



Online Manual

Quick Menu Guide

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Using This Online Manual

- [Symbols Used in This Document](#)
- [Touch-enabled Device Users \(Windows\)](#)

Symbols Used in This Document

Warning

Instructions that, if ignored, could result in death or serious personal injury caused by incorrect operation of the equipment. These must be observed for safe operation.

Caution

Instructions that, if ignored, could result in personal injury or material damage caused by incorrect operation of the equipment. These must be observed for safe operation.

Important

Instructions including important information. To avoid damage and injury or improper use of the product, be sure to read these indications.

Note

Instructions including notes for operation and additional explanations.

Basics

Instructions explaining basic operations of your product.

Note

-
- Icons may vary depending on your product.
-

Touch-enabled Device Users (Windows)

For touch actions, you need to replace "right-click" in this document with the action set on the operating system. For example, if the action is set to "press and hold" on your operating system, replace "right-click" with "press and hold."

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»» Note

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General Notes (Quick Menu)

Quick Menu is subject to the following restrictions. Keep these points in mind.

- Refer to the Canon website for products supporting Quick Menu.
- Available functions and settings vary depending on your scanner or printer. Internet connection is required depending on the function to be used. Internet connection fees apply.
- To use Image Display, you need to install the latest My Image Garden. You can download My Image Garden from the Canon website.
Internet connection is required for downloading. Internet connection fees apply.
- In this guide, descriptions are mainly based on the screens displayed when using Windows 10 operating system (hereinafter "Windows 10").

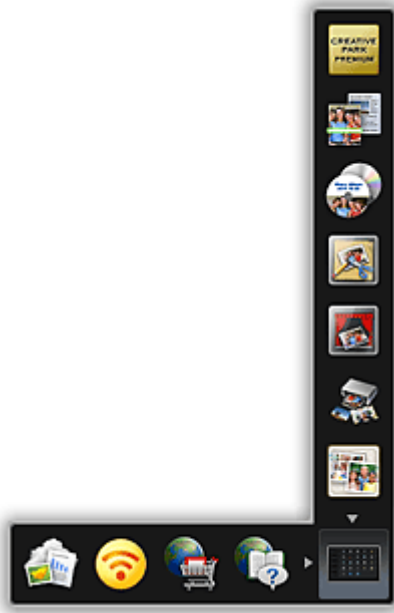
What Is Quick Menu?

- ▶ **Quick Menu Features**
- ▶ **Starting Applications from Quick Menu**
- ▶ **Shortcut Menu Operations**

Quick Menu Features

Quick Menu is a shortcut menu for starting frequently used applications and functions with a single click.


Quick Menu Screen



Shortcut Menu

Add frequently used applications and functions to the Shortcut Menu to start them with one click.



Click  (Open Main Menu) to display the Main Menu in which all functions appear.

Related Topic

- [Shortcut Menu](#)
- [Main Menu](#)

Starting Applications from Quick Menu

Start applications, open manuals, or access our website, from the Shortcut Menu or Main Menu.

■ [Starting from Shortcut Menu](#)

■ [Starting from Main Menu](#)

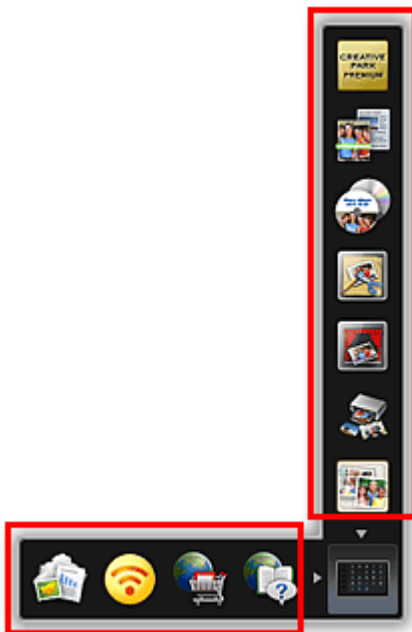
Starting from Shortcut Menu

Click an icon on the Icon Bar to start an application or function.

▶▶▶ Note


- Applications or functions not saved to the Shortcut Menu, can be accessed from the Main Menu.
- To add icons to the Shortcut Menu, see Main Menu.

1. On Icon Bar of Shortcut Menu, click the icon you want to use.



The application, manual or our website opens.

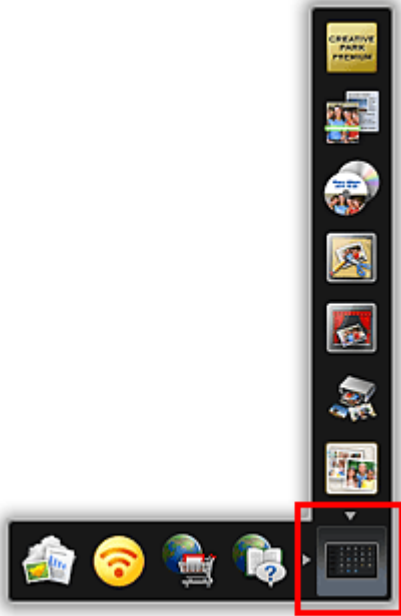
▶▶▶ Note

- If the Icon Bar is not visible, click an arrow displayed around  (Open Main Menu).

Starting from Main Menu

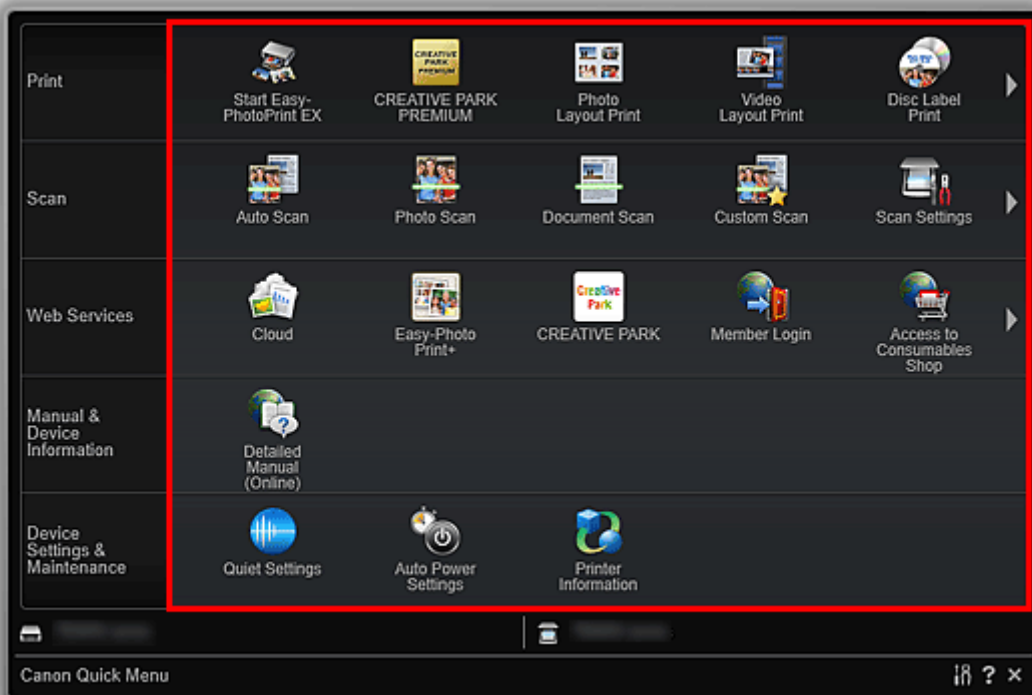
All functions that can be started from Quick Menu appear in the Main Menu. Click an icon to start an application or function.

1. In Shortcut Menu, click  (Open Main Menu).



The Main Menu appears.

2. Click function icon you want to use.



The application, manual or our website opens.

▶▶▶ Note

- If the function you want to use is not displayed, click ◀▶ (Back/Next) to display the hidden icons.

Related Topic

- [Shortcut Menu Operations](#)

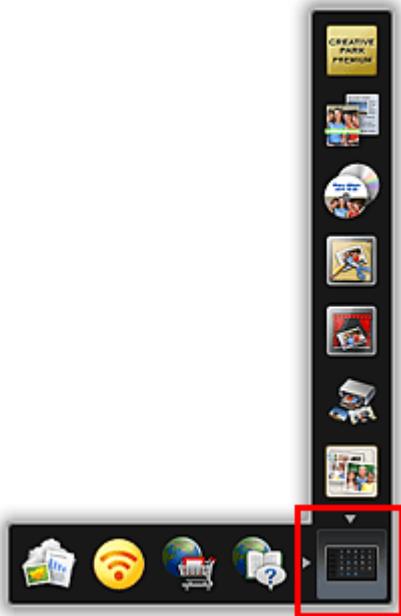
Shortcut Menu Operations

Add icons for frequently used applications and functions from the Main Menu to the Shortcut Menu to access them with a single click. Icons can be deleted or rearranged as needed.

- [Adding Function Icons to Shortcut Menu](#)
- [Deleting Function Icons from Shortcut Menu](#)
- [Rearranging Function Icons](#)

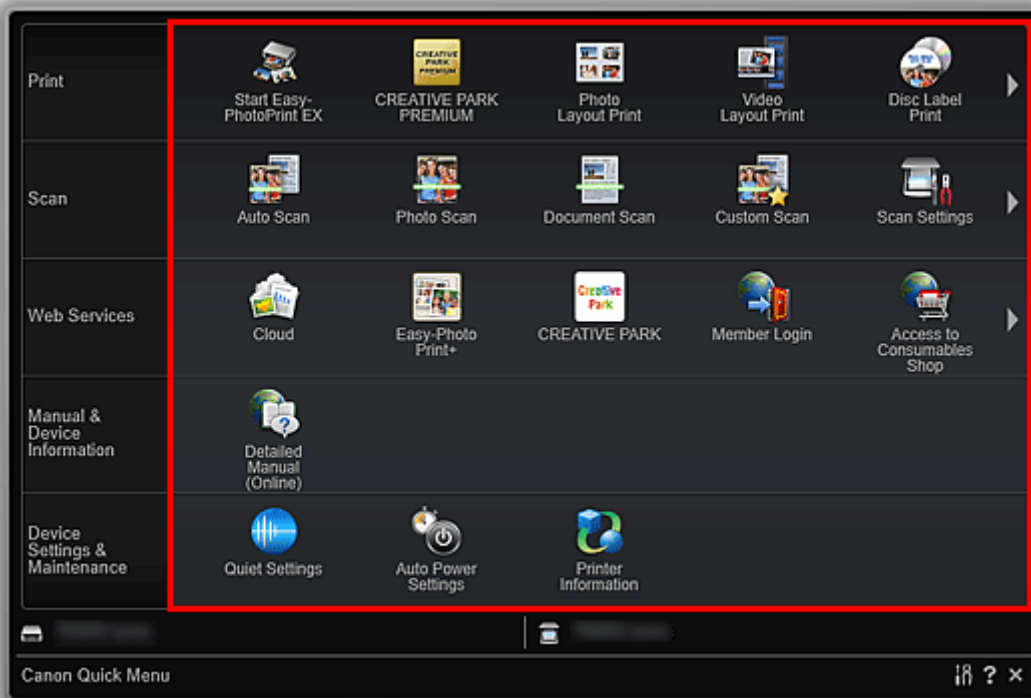
Adding Function Icons to Shortcut Menu

1. In Shortcut Menu, click  (Open Main Menu).



The Main Menu appears.

2. Drag the desired function icon to Icon Bar of Shortcut Menu.



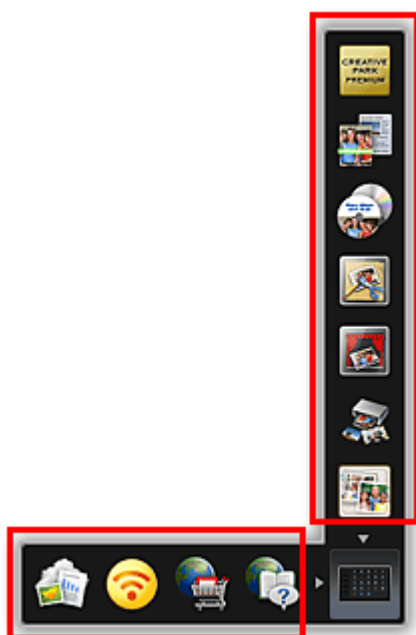
The function icon is added to the Shortcut Menu.

▶▶▶ Note

- Up to eight function icons can be saved to each side of the Shortcut Menu.
- Alternatively, add an icon by right-clicking it in the Main Menu and then clicking **Add to Shortcut Menu** in the displayed menu.

Deleting Function Icons from Shortcut Menu

1. To delete an icon drag it and then drop it outside the Shortcut Menu.



The function icon is deleted from the Shortcut Menu.

➤➤➤ Note

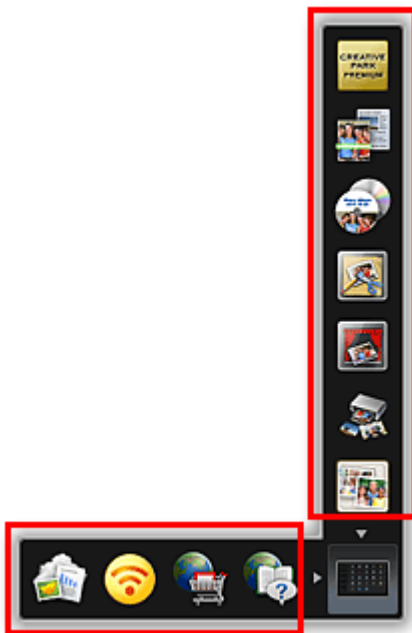
- Alternatively, delete an icon by right-clicking it and then clicking **Delete from Shortcut Menu** in the displayed menu.



- (Open Main Menu) cannot be deleted.

Rearranging Function Icons

1. Drag an icon in the Shortcut Menu, and drop it to the target location.



The function icon is moved to the dropped location.

Related Topic

- Shortcut Menu
- Main Menu

Troubleshooting

Printer/Scanner Does Not Appear in the List

Printers and scanners do not appear in the **Select Model** list of the Preferences dialog box in the following cases.


- A Quick Menu compatible printer/scanner driver is not installed on your computer.
- The printer/scanner driver installation is not complete.

Make sure that none of the above points apply, then display the Preferences dialog box again.

►► Note

- See your printer/scanner manual for details on how to install the printer/scanner driver.
- The printer/scanner driver installation may not be complete in the following cases.
 - The printer/scanner was not connected to your computer while installing the driver.
 - The printer/scanner was off while installing the driver.

The Shortcut Menu is Hidden

In Windows Vista, if the Windows Sidebar is displayed, the Shortcut Menu may be hidden behind the Windows Sidebar and thus cannot be operated with a mouse. In that case, double-click  (Quick Menu) in the notification area on the desktop to bring the Shortcut Menu to the front.

After bringing the Shortcut Menu to the front, it is recommended that you move it to a place where it does not overlap with the Windows Sidebar.

An Authentication Screen Appears after Selecting Printer Information

When an authentication screen appears after selecting **Printer Information**, you need to enter the user name and password. See Administrator Password for details.

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