

### MAIN MENU:

Contains links to all available functions including links to the most commonly used features.

#### To create a Custom Quick button:

1. Turn on the desired settings from Copy, Scan and Send, or Fax
2. Select the **Menu Button**
3. Select **Register to Home**
4. Confirm the settings, then press **Next**
5. Select the action that should occur when the button is pressed, then press **Next**
6. Name the button and add a comment (if desired)
7. Press **OK**

#### TO REGISTER MEDIA IN THE PAPER DRAWERS:

1. Press **Status Monitor/Cancel**
2. Select **Preferences**
3. Select **Paper Settings**
4. Select **Paper Settings** again
5. Tap to select the drawer to register
6. Press **Set**
7. Select the correct media type
8. Press **OK** to accept the paper type
9. Press **OK** again
10. Press **Close**

#### SELECT COLOR:

1. Press **Select Color**
2. Select the preferred color mode:
  - **Auto** - auto-detect the color mode
  - **Full Color** - retain color information (CMYK)
  - **Black** - convert every page to grayscale
  - **Two Colors** - copies in black and another color you specify
  - **Single Colors** - copies with the color you specify only
3. Press **OK**

#### SELECT PAPER:

1. Press **Select Paper**
2. Choose the desired paper drawer
3. Press **OK**

#### STAPLE:

Staple is an optional feature

1. Press **Finishing**
2. Select **Staple and Collate** or **Staple and Group**, then press **Next**
3. Select the **Staple Position**
4. Press **OK**

#### COPY RATIO:

Reduce/Enlarge

1. Press **Copy Ratio**
2. Select a preset button or use the key pad to manually input the desired percentage
3. Press **OK**

#### MULTI-PURPOSE TRAY:

Use for specialty media

1. Insert paper in the MP Tray
2. Select the **Paper Size**, then press **Next**
3. Select the **Paper Type**
4. Press **OK**

#### DENSITY:

Lighten or darken text and images

1. Press **Density**
2. Select **Lighter** or **Darker** to adjust the density of text and images
3. Press **OK**

#### TO VIEW THE JOB LOG:

1. Press **Status Monitor/Cancel**
2. Select the desired function
3. Select **Job Log**
  - "OK" or "-" indicates the job has completed
  - "NG" indicates an error has occurred

#### 2-SIDED:

1. Press **2-Sided**
  - **1-2 Sided** - 1-sided originals, produced 2-sided
  - **2-2 Sided** - 2-sided originals, produced 2-sided
  - **2-1 Sided** - 2-sided originals, produced 1-sided
  - **Book-2 Sided** - copy facing pages in a book onto a 2-sided sheet
2. Press **OK**

#### FINISHING

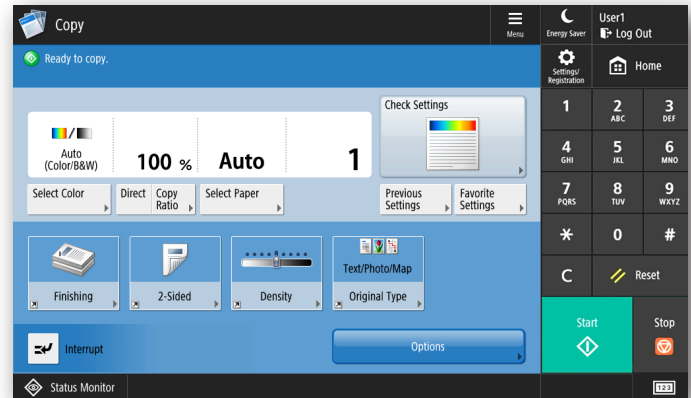
Collate & Group

1. Press **Finishing**
2. Choose:
  - **Collate** - keep in page order (ABC, ABC)
  - **Group** - output by same page (AAA, BBB)
3. Press **OK**

#### BACKGROUND DENSITY:

Remove background color

1. Press **Density**
2. Select **Adjust**
3. Use the - (minus) button to remove background color
4. Press **OK**



### **JOB BUILD:**

Copy originals in batches from the feeder and/or the platen glass

1. Press **Options**
2. Select **Job Build**

### **N ON 1:**

Reduce multiple originals to fit on to the front of a single page

1. Press **Options**
2. Select **N on 1**
3. Choose **2 on 1**, **4 on 1**, or **8 on 1**
4. If a double-sided output is desired, press **2-Sided Settings**
5. Select the **Original Size** - size of original document
6. Select the **Paper Size** - output paper size and source
7. Press **OK**

### **PAGE NUMBERING:**

1. Press **Options**
2. Select **Page Numbering**
3. Choose the **Position, Style, Color, Font Size, and Starting Number**
4. For Number of Digits or to Add Characters, select **Set Details**
5. Press **OK**

### **COPY SET NUMBERING:**

1. Press **Options**
2. Select **Copy Set Numbering**
3. Choose the **Position, Type, Font Size, Color, Density, and Starting Number**
4. Press **OK**

### **SHARPNESS:**

Sharpen or soften the text and/or photo/image

1. Press **Options**
2. Select **Sharpness**
3. Press **Low** to blur or **High** to enhance the outline
4. Press **OK**

### **WATERMARK:**

1. Press **Options**
2. Select **Watermark**
3. Choose the **Position, Font Size, Color, and Watermark Type**
4. For a custom watermark, select **Custom**
5. Select **Set Details**, then **Print Type**
6. Select **Transparent** to lighten down the density
7. Press **OK**

### **ORIGINAL TYPE:**

Specify to increase copy quality

1. Press **Original Type**
2. Choose:
  - **Text/Photo** - look for the black & white of text and the color or grayscale of photo
  - **Map** - look for the fine-line detail of maps
  - **Photo Printout** - copying a photograph printed on glossy paper
  - **Printed Image** - copying an image from non-glossy paper
  - **Text** - original document contains no images
3. Press **OK**

### **ERASE FRAME:**

Eliminate dark borders

1. Press **Options**
2. Select **Erase Frame**
3. Choose:
  - **Erase Original Frame** – erase all four borders of document
  - **Erase Book Frame** – erase all four borders as well as the center binding from a book
  - **Erase Binding** – erase from one designated border
4. Select **Original Size** - size of the original document (if applicable)
5. Use the + (plus) / - (minus) buttons to adjust the erase width
6. Press **OK**

### **PRINT DATE:**

1. Press **Options**
2. Select **Print Date**
3. Select the printing position
4. Select the orientation of the placed original
5. Specify the content to print
6. Press **OK**

### **SHIFT:**

Shift the image to the center of the page or to a corner

1. Press **Options**
2. Select **Shift**
3. Select **By Position**
4. Use the arrow keys to select the desired location
5. Press **OK**

**Canon**

CANON SOLUTIONS AMERICA