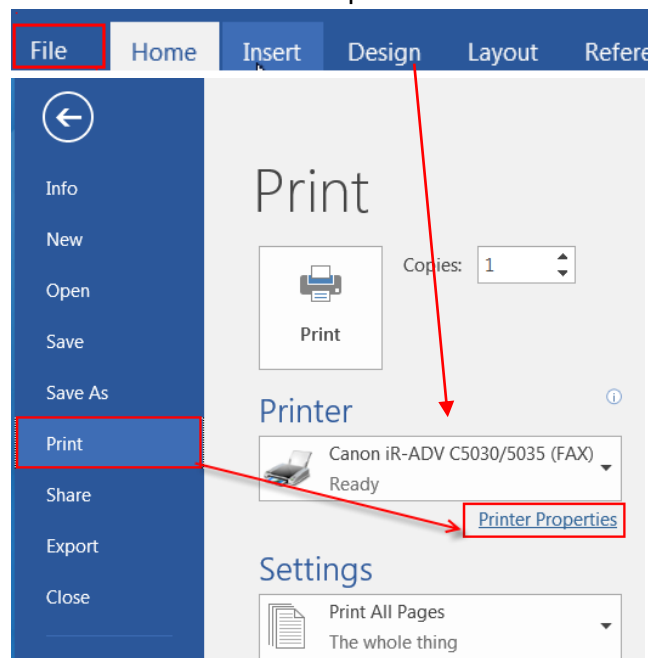**LOFFLER**

Canon ImageRUNNER Advance:
Printer Driver Settings from PC

Most of the functions for copying are also available at your computer in the print driver.
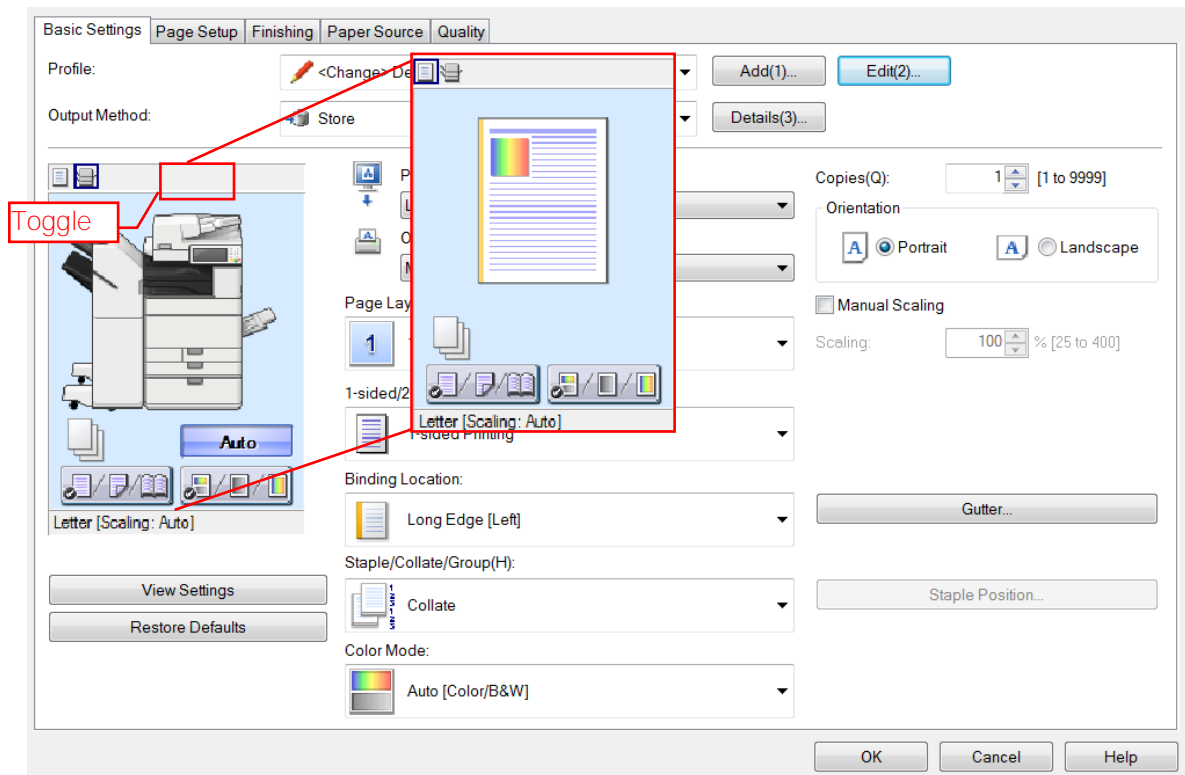
To access the print driver when in a document:

File → Print → Printer Properties

Basic Settings Tab:
The Basic Tab is composed of common settings used in printing.
They are grouped here for your convenience.

- This page has many of the most common settings added to front screen to get the user started.
- The Basic Settings tab features an At a Glance picture of the copier or the document and how the selected options effect either the copier or document.
- The picture view can be changed to display either the document and the options as they are set or the copier.
  - To change the view, select the button at the top left to toggle between the copier or document display.

Basic Tab:
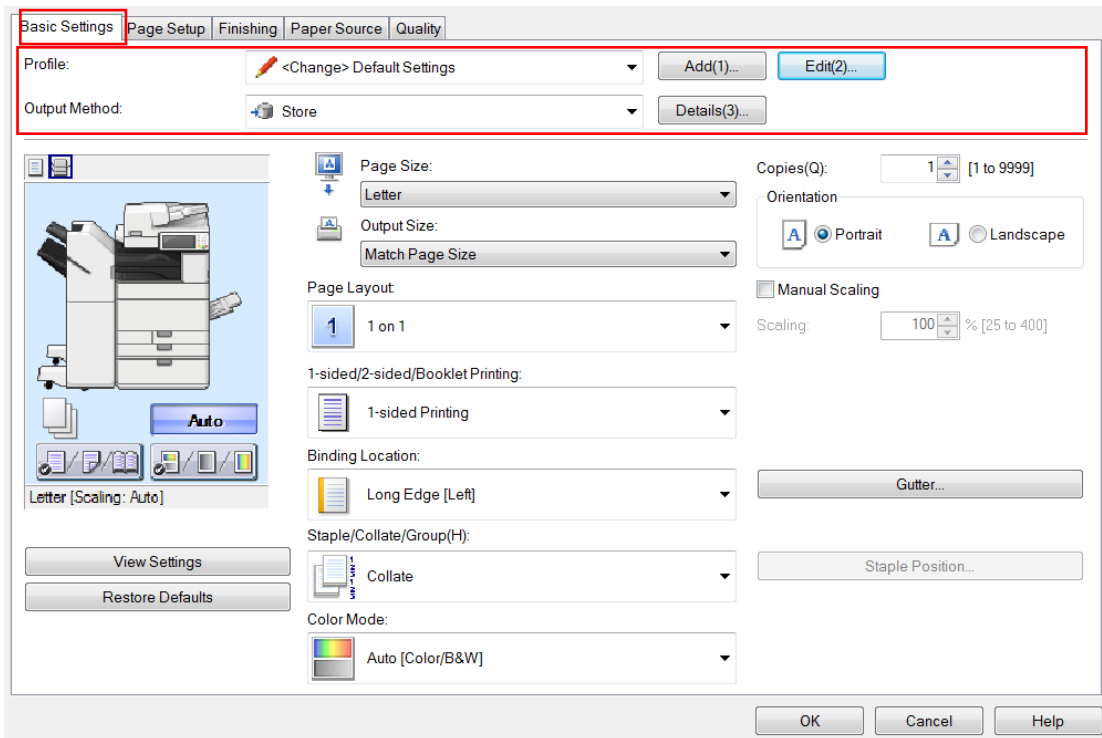
- Profile: A list of presets from which you can quickly set options. Notice as you hover over an item on the list a text bubble describing the profile settings appear.
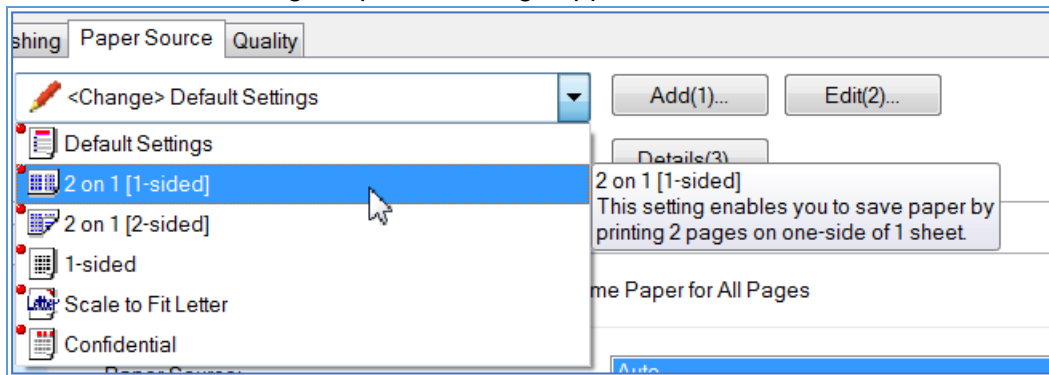

- Add and Edit: Allows you to program or change a profile.
- To add a new profile:
  – Turn on/change all settings necessary for the favorite setting. (ex: 2-sided, full color, staple left corner)
  – Select the "add" button next to profile at the top of preferences window.
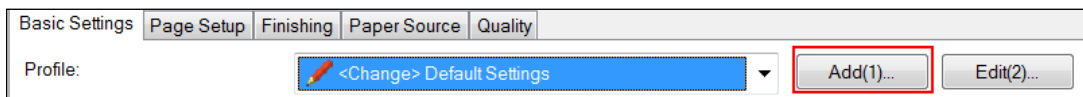
  o Name the profile, you may add an optional icon to the setting (can choose favorite picture from the scrolling bar). It is recommended to add in the settings chosen under the "comment" section to trigger memory.

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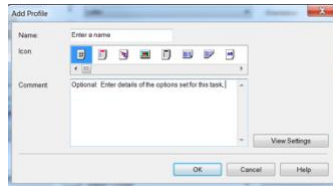
- o Click Ok to save.

- To Edit Favorite Setting: Select the "edit" button, and choose a setting to move up/down in the list, or to delete. Unfortunately, the settings within a favorite setting cannot be changed once created. System default profiles cannot be edited or deleted,
- Output Method: This is where you can choose where you want to send your document.

  - o Print: Performs normal printing and directly prints out from machine.
  - o Hold: Saves print data temporarily in a hold queue in the printer. This function is useful when you want to perform proof printing. You can set a data name in the Hold Details Dialog Box by clicking Details.
  - o Secure Print: Attaches a PIN (password) to the print data and stores it in the printer. This function is useful when printing confidential documents etc. You can set the user name and PIN or password by clicking Details.
  - o Store: If a mailbox is set up on the machine, you can save documents to it. It will hold the document for a programable amount of time or until you delete it from the mailbox.
  - o Promote Print: Prints the print job before other print jobs after the current print job is finished.
  - o Edit and Preview: Combines multiple files into one when printing. You can also view a print preview and change the print settings. Clicking [Details] enables you to set the output method after Edit and Preview. If you select [Lock], [Output Method] is locked in [Edit and Preview] mode. This function is useful for restricting the output methods of clients in a shared printer environment.
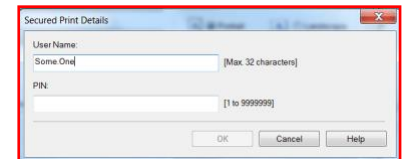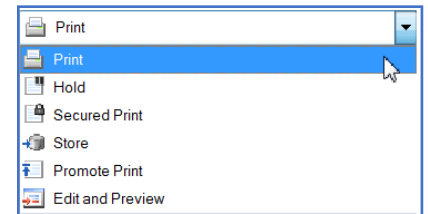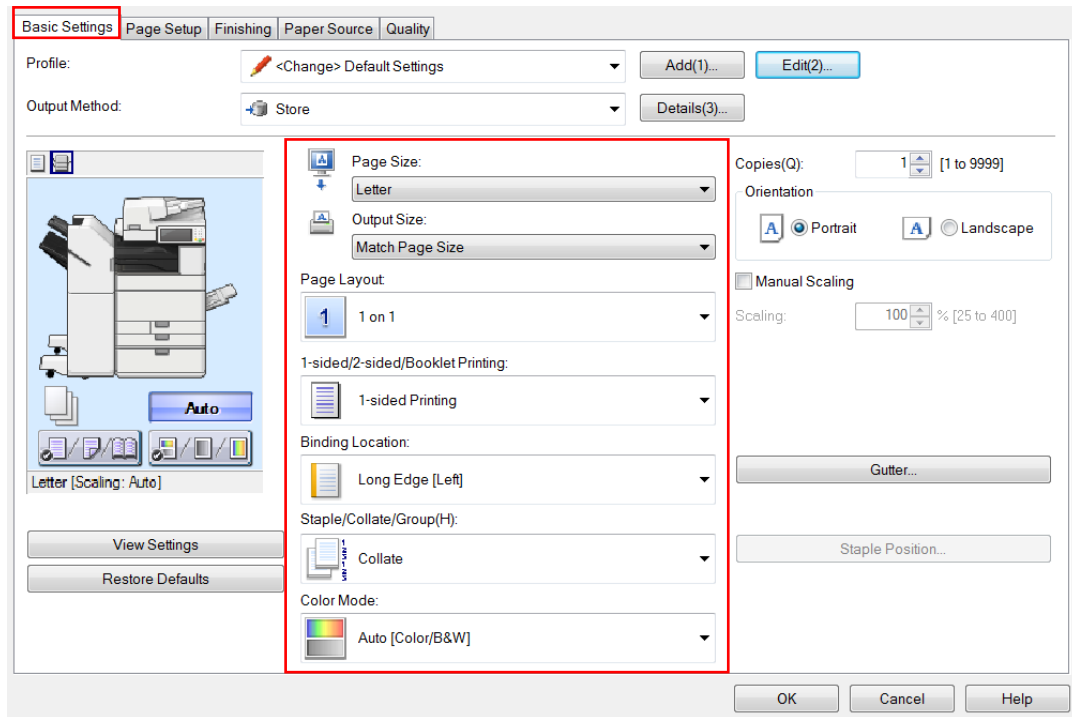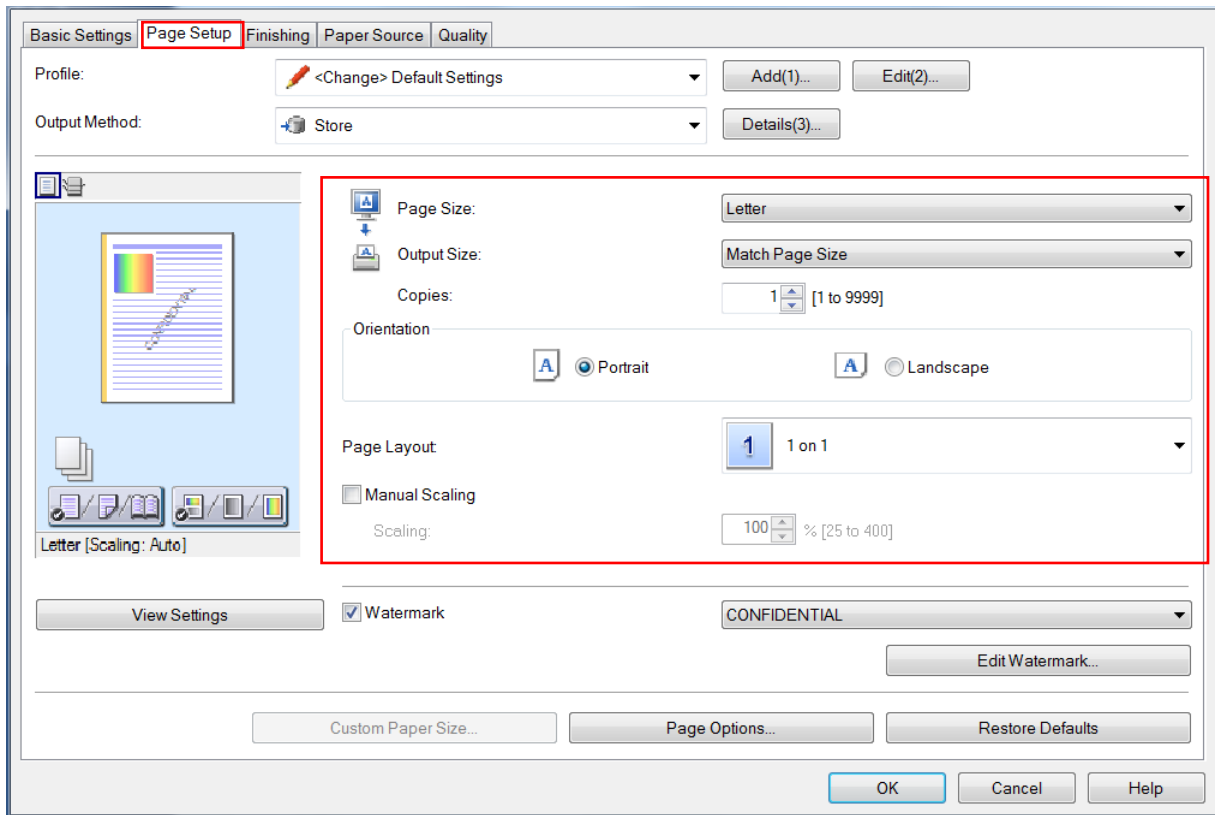
- Paper Size: Enables you to select the paper size prepared by the application.
- Output Size: Auto picks the closest document size. Alternatively, you have the option to choose a specific tray. If your paper requires a certain thickness, the "paper settings for each tray" button allows you to pick the thickness for this document.
- Page Layout: Enables you to specify how many pages to print on each sheet of paper. 1 on 1 prints one page of the document on a sheet of paper. N on 1 (N = 2, 4, 6, 8, 9, or 16) prints multiple pages (N pages) of the document on a sheet of paper. Select the order in which the pages are printed from Page Order. Select Poster [1 x 2]/[Poster [N x N] (N = 2, 3, or 4) Enables you to magnify the print data of one page and print it over multiple sheets (vertically x horizontally) of paper. When the printed sheets are joined together, they form a large print like a poster.
- 1 Sided/2 Sided/Booklet Printing: Enables you switch between 1-sided printing, 2-sided printing, and booklet printing. The printing methods differ from printer model to printer model.
- Binding Location: Enables you to select which edge of the paper to bind. Click the Gutter feature to set the gutter width.
- Staple/Collate/Group (H): When printing multiple copies, enables you to set the order of pages and whether to staple the pages. If you print 2 copies of a 5 page document with the collate selected, the output will be pages [12345], [12345],.[12345] If select group, the output will be [11111], [22222], [33333], [44444], [55555].
- Color Mode: Enables you to switch between color printing and grayscale (black and white) printing. Selecting [Auto [Color/B&W]] enables the printer to automatically detect whether each page should be printed in color or grayscale. *
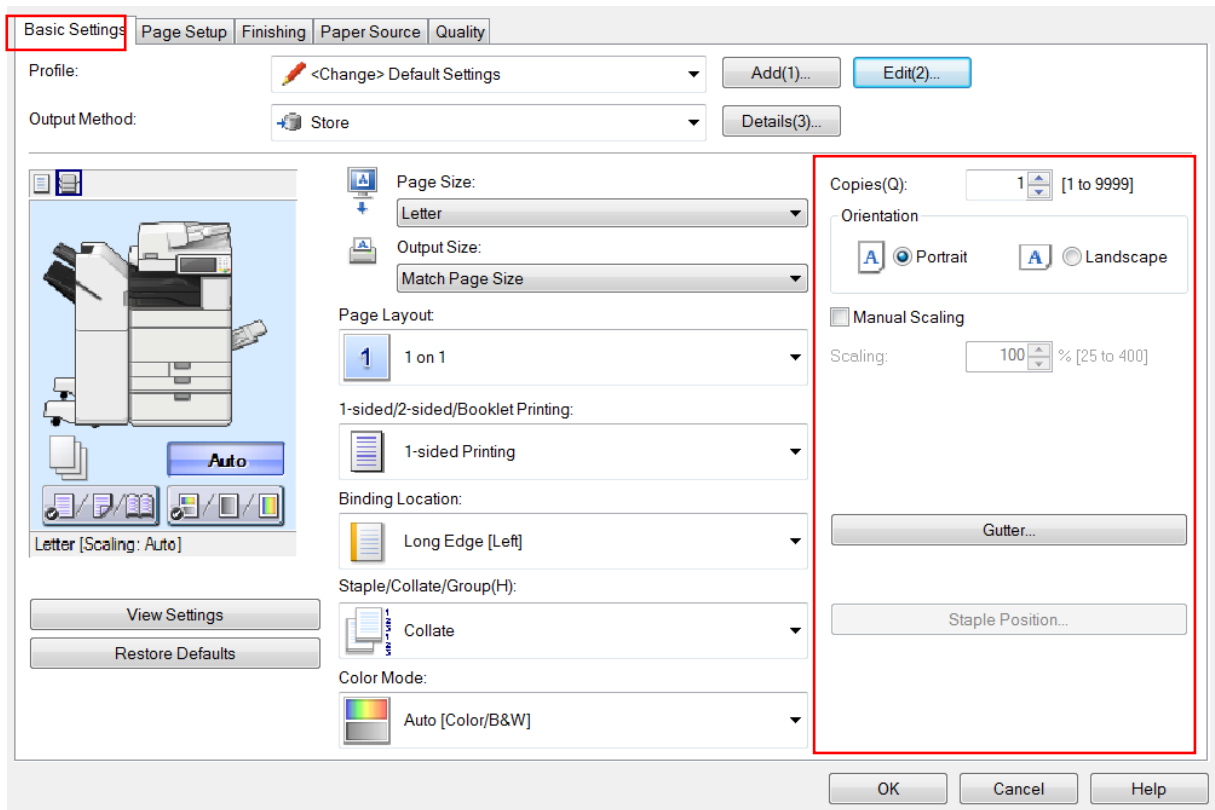
- Copies: Enables you to set the number of copies to be printed.
- Orientation: Enables you to select the print orientation with respect to the direction in which the page is fed through the printer.
- Manual Scaling: Enables you to specify an enlargement/reduction ratio for printing. Enter the ratio in Scaling. If paper size is different than original size, it will help automatically fit the document onto the page. Otherwise you can choose to manually zoom in or out.
- Gutter: Creates a margin on the left-hand side of the document to allow a series of hole punches.
- Staple Position: If you select the staple option for either collate or group, the staple button allows you to direct where the staple is placed.   Upper left, upper right, lower left, lower right. Or a double staple on the right or left binding side. If your machine has the specific folding unit installed, it can also saddle-stitch the middle of the paper. *
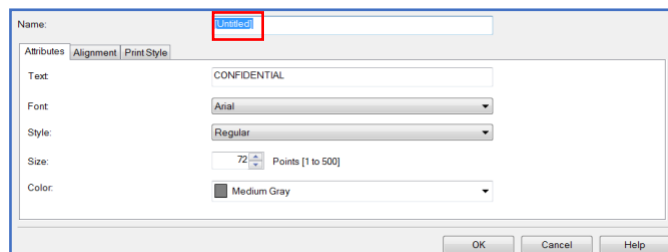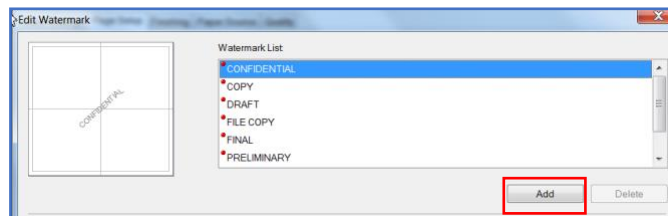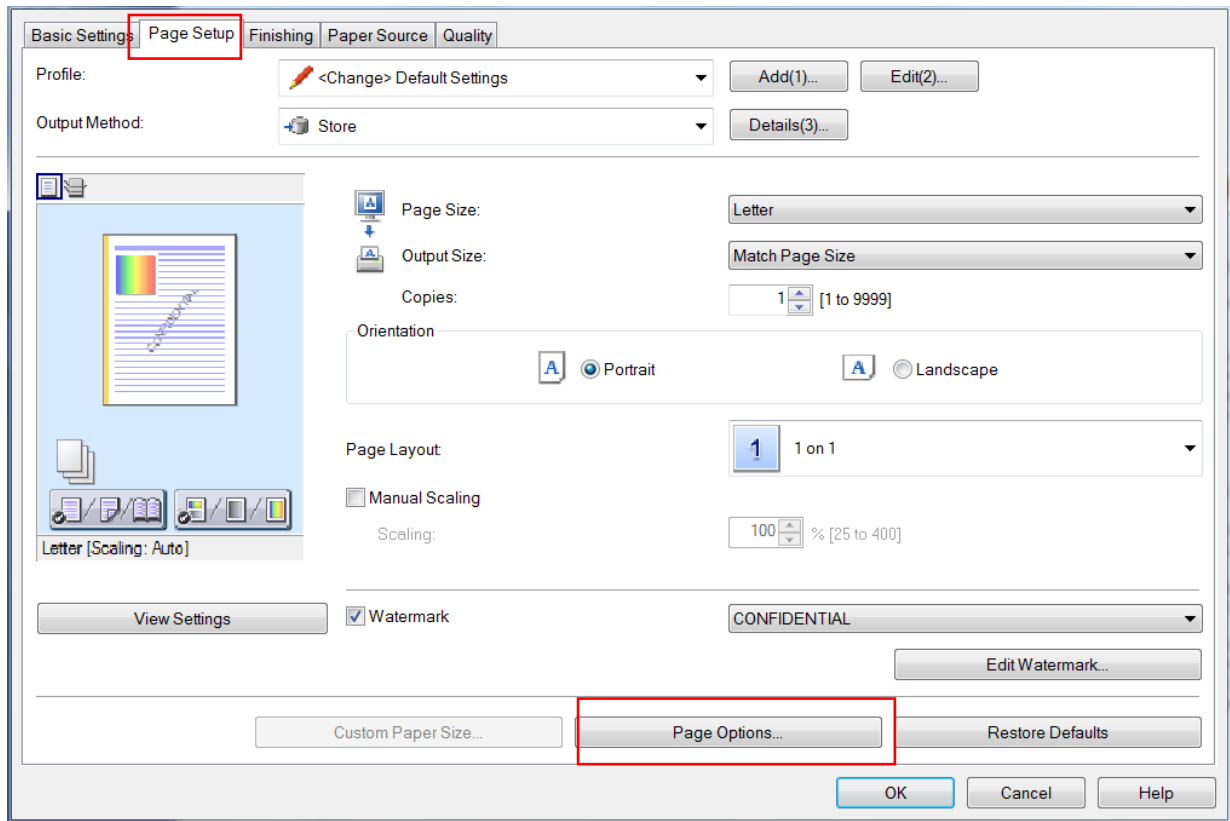
- Paper Size: Enables you to select the paper size prepared by the application.
- Output Size: Auto picks the closest paper to your document size. Otherwise you have the option to choose your own tray if you are printing on specific paper. If your paper requires a certain thickness, the "paper settings for each tray" button allows you to pick the thickness this document needs to print onto.
- Copies: Enables you to set the number of copies to be printed.
- Orientation: Enables you to select the print orientation with respect to the direction in which the page is fed through the printer.
- Page Layout: Enables you to specify how many pages to print on each sheet of paper. 1 on 1 prints one page of the document on sheet of paper. N on 1 (N = 2, 4, 6, 8, 9, or 16) prints multiple pages (N pages) of the document on each sheet of paper. Select the order in which the pages are printed from Page Order. Select Poster [1 x 2]/[Poster [N x N] (N = 2, 3, or 4) Enables you to magnify the print data of one page and print it over multiple sheets (vertically x horizontally) of paper. When the printed sheets are joined together, they form a large print like a poster.
- Manual Scaling: Enables you to specify an enlargement/reduction ratio for printing. Enter the ratio in Scaling. If paper size is different than original size, it will help automatically fit the document onto the page. Otherwise you can choose to manually zoom in or out.
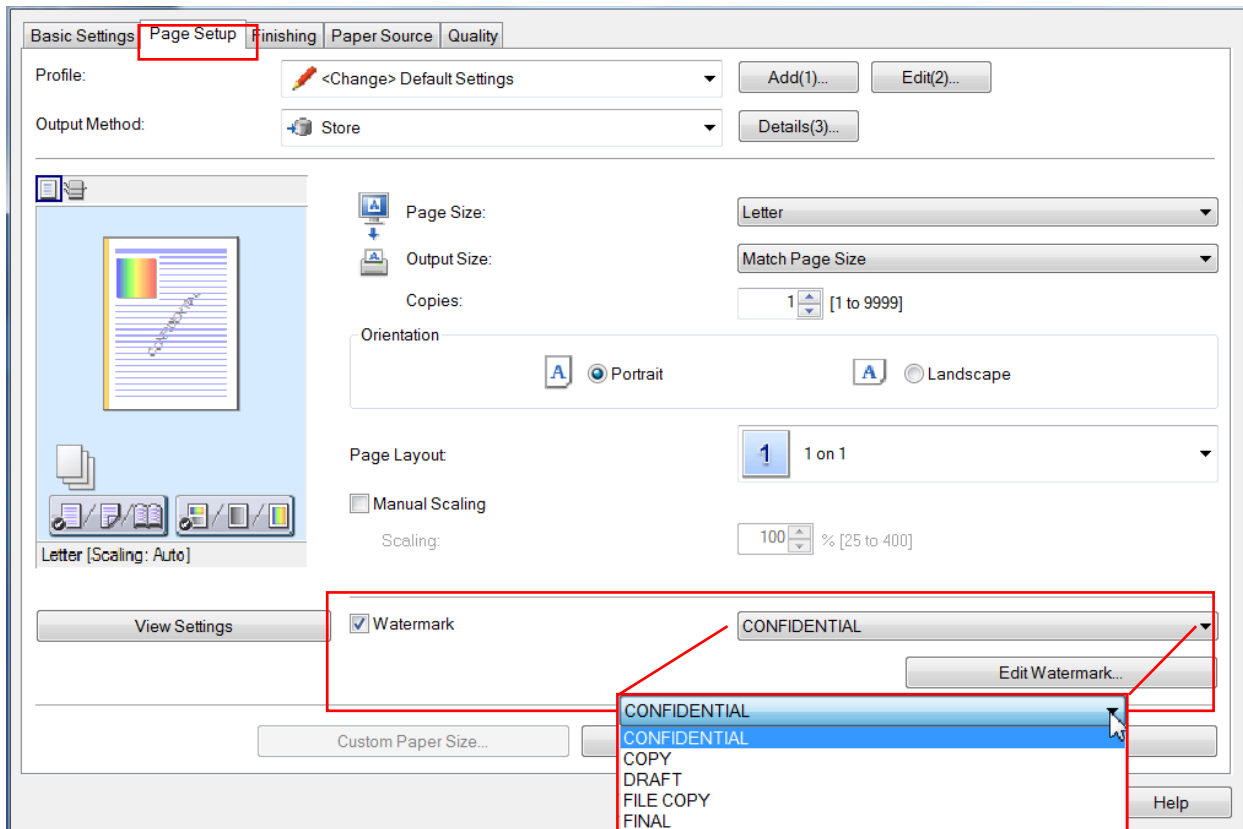
- Watermark: You can superimpose a semi-tra...[?]...NTIAL or COPY over print data when printing.
- Edit Watermark: You can also create your own watermarks, including selecting your the font, font style, font size and font color.

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- Page Options: Enables you to set layout options (border, date, page numbers, etc.) and configure overlay printing settings.

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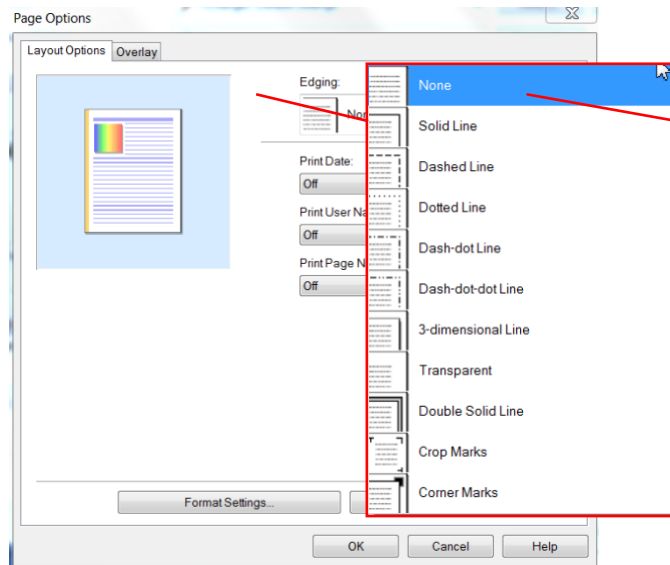
Finishing Tab:

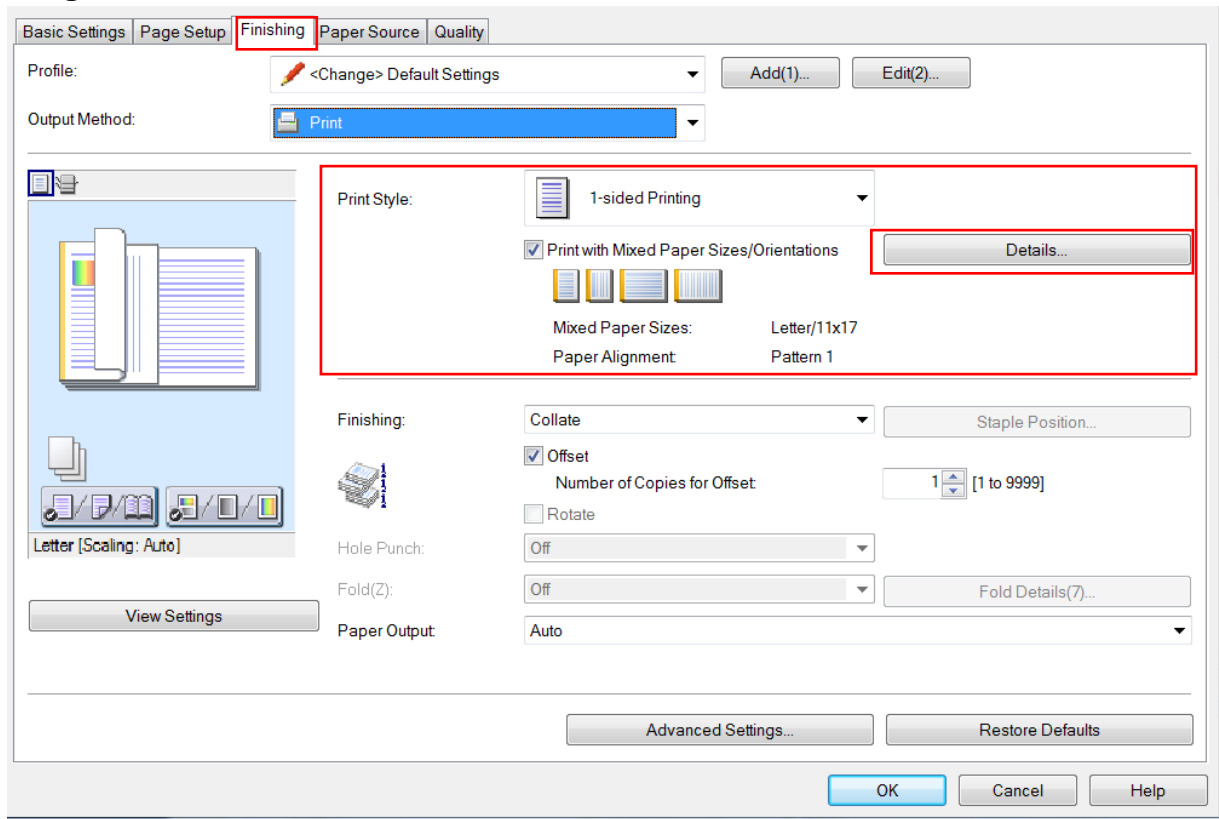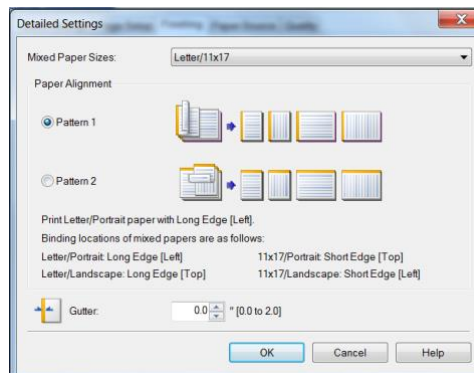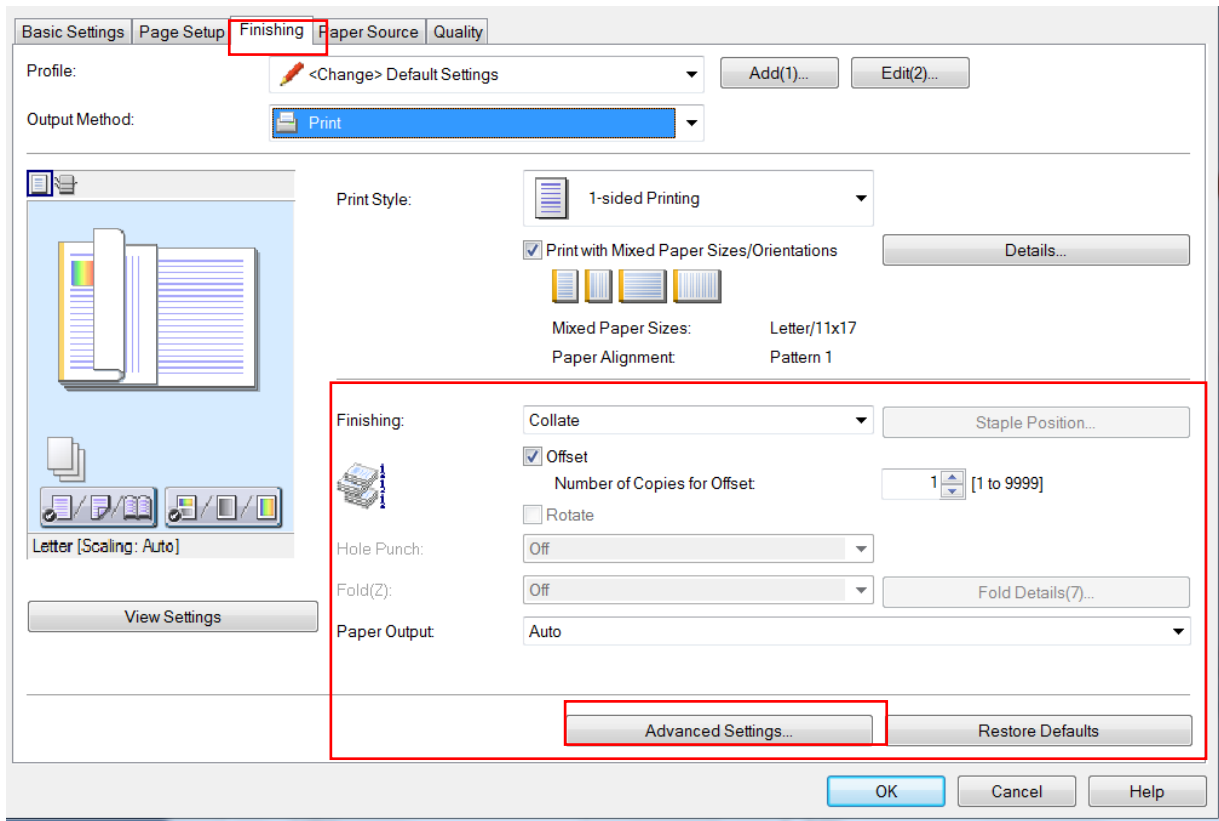- Print Style: Enables you to switch between 1-sided and 2-sided printing. Depending on the printer model you are using, you may also be able to select booklet printing and perfect binding.
- Print with Mixed Paper Sizes/Orientations: Select this setting when printing data in which the page size and orientation settings differ from page to page. Click Details to set the binding locations and widths.
- Details: Enables you to select which edge of the paper to bind with Binding locations. Click Gutter to set the gutter width. Perfect binding glues the binding sides of content pages and encloses them in a cover.

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- Finishing: Collate outputs the specified number of copies in page order. Group outputs the specified number of copies with all pages having the same page number grouped together. Staple + Collate or Staple + Group, outputs the pages in the order specified for Collate or Group stapled together. "Eco (Staple-Free)" is a method of fixing pages together without using staples, and can be used when a finisher that supports binding without staples is installed. *
- Staple Position enables you to set the position of the staple(s). *
- Offset: Outputs each copy of the document so that it is offset relative to the copy before and after it. This function is useful for separating each copy. *
- Number of Copies for Offset: You can set how many copies are offset. *
- Rotate: Output each copy of the document at a 90-degree angle relative to the copy before and after it. This function is useful for separating each copy. *
- Hole Punch: Outputs the document with multiple holes for ring binding. *
- Fold (Z): Folds pages when outputting them. *
- Fold Details: Enables you to specify the fold direction (when you select C-fold, Half Fold, Accordion Z-fold, Double Parallel Fold, and Saddle Fold. *
- Paper Output: Enables you to specify which tray the paper will be output to. *
- Advanced Settings: Enables you to configure detailed finishing settings. When you select a setting item in List of Settings, you can select a setting from the drop-down list.
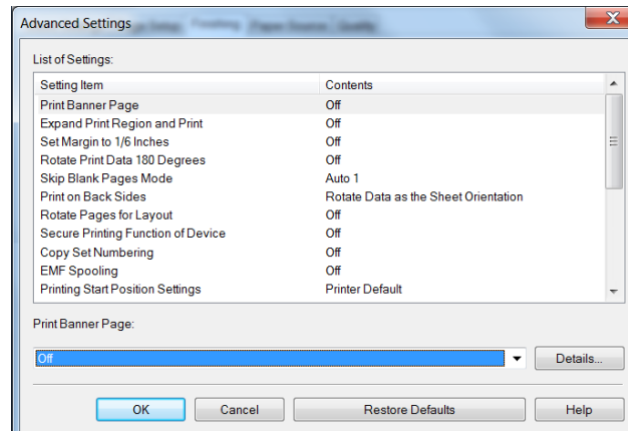
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- Print Banner Page: Enables you to print a banner page showing the user's login name, the time the print job was printed, and the document file name. A banner page is not stapled or hole punched even when a print job uses these options
- Expand Print Region and Print: Enables you to expand the print area when printing. When you use this function, part of the print data may be missing at the edges of the sheet, depending on the document being printed. This function may not be applied in some applications (the print result may be the same regardless of whether you adjusted the margins). The top, bottom, left, and right margins are set to 10.0 mm (0.39 inches) for SRA3, 12x18, and envelopes paper sizes.
- Set Margin to 1/6 Inches: Enables you to print with a 1/6 inch margin on the top, bottom, left, and right edges of the page.
- Rotate Print Data 180 Degrees: This function is useful when you want to print on tab paper, envelopes, etc. that need to be fed in a specific direction.
- Skip Blank Pages Mode: Enables you to set whether pages that contain no print data are output as blank pages. Auto = Skips blank pages. Auto 1 = When performing 2-sided printing, page layout is given priority. Auto 2 = Because priority is given to skipping blank pages when performing 2-sided printing, the pages layout may be incorrect. Off = Outputs blank pages.
- Print on Back Sides: Enables you to configure the layout of the reverse side of a sheet of paper when printing portrait print data on one side of the sheet, and landscape print data on the other side.
- Rotate Pages for Layout Details: If you are performing N on 1 printing or booklet printing of a document with pages whose orientation varies, this function rotates the pages per the orientation of the first page and aligns the size of each page when printing.
    - Auto = Prints with the second page onward automatically rotated 90 degrees to the left or 90 degrees to the right per the orientation of the first page.
    - Right 90 Degrees = Prints with pages whose orientation differs from the first page rotated 90 degrees to the right. Select this function when [Auto] cannot print the document correctly.
    - Left 90 Degrees = Prints with pages whose orientation differs from the first page rotated 90 degrees to the left. Select this function when [Auto] cannot print the document correctly.
- Secure Printing Function of Device: Embeds restriction and tracking information into the print data as a dot pattern. This function is useful when printing confidential documents.
- Copy Set Numbering: Enables you to print a serial number in semi-transparent text on each copy when you are printing several copies of a document. This function is useful when printing confidential documents.

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- EMF Spooling: Enables you to set whether the printer driver spools print data in EMF (metafile) format. Off = Print data is spooled as RAW data. On = Print data is spooled in EMF format. When printing from an application, this shortens the time taken for the application to send the data to the printer.
- Printing Start Position Settings: Shifts the starting point for printing the document in the long edge (upward) and short edge (rightward) directions when printing. This function is useful for adjusting margins when the widths of the top and bottom margins and right and left margins differ, and for hiding the header information of faxes
- Print Banner Page: Enables you to print a banner page showing the user's login name, the time the print job was printed, and the document file name. Click Details to set the paper source or paper type

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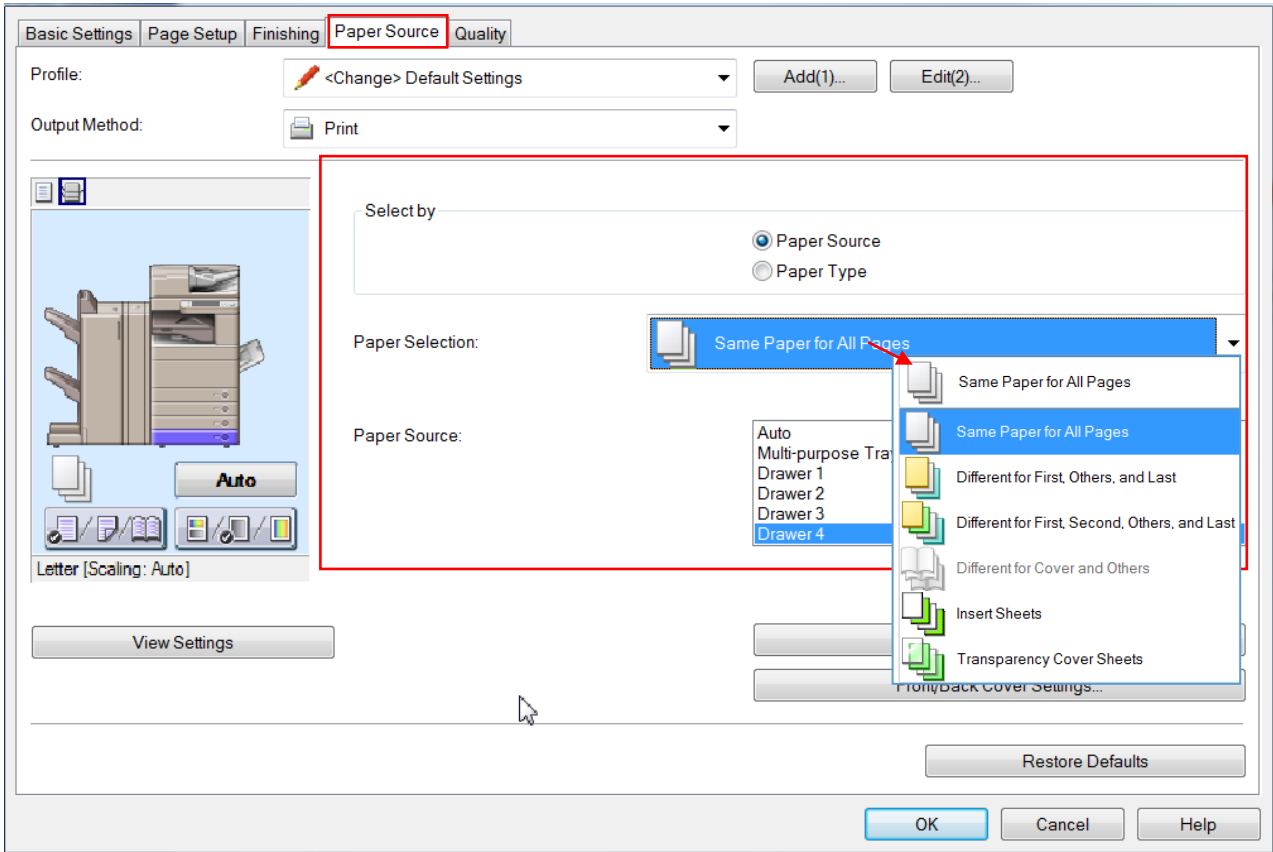
Paper Source Tab:

- Select By: Enables you to select the paper source and paper type to print on
- Paper Selection: You can change the paper source method depending on the page. If you select Paper Source for Select by, you can select the paper sources by clicking Settings.
  o Same Paper for All Pages: Enables you to set the paper source or paper type for all pages
  o Different for First, Others, and Last: Enables you to set the paper sources or paper types for each of the pages indicated.
  o Different First, Second, Others, and Last: Enables you to set the paper sources or paper types for each of the pages indicated.
  o Different for Cover and Others: Enables you to set the paper sources or paper types for the cover and other pages
  o Insert Sheets: Inserts sheets of paper between the specified pages. Click Insert Sheets Settings to configure settings relating to the inserted sheets. Select the original paper from Original Paper Source or Original Paper Type.
  o Transparency Cover Sheets: When printing on transparencies, inserts paper sheets between each transparency. Select the paper source or paper type for Cover Sheets/[Interleaf Sheets and Transparencies. Selecting Print on Cover Sheets/Print on Interleaf Sheets prints on the interleaf sheets as well.
- Paper Source: You may direct from where the paper is pulled by selecting Paper Source.

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Example of settings for Different First, Second, Others and Last combined with Paper Source *
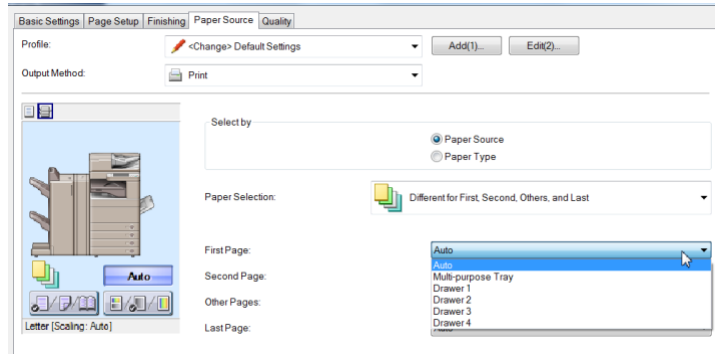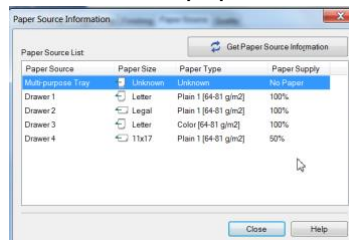

Example of settings for Different First, Second, Others and Last combined with Paper Type *
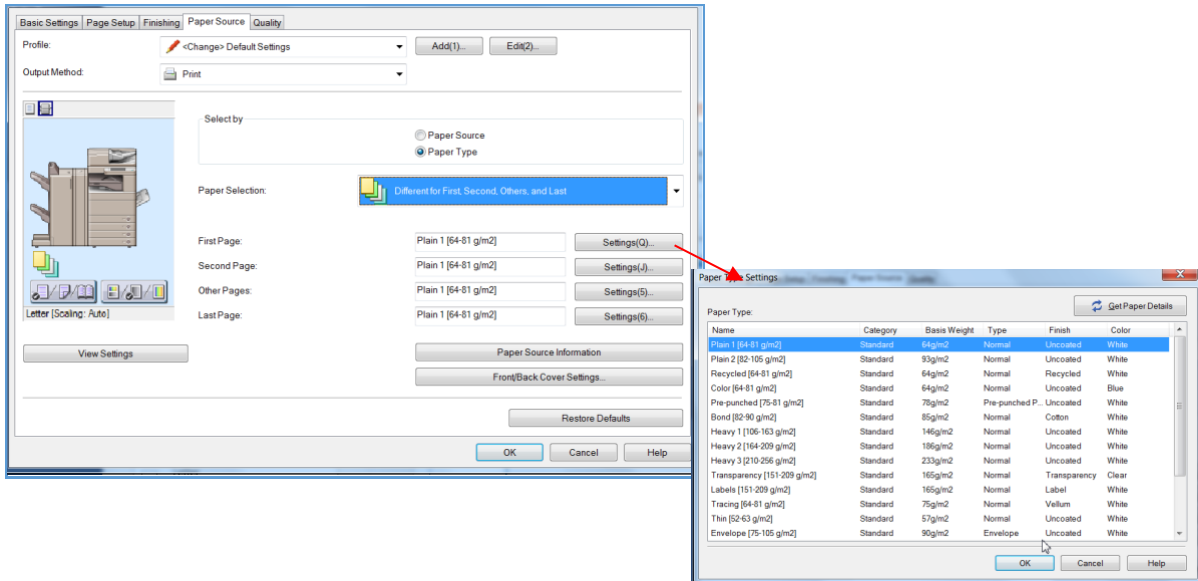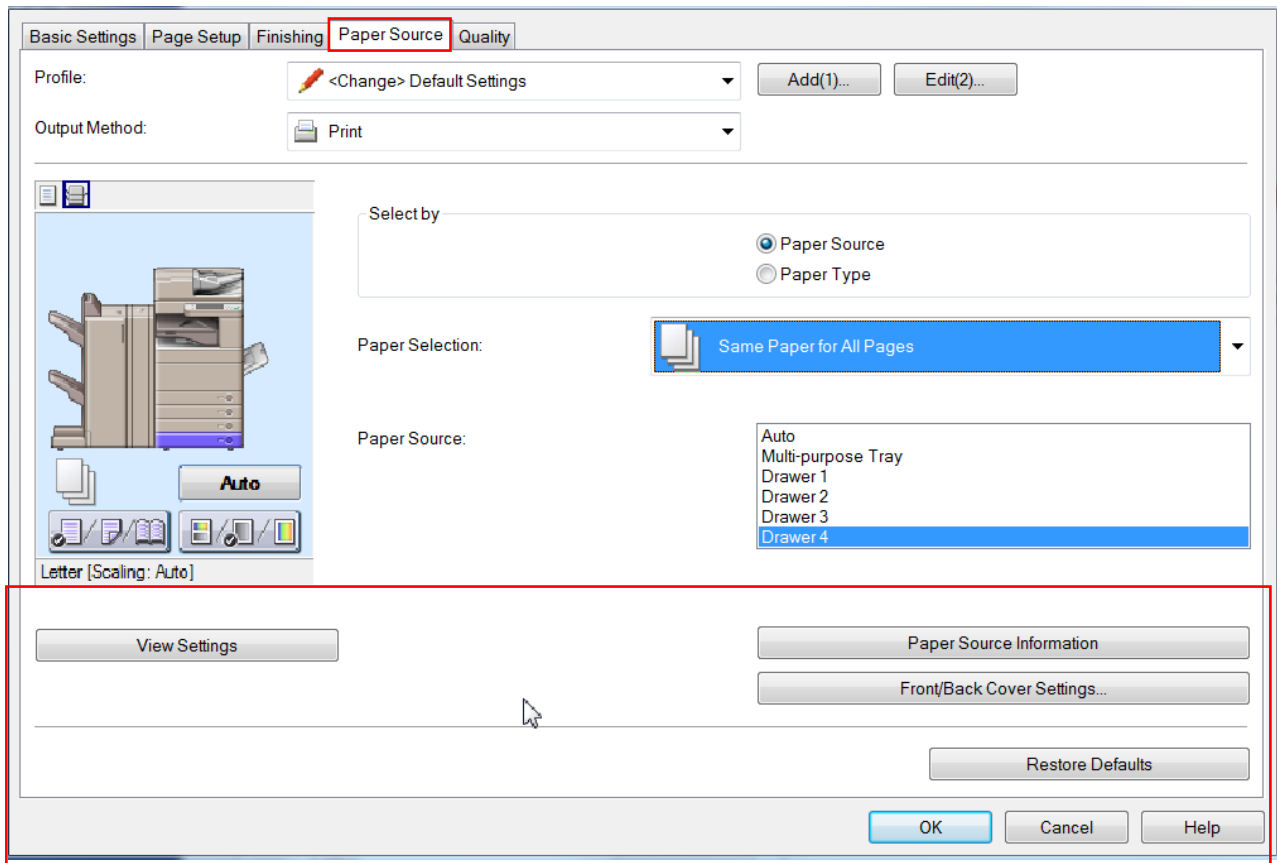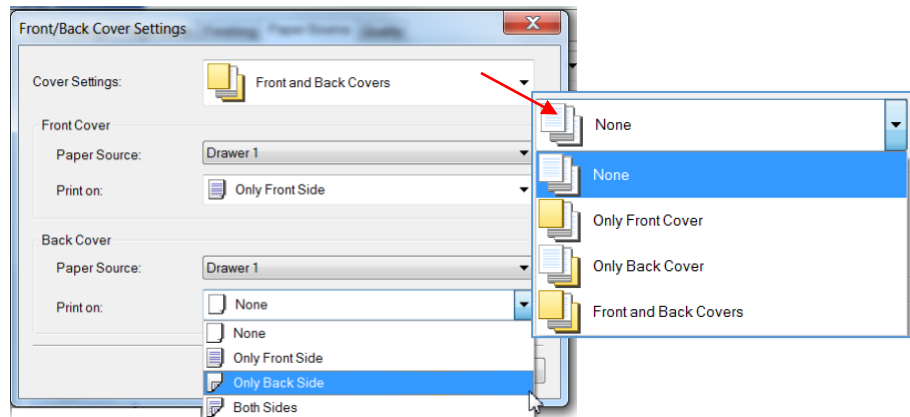
- View Settings: Enables you to check the current settings in a list.
- Paper Source Information: Displays what kind of paper is in which paper tray in the copier *

- Inserts front and back covers. You can set the paper source or paper type of the front and back covers and whether to print on them.
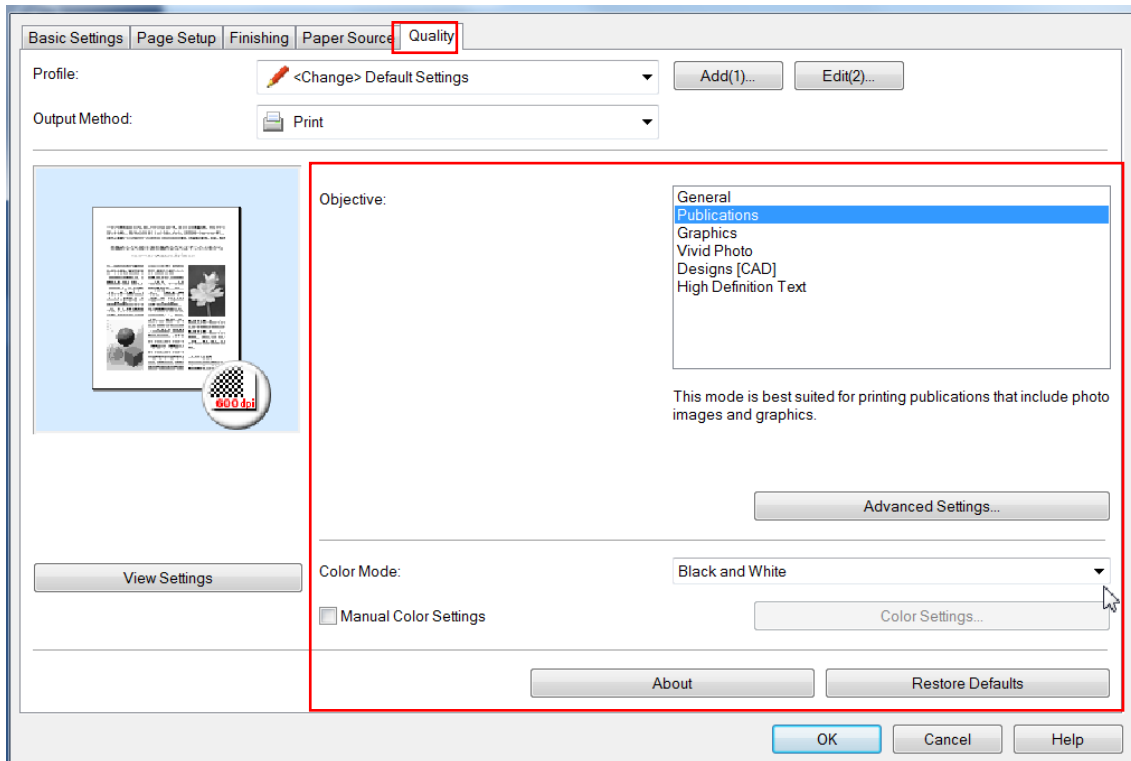
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- Restore Defaults: Returns all the settings to their standard (default) values.
- View Settings: Enables you to check the current settings in a list.

Quality Tab:

- Objective: Enables you to set a print quality mode that matches the purpose of the document by simply selecting a setting.
- Advanced Settings: Enables you to configure more detailed print quality settings.
- Color Mode: Enables you to switch between color printing and grayscale (black and white) printing. Selecting Auto Color/B&W enables the printer to automatically detect whether each page should be printed in color or grayscale.
- Manual Color Settings/Manual Grayscale Settings: Enables you to adjust color, brightness, contrast, and color matching.
- About: Displays the version of the printer driver.
- Restore Defaults: Returns all the settings to their standard (default) values.
- View Settings: Enables you to check the current settings in a list.

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