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.