



UNIVERSITY OF MIAMI
MANAGED PRINT SERVICES
MAKING SMARTER IMPRESSIONS

QUICK REFERENCE GUIDE

Basic Copy Function Overview

Methods of Copying:

➤ **Platen Glass***(to be used when copying from books, transparencies, articles that have been cut and pasted together, torn originals, or small originals)*

- Place original on platen glass face down
- Align the corner of the original with the orange arrow at the top left hand corner of the platen glass
- Gently lower the lid
- Configure copy settings to your preference.
- Press the green **Start** button



to execute



Methods of Copying:

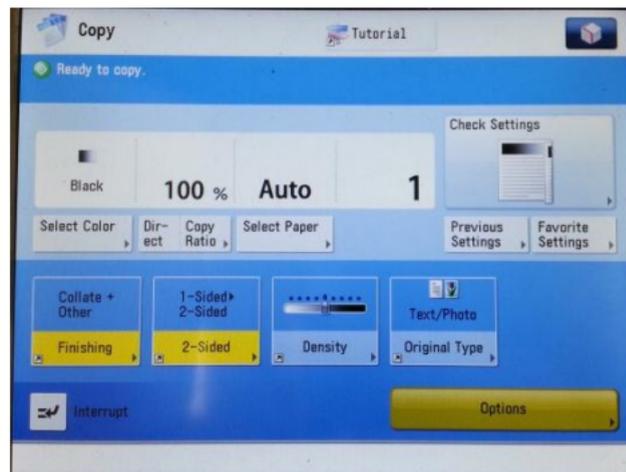
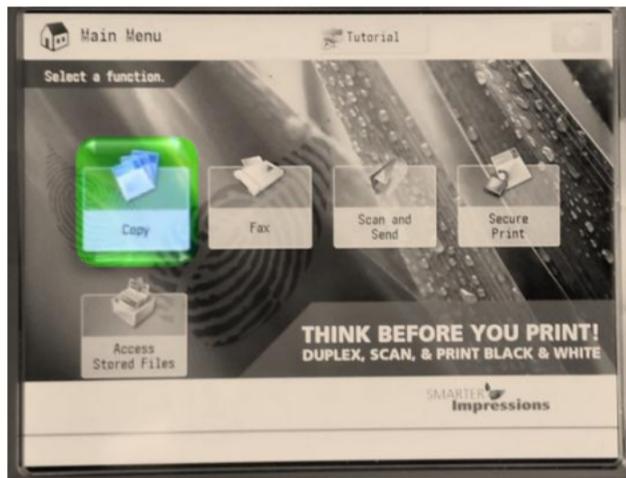
- **Document Feeder** *(use to automatically scan a stack of originals)*
- Place originals in feeder face up
 - Adjust the slide guides to fit the size of the originals
 - Configure copy settings to your preference.
 - Press the green **Start** button  to execute

**Do not feed originals with torn or curled edges, large binding holes, or stapled sheets through the document feeder.*



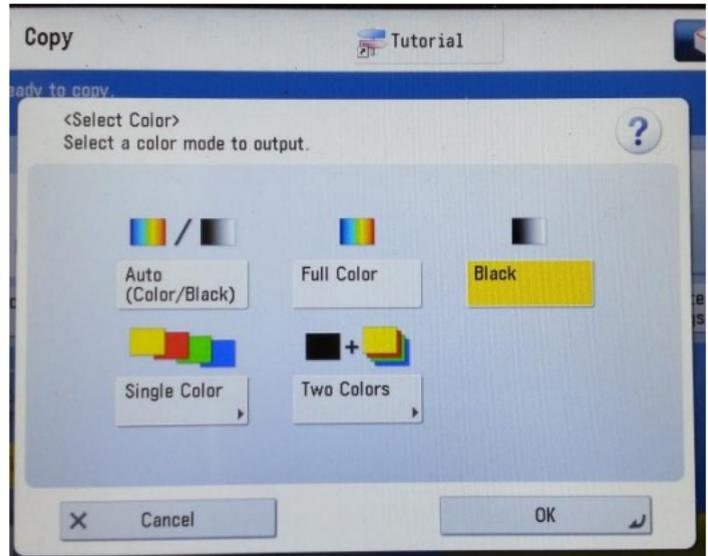
Copy Settings:

- Select **Copy** to access general copy settings listed as follows:
 - Select Color
 - Copy Ratio
 - Select Paper
 - Finishing
 - 2-Sided
 - Density
 - Original Type



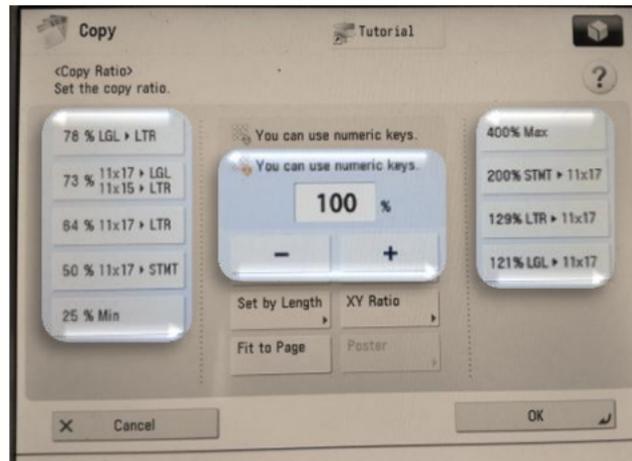
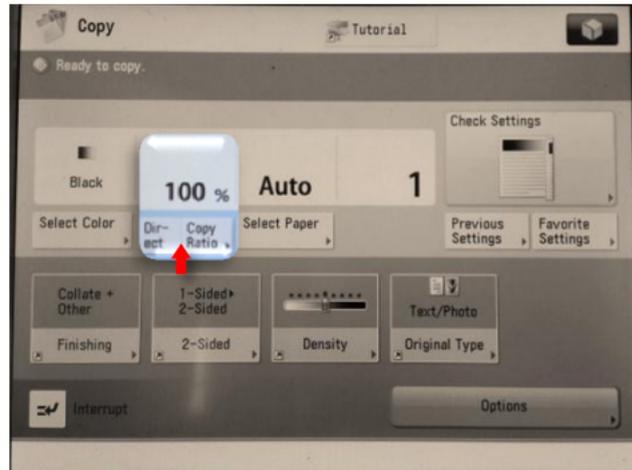
Select Color

- **Auto**(Color/Black)
 - Enables the device to output copies to match your original document(s), differentiating between color and black automatically.
- **Full Color**
 - Allows users to duplicate original document(s) in full color only
- **Black**(default)
 - Allows users to duplicate original document(s) in black only
- **Single Color**
 - Allows the user to select a given color that enables all text and graphics to be in that selected color
- **Two Colors**
 - Allows the user to select a given color that enables all properties of the original document that had color in it to be copied to a different color



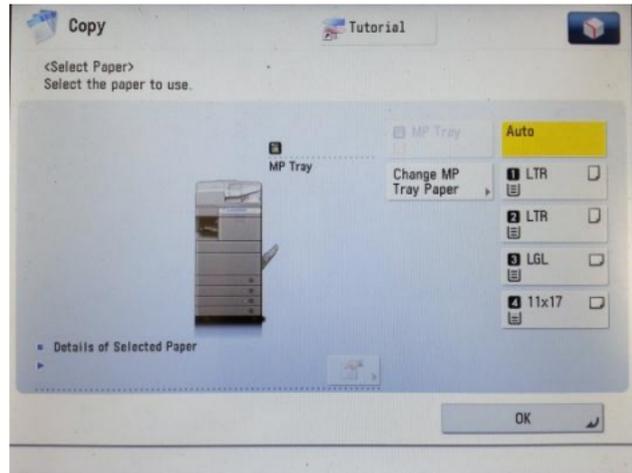
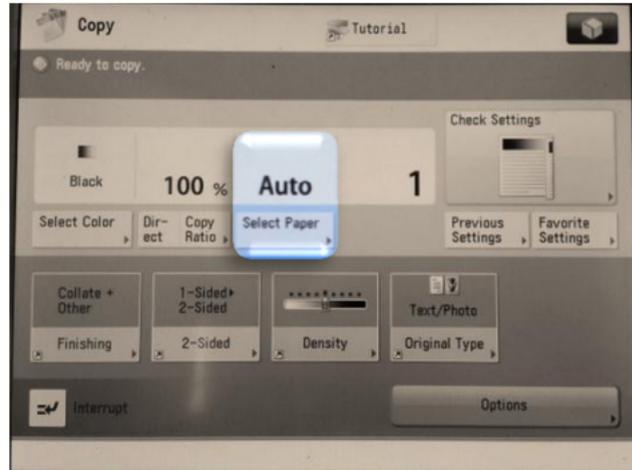
Copy Ratio

- This feature enables you to enhance or reduce the size of your original document image
 - The presets on the left side are setup to reduce the size of the original document image size to fit a smaller stationary size
 - The presets on the right side are setup to enhance the size of the original document image size to fit a larger stationary size
 - The + and – sign in the center of the menu enable you to enhance or decrease the original document image size incrementally



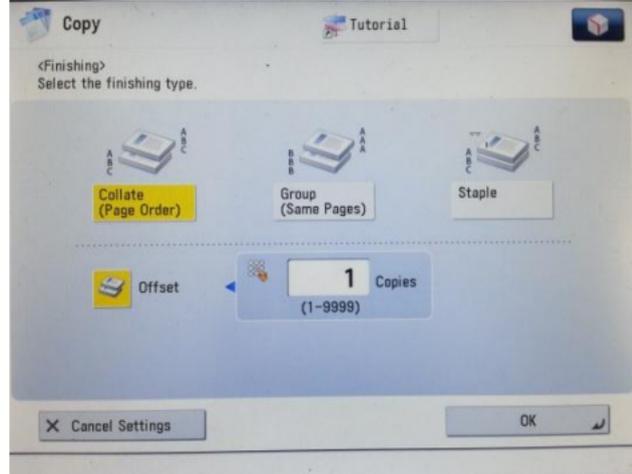
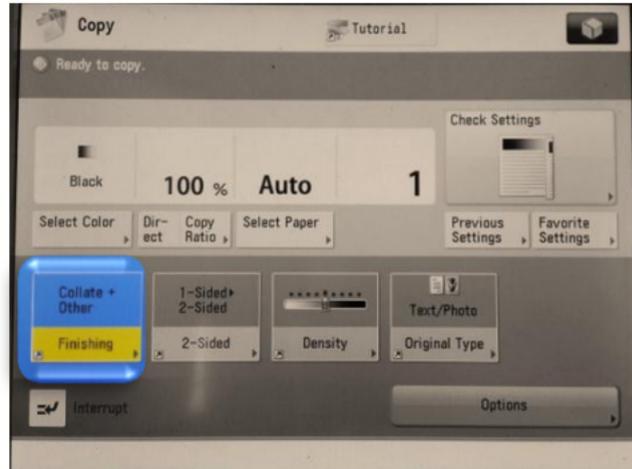
Select Paper

- This feature enables the user to choose where the device will pull stationary from for output
 - If you have specialty paper you would like to copy on such as card stock, photo, transparency, etc., the user would select MP Tray.
 - If you have stationary that is an acceptable bond weight(14lb-80lb) to place in the general paper cartridges of the device(color, letterhead, etc.), the user would select the tray associated with where that paper is located(1,2,3, or 4) to output their copies on that specific stationary.



Finishing

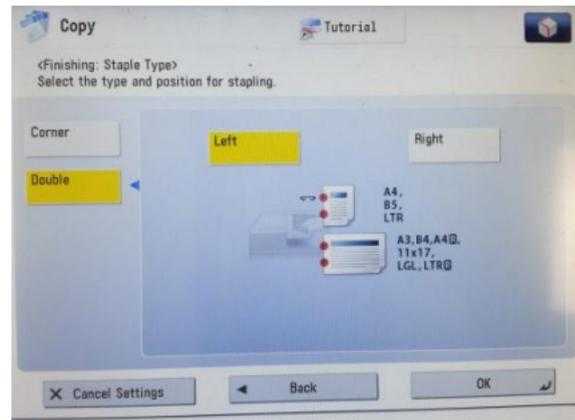
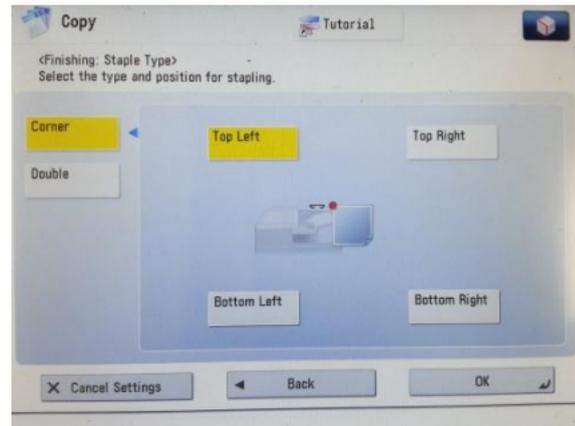
- This feature enables the user to select from a menu of finishing options the device may have.
 - Collate enables each copy of the original document to be output in the same page order as the original document
 - Group enables each copy of each page of the original document to be output in the same page order without any sorting
 - Select **Staple** to activate the staple finishing option
 - Select **Next** when option becomes available.



Finishing

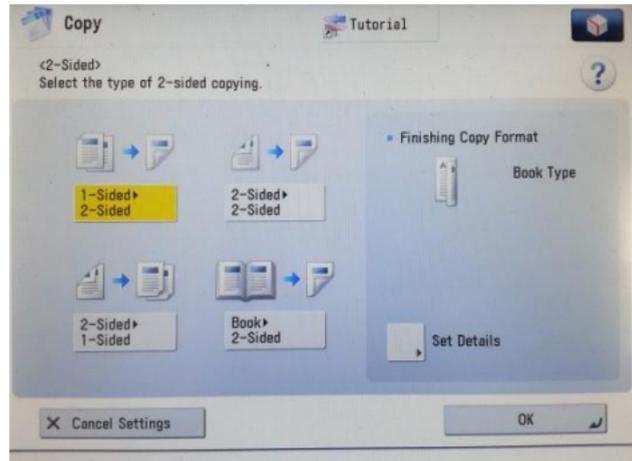
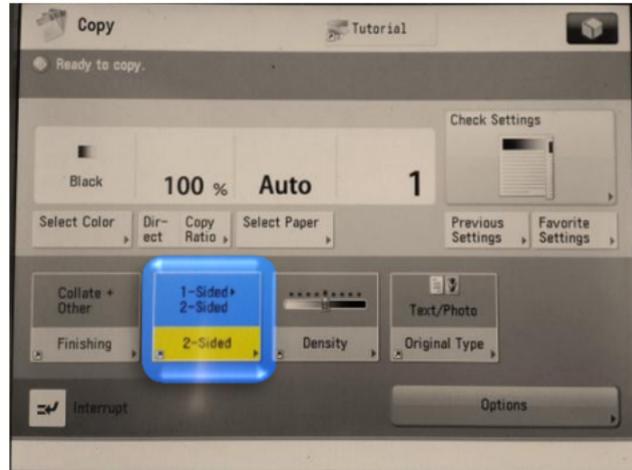
- You will be given two staple options:
 - **Corner**
 - Additional options allow you to select where you want staples to be placed on the stationary (*Top Left, Top Right, Bottom Left, or Bottom Right*)
 - **Double**
 - Additional options allow you to choose whether you want the short edge or the long edge of the paper to be double stapled

***Be sure that two of the four cassette trays have letter size paper, with one tray's paper orientation being landscape, and the other tray being portrait orientation**



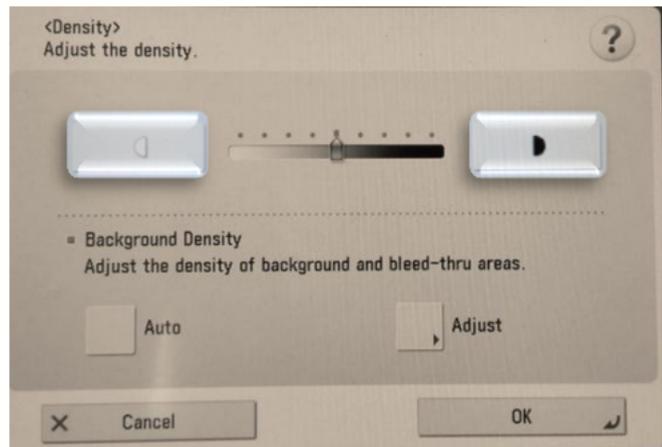
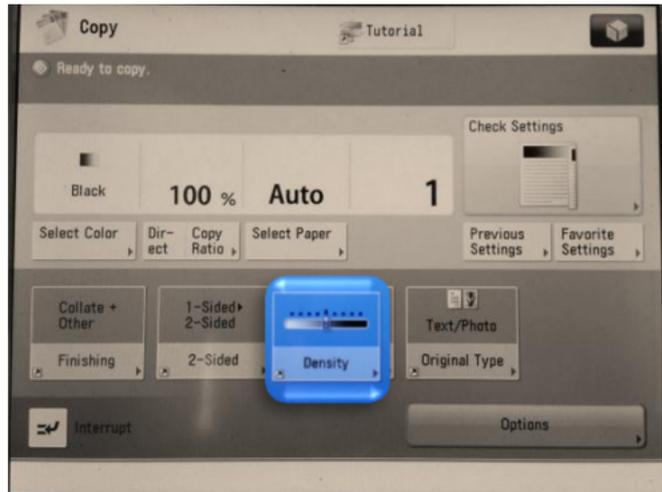
2-Sided

- This feature enables the user to select from a variety of 2-sided options or deselect the this option by choosing Cancel Settings at the bottom of the menu screen
 - 1-Sided ➤ 2-Sided takes single sided originals and outputs 2-Sided copies of them
 - 2-Sided ➤ 2-Sided takes 2-Sided originals and outputs 2-Sided copies of them
 - 2-Sided ➤ 1-Sided takes 2-Sided original documents and outputs 1-Sided copies of them
 - Book ➤ 2-Sided enables both pages of a book to be scanned and then output to 2-Sided copies(*must use platen glass*)



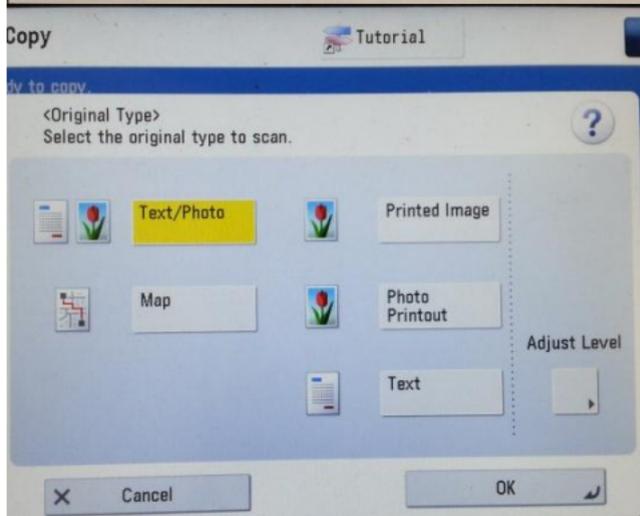
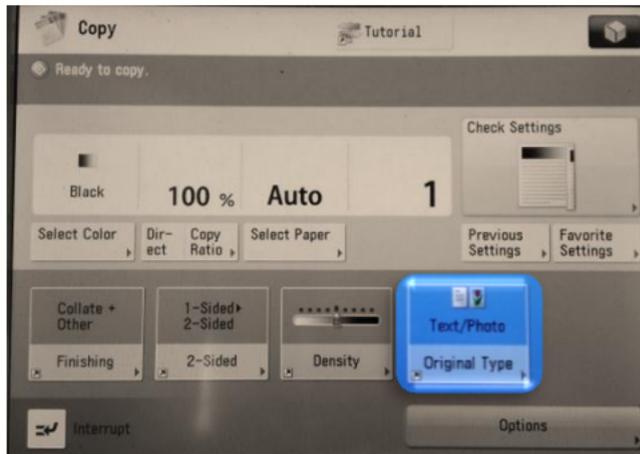
Density

- This feature allows the user to lighten or darken the output of copies
 - Tap the tab on the left side to lighten your output result
 - Tap the tab on the right side to darken your output result



Original Type

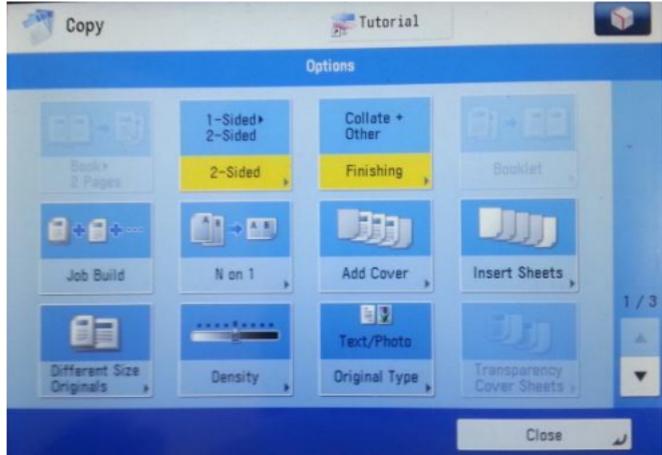
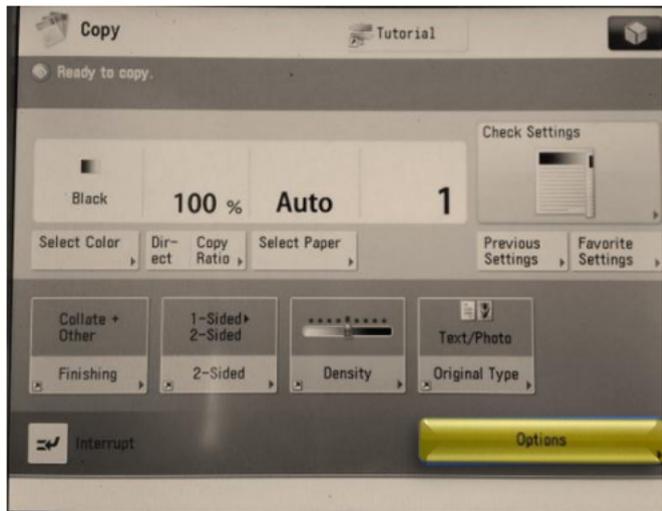
- This Tab allows you to choose settings for best optimization of exposure. There are 5 preset options to choose from:
 - **Text/Photo**
 - Select for best output for reports with text and graphics
 - **Printed Image**
 - Select for best output for photos
 - **Map**
 - Select for best output for a map
 - **Photo Printout**
 - Select for best output for magazine articles that include text, photo, and graphics
 - **Text**
 - Select for best output optimization for text



Options

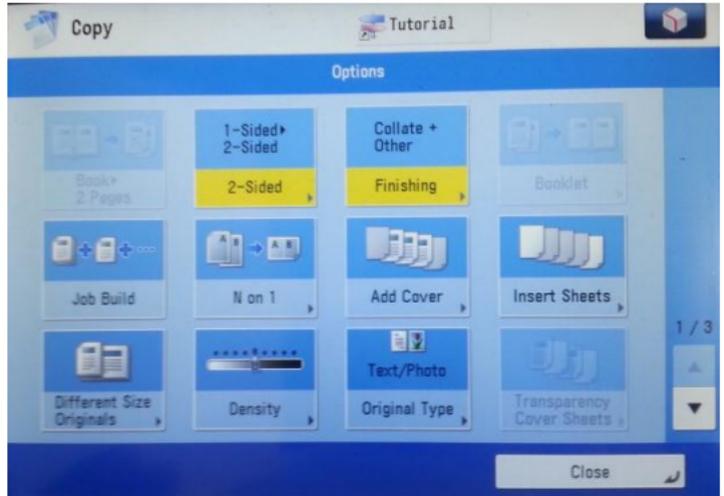
➤ This tab offers an array of copy options that enable you to activate more advanced features among a few we've already reviewed. Below is an overview of available features:

- **Job Build**
 - Enables the user to scan original documents in separate batches; useful when the size of original documents exceed the maximum capacity of the automatic feeder
- **N on 1**
 - Allows the user to configure the device to reduce the size of original document(s) to fit 2 on 1, 4 on 1, or up to 8 original images on a single sheet of paper.



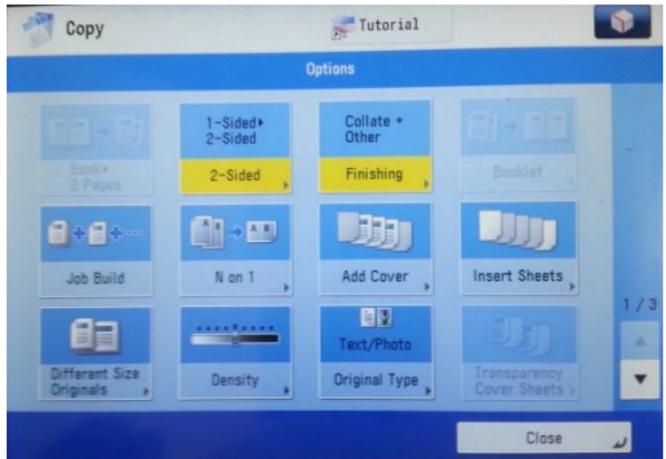
Options

- **Add Cover**
 - Enables the user to set the device to automatically add front and back covers, using a different type of stationary from the original document; tray selection options are available.
- **Insert Sheets**
 - Allows the user to configure the device to automatically add sheet insertions, chapter pages, or tab papers using a different type of stationary from that used for the original document(s).



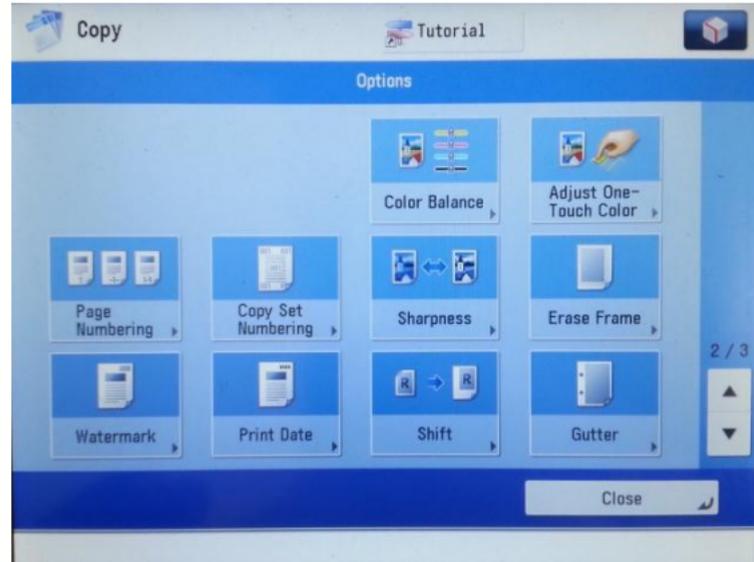
Options

- Different Size Originals
 - Allows the user to copy different size original documents with the same width, but different lengths, or different widths and different lengths by selecting the appropriate option.
- Insert Sheets
 - Allows the user to configure the device to automatically add sheet insertions, chapter pages, or tab papers using a different type of stationary from that used for the original document(s).



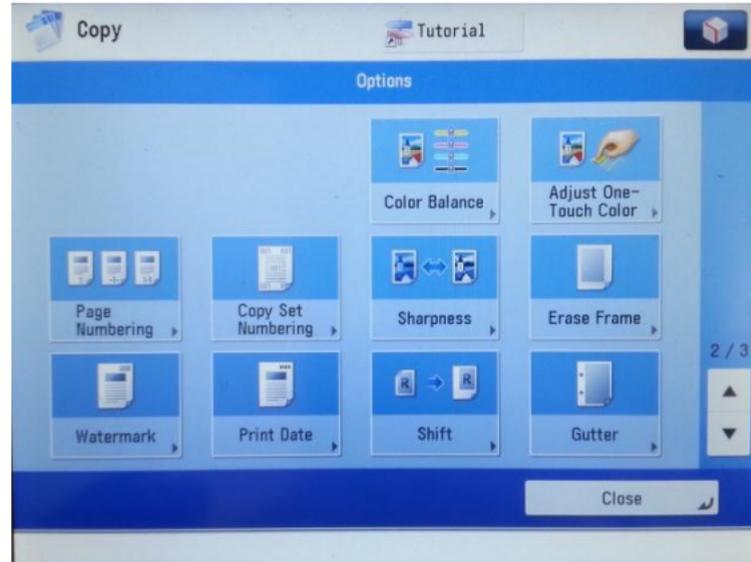
Options

- **Color Balance**
 - Allows the user to make fine adjustments to the color by varying the relative strength of yellow, magenta, cyan, and black.
- **Adjust One-Touch Color**
 - Allows the user to change the look of your original document by selecting the image tab with the look of your preference.
- **Page Numbering**
 - Allows the user to set/assign page numbers to be placed on each copy of the original document. Users can specify number type of numbering system, size, position, and direction of numbers.



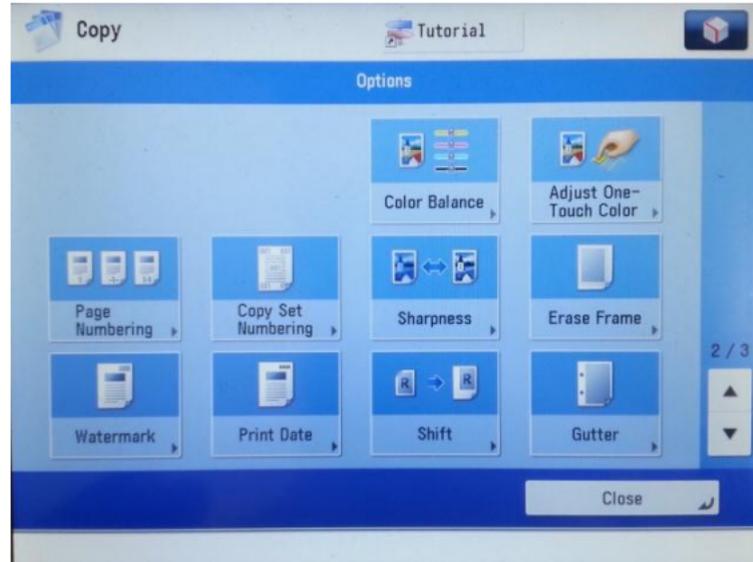
Options

- **Copy Set Numbering**
 - Allows the user to print copy set numbers. Users can also specify the size, position, or direction of the copy set number.
- **Erase Frame**
 - Allows the user to remove shadows on the original document from copied book pages or copied hole punches by cropping out those border areas by a specified amount.
- **Watermark**
 - Allows the user to copy a watermark or user specified text for output. Users can also specify the size, position, or direction of the watermark



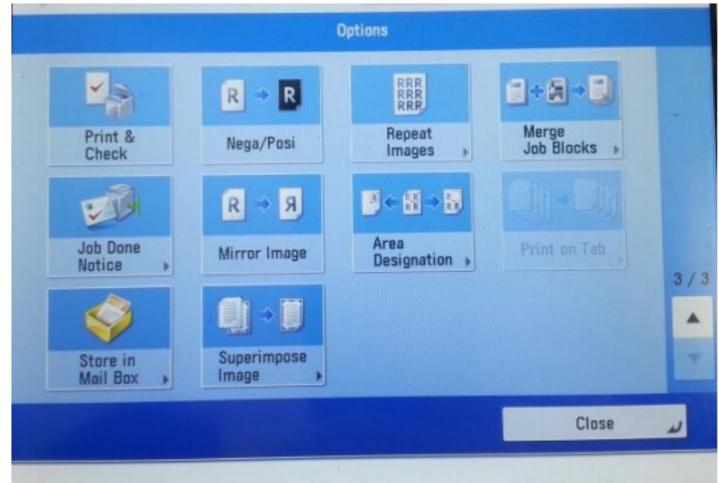
Options

- **Print Date**
 - Allows the user to print the date onto to each copy. Size, position, and direction can be adjusted.
- **Shift**
 - Allows the user to shift the entire original document image as specified.
- **Gutter**
 - Allows the user to create a margin on the output document by shifting the image of the original document by a chosen value



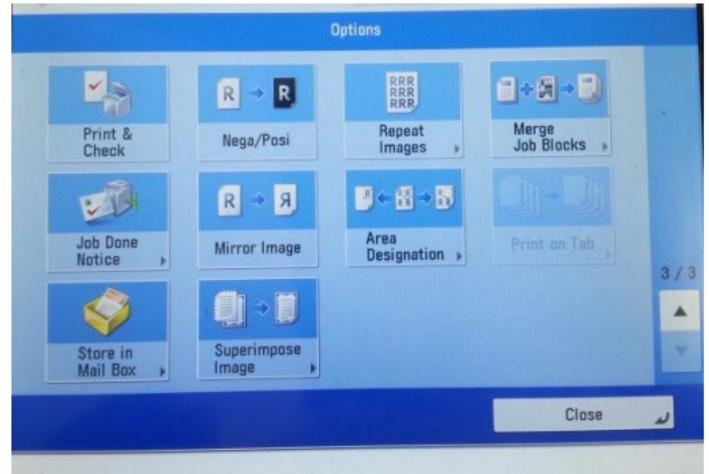
Options

- **Print & Check**
 - Allows the user to confirm scanned images page by page when you scan originals in succession on the platen glass; useful to prevent miscopying as a result from misscanning
- **Merge Job Blocks**
 - Enables the user to scan multiple batches of originals with different copy settings and print them as one document
- **Job Done Notice**
 - Enables users to request an email notification from the machine when the current copy job is done.



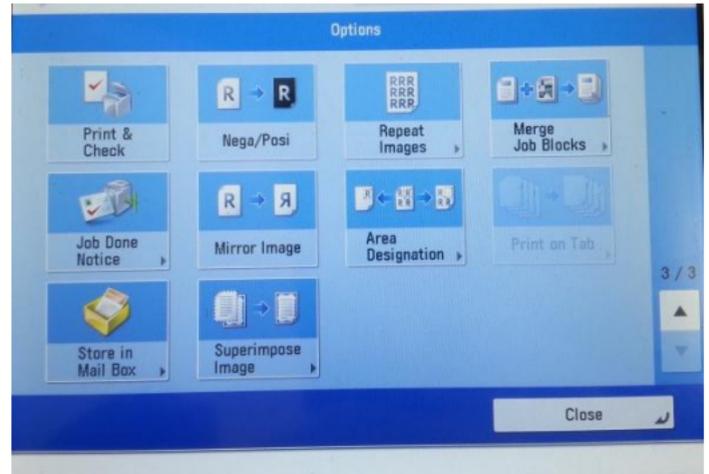
Options

- **Mirror Image**
 - Allows the user to copy the original document image reversed
- **Area Designation**
 - Enables the user to frame areas on the original document to scan/copy, or areas to blank out in the scanned image. Users can designate up to four areas using the edit pen on the preview screen, or the numeric keys on the control panel.
- **Print on Tab**
 - Enables users to print on tab paper loaded into the cassette tray(s).



Options

- **Store in Mailbox**
 - Enables users to store originals scanned from the copy screen as a file in Mail Box.
- **Superimpose Image**
 - Enables the user to merge a previously scanned image registered in the device's memory onto the output



Additional Information

If you have additional questions, please refer to our website at www.miami.edu/mps for additional details, information, instruction and training materials. You may also contact the Canon UM Helpdesk at 855-477-4783 to request personalized or group training, or contact Derek Lawrence at dlawrence@miami.edu.

