Canon

Getting Started

imageRUNNER 2425



🔍 Quick Setup

NEXT PAGE



Quick Operation

P.5



Configuring the Machine

Configuring the Initial Settings of the Machine

When the power is turned ON for the first time after installing the machine

⇒ The "Setup Guide" screen is displayed automatically



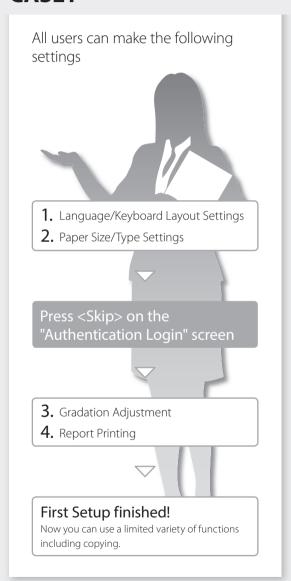
If you want to use copy function first of all...

⇒ proceed to CASE1

If you want to use all functions of the machine...

 \Rightarrow proceed to CASE2

CASE1



- Display the online manual website for user's guides https://oip.manual.canon/
- Select the appropriate user's guide
 [imageRUNNER] ► [Black & White] ► Select this machine
- **3.** To access information in the User's Guide, use the search number

C-1234 Q



Administrator privileges are required to make the following settings



- 1. Language/Keyboard Layout Settings
- 2. Paper Size/Type Settings
- **3.** Logging In as an Administrator The default PIN is '7654321'*1.

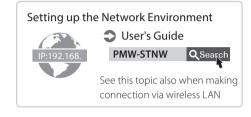
Only the Administrator is allowed to configure the following settings

- **4.** User Authentication Settings
- **5.** Date/Time Settings
- **6.** Network Setting
- **7.** Fax Settings*2



- 8. Gradation Adjustment
- 9. Report Printing

You can also configure the settings listed on the right half of this page, as necessary.







Setup finished!

Now you can use all functions including printing and sending faxes from a computer.

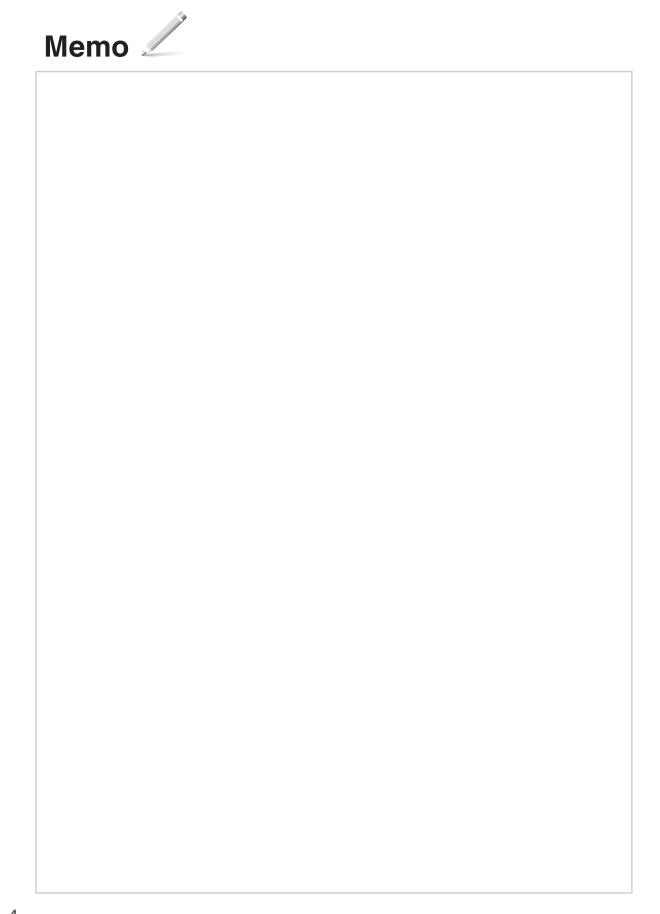
- *1 For more security, it is recommended to change the default PIN.
- *2 Only for the machine with fax board.

For more information about the "Setup Guide"

User's Guide

PMW-STSG

Search

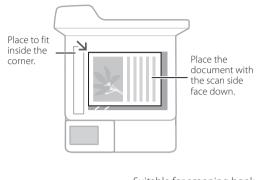


Quick Operation

Place the Original Document Properly

Remember before You Start Operation

Place your original on the platen glass



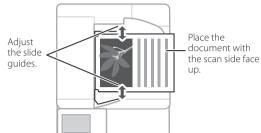




Suitable for scanning book pages, magazine pages and newspaper clips.

Place your originals into the feeder*

* This operation is available only on models that have a feeder attached.

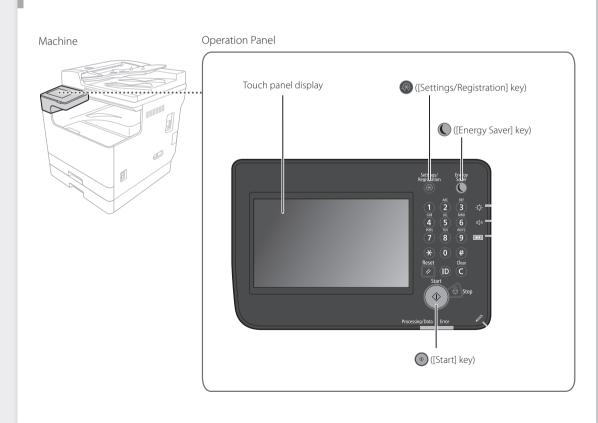






Suitable for continuously scanning many pages of literature, quotation, etc.

Start the Operation from the Operation Panel





Copying

- 1. Place the original document.
- 2. Select <Copy> on the Home screen.
- 3. Specify the copy settings, as necessary.
- 4. Enter the desired number of copies.
- 5. Press 🐠.

Useful copy settings

- N on 1
- 2-Sided or 1-Sided
- Enlarging or reducing









Printing

- 1. Open the document to print, and select the print function of the application.
- 2. Select the printer driver for the machine, and select [Preferences] or [Properties].
- 3. Specify the paper size.
- 4. Specify the paper source and paper type.
- 5. Specify the print settings, as necessary.
- 6. Select [OK].
- 7. Select [Print] or [OK].

Useful print settings

- 2-sided
- N on 1
- Booklet Printing









Faxing*

 $\mbox{\ensuremath{^{\ast}}}$ This function is available only if the FAX Board is installed.

- 1. Place the original document.
- 2. Select <Fax> on the Home screen.
- 3. Enter the destination information.
- 4. Specify the fax settings, as necessary.
- 5. Press 🖜.

Useful fax functions

- Sequential Broadcast
- Memory Reception
- PC Fax









Scanning

- 1. Place the original document.
- 2. Select <Scan and Send> or <Scan and Store> on the Home screen.
- 3. Select the type of scan, and enter the necessary information.
- 4. Press 🐠.

Types of scan

■ Store in USB memory device

- Send e-mail
- Send to file server

To scan from a computer

Use the scanner driver supplied with the machine







Loading Paper



Specifying Paper Size and Type in the Paper Drawer

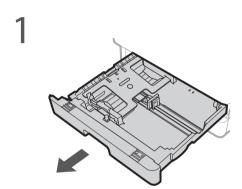
User's Guide

PMW-SPDR

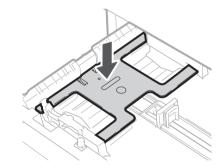
Q Search

Loading in the Paper Drawer

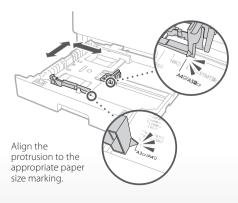
The following describes how to load the paper into paper drawer 1. For information on how to loading into paper drawer 2, see User's Guide.



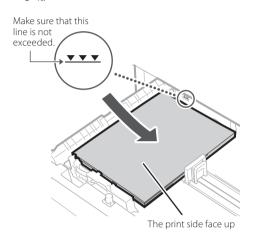
Push down the metal plate to lock it.



3 Slide the light blue knobs to adjust the positions of the paper guides.



First fan the paper stack well and then load it.



Place the paper drawer back into the machine.

CAUTION!

Be careful not to get your fingers caught between the paper drawer and the machine.

6 Check the paper size and type of the paper source, and press <OK> on the screen.

If you load a different size or type of paper from the one before, make sure to change the settings manually.

- **7** Press <Set>.
- Specify the paper size, and press <Next>.
- O Specify the paper type, and press <OK>.

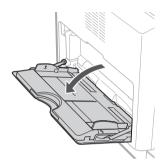
Loading Paper

Loading in the Multi-Purpose Tray

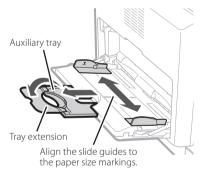
CAUTION!

When using paper that does not feed well, load one sheet at a time.

1



Adjust the position of the slide guides.

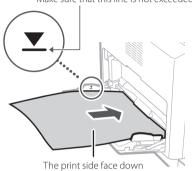


NOTE

Pull out the auxiliary tray, and extend the tray extension when loading large-sized paper.

Fan the paper stack well, align the edges on a flat surface, and then load it.

Make sure that this line is not exceeded.



4 Specify the paper size, and press <OK> on the screen.

If the paper type setting does not match the paper you have loaded on the screen shown in step 4, change the setting manually.

5 Press < Change >.

6 Specify the paper type, and press <OK>.

If a Problem Has Occurred

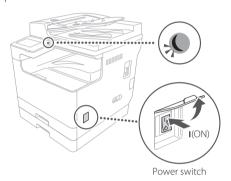


The Machine Does Not Seem to Work

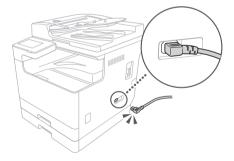
Check the following.

- Is the power turned ON?
- Is the machine out of sleep mode?

If both the display and \bigcirc are not lit, press the power switch.



• Is the power cord connected correctly?



If the problem persists, see the User's Guide.

Paper Jams Have Occurred

When paper is jammed, a screen, as shown below appears.

Clear the paper jams, according to the on-screen instructions.



Replacing Consumables

Toner Cartridge



Canon genuine toner cartridge

· Canon NPG-59 Black Toner

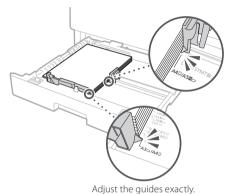
If a Problem Has Occurred

Printing Results Are Not Satisfactory

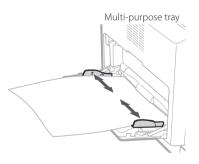
Images Are Shifted/Slanted

Solution

Adjust the paper guides.







Irregularities Appear in Images/Images Are Faint

Solution 1

The paper may have absorbed moisture.

Replace it with paper that has not absorbed moisture.

Solution 2

Perform gradation adjustment.

- 1. Press .
- 2. Press <Adjustment/Maintenance> ▶ <Adjust Image Quality> ▶ <Auto Adjust Gradation> on the screen.

Follow the instructions on the screen to perform gradation adjustment.

For more information, see the User's Guide.





Black Streaks Appear in Images*

* Only for the model with a feeder attached.

Solution

Clean the document feed scanning areas.

1. Open the feeder, and clean the lower side document feed scanning area using a cloth dampened with water. Then, wipe the area with a soft, dry cloth.

NOTE

Do not use glass cleaner or an alcohol solution, etc., as they will strip away the stain-proof coating.



2. Close the feeder.

NOTE

If black streaks still appear after dirt removal, perform the following procedure to execute <Clean Feeder>.

For more information, see the User's Guide.

Bleed-through Occurs

Solution 1

Set the type of original properly.

If bleed-through is observed with the copy result, setting the type of original can improve the problem, giving a neat copy.

 Press <Copy (Prevent Bleed-Thru)> on the Home screen.

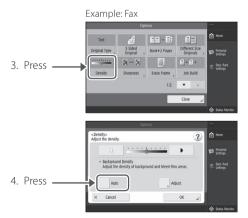


2. Press <Yes>.

Solution 2

Set a lower background density.

- 1. Select the function on the Home screen.
- 2. Press <Options>.



5. Press <OK>.

Appendix

Important Safety Instructions

This chapter describes important safety instructions for the prevention of injury to users of this machine and others, and damage to property. Read this chapter before using the machine, and follow the instructions to use the machine properly. Do not perform any operations not described in this manual. Canon will not be responsible for any damages resulting from operations not described in this manual, improper use, or repair or changes not performed by Canon or a third party authorized by Canon. Improper operation or use of this machine could result in personal injury and/or damage requiring extensive repair that may not be covered under your Limited Warranty.

▲WARNING

Indicates a warning concerning operations that may lead to death or injury to persons if not performed correctly. To use the machine safely, always pay attention to these warnings.

ACAUTION

Indicates a caution concerning operations that may lead to injury to persons if not performed correctly. To use the machine safely, always pay attention to these cautions.

IMPORTANT

Indicates operational requirements and restrictions. Be sure to read these items carefully to operate the machine correctly, and avoid damage to the machine or property.

Installation

To use this machine safely and comfortably, carefully read the following precautions and install the machine in an appropriate location.

▲WARNING

Do not install in a location that may result in a fire or electrical shock

- A location where the ventilation slots are blocked (too close to walls, beds, sofas, rugs, or similar objects)
- · A damp or dusty location
- A location exposed to direct sunlight or outdoors
- A location subject to high temperatures
- A location exposed to open flames
- Near alcohol, paint thinners or other flammable substances

Other warnings

- Do not connect unapproved cables to this machine. Doing so may result in a fire or electrical shock.
- Do not place necklaces and other metal objects or containers filled with liquid on the machine. If foreign substances come in contact with electrical parts inside the machine, it may result in a fire or electrical shock.
- If any foreign substance falls into this machine, unplug the power plug from the AC power outlet and contact your local authorized Canon dealer

ACAUTION

Do not install in the following locations

The machine may drop or fall, resulting in injury.

- · An unstable location
- A location exposed to vibrations

MIMPORTANT

Do not install in the following locations

Doing so may result in damage to the machine.

• A location subject to temperature and

- humidity extremes, whether low or high
- A location subject to dramatic changes in temperature or humidity
- A location near equipment that generates magnetic or electromagnetic waves
- A laboratory or location where chemical reactions occur
 A location exposed to corrosive or toxic gases
- A location that may warp from the weight of the machine or where the machine is liable to

Avoid poorly ventilated locations

sink (a carpet, etc.)

This machine generates a slight amount of ozone and other emissions during normal use. These emissions are not harmful to health. However, they may be noticeable during extended use or long production runs in poorly ventilated rooms. To maintain a comfortable working environment, it is recommended that the room where the machine operates be appropriately ventilated. Also avoid locations where people would be exposed to emissions from the machine.

Do not install in a location where condensation occurs

Water droplets (condensation) may form inside the machine when the room where the machine is installed is heated rapidly, and when the machine is moved from a cool or dry location to a hot or humid location. Using the machine under these conditions may result in paper jams, poor print quality, or damage to the machine. Let the machine adjust to the ambient temperature and humidity for at least 2 hours before use.

Avoid installing the machine near computers or other precision electronic equipment.

Electrical interference and vibrations generated by the machine while printing can adversely affect the operation of such equipment.

Avoid installing the machine near televisions, radios, or similar electronic equipment.

The machine might interfere with sound and picture signal reception.

Insert the power plug into a dedicated power outlet, and maintain as much space as possible between the machine and other electronic equipment.

In altitudes of above sea level 3,000 m or higher

Machines with a hard disk may not operate properly when used at high altitudes of about 3,000 meters above sea level, or higher.

Connecting the Telephone Line

This machine conforms to a analog telephone line standard. The machine can be connected to the public switched telephone network (PSTN) only. If you connect the machine to a digital telephone line or a dedicated telephone line, it might impede proper operation of the machine and could be the cause of damage. Make sure to confirm a type of telephone line before connecting the machine. Contact your optical fiber line or IP telephone line service providers if you want to connect the machine to those telephone lines.

When using wireless LAN

- Install the machine at a distance of 50 meters or less from the wireless LAN router.
- · As far as possible, install in a location where

- communication is not blocked by intervening objects. The signal may be degraded when passing through walls or floors.
- Keep the machine as far as possible from digital cordless phones, microwave ovens, or other equipment that emits radio waves.
- Do not use near medical equipment. Radio waves emitted from this machine may interfere with medical equipment, which may result in malfunctions and accidents.

If the operating noise concerns you

Depending on the use environment and operating mode, if the operating noise is of concern, it is recommended that the machine be installed in a place other than the office.

Moving the Machine

If you intend to move the machine, even to a location on the same floor of your building, contact your local authorized Canon dealer beforehand. Do not attempt to move the machine yourself.

Power Supply

AWARNING

- Use only a power supply that meets the specified voltage requirements. Failure to do so may result in a fire or electrical shock.
- The machine must be connected to a socket-outlet with grounding connection by the provided power cord.
- Do not use power cords other than the one provided, as this may result in a fire or electrical shock.
- The provided power cord is intended for use with this machine. Do not connect the power cord to other devices.
- Do not modify, pull, forcibly bend, or perform any other act that may damage the power cord. Do not place heavy objects on the power cord. Damaging the power cord may result in a fire or electrical shock.
- Do not plug in or unplug the power plug with wet hands, as this may result in an electrical shock.
- Do not use extension cords or multi-plug power strips with the machine. Doing so may result in a fire or electrical shock.
- Do not wrap the power cord or tie it in a knot, as this may result in a fire or electrical shock.
- Insert the power plug completely into the AC power outlet. Failure to do so may result in a fire or electrical shock.
- Remove the power plug completely from the AC power outlet during a thunder storm.
 Failure to do so may result in a fire, electrical shock, or damage to the machine.
- Make sure that the power supply for the machine is safe, and has a steady voltage.
- Keep the power cord away from a heat source; failure to do this may cause the power cord coating to melt, resulting in a fire or electrical shock.

Avoid the following situations:

If excessive stress is applied to the connection part of the power cord, it may damage the power cord or the wires inside the machine may disconnect. This could result in a fire.

- Connecting and disconnecting the power cord frequently.
- · Tripping over the power cord.
- The power cord is bent near the connection part, and continuous stress is being applied to the power outlet or the connection part.
- Applying excessive force on the power plug.

▲CAUTION

Install this machine near the power outlet and leave sufficient space around the power plug so

that it can be unplugged easily in an emergency.

IMPORTANT

When connecting power

- Do not connect the power cord to an uninterruptible power source. Doing so may result in malfunction of or damage to the machine at power failure.
- If you plug this machine into an AC power outlet with multiple sockets, do not use the remaining sockets to connect other devices.
- Do not connect the power cord to the auxiliary AC power outlet on a computer.

Other precautions

Electrical noise may cause this machine to malfunction or lose data.

Handling

WARNING

- Immediately unplug the power plug from the AC power outlet and contact an authorized Canon dealer if the machine makes an unusual noise, emits an unusual smell, or emits smoke or excessive heat. Continued use may result in a fire or electrical shock.
- Do not disassemble or modify this machine. There are high-voltage and high-temperature components inside the machine. Disassembly or modification may result in a fire or electrical shock.
- Place the machine where children will not come in contact with the power cord and other cables or gears and electrical parts inside the machine. Failure to do so may result in unexpected accidents.
- Do not use flammable sprays near this machine. If flammable substances come into contact with electrical parts inside this machine, it may result in a fire or electrical shock.
- When moving this machine, be sure to turn OFF the power of this machine, and then unplug the power plug and interface cables.
 Failure to do so may damage the power cord or interface cables, resulting in a fire or electrical shock.
- When plugging or unplugging a USB cable when the power plug is plugged into an AC power outlet, do not touch the metal part of the connector, as this may result in an electrical shock.

If you are using a cardiac pacemaker

This machine generates a low level magnetic flux and ultrasonic waves. If you use a cardiac pacemaker and feel abnormalities, please move away from this machine and consult your physician immediately.

ACAUTION

- Do not place heavy objects on this machine as they may fall, resulting in injury.
- For safety, unplug the power plug if the machine will not be used for a long period of time.
- Use caution when opening and closing covers to avoid injury to your hands.
- Keep hands and clothing away from the rollers in the output area. If the rollers catch your hands or clothing, this may result in personal injury.
- The inside of the machine and the output slot are very hot during and immediately after use. Avoid contact with these areas to prevent burns. Also, printed paper may be hot immediately after being output, so use caution when handling it. Failure to do so may result in burns.

Feeder or platen glass cover

- Do not press down hard on the feeder or the platen glass cover when using the platen glass to make copies of thick books. Doing so may damage the platen glass and result in personal injury.
- Close the feeder or the platen glass cover gently to avoid catching your hands, as this may result in personal injury.
- Be careful not to put your hands or fingers into the feeder or the platen glass cover. Otherwise, you may be injured.



Paper drawer

• Do not insert your hand into the machine while the paper drawer is removed, as this may result in personal injury.

Energy Saver key

 Press (Energy Saver) for safety when the machine will not be used for a long period of time, such as overnight. Also, turn OFF the main power switch, and disconnect the power cord for safety when the machine will not be used for an extended period of time, such as during consecutive holidays.

Laser Safety

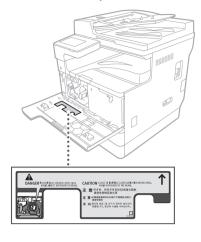
This product is confirmed as a Class 1 laser product in IEC60825-1:2014 and EN60825-1:2014. CLASS 1 LASER PRODUCT LASER KLASSE 1

APPAREIL À LASER DE CLASSE 1
APPARECCHIO LASER DI CLASSE 1
PRODUCTO LÁSER DE CLASE 1
APARELHO A LASER DE CLASE 1
LUOKAN 1 LASER-TUOTE
LASERPROPLIKT KLASS 1

The laser beam can be harmful to human bodies. Since radiation emitted inside the product is completely confined within protective housings and external covers, the laser beam cannot escape from the machine during any phase of user operation. Read the following remarks and instructions for safety.

- Never open covers other than those instructed in the manuals for this machine.
- If the laser beam should escape and enter your eyes, exposure may cause damage to your eyes.
- Use of controls, adjustments, or performance of procedures other than those specified in this manual may result in hazardous radiation exposure.

Laser Safety Caution



Fixing Unit

When removing jammed paper or when inspecting the inside of the machine, do not expose yourself to the heat emitted from the fixing unit and its surroundings for a prolonged period of time. Doing so may result in low temperature burns, even though you did not touch the fixing unit and its surroundings directly.



IMPORTANT

- Follow the caution instructions on labels and the like found on this machine.
- Do not subject the machine to strong shocks or vibration.
- Do not forcibly open and close doors, covers, and other parts. Doing so may result in damage to the machine.
- Do not turn the main power switch OFF or open the covers while the machine is in operation. This may result in paper jams.
- Use a modular cable that is shorter than 3 meters.
- · Use a USB cable that is shorter than 3 meters.

Safety-Related Symbols

Power switch: "ON" position

O Power switch: "OFF" position

Dower switch: "STAND-BY" position

- Push-push switch # "ON" # "OFF"
- Protective earthing terminal
- A Dangerous voltage inside. Do not open covers other than instructed.
- CAUTION: Hot surface. Do not touch.
- Class II equipment
- Moving parts: Keep body parts away from moving parts
- A CAUTION: An electrical shock may occur.
 Remove all the power plugs from the power outlet.
- There are sharp edges. Keep body parts away from sharp edges.

[NOTE]

Some of symbols shown above may not be affixed depending on the product.

Maintenance and Inspections

Clean this machine periodically. If dust accumulates, the machine may not operate properly. When cleaning, be sure to observe the following. If a problem occurs during operation, see "Troubleshooting" in the User's Guide.

AWARNING

- Before cleaning, turn OFF the power and unplug the power plug from the AC power outlet. Failure to do so may result in a fire or electrical shock
- Unplug the power plug periodically and clean with a dry cloth to remove dust and grime. Accumulated dust may absorb humidity in the air and may result in a fire if it comes into contact with electricity.
- Use a damp, well wrung-out cloth to clean the machine. Dampen cleaning cloths with water only. Do not use alcohol, benzine, paint thinner, or other flammable substances. Do not use tissue paper or paper towels. If these substances come into contact with electrical parts inside the machine, they may generate static electricity or result in a fire or electrical shock.
- Check the power cord and plug periodically for damage. Check the machine for rust, dents, scratches, cracks, or excessive heat generation. Use of poorly-maintained equipment may result in a fire or electrical shock.

ACAUTION

- The inside of the machine has hightemperature and high-voltage components. Touching these components may result in burns. Do not touch any part of the machine that is not indicated in the manual.
- When loading paper or removing jammed paper, be careful not to cut your hands with the edges of the paper.

Consumables

▲ WARNING

- Do not throw toner cartridges or waste toner containers into open flame, or do not store them or printing/copy paper in a place exposed to open flame. This may cause them to ignite, resulting in burns or fire.
- If you accidentally spill or scatter toner, carefully gather the toner particles together or wipe them up with a soft, damp cloth in a way that prevents inhalation. Never use a vacuum cleaner that does not have safeguards against dust explosions to clean

up spilled toner. Doing so may cause a malfunction in the vacuum cleaner, or result in a dust explosion due to static discharge.

ACAUTION

- Keep toner and other consumables out of the reach of small children. If these items are ingested, consult a physician immediately.
- If toner touches your clothes or skin, wash it away with water immediately. Do not use warm water, as this may cause toner to fix, resulting in a permanent stain.
- Do not dismantle the toner cartridge, as doing so may cause toner to fly out and enter your eyes or mouth. If toner gets into your eyes or mouth, wash them immediately with cold water and immediately consult a physician.
- If toner escapes from the toner cartridge, make sure not to ingest the toner or allow it to directly touch your skin. If toner touches your skin, wash it away with soap and water. If your skin still feels irritated after washing it or you ingest toner, consult a physician immediately.
- When pulling out the waste toner container, be careful not to let it fall. This may result in injury.

IMPORTANT

• Store toner cartridges in a cool location, away from direct sunlight.

Notice

Product Name

Safety regulations require the product's name to be registered. In some regions where this product is sold, the following name(s) in parentheses () may be registered instead.

imageRUNNER 2425 (F178500)

EMC requirements of EC Directive

This equipment conforms with the essential EMC requirements of EC Directive. We declare that this product conforms with the EMC requirements of EC Directive at nominal mains input 230 V, 50 Hz although the rated input of the product is 220 to 240 V, 50/60 Hz. Use of shielded cable is necessary to comply with the technical EMC requirements of EC Directive.

Wireless LAN Regulatory Information

imageRUNNER 2425 includes approved Wireless LAN Module (Model name: K30365).

Regulatory information for users in Singapore

Complies with IMDA Standards DB00671

E-Waste Rule

India only

This product is not to be disposed of with your household waste, according to the E-Waste (Management) Rules, 2016. This product should be handed over to a designated collection point, e.g., to an authorized collection site for recycling waste electrical and electronic equipment (EEE). Improper handling of this type of waste could have a possible negative impact on the environment and human health due to potentially hazardous substances that are generally associated with EEE. At the same time, your cooperation in the correct disposal of this product will contribute to the effective usage of natural resources. For more information regarding return and recycling of WEEE

products, please visit

http://www.canon.co.in/environment or write to us at customer.delight@canon.co.in.
Also, this product complies with the "E-Waste (Management) Rules, 2016" and prohibits use of lead, mercury, hexavalent chromium, polybrominated biphenyls or polybrominated diphenyl ethers in concentrations exceeding 0.1 % by weight and 0.01 % by weight for Cadmium, except for the exemptions set in Schedule II of



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- Money Orders
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- Certificates of Deposit
- Passports
- Postage Stamps (canceled or uncanceled)
- Immigration Papers
- Identifying Badges or Insignias
- Internal Revenue Stamps (canceled or uncanceled)
- Selective Service or Draft Papers
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About This Manual

Screens

Screens of the touch panel display used in this manual are those taken when the imageRUNNER 2425 has the following optional equipment attached to it:

- DADF-AZ
- Cassette Feeding Module-AK

• Super G3 FAX Board

Note that functions that cannot be used depending on the model or options do not appear on the touch panel display.

Illustrations

Illustrations used in this manual are those displayed when the imageRUNNER 2425 has the following optional equipment attached to it:

- · DADF-AZ
- Cassette Feeding Module-AK



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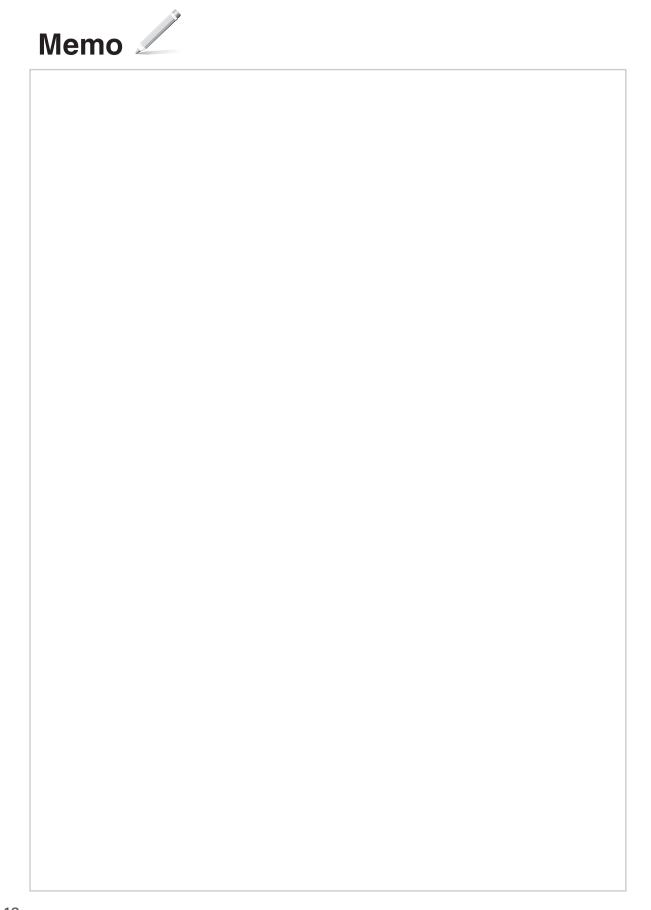
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