

# Black & White Copy Guide

Prepared for

## ImageRUNNER ADV

14/01/2015

Version 1



**Canon**

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# Confidentiality

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# Introduction

This guide has been designed to provide users of your new Canon imageRUNNER ADVANCE device(s) with all of the information needed to gain the most out of your investment. The following sections will take you through, in detail, the steps you need to take to produce high quality copies from your imageRUNNER ADVANCE Multi-Functional Device.

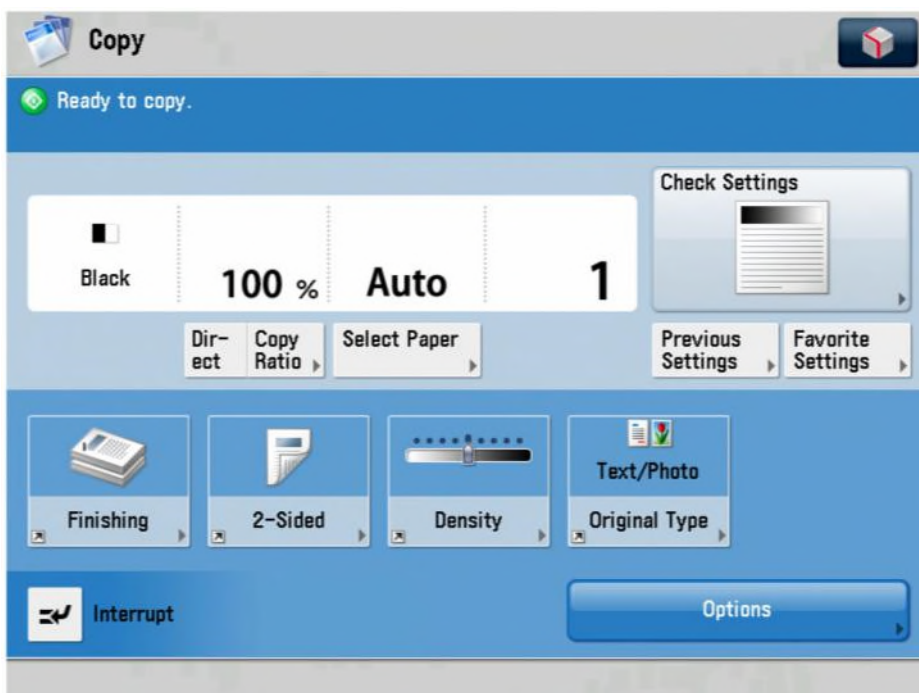
For further support please contact the Software Support Centre

## 1. Basic Features

Select the Copy option from the Home screen  
Place your originals in the documentfeederoron the platen glass.  
Specify the desired copy modes on the Copy Basic Features screen.

### 1.1. Regular Copy Basic Features

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



### 1.2. Cancelling Copy Job

There is more than one way to cancel a copying job

1. Press **Stop** on the pop-up screen that appears whilst the machine is scanning, printing or waiting to print.
2. Press the orange stop button on the control panel and wait for your copying job to stop
3. Press the system monitor button and highlight the job you wish to cancel, if one than one jobs appear
- 4.

### 1.3. Paper Selection

The default setting is Auto paper select; the machine will automatically select paper depending on the original size. Paper selection can manually be specified,

1. Press the Paper Select button.
2. Select the paper size.

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## 1.4. Card/Transparencies

Use the manual feed on the right hand side of the machine, to copy onto card (check paper weights for your machine) or transparencies (only Canon transparencies to be used). **Transparencies must never be placed in any of the front loading cassettes.**

1. Open the stack bypass tray on the right hand side of the machine.
2. Load card/transparencies in the tray and adjust the slide guides to the size of the paper.
3. The machine will automatically activate the manual feed if you have selected the **Copy** icon first on the Home Menu (if not when you go into the Copy Screen – select Paper and select the manual feed) select paper size and media type.
4. Transparencies with paper backing ensure the sealed edge is inserted as the leading edge. The side to be copied on is placed face up.

## 1.5. Copy Quality

To improve copy quality, select from one of the 4 original type modes. The machine will produce copies according to the type of original i.e. photo.

1. Press the original type button on the Copy Menu (default setting is Text).
2. Select the desired setting (Text, Text/Photo, Printed Image and Photo).

## 1.6. Sample Set

When making multiple copies, the machine copies only one set to be checked before completing the copying job. Sample set button will only appear when 2 or more copies are requested, and the document is placed in the document feeder.

1. Place originals in document feeder.
2. Enter the desired number of copies, 2 sided, stapling etc.
3. Press the Sample Set button which will appear on the Copy Menu.
4. Select All Pages or Specified Pages
5. Press the Start button. The machine will stop after printing the first set. If the settings are correct, press the Start Print button, to complete the copy job. If the settings are incorrect, press the Change Settings button and change copier settings to copy the job with new settings.

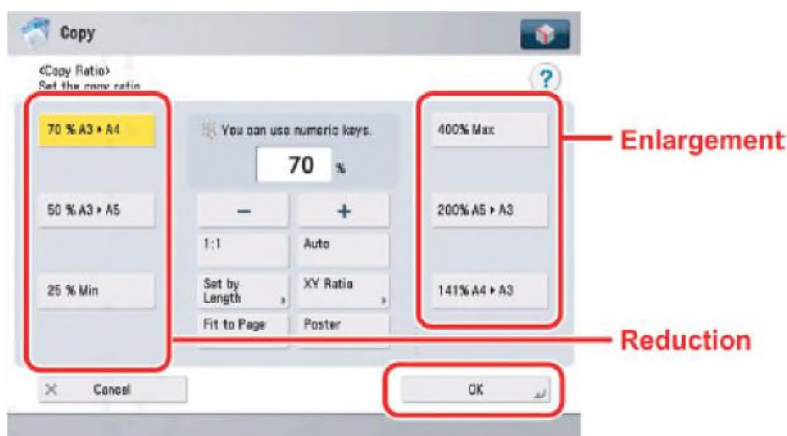


## 2. General Copying Features

### 2.1. Reducing/Enlarging

You can select the machine to adjust the copy zoom ratio automatically, or you can specify the copy zoom ratio.

1. Press the **Copy Ratio** button on the main copier screen for Reducing/Enlarging.

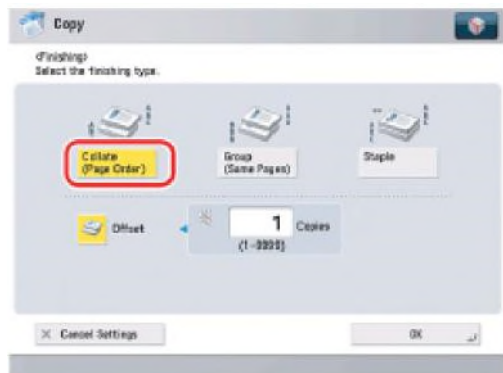


2. You have pre-set enlarging on the right hand side and pre-set reduction on the left hand side. If you have an A4 original and you would like to enlarge to A3 please make sure your original is placed in the document feeder in the Landscape direction (A4R) and push the slide guides in to fit. If using the platen glass please place face down, again in the A4R direction.
3. Make your selection i.e. A4 to A3
4. Press ok and the green start button to make a copy.

### 2.2. Finishing - Collating into sets & Stapling

When you place your originals in the document feeder these will automatically be collated into sets. Copy sets are collated in various ways depending on the machine configuration (optional accessories).

1. Place originals in document feeder.
2. Press the Finisher button.
3. Select the desired option - Collate/Group/Staple.

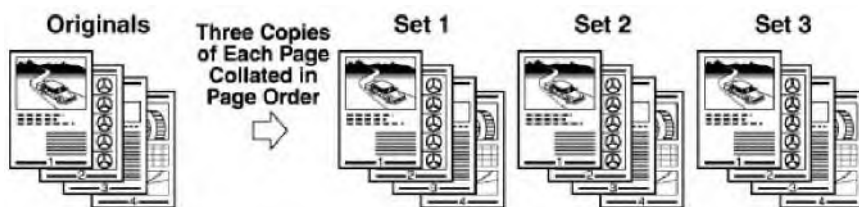




Note Your machine may not offer all the following options.

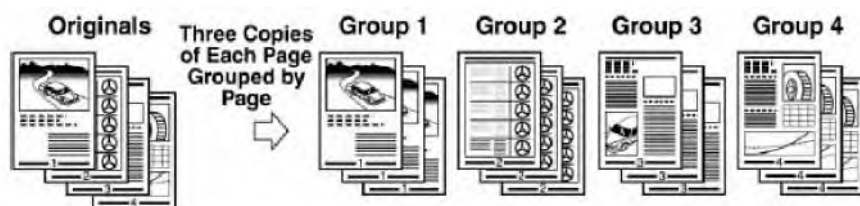
☐ If the **Collate Mode** is set:

The copies are automatically collated into sets and arranged into page order. The output is as follows:



☐ If the **Group Mode** is set:

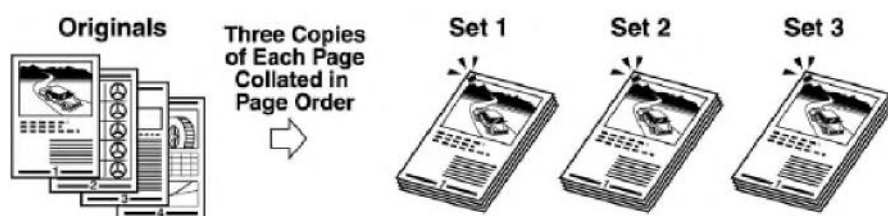
All copies of the same original are grouped together. The output is as follows:



☐ If the **Stapler Mode** is set:

The copies are automatically collated into sets arranged into page order and stapled. The output is as follows:

If you select **Corner Top Left**:



If you select **Double Left**:

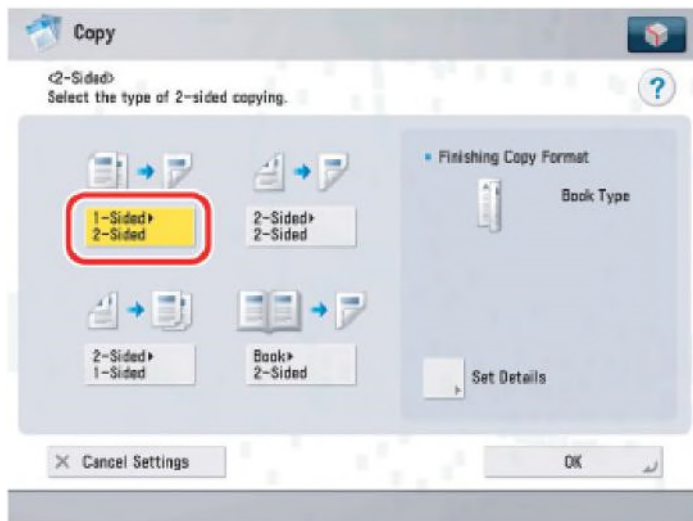


- 
4. Press the OK button.
  5. Enter the desired number copies, and press the Start button.

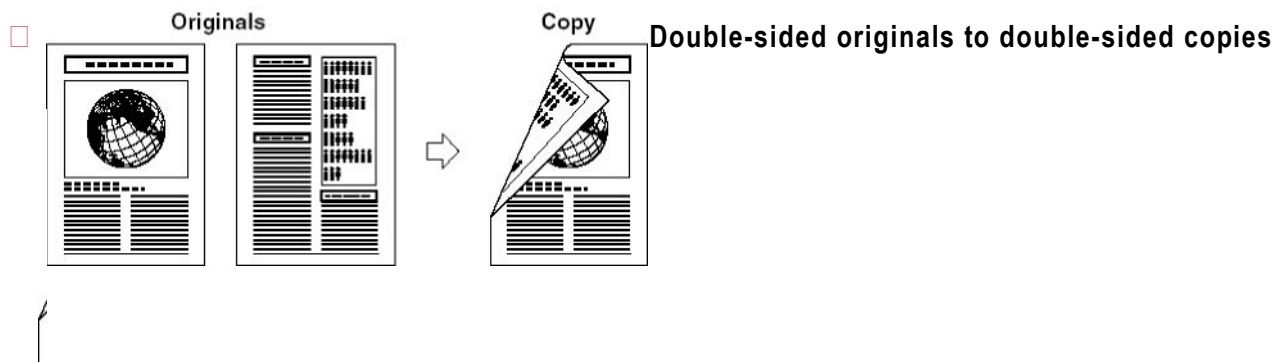
### 3. Double Sided Copying

Use this option to make 2 sided copies.

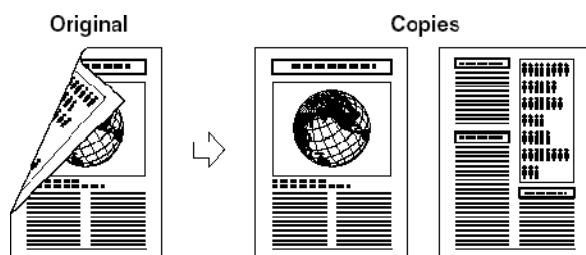
1. Place originals in document feeder (except book, place on platen glass).
2. Press the Two-Sided button and select your desired option.



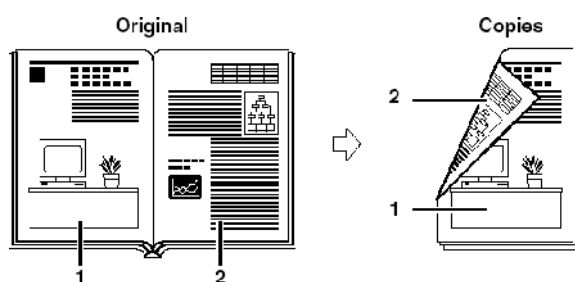
#### ☐ Single-sided originals to double-sided copies



## Double-sided originals to single-sided copies



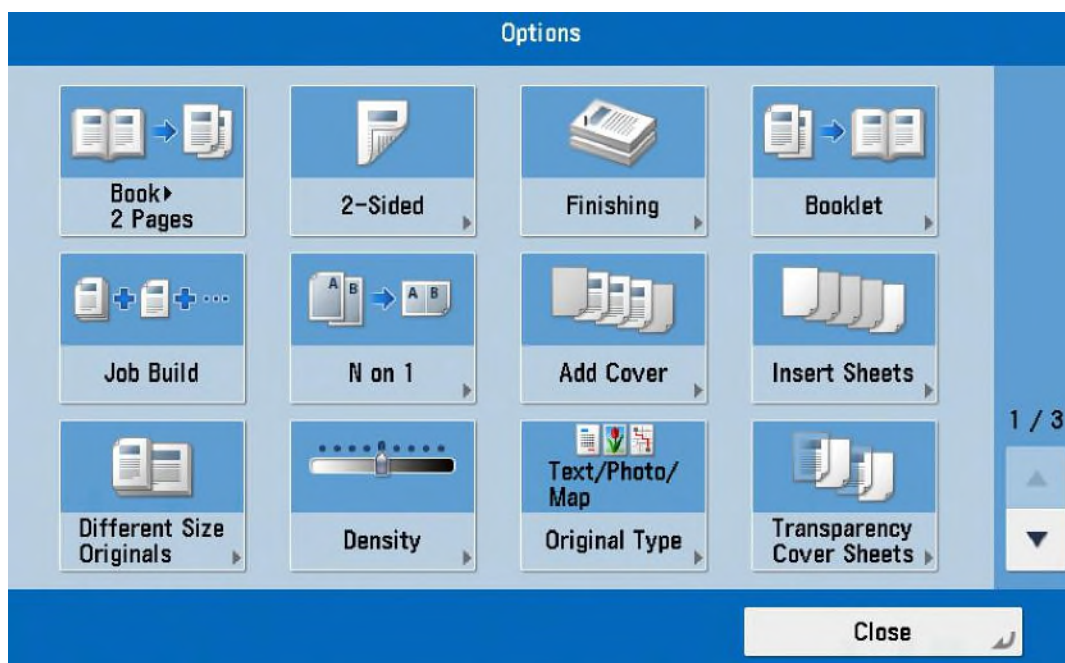
## Book to double-sided



## 4. Options Screen (1 of 4)

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 sections. Pressing [Δ] 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 [OK].

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. Some of these options have been covered previously in the guide as they have shortcuts on the Regular Copy screen.



### 4.1. Bookto2 Pages

This mode enables you to copy facing pages of an opened book onto separate copy sheets.

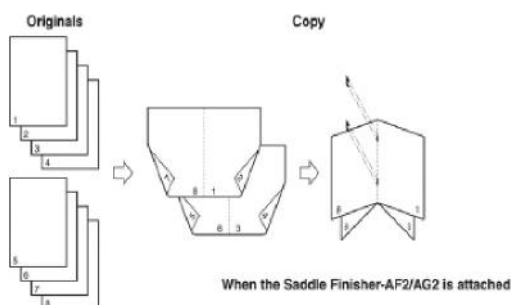
1. Press the **Options Button** and press **Book to 2 Pages Button**
2. Place Book on the Platen Glass and press the Green Start Button

### 4.2. 2 Sided

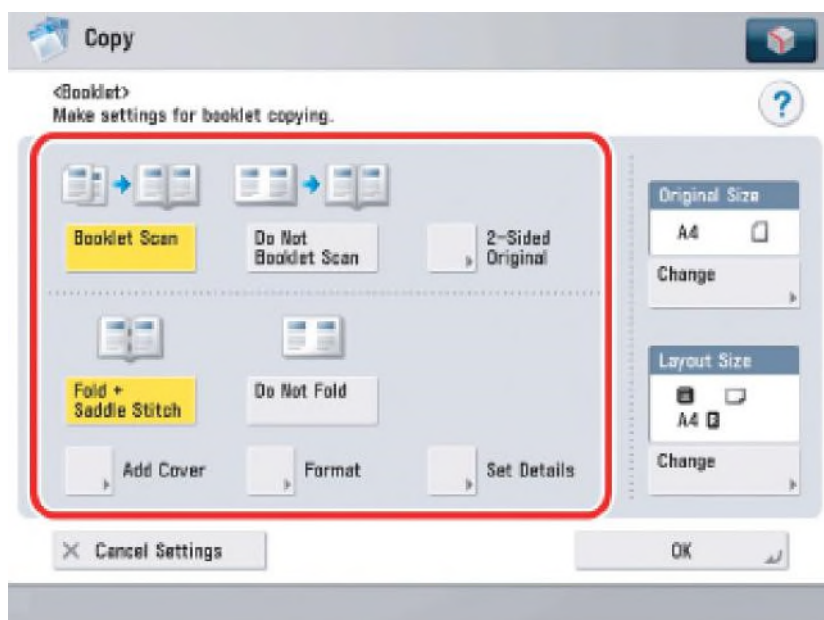
Please refer to Double Sided section

### 4.3. Booklet

The Booklet button allows you to Re-paginates page order of originals so that copies are made into booklets.

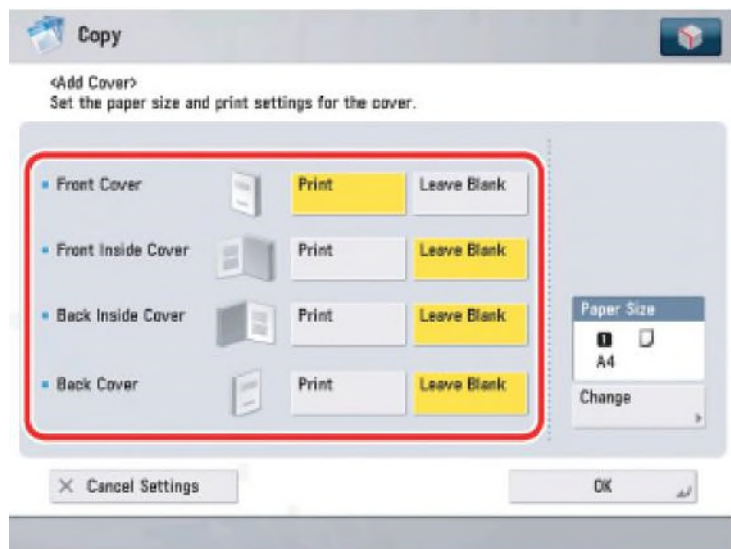


1. Press the **Options Button** and Press the **Booklet Button**



2. Select **Booklet Scan** if your originals are single pages or select **Do not Booklet Scan** if your originals are already in a booklet format
3. Press the 2 sided original key if your originals are 2 sided to begin with
4. Select the original size
5. Select **Fold & Saddle Stitch** to Fold and Staple your output if this option is available on your device.

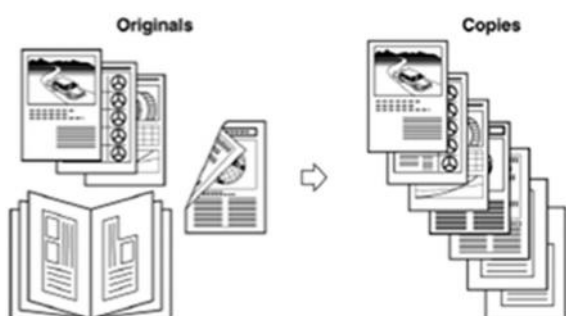
6. Press **Add Cover** if you wish to add a cover for your booklet and select your Cover options below.
7. Select where you have placed the covers using the **Paper Size** button i.e. Multi-Purpose Tray.



When producing an A5 Booklet you will need A4 paper in the machine in the **A4R direction**. If using covers you will need to make sure you have 2 x A4R drawers one for the plain paper and one for the covers. This will also apply if you are producing an A4 Booklet.

#### 4.4. Job Build

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 as one document. This is convenient when you cannot place all the originals that you want to copy at one time (i.e. platen glass and feeder).

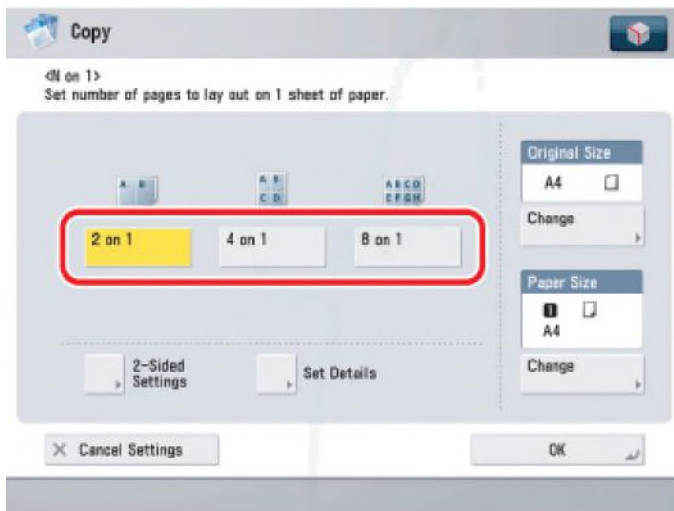


1. Place your originals in the document feeder or on platen glass
2. Press the **Options Button** and press **Job Build Button**
3. Press the Green Button
4. Place your next lot of originals in the Feeder or on the platen glass
5. Once all scanning is complete press the **Start Copying** button.



## 4.5. N on 1

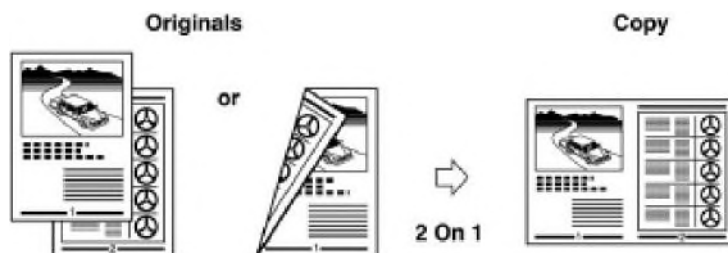
Press to automatically reduce two, four, or eight originals to fit onto a one-sided or two-sided copy sheet.



1. Press the **Options** button and select **N on 1**
2. Select your options (see below)

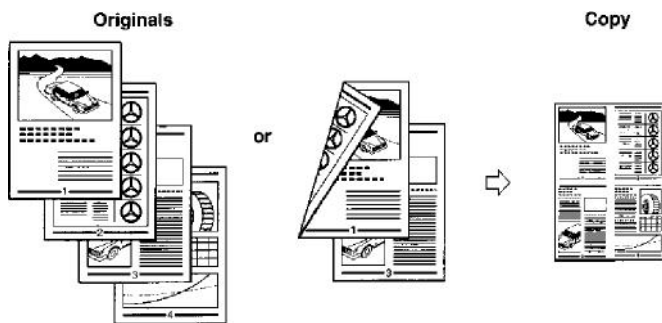
### ☐ **2 on 1**

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



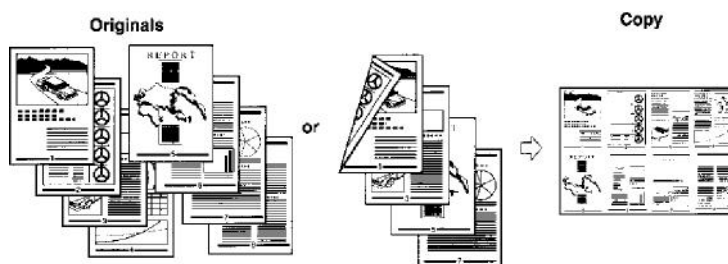
## 4 on 1

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



## 8 on 1

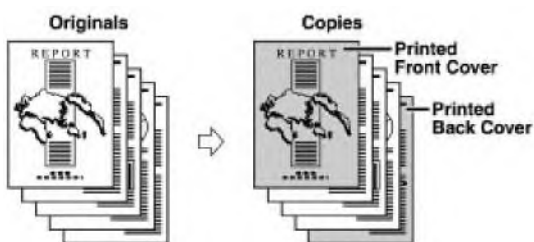
This setting reduces eight 1 sided originals or four 2 sided originals to fit onto one side of both sides of one sheet of paper



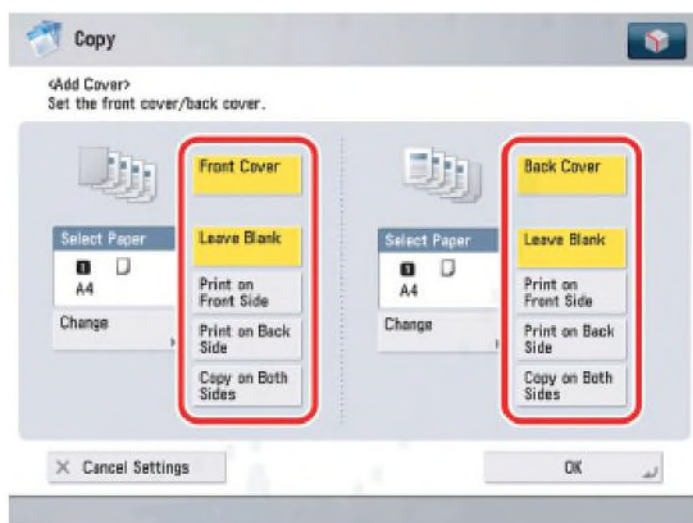
3. Select your original sizes to begin with
4. Select the output size
5. Press the Green Start Button

### 4.6. 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. Press the **Options Button** and select **Front Covers**
2. Specify the settings for your Front and Back Covers



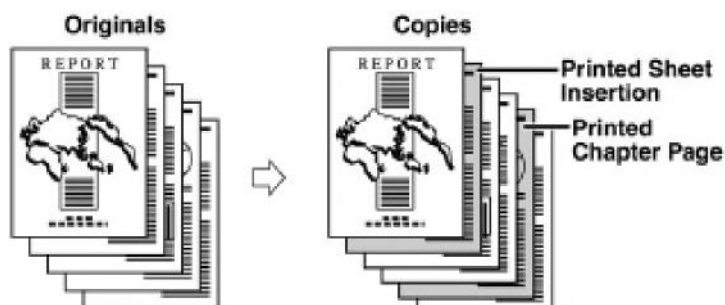
3. Select Paper and specify which trays the covers are coming from and load the drawer(s) or multi-purpose tray with Cover Paper/Card
4. Press the Green Start Button

#### 4.7. Insert Sheets

This mode enables you to set the machine to automatically add insert insertions, chapter pages or tab papers using a different type of paper from that used for the main document

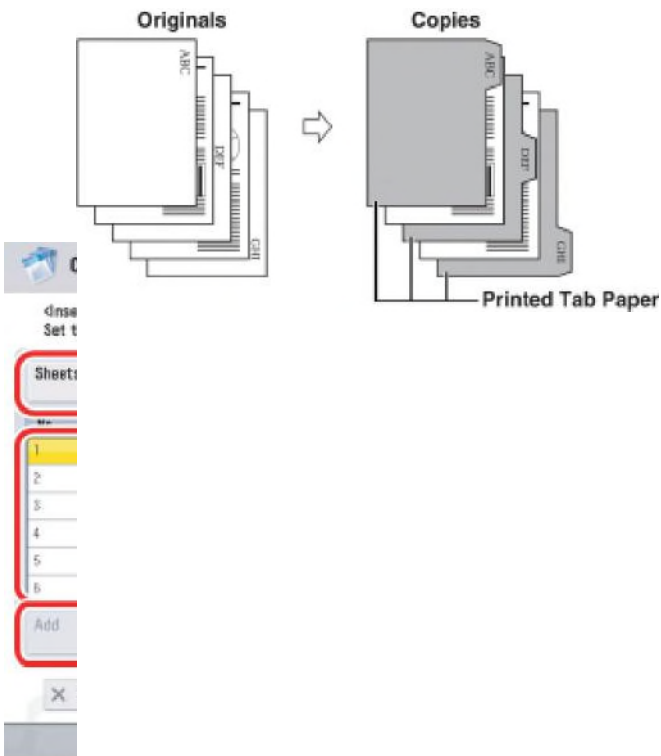
##### ☐ Sheets/Chapter Papers

This allows you to insert a sheet of paper between copies. You may also copy on the sheet insertions.



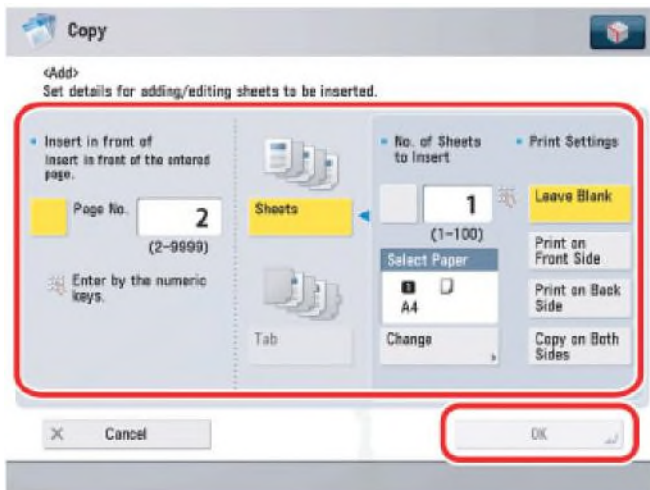
## • Tabs

This setting inserts sheets of tab paper into the prints.



1. Place your originals in the document feeder
2. Press the **Options Button** and press the **Insert Sheet Button**
3. Specify your feature: Insertion/Chapter/Tabs

4. Specify where the sheet insertion/chapter pages should be added using numeric key pad



If you are inserting the sheet insertion, you can change the paper source and side(s) to be printed on. If you are inserting chapter pages, you can change the paper sources.

Repeat as necessary to add more.

#### 4.8. Different Size Originals

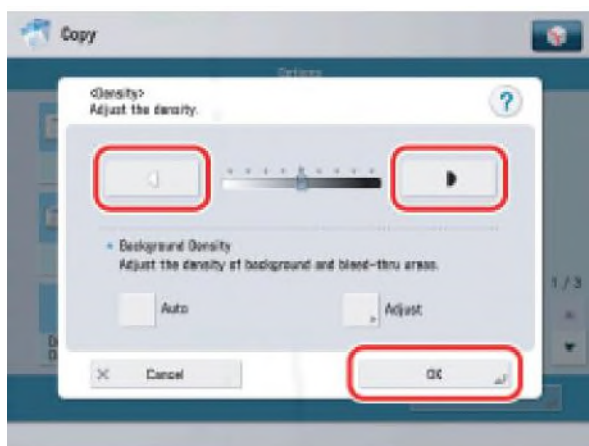
This mode enables you to copy different size originals with the same width such as A3 and A4, together as one group by setting them in the feeder.

1. Place your originals in the document feeder
2. Press the **Options Button** and press **Different Size Originals**
3. Press the Green Start Button

#### 4.9. Density

You can manually adjust the exposure to the most appropriate level for the original

1. Place your original(s) in document feeder or on platen glass
2. Press the **Options Button** and press **Density Button**



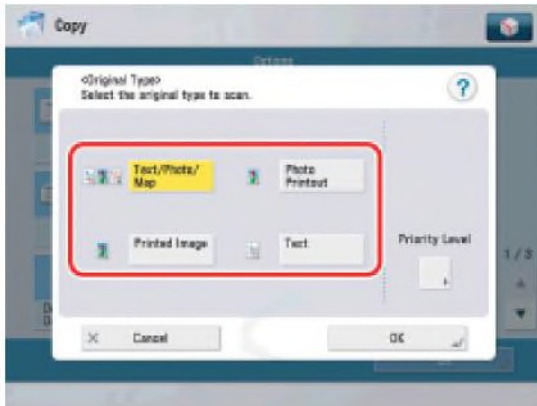
3. Use the left and right arrow to make the exposure lighter or darker
4. Press the OK key
5. Press the Green start button

#### 4.10. Text/Photo/Map

You can manually select the original type according to the type of image. 1.

Place your original(s) in **document feeder** or on **platen glass**

2. Press **Text/Photo/Map button** (this can be found on the main copier screen or by pressing the **options button**)



The following options are available:

##### ☐ Text/Photo/Map Mode

This mode is best suitable for originals containing text/images/photos, as well as fine graphics such as those found on maps.



##### ☐ Printed Image Mode

This mode is best suited for images printed with halftone dots.



##### ☐ Photo Print Out Mode

This mode is best suited for photos printed on photographic paper.



##### ☐ Text Mode

This mode is suitable for making copies of text originals. Blueprints or pencil drawn originals can also be copied clearly.



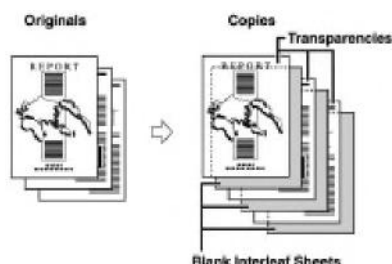
3. Once you have made one of the above selections press the ok button and the green start key to copy.

#### 4.11. Transparency Cover Sheets

When copying onto transparencies loaded into the multi-purpose tray, this mode enables you to automatically add an interleaving sheet of paper between each sheet of transparency that is output. The interleaved sheets protect the copied surface of the transparencies. You can also set to copy the content of the transparencies onto interleaved sheets.

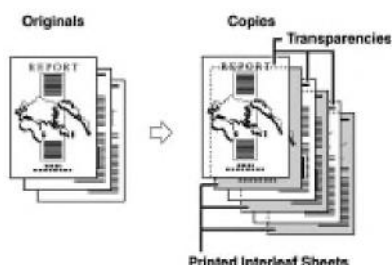
##### ☐ If you do not want to print onto the Interleaf Sheet

Select Leave **Blank** which will interleaf a blank sheet between the transparencies.



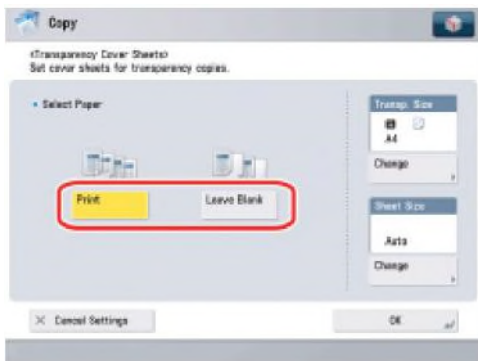
##### ☐ If you want to print on the Interleaf Sheet

Select **Print** and this will output a printed transparency and a printed interleaf sheet alternatively.





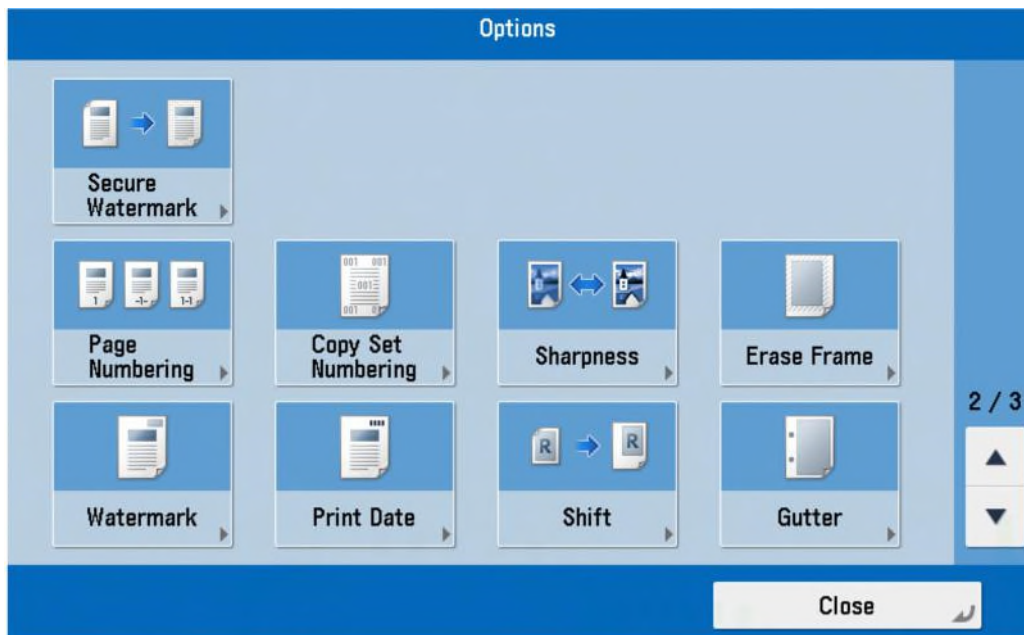
1. Place your originals in the document feeder
2. Press the **Options Button** and press **Transparency Cover Sheet**
3. Make your selection and select where your transparencies are coming from and size



4. Press ok and press the green start button

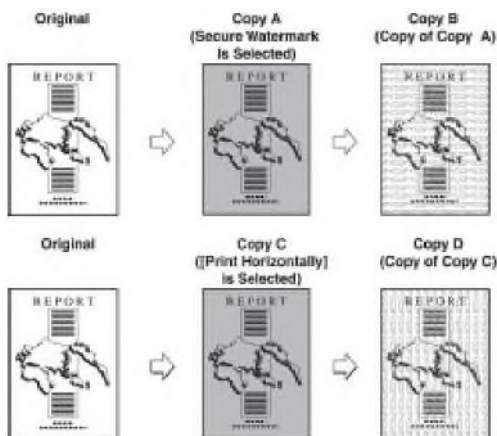
## 5. Options Screen (2 of 3)

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



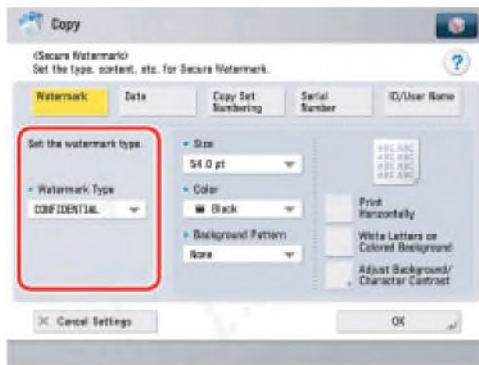
### 5.1. Secure Watermark

The secure Watermark enables you to embed hidden text in the background of copies. You can embed text such as CONFIDENTIAL the date and time. The embedded text appears when copies are copied.



1. Place your original(s) in document feeder or on platen glass
2. Press the **Options Button** and arrow down to page 2 of options and press **Secure Watermark**
3. Select the type of watermark: Watermark/Date/Copy Set Numbering/Serial Number/ID User Name and follow instructions.
4. Select Size, Colour and Pattern of the print settings.

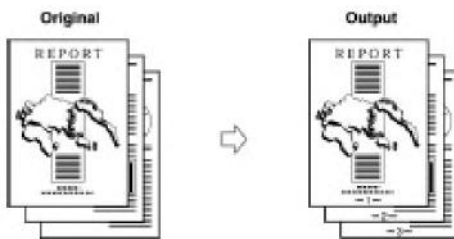
5. Select a pre-set watermark from the drop down



6. Press ok and press the green start button

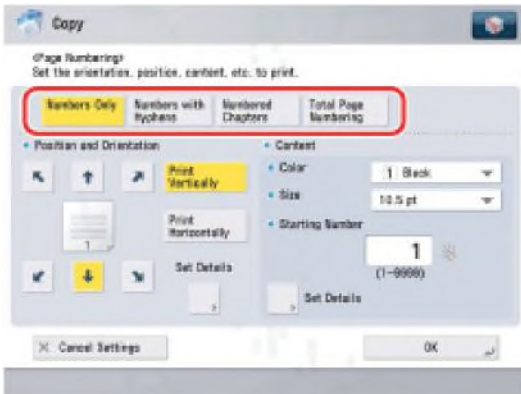
## 5.2. Page Numbering

This mode enables you to print page numbers, copy set numbers and user defined text onto the output.



Place original(s) in documentfeeder or on platen glass

1. Press the **Options Button** and scroll to page 2 of **Options**
2. Press **Page Numbering**
3. Select the Type of Numbering (numbers only/numbers with hyphens/numbered chapters/total page numbering).



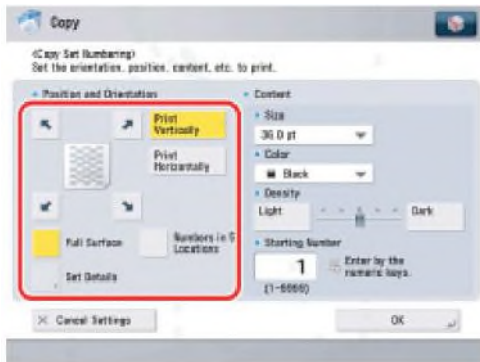
4. You can also set the orientation, colour size and the starting number.
5. Press **OK**
6. Press the Green Start Button

### 5.3. Copy Set Numbering

This mode enables you to print page numbers and user defined text onto the output.



1. Place original(s) in documentfeeder or on platen glass
2. Press the **Options Button** and scroll to page 2 of **Options**
3. Press **Copy Set Numbering**
4. Select the orientation and the position of the set numbering



5. Specify the printsettings i.e. Size/Colour/Density and starting number.
6. Pressok
7. Press the green start button

## 5.4. Sharpness

This mode enables you to make copies of the originals with a sharper or softer contrast.

### • Low

If you make copies, or scan an original containing halftones, such as a printed photograph, using the Photo Printout Mode, the effect (a shimmering wavy pattern) may occur. However, you can lessen this effect by using low as the setting to produce a clearer copy (image).

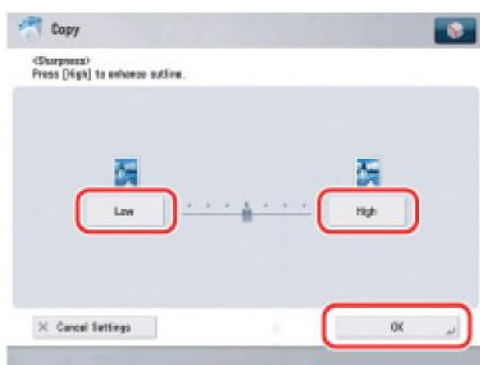


### • High

This setting enhances the edges of the original images so that faint or fine text is reproduced with a sharper contrast. This setting is particularly suited to scanning and copying blueprints and faint pencil drawn images.



1. Place your original(s) in the document feeder or on the platen glass
2. Press the **Options Button** and scroll to page 2 of **Options**
3. Press the **Sharpness Button**



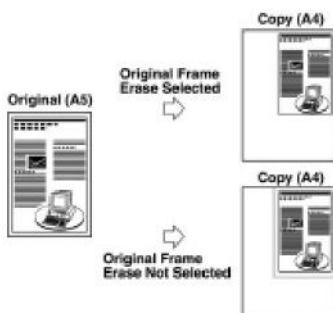
4. Adjust the sharpness
5. Press the ok button and press the green start button

## 5.5. Erase Frame

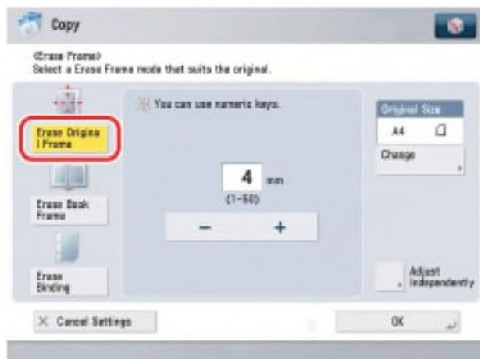
This mode enables you to erase shadows and lines that appear when copying various types of originals. There are three types of Erase Frame:

### ☐ Original Frame Erase

This mode erases the dark borders and frame lines that appear around the copy if the original is smaller than the selected paper size. This is also useful if you have fax header markings on your original and you do not want these to appear on the output copy



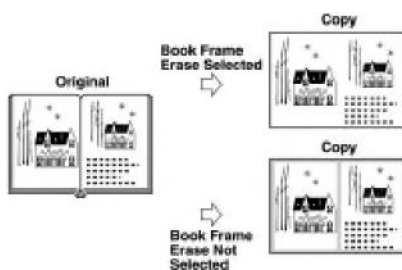
1. Place your original(s) in the document feeder or on the platen glass
2. Press the **Option Button** and scroll down to page 2 of the **Option Button**
3. Press the **Erase Frame Button** and press **Erase Original Frame**



4. Press the – and + buttons to set the erase frame width or you can Adjust each side independently by pressing the **Adjust Independently** button.
5. Press ok and press the green start button

#### ☐ **Book Frame Erase**

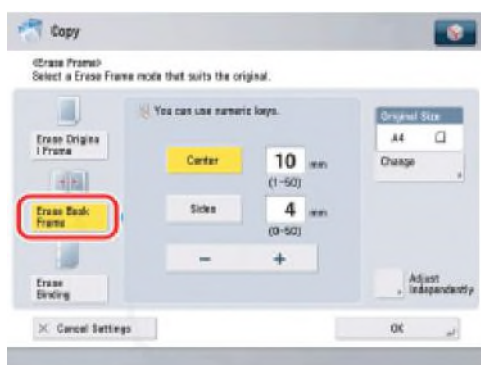
This mode erases the dark border, as well as the centre and contour lines that appear if you are copying facing pages in a book or bound originals onto a single sheet of paper.



1. Place your original(s) in the document feeder or on the platen glass
2. Press the **Option Button** and scroll down to page 2 of the **Option Button**



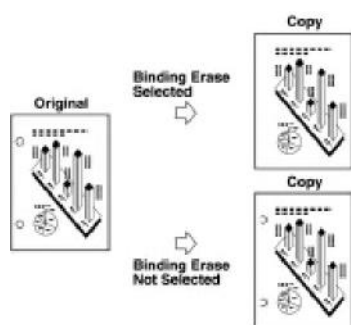
### 3. Press the **Erase Frame Button** and press **Erase Book Frame**



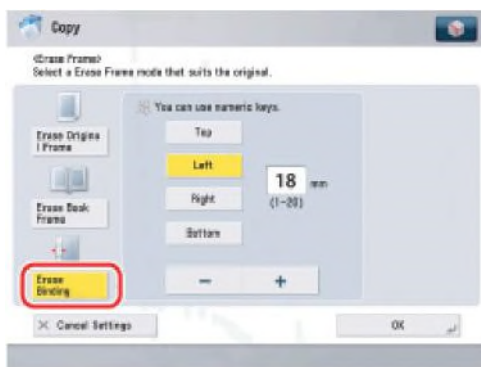
4. Select centre and Press the – and + buttons to set the centre erase frame width. Do the same for the Sides.
5. You can adjust each side independently by pressing the **Adjust Independently button**.
6. Press ok and press the green start button.

### ☐ **Binding Erase**

This mode erases the shadows that appear on copies from binding holes on originals.



1. Place your original(s) in the document feeder or on the platen glass
2. Press the **Option Button** and scroll down to page 2 of the **Option Button**
3. Press the **Erase Frame Button** and press **Erase Binding**



4. Select the border where the binding holes are located and press the – and + to set the frame erase width.
5. Press the OK button and press the green start key

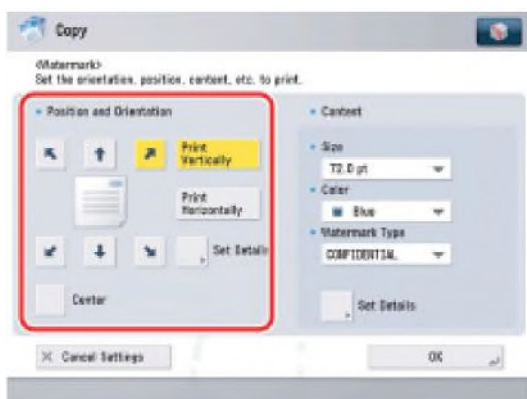
## 5.6. Watermark

This mode enables you to print a watermark, date and user defined text onto the output.

- ☐ Prints Watermarks or User Defined text onto the output



1. Place originals in the document feeder or on the platen glass
2. Press the **Options Button** and scroll down to page 2 of the **Options Button**
3. Press the **Watermark Button**



4. Select the Orientation, Size, Colour and Watermark type
5. Press OK and press the green start key to copy

## 5.7. Print Date

This mode enables you to print a watermark, date and user defined text onto the output.

### ☐ Prints the Date onto the Output



1. Place originals in the document feeder or on the platen glass
2. Press the **Options Button** and scroll down to page 2 of the **Options Button**
3. Press the **Print Date Button**



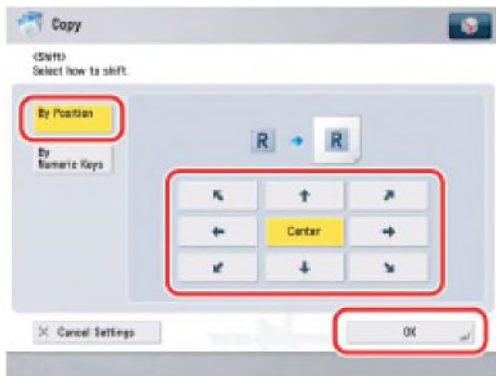
4. Set the Orientation, Size, Colour, Date Type and Specify date if you wish a date in the past or future
5. Press the OK button and press the green start key

## 5.8. Shift

You can make copies with the entire original image shifted to the centre or the corner. This is useful if you have for example an A5 original and only A4 output paper, you can shift the A5 image into the centre of the A4 output paper.



1. Place originals in the document feeder or on the platen glass
2. Press the **Options Button** and scroll down to page 2 of the **Options Button**
3. Press the **Shift Button**



4. Press **By Position**, this will allow you to select an area where you want to shift the image using the arrows.
5. Press the ok button and press the green start key

**By Numeric Keys** allows you to measure where you want to shift the image (you will require a ruler for this option).

## 5.9. Gutter

This mode enables you to make copies or prints with the entire original image shifted by a designated width to the left, right, top or bottom in order to create a gutter on the copies.



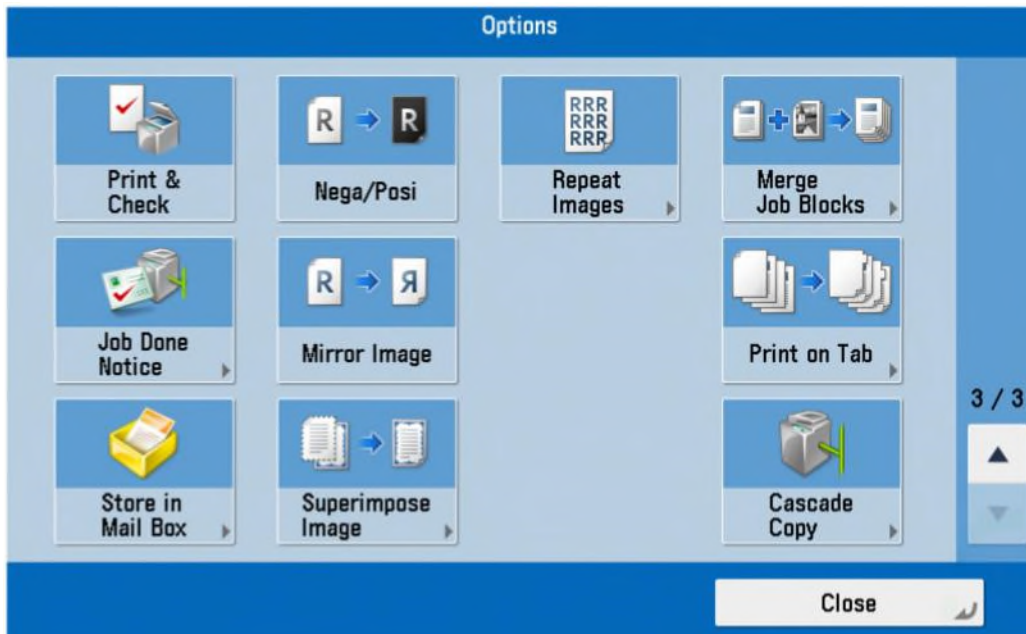
1. Place originals in the document feeder or on the platen glass
2. Press the **Options Button** and scroll down to page 2 of the **Options Button**
3. Press the **Gutter Button**



4. Select the desired **GutterType**
5. Select which side you want to move and by how much
6. Press the ok button and press the green start key

## 6. Options Screen (3 of 3)

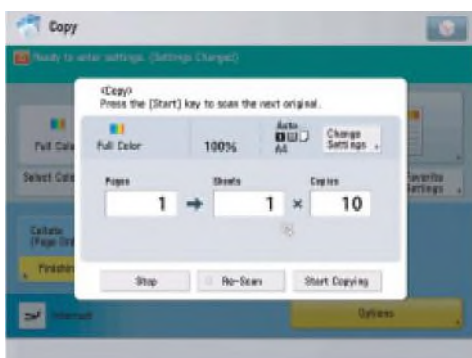
The screen below appears if you press [I] on the Options screen.



### 6.1. Print & Check

This enables you to confirm scanned images page by page while copying them when you scan originals in succession on the platen glass. (can only be used from the platen glass).

1. Place original on the platen glass.
2. Press the **Options Button** and scroll down to page 3 of the **Options Button**
3. Press the **Print& Check Button**



4. Press the **Green Start Button**
5. Confirm contents of the printout and – scan the next original
6. After all originals are scanned press **Stop**

## 6.2. Negative/Positive

This mode enables you to make copies of the original image by inverting the gradations on black and white images or colour images



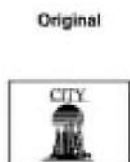
1. Place original(s) in the document feeder or on the platen glass.
2. Press the **Options Button** and scroll down to page 3 of the **Options Button**
3. Press the **Nege/Posi Button**

## 6.3. Image Repeat

This mode enables you to repeatedly copy the entire original image in either the vertical or horizontal direction

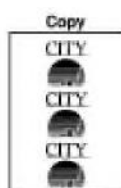
### □ Automatic Setting

The original image is copied so that the maximum number of possible repeats fit onto the selected paper



### □ Manual Setting

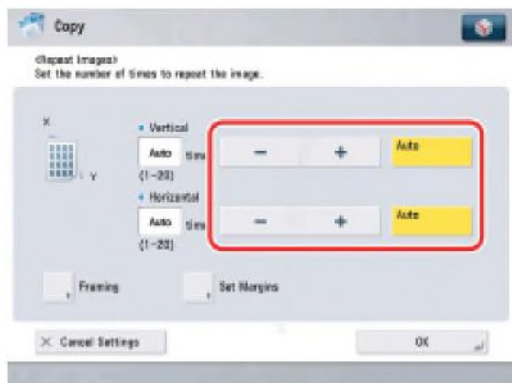
The original image is copied the specified number of times



Example: If '3 times' is specified, images overlap when copied.



1. Place original(s) in the document feeder or on the platen glass.
2. Press the **Options Button** and scroll down to page 3 of the **Options Button**
3. Press the **Repeat Images**

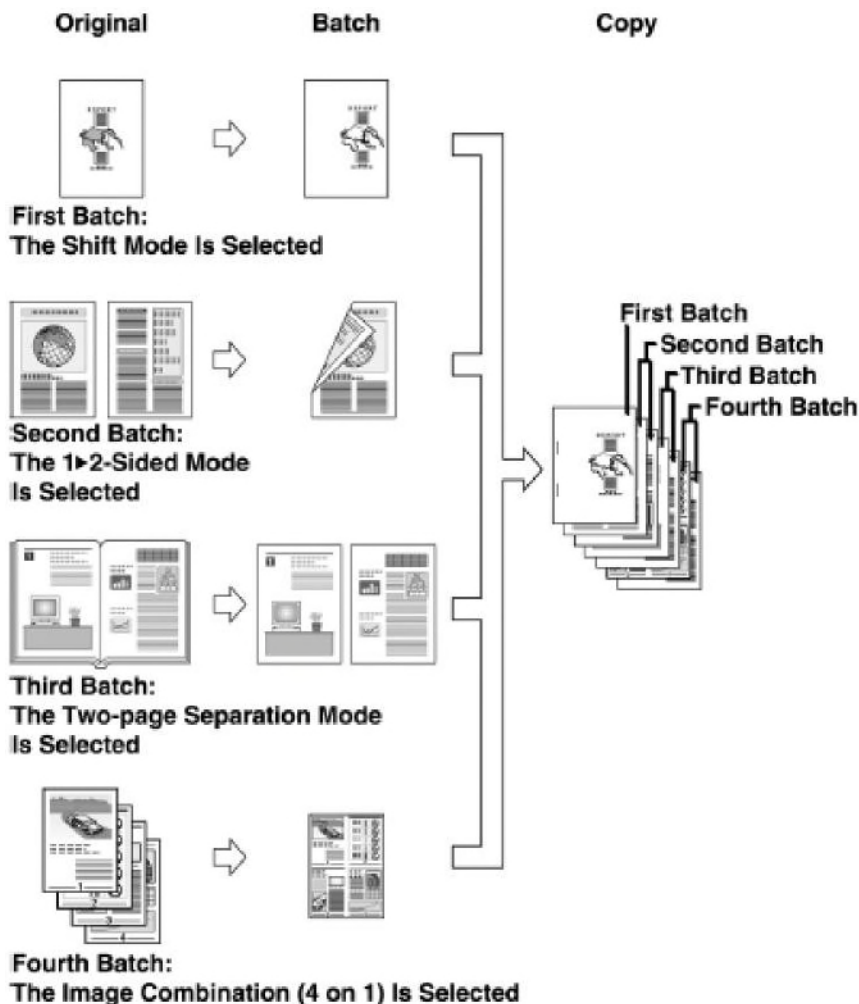


4. Leave on Auto to do Image Repeat Automatically
5. If you wish to set the number of repeats manually use the – and + on Vertical and Horizontal
6. Press the ok key and press the green start key

## 6.4. Merge Job Blocks

The Merge Job Blocks mode enables you to scan multiple batches of originals with different copy settings and print them as one document.

You can set copy settings (for example the Job Separator and Page Numbering modes) for the combined document.



1. Place original(s) in the document feeder or on the platen glass.
2. Press the **Options Button** and scroll down to page 3 of the **Options Button**
3. Press the **Merge Job Block**

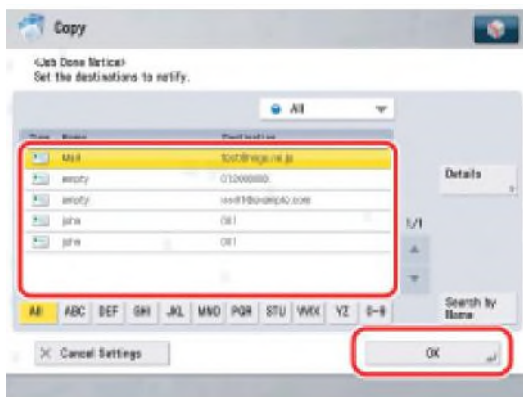
**NB:** Please refer to a separate guide for setting up and using this option

## 6.5. Job Done Notice

This mode enables you to set the machine to notify you through email when the current copy job is done. This is useful when you are waiting for a large copying job to be done.

Your device has to be set up with an email account and you need to store your email address in the address book which is done under “Scan and Send.”

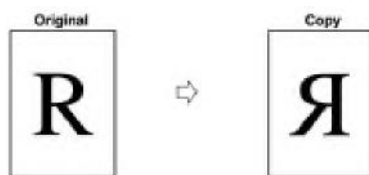
1. Place original(s) in the document feeder or on the platen glass.
2. Press the **Options Button** and scroll down to page 3 of the **Options Button**
3. Press the **Job Done Notice Button**



4. Select your email address
5. Press ok and press the green start button

## 6.6. Mirror Image

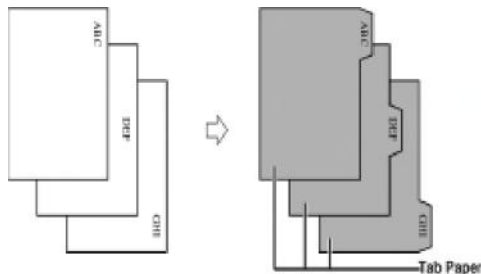
This mode enables you to copy the original image reversed, as if it were a reflection in the mirror



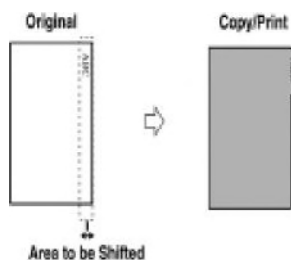
1. Place original(s) in the document feeder or on the platen glass.
2. Press the **Options Button** and scroll down to page 3 of the **Options Button**
3. Press the **Mirror Image Button**

## 6.7. Print on Tab

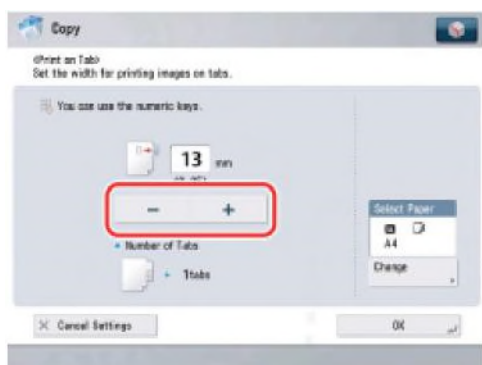
Load tab paper into the multi-purpose tray and you can copy onto the tabs using the Print on Tab mode.



You must set how much the image on the originals must be shifted so that the image is copied onto the tabs



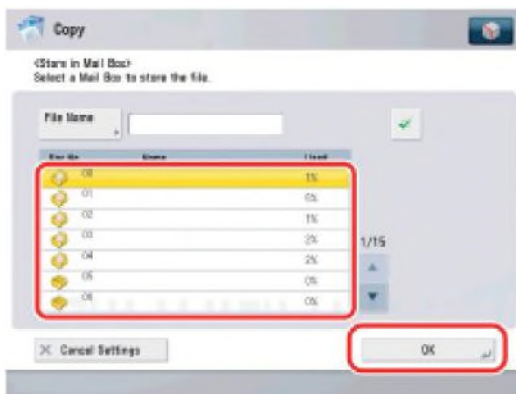
1. Place original(s) in the document feeder or on the platen glass.
2. Load your tab paper into the multi-purpose tray
3. Press the **Options Button** and scroll down to page 3 of the **Options Button**
4. Press the **Print on Tab Button**
5. Set the copy shift width using the – and + buttons
6. Press ok and press the green start button



## 6.8. Store in Mailbox

This mode enables you to store originals scanned from the Copy Screen as a file in a Mail box. The copy mode specified on the Copy Screen is stored with the file. You can also make copies of the scanned originals while storing them as a file in the mailbox.

1. Place original(s) in the document feeder or on the platen glass.
2. Press the **Options Button** and scroll down to page 3 of the **Options Button**
3. Press the **Store in Mailbox button**
4. Press the **Mailbox Number**
5. If you want to name the document press **File Name**

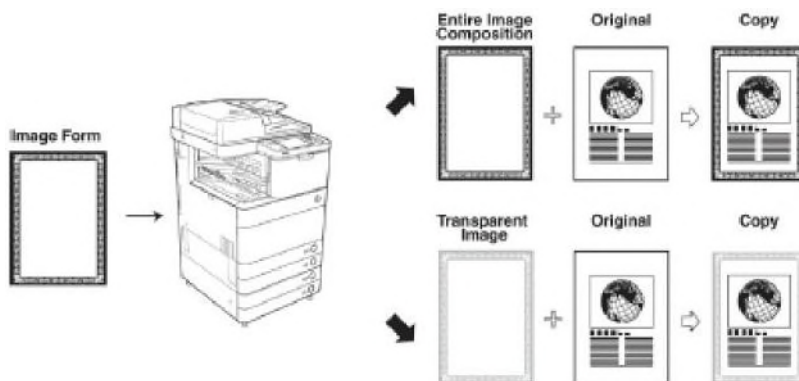


6. Press the ok button

## 6.9. Superimpose Image

The Superimpose Image Mode enables you to Super Impose a previously scanned image which has been stored in the memory of the machine (image form) on the output.

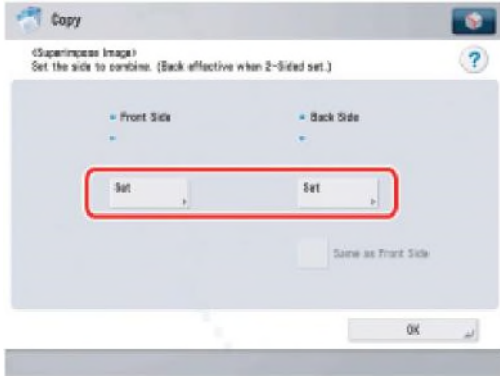
The storing of the image is done via the Additional Function Menu



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Place original(s) in the document feeder or on the platen glass.

1. Press the **Options Button** and scroll down to page 3 of the **Options Button**
2. Press the **Superimpose Button**
3. Press **Set** for the side of the paper you want to Superimpose



4. Set the image form to be superimposed over the original, press next
5. Select the composition type:
6. Select colour mode for the image
7. Press ok and press the green start key