



Quick Reference

User Guide

FAX

PRINT

COPY

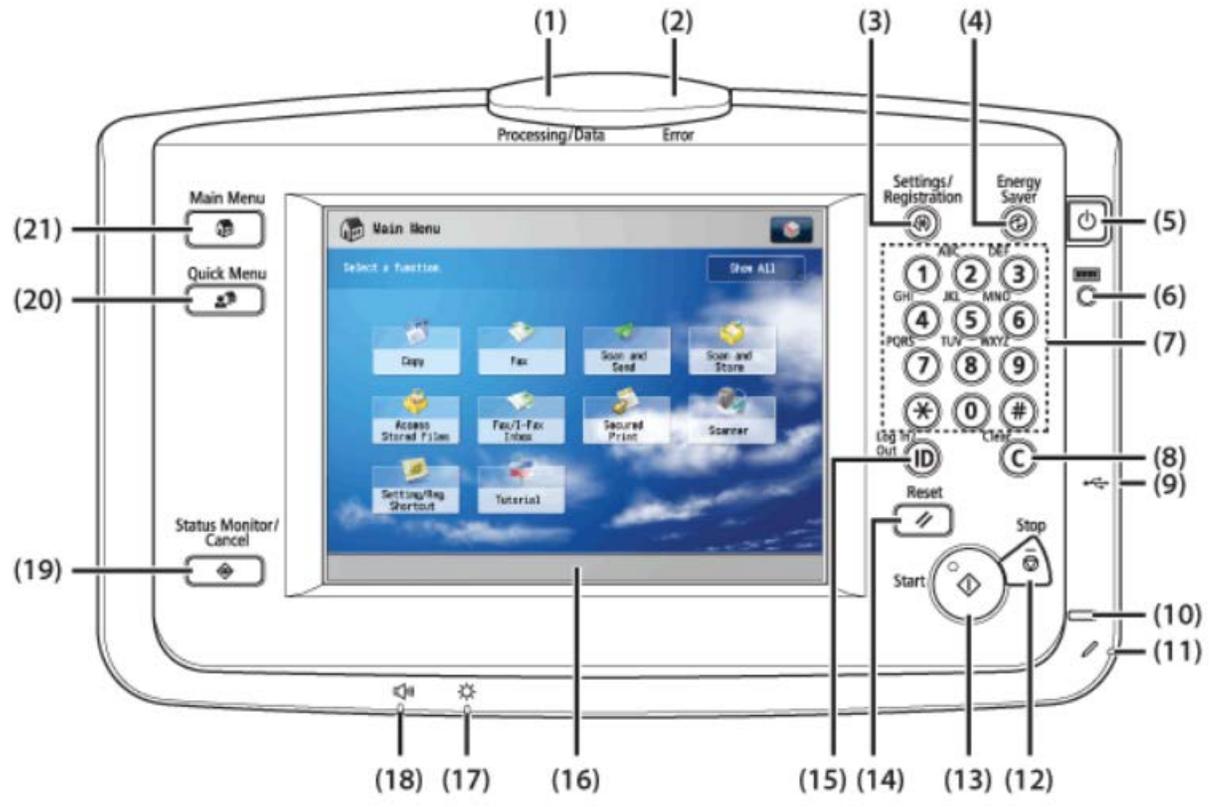
SCAN

COPY/FAX/PRINT/SCAN

CANON ImageRunner Advance

This guide is intended as a reference document and is not intended to replace the User's Manual supplied with the copier. Applications; and features vary from machine modes and finisher configurations. Please refer to your Owner's Manual for precise instructions for your particular model and configuration.

Parts and Their Functions



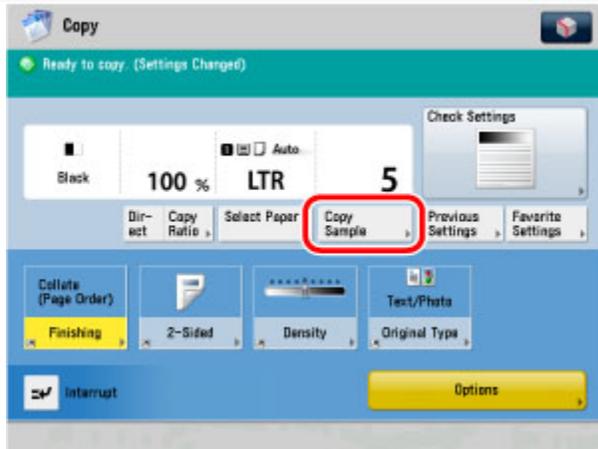
SEE BACK SIDE FOR DETAILED EXPLANATIONS

- Processing/Data Indicator**
- (1) Flashes or blinks green when the machine is performing operations, and maintains a steady green light when fax data is stored in memory.
- Error Indicator**
- (2) Flashes or lights if there is an error in the machine. When the Error indicator flashes, follow the instructions that appear on the touch panel display. When the Error indicator maintains a steady red light, contact your local authorized Canon dealer.
- Settings/Registration key**
- (3) Press to specify settings/registration.
- Energy Saver key**
- (4) Press to set or cancel the Energy Saver mode.
- Control Panel Power Switch (Sub Power Supply)**
- (5) Press to set or cancel the Sleep mode.
- Counter Check key**
- (6) Press to display the copy and print count totals on the touch panel display.
- Numeric keys**
- (7) Press to enter numerical values.
- Clear key**
- (8) Press to clear entered values or characters.
- USB Port**
- (9) Use to connect memory media to the machine via USB.
- Main Power Indicator**
- (10) Lights when the main power is turned ON.
- Edit Pen**
- Use when operating the touch panel display, such as to enter characters.
- (11) If you lose the edit pen, contact your local authorized Canon dealer. Do not use an object with a sharp end on the control panel, such as a pencil or ballpoint pen, in place of the edit pen.
- Stop key**
- Press to stop a job in progress, such as a scan, copy, or fax (scanning only) job.

- (13) **Start key** Press to start an operation.
 - (14) **Reset key**
Press to restore the default settings of the machine.
 - (15) **ID (Log In/Out) key**
Press when setting or enabling Department ID Management.
 - (16) **Touch Panel Display**
The settings screen for each function is shown on this display.
 - (17) **Brightness Adjustment Dial**
Use to adjust the brightness of the touch panel display.
- Volume Settings Key**
- (18) Press to display the screen for adjusting settings such as the transmission volume and fax sending/receiving alarm volume.
- Status Monitor/Cancel key**
- (19) Press to check the status of jobs or to cancel print jobs. Also, press to check status of the machine, such as checking the amount of paper remaining.
- Quick Menu key**
- (20) Press to retrieve favorite functions stored in Quick Menu. Also, if you are using authentication, Quick Menu set for each individual user can be displayed. (See "[Using Quick Menu from the Machine.](#)")

COPYING

1. Place your originals → set the desired copy modes → press [Copy Sample].



IMPORTANT

[Copy Sample] is not displayed if only one set of copies is set.

2. Select [All Pages] or [Specified Pages] → press [OK].

If you select [Specified Pages]:

Press [First Page] and [Last Page] → press [-] or [+] to set their respective page numbers.

3. Press  (Start).

4. Check the sample set → select [Start Copying], [Stop], [Change Settings], or [Print Density].

To print the remaining prints:

Press [Start Copying].

To cancel copying:

Press [Stop].

To change the copy settings:

Press [Change Settings] → change the necessary settings → press [OK].

To enter the number of copies, use  -  (numeric keys) and  (Clear) to clear your entry.

To change the paper size, press [Paper Select]. (See "Paper Selection.")

To make two-sided copies, press [2-Sided]. (See "Two-Sided Copying.")

To collate the copies, press [Finishing]. (See "Collating Copies.")

To set a gutter for binding, press [Gutter]. (See "Gutter Mode.")

To embed hidden text in the background, press [Secure Watermark]. (See "Embedding Hidden Text in the Background.")

If you print one sample set and then change the settings, the machine will print from the first set with the new settings.

If you want to check the changes that you have made, press [Copy Sample].

To change the print density:

Press  or  to adjust the density.

If you want to check the changes that you have made, press [Copy Sample].

Scanning from the Feeder

Using the feeder enables you to continuously scan multiple pages.

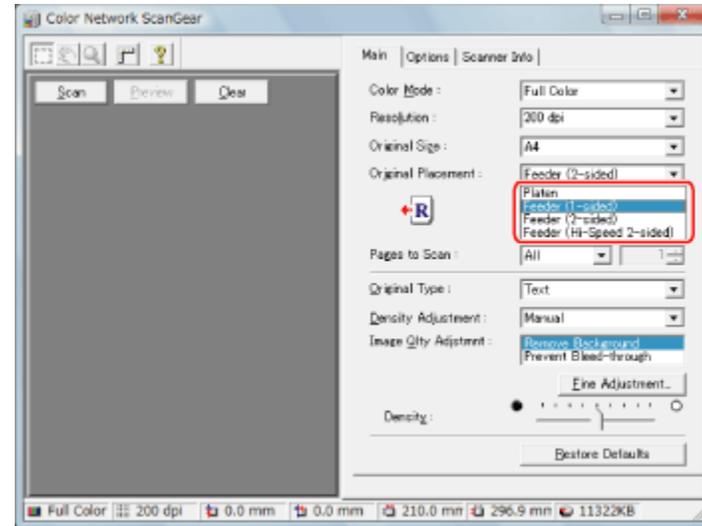
1. Switch the scanner online.
2. Neatly place your originals into the original supply tray.
3. From a TWAIN-compliant application, start Color Network ScanGear or Network ScanGear.

The scanner driver can be started by accessing it from a TWAIN-compliant application (such as Adobe Photoshop, Adobe Acrobat, Word/Excel/PowerPoint in Microsoft Office 2000 and later, etc.)

4. Select the original sides to be scanned for [Original Placement].

For 1-sided originals, select [Feeder (1-sided)].

For 2-sided originals, select [Feeder (2-sided)] or [Feeder (Hi-Speed 2-sided)].



5. Click [Orientation] → set the feeding direction.

For 2-sided originals, also specify the book opening direction (i.e. the relation between the front and back sides). For details, see "[Scanning Originals with Correct Orientation](#)."

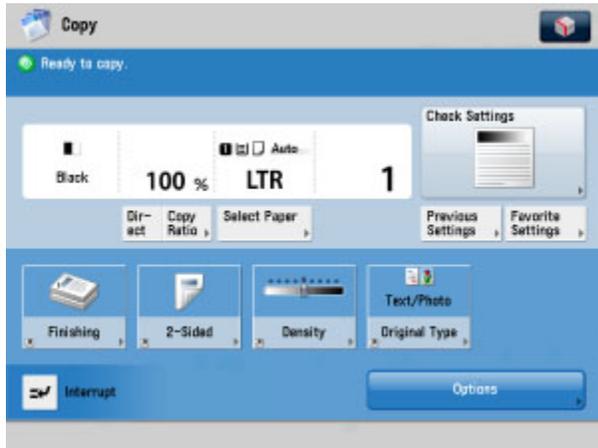
6. In the [Main] sheet, specify the scanning settings as necessary.

7. Click [Scan].

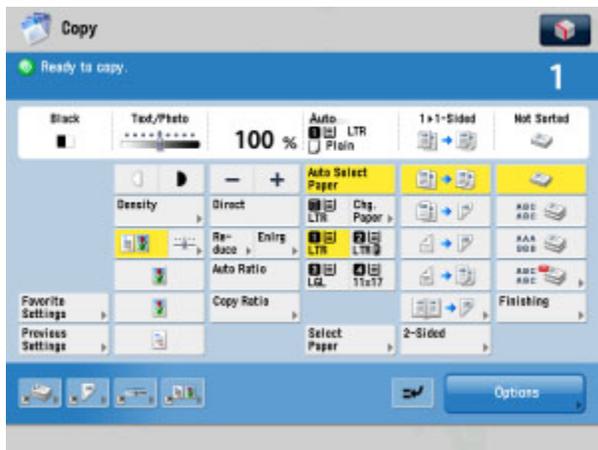
Scanning starts. The originals loaded into the feeder are scanned in succession.

Switching the Copy Basic Features Screen

After the power is turned ON, the Main Menu screen appears on the touch panel display. Press [Copy] to display the Regular Copy Basic Features screen. From Settings/Registration, you can set the machine to display the Express Copy Basic Features screen. (See "Initial Function at Power ON.")



Regular Copy Basic Features Screen



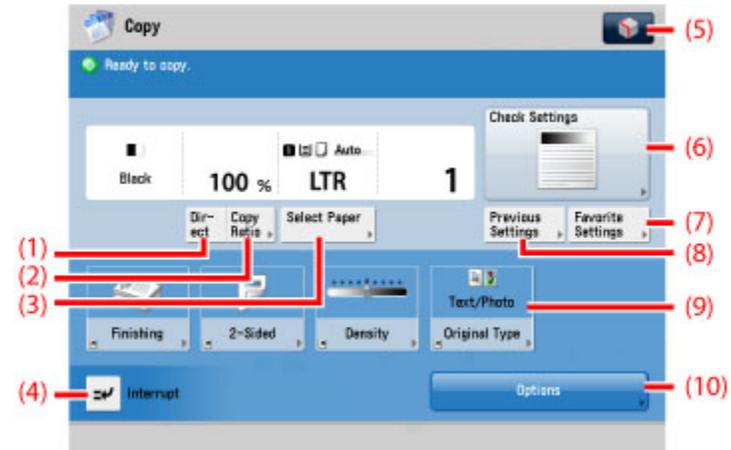
Express Copy Basic Features Screen

The Express Copy Basic Features screen simplifies the copying procedures of the Regular Copy Basic Features screen.

Various Copying Features

Regular Copy Basic Features Screen

The screen below, which appears when [Copy] is selected, is called the Regular Copy Basic Features screen.



- (1) **Direct**
Press to make copies in the same size as your original.
- (2) **Copy Ratio**
Press to reduce or enlarge the copy size.
- (3) **Select Paper**
Press to select the paper size/type and the paper source.
- (4) **Interrupt**
Press to interrupt a copy job to make priority copies.



You can specify the following four settings.

- (5) **Register/Edit Favorite Settings**
Register to Quick Menu
Change Default Settings
Register Options Shortcuts
- (6) **Check Settings**
Press to confirm, change, and cancel the copy settings.
- (7) **Favorite Settings**
Press to register frequently used copy settings.

- (8) **Previous Settings**
Press to store or recall copy modes.

Shortcuts to [Options]

- (9) Press to select a [Options] mode. [Finishing], [2-Sided], [Density], and [Original Type] are set as default.

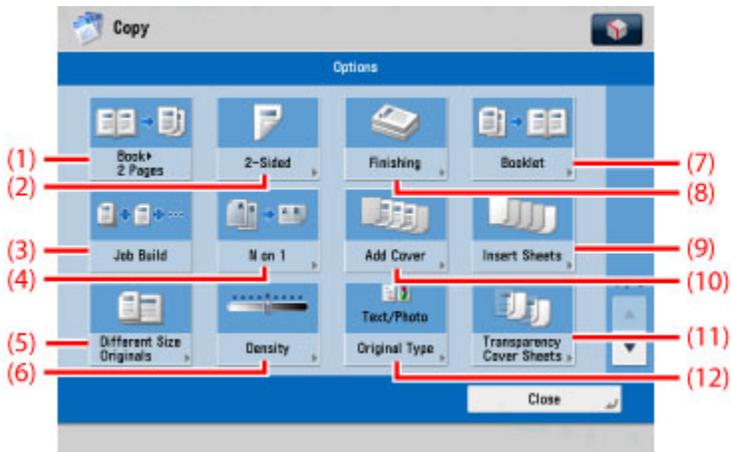
Options

- (10) Press to select a Options mode. [Finishing], [2-Sided], [Density], and [Original Type] are displayed on the Regular Copy Basic Features screen as default and are the [Options] shortcuts.

Options Screen 1/3

The screen below, which appears on the touch panel display when you press [Options] on the Regular Copy Basic Features screen, is called the Options screen. This screen is divided into three screens. Pressing [▼] or [▲] displays the next or previous screen. All special copy modes are displayed here. In some cases, when a mode is selected, a more detailed screen for the selected mode appears. To close the Options screen and return to the Regular Copy Basic

Features screen, press [Close]. Pressing  after selecting a mode displays the Tutorial screen containing guidance information. This is useful when you want to learn more about the selected mode.



Book 2 Pages

- (1) Press to select or cancel the Book 2-Pages mode. This mode enables you to copy facing pages of an opened book onto separate copy sheets.
(2) **2-Sided**

Press to make [1-Sided 2-Sided], [2-Sided 2-Sided], [2-Sided 1-Sided], or [Book 2-Sided] copies.

Job Build

- (3) Press to select or cancel the Job Build mode. This mode enables you to divide the originals into several parts, scan them, and then print them all together. This is convenient when you cannot place all of the originals that you want to copy at one time.

N on 1

- (4) Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet.

Different Size Originals

- (5) Press to make copies feeding different size originals together in one group, by placing them in the feeder.

Density

- (6) Press to adjust the copy density.

Booklet

- (7) Press to make copies of several originals to form a booklet.

Finishing

- (8) Press to select the Collate, Group, or Staple mode.

Insert Sheets

- (9) Press to add sheet insertions, chapter pages, or tab paper between specified pages.

Add Cover

- (10) Press to add covers.

Transparency Cover Sheets

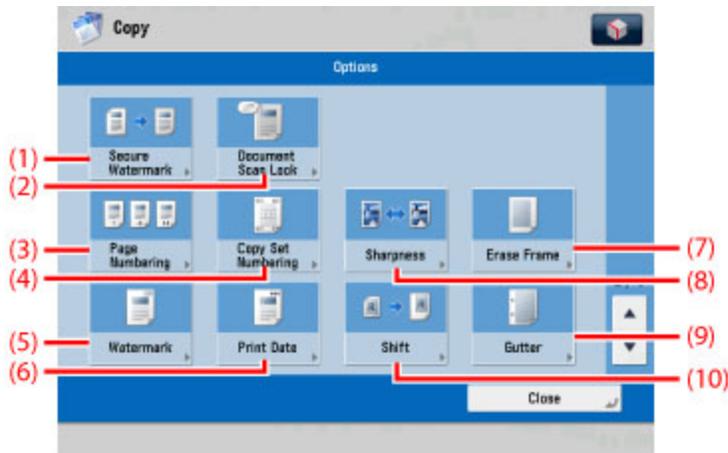
- (11) Press to insert a sheet between each transparency when copying transparencies. You can make the same prints on the interleaf sheets as those on the transparencies.

Original Type

- (12) Press to make copies according to the type of original (original that contains text only, photo only, or both text and photo).

Options Screen 2/3

The screen below appears if you press [▼] on the Options screen.



Secure Watermark

- (1) Press to embed hidden text in the background. The hidden text will become visible if the resulting output is copied.

Document Scan Lock

- (2) Press to embed tracking information on copies. It increases the security by preventing unauthorized copies.

Page Numbering

- (3) Press to include page numbers on copies.

Copy Set Numbering

- (4) Press to include copy set numbers on copies.

Watermark

- (5) Press to include the watermark on copies.

Print Date

- (6) Press to include the date on copies.

Erase Frame

- (7) Press to eliminate dark border areas and lines that appear around original images or shadows from binding holes.

Sharpness

- (8) Press to sharpen or soften the image of the original on the copy.

Gutter

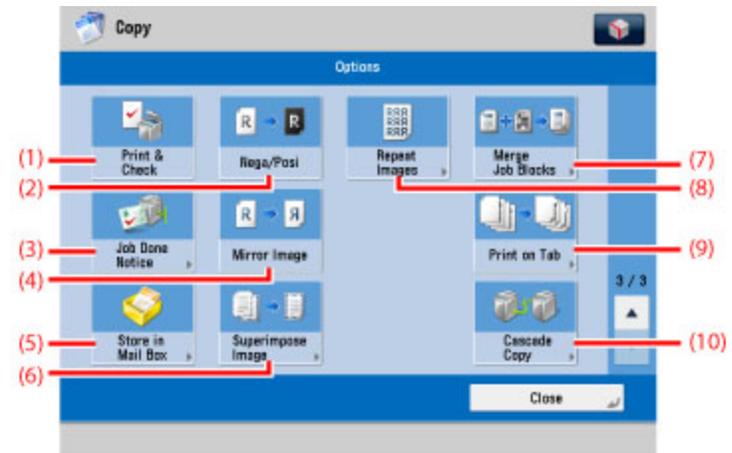
- (9) Press to create gutters along the sides of a copy sheet.

Shift

- (10) Press to shift the position of the original image on the copy sheet.

Options Screen 3/3

The screen below appears if you press [▼] on the Options screen.



Print & Check

- (1) Press to confirm scanned images page by page before copying when you scan originals on the platen glass.

Nega/Posi

- (2) Press to make copies of the original image by inverting the gradations of black-and-white.

Job Done Notice

- (3) Press to have the machine notify the user through e-mail when the copy job is done.

Mirror Image

- (4) Press to copy the original image reversed, as if it were a reflection in a mirror.

Store In Mail box

- (5) Press to store originals scanned from the Copy screen as a file in a Mail Box.

Superimpose Image

- (6) Press to superimpose an image stored in memory onto the original image for copying.

Merge Job Blocks

- (7) Press to scan multiple batches of originals with different copy settings and print them as one document.

Repeat Images

- (8) Press to repeatedly copy the image of an original in either the vertical or horizontal direction.

Print on Tab

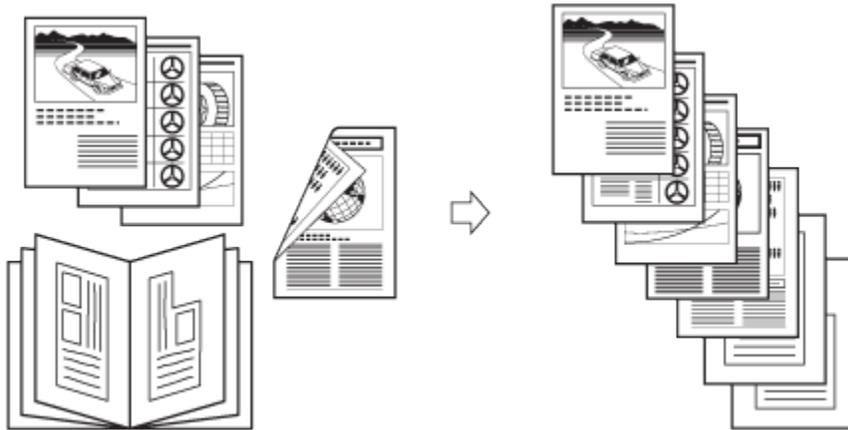
- (9) Press to copy onto the tabs on tab paper.

Cascade Copy

- (10) Press to copy from this machine and a cascade copy printer.

Job Build

This mode enables you to scan originals that are too many to be placed at once, by dividing them into multiple batches. You can use both the feeder and the platen glass for scanning. The originals are printed as one document after all of the batches have been scanned.



IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "[Unavailable Combination of Functions.](#)"

You cannot change the copy settings while the machine is scanning originals in the Job Build mode. You need to set the necessary copy settings beforehand, according to the type of originals or the desired result.

If you place your originals in the feeder, remove the originals from the original output area when the scanning of each batch is complete.

You can change or specify the following settings before scanning the next batch of originals (i.e., between batches): the number of copies, 2-Sided Original mode, original type, copy exposure, and zoom. However, if you specify the Image Combination mode together with the Job Build mode, you cannot change the original type, copy exposure, and zoom.

If you use the Merge Job Blocks mode, the Job Build mode is automatically set for each batch of originals. You cannot use the Job Build mode for the combined document.

NOTE

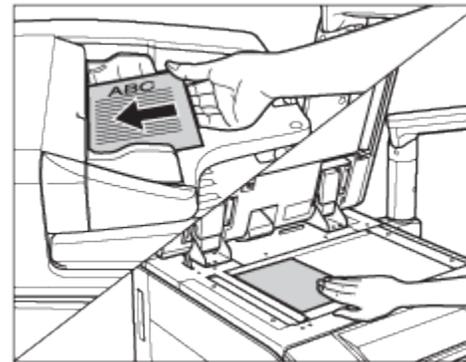
If you place different size originals in the feeder, set the Different Size Originals mode. (See "[Different Size Originals.](#)")

If you want to copy one-sided and two-sided originals as two-sided copies, divide the originals into one-sided and two-sided batches. For example, if the first batch of originals to be copied consists of two-sided originals, set the 2-Sided Original mode accordingly. Thereafter, you have to manually set or cancel the 2-Sided Original mode for each batch of originals that you scan.

1. Place your originals → press [Options] → [Job Build].

2. Press  (Start).
□

3. When scanning is complete, place your next batch of originals → press  (Start). If you want to change the scan settings, change them before pressing  (Start).



4. After the last batch of originals is scanned, press [Start Copying].

What are Options?

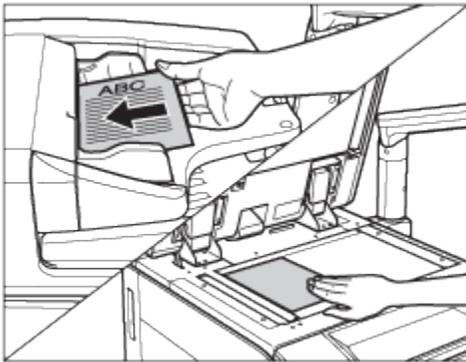
Specifying the Special Copying Features

Options, such as the Booklet and Job Build modes, are modes for performing various kinds of editing according to your needs, when copying.

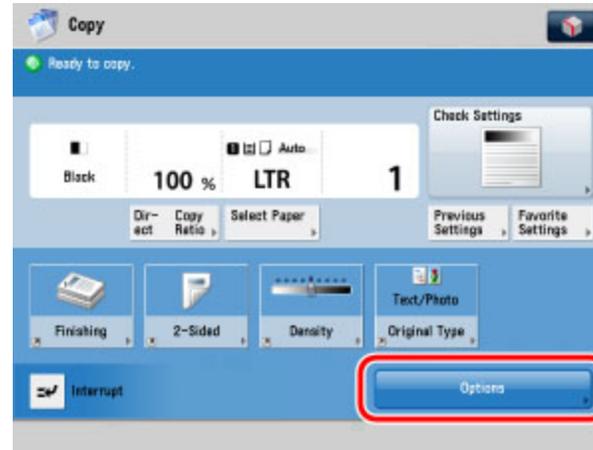
IMPORTANT
Depending on the mode, some combinations of modes will not be available. See "Unavailable Combination of Functions."

Specifying the Special Copying Features

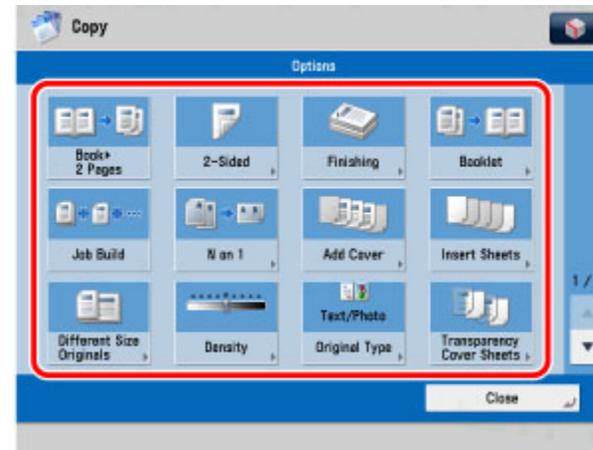
1. Place your originals.



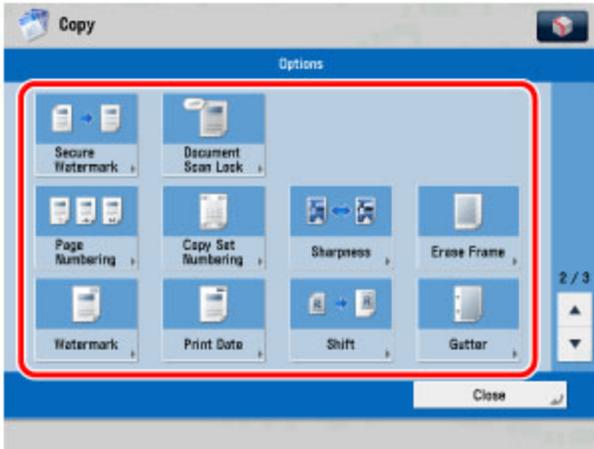
2. Press [Options].



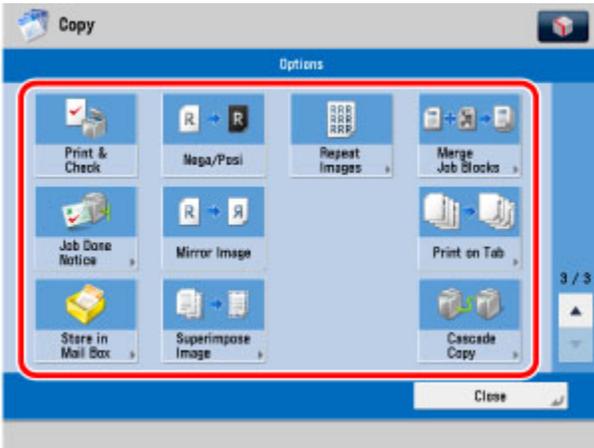
3. Select the desired mode from the Options screen.



Options Screen (1/3)



Options Screen (2/3)



Options Screen (3/3)

4. Set the desired mode.

For more information on setting each mode, see the corresponding section.

To set other modes at the same time, repeat steps 3 and 4.

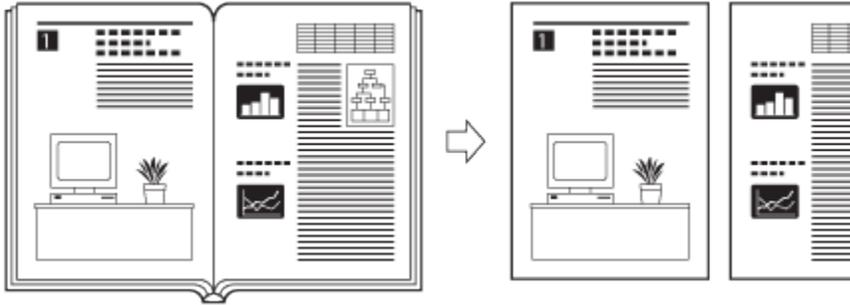
5. Press  (Start).

If the original is placed on the platen glass, follow the instructions that appear on the touch panel display → press  (Start) once for each original. When scanning is complete, press [Start Copying].

Copying starts.

Book→2-Pages

This mode enables you to scan facing pages of a book or bound original, print them in two separate pages, or store them as two separate pages.



IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "[Unavailable Combination of Functions](#)."

Place your original on the platen glass. The Book▶2-Pages mode cannot be used when the original is placed in the feeder.

NOTE

To make two-sided copies of books or bound originals, use the Book 2-Sided copying feature of the 2-Sided mode. (See "[Book to 2-Sided](#).")

- 1. Place your originals on the platen glass → press [Options] → [Book▶2-Pages] → [Close].**

When placing an original, to make copies in the correct page order, begin scanning from the first open page of the book or bound original. Place your originals face down, making sure that their top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

- 2. Press  (Start).**

To scan the next two facing pages, turn the page of the original → place your original on the platen glass → press  (Start).

- 3. When scanning is complete, press [Start Copying].**

Paper Selection

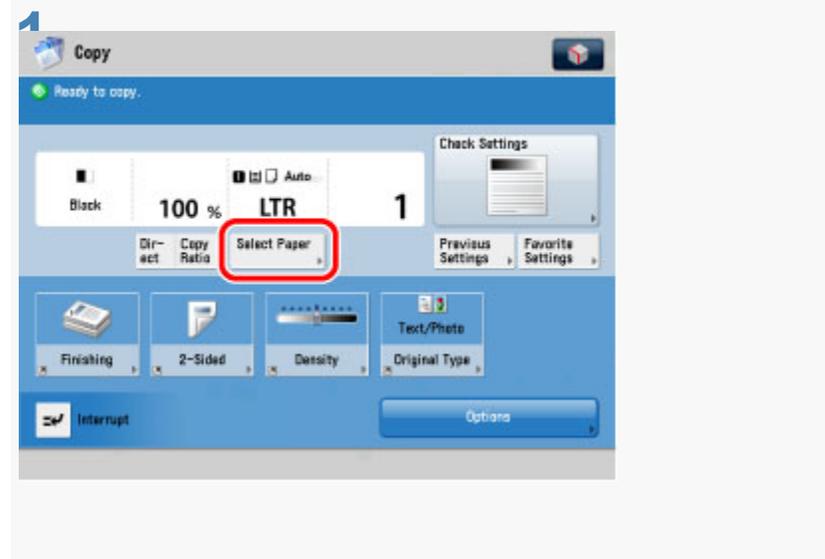
IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "[Unavailable Combination of Functions.](#)"

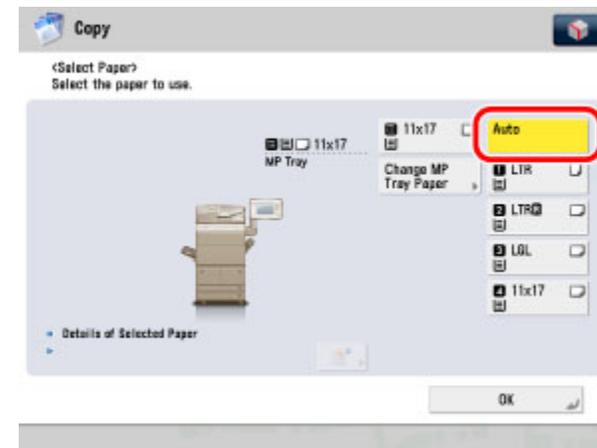
When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the type of paper is not set correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may become dirty, or the paper could jam, and a service repair may be needed.

If you are copying an original with an image that extends all the way to the edges onto the same size paper at a copy ratio of 100%, the periphery of the original image may be cut off slightly on the copy. For more information on how much may be cut off, see Chapter 17, "Appendix," in Getting Started.

If you select the Fit to Page mode, the copied image is automatically reduced slightly based on the copy paper size and the image size. As a result, the entire original image is reproduced on the copy without being cut off. (See "[Fit to Page.](#)")



To set the machine to automatically select the copy paper size: Press [Auto].



To manually select the copy paper size and type:

Select the desired paper size.

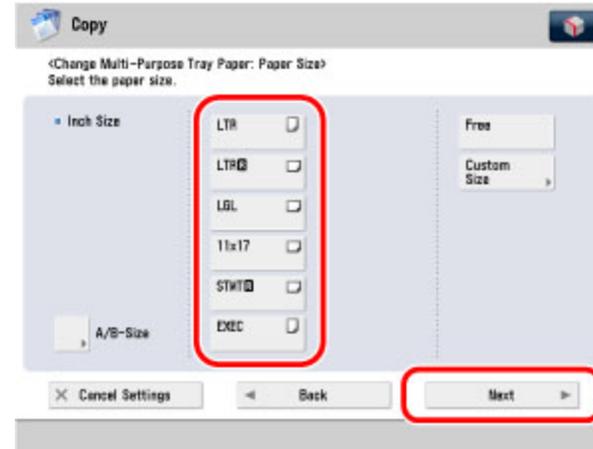
IMPORTANT

If you select a Custom Size paper, the Poster, Offset Collate, Offset Group, Staple, 1▶2-Sided, 2▶2-Sided, Book▶2-Sided, Book▶2-Page, Front Cover, Insert Sheets, Superimpose Image, Booklet, Print on Tab, Merge Job Blocks, or Store in Mail Box mode cannot be specified.

NOTE

The paper sizes/types are indicated by icons on the touch panel display, in the order in which they are loaded in the right paper deck of the main unit.

Icons indicating the type of paper loaded in each paper drawer can be



NOTE

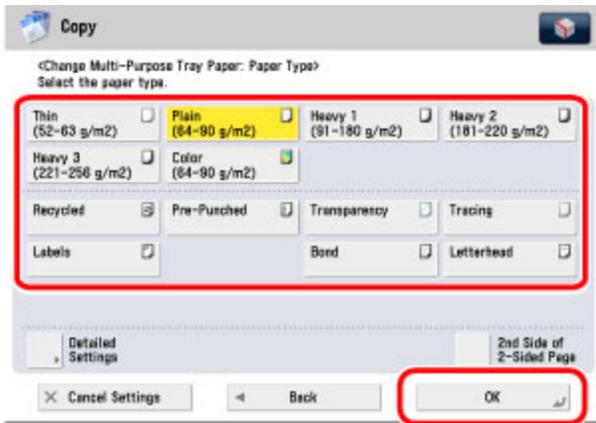
To select an A or B series paper size, press [A/B-size].

To copy on standard size paper loaded in the multi-purpose tray:

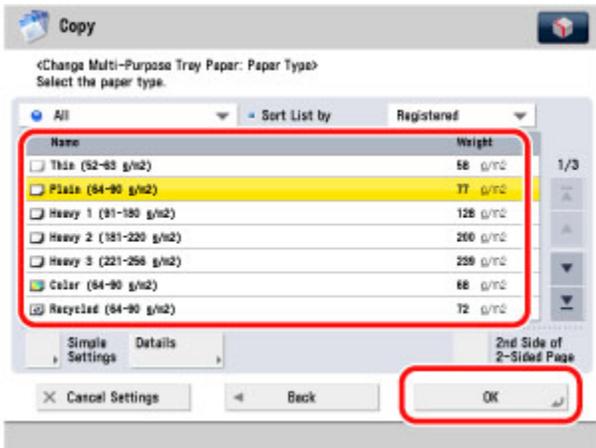
Press [MP Tray]. If you want to select the multi-purpose tray when a paper size/type is already selected for the current or reserved job, press [Change MP Tray Paper] to specify the desired paper size/type.

Select the desired paper size → press [Next].

Select the desired paper type → press [OK].



If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].



If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

To copy on Free Size paper loaded in the multi-purpose tray:

Press [MP Tray]. If you want to select the multi-purpose tray when a paper size/type is already selected for the current or reserved job, press [Change MP Tray Paper] to specify the desired paper size/type.

Press [Free Size] → [Next].

Select the desired paper type → press [OK].

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK].

If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

To copy on Custom Size paper loaded in the multi-purpose tray:

Press [MP Tray]. If you want to select the multi-purpose tray when a paper size/type is already selected for the current or reserved job, press [Change MP Tray Paper] to specify the desired paper size/type.

Press [Custom Size]. Press [X] (horizontal axis) → enter a value.

Press [Y] (vertical axis) → enter a value. Press [OK].

Press [Next].

PAPER SELECTION: Select the desired paper type → press [OK]

If the desired paper type is not displayed, press [Detailed Settings] → select the paper type from the list → press [OK]. If you are copying onto the back side of a previously printed sheet, press [2nd Side of 2-Sided Page].

2. Press [OK].

Image Combination

This mode enables you to automatically reduce two, four, or eight originals, as well as two-sided originals or the facing pages of a book, to fit onto one side or both sides of a selected paper size.

IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "[Unavailable Combination of Functions.](#)"

Originals copied/scanned in the Image Combination mode must all be the same size. You cannot use the Image Combination mode with the Different Size Originals mode.

You can change or specify the number of copies or 2-Sided Original mode before scanning the next batch of originals (i.e., between batches).

NOTE

The reduction ratio is automatically set so that the originals fit onto the selected paper size.



2 On 1

This setting reduces two 1-sided originals or one 2-sided original to fit onto one side or both sides of one sheet of paper.

4 On 1

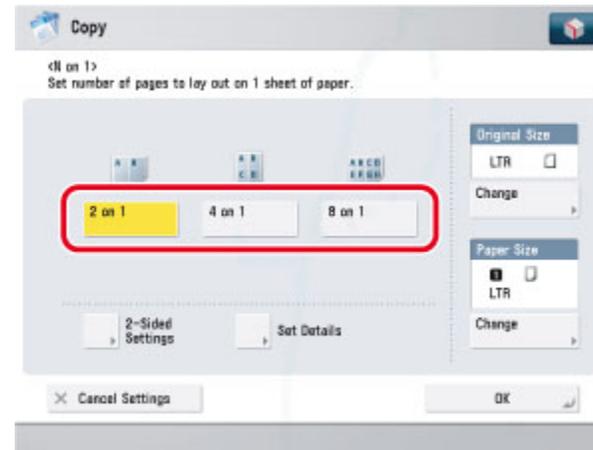
This setting reduces four 1-sided or two 2-sided originals to fit onto one side or both sides of one sheet of paper.

8 On 1

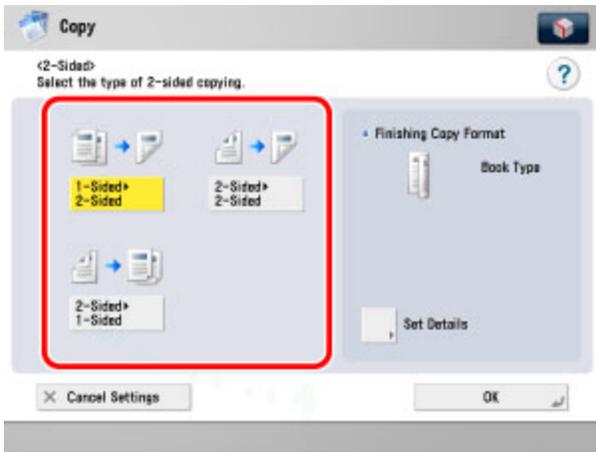
This setting reduces eight 1-sided or four 2-sided originals to fit onto one side or both sides of one sheet of paper.

1. Place your originals → press [Options] → [N on 1].

2. Select the type of N on 1.



3. Press [2-Sided Settings] → select the type of two-sided orientation.



If you are not specifying two-sided copy settings, proceed to step 5.

4. Press [Set Details] → select the type of copy → press [OK] → [OK].

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

5. Press [Set Details] → select the order of the layout → press [OK].

If you do not change the settings by pressing [Set Details], the order of the layout are as follows:

2 On 1: Left → Right

4 On 1 and 8 On 1: Upper Left → Upper Right → Lower Left → Lower Right

6. Press [Change] for the size of the original → select the size → press [OK].

If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK] → [Next].

[Book Type]: The front and back sides of the original have the same top-bottom orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations.

NOTE

To select an A or B series paper size, press [A/B-size].

7. Press [Change] → select the size of paper → press [OK].

If you want to make two-sided copies, press [2-Sided Settings] → select the type of two-sided copy → press [OK].

NOTE

To select an A or B series paper size, press [A/B-size].

The machine automatically selects the copy ratio depending on the selected paper size.

If you set the Image Combination mode, the Center Shift mode is also automatically set.

8. Press [OK].

Different Size Originals

This mode enables you to copy different size originals with the same widths (11" × 17" and LTR, or LTR and STMT) or different widths (11" × 17" and STMT, or LTR and LGL), together as one group by setting them in the feeder.

IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "[Unavailable Combination of Functions.](#)"

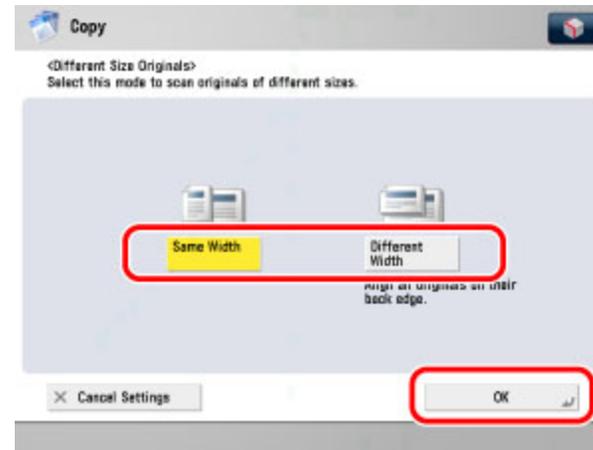
If the originals are placed in the feeder, make sure that the different size originals are of the same weight (paper type).

If the Different Size Originals mode is set, the scanning speed may be slower than normal.

NOTE

If the Different Size Originals mode is used with the 1-Sided  2-Sided mode, the copies are output as one-sided copies on paper of their respective sizes when the originals for the front and back sides of a two-sided copy are different in size.

1. Place your originals → press [Options] → [Different Size Originals].
2. Select the type of originals → press [OK].



If you are placing originals with the same width, press [Same Width].

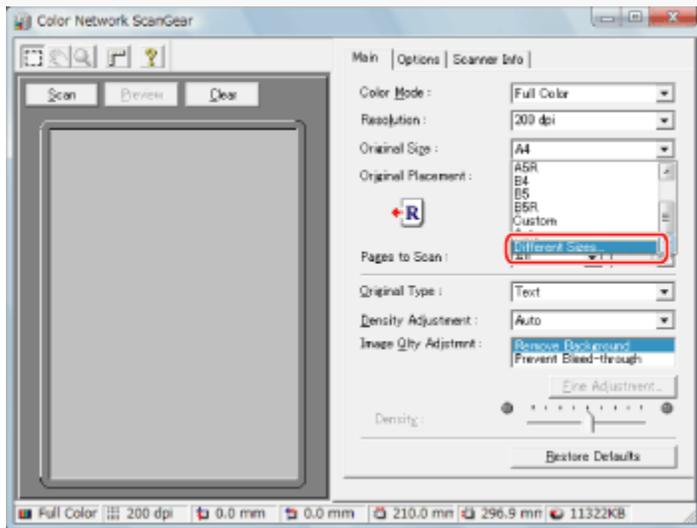
If you are placing originals with different widths, press [Different Width].

Scanning Different Sized Originals Together

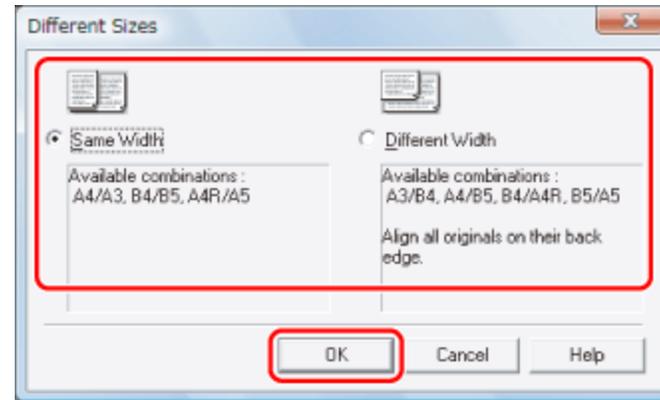
You can load originals of different sizes together in the feeder and scan them in one operation.

1. Switch the scanner online → load the originals into the feeder → start Color Network ScanGear or Network ScanGear from the application.
For details, see "Scanning from the Feeder."

2. Select [Different Sizes] from [Original Size].



3. Select the appropriate combination of original sizes → click [OK].



For sizes such as A3 and A4, where the longer side of the smaller original is the same size as the shorter side of the larger original, select [Same Width].

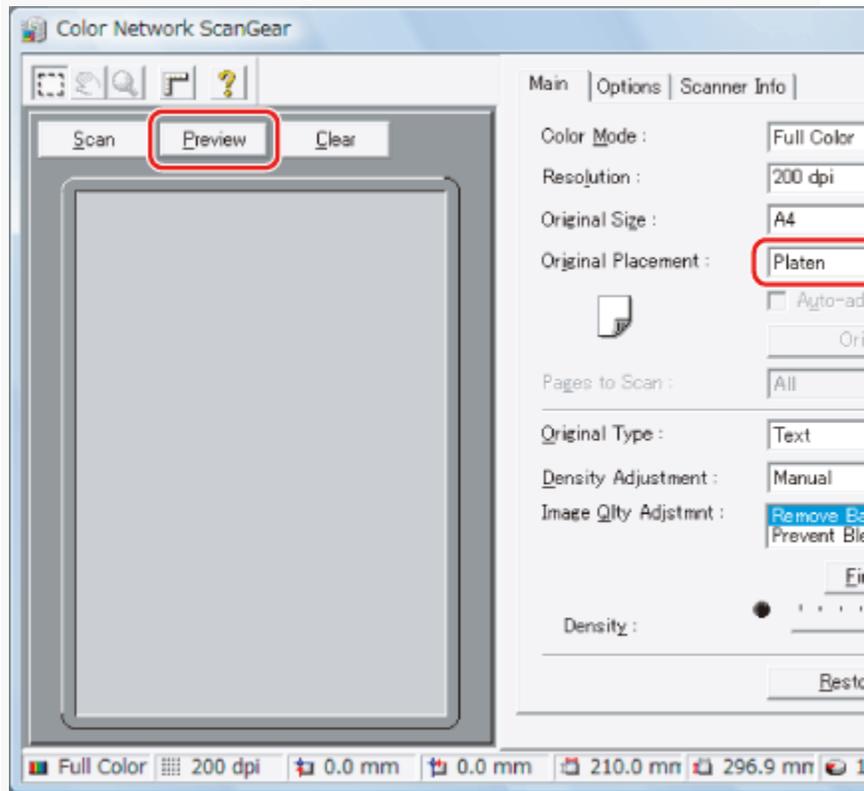
For combinations of sizes such as A3 and B4 with no sides of the same length in common, select [Different Width].

Specifying the Scanning Area

When scanning from the platen glass, you can display the scan image in the Preview Area, and then select the area to scan within the original.

1. Switch the scanner online → place your originals face down on the platen glass → start Color Network ScanGear or Network ScanGear from the application.
For details, see "Scanning from the Platen Glass."

2. Select [Platen] for [Original Placement] → click [Preview]



3. Click [Crop] (Crop) on the toolbar.

The pointer changes to cross-hairs in the Preview Area, allowing you to select the scanning area.

4. Drag the mouse in the Preview Area to specify the scanning area.

The specified area is indicated by a broken line.



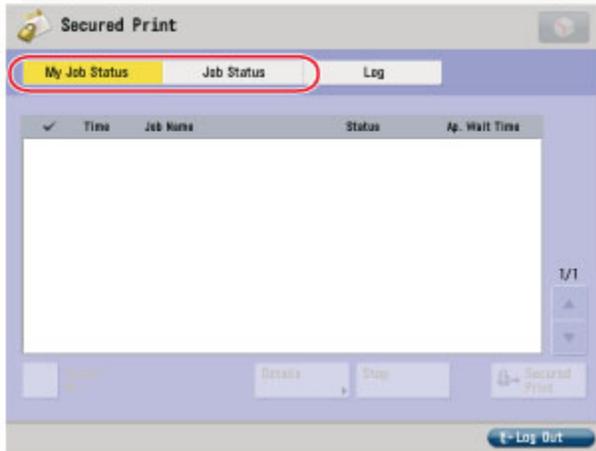
Once an area is specified, you can change it, as follows:

You can drag the area to a different position, or drag the frame handles to change the size of the area.

To cancel the scanning area setting, click outside the area.

Printing Secured Documents

1. Press either [My Job Status] or [Job Status].



2. Select the secured document that you want to print → press [Secured Print].

To display only secured documents (including encrypted secured documents) in the [Job Status] list, select [Secured Print] from the 'Select Type' drop-down list.

3. Enter the password using 0 - 9 (numeric keys) → press [OK].

Printing starts.

To cancel printing the secured document, press [Cancel] on the Secured Print screen.

Printing Encrypted Secured Documents

You can print out documents (print data) that have been encrypted and sent to this machine from a computer.

Print data that are encrypted using this machine are called "encrypted secured documents." Since the data is encrypted, security is enhanced at the queued

stage. Encrypted secured documents sent to this machine are displayed with a locked document icon with a dotted pattern (🔒) in the job list in the touch panel display, and are queued for printing. To print these documents, you need to enter the correct password. This prevents unauthorized people who do not know the password or are not logged in from printing or accessing the documents.

Job Status Screen

1. Select the encrypted secured document that you want to print → press [Secured Print].

You can select multiple jobs. To select all of the jobs, press [Select All].

If a destination is already selected, this key changes to [Clear Selection].

2. Press [Password].

3. Enter the correct password → press [OK].

4. Press [OK].

If the password you enter is incorrect, the message <There are no jobs to authenticate.> is displayed. Confirm and enter the correct password.

If you select multiple jobs and the password you enter does not match all of the selected jobs, the message <Authentication process of XX/XX of the selected jobs was successful> is displayed, and only the jobs which the password matched are printed.

To cancel printing, press [Cancel].

Sending Fax Documents Manually

This mode enables you to manually send fax documents after checking that the destination is ready to receive fax transmissions.

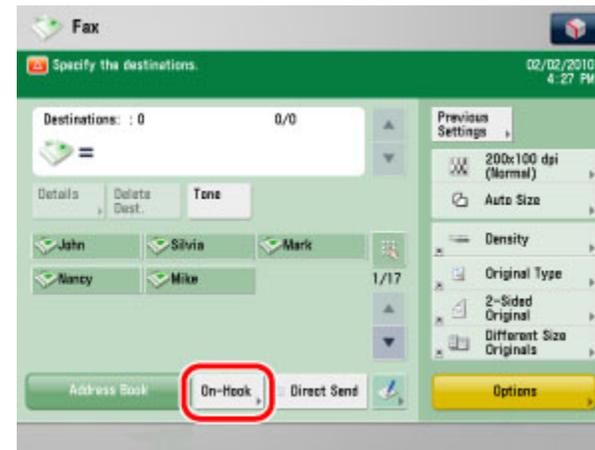
1. Place your originals.



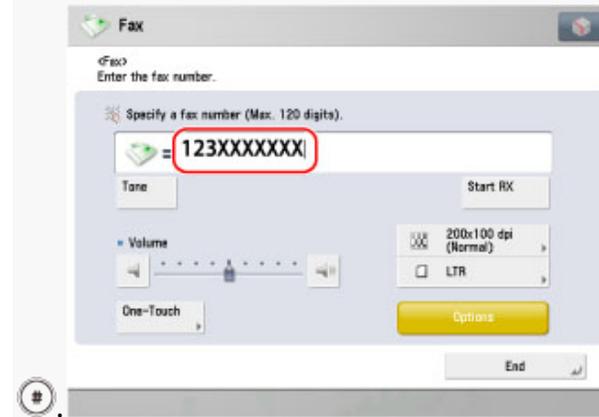
2. Make sure that the machine is ready to send.



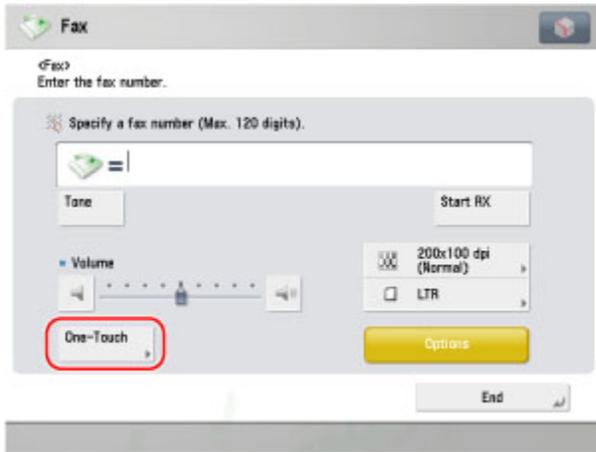
3. Press [On-Hook].



4. Enter the recipient's fax number using 0 - 9 (numeric keys), *, and #.



To use a one-touch button, press [One-Touch] → select the desired one-touch button.



5. Make sure that you hear the other party or carrier signal (a high-pitched tone). The level of the dial tone can be adjusted by pressing [🔊] or [🔊🔊].

You can enter an extension number after dialing the fax number.

6. Press  (Start).

Scanning starts and the document is sent.

During the transmission, destination's telephone number and page number are displayed in the message area.

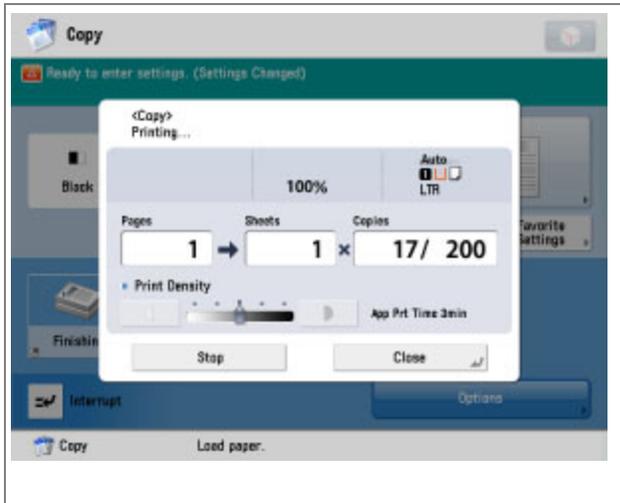
Loading Paper

Paper Drawer 1 and 2 hold approximately 1,700 sheets of paper (17 lb bond (64 g/m²)) or 1,500 sheets of paper (20 lb bond (80 g/m²)).

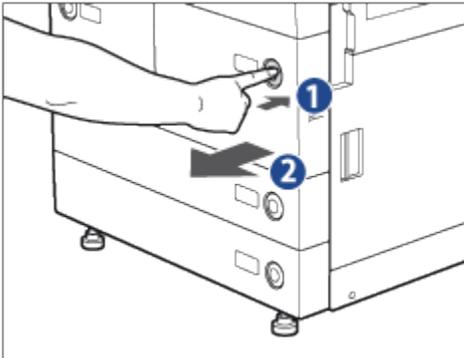
Paper Drawer 3 and 4 hold approximately 680 sheets of paper (17 lb bond (64 g/m²)) or 550 sheets of paper (20 lb bond (80 g/m²)).

If the selected paper runs out, or the selected paper drawer runs out of paper during printing, a screen prompting you to load paper appears on the touch panel display.

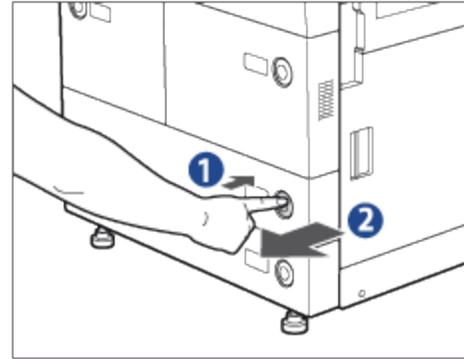
In this case, follow the procedure below to load paper into the paper drawers.



1. Pull out the paper drawer.



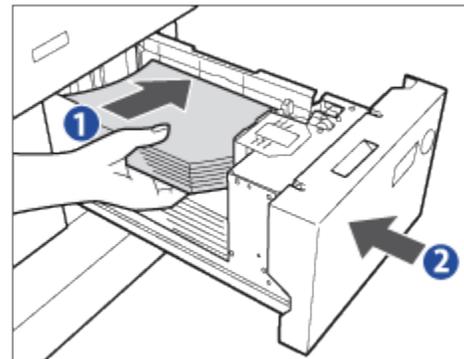
1. Press the button.
2. Pull out the paper drawer.



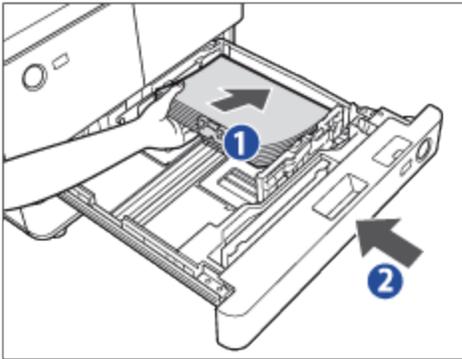
2. Open the package of paper, and remove the paper stack.

3. Load the paper stack into the paper drawer.

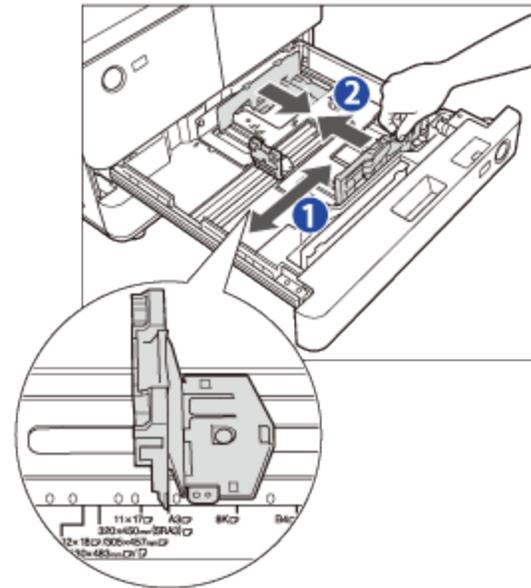
Even out the edges of the paper stack. Load the paper stack against the right wall of the paper drawer.



1. Load the paper stack into the paper drawer.



2. Gently push the paper drawer back into the machine until it clicks into place in the

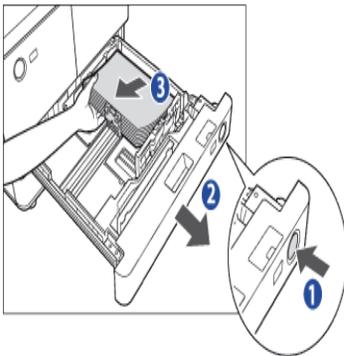


1. Squeeze the upper part of the left guide. Without releasing it, slide the left guide to align it with the mark for the desired paper size.

Adjusting a Paper Drawer to Hold a Different Paper Size

If you want to load a different paper size into Paper Drawer 3 or 4, follow the procedure described below to adjust the paper drawer guides.

1. Remove all of the remaining paper in the paper drawer.

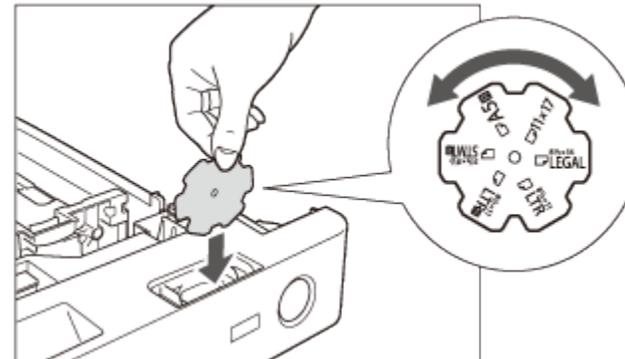


1. Press the button.
2. Pull out the paper drawer.
3. Remove all of the remaining paper.

2. Adjust the position of the left and front guides.

3. Load the appropriate size paper into the paper drawer.

4. Change the paper drawer's size plate to match the new paper size.

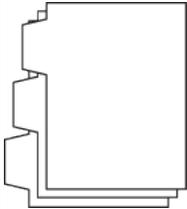


5. Gently push the paper drawer back into the machine until it clicks into place in the closed position.

Loading Tab Paper

When tab paper is loaded into the paper drawer, the side facing down is the one printed on.

Load the tab paper face down with the tabs to the left side as shown in the illustration below.



If you want to insert printed tab paper as a chapter pages, insert a blank paper where the tab paper will be inserted.

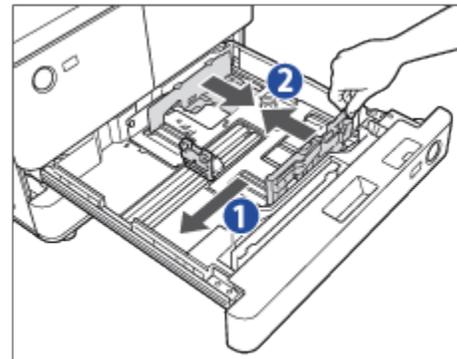
1. Pull out the paper drawer.



1. Press the button.

2. Pull out the paper drawer.

2. Adjust the position of the left and front guides.



1. Squeeze the upper part of the left guide. Without releasing it, slide the left guide to the left as far as it will go.

2. Squeeze the upper part of the front guide. Without releasing it, slide the front guide to align it with the mark for tab paper (LTR).

3. Remove the tab paper guide.



1. Slide the tab paper guide to

the left.

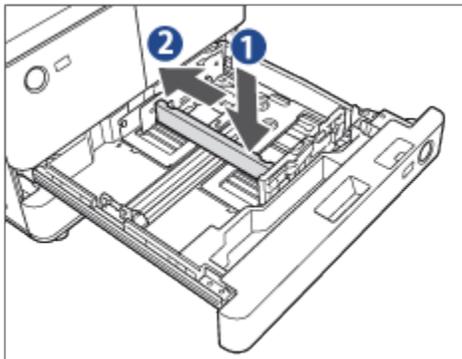
2. Remove the tab paper guide.

down with the tabs facing left.

Even out the edges of the paper stack.

Load the paper stack against the right wall of the paper drawer.

4. Place the tab paper guide aligning the mark for tab paper.



1. Place the tab paper guide aligning the mark for tab paper.

2. Slide the tab paper guide to the back of the paper drawer.

5. Load the tab paper into the paper drawer.



1. Load the tab paper face

Loading Pre-Punched Paper

Pre-punched paper can be loaded into the Paper Drawers 1, 2, 3, and 4. When the pre-punched paper is loaded, make sure that the directions of holes and images are adequate.

Loading Transparencies

You can load the transparencies only to the Multi-purpose Tray.

Unlike normal paper, transparencies have a specific printable surface to ensure the optimal reproduction of images.

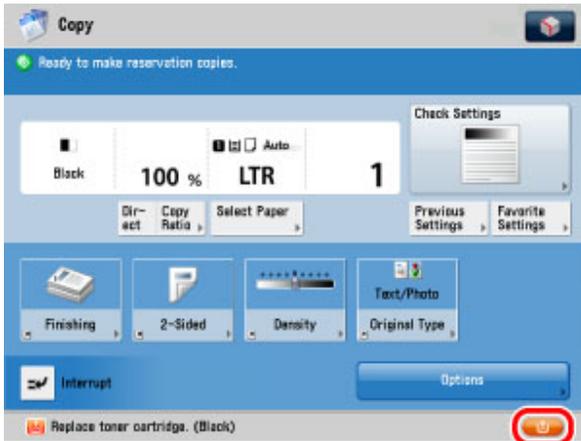
When the transparency is loaded in the Multi-purpose Tray, the side facing up is the one printed on.

Only LTR transparencies can be used.

Replacing the Toner Cartridge

When there is only a small amount of toner remaining inside the machine, the following message appears on the touch panel display. You can continue

printing approximately 900 pages, but at this time you should purchase a new toner cartridge to have it available when needed.



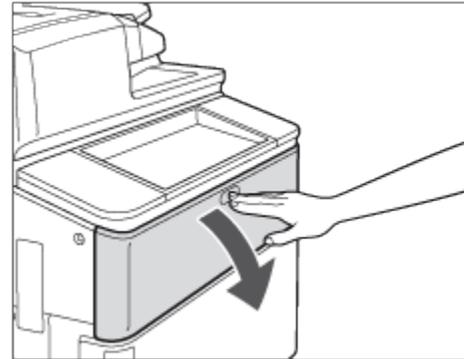
When toner runs out completely and prints can no longer be made, a screen with instructions on how to replace the toner cartridge, like the one shown below, appears on the touch panel display. Follow the instructions on the touch panel display, and the procedure described below to help you replace the toner cartridge.



If you press [Close], you can continue operations, such as setting modes and scanning originals, even if you do not replace the toner cartridge

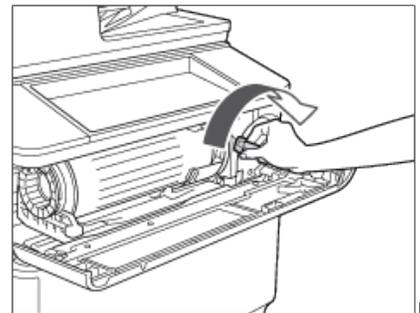
immediately. **1.** Press [].

2. Push the toner replacement cover, as shown below.

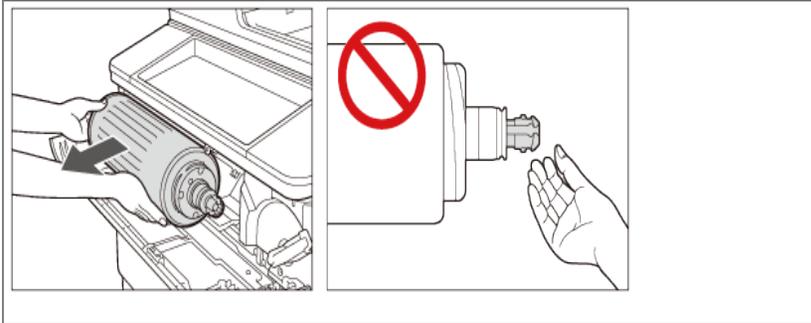


The toner replacement cover is open.

3. Turn the locking lever to the right until it stops.

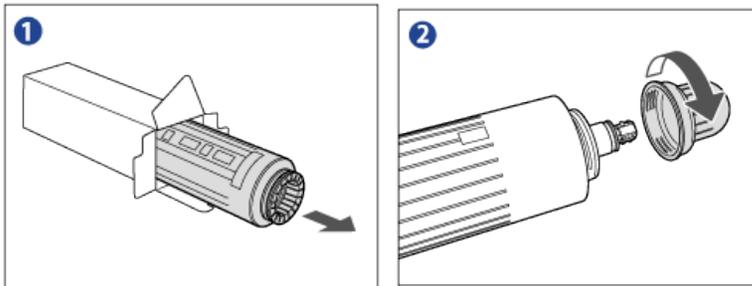


4. Remove the toner cartridge, supporting it with both hands.



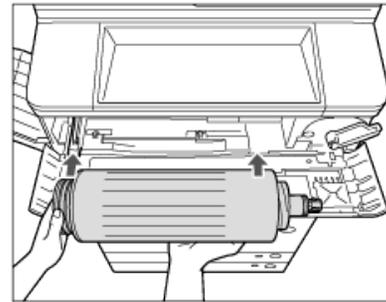
5. Take the new toner cartridge out of the box, and remove the red protective cap from the new toner cartridge.

Remove the red protective cap from the new toner cartridge by twisting it in the direction indicated by the arrow in the illustration right below.

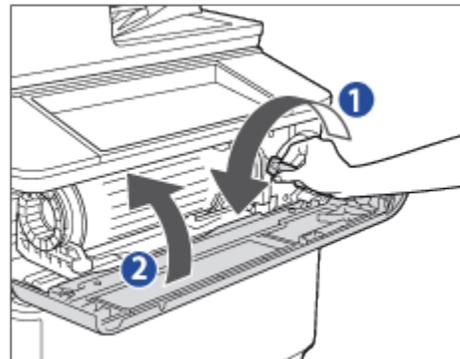


6. Insert the new toner cartridge.

Align the end of the toner cartridge with the toner supply port as shown by the arrow in the illustration below, and insert the toner cartridge straight into the machine.



7. Turn the locking lever to the left until it stops, and close the toner replacement cover.



1. Turn the locking lever to the left until it stops.

2. Close the toner replacement cover.

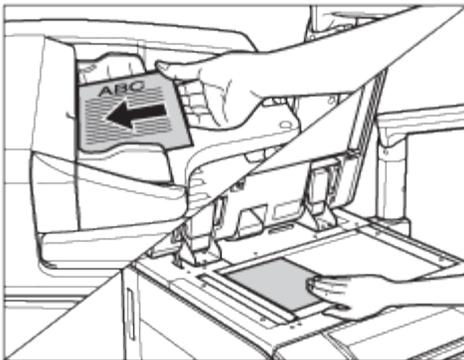
The toner confirmation screen is displayed.

1. Place your originals → press [Options] → [Job Build].

2. Press  (Start).

3. When scanning is complete, place your next batch of originals → press  (Start).

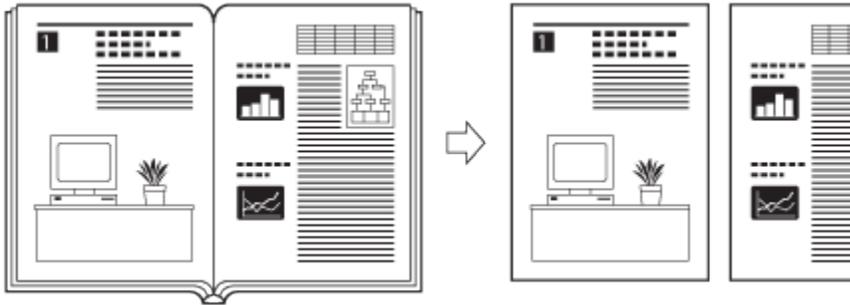
If you want to change the scan settings, change them before pressing  (Start).



4. After the last batch of originals is scanned, press [Start Copying].

Book→2-Pages

This mode enables you to scan facing pages of a book or bound original, print them in two separate pages, or store them as two separate pages.



1 Place your originals on the platen glass → press [Options] → [Book▶2-Pages] → [Close].

When placing an original, to make copies in the correct page order, begin scanning from the first open page of the book or bound original. Place your originals face down, making sure that their top edge is aligned with the back edge of the platen glass (by the arrow in the top left corner).

2 Press  (Start).

To scan the next two facing pages, turn the page of the original → place your original on the platen glass → press  (Start).

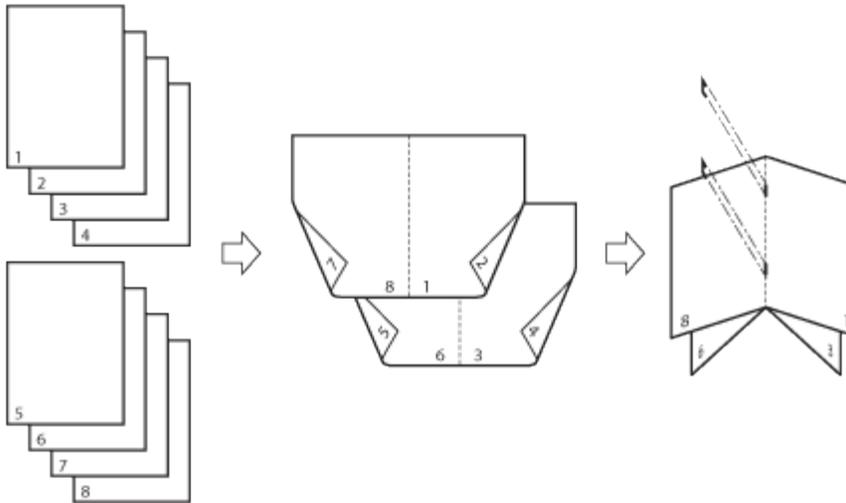
3 When scanning is complete, press [Start Copying].

Booklet Mode

This mode enables you to copy one-sided or two-sided originals in such a way that the copies are made into a booklet.

Saddle Stitch Booklet

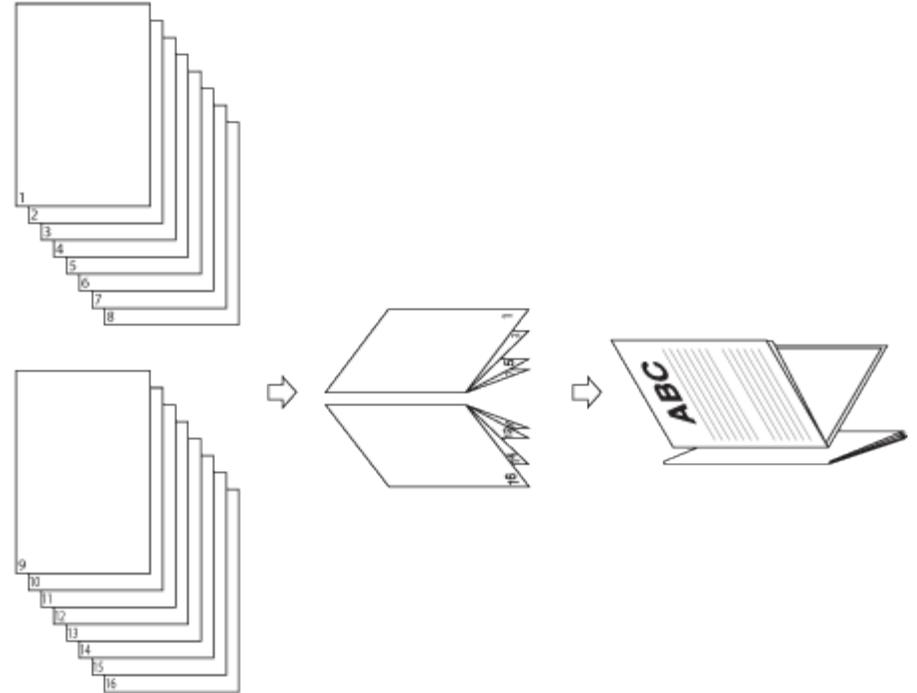
This mode enables you to copy one-sided or two-sided originals in such a way that the copies are made into a booklet.



When the Booklet Finisher is attached

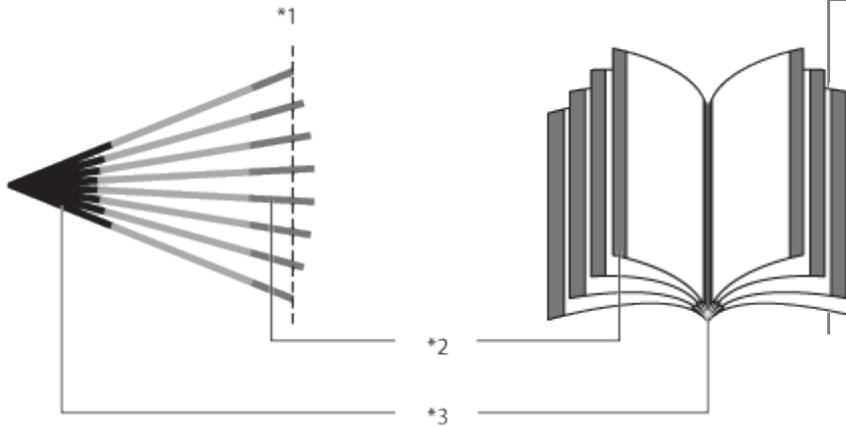
Divided Booklet

This mode enables you to make a multiple page document with a large number of pages into a divided booklet.



Creep (Displacement) Correction

This mode enables you to adjust the position of the images in a booklet by calculating the width of the displacement between the outermost page and center page of the booklet.



*1 Trimmed

*2 After the pages are trimmed, the outer margins of all pages are equal.

*3 The inner margins are set so that the inner margins of the outermost pages are wider than the inner margins of the center pages. The placement of the images on each page is adjusted by calculating the amount of displacement between the outermost page and innermost page of the booklet.

IMPORTANT

When printing on special types of paper, such as heavy paper or transparencies, be sure to set the Finishing mode correctly, it could adversely affect the quality of the image. Moreover, the fixing unit may not be able to fix the image correctly.

Make sure to place originals with a vertical (portrait) orientation vertically. If these originals are placed horizontally, the image may be rotated.

The Finishing modes cannot be set on paper less than 16 lb bond (60 g/m²). Do not use paper with a weight less than 16 lb bond (60 g/m²).

1.

Place your original → press [Options] → [Booklet].

2.

Specify the Booklet settings.

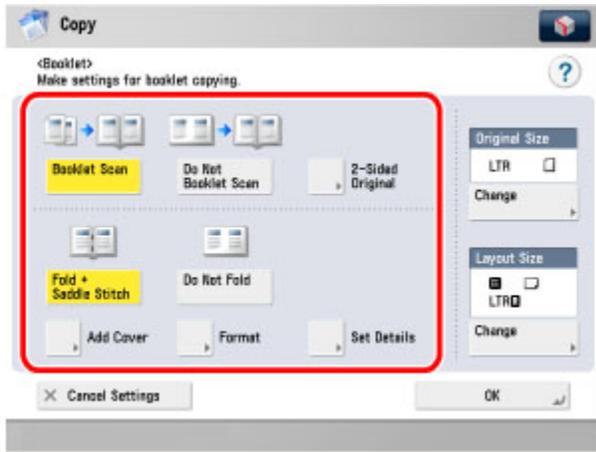
IMPORTANT

For information on the modes which cannot be set in combination with this mode, see "[Unavailable Combination of Functions.](#)"

In the Saddle Stitch mode, saddle stitching is not performed if there is only one output sheet.

The Saddle Stitch and Divided Booklet modes can be set only if the Booklet Finisher is attached.

The accuracy of folds created in the Saddle Stitch mode may vary, depending on the type and quantity of paper.



Select **[Booklet Scan]** or **[Do Not Booklet Scan]**.

[Booklet Scan]: Select to use each page of the original as one page of the booklet.

[Do Not Booklet Scan]: Select to fold each page into two pages of the booklet.

If the original is two-sided, press [2-Sided Original] → select the type of two-sided original → press [OK].

[Book Type]: The front and back sides of the original have the same top-bottom

orientation.

[Calendar Type]: The front and back sides of the original have opposite top-bottom orientations

NOTE

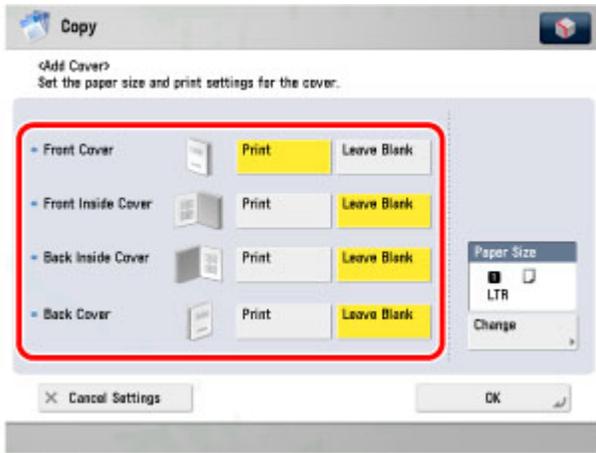
If the Booklet Scan mode is not used, you cannot select the layout of two-sided originals.

Press [Change] for the original size → select the size → press [OK].

Press [Change] for the layout size → select the size → press [OK].

Select whether to Fold and Saddle Stitch.

If you want to add a cover, press [Add Cover].



If you want to use the Booklet Scan mode, select [Print] or [Leave Blank] for <Front Cover>, <Front Inside Cover>, <Back Inside Cover>, and <Back Cover> → press [OK].

If you do not want to use the Booklet Scan mode, select [Print] or [Leave Blank] → press [OK].

To change the paper size, press [Change] → select the paper size → press [OK].

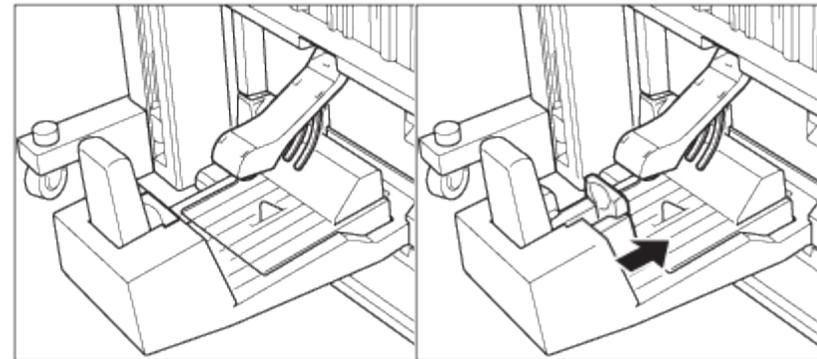
If you are feeding cover page from the Document Insertion/Folding Unit or Document Insertion Unit, select [Leave Blank].

3. Specify other Booklet settings.

If you are not specifying other Booklet settings, proceed to step 4.

4. Press [OK].

5. Set the Booklet Tray guide to match the paper size.

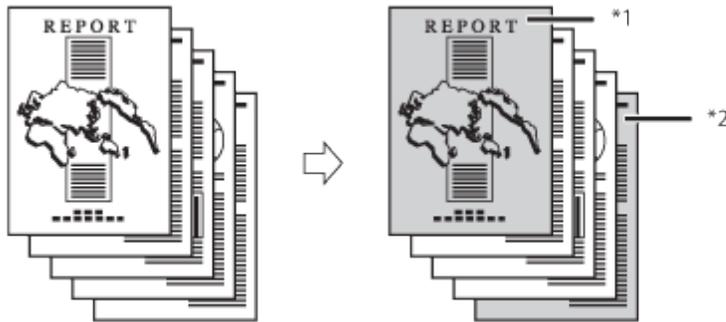


11" x 17" or LGL

LTRR

Front Cover

This mode enables you to set the machine to automatically add front and back covers, using a different type of paper from that used for the main document. In addition, you can decide whether the front and back covers are copied on as well.



*1 Printed Front Cover

*2 Printed Back Cover

IMPORTANT

If you are copying on the front cover, back cover, or sheet insertions, these sheets the machine's counter does not count them as copies.

If you are adding chapter pages, these sheets are included in the count of the total

If you are feeding front cover and back cover from the Document Insertion/Folding

If you want to set both Cover and Paper Insertion, select the same paper size.

1.

Place your originals → press [Options] → [Add Cover].

IMPORTANT

For information on the modes which cannot be set in combination with this mode, see [Unavailable Combination of Functions.](#)

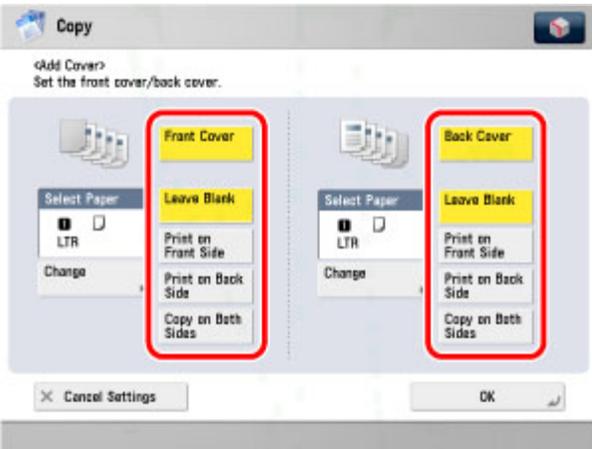
If you select the Staple mode when the Staple Finisher/Booklet Finisher is attached, you cannot staple paper into the Document Insertion/Folding Unit or Document Insertion Unit, select the paper size, after loading the paper into the Document Insertion/Folding Unit or Document Insertion Unit.

When printing on special types of paper, such as heavy paper or transparencies, be sure to correctly set the paper type, especially if you are using heavy paper. If the paper is not set correctly, it could adversely affect the quality of the image. Moreover, the f

2.

NOTE

Press [Front Cover] and/or [Back Cover].



3. Select whether to print on the front cover or back cover.

If you are feeding cover paper from the Document Insertion/Folding Unit or Document Insertion Unit, select the paper size after loading the paper into the Document Insertion/Folding Unit or Document Insertion Unit.

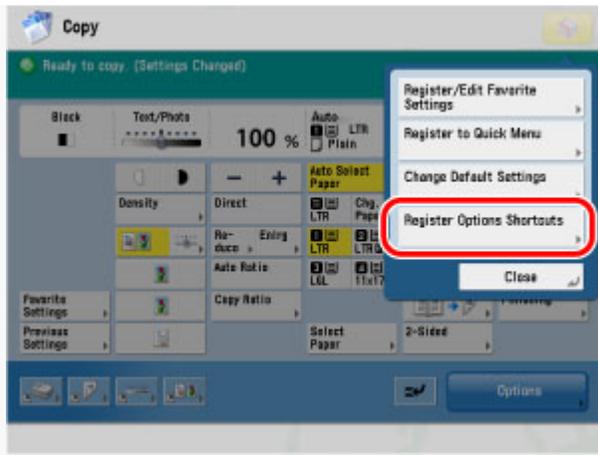
4. Press [Change] → select the paper source → press [OK].

Select [Sheet Inserter] for the sheet insertion tray to feed cover page from the Document Insertion/Folding Unit or Document Insertion Unit. If you want to select the sheet inserter when a paper size/type is already set for the current or reserved job, you can press [Change Insert. Paper].

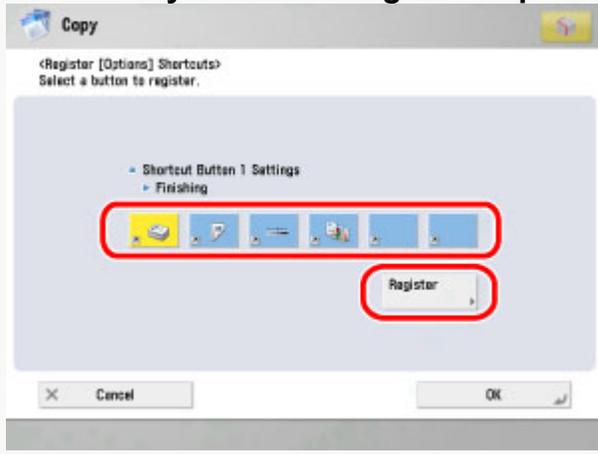
5. Press [OK].

Setting Standard Keys on the Express Copy Basic Features Screen

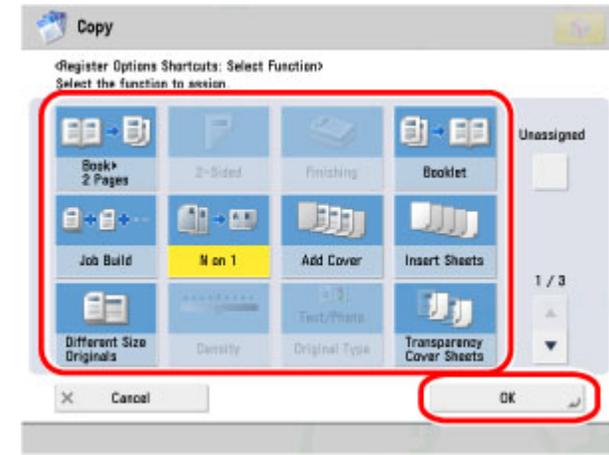
1. Press  → select [Register Options Shortcuts].



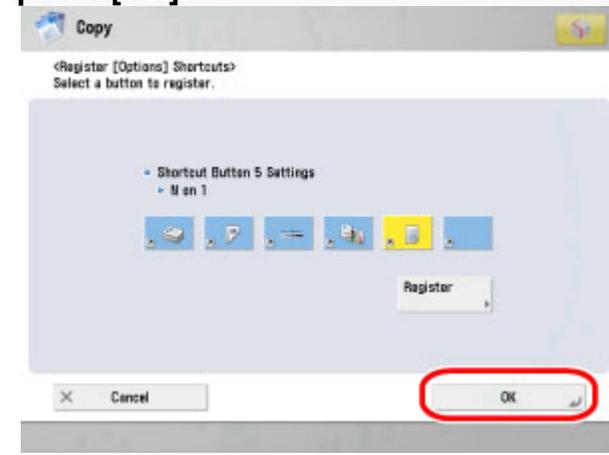
2. Select the button you want to register → press [Register].



3. Select the [Options] mode you want to assign as a shortcut → press [OK].



4. Check that the mode is stored in the shortcut → press [OK].

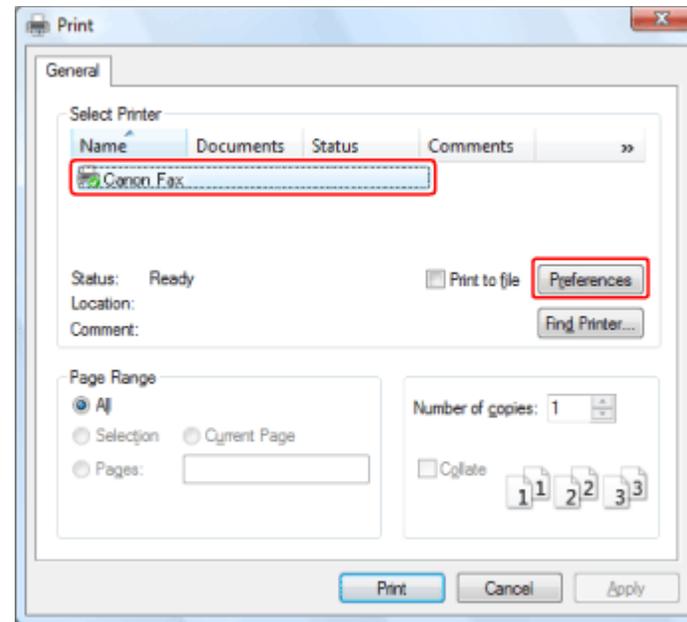
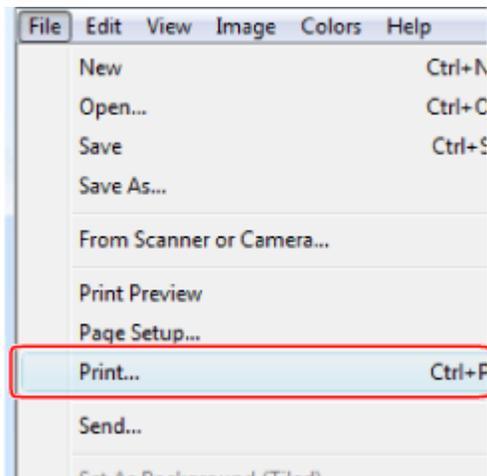


Faxing a Document

The procedure for faxing a document created in application software is as follows. **1.**

Open the document you want to fax from the application.

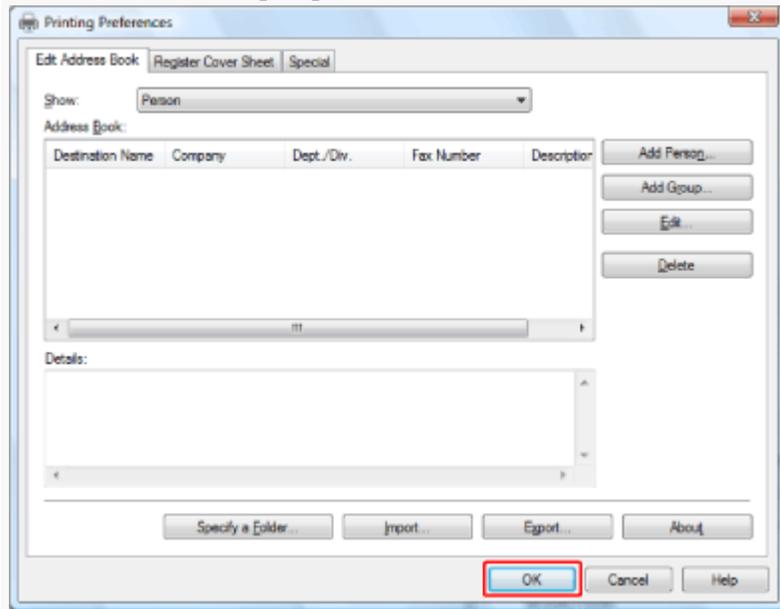
2. Select [Print] from the [File] menu.



The [Print] dialog box is displayed. The procedure for displaying the [Print] dialog box may differ depending on the application you are using.

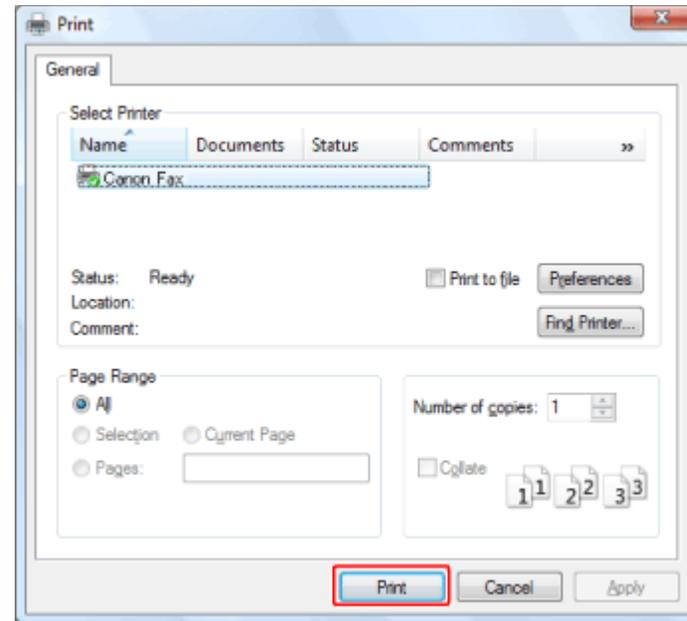
3. Select your fax from [Name], then click [Properties].

1. Configure the required settings in the fax driver screen, then click [OK].



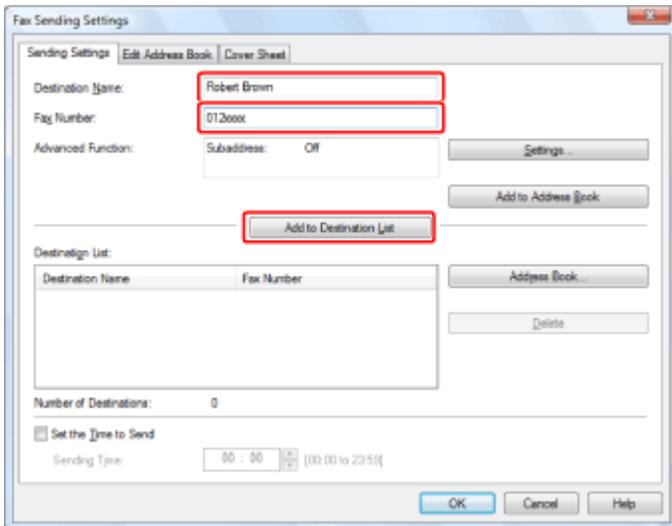
The [Print] dialog box is displayed.

5. Click [Print] (or [OK]).

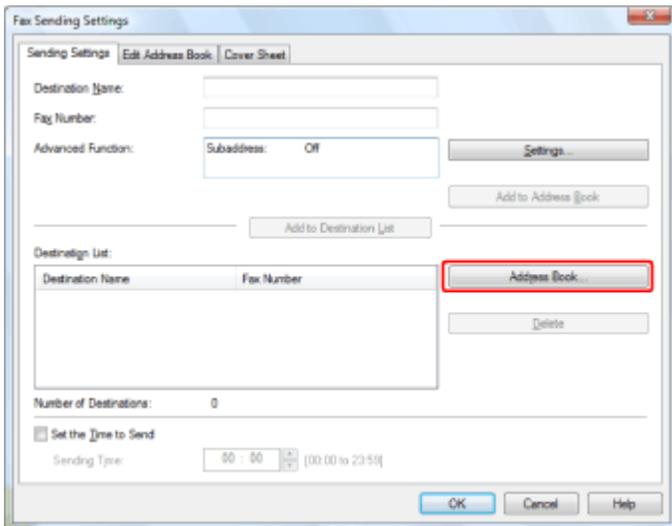
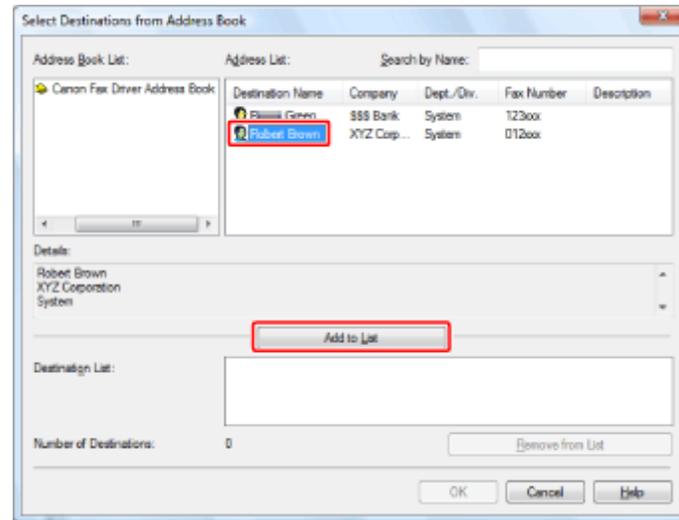


The [Fax Sending Settings] dialog box is displayed.

6. Specify the send address.



Select the recipient, and click [Add to List].

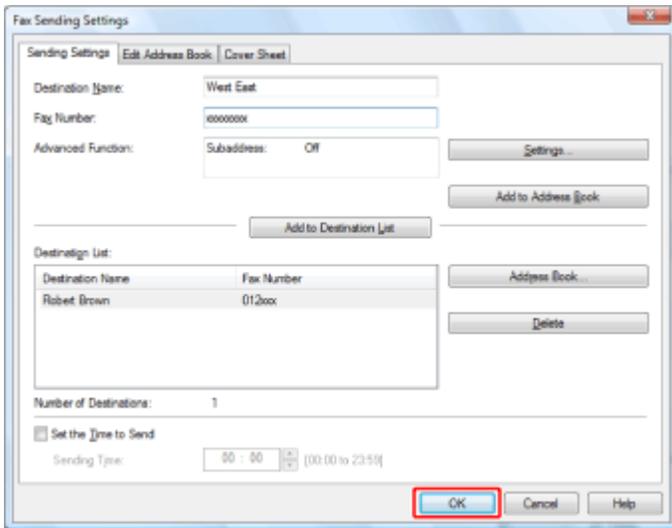


Click [OK].

7. If you want to attach a cover sheet, select [Cover Sheet] sheet
→ specify a format for the cover sheet.

8. Click [OK].

The [Select Destinations from Address Book] dialog box is displayed.



Faxing begins.