

you can
Canon

iR1022/1024 Copy Print and Fax

iR1022/1024

Copy Print and Fax



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Introduction

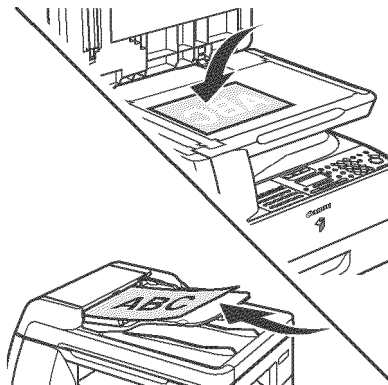
This guide has been designed to provide you, and all users of your Canon iR device(s) within your organisation, with all of the information needed to gain the most out for your investment. The following sections will take you through, in detail, the steps you need to take to produce high quality prints 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 iRC Multi Functional device(s). Please ask your Customer Training Consultant (CTC) for copies of these guides.

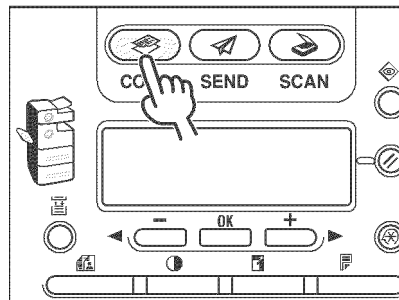
Copying

To Make a Copy

Place the document on the platen glass or place it in the ADF
Face down on Glass and Face Up in Document Feeder



Press the COPY Key



Enter the number of Copies required and Press Start

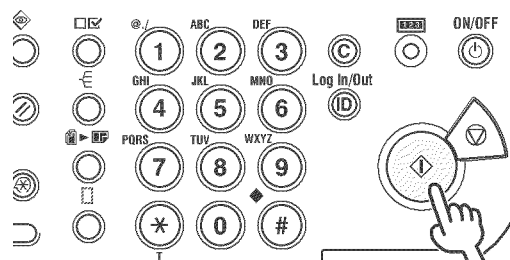
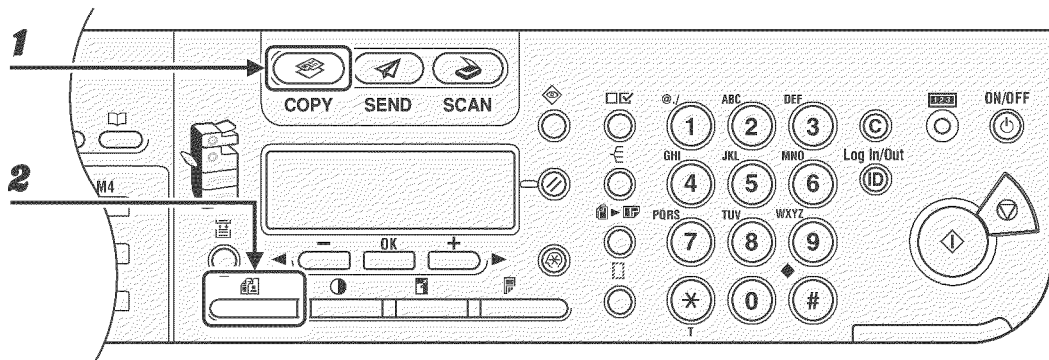


Image Quality

Before pressing START to begin copying, you can adjust the settings to suit the document. These settings return to the default values when the Auto Clear Key is pressed.

Press COPY (1)

Press IMAGE QUALITY (2), to select type of document you are copying TEXT, PHOTO or TEXT/PHOTO



Density

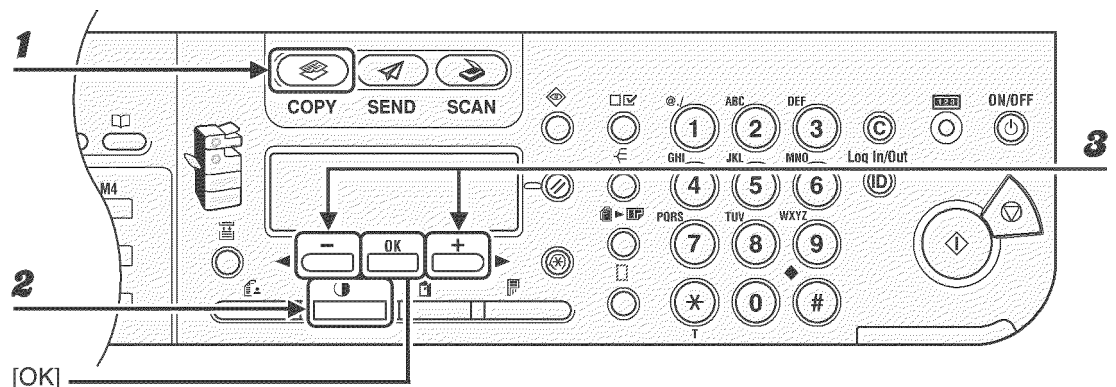
You can adjust the density Automatically or Manually

Press COPY (1)

Press DENSITY (2), to select AUTO DENSITY and press OK.

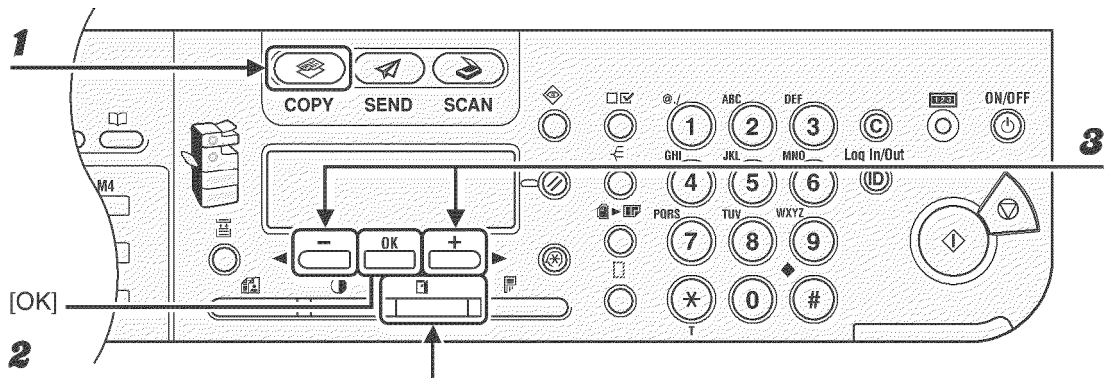
Press DENSITY (2) twice to select MANUAL DENSITY

Press + or - (3) to alter density. And press OK.



Zoom Ratio - Preset

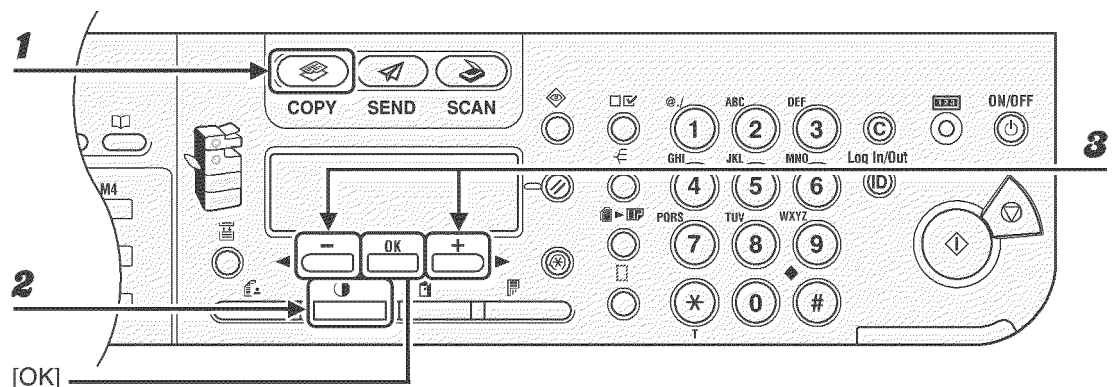
- Press COPY (1)
- Press COPY RATIO (2)
- Press + or - Key to choose Size (3)



Zoom Designation

You can enlarge and reduce your documents in 1% increments between 50% to 200%

- Press COPY (1)
- Press COPY RATIO twice (2)
- Enter the Copy Ratio with the numeric Keys (3) and press OK.

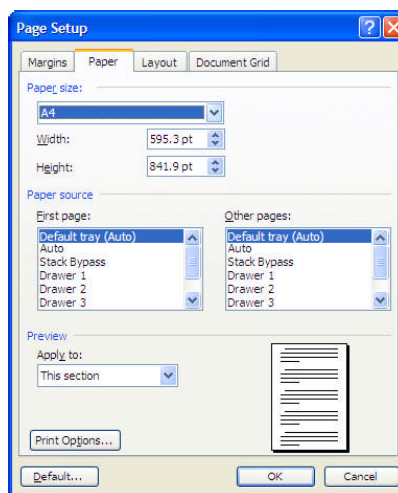


PRINTING

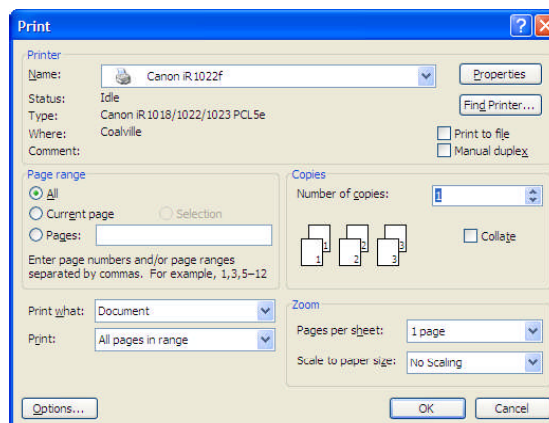
Information to Check Before Printing

In the application you are printing from i.e. Microsoft Word etc., go to File, Page Setup, 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.



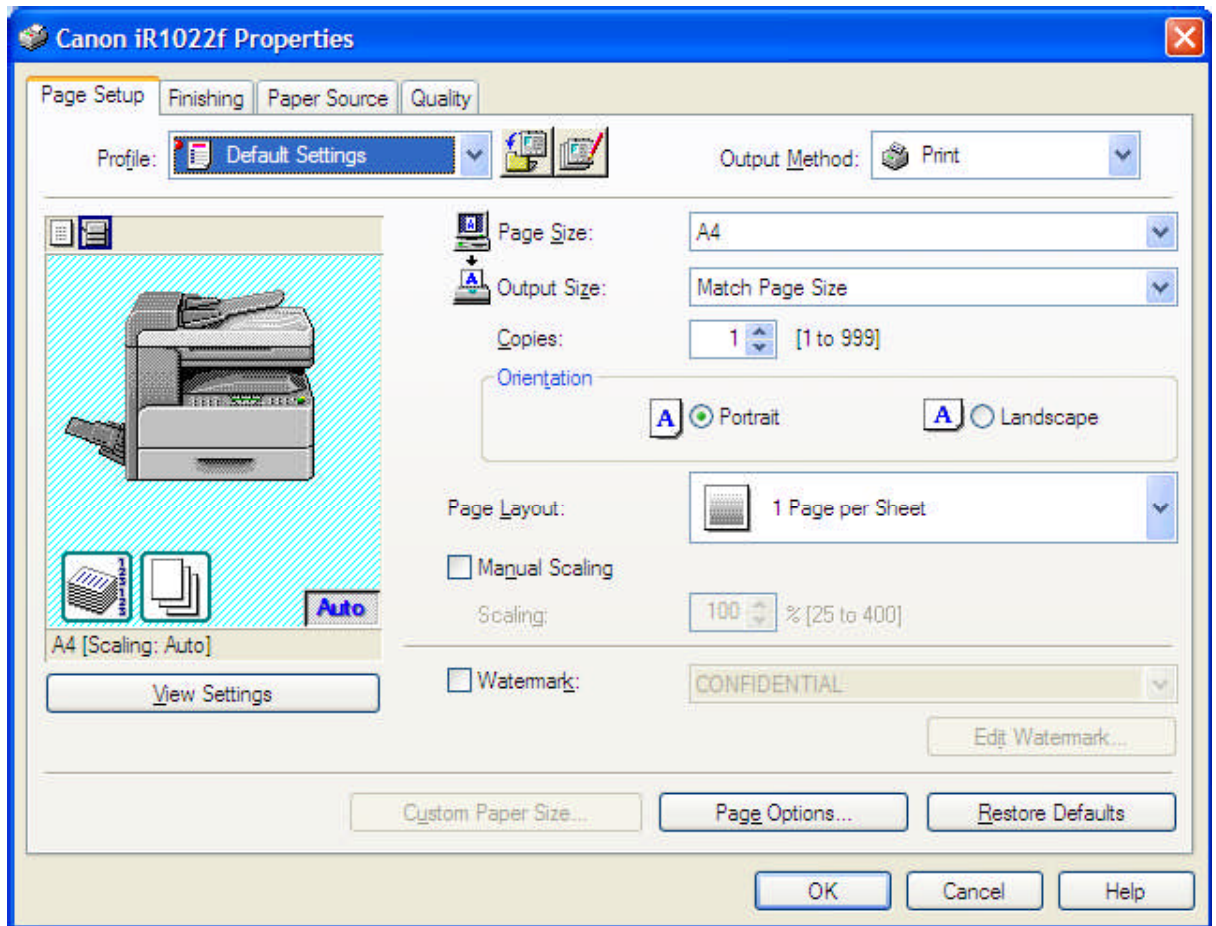
When you select File and Print, your printer dialogue box appears using the drop down arrow select the Canon Printer (see below)



Please make sure the collate box is un-ticked, 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

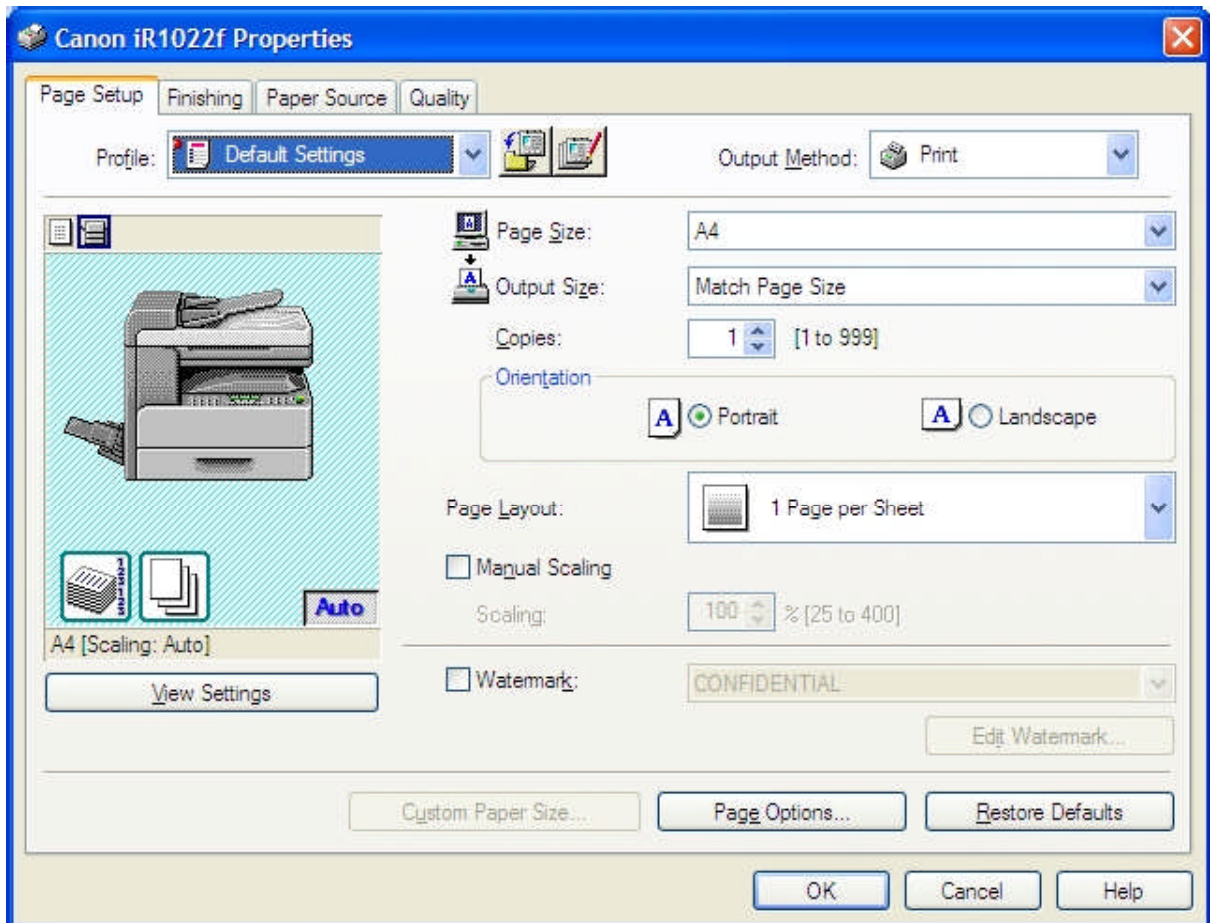


When you open the Canon Printer Driver the screen above will appear with four tabs across the top:-

- 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 whether you have an extra tray on your device.

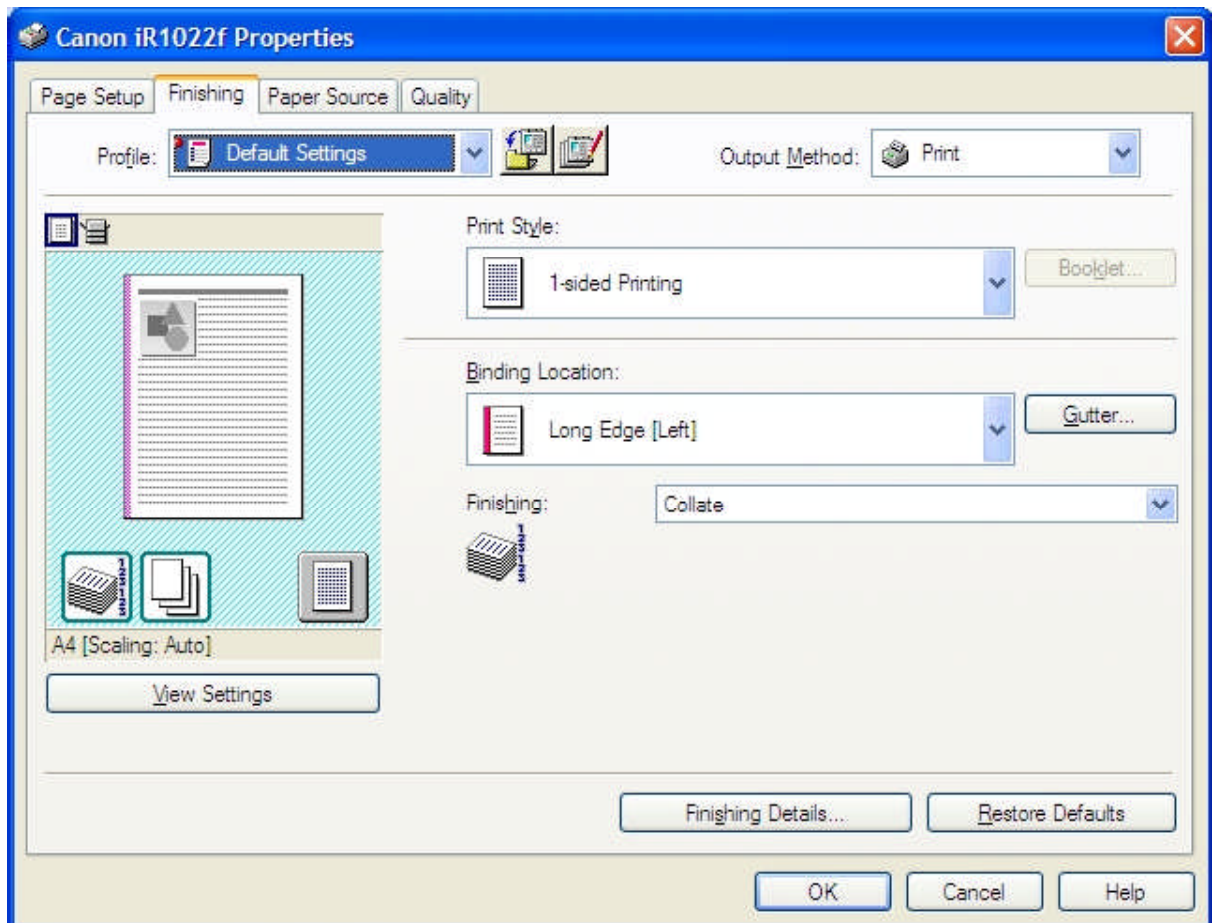
TAB 1 - Page Setup



The Page Set-up Tab is used for:-

1. Reducing/Enlarging, allows actual Page Size to be different from Output Size. E.g. If your Page Size in the document is A4, you could change the Output Size to A5 and the printer automatically reduces it to A5 for you. Or, you could put the exact scale you require into the Manual Scaling box by ticking the check box and typing in the scale size needed.
2. Page Layout, this is used for thumb nailing and posters. E.g. if you have a four page document all four will appear on one page reduced down if 4 on 1 is selected from the drop down list. If you select Poster 2 x 2 from the drop down list, it will enlarge your document to make it fit onto 4 separate sheets for taping together.
3. Watermarks, once the Watermark Box has been ticked you can then select any standard Watermarks from the drop down list or click or Edit Watermark to create your own (text only no graphic images)

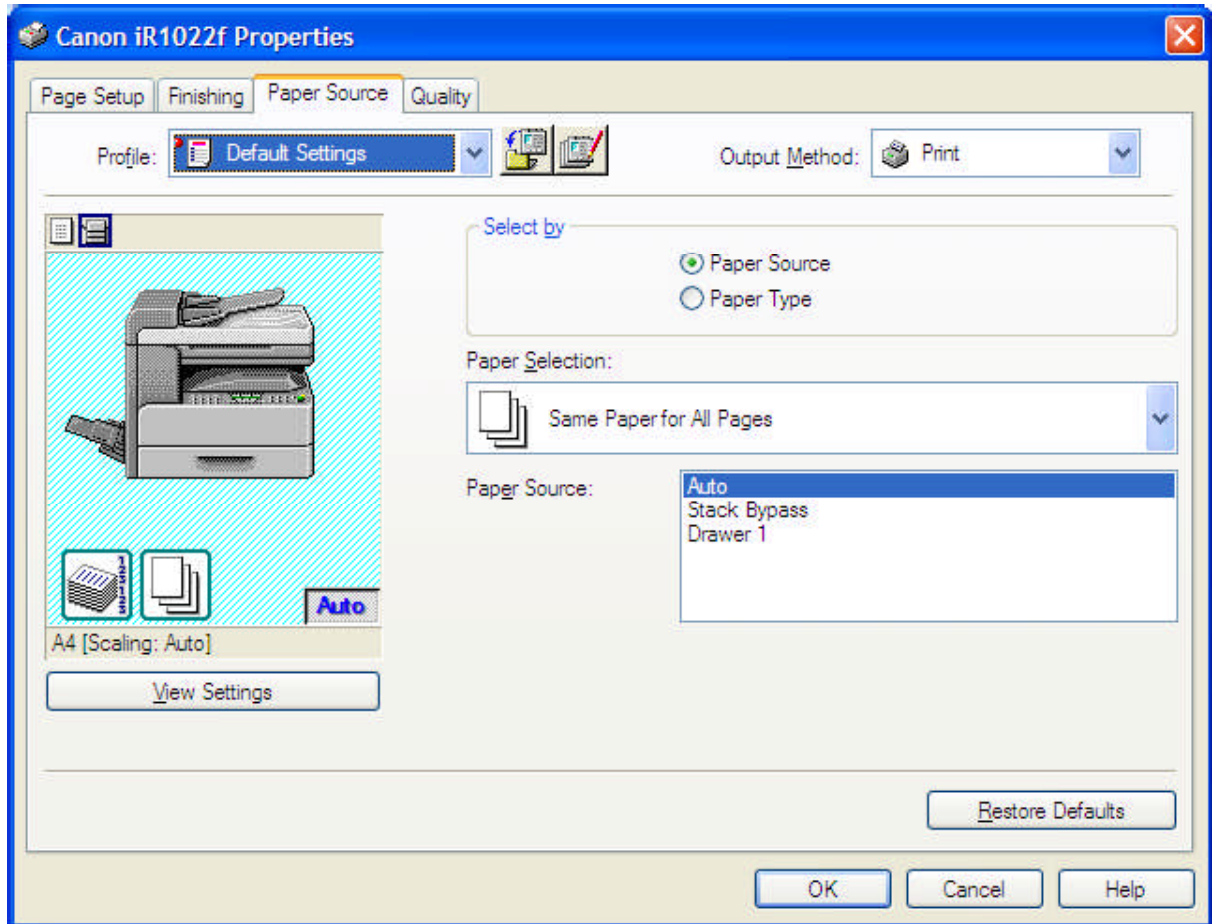
TAB 2 - Finishing



The Finishing Tab is used for:-

1. Double-sided, click on the Print Style key to select 1-sided, 2-sided or the booklet options. (Booklet printing allows for example an 8 page A4 document to be printed using 2 sheets of paper which you then fold in half. The document prints out in the correct page order and is half the size making it an A5 booklet)
2. Binding Location, when you have selected double-sided you have the option to have long edge or short edge binding (long edge is for portrait printing and short edge is for calendar printing)
3. Finishing, this key will allow you to collate (1,2,3 1,2,3 etc) or group (1,1,1 2,2,2, etc) your sets.

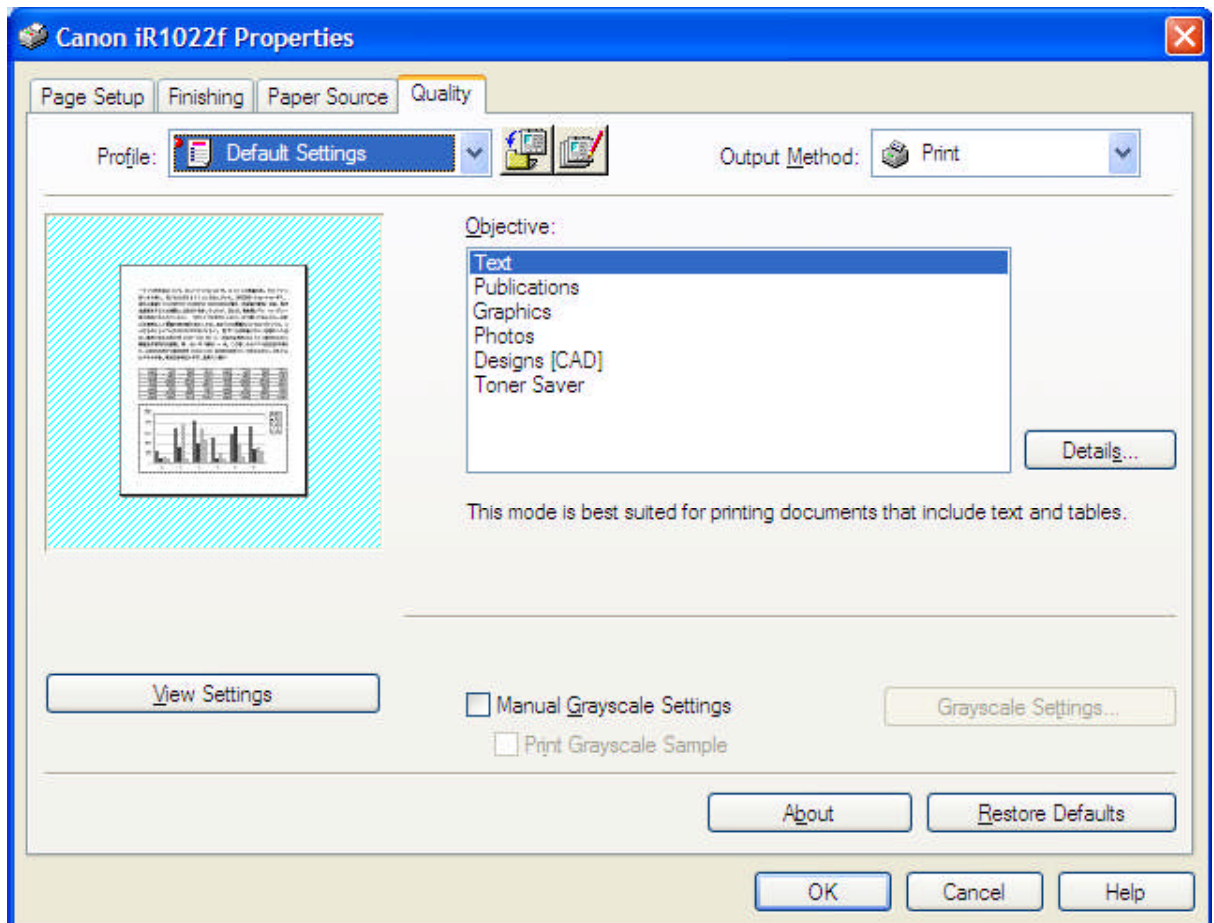
TAB 3 – Paper Source



The Paper Source Tab is used for:-

1. Paper Selection, click on for having different media types for the First and Last page, or different media for First, Second and Last page, or Inserting Sheets on specific page numbers or it can be used for transparency interleaving. This would only work if you had different paper types in the drawer and the stack bypass. If you have an extra drawer, you may want to place plain paper in drawer 1 and headed paper in drawer 2. Then selecting different media types is possible
2. Paper Source, click on this key to tell the device where you have loaded the stock you want to print onto. You need to use the stack bypass for transparencies, light card, labels etc.

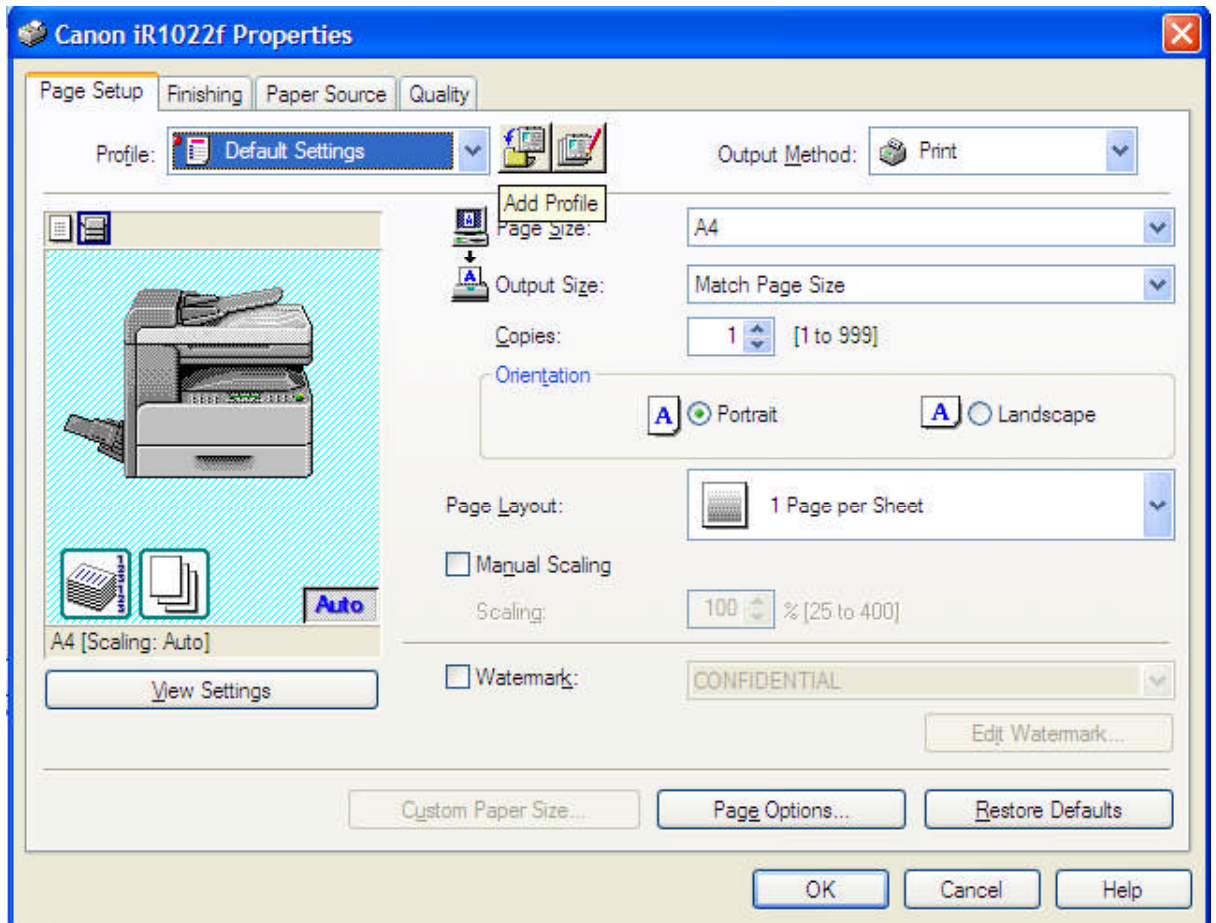
TAB 4 - Quality



The Quality Tab is used for:-

1. Objective. Use Text to emulate greyscales. Use Publications when you have text and images. This changes the printer to create 64 greyscales. Use Graphics when you have mainly images. This changes the printer to create 128 greyscales. Use Photos when you have digital pictures. This changes the printer to create 256 greyscales. If you use Photos in the wrong way, images will print with a moiré effect (chequered background) in which images do not print very well. Use Designs when you have fine or minute lines to be printed.
2. Manual Grayscale Setting, 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. output size from page size, click on the icon next to the profile key (see above), give your profile a name and an icon and click ok.

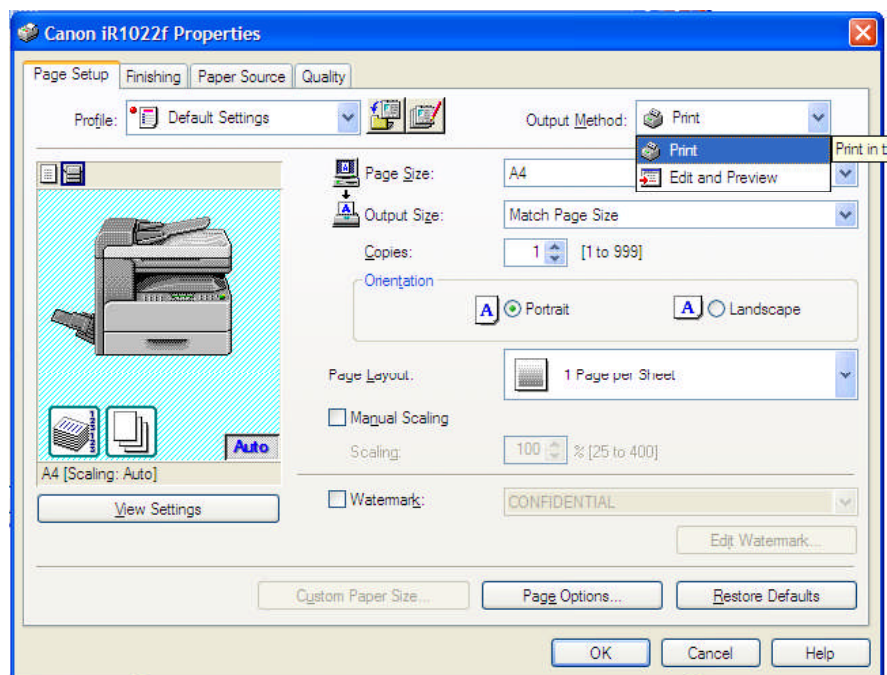
To use the profile, just click on the drop down arrow just to the right of the profile key and select your profile.

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.

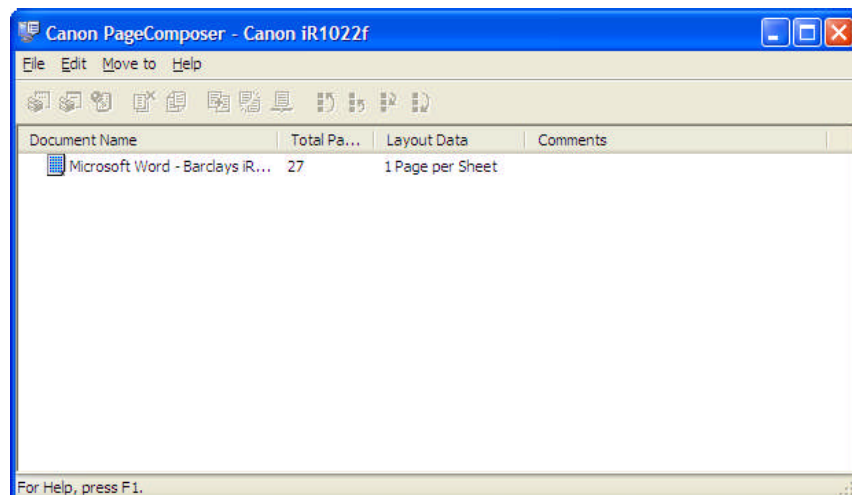
Edit & Preview Option

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

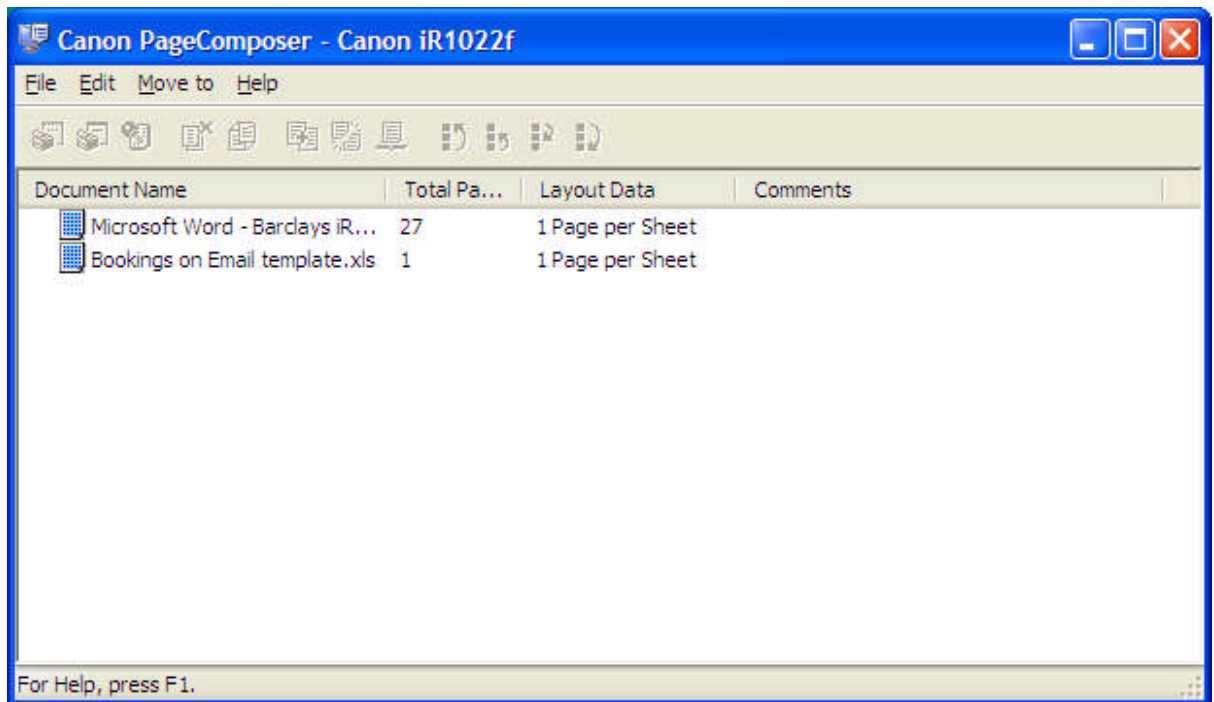
1. Open the first document you want to combine
2. Press File and Print
3. In the print dialogue drop down list select the Canon printer driver
4. Press Properties (the picture below appears)



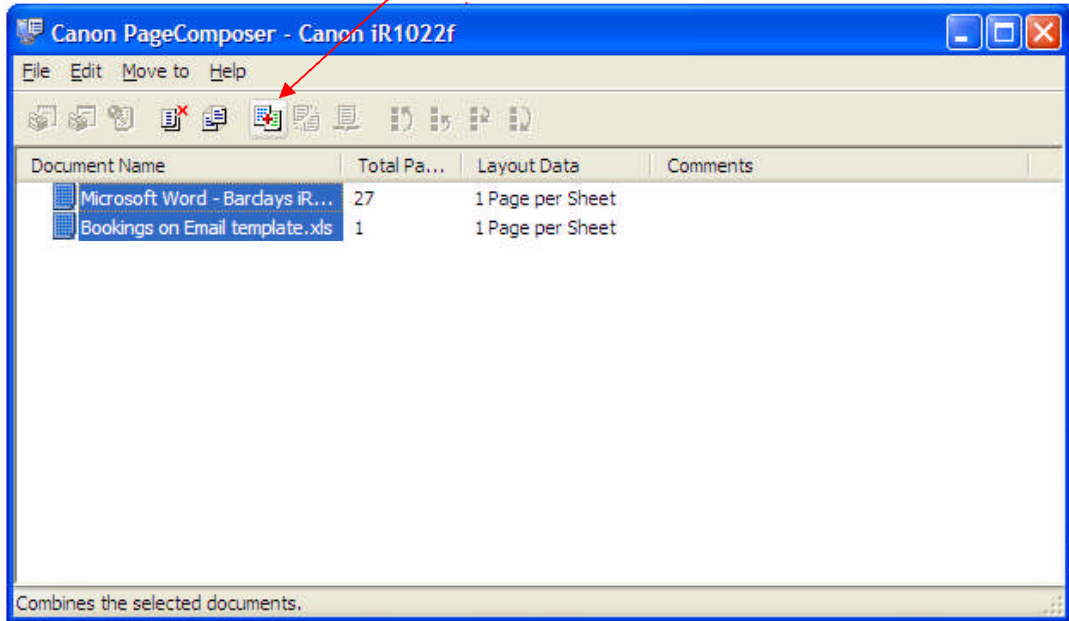
Press Ok key twice which opens Canon Page Composer automatically.



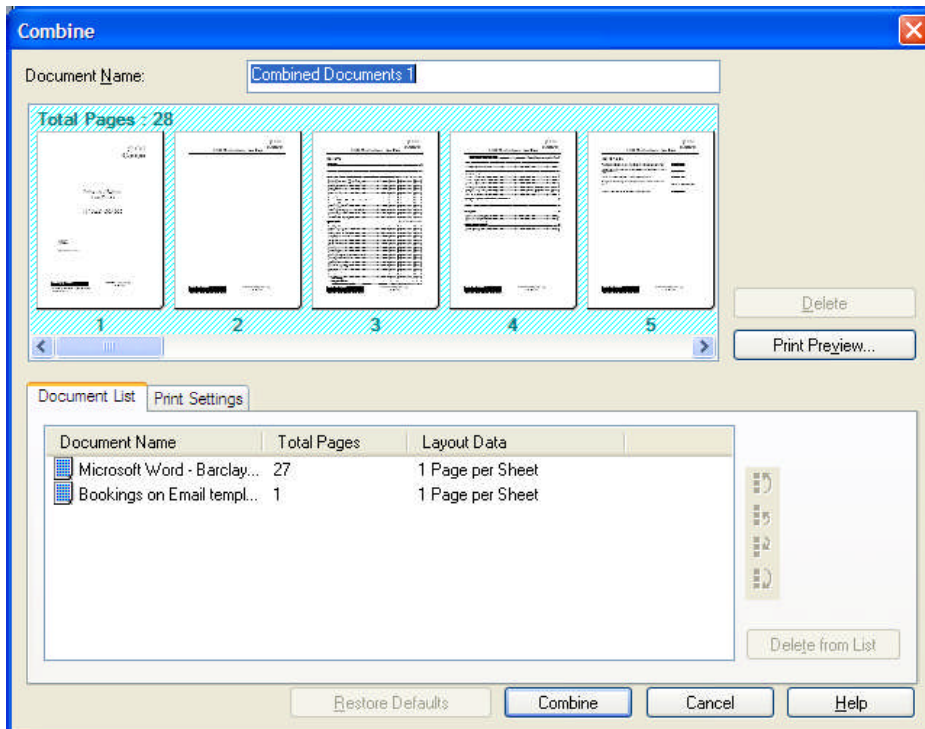
1. Minimise the page composer and open up the next document you wish to combine. eg.. Microsoft Excel.
2. Press Print and select the Canon Driver
3. Press Properties and again select Edit and Preview
4. Press OK twice
5. Maximise the Page Composer and you will now see the two documents to be combined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

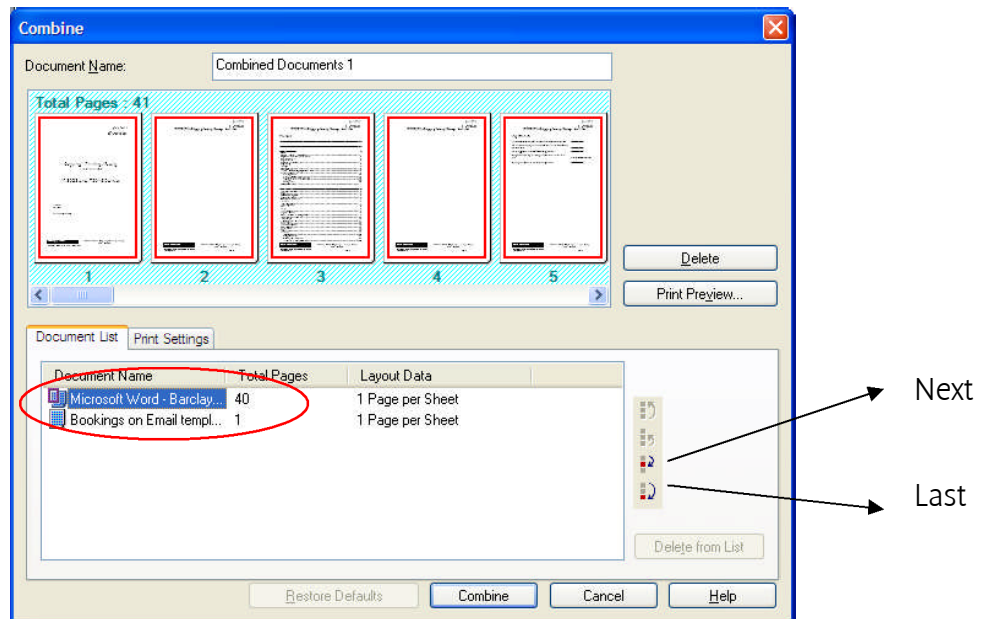


Highlight all the documents and press the **combine key** (see below)



Once the documents are combined the screen below will appear





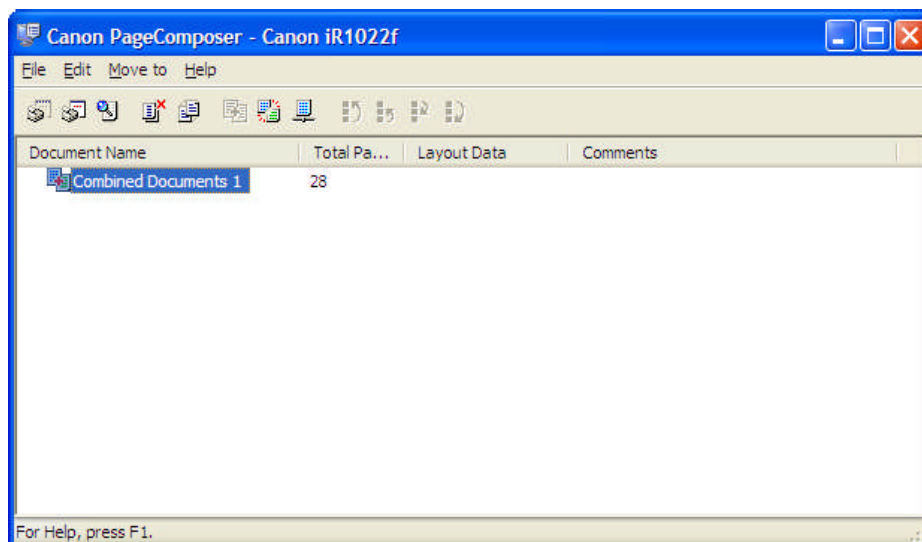
Next

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

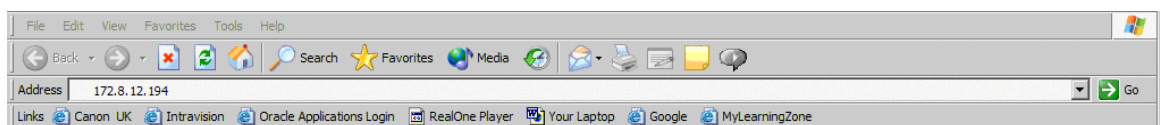
Once you are happy with the above press the print setting key and select your finishing output options, e.g. stapling/double-sided. Then press the combine key (see picture below)



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

Importing Fax Numbers into Fax Driver

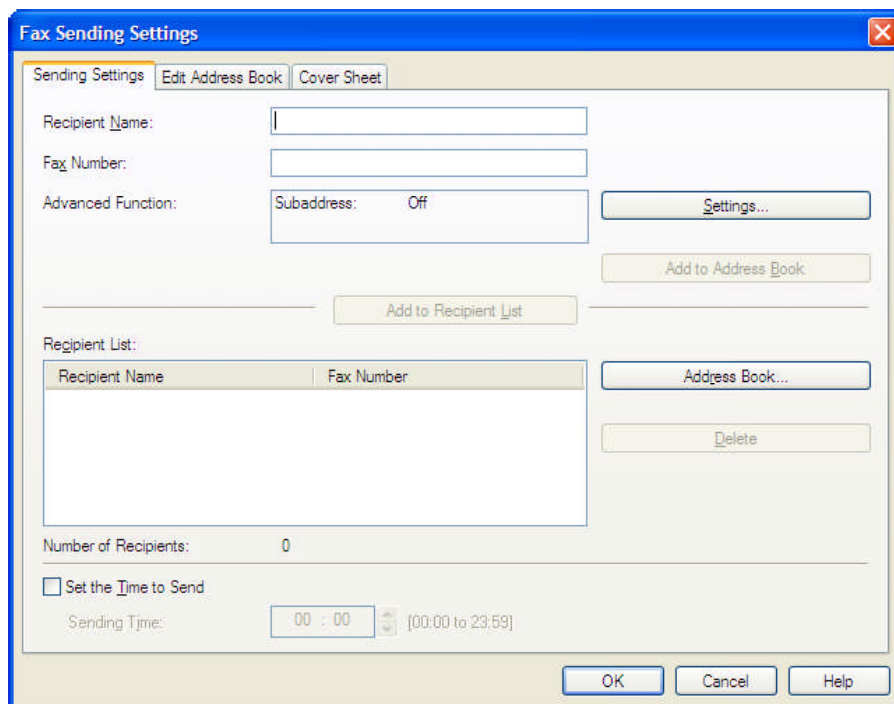
Open the Remote User Interface (RUI) by typing the IP Address of the device in Internet Explorer address bar



1. Select Additional Functions and select Import/ Export from the menu that appears under Additional Functions
2. Click on Export NB. The name of the Address Book is not exported
3. Click OK
4. When the File Download dialog box appears, specify the location in which you want to save the address book according to instructions displayed on screen.
5. In the File Type, ensure you select .abk then save
6. You will now need to import the .abk file into the fax driver
7. Select START > SETTINGS > PRINTERS & FAXES. Right click on the Fax Driver.
8. Select PRINTING PREFERENCES
9. Select EDIT ADDRESS BOOK tab
10. Select IMPORT button & browse to the .abk file
11. Ensure you have FILES of TYPE field set to CANON DATA FILES (*.abk) or ALL FILES (*.*) to see the file you created.
12. Select the file & click OPEN button. This will import the address book file into the fax driver on the PC

Faxing a Document from PC

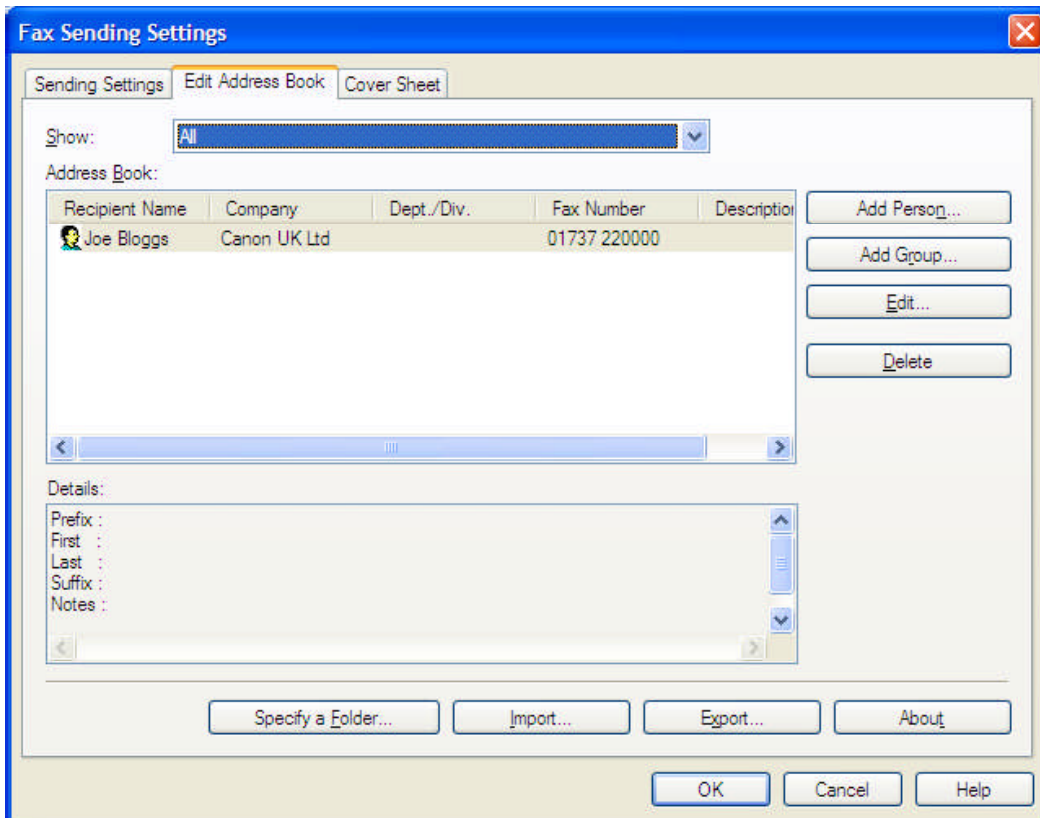
1. In the Windows application, with the document open, click the command to print your document.
2. In the print dialog box, select your **FAX DRIVER** from the **NAME** drop-down list box, and then click the **OK** button.
3. The **SEND FAX TAB** allows you to select the recipients for an outgoing fax and set the fax resolution.



- Recipient Name
- Specifies to whom fax is sent
- Fax Number
- Specifies the fax number of the recipient
- Add to Address Book
- Adds the name and fax number specified in the Recipient Name and Fax Number text boxes to the Address Book. (see Address book tab)
- Add to Recipient List
- Adds the name and fax number specified in the Recipient Name and Fax Number text boxes to the Recipient List box.
- Recipient List
- Displays the names and fax numbers of the people the fax will be sent to.
- Select from Address Book
- Displays the Select from Address Book dialog box for selecting fax recipients from the Address Book.
- Remove From Recipient List
- Removes a selected name and fax number from the Recipient List box.

ADDRESS BOOK TAB

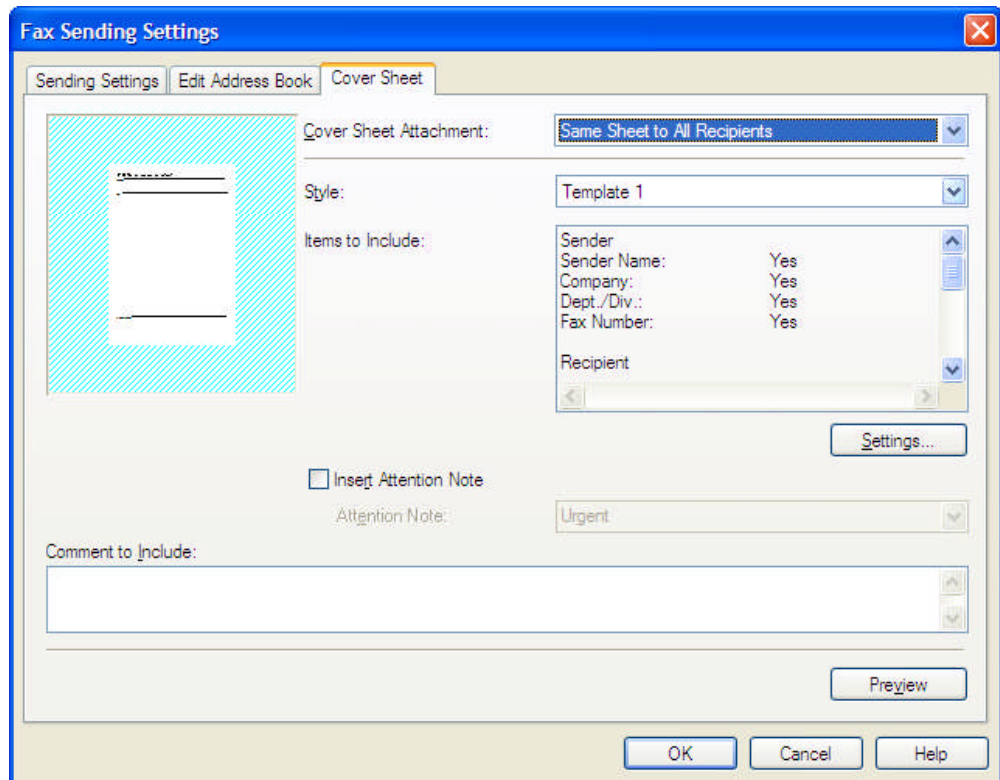
The Address Book sheet defines and manages individuals and groups of possible fax recipients.



- Show
- Clicking Individuals displays the list of individual entries in the Address Book. Clicking Groups displays the list of group entries in the Address Book. Clicking All displays all entries in the address book.
- New Individual
- Opens the Add Individual dialog box for creating a new individual entry in the Address Book
- New Group
- Opens the Add Group dialog box for creating a new group entry in the Address Book.
- Edit
- Opens either the Edit Individual or the Edit Group dialog box, depending on whether you selected an individual or group entry in the Entries list box. (An Address Book entry must be selected first.)
- Delete
- Deletes the entry selected in the Entries list.
- Import
- Opens the Open dialog box for importing into the Address Book CSV formatted data from a specified file.
- Export
- Opens the Save dialog box for exporting the entries list in the Address Book to a specified file in CSV format.

COVER SHEET TAB

The Cover Sheet defines the settings for a fax cover sheet and displays a preview on screen.



- Cover Sheet Attachment
- Specifies whether or not a cover sheet is attached to a fax and whether all recipients get the same cover. If a cover sheet is attached, select the style of the cover sheet from the Style drop-down list box.
- Items to Include on Cover Sheet
- Specifies the Sender and Recipient information to be included on the cover sheet by clicking the appropriate check boxes. Under settings, you can enter the Sender information in the Name, Fax Number, Company and Dept\ Div. text boxes.
- Insert Attention Note
- Includes a notice on the cover sheet.
- A notice can be selected from the drop-down list box. Or you may enter a notice within 30 characters.
- Comment to Include on Cover Sheet
- Specifies any extra information you want to include on the cover sheet up to a maximum of 255 characters.

Notes

Talk to Canon to
improve performance
in your business.