

# **BASIC FUNCTIONS for the CANON imageRUNNER Advance SERIES**

## **COPY FUNCTION**

- If you are at a copier that requires Dept ID codes, enter your Dept ID code, and press Log In
- If you are not at MAIN MENU or COPY MENU, touch MAIN MENU button to left of display screen, then select Copy
- To MAKE COPIES, simply enter the number of copies needed and press START.
- To ENLARGE OR REDUCE, select COPY RATIO. You can choose a preset ratio, or designate a fixed percentage. When reducing or copying to a larger size paper than the original, you can SHIFT the image to a specified area on the page. SHIFT is found under the SPECIAL FEATURES key.
- To work with TWO-SIDED originals, or to make two-sided copies from single-sided originals, use the 2-SIDED key. Follow the pictures!
- If you need to STAPLE copies (and you have this option) Select FINISHING key, and then STAPLE.
- If you need to 3 HOLE PUNCH copies (and you have this finishing Option) Select FINISHING key, and then PUNCH in the lower left corner of the screen.
- To LIGHTEN OR DARKEN COPIES, use DENSITY CONTROL key.

When you are finished working if you work at a copier that uses ID codes, make sure you Log Out (bottom right corner of Display Screen)