



MAIN MENU:

A screen which contains links to all available functions

STATUS MONITOR/CANCEL:

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

QUICK MENU:

A customized screen with links to most commonly used features

TO CANCEL A COPY JOB:

Select the Orange Stop Button
Choose STOP or Resume Copying

TO COPY

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

COLOR MODES

AUTO-COLOR SELECT for Color & Black and White in the same document
FULL COLOR for Color Copying
BLACK for Black & white Copying
Single or Two Color copies the image in different shades of the same one or two chosen colors

TO RESET

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

COPY SAMPLE

Press in order to proof one copy set before making multiple copies

REDUCING AND ENLARGING

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

PAPER SELECTION

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

DENSITY

Press **DENSITY**
LIGHTER Press ◀ to lighten copies
DARKER Press ▶ to darken copies
Use **Background Density** to remove background color

INTERRUPT

Interrupts current job to make priority copies

MULTI-PURPOSE TRAY

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

ORIGINAL TYPE

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

CHECK SETTING:

Press **CHECK SETTING** to review or change the current settings
Press **OK**

PREVIOUS SETTING:

Can recall up to three previously used settings

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**

FINISHING:

TO COLLATE

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**

JOB BUILD- 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**

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 Source**
Press **OK**

TWO-SIDED

ONE-SIDED ► TWO-SIDED

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

BOOK ► TWO-SIDED

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

N ON 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**

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 Source**

Press **OK**

TWO-SIDED ► TWO-SIDED

Press **TWO SIDED**
Select **2 ► 2 SIDED**
Press **OK**

TWO SIDED ► ONE-SIDED

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

DIFFERENT SIZES - Copies different size documents at the same time

Press **OPTIONS**

Press **DIFFERENT SIZE ORIGINALS**

Select **SAME** or **DIFFERENT WIDTH**

Press **OK**

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

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 Source**

Press **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**

COLOR BALANCE

adjust color balance, saturation, density and hue

Press **OPTIONS**

Select **COLOR BALANCE**

Press **+ / -** to adjust the strength of each color

Press buttons on right side to adjust hue,
saturation or density

Press **OK**

**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**

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*

ADJUST ONE-TOUCH COLOR

make fine adjustments to the image quality on copies

Press **OPTIONS**

Select **ADJUST ONE-TOUCH COLOR**

Select one of the following desired features:

VIVID COLORS: increased color saturation

TRANQUIL COLORS: subdued, decreased color saturation

LIGHTEN IMAGE: decreases density, lighter color tones

DARKEN IMAGE: increases density, heavier color tones

HIGHLIGHT: increases exposure of areas with low exposure

SEPIA TONE: gives the effect of old fashioned photographs

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)

Select Set Details, Print Type

to select Transparent

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**

SHIFT –

shift image to center or a corner

Press **OPTIONS**

Select **SHIFT**

Select **BY POSITION**

Use arrow keys to shift the image

Press **OK**

GUTTER –

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**

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**

REPEAT IMAGES - *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**

AREA DESIGNATION
enables you to specify areas to copy or to blank out

Press **OPTIONS**
Select **AREA DESIGNATION**
Press **PEN ENTRY**
Press **START SCAN**
To designate a rectangular area;
mark the two opposing corners with the pen
To designate an area with multiple points;
mark the points, press **Set Multipoints**
Press **FRAMING** or **BLANKING**
Press **PREVIEW** to check area
Press **SHIFT** to center image if **Framing**
Press **OK**

SUPERIMPOSE IMAGE – *Images from two separate originals are superimposed and copied onto one sheet of paper*

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**

MIRROR IMAGE - *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**

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

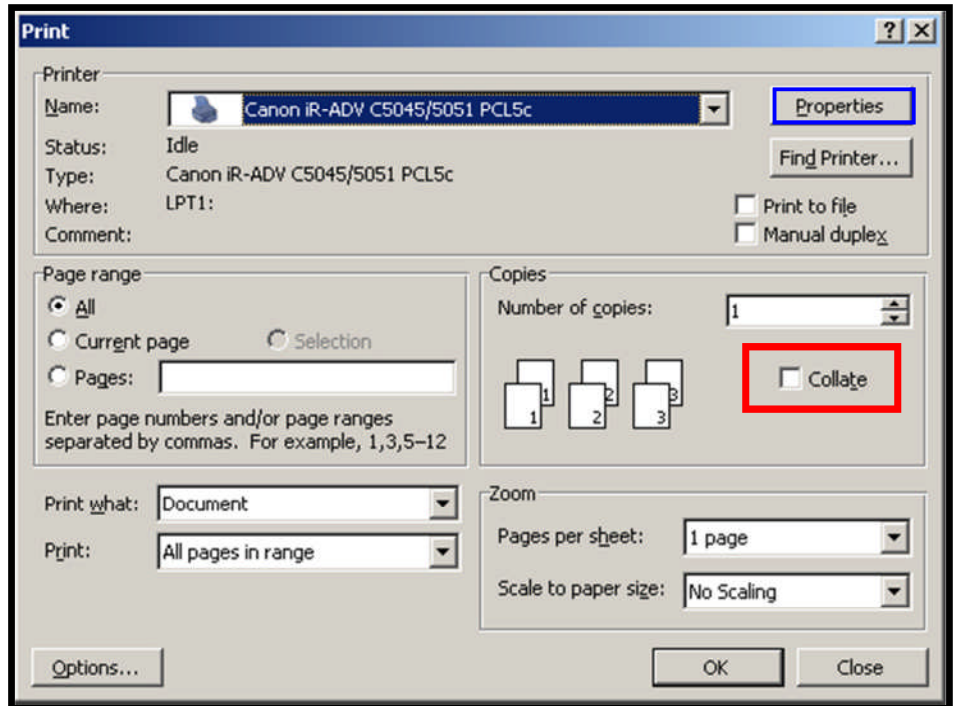
Previous Settings (recall last scan settings)
Favorite Settings (save scan settings)
Color Mode (Auto, Full Color, B&W, Grayscale)
Resolution (adjust quality: 100x100 to 600x600 dpi)
Scan Size (original document size)
File Format (PDF, JPEG, TIFF, XPS)
Option: (i.e. File Name, Preview, Copy Ratio, Density)

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**.
- 4) Make sure **COLLATE** is NOT selected.
- 5) Choose the **PROPERTIES** button to make changes.



Page Setup Tab Features:

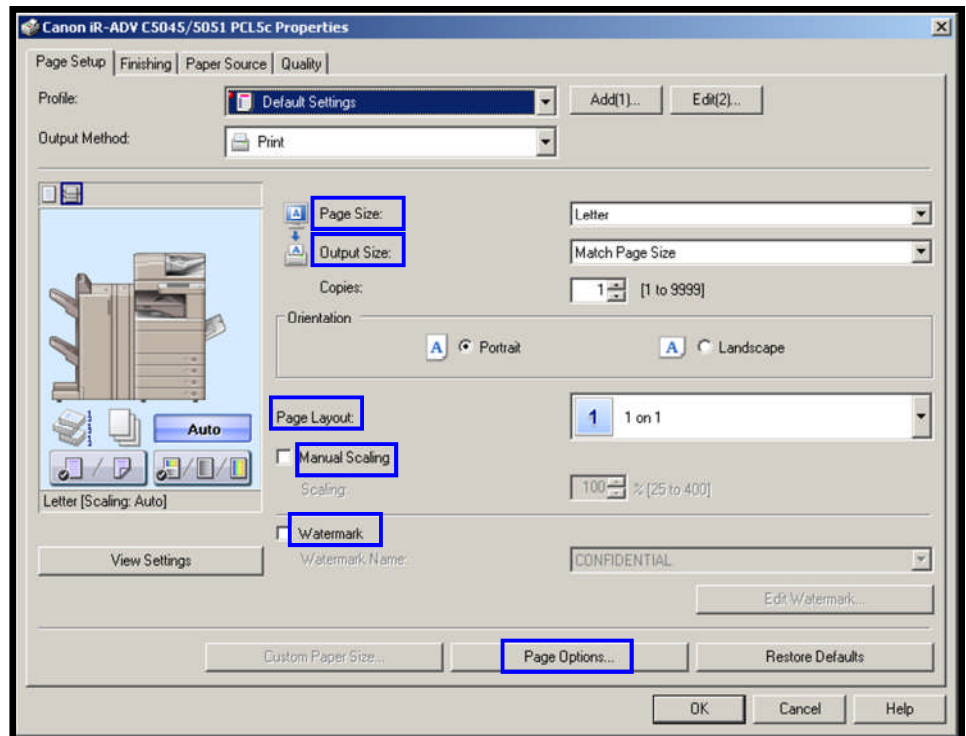
Page Size: the original document size
Output Size: the desired final size

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.



Finishing Tab Features:

Print Style:

Select **1-sided**, **2-sided**, or **Booklet printing**.

Binding Location:

Select **Long Edge** or **Short Edge** binding.

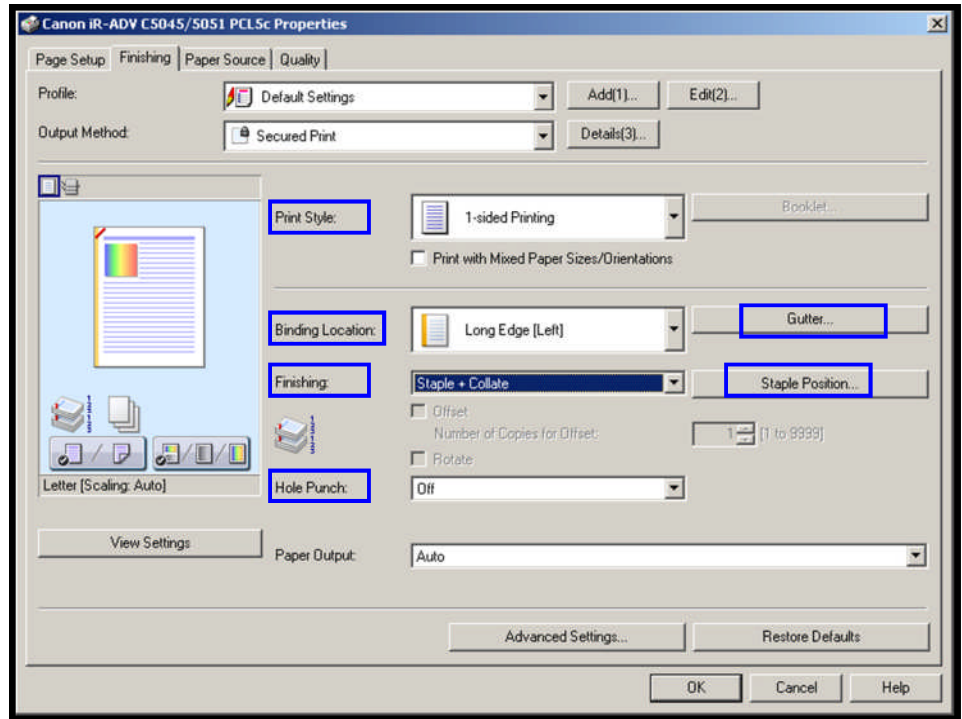
Gutter:

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



Paper Source Tab Features:

Select by:

Paper Source or **Paper Type**

Paper Selection:

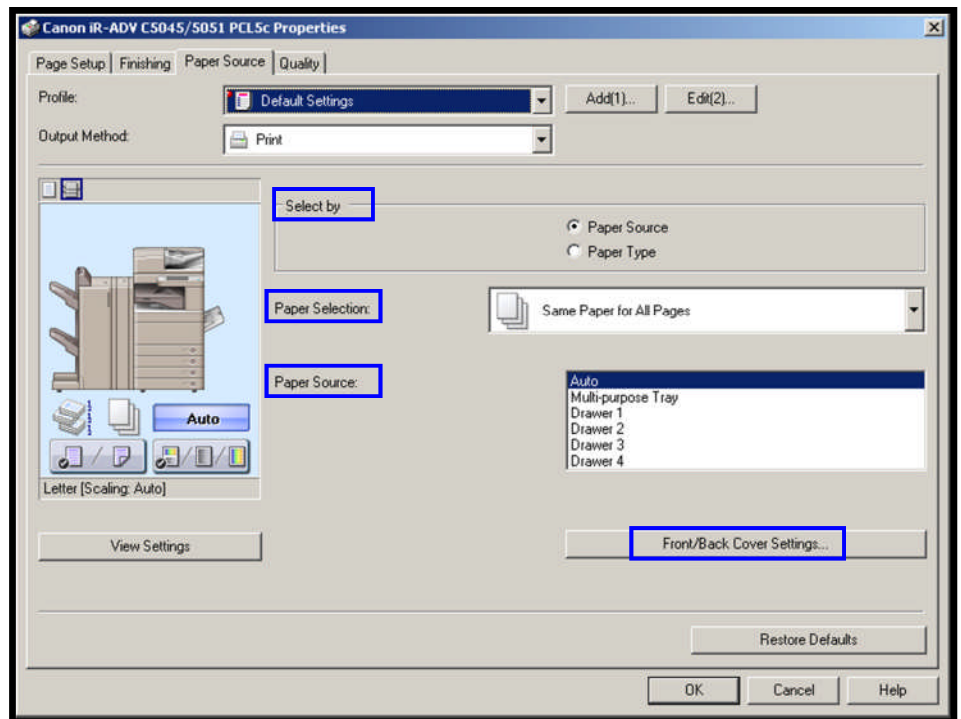
- 1) Same Paper for all Pages
- 2) Diff for First, Others, and Last
- 3) Diff for First, Second, Others, & Last
- 4) Insert Sheets
- 5) Transparency Cover sheets

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



Quality Tab Features:

Objective:

General: Best suited for printing documents in general

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

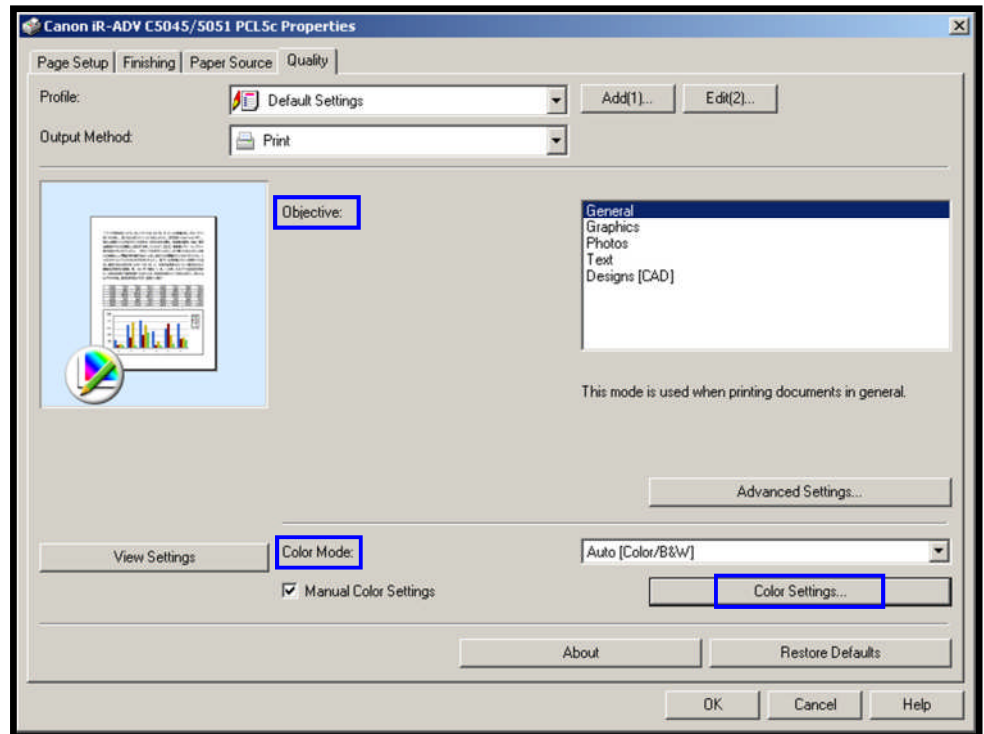
Photos: Makes shadows and textures of a photo are clearer.

Text: Best suited for printing text and tables

Drawings: Best suited for printing fine color lines

Color Mode:

Auto (Color/B&W)
Black & White
Color



Color Settings:

Preview:

Displays a sample image showing the adjustments made

Original:

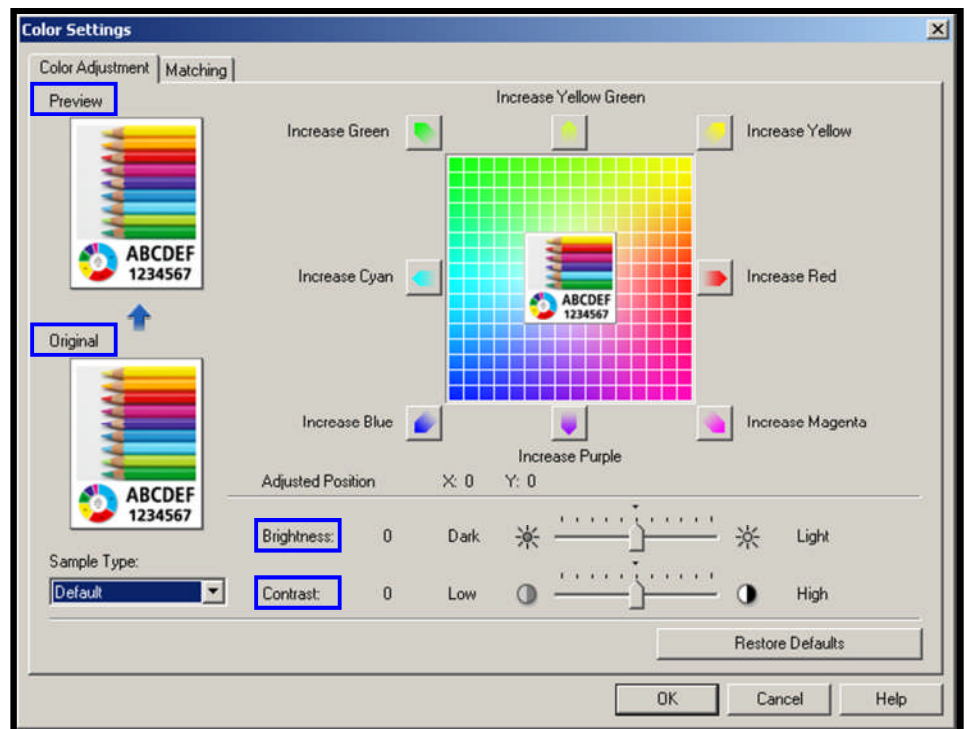
Displays a sample image without adjustments

Adjustment Grid:

Move the Preview in the center of the grid by clicking and dragging to adjust the color

Brightness & Contrast

Drag the center marker left and right to adjust the image



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

Output Method:

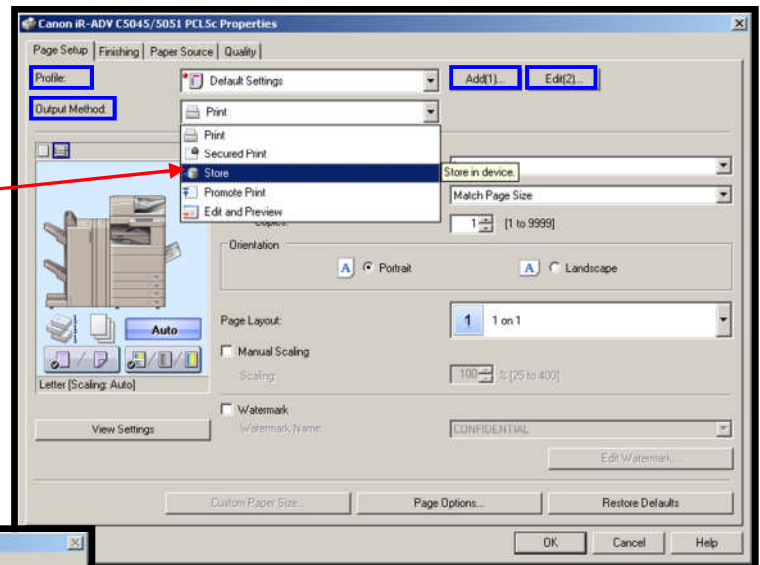
Print: Prints in standard mode directly to device

Secured Print: Protects Document with a Pin #

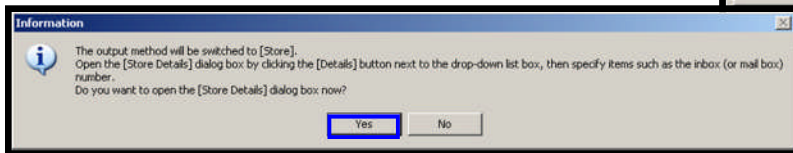
Store: Stores Document in Device under MAILBOX

Promote Print: Promotes print job in queue

Edit & Preview: Combine print jobs, ect



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



For MAILBOX you will also be prompted to name the document and select the desired mailbox number

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

