

How to LOG-IN AND RELEASE A PRINT JOB

HOW TO LOG-IN



Type in your code by using the keypad to the right.

HOW TO PRINT



RELEASE A PRINT JOB

Select the 'Secure Print' button.



TIP

At any time you can select the 'Main Menu' button to navigate to the 'copy' or 'scan and send' screens on your copier.



SELECT

Touch the screen to select the document/s you want to print. To print all your jobs in your list, simply press the 'Select All' button.

PRINT

Press the 'Print + Delete' button to begin printing. Once your job/s have printed, they will be permanently deleted from your print queue.

DELETE WITHOUT PRINTING

If you have sent a job to the printer and no longer need to print it, just select that job and then press the 'delete' button.

LOG-OUT

Press the log-out button at the bottom.



How to

PHOTOCOPY AT THE DEVICE

LOG-IN TO COPY



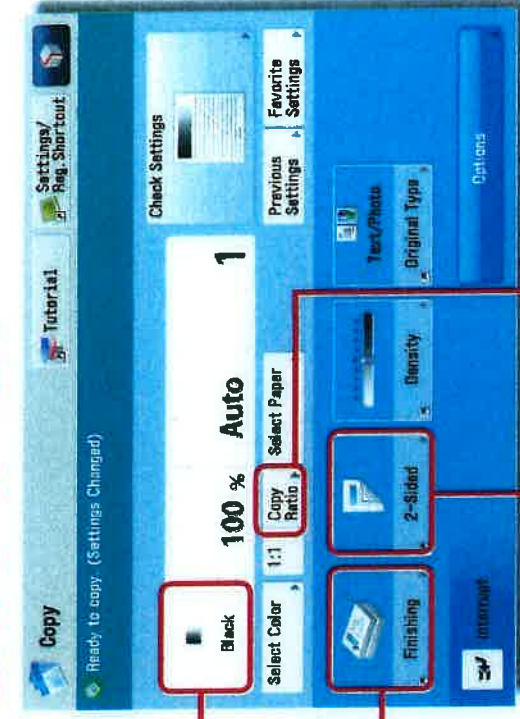
Type in your code by using the keypad to the right.

MAKING COPIES

Select the 'Copy' button.



THE PHOTOCOPY SCREEN



SELECT COLOUR

Select the down arrow and choose Auto Colour Select, Full Colour or Black & White.

FINISHING

You can choose how you want your documents finished, some options are:

- Collate** - this will produce your document in sets (ABC) (ABC).
- Group** - this will produce your document by pages (AA) (BB).

2-SIDED

- 1 to 2** - Will copy single sided originals to double sided copies
- 2 to 2** - Will make an identical copy of a two sided document
- 2 to 1** - Will copy a two sided original to separate sheets
- Book to 2** - Will copy the left and right sides of a document placed on the platen glass and place these on a two sided document.

COPY RATIO

Select this key to reduce or enlarge your document, you may choose from preset options or dial in your own percentage.



TIP
You can just type in the number of copies you want and hit the green button - this will use the copiers default settings.



TIP
You can automatically enlarge or reduce a document to a specific paper size by selecting 'copy ratio', then the 'auto' button, then choose your paper size and hit print!

LOG-OUT

Press the log-out button at the bottom.



How to

MAINTAIN PRINT AND COPY QUALITY

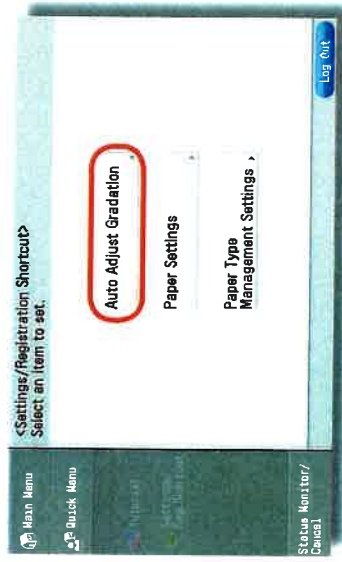
C2200 series

STARTING FROM MAIN MENU



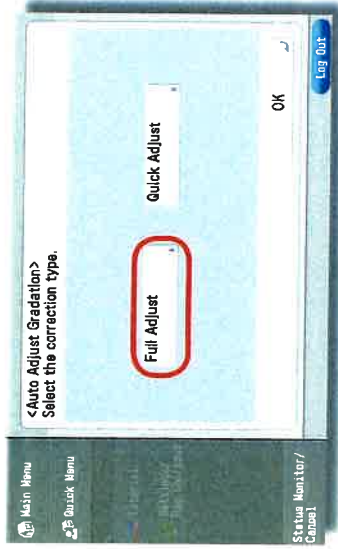
STEP ONE

Select 'Settings/Reg. Shortcut'



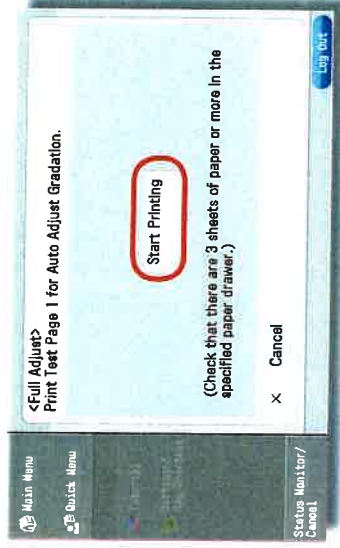
STEP TWO

Select 'Auto Adjust Gradation'.



STEP THREE

Select 'Full Adjust'



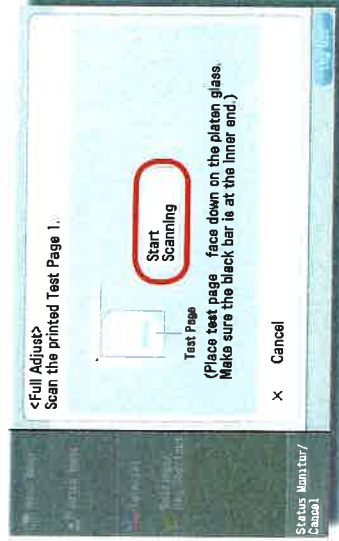
STEP FIVE

Press 'Start Printing'.



STEP FOUR

Select an available A4 plain paper drawer. Then press OK



STEP SIX

The machine will prompt you to place the printed test page on the glass. Select 'Start Scanning' - continue this process **two** more times by following the screen prompts.

Canon

How to

SCAN AND SEND AN EMAIL

HOW TO LOG-IN



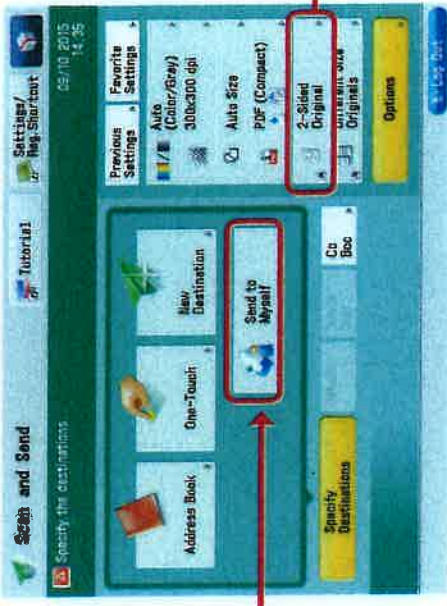
Type in your code by using the keypad to the right.

SCAN TO EMAIL

Select the 'Scan and Send' button.



THE SCAN AND EMAIL SCREEN



TIP

If you have a double sided document and you want to scan both sides to PDF, press '2-Sided Original' and you will get one PDF document with 2 pages.

SEND TO MYSELF

Press the 'Send to Myself' key to scan a document directly to your email in-box. Because you have logged into the MFD it identifies who you are and knows where to send it.

HOW TO SCAN

Insert the document into the document feeder and press the big green button.

CHANGE THE SCAN SETTING OPTIONS

There are standard default settings, however you can change the DPI resolution, whether you want to scan in black & white or colour, change the file type, the size of the document and if you want double side scanning etc

LOG-OUT

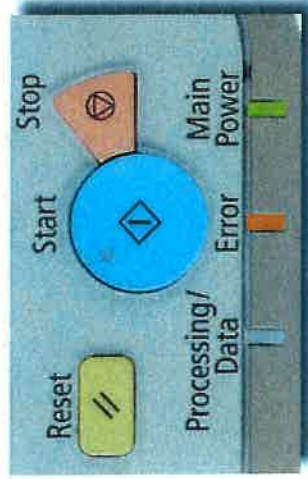
Either press the log-out button at the bottom.



How to

WITH 'LOAD PAPER' MESSAGE

C2200 series



FLASHING ORANGE ERROR LIGHT

STARTING FROM MAIN MENU

1. - Press the 'Status Monitor / Cancel' button
2. - You now have **Three** options
 - 1 - Confirm the chosen Paper Drawer or
 - 2 - Select another Drawer to release your print job then **OK** or
 - 3 - Or you can Cancel the job.

