

BASIC FUNCTIONS

TO COPY

Press **COPY** Button
Place Originals In Feeder or on the Platen glass
Press **START** (green key)

SAMPLE SET

Displays when you choose a multiple number of copy sets
Press **SAMPLE SET** The first copy set can be checked before making remaining copy sets

TO RESET

Press **RESET** to return the copier to the standard mode settings

TO COLLATE

Press **FINISHER**
Select **COLLATE**
(Page order) 1,2,3,1,2,3
Press **OK**

TO GROUP

Press **FINISHER**
Press **GROUP**
(Same pages) 1,1,2,2,3,3
Press **OK**

TO STAPLE

Press **FINISHER**
Press **STAPLE**
Select Staple position:
Corner, Double or Saddle stitch
Press **OK**

PAPER SELECTION

Press **PAPER SELECT**
Select Paper Drawer

JOB INTERRUPT MODE

This mode enables you to interrupt the current job or reserved job to make priority copies.

BYPASS

Insert paper into the Stack Bypass Tray
Select the paper **size**
Press **Next**
Select paper **type**
Press **OK**
Press **Done**

Press INTERRUPT

Place originals set the desired copy modes
Press **START**

When the interrupt copy job is complete, the interrupted job resumes

EXPOSURE

LIGHTER

Press ◀ to lighten copies

DARKER

Press ▶ to darken copies

Press TEXT/PHOTO/MAP MODE

This mode is best suited for making copies containing text, images and photos as well as maps.

TWO-SIDED MODE

copy onto both sides of a sheet

SINGLE TO TWO-SIDED

Press **TWO SIDED**
Select **1 to 2 SIDED**
Press **OK**

TWO-SIDED TO TWO-SIDED

Press **TWO SIDED**
Select **2 to 2 SIDED**
Press **OK**

BOOK TO TWO-SIDED

Press **TWO SIDED**
Select **BOOK to 2-SIDED**
Press **NEXT**
Choose Left & Right **OR** Front & Back
(Usually Left & Right)
Press **OK**

TWO SIDED TO SINGLE

Press **TWO SIDED**
Select **2 to 1 SIDED**
Press **OK**

REDUCING AND ENLARGING

Press COPY RATIO

Press desired preset percentage or Enter desired percentage using the keypad or +/- keys (25% - 400%)
Press **Done**

Press ENTIRE IMAGE

This will center the image on the page if using the preset keys

SPECIAL FEATURES

TWO PAGE SEPARATION- *Copies facing pages in a book onto 2 separate sheets of paper*

Place book on glass
Press **SPECIAL FEATURES**
Press **TWO-PAGE SEPARATION**
Press **DONE**

COVER/SHEET INSERTION – *Adds front cover, back cover, chapter pages, sheet inserts, and/or tabs*

FRONT COVER

Press **SPECIAL FEATURES**
Press **COVER/SHEET INSERTION**
Select **FRONT COVER**
Press **Paper Select**
Select cover paper source
Press **DONE**
Press **NEXT**
Select:
Leave Blank
Print on Front Side
Print on Back Side
Copy on both sides
Press **OK**
Press **Done**

BACK COVER

Press **SPECIAL FEATURES**
Press **COVER/SHEET INSERTION**
Select **BACK COVER**
Press **Paper Select**
Select cover paper source
Press **DONE**
Press **NEXT**
Select:
Leave Blank
Print on Front Side
Print on Back Side
Copy on both sides
Press **OK**
Press **Done**

IMAGE COMBINATION- *automatically reduces originals to fit on a page*

Press **SPECIAL FEATURES**
Press **IMAGE COMBINATION**
Select size of original
Press **NEXT**
Select **2 on 1, 4 on 1, 8 on 1,**
Press 2-sided copy for double sided image
Press **NEXT**
Select paper size of output
Press **OK**
Press **DONE**

SHEET INSERTION

Press **SPECIAL FEATURES**
Press **COVER/SHEET INSERTION**
Select **INSERTS**
Press **Paper Select**
Select insert paper source
Press **NEXT**
Press **ADD**
Select
Leave Blank
Print on Front Side
Print on Back Side
Copy on both sides
Press **NEXT**
Enter page numbers of inserts
Press **OK**
Continue adding insert page numbers
Press **OK**
Press **Done**

TAB PAPER

not available on all models
Press **SPECIAL FEATURES**
Press **COVER/SHEET INSERTION**
Select **TAB PAPER**
Tab paper must be registered in the machine prior to this through additional functions/register paper type.
Press **NEXT**
Press **ADD**
Using the key pad, enter the page numbers of the tab inserts
Press **OK**
Continue adding for all tab pages
Press **NEXT**
Set copy shift: default is ½ inch (how far the machine will push out the text to print onto the tab)
Press **OK**
Press **Done**

BOOKLET

Repaginates originals so when the output is folded in half, like a booklet, it will read in correct page order.

Press **SPECIAL FEATURES**
Select **BOOKLET**
Select the original size, Press **NEXT**
Select the desired paper size - 11x17, LGL, or LTRR
For different stock cover, Press **ADD COVER** , Press **NEXT** (Select whether to copy on the cover pg)
(Cover will pull from bypass only)
Press **DONE**
OR **NEXT** to Select saddle stitch
Press **OK**
(Saddle Stitch is an optional feature)

TRANSPARENCY INTERLEAVING-*allows you to interleave a sheet between each transparency*

Press **SPECIAL FEATURES**
Press **TRANSP. INTERLEAVING**
Place transparencies in stack bypass
Select size of transparencies and **PRINTED OR LEAVE BLANK**
Press **NEXT**
Select paper source for interleaf sheet
Press **OK**
Press **DONE**

**Canon Type-E Transparencies are recommended*

SPECIAL FEATURES

DIFFERENT SIZES – Copies different size documents at the same time

Press **SPECIAL FEATURES**
Press **DIFFERENT SIZE ORIGINALS**
Select **SAME** or **DIFFERENT WIDTH**
Press **OK**
Press **DONE**

(Make sure the copier is in auto paper select mode)

JOB BUILD- allows you to scan originals in multiple batches from feeder or platen glass to copy them into one document

Press **SPECIAL FEATURES**
Press **JOB BUILD**
Press **DONE**

FRAME ERASE- eliminate dark borders from copy sheet

Press **SPECIAL FEATURES**
Press **FRAME ERASE**
Choose from the following:
ORIGINAL FRAME ERASE
BOOK FRAME ERASE*
BINDING ERASE

Select erase width using [+] or [-]
Press **NEXT**
Select original page size or book size when opened
Press **OK**
Press **DONE**

*Can also choose to Adjust Each Dimension to set top, bottom, left, right, and center.

FORM COMPOSITION -Images from two separate originals are superimposed and copied onto one sheet of paper

STORING THE IMAGE FORM

Select **ADDITIONAL FUNCTIONS**
Select **COMMON SETTINGS**
Arrow down to page 3
Select **REGISTER FORM FOR FORM COMPOSITION**
Select **Register**
Select size of original
Press **NEXT**
Select **ENTIRE IMAGE COMPOSITION**
Press **NEXT**
Select Scanning Options
Select **Form Name** (Enter Form name)
Press **OK**
Place original on the glass.
Press **START**

USING FORM COMPOSITION

Select **SPECIAL FEATURES**
Use ↓ to scroll to next screen
Select **FORM COMPOSITION**
Select a form
Press **OK**
Place originals in the feeder
Press **START**

MODE MEMORY - Stores up to 9 frequently used settings

Press **SPECIAL FEATURES**
Use ↓ to scroll to next screen
Press **MODE MEMORY**
Select a memory **key location (M1-M9)**
Press **REGISTER**
Press **YES** to save setting
Press **REGISTER NAME**
Enter name
Press **OK** (twice)
Press **DONE**

SYSTEM MONITOR – Locate button at bottom of main screen. Check the status of a copy or print job and device.

Check Copy Status:
Press SYSTEM MONITOR
Press Copy Key

Check Print Status:
Press SYSTEM MONITOR
Press Print Key

Check Device Status:
Press SYSTEM MONITOR
Press Device Key

Meter Reading:
Press Counter Check on the front panel. Top Total is the total copies & prints made
Serial number is located on the bottom left of screen

SPECIAL FEATURES

PAGE NUMBERING

Select **SPECIAL FEATURES**
Use ↓ to scroll to next screen
Select **PG/COPY SET NUMBERING**
Select **PAGE NUMBERING**
Select the Type and Position Setting
Press **Next**
Select Starting Number, Number of Digits, Add Characters
Select **NEXT**
Select Number Size and Number Color.
Press **OK**
Select **DONE**

PRINT DATE

Press **SPECIAL FEATURES**
Use ↓ to scroll to next screen
Press **WATERMARK/PRINT DATE**
Press **PRINT DATE**
Select Orientation and Print Position
Press **NEXT**
Select Date Type
Press **NEXT**
Select number size and print type
Press **OK**
Select **DONE**

WATERMARK

Press **SPECIAL FEATURES**
Use ↓ to scroll to next screen
Press **WATERMARK/PRINT DATE**
Select **WATERMARK**
Select Orientation and Position
Press **NEXT**

Select watermark from list -OR-

Press **NEXT**
Select Size and Print Type
Press **OK**
Press **DONE**

Select CREATE

Select **ENTER**
Type information (up to 32 characters)
Press **OK** twice, Press **NEXT**
Select Size and Print Type
Press **OK**, Press **DONE**
(Register will store new watermark in machine for continuous use)

JOB BLOCK COMBINATION

Not available on all models
Press **SPECIAL FEATURES**
Use ↓ to scroll to next screen
Press **JOB BLOCK COMBINATION**
Specify copy settings for the combined document and choose **OK**
Specify copy settings for the first batch of originals and press the **START** key
Repeat the last step for each batch of originals
After all originals are scanned, press the **COMBINE ALL BLOCKS**
Choose a sequence to print them in and press the **START** key

TAB PAPER CREATION

not available on all models
****Load the tab paper into stack bypass****
The side to be printed on is face up, the first sheet of tab paper to be printed on is placed on the top
Press **SPECIAL FEATURES**
Arrow down to 2/2
Select **TAB PAPER CREATION**
Select the paper source, Press **NEXT**
Select the distance to push out the text onto the tab
Press **OK**
Press **START**

MAILBOXES – 100 Mailboxes can store up to 10,000 documents

STORING DOCUMENTS IN A MAILBOX

Press **MAILBOX BUTTON**
Select **MAILBOX NUMBER**
Press **SCAN**
Place originals in feeder
Enter **DOCUMENT NAME**
Press **OK**
Select desired copy features
Press **START**

RETRIEVING DOCUMENT(S) FROM A MAILBOX

Press **MAILBOX BUTTON**
Select **MAILBOX NUMBER**
Select document(s)
Press **PRINT**
Press ***CHANGE P SETTINGS**
*(*Change documents settings, i.e.. Adding staples, 2-Sided copies, etc.)*
Enter copy quantity
Press **START PRINT**

SETTING UP A MAILBOX

Press **ADDITIONAL FUNCTIONS KEY**
Press **MAILBOX SETTINGS**
Press **USER INBOX SETTINGS**
Select desired mailbox number
Press **REGISTER INBOX NAME**
Press **OK**
Enter **PASSWORD (IF DESIRED)**
Set **DOC. AUTO ERASE TIME**
(O=OFF, TO 30 DAYS)
Press **OK**, Press **DONE**

SENDING FROM THE ADDRESS BOOK:

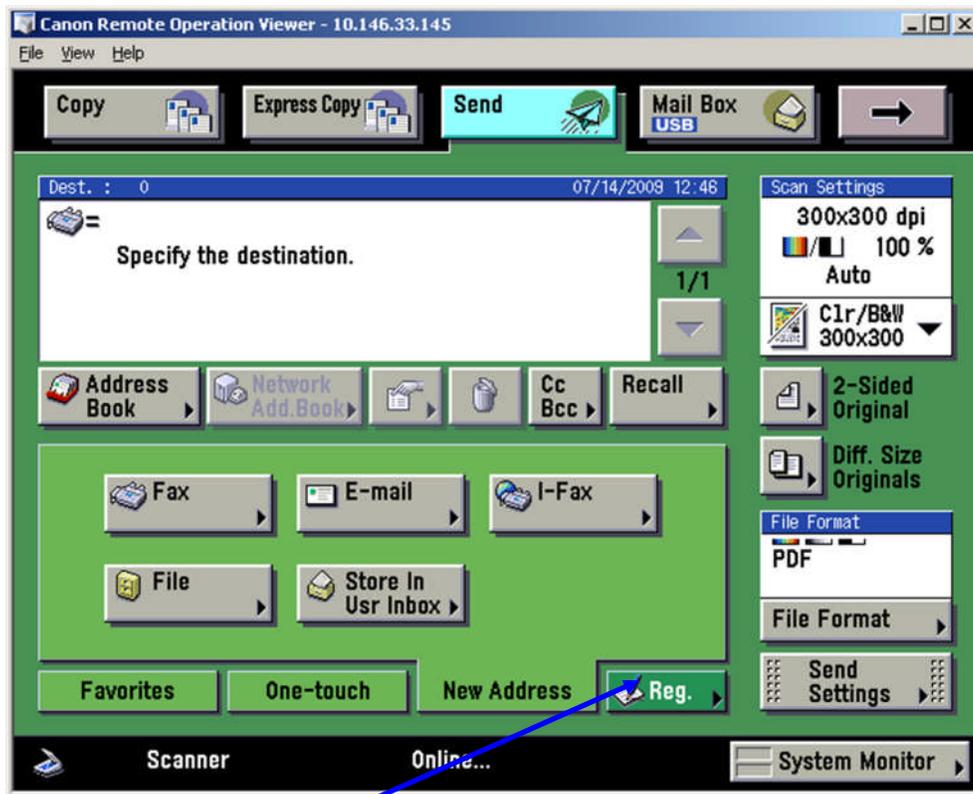
- 1- Press SEND
- 2- Select ADDRESS BOOK
- 3- Select the: *Email Address, Fax #* or *File name* from the list
- 4- Press OK
- 5- Press START

SENDING AN E-MAIL:

- Press SEND
- Select E-mail
- Press E-mail
- Type the email address
- Press OK twice
- Press START

SENDING A FAX:

- Press SEND
- Select FAX
- Dial fax number (to send to multiple numbers, press NEXT and enter another number)
- Press OK
- Press START



STORING NUMBERS AND ADDRESSES:

- 1- Press SEND
- 2- Select **Reg.**
- 3- Select REGISTER ADDRESS, REGISTER ONE-TOUCH BUTTON
Or REGISTER FAVORITES BUTTON
- 4- Select Register New Address
- 5- Enter information
- 6- Press OK

For a folder, after step 4...

- 1- Select File
 - 2- Change Protocol menu from FTP to Windows SMB
 - 3- Select Browse
- *Browse network for folder on shared drive. User will be prompted to enter network user name and password.*

TWO-SIDED ORIGINAL:

Select either Book Type (portrait) or CALENDAR Type (landscape)

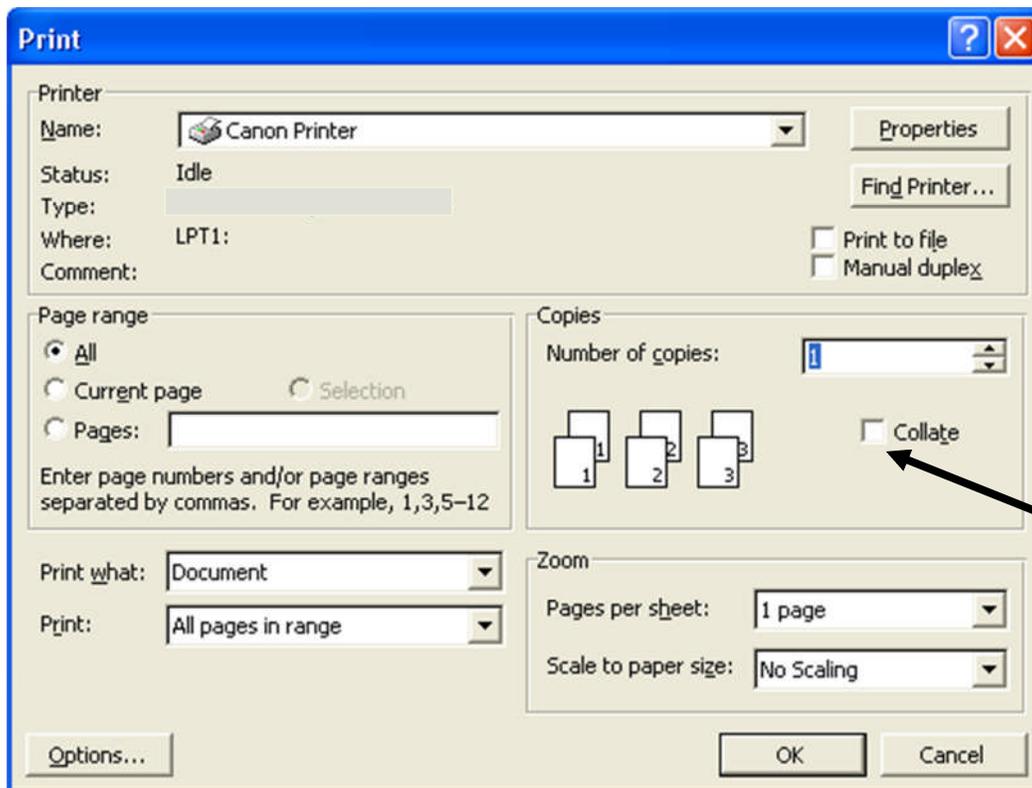
SEND SETTING:

Adds info to the attached document: subject name, message information, reply to, and sender name.

SCAN SETTINGS:

Select the resolution Press OPTION to change settings (ie: 2-pg separation, job build)

- 1). Select **FILE**.
- 2). Scroll down to **PRINT**.
- 3). Select the proper printer **NAME**.
- 4). Make sure that the **COLLATE** is not selected.
- 5). Choose on the **PROPERTIES** to make changes.



Page Setup Tab Features:

Page Layout:

Allows placing up to 16 images on one page

Manual Scaling:

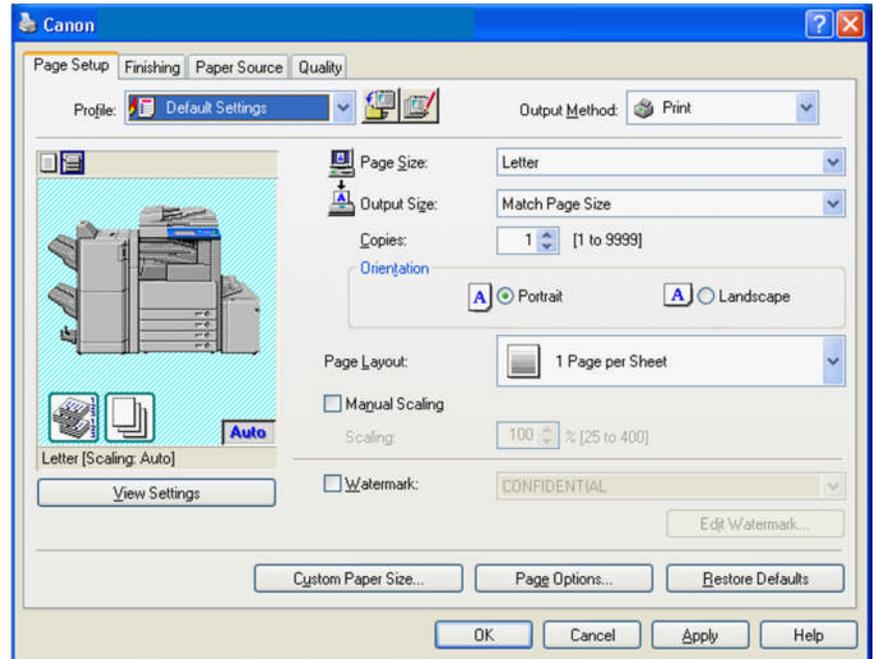
Enlarge or **Reduce** your printed page from 25-400%

Watermark:

Add a watermark to each or just the first page of your document.

Page Options:

Allow the user to add the **Print Date**, **Print User Name**, and **Page Number** to each page of the document.



Finishing Tab Features:

Print Style:

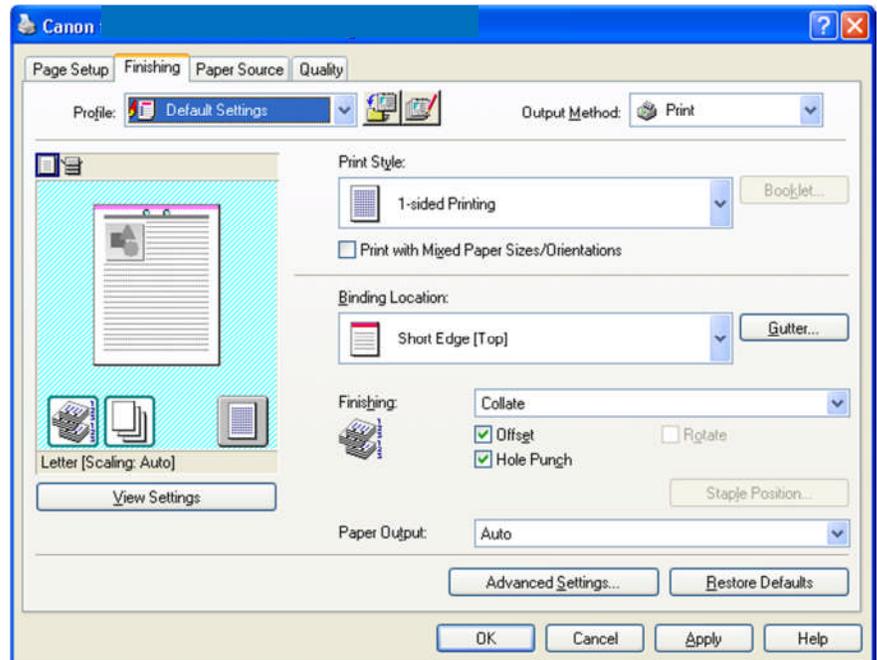
Select **Single sided**, **Double sided**, or **Booklet type printing**.

Binding Location:

Select **Long Edge** or **Short Edge** binding. The user is also able to adjust the **Gutter** size without changing the document format.

Finishing:

Select **Collate**, **Group**, **Staple** and **Staple Position**, and **Hole Punch** (if installed)



Paper Source Tab Features:

Select By:

Select paper by **Paper Source** or **Paper Type**

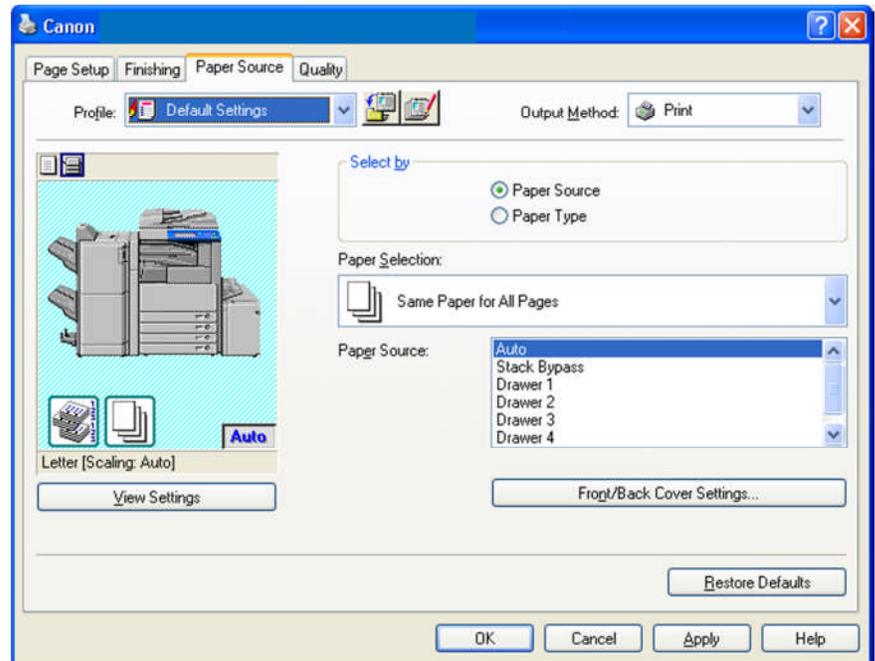
Paper Selection Options are:

Same Paper for all Pages,

Different for First, Others, and Last,

Different for First, Second, Others, and Last, Transparencies,

Adding Insert Sheets into document. Adding Front and Back Covers



Quality Tab Features:

Options:

Text/Table: Produces solid blacks for black and white text documents

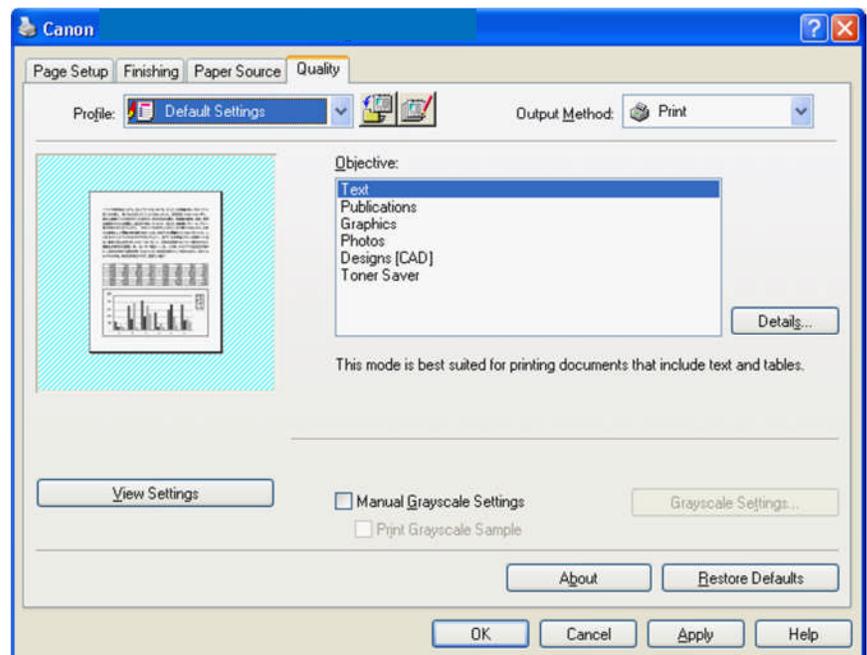
Publications: Used for printing Text and Photo combinations.

Graphics: Designed for graphic images (ie. .gif, .jpg from the internet)

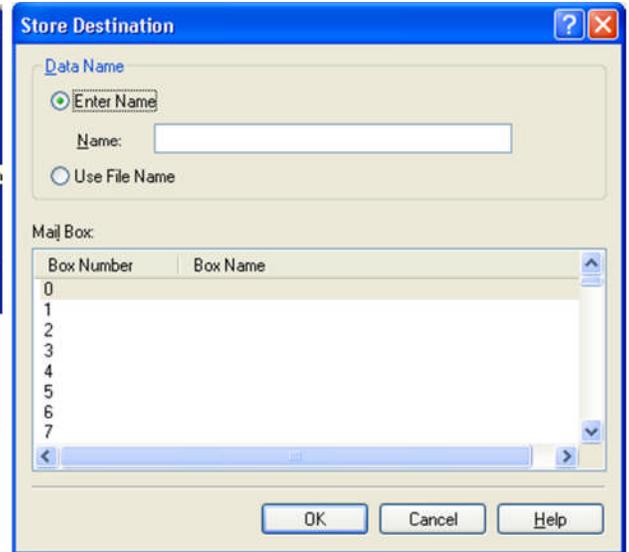
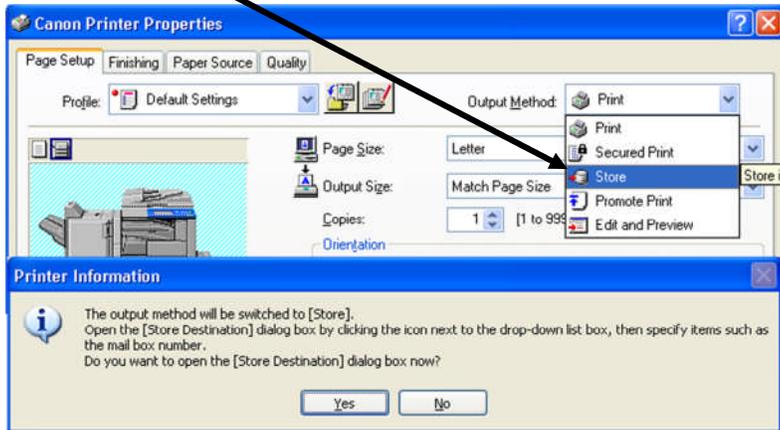
Photo Images: Makes shadows and textures of a photo are clearer.

Toner Saver: Does not place as much toner on the page.

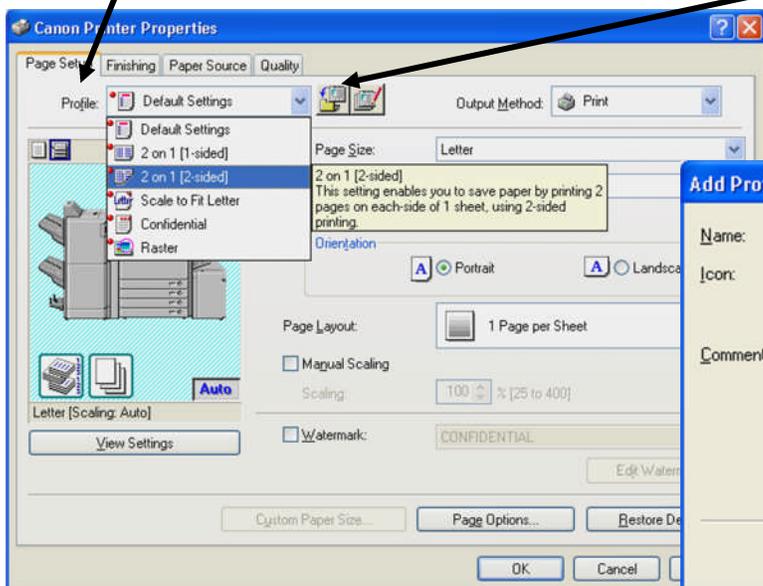
Drawings: Minute lines are printed with increased clarity.



Storing Documents in Mailbox: Enter new file name or use current file name, select mailbox number.



Profile
Lists customized printer driver settings saved as Profiles. Select a Profile for printing a document from the Profile drop-down list box.



Add Profile
Clicking this button opens a dialog box for specifying and saving the current printer driver settings as a Profile.

