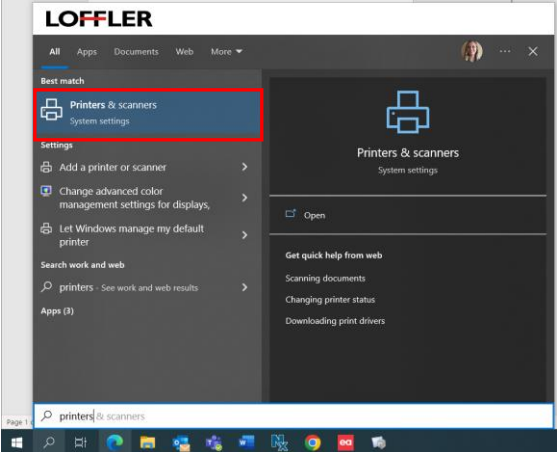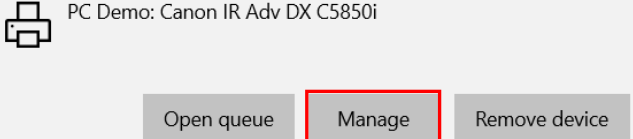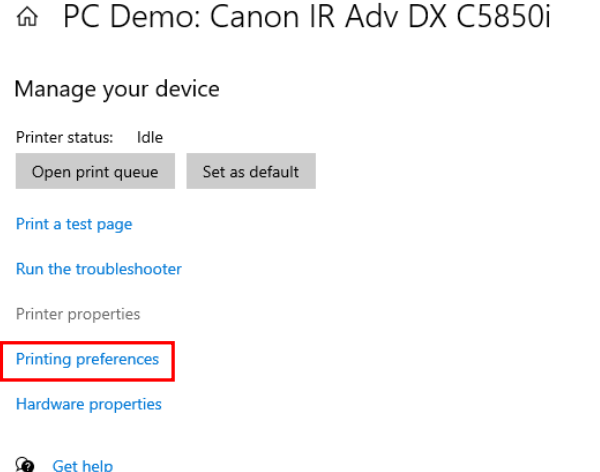# Canon ImageRUNNER Advance DX: Banner Printing Using a PC

Banner printing is considered printing on an extra-long sheet of paper, up to 47.25 inches in length. The paper must be fed from the multipurpose tray.
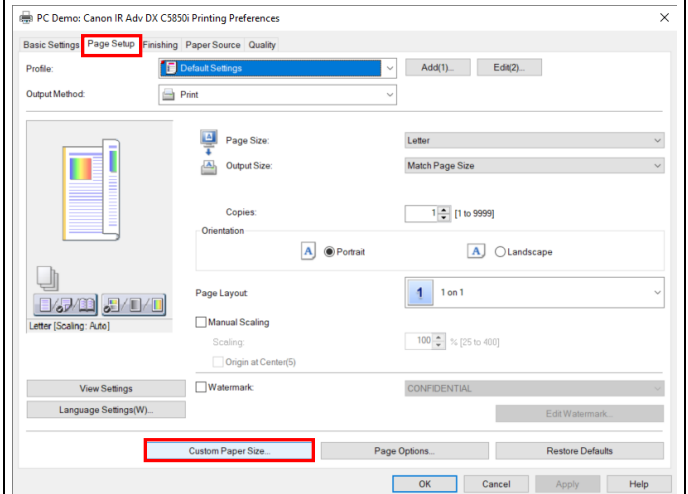
The custom banner sheet size must be registered in two locations prior to printing:
1. The print driver.
2. The multi-purpose tray settings.

After the initial registry of the custom size banner, the size will be stored within the print driver settings. The Multi-purpose tray will prompt to input paper size whenever paper is loaded.

Register Banner Size Paper in the Print Driver	
1. Select the **magnifying glass** located at the bottom of the computer screen, search for and select **Printers & Scanners**	
2. Click on the desired printer → Click **Manage**	
3. Click **Printing Preferences**	

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4. Select the **Page Setup** tab and click the **Custom Page Size** button	
5. Enter the name of the paper size in the **Paper Name** field **6.** Enter the **width** and **height** in the appropriate fields. **Note:** be sure to enter the exact paper measurements **7.** Select the **Register** button to add the paper size to the **Paper List** **8.** Press **OK**	

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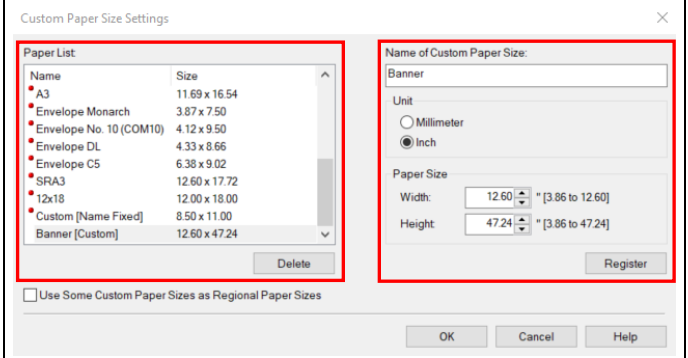
Register Banner Size Paper in the Multi-Purpose Tray

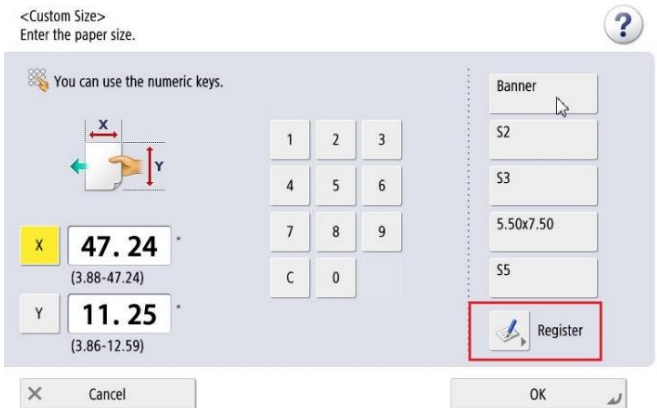| 1. Insert the banner paper into the multi-purpose tray to open the multipurpose tray's **Custom Size** display window 2. Select the **Custom Size** button to register the banner paper size	
3. Select the **Register** button	
4. Select an unregistered button, then select **Register/Edit**	
5. Enter the dimensions of the banner paper in the **X** and **Y** fields 6. Select **OK** to register the paper	
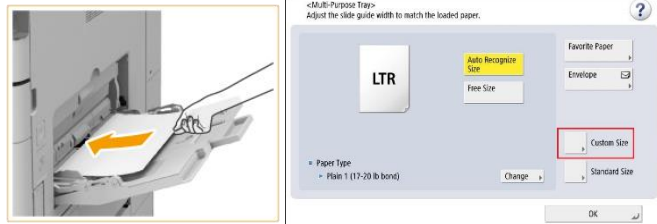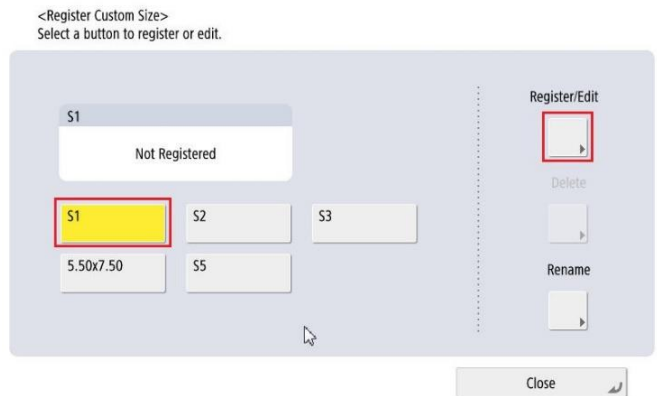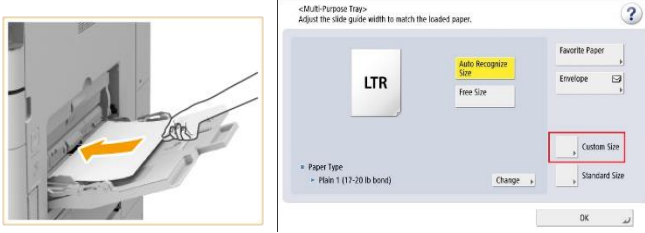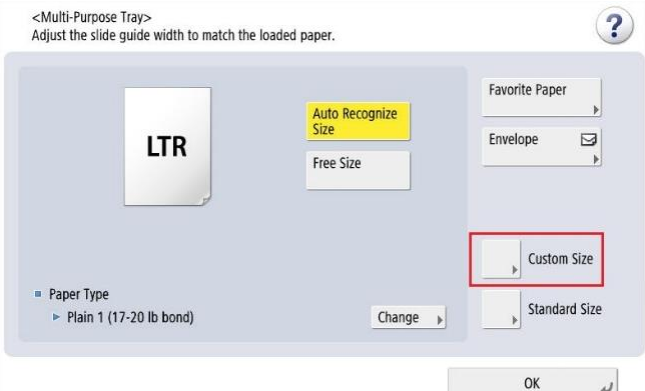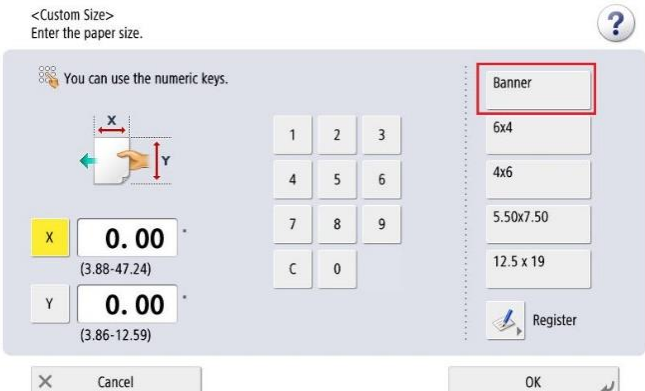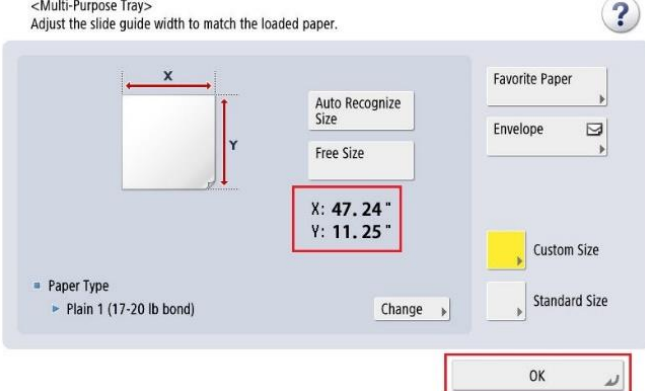
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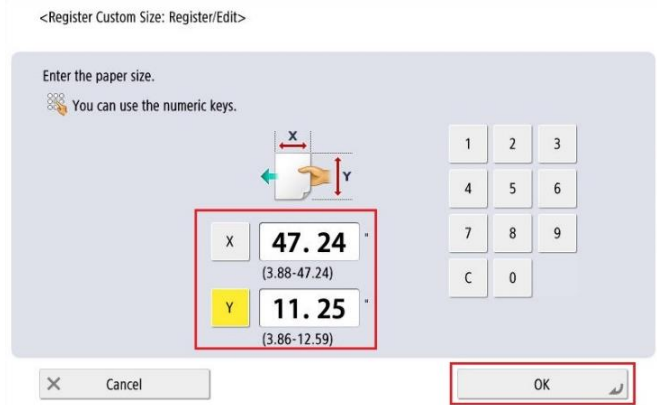
7.	Rename the newly registered button. Select the button, then select **Rename**	
8.	Enter the name of the paper registered; in this case, Banner, and select **OK**	
9.	Banner paper size will now be available to select when setting up the multipurpose tray for banner printing	

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Printing on Banner Size Paper:

After the initial registry of the custom size banner is complete, use the steps below to print a banner.

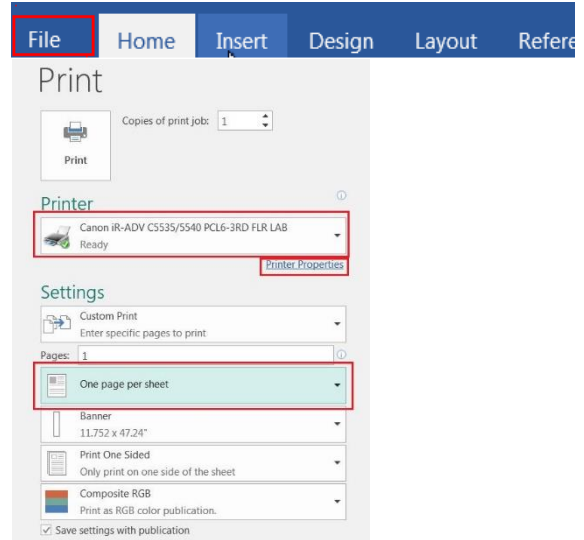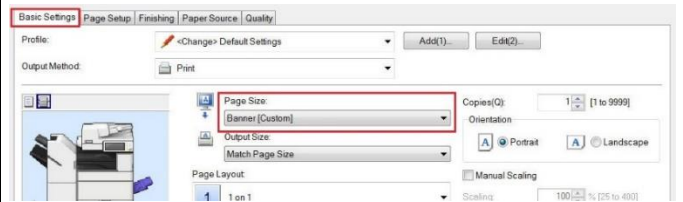| Part 1: Load Multi-Purpose Tray with Banner Paper	
1. Insert the banner paper into the multi-purpose tray. The multi-purpose tray's **Custom Size** display window will appear **Note:** It is helpful to have a second person or chair to hold the banner paper straight as it feeds into the machine	
2. Select the **Custom Size** button to access the registered banner paper size	
3. Select the registered **Banner paper** button **4.** Select **OK** to close the **Custom Size** window	
5. Select **OK** to close the multi-purpose tray window	

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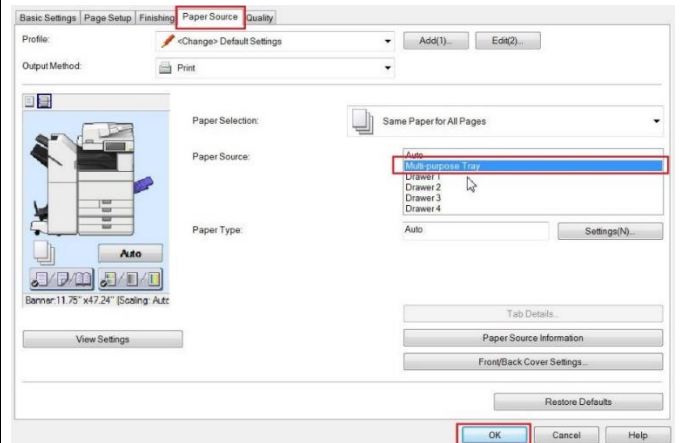| Part 2: Printing the Banner Document from a PC	
1. At a computer, Select **File - Print** and choose the **Canon** copier 2. Select **One Page per Sheet** if required in the program (*Ex: MS Word*) to ensure tiling does not occur 3. Select **Printer Properties**	
4. On the **Basic Settings** tab, select the **Banner (Custom)** paper size from the **Page Size** list	
5. Select the **Paper Source** tab and choose the **Multipurpose Tray** 6. Select **OK**	
7. Select **Print**	
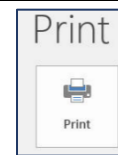
**Important note: There is a tech mode setting that must be turned on to be able to print a banner. If these steps do not work, the tech mode setting will need to be enabled. Reach out to the Help Desk at: serviceandinfo@loffler.com

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