A ‘How To Guide’ for iRC 1028 Printer

1. How to Login & Pull Print
2. How to copy
3. How to change your print job settings (PC)
4. How to scan and send to your email
5. How to delete your print job in the event of a print jam
How to login and pull print

1. At the print device you will see the screen below asking you to identify yourself with your ID Card.

2. Once you are logged in the below screen will be displayed.

   John Smith: 3 docs, 0 credits

   - **Print All**
     - 3 docs
   - **Copy**
     - Make copies
   - **Documents**
     - Collect your documents
   - **Settings**
     - See your configuration

   **Logout**

3. To release your print jobs, select Print All or select Documents, to view available prints before printing.

4. Select Copy to allow you to use the Canon Copy functions on the device.

   **Copy**
   - Printer status: Ready
   - Pages copied: 1
   - Action: Start copy

   **Exit copy**
How to copy

1. Using the arrows or Scroll Wheel found below the device screen, select the Copy option and 'OK' to confirm. Place your document either face down on glass or face up on document feeder.

2. If you wish to change the default settings, use the arrows or Scroll Wheel to select the desired setting and 'OK' to change options.

3. Enter quantity. Using the numeric keys, enter the copy quantity. If you enter a wrong number press the 'C' key to clear and start again.

4. Copy your document. Press the green button to start copying.

NB. Alternatively, to choose this function, you can select the Copy button clearly displayed to the left hand side of the screen.
How to change your print job settings (PC)

1. Select File & Print.
2. Choose your Canon printer
4. Choose from the printer settings outlined below.

Page Setup
- Allows you to:
  - choose a paper tray
  - enlarge/reduce paper size
  - change your page orientation (landscape/portrait)
  - add watermarks

Finishing
- Allows you to:
  - print single-sided (the default is double-sided ‘Duplex’)
  - choose booklet printing
  - select from the different collation/stapling options

Paper Source
- Allows you to:
  - choose the paper tray

If using letterhead, place face down in the appropriate tray.

NB. To print your documents in colour, you must use the Colour print queue.

Once you are happy with your choice of settings, press OK twice to send the print job.
How to scan and send to your email

1. Using the arrows or Scroll Wheel found below the device screen, select the Send/Fax option and ‘OK’ to confirm.

2. Use the right menu button to select the One Touch option.

3. Using the arrows or Scroll Wheel, select ‘My Email’. Press OK to confirm.

4. If you wish to change the default settings below, use the arrows or Scroll Wheel to select the desired setting and ‘OK’ to change options.

5. Send your document. Press the green button to start scanning.

NB. You can send the same document to more than one destination at a time by selecting ‘Add Destination’.

To scan a 2-sided original, scroll down to the 2nd page of the above options screen. Select 2-sided originals.

©COPYRIGHT OF CANON UK LTD
How to delete your print job in the event of a print jam

If following the submission of your print job, the printer jams, you may need to delete the job. The printer is designed to recover automatically when a jam occurs, but if the job is causing the jam, please follow the steps outlined below to delete your print job from the print queue.

1. Press the button that looks like an eye located to the left hand side of the device panel touch screen.

2. Using the arrows or Scroll Wheel found below the device screen, select the ‘Print’ option and ‘OK’ to confirm.

3. Using the arrows or Scroll Wheel, select the ‘Job Status’ option and ‘OK’ to confirm.

4. Using the arrows or Scroll Wheel, select the job you wish to delete from the printer job status queue and then ‘Cancel’ and ‘OK’ to confirm.

5. Using the arrows or Scroll Wheel, select the ‘Yes’ option and ‘OK’ to confirm.