Online Manual

Quick Utility Toolbox Guide

English

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Symbols Used in This Document

⚠ Warning

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

Important

Instructions including important information that must be observed to avoid damage and injury or improper use of the product. Be sure to read these instructions.

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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JSON for Modern C++

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LuneScript

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General Notes (Quick Utility Toolbox)

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

- For products supporting Quick Utility Toolbox, see our website.
- Available functions and settings vary depending on your printer and the country/region setting. Internet connection is required depending on the function to be used. Internet connection fees apply.
- In this guide, descriptions are mainly based on the screens displayed when using Windows 10 operating system (hereinafter "Windows 10").

About Downloading the Corresponding Software

- To use each function, you need to install the corresponding software. Access our website to download and install the software.
  Internet connection is required for downloading. Internet connection fees apply.

What You Can Do with Quick Utility Toolbox

Quick Utility Toolbox is a shortcut menu that allows you to easily start the functions you want to use. You can quickly start the utilities supporting Quick Utility Toolbox to set up or manage the printer, or access this guide with one click.

You can also set a network folder as the destination for images scanned from the operation panel of the printer and for received fax data.

Starting Software from Quick Utility Toolbox

In Quick Utility Toolbox, you can start software or open manuals from the Main Screen.

Note

- The **Management Tool** tab does not appear if supported software is not installed.

1. Click (Quick Utility Toolbox) in the notification area on the desktop.

   The Main Screen appears.

   - Main Screen (MB series / iB series / GX series)
   - Main Screen (PRO series / TX series / TM series / TA series / TZ series / GP series)

   Note

   - If the icon is not displayed in the notification area on the desktop, follow the procedure below to start.

     - **Windows 10:**

       From **Start** menu, click (**All apps** >) **Canon Utilities** > **Quick Utility Toolbox**.

     - **Windows 8.1:**

       Click **Quick Utility Toolbox** on the Start screen.

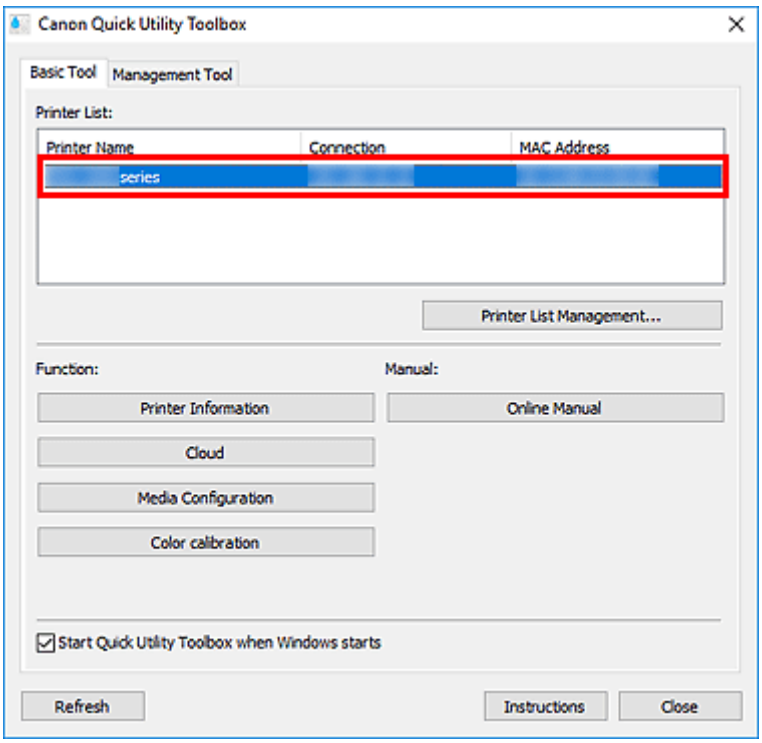
       If **Quick Utility Toolbox** is not displayed on the Start screen, select the **Search** charm, then search for "Quick Utility Toolbox".

     - **Windows 7:**

       From the **Start** menu, click **All Programs** > **Canon Utilities** > **Quick Utility Toolbox** > **Quick Utility Toolbox**.

     The icon appears in the notification area on the desktop, and the Main Screen appears.

2. Select printer you want to use from **Printer List**.

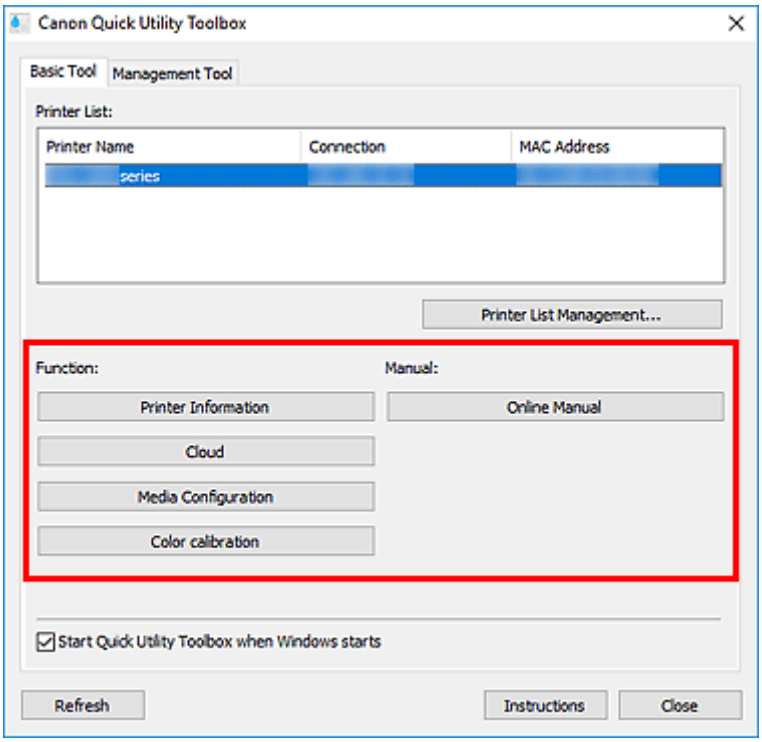


Items corresponding to the selected printer appear in **Function**.

Note

- If the printer you want to use is not displayed in **Printer List**, click **Refresh**, or click **Printer List Management...** and add the printer in the displayed **Printer Management** dialog box.

3. Click the item you want to use.



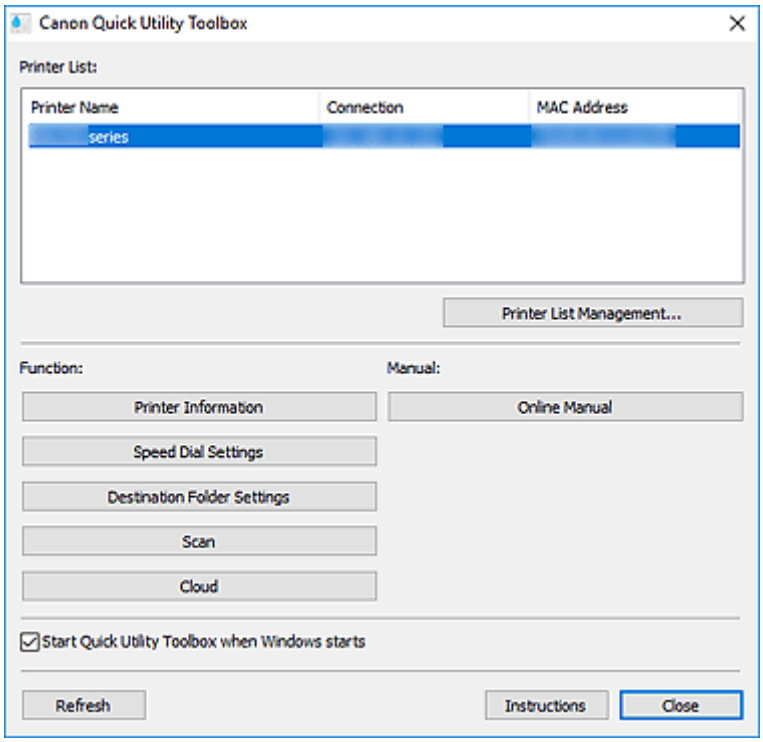
The software starts or manual opens.

Note

- Items displayed in **Function** and the available functions vary depending on the printer selected in **Printer List**.

Main Screen (MB series / iB series / GX series)

You can start software or open manuals.



Printer List

Displays a list of printers supporting Quick Utility Toolbox among printers installed on your computer. Printers added from **Add Printer...** in the **Printer Management** dialog box also appear.

Important

- Some functions are not available when a printer connected to a single computer is shared in a network environment and used from multiple computers.

Note

- If you are using an MB, iB, or GX series printer and the printer does not appear, install the printer driver or MP Drivers from the Setup CD-ROM or our website.

  The printer will appear in **Printer List** automatically after installing the printer driver or MP Drivers.

Printer List Management...

Click to display the **Printer Management** dialog box for managing (adding, setting, etc.) the printers that appear in **Printer List**.

Function

Displays the items supported by the printer selected in **Printer List** and available functions.

Printer Information

Starts a Web browser in which you can check the printer information or use the utility functions.

Important

- To use this function, the printer and computer must be connected over a network.

Note

- When an authentication screen appears, you need to enter the user name and password. For details, see Administrator Password.

Speed Dial Settings

Starts the Speed Dial Utility with which you can edit the fax/telephone numbers registered to the printer.

Destination Folder Settings

Starts Folder Setting Utility with which you can set a network folder as the destination for images scanned from the operation panel of the printer and for received fax data.

Important

- To use this function, the printer and computer must be connected over a network.

Note

- If a password entry screen appears, enter the administrator password set to the printer, and then click **OK**. If you are not sure, contact the administrator. For the password, see Administrator Password.

Scan

Starts the application with which you can scan photos, documents, etc.

Cloud

Starts a Web browser and displays Canon Inkjet Cloud Printing Center. Using the printer's cloud function, you can register/manage applications or check the printer's print status, errors, ink status, etc. from smartphones and tablets.

Note

- Items displayed in **Function** and the available functions vary depending on the printer selected in **Printer List**.
- For details on the corresponding software, see the Online Manual displayed by clicking **Online Manual**.

Manual

Online Manual

Opens the manual of the printer selected in **Printer List**.

Start Quick Utility Toolbox when Windows starts

Select this checkbox to start Quick Utility Toolbox as Windows starts.

Refresh

Click this to refresh the displayed contents.

Instructions

Opens this guide.

Related Topic

- Starting Software from Quick Utility Toolbox

Main Screen (PRO series / TX series / TM series / TA series / TZ series / GP series)

You can start software or open manuals.

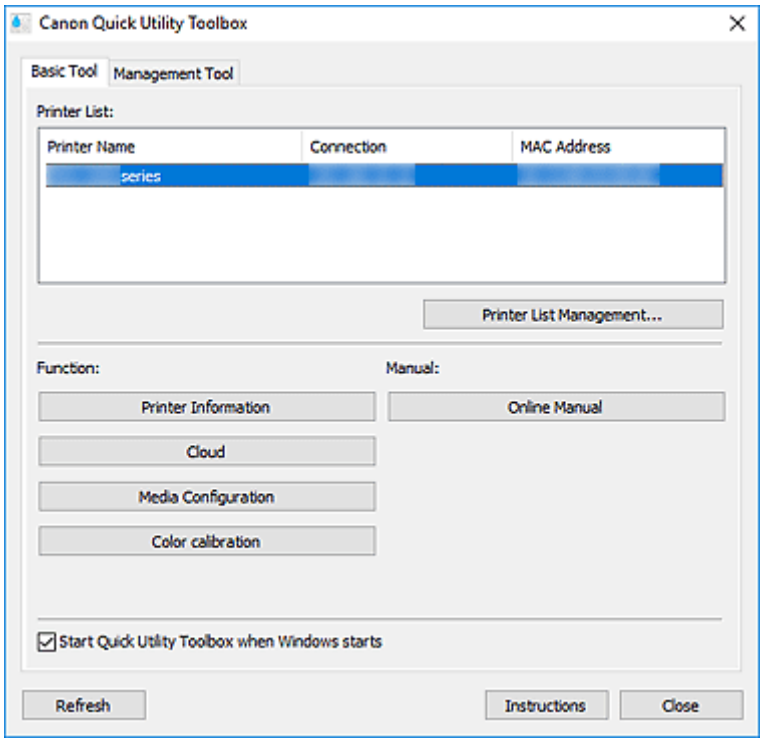
- **Basic Tool** Tab
- **Management Tool** Tab

Note

- If supported software is not installed, the **Management Tool** tab does not appear and the contents of the **Basic Tool** tab appear in the Main Screen.

Basic Tool Tab

Start software or open manuals for the selected printer.



Printer List

Displays a list of printers supporting Quick Utility Toolbox among printers installed on your computer. Printers added from **Add Printer...** in the **Printer Management** dialog box also appear.

Important

- Some functions are not available when a printer connected to a single computer is shared in a network environment and used from multiple computers.

Printer List Management...

Click to display the **Printer Management** dialog box for managing (adding, setting, etc.) the printers that appear in **Printer List**.

Function

Displays the items supported by the printer selected in **Printer List** and available functions.

Printer Information

Starts a Web browser in which you can check the printer information or use the utility functions.

Important

- To use this function, the printer and computer must be connected over a network.

Note

- When an authentication screen appears, you need to enter the user name and password. For details, see Administrator Password.

Cloud

Starts a Web browser and displays Canon Inkjet Cloud Printing Center. Using the printer's cloud function, you can register/manage applications or check the printer's print status, errors, ink status, etc. from smartphones and tablets.

Media Configuration

Starts Media Configuration Tool for adding or editing the paper information on the printer.

To use this function, you need to install Media Configuration Tool. Download Media Configuration Tool from our website.

Color calibration

Starts Calibration Tool for making adjustments so that the selected printer's print results will be in the correct color tones.

For more details, click Home to return to the top page of the Online Manual for your model and search for "Performing Color Calibration," and then see Step 4 onwards.

Note

- Items displayed in **Function** and the available functions vary depending on the printer selected in **Printer List**.
- For details on the corresponding software, see the Online Manual displayed by clicking **Online Manual**.

Manual

Online Manual

Opens the manual of the printer selected in **Printer List**.

Start Quick Utility Toolbox when Windows starts

Select this checkbox to start Quick Utility Toolbox as Windows starts.

Refresh

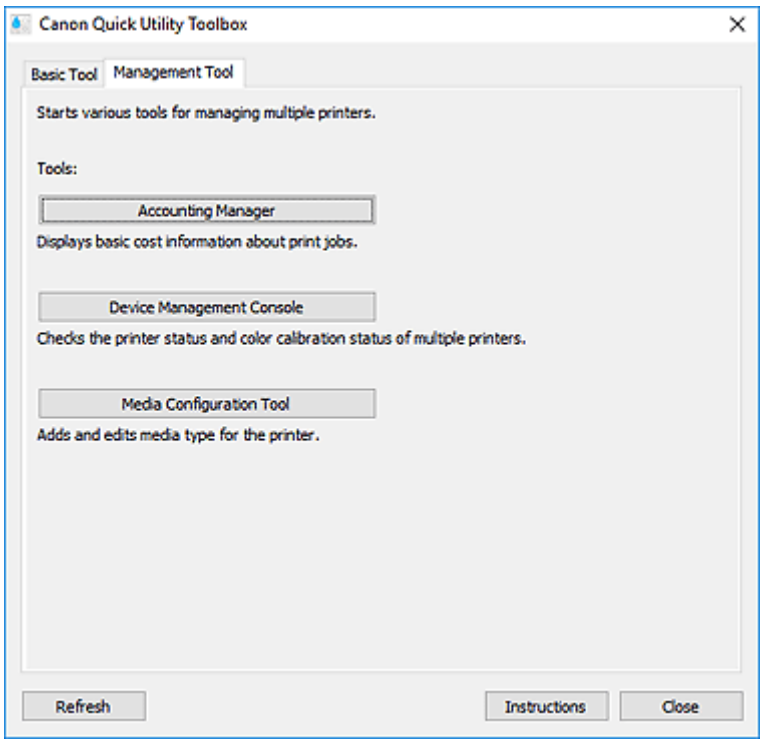
Click this to refresh the displayed contents.

Instructions

Opens this guide.

Management Tool Tab

Start various software programs for managing multiple printers or open their manuals.



Tools

Accounting Manager

Starts Accounting Manager for calculating the printer's printing costs by department or user.

Device Management Console

Starts Device Management Console for checking multiple printer conditions or the calibration status.

Media Configuration Tool

Starts Media Configuration Tool for adding or editing the paper information on the printer.

Note

- To use these applications, you need to install them additionally.
- For details on each application, see the Online Manual.

Refresh

Click this when the software you want to use is not displayed in **Tools**.

Instructions

Opens this guide.

Related Topic

Starting Software from Quick Utility Toolbox

Printer Management Dialog Box

Add printers that appear in **Printer List** in the Main Screen or set the display names of the printers.

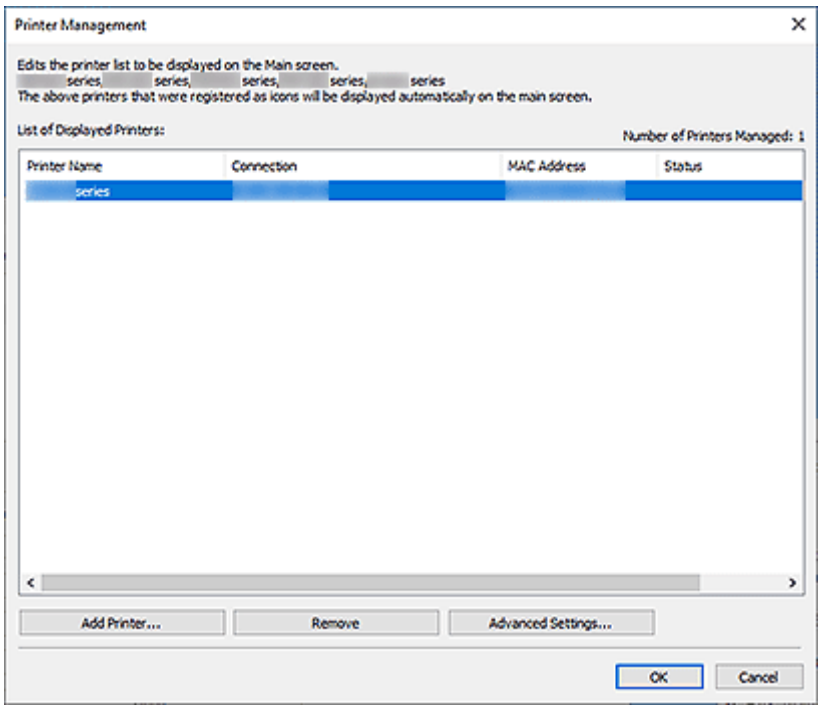
To display the **Printer Management** dialog box, click **Printer List Management...** in the Main Screen.

Note

- Some MB, iB, or GX series printers cannot be added from **Add Printer...**.

- **Printer Management** Dialog Box
- **Add Printer** Dialog Box

Printer Management Dialog Box



List of Displayed Printers

Displays a list of registered printers.

Note

- For messages displayed in **Status** and what to do with them, see Troubleshooting.
- If you are using a model supporting wired LAN, the MAC address of the wired LAN appears in **MAC Address** even when it is connected via Wi-Fi.

Add Printer...

Click to display the **Add Printer** dialog box. Search for printers and select the printer(s) you want to register.

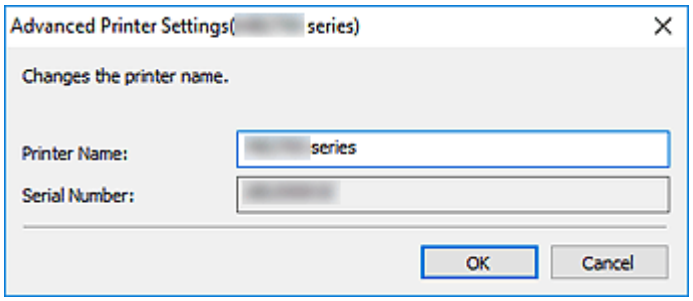
Remove

Cancels the registration of the printer specified in **List of Displayed Printers**.

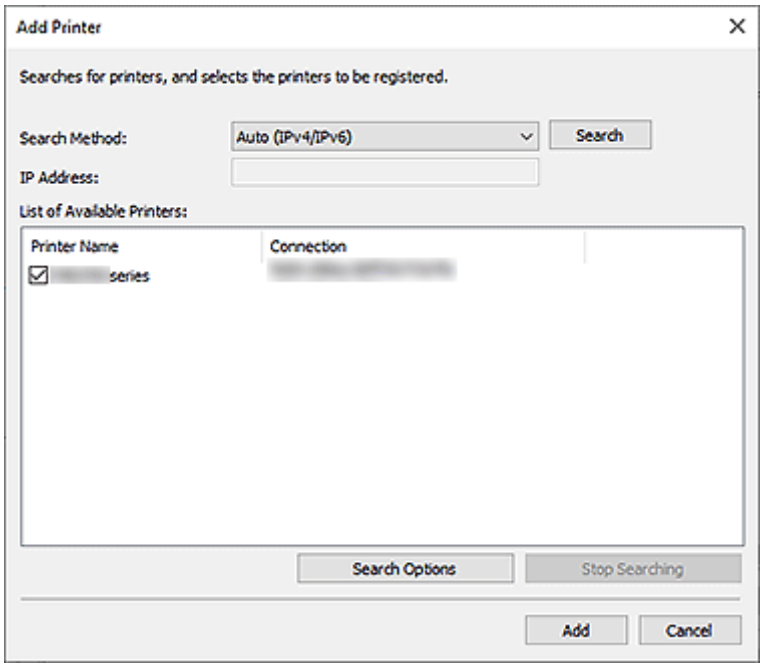
Advanced Settings...

Click to display the **Advanced Printer Settings** dialog box for changing the printer's display name or checking the printer's serial number.

To change the printer's display name, enter the desired name in **Printer Name**, and then click **OK**.



Add Printer Dialog Box



Search Method

Select a printer search method.

Select **Auto (IPv4/IPv6)**, **IPv4**, **IPv6**, or **USB**.

IP Address

If **IPv4** or **IPv6** is selected for **Search Method**, enter the printer's IP address.

Search

Click to search for printers.

List of Available Printers

Displays a list of found printers.

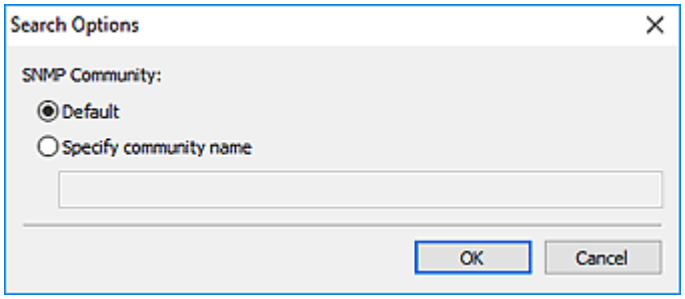
Select the checkbox(es) to select the printer(s).

Note

- If you select **Auto (IPv4/IPv6)** and search, each of a printer's IP addresses (IPv4 and IPv6) may appear as a different printer in the search result. Select either one and add.
- If printers connected over a network do not appear, make sure the computer being used for search and the printer are on the same subnet. If not on the same subnet, check the printer's IP address, and then specify **IPv4** or **IPv6** and search.

Search Options

Click to display the **Search Options** dialog box for specifying the community name.



Note

- This function is available when **Auto (IPv4/IPv6)**, **IPv4**, or **IPv6** is selected for **Search Method**.

Stop Searching

Stops the printer search.

Add

Click to add the printer(s) selected in **List of Available Printers**.

Notification Area Icon

Use (Quick Utility Toolbox) in the notification area on the desktop to fully utilize Quick Utility Toolbox.

Click to display the Main Screen.

Right-click to display a menu for the following settings.

About

Displays the version information.

Use the displayed dialog box to change the language to be used in the application. The change will be reflected after restarting the application.

Display Guide Message

Shows or hides guide messages.

When a guide message appears, select the **Do not show this message again** checkbox to hide the guide message thereafter.

Quit Quick Utility Toolbox

Exits Quick Utility Toolbox.

Note

- Clicking **Close** in the Main Screen does not exit the application; the icon remains in the notification area. To exit the application completely, exit from this menu.

Destination Folder Settings

- **Setting the Destination**
- **Folder Setting Utility Window**
  - **Add Destination Folder/Edit Destination Folder** Dialog Box

Setting the Destination

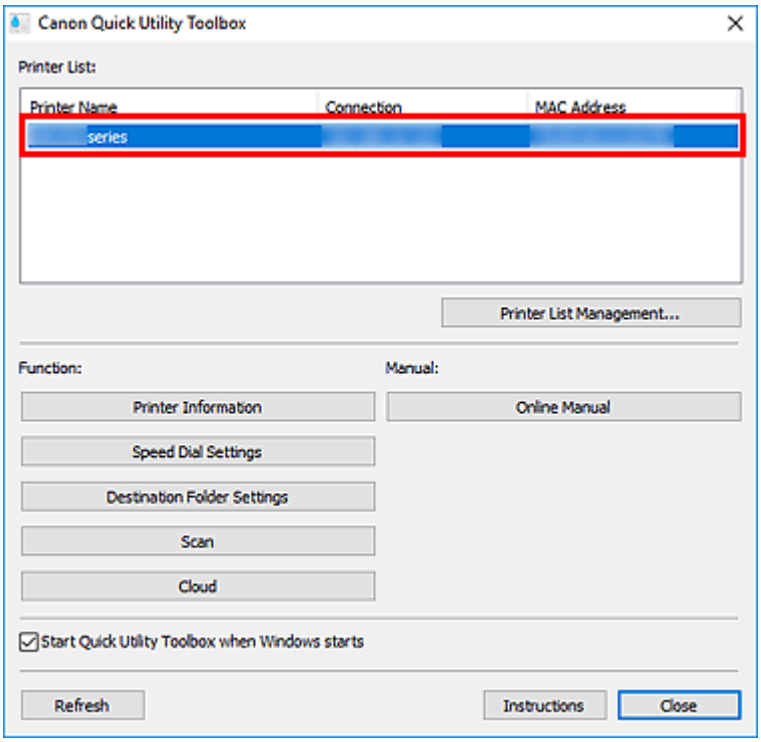
You can set a network folder as the destination for images scanned from the operation panel of the printer and for received fax data.

- Adding Destination Folders
- Setting the Auto Save Location for Fax Data

Adding Destination Folders

1. Open the Main Screen.

2. Select printer you want to use from **Printer List**.

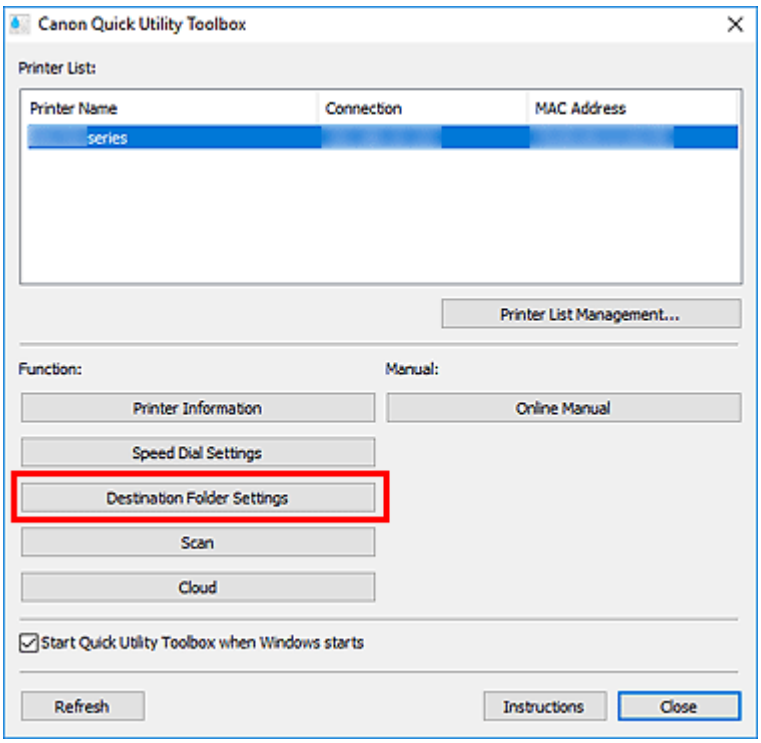


Items corresponding to the selected printer appear in **Function**.

Note

- If your printer is not displayed in **Printer List**, click **Refresh**, or click **Printer List Management...** and add the printer in the displayed **Printer Management** dialog box.

3. Click **Destination Folder Settings** from the items displayed in **Function**.

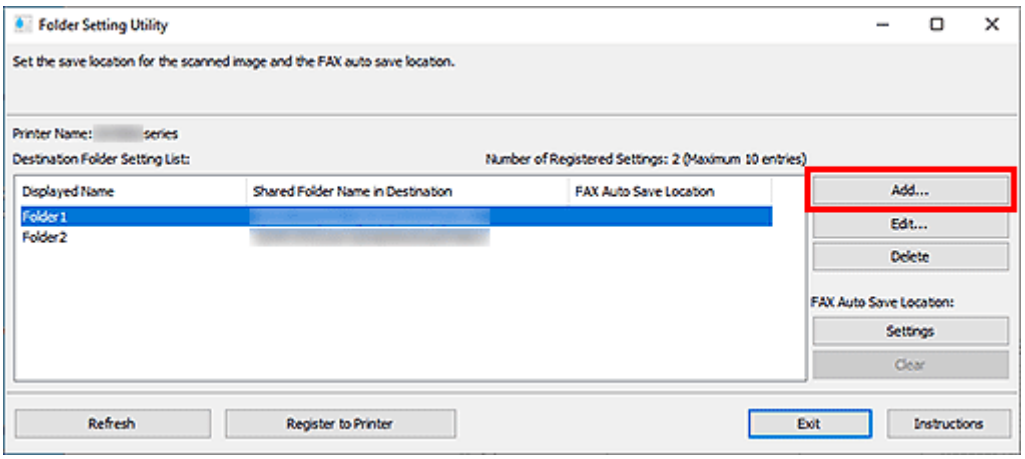


The **Folder Setting Utility** window appears.

Note

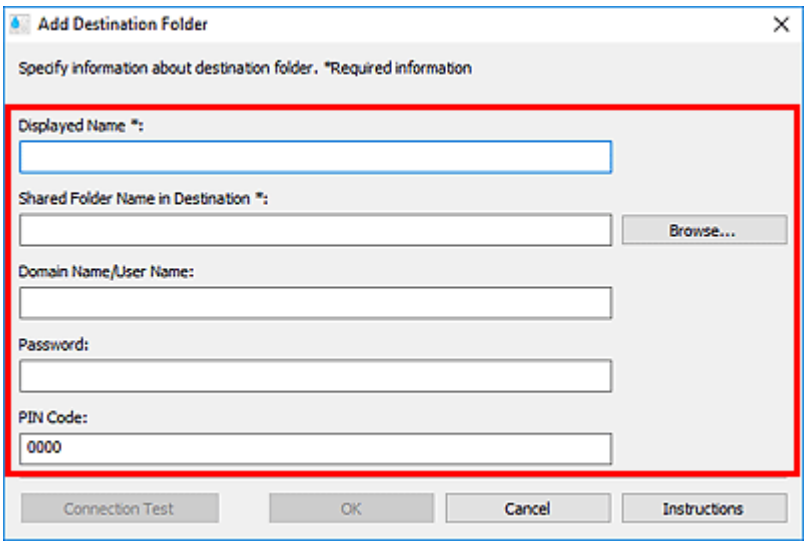
- A password entry screen may appear before the **Folder Setting Utility** window appears. If it appears, enter the administrator password set to the printer, and then click **OK**. If you are not sure, contact the administrator. For the password, see Administrator Password.

4. Click **Add...**.



The **Add Destination Folder** dialog box appears.

5. Enter **Displayed Name**, **Shared Folder Name in Destination**, and other information.



Important

- **Displayed Name** and **Shared Folder Name in Destination** are required entry fields.
- Folders on Windows 7 or earlier cannot be set as the destination.
- If you are using a GX series printer, folders on Windows Server 2008 R2 or earlier cannot be set as the destination.

Note

- For notes on entering each field, see **Add Destination Folder/Edit Destination Folder** Dialog Box.

6. Click **Connection Test**.

   Check if you can connect to the specified folder.

   ### Important

   - Make sure of the following before performing **Connection Test**.
     - The printer is turned on
     - The printer and computer are connected to the network
     - Another software or user is not using the printer
     - An error is not displayed on the operation panel of the printer

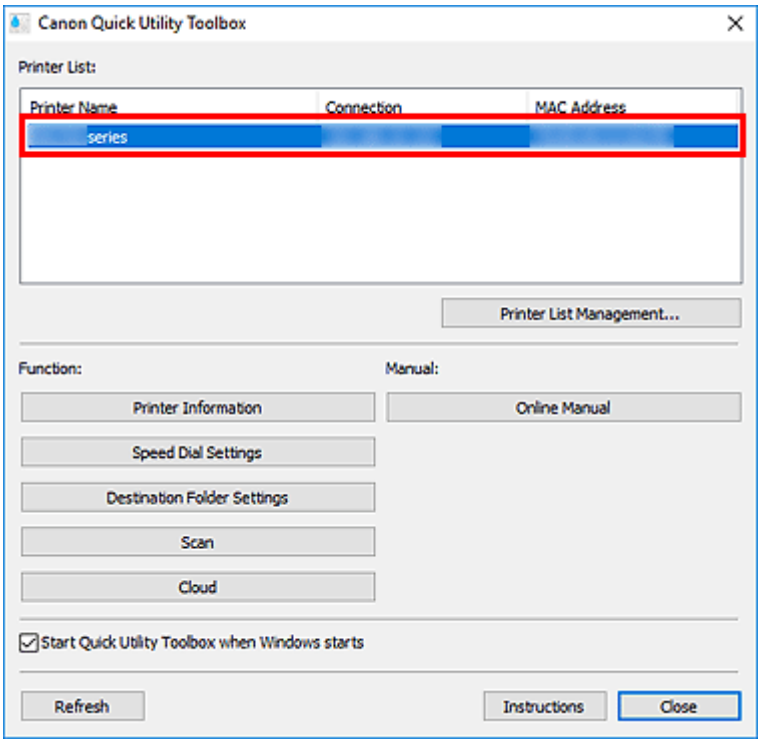
7. Check the message, then click **OK**.
8. Click **OK** in the **Add Destination Folder** dialog box.
9. Click **Register to Printer**.
10. Check the message, then click **OK**.

Setting the Auto Save Location for Fax Data

Set one of the folders displayed in **Destination Folder Setting List** as the auto save location for fax data.

1. Open the Main Screen.

2. Select printer you want to use from **Printer List**.

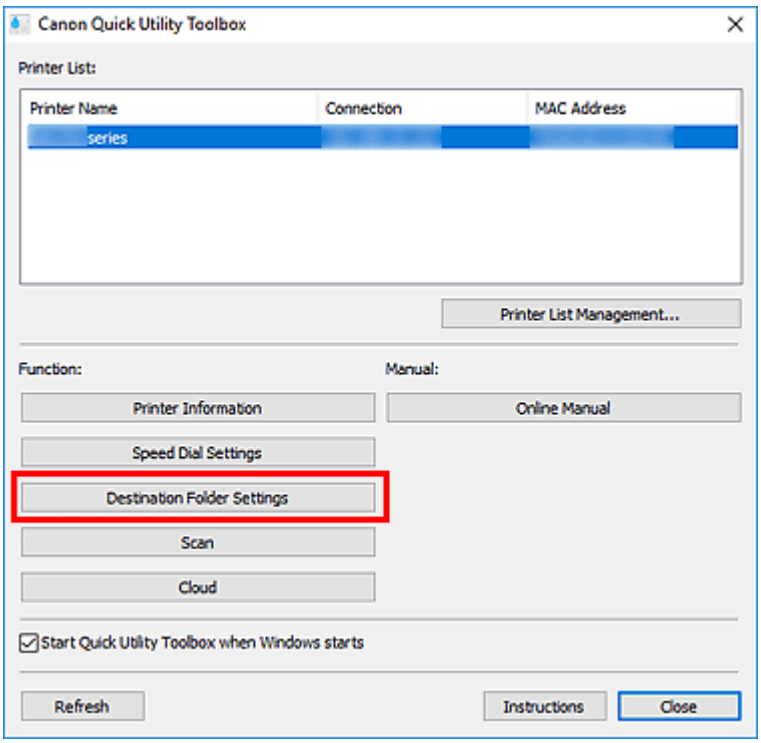


Items corresponding to the selected printer appear in **Function**.

Note

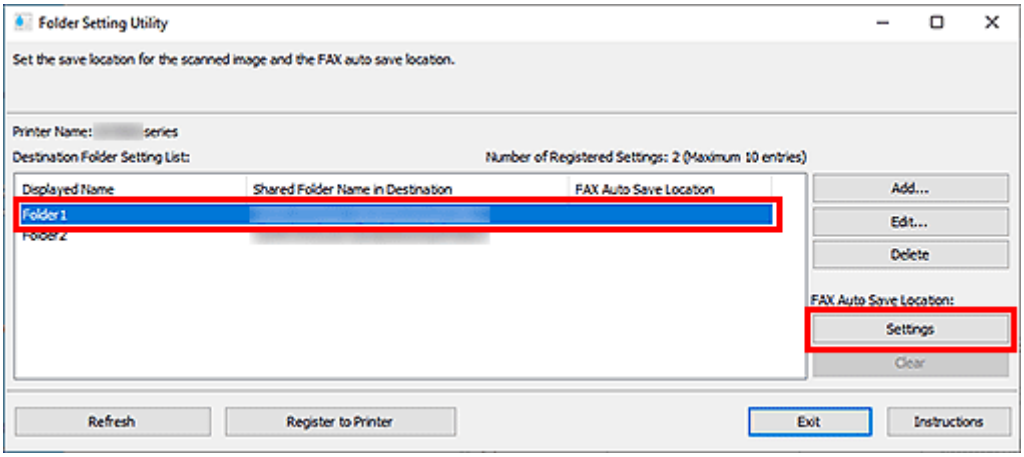
- If your printer is not displayed in **Printer List**, click **Refresh**, or click **Printer List Management...** and add the printer in the displayed **Printer Management** dialog box.

3. Click **Destination Folder Settings** from the items displayed in **Function**.



The **Folder Setting Utility** window appears.

4. Select one of the folders you want to use as the save location from **Destination Folder Setting List**, then click **Settings**.



Note

- When no folder is displayed in **Destination Folder Setting List**, add a destination folder.

  ➡ Adding Destination Folders

- If a PIN code entry screen appears, enter the code.

5. Check the message, then click **OK**.

   ✔ (Checkmark) appears in **FAX Auto Save Location** of the set folder.

6. Click **Register to Printer**.

7. Check the message, then click **OK**.

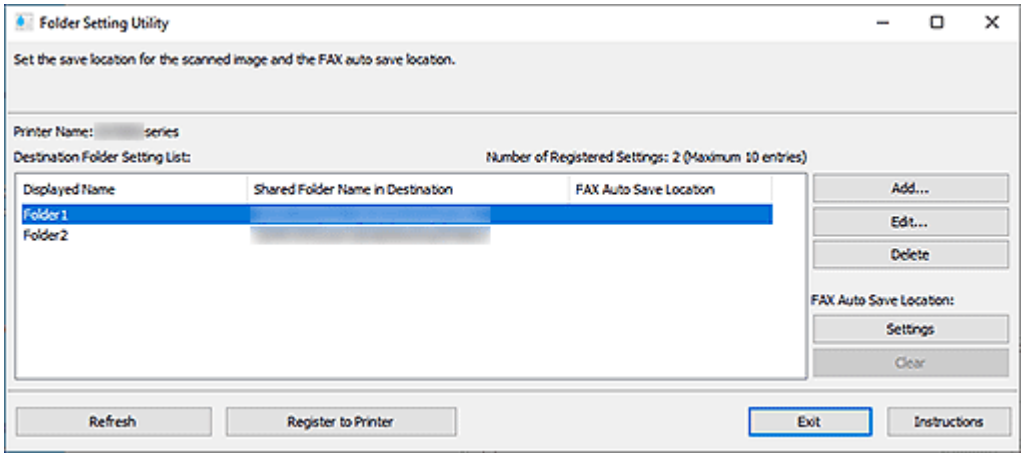
Folder Setting Utility Window

You can set a network folder as the destination for images scanned from the operation panel of the printer and for received fax data.

To display the **Folder Setting Utility** window, click **Destination Folder Settings** in the Main Screen.

Note

- The displayed items and available functions vary depending on the printer selected in **Printer List**.



Printer Name

Displays the printer name selected in the Main Screen.

Destination Folder Setting List

Displays the list of destination folders for data.

Add...

Click to display the **Add Destination Folder** dialog box in which you can add destination folders.

Edit...

Click to display the **Edit Destination Folder** dialog box for editing the **Displayed Name**, **Shared Folder Name in Destination**, and other information of the folder specified in **Destination Folder Setting List**.

Note

- When editing a folder to which PIN code is set, a PIN code entry screen appears.

Delete

Deletes the folder specified in **Destination Folder Setting List**.

FAX Auto Save Location

Settings

Sets the folder specified in **Destination Folder Setting List** as the auto save location for fax data.

Note

- When setting a folder to which PIN code is set, a PIN code entry screen appears.

Clear

Removes the folder specified in **Destination Folder Setting List** from the auto save location for fax data.

Refresh

Reads the destination folder setting information from the printer again.

Important

- Make sure of the following before clicking **Refresh**.
  - The printer is turned on
  - The printer and computer are connected to the network
  - Another software or user is not using the printer
  - An error is not displayed on the operation panel of the printer

Register to Printer

Registers the settings to the printer.

Important

- Make sure of the following before clicking **Register to Printer**.
  - The printer is turned on
  - The printer and computer are connected to the network
  - Another software or user is not using the printer
  - An error is not displayed on the operation panel of the printer

Exit

Closes the **Folder Setting Utility** window.

Instructions

Opens this guide.

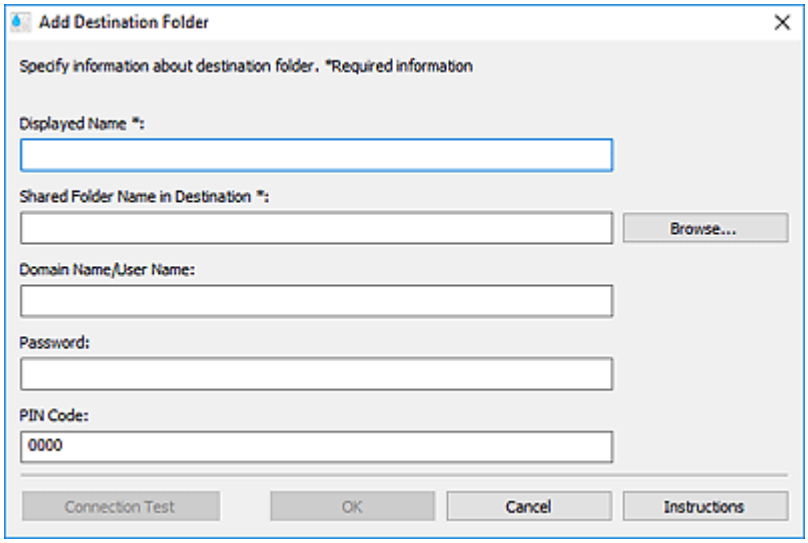
Related Topic

Setting the Destination

Add Destination Folder/Edit Destination Folder Dialog Box

Add or edit folders in which to save images scanned from the printer's operation panel and received fax data.

To display the **Add Destination Folder** or **Edit Destination Folder** dialog box, click **Add...** or **Edit...** in the **Folder Setting Utility** window.



Displayed Name

Enter the name you want to display on the printer's operation panel.

Important

- **Displayed Name** is a required entry field.
- Use only the characters that can be entered on the operation panel of your printer.

Shared Folder Name in Destination

Specify the destination folder for data. Click **Browse...**, and then select a folder.

Important

- **Shared Folder Name in Destination** is a required entry field.
- Enter a folder such as a shared network folder in the form of "\\server name\folder name". Separate the server name and folder names with backslashes.

Domain Name/User Name

Enter the domain name and user name with which to access the destination folder for data.

Note

- If a domain name is required, enter it in the form of "domain name\user name". Separate the domain name and user name with a backslash.
- If you don't know the domain name or user name, contact the network (server) administrator.

Password

Enter the password with which to access the destination folder for data.

Note

- If you don't know the password, contact the network (server) administrator.

PIN Code

PIN code is a security code for accessing the folder selected in **Shared Folder Name in Destination** on the printer's operation panel. Set it to prevent unauthorized access or changes to the settings by a third party.

Important

- Enter at least four characters using letters, numbers and/or symbols.
- The default value (0000) is set. When not specifying the PIN code, delete "0000."
- When setting the PIN code, be sure to write it down for future reference since you will need to enter it in cases such as setting the folder as the destination folder for received fax data or for data scanned from the operation panel of the printer.
- If you have forgotten the PIN code, delete the folder from **Destination Folder Setting List**, then add it again.
- When editing the destination folder, enter the PIN code that you set at the time of adding the folder.

Connection Test

Click to check for a connection to the folder in which to save data.

Important

- Make sure of the following before performing **Connection Test**.
  - The printer is turned on
  - The printer and computer are connected to the network
  - Another software or user is not using the printer
  - An error is not displayed on the operation panel of the printer

OK

Click to apply the addition and edits.

Important

- If **Connection Test** has not been clicked, the utility automatically checks if it can connect to the destination folder for data.

  Make sure of the following before clicking **OK**.

  - The printer is turned on
  - The printer and computer are connected to the network
  - Another software or user is not using the printer
  - An error is not displayed on the operation panel of the printer

Instructions

Opens this guide.

Troubleshooting

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. For details, see Administrator Password.

Messages Displayed in Status and Solutions

For messages displayed in **Status** of the **Printer Management** dialog box and what to do with them, see below.

Message	Solution
Not Found: Cannot communicate with the printer because the printer driver has been allocated to the connection.	A printer driver that does not support Quick Utility Toolbox is allocated to the connection. Delete the corresponding printer driver.
Not Found: Failed to acquire printer information.	Make sure your printer and the computer are connected correctly, and then click **Remove** to delete the printer. After that, add the printer again.
The printer is already registered.	The same printer is already registered. Click **Remove** to delete the printer.
The printer is already registered with a different connection.	The same printer is registered with multiple connections. Check **Connection** for a printer registered with an unused connection, and then click **Remove** to delete it.
The printer connection has been changed. Check the connection status.	A different printer is connected to the registered connection. Click **Remove** to delete the printer, and then add the printer again.