A ‘How To Guide’ for your printer

Canon iR ADV Devices

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How to login using your ID Card/PC User Name & Password

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

To identify yourself at the print device, simply hold your ID Card on top of the card reader on the left hand side of the device touch screen as shown below. A beep will confirm you have logged on to the print device.

2a

Alternatively, if you don’t have your ID Card, you can login using your PC User Name and Password by following the simple steps outlined below.

- Select the User Name and Password fields and enter your PC User Name and Password using the keyboard on the touch screen as shown below.
- Once your PC User Name and Password have been entered correctly, select the ‘Login’ button on the touch screen.

2b

3 Once you have logged on to the print device, the touch screen below will appear for you to select the function you require.

NB. The Fax button will only appear if the fax function is enabled on the device.

NB. Registration only occurs once unless you have a replacement ID Card where you will need to repeat these registration steps.

APPLICABLE DEVICES: All imageRUNNER ADVANCE multifunctional devices
How to change your default print settings

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 (your default is double-sided)
  - choose booklet printing
  - select from the different collation/stapling options

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

**Quality**
- Allows you to:
  - choose colour printing (your default is black & white)

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

5. Once you are happy with your choice of settings, press OK twice to send the print job.
How To Pull Print

Select Document to be printed

Press Print to release & Print selected job.

Press Info to see information about the selected documents, including cost, driver name, use of color and duplex.

Press Delete to delete the selected documents.

Press Print all to print all documents, excluding any retained documents. Documents are printed in chronological order (oldest first).

Press Refresh to update the list of documents with pending documents that has finished spooling after the user logged in.

Press Copies and enter on the keypad the number of copies you want of the selected documents. Press the C button to reset copies to 1.

Press Unretain if you want the selected documents to remain on the list (server) after they have been printed.

Main Menu
If you wish to choose another function, press the home button to navigate back to main menu.
How to Copy

1. Select the Copy button on the homepage touch screen.

2. If you wish to change the default settings, choose from the copying options outlined.

Copy Ratio
Allows you to reduce or enlarge your document. You may choose from preset options or dial in your own percentage.

Finishing
Allows you to choose:
- Collate to have your documents produced in sets (ABC) (ABC)
- Group to have your documents produced by pages (AA) (BB)
- Staple to collate your documents into sets

Density
Allows you set to Auto or adjust to lighter or darker.

3. Enter quantity.
Specify the copy quantity with the numeric keys. If you enter a wrong number press the ‘C’ key to clear and start again.

Paper Source
Allows you to choose the paper source to copy from. If Auto is selected, the device will select the most appropriate.

Original Type
Allows you to choose from a mixture of image types:
- Photo if making copies from photographs
- Text if making copies from typed sheets
- Text/photo if making copies from mixed documents

2-Sided
Allows you to choose double-sided copy (single-sided is the default).
Double-sided options include:
- 1 to 2 – to copy single-sided originals to double-sided copies
- 2 to 2 – to make an identical copy of a double-sided document
- 2 to 1 – to copy a double-sided original to separate sheets
- Book to 2 – to copy the left and right sides of a ‘book’ placed on the platen glass onto a double-sided document

- Place your document either onto the platen glass or document feeder
  - Face down on glass
  - Face up on document feeder
- Press the green button to start copying

Main Menu
If you wish to choose another function, press the home button to navigate back to main menu

APPLICABLE DEVICES: All black & white imageRUNNER ADVANCE multifunctional devices
How to Scan and Send to your email inbox

1. Select the Scan and Send button on the homepage touch screen.

2. If you wish to change the default settings, choose from the scanning options outlined on the right hand side of this guide.

3. Choose ‘Send to Myself’ to scan and send to your email inbox.

   **NB.** Because the device knows you have logged on, simply pressing the ‘send to myself’ option will enable you to email the scanned image directly to your email inbox.

4. Send your document.
   - Place your document either onto the platen glass or document feeder
   - Face down on glass
   - Face up on document feeder
   - Press the green button to start scanning

5. **Log out.** Once you have finished using the device you can either, select the ‘logout’ button on the touch screen, or press the ID button on the device hard key panel. The sound of a ‘beep’ will confirm you have been successfully logged out of the print device.

**APPLICABLE DEVICES:** All imageRUNNER ADVANCE multifunctional devices
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. Log on to the device and press the button that looks like an eye (as shown below) located on the left hand side of the device panel touch screen.

2. Select the Copy/Print button on the touch screen.

3. Select the job you wish to delete from the printer job status queue.

4. Select the Stop button.

5. Select Yes to confirm.

6. Select the OK button and your print job has now been deleted.
How to clear a paper size error

1. Select the System Monitor button located on the left hand side of the device panel touch screen.

   **NB.** If the machine has an error message, the orange light on the user console will be flashing.

2. Check the paper size and type of the received Job.

3. Check the paper size and type of the designated paper tray.

4. Either load the appropriate paper into the multi-purpose tray or select an appropriate tray from the available list.

5. Select ‘OK’ then ‘OK’ again to confirm and your print job will now be released.

**NB.** Alternatively, you can cancel your print job.

- Select ‘Stop’
- Then ‘Yes’ to confirm

**NB.** If the machine has an error message, the orange light on the user console will be flashing.