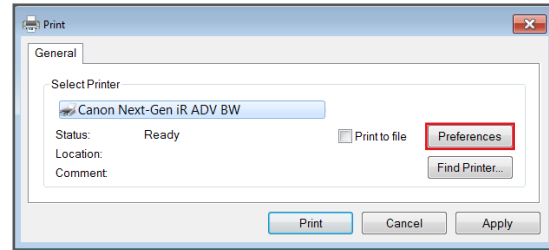


### Print documents created in application software from a PC.

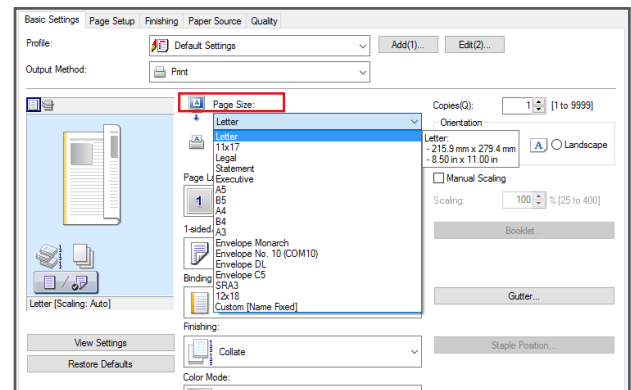
#### TO PRINT YOUR DOCUMENT:

1. Open a document and display the print screen
2. Select your Canon imageRUNNER device
3. Select **Preferences, Properties** or **Printer Properties** (depending on the program) to make changes
4. Switch tabs to specify the print settings as necessary
5. Click **OK**
6. Click **Print** or **OK** in the application to print



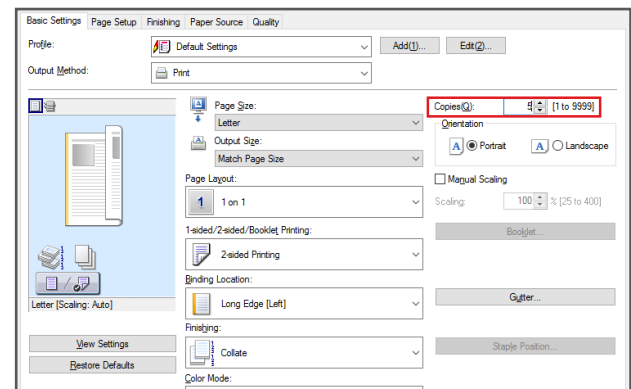
#### TO SELECT THE SIZE OF THE ORIGINAL DOCUMENT:

1. Select the **Basic Settings** tab
2. Under **Page Size**, choose the original (digital) document size



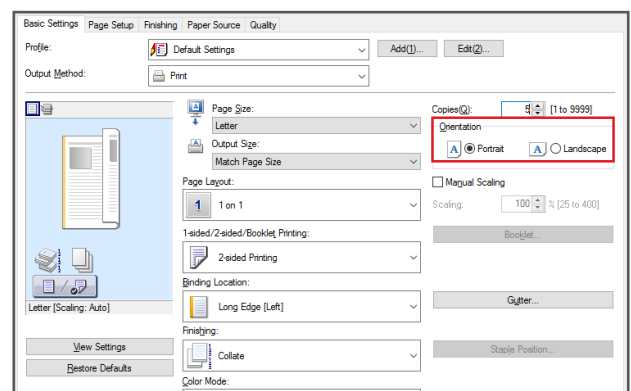
#### TO PRINT MULTIPLE SETS:

1. Select the **Basic Settings** tab
2. Under **Copies**, enter the number of sets to produce



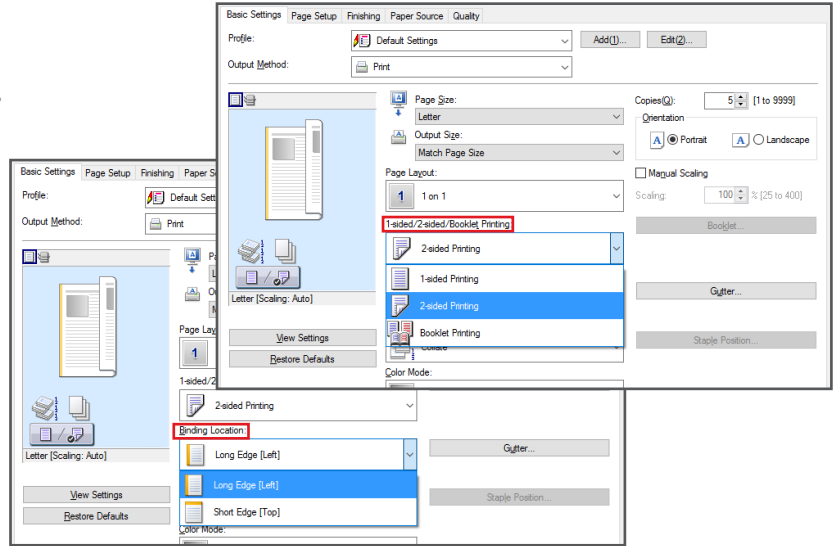
#### TO SELECT THE ORIENTATION

1. Select the **Basic Settings** tab
2. Under **Orientation**, choose **Portrait** or **Landscape**



### TO PRINT DOUBLE-SIDED:

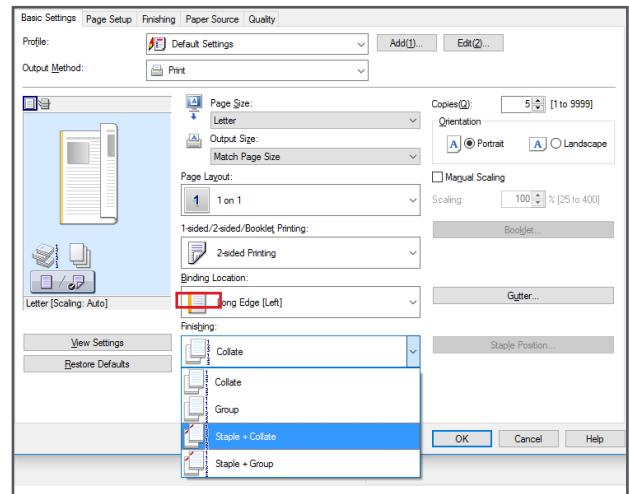
1. Select the **Basic Settings** tab
2. Under **1-Sided/2-Sided/Booklet Printing**, select **2-Sided Printing**
3. Under **Binding Location**, choose:
  - **Long Edge**: Portrait documents will be produced book-type; landscape documents will be produced calendar-type
  - **Short Edge**: Landscape documents will be produced book-type; portrait documents will be produced calendar-type



### TO STAPLE:

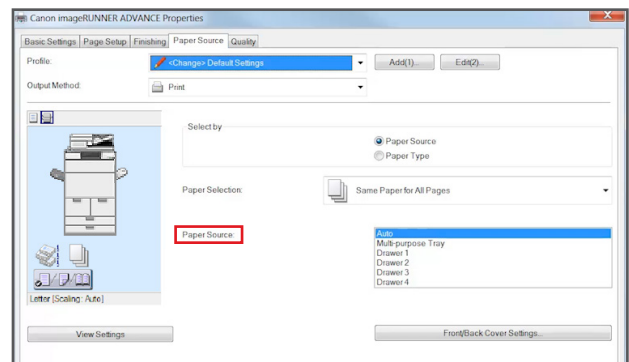
Staple is an optional feature

1. Select the **Basic Settings** tab
2. Under **Finishing**, select **Staple + Collate**
3. To change the staple location, select **Staple Position**



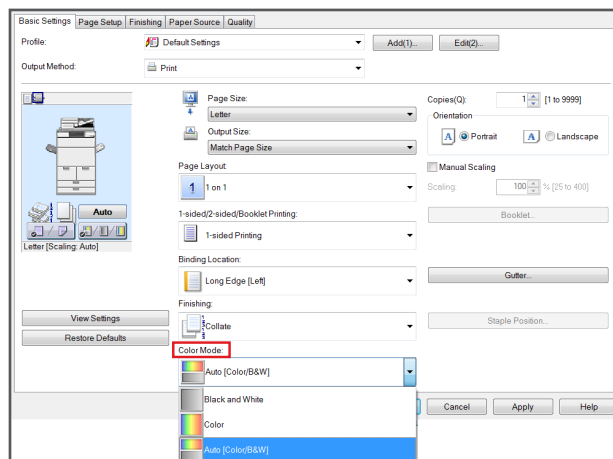
### TO SELECT THE PAPER SOURCE:

1. Select the **Paper Source** tab
2. Under **Paper Source**, choose **Auto** or specify a paper drawer



## TO SELECT THE COLOR MODE:

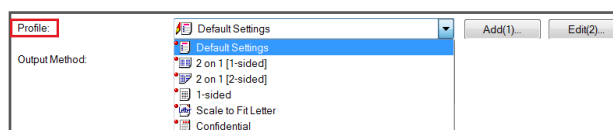
1. Select the **Basic Settings** tab
2. Under **Color Mode**, choose:
  - **Auto (Color/B&W)**: automatically detects whether pages are color or B/W
  - **Color**: retains color information on every page (CMYK)
  - **Black and White**: converts every page to grayscale



## TO CREATE A PROFILE:

Create and store printer driver settings

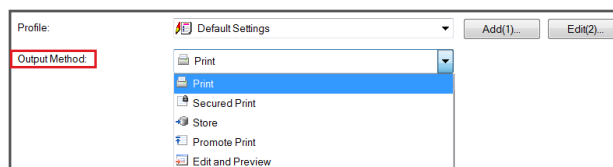
1. Turn on the desired print settings (e.g. 2-Sided and Staple)
2. Next to the Profile drop-down list, select **Add** — The Add Profile dialog box will open —
3. Name the profile and enter a descriptive comment
4. Select **OK**
5. Stored profiles are found in the Profile drop-down list



## TO SELECT THE OUTPUT METHOD:

Output methods may vary

1. Under **Output Method**, choose:
  - **Print**: print directly to the device
  - **Secured Print**: protect documents with a pin number
  - **Store**: store documents in a Mail Box
  - **Promote Print**: promote the document to print next in the print queue
  - **Edit and Preview**: combine print jobs, etc.



**Canon**

CANON SOLUTIONS AMERICA

Canon Solutions America is a registered trademark of Canon Inc. in the United States. All other referenced product names and marks are trademarks of their respective owners and are hereby acknowledged. © 2020 Canon Solutions America, Inc. All rights reserved.