

## **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 <b>Properties</b> 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 <b>document size</b> 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.	<ul> <li>Under 1-sided/2-sided/Booklet Printing select Booklet Printing</li> <li>Use the drop down to select the finishing option</li> <li>Press the Booklet selection</li> </ul>	Image: Setting (W).     Image: Setting (W).       Restore Defaults     Color (B&W]	
6. 7. 8.	<ul> <li>This pop up window will open</li> <li>Under Booklet Printing Process select: <ul> <li>With Application Settings is used for documents already laid out in spread form</li> <li>With Driver Settings will rearrange single pages into a booklet</li> </ul> </li> <li>Press OK and Print</li> <li>Note: Be sure the paper is landscape orientation when in the tray</li> </ul>	Detailed Settings for Booklet       X         Booklet Printing Process With Application Settings With Driver Settings With Driver Settings       Image: Set	

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## **Troubleshooting When Adding a Cover**

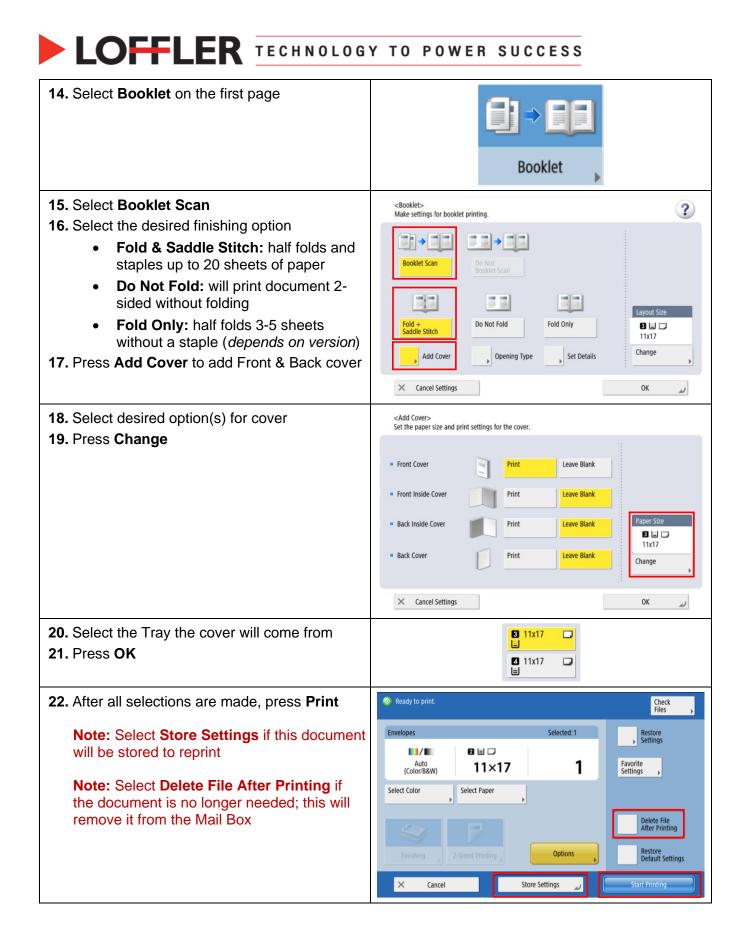
The print driver will allow you to Add a Cover IF it is pre-printed. If you need to add a cover that is NOT preprinted, follow the below steps.

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 <b>Output Method</b> to <b>Store</b> • 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.	<ul> <li>Select a Mail Box</li> <li>Select OK and Print <ul> <li>The print job is now stored in selected Mail Box</li> </ul> </li> <li>Print Settings will be changed at the printer prior to releasing the print job</li> </ul> <li>Note: File can be renamed under Enter Name if desired</li>	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	

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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 <b>Mail Box</b>	
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 <b>Print</b>	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 <b>Change Print Settings</b> 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
	<ul> <li>Select the paper the inside of the booklet will be on by pressing Select Paper and choosing a tray</li> <li>Note: Paper must be landscape in the drawer to be able to fold</li> <li>Press Options</li> </ul>	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



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### **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.	<ul> <li>Select a Mail Box</li> <li>Select OK <ul> <li>The print job is now stored in selected Mail Box</li> <li>Print Settings will be changed at the printer prior to releasing the print job</li> </ul> </li> <li>Note: File can be renamed under Enter Name if desired</li> </ul>	Store Details ×  Data Name  The field of the	

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Fro	m the Copier:	Select the location to use the file.
7.	Select <b>Access Stored Files</b> 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.
	<b>Note:</b> 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 <b>Select Paper</b> and choosing a tray	
	<b>Note:</b> Paper must be landscape in the drawer to be able to fold	Auto (Color/B&W) 11x17 <b>1</b> 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



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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
<ul> <li>16. Select Saddle Stich on the left-hand side</li> <li>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</li> <li>18. Press Add Cover to add Front &amp; Back cover</li> </ul>	<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
<ul><li>23. Select desired option(s) for cover</li><li>24. Press Change</li></ul>	Add Cover> Set the paper size and print settings for the cover.          Print       Image: Cover Size         Print       Image: Cover Size         Cancel Settings       OK

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<ul><li><b>19.</b> Select the Tray the cover will come from</li><li><b>20.</b> Press <b>OK</b></li></ul>	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 <b>1</b>	Favorite Settings
<b>Note:</b> Select <b>Delete File After Printing</b> 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

