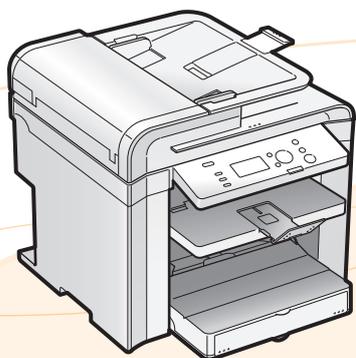


# Canon

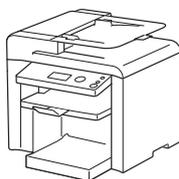
## imageCLASS

### D 550

# Starter Guide



1



Preface

 Next Page

2



Installing the Machine

 P. 6

3



Connecting to a Computer  
and Installing the Drivers

 P. 14

Appendix

 P. A-1

 **Read this guide first.**

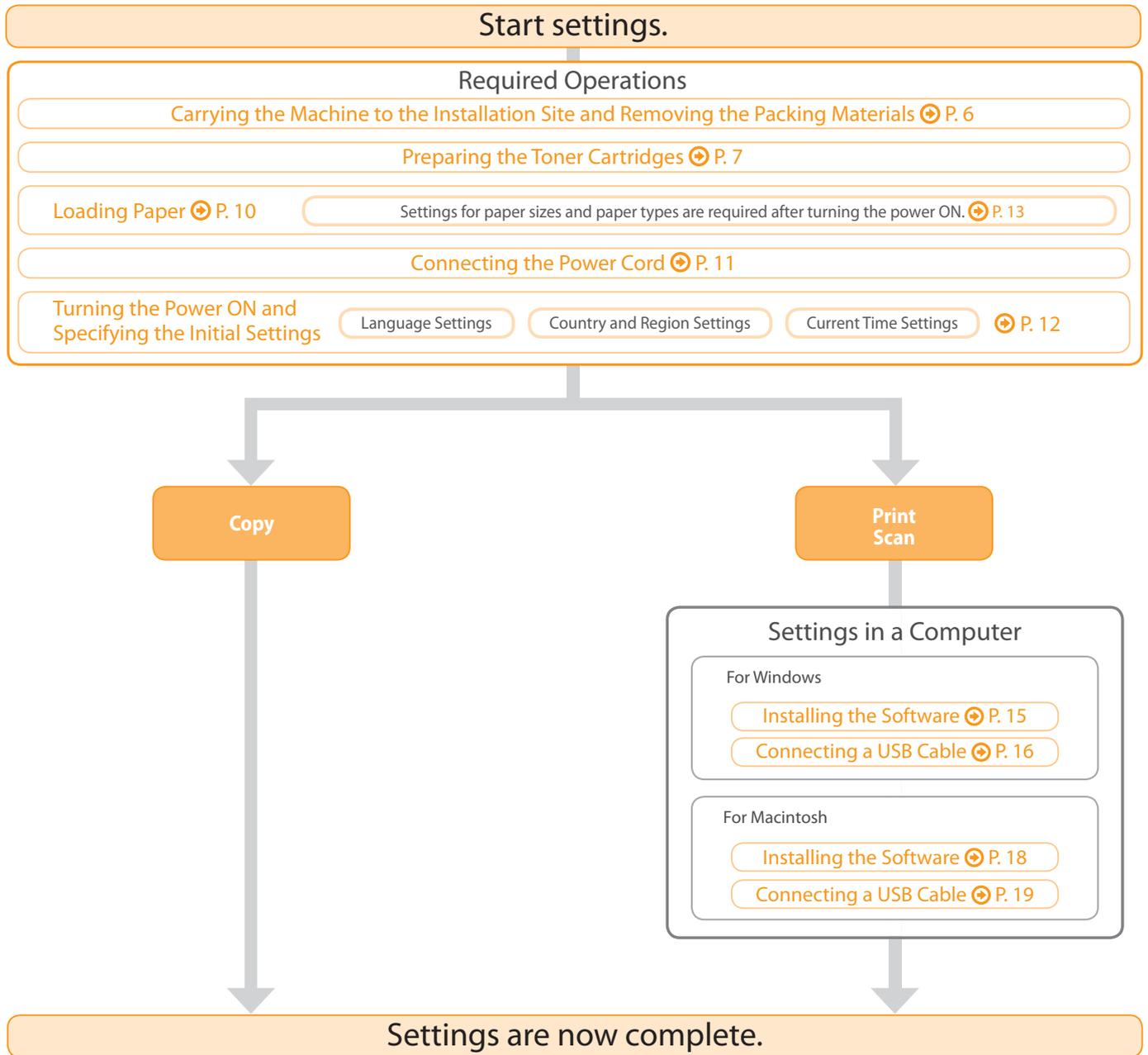
Please read this guide before operating this product.

The remarks for important safety instructions are described in "Basic Operation Guide." Read the guide also.

After you finish reading this guide, store it in a safe place for future reference.

# Setting Up the Machine to Suit Your Needs

Determine which machine functions (Copy, Print, Scan) you intend to use, and make settings according to the flowchart below.



## Available Features

○: available    —: not available

	Copy	Print	2-sided Printing	Scan	ADF (2-sided)
D550	○	○	○	○	○

# Checking the Supplied Accessories

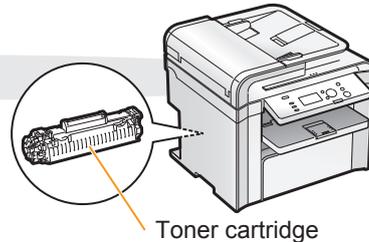
## 1. Confirm that all the supplied accessories are contained in the box.

If an item is missing or damaged, please contact our Canon Authorized Service Facilities or the Canon Customer Care Center.

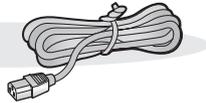
### About the USB cable

The machine does not come with a USB cable. Have cables ready as needed.

- The machine unit  
The toner cartridge is already installed.



- Power cord



- Basic Operation Guide



- Starter Guide (This manual)



- Limited Warranty Notice



- Registration Card



- User Software CD-ROM



# Supplied Toner Cartridge

The average yield of the included toner cartridge is as follows.

Canon Cartridge 128 Starter

Average yield<sup>\*1</sup>: 1,000 sheets

<sup>\*1</sup> The average yield is on the basis of "ISO/IEC 19752" when printing A4 size paper with the default print density setting.

<sup>\*2</sup> "ISO/IEC 19752" is the global standard relating to "Method for the determination of toner cartridge yield for monochromatic electrophotographic printers and multi-function devices that contain printer components" issued by ISO (International Organization for Standardization).

The average yield of the replacement toner cartridge differs from which of the supplied toner cartridge.

To purchase replacement toner cartridges, see "About Replacement Toner Cartridge" in the  e-Manual.

# User Software CD-ROM

## About the Drivers and Software

The drivers and software included in the CD-ROM supplied with this machine are as follows.

### MF Drivers

Printer driver	You can print from an application using the machine by installing the printer driver on your computer. You can process print data at high speed by compressing the print data using the computer's processing capabilities.
Scanner driver	You can use the machine as a scanner if you install the scanner driver on your computer.

### MF Toolbox

MF Toolbox*	MF Toolbox is a program which allows you to easily open an image scanned by the scanner in an application, attach the scanned image to an e-mail, and store the scanned image in a hard disk.
-------------	---

### Additional Software Programs

Presto! PageManager	This is software for managing scanned images.
---------------------	---

\* MF Toolbox for Macintosh and MF Toolbox for Windows may be different in some features.  
For details, see the Scanner Driver Guide.

## Supported Operating Systems

○: available    —: not available

	Windows 2000/XP	Windows Vista/7	Mac OS X (version 10.4.9 or later)
Printer driver	○	○	○
Scanner driver	○	○	○
MF Toolbox	○	○	○
Presto! PageManager	○	○	—

# About the Supplied Manuals

## Read this manual first.

This manual describes the settings for setting up the machine and installing the software. Be sure to read this manual before using the machine.

## Starter Guide

This manual

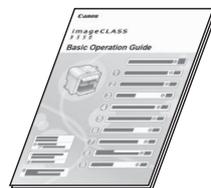


- Preface
- Installing the Machine
- Connecting to a Computer and Installing the Drivers
- Appendix

## Read this manual next.

This manual describes the basic use of the machine.

## Basic Operation Guide



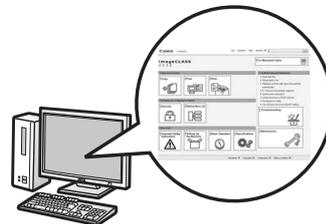
- Before Using the Machine
- Document and Paper Handling
- Copying
- Printing from a Computer
- Using the Scan Functions
- Maintenance
- Troubleshooting
- Registering/Setting the Various Functions
- Appendix

## Read the desired chapter to suit your needs.

The e-Manual is categorized by subject to find desired information easily. For details about using the e-Manual, refer to "Using the e-Manual" in "Appendix."

## e-Manual

\* The e-Manual is included in the User Software CD-ROM.

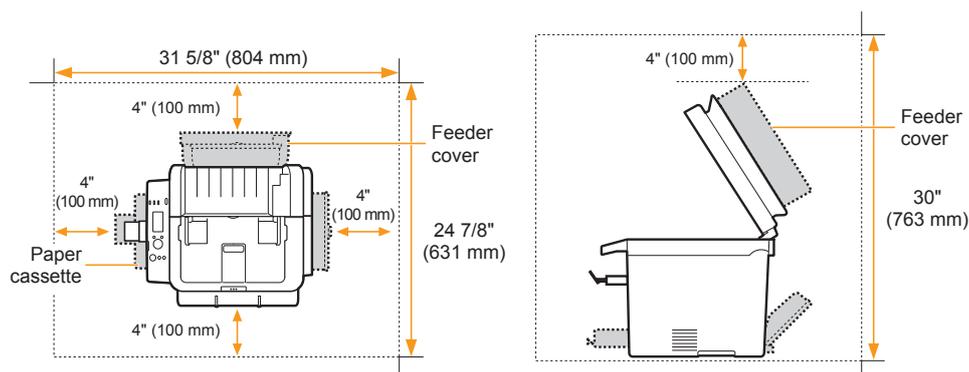


- Basic Operation
- Copy
- Print\*
- Scan\*
- Security
- Setting and Managing from Computer
- Troubleshooting
- Maintenance
- Setting Menu List
- Specifications

\* If you are using Macintosh, see the following Driver Guides or Help for more details on these functions. You can find the driver guides in the following locations on the User Software CD-ROM.

- Print: User Software CD-ROM → [Manuals] → [GUIDE-UFR II-US.pdf]
- Scan: User Software CD-ROM → [Manuals] → [GUIDE-SCAN-US.pdf]

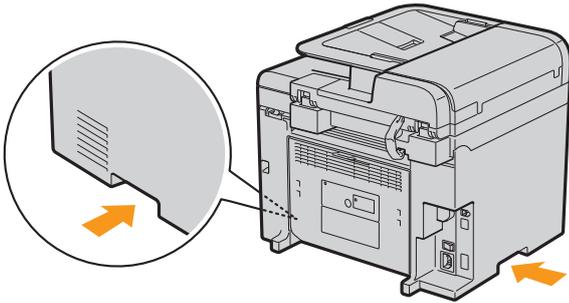
# Determining the Installation Site



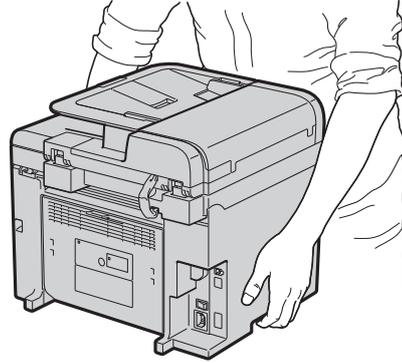
# Carrying the Machine to the Installation Site and Removing the Packing Materials

## 1. Carry the machine to the installation site.

1 Hold the grips.



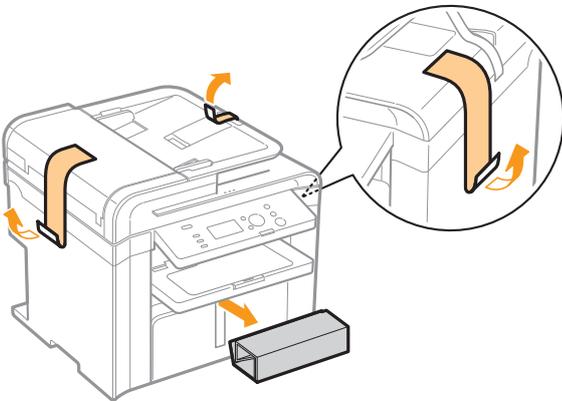
2 Carry the machine.



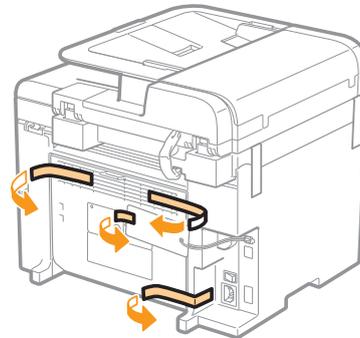
## 2. Remove the packing materials.

\* The packing materials may be changed in form or placement, or may be added or removed without notice.

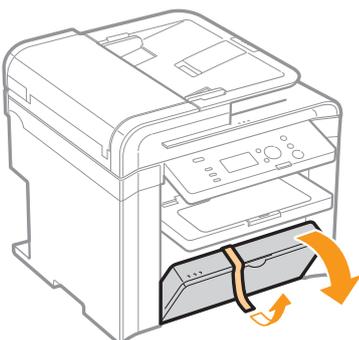
1 Remove the packing materials.



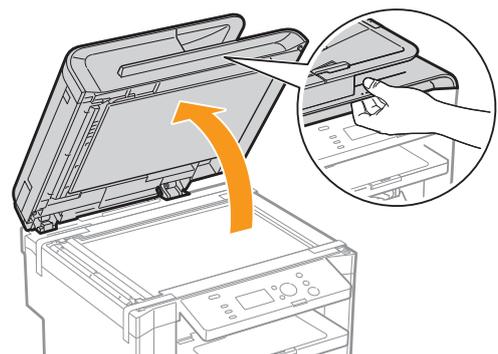
2 Remove the packing materials.



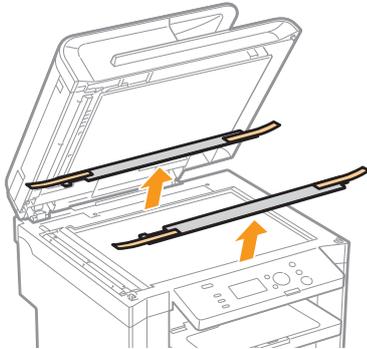
3 Remove the tape while opening the paper cassette.



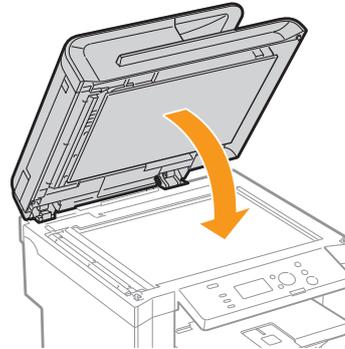
4 Open the feeder.



**5** Remove the packing materials with tape.



**6** Close the feeder.



### Check!

Did you remove all the packing materials?



Tape x8



Packing materials with tape x2



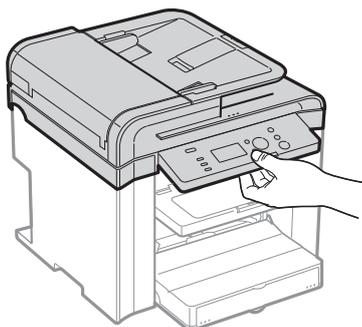
Packing material x1



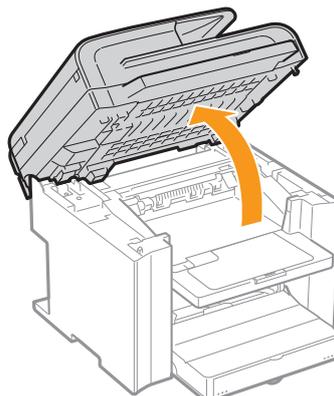
## Preparing the Toner Cartridges

**1.** Lift the scanning platform.

**1** Hold the operation panel.



**2** Lift the scanning platform.

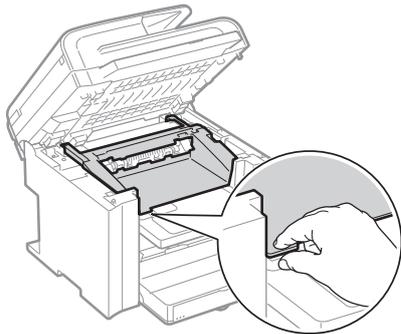


### If you cannot lift the scanning platform

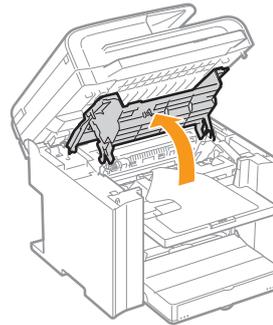
Ensure that the feeder is completely closed.  
Do not forcefully lift the scanning platform, as this may damage the machine.

## 2. Open the toner cover.

1 Hold the grip on the left front side of toner cover.

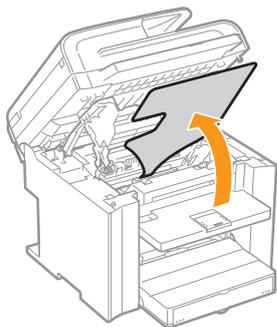


2 Open the toner cover.

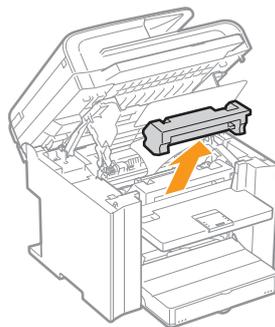


## 3. Remove the packing materials from the toner cartridge, and then distribute the toner.

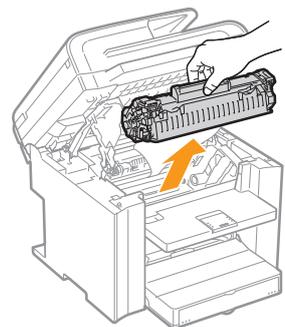
1 Turn the sheet to the back.



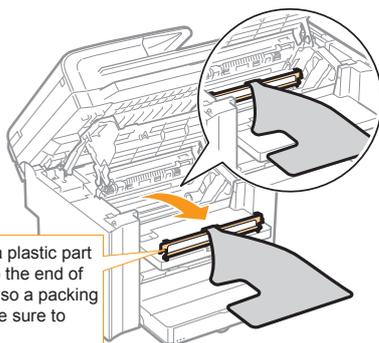
2 Remove the packing material.



3 Remove the toner cartridge.



4 Remove the packing material.

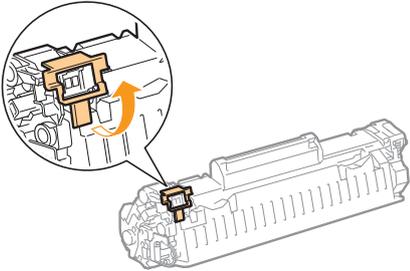


This part (a plastic part attached to the end of paper) is also a packing material. Be sure to remove it.

5 Shake five to six times.

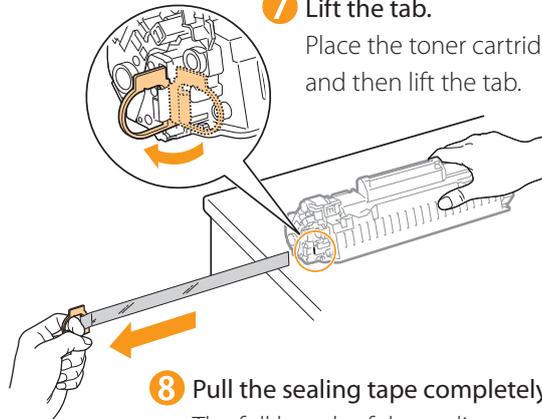


### 6 Remove the packing material.



### 7 Lift the tab.

Place the toner cartridge on a flat surface, and then lift the tab.

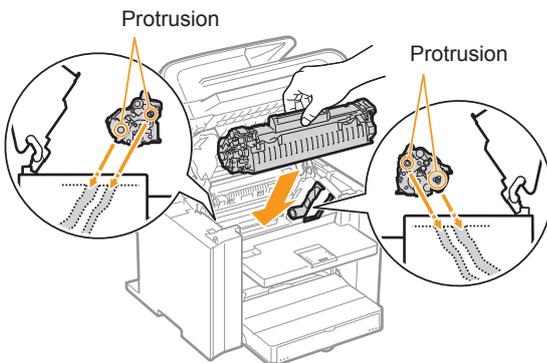


### 8 Pull the sealing tape completely out.

The full length of the sealing tape is approximately 20" (50 cm).

### 9 Insert the toner cartridge.

Fit the protrusions on each side of the toner cartridge into the guides located on each side of the machine, and then slide the toner cartridge into the machine.



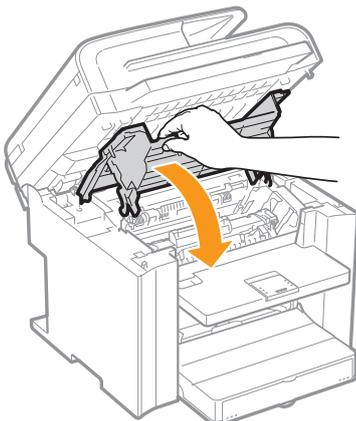
### Check!

Did you remove all the packing materials?

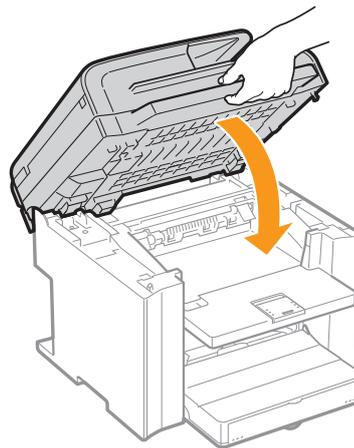
- Packing materials x2 
- Sealing tape x1 
- Packing material with a sheet x1 

## 4. Close the toner cover, and then lower the scanning platform.

### 1 Close the toner cover.

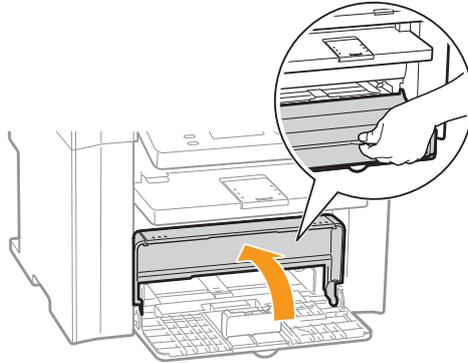


### 2 Lower the scanning platform.



# ○ Loading Paper

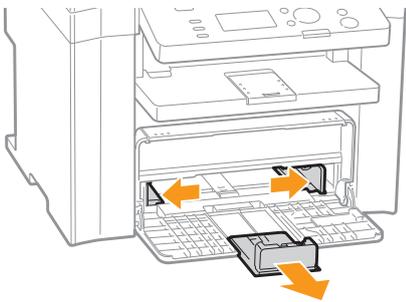
## 1. Lift the dust cover.



## 2. Load the paper, and then adjust the paper guides.

### 1 Spread the paper guides.

Spread the paper guides a little wider than the paper size.



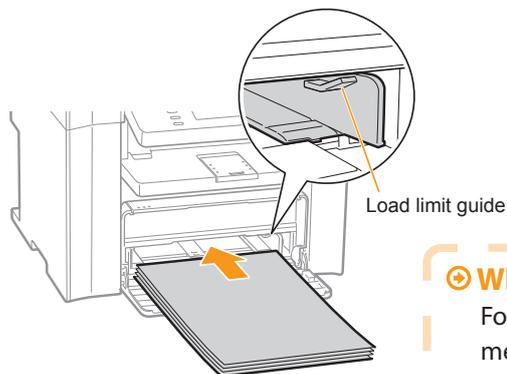
#### When changing the size of the paper to be loaded

Be sure to set the paper size.

➤ "Setting a Paper Size and Type" (P.13)

### 2 Load the paper.

Load the paper until the edge of the paper stack meets the back of the paper cassette.



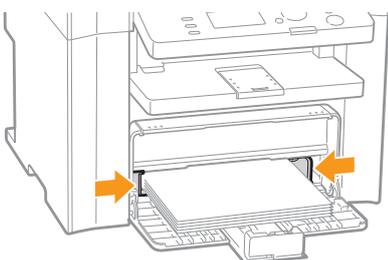
#### Check!

Ensure that the paper stack does not exceed the load limit guides.

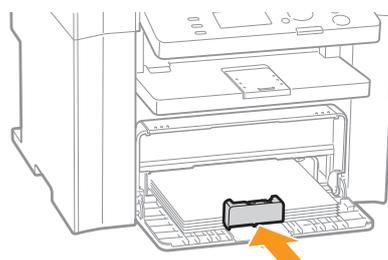
#### ➤ When using envelopes

For details on how to load media, see "Basic Operation Guide."

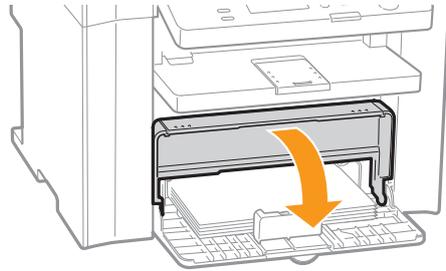
### 3 Adjust the paper guides to the width of the paper.



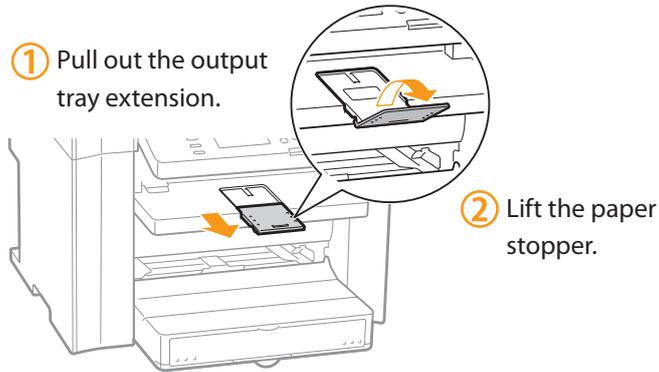
### 4 Adjust the paper guides to the length of the paper.



### 3. Close the dust cover.

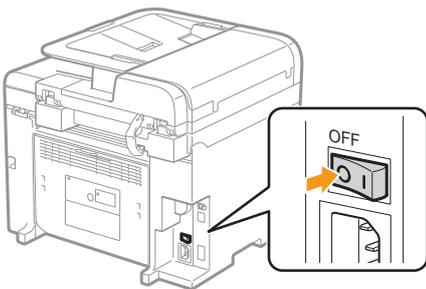


#### Additional preparations for printing

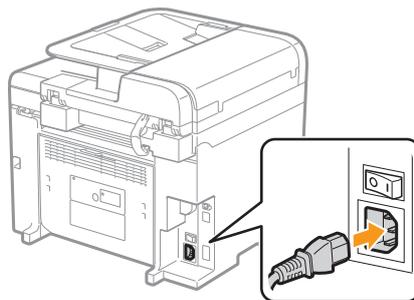


## Connecting the Power Cord

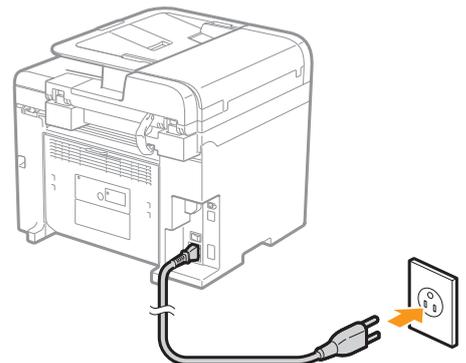
1 Ensure that the machine is off.



2 Plug the power plug into the power socket.



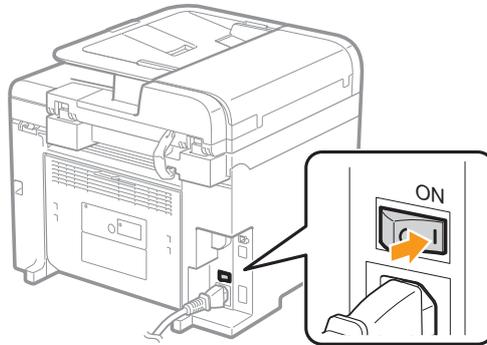
3 Plug the power plug into an AC power outlet.



Do not connect the USB cable. Connect the USB cable when installing the software.

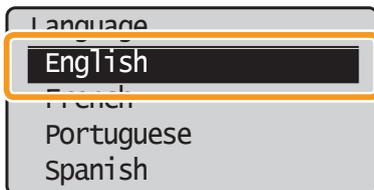
# Turning the Power ON and Specifying the Initial Settings

## 1. Turn ON the machine.

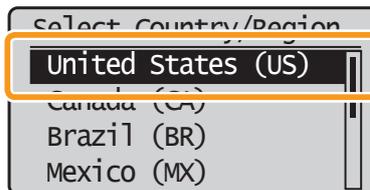


## 2. Specify initial settings.

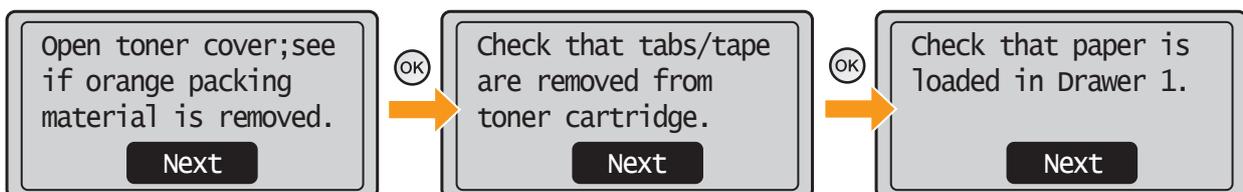
1 Press [▲] or [▼] to select, and then press [OK].



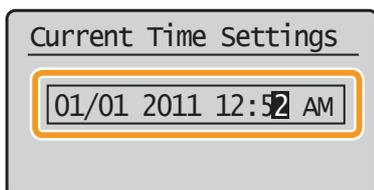
2 Press [▲] or [▼] to select, and then press [OK].



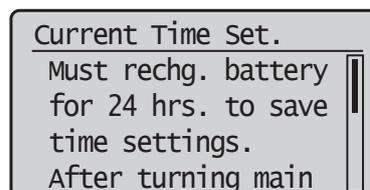
3 Check and press [OK].



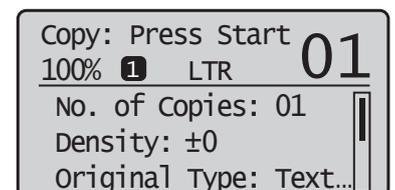
4 Press [▲] or [▼] to specify, and then press [OK].



5 Press [OK].

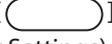


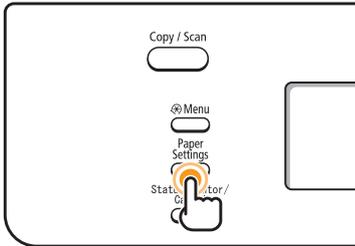
6 An initial screen appears, and initial setting is finished.



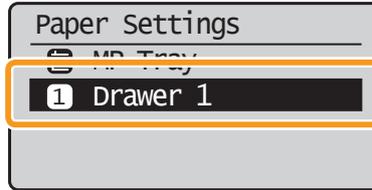
- Move the cursor with [◀] or [▶].
- Switch to <AM> or <PM> with [▲] or [▼].

# Setting a Paper Size and Type

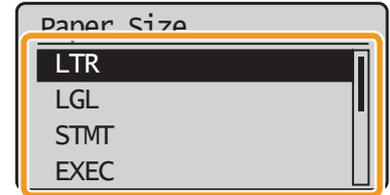
- 1 Press [  ] (Paper Settings).



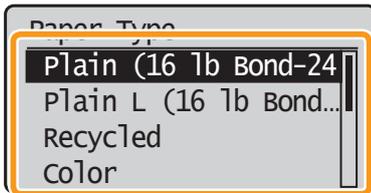
- 2 Press [▲] or [▼] to select, and then press [OK].

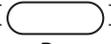


- 3 Press [▲] or [▼] to select, and then press [OK].



- 4 Press [▲] or [▼] to select, and then press [OK].



- 5 Press [  ] (Paper Settings) to close <Paper Settings> screen.

# Connecting the Machine To a Computer

You can connect the machine to a computer via the USB connection.

## • For Windows

➤ Installing with USB Connection P. 15

## • For Macintosh

➤ Installing the Software P. 18

# Installing with USB Connection (For Macintosh)

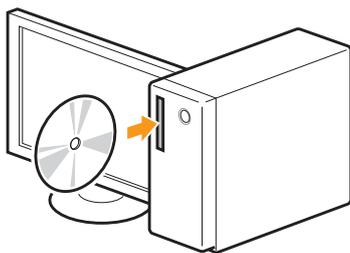
- Connect the USB cable after installing the software.
- Ensure that the power of the machine is turned on when connecting the USB cable.

## 1. Turn on the computer, and then log on as a user with administrative privileges.

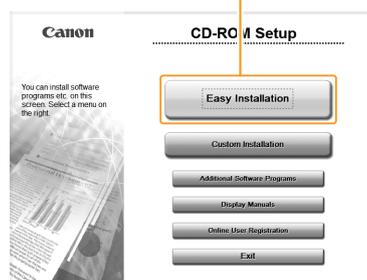
If you have already logged on, exit all applications which are running.

## 2. Install the MF Drivers and MF Toolbox.

### 1 Insert the CD-ROM.



### 2 Click.



[Easy Installation] performs the installation of the following software.

- Printer driver
- Scanner driver
- MF Toolbox

To add the following software and manual to the installation, select [Custom Installation].

- Presto! PageManager
- e-Manual

➤ e-Manual "Installing the MF Drivers and MF Toolbox"

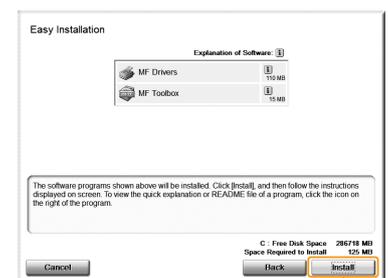
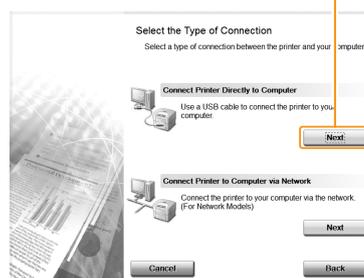
### If the top screen does not appear

- Windows 2000, XP, and Server 2003
  1. From the [Start] menu, select [Run].
  2. Enter "D:\Minst.exe", and then click [OK].

- Windows Vista, 7, and Server 2008
  1. Enter "D:\Minst.exe" in [Start Search] or [Search programs and files] under the [Start] menu.
  2. Press the [ENTER] key on the keyboard.

\* The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.

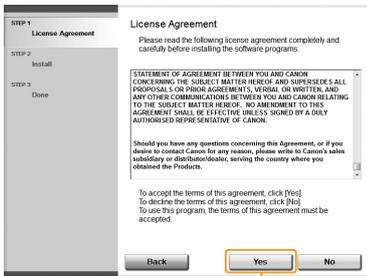
### 3 Click.



### 4 Click.

# Installing with USB Connection (For Windows)

## 5 Read the contents of the License Agreement.



6 Click.



7 Click.

If the following dialog box appears



Click.



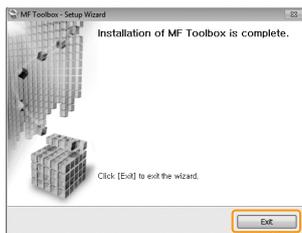
8 Click.

Next, installation of MF Toolbox starts.

\* In Windows 2000 Server/Server 2003/2008, MF Toolbox is not installed. Proceed to Step 11.

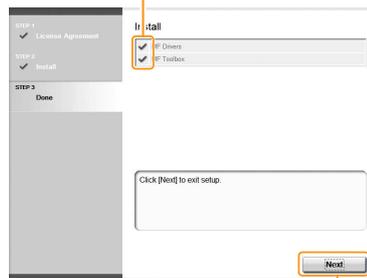


9 Click.



10 Click.

11 Ensure that [  ] is added.



12 Click.

13 Select the check box.



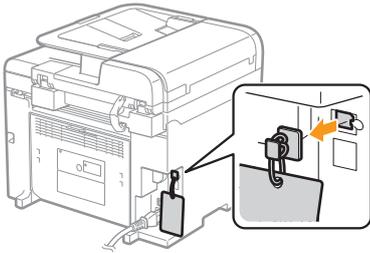
14 Click.

The CD-ROM may be removed once this screen appears.

### 3. Connect the USB cable.

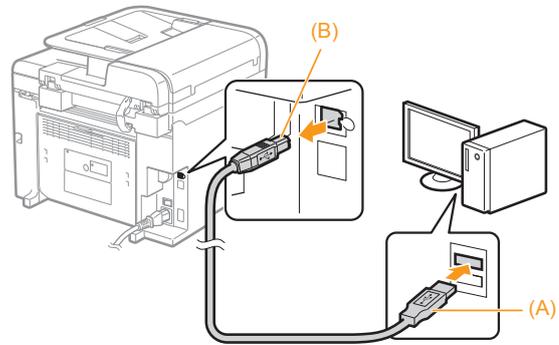
#### 1 Remove cap plug.

Remove by pulling the string.



#### 2 Connect the cable.

- Flat end (A):  
Connect to the USB port on the computer.
- Square end (B):  
Connect to the USB port on the machine.



**When a dialog box is displayed**

Follow the on-screen instructions and complete the installation.

### Checking the Installation Results

➔ P. 17

# Checking the Installation Results (For Windows)

Ensure that the MF Drivers and MF Toolbox are installed correctly.  
Ensure that the icons for the installed software are added as follows.

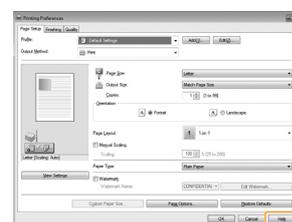
Software	Location	Icon
Printer driver	<p><b>Printer folder</b></p> <ul style="list-style-type: none"> <li>• Windows 2000 From the [Start] menu, select [Settings] → [Printers].</li> <li>• Windows XP Professional/Server 2003 From the [Start] menu, select [Printers and Faxes].</li> <li>• Windows XP Home Edition From the [Start] menu, select [Control Panel], click [Printers and Other Hardware] → [Printers and Faxes].</li> <li>• Windows Vista From the [Start] menu, select [Control Panel], and then click [Printers].</li> <li>• Windows 7 From the [Start] menu, select [Devices and Printers].</li> <li>• Windows Server 2008 From the [Start] menu, select [Control Panel], and then double-click [Printers].</li> </ul>	 <p>Canon D500 Series UFR II LT</p>
Scanner driver	<p><b>[Scanners and Cameras] or [Scanners and Cameras Properties] folder</b></p> <ul style="list-style-type: none"> <li>• Windows 2000 From [Start] menu, select [Settings] → [Control Panel] → double-click [Scanners and Cameras].</li> <li>• Windows XP From the [Start] menu, select [Control Panel], and then click [Printers and Other Hardware] → [Scanners and Cameras].</li> <li>• Windows Vista From the [Start] menu, select [Control Panel], and then click [Hardware and Sound] → [Scanners and Cameras].</li> <li>• Windows 7 1. Enter "scanner" in [Search programs and files] under the [Start] menu. 2. Click [View scanners and cameras].</li> </ul>	 <p>WIA Canon D500 Series</p>
MF Toolbox	<p><b>Desktop</b></p>	 <p>Canon MF Toolbox 4.9</p>

## How to Use the Online Help

In the Online Help, all the functions of the driver software and information about options are included. If you want to view descriptions of the functions and settings immediately when using the driver software, make use of the Online Help.

### How to display the Help screen

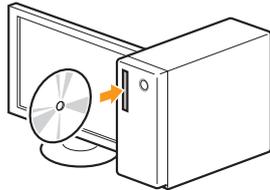
- (1) Select [File] → [Print] from the menu bar in the application.
- (2) Select the printer in [Select Printer] or [Name] in the [Print] dialog box.
- (3) Click [Preferences] or [Properties].
- (4) Click [Help].



# Installing the Software (For Macintosh)

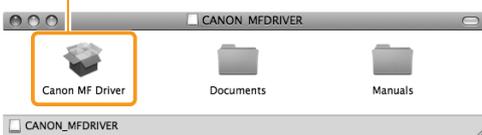
- The scanning function can be used only with a USB connection. (It cannot be used with a network connection.)
- Connect the USB cable after installing the software.
- The installation screen varies depending on the version of MAC OS X.

- 1 Close all applications that are running.
- 2 Insert the CD-ROM.



- 3 Double-click the CD-ROM icon.

- 4 Double-click.



- 5 Click.

- 6 Read the contents of the License Agreement.



- 7 Click.

To continue installing the software you must agree to the terms of the software license agreement.

Click Agree to continue or click Disagree to cancel the installation and quit the Installer.

Read License

Disagree

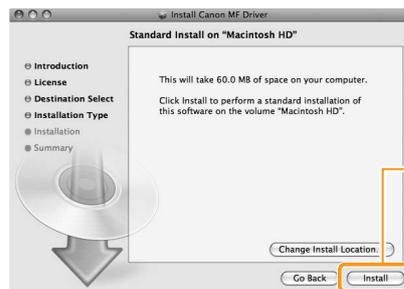
Agree

- 8 Click.



- 9 Click.  
\* You cannot change the installation location. Click [Continue].

Depending on the system environment, the [Select a Destination] dialog box may not be displayed. In this case, skip to step 10.



- 10 Click.  
\* [Change Install Location] button may appear, but you cannot change the installation location.



- 11 Enter.

- 12 Click.

Depending on the system environment, the [Authenticate] dialog box may not be displayed. In this case, skip to step 13.



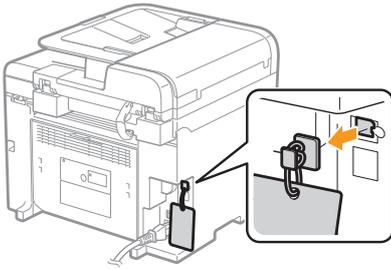
- 13 Click.

# Connecting a USB Cable (For Macintosh)

- Perform the following procedure only when connecting this machine to Macintosh with a USB cable.

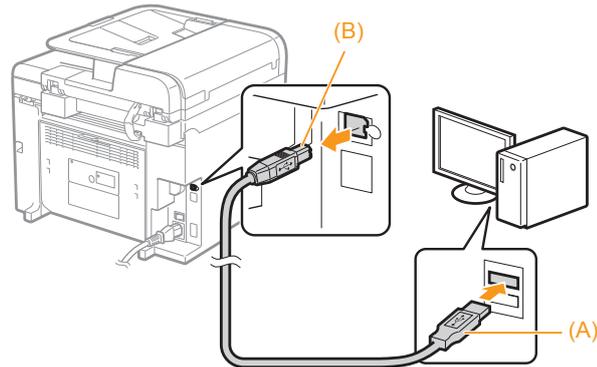
## 1 Remove the cap plug.

Remove by pulling the string.



## 2 Connect the cable.

- Flat end (A): Connect to the USB port on the computer.
- Square end (B): Connect to the USB port on the machine.



➤ Registering the Printer P. 20

# Registering the Printer (For Macintosh)

To print from a Macintosh, you need to register this machine in the Macintosh.

\* The scanning function does not need to be registered.

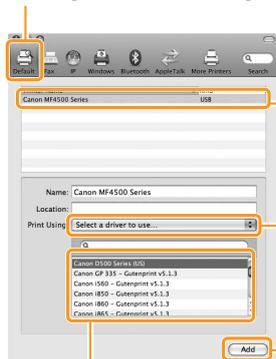
Register the printer respectively following the procedure from 1 to 10.

- 1 Open [System Preferences].
- 2 Click [Print & Fax].
- 3 Click the [+] icon.

- 4 Select.

If you are using Mac OS X 10.4.x, select [Default Browser].

If you are using Mac OS X 10.4.x, click [Print] in the [Print & Fax] dialog box to display the [Print] pane, and then click the [+] icon.



- 5 Select.

Select a printer name for which [USB] is displayed in the [Kind] or [Connection] column.

- 6 Select.

If you are using Mac OS X 10.4.x, select [Canon] from [Print Using].

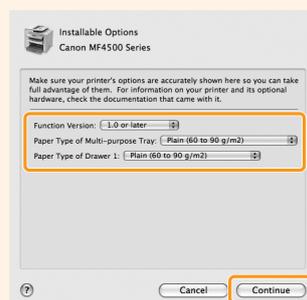
- 8 Click.

- 7 Select a driver.

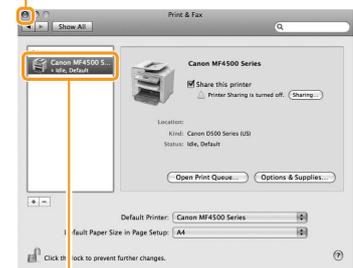
Printer driver:  
Canon D500 Series (US)

If you are using Mac OS X 10.6.x, select the corresponding driver from the separate dialog box, and then click [OK].

If the following screen appears, specify the optional settings, and then click [Continue].



- 10 Click.



- 9 Check that this machine is added to the [Print & Fax] dialog box.

➔ [Checking the Installation Results P. 20](#)

# Checking the Installation Results (For Macintosh)

With this section, check that the scanner driver is installed correctly.

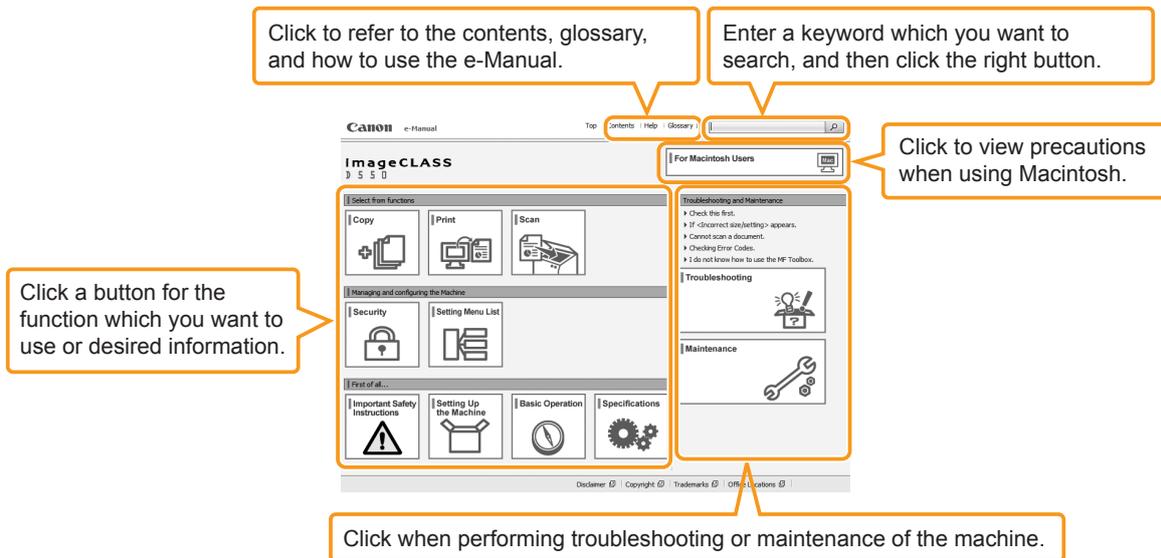
- You do not need to check the installation results of the printer driver.  
You can use the drivers when the registration of this machine is completed.

- 1 The computer is connected with the scanner.
- 2 Open the Image Capture application of your Mac OS X.
- 3 When [Canon D500 Series] appears in the following locations, the installation of the driver was successful.
  - Mac OS X 10.4.x/10.5.x  
The pull-down menu displayed by clicking [Devices] in the menu bar.
  - Mac OS X 10.6.x  
The left list in the window

# Using the e-Manual

## Page configuration of the e-Manual

When you start the e-Manual, the screen below is displayed.



## For Windows

### Installing the e-Manual on your computer

- 1 Insert the User Software CD-ROM in your computer.
- 2 Click [Custom Installation].  
If CD-ROM Setup does not appear, see "If the top screen does not appear."
- 3 Click [Next].
- 4 Select only the [Manuals] check box.
- 5 Click [Install].
- 6 Click [Yes].
- 7 Click [Next].
- 8 When the installation finished, click [Exit].
- 9 To display the e-Manual, double-click the short cut icon [D500 Series e-Manual] on the desktop.

\* ActiveX may block pop-ups in the background. If the e-Manual is not displayed properly, look for an information bar at the top of the page and click the information bar.

### If the top screen does not appear

- Windows 2000, XP, and Server 2003
    1. From the [Start] menu, select [Run].
    2. Enter "D:\Minst.exe", and then click [OK].
  - Windows Vista, 7, and Server 2008
    1. Enter "D:\Minst.exe" in [Start Search] or [Search programs and files] under the [Start] menu.
    2. Press the [ENTER] key on the keyboard.
- \* The CD-ROM drive name is indicated as "D:" in this manual. The CD-ROM drive name may differ depending on the computer you are using.

### Displaying the e-Manual directly from the CD-ROM

- 1 Insert the User Software CD-ROM in your computer.
- 2 Click [Display Manuals].
- 3 Click [  ] for [e-Manual].

\* Depending on the operating system you are using, a security protection message is displayed. Allow the contents to be displayed.

## For Macintosh

### Installing the e-Manual on your computer

- 1 Insert the User Software CD-ROM in your computer.
- 2 Open the [Manuals] folder.
- 3 Drag and drop the [MF Guide] folder into a location where you want to save it.
- 4 When displaying the installed e-Manual, double-click [index.html] in the saved [MF Guide] folder.

### Displaying the e-Manual directly from the CD-ROM

- 1 Insert the User Software CD-ROM in your computer.
- 2 Open the [Manuals] → [MF Guide] folders.
- 3 Double-click [index.html].

### For more details on the print and scan functions

See the following Driver Guides or Help.

You can find the driver guides in the following locations on the User Software CD-ROM.

- Print:  
User Software CD-ROM → [Manuals] → [GUIDE-UFR II-US.pdf]
- Scan:  
User Software CD-ROM → [Manuals] → [GUIDE-SCAN-US.pdf]

# If You Want to Uninstall the Installed Software

If you do not need the printer driver, scanner driver, or MF Toolbox, you can uninstall them with the following procedure.

## 1. Confirm the following points.

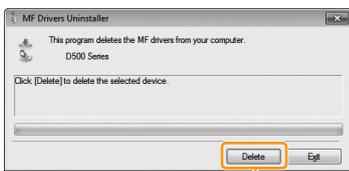
- You must have administrative privileges on the computer
- You should have the installation software (in case you want to re-install the drivers)
- You have closed all applications on your computer

## 2. Delete the software.

For Windows

For the printer/scanner driver

- 1 From the [Start] menu, click [(All) Programs] → [Canon] → [D500 Series] → [Uninstall Drivers].



2 Click.



3 Click.



4 Click.

For MF Toolbox

- 1 From the [Start] menu, click [(All) Programs] → [Canon] → [MF Toolbox 4.9] → [Toolbox Uninstall].



2 Click.



3 Click.

For Macintosh

1 If the machine is connected to a computer with a USB cable, disconnect the USB cable.

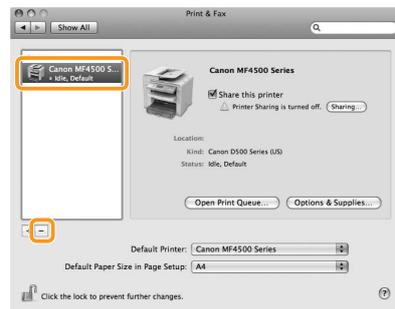
If you want to delete the Scanner Driver or MF Toolbox, proceed to step 4.

2 Open [System Preferences], and then click [Print & Fax].



3 Select the machine, and then click the [-] icon.

If you are using OS X 10.4.x, click [Print] to display the [Print] pane, and then click the [-] icon.



Delete all print queues set from this driver.

4 Start the Mac OS X Finder.

5 From the menu bar, click [Go] → [Go to Folder].

6 Enter the location of the folder below, click [Go], and then delete a file or folder.

Drag a file or folder to [Trash] icon on the Dock to delete.

If [Authenticate] dialog box appears, enter the administrator's name and password, and then click [OK].

Software	Location of the folder to enter	Name of the file or folder to delete
Printer Driver	/Library/Printers/Canon/	UFR2
	/Library/LaunchAgents/	jp.co.canon.UFR2.BG.plist
	<ul style="list-style-type: none"> <li>When using Mac OS X 10.4.x: /Library/Printers/PPDs/Contents/Resources/en.lproj/</li> <li>When using Mac OS X 10.5 or later: /Library/Printers/PPDs/Contents/Resources/</li> </ul>	CNTDXXXZUS.ppd.gz (XXX may differ depending on the model.)
Scanner Driver / MF Toolbox	/Applications/Canon MF Utilities/	MF Toolbox
	/Library/Application Support/Canon/	ScanGear MF
	/Library/Application Support/Canon/	WMCLibrary.framework
	/Library/Application Support/Canon/	WMCReg.plist
	/Library/Image Capture/Devices/*	Canon MFScanner.app*
	/Library/Image Capture/TWAIN Data Sources/	Canon XXX.ds (XXX may differ depending on the model.)

\* Only when using Mac OS X 10.6

7 Close all windows open.

8 Restart the computer.

# Contacting the Service Center

When you have a problem with your machine and you cannot solve it even if you refer to the manuals or online help, please contact our Canon Authorized Service Facilities or the Canon Customer Care Center at 1-800-OK-CANON between the hours of 8:00 A.M. to 8:00 P.M. EST for U.S.A. and 9:00 A.M. to 8:00 P.M. EST for Canada Monday through Friday. Canadian customer support is available on-line at [www.canon.ca](http://www.canon.ca) or by calling 1-800-OK-CANON Monday through Friday from 9:00 A.M. to 8:00 P.M. EST

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