Printing - User Guide

iR

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Key Contacts

To register service calls on your iR device call the national service number: **0870 607 8899**

For printing problems contact the Software Support Centre: **0870 606 1595**

To register meter readings and order genuine Canon consumables online, visit www.canon.co.uk/eservices

To order genuine Canon consumables via telephone call: **0870 608 8855**

Introduction

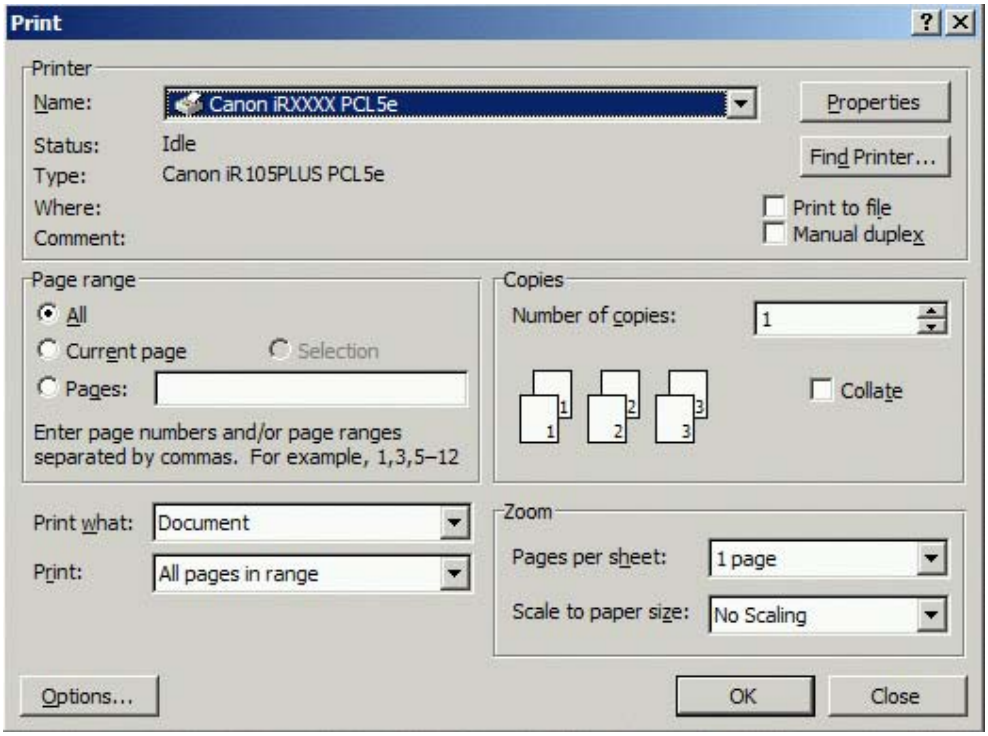
This guide has been designed to provide you, and all users of your Canon iR device(s) within your organisation, with all of the information needed to gain the most out for your investment. The following sections will take you through, in detail, the steps you need to take to produce high quality prints from your iR Multi Functional Printer Copier.

Additional guides are available from the Canon Customer Training and Support department, which will give you all of the information you need to take full advantage of the complete features and functionality of your Canon iR Multi Functional device(s). Please ask your Customer Training Support Officer (CTSO) for copies of these guides.

INFORMATION TO CHECK BEFORE PRINTING

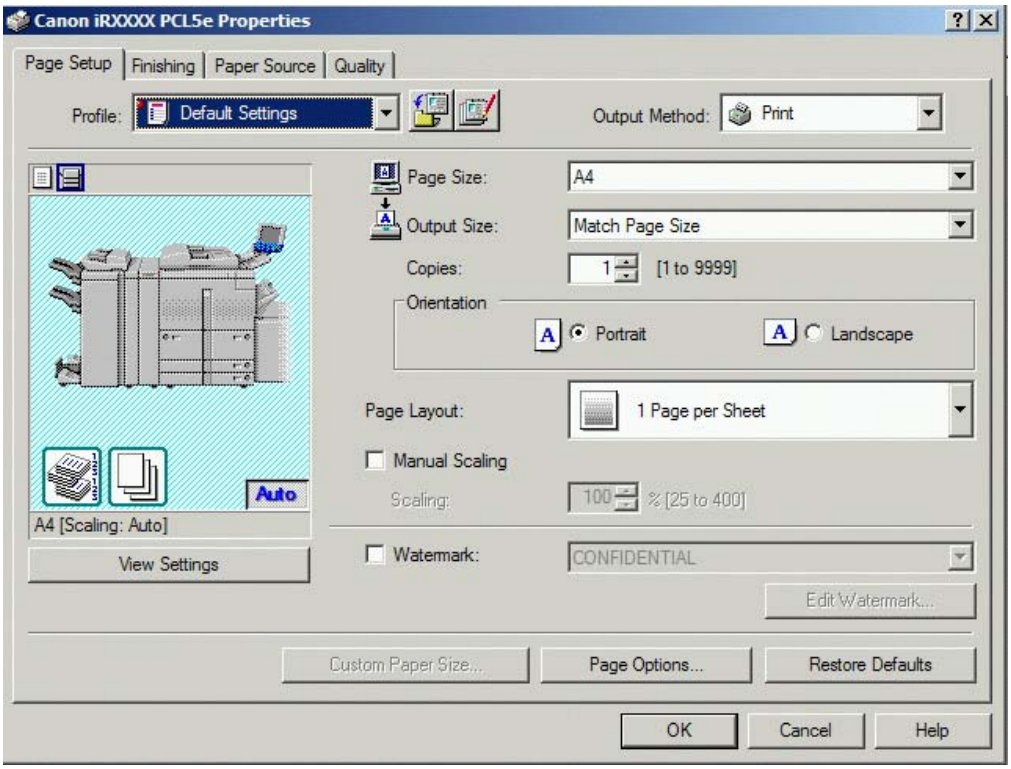
In the application you are printing from i.e. Microsoft Word etc go to:-

1. File
2. Page Setup
3. Paper Source



- Make sure First and Other Pages are on Default Trays, if not this will show a conflict on the photocopier and the machine will ask you to load paper before it will print your job.
- When you select File and Print, your printer dialogue box appears using the drop down arrow select the Canon Printer (see below)
- Please make sure the collate box is unticked, otherwise this will cause a conflict and if you select stapling, all of your sets will be stapled as one document.
- To select options like double-sided, stapling etc. click on the Properties box

PRINTER DRIVER TRAINING NOTES

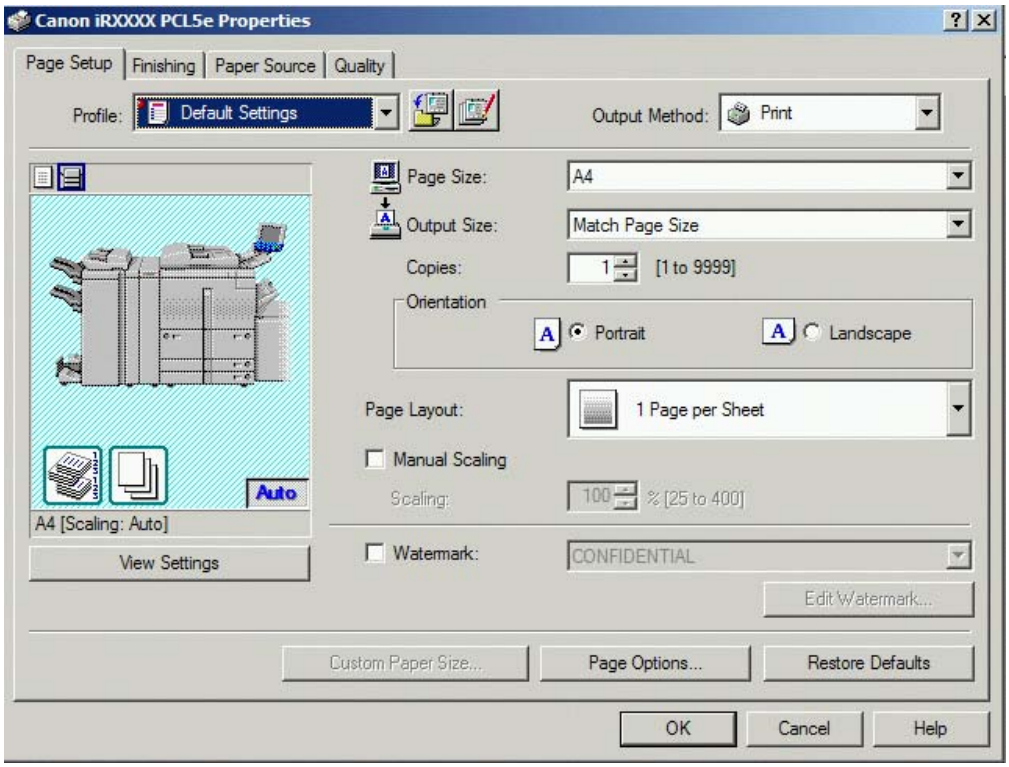


When you open the Canon Printer Driver the screen above will appear with four tabs across the top:-

Tab 1 - Page Setup
Tab 2 - Finishing
Tab 3 - Paper Source
Tab 4 - Quality

N.B. The picture of the photocopier above may not appear the same, this depends on the type of finisher you have on your photocopier.

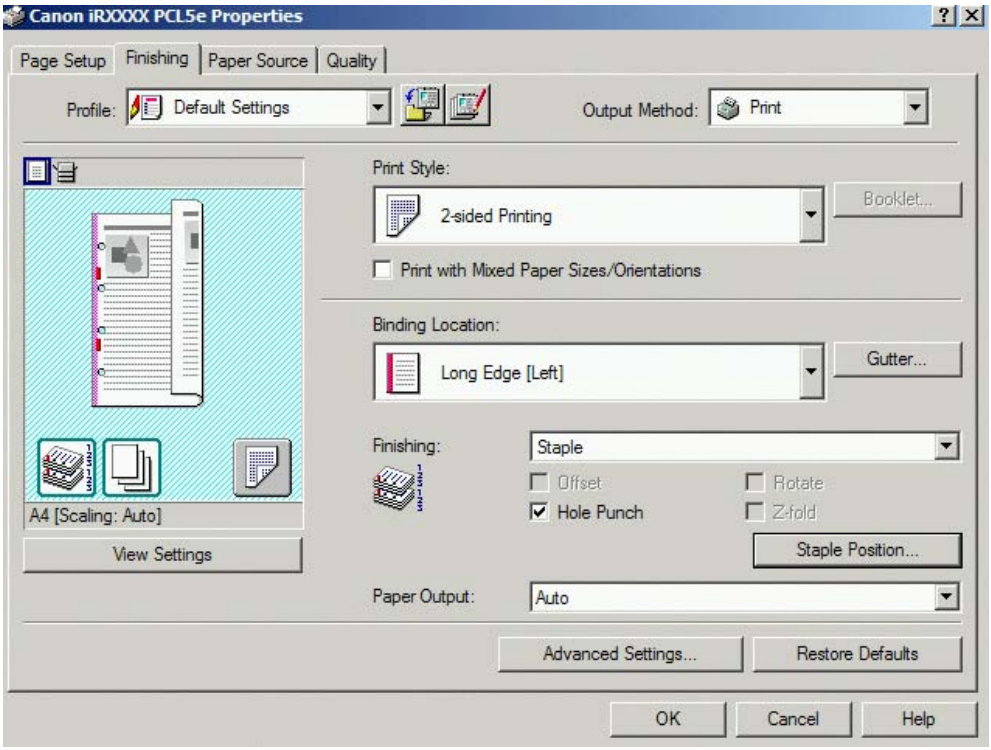
TAB 1 – PAGE SET-UP



The Page Set-up Tab is used for:-

1. Reducing/Enlarging, example above shows Output Size as A3 and across from manual scaling, it automatically goes to 142%
2. Watermarks, example above shows the Watermark Box has been ticked you can then select your Watermark or click or Edit Watermark to input your own
   Page Layout, this is used for thumb nailing e.g. if you have a four page document all four will appear on one page reduced down etc.

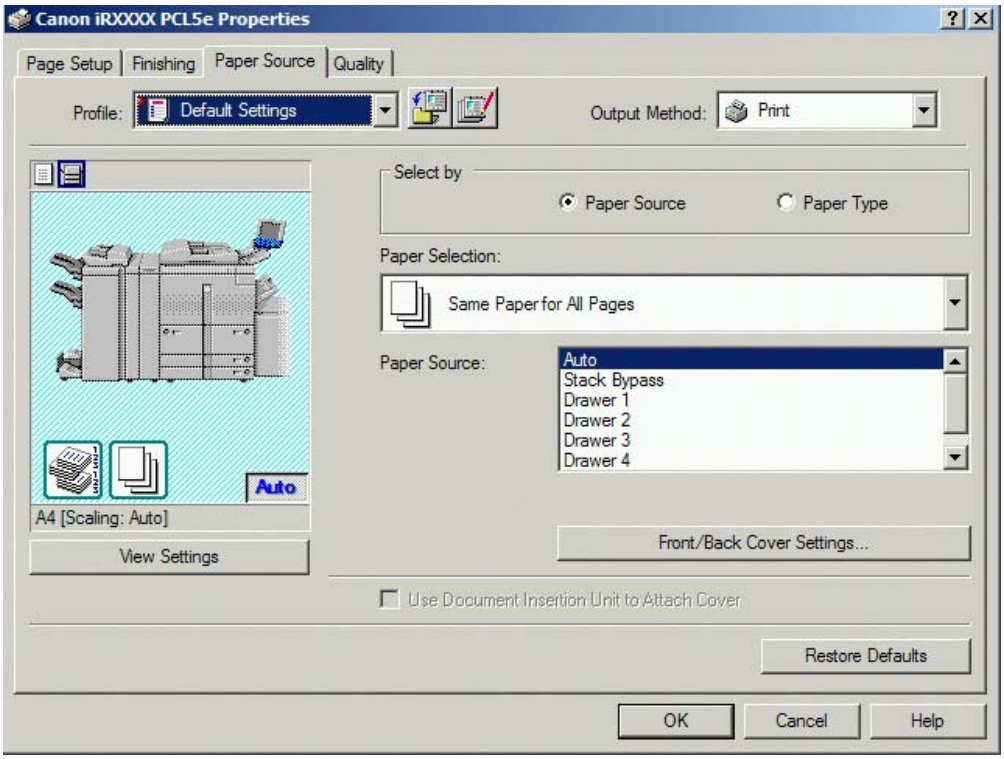
TAB 2 - FINISHING



The Finishing Tab is used for:-

1. Double-sided, click on the Print Style key to double-side, or if you have the booklet maker attached you can make booklets, which will be folded and stitched
2. Binding Location, when you have selected double-sided you have the option to have long edge or short edge binding (short edge is for calendar printing)
3. Finishing, this key will allow you to staple your output copies, and if you also click on Staple Position, you can select the position of the staple

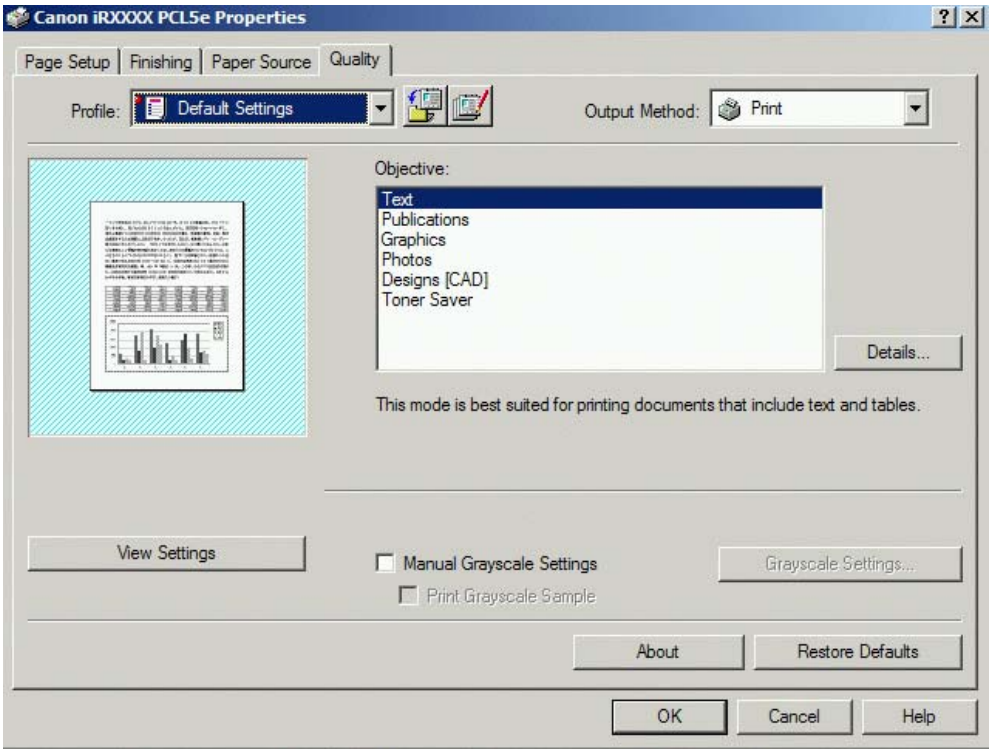
TAB 3 – PAPER SOURCE



The Paper Source Tab is used for:-

1. Paper Selection, click on for having different type of media for the first and last page, or different media for first, second and last page, or can be used for transparency interleaving
2. Paper Source, click on this key if you want to use the stack bypass for transparencies, light card, labels etc

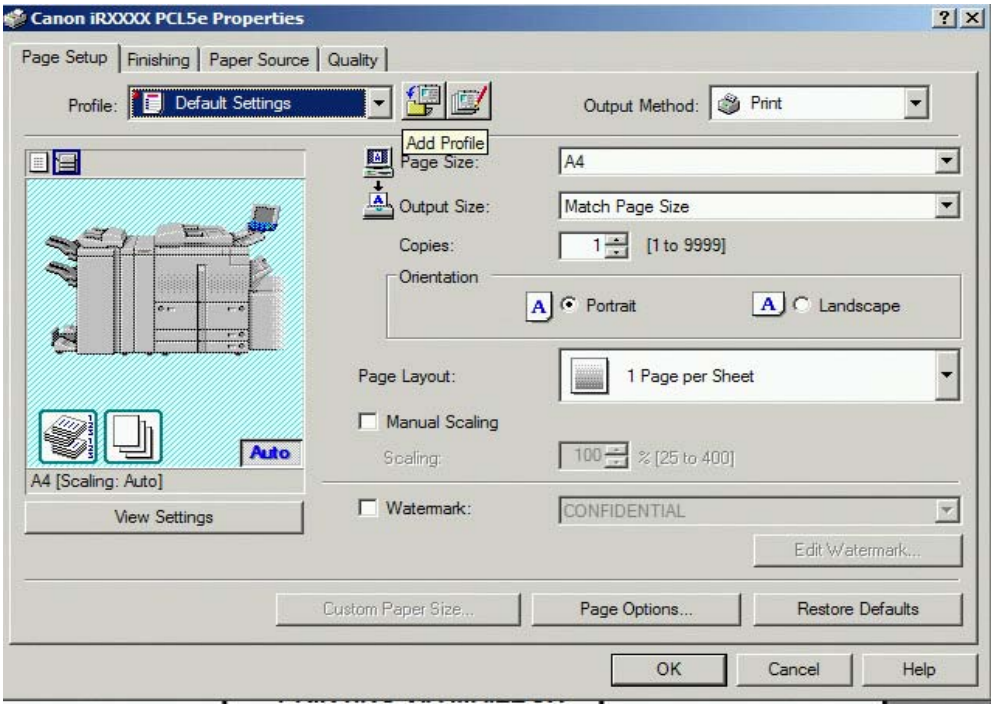
TAB 4 - QUALITY



The Quality Tab is used for:-

1. If you are printing photographs put to Photo Image, this will give you more greyscales etc.
2. The Manual Greyscale Setting key is used for manually adjusting the brightness, contrast etc.

GENERAL INFORMATION



- If at anytime you wish to save settings that you use on a regular basis, e.g. stapling and double-siding, click on the icon next to the profile key (see above), give your profile a name and an icon and click ok.

- To use the profile, just click on the drop down arrow just to the right of the profile key and select your profile.

- Please remember when you go back into the printer driver most of the time it will show your last settings, e.g. stapling etc. To put the printer driver back to default settings click on the drop down arrow to the right of the Profile key and highlight and click the Default Settings key. This will put all four tabs back to default settings. However if you click Restore Defaults on the bottom right hand side of each tab, this will only default that particular tab.

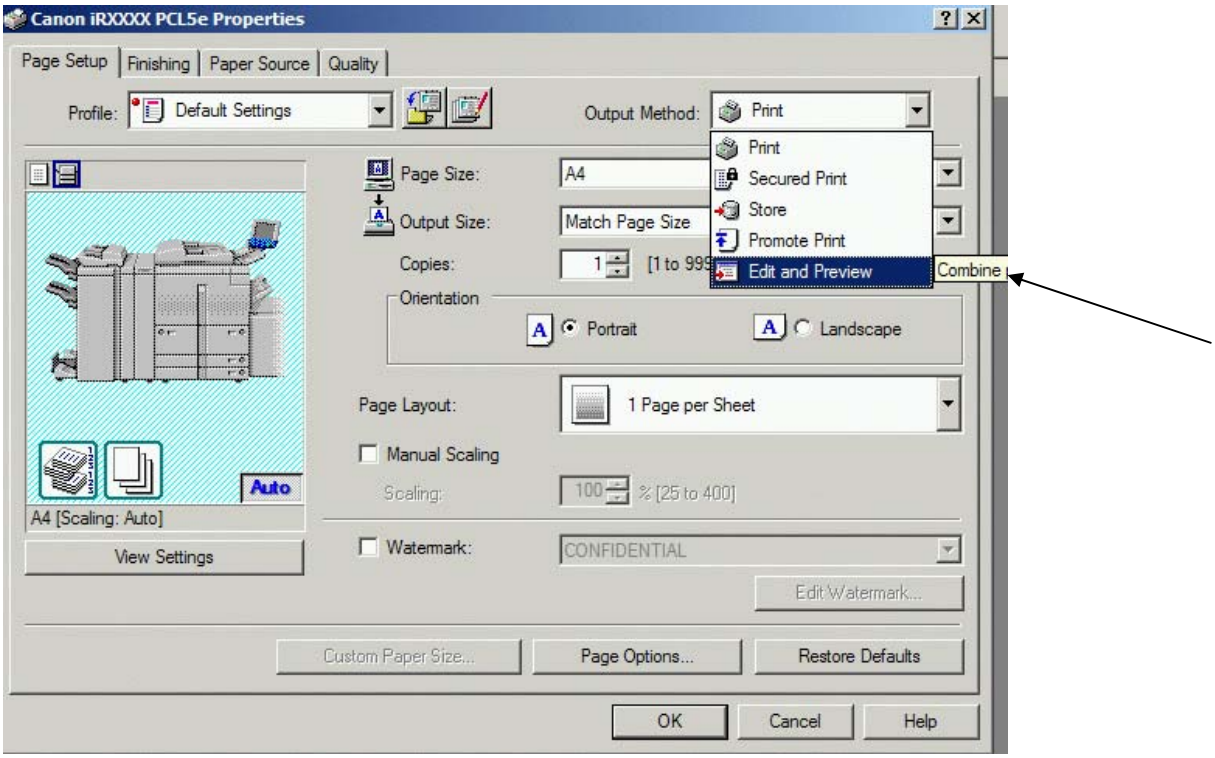
EDIT & PREVIEW OPTION IN THE PRINT DRIVER

This option allows you to combine documents from various applications (i.e. word/excel etc) and print out as one document stapled/double-sided etc.

1. Open the first document you want to combine
2. Press File and Print
3. In the print dialogue drop down list select the Canon printer driver
4. Press Properties (the picture below appears)

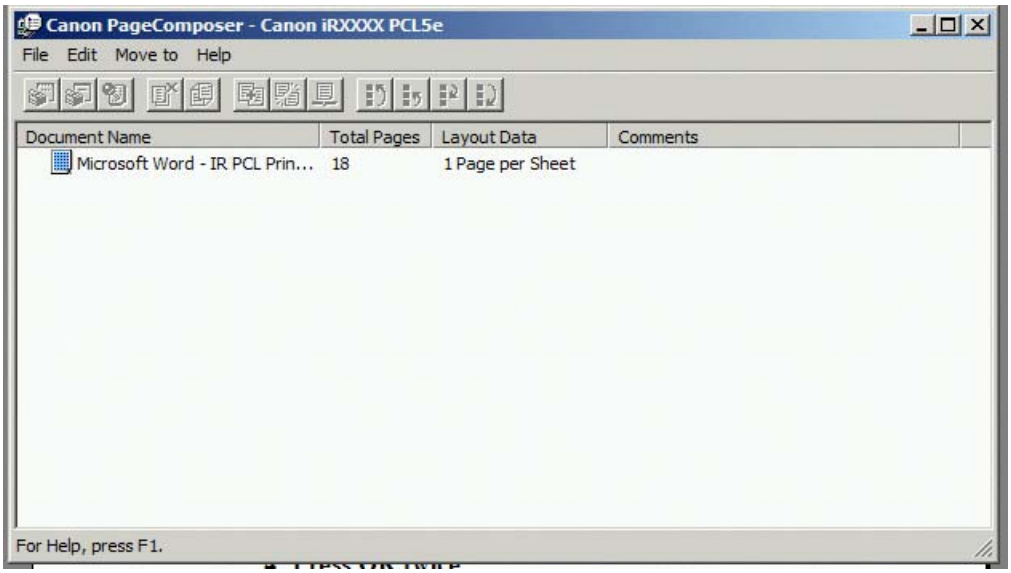
- Edit & Preview

Press this key to combine documents from various applications and print out as one document

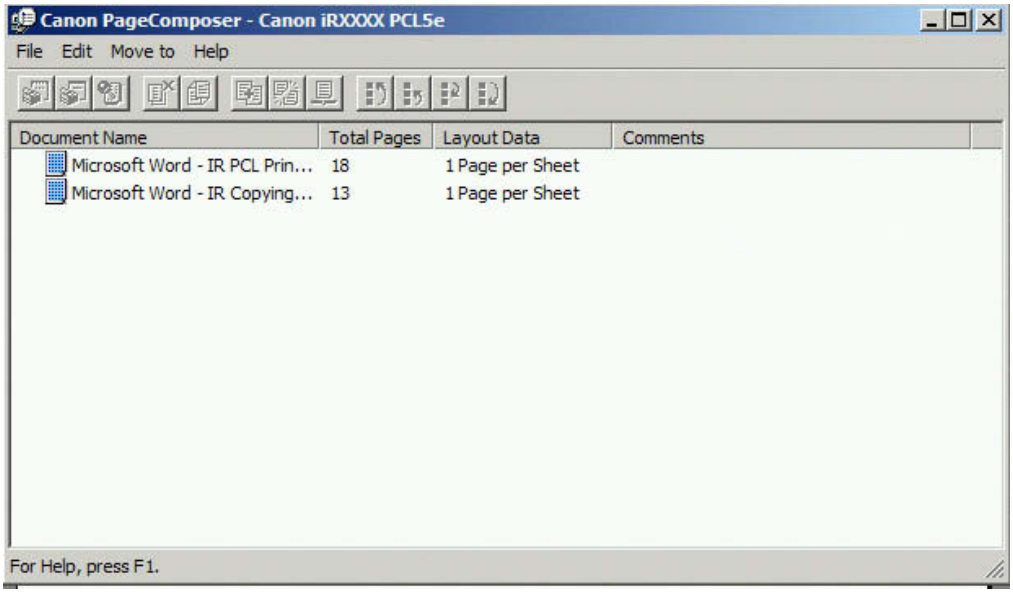


Press Ok key Twice

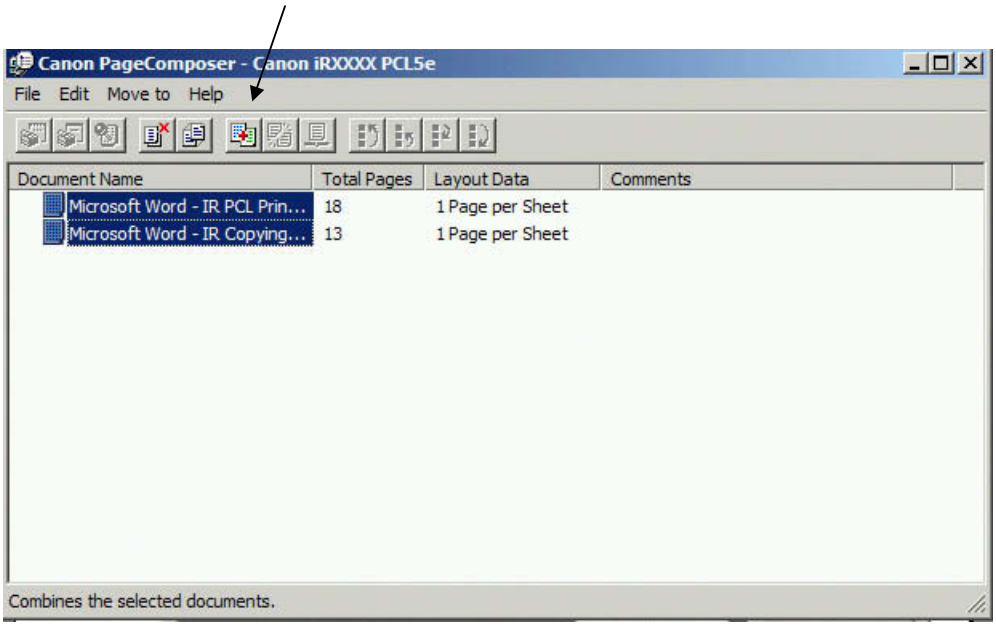
Canon Page Composer appears (see below)



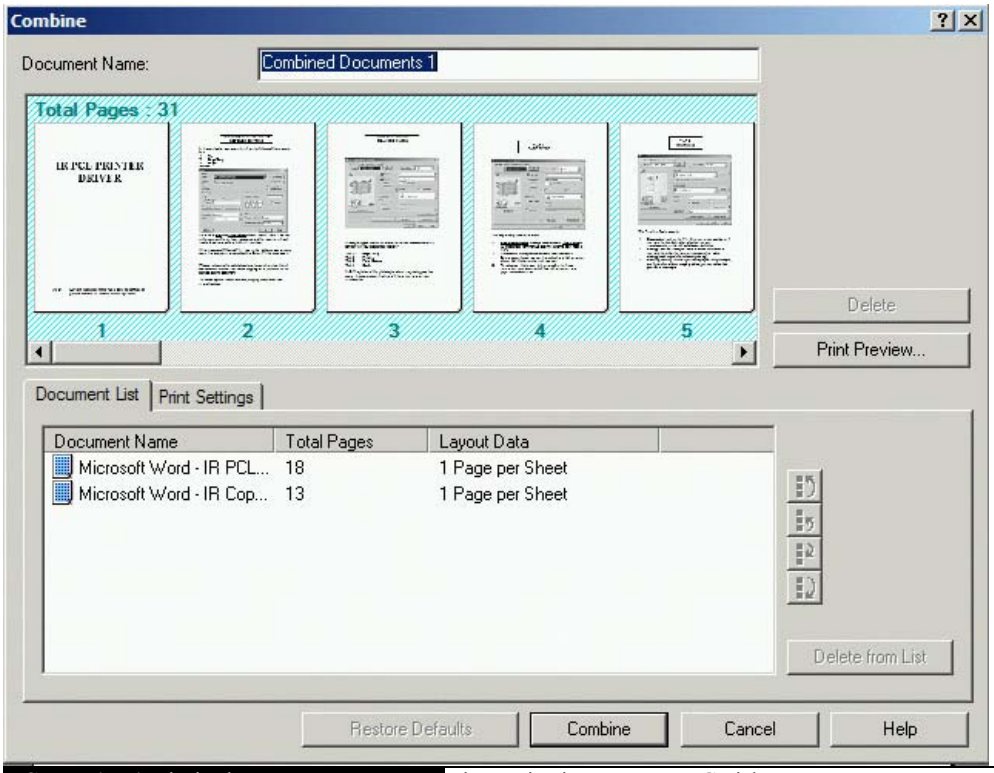
1. Minimise the page composer and open up the next document you wish to combine.eg.. Microsoft Excel.
2. Press Print and select the Canon Driver
3. Press Properties and again select Edit and Preview
4. Press OK twice
5. Maximise the Page Composer and you will now see the two documents to be combined (see below)

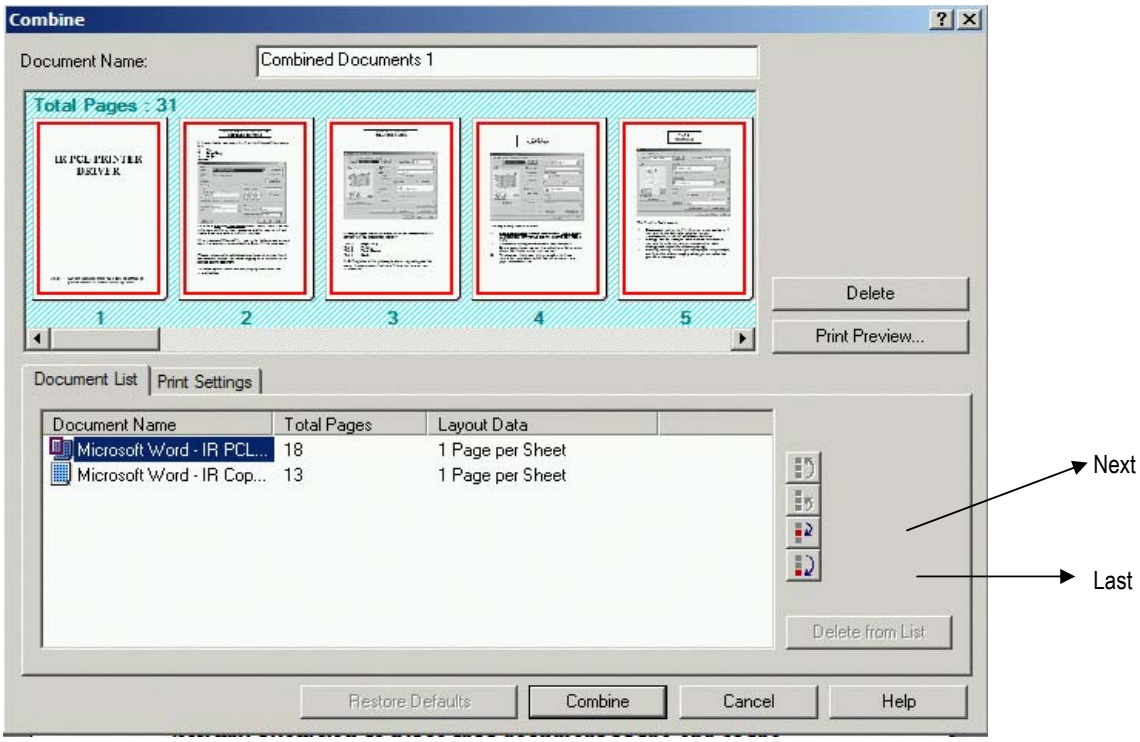

Canon PageComposer - Canon iRXXXX PCL5e
File Edit Move to Help
Document Name
Total Pages
Layout Data
Comments
Microsoft Word - IR PCL Prin...
18
1 Page per Sheet
Microsoft Word - IR Copying...
13
1 Page per Sheet
For Help, press F1.

Highlight all the documents and press the combine key (see below)



Once documents are combined the screen below will appear



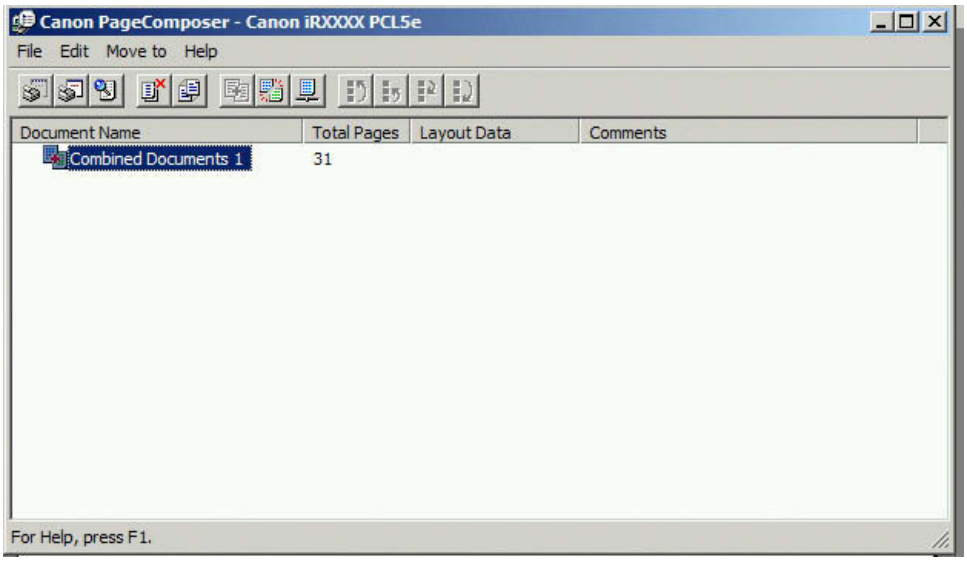


Next
Highlighting a document (see above) and pressing the next key will allow you to place that document in the middle of the combined documents

Last
Highlighting a document (see above) and pressing the last key will allow you to place that document at the end of the combined documents

Once you are happy with the above press the print setting key and select your finishing output options, e.g. stapling/double-sided.

Now press the combine key (see picture below)



Press File/ Print and your document will be printed out as one document.

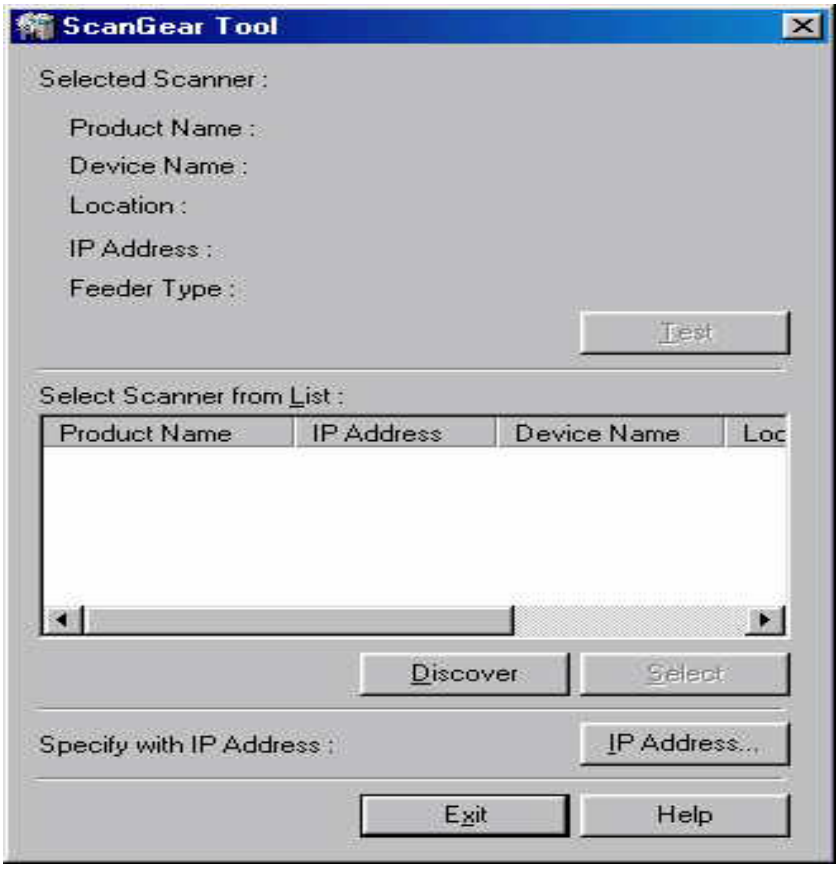
NETWORK SCANGEAR

To be able to scan from the above devices you must have Network Scan Gear installed locally on each PC.

At Your IR Device

- Press Options Key
- Select Online/Offline (screen will advise when ready for network scanning.)
- Place originals to be scanned either in copier or on platen glass.

- From Your PC Workstation
- Open up Network Scan Gear (Start, Programs, Network Scan Gear, and select Scan Gear Tool.)
- Press button **DISCOVER** (This will locate all attached IR devices on your network)
- After a few seconds the connected devices will show in the window. Choose relevant device and press **SELECT.**
- Press **EXIT.**



Open Scanning Application

You can use many software applications, e.g. Photoshop, Corel Draw, Photo Deluxe, Microsoft Photo Editor, Acrobat, Omnipage, Textbridge, however if you have non of the above most PC's come with a package called Imaging pre-installed. If you have non of the above you can scan into Microsoft word as a picture

To scan from **IMAGING**

- Open up Imaging (Start, Programs, Accessories, Imaging)
- From the File menu choose **SCAN NEW.**
- The scanning interface opens and you can select the relevant options:

1. Select to scan in Black & White or Halftones
2. Select scanning resolution. (dpi)
3. Choose whether to scan 1 sided feeder, 2 sided feeder or from platen. (When scanning from the platen you can do a preview which in turn will let you select specified areas like photographs to scan.
4. Press SCAN.
5. A pop up menu appears to inform you that it is transferring pages from your IR device to your PC and will ask you if you would like to add more.
6. When documents are on screen, you may then save them to your PC or Network.