hand and make copies with their other hand. Also, for those with missing or injured hands, it's important to be able to operate the device with only one hand.



### Use of walking aids

For those who use canes or have injuries or limited use of their lower extremities and need to use crutches, it's important to enable device operation with one hand.



### Cannot use fingers

Some people may have injured or missing fingers. That's why device operation shouldn't be too demanding nor should job programming require the pressing of many buttons.



### Limited strength

People have varying levels of physical strength in their upper and lower extremities. Opening and closing certain access areas on multifunction printers and copiers must be easy and require minimal effort.

## EMOTION



### Awareness of others

Long lines of people waiting as you perform job tasks at the device can cause tension. Minimizing tension while working is important to help maintain productivity in the workplace.

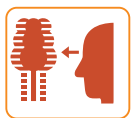


### Frustration

Investing much time and not getting the desired results from your work is frustrating. Easy-to-understand device operation panels, drivers and utilities, and instruction manuals are needed to support all functions.



## SIGHT AND HEARING



### Visual impairments

People with visual impairments need operation panels that are easy to see. It also helps to have procedures that don't rely solely on vision.



### Reduced visibility

The operation panel of a multifunction device can be difficult to see in low light or in direct sunlight near a window. Innovations are needed to improve visibility in various environments.



### Difficulty viewing small text or numbers

It's helpful for operation panels to have large text so people with low vision can use them with little trouble.



### Cannot visually differentiate

Some people have difficulty distinguishing certain colors. Also, it can be difficult for people to differentiate between words within a long list. Innovations are needed to make viewing easier.



### Hearing difficulty

Anyone can have trouble hearing small sounds in a noisy environment. Also, people with hearing impairments can have difficulty hearing the device. Volume adjustment and innovations other than using sound are helpful to communicate with the user.

## COGNITION



### Cannot easily remember

Some people are unable to recall how to use a product, despite previous experience. Unfamiliar words and instructions can cause perplexity and stress for some.



### Learning difficulties

Complex systems can be difficult to understand. It's hard to remember information if users don't understand the context. Therefore, it's helpful to devise products that can be operated intuitively, with little or no learning required.



### Unclear cause-and-effect relationships

Some people become stressed when they don't understand how something happened. To help limit such situations, solutions are needed to easily show and describe cause-and-effect relationships.

The following functions and innovations use the icons above to show which issues they address.

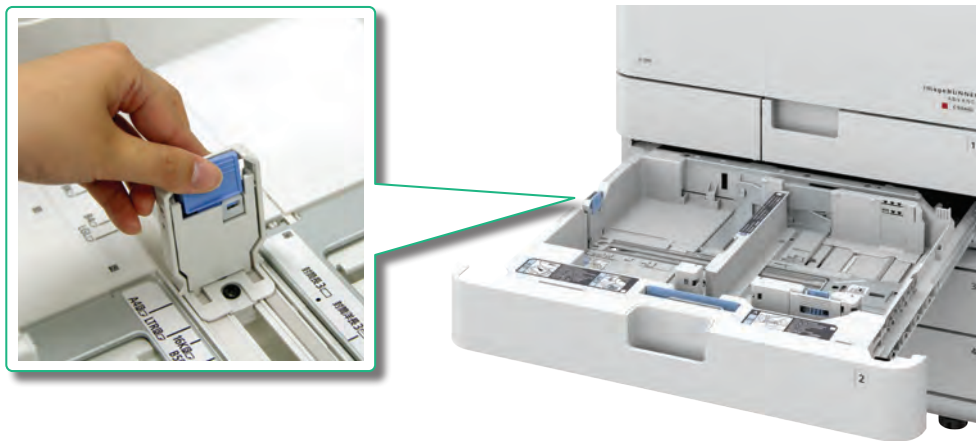
# Providing Accessible Solutions

Innovations in multifunction devices for office environments that help promote access to technology.

## Easy Paper Settings



Side guides in the paper drawers can be adjusted with only one hand, and the device can use the guides to automatically detect the loaded paper size to help save time.



## Simple Paper Loading



Paper drawers can be opened with minimal effort. Furthermore, an auto-assist closing function has been added to the paper drawers, making the process of loading paper even easier.

## Easy-to-Lift ADF



The form factor of the device has been improved, allowing users to reach every part of the device from the front. Additionally, the Automatic Document Feeder (ADF) can be opened with either hand using minimal effort.



## Adjustable Operation Panel



The angle and position of the operation panels can be freely adjusted. This helps people who may have trouble reaching the device, such as those who use wheelchairs, to operate it easily. This can also help reduce glare on the screen for better viewing.



Flat Panel



Upright Panel

## ADF Access Handle

OPTION



People who use wheelchairs can easily close the Automatic Document Feeder (ADF) with a handle that allows them to better reach the ADF from a seated position.

## Emulated Operation Panel Interface



The device can be controlled over a network using a computer, displaying the same interface as the operation panel on the device. Additionally, input using a computer keyboard is now possible.

This allows, for example, managers to configure device settings remotely, people with limited mobility to work from their desks, and information such as new contacts to be added efficiently.



## Easy Removal of Jammed Paper



Doors, covers, and panels open wide for easy access to remove jammed paper.

All the parts are designed to be easily opened with little effort.

## Easy-to-Use Multi-Purpose Tray



Users can simplify their workflow with fewer paper settings by registering paper sizes and types that they often use in the multi-purpose tray. Up to 30 different paper sizes and types can be registered in the Favorite Paper menu, accommodating different use cases for many users.

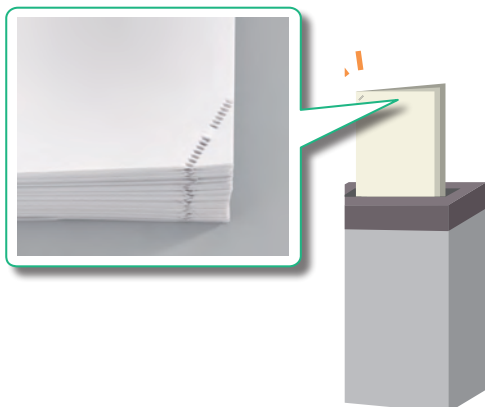


## Easy Toner Cartridge Replacement



The covers of empty toner cartridges will open automatically when the front cover of the main unit is opened, so users can be sure that they are replacing only those cartridges that need replacement. Also, cartridges can be changed on the fly for better productivity.

## Environmental and Safety Considerations



Users can fasten up to 5 pages with the Staple-Free option. Since staples aren't used, resources are conserved. Large numbers of copies can be stacked neatly and also put through a shredder as is.



Staple-Free

With staples

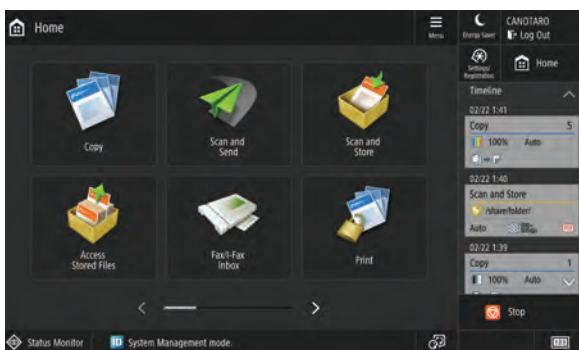


## Improving Efficiency



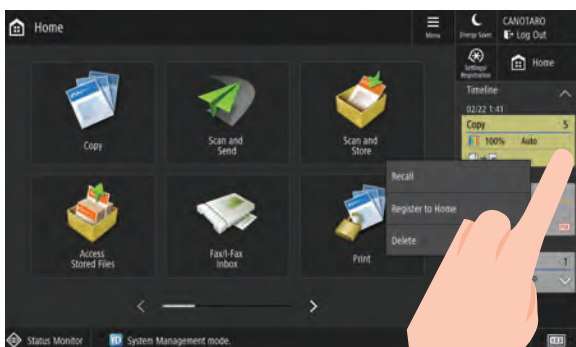
Users can use the Stapler option to fasten individual bunches of paper using the device itself. This can be used for replacing staples that were removed from originals before scanning with the Automatic Document Feeder (ADF), or to staple copies that were output without using the auto-stapling function.

## Improved Home UI



Commonly used functions can be added to the Home menu with Shared buttons, allowing all users to easily access these functions. In addition, Personal buttons can be added on a per user basis, allowing users to access their own frequently used operations with a single touch.

## Easily Recall Settings from Recent Operations



The Timeline maintains a record of recently performed jobs, and users can instantly recall those settings by touching a listed entry. Pressing and holding an entry brings up a contextual menu that allows users to easily register buttons to the Home screen, delete logs, and more.

## Easy-to-Use Operation Panel



Formerly separate, physical buttons, such as the numeric keys and Start button, have been incorporated into the operation panel display. This allows the user to focus their attention on the display, leading to a natural flow of movement while operating the device.

## Customizable Home Menu



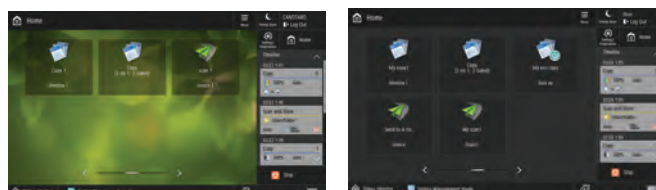
The touch panel display can be customized to help make frequently used functions easier to find, or even modified so that only frequently used features are displayed. This can help improve productivity by allowing users to quickly find the functions they need.



## One-Touch Operation



Combinations of frequently used settings can be registered and then applied with a single touch. This helps save time for users that need to repeatedly perform jobs with the same settings. Recommended copy settings may also be applied with just a single touch. Additionally, customizations that users make to the Home menu can be linked to that user, and automatically displayed when that user authenticates with the device.

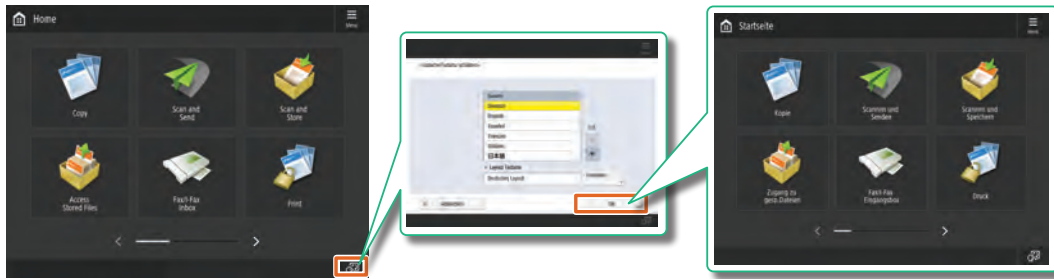




## Multiple Language Support



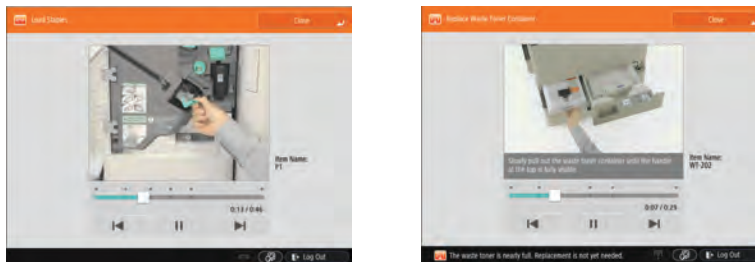
The on-screen language can be switched to accommodate different languages used in the workplace. This can help users save time by allowing them to read information on the display in their own language.



## Easy Consumable Replacement



Video explanations help make the steps required to replace consumables easy to understand for users. Even those who are not familiar with the device can follow the steps shown in the video to complete routine maintenance tasks quickly and easily.



## Easy Paper Jam Resolution



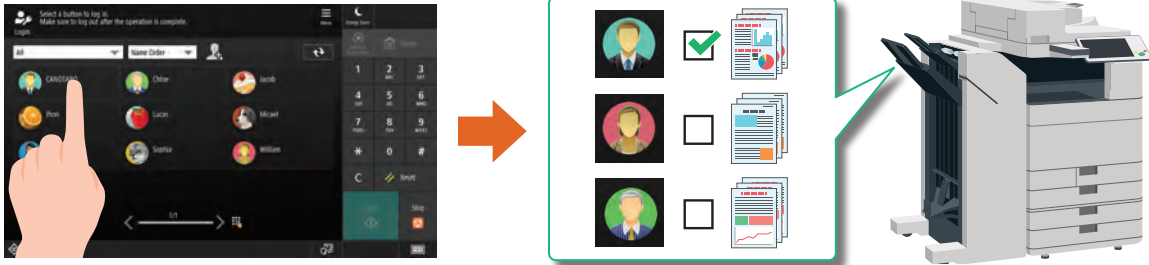
Paper jams can be resolved easily by following the animated instructions or video explanations. This allows users to resolve paper jams without memorizing steps or referring to other documentation.



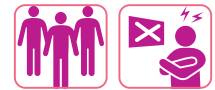
## Quick and Easy Automatic Printing



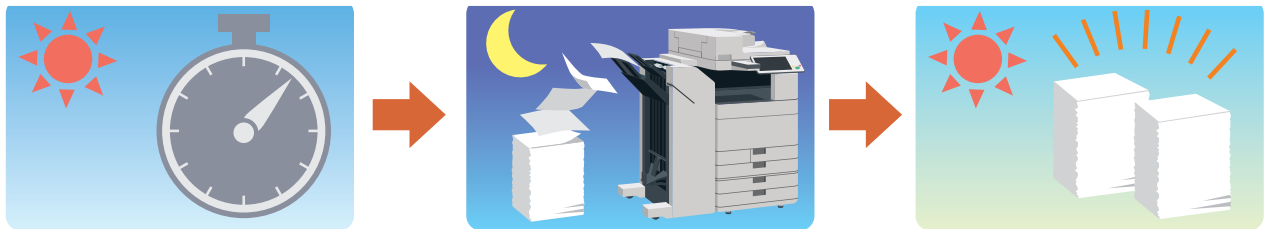
The print function can be configured to start printing a user's jobs automatically after the user logs in, which helps to save time.



## Scheduled Printing



Users can create schedules to allow their jobs to be automatically printed at set times. By scheduling their jobs for times when others are less likely to be using the device, such as lunchtime or late at night, users can make sure that their jobs are printed without making others wait to use the device.



## Remote UI



By using a standard Web browser, users can easily check information, such as job progress or remaining toner and paper, register destinations, and change settings without leaving their desks. This helps all users to spend less time at the device.



## Easy Access from Mobile Devices



Users can easily perform print and scan operations in a variety of business situations by using an application with their compatible iOS or Android devices.

In an environment without wireless LAN, users can use the appropriate application on their iOS or Android mobile device and take advantage of a direct connection with the device to print documents or access data scanned using the device.



## Detection of Originals Left in ADF



If any originals have been forgotten in the Auto Document Feeder (ADF) and should be removed, an LED indicator flashes to notify users.

If any originals have been left on the platen glass, an on-screen indicator is displayed and the device beeps.

Part of the Automatic Document Feeder (ADF) has been built using a transparent material to make it easier for users to see whether any scanned originals remain in the ADF.



## Easy-to-Hear Notifications



### Entry Tone

Pressing keys  
Single "beep" sound



### Extra Warning Tone

Replace toner cartridge  
Continuous "beep" sound



Users can differentiate between the type and urgency of the notifications because of the different tones used to indicate the device status. This can be helpful for those who may have visual impairments.

## Shapes and Colors of Levers and Handles

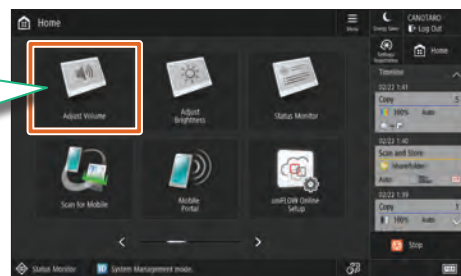


Levers to open and access potential paper jam areas are green while handles for replenishing consumables are blue. All levers are large so they stand out clearly and are easy to grip. They also have built-in safety features.

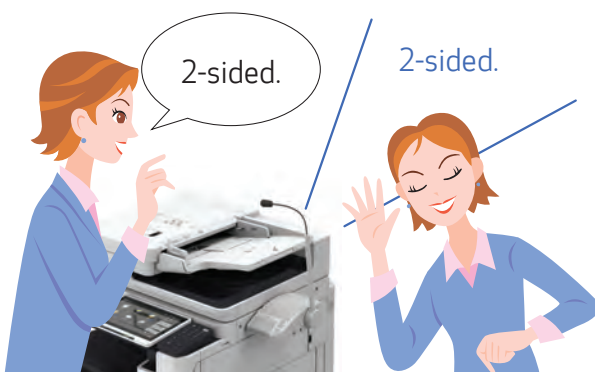
## Volume Adjustment



The volume for the various notification and alert tones can be changed with the volume adjustment button. This allows the user to set the appropriate volume for their environment.



## Voice Guidance and Voice Operation



Audible instructions are provided for basic functions, such as copy and fax. An optional numeric keypad allows users with visual impairments or who may have problems using the touch panel to easily perform operations with the device. Additionally, users can perform basic copy operations through voice recognition just by speaking into a mic.

## IC Card for Printing



User management via individual authentication is possible using cards such as employee ID cards. Jobs printed from computers are temporarily stored, and can then be printed after authenticating with the device.

In addition to protecting sensitive information by helping people to remember to pick up their copies, people with visual impairments can be sure that they are picking up their own printouts.



## Efficient Flow of Operations



Points of interaction used for authentication or when linking a mobile device are centered around the operation panel so that users can perform operations with the panel immediately after using these features.

Additionally, the device is designed with the operation panel centrally located, making it easier to reach output paper.



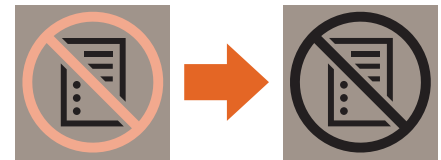
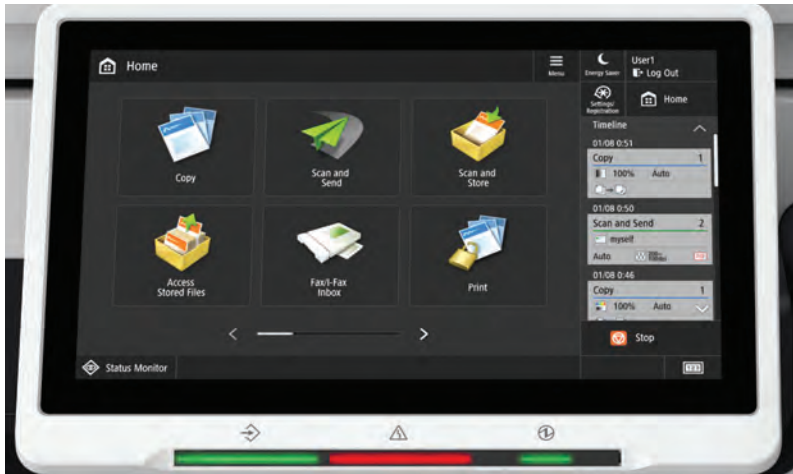


## Color Perception



We choose colors for the operation panel, labels, LED indicators, and interior levers with consideration for people who see colors differently.

The colors selected are based on what the greatest number of users can distinguish visually.

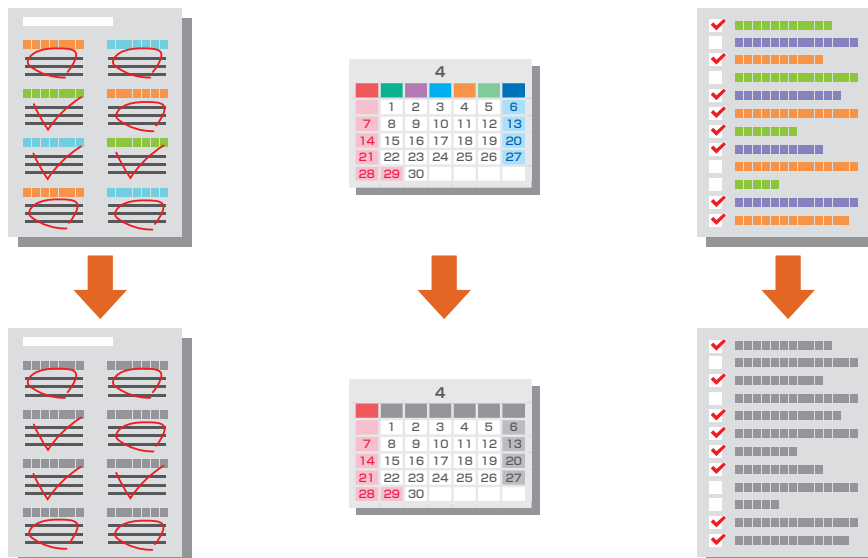


## Enhance Selected Colors



Users may emphasize colors of their choice for copies and prints.

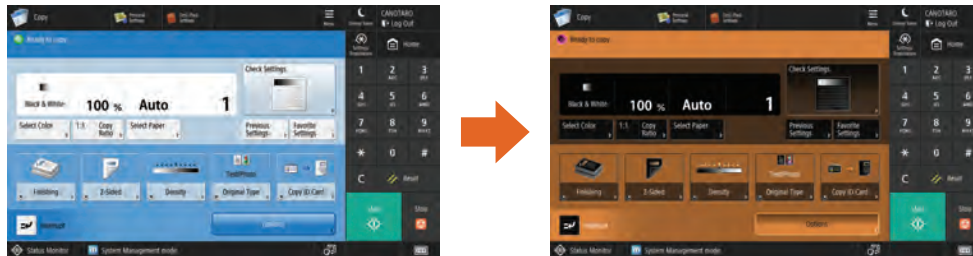
For example, the color of signatures or company stamps can be made to stand out more.



## Support for Improved Visibility



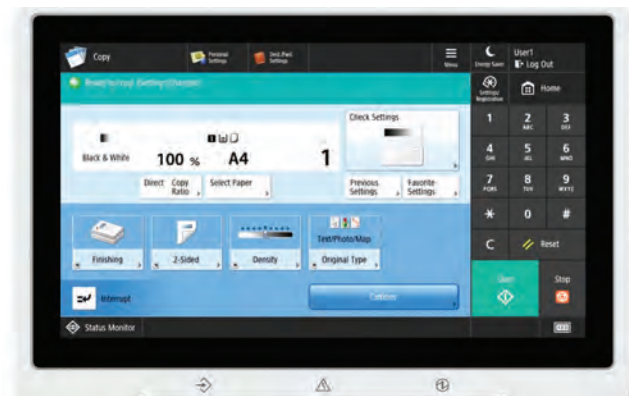
The display colors can be inverted to display light-colored characters on a dark background. This helps improve contrast and clarity for users with certain visual impairments, or for bright operating environments where it may be more difficult to see the display.



## Larger Touch Panel



We have adopted a larger touch panel, helping to improve visibility and ease-of-use. The buttons used to return to the main menu and confirm job status are now permanently displayed on the larger screens. Also, up to 4 shortcut buttons can be displayed on the screen for each function, such as Copy, allowing users to easily choose which features are available.





## Intuitive Touch Panel Operation



The “flick” and “pinch” features allow users to switch pages and scroll lists by swiping their finger up and down or left and right. The Main Menu and function screens can be enlarged by using two fingers. Users can zoom in and out of documents in the preview screen.



Zoom in

Zoom out

## Job Done Notice



Users can configure the device to send email notifications to a compatible mobile device or computer to confirm when copy, fax, or scan jobs are complete. If your computer uses screen reading software, it can read the email out loud as an audible announcement of finished jobs.

## Improved LED Indicators



The illumination areas of LED indicators for warnings and messages have been increased without being excessively bright. This results in improved visibility from a distance while maintaining a comfortable operating experience when the user is standing at the device.

## Improved Power Switch



The main power switch is located so that it is easy to reach, and is protected by a cover to prevent users from accidentally turning off the device.

Furthermore, when the main power switch is turned off, processes to protect the hard disk are automatically carried out before the device shuts down.

## Easy Exit from Sleep Mode



Users can save energy by putting the device into sleep mode. When the device is in sleep mode, the Energy Saver key on the operation panel will be illuminated.

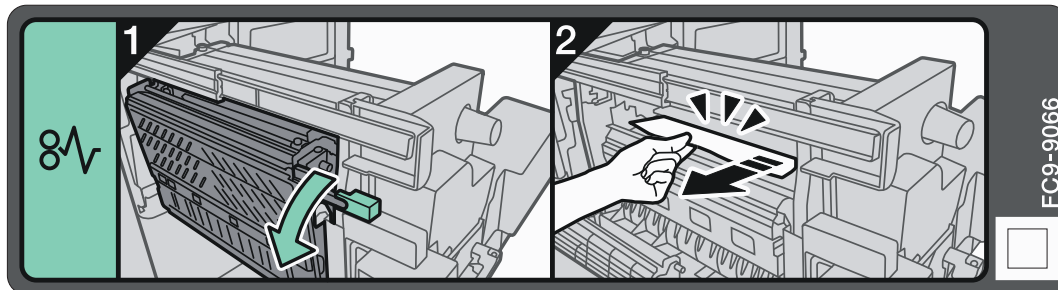
Users can bring the device out of sleep mode simply by approaching the device or placing originals in the Automatic Document Feeder (ADF).



## Visual Instructions



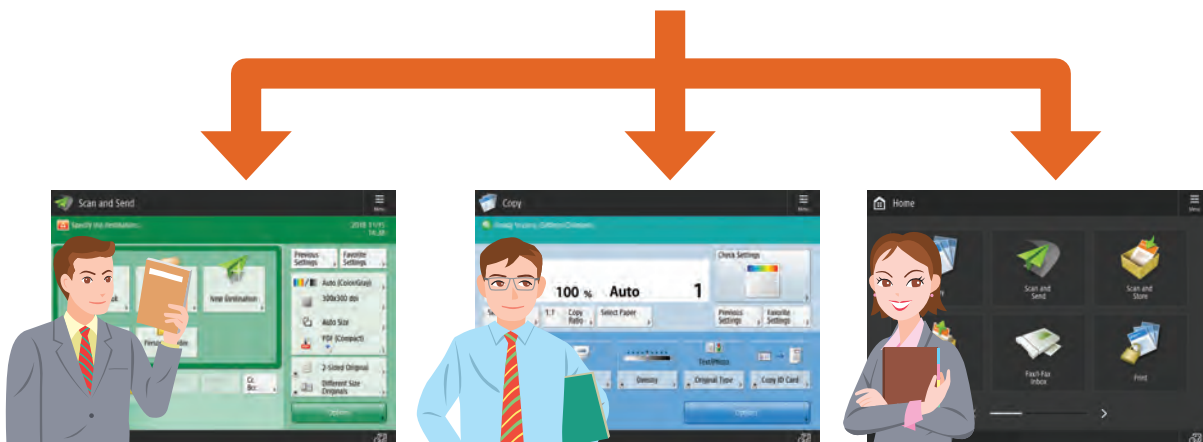
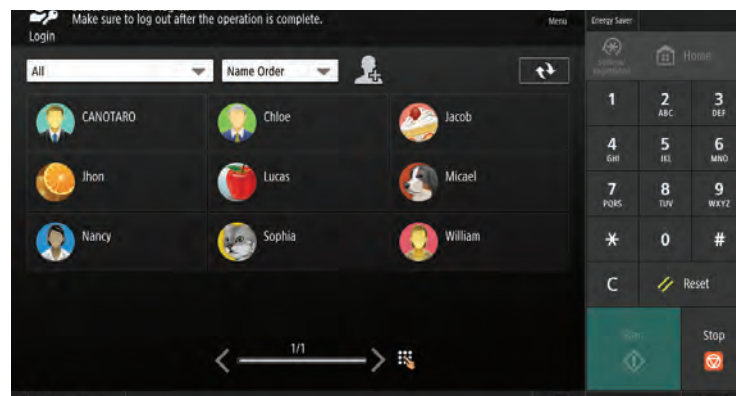
Illustrated labels are placed near levers and have the same colors as the levers, so that what needs to be done is clear and easy to understand.



## Customization for Individual Users



Users can customize the language settings, the address book, and other features. By authenticating with the device so it can identify a user, the customized screen for that user is automatically displayed after logging in.



## Auto-Skip Blank Pages When Scanning



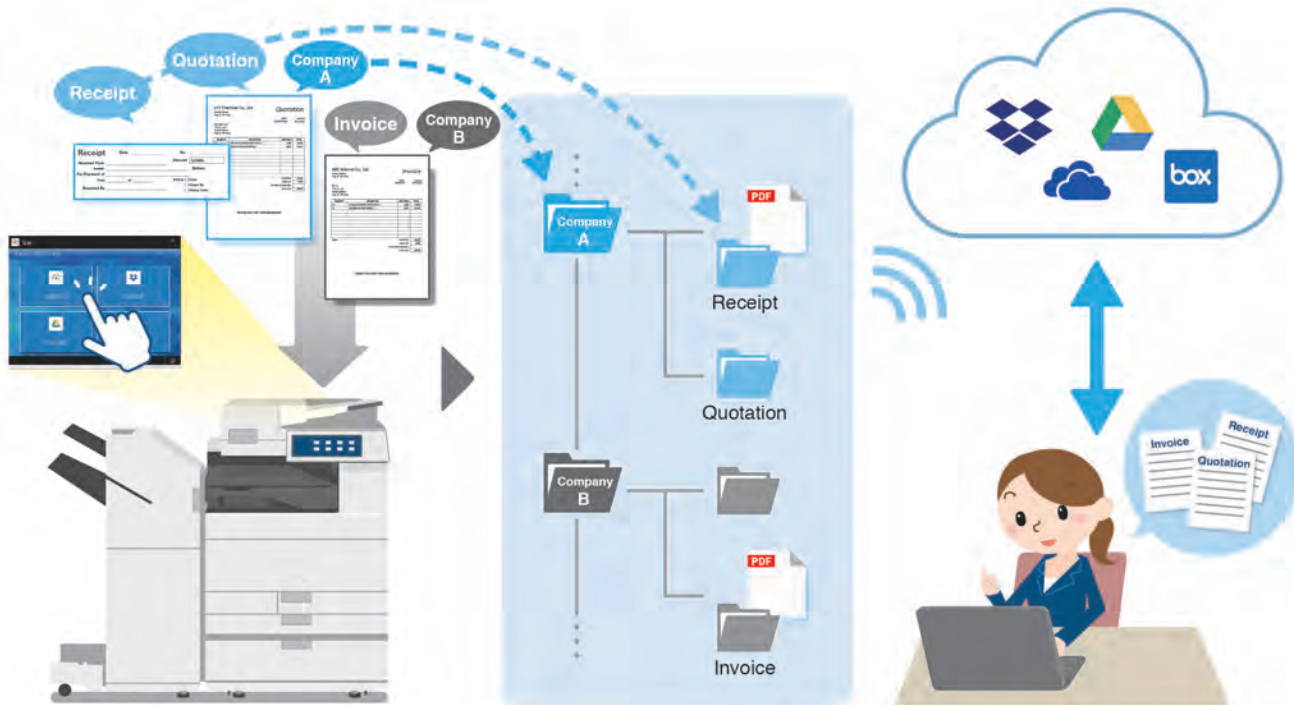
Users can configure their device to automatically skip blank pages when copying or scanning documents. This is especially useful for documents that include a mix of one-sided and two-sided originals, and allows users to easily create files that are free of blank pages. This can help improve efficiency by eliminating the need for users to organize printouts by hand or edit scanned data on a computer.



## Automatic Filing with Cloud Services



By using optical character recognition technology on scanned documents, folders and file names are automatically generated from the document contents when saving to the cloud. Now anyone can easily carry out filing tasks, which previously required manual entry, with a single button press, and this also allows for searches and printing to be performed from locations outside the office.





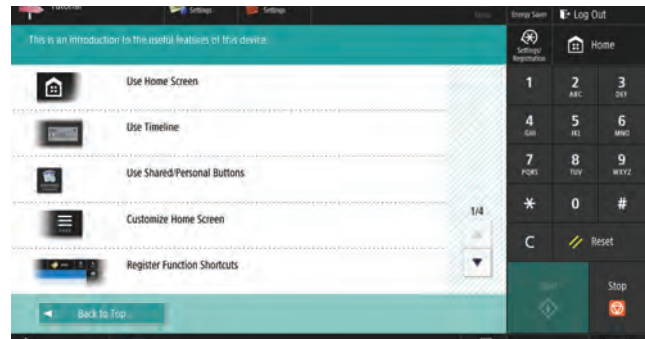
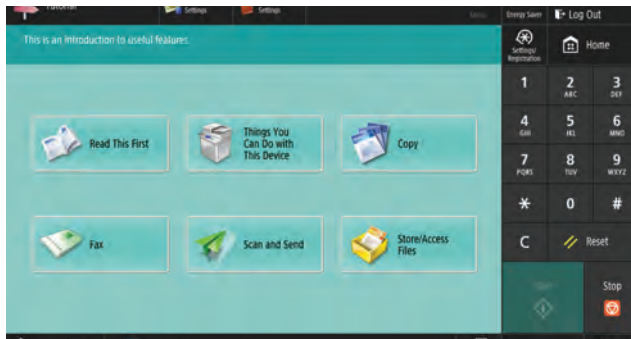
# Various Operating Information



Information about the various functions of the device is provided to assist users if they encounter a problem.

## Tutorials for Useful Functions

The main functions can be checked on-screen.



## HTML Manuals

Information about specific features can be found using a full-text search function.



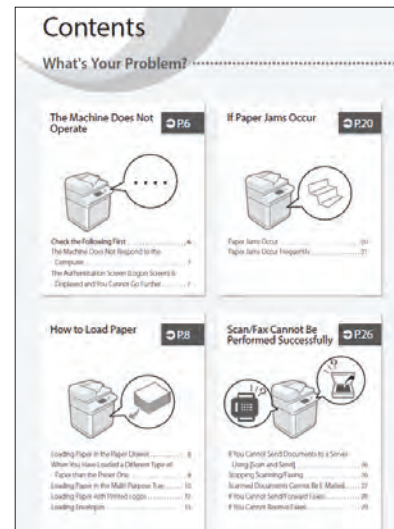
- A QR code can be displayed from the PC version of the HTML manuals with the press of a button. Scanning this code with a mobile device such as a smartphone allows access to the manuals in an easy-to-read mobile format.  
QR Code is a registered trademark of DENSO WAVE, INC.
- The latest version of the HTML manuals can be found at the following URL:  
<https://oip.manual.canon>

# Various Operating Information



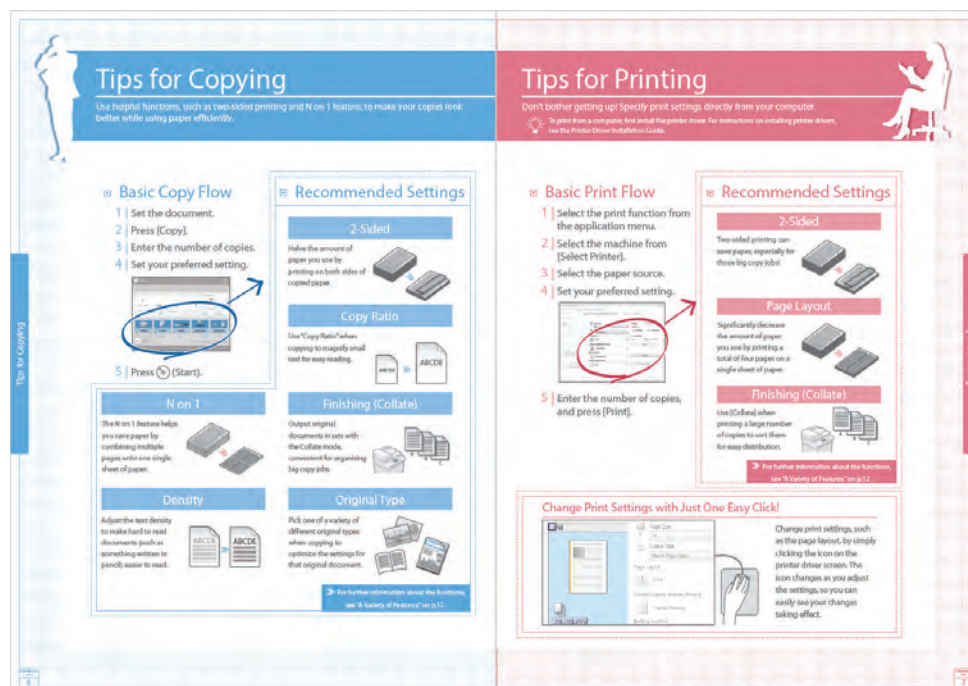
## FAQ Guide

This booklet provides solutions to common problems.



## Quick Operation Guide

This booklet provides an overview of the basic operations and how to complete them.





# Products and Their Features

Feature	Standard/ Option	imageRUNNER ADVANCE DX				
		C7700 Series	C5700 Series	C3700 Series	C477 Series	C357/C257 Series
Easy Paper Settings	Standard	✓	✓	✓	✓	✓
Simple Paper Loading	Standard	✓ <sup>1</sup>	✓ <sup>1</sup>	✓	✓	✓
Easy-to-Lift ADF	Standard	✓	✓	✓	—	—
Adjustable Operation Panel	Standard/Option	✓ <sup>2</sup>	✓	✓	✓	✓
ADF Access Handle	Option	✓	✓	✓	✓	✓
Emulated Operation Panel Interface	Standard	✓	✓	✓	✓	✓
Easy Removal of Jammed Paper	Standard	✓	✓	✓	✓	✓
Easy-to-Use Multi-Purpose Tray	Standard	✓	✓	✓	✓	✓
Easy Toner Cartridge Replacement	Standard	✓	✓	—	—	—
On-the-Fly Toner Replacement	Standard	✓	✓	—	—	—
Environmental and Safety Considerations	Option	✓	✓	✓	—	—
Improving Efficiency	Option	✓	✓	✓	—	—
Improved Home UI	Standard	✓	✓	✓	✓	✓
Easily Recall Settings from Recent Operations	Standard	✓	✓	✓	✓	✓
Easy-to-Use Operation Panel	Standard	✓	✓	✓	✓	✓
Customizable Home Menu	Standard	✓	✓	✓	✓	✓
One-Touch Operation	Standard	✓	✓	✓	✓	✓
Multiple Language Support	Standard	✓	✓	✓	✓	✓
Easy Consumable Replacement	Standard	✓	✓	✓	✓	✓
Easy Paper Jam Resolution	Standard	✓	✓	✓	✓	✓
Quick and Easy Automatic Printing	Standard	✓	✓	✓	✓	✓
Scheduled Printing	Standard	✓	✓	✓	✓	✓
Remote UI	Standard	✓	✓	✓	✓	✓
Easy Access from Mobile Devices	Standard	✓	✓	✓	✓	✓
Detection of Originals Left in ADF	Standard	✓	✓	✓	✓	✓
Easy-to-Hear Notifications	Standard	✓	✓	✓	✓	✓
Shapes and Colors of Levers and Handles	Standard	✓	✓	✓	✓	✓
Volume Adjustment	Standard	✓	✓	✓	✓	✓
Voice Guidance and Voice Operation	Option	✓	✓	✓	—	—
IC Card for Printing	Option	✓	✓	✓	✓	✓
Efficient Flow of Operations	Option	✓ <sup>3</sup>	✓	✓	✓	✓
Color Perception	Standard	✓	✓	✓	✓	✓
Enhance Selected Colors	Standard	✓	✓	✓	✓	✓
Support for Improved Visibility	Standard	✓	✓	✓	✓	✓
Larger Touch Panel	Standard	✓	✓	✓	✓	✓
Intuitive Touch Panel Operation	Standard	✓	✓	✓	✓	✓
Job Done Notice	Standard	✓	✓	✓	✓	✓
Improved LED Indicators	Standard	✓	✓	✓	✓	✓
Improved Power Switch	Standard	✓	✓	✓	✓	✓
Easy Exit from Sleep Mode	Standard	✓	✓	✓	✓	✓
Visual Instructions	Standard	✓	✓	✓	✓	✓
Customization for Individual Users	Standard	✓	✓	✓	✓	✓
Auto-Skip Blank Pages When Scanning	Standard	✓	✓	✓	✓	✓
Automatic Filing with Cloud Services	Option	✓	✓	✓	✓	✓
Tutorials for Useful Functions	Standard	✓	✓	✓	✓	✓
FAQ Guide	Standard	✓	✓	✓	✓	✓
Quick Operation Guide	Standard	✓	✓	✓	✓	✓
HTML Manuals	Standard	✓	✓	✓	✓	✓

1 May not be available for some paper sources, depending on the device configuration.

2 Possible to adjust the angle of the operation panel with the addition of the optional upright operation panel.

3 Only supported for certain functions.

# Products and Their Features

Feature	Standard/ Option	imageRUNNER ADVANCE DX					imagePRESS Lite
		8700 Series	6700 Series	6000i	4700 Series	717/617/527 Series	
Easy Paper Settings	Standard	✓	✓	✓	✓	✓	✓ <sup>1</sup>
Simple Paper Loading	Standard	—	—	✓ <sup>1</sup>	✓ <sup>1</sup>	✓	✓
Easy-to-Lift ADF	Standard	✓	✓	✓	✓	—	—
Adjustable Operation Panel	Standard/Option	✓ <sup>2</sup>	✓ <sup>2</sup>	✓	✓	✓	✓ <sup>2</sup>
ADF Access Handle	Option	✓	✓	✓	✓	✓	✓
Emulated Operation Panel Interface	Standard	✓	✓	✓	✓	✓	✓
Easy Removal of Jammed Paper	Standard	✓	✓	✓	✓	✓	✓
Easy-to-Use Multi-Purpose Tray	Standard	✓	✓	✓	✓	✓	✓
Easy Toner Cartridge Replacement	Standard	—	—	✓	—	—	✓
On-the-Fly Toner Replacement	Standard	✓	✓	✓	✓	—	✓
Environmental and Safety Considerations	Option	✓	✓	✓	✓	—	✓
Improving Efficiency	Option	✓	✓	✓	✓	—	✓
Improved Home UI	Standard	✓	✓	✓	✓	✓	✓
Easily Recall Settings from Recent Operations	Standard	✓	✓	✓	✓	✓	✓
Easy-to-Use Operation Panel	Standard	✓	✓	✓	✓	✓	—
Customizable Home Menu	Standard	✓	✓	✓	✓	✓	✓
One-Touch Operation	Standard	✓	✓	✓	✓	✓	✓
Multiple Language Support	Standard	✓	✓	✓	✓	✓	✓
Easy Consumable Replacement	Standard	✓	✓	✓	✓	✓	✓
Easy Paper Jam Resolution	Standard	✓	✓	✓	✓	✓	✓
Quick and Easy Automatic Printing	Standard	✓	✓	✓	✓	✓	✓
Scheduled Printing	Standard	✓	✓	✓	✓	✓	✓
Remote UI	Standard	✓	✓	✓	✓	✓	✓
Easy Access from Mobile Devices	Standard	✓	✓	✓	✓	✓	✓
Detection of Originals Left in ADF	Standard	✓	✓	✓	✓	✓	✓
Easy-to-Hear Notifications	Standard	✓	✓	✓	✓	✓	✓
Shapes and Colors of Levers and Handles	Standard	✓	✓	✓	✓	✓	✓
Volume Adjustment	Standard	✓	✓	✓	✓	✓	✓
Voice Guidance and Voice Operation	Option	✓	✓	✓	✓	—	✓ <sup>4</sup>
IC Card for Printing	Option	✓	✓	✓	✓	✓	✓
Efficient Flow of Operations	Option	✓ <sup>3</sup>	✓ <sup>3</sup>	✓	✓	✓	—
Color Perception	Standard	✓	✓	✓	✓	✓	✓
Enhance Selected Colors	Standard	—	—	—	—	—	✓
Support for Improved Visibility	Standard	✓	✓	✓	✓	✓	✓
Larger Touch Panel	Standard	✓	✓	✓	✓	✓	✓
Intuitive Touch Panel Operation	Standard	✓	✓	✓	✓	✓	✓
Job Done Notice	Standard	✓	✓	✓	✓	✓	✓
Improved LED Indicators	Standard	✓	✓	✓	✓	✓	—
Improved Power Switch	Standard	✓	✓	✓	✓	✓	✓
Easy Exit from Sleep Mode	Standard	✓	✓	✓	✓	✓	✓
Visual Instructions	Standard	✓	✓	✓	✓	✓	✓
Customization for Individual Users	Standard	✓	✓	✓	✓	✓	✓
Auto-Skip Blank Pages When Scanning	Standard	✓	✓	✓	✓	✓	✓
Automatic Filing with Cloud Services	Option	✓	✓	✓	✓	✓	✓
Tutorials for Useful Functions	Standard	✓	✓	✓	✓	✓	✓
FAQ Guide	Standard	✓	✓	✓	✓	✓	✓
Quick Operation Guide	Standard	✓	✓	✓	✓	✓	✓
HTML Manuals	Standard	✓	✓	✓	✓	✓	✓

<sup>1</sup> May not be available for some paper sources, depending on the device configuration.

<sup>2</sup> Possible to adjust the angle of the operation panel with the addition of the optional upright operation panel.

<sup>3</sup> Only supported for certain functions.

<sup>4</sup> Only Voice Guidance is available..



[USA.CANON.COM/UNIVERSALDESIGN](https://usa.canon.com/universaldesign)

**Canon**



Canon and imageRUNNER are registered trademarks of Canon Inc. in the United States and may also be a registered trademark or trademark in other countries. All other referenced product names and marks are trademarks of their respective owners. Certain screen images are simulated. Specifications and availability subject to change without notice. Not responsible for typographical errors.

©2020 Canon U.S.A., Inc. All rights reserved.

1220-UD-CI-IH