How to Print from your PC

** Note: For further reference please consult the Printing Guide for your machine **

**Choosing Print Driver**

1. Click on the dropdown of available print drivers and choose your Canon ImageRunner device.

**Changing Print Settings**

1. To change Print Settings click on the “Properties” icon to the right of the selected print driver.
2. Print to a mail box
   a. Change “Output Method” on any of the tabs from “Print” to “Store”
   b. You will then be able to choose which mailbox you want your document stored in.
3. Changing Paper Orientation
   a. Click on the “Page Setup” tab.
   b. In the “Orientation” section you can choose between Portrait or Landscape.
4. Changing Paper Size and Source
   a. On the Page Setup tab you change paper size by clicking the “Page Size” Dropdown menu and choosing the desired paper size.
   b. There are 2 ways to change the Paper Source
      i. You can click on the desired paper drawer on the picture of the machine in the “Page Setup” tab. The selected drawer will be highlighted in green.
      ii. You can also click on the “Paper Source” tab and choose from the list of available drawers.
5. 2 Sided Printing
   a. Click on the “Finishing” Tab
   b. Choose “2-Side Printing” from the Print Style dropdown menu.
   c. Note: If you are printing a Landscape job, change the Binding location to “Short Edge (Left)”
6. Stapling
   a. Click on the “Finishing” tab.
   b. In the “Finishing” dropdown menu you can choose between collating and stapling options.
How to Print Envelopes

Loading Envelopes
1. Open the Stack Bypass.
2. Load the envelope facing up and resize the bypass to fit your envelope.
3. When the Stack Bypass Settings dialog box appears on the screen, select the “Envelope” option and click “Next.”
4. Choose the envelope size and click “Ok.”

Printing in Word 2007
1. Click on the “Mailings” tab
2. Select the “Envelopes” icon
3. Enter the Delivery Address and Return Address information.
4. Click Print.
5. Note: You can store the return address in the Advanced settings of your Word Options.

Printing in Word 2003
1. Click on the Tools Menu
2. Highlight over the “Letters and Mailings” section
3. Choose “Envelopes and Labels”
4. Enter the Delivery Address and Return Address information.
5. Click Print.
6. Note: You can store the return address in the Advanced settings of your Word Options.