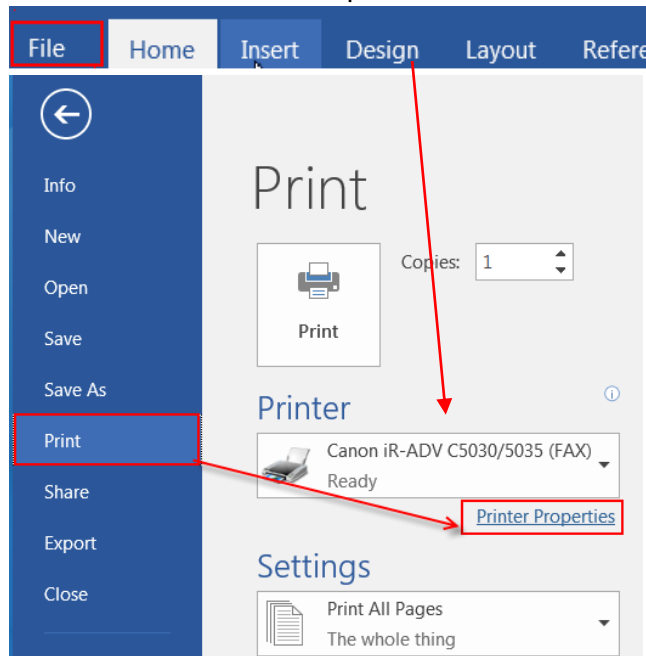


## Canon ImageRUNNER Advance: Printer Driver Settings from PC

Using the Print Driver at a Computer using Windows 7 and Up.

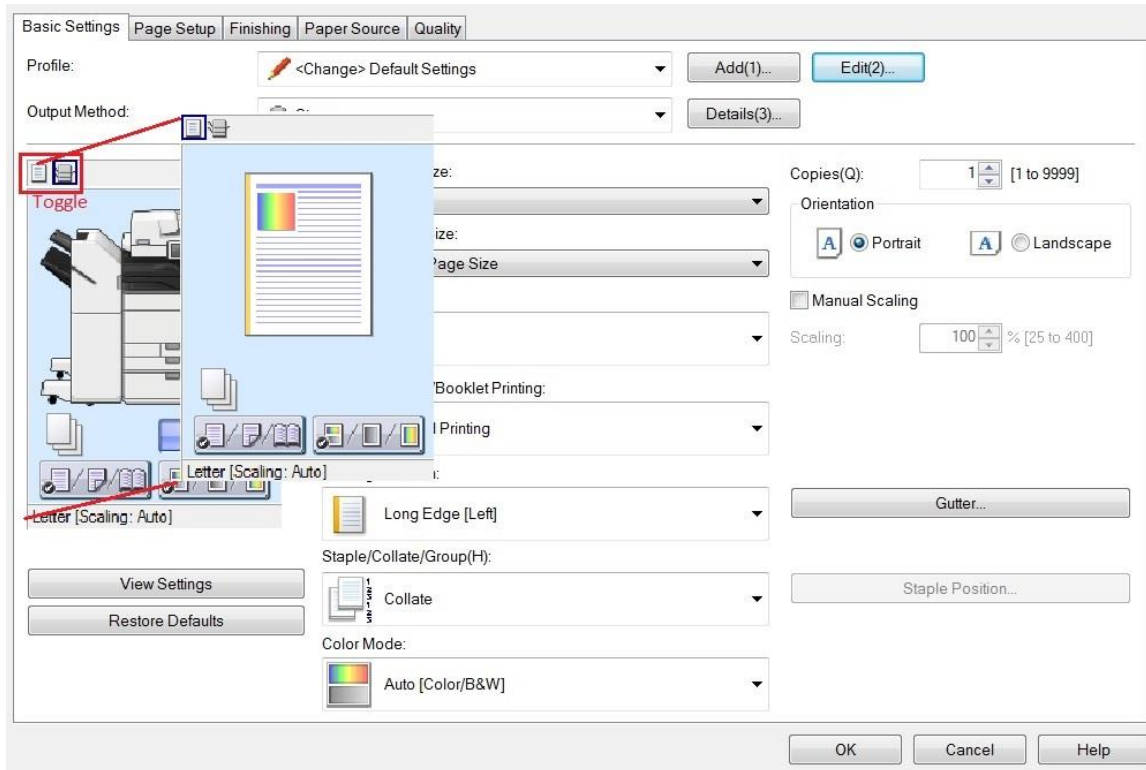
**To access the print driver when in a document:**

File → Print → Printer Properties



### Basic Settings Tab:

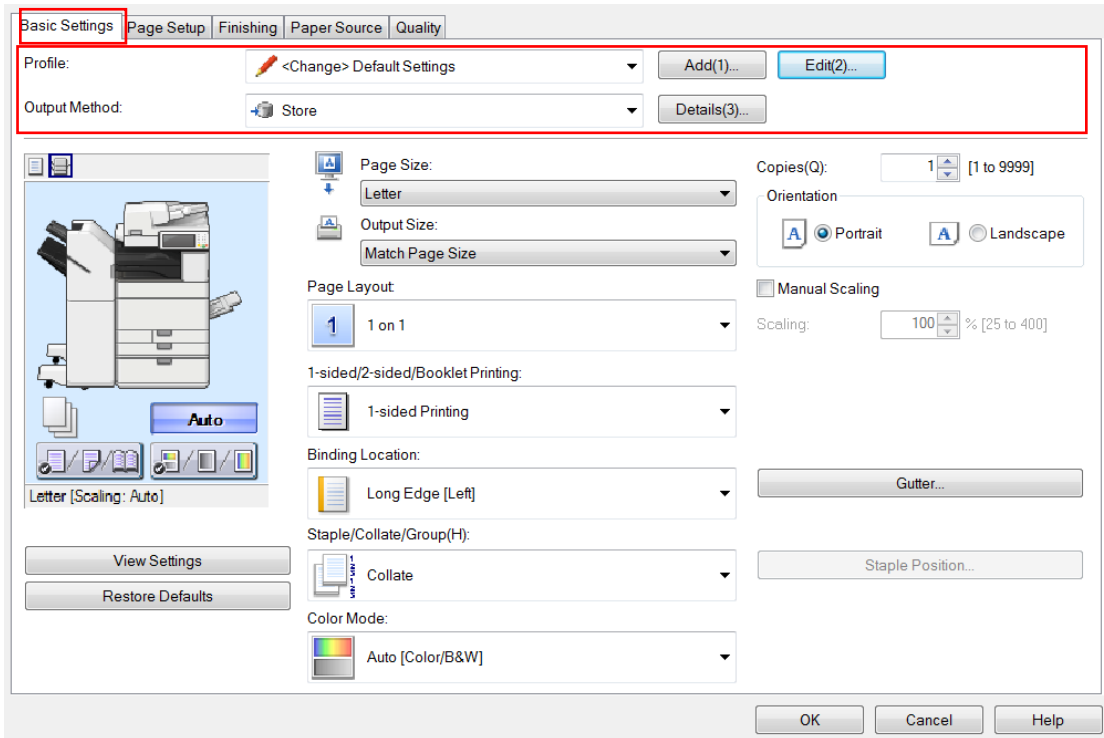
The Basic Tab is composed of common settings used in printing.



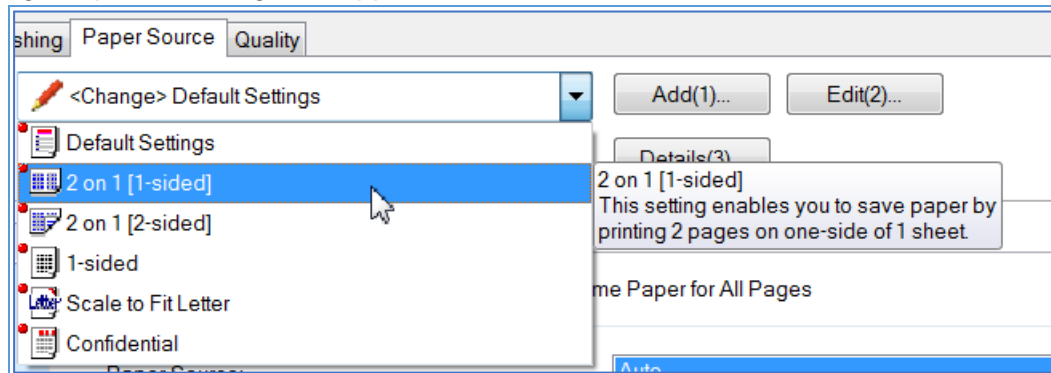
- This page has many of the most common settings added to front screen to get the user started.
- The Basic Settings tab features an “At a Glance” picture of the copier or the document and how the selected options effect either the copier or document.
- The picture view can be changed to display either the document and the options as they are set or the copier.
  - To change the view, select the button at the top left to toggle between the copier or document display.



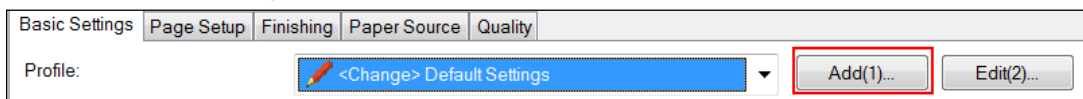
**Basic Settings Tab:**



- **Profile:** A list of presets from to quickly set options. Hover over an item on the list, and a text bubble describing the profile settings will appear.

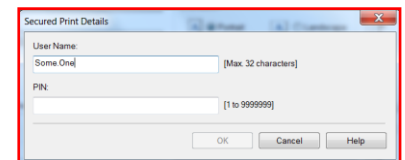
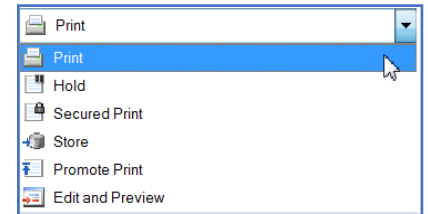


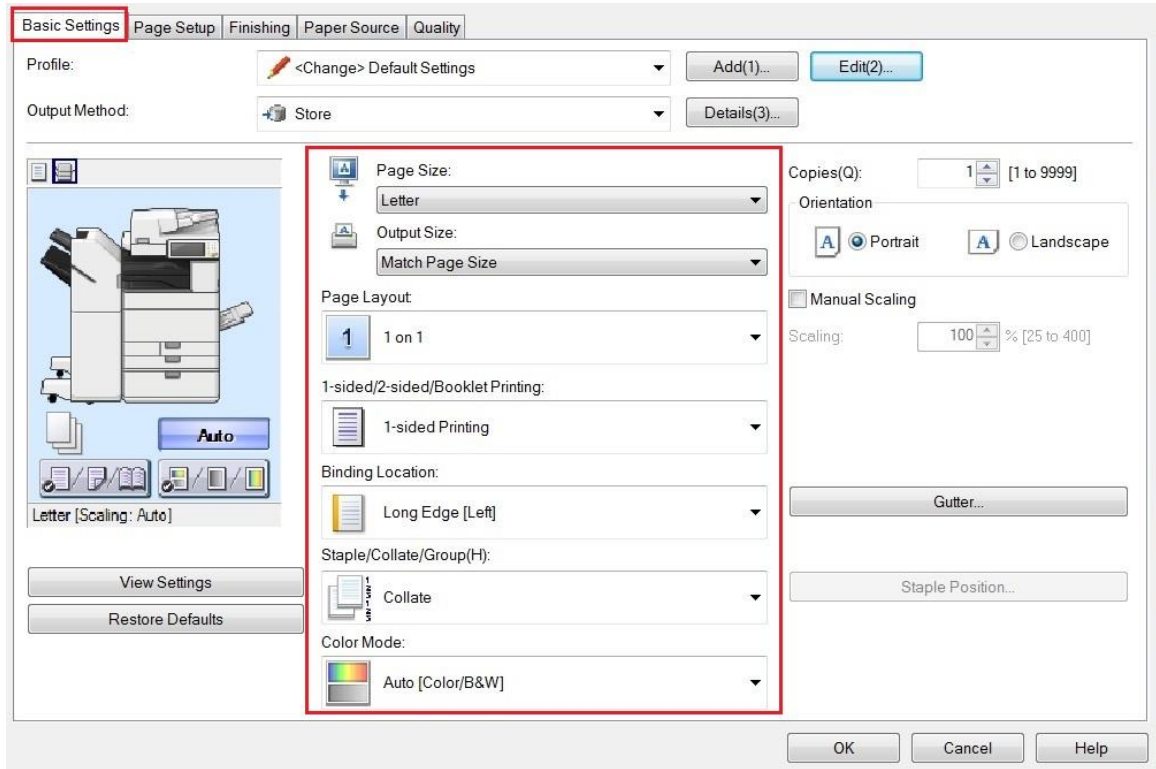
- **Add and Edit:** Program or change a profile.
- **To add a new profile:**
  - Turn on/change all settings necessary for the favorite setting. (ex: 2-sided, full color, staple left corner)
  - Select the “add” button next to profile at the top of preferences window.
  - Name the profile, and add comments as needed.



## QUICK GUIDE

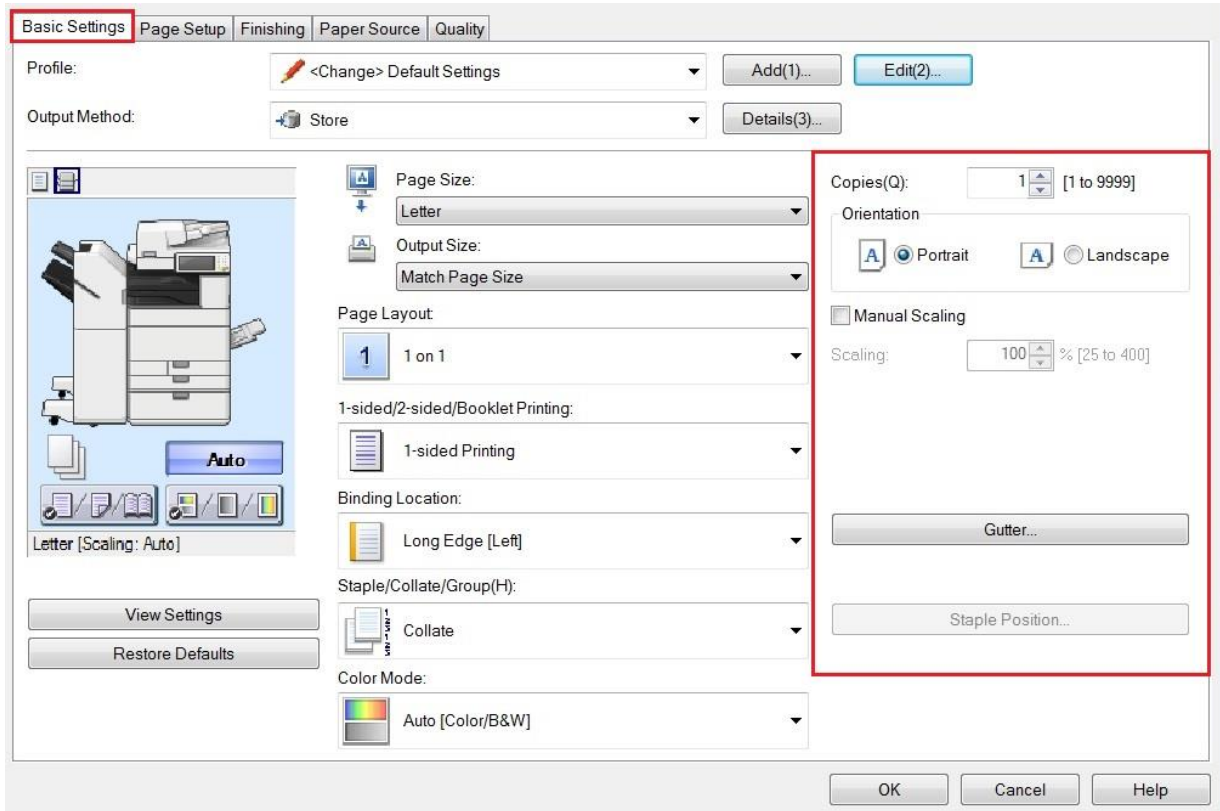
- **Edit Favorite Settings:** Select the “edit” button and choose a setting to move up/down in the list, or to delete. Unfortunately, the settings within a favorite setting cannot be changed once created. System default profiles cannot be edited or deleted,
- **Output Method:** Select where to send the document.
  - **Print:** Performs normal printing and directly prints out from machine.
  - **Hold:** Saves print data temporarily in a hold queue in the printer. This function is useful when proof printing. Set name in the Hold Details Dialog Box by clicking Details.
  - **Secure Print:** Attaches a PIN (password) to the print data and stores it in the printer. This function is useful when printing confidential documents etc. Set the user name and PIN or password by clicking Details.
  - **Store:** Save documents to a mailbox on the machine. It will hold the document for a pre-programmed amount of time (or save until deleted).
  - **Promote Print:** Prints the print job before other print jobs after the current print job is finished.
  - **Edit and Preview:** Combines multiple files into one when printing. Use to view a print preview and change the print settings. Clicking [Details] sets the output method after Edit and Preview. By selecting [Lock], [Output Method] is locked in [Edit and Preview] mode. This function is useful for restricting the output methods of clients in a shared printer environment.





- **Paper Size:** Select the original paper size of the document.
- **Output Size:** Auto picks the closest document size, or gives the option to print on a different size sheet.
- **Page Layout:** Allows to specify how many pages to print on each sheet of paper. 1 on 1 prints one page of the document on a sheet of paper. N on 1 (N = 2, 4, 6, 8, 9, or 16) prints multiple pages (N pages) of the document on a sheet of paper. Select the order in which the pages are printed from Page Order. Select Poster [1 x 2]/[Poster [N x N] (N = 2, 3, or 4) Magnifies the print data of one page and print it over multiple sheets (vertically x horizontally) of paper. When the printed sheets are joined together, they form a large print like a poster.
- **1 Sided/2 Sided/Booklet Printing:** Options for 1-sided printing, 2-sided printing, and booklet printing. The printing methods differ from printer model to printer model.
- **Binding Location:** Select which edge of the paper to pivot for printing double-sided.
- **Staple/Collate/Group (H):** Allows to set the order of pages and whether to staple the pages. Collate will keep the pages in order [1,2,3,4,5]. When printing multiple sets, Group will print each page as a set [111,222,333,444,555]. If a finisher is attached to the machine, options for stapling, hole-punching, or folding will be available.
- **Color Mode:** Choose between color printing and grayscale (black and white) printing. Selecting [Auto [Color/B&W]] enables the printer to automatically detect whether each page should be printed in color or grayscale. \*

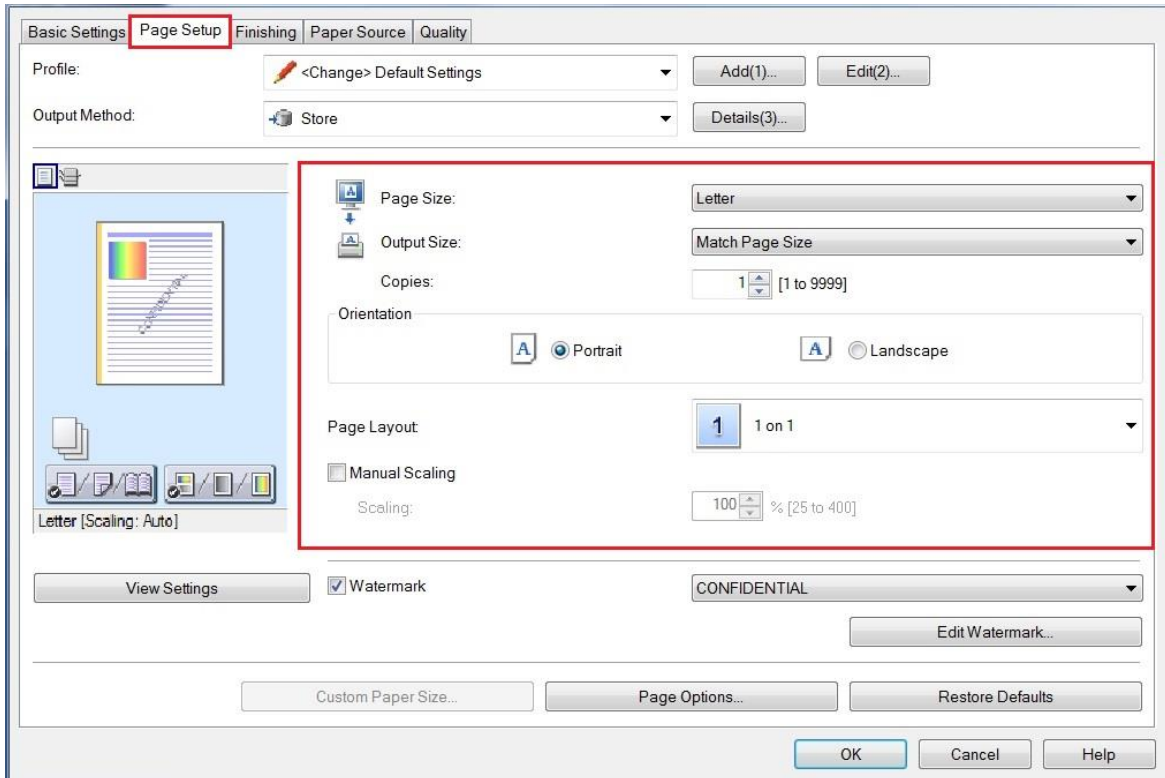




- **Copies:** Set the number of copies to be printed.
- **Orientation:** Select the print orientation with respect to the direction in which the page is fed through the printer. [Portrait or Landscape.]
- **Manual Scaling:** Specify enlargement/reduction ratio for printing. Enter the ratio in Scaling. If paper size is different than original size, it will help automatically fit the document onto the page. Manual scaling allows to type a specific percentage.
- **Gutter:** Creates a margin on the left-hand side of the document to allow a series of hole punches.
- **Staple Position:** Choose location of for staple placement. Upper left, upper right, lower left, lower right. Or a double staple on the right or left binding side. If the machine has the specific folding unit installed, it can also saddle-stitch the middle of the paper. \*



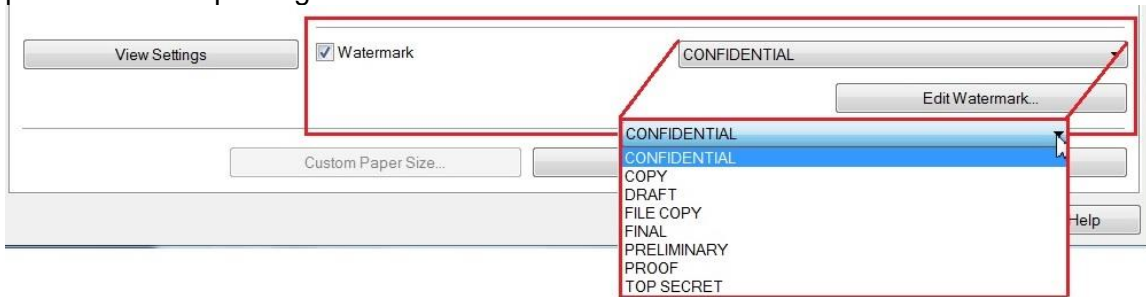
**Page Setup Tab:**



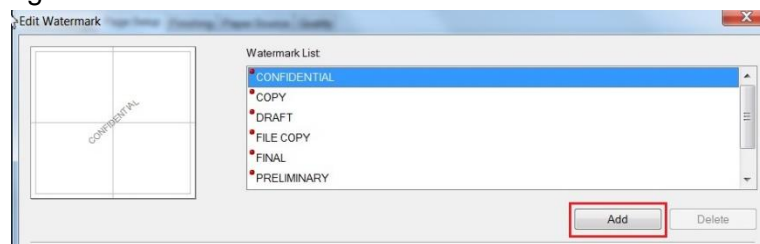
- **Paper Size:** Selects the paper size prepared by the application.
- **Output Size:** Auto picks the closest paper to the document size, or select a specific output print size.
- **Copies:** Quantity of copies to be printed.
- **Orientation:** Select the print orientation with respect to the direction in which the page is fed through the printer. [Portrait or Landscape.]
- **Page Layout:** Specify how many pages to print on each sheet of paper. 1 on 1 prints one page of the document on sheet of paper. N on 1 (N = 2, 4, 6, 8, 9, or 16) prints multiple pages (N pages) of the document on each sheet of paper. Select the order in which the pages are printed from Page Order. Select Poster [1 x 2]/[Poster [N x N] (N = 2, 3, or 4) to magnify the print data of one page and print it over multiple sheets (vertically x horizontally) of paper. When the printed sheets are joined together, they form a large print like a poster.
- **Manual Scaling:** Specify an enlargement/reduction ratio for printing. Enter the ratio in Scaling. If paper size is different than original size, it will help automatically fit the document onto the page. Also gives option to manually zoom in or out.



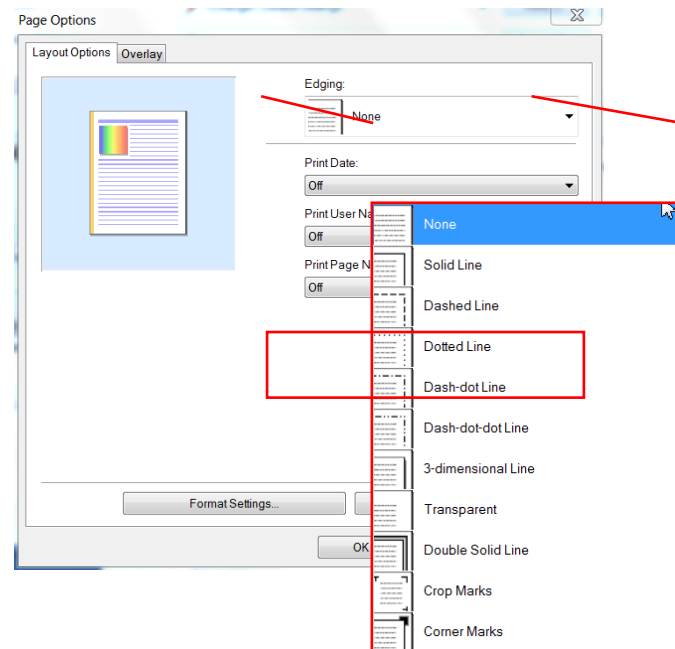
- **Watermark:** Superimpose a semi-transparent watermark such as CONFIDENTIAL or COPY over print data when printing.



- **Edit Watermark:** Create a custom watermark, including selecting the font, font style, font size and font color by selecting “Add.”

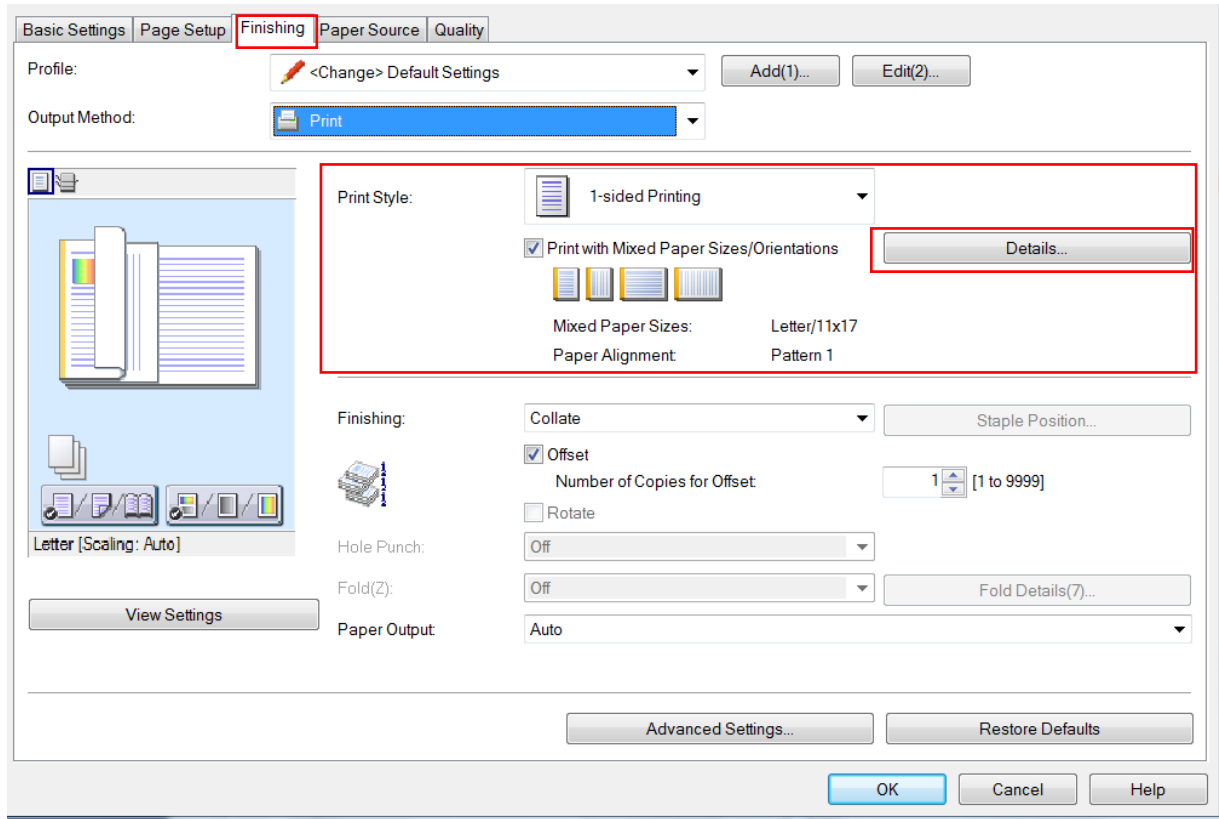


- **Page Options:** Set layout options (border, date, page numbers, etc.) and configure overlay printing settings.

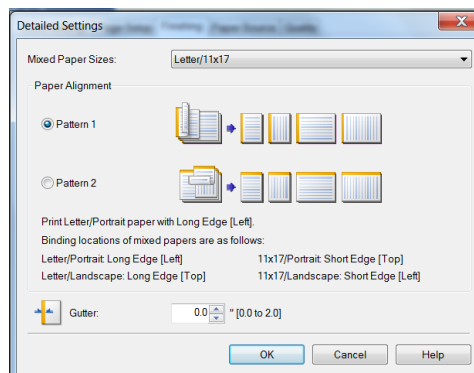


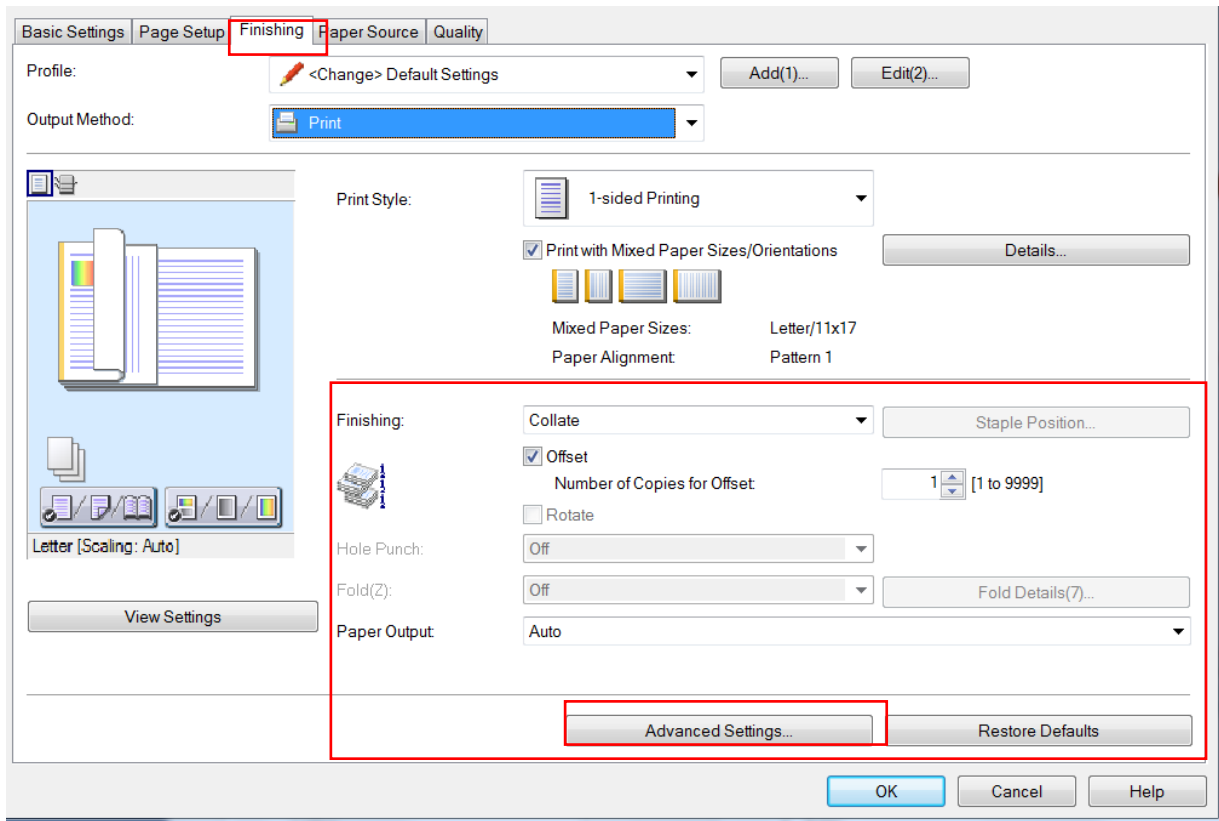


**Finishing Tab:**

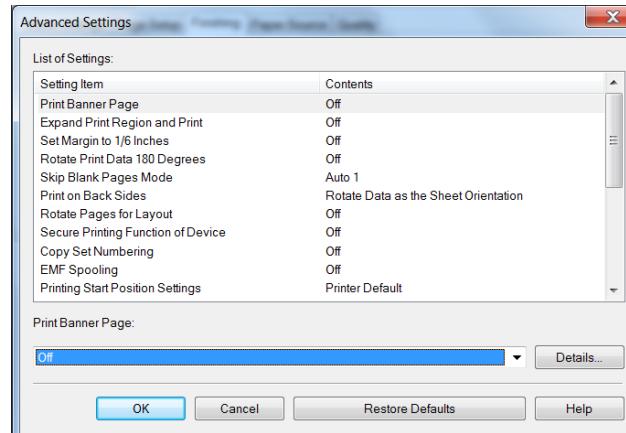


- **Print Style:** Switch between 1-sided and 2-sided printing, or booklet printing.
- **Print with Mixed Paper Sizes/Orientations:** Select this setting when printing data in which the page size and orientation settings differ from page to page. Click Details to set the binding locations and widths.
- **Details:** Select which edge of the paper to bind with Binding locations.
- **Gutter:** Use to set the gutter width.





- **Finishing:** Collate outputs the specified number of copies in page order. Group outputs the specified number of copies with all pages having the same page number grouped together. Staple + Collate or Staple + Group, outputs the pages in the order specified for Collate or Group stapled together. "Eco (Staple-Free)" is a method of fixing pages together without using staples, and can be used when a finisher that supports binding without staples is installed.
- **Staple Position:** Select which corner the staples are to sit [ex: top-left].
- **Offset:** Shifts each set in the output tray for easier separation.
- **Number of Copies for Offset:** How many copies to shift/offset at a time. [Ex: Shift every 25 sets.]
- **Rotate:** Output each copy of the document at a 90-degree angle relative to the copy before and after it. This function is useful for separating each copy.
- **Hole Punch:** Outputs the document with multiple holes for ring binding. [2 or 3 hole punch.]
- **Fold (Z):** Folds pages when outputting them in a "Z" or zigzag fold.
- **Fold Details:** Specify the fold direction for C-fold, Half Fold, Accordion Z-fold, Double Parallel Fold, and Saddle Fold.
- **Paper Output:** Specify which tray the paper will be output to.
- **Advanced Settings:** Configure detailed finishing settings.



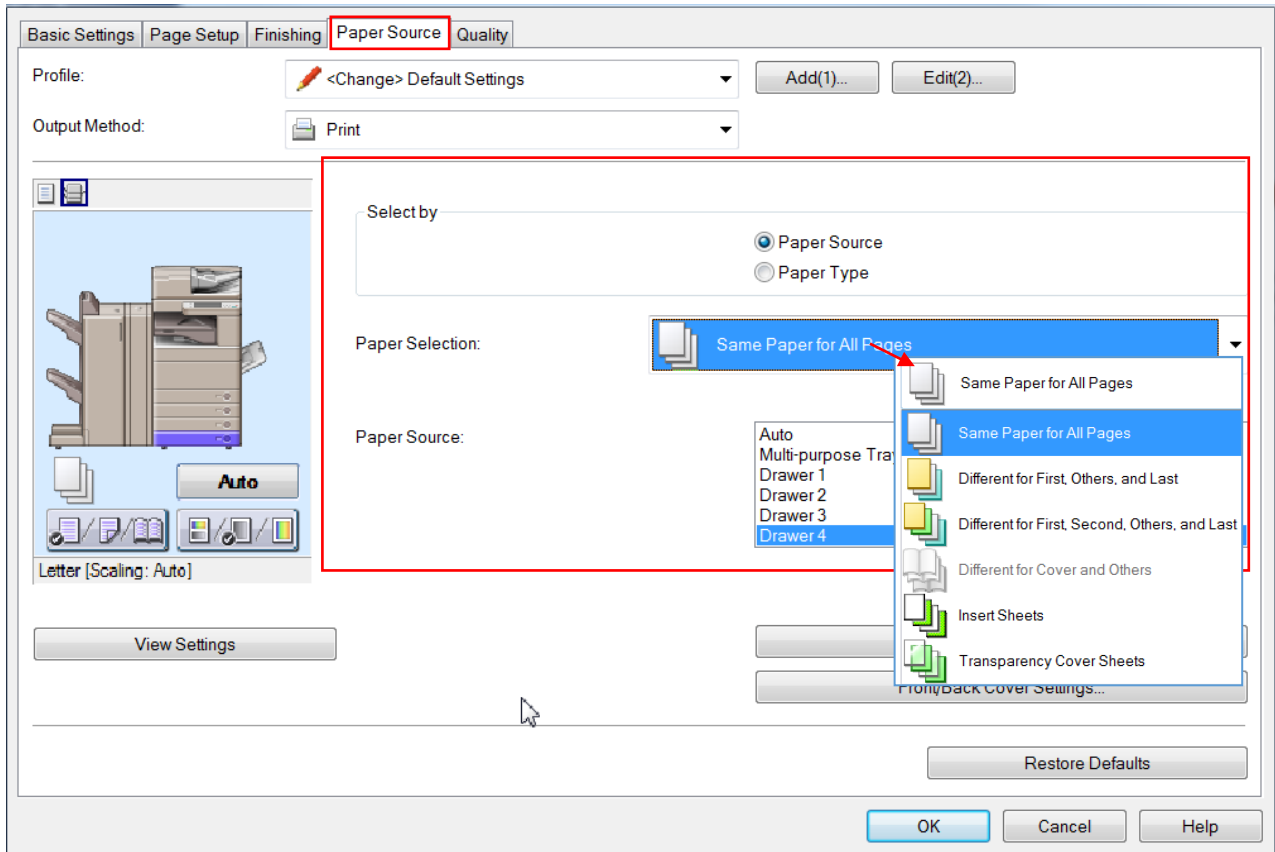
- **Print Banner Page:** Print a banner page showing the user's login name, the time the print job was printed, and the document file name. A banner page is not stapled or hole punched even when a print job uses these options
- **Expand Print Region and Print:** Expand the print area when printing. When using this function, part of the print data may be missing at the edges of the sheet, depending on the document being printed. This function may not be applied in some applications (the print result may be the same regardless of adjusted margins). The top, bottom, left, and right margins are set to 10.0 mm (0.39 inches) for SRA3, 12x18, and envelopes paper sizes.
- **Set Margin to 1/6 Inches:** Print with a 1/6 inch margin on the top, bottom, left, and right edges of the page.
- **Rotate Print Data 180 Degrees:** Flips the document upside-down for printing. Useful for orientation-specific prints [envelopes, tab paper, etc...].
- **Skip Blank Pages Mode:** Delete out pages that contain no print data are output as blank pages. Auto = Skips blank pages. Auto 1 = When performing 2-sided printing, page layout is given priority. Auto 2 = Because priority is given to skipping blank pages when performing 2-sided printing, the pages layout may be incorrect. Off = Outputs blank pages.
- **Print on Back Sides:** Configure the layout of the reverse side of a sheet of paper when printing portrait print data on one side of the sheet, and landscape print data on the other side.
- **Rotate Pages for Layout Details:** When using “N on 1 printing” or “booklet printing” or of a document with pages whose orientation varies, this function rotates the pages per the orientation of the first page and aligns the size of each page when printing.
  - **Auto** = Prints with the second page onward automatically rotated 90 degrees to the left or 90 degrees to the right per the orientation of the first page.
  - **Right 90 Degrees** = Prints with pages whose orientation differs from the first page rotated 90 degrees to the right. Select this function when [Auto] cannot print the document correctly.
  - **Left 90 Degrees** = Prints with pages whose orientation differs from the first page rotated 90 degrees to the left. Select this function when [Auto] cannot print the document correctly.
- **Secure Printing Function of Device:** Embeds restriction and tracking information into the print data as a dot pattern. This function is useful when printing confidential documents.
- **Copy Set Numbering:** Prints a serial number in semi-transparent text on each copy when printing multiple sets. This function is useful when printing confidential documents.



- **EMF Spooling:** Choose to spool print data in EMF (metafile) format. Off = Print data is spooled as RAW data. On = Print data is spooled in EMF format. When printing from an application, this shortens the time taken for the application to send the data to the printer.
- **Printing Start Position Settings:** Shifts the starting point for printing the document in the long edge (upward) and short edge (rightward) directions when printing. This function is useful for adjusting margins when the widths of the top and bottom margins and right and left margins differ, and for hiding the header information of faxes
- **Print Banner Page:** Print a banner page showing the user's login name, the time the print job was printed, and the document file name. Click Details to set the paper source or paper type



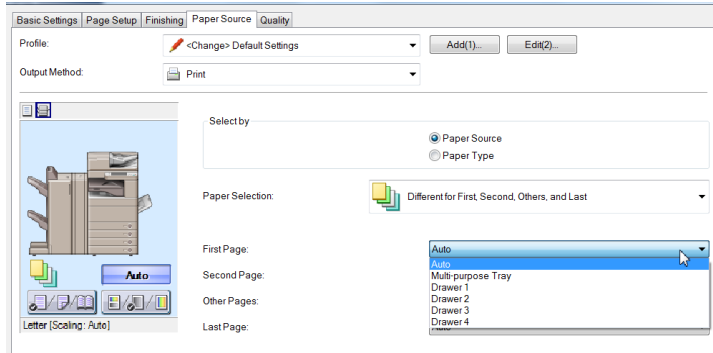
**Paper Source Tab:**



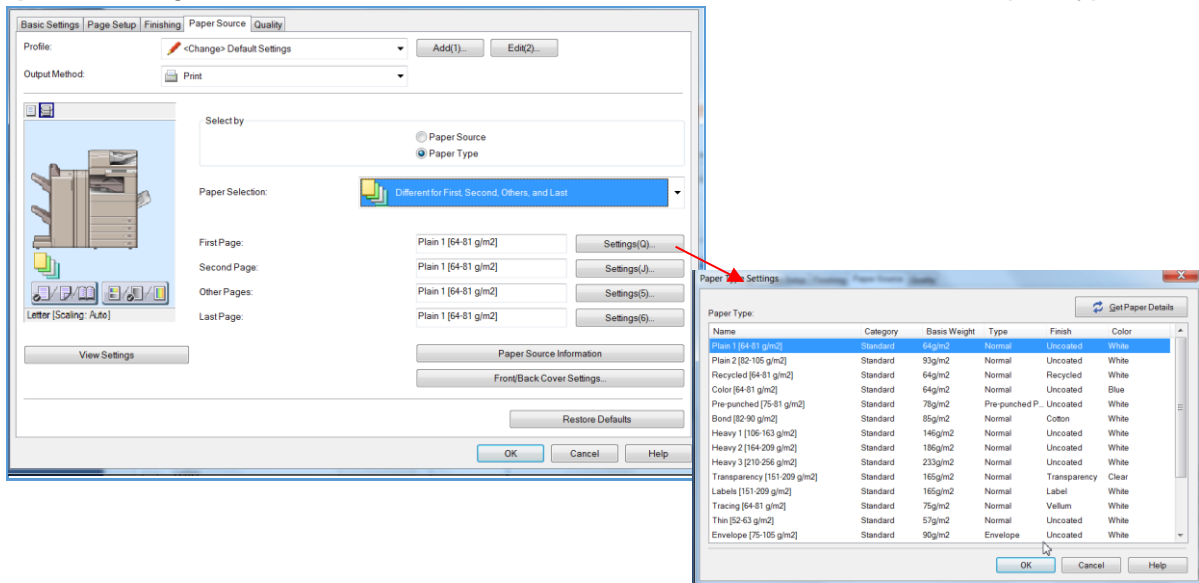
- **Select By:** Select the paper source and paper type to print on
- **Paper Selection:** Change the paper source method depending on the page. A great tool for adding a different color/thickness paper for covers or insert-sheets.
  - **Same Paper for All Pages:** Set the paper source or paper type for all pages
  - **Different for First, Others, and Last:** Set the paper source/type for each of the pages indicated.
  - **Different First, Second, Others, and Last:** Set the paper source/type for each of the pages indicated, with the addition of specifying for 2<sup>nd</sup> page.
  - **Different for Cover and Others:** Set the paper source/type for the cover and other pages.
  - **Insert Sheets:** Inserts sheets of paper between the specified pages. Click Insert Sheets Settings to configure settings relating to the inserted sheets. Select the original paper from Original Paper Source or Original Paper Type.
  - **Transparency Cover Sheets:** When printing on transparencies, setting will insert a blank sheet between each transparency. Select the paper source or paper type for Cover Sheets/Interleaf Sheets and Transparencies. Selecting “Print on Cover Sheets/Print on Interleaf Sheets” prints on the interleaf sheets as well.
- **Paper Source:** Select which paper tray will the document pull from.



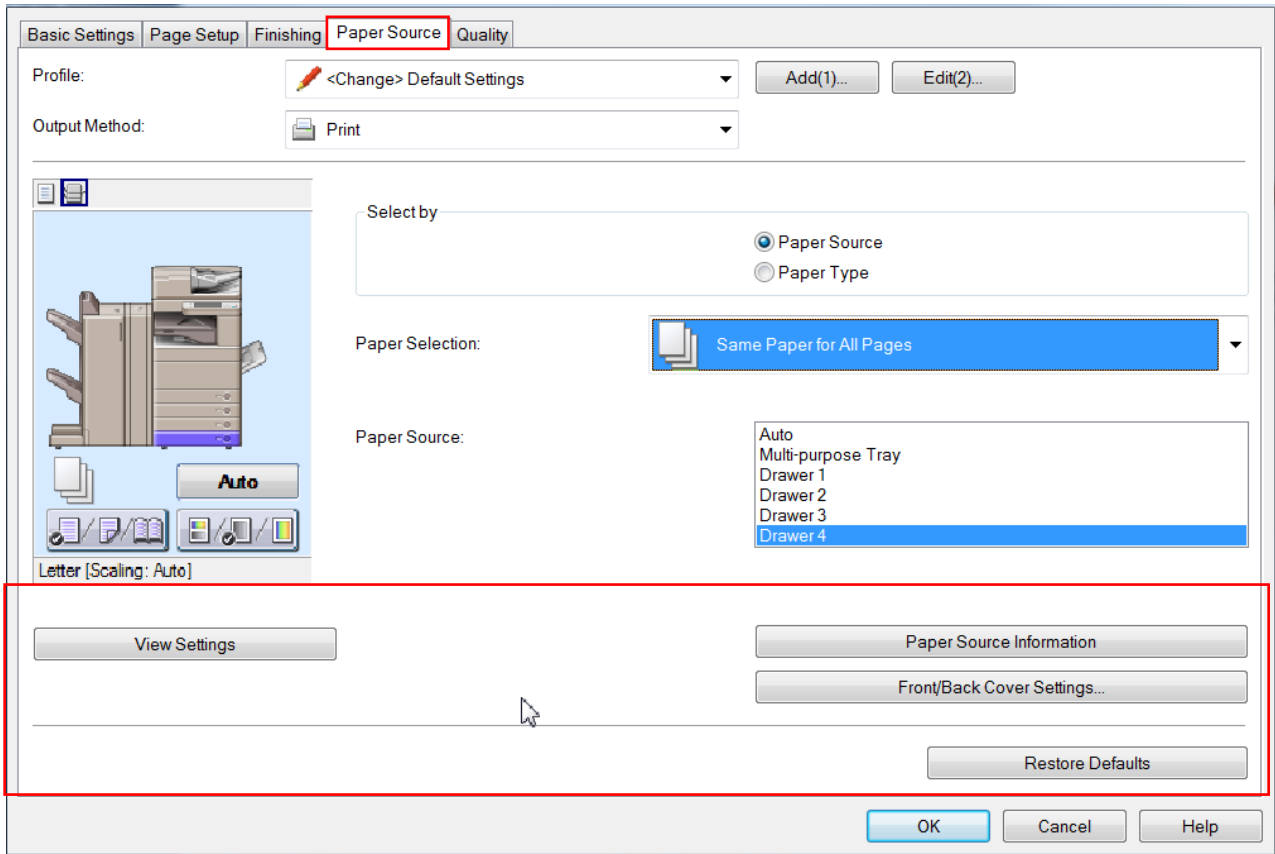
**Example of settings for Different First, Second, Others and Last combined with Paper Source \***



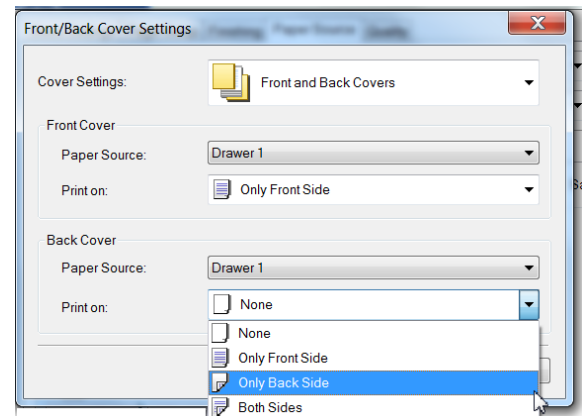
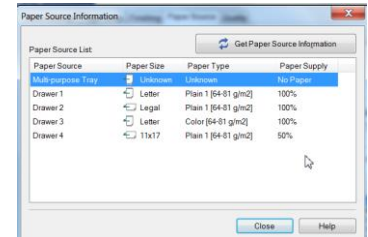
**Example of settings for Different First, Second, Others and Last combined with Paper Type \***



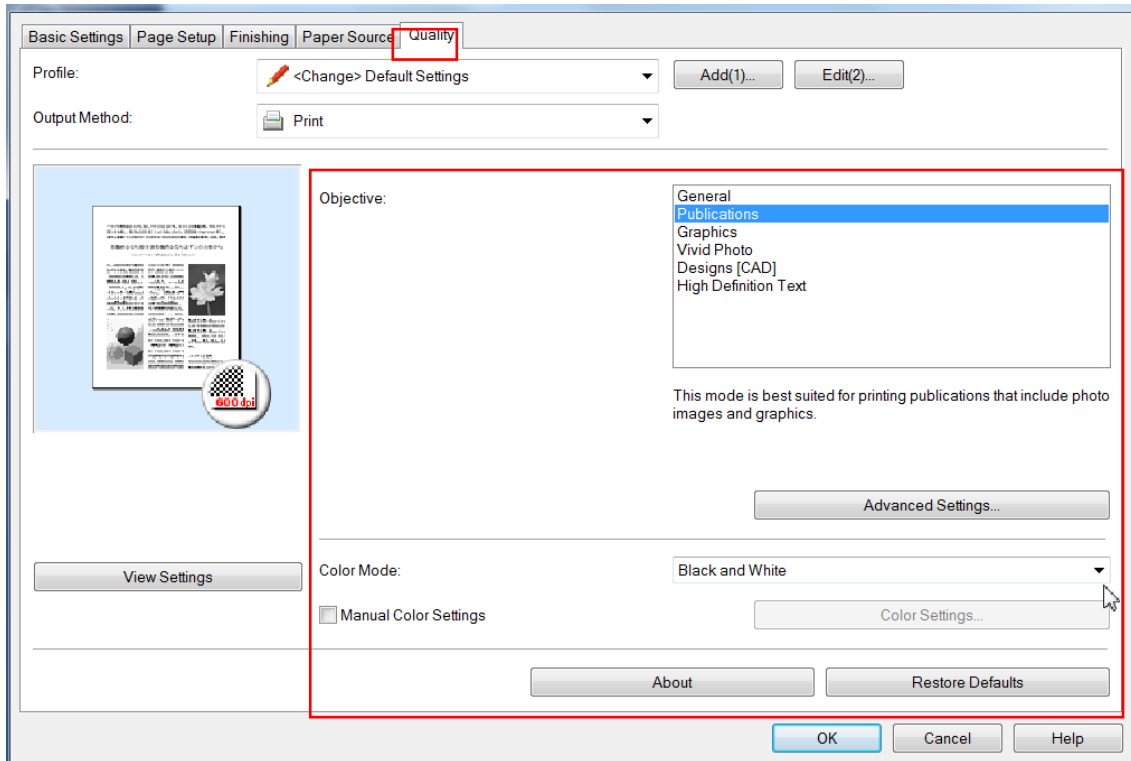
**Paper Source Tab:**



- **View Settings:** Check the current settings in a list.
- **Paper Source Information:** Displays what kind of paper is in which paper tray in the copier
- **Front/Back Cover Settings:** Set the paper source or paper type of the front and back covers and whether to print on them.
- **Restore Defaults:** Returns all the settings to their standard (default) values.



**Quality Tab:**



- **Objective:** Set quality mode that matches the purpose of the document. [Ex: Publications – Best suited for printing publications that include photo images and graphics.]
- **Advanced Settings:** Configure more detailed print quality settings.
- **Color Mode:** Select for color printing or grayscale (black and white) printing. Selecting “Auto Color” enables the printer to automatically detect whether each page should be printed in color or grayscale [using black ink only].
- **Manual Color Settings/Manual Grayscale Settings:** Adjust color, brightness, contrast, etc...
- **About:** Displays the version of the printer driver.
- **Restore Defaults:** Returns all the settings to their standard (default) values.

Please note – The quality settings tab varies between the UFR, PCL, and PS print drivers. Please contact Loffler with any additional questions.

