





#### MAIN MENU:

A screen which contains links to all available functions

QUICK MENU: A customized screen with links to most commonly used features

#### TO COPY

Press **COPY** Button Place Originals in Feeder or on the Glass Press **START** (green key)

### REDUCING AND ENLARGING PA

Press **COPY RATIO** Press desired preset or enter desired % using the keypad or +/- keys (25% - 400%) Press **Done** 

### PAPER SELECTION

making multiple copies

**COPY SAMPLE** 

Press **SELECT PAPER** And choose desired Paper Drawer

Press in order to proof one copy set before

INTERRUPT

Interrupts current job to make priority copies

<u>CHECK SETTING</u>: Press CHECK SETTING to review or change the current settings Press OK

### **MULTI-PURPOSE TRAY**

Insert paper into the Multi-Purpose Tray Select the paper **size** Press **Next** , Select paper **type** Press **OK**, Press **Done** 

PREVIOUS SETTING: Can recall up to three previously used settings

### STATUS MONITOR/CANCEL:

Allows user to check the status of a job or the device.

#### TO CANCEL A COPY JOB:

Select the Orange Stop Button Choose STOP or Resume Copying

### <u>TO RESET</u>

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

#### DENSITY

Press **DENSITY** LIGHTER Press (to lighten copies **DARKER** Press) to darken copies Select **Background Density** to remove background color

#### **ORIGINAL TYPE**

Press **ORIGINAL TYPE** Specify if document is: Text/Photo/Map, Photo Printout, Printed Image OR Text to increase copy quality

#### FAVORITE SETTINGS:

To Register: Select features you would like to store Press FAVORITE SETTINGS Select a location (M1-M9) Press REGISTER and YES to save Press RENAME, enter name Press OK, OK and YES





**BOOK**►2 **PAGES** - Copies facing pages in a book onto 2 separate sheets of paper

Place book on glass with the seam lined up on the LTR line In the center of the glass Press **OPTIONS** Press **BOOK►2 PAGES** 

### TWO-SIDED

### ONE-SIDED ► TWO-SIDED

Press TWO SIDED Select I ►2 SIDED Press OK

### BOOK ► TWO-SIDED

Press TWO SIDED Select **BOOK ► 2-SIDED** Press **NEXT** Choose Left & Right **OR** Original Book Press **OK** 

### TWO-SIDED ► TWO-SIDED

Press TWO SIDED Select 2 ►2 SIDED Press OK

### TWO SIDED ► ONE-SIDED

Press TWO SIDED Select 2 ►I SIDED Press OK

#### FINISHING:

#### TO COLLATE Select COLLATE (Page ord

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

### TO GROUP

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

### TO STAPLE

Press **STAPLE** Select Staple position: Corner, Double or Saddle stitch *(not available on all models)* Press **OK**  BOOKLET

Repaginates originals so output, when folded in half, will read in correct page order.

Press OPTIONS Select BOOKLET Select BOOKLET SCAN to repaginate originals OR Select DO NOT BOOKLET SCAN if the original is already in a booklet format Press 2-sided original for double sided image Select the ORIGINAL SIZE Select the LAYOUT SIZE - 11x17, LGL, or LTRR For different stock cover, Press ADD COVER Select which sides, if any. to copy on the cover pg Select PAPER SIZE to choose paper source (Saddle Stitch is an optional feature) Select FOLD + SADDLE STICH or DO NOT FOLD Press OK

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

Press **OPTIONS** Press **JOB BUILD** Press OK NON 1 - reduces originals to fit on a page

Press **OPTIONS** Press **N ON 1** Select **2 on 1, 4 on 1, 8 on 1,** Press 2-sided copy for double sided image Select size of original Select paper size of output Press **OK**  **<u>DIFFERENT SIZES</u>** - Copies different size documents at the same time

Press OPTIONS Press DIFFFERENT SIZE ORIGINALS Select SAME or DIFFERENT WIDTH Press OK (Make sure the copier is in auto paper select mode)



FRONT COVER – Adds Front and Back Covers Press OPTIONS Press FRONT COVER Select whether you want a Front Cover, Back Cover, or Select Both Select cover paper source Select: Leave Blank, Print on Front Side, Print on Back Side, Copy on both sides Select Paper SourcePress OK

#### **INSERT SHEETS** -

Adds sheet inserts or chapter pages Press OPTIONS Press INSERT SHEETS Select SHEETS or CHAPTER PAGES Press ADD Enter page number of inserts Select: Leave Blank, Print on Front Side, Print on Back Side, Copy on both sides Select Paper SourcePress OK



TABS - Adds tabs

Press OPTIONS Press INSERT SHEETS Select TAB Set WIDTH and NUMBER OF TABS Press OK Select ADD Using the key pad, enter in the tab page number Select Paper SourcePress OK

#### **ORIGINAL TYPE**

Press **ORIGINAL TYPE** Specify if document is: Text/Photo/Map, Photo Printout, Printed Image OR Text to increase copy quality

SHARPNESS - sharpen or soften the image Press OPTIONS Select SHARPNESS Press LOW to blur image Press HIGH to enhance the outline Press OK

## TRANSPARENCY COVER SHEETS -allows you to interleave a sheet between

each transparency

Press OPTIONS Press TRANSPARENCY COVER SHEETS Place transparencies in stack bypass Select PRINTED OR LEAVE BLANK Select TRANSP. SIZE for transparency source and size Select SHEET SIZE for interleaf sheet source and size Press OK

\*Canon Type-E Transparencies are recommended

#### PAGE NUMBERING / COPY SET NUMBERING

#### Select OPTIONS Select PAGE NUMBERING OR COPY SET NUMBERING

Select the Type and Position Setting Select COLOR, font SIZE, and STARTING NUMBER (Select SET DETAILS for Number of Digits and Add Characters) Press **OK** 

### ERASE FRAME - eliminate dark borders

Press OPTIONS Press ERASE FRAME Choose from the following: ORIGINAL FRAME ERASE BOOK FRAME ERASE\* BINDING ERASE Select erase width using [+] or[-]

Select ORIGINAL SIZE (of sheet or book size when opened) Press **OK** 

### WATERMARK

Press **OPTIONS** Select **WATERMARK** Select Orientation and Position Select font SIZE, COLOR, and Select watermark from list OR Select CUSTOM Press ENTER Type in desired word Press OK (three times)

### PRINT DATE

Press OPTIONS Press PRINT DATE Select Orientation and Print Position Select font SIZE, COLOR, and DATE TYPE Use Number Keys to SPECIFY DATE (Select PRINT TYPE to select TRANSPARENT or OVERLAY) Press OK <u>SHIFT</u> – shift image to center or a corner

Press OPTIONS Select SHIFT Select BY POSITION Use arrow keys to shift the image Press OK

<u>GUTTER</u> – adjust original margin on copy

Press OPTIONS Use ↓ to scroll to next screen Select GUTTER Select margin to shift Select FRONT or BACK side Press + or - to set the gutter width Press OK





**NEGA/POSI** – inverts the original image

Press **OPTIONS** Select **NEGA/POSI** Press **OK** 

**MERGE JOB BLOCKS** – allows user to scan originals in multiple batches from feeder or platen glass to copy them into one document. Each block can have different properties

#### Press OPTIONS

Press MERGE JOB BLOCKS

Specify copy settings for the combined document and choose **OK** Specify copy settings for the first batch of originals and press the **START** key Press **NEXT BLOCK** for next section

Repeat the above step for each batch of originals

After all originals are scanned, press the CONF/COMBINE ALL BLOCKS

Choose a sequence to print them in and press the **START** PRINT

<u>**REPEAT IMAGES**</u> - repeats the original image vertically & horizontally

Press OPTIONS Select REPEAT IMAGES Use the + and - to set number of times to Repeat the image vertically & horizontally OR Press AUTO to center the image if framing Press OK

<u>CASCADE COPY</u> – allows a copy job to run simultaneously between 6000 / 8000 series devices

TO REGISTER OTHER DEVICE: Press SETTINGS / REGISTRATION Select FUNCTION SETTINGS Select COPY Select REGISTER REMOTE DEVICE FOR CASCADE COPY Select REGISTER Enter IP address of other device Press OK

TO USE CASCADE COPY: Press OPTIONS Scroll down to screen 3/3 Select CASCADE COPY Select OUTPUT DEVICE, OK <u>MIRROR IMAGE</u> - copy the original image reversed

Press OPTIONS Select MIRROR IMAGE Press OK

#### PRINT ON TAB

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 **OPTIONS** Select **PRINT ON TAB** Select the distance to push out the text onto the tab Press SELECT PAPER to choose paper source Press **OK** 

<u>SUPERIMPOSE IMAGE</u> – Images from two separate originals are superimposed and copied onto one sheet of paper

**STORE IN MAILBOX** - stores the copy job in a designated mailbox as well as prints out a hard copy

Press OPTIONS Select STORE IN MAILBOX Select a MAILBOX Select DOCUMENT NAME Use keyboard to name the document Press OK

#### **STORING THE IMAGE FORM**

Select SETTINGS/REGISTRATION Select FUNCTION SETTINGS Select COMMON Select PRINT SETTINGS Select REGISTER FORM Select REGISTER Select the ORIGINAL SIZE of document Press NEXT Select scanning options Select Form Name (Enter Form name) Place original on the glass. Press START

#### **USING FORM COMPOSITION**

Select OPTIONS Select SUPERIMPOSE IMAGE Select SET to select a form Press NEXT Select SOLID or TRANSPARENT Select COLOR or BLACK Press OK (three times)

### **CREATING A QUICK MENU BUTTON**

Turn ON desired setting in any function

Select the ADVANCE BUTTON Select REGISTER TO QUICK MENU Confirm the Settings Press NEXT Turn DISPLAY CONFIRM SCREEN WHEN RECALLING OFF Press NEXT Select Location for Quick Button Press NEXT Name the Button Press OK





### **SENDING A DOCUMENT:**

Press **Scan and Send** on the Main Menu Specify recipient from the **Address Book, One-Touch** or **New Destination** Specify any desired scan settings (optional - see below) Press the green **Start** button to send



### REGISTER ADDRESS IN ADDRESS BOOK

Select Address Book Select Register Select Address Book Select Register New Destination Select type of address: E-Mail, Fax, I-Fax or Group Select Name to enter name of recipient Select OK Enter recipient's address

### REGISTER FILE FOLDER IN ADDRESS BOOK

Select Address Book Select Register Select Address Book Select Register New Destination Select type of address: File Select Name to enter name of the folder Select OK Select Browse Search for shared folder on network Enter network log-in & password when prompted Press OK (4x) **SCAN SETTINGS** (following options shown above) Specify settings before pressing the green Start button

Previous Settings (recall last scan settings) Favorite Settings (save scan settings) Color Mode (Auto, Full Color, B&W, Grayscale) Resolution (adjust quality: 100x100 to 600x600 dpi) Scan Size (original document size) File Format (PDF, JPEG, TIFF, XPS) Option: (i.e. File Name, Preview, Copy Ratio, Density)

#### **REGISTER ONE-TOUCH ADDRESS**

Saves address in Address Book & as a One-Touch button

Select Address Book Select Register Select One-Touch Select placement button Select Register / Edit Select type of address: E-Mail, Fax, I-Fax, File or Group Select Name to enter name of recipient Select OK Select One-Touch Name to enter name of recipient Select OK Enter recipient's address



- 1) Select **FILE**.
- 2) Select PRINT.
- 3) Select the proper printer NAME.
- Make sure COLLATE is NOT selected.
- 5) Choose the **PROPERTIES**

button to make changes.

<u>N</u> ame: Status: Type: Where: Comment:	Canon IR-ADV 6000/8000 PCL Idle Canon IR-ADV 8085/8095 PCL5e LPT1:	Properties     Find Printer     Print to file     Manual duplex
by con or the	nt page O Selection	Copies Number of copies: 1
rint <u>w</u> hat: rint:	Document  All pages in range	Zoom Pages per sheet: 1 page

# Page Setup Tab Features:

**Page Size:** the original document size **Output Size:** the desired final size

### 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.

hofile:	Default Settings	Add(1) Edit(2)	
lutput Method	Print		
	Page Size:	Letter	1
	Output Sige:	Match Page Size	2
		1 1 to 9999]	
	Qrientation	A C Potrat	
	Page Layout	1 1 on 1	
J/P	Magual Scaling		
.etter [Scaling: Auto]	Scaling	100 = 10 [25 to 400]	
	☐ Watermar <u>k</u>	CONTRACTOR AND A DECISION	
Device Previe		CONFIDENTIAL	1
Tiew Settings	<u>,                                     </u>	Edjt Watermark.	_



## Finishing Tab Features:

Print Style: Select 1-sided, 2-sided, or Booklet printing.

Binding Location: Select Long Edge or Short Edge binding.

**Gutter:** Can change the gutter size without changing the document format.

Finishing: Select Collate, Group, Staple

**Staple Position** and **Hole Punch** are also options if installed

age Setup Finishing Pape	r Source   Quality		1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 - 1240 -
rofile:	Default Settings	✓ Add(1)	Edit( <u>2</u> )
utput <u>M</u> ethod:	Print		
]9	Print Style:	1-sided Printing	Booklet
	Binding Location:	Print with Miged Paper Sizes/Brientations	_
	Brind Cocation.	Long Edge [Left]	. <u>G</u> utter
	Finishing:	Staple + Collate	Staple Position
		Offset     Number of Copies for Offset     Botate	1 ar [1 to 9999]
etter [Scaling: Auto]	Hole Pungh:	0#	-
	Fold[Z]	Off	Fold Details[7]
Device Preview	Paper Output:	Auto	
⊻iew Settings			
		Advanced Settings	Bestore Defaults

# Paper Source Tab Features:

## Select by: Paper Source or Paper Type

# **Paper Selection:**

- 1) Same Paper for all Pages
- 2) Diff for First, Others, and Last
- 3) Diff for First, Second, Others, & Last
- 4) Insert Sheets
- 5) Transparency Cover sheets

## Paper Source:

Allows user to choose the source the paper should pull from

# Front/Back Cover Settings:

Specify the paper source to pull a front and/or back cover from. Also determine whether or not to print on the covers

🗳 Canon iR-AD¥ 6000/8	00 PCL Properties	×
Page Setup   Finishing   P Profile: Output <u>M</u> ethod:	aper Source Quality Add[] Edit(2) Print	
Letter [Scaling: Auto]	Select by     Paper Source     Paper Type  Paper Selection:     Same Paper for All Pages  Paper Source:  Auto Multi-purpose Tray Drawer 1 Drawer 2 Drawer 3 Drawer 4	·
Device Previey	Front/Back Cover Settings	
	Bestore Defaults OK. Cancel	Help



## **Quality Tab Features:**

## **Objective:**

**Text**: Best suited for printing text and tables

**Publications**: Best suited for printing publications that include photo images and graphics

**Graphics**: Designed for graphic images (ie. .gif, .jpg)

**Photos**: Makes shadows and textures of a photo are clearer.

**Designs (CAD)**: Best suited for Printing fine color lines

rofile:	Default Settings	Add(1) Edit(2)
lutput <u>M</u> ethod:	Print	2
	<u>Objective:</u>	Text Publications Graphics Photos Designs [CAD]
		This mode is best suited for printing documents that include text and tables.
Little		text and tablesAdvanced Settings
<u>View Setting</u>	Manual Grayscale	Advanced Settings

# Profile:

Lists customized printer driver settings. Select a profile for printing a document from the profile drop-down list

### Add a Profile:

Select the settings you would like the print driver to remember. Choose 'Add' and name the new profile

### **Edit Profile:**

Allows you to View, Delete, Import or Export the printing profiles

Page Setup   Finishing   Paper S Profile:	ource Quality	Add[1]
	Default Settings  2 on 1 [1-sided]  2 on 1 [2-sided]  Scale to Fit Letter  Confidential  Conjensial  Queput Sige:  Quentation  A  Po	Default Settings This settings or to print with all factory default settings. This setting is suitable for printing general business documents that include text and tables. Letter Match Page Size 1 (1 to 9999)
Letter (Scaling: Auto)	Page Layout:	1 on 1
Device Previe <u>w</u>	Watermark Name	CONFIDENTIAL
⊻iew Settings		Edit Watermark
	Cystom Paper Size	Page Options <u>B</u> estore Defaults





### **Output Method:**

Print: Prints in standard mode directly to device
Secured Print: Protects Document with a Pin #
Store: Stores Document in Device under MAILBOX Promote Print: Promotes print job in queue
Edit & Preview: Combine print jobs, ect

Profile:	Default Settings	•Add(1)Edl(2)
Dutput Method:	Print .	-
	Print Print Secured Print	
	Store	Store in device.
	T Promote Print	Match Page Size
	Edit and Preview	1 to 9999]
	Orientation	
	A) 🤄 Portrait	A C Landscape
😪 🛄 🗛	Page Layout:	1 1 on 1
J/PJ/	Manual Scaling	
Letter [Scaling: Auto]	Scaling	100 = 10 (25 to 400)
	T Watermark	
View Settings	Watermark, Narres	CONFIDENTIAL
		Edr Watemark
	Custom Pager Size	e Options

When switching between output methods you will be prompted to confirm. Choose 'Yes'

Informat	ion 🔀
į	The output method will be switched to [Store]. Open the [Store Detais] dialog box by clicking the [Detais] button next to the drop-down list box, then specify items such as the inbox (or mail box) number. Do you want to open the [Store Detais] dialog box now
	Yes No

For MAILBOX you will also be prompted to name

the document and select the desired mailbox number

ore Details		
Data Name		
C Enter Name		
Name:		
• Use File Name		
Use File Name	3	
fail Boxes:		
Mail Box Number	Proof Print	Mail Box Name
0	1.1000.1 1018	1 that e strikter
1		
2 3		
4		
4 5 6 7 8		
6		
2		
۹)		
		OK Cancel Help

For SECURED PRINT you will be prompted to enter a numeric password AFTER you have sent the print job.

i.	- Ferni Samerana ana ana ana ana ana ana ana ana ana	ed in the Secured Print mode. ne, user name, and PIN.	
	Document Name:	Advance irc PRI	[Max. 32 characters]
	User Name:	Name Here	[Max. 32 characters]
	PIN:	жжи	[0 to 9999999]