

## User manual to Canon IR2200i and IR3300i at ITU

This user manual is sufficient to solve the most common functions on the new multi purpose copying machines from Canon.

Complete user manuals for the machines and other recently installed machines at ITU can be downloaded from the address: http://www.itu.dk/intern-service/kopimaskiner/

You must have a ITU copy card in order to use the machines.

- Short introduction to the copy functionalities of IR2200i and IR3300i.
- Short introduction to the print functionalities of IR2200i and IR3300i.
- Short introduction to the scan and email functionality of IR2200i and IR3300i.



- Short introduction to the copy functionalities on IR2200i and IR3300i.
  - Copying dublex.

Before copying, you must insert the copy card in the card reader. If you are entitled to use the machine and if you have a positive print account balance, then you will see a menu on the screen on the card reader. Choose "Copy". Now turn to the display on the copy machine. Put the masters in the sheet feeder or direct on the glass and choose <u>Copy</u>.

The main menu shows the basic functionalities. Other menus can be viewed by a push on one of the buttons.

|          | MI Sim [MFC Versi |                | Mail Box | Scan            |                |
|----------|-------------------|----------------|----------|-----------------|----------------|
|          | ack               | <b>_</b>       |          |                 |                |
| Ready    | to copy.          |                |          |                 |                |
| /        | 100%              | De<br>A        | <b>4</b> |                 | 1              |
| 1:1      | Copy Ratio        | Paper          | Select   |                 |                |
|          |                   |                | '        |                 |                |
| Finisher | Two-side          | d 🗼            |          | Text/Phot       | to/Map 🔻       |
| ∕ Inter  | rupt              |                |          | Special Featu   | ires ,         |
|          |                   |                |          | Sy              | stem Monitor , |
| Ready    | LOG 0/0           | X = 376, Y = 1 | Body C   | N RUI DISCONNEC | CTED OFF       |
|          |                   |                |          |                 |                |

Copying - dublex:

Dublex:

In the main picture choose <u>*Two-sided*</u>. You see a menu where you choose how to copy the master.

- From 1-side to 2-sided.
- From 2-sided to 2-sided.
- From 2-sided to 1-sided.
- Book to 2-sided.



| iR C3100 - MMI Sim | n [MFC Version]          |                  |                 |  |
|--------------------|--------------------------|------------------|-----------------|--|
| Two-sided: Selec   | ting the Features        | 4+7              |                 |  |
| L I                | 1►2-Sided                | 2►2-Sided        | Option          |  |
| [                  | 2►1-Sided                | Book⊫<br>2-Sided |                 |  |
| Cance              |                          |                  | ок              |  |
| Ready              | LOG 0/0 X = 195, Y = 344 | Body ON RUI D    | ISCONNECTED OFF |  |

Activate your choice and choose OK.

Next you see the option chosen in the main picture. Now type the number of copies and press the big green button at the right side of the display.

| iR C3100 - MMI Sir      | m [MFC Version]     |              |             |               | _ 🗆 🔀     |
|-------------------------|---------------------|--------------|-------------|---------------|-----------|
| File(F) View(V) Help(H) |                     |              |             |               |           |
| No 🖸 👌                  |                     |              |             |               |           |
| Copy 📑                  | Send                | Mail Bo      | × 🚱         | Scan          | •         |
| 📃 Black                 | -                   |              | Set         | ting Confirma | ition 🔸   |
| Ready to co             | py. (with settings) |              |             |               |           |
| 10                      | 00%                 |              | Recto-      | -             |           |
| 1:1                     | Copy Ratio          | Paper Select |             |               |           |
|                         | 2►2-Sided           |              |             |               |           |
|                         |                     |              | D           | A             |           |
| Finisher 🔸              | Two-sided           |              | E A Str T   | ext/Photo/M   | ap 🔻      |
| <b>Interrupt</b>        |                     |              | Spec        | ial Features  | <b>,</b>  |
|                         |                     |              |             | System        | Monitor 🕨 |
| Ready                   | LOG 0/0 X = 336, Y  | = 335        | Body ON RUI | DISCONNECTED  | OFF //    |



- Short introduction to the copy functionalities of IR2200i and IR3300i.
  - Copying and staples.

Before copying, you must insert the copy card in the card reader. If you are entitled to use the machine and if you have a positive print account balance, then you will see a menu on the screen on the card reader. Choose "Copy". Now turn to the display on the copy machine. Put the masters in the sheet feeder or directl on the glass and choose <u>Copy</u>.

| iR C3100   | - MMI Sim [MFC Version] |                 |                     |          |
|--|-------------------------|-----------------|---------------------|----------|
|  | пер(п)                  |                 |                     |          |
| Сору   | Send                    | Mail Box        | Scan                |          |
|  | Black 🗸                 |                 |                     |          |
| Rea  | ady to copy.            |                 |                     |          |
|  | 100%                    |                 |                     | 1        |
| 1:1  | Copy Ratio              | Paper Select    |                     |          |
|  |                         |                 |                     | 1 1      |
|  |                         |                 | A D                 |          |
| Finishe  | r Two-sided             |                 | 🚡 🗺 Text/Photo/M    | ap 🔻     |
| In The second se | iterrupt                |                 | Special Features    | <b>,</b> |
|  |                         |                 | System              | Monitor  |
| Ready  | LOG 0/0 X = 202         | 2, Y = 306 Body | ON RUI DISCONNECTED | OFF      |

Stapling and sorting:

In the main picture on the copy machine choose <u>*Finisher*</u>. Then you see a menu where you can choose how to sort the material and whether you want it to be stapled.



| iR C3100 File(F) View(V) | - MMI Sim [MFC Version<br>Help(H) | 1]                    |                | _          |  |
|--------------------------|-----------------------------------|-----------------------|----------------|------------|--|
|                          | Selecting the Type                |                       |                |            |  |
|                          |                                   |                       |                |            |  |
|                          | Collate<br>(Page order)           | Group<br>(Same pages) | ) Staple       |            |  |
|                          | Offset                            |                       |                |            |  |
|                          | Cancel                            |                       |                | لہ ٥٢      |  |
| Ready                    | LOG 0/0 X =                       | = 78, Y = 336         | Body ON RUI DI | System Mon |  |

To insert staples choose <u>*Staple*</u>. By choosing <u>*Next*</u> you see a picture where you can place the staples.

| 🔚 iR C3100 - MMJ Sim [MFC Version]  |
|---|
| Re(F) Wen(V) Help(H)  |
| Finisher: Selecting the Type  |
| Collate<br>(Page order) Group<br>(Same pages) Staple  |
| Cancel Back Next  |
| Ready         LOG 0(0)         (x = 417, Y = 340)         Body ON         RLI DESCONNECTED         OFF         A           IR C3100 - MAU Sim [MFC Version]         Im [III]         Im [III]         Im [III]         Im [III]           Flee(P)         Vern(V)         Help(H)         Im [III]         Im [III]         Im [III]  |
| Finisher: Setting the Staple Position Corner Select the staple position.  |
| Double     Top Left       Saddle Stitch     Image: Control of the state of the |
| Bottom Left Bottom Right Cancel Sack OK   |
| Systam Monitor           Ready         LOG 0,0         X - 510, Y - 396         Body ON         Ruit DISCORRECTED         OPF   |

Choose <u>OK</u> when you have chosen the position of the staple.

Staple:



- Short introduction to print with IR2200i and IR3300i.
  - Print dublex.

Before printing, you must insert the copy card in the card reader. If you are entitled to use the machine and if you have a positive print account balance, then you will see a menu on the screen on the card reader. Choose "Print" and you will see a list of all your print jobs located on the print server.

The menu provides you with the following options:

- Delete one or more print jobs.
- Choose number of copies.
- Send print jobs to the printer.
- Send print jobs to the printer but also keep the print job on the print server for later retrieval (Retain).

Now turn to the display on the copy machine.

|   | Segenskaber for Canon iR2      | 200-3300 PCL5e                            |
|---|--------------------------------|---|
|   | Page Setup Finishing Paper Sou | urce Quality                              |
|   | Default Settir                 | ngs 🗸 🚰 🔯 🕸 Print 💌                       |
|   |                                | Print Style:                              |
|   |                                | 1-sided Printing                          |
| ~ |                                | Print with Mixed Paper Sizes/Orientations |
|   |                                | Binding Location:                         |
|   |                                | Long Edge [Left]                          |
|   |                                | Finishing:  Collate  Griset               |
|   |                                | Group Rotate                              |
|   | A4 [Scaling:Auto]              | Forbid Separated Paper Output             |
|   | View Settings                  | Staple Position                           |
|   |                                | Advanced Settings Restore Defaults        |
|   |                                | Muvariceu Settings nestole Delatitis      |
|   |                                | OK Annuller Hjælp                         |

There are different options to your print job in the menu item "Finishing".

At the url <u>http://www.itu.dk/intern-service/kopimaskiner/</u> you can see the available options (e.g., folding, stapling) on the various printers at ITU.



## **Printning - dublex**

Under "Finishing" you can choose to print 2-sided. When you choose 2sided you can also choose the *Binding Location*, that is, whether the binding should be along the "Long Edge" (portrait) or "Short edge" for documents with horizontal orientation (landscape).

| Segenskaber for Canon iR                 | 2200-3300 PCL5e                           | ? 🔀     |
|--|---|---------|
| Page Setup Finishing Paper S             | purce Quality                             |         |
| Profile: Default Sett                    | ings 🖌 🚰 🔯 🚳 Print                        |         |
|  | Print Style:                              |         |
|  | 2-sided Printing                          |         |
|  | Print with Mixed Paper Sizes/Orientations |         |
|  | Binding Location:                         |         |
|  | Long Edge [Left]                          |         |
| an a | Long Edge (Left) ffset                    |         |
| A4 [Scaling:Auto]                        | Short Edge [Top] otate                    | nch     |
|  | Forbid Separated Paper Output             |         |
| View Settings                            | Staple Po                                 | sition  |
|  | Advanced Settings Restore D               | efaults |
|  | OK Annuller                               | Hjælp   |



- Short introduction to print with IR2200i and IR3300i.
  - Print and stapling

Before printing, you must insert the copy card in the card reader. If you are entitled to use the machine and if you have a positive print account balance, then you will see a menu on the screen on the card reader. Choose "Print" and you will see a list of all your print jobs located on the print server.

- The menu gives you the following posibilities:
- Delete one or more print jobs.
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- Send print jobs to the printer.
- Send print jobs to the printer but also keep the print job on the print server for later retrieval (Retain).

| 🐲 Egenskaber for C       | ? 🛛  |
|--------------------------|--|
| Page Setup Finishin      | urce Quality                                   |
| Profile: 🗾 Default Setti | ngs 🗸 🚰 🔟 🚳 Print 🗸                            |
|                          | Print Style:                                   |
|                          | 1-sided Printing                               |
|                          | Print with Mixed Paper Sizes/Orientations      |
|                          | Binding Location:                              |
|                          | Long Edge [Left]                               |
|                          | Finishing: O Collate                           |
|                          | Group     O Group     O Staple     Thole Punch |
| A4 [Scaling:Auto]        | Forbid Separated Paper Output                  |
| View Settings            | Staple Position                                |
|                          | Advanced Settings Restore Defaults             |
|                          | OK Annuller Hjælp                              |

You find various options for finishing the print in the menu item "Finishing".



Canon

## Staple



• Short introduction to scan and e-mail with IR2200i and IR3300i.

| IR C3100 - MMI<br>File(F) View(V) Help(H | Sim [MFC Version]       | 1            |           |  |
|--|-------------------------|--------------|-----------|--|
| Copy 📑                                   | Send 😞                  | mail Box     | Scan      | 9  |
| Dest. : 0<br>Contractions<br>Specify t   | he destination.         | 2004 03/2    | 21<br>1/1 | Settings<br>D0x200 dpi<br>Muto<br>C1r/B&W<br>200x200 |
| Address Bo<br>/Server                    | Details Era             | se Recall    | File F    | Two-sided<br>Original<br>ormat                       |
| File                                     | Store In<br>Usr Inbox > | , un ,       | 翻译        | Divide into<br>Pages<br>Preview                      |
| Favorites Butt                           | ons One-touch Button:   | s New Addres | ss 🗄      | Send<br>Settings →                                   |

In the display on the copy machine choose "Send". You can then scan your documents and send them by e-mail, fax or to a file in a folder on the network.

To scan and send the result to an e-mail address you must choose "E-mail" in the "Send" menu. Then you choose "E-mail Address" and type in an e-mail address using the keyboard on the display. Notice the @-symbol at the lower right of the keyboard.

| iR C3100 - MMI Sim [MF0     | Version]           |            | _0  | ×   |
|-----------------------------|--------------------|------------|---|-----|
| File(F) View(V) Help(H)     |                    |            |   | _   |
| Copy                        | Send 👷             | Mail Box ( | Scan 📑  |     |
| E-mail<br>E-mail<br>Address |                    | Des        | t. :0<br>Scan Settings<br>200x200 dpi<br>4uto<br>C1r/B&W<br>200x200 ~ |     |
|                             |                    |            | File Format   |     |
|                             |                    |            |   | 4   |
| Cancel                      |                    | OK         | Send Settings   |     |
|                             |                    |            | System Monitor  | Þ   |
| Ready LOG 0                 | 0 X = 231, Y = 287 | Body ON    | RUI DISCONNECTED OFF  | 11. |



| iR C3100 - MMI Sim [MFC Version]           FIe(F)           Vew(V)           Help(H)           Image: A state of the state of |
|---|
| E-mail Address (Max 128 characters)   |
| Cancel OK J   |
| Ready         LOG 0/0         X = 171, Y = 168         Body ON         Rui DISCONNECTED         OFF   |

| iR C3100 - MMI Sim [MFC '           File(F)         View(V)           Help(H)           No.         2 | /ersion]                      |   |                |   |  |
|---|-------------------------------|---|----------------|---|--|
| E-mail Address (Max 12  | UNERD SETTERS CONSTRUCTION    |   |                | 1 |  |
| You can also use th   | ie numeric keys.              |   |                |   |  |
|   | Backs                         |   | um. 🔻          |   |  |
|   | 5 6 7<br>r t y u              |   |                |   |  |
|   | f <u>ghj</u><br>v <u>bn</u> m | ▎▙▎ <mark>ᡫ</mark> ▏;<br>▎ <sub>▘</sub> ▎·▁▎ <mark>╱</mark> |                |   |  |
| Shift   | Space                         |   | <u> </u>       |   |  |
| Cancel  |                               | ОК  |                |   |  |
|   |                               | Sys   | stem Monitor , |   |  |
| Ready LOG 0/0   | X = 529, Y = 359              | Body ON RUI DISCONNEC                                       | TED OFF        |   |  |

Now choose "OK" and you will return to the Send menu where you can choose a file format. It is normally a good idea to choose PDF, which is a well suited format for presentation on the web and on all computer systems available (e.g., Windows, Linux and Mac). You can view PDF-files using the program Acrobat Reader.



| iR C3100 - MMI Sim [MFC Version]         □□区           File(F)         Vew(V)         Heb(r)           下論(四)         ①         ① |  |  |  |  |
|--|--|--|--|--|
| Copy Send Mail Box   | Scan 🛃   |  |  |  |
|  | 200x200 dpi<br>↓/↓<br>Auto<br>C1r/B&W<br>200x200 ▼ |  |  |  |
| Address Book Details Erase Recall  | Two-sided<br>Original                              |  |  |  |
| Fax E-mail SI-Fax  | PDF / PDF ▼<br>WWW Divide into<br>Pages<br>Preview |  |  |  |
| Favorites Buttons One-touch Buttons New Address  | s Send ##  |  |  |  |
| Ready LOG 0/0 X = 594, Y = 341 Body ON   | RUI DISCONNECTED OFF                               |  |  |  |

Alternatively you can choose the receiver in the "Address Book / Server". However, in that case the receiver must then be in the internal address book. Currently the internal address book is empty.

You simply press the large green button at the right of the display when you have placed the masters in the machine. The masters will then be scanned and sent to the recipient. Notice, that the sender on the mail is the machine and not your normal e-mail address. Also the subject in the mail will be a standard text like "ituscan bla bla".

