

Canon ImageRUNNER Advance DX: Printing Booklets from a PC

This guide will go over how to print a booklet from a PC.

Printing Booklets from PC			
1.	Open the document → Print to open printing preferences → Select desired printer → Select Properties to open the print driver	Print X Printer: Image: Connent Rt Adv DX C5850 Properties Advanced Hell O Copier: Image: Connent Rt Adv DX C5850 Properties Advanced Hell O Pages to Print Image: Connent Rt Adv DX C5850 Properties Advanced Hell O Pages to Print Image: Connent Rt Adv DX C5850 Image: Connent	
2. 3.	Confirm document size is set to the correct paper size for print Select desired Color setting	Image: PC Demo: Canoni IR Adv DX C5550i Properties X Basic Settings Page Source: Quality Profile: Image: Changes: Default Settings Output Method Print Image: Changes: Default Settings Add(1) Edit(2) Image: Changes: Default Settings Image: Changes: Default Settings Add(1) Image: Changes: Default Settings Add(1) Image: Change: Default Settings Copies(Q) Image: Change: Default Settings Copies(Q) Image: Change: Default Settings Add(1) Image: Change: Ch	
4. 5.	 Under 1-sided/2-sided/Booklet Printing select Booklet Printing Use the drop down to select the finishing option Press the Booklet selection 	Image: Setting (W). Image: Setting (W). Restore Defaults Color (B&W]	
6. 7. 8.	 This pop up window will open Under Booklet Printing Process select: With Application Settings is used for documents already laid out in spread form With Driver Settings will rearrange single pages into a booklet Press OK and Print Note: Be sure the paper is landscape orientation when in the tray 	Detailed Settings for Booklet X Booklet Printing Process With Application Settings With Driver Settings With Driver Settings Image: Set	

©2022 Loffler Companies

LOFFLER TECHNOLOGY TO POWER SUCCESS

Troubleshooting When Adding a Cover

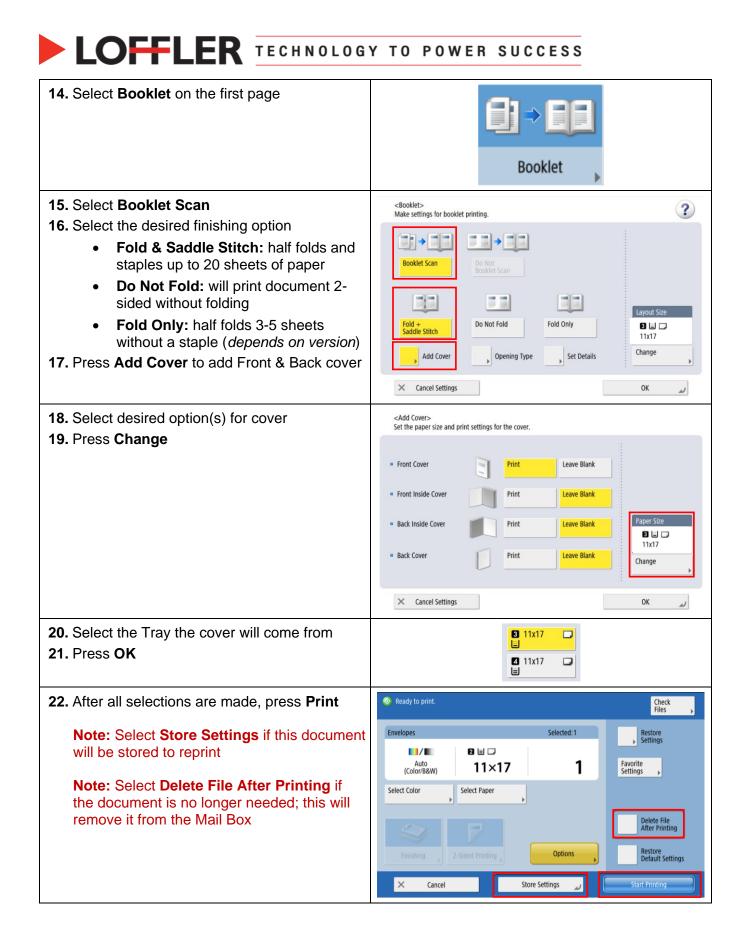
The print driver will allow you to Add a Cover IF it is pre-printed. If you need to add a cover that is NOT preprinted, follow the below steps.

Single Page Document			
	om the Computer: Open the booklet document → Print to open printing preferences → Select desired printer→ Select Properties to open the print driver	Printe: Image: Comment & Adv DX CSSSS Properties Advanced Image: Comment & Advanced Image: Comment & Advanced Image: Comment & Image	
2. 3. 4.	Confirm document size is set to the correct paper size for print Select desired Color setting Change Output Method to Store • A new box will appear to choose the destination	Bitle Seding: Page Seleg: Finiting: Pager Source: Quality: Profin: Output Method Print Output Method Print	
5.	 Select a Mail Box Select OK and Print The print job is now stored in selected Mail Box Print Settings will be changed at the printer prior to releasing the print job Note: File can be renamed under Enter Name if desired	Store Details × Data Name Image: Coffler Document Image: Use File Name Mail Boxes: Mail Box Number Print Sample Mail Box Number Samples 3 4 5 6 2 3 4 5 6 2 3 4 5 6 7 OK Cancel	

©2022 Loffler Companies



Fro	om the Copier:	Select the location to use the file.
7.	Select Access Stored Files from the Home Screen Note: it may be on the second page of the	Advanced Box Advanced Box Data storage in this device to store and handle Risk for partial in format exclusively supported Access
	Home Screen	Stored Files Network Memory Media Data docage on the network to store and beside files in files in files in the store and store and the store and the store and the store and s
8.	If a selection pops up, choose Mail Box	
9.	Select the Mail Box chosen from step 5	Mail Box Name Used Box No. Name 0% 0% Image: Constraint of the system of t
10	. Select the document, press Print	Select a file and specify the purpose. Mail Box / 01 : samples Paper Size Page Display Display Pager Size Page Display Display Pager Size Page Display Display Pager Size Page Date/Time Display Display Display Display Display Edit File Pint Pint Print Pint Pint Pint Pint Pint Pint Pint Pint Pint Pint Pint Pint Pintit Pint
11	Select Change Print Settings button; the screen will refresh with print settings and advanced features	Ready to print. Check Loffler Document Selected:1 Auto Change Auto 1 Select Color 1
	 Select the paper the inside of the booklet will be on by pressing Select Paper and choosing a tray Note: Paper must be landscape in the drawer to be able to fold Press Options 	Ready to print. Check Files Loffler Document Selected:1 Auto (Color/B&W) IIII Select Color Select Paper Collate + Other Select Paper Finishing 2-Sided Printing Options Restore Default Settings



©2022 Loffler Companies

MN: St. Louis Park; Duluth; Mankato; Rochester; St Cloud; Willmar; Grand Rapids; Thief River Falls | WI: Eau Claire; La Crosse; Green Bay IA: Sioux City; Spencer | NE: Norfolk | ND: Fargo; Grand Forks | SD: Aberdeen; Sioux Falls

LOFFLER TECHNOLOGY TO POWER SUCCESS

Troubleshooting When Adding a Cover

The print driver will allow you to Add a Cover IF it is pre-printed. If you need to add a cover that is NOT preprinted, follow the below steps.

Spread Document			
Fro	om the Computer: Open the booklet document → Print to open printing preferences → Select desired printer→ Select Properties to open the print driver	Print X Printer: Image: Conson bit Adv DX CSSSD Properties Advanced Help: © Copies: Image: Conson bit Adv DX CSSSD Properties Advanced Help: © Printer: Image: Conson bit Adv DX CSSSD Properties Advanced Help: © Pages to Print Image: Conson bit Adv DX CSSSD Properties Advanced Help: © Pages to Print Ourent: Pages Page: Staing & Handling: Image: Conson bit Advanced Image: Conson b	
2. 3. 4.	5	K R C Demo: Canon IR. Adv DX C5850 Properties X Batic Setting: Page State: Finating: Page State: Cuality: Profile: Changes Default Setting: Profile: Changes Default Setting: Profile: P	
5.	 Select a Mail Box Select OK The print job is now stored in selected Mail Box Print Settings will be changed at the printer prior to releasing the print job Note: File can be renamed under Enter Name if desired 	Store Details × Data Name The field of the	

©2022 Loffler Companies



Fro	m the Copier:	Select the location to use the file.
7.	Select Access Stored Files from the Home Screen	Mail Box Advanced Box Data storage in this device to store and handle by this device. Data storage in this device to store and handle cuch as 790.
	Note: it may be on the second page of the Home Screen	Access Stored Files Network Memory Media Data storage on the network to store and handle files in formats commonly supported by PC, such as PCP.
8.	If a selection pops up, choose Mail Box	
9.	Select the Mail Box chosen from step 5	Mail Box Used Box No. Name Used Image: Constraint of the second se
	Select the document, press print Select Change Print Settings button; the screen will refresh with print settings and advanced features	Select a file and specify the purpose. Mail Box / 01 : samples Type Name Paper Size Page Date/Time 0/01 00:13 Its17 1 0/01 00:13 0/02 01:15 Envelopes Custom 0/01 00:13 0/02 01:15 Envelopes Custom 0/01 00:13 0/10 10:13 0/01 00:00ment 11R 0/02 00ment 11R 0/01 00/10 10:123 0/12 0/01 00/10 00:13 0/12 0/01 00/10 00:13 0/12 0/01 00/10 00:13 0/12 0/01 00/10 00:13 0/12 0/01 00/10 00:13 0/12 0/01 00/10 00:13 0/12 0/01 00/10 00:13 0/12 0/01 00/10 00:13 0/12 0/01 00:123 0/12 0/01 00:123 0/12 0/01 00:123 0/12 0/01 00:123 0/12 0/01 00:123 0/12 0/01 00:123 0/12 0/01 00:123 0/12 0/01 00:123 0/12
		Auto (Color/B&W) 1 Select Color
12.	Select the paper the inside of the booklet will be on by pressing Select Paper and choosing a tray	
	Note: Paper must be landscape in the drawer to be able to fold	Auto (Color/B&W) 11x17 1 Select Color Select Paper
13	Press 2-Sided Printing	Collate + Other Finishing 2-Sided Printing Options Restore Default Settings X Cancel Store Settings Start Printing



LOFFLER TECHNOLOGY TO POWER SUCCESS

14. Select Staple & Collate → Press Next	<finishing> Select the finishing type.</finishing>
	Image: Collate (Page Order) Image: Collate (Same Pages)
	Saddle Fold
	× Cancel Settings ■ Back Next ►
15. Select Book Type → Press OK	<2-Sided Printing> Select the type for 2-Sided Printing.
	For Multiple Files Only effective when Merge Files & Frint is set. Book Type Calendar Type Always Print 2-Sided Always Print 1st Pg. on Front Sd.
	ک Cancel Settings OK
 16. Select Saddle Stich on the left-hand side 17. Select the paper the inside of the booklet will be on by pressing Select Paper Change → Select the Tray the cover will come from → Press OK 18. Press Add Cover to add Front & Back cover 	<pre><finishing: staple="" type=""> Select the type and position for stapling. Corner Double Saddle Stitch Staple-Free (Max 10 pages) Add Cover Add Cover Change Fold/ Change Fold/</finishing:></pre>
22. Select desired ention(a) for sover	Cancel Settings Back OK
23. Select desired option(s) for cover24. Press Change	Add Cover> Set the paper size and print settings for the cover. Print Image: Cover Size Print Image: Cover Size Cancel Settings OK

©2022 Loffler Companies



19. Select the Tray the cover will come from20. Press OK	Image: 11x17 Image: 11x17 Image: 11x17 Image: 11x17 Image: 11x17 Image: 11x17	
25. After all selections are made, press Print	📀 Ready to print.	Check Files ▶
Note: Select Store Settings if this document	Envelopes Selected: 1	Restore Settings
will be stored to reprint	▲uto (Color/B&W) 11×17 1	Favorite Settings
Note: Select Delete File After Printing if the document is no longer needed; this will remove it from the Mail Box	Select Color Select Paper	Dalah file
Terriove it from the Mail Box		Delete File After Printing
	Finishing 2-Sided Printing Doptions	Restore Default Settings
	× Cancel Store Settings 📦	Start Printing

